# How to backup your LEADS data from a Agent Image website tied to Follow Up Boss CRM

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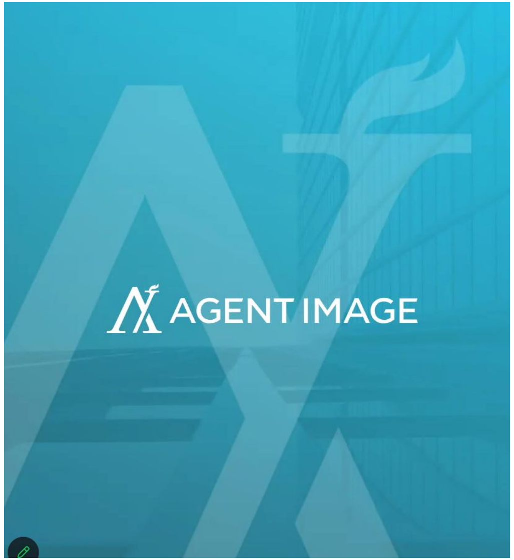


Go to your admin page.
www.youwebsite.com/wp-admin

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# Click on Export Leads With Full Details


Agent Image runs off of a wordpress site, so your installation might be different. We went to CF7 Lead. Clicked Export Leads With Full Details and the file was downloaded to our hard drive. It did not have anything more than the basic information about the contact. The more extensive information was in the connected CRM, which in this case was Follow Up Boss

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These next slides are related specifically to Follow Up Boss

follow up boss

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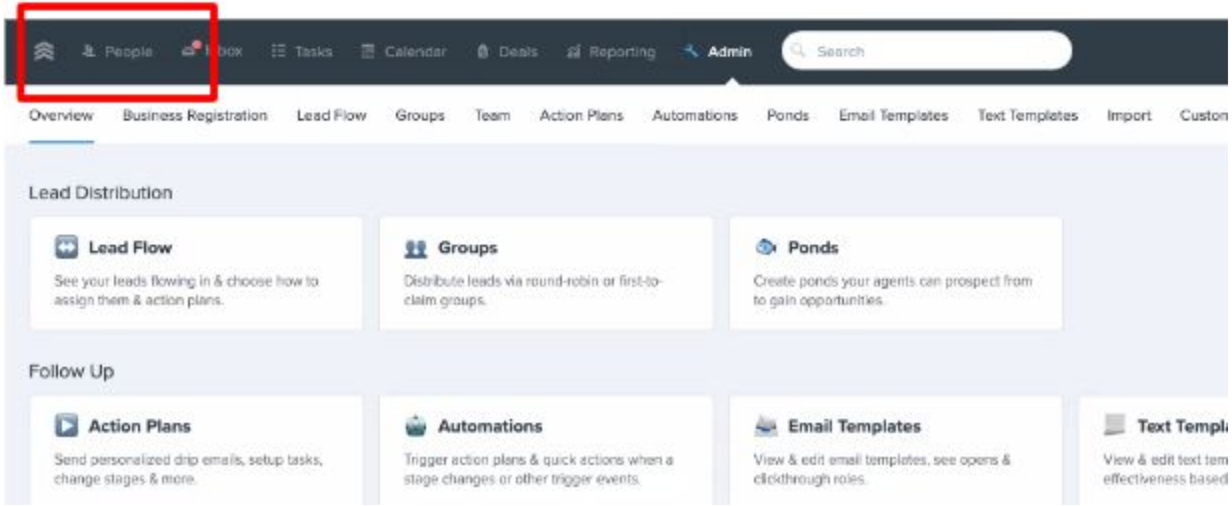
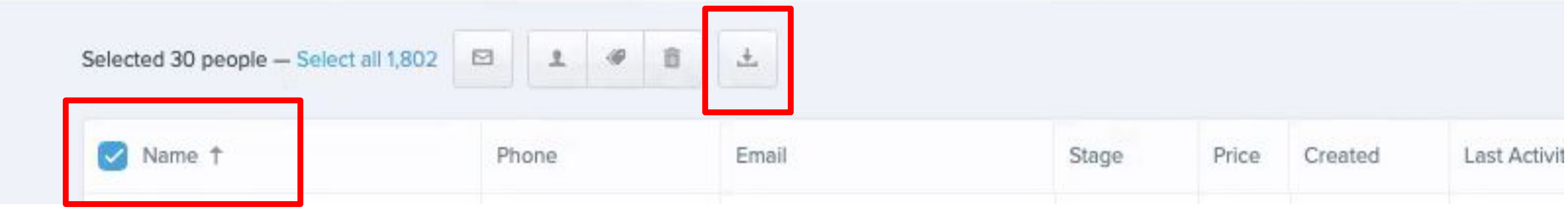
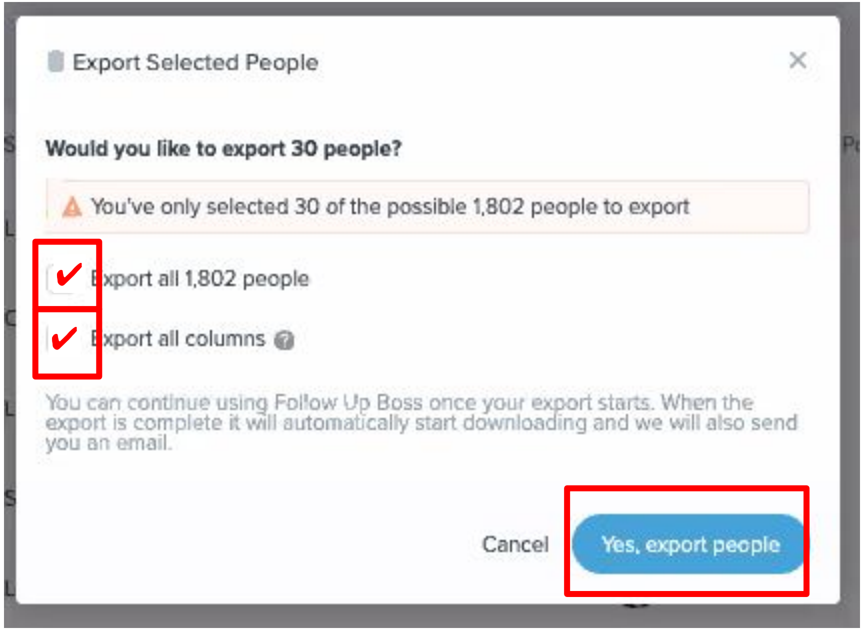



Click on People in the upper black bar




Click on NAME column to select all leads.
Click on the down arrow icon to start the download.
In the dialog box, select Export All People and Export All Columns and then Yes, Export People.

This will create a CSV file and let you save it to your hard drive.

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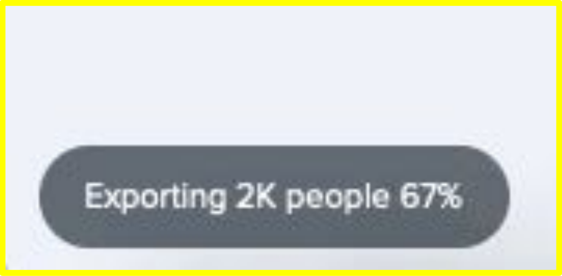


The export will begin and you'll see this dialog box
in the lower Left Corner.

Accept the downloaded file and save it to your hard drive.

Name your backup files for easy access.  For example

2024_04_20_WebsiteName.csv

Repeat this process weekly at minimum.  Keep a copy on the Cloud Drive (Google, Apple, or Windows) AND keep a copy on your computer hard drive.

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