

# Backup database bundle (Windows based)

	CDM+ database?		
M+			
dit <u>W</u> indow			
	Login		
		V : 011500	
		Version: 8.1.1r5.03	
		<b>M+</b>	
	CHURCH MANAC	SEMENT SOFTWARE	
	Current Database: Main CDM+ Pro Data	Dase 🔽 🖻	
	Select a user to login a		
	Select a user to login a Administrator Rev. Stubblefield		
	Select a user to login a Administrator Rev. Stubblefield Buth Stokes Terry	x E	
	Select a user to login a Administrator Rev. Stubblefield Ruth Stokes Terry Terry-CDM+		
	Select a user to login a Administrator Rev. Stubblefield Ruth Stokes Terry Terry-DM+ Treasuret		
	Select a user to login a Administrator Rev. Stubblefield Ruth Stokes Terry Terry-CDM+		
	Select a user to login a Administrator Rev. Stubblefield Ruth Stokes Terry Terry-CDM+ Treasuret Enter your password:	: Change	
	Select a user to login a Administrator Rev. Stubblefield Ruth Stokes Terry Terry-DM+ Treasuret		
	Select a user to login a Administrator Rev. Stubblefield Ruth Stokes Terry Terry-CDM+ Treasuret Enter your password:	Change	
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CDM+ uses Openbase Database Server. Openbase stores your data in what they call Database bundles. These bundles are usually stored at the root level of your hard drive (i.e. C:\ Drive).

To find your database bundle, we need to do some preparatory work before we can backup the folder. So, lets start by opening CDM+ to the Login window.



• •		
👳 CDM+		
<u>File</u> Edit <u>W</u> indow		
About CDM+		
Database Utilities Ctrl+Shift+U		
Create New Database		
Update CDM+ Pro 8.0 Datafile		
Convert Pre-8.0 Datafile		Version: 8.1.1r5.03
Convert CDM+ Pro 8.1 Database to CDM+		
Choose Database Server		+
E <u>x</u> it		
	CHURCH MANAGEMENT SOF	TWARE
	Current Database: Main CDM+ Pro Database	
	Select a user to login as:	
	Administrator	
	Rev. Stubblefield Ruth Stokes	
	Terry	
	Terry-CDM+ Treasuret	
	Enter your password:	
	Chang	el
	,	
	Quit CDM+	Log In

With CDM+ 8.1.1, your data is housed in a running application called OpenBase so you must stop your database before you can make a copy. You perform this in the Database Utilities window.

To stop your database, go to the File menu and select Database Utilities.

# Step 1 - Open Database Utilities



#### Step 2 - Stop your database

Database Utilities	
Database Server Admin Logs Database On the server Archive Main CDM+ Pro Database CDM+ Standard Database CDM+ Pro Database Backup Database CDM+ this computer	Details   Name: cdmdata20   Description: Main CDM+ Database   Auto-Start   Auto-Start   Secure Connection   Status: running   Stop   2
Refresh Database List View by descript	ion Administer Other Server
	Close

If you are working from the server, you will find your database under "On this computer." If you are on a client workstation, the database will be under "On the server."

In our example, our database is under "On the server."

- 1. Select the "Main CDM+ Database."
- 2. Look on the right side and you will see a Stop button. Click this button.



3. In order to backup your database, make a note of the "Name" of the database. The database in this example has the Name of cdmdata20.



In order to copy your database bundle, you must follow this path: c:\OpenBase\Databases. You get to the Databases folder by opening My Computer, (1) double-clicking on Local Drive (c:\), (2)double-click OpenBase folder and then (3)double-click the Databases folder.



### Step 4 - Copy the database bundle

눧 Databases				
<u> </u>	ols <u>H</u> elp			A
🕴 Address ն C:\OpenBase\Databases				💌 🄁 Go
🕒 Back 👻 🕥 – 🏂 🔎	Search 📂 Folders 🛄 🕇			
	Name 🔺	Size	Туре	Date Modified
File and Folder Tasks       Image: Comparison of the state of the sta	Comdata20.db	7 KB 14,352 KB 3,746 KB	ZIP File	12/16/2007 11:30 PM 12/13/2007 11:35 AM 10/31/2005 4:36 PM 11/20/2007 4:51 PM 12/10/2007 1:13 PM
Other Places 🙁				
CopenBase				

In the database folder, you will see folders that represent your database bundle. In our example, the cdmdata20 database has the complete file name of cdmdata20.db.

You can copy this folder to an external data source such as CD, Flash Drive, External Hard Drive, etc.



#### Step 5 - Start your database

<b>Database Utilities</b> Database Server Admin Logs	
Database On this computer Main CDM+ Database	Details Name: cdmdata20  Description: Main CDM+ Database  Auto-Start Secure Connection Status: stopped  Start
Refresh Database List	View by description Administer Other Server
	Close

Bring the CDM+ application up from the Task bar and open Database Utilities window if it is still not open (File menu and select Database Utilities). You will see your database under "On this computer." Highlight your database and on the right side of the window, put a check in the Auto-Start checkbox and click on the Start button.

When the database has restarted the dot beside database name will turn from red to green. Close the Database Utilities window.



# Ready to Login

Login		
CHUR	CH MANAGEMENT SOFTWAR	3.1.1r5.03
Current Databa:	se: Main CDM+ Pro Database	
	Select a user to login as:          Administrator       Image: Comparison of the second se	
	Enter your password: Change	
Quit CDM+		og In

After the update has been applied, the login screen will come up and you will be able to access your data from the new computer.