**Step 1: Backup CA and PUM Image metadata.**

Export all the change packages previously created from past images:

Open the current Change Assistant.   From tools, select “Migrate Customer data”.

Make sure the PUM source is pointing to most current source.   Check all data types.  Export to folder:  D:\CA\_backup\packages\CustomerData

File:  customerdata\_FSXX.DAT  (use the app and image source number)



Backup CA settings:

Go to Tools >  Export/Import CA Settings

Export path:  D:\CA\_backup\FullSystemSettings

File name:  casetting\_<current-date>.zip



Check the most recent Database and click next



CA backup completed.