

How to restore files and folders with DoubleBackup

Introduction

These instructions explain how to restore files, folders or entire drives from backup. The first pages cover the situation in which your DoubleBackup software is already installed and working.

Restoring from a New Drive or Computer

If you need to restore to a machine where DoubleBackup is not yet installed, go to the section, **Restoring to a New Drive or Computer**, below.

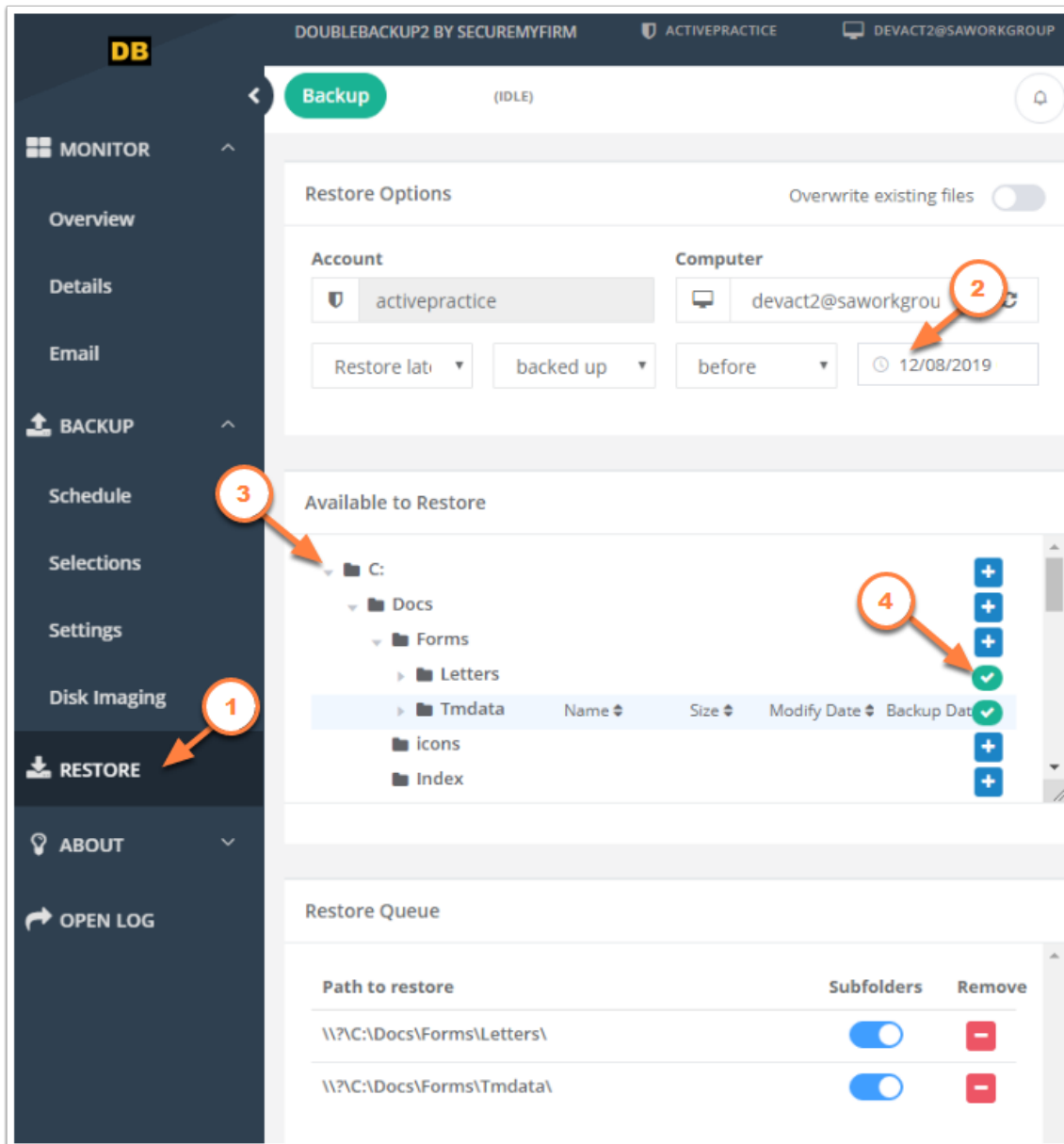
Restoring from Another Computer

If you have DoubleBackup backups for more than one computer, you can restore files from the backups for another computer onto an existing computer that is already running DoubleBackup. See: **Restoring from Another Computer**, below.

Restore Folders and Files

1. Click the **Restore** tab.
2. If you need older versions of files click the date field (2). Choose the date.
3. Click the triangle icons to show folders within drives and folders.
4. Click the plus [+] icons to select folders.

Note: To undo a selected file or folder, go down to the **Restore Queue** panel. Click the red [-] **Remove** icon.



Select Destination

You can change the destination folder from the one that appears at the bottom.

1. Click on the three dots icon [...] to select a drive and folder.
2. Click **Restore Data**.

The screenshot displays the DoubleBackup Restore interface. On the left is a dark sidebar with navigation options: Details, Email, BACKUP, Schedule, Selections, Settings, Disk Imaging, RESTORE (highlighted), ABOUT, and OPEN LOG. The main content area is divided into sections:

- Available to Restore:** A tree view showing the C: drive with folders like Docs, Forms, Letters, Tmdata, icons, and Index. Each folder has a '+' icon to its right.
- Restore Queue:** A table with columns 'Path to restore', 'Subfolders', and 'Remove'.

Path to restore	Subfolders	Remove
\\?C:\Docs\Forms\Letters\	<input checked="" type="checkbox"/>	-
\\?C:\Docs\Forms\Tmdata\	<input checked="" type="checkbox"/>	-
- Restore location:** A text input field containing the path 'C:\Restore\saworkgroup\devact2\20191208_093845' and a folder icon to its left. A three-dot menu icon is to the right of the text.

Annotations: A circled '1' points to the 'Remove' column. A circled '2' points to the 'Restore location' text input. An orange box labeled 'Choose Destination Folder' has arrows pointing to the 'Remove' column and the 'Restore location' text input. At the bottom right, there are 'Clear Queue' and 'Restore Data' buttons.

Results of Restore

Restores are listed in the Details Tab of the Monitor Tab with **download** in the **Operation** column.

The results are color-coded. Green is completed. Yellow is completed with errors.

The bottom panel shows more information about the Restore. For more details, click on the **Log** column.

A result of **Completed with errors** often is not a problem.

The screenshot shows the DoubleBackup application interface. The top bar indicates the user is logged in as 'ACTIVEPRACTICE' and 'DEVACT2@SAWORKGROUP'. The main window title is 'DOUBLEBACKUP2 BY SECUREMYFI...'. The interface is currently in the 'Backup' state, which is '(IDLE)'. The sidebar on the left contains navigation options: 'MONITOR' (selected), 'Overview', 'Details', 'Email', 'BACKUP', 'RESTORE', 'ABOUT', and 'OPEN LOG'. The main content area shows a 'Connection History' table with the following data:

Session	Date	Operation	Stage	Errors
info ⓘ	12-27-19 21:12:01	download	completed	0
info ⓘ	12-25-19 01:32:18	upload	completed	0

Below the connection history, there is a summary table for the restore process. The 'Restore' tab is selected, showing the following data:

Throughput	Errors	Restore	Log	
Changed Files	Files Completed	Changed Bytes	Bytes Completed	Errors
2	100%	6 KB	100%	0

Find Your Downloaded Files

Your files are downloaded into the **Restore location** chosen in the **Select Destination** step, above.

By default, the **Restore location** is

C:\Restore\[Domain or Workgroup]\[Computer Name]\[Year][Month][Day]_[Hour][Minutes][Seconds]

In our example, the **Restore location** is:

C:\Restore\saworkgroup\devact2\20191227_210912

Inside the **Restore location** you selected are subfolders matching the original location(s) of the restored files.

So, files originally in:

C:\Docs\Forms\Letters

will be found in:

...\C\Docs\Forms\Letters

The three dots (...) are your **Restore location**.

Restoring to a New Drive or Computer

Typically, you will restore to your original computer; however, in the event of a computer failure, you can restore to a new drive or new computer.

If you have DoubleBackup backups for more than one computer, you can restore files from the backups for another computer onto an existing computer running DoubleBackup. For that type of restore, skip to the next section, **Restoring from Another Computer**.

To restore to a new drive or new computers, download and run the DoubleBackup installer using this link: <https://delivery.shopifyapps.com/-/cfae1c852ebe5c20/3a0a809d84944f54>

Installation instructions are available here:

<https://www.securemyfirm.com/pages/help>

You will need this account information:

- Email address
- Account Name
- Old Domain Name (or Workgroup Name) and old Computer Name
- Account password

We provided this information to you and also have securely retained it.

During the installation process at the **Selections** screen, choose: No selections. Also skip the steps for creating a backup. After installation, close DoubleBackup.

Now restore your files following the instructions for **Restoring from Another Computer**, below.

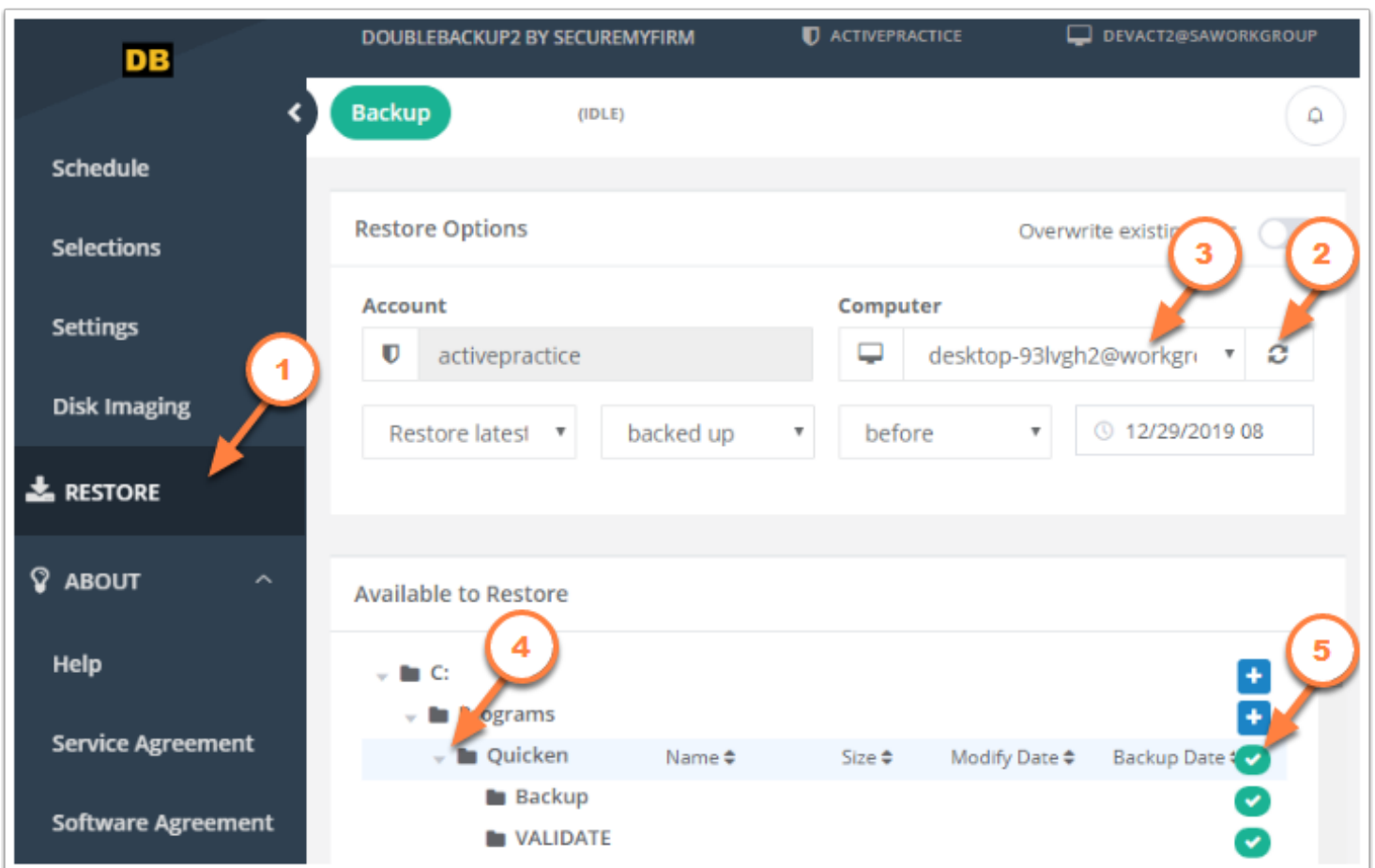
Restoring from Another Computer

If you have DoubleBackup backups for more than one computer, you can restore files from the backups for another computer onto an existing computer that is already running DoubleBackup.

To restore files and folders from another computer with DoubleBackup already installed:

1. Click **Restore**.
2. Click the **Refresh** icon. Wait a couple of minutes.
3. Select a computer to restore from using the drop-down.
4. Click the folders to expand them.
5. Click the Plus (+) icons to select individual folders and files.

Note: To undo a selected folder or file, scroll down to the **Restore Queue** panel and click the **Remove** icon. You may also choose to omit subfolders of a folder by clicking the **Subfolders** toggle shown in the next section, below.



Restore Queue Panel

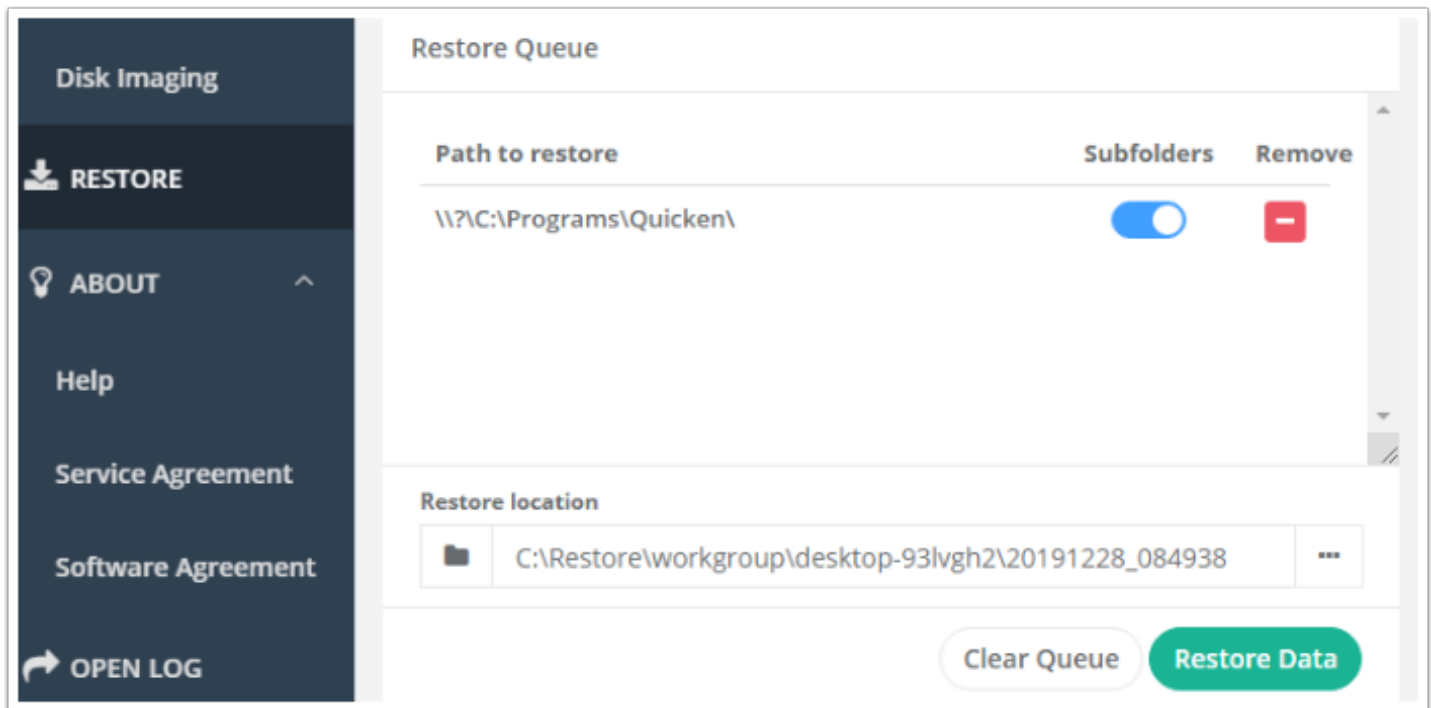
Scroll down to the **Restore Queue** panel.

The folders and files to be restored are listed in the **Path to restore** column.

Use the **Restore location** shown or choose your own restore folder using the [...] button.

Press **Restore Data**.

The progress of the restore process is shown. When completed, the view switches to the **Details** tab, showing restore statistics and a log of the process on different tabs.



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