

How to move your data to a server

For purposes of this topic, we assume your network drive is mapped to the letter “Z”. If you use a different network drive letter, you will need to substitute it here.

1. Create a Folder on the desired network drive called *sdsitask*. (See Image 1)
 - For example: If your network drive is the “Z” drive, navigate to the “Z” drive in *My Computer*. On the menu, click *File > New > Folder*. Name the new folder *sdsitask*.
2. In *My Computer* or *Windows Explorer*, navigate to your “C” drive, then to the folder *sdsitask*. (See image 2)

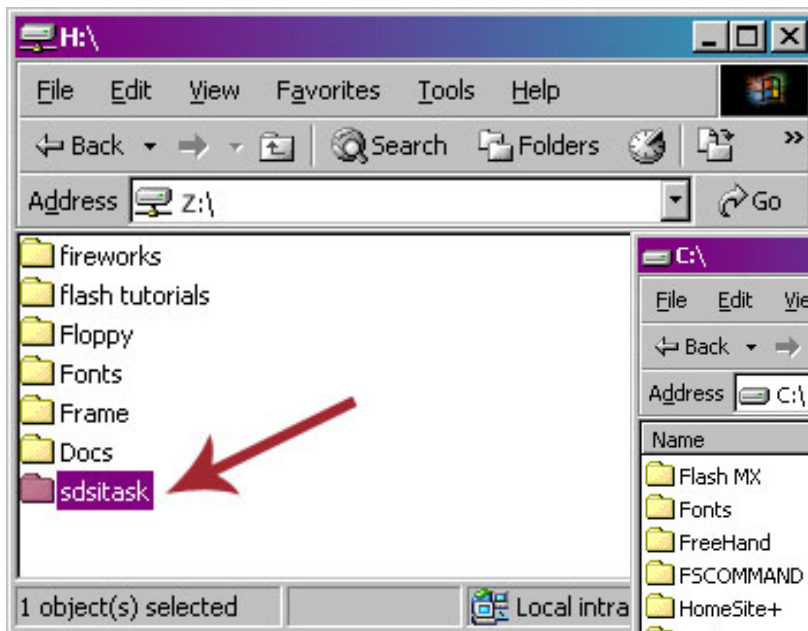


Image 1

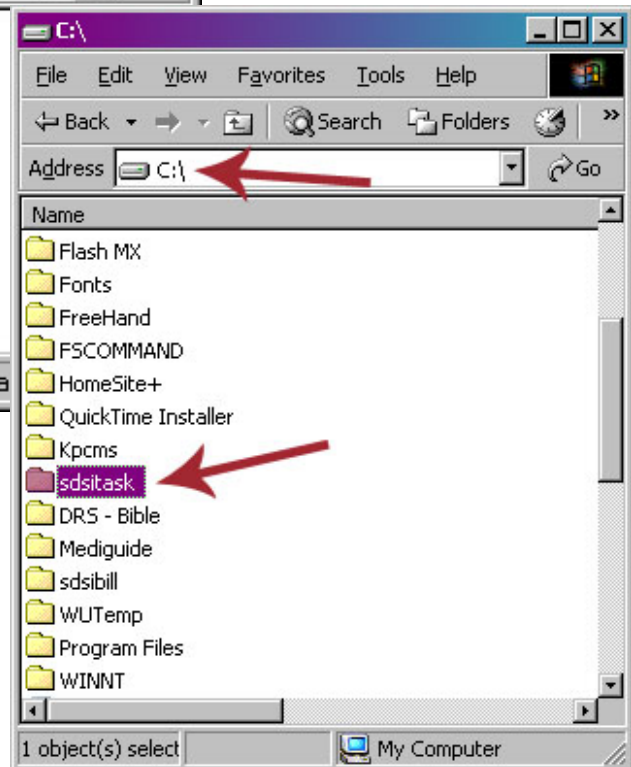


Image 2

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3. Within the *sdsitask* folder on your “C” drive, you will find a folder called *Data*. Copy the *Data* folder on your “C” drive to the new *sdsitask* folder on your network drive. (See Image 3)
4. On your desktop, right-click on the shortcut titled “I’mOnIt!”, then click *Properties*. In the target box you will find the following entry:
 - C:\sdsitask\taskmgr.exe c:\sdsitask\data F
5. Change the entry to:
 - C:\sdsitask\taskmgr.exe z:\sdsitask\data F
 - As you can see, we changed the second “c:” to “z:” to represent the new location of the data folder. (See Image 4)
6. Click OK
7. Double-Click on the “I’mOnIt!” icon on your desktop. You should see your current data. Be sure to include the folder you just created on the network drive in your regular backup routine.
8. Repeat Steps 4 –7 for the “I’m On It!” icon located in your Start | All Programs | ImOnIt folder

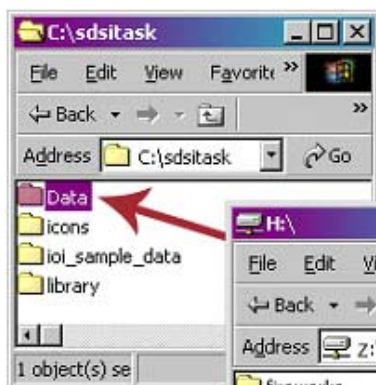


Image 3

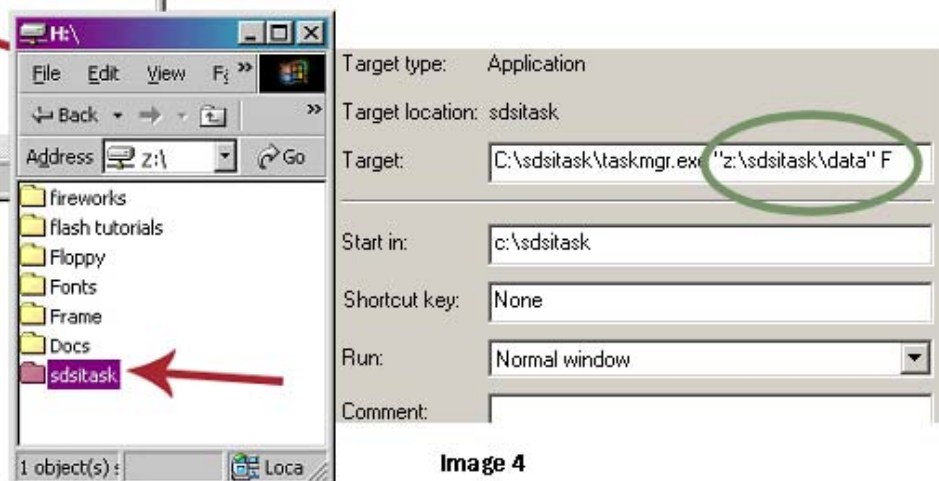


Image 4

