



## Backups in V3:

**Applies to:** *Auction! V3*

**Background:** A Backup is a copy of a project in a single, compressed file that can be attached to an email or saved onto a USB flash drive. Backups can be used to move projects to a new computer, to overwrite an existing, out of date project or to merge data with another project.

### Step by Step Instructions

#### *Creating a Backup*

1. If saving to a USB, insert the USB device, and allow Windows a moment to fully recognize the device. Note what drive letter (e.g. f:\) gets assigned to the device.
2. Start *Auction!* Note: *Auction!* must be opened after the device has been recognized.
3. **Open** the project to be backed up.
4. Click **File, Maintenance, Backup project** (Network Users - switch to Exclusive Access first), or click Backup Project Icon.
5. The Save As window is displayed. The default location is **C:\Auction\ProjectBackups**. If you wish to change the save location or save to the flash drive, use the Select Drive pulldown to change the drive letter and the select directory window to change the folder.
6. Do not change the name of the file. The default name includes the name of the project as the date and time the backup was made.
7. Click **Save**. You can attach the saved backup to an email.
8. If you have saved to a flash drive, from the task bar of the computer, choose Safely Remove Hardware to prevent corruption of the backup.

#### *Restoring the project from Backup:*

1. If the backup is an email attachment you have received, you must first save the attachment onto the computer.
2. If the backup is on a flash drive, insert the USB device, and allow Windows a moment to fully recognize the device. Note the drive letter (e.g. f:\) assigned to the device.
3. Start *Auction!* Note: *Auction!* must be opened after the device has been recognized.
4. Click **File, Maintenance, Restore Project from Backup**.
5. Choose the appropriate drive letter for USB or the location of the attached backup from an email. When the location is selected, the backup is listed in the Existing Backups field. Select the appropriate backup file.
6. When there is already a project by that name on the secondary computer, *Auction!* will ask if you wish to overwrite the existing project. Click Yes and the backup will completely replace the existing project.



**Merging from a Backup:** If you do not want to replace the existing project, but rather wish to add some unique data from project in which the backup was taken, you can merge the backup into the other project.

1. If the backup is an email attachment you have received, you must first save the attachment onto the computer.
2. If the backup is on a flash drive, insert the USB device, and allow Windows a moment to fully recognize the device. Note the drive letter (e.g. f:\) assigned to the device.
3. Start **Auction!** and open the starting project. If you are a V3 network user, you must go to the Settings menu and **Switch to Exclusive Access**.
4. Click **File, Merge Project**.
5. Use the Select Drive and/or the Select Directory pull downs to navigate to location of the flash drive or where the attached backup is saved. The backup will appear in the Backups window on the lower right of the screen.
6. For Merge Control click Join.
7. Remember, you are merging in data from the backup to the existing project on this computer. For Merge options you cannot change Merge Names because names will always merge. You will be able to uncheck Merge Items and uncheck Merge Payments, Tickets and Reservations. Uncheck either or both of these boxes if you do not need that information from the backup to merge into the starting project.
8. Click Merge.

When the merge is complete you will see a log of the results, which you can close at any time.

If the merge was not what you anticipated, right before the merge occurred, **Auction!** made a backup of the starting project. You may restore the starting project from the autobackup.