



Open a browser (Chrome, Edge, etc.). Go to idrive.com and choose Log In in the top right corner. Enter in the username and password and select Login.

Username/Email
markt@pointofsolutions.net

Password
.....

Remember me [Forgot password?](#)

Login

[Create new account](#) [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.

IDrive®

Two-step Verification

Enter the verification code sent to your registered email address, markt@pointofsolutions.net

Verification Code

Enter Code

If you have not received your code, [click here to resend.](#)

Your verification code will expire in 04:59 Minutes

[Back to IDrive.com](#)

From Email

IDrive®

Dear markt@pointofsolutions.net,

The verification code to login to your IDrive account is:

936707

This code is usable once and valid for 5 minutes from the time of request. Do not share the code with anyone.

First, sort client list by Name.

Starting with the first client, navigate to the POS Data folder.

If there are more than 50 items, move to the next step. If 50 items or less, no need to clean up, skip to the **next client.**

The screenshot shows the IDrive web interface. The breadcrumb trail is: Home > ABELLA > C > Point of Success > Backup > POS Data. The file list contains the following items:

Name
POS Data 2020-0901 020138.dbz
POS Data 2020-0902 020144.dbz
POS Data 2020-0903 020051.dbz
POS Data 2020-0904 020057.dbz
POS Data 2020-0905 020104.dbz
POS Data 2020-0906 020110.dbz
POS Data 2020-0907 020111.dbz
POS Data 2020-0908 091546.dbz

Important Note:

Make sure there is an up-to-date backup for each client. If their newest backup is older than 2 days, send an email Lindsayc@pointofsolutions.net with the name of the client and the date of the last backup.

Sort backups by Name by clicking on the “Name” column – make sure the oldest files are at the top.

Check this box to select files. It will automatically select up to 50 files.

Remember – if the folder has fewer than 50 files, don’t do this step – it will delete all of their backups.

If more than 50 files, select the delete button.

Enter password to delete the files. Continue until 50 or fewer items. Move on to next client.

