



Backup Data

It is very important that data is backed up on a regular basis to removable media such as a diskette, zip drive, or flash media. This is always important in the event of a computer crash or the program ends abnormally, and information needs to be restored. Be sure to back up the data at least once daily during the fair. The program can be set up to provide an hourly reminder to backup the data. The backup file name is ***FairBack.txt***.

Consider purchasing an uninterruptible power supply (UPS) to use with the fair computer. The UPS provides enough time for data to be saved and the computer to be shut down in the event of a power outage.

Reminder Period

1. Click **Go to > Utilities/Password Entry > Parameters**.
2. Scroll down the *parameters listing* to **reminder period**. See Figure 1.
3. Highlight the **Reminder Period** parameter.
4. Select **option 1** for an *hourly* reminder. Select **option 2** for a *daily* reminder.
5. Click the **Exit** button.

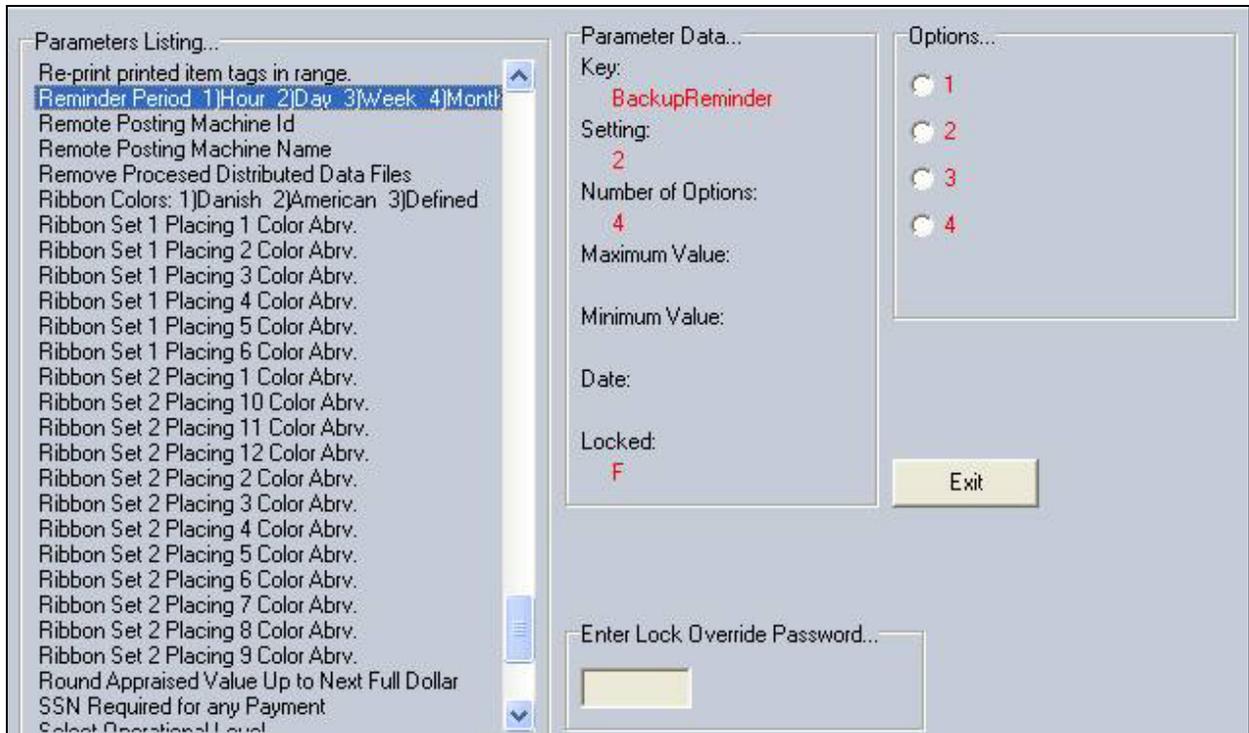


Figure 1. Reminder Period

Zip Drive/Flash Media Letter Default

FairPlus! installs with a default drive letter D: for a zip or flash media drive. The drive letter used in the computer may be different. Check the drive letter first before trying a backup. The default drive letter can be changed to match the computer system. Be sure to insert the flash media when checking this setting.

1. Click **Start > My Computer**.
2. Check the drive letter for *Removable Disk*.
3. Make a note of the drive letter when it is a letter other than D.

Change the Drive Letter

1. Click **Go to > Utilities/Password Entry > Parameters**.
2. Highlight **100 MB Zip drive letter** in the *Parameters* listing. This is used for a zip drive or for a flash media drive. See Figure 2 on page 3.

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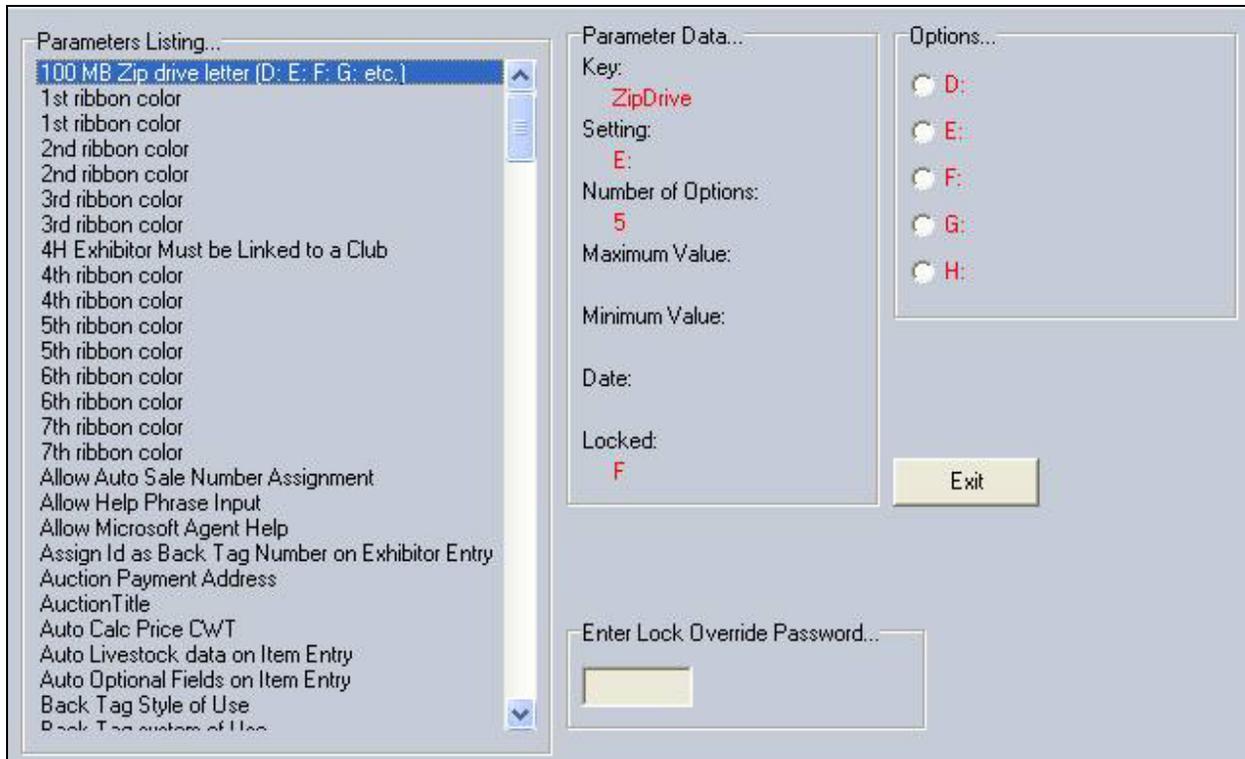


Figure 2. Zip Drive/Flash Media Parameter

3. Click the **drive letter** radio button matching the computer's zip or flash media drive.
4. Click the **Exit** button.

Backup the Data

Backup to a 3 ½ Diskette

1. Click **Go to > Archive/Data Send/Receive > Share/Backup > Backup/Fair**.
The *Backup* screen displays. See *Figure 3* on page 4.
2. Insert a 3 ½" diskette in drive A.
3. Click the **A: (1.44 MB Disk Drive)** radio button under *Backup File Destination*.
4. Click the **Backup** button.
 - a. A list of files displays when there are files on the diskette.
 - b. Click the **Delete files and continue** button to use the diskette. The files are deleted and the backup continues.
 - c. Click the **Exchange Diskette** button to use a different diskette. Insert another diskette in drive A and the backup continues.

5. The backup is complete when the progress bar is at 100%.
6. Click the **Exit** button.

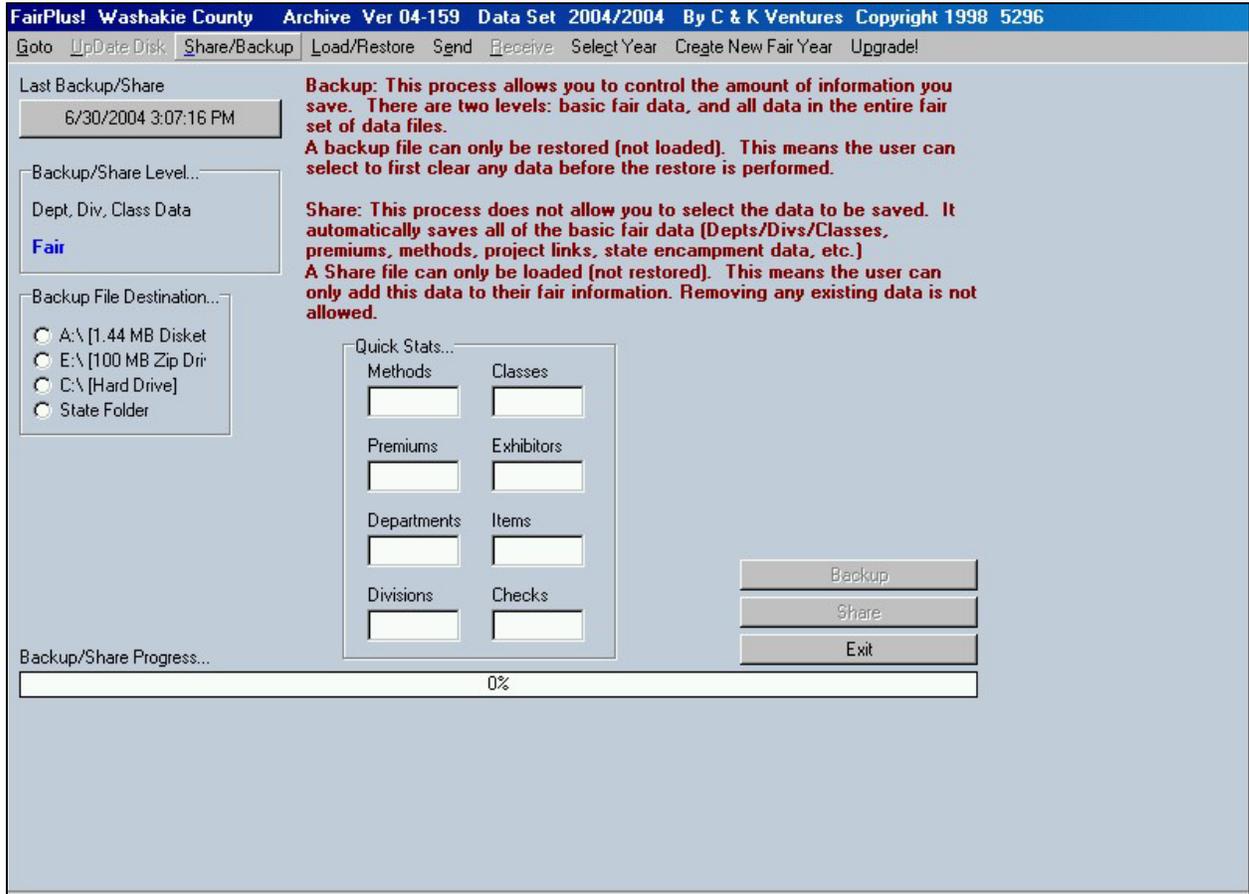


Figure 3. Backup Screen

Zip/Flash Media Drive Backup



The flash media drive must **not** have files on it when being used for a FairPlus! backup.

1. Click **Go to > Archive/Data Send/Receive > Share/Backup > Backup/Fair**.
The *Backup* screen displays. See *Figure 3* on page 4.
2. Insert a zip disk in the zip drive, or insert a flash media in a USB port.
3. Click the **100 MB Zip Drive** radio button under *Backup File Destination*.
4. Click the **Backup** button.
 - a. A list of files displays when files are present.

- b. Click the **Delete files and continue** button to use the media. The files are deleted and the backup continues.
 - c. Click the **Exchange Diskette** button to use a different media. Insert the new media and the backup continues.
5. The backup is complete when the progress bar is at 100%.
 6. Click the **Exit** button.

Hard Drive Backup



Copy the backup file to removal media such as a diskette, zip disk, flash media, or CD-ROM when a backup is done to the hard drive. Then, it is not lost in the event the hard drive crashes.

1. Click **Go to > Archive/Data Send/Receive > Share/Backup > Backup/Fair**.
The *Backup* screen displays. See *Figure 3* on page 4.
2. Click the **C:\(Hard Drive)** radio button under *Backup File Destination*.
3. Click the **Backup** button.
4. The backup is complete when the progress bar is at 100%.
5. Click the **Exit** button.
6. Copy the **FairBack.txt** file from the hard drive to some type of removable media.

State Folder Backup



Copy the backup file to removal media such as a diskette, zip disk, flash media, or CD-ROM when a backup is done to the state folder. Then, it is not lost in the event the hard drive crashes.

1. Click **Go to > Archive/Data Send/Receive > Share/Backup > Backup/Fair**.
The *Backup* screen displays. See *Figure 3* on page 4.
2. Click the **State Folder** radio button under *Backup File Destination*.
3. Click the **Backup** button.
4. The backup is complete when the progress bar is at 100%.
5. Click the **Exit** button.
6. Copy the **FairBack.txt** file from the hard drive to some type of removable media.