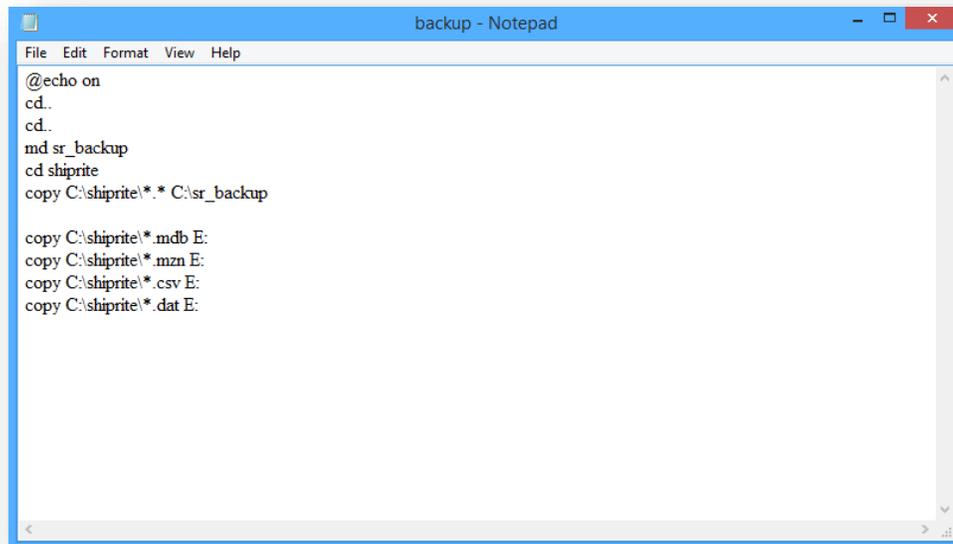- Navigate to the *c:\shiprite* folder – the file you need to backup ShipRite is *backup.bat* (**Note:** *See above image*)
- If you do not have the file, please download it from the following link: http://support.shipritesoftware.com/SR_Files/backup.bat
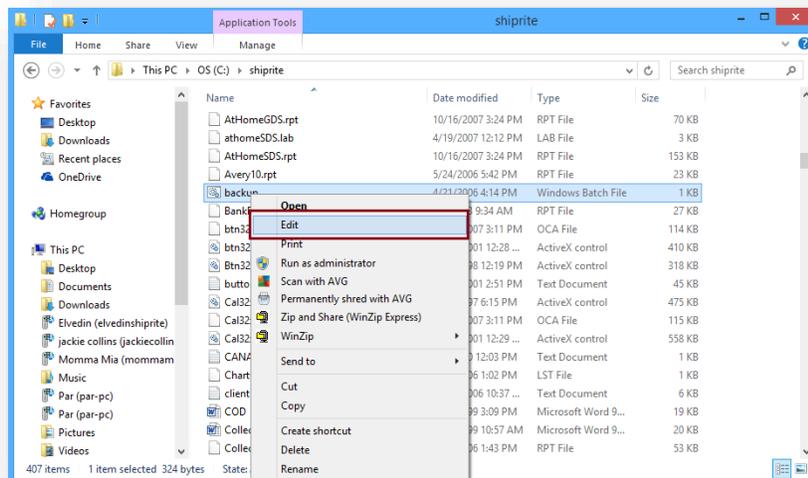
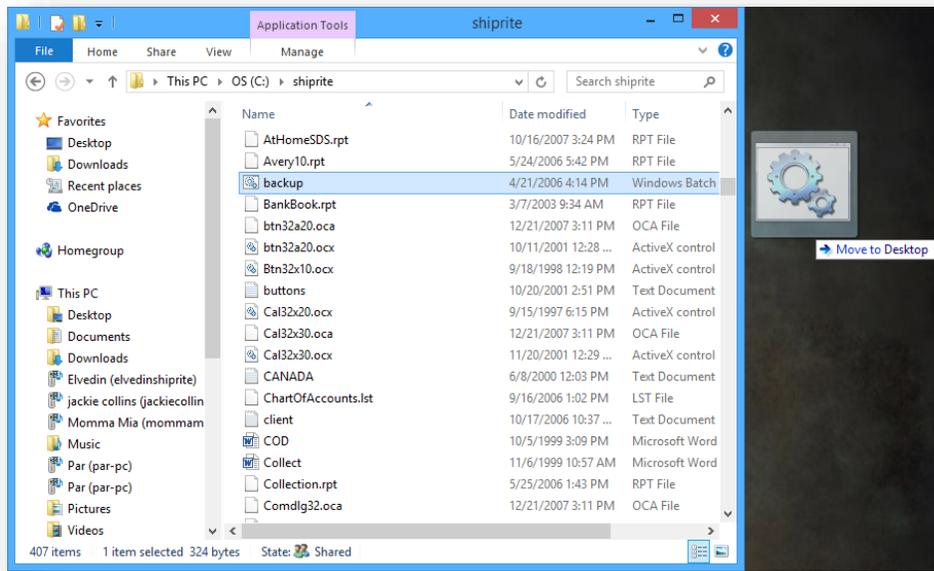- Right-click on the *backup.bat* file and choose *Edit*

```
backup - Notepad
File   Edit   Format   View   Help

@echo on
cd..
cd..
md sr_backup
cd shiprite
copy C:\shiprite\*.* C:\sr_backup

copy C:\shiprite\*.mdb E:
copy C:\shiprite\*.mzn E:
copy C:\shiprite\*.csv E:
copy C:\shiprite\*.dat E:
```

- Copy and paste the following text into the backup.bat, so that it matches the above image
  (**Note:** *While we are using the E:\ drive in this example to represent the usb flash drive, you may have a different drive letter associated with your flash drive when you connect it to your pc. Please use that drive letter in place of the E:\ drive*)

```
@echo on
cd..
cd..
md sr_backup
cd shiprite
copy C:\shiprite\*.* C:\sr_backup

copy C:\shiprite\*.mdb E:
copy C:\shiprite\*.mzn E:
copy C:\shiprite\*.csv E:
copy C:\shiprite\*.dat E:
```
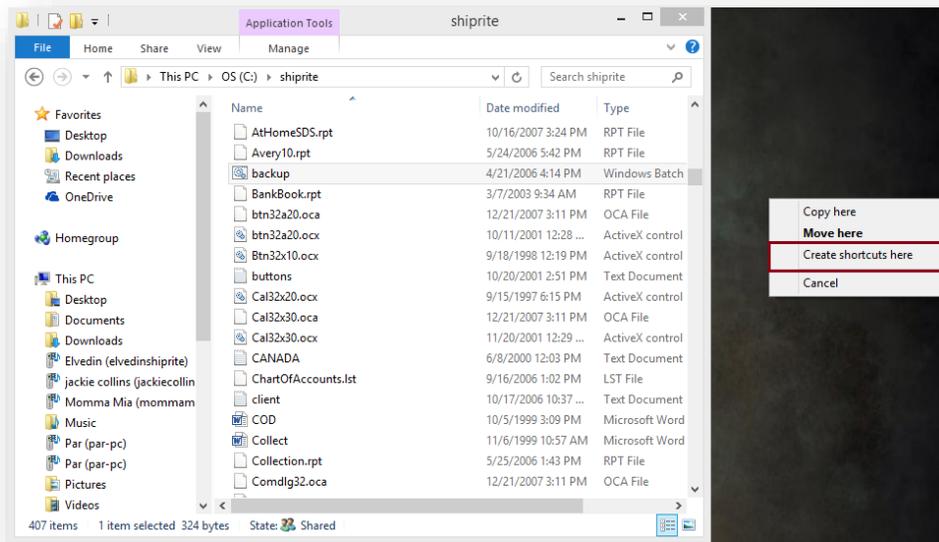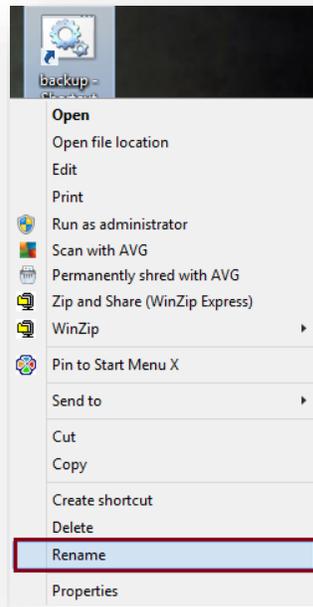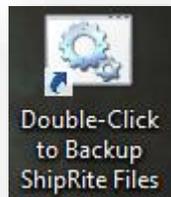
- Right-mouse click on the *backup.bat* file and drag it to the desktop

- Choose *Create shortcuts here* from the submenu. This will create a desktop link directly to that backup file, allowing you to run it right from your desktop.

- You may want to edit the name of the backup file, to something that makes sense to you. Right-click on the *backup.bat* file and choose *Rename*.


- For example, you could call it *Double-Click to Backup ShipRite Files.* This lets you know that all you need to do is just double-click on the backup utility and it will automatically backup the necessary ShipRite files.

The Windows Task Scheduler will allow you to set a task to automatically run at certain points during the day/week. In regards to the backup, you can set it to automatically backup your ShipRite files, so that you essentially never need to worry about it. Typically, you will choose a time when your store is not busy, usually after closing or whenever makes sense for you.
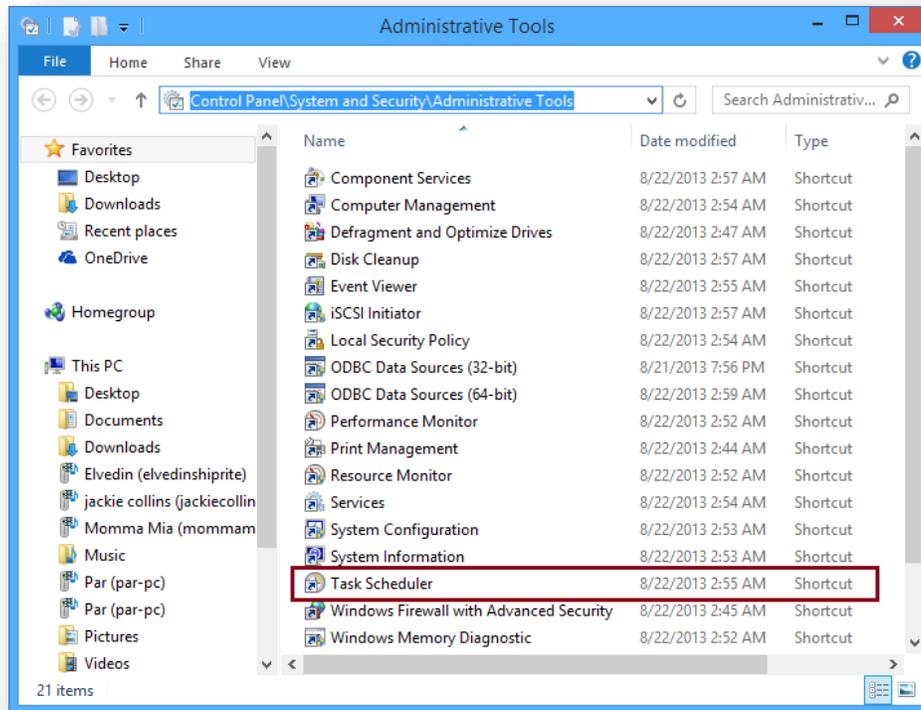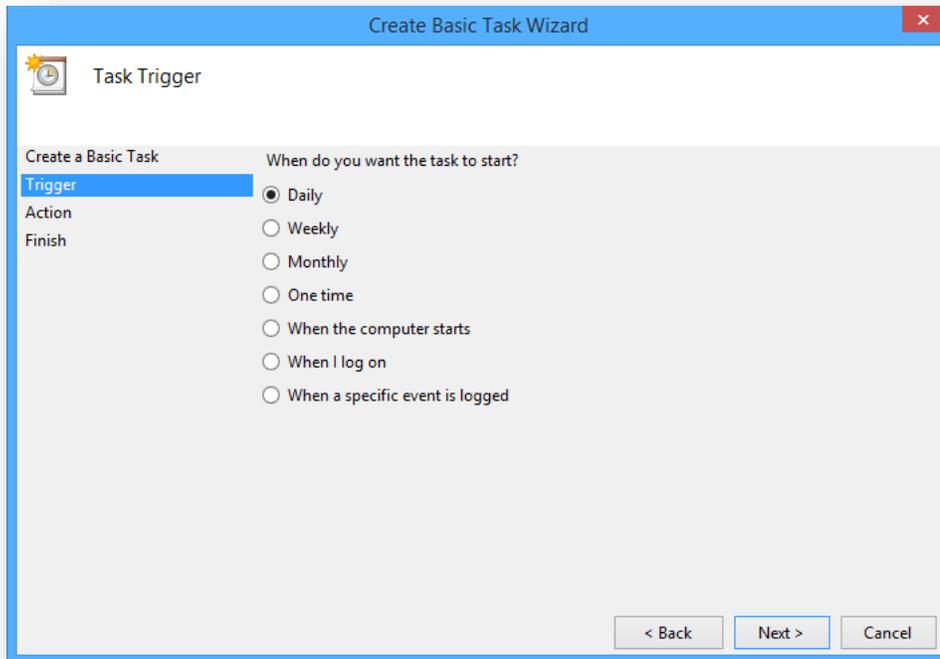

- Click the *Windows Start button > Control Panel > System and Security > Administrative Tools*
- Double-click on *Task Scheduler* to start the program
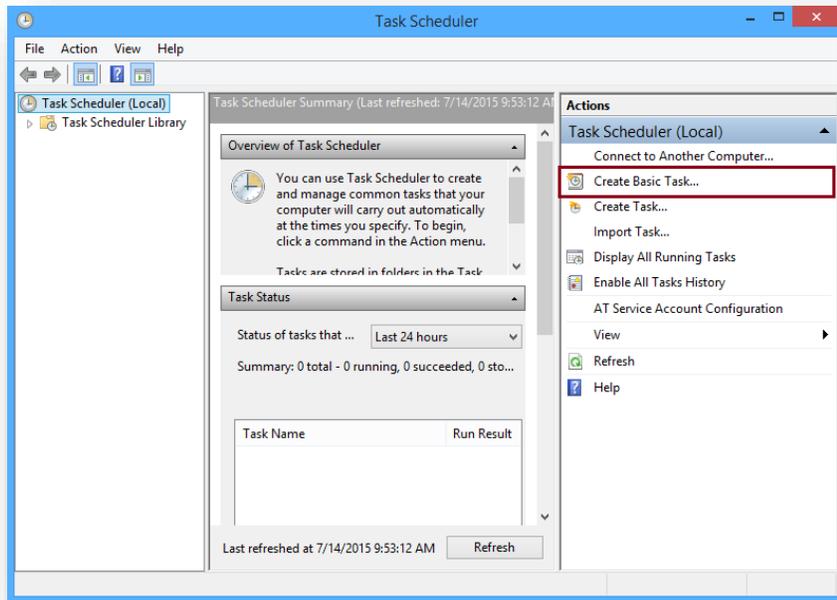
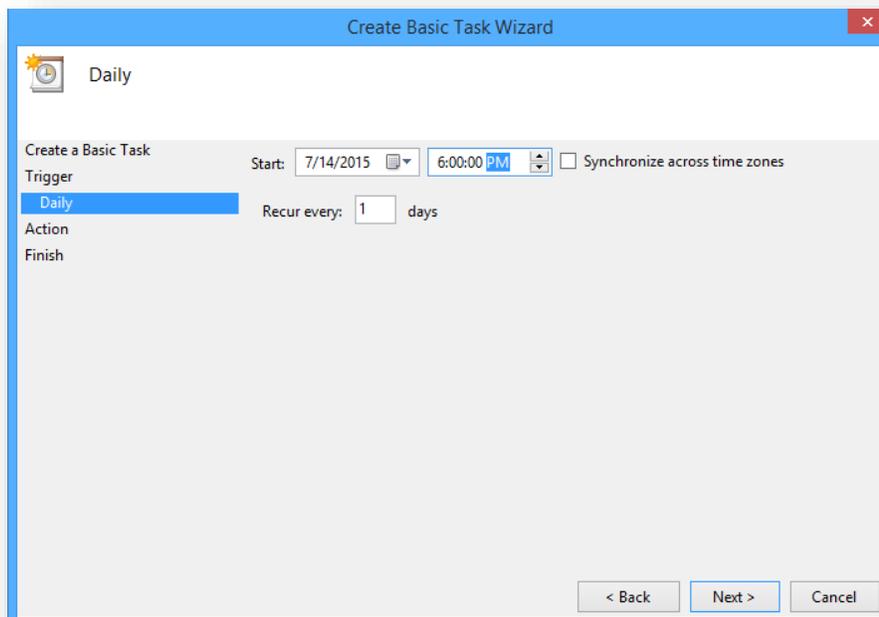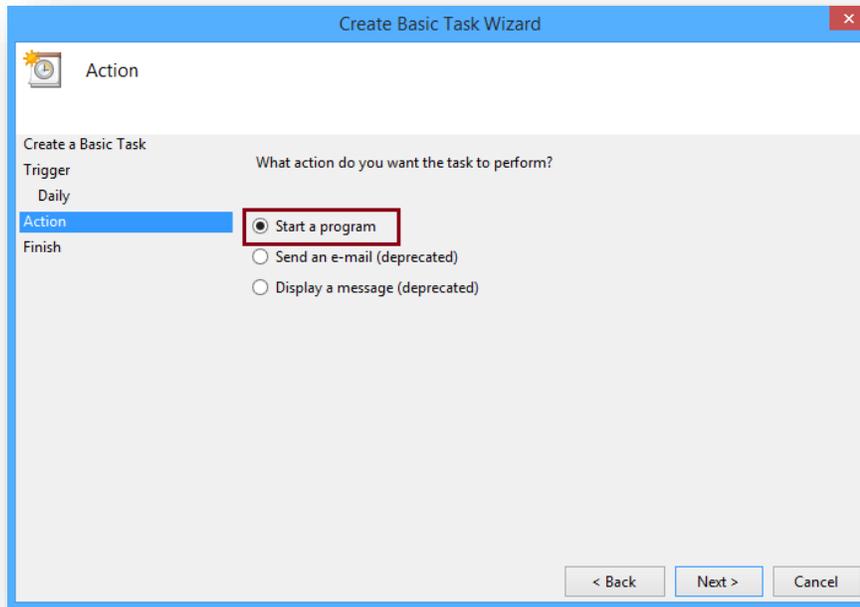- Select *Create Basic Task…*
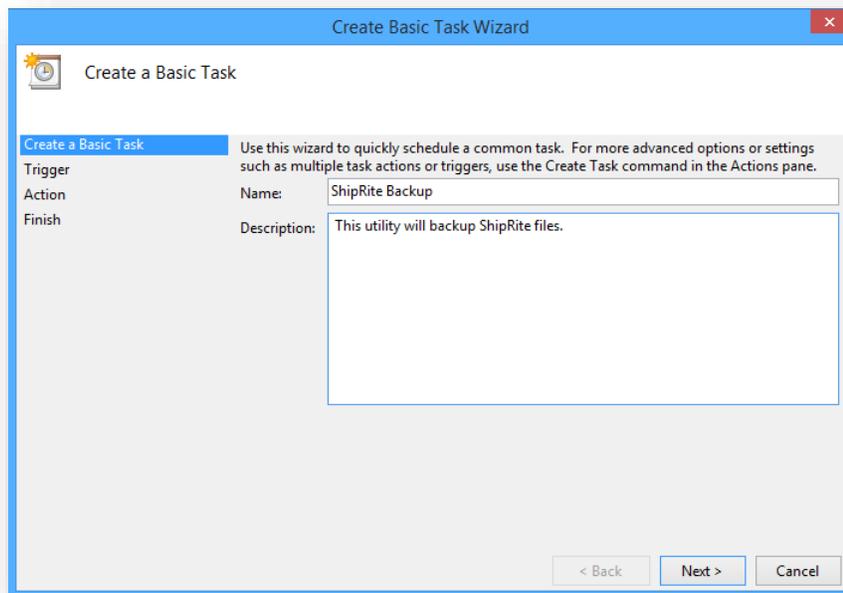
- Provide a *Name* and *Description*, something that makes sense to you.
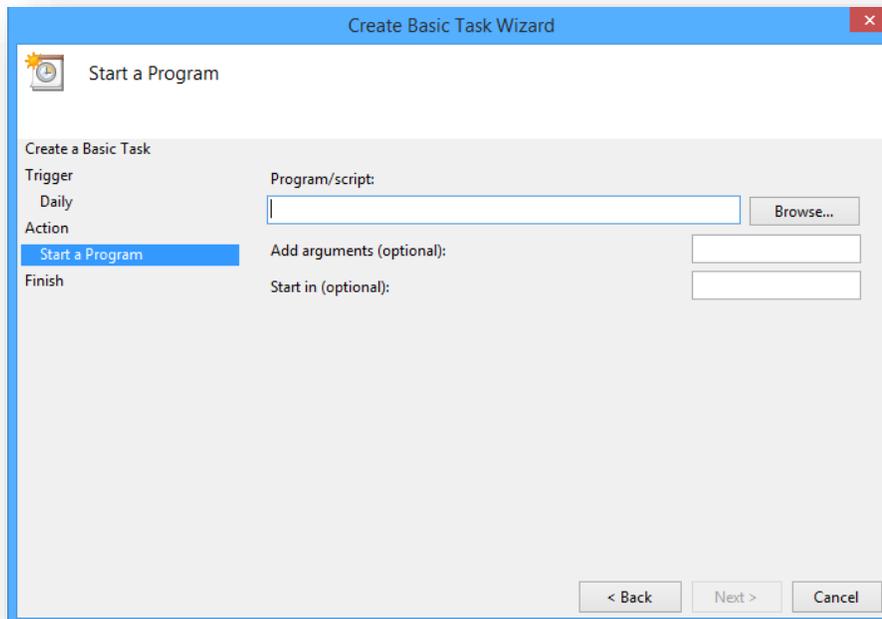- Click *Next*

- Select how often you would like the task to run, daily or weekly is sufficient
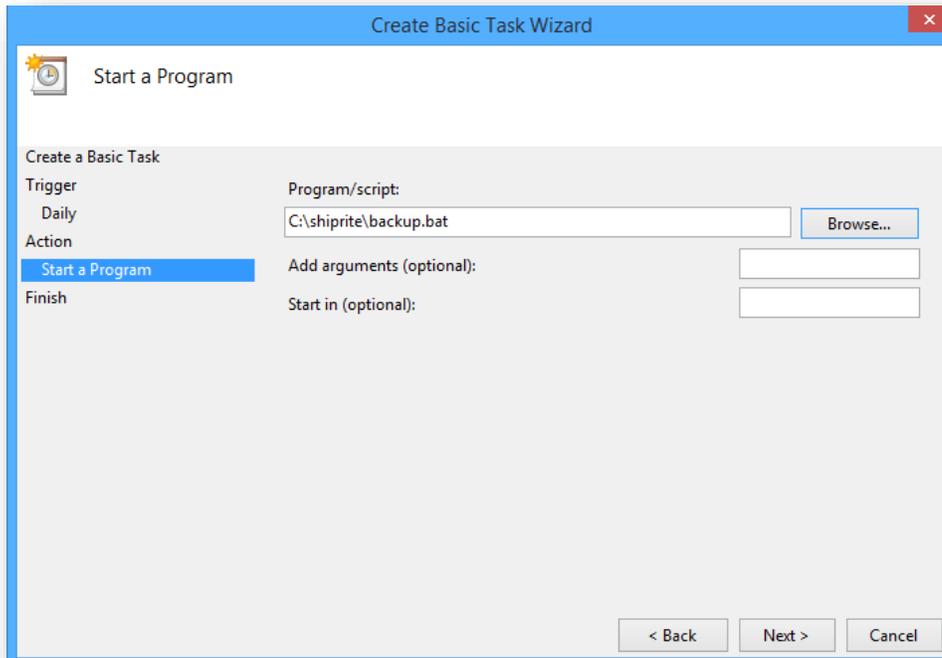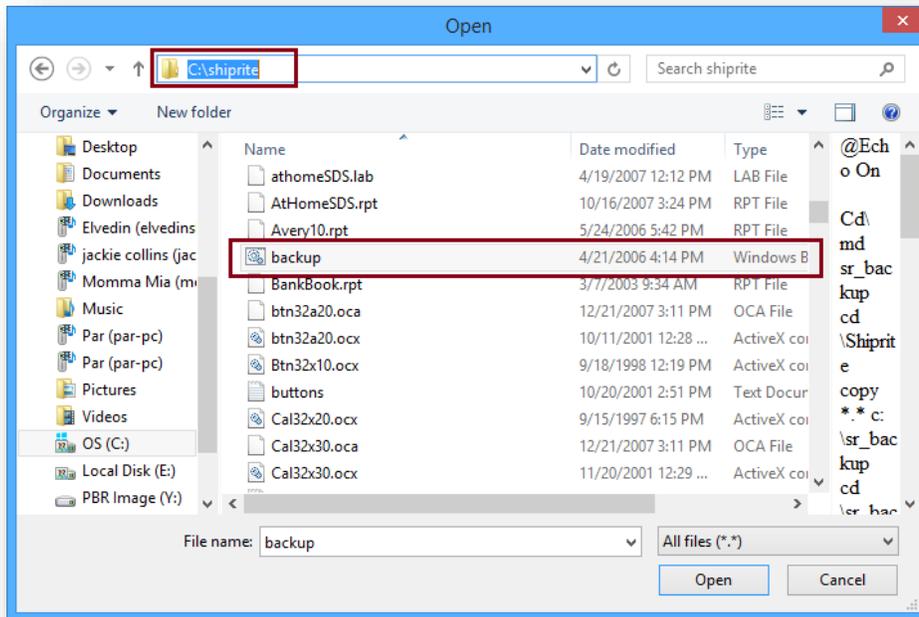- Click *Next*

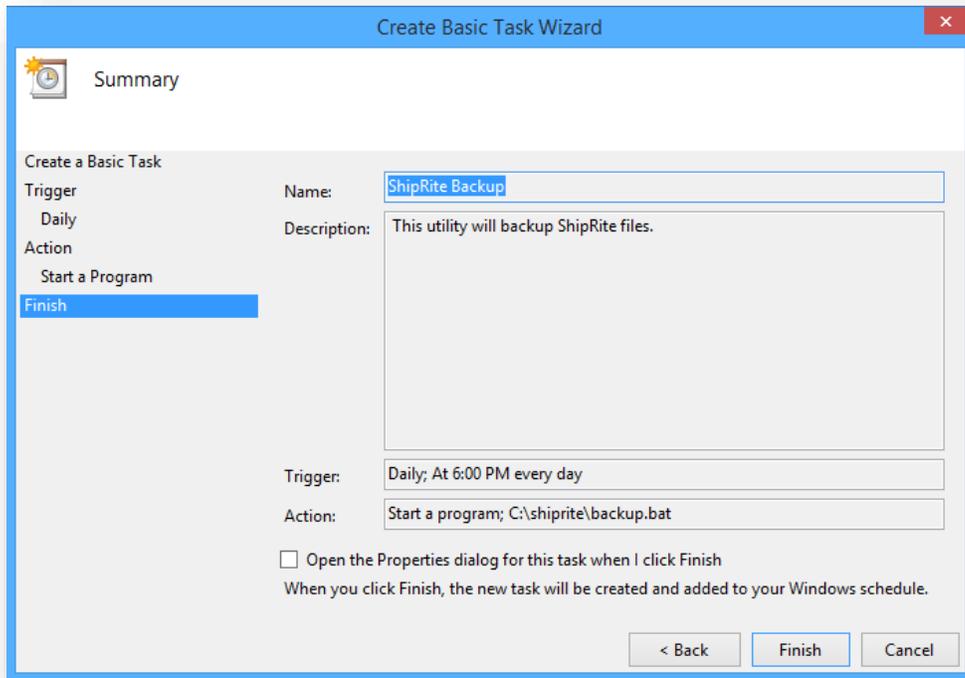- Choose the Start-Date and the Start-Time
- Click *Next*

- Select *Start a program*
- Click *Next*

- Click *Browse…* to search for the *backup.bat* file, located in the *c:\shiprite* folder

- After selecting the file-location, click *Next*

- Click *Finish*

At this point, the backup is now established to run automatically at the time you've selected. It would be a good idea at this point, to double-click on that backup file, on the desktop, to run the initial backup. When you run the backup, you will see the following window appear, displaying all the files being currently backed up. The files will be backed up to two locations, one being locally on your hard-drive to the *c:\sr_backup* folder, and the second location being the USB flash drive, as long as it is connected to the pc.