CRA *Wiz* and Fair Lending *Wiz* 6.9: Procedures for Backing up SQL Databases

Overview

As a general practice, Wolters Kluwer Financial Services recommends that institutions periodically back up the SQL databases associated with CRA *Wiz* and Fair Lending *Wiz*. This practice is particularly encouraged prior to performing a program update.

In addition to the five core databases utilized by CRA *Wiz* and Fair Lending *Wiz* (CRB, General, ObjectStore, Procedures and USCensus), Wolters Kluwer Financial Services recommends that institutions also back up any "Wiz" databases that include institution-specific data (for example: Wiz_00001, Wiz_00002, Wiz_00003).

For questions, please contact Wolters Kluwer Financial Services **Technical Support** at **800-261-3111**, **option 1**.



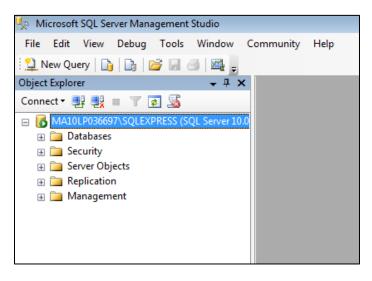
Procedures

To back up a SQL database, follow these steps:

- 1. Launch Microsoft SQL Server Management Studio.
- 2. In the Connect to Server dialog box, click the **Connect** button:

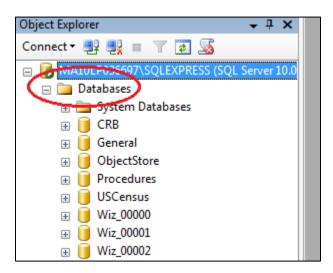
Microsoft*	Server "2008 R2
Server type:	Database Engine
Server name:	MA10LP036697\SQLEXPRESS
Authentication:	Windows Authentication
<u>U</u> ser name:	NA\atticus.fisher
Password:	
	Remember password

The software connects to your SQL Server and displays database information in the left pane:





3. In the left pane, use the **Object Explorer tree view** to display the contents of the **Databases** folder:



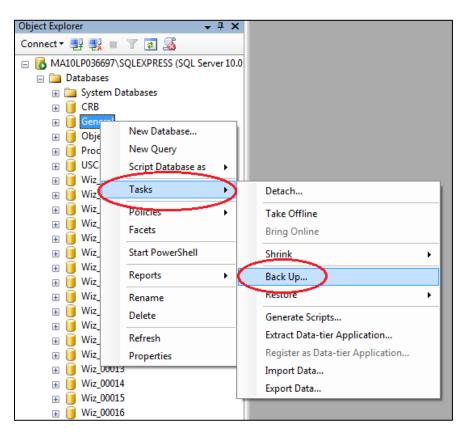
4. Right-click the database you want to back up (for example, General).

The software displays a contextual menu:

Object Explorer 🗸 🕂 🗙						
Connect - 📑 📑 🖉 🖬 🖉						
😑 🐻 MA10LP036697\	□ 🔂 MA10LP036697\SQLEXPRESS (SQL Server 10.0					
🖃 🚞 Databases						
🕀 🧰 System Databases						
🕀 间 CRB						
🕀 🗾 Ger	New Database					
🕀 🔰 Obj	-					
🕀 📙 Pro	New Query					
🕀 📙 USC	Script Database as					
🕀 📒 Wiz	Tasks					
🕀 📙 Wiz	-					
🕀 🔰 Wiz	P <u>o</u> licies					
⊕ 🔰 Wiz ⊕ 📕 Wiz	Facets					
⊕ UIZ ⊕ III Wiz	Start PowerShell					
⊕ Wiz						
I Wiz	Reports •					
⊕ 📔 Wiz	Rename					
⊕ 📔 Wiz	Delete					
🕀 📔 Wiz						
🕀 📔 Wiz	Re <u>f</u> resh					
🕀 🧻 Wiz	P <u>r</u> operties					
	.3					
🕀 🧻 Wiz_0001	5					
- 🧰 Wi- 0001	6					



5. In the contextual menu, select **Tasks > Back Up...**:



The software displays the Back Up Database - General dialog box:



🧻 Back Up Database - General				
Select a page	🔄 Script 🔻 📑 Help			
gr General				
Poptions	Source			
			(- ·	
	Da <u>t</u> abase:		General	
	Recovery <u>m</u> odel:		FULL	
	Backup type:		Full	•
	Copy-only Backup			
	Backup component:			
	Oatabase			
	Files and filegroups:			
	Backup set			
	<u>N</u> ame:	General-Full Da	itabase Backup	
	Description:			
	Backup set will expire:			
Connection	After:	0	days	
Server:) <u>O</u> n:	11/ 7/2013		
MA10LP036697\SQLEXPRESS	Destination			
Connection:	Back up to:) D <u>i</u> sk	🔘 Таре)
NA\atticus.fisher	C:\Program Files (x86)\Wolters K	Quwer Financial Se	rvices\CRA Wiz and Fai	r Le Add
View connection properties				
Progress				<u>R</u> emove
Ready	•			<u>C</u> ontents
. etc.				
			OK	Cancel

6. Use the options in the **Destination** section (located at the bottom of the dialog box) to confirm and/or select the destination folder for the backup:

C:\Program Files (x86)\Wolters Kluwer Financial Services\CRA Wiz and Fair Le Add Remove Contents	De	stination Back up to:	Disk	© Ta <u>p</u> e	
Contente		C:\Program Files (x86)\Wolters Kluwer Financial Serv	ices\CRA Wiz and Fair Le	A <u>d</u> d
<u>Contents</u>					Remove
		•	III	•	Contents



Note:

To change the default backup directory destination, click the **Add** button. In the resultant **Select Backup Destination** dialog box, click the ellipsis button located at the end of the **File name** text field:

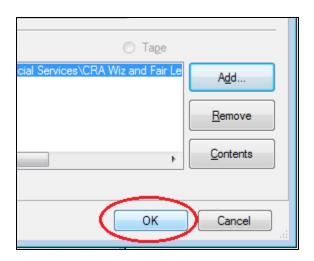
🧻 Select Backup Destination	×
Select the file or backup device for the backup destination. You can create backup devices for frequently used files.	
Destinations on disk	
File name:	
Vicrosoft SQL Server\MSSQL10.SQLEXPRESS\MSSQL\Backup\	
O Backup device:	
· · · · · · · · · · · · · · · · · · ·	
	_
OK Cancel	
	ŧ

Then use the resultant tree view controls to select a new backup destination:

Select the file:		
🖨 🚞 Program Files		
i ⊕ [iiii 7-Zip		
🗄 🛅 Common Files		
😟 🛅 DVD Maker		
🗄 👘 🛅 IIS		
itemet Explorer	ſ	
🗄 👘 🛅 Java		
🗄 🛅 Microsoft		
😥 👘 🎦 Microsoft Help Viewer		
🕀 🛅 Microsoft Office		
🕀 🛅 Microsoft Silverlig		
📄 🫅 Microsoft SQL Se	erver	
😟 💼 💼 100		
😟 🕀 💼 😟		
⊕- 🔁 90 ⊟- 🗁 MSSQL10.SQLEXPRESS		
	QLEXPRESS	
🖮 🧰 MSSQL	_	
Back	tup .	
🗄 💼 Binn		
🗈 💼 DAT.		
🗈 💼 Insta		
🕀 🧰 JOBS	5	
E Log		
🗄 👘 repld		
i⊞ • 🛅 Temp		
iteria Upgr ⊡⊡ Upgr		
Selected path:	C:\Program Files\Microsoft SQL Server\MSSG	
Files of type:	Backup Files(*.bak;*.tm)	
	backup nies(.bak, .un)	
File <u>n</u> ame:		
	OK Cancel	



7. Click the **OK** button located at the bottom-right corner of the dialog box to initiate the database back-up process:



The software backs up the database and displays a confirmation dialog box:

Microsoft	SQL Server Management Studio	X
0	The backup of database 'General' completed successfully.	
45		OK

- 8. Click the **OK** button.
- 9. Repeat steps 4 through 8 above to back up additional databases.

