# Backup your TV Inventory today!

It's true that Inventory saves itself. You publish and that version of it is saved in everyone's system, too. We may even have a backup of your entire station database, although it could be a week old. **But you need your own backup of Inventory! Frozen in time, and safe on your own machine.** Because Inventory *cannot* save itself from server crashes, earthquakes, hurricanes, your new staffer deleting Prime and publishing- you get the picture. And it's very easy.

Just click **Create Backup File-** it's above the grid in the Manage Inventory tab. If you access the system directly, or work via *WO Media Sales* Multi-Tier, that backup will be on your machine. So, if the server dies and IT has to rebuild the entire thing? All you have to do is restore your own copy of Inventory. Even if you access the system through a remote connection, a backup file can still be a lifesaver.
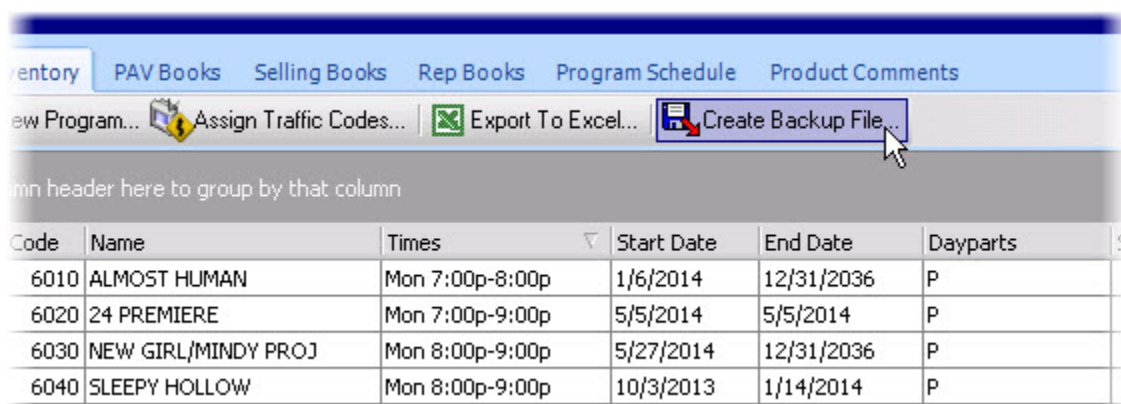
When should you backup? Before you make a lot of changes. After you make a lot of changes. Really, there is no rule. When you click the button, the system will bring up a dialog box. Let it create the backup in this default directory. It will include the date in the file name. Don't let too many of these files accumulate on your machine. It would be a very special circumstance to need more than two or three.

Restoring Inventory

If you ever need to restore your Inventory from one of these files, go to the main/first Inventory page which lists your stations with Inventory. Click **Restore from Backups** then **Load from OIB…**
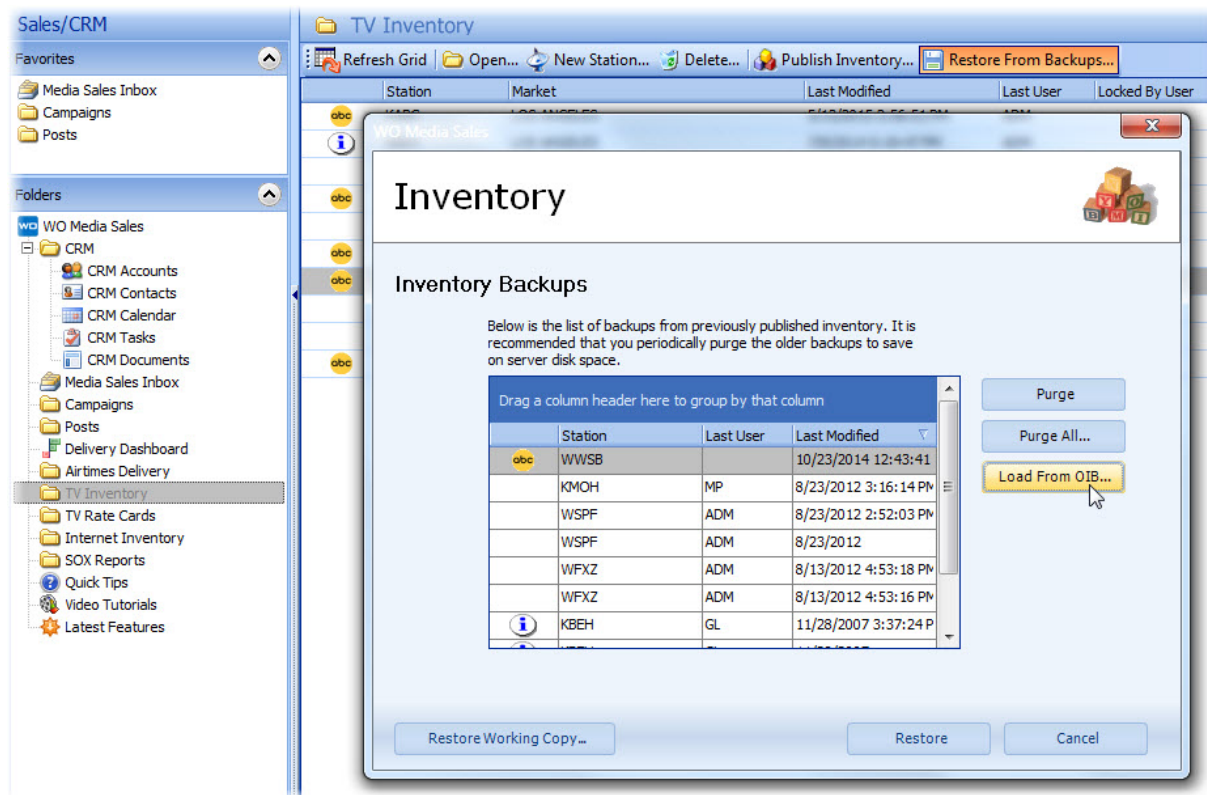
Load from OIB will take you to the location where your backup files are stored. You'll see each backup you created (the file extension will be .OIB). Check the dates and highlight the one you want to restore. As soon as you click **Open**, your inventory will begin to restore from the backup. When it has finished, you can publish for the rest of the staff.

We know you may need the Restore feature under circumstances which may not be the best! So, please call us, and we'll be happy to go through the process with you.

If you have any questions or concerns, please contact support: 415.675.6775 Option 2, 1, or sales-support@wideorbit.com