

# To "Restore Data" from DSS on-line storage

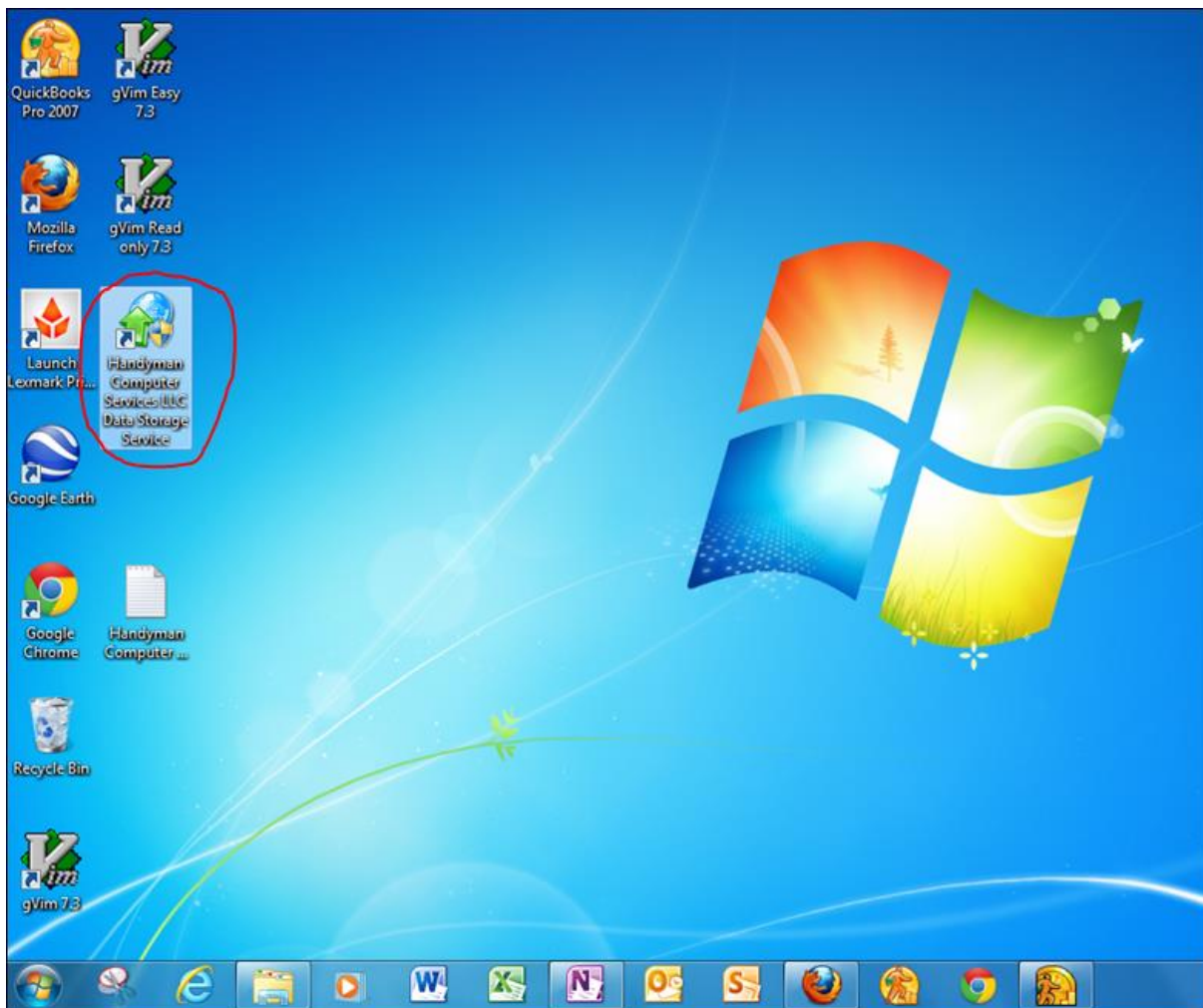
Friday, January 25, 2013

5:12 PM

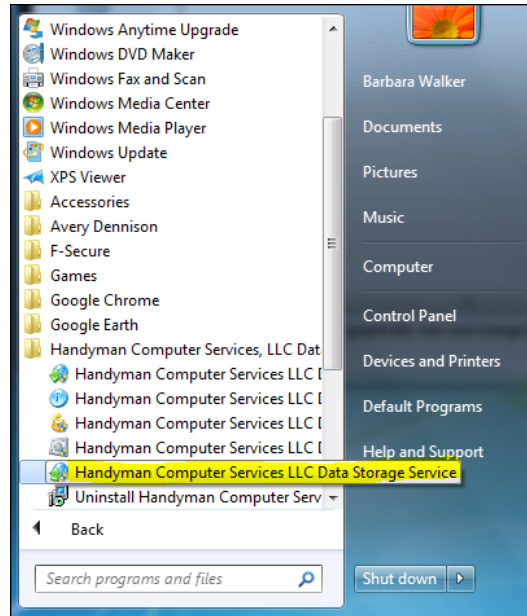
This procedure should be used by "Data Storage Service (**DSS**)" customers to restore folders/files from on-line storage.

## To login to your on-line account

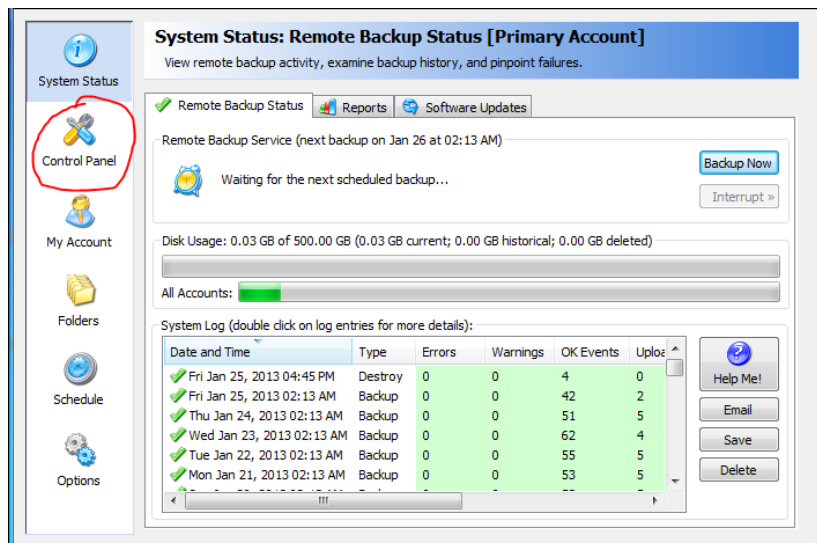
1. Open the **DSS** tool by using either method below.
  - a. Click on the "Handyman Computer Services LLC Data Storage Service" icon on your desktop.



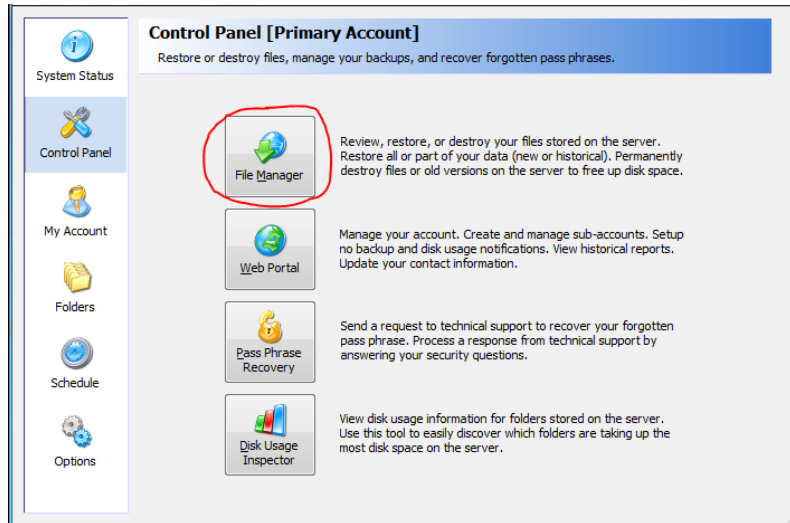
2. Click on the "Start --> All Programs --> Handyman Computer Services, LLC Data Storage Service --> Handyman Computer Services LLC Data Storage Service" menu item.



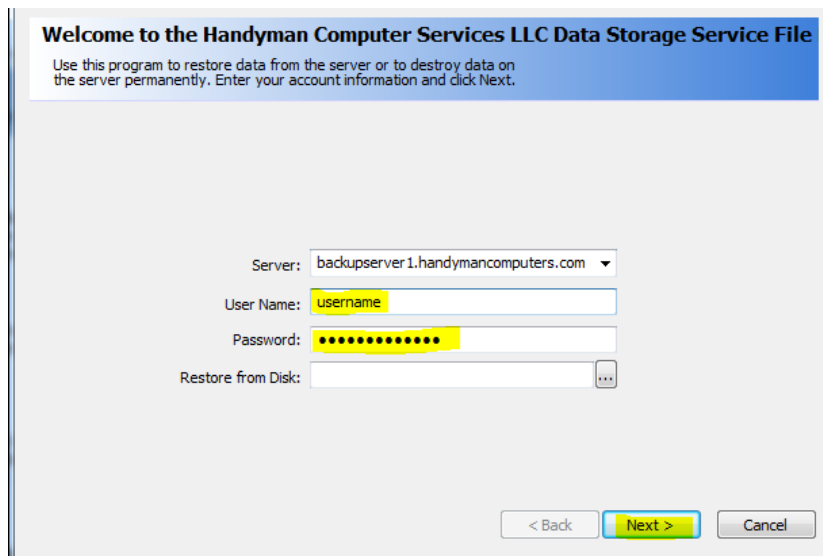
3. On the "User Account Control" dialog box, click on the "Yes" button.
4. On the home page of the **DSS** tool, click on the "Control Panel" icon on the left hand side.



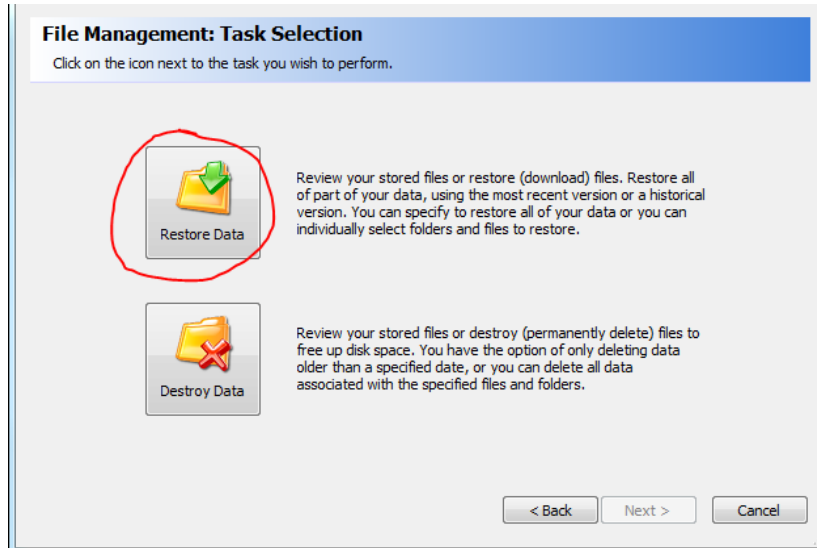
5. On the "Control Panel" screen, click on the "File Manager" icon.



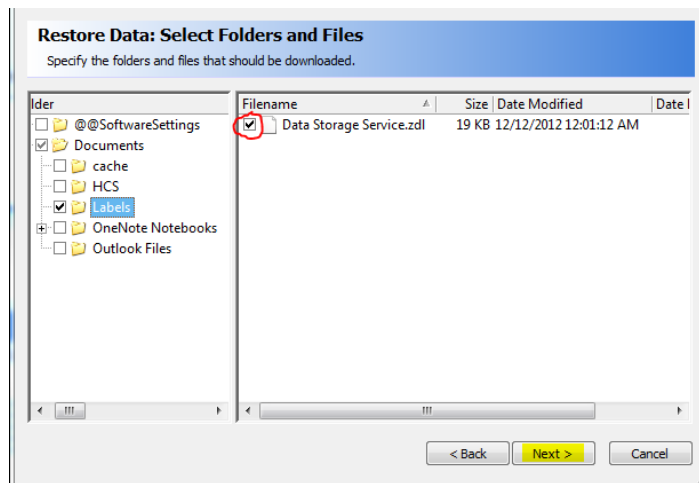
6. On the login screen, enter your "User Name:" and "Password:" then click on the "Next>" button.



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



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



9. 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 their original location, select the items circled in **red** (as shown below).

**Restore Data: Options**  
Specify where to restore the data and how to select the version for each file.

Location to place restored folders and files:

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

Within this folder:

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: 1/25/2013 7:26:15 PM (only before this)

Data matching date nearest to: 1/25/2013 7:26:15 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

Incremental Backup Cache (advanced use only -- do not change unless directed):

Rebuild incremental backup cache file listing instead of restoring

< Back **Next >** Cancel

- 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**.

**Restore Data: Options**  
Specify where to restore the data and how to select the version for each file.

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\Documents\Latest HCS procedures

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 1:54:52 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)

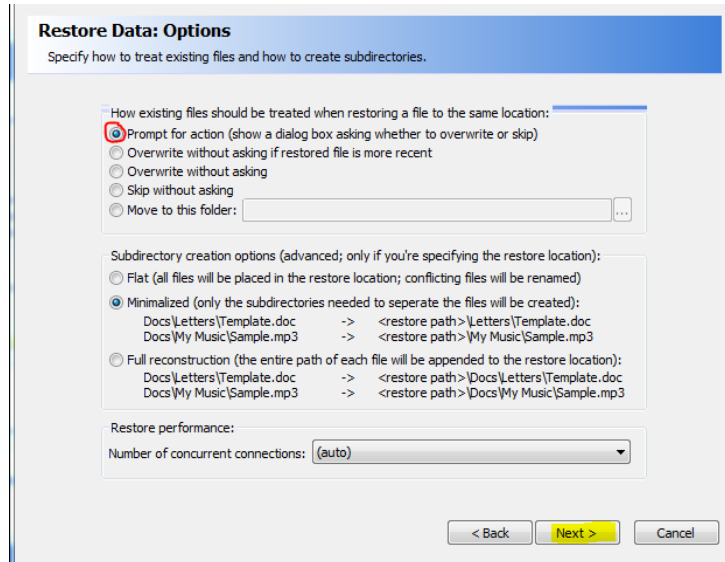
Include the version date and time in the restored filename

Incremental Backup Cache (advanced use only -- do not change unless directed):

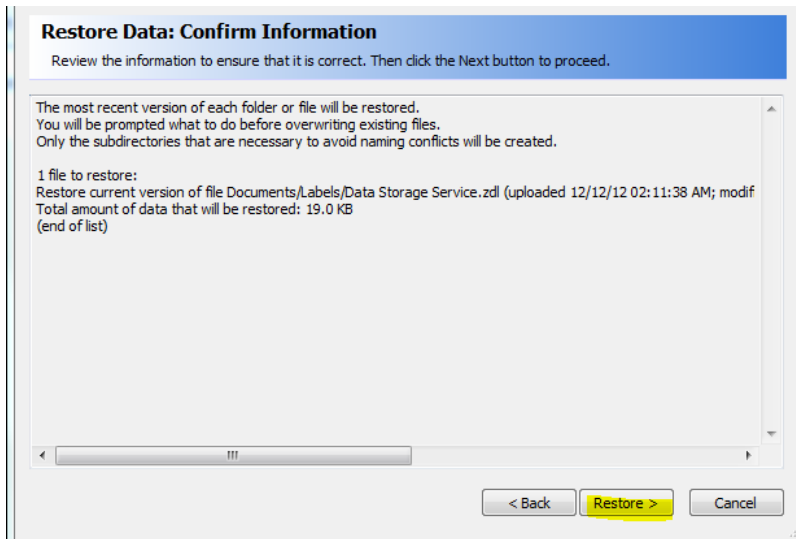
Rebuild incremental backup cache file listing instead of restoring

< Back **Next >** Cancel

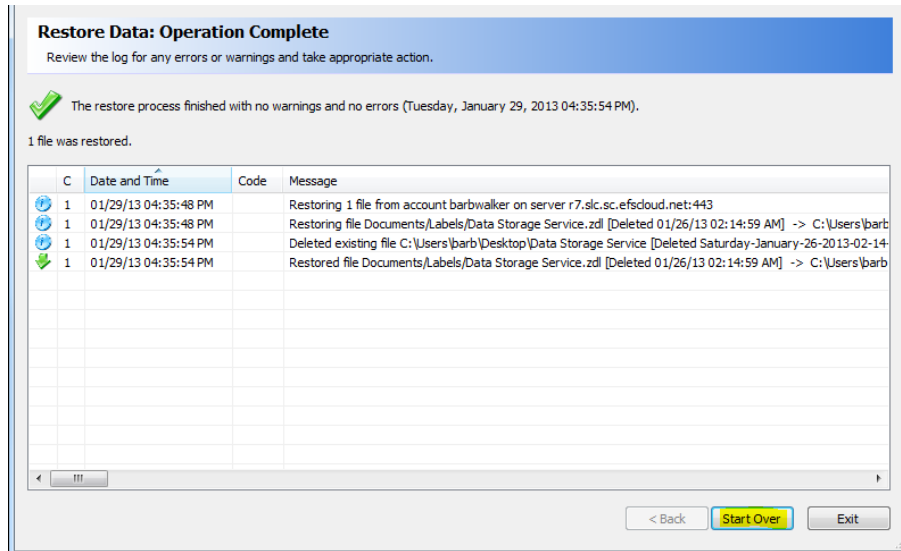
10. On the next "Restore Data: Options" screen, select the item circled in red (as shown below) then click on the "Next>" button.



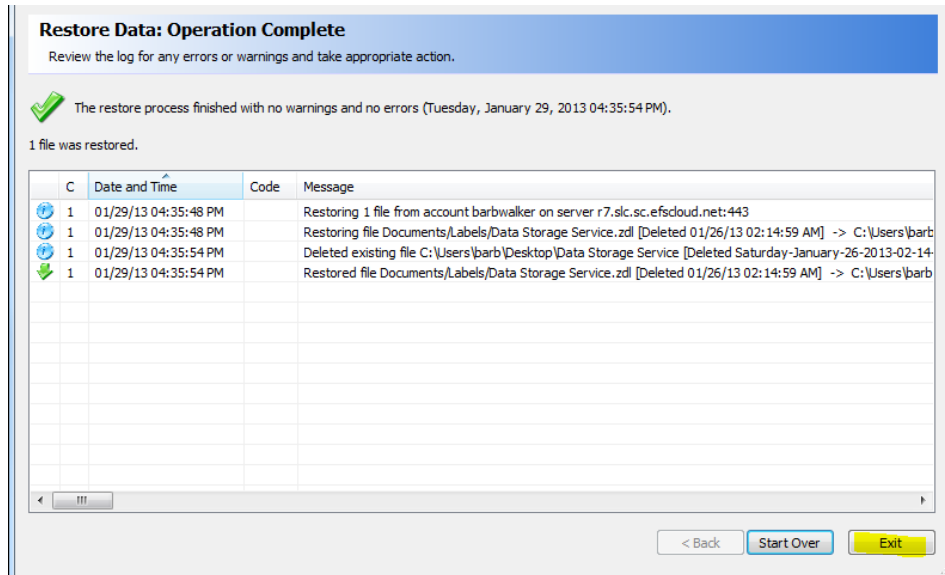
11. On the "Restore Data: Confirm Information" screen, verify that this is really what you want to do then click on the "Restore>" button.



12. On the "Restore Data: Operation Complete" screen, choose the appropriate **option** (choices shown below).
- Click on the "Start Over" button if you have more files to restore.



13. Click on the "Exit" button if you have finished restoring files.



When put back on the home page of the **DSS** too, click on the "File --> Exit" menu item.

