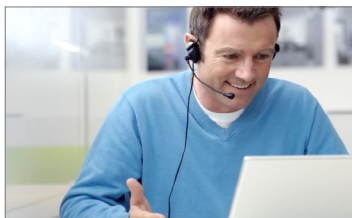




# Auto Backup Recovery

## User Guide

**Note:** To access this feature you must be running OyezForms Version 10.02U (or higher) and Windows Vista or above. This feature is not compatible with Windows XP.



**Don't forget . . .**

Our knowledgeable and experienced helpdesk team is always on hand to advise and help with any questions you may have.

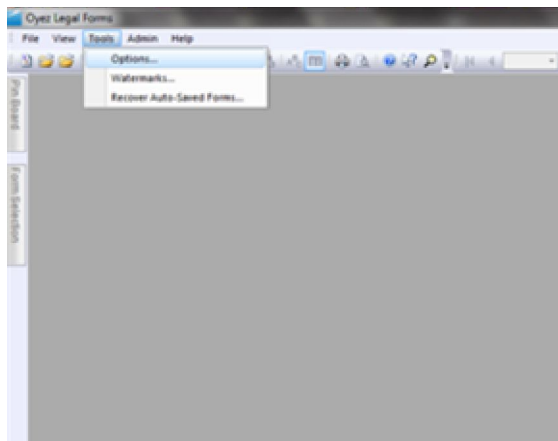
**Call us on 08450 17 55 17**

# Auto Backup Recovery

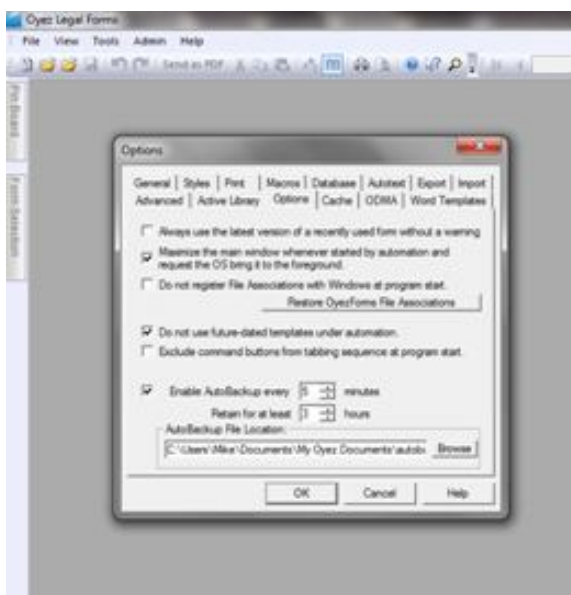
All users on OyezForms Version 10.02U (or higher) can easily recover any partially completed document that has been lost, for whatever reason, by using this Auto Backup Recovery Feature.

A copy of each document is automatically saved to a backup folder that you can quickly access by following the steps outlined below:

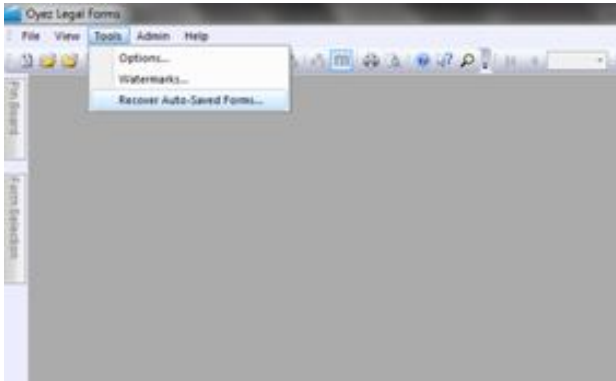
- 1 Set system to automatically backup documents as a default; go to **Tools > Options > Options Tab**



Set backup timing in minutes and retention time

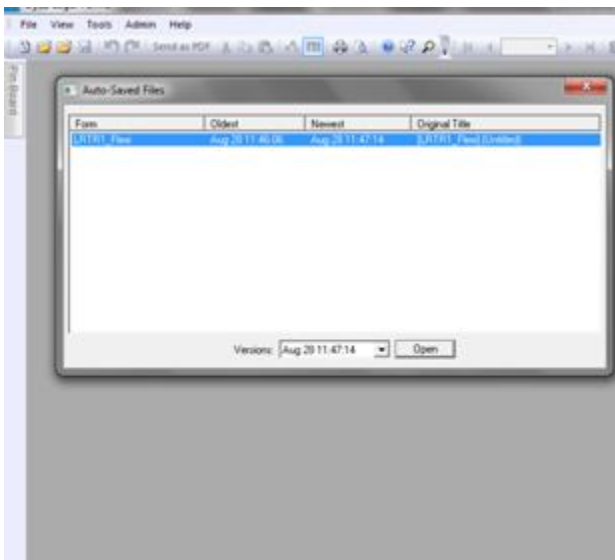


- 2 To recover a document, go to Tools> Recover Auto Saved Forms

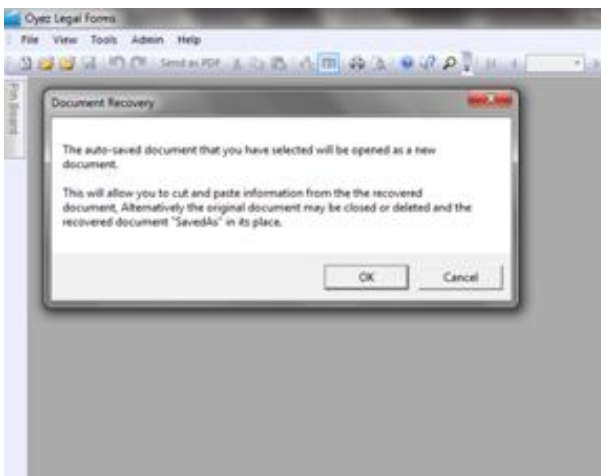


Auto saved files are made available to Open.

Select the document you wish to recover.



Click OK



Your partially completed recovered form opens

The screenshot shows a software application window titled "[LRTK1\_Flex] (Untitled) [recovered] - Oyez Legal Forms". The window contains a legal form for a Land Registry Transfer of whole of registered title(s) TR1. The form is partially completed with placeholder text. The title "Land Registry Transfer of whole of registered title(s) TR1" is prominently displayed at the top. Below the title, there is a paragraph of instructions: "If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form." The form is divided into several sections. On the left, there are three instructions: "Leave blank if not yet registered.", "Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.", and "Give full name(s)". On the right, there are four numbered fields: "1 Title number(s) of the property:" with placeholder "xxxxxx", "2 Property:" with placeholder "yyyyy", "3 Date:", and "4 Transferor:". The software interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Window, Help), a toolbar with various icons, and a Windows taskbar at the bottom with several application icons.

Land Registry  
Transfer of whole of registered title(s) **TR1**

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

Leave blank if not yet registered.

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

Give full name(s).

1	Title number(s) of the property: xxxxxx
2	Property: yyyyy
3	Date:
4	Transferor: