



## 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: What to do when you get a new computer

IMPORTANT: To easily find the instructions that are relevant to you, please use the 'IN THIS ISSUE' contents links on the right hand side of this page or follow the links provided in the instructions.

Following are the steps you need to take when you get a new computer.

#### On your old computer:

1. Create a backup of your data on the desktop (in: [Cashbook Plus](#), [Stockbook](#), [Farmbook](#), [FarmMap](#))
2. Copy the backup onto a portable media device such as a [USB Memory Stick](#) or [burn it to a CD](#).

#### On your new computer:

3. Install your programs by [downloading from our website](#) (recommended) or [from an installation CD](#).
4. Call 1800 624 688 and [register the program](#).
5. Insert the portable media device (CD or memory stick) into the new computer
5. Restore the backup from the portable media device (in: [Cashbook Plus](#), [Stockbook](#), [Farmbook](#), [FarmMap](#))

### Creating a back up in Cashbook Plus!

1. From the 'File' menu, select 'Backup Data Files'.
  2. In the 'Backup Data Files' window, click 'Browse'.
  3. In the 'Select file to backup to...' window, select Desktop.
- PLEASE NOTE: If you can't see the Desktop straight away, go to the top of the window to the 'Save In:' drop down menu, click the downward arrow and you will find 'Desktop' listed.
4. Click 'Save'.
  5. This will take you back to the 'Backup Data Files' window. In this window to the right of the words 'Backup data from the company', tick the boxes of the financial years you wish to backup.
  6. Click 'OK'.
  7. In the 'Confirm' window, there will be a message - 'Proceed with backing up of the selected company and years . . . ?'. Click 'Yes'.
  8. In the 'Confirm' window, there will be a message 'Backup complete. Do you want to verify it?' Click 'Yes'.
  9. In the 'Information' window, there should be a message 'Verification successful'. Click 'OK'.

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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](#).

Submit Feedback

## Creating a back up in Stockbook

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1. Select the 'Back-up' icon.
2. Under 'Backup Location', use the yellow folder icon to browse until you get to the desktop.
3. Click 'Backup'.
4. Continue with Backup? Click 'YES'.
5. Backup completed. Click 'OK'.

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## Creating a back up in Farmbook

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1. Select the 'File' menu.
2. Select 'Backup Database'.
3. Under 'Backup Location', use the yellow folder icon to browse until you get to the desktop.
4. Click 'Backup'.
5. Continue with Backup? Click 'YES'.
6. Backup completed. Click 'OK'.

PLEASE NOTE: If you have Farmbook with the mapping module you need to backup your data in both programs separately.

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## Creating a back up in FarmMap

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1. Select the 'File' menu.
2. Under 'Backup to file' use the floppy disk icon to browse to the desktop.
3. Select what parts you would like to back up including 'verify back up is successful'.
4. Click 'OK'.
5. Backup successful. Click 'OK'.

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## Burning backups to CD

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PLEASE NOTE: This part of the backup process will vary from computer to computer because of the large range of different burning software available and different drive letters and names. For example DVD/CD-RW(E:), CDDrive(D:)

The ability to burn to CD is reliant on having a CD or DVD burner installed on your computer.

1. Put a blank CD into your CD drive.
2. Go to the Desktop.
3. Right click on the icon for the backup file you just created.
4. Click 'Send to'.
5. From the drop down menu choose the CD disk drive eg. DVD/CD-RW Drive (D:), CD Drive (D:). PLEASE NOTE: The drive name/address may vary from computer to computer.
6. This will take you to the CD Drive (D:) window or will bring up a pop up icon that you should click on to get to the window.
7. The window should list 'Files Ready to Be Written to the CD'. On the left coloured panel, or under the file menu, click on 'Write these files to CD'.
8. In the 'CD Writing Wizard' window, type in your 'CD name:' in the box provided. The message below this box will say 'New files being written to the CD will replace any files already on the CD if they have the same name'.
9. Click 'Next'.
10. Your CD will automatically be ejected when the burning process has finished.
11. In the 'CD Writing Wizard' window, it will say 'You have successfully written your files to the CD.'
12. Click 'Finish'.
13. If you reinsert your CD, the left hand side of this window should now list 'Files Current on the CD'.

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## Copying backups to a Memory Stick

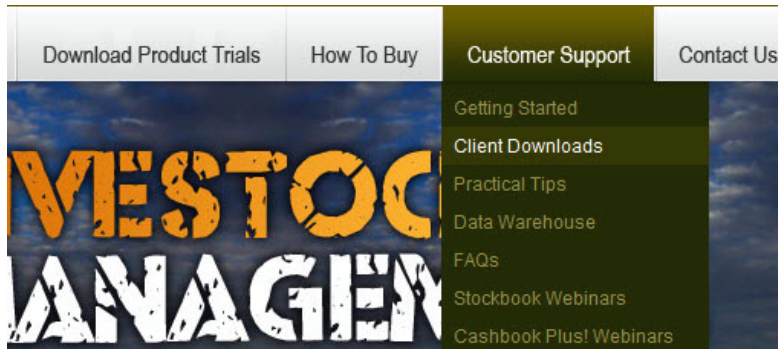
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1. Put your memory stick into a USB port on your computer.
2. Go to the Desktop.
3. Right click on the icon for the backup file you just created.
4. Click 'Send to'.
5. From the drop down menu choose your memory stick eg. Removable Disk (E:). PLEASE NOTE: The drive name/address may vary from computer to computer.
6. The backup will now be copied onto the memory stick ready to put on your new computer.

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## Loading the software from the internet

1. In your internet browser go to [www.practicalsystems.com.au](http://www.practicalsystems.com.au)
2. Hover your mouse over the Customer Support tab at the top of the page and click on Client Downloads.



3. Sign in using your Client ID and password. Your password could be your first name.

Client ID:\*

Password:\*

Your client ID is 5 characters long

Your password could be your first name.

4. Under the appropriate heading select the program you wish to install.

## Customer login

Welcome to the Practical Systems customer login page, please click on a product name to view available files.

**Farm Management**

- [FarmMap](#)
- [Farmbook](#)

**Livestock Management**

- [Stockbook](#)
- [StockHand](#)

**Financial Management**

- [Cashbook Plus! \(Primary Producer and Small Business\)](#)
- [Cashbook Plus! v9](#)

5. Under the heading File Downloads, click the yellow .exe link that is next to the relevant program.

### Welcome **Stockbook** members

Below is a list of downloads, please email support on [support@practicalsystems.com.au](mailto:support@practicalsystems.com.au) or call us on **02 6772 6672** if you need further assistance.

**File Downloads**

**Stockbook Ver 2012.0.0** [ [Stockbook.exe](#) ]

**StockHand Ver 2.3.0** [ [Stockhand.exe](#) ]

6. If asked to 'Run' or 'Save' select 'Run'.

7. Follow the prompts to load the software. If you already have a copy of the program installed on your computer you will be asked if you wish to do a new installation or to upgrade an existing

version. Please ensure you select 'upgrade existing version'.

8. Double-click the required program icon on your Windows Desktop to start the program.

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## Loading the software from an installation CD

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To load each of the programs from a recent installation CD follow these steps.

1. Close down all other programs currently running on your computer, including virus checkers.
2. Place the Installation CD in the CD-ROM drive of your computer and wait for the installation program to start automatically (if it doesn't please contact our support team).
3. Click the button next to 'Install Practical Systems Software'. Now click on the required program or program suite to start the installation.
4. Follow the on-screen instructions and prompts. You should not need to change any of the default responses - just click 'Next' or 'OK' on each screen.
5. Repeat steps 3 and 4 above for each program or module you wish to install.
6. You may be asked to restart your computer. Please ensure you remove the CD from the CD ROM first.
7. Click the Close button on the installation screen to return to Windows Desktop. The program icon will now be on the Desktop.
8. Double-click the required program icon on your Windows Desktop to start the program.

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## Registering your programs with Practical Systems

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1. Once the program is installed and open on your computer you will need to call the Practical Systems office on 1800 624 688 to register your program with us.
2. Go to the 'File' menu, and then to 'Registration'.
3. At this stage you will only need to enter your Client ID where required on the registration screen. You do not need to enter any other information.
4. Stockbook: If you are registering Stockbook you will need to choose your appropriate level from the 'Registration Options' drop down list.
5. When you call Practical Systems, we will ask you for the registration and computer number that is shown on the registration screen.
6. Practical Systems will generate an unlock code and you will need to enter this into the appropriate section of the registration screen.
7. Click OK
8. You will then be asked to reenter your Client ID to check its validity. Please ensure you enter your Client ID at this point, not the unlock code given to you by Practical Systems.
9. Your program will now be registered and you can restore your data into it.
10. Cashbook Plus!: When the program is first registered it will be in the Demonstration Company. To restore your data you will need to go to the 'File' Menu and select Companies. On the company screen select 'My Business' and then you will be able to restore your database.

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## Restoring your data into Cashbook Plus!

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1. Ensure you are working in the company you wish to restore data to.
2. Go to the 'File' menu.
3. Select 'Restore data files'.
4. Step 1 – Load Backup: click on the 'Load Backup' button.
5. Find the Memory Stick or CD by going to My Computer, then find the file you saved and click on it so the file name is in the 'File name' box and click 'Open'.
6. A note will say 'Catalogue Update successful'.
7. Step 2 – Click on the Company and all the year(s) you want to restore.
8. Steps 3 and 4 are now active.
9. Click on the 'Restore' button.
10. The data will now be restored.

PLEASE NOTE: The data you restore will overwrite anything that is in the company that you are restoring it into. The data backup is always in a zip file format. DO NOT unzip or extract the file.

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## Restoring your data into Stockbook

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1. Close all screens so you are at the opening screen of the program.
2. Go to the 'File' menu.
3. Select 'Restore database' and then select 'Restore from full backup'.
4. Find the folder your backup is saved in by pressing the yellow folder icon and browsing to your CD or Memory Stick.
5. Click on the file you want to restore, so that it is highlighted blue.
6. Click the 'Restore' button.
7. The data will now be restored.

PLEASE NOTE: The data restored will overwrite anything that is in Stockbook. The data backup is

always in a zip file format. DO NOT unzip or extract the file.

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## Restoring your data into Farmbook

1. Close all screens so you are at the opening screen of the program.
2. Go to the 'File' menu.
3. Select 'Restore database' and then select 'Restore from full backup'.
4. Find the folder your backup is saved in by pressing the yellow folder icon and browsing to your CD or Memory Stick.
5. Click on the file you want to restore, so that it is highlighted blue.
6. Click the 'Restore' button.
7. The data will now be restored.

PLEASE NOTE: The data restored will overwrite anything that is in Farmbook. The data backup is always in a zip file format. DO NOT unzip or extract the file.

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## Restoring your data into FarmMap

1. Ensure you are working in the property you wish to restore data to.
2. Go to the 'File' menu.
3. Select 'Restore'.
4. Find the file you saved by pressing the yellow folder icon and browsing to its location.
5. Click 'OK'.
6. The data will now be restored.

PLEASE NOTE: The data restored will overwrite any information that is in FarmMap. If you have multiple farms make sure you are on the correct farm before restoring. The data backup is always in a zip file format. DO NOT unzip or extract the file.

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## Restoring your data into Stockbook and Farmbook Integrated

· Be in the program you wish to restore data to and follow the instructions for that program.

PLEASE NOTE: The data restored will overwrite anything that is already loaded in Stockbook and Farmbook.

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

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