

## **Campaign Finance Reporter Technical Bulletin**

### **Moving Data to a new installation of Campaign Finance Reporter on a new computer.**

**Install the Campaign Finance Reporter on the new computer. If the new computer runs with Windows Vista, you must install the application using a CD from the Board labeled for Windows Vista.**

Instructions for moving data one computer to another.

On the old computer, use the Campaign Finance Reporter application to backup each year that you want to move to the new computer.

1. Open the year that you want to backup.
2. Use the Tools/Committee/Backup menu items.
3. Change the backup path from the A drive to a folder on the C drive.
4. Complete the backup of the year.
5. Repeat for all other years, backing each up to the same folder on the C drive.

Write the backup files from the C drive to a flash drive or to a CD using either built-in Windows functionality or a cd writing application.

To install the first committee year on the new machine:

#### **Windows Vista:**

1. Open the application on the Vista computer.
2. On the first screen, select the Restore From Backup button at the bottom left of the form.
3. The restore page will open.
4. Search for the CD or flash drive and locate one of the .zip files to restore.
5. Select the file and follow the prompts to complete the restore.

#### **Windows XP or earlier version**

1. Open the application on the new computer.
2. Click the New Committee button on the logon page
3. When the new committee form opens, click the Cancel button
4. You will be asked if you want to restore from a backup. Answer Yes.
5. The restore page will open.
6. Search for the CD or flash drive and locate one of the .zip files to restore.
7. Select the file and follow the prompts to complete the restore.

The newly restored year will open. To restore the remaining years:

1. Use the File/Committee/Restore menu item to begin the next restore
2. Search for the CD or flash drive and locate another of the .zip files to restore.
3. Select the file and follow the prompts to complete the restore.
4. Repeat for each additional committee.

If this method does not work, it is possible to restore from copies of previous committee years that were not made using the application's backup utility. Call for assistance if you need to use this process.

For questions or additional assistance, or to suggest improvements to this bulletin, call Jon Glass at 651-282-6893 or 800-657-3889.