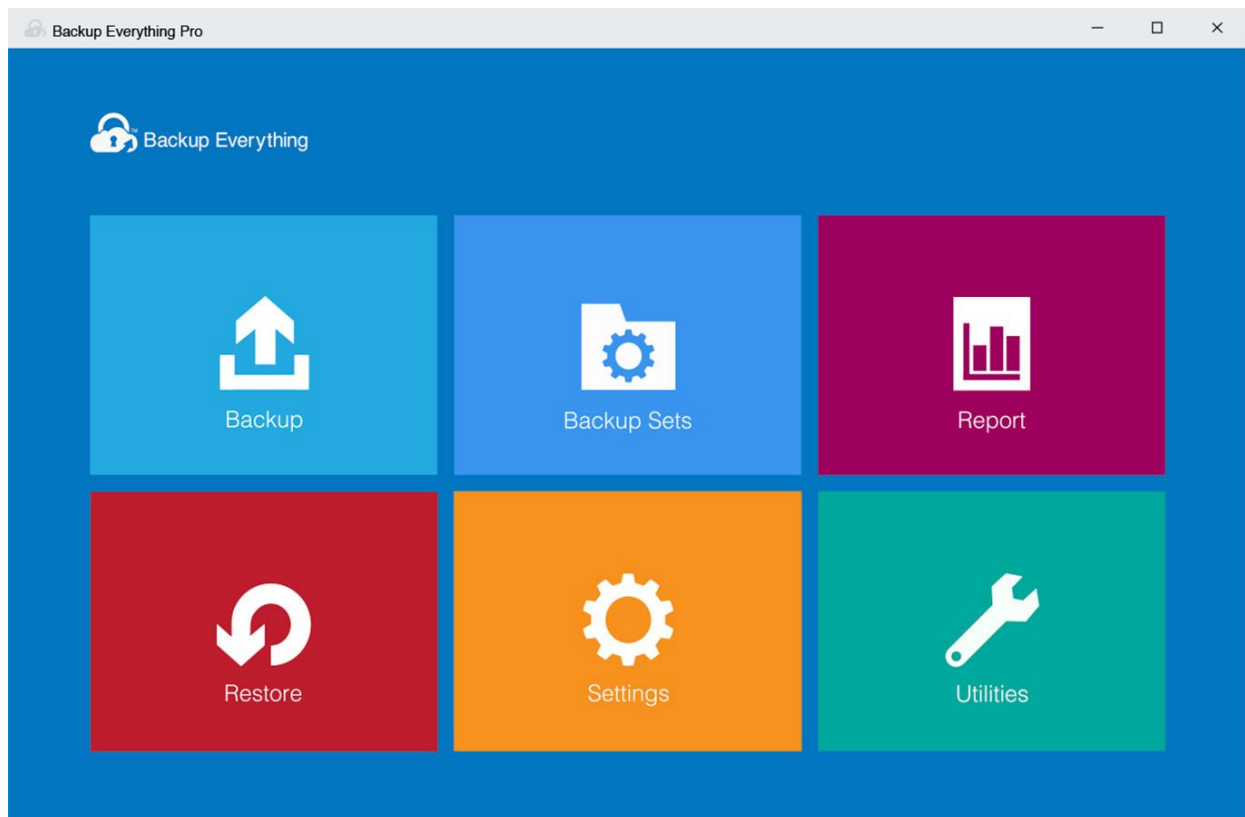# How to Restore a File

If you have managed to delete a file which you need to recover to the exact same location here is how its done:

Step 1.

Log into the backup client and click restore

Step 2.

Click on the backup set you want to restore, ignore the date shown

Please Select The Backup To Restore

Desktop
Owner: DESKTOP-H7E26CC
Last Backup:Monday 8 April 2019 20:00

Close

Step 3.

Click on the offsite server or local copy location (if you have one)

Select The Destination From Which To Restore Data

Desktop

Backup Everything

Previous   Cancel

Step 4.

Select the date and file you want to restore from (this will go back as far as your retention settings), then click next.

Select Your Files To Be Restored

Select what to restore

| Choose from files as of job ⌄ | 08/04/2019 ⌄ | Latest ⌄ |

Show filter

Folders	Name	Size	Date modified
⊟ ∞ Backup Everything	☐ 🖳 C:\		
⊞ ☐ 🖳 C:\			
⊞ ☐ 📁 Users			

Search   Items per page 50 ⌄   Page   1 / 1 ⌄

Previous   Next   Cancel

Step 5.

As we are restoring to the Original location, just click on next

Choose Where The Files To Be Restored

Restore files to
- ◉ Original location
- ○ Alternative location

[   ] Browse

Show advanced option

Previous | Next | Cancel | Help

Step 6.

Now click on restore

Temporary Directory

Temporary directory for storing restore files

C:\Users\rob\temp

Browse

| Previous | Restore | Cancel | Help |