Step-by-Step Guide for Restoring Files from a MultiShields cloud backup

Introduction

With MultiShields Backup you can restore files:

- 1. From your backed-up server or computer if it is working, or
- 2. From a different computer anywhere.

What you can restore from a Files backup:

- 1. One or more files or folders;
- 2. The entire contents of a backup;
- 3. Files, folders or everything from an older backup by selecting a point in time.

This guide covers restoring one or more files from your working server or computer that is backed up to our cloud data center.

If your backed-up server or computer is not working, you can restore to another computer using the guide:

MultiShields Restore Files to Another Computer

Open the Restore Tab

Type "Mul" in the Windows Search box and press Enter, or Find MultiShields Backup in the Start Menu and click it,



Sign In with Your Username and Password

Your username and password have been provided to you via a secure webpage or other secure method.

Contact our Tech Support if you need your username and password: support@securemyfirm.com or 952.922.1120

×

Click the Restore Tab



Select the Cloud or Local Storage Vault

You may have a choice between a Storage Vault in our cloud data center (cloud icon shown below) or a local Storage Vault on a USB drive, network drive or NAS unit.

Click Next

s wizard will quide you through the process of restoring	
s means in galacy ou in ough the protess of restoring	your data.
ase select a Storage Vault to restore from:	
multishields-BB2	

Choose the Date of the Backup

- 1. Click to expand the list of backup dates.
- 2. Select the date of the backup to restore from.
- 3. Click Next

Notice in the **lower left** area there is an option to **Show items from other devices**. If you have backed up other computers in your account, you can restore from them, too.



Select the Folders or Files to Restore

- 1. Expand the folder tree and check Folders and/or Individual Files
- 2. Click Next

) All Items	Check Folders	And/or Check Files			
Path	Name	·	Size	Modified	.,
🗸 🔳 🛢 ActSec4	🕫 cl 🛛 🔽 📀 Diary-Wor	k2-2023-06-27.html	35.70 KB	Tue Jun 27 18:5	
~ 🗉 🗌 🥖	up 🗹 🧠 Evernote2	0191019.enex	189.80 MB	Sat Oct 19 12:24	
	Bitwa	0200809.enex	200.21 MB	Sun Aug 9 13:59	
	Evern	0201113.enex	55.10 KB	Fri Nov 13 20:01	
	Hosti 🗌 💿 Evernote2	0210802.enex.html	11.85 MB	Mon Aug 2 17:0	
> 🗆 📕	Insig 🗌 🖸 💽 Evernote2	0210802.mht	266.52 MB	Mon Aug 2 17:0	
> 🗆 📙	Joplii 🗌 🚍 😽 Evernoted	20210802 [2].enex	95.38 MB	Mon Aug 2 17:0	
>	LastP 🗸 📋 🥞 Evernoted	20210802.enex	93.50 MB	Mon Aug 2 17:0	
<	> 🗌 🧠 Vendors.e	nex	1.49 MB	Mon Jan 30 21:3	•

Select a Destination Drive or Folder

\leftrightarrow \rightarrow \uparrow \blacksquare \rightarrow This PC	> Data	i (D:)	~	G	🔎 Search Data (D):)	
Organize 👻 New folder							?
> 🕂 Downloads	^	Name	^		Date modified	Туре	
Music		AP			9/12/2022 4:16 PM	File folder	
Pictures		Archive			8/2/2022 7:48 PM	File folder	
Videos	- 14	Backup			5/2/2023 2:34 PM	File folder	
Local Disk (C:)		Downloads			7/4/2023 10:42 AM	File folder	
Data (D:)		Images			8/2/2022 7:48 PM	File folder	
BK ACTSEC C (E-)		Installers			5/24/2023 9:41 AM	File folder	
1000-hit-2015 (G:)	~	< M-Downloade			7/8/2022 10-41 AM	File folder	>
Folder: D	ata (D:)						1
					Colort Folder	Cancel	1



Select Compressed Archive File

- 1. Click the Drop-Down icon.
- 2. Select Compressed archive file (zip / tar)
- 3. Click **Restore.**

Restoring to a Zip file preserves the File Dates of your files.

If you are fine with all files being restored with today as the File Date, you could choose **Files and Folders**.

Restore	— —
Restore	
Select an output directory	
Restore to:	
E Files and Folders	
Files and Folders	
Simulate restore only	
Program Input	
Compressed archive file (Zip / tar)	
Microsoft Office 303	
Microsoft SQL Server	
Microsoft SQL Server	
	< <u>B</u> ack Restore Cancel

Select a Destination and Name the Zip File

- Choose a folder to restore to.
- Enter a filename. (.zip will be added)
- Click Save

At the next screen, click Restore

	ed archive file (zip / tar)		
elect an outpu	ut file:		
	😻 Select an output file		
	$\leftarrow \rightarrow$ $\checkmark \uparrow$ \blacksquare \Rightarrow This PC \Rightarrow Data (D:)	ٽ ~	
	Organize 👻 New folder		EE +
	Downloads Music Music Pictures Videos Local Disk (C:) Data (D:) V C	name	Date modified 9/12/2022 4:16 PM 8/2/2022 7:48 PM 5/2/2023 2:34 PM 7/4/2023 10:42 AM 8/2/2022 7:48 DM
	File name: Restore Save as type: Zip archive (*.zip)		Click

Restore Finishes

When the Restore finishes, the results are shown.

Click **Open Folder** to find and open the Zip file containing the restored files.

Туре	Status	Storage Vault	Started	Ended	Duration	F
Restore	Success	multishields-BB2	Tue Jul 4 21:24:25 2023	Tue Jul	00:52	3
lestore	Success	multishields-BB2	Tue Jul 4 18:47:04 2023	Tue Jul	00:46	3
ackup	Success	multishields-BB2	Tue Jul 4 05:11:59 2023	Tue Jul	00:54	20
ackup	Success	multishields-BB2	Mon Jul 3 05:05:59 2023	Mon J	01:06	20
5						>
Runnin	g Restore .	Job				
Runnin	g Restore	Job	ully			
Runnin Status:	g Restore	Job completed successf	ully.	_	_	
Runnin Status: Duratior	g Restore Operation 1: 00:53	Job completed successf	ully.			
Runnin Status: Duratior ETA:	g Restore . Operation 1: 00:53	Job a completed successf	ully.			
Runnin Status: Duratior ETA: Progress	g Restore . Operation 1: 00:53 - : Item 6 (39)	Job completed successf 0.05 MB)	ully.		Open Fol	der
Runnin Status: Duration ETA: Progress Speed:	 g Restore Operation 00:53 - Item 6 (39) 12:538 ME 	Job a completed successf 0.05 MB) i/s	ully.		Dpen Fol	der

Extract Your Files

Right-click on the downloaded Zip file and choose: Extract All...

Your files are restored.



Author

Wells Anderson, CEO

SecureMyFirm

https://securemyfirm.com

952.922.1120