

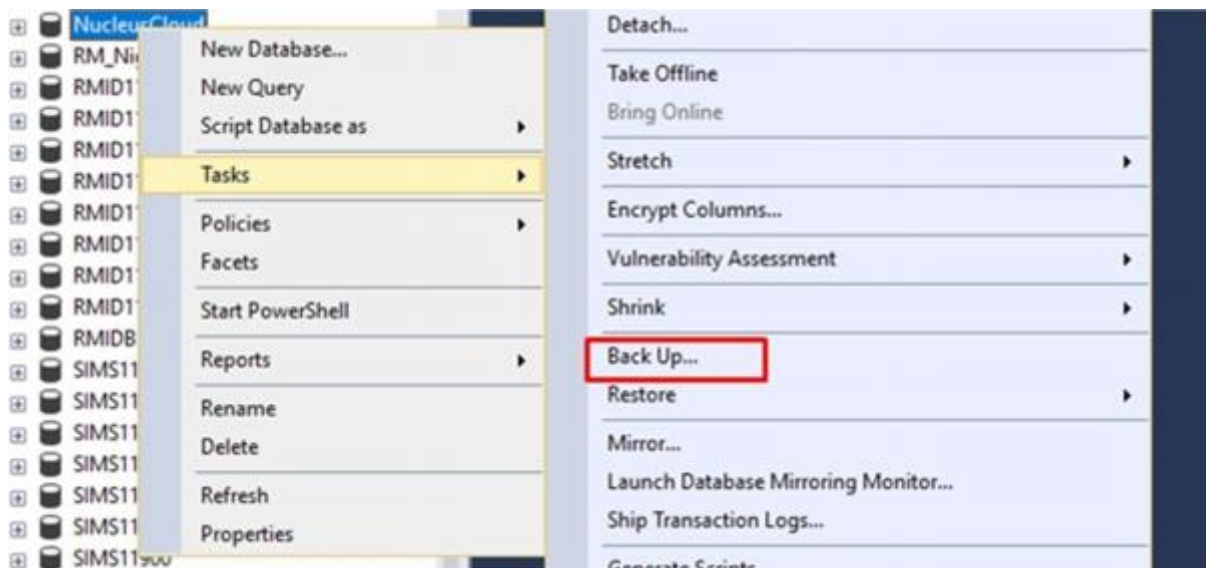
Steps for Backing Up an SQL Database

Important: please follow this guide to create a fresh backup file, do not provide a file which has been appended to previous backup files

Step 1: Open your Microsoft SQL Server Management Studio, whichever you prefer, standard or express edition.

Step 2: Using your Database Username and Password, simply login to your MS SQL server database.

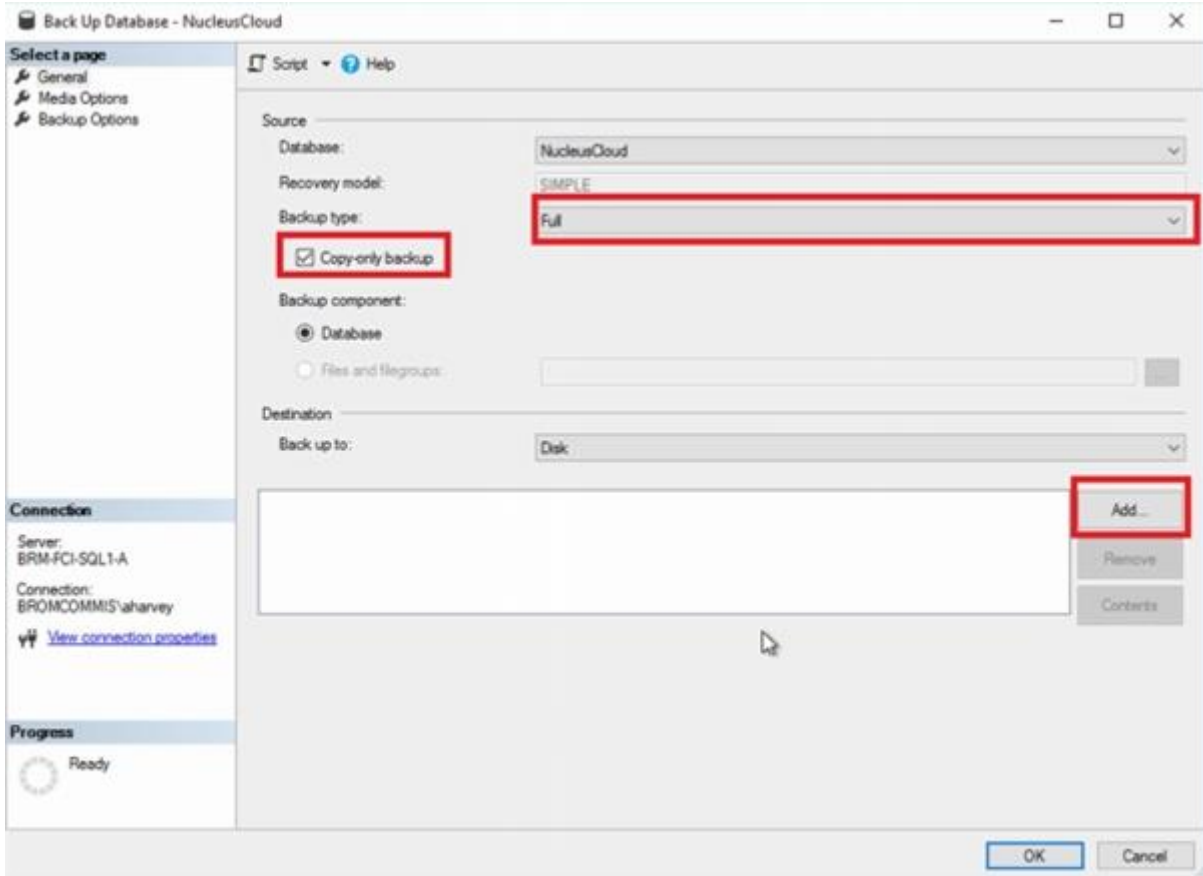
Step 3: Select the database > Right-click > Tasks > Back Up (as shown in the image below):



Once you click on the **Backup** the following **Backup Database** window will appear.

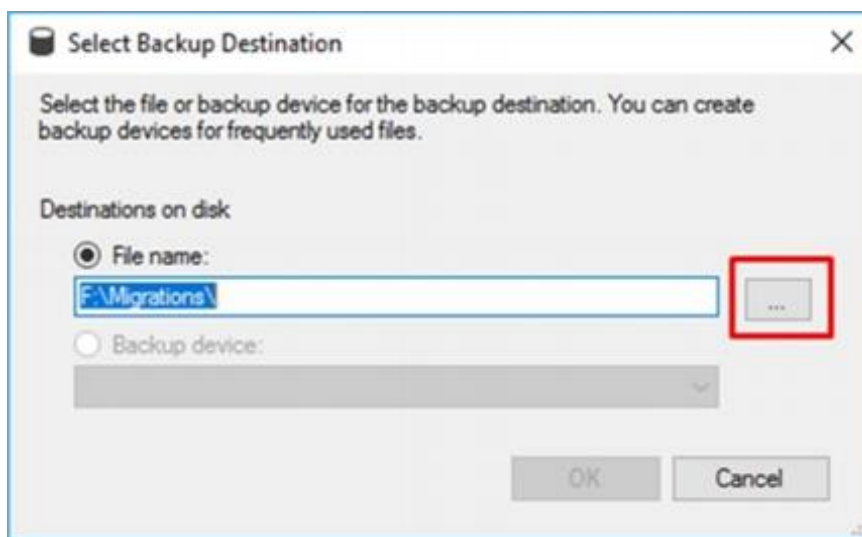
Step 4: Select the following options:

1. Backup type: Full
2. Tick Copy-only backup
3. Under Destination, Backup to: Disk

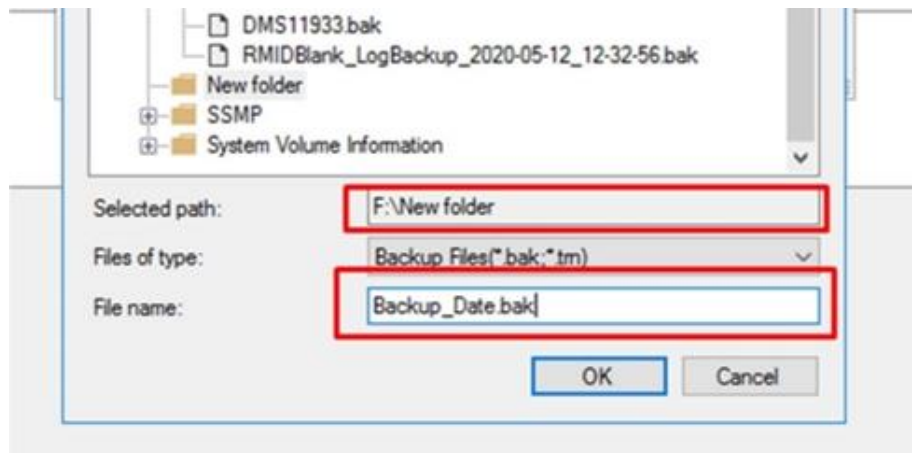


Step 5: Now, by clicking on the **Add** button the following window will appear to select the path and file name for the database backup file

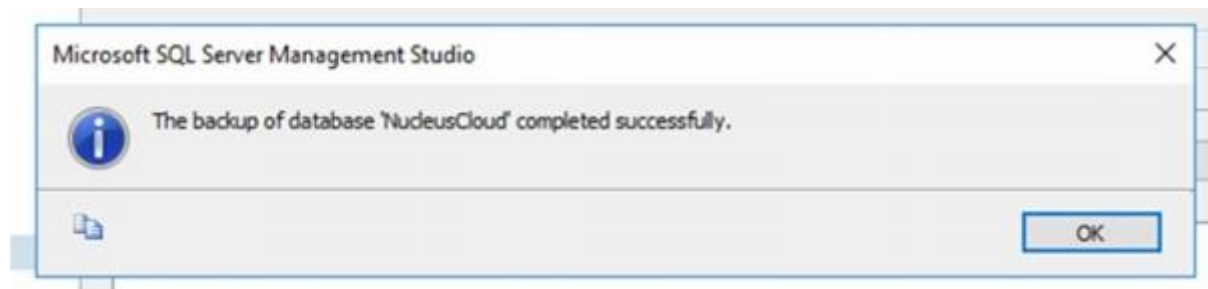
Step 6: Select the destination folder for the backup file by clicking



...and give the backup a meaningful name with today's date with .bak extension (as shown in the image below):



Step 7: Click the **OK** button back through each stage to finish the backup of your Database. Upon the successful completion of database backup, the following confirmation window will appear with a message **The backup of database "yourdatabasename completed successfully** (as shown in the image below):



Click OK now go to the location of the backup and then upload the file via the SFTP connection.