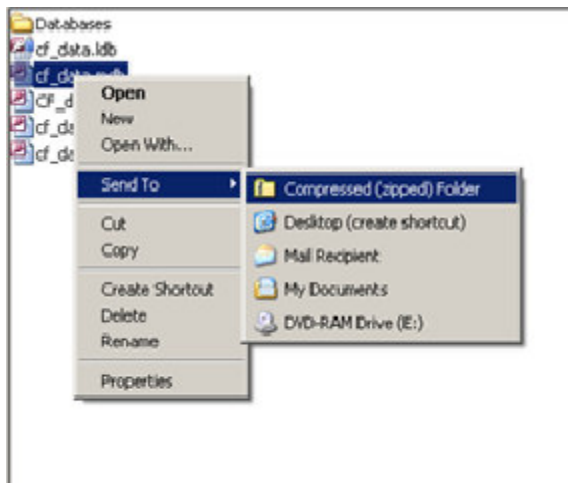**Copy and Send a Database**

If you are having issues with your database and have been working with a member of Campaign Finance staff they may ask you to send your database. These instructions will assist you with this process.

Close your software before beginning this process.

Navigate to the following location:
C:\Program Files\SBOE\Campaign Finance\CF Remote\dbs

Your database is a file called **cf_data.mdb**. Right click on your database and select "Send To→ Compressed (zipped) Folder."

This will create a folder in the same location called cf_data.zip.

Right click this folder and select "Rename." Remove the .zip extension and replace this with .txt so that your folder now reads cf_data.txt.

Email the cf_data.txt file to the staff member you are working with.