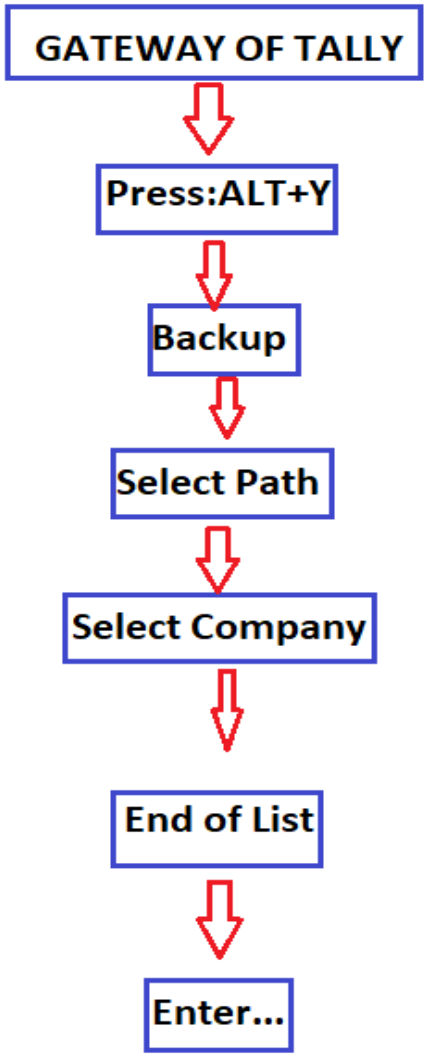
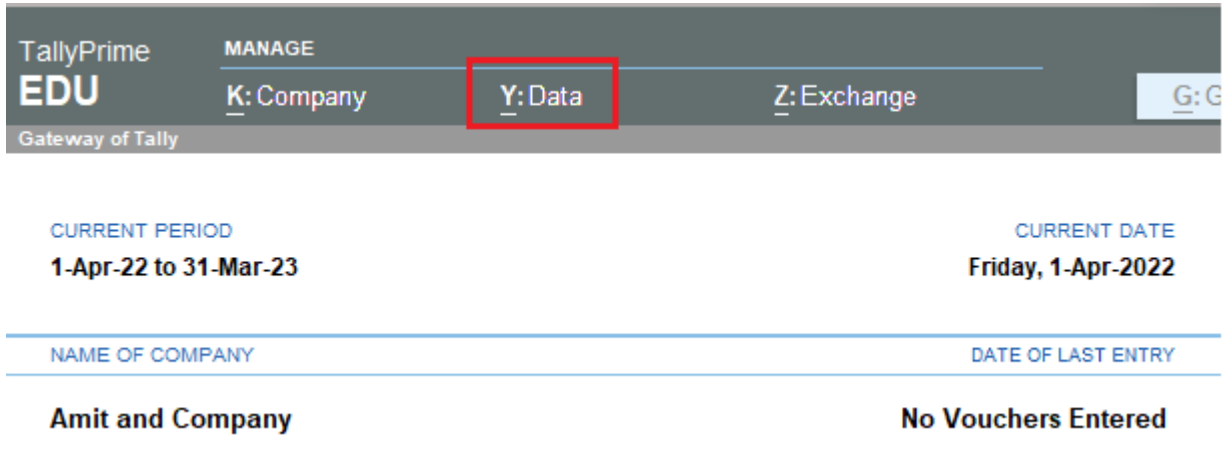
BACKUP OF COMPANY

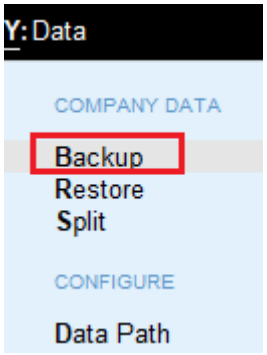


Step 1: press : Alt+Y

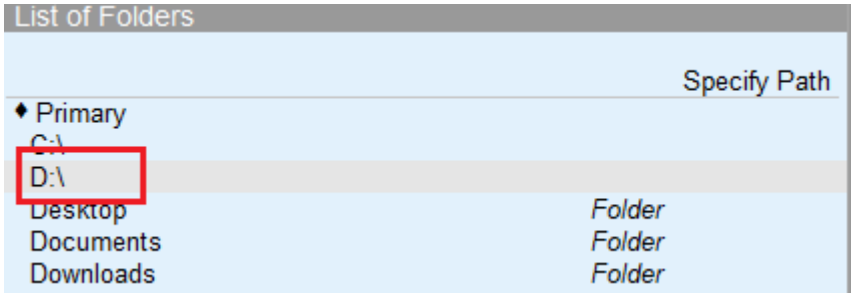


Step 2: select Backup

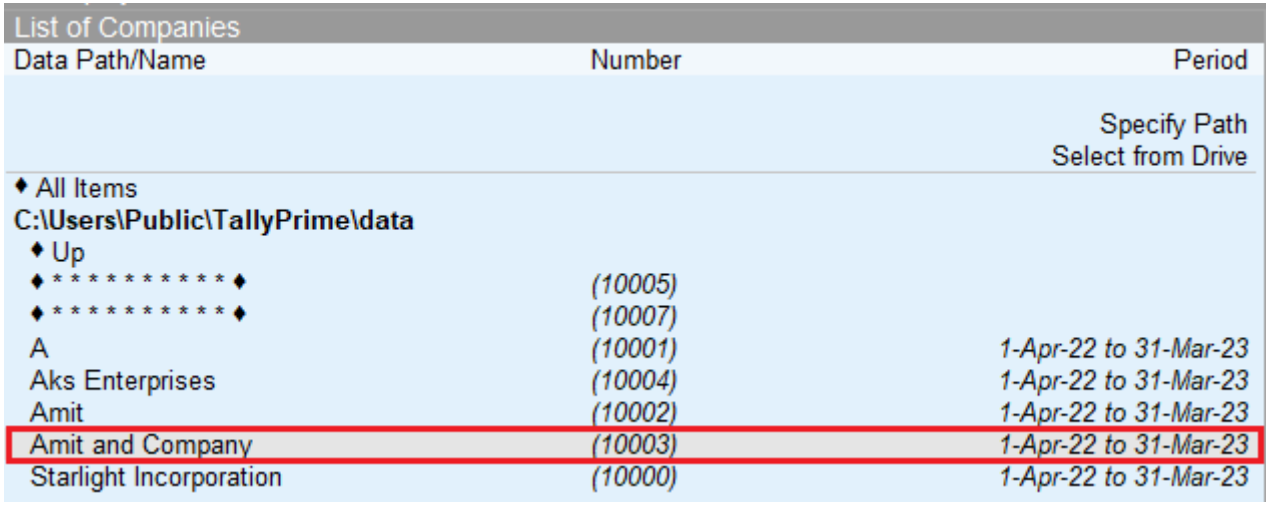
Step 3: select path



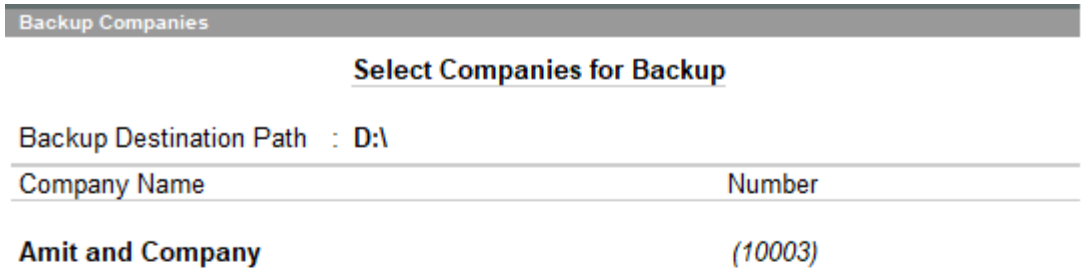
Step 4: specify path , where you want backup



Step 5: select company and enter > end of list

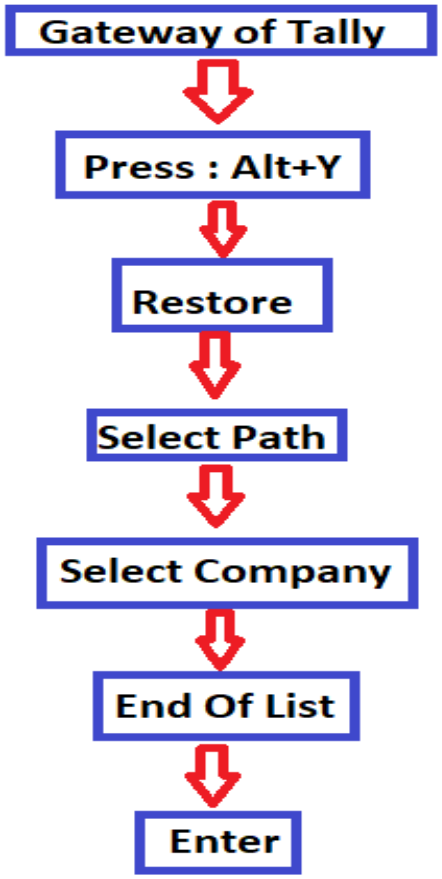


Step 6: accept all



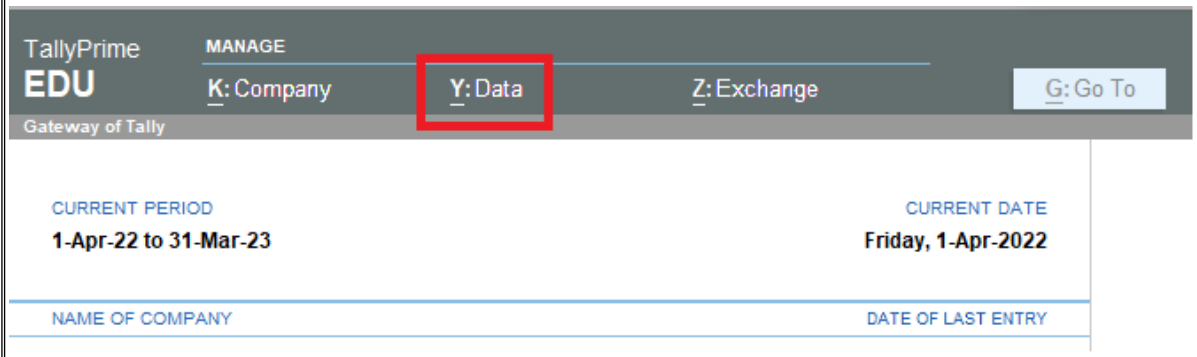
NOTE: After taking the backup of a company you have to delete this company to restore the company.

RESTORE A COMPANY

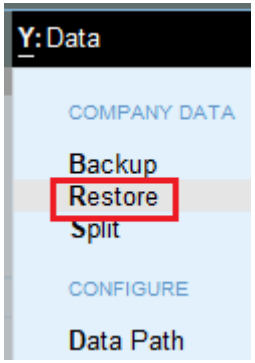


Now we are going to restore Amit & Company which we had deleted. But it has to be kept in mind that we have made a backup of it, so we will follow the following steps:

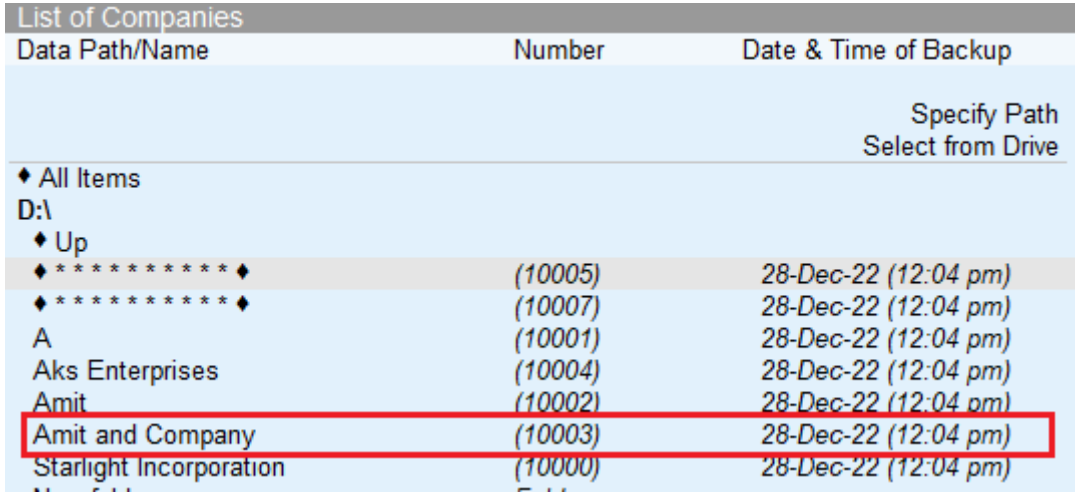
Step 1: Press : Alt+Y



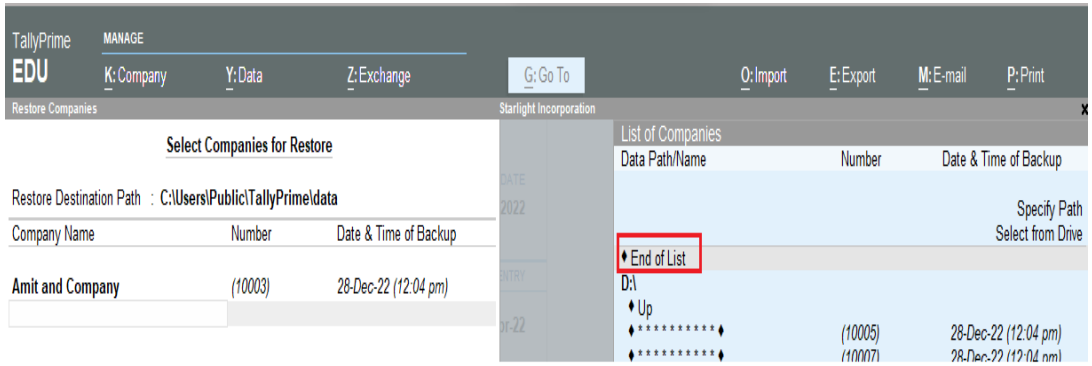
Step 2:Select Restore



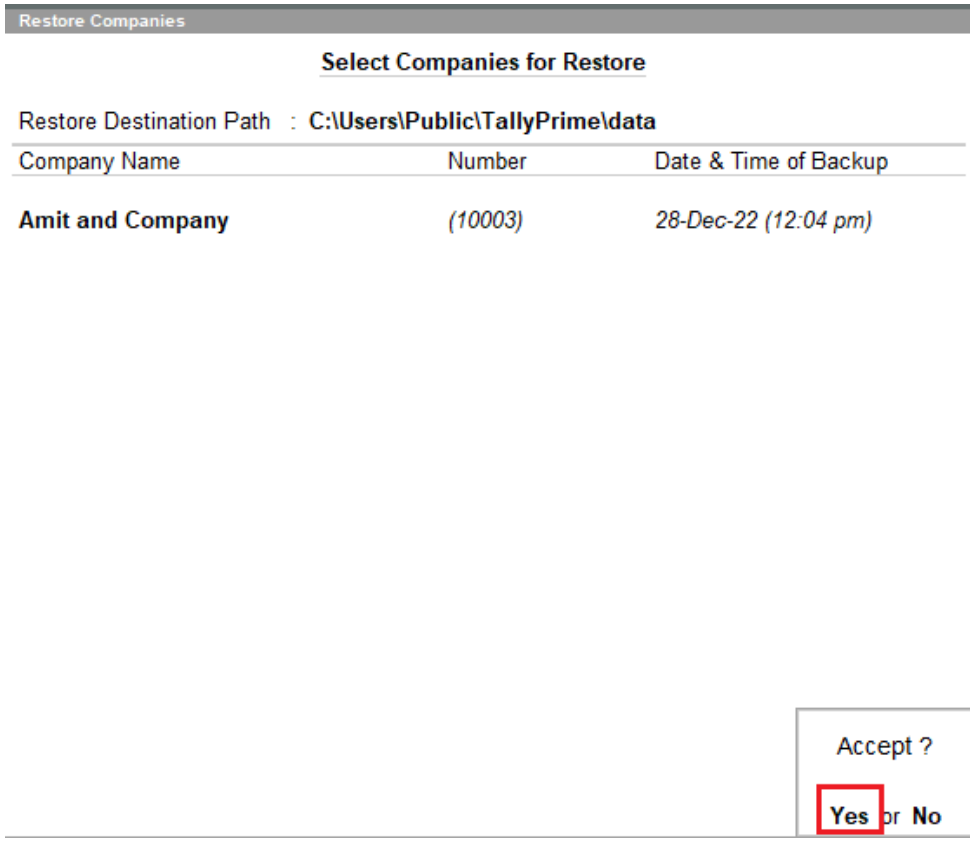
Step 3: Select company



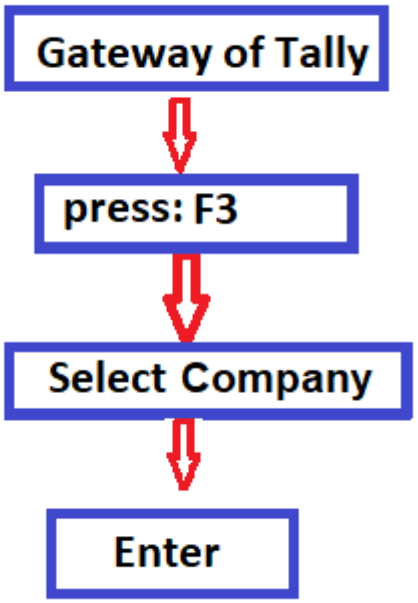
Step 4: End of List when company is selected

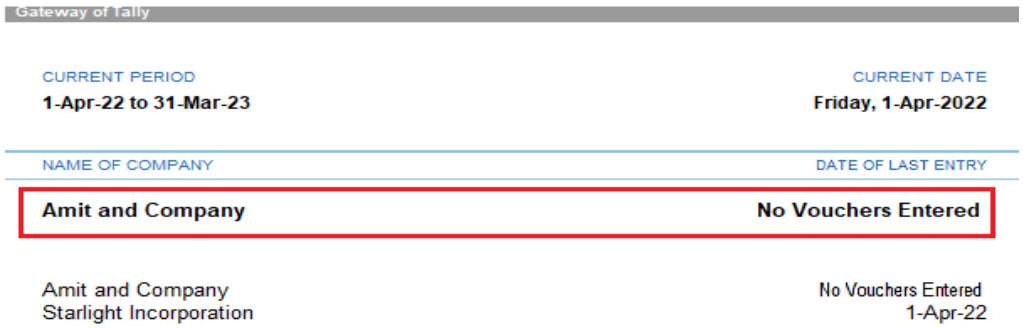


Step 5: Accept all , and your company is restored

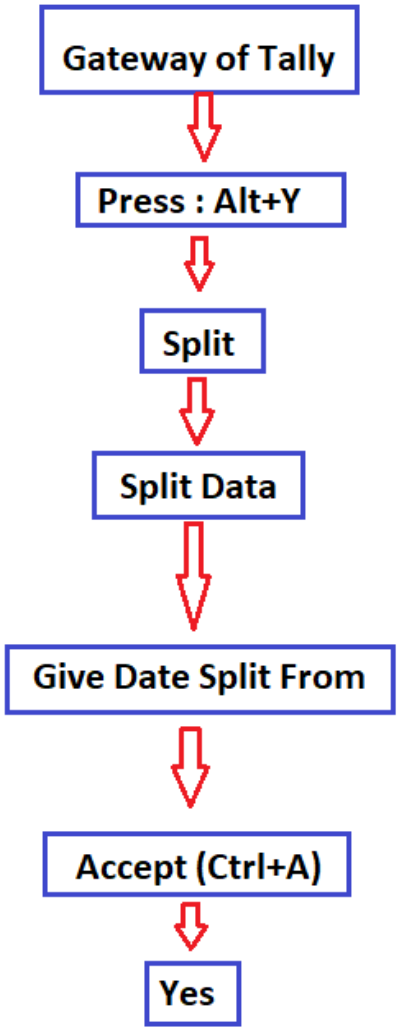


Step 6: Now open the company, here amit and company is restored

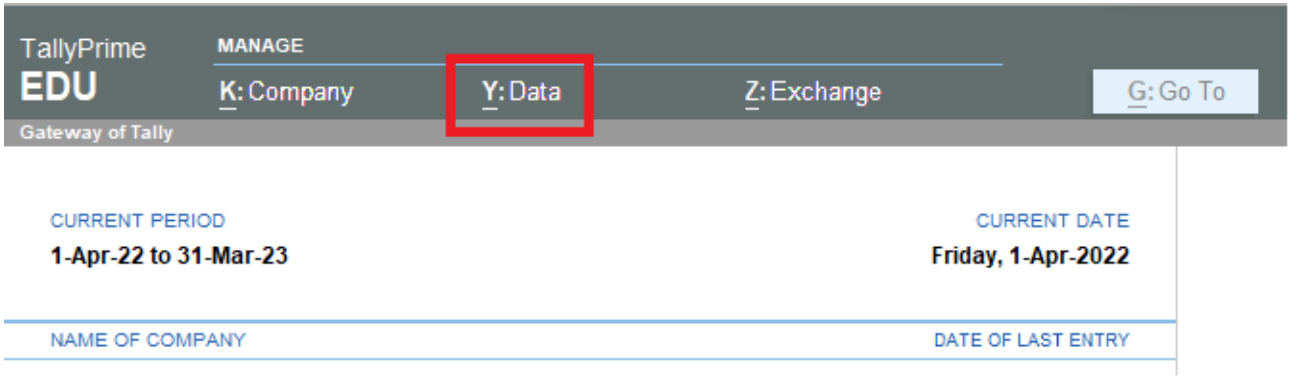




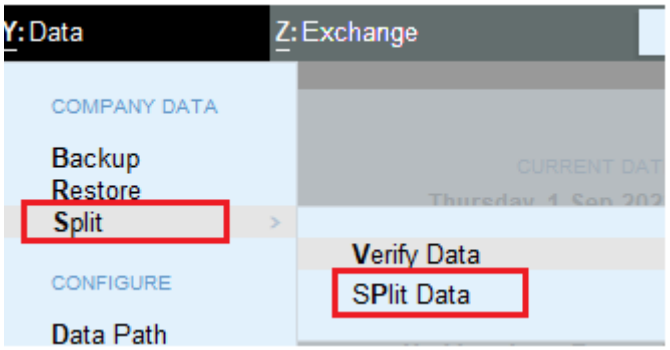
SPLIT COMPANY



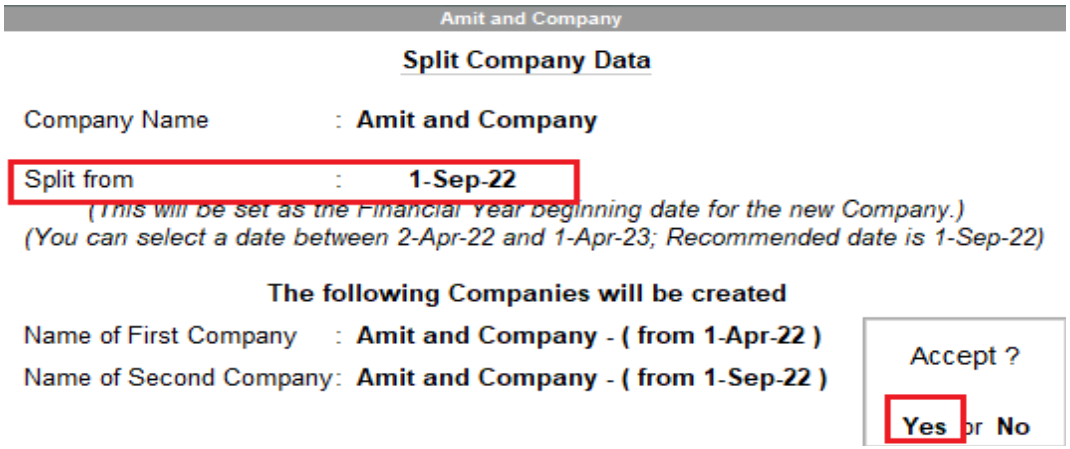
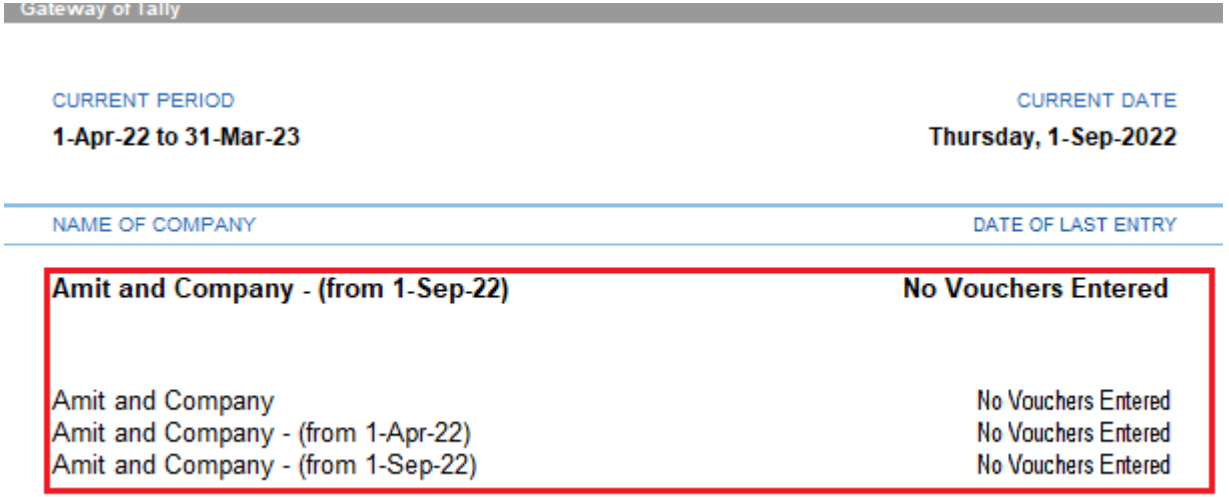
Step 1: Press : Alt+Y



Step 2: select ---split >Split Data



Step 3: Give Date you want to split , and Accept all



Step 4: your company is Splited