

## Restoring files to your server from DataVault

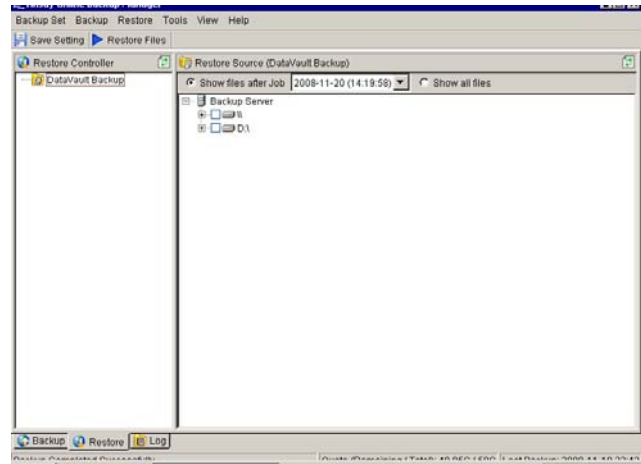
### Step 1

Open DataVault using the Icon on your desktop.



ACT DataVault.Ink

Select the RESTORE tab at the bottom of the window.

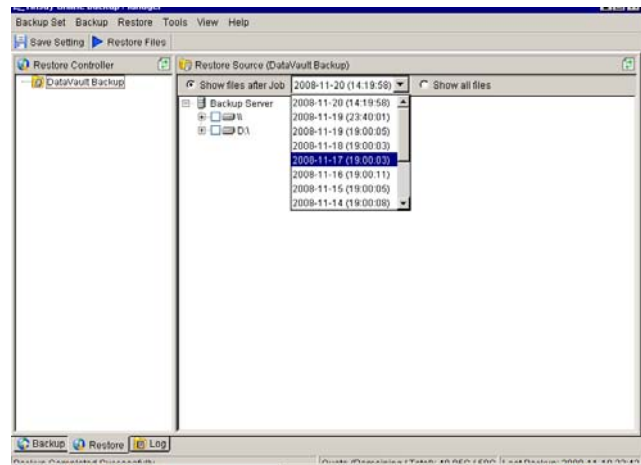


### Step 2

Select the date from which you want to restore the data from the drop-down menu.

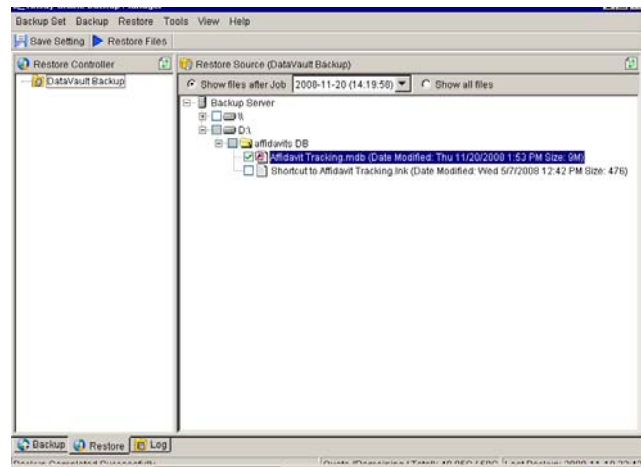
If you're not sure when your file was deleted, you may have to look through multiple backups to find the last version that was saved for you.

If you're looking for a previous version of an existing file, you'll need to determine the date of the last known "good" version of that file and look there for your file.



### Step 3

Select the folder or file from the drive entry shown in the Restore Source window and click the RESTORE FILES button below the pull-down menus near the top of the screen.

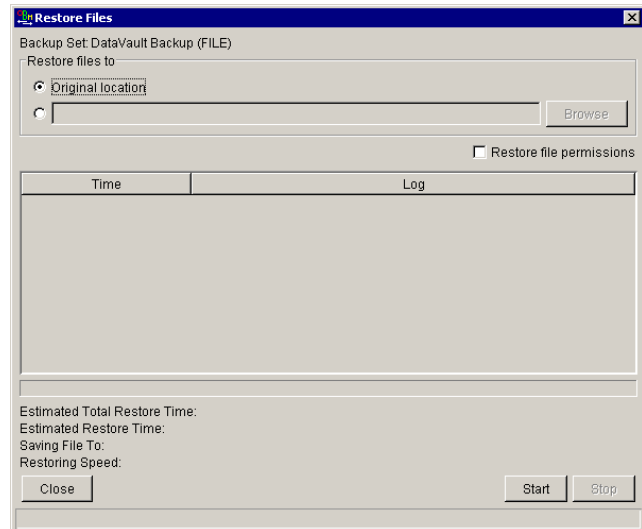


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## Step 4

You can select the Original location of the file to be restored or you can specify the new location you'd like to use by selecting the other radio dial and either typing in a location or using the Browse button to find a spot for the data.



## Step 5

Click the START button to begin restoring your data.

Be aware that if you restore your data to the original location, that it will overwrite the data that is now there so if you want to keep both versions of the file(s) we recommend placing the restored files in a different location than the original.