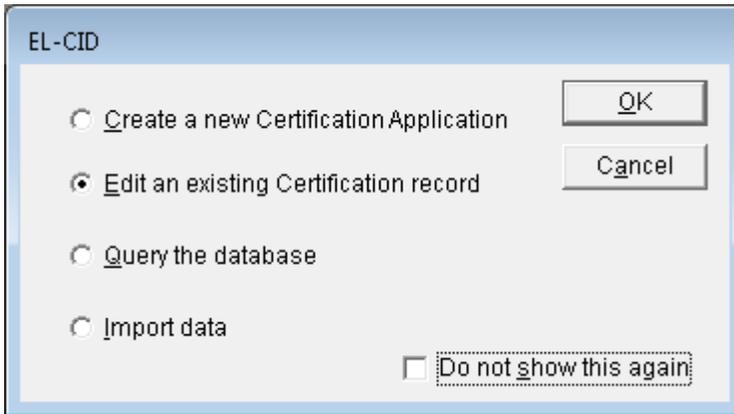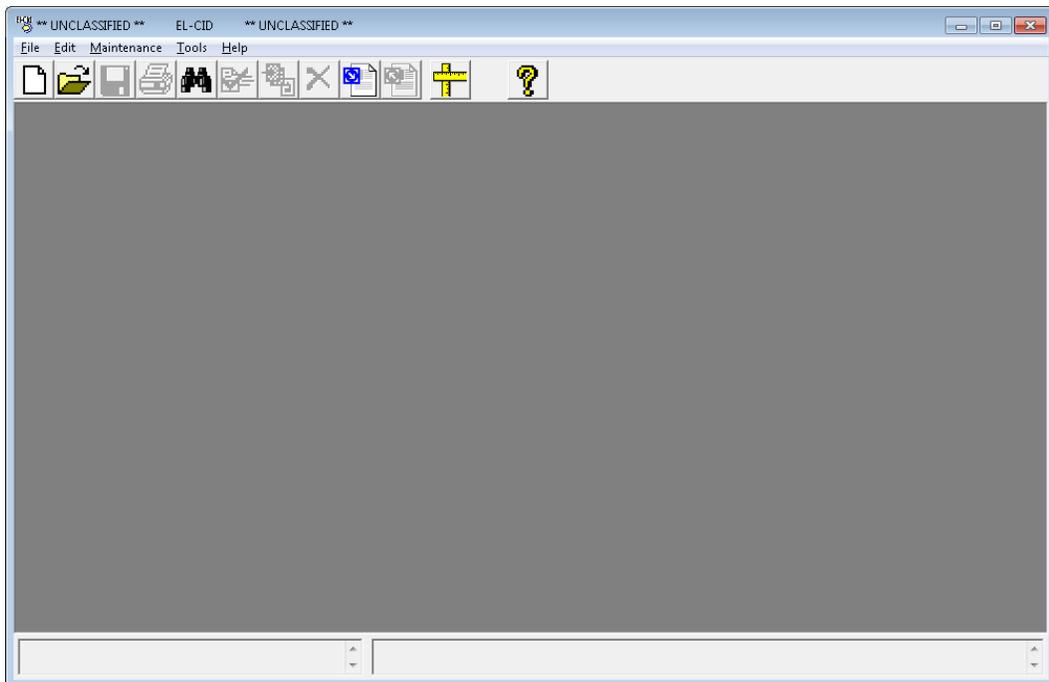# Backing Up the EL-CID Database

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.
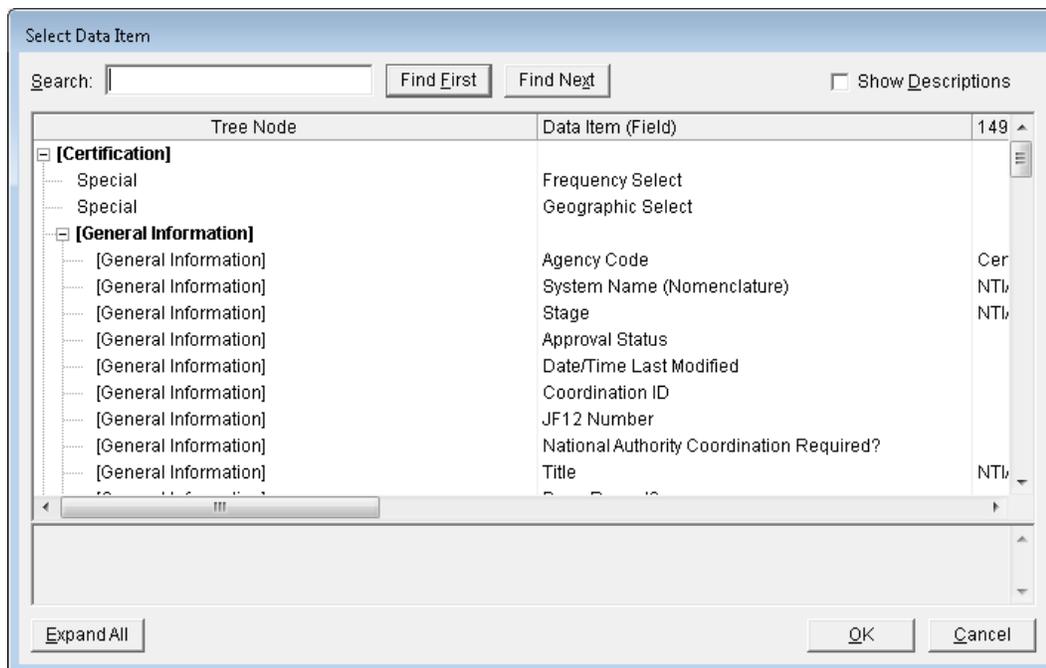

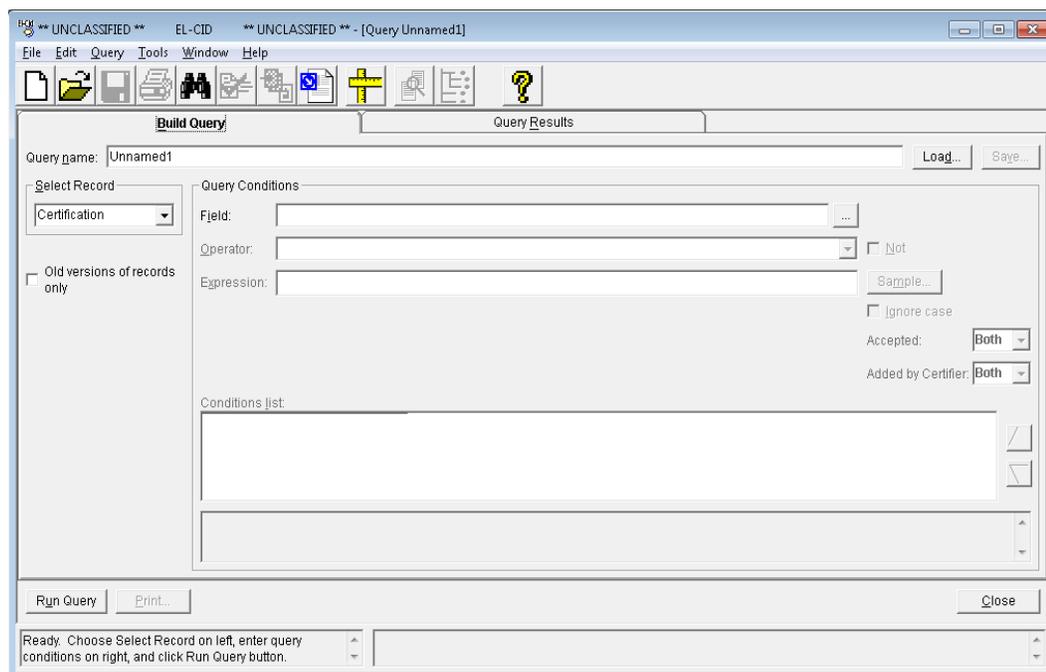**Step 2**. The main screen appears.

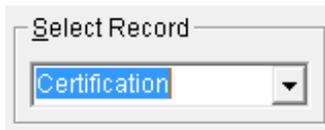**Step 3.** Click the **New Query** button ⬚ on the tool bar.

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**.
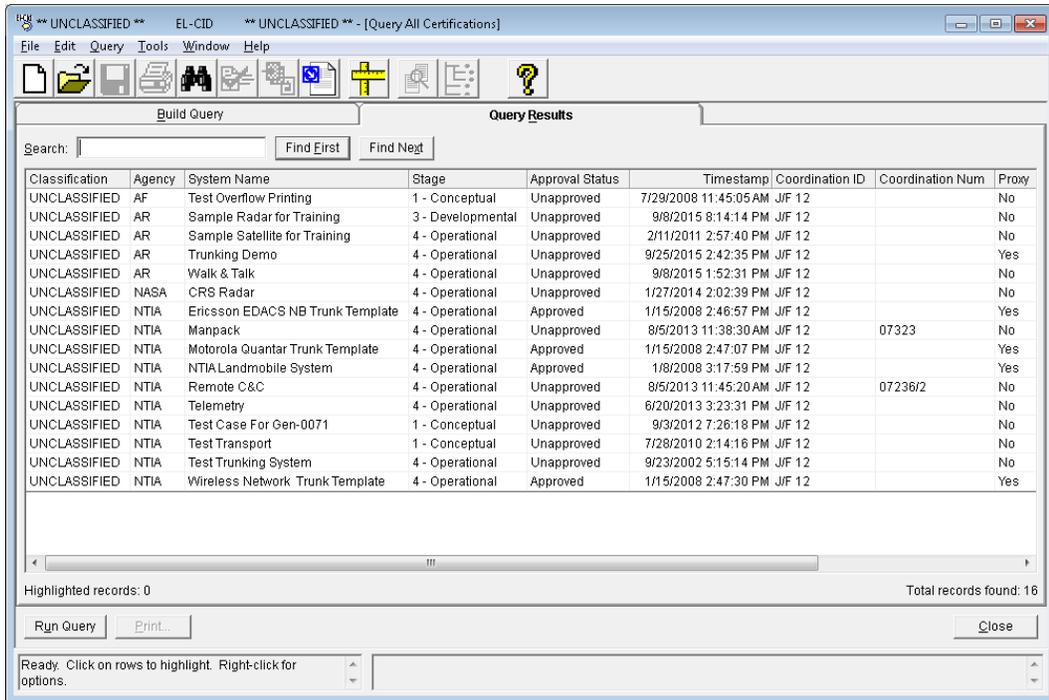

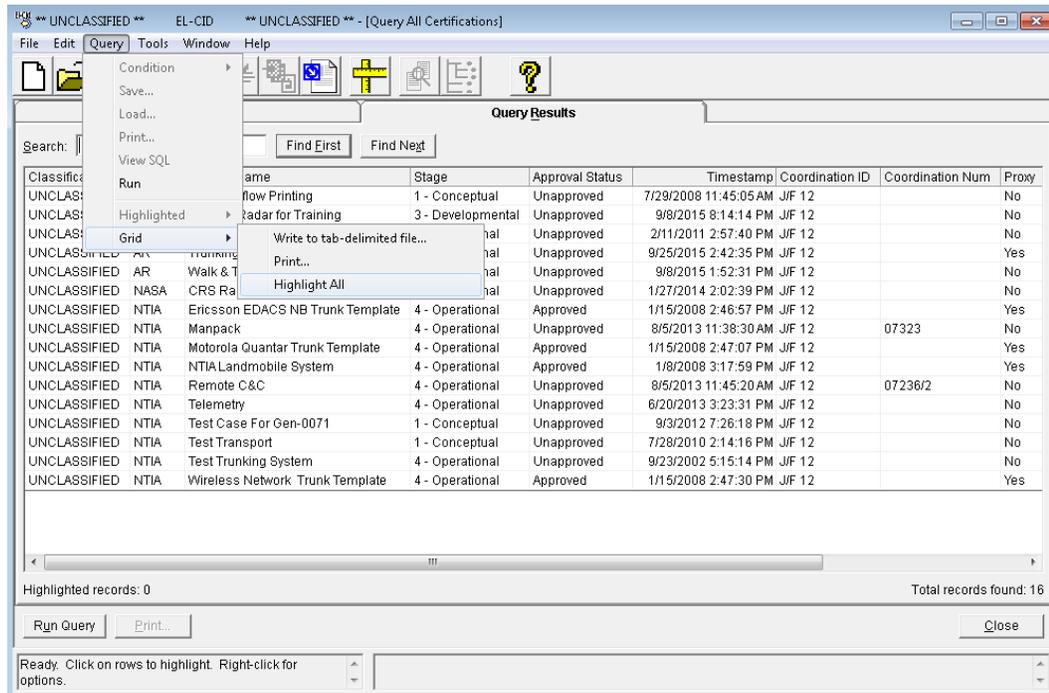**Step 4**. The **Build Query** window appears.

Step 5. Select **Certification** using the dropdown list button ▼ for the **Select Record** box.

Select Record

Certification ▼

Step 6. Click the **Run Query** button, or click the **Query Results** tab to execute the query. All Certifications in your Database will appear.


Classification	Agency	System Name	Stage	Approval Status	Timestamp	Coordination ID	Coordination Num	Proxy
UNCLASSIFIED	AF	Test Overflow Printing	1 - Conceptual	Unapproved	7/29/2008 11:45:05 AM	J/F 12		No
UNCLASSIFIED	AR	Sample Radar for Training	3 - Developmental	Unapproved	9/8/2015 8:14:14 PM	J/F 12		No
UNCLASSIFIED	AR	Sample Satellite for Training	4 - Operational	Unapproved	2/11/2011 2:57:40 PM	J/F 12		No
UNCLASSIFIED	AR	Trunking Demo	4 - Operational	Unapproved	9/25/2015 2:42:35 PM	J/F 12		Yes
UNCLASSIFIED	AR	Walk & Talk	4 - Operational	Unapproved	9/8/2015 1:52:31 PM	J/F 12		No
UNCLASSIFIED	NASA	CRS Radar	4 - Operational	Unapproved	1/27/2014 2:02:39 PM	J/F 12		No
UNCLASSIFIED	NTIA	Ericsson EDACS NB Trunk Template	4 - Operational	Approved	1/15/2008 2:46:57 PM	J/F 12		Yes
UNCLASSIFIED	NTIA	Manpack	4 - Operational	Unapproved	8/5/2013 11:38:30 AM	J/F 12	07323	No
UNCLASSIFIED	NTIA	Motorola Quantar Trunk Template	4 - Operational	Approved	1/15/2008 2:47:07 PM	J/F 12		Yes
UNCLASSIFIED	NTIA	NTIA Landmobile System	4 - Operational	Approved	1/8/2008 3:17:59 PM	J/F 12		Yes
UNCLASSIFIED	NTIA	Remote C&C	4 - Operational	Unapproved	8/5/2013 11:45:20 AM	J/F 12	07236/2	No
UNCLASSIFIED	NTIA	Telemetry	4 - Operational	Unapproved	6/20/2013 3:23:31 PM	J/F 12		No
UNCLASSIFIED	NTIA	Test Case For Gen-0071	1 - Conceptual	Unapproved	9/3/2012 7:26:18 PM	J/F 12		No
UNCLASSIFIED	NTIA	Test Transport	1 - Conceptual	Unapproved	7/28/2010 2:14:16 PM	J/F 12		No
UNCLASSIFIED	NTIA	Test Trunking System	4 - Operational	Unapproved	9/23/2002 5:15:14 PM	J/F 12		No
UNCLASSIFIED	NTIA	Wireless Network Trunk Template	4 - Operational	Approved	1/15/2008 2:47:30 PM	J/F 12		Yes

Highlighted records: 0   Total records found: 16

Run Query   Print...   Close

Ready. Click on rows to highlight. Right-click for options.

Step 7. Highlight all rows by selecting **Query** on the tool bar, then select **Grid** and **Highlight All** from the drop down list.
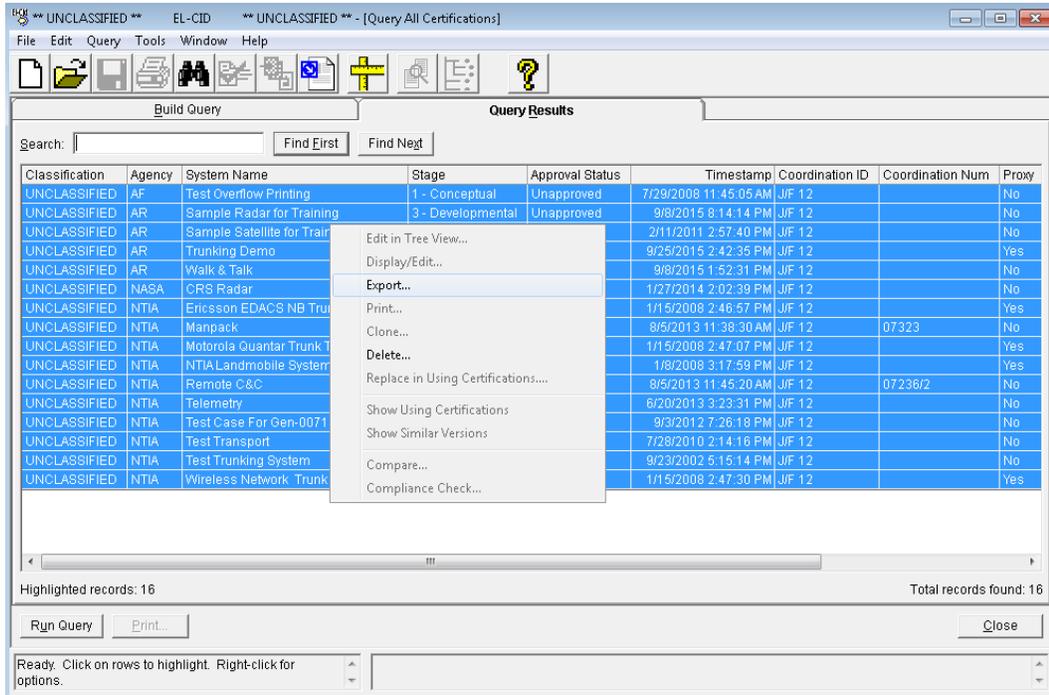

NOTE: If only one or more Certifications are to be exported, highlight only those rows that you wish to export. You can hold down the **Ctrl key** and click each row individually.
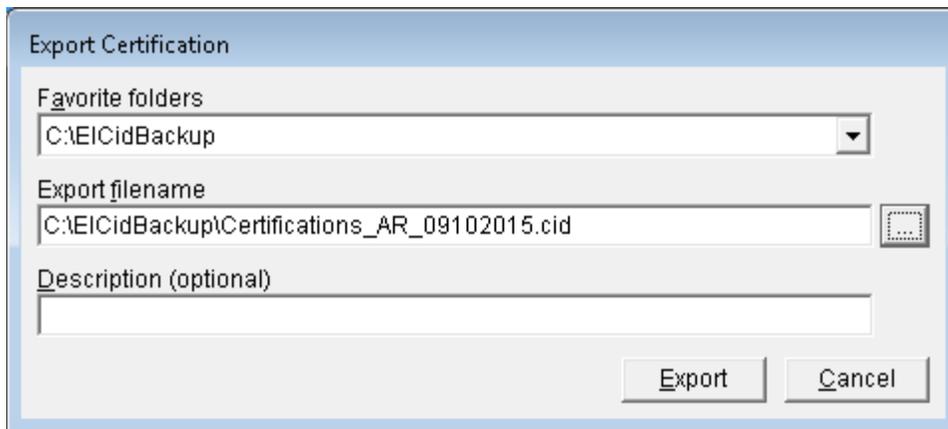
All Certifications have been selected and will be highlighted.
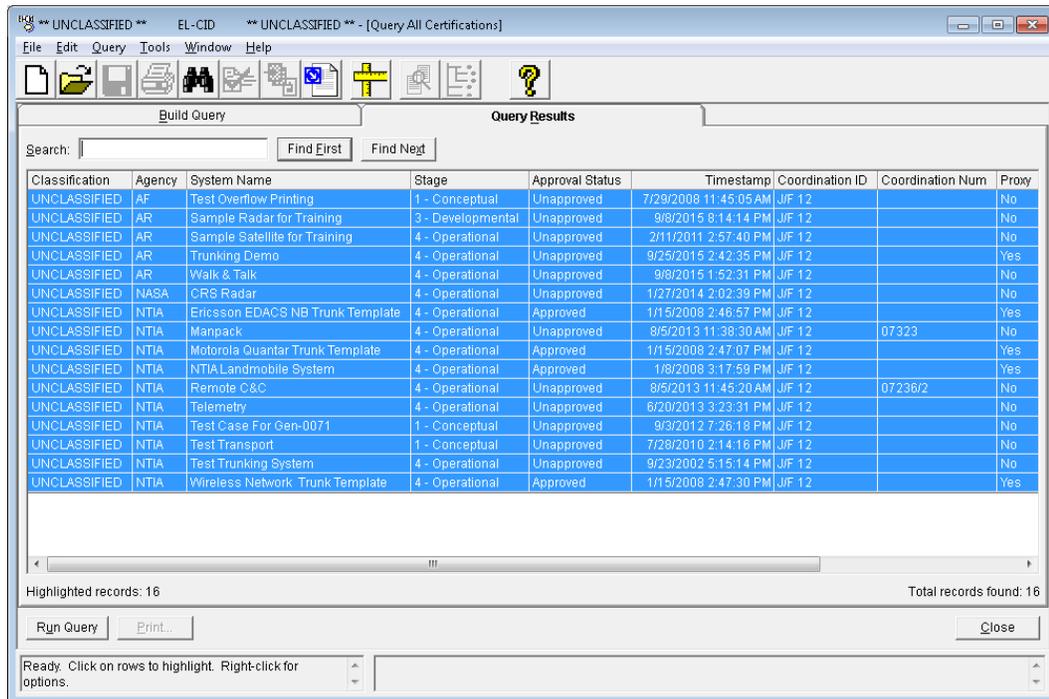
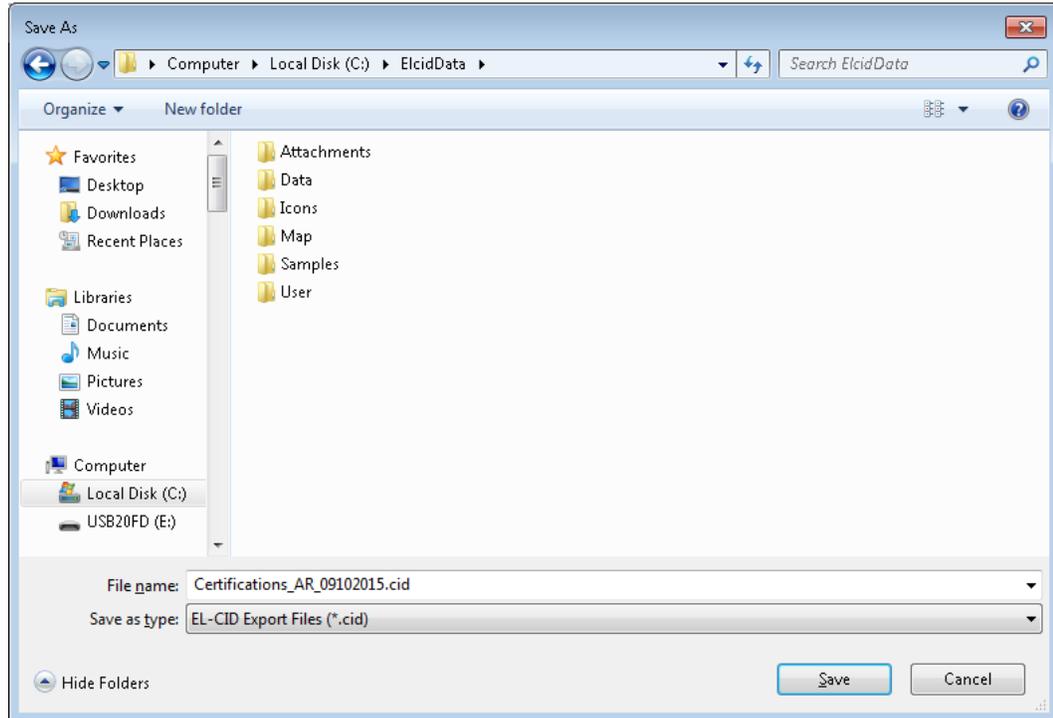**Step 8**. **Right-click** and select **Export** from the drop down list.

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

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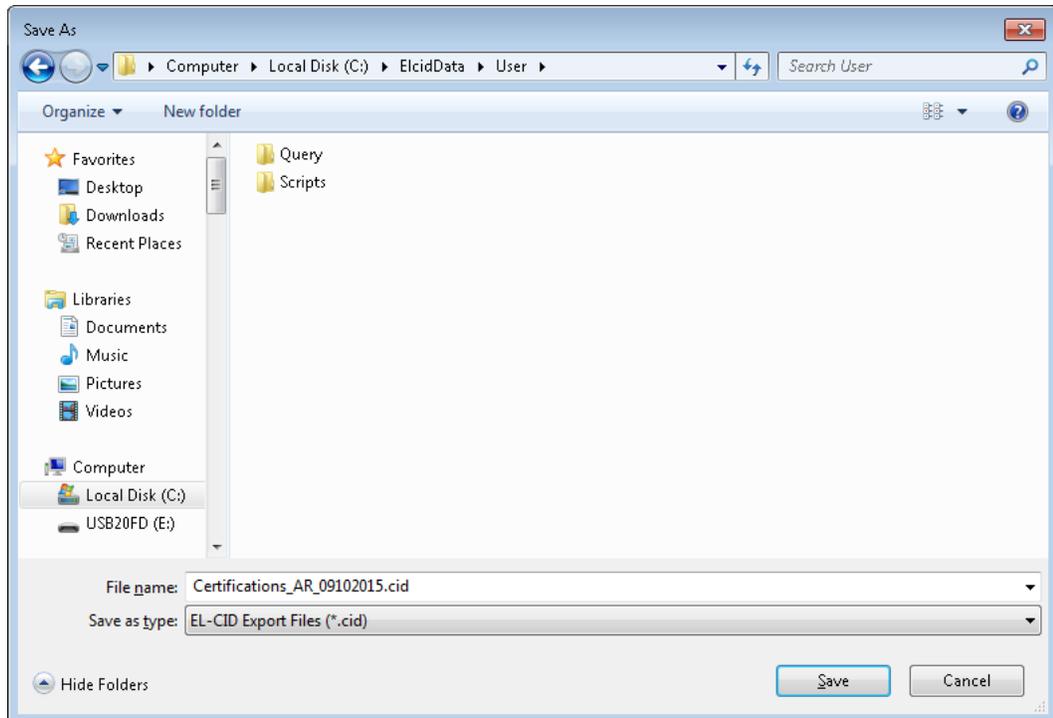
Step 10. Click the **Browse** button [...] to select the directory in which the files will be saved. Select the folder **C:\ElcidData**. Click **Open**.

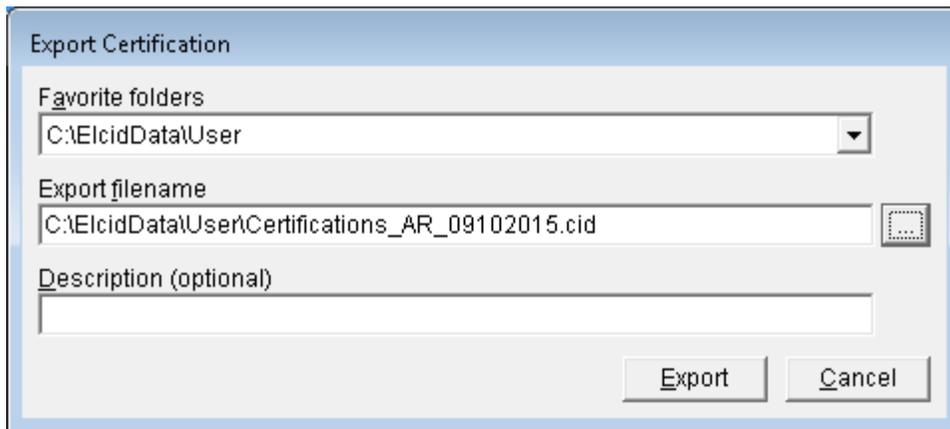**Step 11.** Select the **User** folder. Click **Open**.
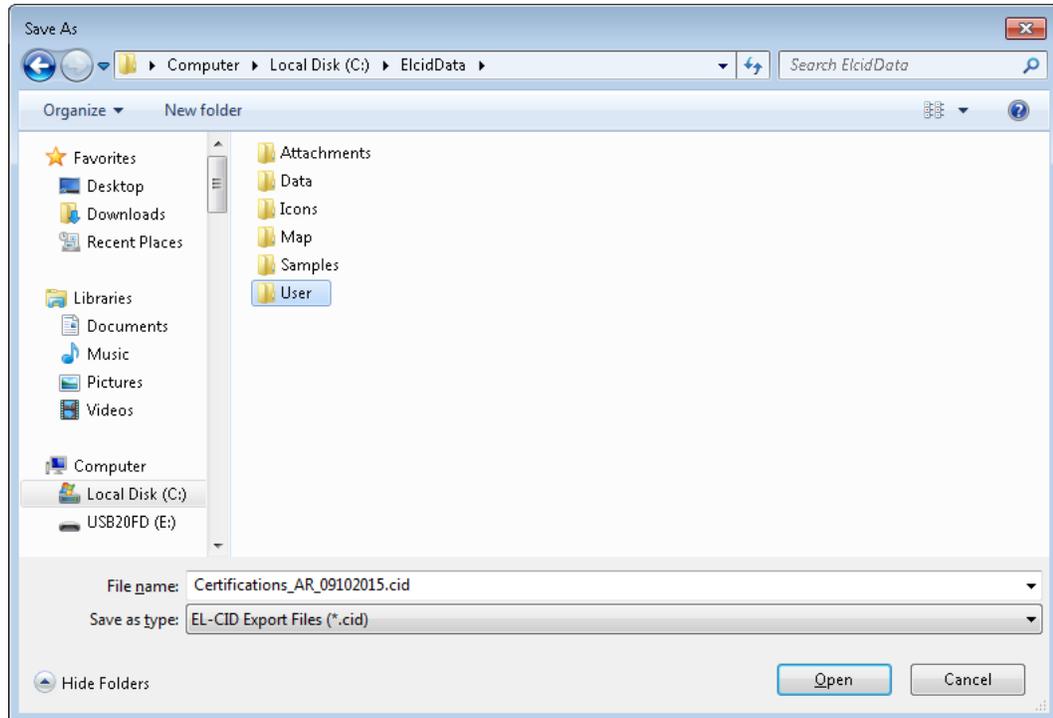

The **User** folder is displayed.

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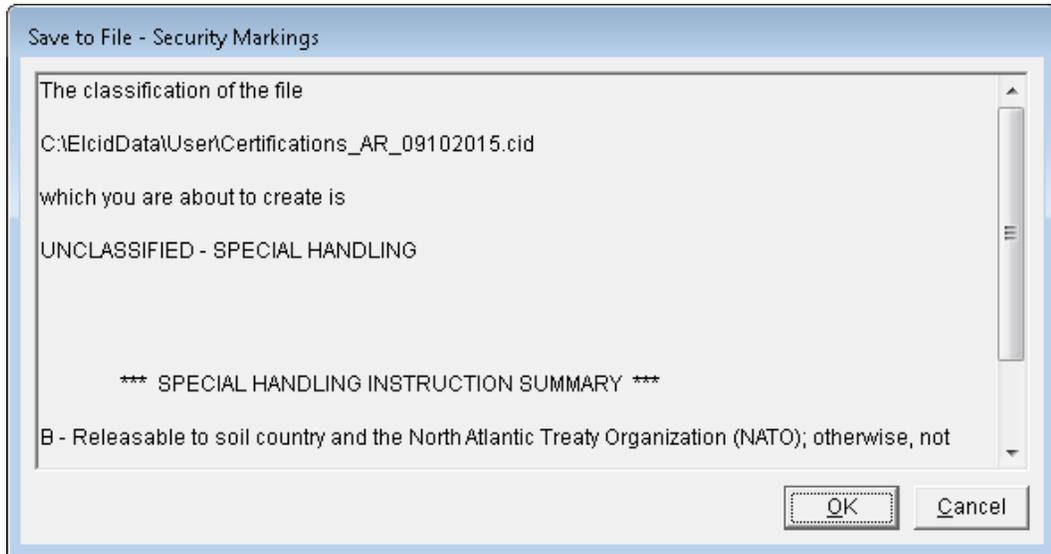
Step 12. Click **Save**. The **Export Certification** window is displayed again showing the path and filename that you selected. Additional information may be entered in the **Description** box.


Step 13. Click **Export**. The **Cover Sheet Classification Markings** window is displayed. Select the appropriate Special Handling Instructions.
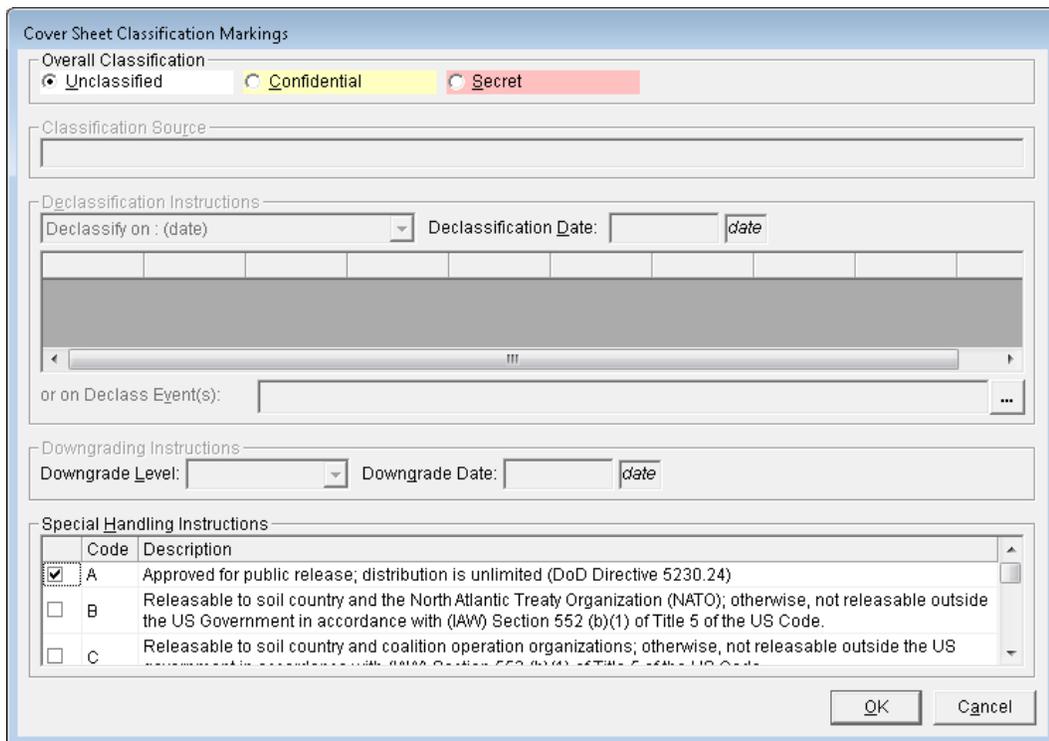
Step 14. Click **OK**. The **Save to File – Security Markings** window is displayed.

Save to File - Security Markings

The classification of the file

C:\ElcidData\User\Certifications_AR_09102015.cid

which you are about to create is

UNCLASSIFIED - SPECIAL HANDLING

       *** SPECIAL HANDLING INSTRUCTION SUMMARY ***

B - Releasable to soil country and the North Atlantic Treaty Organization (NATO); otherwise, not

OK   Cancel

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.

ELCID

Progress

Exporting Certifications...

Cancel
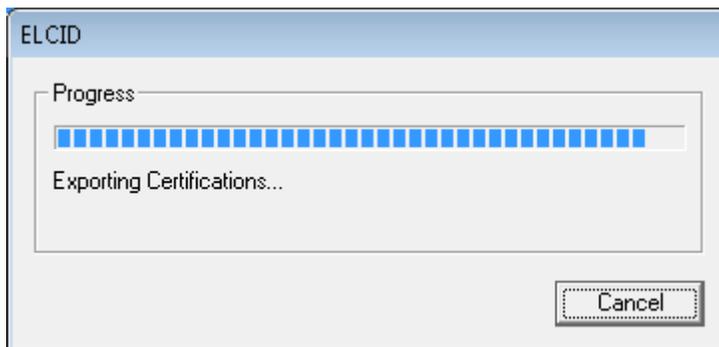
Step 16. The **Build Query** window appears again.
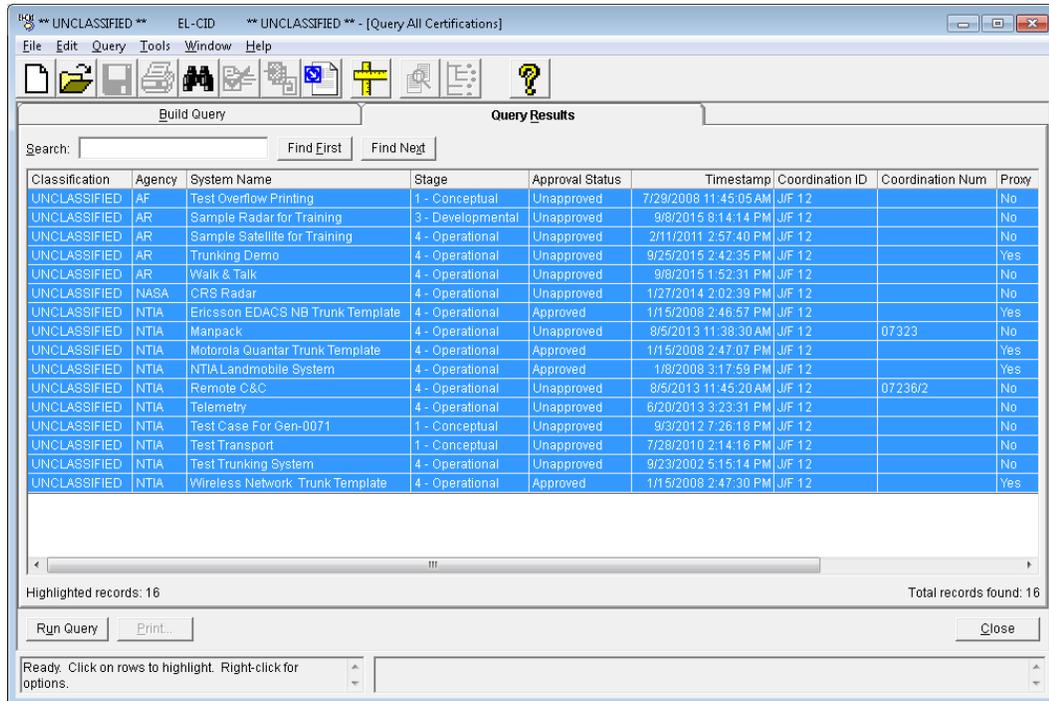
Step 17. Click **Close** to return to the main screen and then **Exit the EL-CID program.**