How to back up the Print Director database

All of Print Director's settings, users and transactions are in its SQL Server database, normally called **PDDB2**. Back it up regularly. If your database is on a SQL Server that is already backed up by your IT team, check that PDDB2 is included, and you may not need either method below.

Back up now with DBTools

1. On the database server, open **DBTools** (in the Windows Start menu, under Print Director).
2. In the **Connection Settings** window, enter the **Server Name**. Then either:
   - leave **Trusted Connection (Windows Authentication)** ticked, if your Windows account may back up databases on that server; or
   - untick it and enter the **sa** user name and password, which can always back up.

   The PDUser account that Print Director normally connects with cannot make backups.
3. Click **OK**, then **Backup Database**.
4. In the **Backup Database** window, check the **Database** (normally **PDDB2**). The **Backup file name** starts as the database name and today's date, and the **Backup folder** as SQL Server's own backup folder. To save it somewhere else, click the **…** button next to **Backup folder**.
5. Click **Backup**.

Back up every night with a scheduled task

This creates a small batch file that backs up the database, and a Windows scheduled task that runs it every night. The examples save both in `C:\Backups\`; you can use any folder.

Create the batch file

1. Create the folder, for example `C:\Backups\`.
2. Open Notepad, and paste in one of the scripts below. Change the values in the **set** lines to match your server.
3. Click **File** > **Save As**, set **Save as type** to **All Files (*.*)**, and save it in the folder as *BackupPDDB2.bat*.

If you have the **sa** password, use this script. It assumes the default SQL Server instance and that **sqlcmd.exe** can be found (SQL Server normally sets this up):

```
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.
```

If the scheduled task will run as a Windows account that is a member of the SQL Server **sysadmin** role, you do not need a password in the file. This script uses Windows authentication instead, and a named instance called *PD*:

```
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.
```

If more than one version of SQL Server has been installed and the script fails to find the right **sqlcmd.exe**, use its full path in place of *sqlcmd.exe*.

Test the batch file

Right-click *BackupPDDB2.bat* and click **Run as administrator**. After a few minutes (longer for a large database), *PDDB2.bak* appears in the folder.

If the window closes before you can read an error, add a line with *pause* at the end of the file and run it again. Remove the *pause* line when it works.

Create the scheduled task

1. On the server, open **Task Scheduler** (in Server Manager, **Tools** > **Task Scheduler**).
2. Click **Task Scheduler Library**, then **Create Basic Task…** on the right.
3. Enter the **Name** *PDDB2 backup*, and click **Next**.
4. Leave the trigger on **Daily**, click **Next**, and set a start time after hours, for example 11 PM. The backup can use a lot of resources on a large database, but Print Director keeps working; there is no downtime. Click **Next**.
5. Leave **Start a program**, click **Next**, browse to the batch file, and click **Next**.
6. Tick **Open the Properties dialog for this task when I click Finish**, and click **Finish**.
7. In the task's properties, under **Security options**, choose **Run whether user is logged on or not**, tick **Do not store password** (the task needs no network access), and click **OK**.

Test the scheduled task

Delete the backup file from your earlier test. Then, in Task Scheduler, right-click the task and click **Run**, and check that the backup file appears again.

Copy the backup file somewhere off the server regularly, so it survives if the server is lost.

Related articles

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- *Print Director Technical Requirements*

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