

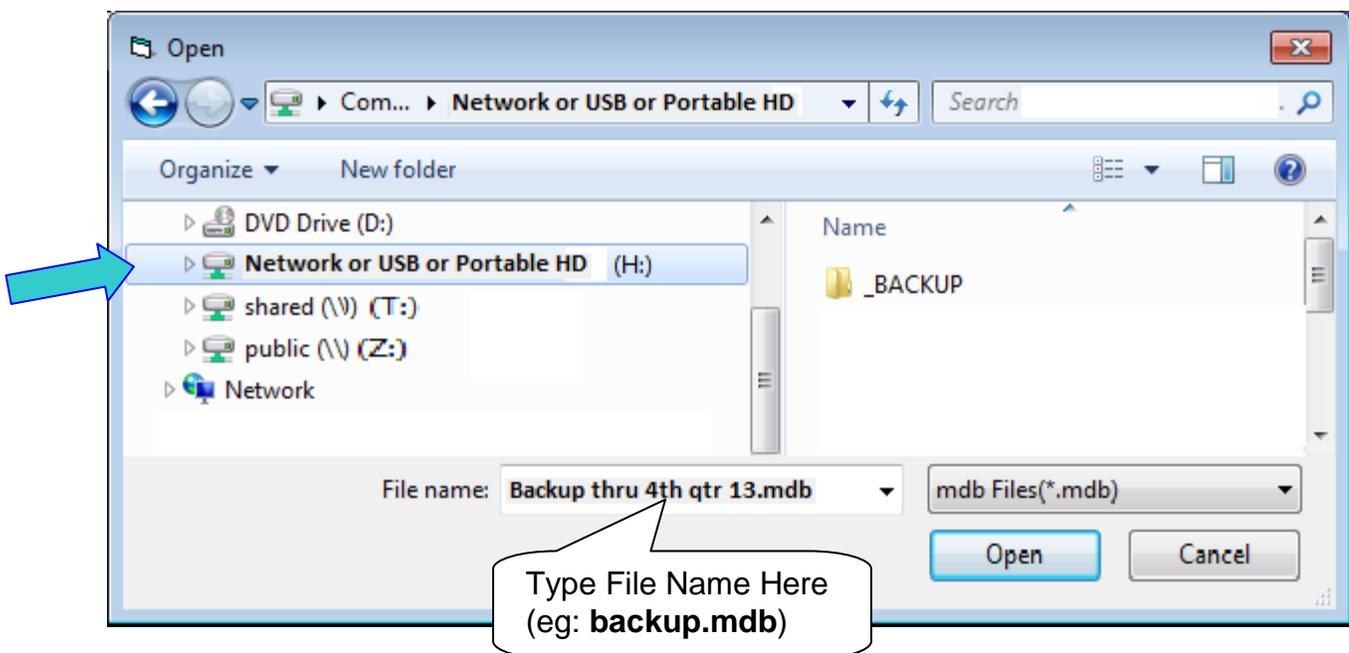
How to Back Up the OTTER Report Database

(make an electronic copy of all of your OTTER reports)

Backing up your report database ensures you will still have your report copies in electronic form if your computer crashes etc. Many OTTER users back up the report database immediately after filing each current quarter's reports. Backups are normally directed to a medium that is not part of your computer (a network drive, portable hard drive, USB flash drive, or a CD).

Your device must be plugged in, or the network must be accessible.

1. Open OTTER.
2. Click File | Backup Restore.
3. Click Backup in upper left of the Backup Utility screen.
4. Click Browse and Browse out to your network or separate storage device by Clicking Computer, then finding your network or storage device. A flash drive sometimes shows as a 'Removable Disk'



5. Give the backup file a name ending with .mdb (example "ReptBackup 8-28-12.mdb")
6. Click Open
7. Click OK - Popup appears "Successful Backup"
8. Click OK then Cancel

In your computer's file manager (Click Start – Computer or Start – My Computer) and navigate to the backup device or network and confirm that the backup file is in the location you specified.

It is recommended you do a backup right after quarterly reports are done.

How to Restore the OTTER Report Database

(Retrieve and restore your OTTER reports to the program)

The latest version of OTTER should be installed on your computer. You don't need to enter the business information on it but if you already have that's okay.

- Open OTTER.
- If you get the (Welcome) Setup Wizard Click on Finish at bottom right of the screen.
Business Info screen may be blank. No problem.
- Click File | Backup Restore
- OTTER may say your database is empty - Click OK
- Click Restore button (in upper left corner of the Backup Utilities window)
- Click Browse
- Go to far left of Browse window and Click Computer, then find your Storage device or the folder where the backup file is being stored.
- Double click your backed up mdb file.
- Highlight the quarters you want to bring in to your active database **by clicking in the small box to left of the year.**
- Hold CTRL key down to select (click) more than 1 quarter (or use Shift key for all)
- When your choices are highlighted **all the way across**, release CTRL or Shift and Click OK - the reports will transfer to active files
- If you have quarters in your active area already and the same quarters in your backed up information, the program will ask if you want to Overwrite your active quarters with the backed up quarters, or Skip and leave the information on your active area unchanged.
- When all have transferred over, a "Done" button will appear.
- Click Done
- Click Cancel
- Click File and Options.
Make sure your Preparer information is current. It has to post from here to each new quarter you create.
- When done updating preparer information, click OK. You should now be ready to proceed as usual.
- The "Please Read" at top of the OTTER screen explains the control buttons and what to do in what order.



It is very helpful.

- The "How to File" at the top of the OTTER screen explains how to make and send the report transfer file at our secure server.



For assistance please call 503-947-1544 Option 6

Thanks,

– OTTER Support