



hrbackup

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- Click **Yes** to perform a system backup. Otherwise, click **No** to not perform a system backup and continue the process.
- A pop-up window opens with the **Frequency** and **Export File Name** fields.
- 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 click **OK**. A window is displayed with the number of tables to be exported.
- The Save As window opens. Locate the folder to which the file will be saved.
- In the **File name** field, the file name is set to dbccddd_x_mmddyyyy.rsfl, where cccddd is the county-district number, x is the pay frequency, and mmddyyyy is the current date. You can type a different name for the file.
- Click **Save** to save the file.



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