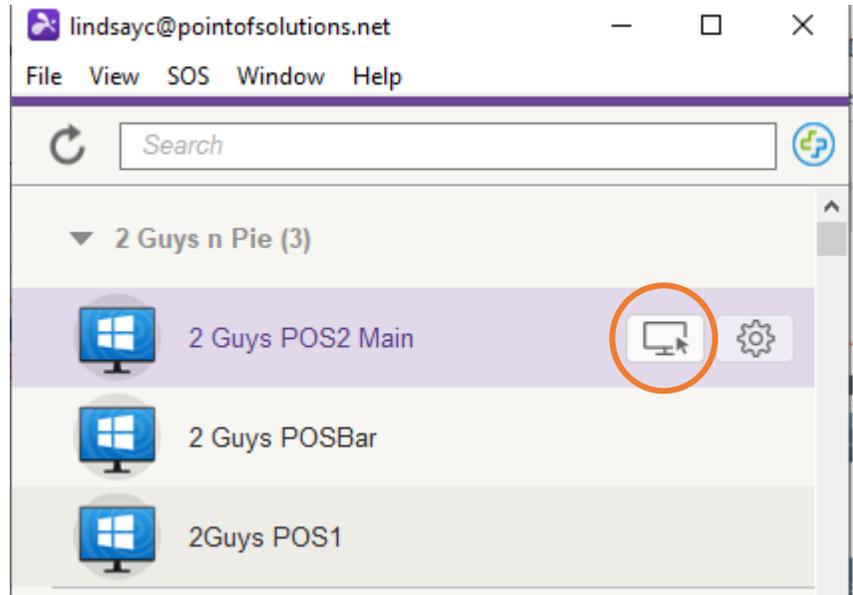


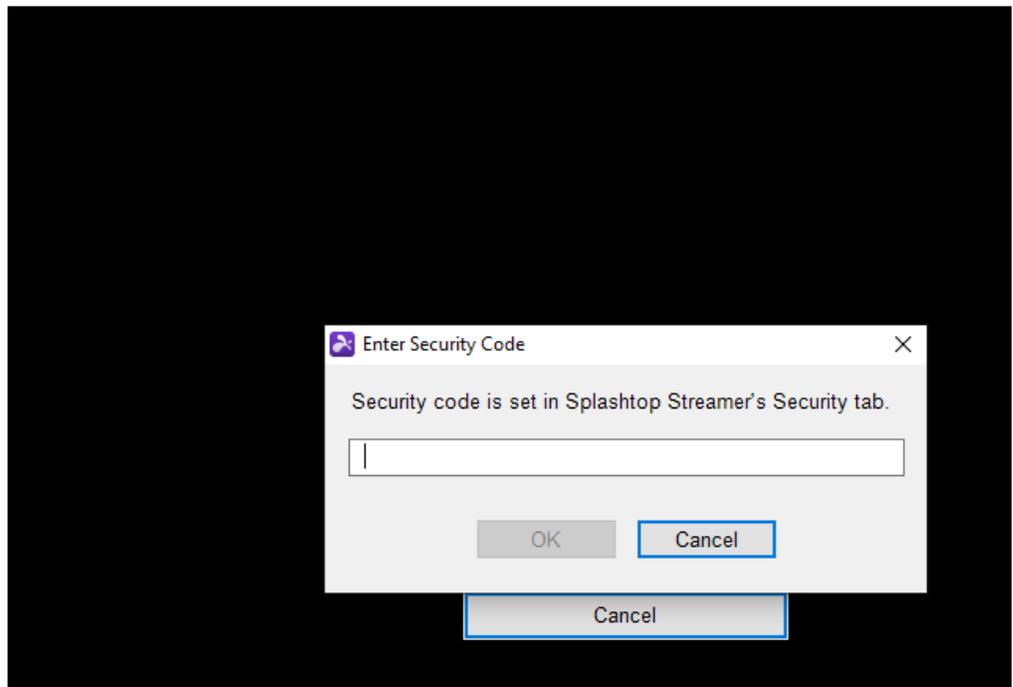


Open Splashtop and navigate to the server computer. It will be named either “Server” “Main” or “POS1”

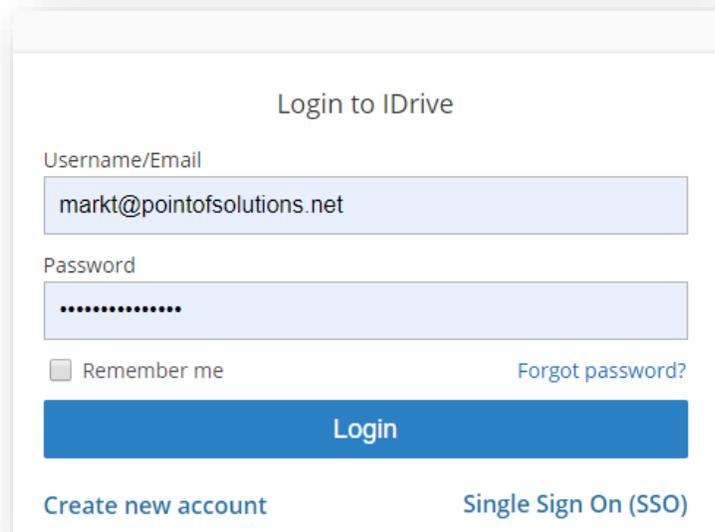


Log in using the location’s Splashtop password

Carlson Block POS Main - Splashtop Business

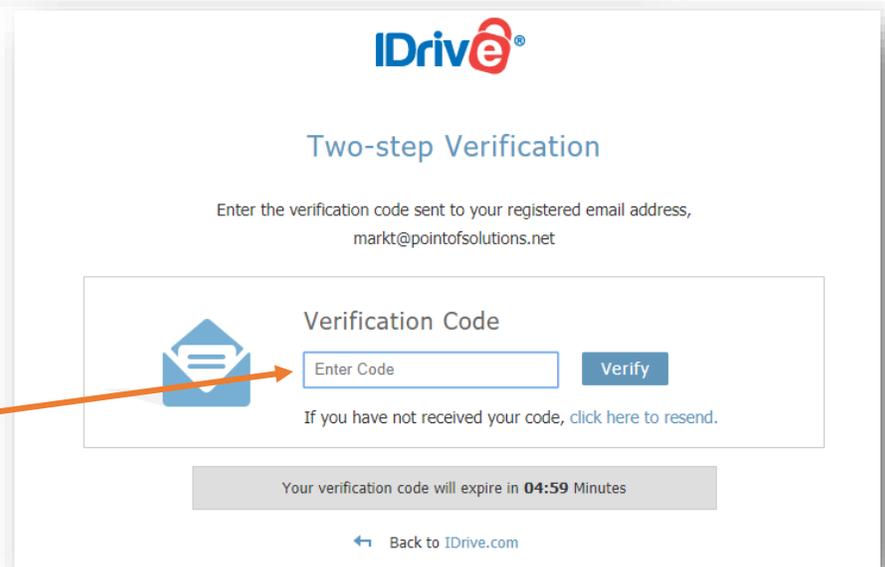


Open a browser (Chrome, Edge, etc.). Go to [idrive.com](http://idrive.com) and choose Log In in the top right corner. Enter in the username and password. Ensure Remember me is UNCHECKED. Select Login.

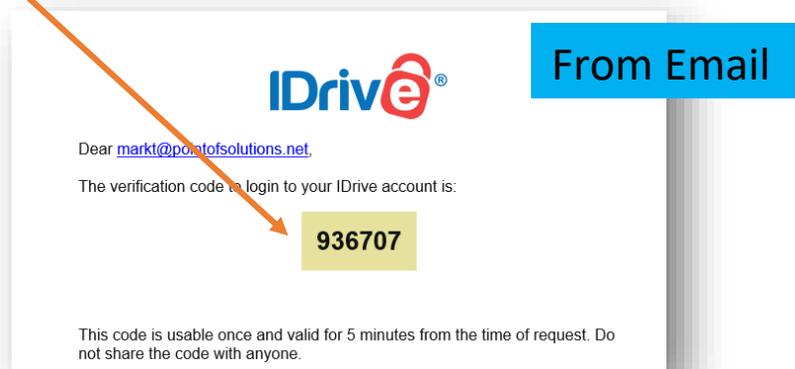


The screenshot shows the 'Login to IDrive' page. It features a 'Username/Email' field with the text 'markt@pointofsolutions.net', a 'Password' field with masked characters, a 'Remember me' checkbox which is unchecked, and a 'Forgot password?' link. A blue 'Login' button is centered below the fields. At the bottom, there are links for 'Create new account' and 'Single Sign On (SSO)'.

Two-step verification is required. Check your email and enter in the code that was emailed to you. The code expires after 5 minutes, so make sure to do it quickly.



The screenshot shows the 'Two-step Verification' page. It includes the IDrive logo and the text 'Enter the verification code sent to your registered email address, markt@pointofsolutions.net'. Below this is a 'Verification Code' section with an envelope icon, an 'Enter Code' input field, and a 'Verify' button. A link to 'click here to resend' is provided. A timer indicates 'Your verification code will expire in 04:59 Minutes'. A 'Back to IDrive.com' link is at the bottom.



The screenshot shows an email from IDrive. It is addressed to 'markt@pointofsolutions.net' and contains the text 'The verification code to login to your IDrive account is:'. The code '936707' is displayed in a yellow box. A blue box on the right side of the email says 'From Email'. At the bottom, it states 'This code is usable once and valid for 5 minutes from the time of request. Do not share the code with anyone.'

Click on download.

The screenshot shows the IDrive web interface. On the left is a blue navigation menu with the IDrive logo at the top. Below the logo are links for 'Cloud Backup', 'Sync and Cloud Storage', 'Dashboard', 'Sub-accounts', 'Web Logs', 'IDrive Express™', and 'More'. On the right, there is a search bar and a table of files. The table has columns for 'Name', 'Size', and 'Modified (PST)'. It lists three folders: 'POSSTATIONSERVE' (modified Jul 10, 2019, 11:42 am), 'RIVERSEEDGE' (modified Oct 13, 2019, 10:32 pm), and 'DAVIDSPIZZA' (modified Oct 27, 2019, 10:22 pm). At the bottom of the page, there are links for 'Features', 'Pricing', 'Download', 'Support', and 'FAQ'. An orange arrow points from the text 'Click on download.' to the 'Download' link.

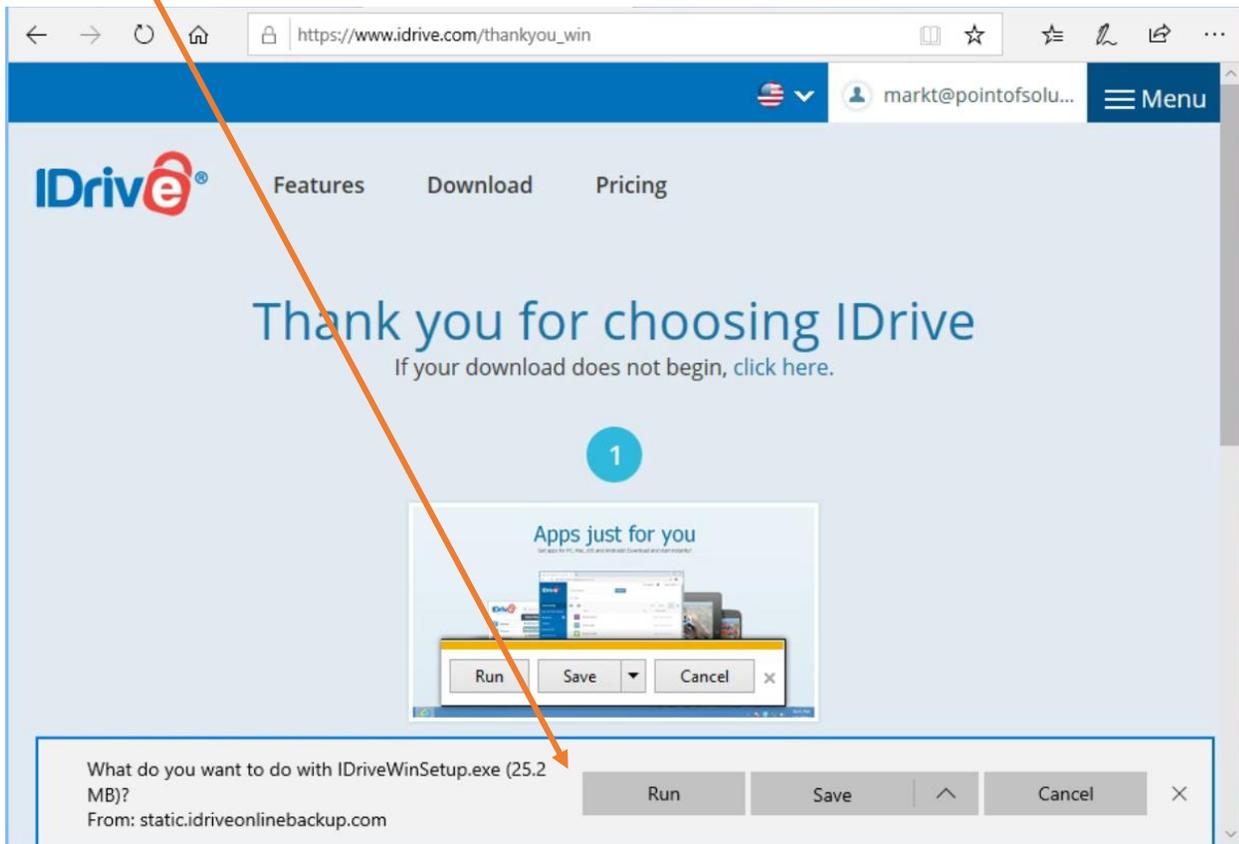
Download IDrive Full Client for Windows

The screenshot shows the IDrive website's download page. At the top is a blue header with the IDrive logo, a search bar, and a user profile for 'markt@pointofsol...'. Below the header is a large banner with a collage of various devices (PC, smartphone, tablet) displaying the IDrive interface. In the center of the banner is the heading 'Download IDrive® Full Client'. Below the banner are three columns of information:

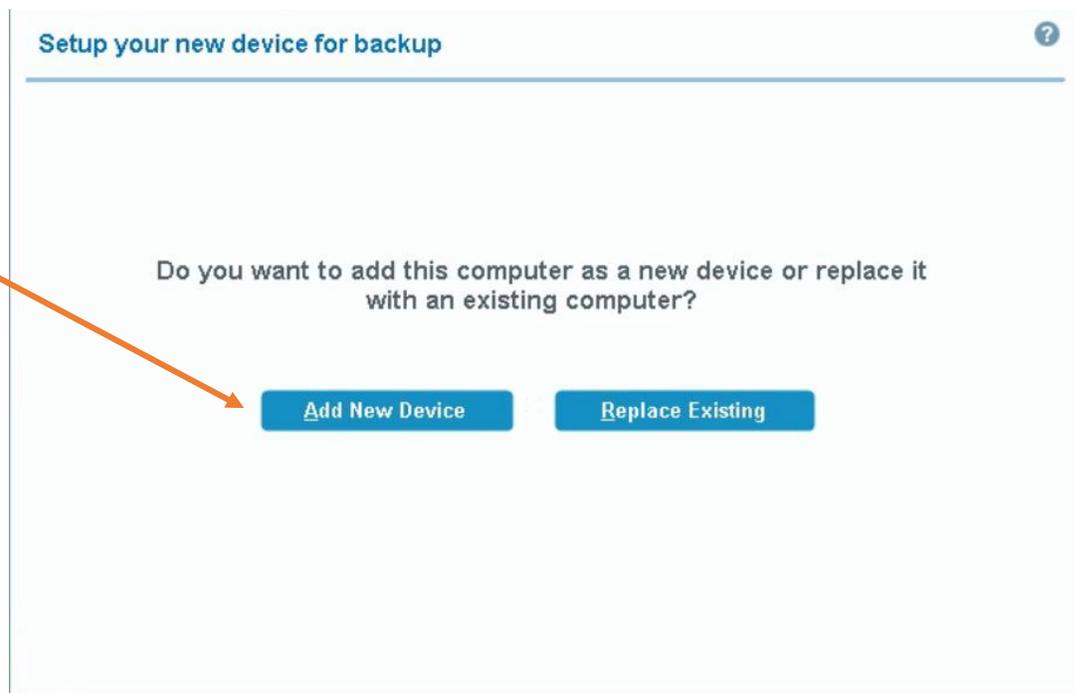
- For PC and Mac:** Features icons for Windows and Mac. Below the icons, it lists 'Version 6.7.1.54 Released on 10/09/2019' for Windows and 'Version 3.5.4.19 Released on 10/11/2019' for Mac. There are also links for 'View Release Notes' and 'System Requirements'.
- For Linux/Unix server:** States 'Easily scriptable and customizable online backups / recovery' and includes a 'Know More >' link.
- For Mobiles:** Features 'Available on the App Store' and 'GET IT ON Google Play' buttons, along with a 'Mail to my device' link.

An orange arrow points from the text 'Download IDrive Full Client for Windows' to the Windows icon in the 'For PC and Mac' section.

Choose Run and allow program to make changes on computer.



Choose Add New Device



# Log In, uncheck Remember Me

The screenshot displays the IDrive web application interface. At the top left is the IDrive logo with the version number 8.7.1.54. A search bar is located at the top center. The main content area is titled "Select files / folders for backup" and offers two options: "Backup files to my IDrive account" (selected) and "Backup files to Local". Below this, a list of files for online backup is shown, including folders like "C:\Users\POSBar\Desktop", "C:\Users\POSBar\Documents", "C:\Users\POSBar\Music", "C:\Users\POSBar\Pictures", and "C:\Users\POSBar\Videos". A callout box labeled "Files / folders for Backup." points to this list. At the bottom of the main area are two buttons: "Backup Now" and "Schedule".

On the right side, a "Login to your account" modal is open. It contains the following fields and options:

- Username / Email:
- Password:
- Remember me
- Forgot password? (link)
- Single Sign-On (SSO)
- Login (button)
- Create new account (link)

An orange arrow points from the text "Log In, uncheck Remember Me" to the "Remember me" checkbox in the login modal.

At the bottom of the page, there is a "Next Scheduled Event" section showing "11:30 PM, Mon Wed Fri" and a "Size: 13.47 KB" indicator.

# Select Change to update the files

The screenshot shows the IDrive web interface. At the top, there's a search bar and account information: "16.36 GB of 250.00 GB used" with a 6% progress bar, and buttons for "Upgrade" and "View Logs". The main heading is "Select files / folders for backup". Below this, there are two radio buttons: "Backup files to my IDrive account" (selected) and "Backup files to Local, Wi-Fi and Express device".

The "Files for Online backup" section contains a table with the following data:

Folder Path	Files	Size
C:\Users\POSBar\Desktop\	9 files	13.47 KB
C:\Users\POSBar\Documents\	3 files	570.95 KB
C:\Users\POSBar\Music\	1 file	504.00 B
C:\Users\POSBar\Pictures\	4 files	988.00 B
C:\Users\POSBar\Videos\	1 file	504.00 B

At the bottom of the interface, there are three buttons: "Change ...", "Backup Now", and "Schedule". An orange arrow points to the "Change ..." button. The total size of the selected files is "Total: 18 files / 586.37 KB".

Unselect all folders and choose the POS Data folder.

Click Okay

The screenshot shows a Windows File Explorer window with the address bar set to "C:\". The folder tree is expanded to show the following structure:

- C:\
  - \$WINDOWS.~BT
  - ADBServer Supporting Files
  - BurnInTest test files
  - Documents and Settings
  - IDriveLocal
  - inetpub
  - Intel
  - Logs
  - PerfLogs
  - Point of Success
    - Backup
      - POS Data (selected)
        - POS Data 2019-0910 020119.dbz (checked)
        - POS Data 2019-0911 020125.dbz (checked)
        - POS Data 2019-0912 020130.dbz (checked)
        - POS Data 2019-0913 020146.dbz (checked)

Go to Scheduler and enter 3:00am for the start time.

For Daily backups: Check ALL days

For Weekly/Monthly backups: Check ONE day (Monday)

Uncheck "Notify me on desktop"

Click Save Changes

The screenshot shows the IDrive Scheduler configuration page. The interface includes a left sidebar with navigation options: Backup, Restore, Scheduler (highlighted), Sync, Server Backup, and Settings. The main content area is titled "Schedule backup" and contains the following settings:

- Backup start time: 3:00:00 AM
- Backup set name: Default BackupSet\_linds
- Week-Day(s):  Mon,  Tue,  Wed,  Thu,  Fri,  Sat,  Sun
- Start the backup immediately:  Hourly Schedule:  Cut-off Time: 8:00:00 PM
- Email notification:  Notify always:  Notify on failure:  (Email address: lindsroth@comcast.net)
- Notify me on desktop:  (This checkbox is circled in orange and has an arrow pointing to it from the text "Uncheck 'Notify me on desktop'")
- Start the missed scheduled backup when the computer is turned on:

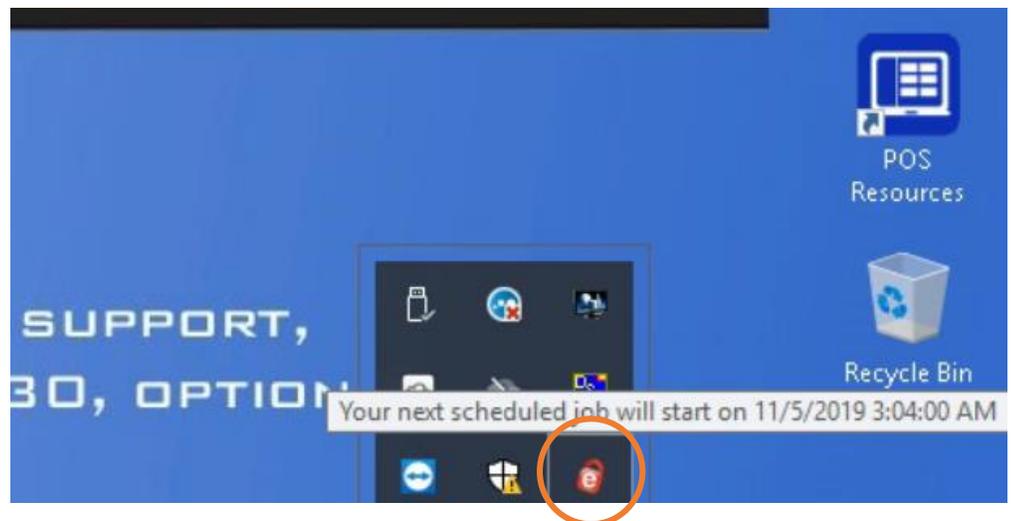
At the bottom right, there is a "Save Changes" button. A "Next Scheduled Event" section at the bottom left shows "12/13/2019 9:20:00 PM".

Go to Settings and choose the settings below. Make sure Verify backup set is set at 4:00am. Change the name of the Backup location to the name of the client.

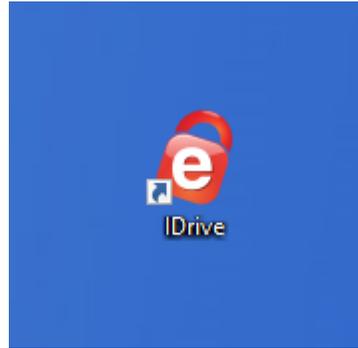
Click Save Settings

The screenshot shows the IDrive Backup Settings page. On the left, there is a navigation menu with options: Backup, Restore, Scheduler, Sync, Server Backup, and Settings (highlighted). Below the menu, there is a 'Disk Image Backup' button and a 'Next Scheduled Event' section showing '12/13/2019 9:20:00 PM'. The main content area is titled 'Backup Settings' and includes a search bar, account information (168.66 GB of 2000.00 GB used, 8%), and a 'View Logs' button. The settings are organized into sections: 'Continuous Data Protection' (unchecked), 'Frequency' (Real-time), 'Verify backup set every' (1 days at 4:00:00 AM), 'Notify for software updates' (unchecked), 'Notify as 'Failure' if the total files failed for backup is more than 5 % of the total files backed up' (checked), 'Ignore file / folder level access rights / permission errors' (checked), 'Notify as 'Failure' if the total files missing for backup is more than 5 % of the total files backed up' (checked), 'Ask where to save files / folders before restore' (unchecked), 'Alert me if the scheduled backup fails for 1 days' (checked), 'Automatic power off after the completion of the scheduled jobs' (unchecked), 'Wake up the computer from Hibernate / Sleep mode' (unchecked), 'Upload multiple file chunks simultaneously' (checked), and 'Allow IDrive only for current profile ("linds")' (unchecked). At the bottom, the 'Backup location on your IDrive account' is set to 'CARLSONBLOCK'. A 'Save Settings' button is located at the bottom right.

Exit out of the program by clicking the x in the top right corner. Look in the tray (small arrow in bottom right corner of desktop) to verify IDrive is there.



Check the desktop and make sure that there is no IDrive icon. If there is an icon, right click it and select delete.



Exit out of Splashtop.