

financebackup

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financebackup i

- Click **Yes** to perform a system backup. Otherwise, click **No** to not perform a system backup and continue the process.
- 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 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 **OK**. 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_fin.rsf, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.