

PDS Ledger and PDS OnDemand Backup to a Flash Drive

- Label a flash drive with parish/school name
- Plug the flash drive into USB port on Computer
- Select File
- Backup/Restore
- Backup Data
- Select Back up to a specific bolder. Old backups in that folder are saved.
- Browse
- Browse for Folder box should popup
- Scroll and select the appropriate flash drive
- Select ok
- Select Start Backup
- Print
- On the printed sheet please write your username and password information
- Enclose this printed sheet with the flash drive.

QuickBooks Backup to a Flash Drive

- Label a flash drive with parish/school name
- Plug the flash drive into USB port on Computer
- Select File
- Back up Company
- Create Local Backup
- Select Local backup
- Select Next
- Select Save it now
- Select Next
- Browse for Folder box should popup
- Scroll and select the appropriate flash drive
- Select Save
- Click ok
- Print your Parish/School name with username and password information on a sheet of paper
- Enclose this printed sheet with the flash drive.

If you need assistance or have questions, please contact Michelle Roberts at Michelle.roberts@pastoral.org or Mary Colburn at Mary.colburn@pastoral.org (270-683-1545)