

USB keys are a solid-state (no moving parts) backup device, and provide a fast, convenient and robust method of storing data. A 1 Gigabyte USB key will hold more data than a CD, so there's plenty of space not only for SmoothPay backups, but also for your accounting system backups, documents, photos etc.

This guide discusses:

- using a USB key to backup SmoothPay data, and
- shows how you might restore SmoothPay data from a USB key to a different machine

This guide assume you are using a computer with Windows XP or later.

Plug it in

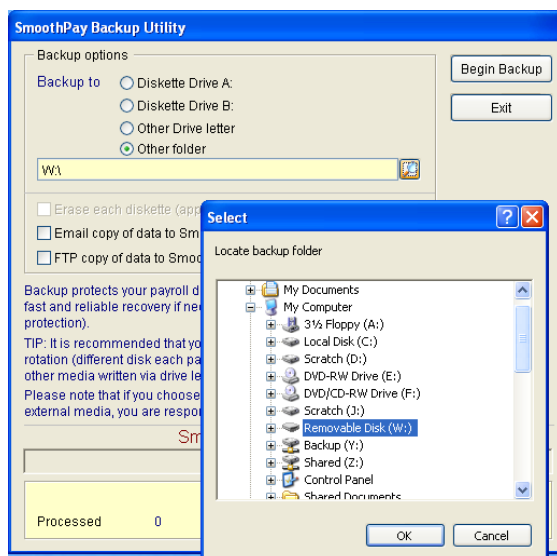
Connect the USB key to an available USB slot on your computer (yes, you can and should do this while your computer is on). USB slots are often on the front of modern computers, otherwise you'll find them at the rear, or sometimes (on laptops) on the side – they look like this:



Windows will automatically assign a drive letter to the USB key (usually D: or E:, but depends on what other devices you have connected – we'll come to that in a moment).

Backing up SmoothPay data

Start SmoothPay, and choose *Backup*. In the following example, we've selected "Other folder", and clicked on the lookup button to locate where the backups are to be placed:



Choose "Other folder" as the backup location. SmoothPay will keep up to 10 occurrences of your backup data in the specified location.

*Click the **lookup** button (to the right of the other folder field) to display an explorer dialog.*

*Navigate to your USB key – it'll be under the **My Computer** heading. In this particular case it's "**Removable Disk (W:)**" but on your machine it will probably be something else (like D: or E:)*

*Click **OK**.*

*Choose "**Begin Backup**" – your data archive data will be placed into the specified location (a subfolder actually, called archive, numbered according to the current company selected)*


Warning: Drive letters for your USB key may change!

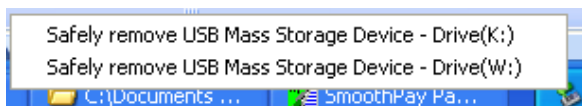
Windows automatically allocates drive letters (though you may specify a specific drive letter for individual USB devices if you know how), and it does this generally on a first-come, first-served basis (which can be pretty annoying).

This means, if you plug in your new digital camera, it'll be allocated a drive letter, if you then plug in your USB key it'll probably be allocated a different drive letter to the one used last time.

It also means, that if you take your USB key from one computer, and plug it into another computer (say you're transferring data etc), then it will probably be allocated a completely different drive letter.

However, it's not such a big deal, as it's really easy to check what drive letter has been allocated.

Simply, click the  icon in your system tray (bottom right of your screen), and a list of connected USB storage devices will be displayed:



In this case, Drive K: is a camera (yes, they're given drive letters too), and W: is my USB key. We don't suggest you should backup to your camera necessarily, but you could if you wanted to.

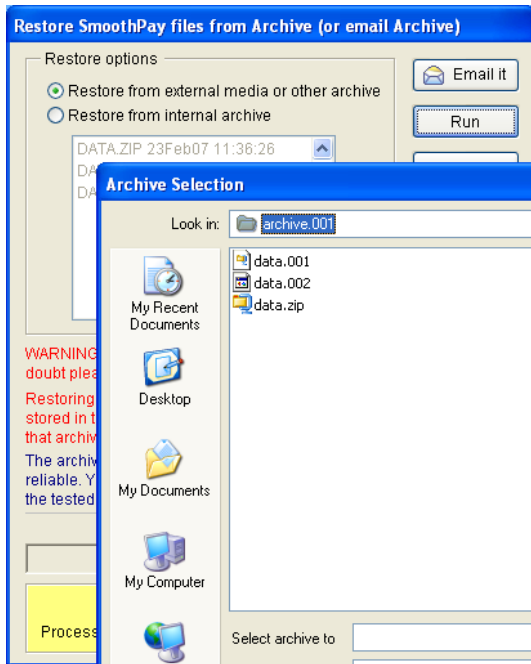
Obviously, it'll be easier to figure out if you've only got one device connected.

Transferring data to another computer via USB key

Lets assume you're moving your data to a new computer (or you keep a copy of SmoothPay offsite or at home maybe for processing or safe keeping).

- You'll have backed up your data as above.
- You'll then plug the USB key into the new/other computer.

Start SmoothPay and choose Restore (note, restoring from an archive REPLACES your data with the data contained in the Archive):



Click the “Restore from external media” option

Click Run

Navigate to the USB key drive letter, then into the archive folder for your company (archive.001 is used by the first company, archive.002 is used by the second company and so on)

The archives are versioned! Data.zip is the latest archive, data.001 is the next oldest and so on. Usually, you’ll select data.zip (if your Windows options haven’t been set up correctly, the the “zip” extension will be hidden – a real pain but also easily fixed – contact your IT support person)

The archive will be tested (if it fails, you cannot restore from the archive – this is pretty rare)

If the test is OK, then you’ll be asked if you want to restore the data for real. Respond Yes.

Your data files will then be analysed for consistency and compliance, and any compliance issues will be reported – you should resolve these issues as soon as possible.

Feel free to contact our HelpDesk if you have any questions or suggestions for improving this HelpNote.