

Church Windows TechTips

FEBRUARY 2005 TECH TIP

BACKING UP AND RESTORING CHURCH WINDOWS DATA

CW BACKUP PROGRAM

For several years now, the Church Windows program has contained a backup and restore function **within** Church Windows. In the old days, "backup" was its own program that you purchased. Every now and then we encounter customers who are still using the old program. Give yourself a treat. Use the backup and restore function **within** the Church Windows program!

To back up data:

- Open Church Windows, click **SYSTEM ADMINISTRATION, BACKUP DATA**. Here is the backup program.
- Insert a floppy disk into the A drive, then click to select what you want to backup - all the CW data files, the Membership and Contribution file only, Financial only, or the pictures you have stored in CW.
- Click **Start**. Label the disk with name of the files backed up and the backup date.

To restore the data:

- Insert the floppy disk containing the backup into the A drive.
- Click **SYSTEM ADMINISTRATION, RESTORE DATA**.
- Click **START RESTORE**.

We would recommend you uninstall the old backup program so it isn't available to use. We would also recommend that you set up passwords that will only allow selected people the ability to restore data. You need to be cautious in restoring data because it takes you back to the date the backup was made and data entered since then will be over-written.

USING DIFFERENT BACKUP SYSTEMS

Some customers will say, "Our system backs up every night." Where is that data stored? Do you know how to restore the files from that system? Be smart! Make your own backup in Church Windows – you'll be doubly safe.

BACK UP FREQUENTLY

The rule of thumb is, "Back up as often as you do not want to have to redo what you just did." If you are maintaining the Membership records and enter into the system the five families who joined the church on Sunday, do you want to have to re-enter them if you have a system crash? No, so back up today! If you enter the contributions from Sunday's offering, do you want to have to re-enter them? No, so back up after entering those contributions! Back up after paying bills today through the Financial program. Protect your work and save yourself time. Back up as often as you can!

BACK UP USING MULTIPLE SETS

To protect your data, back up one week using a disk marked Disk 1 – with the date penciled in. Next week, back up to a new disk labeled Disk 2 – with the date penciled in. Do the same for week 3 and week 4. When you make the first backup in the new month, use Disk 1 again. Rotate among the disks each week. That gives you four backups to work with, in case something goes wrong with one of the disks. How awful to have a single backup and to lose that disk - or have someone delete the file accidentally from the disk.

TAKE THE MOST RECENT BACKUP HOME WITH YOU

Do not leave the most recent backup disk at church. Take it home with you each night. If the church burns (heaven forbid!), even disks stored in a fireproof safe can be ruined. If all the backup disks are at church and all are ruined, you have lost the church's data. Be safe! Protect yourself! Take the latest backup home.

KEEPING YOUR SYSTEMS UP-TO-DATE

To be up-to-date in Church Windows, you should have **CW 2004 SR-5a** on your computer. When you open payroll, it should read: **Payroll 2005**. The latest payroll update is a **tax update** for Canada and the following states: Massachusetts, Missouri, New Mexico and Rhode Island. You may download both the CW 2004 SR5a and the payroll tax update from the website: www.churchwindows.com

Watch for future Tech Tips with more information on backing up!