**Tiny Tools Rental Database Installation & Backup Instructions**

# *Installation*

To install our database, first ensure that Microsoft Access and SQL Server Management Studio (SSMS) are properly installed on your device.

**Install Database on SSMS**

1. Ensure the user account you’re using has the correct privileges to create and/or modify existing databases (SYSAdmin privileges)
2. Download the .bak file that we have provided and save it in the MS SQL Server backup folder (usually found under:   
   *C:\Program Files\Microsoft SQL Server\MSSQL16.MSSQLSERVER\MSSQL\Backup*)
3. Right-click on your system’s “**Databases**” folder and select “**Restore Database**”
4. In the restore database pop-up window, under “**Source**”, select “**Device**” and click on the “**…**” button.
5. In the next pop-up window, select “**Add**”. Select the “**tool\_rental.bak**” file that was saved earlier. Close the window by pressing “**OK**”
6. Ensure the destination database is named “**tool\_rental**” and that there is **no previous database** that uses this name. Ensure that “**Take tail log backup before restore**” in the Options tab is **unchecked**.
7. Press “**OK**” to finish the installation of the database.
8. Right-click the newly created database “**tool\_rental**” and select “**New Query**”
9. **Run** the following command to change the owner of the database:  
    **USE tool\_rental  
    EXEC sp\_changedbowner 'YourUserName', 'true';**

**Note**: if you do NOT have a user login for your database system, you will need to create one. You and anyone who is using the database will need a user login and password to be able to connect the database through Access.

You can create one (assuming you have SYSAdmin privileges) by going to your “**Database**”> “**Security Folder**”> “**Right-Click New**”> “**Login…**”. In the window that opens, select “**SQL Server authentication**”. Enter a username and password to us; you can choose to set the “**tool\_rental**” database as the default database of the user as well (this will open that database when they login).

**Install Access Front End**

1. Download the “**Tool Rental.accdb**” file that we have provided. Ensure permissions are allowed for the file by **right-clicking the file**, selecting **Properties** and then **checking** the **“Unblock”** option under **Security** in the **General** tab.
2. Open the “**Tool Rental.accdb**” file and select “**Enable Content**”.
3. Under the “**Create**” tab, click the “**Table**” button.
4. Under the “**External Data**” tab, click on “**Linked Table Manager**”.
5. In the pop-up window, select “**Add**”. Select “**SQL (Server/Azure)**” as your data source then click “**Next**”. You can choose to name the data source as well (**optional**).
6. SQL Server will prompt you to login: type the name of your server (you can find your server’s name in the object explorer of SSMS; it should be the object listed at the top) and your credentials. **DO NOT** click “OK” yet.
7. Click the “**Options>>**” button and set the database to “**tool\_rental**”. Press OK.
8. Select all items that are prefixed with “**dbo**” (ex. “**dbo.Customers**”) to link to in Access. Press “**OK**” to begin the linking process.
9. Once done, close the Linked Table Manager window and close the table you made in step 3. You should now be able to use the forms, reports and queries in the .accdb file.

# **Create A Full Backup of Your Database**

1. In SSMS, right-click the **tool\_rental** database and select “**Tasks** > **Back Up…**”
2. Make sure the “**Copy-only backup**” option is enabled.
3. Press “**OK**”.

This will create a **full** backup copy of the Tiny Tools Database which can be used to restore the database should the original database become corrupted.

# *Restoration*

**Restore Your Database**

1. In SSMS, right-click on the **Databases** folder and select **Restore Database**
2. Your restoration will need a destination, so either set the destination to an existing empty database or create a new destination entirely. You can restore the database from an existing database or from a previous backup located on your device.
   1. For the latter, ensure the “**Device**” option is selected under the “**Source**” tab and locate the .bak file you’d like to use (ex. **tool\_rental.bak**)
3. Ensure that “**Take tail-log backup**” is unchecked (under the Options tab).
4. After selecting an appropriate destination, click “**OK**”.

This will restore the Tiny Tools Rental database.