How to back up a MET/TEAM database

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



2. 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.

J Connect to Server			
SQL Server 2008 R2			
Server type:	Database Engine 💌		
Server name:	WIN-V6HOBJAM7G6\SQLEXPRESS		
Authentication:	Windows Authentication 🔹		
User name:	WIN-V6HOBJAM7G6\EdW Dev VM		
Password:			
	Remember password		
Connec	ct Cancel Help Options >>		

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

🧏 Microsoft SQL Server Manage	ment Studio			
<u>F</u> ile <u>E</u> dit <u>V</u> iew <u>D</u> ebug <u>T</u>	ools <u>W</u> indow	<u>C</u> ommunit	y <u>H</u> elp	
<u> 🏩 N</u> ew Query 📄 📑 💕	g 🕹 🔤 🖕			
Object Explorer	→ ₽ :	×		
Connect 🛛 📑 📑 👕 😨	<u>s</u>			
🖃 🐻 WIN-V6HOBJAM7G6\SQL	EXPRESS (SQL Sen	ver		
🖃 🚞 Databases				
🕀 🚞 System Databases				
🗆 🧻 metteam		1		
	atabase			
⊕ 🧰 T New Q	uery			
🗄 🛄 V Script I	Database as 🔹 🕨			
	+	Deta	ch	
🕀 🧰 Si 🛛 Policie	s 🕨	Take	Offline	_
		Bring	g Online	- 1
Security Start P	owerShell	Shrir	nk	•
Eenort	<u>د</u> ۲	- De al	. 11-	
Replicati Replicati	3 F		с ор	
🕀 🛄 Manager 🦷 Renam	e	Rest	ore	
Delete		Gene	erate Scripts	- 1
Refres	ı	Extra	ct Data-tier Application	
Proper	ties	Regi	ster as Data-tier Application	
		Imp	ort Data	
		Expo	ort Data	- 1
		-		_

- 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"

间 Back Up Database - metteam	1		
Select a page General Options	Script 🔻 💽 Help		
	Source		
	Database:	metteam	•
	Recovery model:	SIMPLE	
	Backup type:	Full	
	Copy-only Backup		
	Backup component:		
	Database		
	Files and filegroups:		
	Backup set		
	Name:	metteam-Full Database Backup	
	Description:		
	Backup set will expire:		
Connection	After:	0 days	
Server:	On:	3/25/2013	
WIN-V6HOBJAM7G6\SQLEXPRE	Back up to:) Disk 🔿 Tan	e
Connection: WIN-V6HOBJAM7G6\EdW Dev	C:\Temp\metteam 20130325 ba	k	
			Add
			Remove
Progress			
Ready			Contents
.415.			
		ОК	Cancel

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.

Back Up Database - mettean	n		
Select a nage	a		🚺 Locate Database Files - WIN-V6HOBJAM7G6\SQLEXP 💷 💻 🌉
General	Script Select Backup Destination		Select the file:
Generation States State	Source Select the file or backup device for the backup destination. You backup devices for frequently used files. Destinations on disk Backup	ackup)	Select the tile:
	Backup set OK Description: Backup set will expire:	Cancel	B ← Becovery B ← SyLData B ← System Volume Information ↑ ← Temp B ← Users B ← Vindows
Connection	After:		
Server: WIN-V6H0BJAM7G6\SQLEXPRE Connection: WIN-V6H0BJAM7G6\EdW Dev	On: 3/25/2013	Add	
Progress		Remove	Calculation our
C Ready		Contents	Selected path: C:\Temp Files of type: Backup Files("bak:"tm) File name: metteam_20130325 bak
	ОК	Cancel	OK Cancel

- 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.

间 Back Up Database - metteam			
Select a page	🕄 Script 🔻 🖪 Help		
General			
	Overwrite media		
	Back up to the existing media set		
	Append to the existing backup set		
	Overwrite all existing backup sets		
	Check media set name and backup set expiration		
	Media set name:		
	Back up to a new media set, and erase all existing backup sets		
	New media set name:		
	New media set description:		
	Reliability		
	Verify backup when finished		
	Perform checksum before writing to media		
Connection	Continue on error		
Server: WIN-V6HOBJAM7G6\SQLEXPRE	Transaction log		
Connection:	Truncate the transaction log		
WIN-V6HOBJAM7G6\EdW Dev	\bigcirc Back up the tail of the log, and leave the database in the restoring state		
View connection properties	Tape drive		
	Unload the tape after backup		
ack Un Database - metteam	Rewind the tape before unloading		
	Compression		
I - I contra a contra el Versitaria de las destes November de las destes November de las de la	Set backup compression: Use the default server setting		
For Contraction Co			
	OK Cancel		
States States 1			

- 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 %.

间 Back Up Database - metteam			
Select a page	E Carina - Butter		_
😭 General	2 scibt + 18 Help		
Options	Overwite media		
	Overwrite media		
	Back up to the existing media set		
	Append to the existing backup s	set	
	Overwrite all existing backup set	ts	
	Check media set name and back	kup set expiration	
	Media set name:		
	Back up to a new media set, and er	rase all existing backup sets	
	New media set name:		
Microsoft SQL Server Ma	nagement Studio		
The backup of database 'metteam' completed successfully.			
Conne			
Server: WIN-V6HOBJAM7G6\SQLEXPRE	Transaction log		-
Connection:	Truncate the transaction log		
WIN-V6HOBJAM7G6\EdW Dev	Back up the tail of the log, and leav	ve the database in the restoring state	
View connection properties	Tape drive		-
	Unload the tape after backup		
Progress	Rewind the tape before unload	ling	
Executing (100%)	Compression	-	
Stop action now	Set backup compression:	Use the default server setting)
		OK Cancel	

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.
 - a. Navigate to the location where the backup file was saved
 - b. Right click on the file and select "Send to" \rightarrow "Compressed (zipped) folder



c. 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.