

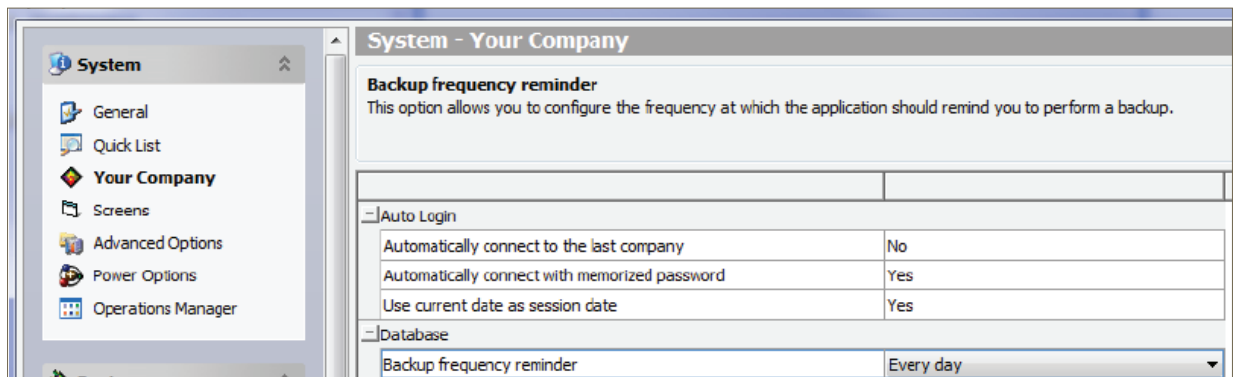
DYNACOM ACCOUNTING V11 – BACKUP PROCEDURE

Backing up the active company data is an essential procedure. It consists in copying the data files to another folder (network) or external support (CD-R, DVD-R, external hard drive, etc.). Dynacom Accounting contains a backup utility that is easy to use.

The frequency of your backups will depend on the amount of data you enter during a given period. It is recommended that you keep three kinds of backups: daily, weekly and monthly. If you enter transaction data in bulk once every two weeks, you may not need more than bimonthly backups to keep your data safe. However, if you enter transactions on a daily basis, daily backups are recommended.

BACKUP SETTINGS

You may set the frequency at which your software will remind you to back up your data in the settings located under **System > Your Company > Database**.



Compacting a database removes unused records from your database, reducing its overall size. It does not affect the integrity nor the contents of your data.

CREATING A BACKUP

You can create a backup of you data by clicking on the icon located in the System Management module (if your Dynacom Accounting edition allows it) ou by selecting **Backup** in the File menu of your application.

1. Select the elements you wish to include in your backup and click **OK**.
2. Select on which support and in which folder you wish to store your backup and click **Save**. The type of file for Dynacom Accounting backups is **.dbk**.
3. A progression bar will indicate the status of the backup until it is completed.

