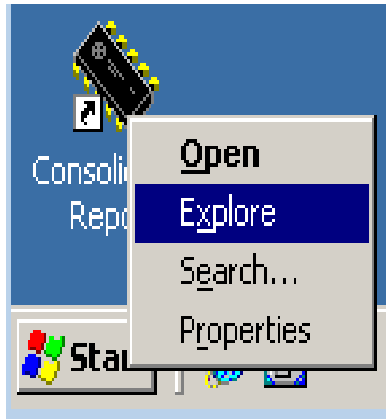


## Quick Guide for Creating a Backup Icon

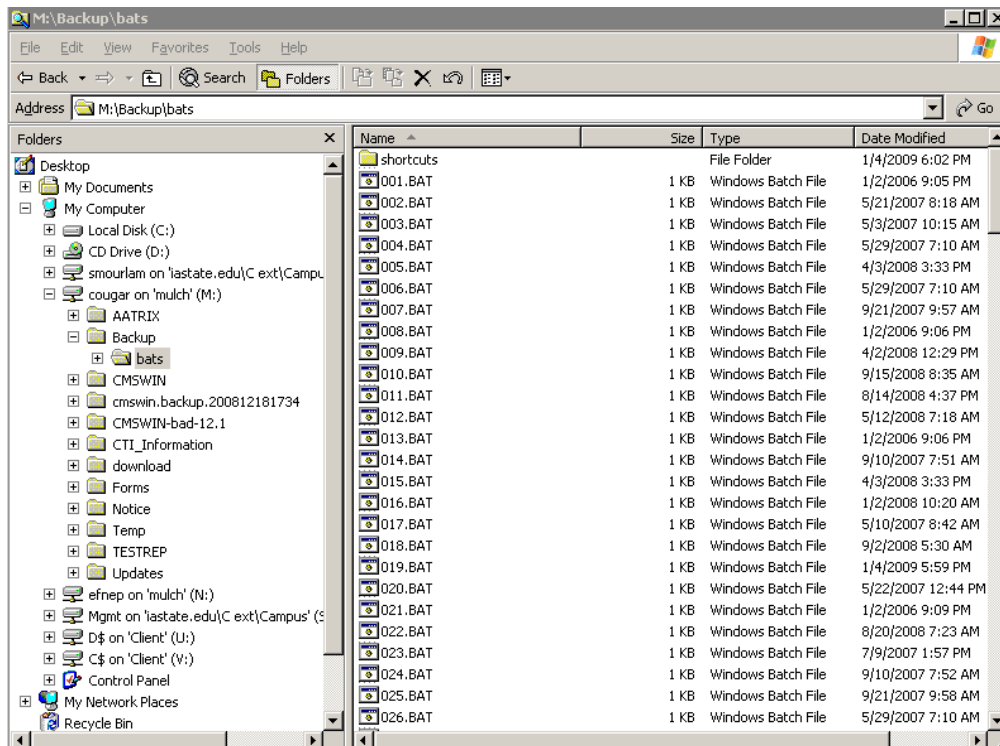
The following steps will guide you through creating a Cougar Mountain Backup Icon on your desktop. You will need to be logged into the Citrix Server but do not log into Cougar Mountain.

When you get to the Blue Citrix Screen you will Right Click on the Start Menu located at the lower left hand corner of your screen and select Explore.



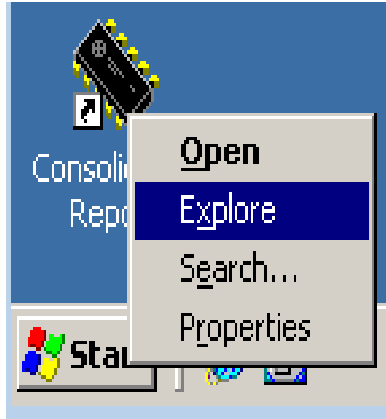
You will see the following screen appear on your desktop. You will need to double click the following folders to locate the backup file for your county. After you locate your county you will click on your county and drag the file to your desktop. Then you are ready to create your first backup.

- Cougar on "Mulch" (M:)
- Backup
- Bats



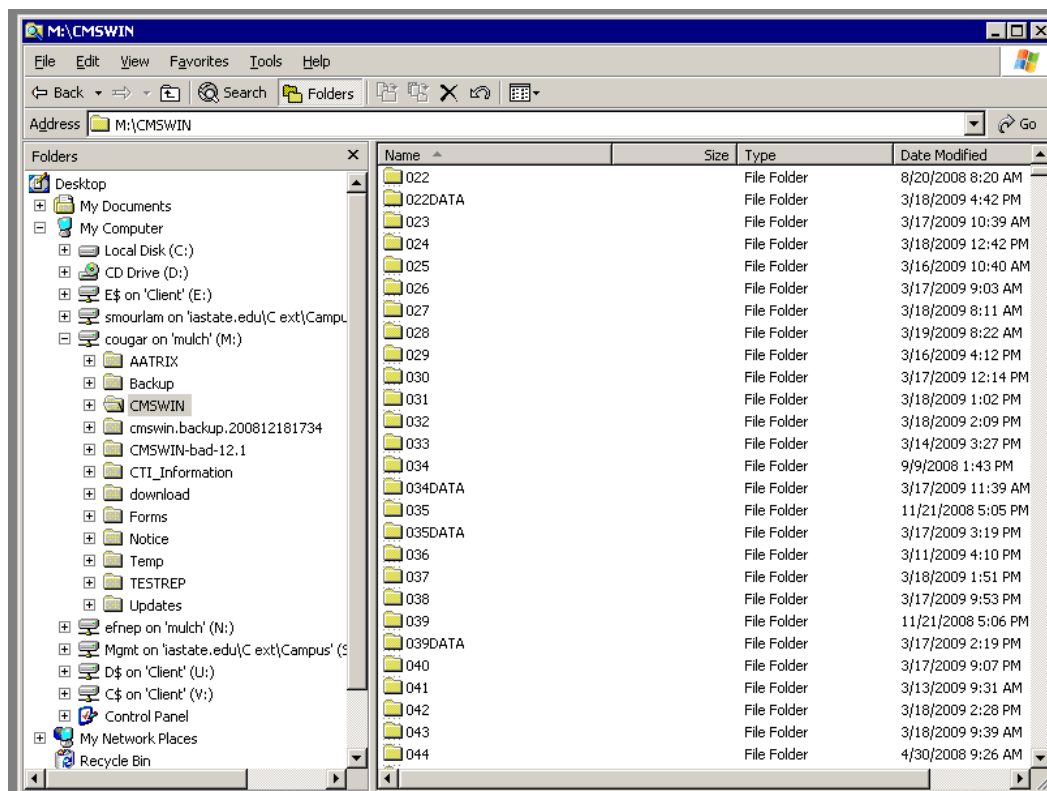
The following steps will guide you through creating a Cougar Mountain Backup Folder Icon on your desktop. You will need to be logged into the Citrix Server but do not log into Cougar Mountain.

When you get to the Blue Citrix Screen you will Right Click on the Start Menu located at the lower left hand corner of your screen and select Explore.



You will see the following screen appear on your desktop. You will need to double click the following folders to locate the backup folder for your county. After you locate your county you will click on your county and drag the file to your desktop. Then you are ready to create your first backup.

- Cougar on "Mulch" (M:)
- CMSWIN
- Your County Number
- Backups



The next steps will walk you through creating the CM backup and changing the default name of the backup file.

Go to your Cougar Mountain/Citrix desktop. Double click on the backup icon.



You will see the following screen.

```
c:\ Backup County SAM
This routine will backup SAM Sample office data. All users must be out of your office data before proceeding.
Ready to proceed? [Y,N]?
```

If all users are logged out of your county and you are ready to proceed, answer “yes” by entering a “Y”. The system will proceed and then stop at the following screen and ask if you want to review the backup log. Answer “yes” by entering a “Y”.

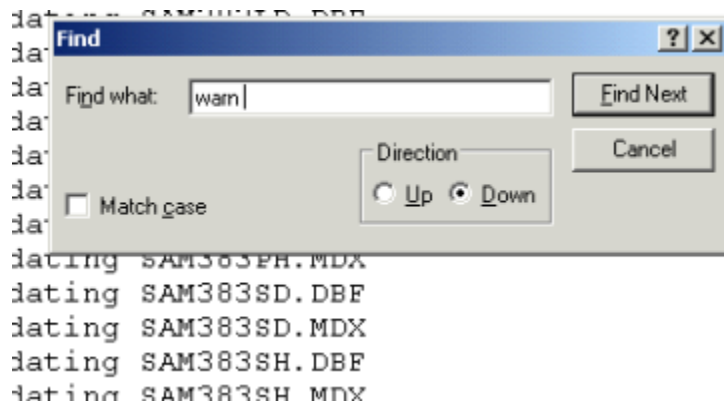
```
c:\ Backup County SAM
This routine will backup SAM Sample office data. All users must be out of your office data before proceeding.
Ready to proceed? [Y,N]?Y
You should now review the backup log for warnings. This indicates your backup did not complete correctly.
Once the review window opens you can use the Edit menu to find the word WARN or just page down and look for
warnings. If find warnings you should check to see if you or someone else in your office was in the Cougar
Mountain program. Once you are sure everyone is out run the backup again.
Do you wish to review the backup log? Highly recommended. [Y,N]?
```

The system will proceed a little more and then stop again giving you the opportunity to see if there were any problems during backup. At the following screen hit “Control F”.

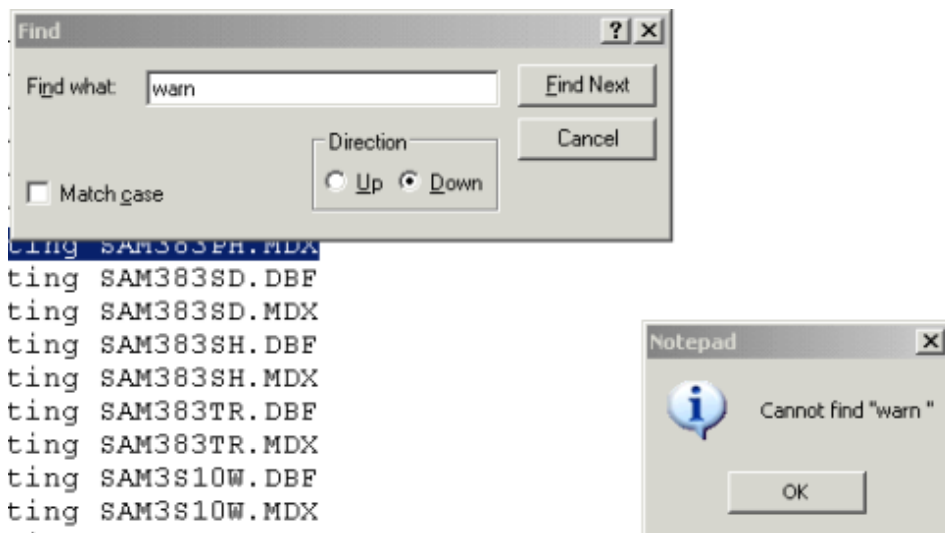
```
ERRORSAM.LOG - Notepad
File Edit Format View Help
WinZip(R) Command Line Support Add-On Version 1.1 SR-1 (Build 6224)
Copyright (c) WinZip Computing, Inc. 1991-2004 - All Rights Reserved

updating SAM.ZIP
updating SAM383CC.DBF
updating SAM383CC.MDX
updating SAM383LD.DBF
updating SAM383LD.MDX
updating SAM383LH.DBF
updating SAM383LH.MDX
```

A small box will appear. At the Find what: box type "warn" and enter.



If the system can't find it, your backup was successful.



Click "OK".

The backup is saved under the following path: M:\CMSWins\XXX(county number)\Backups. See example below.

The date on the backup is the date that you last accessed and made changes to your county. This may not be current date. You can right click and rename the backup.

