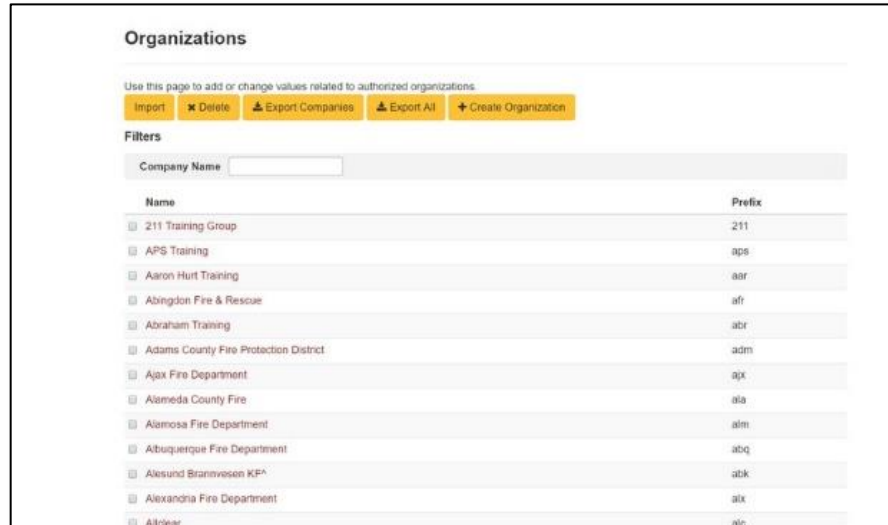


## Backup & Restore of Accounts (by Master User)

In the quick-start sheet for creating/managing organizations, you will see we are logged in as a Master User because there is a filter-accounts bar along the top of the list.



**To backup an organization and all its users and simulations**, you must be a Master User. Use the checkboxes next to the organization(s) to select those you want to backup. Once done, press the “Export Companies” button, and the system will package the data in a few minutes and allow you to download a zip file with the contents.

If you want to backup all of them, press the “Export All” button.

**To restore a backup**, you go to this screen and choose “Import”, then point over to the file you had backed up. This is a great way to keep a backup of your sims periodically, as well as transferring sims between CTC Servers, for example, between your On-Site server and your Online server or account on the main SimsUshare CTC Server.

**Important:** If you have a dozen or more sims you are uploading in a backup zip file, you might find that the system tells you that the upload exceeds the maximum upload size. Please contact us to adjust this for you.