

This is the recommended folder structure that will facilitate the organisation and transfer of community chest.

In Windows Explorer. On your main drive (usually C) create the following folder

Community holdings

Now under the **Community holdings** folder you have just created.....
create 2 folders

Community Chest backup

Working Digital surrogates

Now under the **Working Digital surrogates** folder you have just created.....
create folders for the type of digital holding you are likely to have (you can add to this at any time by simply creating another folder)

As a guide initially, you should create the following

Image Library	(storage for your images)
Archangel Library	(storage for Archangel packages)
Sound files	(storage for audio files)
Documents	(storage for text or word docs)
Videos	(storage for Video files)
PDFs.	(storage for PDF s)

Community Chest is designed to work as a single station (Master) input database and should always be operated as such. If you have a volunteer community who are transcribing documents or other tasks. It is better to have this work completed in word or open office and the text file copied into Community chest at the Master input computer. This way a central control can ensure that the Community Chest data on that computer is not duplicated and is always current.

However, if you have the folder structure as above and against all advice you wish to allow an external station to add to Community chest. You need to follow these instructions.

- 1) Ensure that the current Community Chest software is installed and licensed on the " satellite" Pc. And has the recommended folder structure set up.
- 2) Go to Master Pc and via " tools " -export data - backup current database. The number at the end of the backup file is yearmonthday followed by the exact time of the backup. This ensures that the file is unique and the latest should always appear at the end of the list.
- 3) You can now copy the whole folder **Community Holdings** on to a usb stick or external hard drive.
- 4) Take it to satellite and then copy community holdings to C drive of

satellite Pc

- 5) Open Community Chest on Satellite and go to tools -import data-restore from back up and select the latest backup file.
- 6) The satellite Pc will now be the OPERATIONAL database and NO changes should be made on the MASTER pc until the database is restored to it from the satellite PC by reversing the above procedure.**