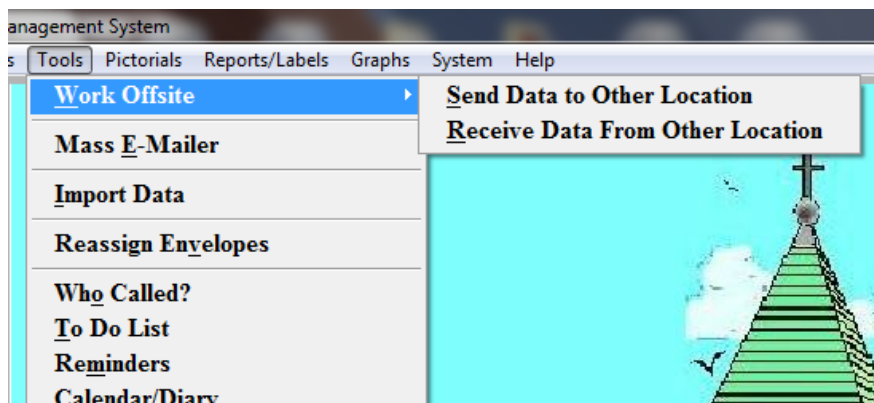


Work Offsite Questions

How do you work offsite with Churchkeeper?

- 1) Download and install ChurchKeeper on the offsite computer from our website www.ChurchKeeper.com
- 2) Call our toll free 800 number 673-5204 and register the program.
- 3) On the host computer, launch ChurchKeeper. From the main menu, select “Tools”, then “Work Offsite”, and “Send Data to Another Location”.



- 4) Select “Send via Alternate Media”, or Send via E-mail. If sending via Alternate Media, save the file to a flash drive or memory stick.
- 5) You will be prompted to “freeze files”, and we recommend you do this to prevent data from being updated on two computer.
- 6) From the offsite computer, from the main menu of ChurchKeeper, select “Tools”, the “Work Offsite” and “Receive Data From Other Location”.
- 7) This procedure can be repeated in reverse to send data back to the host machine.

****Special Note**** If you are running ChurchKeeper Ultimate, you may want to work offsite using the Cloud. See instructions in our FAQ's.