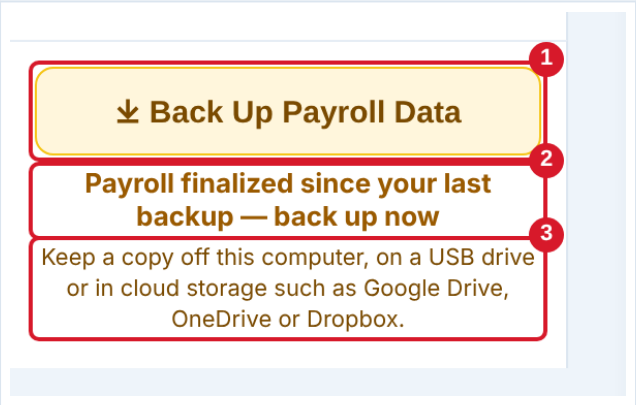
21. Full backups, restore and recovery

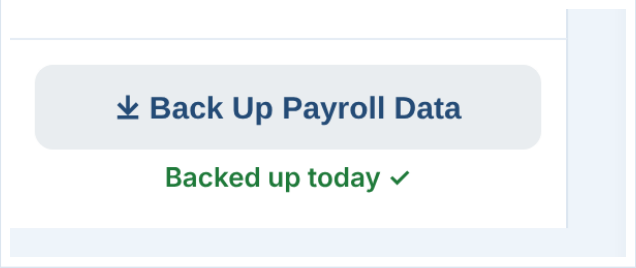
The Back Up Payroll Data button

At the bottom of the menu, on every screen, is Back Up Payroll Data (1). Click it and save the backup outside this computer: on a USB drive, or in a cloud storage folder such as Google Drive, OneDrive or Dropbox. The line under the button (2) shows when you last backed up:

- Backed up today, with a check mark (green): nothing to do.
- Last backup: n days ago: back up again soon.
- Amber, with a reminder (3): no backup yet, the last backup is 7 or more days old, or a payroll was finalized after the last backup.

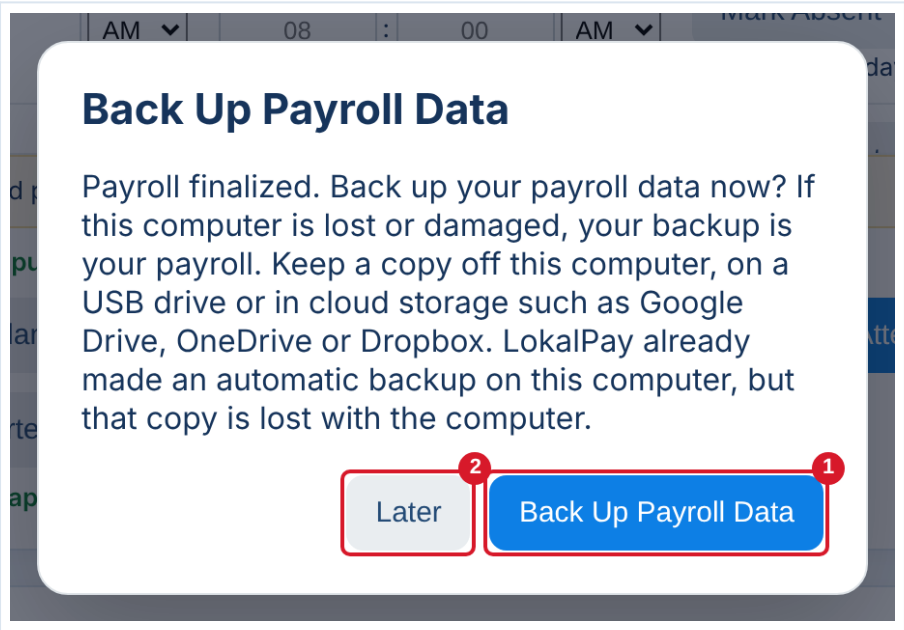


(1) Back Up Payroll Data, (2) when you last backed up, (3) the reminder. Amber here because a payroll was finalized after the last backup.



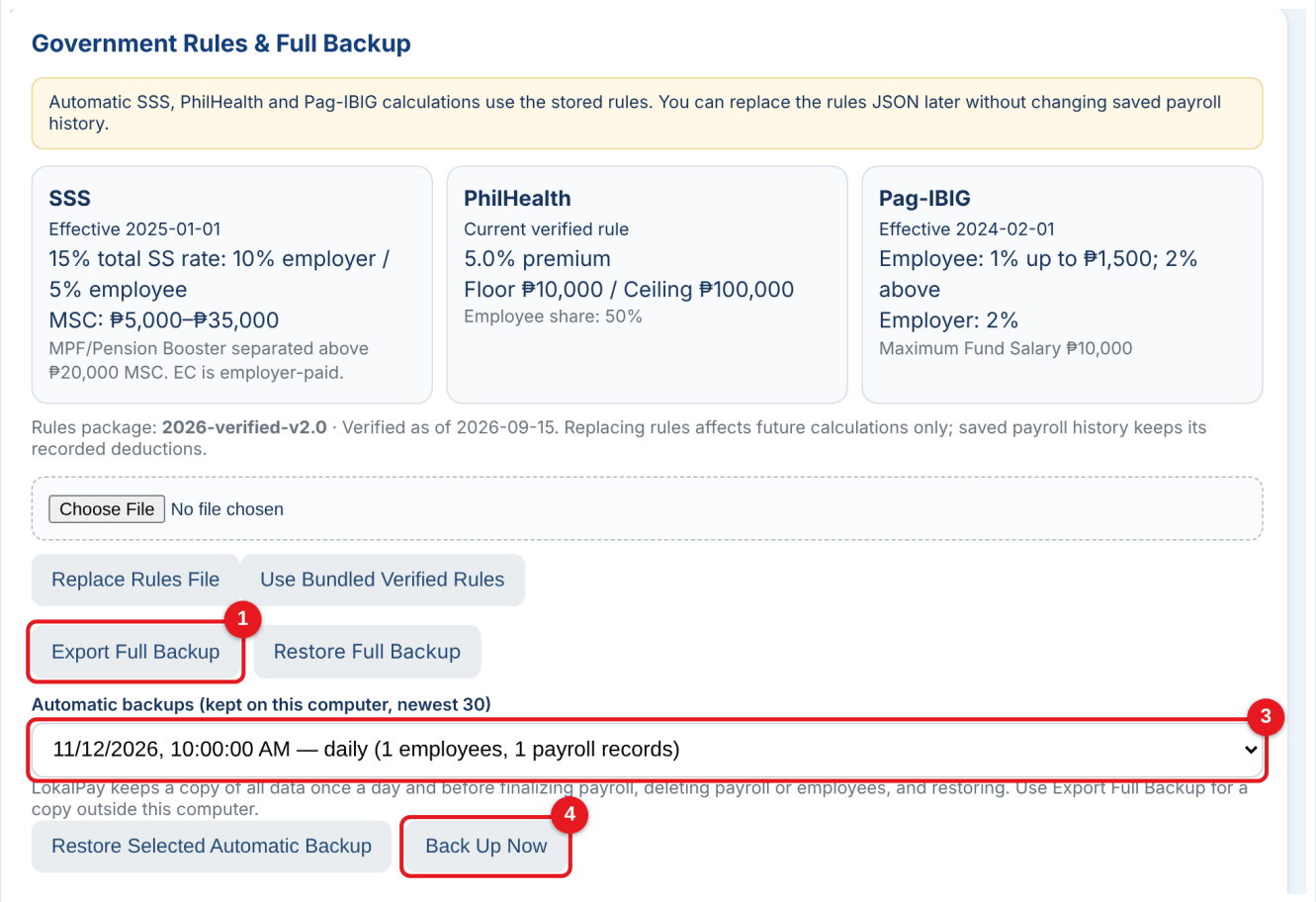
After backing up: Backed up today, with a check mark.

After every finalized payroll, LokalPay also asks whether to back up now. Click Back Up Payroll Data (1). Later (2) closes the question; the button then stays amber until you back up. LokalPay keeps automatic backups too, but they are on the same computer and are lost with it.



The question after finalizing: (1) Back Up Payroll Data, (2) Later.

Full Backup in Company / Settings



Government Rules & Full Backup: (1) Export Full Backup, (2) Restore Full Backup, (3) the list of automatic backups, (4) Back Up Now.

1. Export Full Backup (1) in Company / Settings before upgrades, major settings changes, every finalized batch and year-end settlement work. Choose a safe location outside the application