

Backup Guide

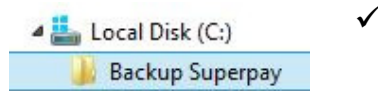
Backing up Superpay to your Hard Drive

In "File Explorer"



- 1) **Create** a "Backup Superpay" directory in (C:) Drive

Right click on C:\ root directory, select "New" & "Folder" - name as *Backup Superpay*



- 2) **Copy to folder** – Right click on the "Superpay" directory the payroll is located in and select "Copy to folder"

Copy to → Local Disk (C:) > Backup Superpay

- 3) **Rename** – Right click on the backed up directory called "Superpay" as copied behind "Backup Superpay" and select "rename"

✚ Rename this directory with **today's date** behind Superpay
(Example: "Superpay **31 Jan 2015**) so you can keep a backup for every month without overwriting it

Copying the Superpay Backup to a memory stick (USB flash drive)

- 1) **Send to** – Right click on the backed up directory and select "send to"

✚ select the flash drive to copy to

DropBox

A backup can also be saved to **Dropbox**, by having the "Backup Superpay" folder underneath the Dropbox folder, instead of on the (C:) Drive

Why we recommend backing up to the hard drive first ?

So that you can gain immediate access to your backup, even if the off-site backup memory stick is not at hand.

Why we recommend you need to copy this hard drive backup to a memory stick ?

So that you have an off-site backup should you hard drive fails

Why should my anti-virus program not scan the Superpay directory ?

The payroll files updates each other, especially when you roll forward for the month or year. If this process is interrupted, your data may be corrupted.