How to backup client details and application forms in Mortgage Brain
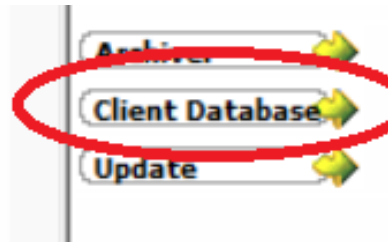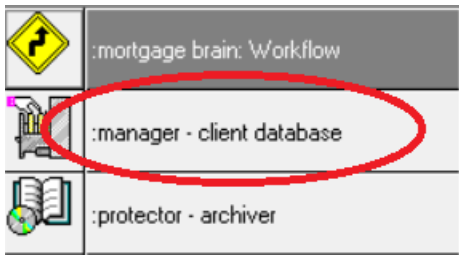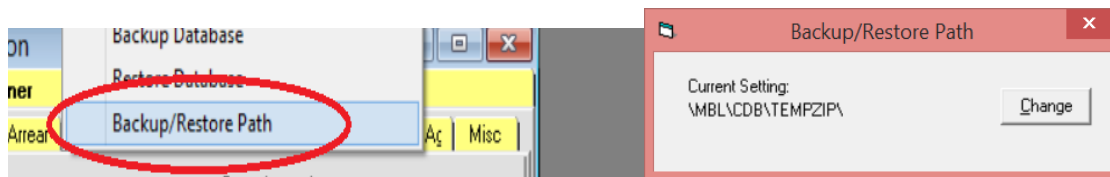
Mortgage Brain allows you to backup application forms and client details. The backed-up files can then be used to restore data in the event of corruption or data loss.
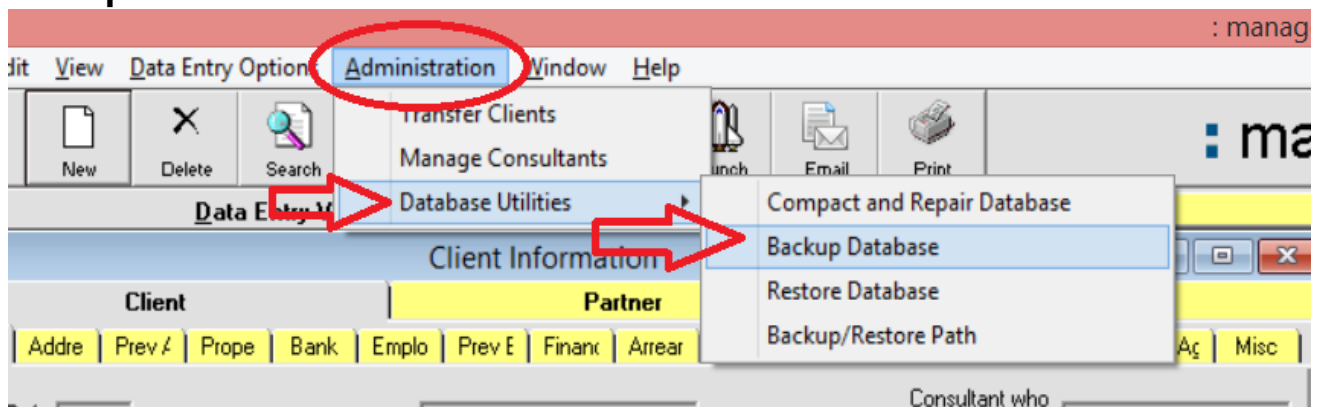
1. Click **Client Database** in Mortgage Brain workflow or from the main menu.

2. Select **Administration** from the top menu. **Choose database utilities** and then **backup/restore path.** Set the location to backup data.

3. Select **Administration** from the top menu and **choose database utilities** and then **backup database.**

Data will now be backed up to the specified location.

It is highly recommended that files are backed-up to another computer. If your computer is on a network, please confer with your I.T department for best practices.

For further assistance please contact **Mortgage Brain** on **01-254-4938**.