CrossLink Backup Instructions

Modules Accepted for Conversion:

- *1040*
  Individual

Back up clients in CrossLink:

Please follow these instructions on backing up your data for the Intuit conversion process.

Remove locks and passwords from clients before beginning the backup process.

1. Open **CrossLink 2015** program.
2. From the **WIP (Work In Progress)** screen
3. Choose **Utility > System Utilities**
4. Click **Reset Encryption Key** and click **Run Utility**.
5. Change Encryption Key to "000"
6. Create a new folder on your **C:** drive named **CONVERSIONDATA** before you begin the backup process (e.g. **C:\CONVERSIONDATA**).
7. Open the CrossLink program
8. From the WIP, under Other Items, click **Backup Returns**, The Backup Returns screen will open.
9. Click **Select All** to highlight all of the Returns, or **select individual returns** by checking the boxes next to them.
10. Click **Backup.** You will be prompted when you have successfully backed up your Returns. Click Close.
11. Browse to **c:\xlinkyy** using My Computer or Windows Explorer where **yy** is the conversion year.
12. Locate the file that begins with **aryy** or **bkyy (where yy represents the conversion date).** If you have problems locating the file you can sort the files by name. The file should have the date of the last backup.
13. Right-click on the file and choose **copy.**
14. Browse to **c:\CONVERSIONDATA**
15. Right-click in the white space and choose **paste.**