

Audit Tool RSTR Restore Data Manual - Windows 7

for Audit Tool version: 1.0.5 (release version)

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document version 1.0.0

Audit Tool – Restore Audit Tool data (Windows 7)

Detailed Instructions

This document assumes that you have already installed and registered an Audit Tool on your PC.



Right click the **Start** button:

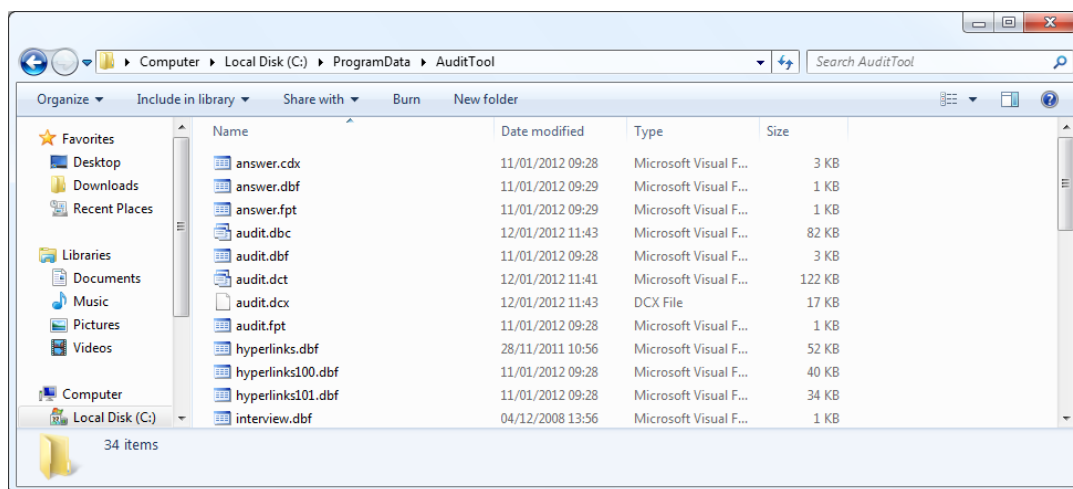
select **Open Windows Explorer** and press the **Enter** key.

Click **Local Disk(C:)**

In the top bar enter **Programdata** and press return.

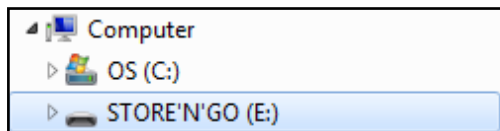
Click the AuditTool folder and you should get something like the following:

You should see a list of about 27 files - like the following.



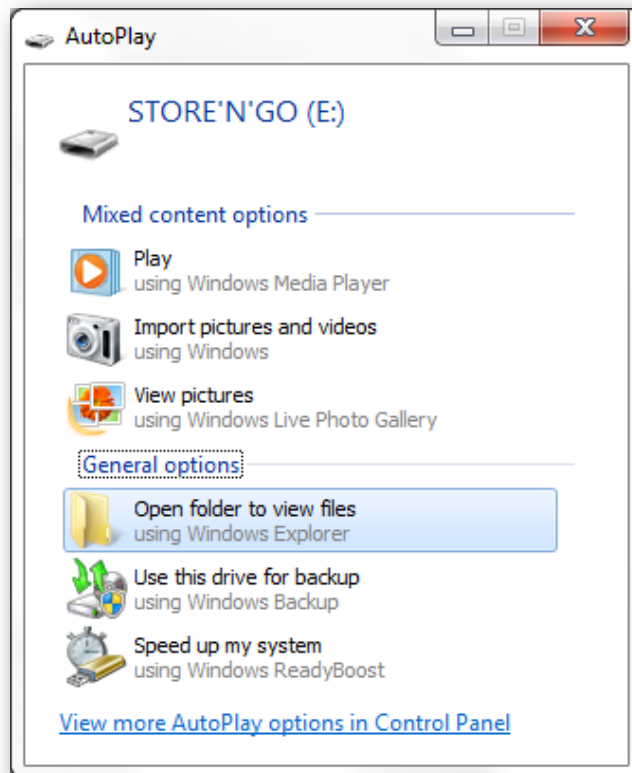
Leave this window open for the moment.

Insert your USB drive (in this example it's called **STORE'N'GO** and has been installed as the **E drive (E:)**).



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Click your USB drive and choose **Open Folder to view files** from the USB connection dialogue:



In the Explorer window containing the USB drive's files, find your Compressed Folder ZIP file and open it.

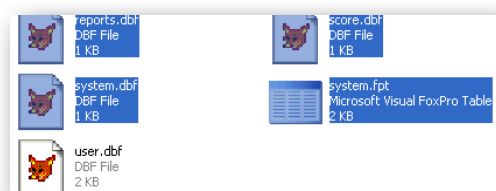
Select to *Copy* all of them by doing one or other of the following:

- Press **Ctrl** and **A** together (select all),
- Press **Ctrl** and **C** together (copy)

or

- Chose **E**dit-**S**elect **A**ll
- Right click and choose **C**opy (ensuring files remain selected).

This will select the files ready for copying, but won't actually copy them.



You need to ensure that the **user.dbf** and any PDF files are not copied - if they exist. This can be achieved by moving the mouse to the the **user.dbf** file, holding down the **Ctrl** key and clicking the file(s). It should become white, not blue - like the image to the left.

Now find your Audit Tool Explorer Window (opened above), and

- Press **Ctrl** and **V** together (paste),

or

- Chose **E**dit-**P**aste

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Windows will ask you if you wish to replace your files - say **Yes to All**.

If you now start the Audit Tool, you should find your data present.

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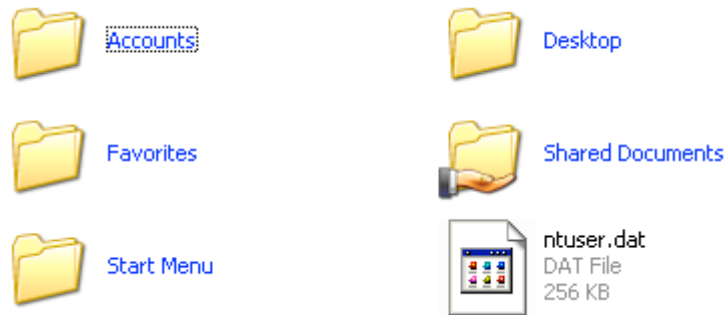
Audit Tool PDFs

If your Audit Tool user has created PDF reports from the Audit Tool - then potentially these need to be copied as well - see **Appendix B** for details on how to do this.

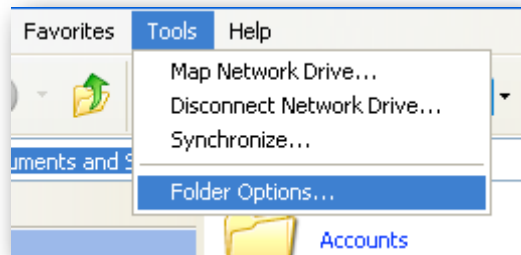
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Appendix A - Show Hidden Application Folder

You may have a situation like the below - where the Application Data folder doesn't appear:

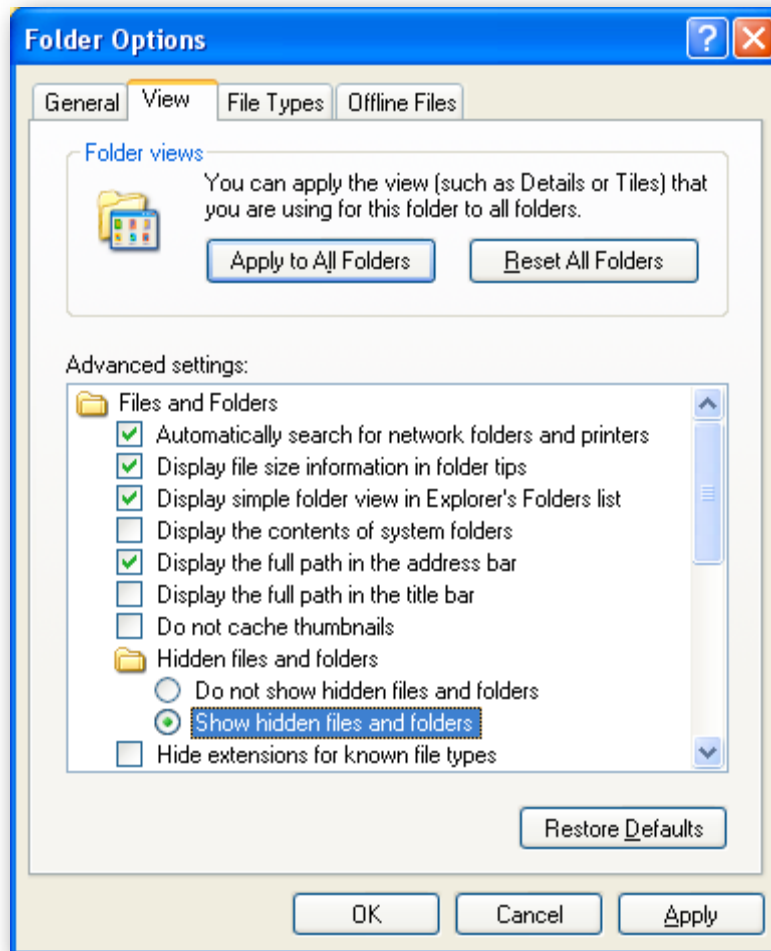


This is because it's a hidden folder, and your system is set up to hide 'hidden files'. If this is the case, then select **Tools-Folder Options** from the Explorer Window that is showing the *All Users* folder.



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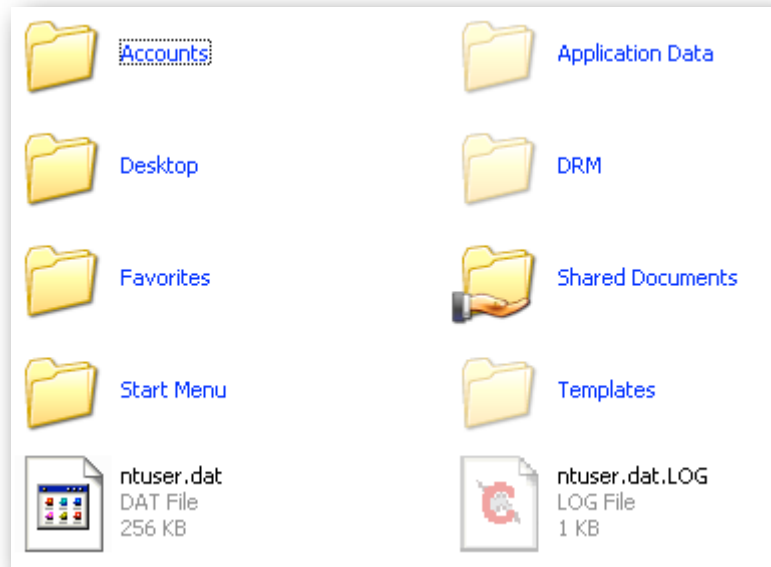
On selecting this option, you'll be presented with a **Folder Options** window. Select the second tab, entitled View - and select the **Show hidden files and folders** option - as illustrated below:



(when you've completed this process, you should return here, and select the **Do not show hidden files and folders**).

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You should now be able to see folders similar to the following - with the **Application Data** folder (and other 'hidden' folders) with a faded folder image:



Now click the light yellow **Application Data** folder,

and click on the **AuditTool** folder

Now return to the main part of the document.

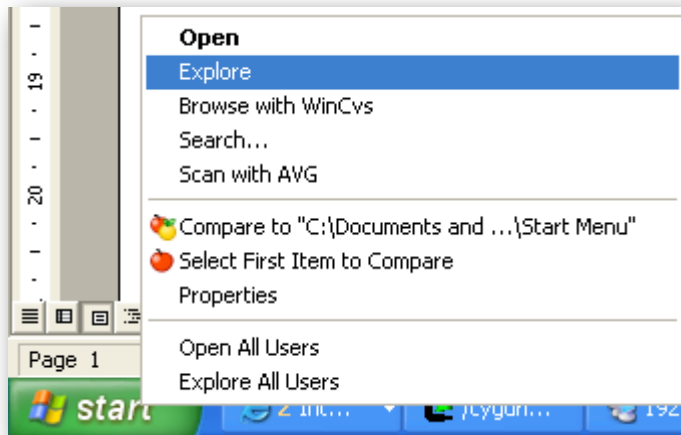
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Appendix B - Restore Audit Tool PDFs

Right click the **Start** button:

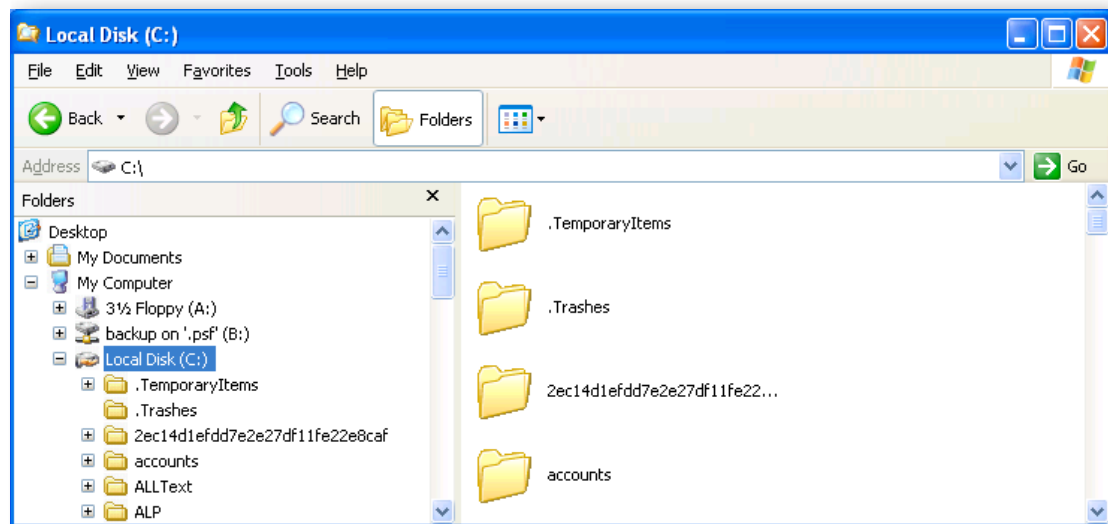


select **Explore**:



(highlighted in blue) and press the **Enter** key.

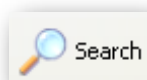
When you get an **Explorer Window** like the below - click **Local Disk(C:)**



Click **Program Files**:

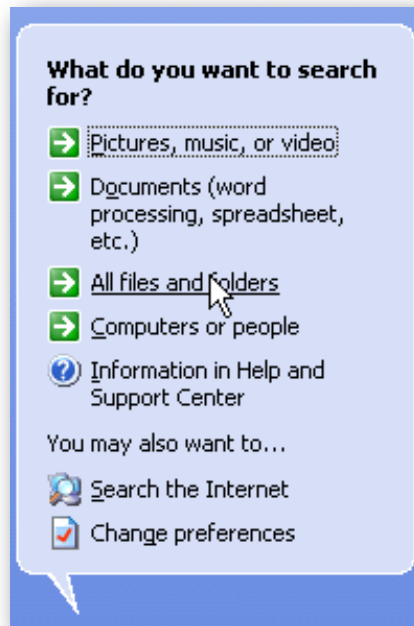


Click **Audit Tool** (underneath Program Files):



Leave this window open and go to an Explorer window for your USB drive. Make sure that you are in the ZIP folder for the Audit Tool. Select the **Search** button at the top of the Explorer window

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From the blue box on the left entitled **What do you want to search for?** Select **All files and folders**.

In the **All or part of the file name:** box, enter the following:

***.pdf**

In the Explorer window containing the ZIP data files, select to *Copy* all of them by doing one or other of the following:

- Press **Ctrl** and **A** together (Select All),
- Press **Ctrl** and **C** together (Copy)

or

- Chose **Edit-Select All**
- Right click and choose **Copy** (ensuring files remain selected).

This will select the files ready for copying, but won't actually copy them.

Now paste your files into the program files Audit Tool file window (see above), by using

- Press **Ctrl** and **V** together (paste)

or

- Chose **Edit-Paste** from the Zip folder window.

Now return to the main part of the document.