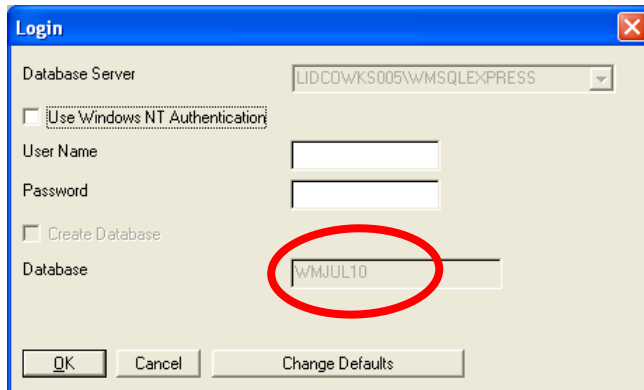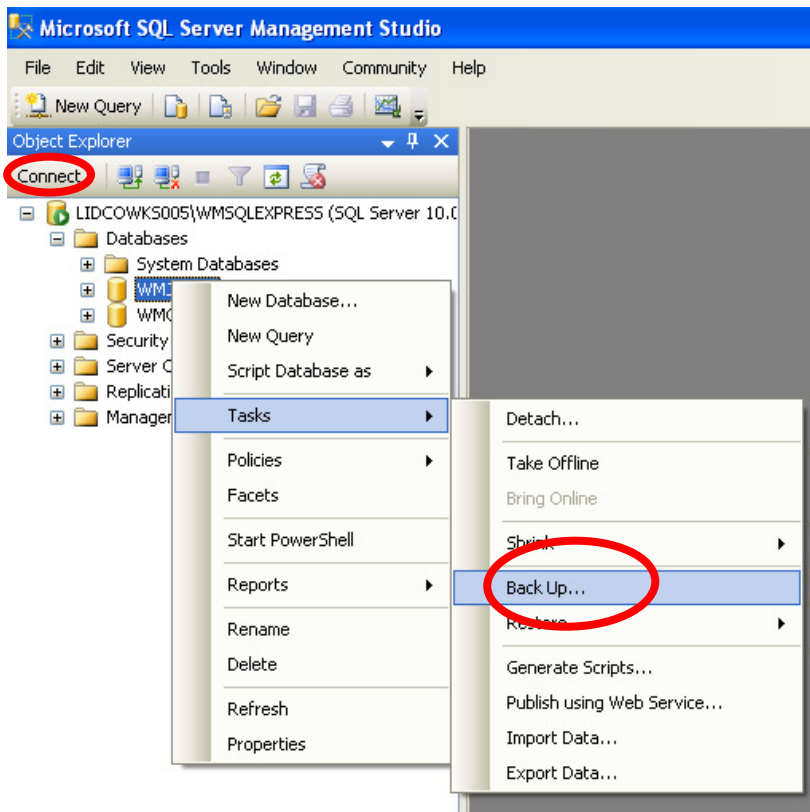# Windowmaker Back up Instructions

1. How to take Windowmaker Database backup?

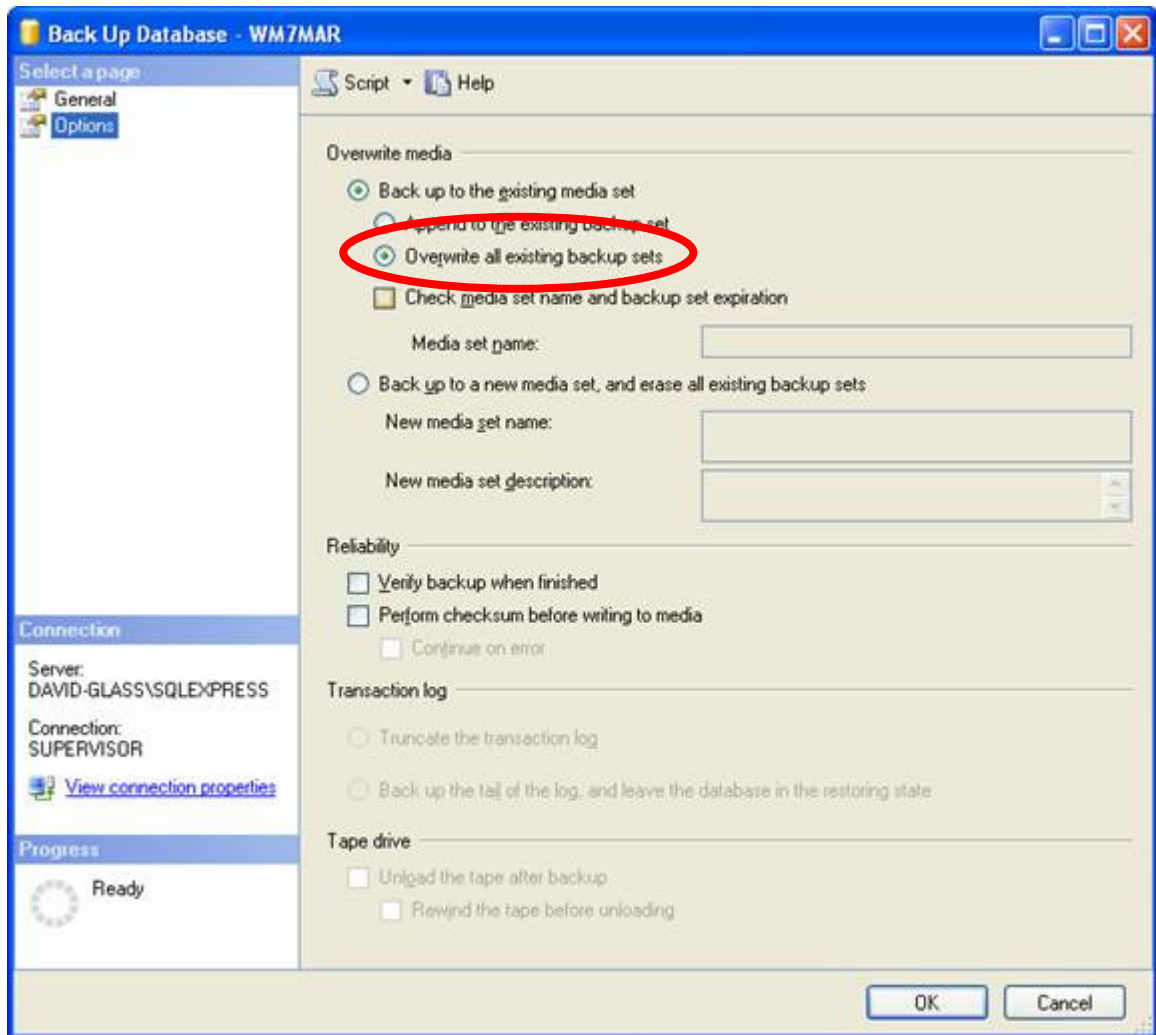➢ Go to Start Menu.
➢ Go to All programs → Microsoft SQL server 2008 → SQL Server Management studio
➢ Connect→ *(when using SQL Authentication mode the password should be "WM2008!")*
➢ Expand Database.
(Identify which database is being used. In the case of multiple databases refer to the Windowmaker login page for the database title as below)

➢ Right click on database required to be backed up → Select Tasks → Backup

➢ Select Options Tab -→ Overwrite media. Select the second option to overwrite all existing backup sets.

Enter backup database name and this will save the database backup file in the default folder as;

C:\Program Files\Microsoft SQL Server\MSSQL10.WMSQLEXPRESS\MSSQL\Backup
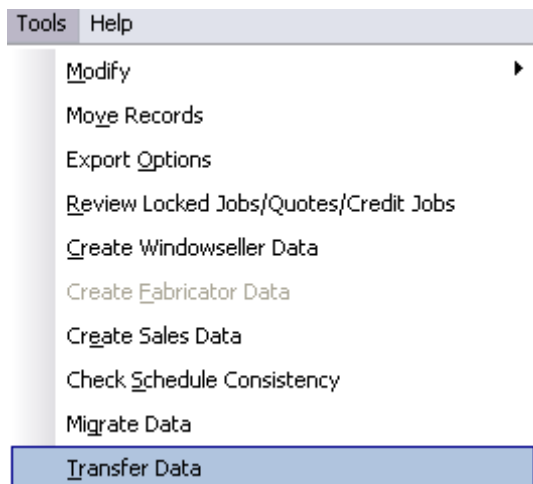
2. How to take Windowmaker Data Backup?

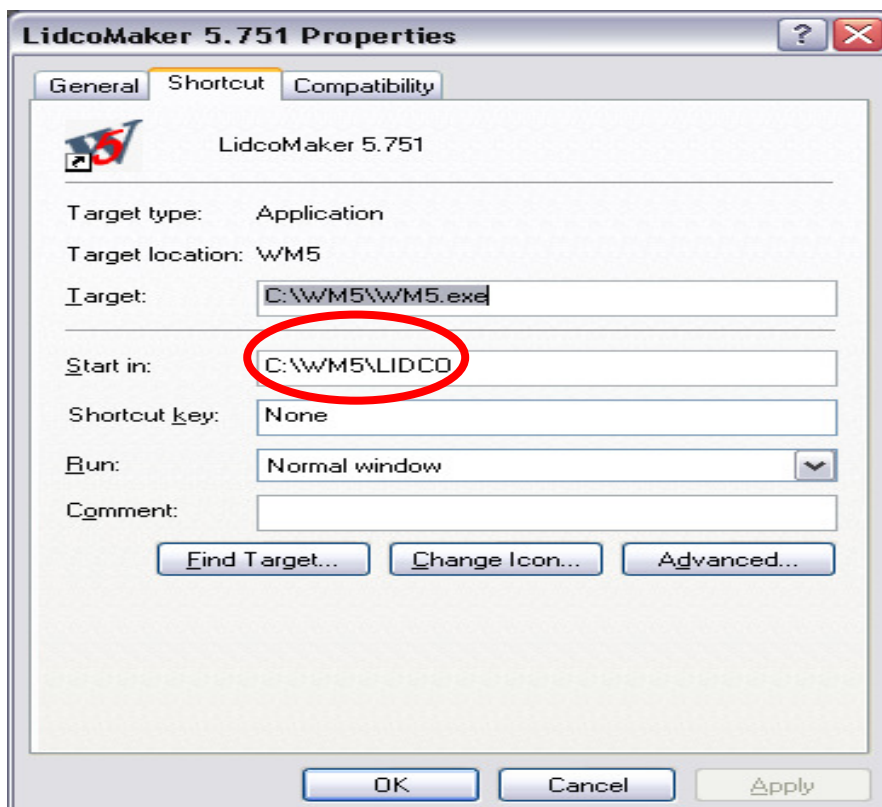**Caution:** Please ensure that all users are logged out of Windowmaker before backing up.

> Complete Backup of C-Drive covers this

Or

> Run Windowmaker. Go to the Tools menu and click on 'Transfer Data'.
> *Please Note: To run this process the user should have 'Read' & 'Change' access rights on the directory of Microsoft SQL Server in which the database resides.*

> A sub-directory will be created in the data directory using the current date in the DDMMYYYY format. E.g. If your data directory is C:WM5\LIDCO and the current date is 31st October, 2012, the subdirectory created will be '31102012'
> As per the Windowmaker properties page (right click on Windowmaker icon and select properties) the data is stored in the location designated by the "Start In" box shown below.

- After all the relevant data is copied, a 'Transfer Complete' message will be displayed and a copy of the data and the database (WMTRANSFER .MDF) will be created in the above sub-directory
- Your backup is ready. It is recommended that you move this folder to a different location and compact it by using either of the following methods:
  - Compress the directory by right-clicking and using any compatible tool. E.g. WinZip
  - Compress the directory by right-clicking and selecting 'Send To / Compressed (zipped) Folder' (if the Operating System being used is Microsoft Windows XP)
- If you are sending data to Windowmaker for testing or analysis, using just the WMTRANSFER file is ideal, without needing to send a fully copy of the Windowmaker database.

Please ensure both Windowmaker data and database backup files are copied to external USB hard drive.