



## Practical Tips

[date-today-long]

Dear [subscriber-firstname],

Welcome to the Practical Tips emails from Practical Systems. We will regularly send you handy tips and tricks for getting the most out of your Practical Systems software.

### Practical Tip: Backing Up to the Practical Systems Data Warehouse

Over the last two months there has been a number of support calls regarding the Data Warehouse. We have decided to send this Practical Tip for a second time to ensure you are able to use the Data Warehouse facility.

Backing up your data is the most important part of using Practical Systems software. It is also important to have a back up that is external to your computer and possibly even in another location away from your office or home, in case of any unforeseen event.

The Practical Systems Data Warehouse is a secure, off-site data storage service, located on the Practical Systems server at our office. This feature has now been added to the latest version of Cashbook Plus!, version 2010 that went out last August.

Provided your Business Protection Plan is current, you will be able to trial the Online Data Warehouse for free until the 31st of October, 2009.

In this Practical Tip we will show you how to back up your data to the Practical Systems Data Warehouse, and also how to restore this data back into your software.

**PLEASE NOTE:** The data warehousing service and this information are currently only relevant to Cashbook Plus! users. For those who wish to continue using the Data Warehouse after October 31st, invoices have been posted to all of our Cashbook Plus! clients.

### Back up to Practical Systems Data Warehouse

1. Click on the 'Backup' button in Cashbook Plus!.
2. Select 'Backup to Practical Systems Data Warehouse'.
3. Select the year/s to be backed up and then click 'OK'.
4. You will be asked whether or not you want to proceed with

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#### Practical Tips

If you have difficulty filling out these questions from your email, please try to complete them [online by clicking here](#).

1. Do you find our Practical Tips to be useful?

- Always  
 Most of the time  
 Sometimes  
 Rarely  
 Never

2. Do you have a suggestion for a Practical Tips topic?

backing up the selected companies to the Practical Systems Data Warehouse. Click 'YES' to the prompt.

5. A message will appear saying 'You will now be asked to login to the data warehouse server. Once logged in your backup will be uploaded'. Click 'OK' to the prompt.

6. Login using your Client ID. The first time you login the password is YOUR CLIENT ID (in CAPITALS if it contains letters). You will then be asked to create a new password.

7. If you have backed up to the Data Warehouse more than three times before, you will receive a message 'You are allowed 3 files to be backed up on the server, you already have 3 files on the server, when you upload this file it will delete a previous file.' Click 'OK' to this message.

8. You will then be asked if you would like to Password Protect the file using a second, encrypted password.  
VERY IMPORTANT: If you choose to do this you will need to remember this password to be able to access this file in the future. You will be the only person with access to this password and it cannot be retrieved or reset by Practical Systems or anyone else.

9. Enter a description for this backup. Eg 18may2009. Then click 'OK'.

10. You will then receive a notice saying that the file has been successfully sent.

## Restore data from Practical Systems Data Warehouse

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1. Select 'Restore Data Files' from the 'File' menu in Cashbook Plus!

2. Select 'from Data Warehouse', then click on 'Load Backup'.

3. Login using your Client ID and password (see step 6 above).

4. You will then be shown a list of your backup files currently in the Practical Systems Data Warehouse. Select the backup file that you wish to restore.

5. If necessary, enter the required password to unlock this backup (see step 8 above).

6. You will then receive a message saying the file has been successfully downloaded from the server.

7. Tick the company and years required to be restored.

8. Click on 'RESTORE'.

*We hope you find this information helpful. Thank you very much for using Practical Systems software.*

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