Fast Class File

Client Data System

Volume 135: Deleted Contact Restoration

Using the CDS Administrator utility can restore deleted Contact, Business, and Advisor records. A CDS Administrator should only perform restoring deleted contacts.

To Restore Deleted Contacts:

- Select **Database** from the main menu.
- Select Modify Current User Profile.
- Select the Security Information tab.
- In the **Data Security Options** section, make sure the box next to **CDS Administrator** is checked.
- Log out of CDS.

Note: All users must be logged out of CDS before restoring deleted contacts.

 Open CDS Administrator using the CDS Administrator shortcut on your desktop or from the CDS Utilities menu (Start > Programs > Client Data System > CDS Utilities).

🛗 CDS Utilities 🔹 🕨	🔏 CDS Database Utilities	
🌠 Client Data System	🔆 E-Z Configuration	
🕘 Client Data System Online Help	🗃 ODBC Administrator	
🕘 E-Z Data Training & Support	🛃 Client Data System Product Registration	
	🌠 Client Data System Administrator	

Figure 1: The CDS Utilities menu

Note: If you do not see the CDS Administrator utility, you'll need to install CDS Administrator. If you're running a Network Version of CDS, you can access the cdsadmin folder in the CDSWin.Svr file (CDSWin.Svr/wssetup/cdsadmin/setup.exe) and install the utility.

- From the main menu in CDS Administrator, click the Contact Recycle Bin.
- Highlight the contact you want restored from the list.
- Click Reload.

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Client Data System Administrator							
	1	Contact Recycle	Bin Load Proce	SS			
	Home	Database Name : D	EMO		2014		
	Reset User Password	Contact Ackerman James	User Name DEMO	File Nam Ackerman_James_11292005.xml	ie 🔺		
-11	Database Utilities	Ackerman Joseph	DEMO	Ackerman_Joseph_07272006.xml			
-	Database Utilities	ABC Manufacturing	DEMO	ABC Manufacturing_08142006.xml			
	Module Preferences	Le Duque Jon	DEMO	Le Duque_Jon_08142006.xml			
2	Product Registration						
V	Product License Renewal						
3	Data Loads	•			• •		
2	Contact Recycle Bin	Change Database	Reload				
	Set Password Expirv						
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Figure 2: CDS Administrator – Contact Recycle Bin Load Process