

# Daily and Weekly Backup Method

With the ever increasing instances of extremely harmful viruses such as Encrypto-Locker and other ransomware, it is vital to be vigilant with keeping your data safe by backing up.

We now recommend the following method to help ensure we can recover your data in the event of an attack.

- 1) Have at least two external hard drives –one for daily and one for weekly backups. Label each drive accordingly.
- 2) Backup from now on to be carried out manually (**check your settings in Clickfree, must not have scheduled backup nominated**).
- 3) Daily backup to be carried out each day when you believe or know that your system is safe and not infected with a virus. **NOTE: DO NOT BACKUP AFTER A PROBLEM OCCURS.**
- 4) Make sure to back up your accounting data files to both external hard drives and do this daily and once on weekly hard drive.
- 5) Run the weekly backup manually when you are sure that your system is safe or not infected with a virus.
- 6) **You must remove the external hard drive from your computer once the backup has completed.** If you are unsure how to safely eject an external hard drive, please contact our office for assistance. Do not just unplug the external drive without following the correct procedure as you risk corrupting your external drive.

## NOTES:

- Do not run a backup if you suspect your computer is infected with a virus, as you will infect your backup drive/s.
- Do not run a virus scan or download freeware from the internet to try and fix. Turn off the computer immediately, and contact Hi-Tech Solutions on 4787 1122 for support ASAP.
- Do not open emails which appear suspicious or unsolicited. These encryption based attacks are coming thru disguised as seemingly legitimate senders such as Australia Post, “Postmaster” and other common service providers. Be vigilant when checking your mail – when in doubt, delete the message, do not open it, do not click on any links, do not attempt to open the attachments / zip files attached to the message.
- When using an alternate external hard drive, Clickfree will not open automatically as it will only recognise the last external hard drive plugged in. You have to open Clickfree manually and select the external hard drive.