

# How to Create and Restore the TeamLab Portal Backup

The **Backup** feature allows you to perform the backup of your TeamLab SaaS portal and restore in on a TeamLab AMI instance or your local server.

## Creating Backup

**Note:** you'll need to have administrator privileges in order to be able to perform the backup operation.

1. Log in to the **TeamLab** portal you want to backup.
2. Click on the **Portal Settings** link on the top of the page.
3. Select the **Backup/Deactivation** option on the **Navigation** panel.
4. In the **Data Backup** section, click the **Perform Backup** button. Wait while the program creates the backup.
5. Once the backup is created, you'll see a link next to the **Perform Backup** button. Click on this link to save the backup file to your HDD. This will create a **.bak** file on your computer hard drive.

Your backup is now ready. Now we'll need to restore it. This can be done it two different ways depending on whether you need to restore the portal data on a TeamLab AMI instance or your local server.

## Restoring Backup on a TeamLab AMI Instance

Use this option if you would like to transfer the portal data from your SaaS portal to a TeamLab AMI instance.

**Note:** for more information about creating an AMI instance where you will be able to host the TeamLab portal please refer to our [TeamLab AMI](#) page.

To restore your backup, please follow these steps:

### Step 1. Log in to your instance

- Go **All Programs>> Accessories>> Remote Desktop Connection**.
- Enter the name of your instance in the **Computer** field and click **Connect**.
- Enter the name and password that you use to access the instance in the corresponding fields.

**Note:** the default user name and password are **Administrator** and **TeamLabRoot** respectively. Use your own data if you changed them.

- Click **OK** to access the AMI instance.

You are now connected to your instance.

### Step 2. Restore the backup

- Click on the **TeamLab** folder on your instance desktop to open it.
- Follow **\_control\restore\ASC.Data.Backup.Restore.exe**
- Double-click the **ASC.Data.Backup.Restore.exe** file to launch the **TeamLab Backup Restore** application.
- In the opened window browse for the backup **.bak** file you created.
- When ready, click **Restore**.
- Wait while the application restores the backup.

The data are now transferred from your SaaS portal to your TeamLab AMI instance.

## Restoring Backup on a Local Server

Use this option if you would like to transfer the portal data from your SaaS portal to a local server.

**Note:** for more information about deploying the **TeamLab** portal on a local server, please click [here](#)

To restore your backup, please follow these steps:

1. Log in to your server.
2. Follow **\_ci\deploy\service\ASC.Data.Backup.Restore.exe**
3. Run the **ASC.Data.Backup.Restore.exe** file.
4. Double-click the **ASC.Data.Backup.Restore.exe** file to launch the restore application.
5. In the opened window browse for the backup **.bak** file you created.
6. When ready, click **Restore**.
7. Wait while the application restores the backup.
8. Restart the TeamLab Windows service. To do that, Go **Control Panel >> System and Maintenance>> Administrative Tools**, open **Services**, find the **TeamLabPortal** service in the list and start it.

The data are now transferred from your SaaS portal to your local server.