

How to back up Recruit Studio

We strongly recommend that you back up Recruit Studio regularly to minimise any loss due to hardware failure, fire or theft. Ideally you should do this a minimum of once a week, depending on you level of usage.

The back up process is easy and quick:

1. On the PC holds the database, go to My Computer > C:\ drive.
2. Here you will find a folder called 'RecruitStudio'. This contains all the data for Recruit Studio – the database, CVs, templates, deleted records, add-in data etc.
3. Copy this folder to your back up device.

We recommend that you use one or more of the following back up devices:

- CD or DVD
- External hard drive e.g. Freecom ToughDrive
- Online back up service e.g. BT Digital Vault
- FTP folder on your website

Back up tips

We do not recommend that you use a USB flash memory stick as these are not reliable enough for backing up your data.

After backing up the data, you should store a copy of your database off site such as at home or a friend's house. This minimises the risk of loss through fire or theft.

Develop a habit of backing up your database such as every Friday afternoon.

Automatic back ups of the database file are available for users who have a second hard drive in the PC or server. Please contact us on 08458 381 381 or email support@recruitstudio.co.uk for more information.