

ATM FLASH DRIVE BACK UPS
UPDATED AUGUST 2018

1. RECEIVE FROM ATM BALANCE PERSON:

ATM BALANCING SHEET WITH SMALL ATM RECEIPTS & DEPOSIT ENVELOPES
ATM FLASH DRIVE (MAIN-THURSDAY) (BRANCH-FRIDAY)

2. ARCHIVE FLASH DRIVE: (MAIN-THURSDAY) (BRANCH-FRIDAY)

PLACE FLASH DRIVE IN LEFT USB SLOT

“X” OUT OF *DO YOU WANT TO SCAN*

“X” OUT OF *AUTOPLAY*

CLICK ON TOMS STUFF

CLICK ON “APTRAEJVIEWER”

PASSWORD=**password**

CLICK ON “FILE”

CLICK ON “ARCHIVE”

CLICK ON “LOAD”

CLICK ON “BROWSE”

LOOK FOR FILE “EJARCHIVE.ZIP”

IF THE FILE ISN’T SHOWING, CLICK ON “COMPUTER”

MAIN: FIND THE DRIVE REMOVABLE DISK “*STORE N GO(F:)*”

DOUBLE CLICK ON IT

BRANCH: FIND THE DRIVE REMOVABLE DISK “*HP v255w(F:)*”

DOUBLE CLICK ON IT

CLICK ON “EJARCHIVE.ZIP”

CLICK ON “OPEN”

SHOULD SAY FILENAME: “x:\EJARCHIVE.ZIP”

CLICK “OK”

ON BOXES THAT SAY DATE, TIME CLICK “OK”

CLICK “OK” IF ERROR MESSAGES REGARDING “DATES AND TIMES NOT FOUND”

POP UP

CLICK ON “FILE”

CLICK ON “ARCHIVE”

CLICK ON “SAVE”

ON “SAVE IN” CHOOSE “LOCAL DISK (C)”

DOUBLE CLICK ON FOLDER “EJ_ARCHIVE”

ENTER FILE NAME: “CKI300_mmddy” – BRANCH

“CKI305_mmddy” – MAIN

CLICK ON “SAVE”

CLICK ON “FILE”

CLICK ON “EXIT”

3. DELETE FILE FROM FLASH DRIVE

PLACE FLASH DRIVE IN LEFT USB SLOT (IF NOT ALREADY IN USB SLOT)

CLICK ON “COMPUTER” ON DESK TOP

DOUBLE CLICK ON REMOVABLE DISK DRIVE “F”

RIGHT CLICK ON “EJArchive.zip”

CLICK ON “DELETE”

CLICK ON “YES”

EXIT AND REMOVE FLASH DRIVE. GIVE TO ATM PERSON.