



Q Local™ Frequent Asked Questions Managing Data

Backing Up and Restoring Q™ Local Data and Settings

You should regularly back up your data to guard against a number of problems: accidental deletion, hardware failure, computer viruses and theft or vandalism. Q Local software provides a simple, automated process that will back up \ your current data and settings in one file. The Q Local backup process keeps your data's file folder structure and it backs up the following data:

- Assessment records and client demographics
- Order history
- Security and preference settings

Note: Q Local software does not back up any system files (the files that make up the Q Local software). To restore the complete system (both the Q Local software and your Q Local database), you would first have to re-install the Q Local software and then restore your records and settings from a Q Local backup file (*.bak).

Backing Up Q Local data and settings

1. Select **Back Up System** from the File menu.
2. Click the **Browse** button to enter a file name and select a destination folder for the backup file.
3. Click the **Back Up** button.
The backup file is created in the selected destination folder. A message will indicate when the backup file is successfully created.
4. Click **Cancel** to close the window.

Restoring Q Local data and software settings

Caution: Use this process only when you want to overwrite your system's data with all of the data from the backup file. If you simply want to add data to the database, use one of the Q Local Import options instead of the Restore process.

1. Select **Restore System** from the File menu.
2. Click the **Browse** button to navigate to a Q Local system backup file (*.bak).
3. Click the **Restore** button.
All of the data in the backup file is entered into Q Local software. The Status indicator in the lower left corner of the window shows Restore Complete.
4. Click **Cancel** to close the window.