# How to Backup and Restore a Portal Database

A portal database can be transferred from one computer to another by backing up the database to a .dat file and then restoring the database on the target computer. This document discusses how to do that.

Backing Up the Database

Under the File menu, choose 'Backup database' as shown. At the next screen, you will have a choice between saving to your local computer or remote computer if you are connected.
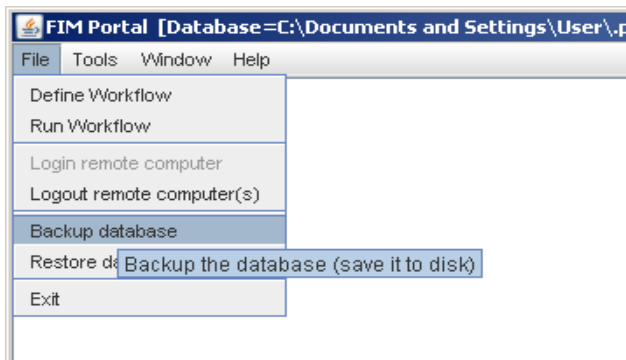
Restoring the Database

Choose 'Restore database' and select the backup file you saved above.

If you are restoring your own database, rather than your partner's, this is your last step. Otherwise, you need to change the directories in your workflows to point to your username, which is discussed below.
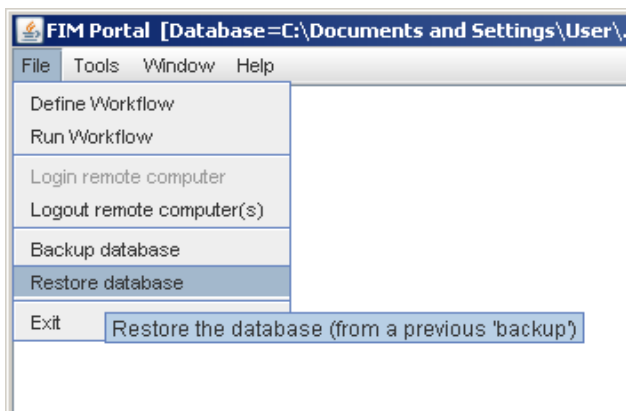
Setup for a New User

If you are changing the user in the database, there are three things you need to do. First, open Tools > Portal Wizard. Click the 'Next' button at the bottom right once to get to the User Information tab. Change the 'Def. Output Data Dir' to point to your username. Next, open the workflow you wish to run. Under the 'General Settings' tab, change the FIMrun directory, and the FIM_HOME variable to /ptmp/[your username]/..............