Creating a V4 backup and saving to the USB Flash Drive

Applies to: *Auction!* **V4**

Background: Often you may need to send or take a copy of your data to another team member or computer. *Auction!* makes a compressed, single-file backup in just moments. This file can be stored locally on your hard drive or on a portable device such as a USB flash drive.

Step by Step Instructions

1. Insert the USB device, and allow Windows a moment to fully recognize the device. Note the drive letter (e.g. **k:**) assigned to the device.

2. Start *Auction!*

3. **Open** the project to be backed up.

4. On the home task ribbon click **Maint & Repair File.** Click **Backup Project**.

5. The Save As window is displayed. The default location to save is **C:\\Users\\Public\\Documents\\Auctions\\ProjectBackups**. Change the location by navigating to the USB flash drive. When using the flash drive sent to you by Auction Systems, there is a **MyBackups** folder already created for you.

6. Do not change the name of the file. *Auction!* names the file: name of project and date and time the backup made followed by the suffix ".acb".

     Example: How the West was Won ENO_20161118_142015.acb
                       Name   Date   Time Suffix

7. Click **Save**.

8. After saving the backup to your memory device. From the task bar of the computer, choose Safely Remove Hardware.

Opening the project from a backup

1. Insert the USB device, and allow Windows a moment to fully recognize the device. Note the drive letter (e.g. **k:**) assigned to the device.

2. Start *Auction!* and on the ribbon click **Restore Backup**. If you have just copied the backup file, click the paste button. If you have not copied the file, use the **Folders** file tree in the center of the screen to navigate to the location of saved acb file.

3. A new screen will show indicating the default project location where this backup will be restored. If this is the correct location, click the purple **Use Sel'd Location** button in the upper right corner. If this is not the correct location use the **Folders** file tree on the left of the screen to navigate to the location you want to restore the project to.

4. If there is already a project by that name in that location, *Auction!* will ask if you wish to overwrite the existing project

    a. Verify: incoming data is the *most current and complete* data? Click **Yes**.

    b. Verify: incoming data is *not complete* and you *prefer to merge with the existing data already on the secondary computer* (multi user and network only)? Click **No**. When this is the case, change the location of where you restore data.