

Backing up your company data is only half the battle. If you have a backup, but don't know how to restore the data in an emergency, then it is worthless. Not only must you understand how to restore the backup properly, but you need to be able to do it quickly and efficiently to minimize downtime.

## PROCESS

### 1. Restore SharePoint Content

1. Open the SharePoint Central Administration web page on the server, which can be found in Start > All Programs > Administrative Tools or by directly entering a web address in the format of <machine name>:<port>.

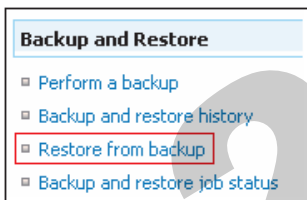
Example:

<http://productpoint:12345>

2. Log in as an administrator and select the Operations tab.



3. Select the *Restore from backup* link under the Backup and Restore heading.

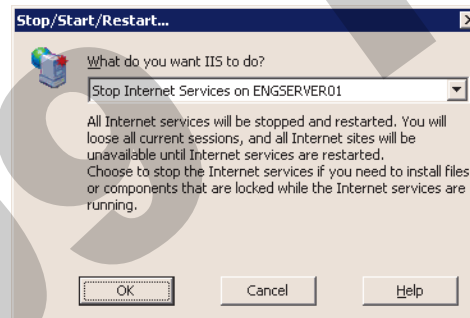


4. Select the radio button for the appropriate backup file and then click the *Continue Restore Process* link.
5. Select the top check box to select all of the listed sites and then click the *Continue Restore Process* link again.

6. Select the "Same configuration" radio button, click OK when prompted to overwrite the existing components, and click OK on the web page.

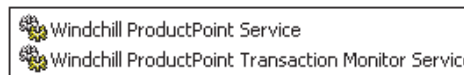
### 2. Stop Internet Services

1. Open the Internet Information Services (IIS) Manager, which can be found in Start > All Programs > Administrative Tools or by going to Start > Run and typing "inetmgr."
2. Right click the server machine and select All Tasks > Restart IIS.
3. In the pop-up window, select the option to stop the internet services from the drop-down menu and click OK (see below).



### 4. Stop ProductPoint Services

1. Open the server's Services, which can be found in Start > All Programs > Administrative Tools.
2. Stop *Windchill ProductPoint Service*.
3. Stop *Windchill ProductPoint Transaction Monitor Service*.



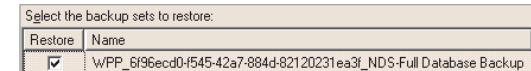
### 4. Restore ProductPoint Database

1. Open SQL Server Enterprise Manager (SSMS), which can be found in Start > All Programs > Microsoft SQL Server 2005.
2. Click Connect on the login screen.
3. Expand the Databases node and right-click the database that ends in "\_NDS" (as pictured below).



4. Select Tasks > Restore > Database.

5. On the General page, check the box for the proper backup file set.



6. On the Options page, check the box for "Overwrite the existing database" and click OK.

