

## When and how do I backup?

Question: When and how should I backup? Answer: You should backup whenever you have entered more transactions than you want to re-enter. in most cases this is daily. To backup, go to File, Backup Database. PROMAS will tell you the name and location of the new folder containing your backed up files. You can leave it there or copy to an external media. For a comprehensive backup plan, please see the Help in the program on Backing Up.