

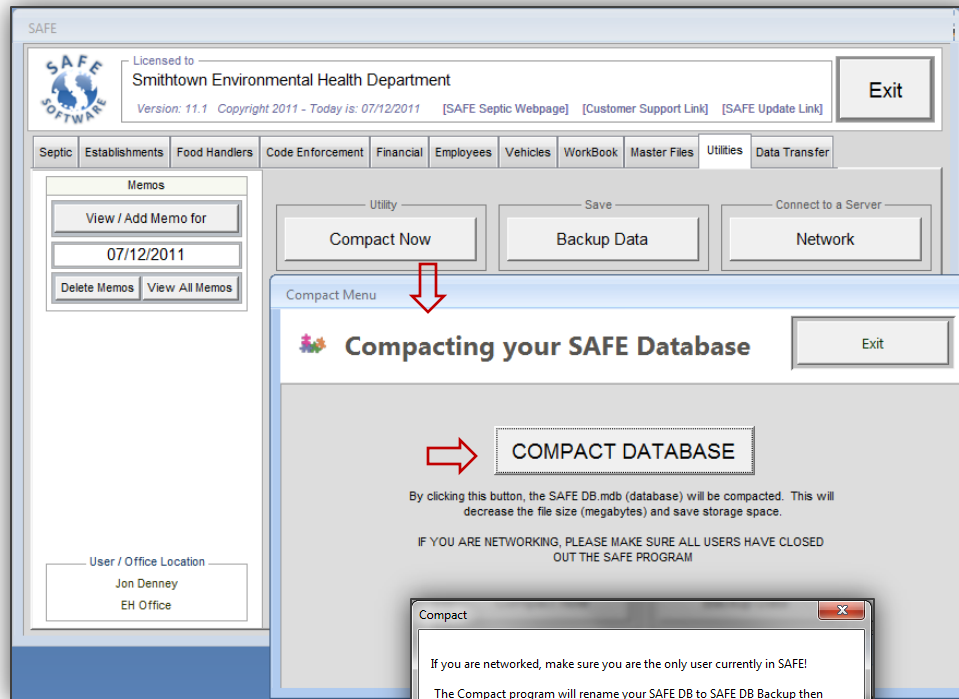
BACKING UP YOUR DATA

AGENCY V.11

The screenshot shows the SAFE software interface. At the top left is the SAFE SOFTWARE logo. The main header area includes a license field with the text "Licensed to Your Agency Name Goes Here", version information "Version: 11.1 Copyright 2011 - Today is: 05/12/2011", and links for "SAFE Septic Webpage", "Customer Support Link", and "SAFE Update Link". An "Exit" button is located in the top right corner. A navigation menu below the header contains tabs for "Septic", "Establishments", "Food Handlers", "Code Enforcement", "Financial", "Employees", "Vehicles", "WorkBook", "Master Files", "Utilities", and "Data Transfer". The "Utilities" tab is selected and highlighted with a red box. Below the navigation menu, there are three main sections: "Memos" on the left with buttons for "View / Add Memo for" (with a date field set to "05/12/2011"), "Delete Memos", and "View All Memos"; a "Utility" section in the center with a "Compact Now" button; and a "Save" section on the right with a "Backup Data" button (highlighted with a red box) and a "Connect to a Server" section with a "Network" button. Below the "Compact Now" button, there is a warning: "* When you compact your database, it will be reduced to the smallest file size available." and a list of "Benefits to Compacting your Database": "1. Maximizes speed and performance" and "2. Shrinks the size of the database and requires less storage or backup space." At the bottom left, there is a "User / Office Location" field containing the text "Jon Smith".

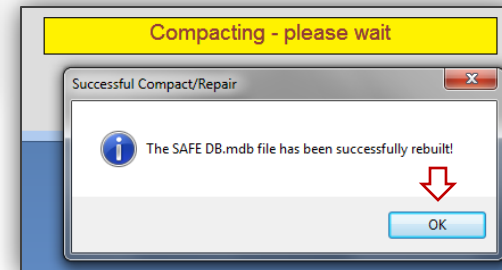
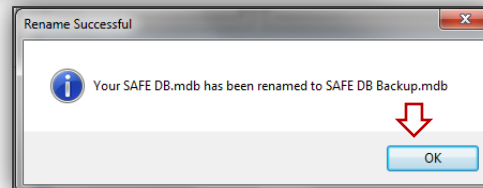


Compacting your SAFE Database BEFORE Backing it up



Compacting the SAFE DB.mdb (Data file) helps to “shrink it” to the smallest possible size as well as fix any possible structure issues.

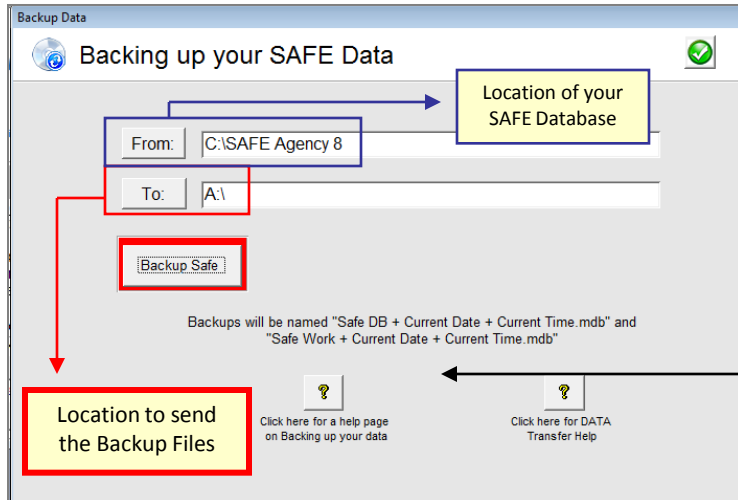
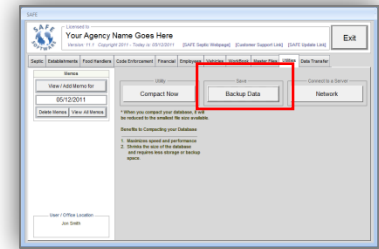
- Click the “Utilities” tab and then “Compact Now”
- If you are networked, make sure ALL USERS have closed their SAFE Program
- Click “Compact Database” and answer “OK” to the network warning.
- Click “OK” to the Rename Successful box
- Click “OK” when prompted by the Completion box.



Main Menu

Backup and Network

Backup your data with ease. Safe will automatically know where your database is (Access Version or Stand-alone). Simply select the location that you want your information copied to.



Backing up Procedure:

Send it to your hard drive by typing in the location "C:\\" if you want to send it to an internal location on your computer. You are vulnerable of losing your data if your computer "crashes". BETTER METHOD: Send the Program to a CD-R or RW Drive or Zip drive if it is larger. *If you get an error on CD-R's, you will need to "format the disk for Data". After doing this, you can click and send it to your CD Drive and the appropriate drive letter.

IMPORTANT NOTE: Microsoft Access cannot SYNCHRONIZE DATA. In other words, you cannot **add** data in on your laptop with a copy of SAFE while your office person adds data to the SAFE Program in the office. One database will override the other when merged, thus loosing the data from one database. If you are networking your Laptop and your Server over a wireless Network, you will be simply using ONE database (placed on the server). Prices for these Storage Devices vary depending on the storage capacity. Check your local computer store for current prices. Many computers come standard with external USB Ports for Data Storage devices and other equipment connections, however, please make sure your computer has one of these connections before your purchase.

USB Storage Device Backup Process:



Laptop with USB Ports



External Hard Drives work GREAT! They can be an expense, but are portable and hold a massive amount of memory.



Compressed "zip" Disks are durable and portable.



Portable USB Storage Devices are ultra-portable and inexpensive. We recommend getting at least a 128mb Capacity device to save multiple projects.

