

Backup Database

The Backup Database function provides the facility to backup your Company databases to a local drive.

When used as recommended, the Backup Database functionality provides the assurance that you will not lose large quantities of work due to unplanned system outages. It also allows you to return to an earlier stage of processing, if required.

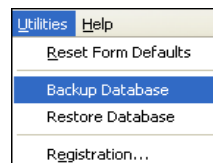
To Backup your company database, select [Utilities > Backup Database](#).

The database for each company should be backed up:

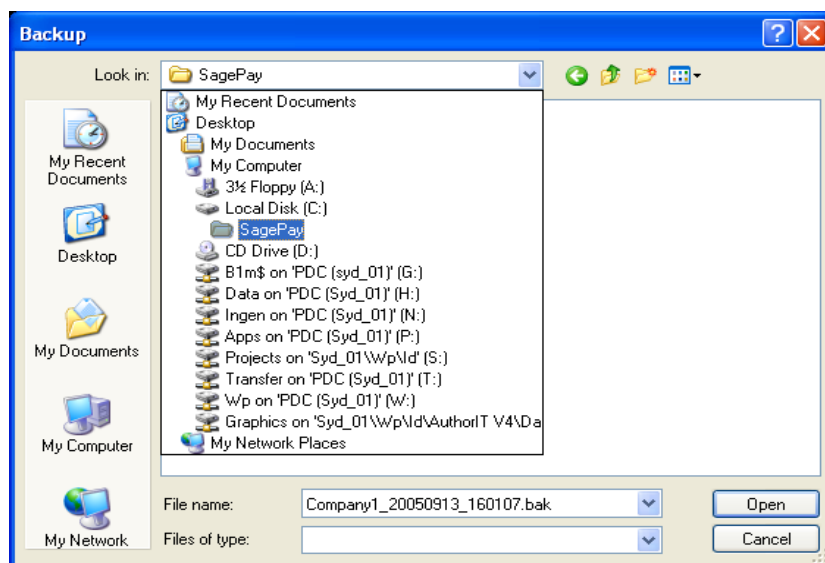
- Following initial installation of SagePay.
- Before commencing the processing of a payroll.
- Following the completion of payroll processing.
- As part of your regular maintenance cycle.
- Before and after any software upgrades.

To Backup your Company Database:

- 1 Select [Utilities > Backup Database](#).



- 2 Ensure you are on a local drive. Use the **Look in** field to change to a different local drive.



NOTE: You cannot backup your database to a network drive.

- 3 In the Directory and File listing area, navigate to the directory in which you want the Backup File to be created.
- 4 The **File name** field is populated with the default backup file name. The file name is made up of:

<Database_Name>_CCYYMMDD_HHMMSS.bak

For example: Company1_20050923_114659.bak

If required, change the name of the file.

NOTE: If you change the name of the file, the file must still have a .bak extension.

- 5 Click **OPEN** to start the backup.
The progress of the backup is displayed on the screen.
- 6 Click **OK** once the backup has been successfully completed.

Restore Database

The Restore Database function is used to restore backup files created under Utilities > Backup Database.

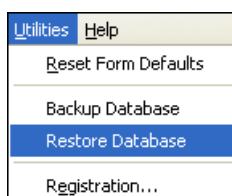
If changes are made to the database, e.g. transaction entries or modifications to employee details, which need to be reversed, this can be done using a backup taken before the changes were made.

To Restore a database, select [Utilities > Restore Database](#).

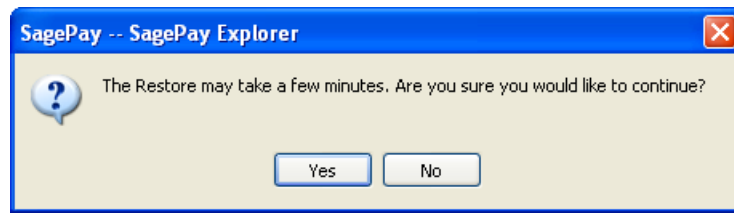
A Restore Database can be completed once a backup of the database has been performed.

To Restore a Company Database:

- 1 Ensure you are logged into the correct Company Database before commencing the restore.
- 2 Ensure you have saved all transactions and have no windows, other than the SagePay slash screen open.
- 3 Select [Utilities > Restore Database](#).



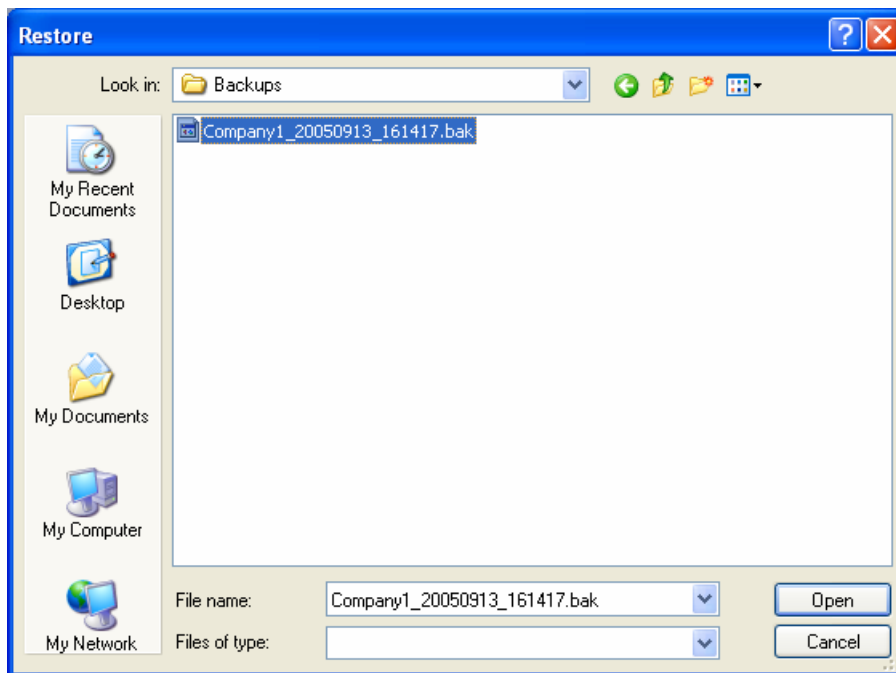
The following message is displayed "The Restore may take a few minutes. Are you sure you would like to continue?"



- 4 Click Yes to continue.

The message "Closing all Database Connections" is displayed whilst the database is prepared for the restore. This process will log you out of SagePay.

- 5 In the Directory and File listing area, navigate to the directory where the Database backup file to restore is located.



- 6 Click on the .bak file to restore. The **file name** field will be populated with the file selected.

- 7 Click **OPEN** to start the restore.

The progress of the restore is displayed on the screen.

- 8 Click **OK** once the restore has been successfully completed.

- 9 Log back into SagePay to confirm the successful restore operation.