

# How can I back up my report files?

Most computers and smartphones include a cloud storage application. iCloud, Google Drive, Dropbox, and OneDrive are all cloud applications and can save your records and reports in the event of a computer crash or other extenuating circumstances. In order to avoid losing data through computer crashes etc., it is good business practice to update your records on a daily or weekly basis and save them to the cloud, a USB drive, or an external hard drive. Maintaining electronic records multiple times throughout the field season will make submitting reports at the end of the season a much easier process.