## Backup & Restore EXO

***Backing up your data is one of the most important tasks that you will perform in EXO Business. Horizon recommends that you perform this task regularly and prior to any critical events, such as End of Financial Year or System Upgrades.***

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.

[http://www.exosoft.net.nz/Group.aspx?gid=5#BKUP](http://www.exosoft.net.nz/Group.aspx?gid=5#BKUP)

Follow the install prompts and once installed the software will appear on your desktop like below:
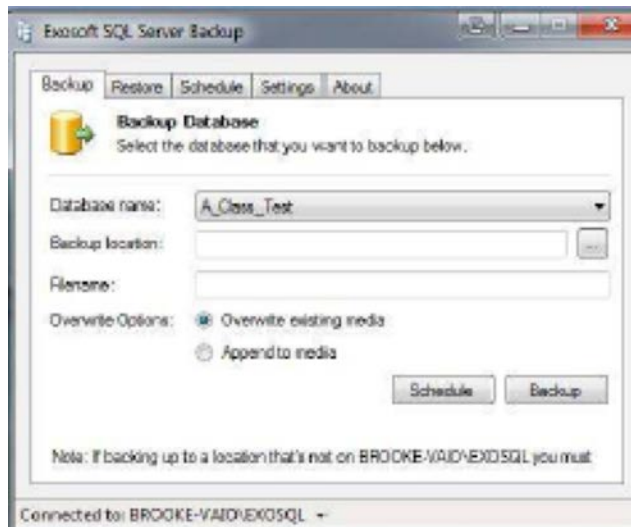


To set it up all you need is the SQL Server name, Username and Password.



If the server name doesn't appear in the list you are able to type it in.
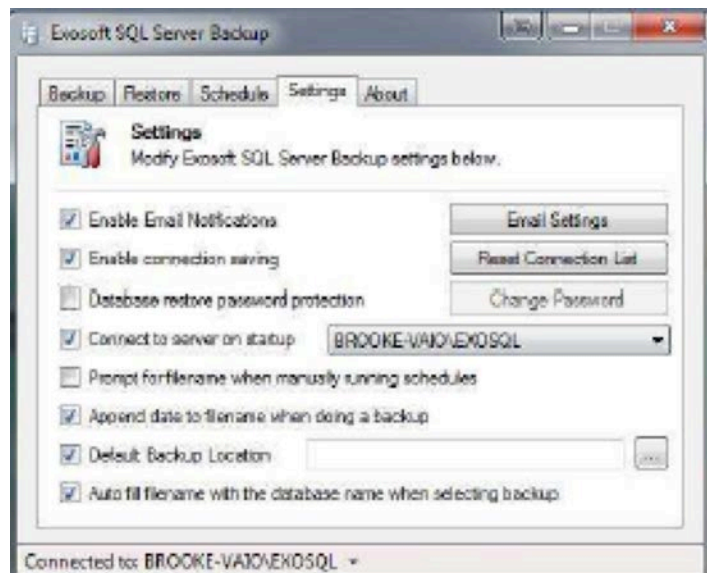
Check on 'Remember Connection Details'

Then connect.

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

Click on the settings tab to set up further details



Check on the following:

- Connect to server on startup and select the server name that the databases reside on

- Append date to filename when doing a backup

- 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)

- Unless you right click on the        then you have the option to browse local disks.
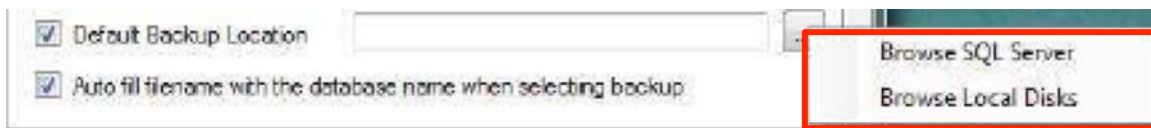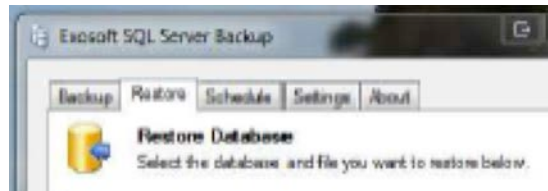
Click back to the backup tab

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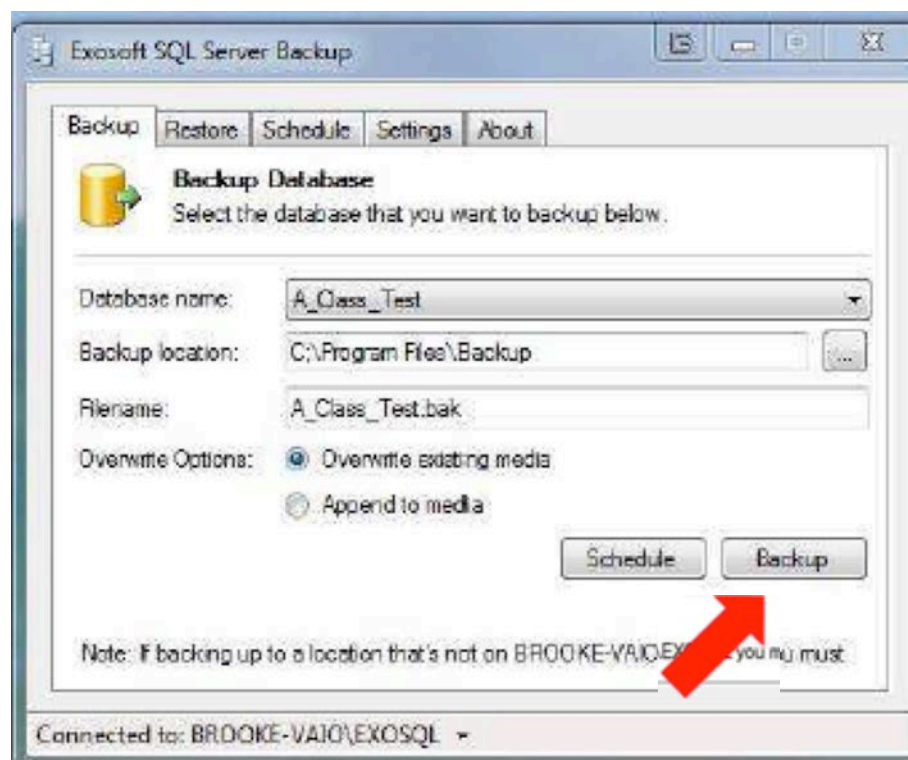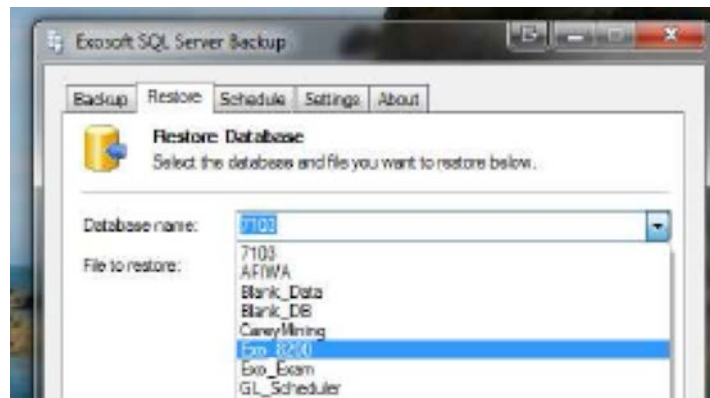


Every time this software is opened you will only need to press backup unless you wish to change the location.

## Restoring your test database

Click on the Restore tab



Select the test database you wish to override.



Then browse to the location where the backup is stored that you wish to override the database with.
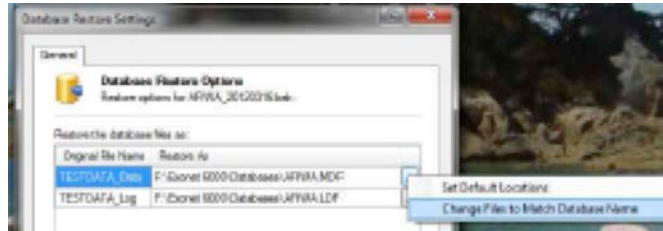
By right clicking on the '[...] you have the option to Browse SQL Server or Browse Local Disks for your backup file



Once you have located your file to restore click on 'Force restore over existing database' then click on Options
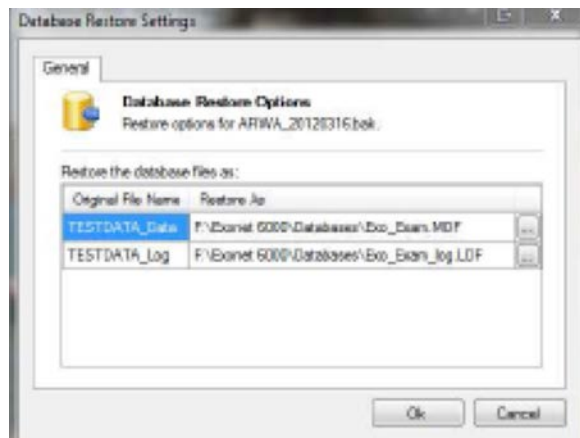
The screen below will appear… It is very important right click on each of these file paths and change the files to match the DB Name
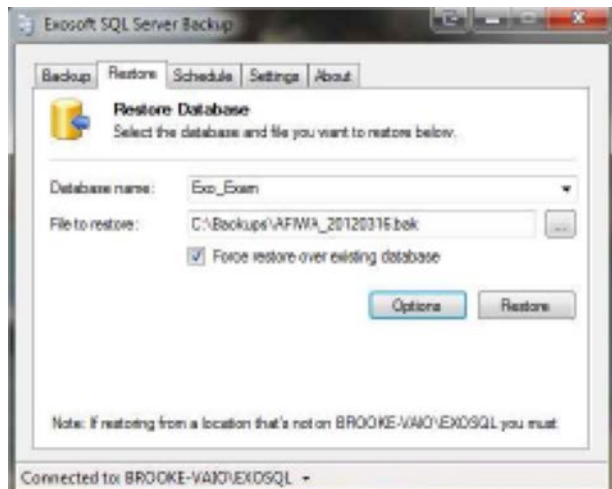


The result of not doing this will risk **OVER RIDING** the database you have located the backup file from.

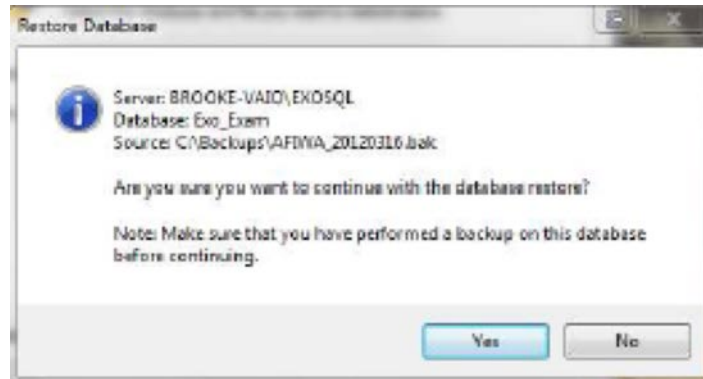If in doubt, always check first before proceeding.

Then Click Ok.



You will be back to the screen below where once you have confirmed you have followed the above 100% you can press restore



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

Click Yes once happy.

The system will go through and restore the DB for you based on the options you have set.

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.

NB:  A test database is usually RED or YELLOW
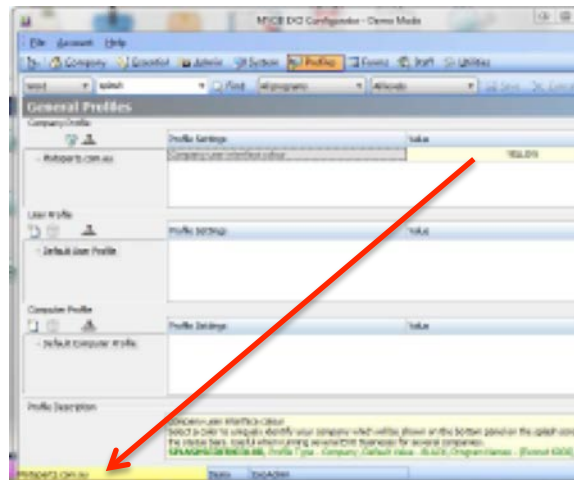


If you need assistance on this free software please see the Help document located in the About tab or contact Horizon Support. support@horizonbiz.com.au or 08 9328 1678 option 2