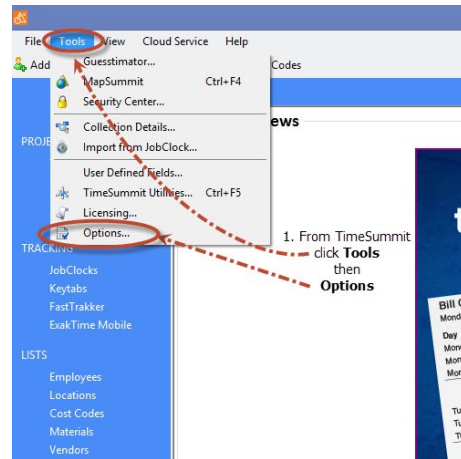


We recommend backing up your records on a weekly basis to a server, tape, or other media. If you lose data for any reason, you can restore the data from your backup copy. This should be done from the computer that is hosting the TimeSummit database.

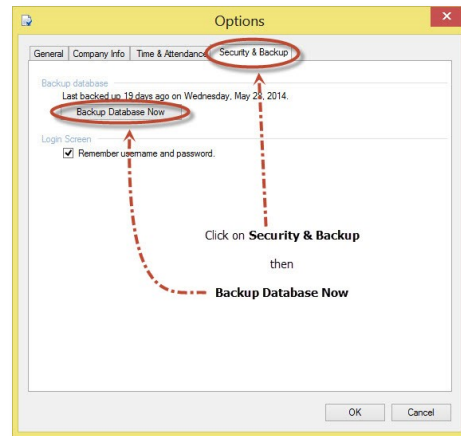
There are two ways to Backup your data: from TimeSummit or TimeSummit Utilities.

### Method 1: Backing Up From TimeSummit

1. From TimeSummit click:  
**Tools > Options > Security & Backup.**

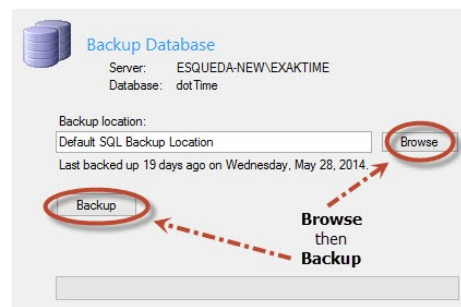


2. Click **Backup Database Now** from the Backup database section.



3. Click **Browse** to select the location you want the backup database to be saved.
4. Click **Backup**.
5. Click **OK** to confirm.

Your database will be saved to the location specified.



## Method 2: Backing up from TimeSummit Utilities

1. From TimeSummit click **Tools > TimeSummit Utilities**.
2. Select **Backup Database** from the left choices.
3. Click the Browse button to select a location to save the backup
4. Select the location you want to create the backup in the “Browse For Folder” window and click OK.
5. Click **Backup**.

**Note:** The default location selected for the backup to be created is the C: drive; if you would like to save the file in a different place use steps 3 and 4 to select the desired destination for the file to be saved on and click OK.

Wait for the process to complete and click **OK**.

Close out of TimeSummit Utilities by clicking on the “X” in the upper right corner.