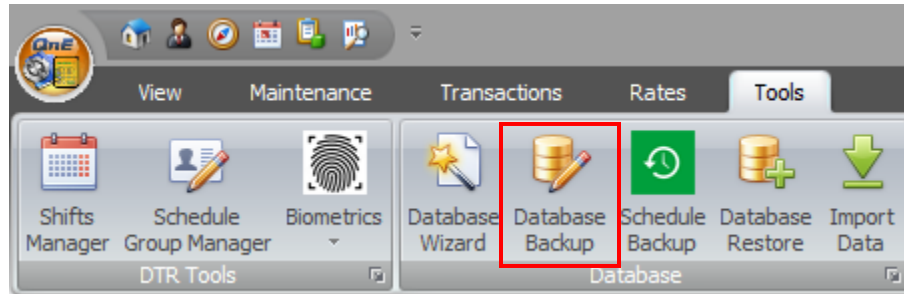




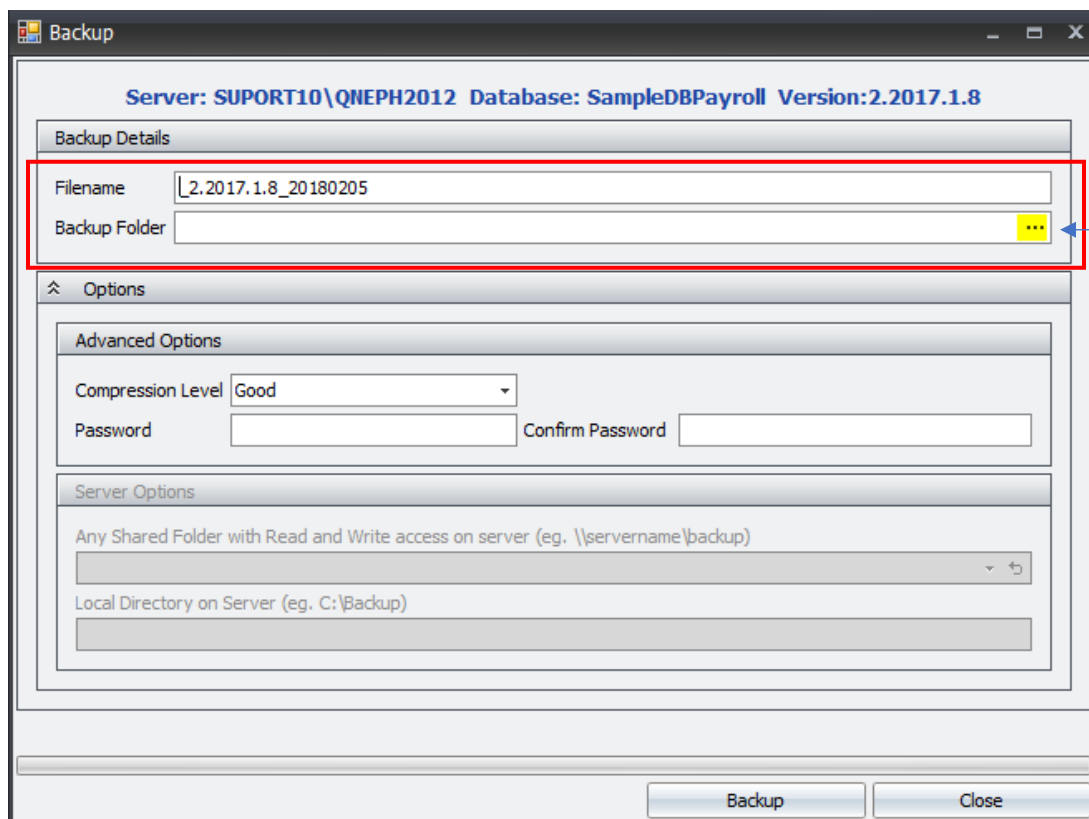
HOW TO MANUAL BACKUP AND RESTORE DATABASE

MANUAL BACKUP:

Go to Payroll Menu Bar > **Tools** then click **Database Backup**.

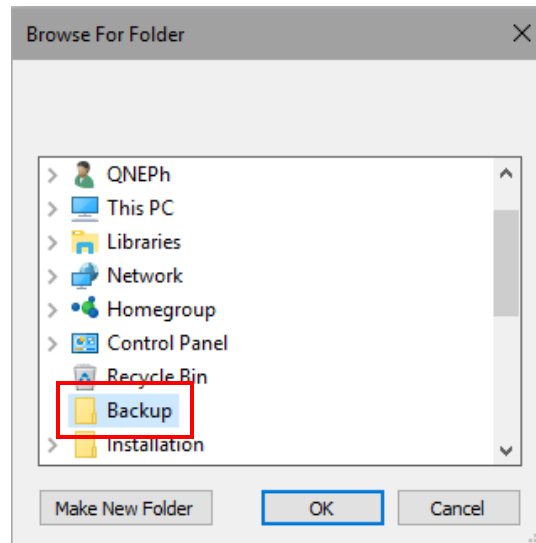


Backup window will appear, a default **Filename** is provided but you can edit it. Then click the **Backup Folder**, you can type the location manually or browse it by clicking the **ellipsis** on the right side.

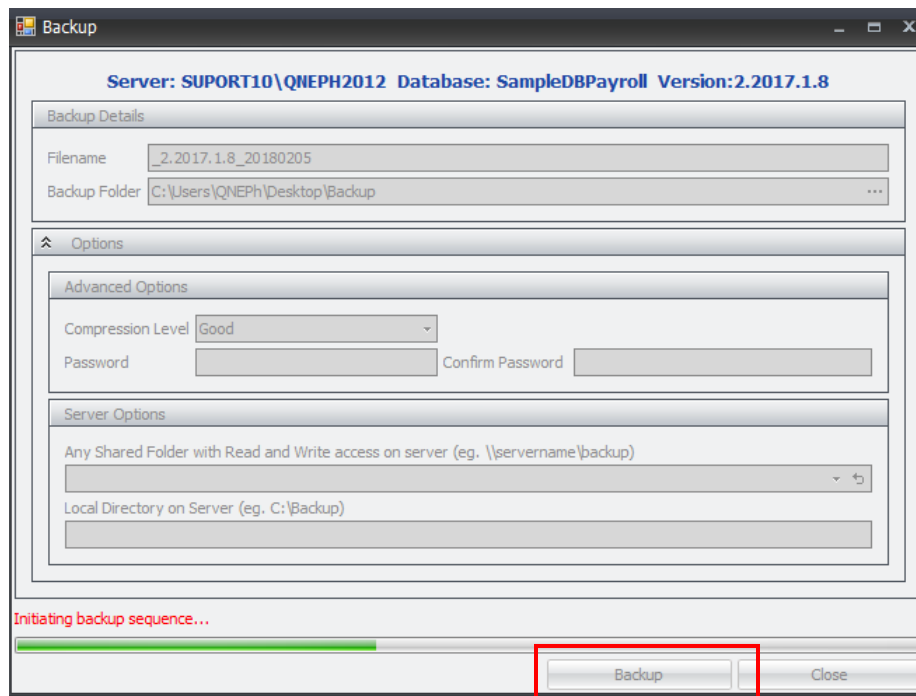


Ellipsis

After clicking the **ellipsis**, the browse window will appear, then choose your desired location, then click **OK**



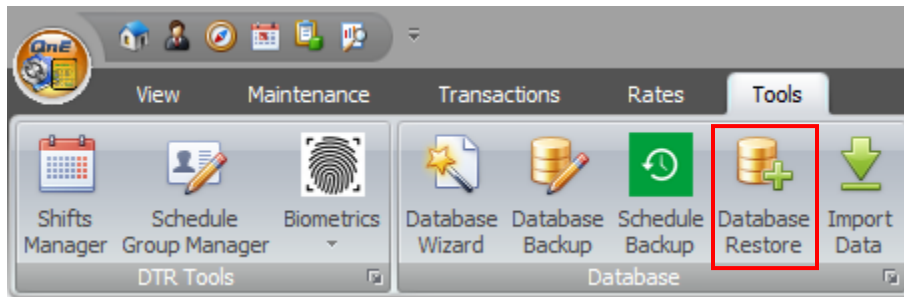
The **Backup** window will reappear, clicking the **Backup** button will trigger the backup process.



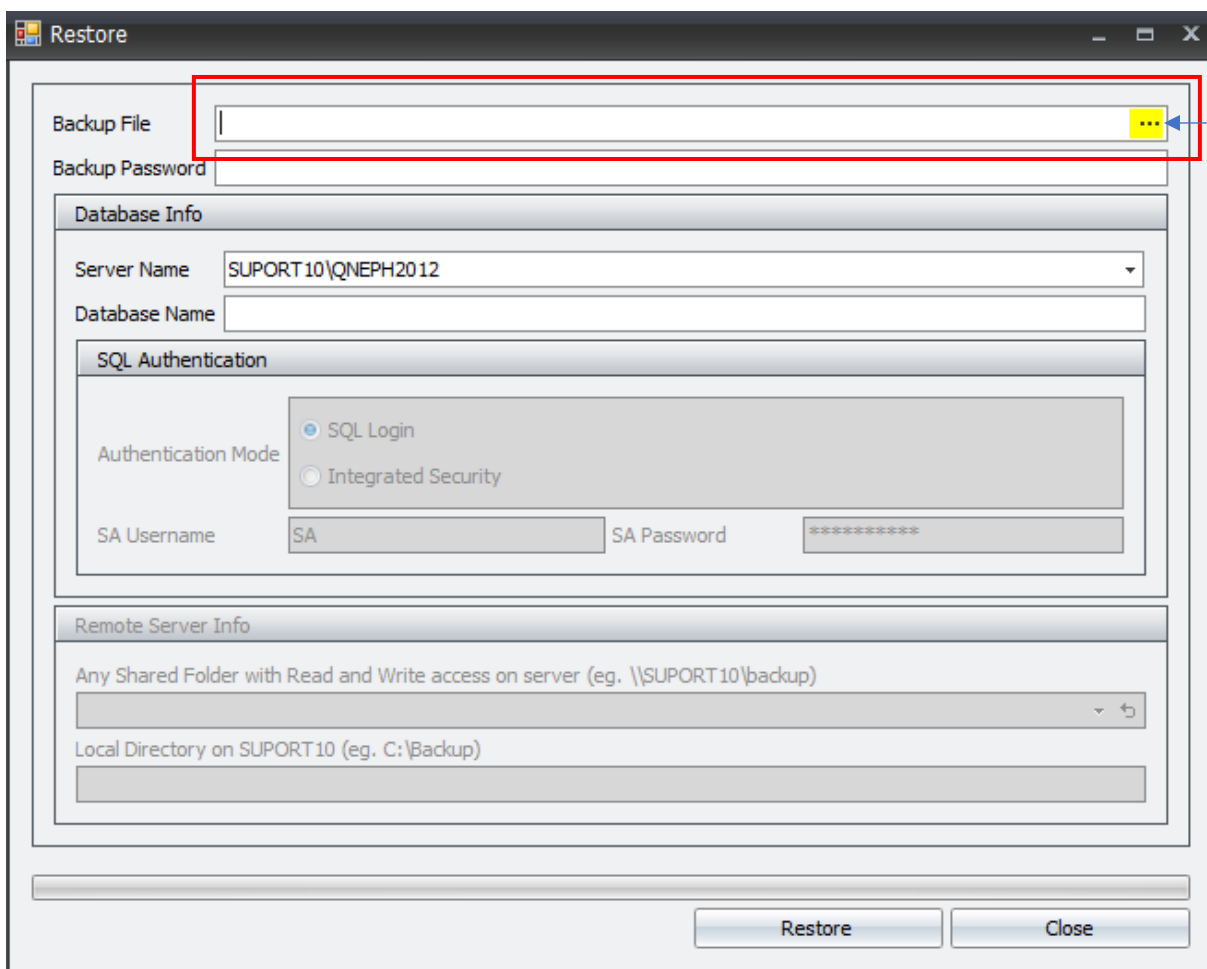
After a successful backup, a prompt will pop up asking if you want to open the backup folder, if you want, click **YES**, if not click **NO**.

RESTORE:

Go to Payroll Menu Bar > **Tools** then click **Database Restore**.

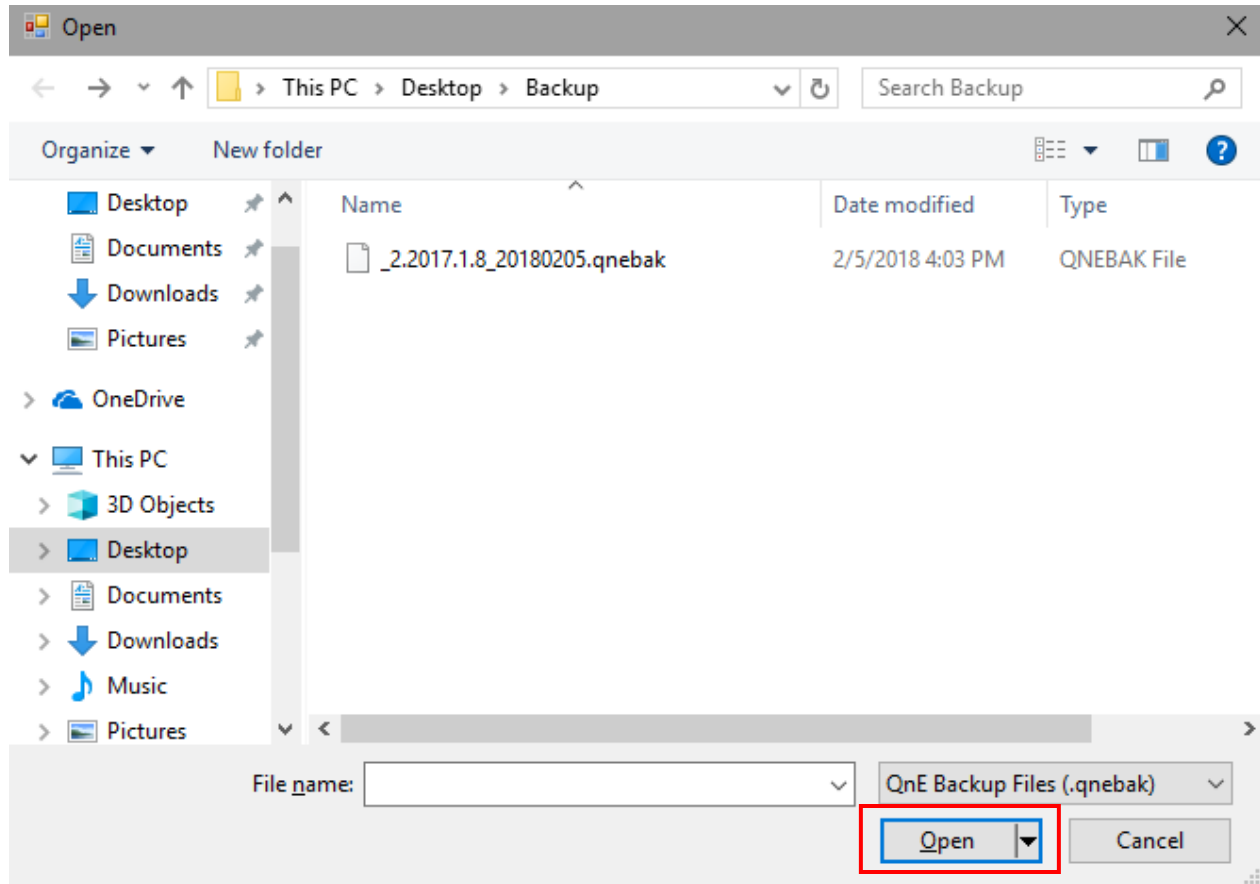


Restore window will appear, First thing to do is to find the backup file, to do that click the **ellipsis** on the right side of the **Backup File**.

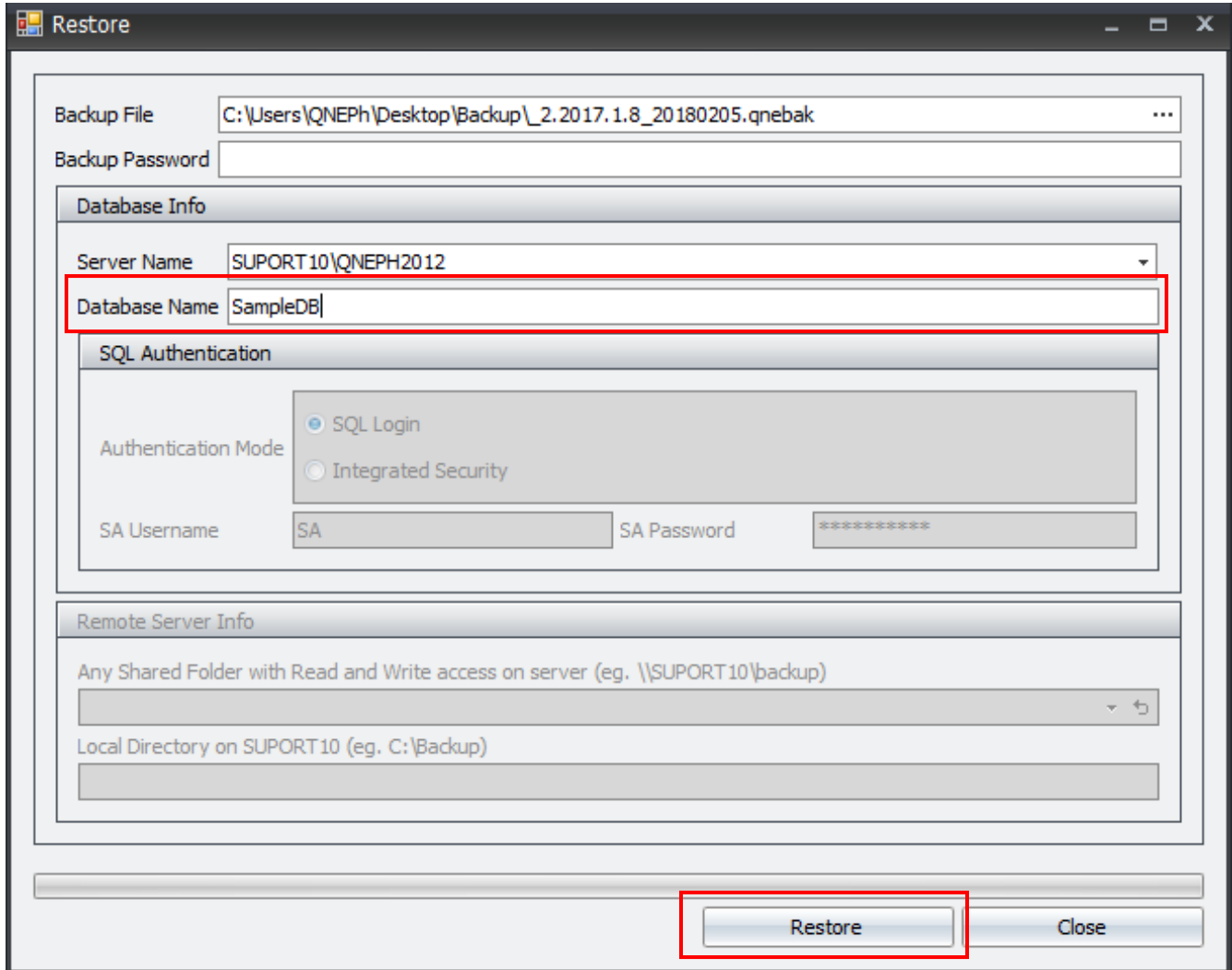


Ellipsis

The **Browse** window will appear. Choose the backup file then click **Open**.



The **Restore** window will reappear, then you need provide a **Database Name**. Then click **Restore**.



A **prompt** will appear after a successful restore.