overview

Backing up your data regularly and prior to any major updates or events (such as End of Financial Year) is a critical part of maintaining your MYOB EXO system.

There is a simple tool you can download to achieve this please browse to the link below and choose 'Download Now' on the 'Exosoft SQL Server Backup' software.

LINK: http://exosoft.co.nz/products/exosoft-backup-manager

1. If you have not done so already, please click on the link above and choose Download Now on the Exosoft SQL Backup Manager software

2. Follow the install prompts and once installed the software will appear on your desktop, (example below):

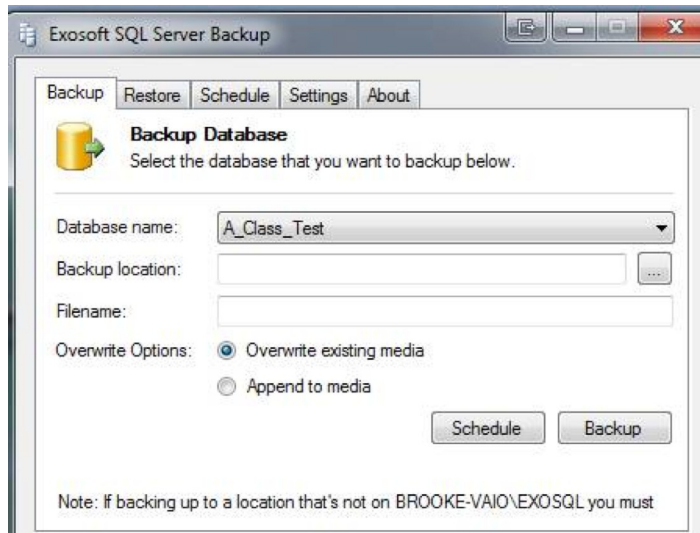3. To set it up, you will need your SQL Server name, Username and Password.

NB: If the server name doesn't appear in the list, you are able to manually type it in.

a. CHECK the box to 'Remember Connection Details'
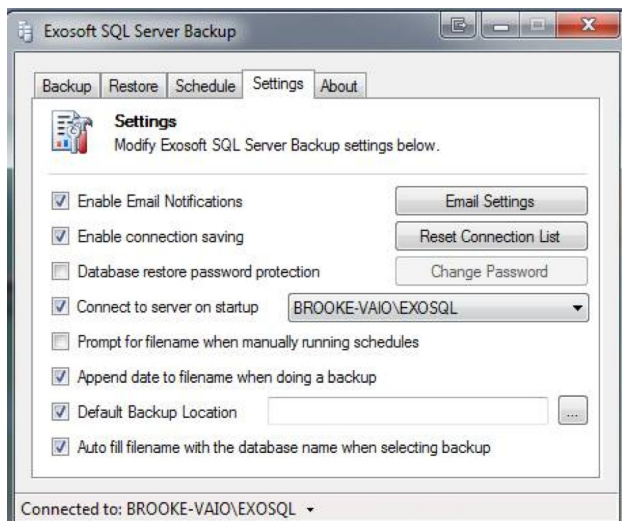
b. Click CONNECT.

4. It will always default to the backup screen each time you log in.

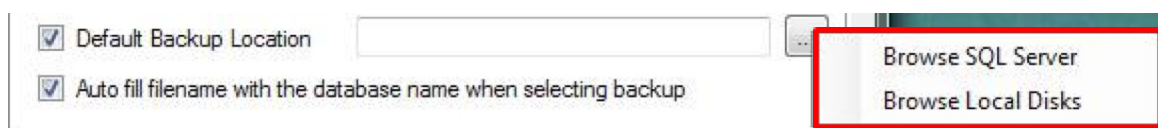**a.** Click on the SETTINGS TAB to set up further details

5. Check on the following

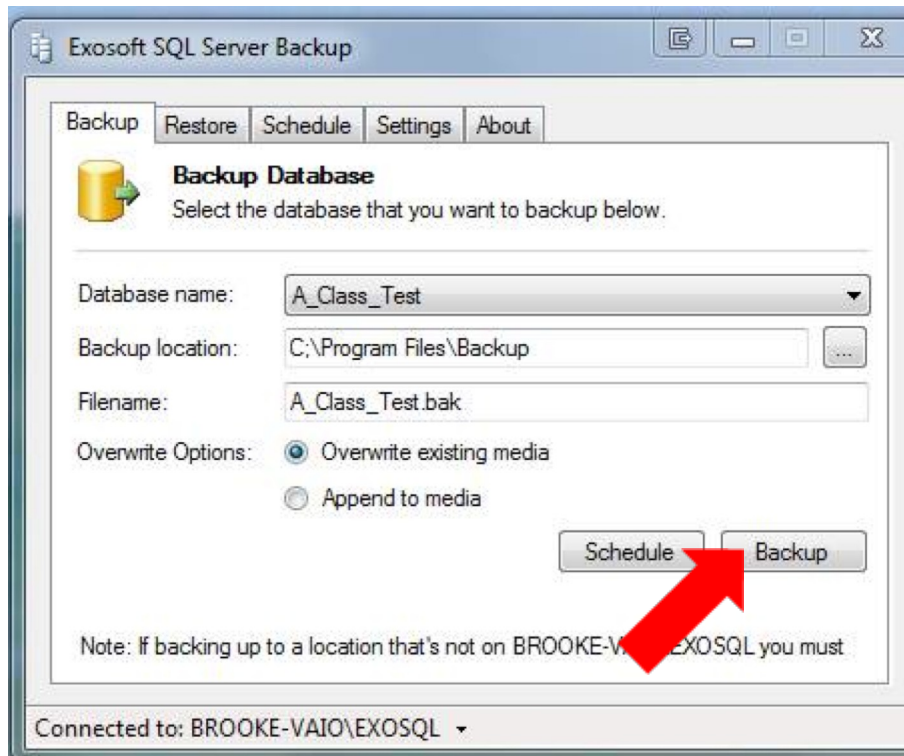**a.** Connect to server on Start up and select the server name that the databases reside on.

b. Append date to filename when doing a backup.

c. Default Backup Location – browse to the desired backup location on the server
(please note, the drives that appear in here are the server drives not the local machine drives).

NB. Unless you right click on the then you have the option to browse local disks.

6. The backup location will be automatically populated now simply press backup and the software will back up the database.

NB: Every time this software is opened you will only need to press backup unless you wish to change the location.
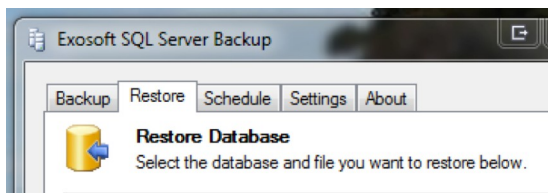
overview – restoring your test database

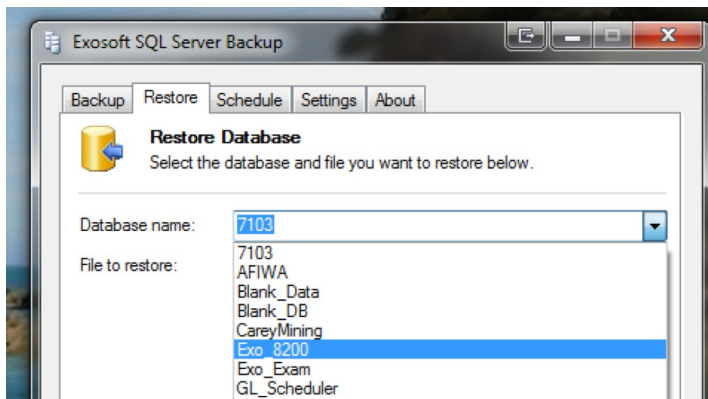Restoring your data from a backup of a MYOB EXO system.

Errors or unforeseen events can result in the need to restore your test database.
LINK: http://exosoft.co.nz/products/exosoft-backup-manager

1. Click on the Restore tab

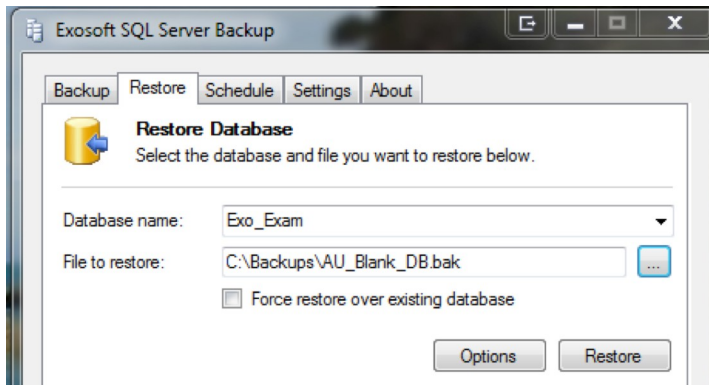2. Select the test database you wish to override.

3. Then browse to the location where the backup is stored that you wish to override the database with.

   a. By right clicking on the [...] you have the option to Browse SQL Server or Browse Local Disks for your backup file.
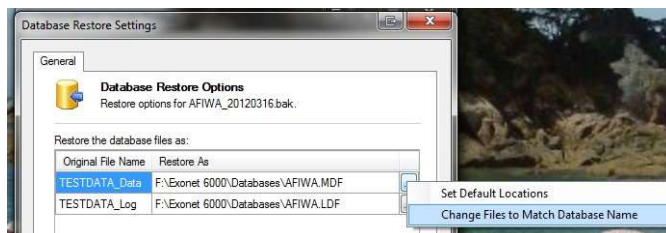
b. Once you have located your file to restore click on 'Force restore over existing database' then click on Options
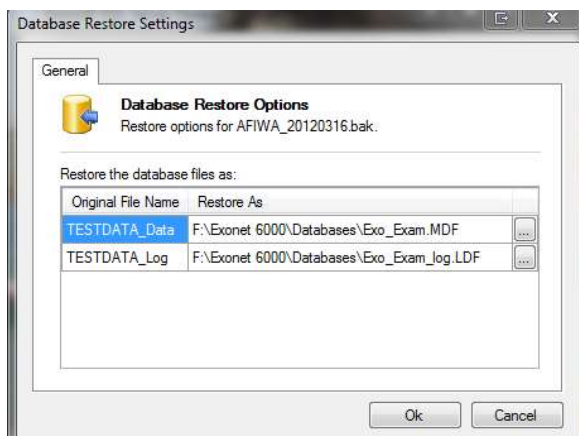

4. The screen below will appear...

It is **very important** to RIGHT CLICK on each of these file paths and change the files to match the DB Name
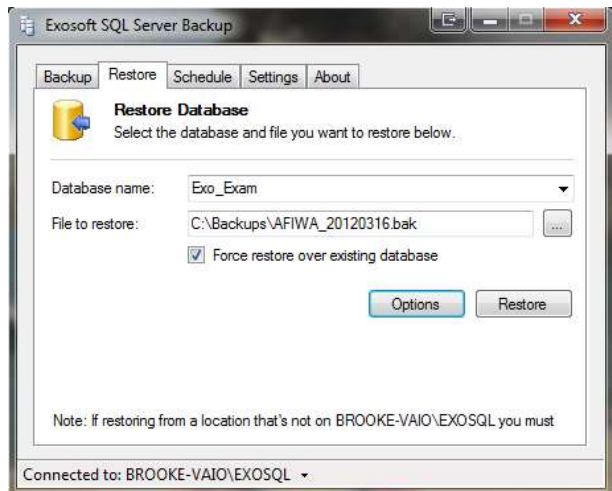

The result of not doing this will risk **OVERRIDING** the database you have located the backup file from.
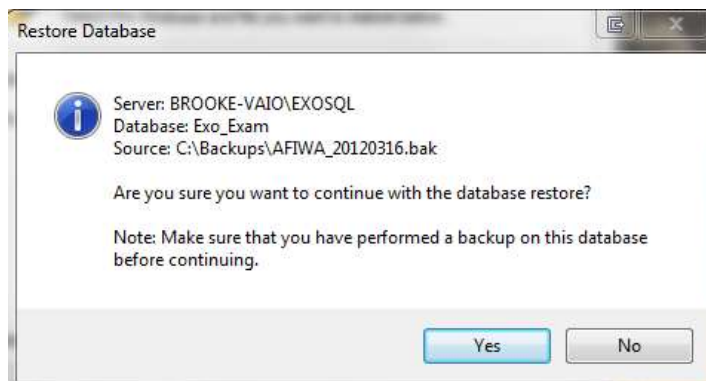*If in doubt, always check first before proceeding.*
If this is CLICK OK..

5. You will be back to the screen below. Once you have confirmed that you have followed the above instructions in full, you can press restore

6. You will get a prompt to confirm, please read this carefully.

Click YES once happy that the restore information is correct.
The system will go through and restore the DB for you based on the options you have set.

7. If this is a test database that you will be performing transactions in, lastly you will need to log into ExoCfg and change the company colour to something other than what the live colour is at the bottom left of the screen when you log into the live system.

A test database is usually RED or YELLOW