



5 Tips for Spring Cleaning Your Software

Spring is here! It's also a great time to ensure that your software is on the latest update and is being actively maintained, as well as cleaning up your inventory.

We've compiled five Spring Cleaning tips below that will be useful to keep your ResourceMate software and collection up-to-date. It's a great time to cross off some of the items on your to-do list!

1. Is your annual software maintenance (support) agreement active and paid?

It's important to keep your software actively maintained and to be able to connect with ResourceMate experts when you need. Ensure that your annual support agreement is active and purchased for continued use of all functions and features such as product updates, ISBN retrieval, and more.

- [Purchase annual support](#)
- Ask for an invoice by emailing info@resourcemate.com

2. Is your ResourceMate software up to date with the latest release?

We release new updates every quarter. Ensure your software is up to date by applying the latest update:

- [Apply the latest update](#)

Note: You must have an active support agreement in place to apply updates.

3. Securely back up your ResourceMate data

It's important to maintain regular ResourceMate data backups. Having a backup available in a critical moment will provide you with relief and save you potential hours and resources building your database.

- Run a File > Backup of your ResourceMate database
- [Purchase Auto Backup and Off-site storage module \(\\$149\)](#)

4. Update your contact information

Verify that your contact information is up to date with ResourceMate representatives. Please send us any changes to your billing and library contact information to info@resourcemate.com

- Is my Billing contact information correct?
- Is my library contact information correct?

5. Circulation Information: Updating or Mass Deletion of Items

ResourceMate build 4.1.7 incorporates a means of performing a mass deletion of unwanted or unneeded items from the Items table. Available in Essential Plus, Extended, Premium.

- [Access the Knowledgebase article #78789](#)

**note: In order to log into the Knowledgebase hub you must have active support as well as the required credentials. If you do not have log in credentials, please email info@resourcemate.com.*



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