Title: Procedure For Backing Up SWAN SQL Database

IT Code: 44001

Purpose: SQL Database backups of the SWAN database (and other key CLASS databases) are performed following each monthly data release or when the DBA determines that changes to the DB warrant an ad hoc backup.

Procedure: Use the following procedure from a CLASS DBA workstation or CLASS IT Manager workstation:

1) Start the Microsoft SQL Server Enterprise Manager console.
2) Open "Databases" on "CLASS-TIBERIUS"
3) Right click the "SWANDB" database, click "All Tasks", and then click "Backup Database"
4) At the "SQL Server Backup - SWANDB" dialog box, click "ADD".
5) At the "Select Backup Destination" dialog box, check the "File name" and give a destination name such as "D:\SWANDB01122004", and then click "OK"
6) The backup filename should be composed of the “database” + “mon-day-year”
7) There are two Destination shown in the “SQL Server Backup - SWANDB” dialog box right now. One is the new one which was just created and another is the previous one. Remove the previous one by highlighting it and clicking "Remove".
8) Click "OK" by finishing the backup.
9) Monitor the progress of the backup as displayed on the screen.
10) When the backup is complete, label the CD with the destination name (#5), the name of the computer (e.g. “Tiberius”), the date and time, and your initials.
11) Put the CD in a paper CD holder and insert it in the Database Backup Log Notebook.
12) Fill out the electronic log entry for this backup, print a copy, and insert it into the Database Backup Log Notebook.