

How to Backup and Restore in the Membership Program

Backup Process

The first screen you see when you open the QM Assistant Program, there is list of functions on the left, go down to “System Utilities” click that, a small window will appear that says “Roster Utilities”, click on “Roster Utilities” and a drop down menu will appear

In that drop down menu, go to “System Backup” click it, and a drop down menu will appear that allows you to select the drive that the backup file will be stored on. (When you insert your Flash Drive, it will be assigned a drive letter, to find out what drive letter it is, go to “My Computer” while it is open, insert your flash drive, a small window will appear asking what you want to do, at the top of that window, it will list the drive letter in parentheses, close that window out and continue with the backup) Go down to the drive letter that is your flash drive, click it

A small window will come up that says, “Confirm” with the option of “yes” to continue, “no” to abort, click “yes” and the backup will start automatically. There will be a green progress meter on the bottom showing the backup progress, when it’s finished, another window will appear that says “ Backup Complete” click “OK” then click “close” which will take you back to the opening screen.

Restore Process

At the opening screen select “System Utilities” go to “Roster Utilities” in that drop down menu select “System Restore”

Then the drive select drop down menu will appear, select the drive that your backup is stored on, click it, a small window will appear that says “Confirm Restore” below that it will say “Backup Found, click yes to restore, no to abort” click “yes” the restore process will automatically start. There will be a green progress meter on the bottom showing the restore progress, when it’s finished, another window will appear that says “ Restore Successful” click “OK” then click “close” which will take you back to the opening screen