



Data Test/Restore on Network Drive for Windows 7

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1.0 Introduction

This document describes how to set up and perform regular backups of your business data on a Network Storage Location.

The document is not intended for creating or restoring a complete system image.

This document is relevant to all editions of Windows7 operating system, however the steps / screenshots may vary slightly depending on the OS edition and system set up.

2.0 Definitions:

- 2.1 **Back up:** Activity of copying files so that they will be preserved in case of hard-disk or equipment failure.
- 2.2 **Restore:** Process of copying backup data from storage device to hard-disk , when is data is corrupted, or copy/move data to a new location.
- 2.3 **Business data:** Any data / information directly or indirectly related to individual end user's role, job description, department and / or Massey University.

3.0 Responsibilities

Individual end users are responsible for identifying their business data requiring network backup and correctly backing it up on the Network Storage Location.

ITS is responsible for maintaining and protecting backed up data on the network and providing technical support and advice, as necessary for backup and restore.

4.0 Recommendations

Following recommendations are made to make your back up process efficient and effective.

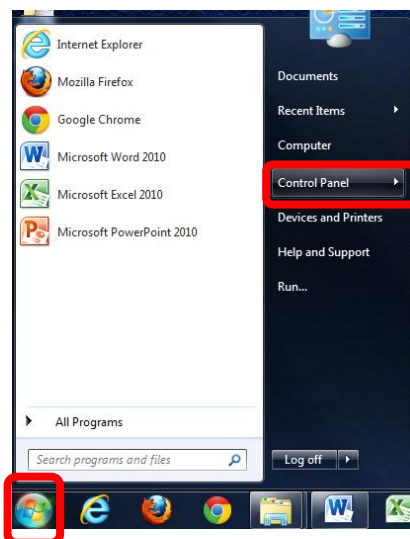
- 5.1 Data clean up of the big files can improve the system performance.
- 5.2 Organise your business data and personal data separately in such a way that you don't miss any business data, while selecting for backup.
- 5.3 It's advisable to always back up business data on the Network Storage Location, and not on the same hard disk or any external media.
- 5.4 If your data is backed up on external media, for any reason, protect external media properly and place securely to avoid unauthorised access to your data.
- 5.6 Never shut down the computer or disconnect from the network while the backup is running. Ensure that the backup process is completed.
- 5.7 Check the backup occasionally to ensure the process is correctly working.

5.0 Instructions to Test Backup

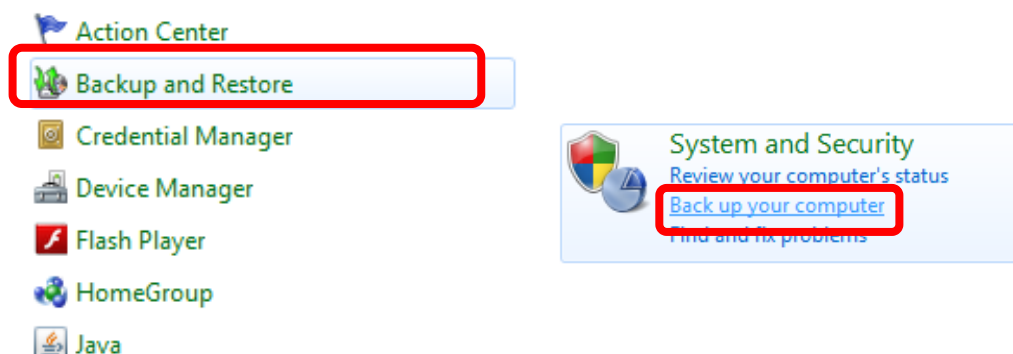
Testing your backup data is as important as backing up the data itself. This is to ensure that the data you want back (if something goes wrong) is there when you need it.

Before beginning, ensure you have done a backup using the **Data Backup on Network Drive for Windows 7** document. Ensure you are connected to the Network Storage Location and that no other applications are running before you start.

- 5.1 The following instructions assume that you have created a test folder and test files in the location suggested in the **Preparation for Backup Checklist** document: (C:\Users\username\Documents\BackupTest). Before continuing with the instructions go to the **BackupTest** folder on your machine and delete the test files from within this folder.
- 5.2 Click on the Start button from the taskbar, then from Start menu click **Control Panel**.

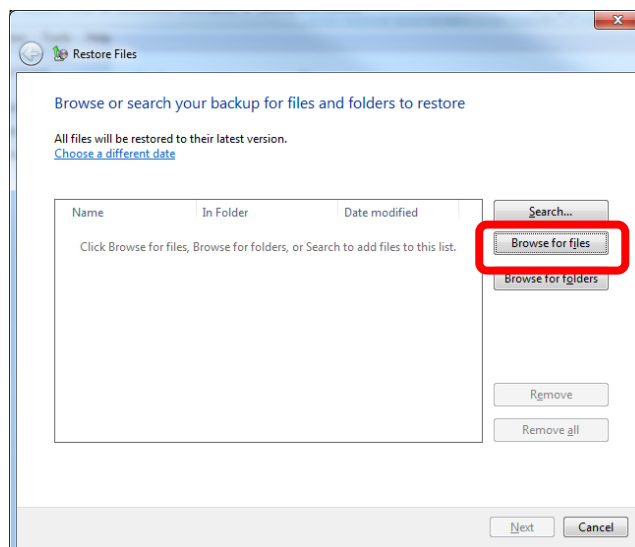
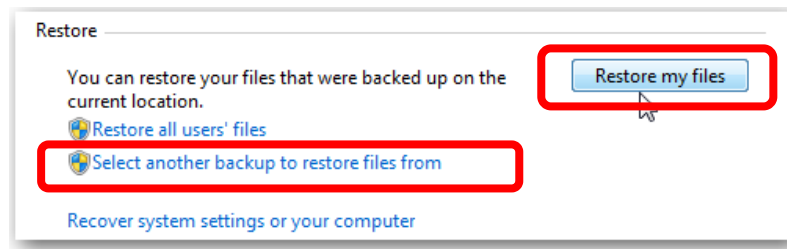


- 5.3 From the **Control Panel** click **Backup and Restore** or Under the **System and Security** category click **Back up your computer**.



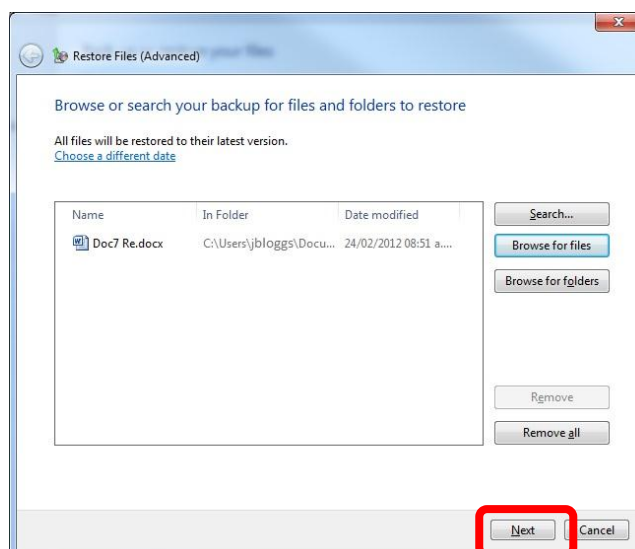
5.4 Click **Restore my files**

Note: if another backup has been run you will have to click **Select another backup to restore files from**.

5.5 To find your test data click **Browse for files**.

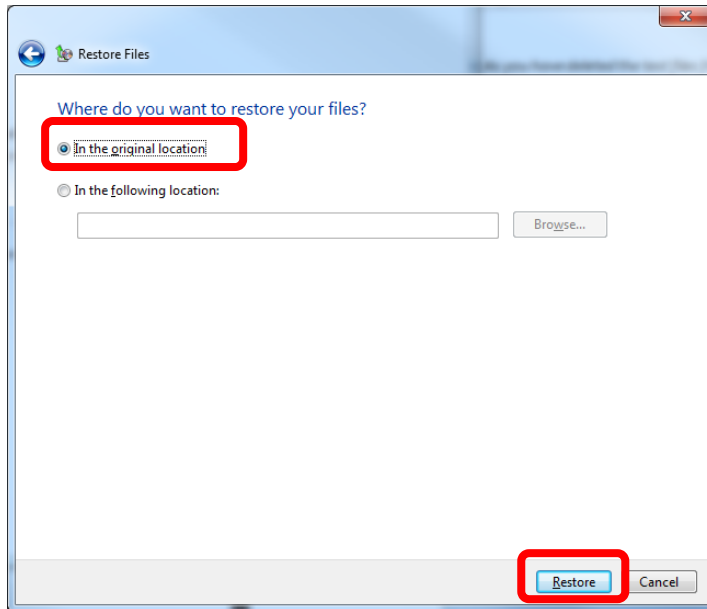
Note: You need to know the location of the test folder (C:\Users\username\Documents\BackupTest)

This would have been created when completing the **Preparation for Back Up Checklist** document.

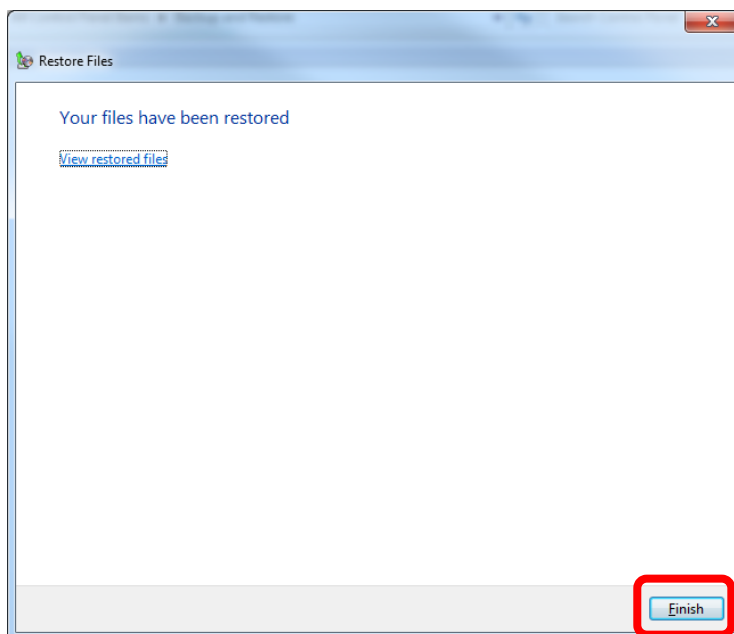
5.6 Once you have found the test data that you want to restore click **Next**.

You will then be asked where you want to restore your files to. Click **In the original location**.

Note: As you have deleted the test files from the **BackupTest** folder (C:\Users\username\Documents\BackupTest) there should be no files there and you will be restoring the backup files to the original location on your computer.



- 5.7 Click **Restore**. The data restoration progress will begin and once it has completed you will get a message saying your files have been restored.

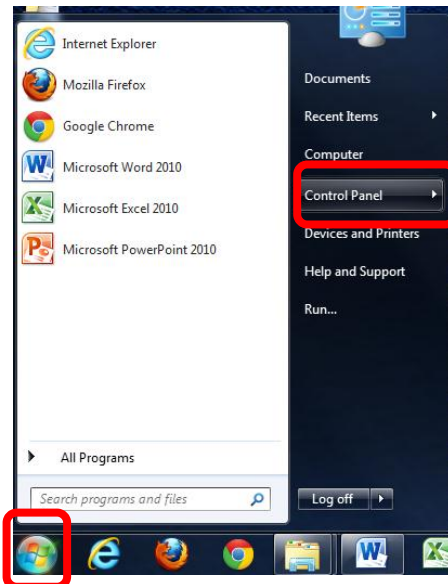


Click **Finish**.

6.0 Instructions to Restore Data

Before beginning, ensure you have done a backup using the **Data Backup on Network Drive for Windows 7** document. Ensure you are connected to the Network Storage Location and that no other applications are running before you start.

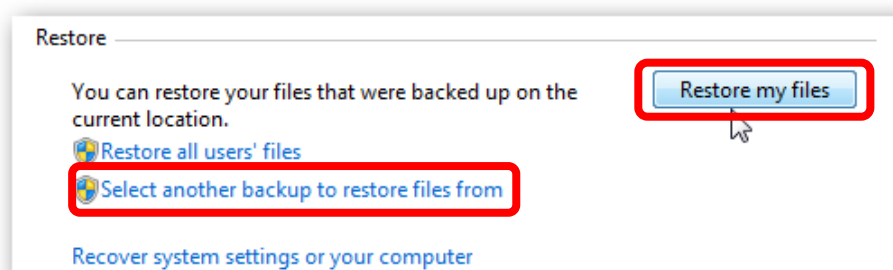
- 6.1 Click on the Start button from the taskbar, then from Start menu click **Control Panel**.



- 6.2 From the **Control Panel** click **Backup and Restore** or Under the **System and Security** category click **Back up your computer**.

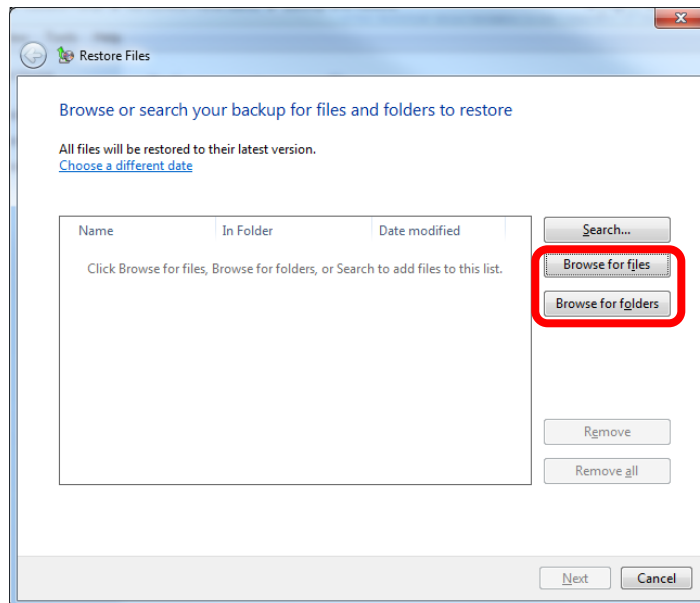


- 6.3 Click **Restore my files**
Note: if another backup has been run you will have to click **Select another backup to restore files from**.

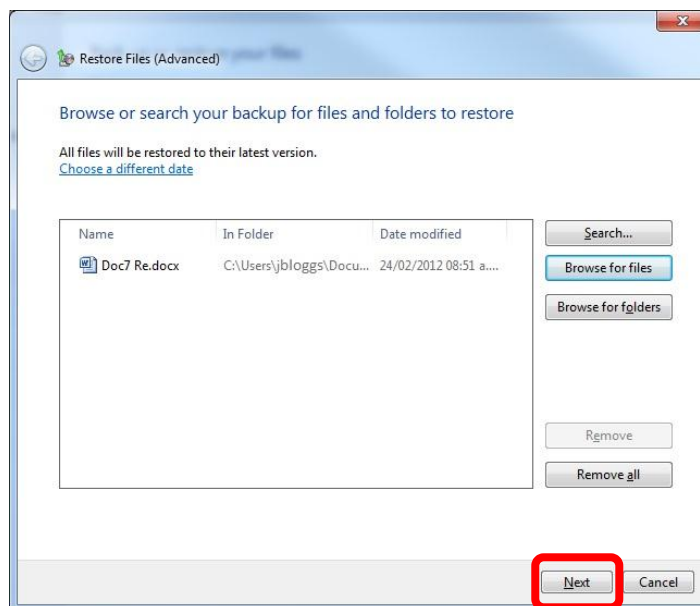


- 6.4 To browse the content of the backup select either **Browse for files** to view individual files or **Browse for folders** to restore a complete folder.

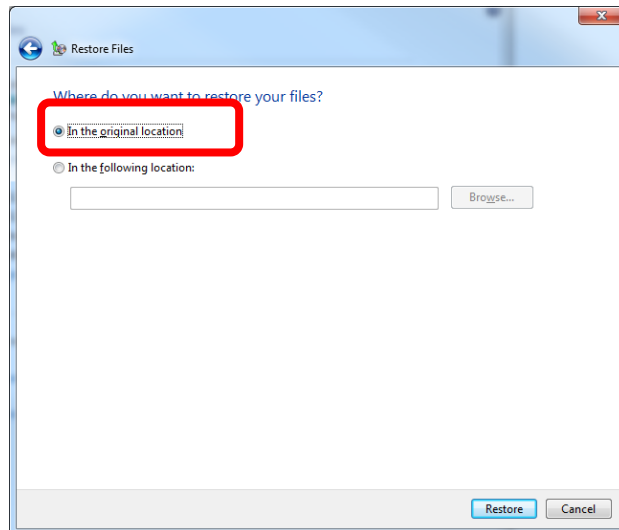
*Note: You can't view individual files, when you select **Browse for folders**.*



- 6.5 Once you have selected the files/folders that you want to restore click **Next**.



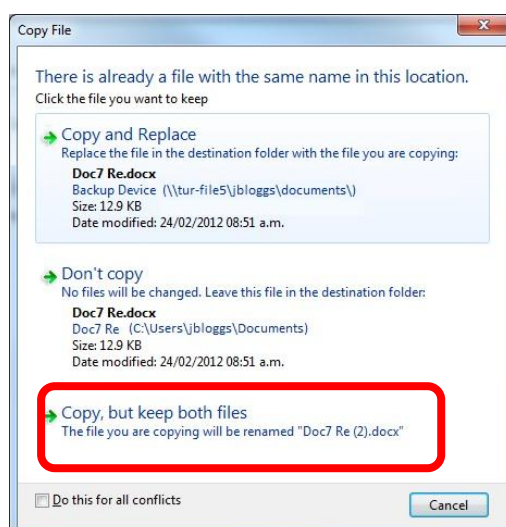
- 6.6 You will be asked where you want to restore your files to, either **In the original location** or **In the following location**.



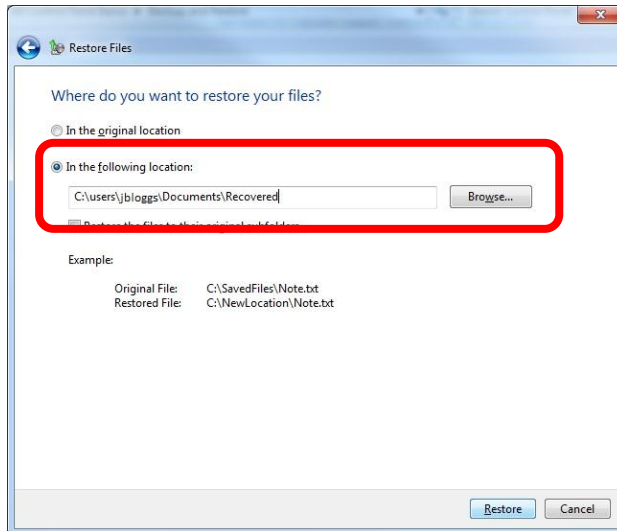
If you select **In the original location** read the warning below:

WARNING: if you restore the backup files/folders to the original location **YOU WILL OVERWRITE THE DOCUMENT THAT IS THERE ALREADY**. Be sure that this is what you want to do before you proceed.

If you receive the following screen when restoring your files and are unsure of what to do select **Copy, but keep both files**.



If you select **In the following location** you will have to choose the location where you want to restore your files/folders to. Select **Browse** and specify where you want the file/folder to be recovered to.



Note: If you are not restoring to the original location it is suggested you create a folder called *Restore* or *Recovered*, **example:** `C:\Users\jbloggs\documents\recovered`

- 6.7 Once you have selected the location for your files / folders to be recovered to Click **Restore**. The data restoration progress will begin and once it has completed you will get a message saying your files have been restored. Click **Finish**.

7.0 Further Help & Information

If you have any trouble with backing up or restoring the files, please direct any queries, or fault reports to the Information Technology Services (ITS) Help Desk:

Log a request via AskIT: <http://tur-marval1.massey.ac.nz/webrequestor/>

Phone: ext 82111

Email: help.desk@massey.ac.nz

If you would like to explore further detailed information, it is available online from the following sources.

Backup and Restore (FAQ) – <http://windows.microsoft.com/en-US/windows7/Back-up-and-restore-frequently-asked-questions>