

Delivering backup files to Eden Currie using electronic dropbox



This service can be used to deliver accounts backup files that would otherwise be too large for sending by email.

1. Using the backup facility in your accounts programme save a backup to your computer.
2. Open Windows Explorer (My Computer) and find the backup file you have just created. Right-click the file and select rename. Change the filename to include your business name and date of backup (this will make it easier for us to identify your backup later).
3. After renaming the file right-click on it again and select copy.
4. In the address bar at the top of the explorer window type (or cut and paste) **ftp://client.edencurrie.co.uk/dropbox/** this will open an empty folder.
5. Right-click in the empty folder and select paste. Once the copy process has finished delivery is complete.
6. Notify Eden Currie by email or telephone that the file has been delivered, so that we can check it right away.

Important Note: This directory only has Upload rights and does not allow files to be seen, downloaded, accessed or read except by specified employees of Eden Currie Limited.

If an upload fails for any reason the file needs to be renamed before trying again otherwise you may receive an 'access denied' error message