

# Sage Classic / Premier Payroll

## *How to make a Data Backup for this company*

### Summary

You need assistance to make a backup for one company only

### Description

Data Files of the company in which you are currently working in are backed up. This option may be used for regular backups and is ideal for keeping separate backups of separate companies

### Resolution

- From the main screen of the company go to Utilities>Backup>Data for this company

Backup Data for This Company

From Directory :

To Directory :  Browse i

Backup File Name :

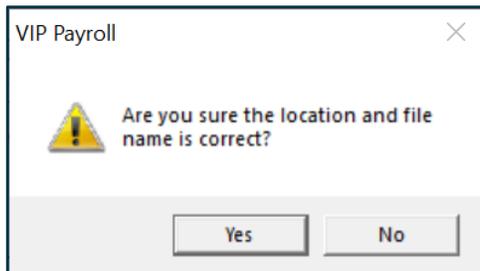
It is advisable to have no spaces in the 'To Directory'

- *From Directory:* This will show the location where your system is installed
- *To Directory:* If you have not specified a default folder under Company>Miscellaneous>Miscellaneous 3, this will be blank and required you to browse to the folder where you would like to save your backups to. As a safety measure, always browse to the location to ensure it still exists.
- *Backup File Name:* They system automatically allocates a name to the backup.
  - 4D004 – D is for data backup and 003 is the company number for which you are making the backup
  - 20190630– that is the period for which you are making the backup
  - 20200224 – that is the date on which the backup was made
  - 1155 – that is the time the backup was made

- R53b – that is the Release the backup was when it was made

We do not recommend changing the name of the backups as leaving it in this format will make it easy for you to find it

- Click on Continue and an onscreen message will confirm the location of your backup. To confirm the location just select Yes



- A black DOS screen will appear which indicates the backup process has started
- Do not close the screen or interrupt the process
- An onscreen message will confirm once the backup process has been successful
- Should the backup process fail, follow the resolution guidelines provided [here](#)

**Take Note:** If the system is licensed for any of the following modules Employee Self Service (ESS), Job Management, Premier HR, Sage Self Service (SSS), or, the company has been setup to use Mobility, the option to make a Data for this company backup will be greyed out.