

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).



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**.

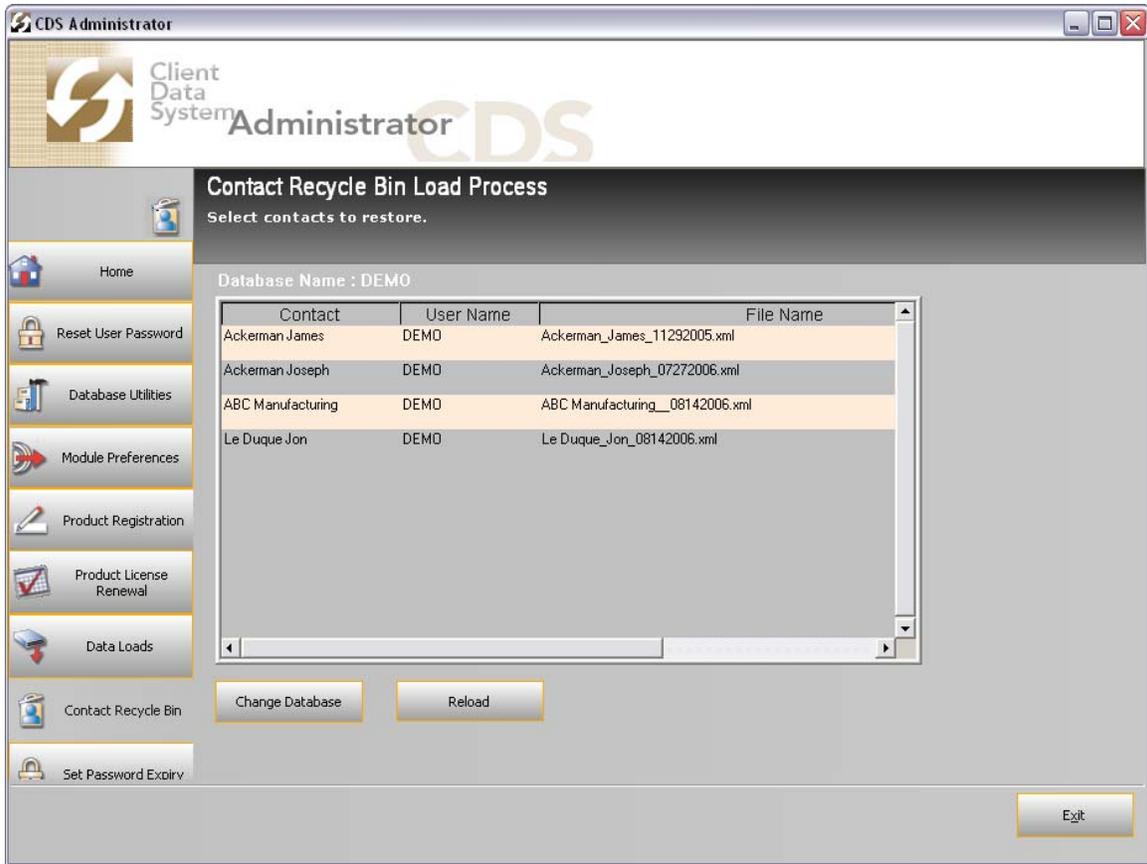


Figure 2: CDS Administrator – Contact Recycle Bin Load Process