



January Extended Hours (Eastern)

Monday - Thursday 9 am - 7 pm
Friday - 9 am - 5 pm
Saturday - 11 am - 2 pm

Regular Hours (Eastern)

Monday - Friday 9 am - 5 pm

Support & Office Closed

Thanksgiving - November 27th & 28th
Christmas - December 25th & 26th
New Years - January 1st

Back Up Your Data

How often should you back up your data? We recommend weekly at a minimum or as often as you input data that you do not wish to reenter. We also recommend multiple forms of backup, with at least one of them being a removable media (flash drive, external hard drive, etc.) that you can take off site and secure. We cannot guarantee third party backup utilities will get all of the files needed to restore Church Windows data. If data is lost and you do not have a recent backup, we cannot retrieve data for you. You will need to reenter all of the lost data – and that might include multiple years of data.

It only takes seconds to back up the data using the Church Windows built-in backup program.

To Backup - Version 20 and later

Click on *Administration>Backup>*the Backup Data window for Church Windows opens.

Check *All Data*, *Pictures* or both and use the *Browse* button to pick the location where you want the data backup to be saved.

When the *Browse* window opens, pick the drive or media you want to backup to.

Once you choose where to put the backup, you will be brought back to the Backup screen. Click *Begin Backup* to continue.

The progress bar appears indicating that the backup completed successfully. Click *OK* and the system will take you back to the backup screen, which you can close.

To confirm you have the backup, browse to the folder where you placed the backup. Each Church Windows backup is unique with a time and date stamp.

To Backup - Version 19 and prior

Click on *(System) Administration>Backup*. *What to Backup* - select the module(s) you would like to back up and *Backup To* - click *Browse* to select the location where you would like the backup copied. Click on *Start Backup*.

