Vision Computer Programming Services, Inc.
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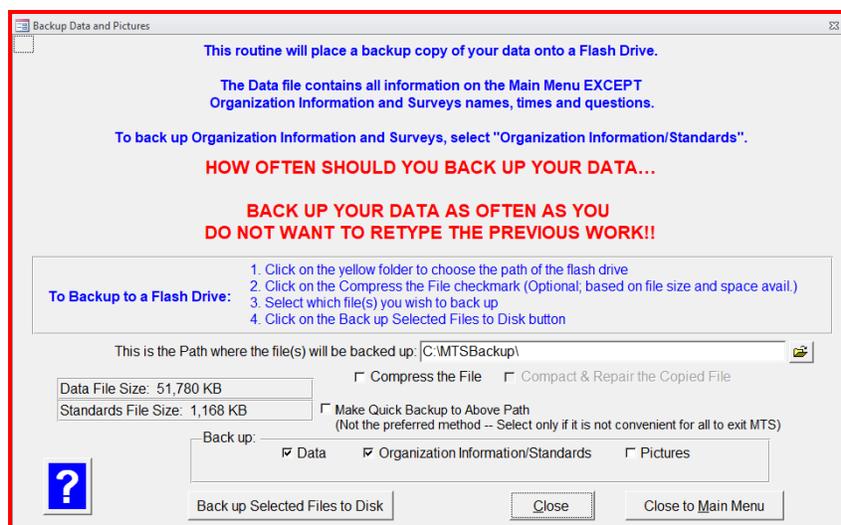# Backup Member Tracking System Data

We are frequently asked "How often should I backup my data?"
We recommend making a backup of your data as often as you do not want to recreate your work!!

This routine will place a backup copy of your data onto a flash drive or another location on your network of your choosing.
The Data file contains all information on the Main Menu EXCEPT the Organization Information and Survey Names, Dates and Questions.
The Organization Information/Standards file contains all the information tied to the Organization Information screens and your Surveys.

BACKUP TO FLASH DRIVE:
1. Click on Procedures from the Main Menu
2. Click on Backup All Data & Pictures button on the top left
3. Most of the time the Default will be C:\MTSBackup\ which is fine if the data resides on a different computer
4. Click on the yellow folder on the right to choose the path of a flash drive (usually E: or F:)
5. Click on the Compress the File checkmark (optional depending on space available)
6. Click the Compact & Repair the Copied File checkbox – this will compact and cleanup the file before making the backup
7. Click on the Data checkbox and the Organization Information/Standards and optionally the Pictures checkbox if backups of these files are needed
8. Click on Backup Selected Files to Disk

OR...

BACKUP MANUALLY THRU WINDOWS EXPLORER:
1. Close out of everything on your computer
2. Insert your Flash Drive into a USB port on the computer

3. Open File Explorer
4. Find the Member Tracking data and standards files (MTS7data.mdb and MTS7stds.mdb)

Mts7data.mdb	8/26/2020 2:19 PM	Microsoft Access ...	69,028 KB
Mts7Stds.mdb	8/26/2020 12:55 PM	Microsoft Access ...	1,224 KB

   a. If your computer is a freestanding workstation then the data and standards files will be located in C:\MTS
   b. If you are connected to a server then you will have to find the location of the data and standards files on your server
5. Click the MTS7data.mdb so it is highlighted
6. Hold down the control key and click on the MTS7stds.mdb so they are both highlighted
7. Right click on the MTS7data.mdb file and choose Copy from the list
8. Find the Flash drive on your computer on the left side of the window (usually labeled E: or F:)
9. Right click on the Flash drive & choose Paste from the list
10. When the data and standards are finished pasting they will be visible on the Flash drive

11. OPTIONALLY: You can also copy and paste your Pictures folder to the Flash Drive if you are taking pictures of your members.

We always recommend making a backup to a different device than where the data resides.