

## Performing a Restore or Delete

### Performing a Restore

1. Select the files to restore. The desired restore files must be selected before beginning the restore. Restoring older versions of files can be accomplished by changing the backup date that is currently set for the display. The button on top of the tree view indicates the current date that is used to display current files available for restore. A list of available backup dates, along with three “view options” can be viewed by pressing this button. The three view options are described below:

**Show Files Before:** This option will display all the files backed up before the selected date. If a file has been deleted in a previous backup, it will not be displayed in the restore view for selection.

**HINT:** To restore a group of files as of a specific backup, the Show Files Before option should be selected, along with the appropriate date in the restore date list.

**Show Files After:** This option will display all the files backed up after the selected date.

**HINT:** To view all the files that are available for restore including previously deleted files, the Show Files After option should be selected, along with the oldest backup date in the restore date list.

**Show Files On:** This option will display all the files backed up on the selected date. This is the most restrictive option. Only the specific files that were backed up on the selected date will be displayed for selection in the restore view.

2. Start the restore by selecting the “Restore Now” button.

3. Specify where to save the restored files.

This option allows restored files to overwrite existing versions of the files or to be copied to a specific location with a default of “C:\Temp”

4. Check the Log file.

The log file contains a detailed list of actions performed during the restore. It also contains a convenient list of summary information at the top of the file.

## Performing a Delete

**WARNING: Once files are deleted from the Backup Server, they cannot be restored in the future!**

1. Select the files to delete. The desired files must be selected before beginning the delete. By default, all versions of all files available for deletion on the server are displayed. If a file is selected for deletion, all version of the file will be removed from the server. After the delete operation has completed, the deleted file cannot be restored from the server in the future.
2. Start the delete by selecting the Delete Now button.
3. Verify the delete operation by reviewing the deletion message.
4. Check the Log file.

The log file contains a detailed list of actions performed during the delete. It also contains a convenient list of summary information at the top of the file.