

## Backing Up Your Prevail Data

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### *Prevail 4*

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.