

Introduction

Your live database is in the **C:\Users\Public\CARCare** folder on your PC.

Each time you exit CARCare, the software will silently make a copy of your live database file, append a date/time-stamp to the end of the file name, and will store the backup copy in the **C:\Users\Public\CARCare\Backup** folder on your PC. This is the *default* backup folder. See page two (2) for instructions to set your backup path to an external storage device.

Things NOT To Do!

Do **not** open database backup copies stored in your backup folder.

Your *live* database file must **not** be stored in the same folder where your backup copies are stored.

Do **not** attempt to open and use a backup copy as-is.

Do **not** use a backup copy on a routine basis. Backup copies are designed to be used only for data recovery purposes.

File Naming for Backup Copies

A database backup copy will look like:

CARCare.db.20060701-113233

Where:

CARCare.db is your *live* database filename.

.20060701 is the date (yyyymmdd) the copy was made.

-113233 is the 24 hour time of day when the copy was made.

Set Your Backup Path

Use Browse button on the **General** tab under **Options | Preferences...** to set your **Backup Path** to an external media device such as an external hard drive, USB drive, CD-R/RW, or similar device.

You should avoid having both your live database and your backup copies on the same physical storage device, or in the same folder.

Set the Number of Backup Copies to Keep

Also under **Options | Preferences...** you may define the number of the most-recent backup copies to keep. We recommend at least 32 copies, but you may increase this to up to 99 copies.

You're All Set

You will now have database backup copies to rely upon in the event the hard drive in your PC fails.

Using a Backup Copy

Your CARCare database is very reliable. You will rarely, if ever, need to use a backup copy. But if your CARCare database has become damaged, or if you have accidentally deleted data that you meant to keep, using a backup copy will help you recover your data.

Here are the steps to take in case you need to recover using a backup copy.

- 1) Close CARCare.
- 2) Locate the latest known-good backup copy in your backup folder.
- 3) Rename the backup copy, removing the date-time-stamp from the file name.
 - a) `CARCare.db.20060701-113233` becomes `CARCare.db`
- 4) Replace your faulty *live* database file, stored in the **C:\Users\Public\CARCare** folder, with the file renamed in step #3a.
- 5) Start CARCare to confirm that your data is now restored.