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Backing Up Folders/Files from “My Documents” to HomeFolder (H: Drive)

1. Open “My Computer” by one of the following methods
 - a. Left-click the mouse on the **Start** button and then left-click the mouse on “My Computer”



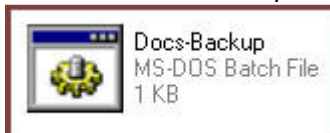
- b. Double left-click the mouse on the **My Computer** icon on your desktop



2. When **My Computer** opens there will be a drive letter associated with a mapped network drive as shown in image below

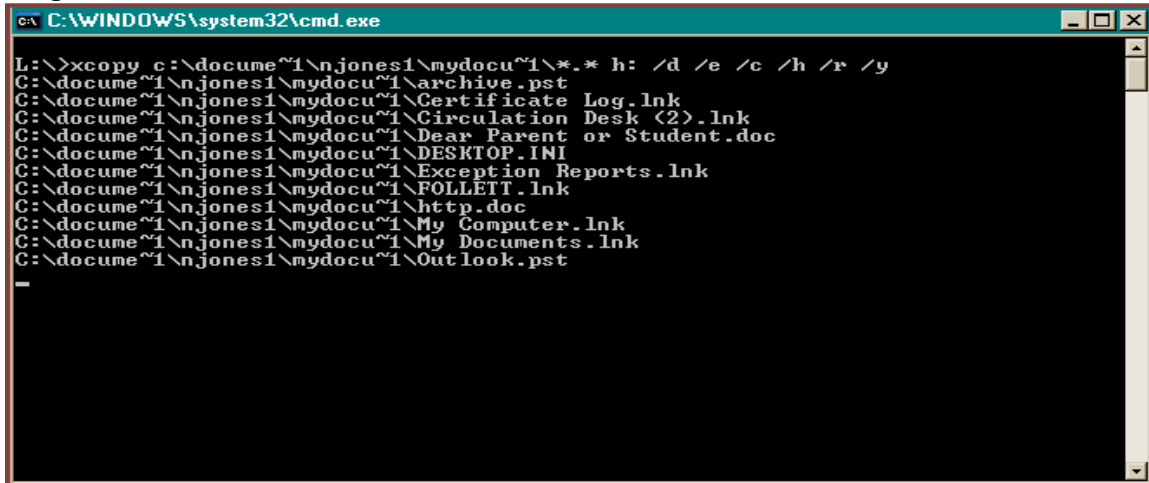


3. Double left-click the mouse on the **staff-tv\$ on 'centralvault' (?)**
4. When the **staff-tv\$** opens you will find a batch file named **Docs-Backup** as shown below



5. Double left-click the mouse on the **Docs-Backup** icon to execute the backup action

6. When the backup action starts you will get a black dialog box displayed on the screen similar to the image shown below



As the program executes the backup all files/folders being copied to your H: drive will be displayed

7. When the backup completes the black dialog box will close automatically indicating that the backup was successful

THINGS TO REMEMBER:

- A. This program only backs up folders/files that are located in the “My Documents” folder
- B. The backup program compares the date & time stamp that will only overwrite the newer file of the same name EX: This folder is on your H: drive



and after running the Docs-Backup it will be overwritten by this newer file because of time stamp



- C. If you have folders/files on your desktop you must either move or copy the folders/files to the “My Documents” folder
- D. On whatever computer you logon in the District the following actions occur
 - a. When you logon to any computer there is a profile created with your computer logon username
 - b. Your computer logon username profile doesn’t communicate between different computers
 - c. For every computer you logon that you save information in the “My Documents” folder you must run the Docs-Backup program to save the information to the H: drive
 - d. Your HomeFolder (H:) drive is accessible from any computer you logon and information from whatever computer you ran the Docs-Backup program will be displayed in the H: drive
- E. When you save data to your H: drive this is a secondary backup in case the hard-drive on your computer malfunctions

