Creating a backup in V3 and transferring to another computer via email attachment

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

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 sent to another computer via email attachment.

Step by Step Instructions

1. Open the project to be backed up.

2. Click **File, Maintenance, Backup project** (if you are a Network User – you must first switch to Exclusive Access), or click the Backup Project Icon.

3. The Save As window is displayed. The default location is **C:\Auction\ProjectBackups**. You can navigate to other locations, such as removable devices or your desktop if you prefer. If you change the file location, please remember where you are saving the file.

4. 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: Pikes Peak SnowBall_20070801_1354.acb
                  Name   Date   Time Suffix

5. Click **Save**.

6. Open your email application and attach the backup file to the email. Please tell your recipient that they will not be able to open the attachment; instead **SAVE** it to the **C:\Auction\Projectbackups** folder or another convenient location. They can create a new subfolder in their project backups folder to store your backup and any future backups you send.

7. **Send** the email.

Opening the project from a backup on the secondary computer:

1. *Auction!* must be installed on the second computer.

2. Save email attachment to appropriate location. See step 6 above.

3. Start *Auction!* and click **File, Maintenance, Restore Project from Backup**.

4. When the attachment is saved to the **C:\Auction\Projectbackup**s folder, the file is included in the **Existing Backups** field. If the attachment was saved elsewhere, use the icons and directories field to navigate to the correct location, and then the file will appear in the existing backups field. Select the appropriate backup.

3. If there is already a project by that name on the secondary computer, *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. Create a new subfolder in the main *Auction!* folder, and restore to the new subfolder.