

What Is The Best Way To Backup QuickBooks and QuickBooks Professional?

Remote Data Backups software should be used in conjunction with the QuickBooks Schedule Backup feature to achieve the optimal backup solution available!

Step One:

Configure QuickBooks Schedule Backup so that your database (s) is automatically backed up each time you exit QuickBooks.

I. Open your QuickBooks software.

>Start > Programs > QuickBooks > QuickBooks Pro 2005 (Or QuickBooks) - In the Windows Classic Start Menu Format.

*(Or >Start >all Programs > QuickBooks > QuickBooks (Or QuickBooks Pro 2005) - In the Windows New “Easy Access Style” Start Menu Format.)

II. Open your company books (- **Important!** - *You will want to do this for each company if you have more than one!)



III. Click on the “Backup” Icon (Screenshot 1)

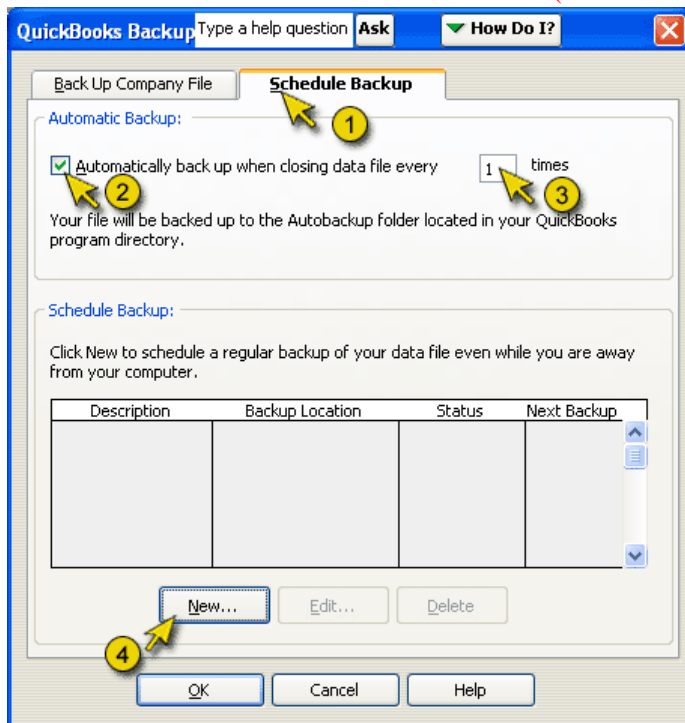
IV. (1) In the next box click the Schedule Backup tab.

(2) Then check the “Automatically back up when closing data file every...” box and...

(3) Set it to every “1” times. This will create a backup each time you close the company books.

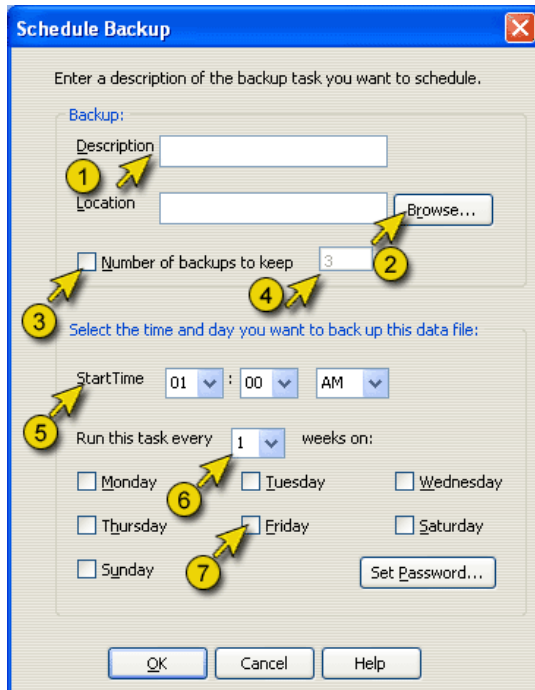
(4) Next click the “New” button.

(Screenshot 2)



- V.
- (1) Enter a description of your backup set.
 - (2) Click the “Browse” Button and navigate to where you want the backup files stored.
 - (3) Place a check mark in “Number of backups to keep.”
 - (4) Enter the number of backups you wish to keep, E.g. 3.
 - (5) Enter a start time that is before your Remote Data backups start time.
 - (6) Set this to every “1” weeks on:
 - (7) Place a check mark in every day.

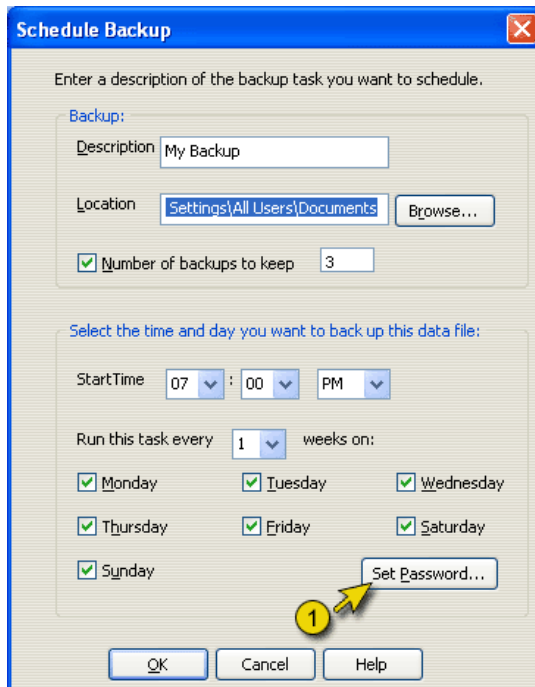
(Screenshot 3)



- VI. The dialog box should now look like this: (see screenshot 4).

- (1) Click on the “Set Password...” Button

(Screenshot 4)



VII. Enter your password, confirm your password then press “OK”.

(Screenshot 5)



Step Two

Make sure that the folder where you saved the backup files to {in Step One V. (2)} is selected for backup in Remote Data Backups.

For More information, and screen shots describing how to do this click here:

<http://www.remotedatabackups.com/support/instructions.cfm?t=12>

Congratulations you are finished. Each time you exit QuickBooks Professional, it will create a new backup set for you, and Remote Data Backups will automatically copy this file to our Data Centers the next time the backup is performed.