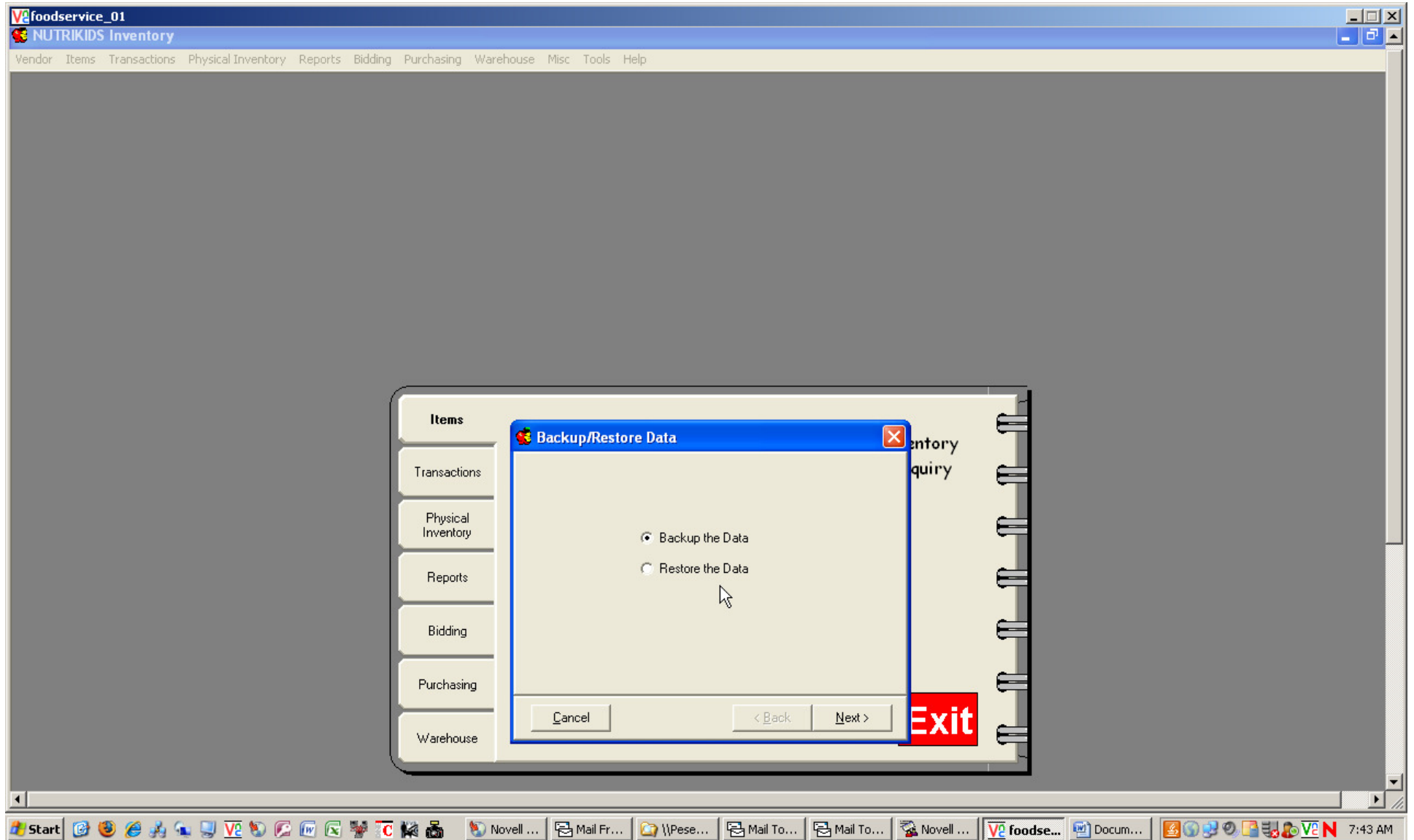
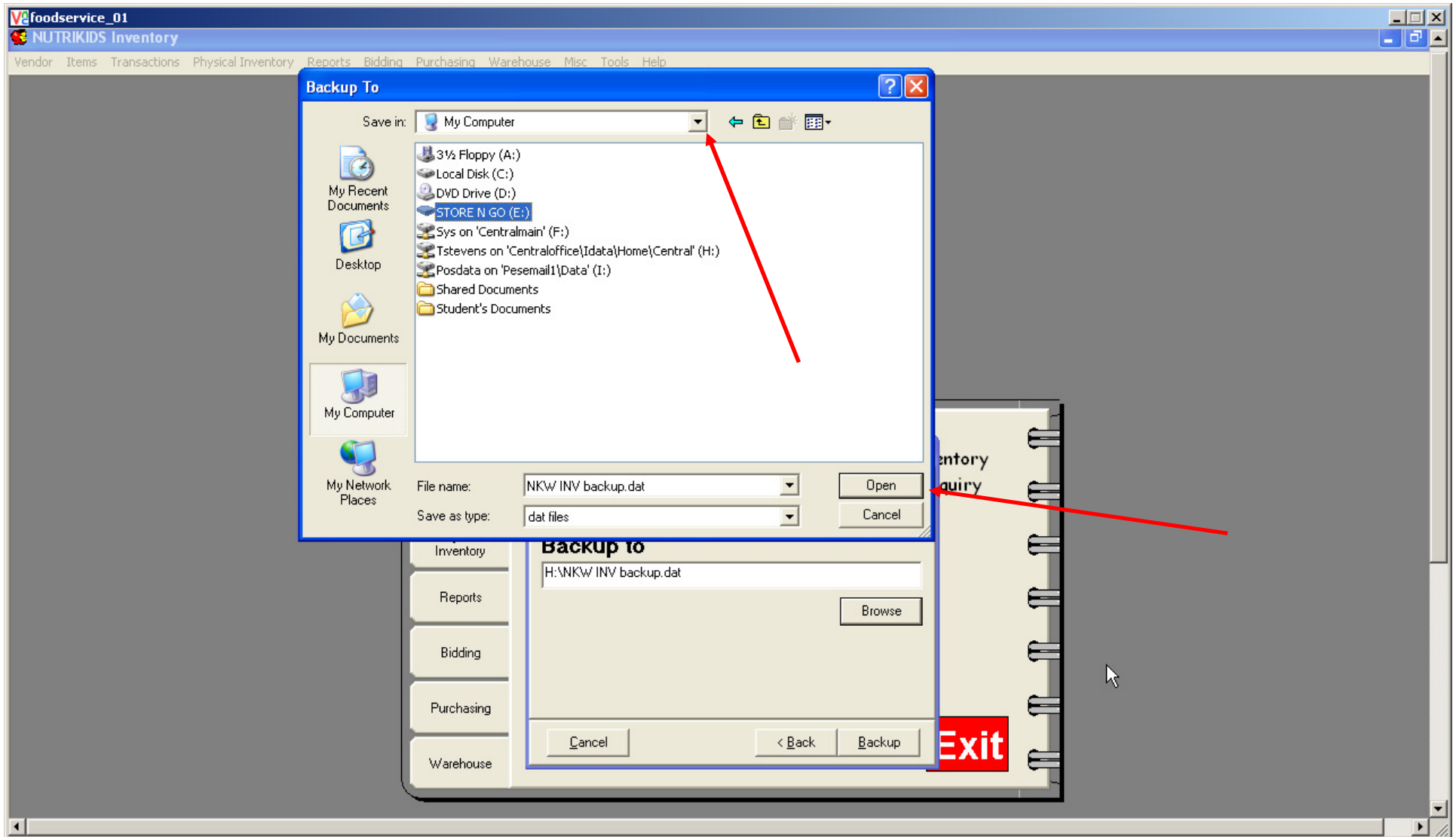


# BACKING UP NUTRIKIDS INVENTORY TO THE SERVER AND FLASH DRIVE

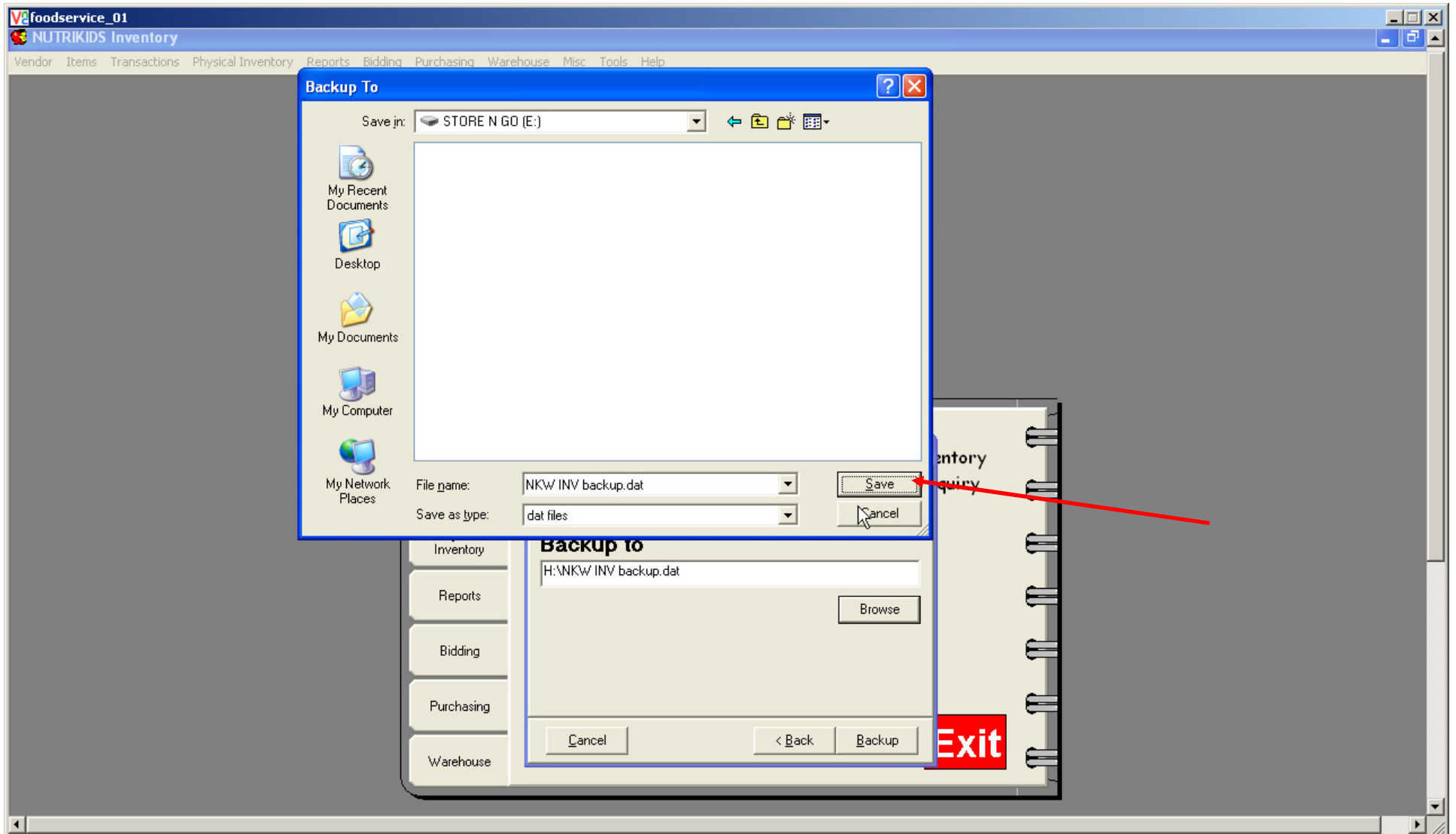
In Nutrikids, select Backup/Restore from the Tools drop-down menu -



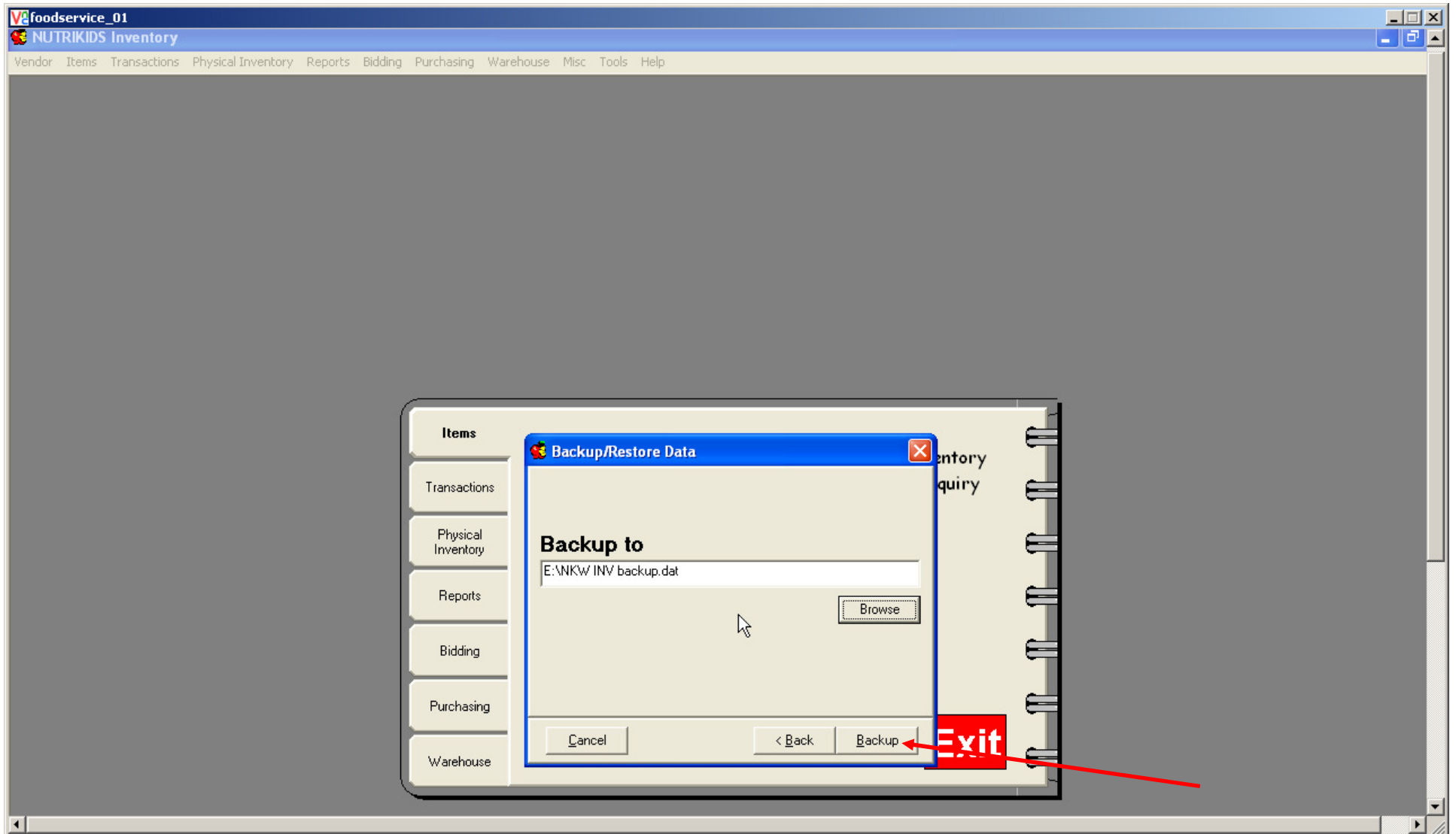
Select Backup, and you will be saving to two different locations each time you do this – once to the server home directory, and once to your USB flash drive. To save to your USB flash drive, select (left-click) the drop-down arrow as pictured, and choose E: Store N Go, as shown, then select Open -



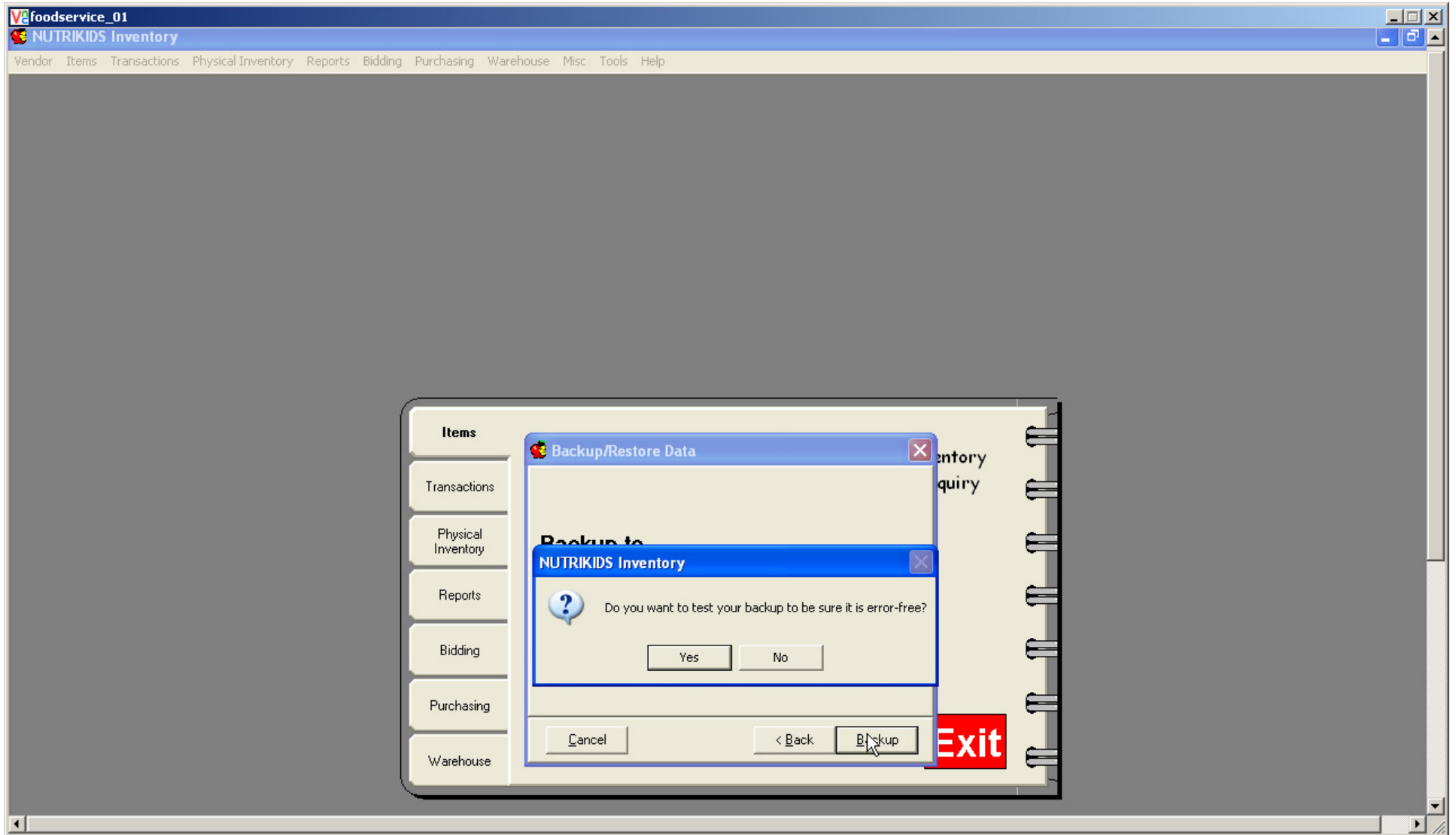
Next, select Save -



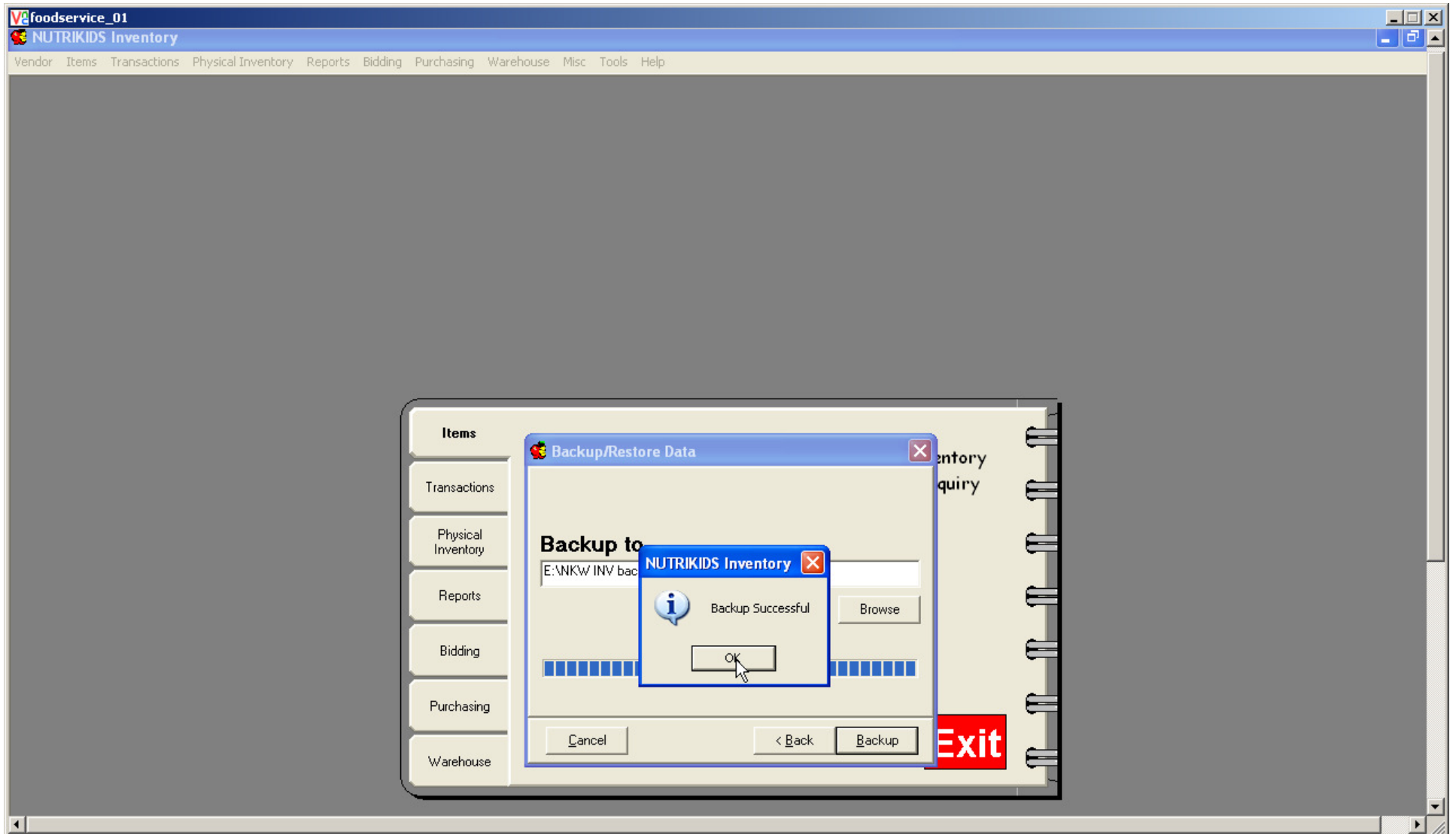
The next screen will show the backup location and then select Backup -



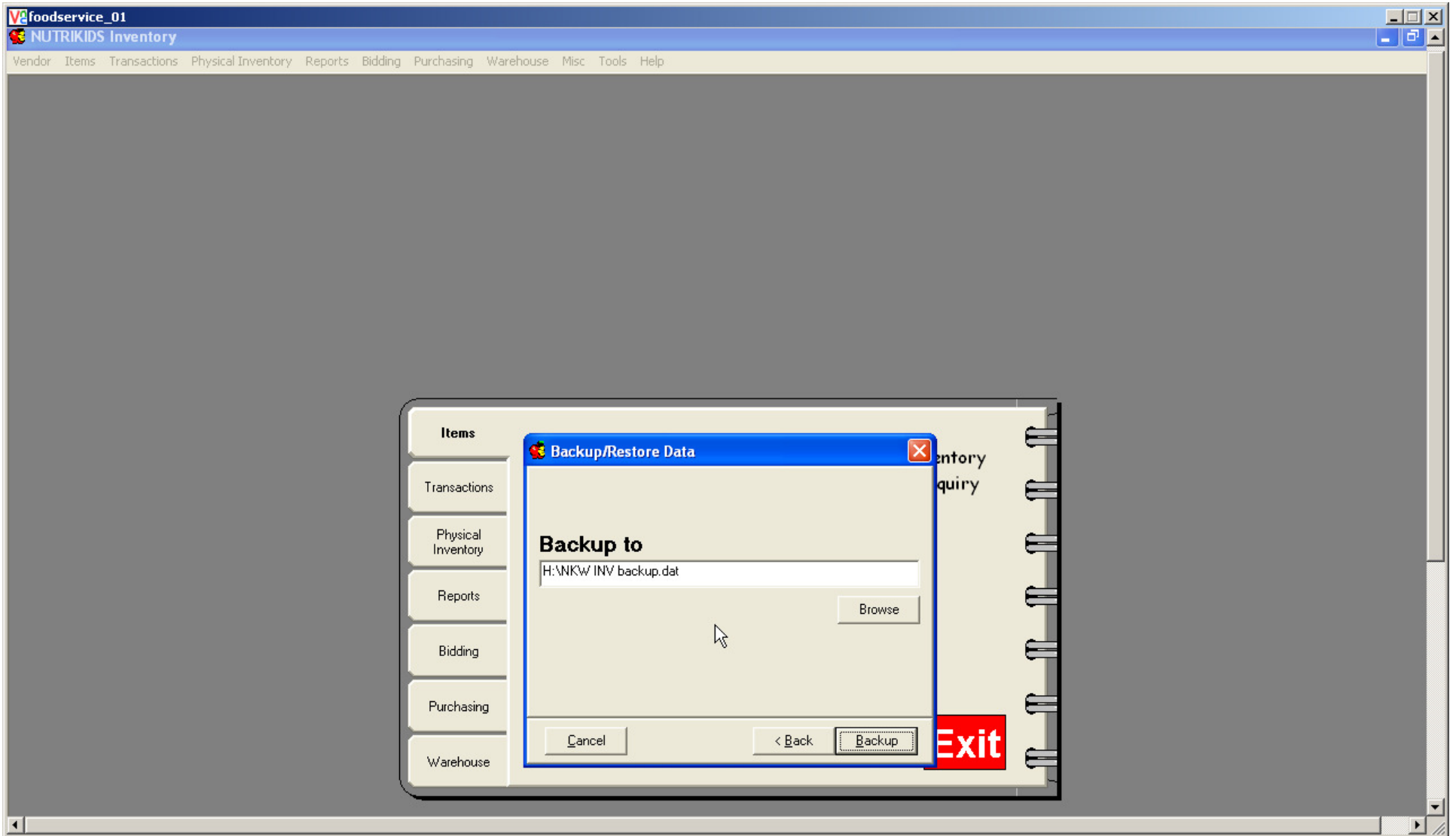
Next, select Yes to test the backup and then -



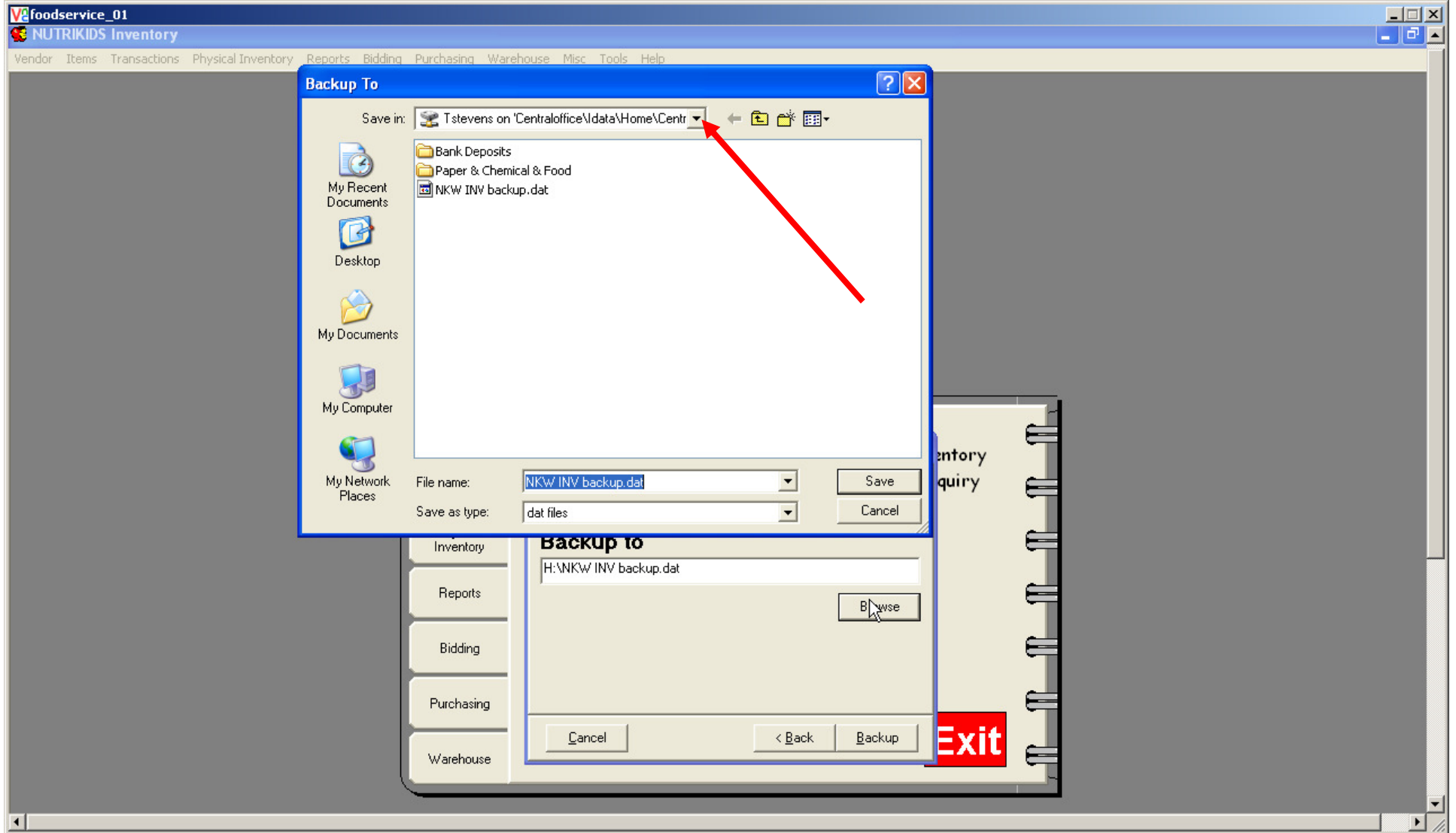
You should see Backup Successful, then select OK.



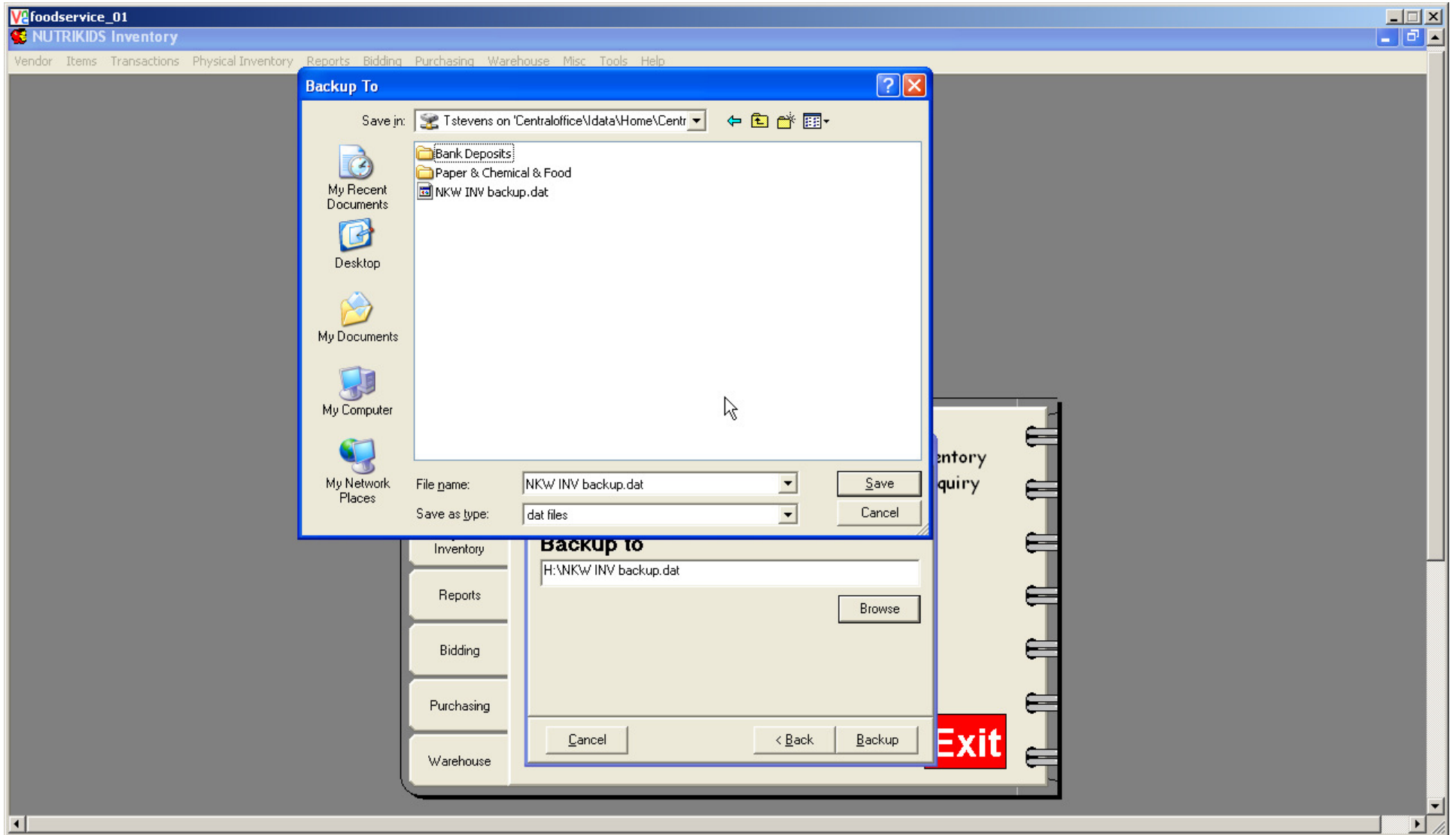
Now go back to the Tools menu and Select Backup/Restore again to backup to the server home directory. Select Browse -



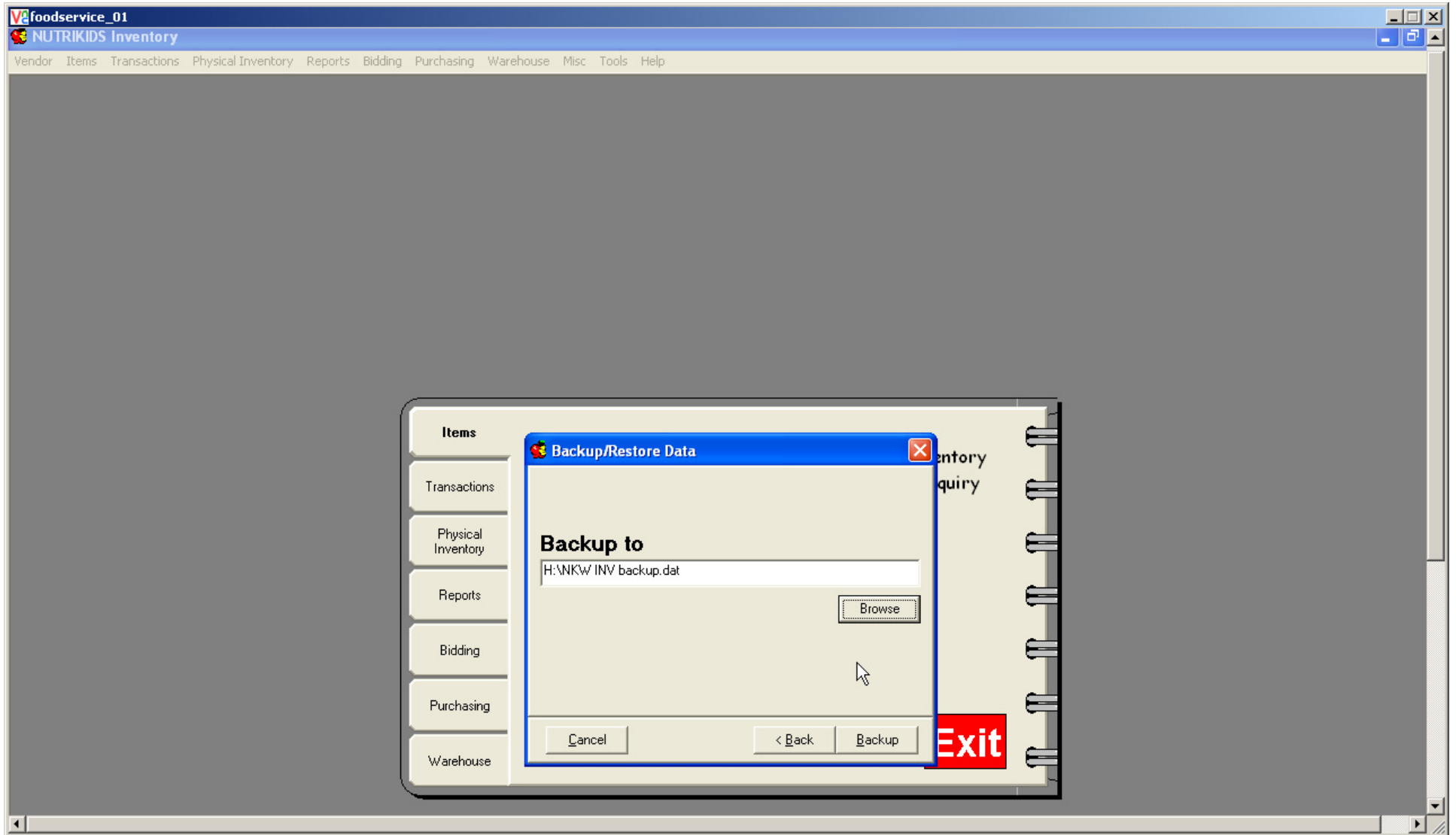
If you do not see "Tstevens on etc....." in the drop-down box, left click on the arrow and choose it from the list. If it does not appear in the list, then call Technology to make sure you are logged in. Select Open -



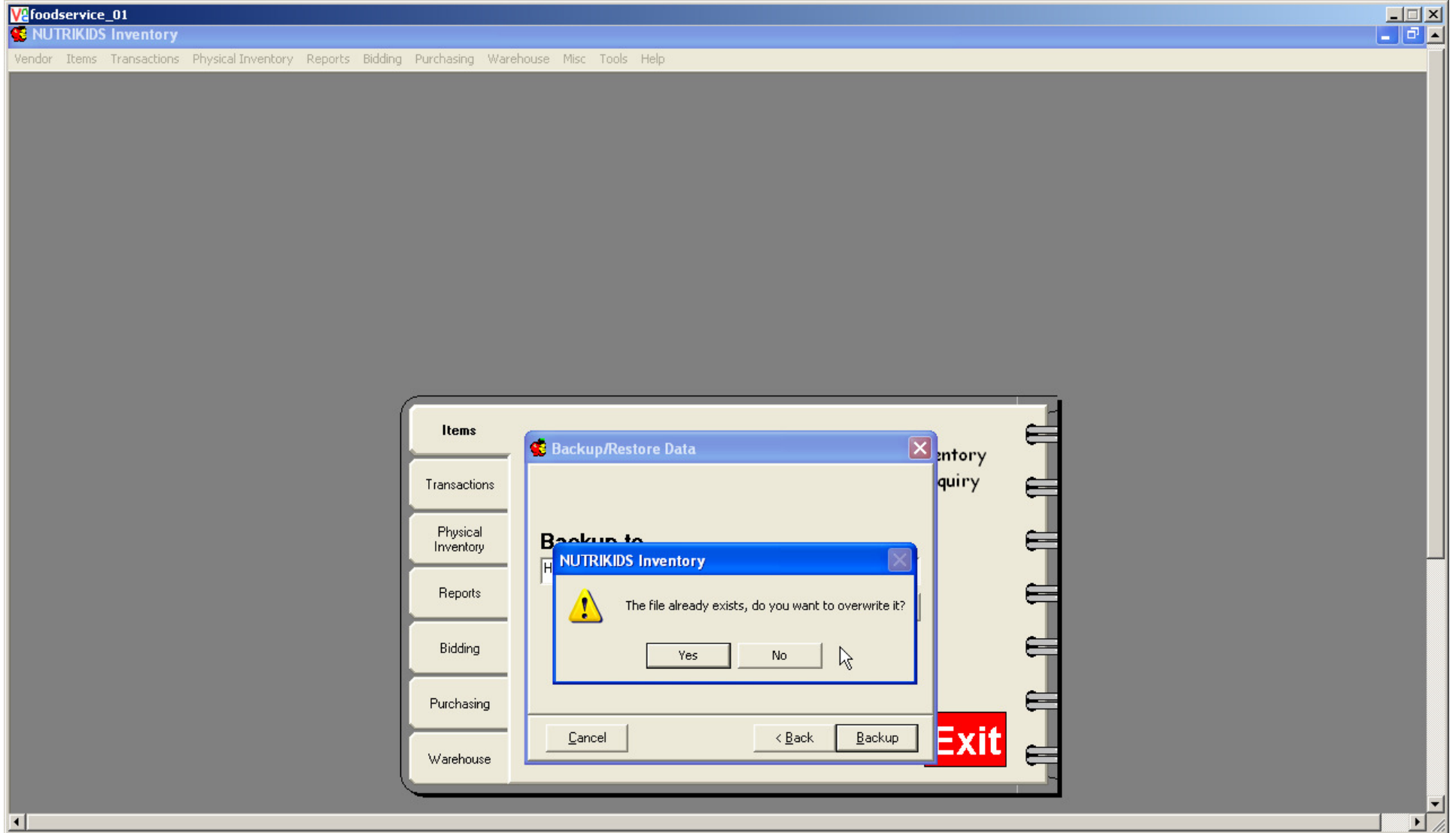
And then Save -



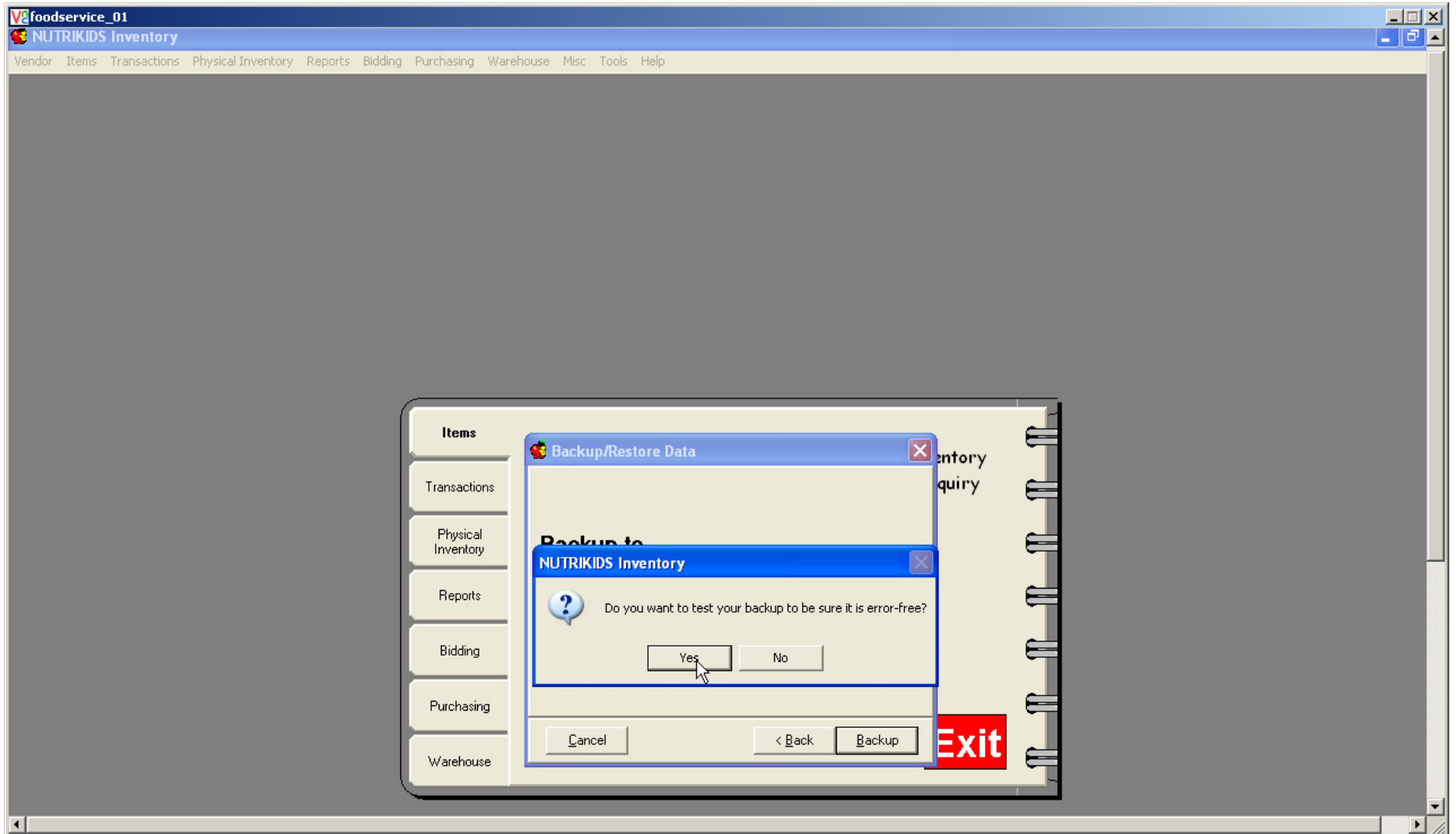
Next, you will see the server home directory location and select Backup -



You will see “The file already exists, do you want to overwrite it?”, select yes. You do have the option of saving each file separately by adding the date to the name also.



Next, select Yes to test the backup and then -



You should see Backup Successful, then select OK.

