

# Backing up your Lab Manager™ v7 Data

## Backup Company DB (Data Base)

**WARNING!! DO NOT double click on your backup to review your data as this may corrupt your backup.**

This **Backup Procedure** is used to make a copy of the Lab Manager v7 data. Follow these steps to backup your data to an external drive.

When backing up, we recommend **placing the data on a removable device**, such as a USB flash drive. This way, after the backup is complete, you can remove it, place it into a safe or take it home and should something happen to your computer, your data should be safe.

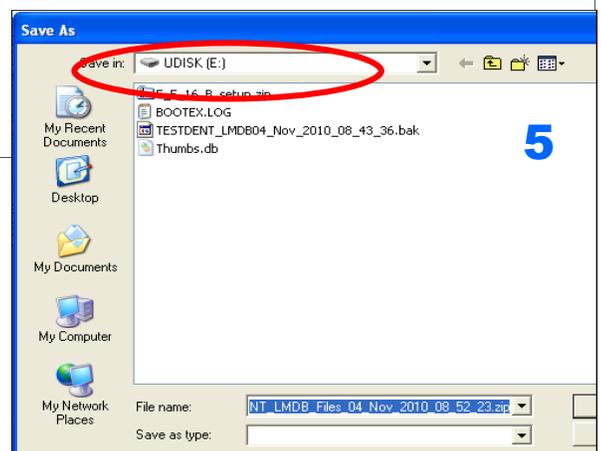
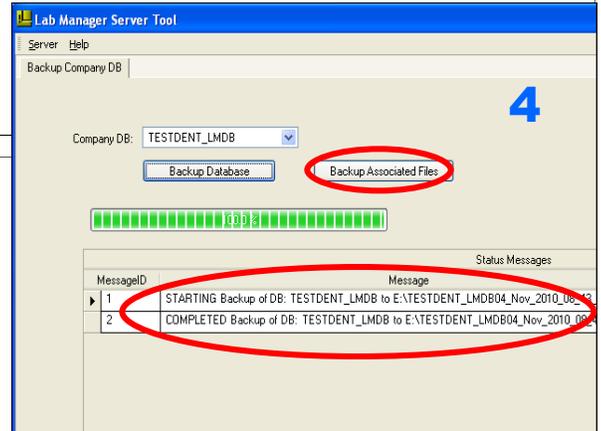
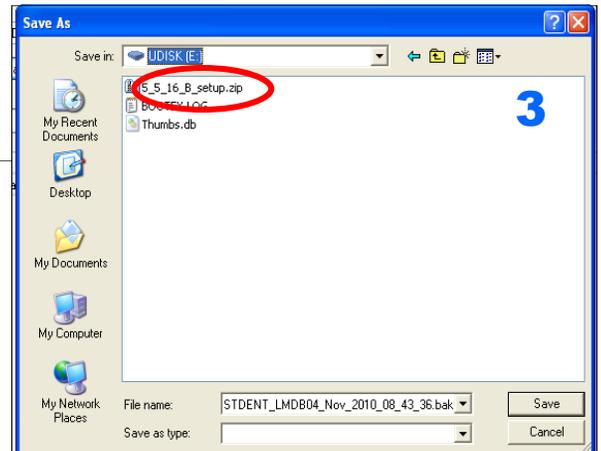
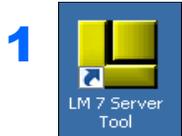
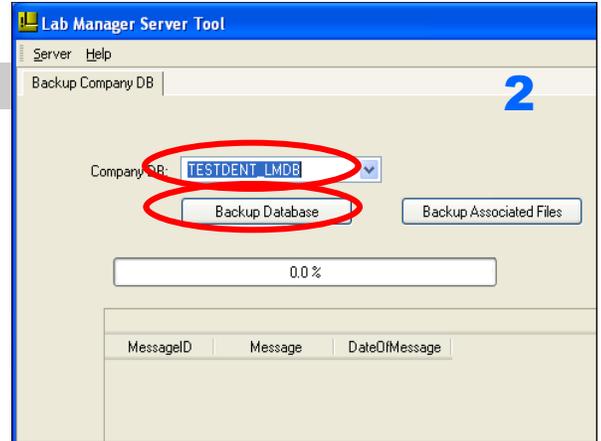
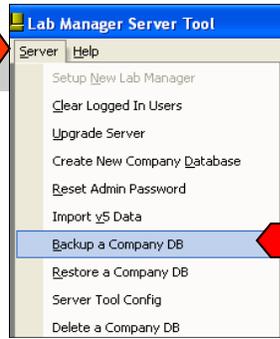
### Backup Lab Manager v7 Data

1. Right click on the **Server Tool** icon. (Step 1)
2. Left click on **Run As** or **Run As Administrator**. If **Run As** is used, you should see a check box with the text of "Protect my computer and data from unauthorized program activity".
3. Uncheck this box and click **OK**. When the program opens, click on the **Server Menu** then on **Setup New Lab Manager**.
4. Click on the **Backup Database** button. You will then be asked for the location where you would like to back up the data. Browse to the location you would like your data saved at. Once at that location, click **Save**. (Step 2-3)
5. When the progress bar shows 100%, the backup is finished. The grid will say "Completed Backup of DB"

Repeat steps 4-5 if you have more than one company.

### Backing up Custom Reports and Images

1. Right click on the **Server Tool** icon. (Step 1)
2. Left click on **Run As** or **Run As Administrator**. If **Run As** is used, you should see a check box with the text of "Protect my computer and data from unauthorized program activity".
3. Uncheck this box and click **OK**. When the program opens, click on the **Server Menu** then on **Setup New Lab Manager**.
4. Click on the **Server Menu**, then on **Backup A Company DB**. Select your company name or database name that you wish to backup. (Step 4)
5. If you have any **Custom Reports** or **Images** in **Lab Manager**, click on **Backup Associated Files**, after backing up your data. (Step 4)
6. Choose your location to save this and click **Save**. When the progress bar shows 100%, the backup is complete. The grid will note when it has been completed. (Step 5)



**LSG** Laboratory Systems Group, Inc.  
2733 N. Power Rd. #102 PMB 488  
Mesa, AZ 85215

**Support (602) 264-5913**  
**Sales (800) 677-1120**  
**www.labsysgrp.com**