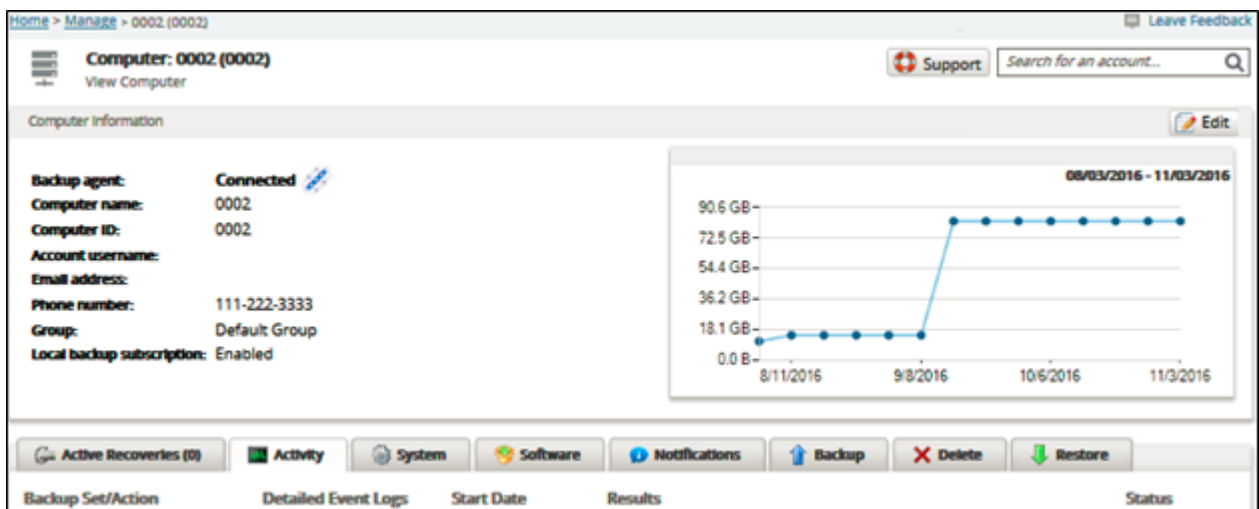


Restoring Files and Folders by Folder Hierarchy

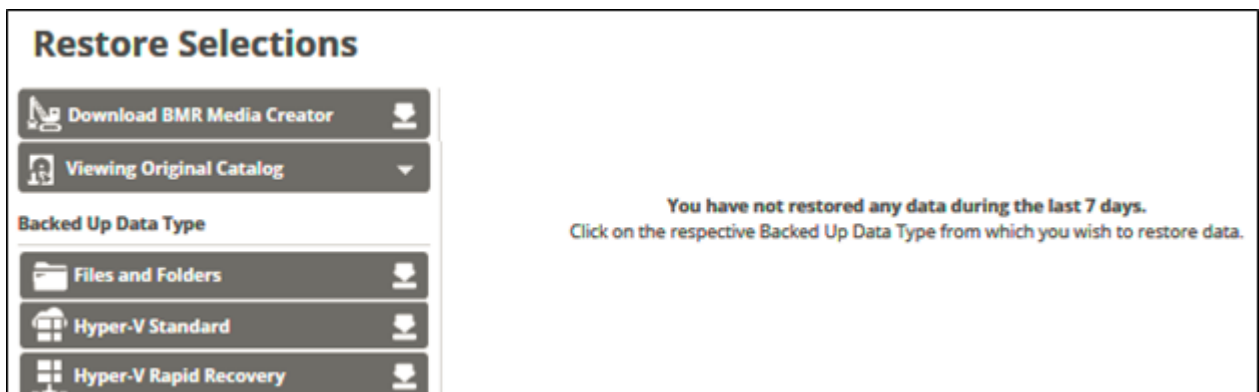
<https://campus.barracuda.com/doc/98208403/>

To restore Files and Folders by Folder Hierarchy, perform the following steps.

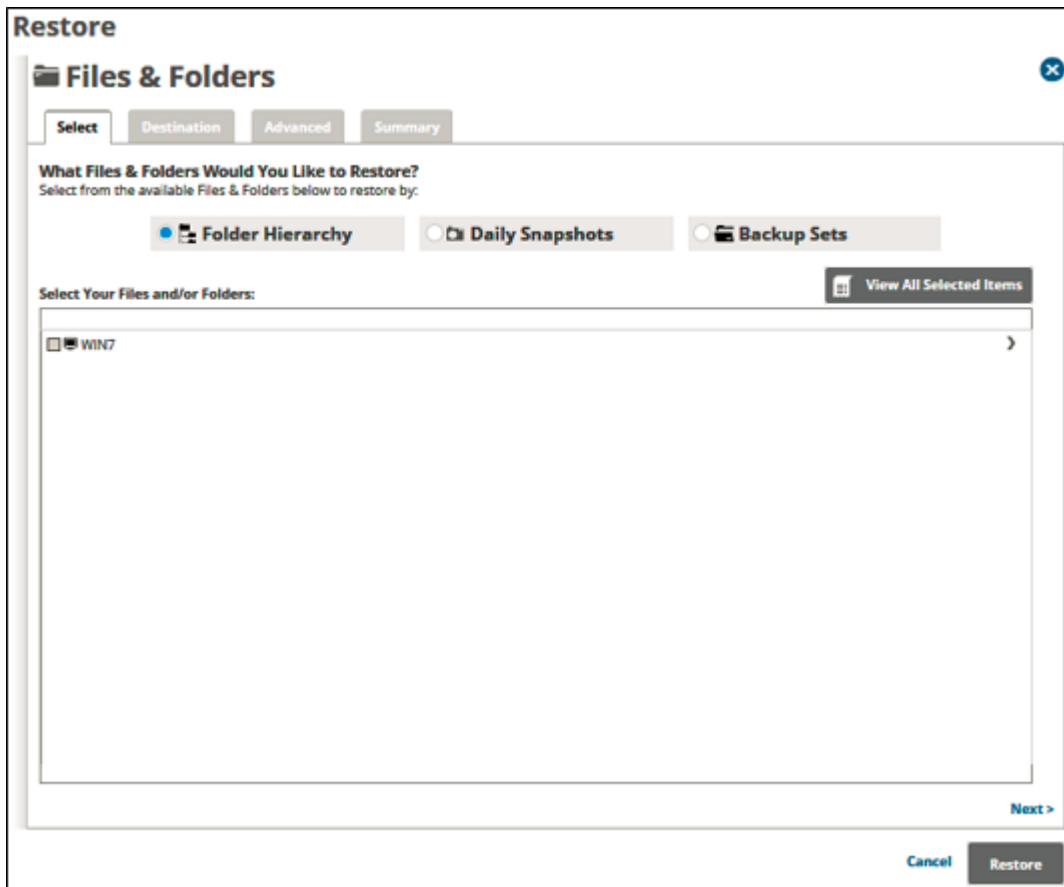
1. Navigate to the Computer page. See [Navigating to the Computer Page](#) for instructions. The Computer page is displayed.



2. Click the **Restore** tab. The Restore Selections page is displayed.



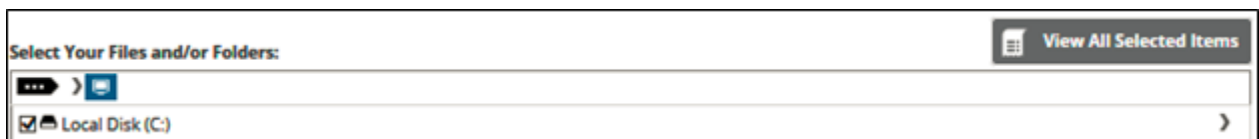
3. Click **Files and Folders**. The Select page is displayed with **Folder Hierarchy** selected as the default.



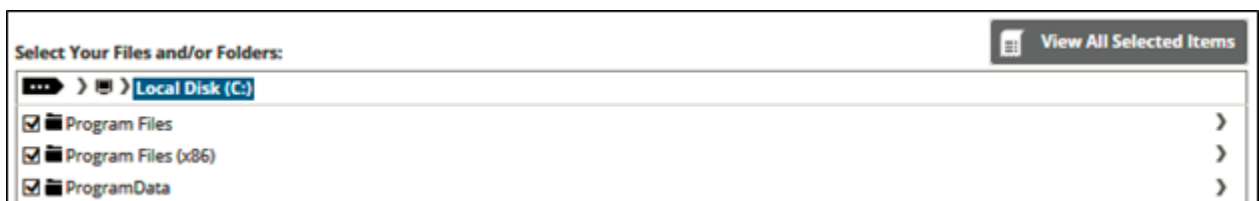
4. In the Select Your Files and/or Folders pane, select the row of the files and folders you would like to restore, as shown below.



The folders available for restore are displayed.



5. Click the check box of the folder you would like to restore.



Clicking the arrow at the right of the items displays more files and folders.

6. To review and edit your selections, click the **View All Selected Items** button. See [Description of the View All Selected Files and Folders Items Pop-up](#).
The All Selected Items pop-up is displayed.



7. Click the remove icon to remove items from your selections.

- You may only remove items from the list.
- Exclusions are marked in red.

8. To apply changes made in the pop-up, click the **Save** button.

Clicking **Save** commits the changes, closes the pop-up, and returns you to the Selection page. Clicking the **Cancel** button ignores changes made in the pop-up list and returns you to the Selection page.

9. After making your selections, click **Next**.

The Destination page is displayed.

10. At the Destination section, to select the original destination path, click the **Original Path** radio button.

11. To select an alternate path, click the **Alternate Path** radio button, and then browse to the destination. See [Browsing to a Folder](#).

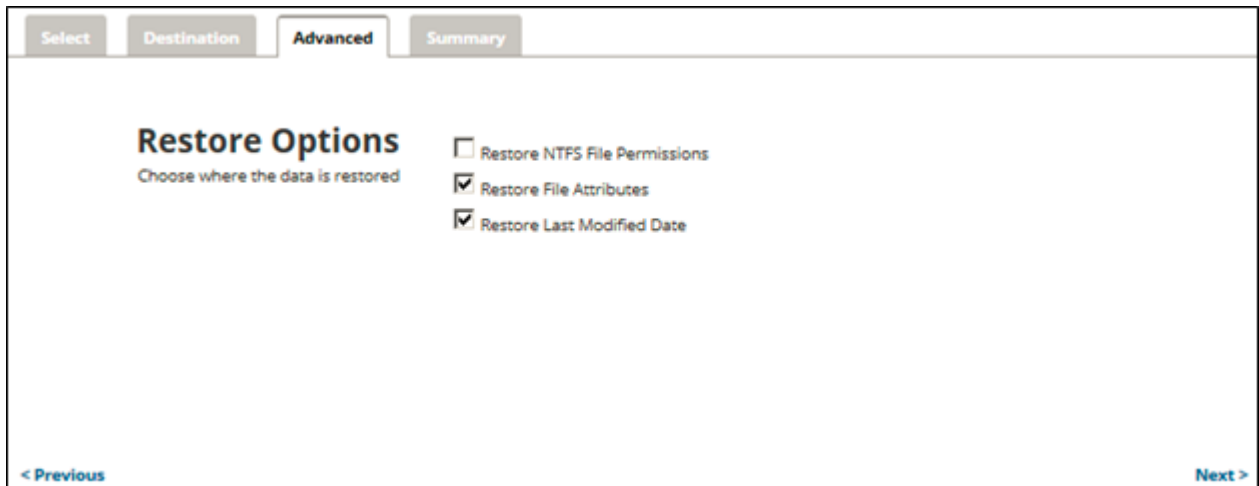
12. At the Existing Files section, select one of the following radio buttons regarding the restoration

of existing files:

- Do not overwrite any existing files with restored files
- Overwrite existing files with restored files
- If a file already exists, rename the restored file

13. After making your selection, click **Next**.

The Advanced page is displayed.



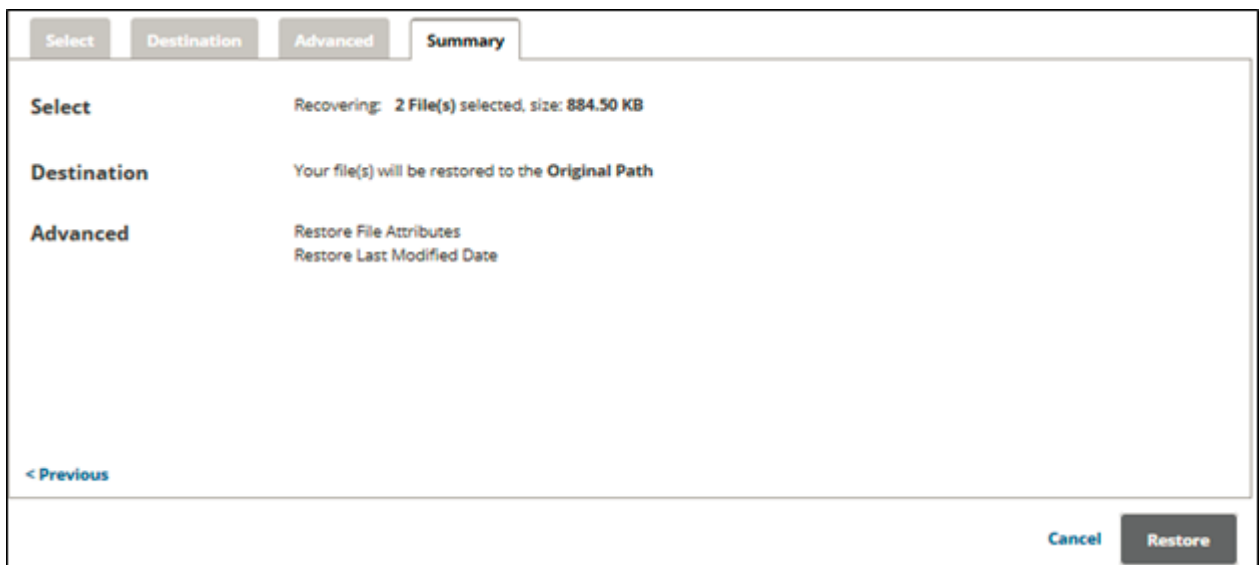
The screenshot shows the 'Advanced' tab of the restore process. At the top, there are four tabs: 'Select', 'Destination', 'Advanced' (which is active), and 'Summary'. Below the tabs, the title 'Restore Options' is displayed, followed by the instruction 'Choose where the data is restored'. To the right of this instruction, there are three checkboxes: 'Restore NTFS File Permissions' (unchecked), 'Restore File Attributes' (checked), and 'Restore Last Modified Date' (checked). At the bottom left, there is a '< Previous' link, and at the bottom right, there is a 'Next >' link.

14. Optionally, select from the following options to specify the advanced features of the restore.

- Restore NTFS File Permissions
- Restore File Attributes
- Restore Last Modified Date

15. Click **Next**.

The Summary page is displayed.



The screenshot shows the 'Summary' tab of the restore process. At the top, there are four tabs: 'Select', 'Destination', 'Advanced', and 'Summary' (which is active). Below the tabs, the page is divided into three sections: 'Select', 'Destination', and 'Advanced'. The 'Select' section shows 'Recovering: 2 File(s) selected, size: 884.50 KB'. The 'Destination' section shows 'Your file(s) will be restored to the Original Path'. The 'Advanced' section shows 'Restore File Attributes' and 'Restore Last Modified Date'. At the bottom left, there is a '< Previous' link. At the bottom right, there are two buttons: 'Cancel' and 'Restore'.

16. Verify your selections, and then click the **Restore** button.

The confirmation pop-up is displayed.

You are about to restore backed up data using the settings you just defined.

Proceed with this restore?

No

Yes

17. Click **Yes**.

The Restore Selections page is displayed with the latest status.

Figures

1. image2022-8-25 8:13:43.png
2. image2022-8-25 8:14:26.png
3. image2022-8-25 8:16:1.png
4. image2022-8-25 8:17:19.png
5. image2022-8-25 8:18:13.png
6. image2022-8-25 8:19:48.png
7. image2022-8-25 8:20:50.png
8. image2022-8-25 8:28:27.png
9. image2022-8-25 8:34:18.png
10. image2022-8-25 8:33:21.png
11. image2022-8-25 8:35:23.png

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