

## What you need to know / do?

### The Basics

- Who is primarily responsible for the data backup?
- What is the total size of your data?
- Do you backup all your data?
- What was the date of your last successful backup?
- What program do you use to backup your data?
- What device / media do you backup to?
- Is your backup program compliant with Windows XP or Windows Vista?
- Do you have a valid copy of the backup program and serial number?
- Do you password protect your backup?
- Would your business be affected without a regular backup?

### IS THE BACKUP STORED OFF SITE?

### Email

- How many users use the email program?
- What is the primary email program?
- Where is the email data stored?
- What is the size of the email data?
- Is this email data backed up?
- What is the frequency of the email data backup?

### Personal / Shared Folders

- How many users use shared folders?
- Which folders are critical?
- Do the users store important critical data in their personal folders?
- What is the size of the data contained within the folders?
- Are these folders backed up?
- What is the backup frequency?

### Primary Database

- How many users use the database program?
- Where is the database data stored?
- What is the size of the database data?
- Is this database backed up?
- What is the frequency of the database data backup?
- Which program is used to run the database?
- Do you have a valid copy of the database program and serial number?

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