
ProSystem fx Backup Instructions

Backing Up Your Data

Please follow these instructions to back up your data. You must use blank, formatted media to begin the backup process.

CAUTION! You must calculate all clients AND remove all locks and passwords from clients before you begin the backup process.

To back up clients in ProSystem fx:

Note: If you are backing up to CD, create a new folder on your **C:** drive named **CONVERSIONDATA** (for example, C:\CONVERSIONDATA) before you begin the backup process.

1. Access the **Office Manager** program.
2. Click **Backup Client Data**.
3. In the **Create Client List** dialog box, select **All Clients**, then click **OK**.
4. In the **Select Clients for Backup** window, click the clients you want, then click **Add**.
OR
Click **Add All** to select all clients.
5. Click **Select Drive**.
6. In the **Select Destination Drive/Directory for Backup** dialog box, set the appropriate destination drive for your backup media, then click **OK**.

Note: If you are NOT backing up to a CD, select the appropriate drive letter. If you are backing up to CD, set the drive path to **C:\CONVERSIONDATA** – this is the folder you need to burn to the CD.

Note for CD users: We strongly recommend using Windows XP CD Recording to burn the CD.

If you want to use different CD burning software to burn the CD, we also have Nero and Roxio instructions on our Web site.