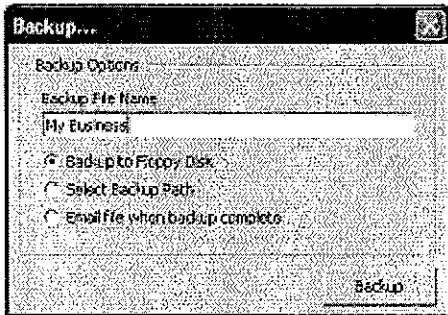


Backing up Your Records

Click on the **'File'** menu in the top left hand corner of the Cashflow Manager window and then click on **'Backup'** from the drop down menu that appears.

Alternatively, click on the **'Backup'** icon.  The following window will appear:

You have three options when making a backup of your data.

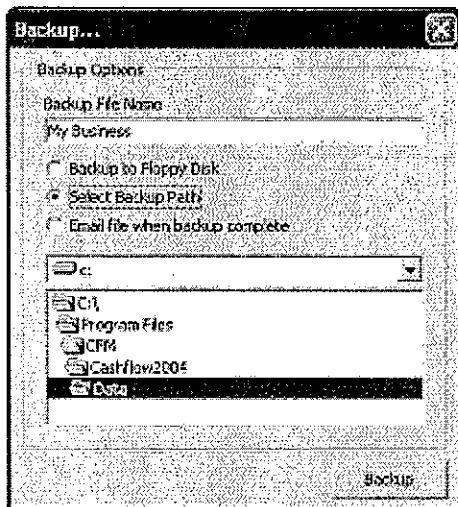


•Backup to Floppy Disk

To make a backup to a floppy disk, insert a floppy disk into the appropriate drive. The Backup to Floppy Disk option is selected as the default option. Simply click on **'Start Backup'**. Once the backup is completed, you will receive the message "Backup successfully completed".

• Select Backup Path

If you wish to make a backup of your data file to your hard drive, CD or a USB drive, click on **'Select Backup Path'** from the Backup Options. Select the drive letter you require. Double click on the folder that you wish to save the backup file in (eg. **'My Documents'**). Click on **'Start Backup'**.



If you wish to backup to CD, you could either backup to a location on your computer and then burn the file onto a CD, or, provided you have already formatted your CD to be writable, you could set the backup path to your CD drive (normally D:)

We recommend that you change the Backup File Name to include the date so that you do not experience problems trying to overwrite a file of the same name.

•Email file when backup complete

Selecting this option will allow you to email your file to your accountant, to Cashflow Manager Support or to any other address when complete.

So you select to backup to a floppy disk, or the backup path of your choice and then email on completion.

This will open another screen where you can record the email address and a message. It will then store it in your email outbox to send the next time you are processing mail.

Type the e-mail address of your Accountant into the **'Address'** box. Type the subject of your e-mail into the **'Subject'** box (eg. Cashflow Manager Backup File). Type any message that you wish to send to your Accountant with your file into the **'Message'** box. Once you have entered all of the necessary information, click on **'Send Email'**.

A message will appear "Are you sure you wish to e-mail this backup to..." If you click on **'Yes'**, the backup will be completed and e-mailed to your Accountant.

More:

- Backing up all your files to CD at once