asset_man_copy_current

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A warning message is displayed informing you that you are about to copy data from the current to the selected file ID.

- Click **Yes** to continue with the copy process. Otherwise, click **No** to return to the Copy Current to New File ID page. If you click **Yes**, a message is displayed indicating a system backup should be performed. A backup is highly recommended.
- Click **Yes** to perform a system backup. Otherwise, click **No** to not perform a system backup and continue the process.
    - The **File ID** field is display only and reflects the file ID to which the user is logged on.
    - The **Export File Name** field is display only.
    - Click **Execute** to continue the export. Otherwise, click **Cancel** to close the page without completing the task.
- Type a password for the exported file, and then click **Execute**. The File Download page is displayed.
- Click **Save** to save the file. A Save As dialog box is displayed.
    - In the **Save in** field, click ⌄ to navigate to the appropriate folder.
    - In the **File name** field, the file name is set to dbcccddd_mmddyyyy_bam.rsf, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.
    - Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file.
- A message is displayed indicating that the Copy Current to New File ID process completed successfully. Click **OK**.