



HOW TO RESTORE A BACKUP

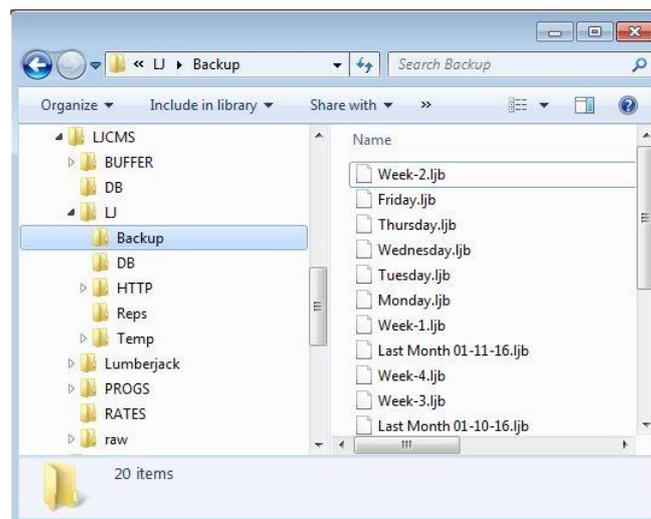
At some stage you may need to restore a backup: for example, you may be asked to run a report on historic data that is no longer kept live within LJ.

To check how many days data is kept live within LJ please refer to the document **Data: How Much Is Kept Live**.

Alternatively you can go to **Reports > Statistics** then scrolling to the bottom of the list to see that oldest date stored, so you can double check if you do need to restore a backup.

Date	Incoming	Outgoing	Internal	Through	Total	
Mon 14/11/2016	0	0	0	0	0	0 X
Sun 13/11/2016	60	105	102	0	267	X
Tue 25/06/2013	79	113	99	0	291	X
Mon 24/06/2013	66	96	115	0	277	X
Sun 23/06/2013	71	108	89	0	268	X
Sat 22/06/2013	74	100	104	0	278	X

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.



The **Last Month** backups are always named with the date that they run, so **Last Month 01-11-16** is actually a backup of October 2016.



Next, in LJ, go to **Reports > Statistics** then select **Reload**.

Date	Incoming	Outgoing	Internal	Through	Total	
Mon 14/11/2016		0	0	0	0	0 X
Sun 13/11/2016		60	105	102	0	267 X

Enter the full path and file name of the backup to be restored.

Enter filename to import

What is this?
Use Reload to recover data from a backup (archive) file.

How do I use it?
Specify the path and filename which must be accessible from the main PC. Before data is reloaded, change the number of days to be kept online to prevent automatic deletion. This is done on the main PC using the setup utility.

Then click **[Import]**.

Attempting to importing

Reloading of data can take some time depending on the amount of data. Progress can be checked by visiting the reload page.

Once the reload has finished you can then run any necessary reports. Please remember, however, that on the 1st of each month LJ removes any data that is more than X days old. The X is the number of **Days to keep data**.

Store "raw" data in

Temp path

Backup path

Days to keep data

Days to keep reports

Enable error popup notifications.

If you accidentally restore a backup of data that is still live in LJ, the existing live call data will be overwritten with the backup data.