

To Send a Backup of a Database:

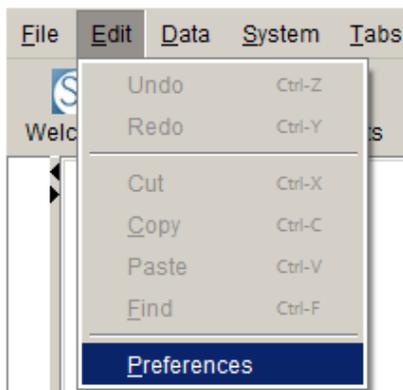
There are two steps to sending a database; creating the backup and sending the backup.

There are two ways of creating a backup of your database through Specify. One way allows you to create the backup while you are logged into your database. The other way allows you to create the backup without having to be logged in. Both methods create the same files, they are just different means of doing it.

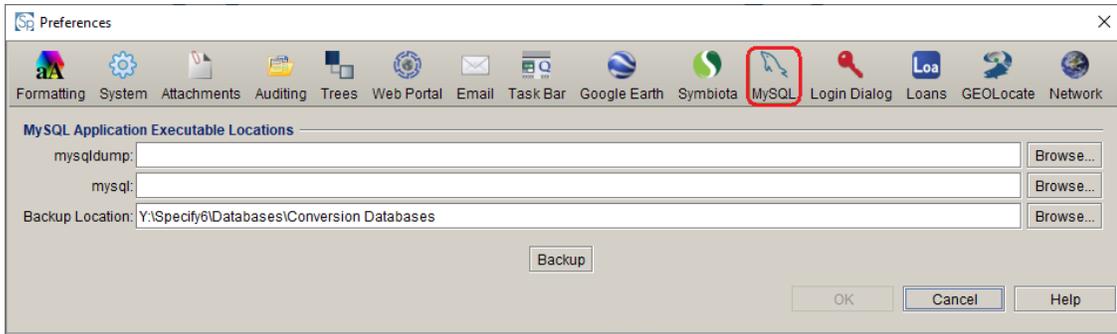
Note: You must have MySQL installed on the machine you are using to create the backup. The MySQL on the machine does not have to host the database itself. For example, if you are using a server, your database is in MySQL on the server. The MySQL copy on your database will not contain any data in this situation. Specify requires two MySQL files to be available on the machine creating the backup.

To Create a Backup While Logged into Specify:

- 1) Log into Specify. You must be logged in as a user that has permissions to MySQL. By default, only the Administrator and Manager level users have this permission.
- 2) Once in Specify, go to Edit in the Menu Bar and select Preferences from the list.



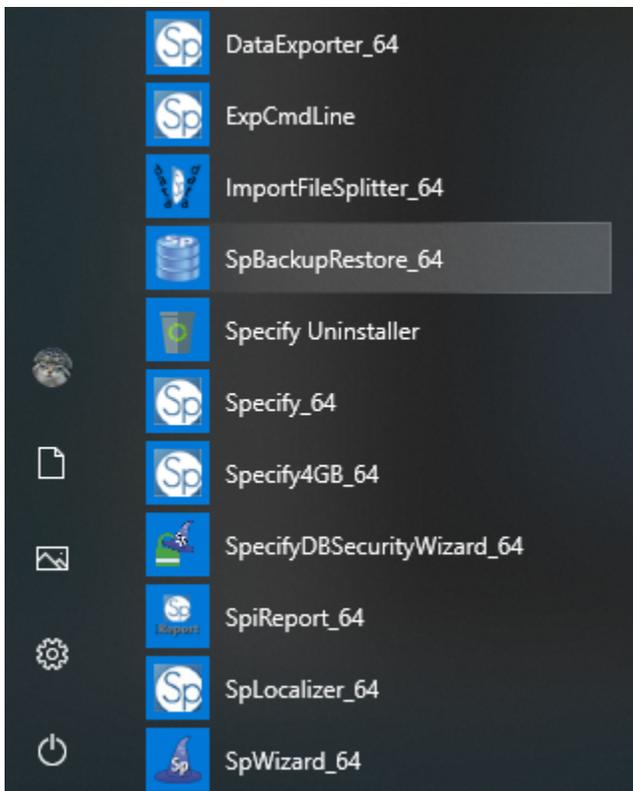
- 3) In Preferences, click MySQL to open the MySQL screen.



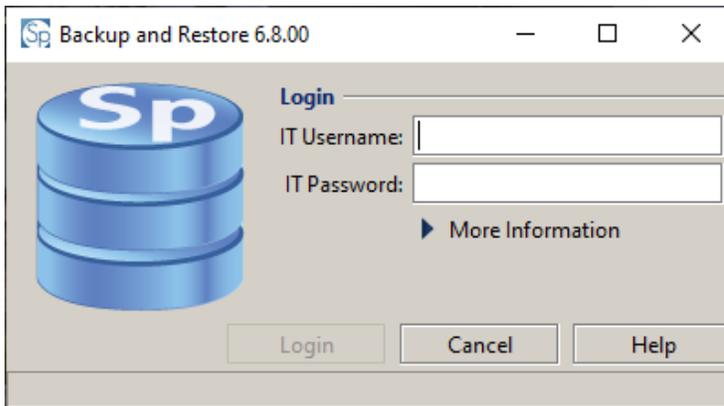
4) Continue to Step 5 below.

To Create a Backup Without Logging into Specify:

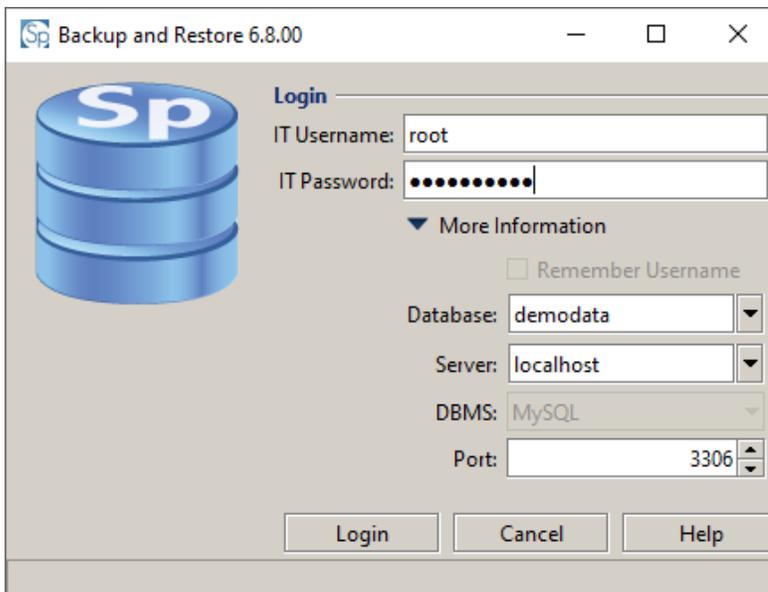
- 1) In the Start menu, click All Programs to reveal the programs listed. Find the Specify folder and click on it to reveal the Specify applications. Select SpBackupRestore from the list of applications.



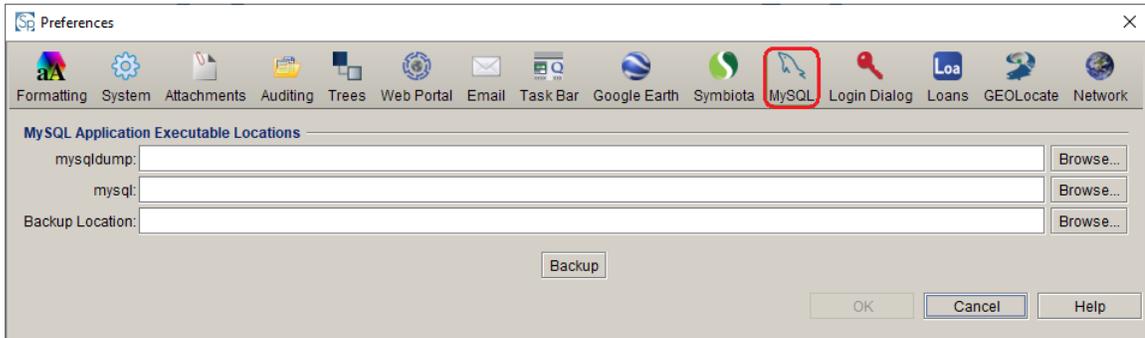
- 2) In the Backup and Restore window, enter your IT username and password. The IT username and password are the logins for the MySQL server on which your database is located. The username is likely root.



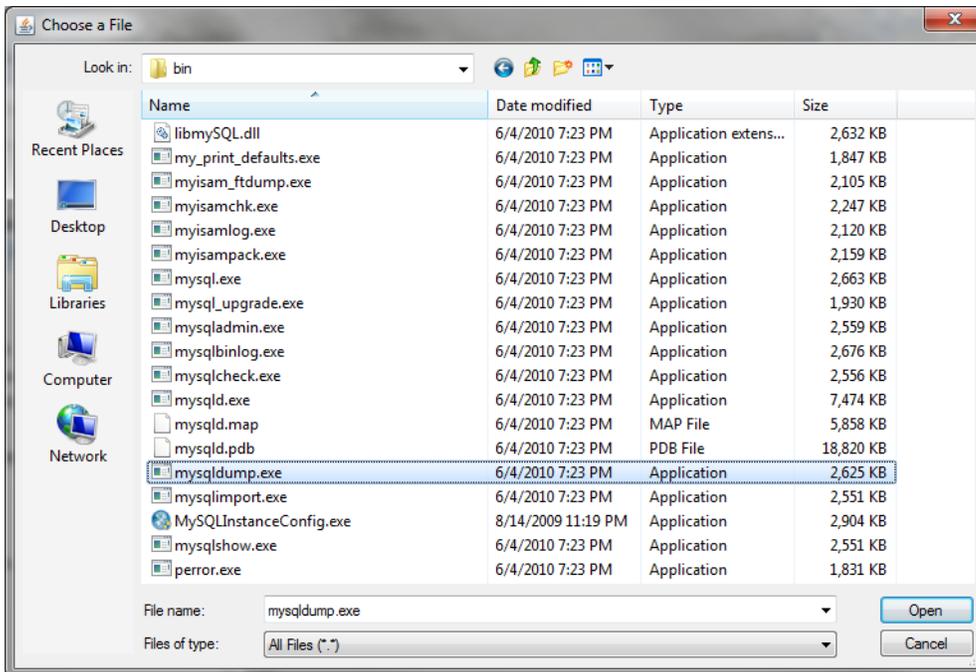
- 3) Click More Information to reveal the Database and Server fields. Make sure the correct database and server are identified. (This step is not necessary if you only use one MySQL server and it is located on your machine and you only have one database in the MySQL server.)



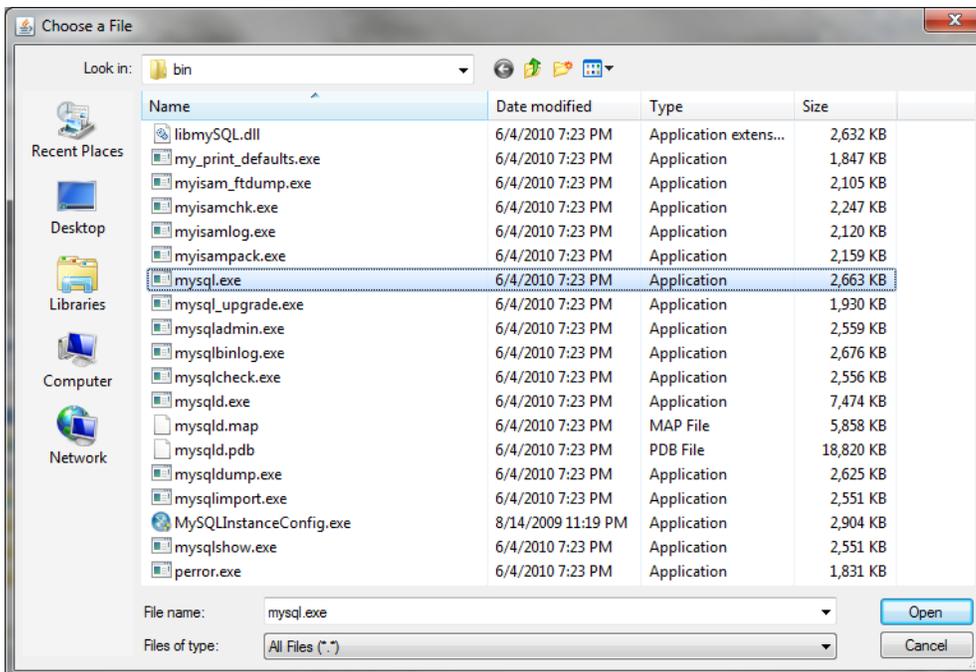
- 4) Click Login.
- 5) The first time you use Backup and Restore, you will have to identify the MySQL Dump and MySQL files Specify will use when creating a backup or restoring a database.



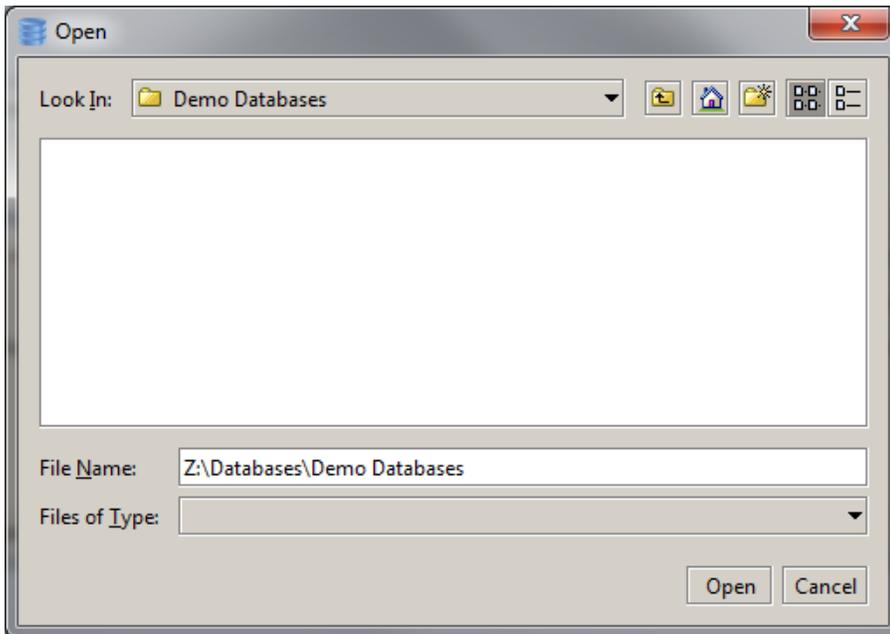
- 6) To identify the MySQL Dump file, click Browse. Navigate to the MySQL folder on your computer. (MySQL must be installed on your computer to perform this function!) It is likely on your Local Disk C:\Program Files\MySQL\MySQL Server 5.1\bin. Click the mysqldump file (the exe extension may or may not be added to the file name depending on your computer configuration) and click Open to select.



- 7) To identify the MySQL file, click Browse. Navigate to the MySQL folder on your computer. It is likely on your Local Disk C:\Program Files\MySQL\MySQL Server 5.1\bin. Click the mysql file (the exe extension may or may not be added to the file name depending on your computer configuration) and click Open to select.

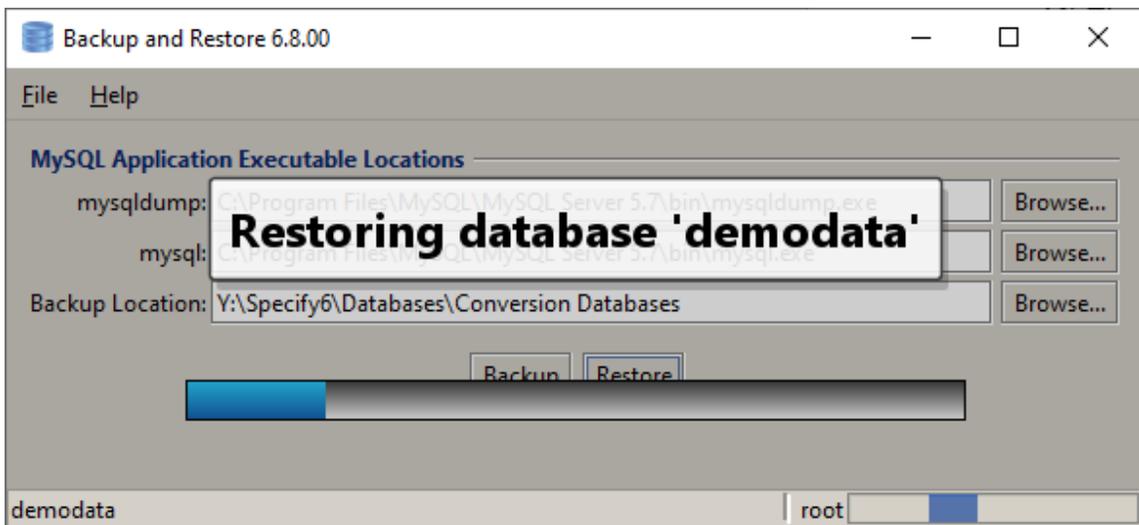


- 8) For the Backup Location field, click Browse. Navigate to the folder in which the database to be restored is saved. Select the folder and click Open to select. **Note: The field only identifies the folder in which the backup will be created.**

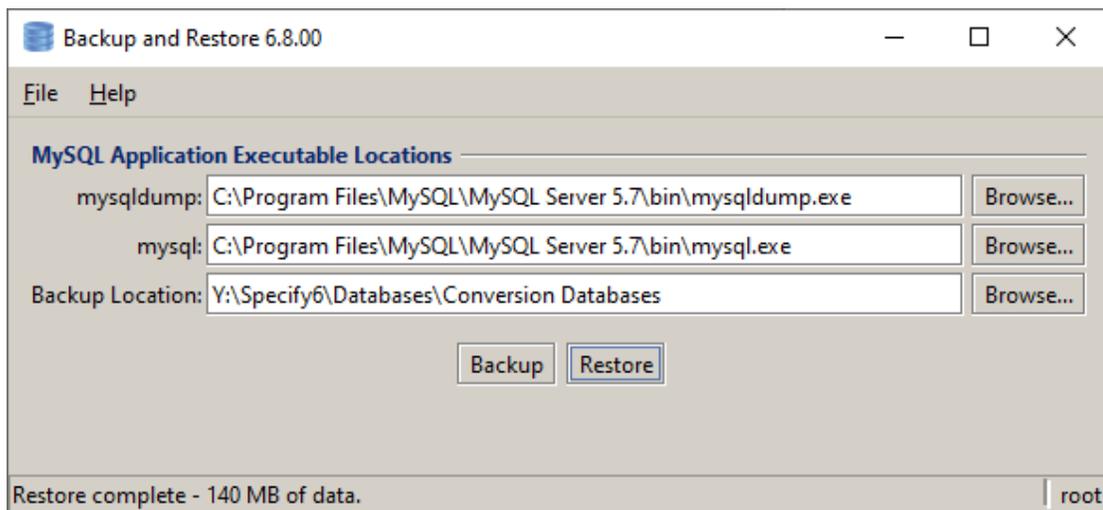


9) Click Backup.

10) The Backup and Restore window will show you a progress bar.



11) When the backup is completed, the progress bar will disappear and the window will say the size of the backed up database.



12) Two files will be created. One will be about 4 MB and one will be significantly larger. The larger file is the one that should be used for Specify 7 Docker