

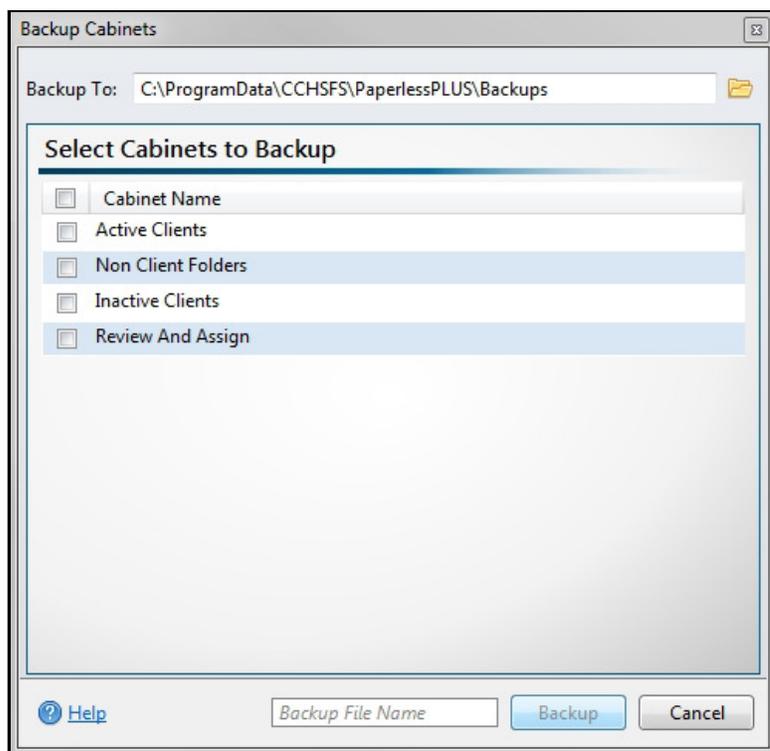
Backup

PaperlessPLUS allows you to backup Clients and Cabinets and all data contained therein. A Backup can be executed on demand at any time or Automated backups can be scheduled to occur at regular intervals or upon opening or closing the program.

To Backup your data for a Cabinet, use the following steps:

1. Click the **Tools** menu, point to **Backup**; then, select **Cabinets**.

PaperlessPLUS displays the **Backup Cabinets** dialog:



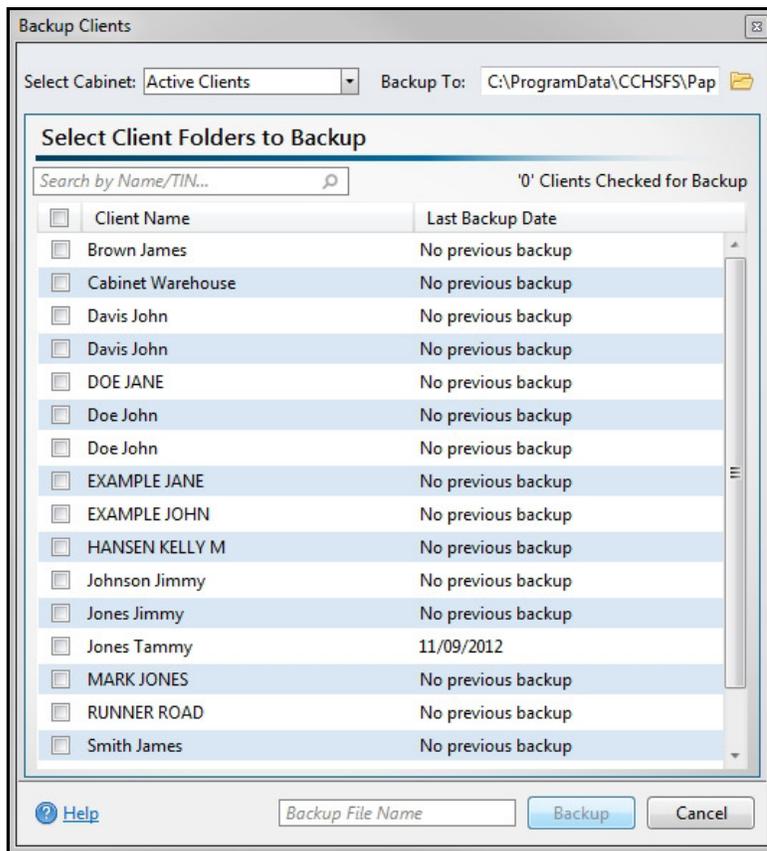
2. The default backup location is **C:\ProgramData\CCHSFS\PaperlessPLUS\Backups**. If you would like to backup to a different location, click the  button next to the **Backup To:** box to browse to the desired backup location.
3. Select the **Cabinet(s)** that you would like to back up.
4. Enter a name for the backup in the **Backup File Name** box at the bottom of the **Backup Cabinets** dialog box.
5. Click the **Backup** button.

PaperlessPLUS completes the backup of the cabinets you selected.

To Backup your data for a client, use the following steps:

1. Click the **Tools** menu, point to **Backup**; then, select **Clients**.

PaperlessPLUS displays the **Backup Clients** dialog:



2. Select the **Client(s)** that you would like to back up.
3. Enter a name for the backup in the **Backup File Name** box at the bottom of the **Backup Clients** dialog box.
4. Click the **Backup** button.

PaperlessPLUS completes the backup of the clients you selected.

To schedule Automatic backups, use the following steps:

1. Click the **Tools** menu, point to **Backup**; then, select **Automated**.

PaperlessPLUS displays the Automated Backup dialog box:

Automated Backup

Backup To: C:\ProgramData\CCHSFS\PaperlessPLUS\Backups

Please Select Backup Type:

Backup Now
 Schedule Automatic Backup

Cabinets Included in Backup

- Cabinet Name
- Active Clients
- Non Client Folders
- Inactive Clients
- Review And Assign

Frequency and Timing of Backup

Frequency: None Last Backup: No previous backup

Day:

Hour\Minute: 12:00 AM

Help OK Cancel

2. Select the **Schedule Automatic Backup** radio button.
3. Under **Frequency and Timing of Backup**, select the desired frequency under the **Frequency:** drop-down list. Available selections are **Daily**, **Weekly**, **Monthly**, **When Opened**, or **When Closed**.
4. If **Weekly** or **Monthly** was selected under **Frequency:**, select the desired day of the week or month for your backups under the **Day:** drop-down list.
5. If **Daily**, **Weekly**, or **Monthly** was selected under **Frequency:**, enter the desired time for your backups under **Hour/Minute:**.
6. Click **OK** to complete the process and save your settings.

See Also:

[Restoring Data](#)