Backing up your Sage Company using Microsoft SQL Server Studio Manager

Introduction

Sage 200 does not have any built in ability to back up your data.

There are many ways your data can be backed up, one of these ways is through the use of Microsoft SQL Server Studio Manager, a tool provided by Microsoft to allow you to manage the SQL Server.

The ability to access and use this software depends on your own network environment. This document assumes the most common methods of access and use.

The method of backing up a database varies according to the version of Microsoft SQL Server Studio Manager being used. This guide was prepared using version 18

Microsoft SQL Server Studio Manager has a lot more functionality than just creating backups of a database. Some of this functionality can destroy your database. Use with extreme caution. Seek advice from your IT team or Dayta Support if you are not confident or are in anyway unclear on what you need to do.

If reading this on screen, you can zoom the document to see the pictures more clearly

Prerequisites

You must have access to the software, the software may be installed:

- On your local PC
- On the SQL Server (a separate Windows account may be required)
- On a Remote Desktop Server (a separate Windows account may be required)
  In some hosted environments you may not be able to access the software at all.

You must have rights to access the SQL Server, these may be assigned to:

- The Windows account
- Through a SQL Server account (not the same as your Windows account)
- Knowledge of the "sa" account Password.

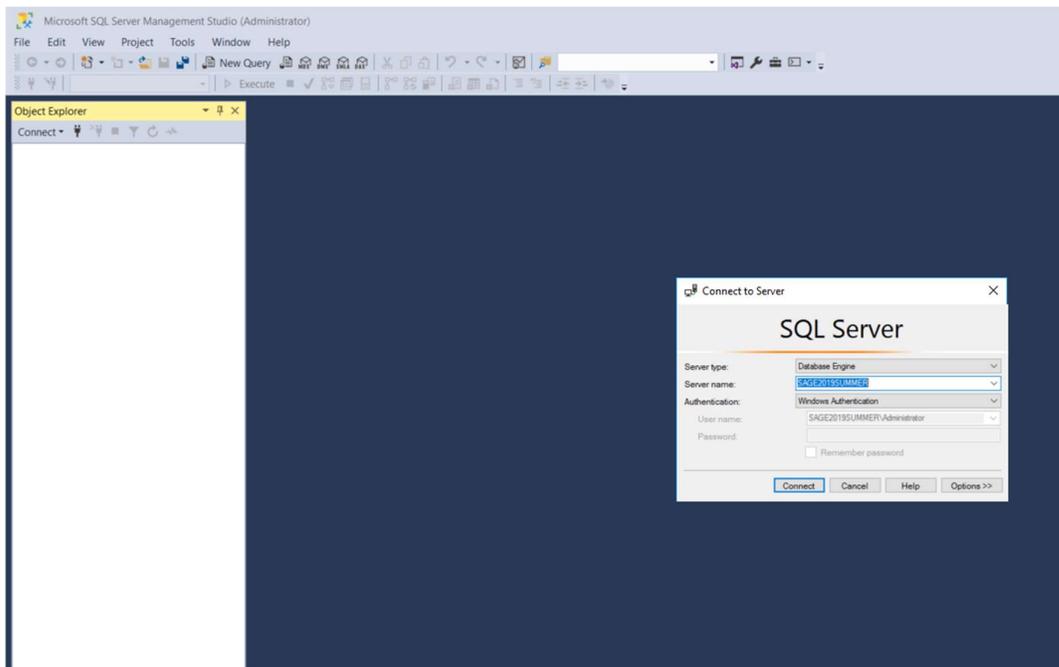Sufficient rights within SQL Server to perform a backup and create a back up file within Windows Server.

Making a Backup

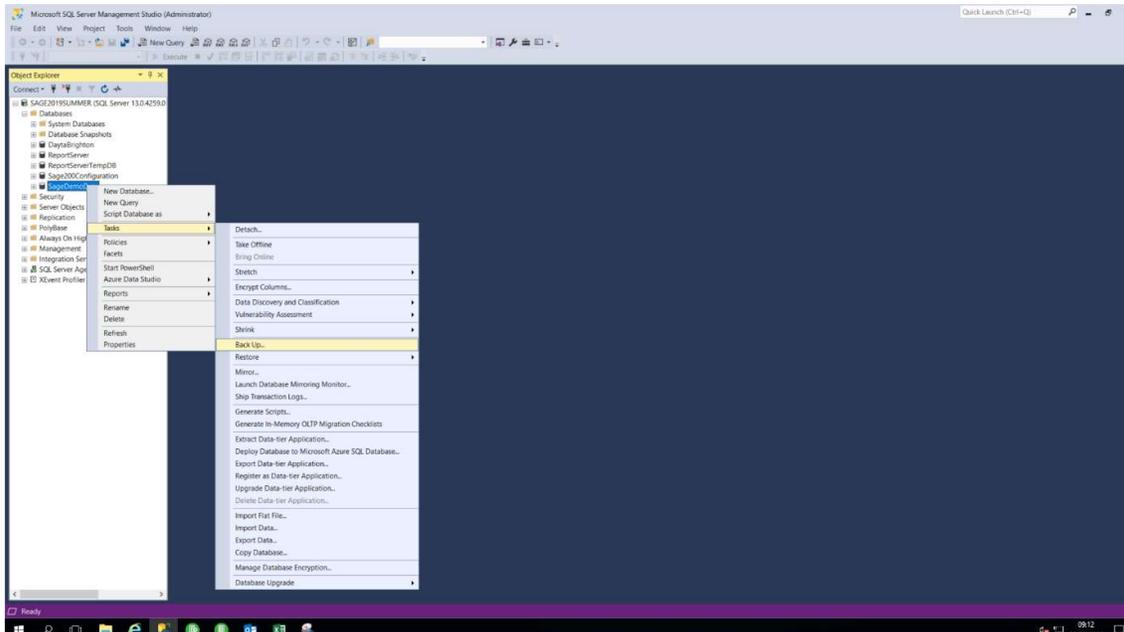Make sure no-one is logged into Sage 200.

Navigate to where you can run Microsoft SQL Server Studio Manager

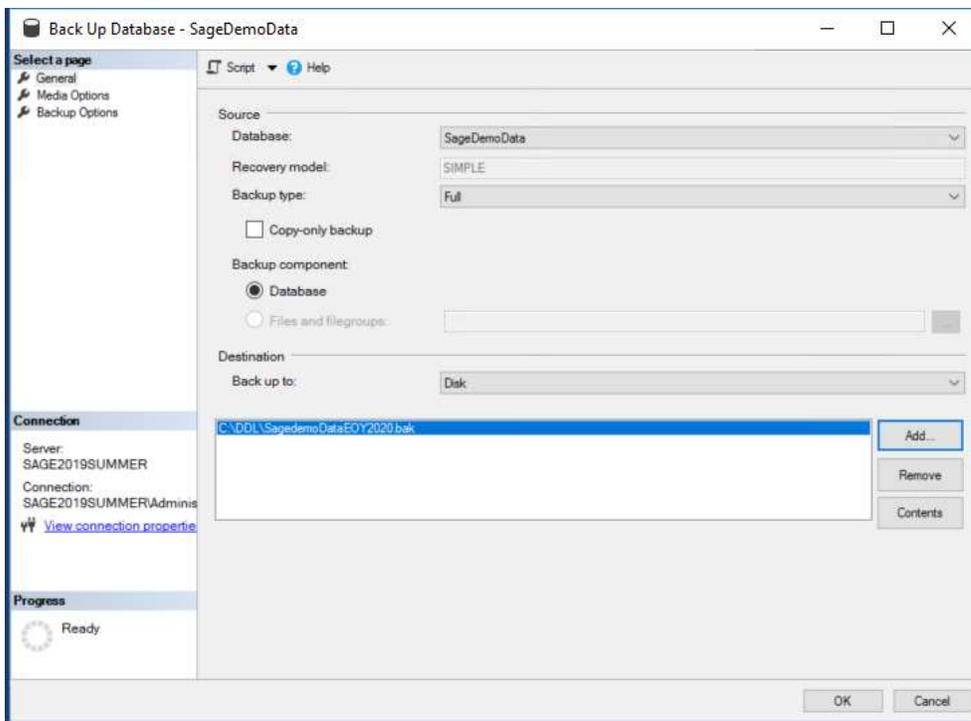Run the software, when prompted (see picture below) either:

- Set the Authentication to "Windows Authentication" and click Connect
- Set the Authentication to "SQL Server Authentication" and enter your SQL Login and Password or set login to "sa" and enter the sa password. Then Click connect

Expand out the database list and **right click** on the database you wish to back-up. Select 'Tasks' then *'Bac*kup' as shown in the picture below
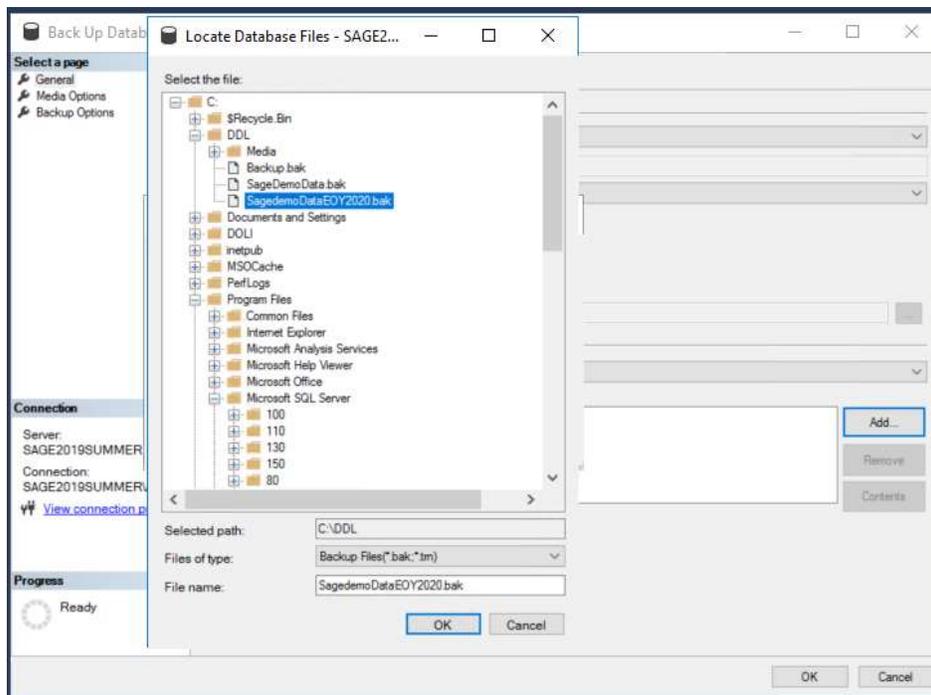

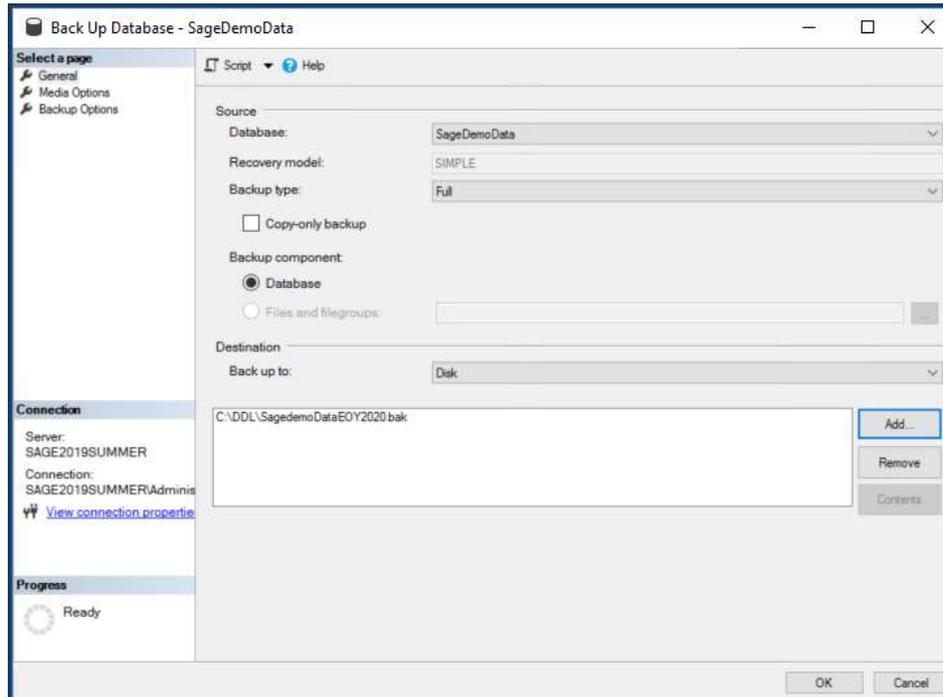The following screen is displayed:- **DO NOT click on OK.**

You now need to set the target destination and file name for the new backup. Click Remove to remove the last back up then click Add to get the screen below.
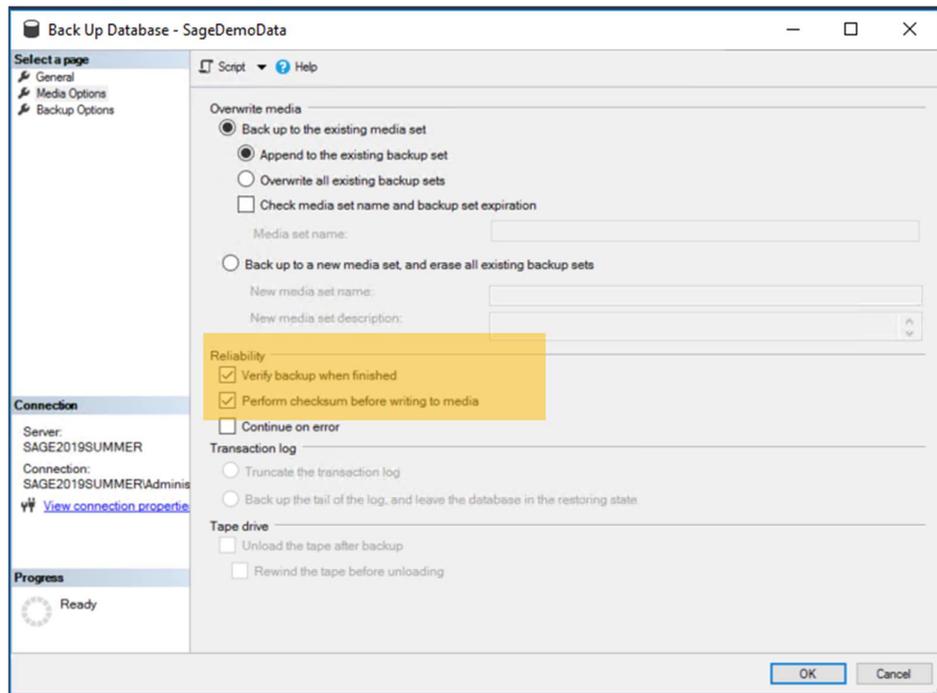

Click the ellipse (…) and navigate to the folder where you want the backup to be saved. Give the backup file a name and include the .bak extension before clicking OK as shown below
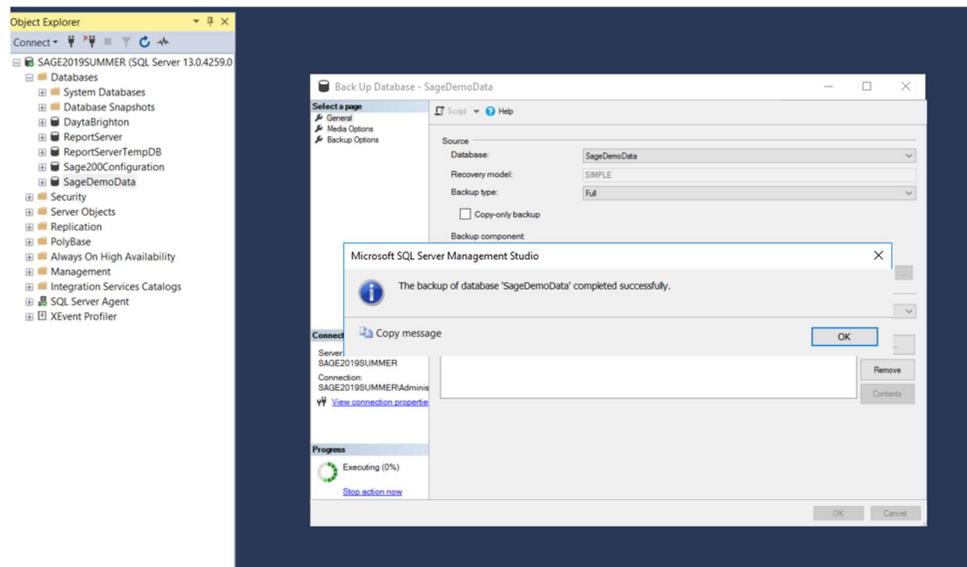
This will return you back to the screen below with the target filename and destination set

Now click media options and ensure that the check boxes highlighted are ticked as shown below

Finally click ok to run the backup. How long the process takes will depend on how big the database is. The backup is complete when you get the message shown below

Click ok and Exit from Microsoft SQL Server Studio Manager. Navigate to where you saved the back up and visually check that the file is there.

You have now backed up your Sage Company database.