



Instructions for Backing-Up and Restoring Data

Before hooking up your new computer it is very important that you get the data off of your old computer. Please follow the instructions below to properly backup your data. PEC recommends using a USB flashdrive to transfer this data.

On The Old Computer:

Note: If using a USB flashdrive, make sure you have the flashdrive plugged in before opening the shipping software.

- 1) Open the Total System Software to the *Package Contents* screen, where you are ready to begin processing a package for a customer.
- 2) Click on *PEC Utilities* at the top of the screen.
- 3) Then click on *Backup Databases*.
- 4) Choose where you want to save the backup file and click *Save*.
- 5) After the software finishes creating the backup, it would be safe to verify the backup is in the location you've selected.

On The New Computer:

- 1) Open the Total System Software to the *Package Contents* screen, where you are ready to begin processing a package for a customer.
- 2) Click on *PEC Utilities* at the top of the screen.
- 3) Then click on *Restore Databases*.
- 4) Next a valid password will be required to continue the process, call PEC to get the password.
- 5) Navigate to the backup file location, select the file, and click *Open*.
- 6) Once the restore is complete the shipping software will restart.