

## SOFTWARE BACKUP/RESTORE INSTRUCTION SHEET (VERSION 9)

This document will outline the steps necessary to take configure the Backup software that comes with the BSDI Version 9 suite of programs.

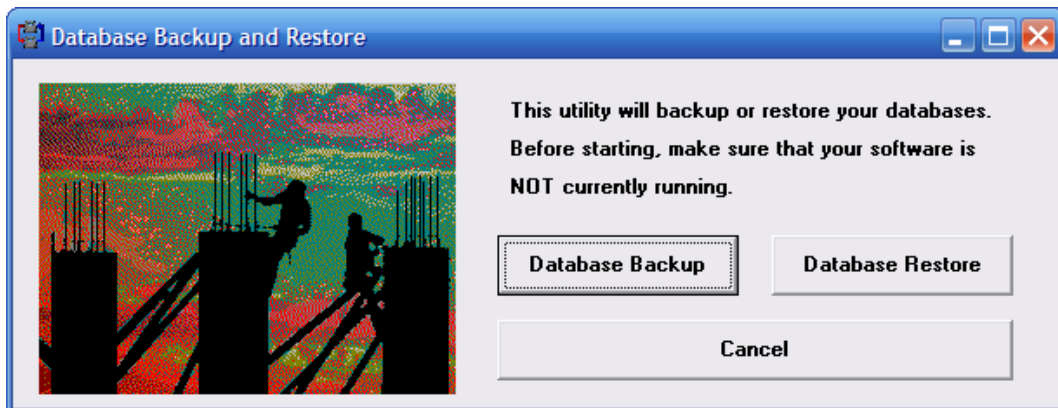
It is critically important that you protect your database through a program of regular database backups. We have made it extremely easy to implement a robust backup system to safeguard your data. However, an effective backup program **requires your active involvement**. If you don't perform the backups, then you will have no protection from the inevitable computer crash or other problem.

**PLEASE BACKUP YOUR DATA!** BSDI assumes no responsibility for the data that you create and store with the program nor for its persistence on a permanent medium (hard disk). Loss of data is a common occurrence when using computer software and it is solely the customer's responsibility to make archive or "backup" copies of his or her data at regular intervals. If data is lost, BSDI can assume no responsibility nor obligation to assist in the recovery of said data nor for any incidental damages that may arise from said loss. Your use of this software implies your acknowledgment of the possibility of such loss and the acknowledgment that BSDI. has no responsibility, nor obligation with respect to such loss or for any related damages.

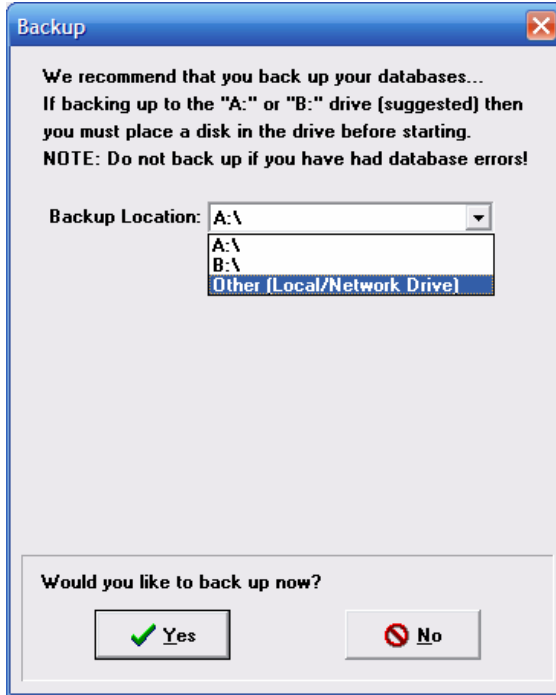
### Backup Procedure

Please ensure that all BSDI programs (Fitness Publisher, Retention Manager, or Motivation) are closed on all PC that they are installed upon.

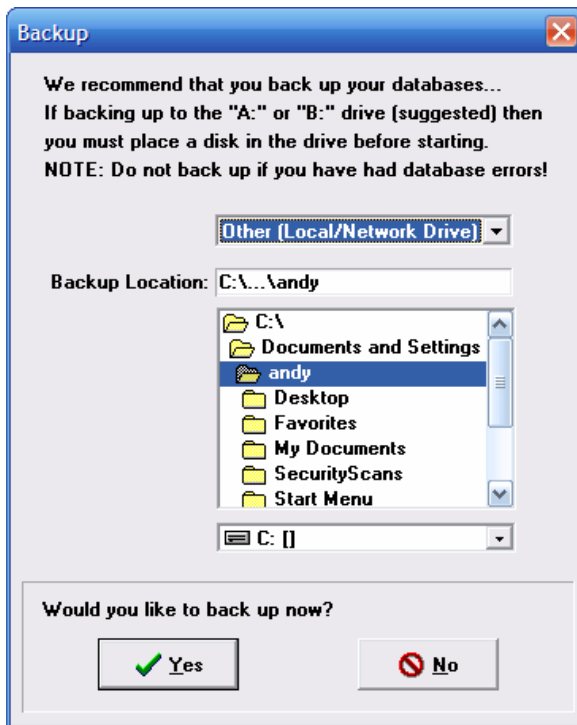
1. Click on the Windows "Start" button.
2. Select "Programs", or "All Programs"
3. Select "Fitness Publisher" from the displayed list.
4. Click on the "Database Backup and Restore" option. The window below will be displayed:



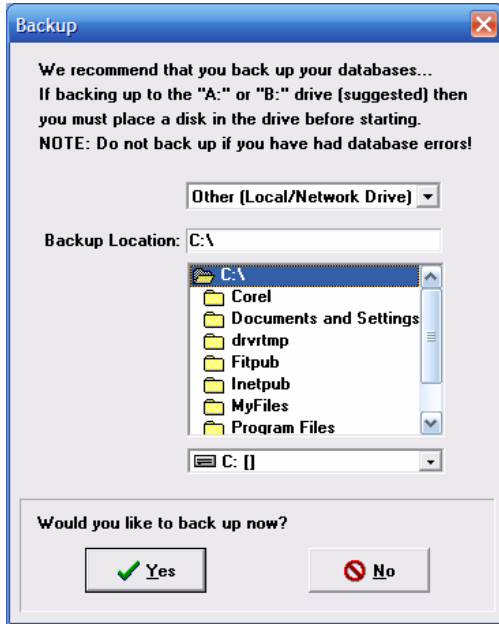
5. Click on the "Database Backup" button.



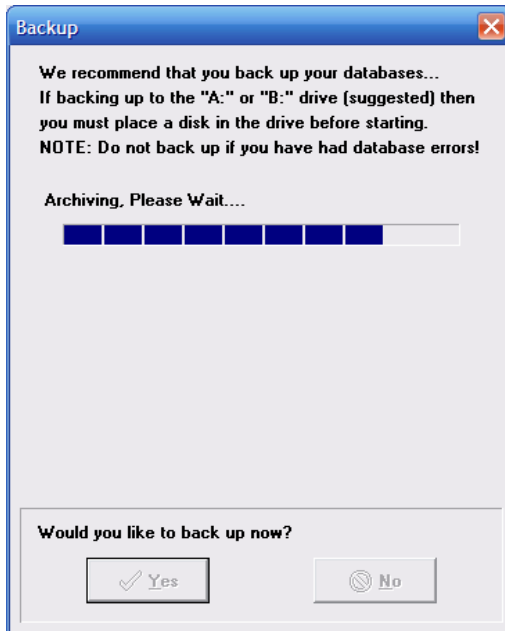
6. Select your backup location.
  - Select "A:\" if you wish to backup to the floppy disk drive on your PC.
  - Select "Other (Local/Network Drive)" if you wish to backup to your hard drive, network drive, or external media.
7. In this example we are going to be selecting "Other (Local/Network Drive)".



8. By default the program will attempt to save the file in the C:\Documents and Settings\%username%" folder.
9. In this example we are going to save the backup in the "C:\" location.
10. To do this we will double click on the "C:\" at the top of the window, so that the location in the "Backup Location" field changes to "C:\".



11. Click the "Yes" button to start the backup.

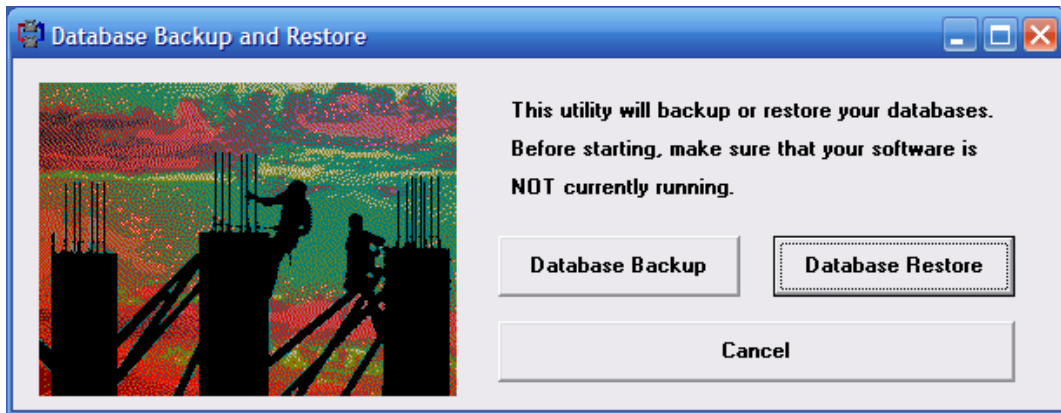


12. When the software has finished Backing up (Archiving) the window will close.
13. The backup program creates a compressed (zip) file called "backup.zip" which contains the compressed contents of the "C:\Fitpub\Database\DB9" folder.

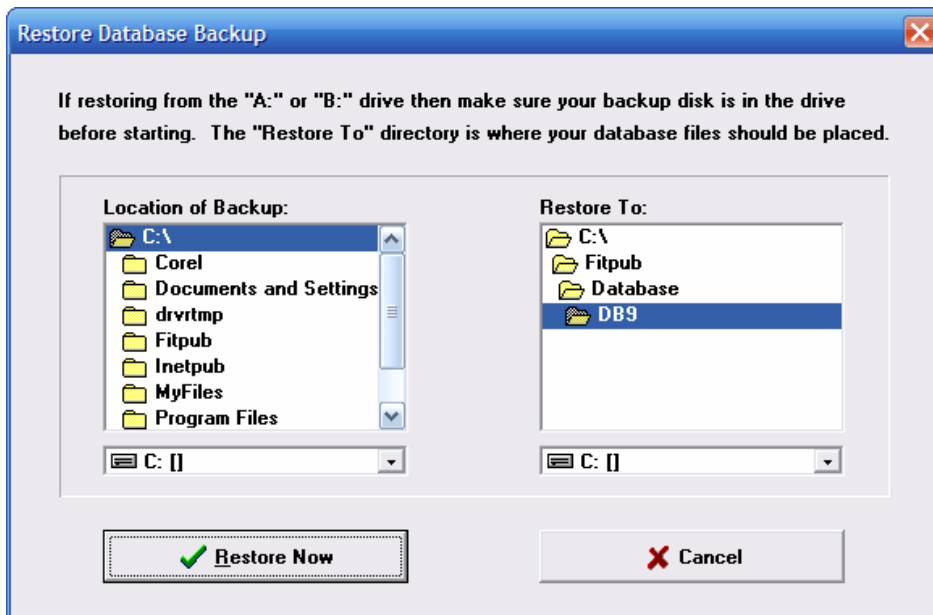
### Restore Procedure

Please ensure that all BSDI programs (Fitness Publisher, Retention Manager, or Motivation) are closed on all PC that they are installed upon.

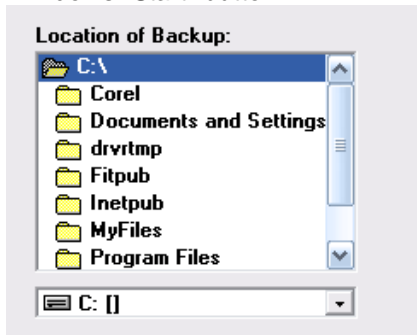
1. Click on the Windows "Start" button.
2. Select "Programs", or "All Programs"
3. Select "Fitness Publisher" from the displayed list.
4. Click on the "Database Backup and Restore" option. The window below will be displayed:



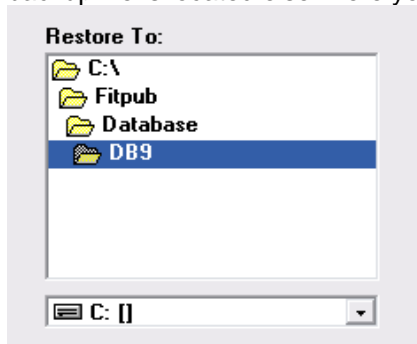
5. Click on the "Database Restore" button.



6. In the left side of the dialog you will see the "Location of Backup" window. Click on the Windows "Start" button.



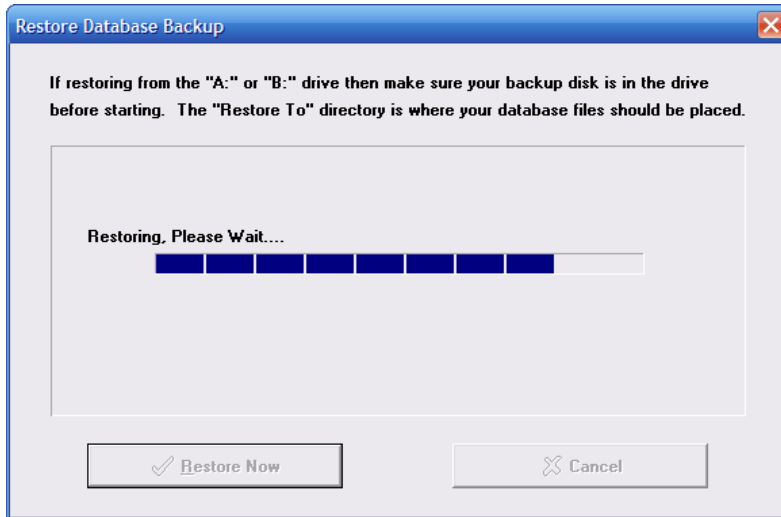
7. If your backup is located in "C:\", then you will not need to change this, however, if your backup file is located elsewhere you will need to navigate to that location.



8. If you have not changed the default location of the database, then the "Restore To" location will not need to be changed. Otherwise you will have to navigate to the correct location.



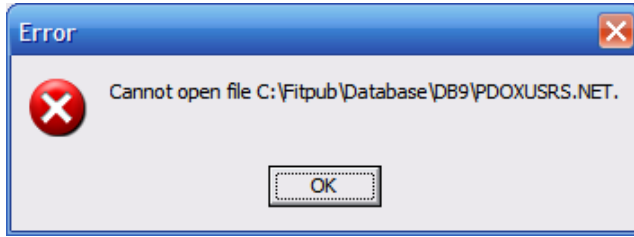
9. Click on the "Restore Now" button.



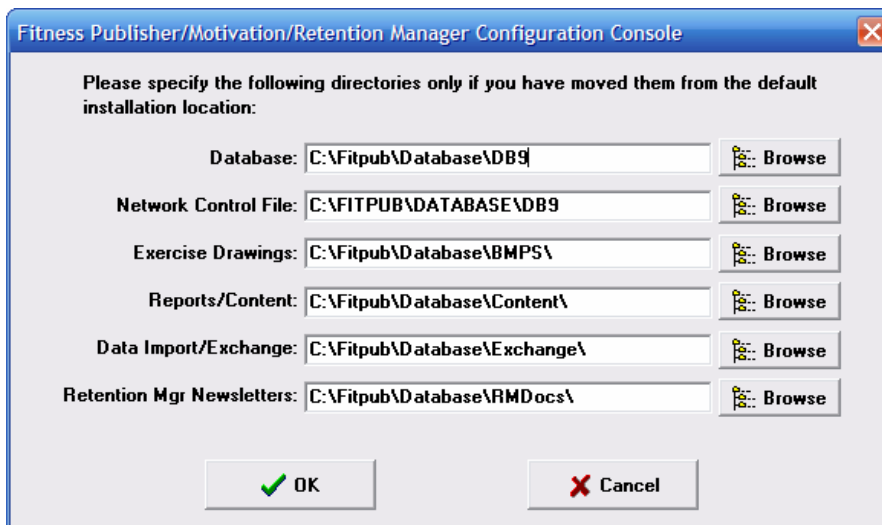
10. When the database restore has completed the window will close.

## Troubleshooting

Please ensure that all BSDI programs (Fitness Publisher, Retention Manager, or Motivation) are closed on all PC that they are installed upon. If all the programs are closed, on all PC's and you still receive a "Cannot Open File C:\Fitpub\Database\DB9\PDOXUSERS.NET", please follow the instructions below.



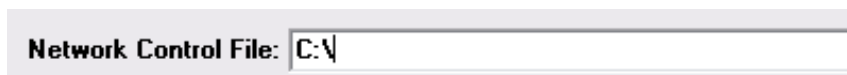
1. Click on the Windows "Start" button.
2. Select "Programs", or "All Programs"
3. Select "Fitness Publisher" from the displayed list.
4. Click on the "System Configuration" option. The window below will be displayed:



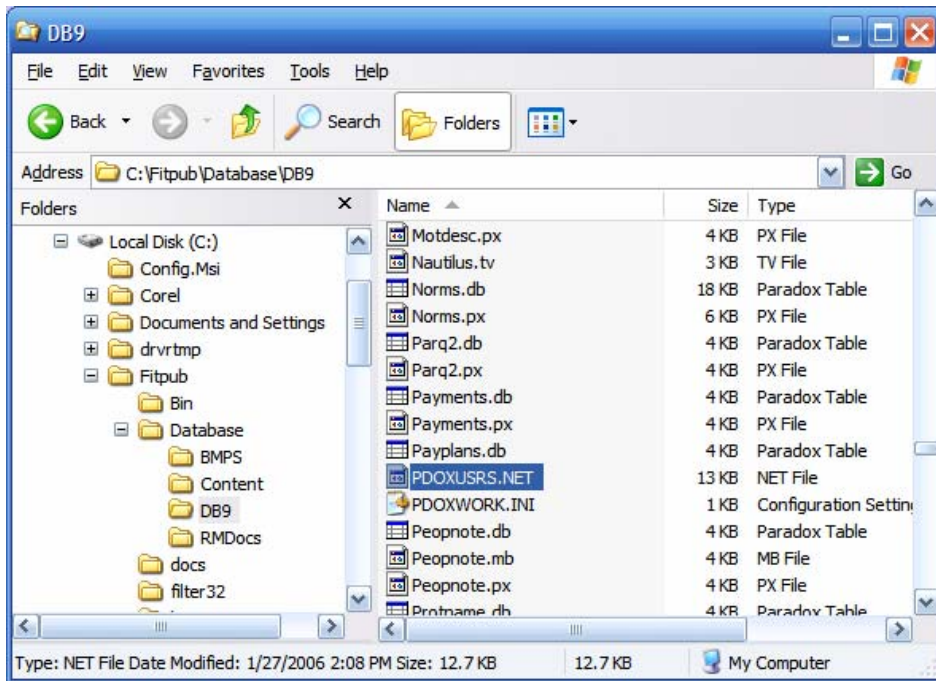
5. The "Cannot Open File C:\Fitpub\Database\DB9\PDOXUSERS.NET" is caused by the Network Control File being in the same location as the Database.



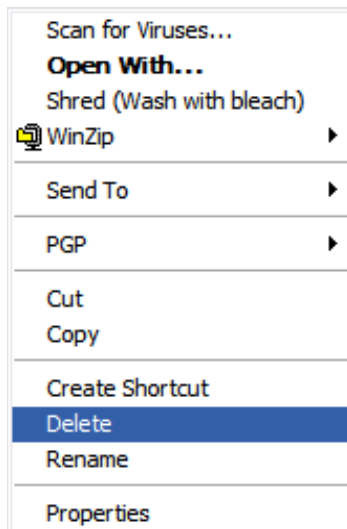
6. Change the "Network Control File" to "C:\\"



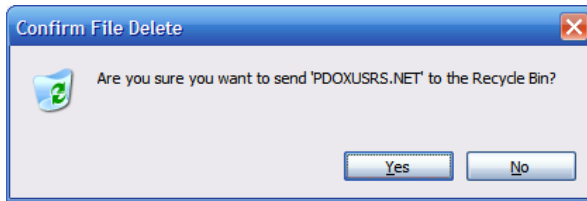
7. Click on the "OK" to save the settings.
8. Right click on the "My Computer" icon on your desktop, or by clicking on the "Start" button.
9. Select "Explore" from the dropdown menu.
10. Navigate to "C:\Fitpub\Database\DB9"



11. Right Click on "PDOXUSERS.NET" so that a dropdown menu appears.



12. Select "Delete" from the dropdown menu.



13. Click "Yes" to confirm the deletion.

14. Return to the Backup Procedure at the start of this document.