

# Projects and Databases

A Project is the data store that contains data and images for a school.

A Project is created with the school Name list.

A Project will contain all orders associated with a school.

Projects are stored in a Database on your machine called Derby.

# Projects and Databases

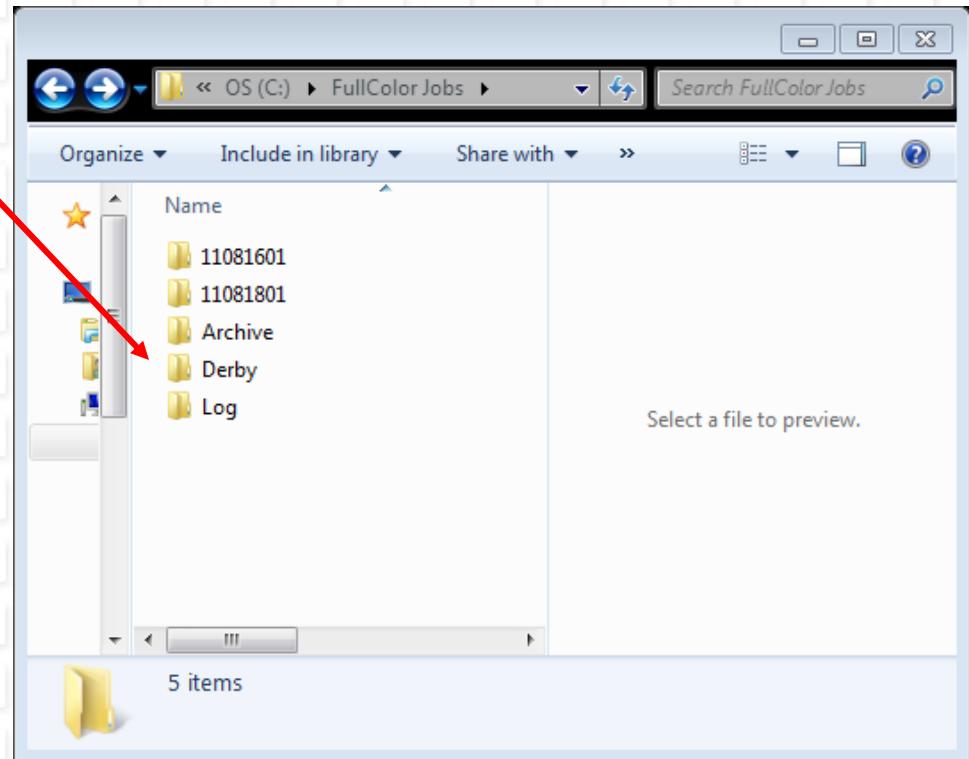
Derby client database runs on your machine.  
It is not server based.  
It is not stored at Full Color.

You must always use the same machine when working with school projects.

Yearbook will be created from the data stored here.

Backup is critical. Backup should be ran any time data added or changed.

If a machine fails and there is no backup all data will be lost.



# Backup Data

Create backup of the folder “Derby”,  
path =C://FullColor Jobs/Derby

Backup images in all folders.

Backup must be ran frequently!

Store and save all backups in a safe place!