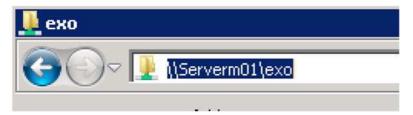


## How to set up an "EXO" Connection

# Step 1 - Browse to the "EXO" programs on the Server

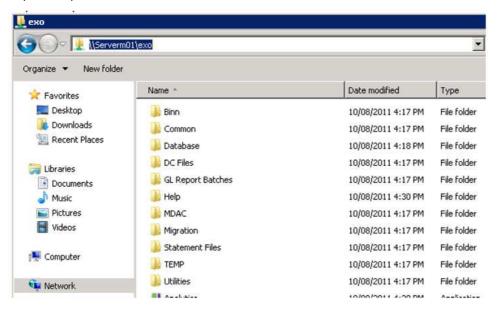
Windows Explorer -> browse to Server or copy UNC path (eg \\Server\EXO)

Momentum will advise the location on the server



### Result

Explorer opens and shows the contents of the folder.



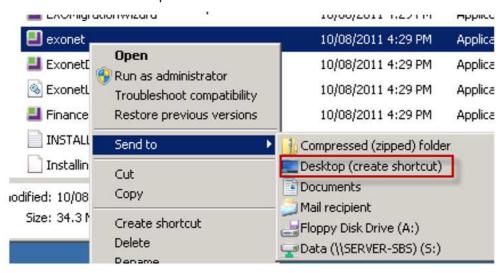


# Step 2 – Create a Shortcut on your Desktop for the EXO Programs you use

Right-click on one or more of the following programs

(Exonet.exe, JobCost.exe, POS.exe, Assets, exe, Interco.exe, Analytics.exe)

Select 'Send To' -> Desktop



## Result

The icon appears on your desktop





# Step 3 – Run the EXO Program

Double-Click the icon

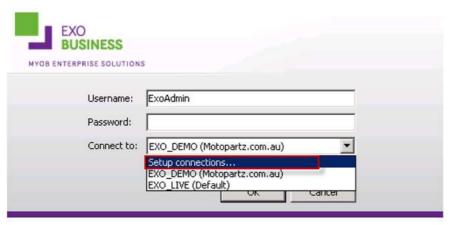
## Result

The Login Screen is displayed.



# Step 4 – Open the Connection Editor

In the 'Connect to' drop-down list select 'Setup Connections



## Result

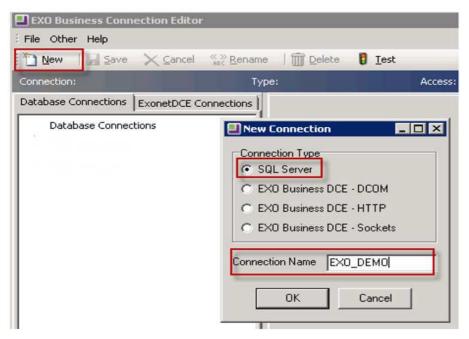
The EXO Business Connection Editor is displayed.



## Step 5 – Create a new connection

Click 'New' ->select Connection Type = SQL Server ->Enter Connection

Name without spaces



### Result

Blank Connection is displayed





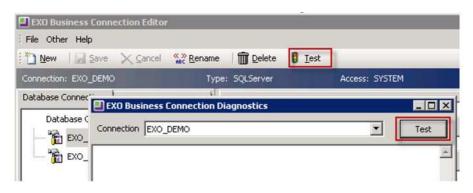
# **Step 6 – Enter Connection Details**

Enter Server Name, Database Name, SQL Server User Name, SQL Server Password

(Connection Details will be provided to you by Momentum)

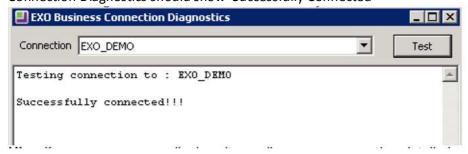
Server Name	SERVER\SQLSERVER
	e.g. DATABASE_SVR
Database Name	EXO_DEMO
	e.g. EXONET_DATA
SQL Server User Name	exo
	e.g. SA
5QL Server Password	***
Connection Status	Active
	Block Connections Allow Connections
Show on Login	DCE monitors inactivity

Then click 'Test' -> EXO Business Connection Diagnostics -> 'Test'



## Result

Connection Diagnostics should show 'Successfully Connected'



**Hint**: if an error message displays it usually means connection details have been entered incorrectly. Double-check and re-enter them and test again. If still unsuccessful refer to Momentum

The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.



# Step 7 – Login to EXO

Close the Connection Diagnostics and Connection Editor Windows

## Result

The Login Screen will be displayed.



Enter your Username and Password
These will be provided by your system administrator
For Demonstration Company use:Username = DEMO
Password = DEMO