

## GradFees Back Up Routine

Backing up simply means taking a copy of all of the important files and placing them in a safe location away from your computer. For example, you could copy to a writeable CD and take that CD out of the computer and put it somewhere safe. Usable backups are your guarantee of being able to recreate your archive and current work. Without them, such a recreation will not be possible under any circumstances. Follow these simple steps for performing a back up of your GradFees data.

### 1. Open the MS SQL Server.

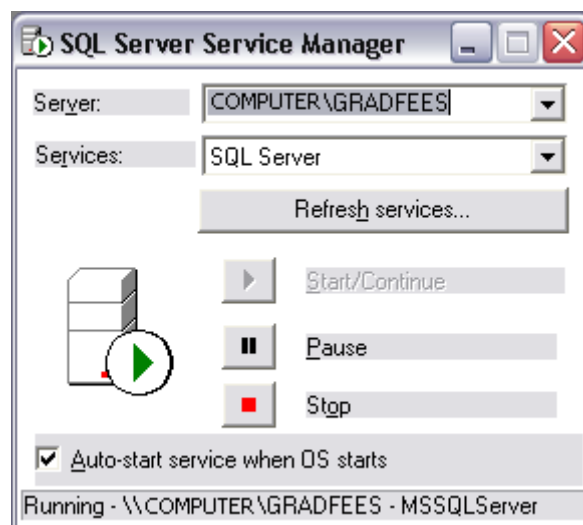
The GradFees database is stored in an application called Microsoft SQL Server. It needs to be 'stopped' before you can copy the database files and place them somewhere else, whether that is in a network drive or on somewhere external like a CD, DVD or a usb drive.

You should see an icon in your system tray (by your computer's clock) that looks like this. Double click on it and MS SQL Server will open. If you cannot see the icon then go to *Start-All programs-Startup-Service Manager*.



### 2. Stop the SQL Server running.

Check that in the Server dropdown it states your computer name and GRADFEES. If it states another program, click on the dropdown box and select the entry ending in GRADFEES.



Click on the **Stop** button to stop the SQL Server running. You will not be able to use GradFees when the SQL Server has been stopped.

### 3. Copy the database and the documents folders.

Leave the MS SQL window open. These are the directories you must back up:

C:\Program Files\Microsoft SQL Server\MSSQL\$GRADFEES\Data

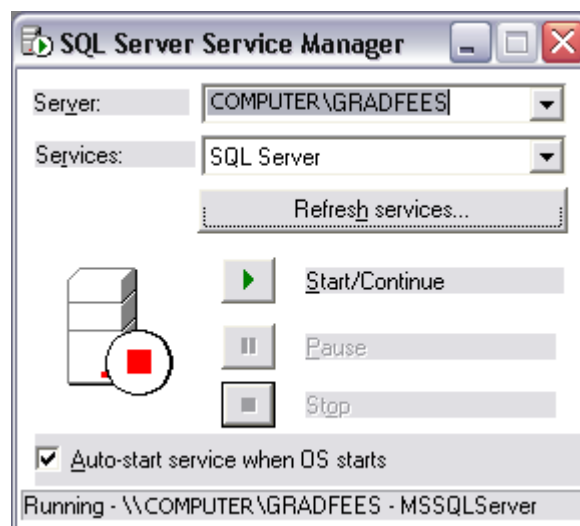
and

C:\Program Files\Anya Designs Ltd\AnyaGradFees\Documents

Note that this assumes that your software is installed on your C drive. If you choose another drive then look to that drive for these directories. These folders should be copied to a location to in which they are to be stored or from where you will write to a CD.

### 4. Start the SQL Server running.

Once the files have been copied, go back to the MS SQL Server window and click on the **Start/ Continue** button.



It will take a few moments for the SQL Server to start running again. You will now be able to use GradFees.