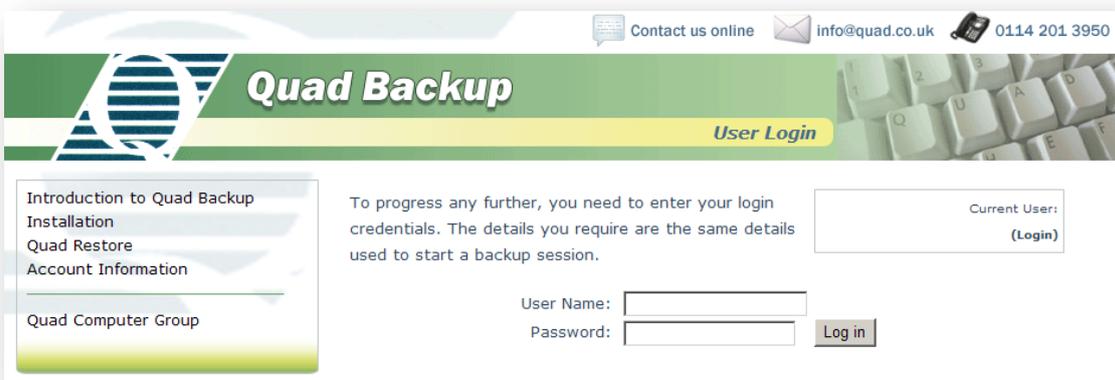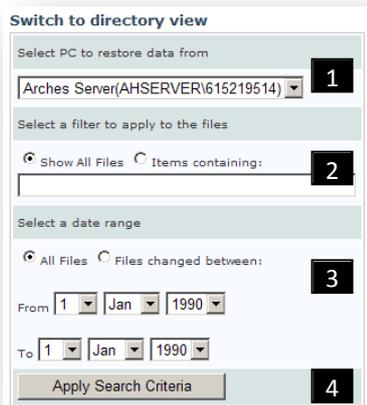## QUAD BACKUP – WEB RESTORE

INTRODUCTION

The Quad Backup application allows a user to restore single files over the internet. This process allows you to restore not only the current version held on the backup server, but also to revert back to a previous version of that file. When the file has been restored on backup server, this can be downloaded to your PC using your standard web browser.

RESTORE PROCESS

1)   Start by going to the backup website:

http://backup.quad.co.uk
(note: there is no www)

2)   Click the Quad Restore link.

3)   Now enter your username and password details.

4)   Once you have logged into your account, you may now select the items you wish to restore. The controls for this are shown below.

1. Computer selector box
2. File filter controls
3. Date filter controls
4. Apply filter button.
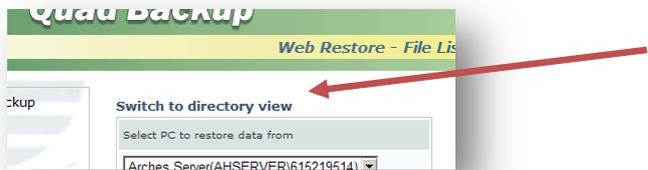
There are a few ways to access your files:

a)   Browse through them in a fashion similar to how you browse for files on your PC

b)   Show a list of all the files on the backup.

c)   Search for specific files or directories.

These methods are explained below:

HOW TO BROWSE THROUGH THE BACKUP FILES

This format allows you to navigate through the data in a way similar to how you would in your operating system.

1)   To activate this method, click the "Switch to directory view" link at the top of the controls.

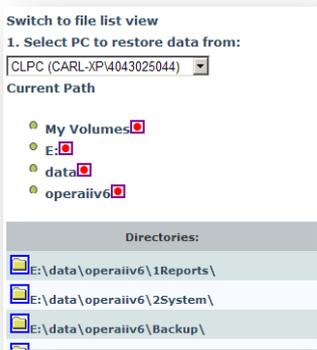2)   Now select which PC to restore files from, using the drop down box:

3)   You will now be displayed with the Volumes for the selected PC. You may now click the directory links for this PC to browse into the directories:
Once you have selected a file to restore, click the restore button.

You may now select the volume and directories to browse by clicking on their links in this section.

The folders in the selected directory will be listed below, allowing you to browse deeper.

Clicking on a volume at the top will take you back to that level.

Once you have navigated to the required folder, you will notice that the files in that folder are listed under the directory browser.

Locate the file you are after, and click the restore button.

HOW TO SHOW ALL FILES FOR A SELECTED PC

This method will show just one long list containing all the files that have been backed up for this PC. If you wish to restrict what files are shown, you can use the filter controls, as discussed in the next section.

1) Start by selecting the PC you wish to restore files from using the computer selector box. All the PCs that have been backed up using these account details will be listed here.

Select PC to restore data from
Arches Server(AHSERVER\615219514) ▼

2) Click the apply search criteria, and a list of files will be shown.
You may scroll through the list of files using the numbers at the bottom of the list.

3) To restore a selected file, click the Restore button. Now look at the "Restoring a File" section in this document.

HOW TO SEARCH FOR SPECIFIC FILES OR DIRECTORIES

This method will allow you to filter what files are shown, based on their location, file name and also the date when the file was last notified as being changed on the backup system.

1) Start by selecting the PC you wish to restore files from using the computer selector box. All the PCs that have been backed up using these account details will be listed here.
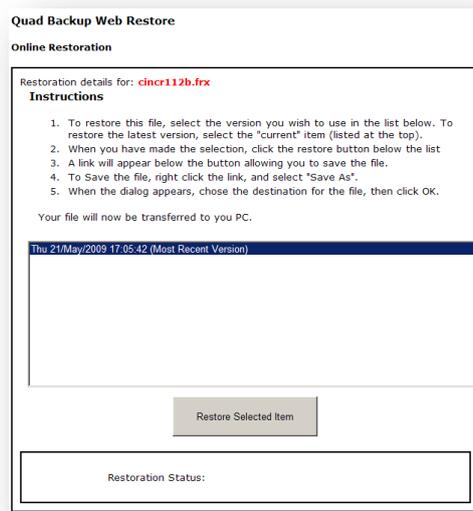
Select PC to restore data from
Arches Server(AHSERVER\615219514) ▼

2) Now you can enter your search criteria:
Click the "**Items Containing**" option.

3) In the text box beneath the Items containing option enter the text you wish to search for. Some examples are given below:
   a. To find all files with a specific extension, just enter this extension in the box.
      i. i.e to find all word documents enter **.doc**
   b. To find a file with a specific name, just enter that name in the search box.
      i. i.e. to find a document call payroll.xls enter **payroll.xls** or even just **payroll**
   c. To view all files in a certain folder, enter the folder name
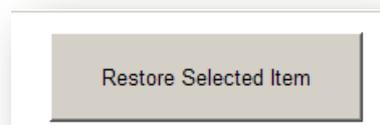   i. i.e view all files in the projects folder on the C: drive, **C:\projects**

4) It is also possible to restrict what files are shown based on the time they were modified or created. To do this, simply complete to from and to dates on this form.
This will now only shows files that have been detected to have been created or modified during those dates.

5) When you have entered your search criteria, click the Apply Search Criteria button.

6) The list of files now matching your criteria will be visible. Click the restore button next to the file you wish, and continue to the next section.

RESTORING SELECTED FILES

1) Now that you have found the file you wish to restore:
Click the restore text alongside the file. This may be an icon, or the text restore, depending on which view you are using.

2) This will open up a new browser pop-up showing the restore screen. In some cases you may have to temporarily allow pop-ups to show. This screen is shown below.

3) In the list area, you will see the file history that exists for your selection. This gives you an option of reverting to an older version of the file. In all cases, the first entry will be the most recent version of the file – the most recent version that was sent to the backup server. Select the file version you require.

4) Now click the "Restore Selected Item" button.

Quad Computer Services.

5) A link will now appear at the bottom of this page. To download your file, right click the link and click "Save Target As", this will prompt you for a download location. Once chosen, the file will be saved there.

Restoration Status: **Restoration was a Success**
Right Click on this link, Select "Save Target As..."

Alternatively, some files will be viewable in the web page. To do this, simply left click the download link, and the file will be opened for you to view.

Note:

Due to security issues, some files may have had their extension changed. So before you can use these files, you will need to revert this change.

Go to where the file has been saved, and see if the file has .restored appended to the file name. You may need to disable "hide file extension" in windows to do this. This is done in folder options in Windows.

If your file has the .restored text appended to it, simply rename the file and remove this text. You may be warned about changing file extensions, click yes to proceed. You will now be left with the restored file.

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