Create a Backup of the OPTO Data Folder

To create a Backup of the OPTO 'DATA' folder first you need to find where the OPTO folder is located on your network. On the OPTO icon on your Desktop, **right-click** and select 'Open File Location'. The OPTOPROG folder opens, now you want to go up one folder to get to the OPTO folder – **click** on OPTO in the directory path or **click** on the up arrow (both circled below).

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	Open
	Add to Start menu
W	Shred
	Run with graphics processor
	Open file location
	Pin to Start menu (Classic Shell)
۲	Run as administrator
	Troubleshoot compatibility
	Pin to Start
2	Edit with Notepad++
	Scan
	Send to +
	Cut
	Сору
	Create shortcut
	Delete
	Rename
	Properties

You are now in the OPTO folder, **click** on the 'AppData' folder at the top of the list, inside you will see a 'DATA' folder. This is the folder that you want to create a backup of. Do a **right-click** on the 'DATA' folder, select 'Send To' from the first options list and then 'Compressed (zipped) folder' from the second list.

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🔆 Favorites		Name	Date modified	Туре	Size				
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a OneDrive for Business		Open in new window	12/02/2019 11:01	File folder					
🔠 Recent places		Add to Start menu	19/03/2019 1:41 PM	File folder					
		Open in Visual Studio	18/02/2019 8:16 AM	File folder					
🜉 This PC	۰	Git GUI Here	4/03/2019 9:04 AM	File folder					
Apple iPhone		Git Bash Here	17/02/2019 4:56 PM	Compressed (zipp	8,459 KB				
📔 Desktop		Always available offline	17/09/2018 3:44 AM	Compressed (zipp	15,443 KB				
Documents		Restore previous versions	18/02/2019 3:24 AM	Compressed (zipp	8,460 KB				
🚺 Downloads			7/02/2017 3:06 PM	LK File	10 KB				
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📕 Videos		Pin to Start menu (Classic Shell)	4/12/2018 7:22 AM	OV File	0 KB				
		Send to	20/05/2018 4:07 AM	LK File	4 KB				
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The process will zip a copy of the 'DATA' folder. Once completed you will rename the folder. OPTO suggests that you put the date of the backup in the name of the folder – see example below.

Name	Date modified	Туре	Size
鷆 DATA	22/03/2019 9:37 AM	File folder	
퉬 DATA_ADM	12/02/2019 11:00	File folder	
퉬 DATA_CURRENT	12/02/2019 11:01	File folder	
퉬 DATA_JODEK	19/03/2019 1:41 PM	File folder	
퉬 EXPORT	18/02/2019 8:16 AM	File folder	
PDF	4/03/2019 9:04 AM	File folder	
👍 DATA250319.zip	25/03/2019 1:37 PM	Compressed (zipp	7,505 KB

To save space on your computer, you may choose to delete the last backup prior to the one that has just been backed up.

