

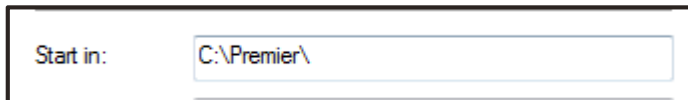
1. Preparation to restore the backup

The backup will be a compressed zip folder that you need to extract into your Live VIP directory. Ensure that all users are out of the VIP directory before restoring your backup.

2. How to check the location of your VIP System

This step is important to check the location of your current/live VIP system and will be referred to later in this document.

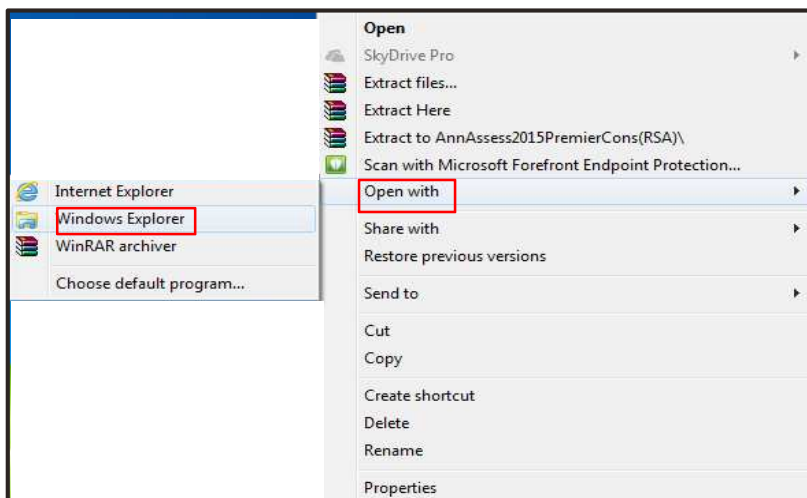
- Right click on your **VIP Icon – Properties**.
- The location will be the Start in section for example: C:\Premier\ under the Shortcut tab.



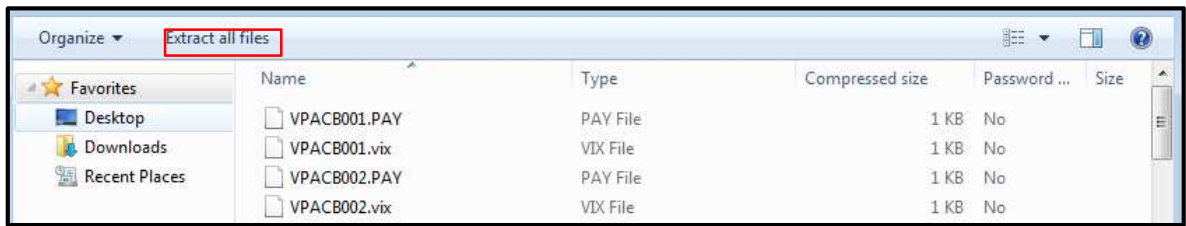
3. How to Restore the Backup

There are different programs that can be used to extract the compressed zip folder into the VIP directory. Below are the most common programs that can be used to extract the files into the VIP directory:

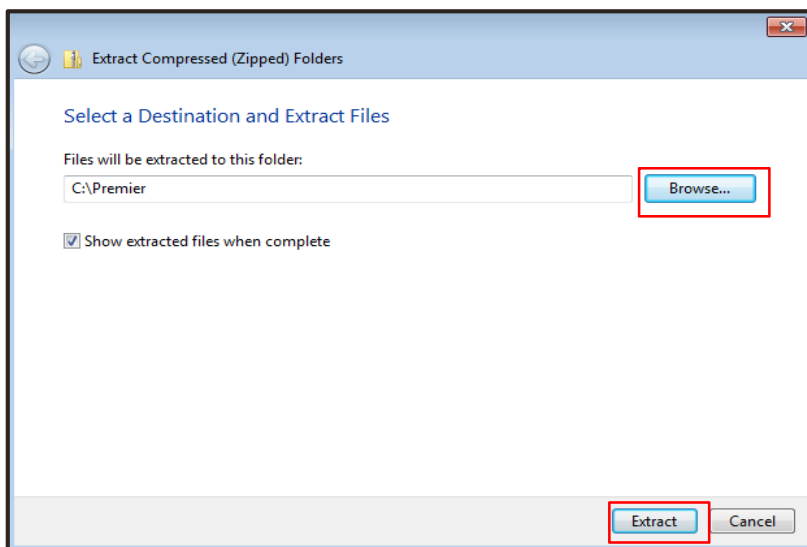
- How to restore the backup using Windows:
 - Depending on the version of Windows, the steps may vary.
 - Right Click on the .zip folder you want to restore.
 - Click on Open with and choose Windows Explorer or Compressed Zipped Folder.



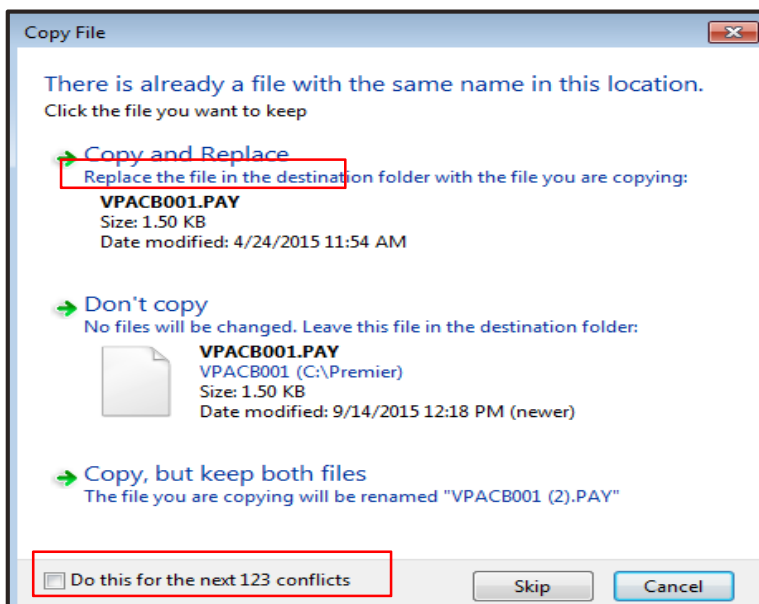
- A screen displaying all files zipped in the .zip folder will be displayed. Click on Extract All Files or Click on File – Extract All Files



- Click on Browse and browse to your VIP location (as indicated in the Start In above)
- Select **OK**.
- Ensure that the path reflected is exactly the same as the Start In
- Click on Extract.

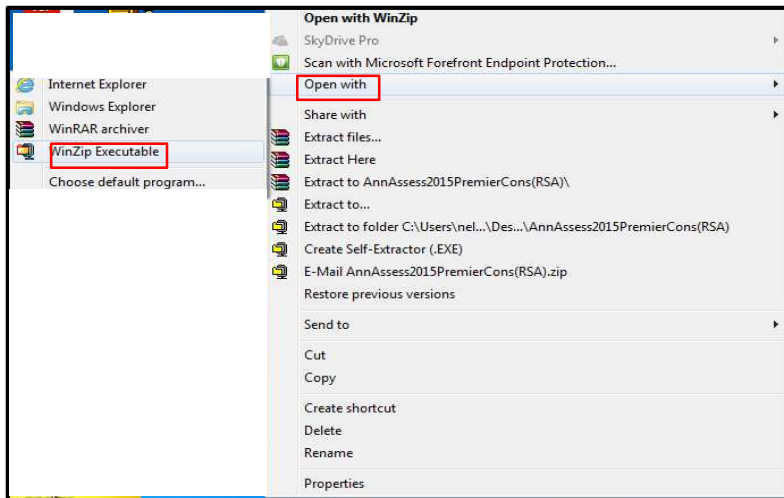


- Tick the option Do this for the next ### conflicts
- Click on Copy and Replace to replace all files

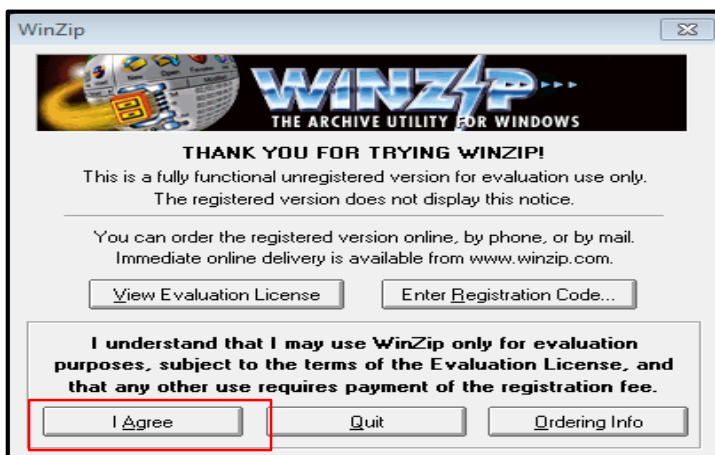


- **How to restore the backup using WinZip:**

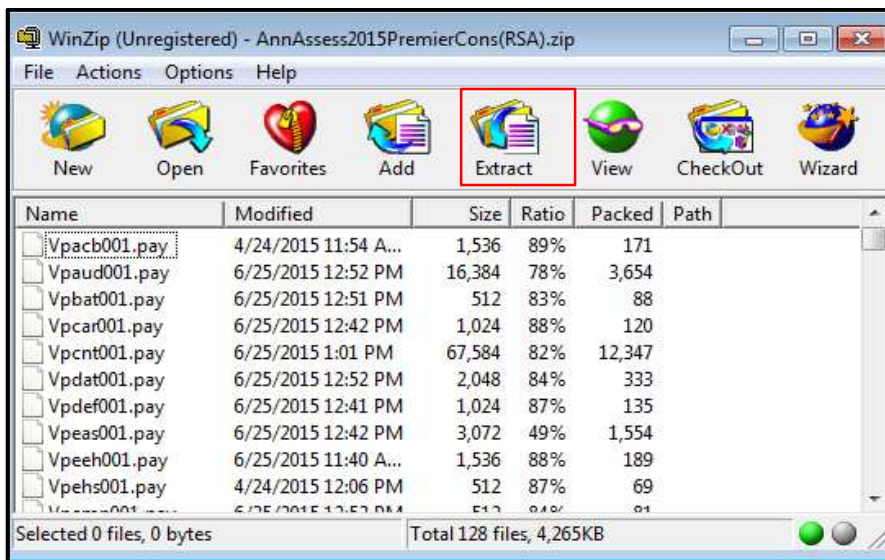
- Depending on the version of your WinZip, the steps may vary
- Right click the .zip folder you want to restore
- Click on Open with and choose WinZip



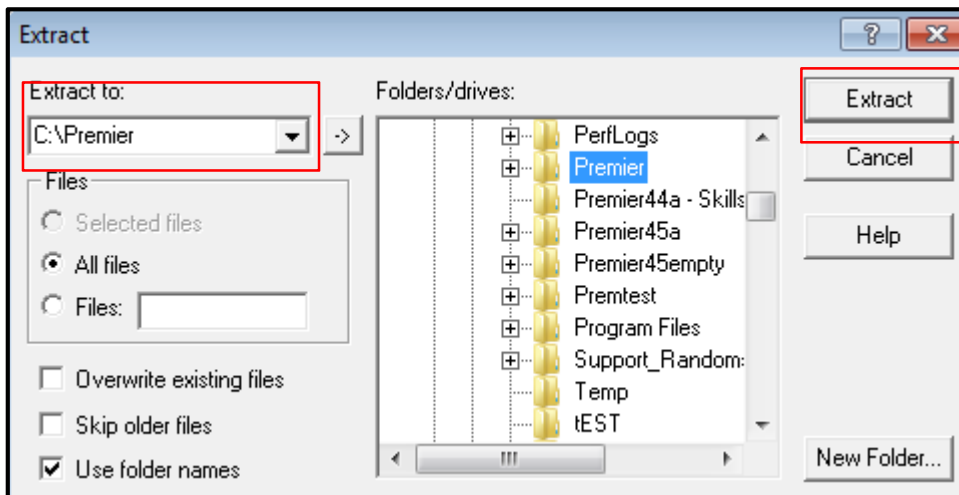
- Click on I Agree or Use Evaluation Version



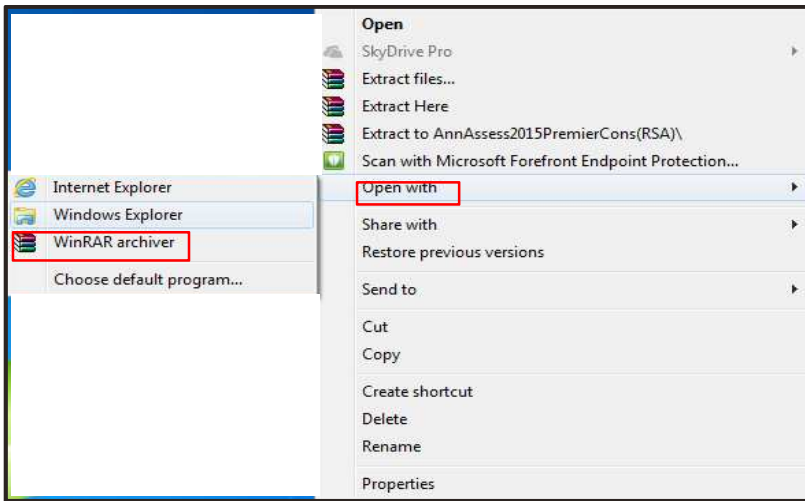
- Click on **Extract**



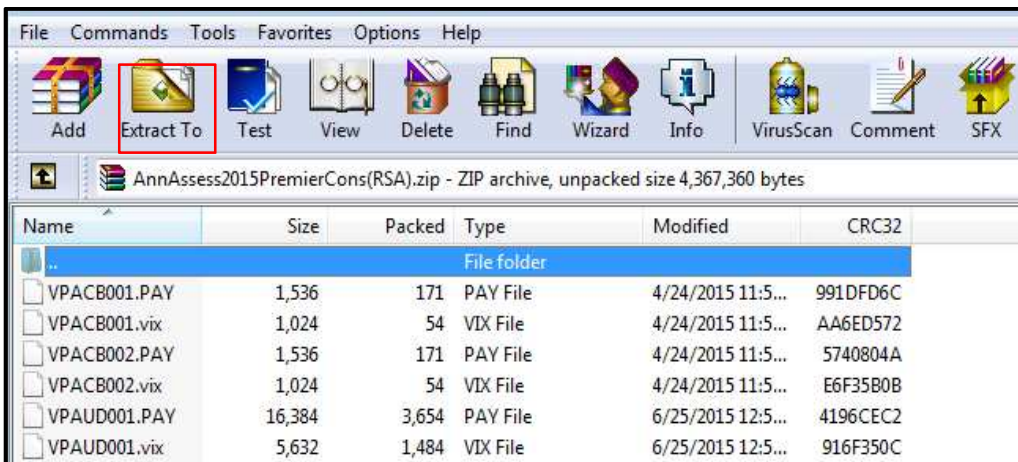
- Browse for the Destination path that is the same as the Start In
- Click on Extract



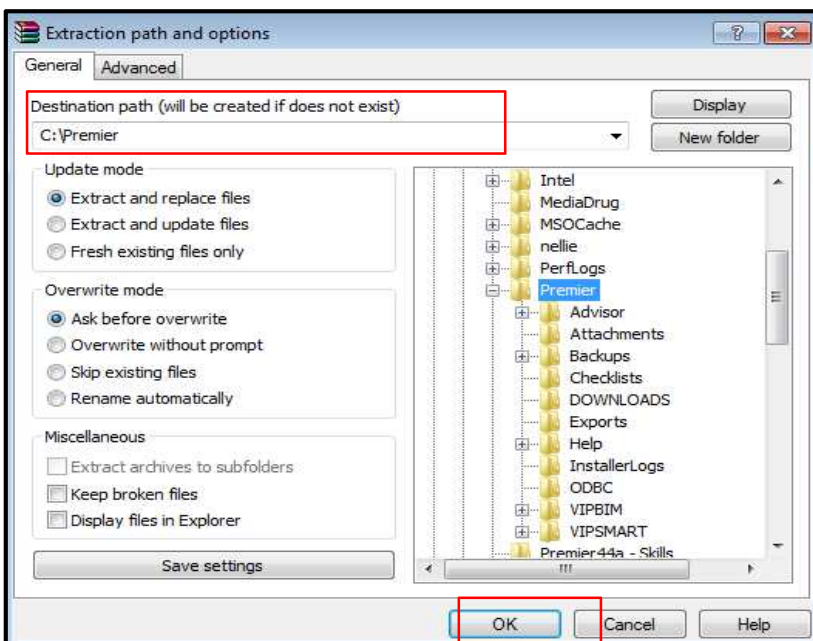
- Click on Yes to All
- How to restore the backup using WinRAR
 - Depending on the version of your WinRAR, the steps may vary
 - Right Click on the .zip folder you want to restore
 - Click on Open with and choose WinRAR archiver



- Click on Extract To



- Ensure that the Destination path reflected is exactly the same as in the Start In
- Click on OK



- Click on Yes to All