

## Backup Your Database

Your database should be backed up periodically to prevent loss of data and to avoid a potential need to re-key all data.

You should always backup your data before updating your software.

- If you have a computer crash all your data will be lost
- If you are updating the version of your software and there are problems you may lose your data

Protect your data! Follow this simple, quick process to ensure that your data remains secure.

You will need a flash drive, external hard drive, or the ability to write to a CD. Ideally you should choose an external source that you can write to again and again, such as a flash drive. A CD can only be written to once, and so is not an ideal choice, but will work if you have no other external drive.

You should store a copy of your database away from your computer. If you have your backup on the same computer as your database, and you have a computer crash, you will lose both database and copy.

Close your software before beginning this process.

Navigate to the following location:

C:\Program Files\SBOE\Campaign Finance\CF Remote\dbs

Your database is a file called **cf\_data.mdb**.

Right click on your database and select "copy."

Navigate to your external drive, right click the external drive and select "paste." Don't change the name of this backup copy.

Your backup is complete!

If you need to restore your database due to a computer crash, or to changing computers, you will simply copy the backup file from your external drive, navigate to the location C:\Program Files\SBOE\Campaign Finance\CF Remote\dbs, and paste the database to this location.