

## Restore Manual OBM v5.5

The following are the steps involved in doing a simple file restore in Online Backup Manager. For doing a MS SQL or Exchange restore please contact your support team or consult the OBM user manual.

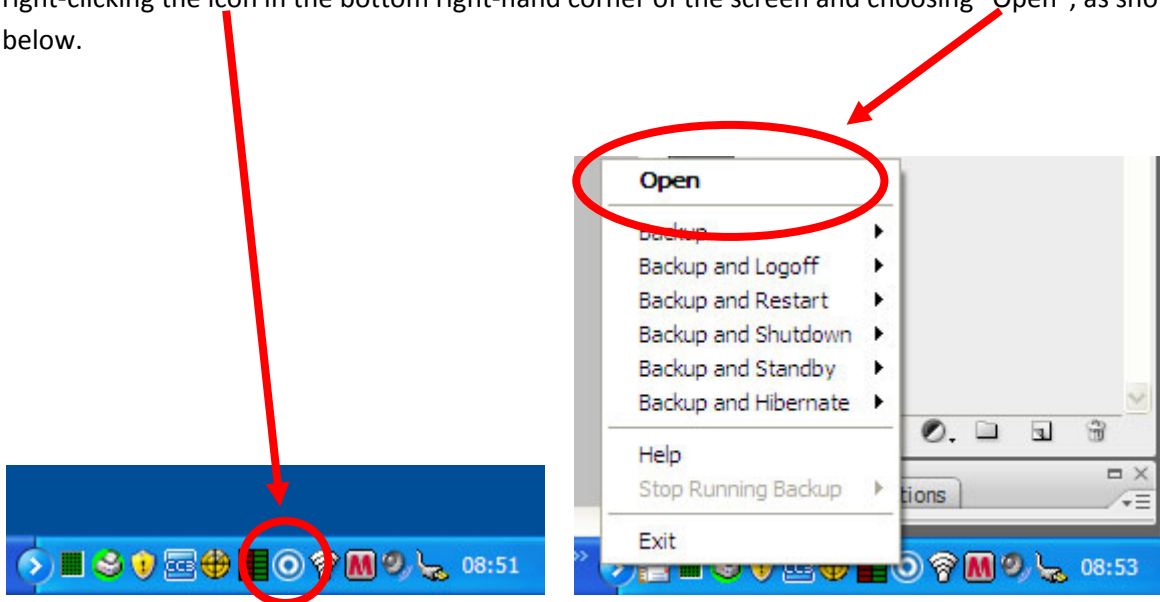
Before starting the restore it is important to know where you are going to restore the data to:

1. The original location – if choosing this option, then you have to be absolutely sure that the files that exist there will not be required as they will be overwritten during the restore with the restored files.
2. A separate location – **this is the recommended option** as you will restore the files to another location and then end up having a copy of the restored files and the current version of the files. This will allow you to compare the files and ensure that you have restored the correct version of the files before overwriting or deleting the current version of the files.

So for the purpose of this restore we will restore the files to C:\Temp, alternatively you can create a directory such as C:\Restore\_[Current\_date].

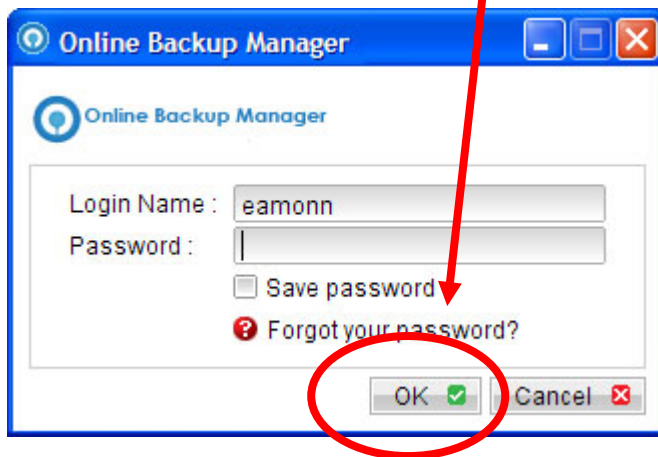
### Step 1

Login to the Online Backup Manager(OBM) software by either clicking on the desktop icon or by right-clicking the icon in the bottom right-hand corner of the screen and choosing "Open", as shown below.



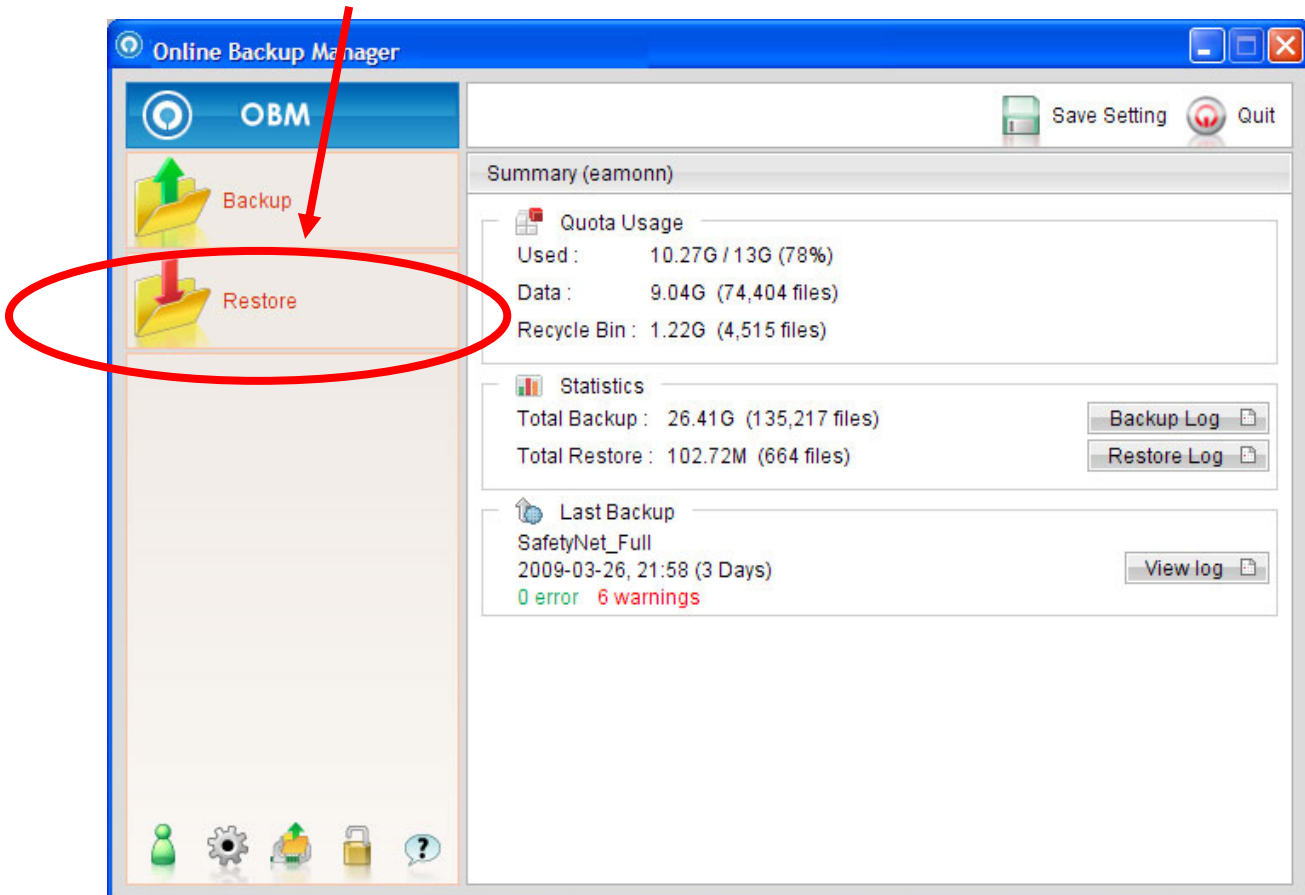
## Step 2

Enter your login information and click OK.



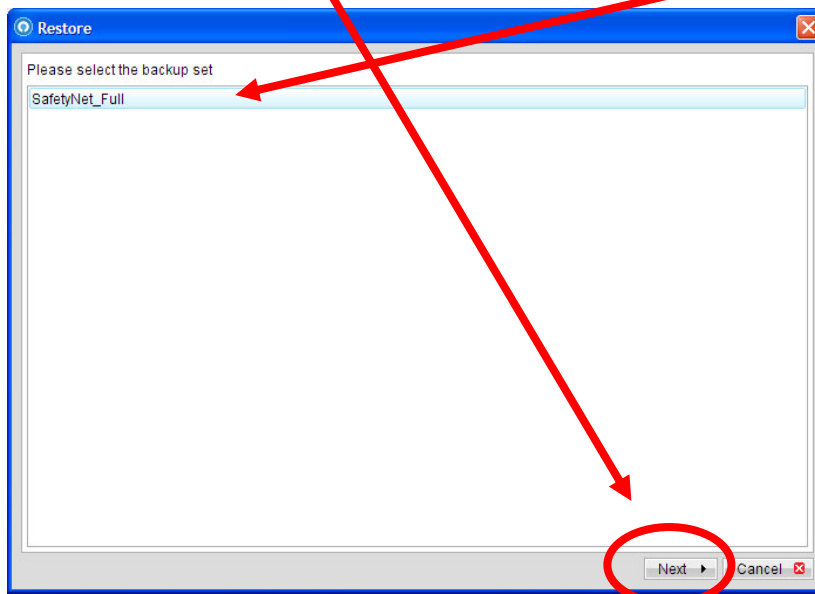
## Step 3

Click on the "Restore Option" from the main window.



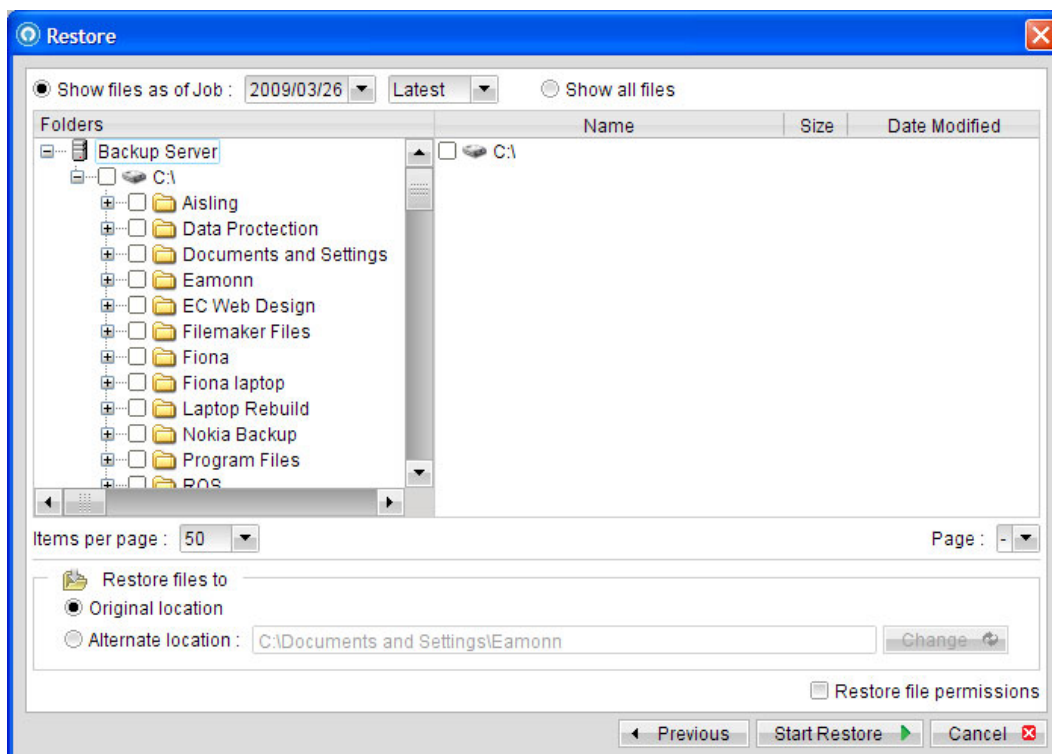
## Step 4

On the following screen, all your backup sets will be listed, i.e. if you have 3 different PCs with a backup on each then each backup name will be listed here. Choose the backup set you want to restore from and click “Next”.



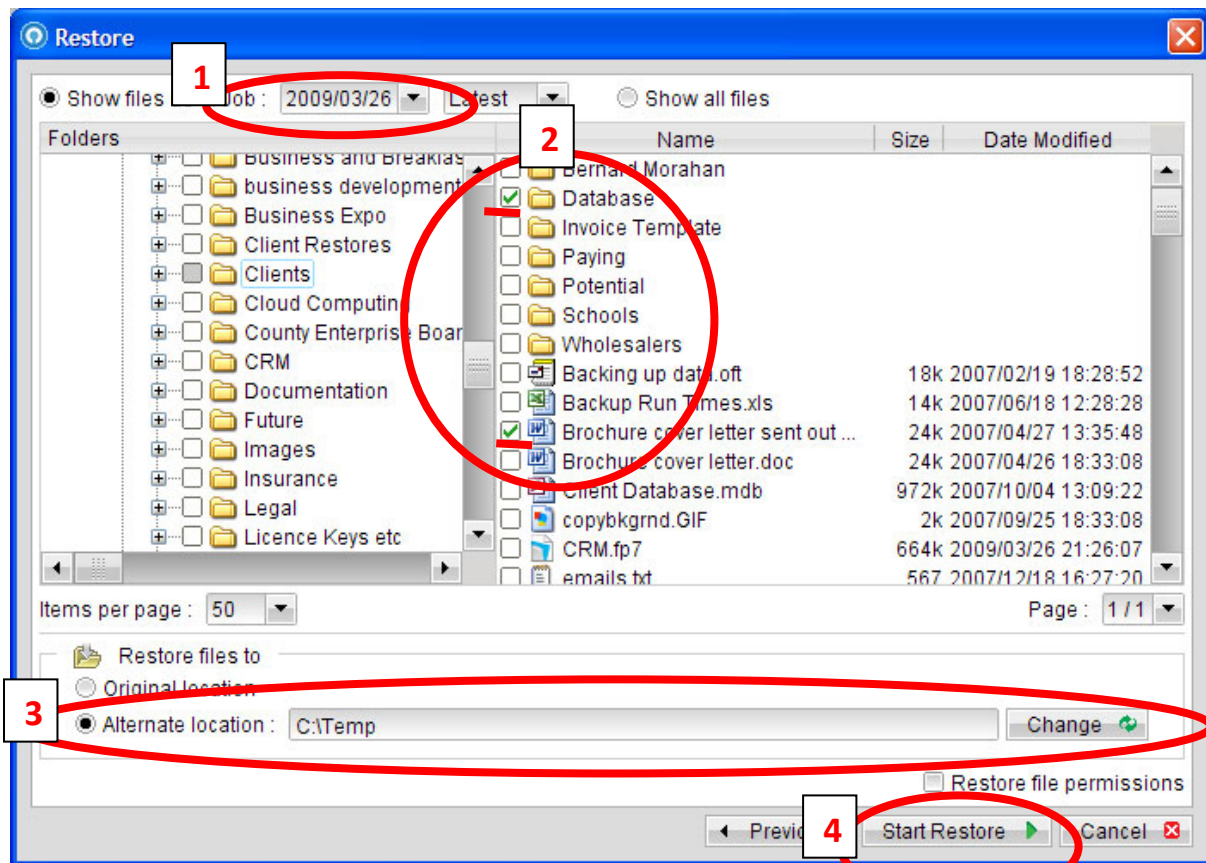
## Step 5

The following screen will appear. You need to choose the files that you want to restore and where you want to restore them to as mentioned at the very beginning. Step 6 details each section to be changed.



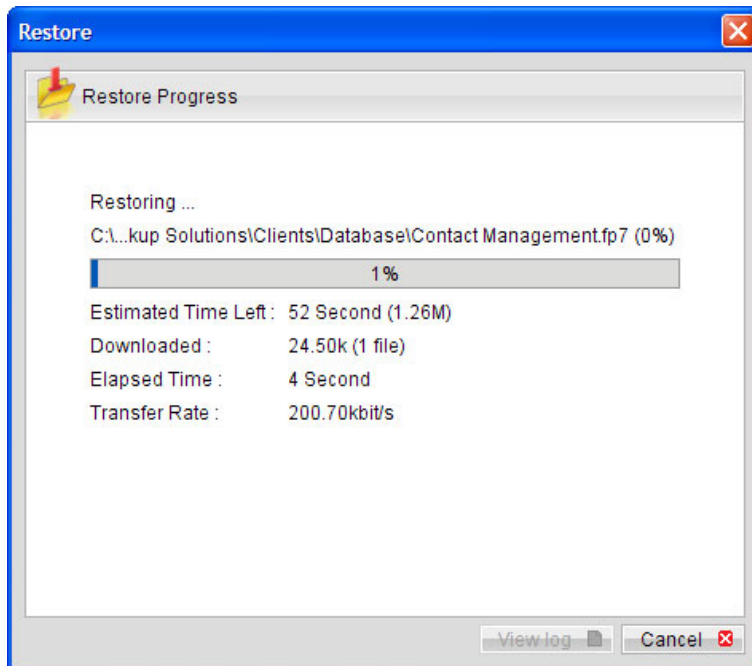
## Step 6

1. Choose the backup job that you want to restore from in the dropdown menu listing the backup jobs. The default setting is to restore from the latest (most recent) backup.
2. Find the files that you want to restore by browsing through the folders and click the checkbox beside the required ones. The folders or files that have a green check mark will be restored. Please note that either an entire folder/directory or just a single file can be restored.
3. Choose where you want the files restored to. As previously mentioned **it is recommended that the files are restored to an alternate location** i.e. not the original location so as not to overwrite the current files.
4. Click "Start Restore"

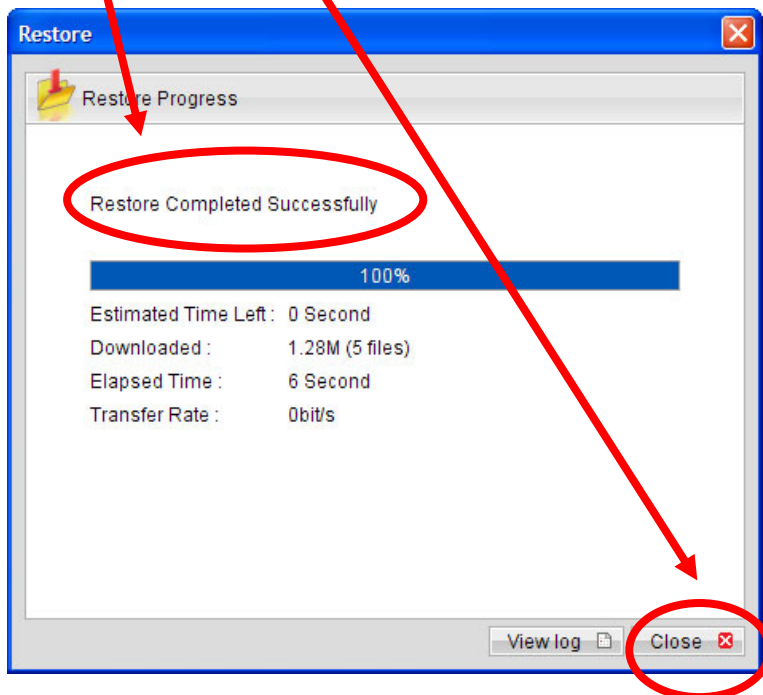


## Step 7

The backup progress bar will begin.

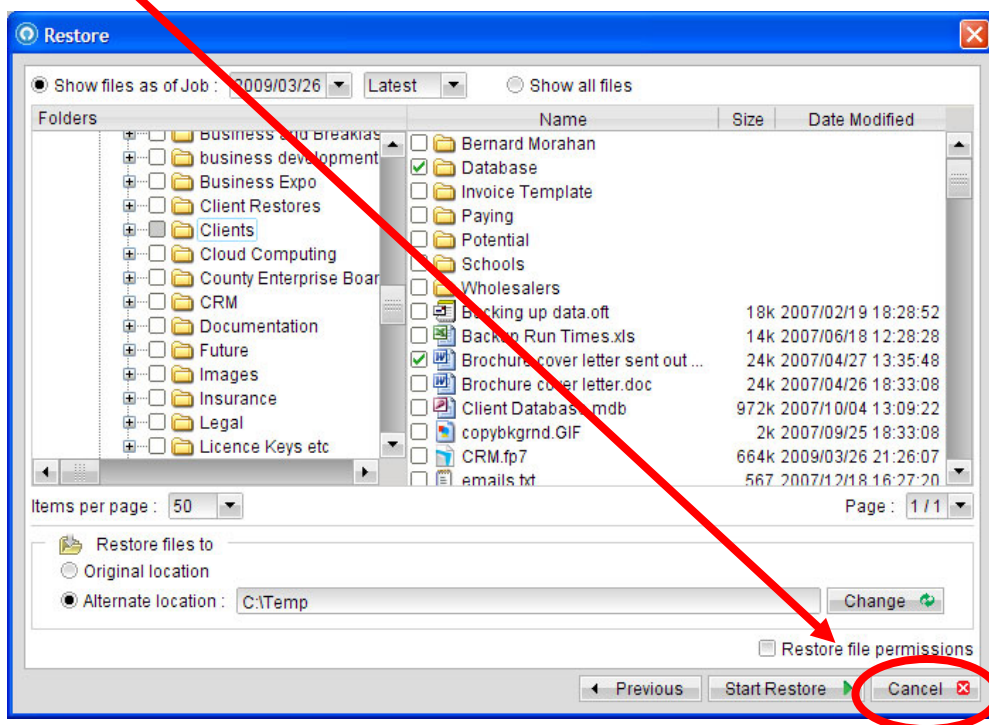


Once the restore is completed the progress bar will be full and the text will say "Restore Completed Successfully". Click "Close"



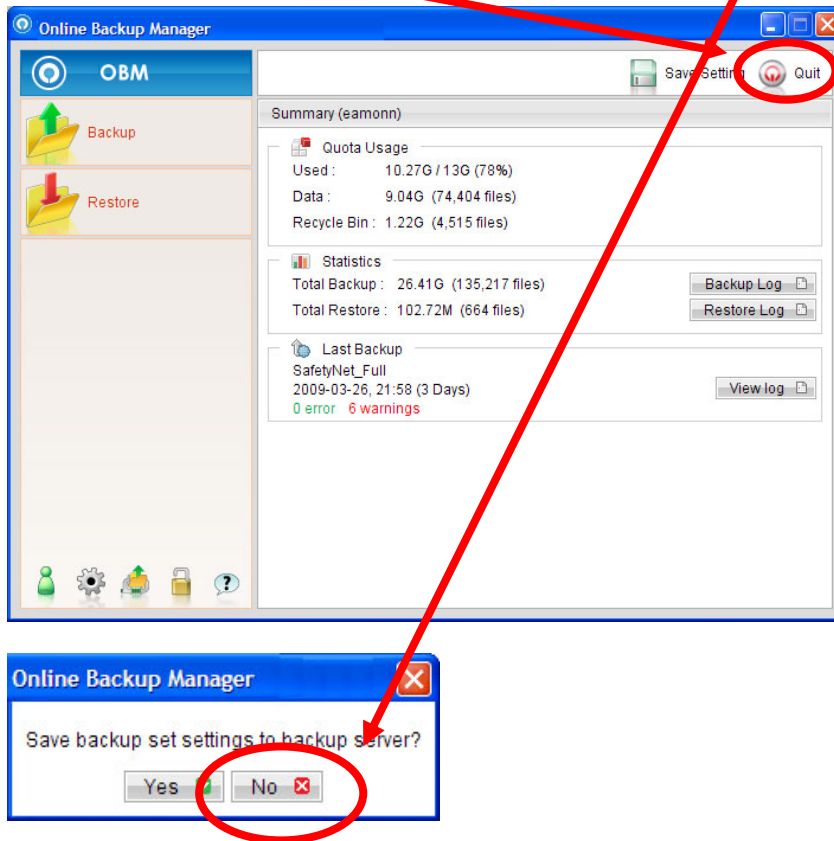
## Step 8

Click "Cancel" on the next screen that appears



## Step 9

Click "Quit" and you will be prompted to save settings – click "No" (as no changes to backup have been made)



The restore has been completed.