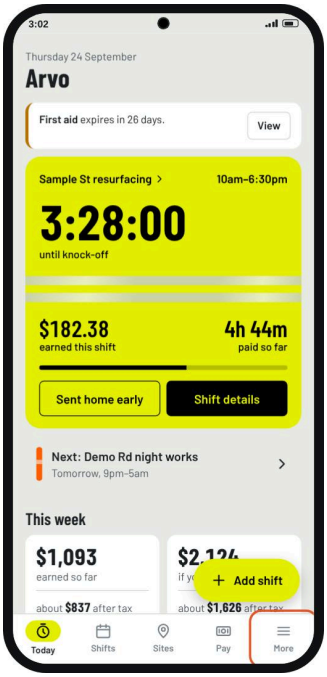
Make a backup of Tools Down

For Android phones. Do this once a month, and after big changes.

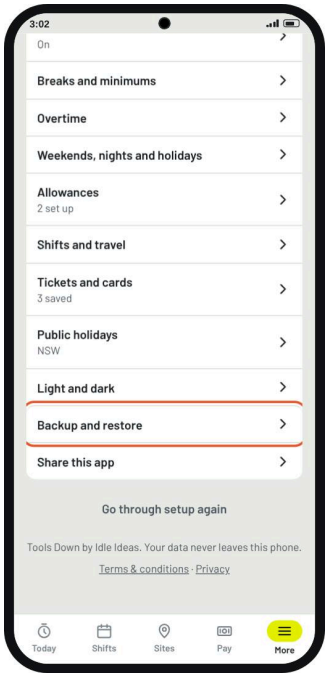
Send it to: your own email

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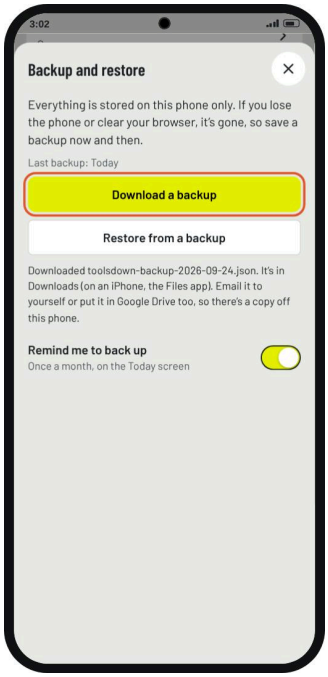
1 Open Tools Down. Tap **More**, at the bottom right.



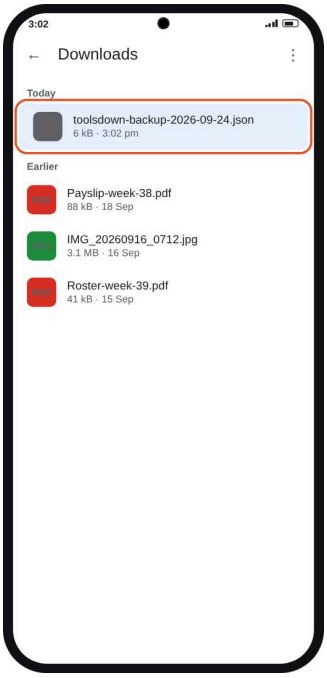
2 Tap **Backup and restore**.



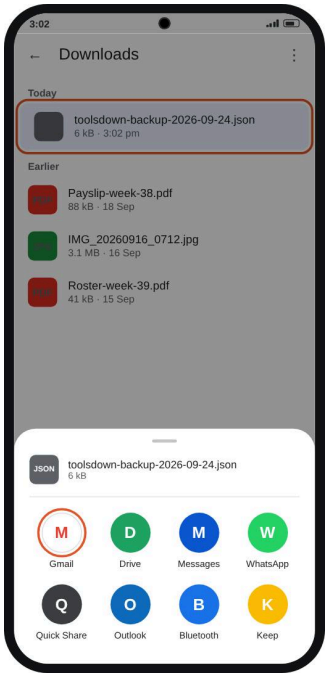
3 Tap **Download a backup**. It goes to your phone's **Downloads**.



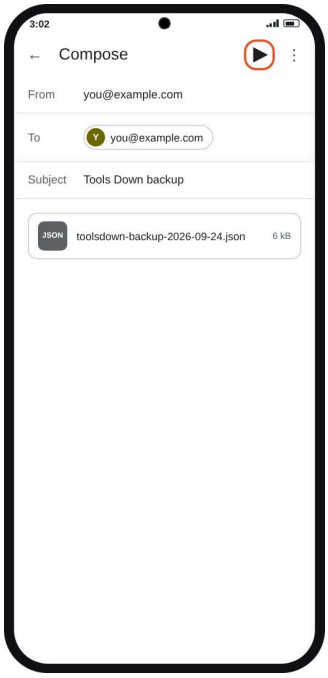
4 Open your **Files** app (**My Files** on a Samsung). Tap **Downloads**.



5 Press and hold the backup file. Tap **Share**, then **Gmail**.



6 Next to **To**, type your own email. Tap **Send**.



Last backup in Tools Down now says **Today**. Keep the email: it's your backup.

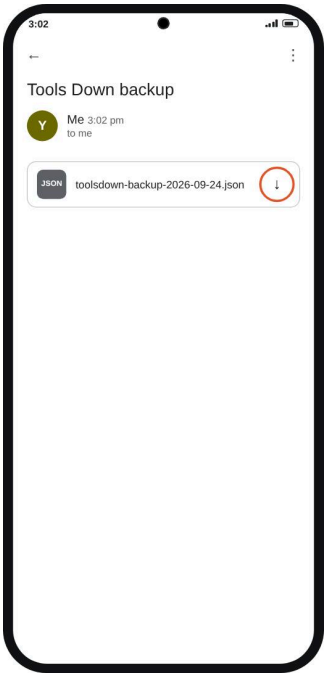
No Gmail? Pick the email app you use, or **Drive** to keep it in Google Drive.

Load a backup into Tools Down

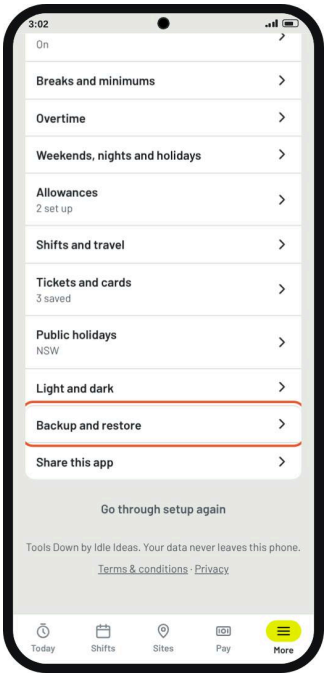
For Android phones. This puts your shifts back from a backup file.

The file's name starts with: toolsdown-backup

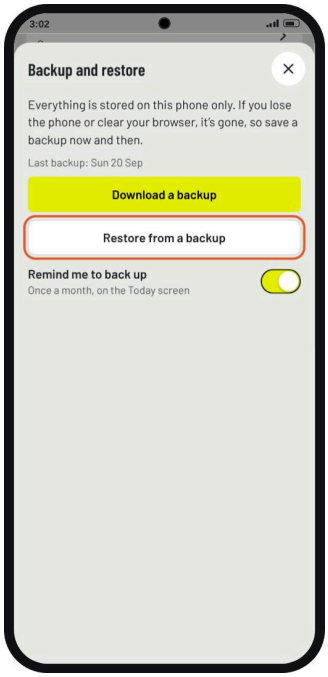
1 Open the email with your backup. Tap the **download arrow** on the file.



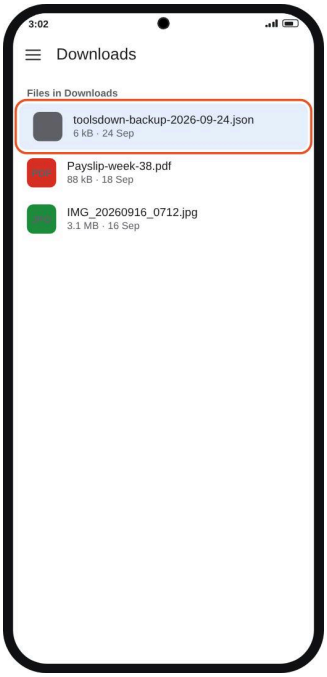
2 Open Tools Down. Tap **More**, then **Backup and restore**.



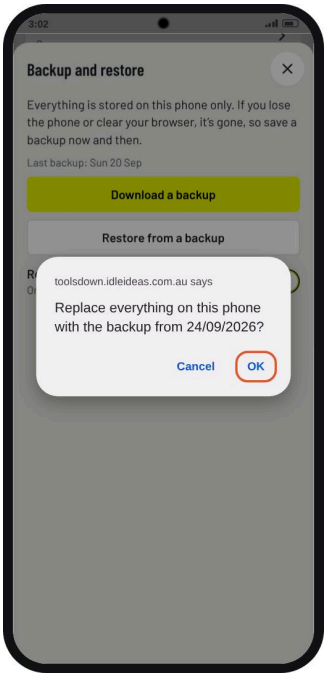
3 Tap **Restore from a backup**.



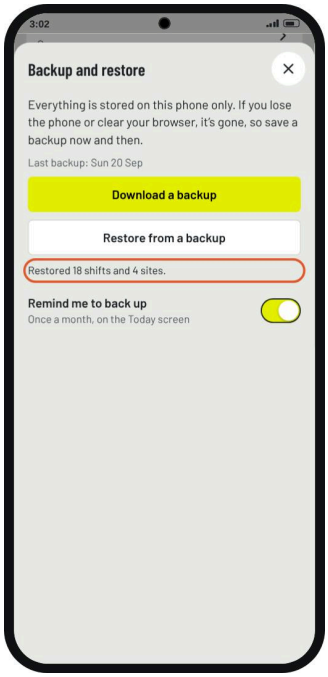
4 Tap **Files** if your phone asks. Then tap the backup file in **Downloads**.



5 Check the date. Tap **OK**.



6 Tools Down says **Restored**, with how many shifts and sites. They're back.



Loading a backup **replaces everything** in Tools Down on this phone with what's in the file.

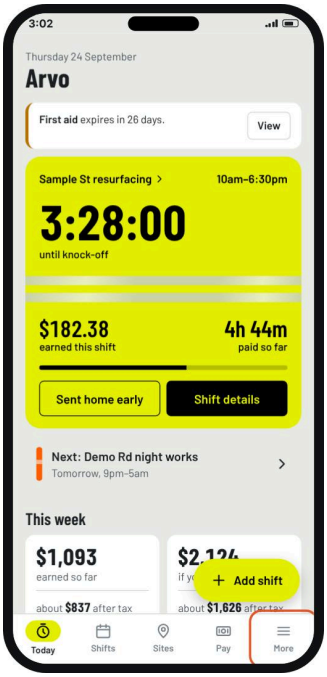
Can't find the email? Search Gmail for **toolsdown-backup**, or look in Sent.

Make a backup of Tools Down

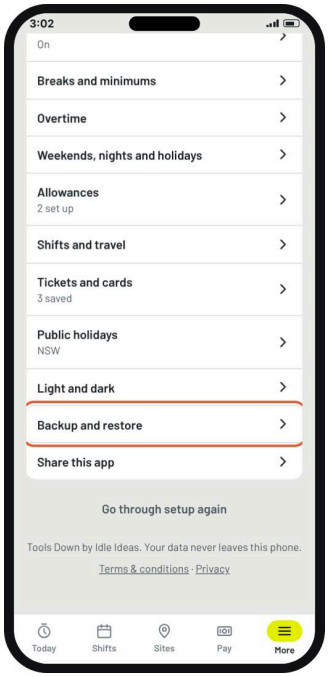
For iPhone and iPad. Do this once a month, and after big changes.

Send it to: your own email

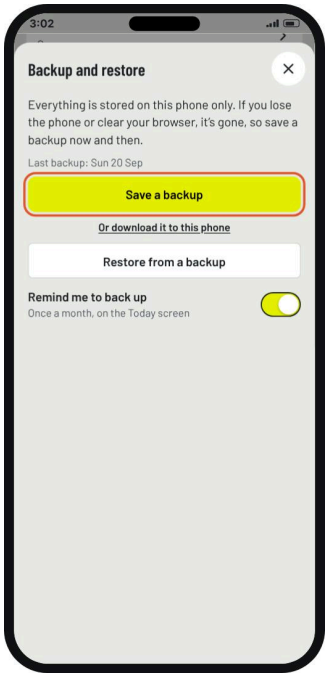
1 Open Tools Down. Tap **More**, at the bottom right.



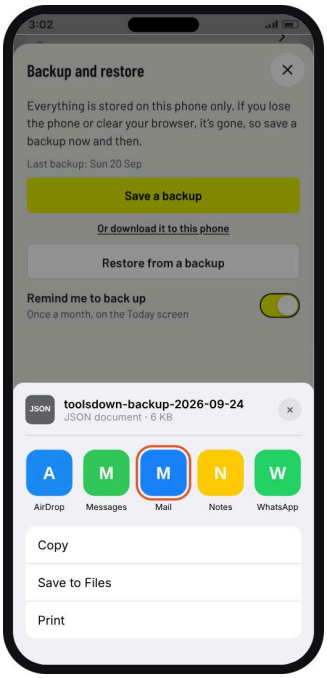
2 Tap **Backup and restore**.



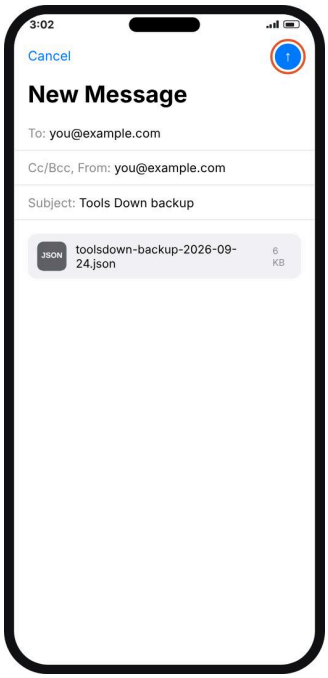
3 Tap **Save a backup**.



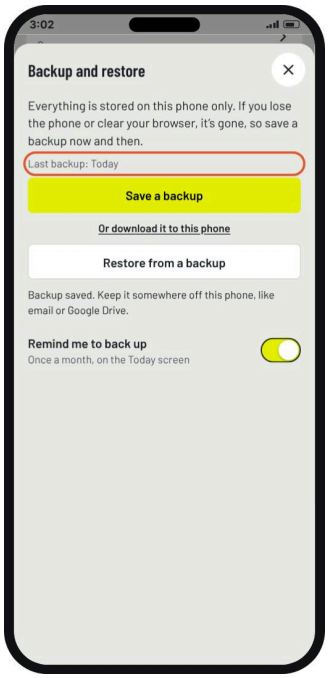
4 Tap **Mail**.



5 Next to **To**, type your own email. Tap the blue **send** arrow.



6 Back in Tools Down, **Last backup** says **Today**.



Share menu not opening? Tap **Or download it to this phone**, under the button. It goes to the Files app, in **Downloads**.

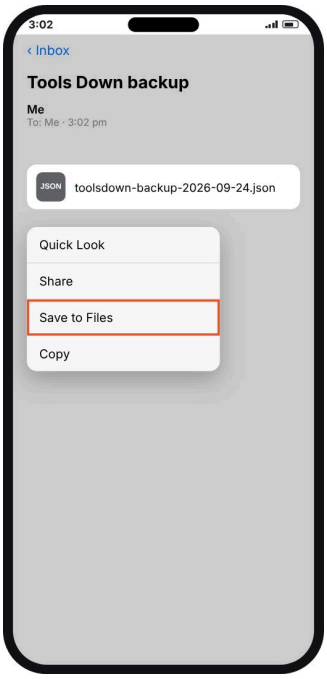
Keep the email. It's your backup. To keep a copy in iCloud too, tap **Save to Files** in step 4.

Load a backup into Tools Down

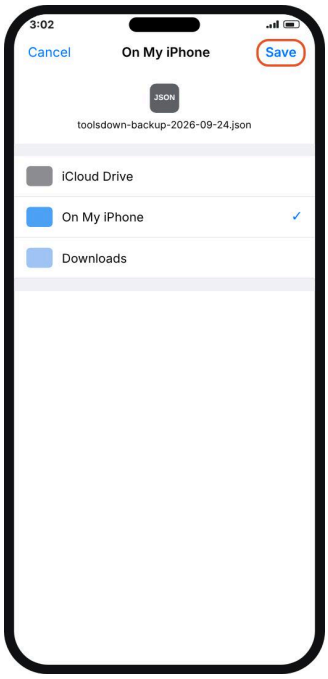
For iPhone and iPad. This puts your shifts back from a backup file.

The file's name starts with: toolsdown-backup

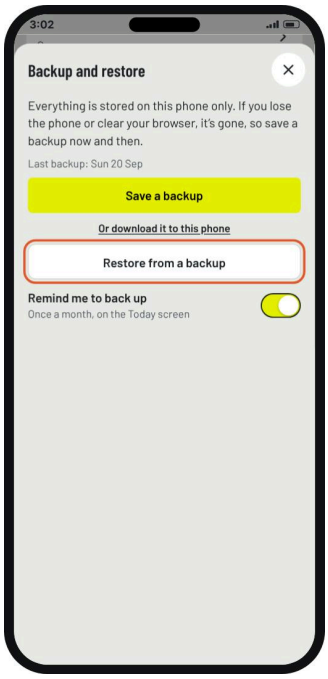
1 In **Mail**, open the email with your backup. Press and hold the file. Tap **Save to Files**.



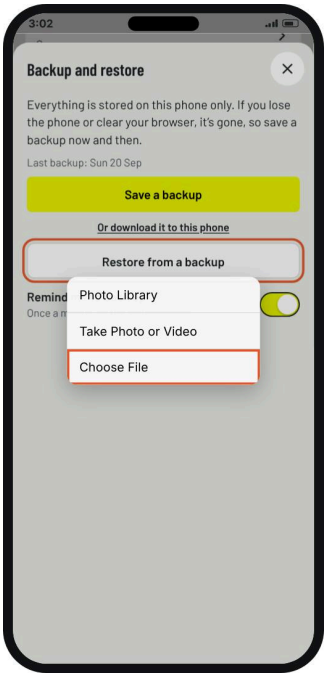
2 Tap **On My iPhone** (or **iCloud Drive**), then **Save**.



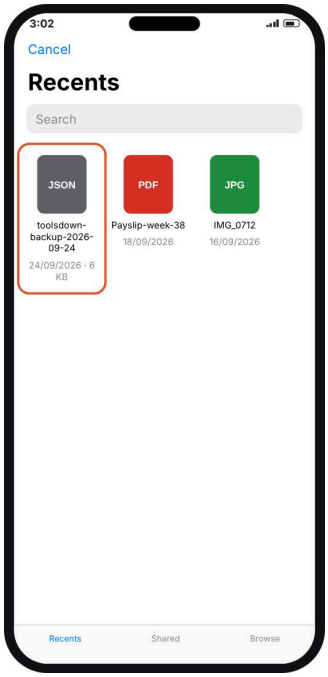
3 Open Tools Down. Tap **More**, then **Backup and restore**, then **Restore from a backup**.



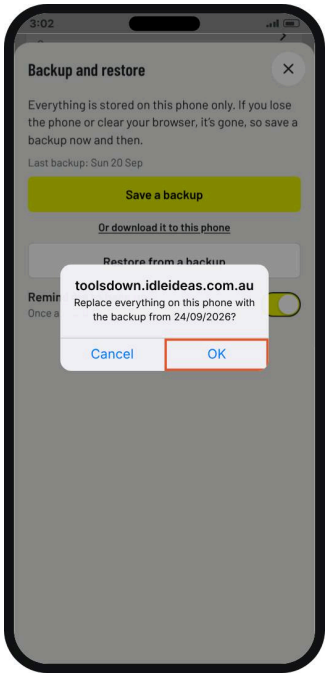
4 Tap **Choose File**.



5 Tap the backup file. Its name starts with **toolsdown-backup**.



6 Check the date. Tap **OK**. Tools Down says **Restored**.



Loading a backup **replaces everything** in Tools Down on this phone with what's in the file.

Can't see the file in step 5? Tap **Browse** at the bottom, then **On My iPhone**.