

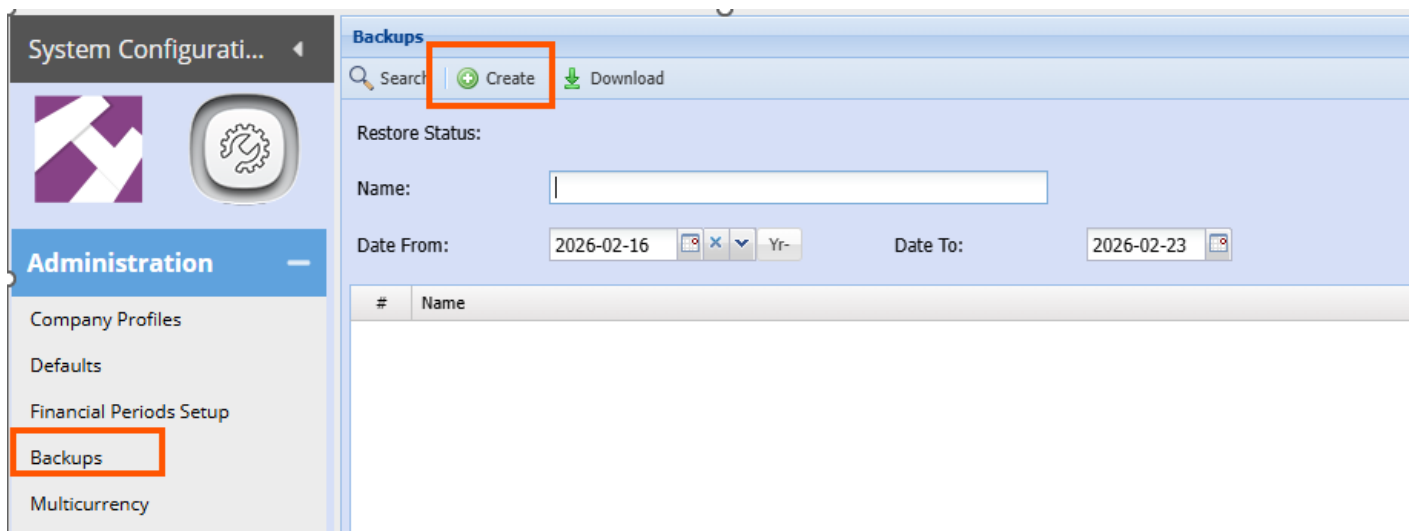
Creating and Restoring Backup

Creating a Backup

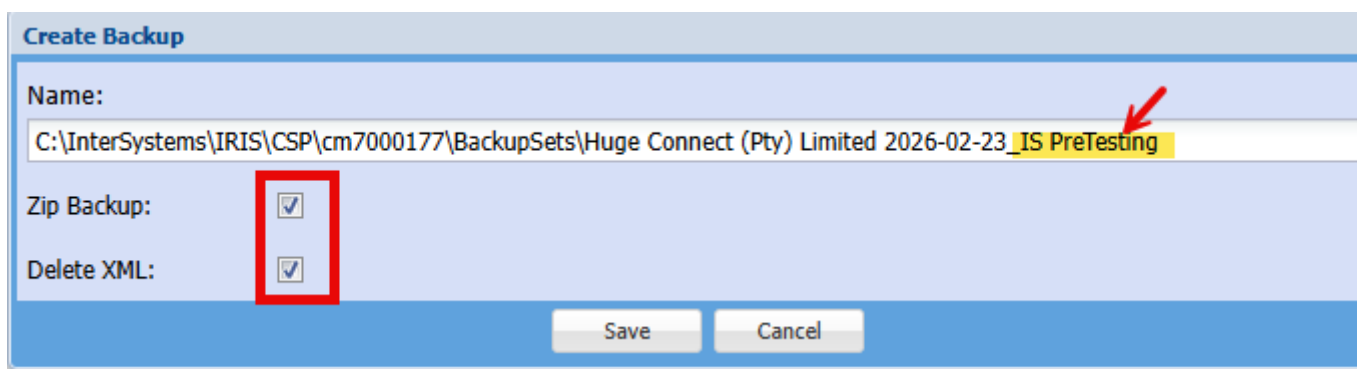
To Create a backup manually, go to:

System configuration>Administration>Backups

Click Create



Leave the file path as is and only enter your initials or preferred description at the end of the file name



Ensure both tick boxes are ticked

Click Save

Click Search after a minute or 2 and notice the file size

Click Search again

If the file size stops increasing, the backup is complete.

	Size	Date Created
nited2026-02-23_IS_01_51_25PM.7z	75.58 MB	2026-02-23 13:51:2...
nnect2026-02-2223_16_11_16_44PM.7z	75.57 MB	2026-02-22 23:16:4...

Restoring a Backup

To Restore a backup, ensure all users are logged off the system.

Important: Restoring a backup will erase any transactions or setups and information added on the database subsequent to the date the backup being restored was taken.

Go to : **System configuration>Administration>Company Profiles**

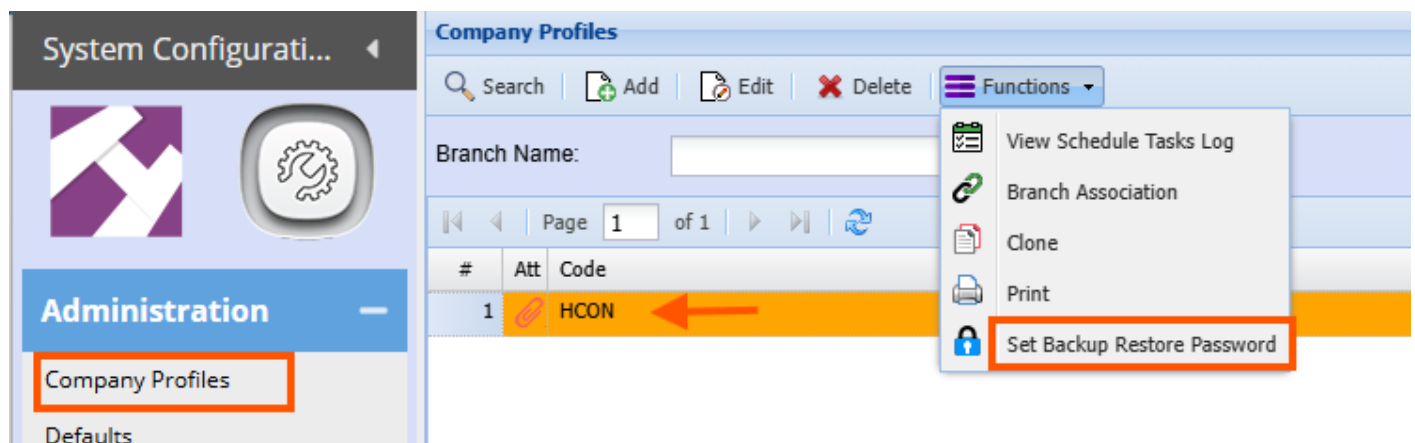
Search

Select the company name (Click once on the name)

Click the function Drop down

Select Set Backup restore password

Enter a password



Save and Close

Restore Password

Password:

Go to: **Administration>Backups**

Click Search

Click once on the backup required

Click the Functions drop down and select Extract Backup

System Configurati... **Backups** 2

Search Create Download

Restore Status: Last Restored File 'HugeERPDEMO2024-12-13mg.xml' on 2024-12-13 09:24:50

Name:

Date From: 2026-02-16 Date To: 2026-02-23

Administration

- Company Profiles
- Defaults
- Financial Periods Setup
- Backups** 1

#	Name	Size
1	HugeERPDEMO2026-02-23_15_02_07_55PM... 3	3 860 KB
2	STANDARDSCOMPANY2026-02-2222_28_10_28_04PM.7z	3 861 KB
3	STANDARDSCOMPANY2026-02-2122_28_10_28_04PM.7z	3 848 KB
4	STANDARDSCOMPANY2026-02-2022_28_10_28_04PM.7z	3 849 KB
5	STANDARDSCOMPANY2026-02-1922_28_10_28_04PM.7z	3 846 KB

Functions 4

- Upload
- Extract Backup** 5
- Restore
- Delete Backup
- Remove By Filter

Below message will appear

Wait for a minute or 2 depending on the size of your database

hugeerp6.co.za says

File is being extracted
Please wait about 2 minutes per Gigabyte to extract

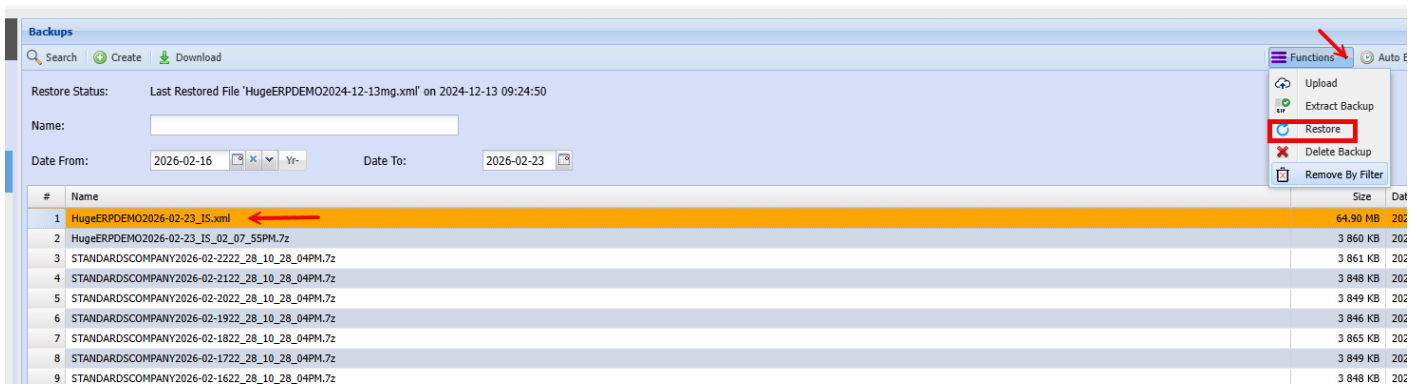
OK

Click Search

Ensure you have selected the .xml backup file (this is the unzipped file you extracted in above step)

Click functions drop down

Select Restore



Enter the password you created earlier

Click Ok

Enter Password

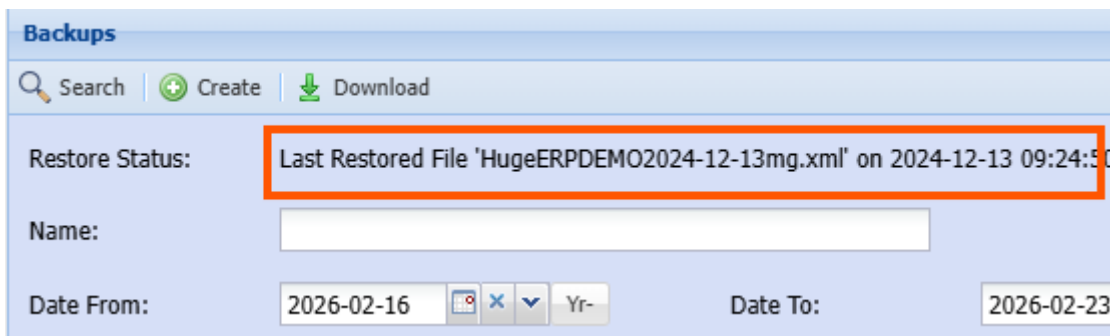
Password:

OK Cancel

The backup will now begin restoring

Click ok to the pop-up message

Once the backup has been restored, you will note the last restore details will be populated with the current date & time



This then completes the backup restore procedure

Revision #2

Created 23 February 2026 11:40:18 by Imraan

Updated 15 April 2026 20:42:31 by Imraan