

Objective: Setting up an Automatic Backup for CME Tracker

Step 1: Open CME Tracker. Click on Tools to open the item dropdown list. Click on Configure. (Fig. A)

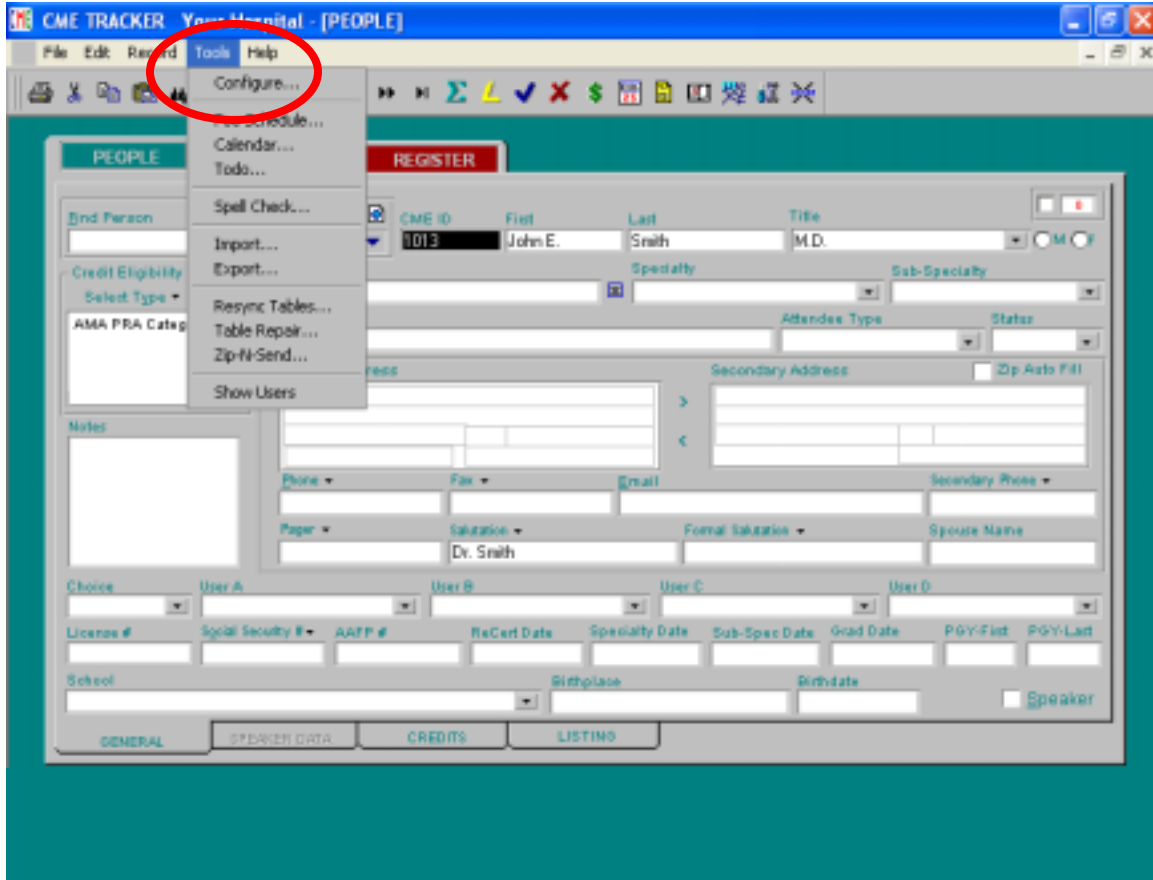


Fig. A

Step 2: Click the check box next to Auto Backup. (Fig. B)

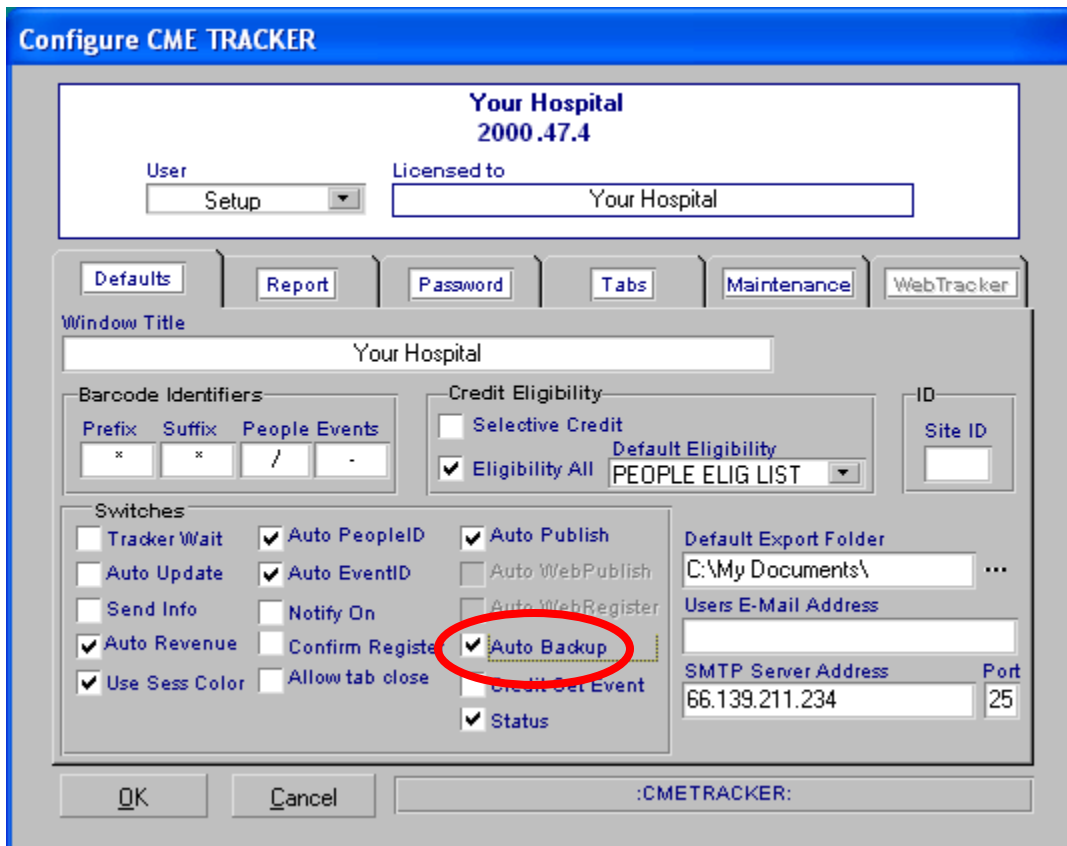


Fig. B

**Step 3:** Click on the Maintenance Tab. In the Custom Backup File Location, enter the Path to Repository. Click on OK. (Fig. C)

**Note:** The Backup Folder must exist prior to your first Backup.

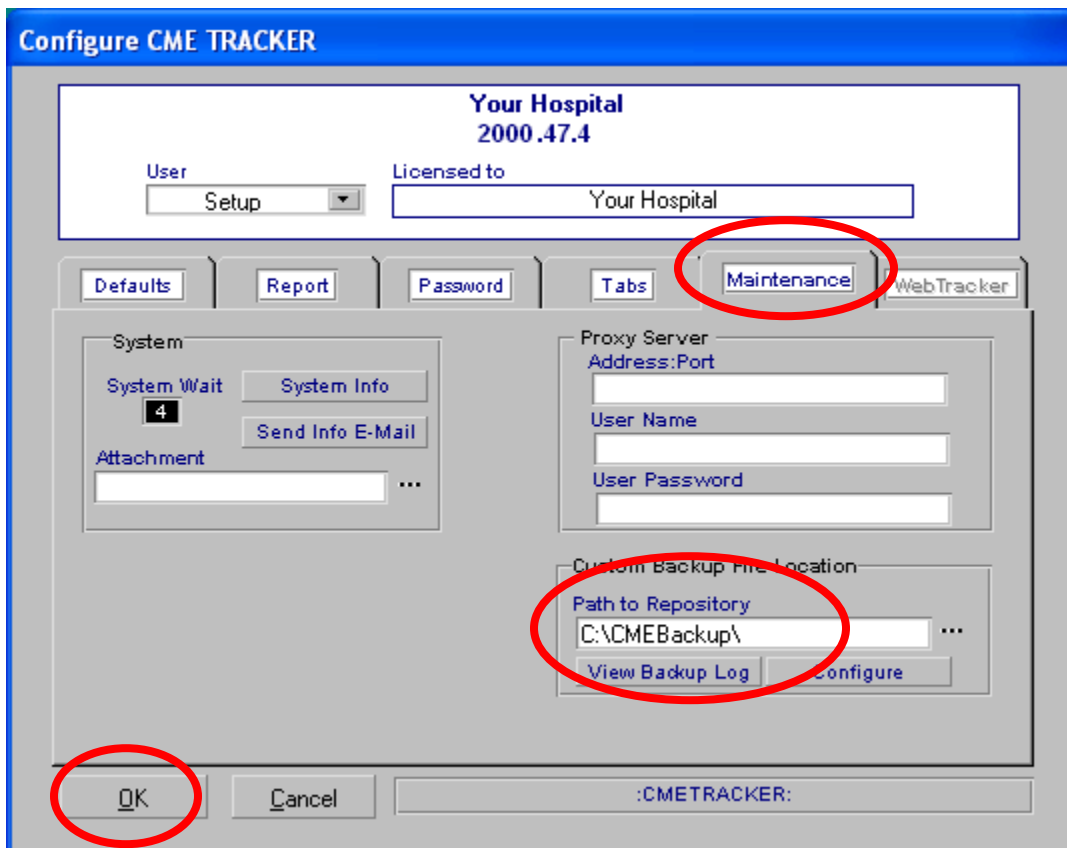


Fig. C

**Step 4:** To test the Backup, Click on Close. Click on Yes to Confirm Exit.  
(Fig. D)

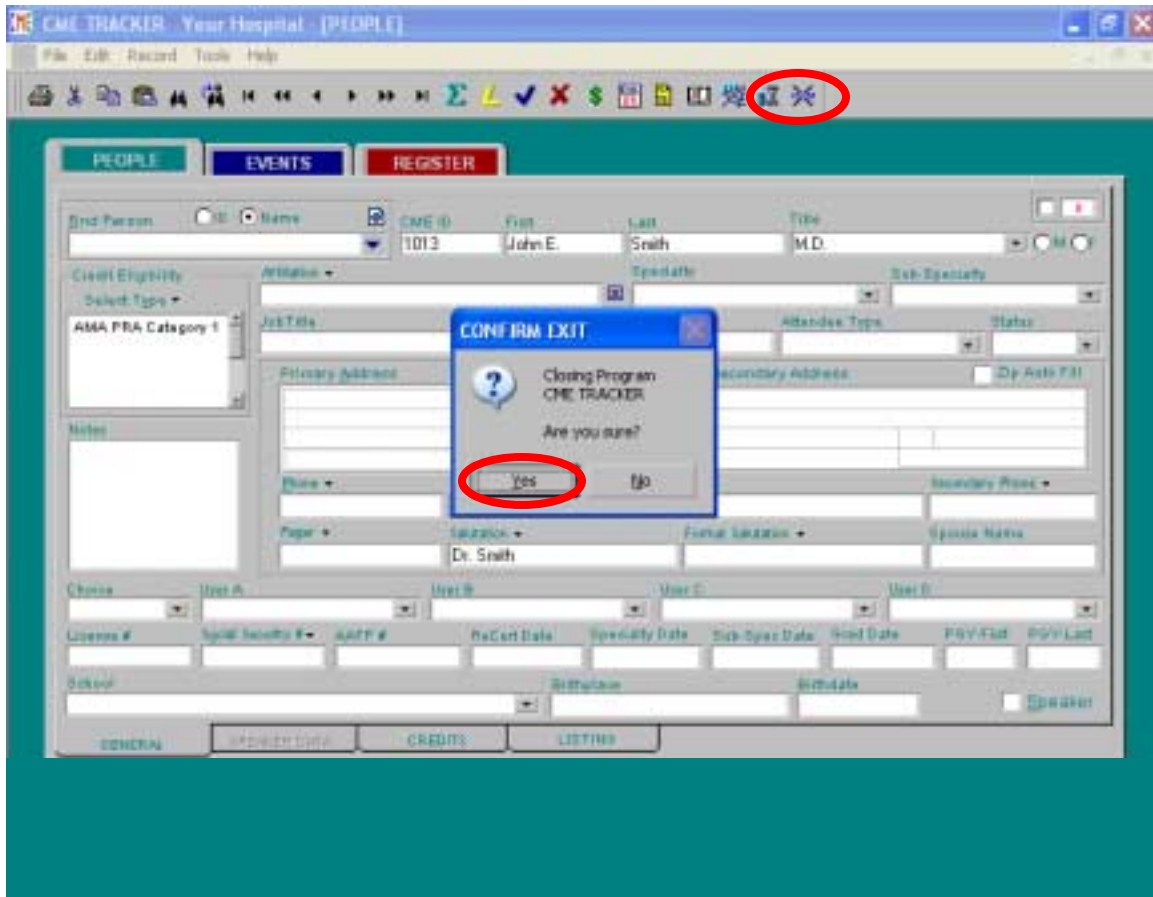
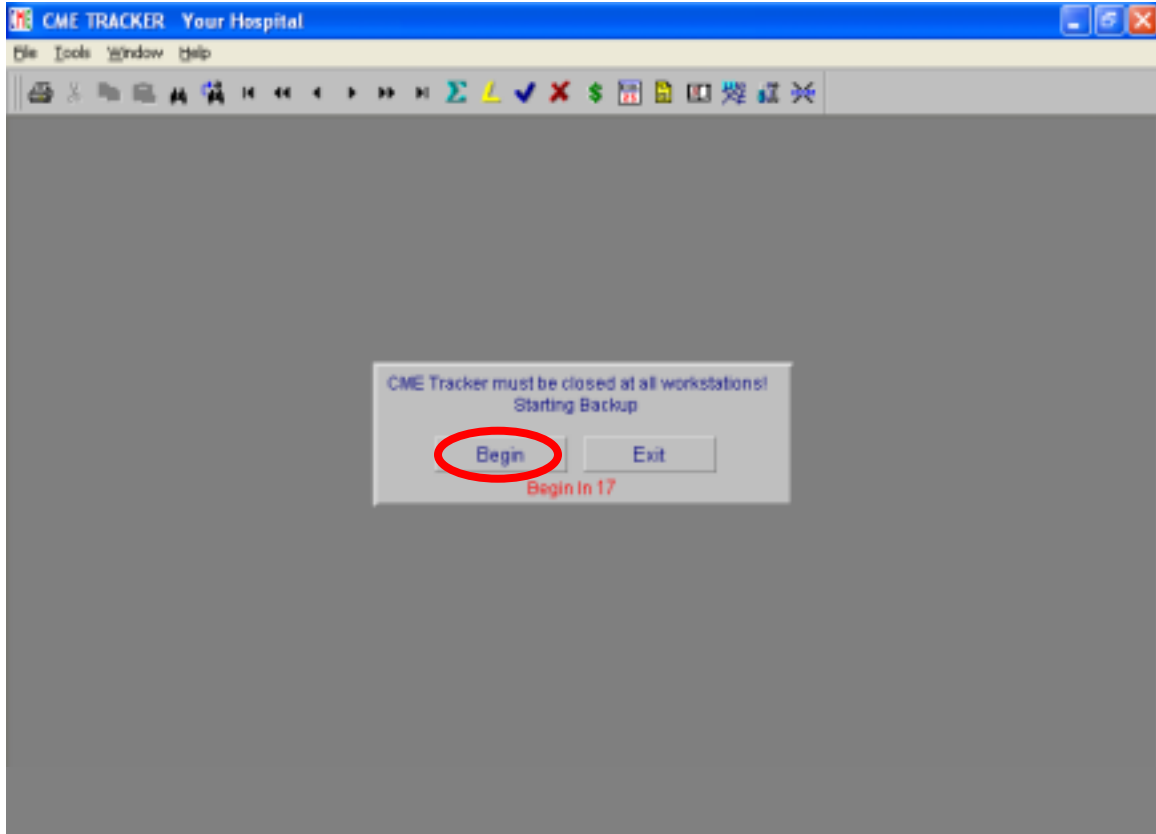


Fig. D

**Step 5:** Pictured is the screen showing that the Backup is Starting. Click on **Begin**. ([Fig. E](#))

**Note:** This may take a few moments.



[Fig. E](#)

**Step 6:** To view your CME Tracker Backup, Click START on your taskbar. Click on My Computer. Click twice on the Local Disk you have chosen for your Backup. Click twice on the CME Backup Folder. (Fig. F)

**Result:** You now have an Automatic Backup file for CME Tracker. The file will be named with the month and day.

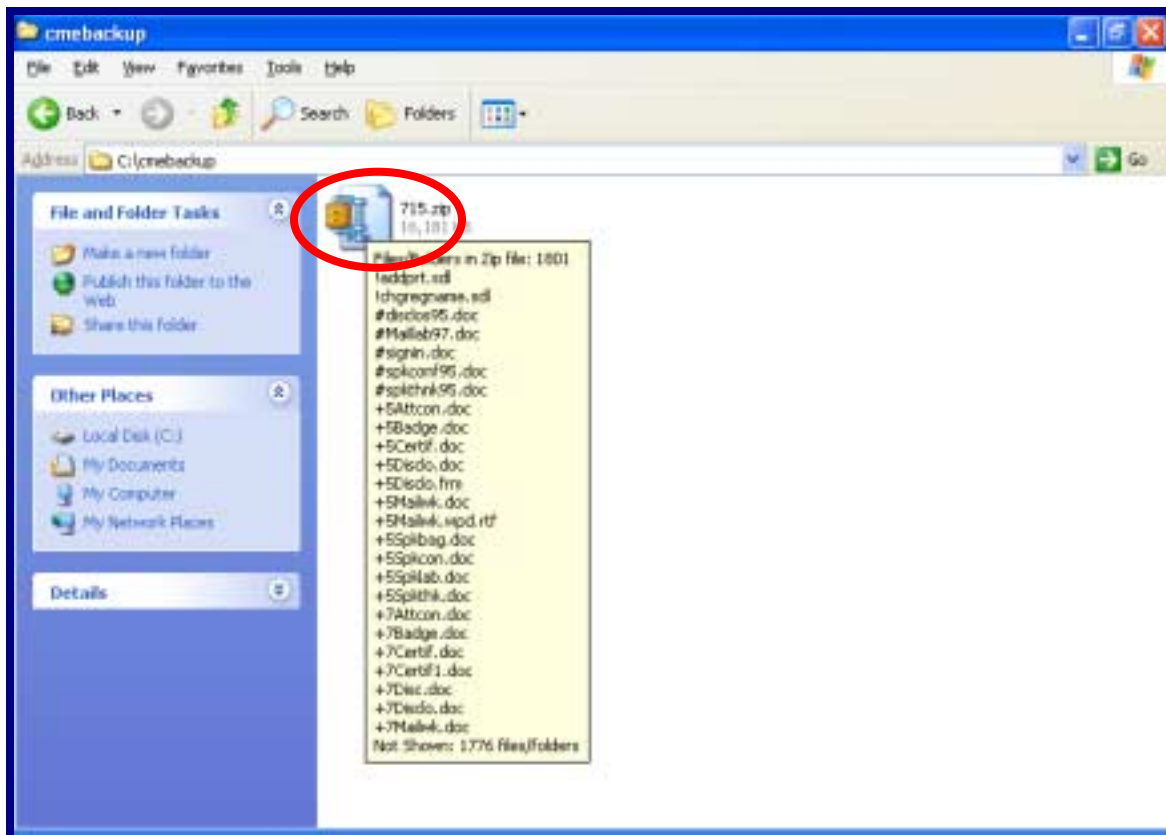


Fig. F