

Windows OS/Standalone Restoring your Data



Quick Guide
1/31/2018

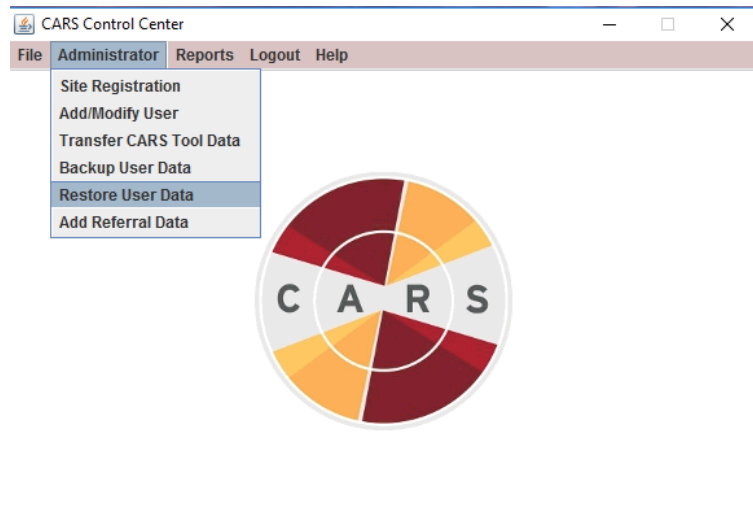
This Quick Guide will walk you through the **second of two** steps that you will need to update CARS.

When to restore data:

Sites should restore data after completing a backup and installing a new version of CARS. New versions of CARS will contain blank databases. When using the restore function, all previous data will be restored to the database in the new version.

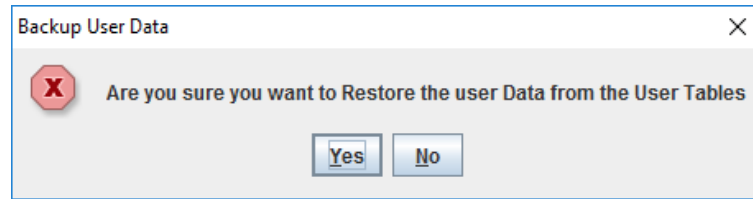
How to restore data:

1. Open the program and select the **Administrator** dropdown menu tab, then select "Restore User Data"



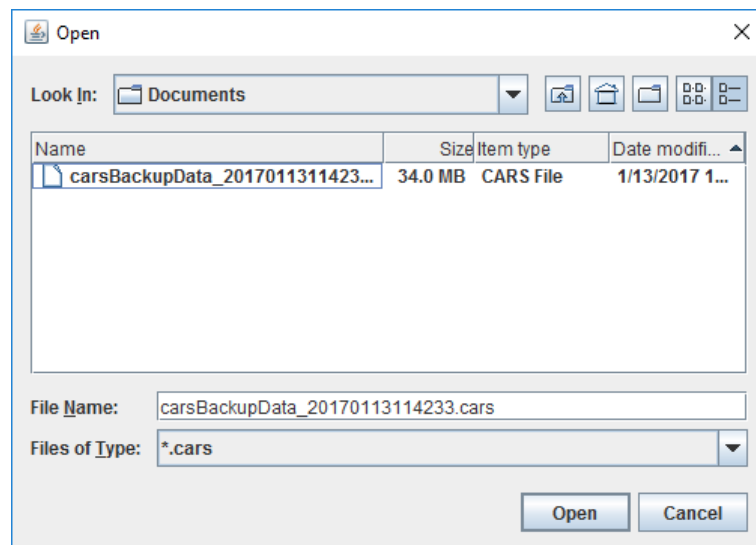
2. A user login information field will pop up. Sign in with the default administrator username (admin) and password (carsadmin). You will be directed to change the default admin password. Log in with your new password and navigate to "Restore User Data" again.

3. Select "Yes" to restore your data.



Note: If you are presented with a popup that reads "user data exists", see the user manual for further instructions.

4. You should be presented with a popup of your 'All My Files' directory with a listing of all the files that contain the file extension '.cars'. Select the file you want to restore and click the "Open" button on the bottom of the screen.



5. A popup menu item will appear on the screen to notify you when your backup data has been restored. When restoration is complete, another popup will appear saying the process has been completed. Click "Ok".

6. Repeat these steps on every computer running CARS.