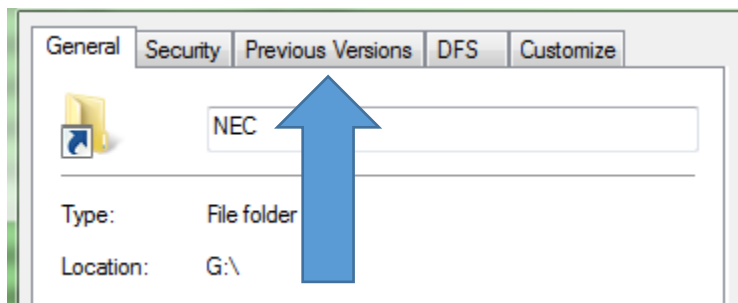


## Procedures For Restoring Backed Up Data

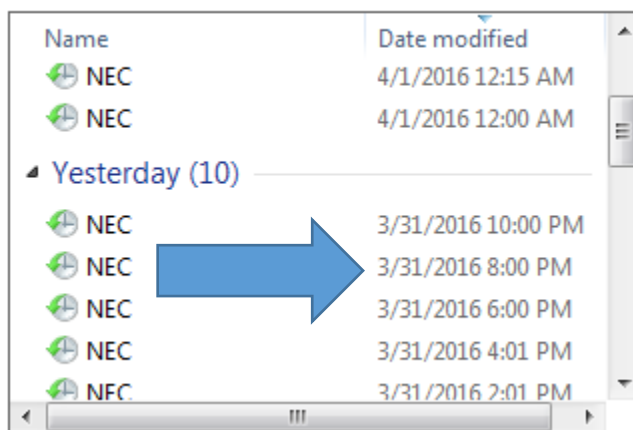
The following instructions are on the procedures to locate backed up files on folders that are located on the SAN. The dates that you will see in the Previous Versions tab are the only files backed up. There are no files past the oldest date that you see.

1. Locate the folder in question
2. Place your mouse over the folder and right click it
3. In the drop-down menu, click on Properties
4. When the box comes up, click on the Previous Versions tab



5. Locate a date in which you feel that the files were last seen and double click on the date

Folder versions:



Name	Date modified
NEC	4/1/2016 12:15 AM
NEC	4/1/2016 12:00 AM
Yesterday (10)	
NEC	3/31/2016 10:00 PM
NEC	3/31/2016 8:00 PM
NEC	3/31/2016 6:00 PM
NEC	3/31/2016 4:01 PM
NEC	3/31/2016 2:01 PM

A screenshot of the 'Folder versions' dialog box. It shows a list of file versions for the folder 'NEC'. The list is organized into sections: 'NEC' (4/1/2016 12:15 AM), 'NEC' (4/1/2016 12:00 AM), and 'Yesterday (10)'. Under 'Yesterday (10)', there are five entries for 'NEC' with dates from 3/31/2016 10:00 PM down to 3/31/2016 2:01 PM. A blue arrow points to the entry 'NEC' with the date '3/31/2016 8:00 PM'.

6. Once you have open the date, you will see a snapshot of all the files backed up during that time period.
7. The last date that you see when you scroll down will be the oldest snapshot available. There are no further backups past that date.