

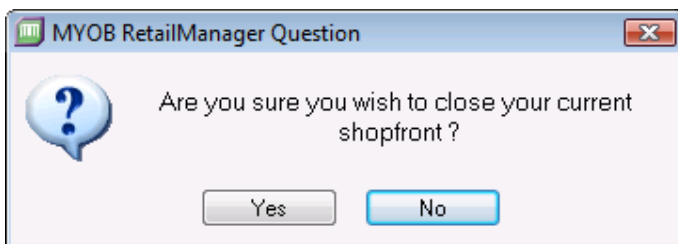


## Restoring Your Backup File in MYOB Retail Manager

When cleaning up your customer cards it is essential that you do a back up of your MYOB Retail Manager system. This is to protect your data if you have an issue with importing your database file back from Microsoft Excel to MYOB Retail Manager.

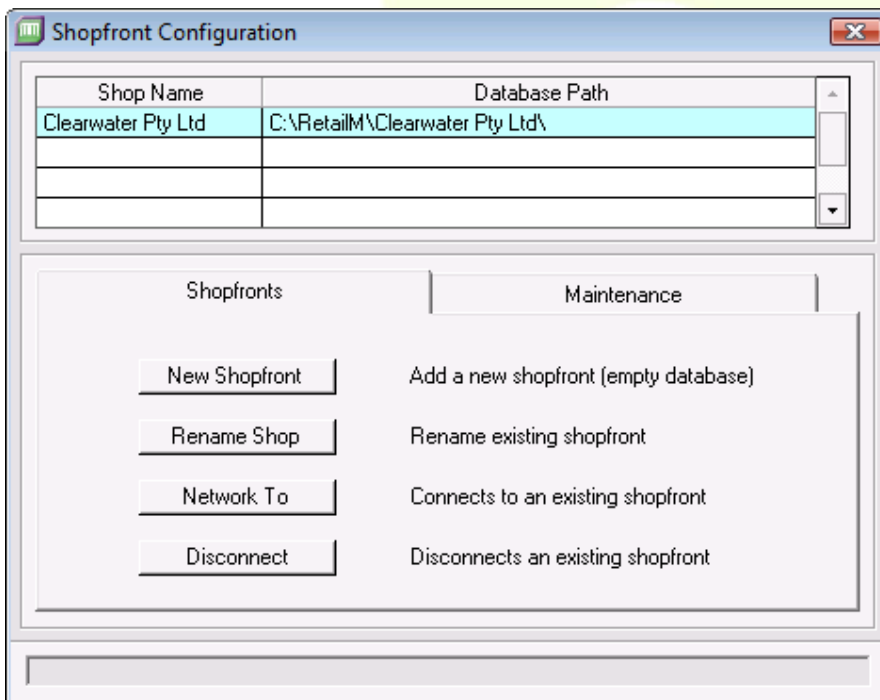
1. Open MYOB Retail Manager.
2. Go to File | Configuration.

MYOB RetailManager Question window is displayed.

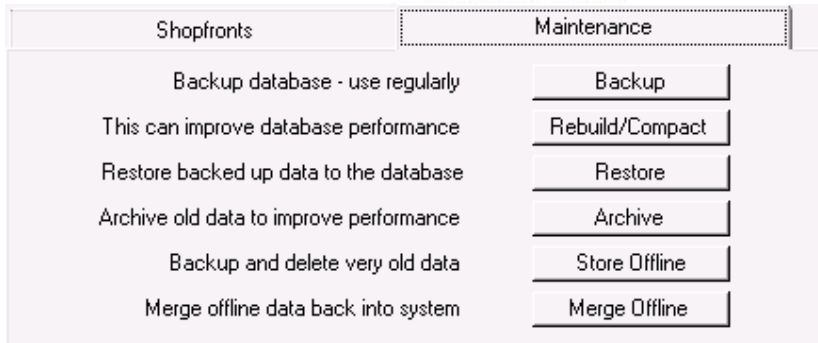


3. Click [Yes], to close the shopfront.

The Shopfront Configuration window is displayed.

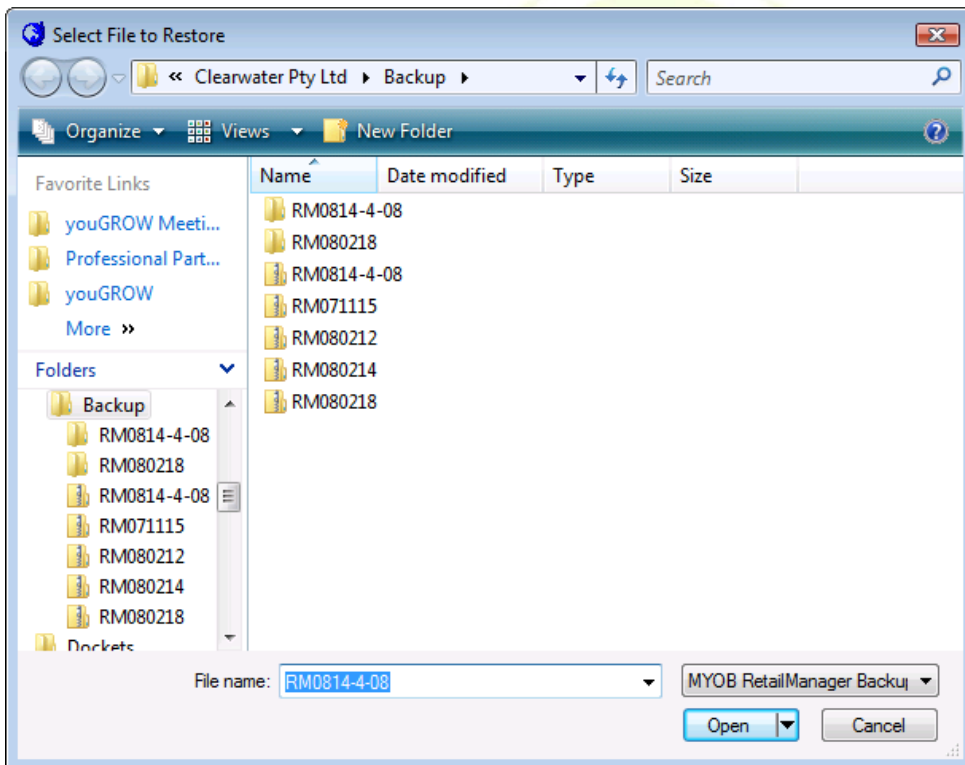


4. Select Maintenance tab.



5. Select [Restore].

Select File to Restore window is displayed.

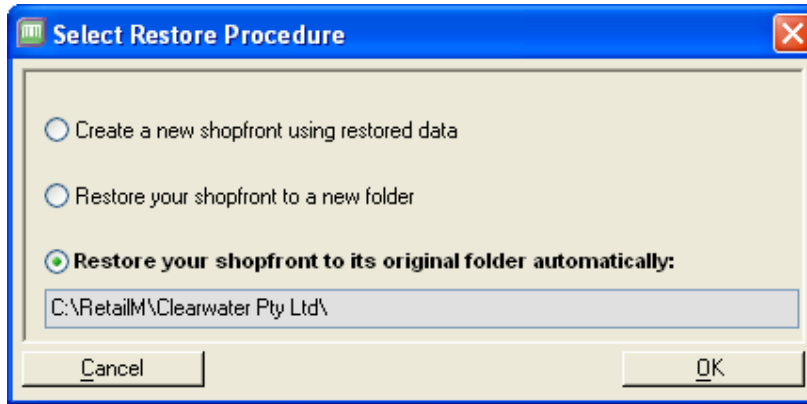


6. Select the Backup you wish to Restore.

7. Click [Open].

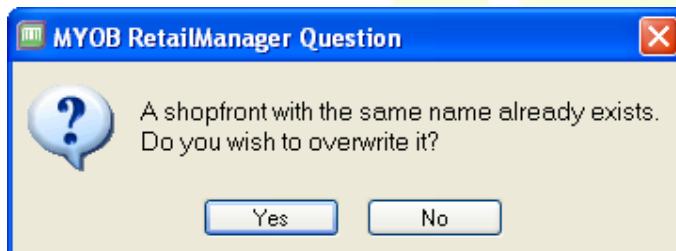


Select Restore Procedure window is displayed.

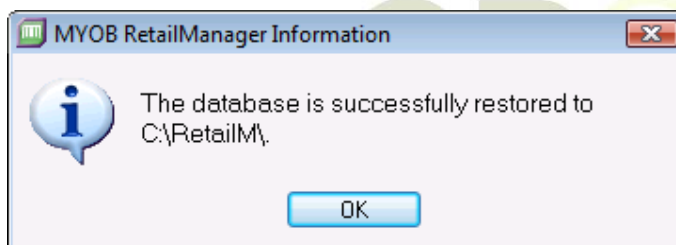


8. Select "Restore your folder to its original folder automatically".
9. Click [OK].

The "Question" window is displayed..



10. Click [Yes] to overwrite the current file..
11. Your file will be restored and the MYOB RetailManager Information window will be displayed.



12. Click [OK].
13. Now open your shopfront as usual – it is now restored with your backup data