Backing Up the EL-CID Database

The following steps will illustrate how to backup certifications in the EL-CID database. This process may be used to export one or more certifications, or the complete database.

**Step 1.** Start the EL-CID program. If the Startup EL-CID Wizard window is displayed, click **Cancel** to dismiss this screen.

![EL-CID Startup Wizard](image)

**Step 2.** The main screen appears.

![EL-CID Main Screen](image)
Step 3. Click the **New Query** button on the tool bar.

The **Build Query** window appears and (assuming that you have not disabled it in the Preferences) the **Select Data Item** window automatically appears. If the **Select Data Item** window is displayed, click **Cancel**.

Step 4. The **Build Query** window appears.
Step 5. Select **Certification** using the dropdown list button for the **Select Record** box.

Step 6. Click the **Run Query** button, or click the **Query Results** tab to execute the query. All Certifications in your Database will appear.
Step 7. Highlight all rows by selecting **Query** on the tool bar, then select **Grid** and **Highlight All** from the drop down list.

**NOTE:** If only one or more Certifications are to be exported, highlight only those rows that you wish to export. You can hold down the **Ctrl key** and click each row individually.

All Certifications have been selected and will be highlighted.
Step 8. **Right-click** and select **Export** from the drop down list.

Step 9. The **Export Certification** window appears.

**NOTE:** The filename defaults to **Certification_AR_09102015.cid** (i.e., Type of file exported_Agency_Date).
Step 10. Click the **Browse** button to select the directory in which the files will be saved. Select the folder C:\ElcidData. Click **Open**.
Step 11. Select the User folder. Click Open.

The User folder is displayed.

NOTE: The name in the File name box may be changed at this point. For this example we will keep the default name.
Step 12. Click **Save**. The **Export Certification** window is displayed again showing the path and filename that you selected. Additional information may be entered in the **Description** box.

![Export Certification window](image.png)

**Description (optional)**

- Export filename
  - C:\ElcidData\User\Certificates_AR_09102015.cld

Step 13. Click **Export**. The **Cover Sheet Classification Markings** window is displayed. Select the appropriate **Special Handling Instructions**.

![Cover Sheet Classification Markings window](image.png)
Step 14. Click OK. The Save to File – Security Markings window is displayed.

Step 15. Click OK. A Progress window is displayed while EL-CID is exporting Certifications, Antennas, Locations, Receivers, and Transmitters. The time it takes depends upon the size of your Database.
Step 16. The **Build Query** window appears again.

Step 17. Click **Close** to return to the main screen and then **Exit the EL-CID program**.