Using the Database Backup Utility

The database backup utility allows you to create a backup of your Web TimeSheet database. The utility can be used by any user with the **View System/License** permission, but is only available within the self-hosted version of Web TimeSheet.

📄 Web TimeSheet does not automatically back up your database, therefore you must either set up an automated system to back up your database on a regular basis or manually back up your database using this utility. For more information on setting up a database backup schedule, contact your database administrator or Replicon Support.

Only SQL Server (standard, Express, and MSDE) databases can be backed up using this utility. If you attempt to back up an Oracle database, the error message *Database backups are not supported on your current platform* will display at the top of the page.

Generated backup files can be restored to Web TimeSheet using SQL Server's Management Tools. For information on how to restore a backup database, refer to SQL Server's documentation.

To back up your current database:

1. Open the **Database Backup Utility Page**.
   a. Select **Administration** from the top menu.
   b. From the **System** > **Backup Database** from the side menu.

2. In the **Enter the full path (including file name)** field, enter the full path and file name of the backup to be created.

   📄 The destination path has this structure, for example: `C:\folder1\folder2\folder3 \yourchosenfilename.bak`. All folders within the path must already exist; however, the file itself does not have to exist, and will be created if it does not. The file name does not need to include an extension, although `. bak` is the standard extension for backup files.

   ⚠ If the path includes the name of an existing file, the existing file will be overwritten with the backup.

3. Select the **Start Backup Process** button. A progress bar displays.

When the backup process is complete, the message *Successfully Finished Database Backup* displays at the top of the page.

📄 If the database backup fails, the error message *Backup of database < databasename> failed* displays. Common causes of failure are:

- The path you entered does not exist. Verify that each of the specified folders exists and, if not, either correct the path or create folders to match the path.

- You lack permission to write to the specified file or folder. Ensure you have permission to write to the file and folders specified. If you do not, try creating the backing up in a different location.

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