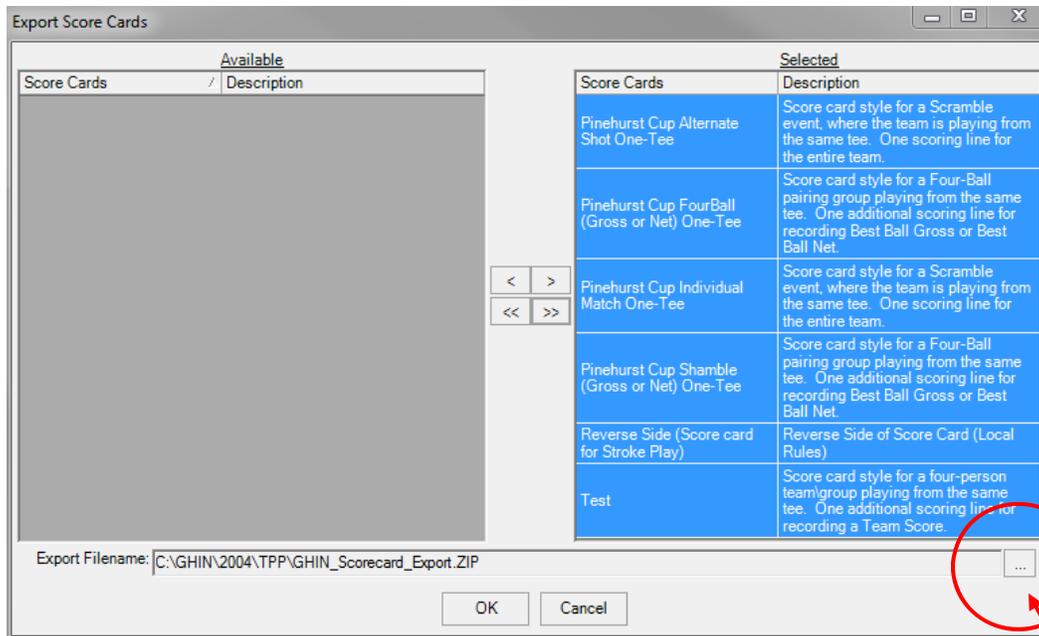


Backing up custom TPP Scorecards

- 1) Open TPP and a tournament.
- 2) Then go to the Scorecards menu item and then select Export.
- 3) Click the >> to move all the scorecards from the “Available” Box to “Selected” box.
- 4) Then use the browse button with ... in it to browse to the location you want to save the back up and click save.
- 5) Next click OK and the program will export a GHIN_Scorecard_Export.ZIP file to that location.

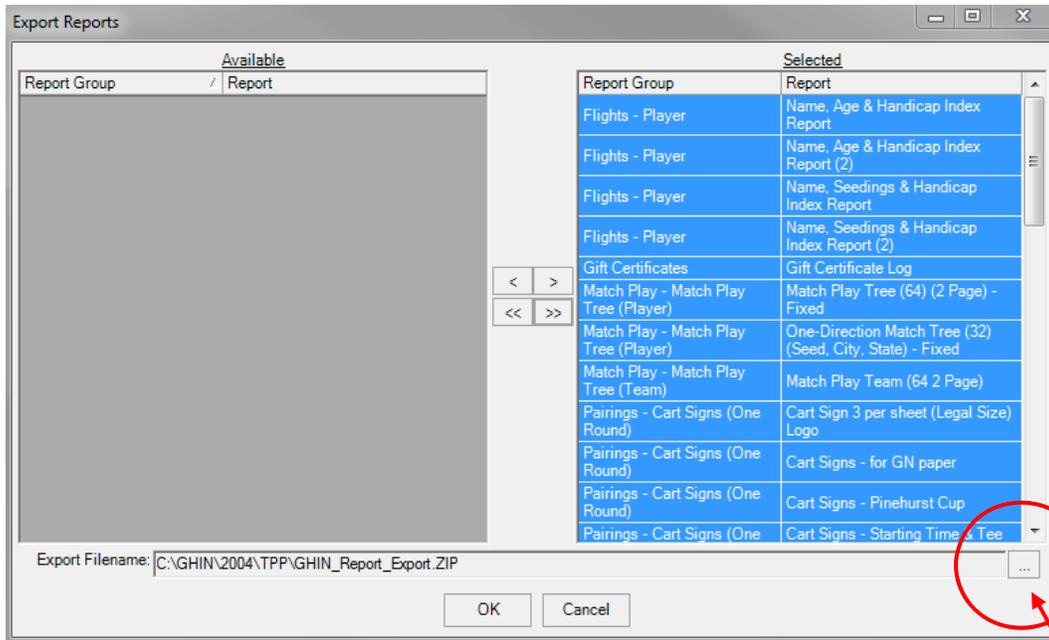


Browse Button

In the future, when you need to restore the scoreboards archive file just reverse the process by going to Scorecards – Import. Use the Browse Button to locate your back up file and then click OK to retrieve the backed up scorecards.

Backing up custom TPP Reports

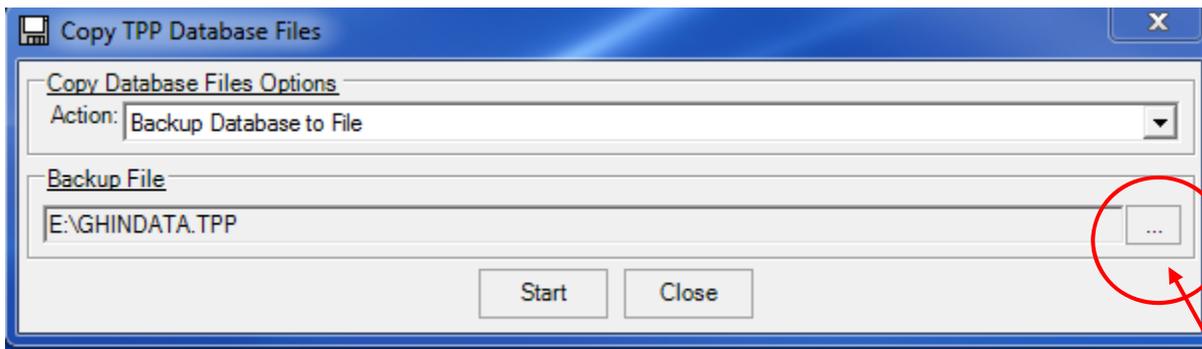
- 1) Open TPP and any tournament.
- 2) Then go to the Reports menu item and then select Export.
- 3) Click the >> to move all the reports from the “Available” Box to “Selected” box.
- 4) Then use the browse button with ... in it to browse to the location you want to save the back up and click save.
- 5) Next click OK and the program will export a GHIN_Report_Export.ZIP file to that location.



In the future, when you need to restore the reports archive file just reverse the process by going to Reports – Import. Use the Browse Button to locate your back up file and then click OK to retrieve the backed up reports.

BACKING UP YOUR TOURNAMENT PAIRING PROGRAM DATABASE (TPP Program must be closed to perform this backup)

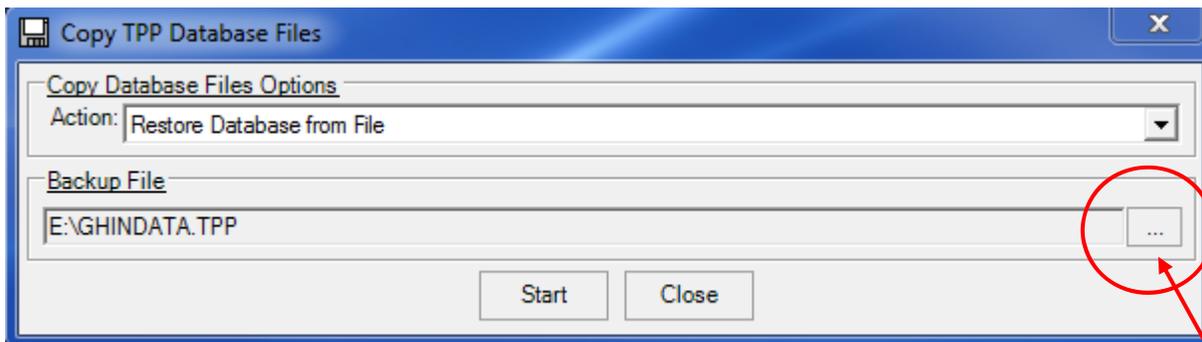
1. Close TPP (if open) and then Click Start (lower left of your computer desktop)
2. Select All Programs
3. Find GHIN Software category
4. Click on Tournament Pairing Program 2004 category
5. Select and run Copy Database Files program
6. Set the Action window to Backup Database to File – see below
7. Below that you'll find a Browse Button to the right, set the Backup File path to wherever you're backing up the database. Once the path is set in the window click Start to begin.



Browse Button

IF YOU HAVE TO RESTORE THE TOURNAMENT PAIRING PROGRAM DATABASE (TPP Program must be closed to perform this backup)

1. Close TPP (if open) and then Click Start (lower left of your computer desktop)
2. Select All Programs
3. Find GHIN Software category
4. Click on Tournament Pairing Program 2004 category
5. Select and run Copy Database Files program
6. Set the Action window to Restore Database from File
7. Below that find the Browse Button to the right and set the path to point to the source of your stored data. Once the path is set in the window click Start to begin.



Browse Button