

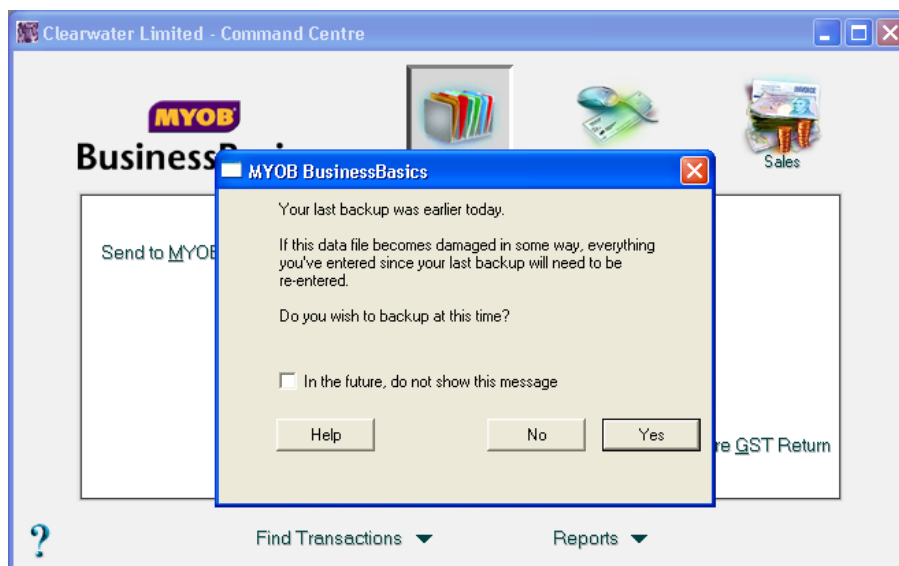
Recommended Procedure for:

MYOB BusinessBasics backup and restore

## Backing up BusinessBasics

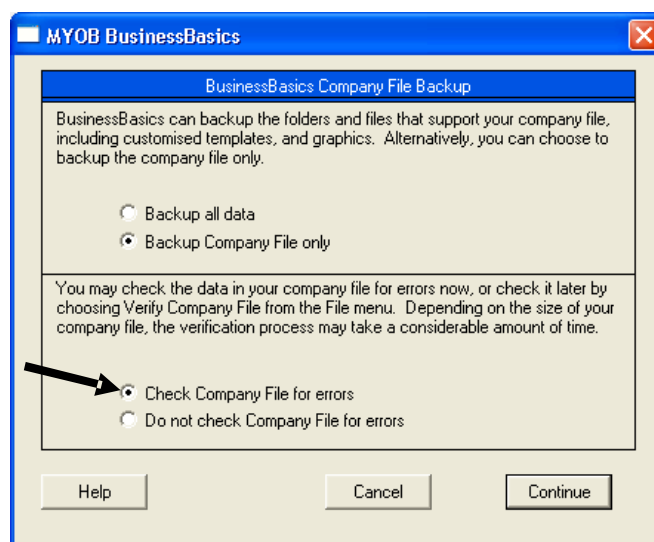
To backup BusinessBasics, simply exit the program and you will be prompted to backup.

Select Yes



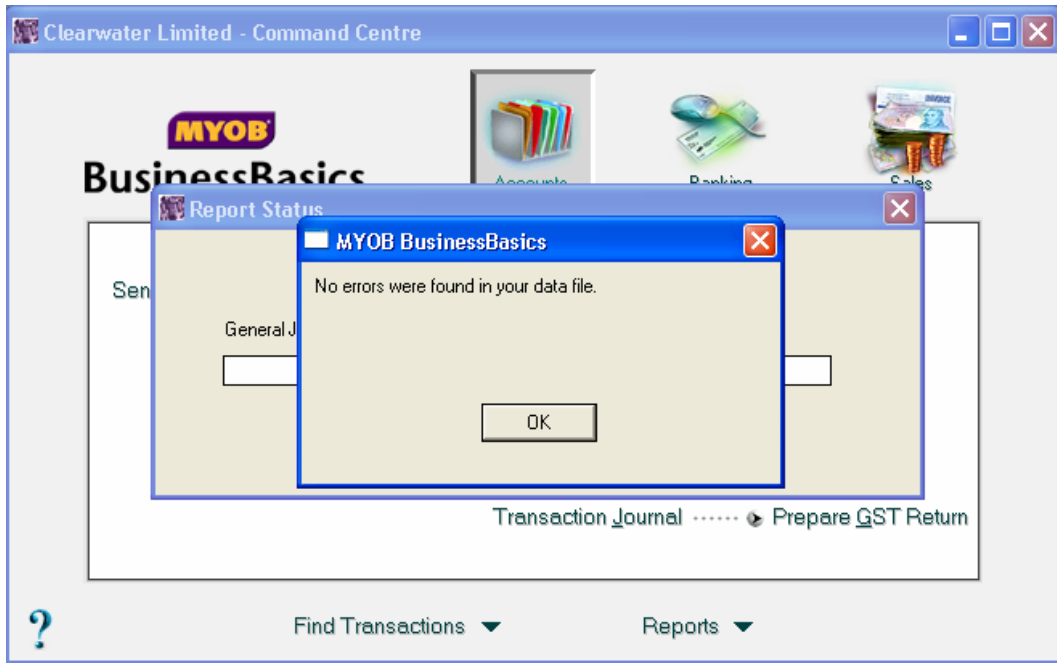
You can choose to backup all data or just your Company File. All data includes any customised invoices, spreadsheets or templates.

You should choose to check your Company File for errors.



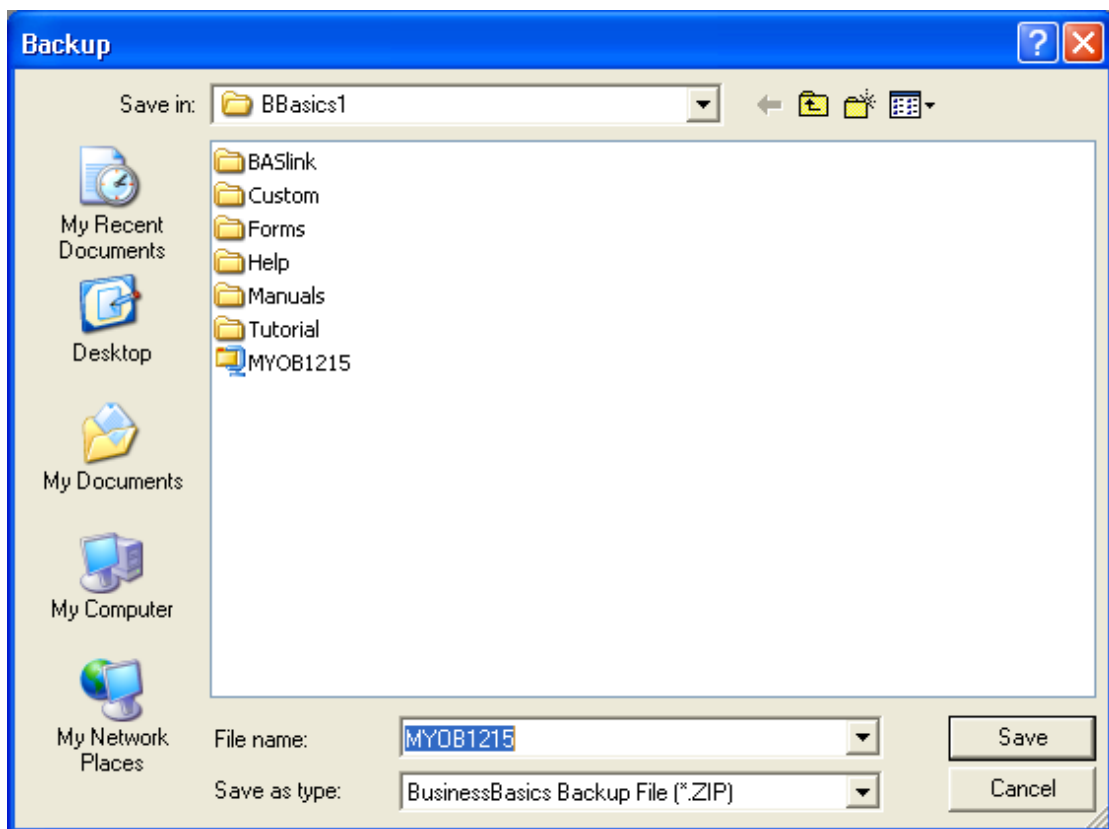
This Recommended Procedure is designed for the information of Ainger Tomlin clients. Whilst every effort has been made to ensure accuracy, by necessity the information contained within is generic and may not be comprehensive. If you have any doubts please contact Ainger Tomlin on (03) 343 0046.

If no errors are found click OK



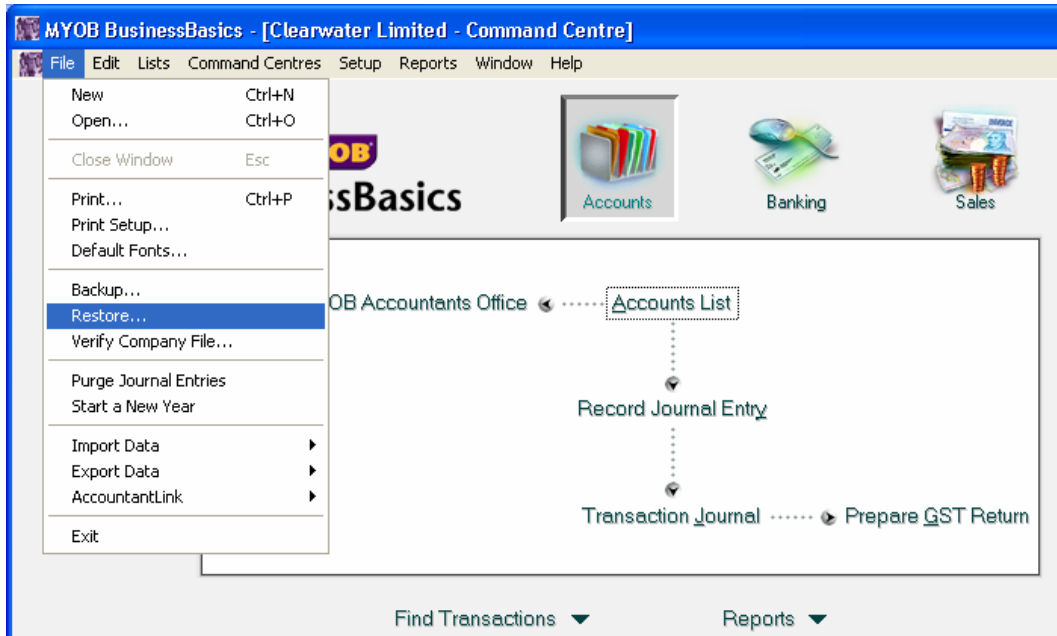
Once you have selected the appropriate location click Save.

The file name will typically be MYOB with four numbers following, these numbers are the date the backup was made e.g. MYOB1215 is a backup made on the 15<sup>th</sup> of December. This is an easy way of knowing when you last backed up.

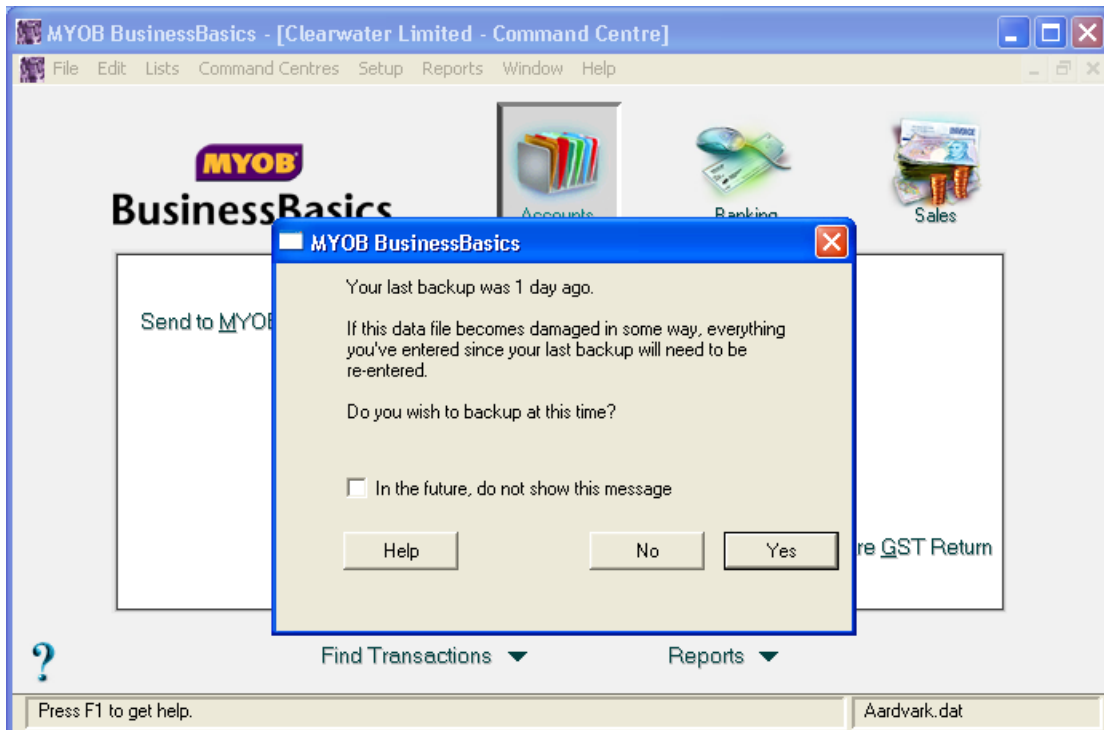


## Restoring BusinessBasics

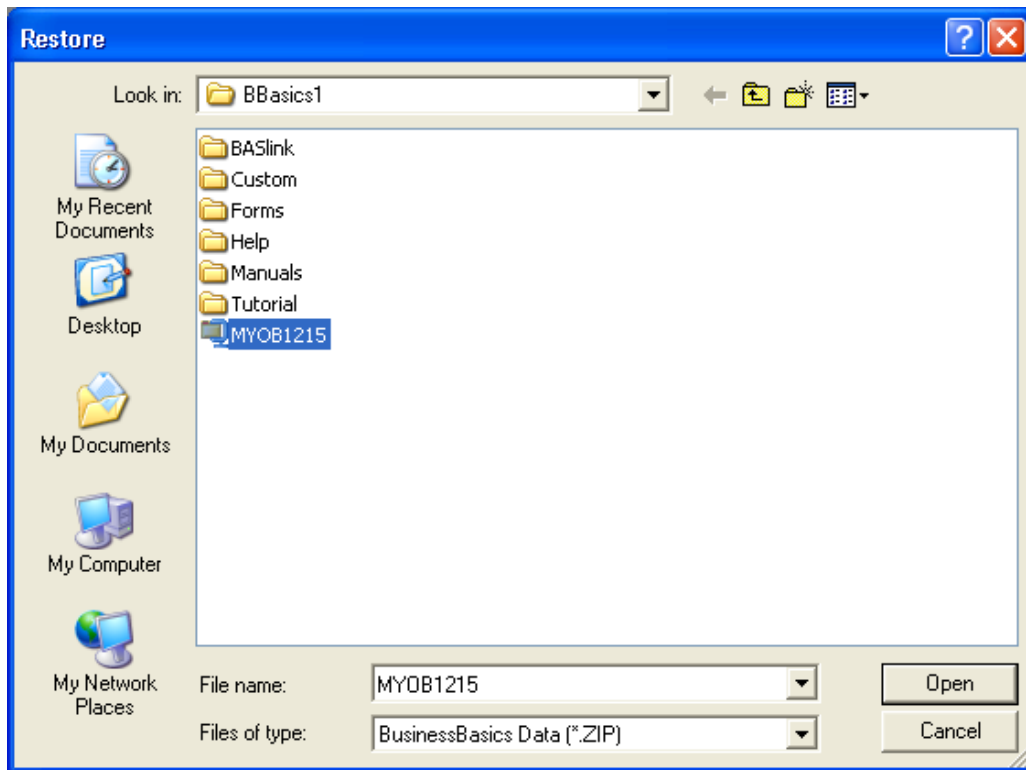
Select the File menu and Restore



You will be prompted to backup, click No.

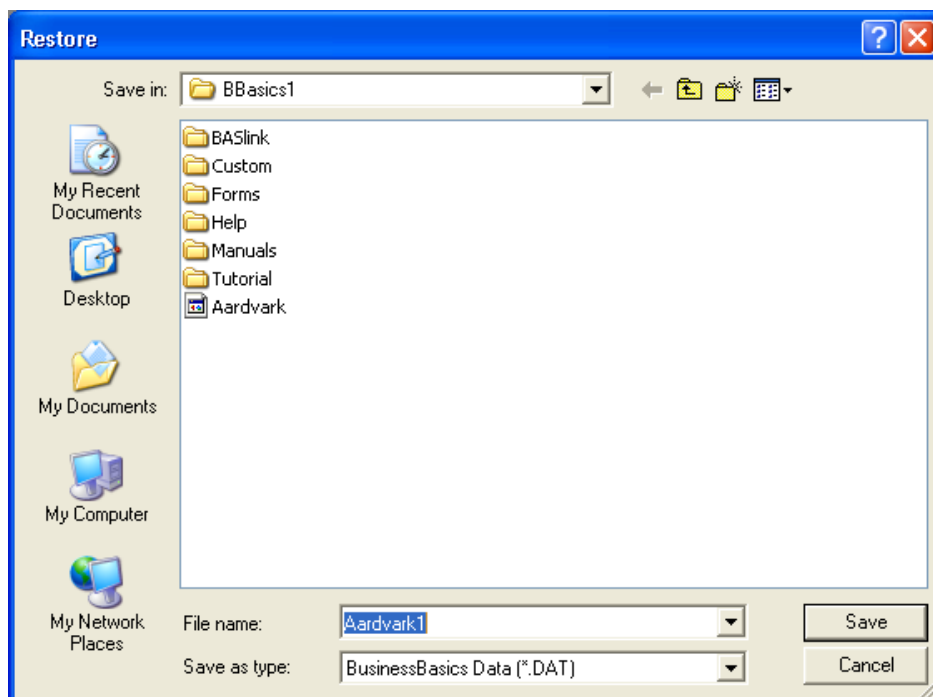


You will be asked to locate your backup file. Select your file and click Open.

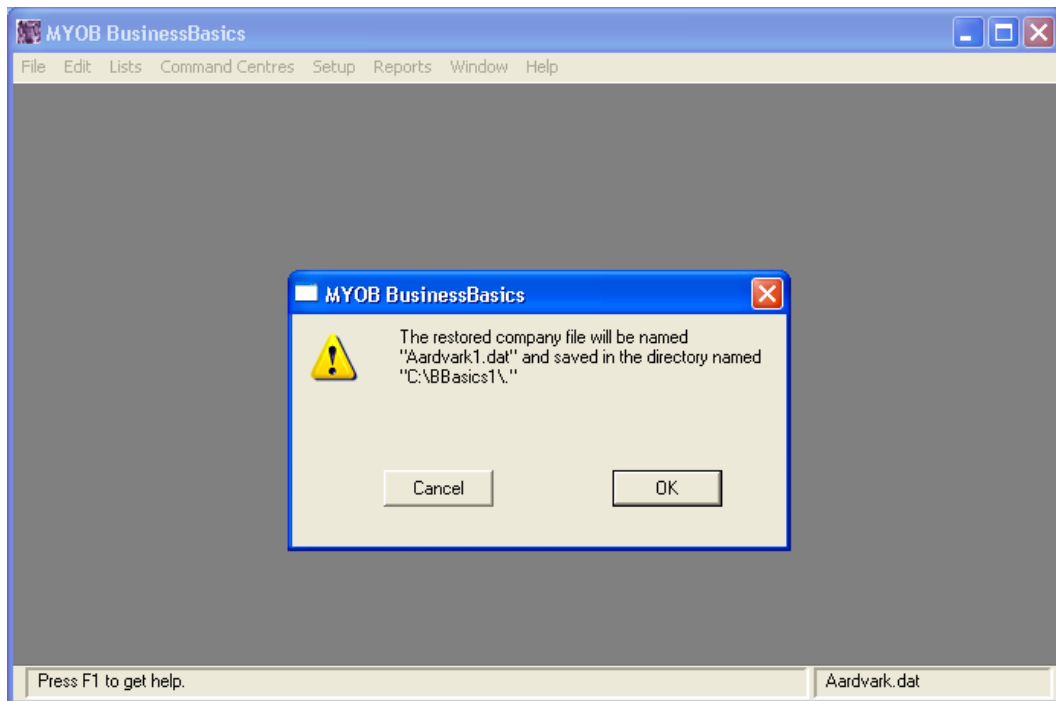


You will then be asked where you would like to restore your file to and what you would like to call it. For security BusinessBasics will not let overwrite your existing file and will automatically pickup the same file name and put a number after it. E.g. the existing file below is called Aardvark; the new file to be restored is called Aardvark1.

Once you are satisfied with the file name and location click Save.



Confirm that the restore details are correct and click OK



## Backup rules:

1. A backup must be performed after every data entry session.
2. While not recommended, you may backup to a location within your computer, but you need to ensure that at least one backup must be stored in a separate location to your computer.
3. If using Floppy disks, use at least two alternately. Floppy disks have moving parts and will wear out over time. Replace the disks that you are using every few months.
4. A test restore must be performed periodically to ensure data integrity.
5. You must keep at least one separate backup that relates to your financial year.
6. Should you be required to send a backup to Ainger Tomlin, an efficient way of doing this is via email.

## Sending a backup via email

Perform your backup as normal.

In your email program create a new mail message

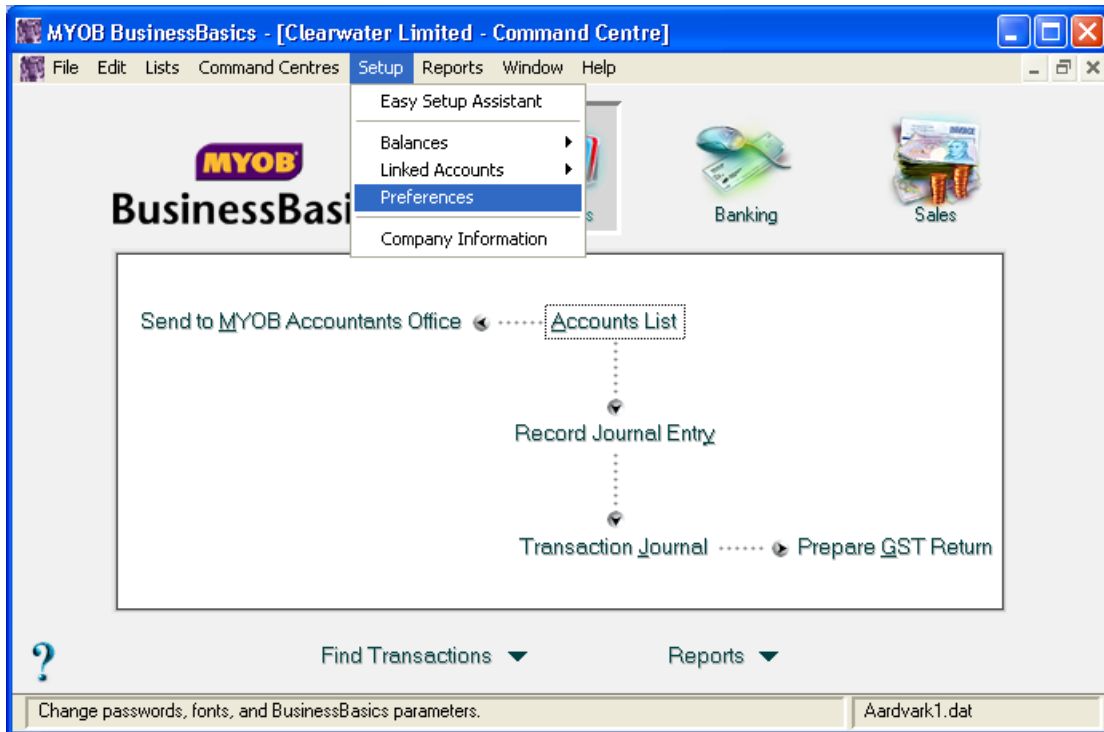
Address it to [backup@aingertomlin.co.nz](mailto:backup@aingertomlin.co.nz)

Attach your backup by selecting the Insert menu and File

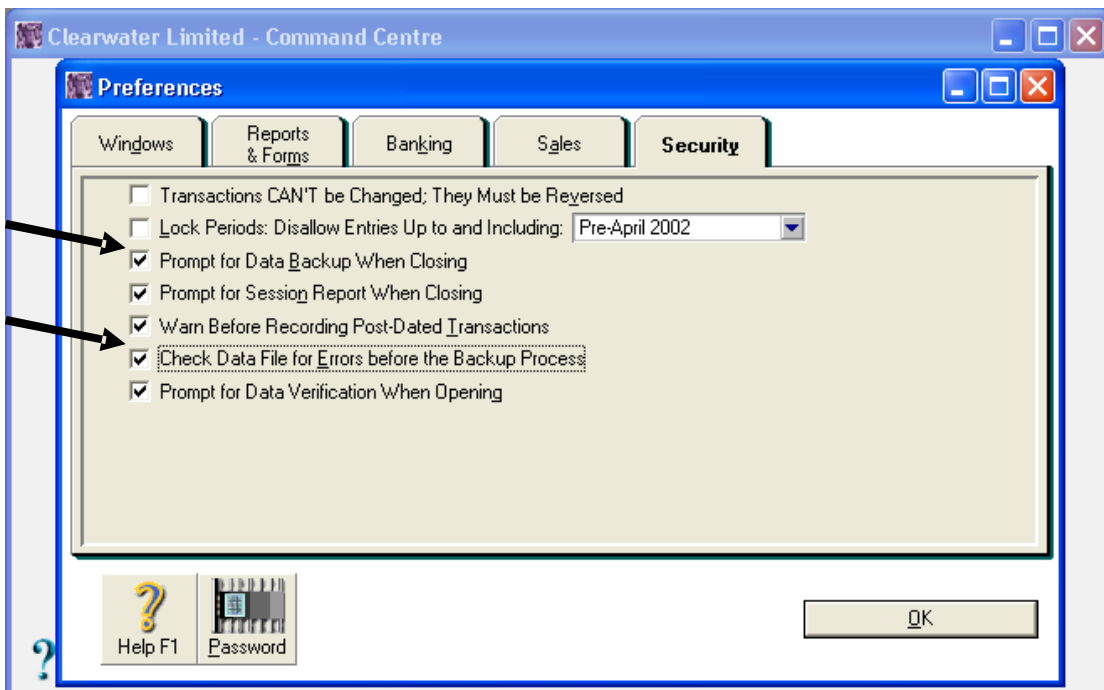
Navigate to the location of your backup.

A backup must be performed after each data entry session; the easiest way to remember to backup is to set BusinessBasics to remind you each time you exit.

Select the Setup menu and Preferences



Select the Security tab and ensure Prompt for Data Backup When Closing and Check Data File for Errors before Backup Process are both ticked.



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