

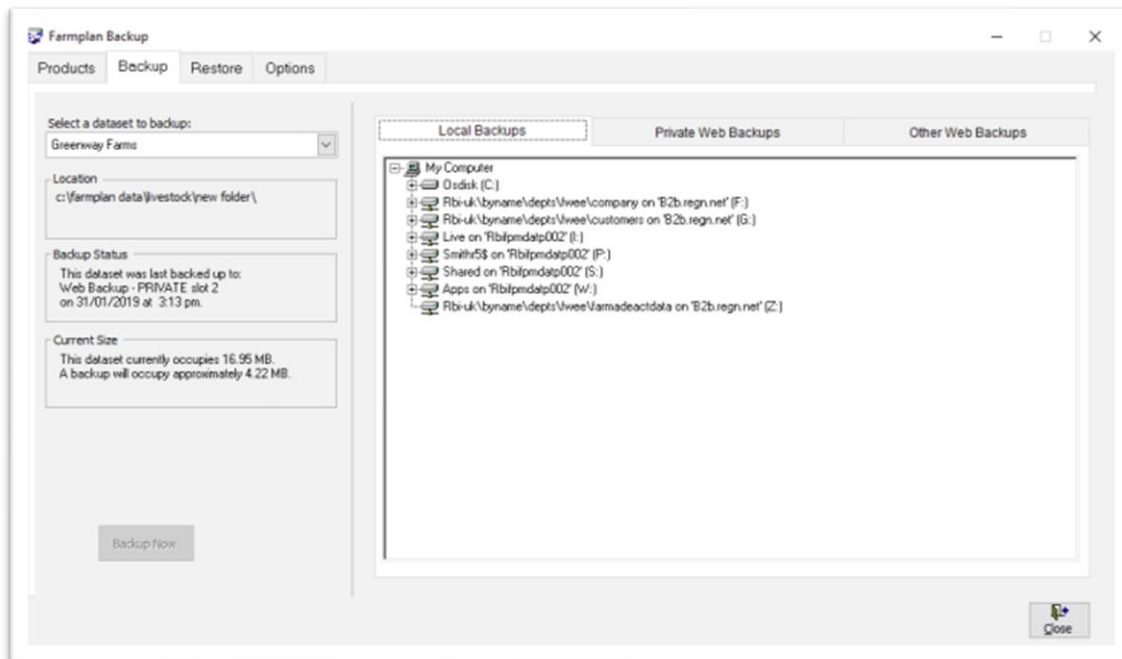


## Backing up your data

To backup your data click 'File' then 'Backup'. There are 3-tab options:

- Local backups
- Private web backups
- Other web backups

### Local Backup

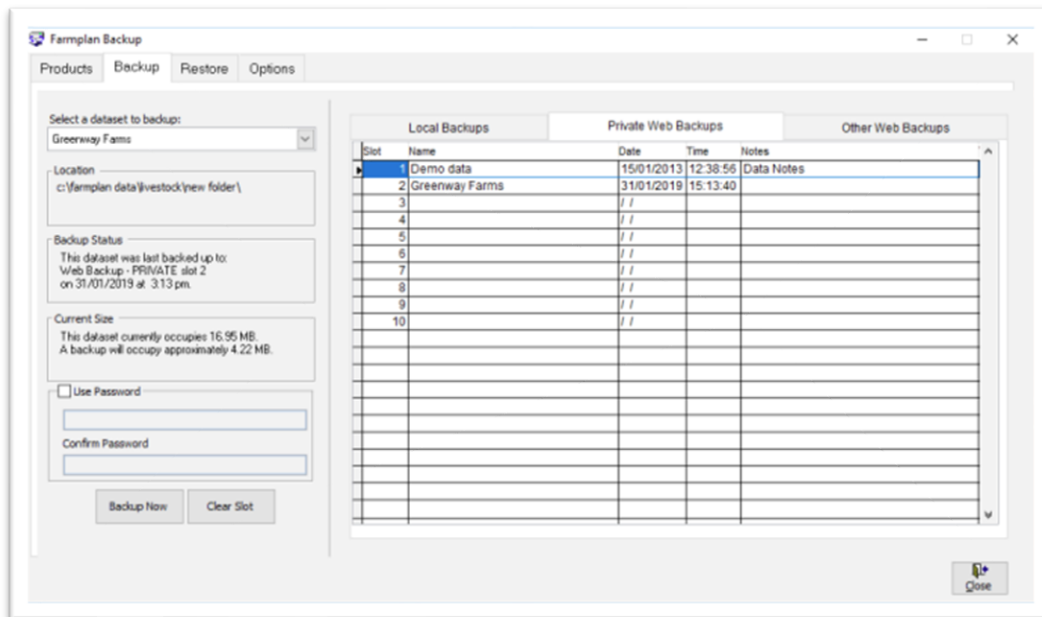


This allows you to backup your data either on your computer or a removable device such as a memory stick.

1. On the left-hand side of the screen check that the correct business is displayed
2. On the right-hand side of the screen browse to the desired backup location. To expand the tree view, click on the + (to create more folders right click on the folder and select the option to create a new folder)
3. Highlight the desired folder click Backup Now
4. Enter notes if desired (a date and time will be automatically added) then click OK.

Keep a minimum of 2 backups at different stages in time on different sources. We suggest making sub-folders and use them to rotate your backups. NEVER just rely on one backup – for example a single memory stick, which could get lost or broken.

## Private Web Backups



This is the ability to back up your data to a remote web server across the internet. The backup can be restored to any computer with internet access regardless of its location, (providing it has been registered with your licence details and web access code – subject to your Farmplan licence agreement).

A password provides additional security.

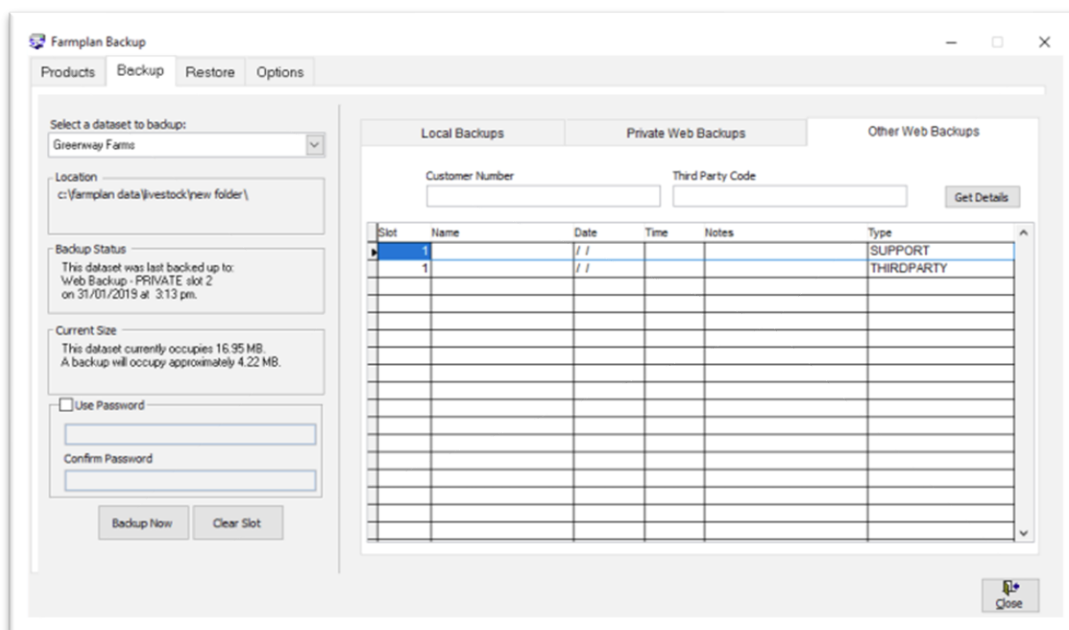
**NB – Farmplan do not have access to the password. If it is forgotten Farmplan will be unable to help.**

You are provided with ten free Private Web slots which are available providing your support contract is up to date. (More slots are available – for more details please contact Farmplan on 01594 545000)

1. On the left-hand side of the screen check that the correct business is displayed
2. Select the tab called Private Web Backups
3. Highlight the slot that you wish to use
4. Password (optional) – put a tick in the box 'Use Password' and enter the password in both boxes
5. Click on Backup Now

6. Enter notes if desired and click Confirm NB – You are transferring data across the Internet so the time taken to make a backup will depend on the size of your data and the speed of your Internet connection.

## Other Web Backups



This tab allows you to make Web backups which are available to Farmplan Support staff.

Support Slot – you are allocated ONE free Support slot which can only be accessed by you or a member of Farmplan staff.

If you contact us with a query, we may ask you to backup a copy of your data to this slot so that we can restore it for investigation.

1. On the left-hand side of the screen check that the correct business is displayed
2. Select the tab called Other Web Backups
3. Highlight the slot that you wish to use, the type should show as **SUPPORT**
4. Password (optional) – put a tick in the box 'Use Password' and enter the password in both boxes
5. Click on Backup Now
6. You may enter notes if desired. Don't forget to tell any recipients the password if relevant