

## Backing Up Your Prevail Data

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### *Prevail 3*

1. It is *extremely* important that you make a backup copy of your Prevail data on a daily basis.
2. Find the name and location of your Prevail data folder by clicking on Help > About in Prevail. (The "Prevail Path" shown is the location of your Prevail data folder.)
3. Make a copy of your Prevail data 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 Prevail data folder is located.
5. Right-click on the data 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.