

It is essential to perform a PostalMate back up each day. A PostalMate backup saves a copy of all of your PostalMate and CashMate POS data. In the event of a hardware or operating system failure, you can quickly get up and running again by installing PostalMate (on the same version as your backup) and restoring the backup. Performing a Windows backup is not the same as a PostalMate backup and should **not** be relied on to restore your data.

## Backup media

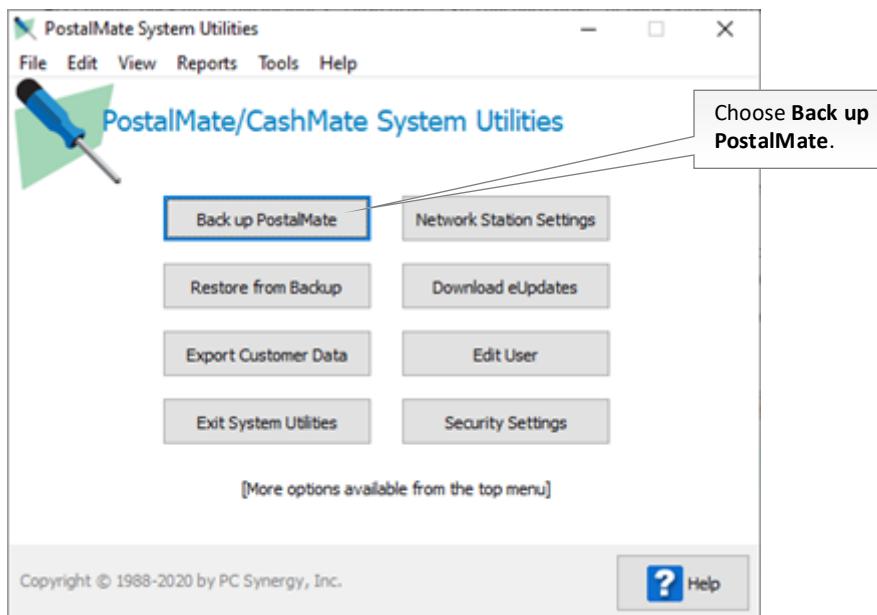
Backups should be saved to a location outside of the existing computer. If you back up to the same computer as PostalMate is installed on, and your hard drive fails, you may not be able to access the saved data. Acceptable back up media includes: Flash drive, external hard drive, network drive and cloud based storage.

## When to back up?

Each day when you exit PostalMate you will get a reminder to back up your data. Once completed, you will no longer receive the reminder message. When prompted to back up, choose **Yes** and you'll be asked where you wish to save the file. Point to the appropriate drive and click **OK** to begin backing up. Note: PostalMate will remember the location of your last back up and will automatically select the same path on your next back up.

In the event that daily back ups were not performed, PostalMate will perform an auto-back up upon exiting the program after the sixth day of not backing up. This will save the file to a folder on the computer under Documents.

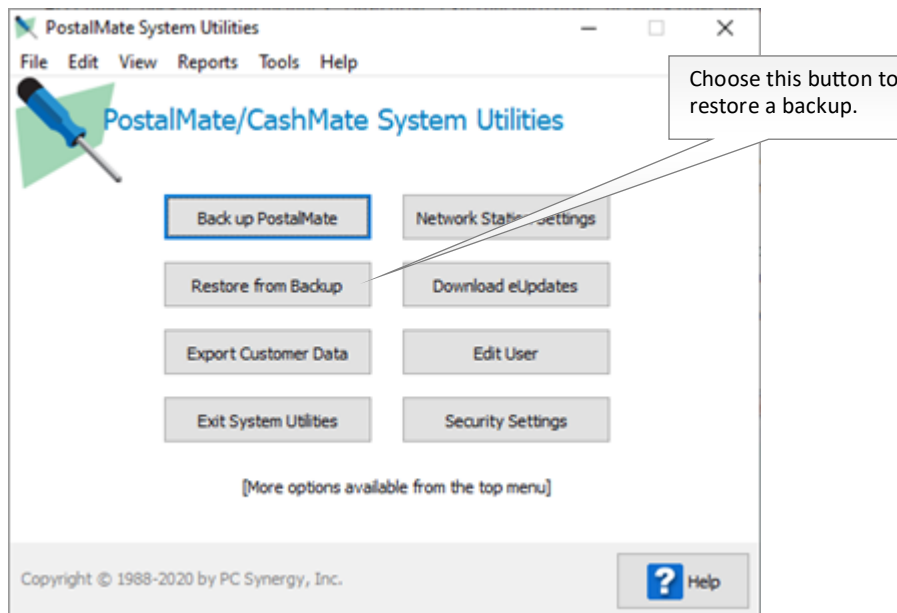
A manual back up can be performed in PM Utilities (Windows Start > PostalMate > PM Utilities). Simply choose the **Back up PostalMate** button.



## Restore from a backup

If installing PostalMate on a new computer, it is important that the installed version and the back up version be the same. The best method is to update PostalMate to the latest version on the existing computer and install PostalMate either with the latest version –or– install with an older version and update PostalMate to the latest version.

To restore, open **PM Utilities** and choose **Restore from Backup**. Navigate to the folder where the back up resides and follow the on-line screens to complete the restore.



## Backup options

The following enhancements have been added to maximize your protection against losing your valuable shipping, POS and mailbox data:

### Second copy of backup file

When a PostalMate backup is done, an additional copy of the backup file can now automatically be made and stored in a different location than your primary backup. That way if something happens to the primary file, you'll still have a backup from which you can restore damaged or lost data.

### Specify default folder(s) for backup files

As before, when initiating a backup you'll still be prompted to specify a location for the backup file, but now you can set a default location of your choosing. You can also do this for the new secondary copy.

Here's how to set up:

1. Run the **PM Utilities** program.
2. From the main menu, choose **Tools > Settings > Backup**. You'll see this screen:
3. Click on the three dots (...) to browse to your chosen default folder for both the Primary and the Secondary backup location.
4. Click **OK** to save your changes.

