Send This File Link - Triad Financial Group

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https://www.sendthisfile.com/f.jsp?id=eKh53g159A4C0CEECa4dlhOw

To SEND backup from your computer:

1. Create a BACKUP of your QuickBooks file
2. You will need to save the backup. Create a special folder where you will keep backups of your QuickBooks file.
3. Place the above link in your Internet Browser window.
4. You will be directed to the Send This File page where you enter your email address, attach your file and send.

After I have completed my work on your file, I will follow the same procedure as above to return an updated file to you. The next step is very important, because now you need to replace your file, the one you first sent to me, with an updated file.

To RESTORE backup to your computer:

1. You will receive an email with a link to download the backup to your computer (save to your backups file).
2. After the download is complete:
    a. go to the <u>File</u> dropdown menu
    b. select <u>Open or Restore Company File</u>
    c. select <u>Restore a Backup Copy</u>
    d. select <u>Local Backup</u>
3. Select the backup file which you just downloaded (check date and time to be sure it is the correct backup) and click **Open** tab.
4. You will be asked "Where do you want to restore the file?" *** This is VERY IMPORTANT *** - you need to know where your Company File is located. Click the Next tab.
5. The window displays "Save Company File As":
    a. Go to the location of your Company File, select and highlight the file and click Save.
    b. A window will appear stating that the file already exists, "Do you want to replace it?" Click Yes. If you do not see this window, something is wrong, stop and call me to go over the process verbally.
    c. Next you will be prompted to type the word "y-e-s" to overwrite the entire file and replace it with the updated one.
    6. Lastly, you should see a window stating that your file has been restored successfully.

Please note that while I have your file, you cannot work on the file. Any work you do to the file will be lost when you restore my backup.