backup

**Follow these steps to successfully back up your system.**

Setting the Daily Backup

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Computer System button.
3. In the Table to Edit box, select Backup.
4. Choose Daily Backup
5. Click the Edit button.
6. In the Backup Schedule field, make sure there is a check mark next to every day of the week.
7. In the Backup Path field, select the drive you would like your backup to go.
   - If you have only one computer, select the drive your zip drive is linked to.
   - If you have more than one computer, you will need to go through the entire network.
8. Click the Return to Previous button.
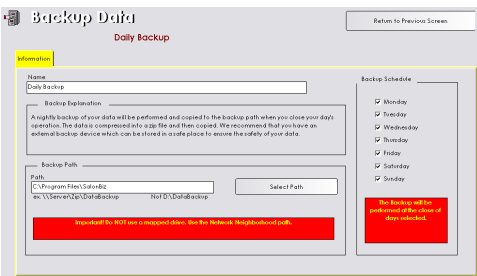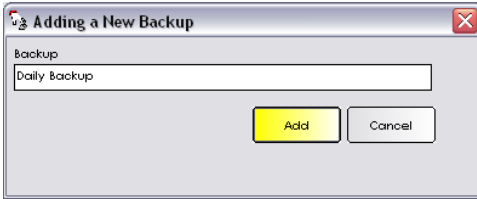
Manually Backing Up

1. From the SalonBiz®/SpaBiz® menu bar, click on the Operations icon.
2. Make sure that everyone exits the software except for the person who is doing the backup.
   - If you are using an external backup, make sure that the disk is in the drive.
3. Click on the Backup button.
4. Click the OK button on the message "All stations MUST be logged out of SalonBiz to Proceed!"
5. Let the backup run completely until it shuts down the system before re-entering the program.

Checking the Back Up Log

1. From the SalonBiz®/SpaBiz® menu bar, click on the Operations icon.
2. In the View list field, select Backup Log from the drop down menu.
3. In the Filter by field, select either This week or Past Dates from the list.
4. Verify the Dates, Status, Name, Path and Backup Time every day.