**Teknowledge Shared Services Pvt. Ltd**

**OPR for How to Get Daily Backup for QB.**

|  |  |
| --- | --- |
| **SUBJECT** | **OPR for How to Get Daily Backup for QB.** |
| **DEPARTMENT** | IT Support |
| **RECORDER (Name & Designation)** | Fowzan Rahumathullah |
| **APPROVEDBY (Name & Designation)** |  |
| **CREATED DATE** | 11 - Apr - 2019 |
| **LAST UPDATED** | 17 – Apr - 2019 |
| **PATH ON NETWORK FOLDER** | <https://cisintlcom.sharepoint.com/:w:/g/itsupport/EStsxNBZO8JKquD-5ZMVf3wBGRYp7GHZrJl7JmtmNmYSfQ?e=69NO4a> |
| **NO. OF PAGES INCLUDING THIS PAGE** | 13 Pages |

Contents

[**Log in to QB Server** 3](#_Toc6401004)

A screenshot of a cell phone

Description automatically generatedA screenshot of a cell phone

Description automatically generated**Log in to QB Server**

1. Enter Domin Name **“qb.eteknowledge.com”**
2. Click **“Connect”** Button
3. Enter **“User Name”** and **“Password”** (which you have got from Administrator)
4. A screenshot of a cell phone

   Description automatically generatedClick **“OK”** Button
5. Open the **“QB”** Application (QuickBooks)

A screenshot of a cell phone

Description automatically generated

1. Click **“Open or Restore an Existing Company”** Button

A screenshot of a cell phone

Description automatically generated

1. Click **“Next”** Button

A screenshot of a cell phone

Description automatically generated

A screenshot of a cell phone

Description automatically generated

A screenshot of a cell phone

Description automatically generatedA screenshot of a cell phone

Description automatically generated

1. Click **“This PC”** Icon – Left side of the Window
2. Open **“D”** Drive
3. Open **“QB2017ENT”** Folder
4. Click **“Open”** Button
5. Click **“Company QB File Folder”**
6. Click **“Open”** Button
7. Select “Company QB File”
8. Click **“Open”** Button

A screenshot of a cell phone

Description automatically generated

1. Enter User Name **“bkpadmin”**
2. Enter **“Password”**
3. Click **“OK”** Button

A screenshot of a social media post

Description automatically generated

A screenshot of a cell phone

Description automatically generated

A screenshot of a cell phone

Description automatically generated

1. Go to File menu 🡪 BackUp Company 🡪 Select **“Create Local Backup”**
2. Click **“Next”** Button
3. A screenshot of a cell phone

   Description automatically generatedClick **“Next”** Button

A screenshot of a cell phone

Description automatically generated

1. Click **“This PC”** Icon – Left side of the Window
2. Open **“D”** Drive
3. Click **“Open”** Button
4. Select **“QBBackups”** Folder
5. A screenshot of a cell phone

   Description automatically generatedClick **“Open”** Button

A screenshot of a cell phone

Description automatically generatedA screenshot of a cell phone

Description automatically generated

1. Click **“New Folder”** Option
2. Enter Date of Backup **“11042019FR”** and Name of the person first & last name 1st letters
3. The click **“Open”** Button
4. Click **“Save”** Button
5. Select **“Use this Location”** Button

![A screenshot of a social media post

Description automatically generated]()

A screenshot of a cell phone

Description automatically generatedA screenshot of a cell phone

Description automatically generated

1. Click **“OK”** Button
2. Go to 🡪 File menu and Select **“Close Company / Logoff”** Option