

Can I manually backup EBMS?

EBMS Manual Backup Instructions:

- 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 i.e 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.