Vision Computer Programming Services, Inc.
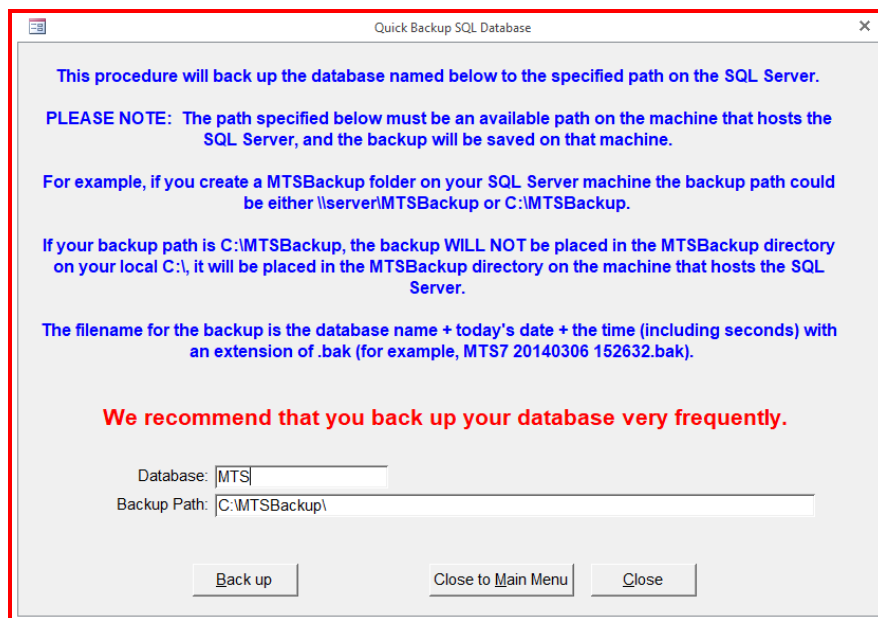**801 2nd Street North, Suite A Safety Harbor, FL 34695**
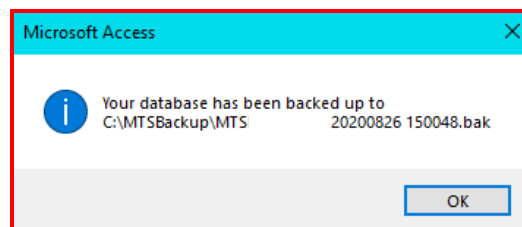**888-425-6964   email@visioncps.com   www.visioncps.com**

Backup Member Tracking System Data – SQL

We are frequently asked "How often should I backup my data?"
We recommend making a backup of your data as often as you do not want to recreate your work!!

Backing up a SQL Database is done through the Quick Backup option.

1. Click on Procedures from the Main Menu
2. Click on Quick Backup in the center of the screen
3. The Database name should automatically fill in
4. You will need to have a folder on the SQL Server to make a backup to – usually C:\MTSBackup\
5. Click the Back-up button
6. You will receive a message like the below where the date and time correspond with the current date and time

7. We recommend copying that .bak file off of the SQL Server to a flash drive or other computer in your network for safekeeping