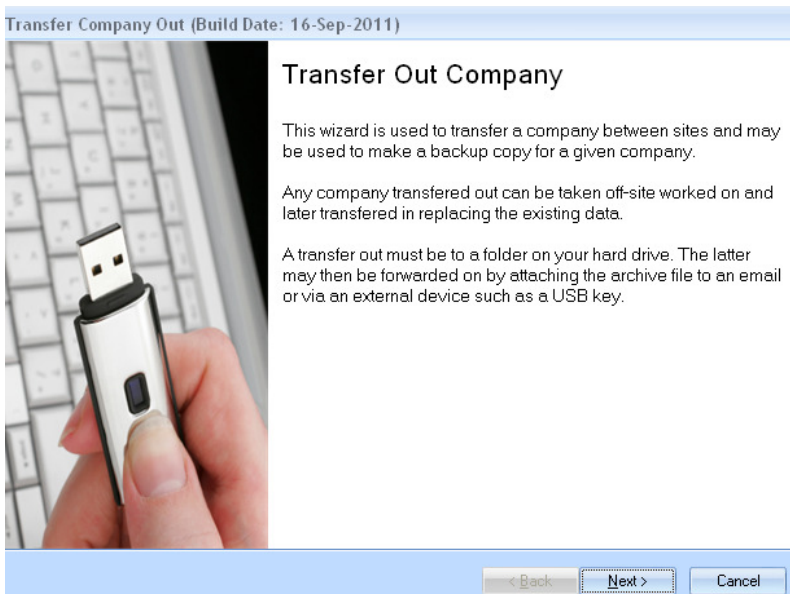
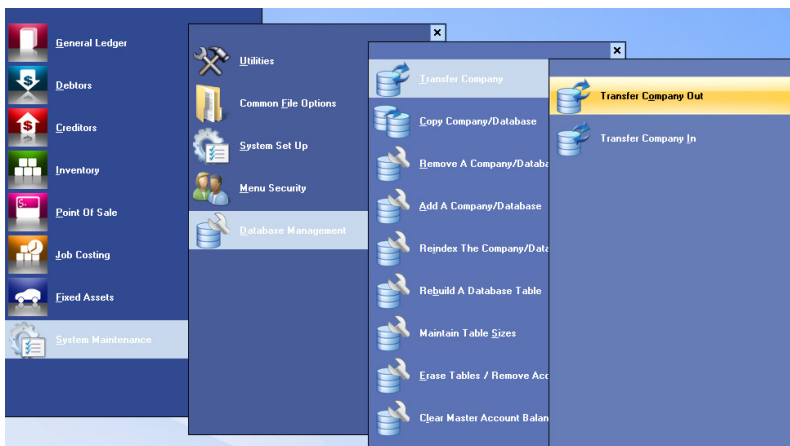


How do I backup my Triumph data?

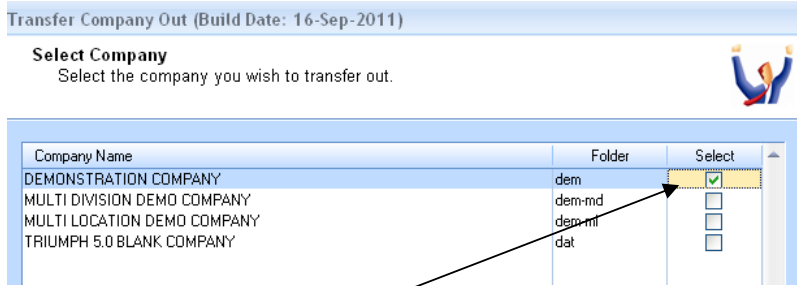
Backup your Triumph data

NOTE: You will need to be the only user in the Company you wish to backup and the Company must be in Single User Mode.

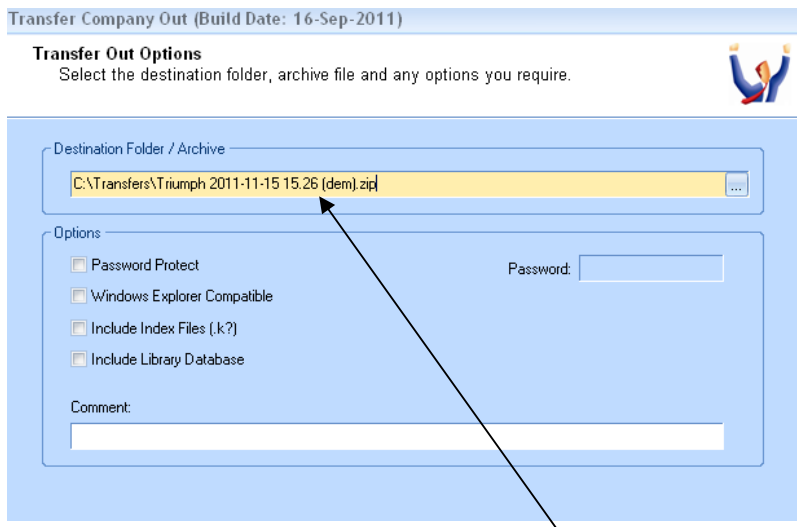
To make a backup you need to use the “transfer out” option {S – D – T – O}



Follow the wizard (next)

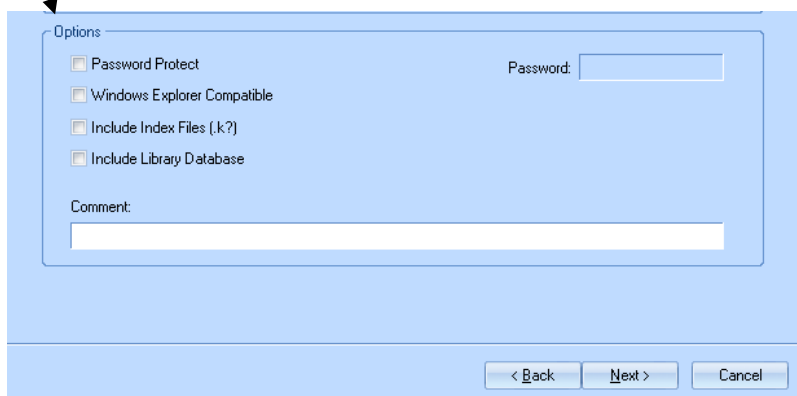


Select the Company you wish to backup (Transfer Out)



Select the location to backup the data to (Destination Folder)

And select your options (**DO NOT INCLUDE "Index Files" or "Library Database" unless you have been specifically asked to**)



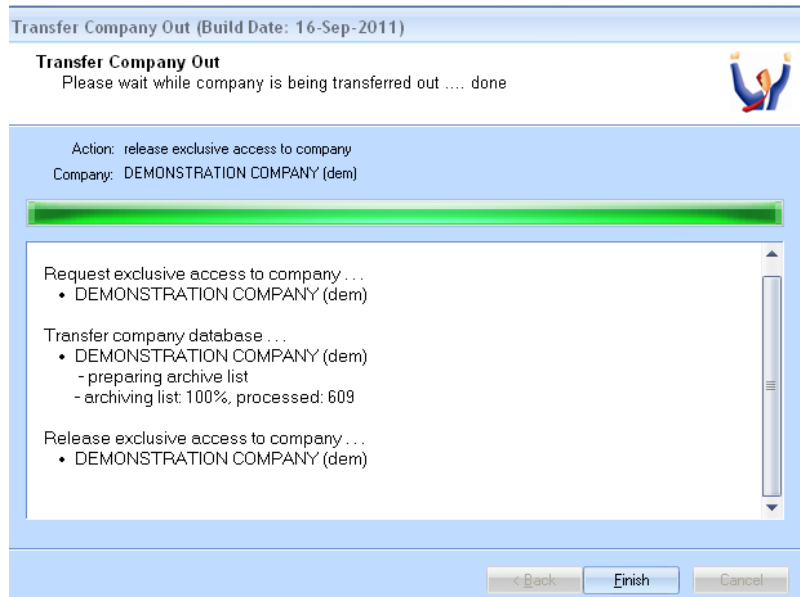
Add a comment if appropriate and then select Next



Check Transfer Company Out details and if correct, tick “Confirm to transfer out the company”

Select Process button

If successful you will be presented with the following screen



IMPORTANT NOTE

This process is for one off backups for instances where you want to make a copy before you process a month or year end or when you are requested to send a copy of your data to your consultant.

IT IS NOT A REPLACEMENT FOR YOUR NIGHTLY BACKUPS

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