

How to Restore from Drive

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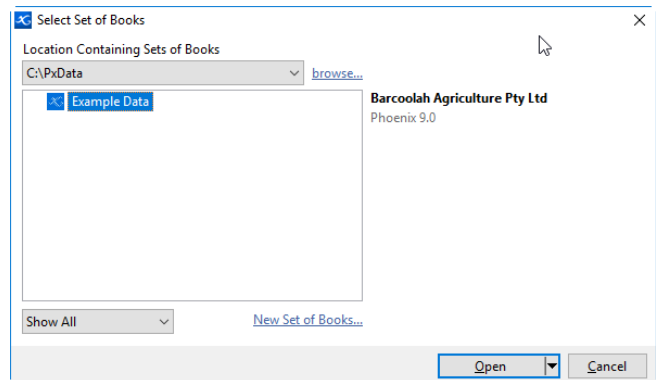
SUMMARY

This step-by-step guide describes how to restore your Phoenix Data from a drive. There are many different types of drives e.g. USB, External Hard drive & local disk drives. This help note also covers how to restore into an existing set of books as well as new set of books.

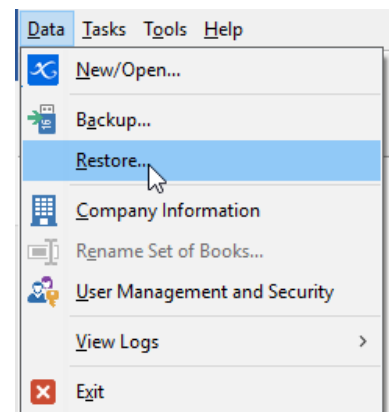
Instructions

1. If you are restoring from an External Drive e.g. USB or External Hard drive, ensure it is plugged in and you know which Drive it is in

#Note If you are unsure of which drive your restoring from see the Trouble Shooting section at the back of the help note
2. Launch Phoenix and open the set of set of books you are restoring into
3. If you do not have a set of books to restore into (e.g. restoring data onto a new computer) then select the **New Set of books** showing in the bottom written in blue

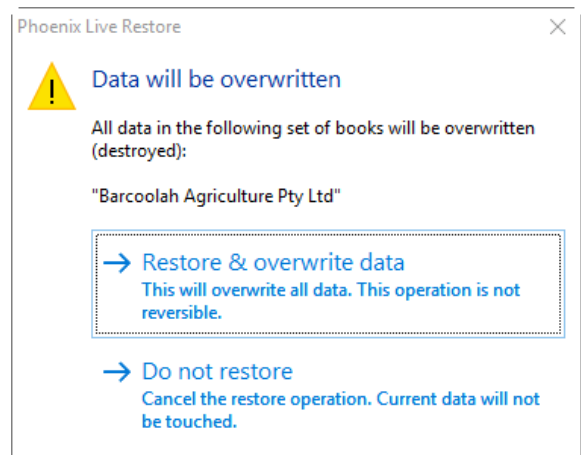



4. From the **Data** menu select **Restore**
5. A warning message will display:
"All Data in the current Folder:C:\PxData\Example Data will be overwritten (destroyed)!"

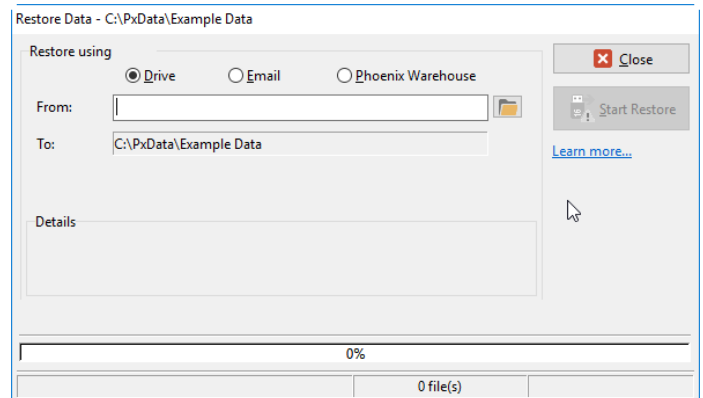


As an alternative you can choose to restore into a new set of books (recommended). This guards against the possibility of restoring a corrupt or incomplete backup in the place of existing good data".

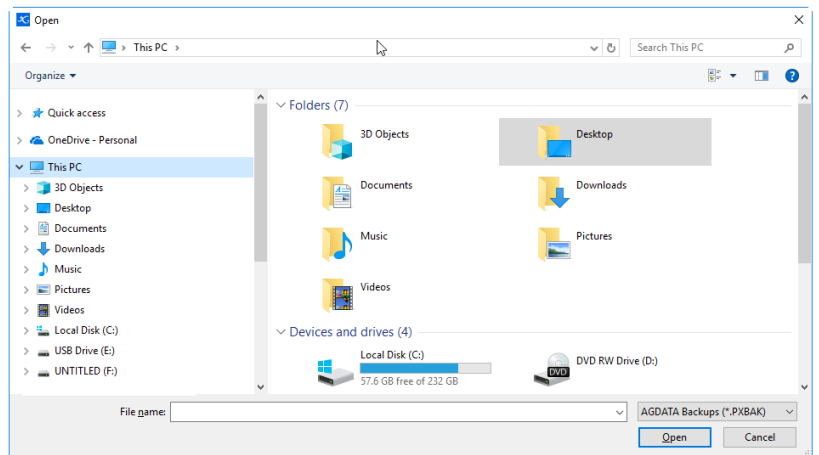
6. This is encouraging users who are unsure of what data they are restoring over the top to restore into a new set of books.
7. If you are sure the data, you are restoring is correct then simply chose **Restore & overwrite data**



8. You will now be at the Restore Data window
9. Ensure that you have your dot is in **Drive**
10. Click the **Browse** button  on the right hand side of the 'From' field
11. A browse window will appear like the one shown
12. First, click **This PC** on the left side



13. You will then need to find the drive in which you are restoring the backup from. If you are restoring from a USB or External hard drive under the Heading **Devices and drives** (Devices with Removable Storage) you will see your USB or External Hard drives showing

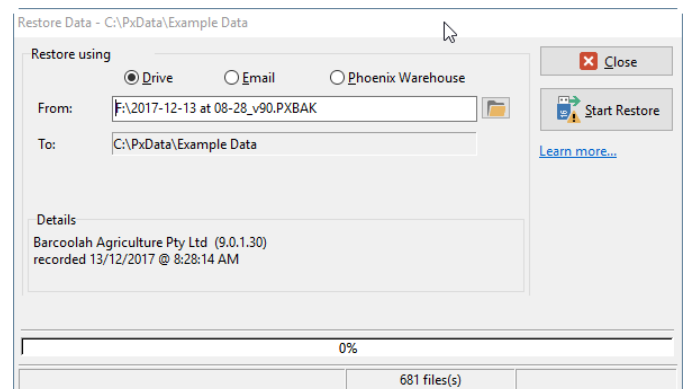


#Note if you are restoring from a local computer drive having saved your backup into a folder on your C: drive like Documents. You can browse to the same location from here.

14. Select your USB Drive from the list and click **open**.
#Note If you do not know which of the drives is your USB drive see the Trouble Shooting section at the back of the help note

15. You will now see a list of all backup files you have created in this folder. Select the newest or correct backup file. Then click **Open**

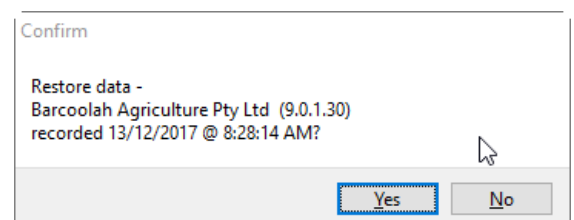
*#Note When restoring **segmented** backups you will need to select the first segmented backup file – e.g. 2017-12-13 at 8-28. PXBAK. Every backup file after this will have an additional number e.g. 2017-12-13 at 8-28_001 or _002 etc.*



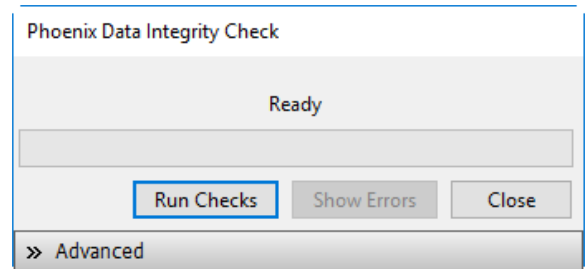
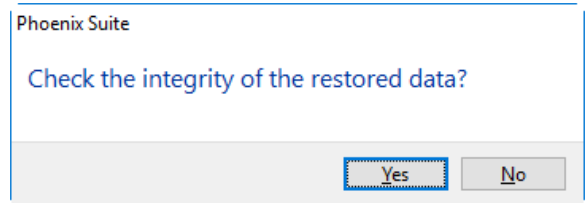
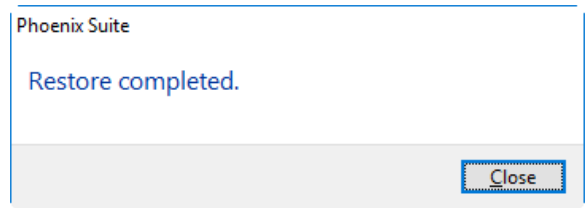
16. You will now be back at the Restore Data window. Click **Start Restore**

*#Note the **Details** section shows the set of books name, the version in which phoenix was backedup in and also the date and time it was recorded. This is a good section to reference when you are unsure of the version or if you have multiple sets of books*

17. A confirmation window will appear to verify that you are ready to restore. Click **Yes** to continue.



18. When the restore process is complete you will be notified with a message "Restore Complete" Click **Close**
19. The restore window will still be displayed. Click and **Close** the restore window.
20. After Restoring Phoenix will ask to perform a Data Integrity Check operation on the data. Click "**Yes**"
*#Note It is strongly recommended to check the data integrity of your restored data.
 Please contact AGDATA if you received any errors whilst completing the data integrity check.*
21. The Phoenix Data Integrity Check window will appear. Click **Run Checks**.
22. Once the checks are completed and you see "No Errors" showing simply click **Close**
23. The backup which you have just restored is now completed and checked. Simply go into the data and it will show correctly



Trouble Shooting

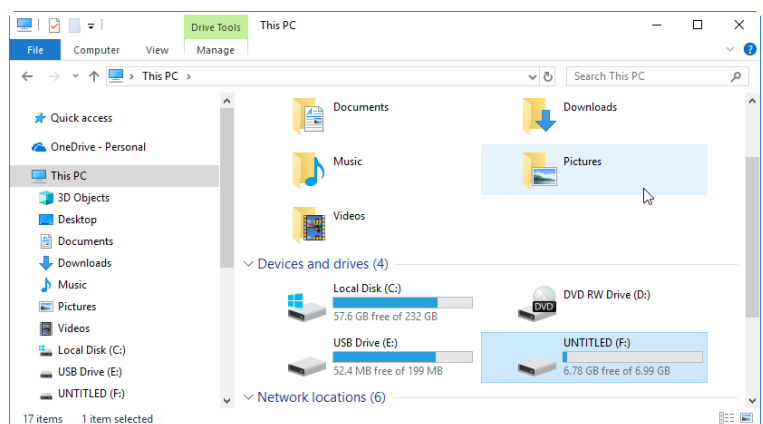
How to tell which Drive is your Backup Drive

Before you can restore, you are going to need to know the location of the drive the backup is stored in. To find out, the easiest way is to look on your computer.

Instructions

1. Open a file explorer on your computer
2. Then showing on the left-hand side is **This PC**. Double click for it to show
3. Showing in the middle of your file explorer window is the information on what is on 'This PC'.
4. Under the heading **Devices and drives** you will see all of your drives e.g. USB or External hard drives etc.

#Note on older Windows operating systems your 'This PC' may be called 'Computer'. Also 'Devices and drives' maybe called 'Devices with removable storage'.



5. Once you have located the drive e.g. E: you can then double click to view the data stored on it. If you are unsure of when your last backup was done it is a good idea to open and know which backup date is the one you need to select when in the restore process in Phoenix.