TheEducationEdge™
TheFinancialEdge™
TheRaiser'sEdge®

Database Administration Guide

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Welcome to the *Database Administration Guide*. This guide was written to help you successfully use the Blackbaud Management Console. The Blackbaud Management Console houses database maintenance utilities that help you better manage your database. From the Blackbaud Management Console, you can also start and stop your server and view important server information.

Note: Information in this guide is subject to change. Please visit our website at www.blackbaud.com to view the most current information. To access our system recommendations, select **System Recommendations** from the **Support** menu on our website.

For example, using the Blackbaud Management Console, you can run backups, create new databases, disconnect users, and change deploy kit settings. All the functionality of the Blackbaud Management Console is discussed in this guide.

What is the Blackbaud Management Console?

The Blackbaud Management Console helps you manage your database. The management console includes links to several database-maintenance wizards and utilities. The following section offers a brief overview of all the wizards and utilities available.

Warning: For *Read-Only Database Assistance* (formerly *RE:Open*) users, Microsoft *SQL Server Standard/Enterprise* provides read and write access to the database. If a user writes a Microsoft *Access* database connected to ***The Raiser's Edge*** or ***The Financial Edge*** connected through the *SQL Server* database and deletes a record in the *Access* database, that record is deleted in ***The Raiser's Edge*** or ***The Financial Edge***. We recommend you use read-only access. If you write to the database, you will corrupt the data and invalidate your support and maintenance agreement.

Active Users. The **Active users** category, available in the **Installed products** pane tree view of the Blackbaud Management Console screen, includes several utilities. You can view active users in your database, send messages to active users, and disconnect active users.

- Viewing active users: In the **Active Users** pane, a list of all workstation users currently working in your database(s) appears. For detailed instructions about how to view users active in your database(s), see "Active Users" on page 53.
- Send a message to active users: In the **Active Users** pane, click **Message** to send messages to all or selected database users. For detailed instructions about how to send a message to active users, see "Sending Messages to Users" on page 53.
- Disconnect active users: In the **Active Users** pane, click **Disconnect** to disconnect all or selected database users. For detailed instructions about how to disconnect an active user, see "Disconnecting a User" on page 55.

Attach Database. If you have an existing Microsoft *SQL Server* database you use with your Blackbaud products, you can attach the database to your server.

Even if you run a full version of *SQL Server 2000 Standard* or *Enterprise*, you must use the Blackbaud Management Console to attach databases. If you do not use the Blackbaud Management Console, you cannot access the databases from ***The Raiser's Edge***, ***The Education Edge***, ***The Financial Edge***, ***Blackbaud Student Information System,*** or ***The Researcher's Edge***.

For detailed instructions about how to attach a database, see "Attaching a Database" on page 9.

Backup. The **Backup** category, available in the **Installed products** pane tree view of the Blackbaud Management Console screen, includes several utilities. You can schedule a backup of your database to run regularly at a specific time, run a backup of your database(s), or restore your database from a backup file.

- **Perform Backup**: When you click **Backup** in the **Perform Backup** frame, you can run a full or compressed backup of your database while users continue working in the program. The full backup saves a complete copy of your database in a directory you specify. The compressed backup compresses your database files into a single Zip file and deletes the copies. For detailed instructions about how to back up a database, see "Running a Database Backup" on page 60.
- **Restore from Backup**: The Blackbaud Management Console makes restoring your database from a backup simple. If you use the Blackbaud Management Console to generate your backup file, click **Restore** in the **Restore from Backup** frame and complete a few easy steps. This process works with full and compressed backups. For detailed instructions about how to restore a database from a backup, see "Restoring from a Backup" on page 61.
- **Schedule Backup**: When you click **Schedule** in the **Schedule Backup** frame, you can establish when your database is automatically backed up. You select the days of the week and time you want the backup to run. For detailed instructions about how to schedule a backup, see "Scheduling a Backup" on page 56.

Bring <database name> online. After you take a database offline, you may need to bring it back online at a later date. With the Blackbaud Management Console, you can do this easily. For detailed instructions about how to bring a database online, see "Bring a Database Online" on page 51

Create New Database. Users of ***The Raiser's Edge***, ***The Financial Edge***, ***The Education Edge***, and ***Blackbaud Student Information System*** who are new to Blackbaud software or purchase additional databases must use the Create New Database Wizard to create a database to use with the program. For detailed instructions about how to create a new database, see "Creating a New Database" on page 21.

Detach <database name>. The **Detach <database name>** utility, accessed from the right-click and **Tools** menu, enables you to disconnect the database currently connected to the program. You can use the Attach Database Wizard, also available in the Blackbaud Management Console, to attach any other database in which you want to work. For detailed instructions about how to detach a database, see "Detaching a Database" on page 52.

Warning: If you are an existing ***Raiser's Edge*** or ***Financial Edge*** user and update to a newer version of the software, we recommend you refer to the *Raiser's Edge Update Guide* or the *Financial Edge Update Guide* included with the software package when you update the program. The information included in the *Database Administration Guide* is geared toward database maintenance, not the updating process.

Maintenance. The **Maintenance** category, available in the tree view of the **Installed products** pane in the Blackbaud Management Console screen, includes several utilities.

- **Schedule Maintenance**: Using the Blackbaud Management Console, you can schedule various database maintenance options to run at specific intervals. For example, you can select to automatically rebuild your database indexes at 12 a.m. every Saturday. For detailed instructions about how to schedule database maintenance, see "Scheduling Database Maintenance" on page 65.
- **Rebuild Indexes**: Using the Blackbaud Management Console, you can rebuild database indexes to reorganize the storage of the index data and remove fragmentation. For detailed instructions about how to rebuild database indexes, see "Rebuilding Indexes" on page 69.
- **Update Statistics**: Using the Blackbaud Management Console, you can update optimizer statistics. This process optimizes database performance by recalculating information about the organization of key values in indexes used by the database engine. For detailed instructions about how to update optimizer statistics, see "Updating Statistics" on page 71.
- **Shrink Database**: Using the Blackbaud Management Console, you can shrink your database to reclaim vacated space. For detailed instructions about how to shrink the database, see "Shrinking the Database" on page 72.
- **Check Integrity**: Using the Blackbaud Management Console, you can run a validation to check database integrity. We recommend you run this utility before you make changes to your system, such as upgrading hardware or software. For detailed instructions about how to check the database integrity, see "Checking Database Integrity" on page 74.

Manage Deploy Kit. Users of ***The Raiser's Edge***, ***The Financial Edge***, ***The Education Edge***, and ***Blackbaud Student Information System*** can use the Deploy Kit Wizard, available from the **Manage Deploy Kit** frame on the Blackbaud Management Console screen, to create, update, and move the deployment kit used by your workstations to access the program. For detailed instructions about how to manage the deploy kit, see "Managing the Deploy Kit" on page 30.

Migrate Database. Users of ***The Raiser's Edge***, ***The Financial Edge***, ***The Education Edge***, and ***Blackbaud Student Information System*** can use the Blackbaud Management Console to migrate existing Blackbaud *ASA* databases into Microsoft *SQL Server*. For detailed instructions about how to migrate a database, see "Migrating a Database" on page 39.

Note: To use *Crystal Reports* to run reports directly off a *SQL Server* database running *SQL Server Standard*, *SQL Server Enterprise*, or *MSDE* with *Read-Only Database Assistance*, a *Crystal Reports Professional* license is required. For information about purchasing *Crystal Reports Professional* licenses, contact your account representative or send an email request to solutions@blackbaud.com.

Servers. Using the Blackbaud Management Console, you can stop, start, and pause your server; disconnect from your server; and manage server memory use.

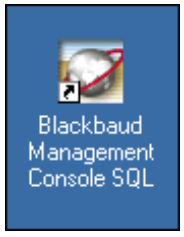
- Stop/Start/Pause Database: Using the Blackbaud Management Console, you can start and stop your database server. When you stop a database, users cannot log in. For detailed instructions about how to start, stop, and pause your server, see "Starting, Stopping, and Pausing your Database Server" on page 80.
- Disconnect from <server name>: To access a Microsoft *SQL Server*, the Blackbaud Management Console must first establish a connection to the server. This connection is established automatically when you run the installation or update. Afterward, you can disconnect the Blackbaud Management Console from a server without affecting user access to the data. For detailed instructions about how to disconnect from a server, see "Disconnecting from a Server" on page 83.
- Manage Server Memory Use: Using the Blackbaud Management Console, you can configure server memory use. We recommend only experienced system administrator's or certified *SQL Server* technicians adjust the server memory settings. For detailed instructions about how to manage server memory, see "Managing Server Memory" on page 81.

Take <database name> offline. Using the Blackbaud Management Console, you can take a database offline. This means the database is closed, marked offline, and cannot be modified. When you bring the database back online, the database is open and available for use. Online is the default setting. For detailed instructions about how to take a database offline, see "Taking a Database Offline" on page 50.

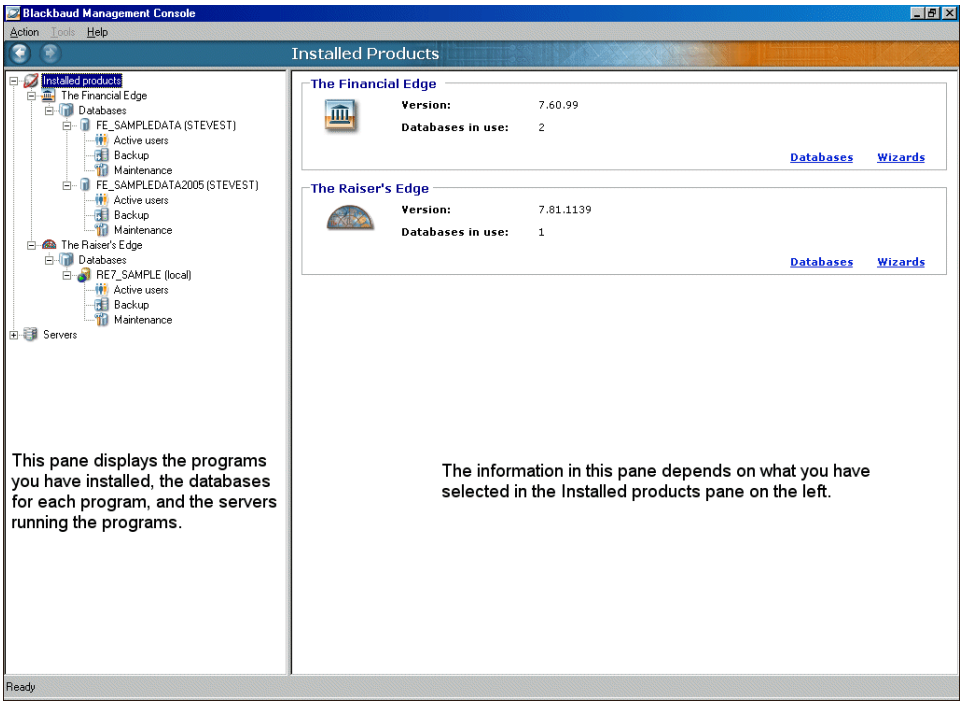
Using the Blackbaud Management Console

Note: If you have version ***7.5*** or earlier of ***The Raiser's Edge*** installed, you will have two Blackbaud Management Consoles on the server after you install ***The Financial Edge***.

Once you install ***The Financial Edge***, ***The Education Edge***, ***The Raiser's Edge, Blackbaud Student Information System***, or ***The Researcher's Edge***, you can access the Blackbaud Management Console by clicking the shortcut located on your desktop.



The Blackbaud Management Console screen appears.



The main screen of the Blackbaud Management Console contains two panes. On the left, the **Installed products** pane uses a tree view representation to display the programs you have installed, database(s) for each program, and server(s) running the programs.

Note: You can access the Blackbaud Management Console help file from the **Help** menu.

The information in the pane on the right depends on your selection in the **Installed products** pane. For example, if you select ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System, The Raiser's Edge,*** or ***The Researcher's Edge*** in the **Installed products** pane, the database wizards appear. If you select **Servers** in the **Installed products** pane, server information appears.

To expand and display all the database and server information in the tree view, click the plus signs (+) in the **Installed products** pane. To hide the database and server information in the tree view, click the minus signs (-) in the **Installed products** pane.

There are multiple ways to access the functionality housed in the Blackbaud Management Console. To access the database wizards, select ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, ***The Raiser's Edge,*** or ***The Researcher's Edge*** in the **Installed products** pane, or click the **Wizards** link in the right pane. You can also use the **Tools** menu to access the database wizards.

To navigate through the Blackbaud Management Console, use the **Back** and **Forward** buttons located on the toolbar

SQL Server 2005 Requirements

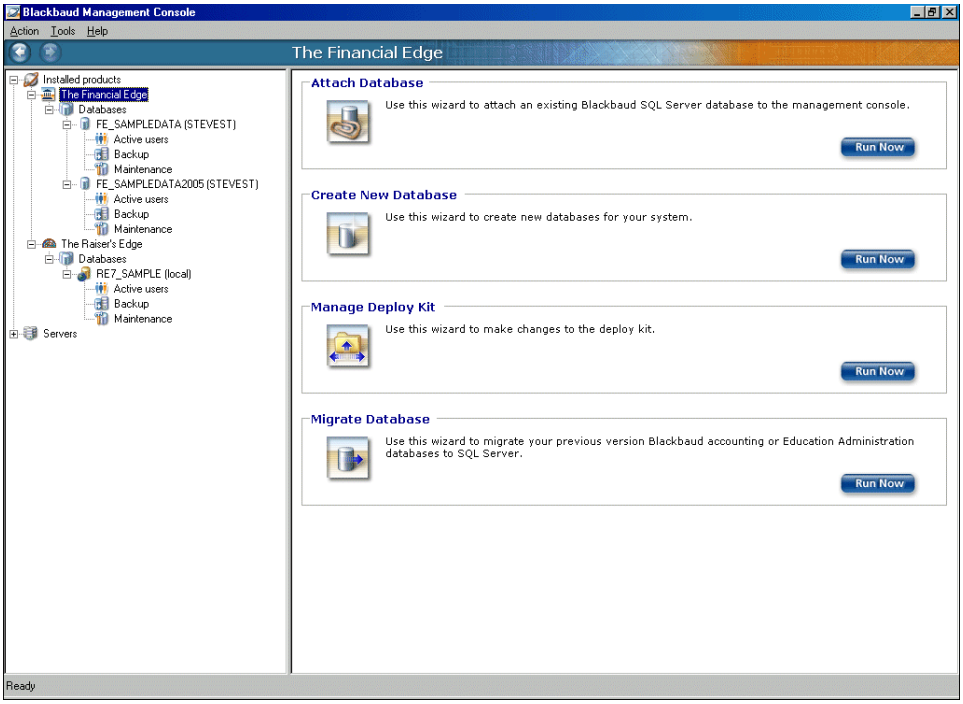
If you use *SQL Server 2005* with the Blackbaud Management Console, you must do as follows:

- To each Microsoft *Windows* user or user group that accesses ***The Raiser's Edge***, a *SQL Server 2005* administrator using **Windows Only Authentication** must apply the "View Server State" permission.
- On the machine running the Blackbaud Management Console, install *SQL Server 2005* client tools.

Blackbaud Management Console Wizards

Note: The programs you have installed appear in the **Installed products** pane.

To access the various Blackbaud Management Console wizards available, select a product in **Installed products** pane, locate the wizard to run in the right pane, and click **Run Now**. This guide includes detailed instructions on how to work in all wizards available in the Blackbaud Management Console.

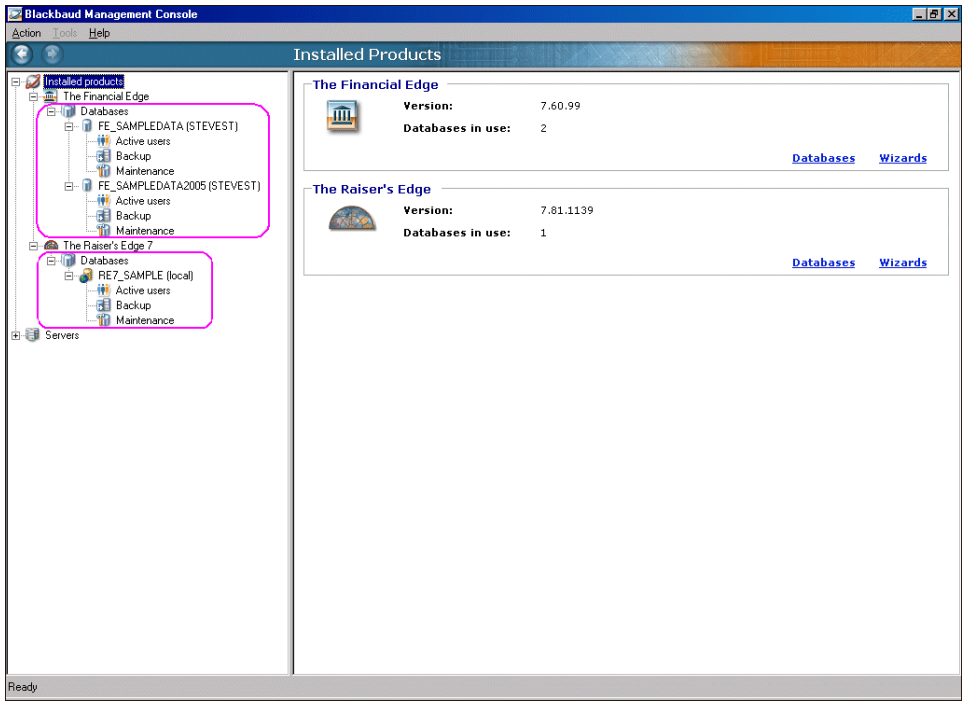


Note: If you have the standalone version of ***The Raiser's Edge*** installed, only the **Attach Database**, **Create New Database**, and **Migrate Database** wizards appear on the Blackbaud Management screen.

For a definition of each wizard, see "What is the Blackbaud Management Console?" on page 3.

Database Utilities

Most of the database utilities are accessed through the **Installed products** pane tree view under the database name.

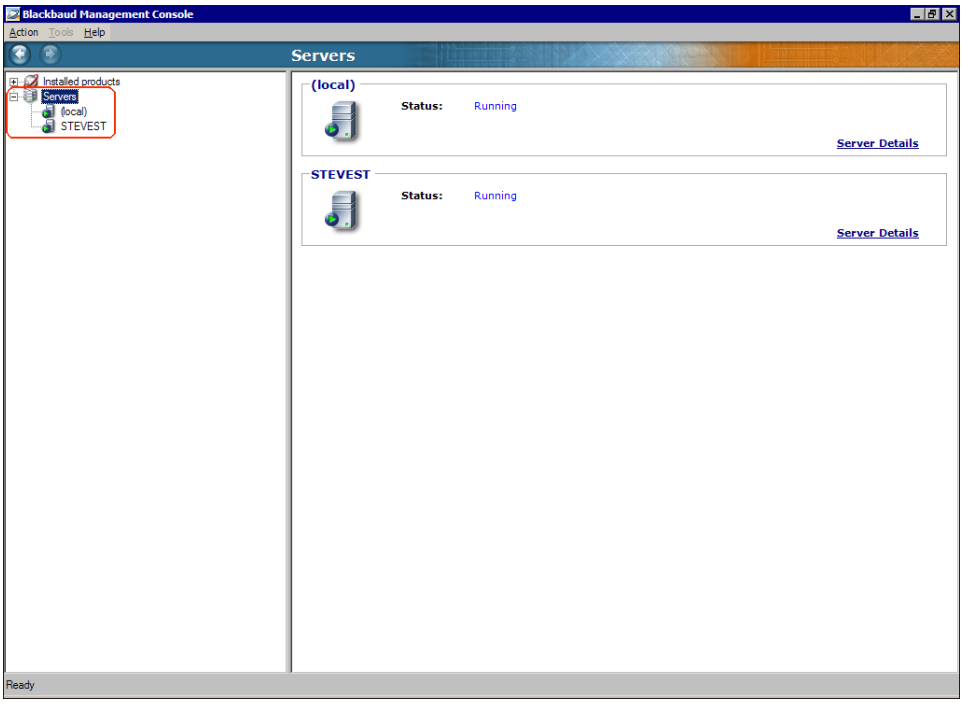


Note: If you have the standalone version of ***The Raiser's Edge*** installed, only the **Attach Database**, **Create New Database**, and **Migrate Database** wizards appear on the Blackbaud Management screen.

Additional database utilities are housed in the **Tools** or right-click menu. For a definition of each database utility, see "What is the Blackbaud Management Console?" on page 3.

Server Utilities

To access the server utilities, click the **Servers** category in the **Installed products** pane tree view. The utilities appear in the right pane.



Additional server utilities are housed in the **Tools** menu or right-click menu. For a definition of each server utility, see “What is the Blackbaud Management Console?” on page 3.

Menu Commands

The Blackbaud Management Console contains three menus. You use these menu commands on the toolbar to access Blackbaud Management Console functionality. The **Tools** menu is active only for certain functionality.

Action. From the **Action** menu, you exit the Blackbaud Management Console at any time.

Tools. From the **Tools** menu, you access a number of database tools and maintenance functionality, as well as database user information. The options on the **Tools** menu vary depending on your selection in the **Installed products** pane.

Help. From the **Help** menu, you access the Blackbaud Management Console help file and Blackbaud Management Console program information.

Attaching a Database

If you have an existing Blackbaud Microsoft *SQL Server* database, you use the Attach Database Wizard to attach it to the Blackbaud Management Console. This feature is useful if you move or detach a database.

Note: The Attach Database Wizard is only for attaching a database that has already migrated to *SQL Server*.

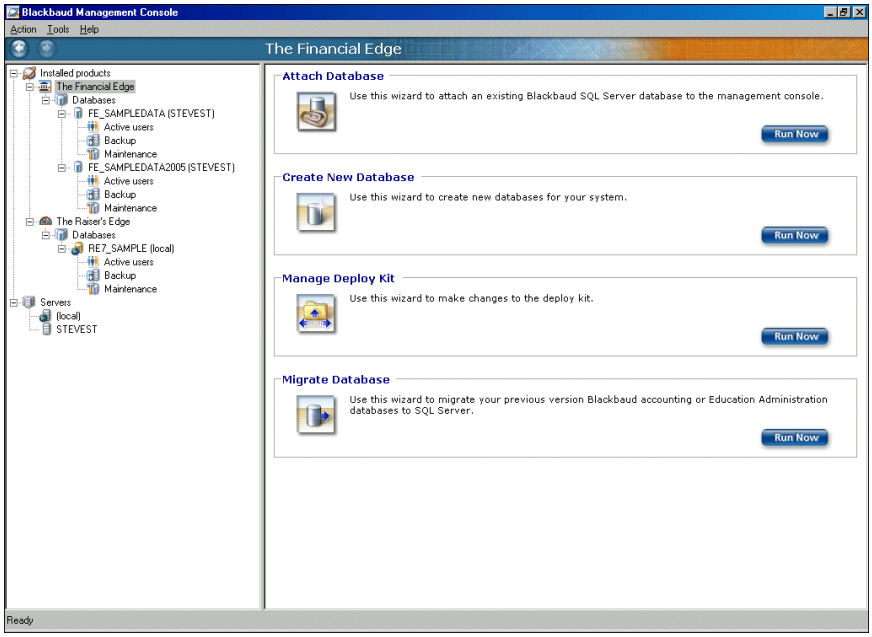
The Attach Database Wizard, which guides you through the process step by step, varies slightly based on the Blackbaud product you use.

- **Attaching a Financial Edge, Education Edge, or Blackbaud Student Information System database**

  The screens depicted in this procedure appear for users of ***The Financial Edge***. If you use ***The_Education Edge*** or ***Blackbaud Student Information System***, the screens display information specific to ***The Education Edge*** or ***Blackbaud Student Information System***.

Note: Even if you run a full version of *SQL Server 2000 Standard* or *Enterprise*, you must use the Blackbaud Management Console to attach databases. If you do not use the Blackbaud Management Console, you cannot access the databases from ***The Raiser's Edge***, ***The Education Edge***, ***The Financial Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***.

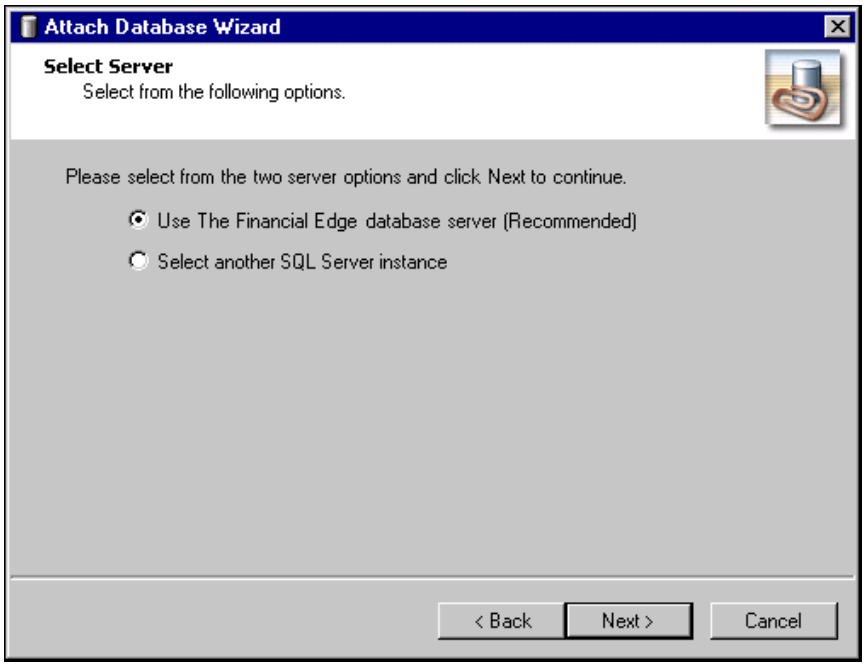
1. From the **Installed products** tree view, select **The Financial Edge**. The program wizards appear in the pane on the right of the screen.



Note: To run the wizard, you can also click the icons that appear in the wizard frames or use the **Tools** menu.

2. In the **Attach Database** frame, click **Run Now**. The welcome screen for the Attach Database Wizard appears.

3. If you use the *MSDE* version of *SQL Server*, proceed to step 4. Otherwise, proceed to step 6.
4. Click **Next**. The Select Server screen appears.

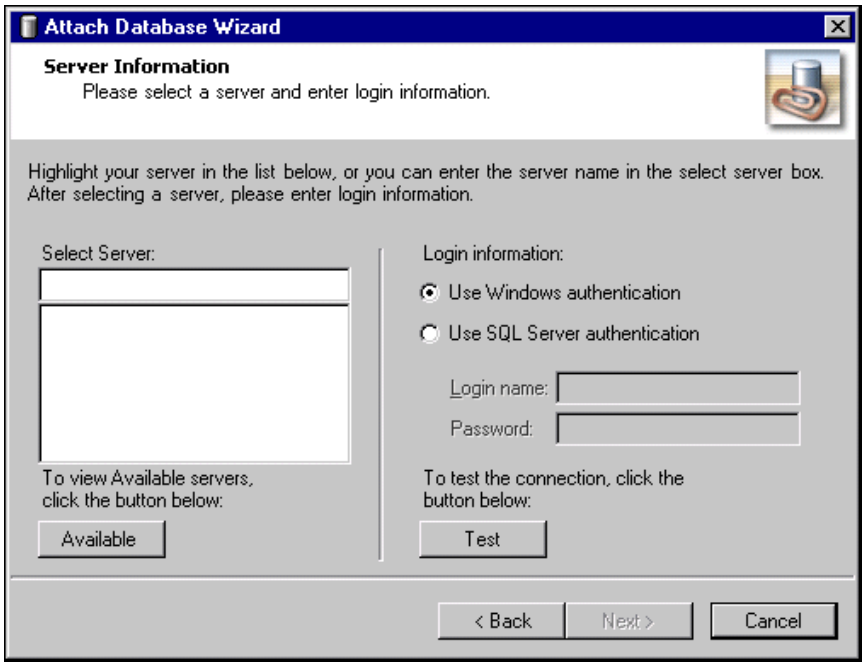


Warning: Due to MSDE size restrictions, if your database is larger than 1.8 gigs, mark **Select another SQL Server instance**.

5. Select the server instance to use.

- To use the FE7_MSDE server instance, mark **Use The Financial Edge database server** and proceed to step 11.
- To use a server other than the FE7_MSDE instance, mark **Select another SQL Server instance** and proceed to step 6.

6. Click **Next**. The Server Information screen appears.

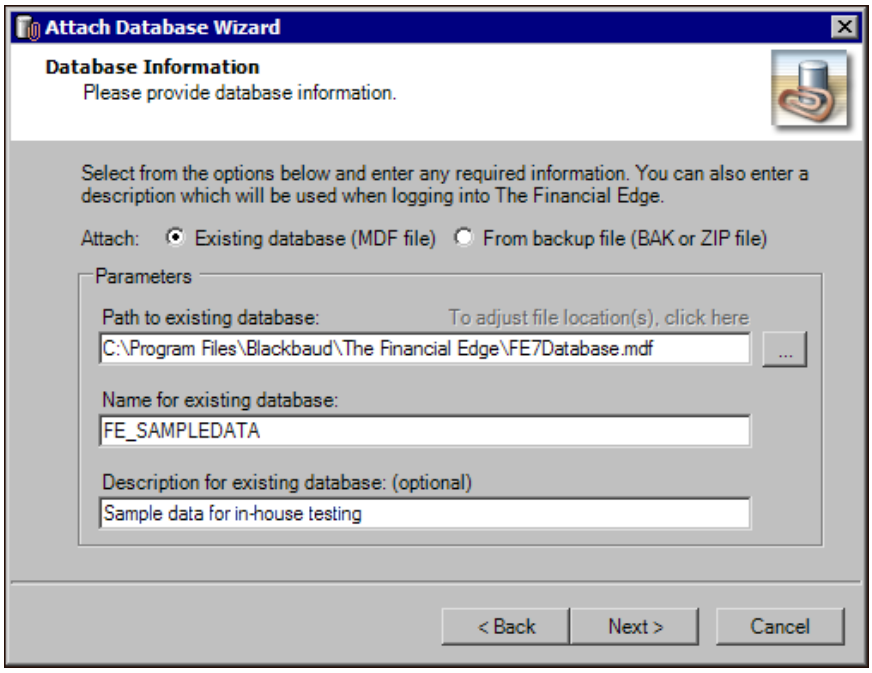


7. In the **Select Server** field, select the server to which to attach the database. To display the available servers, click **Available**.

Warning: If you are not using the *MSDE* version of *SQL Server* included with ***The Financial Edge*** and your server is setup for Window Authentication only, you must use the SQL Enterprise Manager to add users to ***The Financial Edge***. For more information, see the documentation included with your *SQL Server* software.

8. In the **Login information** frame, select the type of authentication to use.
   - To use your own version of *SQL Server* with Windows authentication, mark **Use Windows authentication**.
   - To use Microsoft *SQL Server* authentication, mark **Use SQL Server authentication**.
9. If you mark **Use SQL Server authentication**, enter a **Login name** and **Password** for the server. If the MSDE version is selected, the name and password are entered automatically.
10. To check the database connection, click **Test**. If the database connection fails, check the login information and verify you selected the correct server.

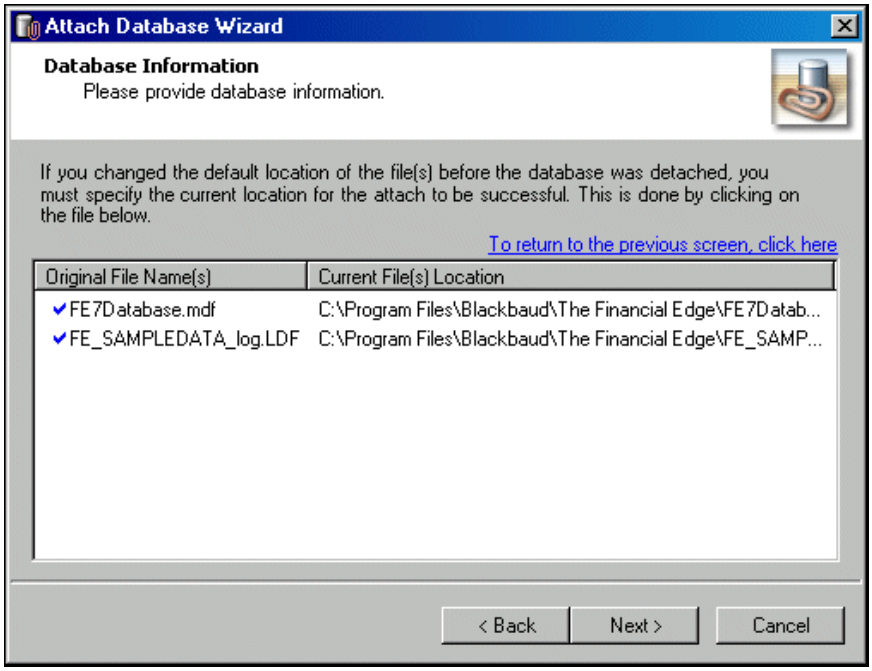
11. Click **Next**. The Database Information screen appears.



12. In the **Attach** field, select the type of database to attach.
    - To attach an existing database, mark **Existing database (MDF file)**.
    - To attach a backup of a database, mark **From backup file (BAK or ZIP file)**.

    Depending on the option you select, the fields in the **Parameters** frame change.
13. In the **Path to existing database** or **Path to backup database** field, enter the path to the database to attach. To locate the database, click the browse button.
14. In the **Name for existing database** or **Name for restored database** field, enter a database name. This name appears on the server.
15. In the **Description for existing database** or **Description for restored database** field, enter a description of the database. The description you enter appears when you log into the program. For example, if this is sample data you use for in-house training, enter that information here.
16. If you have changed the default location of your existing database, click the **To adjust file location(s)** or **To adjust file destination(s)** link above the **Path to existing database** or **Path to backup database** field. The Database Information screen appears.

To specify the current location of the database, double-click the file and click **Return to the previous screen**. You return to the Database Information screen.



17. Click **Next** and proceed to step 18 unless you are attaching a ***Financial Edge*** database to a *SQL Server 2005* instance.

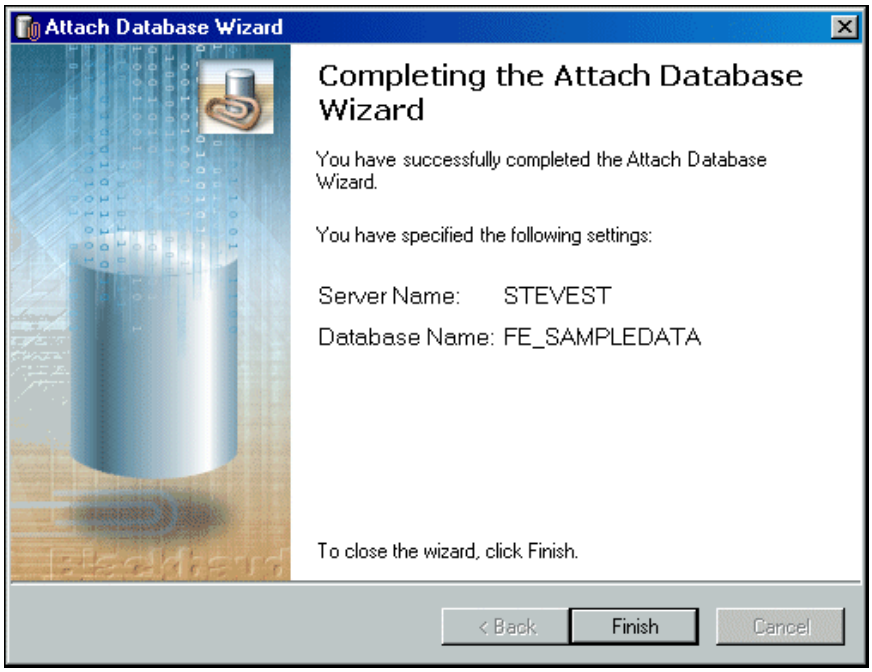
    When attaching a ***Financial Edge*** database, a warning message appears if you attempt to attach a *SQL Server 2000* database to a *SQL Server 2005* instance.

    Payroll 6 and ***Student Billing 6*** are not compatible with *SQL Server 2005*. If you have ***Payroll 6*** or ***Student Billing 6***, click **Cancel** and attach your database to a *SQL Server 2000* instance.

Note: *SQL Server 2000* is not supported on *Microsoft Vista*.

If your ***Financial Edge*** database does not contain ***Payroll 6*** or ***Student Billing 6***, you can upgrade your database and attach it to a *SQL Server 2005* instance. Please be aware, a database attached to *SQL Server 2005* or *SQL Express* cannot be rolled back to a *SQL Server 2000* instance. Blackbaud strongly recommends a valid backup of your *SQL Server 2000* database prior to upgrading to *SQL Server 2005*.

18. Click **OK**. The final screen of the Attach Database Wizard appears.



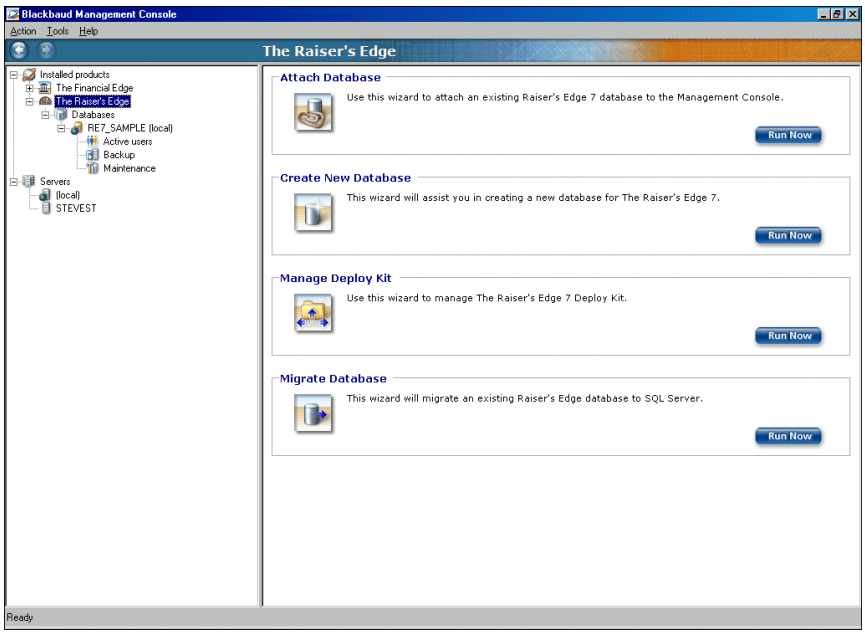
19. To close the Attach Database Wizard, click **Finish**. You return to the Blackbaud Management Console. In the **Installed products** tree view, the database you attached to your server appears and is available to users.
20. If you attach a database located on another server running your own version of Microsoft *SQL Server* 2000, the SQL Server Login screen appears.
    - If you use Windows NT authentication, mark **Use Windows NT authentication**.
    - If you use *SQL Server* authentication, mark **Use SQL Server authentication** and enter a user name and password for that Microsoft *SQL Server*.

Attaching a Raiser's Edge or Researcher's Edge database

The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Researcher's Edge*** user, the screens display information specific to ***The Researcher's Edge***.

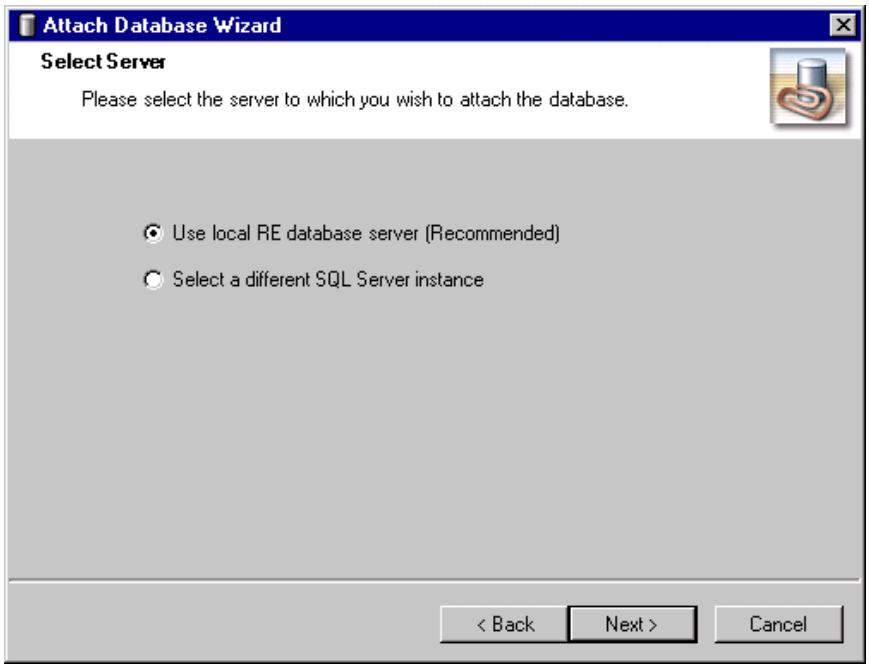
Note: Even if you run a full version of *SQL Server 2000 Standard* or *Enterprise*, you must use the Blackbaud Management Console to attach databases. If you do not use the Blackbaud Management Console, you cannot access the databases from ***The Raiser's Edge***, ***The Education Edge The Financial Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***.

1. From the **Installed products** tree view, select **The Raiser's Edge** or **The Researcher's Edge**. In the pane on the right of the screen, the program wizards appear. If you select **The Researcher's Edge**, the Attach Database wizard is your only option.



2. In the **Attach Database** frame, click **Run Now**. The welcome screen for the Attach Database Wizard appears.

3. If you use the *MSDE* version of *SQL Server*, proceed to step 4. Otherwise, proceed to step 6.
4. Click **Next**. The Select Server screen appears.

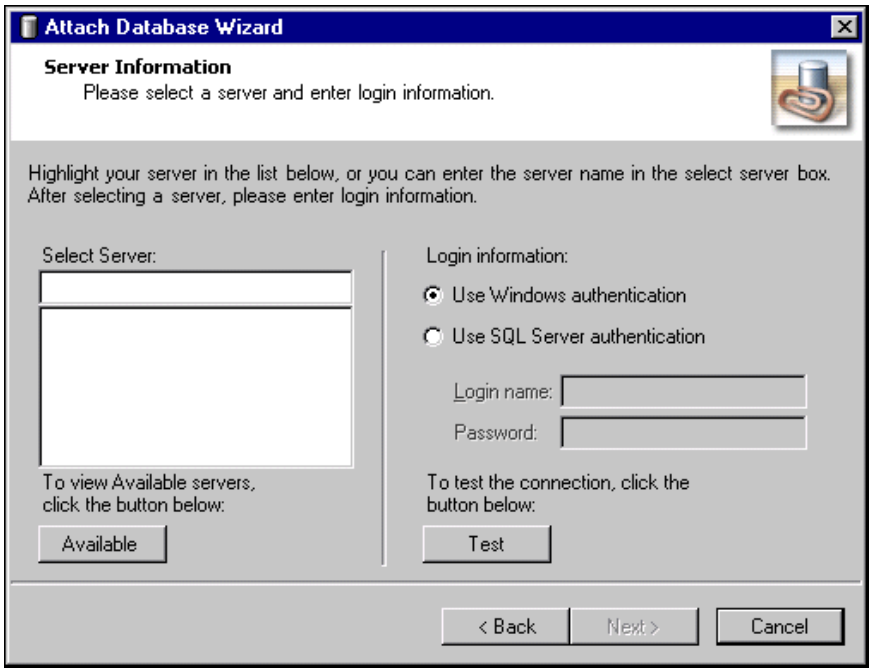


5. Select the server instance to use.
   - To use the database installed with the program, select the local option - **Use local RE database server** for ***Raiser's Edge*** users and **Use the local database server** for ***Researcher's Edge*** users - and proceed to step 11.

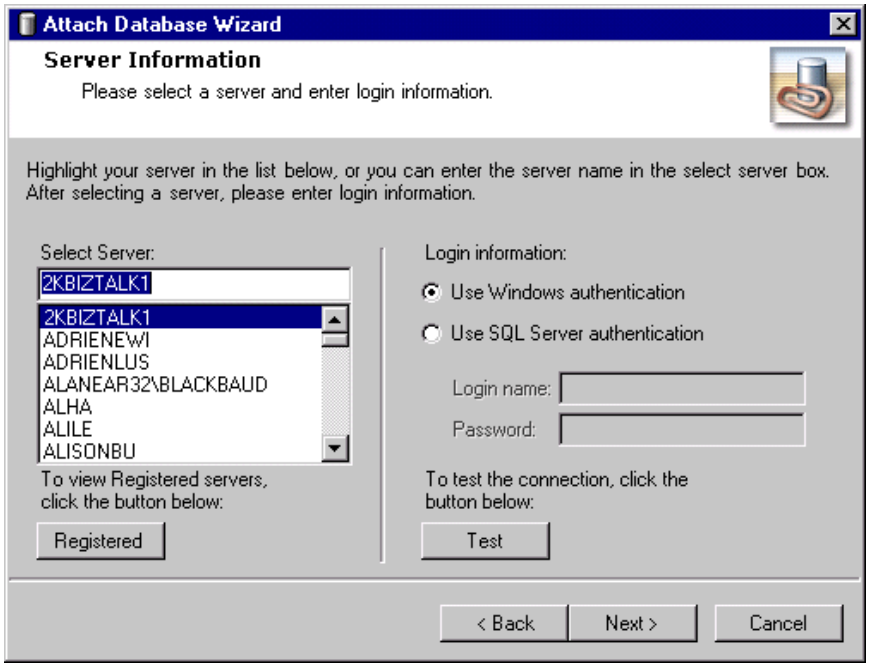
- To use a separate installed instance of Microsoft *SQL Server*, mark **Select a different SQL Server instance** and proceed to step 6.

Note: A registered server is any server on your system controlled by SQL Server Management tools.

6. Click **Next**. The Server Information screen appears. In the **Select Server** box, all registered servers appear.



7. If the server you want does not appear in the **Select Server** box, click **Available** to access a list of all *SQL Servers* available on your network. All available servers appear and the button changes to **Registered**.

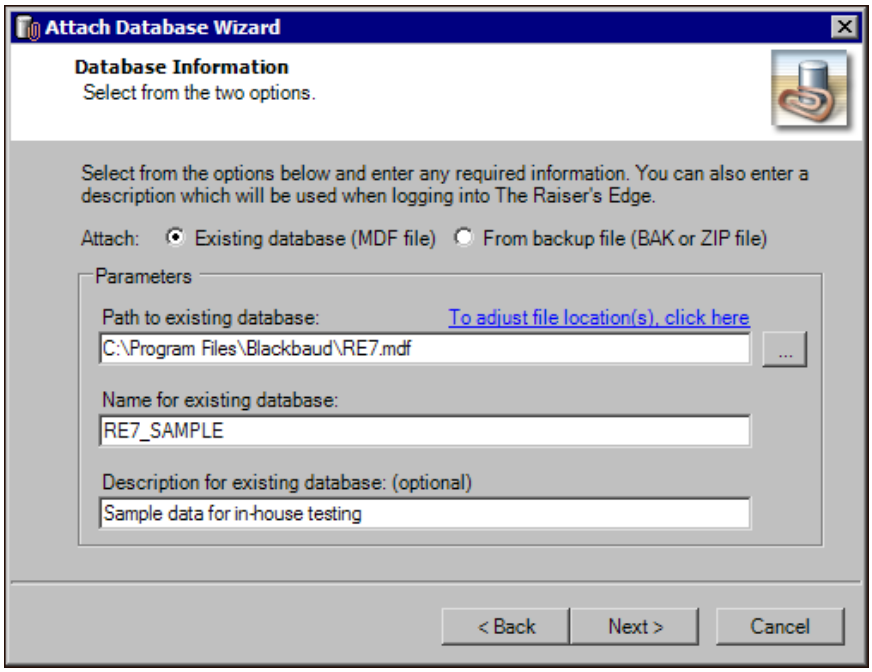


8. In the **Select Server** frame, select the server to which to create a new database.
9. In the **Login information** frame, select the type of authentication to use.

- If you have *SQL Server Standard/Enterprise Edition* configured to work with Windows authentication, mark **Use Windows authentication**. You can log into the server using the same **Login name** and **Password** you use to log into your system.
- If you used SQL Server authentication to establish a **Login name** and **Password** in *SQL Server Standard/Enterprise Edition* and you want to use that login information to access your server, mark **Use SQL Server authentication** and enter a **Login name** and **Password** for the server.

Warning: If you are not using the *MSDE* version of *SQL Server* included with ***The Raiser's Edge*** and your server is setup for Window Authentication only, you must use the SQL Enterprise Manager to add users to ***The Raiser's Edge***. For more information, see the documentation included with your *SQL Server* software.

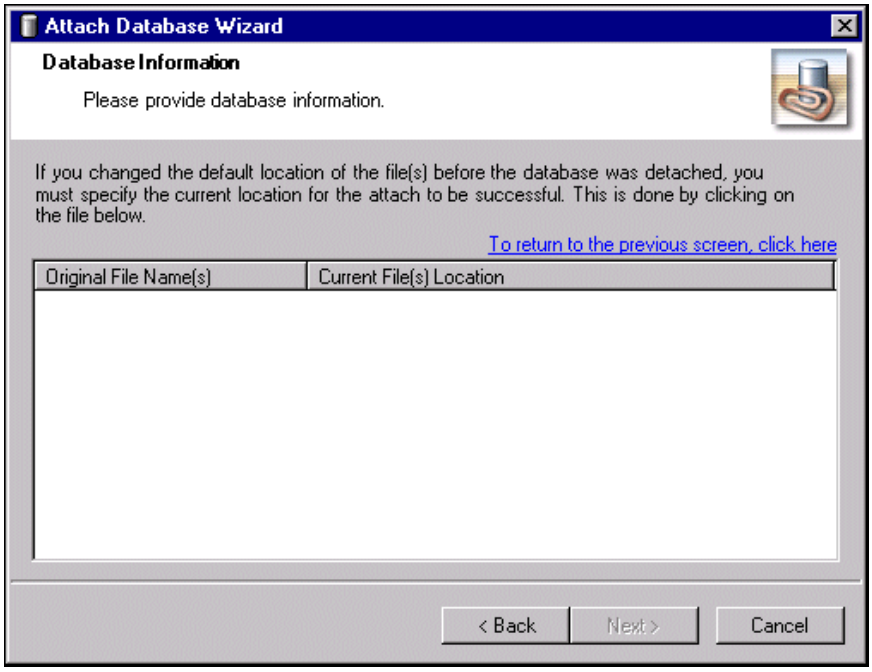
10. To check the server connection, click **Test**. If the connection fails, check the login information and verify you selected the correct server.
11. Click **Next**. The Database Information screen appears.



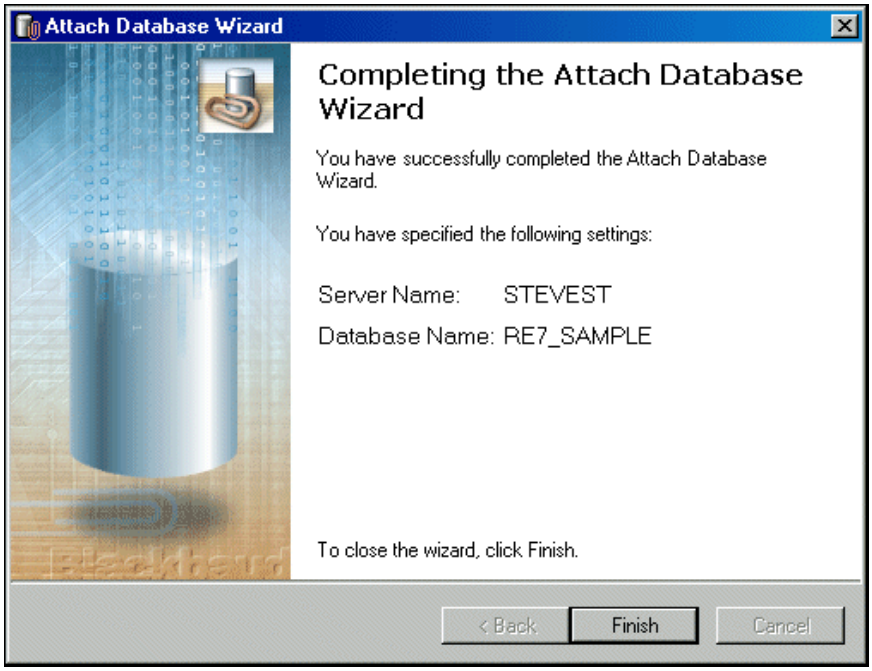
12. In the **Attach** field, select the type of database to attach.
    - To attach an existing database, mark **Existing database (MDF file)**.
    - To attach a backup of a database, mark **From backup file (BAK or ZIP file)**.

    Depending on the option you select, the fields in the **Parameters** frame change.
13. In the **Path to existing database** or **Path to backup database** field, enter the path to the database to attach. To locate the database, click the browse button.
14. In the **Name for existing database** or **Name for restored database** field, enter a database name. This name appears on the server.
15. In the **Description for existing database** or **Description for restored database** field, enter a description of the database. The description you enter appears when you log into the program. For example, if this is sample data you use for in-house training, enter that information here.
16. If you have changed the default location of your existing database, click the **To adjust file location(s)** or **To adjust file destination(s)** link above the **Path to existing database** or **Path to backup database** field. The Database Information screen appears.

To specify the current location of the database, double-click the file and click the **Return to the previous screen** link. You return to the Database Information screen.



17. Click **Next**. The final screen of the Attach Database Wizard appears.



18. Click **Finish**. You return to the Blackbaud Management Console. In the **Installed products** tree view, the database you attached to your server appears and is available to users.

Creating a New Database

Note: You can access the Blackbaud Management Console help file from the **Help** menu.

If you use ***The Raiser's Edge***, ***The Financial Edge***, ***The Education Edge***, or ***Blackbaud Student Information System*** and do not have an existing Blackbaud Microsoft *SQL Server* database or *ASA* database to migrate to Microsoft *SQL Server*, you can use the Create New Database Wizard to create a new database.

You use this feature when you purchase additional databases or are a new Blackbaud user. You can use the Create New Database Wizard only if you have a license to create a new database.

The Create Database Wizard, which guides you through the process step by step, differs slightly based on the Blackbaud product you use.

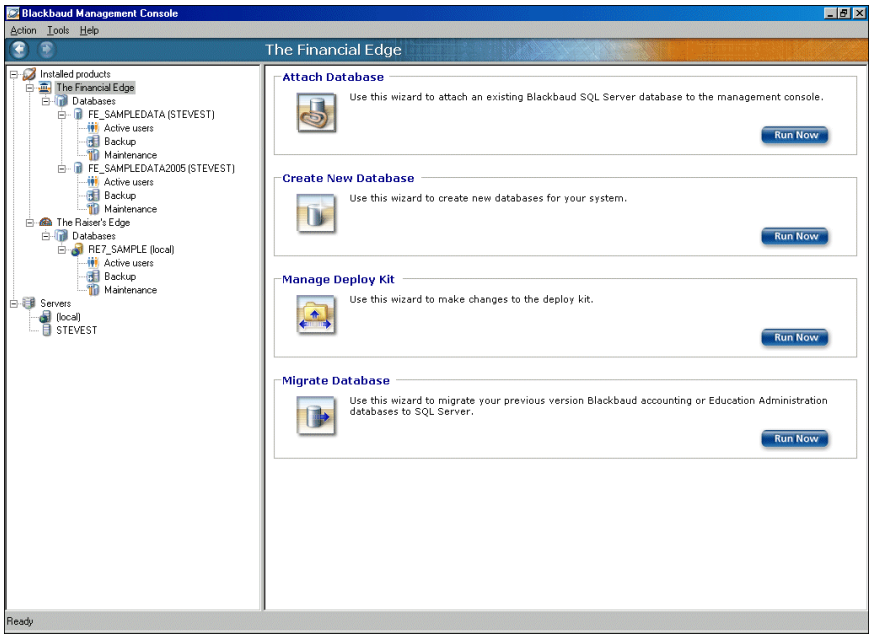
- For instructions about how to create a ***Financial Edge***, ***Education Edge***, or ***Blackbaud Student Information System*** database, see "Creating a new Financial Edge, Education Edge, or Blackbaud Student Information System database" on page 21.
- For instructions about how to create a ***Raiser's Edge*** database, see "Creating a new Raiser's Edge Database" on page 25.

Creating a new Financial Edge, Education Edge, or Blackbaud Student Information System database

The screens depicted in this procedure appear for users of ***The Financial Edge***. If you use ***The Education Edge*** or ***Blackbaud Student Information System***, the screens display information specific to ***The Education Edge*** or ***Blackbaud Student Information System***.

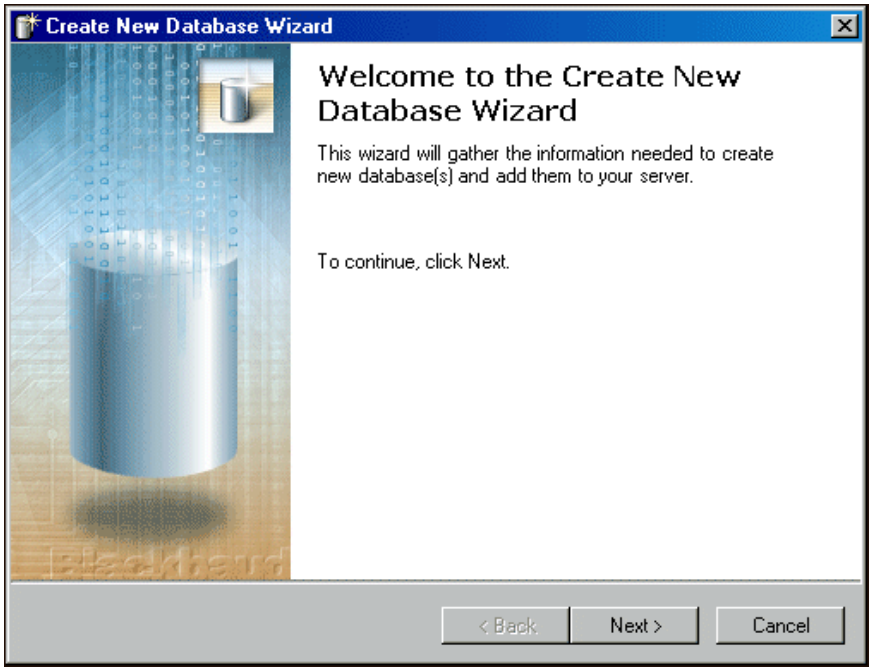
Note: You can use the Create New Database Wizard only if you have a license to create a new database.

1. From the **Installed products** tree view, select **The Financial Edge**. The program wizards appear in the pane on the right of the screen.

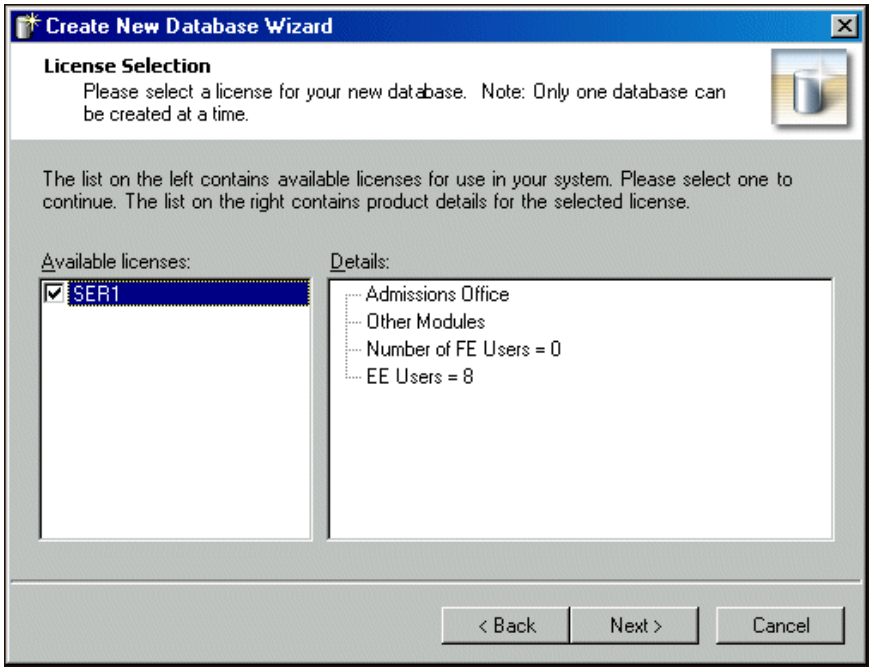


Note: To run the wizards, you can also click the icons that appear in the wizard frames or use the **Tools** menu.

2. In the **Create New Database** frame, click **Run Now**. The welcome screen for the Create New Database Wizard appears.

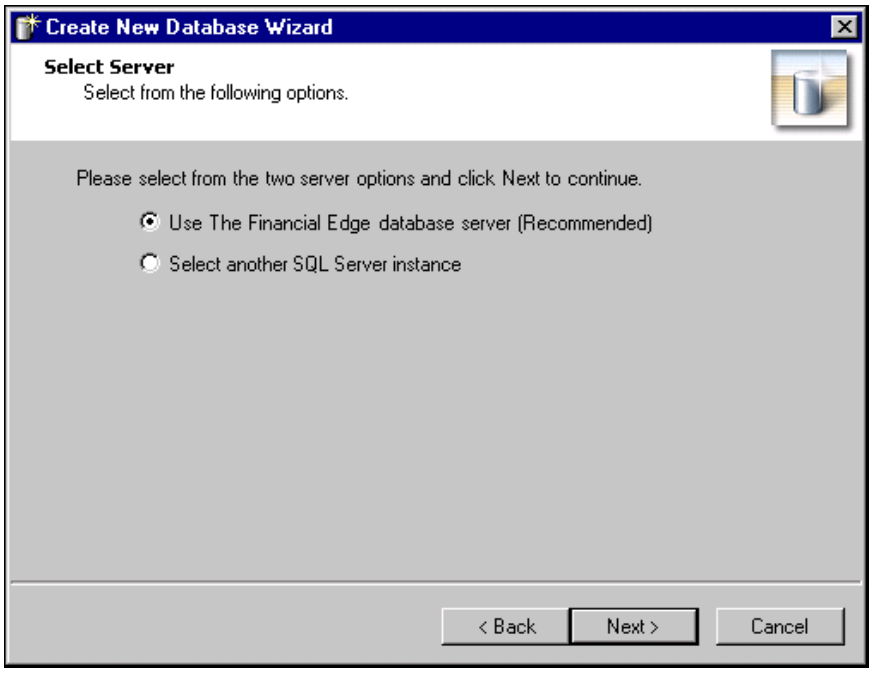


3. Click **Next**. The License Selection screen appears.



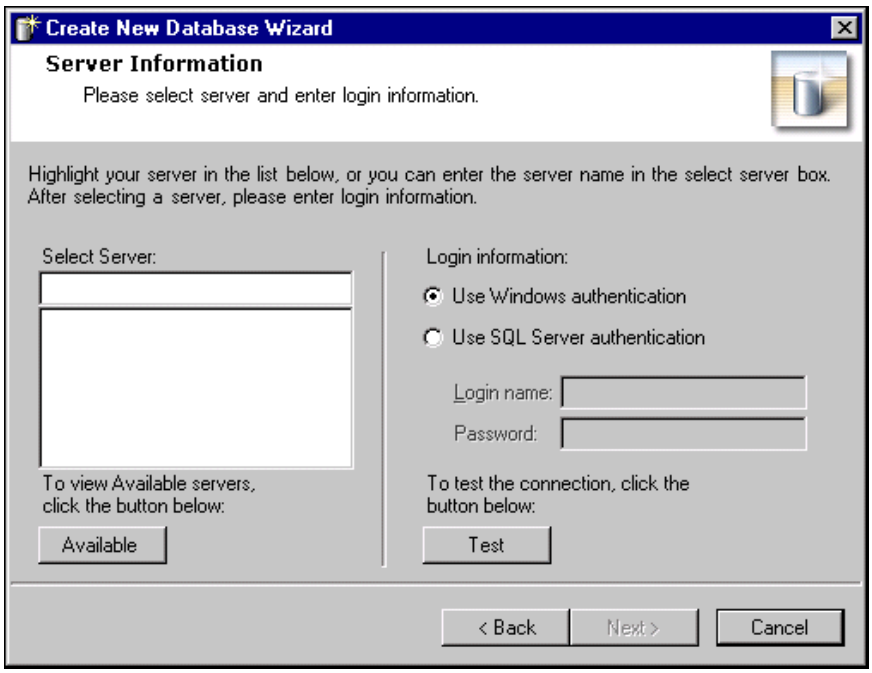
4. In the **Available licenses** frame, mark the checkbox for the license for the new database. In the **Details** frame, the license information appears.
5. If you use the *MSDE* version of *SQL Server*, proceed to step 6. Otherwise, proceed to step 8.

6. Click **Next**. The Select Server screen appears.

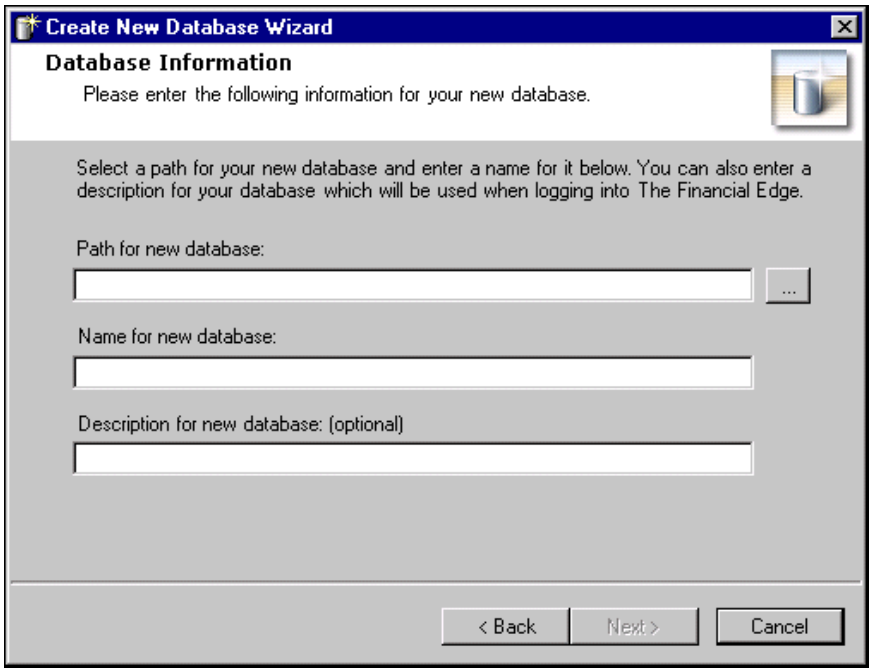


Note: Due to MSDE size restrictions, if your database is larger than 1.8 gigs, you must mark **Select another SQL Server Instance**.

7. Select the server instance to use.
   - To use the FE7_MSDE server instance, mark **Use The Financial Edge database server** and proceed to step 12.
   - To use a server other than the FE7_MSDE instance, mark **Select another SQL Server instance**.
8. Click **Next**. The Server Information screen appears.



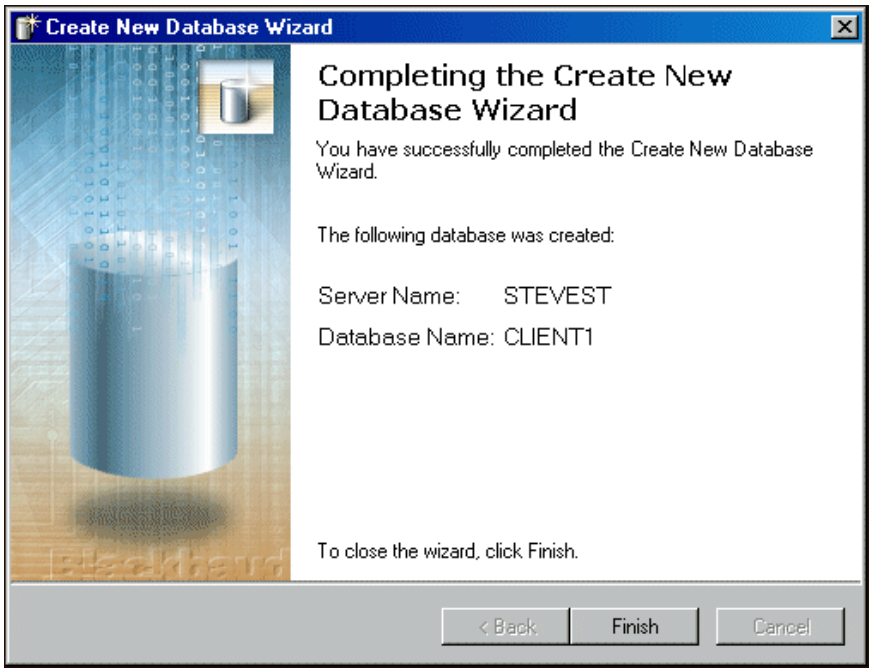
9. In the **Select Server** field, select the server for which to create a new database. To display the available servers, click **Available**.
10. In the **Login information** frame, select the type of authentication to use.
    - To use your own version of *SQL Server* with Windows authentication, mark **Use Windows authentication**.
    - To use a *SQL Server* authentication only, mark **Use SQL Server authentication** and enter a **Login name** and **Password** for the server.
11. Click **Test**. If the database connection fails, check the login information and verify you selected the correct server.
12. Click **Next**. The Database Information screen appears.



Note: When you browse to the database, the folder must already exist.

13. In the **Path for new database** field, enter the path to the database. To locate the database, click the browse button.
14. In the **Name for new database** field, enter a database name. This name appears on the server.
15. In the **Description for new database** field, enter a description of the database. The description you enter appears when you log into the program.

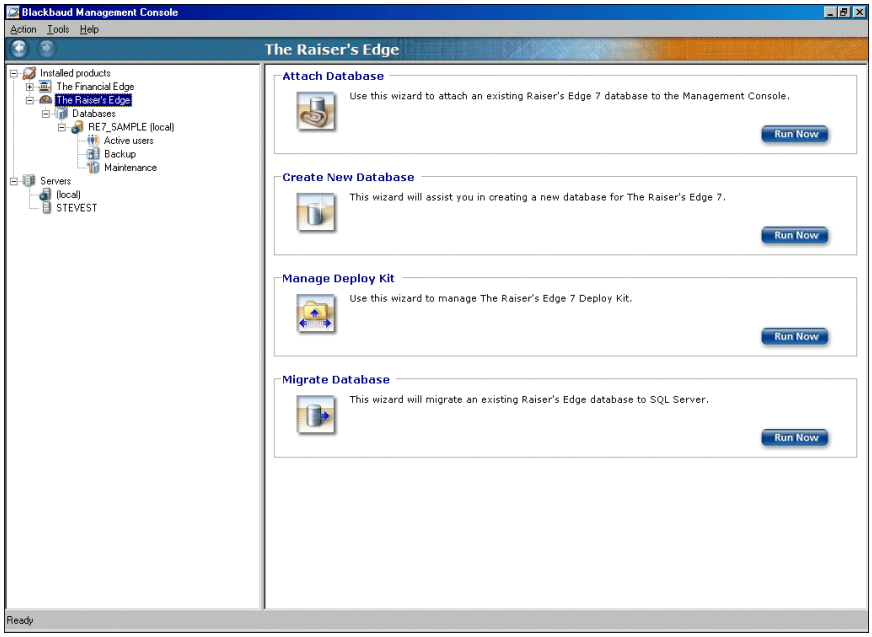
16. Click **Next**. The final screen of the Create New Database Wizard appears.



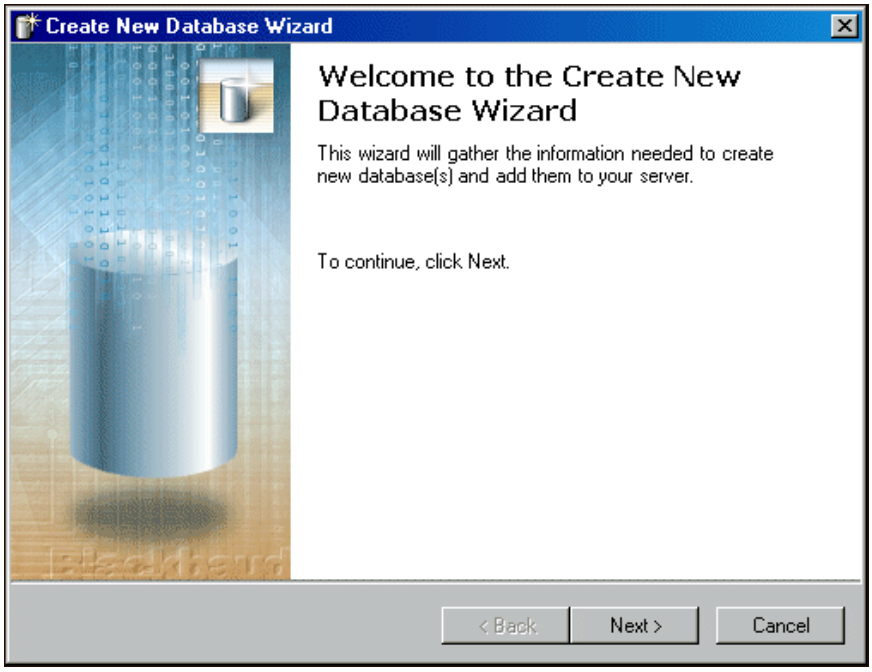
17. Click **Finish**. You return to the Blackbaud Management Console.

Creating a new Raiser's Edge Database

1. In the **Installed products** tree view, select **The Raiser's Edge**. In the pane on the right of the screen, the program wizards appear.

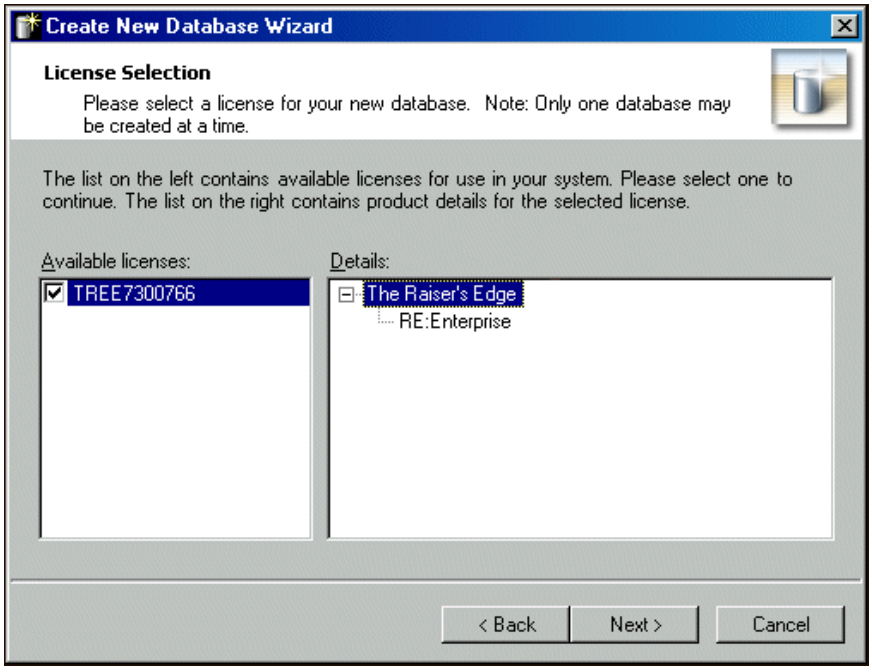


2. In the **Create New Database** frame, click **Run Now**. The welcome screen for the Create New Database Wizard appears.



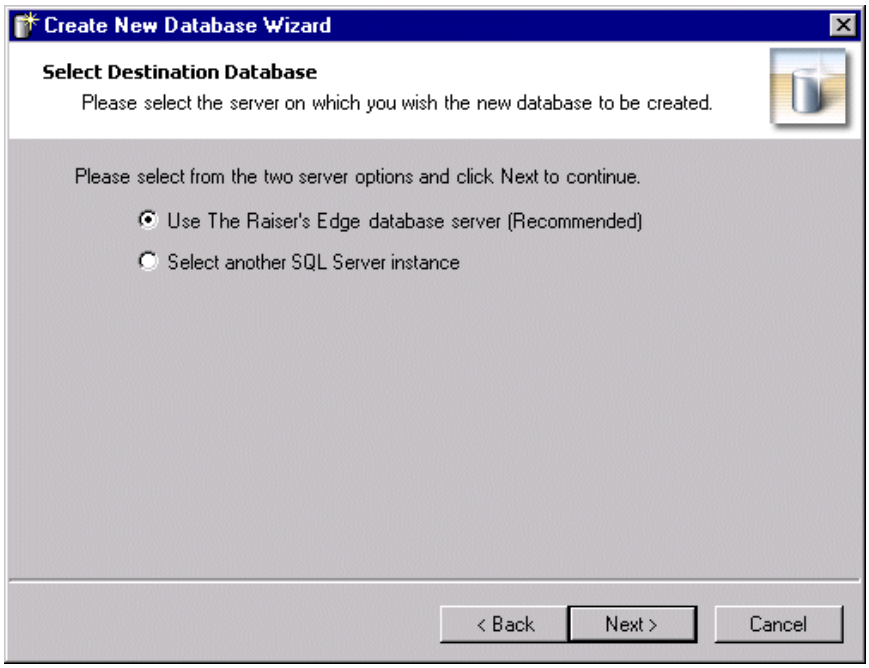
Note: You can access the Create New Database Wizard only if you have a license to create a new database.

3. Click **Next**. The License Selection screen appears. In the **Available licenses** box, all licenses for ***The Raiser's Edge*** appear.



4. In the **Available licenses** frame, select a license for the new database. In the **Details** frame, the license information appears.
5. If you use the *MSDE* version of *SQL Server*, proceed to step 6. Otherwise, proceed to step 8.

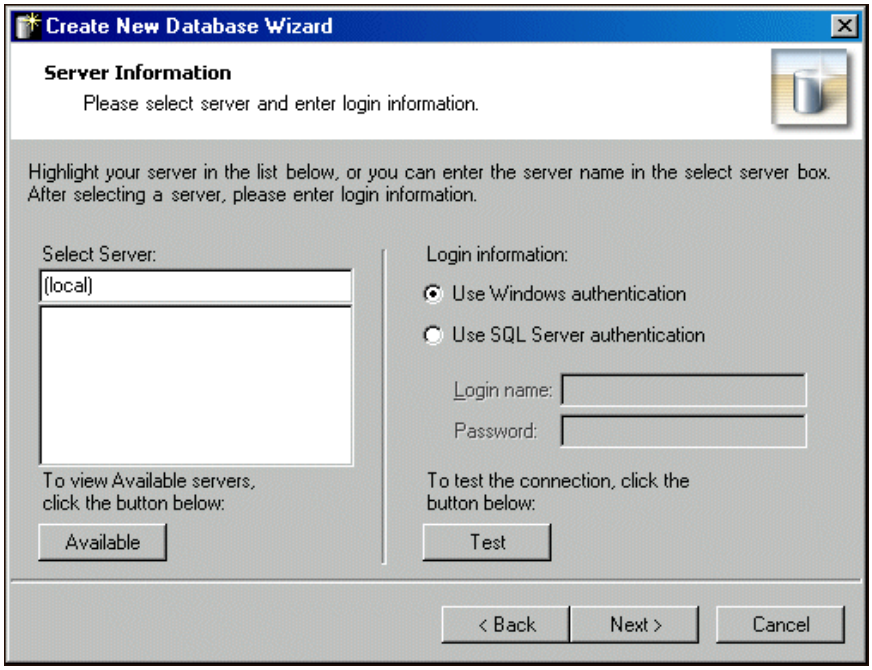
6. Click **Next**. The Server Destination Database screen appears.



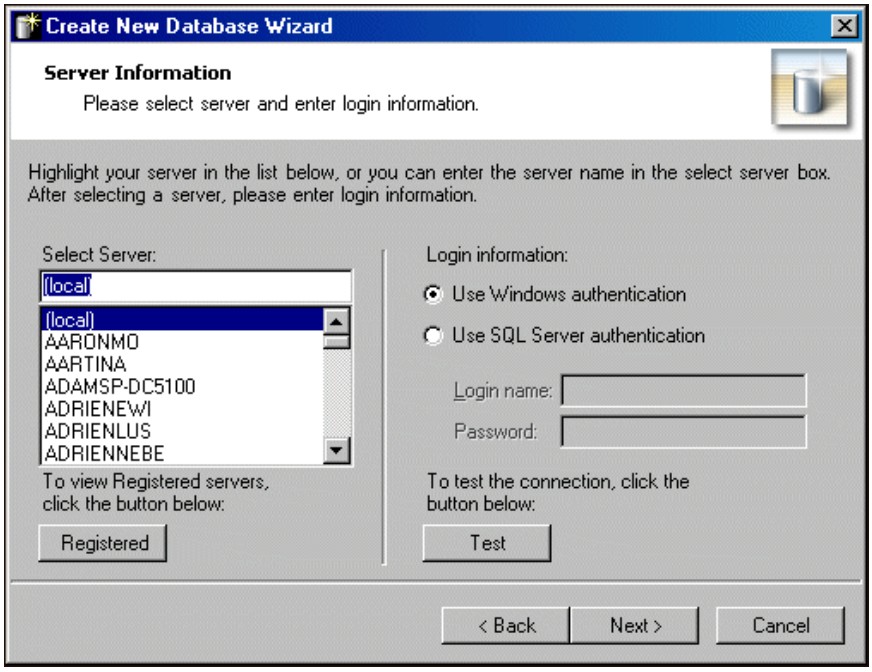
7. Select the server instance to use.
   - To use the ***Raiser's Edge*** database installed with the program, mark **Use local RE7 database server** and proceed to step 13.
   - To use a separate installed instance of Microsoft *SQL Server*, mark **Select another SQL Server instance**.

Note: A registered server is any server on your system controlled by SQL Management tools.

8. Click **Next**. The Server Information screen appears. In the **Select Server** box, all registered servers appear.



9. To access a list of all SQL servers available on your network, click **Available**. All available servers appear and the button changes to **Registered**.

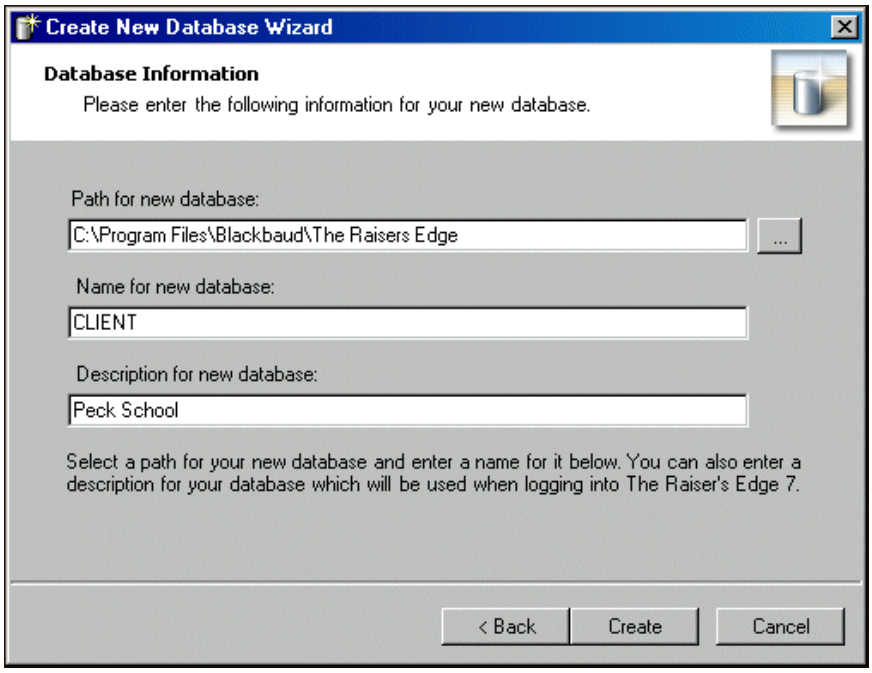


10. In the **Select Server** frame, select the server on which to create a new database.

Warning: If you are not using the *MSDE* version of *SQL Server* included with ***The Raiser's Edge*** and your server is setup for Window Authentication only, you must use the SQL Enterprise Manager to add users to ***The Raiser's Edge***. For more information, see the documentation included with your *SQL Server* software.

11. In the **Login information** frame, select the type of authentication to use.
    - If you have *SQL Server Standard Edition* configured to work with Windows authentication, mark **Use Windows authentication**. You can then log into the server using the same **Login name** and **Password** you use to log into your system.
    - If you use SQL Server authentication to establish a **Login name** and **Password** in *SQL Server Standard Edition*, and you want to use that login information to access your server, mark **Use SQL Server authentication** and enter a **Login name** and **Password** for the server.
12. Click **Test**. If the connection fails, check the login information and verify you selected the correct server.

13. Click **Next**. The Database Information screen appears.

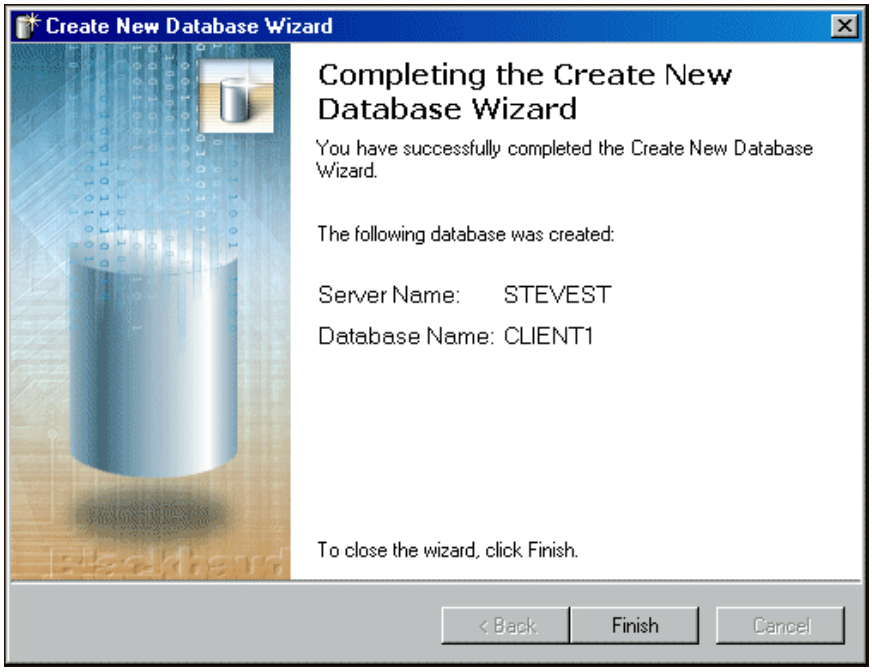


Note: When you browse to the database, the folder must already exist.

14. In the **Path for new database** field, enter the path to the database. To locate the database, click the browse button.
15. In the **Name for new database** field, enter a database name. This name appears on the server.
16. In the **Description for new database** field, enter a description of the database. The description you enter appears when you log into the program.

    For example, based on the previous example using “Peck School”, when your workstation users log into ***The Raiser’s Edge***, the screen displays “Peck School” as an option. Before your workstation users log into the program, they must select the database to work in.
17. Click **Create**. A processing screen appears while the database is created.

18. When the process is finished, a confirmation screen appears. Click **Finish**. You return to the Blackbaud Management Console. Under **Databases** in the left pane, the database you just created appears.



Managing the Deploy Kit

If you use ***The Raiser's Edge***, ***The Financial Edge***, ***The Education Edge***, or ***Blackbaud Student Information System***, you can use the Blackbaud Management Console to update the location of the installation directory for workstations and the location of the deploy kit itself. You can also repair the deploy kit.

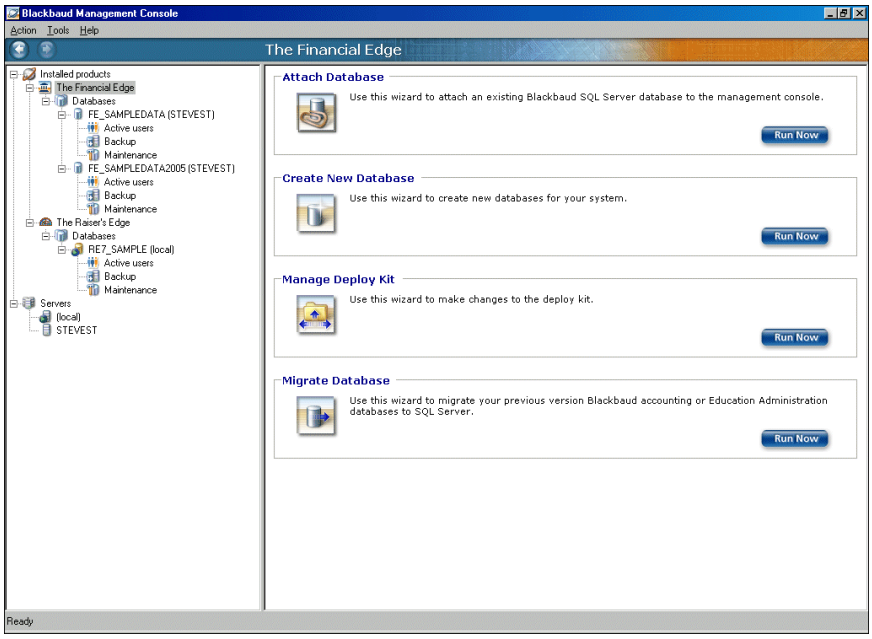
Note: When you run the software update on your server, your deploy kit automatically updates.

The Deploy Kit Wizards guide you through the processes step by step.

The screens depicted in these procedures appear for users of ***The Financial Edge***. If you use ***The Raiser's Edge***, ***The Education Edge***, or ***Blackbaud Student Information System,*** the screens display information specific to those programs.

Moving the deploy kit

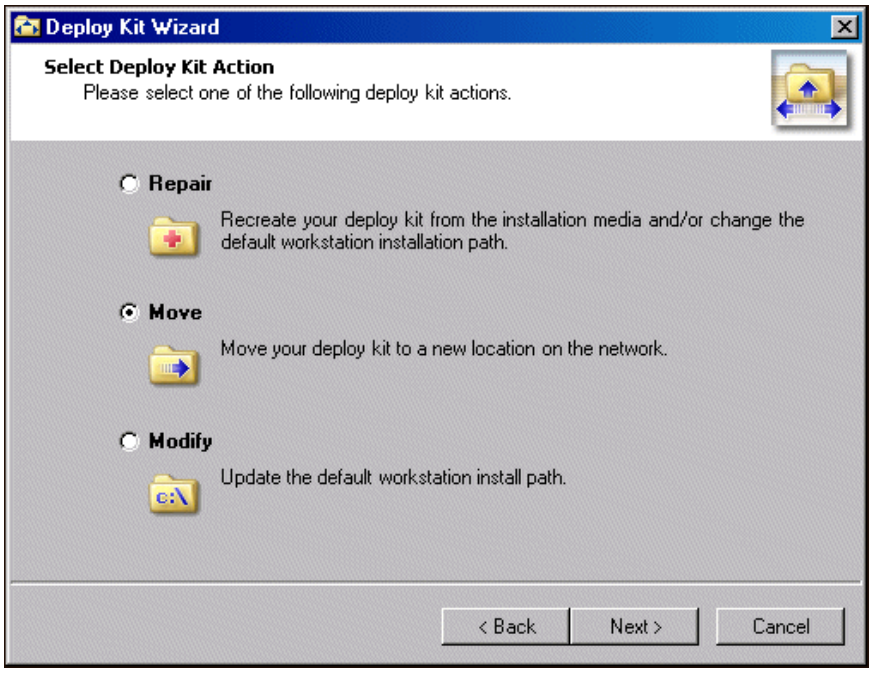
1. From the **Installed products** tree view, select a program, for example, **The Financial Edge**. In the pane on the right of the screen, the program wizards appear.



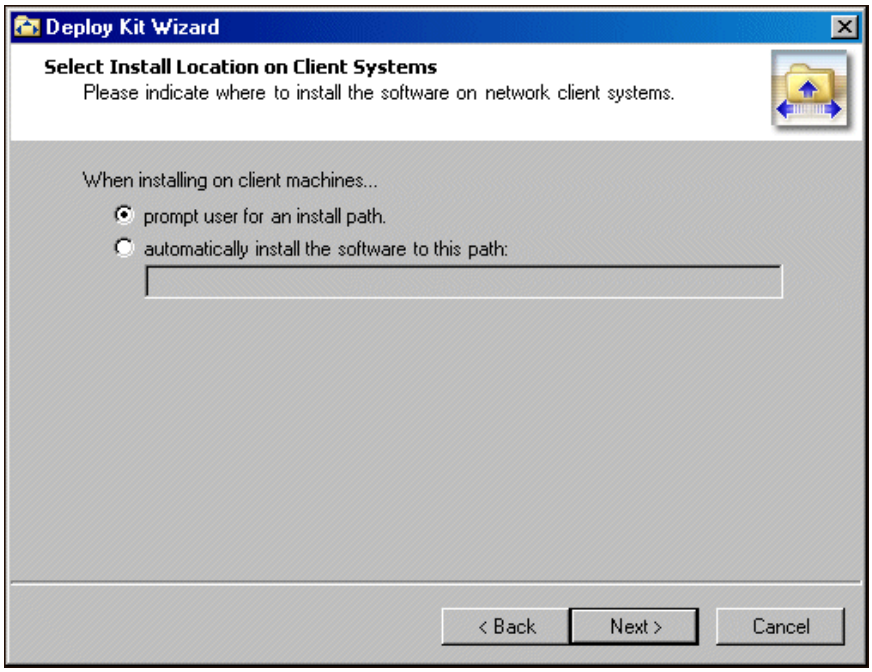
Note: To run the wizards, you can also click the icons that appear in the wizard frames or use the **Tools** menu.

2. In the **Manage Deploy Kit** frame, click **Run Now**. The welcome screen for the Deploy Kit Wizard appears.

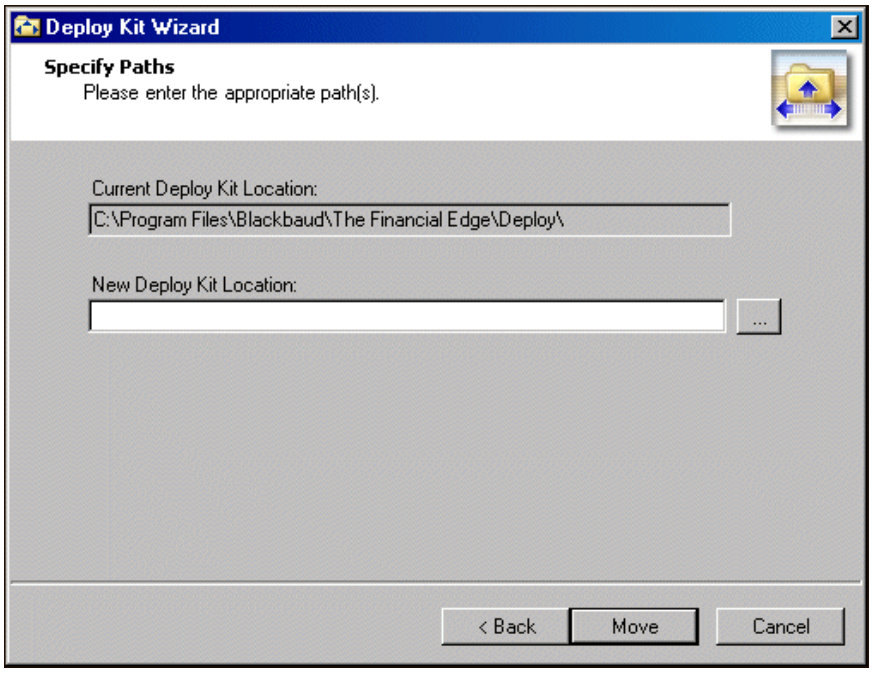
3. Click **Next**. The Select Deploy Kit Action screen appears.



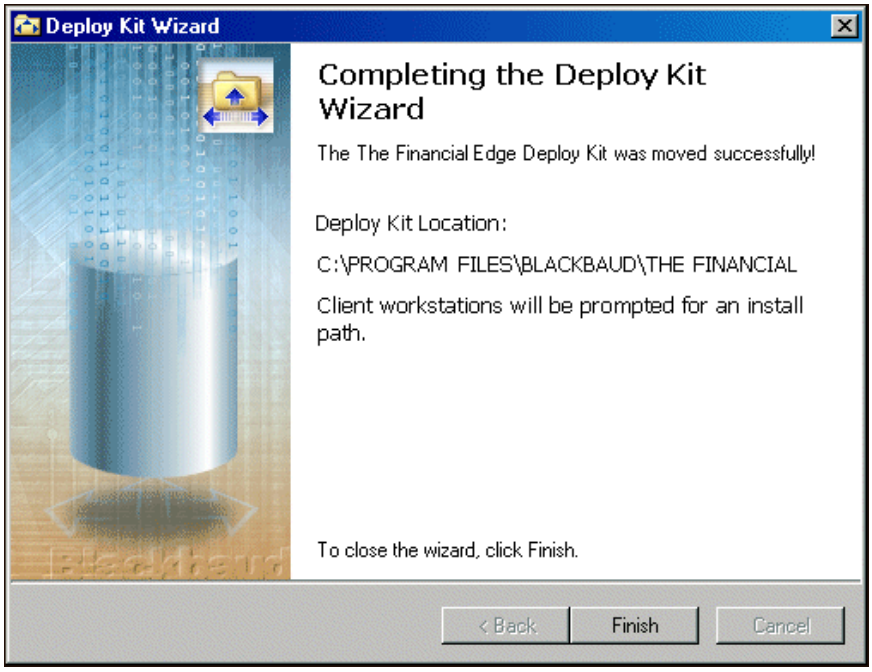
4. To move your deploy kit to a different location on the network, mark **Move** and click **Next**. The Select Install Location on Client Systems screen appears.
   - To enable the workstation user to name the installation folder and choose its location, mark **prompt user for an install path**.
   - To have all workstation users use the same installation folder name and location, mark **automatically install the software to this path** and enter the location to install the workstation components on a client machine.



5. Click **Next**. The Specify Paths screen appears.



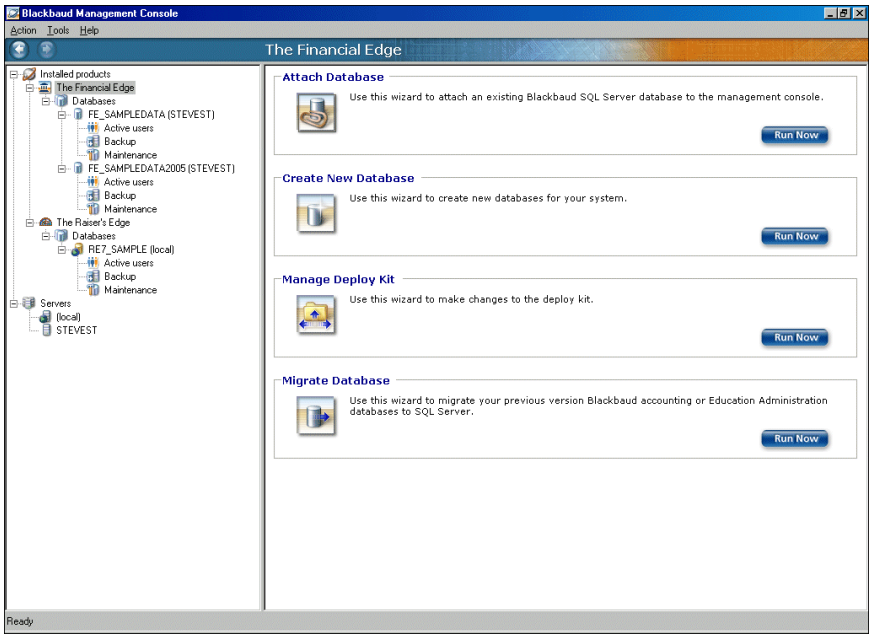
6. In the **New Deploy Kit Location** field, enter the new location for the deploy kit. To locate the deploy kit, click the browse button.
7. Click **Move**. Once the deploy kit moves to the specified location, the final screen of the Deploy Kit Wizard appears.



8. Click **Finish**. You return to the Blackbaud Management Console.

Repairing the deploy kit

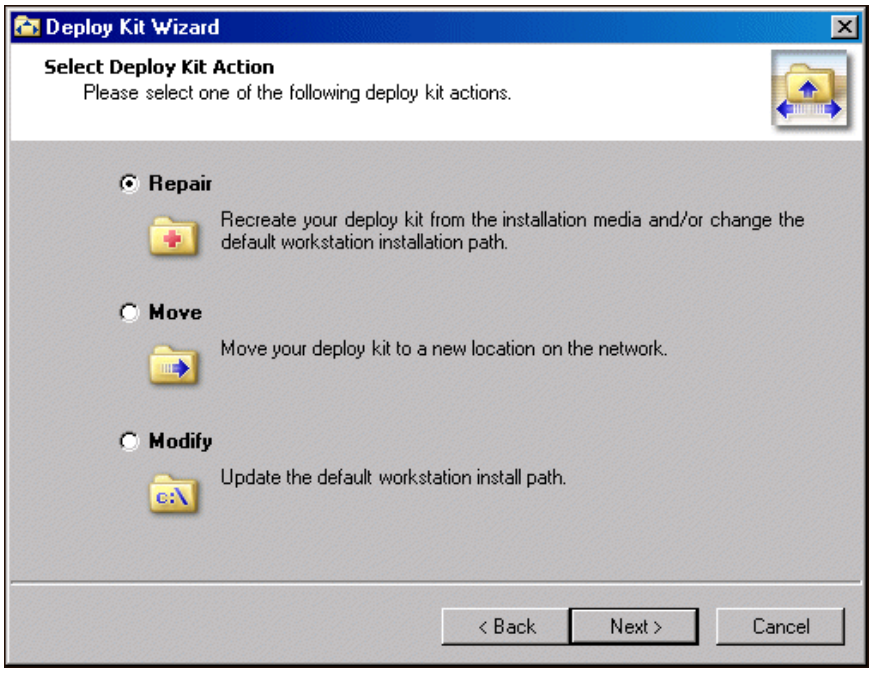
1. From the **Installed products** tree view, select a program, for example, **The Financial Edge**. In the pane on the right of the screen, the program wizards appear.



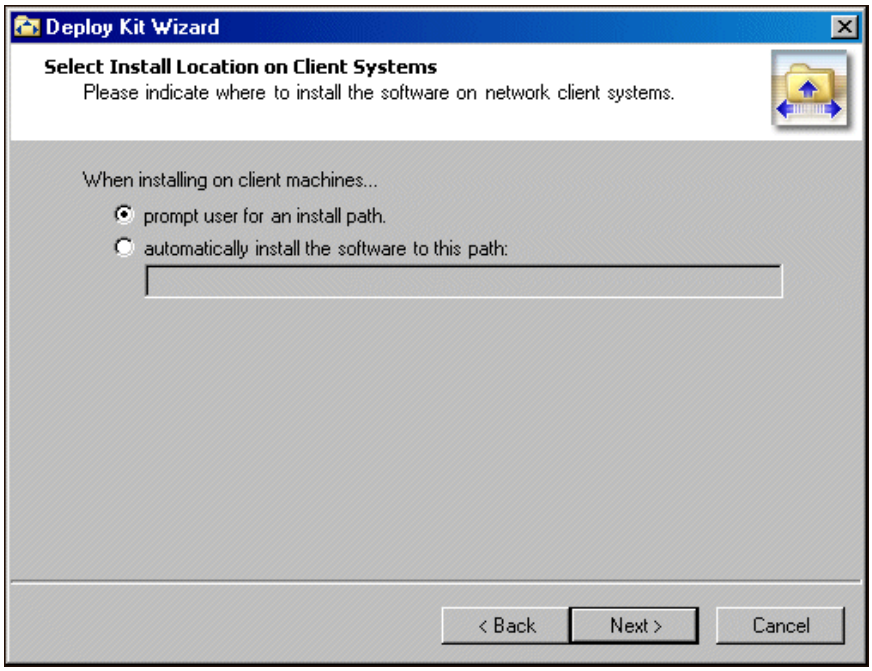
Note: To run the wizards, you can also click the icons that appear in the wizard frames or use the **Tools** menu.

2. In the **Manage Deploy Kit** frame, click **Run Now**. The welcome screen for the Deploy Kit Wizard appears.

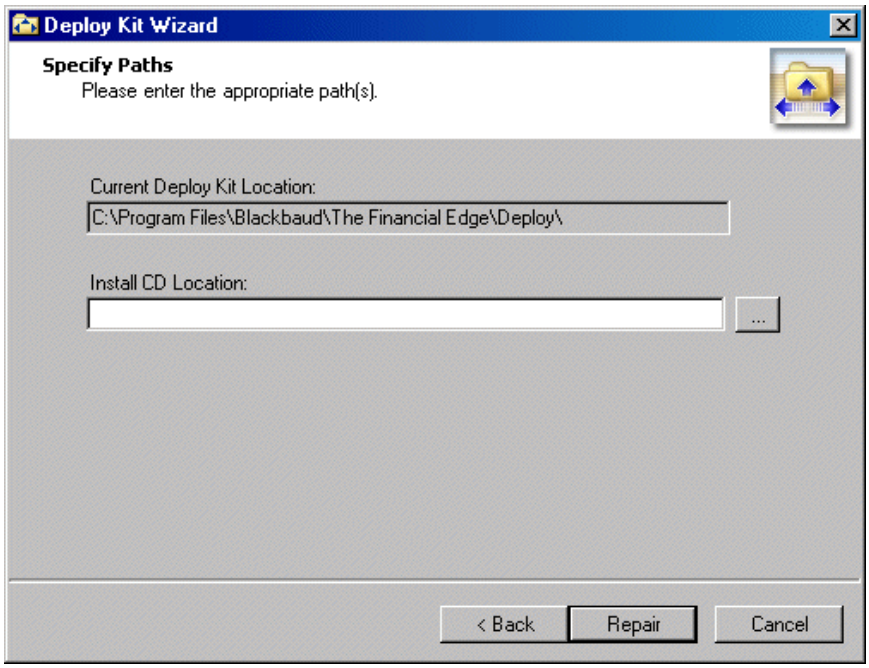
3. Click **Next**. The Select Deploy Kit Action screen appears.



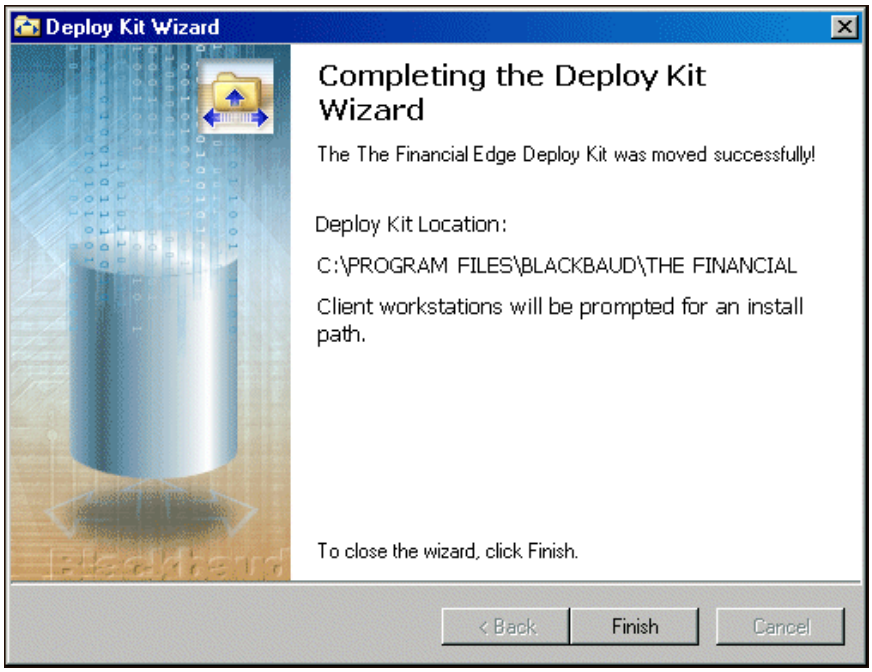
4. To repair your deploy kit using files from the installation CD, mark **Repair** and click **Next**. The Select Install Location on Client Systems screen appears.
   - To enable the workstation user to name the installation folder and choose its location, mark **prompt user for an install path**.
   - To have all workstation users use the same installation folder name and location, mark **automatically install the software to this path** and enter the location to install the workstation components on a client machine.



5. Click **Next**. The Specify Paths screen appears.



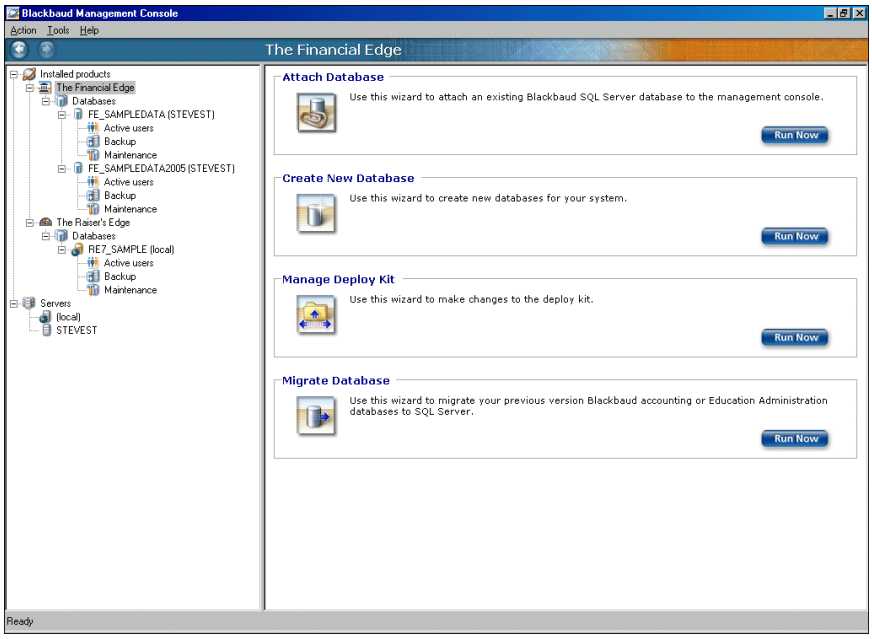
6. In the **Install CD Location** field, enter the location of the Install CD. To locate the Install CD, click the browse button.
7. Click **Repair**. The final screen of the Deploy Kit Wizard appears.



8. Click **Finish**. You return to the Blackbaud Management Console.

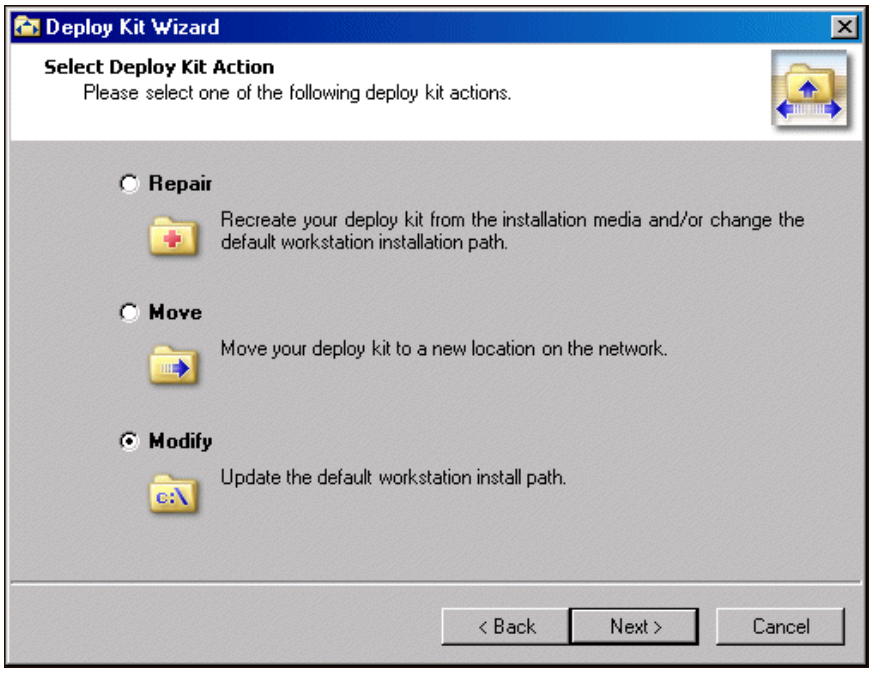
Changing the default workstation install path

1. From the **Installed products** tree view, select a program, for example, **The Financial Edge**. In the pane on the right of the screen, the program wizards appear.

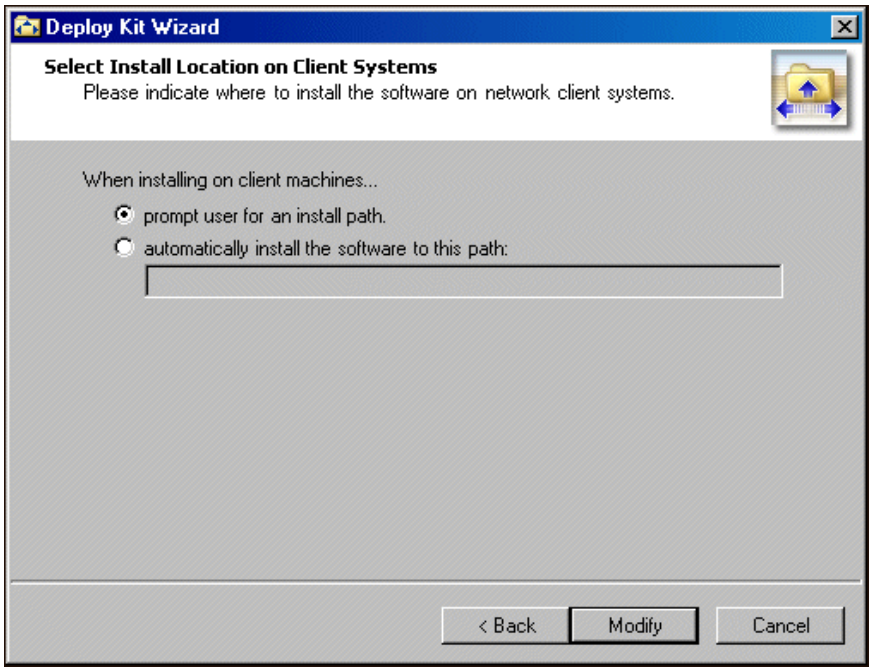


2. In the **Manage Deploy Kit** frame, click **Run Now**. The welcome screen for the Deploy Kit Wizard appears.

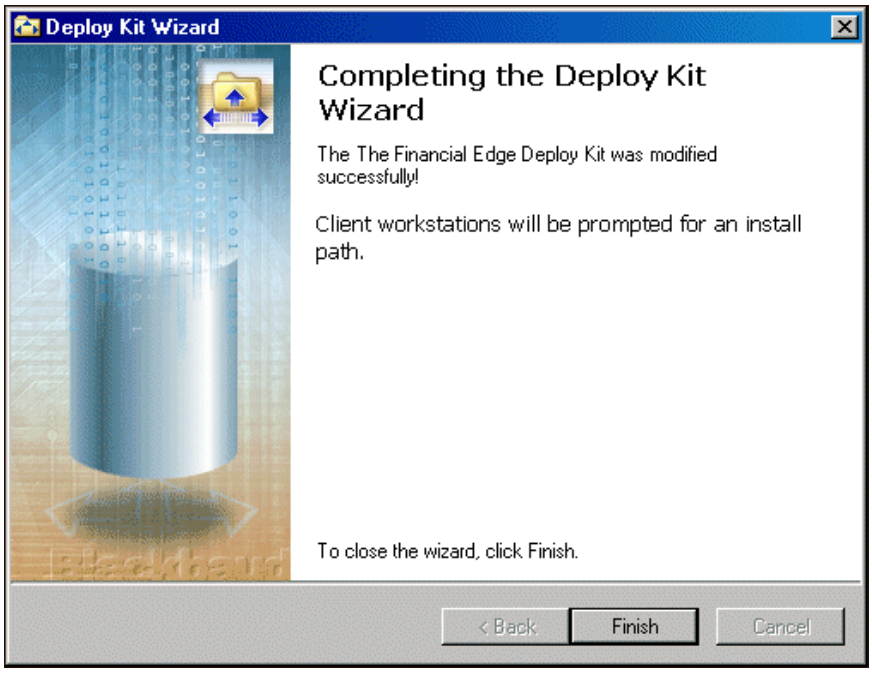
3. Click **Next**. The Select Deploy Kit Action screen appears.



4. To change the default workstation installation path, mark **Modify** and click **Next**. The Select Install Location on Client Systems screen appears.
   - To enable the workstation user to name the installation folder and choose its location, mark **prompt user for an install path**.
   - To have all workstation users use the same installation folder name and location, mark **automatically install the software to this path** and enter the location to install the workstation components on a client machine.



5. Click **Modify**. The final screen of the Deploy Kit Wizard appears.



6. Click **Finish**. You return to the Blackbaud Management Console.

Migrating a Database

Note: If you migrate an ***Accounting for Nonprofits 6.4*** database, you must lock the database using the pre-convert utility before migrating.

Users of ***The Raiser's Edge***, ***The Financial Edge***, ***The Education Edge*** and ***Blackbaud Student Information System*** can use the Blackbaud Management Console to migrate existing Blackbaud *ASA* databases to Microsoft *SQL Server*. If you migrate an ***Accounting for Nonprofits 6.4*** database, you must lock the database using the pre-convert utility before migrating. The pre-convert utility "GLPreconvert.exe" is located in the folder with your 6.4 program files. To ensure you have the most recent pre-conversion utility, make sure you are running the latest version of ***Accounting for Nonprofits 6.4***.

If you migrate your *Adaptive Server Anywhere* (ASA) database(s) to a new server, you may need to install the ASA database engine. If this is necessary, you are prompted during the migration process to install the engine and restart the Blackbaud Management Console. You must also call Blackbaud Support and obtain a password, which you must enter during the engine installation to verify your ASA license.

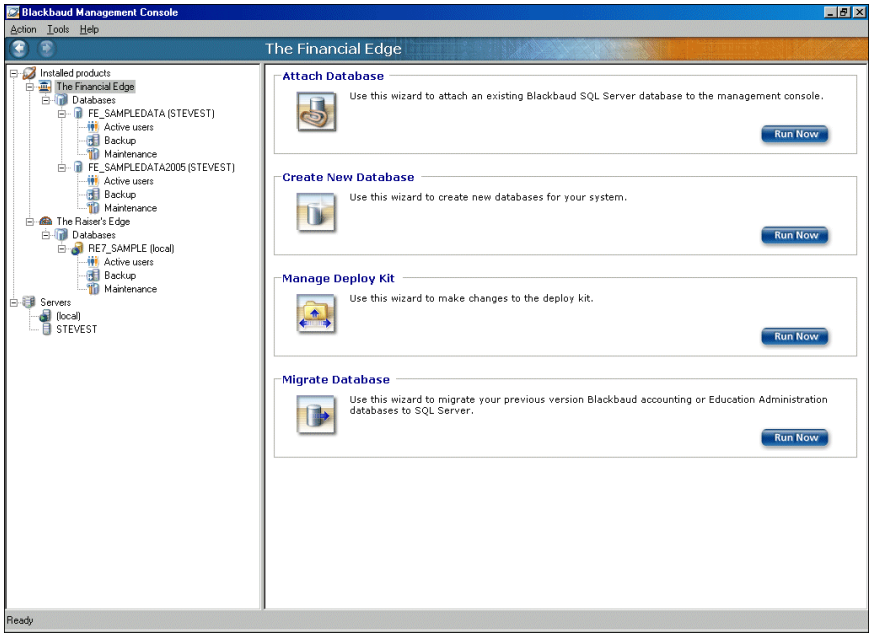
The Migrate Database Wizard, which guides you through the process step by step, differs slightly based on the Blackbaud product you use.

- For instructions about how to migrate a ***Financial Edge***, ***Education Edge***, and ***Blackbaud Student Information System*** database, see "Migrating a Financial Edge, Education Edge, or Blackbaud Student Information System database" on page 40.
- For instructions about how to migrate a ***Raiser's Edge*** database, see "Migrating a Raiser's Edge database" on page 45.

Migrating a Financial Edge, Education Edge, or Blackbaud Student Information System database

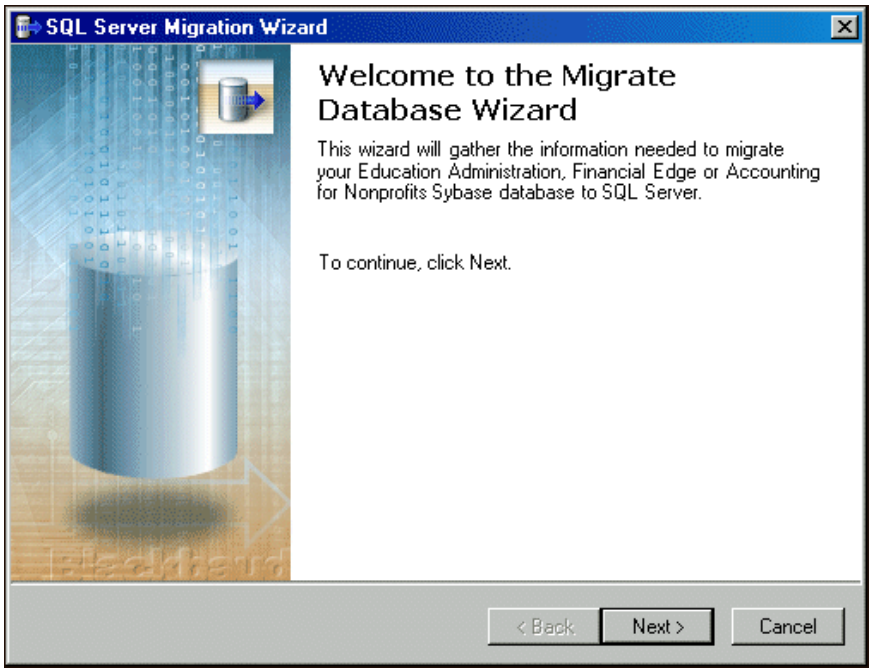
The screens depicted in this procedure appear for users of ***The Financial Edge***. If you use ***The Education Edge*** or ***Blackbaud Student Information System***, the screens display information specific to ***The Education Edge*** or ***Blackbaud Student Information System***.

1. From the **Installed products** tree view, select **The Financial Edge**. In the pane on the right of the screen, the program wizards appear.

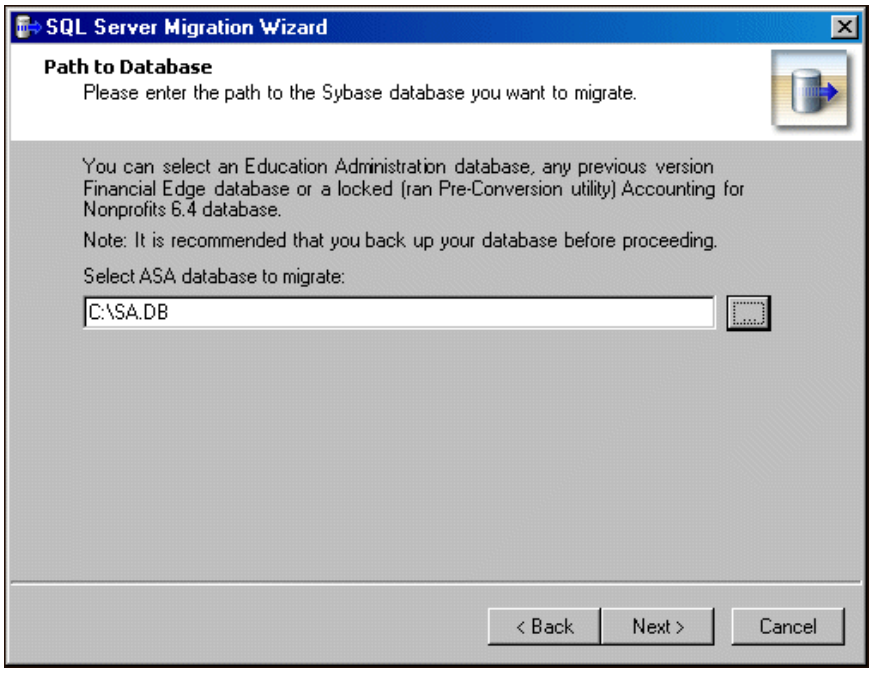


Note: To run the wizards, you can also click the icons that appear in the wizard frames or use the **Tools** menu.

2. In the **Migrate Database** frame, click **Run Now**. The welcome screen for the Migrate Database Wizard appears.



3. Click **Next**. The Path to Database screen appears.

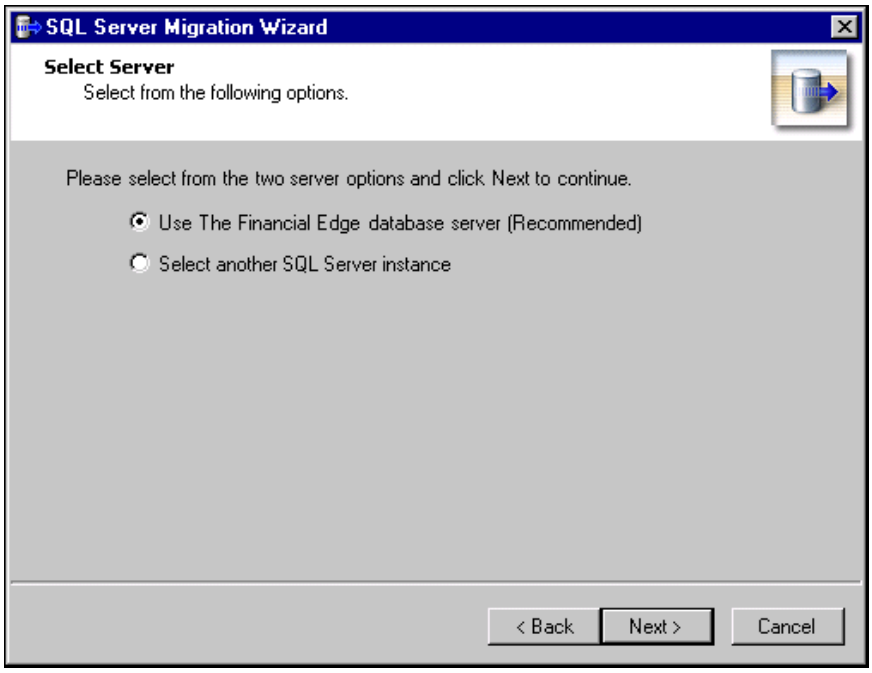


4. In the **Select ASA database to migrate** field, enter the location of the database to migrate. To locate the database, click the browse button.
   - A Blackbaud accounting database is named AFN7.db.
   - An Education Administration database is named SA.db.

Note: If you migrate your *Adaptive Server Anywhere* (ASA) database(s) to a new server, you may need to install the ASA database engine. If this is necessary, a message appears during the migration process to prompt you to install the engine and restart the Blackbaud Management Console. You must also call Blackbaud Support and obtain a password.

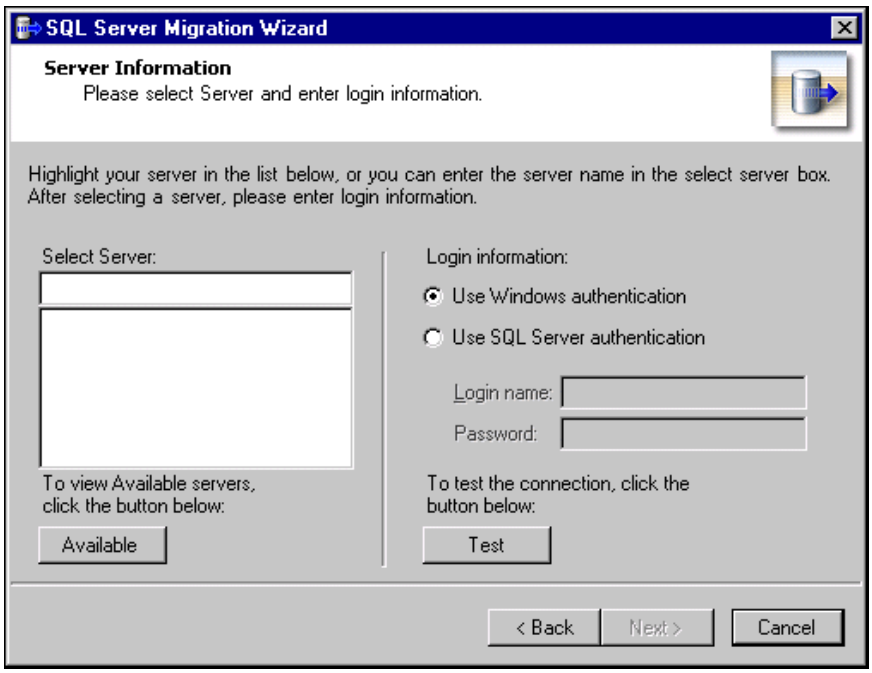
5. If you use the *MSDE* version of *SQL Server*, proceed to step 6. Otherwise, proceed to step 8.

6. Click **Next**. The Select Server screen appears.



Warning: Due to MSDE size restrictions, if your database is larger than 1.8 gigs, mark **Select another SQL Server instance**.

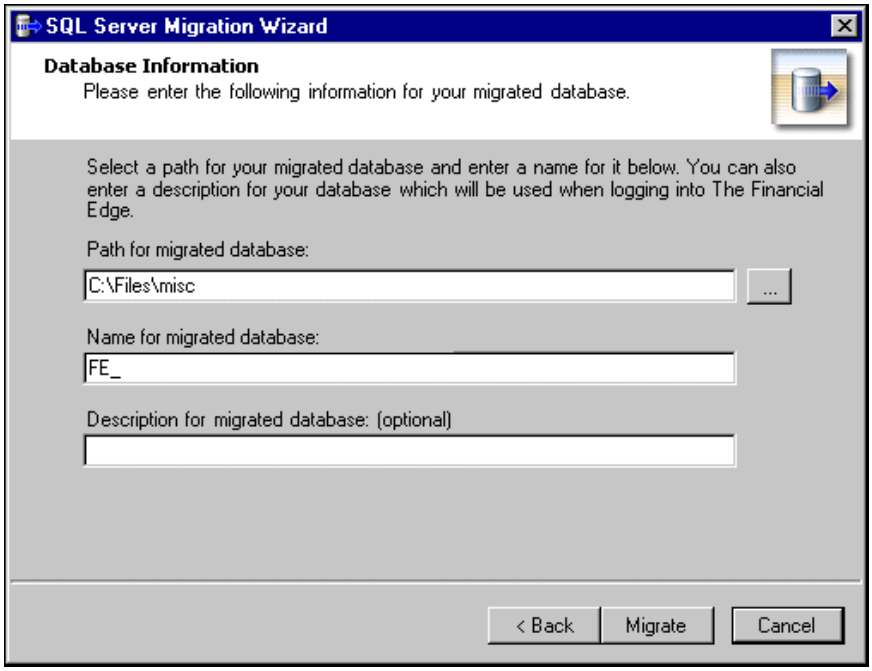
7. Select the server instance to use.
   - To use the FE7_MSDE server instance, mark **Use The Financial Edge database server** and proceed to step 12.
   - To use a server other than the FE7_MSDE instance, mark **Select another SQL Server instance**.
8. Click **Next**. The Server Information screen appears.



9. In the **Select Server** frame, select the server to which to migrate a database. To display the available servers, click **Available**.

   When you display the available servers, click **Registered** to display the registered servers available to you.

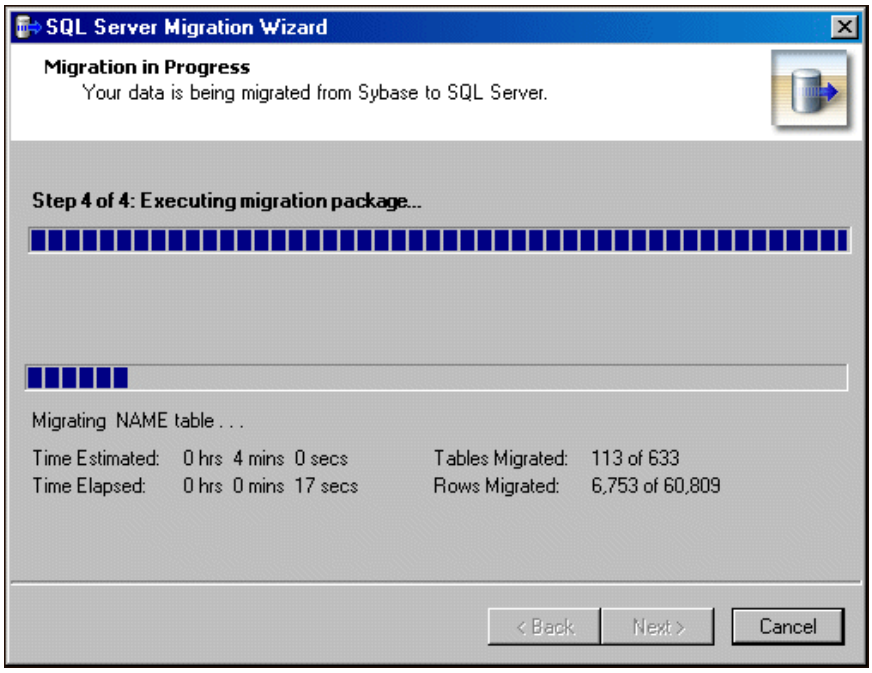
10. In the **Login information** frame, select the type of authentication to use.
    - To use your own version of *SQL Server* with Windows authentication, mark **Use Windows authentication**.
    - To use a *SQL Server* authentication only, mark **Use SQL Server authentication** and enter a **Login name** and **Password** for the server.
11. To check the database connection, click **Test**. If the database connection fails, check the login information and verify you selected the correct server.
12. Click **Next**. The Database Information screen appears.



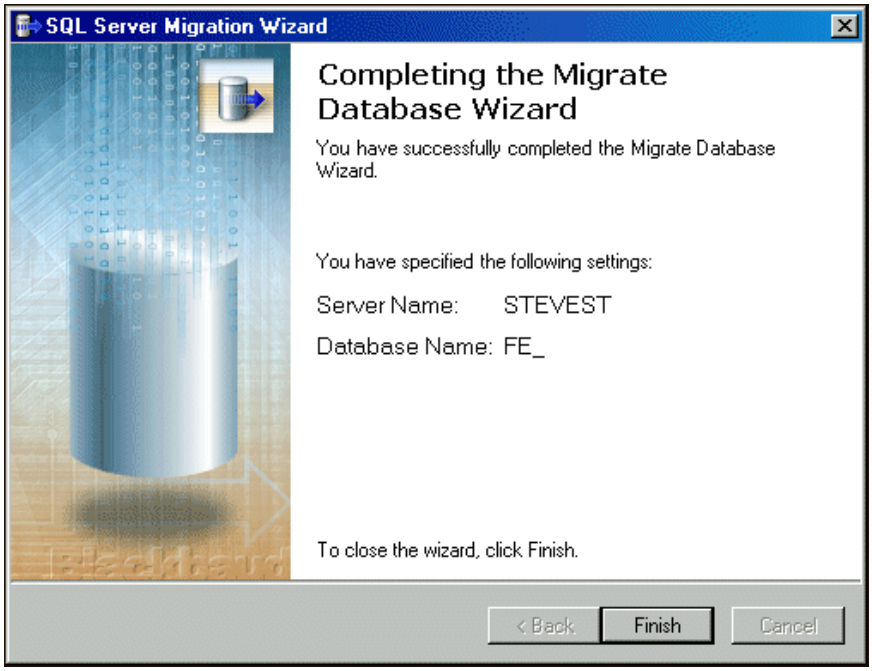
Note: When you browse to the database, the folder must already exist.

13. In the **Path for migrated database** field, enter a location for the database to migrate. To located the database, click the browse button.
14. In the **Name for migrated database** field, enter a database name. This name appears on the server.
15. In the **Description for migrated database** field, enter a description of the database. The description you enter appears when you log into the program.

16. Click **Migrate**. The Migration in Progress screen appears.



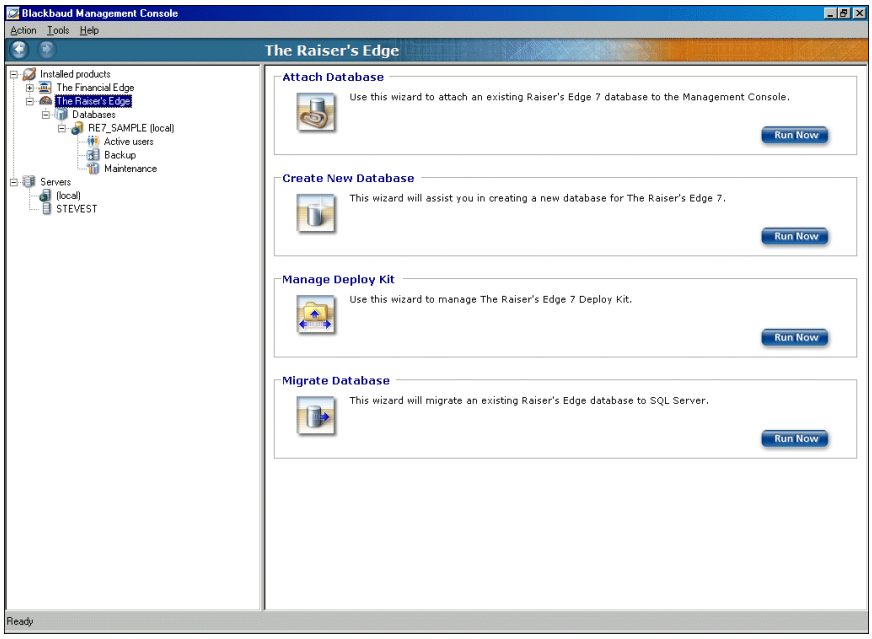
17. Once the migration is complete, click **Next**. The final screen of the Migrate Database Wizard appears.



18. Click **Finish**. You return to the Blackbaud Management Console.

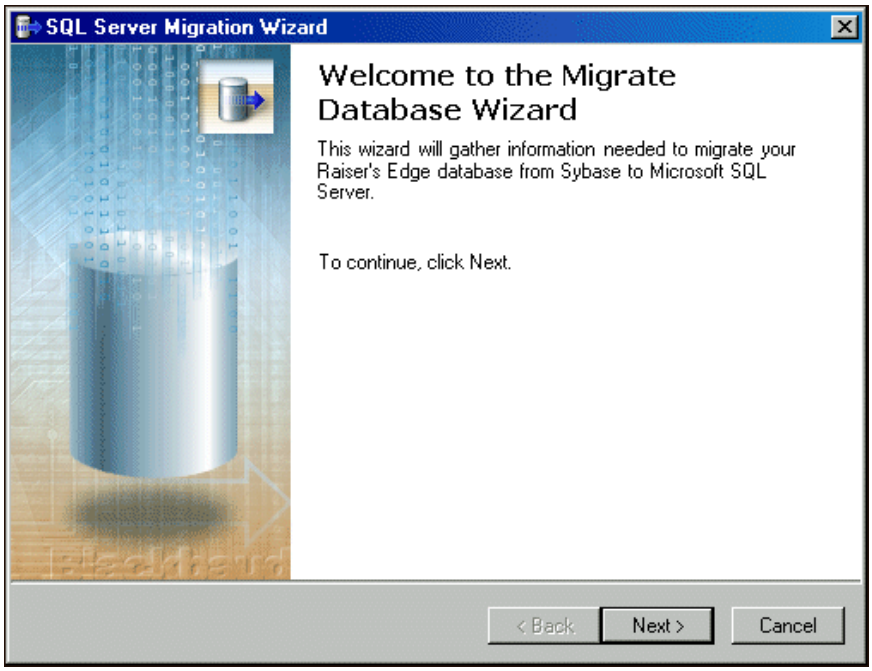
Migrating a Raiser's Edge database

1. From the **Installed products** tree view, select **The Raiser's Edge**. In the pane on the right of the screen, the program wizards appear.

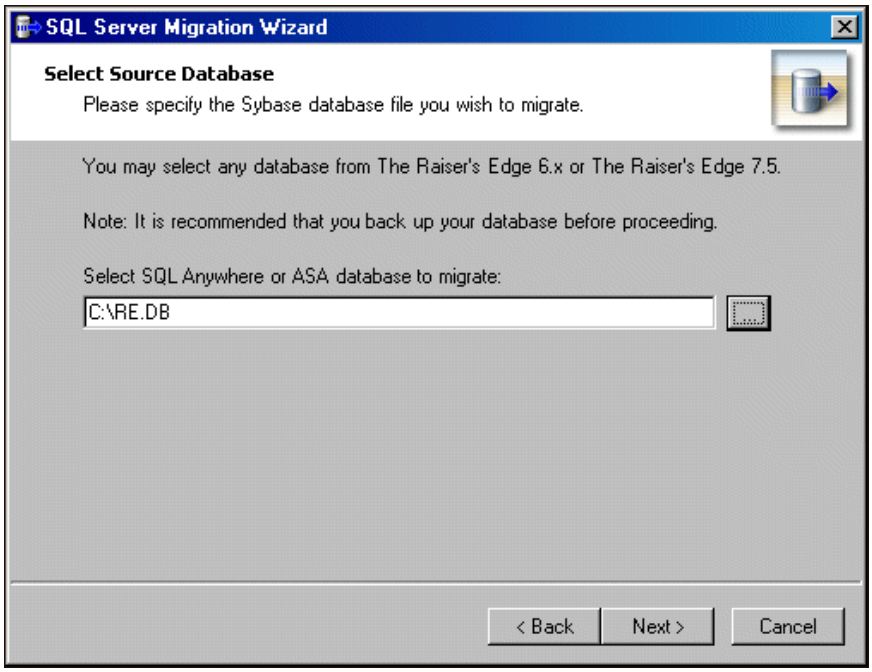


Note: To run the wizards, you can also click the icons that appear in the wizard frames or use the **Tools** menu.

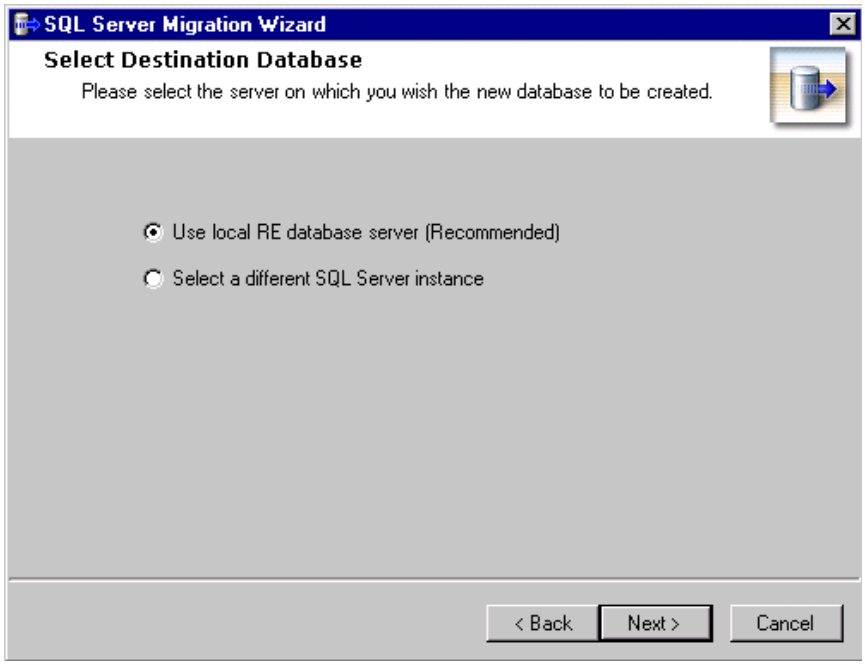
2. In the **Migrate database** frame, click **Run Now**. The welcome screen for the Migrate Database Wizard appears.



3. Click **Next**. The Select Source Database screen appears.



4. In the **Select ASA database to migrate** field, enter the location of the *ASA* database to migrate. To locate the database, click the browse button.
5. If you use the *MSDE* version of *SQL Server*, proceed to step 6. Otherwise, proceed to step 8.
6. Click **Next**. The Select Destination Database screen appears.

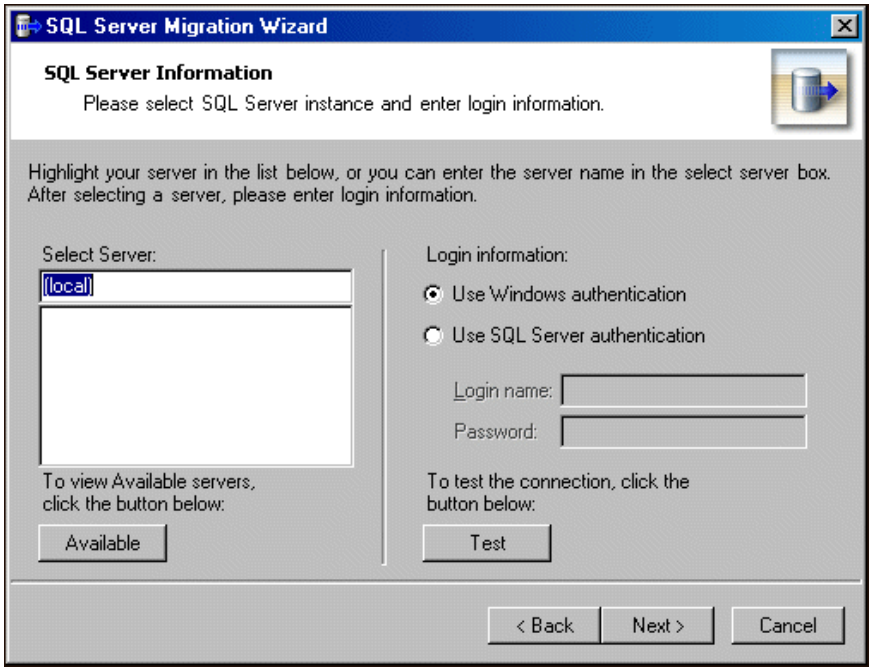


7. Select the server instance to use.
   - To use the ***Raiser's Edge*** database installed with the program, mark **Use local RE database server** and proceed to step 13.

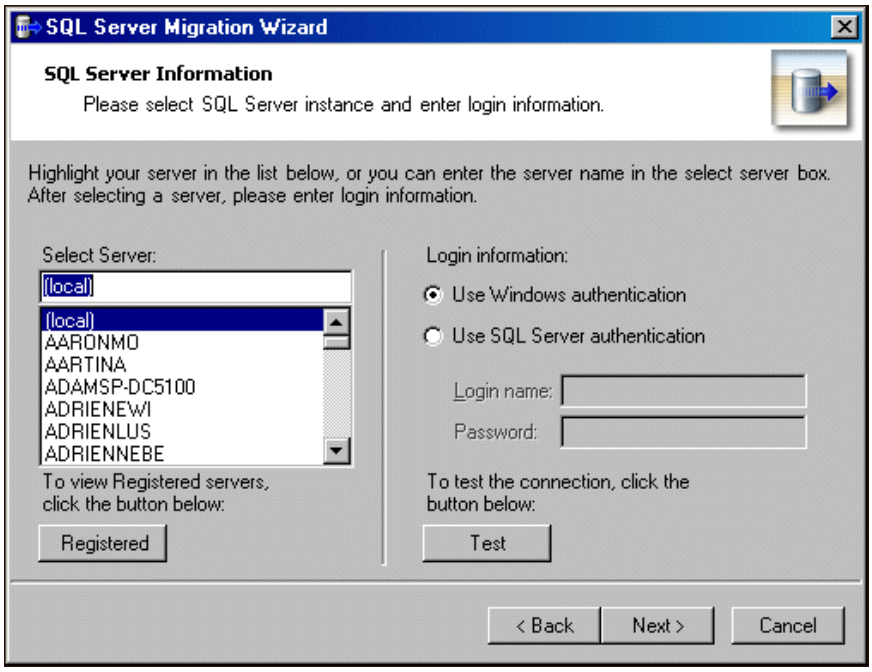
- To use a separate installed instance of Microsoft *SQL Server*, mark **Select a different SQL Server instance** and proceed to step 8.

Note: A registered server is any server on your system controlled by SQL Server Management tools.

8. Click **Next**. The SQL Server Information screen appears. In the **Select Server** box, all registered servers appear.



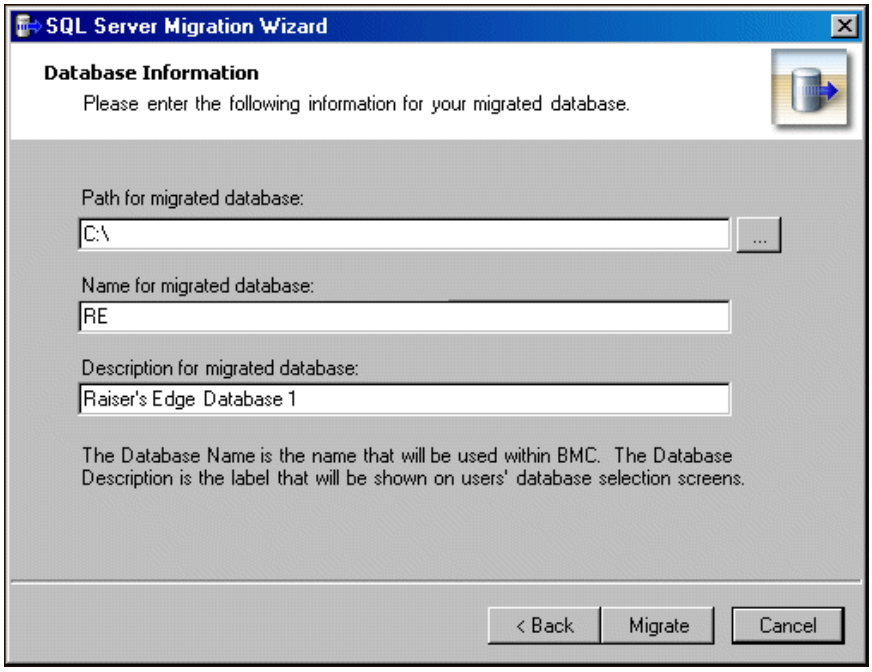
9. If the server you want does not appear in the **Select Server** box, click **Available**. All available servers appear and the button changes to **Registered**.



10. In the **Select Server** frame, select the server to which to migrate your database.

Warning: If you are not using the *MSDE* version of *SQL Server* included with ***The Raiser's Edge*** and your server is setup for Window Authentication only, you must use the SQL Enterprise Manager to add users to ***The Raiser's Edge***. For more information, see the documentation included with your *SQL Server* software.

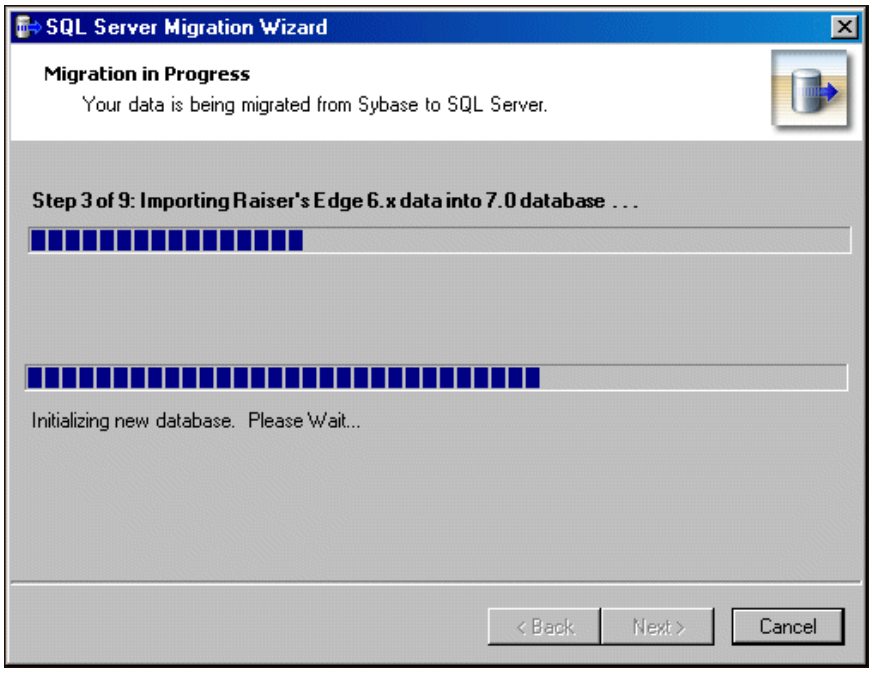
11. In the **Login information** frame, select the type of authentication to use.
    - If you have *SQL Server Standard/Enterprise Edition* configured to work with Windows authentication, mark **Use Windows authentication**. You can then log into the server using the same **Login name** and **Password** you use to log into your system.
    - If you used SQL Server authentication to establish a **Login name** and **Password** in *SQL Server Standard/Enterprise Edition* and want to use that login information to access your server, mark **Use SQL Server authentication** and enter a **Login name** and **Password** for the server.
12. Click **Test**. If the connection fails, check the login information and verify you selected the correct server.
13. Click **Next**. The Database Information screen appears.



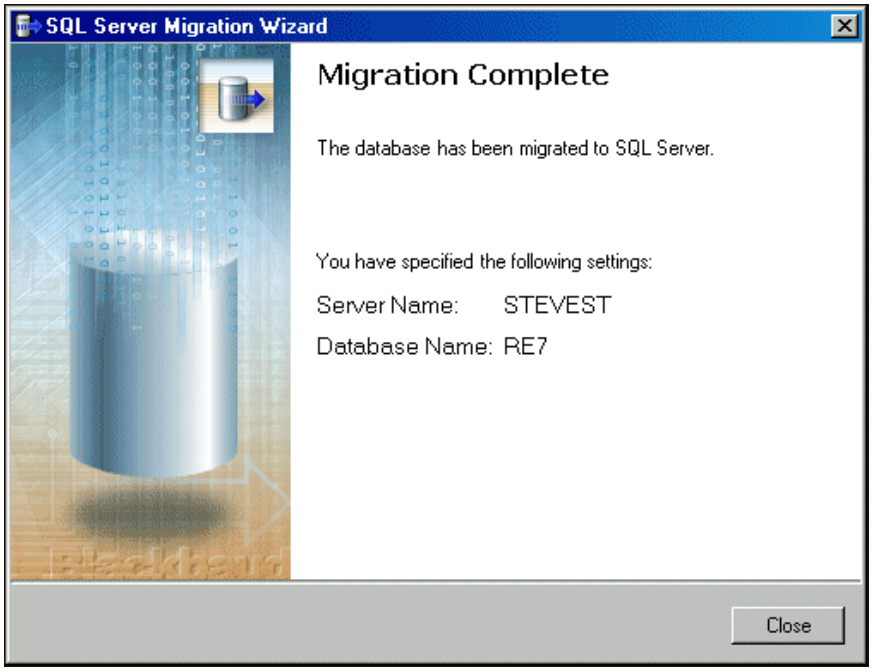
Note: If you browse to the database, the folder must already exist.

14. In the **Path for migrated database** field, enter a location for the database. To locate the database, click the browse button.
15. In the **Name for migrated database** field, enter a database name. This name appears on the server.
16. In the **Description for migrated database** field, enter a description of the database. The description you enter appears when you log into the program.

17. Click **Migrate**. As the database migrates, the Migration in Progress screen displays its progress.



18. Once the migration is complete, the final screen of the Migrate Database Wizard displays. To complete the Migrate Database Wizard, click **Finish**. You return to the Blackbaud Management Console screen.



Database Tools

Note: You can access the Blackbaud Management Console help file from the **Help** menu.

Using database tools, you can take a database offline or detach the database. When you select a database in the **Installed products** tree view, you can select these database utilities from the **Tools** menu and view database properties.

Viewing Database Properties

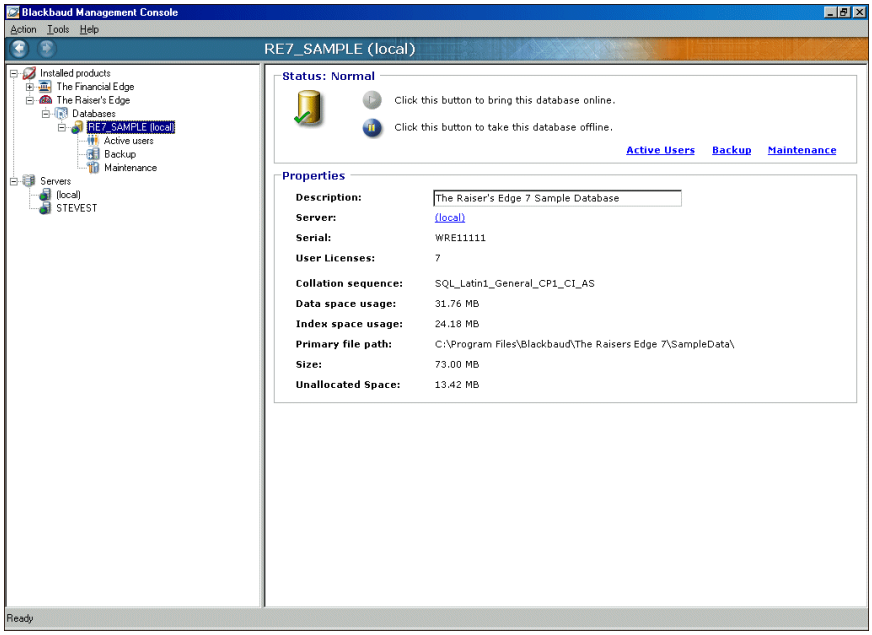
Note: To view which users are connected to the database, you can also use the Database Connection Viewer located on the Plug-Ins page of the program.

Using the Blackbaud Management Console, you can view database properties such as size, file path, server, and number of users. To access the database properties screen, select a database in the **Installed products** tree view or click **Database Detail** on the Databases screen.

- **Viewing database properties**

  The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

  1. From the main screen of the Blackbaud Management Console, select a database in the **Installed products** tree view. In the **Properties** frame in the right pane, information about the selected database appears.



  2. As necessary, in the **Description** field, you can change the name of your database as it appears when you log into the program.

Taking a Database Offline

Using the Blackbaud Management Console, you can take a database offline. When you take a database offline, the database is closed and marked offline. While the database is offline, you cannot modify it. You may take a database offline to make a copy of the data or to keep users out of a database without shutting down the entire server.

Before you take the database offline, all users must be out of the system.

When you bring the database back online, the database is open and available for use. The default setting is Online.

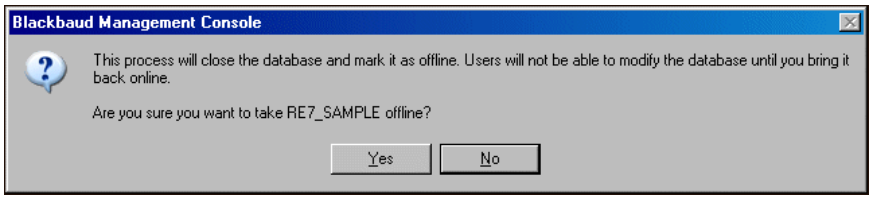
- **Taking a database offline**

  The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

  1. From the main screen of the Blackbaud Management Console, select the database to take offline. In the pane on the right of the screen, information about the selected database appears.

Note: Before you take the database offline, all users must be out of the system.

  2. From the **Tools** menu, select **Take <database name> offline**. A message appears.



  3. To take the database offline, click **Yes**.

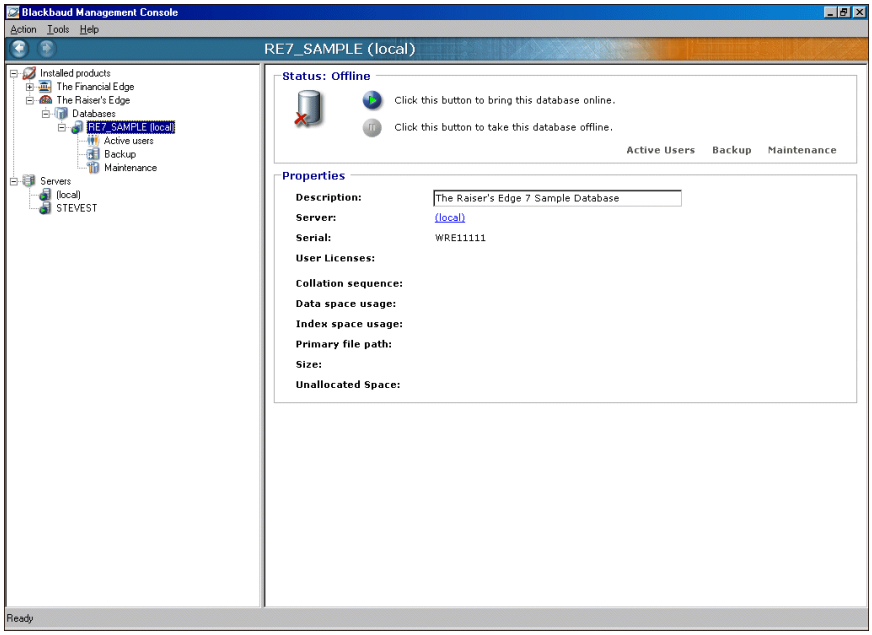
Bring a Database Online

After you take a database offline, you may need to bring it back online at a later date. The Blackbaud Management Console enables you to do this easily.

Bring a database online

The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

1. From the Blackbaud Management Console screen, in the **Installed products** tree view on the left side of the screen, select the database to bring online.



2. From the menu bar, select **Tools**, **Bring <database name> online**. The selected database is brought online.

Detaching a Database

Using the Blackbaud Management Console, you can detach a database and attach it to another server or reattach it to the same server. Detaching a database removes the database from *SQL Server* but leaves the database intact within the data and transaction log files that compose the database. You can use these data and transaction log files to attach the database to any instance of *SQL Server*, including the server from which the database was detached. This makes the database available in exactly the same state it was in when it was detached.

Detaching and attaching databases is useful if you want to move a database:

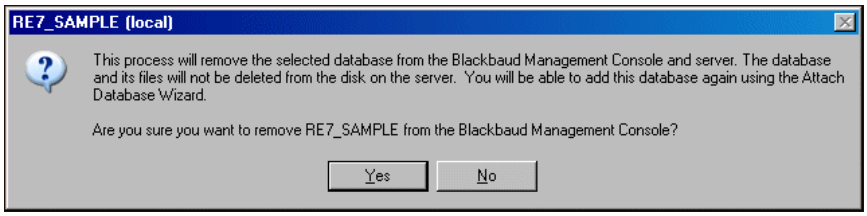
- From one computer to another without having to re-create the database and restore the database backup manually.
- To a different physical disk, for example, when the disk containing the database file runs out of disk space and you want to expand the existing file rather than add a new file to the database on the other disk.

Detaching a database

The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

1. From the main screen of the Blackbaud Management Console, select the database to detach. In the pane on the right of the screen, information about the selected database appears.

2. From the menu bar, select **Tools**, **Detach <database name>**. A message appears.



3. To detach the database, click **Yes**.

   To reattach this database, use the Attach Database Wizard. For information about the Attach Database Wizard, see “Attaching a Database” on page 9.

Active Users

To view active users, select **Active users** in the **Installed products** tree view on the main screen of the Blackbaud Management Console. When you select **Active users**, the user information and utilities appear in the pane on the right. The user information corresponds to the database to which the user is logged in.

You can run the utilities from the **Tools** menu or the Active User page. User utilities include sending a message to a user and disconnecting a user from the database.

To refresh the information on the Active user page, click **Refresh**.

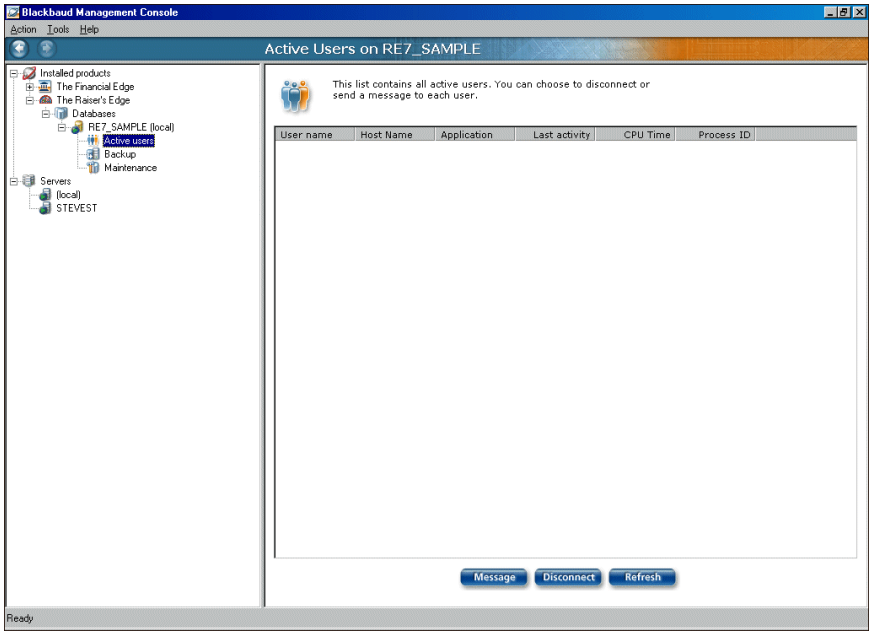
Sending Messages to Users

Using the Blackbaud Management Console, you can send messages to one user or multiple users.

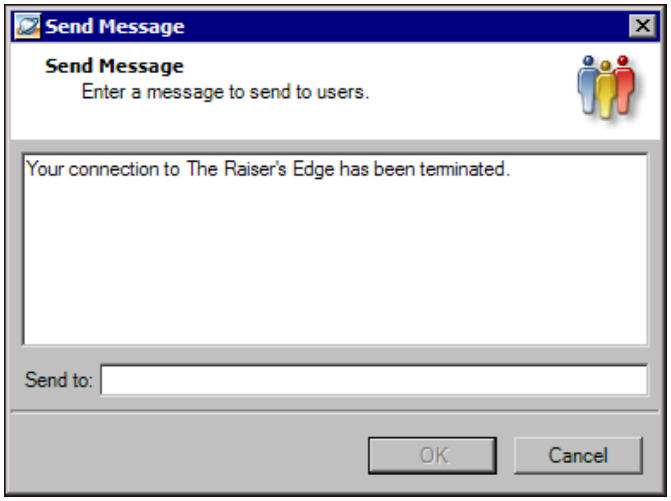
Sending a message to a user

The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

1. From the main screen of the Blackbaud Management Console, select **Active users** in the **Installed products** tree view. The Active Users screen appears on the right.



2. Click **Message**. The Send Message screen appears.



3. In the text box, enter the message to send.
4. In the **Send to** field, enter the user name to whom to send the message. To send messages to multiple users, separate each name with a semicolon.
5. To send the message, click **OK**. You return to the Blackbaud Management Console.

Disconnecting a User

Using the Blackbaud Management Console, you can disconnect a user from a database. This feature is useful if the program ends abnormally, leaving the user connected to the database but unable to log in. You should also disconnect a user before you take a database offline.

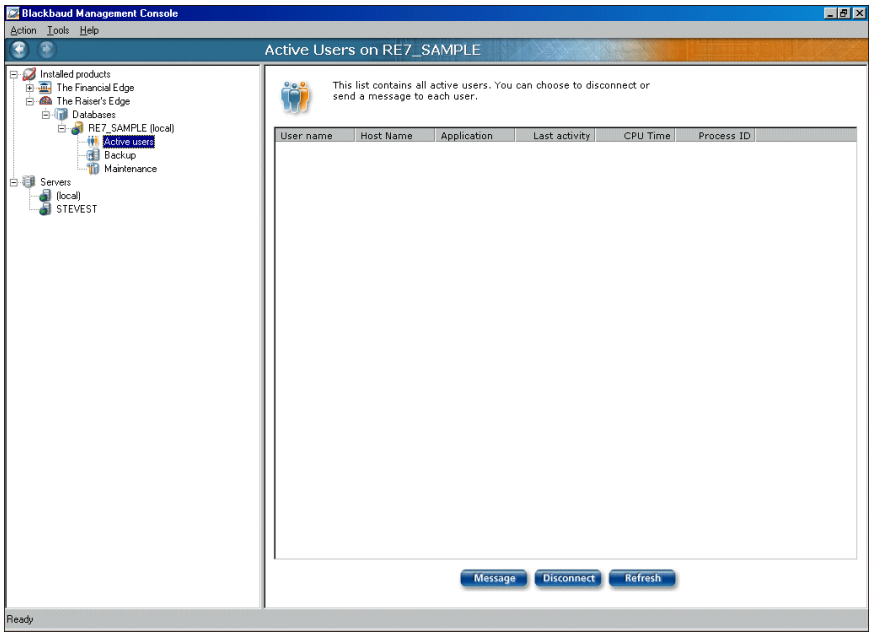
Note: To refresh the information on the Active Users screen, click **Refresh**.

On the Active Users screen of the Blackbaud Management Console, you can view active users of a particular database. The user information corresponds to the database to which the user is logged in.

Disconnecting a user

The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

1. From the main screen of the Blackbaud Management Console, select **Active users** in the **Installed products** tree view. The Active Users screen appears on the right.



2. Select the user you want to disconnect and then click **Disconnect**. A message appears to verify you want to disconnect the user.

3. To disconnect the user, click **Yes**. You return to the main screen of the Blackbaud Management Console.

Database Backups

To access backup information, select **Backup** in the **Installed products** tree view on the main screen of the Blackbaud Management Console. When you select **Backup**, the Backup utilities appear in the pane on the right. You can run the utilities from the **Tools** menu or the Backup page.

A database backup creates a copy of the full database. Not all pages are copied to the backup set, only those actually containing data. Both data pages and transaction log pages are copied to the backup set.

A database backup set is used to restore the database as it was at the time the BACKUP statement completed.

Backup utilities include scheduling a backup, running a backup on demand, and restoring from a backup.

Scheduling a Backup

Using the Blackbaud Management Console, you can set database backup options, such as scheduling a time and frequency for the backup. You can run a scheduled backup with users in the system, although the users might experience performance issues.

- **Scheduling database backup**

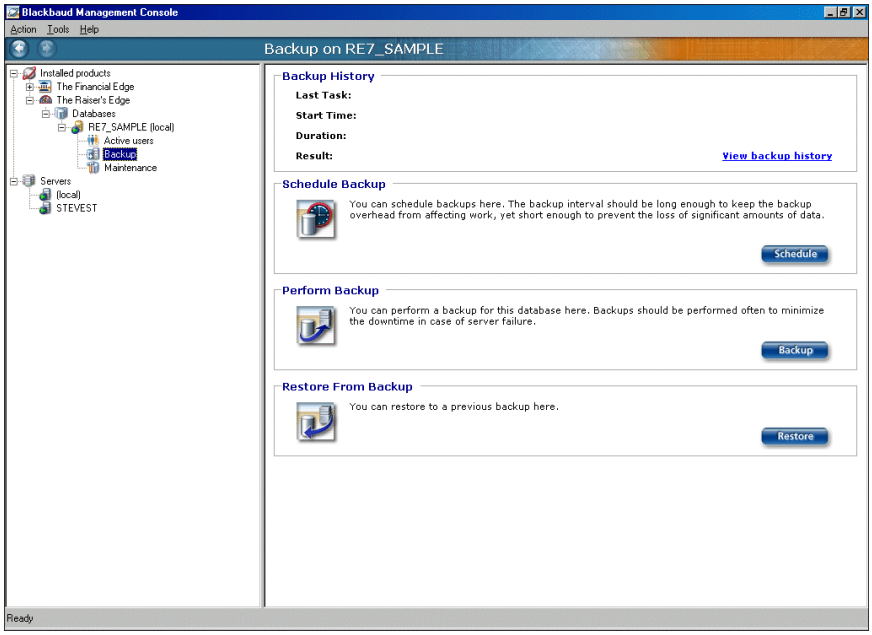
  The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

  For scheduled backups to run, the *SQLAgent* service must be running. Therefore, we recommend you set the *SQLAgent* **Startup** type to "Automatic".

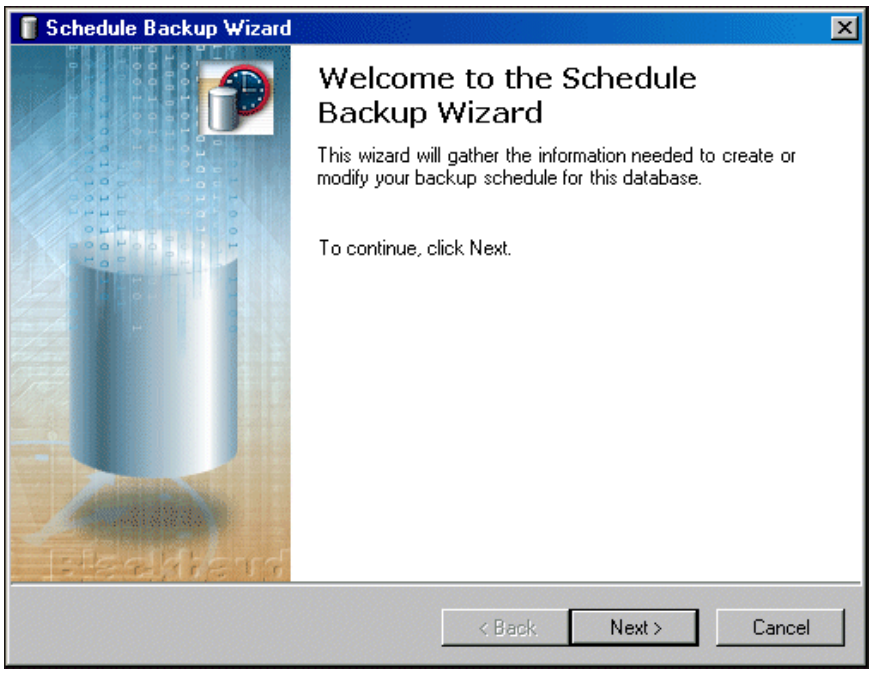
Note: For more information about working in *SQL Server Standard* or *Enterprise*, see the *SQL Server Standard* or *Enterprise* help file or user guide.

- If your database uses the *MSDE* installed with ***The Raiser's Edge***, the **Startup** type defaults to "Automatic".
- If your database uses *SQL Server Standard* or *Enterprise*, you must change the *Startup* type to "Automatic" before scheduling your backup.

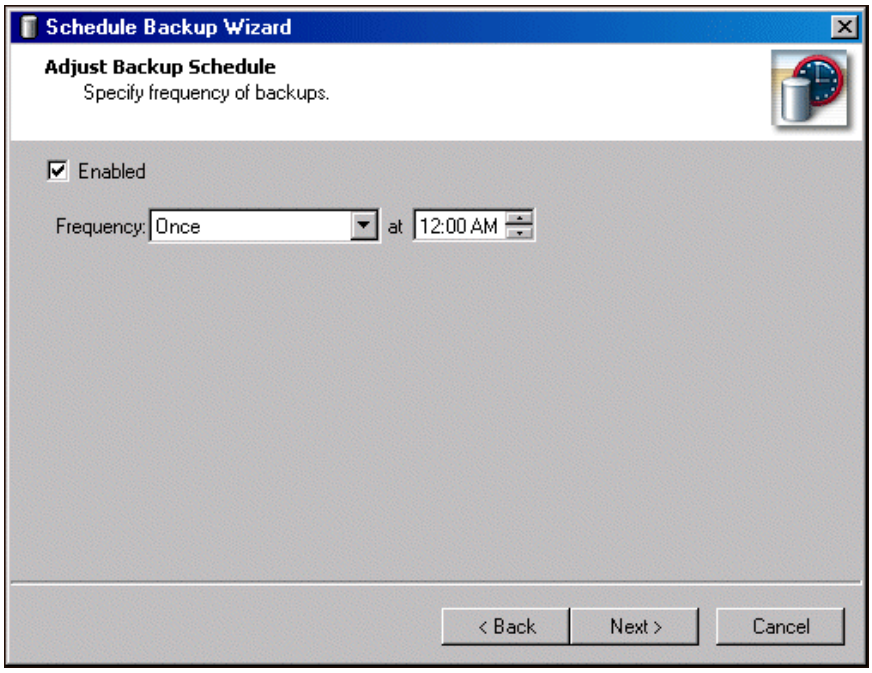
1. From the main screen of the Blackbaud Management Console, select **Backup** in the **Installed products** tree view. The Backup screen appears on the right.



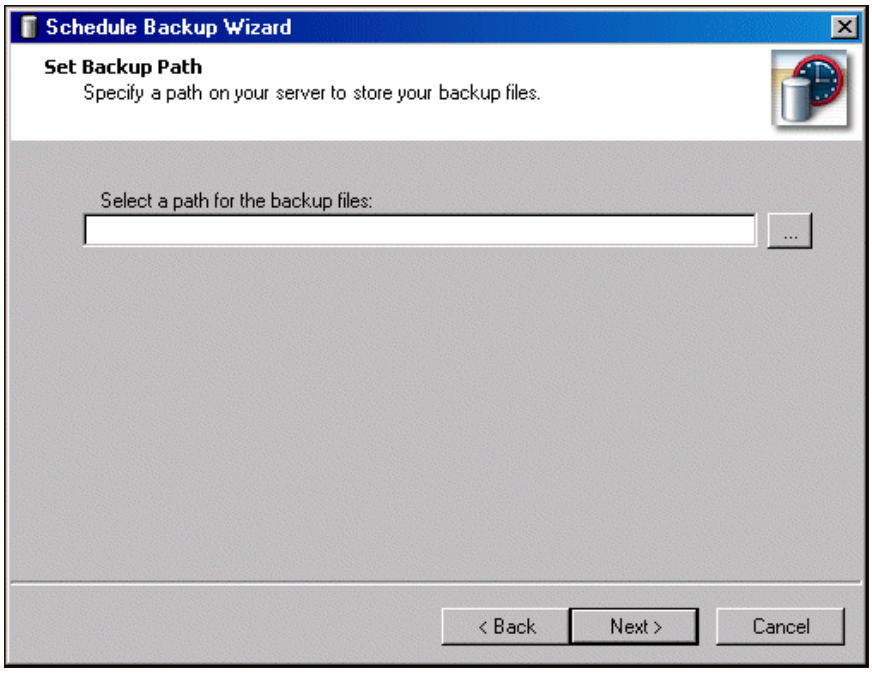
2. In the **Schedule Backup** frame, click **Schedule**. The Schedule Backup Wizard appears.



3. Click **Next**. The Adjust Backup Schedule screen appears.

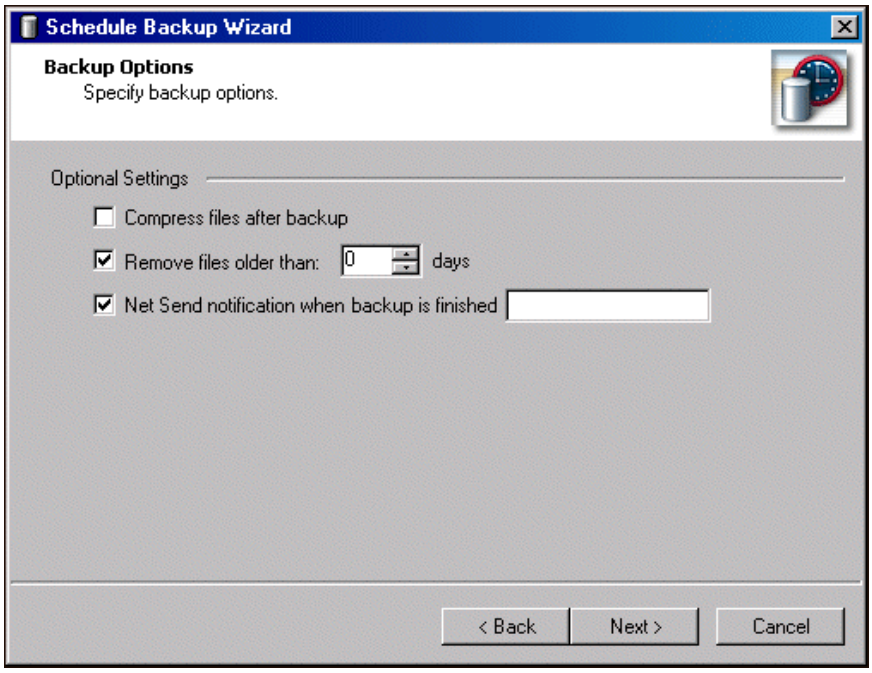


4. To schedule the time and frequency for creating a backup, mark **Enabled** and specify the **Frequency** and time of the backups.
5. Click **Next**. The Set Backup Path screen appears.

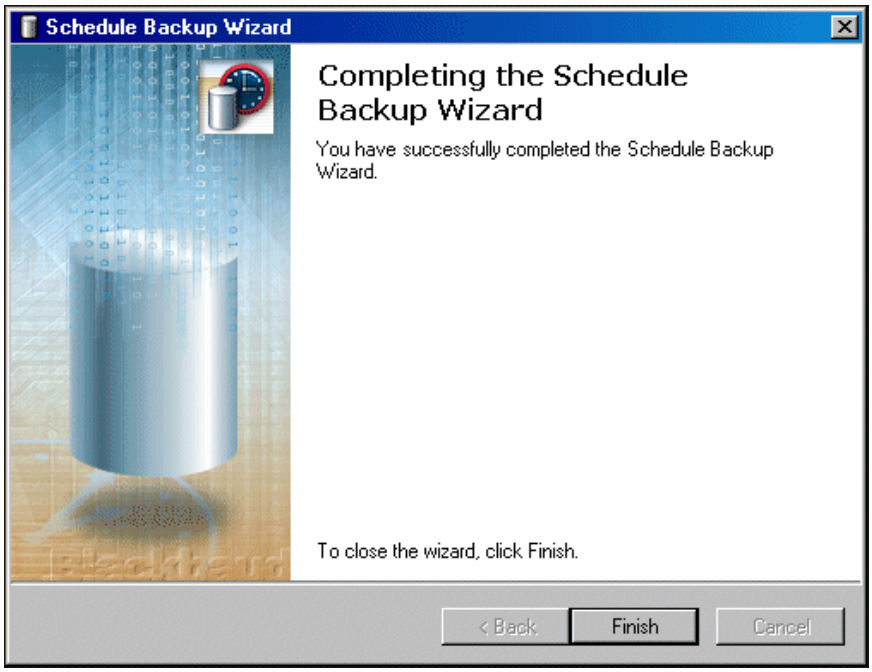


6. In the **Select a path for the backup files** field, enter a location to store your backup files. To map to the location, click the browse button.

7. Click **Next**. The Backup Options screen appears.



8. To have the files zipped after the backup, mark **Compress files after backup**.
9. To remove files over a specified age in the backup process, mark **Remove files older than [ ] days** and enter the maximum age of files to keep.
10. To send a notification to a specified workstation or user when the backup is complete, mark **Net Send notification when backup is finished** and, if it differs from the default, enter the name of the workstation or user to notify.
11. Click **Next**. The final screen of the Schedule Backup Wizard appears.



12. Click **Finish**. You return to the Blackbaud Management Console.

Running a Database Backup

Note: The backup through the Blackbaud Management Console copies your database to the hard drive of the server running the database. To have a secure backup strategy, we recommend you also make proper backups to removable media.

You can run a full or compressed backup of your database while users continue working in the program. The full backup saves a complete copy of your database in a directory you specify. The compressed backup option copies your data files, compresses the copies into a single WinZip file, and deletes the copies. However, if your database contains a single file larger than 4GB, you cannot run the compressed backup.

Although this utility offers a convenient way to backup your database while your users continue to work in the system, it should not replace a proper tape/CD backup of your data. When you prepare your backup schedule, coordinate the database backup with your system backup so the system backup comes after the database backup. This ensures you always have the most recent database backup saved on your system backup tape/CD.

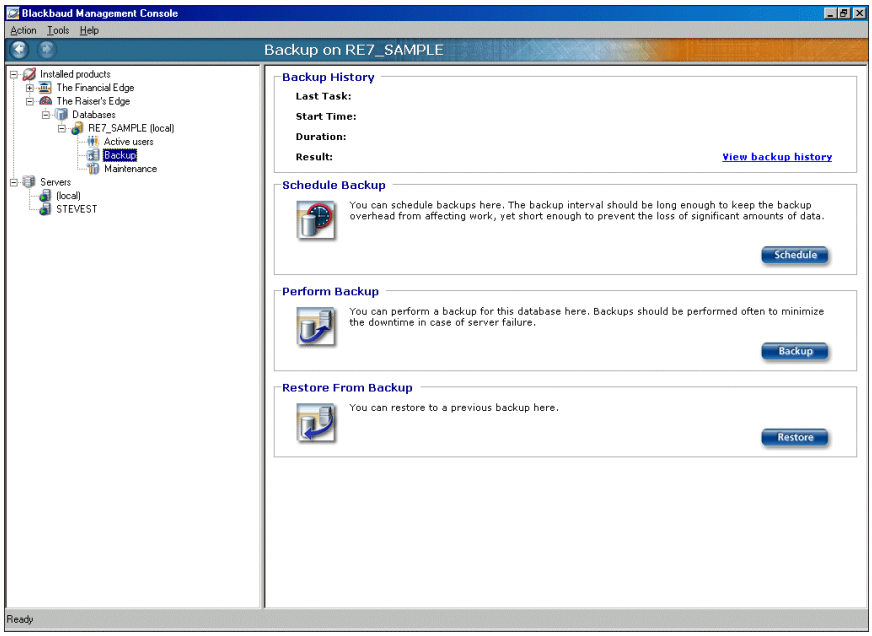
Also, in *MSDE*, you must run a back up for each database in your system.

Note: Using the Blackbaud Management Console, you can schedule the time and frequency for creating a backup.

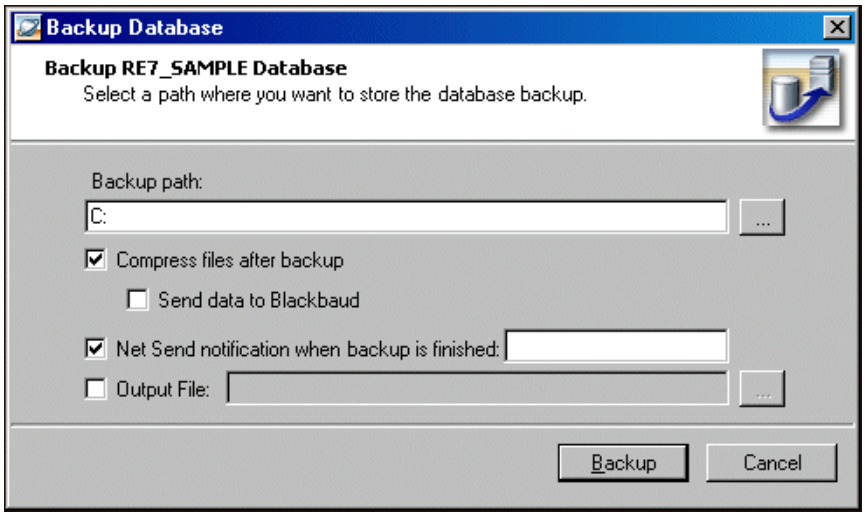
- **Running a database backup**

  The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

  1. From the main screen of the Blackbaud Management Console, select **Backup** in the **Installed products** tree view. The Backup screen appears on the right.



2. In the **Perform Backup** frame, click **Backup**. The Backup Database screen appears.



3. In the **Backup path** field, select a location for the backup. To map to the location, click the browse button.
4. To have the files zipped after the backup, mark **Compress files after backup**.

Note: Unless you have been directed to by Blackbaud Technical Support, do not mark **Send data to Blackbaud**.

If you select this option, the **Send data to Blackbaud** checkbox is enabled. Unless you have been directed to by Blackbaud Technical Support, do not mark this checkbox.

5. To send a notification to a specified workstation or user, mark **Net Send notification when backup is finished** and, if it differs from the default, enter the name of the workstation or user to notify.
6. To generate a text file that details the backup process, mark **Output File** and click the browse button to map to the location to generate the output file.
7. To start the backup, click **Backup**. You return to the Blackbaud Management Console.

Restoring from a Backup

Using the Blackbaud Management Console, you can restore your database from a backup. This process works with full and compressed backup files.

Note: Once the database is restored, all data entered since creating the backup will be lost.

To make sure you fully understand the process, we recommend you test the restoring-from-backup procedure. Familiarizing yourself with the process before you actually need to use it may avoid delays and extended down time when you actually need to restore your database from a backup.

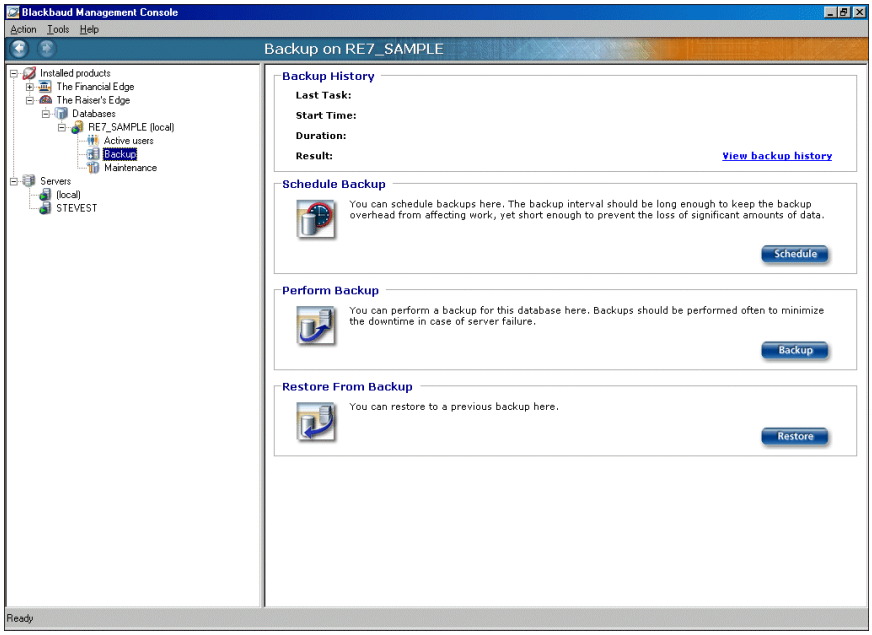
To restore from a backup, users must be out of the database.

- **Restoring from a database backup**

  The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

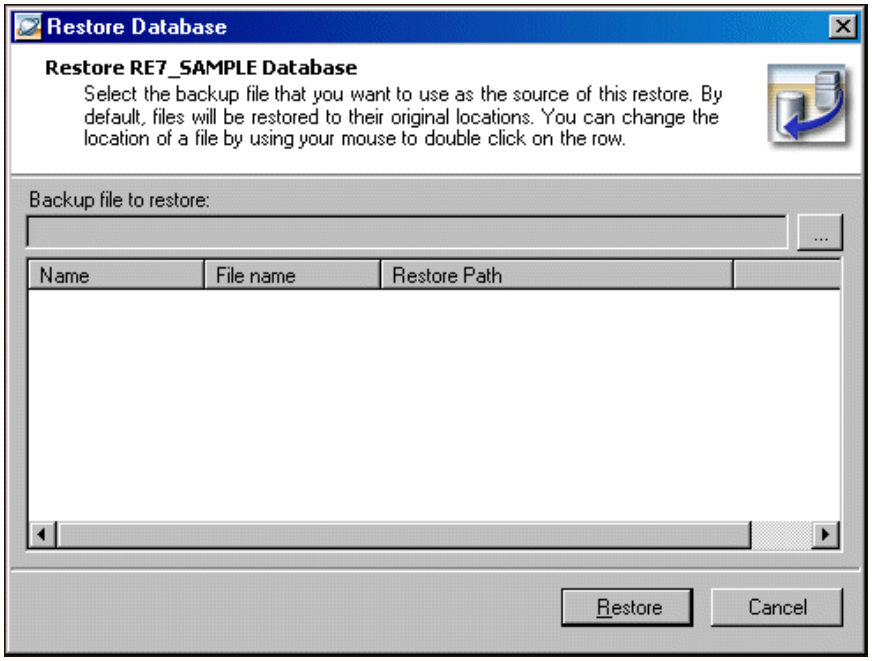
  1. If your most recent database backup is stored on a removable media (tape/CD), copy the database files from the backup media to your hard drive.

2. From the main screen of the Blackbaud Management Console, select **Backup** in the **Installed products** tree view. The Backup screen appears on the right.



Note: To run the backup utilities, you can also click the icons that appear in the backup frames or use the **Tools** menu.

3. In the **Restore From Backup** frame, click **Restore**. The Restore Database screen appears.



Note: The backup file has a BAK extension and contains the MDF and LDF files that make up your database.

4. In the **Backup file to restore** field, enter the location of your backup database. To locate the backup database, click the browse button.

To restore from a compressed file, select the ZIP file. If you select the ZIP file, you must unzip the file in the same folder where the ZIP is located.

Note: After the database is restored, all data entered since you created the backup is lost.

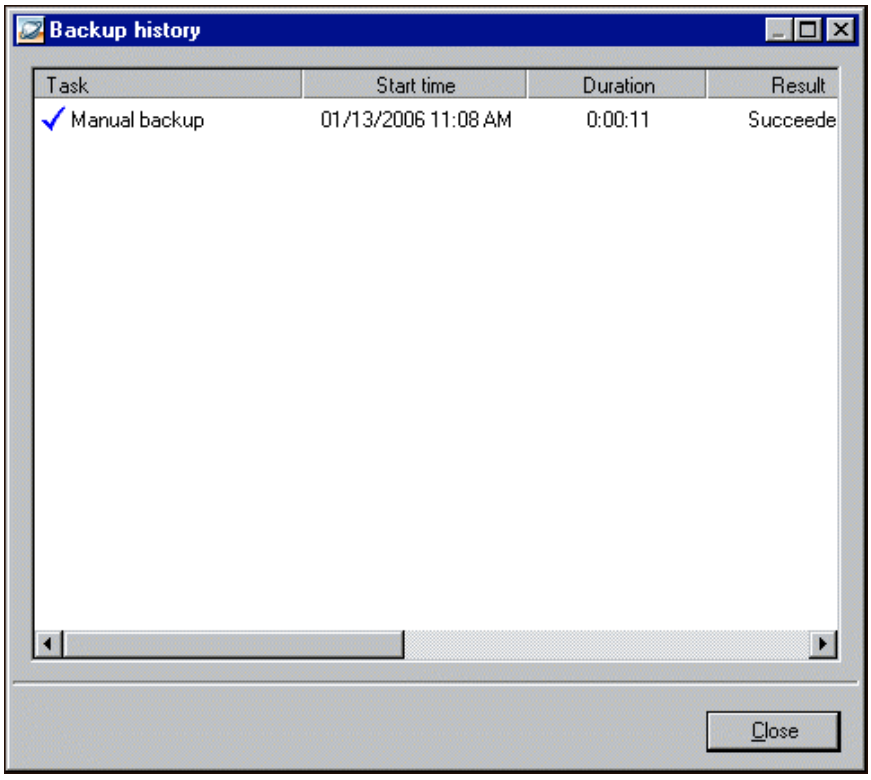
5. To begin the process, click **Restore**. You return to the Blackbaud Management Console. Once the backup is restored, you receive a confirmation message.

Viewing Backup History

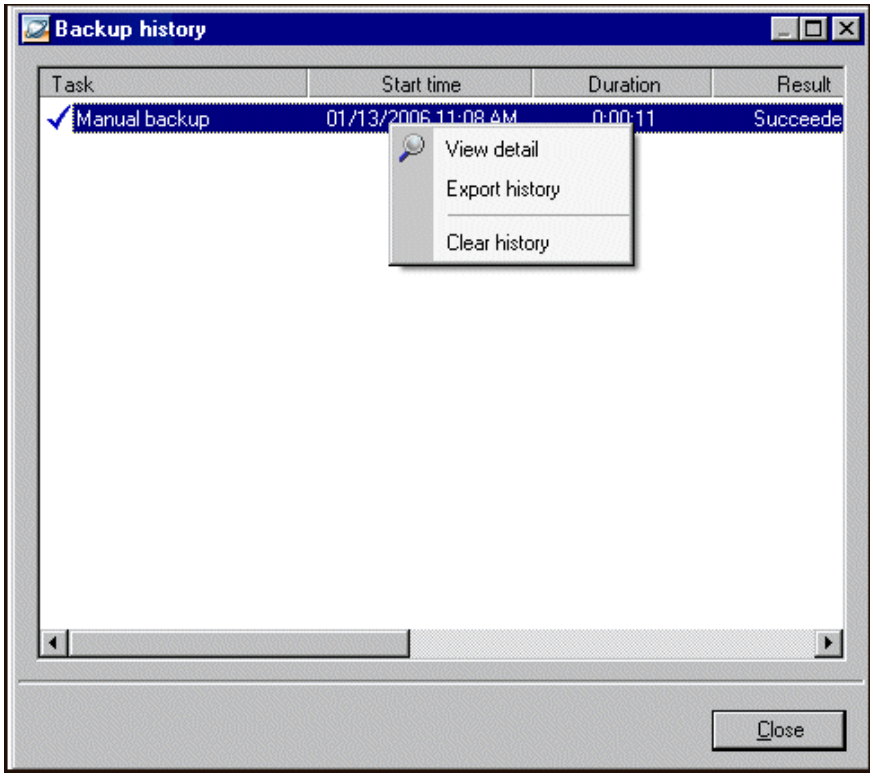
Using the Blackbaud Management Console, you can view the backup history of your databases. Viewing backup history tells you whether backup tasks succeeded or failed, as well as the start time and duration.

- **Viewing backup history**

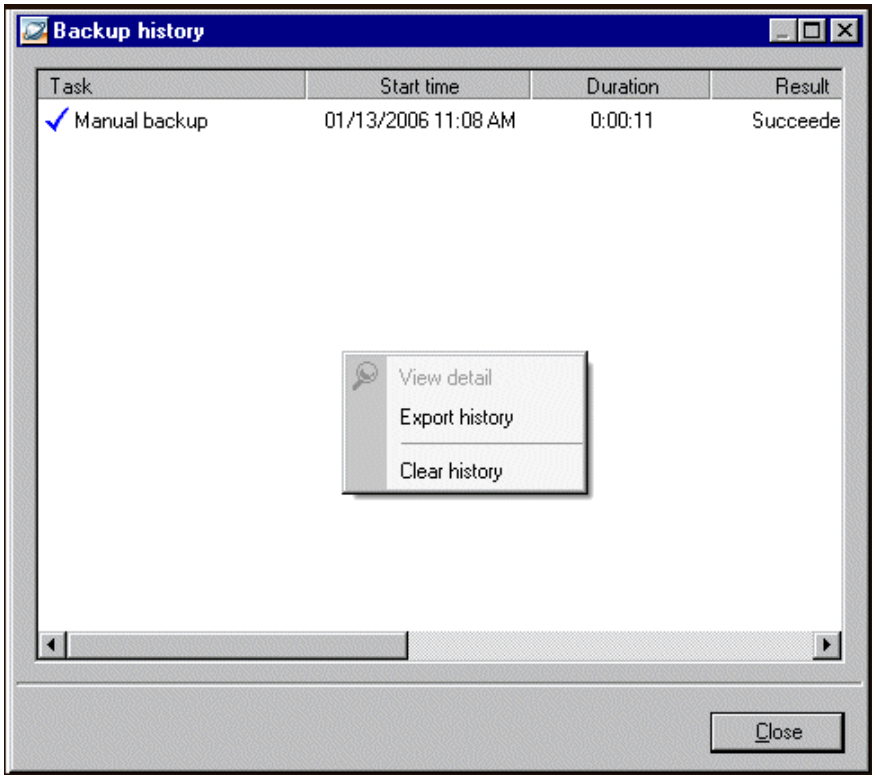
1. From the Backup screen, click the **View backup history** link. The Backup history screen appears.



2. To view more details about a task or export or clear a task's history information, right-click on a task in the grid.



3. To remove history information, right-click in the Backup history window and select **Clear history**. If you select **Clear history**, the entire backup history of a database is removed.



4. To export history information, right-click in the Backup history window and select **Export history**.
5. To return to the Backup screen, click **Close**.

Database Maintenance

To access database maintenance information, select **Maintenance** in the **Installed products** tree view on the main screen of the Blackbaud Management Console. When you select **Maintenance**, the Maintenance utilities appear in the right pane of the Blackbaud Management Console. You can run the utilities from the **Tools** menu or the Maintenance page.

Database maintenance options include scheduling database maintenance, checking database integrity, rebuilding indexes, updating database statistics, shrinking a database, and moving database files.

Note: You can run the database maintenance options directly from their respective frames, or by scheduling maintenance tasks for a time of low CPU usage and slow database activity.

After you run database maintenance utilities, the results appear in the **Maintenance History** frame of the Maintenance page. To view the database maintenance history, click the **View maintenance history** link.

Scheduling Database Maintenance

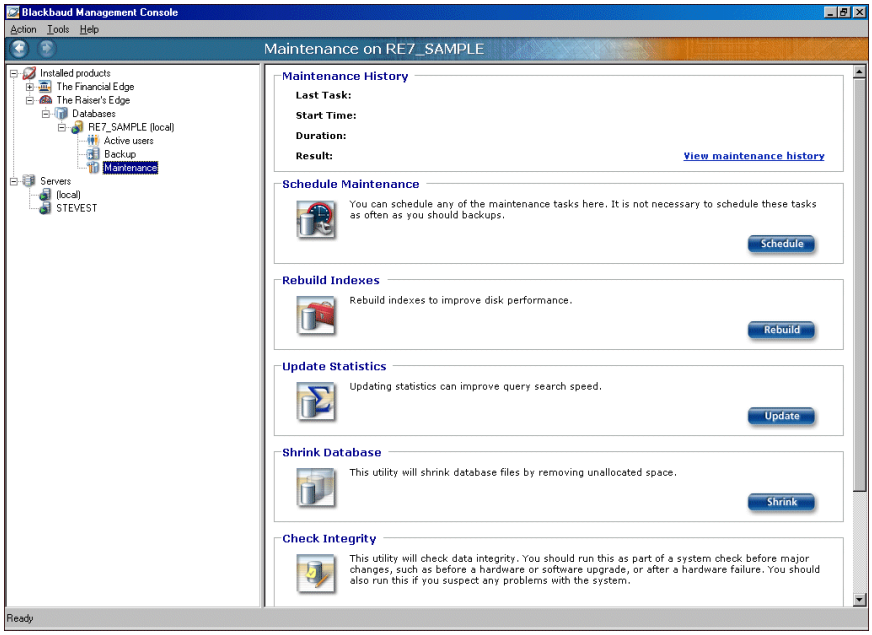
Using the Blackbaud Management Console, you can schedule database maintenance utilities to run at specified times.

The Schedule Maintenance Wizard guides you through the processes step by step.

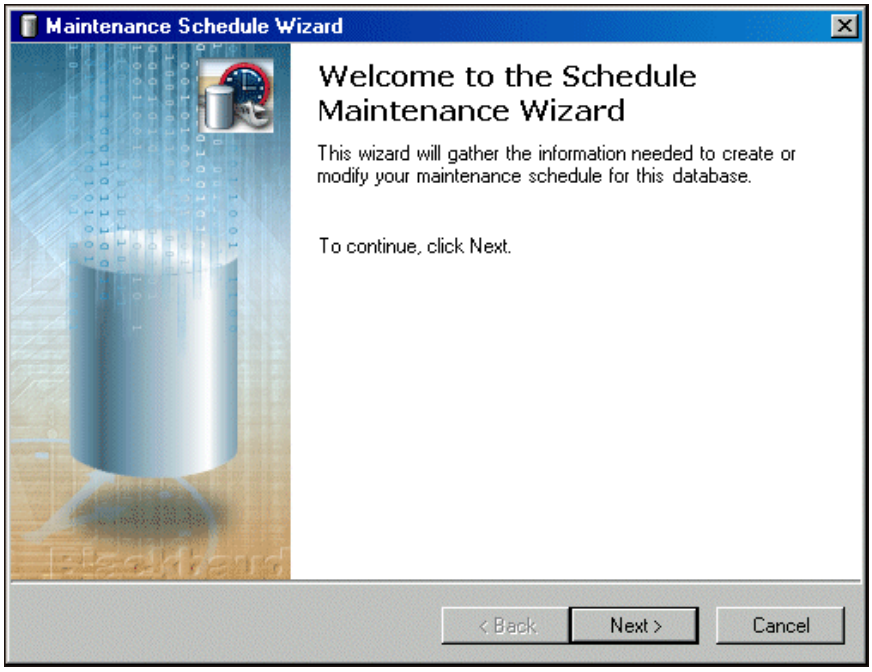
Scheduling database maintenance

The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

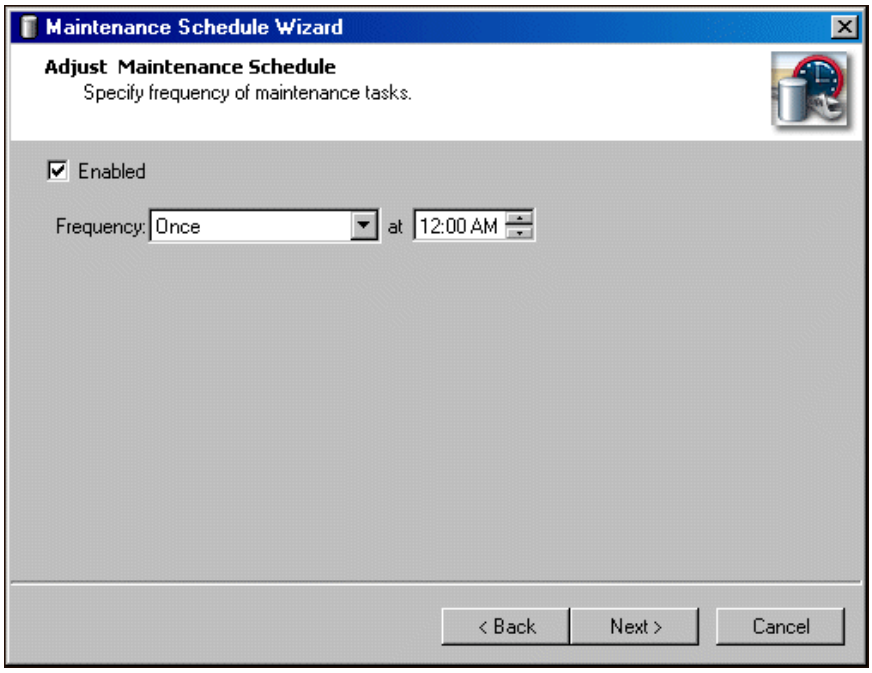
1. From the main screen of the Blackbaud Management Console, select **Maintenance** in the **Installed products** tree view. The Maintenance screen appears on the right.



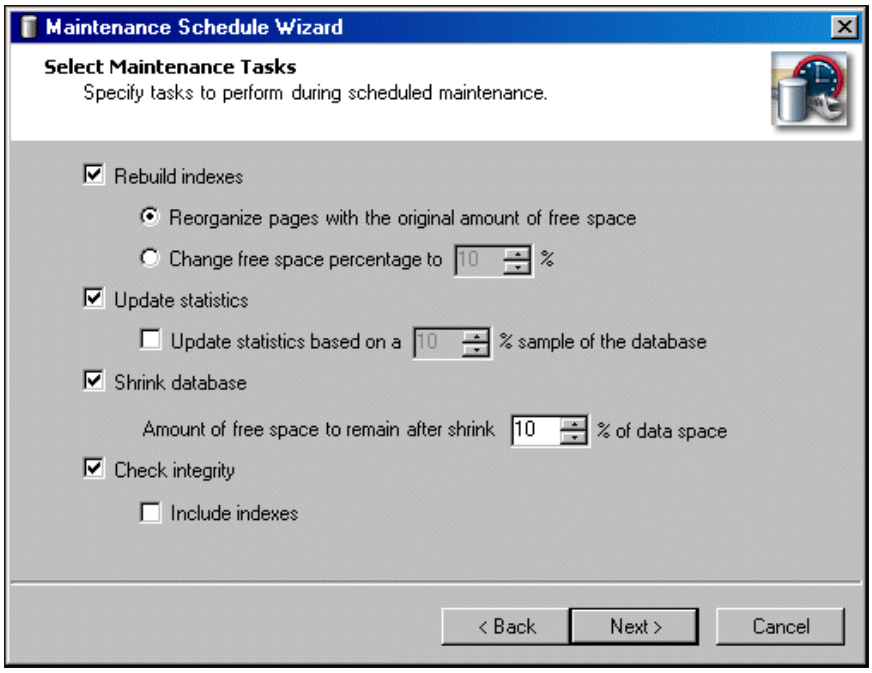
2. In the **Schedule Maintenance** frame, click **Schedule**. The Schedule Maintenance Wizard appears.



3. Click **Next**. The Adjust Maintenance Schedule screen appears.



4. To schedule the time and frequency for the database maintenance options, mark **Enabled** and specify the **Frequency** and time of the maintenance.
5. Click **Next**. The Select Maintenance Tasks screen appears.

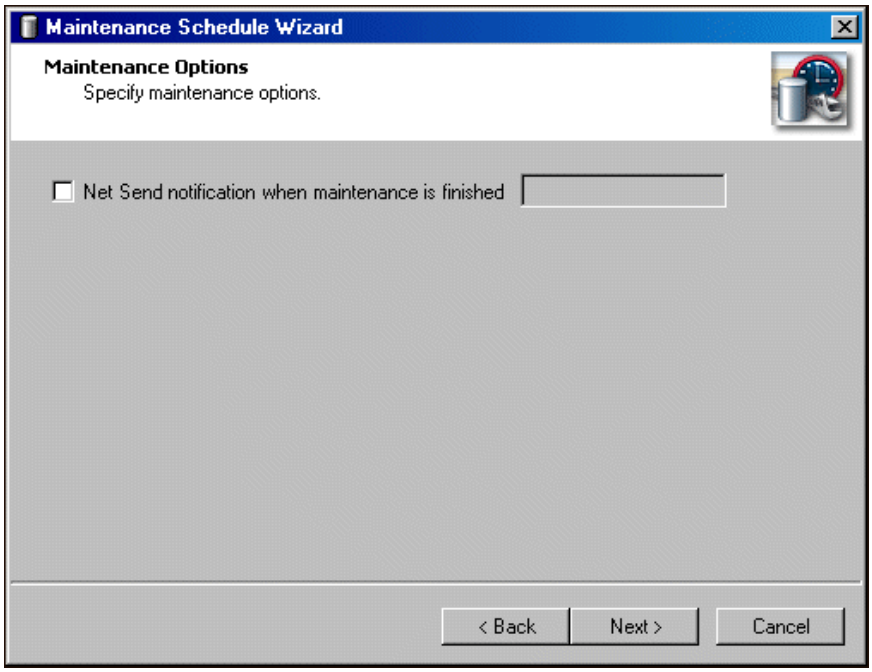


6. To rebuild the indexes during the scheduled maintenance, mark **Rebuild indexes** and select how to handle free space during the rebuild. You can select to **Reorganize pages with the original amount of free space** or to **Change free space percentage to** a specified percentage.
7. To update the statistics during the scheduled maintenance, mark **Update statistics**. You can change the percentage of the database the statistics are based on.

8. To shrink the database during the scheduled maintenance, mark **Shrink database** and enter the amount of free space that remains after shrinking your database.

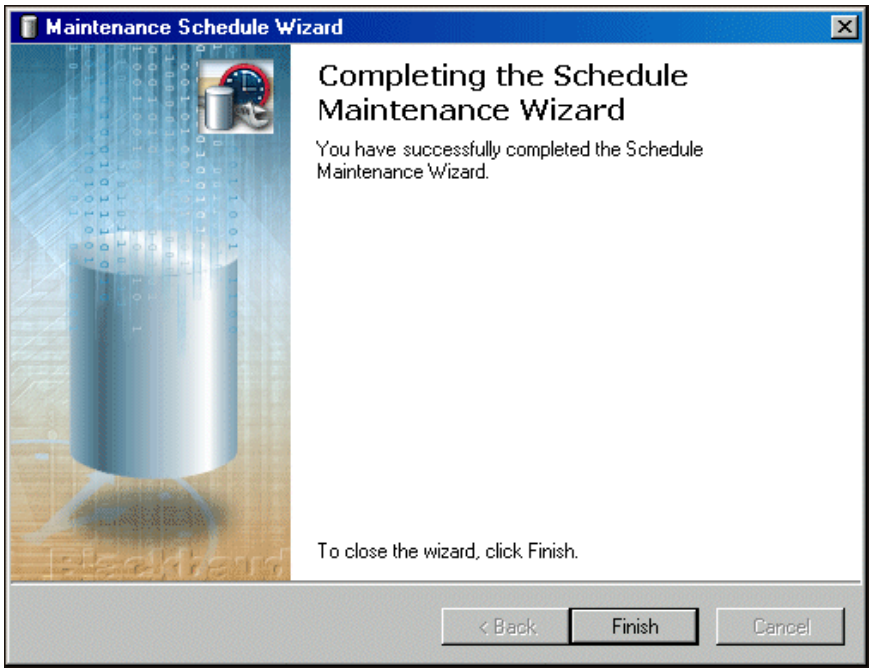
Note: If you mark **Include indexes**, the validation automatically attempts to repair any minor problems encountered in the indexes.

9. To check the integrity during the scheduled maintenance, mark **Check integrity**. To include indexes in the integrity check, mark **Include indexes**.
10. Click **Next**. The Maintenance Options screen appears.



11. To send a notification to a specified workstation or user when the maintenance is complete, mark **Net Send notification when maintenance is finished** and, if it differs from the default, enter the name of the workstation or user to notify.

12. Click **Next**. The final screen of the Schedule Maintenance Wizard appears.



13. Click **Finish**. You return to the Blackbaud Management Console.

Rebuilding Indexes

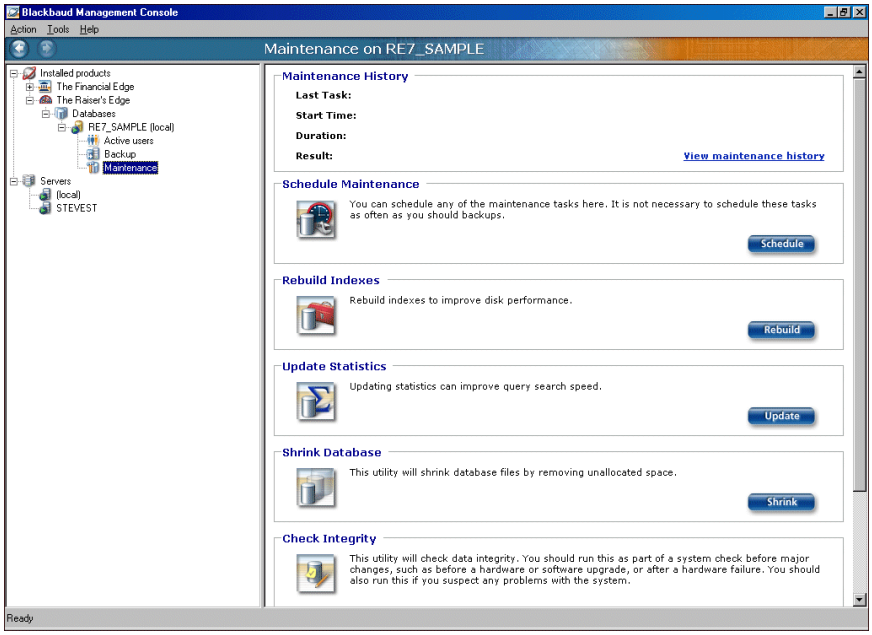
Using the Blackbaud Management Console, you can rebuild database indexes. When you make changes to data that affect database indexes, information in the database can become scattered, much like how a hard drive can become fragmented with use.

By rebuilding the indexes, you reorganize the storage of the index data to remove fragmentation. This improves disk performance by reducing the number of page reads required to obtain the requested data.

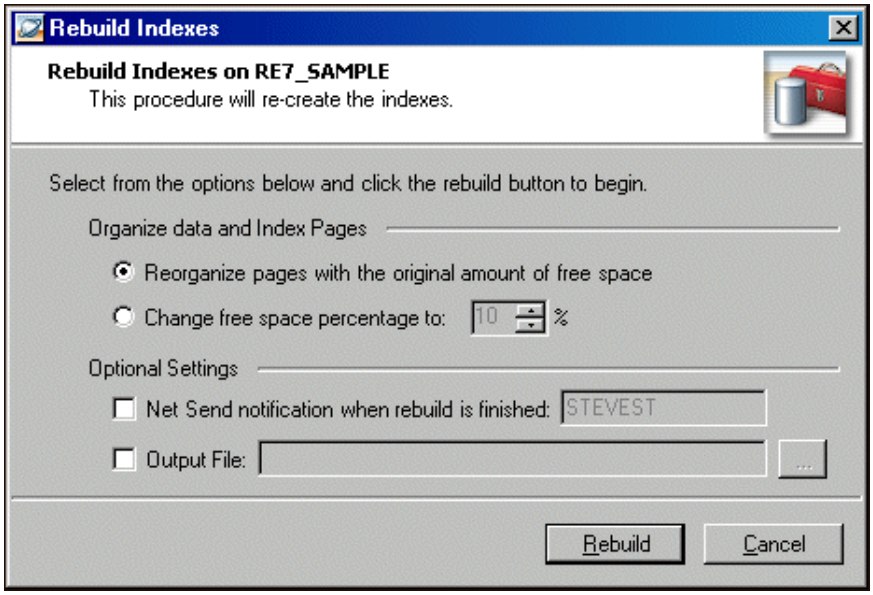
Rebuilding indexes

The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

1. From the main screen of the Blackbaud Management Console, select **Maintenance** in the **Installed products** tree view. The Maintenance screen appears on the right.



2. In the **Rebuild Indexes** frame, click **Rebuild**. The Rebuild Indexes screen appears.



3. In the **Organize data and Index Pages** frame, select how to reorganize the pages. You can select to **Reorganize pages with the original amount of free space** or **Change free space percentage** to a specified percentage.

4. To send a notification to a specified workstation or user after the indexes are rebuilt, mark **Net Send notification when rebuild is finished** and, if it differs from the default, enter the name of the workstation or user to notify.
5. To generate a text file that details the rebuild process, mark **Output File**. To map to the location to where the text file is generated, click the browse button.
6. To rebuild the database indexes, click **Rebuild**. You return to the Blackbaud Management Console.

Updating Statistics

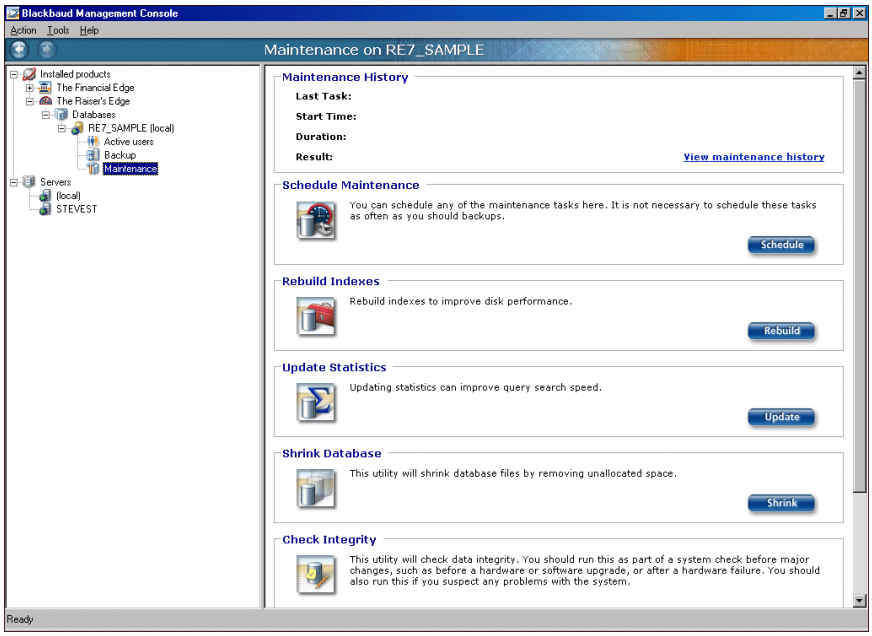
Using the Blackbaud Management Console, you can update statistics. *SQL Server* keeps statistics about the distribution of the key values in each index and uses these statistics to determine which indexes to use in query processing.

To ensure query optimization, run this utility periodically.

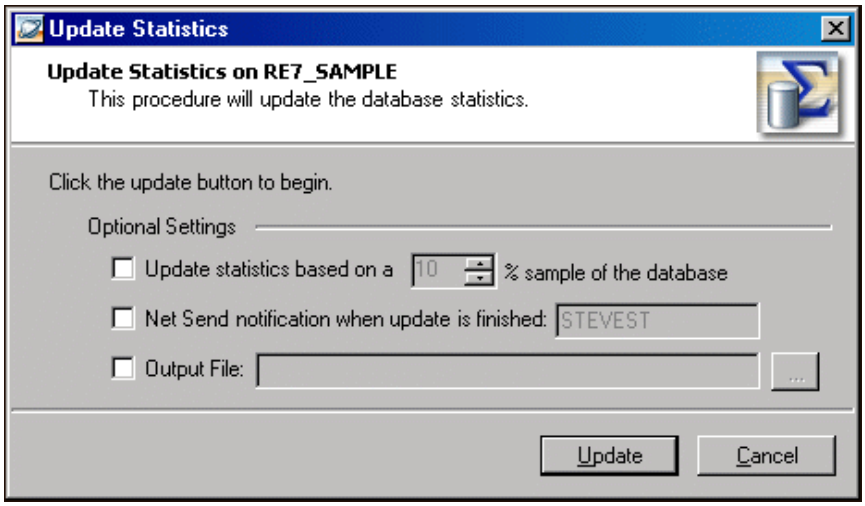
- **Updating statistics**

  The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

  1. From the main screen of the Blackbaud Management Console, select **Maintenance** in the **Installed products** tree view. The Maintenance screen appears on the right.



2. In the **Update Statistics** frame, click **Update**. The Update Statistics screen appears.



3. To change the percentage of the database that the statistics are based on, mark **Update statistics based on a [ ]% sample of the database** and specify a percentage.
4. To send a notification to a specified workstation or user when the statistics are updated, mark **Net Send notification when update is finished** and, if it differs from the default, enter the name of the workstation or user to notify.
5. To generate a text file that details the update process, mark **Output File**. To map to the location to where the text file is generated, click the browse button.
6. To update database statistics, click **Update**. You return to the Blackbaud Management Console.

Shrinking the Database

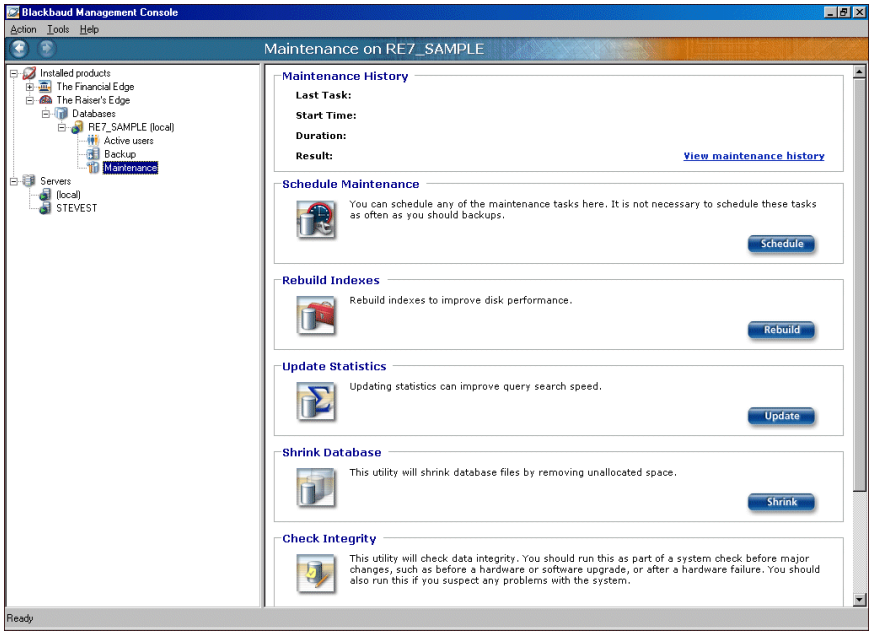
Using the Blackbaud Management Console, you can shrink your database. Microsoft *SQL Server* allocates hard disk space to the database in blocks, either as a specified number of Megabytes or as a percentage of the database size. If data is deleted from the database, however, the operating system cannot automatically reclaim this space. Shrinking the database forces the database to make this space available to the operating system again.

Shrinking a database reduces the database size only if the database has empty space. You should do this only when the database is not busy.

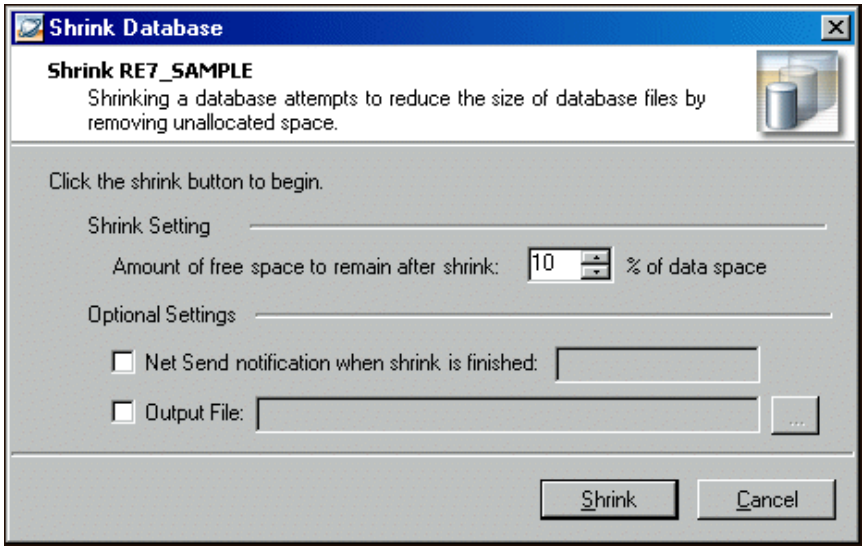
Shrinking the database

The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

1. From the main screen of the Blackbaud Management Console, select **Maintenance** in the **Installed products** tree view. The Maintenance screen appears on the right.



2. In the **Shrink Database** frame, click **Shrink**. The Shrink screen appears.



3. To change the amount of free space that remains after you shrink the database, enter the percentage in the **Shrink Setting** frame.
4. To send a notification to a specified workstation or user after the database is shrunk, mark **Net Send notification when shrink is finished** and, if it differs from the default, enter the name of the workstation or user to notify.
5. To generate a text file that details the update process, mark **Output File**. To map to the location to where the text file is generated, click the browse button.

6. To shrink the database, click **Shrink**. You return to the Blackbaud Management Console.

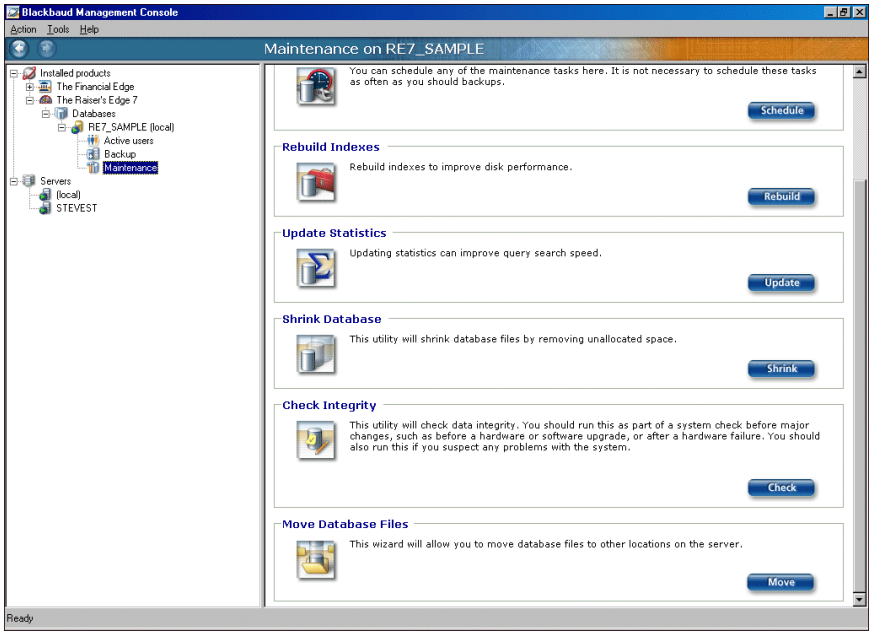
Checking Database Integrity

Using the Blackbaud Management Console you can validate the database to check its integrity. We recommend you run this utility before you make any changes to your system, such as hardware or software upgrades.

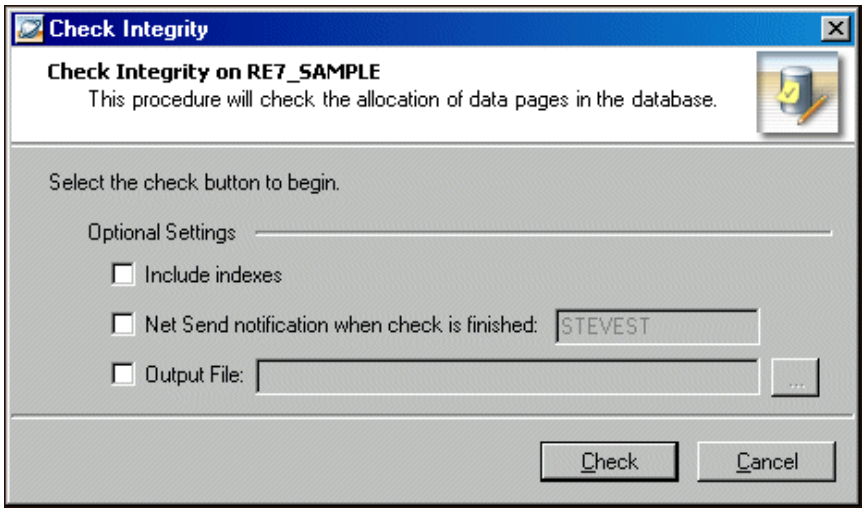
Checking database integrity

The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

1. From the main screen of the Blackbaud Management Console, select **Maintenance** in the **Installed products** tree view. The Maintenance screen appears on the right.



2. In the **Check Integrity** frame, click **Check**. The Check Integrity screen appears.



3. To include indexes in the integrity check, mark **Include indexes**.
4. To send a notification to a specified workstation or user after the database is validated, mark **Net Send notification when check is finished** and, if it differs from the default, enter the name of the workstation or user to notify.
5. To generate a text file that details the update process, mark **Output File**. To map to the location to where the text file is generated, click the browse button.
6. To check your database integrity, click **Check**. When the job is finished, the results appear in the **Maintenance History** frame of the Maintenance page.

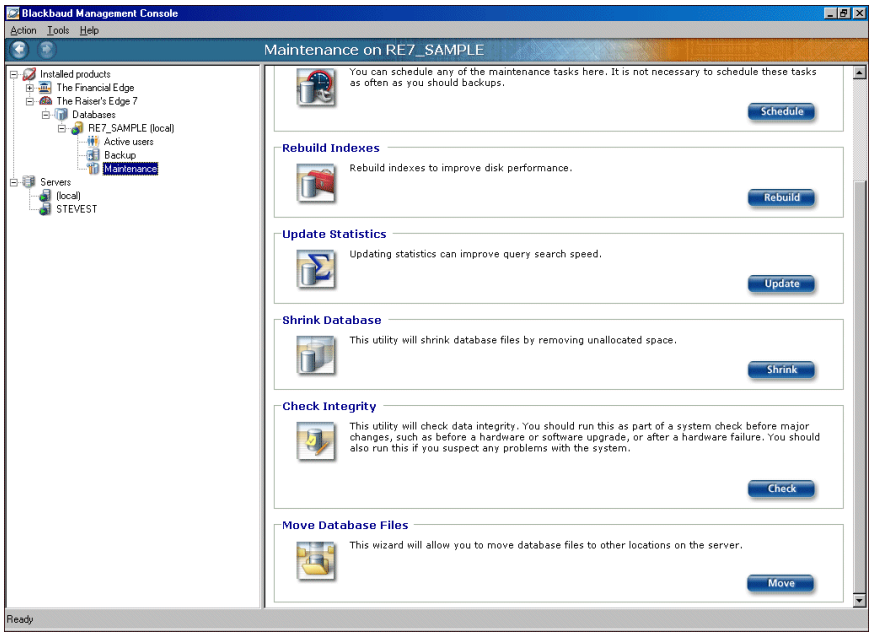
Moving Database Files

Using the Blackbaud Management Console, you can move your database files. The Moving Database Files Wizard guides you through the processes step by step.

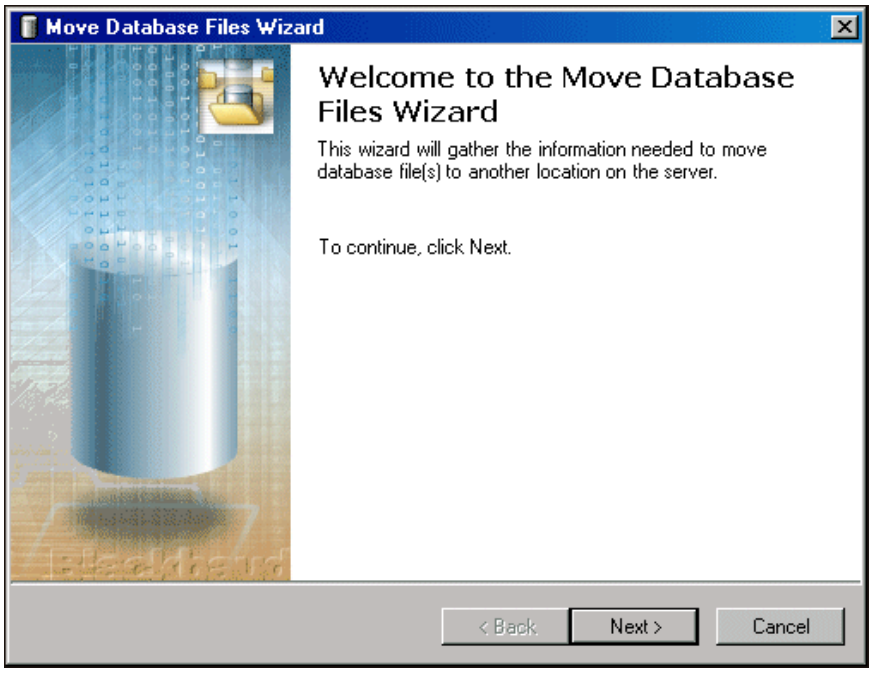
- **Moving database files**

  The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

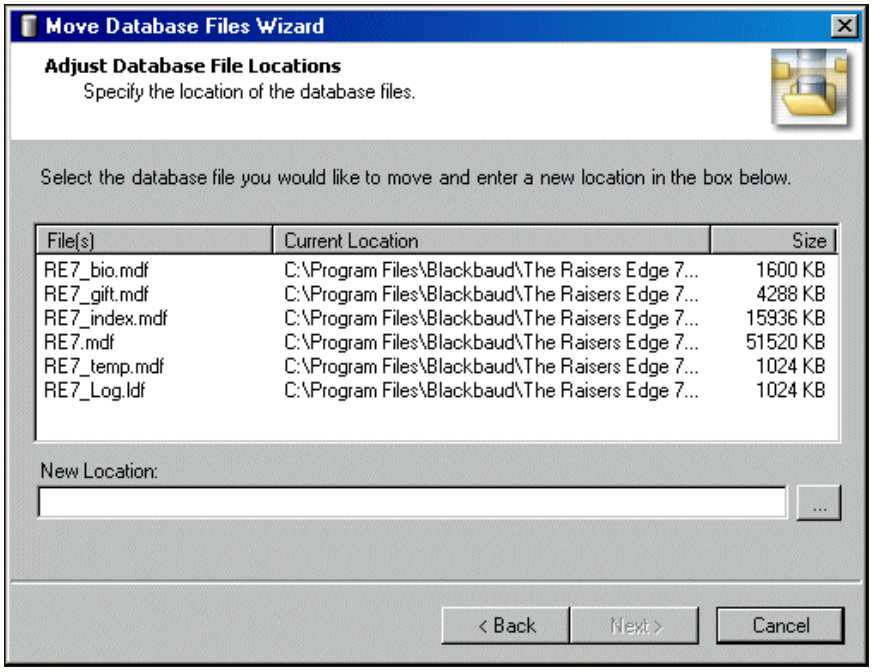
  1. From the main screen of the Blackbaud Management Console, select **Maintenance** in the **Installed products** tree view. The Maintenance screen appears on the right.



2. In the **Move Database Files** frame, click **Move**. The Move Database Files Wizard appears.

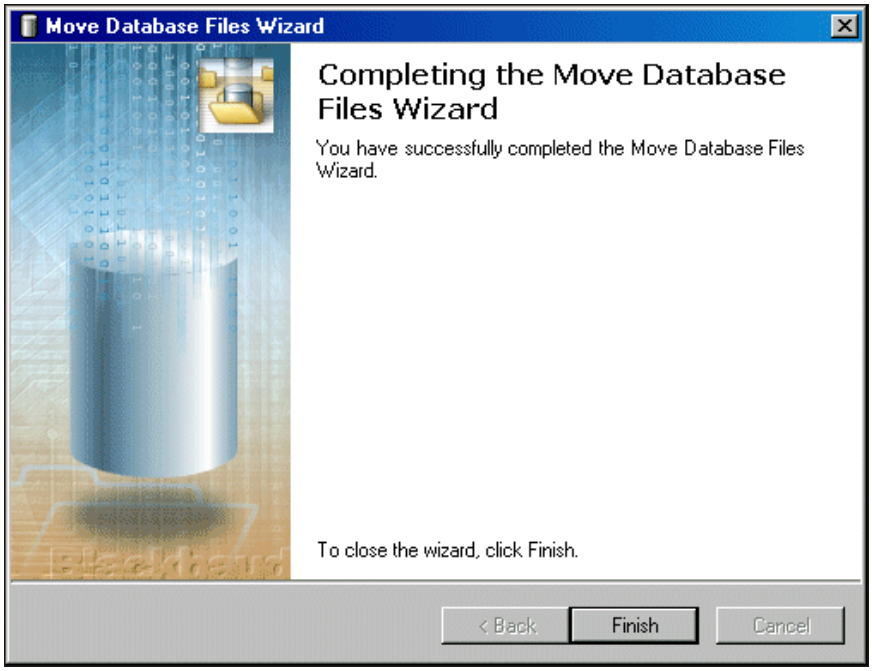


3. Click **Next**. The Adjust Database File Locations screen appears.



4. In the **New Location** field, enter the new location for your database files. To map to the location, click the browse button.

5. Click **Next**. When the database files move to the specified location, the final screen of the Move Database Files Wizard appears.



6. Click **Finish**. You return to the Blackbaud Management Console.

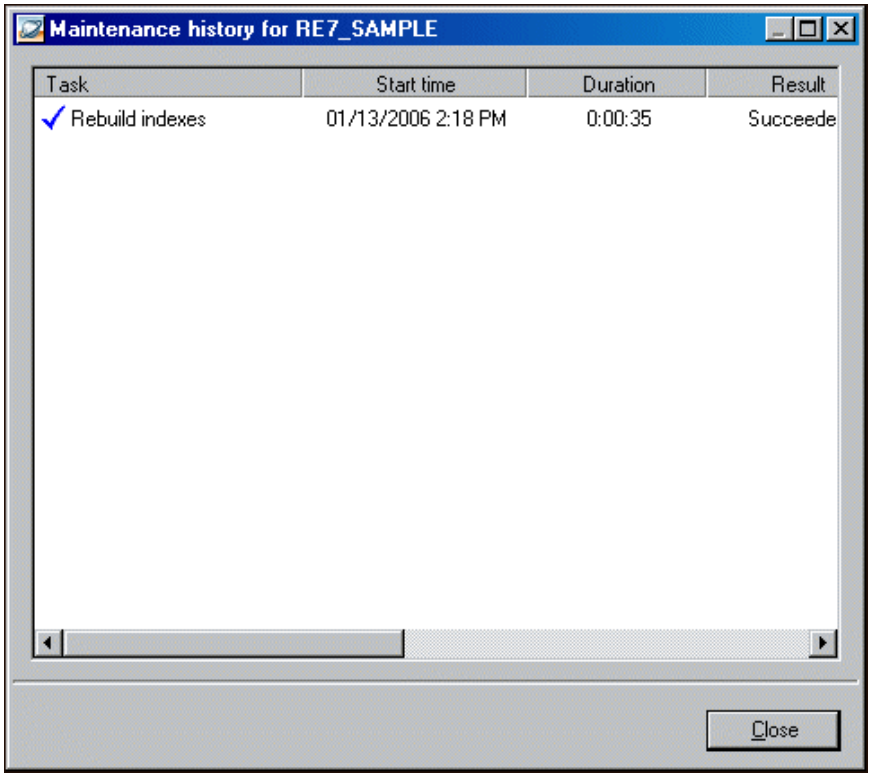
Viewing Maintenance History

Using the Blackbaud Management Console, you can view the maintenance history of your databases. Viewing maintenance history tells you whether maintenance tasks succeeded or failed, as well as the start time and duration.

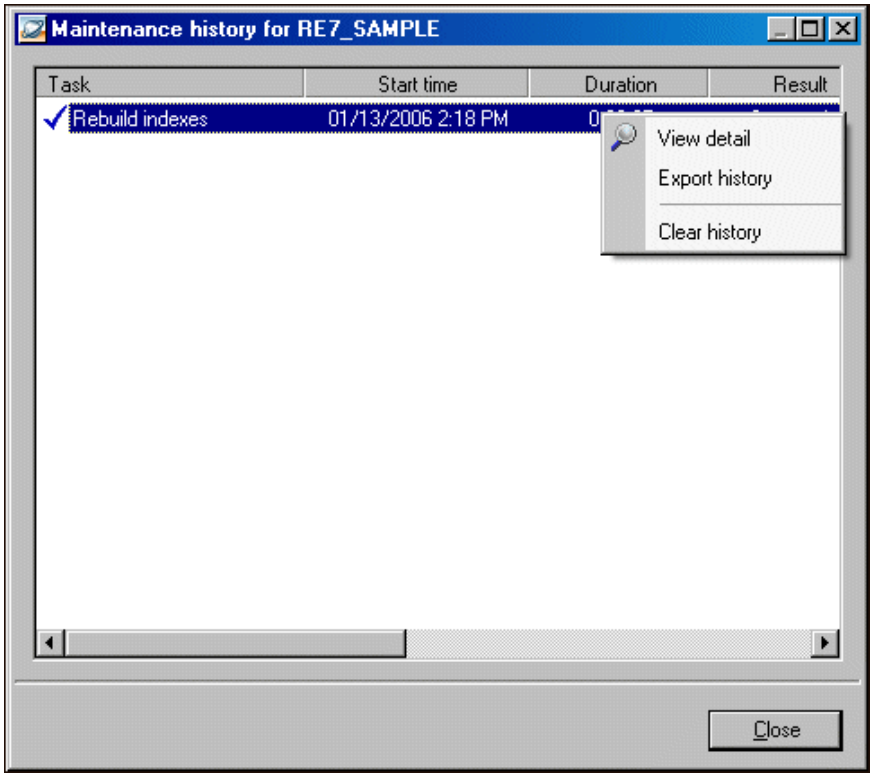
Viewing maintenance history

The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

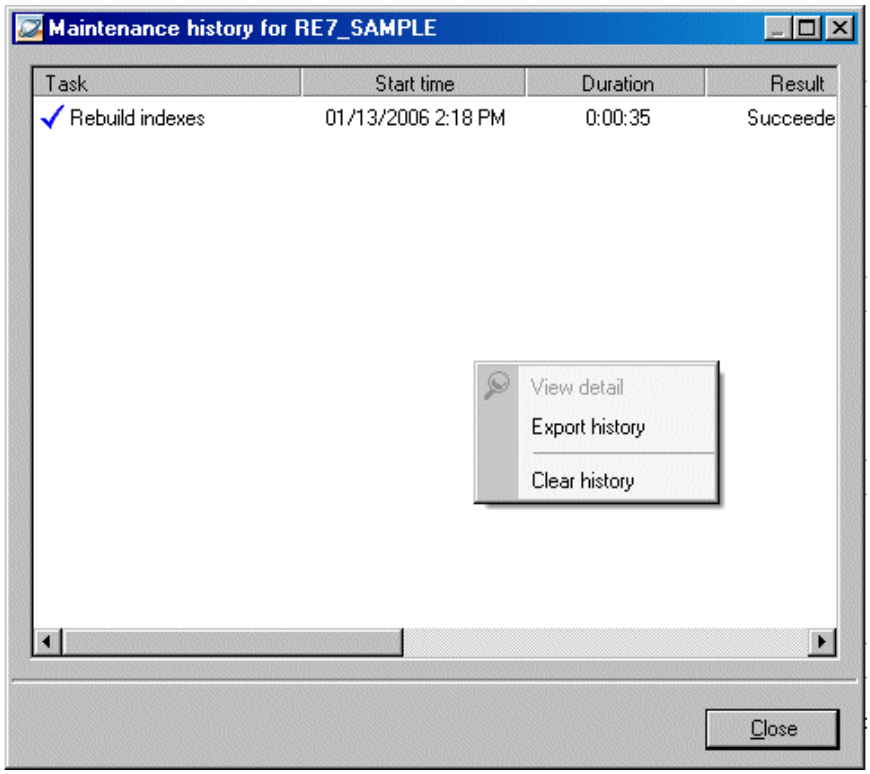
1. From the Maintenance screen, click the **View maintenance history** link. The Maintenance history screen appears.



2. To view more details about a task or delete or export a task's history information, right-click on a task in the Maintenance history window.



3. To remove history information, right-click in the Maintenance history window and select **Clear history**. Clearing history information removes the entire maintenance history of a database.



4. To export history information, right-click in the Maintenance history window and select **Export history**.
5. To return to the Blackbaud Management Console, click **Close**.

Server Properties

Using the Blackbaud Management Console, you can view server properties, such as the number of attached databases and server name. You can also start, stop, and pause your database from the individual server pages and configure memory use on the server.

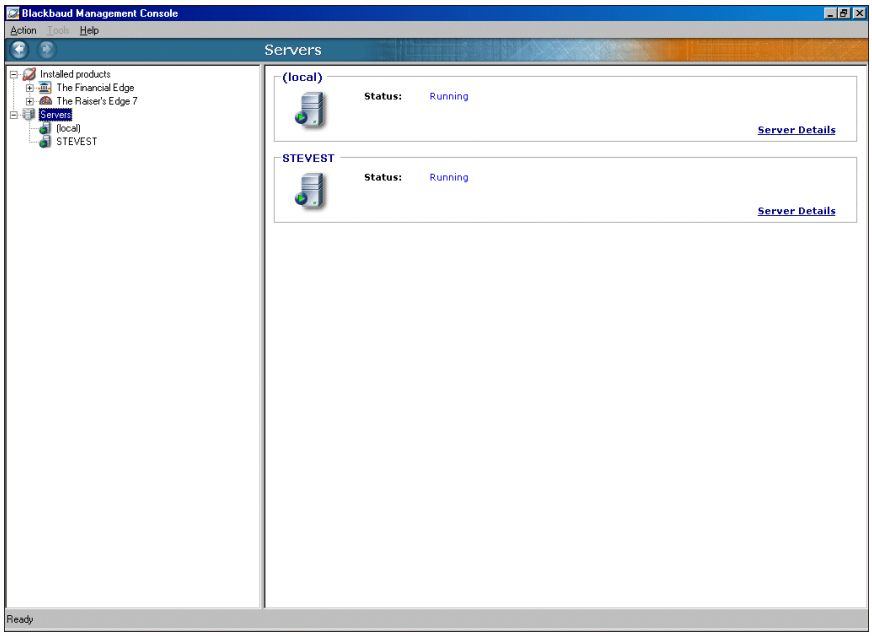
Starting, Stopping, and Pausing your Database Server

Using the Blackbaud Management Console, you can start, stop, and pause your database server. When you stop a database, users cannot log in and all current users are disconnected.

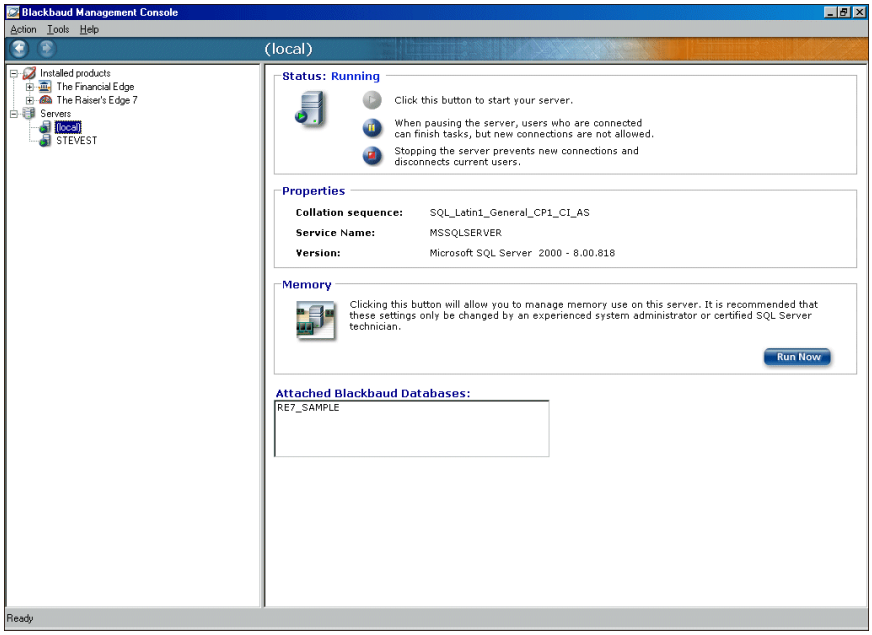
- **Starting and stopping your database**

  The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

  1. From the main screen of the Blackbaud Management Console, select **Servers** in the **Installed products** tree view. The Servers screen appears on the right.



2. Click **Server Details**. In the pane on the right, information about the server appears. Server details appears in the **Properties** frame.



3. To stop the server, click **Stop**.
4. To restart the server, click **Start**.
5. To pause the server, click **Pause**.

Managing Server Memory

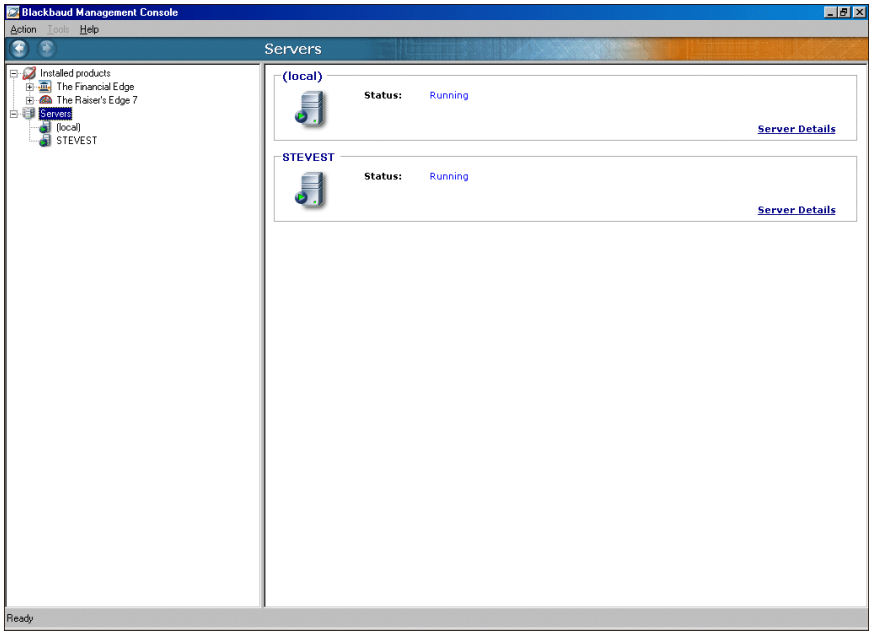
Using the Blackbaud Management Console, you can configure server memory use. We recommend only experienced system administrators or certified *SQL Server* technicians adjust the server memory settings.

- **Adjusting server memory use**

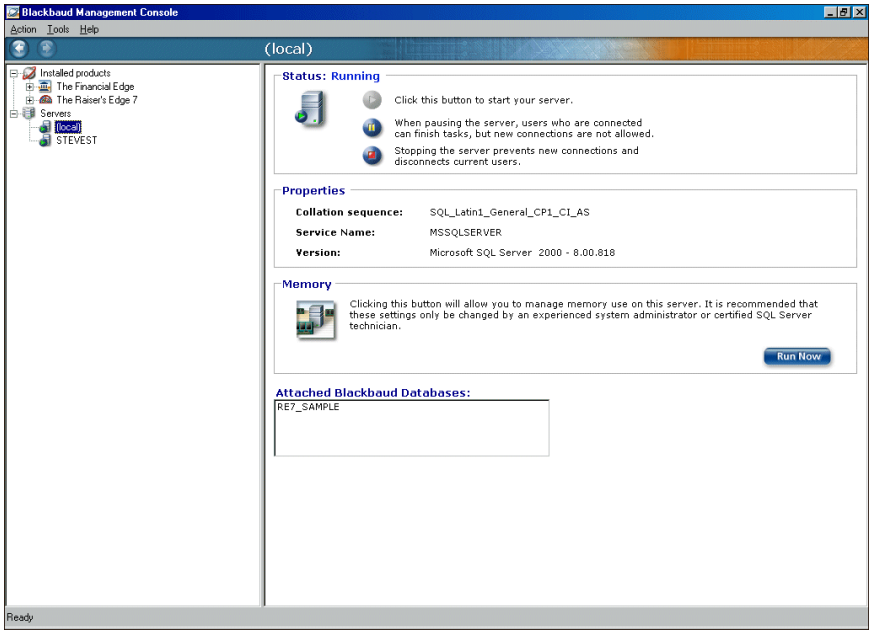
Note: We recommend only experienced system administrators or certified *SQL Server* technicians adjust the server memory settings.

The screens depicted in this procedure appear for users of ***The Raiser's Edge***. If you use ***The Financial Edge***, ***The Education Edge***, ***Blackbaud Student Information System***, or ***The Researcher's Edge***, the screens display information specific to those programs.

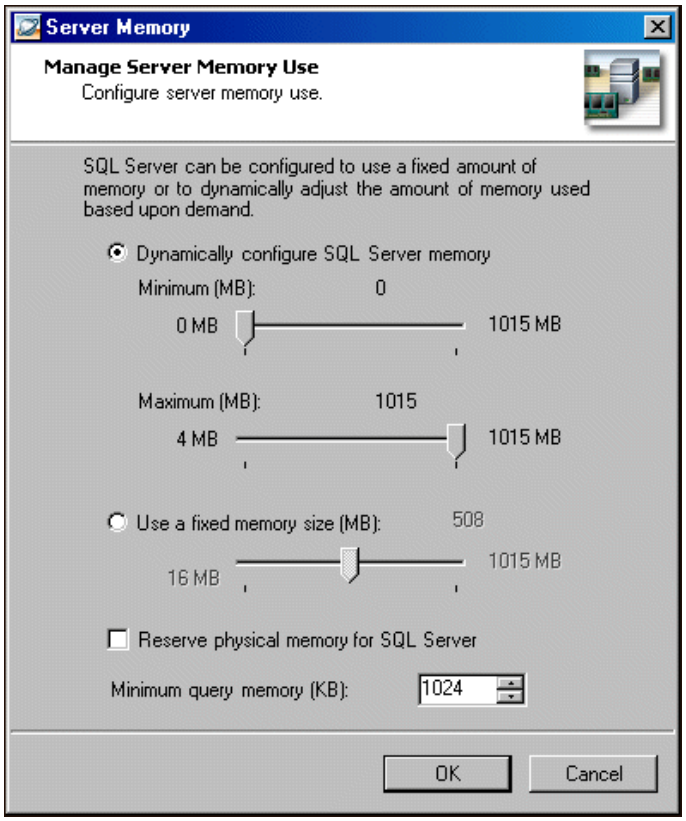
1. From the main screen of the Blackbaud Management Console, select **Servers** in the **Installed products** tree view. The Servers screen appears on the right.



2. Select **Server Details**. In the pane on the right, information about the server appears.



3. In the **Memory** frame, click **Run Now**. The Manage Server Memory Use screen appears.



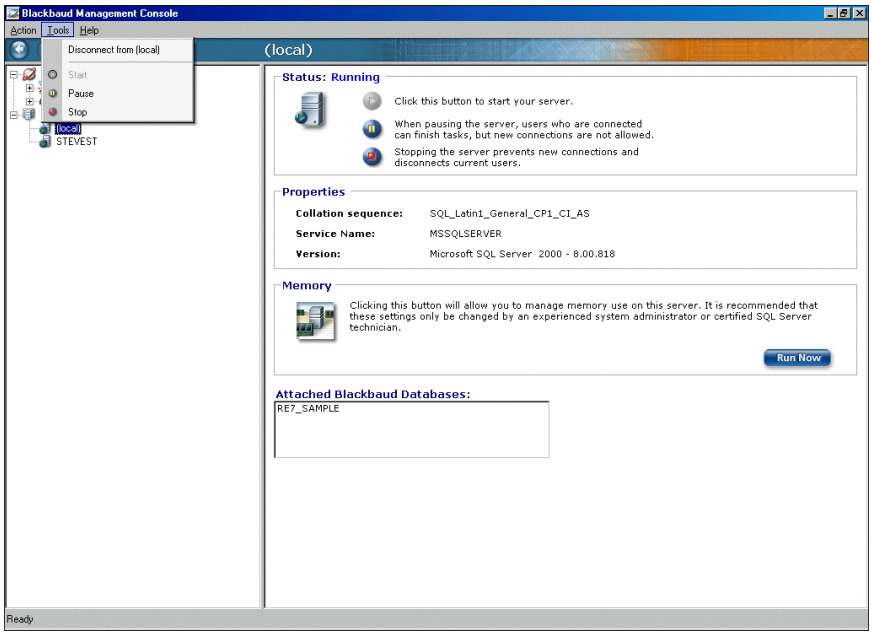
4. To have Microsoft *SQL Server* memory reconfigure immediately after you change the server properties, mark **Dynamically configure SQL Server memory** and set a **Minimum** and **Maximum** amount for the memory, in megabytes (MB).
5. To specify a fixed memory size for *SQL Server*, mark **Use a fixed memory size (MB)** and set a fixed amount for the memory, in megabytes (MB).
6. To reserve physical memory space for *SQL Server* equal to the memory setting, mark **Reserve physical memory for SQL Server**. If you mark this checkbox, Microsoft *Windows NT 4.0* or *Windows 2000* does not swap out *SQL Server* pages, even if the pages can be used more readily when *SQL Server* is idle.
7. In the **Minimum query memory** field, specify the minimum amount of memory to be allocated per user for query execution. The default is 1024 kilobytes (KB).
8. Click **OK**. You return to the Blackbaud Management Console.

Disconnecting from a Server

To access a Microsoft *SQL Server*, the Blackbaud Management Console must first establish a connection to the server. You can disconnect the Blackbaud Management Console from a server without affecting user access to the data.

Disconnecting from a server

1. From the main screen of the Blackbaud Management Console, select the server from which you want to disconnect. In the pane on the right of the screen, information about the server you select appears.



2. On the menu bar, select **Tools**, **Disconnect**. The Blackbaud Management Console automatically disconnects from the *SQL Server*.
3. To reconnect the database to the server, select **Tools**, **Connect** on the menu bar.

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