

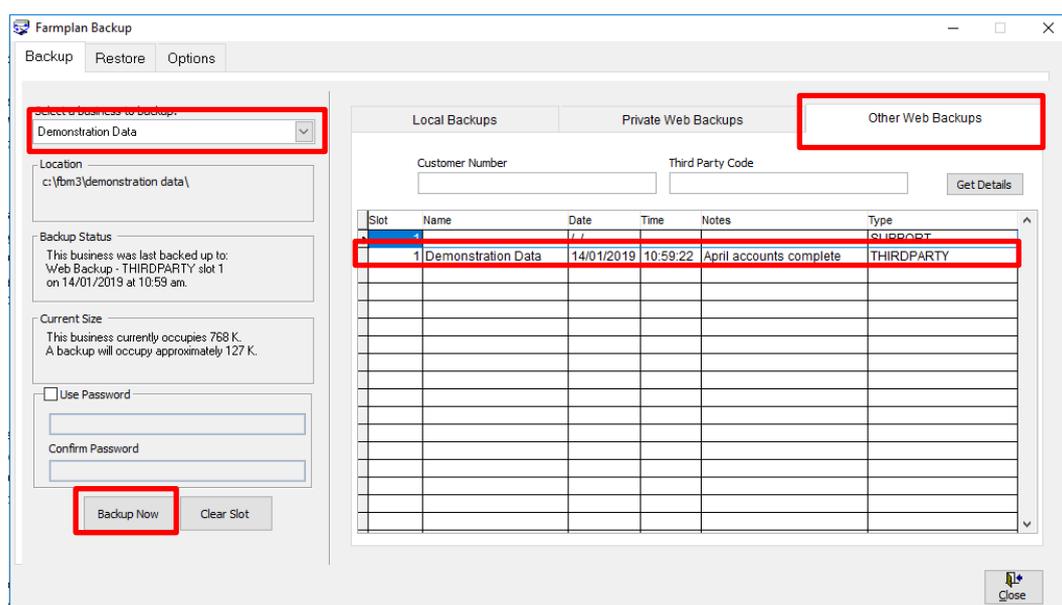
Third Party Web Access Information

A third party web access code allow you to make your data available to a consultant or accountant who also uses the Farmplan program. If you do not have the details to access your FREE third party web backup slot please contact Farmplan. **For security reasons**, if you lose this web access code or you wish it to be changed for any reason we will supply a replacement via the post only. We will require written authorisation and will only send it to the person named on our records as the main business contact.

Instructions to the Farmplan Customer:

To make your data available, you will need to ensure you have entered your web access code under File and Licence. Once this is entered you should make a backup to a third party web backup slot. Your consultant/accountant will then be able to access your third party web backup slots with the use of your third party web access code, your Farmplan customer number and password, if used. They can then restore your backup to their own computer. If necessary they can also make a backup of any amended data and return it to you by making a copy in your third party web backup slot. This will overwrite your data so please ensure no data entry is done during this time if you are restoring data from your accountant. **Please supply your consultant/accountant with a copy of your third party web access detail so that they know the correct codes to use.**

1. Select the option **File - Backup**
2. Select the **Other Web Backups** tab
3. On the left hand side of the screen, check that the correct business is displayed
4. Highlight the slot you wish to use by clicking on it, the type will show as THIRDPARTY



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. Please only provide this to those requiring access to this data
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 version of Farmplan:

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 THIRDPARTY web backup slots of your client. Restore their data as normal, remembering to enter the password if relevant

Slot	Name	Date	Time	Notes	Type
1		/ /			SUPPORT
1	Demonstration Data	14/01/2019	10:59:22	April accounts complete	THIRDPARTY

5. If you wish to return updated data to your client, remember to backup the data into their THIRDPARTY web backup 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