



Vision Computer Programming Services, Inc.

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Email data from club site to the main office

1. At the satellite site open the Member Tracking System to the Main Menu
2. Click on the Procedures button
3. Click on the Backup all Data and Pictures button
4. READ THE INFORMATION ON THIS SCREEN
5. Choose a path where the Data and Pictures will be backed up to by clicking on the yellow folder at the end of the blank white box
RECOMMENDED Path for emailing is C:\MTSBackup\
6. Click the Compress the File checkmark
7. Click the Compact & Repair the Copied File checkmark
8. Make sure the Data and Organization Information/Standards boxes are checked
9. Click on the Backup Selected Files Disk button at the bottom
10. A window will appear 'Verify a disk or other media is ready'
11. Click OK
12. A window will appear 'Your backup is complete'
13. Click OK
14. Open your email
15. Prepare the email to be sent to the main office
16. Attach the mts7data-stds.zip dated today that is now in the C:\MTSBackup\ folder to the email and send it