BackUp and Restore

How do I backup ChurchKeeper data to my harddrive?

1) From the Main Menu select System then click the Backup/Restore Option.

2) Click the Backup control button at the bottom of the screen. Notice it 'saves in' the SAVE folder within the C:\CHURKPR folder and creates the file name as the current date and file type .qc. Click Save and continue to follow the prompts.

3) After the data creates a zip file, you are asked to FREEZE FILES? (If you are using the backup to restore to another computer, you may want to freeze the files at this location. Do you wish to freeze files so data cannot be changed at this location to prevent updating of data?)

4) We recommend you backup to another media such as a flash drive, zip drive, etc.

How do I backup to other Media?

1) Connect your other media to your computer.

2) From the Main Menu select System then click the Backup/Restore Option.

3) Click the Backup control button at the bottom of the screen. <u>Change</u> the menu pull down to recognize another media drive. It still creates the file name as the current date and file type .qc. Click Save and continue to follow the prompts.

4) After the data creates a zip file, you are asked to FREEZE FILES? (If you are using the backup to restore to another computer, you may want to freeze the files at this location. Do you wish to freeze files so data cannot be changed at this location to prevent updating of data?)

How do I backup to the Web?

1) From the Main Menu select System then click the Backup/Restore Option.

2) Click the Send to Web control and follow the prompts.

3) You <u>must</u> create a password. NOTE: the phone number created in the Setup/Preferences is essential to the security of the backup.

BackUp and Restore

How do I restore my data from a previous backup from my harddrive or other media?

All DATA IS REPLACED WHEN YOU RESTORE **

1) Connect your other media to your computer.

2) From the Main Menu select System then click the Backup/Restore Option.

3) Click the Restore control and follow the prompts.

4) Locate the backup file to restore and follow the prompts. Notice the 'look in' and locate the backup file, either in the SAVE folder within the C:\CHURKPR folder OR pull down the menu and find the other media. Find the file name (date of backup file with type .qc.) Click OK and continue to follow the prompts and instructions.

How do I restore my data from a previous backup from the web?

All DATA IS REPLACED WHEN YOU RESTORE **

1) From the Main Menu select System then click the Setup/Preference Option. Click the Edit control and <u>add</u> the phone number to be the same as to what is in your ChurchKeeper backup on the web server. Click Save and exit.

2) From the Main Menu select System then click the Backup/Restore Option.

3) Click the Restore from Web control and follow the prompts.

4) The web server searches for the phone number from the Setup/Preferences to make a match. Your correct password MUST be entered. Follow the rest of the instructions and prompts.