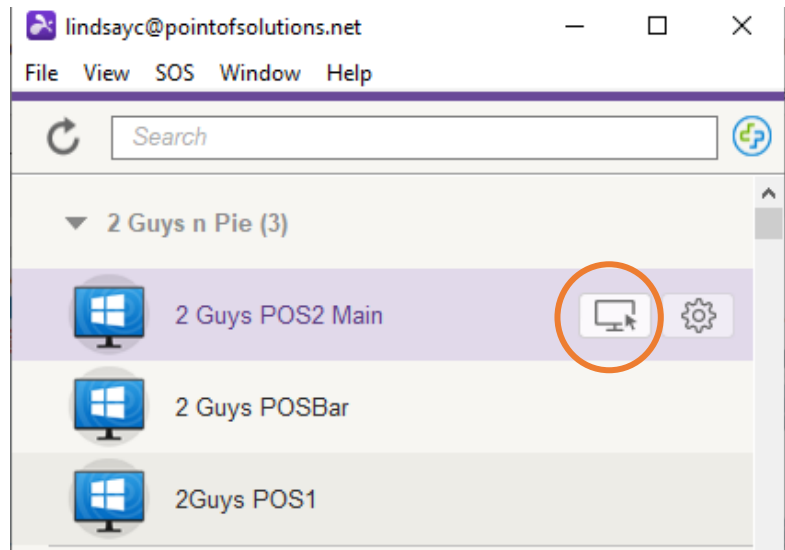
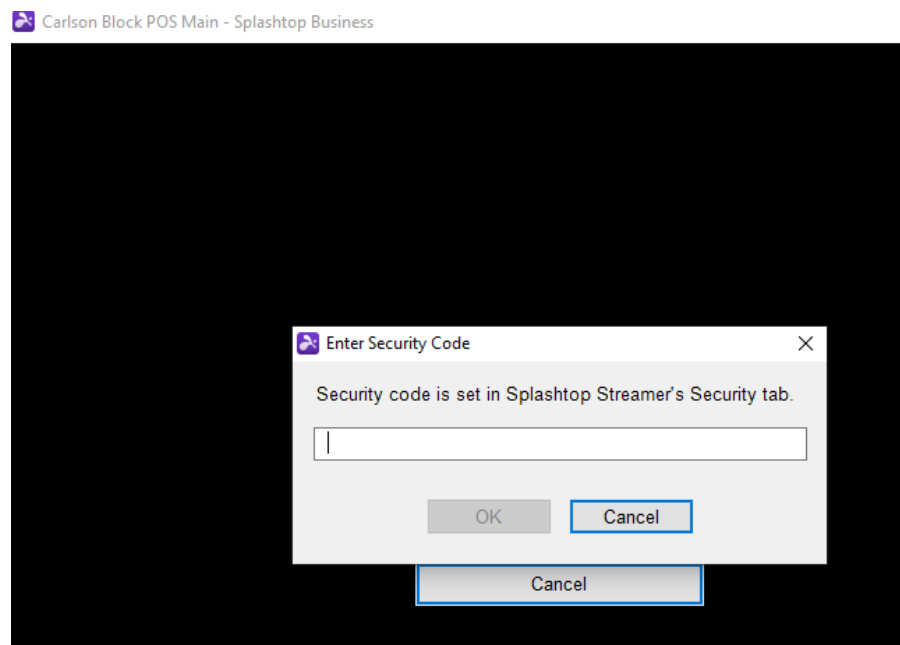




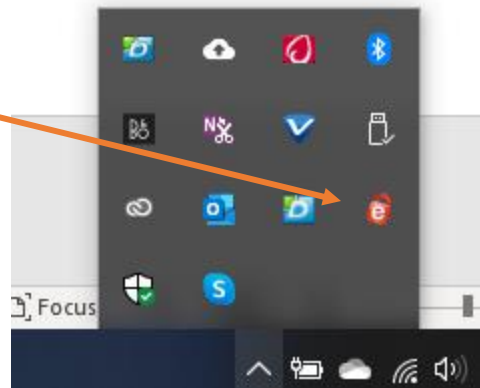
Open Splashtop and navigate to the server computer. It will be named either “Server” “Main” or “POS1”



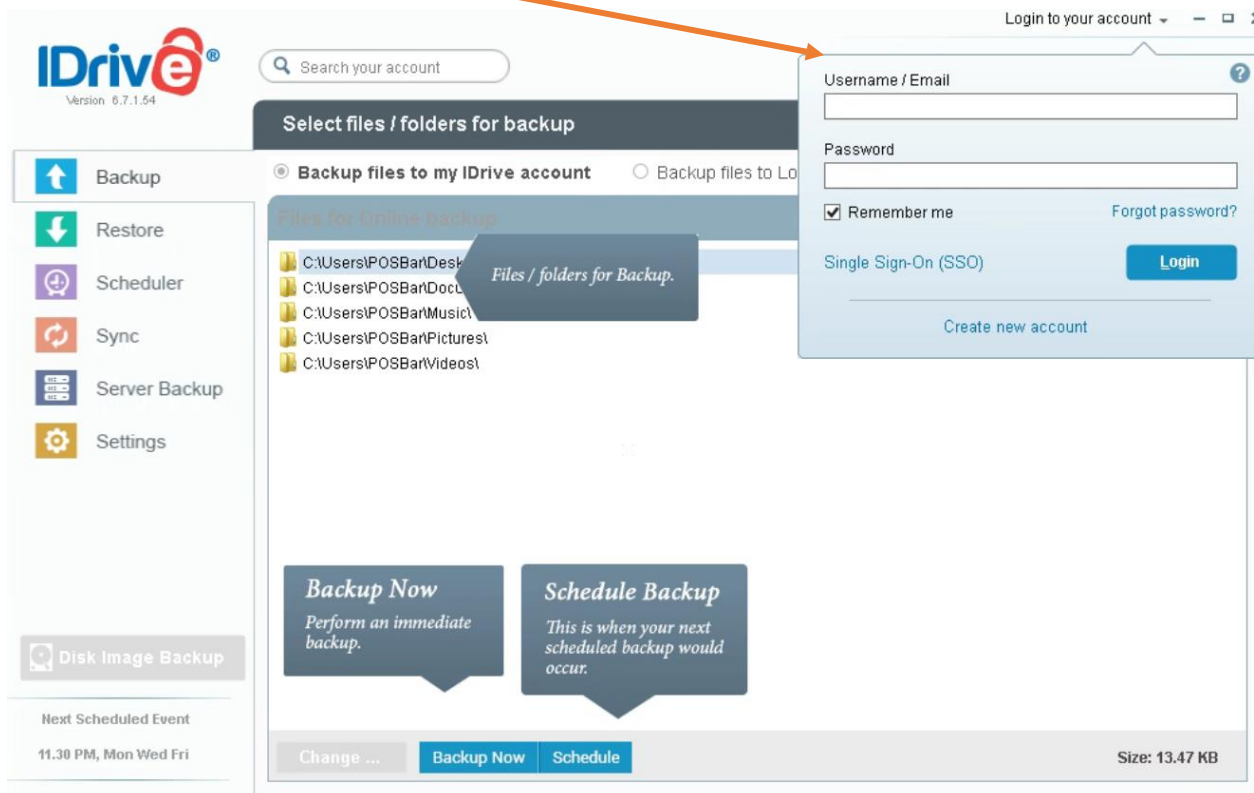
Log in using the location’s Splashtop password



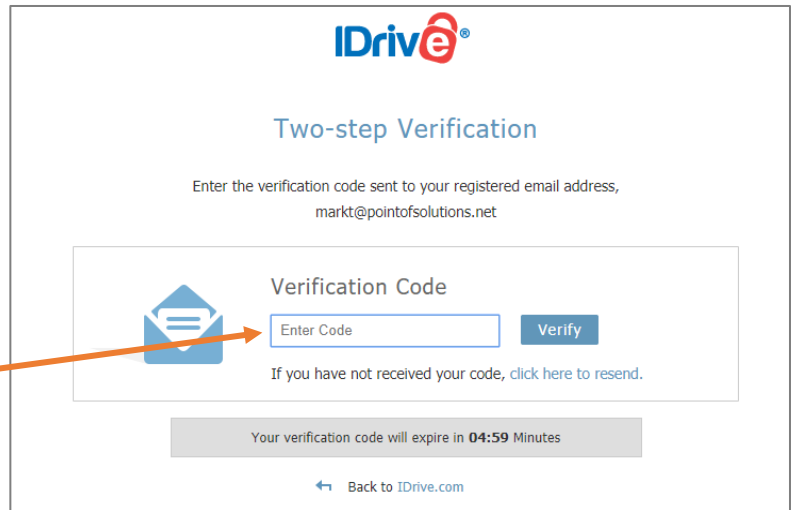
Open IDrive from the tray. Look for the small arrow in the bottom right corner of the desktop.



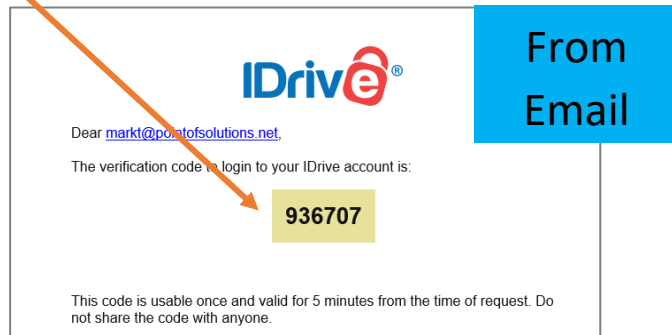
Log In (UNCHECK Remember me)



Two-step verification is required. Check your email and enter in the code that was emailed to you. The code expires after 5



The image shows the IDrive Two-step Verification page. At the top is the IDrive logo. Below it is the heading "Two-step Verification". The text says "Enter the verification code sent to your registered email address, markt@pointofsolutions.net". There is a box with an envelope icon and the title "Verification Code". Inside this box is a text input field labeled "Enter Code" and a "Verify" button. Below the input field is a link: "If you have not received your code, [click here to resend](#)". At the bottom of the box is a grey bar that says "Your verification code will expire in 04:59 Minutes". Below the box is a link: "Back to IDrive.com".



Click the Scheduler tab.

Daily: Check ALL days

Weekly: Check ONE day (Monday)

Ensure “Notify me on desktop” is unchecked

Click Save Changes

The screenshot shows the IDrive web interface for scheduling backups. The left sidebar contains navigation options: Backup, Restore, Scheduler (selected), Sync, Server Backup, and Settings. The main content area is titled 'Schedule backup'. It includes fields for 'Backup start time' (3:00:00 AM), 'Backup set name' (Default BackupSet_linds), and '[Online Backup]'. Below these are checkboxes for 'Week Day(s)' with 'Mon' selected. Further down are options for 'Start the backup immediately', 'Hourly Schedule', 'Cut-off Time' (8:00:00 PM), 'Email notification' (Notify always), and 'Notify me on desktop' (unchecked). A 'Save Changes' button is at the bottom right. An orange arrow points from the 'Notify me on desktop' checkbox to the top right corner of the window, and another orange arrow points from the 'Save Changes' button to the 'Notify me on desktop' checkbox.

Exit out of the program by clicking the x in the top right corner.