

How to Create a SQL Database Backup

09/12/2024 5:29 pm EDT

Issue:

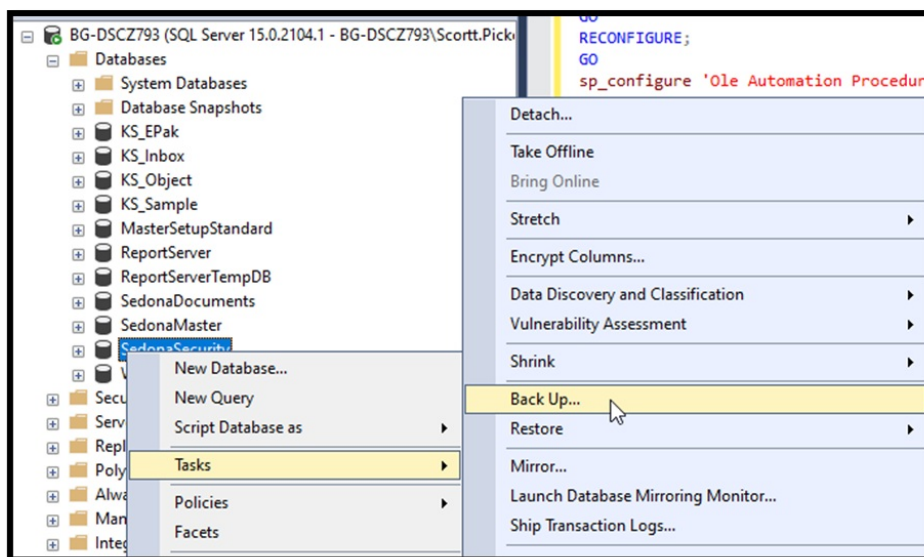
A database backup is needed by Support or Development to research an issue. How is a backup file created?

Resolution:

Open SQL Server Management Studio and connect to the SQL server where the SedonaOffice database is located.

Expand the Databases tree then select the database to be backed up.

Right click on the database and select Tasks then Back up.

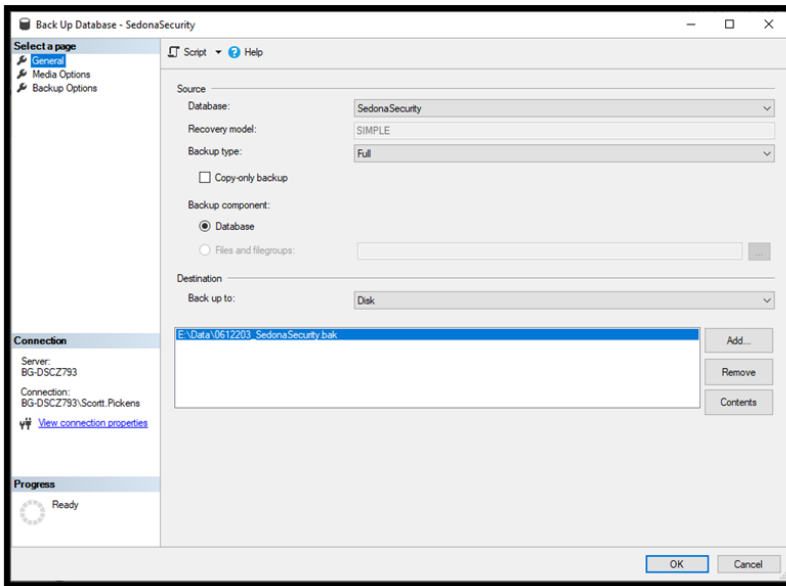


You should see a screen like the one below.

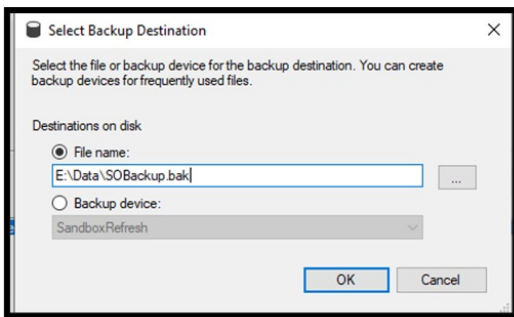
Be sure the back up type is Full under the source section.

Under the destination section, the Back up should be Disk.

You can save the file to a location. If no location is already listed, you can click Add.

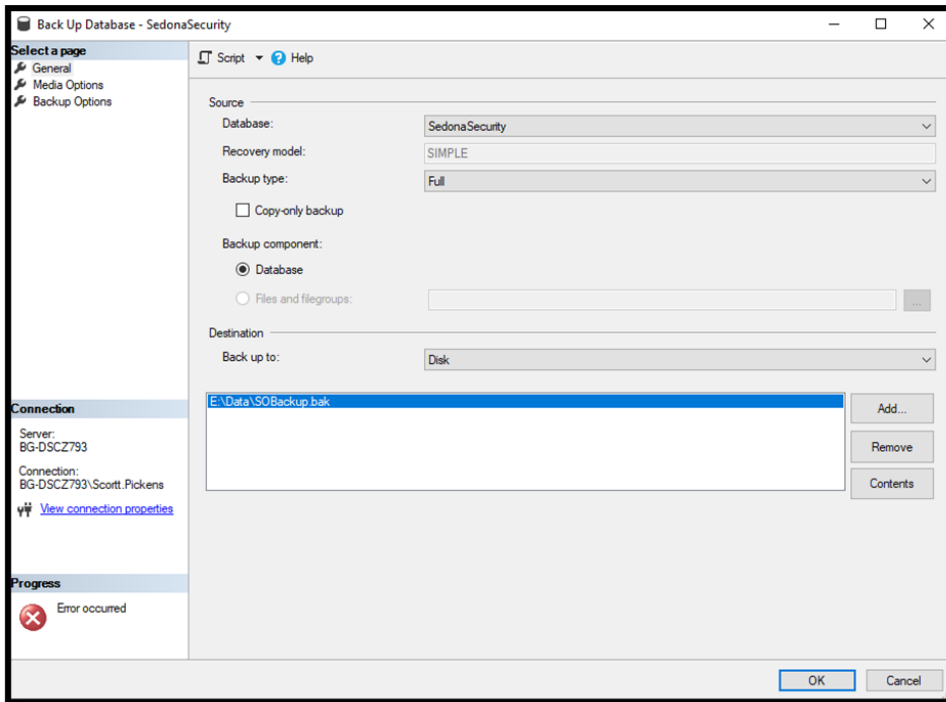


Clicking Add opens the screen to edit the file name and location. You can type it in or use the browse button to find a location to save the file. Name it what you want with the extension of .bak.

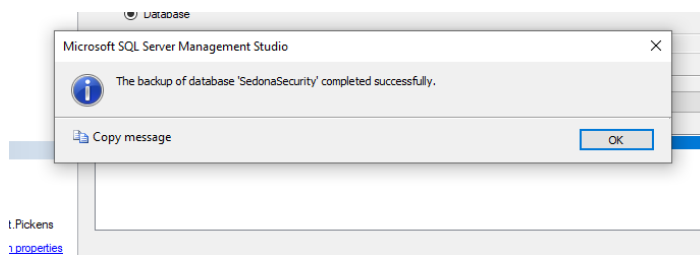
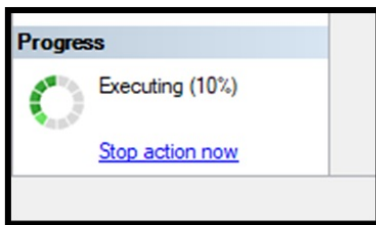


Click OK

You should just click OK and the backup will start.



You will see the backup processing.



Once the backup is finished, the file can be sent to Support.