

Backup

Backing up a dataset allows you to save a copy of the dataset; this copy can be stored locally on your PC, on a server or a USB key.

To backup an individual set of dataset, go to 'Client and Accounts' on the Desktop. Highlight the relevant dataset and choose the 'Backup' option. You will then see the backup screen.

Figure 6

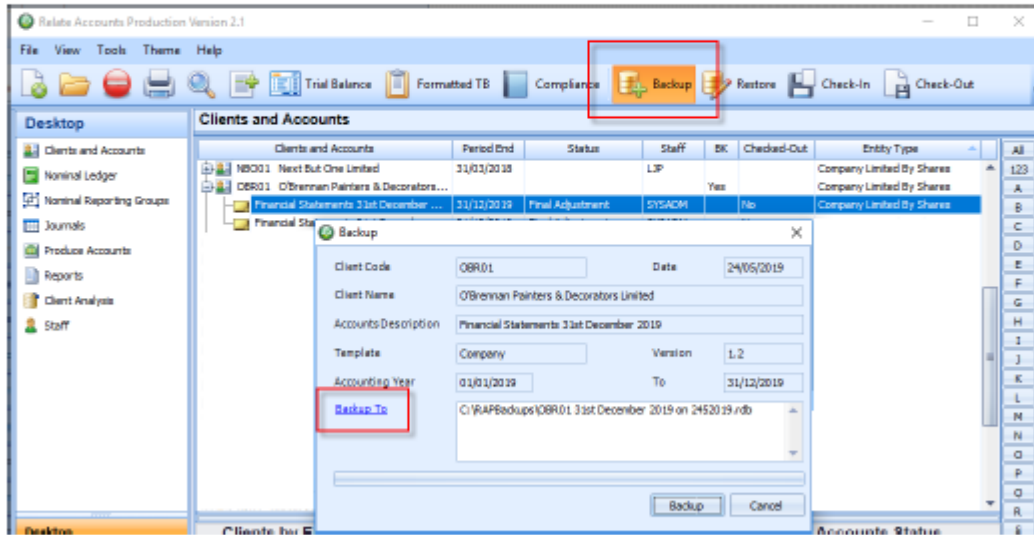


Figure 6

All of the client information will be pre-populated, along with the location that the data is going to save to. You can change this location by selecting the 'Backup to' hyperlink.