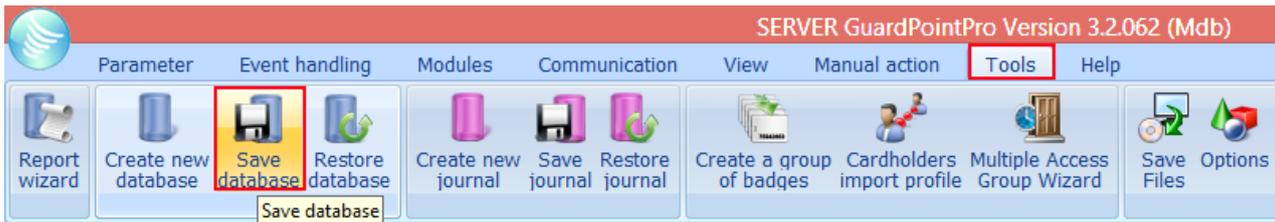


Backing up and restoring the Database and journal

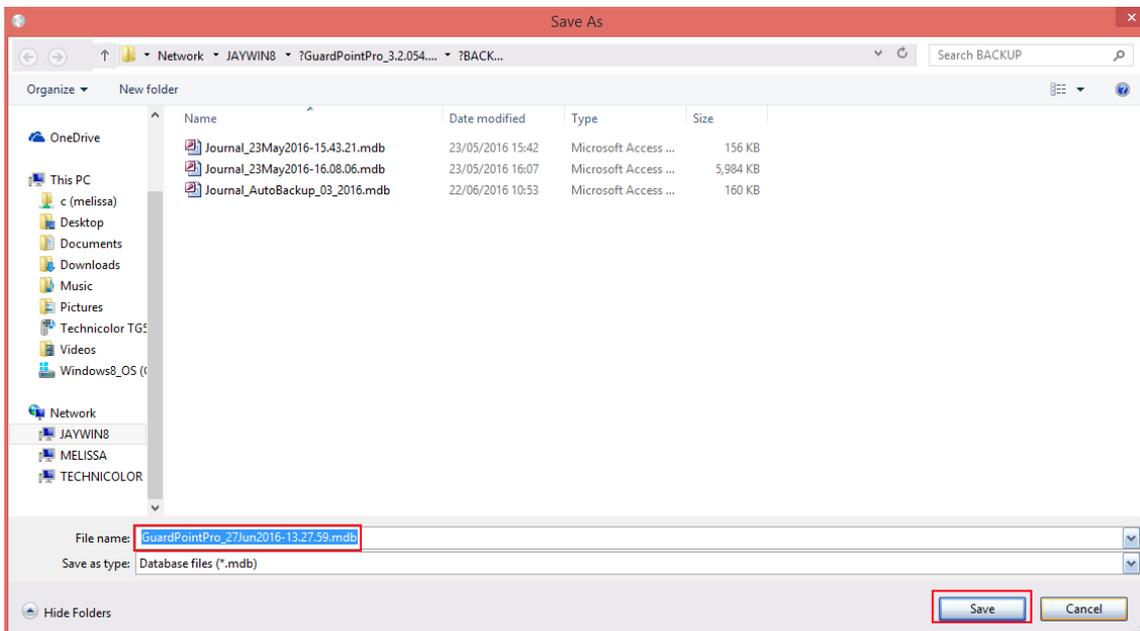
Saving the Database

How to backup the GPP database

1. in GPP application go to the Tools menu> Click on Save Database



you will be prompted with a save box



you can either save a copy to the default location 'Backups' inside the GPP installation folder or browse to a location you prefer like usb thumb drive.

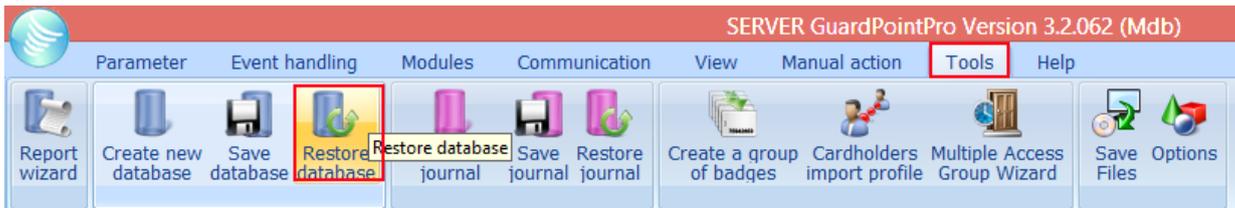
Click Save, the Database backup has now been saved

To Save the Journal repeat the process above clicking on 'Save Journal' instead of Save Database

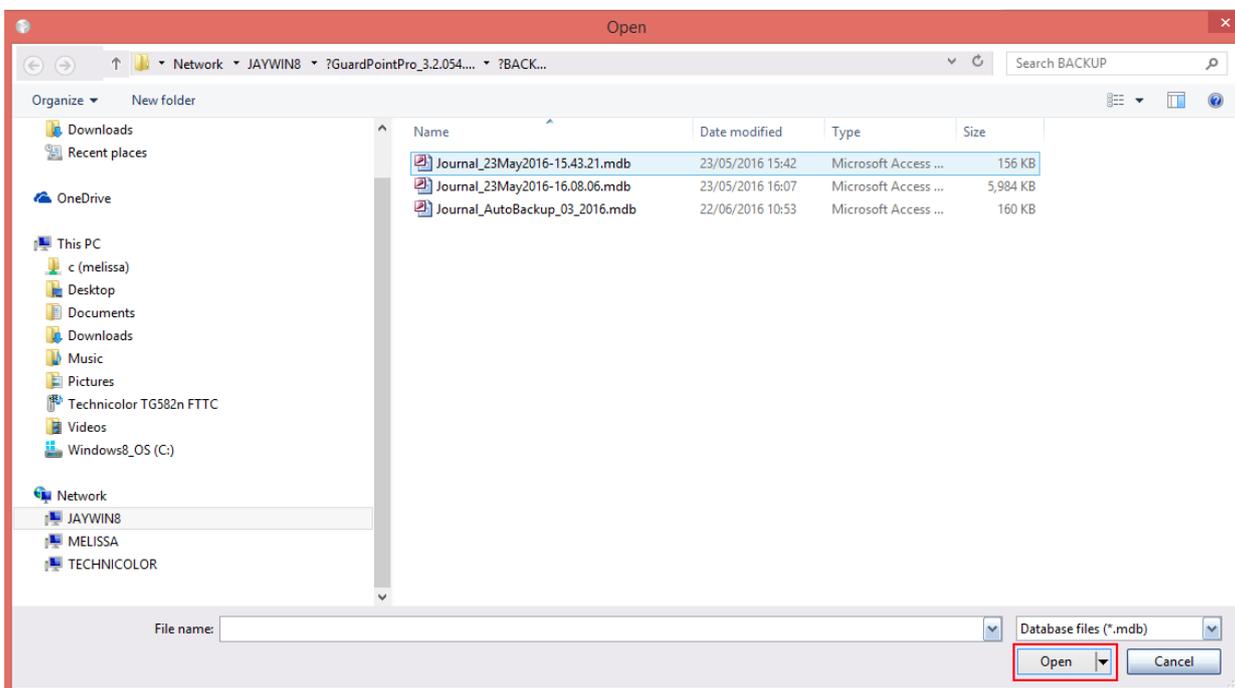
Backing up and restoring the Database and journal

Restoring the database

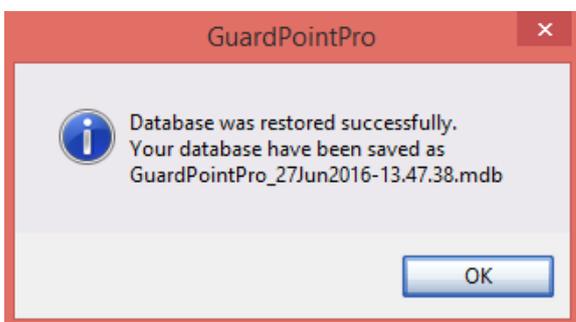
1. in GPP application go to the Tools menu> Click on Restore Database



you will see a window pop up to the default backup folder.



Browse to the backup location and click Open
after a few minutes you will see the dialogue box



for restoring the Journal follow the same process as above clicking Restore Journal