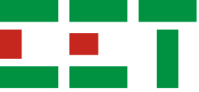
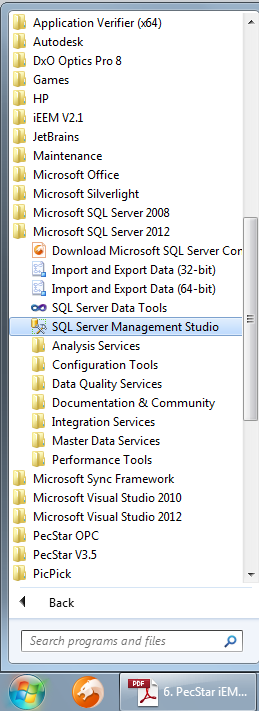
**SOP of Backing up the PecStar iPQMS V3.5 Database**



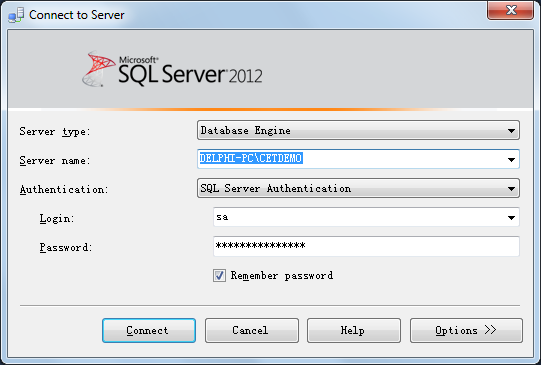
**Back up the PecStar iPQMS V3.5 Database in SQL Server**

Please follow these steps to back up the PecStar iPQMS V3.5 Database in SQL Server.

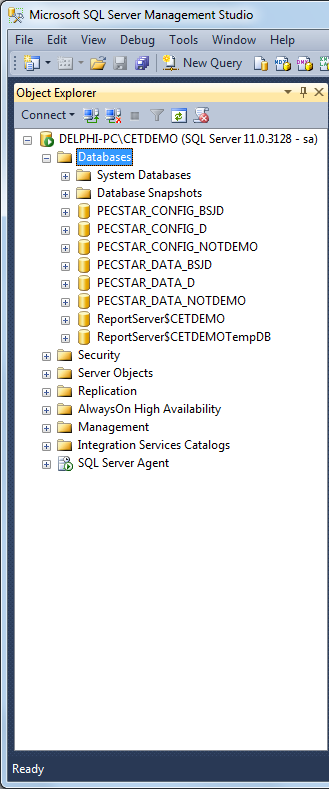
1. Open **SQL Server Management Studio** from the Windows start menu.



1. Connect to the appropriate instance of Microsoft SQL Server Database Engine.



1. In **Object Explorer**, expand **Databases** node.



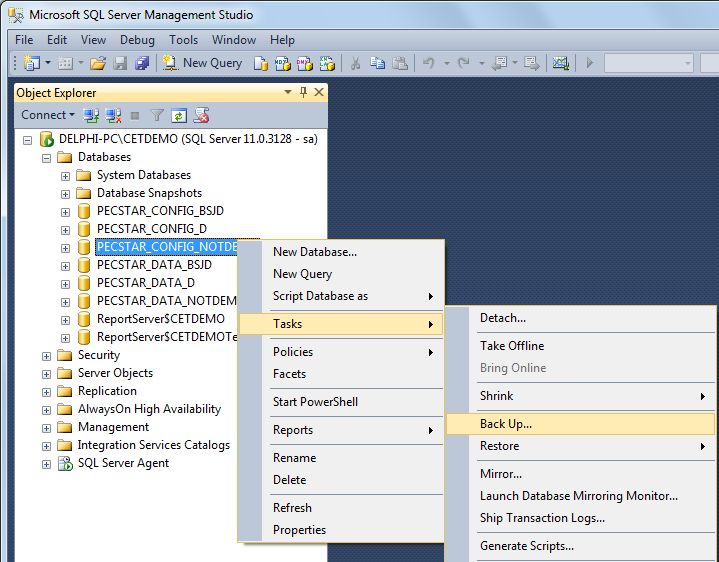
Note: The PecStar iPQMS contains two databases: the CONFIG database and the DATA database. Their names are:

**PECSTAR\_CONFIG\_PROJECT NAME**

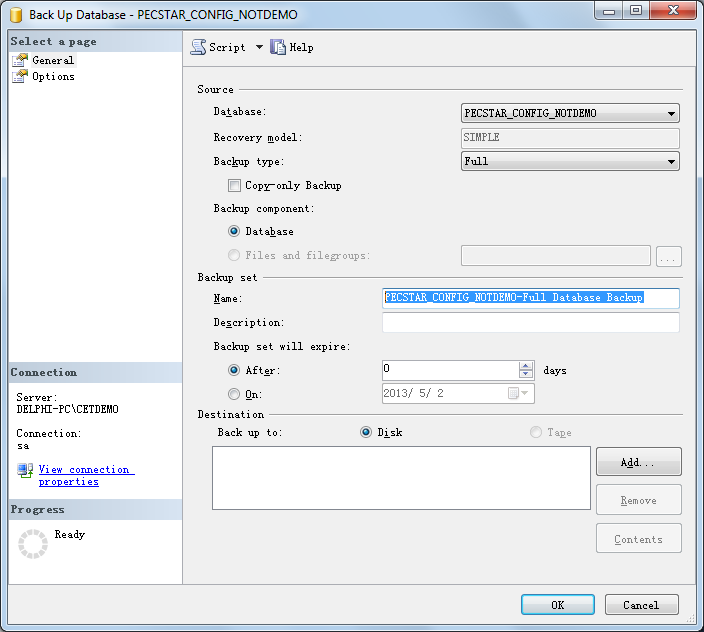
**PECSTAR\_DATA\_PROJECT NAME**

First, back up the **PECSTAR\_CONFIG\_PROJECT NAME** database following the procedures:

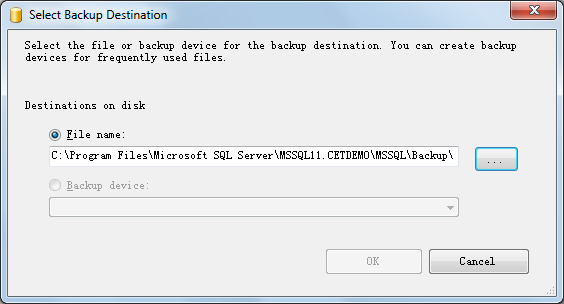
1. Right-click the database which you want to take a full backup and select **Tasks**-> **Back Up…**



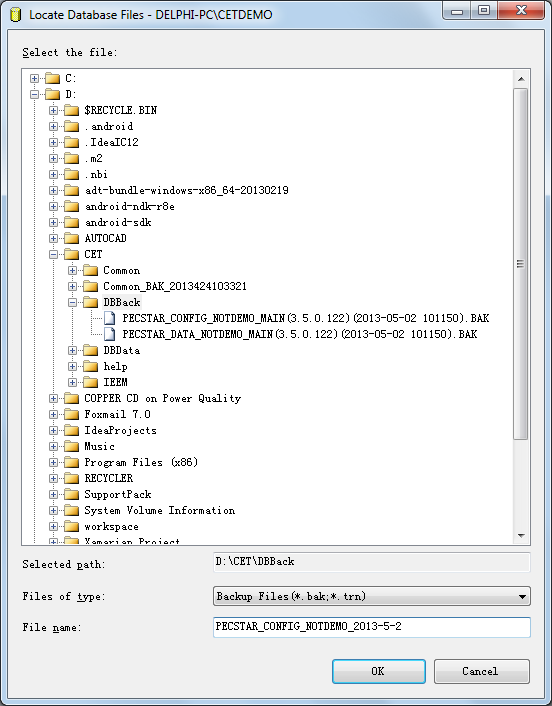
1. The **Back Up Database** dialog box is open, as shown below. In **Backup type** list box select **Full**. In **Backup Component** select **Databases** and in **Backup set** optionally enter **Description** and leave other items as default.



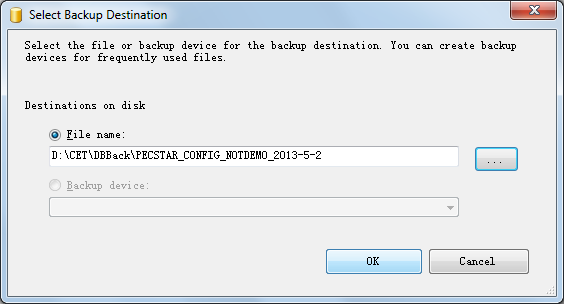
1. In **Destination**, click **Add** to **select the file or backup device for the backup destination** as shown below.



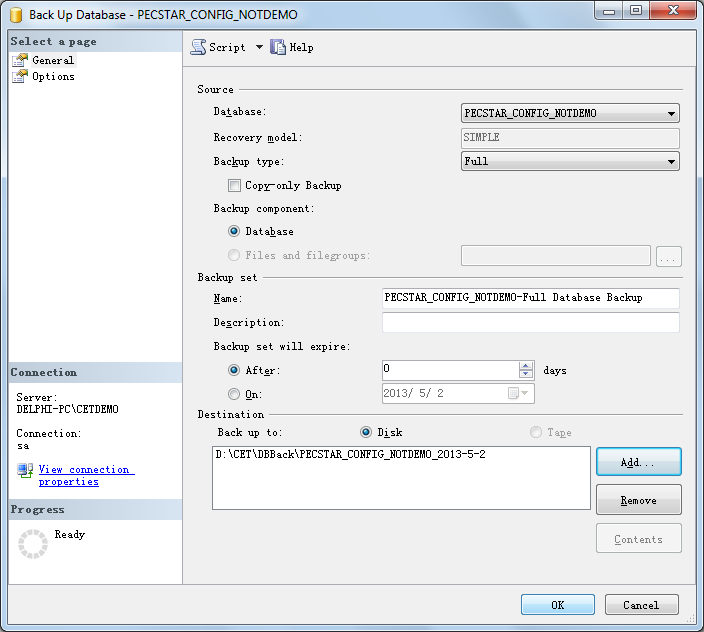
1. Click the button to select the path where to save the backup file and enter **File name** of the backup file and click **OK** to return.



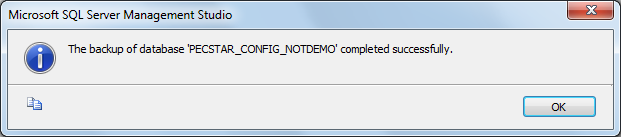
1. Click **OK** in **Select Backup Destination** dialog box.



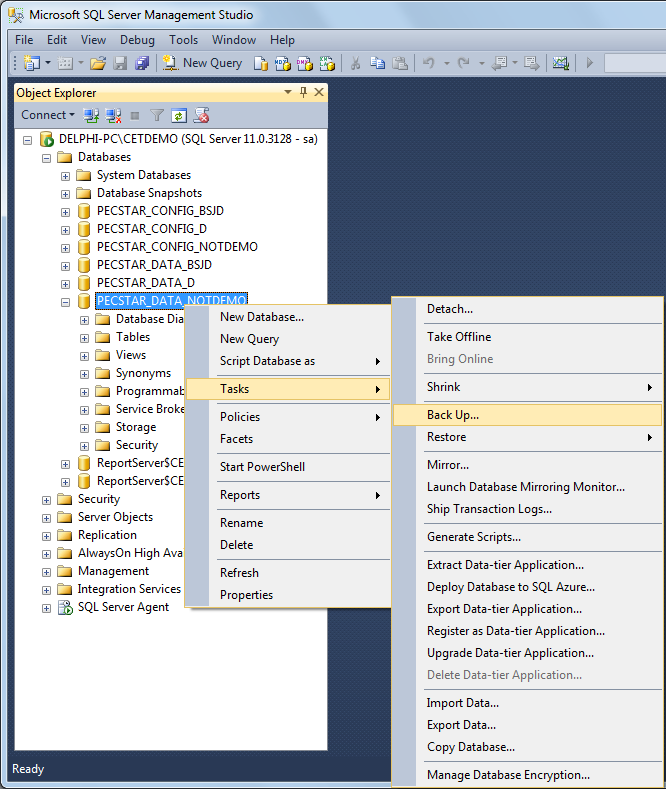
1. Once you have completed the **General settings** you will be able to see a screen similar to below figure. Click **OK** in **Back Up Database** dialog box to perform the backup task.



1. Once the database is successfully backed up you will get a popup message similar to the one as shown below.



1. Then follow the same procedures from 4 to 10 to back up the **PECSTAR\_DATA\_PROJECT NAME** database.



1. Navigate to the backup destination to check the two backup files(the .bak files). Compress the two files into one .rar or .zip file if needed.