

Answer:

To restore your One Vision backup file:

1. If your backup is on a removable disk, insert it into the appropriate drive (3.5-inch disk drives are usually labeled as **A:**). If your backup is on multiple disks, insert the first disk.
2. From the One Vision **File** menu, choose **Restore** to open the **Restore Company Backup** window.
3. If the **Filename** or **Location** information in the **Get Company Backup From** section is incorrect, click the **Browse** button. (If they are correct, skip to step 4.) This will open the **open Backup Files for One Vision** window.
 - a. Select your backup file location from the **Look In** drop-down list.
 - b. Select the filename from the center of the window. (Your backup file will look something like [OV0127005.OVB, where the numbers indicate a date.)
 - c. Click **Open**. You will return to the **Restore Company Backup** window.
4. The lower **Location** field in the **Restore Company Backup To** section contains the future name and location of the restored file. Do not change the name or location. This is the default directory for One Vision Data files.
5. Click **Restore**. Carefully read any messages that may appear before the restoration process begins.

Note: If at any time you receive the message **File name already exists. Do you wish to replace it?** or **You are choosing to overwrite an existing company file. Are you sure?**, we recommend you click **No**.

If you click **Yes**, your restored file will **overwrite** your existing file. To be safe, click **No**, and then enter a temporary file name in the **File Name** field, making sure it has a **.ovb** extension. Once you are certain the restored file is functioning properly and contains the correct data, you can always [rename](#) the restored file to the original filename, which will safely overwrite the original **One Vision** data files.