

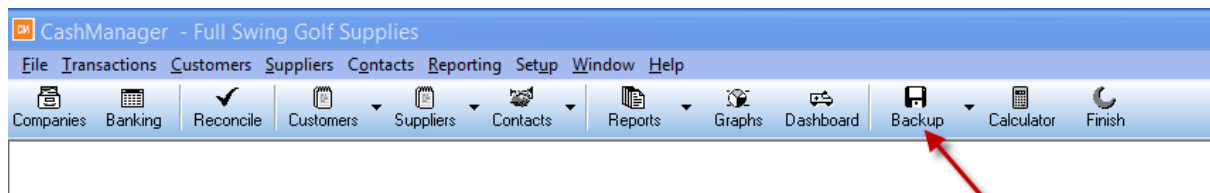
How to Backup Data files in CashManager

It is highly recommended you backup your data files on a regular basis. In an event of a Computer failure or theft, without a good back up system you may be losing hours of your valuable work. With good practise, backing up your data, potential data loss will be minor.

The backup procedure will create a CMZ file for the currently open company with “[company name] created (current date- in yyyy-mm-dd format).CMZ” in the selected location. As this is a compressed file it will only take a small amount of memory in your Backup System (which can be USB Drive, External hard drive a remote server) and will not overwrite the previous file.

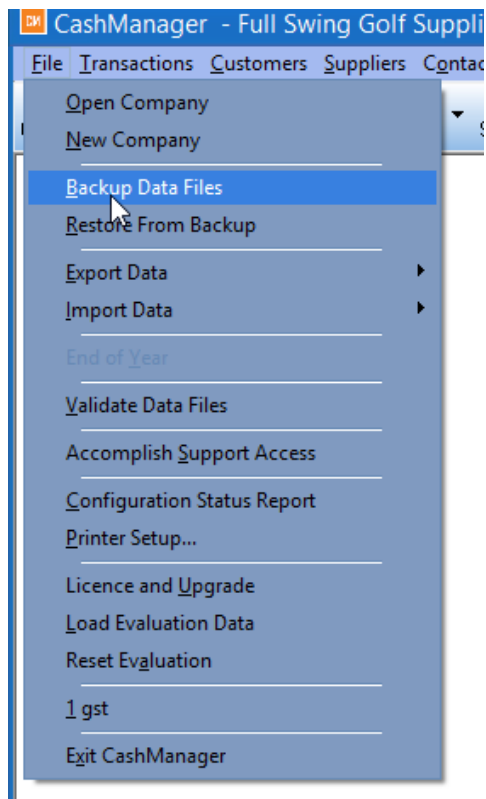
You can also choose to email this to your preferred email address offsite so that you can retrieve your data should you need to access.

To Back up Data you can click on the **Backup Button**



OR

Go to **file menu** and select '**Backup Data Files**' option. When selected, the data files will be validated to check if there are any errors to be corrected, if the files are in good health, Click **OK**. If not Please correct them, you can Contact our awesome support team for help.



The Back-Up Data Files screen will then open as below,

Back-up Data Files

This procedure will back up this company's data files to the specified destination. It is strongly recommended that you backup to removeable media such as an external drive or memory stick to guard against a hard disk failure.

Do not rely on one disk set as a back-up. Use at least 3 disk sets in rotation.

Reminder - this process will only back up the currently open files for Full Swing Golf Supplies, year ending 31/03/17

Your data files are 1381 Kb in size

Also send file by email to

Destination folder

Backup File Name

Should you wish to email the back-up data to your accountant or to the CashManager Support Team or even to yourself you tick the box circled in Red on the above image.

To make sure you save the data on your preferred location click on the Search Button, circled in blue on the above image, and then it will show you the locations where you can save the file, such as USB drive or external hard drive, etc.

Browse For Folder

Select backup folder

- Desktop
- ▶ Malmi Premachandra
- ▶ This PC
- ▶ Libraries
- ▶ Network
- ▶ Control Panel
- ▶ Recycle Bin
- ▶ support

Select the location you need to save the data file to and click **OK** on the Browse for Folder screen and then **Accept** on Back-up Data files screen.** THIS IS TO BACK-UP THE CURRENT OPEN COMPANY (FINANCIAL YEAR) DATA ONLY, YOU NEED TO OPEN THE PRIOR YEAR FILES AND MAKE SEPARATE BACK-UP FILES IF YOU NEED THEM**

You can also create a [CashManager Transfer file](#) as an alternative to the backup files