

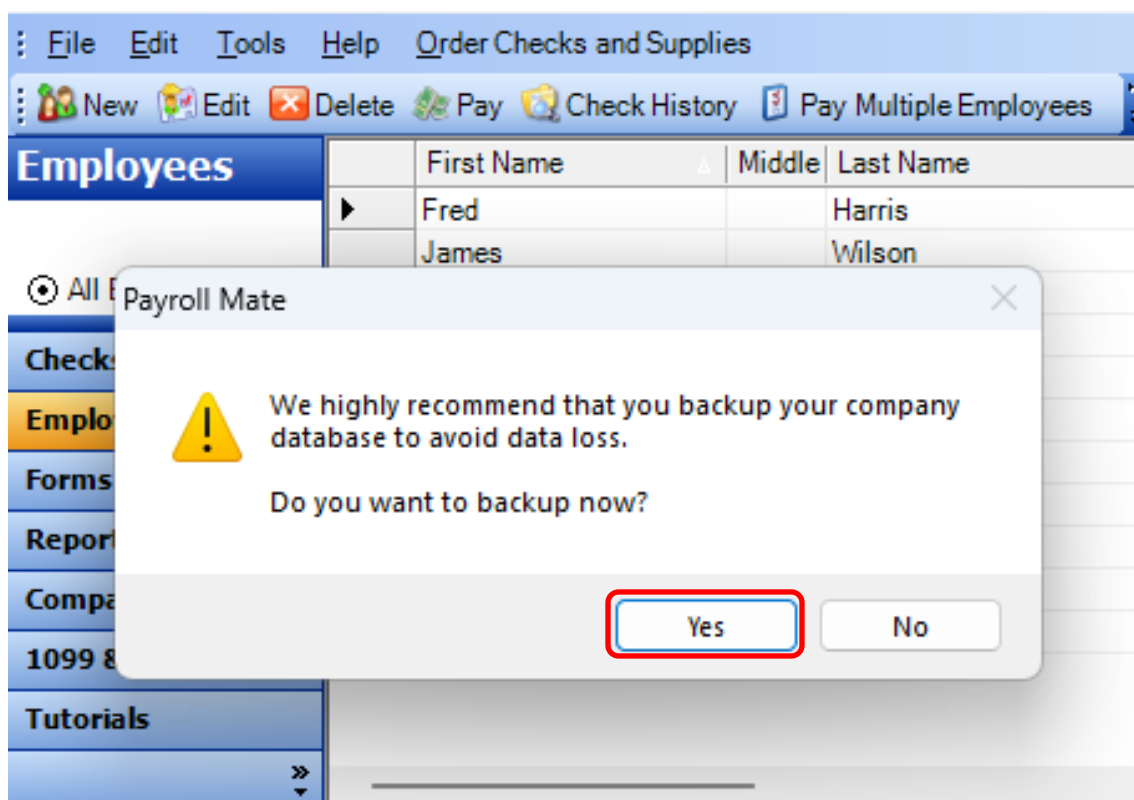
HOW TO BACKUP MY DATA AFTER RUNNING PAYROLL

Question

PLEASE REFER TO THE STEPS BELOW:

Answer

It is best practice to backup your data each time you use the software. Each time you close Payroll Mate you will be asked if you want to backup now. We recommend selecting **Yes**, each time you use the software.



If you chose not to perform a backup of your data too many times, you will receive a warning regarding how long it has been since your last database backup. (Example below)

You will be able to select “**Backup Data Now**” or “**Close**”. We highly recommend performing backups each time you use Payroll Mate to avoid any data loss.

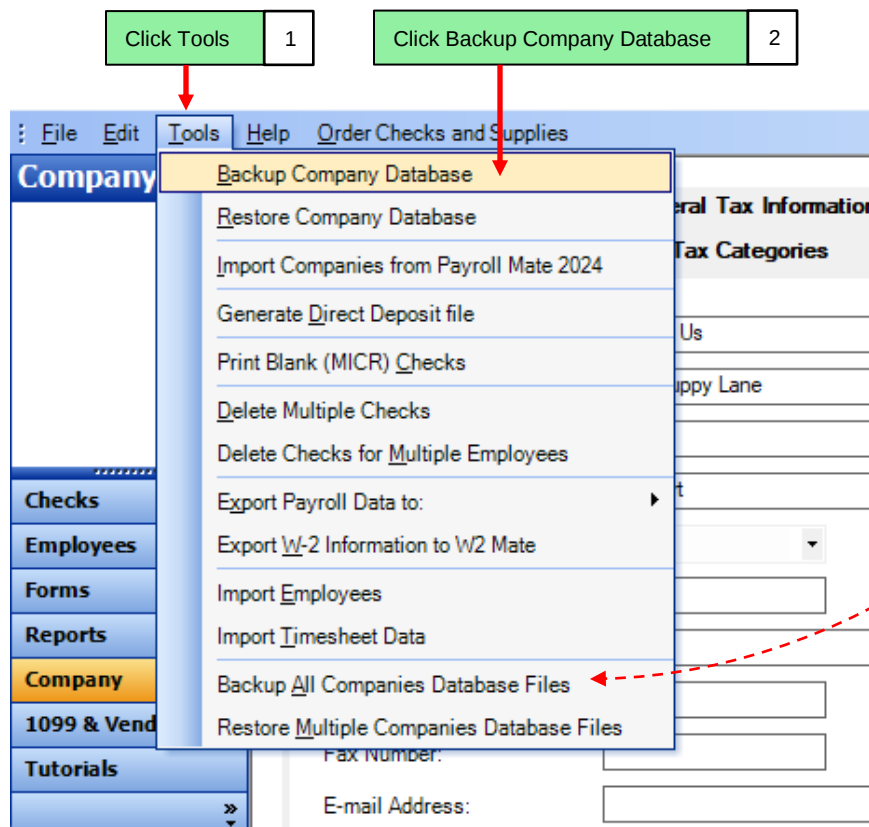


How to manually execute a backup

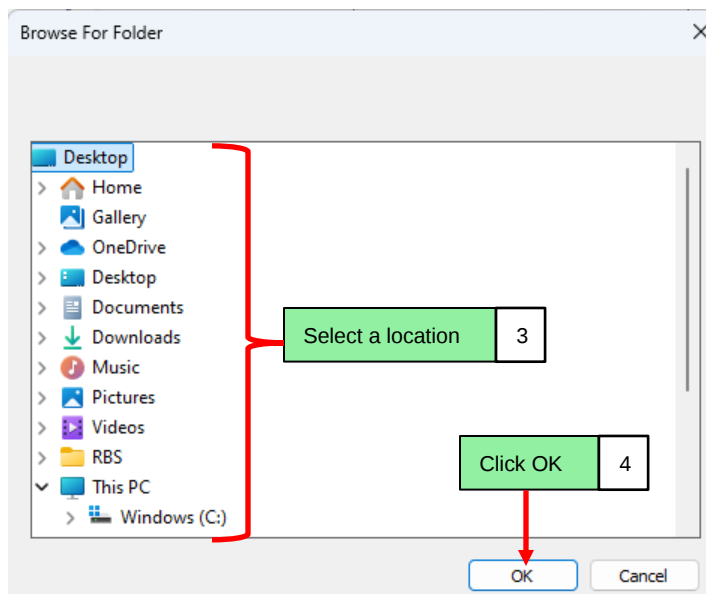
Make sure you have the correct company open

1. Click **Tools**
2. Click **Backup Company Database**

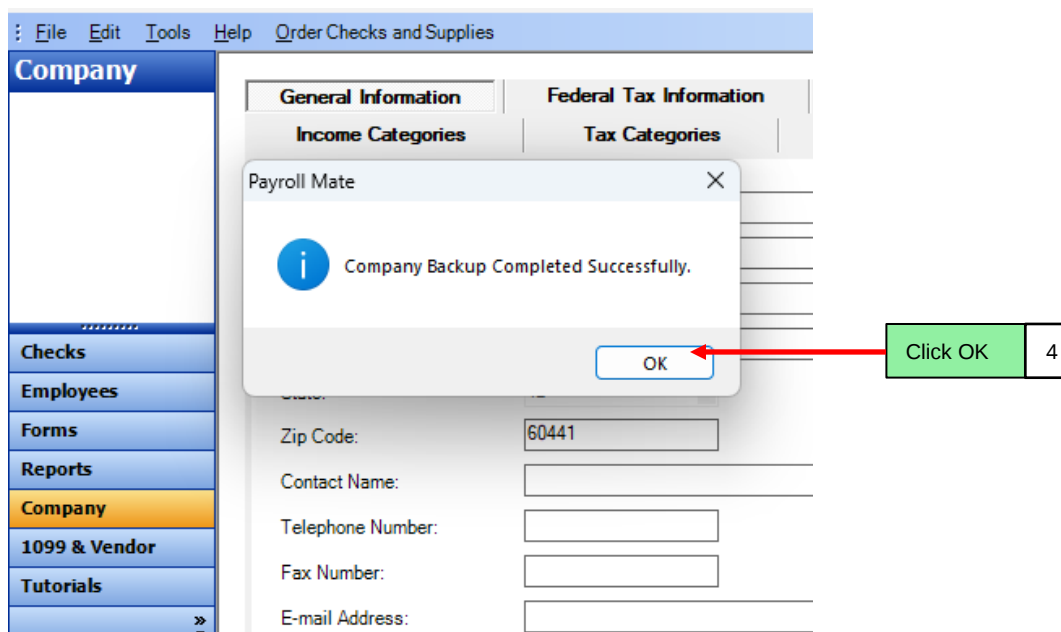
If you have more than one company, you can backup individual companies or Backup All Companies Database Files



3. The **Browse for Folder** will open, **select a location** where you want to save the backup file.
We always recommend you backup your data to an external drive, or a USB.
4. Once you have selected your location, click **OK**



5. You will get a message **Company Backup Completed Successfully**. Click **OK**



Congratulations! You have successfully performed a backup.