

It takes seconds to back up the data using the Church Windows built-in backup program.

How often should you back up your data? We highly recommend weekly at a minimum or as often as you input data that you do not wish to reenter. We also recommend multiple forms of backup, with at least one of them being a removable media (flash/thumb drive, external hard drive, etc.) that you can take off site and secure. We cannot guarantee third party backup utilities will get all of the files needed to restore Church Windows data. If data is lost and you do not have a recent backup, we cannot retrieve data for you. You will need to reenter all of the lost data – and that might include multiple years of data.

If Church Windows is networked, make sure no one is logged into the program before starting a Backup or Restore (Version 20 & Newer will notify you that users are logged in). Below please find Backup or Restore options which are version dependent. Our examples use a thumb/flash drive.

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Backup Data - Version 20 & Newer

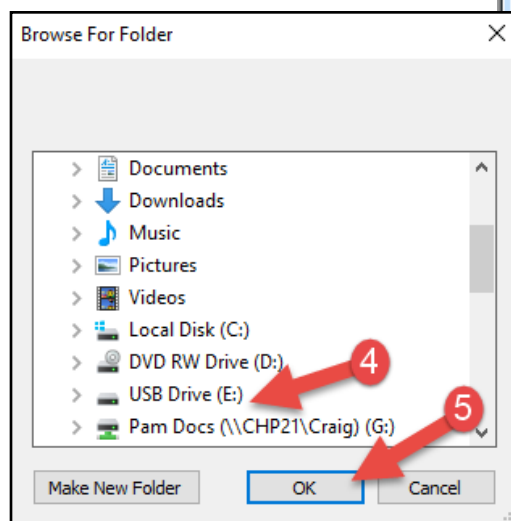
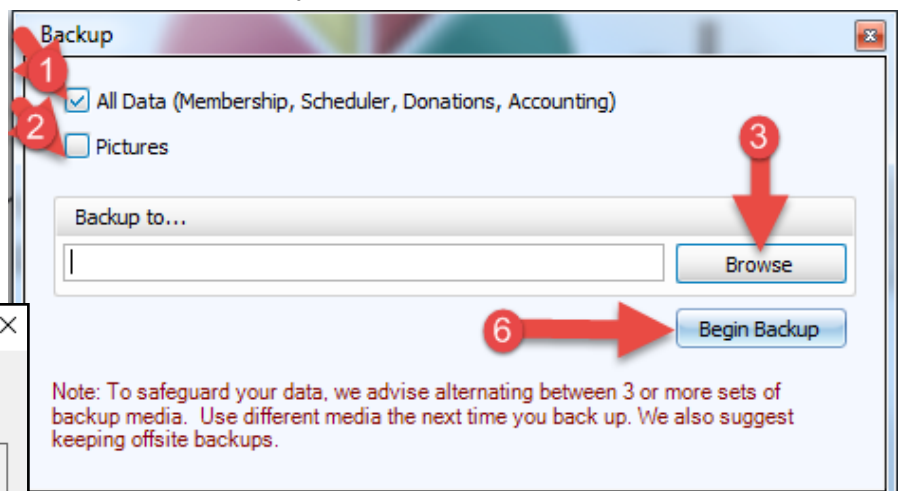
Insert your thumb/flash drive into your computer

On the opening screen of Church Windows, click on *Administration>Backup*

1. Check *All Data ...*
2. To backup your family photos, check *Pictures*. *If no pictures are available, the option will be grayed out.*
3. *Backup to...* click the *Browse* to choose where the backup will be placed.
4. Select the applicable drive. A flash/thumb drive is commonly named *Removable Disk* or *USB Drive*.
5. Click *OK*
6. Click *Begin Backup*

A message will appear *Backup Completed Successfully*.

Click *OK*.



Close the Backup window.

Please Note: Each backup file is given a unique name with the time and date stamp included in the name. This changes each time a backup is made. You may want to periodically open the location the backup files are stored and delete the older backups (referring to the time/date stamp in the name) to free up space.

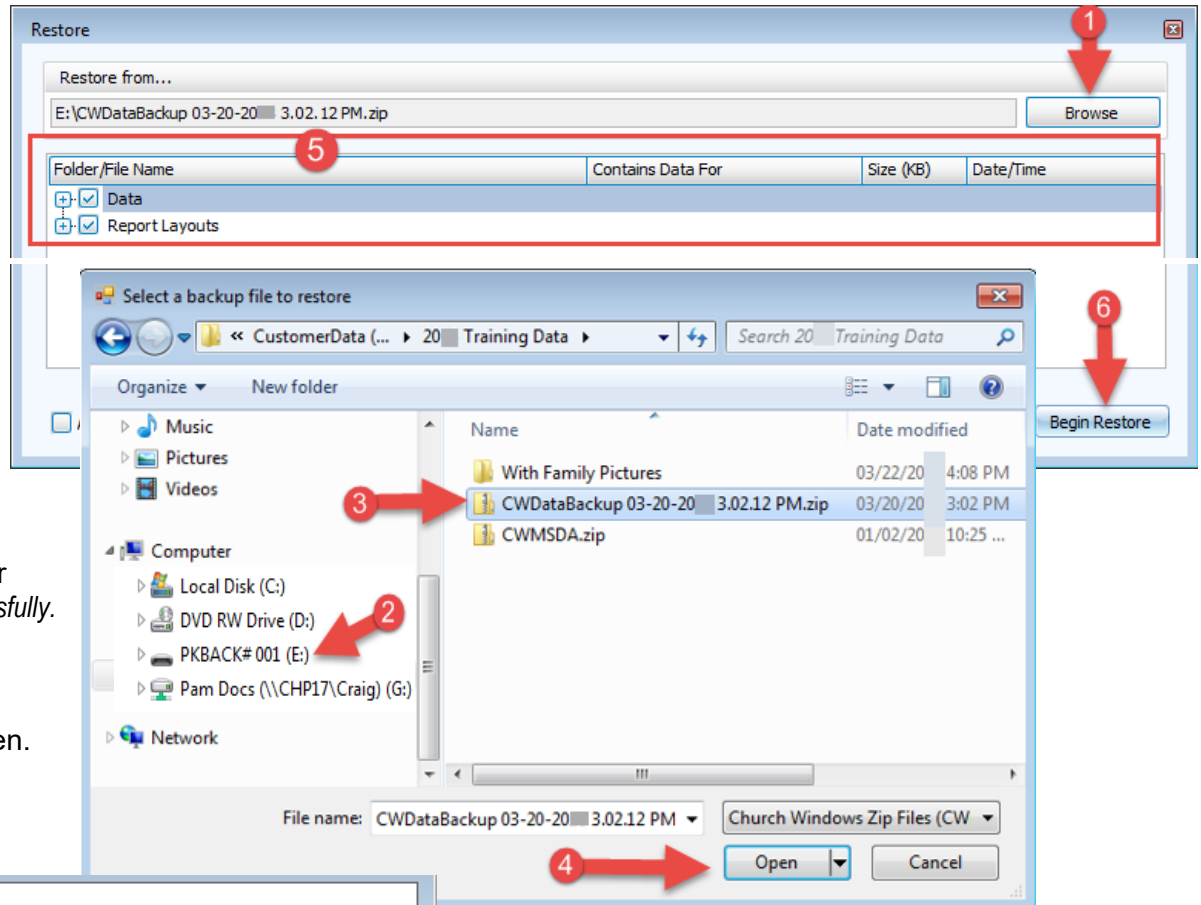
Restore Data - Version 20 & Newer

Be very cautious when restoring data. When data is restored it overwrites the data currently in the program, with the data from the backup. If you are unsure if a restore is necessary, please contact *Support: 1-800-533-5227* and we will help you decide if a restore is the best course of action.

Insert your thumb/flash drive into your computer.

On the opening screen of Church Windows, click on *Administration>Restore*

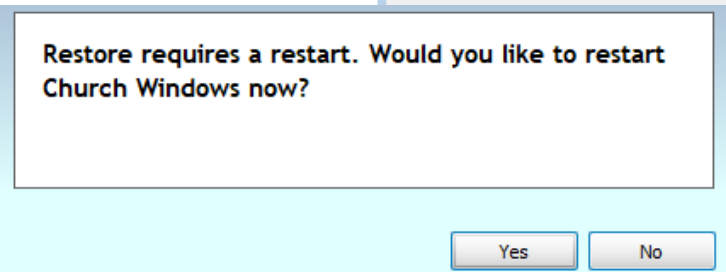
1. At *Restore from...* field click the *Browse* button
2. Locate the drive
3. Select the Backup to restore (note the time and date stamp on the backup file)
4. Click *Open*
5. Once the backup is selected under the *Folder/File Name* Column; Data, Pictures and Report Layouts will be listed (If no photos were backed up, pictures will not be listed). Clicking the plus sign will open each folder. If required, only certain items can be checked to restore. If all data needs restored, do not uncheck anything.
6. Click *Begin Restore*



A message will appear
Restore completed successfully.

Click *OK*.

Close the *Restore* screen.



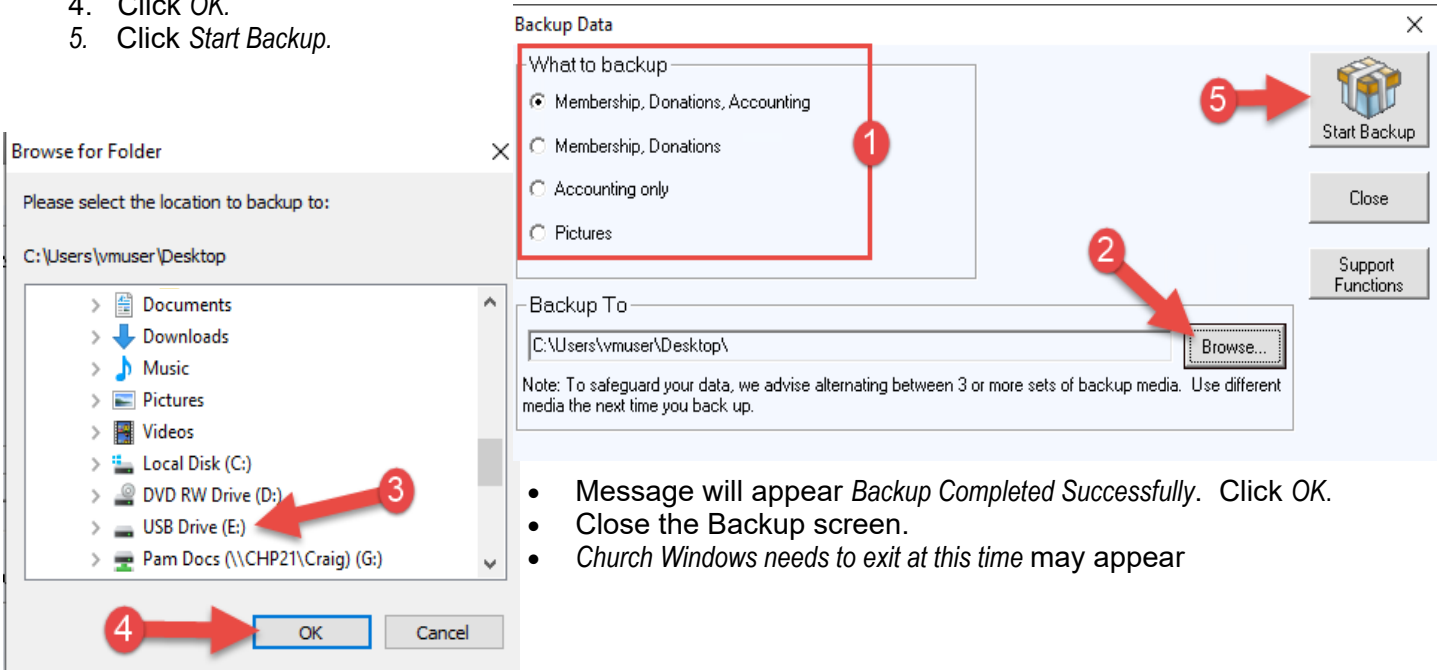
**In Version 21.18.3 & Newer - the system will ask if you want to restart or not...*

Backup Data - Version 19 & Older

Insert your thumb/flash drive into your computer

On the opening screen of Church Windows, click on *Administration>Backup Data*.

1. What to Backup... choose what you would like to backup up.
2. Backup to... click on Browse to locate your thumb/flash drive.
3. A flash/thumb drive is commonly named Removable Disk or USB Drive. Select the applicable drive.
4. Click OK.
5. Click *Start Backup*.



- Message will appear *Backup Completed Successfully*. Click OK.
- Close the Backup screen.
- *Church Windows needs to exit at this time* may appear

Restore Data - Version 19 & Older

Be very cautious whenever restoring data. When data is restored it overwrites the data currently in the program, with the data from the backup. If you are unsure if a restore is necessary, please contact *Support: 1-800-533-5227* and we can help you decide if a restore is the best course of action.

Insert your thumb/flash drive into your computer.

On the opening screen of Church Windows, click on *Administration>Restore Data*.

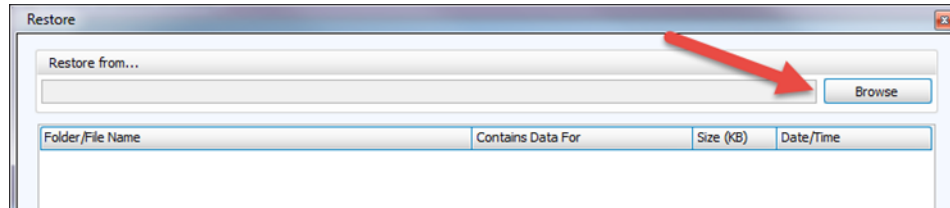
- Next to the *Restore from...* field click the *Browse* button
- Locate the drive.
- Select the Backup to restore (there may be multiple backups from older versions, be sure you
- Click *Open*.
- Once the backup is selected under the *Folder/File Name* Column; Data, Pictures and Report Layouts will be listed (If no photos were backed up, pictures will not be listed). Clicking the plus sign will open each folder. If required, only certain items can be checked to restore. If all data needs restored, do not uncheck anything.
- Click *Start Restore*.

Restore ACCOUNTING ONLY - Version 20 & Newer

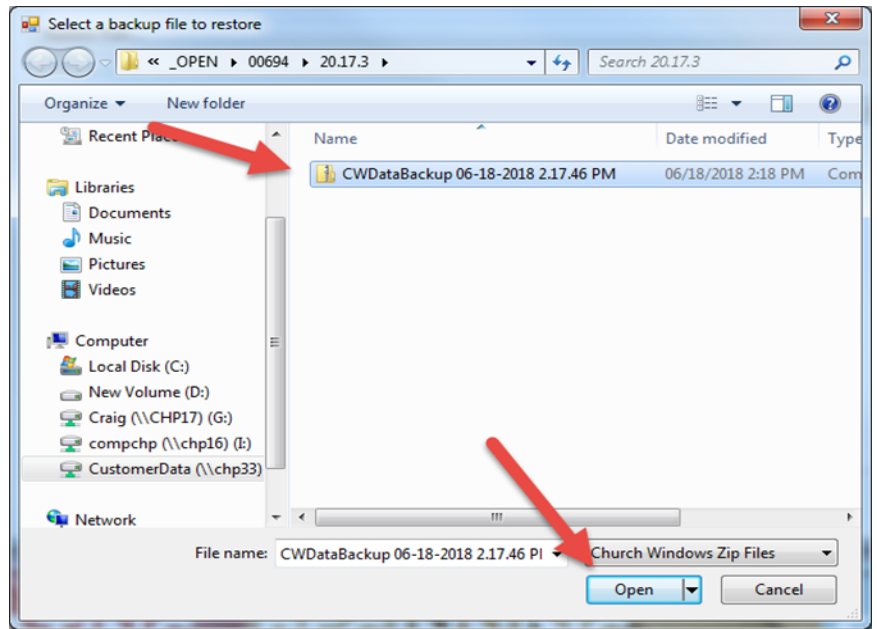
This feature is used when Accounting data is taken off site then needs to be restored to the main system. If a full backup is restored the data will be OVERWRITTEN!

Click Administration>Restore

Click Browse

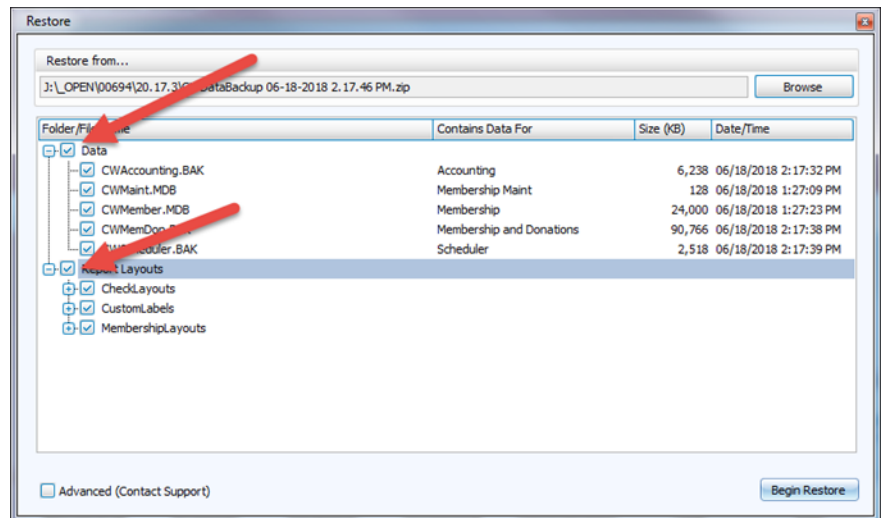


Browse to the location of the backup you want to restore and select it. Click Open.



Expand Data and Report Layouts

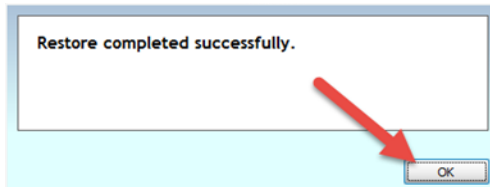
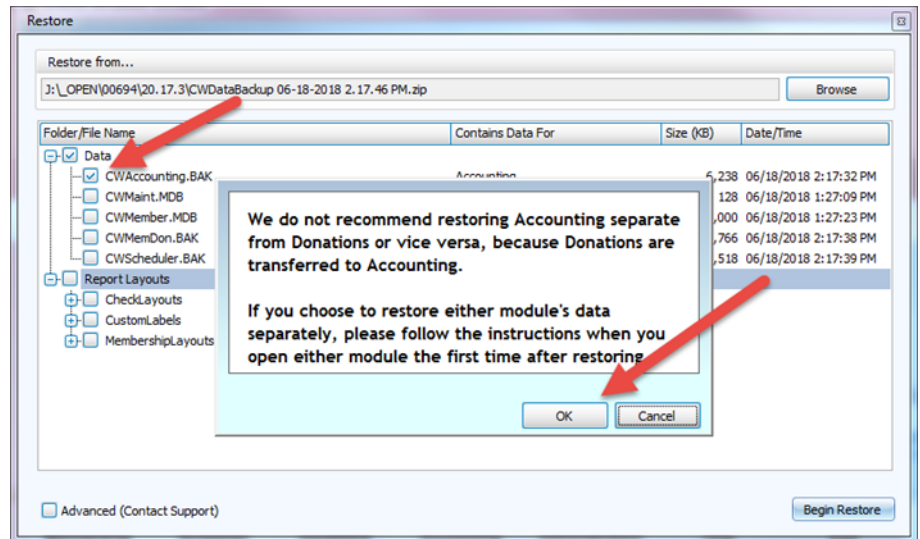
Uncheck the Data and Report Layouts boxes and select the CWAccounting.BAK file.



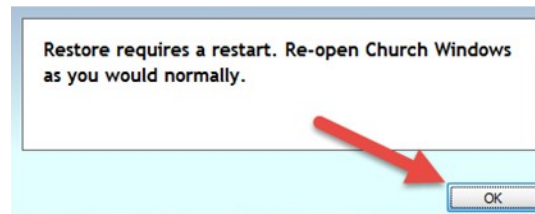
A warning will appear – read it and click OK

Click *Begin Restore*

The data will restore and you will get the following screen



Click OK and then the following screen will appear:



Click OK and then reopen Church Windows and your accounting data should be restored.