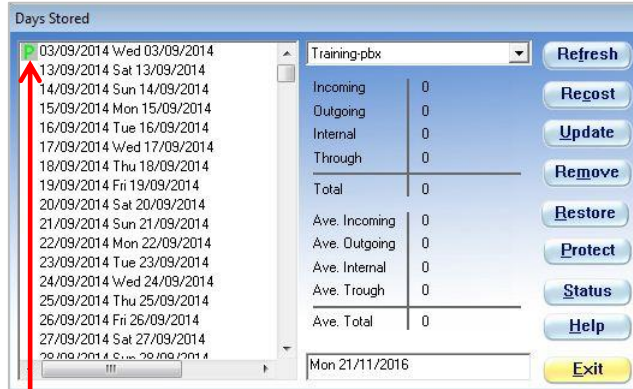




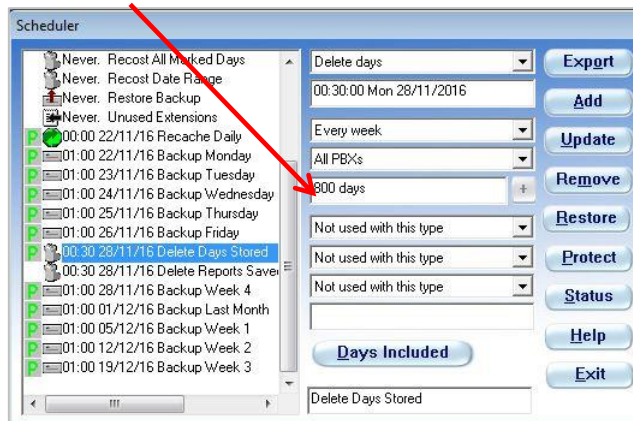
HOW TO RESTORE A BACKUP

At some stage you may need to restore a backup: for example, you may be asked to run a report on historic data that is no longer kept live within LUMBERJACK.

You can check how much data is kept live on your system by going to **System > Days Stored** and scrolling up to the top of the list of dates on the left, this will give you the oldest date currently kept live in your LUMBERJACK system.



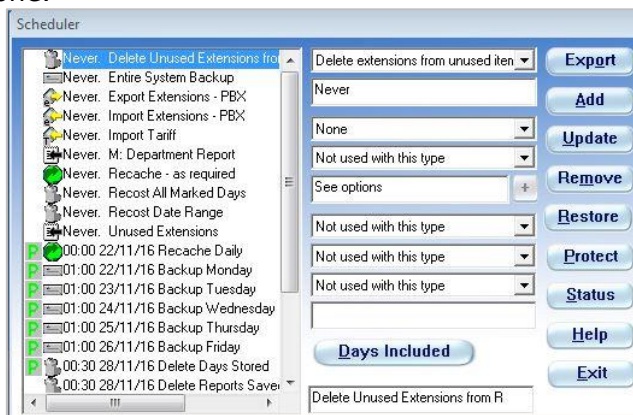
This example shows that 03/09/2014 is the oldest date, this date is Protected so will not be deleted by the **Delete Days Stored** scheduled event (shown below). This event is set to remove any dates older than 800 days.



The next oldest date is 13/09/14, which is 800 days back from today (Monday 21/11/2016).

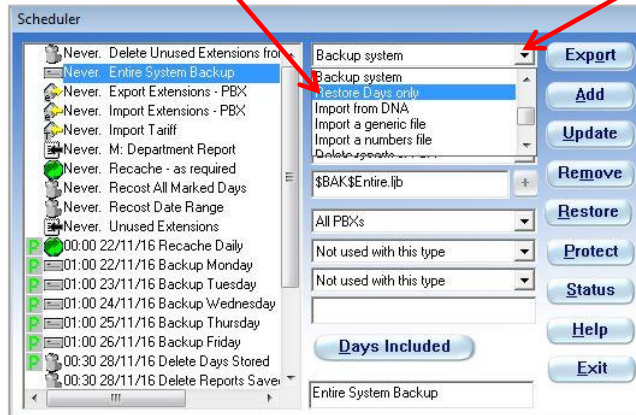
Having established that you do need to restore a backup, you next need to identify the backup to be restored. Please refer to the **Backup** document to find the relevant path where your backups are stored. Then go to that location to get the full name of the backup you want to restore.

Go to **Reports>Scheduler**, if you don't have an event to Restore a backup (as shown below) you will need to create one.





To create a new Restore event, the easiest thing to do is to select the **Entire System Backup** in the list on the left, that way, when you select the **Action This Scheduled Element Should Perform** drop down the **Restore Days only** is next in the list



	<p>Select Restore Days only</p> <p>Enter the time and date you want the event to start. Leave the frequency as None.</p> <p>Enter the full path to where the backup is: C:\LJCMS\BACKUP>Last Month 01-02-12.ljb. The backup is dated the day it runs so this is a backup of January 2012.</p> <p>Enter a description, then click [Add].</p>
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Remember you will need to either run any necessary reports on the restored data before the next **Delete Days Stored** event runs, or **Protect** the dates in **System>Days Stored**.