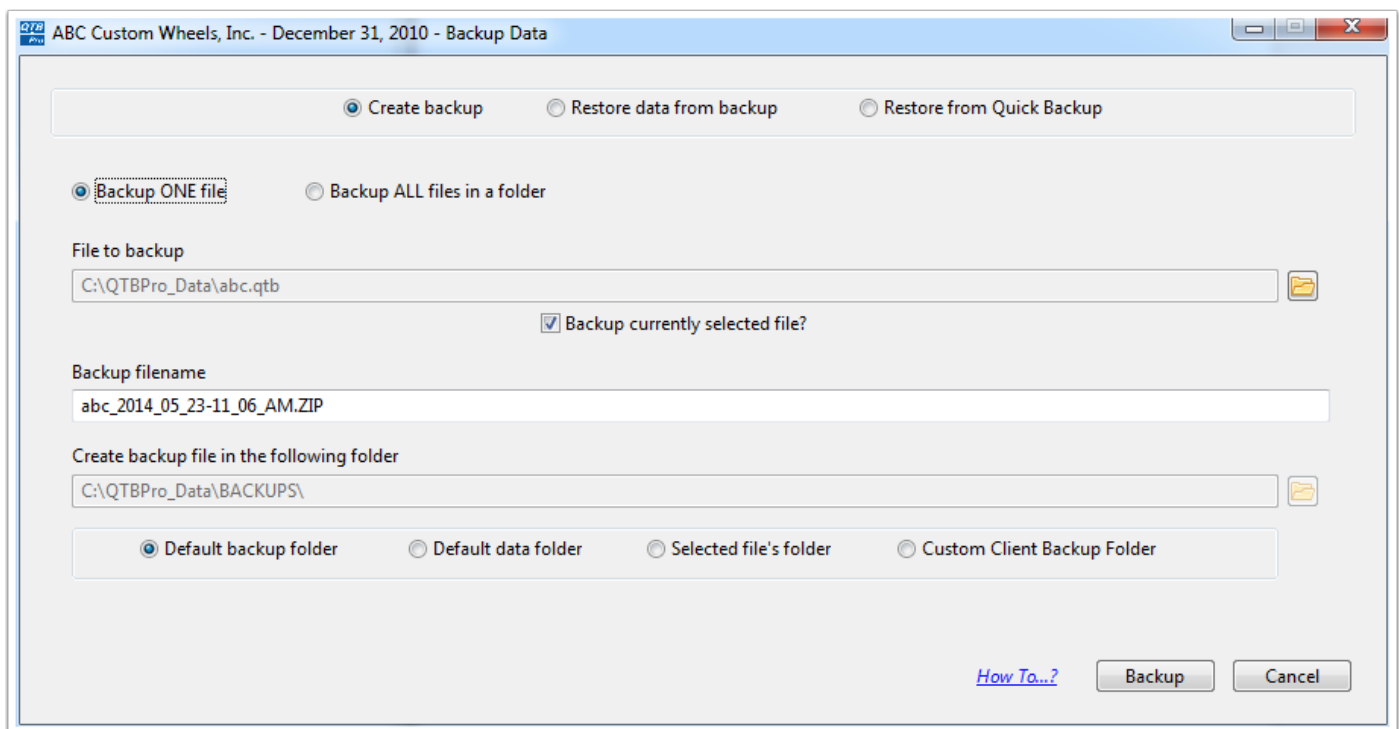# Quick Trial Balance Pro - File menu / Backup/Restore

Restore from Quick Backup

To restore from a Quick Backup, go to the File menu and take the Backup/Restore option. You will receive the same screen that you received when doing a backup, but this time you will select the option to "Restore from Quick Backup".

Restore from Quick Backup

After selecting the option "Restore from Quick Backup" you will receive this screen, which will list the quick backups available to be restored. If you have a quick backup to restore that does not appear on the list, you can hit the "Add Backup Files" button and select that quick backup.

Highlight the backup to restore and then hit the Restore button. You will be asked to verify that you want to restore and overwrite your existing data.

After the restore is complete you will receive a pop-up message stating that the restore has been completed.