



## Database Restore Instructions

### Credit Union Information

Credit Union Name: \_\_\_\_\_  
USG Number: \_\_\_\_\_  
Mercury Build: \_\_\_\_\_  
Organizational Database Name: \_\_\_\_\_ CU  
Control Database Name: \_\_\_\_\_ CTL  
Server Name: \_\_\_\_\_  
MSSQL Location: \_\_\_\_\_  
SQL SA Password: \_\_\_\_\_

*The password entered during the SQL install*

### Restoring the Database

1. IF retrieving data from the Fidelity IFS FTP site
  - a. Download the [USG#]final.zip from the ftp site.
  - b. Unzip the files to the \MSSQL\Backup folder on the server (this path is usually \Program Files\Microsoft SQL Server\MSSQL\Backup)  
Once unzipped, there should be a [USG#]CTL and a [USG#]CU
2. IF data was sent to you on CD
  - a. Copy the files to the \MSSQL\Backup folder on the server (this path is usually \Program Files\Microsoft SQL Server\MSSQL\Backup)
  - b. Take off the Read-only attribute on both files
    - × Right click,
    - × Go to Properties
    - × Uncheck Read-only in the Attributes section (on the General tab)

*Note: The backup files can be copied to a location other than \Program Files\Microsoft SQL Server\MSSQL\Backup on the Server. This location is suggested because it is the location where future Mercury backups will be stored. These files can also be deleted off the hard drive once the restore is finished.*

3. Create Databases
  - a. Open SQL Enterprise Manager.
  - b. Expand the tree on the left side of the screen by clicking the plus signs next to Microsoft SQL Servers, SQL Server Group, and the name of the Server that you are working with.
  - c. Right click on Databases and choose New Database



- d. Type in the above name for the Organizational database ([USG#]CU)
  - e. Click OK
  - f. Repeat steps C, D, and E for the Control database ([USG#]CTL)
4. Restore Data
- a. Expand Databases
  - b. Right click on [USG#]CU and choose All Tasks, Restore Database...
  - c. Choose From Device
  - d. Click on Select Devices
  - e. Click on Add
  - f. Next to File Name, click the  ellipse box and browse to the location of the backup (\Program Files\Microsoft SQL Server\MSSQL\Backup
  - g. Select the [USG#]CU.BAK and click OK
  - h. Click on OK again
  - i. Click on the Options tab
  - j. Check “Force Restore Over existing database”
  - k. Make sure that the path to SQL’s Data directory is correct under “Move to physical file name” for both the [USG#]CU\_Data.MDF file and the [USG#]CU\_Log.LDF files.

**EXAMPLE:**

Logical file name	Move to physical file name
####cu_Data	C:\Program Files\Microsoft SQL Server\MSSQL\Data\####cu_Data.MDF
####cu_Log	C:\Program Files\Microsoft SQL Server\MSSQL\Data\####cu_Log.LDF

*Note: the actual path may be different depending on where your MSSQL\Data folder resides. The #### will be replaced with the credit union’s USG number listed on page 1*

- l. Click OK to restore the database
- m. Click OK on the Restore of Database Completed Successfully message
- n. Repeat steps for the other database

**EXAMPLE of Restore Database file as for Control database:**

Logical file name	Move to physical file name
####ctl_Data	C:\Program Files\Microsoft SQL Server\MSSQL\Data\####ctl_Data.MDF
####ctl_Log	C:\Program Files\Microsoft SQL Server\MSSQL\Data\####ctl_Log.LDF

5. Update DataStore
- a. In Enterprise Manager expand Microsoft SQL Servers, SQL Server Group, the name of the SQL Server, Databases, [USG#]CTL, and select Tables
  - b. Right click on DataStore and choose Open Table, then Return All Rows
  - c. Tab over to the Server\_Name column and enter your SQL Server name
  - d. Tab to the Enc\_Password column and enter your SQL SA password



- e. Close the Table
6. Close the Enterprise Manager

***If you have any problems with the install please contact Transitions Services at 1.800.998.4357 or email us at [slc-ts@fnf.com](mailto:slc-ts@fnf.com)***