

## How do I restore a backup of my database?

### Step 1

Open Administration Manager and click the 6th button on the toolbar.

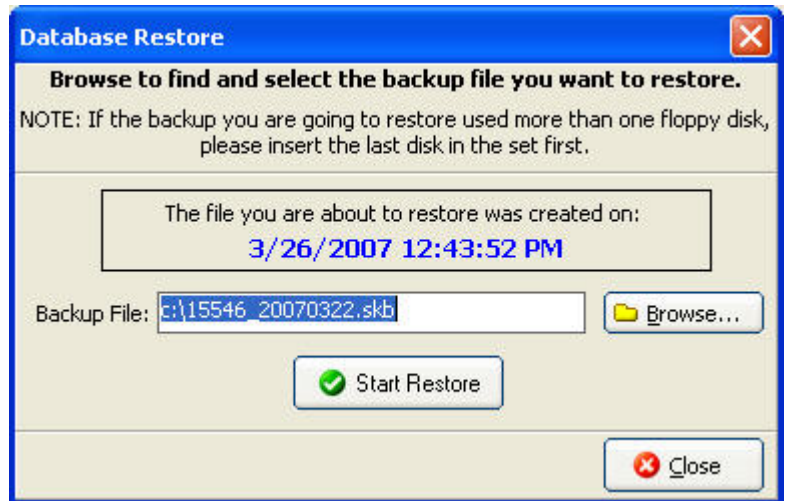
**Note: You should only restore a backup of your database after being directed to do so by a Servant PC Help Desk Representative. Restoring a database backup completely overwrites the existing database files and sets you back to the date that the backup was performed.**



### Step 2

In the "Database Restore" screen make sure to have the correct path to the backup file in the Backup File field and then Click [Start Restore] to start the restore process.

**Note: You can now restore directly using CDR or DVD+/-R media.**



### Step 3

Once the restore process is complete Servant Keeper will tell you that the database files have been restored to the path indicated. Click [OK]. The Optimize feature will then reindex the database. Once Optimize is complete you can close Administration Manager and continue to work with Servant Keeper.

