

Radio Days – 2011-01-22

Tip of the Week – Does Your Backup Work?

Recent clients had problems with their backups not working. There were several reasons for this. One client was using the backup program which came with his external hard disc and it just was not working. I installed my favourite backup program, SyncBack, and it worked well after I had created the backup profile. Another client found that his backup worked on some USB sticks but not on others. This was caused by the USB stick changing its drive letter. This is an easy fix to make, if you know where to look in the Control Panels.

However, if you do not know what to do I suggest that you do not try it because you may find that your computer does not work after a wrongly-fixed drive letter. Call in an expert (and that is someone who actually does know what they are doing, not just the nearest child!).

Backups are like so many things in life: a waste of time and money until you actually need them. Better to be safe than sorry so please ensure that your backups are working.

Turning Molehills into Mountains

There are ways to use computers which can make them the easiest devices in the world to use. There are other ways to use computers which ensure that they will frustrate you more and more each time you use them. A case in point is a client who took some two hours to do his payroll each week.

Part of the problem was that his payroll was setup badly. It is always a problem when people who do not understand how a computer program works attempt to setup a new program for the first time. This applies for most programs, from accounting programs like QuickBooks or MYOB through backup programs like SyncBack to the word processor which everybody takes for granted.

Because most programs are designed to be used by a variety of people in a variety of ways, most have a number of ways that they can be customised. Programs like a word processor can have different paper sizes, different fonts, different line spacings and different margins, just to name a few settings. If you have to make these settings each time you start the program, as far too many people do, you will quickly find using the program a frustration.

The backup program SyncBack also has many settings to make it work just the way that fits your needs. These settings include automatic operation at a given time each day and the choice of data files to backup. It can also be used to backup online for automatic security.

Accounting programs are in a league of their own when it comes to setting them up correctly. It can take a few hours to create a new QuickBooks data file so that everything just works in the right way to speed work in your daily grind. After looking at what my client was doing, and how his QuickBooks data file had been setup, I was able to make just a few changes and he was wrapt!

If you spend some time getting each of your programs working correctly, you will find that the time spent using your computer is more enjoyable. You will also be far more productive when you are using your computer. My payroll client this week discovered how to save about two hours each week by changing both the setup of his QuickBooks payroll and how he used the program. He was ecstatic with the ease of use and will continue to learn how to turn his roaring lion of a computer into a purring kitten!

Further Information

SyncBack www.2brightsparks.com