



Third Party Web Access Information

If you have purchased Farmplan Accounts software since January 2016 you will have Third Party slots as standard. If you bought the software before 2016 and wish to request your FREE Third Party slots, please call Farmplan Sales on 01594 545000 or email sales@farmplan.co.uk

Instructions to the Farmplan Customer:

To make your data available to a consultant or accountant who also uses Farmplan programs, you should make a backup to a 3rd party slot. They will then be able to access your 3rd party slots with the use of your Third Party Web Access code, your Farmplan Customer No. 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 3rd party slot. **Please supply them with a copy of your "Third Party Web Access Detail" document 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 (if there is more than one available).
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'. Confirm that you wish to continue.

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 your business's main contact.

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 as displayed 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 3rd 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 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