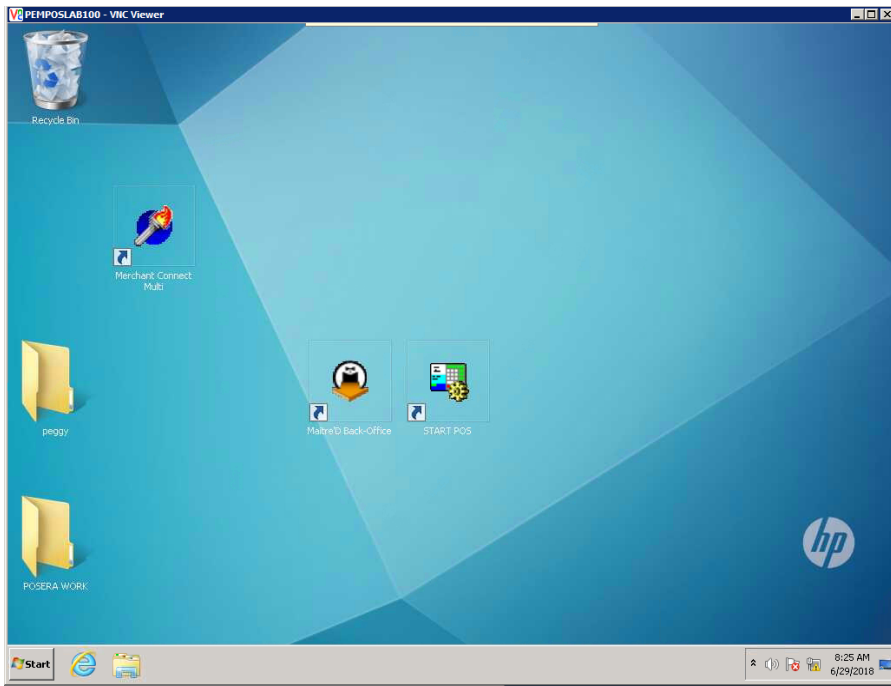


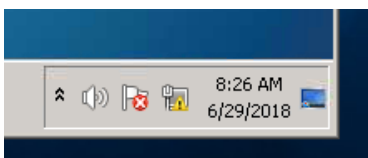
#39 - POS “Communiqué” eGlobal, confirming backup completed

The following are steps that you will perform daily to ensure that your POS system was back up to our eGlobal (server). This is crucial if you encounter a full or partial crash of the system and your information can be restore to the night prior.

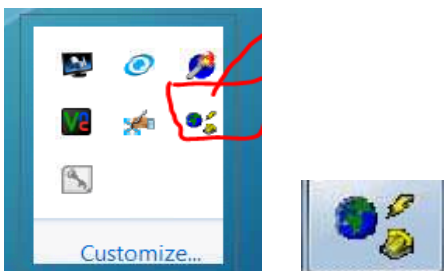
From your POS (100) system



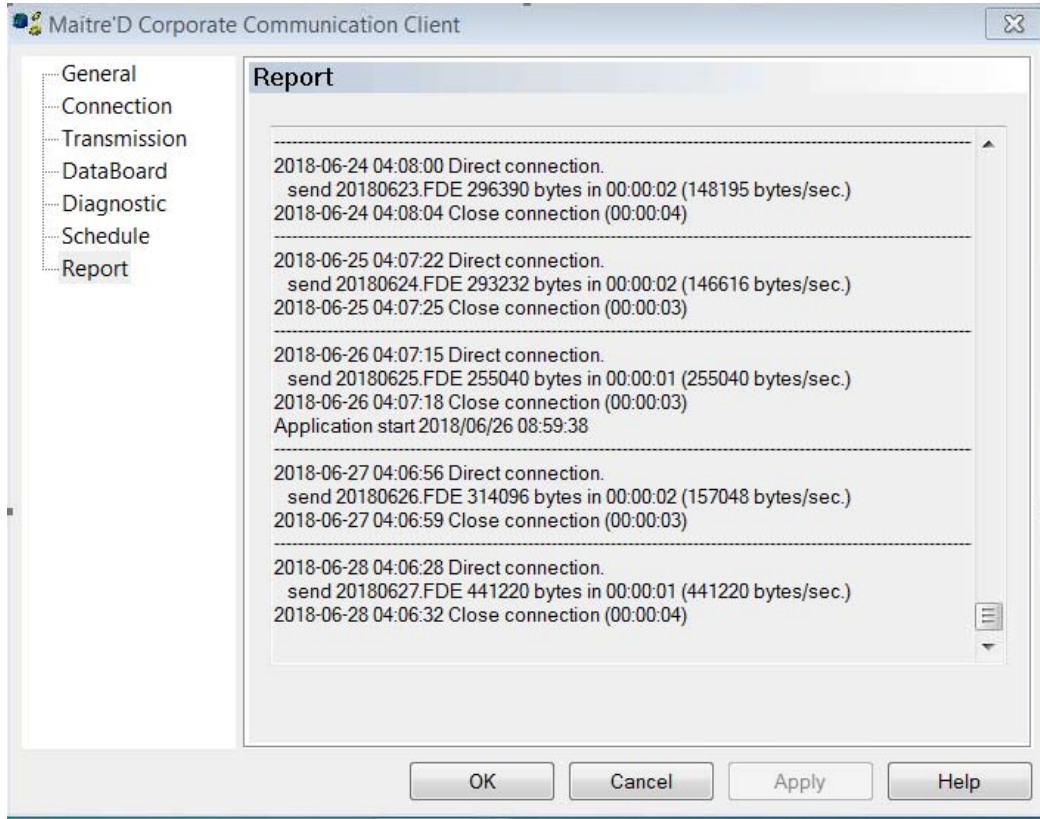
Click on the arrow on the left bottom of the screen



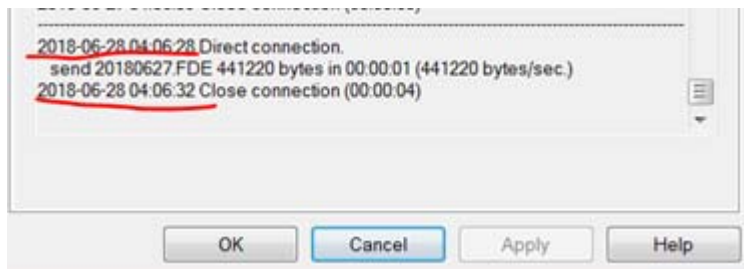
You will see an icon that looks like a planet and a phone, click on this to open



Maitre'D Corporate Communication Client report screen will appear.



From this screen look at the last entry – this should have yesterday’s date. (Does not matter if your entity was open or closed).



IMPORTANT

If you see the day prior then your POS was back up to the eGlobal. If you **do not** see your last day, you must contact Posera and cc me. (This is very crucial that this ticket is placed immediately)

If your system was **not** back up to eGlobal you are required to do a manual back up using Communique No. 33, until the backup are completed on the eGlobal.