Restore Backup

Payroll & HR



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.

Start in:	C:\Premier\

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.

		Open SkyDrive Pro Extract files Extract Here Extract to AnnAssess2015PremierCons(RSA)\ Scan with Microsoft Forefront Endpoint Protection	÷
0	Internet Explorer	Open with	•
	Windows Explorer WinRAR archiver Choose default program	Share with Restore previous versions Send to	•
		Cut Copy	
		Create shortcut Delete Rename	
		Properties	

 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

Organize 🔻 🛛 Extract	all files			-	EI (0
A 🔆 Favorites	Name	Туре	Compressed size	Password	Size	*
🥅 Desktop	VPACB001.PAY	PAY File	1 KB	No		E
🚺 Downloads	VPACB001.vix	VIX File	1 KB	No		
💯 Recent Places	VPACB002.PAY	PAY File	1 KB	No		
	VPACB002.vix	VIX File	1 KB	No		

- 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.

Extract Compressed (Zinned) Folders	×
Select a Destination and Extract Files Files will be extracted to this folder: C:\Premier	Browse
V Show extracted files when complete	
	Extract Cancel

- 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

		Open with WinZip	
	16	SkyDrive Pro	÷
		Scan with Microsoft Forefront Endpoint Protection	
Internet Explorer		Open with	•
Windows Explorer WinRAR archiver WinZip Executable		Share with Extract files	×
Choose default program	<u>6</u>	Extract Here Extract to AnnAssess2015PremierCons(RSA)\ Extract to	
	ą	Extract to folder C:\Users\nel\Des\AnnAssess2015PremierCons(RSA) Create Self-Extractor (.EXE)	
	ģ	E-Mail AnnAssess2015PremierCons(RSA).zip Restore previous versions	
		Send to	•
		Cut	
		Сору	
		Create shortcut	
		Delete	
1		Rename	
		Properties	

- Click on I Agree or Use Evaluation Version

WinZip 🕄
THE ARCHIVE UTILITY FOR WINDOWS
THANK YOU FOR TRYING WINZIP!
This is a fully functional unregistered version for evaluation use only.
The registered version does not display this notice.
You can order the registered version online, by phone, or by mail. Immediate online delivery is available from www.winzip.com.
View Evaluation License Enter <u>R</u> egistration Code
I understand that I may use WinZip only for evaluation purposes, subject to the terms of the Evaluation License, and that any other use requires payment of the registration fee.
L Agree Quit Ordering Info

- Click on **Extract**

1	i 🔞 🏹	3 🧑	2			224
New Open	Favorites Ad	d Extra	act	View	Check0	ut Wizard
Name	Modified	Size	Ratio	Packed	Path	
Vpacb001.pay	4/24/2015 11:54 A	1,536	89%	171	20 20) 	
Vpaud001.pay	6/25/2015 12:52 PM	16,384	78%	3,654		
Vpbat001.pay	6/25/2015 12:51 PM	512	83%	88		
Vpcar001.pay	6/25/2015 12:42 PM	1,024	88%	120		
Vpcnt001.pay	6/25/2015 1:01 PM	67,584	82%	12,347		
Vpdat001.pay	6/25/2015 12:52 PM	2,048	84%	333		
Vpdef001.pay	6/25/2015 12:41 PM	1,024	87%	135		
Vpeas001.pay	6/25/2015 12:42 PM	3,072	49%	1,554		
Vpeeh001.pay	6/25/2015 11:40 A	1,536	88%	189		
Vpehs001.pay	4/24/2015 12:06 PM	512	87%	69		
Tu	6 /1E /101E 11.E1 DEA	E1 7	0.4.0/	01		

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

Extract		? <mark>×</mark>
Extract to:	Folders/drives:	Extract
C:\Premier 🔹 ->	PerfLogs	Cancel
Files	Premier44a - Skills	
Selected files All files	Eremier45a	Help
C Files:		
	⊡ ⊡ Program Files I ⊡ Support Bandom:	
Overwrite existing files	Temp	
Skip older files	tEST 👻	New Felder
Use folder names	4	INEW FOIDER

- 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

	Open SkyDrive Pro Extract files Extract Here Extract to AnnAssess2015PremierCons(RSA)\ Scan with Microsoft Forefront Endpoint Protection
Internet Explorer Windows Explorer WinRAR archiver Choose default program	Open with Share with Restore previous versions Send to Cut Copy
	Create shortcut Delete Rename Properties

- Click on Extract To

3 🔊				🔌 🕦 🖌	•
Add Extract To	Test View	Delete	Find Wiz	ard Info Virus	Scan Comment
🖸 🔋 AnnAsses	ss2015PremierCon	s(RSA).zip -	ZIP archive, unpa	cked size 4,367,360 byte	5
lame	Size	Packed	Туре	Modified	CRC32
			File folder		
VPACB001.PAY	1,536	171	PAY File	4/24/2015 11:5	991DFD6C
VPACB001.vix	1,024	54	VIX File	4/24/2015 11:5	AA6ED572
	1 536	171	PAY File	4/24/2015 11:5	5740804A
VPACB002.PAY	-/			and a star and a star and a star as	
VPACB002.PAY	1,024	54	VIX File	4/24/2015 11:5	E6F35B0B
VPACB002.PAY VPACB002.vix VPAUD001.PAY	1,024 16,384	54 3,654	VIX File PAY File	4/24/2015 11:5 6/25/2015 12:5	4196CEC2

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

Destination path (will be created if does not exist) [Display
C:\Premier	- Ne	w folder
Update mode Extract and replace files Extract and update files Extract and update files Fresh existing files only Overwrite mode Ask before overwrite Overwrite without prompt Skip existing files Rename automatically Miscellaneous Extract archives to subfolders Kan broken files	Intel MediaDrug MSOCache MSOCache PerfLogs PerfLogs Advisor Advisor Advisor Checklists DOWNLOADS Exports Help InstallerLogs ODBC	E
Display files in Explorer		
Save settings	Premier44a - Skills	F

• Click on Yes to All