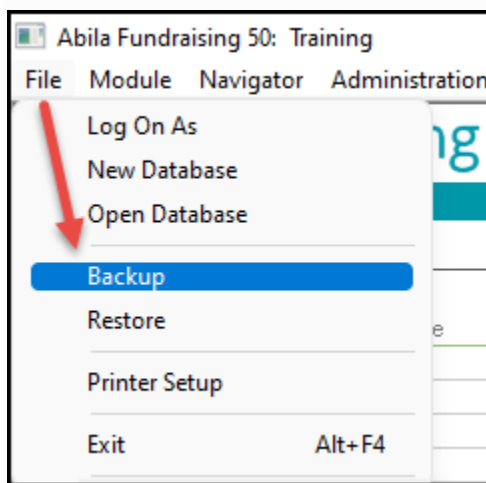## Running the Fundraising 50 Backup Utility
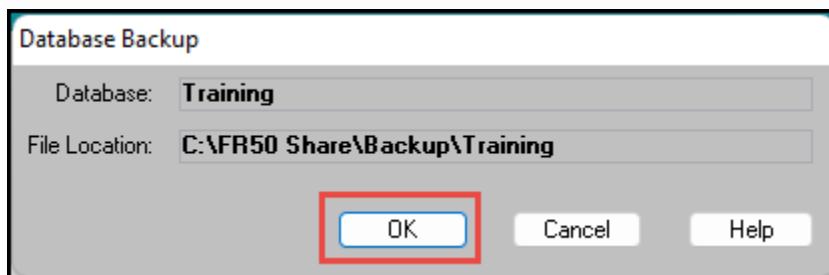
Notes:

- Must have security rights to run the Backup Utility
- The backup path is hard coded and points to the FR50 Share directory on the Server: FR50 Share\Backup directory on the server
- Each backup file is unique and is date and time stamped

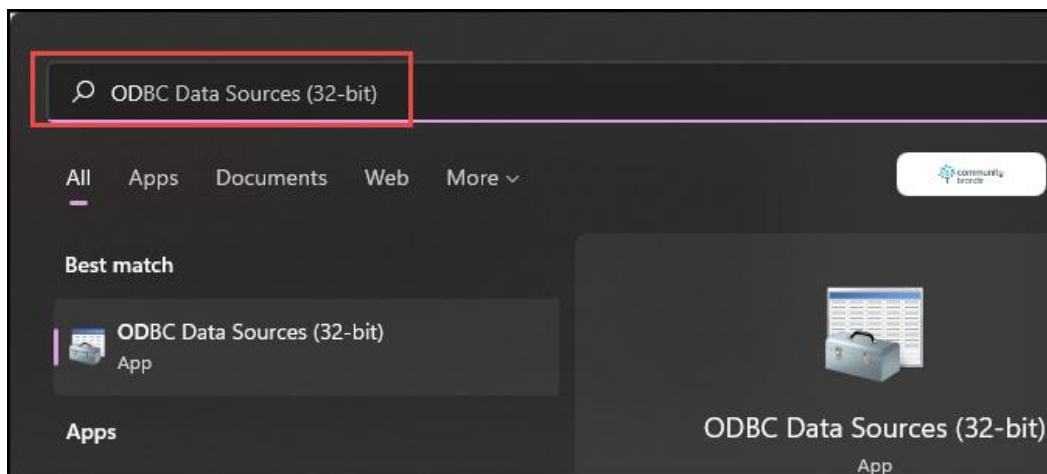1. Select File>Backup in the main toolbar

2. Select OK

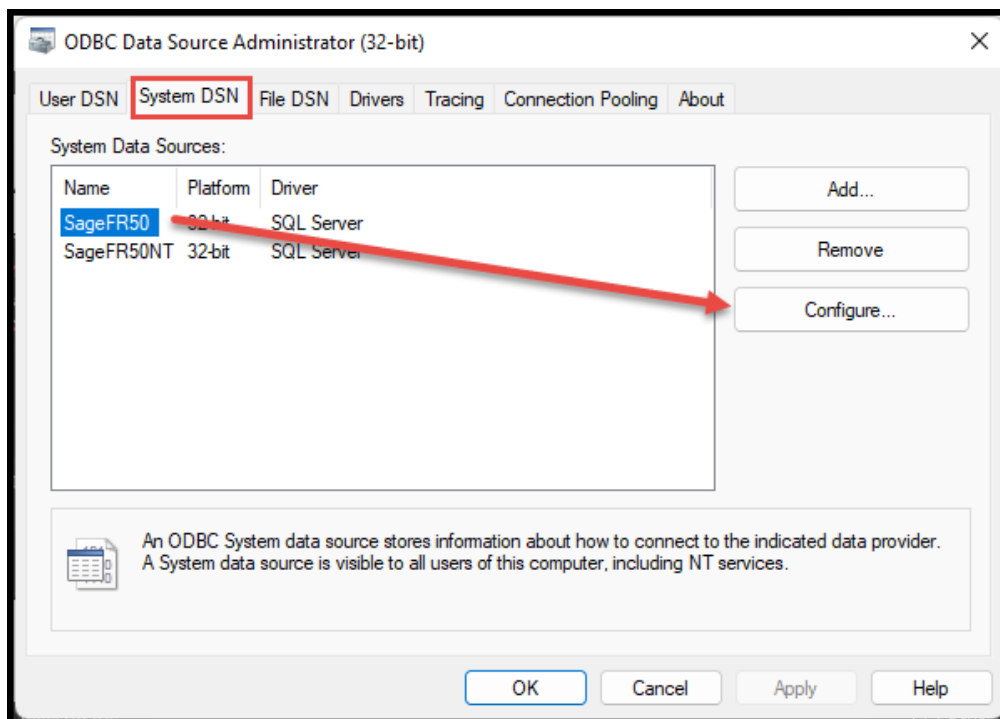## Retrieving the Fundraising 50 Backup File at the Fundraising 50 Workstation

Note:

- This procedure will be successful if the FR50 Share directory at the server is shared with Read/Write privileges.
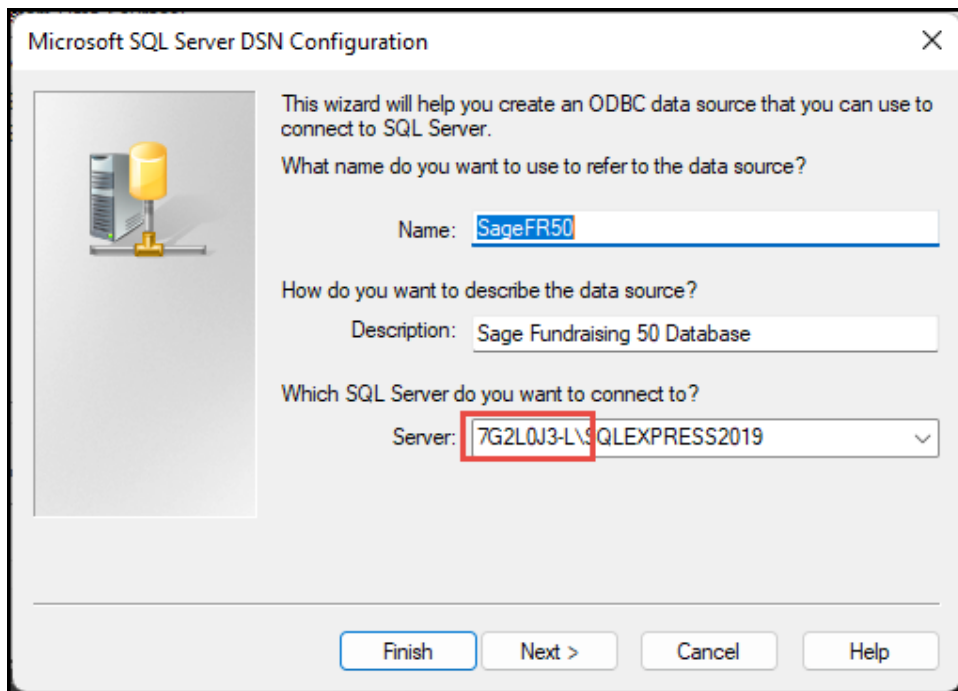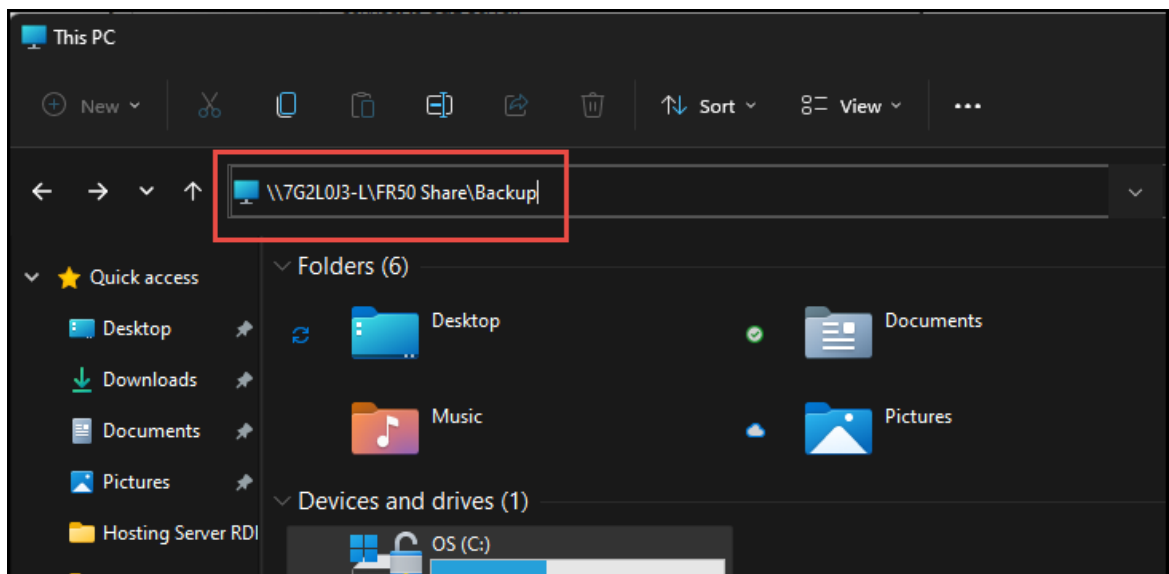
1. In the Windows Search box, type in ODBCAD32.exe

2. Select the System DSN tab
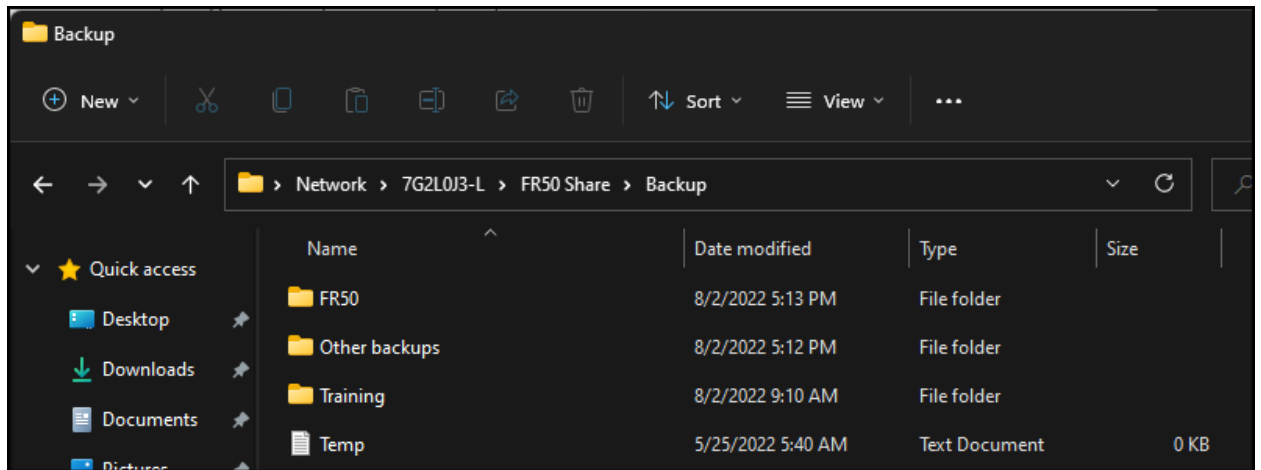3. Highlight SageFR50
4. Select Configure

5. Copy the server's name part of the Server field

Microsoft SQL Server DSN Configuration

This wizard will help you create an ODBC data source that you can use to connect to SQL Server.

What name do you want to use to refer to the data source?

Name: SageFR50

How do you want to describe the data source?

Description: Sage Fundraising 50 Database

Which SQL Server do you want to connect to?

Server: 7G2L0J3-L\SQLEXPRESS2019

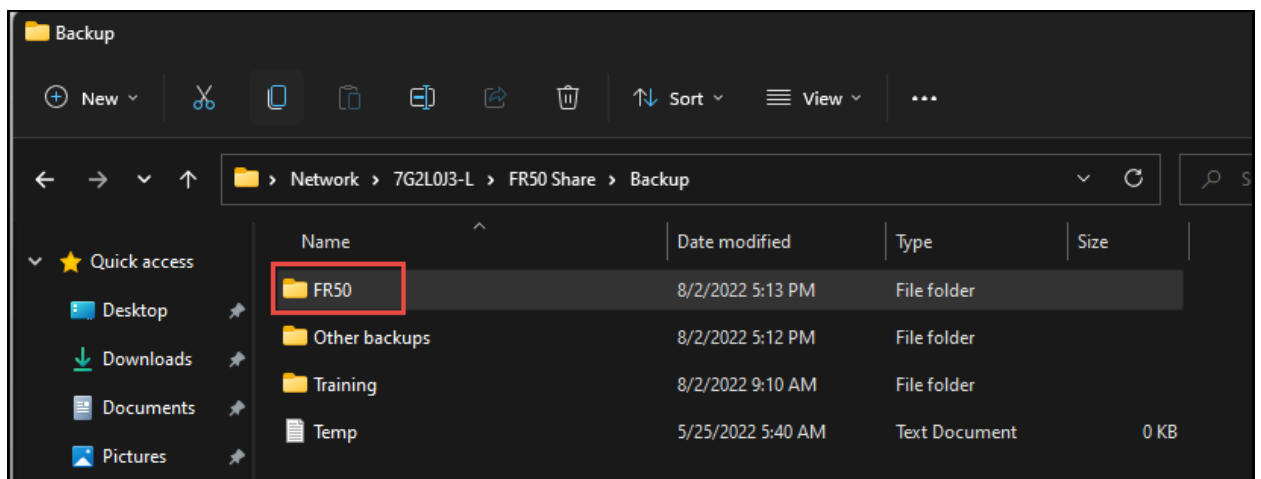Finish   Next >   Cancel   Help

6. Open File Explorer and type in: \\servername\FR50 Share
   Example: \\7G2L0J3-L\FR50 Share\Backup

7. Select Enter on your keyboard
8. File Explorer will open to the FR50 Share\Backup directory on your server

9. Select the folder containing your live Fundraising 50 database backup

10. Send the backup file to GiveSmart Services per the instructions they have provided you.