



Prevail 4: Backing Up Your Prevail Data

- 1) It is *extremely* important that you make a backup copy of your Prevail data on a daily basis.
- 2) Your Prevail data is stored in your folder named prevail4. You can find the location of your prevail4 folder by clicking on Help > About in Prevail. (The "Network Path" shown is the location of your Prevail data folder.)
- 3) Make a copy of your prevail4 folder at the end of each day, after all users are logged out of Prevail.
- 4) From your Windows desktop, go to "My Computer", and browse out to the drive where your prevail4 folder is located.
- 5) Right-click on your prevail4 folder, and click 'Copy'.
- 6) Then, from your Windows desktop, go to "My Computer", and browse out to the location where you want to save a backup copy of your Prevail data. Right-click, and choose 'Paste'.
- 7) We recommend using an external USB hard drive to store backup copies of your Prevail data.