

Sage Classic / Premier Payroll

How to make a Full System Backup

Summary

You need assistance to make a full system backup.

Description

When selecting to make a Full System Backup, this option will make a backup of everything in the system directory, including sub folders within the directory. When we refer to making a Full System Backup in any of our Installation Instruction Notes, this is the option to use.

Resolution

- From the main screen of the company go to Utilities>Backup>Full System Backup

Full System Backup

From Directory : C:\Premier53b

To Directory : Browse ⓘ

Backup File Name : FULL_20190630_20200224_1153_R53b

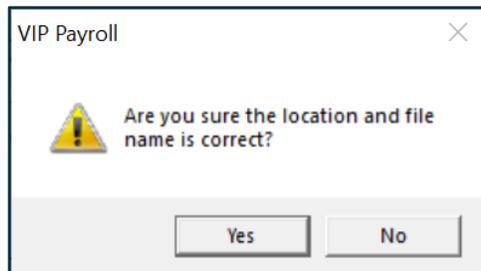
It is advisable to have no spaces in the 'To Directory'

- *From Directory*: Indicates where your system is installed
- *To Directory*: If no default folder has been specified under Company>Miscellaneous>Miscellaneous 3, this will be blank and you will be required 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.
 - FULL – this indicates the backup is for the full directory
 - 20190630 – the period for which you are making the backup
 - 2020224 – the date on which the backup was made
 - 1153 – the time the backup was made

- R53b – the system Release at the time the backup was made

We recommend accepting the default backup name as this will ensure easy location of the backup files.

- Click on Continue, an onscreen message will confirm the location of your backup. Confirm the location by selecting 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](#)