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Backing up your Certified Payroll Solution Data

Is your Certified Payroll Solution Data safe in the event of an emergency?

Disasters come in various forms, from terrible hurricanes to a computer crash due to a virus or hard drive failure. Below are some important questions to ask yourself and your staff:
- ✓ Is BOTH your QuickBooks _and_ Certified Payroll Solution data backed up and safe in the event of an emergency?
- ✓ How much would it cost, in time and money, to get back up and running if your computer crashed today?
- ✓ When was the last time that you or someone else made a backup of your QuickBooks and your CPS data – as well as any other important documents that reside on your computer?
- ✓ Are those backup's stored somewhere safe, yet easily retrievable?

These are tough questions to ask, and I bet that many of you will find that you are not prepared!

Some common misconceptions about your Certified Payroll Solution Data

During the normal course of our daily support calls, below are the most common misconceptions that people have about their Certified Payroll Solution data:
1. I don't need to back it up
2. It's backed up with my QuickBooks data
3. It's no big deal – my hard drive is backed up to the server or a tape drive on a weekly basis
4. Backing up takes to long and is such a pain

Let me dispel these misconceptions!
1. You DO need to back up your data
2. Certified Payroll Solution is a separate program from QuickBooks; therefore, it is NOT backed up with you QuickBooks data – that is why CPS has its OWN Backup & Restore menu.
3. Backups to a server or a tape drive are not always reliable. Servers are also susceptible to viruses and tape backups, like anything else, are not always reliable, additionally it is often difficult to just restore 1 thing from a tape backup.
4. NOT backing up your CPS data really is a big deal, because without a backup you will have to set the program up all over again.
5. Backing up your CPS data is quick and simple, take 5 minutes or less up front and set an automatic backup schedule and the program does the rest.
6. Do you really want to run the risk of having to reenter and entire week's worth of data?
7. Backing up your data is your responsibility.

The following instructions are included in your CPS Manual and In-Program Help.

Our backup routine creates a single "zip" file, which reduces the storage space/size required, and is easier to copy to a CD or other media. This routine can be set so that you can automatically backup your CPS data every time you exit the program. Also, if need be, you can selectively restore specific files from the backup.

Please be aware of the notes below:
1. It is **HIGHLY** recommended that you create a folder on your "C" (local drive) or a network drive to save your backups to and **not** a removable drive. After you have made the backup, you can then copy it to a CD or other external media.
2. If you have CPS for multiple companies, you will need to have a *separate backup folder* for **each** company.

From the **Main CPS Menu**, choose **Backup and Restore**, **Enhanced Backup CPS Data**.
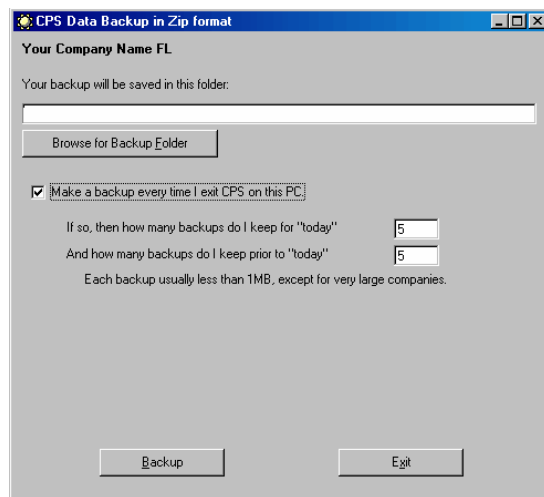
If you created a folder on your computer or a network to hold your backups, use the **Browse for Backup Folder** button to locate it.

You have the option to backup your data automatically each time you exit CPS.

You may choose how many backups to keep each day as well as how many previous backups you wish to keep.

Each backup is roughly 200 KB. A minimum of 5 backups is recommended. Keep more if you can.

Using the Browse for Backup Folder button

Clicking on the Browse for Backup folder button will display the following screen:
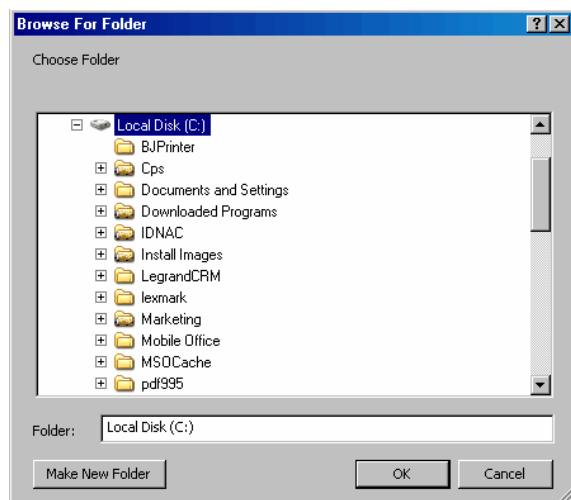
If you have not already created a folder in which to hold your CPS Data, you can do so from within this window. It is HIGHLY recommended that you create the folder in a place that is easy for you to remember - such as **My Documents**.

To accomplish this:
1. Click on the + sign next to Documents and Settings.
2. Click the + sign next to your name.
3. Click on My Documents (it will highlight and expand)
4. Click on the **Make New Folder** button
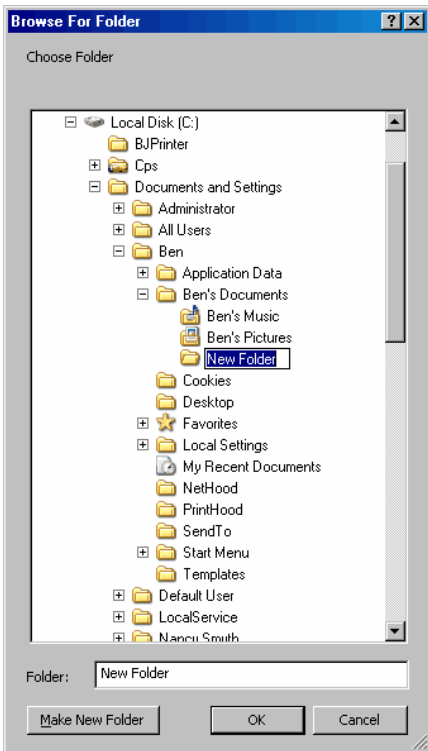
While the New Folder box is active (see left screenshot), click into the box where it says New Folder and type "CPS Backups".

Click on the **Ok** button to create and save your backup folder - as well as save its location in the backup window, as shown below.
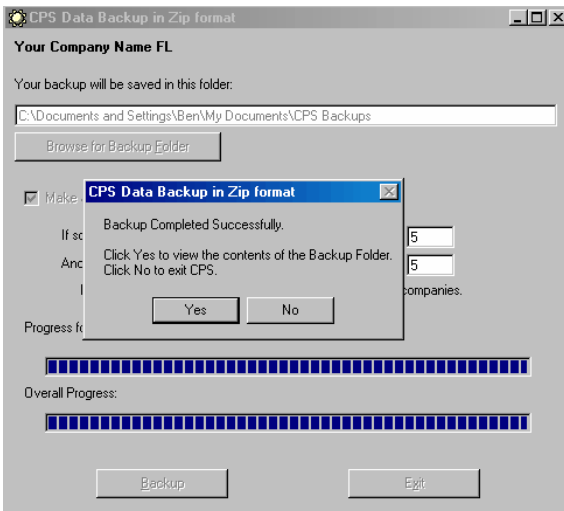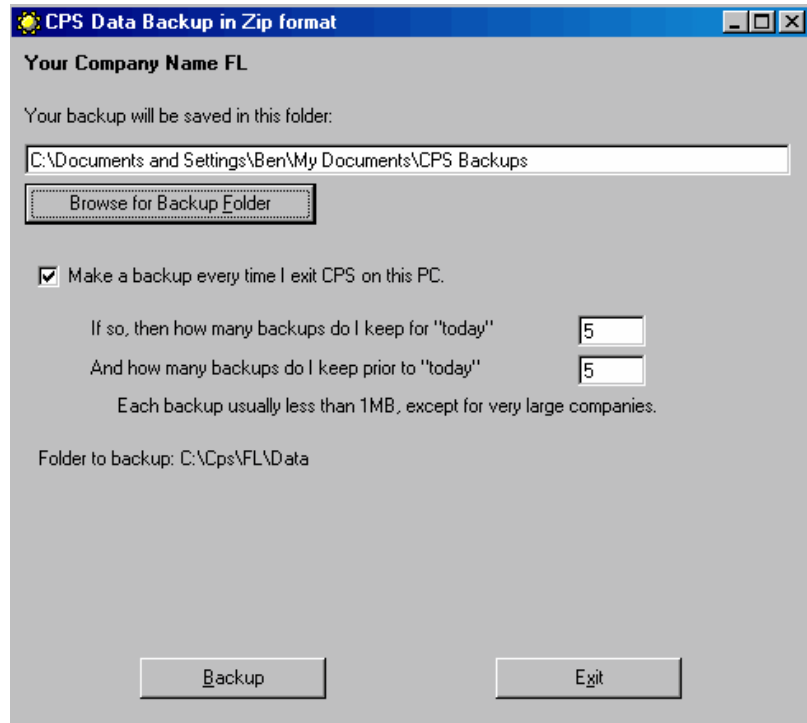
Clicking on the **Backup** button produces the following results - first, the **Progress** bars will fill in and, then, the **Backup Completed Successfully** window opens.

If you wish to verify that the backup was indeed created, click the **Yes** button.

Each backup file name contains the date and time it was created so you can easily see when the date of your last backup was made.

Voila!   A painless and easily applied preventative method to keep your business running smoothly.