

Restore Procedure

RESTORING OF A BACKUP

1. Ensure that you have a backup of your current data before restoring.

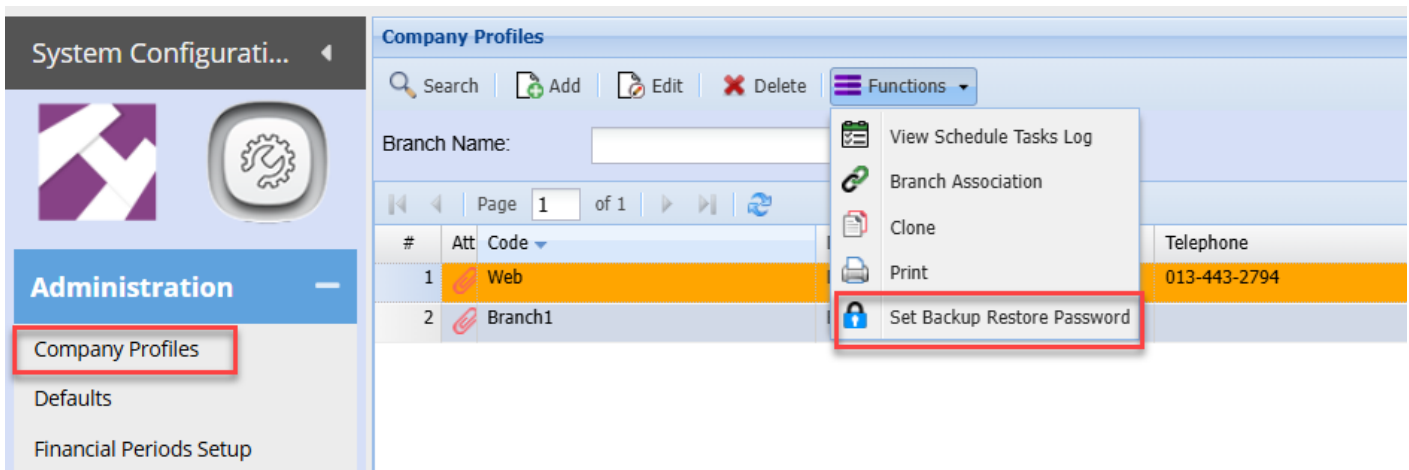
To restore a backup of your company, there are two steps:

1. Create a restore Password

To do this: **System Configuration> Administration>Company Profile**

Click the Functions dropdown

Select: Set backup Restore Password



Enter a required password

could be only a number if so deemed, eg. 1

Note: There is no specific criteria for this Password. ie. number of characters, etc

Password could be anything really.

Save and close

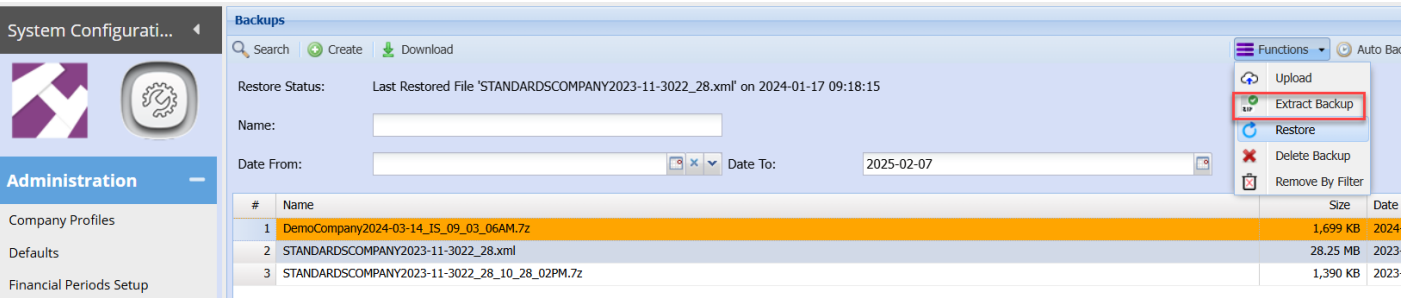
2. Restoring the Back up

Go to: **System Configuration>Administration>Backups**

Search the required backup

Click Functions

Select Extract Backup



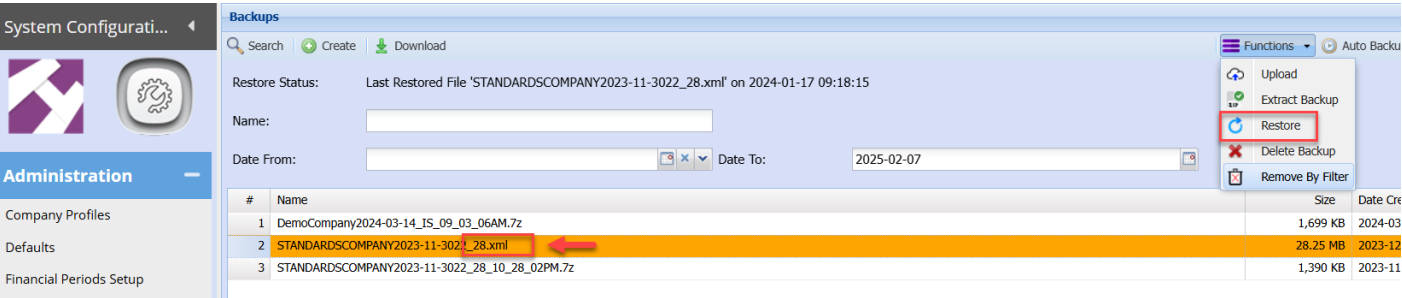
Allow the system to unzip the backup file. (if the company data volume is not excessively large, allow approximately 3-5 min)

Search

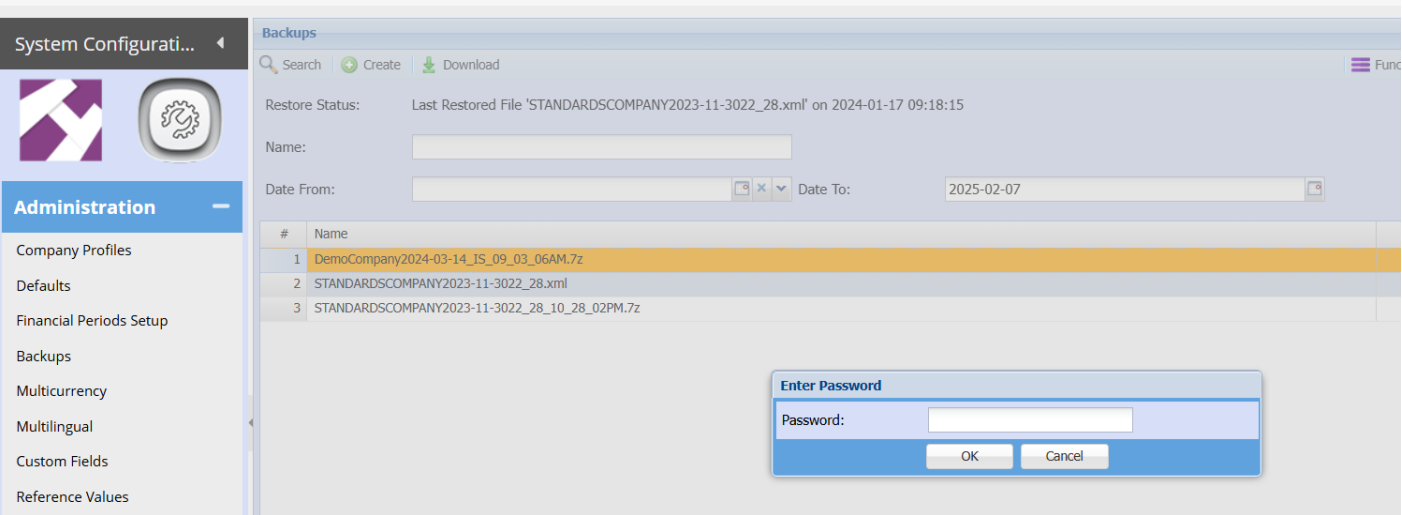
Then click once on the unzipped file .. this will be indicated by .xml at the end

Click Functions Dropdown again

Select restore



Enter the password created in step 1



Click Ok

Click Ok Again

The system will then start restoring the backup and display on the top next to restore status

Once complete, the status will read "backup... has been restored"

Once the backup has completed please log out and log back into company.

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