

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Restore a Backed Up Library

This step by step How To article explains how to restore a backed up library.

For a complete list of available How To documents, visit the Support section of our website: www.palm-tech.com/support/

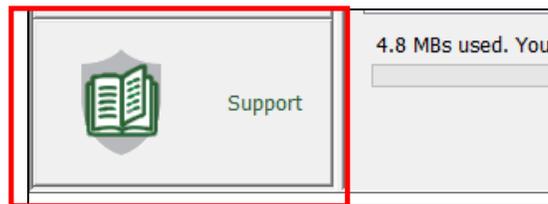
HOW TO: Restore a Backed Up Library

Palm-Tech automatically creates backups of your library files several times each month. This is done so that if something happens to your library or if you want to revert to an older version of your library you can do this even if you didn't save a backup on your own.

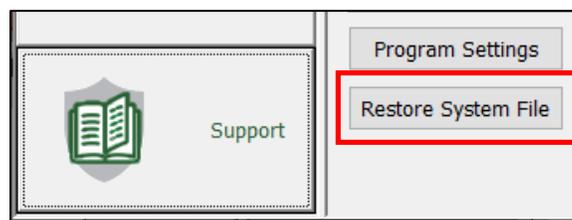
1. The first step is to close out of all programs related to Palm-Tech to ensure there isn't an inspection open.
2. Next, open the Palm-Tech program by double clicking on the icon on your desktop.



3. Once the main program appears, click on the 'Support' tab in the lower left corner.

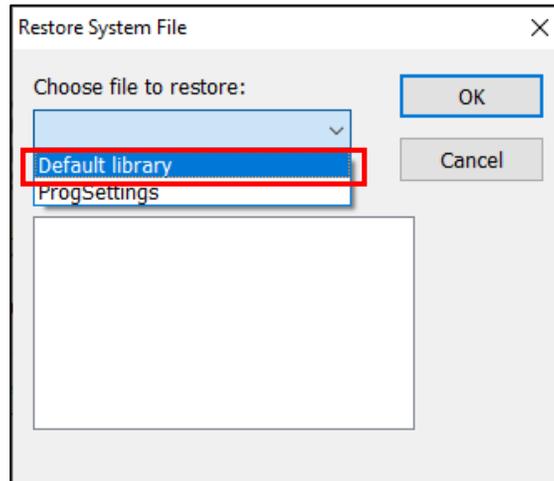


4. Now, click on 'Restore System File'.

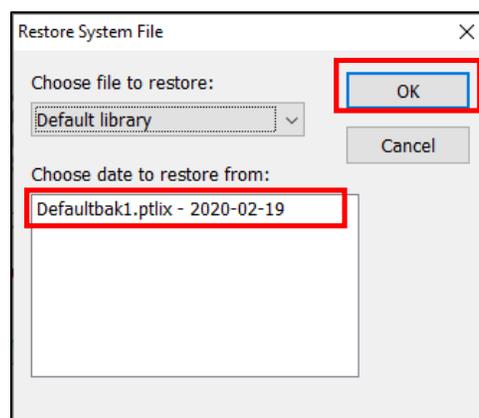


HOW TO: Restore a Backed Up Library

5. This brings up a screen where you can select what type of file you want to restore. Click the dropdown under 'Choose file to restore:' and select 'Default Library'.

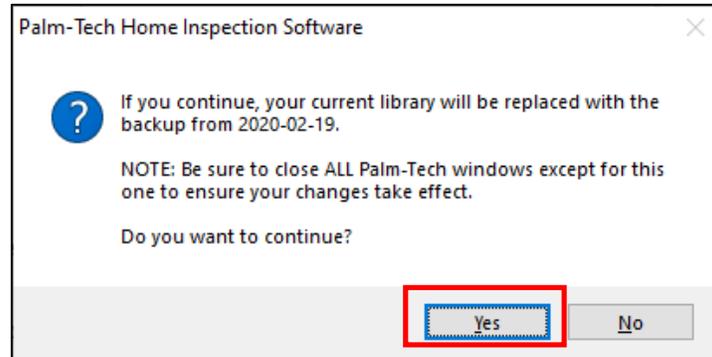


6. Under 'Choose date to restore from:' you will see up to four versions of this file with each one having a different number at the end (1 through 4). So you'll see 'Defaultbak1.ptlix', 'Defaultbak2.ptlix', etc.
7. We now need to determine which one we want to restore. To do this, we'll need to determine which one is the most recent backup when compared to when you started having issues with your library. For example, if you noticed issues with your library on 2/22/20, then you'll want to find the backup library that is closest to 2/22/20 but before it.
8. When you have determined the file that you want to restore, click on it and click on 'OK'.



HOW TO: Restore a Backed Up Library

9. A message pops up letting you know that your current library will be replaced with the backup. Click 'Yes' to continue.



10. Next, you'll get confirmation that the file was restored. Click 'OK'.



11. You have now successfully restored a backup library. The next time you open Palm-Tech the information from the backup library will be present.