

# Frequently Asked Questions

Part of

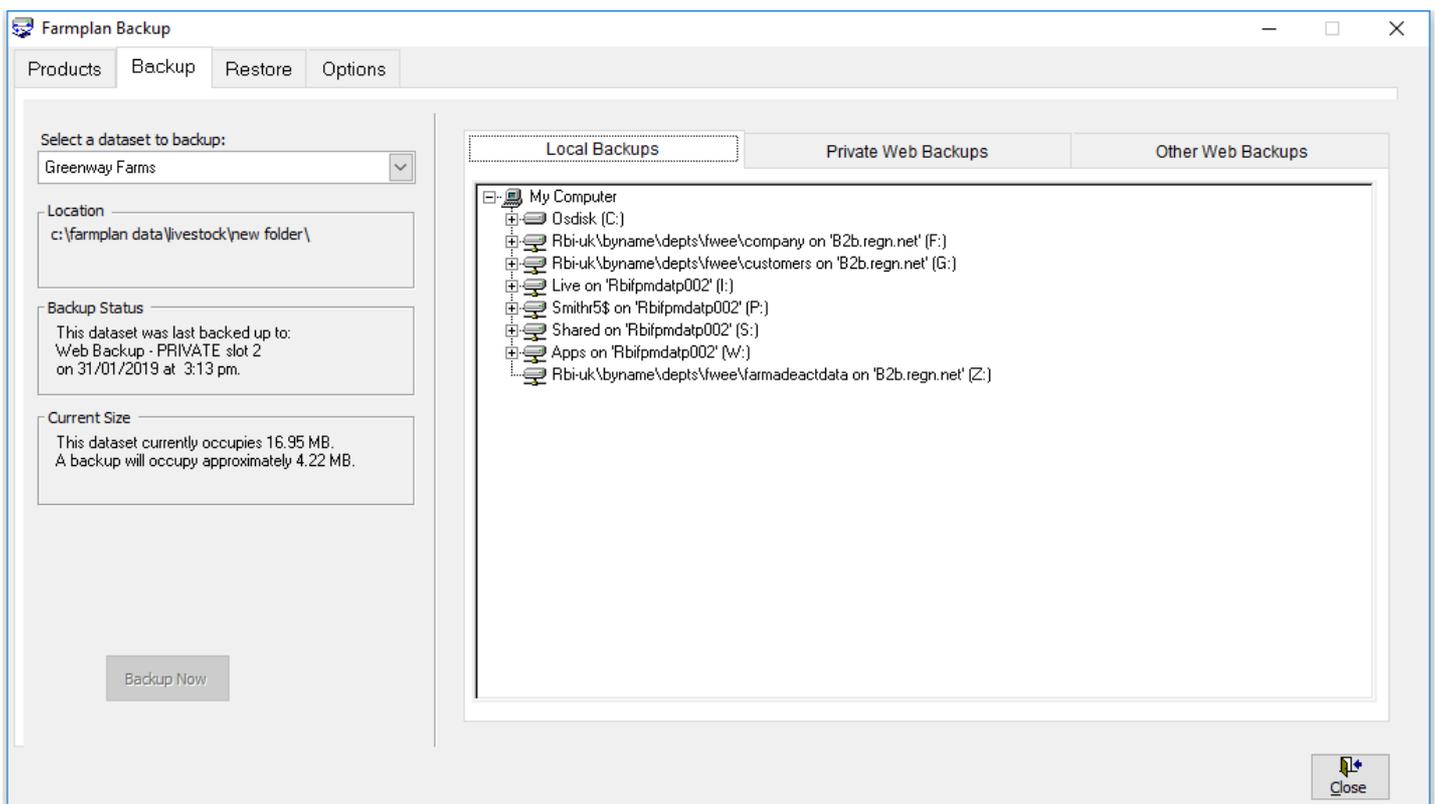


## Backing up your data

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

Slot	Name	Date	Time	Notes
1	Demo data	15/01/2013	12:38:56	Data Notes
2	Greenway Farms	31/01/2019	15:13:40	
3		//		
4		//		
5		//		
6		//		
7		//		
8		//		
9		//		
10		//		

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).

