How to configure a scheduled backup of the PDDB2 database

It is highly recommended that a regular backup of the PDDB2 database is made. This document will describe the process of using a batch file to create a backup and then a Windows Scheduled Tasks to execute this batch file.

Create a folder in which to store the batch file and backup file

For the purposes of this example, we will be using the path **C:\Backups** to store our batch file and backup file. You may choose different folders in which to store the batch file and the resulting backup file. They don't need to reside in the same folder.

Create a batch file in the folder

Open Notepad and save the file in the folder with the file extension .bat. I.e. when saving, change the **Save** as **type:** dropdown to **All Files (*.*)** and enter the full file name **BackupPDDB2.bat**.

🧾 Save As				×
← → * ↑ <mark> </mark> «	Local Disk (C:) > Backups	~ ⊘	Search Backups	Q
Organize 🔻 New f	older			≣ • ()
 Documents Downloads Music Pictures Videos Local Disk (C:) 	^ Name	∧ No items match	Date modified your search.	Туре
	v <			>
File <u>n</u> ame: Ba	ackupPDDB2.bat			~
Save as type: Al	l Files (*.*)			~
 Hide Folders 	Encoding: ANSI	~	Save	Cancel:

Edit the text in the batch file

The example below is using the **sa** user to run the script. It makes the following assumptions:

- The backup file will be stored in C:\Backups\
- The SQL Server instance is a default instance (i.e. no \PD is required)
- The password is ChangeMe123
- The correct path to the sqlcmd.exe application has been added to the PATH environment variable. This is normally automatically done when installing SQL Server.





The text in bold type should be edited to match your parameters as required.

```
echo off
cls
echo -- BACKUP DATABASE --
set DATABASENAME=PDDB2
set BACKUPFILENAME=C:\Backups\%DATABASENAME%.bak
set SERVERNAME=(local)
set USERNAME=sa
set PASSWORD=ChangeMe123
echo.
sqlcmd.exe -U %USERNAME% -P %PASSWORD% -S %SERVERNAME% -d master -Q "BACKUP
DATABASE [%DATABASENAME%] TO DISK = N'%BACKUPFILENAME%' WITH INIT, NOUNLOAD,
NAME = N'%DATABASENAME% backup', NOSKIP, STATS = 10, NOFORMAT"
echo.
```

The example below shows a script with different assumptions:

- The password for the sa user is unavailable, but the domain account under which the scheduled task will run is part of the sysadmin role. This means the script can be executed using integrated authentication as opposed to SQL authentication in the script above.
- The full path to sqlcmd.exe is included (for SQL 2014) since the PATH environment variable has the paths of previous versions of SQL Server which causes an error when running sqlcmd.exe.
- The SQL Server is using an instance name of PD.

The text in bold type should be edited to match your parameters as required.

echo off

```
cls
echo -- BACKUP DATABASE --
set DATABASENAME=PDDB2
set BACKUPFILENAME=C:\Backups\%DATABASENAME%.bak
set SERVERNAME=(local)\PD
echo.
sqlcmd.exe -E -S %SERVERNAME% -d master -Q "BACKUP DATABASE [%DATABASENAME%] TO
DISK = N'%BACKUPFILENAME%' WITH INIT, NOUNLOAD, NAME = N'%DATABASENAME%
backup', NOSKIP, STATS = 10, NOFORMAT"
echo.
```

Test the script file by manually executing it

Right click the batch file and choose Run as administrator.

The backup file PDDB2.bak should appear. The process could take a number of minutes to complete.

If it appears that an error may have occurred, you may need to add the **pause** command at the end of the batch file. This will allow you to view the error details in the command window. In the example below, the password was incorrect using the SQL authentication script:





Once we know that the script works, ensure that the **pause** command is removed from the end of the script.

Create the scheduled task to execute the script

- 1. In the Server Manager, click Tools > Task Scheduler.
- 2. Click Task Scheduler Library.
- 3. On the right click Create Basic Task...

•	Task Scheduler
File Action View Help	
🗢 🄿 🖄 📰 🚺	
Task Scheduler (Local) Image: A scheduler Library Task Sch	Name Status Triggers Next • Optimize Sta Disabled When computer is idle Task Scheduler Library • Optimize Sta Disabled When computer is idle Create Basic Task • Create Task Import Task • Optimize Start Menu Cache Files-S-1-5-2 Mew Folder Name: Optimize Start Menu Cache Files-S-1-5-2 Name: Dotation: View Author: Microsoft Corporation Description: This idle task reorganizes the cache files Security options When running the task, use the following user accour When running the task, use the following user accour

4. In the Name textbox, enter PDDB2 backup.





		Create Basic Task Wizard
Create a Basic Tasl	k	
Create a Basic Task Trigger	Use this wizar such as multi	d to quickly schedule a common task. For more advanced options or settings ple task actions or triggers, use the Create Task command in the Actions pane.
Action	N <u>a</u> me:	PDDB2 backup
rinish	<u>D</u> escription:	
		< <u>B</u> ack <u>N</u> ext > Cancel

- 5. Click Next.
- 6. Leave the Trigger on Daily (unless you want a different schedule).

	Create Basic Task Wizard
🔟 Task Trigger	
Create a Basic Task	When do you want the task to start?
Action	● <u>D</u> aily
Finish	O <u>W</u> eekly
	O Monthly
	O <u>O</u> ne time
	○ W <u>h</u> en the computer starts
	O When I <u>l</u> og on
	O When a specific event is logged
	< <u>B</u> ack <u>N</u> ext > Cancel

7. Click Next.



8. Change the start time to a suitable time after hours. The example below is set to 11PM. The backup process may use significant resources if the database is large but the software will still be useable. There won't be any downtime.

	Create Basic Task Wizard	x
Daily		
Create a Basic Task Trigger Daily Action Finish	Start: 2024-07-23 I::00: PM Synchronize across time zones Recur every: 1 days	
	< Back Next > Ca	ncel

9. Click Next.

10. Leave the Action option on Start a program.



	Create Basic Task Wizard	x
Dection		
Create a Basic Task Trigger Daily	What action do you want the task to perform?	
Action Start a Program Finish	 Start a program Send an e-mail (deprecated) Display a message (deprecated) 	
	< <u>B</u> ack <u>N</u> ext > Cand	cel

11. Click Next.

12. Browse to where the batch file is saved.

Start a Program	
Create a Basic Task Trigger Program/script: Daily C:\Backup?\BackupPDDB2.bat Action Add arguments (optional): Start a Program Add arguments (optional): Finish Start in (optional):	

13. Click Next.



14. In the final **Finish** step, tick the **Open the Properties dialog for this task when I click Finish** checkbox.

		Create Basic Task Wizard
🔟 Summary		
Create a Basic Task		
Trigger	Name:	PDDB2 backup
Daily Action	Description:	
Start a Program		
Finish		
	Trigger:	Daily; At 11:00 PM every day
	A	Start a program: C\Backupt\BackupDDB2 bat
	Action:	Start a program, C. (Backups/Backupr/DDB2.Bat
	Open the	Properties dialog for this task when I click Finish
	When you cli	ck Finish, the new task will be created and added to your Windows schedule.
		< <u>B</u> ack <u>F</u> inish Cancel

- 15. Click Finish.
- 16. On the Properties form, in the **Security options** frame, change the option to **Run whether user is logged on or not**.
- 17. Tick the **Do not store password** checkbox as no network access is required.





G	PDDB	32 backup Properties (Local Compu	ter) 🗙
General Trigg	gers Actions Condi	itions Settings History	
Na <u>m</u> e:	PDDB2 backup		
Location:	N .		
Author:	BLUESWIFT\administ	trator	
Description:			
- Security opti	ons		
When runni	ng the task, use the fo	ollowing user account:	
BLUESWIFT	administrator		Change <u>U</u> ser or Group
○ <u>R</u> un only	when user is logged	on	
Run <u>w</u> he Results Aligned A and a second s	ther user is logged on	n or not	
🖌 Do n	ot store <u>p</u> assword. Th	ne task will only have access to local comput	ter resources.
🗌 Run w <u>i</u> th	highest privileges		
🗌 Hidd <u>e</u> n	<u>C</u> onfigure for:	Windows Vista™, Windows Server™ 2008	~
			OK Cancel

18. Click **OK**.

Test the scheduled task

First, delete any backup file in the folder that was created from a previous test.

In the Task Scheduler, right click the newly created task and choose Run.

٩		-	Fask Scheduler
File Action View Help	6		
► Task Scheduler Library	Name GoogleUpda Optimize Sta PDDB2 b1- Control of the second seco	Status Ready Ready Disabled Run End Disable Export Properties Delete	Triggers Multiple triggers de At 04:52 PM every o When computer is



Ensure that the task completes and the backup file appears as expected.

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