



How to backup TEOS databases

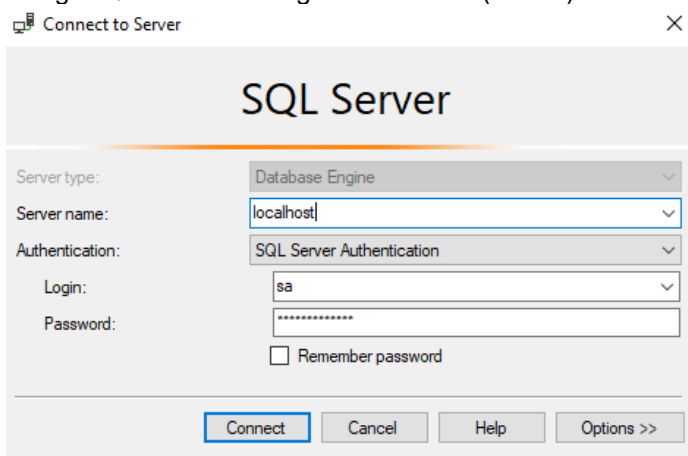
Description

This guide explains how to backup your TEOS databases.

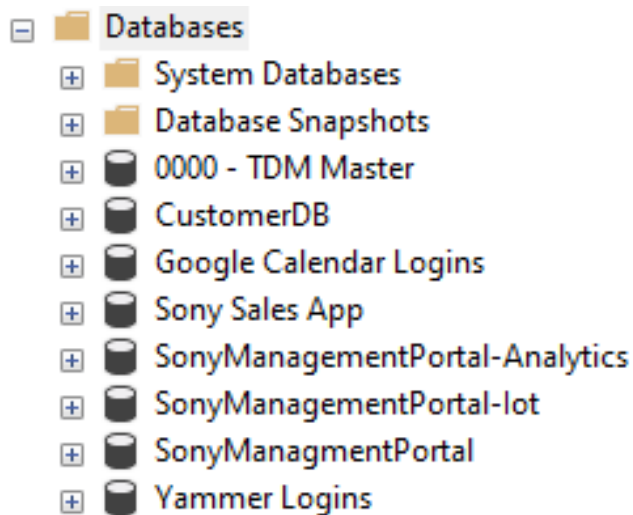
Requirements

- Access to the server which is hosting TEOS
- Sysadmin access to the SQL database

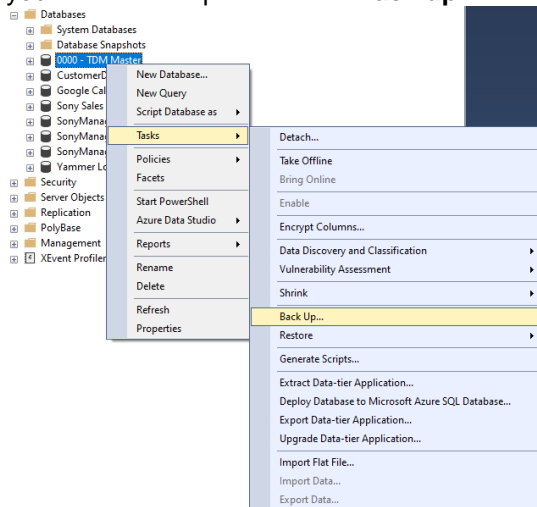
1. Stop the service called “**World Wide Web Publishing Service**”. Once this service has stopped IIS will no longer be active and TEOS will be offline.
2. Now we need to login to the database instance which is currently used by TEOS, we can login using ‘SQL Server Management Studio’ (SSMS).



3. We need to create a backup file for the following databases:
 - **0000 - TDM Master**
 - **CustomerDB**
 - **Google Calendar Logins**
 - **Sony Sales App**
 - **SonyManagementPortal-Analytics**
 - **SonyManagementPortal-lot (version 2.2 and above)**
 - **SonyManagementPortal**
 - **Yammer Logins**



- A backup can be created once you right mouse click a database, navigate to “Tasks” and here you will find an option called “Back up”.

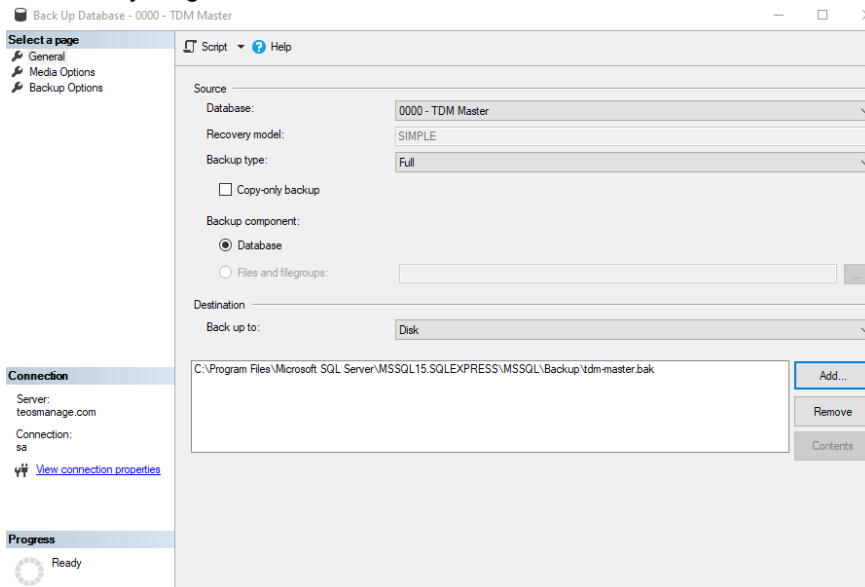


- Once selected a window will open where you can configure the backup, in this window please configure the destination for the backup file. By default this is:

<SQLInstallPath>\<DatabaseInstance>\MSSQL\Backup

Please note that the filename should end with **.bak**, this is the file extension for MSSQL database files. For example: **tdm-master.bak**

Once everything has been set select “OK” to create the database.



Please repeat the previous steps for all TEOS databases.

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For more information
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