


## Back Up or Restore File Repository

<b>Document #:</b>	3444	<b>Product:</b>	CenterPoint®
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Use this procedure to back up attachments in your File Repository (when the File > Preferences > General > File Attachments preference is set to store attachments in a File Repository rather than the database.) onto a hard drive, zip drive, flash drive, etc.

 **Note:** Backing up the File Repository does not make a complete backup of your financial information. To make a backup of your financial data, use the File > Backup > Backup Database option.

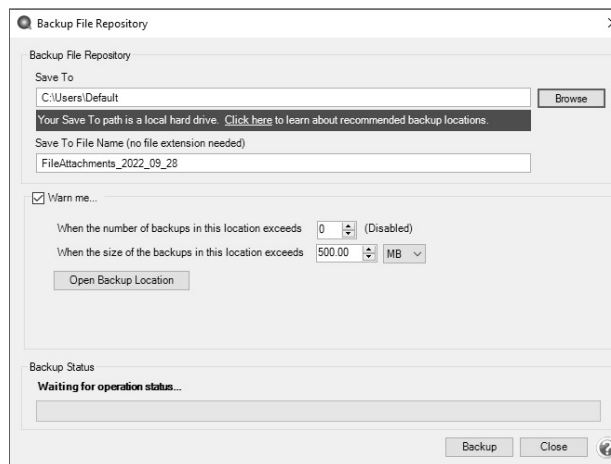
To copy the backed up files to the file repository, use the Restore feature at the end of this topic.

[Back Up File Repository](#)

[Restore File Repository](#)

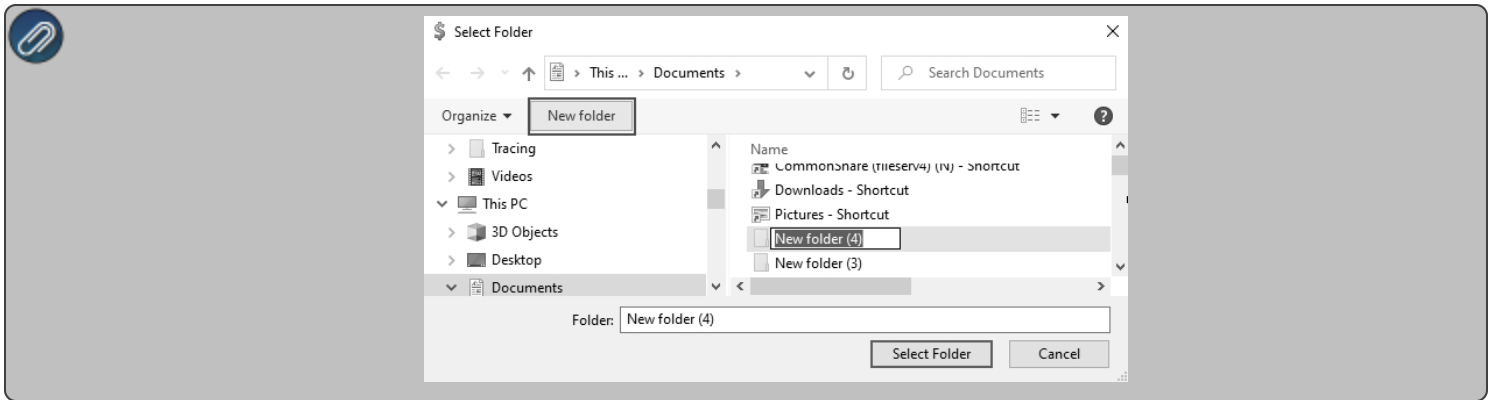
## Back Up File Repository

1. Select **File > Backup > Backup File Repository**.



2. In the **Save To** box, a default path displays. Click **Browse**, select the location on your own computer to save the backup file, and then click **Select Folder**. Once you select the path to back up to, the last path used for backing up will automatically display each time you back up.

 **Note:** If you want to create a new folder to back up to, click **New Folder**, enter a name for the folder, and then click **Select Folder** to back up to the new folder.



- » To back up to your own computer, select a location on the C:\ drive. The local C:\ drive is not the recommended backup location and a message will display with a link describing the preferred backup locations: To ensure continued accessibility to your data in the event of a hard drive failure, Red Wing Software recommends that backups are saved to removable, network, or off-site storage.
  - » To back up to a server or remote computer, select a location on the network drive (for example, f:\ or g:\, etc.).
  - » To back up to a flash (thumb) drive, select the drive letter that was assigned to the drive when it was inserted into the usb port on the computer.
3. The **Save To File Name** file will default to FileAttachments\_YYYY\_MM\_DD.frz.
  4. If you want to be warned when the Save To backup location you are storing backups to exceeds a specified number of files or amount of space, leave the **WarnMe** check box selected. When the check box is selected, and then specify the conditions about when you want to be warned:
    - » In the **When the number of backups in this location exceed** box, enter a number between 0 - 99.
    - » In the **When the size of the backups in this location exceeds** box, enter a number between 0.00- 999.99 and select either MB (megabyte) or GB (gigabyte)
    - » Setting either value to 0 disables that specific warning. For example, setting the **When the number of backups in this location exceed** box to zero will not warn you about the number of backups, but you will continue to be warned about the size of the backups according to your **When the size of the backups in this location exceeds** setting.
  5. To view the contents of the Save To backup location, click **Open Backup Location**.
  6. Click **Backup**.

## Restore File Repository

1. Select **File > Restore > Restore File Repository**.
2. In the **Backup File to Restore** box, click **Browse**, and then select the file you want to restore. Click **Browse** to locate the backup file (for example, from a CD or another hard drive). The file name for the backup file is "FileAttachments\_YYYY\_MM\_DD".
3. Click **Restore**.
4. The contents of the file repository location may be overwritten during the restore process. Are you sure you want to continue? message, click **Yes**.
5. At the **Restore Completed Successfully** message, click **OK**.