



Backup Update

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24 July 2006 - New File Retrieval Tool

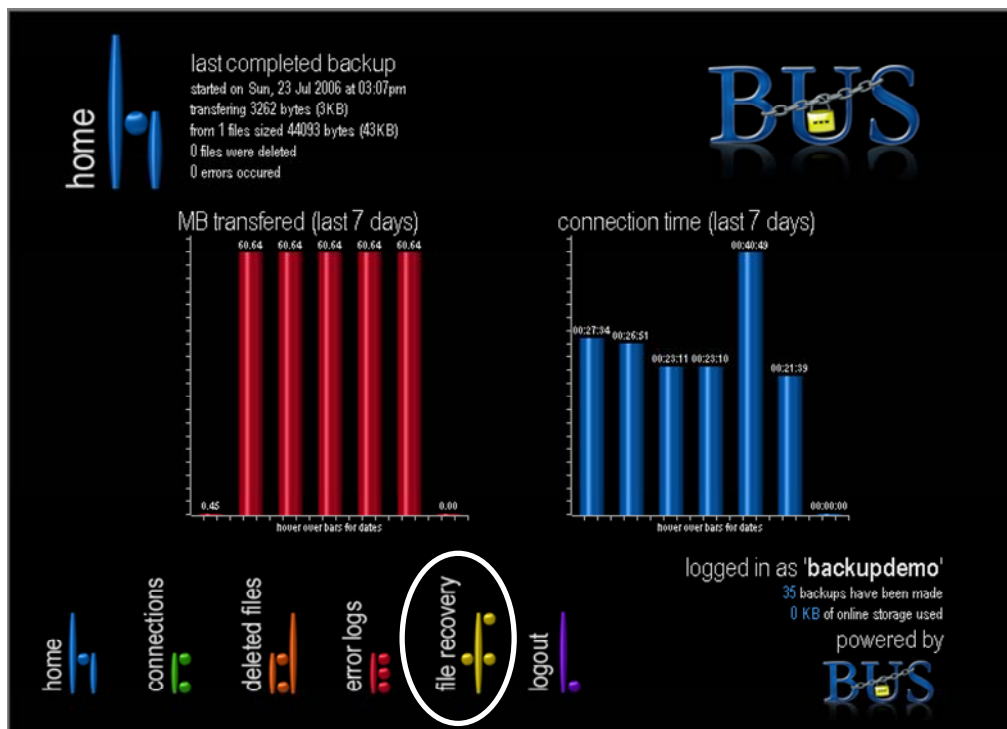
Simpler, more powerful file retrieval . . .

Now, when you are retrieving files from your backup set, you can:

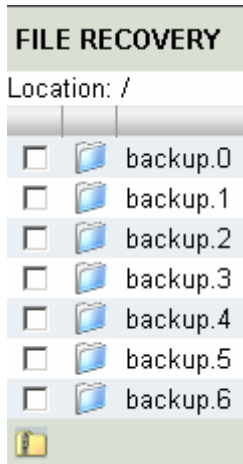
- ✓ Find and download a single file quickly
- ✓ Download more than one file at a time
- ✓ Download retrieved files in ZIP format to save time and bandwidth
- ✓ Search for files based on all or part of the file name


To get to the new download screen

Log on to the secure server and select the file recovery option:

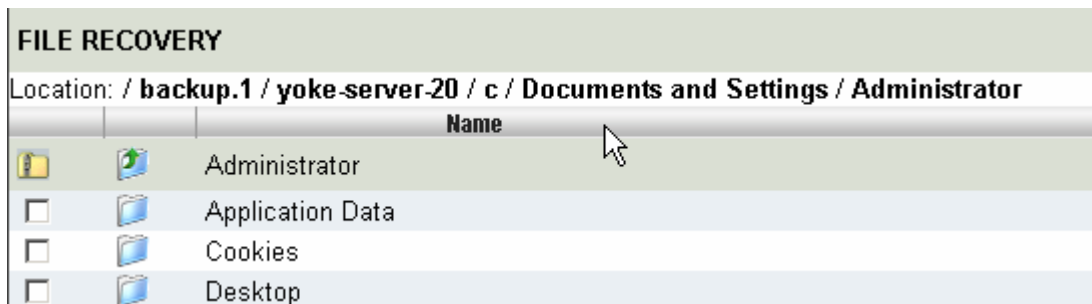


You will then see selections for any of the folders in your backup set :



To open a new window for file management, click on 

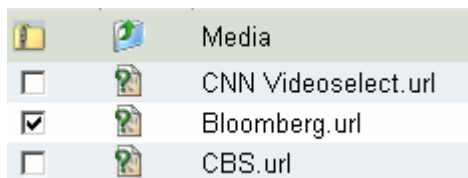
While navigating your selected backup folder, you will always see the full path at the top of the screen:



You can navigate up and down the folder tree by clicking on the path.

To recover a single file:

1. Select the file by checking the box against the file name



2. Click the download icon



To recover a zipped set of files:

1. Select the files to be added to the zip by checking the box against each file name



2. Click the zip icon (which appears on the top and the bottom of each screen)



This will take you to the Compressed File Manager screen - where you can see the progress of the zip

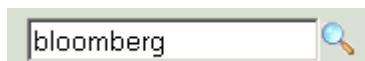
COMPRESSED FILE MANAGER	
Date	Number of files
▶ Wednesday, 12 July 2006 01:49 pm	3
▶ Tuesday, 11 July 2006 01:47 pm	3
▶ Monday, 24 July 2006 09:37 am	5
▶ Monday, 24 July 2006 09:42 am	5

3. From the Compressed file Manager:

Download the zip by clicking on  or Delete the zip by clicking on 


To search for a file by filename:

1. Enter the search text in the search box at the top right of the screen



2. When the set of matching files has been retrieved . . .

FILENAME SEARCH
Files
/backup.0/yoke-server-20/c/Documents and Settings/Administrator/Favorites/Media/Bloomberg.url
/backup.0/yoke-server-20/c/Documents and Settings/Default User.WINNT/Favorites/Media/Bloomberg.url

- To download the selected file (s), click on 
- To browse other files in the folder with the matching file, click on 