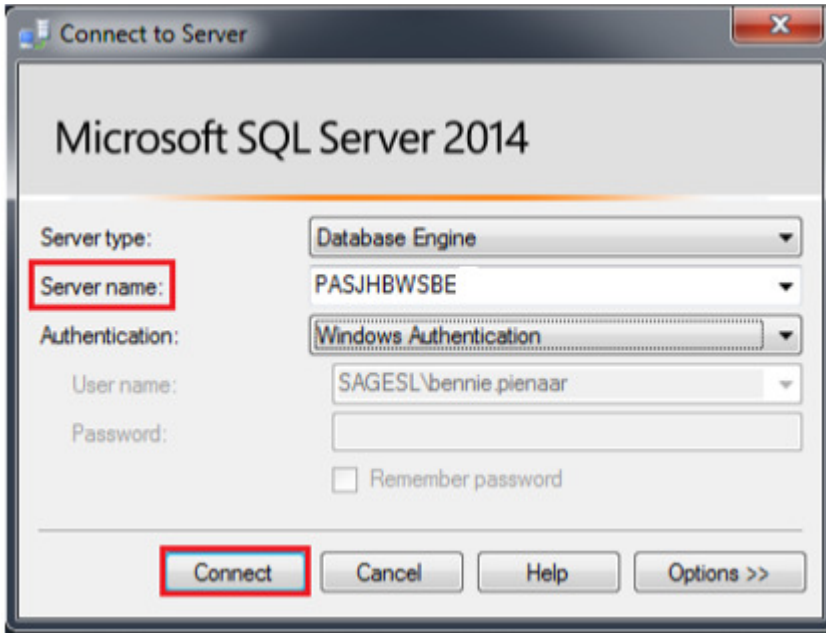


# Introduction

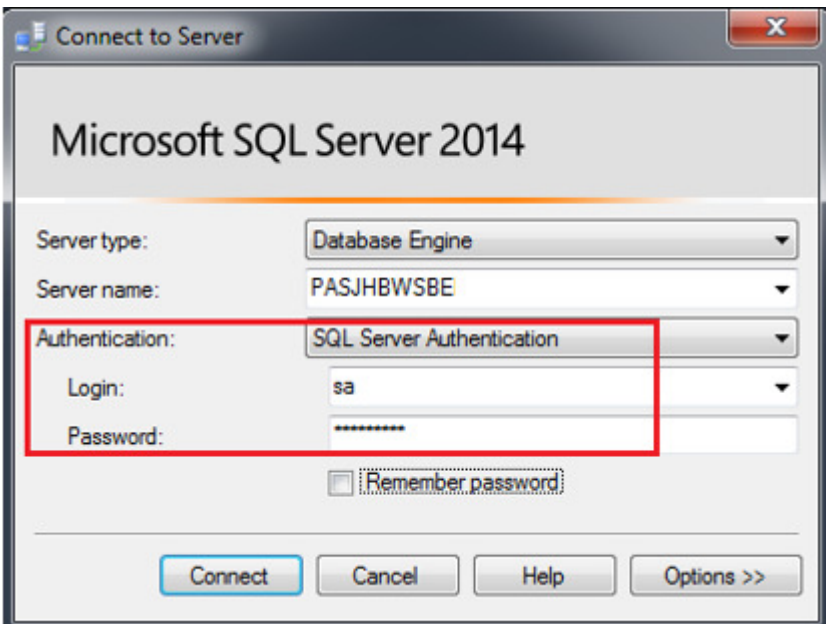
This article discusses how to back up your Sage Evolution company data using MS SQL Management Studio.

## Details

1. On the specific MS SQL Server PC, go to **Start | All Programs | Microsoft SQL | SQL Server Management Studio**.
2. Select the relevant server name, **Authentication = Windows Authentication** and then select the **Connect** button.

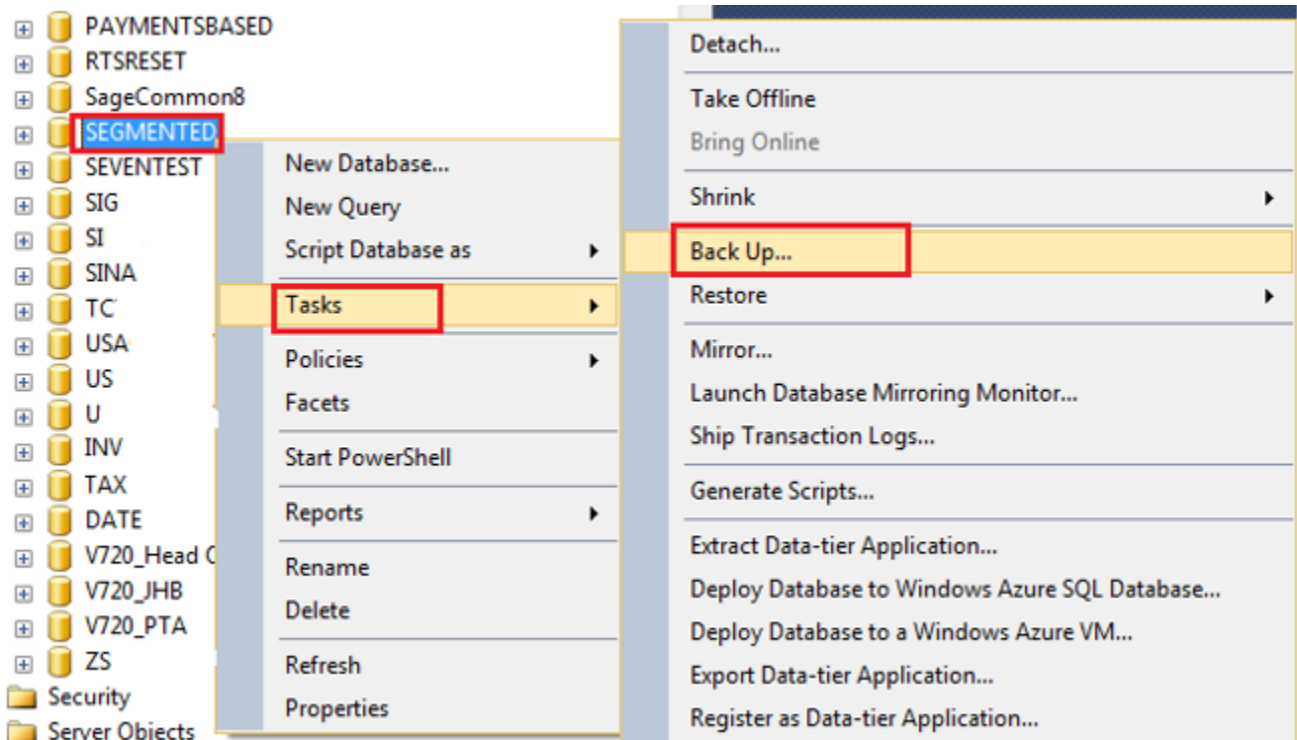


Note that you can also use the **SQL Authentication** mode option but then you need to make use of the **sa** user and enter it's password below.



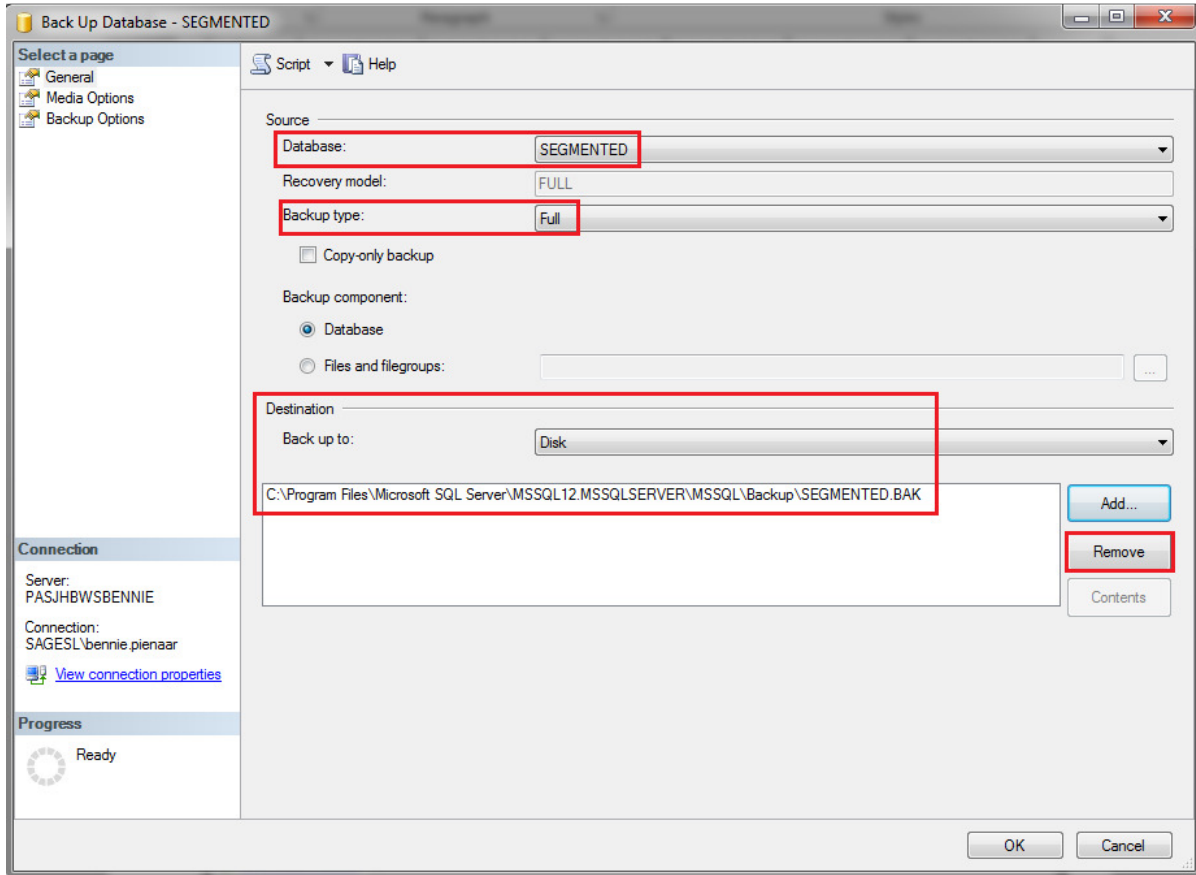
**DISCLAIMER:** These articles refer to possible solutions and a platform to share information. Each article describes a method that solved a problem (knowledge gathered from previous sites) and how Sage Evolution should operate. These articles are also specific to a Sage Evolution build. Please note; the information contained in these articles should be treated as guidelines and adapted to accommodate differences in business processes and IT environments. Articles should not be applicable to all environments. If unsuccessful please post comments below or contact the Evolution Support Department directly on the office number 011 304 3000 or email a consultant to [evolutionssupport@sage.com](mailto:evolutionssupport@sage.com).

3. When opened, double click on the **Databases** folder on the top left to display the list of all the live databases
4. Right-click on the relevant database, e.g. **SEGMENTED** | **Tasks** | **Backup...**

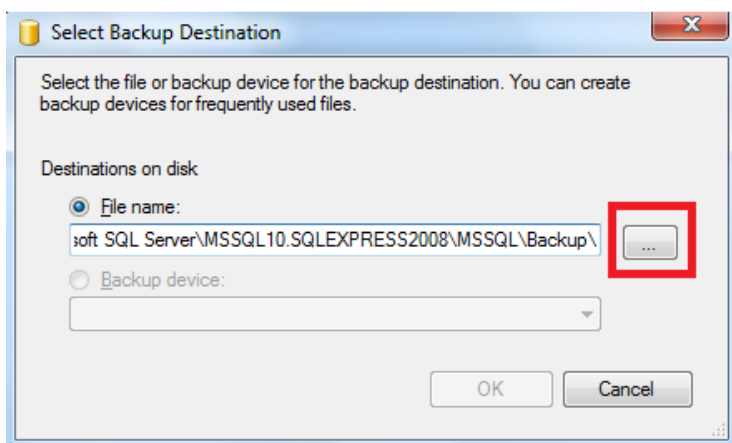


5. Accept the default settings on the top of the Backup screen. Please note the most important available options:
  - **Database:** the specific database name as selected and that you want to backup.
  - **Backup type:** this allows the user to select between 2 options: **Full** or **Differential**. It's strongly recommended using the **Full** option.
  - **Destination:** In here you will browse to the location where the backup will file should be backup to. You can leave the default location as is without having to change it.  
E.G. C:\Program Files\Microsoft SQL Server\MSSQL12.MSSQLSERVER\MSSQL\Backup\

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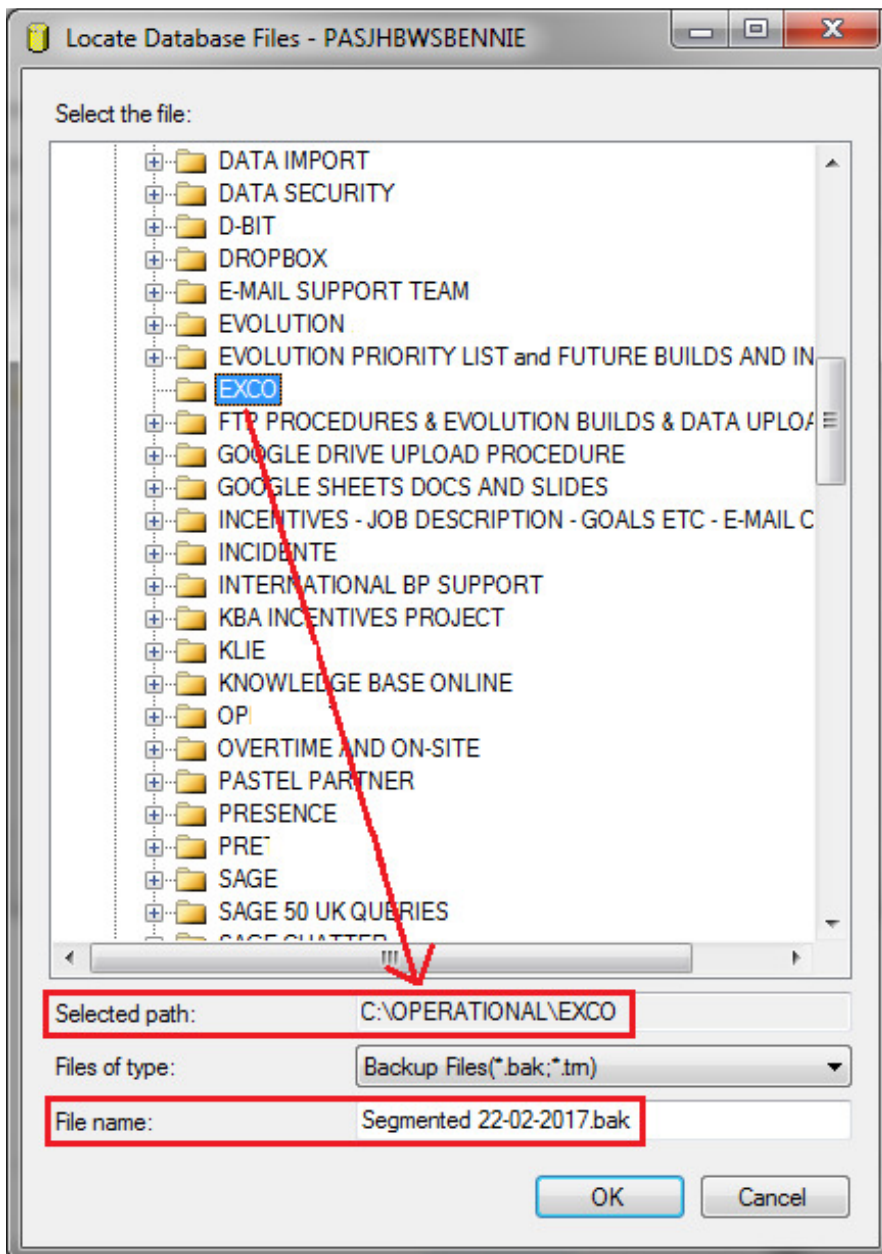
6. If you want to specify a new Destination value, click on the **Remove** button above on the bottom right of the screen,
7. Select the **Add** button on the bottom right of the screen above.
8. Select the **Browse** button on the right of the screen.



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- Browse to a valid location on the Server PC and enter the backup file name to be created.

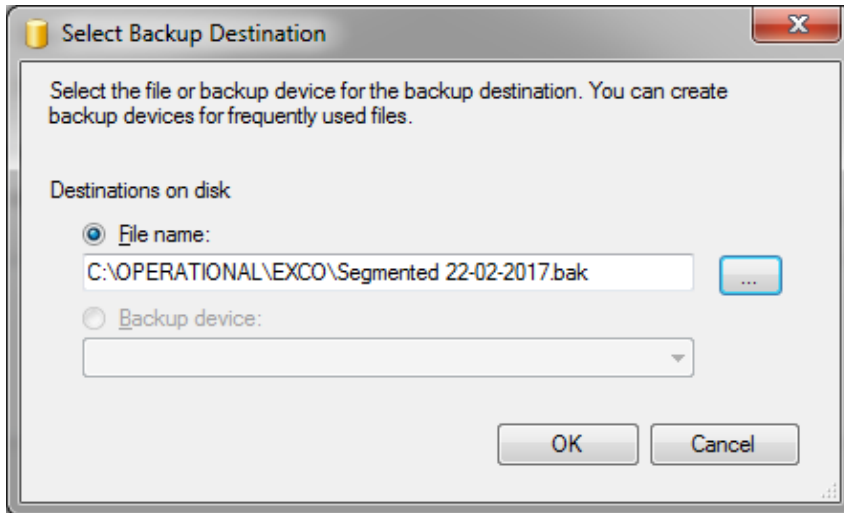
It's recommended to always include the date in the file name as can be seen below. Always end the backup file name with **.bak**



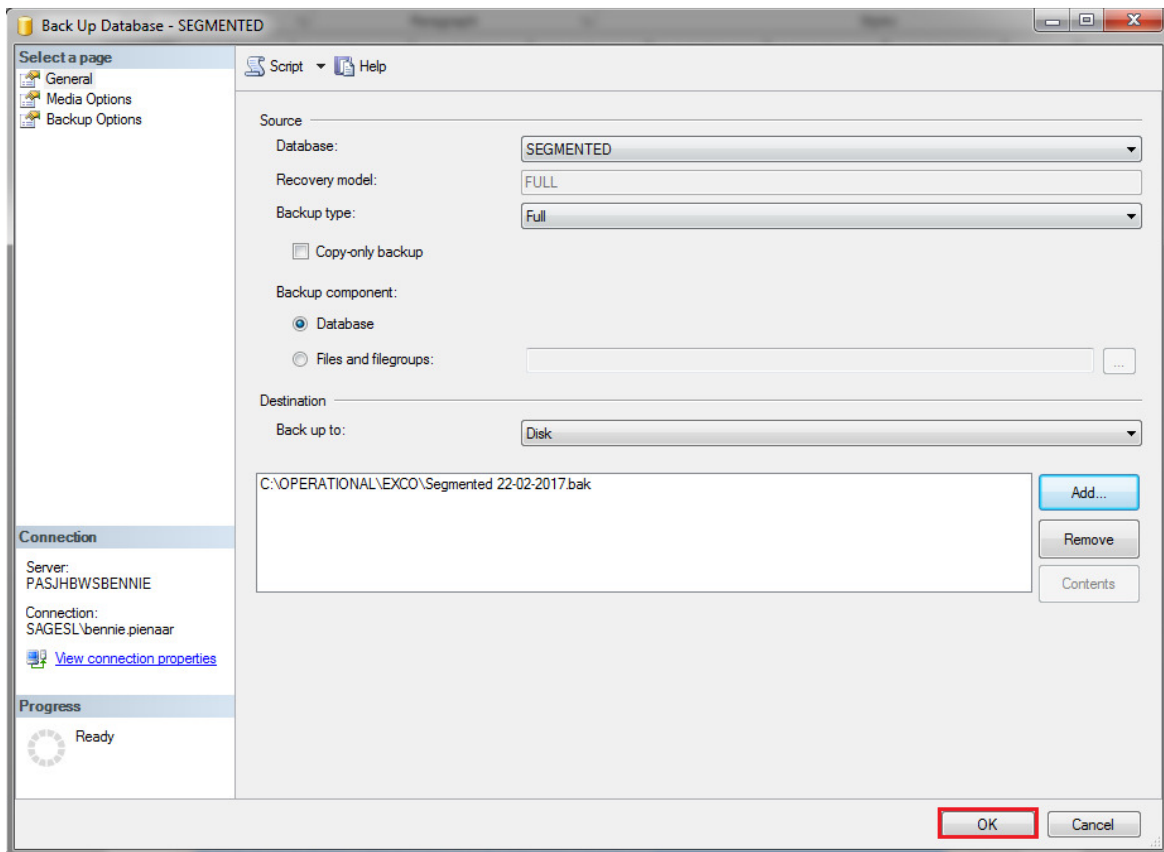
- When done, click on the **OK** button above.

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11. Select again **OK** on this screen.

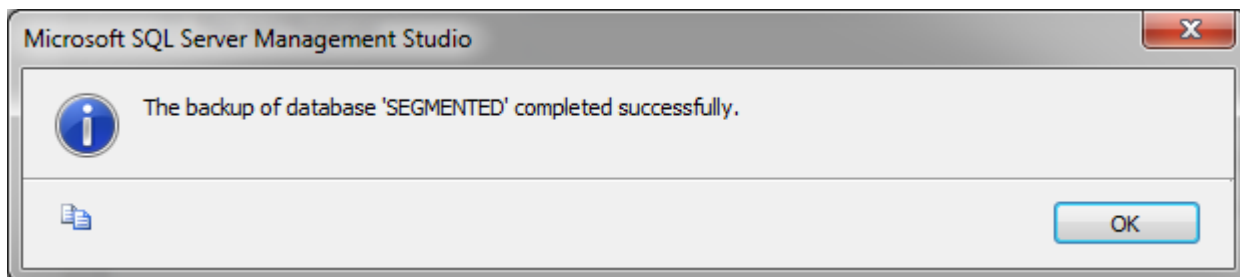


12. Select **OK** at the bottom right of this screen to start the actual backing up process.



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13. Wait while the backup process is busy. When done, you should notice a pop-up message as below:



14. Browse to the selected destination in step 9 above where you'll see the newly created backup file.

15. Finally, note that a true company backup can only be regarded as such when the physical backup file has also been copied to a different location, e.g. remote / network server or copied onto a DVD/memory stick/external drive.

Obviously, the utmost care should always be taken with backup files in order to be fully prepared for the worst possible scenarios of fire, theft, hard drive crashes, etc.

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