

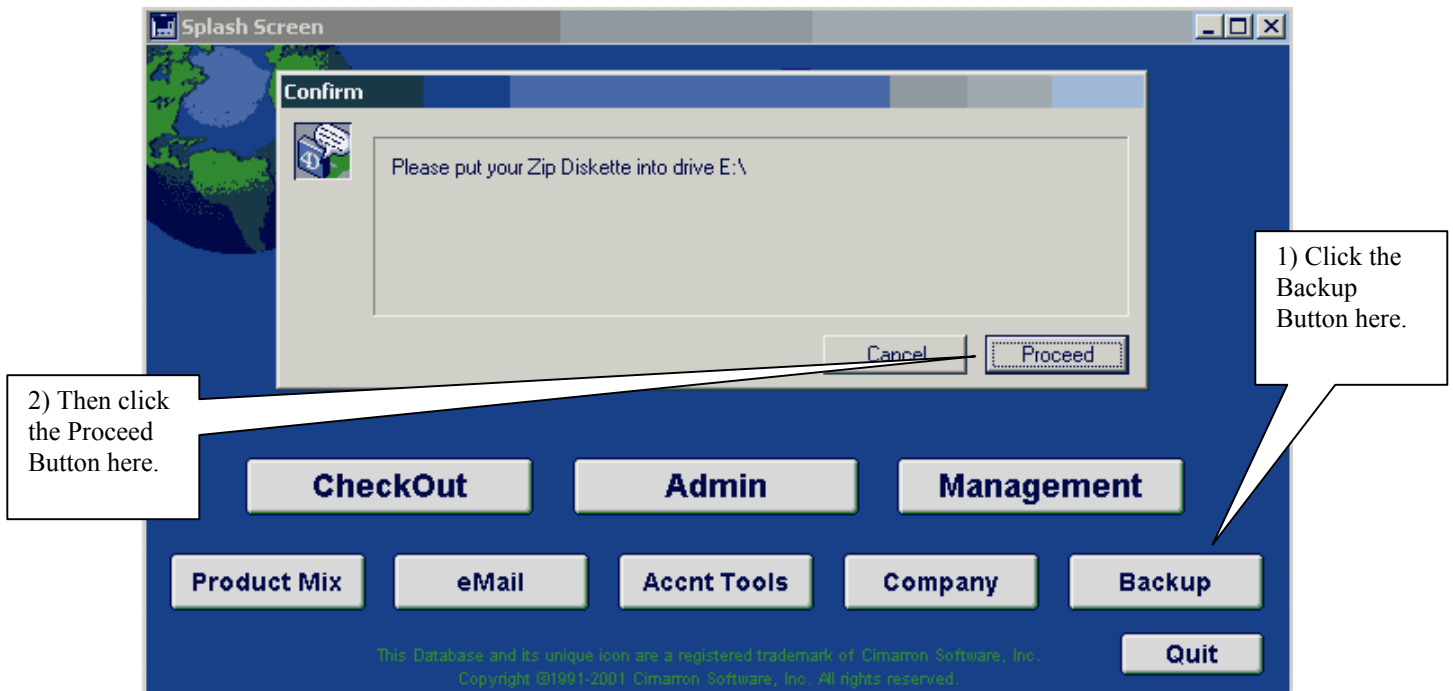
Daily Back Up

Note: There are several ways to back up your work. This method assumes you are in the program and using the internal Cimarron Backup Routine.

1. Insert the correct ZIP Disk according to the appropriate day (i.e. even, odd, weekly, or monthly) into the ZIP Drive.



2. Return to the Cimarron “Splash Screen” and click the “BACKUP” button. You will be asked to verify the drive you are about to copy onto. If the drive letter is correct, and you have media in the backup drive, click the “Proceed” button



3. The system will copy your data file into a new folder on the backup disk named “DataBU-XX-XX-XX” (X’s being today’s date.)

Weekly Back Up

We recommend backing up your work daily to at least 2 backup diskettes – Odd days and Even days. We also think it is a good idea to make a weekly backup – maybe every

Sunday or Monday morning. The actual procedure would be the same as above. Just use a different diskette.

Monthly Back Up

Note: This Back Up should be done before you close your month.

It is extremely important to capture your data file just before you close a period. If you close and then discover that something major was skipped or you had a problem you wish you could adjust, you would not be able to roll back. With a backup, you could simply restore your data file and adjust and close again (after backing up again!)

In any case, the procedure would be the same as above. You would simply use the “monthly diskette”.

Eject the backup disk from the backup drive and put the disk away. The Monthly Back Up disk should always be kept in the safe.

This is also the time to Z-out your particular register system for the month if that is appropriate. (If you have questions about the proper procedure for Z-ing or whether you should or not, contact your local Register Dealer’s Office.)

Back Up Storage

What good is a backup if it is not there when you need it? Backups are usually needed when something bad happens. Like water or debris damage, fire damage, theft – or just a crashed drive. The same things can happen to your only backup disk, so you should protect backups from all the above too. Do not leave them where someone can spill a glass of water on them or where they get dropped on a dirty floor. Do not leave them out as temptation to petty theft or overnight “borrowing”. And do not blindly assume the backup drive or the diskettes are going to work forever perfectly. Every now and then take a look at the actual files on these backup disks to verify they have real data on them. Put one in the backup drive, open “My Computer” and open the drive. Make sure your latest backup is actually on it!

What To Back Up

The most important thing to backup is your data. No one can replace that but you. However, you should also have at least one backup of all the other files you would need to restore from a catastrophic failure.

Like the special register system files you might need. We cannot address all these possibilities generically here. However, you should be aware that in a catastrophic failure, you need to make sure you have everything you need to rebuild the system as quickly as possible. That includes our own program installer. We can always get one to you or you can always download the latest version from the internet. However, we have

had occasions when it took several days to get internet service re-established and, although a data backup was available, the actual program installer was not. So users had to wait several days for internet service to be re-installed or for shipment of a new CD installer (plus the expense). Some of you are in locations where shipping itself takes a long time. So you should backup the installer anytime you install an updated version of our program. Just drag it to the monthly backup diskette manually. (You should NEVER go back to the original CD installer that may now be several years and several versions old.)

The same is true if you have a special dedicated "POS" folder (like the Panasonic Panpoll folder) you might want to copy the entire folder to it's own backup diskette every time you upgrade.

And what about all those special Excel Spreadsheets or Word Forms you use? You should make sure you have them backed up to some master backup disk as well. Your monthly backup disk works well for this.