How to Backup a Company
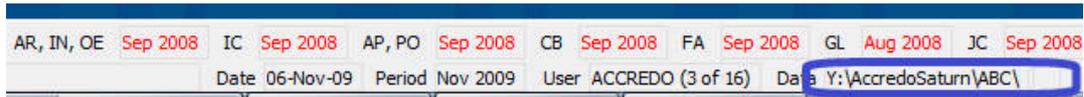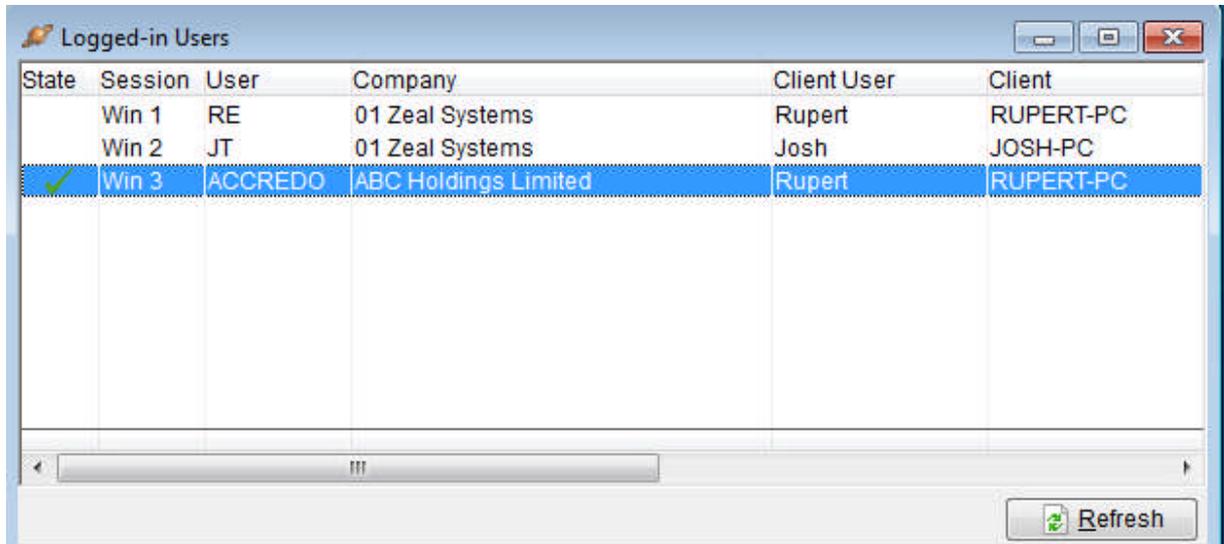
1. Check if anyone is logged into Accredo.

Double click on data, (highlighted by blue circle.)
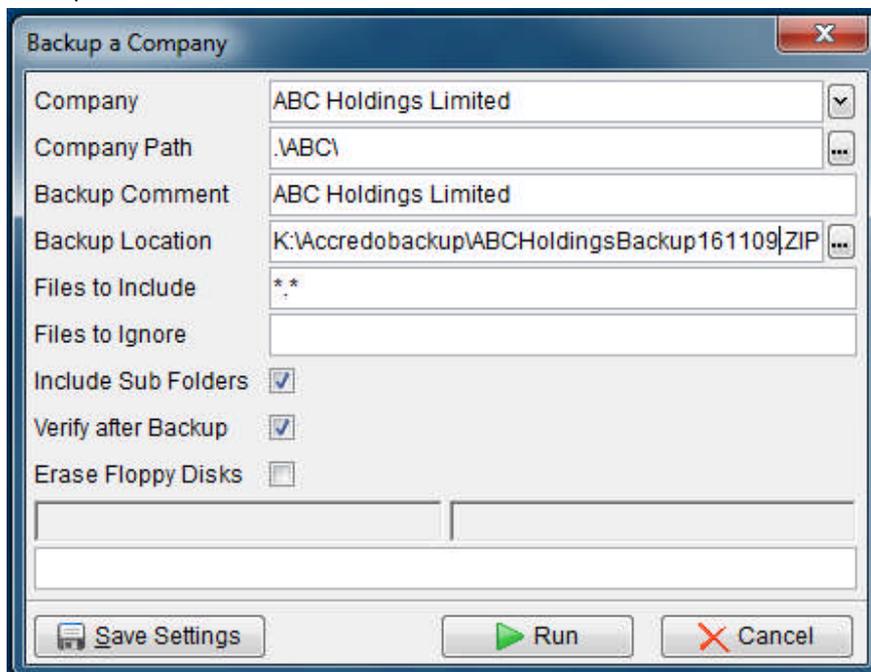
AR, IN, OE	Sep 2008	IC	Sep 2008	AP, PO	Sep 2008	CB	Sep 2008	FA	Sep 2008	GL	Aug 2008	JC	Sep 2008
		Date	06-Nov-09	Period	Nov 2009	User	ACCREDO (3 of 16)	Data	Y:\AccredoSaturn\ABC\				

Bring up the following window.

Logged-in Users

State	Session	User	Company	Client User	Client
	Win 1	RE	01 Zeal Systems	Rupert	RUPERT-PC
	Win 2	JT	01 Zeal Systems	Josh	JOSH-PC
✓	Win 3	ACCREDO	ABC Holdings Limited	Rupert	RUPERT-PC

Refresh

User Shows which user is logged in,

Company Which company logged into

Client User The Network Name. (The Windows login Name)

Client The computers name.

2. Once every one is logged out you can run a back up.
   That's including you.

3. File > Backup Company
4. Backup Screen

Company	Chose which company to backup.
Company Path	Shows were the company files are located
Backup comment	Reason for backup (It is record into Companies LOG
Backup location	Were you want to backup to.
Run	Will start backup.
Backup completed -	Will show once backup complete.

Following error message will appear if people are still logged in.