

Backup or Restore Desktop Data

System

(Rev 5/20)

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

Browse For Folder

Documents

Downloads
Music
Pictures

Videos Local Disk (C:) DVD RW Drive (D:) USB Drive (E:)

Make New Folder

Pam Docs (\\CHP21\Craig) (G:)

OK

Cancel

A message will appear *Backup* Completed Successfully.



Click OK.



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

-	Restore			
	Restore from	estore from		
	E:\CWDataBackup 03-20-20 3.02.12 PM.zip			
	Folder (File Norre	5 Contrine Data Far	Size (VD) Data (True	
		Contains Data For	Size (KB) Date/Time	
	+ Report Layouts			
Select a backup file to restore		E 6		
	Custon	🚱 🔍 🗢 🕌 « CustomerData (🕨 20 Training Data 🕨 👻 47 Search 20 Training Data 🔎		
	Organize 🔻 New fo	lder		
	🗖 / 🕞 🎝 Music	^ Name	Date modified Begin Restore	
	Pictures	With Family Pictures	03/22/20 4:08 PM	
	Videos	3 CWDataBackup 03-20-20 3.02.1	12 PM.zip 03/20/20 3:02 PM	
	4 🖳 Computer	CWMSDA.zip	01/02/20 10:25	
A message will appear	b Local Disk (C:)			
Restore completed successfu	Illy. DVD RW Drive (D:	.)2		
	▷ PKBACK# 001 (E:)			
Click UK.	🛛 🖓 🖵 Pam Docs (\\CHP	P17\Craig) (G:)		
Close the Restore screen	Network			
		<	•	
	File	File name: CWDataBackup 03-20-20 3.02.12 PM 👻 Church Windows Zip Files (CW 💌		
[4		
Restore requires a restart. Would you like to restart				
Church Windows now?				
		*In Version 21.18.3 & Ne	ewer - the system will ask if	
		you want to restart or no	you want to restart or not	
Yes No				
Computer Helper Publishing www.ChurchWindows.com support@churchwindows.com 800.533.5227				

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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. Backup Data 5. Click Start Backup. What to backup Membership, Donations, Accounting Start Backup Membership, Donations Browse for Folder Accounting only Close Please select the location to backup to: Pictures C:\Users\vmuser\Desktop Support Functions > 🗄 Documents ^ Backup To > J Downloads C:\Users\vmuser\Desktop\ Browse 💧 Music Note: To safeguard your data, we advise alternating between 3 or more sets of backup media. Use different > Pictures media the next time you back up. Videos 🏪 Local Disk (C:) Message will appear Backup Completed Successfully. Click OK. • 🚇 DVD RW Drive (D:) Close the Backup screen. USB Drive (E:) 1 Church Windows needs to exit at this time may appear Pam Docs (\\CHP21\Craig) (G:) OK Cancel

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 Lavouts 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.



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Restore ACCOUNTING ONLY - Version 20 & Newer

Restore

Restore from..

Folder/File Name

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



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