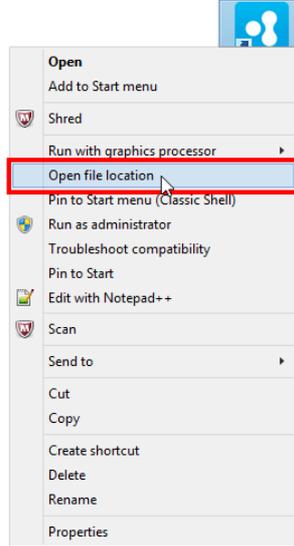
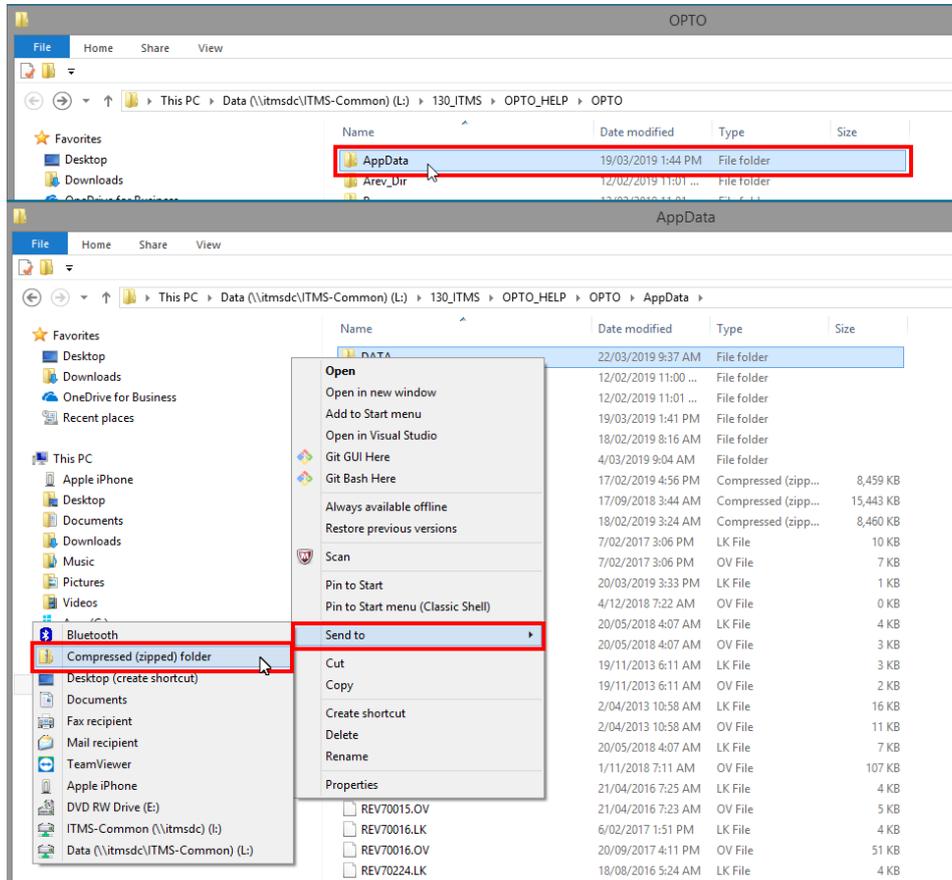


Create a Backup of the OPTO Data Folder

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).



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.



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	Type	Size
DATA	22/03/2019 9:37 AM	File folder	
DATA_ADM	12/02/2019 11:00 ...	File folder	
DATA_CURRENT	12/02/2019 11:01 ...	File folder	
DATA_JODEK	19/03/2019 1:41 PM	File folder	
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.