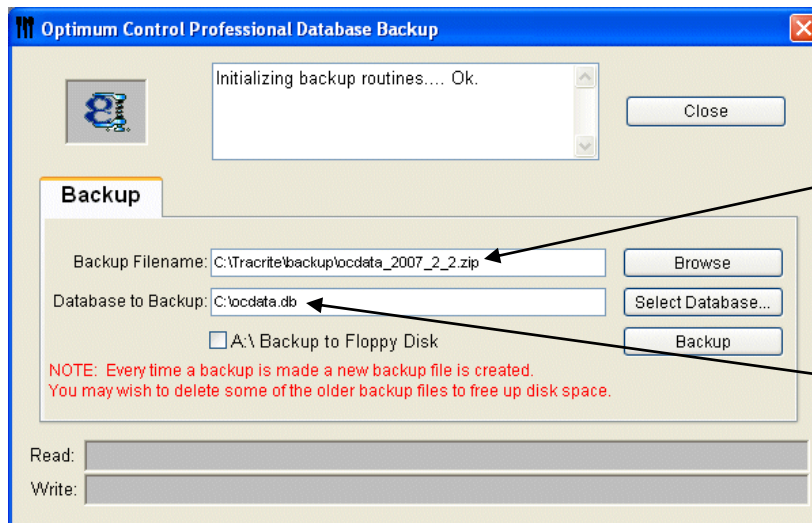


## How to Back Up your Database (Non-Network)

To Back up your information, click on the OC Backup button on the toolbar or go to the Upper Menu and click on Activities and choose Back Up.

When you backup your data you will notice that a default backup directory has been created the file name for you. This is a default location as this location is still on the hard drive of the computer you are using and if it crashes you will lose your data and your backup. You should backup to a server, zip, or CD every few days. If you are satisfied with the backup location and the database location, click Backup.



This is where the backup will be saved to and the name of the file.

This is the name of the database that is being backed up.