Backing Up the WorkFlows Configuration Folder on Windows 11
Created by James Campbell, RSA System Supervisor
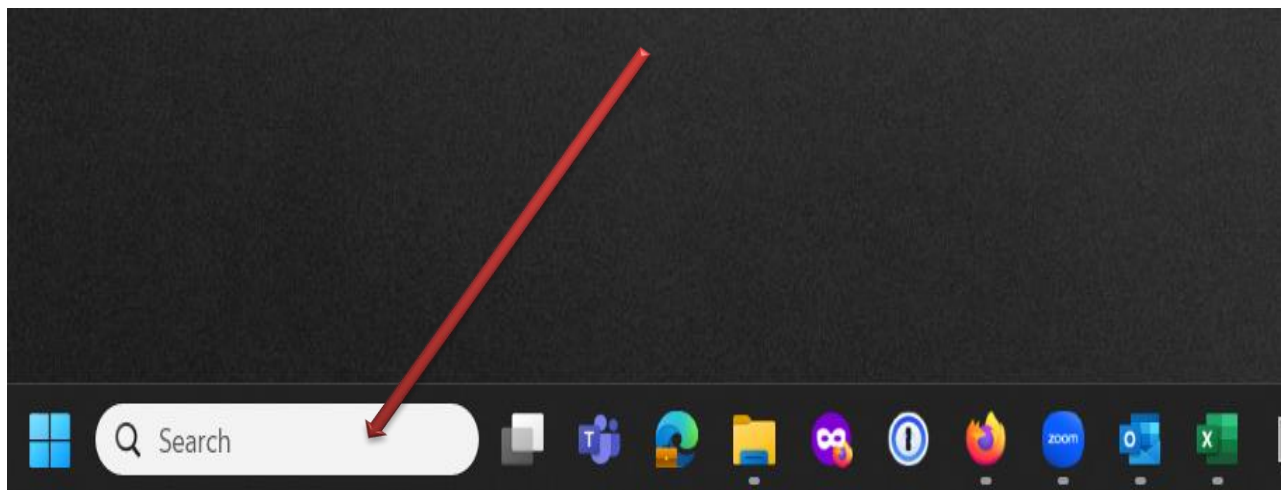**Last updated: October 16, 2024**

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 <u>has a receipt printer installed.</u>
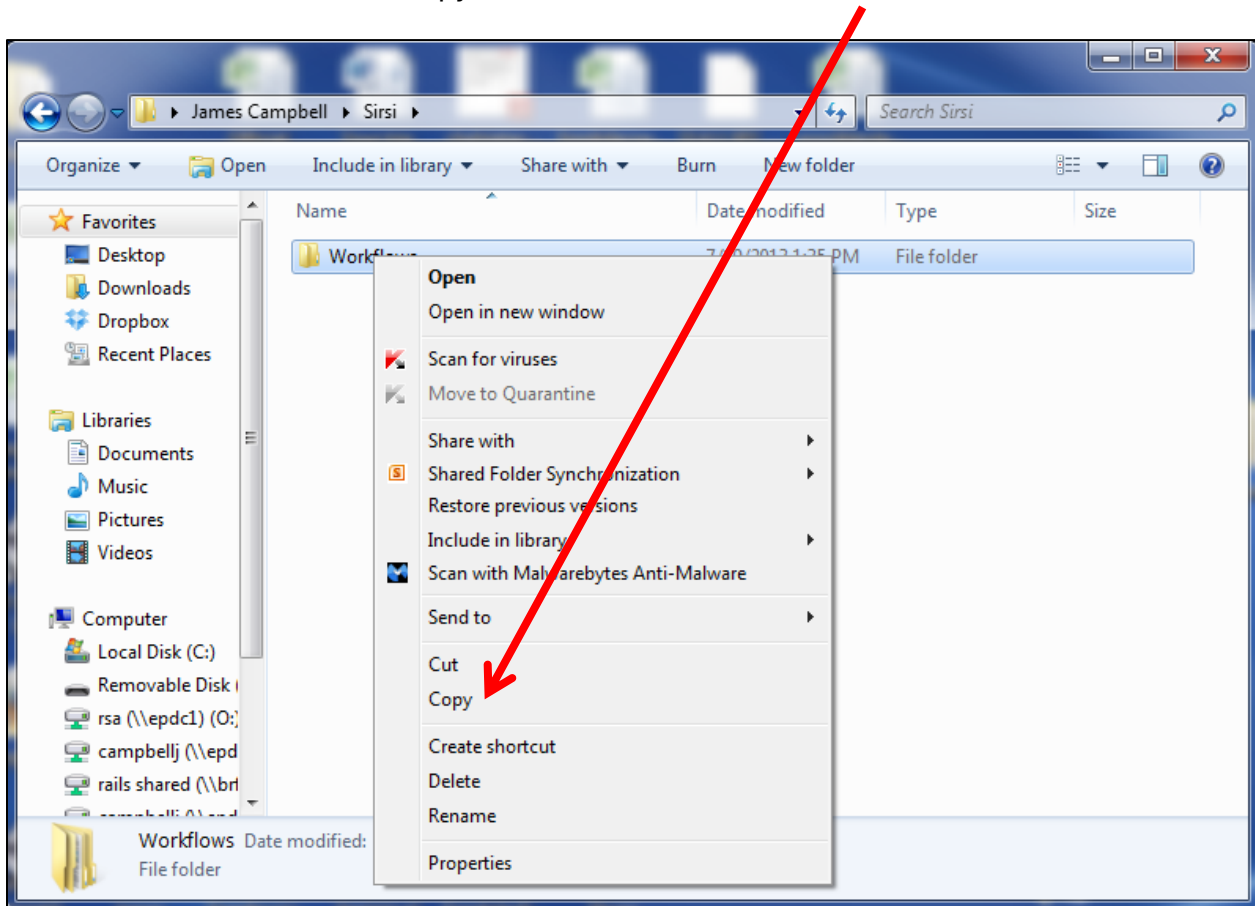
Questions?

Send an email to the Help Desk at help@rsanfp.org or call 1-866-940-4083.

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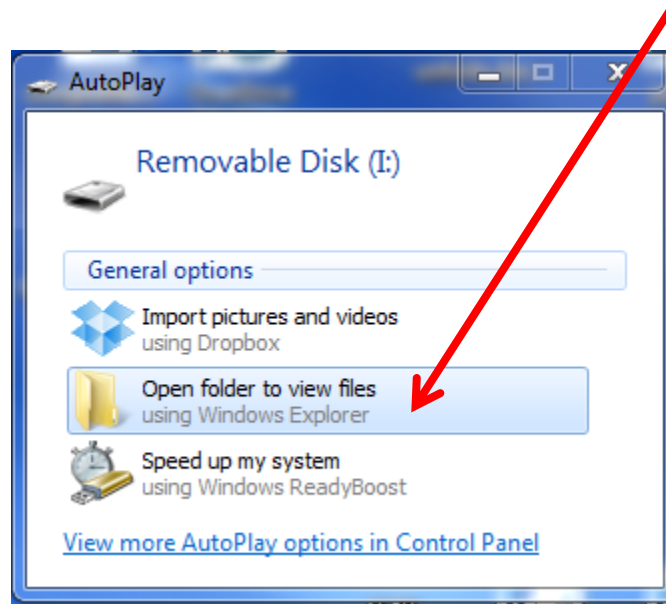2. In the box below just type Sirsi and hit enter

3. Right click on the folder called Workflows and select Show more Options then you will be able to click on Copy.
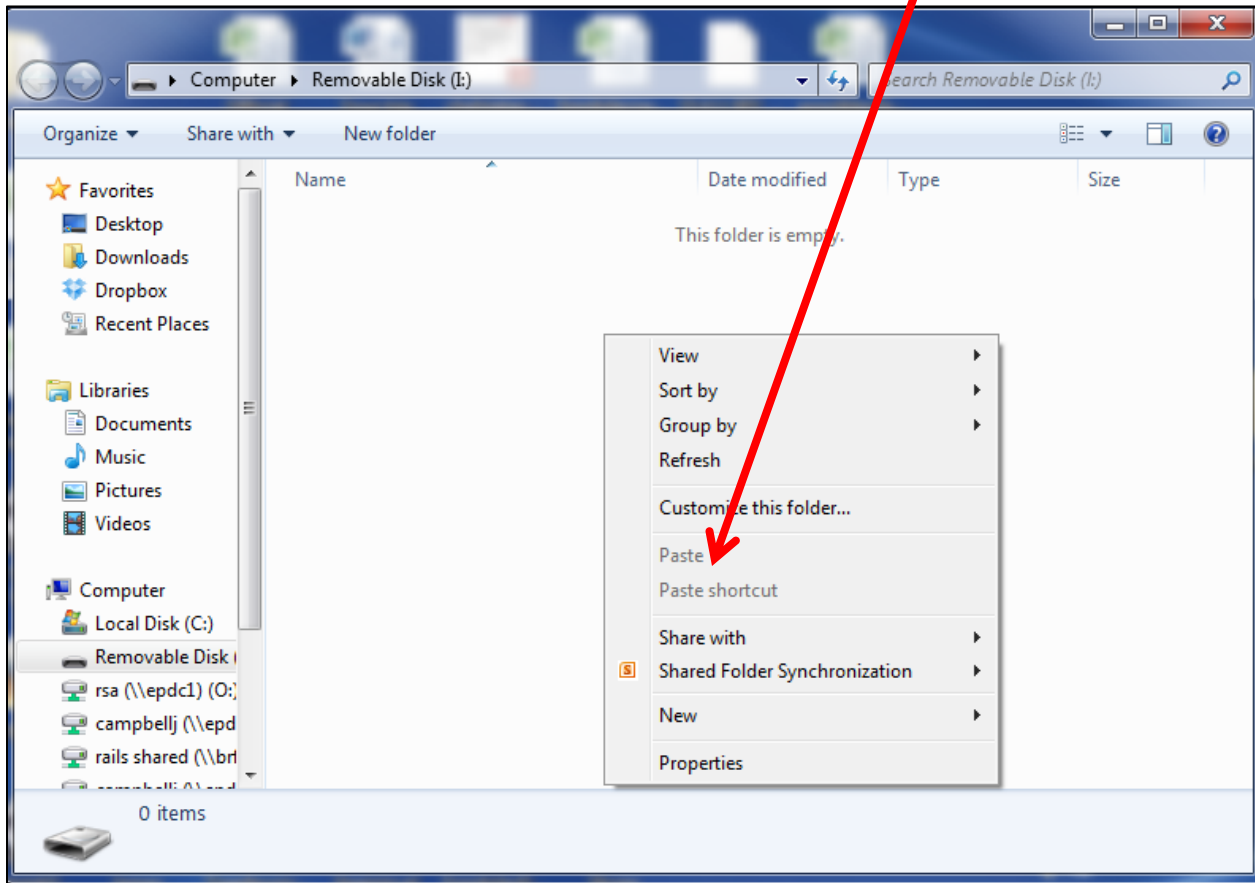

4. Plug your RSA flash drive into a USB port on your computer.
5. Once the flash drive is ready to use, a file box will open.

6. Click on Open folder to view files.

7. With your mouse, right click anywhere on the file box. Select Show more options then click Paste.

Now you have a backup copy of your WorkFlows settings.