

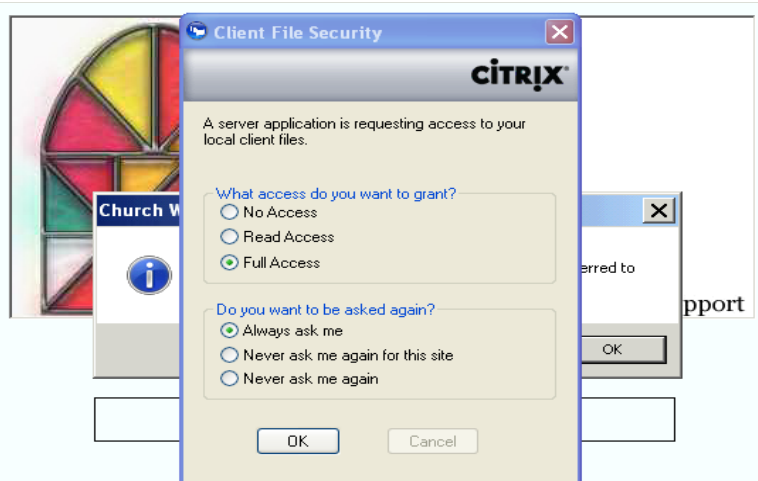
**For use with Citrix version of RDI (<https://cw.cloudrdi.com>)**

## Now that we're using Church Windows Web, do we still need to backup our data?

As part of the web service connected to Church Windows Web, short-term data backups are automatically created. However, each user who logs on to Church Windows Web should know how to perform a data backup. We recommend each church make their own backup periodically to add a second level of data protection. Using Church Windows Web you can quickly and easily back up the data to your local computer or a thumb/flash drive.

When you logon to Church Windows Web, the Client File Security window may appear at some point. This is a security prompt asking if you want Church Windows Web to “see” your local computer and its drives. If you wish to save anything from Church Windows Web to your local computer, such as data backups or saved reports, you will choose *Full Access* under **What Access do you want to grant?**. If you always want Church Windows Web to connect to your local computer for saving information, you may want to choose *Never ask me again* under **Do You Want to Be Asked Again?**

If not, then you may prefer to select *Always Ask Me*, so the same options are presented to you the next time you perform a task in Church Windows Web that requires access to your local computer files.



We are suggesting options for backing up your data

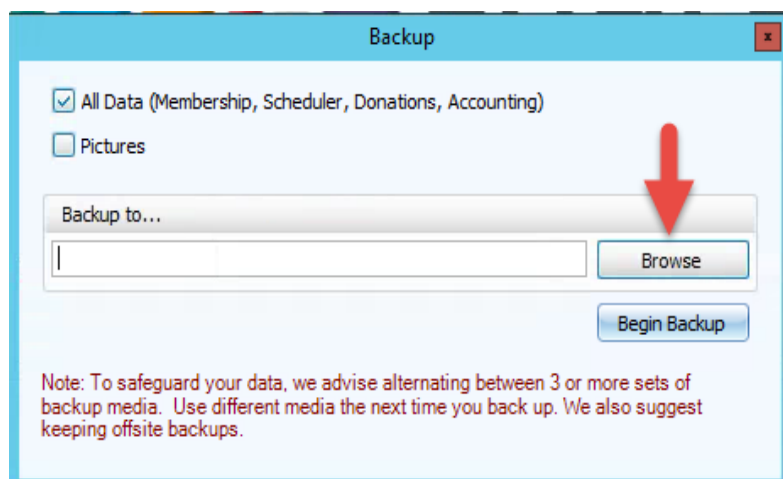
- Create a folder on your Local (C:) Drive and call it \_CWBackup.
- Or alternate thumb/flash drives.

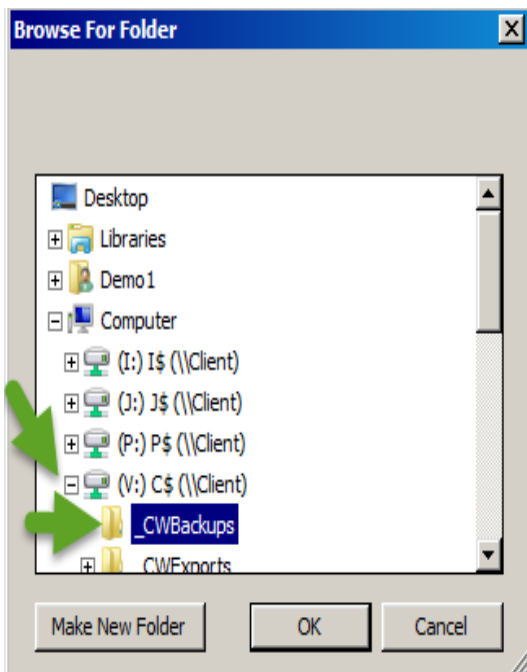
## TO BACKUP

Click on *Administration>Backup* the Backup 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 you want to backup to. We are using the (C:) drive and the \_CW Backups folder in this example.





### To Backup to your local computer

- Expand *This PC*. Depending on the cloud server you are on, you will see (C: on 'your computer name' or C\$ (\\Client) (V:). Expand, then choose the \_CWBackups folder and click *Open*.

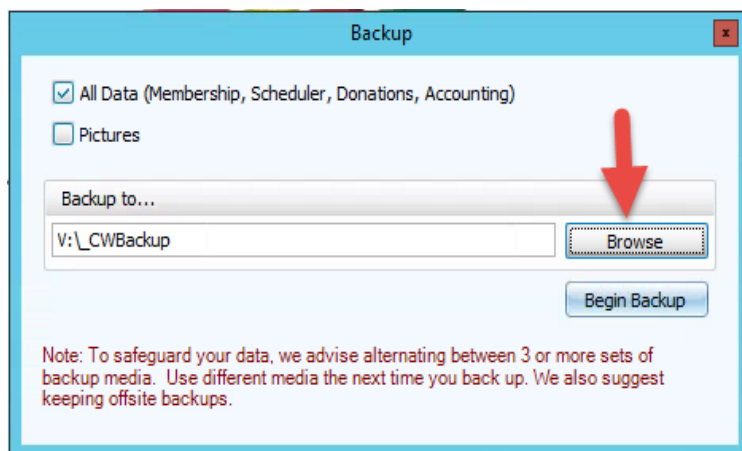
### To Backup to a thumb/flash drive

- Insert the thumb/flash drive into the local computer and identify the drive. Removable Disk: (? on 'your computer name') will appear. You can create a \_CWBackup folder on that drive.

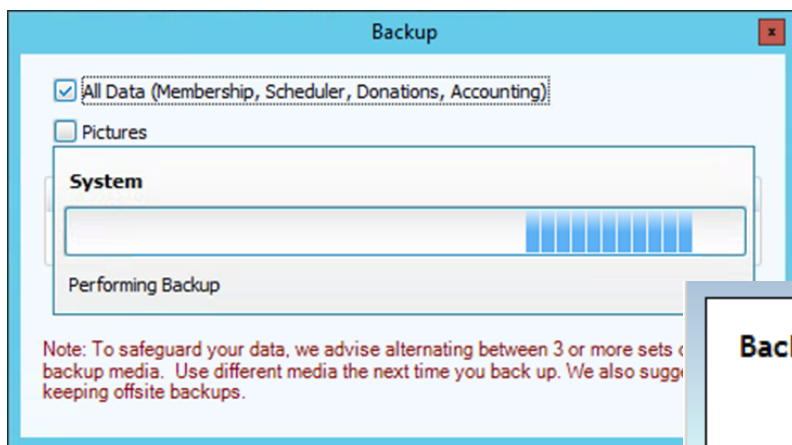
If you're unsure about which drive you are looking at, you can view the contents by clicking the arrow (or + plus sign to the left).

**Please note:** the *Browse for Folder* screen does have an option called Desktop. **This is a virtual desktop that is available for Church Windows Web and is not the desktop on your local computer.**

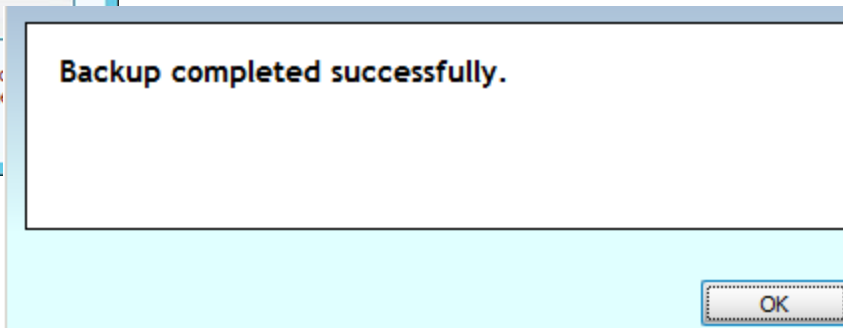
Once you choose where to put the backup, you will be brought back to the Backup screen. Click *Begin Backup* to continue.



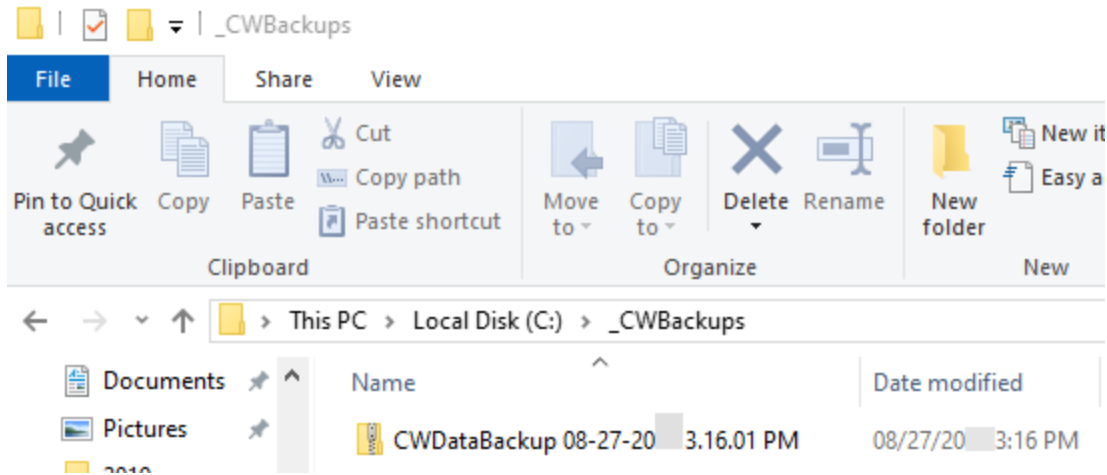
You will see a progress bar. Then it should inform you that the backup completed successfully.



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 made the backup on the Local Disk (C:) in the \_CWBackups folder. You should see something similar to the screen shot below.



Each Church Windows backup is unique with a time and date stamp, if using version 20.17.0 or later.