

# Best way to backup Invomax

This article will cover the recommended backup method. This process will not only create a historical backup but will also create a disaster recovery plan/process.

In order to accomplish the process, it will require five 32gb or higher flash drives, one for each week day. If your shop is open Saturday as well you will need a sixth drive. At the time of this writing BestBuy offers a three pack of these drives from PNY for \$12.99 and a five pack for \$23.99. Buying two of the three packs is more cost effective.

[PNY - Turbo Attaché 3 64GB USB 3.0 Flash Drive, 3-Pack](#)

**Model:** P-FD64GX3TBOP-MP **SKU:** 6488351

[PNY - Turbo Attaché 3 32GB USB 3.0 Flash Drive, 5-Pack](#)

**Model:** P-FD32GX5TBOP-MP **SKU:** 6488350

These can be purchased on line by clicking on the link above.

Once you have these drives label them Monday through Friday (or Saturday) if you are not open on Saturday and have purchased two of the three packs label the sixth one EOM (End of Month). This drive will be used to back up your data prior to closing out the end of the month.

**It is important to note that these drives, when not in use, should be stored off site.**

## Stage One

1. Open the Invomax program if not already open.
1. Click on "File" on the top left menu and go to "Make Backup Files" click on it.
1. The "Backup Data Files" will open.
1. Under the "Send the backup to drive" you will see the drive location currently chosen for the backup. Click on the down arrow on the right and select the drive letter of the flash drive being used for this backup.
1. Click on the "Backup" button on the screen.
1. At this point the system will display several informational screens that you will need to respond to. The first of such screens is confirming the selection of the appropriate drive for the backup. If this is correct click on the "yes" button if this is not correct click on the no button and change your drive settings in step 4.
1. Once you have confirmed this is the appropriate drive and clicked on "yes" the system will prompt you with a warning screen. This prompt informs "

**YOU ARE ABOUT TO OVER-WRITE THE MOST CURRENT BACKUP FILES!" This is misleading and will be covered later in this backup procedure.** Click on the ignore button to proceed.

1. The next prompt this asking you to confirm overwriting the previous backup.

**This is misleading and will be covered later in this backup procedure.** For now, just click on the "Yes" button and continue with the backup.

1. At this point the backup will start (on occasion the backup may take several minutes to start. This is a rare occurrence and normally only happens on the first use of a new drive). The progress bar will indicate percentage of backup completed.
10. Once the backup has completed an information window will pop up informing you that the backup has finished. Click on the "Ok" button.
11. Next click on the "Test" button and choose "Standard Backup Set". This will test the integrity of the backup you have just performed. Once it confirms that the backup files are okay pop-up window will confirm the "Backup Files OK" click on the "OK" button.
12. Now click on the "Exit" button to complete the backup.

## Stage Two

This stage of the backup procedure is to rename the backup file that was just created on the flash drive. This will prevent overwriting this file and when doing future backups to this flash drive. As noted in steps 7 and 8 of stage one.

In order to do this, open the drive on which you have just saved the backup file on. On that drive you will locate the file "IVBACK.IBK" if you don't have the show file extensions setting turned on the file is just "IVBACK". Right click on the file and choose rename. Rename the file to the "current date".IBK.

For example, if the current date is January 1, 2022 than the name of the file will become "010122.IBK".

Since you have purchased either three or six of the flash drives this procedure will be repeated each night before closing the shop. If you have purchased three flash drives you will alternate the drives. If you have purchased six drives and you are open Monday through Friday. Label five of these drives accordingly and use them on the days noted on the flash drive. The sixth flash drive would then be used as a backup for the end of the month. This backup should be performed prior to closing your books at the end of the month. In doing it in this fashion you will have a monthly backup for over a year on that single flash drive.

Following the procedure will give you not only effective backups it will also ensure disaster recovery, as long as the drives are stored off-site. It also will give you a historical backup that will allow you to restore to any date in the past.

We have defined this information helpful and if you have any questions about performing this procedure, please contact the Invomax tech support department.