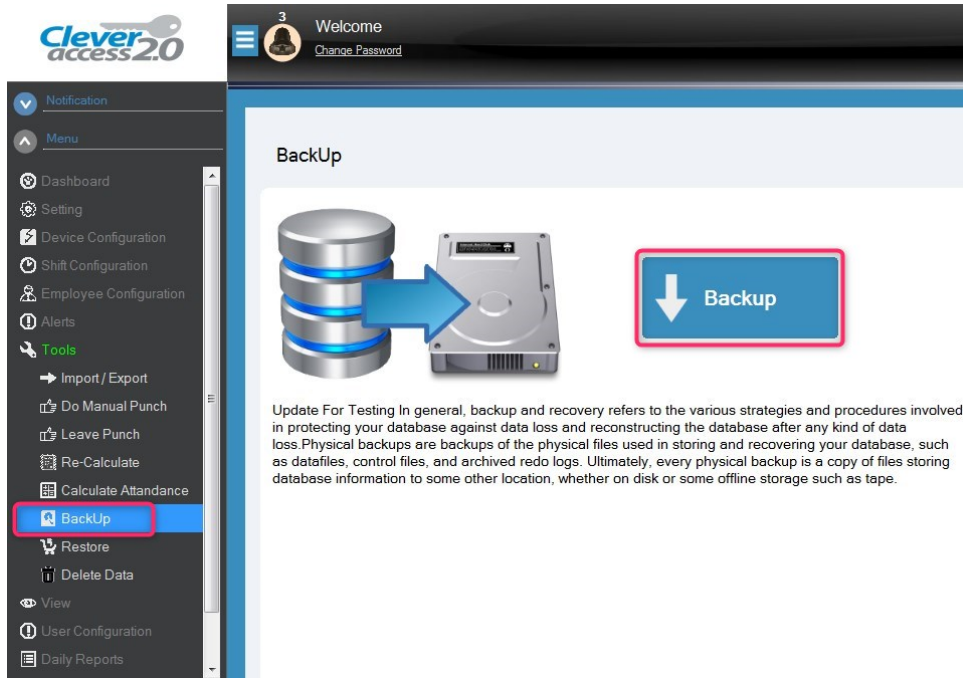# QUICK GUIDE Clever Access 2.0

In the following guide, the process to back up the Database is detailed.

Database Backup
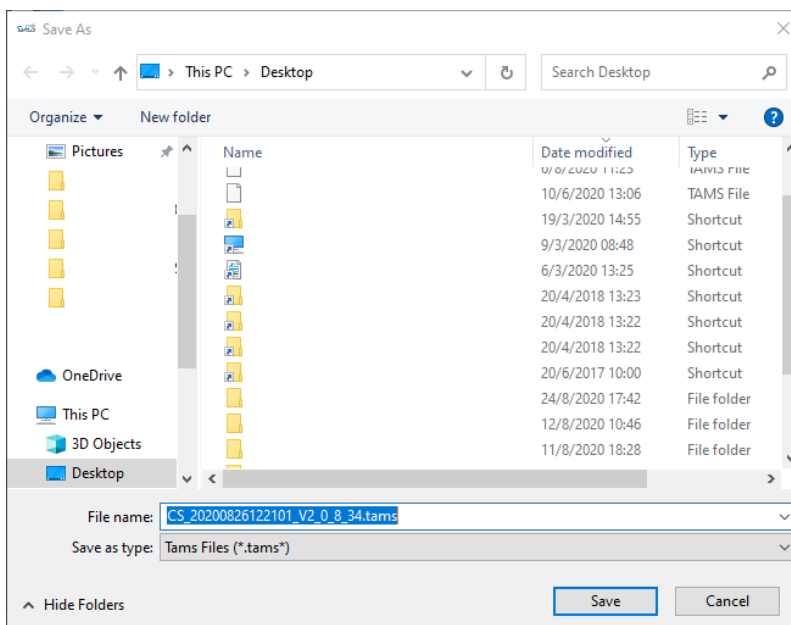
1.- Go to **"Tools" / "Backup"**

2.- Click on **"Backup"**

3.- A window opens, in which the name of the backup file is generated by default, indicating the date and version of the software with the extension **.tams**, the name and destination location of the backup file can be changed.
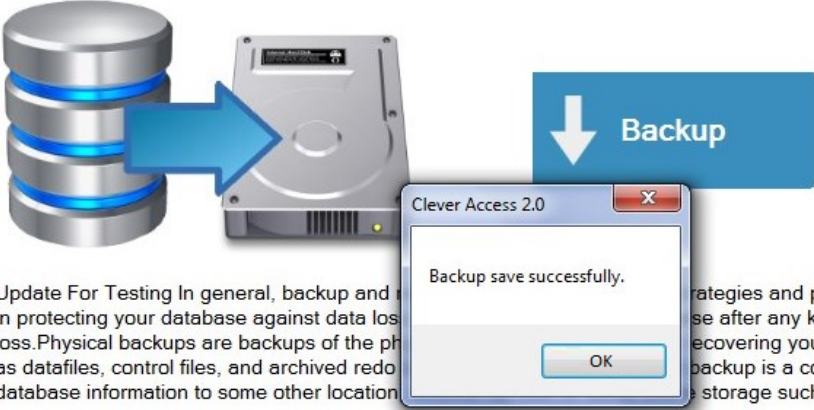
4.- Click on **"Save"**

5.- A small window opens indicating **"Backup save successfully"**

6.- Click on **"OK"**