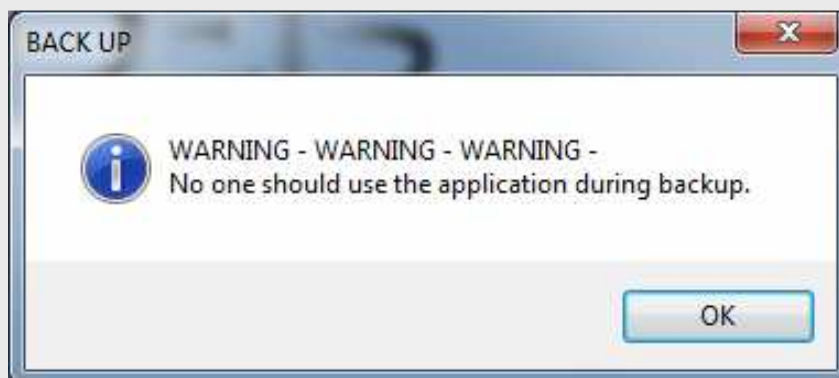## BACKUP BY USB STICK

Backup by USB stick can be found in the miscellaneous menu - "Misc." - "Backups"

The following message appears asking you to check that no computer is using ODEIS. Even if you remain in the main menu of ODEIS, you are still using it.

Remember therefore to return to Windows on all workstations before starting the backup on the server.
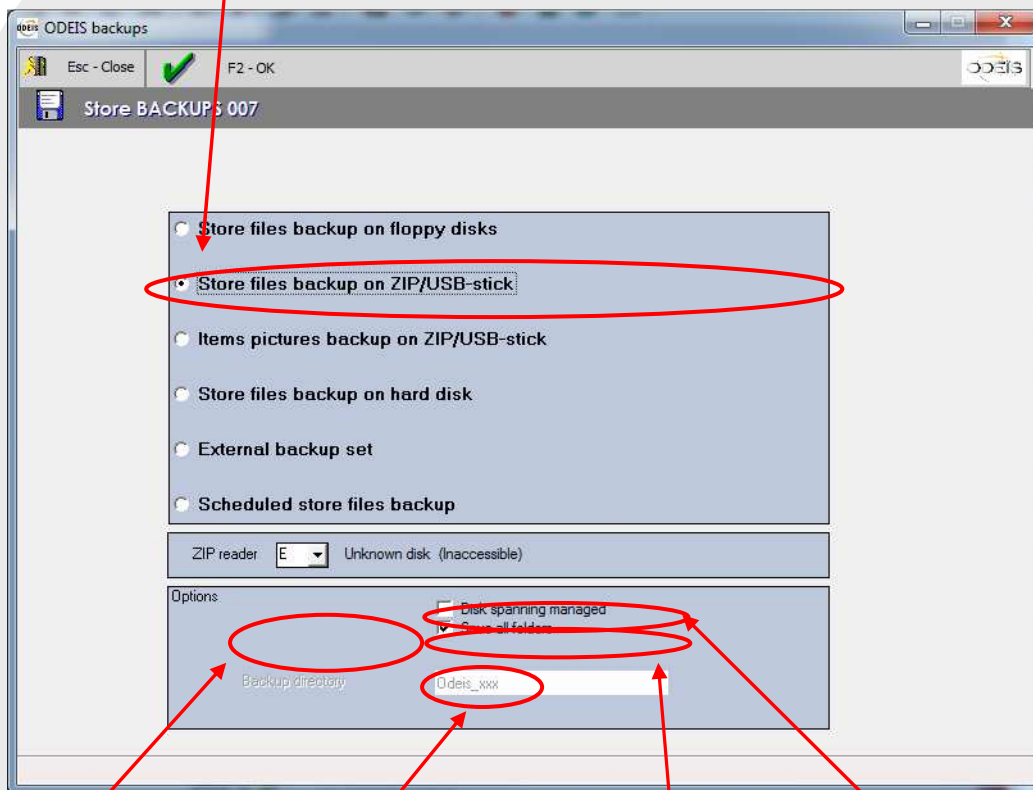
The following screen appears:

Choose this option

Select the corresponding
letter to your USB stick drive *****

On the USB stick, a backup directory will be created for the file to backup.
For example , for the file 015, the program will create the directory 'odeis_015'.
The backup files can be found in this directory.

By ticking this option, ODEIS will navigate you if your backup requires several removable drives. ******

By ticking this option, ODEIS will automate the backup for ALL your current files.
The program will create all the necessary directories (odeis_xxx) on the USB stick.
Each directory will contain a file backup (for example odeis_002 will contain the file backup 002).

* The letter assigned by Windows to the USB stick is visible in 'Computer'

Press F2: backup starts

** Disk spanning managed
• If this option is ticked, you will be asked to insert your removable drive, even if you have already inserted your Zip (or USB key). If the size of your backup exceeds the capacity of your first drive, ODEIS will ask you to insert a second drive.

• If this option is not ticked, you will not be asked any questions.

**This process not only backs up your data, but also transfers it while waiting for it to be sent or received.
Backup on a USB key is NOT done in order to save it to a central site (for example, to save a replication)**
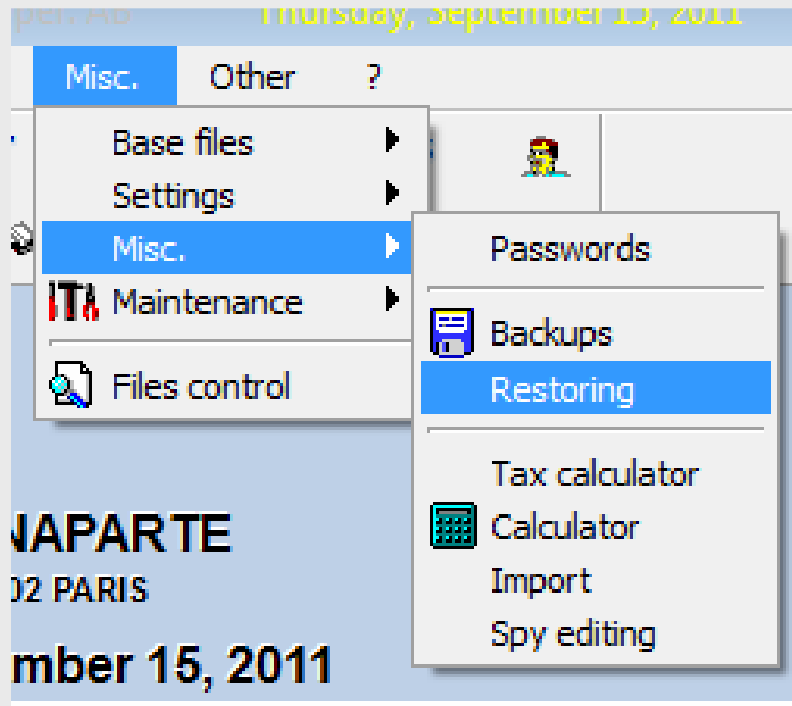
USB STICK RESTORE
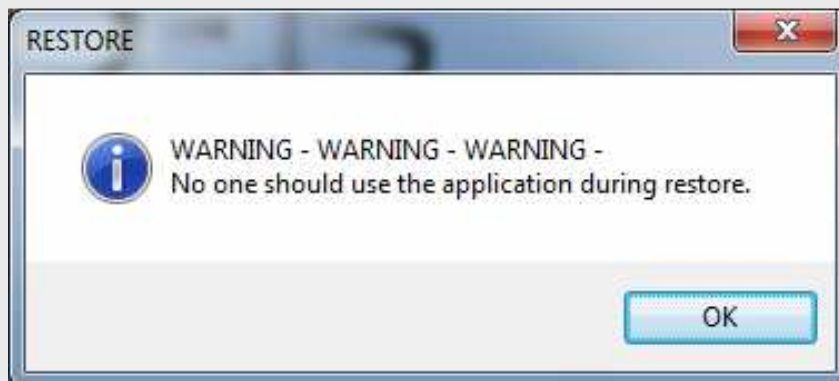
USB stick restoration can be found in the miscellaneous menu - "Misc." - "Restoring"

The following message appears asking you to verify that no computer is using ODEIS. Even if you remain in the main menu of ODEIS, you are still using it.
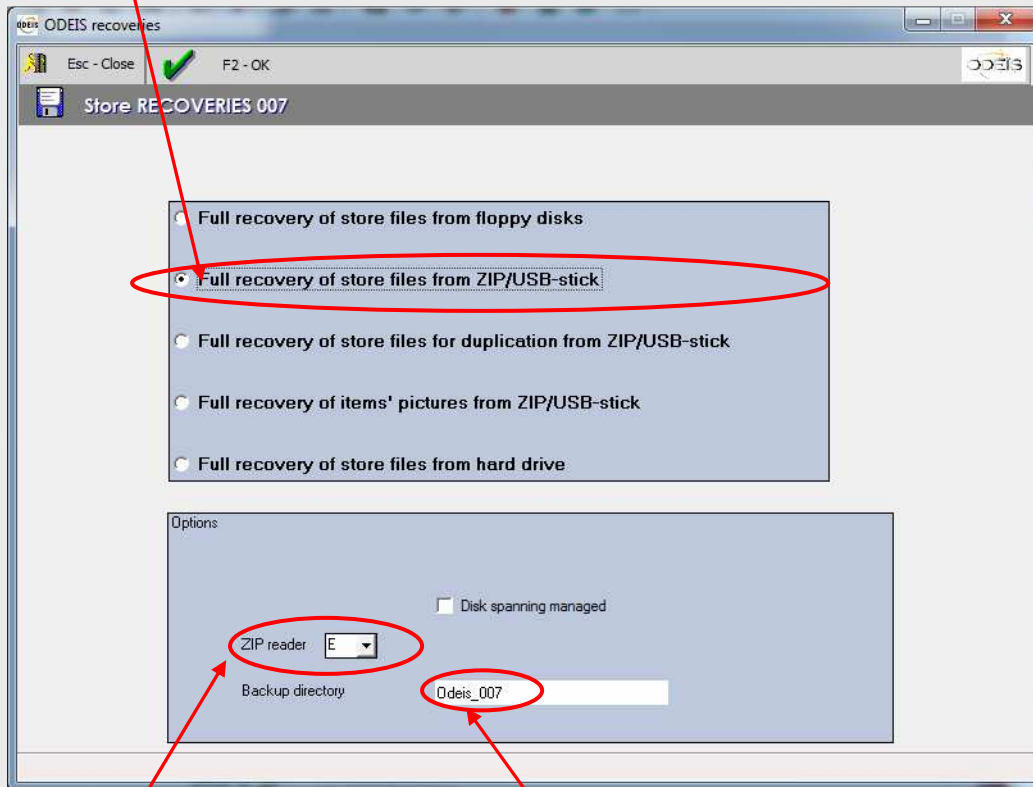

Remember therefore to return to Windows on the networked computers before starting the backup on the server.

The following screen appears:

Chose this option

To select the corresponding letter to your USB stick drive

The restoration directory corresponds to the location of the data to extract from the USB stick to your computer

After saving or restoring, you must remove the USB key from the computer.

In the tool bar, next to the clock, right-click on the following symbol:

The following message appears, click above (left-click)

The message below confirms that you can remove the USB stick from the computer.

It is necessary to proceed as indicated in order not to damage your USB stick and your computer.