

RECOMMENDED BACKUP AND POLICE DATA TO SEND PROCEDURES

POWER SOFTWARE RECOMMENDS VERY STRONGLY, THE YOU BACKUP YOUR PAWNSHOP FOLDER EVERY DAY AND HAVE AT LEAST TWO MEMORY STICKS (Also known as Jump Drives, Thumb Drives) OR SD MEMORY CARDS THAT YOU CAN ALTERNATE EVERY OTHER DAY. (The recommendation is preferably 6 memory sticks OR SD Cards for Monday thru Saturday. One for every day of the week.) WE ALSO RECOMMEND THAT YOU MAKE A BACKUP AT THE END OF THE MONTH AND TAKE THAT BACKUP HOME. THIS WAY YOU HAVE ONE BACKUP OFF PREMISES.

Exit Pawn Power on all Computers.

Go to the Server computer, Click start and double click on My Computer to open it.

Double click on the C:\ drive to open it.

Scroll down to the Pawnshop Folder.

Right click on the Pawnshop folder, in the little box that opens, scroll down to the "Send To" option and send the entire folder to the Memory Stick (It will say removable Disk, so CHECK carefully to make sure it is the correct drive.) You can also use an SD Card.

Once you have backed up the file to the Device, put it away (in the safe) and get the device out that you will be using tomorrow.

REMEMBER, THIS IS YOUR BUSINESS. DO NOT GET COMPLACENT ABOUT DOING YOUR BACKUP. THE MOST TIME WE SPEND WITH TECHNICAL SUPPORT IS WITH PEOPLE WHO LOSE THEIR COMPUTER AND DON'T HAVE A RECENT BACKUP. THEY HAVE TO GO BACK TO THEIR MOST RECENT BACKUP AND INPUT THE DATA TO CATCH IT BACK UP AGAIN. THIS IS EXTREMELY TIME CONSUMING.

***POLICE DATA TO SEND:**

Click on Police.bat or Police on the desktop. Enter the dates you need. It will close quickly. Next go to Start, My Computer or Computer, double click on it. Then go to the C:\ Drive and double click on it. Scroll down to the Folder Polidata and double click on that. It will open and there will be a file there called Police.exp. That is the file you need to upload to the police. Right click on Police.exp and send it to the Memory Stick, Thumb Drive or USB Stick or Memory Card. (If you want to see the information in the police.exp, double click on it and open it with Notepad.)

*For more information on how to create and upload file to different agencies, please see

CREATING POLICE FILE & HOW TO UPLOAD FILE

Visit our Website www.pawnpowersoftware.com or give us a call at 305-895-2627.