

## Backing Up Your Prevail Data

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### *Prevail 5*

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 PREVAIL\_SERVER. You can find the location of your PREVAIL\_SERVER folder on the third line of the Prevail login window (where you enter your user name and password).
3. Make a copy of this 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\_SERVER folder is located.
5. Right-click on your PREVAIL\_SERVER 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.