



VL COMMUNICATIONS
div. Versions Logiques VL inc.

Backup procedure for InfoCat Plus

The importance of your backup:

It is very important to seize the usefulness of the backup of your InfoCat Plus software. VL Communications does not keep any data from its customers so if you lose your data for any reason (e.g.: theft or computer failure), your backup is the only way to recover the precious data in your software. Better said, without a backup copy, you could lose all your data (including invoicing history, accounting, customers and suppliers, etc) **at any moment**. Nobody would like to face such a situation!

Furthermore, if you face any technical issue with your server, whether it is coming from our software or your computer (virus or hard disk drive failure), it could be possible that the technical support team can't solve the situation rapidly or correctly. In such a case, the use of a backup becomes important to save you time. For example, it is much faster to redo some invoices after a backup recovery than starting back from scratch, or waiting hours until we fix the situation. So make sure you do your backup on a daily basis on rush periods, or every 2 to 3 days on quiet periods.

The responsibility of VL Communications

The only thing we can do to help is to give you this procedure that tells you what to backup in order to ensure the software's integrity. VL Communications cannot be held responsible for incomplete or corrupted backups.

We recommend you to get in touch with your technician so that he can guide you in the process.

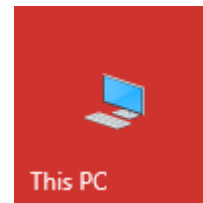
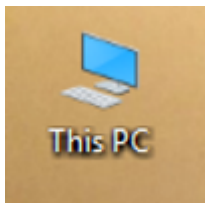
Since InfoCat Plus data can easily reach 2 Gb + of memory, we strongly suggest you do your backup on a 4 Gb USB drive, an external hard disk drive or on a DVD. Ideally, you should have TWO different backup drives and alternate your copy on both of them. This way, if for any reason, one of the backup drive fails, the other one can still be used for data recovery and backups.

Also, you should consider having a copy at home. In this case, if your automotive workshop is victim of a fire or a robbery, you will still have an available copy in hand. One is never too careful!

Backup procedure

1. If you have additional InfoCat Plus stations, close the software on them and shut down the workstations.
2. Close Infocat Plus on the server.
3. You must copy the software data.

To do so, click on «**This PC**» icon on your desktop or select it in the start menu:



«This PC» icon as appearing on the desktop and in the start menu

Then, in the window, search for the section called «**Devices and drives**» and double-click the (C:) drive.



If InfoCat Plus is installed on a drive different than (C:), select this drive instead.

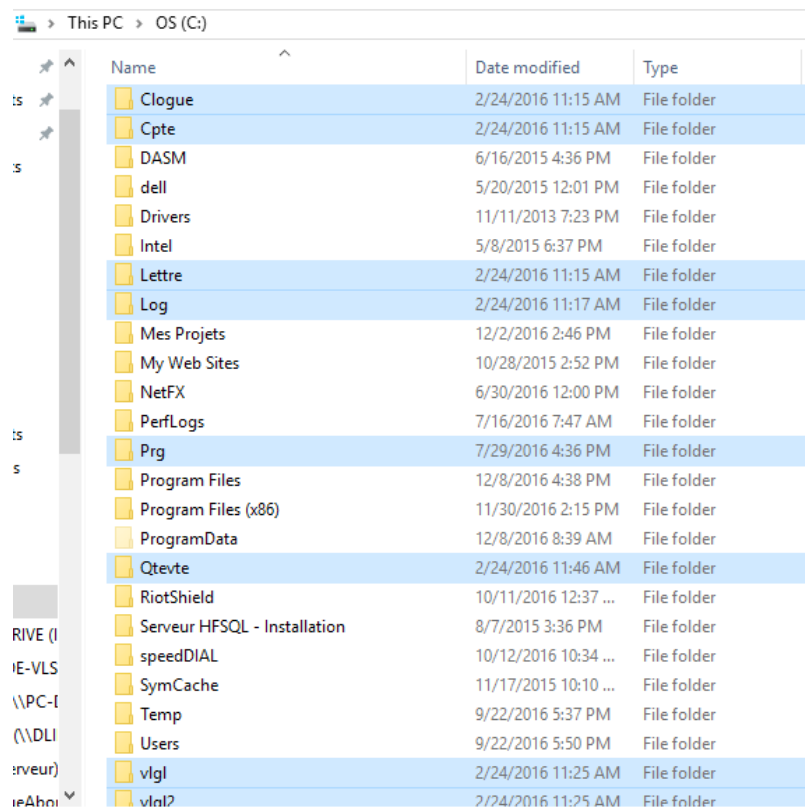
You should see the list of the different folders used by InfoCat Plus. Unless indicated, you must copy all necessary folders and sub-folders for InfoCat Plus. Omitting to copy all the necessary folders will render the backup useless.

Also, make sure you don't move or delete any folder when copying them. Any change to the folders location may create issues that could not be fixed by our technical support. Be careful.

Here a list of all folders to backup:

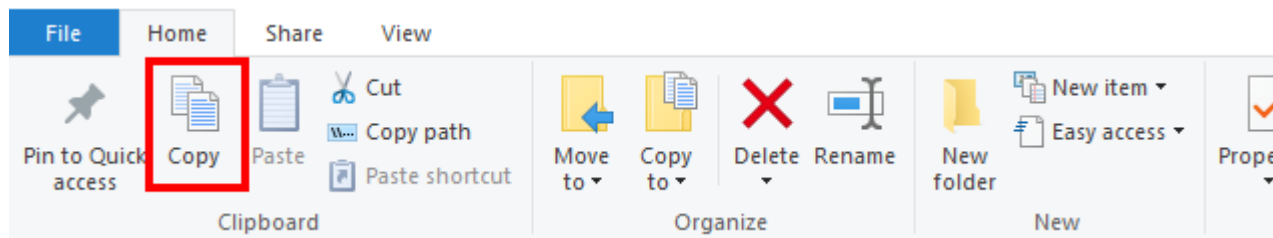
Name of folders	Remarks (if necessary)
CC	It is not mandatory to copy this folder.
CLOGUE	
CPTTE	
LETTRE	
LOG	It is not mandatory to copy this folder.
PRG	
QTEVTE	
VLFAX	This folder is not present in every version, ignore it if not present.
VLINFO	
VLGL	If you have more than one folder beginning with VLGL (e.g.: VLGL2, VLGL2015, etc) you must include all of them in your copy.
VLVL	

Keep CTRL key pressed and select each folder using the left-click of your mouse.



Keep CTRL pressed and select all folders to copy

You must «**COPY**» these folders. There are different ways to do it: you can either click on the «**Copy**» button in the very top of the window, do a right-click on one of the selected folders and select «**Copy**» in the contextual menu, or use the **CTRL+C** keys on your keyboard.

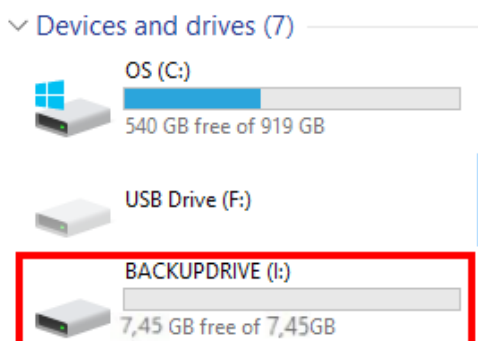


The «Copy» button in the very top of the window

4. You must now «**PASTE**» the data on your backup drive (USB drive or external hard disk drive). You must first get access to it.

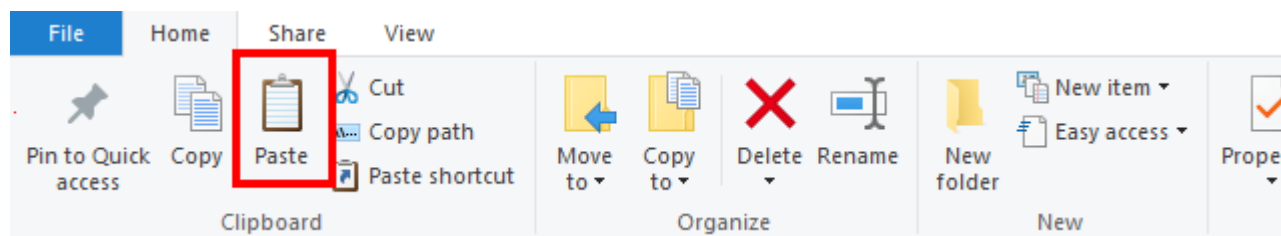
Insert your USB drive or your external hard disk drive in any available USB port on your computer.

Go back on «**This PC**» as shown earlier and you should see your USB drive in the «**Devices and drives**» section.



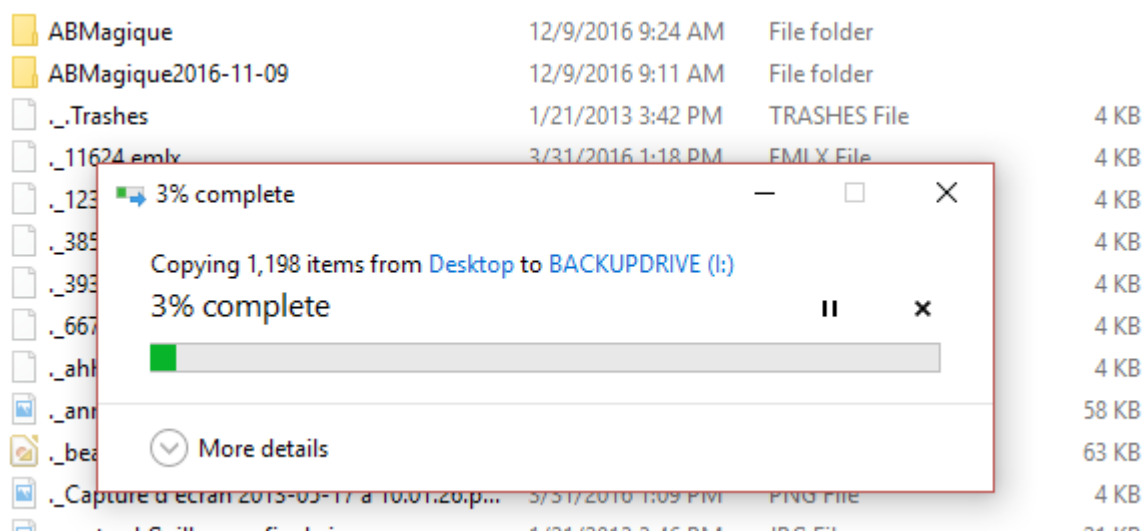
Double-click on your USB Drive

This will show the content of your USB drive. If it is the first time you use it, it will be empty. If not, it will contain other folders and files such as older backups. There are different ways to paste the data on your drive: Do a right-click in the window and in the contextual menu, select «**Paste**», click on the «**Paste**» button in the very top of the window, or use the **CTRL+V** keys on your keyboard.



The «Paste» button in the very top of the window

You must wait for a couple minutes until the copy is completed. The time may vary between 2-3 to 15 minutes, depending on the size of your InfoCat Plus folders and the speed of your USB drive. For faster transfer, you should opt for a USB 3.0 compatible drive or an external hard disk drive (if your computer is equipped with USB 3.0 ports).



****OPTIONAL****

Once the backup completed, it would be a good idea to move your copied folders in another folder and add the date of the backup to its name. To do so, right-click on the newly created folder, then select «Rename». Add the date of the backup right after typing «InfoCat Plus» (e.g.: if today is 2016-12-09 so the name of the folder would be «InfoCat Plus2016-12-09»). Once the folder is renamed, drag all your copied folders to this new folder.

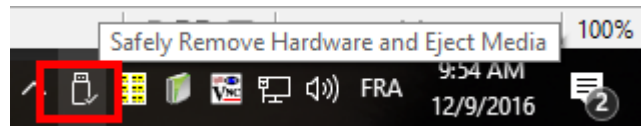
The reason for doing so is that it allows you to have more than one backup of InfoCat Plus on your external drive. In that case it can be possible for you to recover from an even older backup if necessary.

When your external drive is almost full, you will have to delete the oldest InfoCat Plus folder in order to save the newest one.

5. Lastly you have to remove the external drive from your computer USB port.

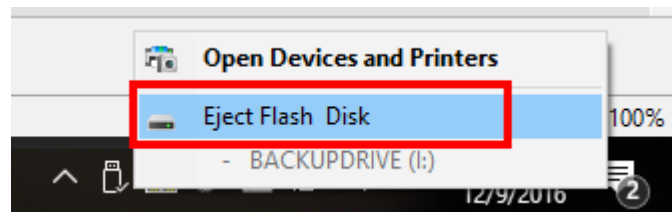
To do so, you must not just remove the USB drive or external hard disk drive from the USB port. Sometimes, you can lose the data of your drive and render the drive useless if you simply unplug it from the computer.

To avoid this, safely remove the drive by clicking on this specific icon in the bottom-right corner of your screen:



Click on the icon that allows you to safely remove the USB drive from the computer

Then, in the contextual menu, select «Eject».



Select «Eject» in the contextual menu

Your backup is completed and your USB drive is safely removed! We recommend you to do this on a daily basis.