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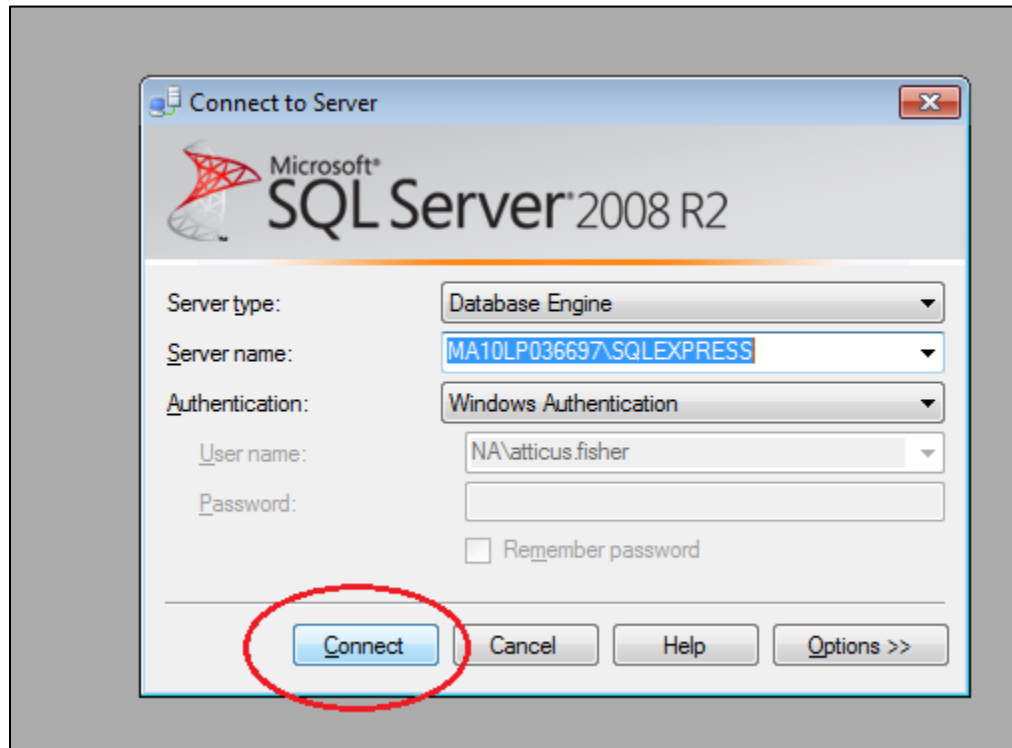
In addition to the five core databases utilized by CRA *Wiz* and Fair Lending *Wiz* (CRB, General, ObjectStore, Procedures and USCensus), Wolters Kluwer Financial Services recommends that institutions also back up any "Wiz" databases that include institution-specific data (for example: Wiz_00001, Wiz_00002,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

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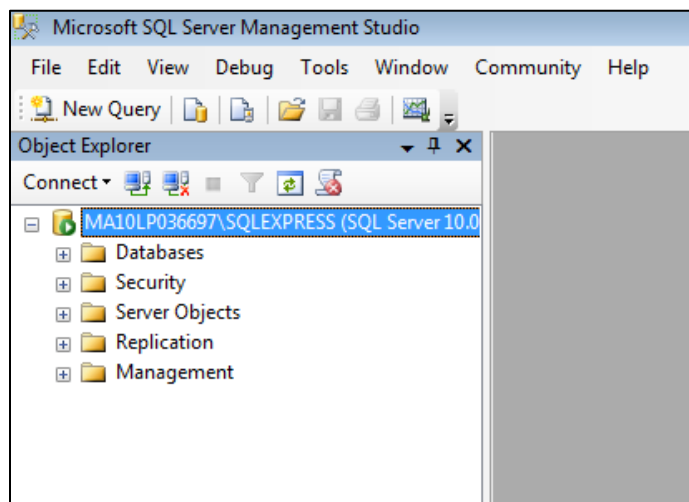
Procedures

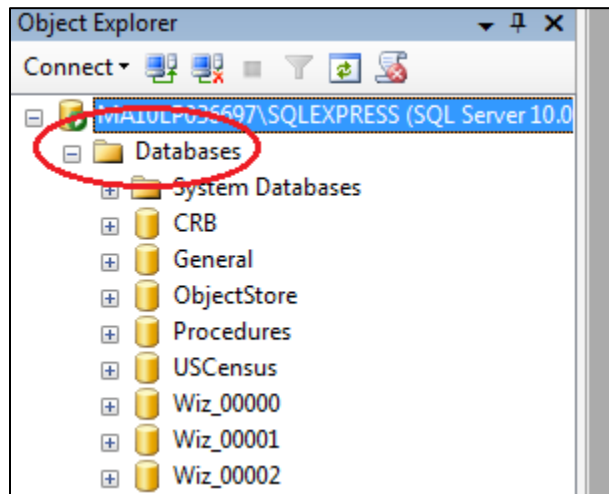To back up a SQL database, follow these steps:

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

The software connects to your SQL Server and displays database information in the left pane:
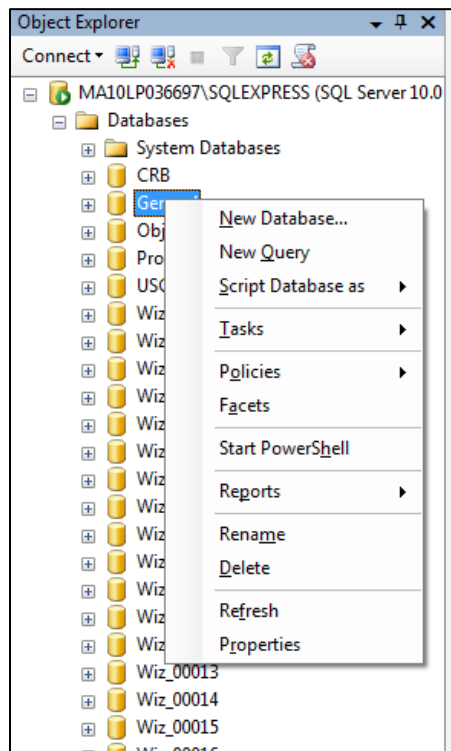
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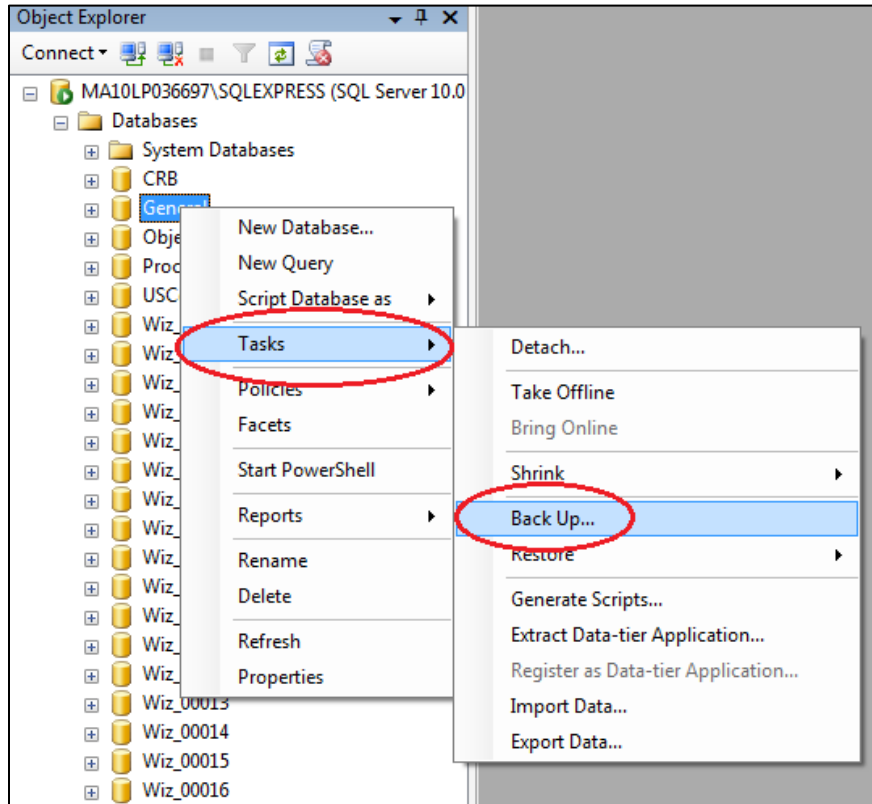3. In the left pane, use the **Object Explorer tree view** to display the contents of the **Databases** folder:

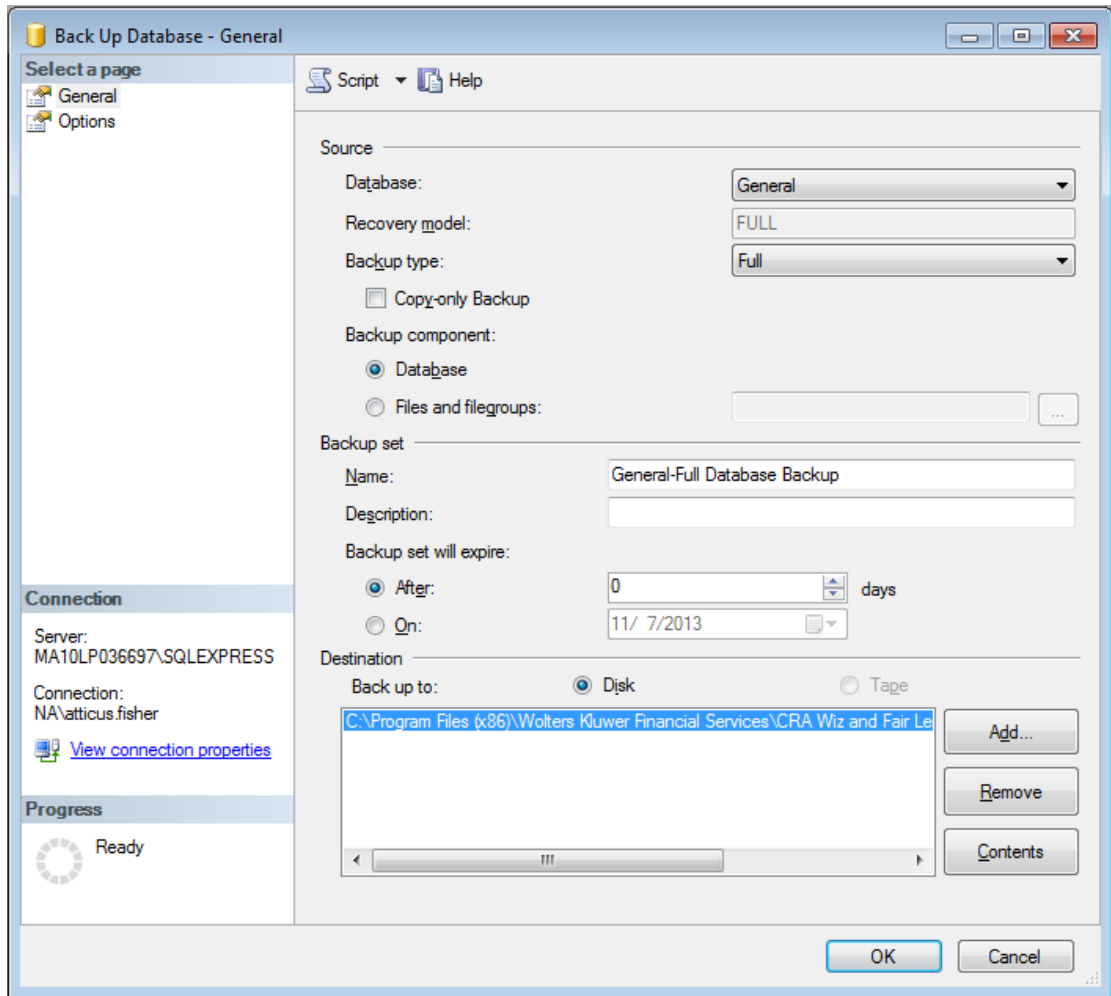4. Right-click the database you want to back up (for example, **General**).

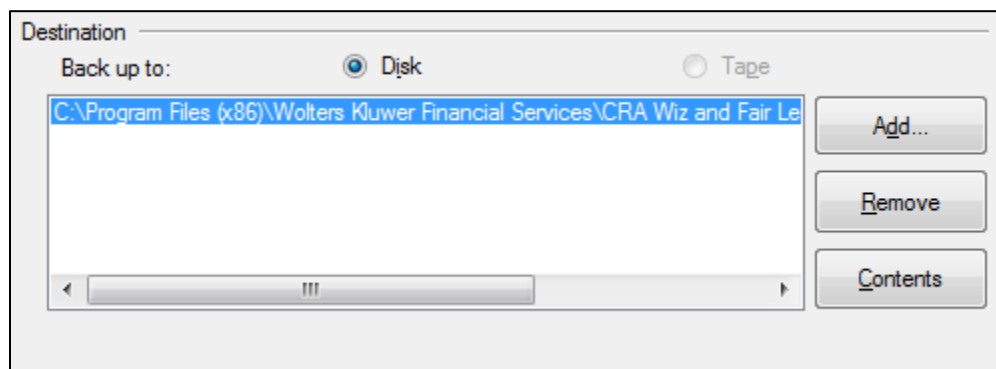   The software displays a contextual menu:

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

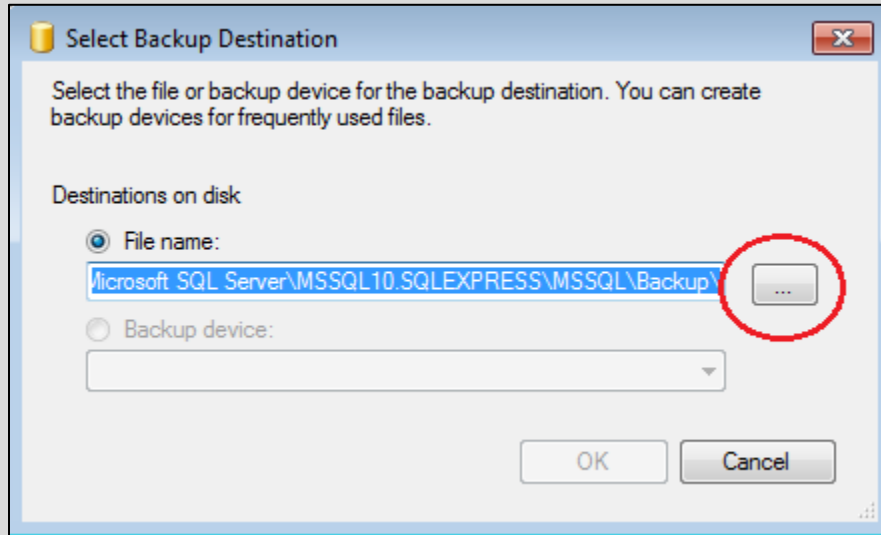The software displays the **Back Up Database – General** dialog box:

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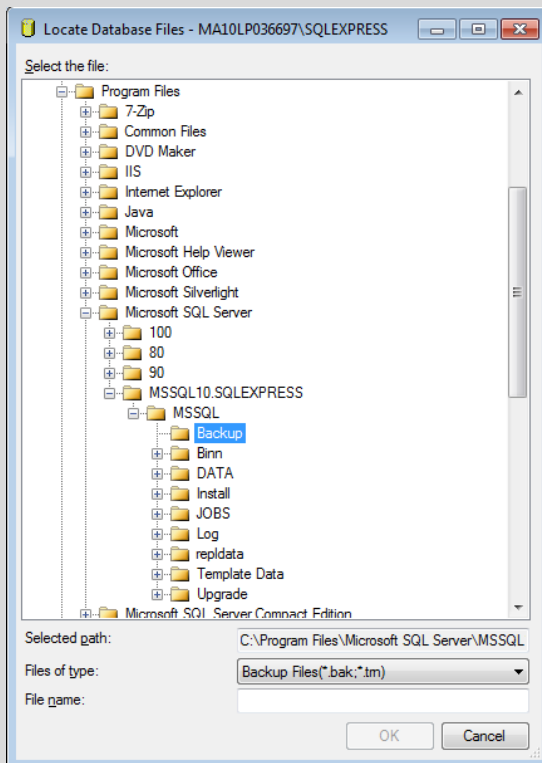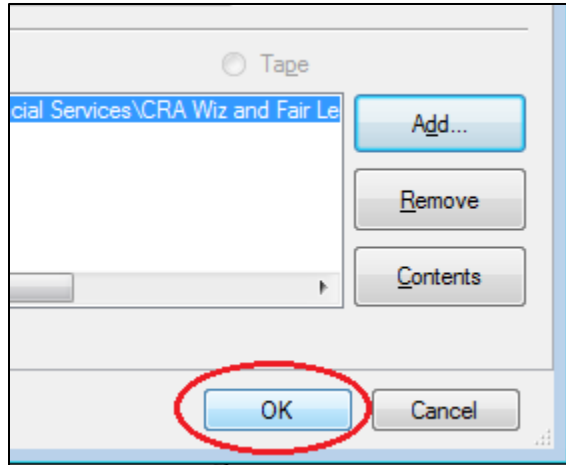
Note:
To change the default backup directory destination, click the **Add** button. In the resultant **Select Backup Destination** dialog box, click the ellipsis button located at the end of the **File name** text field:
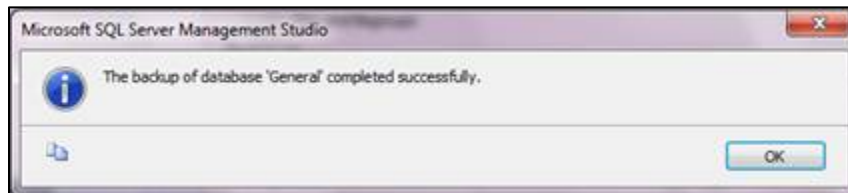

Then use the resultant tree view controls to select a new backup destination:

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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:

8. Click the **OK** button.

9. Repeat **steps 4 through 8 above** to back up additional databases.

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