

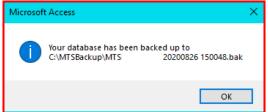
Backup Member Tracking System Data – SQL

We are frequently asked "How often should I backup my data?" We recommend making a backup of your data as often as you do not want to recreate your work!!

Backing up a SQL Database is done through the Quick Backup option.

-8	Quick Backup SQL Database	×
This procedure will back up the database named below to the specified path on the SQL Server.		
PLEASE NOTE: The path specified below must be an available path on the machine that hosts the SQL Server, and the backup will be saved on that machine.		
For example, if you create a MTSBackup folder on your SQL Server machine the backup path could be either \\server\MTSBackup or C:\MTSBackup.		
If your backup path is C:\MTSBackup, the backup WILL NOT be placed in the MTSBackup directory on your local C: it will be placed in the MTSBackup directory on the machine that hosts the SQL Server.		
The filename for the backup is the database name + today's date + the time (including seconds) with an extension of .bak (for example, MTS7 20140306 152632.bak).		
We recommend that you back up your database very frequently.		
Database: MTS		
Backup Path: C:\MTSBackup\		
<u>B</u> ack up	Close to Main Menu	

- 1. Click on Procedures from the Main Menu
- 2. Click on Quick Backup in the center of the screen
- 3. The Database name should automatically fill in
- 4. You will need to have a folder on the SQL Server to make a backup to usually C:\MTSBackup\
- 5. Click the Back-up button
- 6. You will receive a message like the below where the date and time correspond with the current date and time



7. We recommend copying that .bak file off of the SQL Server to a flash drive or other computer in your network for safekeeping