



# Attendance Verification

---

## Risk Management

### AN-322 USB Back-Up Elite System

#### ***What It Does***

The "USB\_Backup" program has been written by Elite-ID Electronic Systems to help you backup your data files.

***On Site*** – it will copy data from UnloadedData and from your Archive into the USB stick

***At Head Office*** – it will unload the memory stick into your PC.

#### ***OPERATION***

Elite Reporter Version 2.64 and better has the USB program integrated into its File menu. If the program is located in the correct place on the hard disk, it will show up on the menu and you can run it from there.

#### ***On-Site***

1. Insert your memory stick into the computer
2. Run USB\_Backup program
3. Press the "Status" button to check that the USB Stick is correctly inserted and has spare space on it
4. Press the "Backup" button to copy data out of the PC into the Stick
5. Data files in the site PC are not deleted, they are moved to an archive.

#### ***At Head Office***

Run USB\_Backup program

Press the "Unload" button.

Data files will be copied out into your PC in a new directory called "USB\_UnloadedData".

Data files are only deleted from the USB stick after they are written to the hard disk.