

# SQL Server Manual Database Backup Procedure

## Author & Purpose

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Purpose: To safely perform a manual backup of a SQL Server database.

Use Case: Parking system database backups before troubleshooting or maintenance.

## Requirements

- SQL Server Management Studio (SSMS)
- Admin or elevated access to SQL Server
- Destination storage (e.g., C:\, D:\)

## Step-by-Step Procedure

1. Open SSMS and connect to the server.
2. In Object Explorer, expand 'Databases'.
3. Right-click the target database (e.g., AccupperDB) > Tasks > Back Up...
4. In the Back Up Database window:
  - Set Backup type to 'Full'
  - Remove any old destinations
  - Add new destination path, e.g., C:\DB\_Backup\_YYYYMMDD.bak
5. Click OK and wait for confirmation message.

## Verification

- Go to C:\ or backup path and confirm the .bak file exists.
- Ensure file is not 0 KB to validate successful backup.

## Notes

- Replace YYYYMMDD with today's date.
- Always ensure enough disk space before starting.
- Consider using D:\ or external storage for large backups.

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### Example Output

C:\DB\_Backup\_20250627.bak

### Example Screenshot

>> Screenshot of SSMS backup window can be inserted here when available. <<