

Adjutant Software Customer Support Tech Notes

Document Title: Backing Up Your Program Data
Document Number: 026
Applies to: Campaign ToolBox, All versions

SUMMARY

This Tech Note describes the files that should be backed up regularly in case of a failure of your hard drive or other problem. This is NOT for electronic filing of your reports - this is strictly a program data file backup. This only covers files used by Campaign ToolBox - making routine backups of important files should be standard practice. This does not describe the actual process of copying the files since that depends on what type of backup media is being used.

PROCEDURE

The best way to make backups of your Campaign ToolBox is to simply make it part of your routine data file backups using a program such as NTI BackupNow (<http://www.ntius.com>) or WinZip Pro 10.0 (<http://www.winzip.com/>). If, for some reason, you don't make routine backups, you can manually back up your Campaign ToolBox data files by copying the following files onto a floppy disk, CD, USB drive, network drive, removable hard drive, tape drive, or other media.

Main Database File - This is the file displayed on the Opening Form ("The current database file is ...") You could have named it anything, but it will always end in ".MDB". The file name and path is also displayed when you click on the menu item "File". If you are filing for more than one reporting entity, you will need to back up the database file for each reporting entity.

User-Definable List Files - These files contain lists such as "Contribution Source", "Expense Category", etc. The List files will always be located in the main program folder - C:\Program files\CTBxx (where "xx" is the state abbreviation of your program). The main program folder could be different if you manually changed the default during installation. The program comes with default items in the list files, but most users add or delete items to customize the list files for their own use. Copy all files in this folder that end in ".LST".

Configuration Files - These files are located in the same folder as the List files. The two configuration files are "Config.CFG" and "MRU.CFG". "Config.CFG" contains settings such as the last used form size and location, last used report dates, etc. "MRU.CFG" contains the list of the most recently used database files (these are listed when you click on the menu item "File"). Note that if you are transferring Campaign ToolBox to a different computer, in most cases you should NOT use these files - you will usually be better off by letting the program create new ones on the new computer.

NOTES

The method for copying these files depends on what type of media you are using. When copying to a CD, you will probably want to use your regular CD-burning program; floppy disks, USB drives, removable hard drives, etc., would use Windows Explorer to copy the files. Also, keep in mind that when files are copied to CD, they are usually set to "Read Only". This attribute must be turned off before Campaign ToolBox can use the files (Locate the file on your hard drive using Windows Explorer, right-click on the file, select "Properties", uncheck the "Read-only" check box, then click "OK")