Horizon: backing up EXO database via SQL

overview

This document will assist with backing up critical data on your EXO database via Microsoft SQL. We advise to back up your data on a regular basis and also before any system changes (for example any updates) or events (EOFY etc).

1. Log on to the server where the Microsoft SQL Server software is located.

2. Locate the SQL Server Management Studio program (nb: screens may differ slightly).

 SQL Server Management Studio ▸
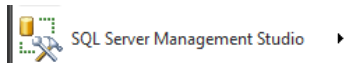
3. Open this software, then log on using the Windows Authentication if you do not know the SA username and password.
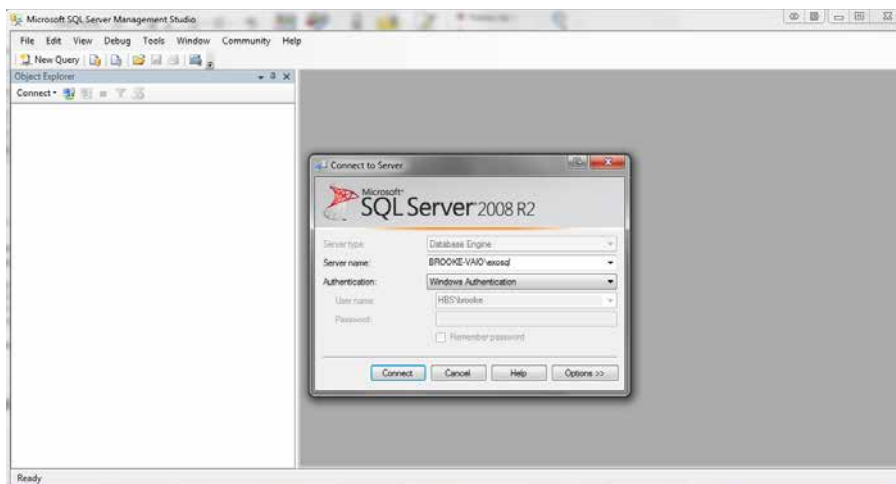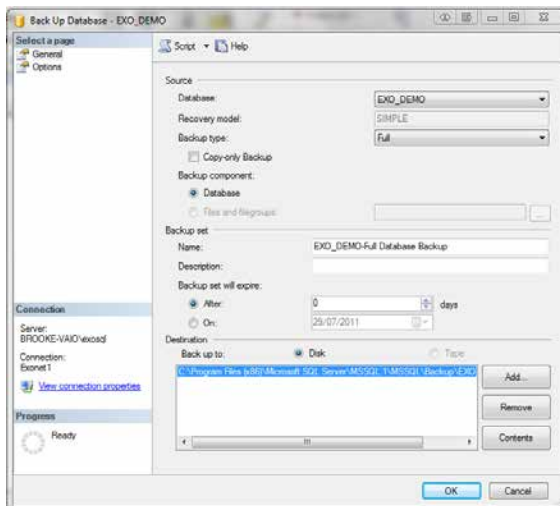

4. Once logged in you will notice that there is a Databases folder located on the left of screen. Expand this…
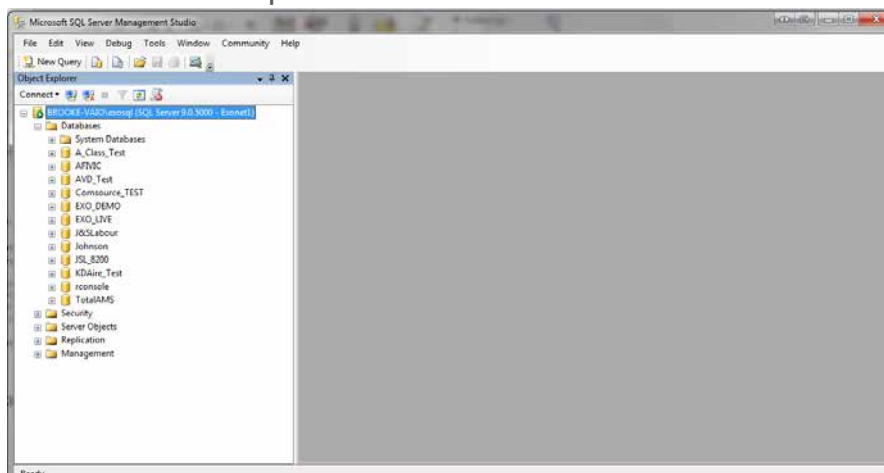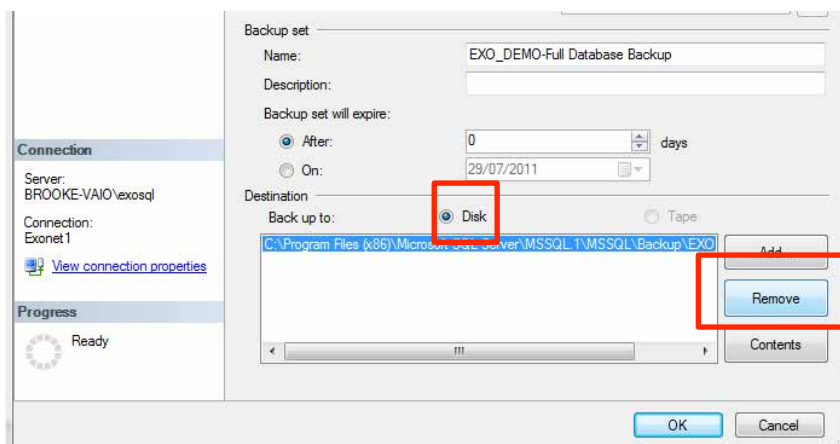
5. The expanded list will show all of the databases that are located on your server.

6. Right click on the database that you wish to back up, choose TASKS and then BACKUP.
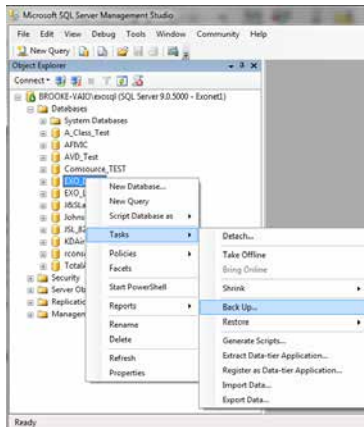
7. The screen (as per below) will appear:

8. Click REMOVE in the "Destination Field" to remove the existing backup.

9. Change the backup to destination to DISK. Now click ADD to create a new

backup destination and browse to the location where you wish to create your backup to. (NB: You may want to check this with your System Administrator and/or IT Provider for a location that they recommend).
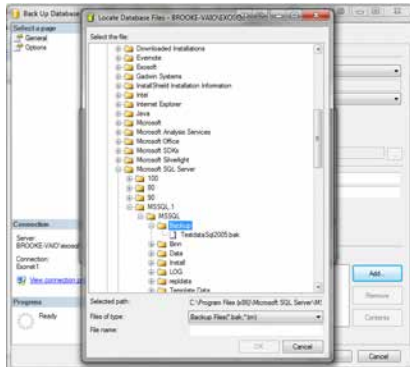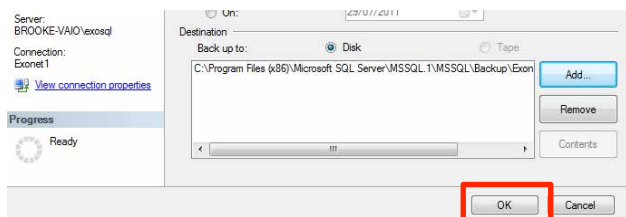

10. In the file name field, please type in a name of your backup. NB: Please ensure that you put the file extension ".bak" at the end.
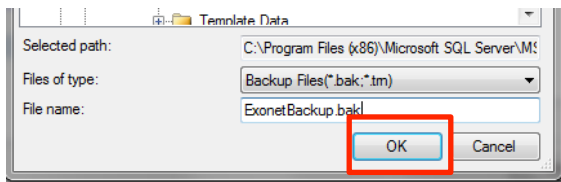
11. Click OK and then click OK again once the following message pops up.
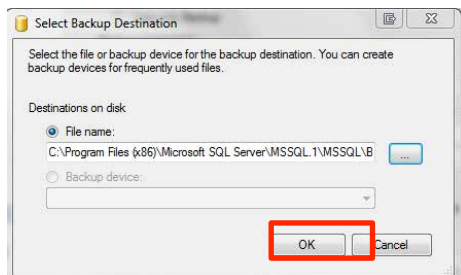
12. Finally click OK and to backup the database and the system will proceed in doing the back up.

If you require assistance, please contact the Support Team at Horizon Business Systems:
email: support@horizonbiz.com.au or tel: 08 9328 1678 (Option 2).

END HORIZON BACKING UP YOUR EXO DB VIA SQL DOC.