



**asset\_man\_copy\_current**



# Table of Contents



Click to execute the process. 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. A message is displayed prompting you create a backup.
  - 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 dbccddd\_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**.
  - Click **No** to return to the page.



## Back Cover