

# Attaché Archive

Foolproof to use. Impossible to forget.

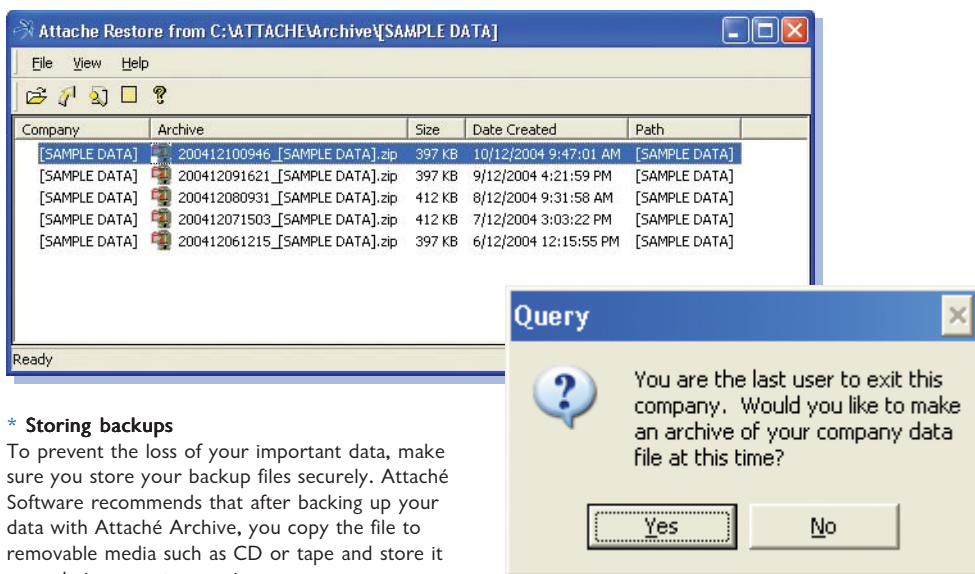
It's no secret that keeping a separate, up-to-date backup\* of your data is critical. The key is making it a built-in process that's easy, reliable and impossible to forget.

## Key benefits

Attaché Archive is a purpose-built tool designed to keep your Attaché data safe. It simplifies the task, and eliminates problems caused by staff changes, simply forgetting or being "too busy".

Benefits include:

- ease and accuracy of full integration
- never-forget prompting plus on-demand
- super efficient, fast process
- streamlines payroll processing



### \* Storing backups

To prevent the loss of your important data, make sure you store your backup files securely. Attaché Software recommends that after backing up your data with Attaché Archive, you copy the file to removable media such as CD or tape and store it securely in separate premises.

## Fully integrated

Keeping things simple is the key. Attaché Archive comes preconfigured to ensure it only copies the required files and, importantly, ignores files it shouldn't copy, such as temporary Alex document files.

So that all operators can create backups, Attaché Archive stores backups in a pre-determined place on your system.

Restoring data is as simple as "point and click". Your archives are sorted by date and time so it's easy to find the most recent copy. For additional security, only authorised operators can use Archive to restore data, which protects you from people restoring over current data.

## Automated prompting and on-demand

Attaché Archive is a built-in process performed with your normal daily processing. When the last person exits a company, they are prompted to archive the data, so creating a backup can never be forgotten. Simply answer **Yes** when prompted and it's done.

You can also elect to create a backup at any time, provided no one else is using the company data.

### Super efficient

It takes just seconds to create an archive. Restoring is even faster. To save space, the data is compressed to a fraction of its normal size in a zip file.

You can see the archive being created — the file names are displayed as they quickly scroll through. The only limit to the number of archives is your hard disk capacity, so there is no harm in creating multiple archives during the day if you wish.

Managing the archives is no different to managing any other files on your system. You can easily access them using Windows Explorer to copy to a CD or other device, or delete them when they're no longer required.



## Perfect for Payroll

Whilst safeguarding your accounting data is critical, payroll operators in particular love Attaché Archive.

Typically a backup of the payroll is made at various stages, such as at check pays, bank transfer and prior to processing the pays. Now, with Attaché Archive, taking a backup (and restoring if necessary) is so easy it will streamline every pay run.

Attaché Customers  
 Attaché Suppliers  
 Attaché Products & Services  
 Attaché General Ledger  
 Attaché Payroll  
 Attaché Alex  
 Attaché ODBC

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