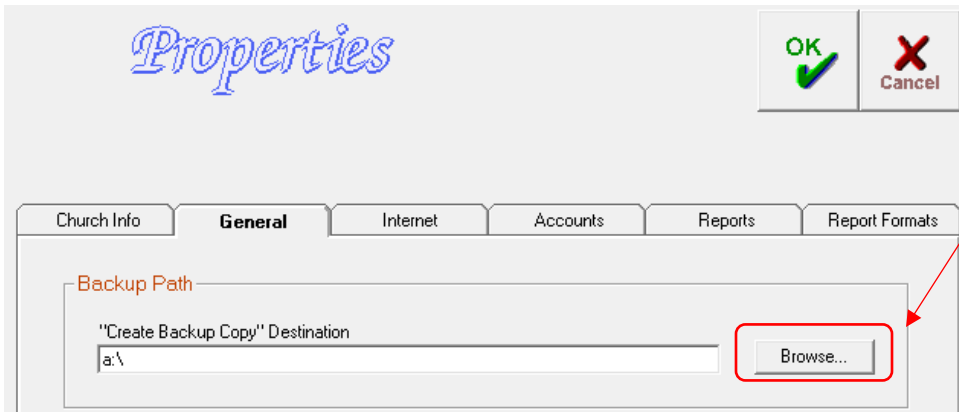


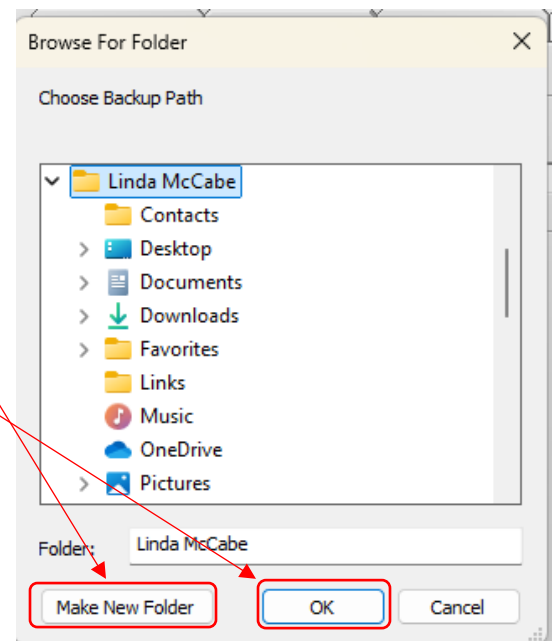
Mapping the backup USB

Whether you are loading Jewel to a new computer or reloading after data loss, you will need to remap your USB “create backup copy” location. Here are basic instructions.



- 1) Go to “Maintenance/ Properties/General tab”, insert the USB and click on “Browse.”
- 2) Find the USB (the drive letter will vary, depending on the computer) and click on or create a “Jewel Backup” folder.

- 3) Use this button to create a folder on the USB and name it “Jewel Backups.”
- 4) Use this button to save the folder once you have named it.
- 5) Back on the Properties page, the “Create Backup Copy” Destination line should now contain the new “Jewel Backups” folder.
- 6) Click the green “OK ✓” to save and leave.
- 7) On Jewel home page, go to “File/Create Backup Copy” and follow the instructions. Jewel will let you know if the backup is successful.



Occasionally, a USB that has been working properly develops problems. It might be full or it might need to be replaced. Each Jewel backup is a complete backup, so it not necessary to keep years of monthly backups. Keeping 4-6 months is plenty. If the USB is having trouble, try deleting most of them and see if that helps. That will sometimes fix the problem and the treasurer can continue using the same USB.

A newer USB can sometimes throw out error message that can be fixed by creating a “Jewel Backup” folder to hold the monthly backups, rather than just trying to save the Jewel backups directly to the USB.

For more tutorials on JEWEL PROGRAM BASIC FEATURES, see section 7000 on the gccsda.org auditor webpage