

How to Backup and Restore an Intelli-M Access Database

Introduction

This document describes how to backup your Intelli-M Access database and restore it on the same computer or another computer at a later time. This document assumes you have Intelli-M Access already installed and working. The commands described in this document should be run from the server on which you installed Intelli-M Access.

If you are not running the latest version of Intelli-M Access, you are strongly encouraged to update to the latest version when possible. You can get the latest version from our website at <http://www.infinias.com>.

Note: If you restoring a database that came from another server, make sure you perform the last step in the restore instructions

Backup a Database

Start the SQL Management Studio application, which can be found in the Start Menu/Programs/SQL Server 2008 R2 menu, and login using the default Windows Authentication credentials. In the left pane, click on plus sign next to the 'Databases' item to open the databases list, and find the infinias database. Once you've found the infinias database, right-click on it and a context menu will appear. Find the 'Tasks' menu item and click on it. A submenu will appear. Find the 'Backup...' menu item and click on it. A popup dialog will appear as shown in Figure 1:

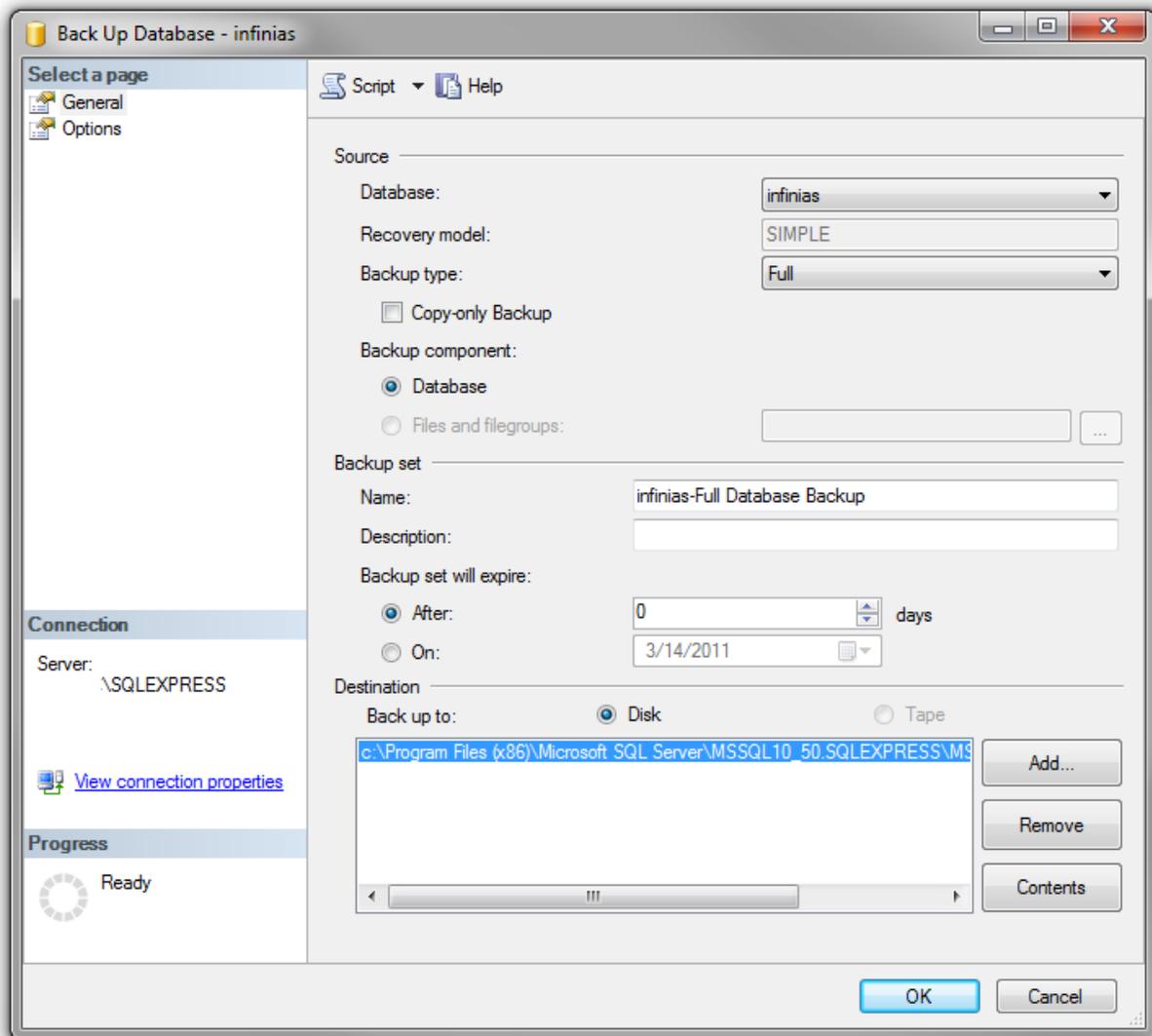


Figure 1 - Backup Database Dialog

Note where the backup file is being saved. You can find that near the bottom of the dialog box under the "Back up to:" text. In the figure, the blue highlighted text contains the path to where the database will be saved. If you wish to change the location, click the 'Remove' button to empty the list, and then click the 'Add... ' button to add a file location. When you are finished, press the 'OK' button to start the backup.

The backup process will take anywhere from 30 seconds to several minutes, depending on the size of the database. You will see a confirmation popup dialog when the backup is complete.

Restore a Database

Start the SQL Management Studio application, which can be found in the Start Menu/Programs/SQL Server 2008 R2 menu, and login using the default Windows Authentication credentials. In the left pane,

click on plus sign next to the 'Databases' item to open the databases list, and find the infinias database. Once you've found the infinias database, right-click on it and a context menu will appear. Find the 'Tasks' menu item and click on it. A submenu will appear. Find the 'Restore' menu item and click on it. Another submenu will appear. Click on the 'Database...' submenu, and a popup dialog will appear as shown in Figure 2:

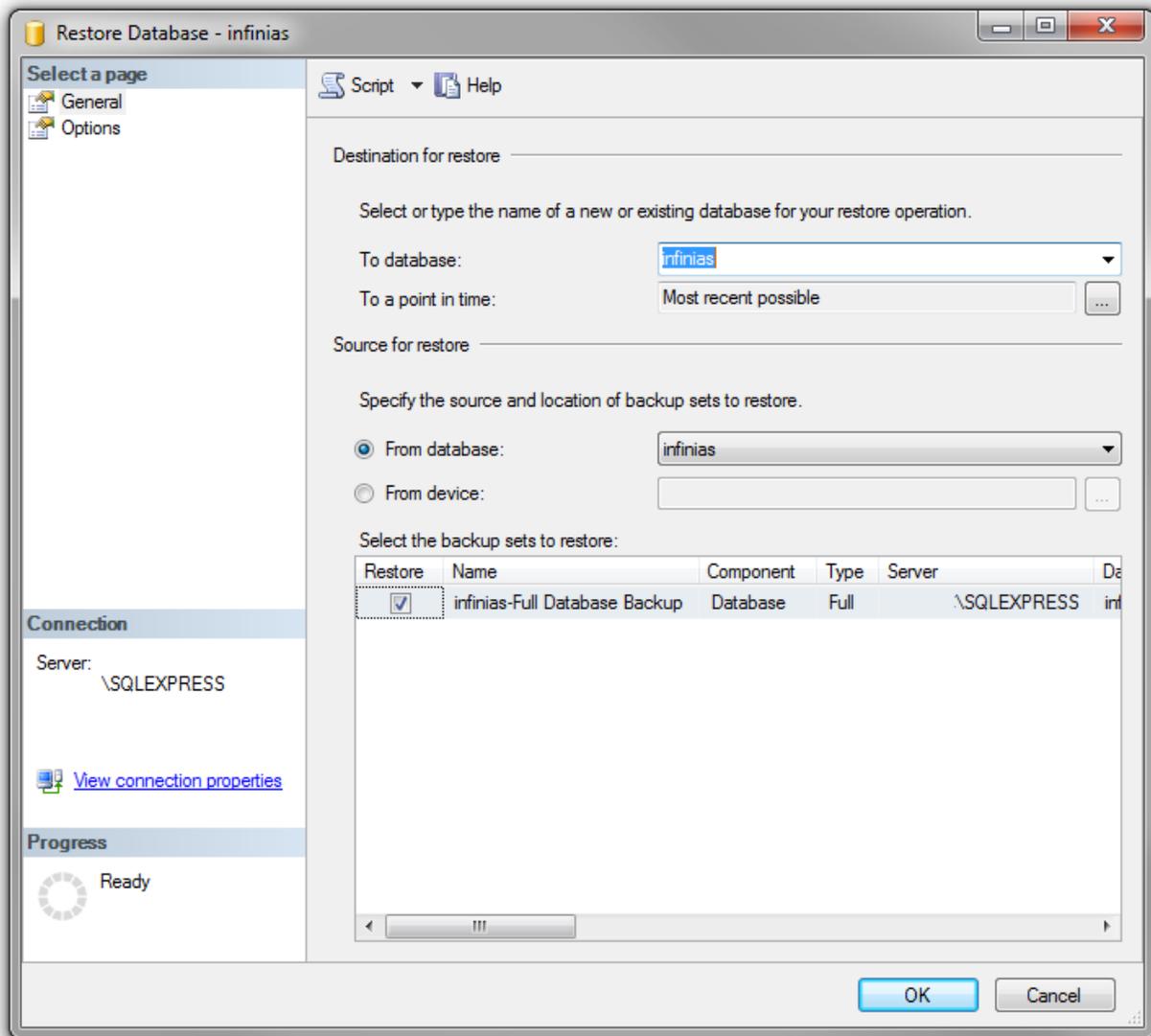


Figure 2 - Restore Database Dialog

Make sure that both the 'From database:' and the 'To database:' lists contains the infinias database name. If it does not, select the appropriate list and choose 'infinias.' Near the bottom of the dialog is an entry with a checkbox next to it. It contains the path of the last backup operation. Make sure it points to the location where the backup operation saved the file.

Click the Options entry in the list in the upper left corner of the dialog box, and the dialog contents will change to look like figure 3 below:

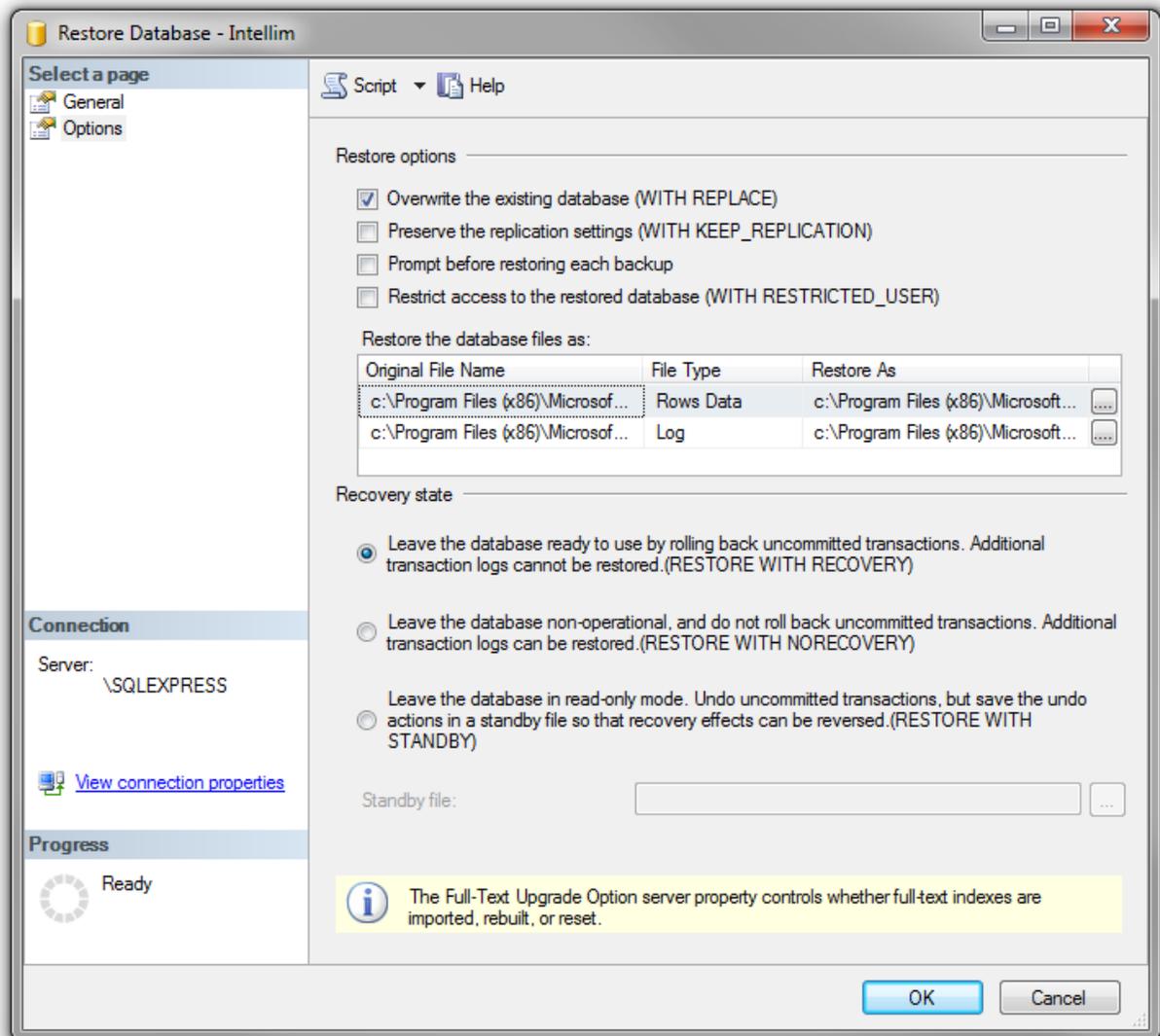


Figure 3 - Database Restore Options

Make sure that the 'Overwrite the existing database (WITH REPLACE)' checkbox is checked. Leave all other options as they currently are.

Press the 'OK' button when you are ready to perform the restore. The operation will take anywhere from several seconds to several minutes, depending on the size of the database.

Once the restore is complete, you will need to run a Repair on the Intelli-M Access installation to clean up login user accounts whose links were broken between the backup and restore operation. Simply run the Intelli-M Access installer again, and choose the Repair radio button. Once the repair is complete, the database should be fully restored.

If you are moving a database from one computer to another, you **MUST** run the Intelli-M Access installer and choose repair as described above.