

# HeadMaster Automatic Backup

Setting up an automatic backup allows you to run a backup at a specific time, so you can ensure that all users are logged out of HeadMaster.

Follow the instructions below to set up an automatic backup in either Windows® XP or Windows Vista®.

1. On the Microsoft® Windows taskbar, click **Start > Control Panel**.
2. Double-click Scheduled Tasks, then **Add Scheduled Task**.
3. On the Scheduled Task Wizard, click **Next**.
4. Click Browse, then select **HMUTILS.EXE** (located in the HMaster directory on your local drive).
5. Enter a name for the task, then select how often you want the task performed. Click **Next**.
6. Select the time, frequency, and start date. Click **Next**.
7. Enter your network username and password, then confirm the password. Click **Next**.
8. Select **Open advance properties**, then click **Finish**.
9. In the Run dialog box, enter a space and then **AUTO X:\<folder>** after HMUtils.exe. The value for "X" should be the location for storing the backups.
10. Click **OK**. You may have to reconfirm your network password.

1. On the Microsoft Windows taskbar, click **Start > Control Panel**.
2. Double-click **Administrative Tools**, then **Task Scheduler**.
3. Click **Create Task**.
4. Enter a name for the task and select security options.
5. Click the **Triggers** tab, select **New**, and make the schedule selections you want. Click **OK** when complete.
6. Click the **Actions** tab, select **New**, and browse to **HMUtils.exe** (located in the HMaster directory on your local drive). The default path for HMUtils.exe will now be visible in the Program/script box. In the Actions drop-down, leave it as Start a program.
7. In the Add arguments (optional) box, enter **AUTO X:\<folder>**. The value for "X:\<folder>" should be the location for storing the backups.
8. In the Start in (optional) box, enter "X:\<folder>". In this case, "X:\<folder>" is the location of HMUtils.exe. Click **OK**, when complete.
9. Click the **Conditions and Settings** tabs and make the selections you want.
10. Click **OK** to complete the setup.