How to Back Up the WorkFlows Configuration Folder on Windows 7
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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 WorkFlows to another WorkFlows, the backup folder will allow you to easily set defaults in the new WorkFlows.

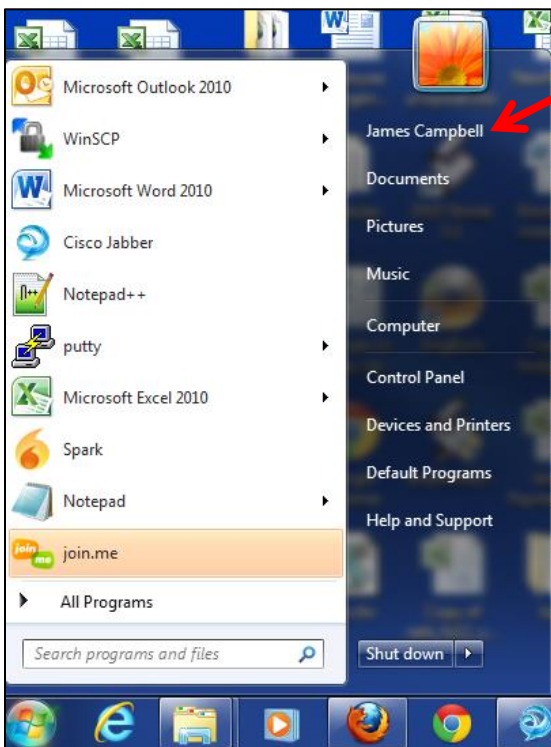**RSA recommends you create two backup copies of your WorkFlows folder:**
- One copy of the folder for WorkFlows that has a receipt printer installed
- One copy of the folder for WorkFlows that does not have a receipt printer installed

If your library does not use a receipt printer, you will only need to create one backup of your WorkFlows folder.
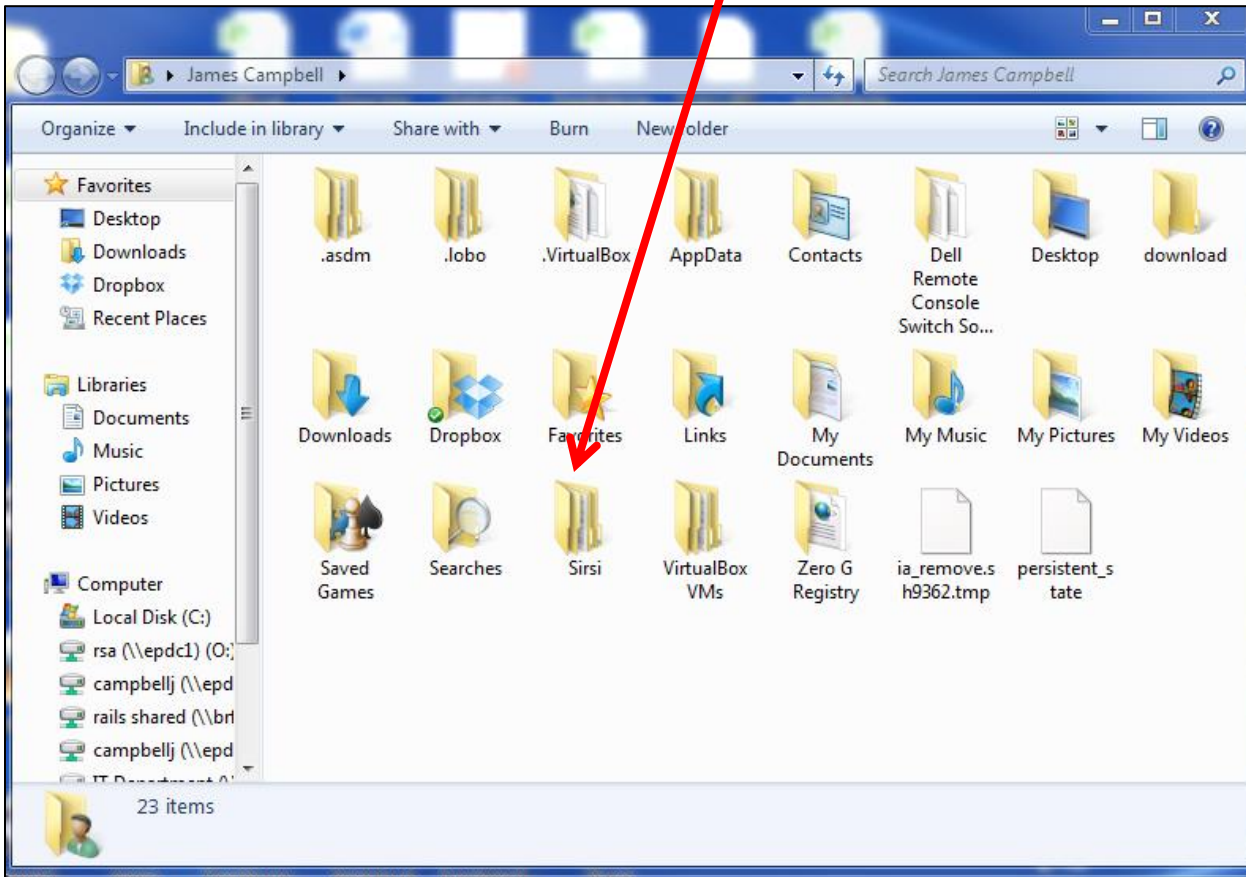
Questions?
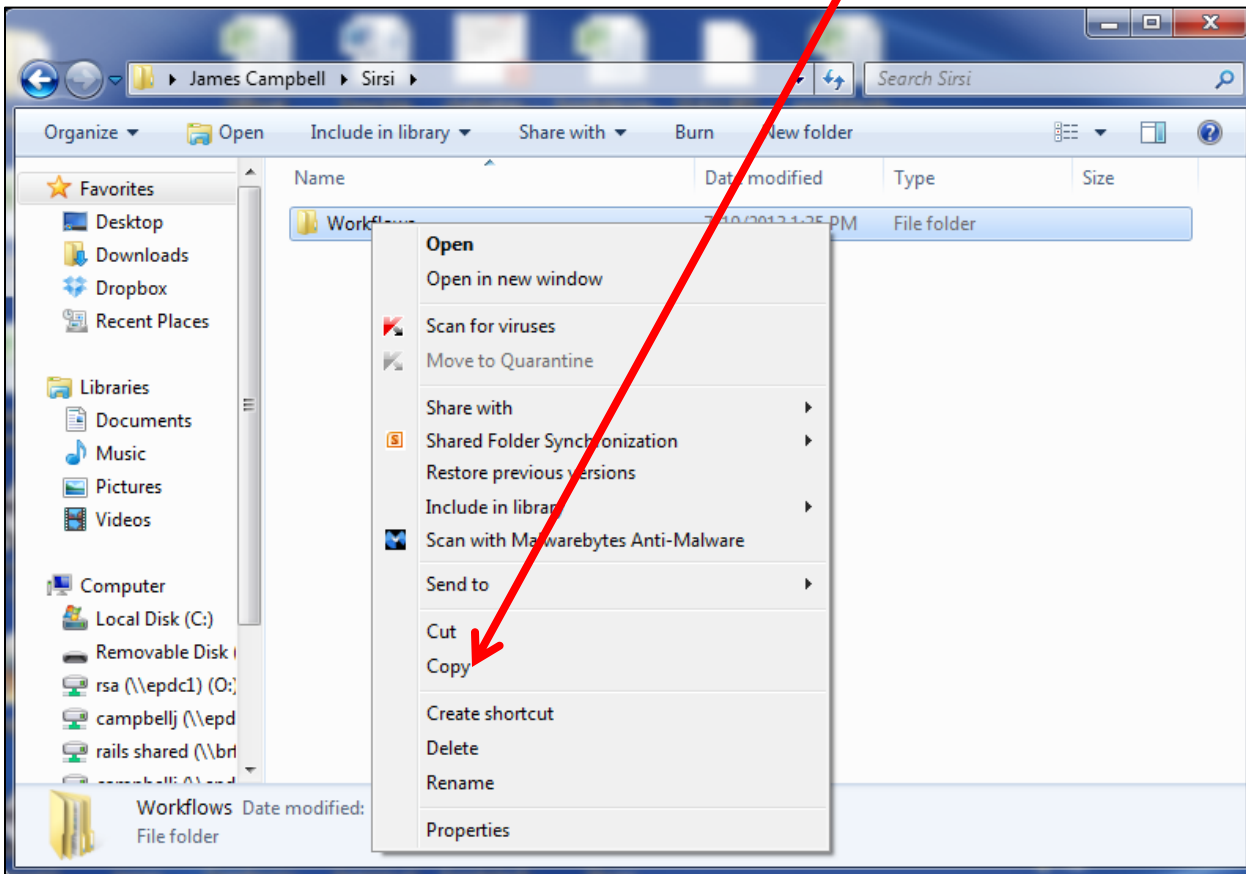Send an email to James at rsahelp@railslibraries.info, or call 1-866-940-4083 and ask to speak to James.

1. Go to your computer's desktop.
2. Click on the Start button on the lower left corner of the screen.
3. From the Start menu, click on the username that appears above "Documents."
   "James Campbell" appears as the username below, but your username will differ.

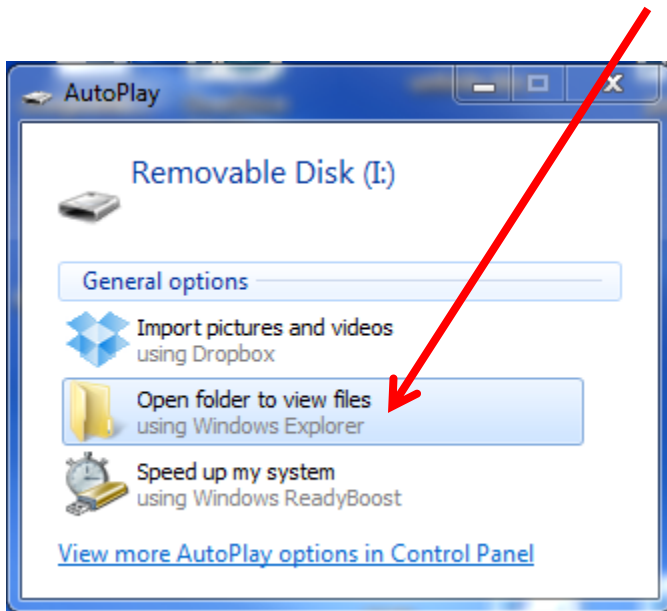4. From the file box, double click on the folder called Sirsi.

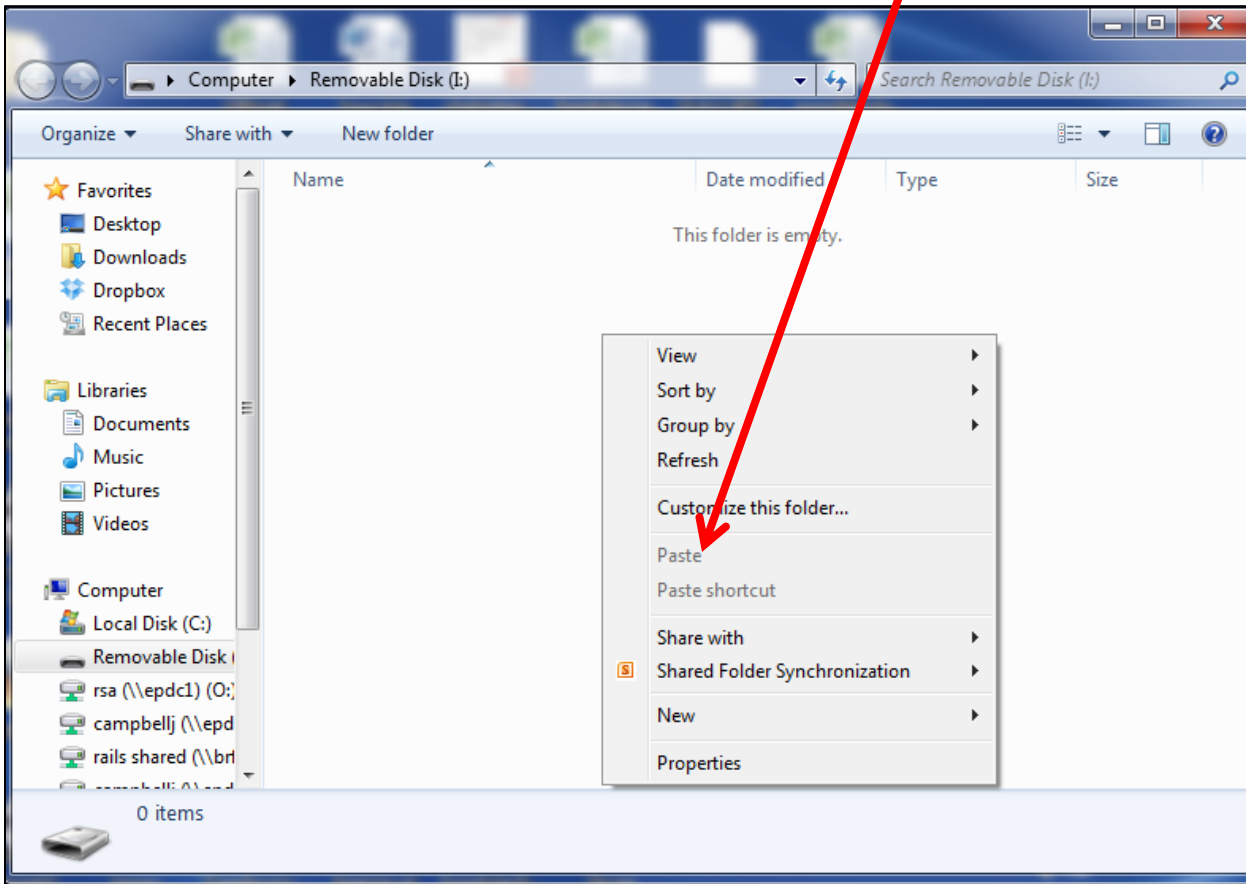5. Right click on the folder called Workflows and select Copy.

6. Plug your RSA flash drive into a USB port on your computer.
7. Once the flash drive is ready to use, a file box will open.
8. Click on Open folder to view files.

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

Now you have a backup copy of your WorkFlows settings.