

Back Up a Database

Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing tech@bsasoftware.com.

Your database should be backed up frequently - at the very least, once a day. Most units have a network backup system to facilitate this.

Occasionally, you will perform a task or run a utility that has the potential to affect a large amount of data. In those cases, we recommend making a backup before beginning; you can use the backup utility provided in all BS&A applications.

If your database belongs to a Shared Database Group, the entire group may be backed up.

1. Go to File>Database>Backup Database.
2. Database to Back Up defaults to the currently-active database and can be changed.
3. Browse to the Save Backup As location.

A file name is supplied in the Save Backup As field. It identifies the program, the database being backed up, and the date the backup is being created. We recommend you use this default name.

4. Click Ok. If the name of the backup file already exists, you are prompted to overwrite it.