



FileRestore 

File Restore User Guide

Version 3.0



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0. Document History

Version	Status	Date	Reason	Updated by
3.0	Draft	14-Sep-2010	New application version release	Andreea Radulescu

1. Introduction

File Restore allows you to restore your website's content from a series of time based periods (one hour, one day, etc.). While we highly recommend that you always keep local copies of your website's content, File Restore offers a convenient method for restoring it without having to use your local backups.

Please note that this application has the potential to overwrite existing files during a restore operation. To ensure you are aware of this possibility File Restore requires that you confirm the details of a restore operation before restoring content.

To launch "File Restore" take the following steps:

1. Log into the Control Panel
2. Select "Websiteos Applications" from the main menu
3. Click on the File Restore icon located in the sub-menu; the File Restore welcome screen and the first step within this application will display:

The screenshot shows the File Restore application interface. At the top left is the 'FileRestore' logo with a red square icon containing a white plus sign. To the right of the logo are links for 'Support' and 'Feedback'. Below the logo is a progress bar with three steps: 1 (selected), 2, and 3. The current step is 'Restore'. A green 'Next >' button is located at the top right of the progress bar. The main content area has a heading 'File Restore' in red. Below the heading is a welcome message: 'Welcome to File Restore. This application allows you to restore your site content from time based periods. While File Restore is convenient and easy to use, it is not possible to ensure that all files will be recoverable. There is no guarantee or warranty of any kind, either express or implied that a backup of your site content will be available at any given time.' Below this is a section titled 'We strongly recommend that you always keep local backups of your site content. Below are our recommended backup strategies for working in conjunction with File Restore:' followed by a list of five recommendations: 1. Make backups of your site content and store them locally or at an off-site storage location. 2. Create a backup schedule and adhere to it. 3. Use an FTP client with recursive directory traversing capabilities to make your local backups. 4. File Manager's download function can be used for small backup jobs. 5. Make frequent backups of crucial/rapidly changing data in addition to your regular backup schedule. Below the list is a note: 'Please note that when restoring content, File Restore will overwrite existing files if they have the same filenames as the restored content. Click the "Next" button to continue.' Below the note is a message: 'This application gives you access to several time based backups. Please select one from the list below and click "Next" to continue.' Below this message is a form with a label 'Select a backup:' and a dropdown menu showing '5 hours ago'. A green 'Next >' button is located at the bottom right of the form.

1.1. *Navigation*

There are two ways to navigate within File Restore. You may navigate using the Main Menu or using the Alternative Navigation.

1.1.1. Main Menu

The main menu is located on the top right corner of File Restore:

- **File Restore:** allows you to restore files and directories for a specific timeframe
- **History:** allows you to view a log of your restore operations
- **Support:** opens online help files for File Restore in a new window
- **Feedback:** allows you to send feedback concerning File Restore

1.1.2. Alternative Navigation

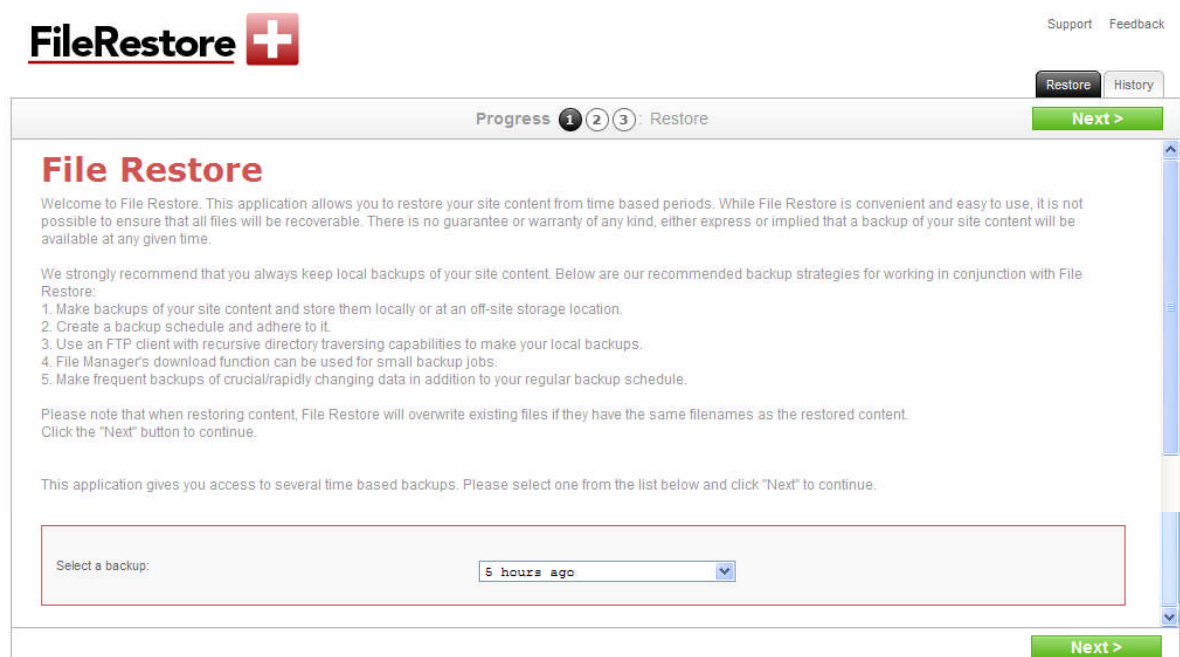
Within some sections you will find Go Back and Next buttons – these allow you to go back and forth between sites and designs.

2. Restore

In this section you will be able to restore files and directories from a specific timeframe. The section comprises three easy steps as described below.

2.1. Step 1 Select timeframe

1. Click the “Restore” tab on the right hand corner. The following page will display:

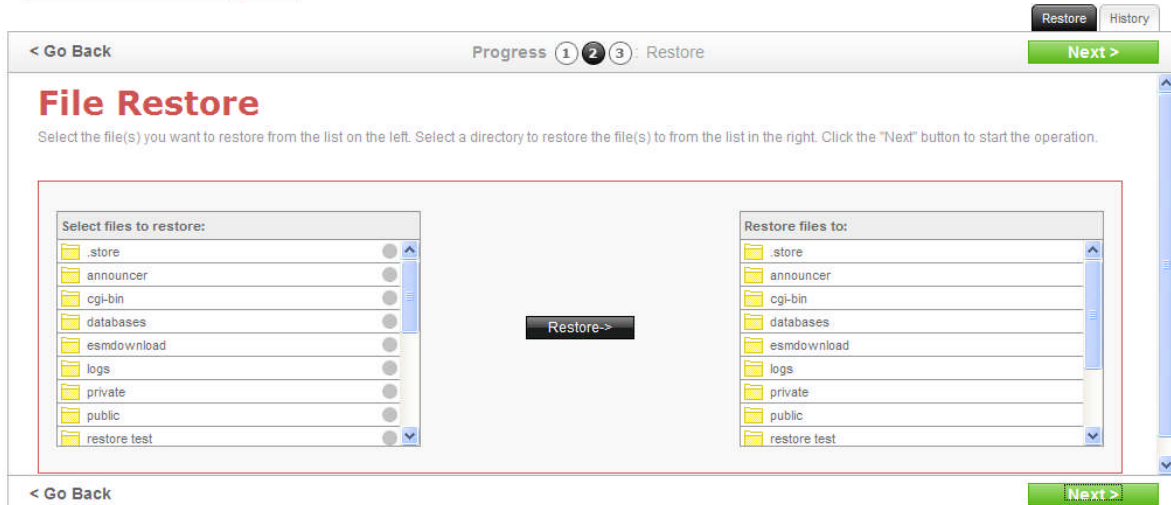


The screenshot shows the FileRestore application interface. At the top left is the 'FileRestore' logo with a red square containing a white plus sign. To the right are links for 'Support' and 'Feedback'. Below these are tabs for 'Restore' (active) and 'History'. A progress bar indicates 'Progress 1 2 3: Restore'. A green 'Next >' button is in the top right. The main content area has the title 'File Restore' and a welcome message. It lists five recommended backup strategies. Below this, it states: 'Please note that when restoring content, File Restore will overwrite existing files if they have the same filenames as the restored content. Click the "Next" button to continue.' It then says: 'This application gives you access to several time based backups. Please select one from the list below and click "Next" to continue.' A form with a red border contains the text 'Select a backup:' followed by a dropdown menu showing '5 hours ago'. A green 'Next >' button is at the bottom right.

2. Read the recommendations displayed within this page
3. Select a time based backup from the drop down menu. Possible options are: 5 hours, 11 hours, 17 hours, 23 hours, 29 hours, 35 hours, 59 hours and 83 hours
4. Click “Next” to proceed to the next step

2.2 Step 2 Select file(s) and/or directories to be restored

The second step will display files and directories from which you can select the ones that are desired to be restored. Once a time period has been selected, you must select the directories and files that you want to restore and select the location that you want them to be restored to. The second step will display as illustrated below:



Select files to restore list: allows you to browse your selected time period and to select the file(s) you want to restore.

Restore files to list: allows you to select a directory to restore your selected files to. (**Note:** files will be restored to the directory you are in, not the directory that is selected.)

1. Select file(s) or an entire directory to be restored, from the “Select files to restore” list

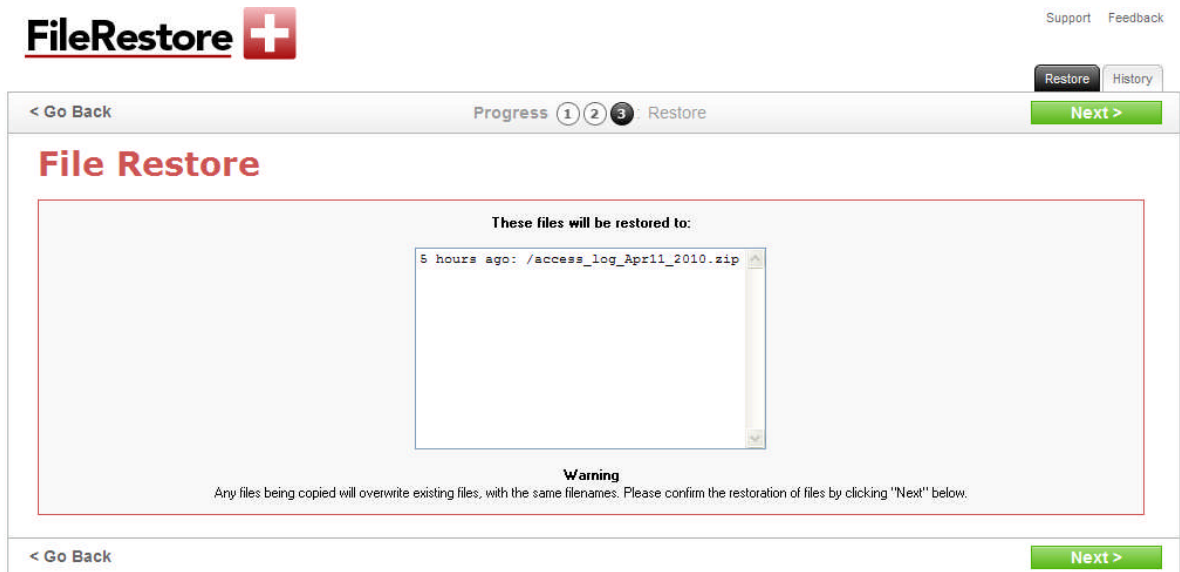
Note: File Restore can restore entire directories, including subdirectories. You can restore your entire public directory if necessary.

2. Select , from the list of “Restore files to” section, the location that you want them to be restored to
3. Click “Next” to proceed to the next step
 - a. Click “Go Back” in order to go back to the previous step

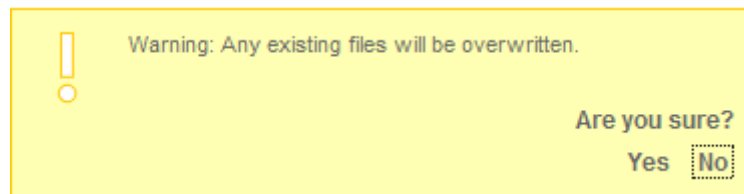
2.3 Step 3 Finalize restore operation

This section will display a summary of restore operation(s) and you will be prompted for confirmation of restore operation.

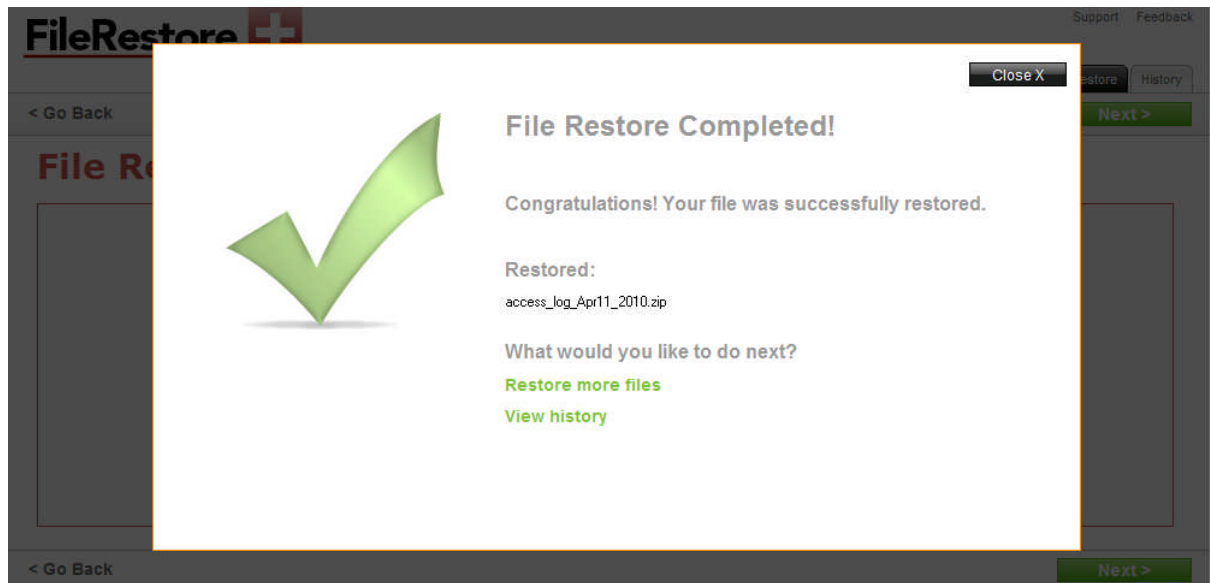
1. After clicking the “Next” button, a summary of all restore operations is displayed. You are warned that files being restored will overwrite existing files with the same name



2. After reviewing the details of the operation, click the “Next” button to complete the operation
3. The following warning message will be displayed:



4. Click “Yes” to proceed with the restore operation
 - a. Click “No” to cancel the restore operation
5. If the operation has been confirmed the following will be displayed:



This page is simply confirming that the restore operation has been successfully completed.

6. Clicking on "Restore more files" will take you back to the first step
7. Clicking on "View History" will take you to the next section where you can view the history of your restore operation (s).

3. History

3.1. View history

This section allows you to view the history of your restore operation(s).

1. Click on “History” tab. The following screen will display:



2. Scroll through the log of your operations in order to view all the restore operations.
3. Click on “Back to Restore” in order to go back to the first step within the “Restore” section.

4. Application version changes

File Restore 3.0 does not contain new functionality compared to File Restore 2.0. The changes in the new version of this application pertain to GUI changes.

The new version has been incorporated into the accord framework. The look and feel of this new version has been modified but all functionality found in version 2.0 remains the same in this new version. The screenshots within this document illustrate the GUI changes.

	New functionality	Accord framework
File Restore 3.0	NO	YES

<< DOCUMENT END >>