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backup

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A message is displayed prompting you to create a backup. A backup is highly recommended. Click **Yes** to export a copy of the Human Resources Pay Tables, or click **No** to not create the backup and continue.

If you click **Yes** to create the system backup, the export Human Resources pay tables pop-up window is displayed.

In the **Function Type** field, the Export option is preset and cannot be changed.
In the **Export Path** field, perform one of the following functions:

Type the drive and file name of where to export a copy of the tables.
Click **Browse**, and then select the folder into which to export a copy of the tables. Click **OK** to select the folder or **Cancel** to close the page without selecting a folder.

Click **Execute** to start the export function or **Cancel** to close the page without completing the task.

In the application pop-up window, verify the path of the export, and click **Yes** to continue the export or click **No** to return to the export Human Resources pay tables pop-up window.
In the archive password pop-up window, type a password for the exported file, and click **OK**.
A message displays indicating the export process completed successfully. Click **OK**.
You are returned to the export Human Resources pay tables pop-up window. Click **Cancel** to continue the mass update process.
If any errors occur, then a message box displays the errors.
If the process was completed successfully, then a message box is displayed indicating that the process is complete.
If you click **No** to continue without creating a backup, then the system completes the process.

Click X to close the Human Resources report window.