

SQL Backup Tech Tip



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SQL Backup

It is very important that schools are aware that Backups must be created in;

- **PCSchool** as tmp files, these are the files used by the Help Desk to restore certain information
- **SQL Server** backups are also very important and used by IT staff

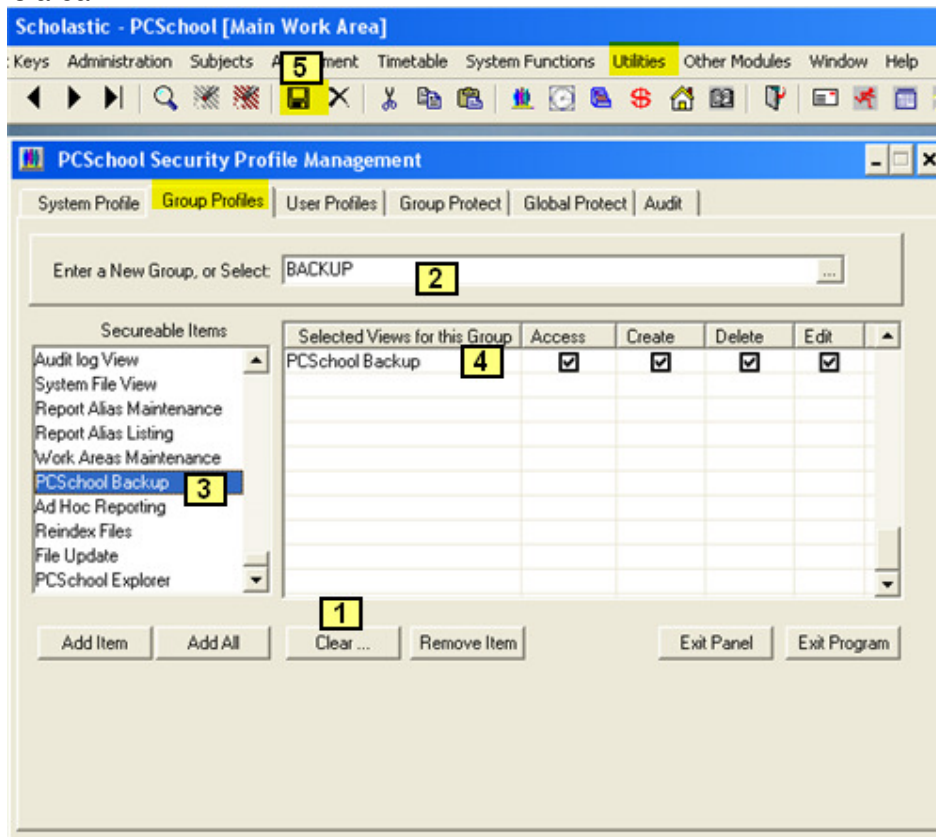
PCSchool Backup

The major advantage of the backup from PCSchool is that a Backup is created for each table; this can easily import it back into PCSchool restoring the data.

Security access of Backup is required. It is suggested that all departments have at least one person responsible for backing up. This should be performed once a day and before any major processes are completed such as Timetable changes and period End rollovers.

Path: Utilities → Users Security Setup

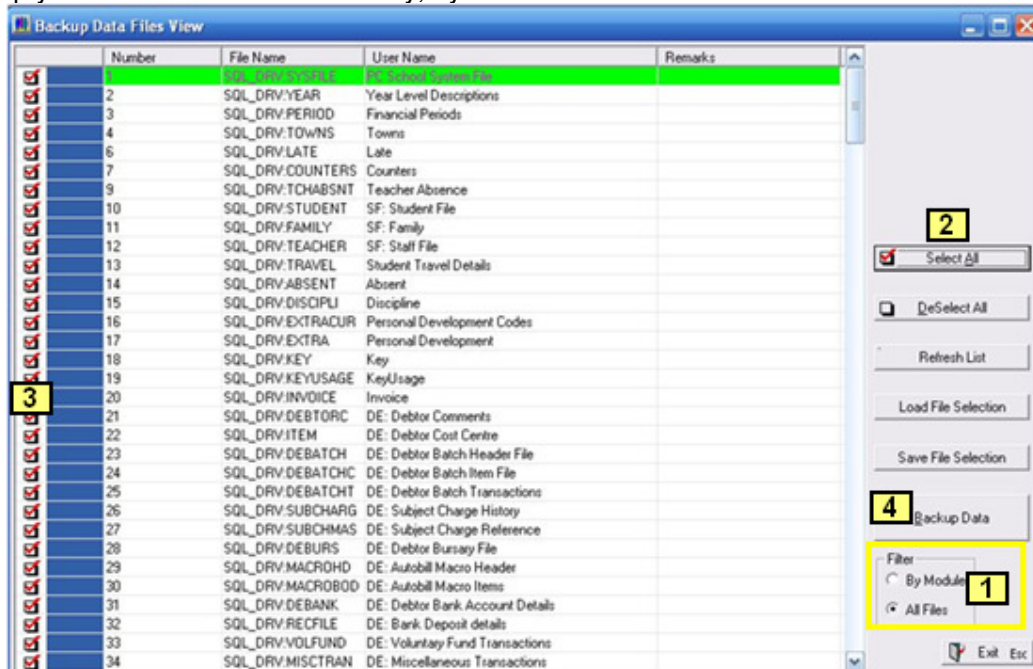
A Group Profile can be created to add to the User Profile of those staff members who are to be given access to this area.



1.	Click Clear.
2.	Enter a name for this Group.
3.	Double click the Securable Item you are adding to this Group.
4.	The Item can be viewed.
5.	Click the save Icon on the top toolbar.
6.	This Group can now be added to any User Profile.

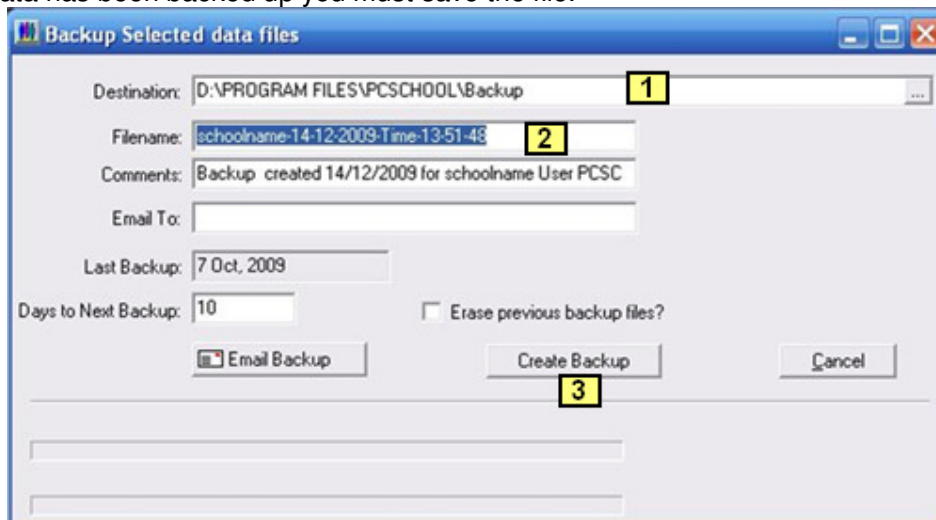
Path: Utilities → Backup

In Backup you can Select files Individually, by Module or All PCSchool data files.



- | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Filter; <ul style="list-style-type: none"> By Module; this will backup the necessary data from the Module you are in only. All Files; this will give access to All Files except security. |
| 2. | Optional; Click Select All to backup all available files depending upon your Filter option. |
| 3. | A tick will be seen at all selected files these can be manually removed or added. |
| 4. | Click Backup Data to start the process. |

Once the Data has been backed up you must save the file.



- | | |
|----|---------------------------------------------------------------------------------------|
| 1. | The default destination is PCSchool/ Backup on your local drive, this can be changed. |
| 2. | A unique name is created using the date and time of the Backup. |
| 3. | Click Create Backup to finish the process. |
| • | Continue this process with each Workarea. |

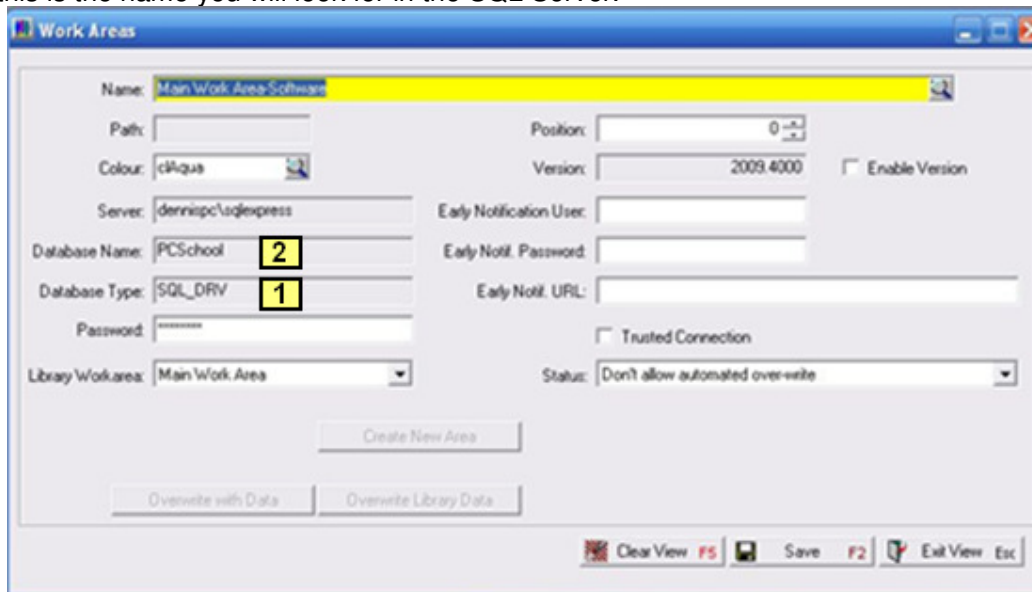
SQL Server Backup

You need identify the database each PCSchool Workarea is related to, this is done through PCSchool.

Identify the Workarea

Path: Scholastic → Utilities → Work Area Maintenance

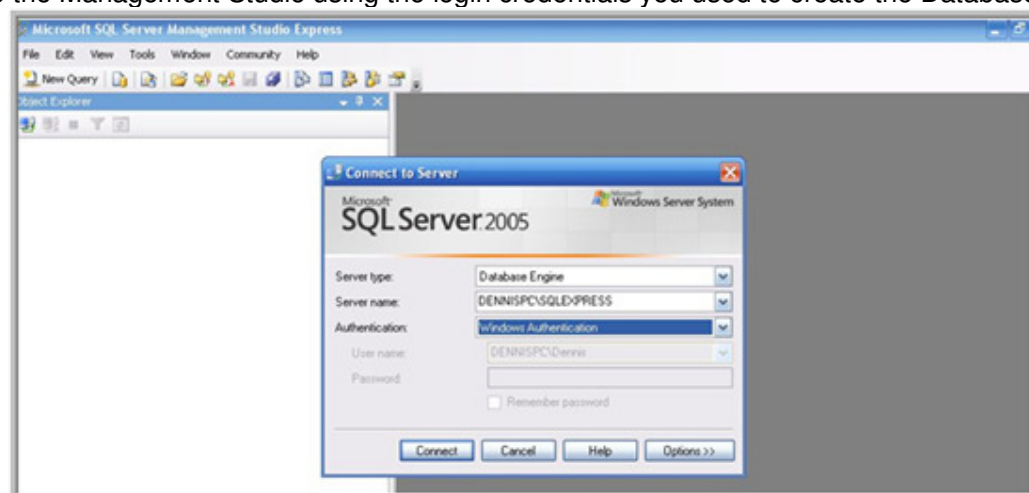
You will need to check each Workarea to make sure it is SQL and to make a note of the Database Name, this is the name you will look for in the SQL Server.



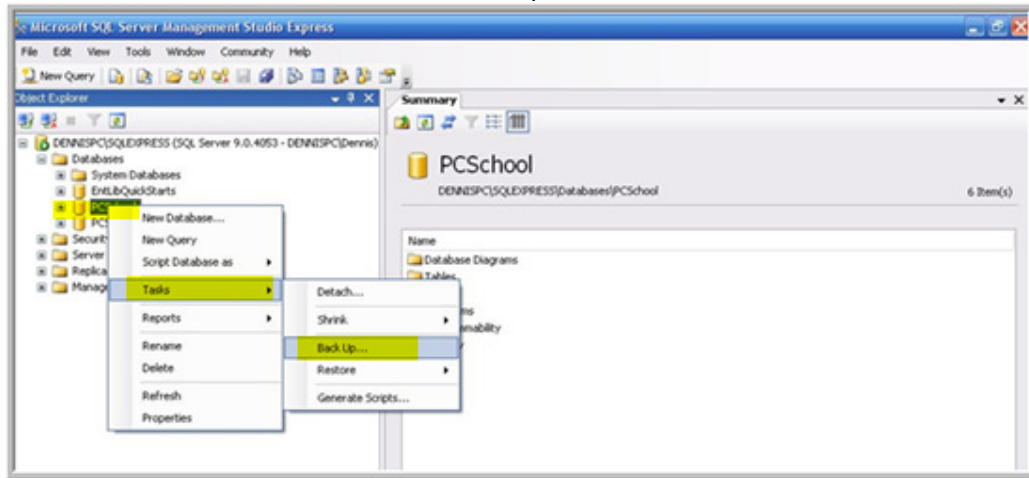
1. Check the Database Type is SQL.
2. Make a note of the Database Name for the Work Area you are in.

Management Studio

Log into the Management Studio using the login credentials you used to create the Database.



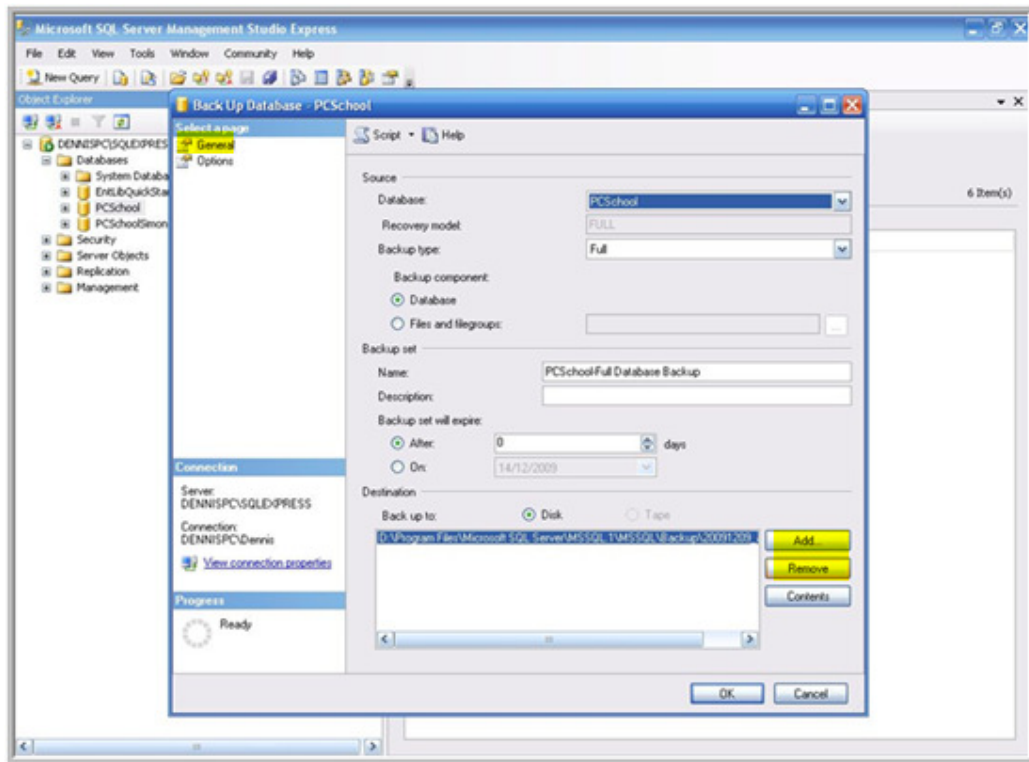
Right click on a Database, select Tasks then Backup.



General

This will load up the “Backup database selection interface”. Normally you can either;

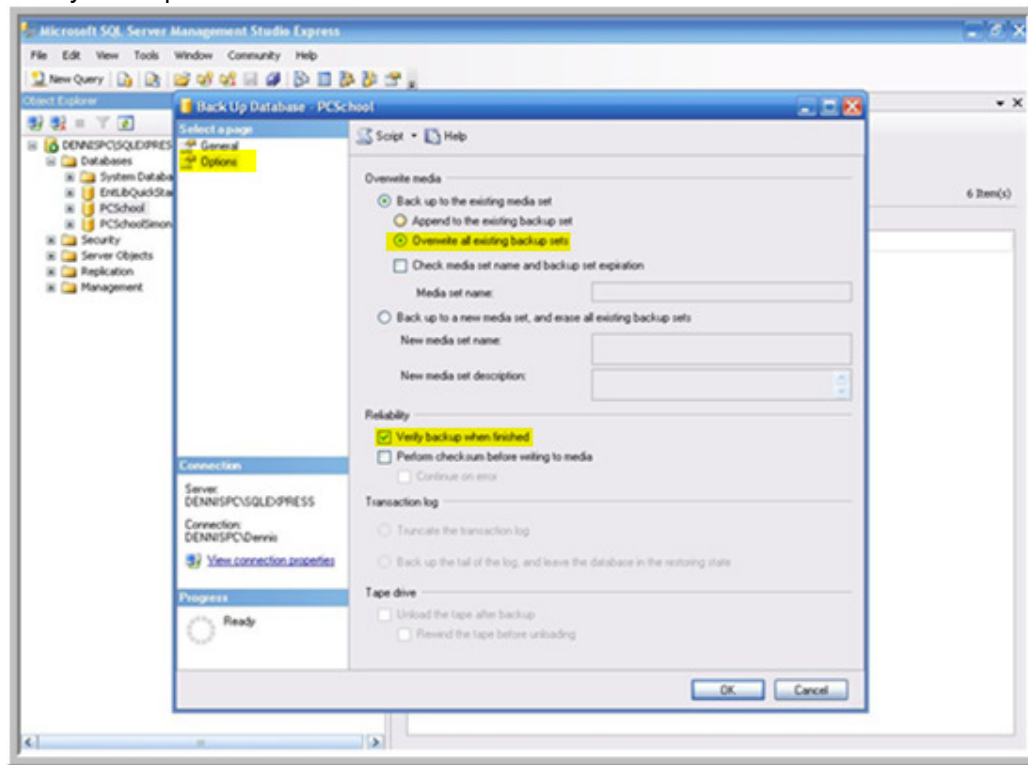
- Use a single backup file name for each database, this will overwrite the previous Backup
- Select a different file name for each Backup time (with respect to the date time).
- To select a new file click “Remove” then click add to select a new folder or file name.



Options

Once it's done, click "Options" to load the options screen and always try to select;

- "Overwrite all existing backup sets" and
- "Verify backup when finished".



This will start the Database Backup.

Further information relating to possible options in the SQL Server management studio backup process can be found in the url: <http://msdn.microsoft.com/en-us/library/ms187510.aspx>

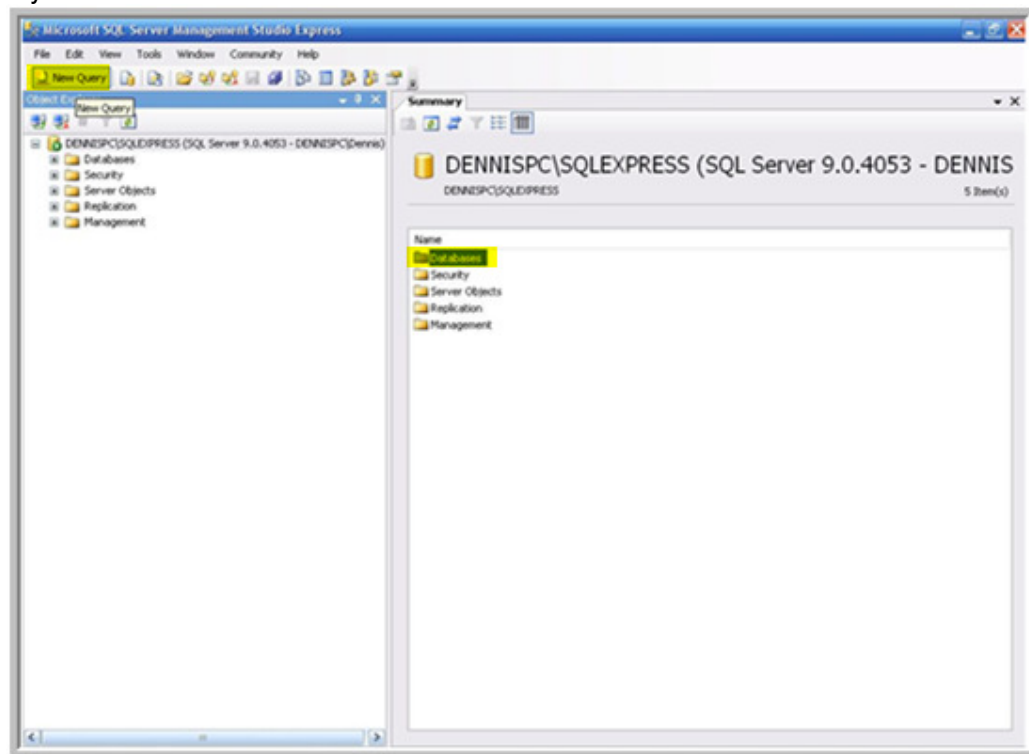
"In order to the scheduling of the backup, you can follow:
http://cherupally.blogspot.com/2009/04/schedule-daily-backup-for-sql-server_27.html"

Housekeeping

Truncating the database is needed in order to reduce the size of the log file.

Whenever there is a database operation happening to the database, the SQL Server puts some information into the log file. It's a good practice to truncate the log file once in a while so that the size of the backup is as small as possible

Login to SQL Server management studio with a db administrator privileged user's rights. Go to the New Query tab.



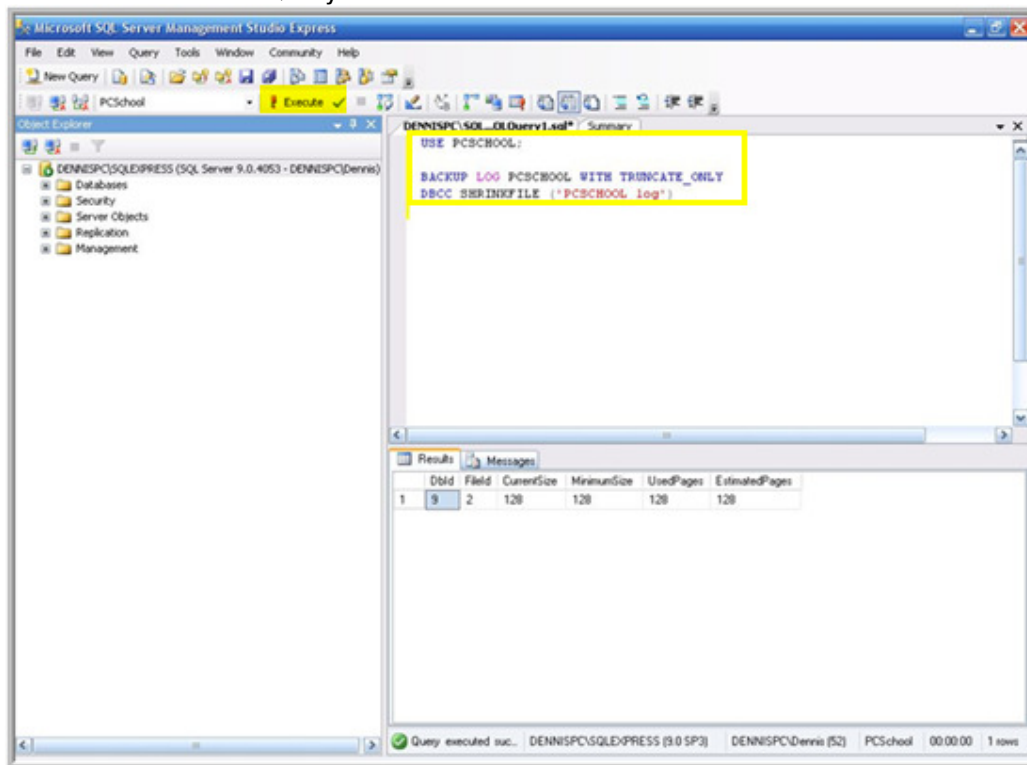
Enter the SQL Syntax for 2005 as follows:

- `USE PCSCHOOL;`
- `BACKUP LOG PCSCHOOL WITH TRUNCATE_ONLY`
- `DBCC SHRINKFILE ('PCSCHOOL_log')`

The SQL Syntax for 2008 as follows:

- `USE PCSCHOOL;`
- `BACKUP LOG PCSCHOOL TO DISK='NUL'`
- `DBCC SHRINKFILE ('PCSCHOOL_log')`

Once you have entered the SQL Syntax click the Execute button.



Syntax

The Use PCSchool statement is used to tell the management studio we are going to use a specific database;

- "PCSchool" is the named database to truncate in this example.

With the second line of code we have to mention the database whose log file we need to truncate;

- Normally the log file name for each database would be similar to; database name _log.
- Because our database name is "PCSchool", the log file should be "PCSchool_log".
- Run this once.