## Backing up and Restoring QuickPermit+ Data Files

The QuickPermit+ backup utility "QPTools" may be used to periodically backup program data to a network server, external media, or your local hard drive (not recommended). Backup files are generally very small and may be completed in just seconds   ***...no reason not to do it!***

General Backup Information:

- The first time you backup a data file you'll need to specify a destination path. QuickPermit+ will remember the path for all future backups and restores (if necessary). When backing-up data to a network server, it's suggested that you use a UNC path. You'll likely need help from your network administrator to setup a share on the server, assign permissions, and provide you with the path. A UNC path is formatted like this "\\ServerName\ShareName". You can use the standard "mapped" network drive as long as it is not likely to change!

- When data files are backed up, they are copied to the location that you've specified as the "Destination Path". Each time a backup operation is processed, the new backup files will ***overwrite*** the previous backup file ...there is no versioning of backup files. Only the last backed-up file will be available for a subsequent restore.

- Configuration files that contain license, registration, and user default preferences are not included in any of the backup operations. This means that if your hard drive crashes, you will need to reinstall the program on a new machine and complete the system configuration setup just as is required on an original installation of QuickPermit+. Once the system has been configured, you will then be able to restore data from prior backups.

- Files that were backed up with a different version of the program cannot be restored using the QPTools Backup\Restore utility. Attempting to do so, will corrupt the application ...rendering it unusable. For instructions on migrating data from a different product version, call/email for technical support.
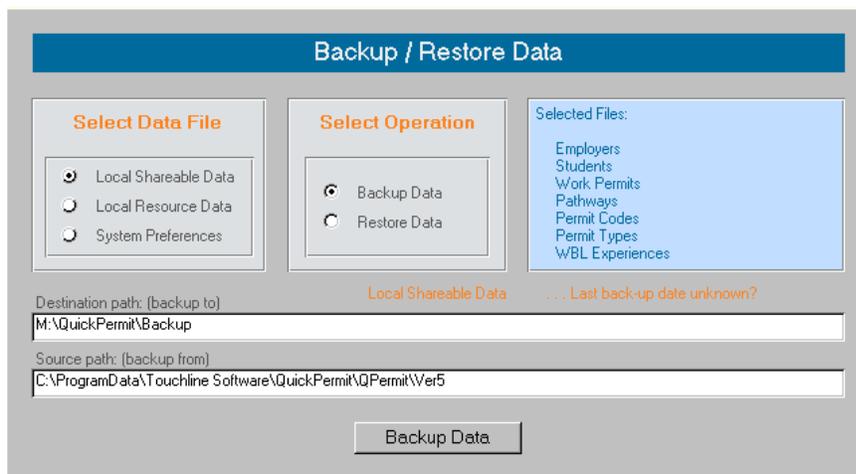
Backup/Restore Instructions:

1. Opening QPTools:
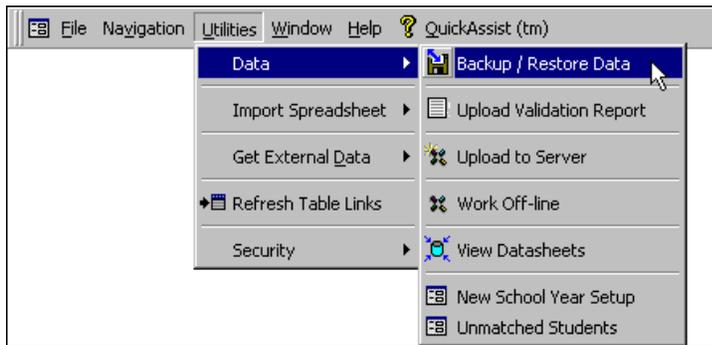
Use the Menu Bar on the program's Main Switchboard to select:

Utilities >> Data >> Backup / Restore Data

2. Backing up Data:

Select a Data File
    The data files that can be backed up are listed in order of importance.

    When a file is selected, the types of data that will be backed up is shown in the light blue "Selected Files" list.

Select "Backup Data"

Enter the "Destination Path"
    ...the first time a file is backed up.

Click the "Backup Data" button

Note:

If QuickPermit+ is configured to store/share its data on a network server, then the "Local Shareable Data" option will be disabled as backups should be managed by your network administrator. You should still perform backups on the other files as they will not be stored on the network server.

The sample paths shown in these examples use a mapped backup location (mapped to the "M" drive). The program's installation path is preset and should not need to be changed. Your installation path may be different based on your operating system and/or options selected when the program was installed.
- For Backups ...the installation path is shown in the "Source Path" field.
- For Restores ...the installation path is shown in the "Destination Path" field.

3. Restoring Data:

Select a Data File

Select the "Restore Data" Operation

Source Path
Note: When the "Restore Data" operation is selected, the Source Path is automatically moved to the upper path field location and prefilled with the correct path to your backup file.

Click the "Restore Data" button

Thank you for choosing QuickPermit+ for issuing student work permits.

Personal assistance is always available by phone or email.