

Use these instructions if you are on version 20.17.X or newer.

Any version of Church Windows 20.17.X and newer can be restored to a newer or current version.

If you are on an older version, please call Support.

We always recommend upgrading to the most current version of Church Windows. If this is not possible, please contact support for the version link.

To move Church Windows to a new computer (server or stand alone).

1. On the old computer, make a backup of your Church Windows data. The Backup feature captures all data, saved reports and settings.
2. On the new computer, check for and install the latest 'high priority' Microsoft Windows Updates for your computer's operating system and follow the on-screen prompts.

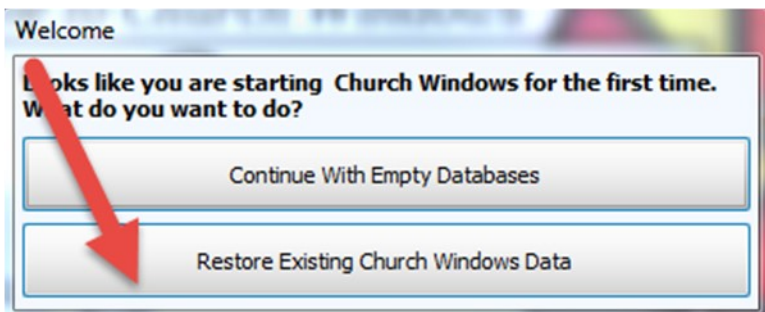
Windows 10 and 11

- On the Desktop, type 'Updates' into the search box, 'see *option Check for Updates*. Click *Check for Updates* button. If any updates are found, this will install them.
3. After the Windows updates have been installed, restart the computer and re-check Microsoft Windows Updates for any new 'high priority' updates and install. If there are no other updates, proceed on to the next step. When it is finished you will get the message stating that your device is up-to-date.
 4. Make a backup of the Church Windows data from the 'old' computer (screens may vary depending on the version of Church Windows on the 'old' computer).
 - Open Church Windows – Click on *Administration>Backup* select All Data (select Pictures if an option), click on *Browse* and select a backup location, i.e. a flash drive. Click on *Begin Backup*, then click on *OK Backup completed Successfully*.
 5. *Install* Church Windows on the 'new' computer using the downloaded installation file with the current version. Once the installation is completed, open Church Windows.

Easy Steps to Move Church Windows and Payroll to a New Computer

(Rev 6/23)

The first time you open the new install, you will get the message, 'Looks like you are starting Church Windows for the first time. What do you want to do?'

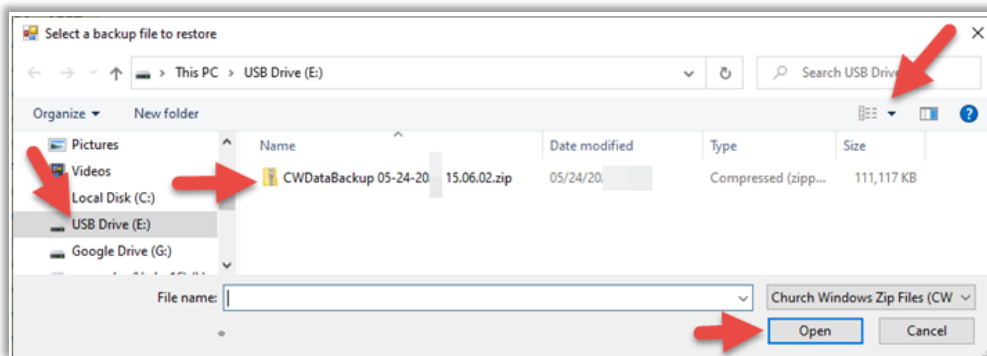
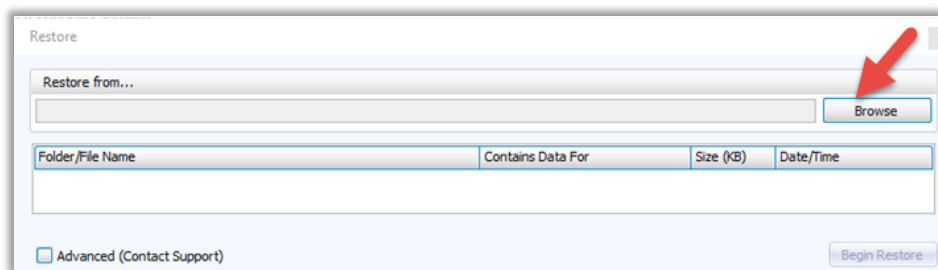


Click on 'Restoring Existing Church Windows Data', connect the flashdrive, if not already. **This option is recommended.**

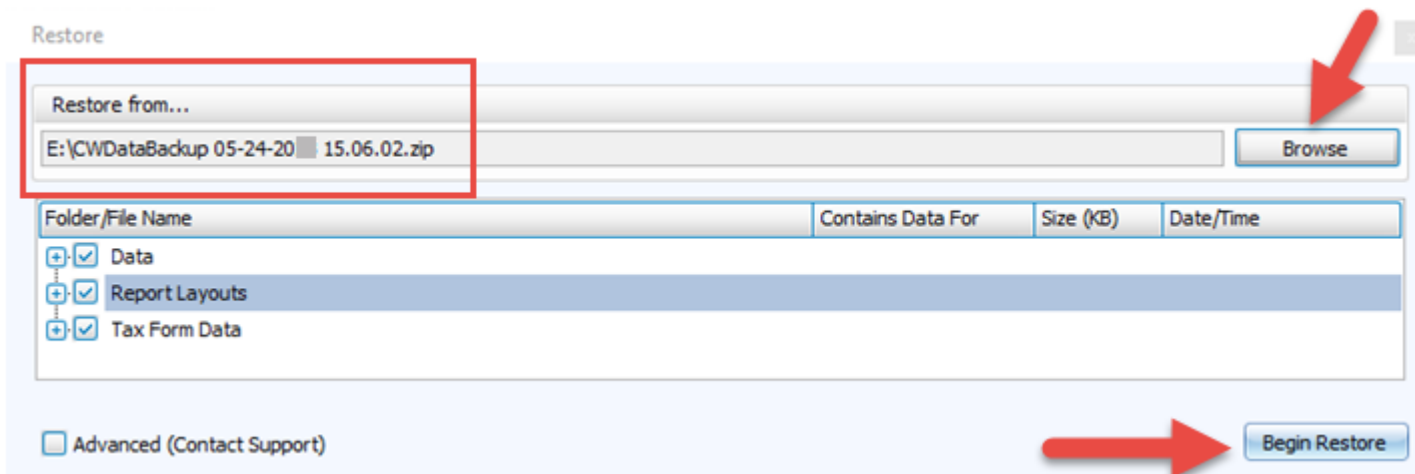
If you choose 'Continue with Empty Databases'. You will need to enter the Licensing codes for Church Windows or call Support for a tech assisted backdoor restore.

After you click on 'Restoring Existing Church Windows Data', click Browse.

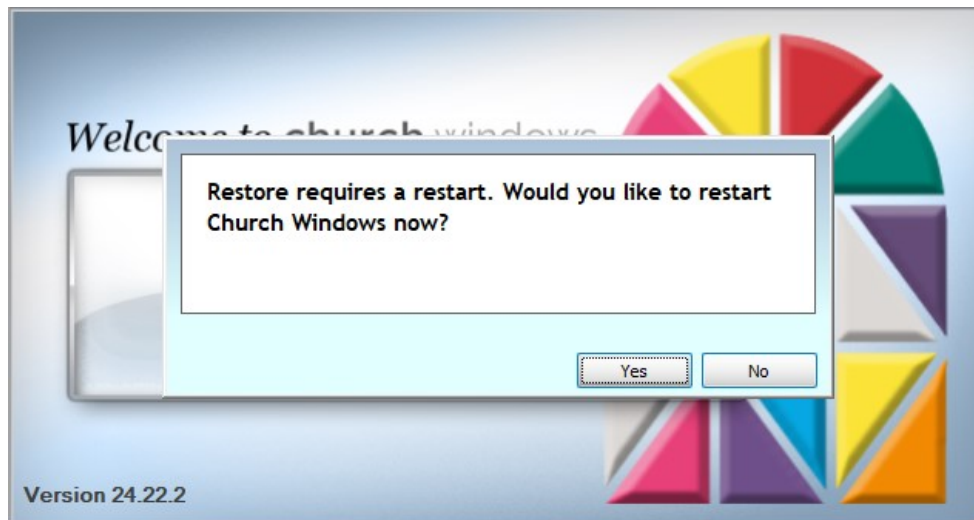
- Browse to where your Backup data from the 'old computer' is located i.e., on the Flashdrive.
- Click to highlight the CW DataBackup file. Always be sure to check the time/date stamp on the file before restoring.
- Click *Open*.



Click *Begin Restore*.



After the Restore is successfully completed, you will be prompted with the following message. *Restore requires a restart. Would you like to restart Church Windows now?* Click Yes.



Church Windows will restart and open.

NOTE: If upgrading from a prior version, the opening process may take longer than usual - this is normal and depends on the amount of data and the prior version being upgraded.

If you had security set up, the Username and Password window will open.