

createbackup

Table of Contents

createbackup i

A message is displayed indicating that a system backup should be performed.

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. A message is displayed indicating that you are about to export budget tables and confirming that you want to continue. Click **Yes** to continue the export. Otherwise, click **No** to cancel the export.

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, navigate to the appropriate folder.
In the **File name** field, the file name is set to dbcccddd_mmddyyyy_bud.rsf, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file. It is not recommended to change the file name.
Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file. A message is displayed indicating that the process was successfully completed. Click **OK**.