



# Restoring a Backup

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### Step 1: Identify the database

*Path: Scholastic > Utilities > Work area maintenance*

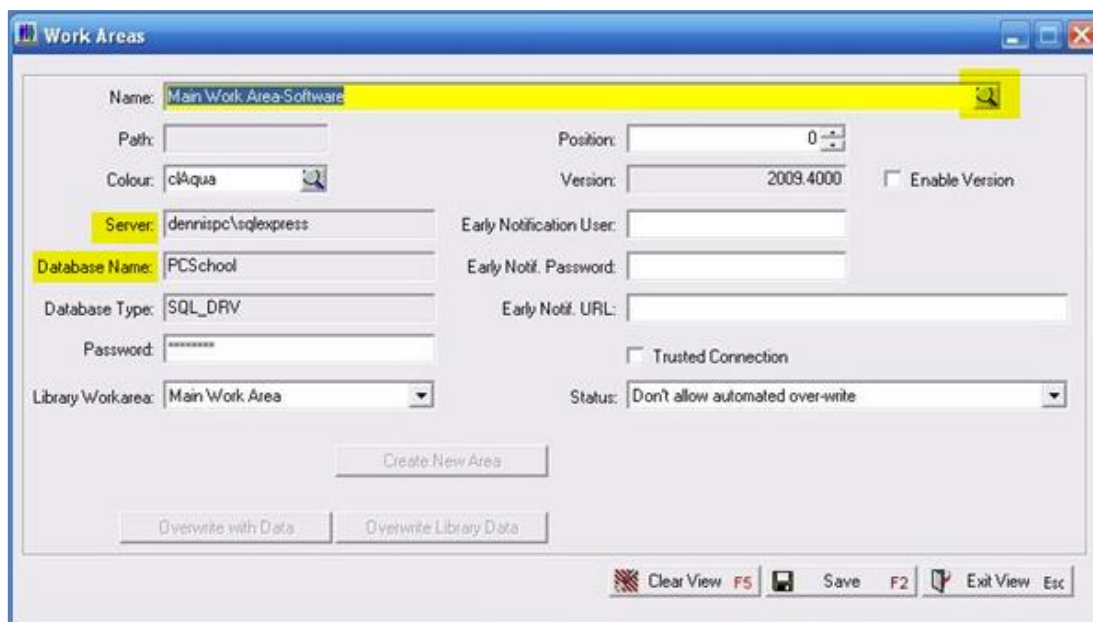
To identify the database, log into Back Office.

Under *Scholastic > Utilities > Workarea Maintenance*, select the Work Area name from the dropdown.

Take note of the 'Database Name' and the 'Server' on which the database exists. As per the below sample you can see the **[Server]** is "dennispc\sqlexpress" (normal format is severname\sqlserver instance name)

and the **[Database name]** is *PCSchool*.

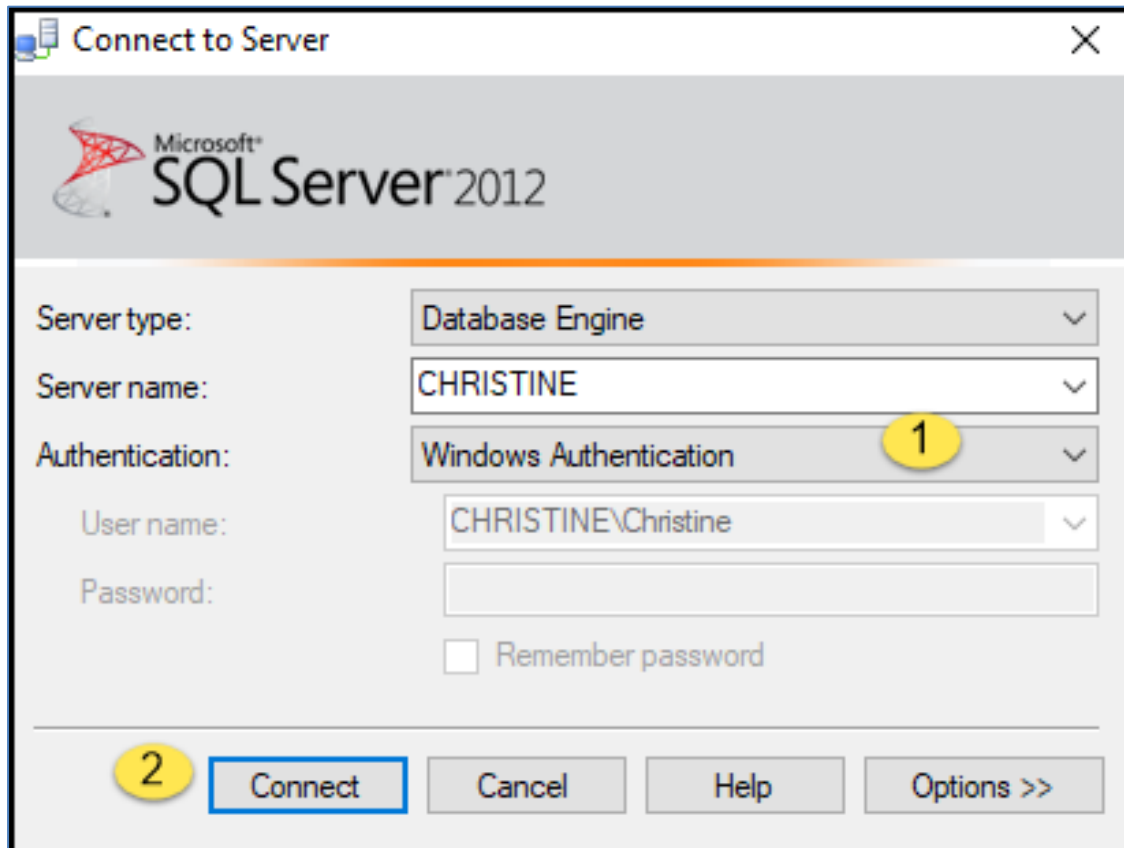
**Note:** Different Workareas will have different database names.



**Step 2: Do a full SQL Backup of the Work Area first.** Click here for [see instructions](#) about how to do this. Once your backup is complete, go to Step 3.

### Step 3: Login to SQL Server Management Studio

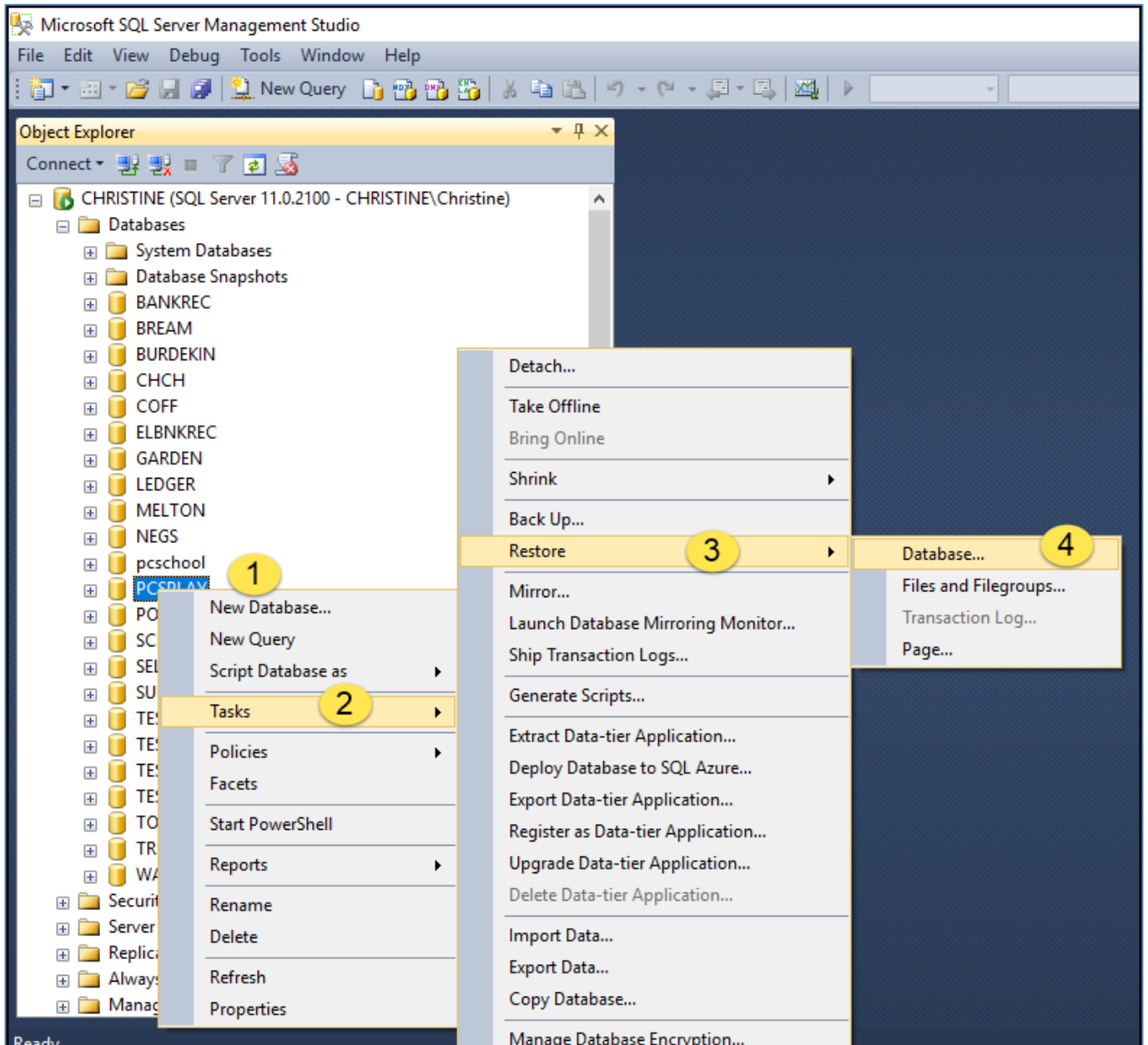
Once the database is identified, open the **SQL Server Management Studio** application. This is generally installed on the SQL server.



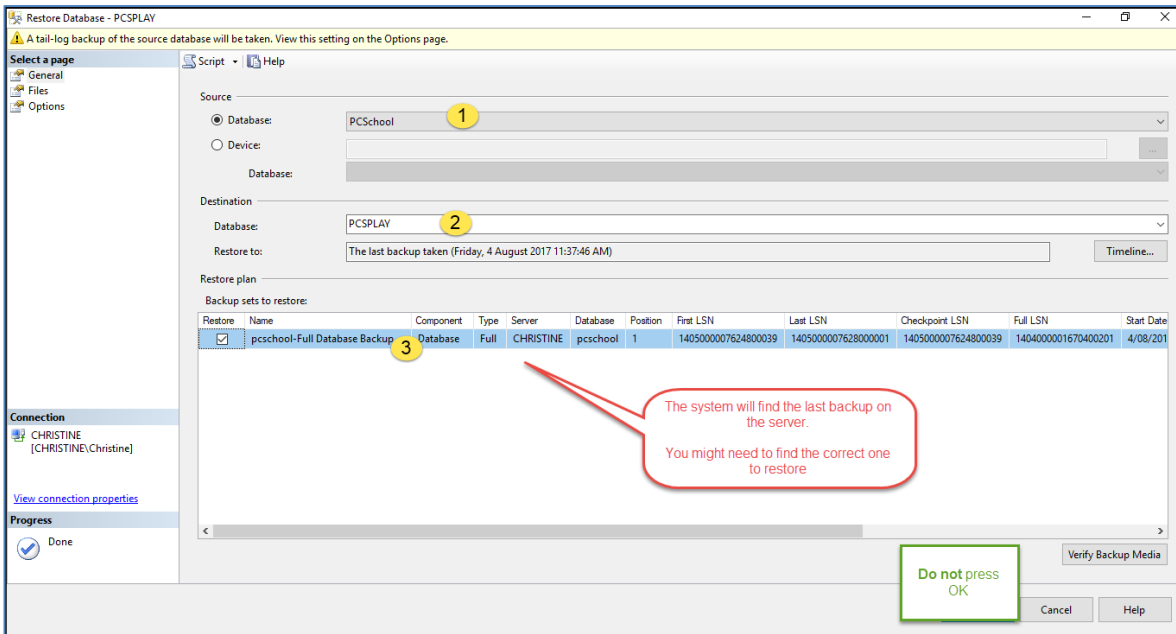
1. [Authentication]: Either login as a windows user (if it has the necessary security) or use SQL Server Authentication (PCSchool uses an internal SQL login to access data)
2. [Connect]

**Step 4: Select the database you wish to restore to**

In this example we are going to do a restore to PCSPlay from a backup that we have created from PCSchool.



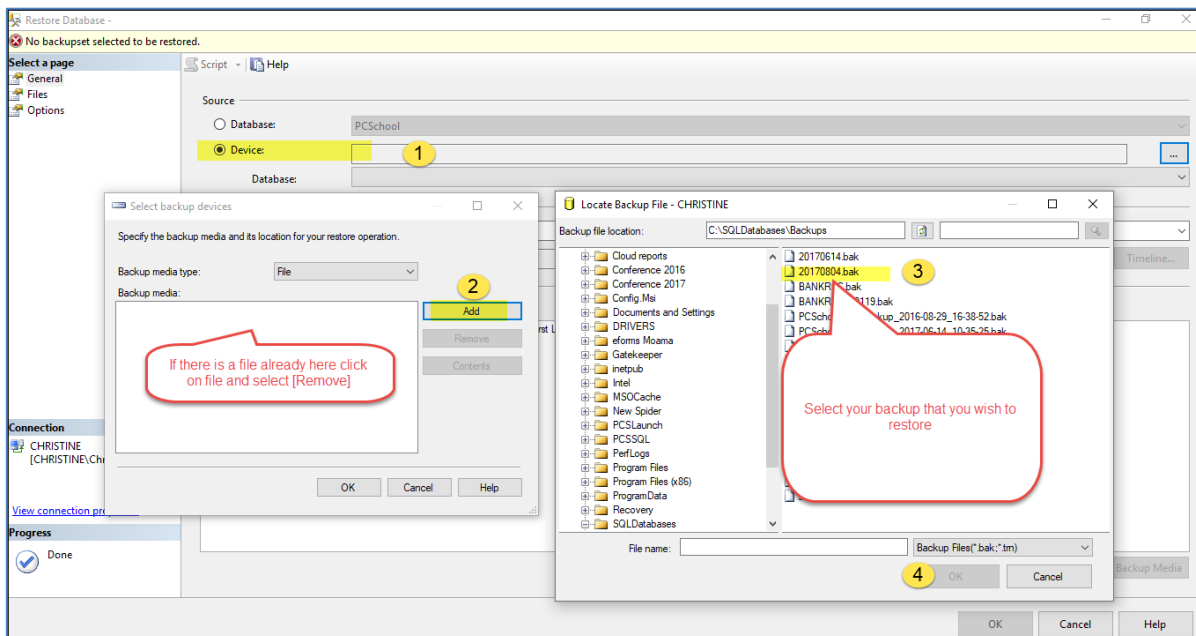
1. Right click on the [database] you wish to restore to
2. Select [Tasks]
3. Select [Restore]
4. Select [Database]



### Step 5: Restoring from an available backup

1. Select your Database you wish to restore e.g. PCSchool (e.g. getting the backup from PCSchool)
2. [Destination] select the database you are restoring too (e.g. I want to restore to PCSPlay)
3. Your system will find your last backup – if isn't the correct one, see below

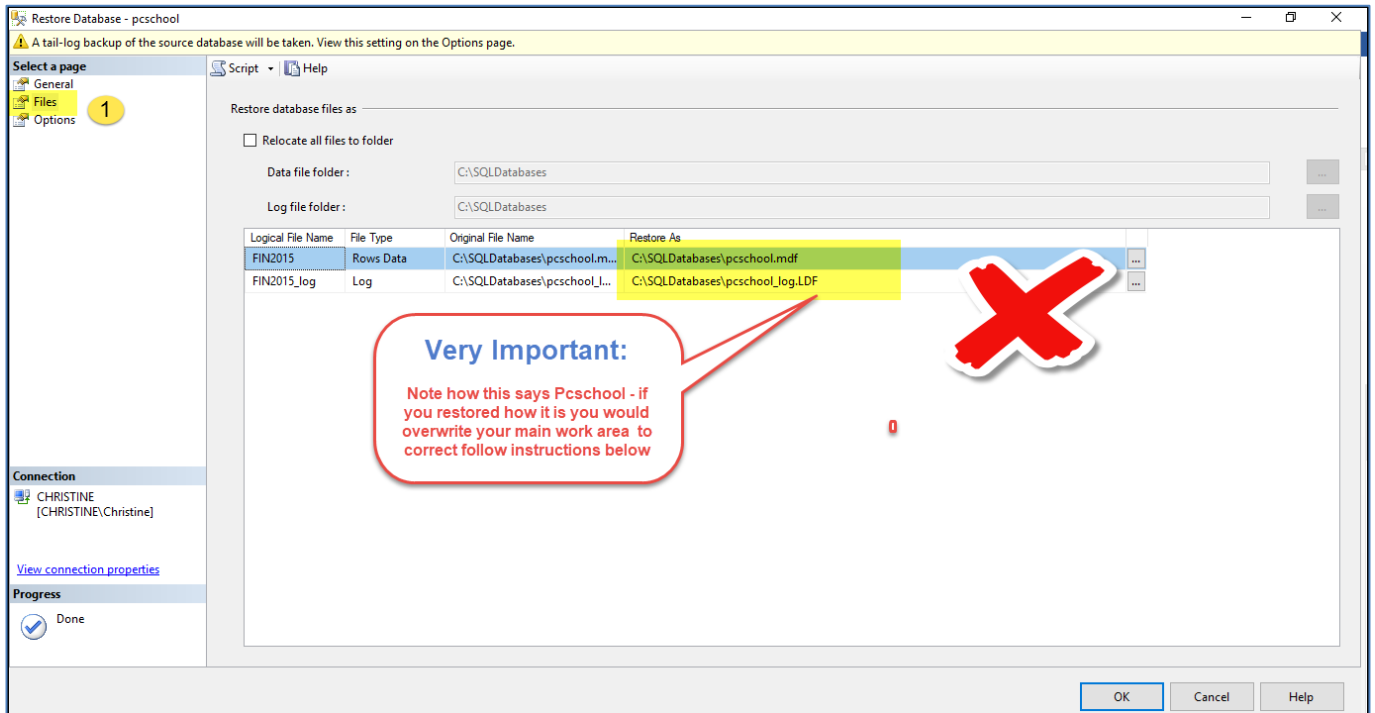
### Using a Backup from another location:



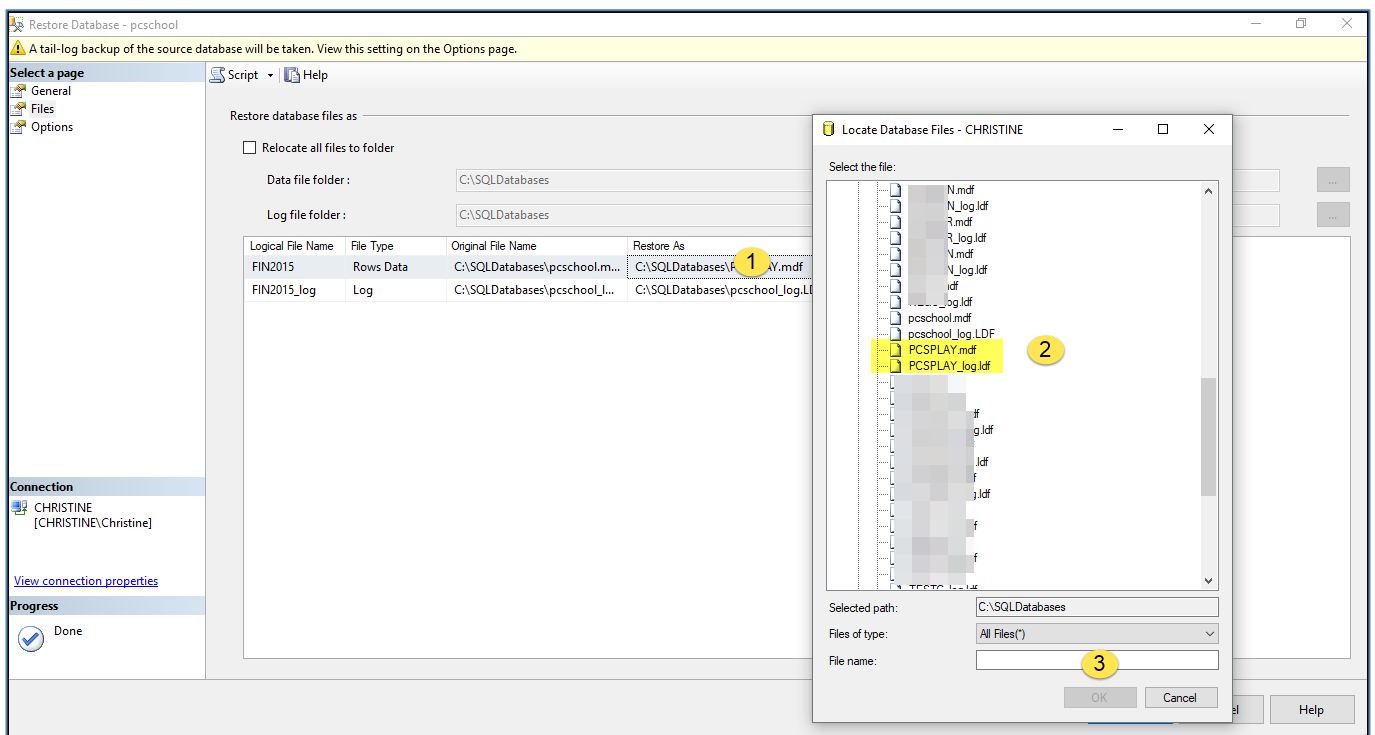
1. Select [Device] – and from dropdown
2. Select [Add] – if there is already one showing highlight it and go [Remove]
3. Select the backup that you wish to restore
4. [OK] [OK]

### Step 6: Select #Files Tab from right hand side

(This is an example of an INCORRECT path as it is going back to where it was made from, not our intended destination)



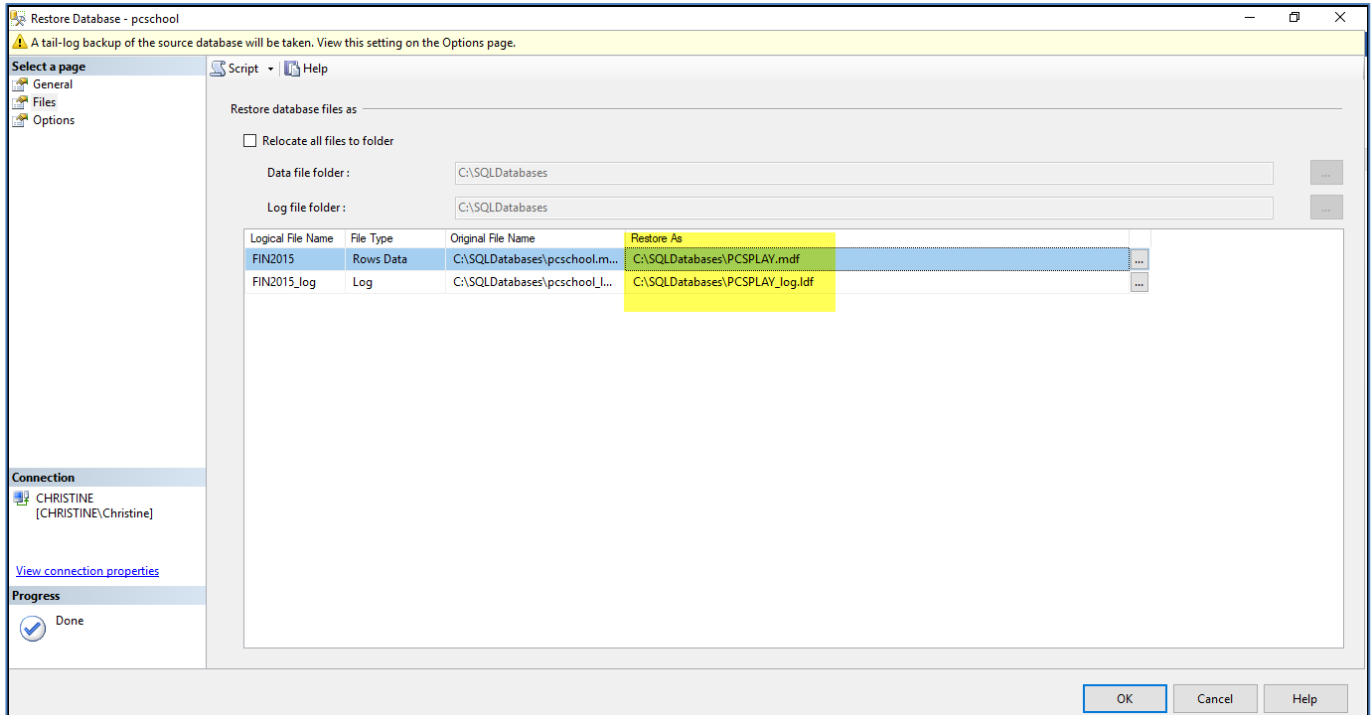
### Select Files



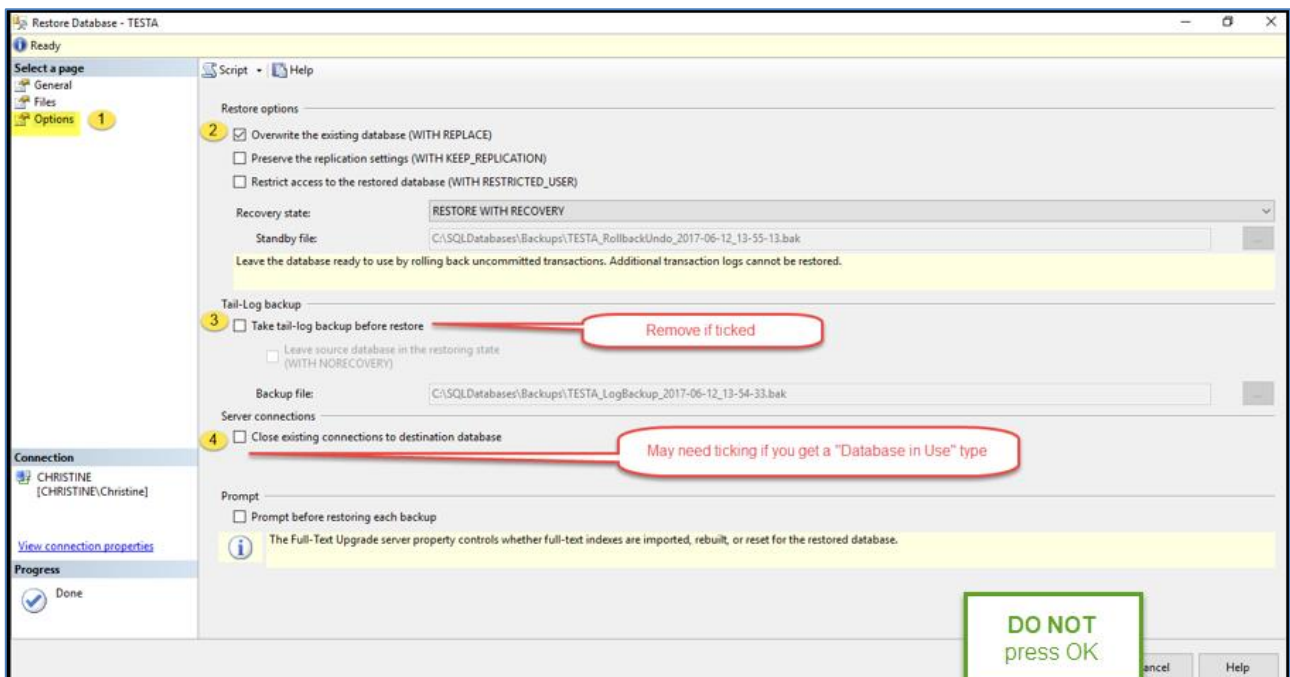
Make sure you have the correct database selected as this will write back into the named database In our inteneded example, the files will be PCSPplay.mdf and PCSPplay\_log.Ldf

1. Select the drop down from the line
2. Select the file you wish to restore to (e.g. PCSPplay.mdf)
3. Then on next line select (e.g. PCSPplay\_log.Ldf)

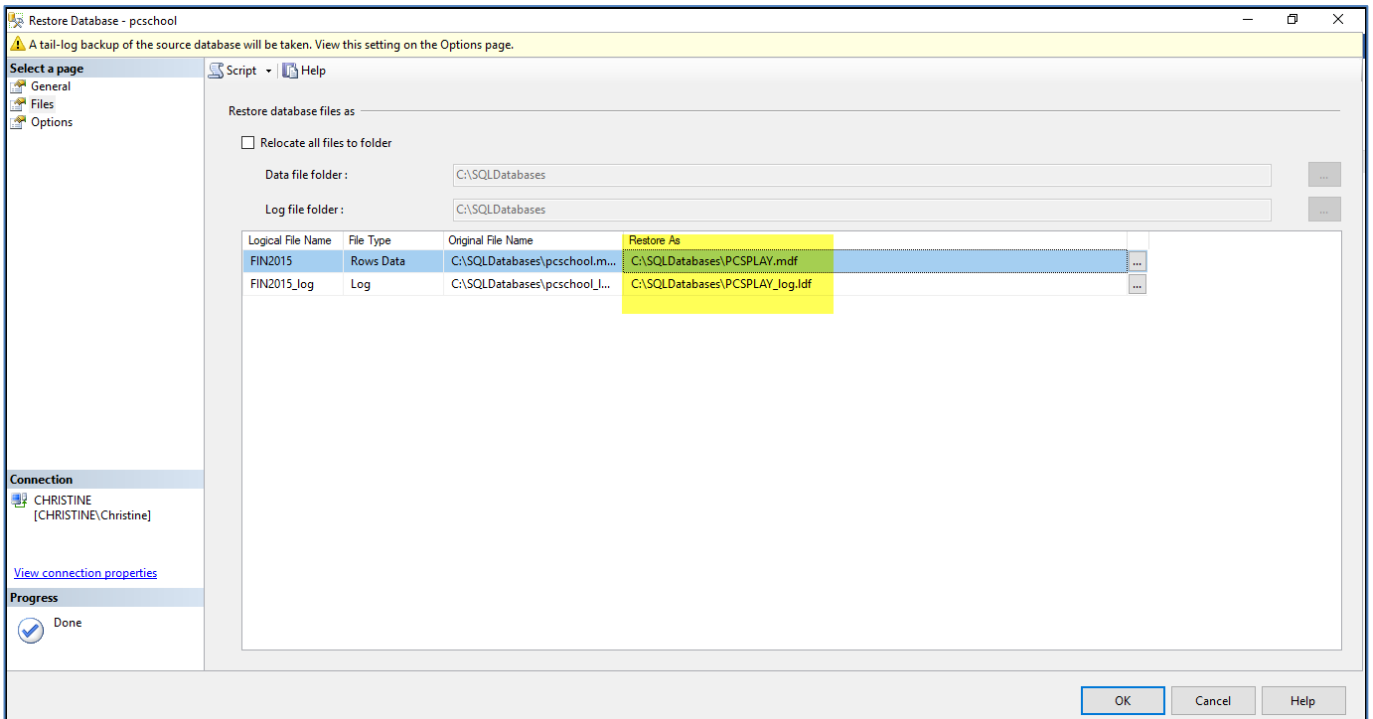
It now looks like this:



### Step 7: #Options tab



1. Select [Options]
2. [Restore options] – select [Overwrite the existing database] as per screen shot above
3. Remove Tick – is it has one in it
4. Try first to see if this will work without Tick in box if you get error place tick in box  
(go back to see to Files tab and make sure it still says the correct “File Name” to restore too)



Once you have checked your database

Select **OK** (this it will overwrite the existing database)

You will get a message when complete as per example:

