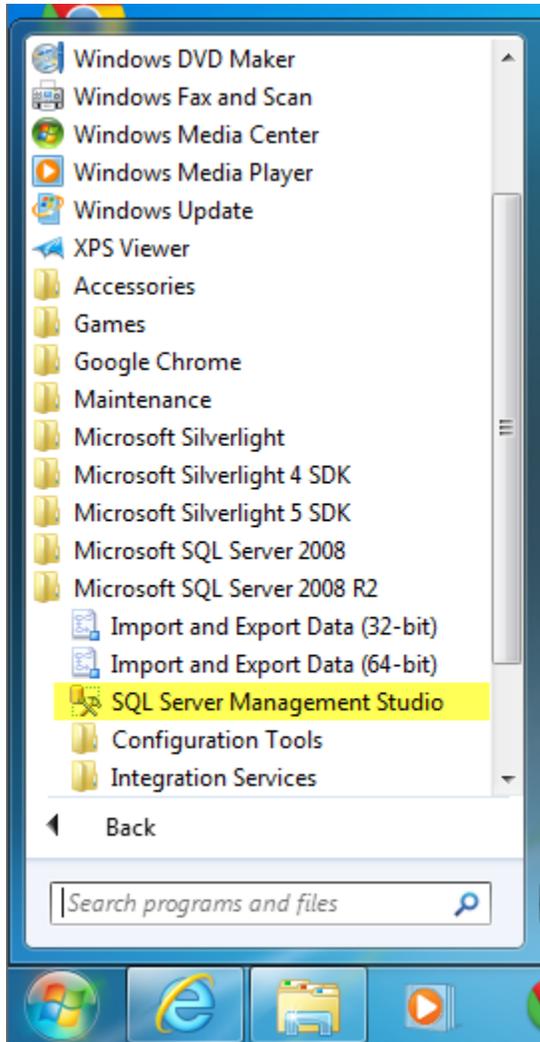


# How to back up a MET/TEAM database

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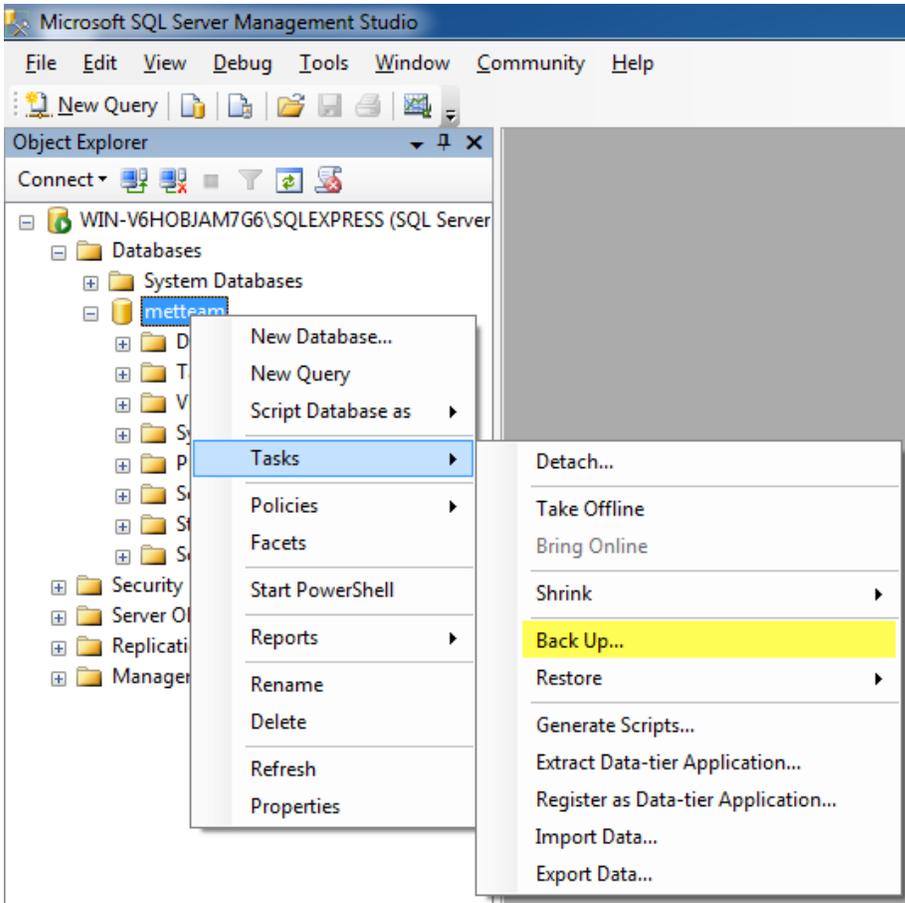
1. Open SQL Server Management studio on the computer where SQL Server was installed.



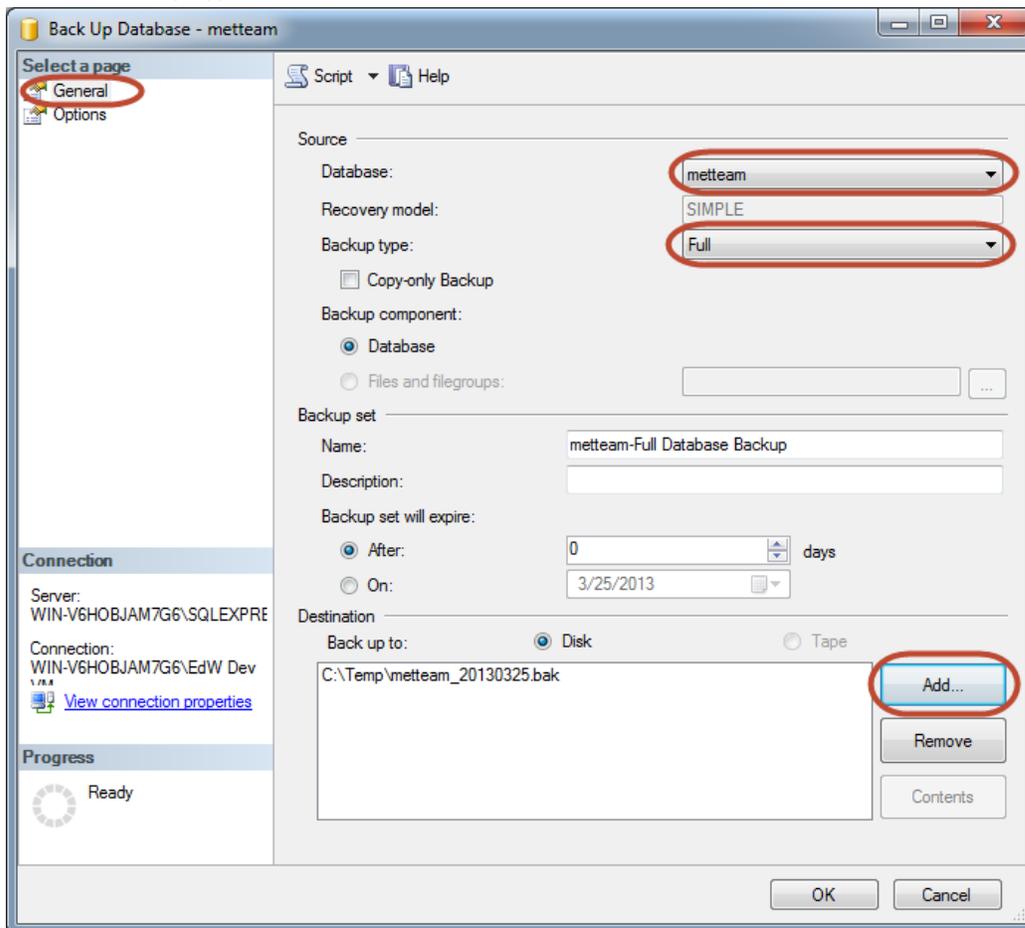
- The settings should be defaulted to your local SQL installation and to use “Windows Authentication”. If necessary contact your IT department for this information. Click Connect.



- When Microsoft Sql Server Management Studio opens, expand to locate your METTEAM database and then right click and select Tasks – Back Up...

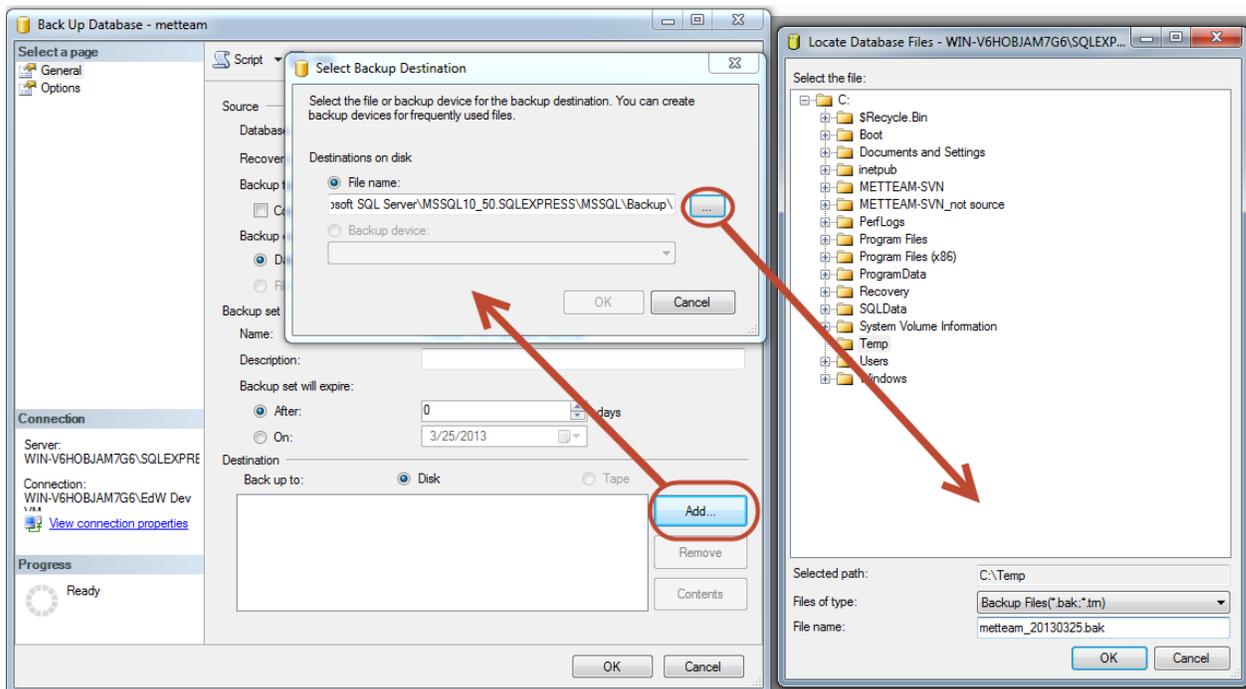


4. In the “Back Up Database – metteam” dialog, on the ‘General’ page, verify the following:
  - a. Database = “metteam” (or name of your database if different)
  - b. Backup type = “Full”



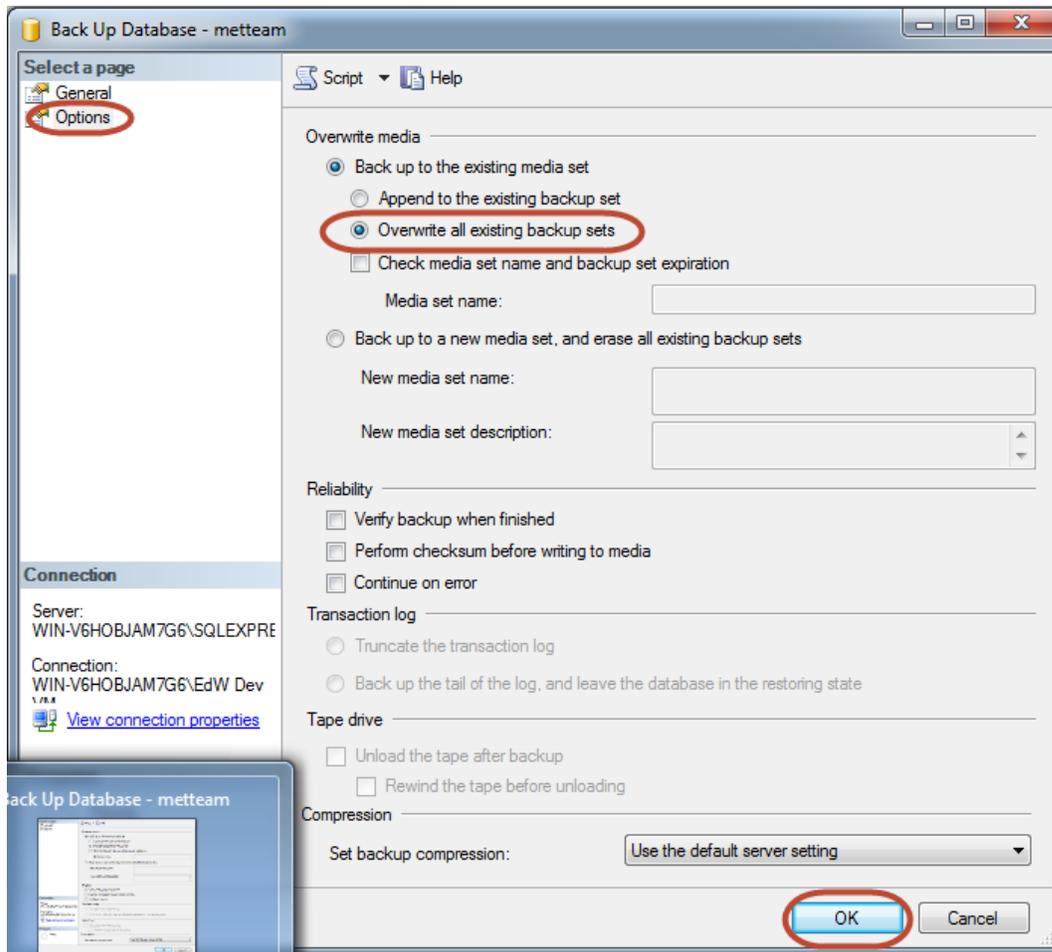
5. Click the “Add” button if necessary to change the name or location for the backup file.

6. In the “Select Backup Destination” window, verify the “File name” radio button is selected and click the ellipse [...] button.



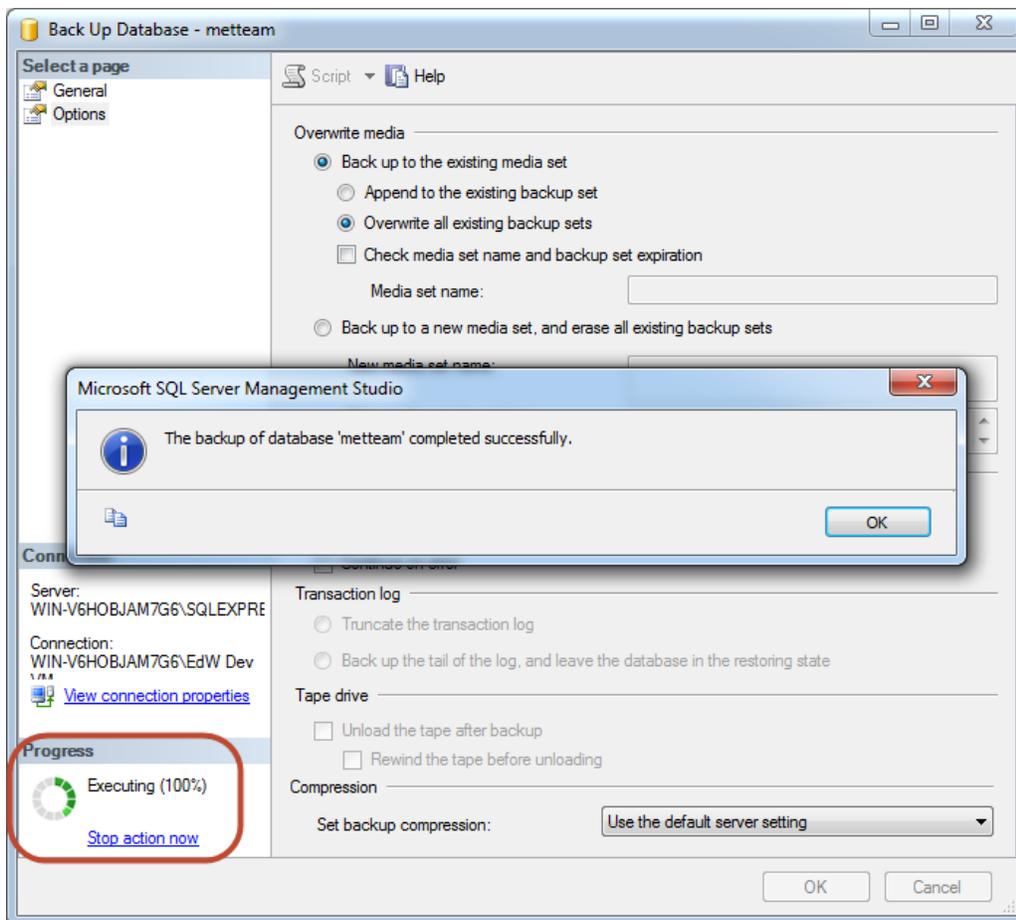
7. In the “Locate Database Files - ” window, select the folder and enter name of the file.
  - a. NOTE: We suggest you include the date at the end in YYYYMMDD format so you can easily sort and view when the backup was created.
8. Use the database backup file (.bak)extension and click OK.
9. Back in the “Select Backup Destination” dialog, verify the “Destination on disk” contains the file you just specified and then click the OK button.
10. Back in the “Back Up Database – metteam” dialog, on the ‘General’ tab, make sure the data selected is still valid.

11. In the top left, click the “Options” page.



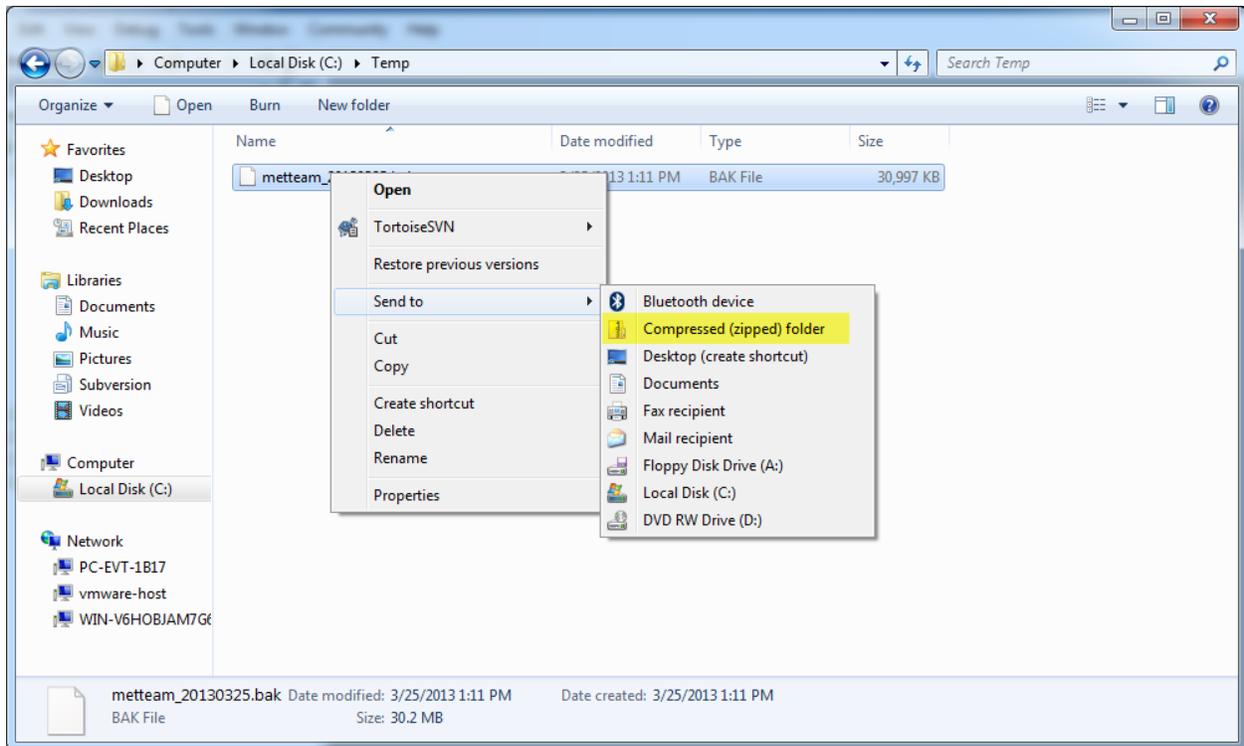
12. Select “Overwrite all existing backup sets’ radio button. This will ensure the backup is as small as possible and will NOT delete any data as it may sound.

13. Still in the “Back Up Database – metteam” dialog, click the “Ok” button on the bottom of the page and you will see the Progress indicator on the bottom left start showing the progress in %.

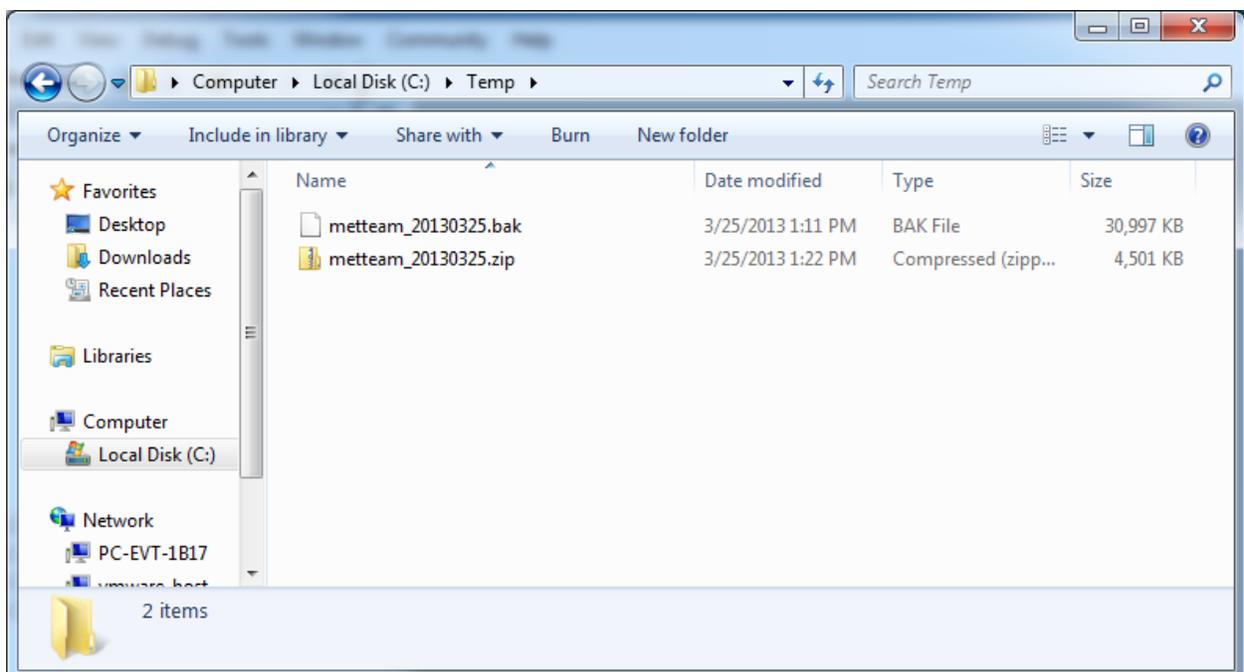


14. When the process finishes you will receive a prompt that it was successful., click OK
15. The steps below are optional but recommended if you will be sending the file to Fluke.

16. Compress the backup file with any process you desire, below are steps that should work unless your files are too large for the included windows compression (zip) process.
- Navigate to the location where the backup file was saved
  - Right click on the file and select "Send to" → "Compressed (zipped) folder"



- As you can see below the backup has been significantly compressed and is ready to send.



17. That's all you have successfully backed up your MET/TEAM database.