Backing up your Data

OK. It’s late, you’re tired, you want to go home. The quickest option is to touch **No** on the message screen below and walk away because the PC will then close down. Attractive as this may be, **it is not a good idea!**

We strongly recommend that you backup your data **at the end of every working day.** The program can be set to upload the data at the end of the day if you are connected with the internet. The option to do this is in the security section of options and is pictured below. Note that this only backups up to the last 7 days of takings.

Backup 2.jpg
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Why take backup copies of your data? If your computer is damaged, destroyed or has disappeared, then you can install inTouch on another computer, restore data from your most recent backup disk and be up and running again. You are minimising possible future disruption.

Taking a backup of your data only takes a couple of minutes and is for your protection. Data backups are like insurance; you don’t need them until you need them, but when you need them you really need them.

So, take the sensible option.

Place a backup disk in the computer’s disk drive and touch **Yes** to make a backup copy of your data.

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This message now disappears and the screen background reads “Closing Down – Please Wait”. There is a short delay while the program copies your data on to the backup disk.

When the program has finished backing up your data on to the disk, the computer will close down. Remove the disk and store it in a safe place. (Your computer may have been set not to close down when you finish using inTouch, in which case it will return to the Windows desktop.)

If you touch **Yes** on the screen shown above, without having a disk in the computer’s drive, the program will prompt you to insert a disk. Place a backup disk in the drive, touch **OK** and continue as described above.

You can specify the drive letter to send the backup too in the security tab in options shown below. The dropdown list will show the letter of the alphabet and choose the one that Windows had decided to give the drive you want to backup to. If you choose the - it won't ask you to do a backup on shut down.

Backup 3.jpg

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If the program is unable to backup your data on to a disk, e.g. if the disk is faulty or unformatted, the warning message “Backup Failed – Retry” will appear on screen. You should replace the disk and touch **Yes** to continue the backup. If you touch **No**, the program will not do a backup.

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