



INSTRUCTION MANUAL

SAFE Professional Septic, LLC Judy Pearson - EXIT -

SAFE SOFTWARE Version 11.1 Copyright 2011

Customers Work Orders Financials Reminders Organizing Summaries

Overview -----

Memos and Notes
Date: 06/29/2011
View or Add New
Print All Print Range
Delete Range of Memos

Utilities and Options
Master Files
Connect to a Network
Backup Data
Employees
Switch Users (Login)
Switch Names

Septic Contracts Septic Inspections Pumping Rentals Remote Alarms Vehicles Spreadsheets

Quick Search
Site Address: ?
Last Name: ?
Email To: ?
Map: ?

Customer Listings Customer Quickviews Miscellaneous Reports
Company Listings Customer Counts Customers to Contact

Customers by Name	Count	City Name	Count	Subdivision	Count	County Name
A+ Plumbing,	158	Flower Mound	3	Hills of Argyle	589	Denton
Absolute Septic Pumping,	107	Argyle	3	Guy James Ranc	43	Cooke
ACE School of Tomorrow,	102	Double Oak	1	Wichita Creek Es	4	Wise
ACE School of Tomorrow,	72	Sanger	1	Sunrise Bay	4	Tarrant
Adkins, Chris	47	Justin	1	Lake Kiowa	4	Grayson
Ahrweiler, Mary & Joerg	34	Copper Canyon	1	Hidden Falls Ran		
Alford, Mark	33	Bartonville	1	Hidden Falls Ran		
Allegro, Robert	32	Valley View	1	Hickory Hill Estate		
Alvarado, Diana	27	Krum	1	The Oaks		
Alvarez, JoEllen	23	Lewisville				
Amen, Darrell	19	Aubrey				
American Pet Spa,	17	Gainesville				

Total Customers Entered: 833 Total Cities in Master Files: 38 Subs in Master Files: 3 Total Counties in Master Files: 6

- **BACKING UP DATA**
- **TRANSFER OF DATA**
- **SWITCHING COMPANY NAMES**



Backing up



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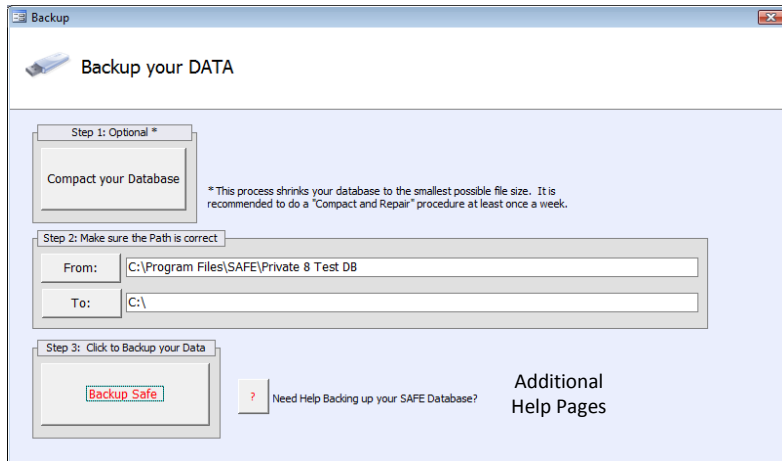
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Main Menu: Backup and Compacting the Database

Backup your data with ease. Safe will automatically know where your database is (Access Version or Stand-alone). Simply select the location that you want your information copied to.



BEST DEVICES: *We do not recommend using a CD-R or CD-Rw for backing up your data. CD's are often faulty, unreliable, delicate, and not durable. We recommend the following alternatives:*

USB Flash drives: *These new devices are GREAT! They are very portable, durable, and format themselves on most computers. The only drawback is that they are SO easy to transport, you may misplace them!*



External Hard Drives: *This is a bigger (and more expensive) version of the USB Flash Drive. It will hold a lot of data and will keep your files safe from a computer melt-down. Don't just rely on this device however, they can overheat and become useless.*



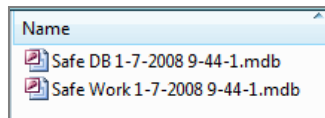
Zip disks: *Older technology. They are slower and don't hold as much as the newer external hard drives. They are, however a great option when you are using older systems that may not work well with the later Windows Operating systems.*



Backup Process: It is recommended that you backup at least once a week. Most companies backup at least once a day to ensure they are up to date or don't have to reload a lot of data if their computer crashes. Here are the steps to backing up the SAFE Database.

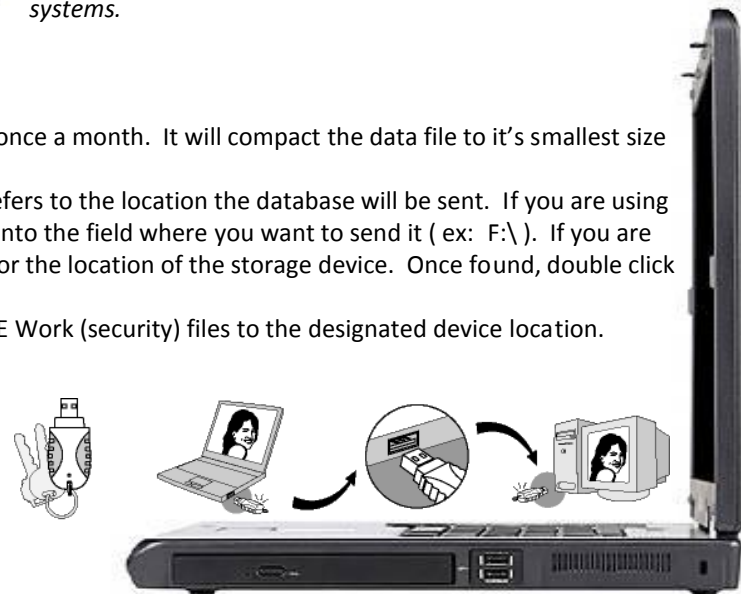
- Step 1:** Compact your SAFE Database. This process should be performed at least once a month. It will compact the data file to it's smallest size to help conserve room on the storage device.
- Step 2:** The "From" field is where your SAFE Database is located. The "To" field refers to the location the database will be sent. If you are using the Standalone version (non-Access version), then you will have to manually type into the field where you want to send it (ex: F:\). If you are using the Access-based version, then simply click on the "To" button and browse for the location of the storage device. Once found, double click on it and the device drive letter will appear in the white portion of the "To" field.
- Step 3:** Click the "Backup Safe" button to send a copy of the SAFE DB and the SAFE Work (security) files to the designated device location.

* The Backup procedure DOES NOT backup the entire SAFE folder. It creates a copy of the SAFE DB and SAFE Work files and renames them with the Current date and time. Example



IMPORTANT NOTE: Microsoft Access cannot SYNCHRONIZE DATA. In other words, you cannot add data in on your laptop with a copy of SAFE while your office person adds data to the SAFE Program in the office. One database will override the other when merged, thus loosing the data from one database. If you are networking your Laptop and your Server over a wireless Network, you will be simply using ONE database (placed on the server).

Prices for these Storage Devices vary depending on the storage capacity. Check your local computer store for current prices. Many computers come standard with external USB Ports for Data Storage devices and other equipment connections, however, please make sure your computer has one of these connections before your purchase.



Switching Company Names



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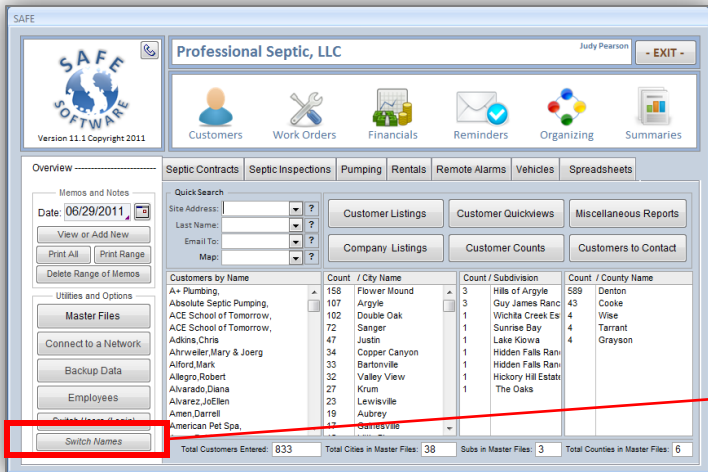
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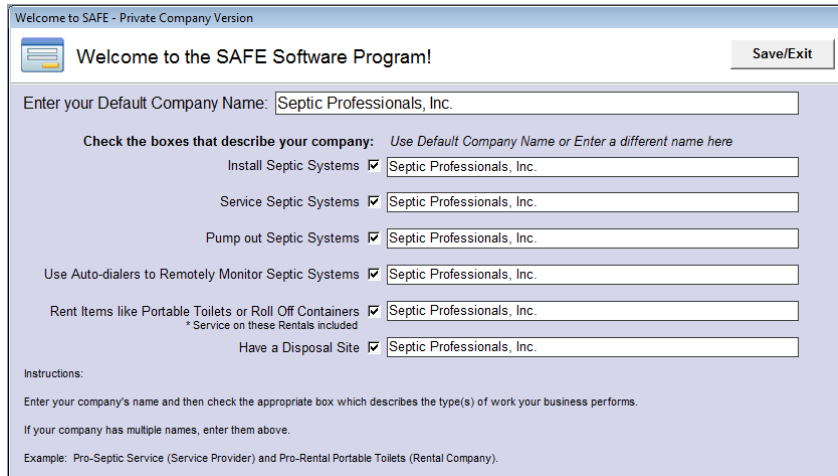
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Main Menu – Changing Company names

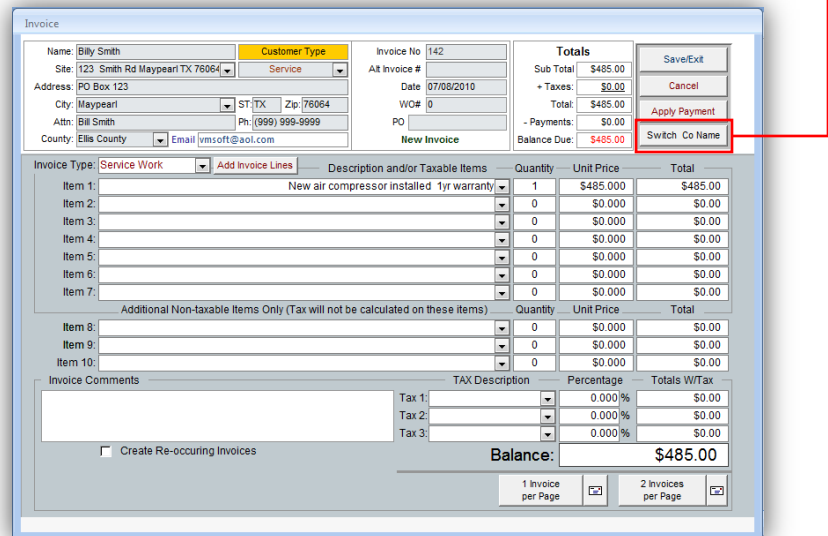
- Click on the “Change Co. Names” button. Use this if you want to change your company’s name to show on all documents.
- The name change will show instantly after clicking “Save and Exit” to apply the name change.



Initial Setup during Installation: You type in your Default company name and all other company names that you will be using in SAFE.



Name Changes for Documents: You can also change your name before printing out many documents in SAFE. Note that financials are not sorted by company names – they are all grouped together under your default company name.





T H E E N D