How do I recover a deleted record?

Luckily it is possible to recover a record that has been deleted by mistake. Recruit Studio stores a folder on the PC or server that holds the data containing all the deleted records so you can simply import them back into the database.

- 1. Go to the PC or server that holds the Recruit Studio data.
- 2. Log into Recruit Studio as Admin.
- From the Admin menu choose 'Import data > import RS file'.

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- 4. Navigate to C:\RecruitStudio\Deleted. In some cases (particularly servers) the Recruit Studio folder may be located in another drive.
- Look for the deleted record, highlight it and click 'Open'. The file will be imported back to the database.

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