DATABASE BACKUP:

- 1) Launch "Microsoft SQL Management Studio" from your start menu.
- 2) Connect to the appropriate instance of the Microsoft SQL Server Database Engine (MachineName\QUOTESOFT).
- 3) In Object Explorer, click the server name to expand the server tree.
- 4) Expand **Databases**, and depending on the database, either select a user database or expand **System Databases** and select a system database.
- Right-click the database, point to Tasks, and then click Back Up. The Back Up Database dialog box appears.

Object Explorer					
Connect 🕶 📑 📑 🛒 🝙 🍒					
WIN10X64\QUOTESOFT (SQL Server 12.0.2269 - WIN10X64\user1)					
🖃 🚞 Databases					
🗄 🧰 System Databases					
🕀 🔰 Duct					
Security					
Server Objects					
Replication					
🕀 🚞 Management					

- 6) In the Database list box, verify the database name. You can optionally select a different database from the list.
- 7) In the **Backup type** list box, select **Full**.
- 8) Add a destination folder and file name for the backup
- 9) Click "OK" to perform the backup.
- 10) If desired, move the new backup file to another location/device for safe keeping.

📙 Back Up Database - Duct			_		<
Select a page	🖾 Script 🔻 🚺 Help				
Media Options Backup Options	Source				-
	Database:	Duct		~	
	Recovery model:	SIMPLE			1
	Backup type:	Full		~	
	Copy-only backup				
	Backup component:				
	Database				
	 Files and filegroups: 				
	Destination				_
	Back up to:	Disk		~	
Connection	E:\Duct_Backup\Duct_Bkup.bak			Add Remove	
Server: WIN10X64\QUOTESOFT				Contents	i I
Connection: WIN10X64\user1					1
View connection properties					
Progress					
Ready					
			ОК	Cancel	

For more information on backing up a SQL database:

https://docs.microsoft.com/en-us/previous-versions/sql/sql-server-2005/ms187510(v%3dsql.90)

BACKUP SERVER FILES

1 Using windows explorer, browse to the folder that the server was installed to. Default is: "C:\Quotesoft"

2. Copy the "Quotesoft" folder and all subfolders and files it contains to a safe location. (This is where job files, plans and artwork is stored)



RESTORING DUCT

1. Install Duct on the system (Same version as what was backed up)

RESTORE THE DATABASE

- 1. Launch "Microsoft SQL Management Studio" from your start menu.
- 2. Connect to the appropriate instance of the Microsoft SQL Server Database Engine (MachineName\QUOTESOFT).
- 3. Right-click **DATABASES**, point to **Tasks**, and then click **Restore Database**. The **Restore Database** dialog box appears.
- 4. In the Restore Database Dialog box, Select "Device" then click the browse button to select your backup file.
- 5. Click "OK" to begin the restoration process.

Restore Database - Duct		- L X
Restoring: Duct-Full Database Bac	kup	100% Stop
Select a page	🔄 Script 🕞 📑 Help	
General		
Tiles	Source	
Options	 Database: 	✓
	Oevice:	E:\Duct_Backup\Duct_Bkup.bak
	Database:	Duct
	Destination	
	Database	Duct
	Restore to:	The last backup taken (Wednesday, May 9, 2018 1:58:25 Ph
	Restore plan	Microsoft SQL Server Management Studio
	Backup sets to restore:	
	Restore Name	Database 'Duct' restored successfully
	Duct-Full Datab	ase Backi
		OK
Connection		
WIN10X64\QUOTESOFT		
[WIN10X64\user1]		
View connection properties		
Progress		
1994 - C.	<	>
Wash of		Verify Backup Media
		OK Cancel Hele
		OK Cancel Heip

For more information about restoring a SQL database:

https://docs.microsoft.com/en-us/previous-versions/sql/sql-server-2005/ms177429(v=sql.90)

RESTORE THE SERVER FILES

- 1. Using windows explorer, browse to the folder that the server was installed to. Default is:"C:\Quotesoft"
- 2. Overwrite the "Quotesoft" folder and all subfolders and files.
- 3. Workstation installer can be found in "..\Quotesoft\DuctServer\Programs\" if needed.

