## How To Back-up Testing Reports



CLICK the 'Blue Brain' button on your desktop to open the CNS Vital Signs Application... CLICK MENU ...CLICK PREFERENCES... ENTER & OK 'System Administrator Password' "cnsvs" lower case.

System Administrator Password				×
System Administrator Password:		CNSVS		
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- A. CLICK the BACK-UP tab
- **B.** CHECK the 'Backups enabled' box
- C. CHECK the 'Mirror backup location to the local data folder' box. This will enable the mirroring of assessment data from multiple testing computers using the CNS VS Apps to your clinic or hospitals server(s) and/or your local hard drive / cloud service.
- **D.** MAP the 'Back-up Location' to your established file folder
- E. Click Apply; Click Ok; Exit 'Preferences'



## How do I back-up my testing data?