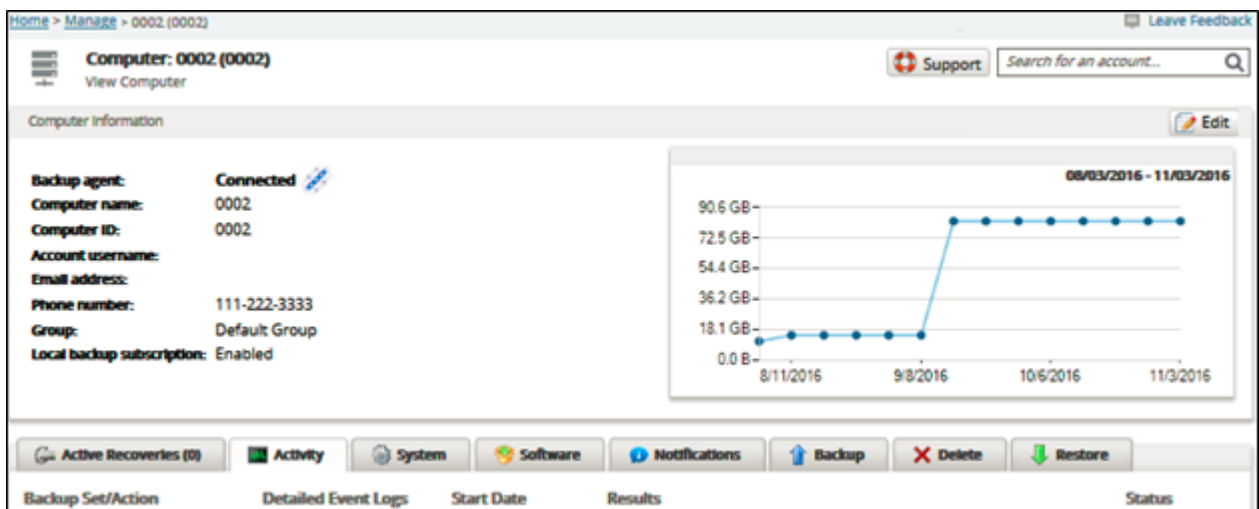


Restoring Files and Folders by Daily Snapshots

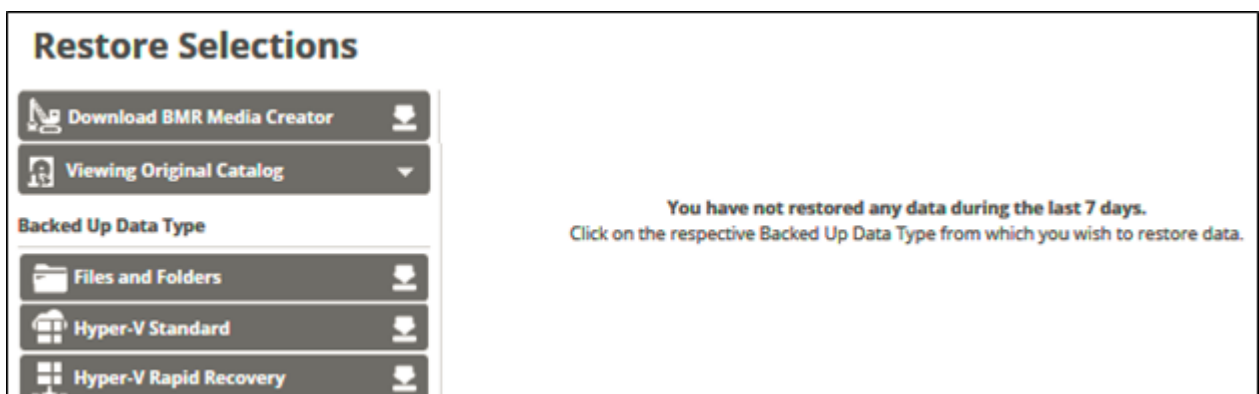
<https://campus.barracuda.com/doc/98208405/>

To restore Files and Folders by Daily Snapshots, perform the following steps.

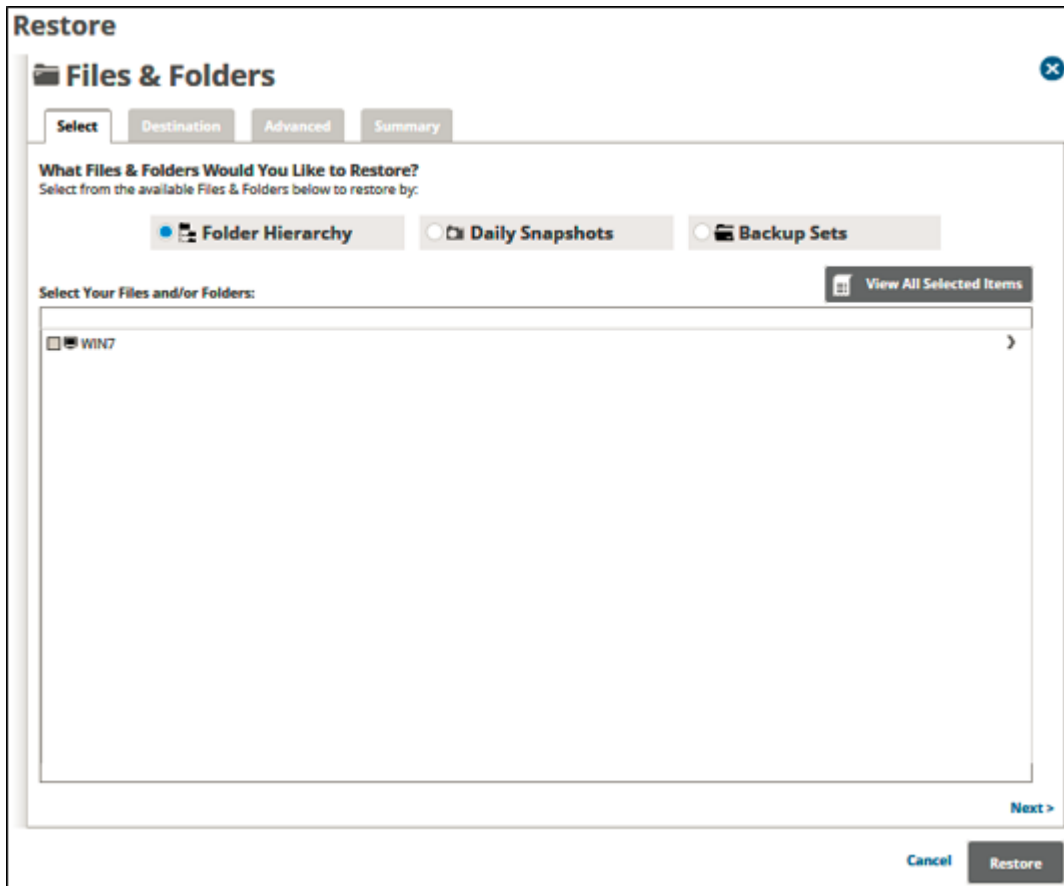
1. Navigate to the Computer page. See [Navigating to the Computer Page](#) for instructions. The Computer page is displayed.



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

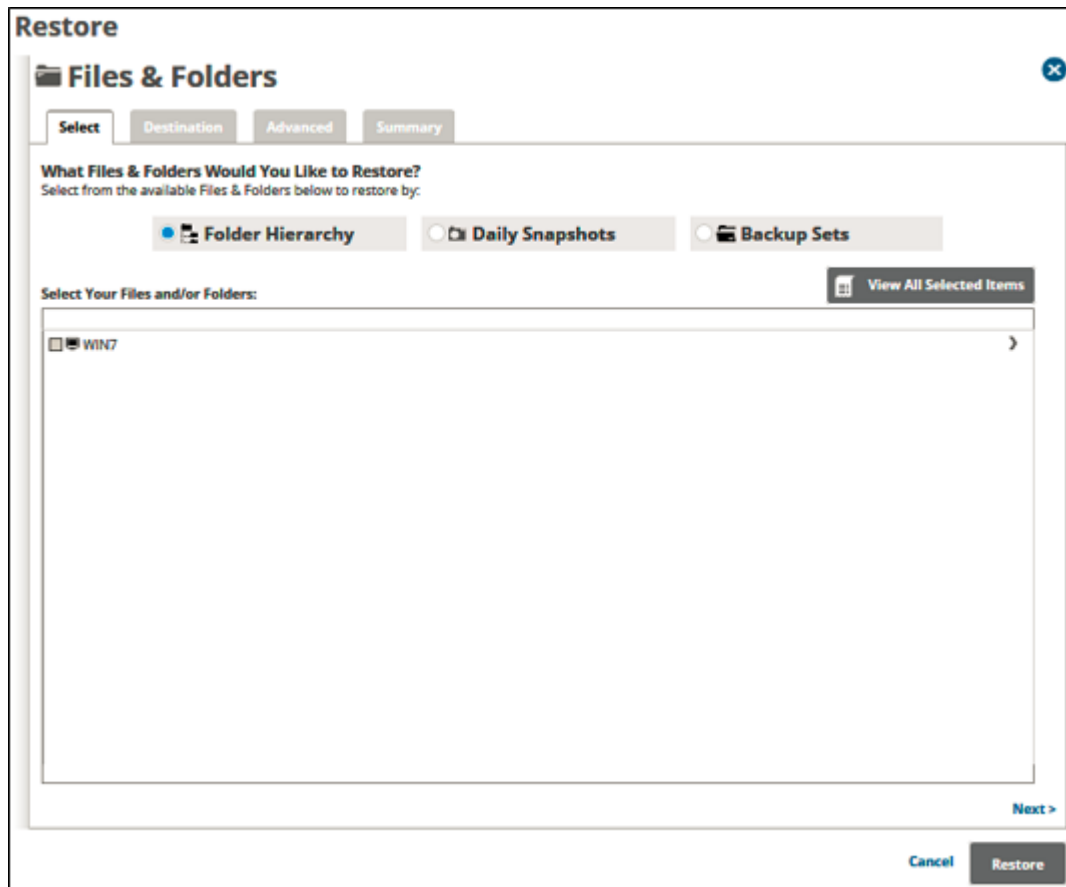


3. Click **Files and Folders**. The Select page is displayed with **Folder Hierarchy** selected as the default.



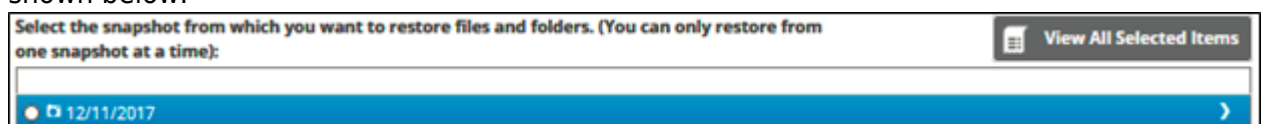
The screenshot shows the 'Restore' window with the 'Files & Folders' tab selected. The window has a title bar with a close button. Below the title bar are four tabs: 'Select', 'Destination', 'Advanced', and 'Summary'. The 'Select' tab is active. The main content area is titled 'What Files & Folders Would You Like to Restore?' and includes the instruction 'Select from the available Files & Folders below to restore by:'. There are three radio buttons: 'Folder Hierarchy' (selected), 'Daily Snapshots', and 'Backup Sets'. Below the radio buttons is a section titled 'Select Your Files and/or Folders:' with a 'View All Selected Items' button. A list box shows a single item 'WIN7' with a checkbox and a right arrow. At the bottom right, there are 'Next >', 'Cancel', and 'Restore' buttons.

4. Click the **Daily Snapshots** radio button.
The available snapshots are displayed in the Select pane.

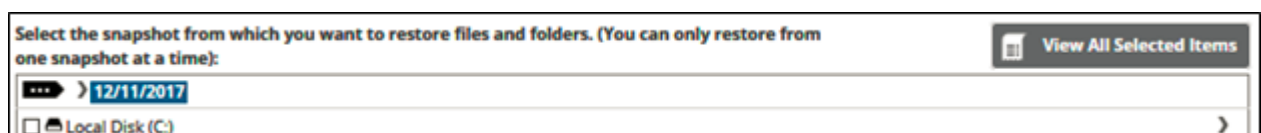



Seven of the most recent daily snapshots are available for restore. You can only restore from one daily snapshot at a time. Selecting a different snapshot clears your current selection.

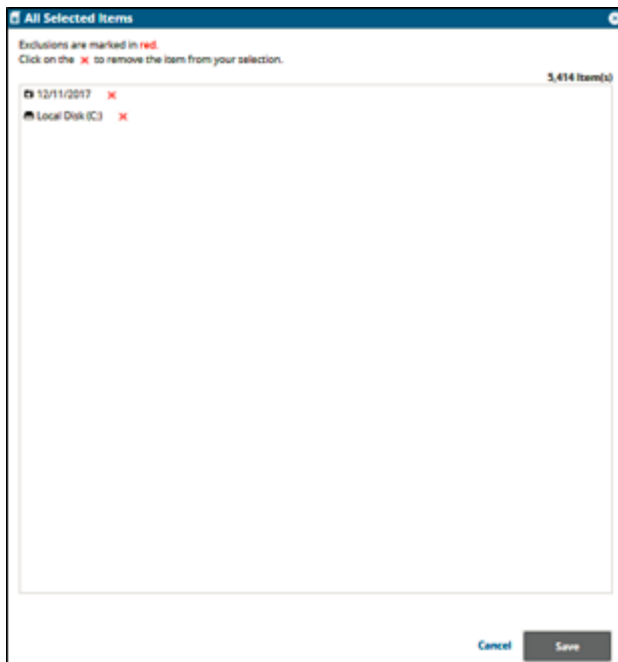
5. To display more snapshots, select the row of the files and folders you would like to restore, as shown below.



The folders available for restore are displayed.



6. Click the check box of the folder in which the snapshot resides that you would like to restore.
7. Clicking the arrow  at the right of the items displays more files and folders.
8. Click the radio button of the snapshot you would like to restore.
9. To review and edit your selections, click the **View All Selected Items** button.
The All Selected Items pop-up is displayed.



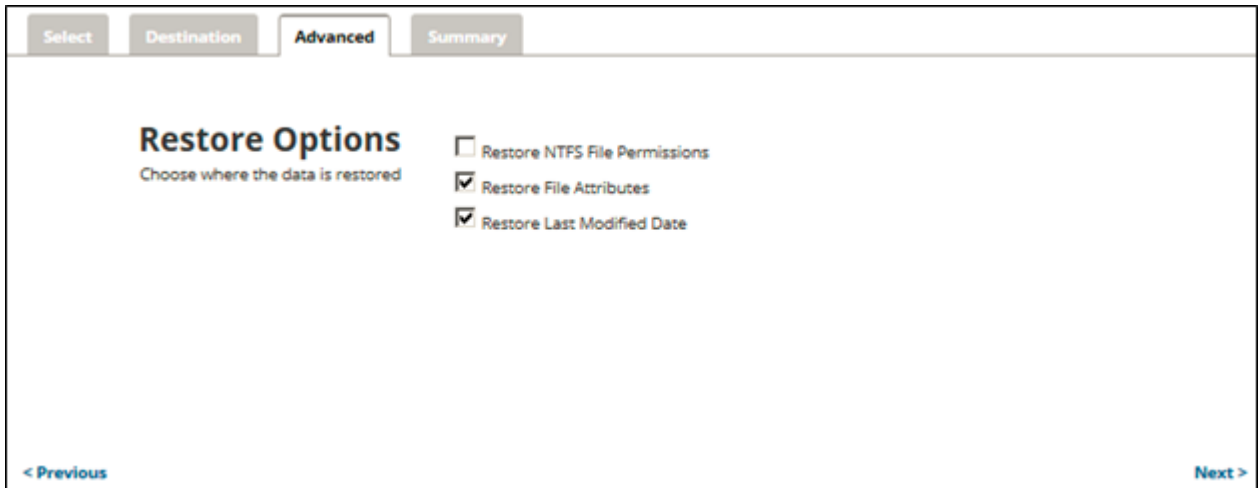
10. Click the remove icon to remove items from your selections.
 - You may only remove items from the list.
 - Exclusions are marked in red.
11. To apply changes made in the pop-up, click the **Save** button.
Clicking **Save** commits the changes, closes the pop-up, and returns you to the Selection page.
Clicking the **Cancel** button ignores changes made in the pop-up list and returns you to the Selection page.
12. After making your selections, click **Next**.
The Destination page is displayed.

13. At the Destination section, to select the original destination path, click the **Original Path** radio button.
14. To select an alternate path, click the **Alternate Path** radio button, and then browse to the destination.
15. 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

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

The Advanced page is displayed.

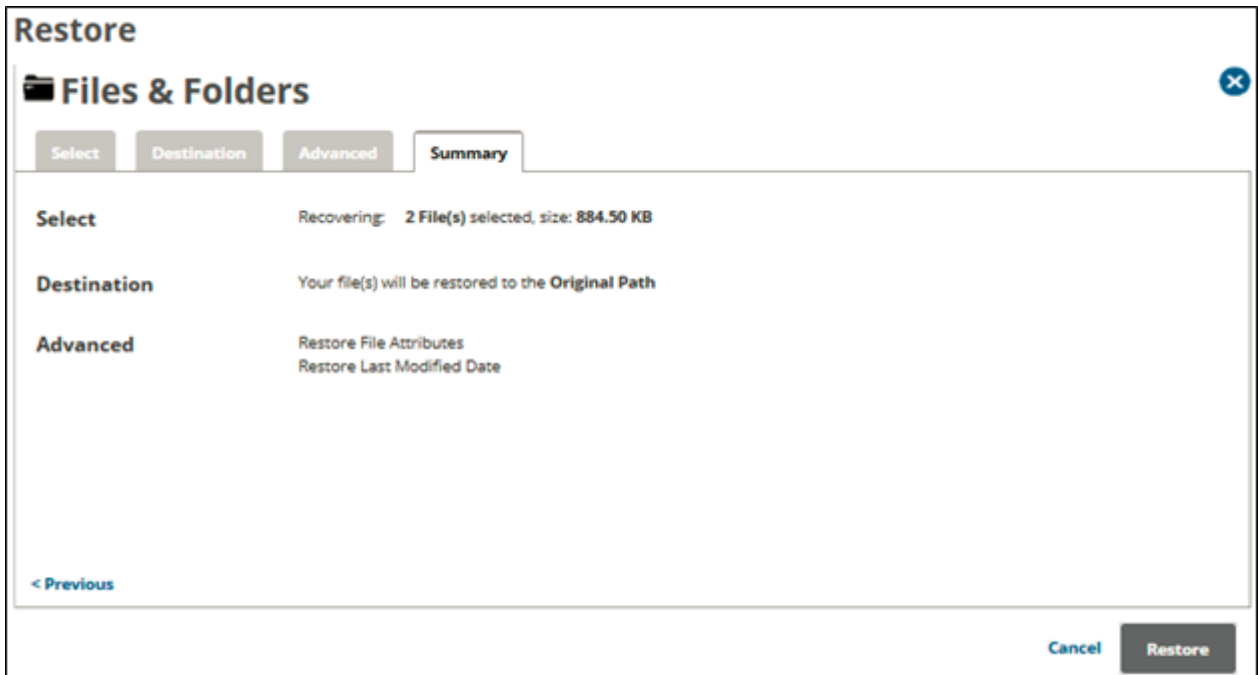


17. Optionally, select from the following options to specify the advanced features of the restore.

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

18. Click **Next**.

The Summary page is displayed.



19. 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

20. Click **Yes**.

The Restore Selections page is displayed with the latest status.

Figures

1. image2022-8-25 11:55:28.png
2. image2022-8-25 11:56:30.png
3. image2022-8-25 12:2:3.png
4. image2022-8-25 11:56:57.png
5. image2022-8-25 8:46:58.png
6. image2022-8-25 8:47:23.png
7. image2022-8-25 8:48:12.png
8. image2022-8-25 11:57:26.png
9. image2022-8-25 11:57:46.png
10. image2022-8-25 11:58:9.png
11. image2022-8-25 11:58:29.png
12. image2022-8-25 11:58:49.png

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