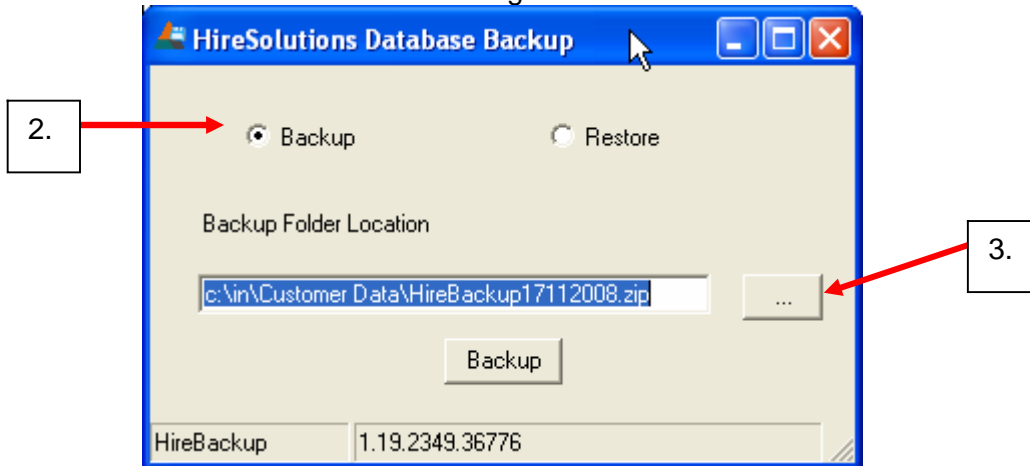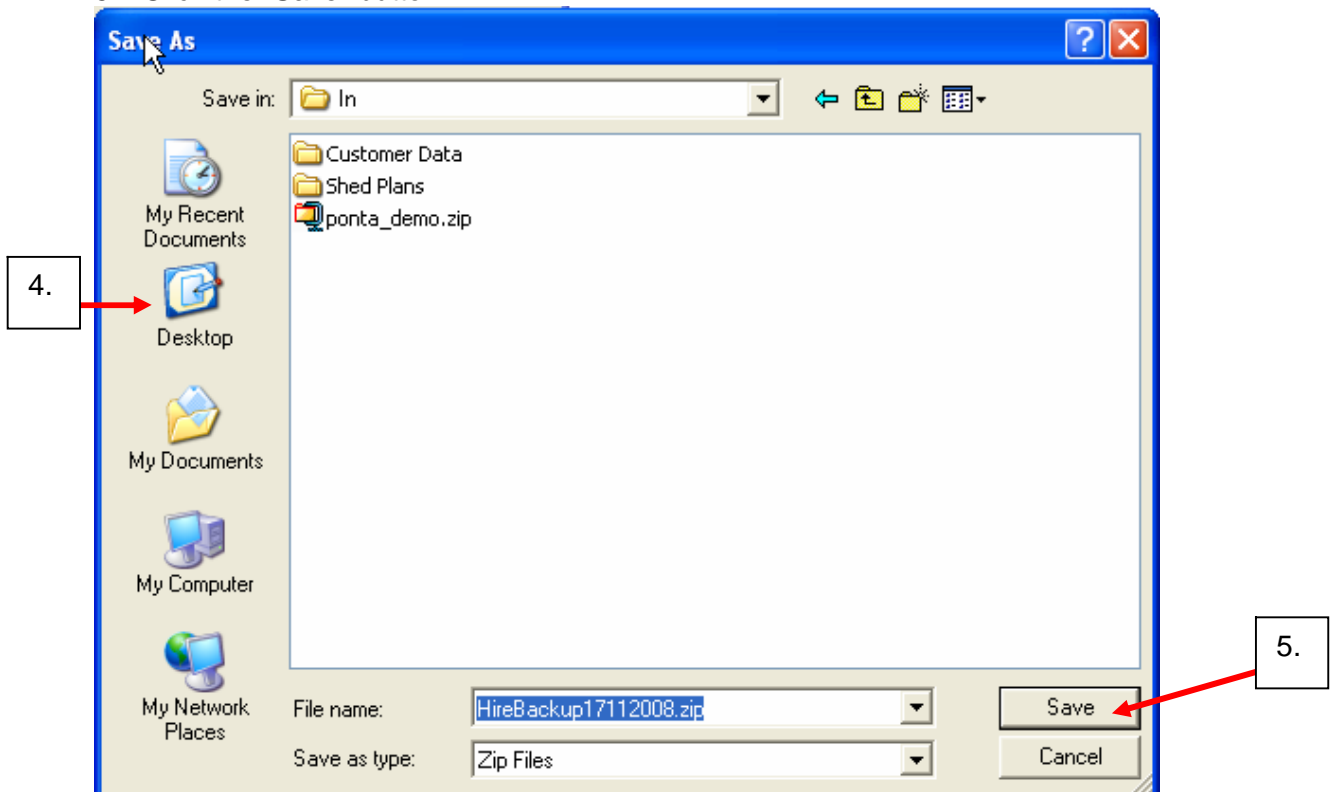# How to Create a Backup of HireSolutions

On the Hire terminal (or server computer for multi client installs)

1. Run "Hire Backup" / "HireSolutions Backup" off the desktop
   a. OR go Windows Start Button > All Programs > HireSolutions > HireSolutions Backup
   b. OR go directly to the
      `c:\program files\Granite Solutions\HireSolutions`
      folder and run "HireBackup.exe")
2. Select "backup" at the top of the screen (if not already selected)
3. Click the button on the right side with the "..." three dots

4. Select "Desktop" on the left side
5. Click the "Save" button

6. Back on the main screen, press the "Backup" button
7. Attach the zip file from the desktop to an email