From the SpeedLine Knowledge Base:

Store Disaster Preparedness Checklist

External Approved ✅

Steps and tips for saving your SpeedLine system and store data from an impending disaster.

Emergency Steps

1. Shut down computers

> ✅ **Tip**
>
> If your stations are plugged into uninterruptible power supply (UPS) units, this should give you enough time to safely shut down the computers during a power failure. A new UPS unit gives 7-10 minutes of power once it starts beeping; as the battery in the unit ages, this time gradually decreases.

If you have warning of an impending power outage or disaster, or if the power goes out and the UPS unit starts beeping, shut down the computers:

1. If time allows, run a day end in Terminal, otherwise, complete any orders or transactions, or cancel them.
2. Exit Terminal on all stations.
3. Using the Windows start menu, shut down the primary server computer (usually **Station1**).

> ℹ️ **Note**: To avoid data loss, do not shut down the computer by unplugging it, flipping the power switch, or using Windows Task Manager.

4. If not doing a backup, shut down the secondary server (usually **Station2**). If you cannot remove the computers and are doing a backup, leave station 2 running until the backup is completed (see step 2b below).
5. Shut down the remaining stations.

2. a) If required, move the computers to a safe location

If your SpeedLine stations are threatened with damage, unplug them and take them with you as you evacuate to a secure location.

> ℹ️ **Note**: If you only have time or space to take one computer, take the primary server (usually **Station1**).

OR, b) If you cannot move computers, back up data and protect hardware

If you do not have the time or means to remove the computer stations and they are in danger of damage, back up data and protect computers:

1. Log into the SLAdmin account on the secondary server (usually **Station2**).
2. Copy all files in the **C:/SpeedLine/Backup** folder.

> ℹ️ **Note**: The database files on the primary server (Station1) may be locked, which prevents copying, so it's easier to copy the secondary server Backup files instead.

3. Paste the copied files into a safe location like one of the following:
   a. Removable media (for example, a USB flash drive), or,
   b. "Cloud" file storage like Google Drive or Dropbox.
4. After the files have copied, remove the removable media and shut down the computer.

> ℹ️ **Note**: If you need assistance in backing up data, call SpeedLine Support at **1-888-923-9185**.

5. Take the USB containing the files, and cloud account login information, with you.
6. If computers are threatened by water damage and cannot be moved, keep them dry:

   a. Unplug computers and all other hardware.
   b. Wrap the equipment in garbage bags, plastic sheeting, or vinyl tarps, or place it in weather-proof plastic storage boxes.
   c. Raise computers, battery backup units, and other electronics high off the floor.

3. After evacuating, close the store to online orders

From the SpeedLine Knowledge Base:

Once you are at a safe location, inform your online ordering provider that you are closing the store and no longer accepting orders, or if using SpeedDine, log into SpeedDine Admin and change the store hours, or add special days to indicate you are closed.

Long Term Preparedness Tips (Non-Emergency)

- Perform regular off-site backups of your POS data. See Creating an off-site backup of your POS data for instructions.
- Learn about disaster preparation from experts at the Red Cross. By going to http://www.readyrating.org businesses can, at their own pace, go through the Red Cross Small Business Preparedness Program and complete a self-assessment of their level of preparedness to reveal areas for improvement.
- Purchase uninterrupted power supplies (UPS), and keep your computers and monitors plugged into the battery backup outlets. In case of a power outage, the UPS unit should store enough electricity to give you time to exit Terminal and safely shut down the computers before they lose power.
- Install anti-virus software and schedule frequent scans.
- Purchase and keep the following supplies on hand to prepare for an emergency:
  - Removable media to store data on, such as a USB flash drive, external hard drive, CD, or DVD.
  - Plastic sheeting, tarps, weather-proof plastic storage boxes, or garbage bags to protect computers from water.
  - Duct tape, string or rope to fasten plastic around computers.
  - Consider setting up backup "cloud" file storage like Google Drive, Dropbox, iCloud, or SkyDrive ahead of time.

Additional Information

- Creating an off-site backup of your POS data
- Backing Up Your Data tutorial on the Customer Support site.
- Backing Up Your Files video on the Customer Support site (on-site backup with HotBackup).

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