

## How to Back Up the WorkFlows Configuration Folder on Windows 10

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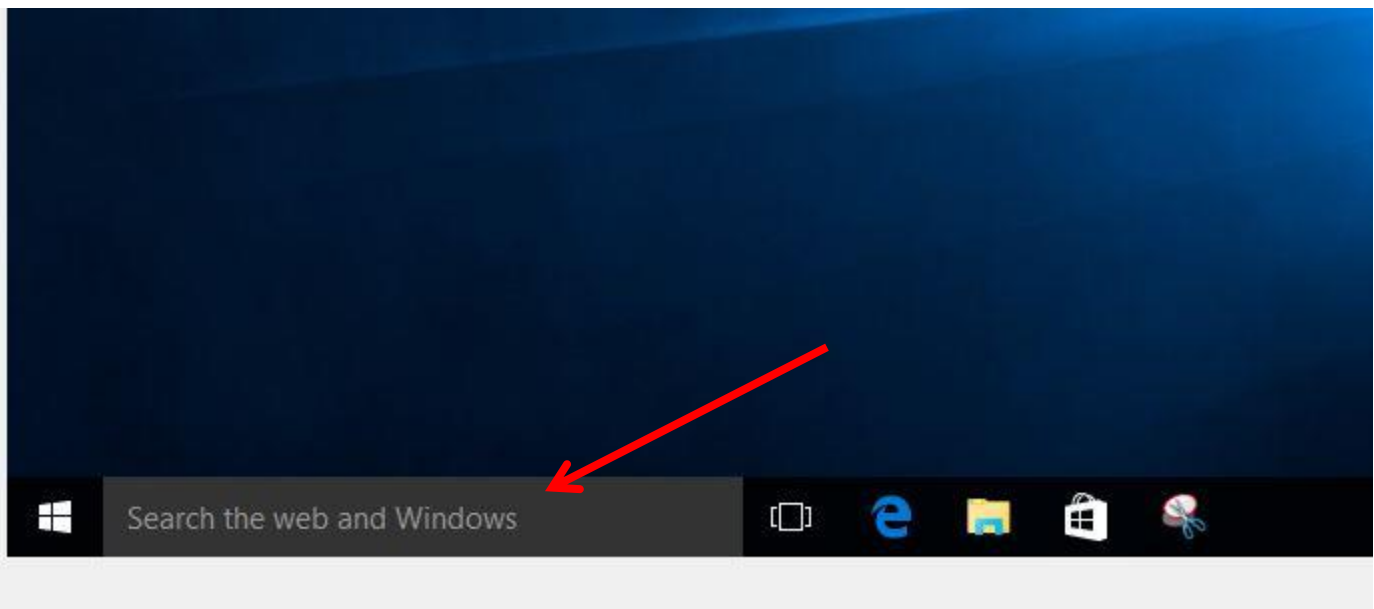
The WorkFlows configuration folder (also called the Sirsi folder) controls default values for the cataloging, circulation, and reports wizards, as well as your receipt printer. If your computer crashes, or if you need to transfer settings from one computer to another computer, the backup folder will allow you to easily set defaults in the new WorkFlows.

- If your library does not use a receipt printer, you will only need to create one backup of your WorkFlows folder.
- Create an additional backup on a flash drive if your computer has a receipt printer installed

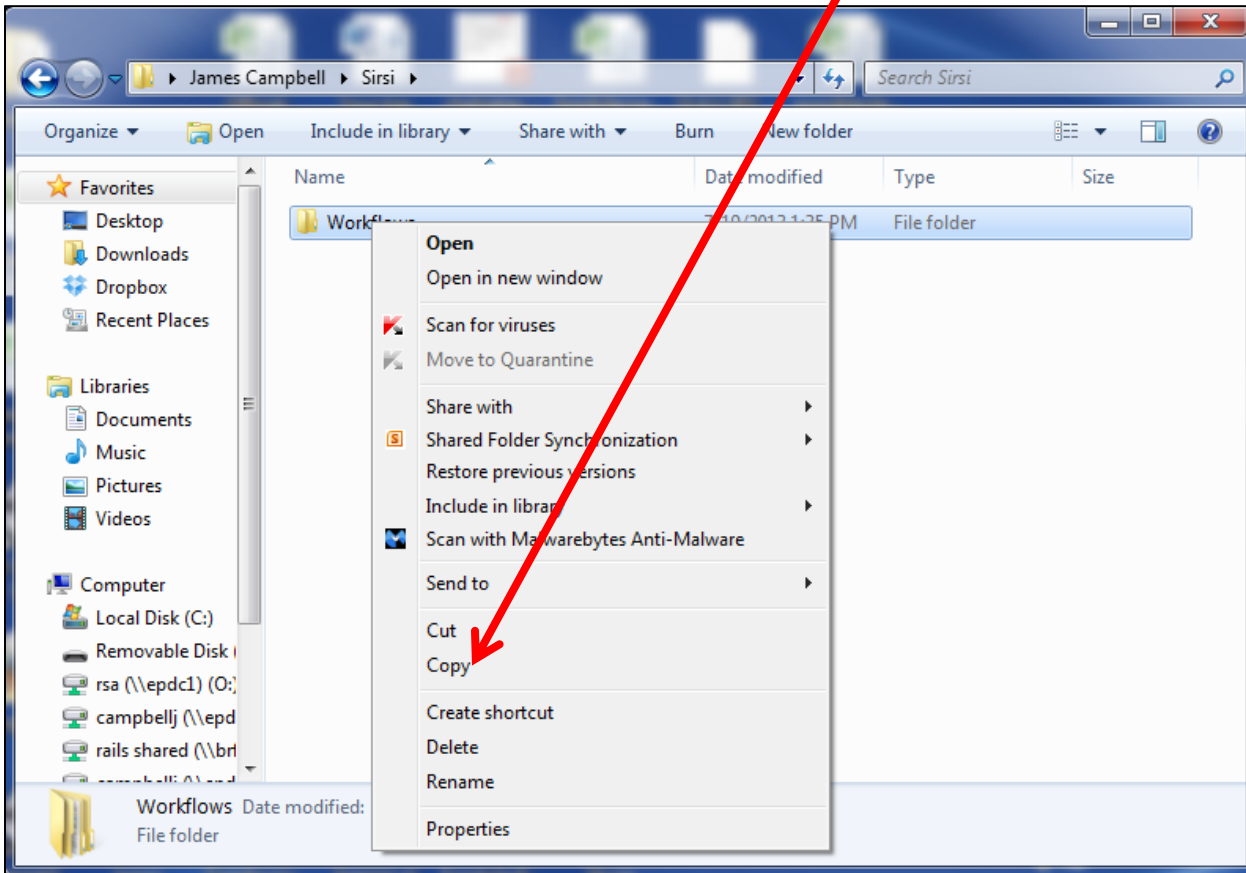
### Questions?

Send an email to James at [rsahelp@railslibraries.info](mailto:rsahelp@railslibraries.info), or call 1-866-940-4083 and ask to speak to James.

1. Go to your computer's desktop.
2. In the box below just type Sirsi and hit enter



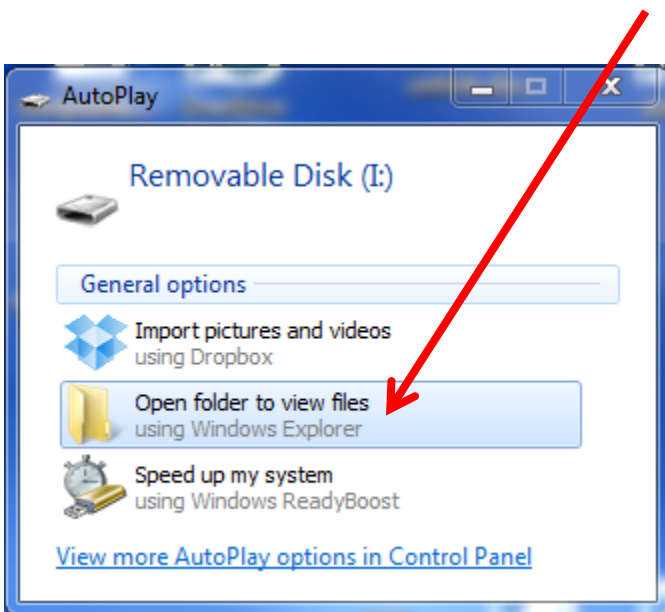
3. Right click on the folder called Workflows and select Copy.



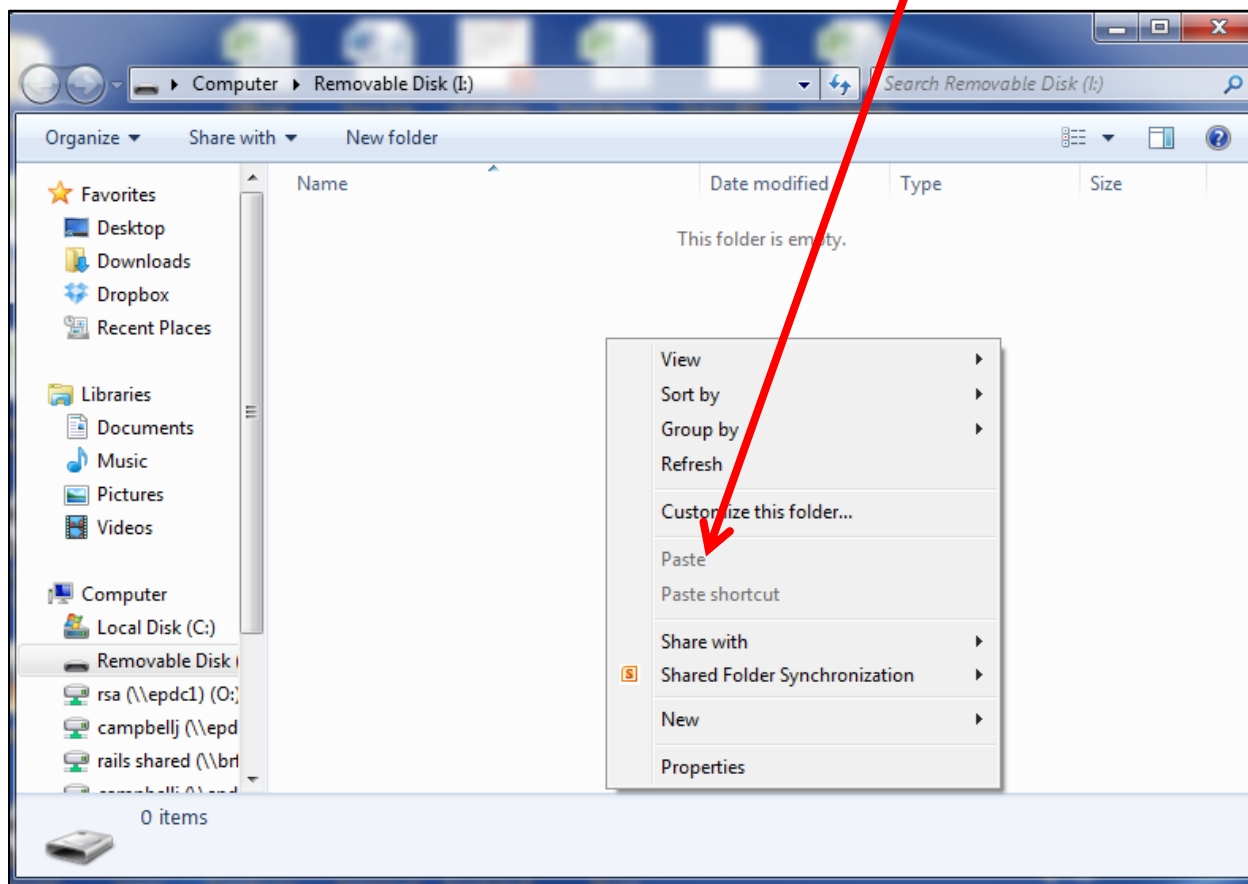
4. Plug your RSA flash drive into a USB port on your computer.

5. Once the flash drive is ready to use, a file box will open.

6. Click on Open folder to view files.



7. With your mouse, right click anywhere on the file box. Select Paste.



**Now you have a backup copy of your WorkFlows settings.**