**How to do a Backup in 3.0**

To do a backup in 3.0 just follow these steps:

First, Close out of the company list.

A screenshot of a computer

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Navigate to the Tools tab.

A screen shot of a computer

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Click on “Backup Company”

A computer screen with a backup company menu

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Which should open into this box (seen below)

A screenshot of a computer

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After selecting your company (or companies) You’ll click the Backup Button. Once the back up is created, the box will close. Navigate to your desktop to locate the backup file.

A yellow folder with a zipper

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**A screenshot of a computer

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To restore the company, you’ll go to the bottom of the tools tab



A close up of a blue and white stripe

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Click on the 3 dots to choose the file location.

A black and white text

Description automatically generated with medium confidence A computer screen with a mouse pointer and text

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Select the company or companies that you wish to restore, then click the button.

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Once the restoration is complete the Restore Companies box will close itself.