



PERTUBUHAN KESELAMATAN SOSIAL

HOW TO USE SYSTEM PENJANAAN TEXT FILE

Pertubuhan Keselamatan Sosial
Menara PERKESO, No. 281, Jalan Ampang, 50538 Kuala Lumpur
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1 Introduction

This manual will guide users how to operate this system.

Before you begin

Please make sure that you have successfully installed the **Sistem Penjanaan Text File**.

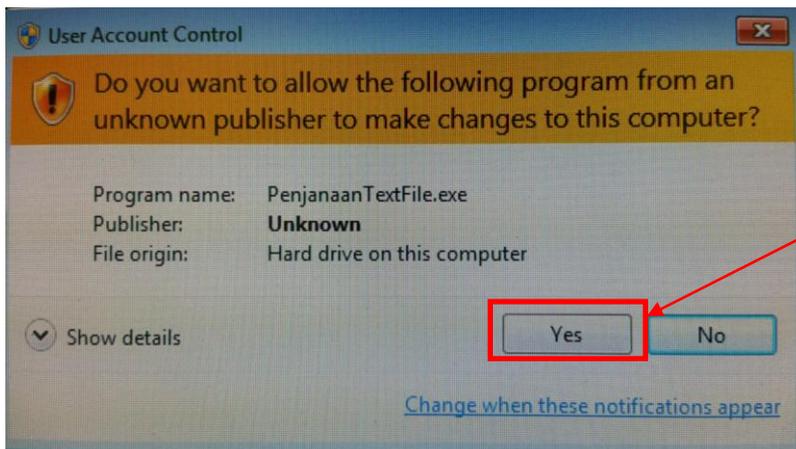
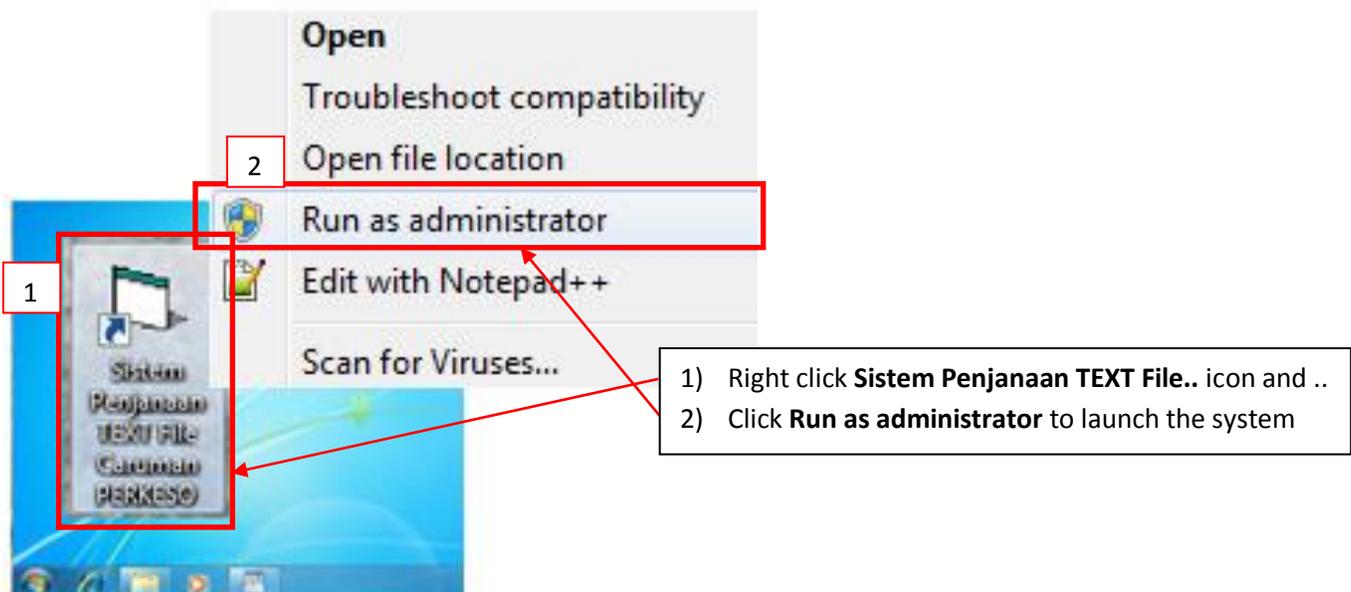
Please refer to manual - **How to Install Sistem Penjanaan Text File ..**

**** The Installation process only for the first time**

2 Start Using the system :

You can start using the system by keyin the **User ID** and **Password** .

2.1 LAUNCH TO THE SYTEM



2.2 LOGIN to Sistem Penjanaan Text File

SISTEM PENJANAAN TEXT FILE

[MAIN MENU...] [SAVE CONTRIBUTION TO TEXT FILE...] [SECURITY] [BACKUP...] [RESTORE...] [EXIT]


PERKESO
PERTUBUHAN KESELAMATAN SOSIAL
MENARA PERKESO 281, JALAN AMPANG 50538 KUALA LUMPUR

CARUMAN PERKESO / SIP

SISTEM PENJANAAN TEXT FILE

1) User ID: **perkeso**
2) Password: **socso**
3) Click **OK**

1 User ID perkeso
2 Password socso
3 OK CANCEL

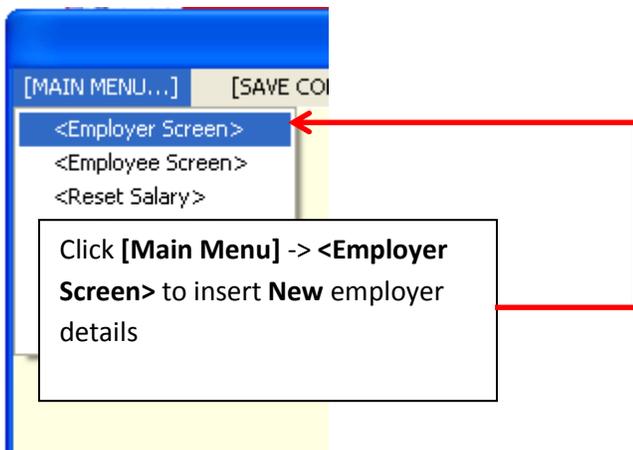
datareport2016

Status 28/02/2018 2:29 PM

2.3 MAIN MENU

2.3.1 EMPLOYER Screen

2.3.1.1 TIPS: How to insert New Employer Detail



Field	Functionality
Employer Code	<ul style="list-style-type: none"> Key in Employer Code . (eg. X9999999X) This field is mandatory
Company Registration No.	<ul style="list-style-type: none"> Key in Company Registration Number
Employer Name	<ul style="list-style-type: none"> Key in Employer Name This field is mandatory
Address	<ul style="list-style-type: none"> Key in Employer Address. This field is mandatory
Contact Person	<ul style="list-style-type: none"> Key in Contact Person.
Tel Number	<ul style="list-style-type: none"> Key in Employer telephone number.
Email	<ul style="list-style-type: none"> Key in Email Address

EMPLOYER SCREEN

Friday, Oct 25 2013 9:48:50 AM

PERKESO
PERTUBUHAN KESELAMATAN SOSIAL
MENARA PERKESO 281, JALAN AMPANG 50538 KUALA LUMPUR

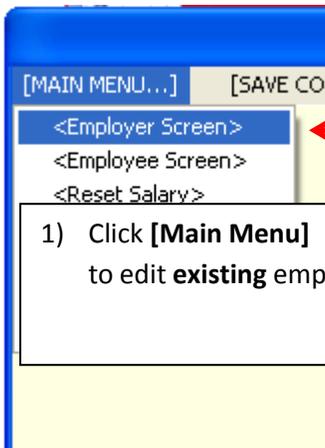
Employer Code : A3700051757F
 Company Registration No.: xt2123456
 Employer Name : ABC CAHAYA SDN BHD
 Address : LETTER BOX NO:25, 13TH FLOOR, ABC TOWER
 10 JALAN P.RAMLEE
 50250 KUALA LUMPUR
 Contact Person : BAEK KWO SUNG
 Tel Number : 03-27155525
 Email : abc@gmail.com

1 **Add** Update Delete Find **Close** 3

Sistem Caruman
 New Record is already update!
 2 **OK**

- 1) After keyin all employer details, click **Add** button to save the employer records.
- 2) Then the message box will appear. Click **OK**
- 3) After that click **Close**

2.3.1.2 TIPS: How to Edit/Delete existing employer details



- 1) Click [Main Menu] -> <Employer Screen> to edit **existing** employer record

EMPLOYER SCREEN

Friday, Feb 23 2018 11:16:46 AM

PERKESO
PERTUBUHAN KESELAMATAN SOSIAL
MENARA PERKESO 281, JALAN AMPANG 50538 KUALA LUMPUR

Employer Code :
Company Registration No :
Employer Name :
Address :
Contact Person :
Tel Number :
Email :

- 2) Click **Find** to display employer records

INFORMATION OF EMPLOYER RECORDS FOR MONTHLY CONTRIBUTION

Find Record By

Employer Code :
Employer Name :

Employer Code	Employer Name	Company Registration No.	Address 1	Address 2	Address 3
A3700051757F	AGENSI PEKERJAAN JA...		LETTER BOX NO:15, 17T...	10 JALAN P. RAMLEE	50250 KU...
A3700051757P	AGENSI PEKERJAAN JA...		LETTER BOX NO:15, 17T...	10 JALAN P. RAMLEE	50250 KU...
B3500010788W	XXXAGENSI PEKERJAAN...	11111111111zzzzzzz	LETTER BOX NO:15, 17T...	10 JALAN P. RAMLEE	50250 KU...
E1100040406Z	ABCDEF SDN BHD		LETTER BOX NO:15, 17T...	10 JALAN P. RAMLEE	50250 KU...

- 3) Click and select employer code to display employer record

- 5) Select and Double Click here to display and edit employer record

- 4) Click here if you need to display ALL Employers record

EMPLOYER SCREEN

Friday, Oct 25 2013 10:29:23 AM


MENARA PER

Employer Code :

Company Registration No. :

Employer Name :

Address :

Contact Person :

Tel Number :

Email :

Add 7 Update Delete Find Close

- 6) The selected employer record will display on employer screen
- 7) After edit employer details, click **Update** to save the record and a message box below will appear
- 8) Click **OK**
- 9) You can also delete the employer record by click **Delete** button.

Sistem Caruman ✕

 Record is already update!

OK

8

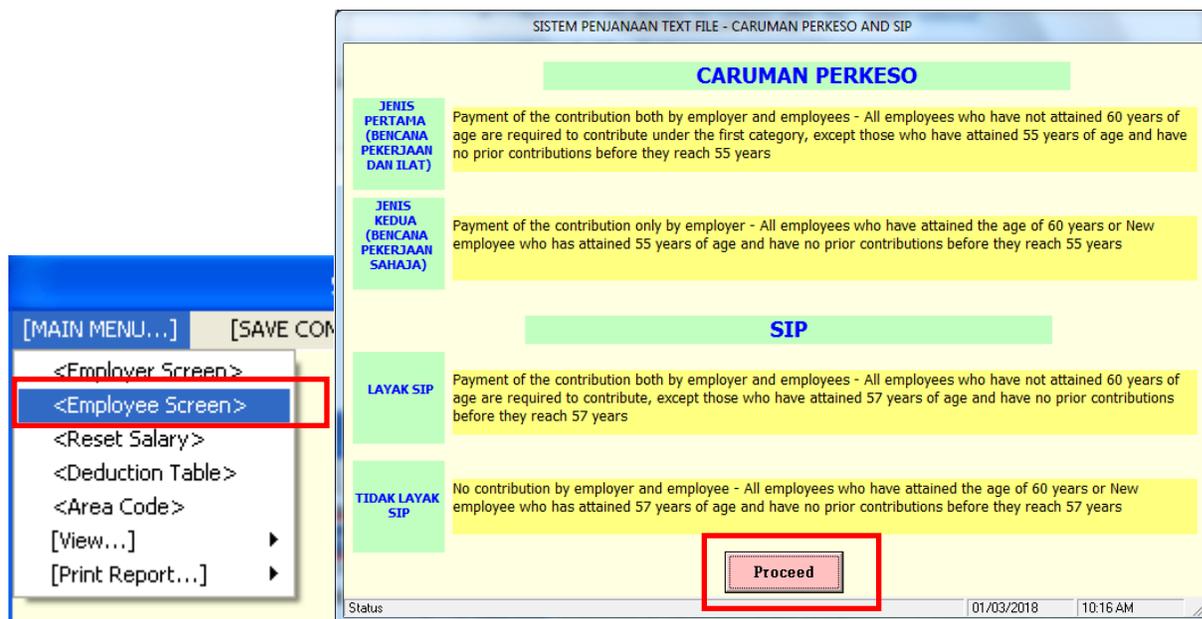
- 9) Then click **Close** and return to the main screen

2.3.2 EMPLOYEE Screen

2.3.2.1 TIPS: How to insert New Employee Records

Field	Functionality
Employer Code	<ul style="list-style-type: none"> Select employer code . This field is automatically display by system
Employer Name	<ul style="list-style-type: none"> Will automatically displayed after the Employer Code selected This field is computed for display
IC Number	<ul style="list-style-type: none"> Key in Old IC or New IC. This field is mandatory
Employee Name	<ul style="list-style-type: none"> Key in Employee Name This field is mandatory
Date Employment Commenced	<ul style="list-style-type: none"> Key in Date Employment Commenced. Date of commencement of the work. This is a date when an employee start working. This field is mandatory for new record.
Date Employment Ceased	<ul style="list-style-type: none"> Key in Date Employment Ceased Resign Date
Salary	<p>All remuneration payable in money to an employee is wages for purposes of SOCSO contributions. This includes the following payments : -</p> <ul style="list-style-type: none"> Salary Overtime payments Commissions and service charge Payments for leave; annual , sick, maternity, rest day, public holidays and others Allowances; incentive, shift, food, cost of living, housing and others All the above must be insert at Salary field. This field is mandatory.
Option: Jenis Pertama For CARUMAN PERKESO	<ul style="list-style-type: none"> Payment of the contribution both by employer and employees ; <ul style="list-style-type: none"> All employees who have not attained 60 years of age are required to contribute under the first category, except those who have attained 55 years of age and have no prior contributions before they reach 55 years Default by system
Option: Jenis Kedua For CARUMAN PERKESO	<ul style="list-style-type: none"> Payment of the contribution only by employer; <ul style="list-style-type: none"> All employees who have attained the age of 60 years or; New employee who has attained 55 years of age and have no prior contributions before they reach 55 years
Deduction: Employer	<ul style="list-style-type: none"> Automatically display by system after the salary entered. Computed for display.
Deduction: Employee	<ul style="list-style-type: none"> Automatically display by system after the salary entered. Computed for display.

Field	Functionality
Deduction: Total	<ul style="list-style-type: none"> Automatically display by system after the salary entered. Computed for display.
Option: LAYAK SIP For SIP	<ul style="list-style-type: none"> Payment of the contribution both by employer and employees ; <ul style="list-style-type: none"> All employees who have not attained 60 years of age are required to contribute, except those who have attained 57 years of age and have no prior contributions before they reach 57 years Default by system
Option: TIDAK LAYAK SIP For SIP	<ul style="list-style-type: none"> No contribution by employer and employee; <ul style="list-style-type: none"> All employees who have attained the age of 60 years or; New employee who has attained 57 years of age and have no prior contributions before they reach 57 years Default by system
Deduction: Employer	<ul style="list-style-type: none"> Automatically display by system after the salary entered. Computed for display.
Deduction: Employee	<ul style="list-style-type: none"> Automatically display by system after the salary entered. Computed for display.
Deduction: Total	<ul style="list-style-type: none"> Automatically display by system after the salary entered. Computed for display.



- 1) Click [Main Menu] -> <Employee Screen> to insert **new** employee
- 2) **CARUMAN PERKESO AND SIP** page will display on the screen. Please read and understand the term for CARUMAN PERKESO and SIP option before proceed to Employee Screen
- 3) After that click **Proceed**

EMPLOYEE SCREEN

Wednesday, Feb 28 2018 2:42:33 PM


PERKESO

PERTUBUHAN KESELAMATAN SOSIAL
MENARA PERKESO 281, JALAN AMPANG 50538 KUALA LUMPUR

Please select Employer Code

Code : B3200058126X ▼

Name : B3200058126X

Please Insert Employee Details

IC Number :

Employee Name :

Date Employment Commenced : / / Date Employment Ceased : / /

Please Key In Employee Salary :

AKTA 4 **AKTA SIP**

JENIS PERTAMA (BENCANA PEKERJAAN DAN ILAT) ? LAYAK SIP ?

JENIS KEDUA (BENCANA PEKERJAAN SAHAJA) ? TIDAK LAYAK SIP ?

Employer : Employer :

Employee : Employee :

Total : Total :

2) Click ▼ here and select employer code

EMPLOYEE SCREEN

Wednesday, Feb 28 2018 2:44:33 PM


PERKESO

PERTUBUHAN KESELAMATAN SOSIAL
MENARA PERKESO 281, JALAN AMPANG 50538 KUALA LUMPUR

Please select Employer Code

Code : B3200058126X ▼

Name : ABC SDN BHD

Please Insert Employee Details

IC Number : 911030106074

Employee Name : CHWWYYY KYR XIN

Date Employment Commenced : 01 / 07 / 2015 Date Employment Ceased : / /

Please Key In Employee Salary : 5

AKTA 4 **AKTA SIP**

JENIS PERTAMA (BENCANA PEKERJAAN DAN ILAT) ? LAYAK SIP

JENIS KEDUA (BENCANA PEKERJAAN SAHAJA) ? TIDAK LAYAK SIP

Employer : 51.65 Employer : 5.90

Employee : 14.75 Employee : 5.90

Total : 66.40 Total : 11.80

6

- 3) Key in all employee details - **Mandatory** fields:
- i) IC Number
 - ii) Name
 - iii) Date Employment Commenced
 - iv) Employee Salary
- 4) **Not Mandatory** fields:
- i) Date Employment Ceased
- 5) Key in **Employee Salary** and press **[Enter]** then **Deduction** amount will automatically displayed by system.
- 6) Click **Add** save new employee record and a message will display below

Sistem Caruman

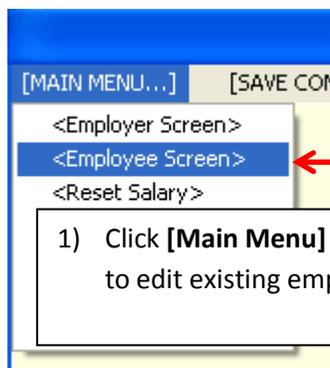
New Record is already update!

7

7) Click **OK**

8) Click **Close** and return to the main screen

2.3.2.2 TIPS : How to Edit/Delete Existing Employee Records



EMPLOYEE SCREEN

Wednesday, Feb 28 2018 2:48:29 PM

PERKESO
PERTUBUHAN KESELAMATAN SOSIAL
MENARA PERKESO 281, JALAN AMPANG 50538 KUALA LUMPUR

Please select Employer Code
Code :
Name :

Please Insert Employee Details
IC Number :
Employee Name :

Date Employment Commenced : / / DD MM YYYY
Date Employment Ceased : / / DD MM YYYY

Please Key In Employee Salary :

AKTA 4
 JENIS PERTAMA (BENCANA PEKERJAAN DAN ILAT) ?
 JENIS KEDUA (BENCANA PEKERJAAN SAHAJA) ?

AKTA SIP
 LAYAK SIP ?
 TIDAK LAYAK SIP ?

Employer :
Employee :
Total :

Employer :
Employee :
Total :

2) Click **Find** to display employee records

INFORMATION OF EMPLOYEE RECORDS FOR MONTHLY CONTRIBUTION

Find Record by

Employee IC No : Employee Name : **Find**

Display Record by

OR **Close**

IC Number	Name	Employer Code	Employer Name	Salary	Employer	Employee
994444406074	CHWWYY KYR XIN	B3200058126X	ABC SDN BHD	3,000.00	51.65	14.75
911030106074	CHWWYY KYR XIN	B3200058126X	ABC SDN BHD	3,000.00	51.65	14.75
101126105066	CHXXXXXXXXXI PWWCK ...	B3200058126X	ABC SDN BHD	3,000.00	51.65	14.75
771102145151	EEUNYYEEEEYYD WIDYY...	B3200058126X	ABC SDN BHD	15,000.00	51.65	14.75
920727145457	EEUHYYEEEEYYD YEEIR...	B3200058126X	ABC SDN BHD	2,600.00	44.65	12.75
155528105483	EEXXXHHD FYYRID BIN Y...	B3200058126X	ABC SDN BHD	3,750.00	51.65	14.75
911009145159	EEXXXHHD HYYFIDZ IXO...	B3200058126X	ABC SDN BHD	2,190.00	48.15	13.75
881223015545	EEXXXHHD SHYYFIQ BIN ...	B3200058126X	ABC SDN BHD	3,000.00	51.65	14.75
871121985255	EEXXXHHD TYYUFIK BIN ...	B3200058126X	ABC SDN BHD	3,700.00	51.65	14.75
940627106062	KWWWWW FUJ YING	B3200058126X	ABC SDN BHD	2,300.00	39.35	11.25

4) **Double Click** here to display employee details

3) You can find record by **Employee IC No** or **Employee Name** :

- Click **Find** to locate the record
- Then double click the selected record to view employee details.

5) You also can display record according to **Display Record by** employer code OR **[All Employee]**

EMPLOYEE SCREEN

Wednesday, Feb 28 2018 2:49:26 PM


PERKESO
PERTUBUHAN KESELAMATAN SOSIAL
MENARA PERKESO 281, JALAN AMPANG 50538 KUALA LUMPUR

Please select Employer Code

Code :
Name :

Please Insert Employee Details

IC Number :
Employee Name :

Date Employment Commenced : / / Date Employment Ceased : / /

Please Key In Employee Salary :

AKTA 4 **AKTA SIP**

JENIS PERTAMA (BENCANA PEKERJAAN DAN ILAT) **JENIS KEDUA (BENCANA PEKERJAAN SAHAJA)**

Employer : Employee : Total :

LAYAK SIP **TIDAK LAYAK SIP**

Employer : Employee : Total :

6) After **double click**, the selected employee record will display on employee screen

7) After edit employee details, click **Update** to save the record and a message box below will appear

8) Click **OK**

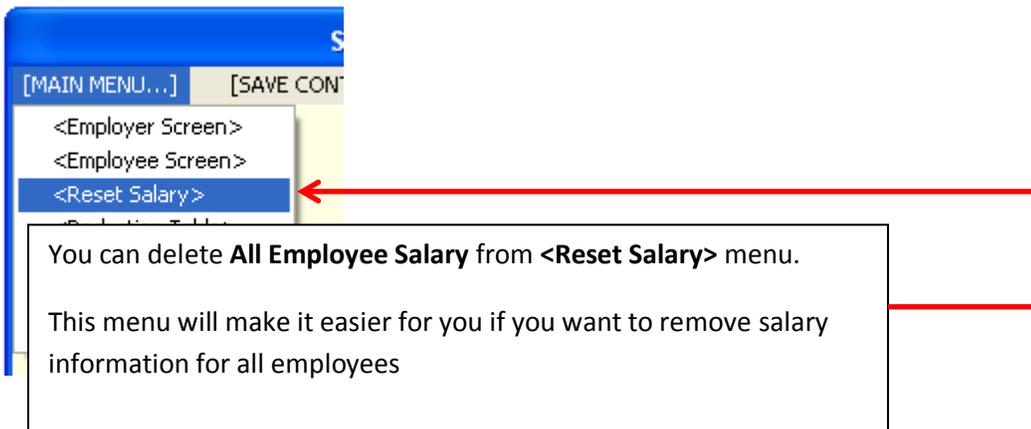
9) Click **Close** and return to main screen

10) You can also delete employee record by click the **Delete** button

Sistem Caruman

 Records have been successfully updated!

2.3.3 RESET SALARY



1) Select Employer Code

2) Click on **RESET SALARY** button to reset the Employees Salary . After that all **employees salary** and **deductions** will reset to **0.00**

* RESET SALARY FOR EMPLOYEE RECORDS *

Please Select Employer Code

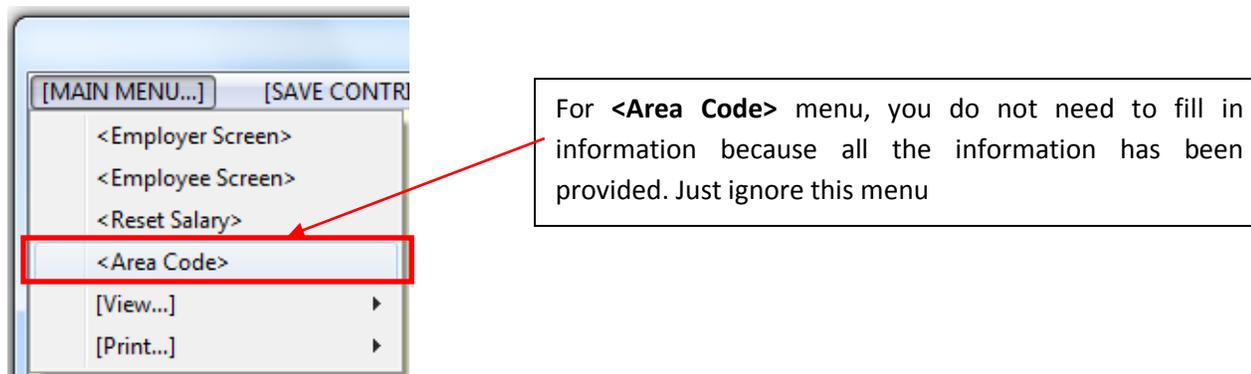
Employer Code : B3200058126X

Employer Name : ABC SDN BHD

RESET SALARY Close

IC Number	Name	Employer Code	Employer Name	Salary	Employer	Employee	T
994444406074	AAWWYY KYR XIN	B3200058126X	ABC SDN BHD	3,000.00	51.65	14.75	6
911030106074	CHWWYY KYR XIN	B3200058126X	ABC SDN BHD	3,000.00	51.65	14.75	6
101126105066	CHXXXXXXXXX PWWCK ...	B3200058126X	ABC SDN BHD	3,000.00	51.65	14.75	6
771102145151	EEUHYEEEEYD WIDYY...	B3200058126X	ABC SDN BHD	15,000.00	51.65	14.75	6
920727145457	EEUHYEEEEYD YEEIR...	B3200058126X	ABC SDN BHD	2,600.00	44.65	12.75	5
155528105483	EEXXXHD FYYRID BIN Y...	B3200058126X	ABC SDN BHD	3,750.00	51.65	14.75	6
041000445150	EEUHYEEEEYD WIDYY...	B3200058126X	ABC SDN BHD	3,100.00	48.45	12.75	6

2.3.4 AREA CODE



2.3.5 VIEW

2.3.5.1 TIPS: How to display employer records

Select **[MAIN MENU..]** -> **[View..]** and click **<Employer Details>**

All Employers Details will be displayed on the screen. Click **Close** and return to main screen

Employer Code	Employer Name	Registration Number	Add1	Add2	Add3
A3700051757F	AGENSI PEKERJAAN JA...		LETTER BOX NO:15, 17T...	10 JALAN P.RAMLEE	50250 KUALA LUMPUR
A3700051757P	AGENSI PEKERJAAN JA...		LETTER BOX NO:15, 17T...	10 JALAN P.RAMLEE	50250 KUALA LUMPUR
B3500010788W	XXXAGENSI PEKERJAAN...	1111111111zzzzzzzz	LETTER BOX NO:15, 17T...	10 JALAN P.RAMLEE	50250 KUALA LUMPUR
E1100040406Z	ABCDEF SDN BHD		LETTER BOX NO:15, 17T...	10 JALAN P.RAMLEE	50250 KUALA LUMPUR

2.3.5.2 TIPS : How to display employee records

Select **[MAIN MENU..]** -> **[View..]** and click **<Employee Details>**

DISPLAY EMPLOYEE DETAILS

Select Employer Code

B3200058126X

OK Cancel

- 2) Click  here and select employer code
- 3) Click **OK** to display employee records

EMPLOYEE DETAILS

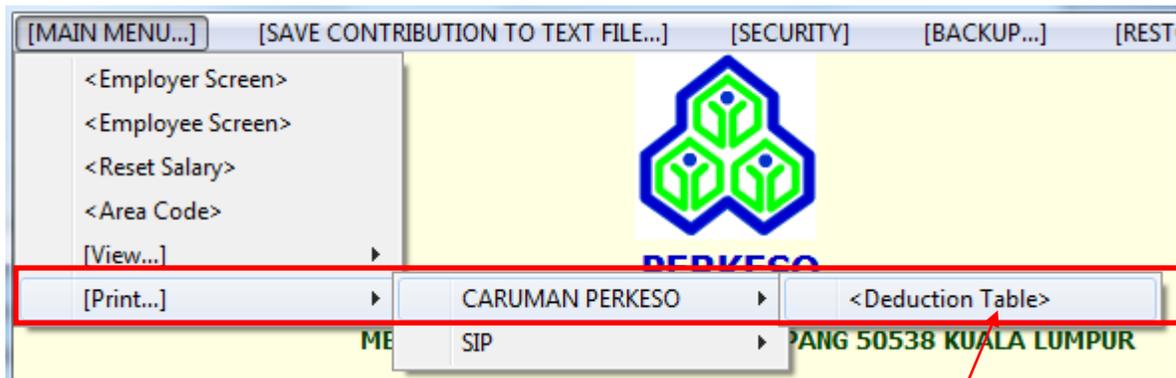
Close

IC Number	Name	Employer Code	Salary	Employer Deduction	Employee Deduction	TOTAL	Ceased Da
560431050609	ZXXWQEQWEWQ	A3700051757F	2,600.00	44.65	12.75	57.40	12082013

This screen displayed employee details. Click **Close** and return to

2.3.6 PRINT REPORT

2.3.6.1 TIPS : How to print Deduction Table – CARUMAN PERKESO



Select [MAIN MENU..] -> [Print...] -> CARUMAN PERKESO -> <Deduction Table>

DeductionTable - AKTA 4

Zoom 100%

 **PERTUBAHAN KESELAMATAN SOSIAL**
MENARA PERKESO 281, JALAN AMPANG 50450 KUALA LUMPUR

28/02/2018 **JADUAL POTONGAN PERKESO - CARUMAN PERKESO** 1 of 2

MINIMUM SALARY	MAXIMUM SALARY	FIRST CATEGORY EMPLOYMENT INJURY & INVALIDITY			Second Category Employment Injury
		EMPLOYER'S SHARE	EMPLOYEE'S SHARE	TOTAL	Total contribution by Employer only
0.00	30.00	0.40	0.10	0.50	0.30
30.00	50.00	0.70	0.20	0.90	0.50
50.00	70.00	1.10	0.30	1.40	0.80
70.00	100.00	1.50	0.40	1.90	1.10
100.00	140.00	2.10	0.60	2.70	1.50
140.00	200.00	2.95	0.85	3.80	2.10
200.00	300.00	4.35	1.25	5.60	3.10
300.00	400.00	6.15	1.75	7.90	4.40
400.00	500.00	7.85	2.25	10.10	5.60
500.00	600.00	9.65	2.75	12.40	6.90
600.00	700.00	11.35	3.25	14.60	8.10
700.00	800.00	13.15	3.75	16.90	9.40
800.00	900.00	14.85	4.25	19.10	10.60
900.00	1,000.00	16.65	4.75	21.40	11.90
1,000.00	1,100.00	18.35	5.25	23.60	13.10
1,100.00	1,200.00	20.15	5.75	25.90	14.40
1,200.00	1,300.00	21.85	6.25	28.10	15.60
1,300.00	1,400.00	23.65	6.75	30.40	16.90
1,400.00	1,500.00	25.35	7.25	32.60	18.10
1,500.00	1,600.00	27.15	7.75	34.90	19.40
1,600.00	1,700.00	28.85	8.25	37.10	20.60

Pages: 1

Click  to print the Deduction Table

2.4 SAVE CONTRIBUTION RECORD TO TEXT FILE

There are 2 options for this process:

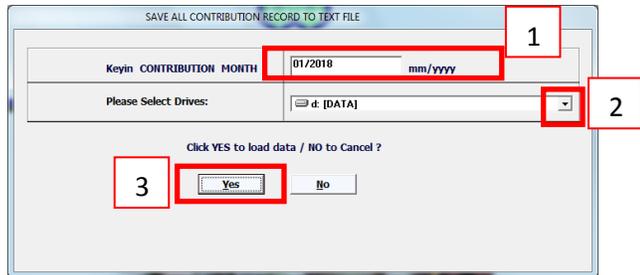
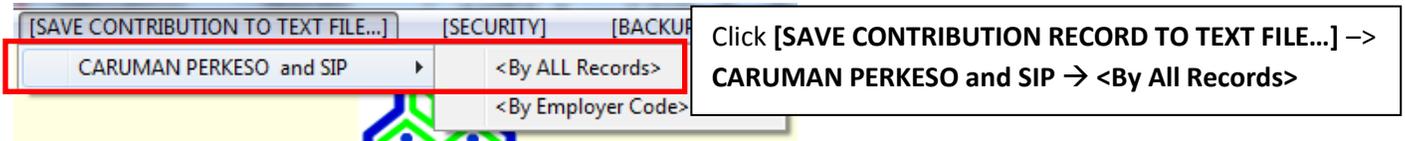
1) By All Records:

- This option will save all employee records in one file for each scheme of CARUMAN PERKESO and SIP:
 - For **CARUMAN PERKESO** - filename: **brg8a.txt**
 - For **SIP** – filename: **brg8aSIP.txt**

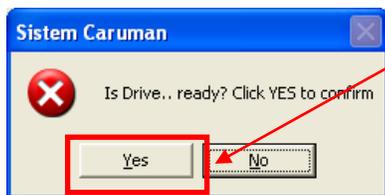
2) By Employer Code:

- This option will save employee records according to the selected employer. The file created is based on employer code:
 - For CARUMAN PERKESO – filename: **E2303381K.txt**
 - For SIP – filename: **E2303381KSIP.txt**

2.4.1 TIPS : How to Save Contribution Record To Text File - By All Records



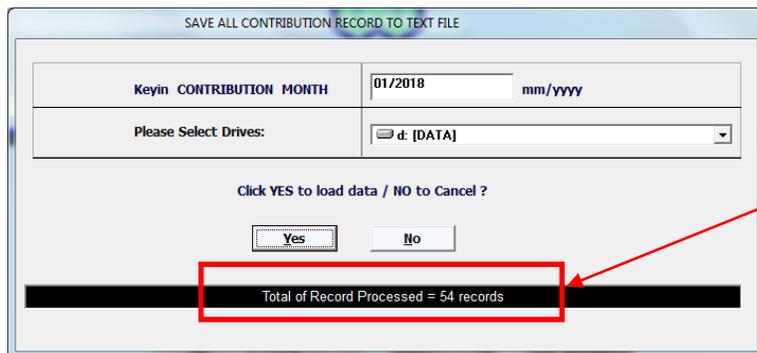
- 1) Key in **Monthly Contribution** (eg: 01/2018)
- 2) Click to select drive
- 3) Click **Yes** to continue load data



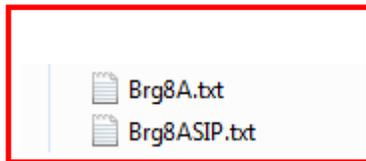
Click **Yes**



Click **OK**

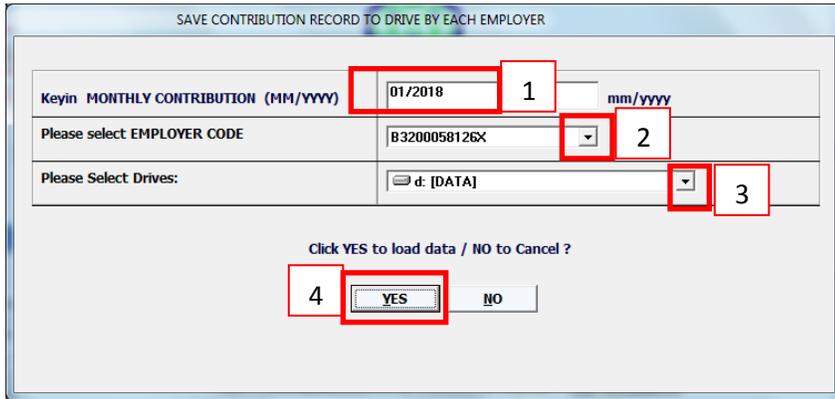
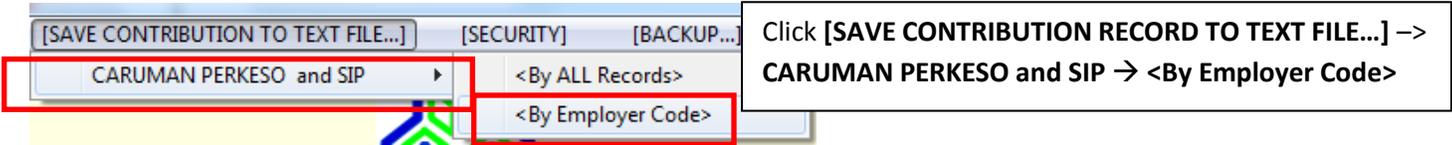


After the process finished, **Total of Record Processed** will be displayed on the screen. Then click **No** and return to **main screen**

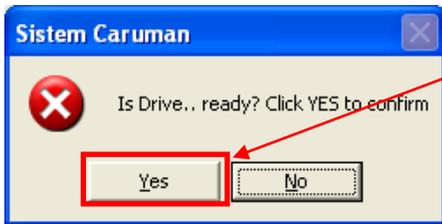


These 2 files **Brg8A.txt** and **Brg8ASIP.txt** will create your your drive

2.4.2 TIPS : How to Save Contribution Record To Text File - By Employer Code



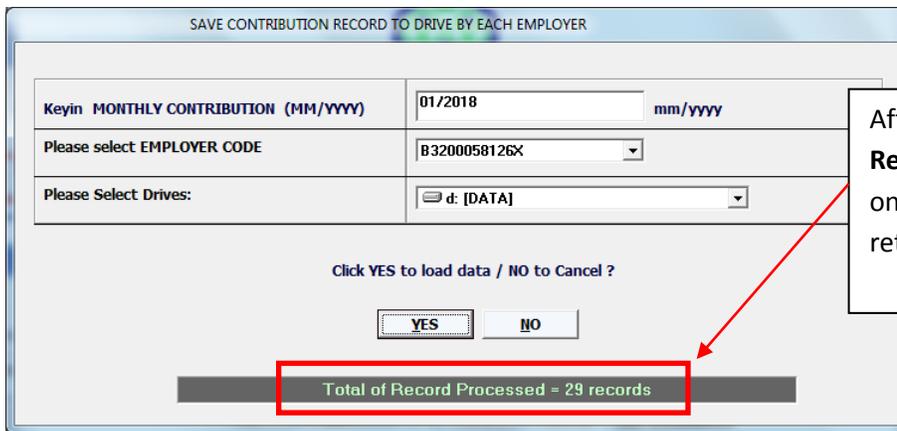
- 1) Keyin **MONTHLY CONTRIBUTION** (eg: 01/2018)
- 2) Click to select **employer code**
- 3) Click to select **drive**
- 4) Click **YES** to continue



Click Yes



Click OK



After the process finished, **Total of Record Processed** will be displayed on the screen. Then click **No** and return to main screen



These 2 files (**employercode**).txt and (**employercode**)SIP.txt will create your your drive

2.5 SECURITY

2.5.1 CHANGE PASSWORD

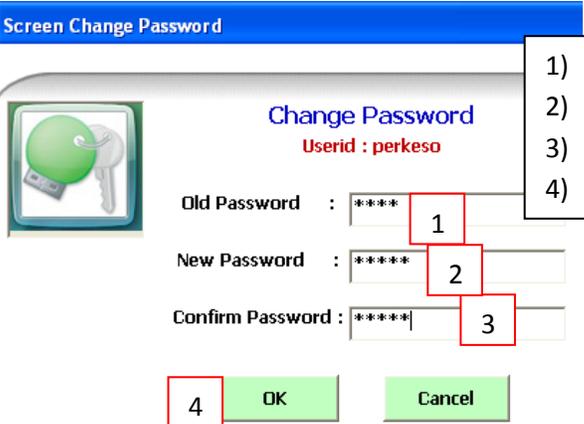
For security reason please change your password using the features given.

2.5.1.1 TIPS : How to change password

Click **[CHANGE PASSWORD]**



Screen Change Password



- 1) Key in **Old Password**
- 2) Key in **New Password**
- 3) Key in **Confirm Password**
- 4) Click **OK**

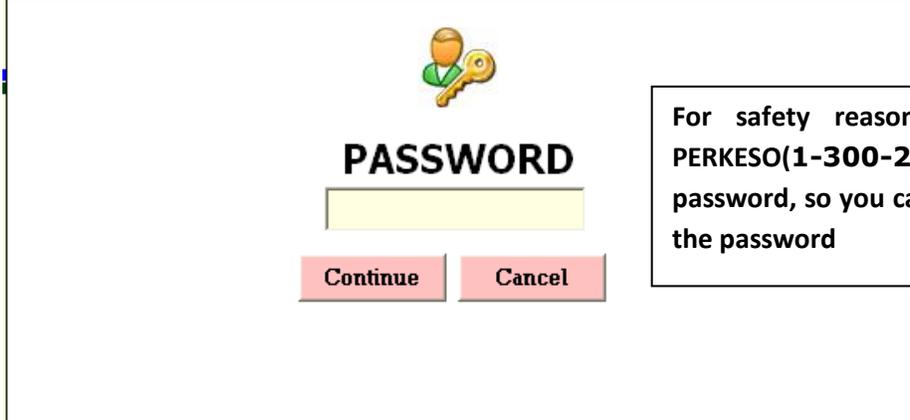


Click **OK**

2.5.2 RESET PASSWORD

2.5.2.1 TIPS : How to Reset password

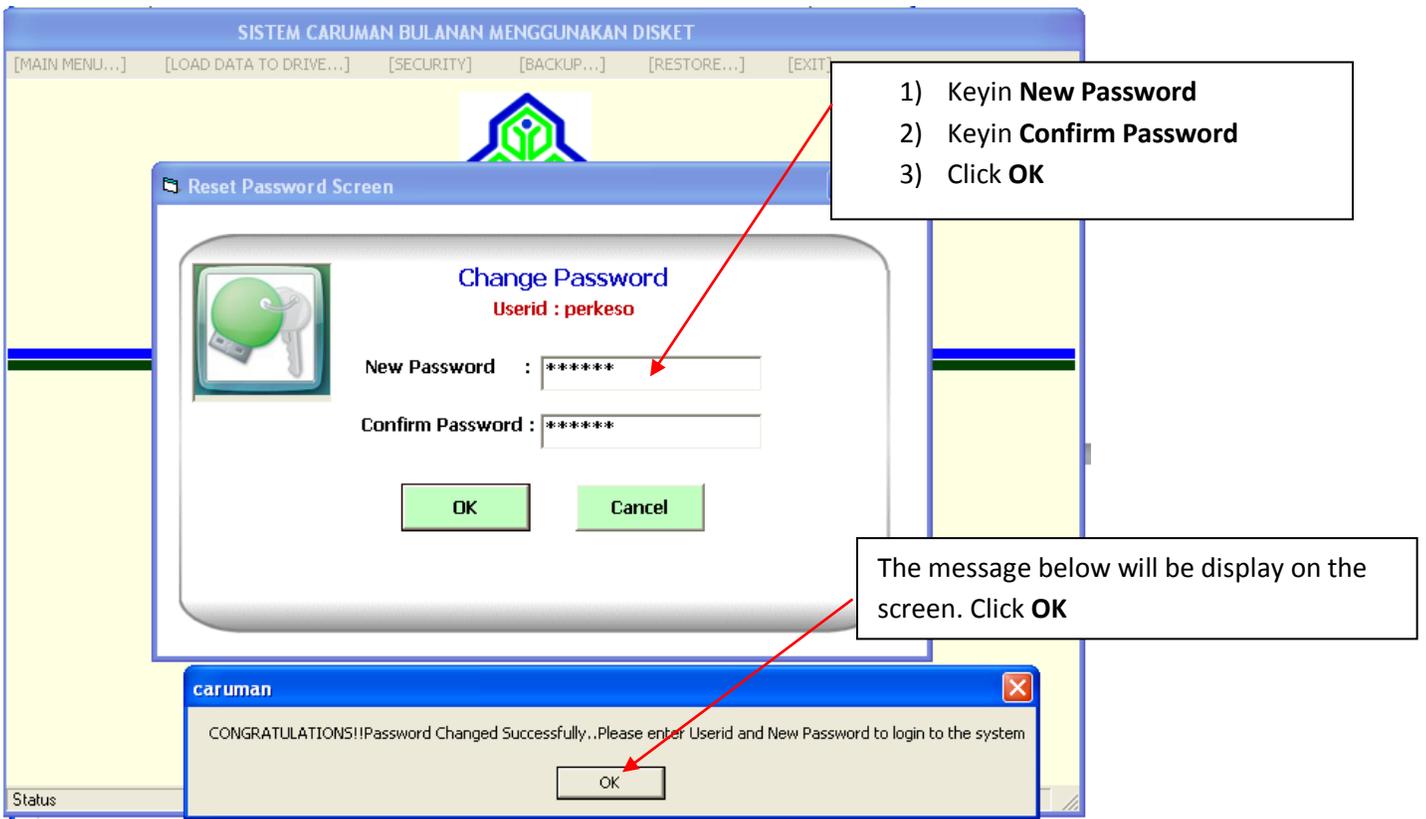
Click **[Reset Password]**

PASSWORD

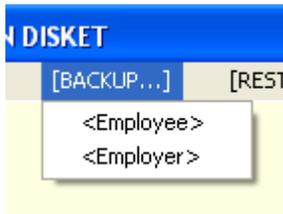
Continue Cancel

For safety reasons, please contact PERKESO(1-300-22-8000) to get a password, so you can continue to reset the password



2.6 BACKUP

For your safety, please backup your data regularly. This option will help you to recover your data if any problem occurred later.



There are 2 features you need to do for [BACKUP...]:

- 1) <Employee> - Will backup all employee records and save into a text file name as **employeebak.txt**
- 2) <Employer> - Will backup all employer records and save into a text file name as **employerbak.txt**

2.6.1 EMPLOYEE

2.6.1.1 TIPS : How to Backup for Employee Records

From main screen click [BACKUP...] then click <Employee>

- 1) Click and Select destination for backup data
- 2) Click **Backup**

3) Then this message will appear. Click **Yes** to proceed the process.

4) After the backup process successfully finished, a message '**Job Completed**' will appear. Then click **OK**

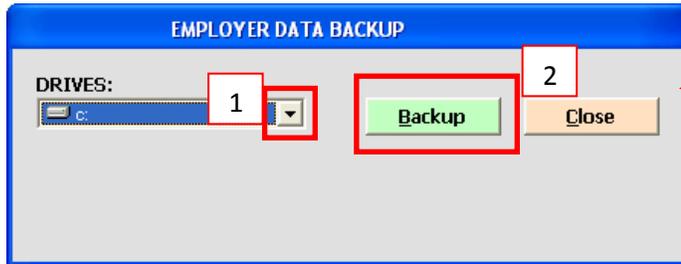
- 5) Then the screen will display the **Total of Employee Records** backup and the location of **backup file**
- 6) Then click **Close** and back to main screen

2.6.2 EMPLOYER

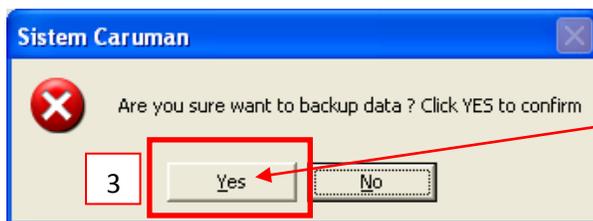
2.6.2.1 TIPS : How to backup Employer Records



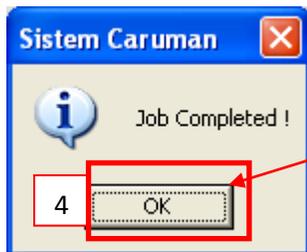
From main screen click [**BACKUP...**] then click <**Employer**>



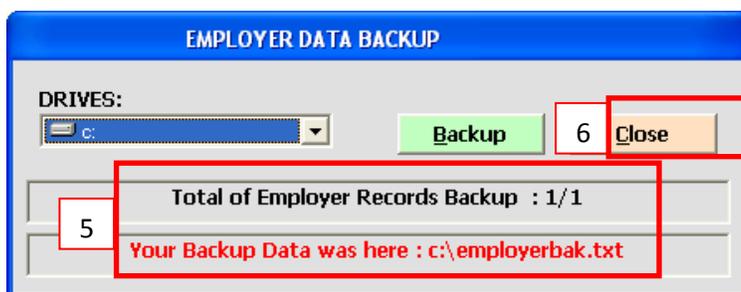
- 1) Click and Select destination for backup data
- 2) Click **Backup**



- 3) Then this message will appear. Click **Yes** to proceed the process.



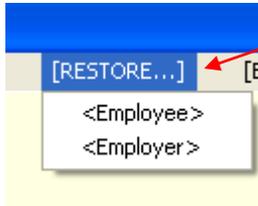
- 4) After the backup process successfully finished, a message '**Job Completed**' will appear. Then click **OK**



- 5) Then the screen will display the **Total of Employer Records** backup and the location of **backup file**
- 6) Then click **Close** and back to main screen

2.7 RESTORE

REMINDER : These procedures below need to be taken ONLY if your data is corrupt. Do not try these procedures unless needed.



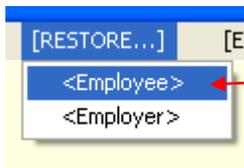
There are 2 features for **[RESTORE...]**:

- 1) **<Employee>** – This feature will copy all employee records from **employeebak.txt** file into employee database.
- 2) **<Employer>** - This feature will copy all employer records from **employerbak.txt** file into employer database.

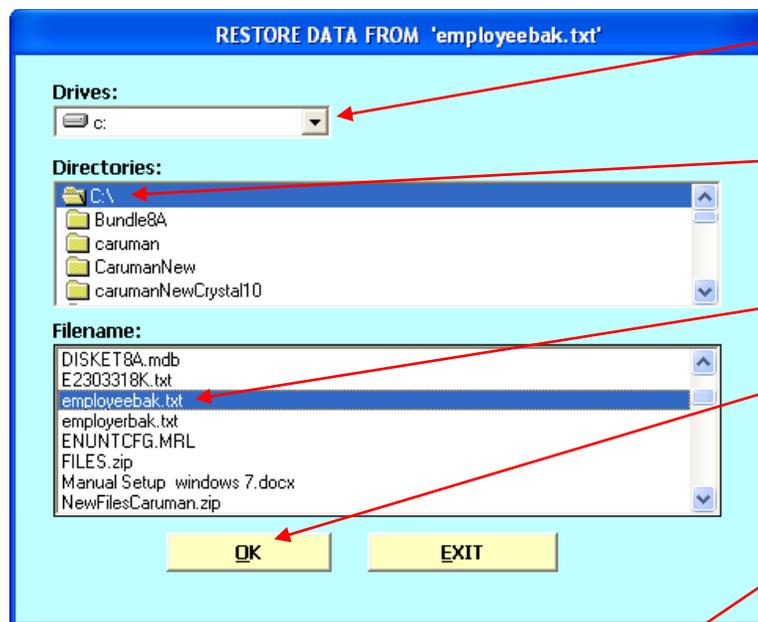
All existing records in database will replace by records from backup file

2.7.1 EMPLOYEE

2.7.1.1 TIPS : How to Restore Employee Records



From main screen click **[RESTORE...]** then click **<Employee>**



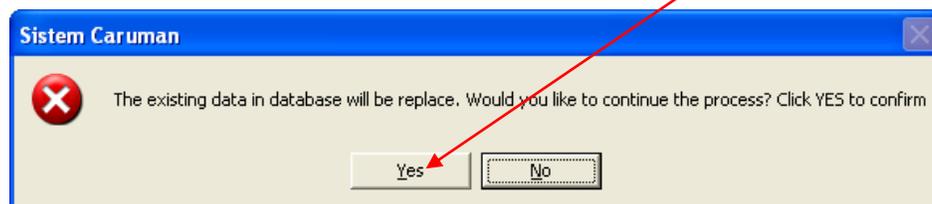
1) Click and select the **location** of backup file

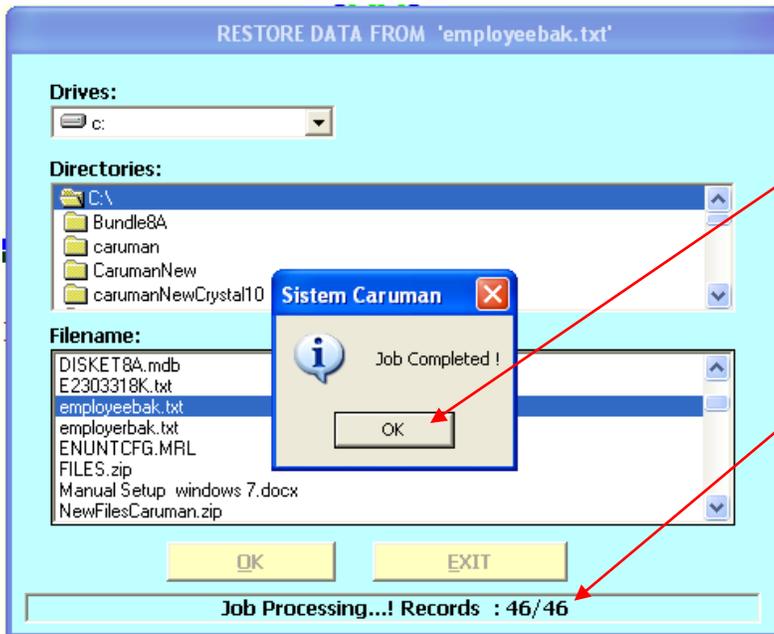
2) **Double Click** here and select location of the backup file

3) Select backup file **employeebak.txt**

4) Then click **OK**

5) Click **Yes** to confirm restore the employee records





6) After the process completed click **OK**

7) **Total of records** restored will display here

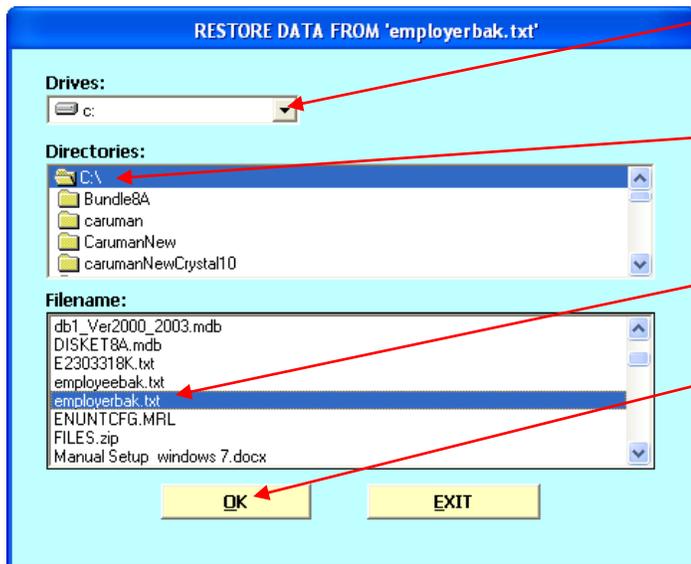
8) Click **Exit** and back to main screen

2.7.2 EMPLOYER

2.7.2.1 TIPS : How to Restore Employer Records



From main screen click **[RESTORE...]** then click **<Employer>**

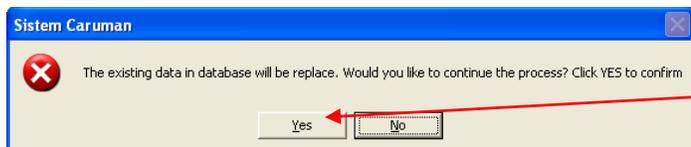


1) Click to select the location of backup file

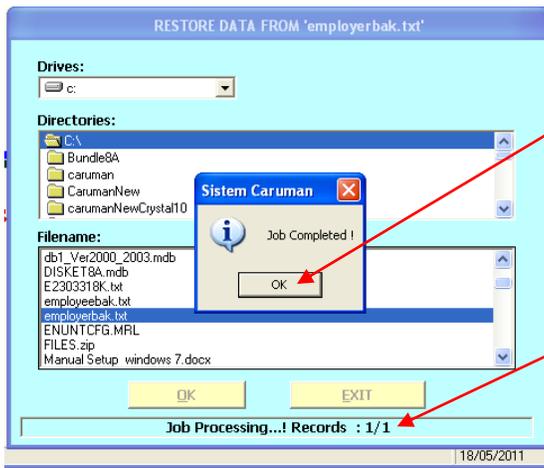
2) Double Click here to select the location of backup file

3) Select backup file **employerbak.txt**

4) Then click **OK**



5) Click **Yes** to confirm restore the employee records



6) After the process completed click **OK**

7) **Total of records** restored will display here

8) Click **Exit** and back to main screen