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pmis_backup

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A backup is highly recommended. Click **Yes** to create an export. Otherwise, click **No** to not create the export and continue with the process.

Type a password for the archive, and then click **Continue**. An export spinning wheel is displayed indicating the progress of the export process.
When the export process is completed, the File Download page is displayed.
Select **Save File**, and then click **OK**. The Save As dialog box is displayed. Otherwise, click **Cancel** to close the dialog box.

In the **Save As** field, click ⌄ to navigate to the appropriate folder.
In the **File name** field, the file name is set to dbcccddd_pmis_mmddyyyy.rsf, where cccddd is the county-district number and mmddyyyy is the current date.
Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file.


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