

## BACKING UP NEMRC DATA

NEMRC data is valuable. It should be backed up often and in some cases stored in a safe place for years to come. With this in mind, NEMRC has a menu option to facilitate backing up your data.

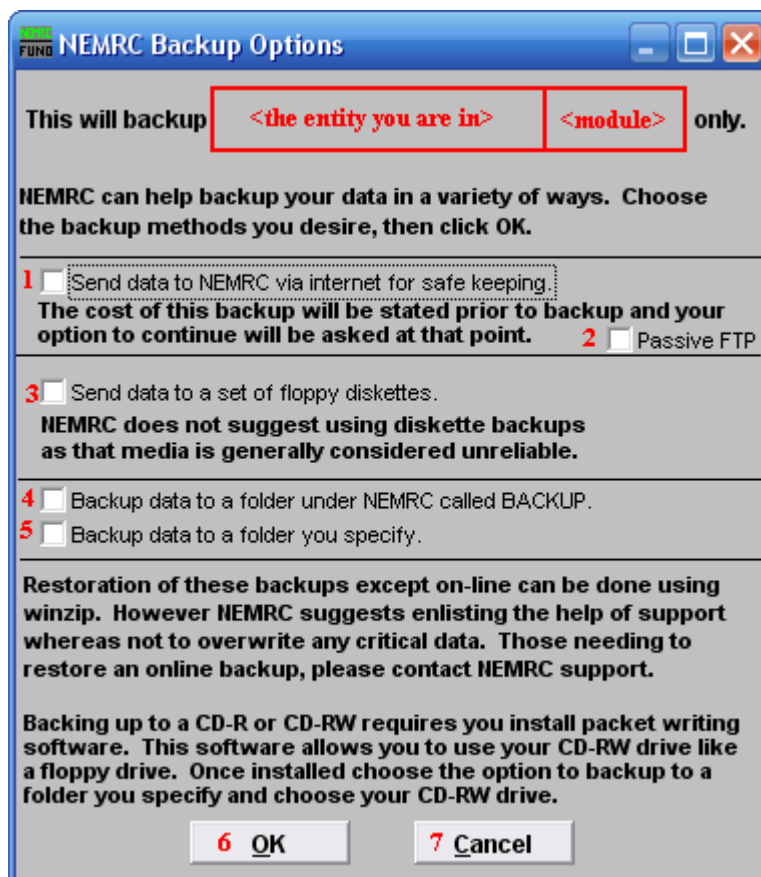
Please keep in mind that backing up data through a module will only backup data for that module and entity from which it is chosen.

When using the backup option on the menu you can back up to:

- A floppy disk (or multiple floppy disks)
- Through the internet to NEMRC's server. A \$5.00 fee will apply unless you have a Disaster Recovery Agreement (DRA) with NEMRC.
- A folder you specify including a removable storage device.

It is important to test your backup process. You should check your backups to make sure that you have successfully backed the data up, as well as to make sure that you can actually restore and use the data.

### Backing up Data Through a Module



From the Main Menu of the module you are in, click "O. NEMRC Live Backup" and this window will appear:

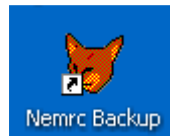
1. **To NEMRC via internet:** Compresses data selection from above and transfers the file to the NEMRC WEB server through your internet connection.

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- 2. Passive FTP:** Check this option when consistent failures to backup occur, this alters the method to allow more time to perform the task.
- 3. Floppy diskettes:** Traditional backups of this type are an un-reliable option, but is okay if its the only option at the time. The backup will span multiple diskettes if needed.
- 4. NEMRC folder>Backup:** This option creates a unique file in a sub-folder of NEMRC. This data will not be recoverable if the hardware device fails due to the live data and backup data being on the same device.
- 5. Folder you specify:** This option allows you to navigate to a different location on the same device or a different device to save your backup. Thumb drives are often used as well as re-writable CD's or DVD's.
- 6. OK:** This will start the process from the selection choice made above.
- 7. Cancel:** This will exit the backup options and not perform a backup.

### All Data

NEMRC can set up a backup routine on your desk top that will backup all the data in your NEMRC folder.



When you click on the backup icon, you will see the menu which allows you to create a full backup to location of your choice.

You will get a message telling you that the full backup was successful.