

Coach's Office Back Up & Restore Utility

Back up the Coach's Office database files - chalkboard, playbook, script - to an external drive, such as a USB flash drive or network server. Use the backup files to restore (replace) the files to the same computer or copy them to another computer with a Coach's Office license.

This quick, easy method backs up and restores your files to an external drive - right from the Coach's Office desktop.

- Open the Coach's Office program.
- Do not open any of the programs (chalkboard, etc.) or the databases will be locked. If necessary, close Coach's Office and open again.
- Right click the computer monitor on the Coach's Office desktop to open the Back Up/Restore Utility. (Older versions may say Import/Export.)
- Choose Back Up or Restore.
- Then follow Back Up or Restore below.

Back Up

Back up the current Coach's Office databases to an external drive. By default, the utility backs up the files from the folder where the Coach's Office program files are.

- What file do you want to Export? Choose one.
- Click formation (chalkboard), playbook, or script.
- Where do you want to Export the "chosen" file?
- Click the drop-down arrow (browse) and choose the external drive location in the list.
 - Choosing the Local Drive C is not recommended.
 - This location does not serve as a backup file against a hard drive crash or virus.
- If a selected, open folder contains the chosen file type, it is listed in the white box near the bottom of the screen.
- Select the file name in the bottom box - the background of the text turns blue.
- Click OK.
- File was successfully copied; click OK.
- If desired, repeat for another database.

Restore

Replace the current Coach's Office databases in the software.

- What file do you want to Import? Choose one.
- Click formation (chalkboard), playbook, or script.
- Where is the "chosen" file located that you want to import?
- Click the drop-down arrow (browse) and click the appropriate external drive location in the list.
- If a selected, open folder contains the chosen file type, it is listed in the white box near the bottom of the screen.
- Select the file name in the bottom box - the background of the text turns blue.
- Click OK to replace the file.
 - The current database file on the Local Drive C is overwritten (replaced) with the new database file.
- File was successfully copied; click OK.
- If desired, repeat for another database.

Microsoft Windows Explore/My Computer

If you are not in the actual Coach's Office program and prefer to back up the database files through Microsoft Windows My Computer, you can do that. The following guidelines are not Coach's Office functions – they are performed outside the software. If you need help, ask your computer IT person for assistance.

Do not rename the database files. Coach's Office will not recognize the files.

- Close Coach's Office.
- Goto My Computer.
- Locate the Coach's Office databases you want to backup.
 - formation.mdb = chalkboard file
 - playbook.mdb = playbook file with the wristbands and custom page layouts
 - script.mdb = script file
- Back Up: Follow Microsoft's instructions to copy and paste to an external drive to create a backup.
- Restore (replace/overwrite): Follow Microsoft's instructions to copy and paste from an external drive to the Coach's Office folder on your hard drive.