



Backing Up your data in PPS

This Help document explains how to back up your data from within PPS. You should make sure that you backup your data at least once per day and also you should copy the backup onto an external disk. This is to make sure that if your PC breaks down, then you still have access to the backup on a separate disk (or storage device) and you can then easily restore the data onto your new computer (or repaired computer!)

It is vital that you back up your data - if you do not have a backup and your computer fails, you may permanently lose all your records. It is your responsibility to make sure that you take regular back-up copies of your data.

Please read and follow the instructions below.

What disk or storage devices should I use?

You should always copy your PPS Backup onto an external disk or storage device. You should also have more than one external disk or storage device available in order to minimise the possibility of external disk or storage device failure. The best options are: USB pen drive, External USB hard disk, CD or DVD.

BACK-UP procedure for PPS

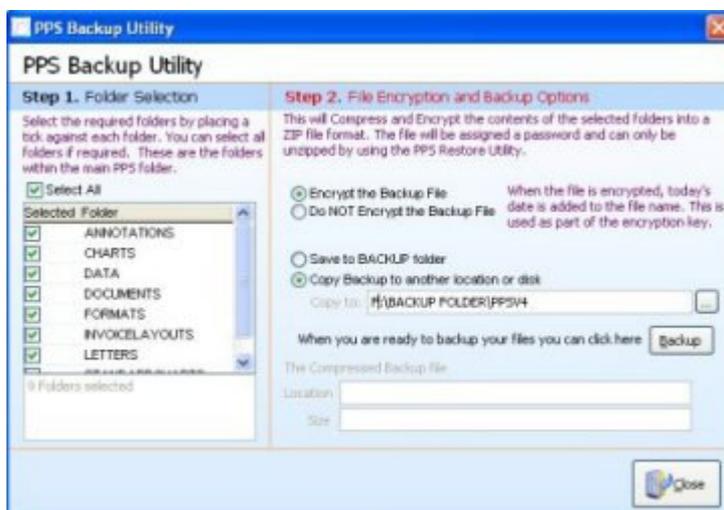
It is quick and easy to make a back up copy of your data. It is good practice and your responsibility to make a copy of your data regularly - it is recommended at least EVERY DAY - and store this AWAY FROM YOUR COMPUTER.

To run the back up option in PPS, select from the PPS Menu: Tools > Back Up.



Step 1 - Folder selection

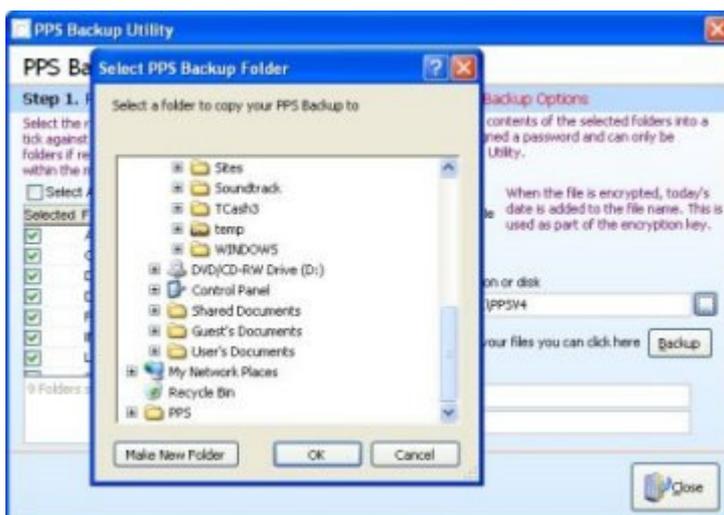
It is recommended that you use the [Select All] option. This ensures that ALL your data and files are included in the backup.



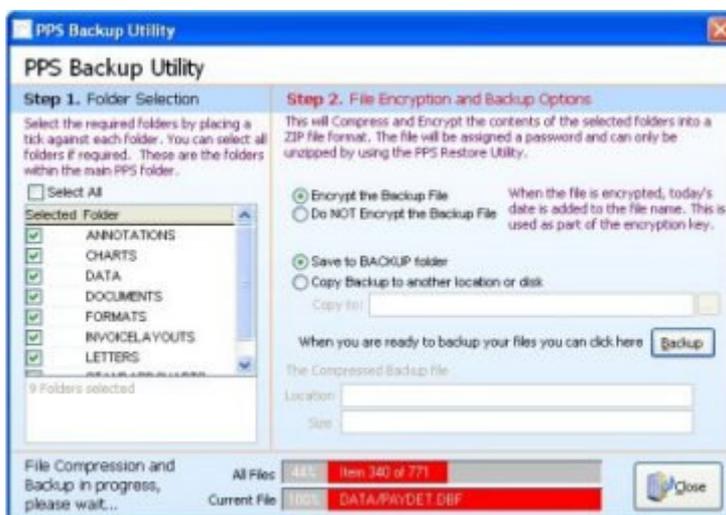
Step 2 - File encryption and backup options

Due to the sensitive nature of your data, you should always select to "Encrypt the Backup". This option automatically assigns a password to the backup file. The data contained within the file can then only be accessed by your PPS restore program. This protects you against losing the external backup disk.

Select to "copy the backup to another location or disk". Use the [...] button to select your external drive or storage device. External drives and storage devices are normally allocated a "Drive Letter" for example (E:).



Once the location has been selected click [Backup].



When The backup is complete you will be presented with the below prompt. The prompt will show the location of where the backup is saved



If you do not see this confirmation, or you see an error message displayed, you should retry the backup.

Once the backup is complete, remember to safely store the external disk away from your PC, and preferably away from your premises.

YOUR DATA IS YOUR RESPONSIBILITY. WE CANNOT TAKE ANY RESPONSIBILITY FOR YOUR USE OF THE BACK UP AND RESTORE OPTIONS WITHIN PPS.

As with all updates that you make to your database - especially when setting up parts of PPS on the Tools menu, we always recommend you make a backup of your database first!

This document offers help on a "best intentions" basis. We will not be held responsible for any updates or changes, or the consequences of any updates or changes you make to your PPS database based upon advice given in this help document. If you do not agree to this then do not follow any any advice offered here.

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