

Back Up Procedure

Version 2000 through 2003

From the Main Menu, Go to the Drop Menu at the top of the screen that Says Reports, select End Of Day. In there is a Text Box at the bottom of the screen (Screen Shot Below) that says Back Up Details, In there is the path that the back up will go to. Now put the memory stick in the USB port on that computer, this must be done on the Main Machine (server). All the other machines must be out of the software. Once the back up stick is in the USB slot. You can dbl click My Computer to confirm the drive letter. Usually is E: Now in the End Of Day screen the path should be the same as the Back Up stick i.e. E:\ or just E: once the path is confirmed. Click on Run Back Up. It will confirm that everyone is out of the workstations. Click Okay and it will back up to the stick, once the back up is complete, it will pop up and say so. Click Okay and remove the memory stick.

