

Back Up and Restore User Files

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Use this procedure to back up your user files (preferences, report favorites, screen settings, etc.) onto a hard drive, zip drive, flash drive or tape drive. It can be used in a network environment to back up the client workstations which contain specific user information which contain preferences, report favorites, etc.

 Note: Backing up user files 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 CenterPoint system, use the Restore feature at the end of this topic.

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Back Up User Files

1. Select **File > Backup > Backup User Files**.
2. In the **Save To** box, enter the path you want to back up the user files to or click Browse, and then select the location to save the backup file. Once you select the path to back up to, the last path used for backing up will automatically display each time you back up.
 - » 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. Click **Backup**.
4. At the *Backup Completed Successfully* message, click **OK**.

To copy the backup to CD or a DVD-RW Drive

1. From your Desktop, double-click the **My Computer** icon and browse to the folder you backed up the user files to.
2. Right-click on the backup file and select **Send To** and then select the CD drive. The message, "You have files waiting to be burned to disc" will display.
3. Double-click the CD or DVD-RW drive. The screen will display the file(s) ready to be written to the CD or DVD-RW drive.
4. At the *Backup Completed Successfully* message, click **OK**.
5. Select **File > Burn to Disc**.
6. On-screen instructions will display that will guide you through the remainder of the process.

Restore User Files

1. Select **File > Restore > Restore User Files**.
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 "LocalFilesMMDDYYYY".
3. Click **Restore**.
4. At the Are you sure you want to restore the selected user files. They will overwrite any files that already exist.
5. At the **Restore Completed Successfully** message, click **OK**.