



Does EBMS offer a backup utility?

EBMS Backup:

- EBMS does **not** provide a backup utility
- Manual backups can be done by copying the data folder to a drive of your choice
- Instructions for copying the data file – see below

Follow these instructions to back-up EBMS:

- The first step is to find where the Main EBMS Data Folder is located. You may need to ask your IT person for the Server location. Their Server Data path is show in File > Company Information > Advanced >Data Path.
- You will need to find this File Folder on the EBMS Server Computer.
- To do this Open Windows Explorer by holding the Windows Key & the Letter "E" simultaneously to bring up a File Folder.
- In the top of the Folder Window Type or Copy & Paste the Path you got from EBMS Company Information Window.
- You should now be looking at the folder that contains your data. It should be filled with many .DBF, CDX and FPT extension files. These are the files that store your EBMS transactions.
- To verify that you are in the correct folder you can check that the date modified field correlates to the last time you used EBMS.
- Navigate up one Folder Level to the Folder that contains these files. It is often labeled CO1, CO2, EBMS, EBMS Data or your Company ID like "EAGBUS".
- Right click on the data folder specified above and select copy.
- Insert your removable Backup Drive into the Server Computer.
- On the Removable Disk right-click in a Blank Space & select New Folder. While the folder remains highlighted, rename it to the current date, e.g. 012302021_EBMS_BACKUP.
- Right-Click on this folder and Paste the EBMS Data you copied in an earlier step in that location.
- Allow the copy to complete successfully.

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We recommend using an Enterprise Level Backup Solution to back up the EBMS Data Folder. This is important because inexpensive backup solutions have a potential to prevent EBMS from working properly by holding files open. It is also recommended that the Full Dataset is backed up regularly and that this happens at a Scheduled Off-Peak time to minimize system performance impact.

If you need help finding an Enterprise level Back-up solution, contact your IT provider or our partner **Landis Technologies at 717-733-0793.**

REMINDER: Accounting files should be stored on a reliable backup regularly!

In the past there have been companies who have experienced total data loss because of hardware failure. Please check your backup system periodically to ensure it is working properly.

Eagle Business Software is not responsible for lost data due to backup failures.

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