

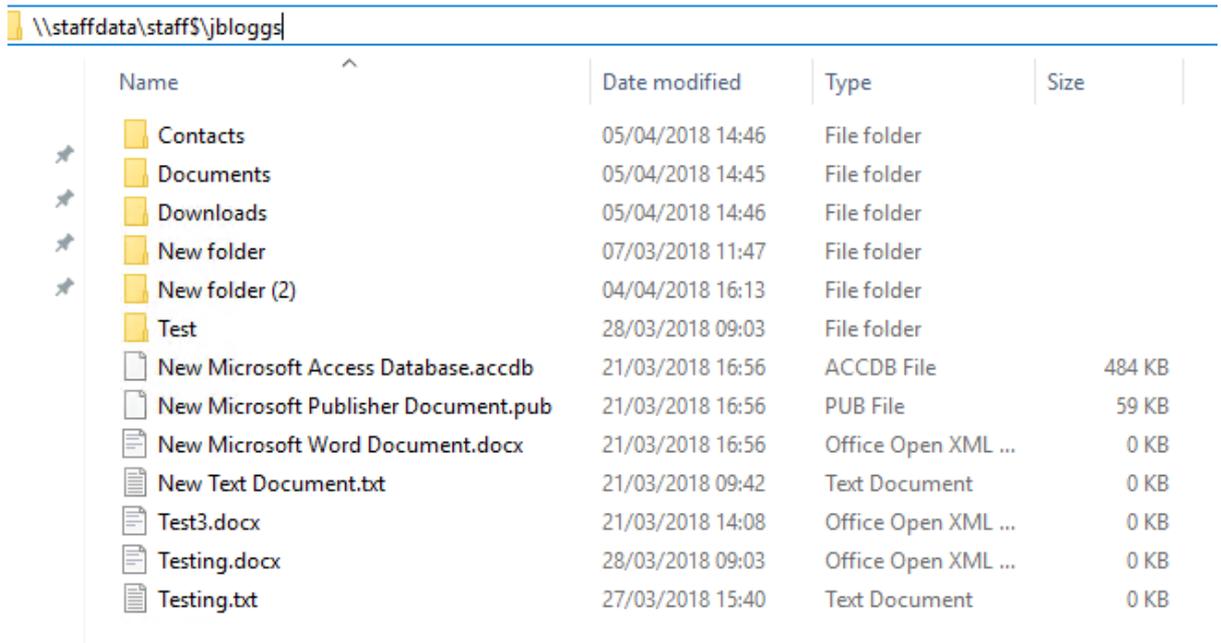
Previous Versions – Staff X Drive

Previous Versions provides a Self Service for you to restore files and folder on your Staff X Drive in case the originals are lost, damaged, or deleted.

To use this feature, you need to use a Windows computer.

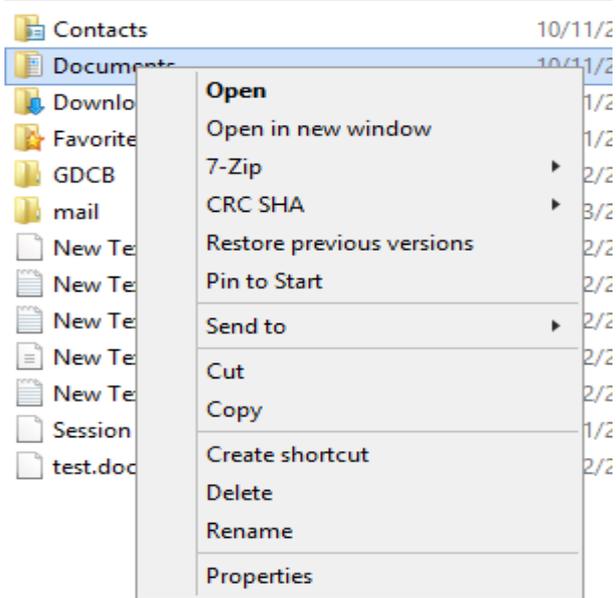
Steps

1. Navigate to the folder containing the file/folder you want to restore. Right click on the folder/file.

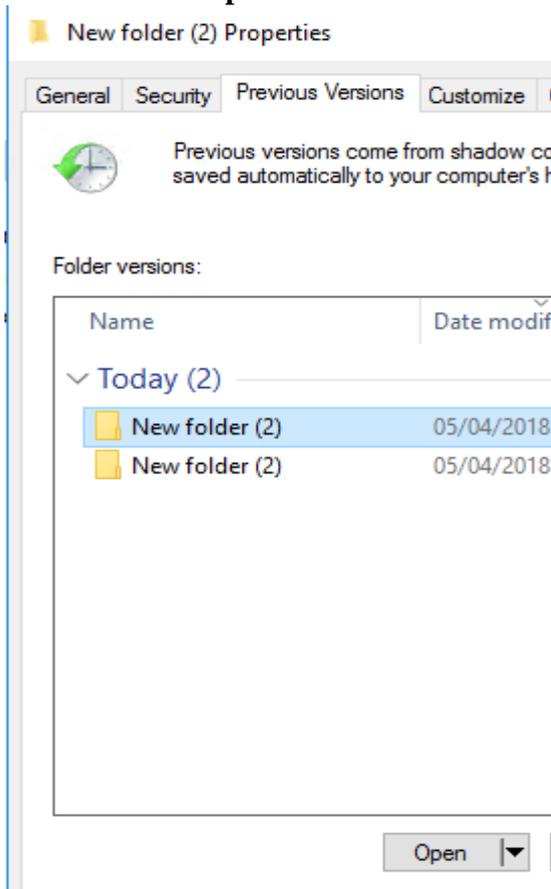


Name	Date modified	Type	Size
Contacts	05/04/2018 14:46	File folder	
Documents	05/04/2018 14:45	File folder	
Downloads	05/04/2018 14:46	File folder	
New folder	07/03/2018 11:47	File folder	
New folder (2)	04/04/2018 16:13	File folder	
Test	28/03/2018 09:03	File folder	
New Microsoft Access Database.accdb	21/03/2018 16:56	ACCDB File	484 KB
New Microsoft Publisher Document.pub	21/03/2018 16:56	PUB File	59 KB
New Microsoft Word Document.docx	21/03/2018 16:56	Office Open XML ...	0 KB
New Text Document.txt	21/03/2018 09:42	Text Document	0 KB
Test3.docx	21/03/2018 14:08	Office Open XML ...	0 KB
Testing.docx	28/03/2018 09:03	Office Open XML ...	0 KB
Testing.txt	27/03/2018 15:40	Text Document	0 KB

2. and select “**Restore previous versions**”.



3. On the “**Previous Versions**” tab, select the previous version of folder/file you wish to restore. Click “**Open**”.



4. Another window will pop-up showing the file and folder names and the date modified. Highlight the file/folder you want to restore then right click the file and select “**Copy**”. You can **Paste (Ctrl-V)** it back to the original folder or the location you wish to put the copied file.

Supported Network Drive

- Staff Home Directory (X Drive)

Backup Schedule

Staff Home Directory (X Drive)

Schedule	Number of Recovery Point
Daily 07:15 and 13:30	Max of 64 Recovery points (approx. 1 month)

Remark

If you cannot see the previous version of a file or folder, it may be because the file or folder only existed earlier than any backup schedule. For example, if you create a file at 12:30 and delete it at 13:00, no backup will be taken for that file at 13:30 because it does not exist.