

# Mortgage+Care

## Other Procedural Issues

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Most reports should be run monthly. It is best to save them for at least 3 years. That way, if need be, you could reconstruct information if it is changed or lost.

It is also important to backup your program and data files regularly. A full backup should be done at least weekly. Be sure to have more than one backup set in case one is over-written with corrupt data. Should you ever have a problem with your files, remember - this is NOT the time to backup!! You will have to find your most recent backup and be ready to restore it.

Remember to always exit the MORTGAGE+CARE program before turning off or rebooting your computer. This is especially critical if you are in a submenu item (like inputting orders). Closing the system down while editing data could cause corruption. Should there be a power failure or network problem while doing this, index the files once you are back up and check the last order you were working on. Most likely, everything is still there except the changes you were just entering.

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