

# V5 Restoring from Backup

Before you can begin the restore process, you must install Microsoft SQL Server Management Studio 2012. Please click on the following link to begin the process.

## [Microsoft® SQL Server® Management Studio 2012](#)

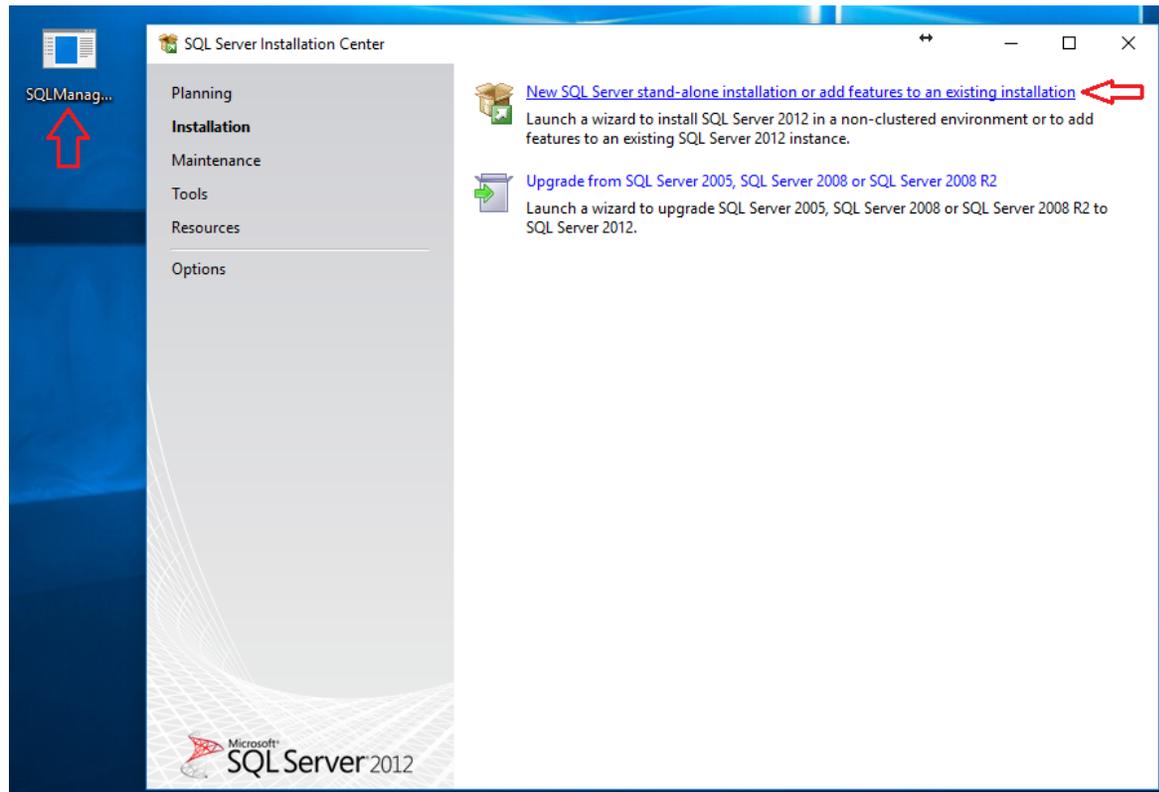
Once you download, you will follow the steps below to install.

Several screens will run on their own. Below are the screens where you must take action.

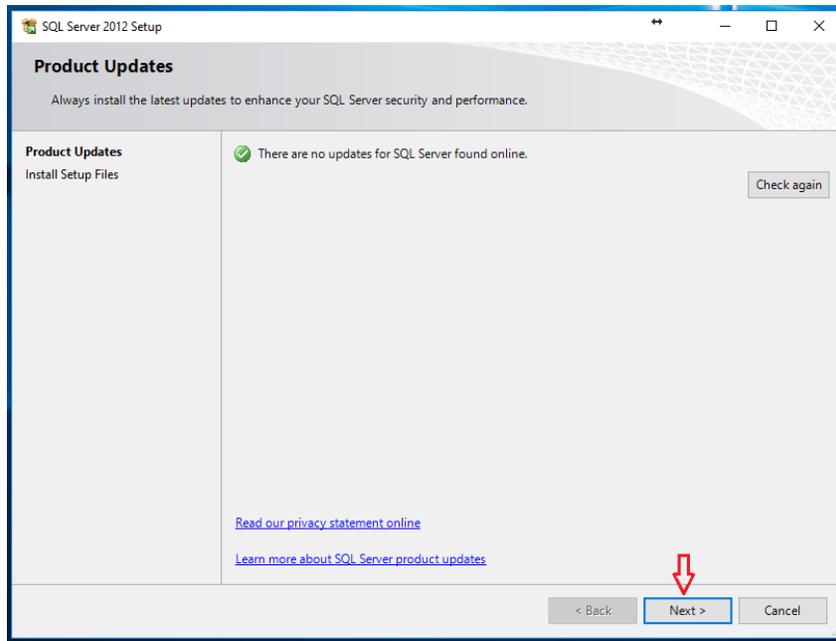
The process to install SQL Management Studio will take about 20 min. or so depending on your computer speed.

Installation Steps:

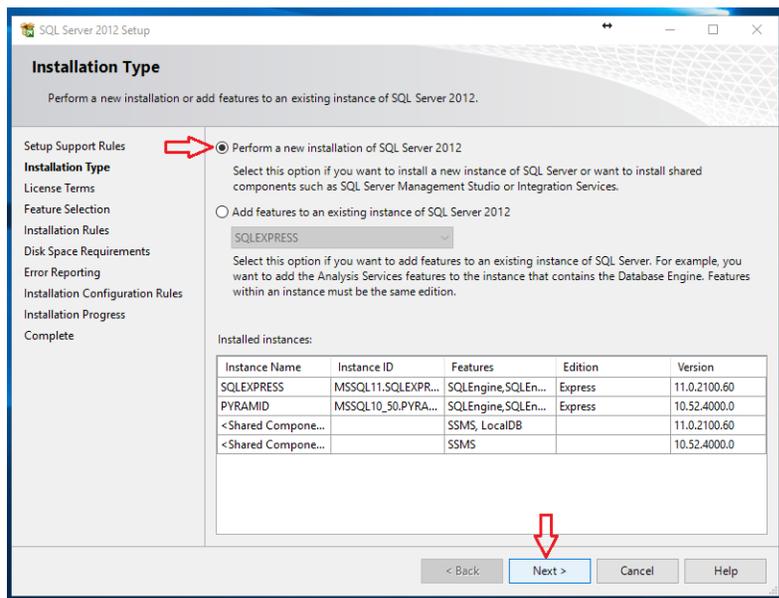
1. Follow installation below:



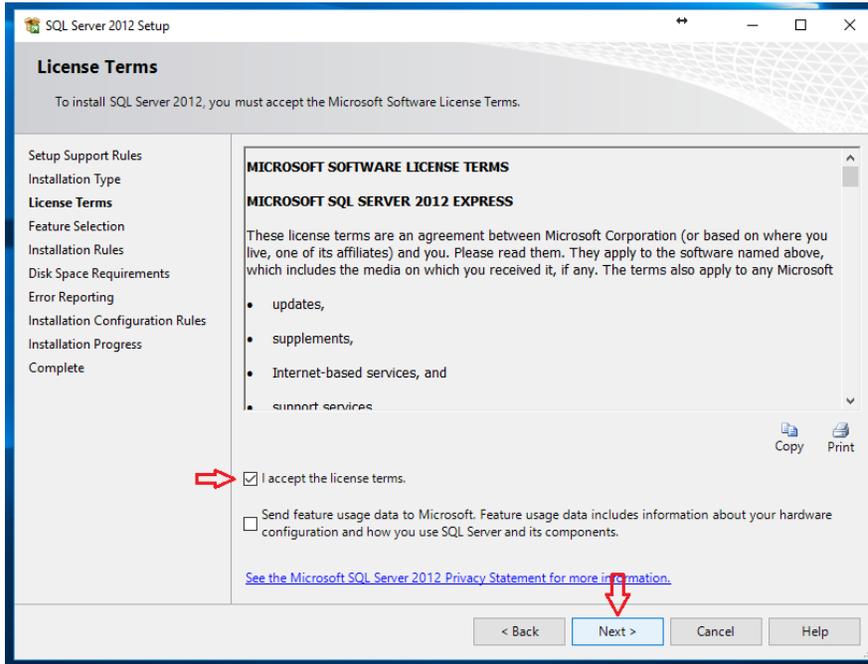
2.



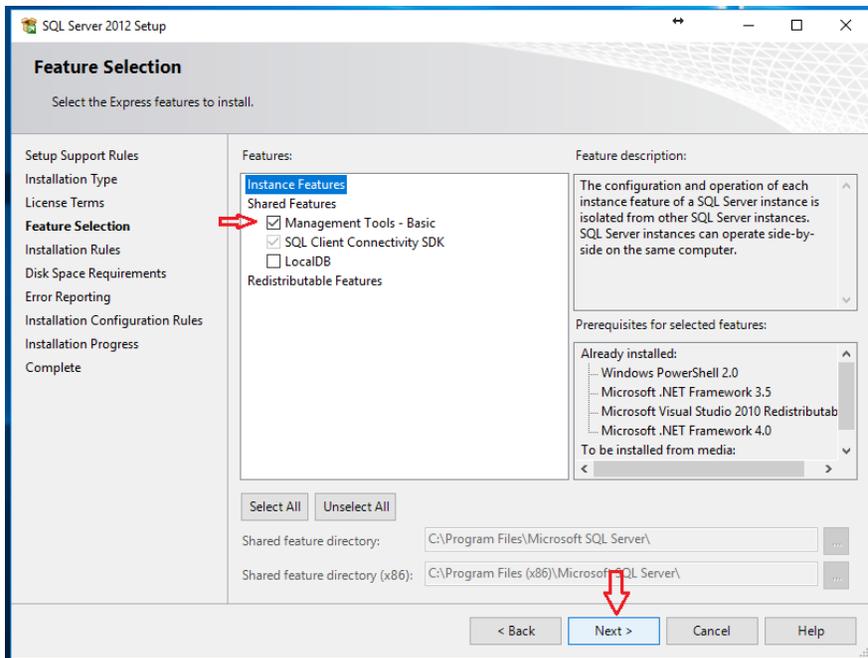
3.



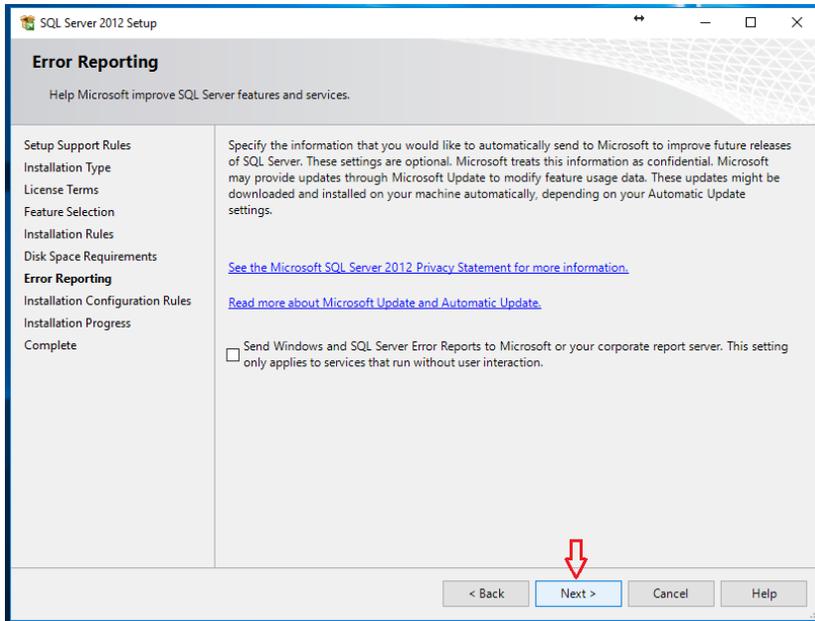
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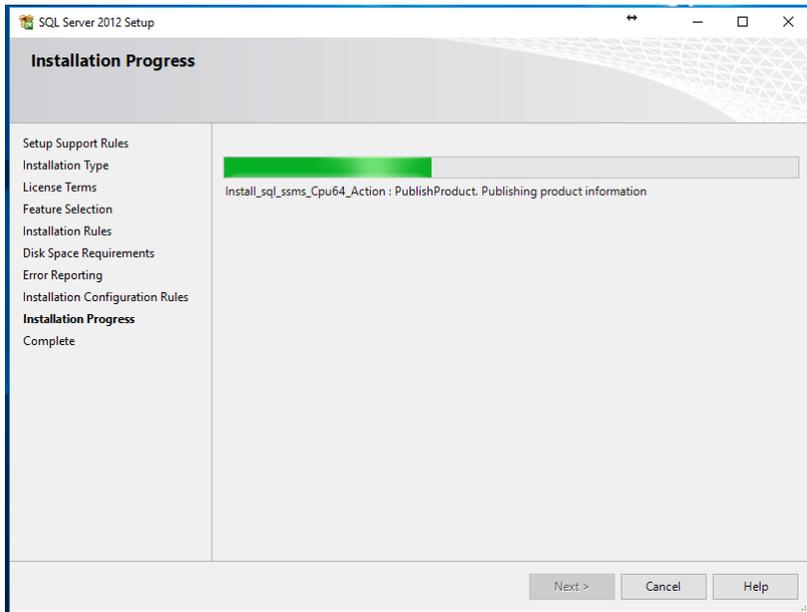
5.



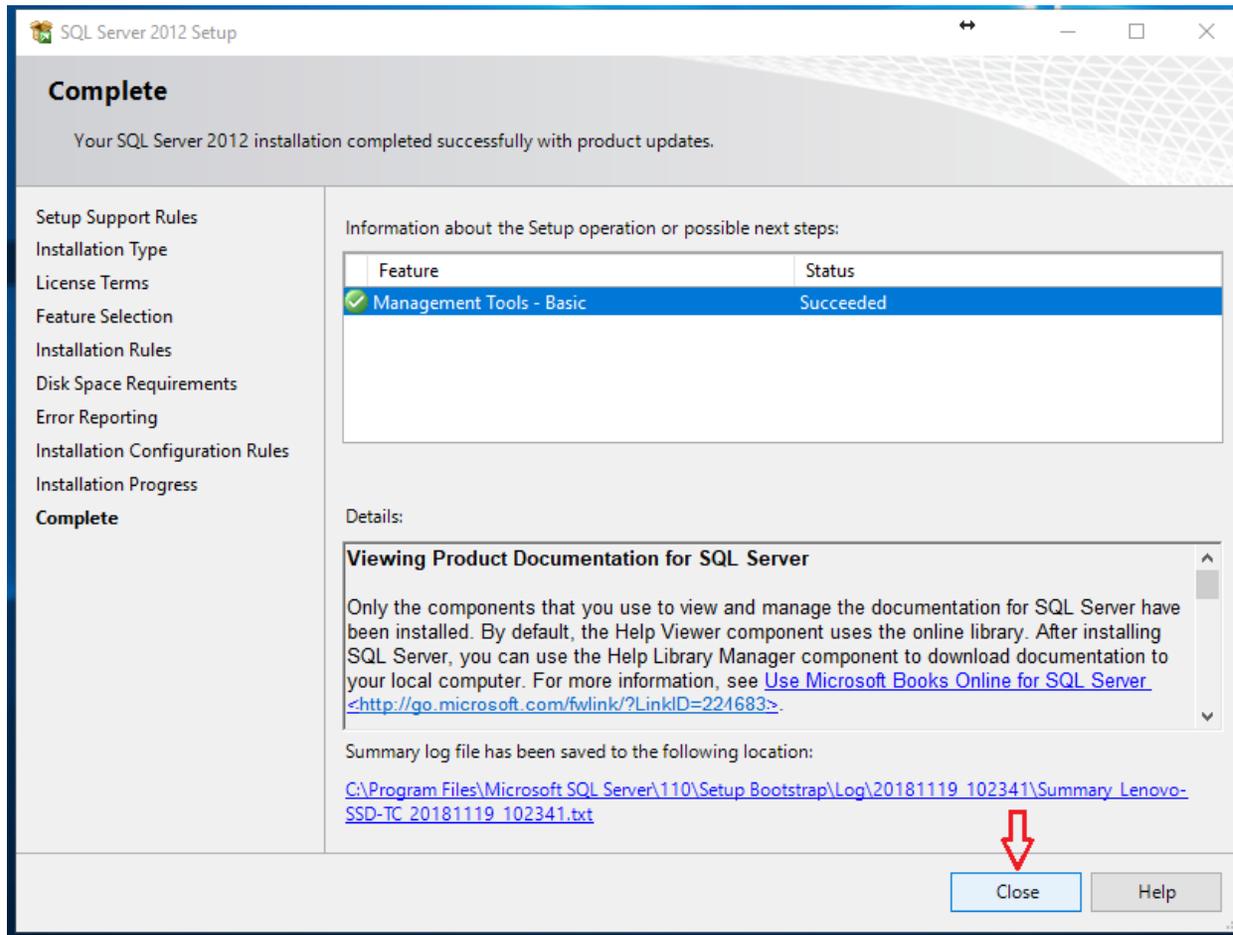
6.



7. No action is needed on the screen below. This will take several minutes.



8.

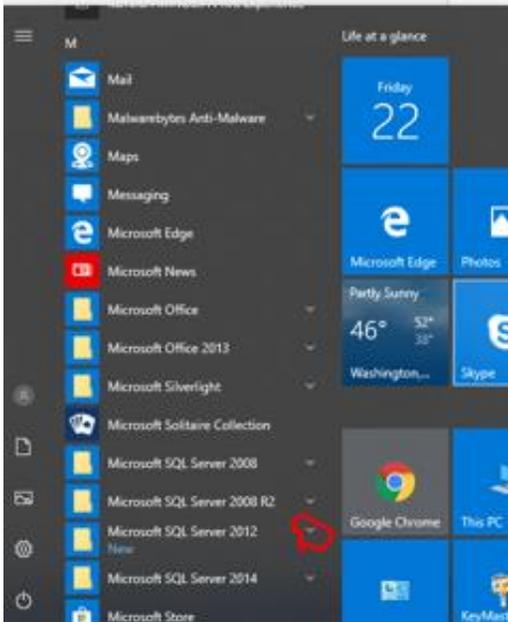


Now you are ready to use SQL Management Studio to restore V5 from your backup file.

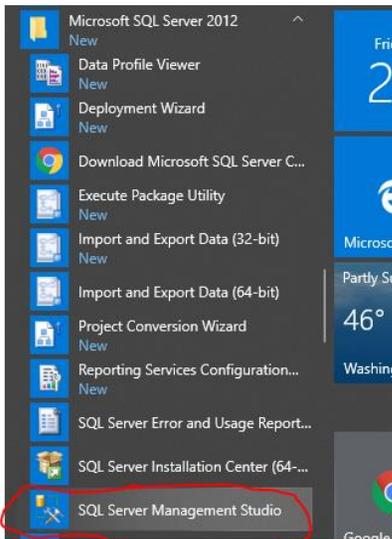
Please be sure you already know that path to access your back up folder and you have access to it.

# Restore process.

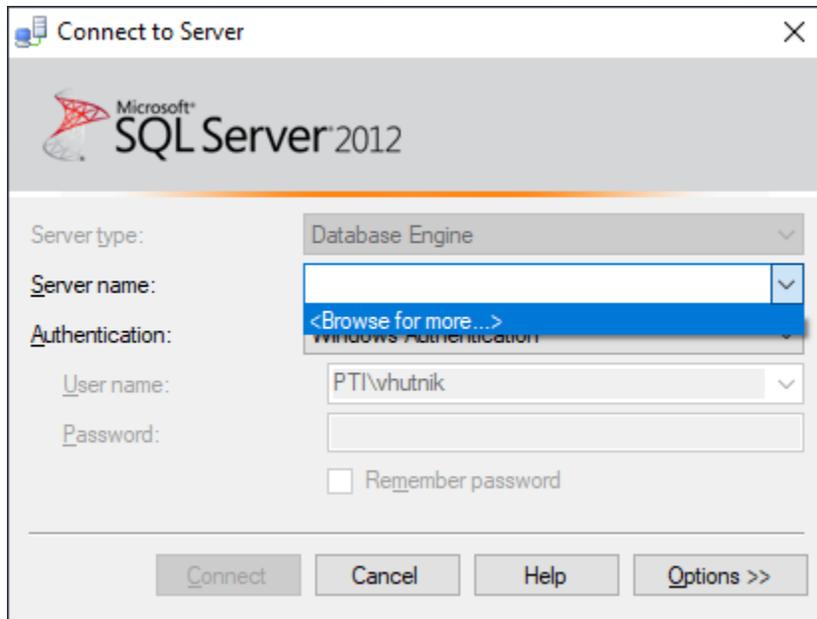
9. Click on your Start Menu and find the Microsoft SQL Server 2012 and click on the dropdown arrow.



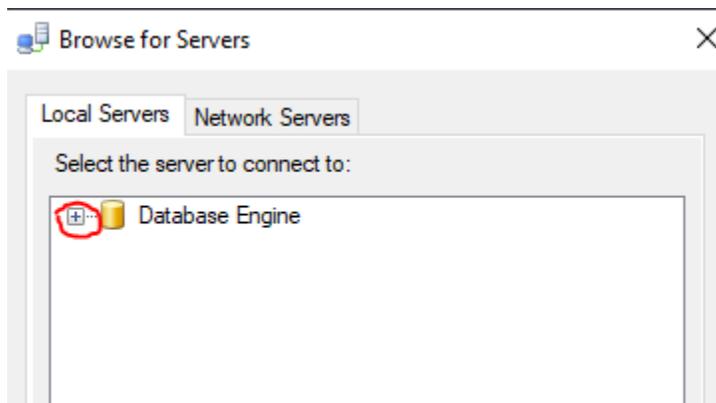
10. Go to SQL Server Management Studio and click to open



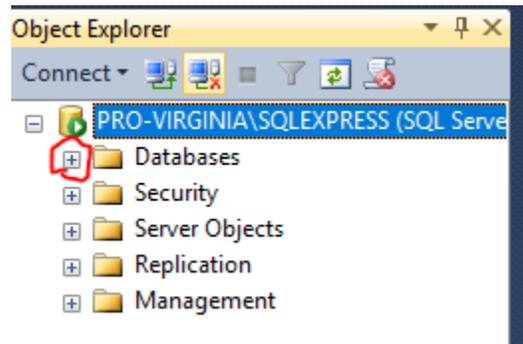
11. When Management Studio opens, click the drop down for Server name and click on Browse for more.



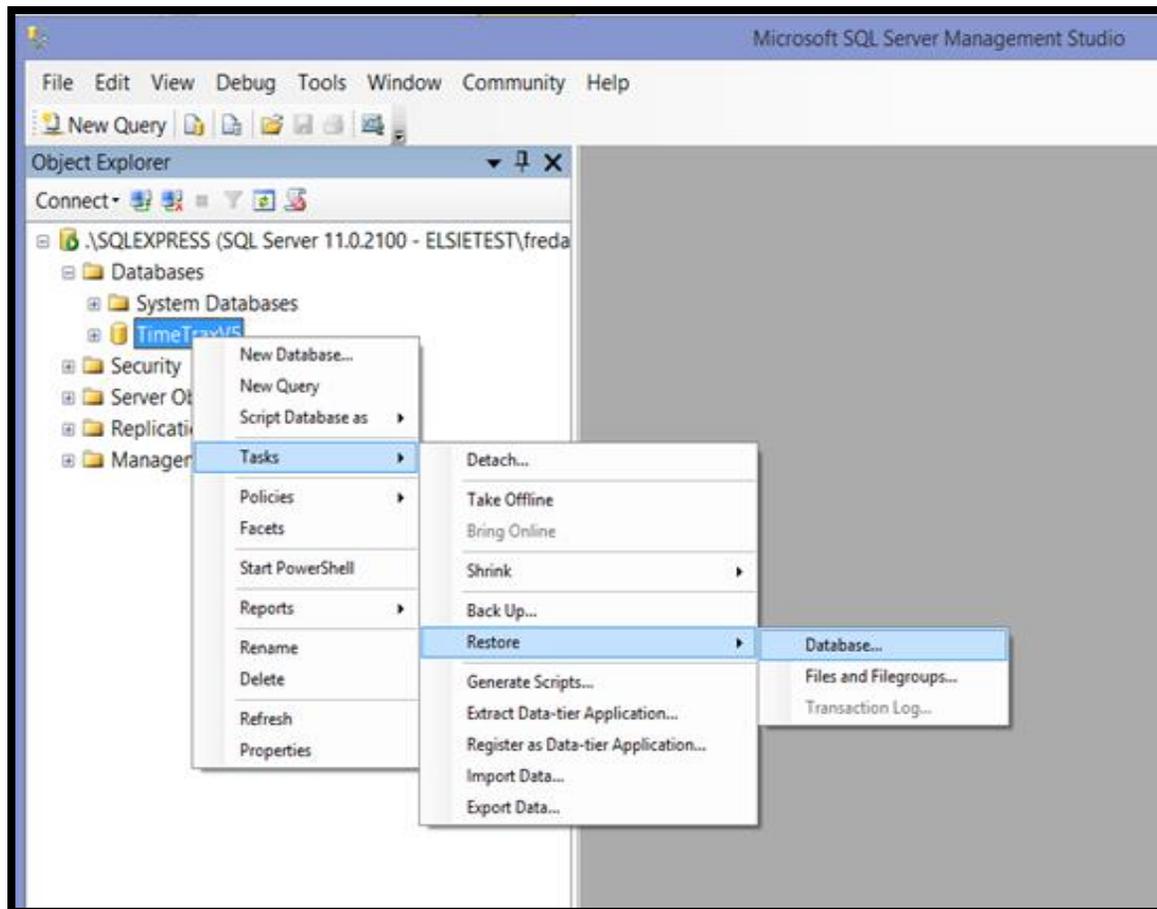
12. Click on the + sign in front of Database Engine and choose the option with a format of \_\_\_\_\_/SQLEXPRESS  
Click Connect



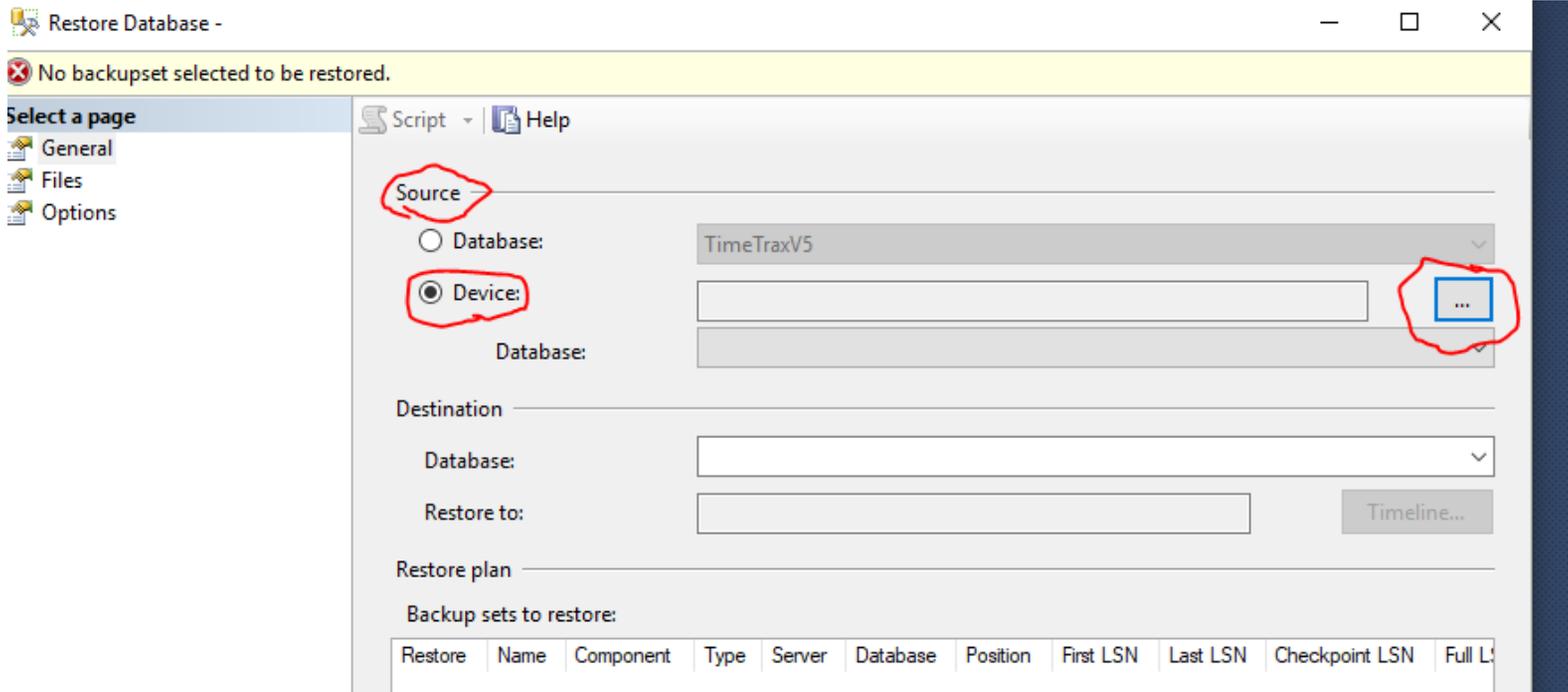
13. Click on the + sign in front of Database found on the left hand side of your screen.



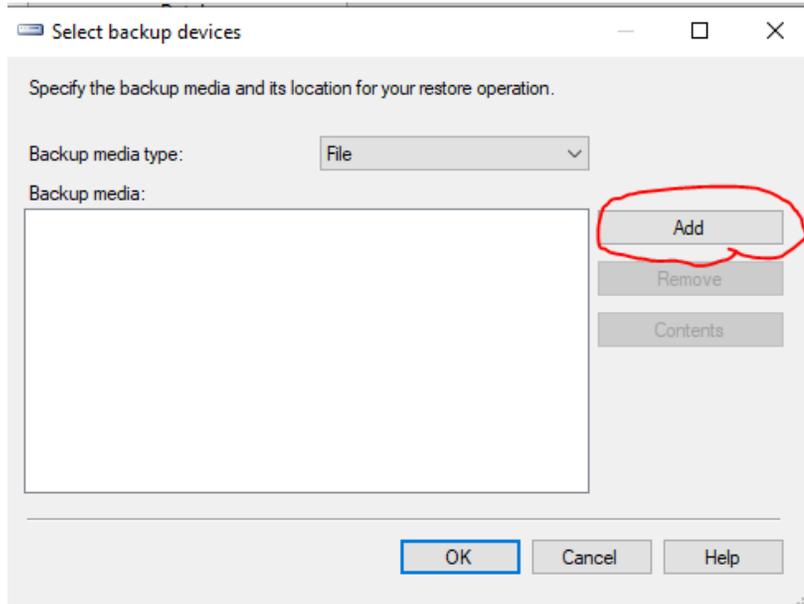
14. Right click on TimeTraxV5 and follow to Tasks/Restore/Database



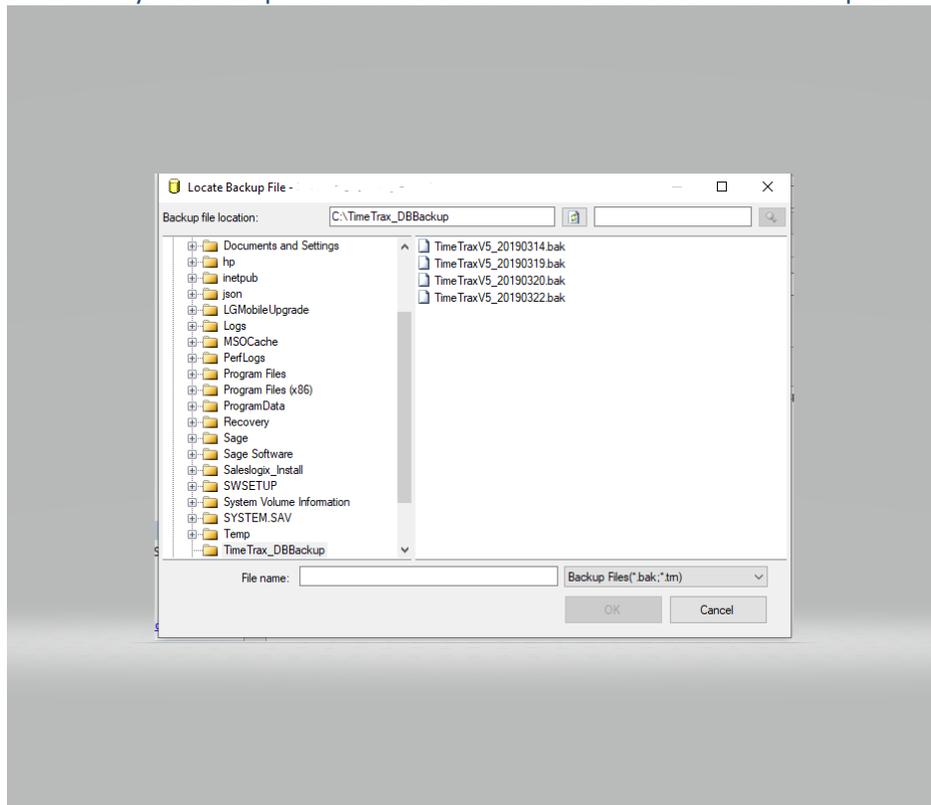
15. Under Source, check Device and then click on the box to the right with the 3 dots.



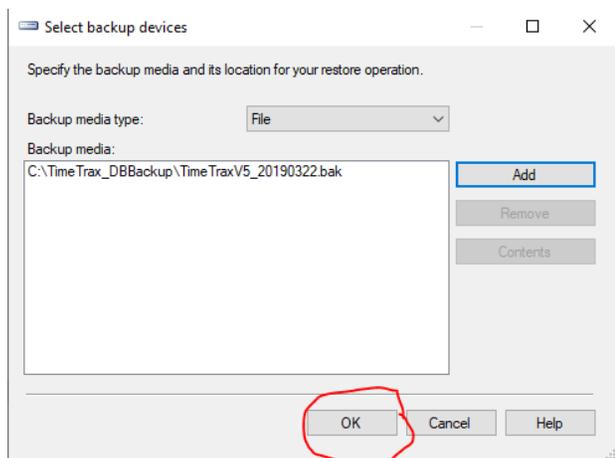
16. Click on Add



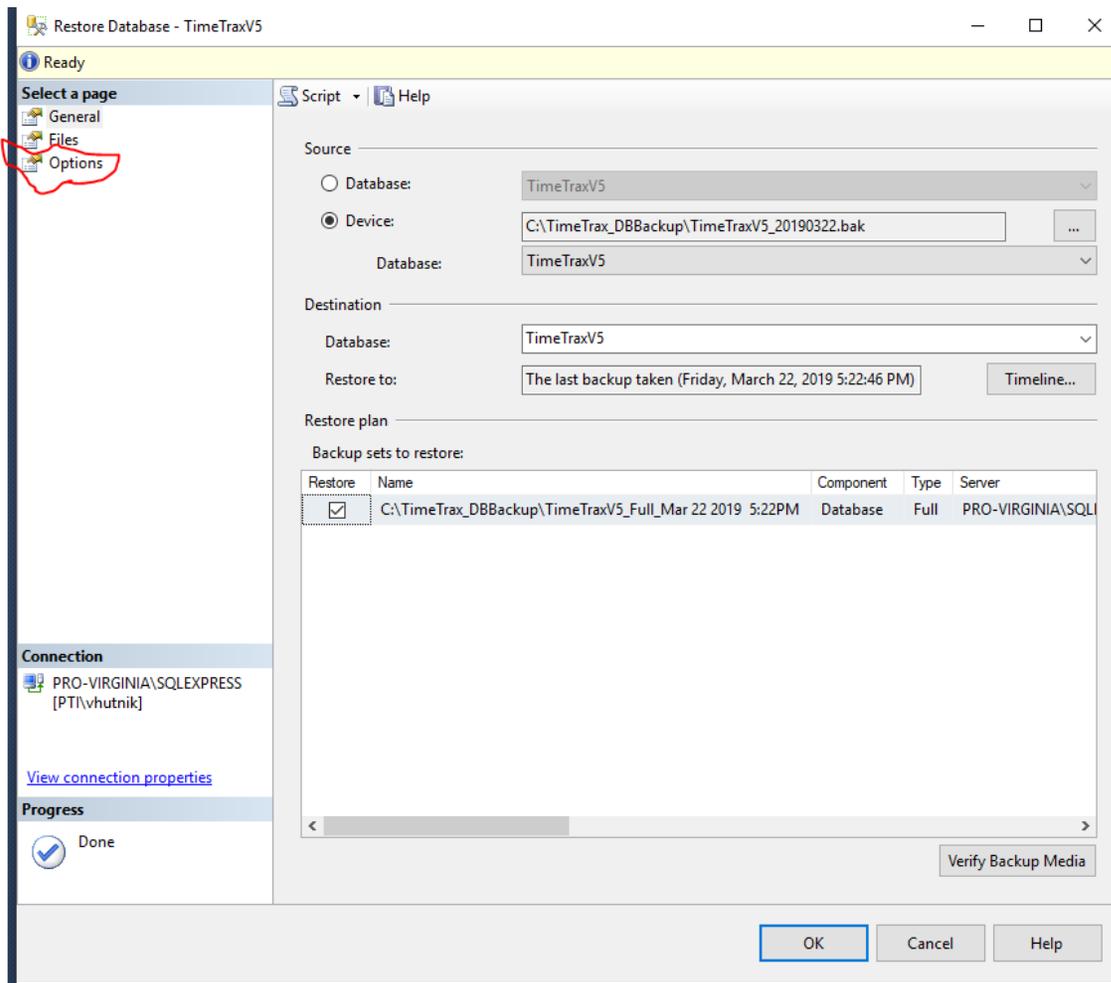
17. Browse to your backup file location and then double click on the backup with the most recent date.



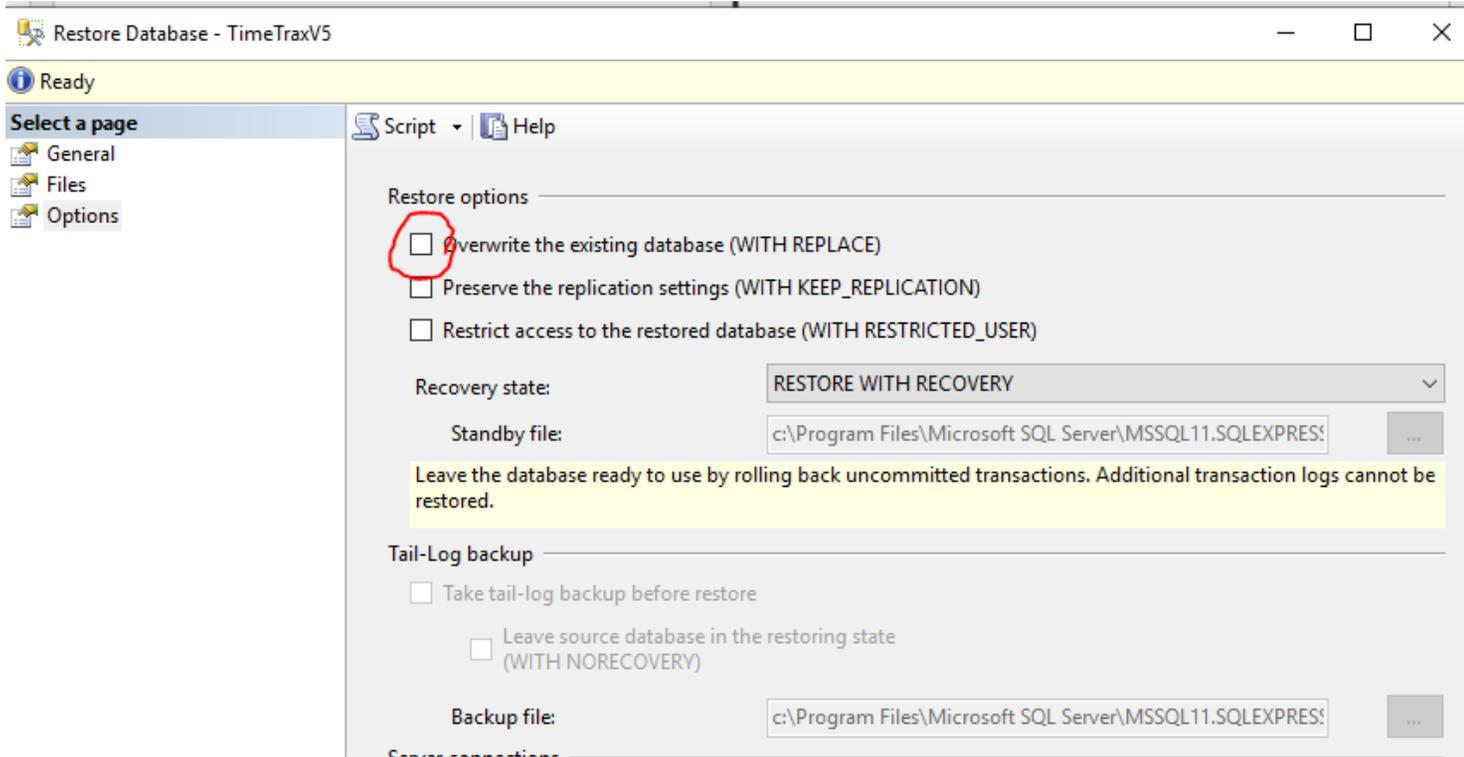
18. Click OK.



19. Click on Options on the left of the screen.



20. Choose overwrite the existing database and click OK.



21. You should get the message below that your database has been successfully restored. Click OK.

