TEdec Topics
- a monthly news flash for September 2011

How to e-mail to TEdec Support
When to use "User Maintenance"
-and-
How to Backup your TEdec Data Files

1.   ***How to email to TEdec Support***
     (including a Zipped TEdec data file)

   A. E-mail to TEdec Support with Zipped Data File. If you have a question for TEdec Support or if it becomes necessary for TEdec Support to look at the data in a specific entity (Trust, Estate, Guardianship, etc.), then, when in the entity: Go to the TEdec Help Menu –> Email TEdec Support and complete the Email as follows: On the "From" Line click on the magnifying glass to the right and select your name from the staff file; include a copy (CC:) to anyone you would like - the email address for specific members of TEdec Support are included in the program; on the "Attach" line click on the box-prompt to the right with the letter "Z" (this will initiate the process to automatically attach a zipped file of your data); and then in the next large white space tell us about your problem. When completed, select to Send the email. When it arrives at TEdec Support we will call you to discuss the problem and give you a time line of when we will assist you to take care of it.

   NOTE: Before you hear from TEdec Support, we recommend that you do NOT change any of your data, so that we at TEdec Support have exactly the same data that you have.

   B. Unzip Entity Files from TEdec Support. Once TEdec Support looks at your data file, it may be helpful if TEdec Support makes some changes thereto, in which case it would be necessary to Zip the data file back to your office and for you to Unzip the file and update your data. To accomplish this TEdec will send you an email with the updated Zipped data file attached. You will have to simply right click on the attached Zipped file and save the file:

   (1) to a flash drive (e.g. "E:"), or
   (2) to a temp file on your hard drive (e.g. "C:\temp"), or
   (3) to your zipfiles sub-directory found in your TEdec directory (e.g. "C:\tedec\zipfiles").

   If you use option #3, which is the **preferable procedure**, then go into the TEdec program and to this entity; then go to the Help Menu —> Zip TEdec Data and select the option to Unzip Entity Data. TEdec will automatically default to the path for this preferred procedure (to unzip from the zipfiles subdirectory). Simply proceed and your data will be updated as sent to you by TEdec Support. It's that easy.

   If you use options #1 or 2, go into the TEdec program and to this entity. Then go to the Help Menu —> Zip TEdec Data and select the option to Unzip Entity Data. TEdec will automatically default the path for the preferred procedure (option #3 – to unzip from the zipfiles subdirectory, as we have indicated) and you will have to change the path to identify where the zipped data file resides. Then proceed and your data will be updated as sent to you by TEdec Support.

2.   How to Use "User Maintenance."

A. User Maintenance is used to change passwords and to restrict rights to the TEdec program. Go to Select Entity Menu —> User Menu —> User Maintenance. Here select the user (user #1 is always TEdec Supervisor) and select "Change"; now you may change; (1) user status (Active or Inactive - TEdec automatically assigns a user to active status when a user is in the TEdec System; if TEdec is closed other than by a usual windows closing function, TEdec may not be able to correctly set the user inactive status, in which case you will have to change this prompt); (2) user Program Rights (Full or Limited — not allowed to make data entry); and, (3) Supervisor Rights (Yes or No — allows users into and to change User Maintenance).

B. If you have a user who will not be allowed to enter or change data, limit this user's Program Rights => Limited.

C. If you have a user who should not be allowed to assign or change passwords, limit this users Supervisory Rights => No.

3. Backup and Restore your TEdec Files

The TEdec System includes **three** separate programs for Backup and Restore. (1) Form the **Backup Icon or from Select Entity -> Backup/Restore menu, or from the Quick Menu -> Backup Current Entity**, you can designate whatever path you want for your backup/restore operations — TEdec supports backup to floppy disk, flash drive, and hard drive (just designate the appropriate path). Additionally, TEdec puts each entity into its own sub-directory on the selected backup drive. (2) TEdec includes an automatic **Timed Backup** in the MasterFile (MF) -> Other folder; this backup is in the same sub-directory as your primary data and should be considered as an additional backup only, not a primary backup – if your hard drive crashes, this backup will be of no value to you;   and, (3) from the main menu -> Select Entity -> Backup/Restore -> **System Backup** to Flash or Hard Drive you can backup your entire TEdec data files to another computer to which you are connected or to a flash drive. These TEdec programs are in addition to your firm's network backup procedures, which we suggest should be daily. ***Backups are extremely important*** –> it is not a question of "if" they are necessary, but only "when" you need to restore from them. ***We at TEdec recommend*** at least three staggered backups, in addition to the timed backup provided in TEdec.

TEdec University Password for September 2011. The TEdec Web page includes for TEdec users an option for TEdec University. This is where you will find (1) recordings of "How to" enter many types of transactions, indexed both by topic and by reference to the TEdec Tutorial, and (2) recordings of the TEdec User Webinars. TEdec users (with a current SMA) must first sign in –> The user login is at the top left of the Home Page. The User Name is always "TEdec" and the Password (which changes monthly) for this month is **Sept319–>**Please take a look at TEdec University — you will be glad you did!

Free User Webinar → TEdec has scheduled a **Free User Webinar** for **Tuesday, September 27, 2011** at **9:00 a.m. and 4:00 p.m.** EST, each lasting approximately 30 minutes in length. We will highlight the subject of this month's *TEdec Topics.* Call TEdec support for your Webinar reservation. Space is limited, so call today! You'll be glad you did! We look forward to having you join our next user Webinar!

TEdec Systems, Inc.