

IQSweb Database Backup/Restore Instructions

Backing Up Your IQSweb Database

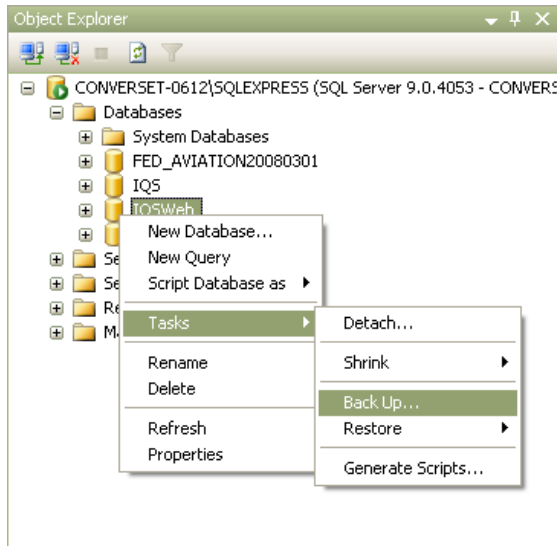
If your IT department does not have scheduled periodic backups for your IQSweb database, the following instructions can be used to manually create a backup of your IQSweb database.

NOTE: It is recommended that you talk to your IT department to understand what backup procedures are in place before manually backing up your database.

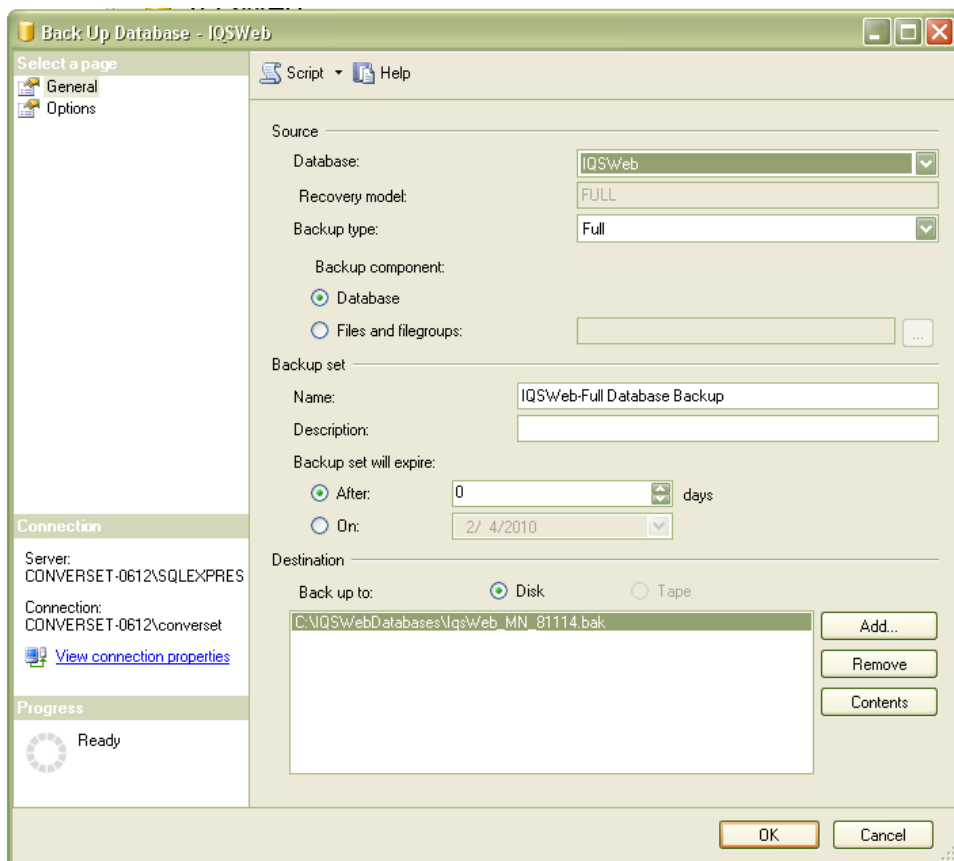
1. To create a backup copy of the IQSweb database, open “**SQL Server Management Studio**”. Start SQL Server Management Studio, e.g., go to Start/Programs/Microsoft SQL Server 2005/SQL Server Management Studio <Express>.



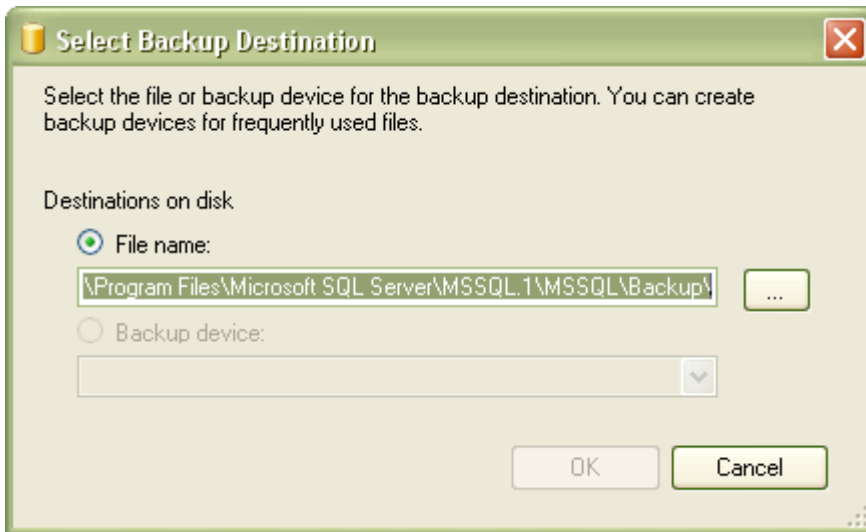
2. Connect to the database service the IQSweb database resides on.
3. In the Object Explorer (left panel), expand the Databases object and right-click on the IQSweb database and select **Tasks**, then select **Back Up**.



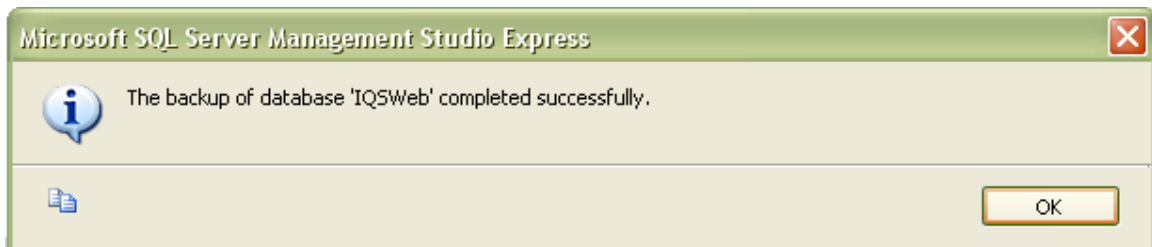
4. From the Back Up Database screen, make sure the Source Database is your IQSweb database.



5. In the Destination block at the bottom, click the Add button to enter a destination path and file name.



6. Click the OK button at the bottom of the screen to create the backup file. You will see the message below when the backup is complete.



Restore an IQSweb Database from a Backup

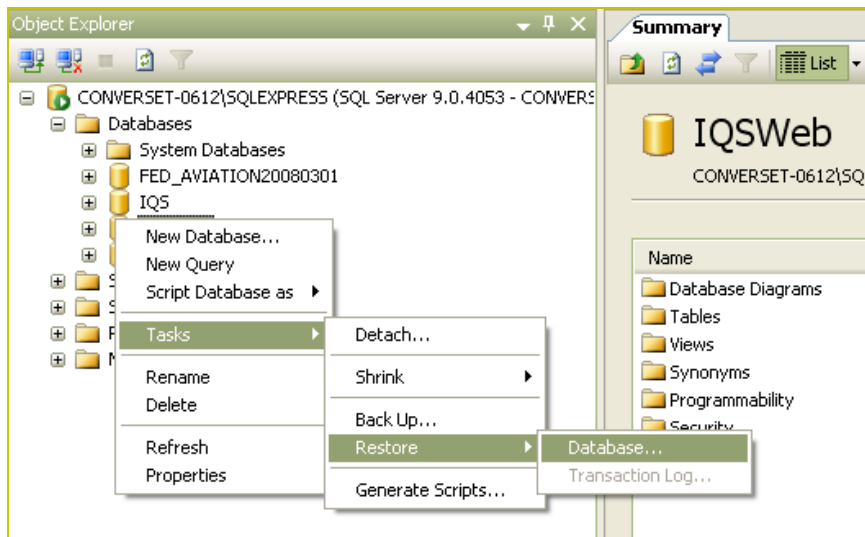
The following steps can be used to restore an IQSweb database that was previously backed up. This process will completely replace the current database with the database file that you are restoring.

NOTE: It is recommended that you talk to your IT department to understand what backup and restore procedures are in place before manually restoring a database.

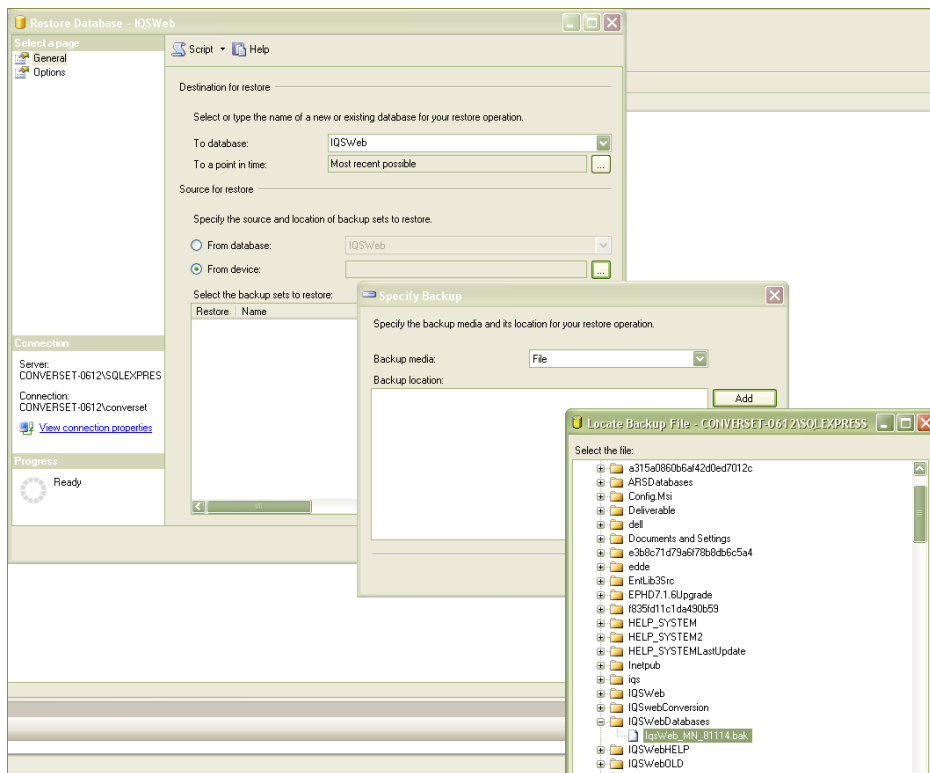
1. To restore a database that has been previously backed up, open “**SQL Server Management Studio**”. Start SQL Server Management Studio, e.g., go to Start/Programs/Microsoft SQL Server 2005/SQL Server Management Studio <Express>.



2. Connect to the database service the IQSweb database resides on.
3. In the Object Explorer (left panel), expand the Databases object and right-click on the IQSweb database and select **Tasks**, then select **Restore**, then select **Database**.

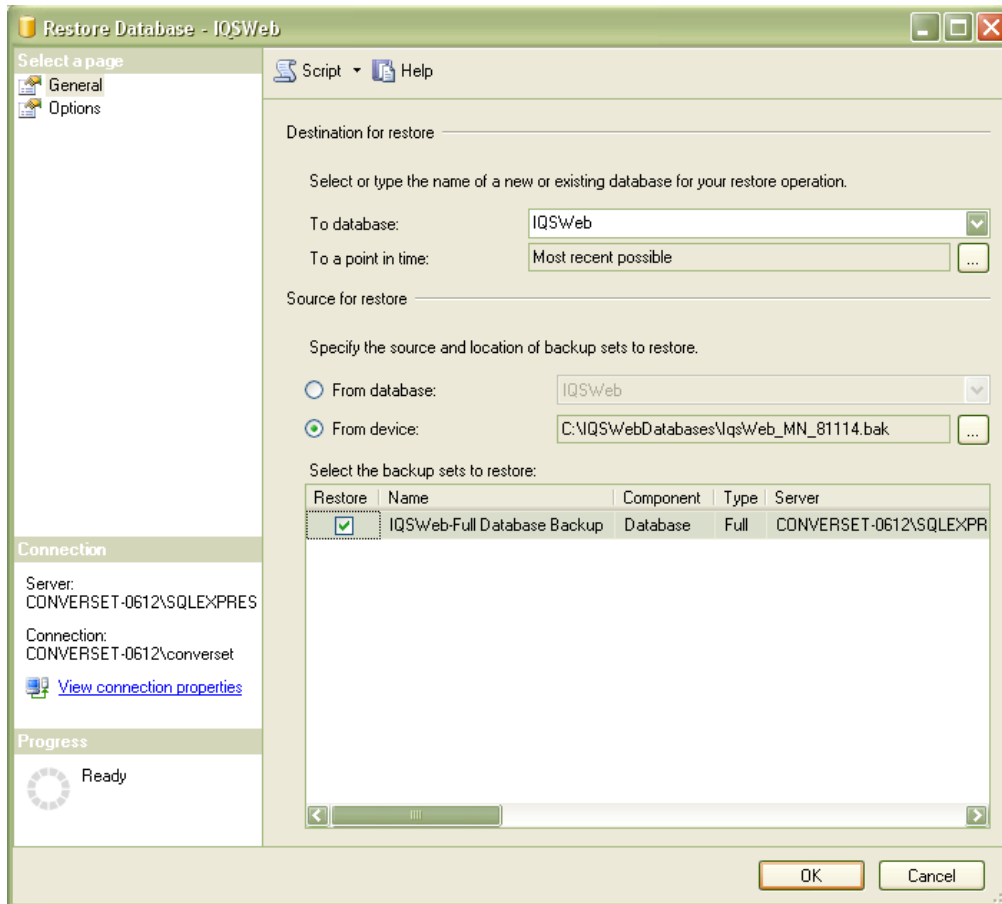


4. From the Restore Database screen, make sure that your IQSweb database is selected in the “To Database” field.
5. Click the From Device radio button and then click the “more” button to the right of the From Device section.



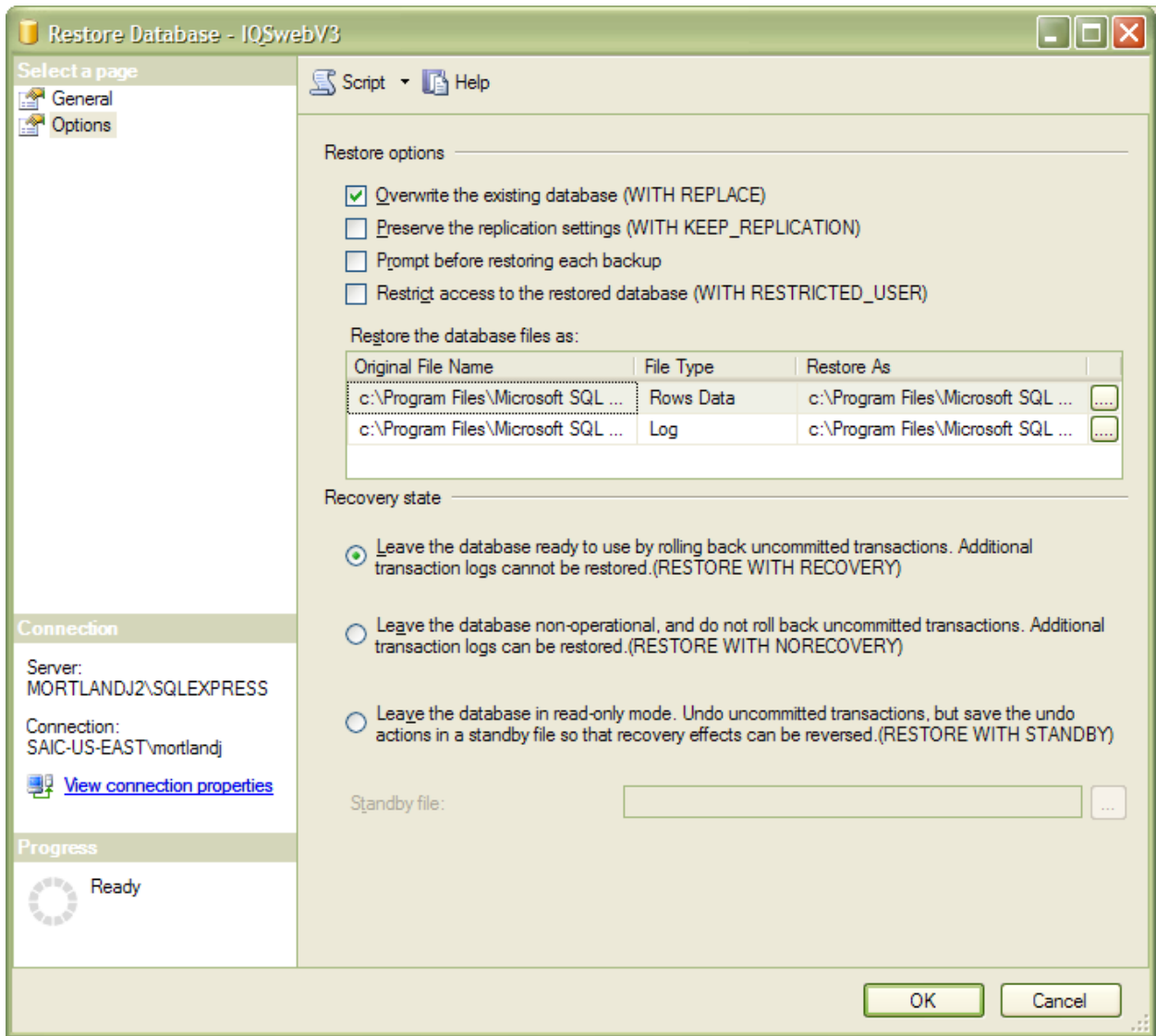
6. From the Specify Backup screen, click **Add** and then from the Locate Backup File screen, navigate to the backup file that you would like to restore and click **Add**.

7. From the Restore Database screen, make sure the Restore file is checked.



NOTE: If you backup a database to the same file multiple times, SQL Server Management Studio appends successive backups of a database to that file. When you try to restore the database from that backup file, in step 7 above, there will be multiple entries to choose from. The latest database backup is the bottom entry (there is also a backup date column to the right).

8. Click on the **Options** page on the left and in the Restore Options section, check **Overwrite the existing database**.



9. Click **OK** at the bottom of the screen. You will be notified when the restore has completed successfully.