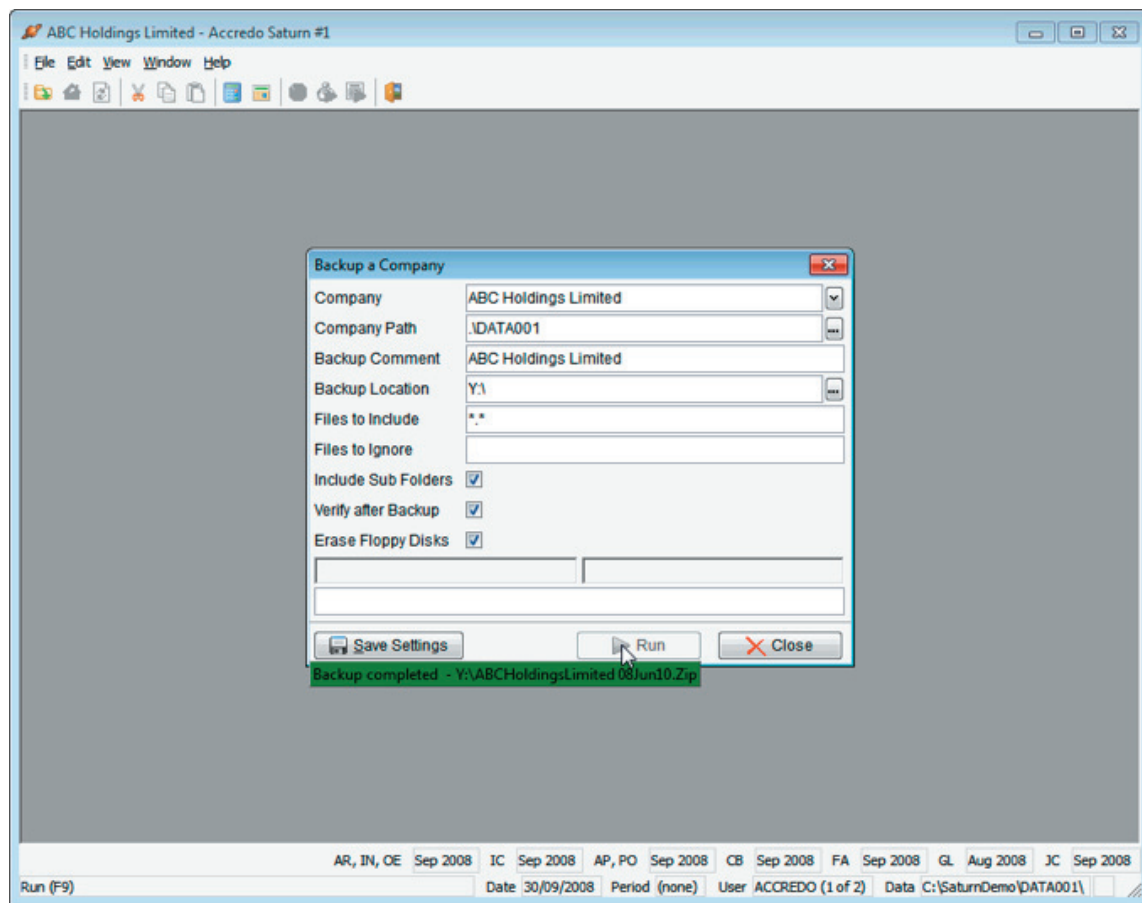


## Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

### Backups and file names

Did you know that if you don't specify a backup file name in the Backup Location field as shown below, when the backup is run (so long as a valid backup location has been specified) Accredo will conveniently name the backup zip file with the Company Name and Date and save it to the drive and/or folder specified in the Backup Location field.



If you usually backup to the same location, we'd recommend you specify the drive (and folder if backing up to a folder on the drive) and click 'Save Settings'.

Then when you wish to take a backup, just select the Company (if you have more than one company) and press Run, and Accredo will create your backup file with the company name and date as the file name and save to your backup location. →

Note: For backups that are run for a specific purpose, such as Month End, Year End, or pre data change, we would recommend that you give these backups a different name so that they are easily identified should you ever need them.

Just enter the name you wish to give the backup followed by .zip as per below example. Make sure you don't click 'Save Settings' as you don't want the file name to be the default for next time. ■

