Creating a backup in V4 and transferring to another computer via email attachment

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 sent to another computer via email attachment.

Step by Step Instructions

1. Open the project to be backed up.

2. On the main Home task ribbon, click **Maint & Repair.** Click **Backup Project**.

3. The Save As window is displayed. The default location is **C:\Users\Public\Documents\Auctions\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: How the West was Won ENO_20161118_142015.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:\Users\Public\Documents\Auctions\ProjectBackups** folder or another convenient location. If they prefer, 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 other computer:

1. *Auction!* must be installed on the second computer. Go to the location of the saved acb file, right click on it and choose copy.

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.