PigCHAMP Backup and Restore Utility

Backing up the PigCHAMP Database

It is very important to backup up your PigCHAMP data <u>prior to installing an update</u> and on a <u>regular basis</u>. A regular backup will help prevent data loss.

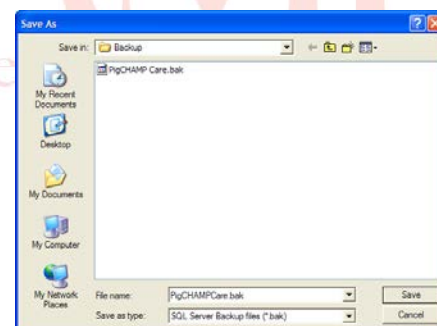To create a backup of your data, follow the steps outlined below:

- Close out of the PigCHAMP program.
- Click Start > All Programs > PigCHAMP > Backup and Restore Utility.

NOTE: If you use Windows Vista or Windows 7 and get an error message about needing Administrative rights to run this program click OK to that message. RIGHT CLICK on the PigCHAMP Backup and Restore Utility and select, "Run as Administrator."

You will be prompted to enter a username and password, after doing that the following will appear:

- Click on the Backup button. A "Save As" screen will appear: →

- Browse to the location you wish to save the backup file. Recommended place to save the backup is in a folder named "PigCHAMP Backup Files" located in My Documents. (If it does not exist you can create one.)
- Click on Save
- A box will appear telling you the "Backup completed successfully." Select OK to close the box.
- The backup is complete, you can now close the PigCHAMP Backup and Restore Utility.

Once the backup has completed it is advised to place a copy of that file on a removable storage device such as a USB memory stick or hard drive. Take a copy of the backup off-site. As well, you can copy/paste the backup file to a location on your server that gets backed up on a regular basis.

<u>Restoring PigCHAMP Data</u>

<u>Do not use the restore function unless directed by PigCHAMP personnel or data may be lost.</u>

To restore a backup copy of your PigCHAMP data, follow the steps below:

- Close out of the PigCHAMP Program.
- Click on Start > All Programs > PigCHAMP > Backup and Restore Utility. Sign-in.
- Make sure "Specific Backup" is selected and click on Restore.
- A box appears for you to select the location of the backup you wish to restore. Once you find that backup file select it and click Open.
- If any prompts appear read them and select the appropriate answer.
- Once the process has completed a box will appear with a confirmation that the restore process was successful.