



# BiFlow Training Series

PART 7

Data, Backup & Subscription

*Local Backup · Google Drive Auto-Backup · Excel Export · My Subscription*

# What we'll cover in this part

1

## Local Backup

Backing up manually via WhatsApp or export, and restoring when needed

2

## Google Drive Auto-Backup

Optional, automatic backups to your own Drive — set it and forget it

3

## Excel Export

Getting your client and financial data into a spreadsheet

4

## My Subscription

Understanding your plan, add-ons, and how to renew

# 1 Local Backup & Restore

Your data lives on this device only, unless you back it up. Three simple ways to do that, in More → Data Backup:

## Backup via WhatsApp

Sends the backup file straight to yourself — the simplest option on a phone

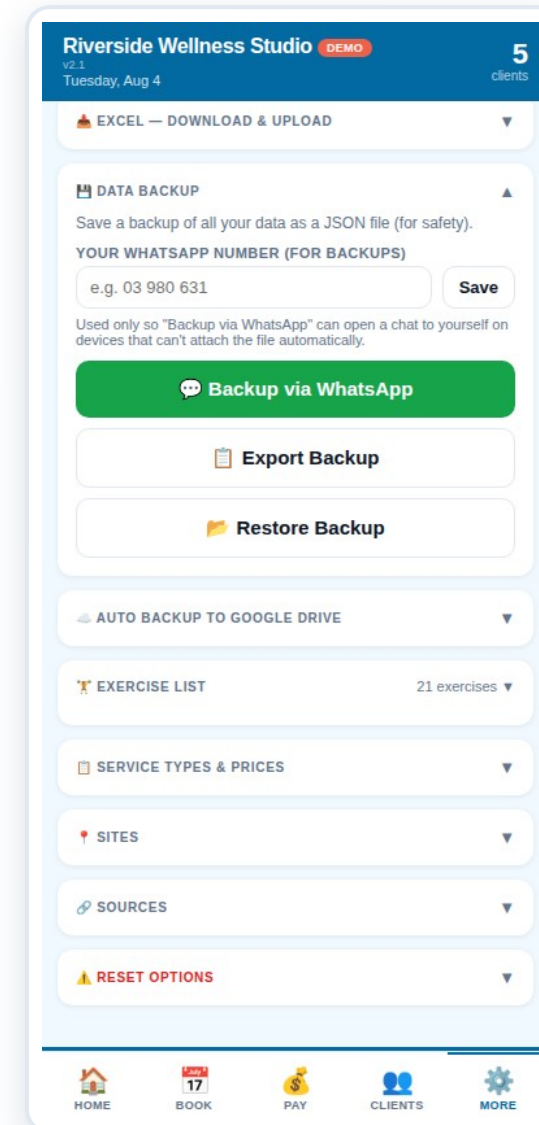
## Export Backup

Saves the file directly to your device's Downloads or Files app

## Restore Backup

Choose any backup file to bring everything back exactly as it was

*Note: this backs up your client, booking, and payment data. Photos and PDFs added via Client Documents are stored separately on the device and aren't included — download important ones individually if you need a copy elsewhere.*



## 2

## Automatic Backup to Google Drive

*For anyone who'd rather not remember to back up manually, BiFlow can do it automatically — completely optional.*

1

In More, tap Connect Google Drive and sign in with your own Google account

2

Choose Daily, Weekly, or Monthly — entirely your choice

3

“Last backed up: ...” always shows exactly where things stand

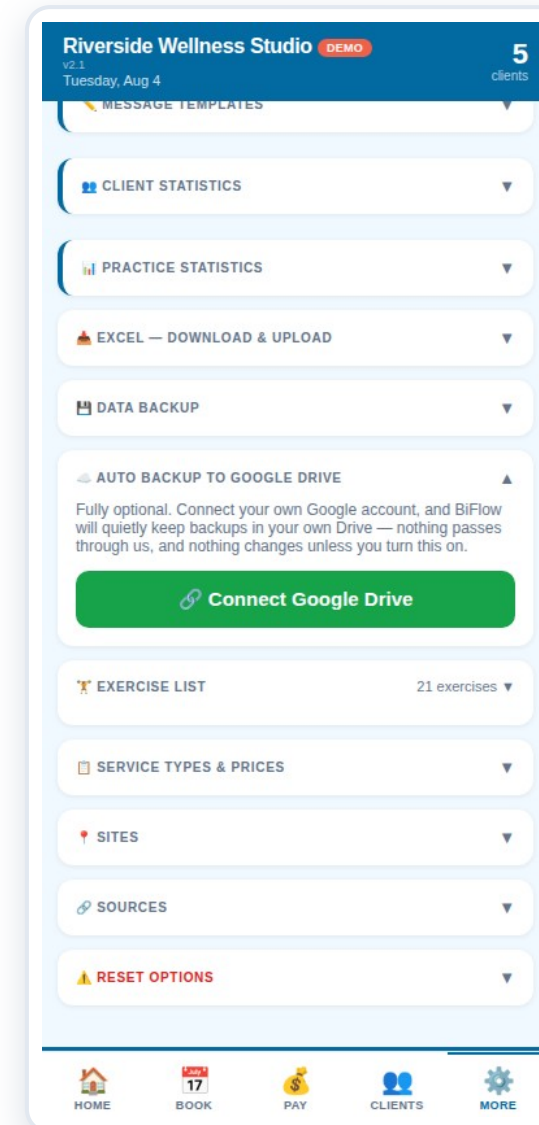
4

Restore shows your last 5 backups, dated — tap one, confirm, done. No searching

5

Disconnect any time — nothing changes about how the app works either way

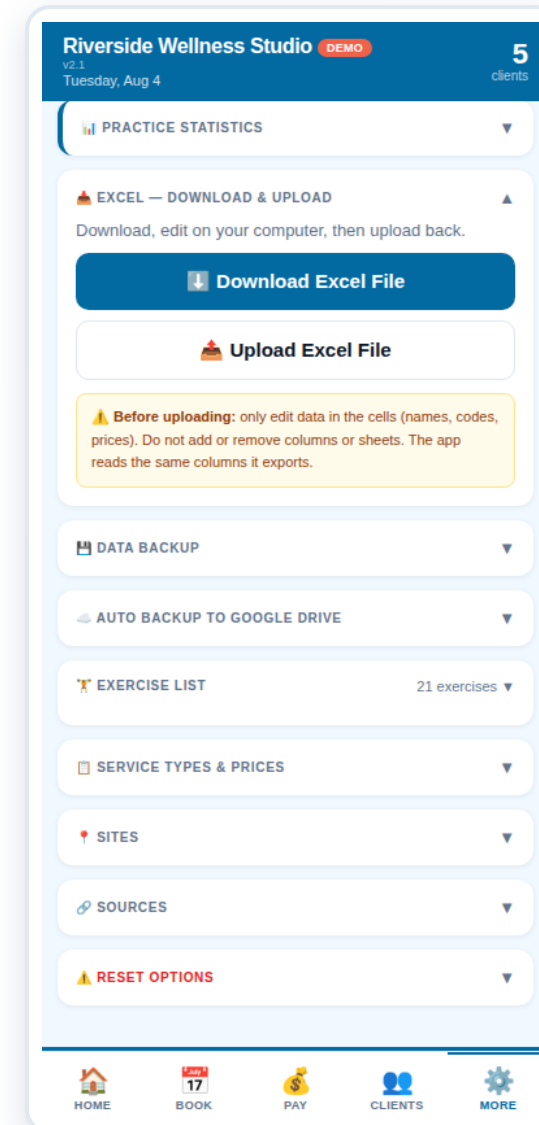
*Note: like local backup, this doesn't include photos or PDFs added via Client Documents — those stay device-only.*



## 3 Excel Export

Sometimes you just want your data in a spreadsheet — for your own analysis, or to share with your accountant.

In More, tap “Excel — Download & Upload” to export your client list, bookings, and financial records as a spreadsheet file, ready to open in Excel or Google Sheets.



## 4

## Managing Your Subscription



In More, tap My Subscription to see your current status, front and center



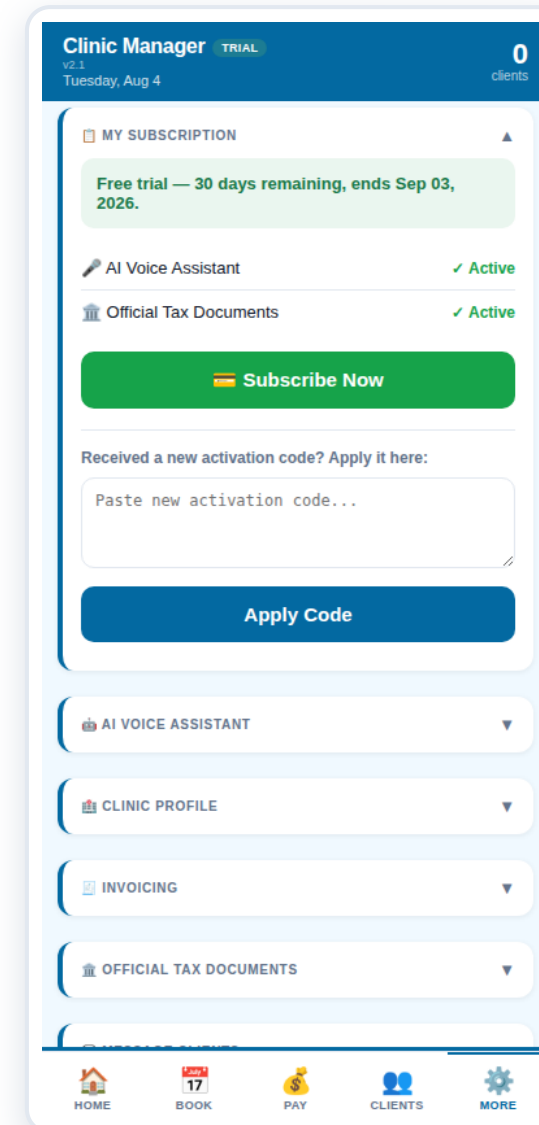
See at a glance whether Voice Assistant and Official Tax Documents are active



One tap to renew, or to add either add-on



Received a new activation code? Paste it right here to apply it instantly





# You've completed the first 7 parts!

From activation to advanced backup — two more parts still ahead: Expenses & Credit Notes.

✓ Part 2: Getting Started

✓ Part 3: Clients & Sales Methods

✓ Part 4: Payments & Invoicing

✓ Part 5: Statements & Progress

✓ Part 6: Statistics, Messaging & Voice

✓ Part 7: Data, Backup & Subscription

*Questions? Reach out any time on WhatsApp: 03 980 631*