

To Download Multiple Files from the DSS Web Portal

Monday, January 28, 2013

3:36 PM

This procedure should be used by "Data Storage Service (**DSS**)" customers to download folders/files from on-line storage using another computer.

NOTE 1: You must use Internet Explorer.

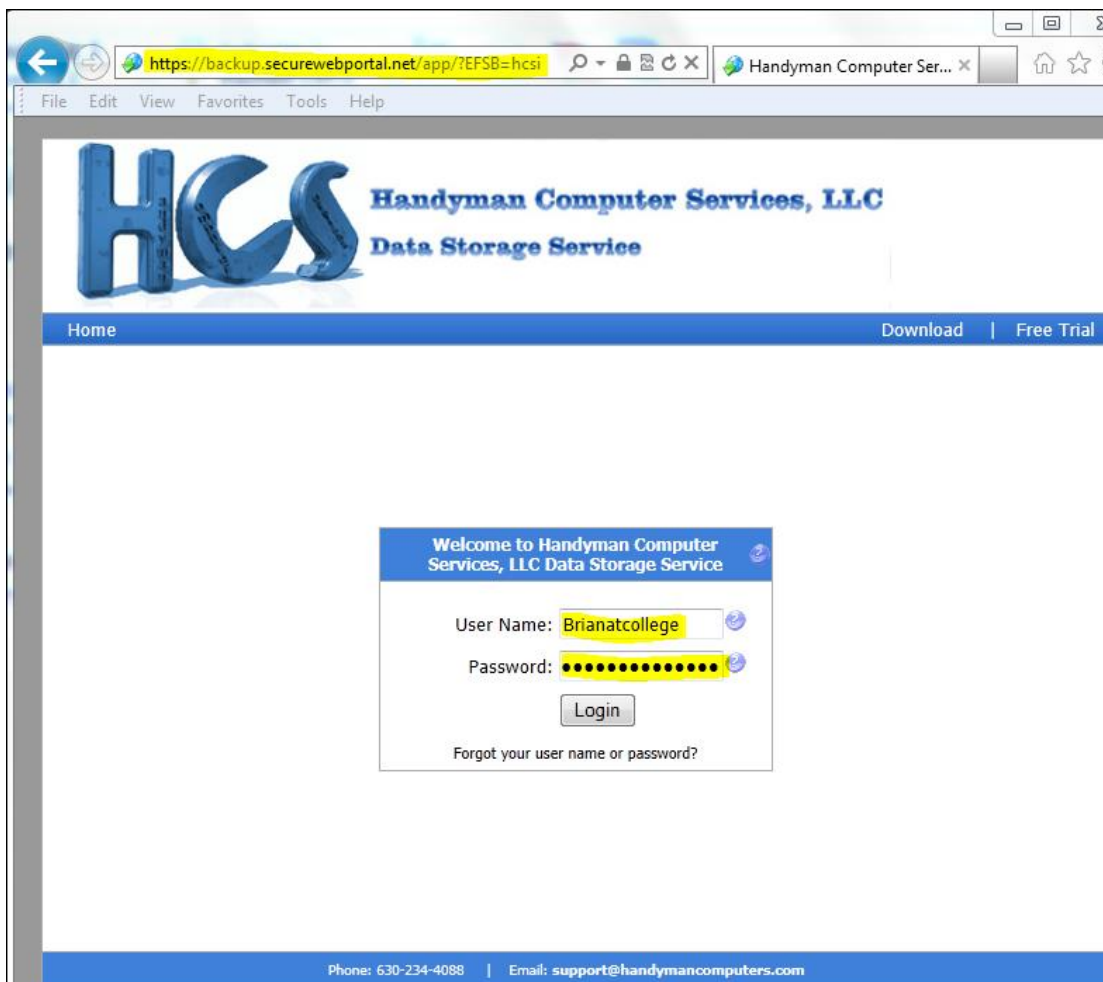
NOTE 2: You will need your DSS login, password and pass phrase. If you don't have this information with you, please obtain it before beginning this procedure.

To login to your on-line account

1. Open Internet Explorer and enter the following URL:

<https://backup.securewebportal.net/?EFSB=hcsi>

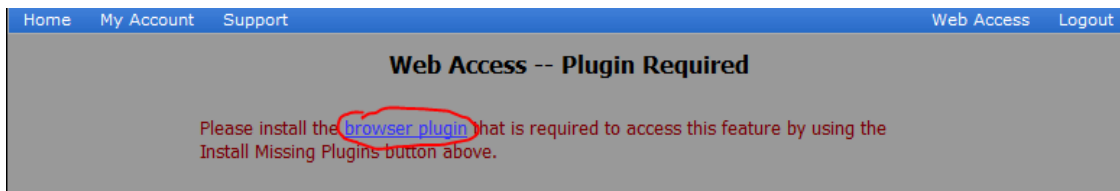
2. On the "Login" screen, enter your user name and password, then click on the "Login" button.



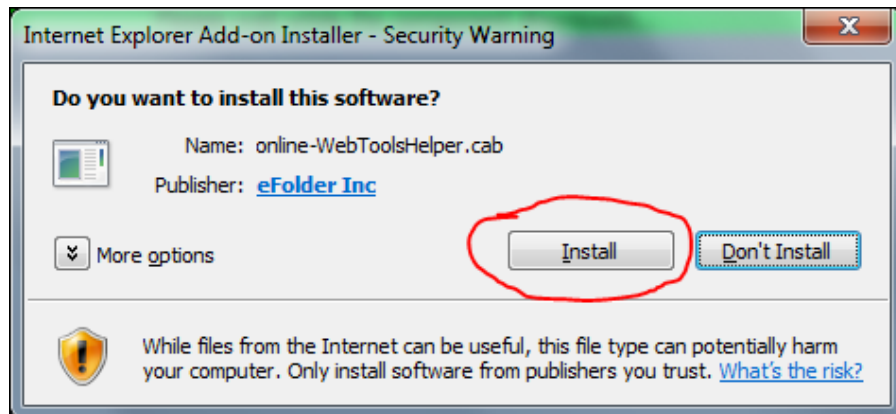
3. On the "Home" page, click on the "Web Access --> Online Access" menu item in the upper right hand corner.



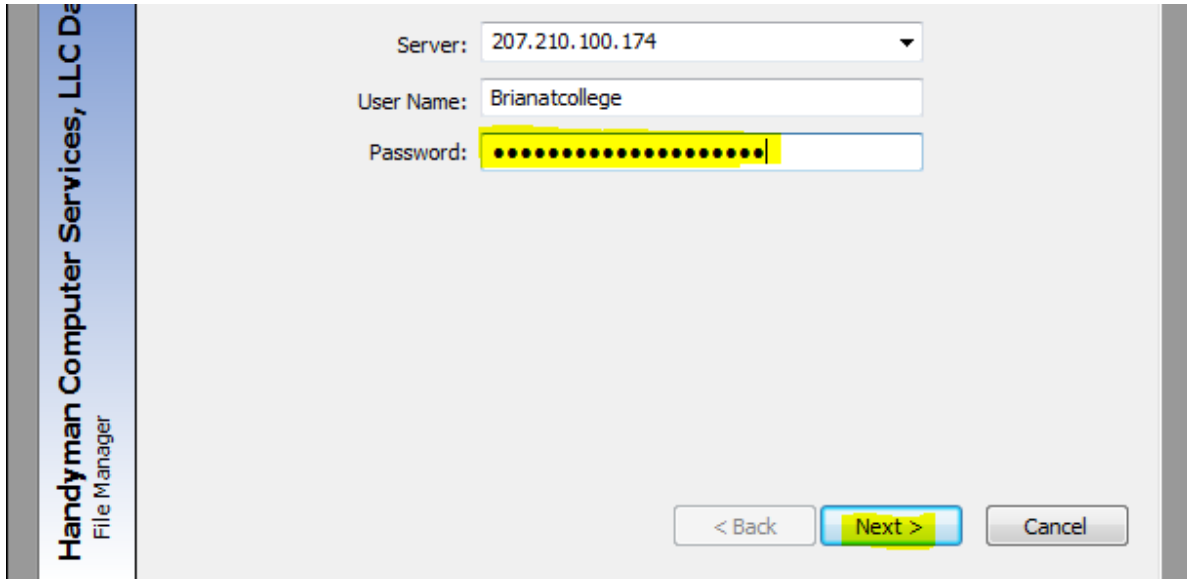
4. **First time access ONLY:**
 - a. On the "Web Access -- Plugin Required" dialog box, click on the "browser plugin" link.



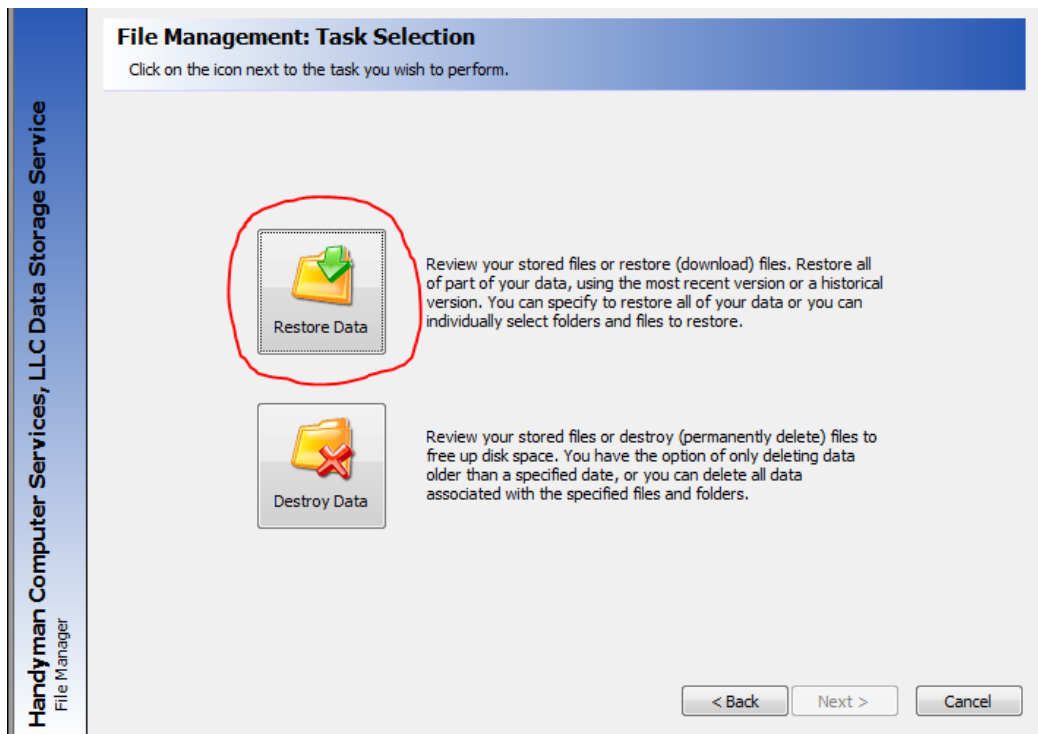
5. When prompted to allow an ActiveX plugin to be installed, click on the "Yes" button.
6. On the "Internet Explorer Add-on Installer - Security Warning" dialog box, click on the "Install" button.



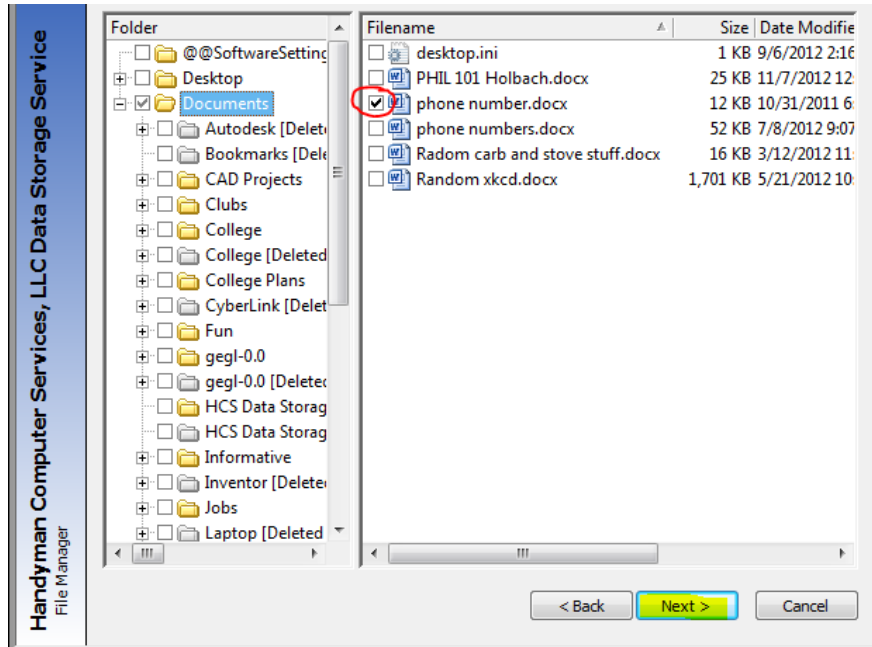
7. On the "Welcome to the File Manager" screen, enter your password, then click the "Next>" button.



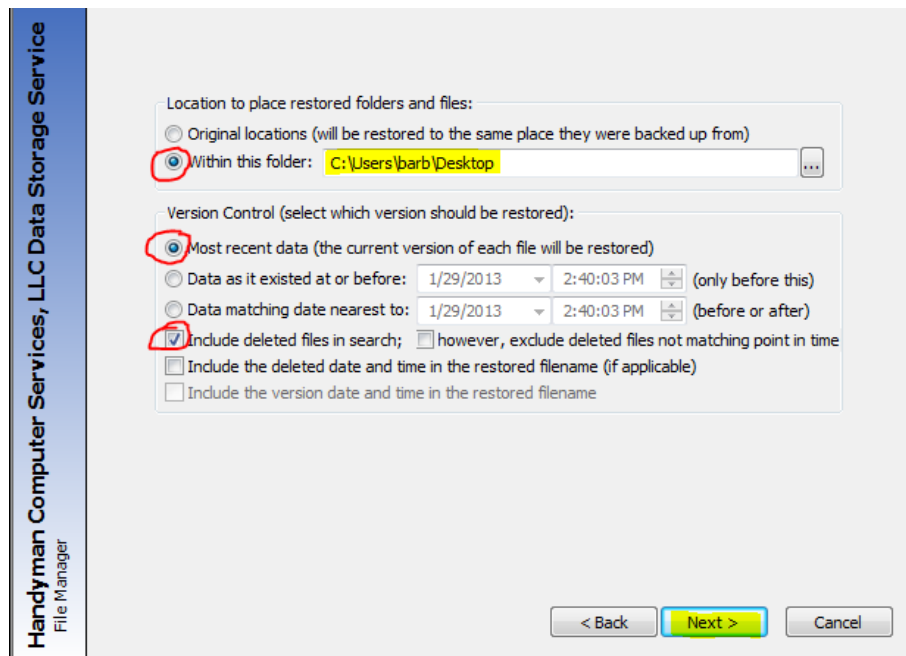
8. On the "File Management: Task Selection" screen, click on the "Restore Data" button.



9. On the "Restore Data: Select Folders and Files" screen, select the folders and files you want to restore and click the "Next >" button.



10. On the first "Restore Data: Options" screen, choose the appropriate **options** (samples shown below) then click on the "Next>" button and proceed to step 9.
 - a. To restore the most recent version of folders and files to another location, select the items circled in **red** (as shown below) and enter the **path** to the folder you want the files downloaded to.



- b. To restore copies of folders and files that existed before a specific date/time to another location, select the items circled in red (as shown below) and enter the appropriate folder, date and time.

Handyman Computer Services, LLC Data Storage Service
File Manager

Location to place restored folders and files:

Original locations (will be restored to the same place they were backed up from)

Within this folder: C:\Users\barb\Desktop

Version Control (select which version should be restored):

Most recent data (the current version of each file will be restored)

Data as it existed at or before: 1/10/2013 4:00:00 PM (only before this)

Data matching date nearest to: 1/29/2013 2:40:03 PM (before or after)

include deleted files in search; however, exclude deleted files not matching point in time

Include the deleted date and time in the restored filename (if applicable)

Include the version date and time in the restored filename

< Back Next > Cancel

- c. To restore copies of folders and files that existed closest to a specific date/time to another location, select the items circled in red (as shown below) and enter the appropriate folder, date and time.

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File Manager

Location to place restored folders and files:

Original locations (will be restored to the same place they were backed up from)

Within this folder: C:\Users\barb\Desktop

Version Control (select which version should be restored):

Most recent data (the current version of each file will be restored)

Data as it existed at or before: 1/10/2013 4:00:00 PM (only before this)

Data matching date nearest to: 1/10/2013 4:00:00 PM (before or after)

include deleted files in search; however, exclude deleted files not matching point in time

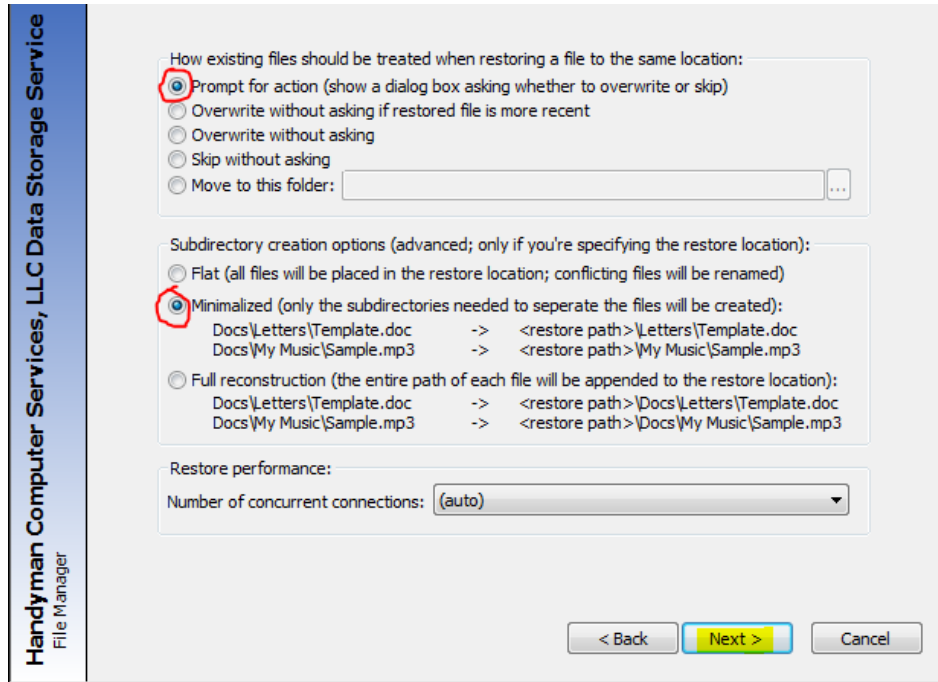
Include the deleted date and time in the restored filename (if applicable)

Include the version date and time in the restored filename

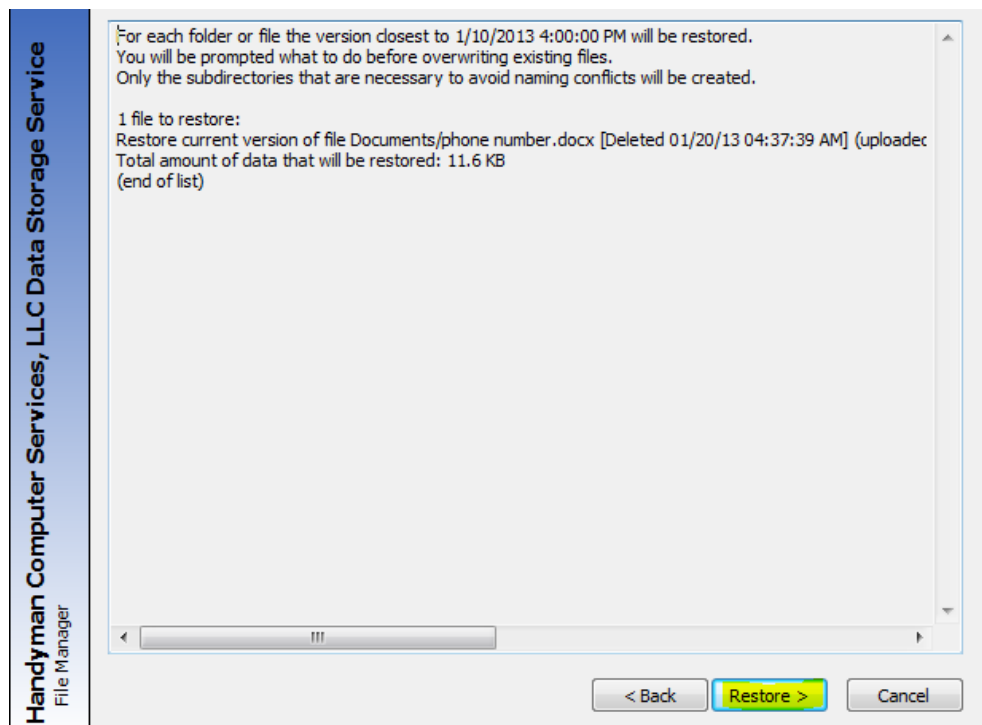
< Back Next > Cancel

11. On the next "Restore Data: Options" screen, select the items circled in red (as shown below) then click the "Next>" button.

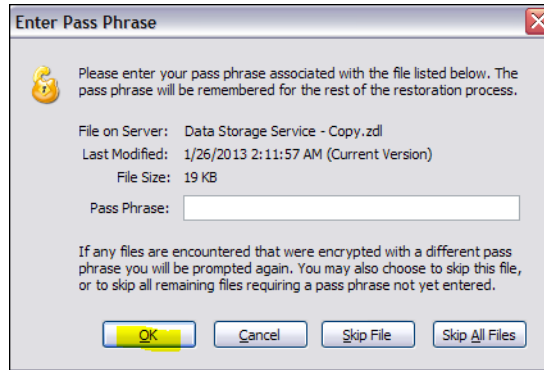
NOTE: Options circled in red are the default, but you can change them to fit your particular needs.



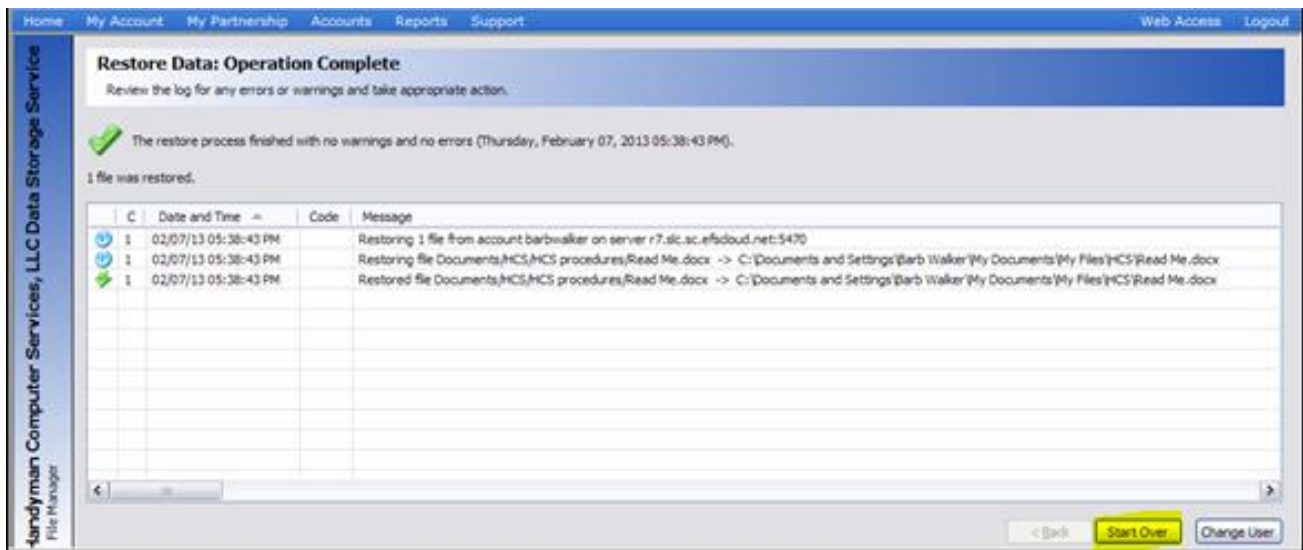
12. On the "Restore Data: Confirm Information" screen, verify that this is really what you want to do then click the "Restore>" button.



13. On the "Enter Pass Phrase" dialog box, enter your Pass Phrase you used when setting up the account, then click on the "OK" button.



14. On the "Restore Data: Operation Complete" screen, click on the "Start Over" button.



15. On the "File Management: Task Selection" screen, click on the "Logout" button in the upper right hand corner.

