

Banyon Data Systems
BDS BACKUP VAULT

BDS BACKUP VAULT INSTALLATION / SETUP

Thank you for your purchase of the BDS Backup Vault program. This program is designed to protect each of your entities installed Banyon Data Systems applications with a safe and secure off-site storage system. Please read the BDS Backup Vault Software License Agreement included in this document (Appendix A) before you install the program. If you have purchased the BDS Backup Vault program for multiple entities, you will, after installation, have a drop-down arrow on the Account Number field that allows you to view backups from each entity.

Remember that you should continue to do your normal backups as you always have. The BDS Backup Vault software is used to give your organization a secure option for off-site backups in the event of system crash or natural disaster. Banyon Data recommends a biweekly or monthly backup.

Along with the CD application and this user manual, you will also be given an Account Number or unique encrypted code that is entered in the Account Number field of the BDS Backup screen in order to use the program. This code, **printed on the CD Envelope**, is your key to using the system, so keep it safe at your place of business. Banyon Data Systems will also keep a copy of this code in case it is lost. The software, upon installation, will also automatically install the needed Account Number and this number will show in the Account Number field at the top of the BDS Backup screen.

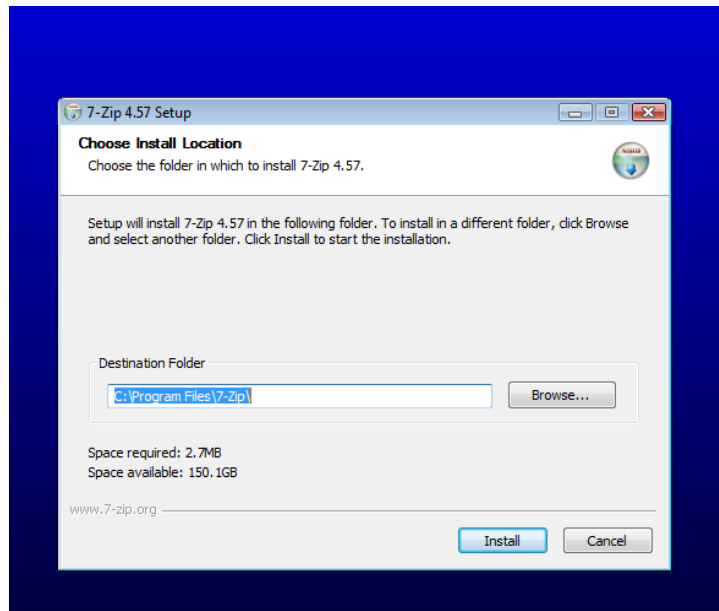
Ok, let's get started.

Step 1:

Installing the CD is fast and simple. Just insert the CD into your computer's CD ROM tray and close the tray. The program installation instructions will start automatically. Follow the instructions as they appear on the screen. Click on Run Setup.exe to start the AutoPlay installation.

Then Click on the Agree button for the License Agreement if you want to use the program.

Then click on the Install button. The path screen will appear. Please install to the path as given on the Destination Folder.

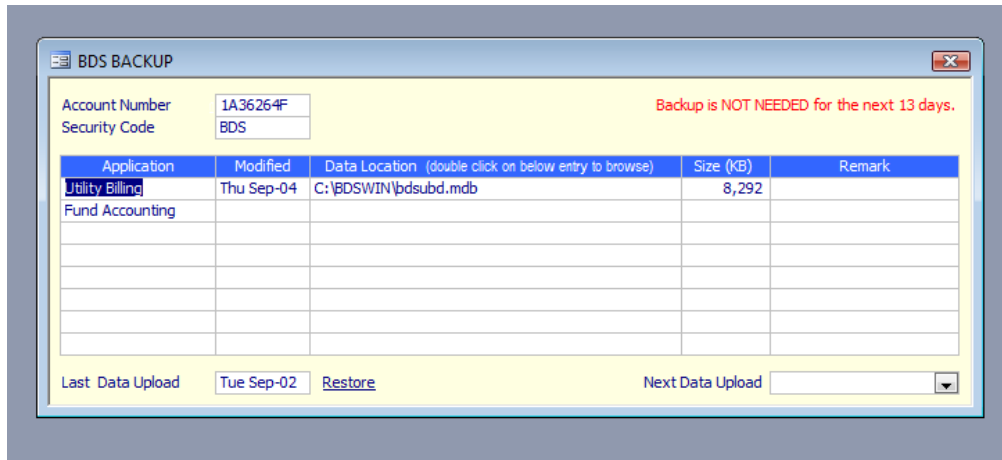


Click the Install button to begin the installation. Click the Finished button when Setup Wizard is complete. Installation Complete message indicated the program has been installed successfully. Click Finish to finalize process.

If the program has been loaded successfully, a shortcut icon (A Safe icon with arrow) on your computer desktop will appear.

Step 2:

To access the program, double click on the BDS Backup icon on the desktop. The BDS Backup table (sample shown below) will appear on your computer monitor screen.



Step 3:

Now with the screen displayed, verify your Account Number shows. If not, this is provided by Banyon Data on your cd label. In the security code field, choose any code that your organization wants to use (alpha or numeric). You will also see the Applications that are approved for use of the BDS Backup Vault program. The Data Location column should pick up the location of your BDS files. If the correct path is not listed do the following:

Double click in the data location field to locate your BDS application data. These files are named as follows: *(If networked, you need to browse to where your data is stored on the network to look for the files. If not networked, then the files are in c:\bdswin)*

- Fund Accounting: bdsfundd.mdb
- Utility Billing: bdsibd.mdb
- Payroll: bdsipayd.mdb
- Payroll Timecard Interface: bdsexpd.mdb
- POS: bdsposd.mdb
- Property Management: bdssad.mdb
- Inventory: bdsinvd.mdb
- Property Tax: bdsptaxd.mdb

The above samples are file names that can be backed up. They are generally located in the BDSWIN folder of your main computer. If you don't know the location, you can always run the Banyon program in question and look at the top for the data location path. The Remark column will indicate if the database selected is old data or not appropriate.

Only those applications purchased for the Vault Backup from Banyon Data Systems will be available. If you find that you need additional applications added to this secure off-site backup system, call our office to add that application to your suite of backup programs.

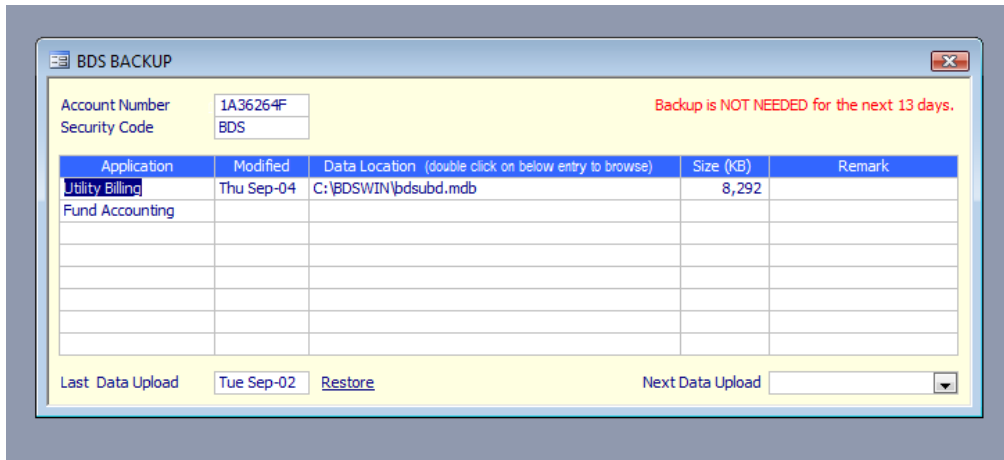
The Size column will also show the kilobytes or megabytes of your database to be backed up.

Step 4:

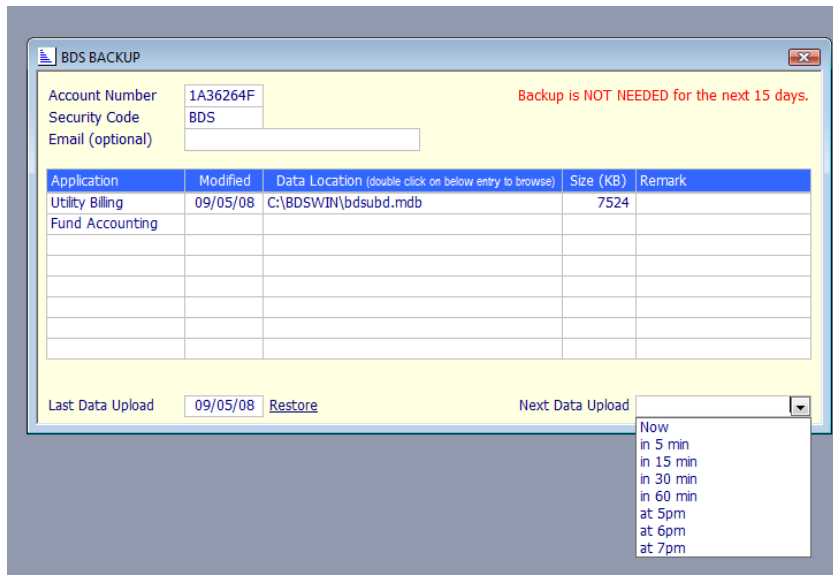
Ok, so far so good.

Now, how to do your secure backup!

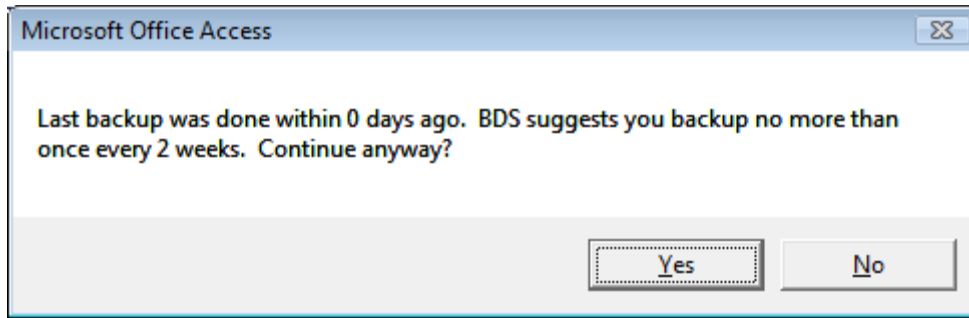
Click on the drop down arrow by the NEXT DATA UPLOAD field and select the timeframe for your organizations backup to BDS Vault. After you choose a timeframe, you can then minimize the BDS Vault Screen. ******It is very important to not close out of the screen until backup is done. For example, you choose 7:00 PM tonight. The program must stay open or minimized in order to run the back up later on.**



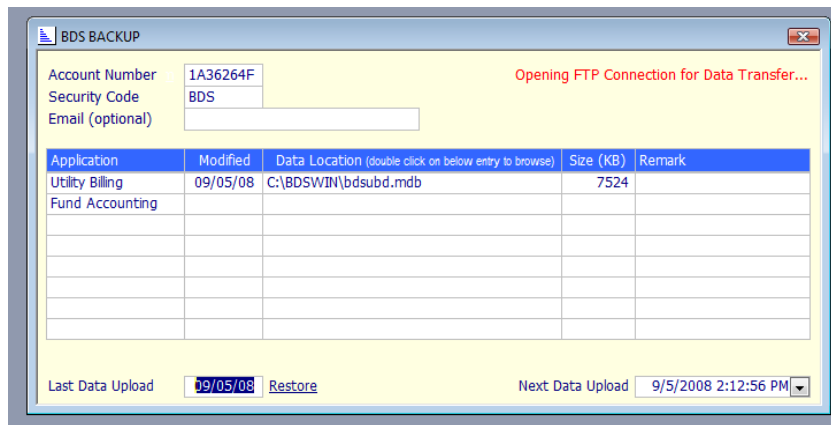
The upload time will vary based on data size.



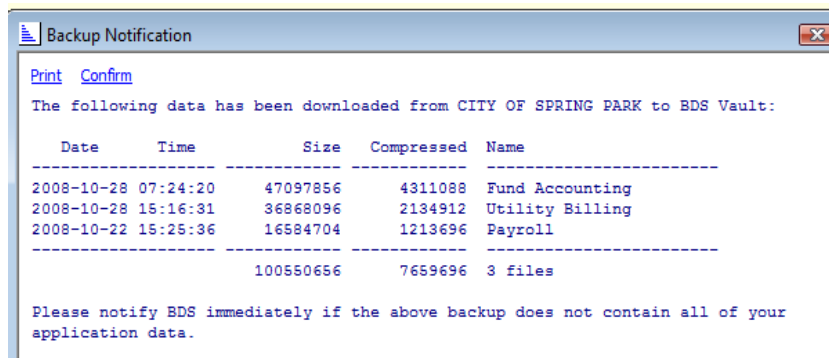
You will be asked to continue if the system already knows a backup is there from a short time ago. You can continue with a YES click or cancel with a NO click.



The Backup Application will let you know what is going on in the upper right hand corner of the screen. In the example below, the system shows that it is opening the FTP connection (Banyon Secure Server) for the transfer of data.



When the transfer is complete the Backup Notification screen will appear. Click print to keep a copy for your records or click confirm to exit.



IMPORTANT NOTE:

To RESTORE your BDS Vault backup(s), contact Banyon Data Systems at (800) 229-1130. Restoring vault backups should only be performed if your entity has urgent circumstances (server crashes, damage computer, data loss, etc).

APPENDIX A

Banyon Data Systems, Incorporated BDS BACKUP VAULT SOFTWARE LICENSE AGREEMENT

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