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Supporter Donation System Quick Tips How to Backup and Restore a Backup

Backup, Backup, Backup...

A backup should be made of your Supporter Donation System on a regular basis.

BACKUP

1. Click on Procedures on the Main Menu of Supporter Donation System
2. Click on Backup Database
3. Fill in the Database name SDS5
4. Fill in the Backup Path – this is determined based on the location of the SQL Server. If the SQL Server is on your local computer then the backup will save to your local drive. You can create a folder on the C: named SDSBackup and fill in the path C:\SDSBackup. If the SQL Server is on a central machine in your office then a folder will need to be designated on that machine and that path may look like this \\server1\SDSBackup
5. Click on the Backup button
6. You will get a message that your database has been backed up to either C:\SDSbackup or \\server1\SDSBackup and the file name will be SDS5 20180430 110531.bak This means that your backup occurred on April 30, 2018 at 11:05 and 31 seconds AM.
7. Click ok
8. You can then take that SDS5 20180430 110531.bak file and save it to a zip disk, thumb drive, CD or server

RESTORE

1. Click on Start, All Programs, Microsoft SQL Server and Enterprise Manager
2. Click on the + sign in the left side until you see Databases
3. On Databases, right-click and choose All Tasks > Restore Database...
4. On the General Tab, where it says "Restore as Database", select SDS5
5. On the next line you have the option of choosing Database, Filegroups or files, or From Device.
6. Choose From Device.
7. Click on the Select Devices button
8. Click Add
9. Under the Filename option, click the ... button and find your backup file.
10. Click OK at the Choose Restore Destination window
11. Click OK at the Choose Restore Devices window
12. Click OK at the Restore database window
13. You will get a message Restore of database 'SDS5' completed successfully, click OK
14. Close Enterprise Manager and open the Supporter Donation System to check your data