

Open identiFi.

Go to Admin on the main file menu, then select Backup.

A warning message will appear to make sure you are ready to run this function since it may take several minutes to perform. Click Yes.

identiFi	
⚠	WARNING: This operation will shutdown all locations while processing. Do you wish to continue?
	<u>Yes</u> <u>N</u> o

identiFi will select a default location for the backup or you can choose your own.



You will see the Windows hour glass while the backup takes place.

A dialog box will appear and tell you that the backup was successful. Click OK.

