

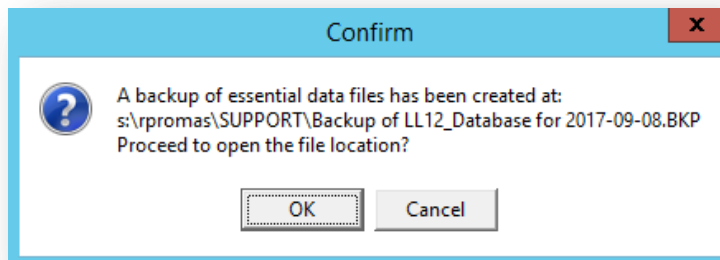
## Overview

This is step by step guide to make a backup of the cloud hosted version of The Professional Landlord ® and copy it onto a local machine. The guide also covers restoring data to a desktop version of The Professional Landlord ®. These backups can be stored off the cloud, like a desktop user would keep, or can be used to restore the data locally and have an offline copy.

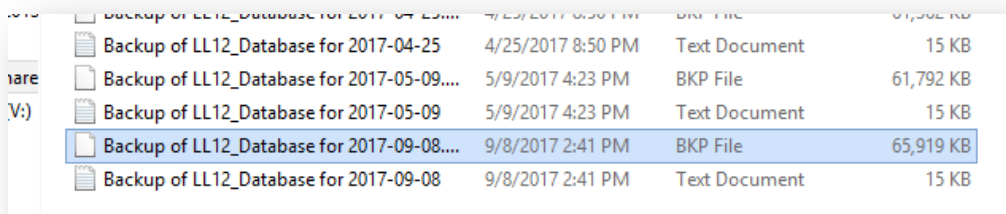
## Step by Step – Create a Local Backup Copy of the Data

These are the steps to take to take a copy of the data only from the Cloud to a local machine.

1. With PROMAS open, go to Help > About
2. Click Support Backup
3. When asked “Create a Backup of Essential Data Files?” click OK
4. A Confirm window will appear, click OK



5. This will open a File Explorer window with the .BKP file highlighted. This file is the backup.



6. Right click on the .BKP file and choose Copy
7. Minimize the cloud windows and go to your desktop or desired location and right click and choose Paste.

## Step by Step – Create a Local Backup Copy of the Entire Data Folder

These are the steps to copy your entire RPROMAS folder from the Cloud to a local machine.

1. When you first sign into the cloud, click on Windows Explorer



2. Double Click on the S (Shared Drive)
3. Here you will see your Rpromas Folder. Right click on Rpromas and choose Copy.
4. Minimize the cloud windows and go to your desktop or desired location and right click and choose Paste.

## Step by Step – Restore a Copy of the Entire Data Folder to a Local Machine

These are the steps in the case you'd like to restore the data locally either to have an offline copy or in case of an emergency when there might be a power outage and you won't have access to the internet.

1. Follow the above steps for Local RPROMAS Copy
2. Paste the RPROMAS folder onto the local machine's C Drive (if there is already an RPROMAS folder, first rename the folder currently there (IE RPROMAS OLD)).
3. Install the current Landlord Production software from [www.promas.com](http://www.promas.com), even if you already have PROMAS installed.