

# General – SQL Backup

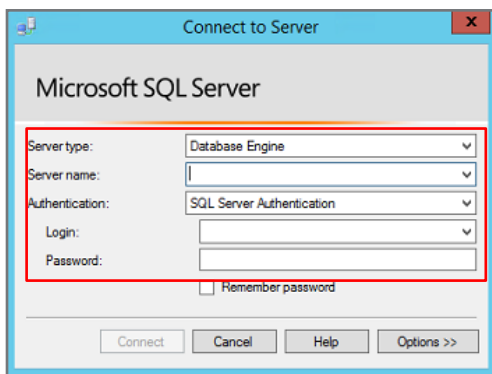
## Backing up a database in SQL

Your internal IT department will be able to assist with the following steps on how to backup the database in SQL Management studio:

### Step 1

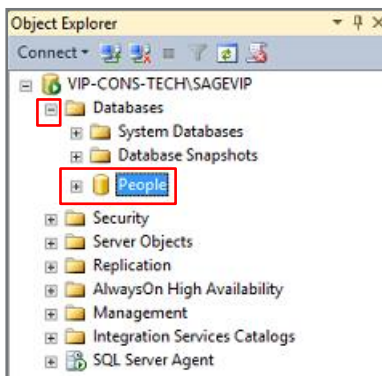
Log into **SQL Management Studio** by  
Complete the **Server name** and instance if applicable  
Select the applicable **Authentication** method

If SQL Server Authentication is selected input the applicable Username and Password.



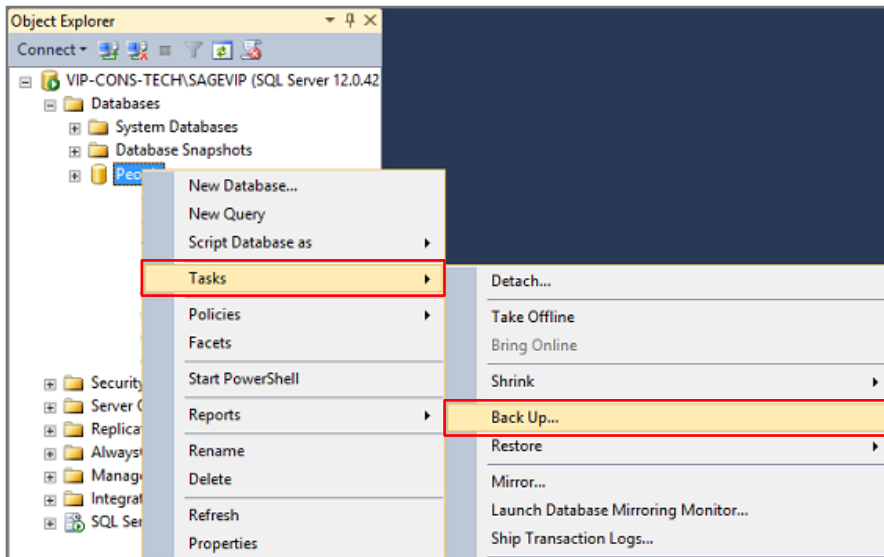
### Step 2

Click on the plus box next to **Databases** to expand the list of databases  
Select the **People Database**



### Step 3

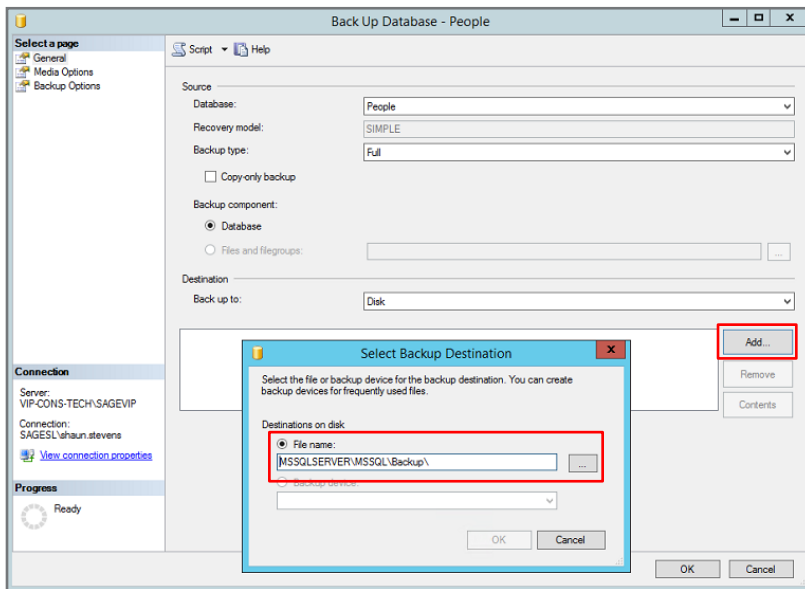
Right-click on the applicable **Database**  
Select **Tasks**  
Select **Back Up...**



**Step 4**

Click on  
Select

**Add**  
a destination to make the backup to

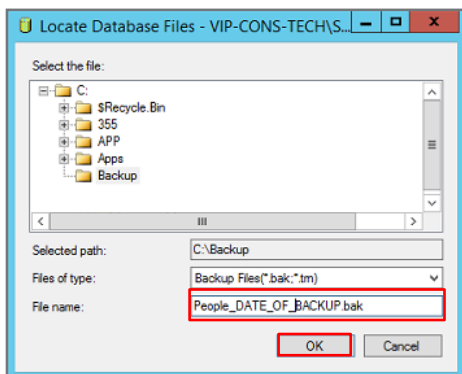


**Step 5**

Input  
Click on

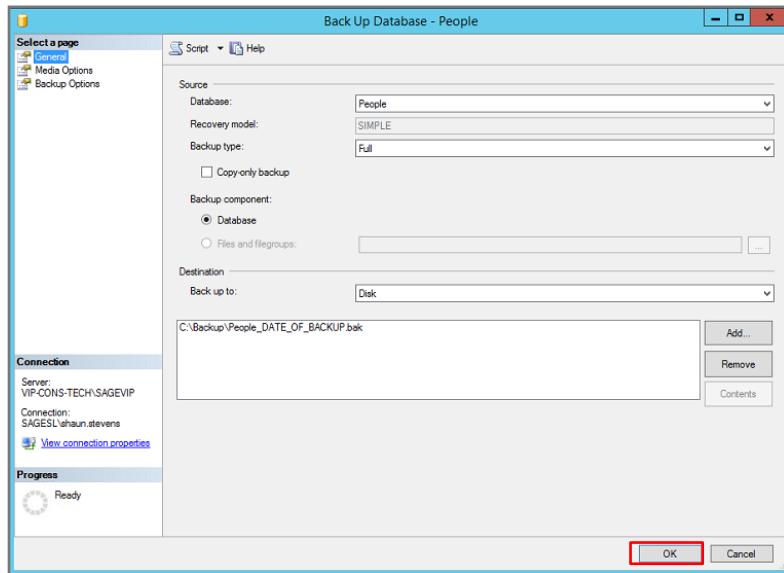
the backup name  
**OK**

(Company name, date, before, release number, e.g. XYXMotors\_2017113\_17.3.3.0.bak)



## Step 6 Select

OK to start the SQL backup



The backup will complete with a completed successful message.