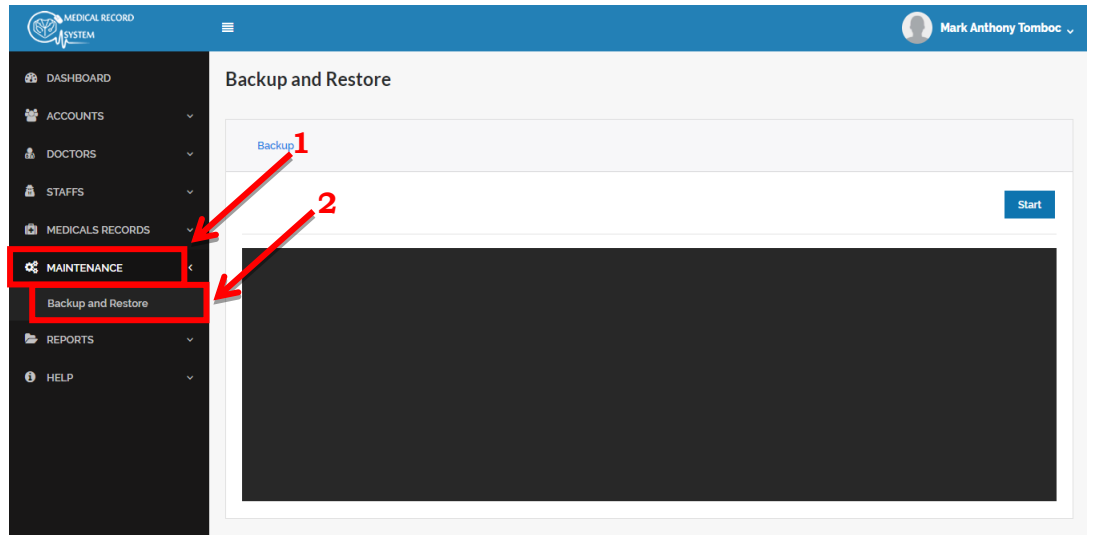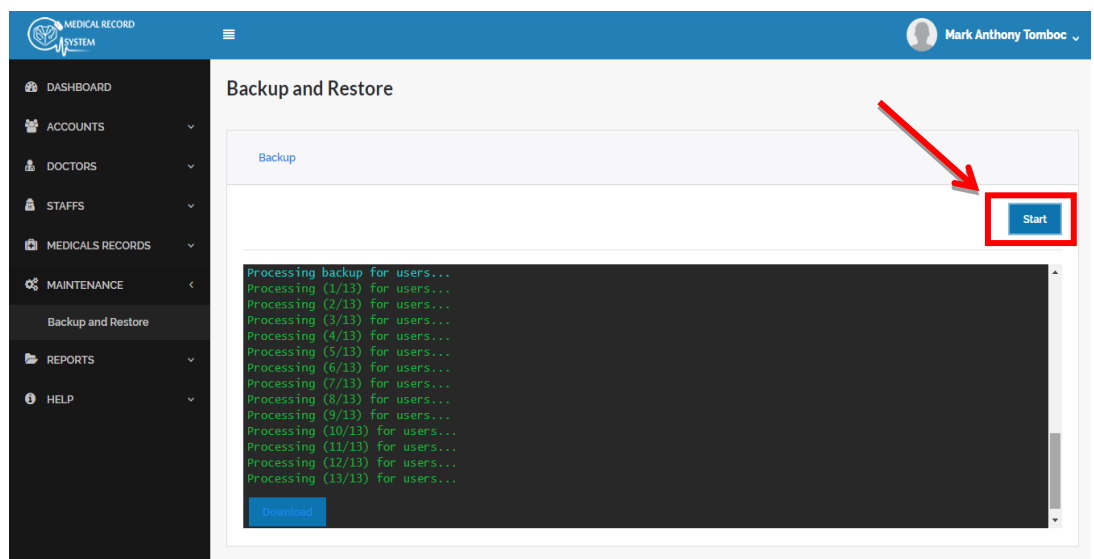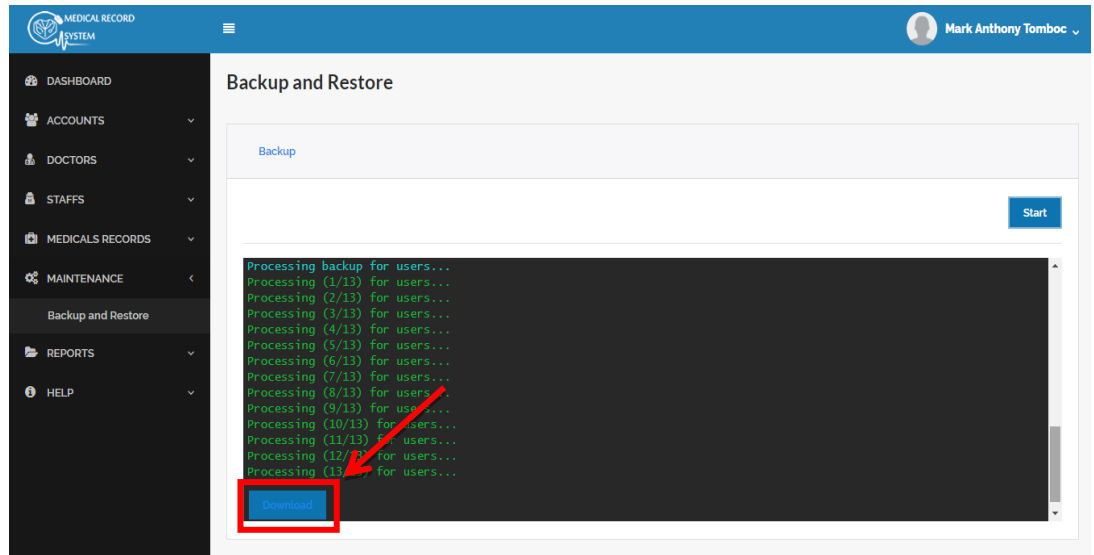**How to Back Up**

1. In the side selection click the navigation **Maintenance** and below click **Backup and Restore**.
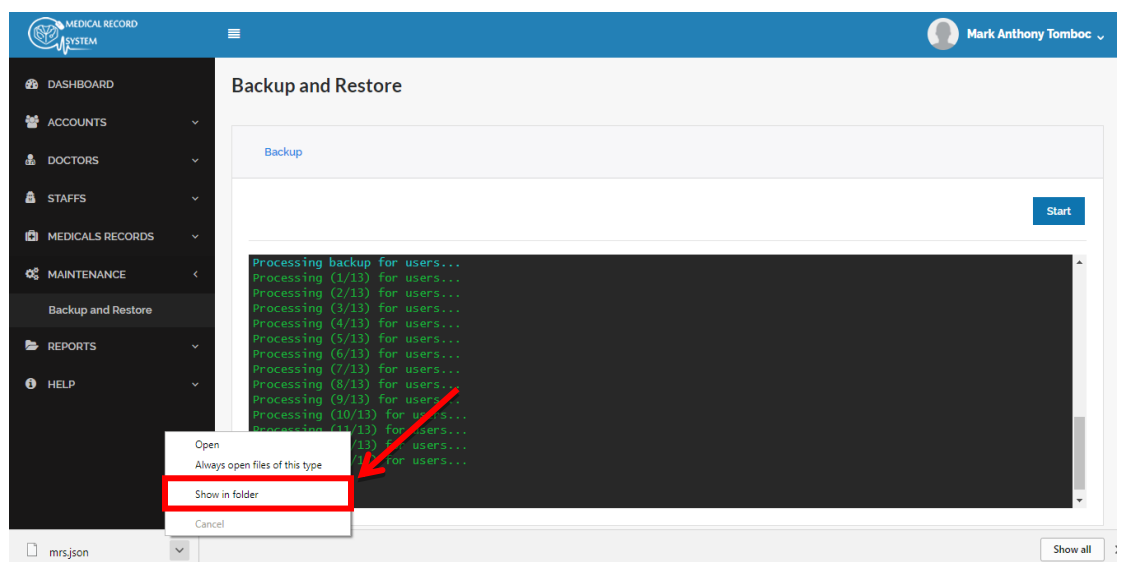

2. Then to begin back upping, click the **Start** button then it will start to fetch each pieces of data's/information.

3. Once all the data's are being fetch, click the **Download** button to keep the file.

4. When the file is downloaded, click the **Show in folder** to see the location of the file.

5. Backup file downloaded.