

## Restoring a Backed-Up Election

Before restoring an election, refer to the following items:

- Make sure no other users are performing a backup or restore operation on the same external drive at the same time you are restoring an election. Only one of these operations can be performed at a time on the same drive. If a user logged into one administration station is restoring an election, no other users logged into other administration station should be performing a backup or restore operation while the first user is restoring an election.
- If multiple operations are needed to be done simultaneously, make sure each user has their own external drive.

To restore or recreate a backed-up election:

1. Connect the external drive where the backup resides to the ScanServer computer *without* logging in. If you log in to the ScanServer as the administrator, you will not be able to see the external drive.

**Note:** ClearCount automatically mounts and unmounts the external drive.

2. Log in to an election administration station, access the Election Administration page and click the **Restore Election** tab.

**Note:** Depending upon the size of the drive and the number of elections, this process could take several minutes.

3. The **Start Election Restore** page appears.

**Note:** If you do not see the drive or elections, remove the drive and make the Backups folder is present and the election is in that folder.

4. In the **Disk** column, select the election you want to restore.
5. (Optional) In **New Election Name**, enter a new name for the restored election.
6. Click **Start Restore**.

**Note:** ClearCount uses the name of the backed-up election by default. A warning appears if an election with the identical name already exists on the ScanServer.

- o Click **OK** to replace the election on the ScanServer with the backed-up election.
  - o Click **Cancel** to stop restoring the backed-up election and return to the Start Election Restore page to enter a different name in the New Election Name field.
7. The **Server Background Jobs** page appears unless the election is very small, in which case the restore completes quickly. It includes all jobs started since the last restart of the ScanServer computer. The Progress indicator for the running job refreshes every 10 seconds while the job is running. The Status indicator shows when the election is restored.
8. Disconnect the external drive.