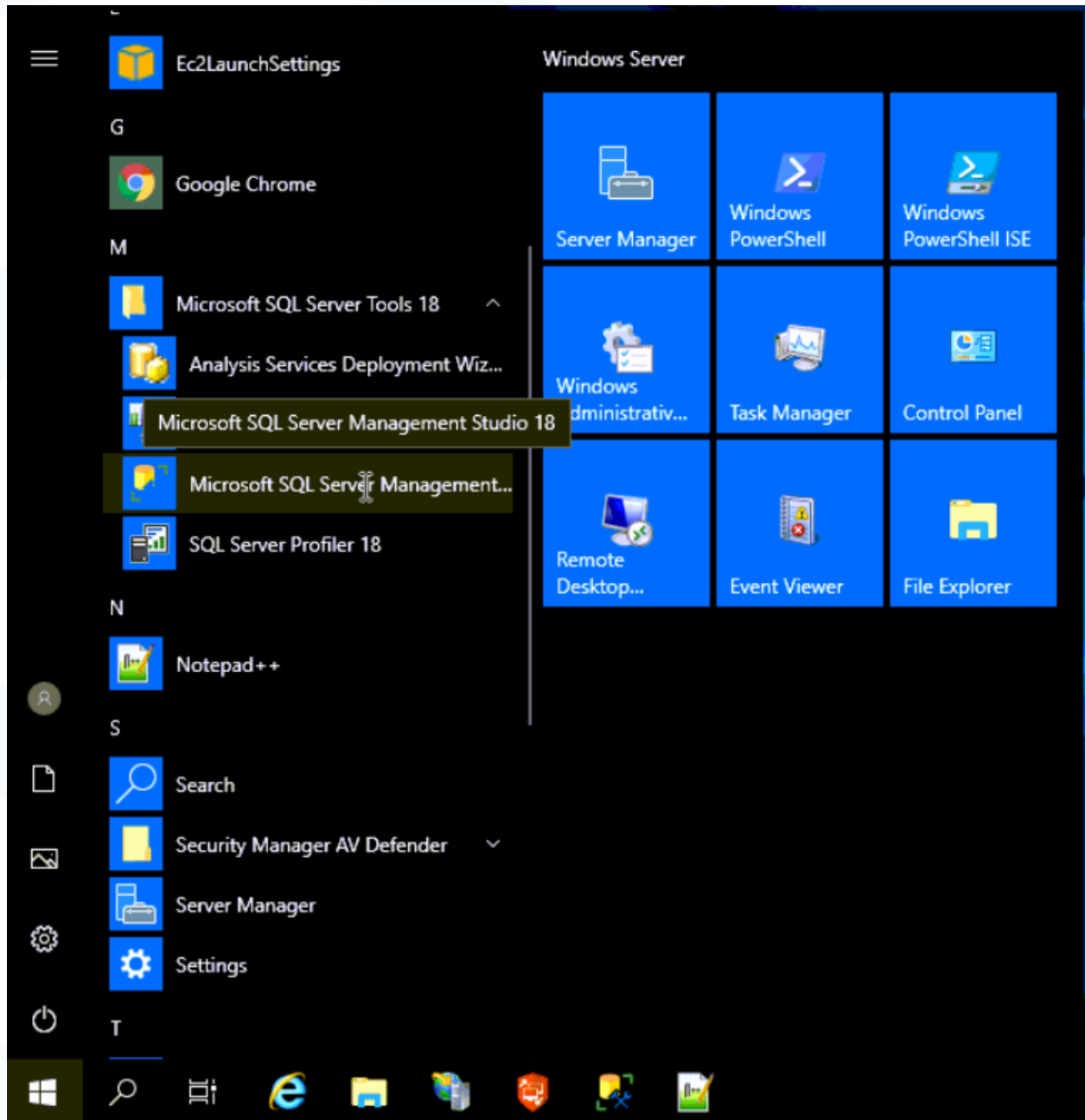


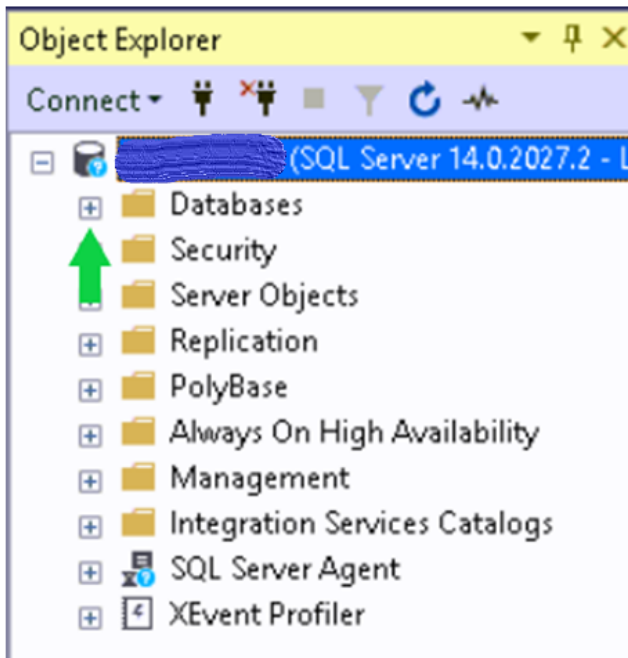
## EOY Backup Steps

### Logics - Phoenix

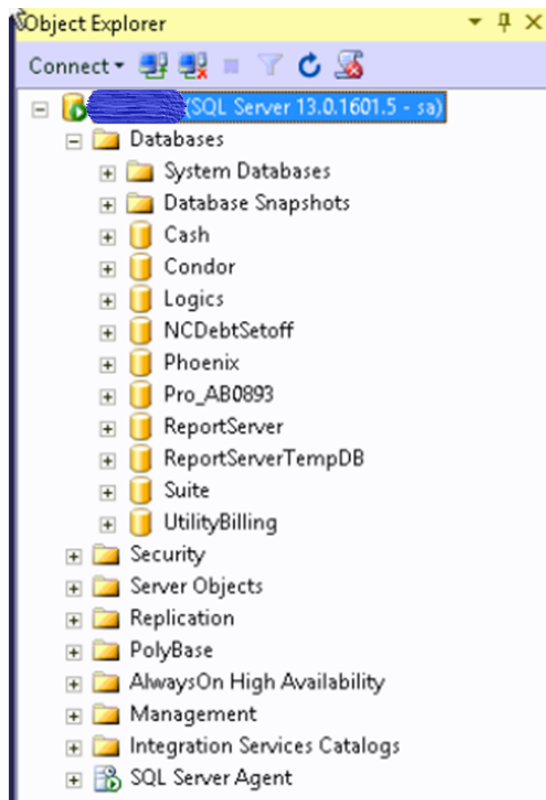
- On your Database Server, open SQL Server Management Studio (SSMS):



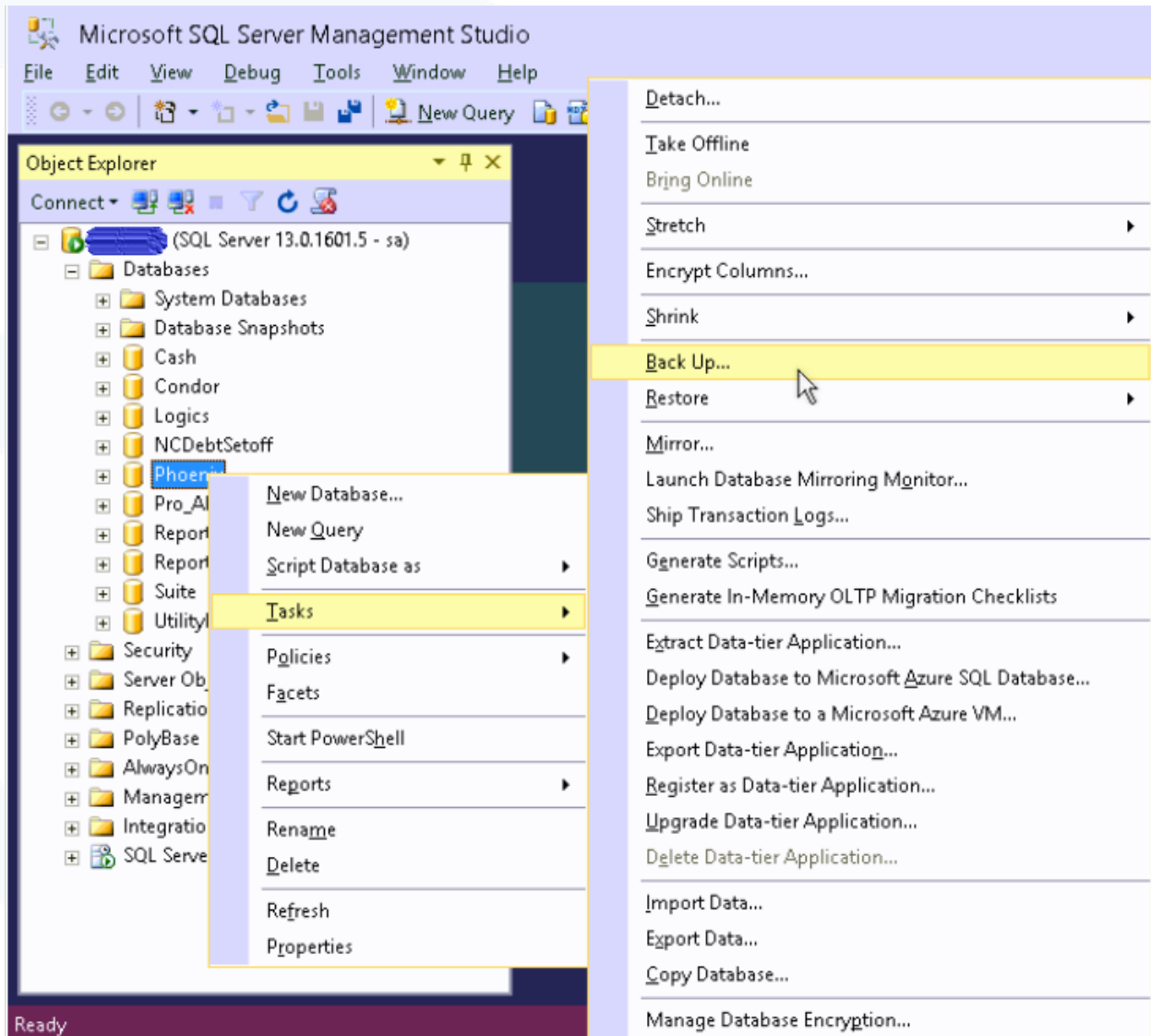
- Once you have signed in with the appropriate credentials, expand the “Databases” tab by clicking the [+] in the Object Explorer tray on the left-hand side of the page:



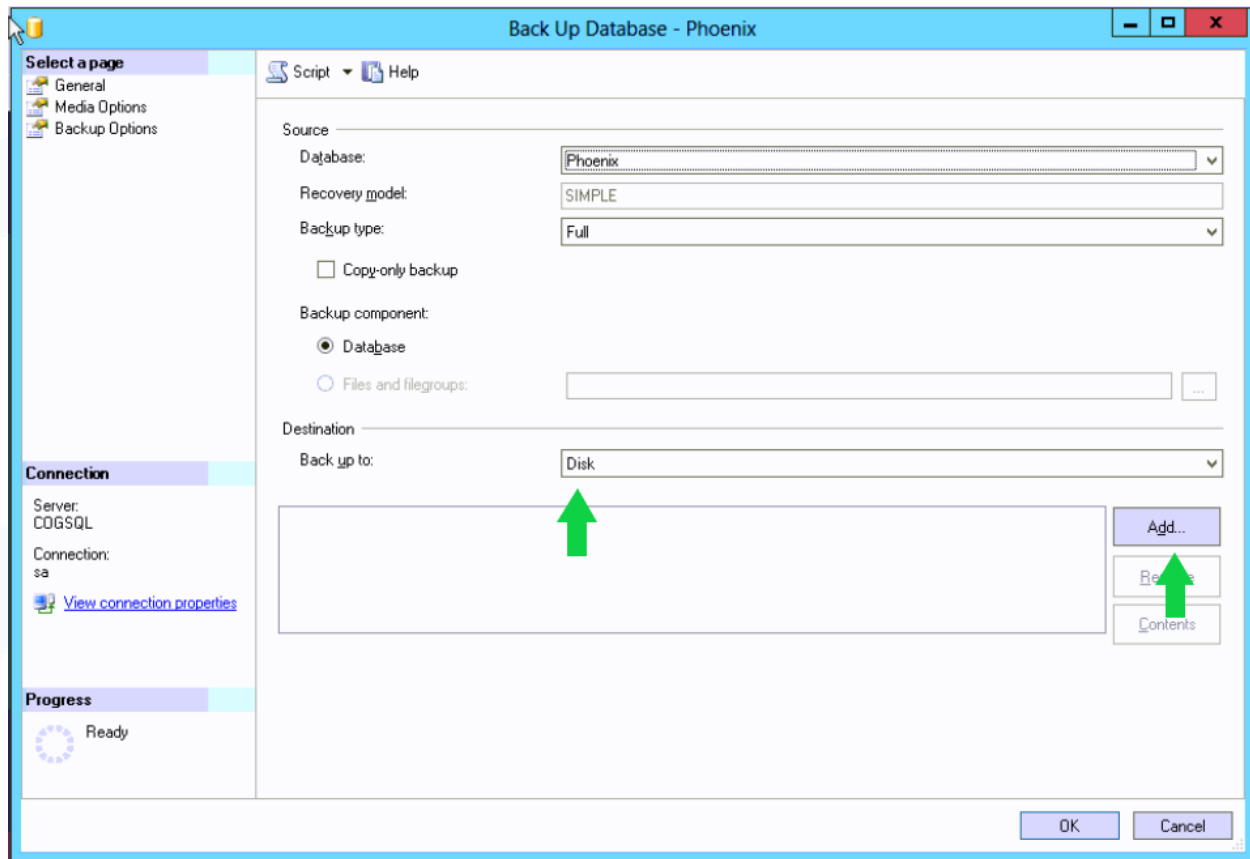
- Once expanded, you will see the list of databases that holds the data for your Logics applications:



- Once expanded, please locate the Phoenix database. This is the database that holds all of the data for your financials application. Right click the Phoenix database, hover over "Tasks", then find and select "Back up...".



- On the next screen, please make sure that the "Back up to:" section under "Destination" has "Disk" selected, and select "Add...".



- Another dialog box will appear. At the end of the text string under "File Name", add the name of the backup file you wish to create. (Ex: FinancialsEOY20200129.bak).

**NOTE:** It is important to add the file extension (.bak) to the end of the file name you create, to properly save your backup.

**NOTE:** The text string that you added to the back of your file name, is the location where your backup will be found once it is created. In this example, you will find your backup under:

S:\Program Files\Microsoft SQL Server\MSSQL13.MSSQLSERVER\MSSQL\Backup\FinancialsEOY20200129.bak

- Once you have created your backup name, select "OK". Finally, review your path and make sure there is adequate space on the drive in which you have selected to store your backup, and select "OK".
- Once the backup is complete, please navigate to the directory where you selected to store the backup, and verify that your backup is there.