

**Date** 6/15/2009 3:16:24 PM  
**Description** 5.X Back-up and Restore  
**Manager** ADMIN

**Hot Tip Text****Backing up and Restoring a 5.x Office Medic Database**

This hot tip assumes you have installed Office Medic into its default directory.

**Back-up Instructions:**

1. Close Office Medic
2. Open folder: C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Data

In this folder there are two files:

OfficeMedic\_Data.MDF  
OfficeMedic\_Log.LDF

3. Copy these two files to a secure location. This is the "back-up" copy of your Office Medic database. You may copy these files as often as needed to maintain a current back-up file.

**Restore Database Instructions:**

**\*\*\* WARNING \*\*\***

Restoring your database will erase all current data located in the Office Medic database and replace it with the data contained in the "back-up" file.

1. Close Office Medic
2. Copy and paste the two "back-up" files from the secure location into the following location: C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Data

If you are overwriting an existing Office Medic Database you will be prompted to replace your existing files. Select "Yes to All" to overwrite the existing Database, or "No" to cancel replacing the files.

3. Open Office Medic.

Your database should look exactly the same as the last time you backed up your database.