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.

3. From the Admin menu choose 'Import data > import RS file'.
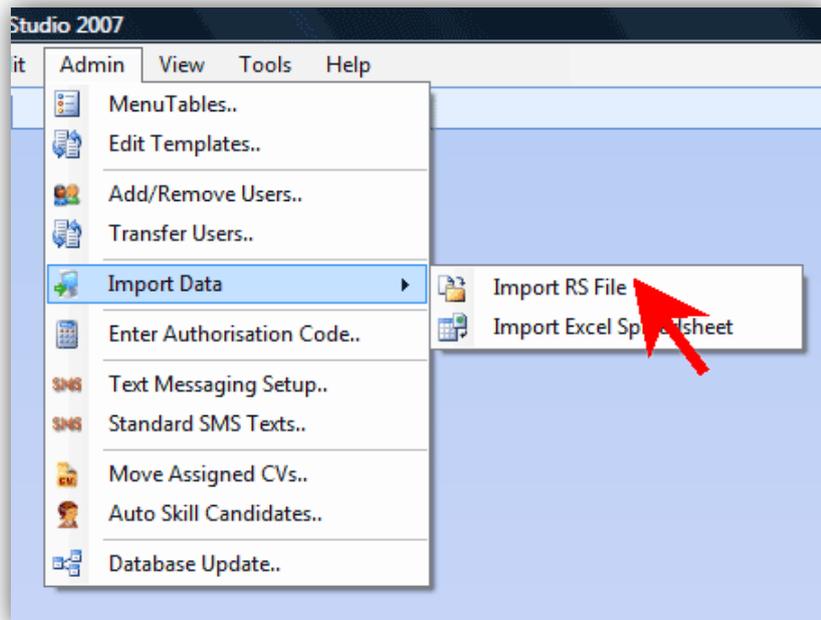
4. Navigate to C:\RecruitStudio\Deleted. In some cases (particularly servers) the Recruit Studio folder may be located in another drive.

5. Look for the deleted record, highlight it and click 'Open'. The file will be imported back to the database.