

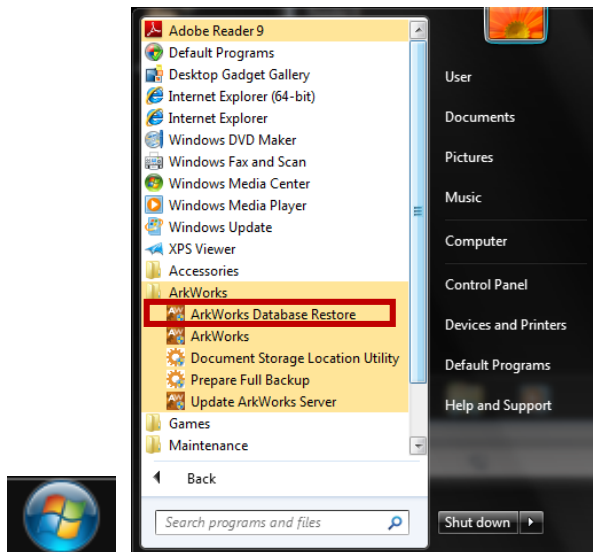


ARKWORKS™

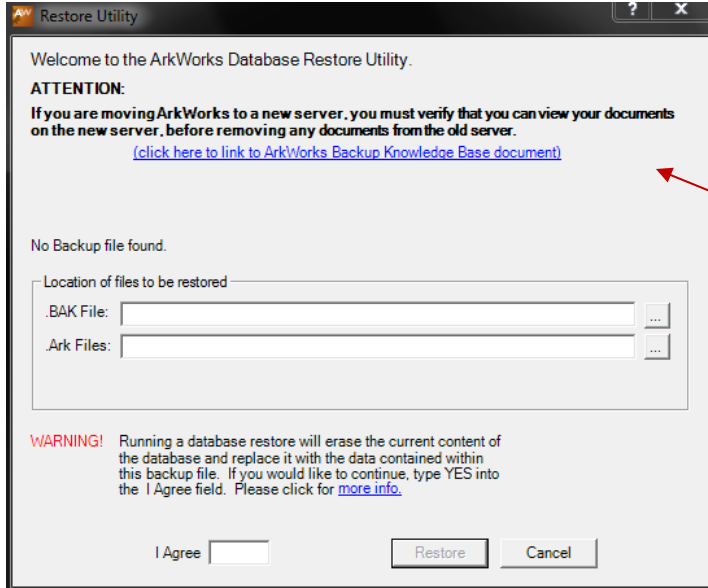
RESTORE DATABASE

- **ArkWorks Database Restore: This function must be done on the server or standalone machine.** This function just restores the structure back into the program (Cabinets, Drawers, Folders)
- Do not replace the existing documents folder (if there are documents), copy it and move it somewhere else until the restore is done then leave the option up to the client on what to do with it
- **NOTE:** If they added documents after creating the latest backup then these documents will not be part of the restore and they will not be in the program. (They would have to re- import those documents.)
- **If they don't have any actual backups then they will be unable to restore their Database back to the program.**

1. Access the **“Start”** menu and select **“All Programs/ArkWorks/ArkWorks Database Restore Utility”**

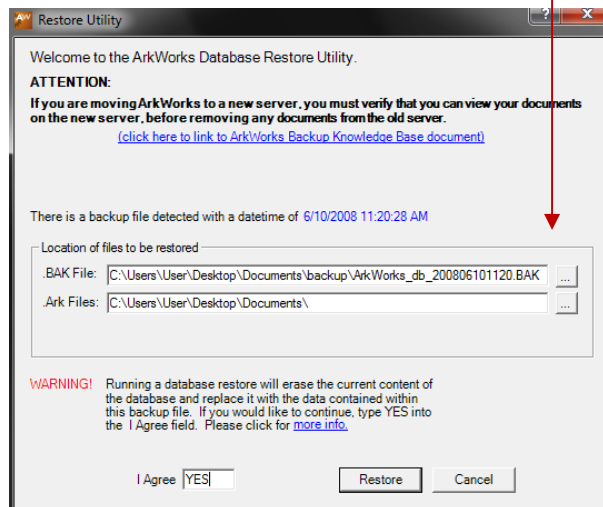


2. The **“Restore Utility”** window will appear.

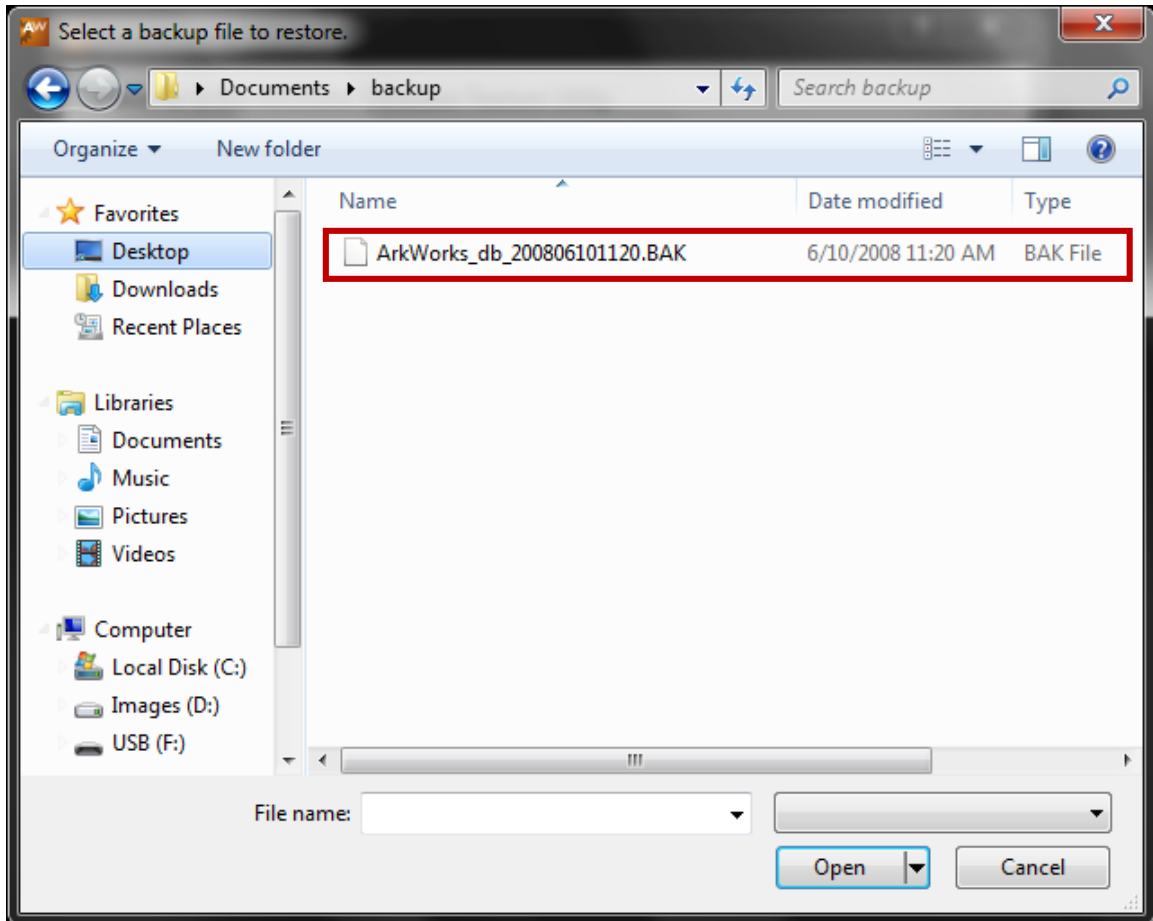


This now has a link to the Backup KB document if needed, to ensure that they have backed up on an old machine if they are moving to a new server.

- The restore utility will detect and show you the date and time of the latest backup that resides in the current document storage location if the document folder with the document files (.ark) and the backup file (.bak) have been placed in the document storage location on the new machine.
- You can restore your structure and data from a selected location by changing the path under **“Location of files to be restored”**.



- Click the **“...”** button next to the .BAK file line and the **“Select a backup file to restore”** window will appear.



- **“Select”** the location of your backup (removable drive, etc) and then **“Select”** the **“ArkWorks_db”** file and click on **“Open”**
- This will **“Automatically”** populate the **“.ARK”** file line with the same path as long as the .ARK files reside in this location as well. **(If they don’t they will have to be found and placed in the document folder on this machine after the restore is complete)**
- Once the paths are set, type in an **“Uppercase Yes”** in the **“I Agree”** box and then click on **“Restore”**
- This will restore the structure from the .BAK file into ArkWorks and copy the backup file (.BAK) and the documents (.ARK Files) and place them in the document folder located in the document storage location on this machine.