**Purpose:**

To assure that the Tango databases are backed up successfully onto an external storage device on a monthly basis. To review data that has been backed up to an external location. Backed up files are sent to Bio-Rad for recovery if necessary to review specific results.

**Required Materials:**

USB storage device

**Procedure:**

|  |  |  |
| --- | --- | --- |
| **Step** | **Managing and backing up data** | **Related Documents** |
| 1 | Click on ‘Maintenance’ and then ‘Database Management’ |  |
| 2 | Select the ‘Backup’ tab   * Select the databases to be backed up, by clicking in the small white box. A check mark appears in the box. |  |
| 3 | Click in ‘Export’ to open the ‘Copy selected databases’ window. |  |
| 4 | Connect the USB storage device to the PC and unlock with password |  |
| 5 | The target path in the ‘Target path’ text box, e.g. ‘g:\’ will be assigned by the computer. |  |
| 6 | Click on ‘Start Copying’ |  |
| 7 | After copying has been completed click on the removable storage device icon and select ‘Eject Cruzer Glide’ to safely remove storage device. |  |
| 8 | Remove the USB storage device from Tango |  |
| 9 | Select the ‘Definitions’ tab and click ‘Reset’ to activate the next backup reminder message only after the specified number of days.   * 30 days |  |
| 10 | Click on ‘OK’ to save the settings and close the window. |  |
| 11 | Log on to a “blue” computer using your user ID and password, insert and unlock the USB storage device and select ‘Open folder to view files’ |  |
| 13 | Using right click “cut and paste” functions, remove (cut) file from the USB drive, and add (paste) the appropriate location.  HMC\_TSS>TANGO>Tango Backup Files>Tango 23002\_Infinity Backups>”Year Folder”>”Month Folder”   * Do not leave data files on the USB drive. * Right click on the removable storage device icon and select ‘Eject Cruzer Glide’ to safely remove storage device. |  |

**Referenced Documents:**

TANGO User Guide, Version 1.6.3