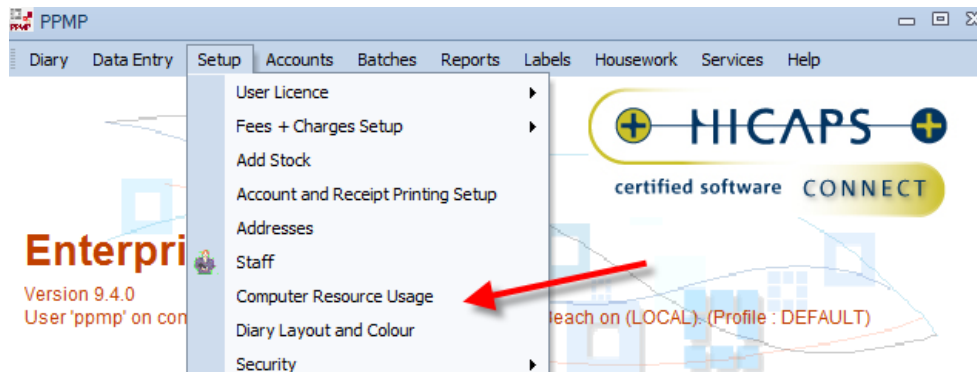


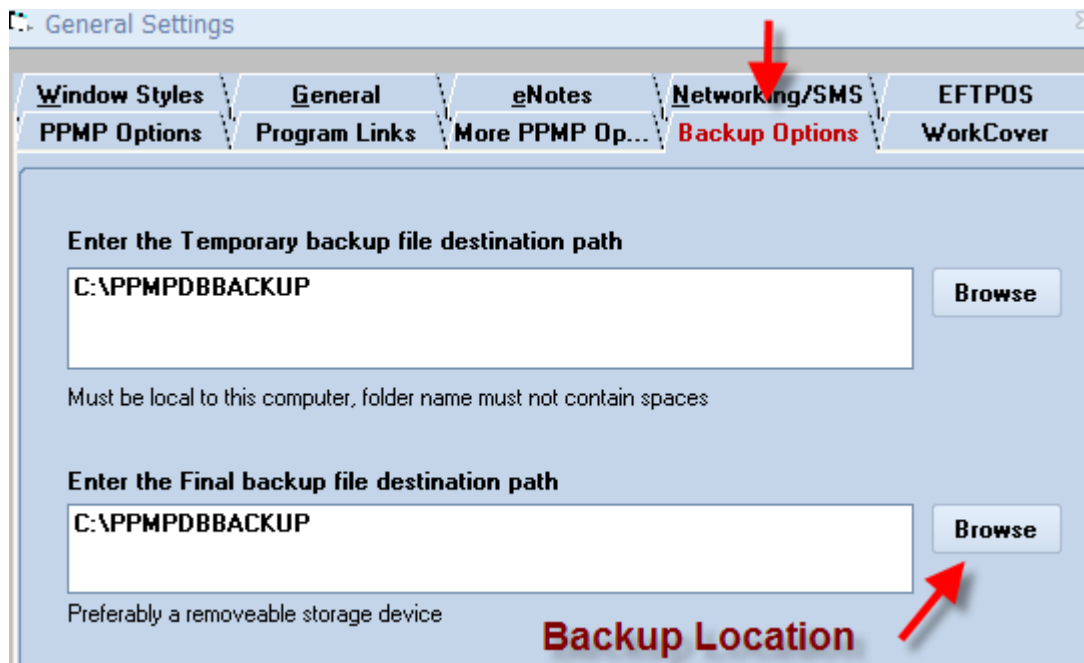
PPMP

Backing up PPMP - This tutorial will show you how to correct your data path which will allow you to view your letter templates, SMS templates, attached documents and some other missing items.

- Your backups can only be done on your PPMP Server.
- Open your PPMP on your server and go to setup > Computer Resource Usage.



- Select Backup Options and set your Final backup file destination path. This is where all your backups will be saved.



- Press OK to save your changes and close PPMP.
- Closing PPMP will bring up the backup PPMP window.

PPMP

Don't Forget To . . .

BACKUP EVERY DAY

Last Database Backup Date : Sat 01 Jan 2000 12:00 AM

Backup Options - Please select now

15

Backup Timeout (Mins)

Backup to this location : C:\PPMP-DB-Backup

Select another location after the backup is ready to be written to a storage device

Backs up PPMP to the path set in the previous setup menu.

Are you sure you wish to EXIT ?

No

Yes

- Selecting the first checkbox "Backup to this location" will send your backups to the destination path setup in the previous backup options window.
- Selecting "Select another location after the backup is ready to be written to a storage device" will allow you to select a location to copy your backup to after it has finished compressing.
- Press backup database to backup PPMP.
- You will now find a backup ZIP file which includes all your PPMP data.
- Please ensure that your backups are done every day, we recommend creating two backups. One to your PC and one to an offsite location.