

# ProSystem fx Backup Instructions

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## Backing Up Your Data

Please follow these instructions closely to back up your data in order to prevent any delays in the conversion process.

Please use blank, formatted media to begin the backup process.

You must calculate all clients and remove all locks and passwords from clients before you begin the backup process.

## To back up clients in ProSystem fx:

If you are backing up to CD, create a new folder on your C: drive named CONVERSIONDATA before you begin the backup process (e.g. C:\CONVERSIONDATA).

1. Open the Office Manager program
2. Click Backup Client Data
3. In the Create Client List dialog box, select All Clients, then click OK
4. In the Select Clients for Backup window, click the clients you want, then click Add  
OR  
Click Add All to select all clients
5. Click Select Drive
6. In the Select Destination Drive/Directory for Backup dialog box, set the appropriate destination drive for your backup media  
(if you are backing up to CD, set the drive to C: and the directory to CONVERSIONDATA)
7. Click OK
8. Close the Office Manager program

**Important:** Do not remove the CLNTBKUP.001 file from your backup submission. Please include all files created by the backup process in your submission to prevent any delays in the conversion process.

**Note for CD users:** We strongly recommend using Windows XP CD Recording to burn the CD. If you want to use different CD burning software to burn the CD, we also have Nero and Roxio instructions on our website.