

## How to Restore from Email

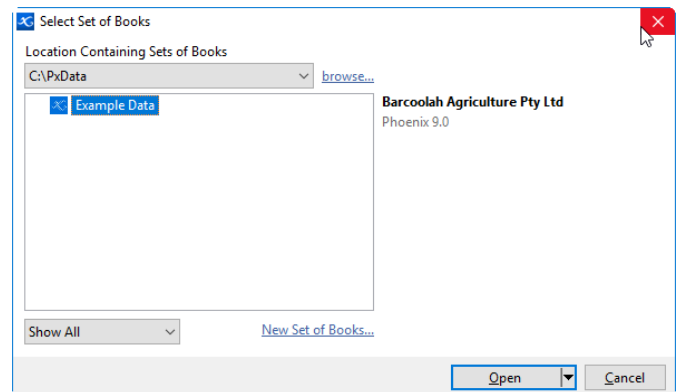
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### SUMMARY

This step-by-step guide describes how to restore a set of books that has been backed up and sent via email. Phoenix will search the inbox of the default email program for any backup files and make them available to be restored. This help note also covers how to restore into an existing set of books as well as new set of books.

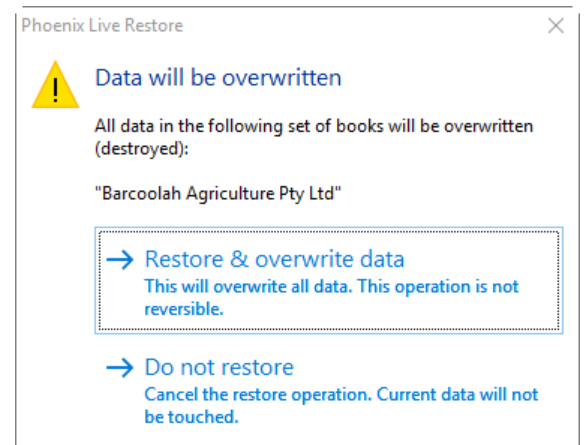
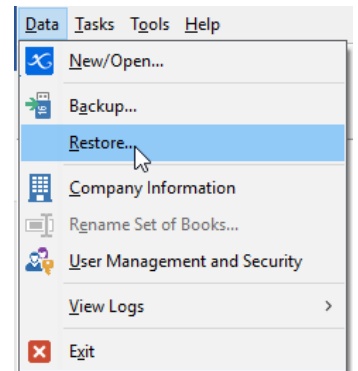
### Instructions

1. Launch Phoenix and open the set of set of books you are restoring into
2. 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
3. From the **Data** menu select **Restore**
4. A warning message will display:  
*All Data in the following set of books will be overwritten (destroyed) e.g. "Barcoolah Agriculture Pty Ltd"*



*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".*

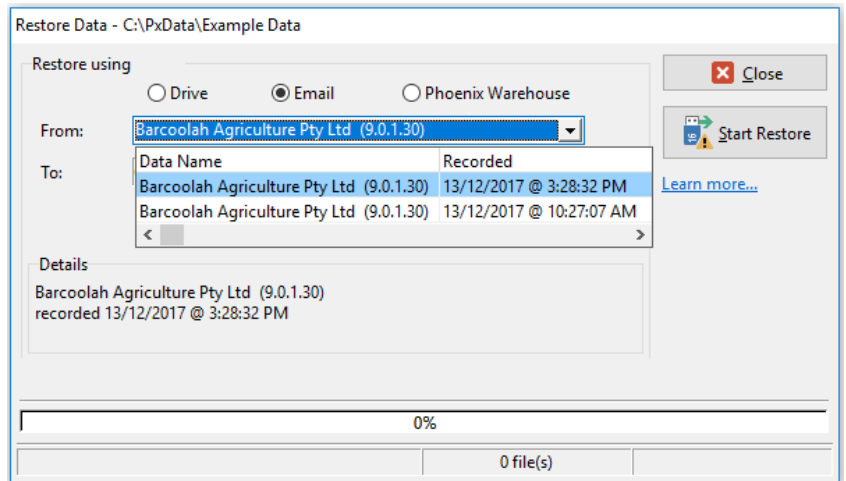
5. If you are sure the data, you are restoring is correct then simply chose **Restore & overwrite data**



- This will open the Restore Data window. Ensure that you have your Restore using dot in **Email**

*#Note When you select 'Email', Phoenix will scan your email inbox for Phoenix Backup files. The number of emails you have in your inbox will affect how long it takes for this list to be populated.*

*#Note If the data was **segmented** at the time of backup Phoenix will find these files and restore the segments to a complete data set.*

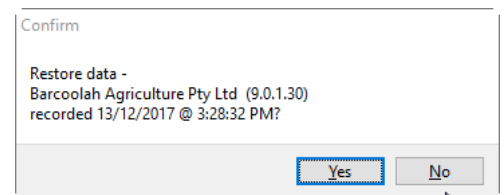


- In the **From** field use the drop down and select the backup file you wish to Restore

*#Note if your backup never appears in the 'from' field then this maybe because your default email program isn't setup correctly. See the Trouble Shooting section at the back of the help note.*

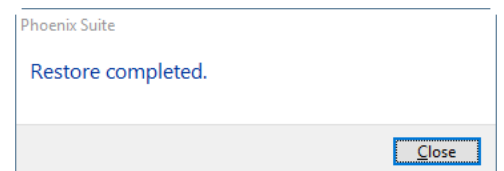
- Click **Start Restore**

*#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*



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

- When the restore process is complete you will be notified with a message 'Restore Completed' click **Close**

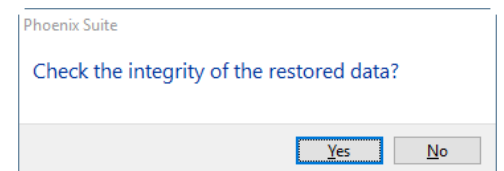


- The restore window will still be displayed. Click and **Close** the restore window.

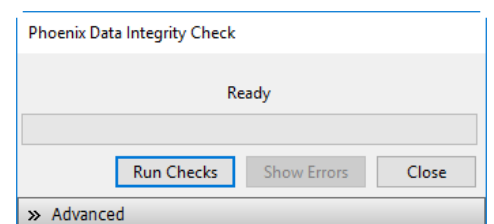
- After Restoring Phoenix will ask to perform a Data Integrity Check operation on the data. Click **Yes**

*#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.*



- The Phoenix Data Integrity Check window will appear. Click **Run Checks**. Once the Checks are completed and you see "No Errors" showing simply click **Close**



- The backup which you have just restored is now completed and checked. Simply go into the data and check it is showing correctly

## Trouble Shooting

By default, Phoenix will attempt to use the default email program on your computer. If you are unable to restore from email it is worth checking or setting your windows default email program.

### Instructions

1. Go to your **"start"** or **"windows"** button (this will depend on which version of windows you are using).
2. Open **"Control Panel"**
3. Once the Control Panel is open you will need to find your **"Default Programs"**. If you are unable to find it, then change your **"View by"** drop down.
4. Once you have open your Default Programs You will need to select **"Set your default Programs."**
5. Then simply choose your email program from the programs list on the left-hand side and select **"Set this program as default"**
6. Once you have done this select **"OK"**

*#Note for further instructions on how to set default programs see Microsoft's support website:*

<https://support.microsoft.com/en-au>

