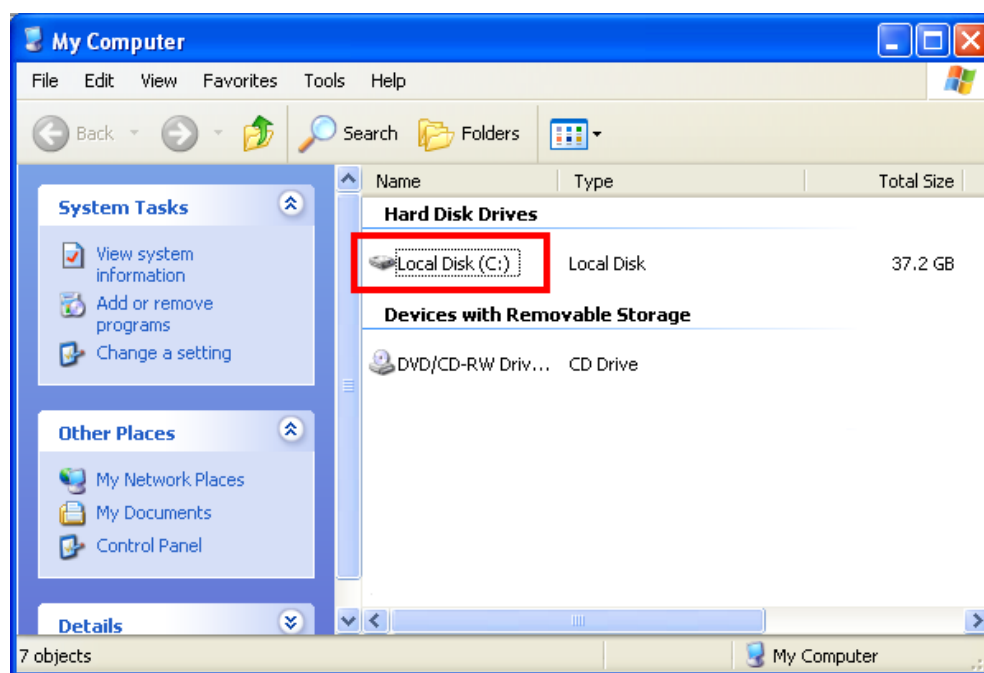


Backing up FRS: Method 1—Only Files Needed

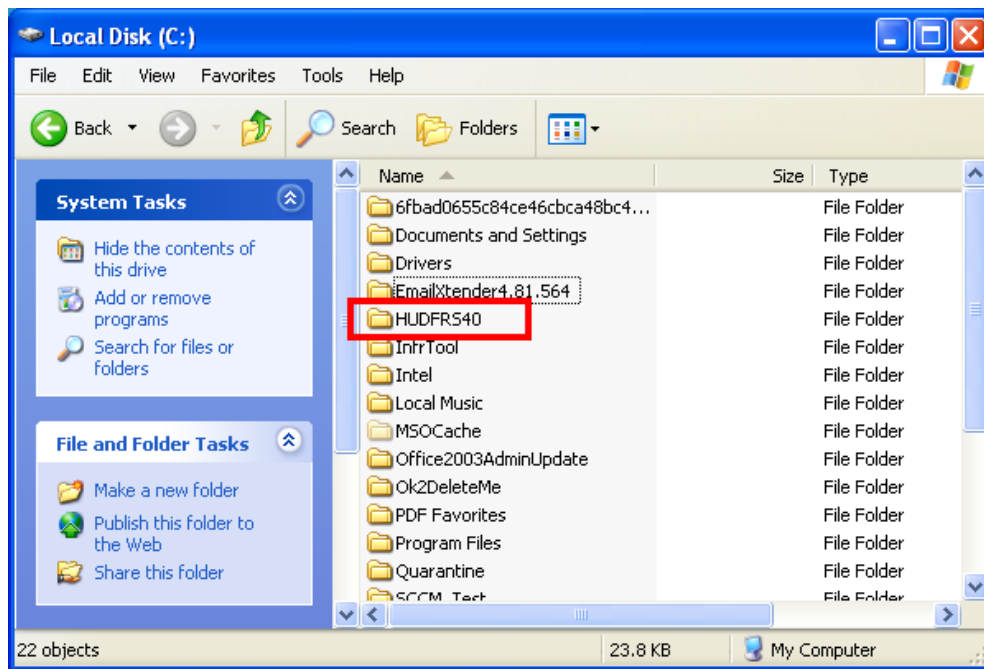
You can backup only the file that you'll need to restore FRS during a new install using the instructions below.

Things to remember:

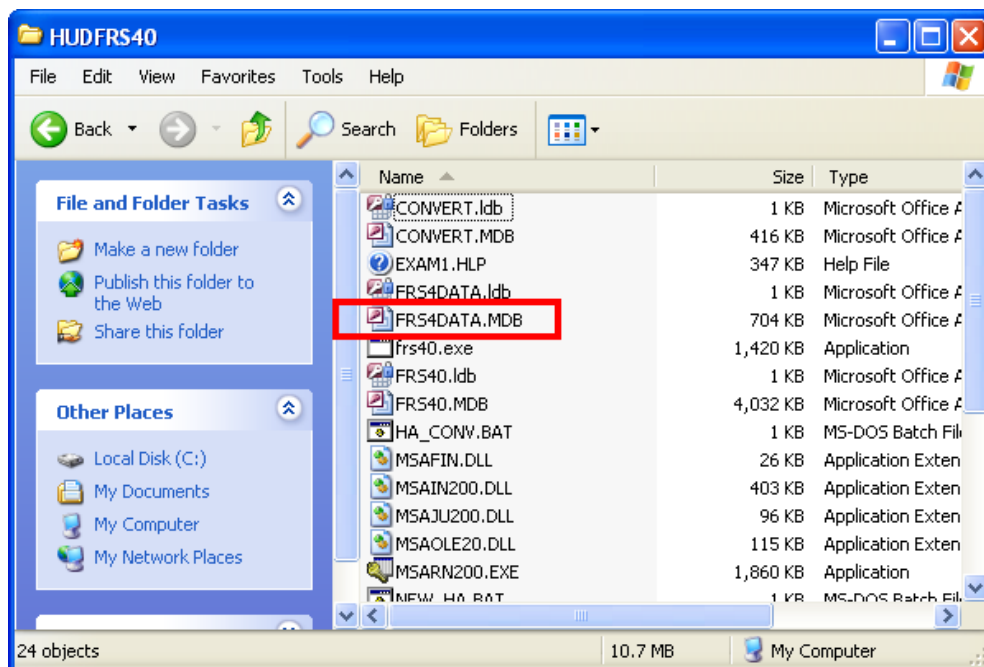
- Backing up FRS does NOT mean you will be able to run FRS from the backup. This process is meant to backup the file that contains your tenant data so that if your computer crashes or you get a new computer you will be able to reinstall FRS and restore your existing data. Without a backup you would have 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.



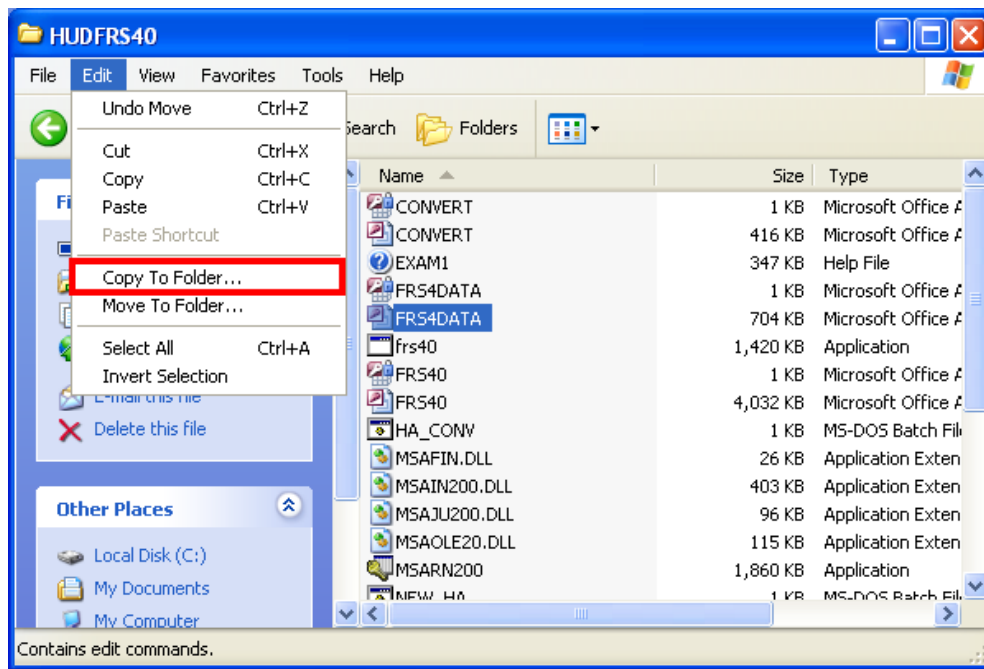
3. You will see a list of all of the folders and files on your hard drive (computer). Find the folder named HUDFRS40. Depending on the situation, it is possible to have other folders with HUDFRS in the name. You specifically need to find the folder named HUDFRS40. Once you find this folder double click on it to open it.



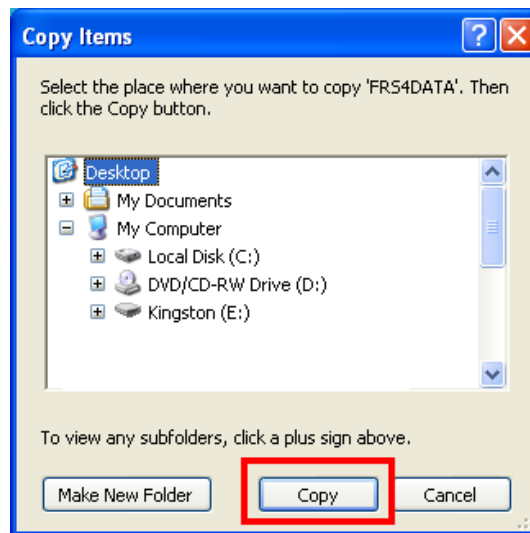
4. There will be 2 files with the exact name frs4data, you only need one of them. There are other files with frs4 and variations in the name but we are looking for the exact name frs4data. The exact file names are frs4data.mdb and frs4data.ldb. Depending how your computer is setup they may or may not show the file extensions of .mdb and .ldb.
5. Once you find these two files you need to SINGLE CLICK on the frs4data.mdb file so it is highlighted.



6. One 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.



7. A window titled Copy Items will open. In this window locate the location you would like to backup FRS to—for instance a flash drive or 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 file already exists you may be asked if you wish to replace the file, confirm that you do want to replace the existing file.



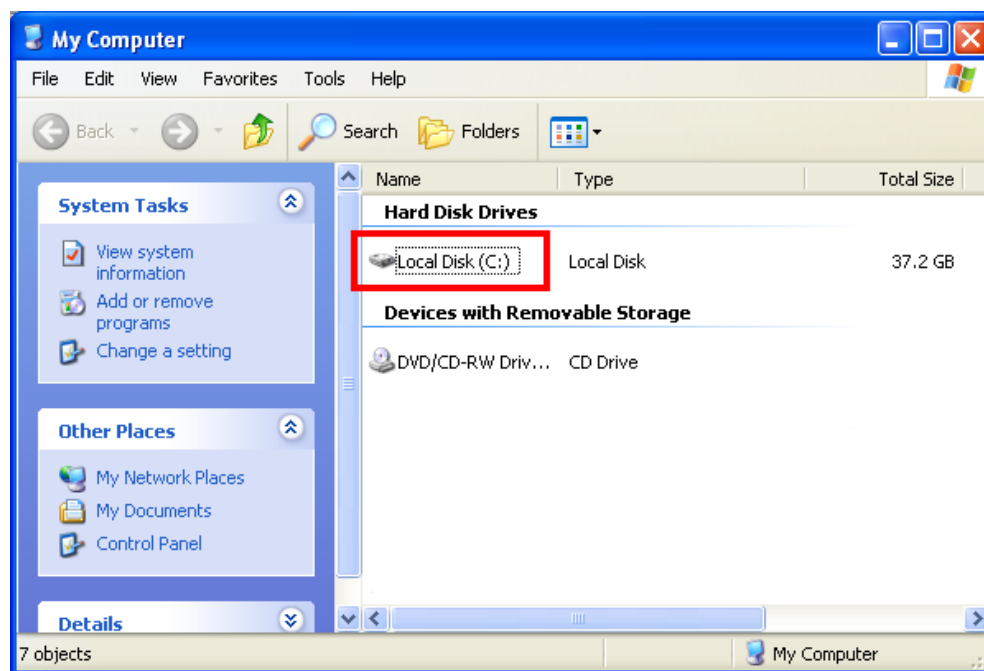
9. Once the files have finished copying you will be returned to the My Computer window that lists the folders and files. At this point you can close this window because you are finished.

Backing up FRS: Method 2—Entire Folder

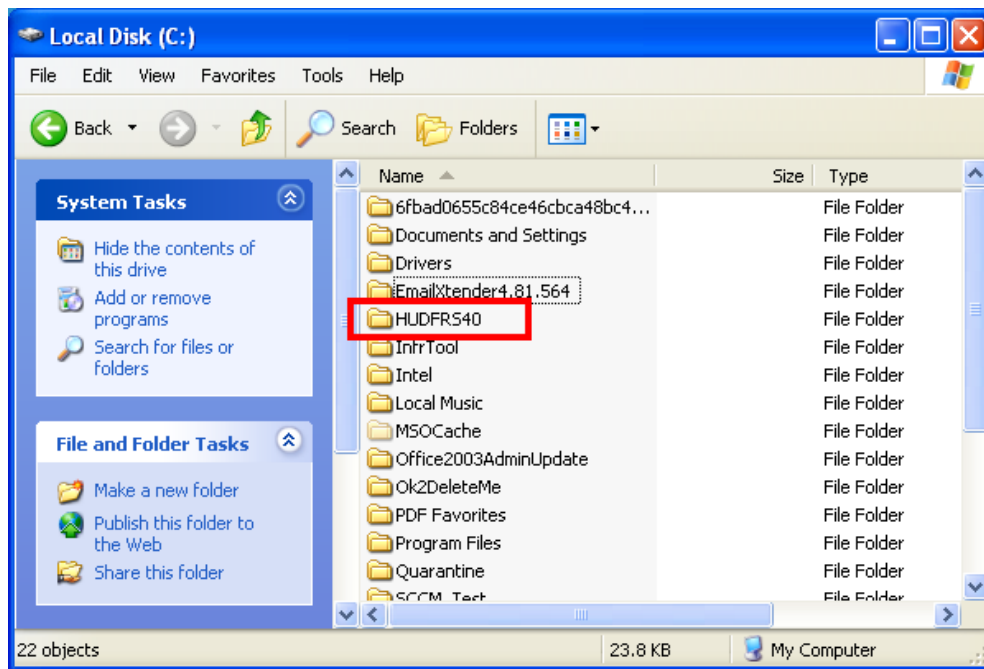
You can also backup the entire folder FRS is installed in, this will include the file that you do need as well as the files you do not need to restore FRS. NOTE: If you use this method remember that you should not use all of these files you are backing up to restore FRS. You only need one of these files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

Things to remember:

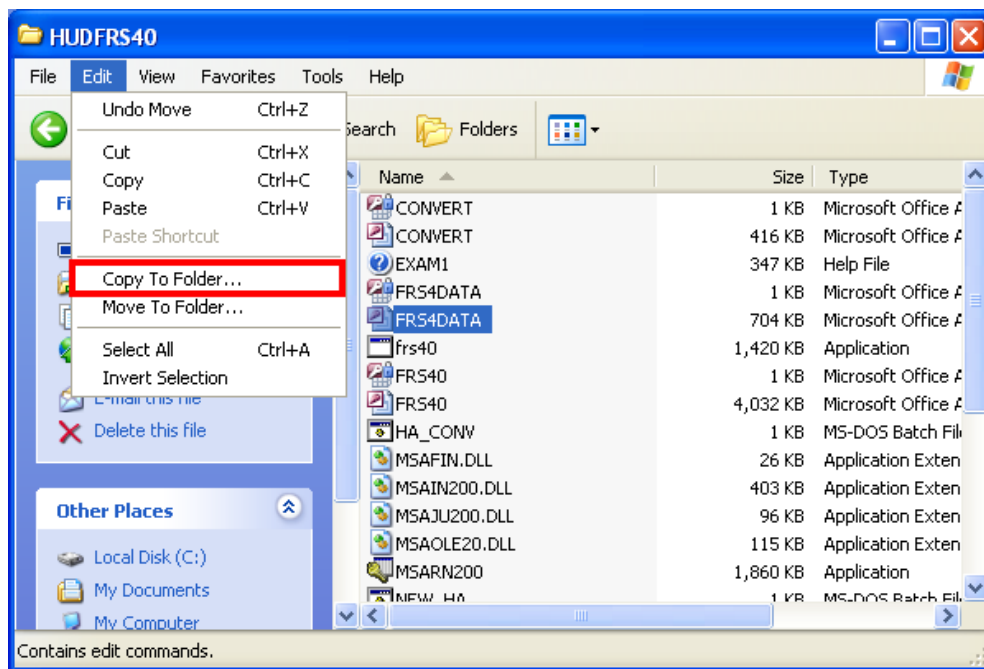
- Backing up FRS does NOT mean you will be able to run FRS from the backup. This process is meant to backup the file that contains your tenant data so that if your computer crashes or you get a new computer you will be able to reinstall FRS and restore your existing data. Without a backup you would have 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.



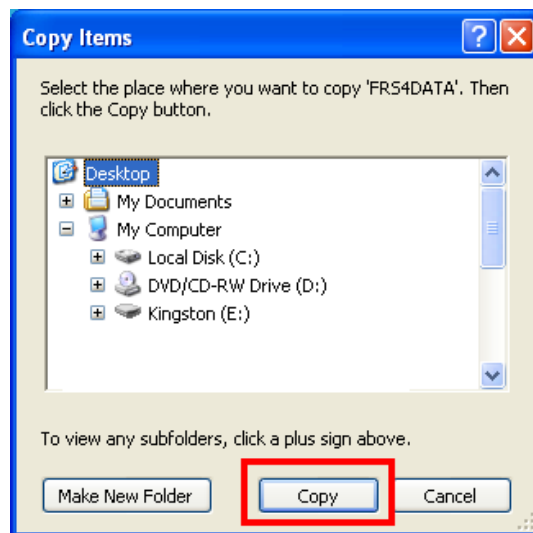
3. You will see a list of all of the folders and files on your hard drive (computer). Find the folder named HUDFRS40. Depending on circumstances, it is possible to have other folders with HUDFRS in the name. You specifically need to find the folder named HUDFRS40.



4. Once you find this folder SINGLE CLICK on it to highlight it. Single click on the Edit menu in the top of your window. In the Edit menu single click on the Copy to Folder option.



5. A window titled Copy Items will open. In this window locate the location you would like to backup FRS to—for instance a flash drive or external hard drive. When you find the location single click on it to highlight it.
6. 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 files already exist you may be asked if you wish to replace them, confirm that you do want to replace the existing files.



7. 9. Once the files have finished copying you will be returned to the My Computer window that lists the folders and files. At this point you can close this window because you are finished.