WMS: Did You Know?
From Professor Merlot
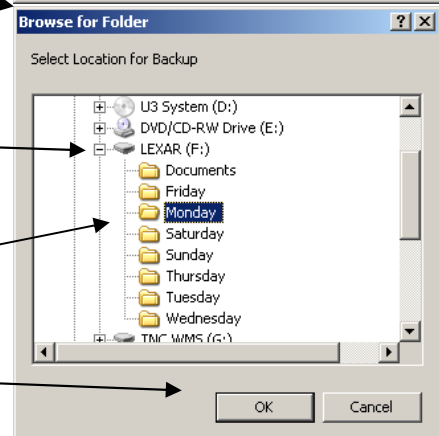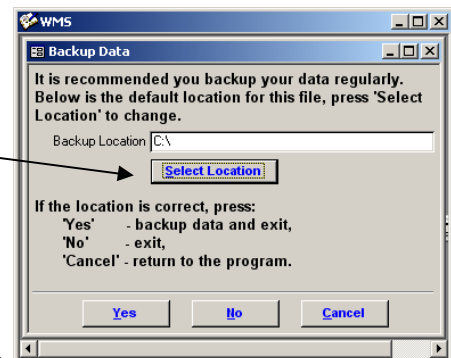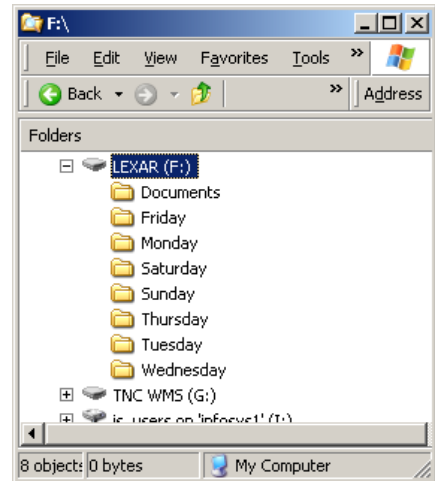
Backup Data – do I need to do this and how often?   *#16*

Your data is the most important part of your business. Without it, you can't sell your product, market your business, track your customer's history and run your business! Then, why would you not want to protect this gold mine of information against any disruption?   Sooner or later, something may happen that you will have to rely on restoring your backup data file. In **WMS**, we have provided you with a very simple process to do just that, here's how:

o **This procedure should take 1 or 2 minutes. *Only the PC you are backing up, should be open*!**

o **Insert your USB drive into a USB port on your PC -** a screen will pop up acknowledging the insertion of the USB drive into your PC.

o Select **View Files** if that option is shown.

o **Exit WMS** – press this button on the **Main Switchboard** form. This will open the **Backup Data** form.

o Press the **Select Location** button to select where to put your data.

o **Browse for Folder** – a Windows browse window will be shown.

o **Select the USB** – look for the name of the USB drive that is inserted in your PC. In this case, we are selecting **LEXAR**.

o **Change the + sign next to the LEXAR (F:) to a – sign** – if the folders on the USB are not visible, press the Plus sign (+) once to change it to a Minus sign (-). This will show all of the folders on the USB Drive.

o **Select Folder (Monday) –** select the current day folder for this backup and press **OK**. Always pick **today's** folder.
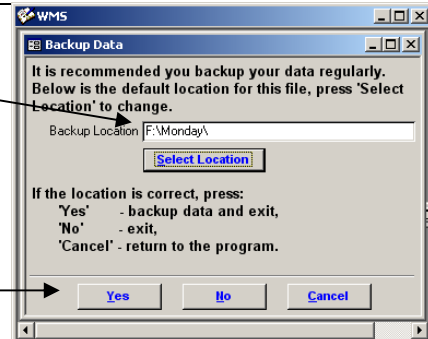

WMS: Did You Know?
From Professor Merlot

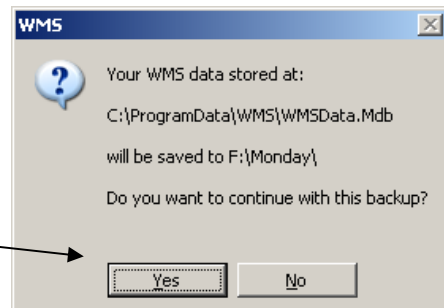### *Backup Data – do I need to do this and how often?*

o **Backup Location is set**.

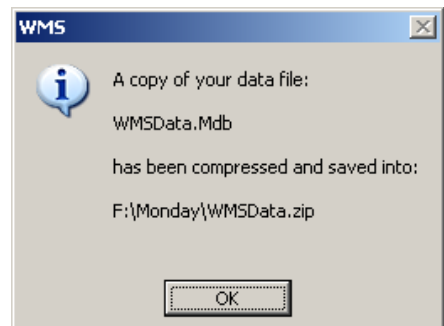o **Press the YES button** – this will start the backup process.

o **Confirmation Message 1** – this message is to confirm the start of the process.

o **Press YES button** – to continue.

o **DOS windows appears briefly** – a black DOS window displays for a moment, the backing up of the data to the location you have chosen, in this case, F:\Monday, is done.

o **Confirmation Message 2 –** this message indicates the backup process is complete. Press **OK**.

o **WMS Closes –** once **OK** is pressed, the WMS program will close completely.

o **Remove USB drive** – to correctly remove the USB drive, you should see the **Green Arrow/Disk** at the bottom right of your PC's **Taskbar**.

o **Right Mouse Click** – on the **Green Arrow/Disk** icon, this will display the message, "**You may safely remove this drive**" message. Now you may remove the **Lexar USB drive**.

o <u>***NOTES***</u>*: For Networked PCs using WMS, **only the PC you are backing up should be open at the time of the backup.***