Backups in V4:

Applies to: *Auction!* V4

Background: A Backup is a copy of a project in a single, compressed file that can be attached to an email or saved onto a USB flash drive. Backups can be used to move projects to a new computer, to overwrite an existing, out of date project or to merge data with another project.

Step by Step Instructions

Creating a Backup:

1. If saving to a USB, insert the USB device, and allow Windows a moment to fully recognize the device. Note what drive letter (e.g. **f:**) gets assigned to the device.

2. Start *Auction!* V4

3. **Open** the project to be backed up.

4. In the upper left of the screen is the round *Auction!* gavel. This is the application button. Click it and from the pop up menu, click **Backup Project**.

5. The Save As window is displayed. The default location to save in the desktop software is **C:\\Users\\Public\\Documents\\Auctions\\ProjectBackups**. The default location in Cloud is the project backups folder in the default location you created in your Cloud account. If you wish to change the save location or to save to the flash drive, navigate to that location or device.

6. Do not change the name of the file. The default name includes the name of the project as the date and time the backup was made.

7. Click **Save**. You can attach the saved backup to an email.

   If you have saved to a flash drive, from the task bar of the computer, choose Safely Remove Hardware to prevent corruption of the backup.

Restoring the project from a backup:

1. If the backup is an email attachment you have received, you must first save the attachment onto the computer.

2. If the backup is on a flash drive, insert the USB device, and allow Windows a moment to fully recognize the device. Note the drive letter (e.g. **f:**) assigned to the device.

3. Start *Auction!* and on the Projects ribbon click **Restore Backup**. Browse to the location where the backup is stored (USB or the attachment save location). When the location has been selected, the list of available backups in that location will appear on the right side of the screen in the existing backups window. Select the backup by double clicking on it.

4. A new screen will show indicating the default project location where this backup will be restored. If this is the correct location, click the purple **Use Sel'd Location** button in the upper right corner. If this is not the correct location use the **Folders** file tree to navigate to the location you want to restore the project to.

5. If there is already a project by that name in that location, *Auction!* will ask if you wish to overwrite the existing project. Click yes and the existing project will be replaced by the backup.

Merging from a backup: If you do not want to replace the existing project, but rather wish to add some unique data from project in which the backup was taken, you can merge the backup into the other project.

1. If the backup is an email attachment you have received, you must first save the attachment onto the computer.

2. If the backup is on a flash drive, insert the USB device, and allow Windows a moment to fully recognize the device. Note the drive letter (e.g. **f:**) assigned to the device.

3. Start Auction! and open the starting project.

4. On the main home task ribbon click Data Exchange.

5. Click Merge Projects.

6. On the ribbon, click Select Backup.

7. Paste the backup file or use the folder tree in the center of the screen to navigate to the location of the backup. When the location is selected the backup will appear in the existing backups window on the right. Double click on it to choose the backup.

8. There will be choices made for you as to the types of names and items etc that you wish to merge into the starting project from the backup data. You may change the selections if needed. When you are satisfied with the selections, click Merge Now on the ribbon at the top.

When the merge is complete you will see a log of the results, which you can close at any time.

If the merge was not what you anticipated, right before the merge occurred, ***Auction!*** made a backup of the starting project. You may restore the starting project from the autobackup.