

Using a Custom View to Restore Files

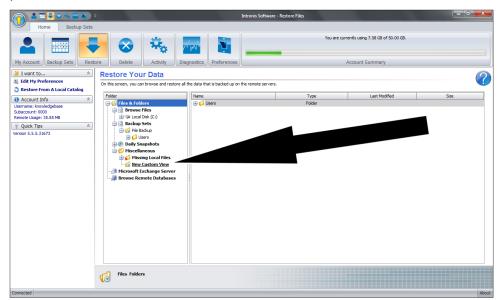
https://campus.barracuda.com/doc/93197502/

When restoring files and folders, you may need to use a custom view in order to isolate just the files and folder you want. Whether it is restoring from a snapshot older than a week or restoring only stray files, custom views give you flexibility in choosing what to restore.

Directions

Custom views allow you to apply a variety of filters to the same view, giving you the most flexibility when whittling down your selections. The following will show you how to use custom views as well as explain what some of the options you'll see.

- 1. Open up the Backup Monitor and go to the **Restore** tab.
- 2. In the **Miscellaneous** section under **Files and Folders**, click on the **New Custom View** option.



- 3. In the **Create a New View** window that pops up, edit the options you want and click **Apply** to create the new view. You don't need to specify something for every section, just those you want to change. Explanations of those options are as follows:
 - View Name This is the name for the view you are creating.
 - Catalog Details This option will determine which catalog you use to restore from. This
 option should not be used for normal restores; it is only suitable if you are restoring from
 a restore drive.



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Create a New View					
Use this form to cre	eate a custom view for viewing your files.				
View Op	ptions	*			
View Name		*			
Provide a name for	this view.				
Name: Examp	le View				
	S Apply				
Catalog Details		\$ ≡			
The values in these	e fields indicate which catalog you would like this view to apply to.				
Username:	knowledgebase				
Password:	********				
Computer ID:	0000				
Encryption Key:	***************************************				
Catalog Path:					
	Apply				
Revision Options		* •			
	Apply 😮 Cancel				

Revision Options - At this section, you can create a snapshot similar to those from the Daily Snapshots section. Pick a date and time you want to be the cut-off point. Then, from the drop-down above the calendar, pick whether you want to be given Revisions older than that cut-off date or Revisions newer than that cut-off date. If you keep the drop-down option at All revisions, the view will not filter out versions by date.



1 Create a New View		×
Create a New View		\bigcirc
Use this form to create a custom view for viewing your files.		
Catalog Details		*
Revision Options		*
Choose which revisions to include in the view.		
All revisions 👻		
✓ November ▶		
S M T W T F S		
⁴⁴ 25 26 27 28 29 30 31 ⁴⁵ 1 2 3 4 5 6 7		
⁴⁶ 8 9 10 11 12 13 14		
⁴⁷ 15 16 17 18 19 20 21 ⁴⁸ 22 23 24 25 26 27 28		=
⁴⁹ 29 30 1 2 3 4 5		
Today		
10:31:30 PM 🗘		
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File Indusion Options		∻
Restore Ontions		* -
2 Apply		
Apply	Car	ncel

 File Inclusion Options - Here is where you will choose if you want to filter out stray files. If you select the option for Include files only if they exist both locally and remotely, this will only restore files that are not stray. Choosing one or more of the options under Stray File Options will only restore stray files. While each option describes the type of stray files they include, best results are usually seen by choosing Include files only if they are missing locally and Include files that are not in any backup set.



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Create a New View	\bigcirc			
Use this form to create a custom view for viewing your files.				
Revision Options				
File Inclusion Options	\$			
Choose which items to include in this view.				
General Options:				
Include files only if they exist both locally and remotely.				
Stray File Options:				
✓ Include files only if they are missing locally.				
This is useful if you want to see files in the View that are backed up remotely, but no longer exist locally. A typical example would be a file a user has deleted or moved, or possibly a file that has been archived to the remote servers to free up local space.				
Include files that are not in any backup set.				
If you remove a folder from a backup set after it has been backed up, that folder will remain backed up until you manually delete it. This option enables you to see those folders.				
Include files that are globally excluded.				
If you add a new global exclude, files that match the exclude that have already been backed up will remain backed up. This option will help you see files that match an exclude.				
	/			
S Restore Options	*	-		
🖉 Apply 🙆 Can	icel			

- Alternate Restore Source Folder This option will allow you to point the software to a specific location housing the backup data. This option, much like the Catalog Details isn't useful for most restores except those from a restore drive.
- 4. Expand the custom view you just created to navigate to the files and folders you want to restore. Select those items from the right-hand panel and hit **Restore** at the bottom.
- 5. In the **Restore Options** window that appears, choose where to restore the files and what file details will be restored.

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1 Restore Options					l	X	_
Restore Options					(2	
					×	Ŀ	
Basic Options						\$	
Restore Path						\$	
Please enter a path to restore your files to.							
Original Path.							
🔘 Alternate Path.							
Browse for path:							-
C:\Users\Public\							
					Apply		
File Details				_		\$	
Which file details would you like to restore?						^	
whet he details would you like to restore:							
Restore NTFS file permissions.							
Restore file attributes.							
Restore last modified date.							_
					Apply		
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Click **Restore** to initiate the restore.

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Figures

- 1. customviewrestore1.png
- 2. customviewrestore2.png
- 3. customviewrestore3.png
- 4. customviewrestore4.png
- 5. fileandfolderrestoreoptions.png

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