

BACKUP COMPLETE TAXCAT PROGRAM AND DATA

This section describes the manual backup procedure to backing up Taxcat data to a selected destination. The backup procedures will be illustrated accordingly. For restore data procedures please refer to *RESTORE COMPLETE TAXCAT PROGRAM AND DATA*.

Important Note:

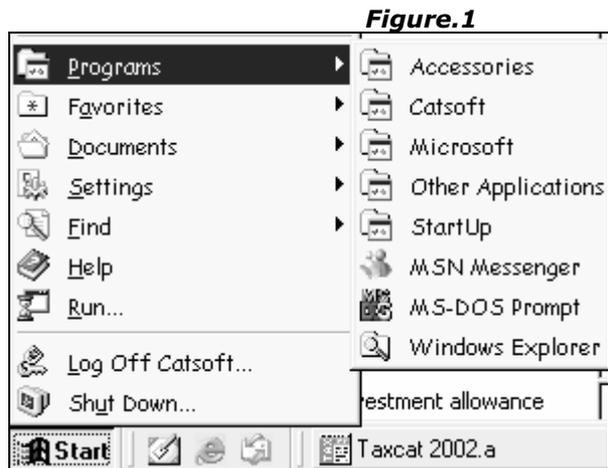
- Ensure no individual is operating the Taxcat program when the backup procedures listed below are carried out.
- Filename – TAXCAT.ZIP – for the backup will be created when using these procedures.
- This is not a comprehensive backup process to backup your data. We strongly suggest you explore other specialised backup process to backup your data. We strongly suggest you explore other specialised backup using specialised backup software and other media – tape backup, CD-ROM etc.

A. Backup to Floppy Disk

Notes:

- The floppy disk is assumed to be floppy drive A:
- For the purpose of this illustration, Taxcat is assumed to be installed on
C:\CATSOFT\WTAXCAT
- Depend on the size of the program and database, preparing a number of blank formatted floppy disks.

1. On the MS Windows desktop, click on the **Start** button.
2. Then, select menu: **Program | MS-DOS Prompt** (For Windows 2000 or above, you may have to select menu: **Program | Accessories | MS-DOS Prompt**)
3. After step 2, a window will be displayed. Type CD\CATSOFT\WTAXCAT and press the **Enter** key.
4. After step 3, insert a blank 1.44" floppy disk to floppy drive A:
5. After step 4, type PKZIP -& -r -p A:TAXCAT.ZIP and press the **Enter** key.
6. After step 5, the backup process will begin. When completed, type EXIT and press the **Enter** key.



B. Backup to Other Destination or Removable Device

Notes:

- The removable device or destination is assumed to have K:\ drive
- For the purpose of this illustration, Taxcat is assumed to be installed on the network
G:\CATSOFT\WTAXCAT
- Removable device storage capacity depends on the media, i.e. Zip Drive, Folder on network etc. Please check this yourself.

1. On the MS Windows desktop, click on the **Start** button. (Refer to Figure.1 above)
2. Then, select menu: **Program | MS-DOS Prompt** (For Windows 2000 or above, you may have to select menu: **Program | Accessories | MS-DOS Prompt**)
3. After step 2, a window will be displayed. Type G: and press the **Enter** key. (If your Taxcat program is on the local PC, type CD\CATSOFT\WTAXCAT instead and ignore step 4)
4. After step 3, type CD\CATSOFT\WTAXCAT and press the **Enter** key.

5. After step 4, type `PKZIP -& -r -p K:\TAXCAT.ZIP` and press the **Enter** key.
6. After step 5, the backup process will begin. When completed, type `EXIT` and press the **Enter** key.