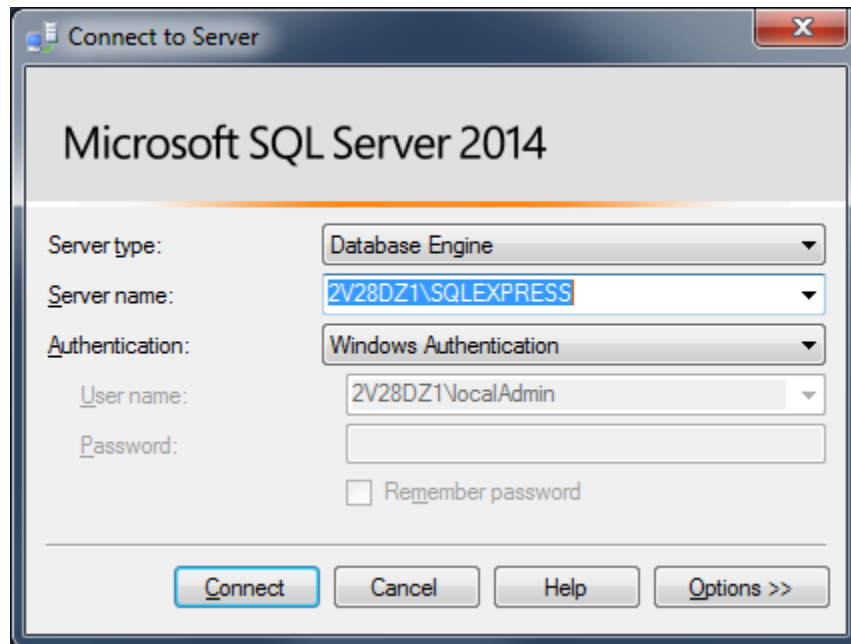
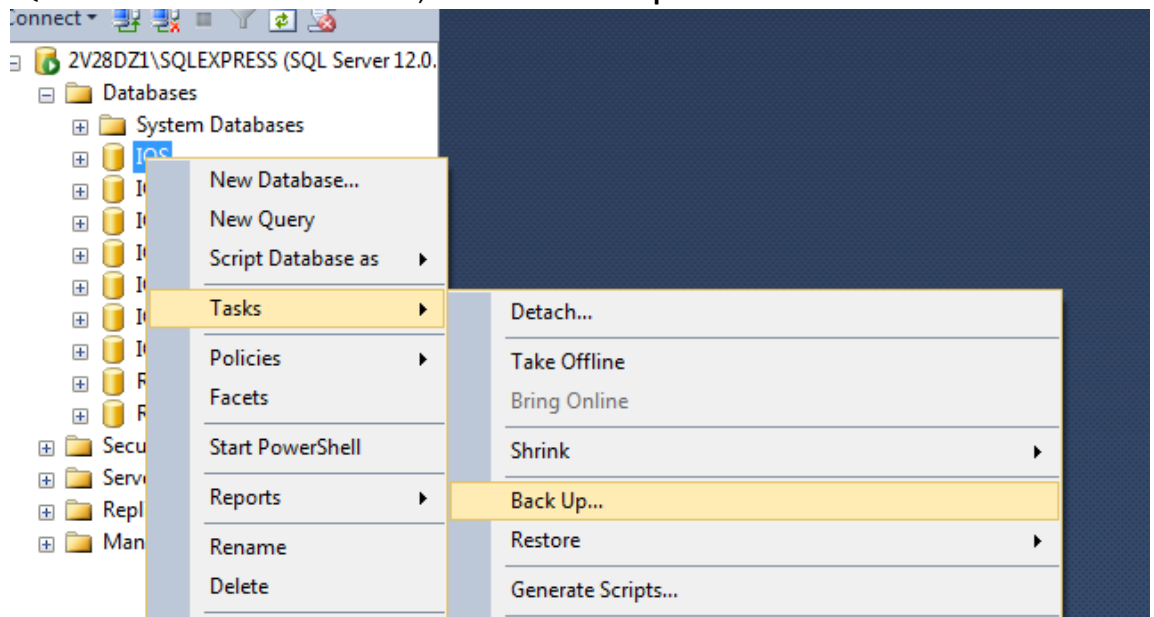


IQSweb Migration Steps

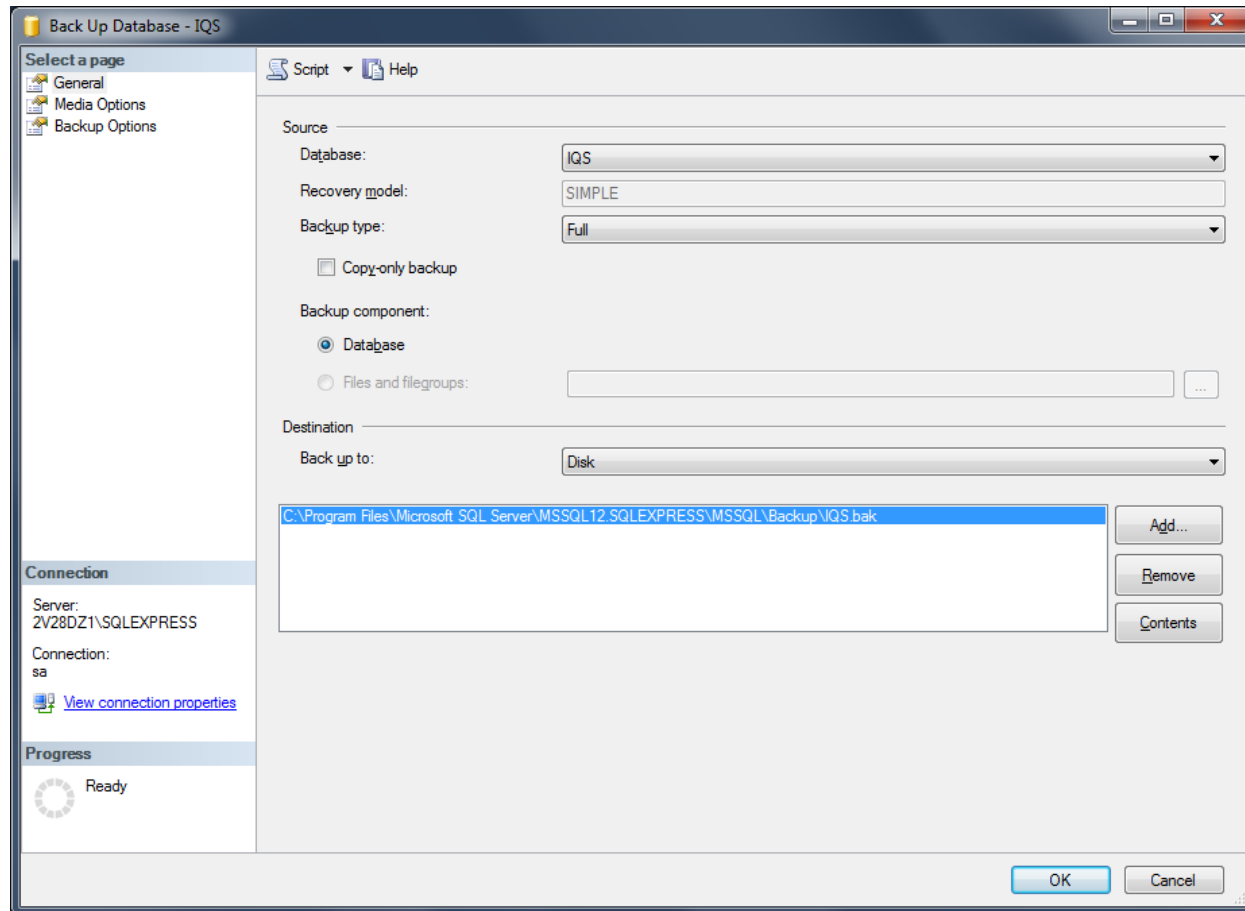
1. On the old server, perform a backup of the IQSweb database.
 - a. To create a backup copy of the IQSweb database, open “**SQL Server Management Studio**”. Start SQL Server Management Studio, e.g., go to Start/Programs/Microsoft SQL Server 20xx/SQL Server Management Studio.
 - b. Connect to the database service the IQSweb database resides on.



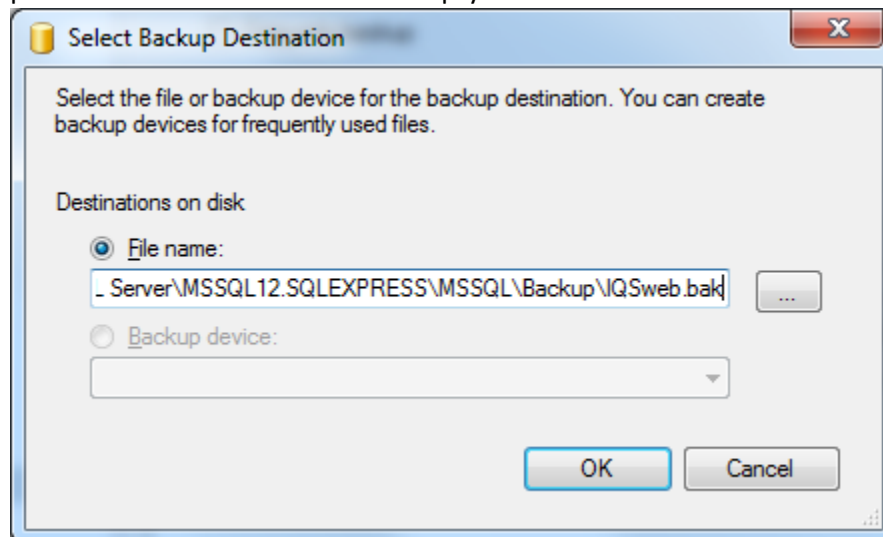
- c. In the Object Explorer (left panel), expand the Databases object and right-click on the IQSweb database and select **Tasks**, then select **Back Up**.



- d. From the Back Up Database screen, make sure the Source Database is your IQSweb database.

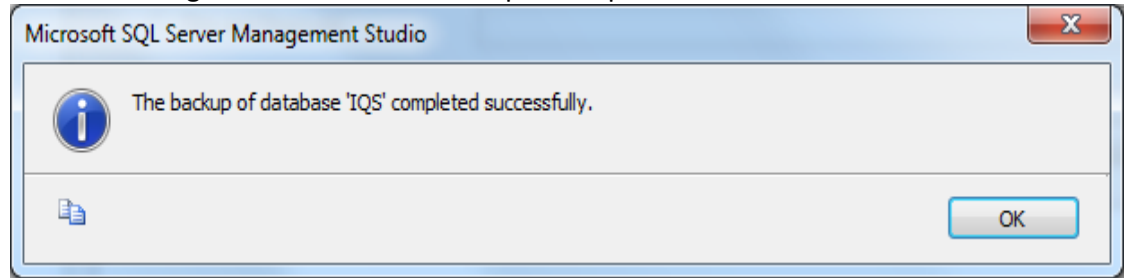


- e. In the Destination block at the bottom, click the Add button to enter a destination path and file name if the box is empty.

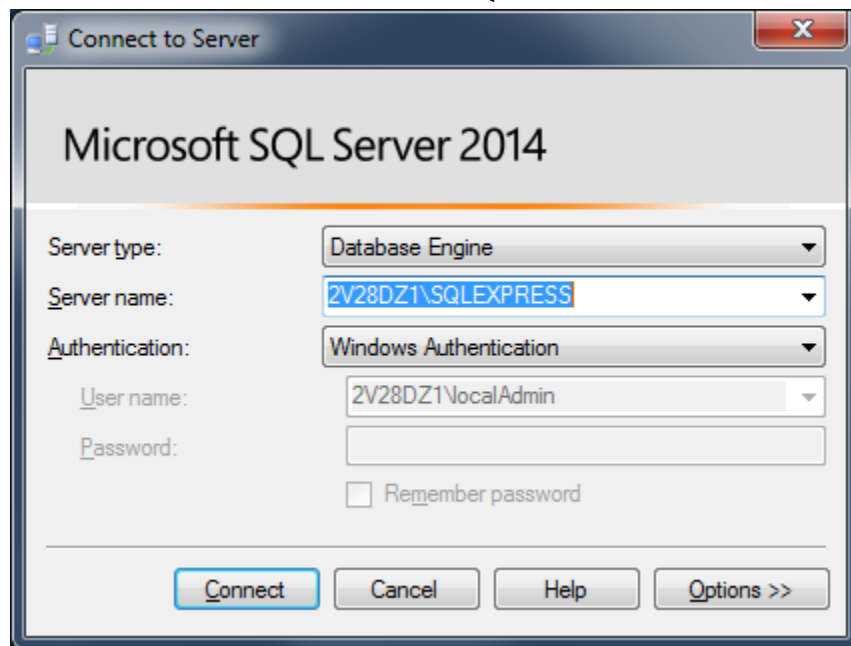


- f. **Make note of the location of the backup file. This file will need to be copied over to the new server.**

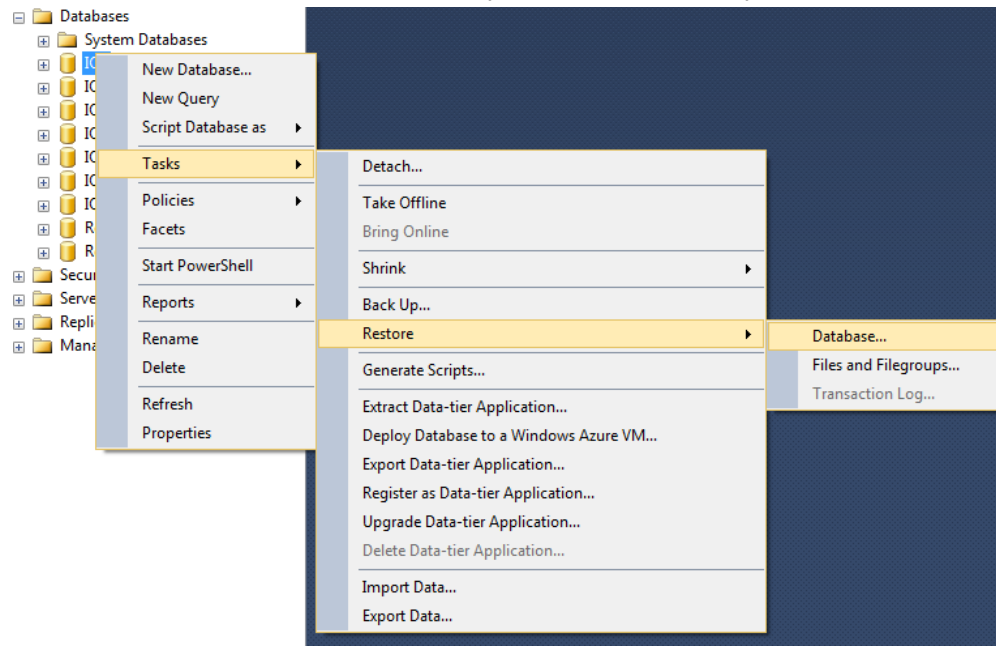
- g. Click the OK button at the bottom of the screen to create the backup file. You will see the message below when the backup is complete.



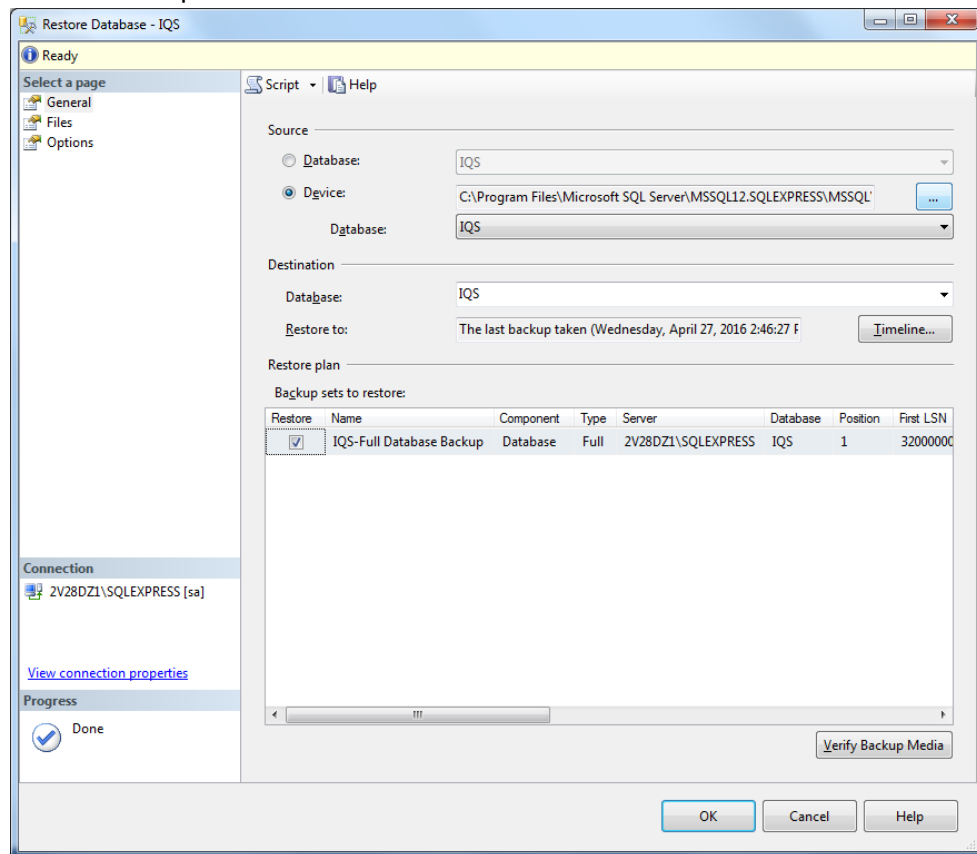
2. On the new server, create a new IQSweb database in SQL Server. This database will house the restored database.
3. On the new server, restore the copied database backup.
 - a. To restore a database that has been previously backed up, open **"SQL Server Management Studio"**. Start SQL Server Management Studio, e.g., go to Start/Programs/Microsoft SQL Server 20xx/SQL Server Management Studio <Express>.
 - b. Connect to the database service the IQSweb database resides on.



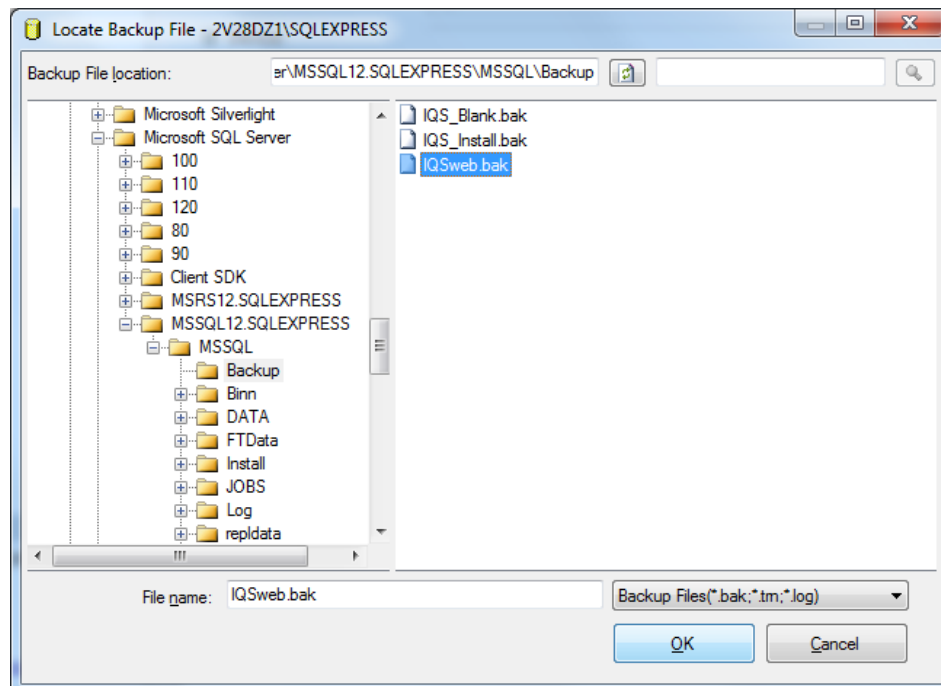
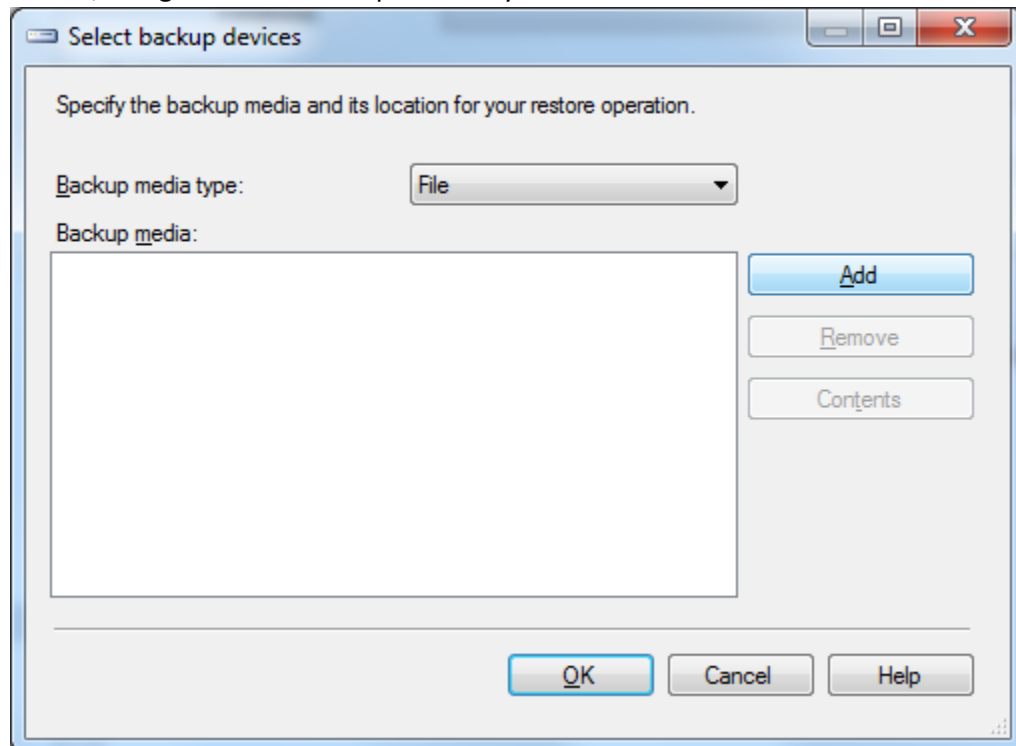
- c. In the Object Explorer (left panel), expand the Databases object and right-click on the IQSweb database and select **Tasks**, then select **Restore**, then select **Database**.



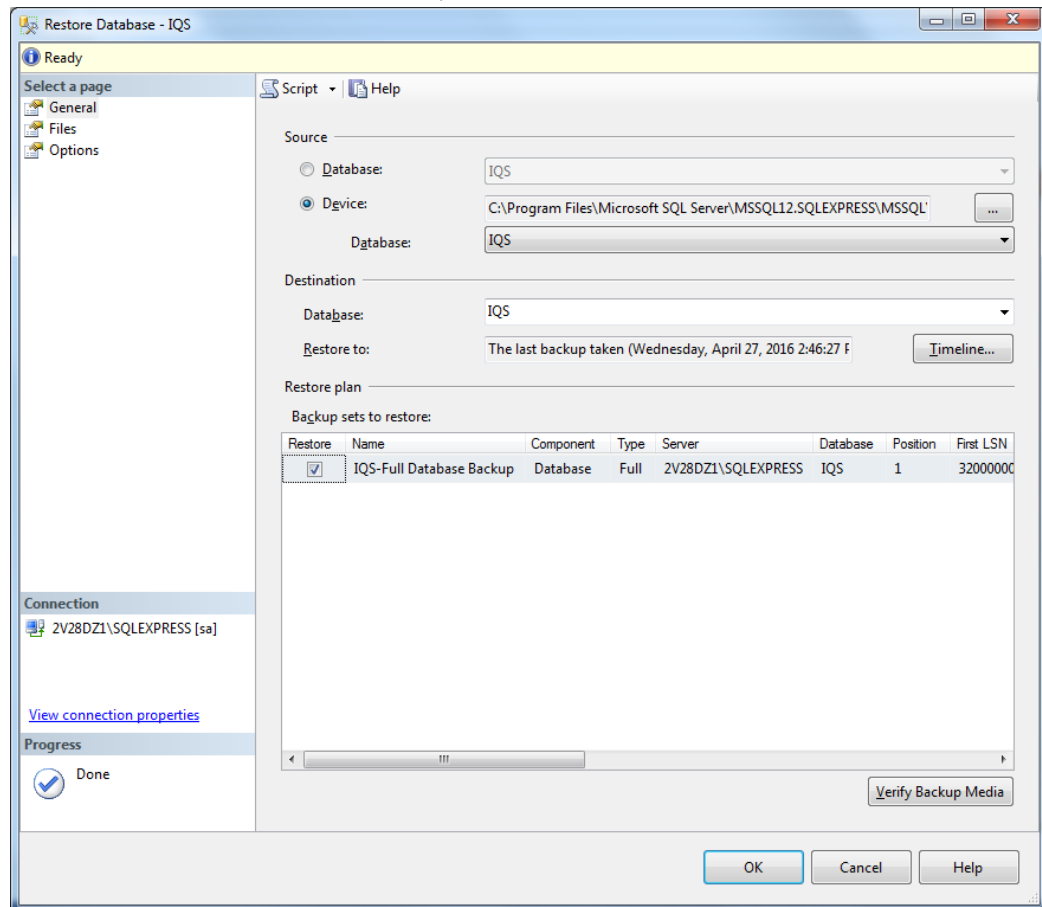
- d. Click the Source Device radio button and then click the “...” button to the right of the Source Device section. Then click the “Add” button and select the backup file created in step 1.



- e. From the Specify Backup screen, click **Add** and then from the “Locate Backup File” screen, navigate to the backup file that you would like to restore and click **Add**.



- f. From the Restore Database screen, make sure the Restore file is checked.



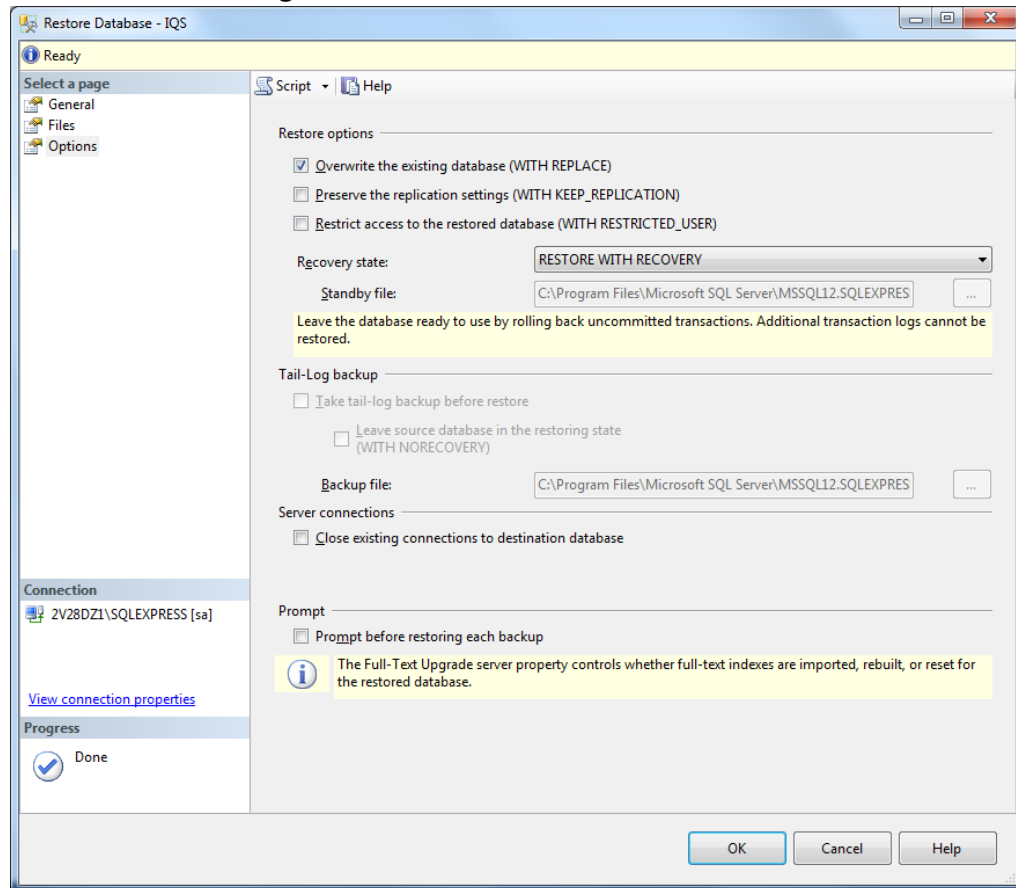
NOTE: If you backup a database to the same file multiple times, SQL Server Management Studio appends successive backups of a database to that file. When you try to restore the database from that backup file, in step e above, there will be multiple entries to choose from. The latest database backup is the bottom entry (there is also a backup date column to the right).

10/25/2016

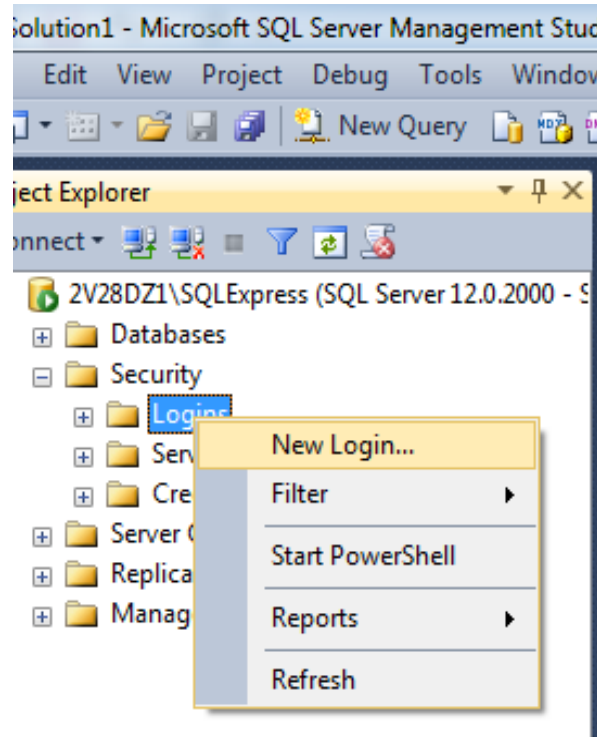
IQSweb Reference H

- g. From the Restore Database screen, make sure that your IQSweb database is selected in the “Destination Database” field.

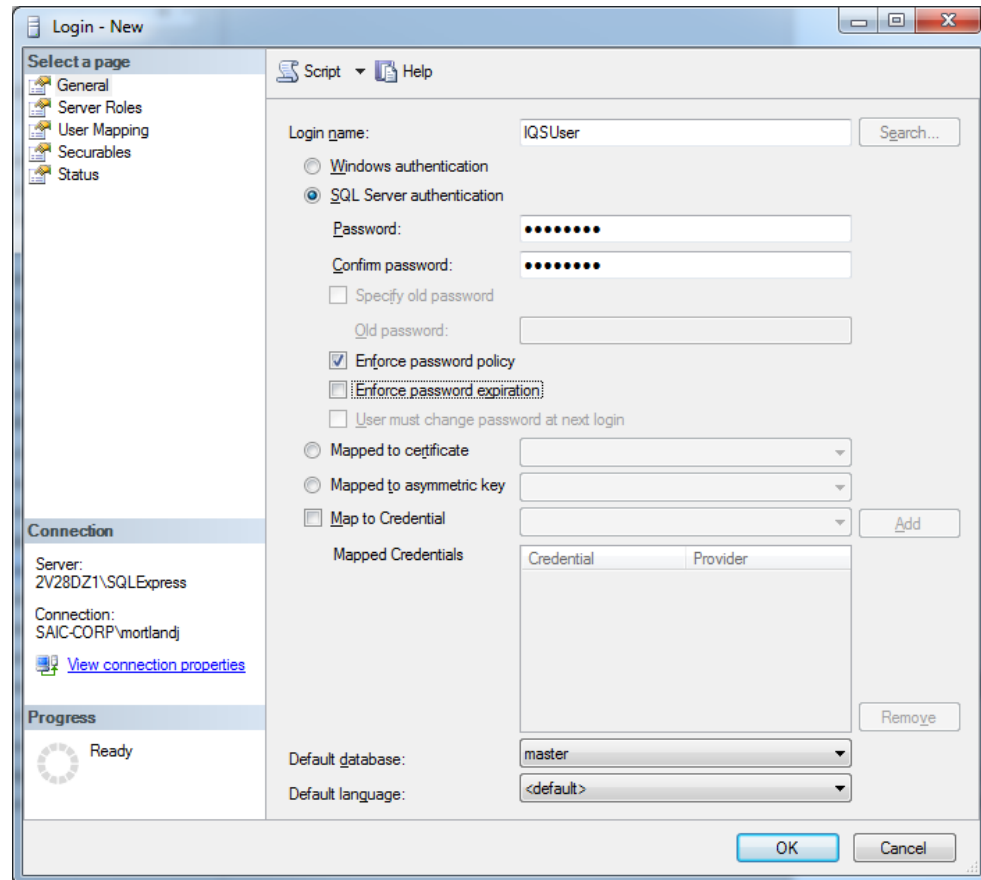
- h. Click on the **Options** page on the left and in the Restore Options section, check **Overwrite the existing database**.



- i. Click **OK** at the bottom of the screen. You will be notified when the restore has completed successfully.
4. On the new server, recreate the database login for IQSweb.
 - a. In the Object Explorer (left panel), expand the Security object for the SQL Server instance and right-click on Logins. Select **"New Login"**.

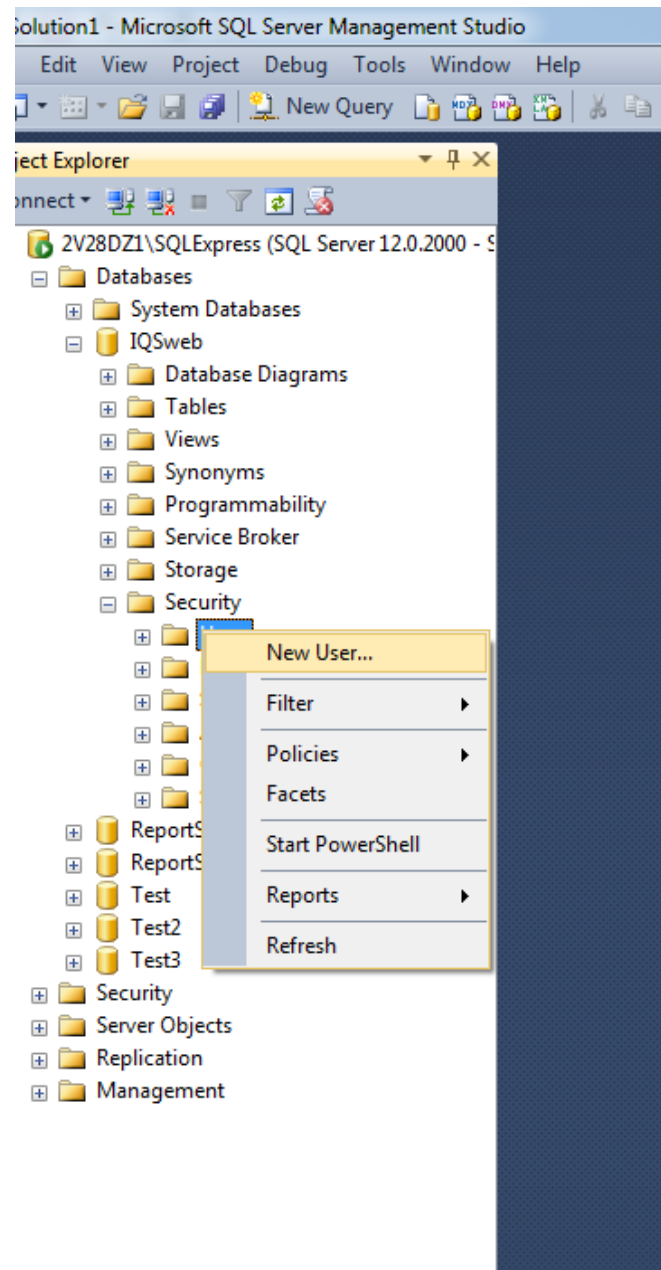


- b. On the Login - New screen, enter the **Login Name, e.g., IQSuser**. Select the **SQL Server Authentication** radio button. Enter a **Password** and confirm the password. Continue to the next steps BEFORE clicking OK.

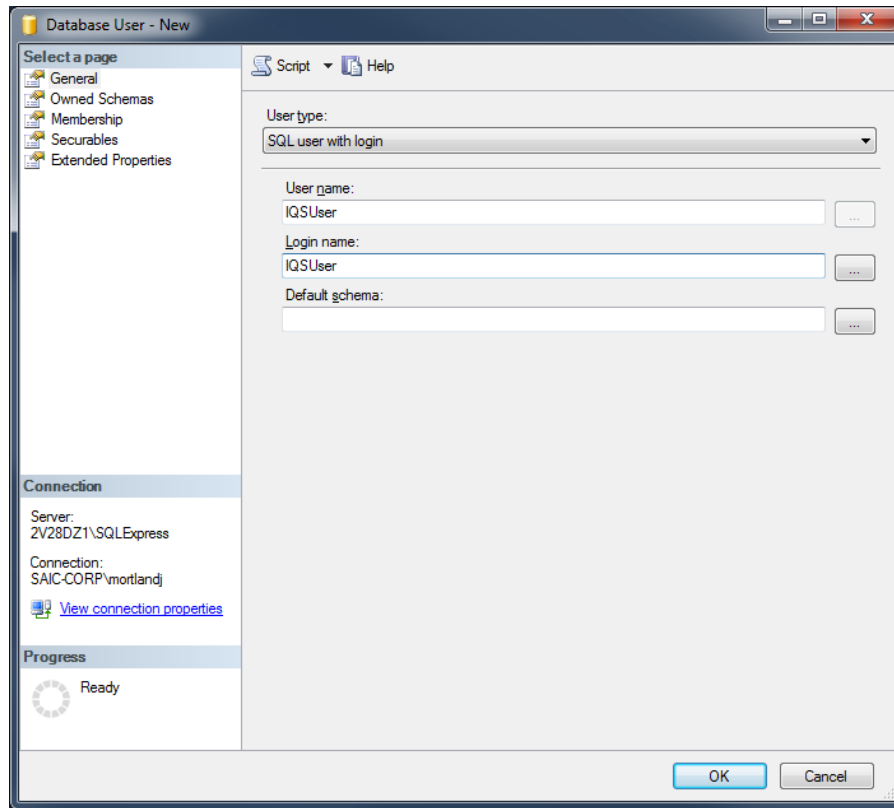


- c. Uncheck the **User must change password at next login** and **Enforce password expiration** checkboxes. You can optionally uncheck the **Enable password policy** checkbox, depending on your organization's security policies.
- d. Click **OK**.
- e. Go into the Object Explorer, expand the Databases object and find the IQSweb database you created. Expand the IQSweb database object and then expand the database's Security object. Under the Security object, right-click on **Users** and select **"New User"**.

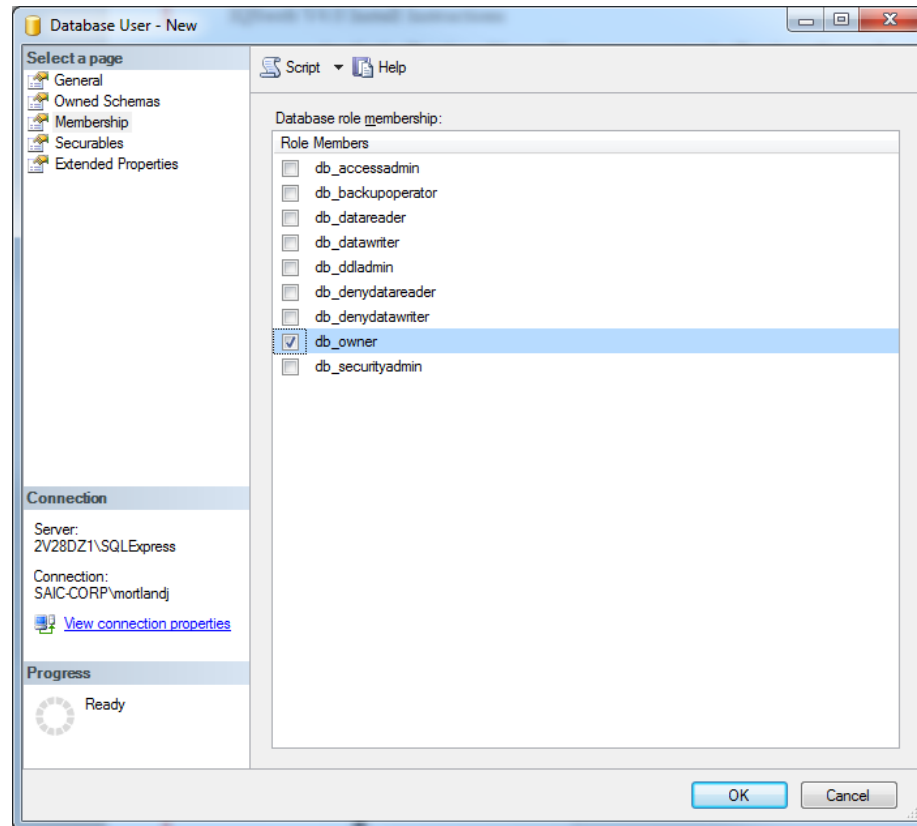
IQSweb Reference H



- f. In the Database User – New screen, enter the login name in the **User Name** and **Login name** fields.



- g. Click on the **“Membership”** page on the left.
- h. In the **“Database role membership”** section at the bottom, check the **“db_owner”** checkbox. You may need to scroll down to see this role.



- i. Click **OK**.
5. On the new server, run the IQSweb installer. When prompted to enter the database information, use the new SQL Server database information and login.