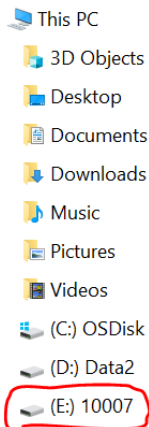
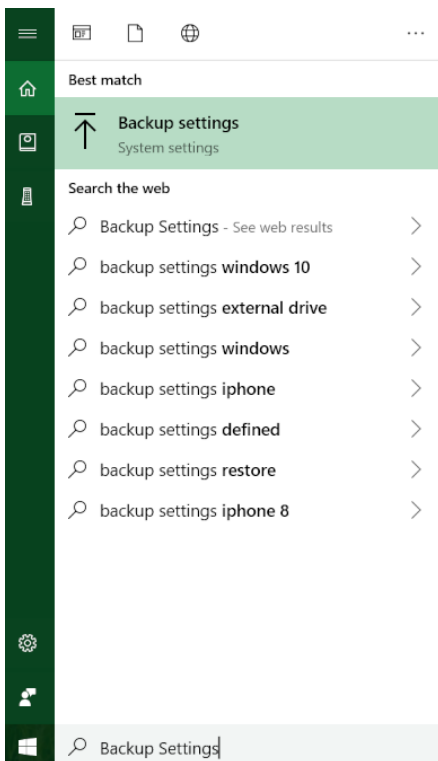


Backing Up CAT Installation

1. When you connect your external USB hard drive to your computer, take note of what drive letter it is assigned. To determine the appropriate size of a backup drive to purchase, estimate your needed disk space well into the future.



2. Type “Backup Settings” into the search bar in the bottom left of your screen. Click on Backup Settings.



3. A new window will appear. Click on “Go to Backup and Restore (Windows 7).”

Backup

are lost, damaged, or deleted.

+ Add a drive

[More options](#)

Looking for an older backup?

If you created a backup using the Windows 7 Backup and Restore tool, it'll still work in Windows 10.

[Go to Backup and Restore \(Windows 7\)](#)

Back up your stuff

To have Windows back up your files to a safe place, choose where you want files to go—to OneDrive, an external storage device, or a network.

[Learn more about backup](#)

4. A new window will appear. Click on “Set up backup.”

Back up or restore your files

Backup

Windows Backup has not been set up.

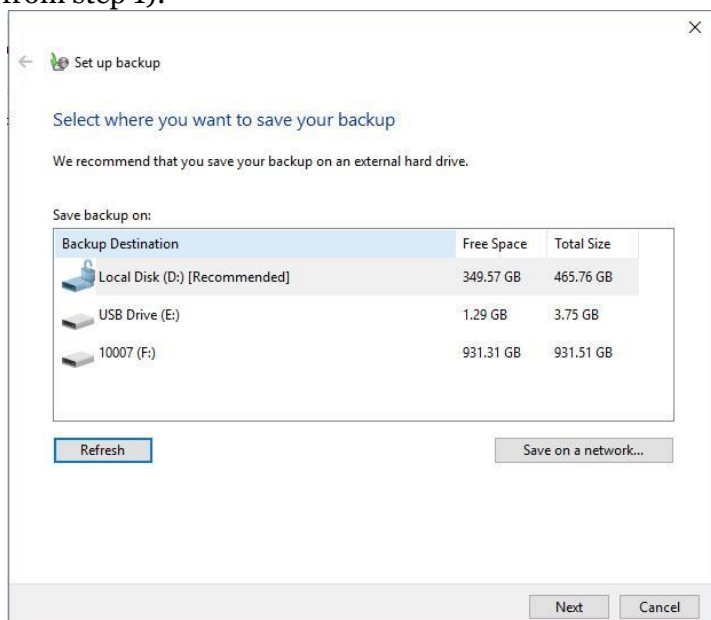
[Set up backup](#)

Restore

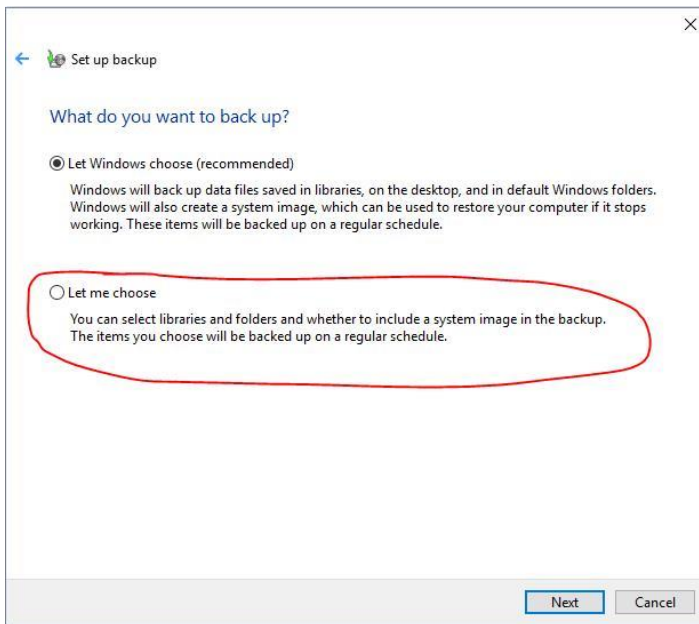
Windows could not find a backup for this computer.

[Select another backup to restore files from](#)

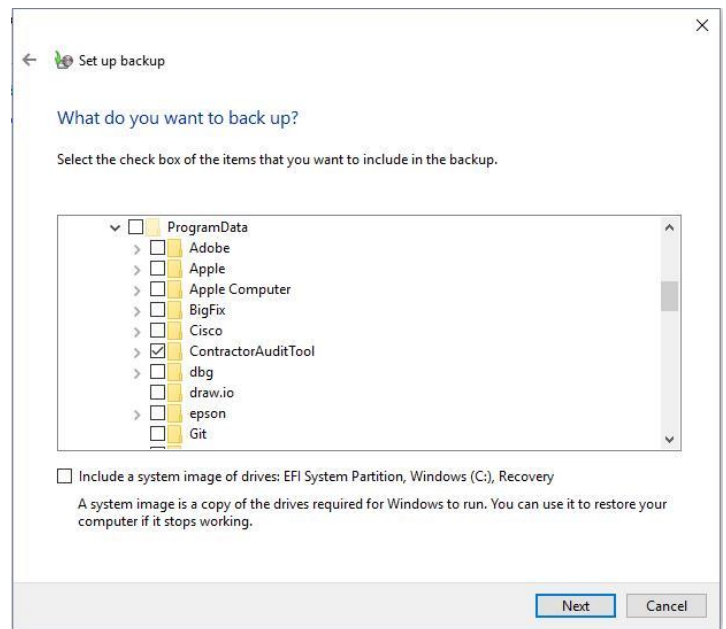
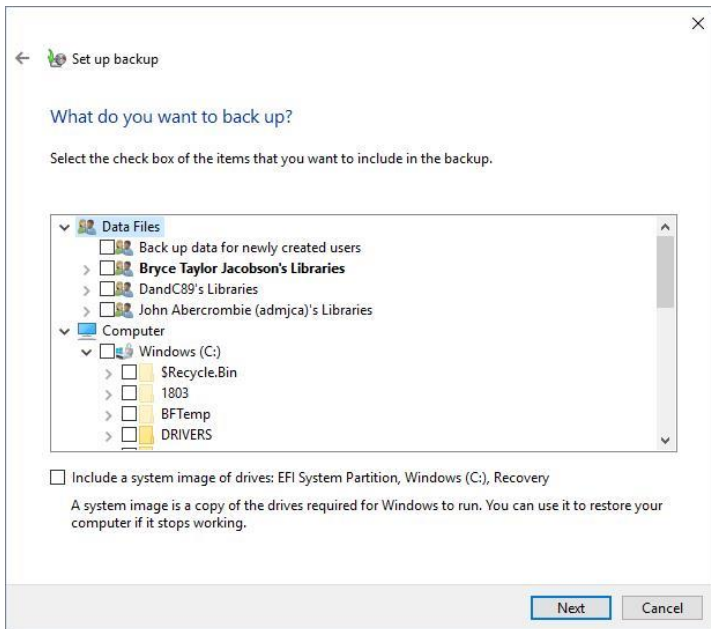
5. A progress bar will appear. After it is complete a new window will appear. Select the external drive you want to back up to (it will be the drive letter from step 1).



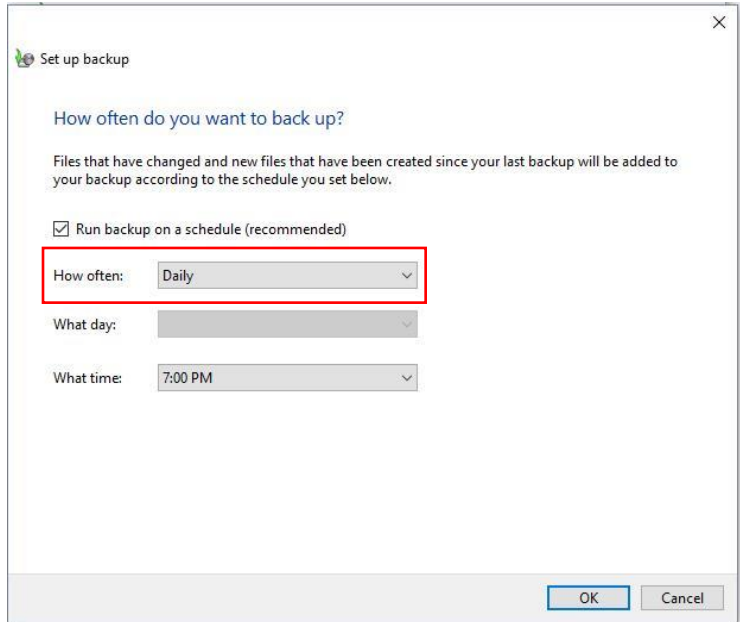
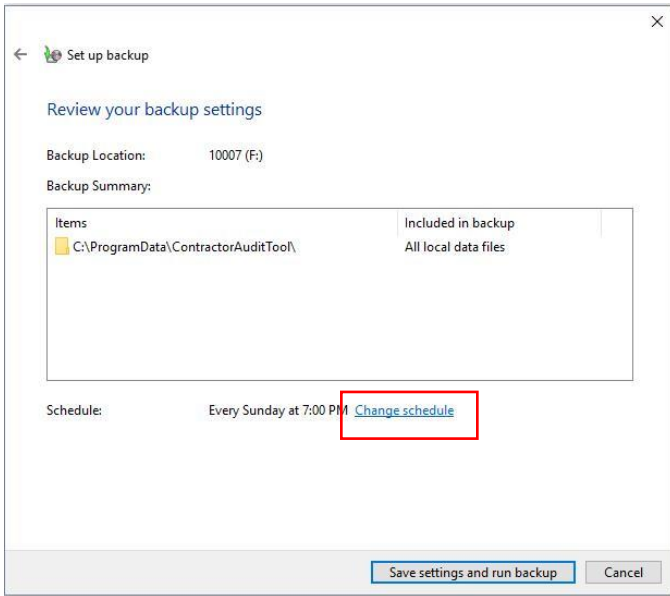
6. Once you have selected the external drive, click “Next.” A new window will appear. Click “let me choose.” Click “Next.”



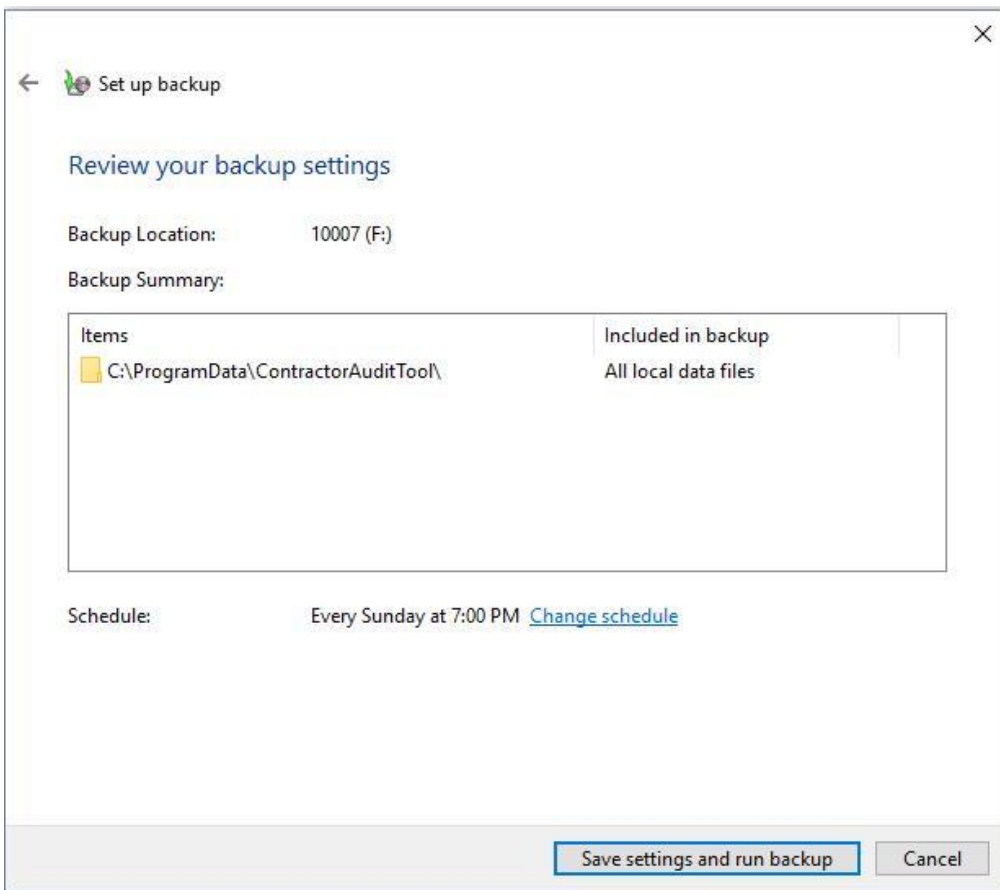
7. A new window will appear. Make sure everything under “Data Files” is unchecked. Under “Computer,” navigate to the (C:) drive, expand “ProgramData,” and check the box next to “ContractorAuditTool.” Then click “Next.”



8. A new window will appear. Click on “Change schedule.” A new window will appear. We recommend you backup daily. You can choose whatever time works for you. Click “OK.”



9. If everything is correct, click “Save settings and run backup.”




10. A new window will appear showing the current progress of the backup.

Back up or restore your files

 Backup in progress...  [View Details](#)

Backup

Location: 10007 (F:) [Back up now](#)
 931.31 GB free of 931.51 GB
Backup size: Not Available
[Manage space](#)

Next backup: In progress...
Last backup: Never
Contents: Files in selected folders
Schedule: Every Sunday at 7:00 PM
[Change settings](#)

Restore


You can restore your files that were backed up on the current location. [Restore my files](#)

[Restore all users' files](#)
[Select another backup to restore files from](#)

11. When the backup is complete the progress bar will disappear.

Back up or restore your files

Backup

Location: 10007 (F:) [Back up now](#)
 930.82 GB free of 931.51 GB
Backup size: 499.21 MB
[Manage space](#)

Next backup: 8/25/2019 7:00 PM
Last backup: 8/21/2019 1:19 PM
Contents: Files in selected folders
Schedule: Every Sunday at 7:00 PM
[Change settings](#)

Restore

You can restore your files that were backed up on the current location. [Restore my files](#)

[Restore all users' files](#)
[Select another backup to restore files from](#)