

# Backing up your Lab Manager™ Data

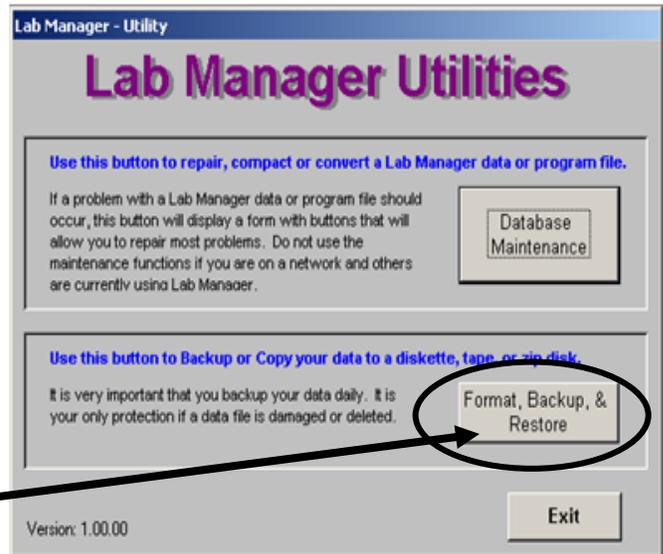
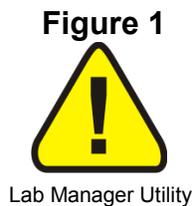
Note: It is critical that the Lab Manager™ program be closed on your computer as well as any networked computers in the lab. If someone were to access the program during any maintenance process, data may become corrupted or lost. Make your backup from the computer where your data is stored.

**We recommend using a removable USB back up device.**

## Making a backup in Lab Manager™ 2000/ Version 5 or Lab Manager™ Professional.

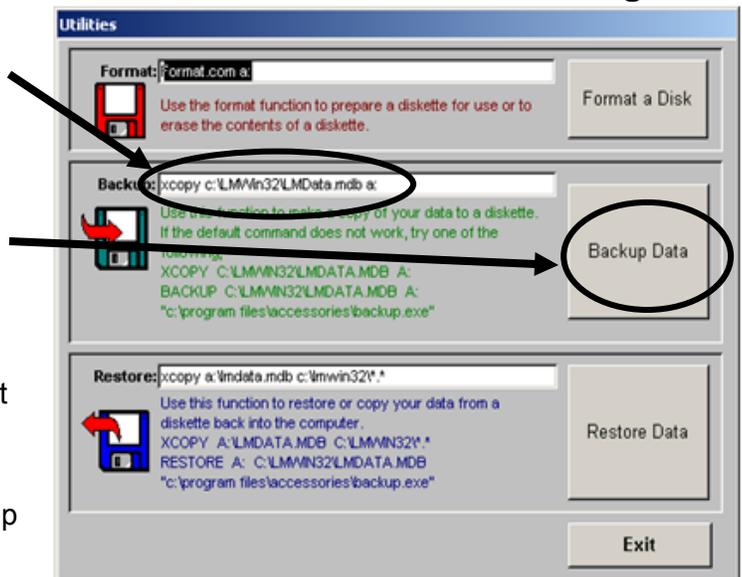
Figure 2

1. Plug in your USB backup device.
2. Check to see what drive letter your USB backup device is assigned to according to your computer. Example: f: or g:
3. Exit out of Lab Manager.
4. Locate the Lab Manager™ Utility icon (Figure 1) and open it. This can either be found on the Desktop or go to Start, Programs, Lab Manager™, and then to Lab Manager™ Utilities.



5. In Lab Manager™ Utilities click on Format, Backup & Restore (Figure 2).
6. The default for the backup is to drive "a" (Figure 3). Change drive letter of the backup device. Only change the letter at the end of: xcopy c:\LMWin32\LMData.mdb a:
7. Example: If your drive letter to the backup device is "F" then make sure it says: xcopy c:\LMWin32\LMData.mdb f:
8. Note: If you have renamed your database name, you will also have to modify the path for the correct database file.
9. Click on the Backup Data button.
10. A black screen may open asking if you wish to overwrite. Type "Y" for yes, and the black window will close momentarily.
11. Check your backup device to make sure that it has the data file (lmdata.mdb). Check the size and also the last date that it was modified. Example: Click on Start, My Computer, double click on the drive letter of your backup device, locate your back up file.
12. Wait for the backup to complete before you remove your backup device.

Figure 3



Older Windows operating systems might require specific backup devices.



2733 N. Power Rd. #102 PMB 488  
Mesa, AZ 85215

**Support (602) 264-5913**

**Sales (800) 677-1120**

**www.labsysgrp.com**

