CloudBerry Restore Wizard

Notes on Using the File Versioning Feature

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# 1​ Introduction

CloudBerry Backup automates the backup and restore processes to cloud storages. To make your recovery and restore operations simple and reliable, CloudBerry Backup provides the Back and Restore wizards with an intuitive and user-friendly interface.

To accelerate the backup process, every time a backup operation runs, CloudBerry Backup checks if the files have been modified since the last backup and uploads only modified files as new versions. This feature is called the *files versioning*.

This document helps you configure and use the file versioning feature to restore a certain version of a backed up file.

# ​2​ Configuring the File Versioning Feature

To configure a backup process, you should first create a backup plan using the Create Backup Plan wizard.

**NOTE**: This document overviews only basic steps related to configuring the files versioning feature. For detailed information on the Create Backup Plan wizard, refer to CloudBerry Backup Online Help.

## ​2.1​ Select Backup Mode

The file versioning feature is available only in Advanced mode of the backup plans. When creating a backup plan with the Create Backup Plan wizard, on the **Select Backup Mode** screen, select the **Advanced Mode**:



## ​2.2​ Configure the Retention Policy

The Retention policy settings determine criteria for storing files in cloud storages. For example, these settings specify a storage period or the number of the file versions to keep.

You can configure these settings on the **Retention Policy** page similar to the following screen:



**NOTE** You can configure an individual retention policy for each Backup plan, or select the **Use defaults** option to apply a default retention policy specified for the whole CloudBerry Backup.

**To set up default retention policy**

1. On the application toolbar, select **Tools > Settings > Options**.
2. Navigate to the **Retention Policy** tab, and specify the default retention policy settings:

3. Click **Apply** to save your changes.

# ​3​ How to Restore a Specific Version of Backed Up File

This section helps you restore a specific version of a backed up file using CloudBerry Restore wizard.

**NOTE**: This section overviews only basic steps related to selecting a file version to restore. For detailed information on the Restore wizard, refer to CloudBerry Backup Online Help.

## ​3.1​ Start the Restore Wizard

**To launch the Restore wizard**

* On the CloudBerry Backup User Interface, navigate to the **Restore Plans** tab, and click **Restore**.



## ​3.2​ Steps to Restore a Specific Version of a File

After you launched the Restore wizard, follow on-screen instructions. Perform the following basic pages:

1. On the **Select Backup Storage** screen, select a storage where your backup is stored.
2. On the **Restore Point** screen, select the **Manually** option, and click **Next** to proceed with the wizard.

3. On the **Restore Source** screen, select the file(s) version(s) to restore.

4. On the **Destination** screen, specify a local folder where you want to restore selected files. You can save the files to their original location or select a new location for the restored files.
5. Follow the wizard instructions, and on the **Summary** screen, review the specified restore settings. Cick **Next** to create the restore plan and start the restore process.
6. Go to the local folder specified in Step 4 and check the restored versions of files.