

Backing up FRS: Method 1—Only Files Needed

You can backup only the file that you'll need to restore FRS during a new install using the instructions below.

Things to remember:

- Backing up FRS does NOT mean you will be able to run FRS from the backup. This process is meant to backup the file that contains your tenant data so that if your computer crashes or you get a new computer you will be able to reinstall FRS and restore your existing data. Without a backup you would have to input all of your tenant data again. **Contact your PIC Coach for details about installing FRS and restoring backed up data to a new install.**
- Most of the time it is best to backup FRS to an external hard drive. If your hard drive (C drive) crashes or you get a new computer, you are easily able to connect this type of device to a new or repaired computer. If you use an external hard drive, please make sure to take proper security precautions such as locking it up in a safe place when not in use.
- If your computer contains a second hard drive (most do not) you can backup to this since it is separate from your hard drive (C drive). If something happens to a component of the computer though it is possible that you may or may not be able to regain access to a second hard drive.
- You should **NOT** backup FRS on your hard drive (C drive), which includes your My Documents folder, because in a hard drive failure you would lose not only your FRS software but also your backup.
- It is not recommended you backup FRS on a flash drive. These can be easily lost or stolen.

1. Look for an icon on your Windows Desktop that is labeled My Computer. If you find it double click on it to open it. (If you don't find it you can also find it in your Start Menu and single click on it).
2. In the My Computer window, find your C drive (sometimes labeled Hard Drive or Local Disk) and double click on it.
3. You will see a list of all of the folders and files on your hard drive (computer). Find the folder named FRS50. Depending on the situation, it is possible to have other folders with HUDFRS or FRS in the name. You specifically need to find the folder named FRS50.
4. Once you find this folder double click on it to open it. There will be a file with the exact name FRS5Data. There are other files with FRS in the name but we are looking for the exact name FRS5Data. The exact file name is FRS5Data.accdb. Depending how your computer is setup they may or may not show the file extension of .accdb.
5. Once you find this file you need to SINGLE CLICK on it. The file should be highlighted in blue.
6. Depending on what version of Windows that you are using your My Computer (called Computer in Windows Vista and Windows 7) window will have a different look and way of doing the next steps. The steps below are broken down into Windows XP and Windows Vista/Windows 7. Proceed to the steps for your version of Windows.

Windows 7 and newer:

7. Once you have highlighted the file single click on the Organize menu in the top of your window. In the Organize menu single click on the Copy option.
8. You will need to navigate to the location you want to backup to from within the Computer window. If you are backing up to an external hard drive, you should be able to find it in the list on the left side of the window. Once you have found the location you are backing up to single click on it. Any files that are in this location will appear on the right side of the window.
9. Single click on the Organize menu at the top of the window. Single click on the Paste option. Note that if you have backed up to this location before and the file already exists you may be asked if you wish to replace the file, confirm that you do want to replace the existing file.
10. Once the file has finished copying you will see it listed along with any other files in this location. At this point you can close this window because you are finished.

Windows XP:

7. Once you have highlighted the file single click on the Edit menu in the top of your window. In the Edit menu single click on the Copy to Folder option.
8. A window titled Copy Items will open. In this window find the location you would like to backup FRS to—for instance an external hard drive. When you find the location single click on it to highlight it.
9. Once you have highlighted the location you wish to backup FRS to single click on the Copy button. Note that if you have backed up to this location before and the file already exists you may be asked if you wish to replace the file, confirm that you do want to replace the existing file.
10. Once the file has finished copying you will be returned to the window that lists the folders and files. At this point you can close this window because you are finished.

Backing up FRS: Method 2—Entire Folder

You can also backup the entire folder that FRS is installed in; this will include the file that you do need as well as the files you do not need to restore FRS. NOTE: If you use this method remember that you should not use all of these files you are backing up to restore FRS. You only need one of these files to restore your tenant data to a new install of FRS.

Things to remember:

- Backing up FRS does NOT mean you will be able to run FRS from the backup. This process is meant to backup the file that contains your tenant data so that if your computer crashes or you get a new computer you will be able to reinstall FRS and restore your existing data. Without a backup you would have to input all of your tenant data again. **Contact your PIC Coach for details about installing FRS and restoring backed up data to a new install.**
 - Most of the time it is best to backup FRS to an external hard drive. If your hard drive (C drive) crashes or you get a new computer, you are easily able to connect this type of device to a new or repaired computer. If you use an external hard drive, please make sure to take proper security precautions such as locking it up in a safe place when not in use.
 - If your computer contains a second hard drive (most do not) you can backup to this since it is separate from your hard drive (C drive). If something happens to a component of the computer though it is possible that you may or may not be able to regain access to a second hard drive.
 - You should **NOT** backup FRS on your hard drive (C drive), which includes your My Documents folder, because in a hard drive failure you would lose not only your FRS software but also your backup.
 - It is not recommended you backup FRS on a flash drive. These can be easily lost or stolen.
1. Look for an icon on your Windows Desktop that is labeled My Computer. If you find it double click on it to open it. (If you don't find it you can also find it in your Start Menu and single click on it).
 2. In the My Computer window, find your C drive (sometimes labeled Hard Drive or Local Disk) and double click on it.
 3. You will see a list of all of the folders and files on your hard drive (computer). Find the folder named FRS50. Depending on the situation, it is possible to have other folders with HUDFRS or FRS in the name. You specifically need to find the folder named FRS50.
 4. Once you find this folder SINGLE CLICK on it to highlight it. The folder name should highlighted in blue.
 5. Depending on what version of Windows that you are using your My Computer (called Computer in Windows Vista and Windows 7) window will have a different look and way of doing the next steps. The steps below are broken down into Windows XP and Windows Vista/Windows 7. Proceed to the steps for your version of Windows.

Windows 7 and newer:

6. One you have highlighted the folder single click on the Organize menu in the top of your window. In the Organize menu single click on the Copy option.
7. You will need to navigate to the location you want to backup to from within the Computer window. If you are backing up to an external hard drive you should be able to find it in the list on the left side of the window. Once you have found the location you are backing up to single click on it. Any files that are in this location will appear on the right side of the window.
8. Single click on the Organize menu at the top of the window. Single click on the Paste option. Note that if you have backed up to this location before and the folder and files already exist you may be asked if you wish to replace them, confirm that you do want to replace the existing folder and files.
9. Once the folder has finished copying you will see it listed along with any other files in this location. At this point you can close this window because you are finished.

Windows XP

6. Once you have highlighted the folder single click on the Edit menu in the top of your window. In the Edit menu single click on the Copy to Folder option.
7. A window titled Copy Items will open. In this window locate the location you would like to backup FRS to—for instance an external hard drive. When you find the location single click on it to highlight it.
8. Once you have highlighted the location you wish to backup FRS to single click on the Copy button. Note that if you have backed up to this location before and the folder and files already exist you may be asked if you wish to replace them, confirm that you do want to replace the existing folder and files.
9. Once the files have finished copying you will be returned to the window that lists the folders and files. At this point you can close this window because you are finished.