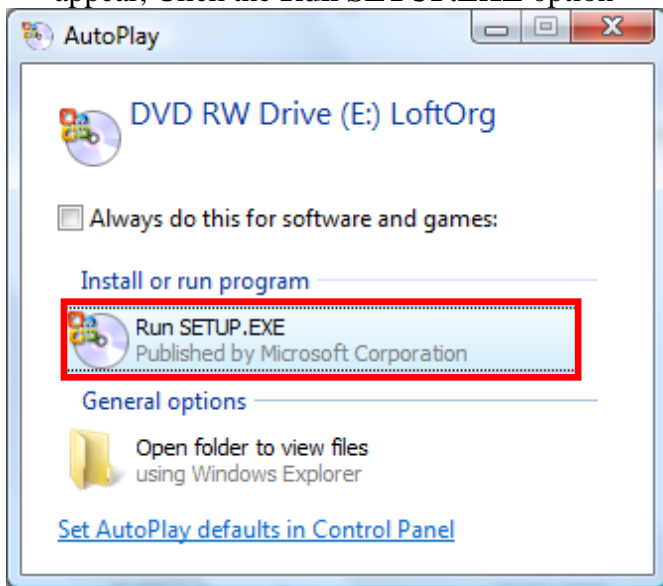# Installing LoftOrganiser from CD

1. Place the installation CD in your CD-ROM drive. After a short time the following pop-up screen should appear, Click the **Run SETUP.EXE** option
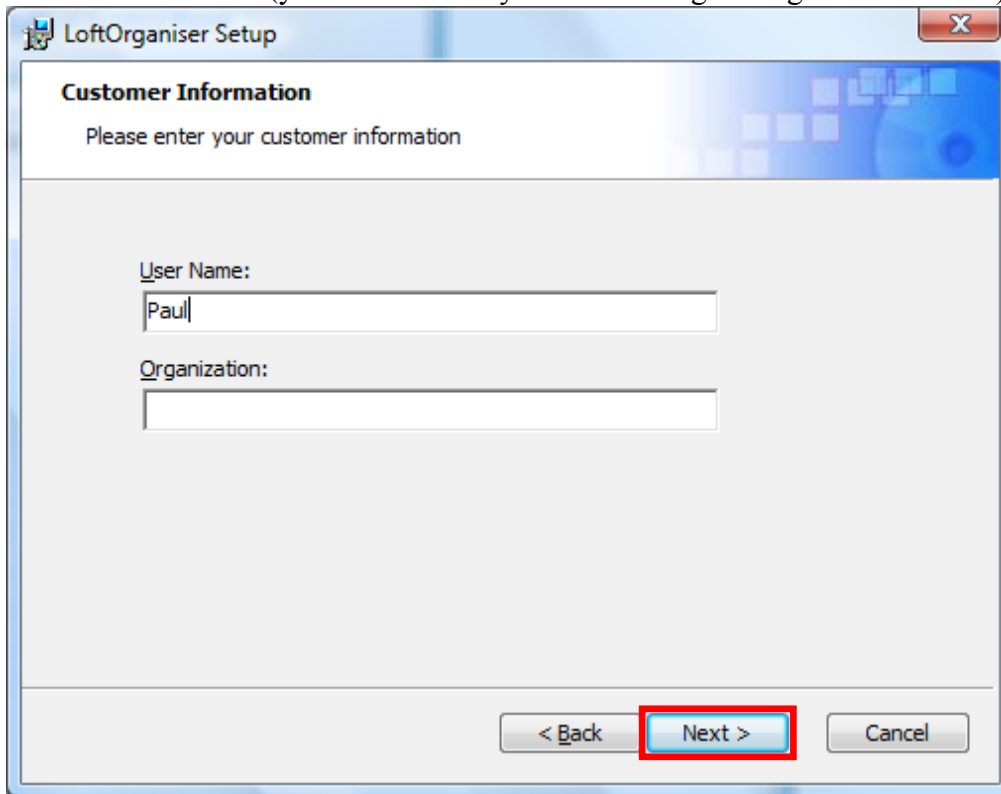

2. If Windows VISTA is installed on your computer the following message could appear
"A program requires your permission to continue"
… click **CONTINUE**

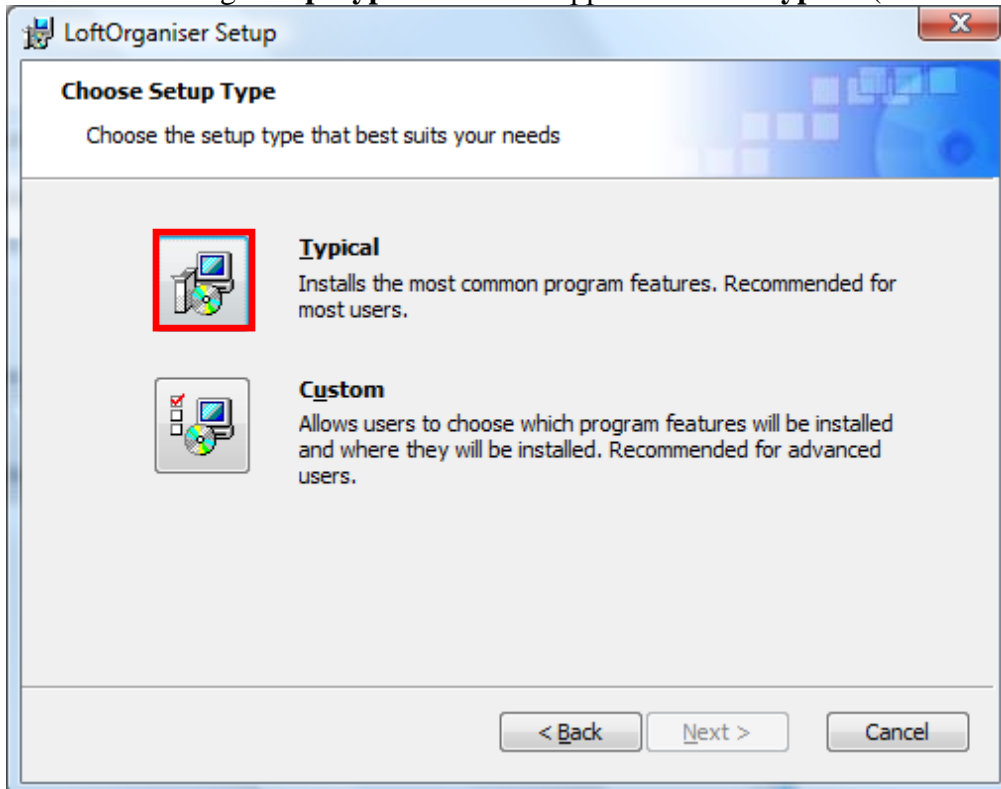3. The following LoftOrganiser Setup will appear … click **Next**
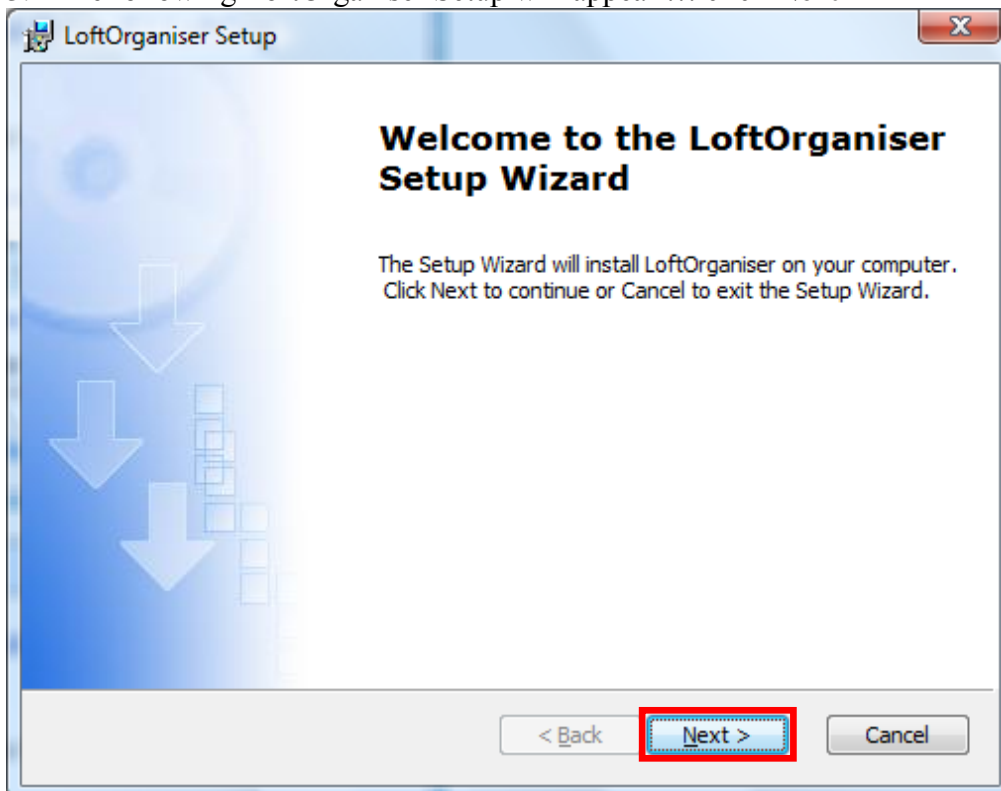
4. The following **Customer Information** screen will appear … enter your own name in the **User Name** field then click **Next** (you needn't worry about entering an Organisation name)

5. The following **Setup Type** screen will appear … click **Typical** (do not select **Custom**!)

6. The following **Ready to Install** screen will appear … click **Install**
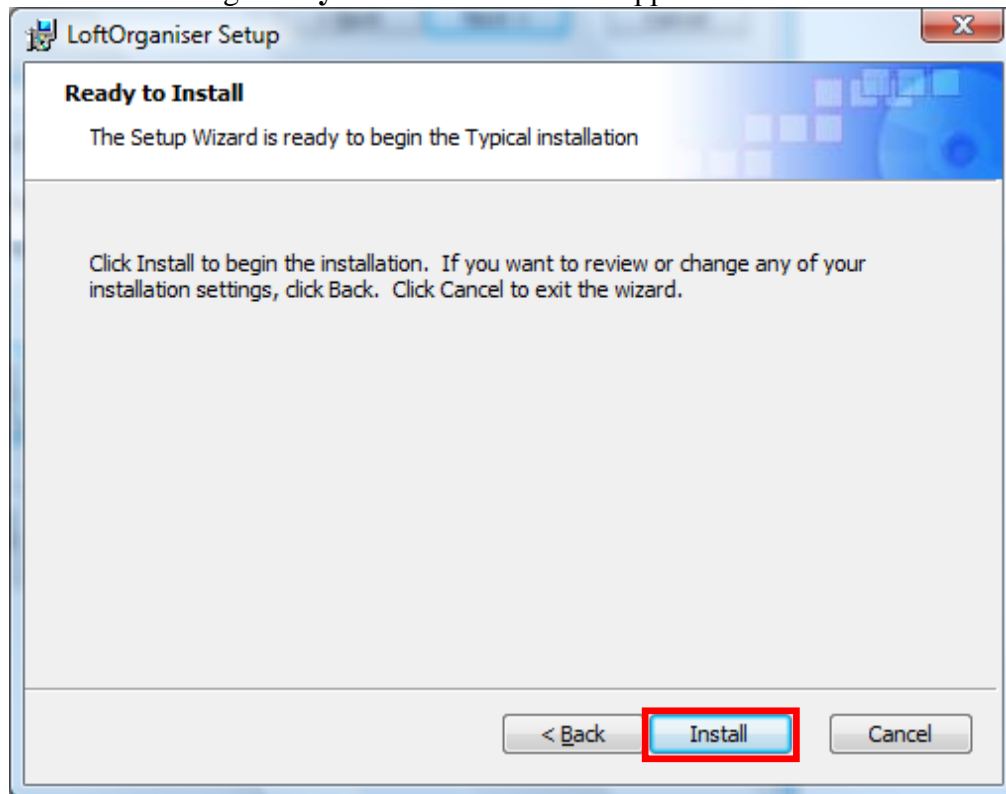
7. Wait whilst the following **Installing LoftOrganiser** screen's progress bar fills up …
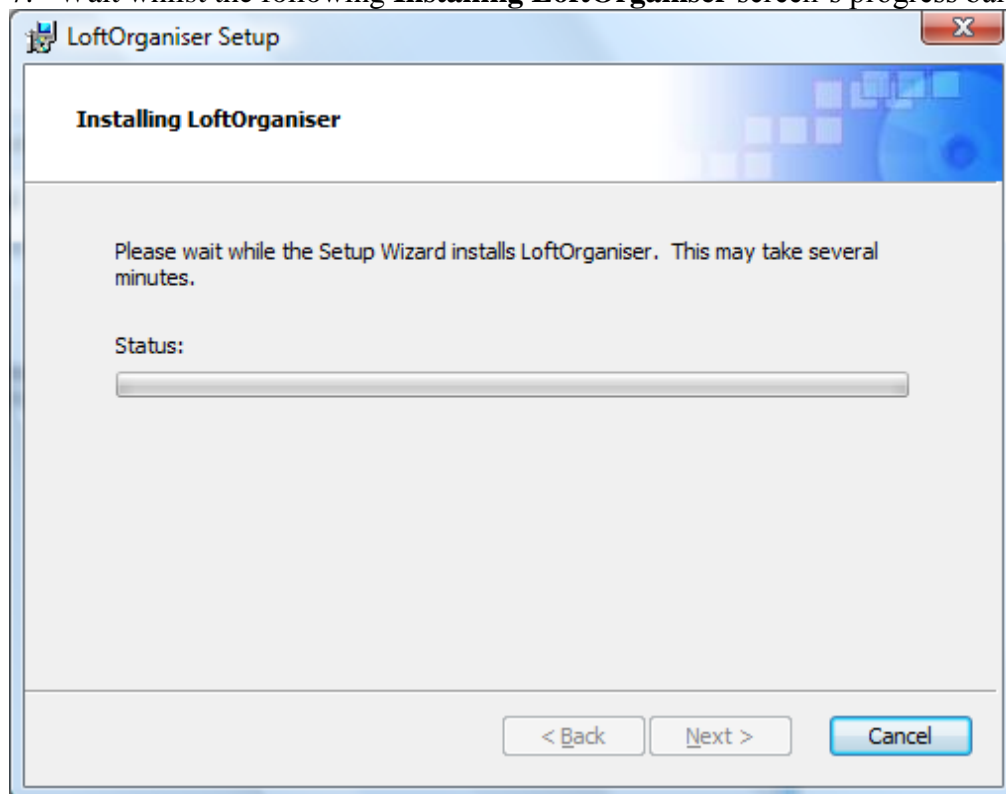
8. Then wait again whilst several screens appear in succession as **Access Runtime (English) 2007** is installed
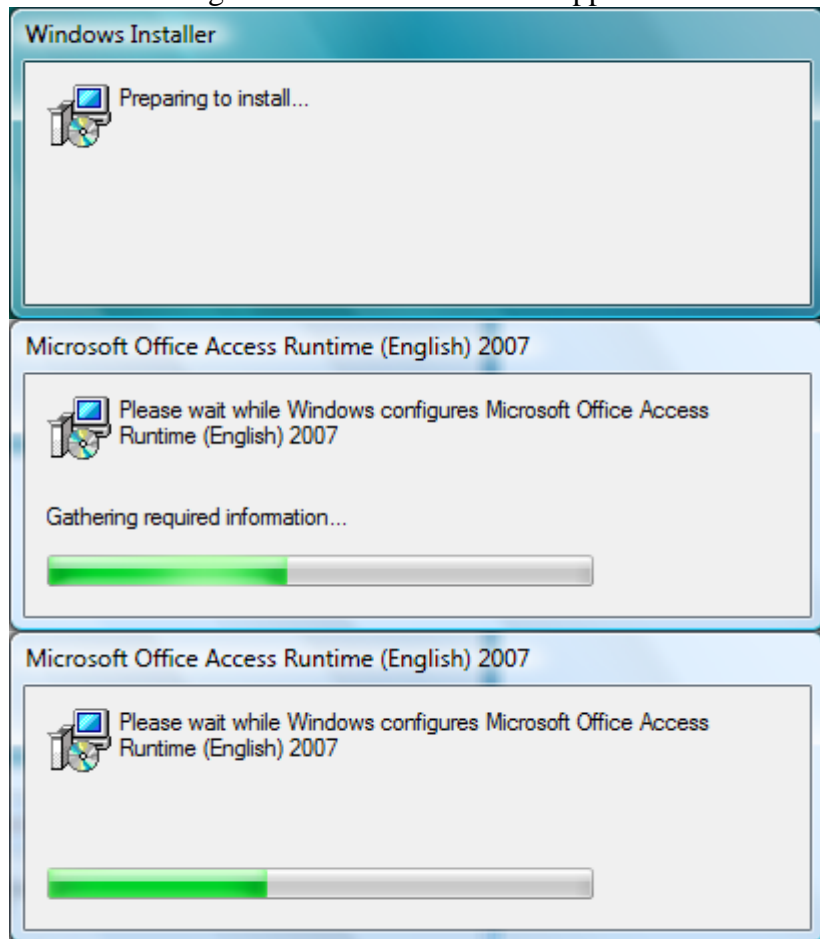
9. The following pop-up screen will confirm that **Access Runtime 2007** has been successfully installed … click **OK**
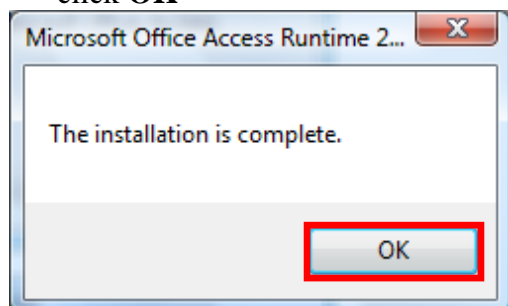
10. The following pop-up screen will confirm that **LoftOrganiser** has been successfully installed … click **OK**
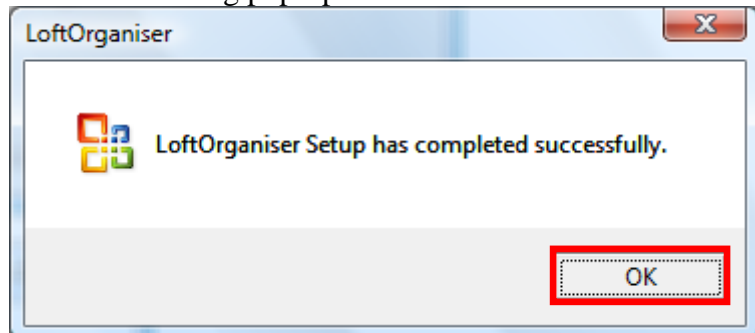
11. Congratulations! You're all done!A desktop shortcut named LoftOrg should appear on your 'Desktop' … double-click it to start LoftOrganiser. Should any questions arise e-mail poleary72@hotmail.com

LoftOrganiser … the King of Pedigrees
User Guide to Getting Started

LoftOrganiser will do just about everything you can imagine in and around your Loft: -

❖ Pigeon Management – One 'card' per pigeon; pairs and squeaker management; choice of eleven pedigrees; photograph storage; family montages; descendants tracking; pigeon listings by loft location/family/status; etc

❖ Racing Management – A complete racing kit with all your Clubs; Pools Structures; Race Points and Distances; Races; Entries; Arrivals; Velocities; prizes; etc

❖ Sales Management – Customer records; sales invoicing; auctions and sales listings; etc

❖ Health and Veterinary management – Create authentic Vaccination Lists and record the last two vaccination dates for each pigeon; record all other Veterinary treatments applied to your Pigeons; etc

❖ Personal/Loft Diary

❖ One-Loft Race management

➢ (only for 'One-Loft' venues)

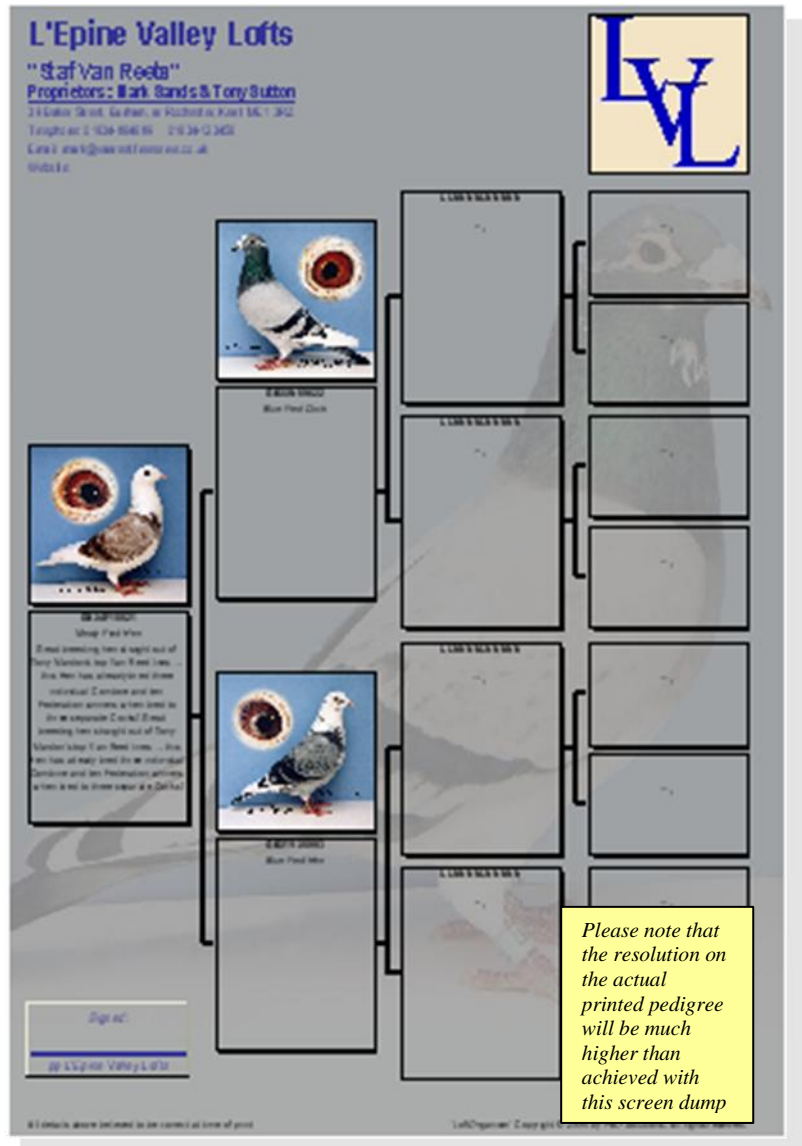But if it's high-quality pedigrees that you're primarily looking to achieve from LoftOrganiser then you really need look no further. Take a look at this professional pedigree created for one of our customers … it has:-

- an embedded watermark of their top stock
- their logo
- photographs stored for the Pigeon and its Sire and Dam are printed
- pedigree produced by simple click of a button!

Before launching yourself headlong into LoftOrganiser you do need to devote some considerable time telling LoftOrganiser firstly about yourself and, more importantly, all of your pigeons and their origin. The amount of time that this will take will depend entirely on how many pigeons you keep and/or how much historical information you wish to enter.

The approach that we recommend is as follows: -

❖ General Maintenance

➢ Go to the *Main Menu* screen, and left-click the *General Maintenance* button.

▪ Click the *Licence Details* button and complete the form. Complete as many fields as you can (you should enter a **Loft/Business Name** of your own choosing – and you can change this name at any time) and also paste in a Logo if you have one. Completing this form fully and correctly is extremely important, as information entered in this form is utilised in the printing of pigeons' pedigrees and sales invoices.

▪ After each address line enter a *comma* as this helps format the information printed out on the pedigree

- Exit the *Licence Details* form

❖ Pigeon Management

➢ Return to the *Main Menu* screen, and left-click the *Pigeon Management* button, then left-click the *Maintenance* button. This will reveal more "Buttons", each of which you should tackle: -

▪ Left-click the *Loft Locations* button

- Create all of the Loft Locations that you wish to separately identify. For example, you have one loft with 4 sections - it is suggested that you name these as A1, A2, A3, and A4. If you have a second loft, say a stock loft, with one section plus an aviary name these Loft Locations as B1 & B2. Continue naming all required Locations in the same fashion.

- When adding new pigeons in *Pigeon Management*, you will be asked where each pigeon is located. Having entered all of your Loft Locations, you will be able to do this without any trouble.

- LoftOrganiser will always preserve the Loft Locations of

♦ '**U**' (when adding new pigeons this is the default location assigned) and

♦ '**Z**' (which will remain reserved for any pigeon recorded in LoftOrganiser which is not actually present in your lofts e.g. *Reference Pigeons*, *Sold Pigeons*, *Lost Pigeons*, *Dead Pigeons*, etc.)

- Exit the *Loft Locations* form
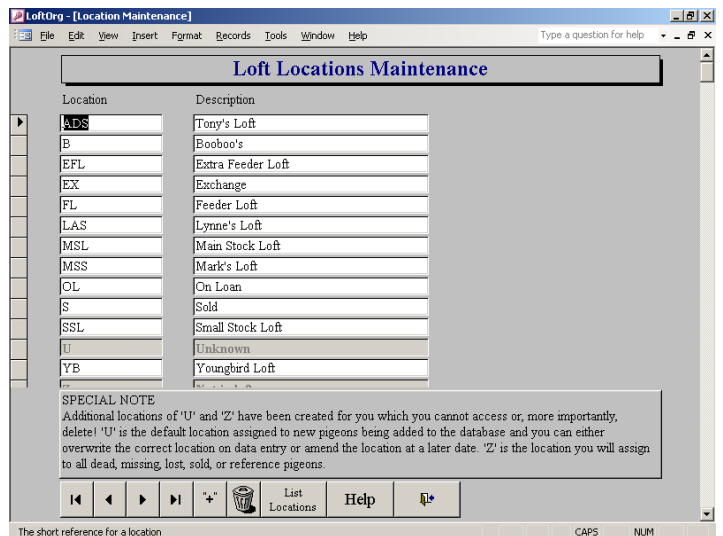
▪ Left-click the *Families / Strains* button

- Complete the *Families/Strains Maintenance* form. You will find that LoftOrganiser already has many popular families/strains pre-defined. You will only need to add new families/strains as appropriate.

- When adding new pigeons in *Pigeon Management*, you will be asked to select the family of each pigeon. Having defined all of your families in this form, you will be able to do this without any trouble.

- LoftOrganiser will always preserve the Family of '**Unknown**' (when adding new pigeons this is the default Family assigned)

- Exit the *Families and Strains* form
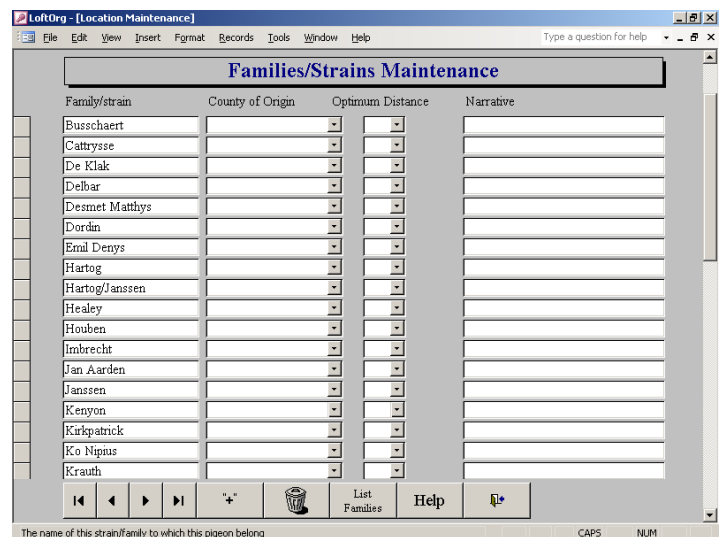
▪ Left-click the *Feather Colours* button

- Complete the *Feather Colours Maintenance* form. You will find that LoftOrganiser has many feather colours pre-defined. However you may find you need to add a new feather colour from time-to-time.

- When adding new pigeons in *Pigeon Management*, you will be asked to select the Feather Colour of each pigeon. Having defined all of your Feather Colours in this form, you will be able to do this without any trouble.

- Exit the *Feather Colours* form

▪ Left-click the *Eye Colours* button

- Same process as for *Feather Colours* above … very few users actually use this functionality

- Left-click the *Breeders* button
  - Complete the *Breeders* form. Essentially this form is used is where to record the name & address details of the people/studs who have bred your team of pigeons.
  - When adding new pigeons in *Pigeon Management*, you will be asked to select the Breeder of each Pigeon. Having entered all breeders of your pigeons, you will be able to do this without trouble.
  - LoftOrganiser will always preserve the Breeder code of "**UNK**" as this is the default assignation when adding new pigeons.
  - Exit the *Breeders* form
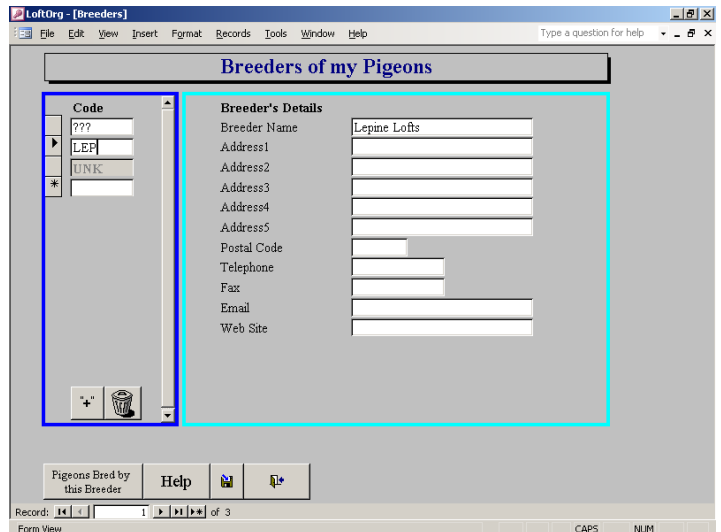
❖ **Adding Pigeons into LoftOrganiser**
  ➢ Return to the *Main Menu* and left-click the *Pigeon Management* button.
    - Now left-click the *View / Maintain Pigeons* button then left-click the *Add NEW Pigeon(s)* button. The blank form which now appears is the ONLY place where you can add new pigeons.

  - Then, in turn, enter the details of <u>all</u> Pigeons currently alive in your lofts be they racers, stock, or retired pigeons. Complete all fields wherever possible.
    ♦ Fields with defaulted data e.g. *Blue*; *Cock*; <u>must</u> be completed
    ♦ We recommend that when typing ring numbers into the *Ring #*, *Sire*, and *Dam* fields that you NEVER use blank spaces within the ring number nor at the start or end of the ring number as this MAY obstruct the successful generation of a pedigree.
    ♦ We also recommend that any YEAR reference within a ring are expanded to the full four-digit format as most pigeon listings are alphanumeric sorted and you will get the strange effect of year 2000+ pigeons appearing before 199X pigeons. There … you have been warned!
    ♦ Many of the other fields can be populated from drop-down lists which you have interacted with above e.g. *Feather Colour*; *Strain*; *Breeder*; *Location*.
    ♦ There are other predefined and locked drop-down lists such as *Sex* and *Status* which are easy to use.
    ♦ There are drop-down lists attached to *Sire* and *Dam* however until you use the *Pairs Management* utility these lists will be unpopulated and you will need to type the full ring numbers manually.
    ♦ Type Long Details into the appropriate box and copy these comments into Short Details

♦ Click the *'Add Another Pigeon'* button to save the current record and add further pigeons.

- Staying with the *Add New Pigeons* form, enter details of Pigeons previously housed in your lofts (old stock birds and racers) that remain in your current pigeons' ancestry.

- Finally, continue using the *Add New Pigeons* form and enter details of all other reference pigeons (from the original pedigrees supplied to you by their breeders/vendors) that will ultimately appear in the printed pedigrees of your own team of pigeons.

- Hereafter should you wish to view and/or amend details of any or all pigeons, or even delete pigeons entered in error, this can only be achieved within the *View / Maintain Pigeons* utility

➢ Return to the *Main Menu* and left-click the *Pigeon Management* button.

- Now left-click the *View / Maintain Pigeons*.

- Having previously entered all available details about living, lost, dead, and reference pigeons you are now in a position to view the details of any recorded pigeon and to produce full pedigrees of any pigeon currently living in your lofts, and indeed past racers and favourites.

- Select the pigeon(s) you wish to review by using any of the five available options … by *Status*, by *Location*, by *Family*, by *Breeder*, or by *Ring Number*. Then click the **View Data Cards** button.

- Using whichever drop-down list you choose will bring up the full information card for each pigeon within your selection criteria.

- You can view and/or edit any of the information displayed and produce reports such as Pedigrees. Any pigeons entered in error can also be deleted by clicking the 'Dustbin' icon at the bottom of the page.

  - Please note that to prevent accidental changes you will NOT be able to change a *Ring #* in this section.

❖ **Printing a Pedigree**

➢ LoftOrganiser gives you the choice of printing 2/3/4 generation pedigrees in portrait or landscape mode … some incorporating colour photographs and/or colour backgrounds … and some just plain black and white … you choose the format that suits you best!

➢ Once a pigeon has been added you can access its full record in the **View/Maintain Pigeons** utility and access the Pedigree reports via the *Pedigree Selector* button (see opposite).

➢ All pedigrees will print your *Loft Logo*, if you have stored one within your **Licence Details**, in the top-right corner!

➢ The various pedigree report options gives you the ability to print a portrait pedigree (with or without photographs) of the Pigeon and/or pictures of its Sire and/or Dam.

➢ A special 'watermark' can also be designed for you and embedded within this report … please ask us for more details.

➢ *Portrait* and *Landscape* reports are available

➢ Why not try all the available formats and find the one that best fits your requirements?!

➢ PDF's

- In addition to being able to select your choice of pedigree format, and print using your local or network printer, you can now SAVE pedigrees to your hard disk or memory stick so that you can:-
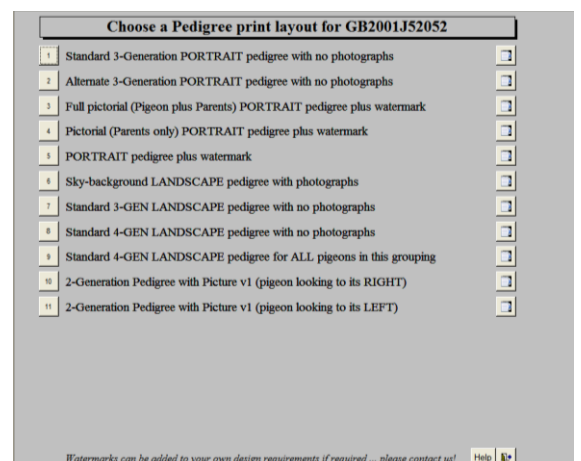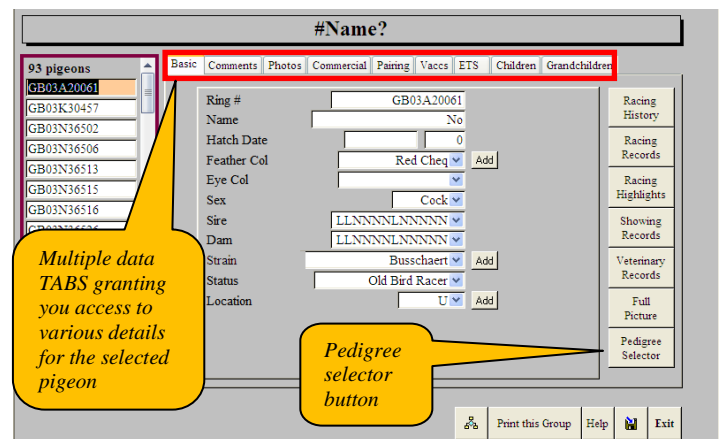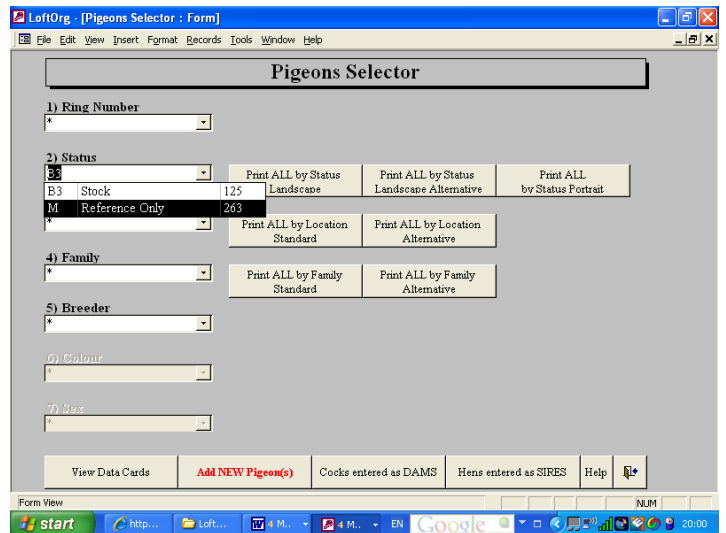
- Take pedigrees with you and print wherever you are!
- E-mail them to customers and friends alike
- Publish them on a Website
- To generate and save a PDF pedigree:-
  - Generate and preview the Pedigree
  - Instead of clicking the **Print** icon, click the **PDF or XPS** icon
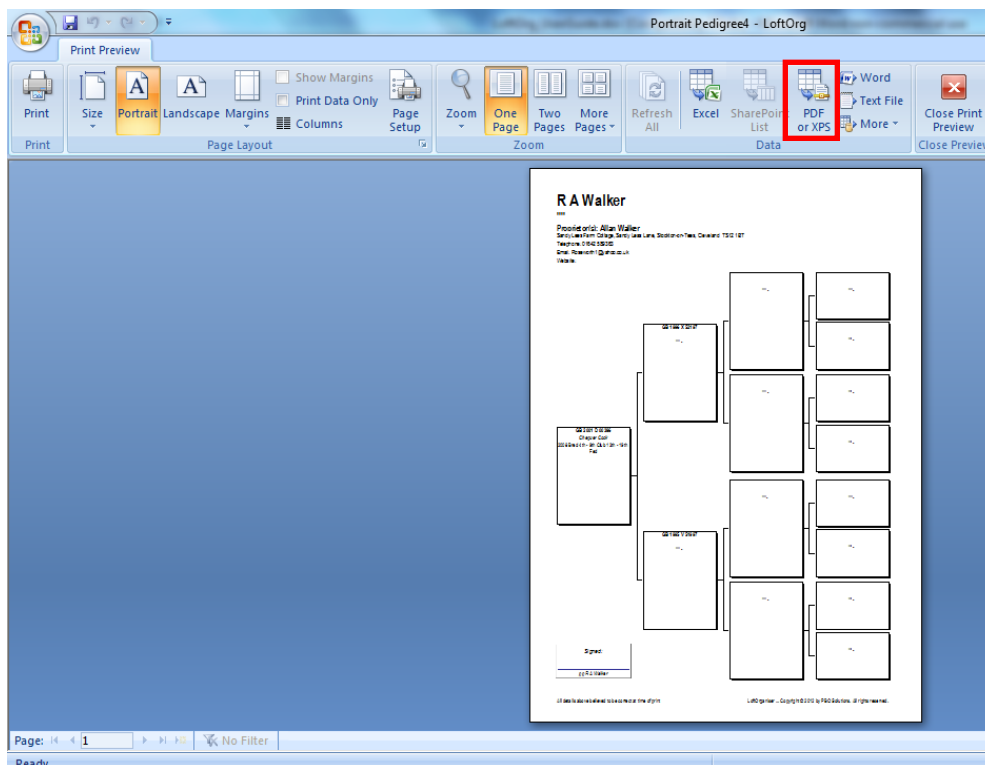
  - You will now be prompted for the location and name of your PDF pedigree
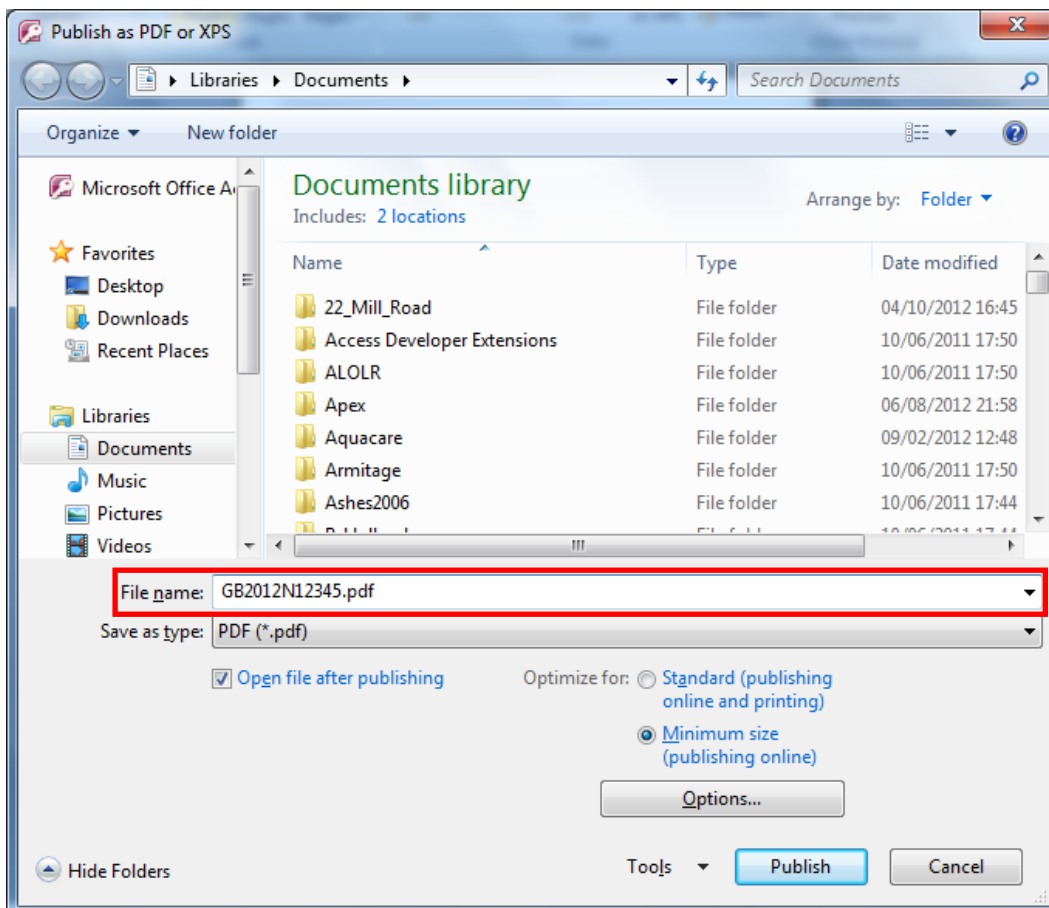
  - Click **Publish** and you're done!

❖ **Racing Information**

➢ Return to the *Main Menu* and left-click the *Racing Management* button. You need to attend to the following areas: -

▪ Left-click the *Clubs* button

• The Clubs form is where you enter address and memberships details of all of the Clubs to which you are affiliated.

• You can enter as many Clubs as are required … but be sure and classify each Club correctly using the '*Club Type*' drop-down list.

• Complete all fields. This is important because when you come to make entries in the *Race Register*, information about your Clubs will already need to be in place.

• Also, your Club race entry/marking sheets will utilise some or all of this information.

• Exit the *Clubs* form

▪ Left-click the *Race Points and Distances* button

• You have opened a form where you can enter all Race Points and Flying Distances to your lofts, as advised to you by the RPRA or other relevant governing body or Union.

• Complete all fields <u>except</u> the Kilometres and Sixtieths fields (these will calculate automatically based on the information entered in the Miles and Yards fields).

• Exit the *Race Points and Distances* form

• Please note that your *Union Code* plus *Latitude* and *Longitude* co-ordinates are entered and stored in the **Licence Details** form dealt with earlier in these notes.

• Exit the *Race Points and Distances* form

You have now completed the essential maintenance and initial pigeon introductions required by LoftOrganiser and all functionality will now be available to you. You will be able to generate Pedigrees in many different styles, print various listings of pigeons, manage your breeding pairs, create and complete Pigeon Races, generate complete racing histories for each and every one of your pigeons, and so much more!

❖ **Creating and Managing a Race**

➢ The steps required to create and manage a race are as follows

▪ Add Race by first clicking the **Add Race(s)** button then completing the short form which then appears

• Enter a unique **Race Reference** e.g. 2009/01; 2009/02; etc

• Selecting **Race Type** e.g. Old Bird

• Selecting a **Racepoint** from the drop-down list

• Selecting a **Club** from the drop-down list

• Entering the anticipated **Liberation Date**

▪ Add further races as required before closing the form and returning to the Race Manager which will now have been updated to include any new races added

▪ Complete Race Structure when the Race Manager screen re-appears

• Add the **Entry Fee** for each pigeon

• Add any **Clock Fee** payable

• Enter any **Hours of Darkness** applicable for the duration of the race

• Enter the **Liberation Time** when known

• Enter the **Wind/Weather** at liberation when known

• Select the **Pools Set** to be used in conjunction with this race

▪ Entries and Pools

• Select the **Ring Number** of each entry from the drop-down list

♦ The list is context-sensitive i.e. if you have indicated in the Race Manager that the race is for Young Birds then the list will comprise exclusively of pigeons classified as *Young Bird Racers* in the Pigeon Management section.

♦ Pigeons with an existing *Racing Status* of 'A' in any other current or past race will be excluded from this list. Until this *Racing Status* is updated (see how to do this in the Arrivals section below) to a code other than 'A' then such pigeons will not be offered for entry into any other race

• Optionally, you can record the **Entry Condition** of each pigeon. This information will not be printed out on any race entry sheet you take to your local club, but may be important information for you when analysing your results later in the season as a pattern may emerge for individual pigeons or your loft as a whole.

♦ If, for example, a pigeon is sitting eggs or feeding youngsters you can (optionally) record the number of **Days** the pigeon has been in that mode

- Select the **Marking Club** for each entry from the drop-down list
  - ♦ Only Clubs which have been flagged with a **Club Type** of 'Club' in the **My Pigeon Racing and Showing Clubs** section will appear in this list.
  - ♦ This is especially if important if you are someone who sends pigeons to the SAME race in two or more different local clubs, as defining your Marking Club here will enable separate entry sheets to be printed for each club!
- Pools Entry (please see later notes)

- Close this form and return to the Race Manager
  - You can print four different types of Race Entry form all of which are suitable for presenting at marking at your local club but each have slightly different content. They will all be headed up with your Name & Address details plus your Loft Code and Lat/Long Co-Ordinates, Race Point and Flying Distance. The detail section lists all Ring Numbers, Colours, and Sexes with Cocks first followed by Hens in alphanumeric order.
    - ♦ **Club1** … portrait layout with club officials able to record Outside and Inside Rubber codes; Arrival Time; and Velocity.
    - ♦ **Club2** … portrait layout with club officials able to record Outside and Inside Rubber codes; and for you to manually mark your Club Pools against each pigeon
    - ♦ **Club3** … landscape layout with club officials able to record Outside and Inside Rubber codes; and for you to manually mark your Club, Federation, and Combine Pools against each pigeon
    - ♦ **Club4** … portrait layout with club officials able to record Outside and Inside Rubber codes; and if you have used the in-built Pools Entry feature the pool codes will be printed against each pigeon and the total cost of these Pools built into your race entry summary.
  - Additionally you can print out what we call a **Loft Sheet** which is intended for you to use in your loft on race days to manually record arrival times. This printout will show the *Family/Strain* (e.g. Janssen; Busschaert) of each pigeon and the *Entry Condition* of each pigeon if you have recorded this information when making your race entries.
- Arrivals and Velocities
  - Click the **Arrivals** button
  - Each **Ring Number** entered in the race will appear down the left-hand side of the screen
  - Click into the pigeon whose arrival data you wish to update
    - ♦ Click open the **Racing Status** drop-down list
      - ➢ Change the **Racing Status** to **B** if the pigeon has actually been clocked
      - ➢ For ALL of your other entries you MUST change the **Racing Status** to code **B-G** at the end of the race and certainly BEFORE you next wish to enter these pigeons into another race. If you leave any pigeon with a **Racing Status** of **A** it will locked into that race and not be available for entry in any other race!
    - ♦ Enter the **Time of Arrival**
      - ➢ *Flying Time* and *Velocity* will be calculated the moment you click into any other field.
    - ♦ Unless the pigeon has arrived on a day other than the liberation date leave the **Racing Day** as 1.

- If you are recording a Day 2 or Day 3 pigeon in a long distance race then correct flying times and velocities will not be calculated unless you have completed the **Hours of Darkness** in the Race Manager section.

  ♦ You don't necessarily have to record a *Time of Arrival* and/or *Racing Day* for any un-clocked pigeons but your never know how useful this information may be to you later in the season when analysing you whole loft's performances.

  ♦ Enter any positions won in
    ➢ **Position – Loft** … this will be calculated automatically for you based on arrival times!
    ➢ **Position – Club** … what position did this pigeon take in your Club result
    ➢ **Position – Federation** … what position did this pigeon take in your Federation result
    ➢ **Position – Combine/Amal** … what position did this pigeon take in your Combine/Amal result
    ➢ **Position – Section** … what position did this pigeon take in your Section result
    ➢ **Position – Open** … what position did this pigeon take in your Open result
  ♦ Similarly enter any cash **Pools** and **Prizes** won in the appropriate fields

- Print Result
  • Click the **Result** button to print a list of your race arrivals in descending velocity order

➢ Whilst arrivals and velocities are created and grouped by race it is possible to access the complete racing history for an individual pigeon from its own data card

- This allows you to analyse performances of your pigeons over an extended period of time
- Click the **Racing History** button to create a listing of all races entered by this pigeon
- Click the **Racing Records** button to access each individual race record for this pigeon
  • For key/exceptional performances tick the **Include this result in Highlights Report?** check-box
  • Click the **Racing Highlights** button to access the racing highlights for this pigeon
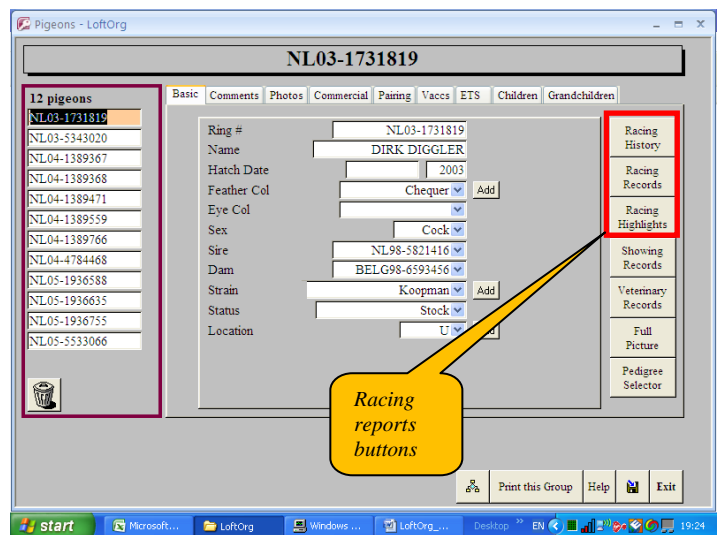
❖ **Pairings and Squeaker Management**
  ➢ From the *Main Menu* left-click the *Pigeon Management* button then click *View / Maintain Pairs*

  - Here you can store details of an unlimited number of breeding pairs.
  - Assign a unique *Pair* number
    • We recommend starting with **01** and ascending upwards in increments of 1 so 01, 02, 03, etc
  - Start by selecting a Cock for **Pair 01**. The *Cock* drop-down list will ONLY offer you **Cocks** that are alive and well in your lofts. Select the cock you require for this pairing.
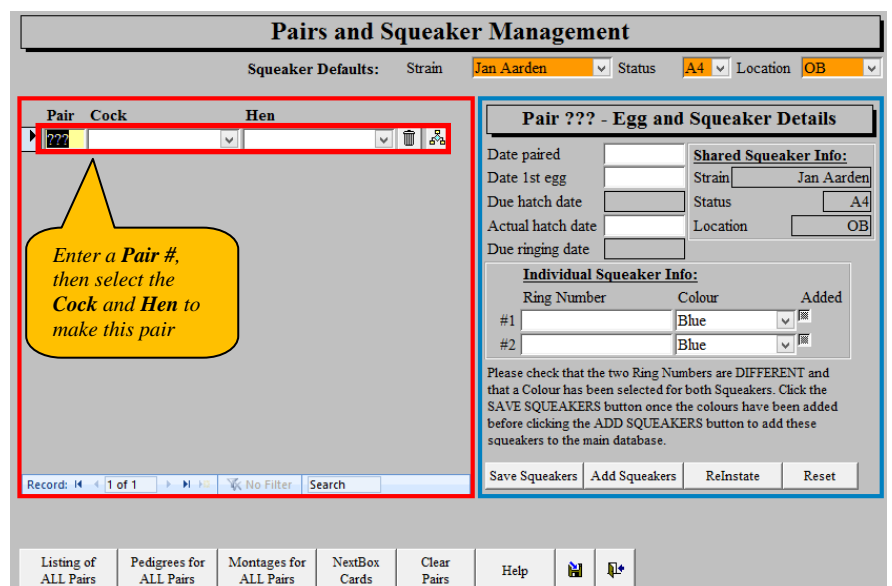
- Next select the Hen for **Pair 01** that this Cock is paired to. The *Hen* drop-down list will ONLY offer you **Hens** that are alive and well in your lofts. Select the hen you require for this pairing.
- Add/create additional Pairings as required …

- ▪ Adding **Squeakers** ...
  - • You can optionally store the *Date Paired*, *Date of First Egg*, and *Hatch Date* and also the *Ring Number* and *Colour* of each Squeaker produced by this pair.
  - • Once you wean the Squeakers off click the *Add Squeakers* button and these squeakers will be automatically added to the pigeon database … *please note that for this function to work COLOURS must be assigned to each squeaker*.
  - • To clear the Pairing and Squeaker Details fields and prepare this Pair for its next round of eggs click the *Reset* button.
- ▪ To change a pairing it is probably cleanest to delete the original pairing and start the new pairing from scratch. Delete a pair by clicking/highlighting the grey square to the immediate left of the *Pair* and press the delete button on your keyboard.
- ▪ To delete all Pairs at the end of a Breeding Season click the *Clear All Pairs* button at the bottom of the screen.

❖ **Descendants Tracking**
  - ➢ Return to the *Main Menu* and left-click the *Pigeon Management* button.
    - ▪ Now left-click the *View / Maintain Pigeons*.
    - ▪ Having previously entered all available details about living, lost, dead, and reference pigeons you are now in a position to view the details of any recorded pigeon and to produce full pedigrees of any pigeon currently living in your lofts, and indeed past racers and favourites.
    - ▪ Select the pigeon(s) you wish to review by using any of the four available options … by *Status*, by *Location*, by *Family*, or by *Ring Number*.
   - ▪ Using whichever drop-down list you choose will bring up the full information card for each pigeon within your selection criteria.
    - ▪ Click the funny-looking triangular-shaped button to reveal a subsidiary screen for this pigeon where you can view the details of all Children and Grandchildren currently in your loft bred from the selected pigeon. In the example opposite we find two direct Children and thirty-nine Grandchildren of the well known "**TOEY"** (Staf van Reet breeding cock owned by Tony & Anne Mardon).
    - • Click additional buttons to produce listings of these pigeons and their pedigrees.
    - ▪ These reports will be limited to descendants still in your loft (as indicated by the Status applied to them on their individual data cards).
- ▪ These are useful reports to help determine the effectiveness of your principal breeders i.e. how much of what they bred remain available to race and/or sell.
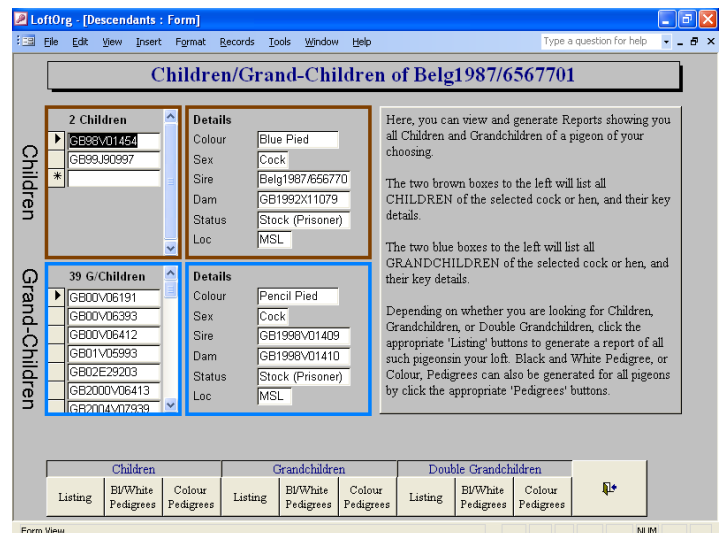
❖ **How to Manage Pools**

➢ For each of the Clubs which you add to LoftOrganiser you can attach the Cash Pools operated by those clubs.

➢ All your Clubs will be listed down the left-hand side of the screen

➢ All you have to do is:-

▪ Enter a **Code** (must be ALPHA characters between A-Z)

▪ Enter the Pool **Value**

▪ (Optionally) enter the Pool **Payout Ratio**

▪ (Optionally) enter the Pool **Retention %age**

▪ Tick the **SingNom** box if the pool is a Single Nomination pool type

➢ When selecting your race entries for any race you will also be able to select which, if any, pools you wish each pigeon to be entered into.

▪ Do this by clicking the ABC button for each pigeon you want to enter into the pools

▪ See diagram!

➢ A form will appear, headed by the Pigeon's Ring Number, showing all the available pools in this race.

➢ Tick each pool that you wish to enter the pigeon into.

➢ Make sure, for any **Single Nomination** pool, you remember to only enter just ONE pigeon into this pool!

➢ Your **Club 4** race entry sheet, accessible from the *Race Manager* screen will mark these pools against the relevant pigeons … with the total cost of these Pools added into the cost summary part of the form.
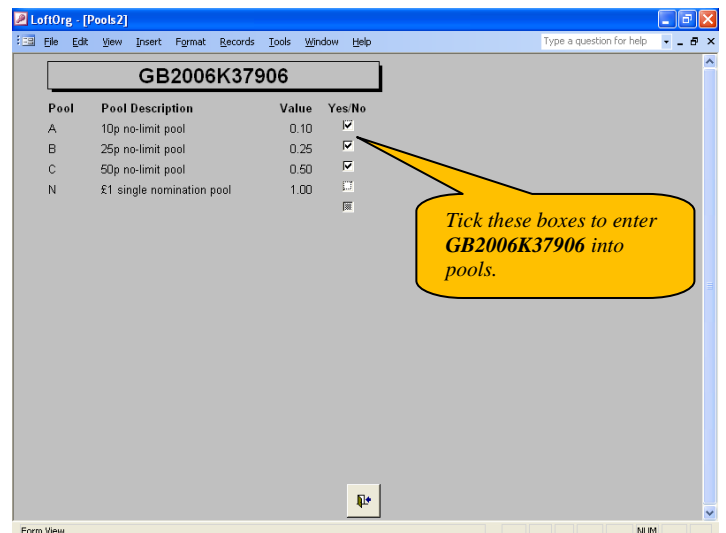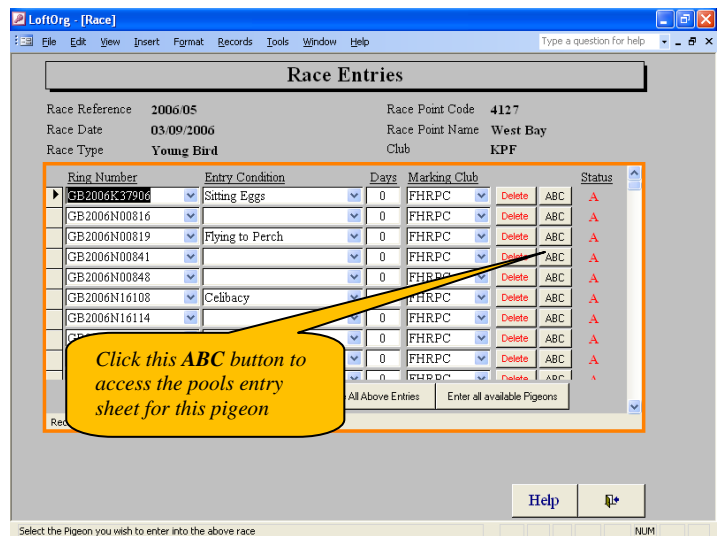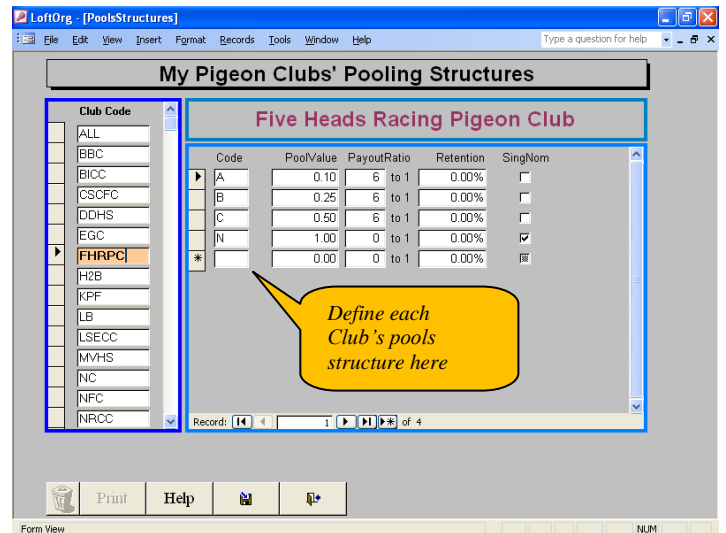
❖ **Vaccinating your Pigeons**
  ➢ To produce a listing to assist you vaccinate a group of pigeons here's what to do …
    ▪ From the *Main Menu* select *Health and Veterinary*
    ▪ From the Health and Veterinary menu which now appears select *Create and Print Vaccination Listings*
    ▪ Select **Flock/Group** from the drop-down list
    ▪ Enter **Date** of vaccination
    ▪ Enter **Vaccine Type/Name**
    ▪ Enter **Batch #**
    ▪ To print the list click the **GB** button if operating to RPRA standards
    ▪ Alternatively click the **IHU** button if operation to Irish Homing Union standards
    ▪ Both forms will show full ring number, colour, and sex of all pigeons to be vaccinated together with a tick-box to be completed when each pigeon has been injected.
    ▪ There are appropriate spaces on the form for the Vaccinator, Witness, and Loft Owner to attest that vaccination has taken place
    ▪ Once the vaccination has been completed you can automatically record the Date of Vaccination against each pigeon by simply clicking the **Update** button.
      ● When you next look at any of these pigeons' information cards you will see the last two vaccination dates for the pigeon on this form

- ❖ System Information and Maintenance
  - ➢ File names and locations
    - ▪ Program Folder   **C:\LoftOrg**
    - ▪ Program File   **LoftOrg.accdr**
    - ▪ Data File   **LoftOrg_be.mdb**
    - ▪ Windows   **XP, VISTA, 7, 8, 10**
  - ➢ Creating a ZIP File

    Backing up your key data file called **LoftOrg_be.mdb**, located in your **C:\LoftOrg** folder, is absolutely critical
    - ▪ One way of achieving this is by using the Create a Zip File utility within the program
    - ▪ Main Menu > General Maintenance and Backup > ZIP a File
    - ▪ Here you can easily create a ZIP file, and save it ANYWHERE on your hard drive or alternatively to any external media thus providing a backup. ZIPPING your all-important LoftOrg_be.mdb file will also prove very useful if you are ever asked to e-mail the file to PBO Solutions.
    - ▪ Process:-
      - Select the Input File that you wish to ZIP by clicking the "Browse for File" button and then navigate to the folder/filename you require then click the Open button to proceed to the next stage. Please note that the File Type will default to *.mdb (Microsoft Access Database) ... so if you wish to backup a file with a different file extension you will need to vary the File Type instruction.
      - Once you have selected your file the program will automatically create the Output File path and filename (same folder and file name just with a .zip extension rather than .mdb) ... if you are happy with it click the "Zip the File" button ... else change the path and file name elements manually, or by using the "Browse for Folder" button and adding a filename, before clicking the "Zip the File" button.
    - ▪ Please note that you can use this utility to ZIP and Backup ANY single file not just your LoftOrg_be.mdb file.
  - ➢ Accessing Data Tables
    - ▪ Access to data within LoftOrg is strictly controlled via view/amend forms and screens. Your data is fairly secure is such a controlled environment
    - ▪ However in EXCEPTIONAL circumstances, and then only when directed by PBO Solutions, you may need to get access to data via the "back-door".
    - ▪ Main Menu > General Maintenance and Backup > Accessing Data Tables
    - ▪ Once any of these tables are entered you can edit and/or delete records that are perhaps corrupting a report or not getting displayed as expected through a normal form or screen.
    - ▪ To exit from a Table you can:-
      - Press the CTRL and F4 keys together
      - Click the lower of the "X" buttons in the top-right of the display screen
  - ➢ Backups
    - ▪ Whether using the ZIP utility as described above (recommended), or by any other method, backing-up your key **LoftOrg_be.mdb** file should be done in the following frequency
      - During the racing season … once weekly
      - At other times during the Year … once monthly
    - ▪ Ideally, the backup copy should be stored on external media
      - External Hard Drive
      - Flash/Pen Drive
      - CD
      - You are also welcome to e-mail a ZIP file backup to PBO Solutions for additional security
    - ▪ You will only ever fully appreciate the full benefits of a rigorous backup regime should you ever suffer data loss through hard disk failure, theft, or other damage. A recent backup file can prove to be a real life-saver … just ask anyone who's ever restored a backup file and they'll tell you that it saved them hundreds of hours of work re-inputting the data!