

# Adjutant Software Customer Support Tech Notes

Document Title: Recovering a backup copy of the database  
Document Number: 021  
Applies to: Campaign ToolBox, all versions

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## SUMMARY

This Tech Note describes the automatic file backup feature of Campaign ToolBox and how to use it.

## BACKGROUND

Each time you close a database file in Campaign ToolBox (either by closing the program or by selecting another database file), the program saves a copy of that database file in a folder named "DataBackup"; this folder is located directly below your main program folder. The program saves the previous 5 copies of the file, each time deleting the oldest backup copy. The files are given a numbered extension such as Campaign.003, Campaign.004, etc. These are not to be confused with the numbered backups when you do a database update since those are saved in the same location as the original database file rather than the DataBackup folder.

## PROCEDURE

1. Open Windows Explorer.
2. Select the database file backup you want to use (check the file extension number and the file date to determine which file will best meet your needs).
3. Copy that file to the location on your hard drive where you store your database files.
4. Right-click on the numbered file and select "Rename".
5. Change the numbered extension to ".mdb".
6. Start Campaign ToolBox, click on File > Open to begin using that file.

## NOTES

These backup files are NOT a substitute for making regular backups of your database file. They will do you no good if you have a problem with your hard drive or any general system problems.

The program makes a copy each time the database file is closed, and only keeps the last 5 copies. If you have a problem where you think you might need to restore one of these backups, DO NOT keep opening and closing the program without first copying the file or files you want.

The DataBackup folder should be reserved exclusively for the backup operations of Campaign ToolBox.

Depending on your situation, you may need to modify your own security procedures to account for these backup files if others have access to your computer.