

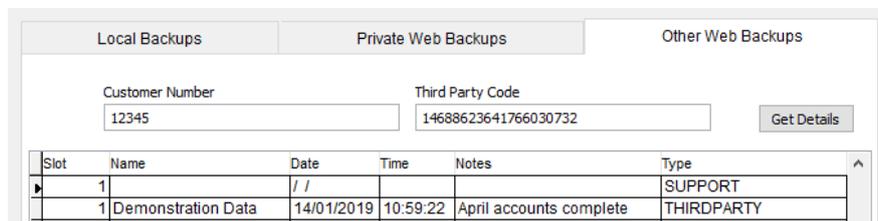
5. Password (optional) – Anyone with access to your own licence details or the third party web access code will be able to see and restore your data. However, there is an option to protect your data with a password by putting a tick in the box 'Use Password' and entering the password in both boxes
6. Click on Backup Now
7. Enter notes to identify this backup to your consultant – for example 'April accounts complete' and confirm that you wish to continue

Instructions to the Third Party User:

In order to restore your client's data to your own computer:

1. Select the option **File - Restore**
2. Select the **Other Web Backups** tab
3. Initially you will see your own backup slots. In order to see those of your client enter the customer number and web access code they have provided for you (see example below)

Customer Number:	12345
Customer Name:	A. Client Ltd
3rd Party Web Access:	14688623641766030732



4. Click on Get Details. This will refresh the screen and display the third Party slots of your client. Restore their data as normal, remembering to enter the password if relevant
5. If you wish to return updated data to your client, remember to backup the data into their 3rd party slot
6. To do this, use the customer number and third party web access code to display their slots before you start to make the backup

If you have any queries about the licensing or operation of the program please ring Farmplan software support on 01594 545022 or email support@farmplan.co.uk