

## Restore the Magaya Database

After the semester, you can restore the Magaya database back to a cleaned-up condition. You will save the transactions done by the students, and then clean the database to make it ready to use for the next class.

You will use the backup file you created when you did the system setup.

### Resources:

Please see the Magaya Knowledgebase or Chapter 8 of the *Magaya Software Customization Manual* for database administrator tasks such as:

- How to backup your Magaya database
- Restore Data from a Backup File

[http://resources.magaya.com/Manuals/customization\\_manual.pdf](http://resources.magaya.com/Manuals/customization_manual.pdf)

<http://knowledge.magaya.com>

If you have any questions, please call Magaya Tech Support at (786) 845-9150.

Perform these steps on the server computer where Magaya is installed.

### Steps:

1. Backup your current database (DB) from the server. See steps in the user manual noted above.
2. Restore the backup from backup file you created when you set up the system. Follow the steps in the user manual noted above.
3. Open your Magaya Database Server Agent, and click “Restore.”
4. Restart Magaya and log in again. Then perform a cleanup by deleting these items in the following order:

1. Checks List
2. Deposits List
3. Payments List
4. Bills List
5. Invoices List
6. General Journal Entries List (under Chart of Accounts)
7. Shipment Liquidation (Delete)
8. Shipment (Delete actual shipments)
9. Cargo Release List
10. Warehouse Receipt List

11. Pickup Order List
12. Booking List (if used)
13. Trip Schedule (if used)
14. Sales Order List
15. Purchase Order List
16. Job List (if used)
17. Quotation List (if used)
18. Pending Tasks
19. History Tasks

Option: Keep the carriers, customers, forwarding agents, in the Maintenance folder. Delete any duplicates. If you want students to create entities each semester, delete these.

Now the system is ready for the next students. Add their names and set their Divisions and permissions as explained in the Setup Worksheet.

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