realworld**business**™
partners in business development

Sage Line 50

Restoring a BACK-UP

Always back-up before restoring any data

Open up Sage and on the main screen; press on FILE in the top left hand corner.

From the drop-down menu, choose RESTORE

The following screen opens up. Press on BROWSE and choose the destination path of the back-up file you want to restore. Press OK

Details of the Back-up you have chosen to restore will appear. Check these details and press OK

A warning will appear:

Press YES, once you are sure this is the correct back-up – **please note that this cannot be undone once YES is pressed – all previous data will be overwritten.**

When it is completed, a message will appear, press OK