



4HPlus – Wisconsin Creating a Backup

Creating a Backup

A Backup should be done before creating a new year. There are options to save the data to a C: or D: hard drive or a Flash/Jump drive. The Flash/Jump drive must be dedicated for this purpose. Any files on the Flash/Jump drive will be deleted in the backup process.

Follow these steps to select the drive where the Flash/Jump drive is located:

Goto > Utilities > Parameters

1. Scroll down and select Flash/Jump Drive drive letter (D: E: F: G: H:)
2. Select the appropriate drive option
3. Select Return

Follow these steps to create the backup

Goto > Archive > Backup

1. Under Backup File Destination..., select the drive where the data will be stored
2. Under State Supporter/Office Staff Email Address(es), uncheck the boxes and delete the Wyoming information in lines 01, 02 and 03
3. Select Backup, when the backup is complete, the progress bar will say 100%
4. Select Exit

