

Daily Back Up

Do the Go Home on the main rec 1 computer and then.....
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1. Double click on daily back up on rec 2 computer.
2. Click on the **Back Up** (near top left) tab which brings you a different screen
3. Click on **Job** (top left), scroll down to daily back up and click on it
4. Then click **Start Backup** (bottom right corner)
5. You will be given an option, please change this by selecting the '**Replace the data on the media with this back up**' option.
6. You will then be asked if you want to replace the data select **Yes**
7. The back up will then start and you just have to wait until it is completed. You can double check the back up has worked by checking it in the reports option.