

Back up manually to external media

Description

Use this procedure to back up the Customer Manager database to external media, such as a Zip disk, external hard drive, tape, or USB flash memory (sometimes referred to as a thumb drive).

Note: The Customer Manager database can't usually be backed up to disk because of the size of the database.

Detailed Instructions

1. Follow the instructions that come with your external media to connect it to your computer. For example, with USB flash memory, plug the flash memory into the appropriate USB port in your computer.
2. In Customer Manager, select **File > Backup/Restore**, and then select **Backup Database** to open the Create Backup File window.
3. In the Save in field, click the dropdown arrow and locate the external media's directory.
4. In the File name field, type a name for your backup file.
5. Click **Save**.

General Information

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Categories: Run the Business Set, Company File, Create a Backup, Customer Manager 2.5, Customer Manager 2.0

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