



RestorePoint

User Guide

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Introduction

Metalogix RestorePoint simplifies the process of restoring individual and multiple SharePoint objects. With RestorePoint, you no longer need to rebuild your entire production database, or worry about deploying a temporary SharePoint recovery farm, to recover your SharePoint farm objects. Instead, RestorePoint lets you connect to your backup sources and navigate through them as though they were live SharePoint sites. From those backup sources, SharePoint objects can be recovered directly to the production environment, or to any new SharePoint server.

Key Benefits

- Respond to recovery requests in minutes.
- Avoid rebuilding your entire production database just to recover a single item.
- Avoid using a SharePoint recovery farm to handle granular restore requests.
- Avoid third-party, proprietary back-up formats and costly dedicated hardware.
- Recover content out of any SharePoint content database, even if the site is offline or inaccessible.
- Grant users the ability to restore on-demand with the RestorePoint Self-Service Recovery solution.
- Enhances and extends restore capabilities to external storage sources when seamlessly integrated with Metalogix StoragePoint.

Features Comparison

A comparison between RestorePoint, and the Backup and Restore section of Central Administration and PowerShell, is provided in the table below.

Feature	Microsoft SharePoint Backup and Restore or Microsoft PowerShell	RestorePoint
Selective granular restore	<p>Not possible to restore individual SharePoint items.</p> <p>Site collection restores will either overwrite an existing site collection or a new URL must be defined for a site collection to be housed in a different content database. If you are restoring the backed-up site collection into the same web application it exists in, you must create a new content database for it, even if a different URL was provided.</p>	<p>RestorePoint provides options to restore granular objects – site collections, sites, lists, libraries, folders. For example, administrators can easily restore just the necessary items of a list instead of the whole list using various types of restore operations. The restore can occur over any scope and can even be performed across SharePoint farms.</p> <p>Any individual document or list items, including complete SharePoint lists or libraries can be</p>

	Using the <i>import-spweb</i> PowerShell command restores the entire site or list to an existing parent object. There is no way to import a subset of items within the export file. An import will either overwrite the object or add the items as new versions to existing content.	restored from a backup file in one easy step. All types of lists or libraries like Document Libraries, Picture Libraries, Issues, Tasks, Contacts, Announcements, Discussions, Calendars, Pages, Surveys and Custom Lists can be restored from existing back-up files.
Granular content search	Not possible.	RestorePoint allows administrators to perform a text-based search to locate objects by name in mounted or linked content databases. From the result set, multiple objects can be restored using various types of restore operations .
Full fidelity restore	Granular restore of sites and lists are not done with full fidelity. Importing sites and list from an export does not preserve workflow instances, associations, history, and tasks.	Granular restore is done with full fidelity. Everything from workflows and alerts, to items are restored. Third party workflows from Nintex are also fully supported. All views, version chains, meta-data, permissions, and authorship information ('Created', 'Modified', 'Created By', and 'Modified By' fields) are preserved when performing recovery operations.
Merge content during restore	Not possible. Restores will overwrite sites, lists, and items. A special parameter can be defined to add the restored item as a new version.	RestorePoint provides the option to restore the differentials without overwriting any existing objects. You can choose to add only the missing objects to the destination.
Intuitive tree-based user interface	There is no interface for restoring granular content. Microsoft PowerShell commands must be used.	RestorePoint has a familiar, tree-based graphical user interface like the Windows File Explorer, to restore site collections, sites, lists, folders, and items.

	<p><i>restore-spsite</i> is used to restore site collections that have been backed-up using the Perform a Site collection Backup in Central Administration.</p> <p><i>import-spweb</i> restores sites, lists, and libraries that were exported with the Export a Site or List option in Central Administration.</p>	
Manage multiple farms from a single user interface	Not possible. You can only manage one farm at a time.	RestorePoint allows administrators to restore any number for farms from a single console.
Self-service recovery so end users can restore content from backup sets, even if it's no longer in the recycle bin	Not possible. Once the content is out of a recycle bin, it cannot be restored by end users.	This feature is built directly into SharePoint's user interface. The RestorePoint Self-Service Recovery solution allows authorized users to download specific library items from SharePoint. As a result, it saves backup administrators time and effort while also giving site collection administrators and authorized users fast, convenient access to their backed-up library items. The administrator must install the Self-Service Recovery feature when configuring RestorePoint for the farm.
Support for Metalogix StoragePoint	Not provided.	To significantly improve both backup and recovery times, RestorePoint will automatically integrate with Metalogix StoragePoint, Metalogix StoragePoint empowers you to optimize the storage of SharePoint content outside of SQL Server, on the tier that is most appropriate for the given data.

		<p>With RestorePoint, you can seamlessly restore content from a remote blob storage (RBS) enabled farm optimized with Metalogix StoragePoint.</p> <p>Restores can be performed even if the backup does not contain the externalized files.</p>
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RestorePoint Components

RestorePoint has a light, unobtrusive architecture that runs in your SharePoint environment with minimal configuration. RestorePoint does not add to or modify any of your native SharePoint files or services when you install it. When needed, RestorePoint make changes to permissions to reliably restore SharePoint components.

RestorePoint has four components:

- RestorePoint Console
- RestorePoint Service
- RestorePoint Repository
- [Optional] RestorePoint Self-Service Recovery

About the RestorePoint Console

The **RestorePoint Console** allows you to configure RestorePoint, view operation status and history, and manage **RestorePoint Service** instances across SharePoint farm servers. The **RestorePoint Console** can manage restore operations across multiple SharePoint farms simultaneously. You can let each of the SharePoint administrators in your environment collaborate to perform restore operations.

About the RestorePoint Service

The **RestorePoint Service** performs restore operations you request. When an on-demand operation begins, the **RestorePoint Console** contacts the **RestorePoint Service** and initiates the operation. The **RestorePoint Service** uses the SharePoint object model to restore granular SharePoint content to the SharePoint farm.

The **RestorePoint Service** runs as a Windows service on a SharePoint Web Front End (WFE) server. To perform restores, the **RestorePoint Service** account is assigned a full control policy for every Web application in the farm. When a restore process starts, the **RestorePoint Service** assigns the required policies to the **RestorePoint Service** account, and verifies the connectivity to the farm and to the Web applications in the farm. If you add a Web application to the farm, you should restart all the **RestorePoint Service** instances so that it can grant privileges for the new Web application.

About the RestorePoint Repository

The RestorePoint repository is a SQL Server database that stores configuration information, restore operation data, statistical, and other data that the **RestorePoint Service** collects. The repository database does not store backed-up SharePoint content. The SQL Server that hosts the repository database need not be a part of the SharePoint farm.

About the RestorePoint Self-Service Recovery

The RestorePoint Self-Service Recovery solution allows authorized users to download specific library items from a granular backup source. As a result, it saves backup administrators time and effort while also giving site collection administrators fast, convenient access to their backed-up library items.

Deployment Topologies

The following farm topology illustrations are based on models published by Microsoft, and are reproduced here as a guide for you to plan your RestorePoint component deployments. In a small farm, server roles can be combined on one or two servers. For example, the Web server and application server roles can be combined on a single server or on two or more servers to achieve redundancy. The typical three-tier roles include a Web server, an Application server and a Database server, and can be deployed on a single server or many servers.

Single Server Farm



Evaluation or
<100 users

All roles on one
server including
SharePoint
server

Typically used for evaluation or testing where the Web server, application server and database servers are combined on a single server. The **RestorePoint Console**, **RestorePoint Service**, **RestorePoint Repository**, and the Self-Service Recovery can all be deployed on this server. The single server must be running the **Microsoft SharePoint Foundation Web Application** service.

Two-Tier Farm



Evaluation or <100 users

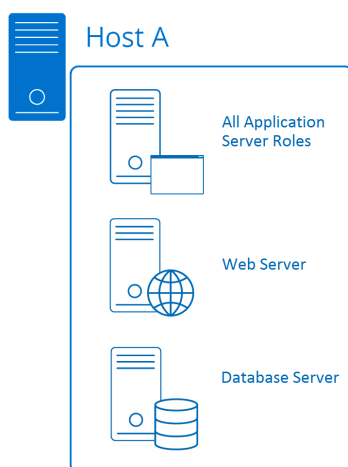
All Web and
application
server roles

Typically used for development or to support up to 10,000 users. The **RestorePoint Console**, **RestorePoint Service** and the Self-Service Recovery solution can be installed on a SharePoint WFE server that is running the **Microsoft SharePoint Foundation Web Application** service. The **RestorePoint Repository** can be deployed on the SharePoint database server.



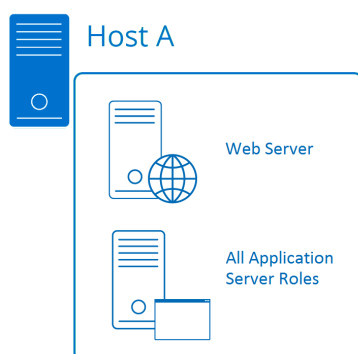
Databases

Three-Tier Virtualized Farm Servers

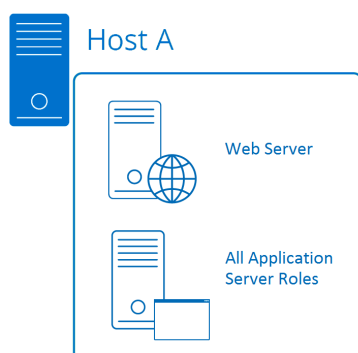


Small 3-tier farm architectures serve usually serve development environments. The **RestorePoint Console**, RestorePoint service and the Self-Service Recovery solution can be installed on a SharePoint server (either the WFE or Application server) that is running the **Microsoft SharePoint Foundation Web Application** service. The **RestorePoint Repository** can be deployed on the SharePoint database server.

Three-Server Virtualized farm

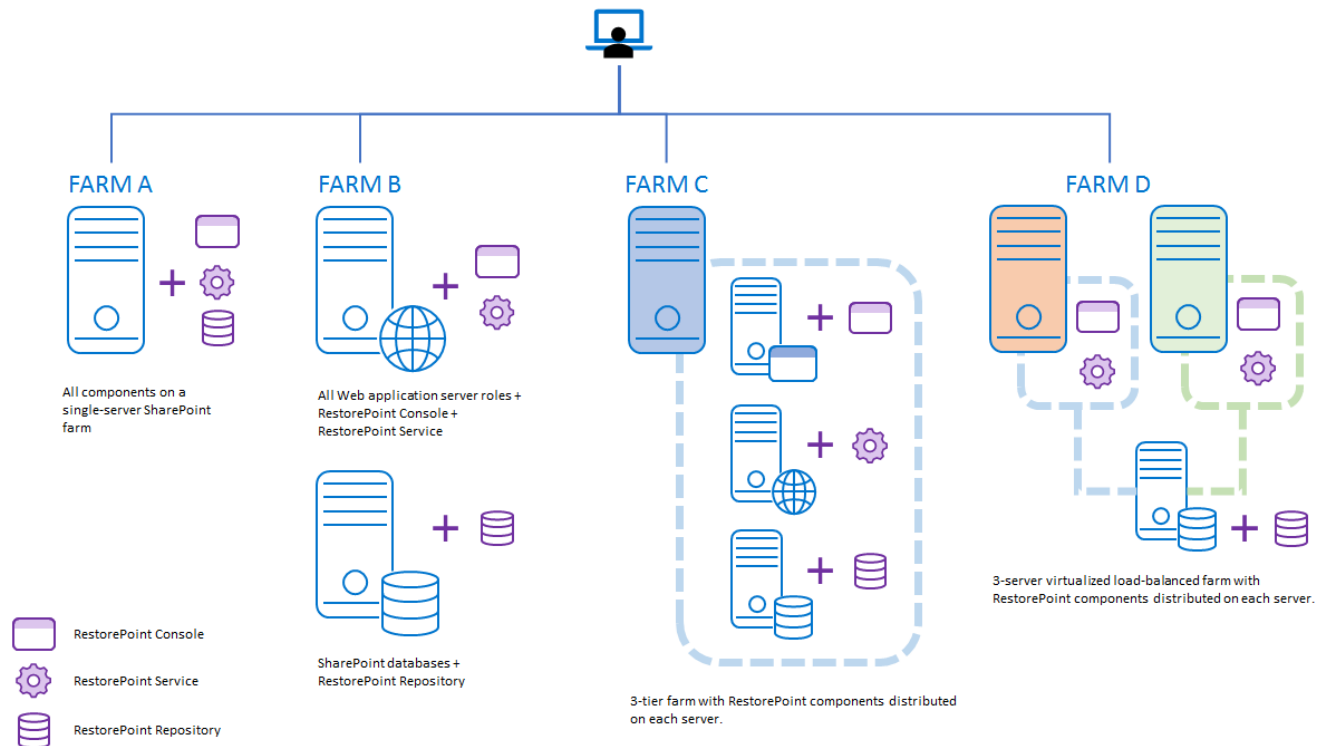


A three-server virtualized farm with two load-balanced web servers could serve 10,000-20,000 users. The **RestorePoint Console**, **RestorePoint Service** and the Self-Service Recovery solution is installed on both SharePoint servers (either the WFE or Application server) that is running the **Microsoft SharePoint Foundation Web Application** service. The **RestorePoint Repository** can be deployed on the SharePoint database server.



Installing RestorePoint Components

RestorePoint provides a robust, easy-to-use SharePoint restore solution. Behind a friendly user interface, this product offers a unique architecture that is both flexible and extremely powerful. RestorePoint fits your environment, no matter how simple or complex. The following diagram illustrates typical deployment variations of the product components.



RestorePoint can manage multiple farms simultaneously from a common console, and uses the SharePoint and Active Directory permissions that you setup in your environment to control access to content and farm components.

Supported SharePoint Environments

- SharePoint Foundation 2010
- SharePoint Server 2010
- SharePoint Foundation 2013
- SharePoint Server 2013
- SharePoint Server 2016

You can install RestorePoint on any computer that meets or exceeds the hardware, software, and permission requirements mentioned in this document. Consider the following requirements when you install RestorePoint in a typical environment.

[RestorePoint Console Requirements](#)

[RestorePoint Service Requirements](#)

[RestorePoint Repository Requirements](#)

[RestorePoint Self-Service Recovery Solution requirements](#)

RestorePoint Component Requirements

This topic describes the requirements for the components used in RestorePoint as listed below:

[RestorePoint Console Requirements](#)

[RestorePoint Service Requirements](#)

[RestorePoint Repository Requirements](#)

[RestorePoint Self-Service Recovery Solution Requirements](#)

RestorePoint Console requirements

Hardware

The computer where you install the **RestorePoint Console** must meet the following minimum requirements:

- 2.0 GHz or faster CPU.
- 2 GB or more memory. The required memory size varies, depending on the size of the SharePoint objects you back up.
- 50 MB free hard disk space.
- Microsoft .NET framework 4.0.
- Monitor capable of displaying 16-bit or more colors at a resolution of 1024 X 768 or higher.

Software

- Windows Server 2008 R2
- Windows Server 2012
- Windows Server 2012 R2
- Windows Server 2016
- Windows 8.1
- Windows 10

RestorePoint Service Requirements

The **RestorePoint Service** is installed on any SharePoint Web Front End (WFE) server or Application Server in a supported SharePoint version on one of the following environments:

Hardware

- 2.0 GHz or faster CPU.
- 2 GB or more memory. The required memory size varies, depending on the size of the SharePoint objects you back up.
- 50 MB free hard disk space.
- Microsoft .NET framework 4.0.

Software

- Windows Server 2008 R2
- Windows Server 2012
- Windows Server 2012 R2
- Windows Server 2016

NOTE: The server must be running the **Microsoft SharePoint Foundation Web Application** service.

Permissions

When you install the **RestorePoint Service**, you specify a user account that the **RestorePoint Service** uses to access the farm. The **RestorePoint Service** account that you specify requires the following permissions to perform restores:

Windows permissions

The account must be a member of the Local Administrators group on the SharePoint server.

SharePoint permissions

The account must have database owner (**db_owner**) rights to the farm configuration database, and the SharePoint Central Administration content database. You can manually grant these rights through the SQL Server Management console, or let the **RestorePoint Service** create a timer job that grants these rights to every SharePoint database in the farm.

If the SQL Server database is a part of the farm, the **RestorePoint Service** account must be a member of the SharePoint Farm administrators group. **NOTE:** If the farm uses a standalone SQL Server, there is no SharePoint Farm administrators group on the server.

RestorePoint Repository Requirements

SQL Server Versions

- Microsoft SQL Server 2008 R2
- Microsoft SQL Server 2012
- Microsoft SQL Server 2014
- Microsoft SQL Server 2016

Permissions

- Must be a local administrator on the computer that hosts the **RestorePoint Repository**.
- Must be a member of the **db_owner** role for the **RestorePoint Repository** database.

RestorePoint Self-Service Recovery Solution Requirements

The RestorePoint Self-Service Recovery solution lets authorized users restore backed-up content. You install the Self-Service Recovery solution on site collections when you configure RestorePoint for your farm. You can deploy the solution to any Web front end (WFE) in your SharePoint farm.

To restore content, the user must currently be a site collection administrator. In addition, the user must have site collection administrator privileges for the content before the backup occurs. Users cannot download content from a full farm backup.

Steps To Install RestorePoint Components

You can install RestorePoint components on a single server that hosts all of the SharePoint components, or on a multi-server farm. The following topics will guide you through the install process.

[Exploring the install media](#)

[Steps to install the RestorePoint Console](#)

[Steps to install the RestorePoint Service](#)

[Steps to install the RestorePoint Self-Service Recovery Solution](#)

Exploring the install media

You can either obtain the install media on disc from your Metalogix representative, or download the install media from the RestorePoint website.

• Install media on disc

Content	Type	Description
Documentation	Folder	Contains the user guide and other release specific documents
x64	Folder	Contains the installer for the RestorePoint Console and RestorePoint Service
Autorun.bat	File	Batch file that initiates the install process
RestorePoint.Bootstrapper.exe	File	Executable that starts the install process when initiated by the Autorun.bat file

• Install media from website

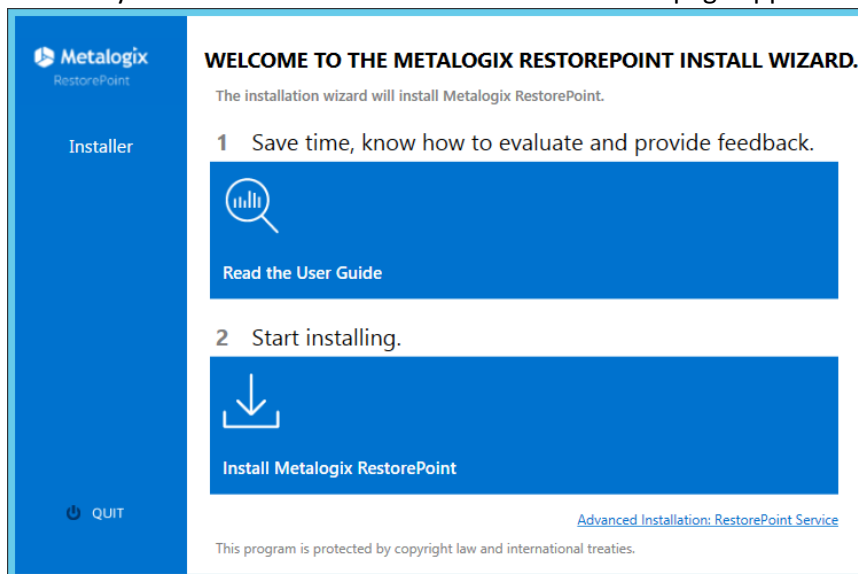
The install media from the website is a ZIP file in the format **Metalogix_RestorePoint_[build number].zip** and the contents are as follows

Content	Type	Description
Documents	Files	Contains user guides and other release specific documents
Metalogix RestorePoint.exe	File	Executable that is initiated by the Autorun.bat file to starts the install wizard

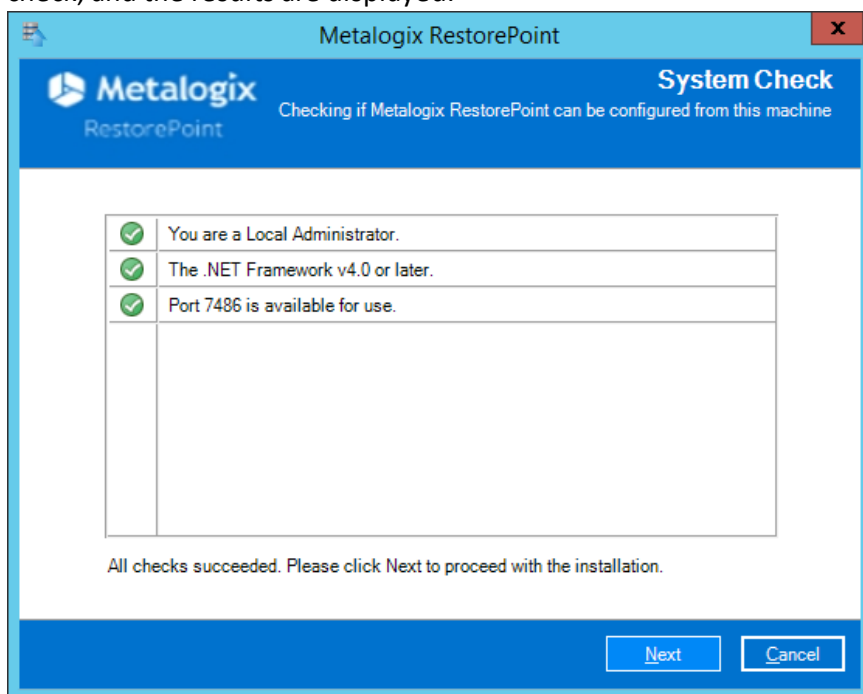
Steps to install the RestorePoint Console

1. Login to the computer as the local administrator, or the SharePoint web front end (WFE) server as the server administrator.
2. Verify that the computer or server meets or exceeds the [RestorePoint Console Requirements](#), [RestorePoint Repository Requirements](#), and optionally the [RestorePoint Self-Service Recovery Solution Requirements](#).
3. Verify that the server has access to the install media. If the media was downloaded from the website, *unzip* the file to a local folder.
4. If you downloaded the install media from the website, and unzipped the contents to a local folder, locate and double-click the setup file **Metalogix RestorePoint.exe**. If you have inserted disc that contains the install media, the **Autorun.bat** file should automatically initiate the install process. The

necessary install files are extracted and the **Welcome** page appears.

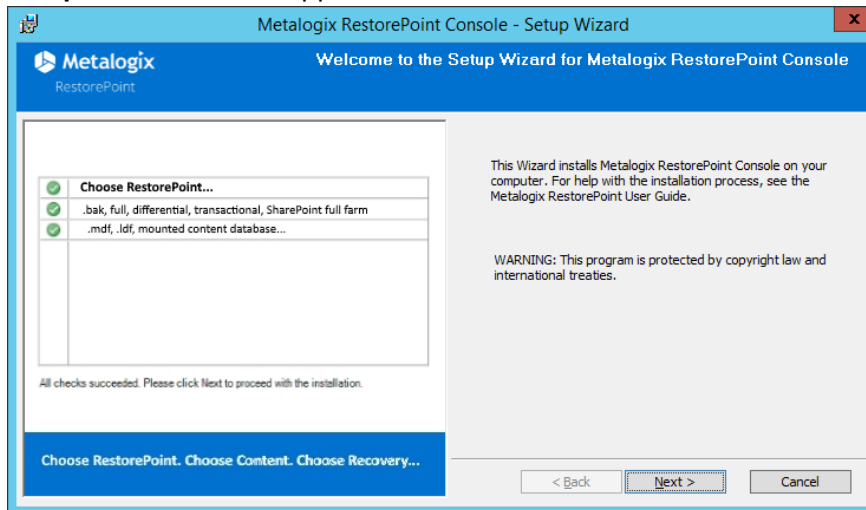


5. From the **Welcome** page, click **Install Metalogix RestorePoint**. The install wizard performs a system check, and the results are displayed.

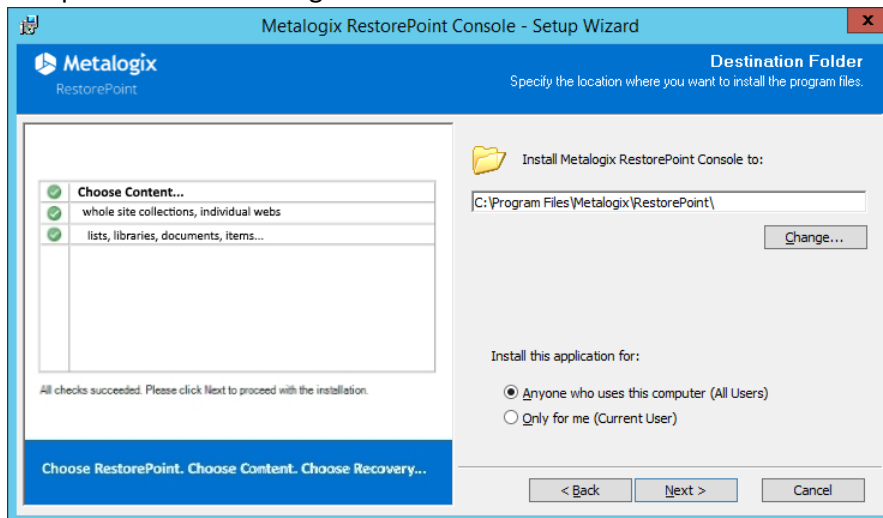


6. Verify that the system checks are successful as indicated by a green check mark. You must address the system check failures before you can continue.
7. If there are system check failures, click **Cancel** and address the requirements before you can proceed. If the system check is successful, click **Next**. The **Welcome** page for the **Metalogix RestorePoint Console** -

Setup Wizard installer appears.



8. Click **Next**. The **License Agreement** page appears.
9. Select the radio button labeled **I accept the terms in the license agreement**.
10. Click **Next**. The **Destination Folder** page appears. You can change the default settings here, or you can accept the default settings.

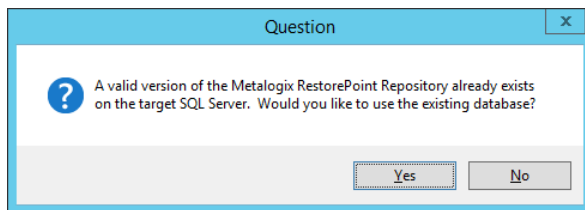


11. Click **Next**. The configuration page for the **RestorePoint Repository** installer appears.

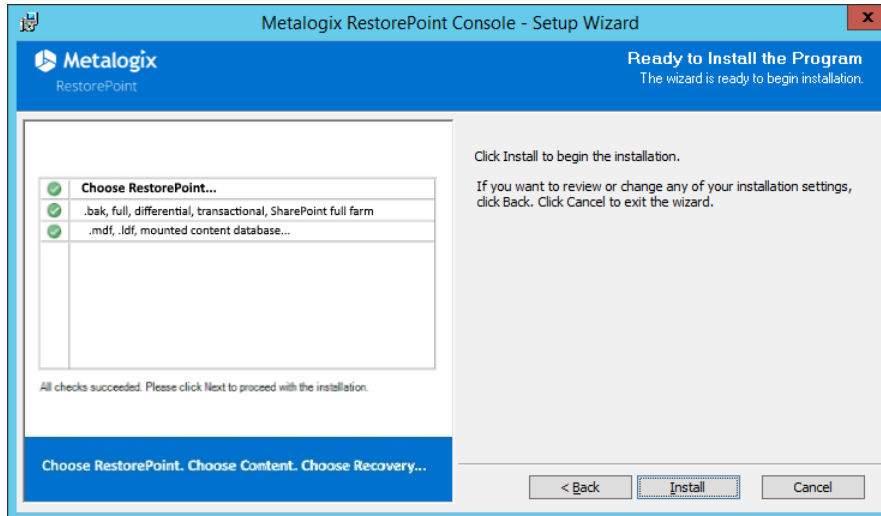
12. Enter or change the default property values as indicated in the table below:

Property	Type	Description	Action
SQL Server Instance	Drop down list	Specifies a SQL Server instance where the RestorePoint Repository is installed. The default value is (local) . Click the Browse button to view a list of other SQL Server instances that are accessible to you in your network.	Select (local) to install the RestorePoint Repository on the same SQL server instance that is used by the standalone SharePoint server.
Database Name	Text field	Specifies the name of the RestorePoint Repository database. Default value is Metalogix_RestorePointRepository	You can specify a custom name or keep the default.
Connection Credentials	Check box	If the check box is unchecked, the installer will use the default Windows log-on credentials. If the check box is checked, then the SQL Server authentication will be used.	Unless required, it is recommended to leave the check box unchecked.

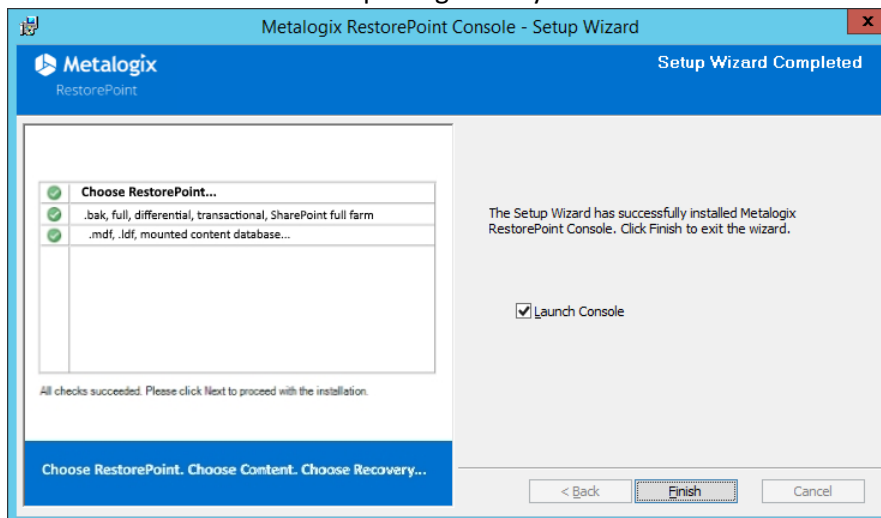
13. Click **Next**. If an existing repository is discovered, the installer prompts you to choose **Yes** to reuse the same repository, or **No** to install a new repository database.



Then, the **Ready to Install the Program** page appears.

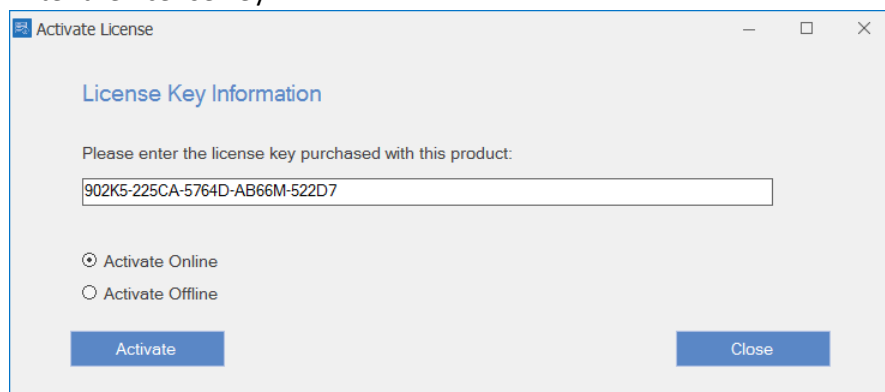


14. Click **Install** to begin the installation. If you want to review or change any of your installation settings, click the **Back** button, or click **Cancel** to exit the wizard. When the installation is complete, the **Setup Wizard Completed** page appears. You can clear the **Launch Console** check box to prevent the **RestorePoint Console** from opening when you click **Finish**.



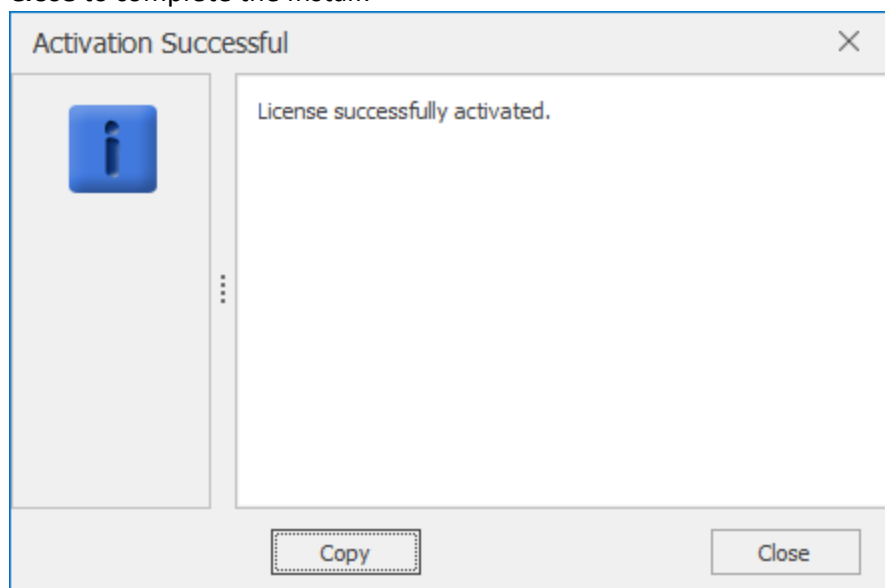
15. Click **Finish** to exit the wizard and launch the **RestorePoint Console**.
NOTE: Keep your license key handy because you will need it to open the **RestorePoint Console** for the first time. For more information about licenses, see [Managing Licenses](#).
16. The **RestorePoint Console** opens and the **License Key Information** dialog appears.

17. Enter the license key.

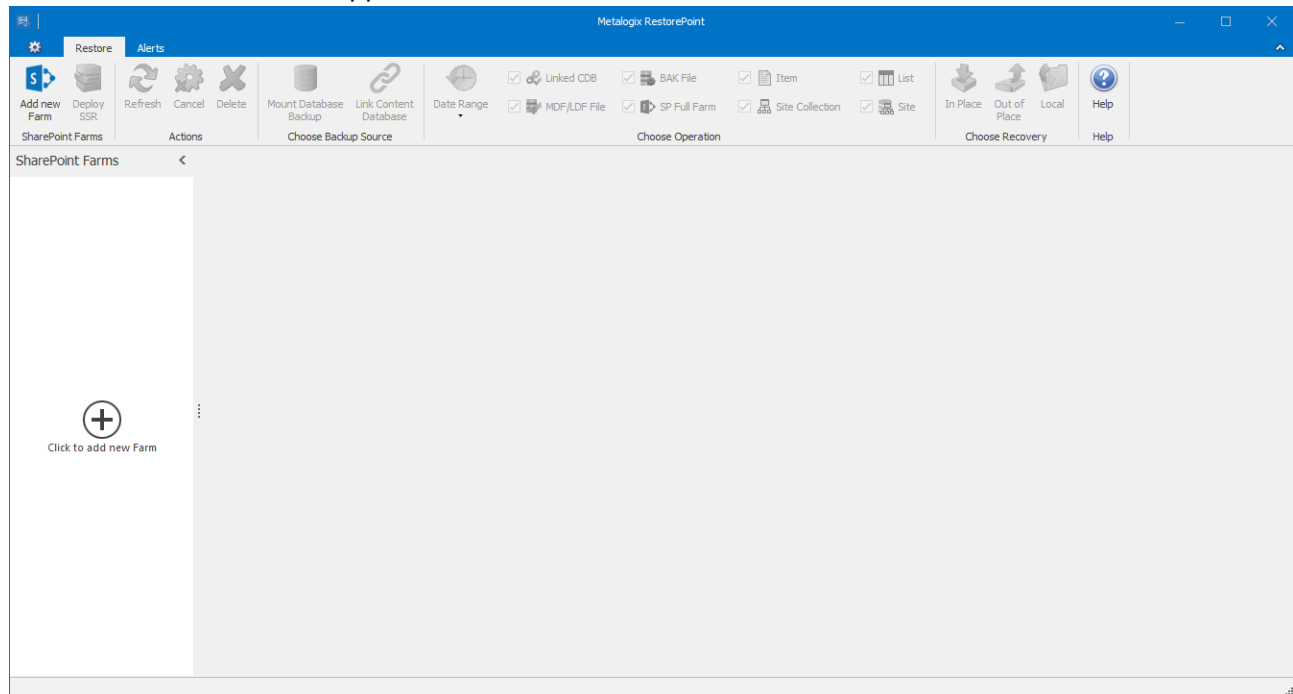


18. If you choose **Activate Online**, click the **Activate** button. If you choose **Activate Offline**, see [Activating the License Offline](#) for the steps (from Step 6) to activate the license offline.

19. If the license key is validated successfully, the **Activation Successful** confirmation dialog appears. Click **Close** to complete the install.



20. The **RestorePoint Console** appears.



Steps to install RestorePoint Service

The **RestorePoint Service** is installed on every WFE and Database server in the farm when you add the farm using the **RestorePoint Console**. You can only install one **RestorePoint Service** on each SharePoint server. If the server is a standalone server or part of a server farm then verify that the server meets or exceeds the [RestorePoint Service Requirements](#).

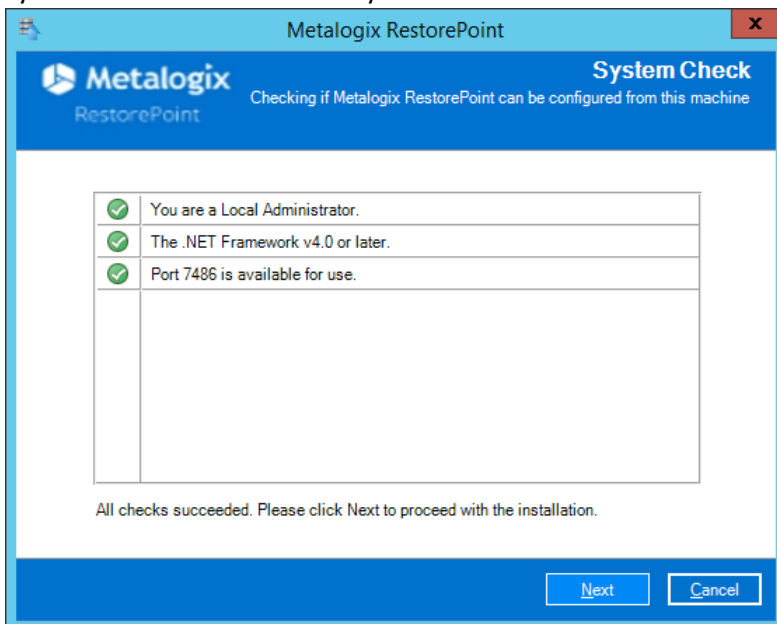
- **Steps to install a RestorePoint Service by adding a SharePoint Farm to the RestorePoint Console.**

See [Adding a SharePoint Farm](#) for detailed information.

- **Steps to use the [Advanced Installation: RestorePoint Service](#) link on the RestorePoint Install Wizard**

1. From the **Welcome** page of the RestorePoint Installer, click the **Advanced Installation: RestorePoint Service** link.
2. The install wizard performs a system check, and the results are displayed.

- Verify that the system checks are successful as indicated by a green check mark. You must address the system check failures before you can continue.

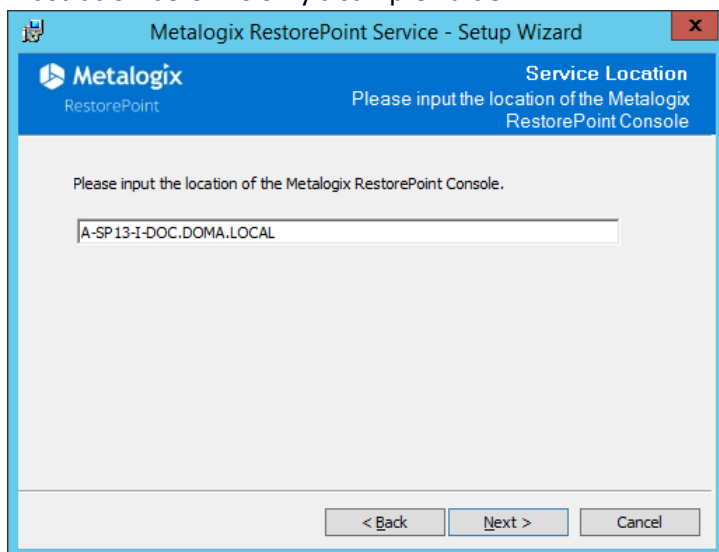


- If there are system check failures, click **Cancel** and address the requirements before you can proceed. If the system check is successful, click **Next**. The **RestorePoint Service - Setup Wizard** appears.
- Click **Next**. The **License Agreement** page appears.
- Select the radio button labeled **I accept the terms in the license agreement**.
- Click **Next**. The **Destination Folder** page appears. You can change the default settings here, or you can accept the default settings.
- Click **Next**. The port information page appears.
- Click **Continue**. The **RestorePoint Service** account credentials page appears.
- Enter the information as described in the table below

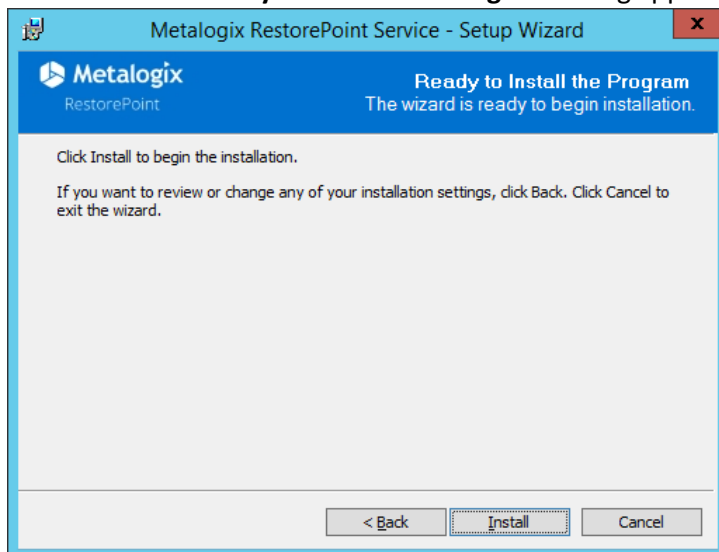
Field	Description	Sample value
User Name	Login name of the SharePoint Administrator of the SharePoint farm, in the format domain\user name	doma\spsadmin
Password	Password of the SharePoint Administrator of the SharePoint farm	(appears encrypted)

- Click **Next**. The **Service Location** dialog appears.

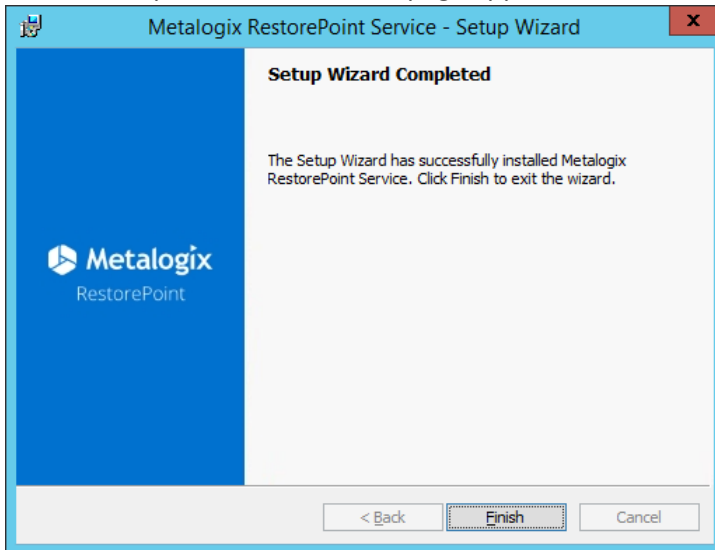
2. Enter the name of the server that hosts the **RestorePoint Console**. The name entered in the illustration below is only a sample value.



3. Click **Next**. The **Ready To Install the Program** dialog appears.



- Click **Install**. The installer verifies the credentials and installs the **RestorePoint Service**. The Setup Wizard Completed confirmation page appears.



- Click **Finish** to exit the wizard.

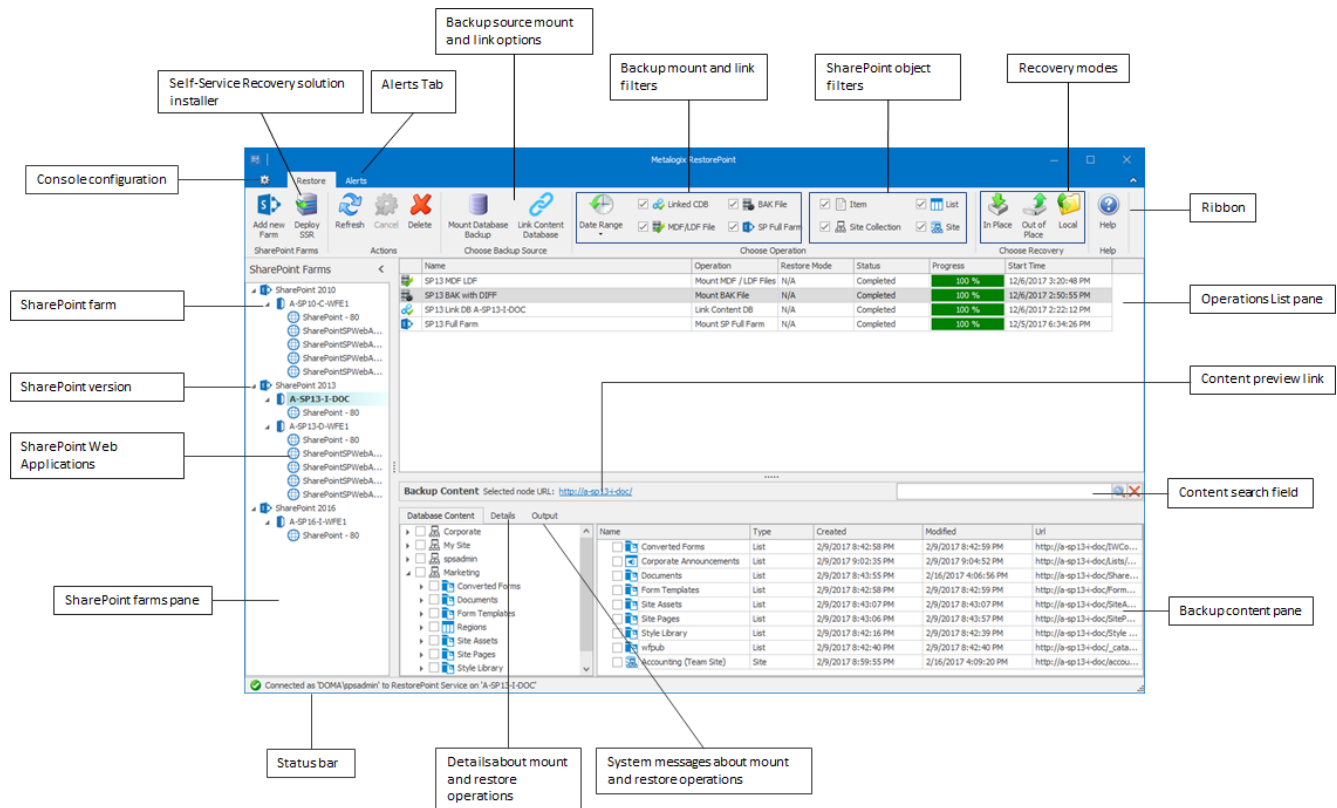
Steps to install the RestorePoint Self-Service Recovery Solution

- Open the **RestorePoint Console**.
- Select the **Restore** tab.
- Click the **Deploy SSR** icon from the ribbon. The **Deploy SharePoint Components** dialog appears.
- From the list of site collections, select the site collection where the solution will be activated. **NOTE:** To provide granular control, the RestorePoint Self-Service Recovery solution is installed as a common feature for the entire SharePoint farm. You can manually activate or deactivate the solution for each site collection.
- Click **Deploy**. Otherwise click **Cancel** to exit the deployment.
- If the deployment is successful, the **Info** pop up appears confirming the success of the deployment.

See [Managing the Self-Service Recovery Solution](#) for more information about this feature.

Using the RestorePoint Console

The **RestorePoint Console** is the command center of the RestorePoint solution. Selected parts of the **RestorePoint Console** are described below (in alphabetical order).



Part	Description
Alerts tab	Displays the Alerts view in the RestorePoint Console that lets you review and delete alerts about system operations and configure alert triggers. The Alerts view also lets you filter alerts to display only those alerts that are most important to you. For more information see Working with Alerts .
Backup content pane	Section of the Database Content tab that lets you preview the objects that you select for restoration.
Backup mount and link filters	Allows you to manage the set of backup mount or link operations that you want to display in the Operations List.
Backup source mount and link options	Opens various wizards to access and setup content backup sources that can be used to restore or recover SharePoint farm content.

Console configuration	Opens the configuration page for the RestorePoint Console from where you can manage the Repository Database Connection for the RestorePoint Repository , configure Staging Locations, manage licenses, gain access to system logs, and request support from Metalogix. For more information see Configuring the RestorePoint Console .
Content preview link	Allows you to view the active SharePoint farm in a browser. You must have appropriate permissions to view the SharePoint sites in the browser.
Content search field	Allows you to setup search criteria to locate SharePoint objects in the Backup content pane.
Details tab	Displays more information about mount, link or restore operations.
Operations List pane	Presents various Mount, Link and Restore operations that have been performed through the RestorePoint Console . For more information see Working with the Operations List .
Output tab	Displays system messages about mount, link or restore operations.
Recovery modes	Toolbar that provides quick access to commonly used operations in the RestorePoint Console .
Ribbon	The container for the set of icons for
Self-Service Recovery solution	Opens the installer for the RestorePoint Self-Service Recovery solution that allows authorized users to download specific library items from a granular backup source. For more information see Managing the Self-Service Recovery Solution .
SharePoint Web Applications	The target object container in a specified SharePoint farm that needs to be restored.
SharePoint farm	A connection to a SharePoint farm that needs to be restored from a relevant backup source. Can be collapsed or expanded to hide or view the content databases.
SharePoint farms pane	The section of the RestorePoint Console that displays the SharePoint farms and their web applications that need to be restored.

SharePoint object filters	Allows you to manage the set of restore operations that you want to display in the Operations List
SharePoint version	The root of all SharePoint farms that belong to a particular version. Can be collapsed or expanded to better manage the SharePoint farms pane.
Status bar	Indicates the connection status of the selected SharePoint farm.

Configuring the RestorePoint Console

Before you start using the **RestorePoint Console**, it is recommended that you setup your preferences and familiarize yourself with the features available to manage licenses, gain access to system logs, and request support from Metalogix. This section contains the following topics about configuring the **RestorePoint Console**:

Managing Console Preferences

[Managing the Repository Database Connection for the RestorePoint Repository](#)

[Configuring Staging Locations](#)

Managing Licenses

[Steps to view the current license](#)

[Steps to activate the license online](#)

[Steps to activate the license offline](#)

Getting Information and Support

[Steps to open the Support Page](#) - for information about documentation, system logs and how to contact Metalogix.

[Steps to open the About page](#) - for information about the product, updates and license information.

Setting up Email Server Notification

[Steps to setup Email Server Notification](#)

Setting up Alerts

[Steps to setup Alert Preferences](#)

Managing Console Preferences

This section contains the following topics:

[Steps to setup the Repository Database Connection for the RestorePoint Repository](#)

[About Staging Locations and setup steps](#)

Steps to setup the Repository Database Connection for the RestorePoint Repository

1. Open the **RestorePoint Console**.
2. From the tab section, click the **Console Configuration** icon. The **Preferences** page appears by default in the configuration window.
3. Click the **Console** button. The **Console Preferences** configuration dialog appears.
4. In the **Repository Database Connection** section, enter values in the fields as described below.
5. In the **SQL Server** field enter the name of the machine that hosts the **RestorePoint Repository**. You can enter the name manually or follow the steps below to select a machine.
 - a. Click the **Browse** button to display a list of SQL servers available in your network. The **SQL Instances Browser** dialog appears.
 - b. From the list of available servers, select the name of the SQL servers.
 - c. Click **OK** to add the selected SQL server to the **SQL Server** field. You can click the **Cancel** button if you choose not to select a server from this dialog.
6. In the Database field, enter **Metalogix_RestorePointRepository** which is the default name of the **RestorePoint Repository** database. If the database has been renamed, enter the alternate name manually.
7. Choose a method of Authentication:
 - a. If you choose **Windows**, the connection uses the local Windows administrator account credentials to login to the **RestorePoint Repository** database. This is the default selection.
 - b. If you choose **SQL Server**, you must enter the **User name** and **Password** that is used to login to the **RestorePoint Repository** database.
8. Click the **Test Connection** button. If the connection is successful, the **Info** window appears indicating a successful connection.
9. Click **OK** to close the **Info** window.
10. Click **Save** at the bottom of the **Console Preferences** configuration dialog to establish the connection between the **RestorePoint Console** and the **RestorePoint Repository**.

About Staging Locations

A staging location is a shared windows folder where backup media (in formats such as BAK, MDF and LDF) are stored for mount operations. A staging location is usually created on the same machine that hosts the SQL Server that will be used to mount the files so that the login credentials used by the SQL Server can also be used for the backup media. If the backup media is at a network location that does not have the necessary file access permissions, the **RestorePoint Service** will copy the backup files to the staging location so that the database service can access them locally during the mount operation.

TIP: For more information about sharing folders, see the Microsoft TechNet article [Share a Folder or Drive](#).

Steps to add a staging location

1. Open the **RestorePoint Console**.
2. From the tab section, click the **Console Configuration** icon. The **Preferences** page appears by default in the configuration window.
3. Click the **Console** button. The **Console Preferences** configuration dialog appears.
4. In the **Staging Location** section, click Add. The **Add Staging Location** dialog appears.
5. Enter a descriptive name for the staging location.
6. Enter the UNC path for the staging location in the format `\\server-name\share-name`.
7. If you want this staging location to be the default location, select the check box **Set as the default staging location**.
8. Click **Save** to complete the operation and close the **Add Staging Location** dialog. Otherwise click **Cancel** to exit the operation.

Steps to change the default staging location

1. Open the **RestorePoint Console**.
2. From the tab section, click the **Console Configuration** icon. The **Preferences** page appears by default in the configuration window.
3. Click the **Console** button. The **Console Preferences** configuration dialog appears.
4. In the **Staging Location** section, select the staging location that you want to set as the default location.
5. Click **Set as default**. The selected staging location is set as default and the corresponding check box in the default column is checked.
6. Click **Save** to close the **Console Preferences** configuration dialog.

Steps to edit a selected staging location

1. Open the **RestorePoint Console**.
2. From the tab section, click the **Console Configuration** icon. The **Preferences** page appears by default in the configuration window.

3. Click the **Console** button. The **Console Preferences** configuration dialog appears.
4. In the **Staging Location** section, select the staging location that you want to change.
5. Click **Edit**. The **Edit Staging Location** dialog appears.
6. Change the description or the UNC path if needed.
7. If you want this staging location to be the default location, select the check box **Set as the default staging location**.
8. Click **Save** to complete the operation and close the **Edit Staging Location** dialog. Otherwise click **Cancel** to exit the operation.
9. Click **Save** to close the **Console Preferences** configuration dialog.

Steps to remove a staging location

1. Open the **RestorePoint Console**.
2. From the tab section, click the **Console Configuration** icon. The **Preferences** page appears by default in the configuration window.
3. Click the **Console** button. The **Console Preferences** configuration dialog appears.
4. In the **Staging Location** section, select the staging location that you want to change.
5. Click **Remove**. A warning dialog appears. If you are sure you want to remove the staging location, click **Yes**. The **Staging Location** is removed.
6. Click **Save** to close the **Console Preferences** configuration dialog.

Managing Licenses

You can view your current license and activate new licenses from the **RestorePoint Console**. This section contains the following topics:

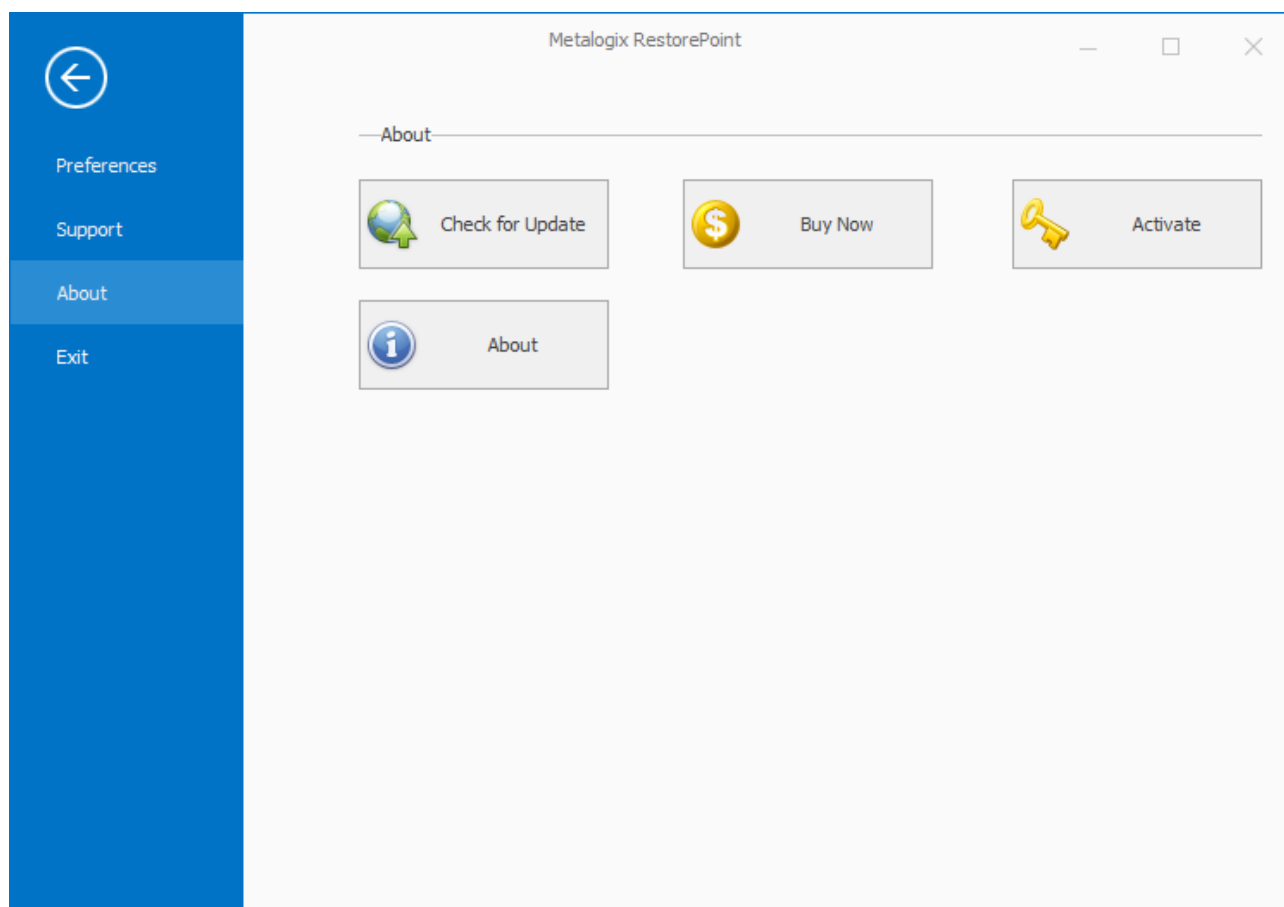
[Steps to view the current license](#)

[Steps to activate the license online](#)

[Steps to activate the license offline](#)

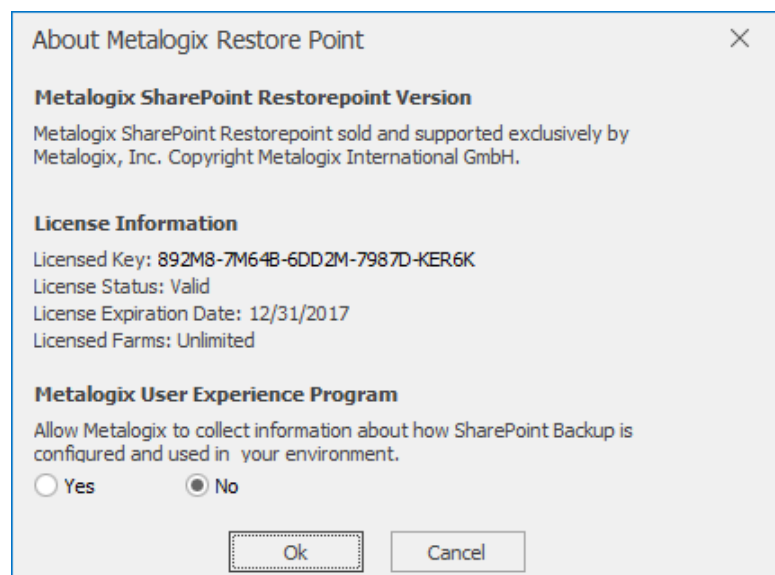
Steps to view the current license

1. Open the **RestorePoint Console**.
2. From the tab section, click the **Console Configuration** icon. The **Preferences** page appears by default in the configuration window.
3. From the navigation bar on the left, click **About**. The **About** page appears and presents two options to manage licenses.



Option 1

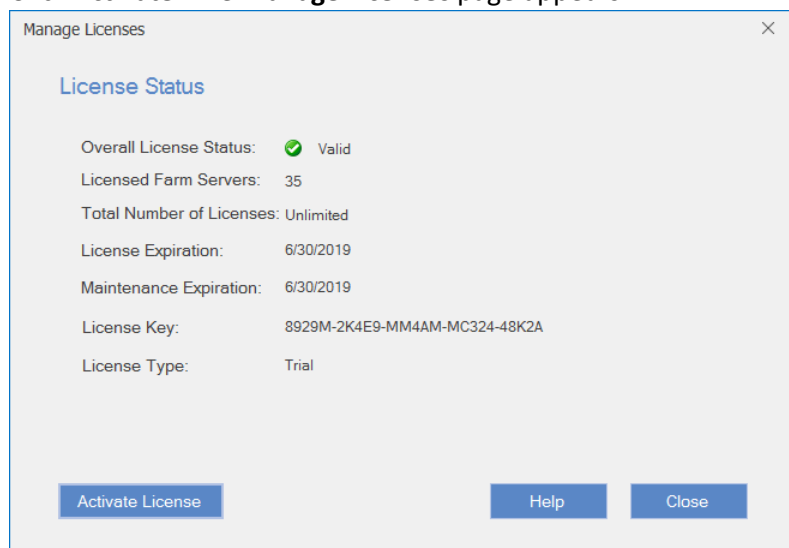
4. Click **About**. The **About Metalogix RestorePoint** dialog appears.



5. The license information is displayed.

Option 2

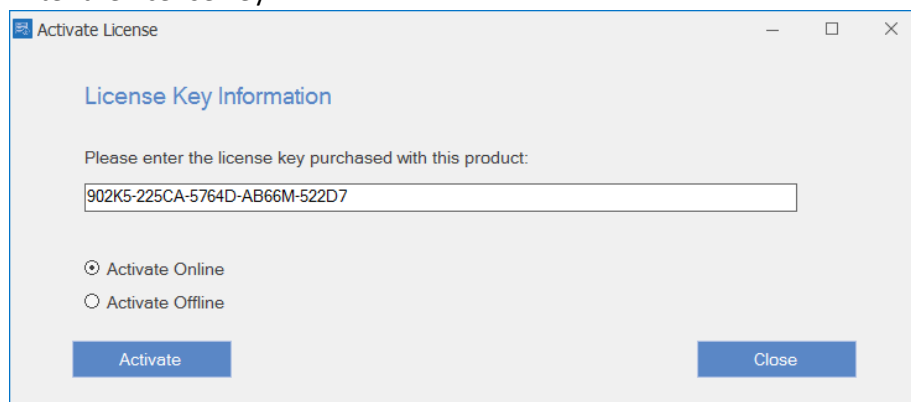
6. Click **Activate**. The **Manage Licenses** page appears.



7. The license information is displayed.

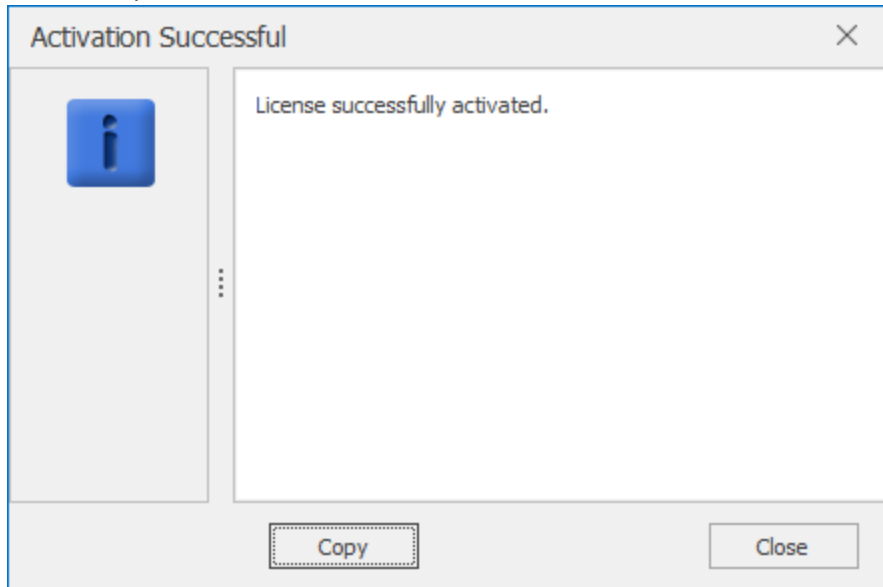
Steps to activate the license online

1. Open the **RestorePoint Console**.
2. From the tab section, click the **Console Configuration** icon. The **Preferences** page appears by default in the configuration window.
3. From the navigation bar on the left, click **About**. The **About** page appears.
4. Click **Activate**. The **Manage Licenses** page appears.
5. Click **Activate License**. The **Activate License** dialog appears.
6. Enter the license key.



7. Choose **Activate Online**, and click the **Activate** button.

8. If the license key is validated successfully, the **Activation Successful** confirmation dialog appears. Click **OK** to complete the activation.



Steps to activate the license offline

1. Open the **RestorePoint Console**.
2. From the tab section, click the **Console Configuration** icon. The **Preferences** page appears by default in the configuration window.
3. From the navigation bar on the left, click **Help**. The **Help** page appears.
4. Click **Activate**. The **Manage Licenses** page appears.
5. Click **Activate License**. The **Activate License** dialog appears.

6. Enter the license key.

Activate License

License Key Information

Please enter the license key purchased with this product:

892M8-7M64B-6DD2M-7987D-KER6K

☐ Activate Online

☒ Activate Offline

Step 1. Collect the Activation Data to the clipboard or to a file.

Copy Activation Data to Clipboard Save Activation Data to File

Step 2. Submit collected data to <http://metalogix.com/OfflineActivation> to get the activation key file.

Step 3. Click "Browse" to locate the file saved in Step 2.

Activation Key File: Browse

Step 4. Click "Activate" to complete the activation process

Close Activate

7. Choose **Activate Offline**. The **License Key Information** dialog expands to display additional steps that are required. Follow the steps as described below:
8. **Step 1:** Collect the activation data to the clipboard or to a file.
 - a. Select from the two options described below:
 - Option 1: Click **Copy Activation Data to Clipboard**. The activation data is saved to memory. Use this option if you plan to follow through with the subsequent steps immediately.
 - Option 2: Click **Save Activation Data to File**. The Windows File dialog appears. Use this option if you plan to activate the license at a later date.
 - b. Specify a file name for the activation data file.
 - c. Click **Save** to save the file to a location of your choice.
9. **Step 2:** Open your browser and go to <http://metalogix.com/OfflineActivation>. The **Offline Activation** web page appears.

Offline Activation

This page serves for activating license keys in an offline mode. Use it in cases where you do not have Internet connection available on the server where you have installed the Metalogix product.

The activation process consists of two simple steps. First, paste the Activation Request string you have generated in the Offline Activation Wizard in the product setup or management tool into the 'Activation text' box. If you do not have the Activation request string, but you have generated an Activation file, upload it. Click 'Activate'.

Complete the form now to activate your license key.

Enter activation data

Activation text

OR

Upload activation data

Activation file

Internet Explorer 11 Compatibility
Internet Explorer 11 users can use this page in Compatibility Mode.

1. From the menu bar, select TOOLS > COMPATIBILITY VIEW SETTINGS
2. The 'Add this website:' text box should show 'metalogix.com'
3. Click ADD and then click CLOSE

- If you copied the activation data to the clipboard, paste the activation data in the **Activation text** box. If you saved the activation data to a file, click **Browse** in the **Activation File** field and open the file. The file path is displayed in the **Activation File** field.
- Click **Activate**. If the license key data is valid, the Activation Key file (with the file extension DAT) is made available for download. Save this file to a location of your choice.

10. **Step 3:** Click Browse to locate the file saved in Step 2

- Click **Browse**. The Windows file dialog appears.
- Locate the activation key file and click Open. The file appears in the Activation Key File field.

11. **Step 4:** Click Activate to complete the activation process.

Getting Information and Support

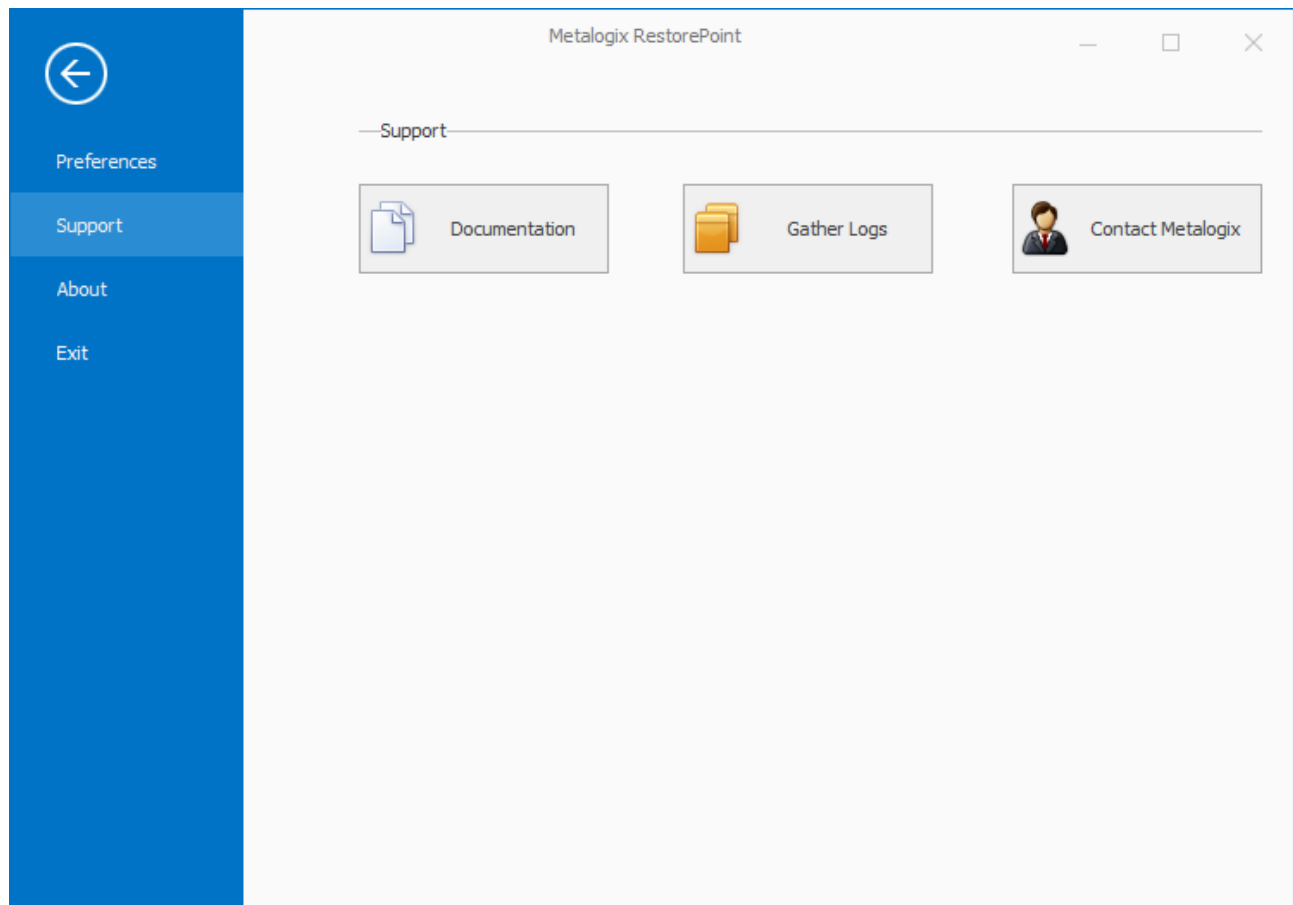
You can access various assistance services and information about RestorePoint from the RestorePoint Configuration page. This section contains the following topics:

[Steps to open the Support Page](#) - for information about documentation, system logs and how to contact Metalogix.

[Steps to open the About page](#) - for information about the product, updates and license information.

Steps to open the Support page

- Open the **RestorePoint Console**.
- From the tab section, click the **Console Configuration** icon. The **Preferences** page appears by default in the configuration window.
- From the navigation bar on the left, click **Support**. The **Support** page appears.



4. Click a button to access the service or information you want. The various services are described below.

Documentation

Opens the online documentation at the Metalogix RestorePoint documentation site or the offline documentation if there is no internet connection.

Gather Logs

Gathers System logs into a ZIP file and opens the Windows file dialog where you can save the compressed log files. Use this service to report system logs when you require technical support from Metalogix.

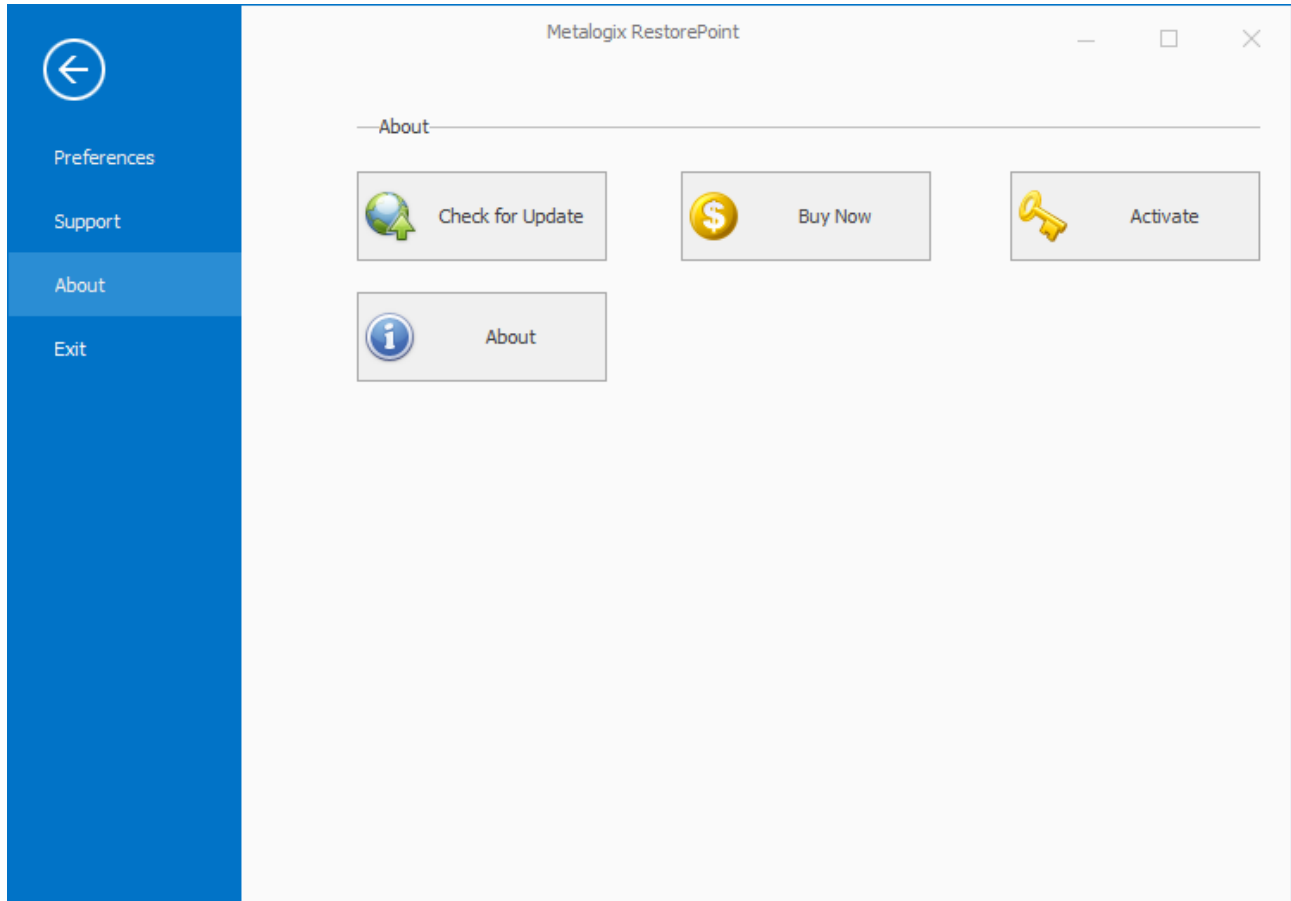
NOTE: If multiple farms are present in the **RestorePoint Console**, system logs of only the active farm will be retrieved. If no farms are added to the **RestorePoint Console**, this button is disabled.

Contact Metalogix

Opens the support page in the Metalogix corporate website from where you can avail of support services and other information regarding RestorePoint or other Metalogix products. Alternatively, you can navigate to the support page directly using the URL https://www.metalogix.com/contact-us?utm_source=restorepoint&utm_medium=in-app from your browser.

Steps to open the About page

1. Open the **RestorePoint Console**.
2. From the tab section, click the **Console Configuration** icon. The **Preferences** page appears by default in the configuration window.
3. From the navigation bar on the left, click **About**. The **About** page appears.



4. Click a button to access the service or information you want. The various services are described below

Check for Update

Open the product download page from where you can download the Release Notes and the install media for the latest version of RestorePoint. Alternatively, you can navigate to the product download page using the URL <https://www.metalogix.com/content/restorepoint> from your browser.

Buy Now

Opens the support page in the Metalogix corporate website from where you can specify your intention to purchase a product license. Alternatively, you can navigate to the support page directly using the URL https://www.metalogix.com/contact-us?utm_source=restorepoint&utm_medium=in-app from your browser.

Activate

Opens the Manage License page which lets you view your current license and activate new licenses. For more information see [Managing Licenses](#).

About

Presents information about the current version and license being used. If you would like Metalogix to collect information about how RestorePoint is configured and used in your environment, select **Yes**. Then click **OK** to set up the automatic data collection.

Setting up Email Server Notification

Notifications in the form of alerts can be emailed to stakeholders. To use this feature, you can set up the SMTP credentials and other routing parameters to ensure that alerts are sent when they occur. For more information about alerts, see [Working with Alerts](#).

Steps to setup Email Server Notification

1. Open the **RestorePoint Console**.
2. From the tab section, click the **Console Configuration** icon. The **Preferences** page appears by default in the configuration window.
3. Click the **Email Server Notification** button. The **Email Server Notification** configuration dialog appears.

4. Enter the information in the fields as described below

Field	Description
Sender Name	If the SMTP server that you specify allows anonymous emails, the name that you

	specify appears in the email as the sender of the alert message. If your SMTP email server requires authentication, the sender name is the name of the authorized user.
Reply-to Address	The address that receives any replies to the alert notification. This must be a valid email address.
Recipients	Email addresses of recipients separated by a semicolon. Enter at least one valid email address to test the connection.
Message Footer	Any text that needs to be sent with the email. Usually a legal disclaimer if desired is entered in this text field.
SMTP Server Address	The server address of your outbound email server.
SMTP Server Port	SMTP by default uses TCP port 25.
Use an SSL encrypted connection	When selected, RestorePoint uses a Secure Socket Layer (SSL) connection to connect to the SMTP server you specify. The SMTP server must be configured to allow SSL connections.
SMTP Server requires authentication	When selected, RestorePoint uses the user name and password that you specify for the SMTP server when it sends the alert email. If the SMTP server that you specify uses integrated security, the reply-to address that you specify must be a valid email account that matches the user name and password that you specify.
User Name	Valid user name recognized the SMTP server.
Password	Valid password for the SMTP server.

- Click the **Test Email Settings** button. An email will be sent to the Sender Name.

NOTE: Please contact your email administrator if email server errors occur during the test.

- Click **Save** to complete the **Email Server Notification** setup. Otherwise click **Cancel** to exit the setup.

Setting up Alerts

An alert is a message from RestorePoint when a specified condition occurs. These conditions are based on the status of an operation being performed by RestorePoint. You can choose what triggers the alert and also what happens when RestorePoint generates the alert.

Types of Alert Statuses

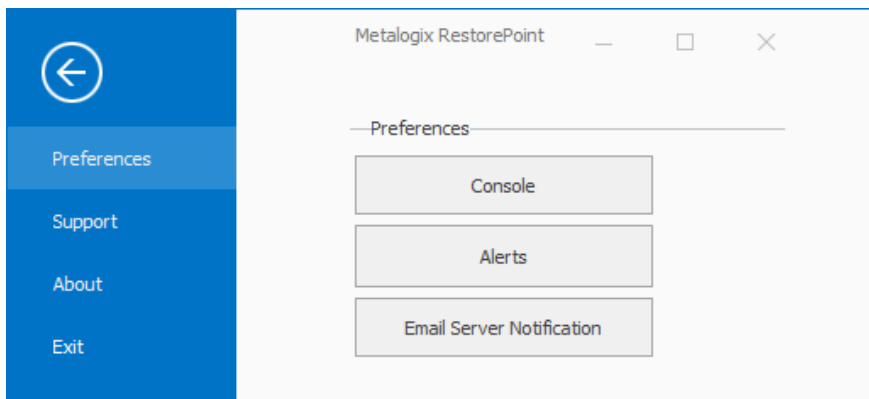
Status	Description
Failed	When selected, RestorePoint generates an alert when an operation fails. Mount, link, restore, and preview operations can all generate failed alerts.
Warning	When selected, RestorePoint generates an alert when a Mount, link, or restore operation succeeds, but encounters errors.
Successful	When selected, RestorePoint generates an alert when an operation succeeds. Mount, link, restore, and preview operations can all generate successful alerts.
Canceled	When selected, RestorePoint generates an alert when a user cancels a mount, link, or restore operation.

Steps to setup Alert Preferences

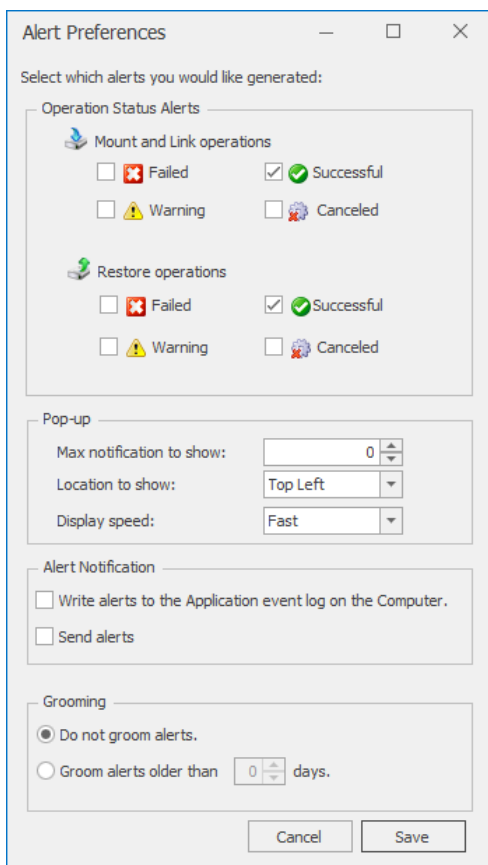
1. Open the **RestorePoint Console**.
2. From the tab section, choose one of the following :

Option 1

- a. Click the **Console Configuration** icon. The **Preferences** page appears by default in the configuration window.



- b. Click the **Alerts** button. The **Alert Preferences** window appears.



The **Alert Preferences** dialog box allows users to configure alert settings. It includes sections for Operation Status Alerts, Pop-up notifications, Alert Notification, and Grooming.

Select which alerts you would like generated:

Operation Status Alerts

- Mount and Link operations:**
 - ☐ Failed ☒ Successful
 - ☐ Warning ☐ Canceled
- Restore operations:**
 - ☐ Failed ☒ Successful
 - ☐ Warning ☐ Canceled

Pop-up

Max notification to show:

Location to show:

Display speed:

Alert Notification

- ☐ Write alerts to the Application event log on the Computer.
- ☐ Send alerts

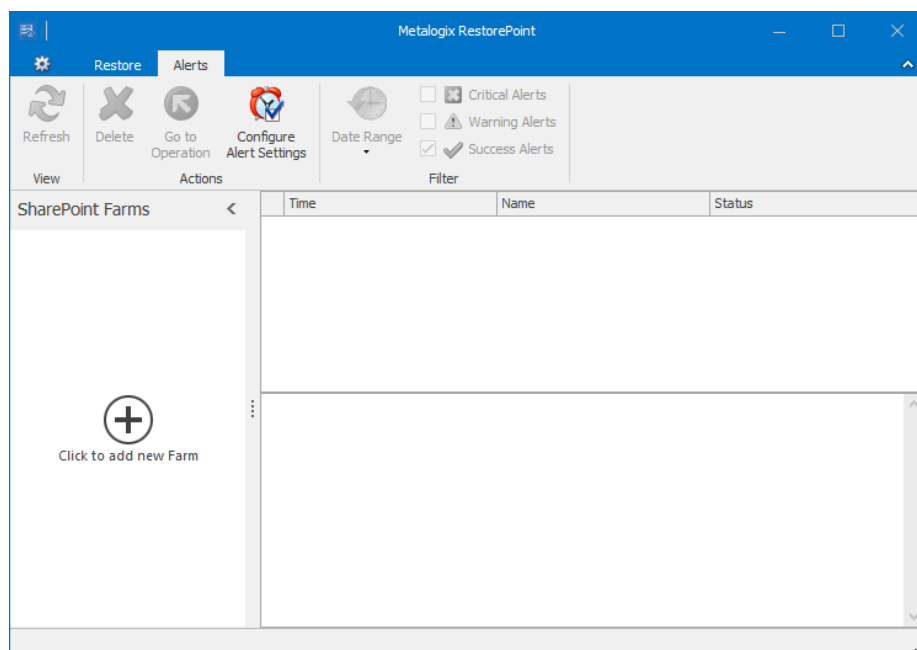
Grooming

- ☒ Do not groom alerts.
- ☐ Groom alerts older than days.

Buttons: **Cancel** **Save**

Option 2

a. Click the **Alerts** tab. The **Alerts** window appears.



b. From the ribbon, click the **Configure Alert Settings** icon. The **Alert Preferences** window appears.

The image shows the 'Alert Preferences' dialog box. It has a title bar with standard window controls. Below the title bar, it says 'Select which alerts you would like generated:'. There are four main sections: 'Operation Status Alerts', 'Pop-up', 'Alert Notification', and 'Grooming'. 'Operation Status Alerts' is divided into 'Mount and Link operations' and 'Restore operations', each with checkboxes for 'Failed', 'Warning', 'Successful', and 'Canceled'. 'Pop-up' has a 'Max notification to show' spinner set to 0, a 'Location to show' dropdown set to 'Top Left', and a 'Display speed' dropdown set to 'Fast'. 'Alert Notification' has checkboxes for 'Write alerts to the Application event log on the Computer' and 'Send alerts'. 'Grooming' has a radio button for 'Do not groom alerts' (selected) and a radio button for 'Groom alerts older than' followed by a spinner set to 0 days. At the bottom are 'Cancel' and 'Save' buttons.

3. Setup **Operation Status Alerts**

- a. Check the status check boxes for the Mount and Link operations that you would like to monitor.
- b. Check the status check boxes for the Restore operations that you would like to monitor.

4. Setup **Alert pop up** preferences. This setting allows alerts to appear as pop-ups on the display monitor.

- a. **Max notifications to show** - maximum number of pop-ups that can appear on the display monitor. You must close these pop-ups to allow more pop-ups to appear.
- b. **Location to show** - the area on the display monitor where the pop-ups will appear. Values are **Top left**, **Top right**, **Bottom left**, **Bottom right**.
- c. **Display speed** - the speed at which the pop up will appear. Values are **Fast**, **Moderate** and **Slow**.

5. Setup **Alert Notification** methods.

- a. Select **Write alerts to the Application event log on the Computer** to record all selected alerts in a file.
- b. Select **Send alerts** to send an email when an alert occurs. If you select this option, you must setup email notification. See [Setting up Email Server Notification](#) for more information.

6. Setup **Alert Grooming**

Alert grooming lets you automatically remove any alert notifications that are older than the number of days specified. Groomed alerts no longer appear in the Alerts page in the **RestorePoint Console**. By default, , alerts older than 30 days are automatically deleted. To setup alert grooming select one of the following options:

- a. Select **Do not groom alerts** to retain all alerts that you have selected to monitor in step 3.
 - b. Select **Groom alerts older than** and specify the number of days to remove any alert notifications that are older than the number of days specified.
7. Click **Save** to complete the **Alert Preferences** setup. Otherwise click **Cancel** to exit the setup.

Working with Alerts

The Alerts view in the **RestorePoint Console** lets you review and delete alerts and configure alert triggers. The Alerts view also lets you filter alerts to display only those alerts that are most important to you.

NOTE: Deleted alerts do not appear in the Alerts view. You can delete alerts manually. In addition, alert grooming can delete alerts automatically.

Steps to view alerts

1. Open the **RestorePoint Console**.
2. Select the **Alerts** tab. The **Alerts** view appears.
3. In the SharePoint farms pane, click to highlight any server icon to view the alerts. The list of alerts is displayed.

Time	Name	Status
12/5/2017 6:34:26 PM	SP13 Full Farm	Completed
12/6/2017 2:50:55 PM	SP13 BAK with DIFF	Completed
12/6/2017 3:20:48 PM	SP13 MDF LDF	Completed
12/6/2017 2:22:12 PM	SP13 Link DB A-SP13-I-DOC	Completed

Alert Details

OPERATION: SP13 Full Farm

STATUS: Completed

MESSAGE: Database mounted successfully [ML_TEMP_DB_WSS_Content_20171205_183011]

Connected as 'DOMA\psadmin' to RestorePoint Service on 'A-SP13-I-DOC'

4. [Optional] To view alerts grouped by **Operation Name** or **Operation Status**, drag the column header to the space above the alert list that is labeled **Drag a column here to group by that column**.
5. [Optional] Click the **Refresh** icon in the **View** area of the ribbon to update the list of alerts if more operations have completed since the last time you viewed the list.

Steps to filter alerts in the Alerts view

1. In the Alerts view, in the filter area of the ribbon, select one or more of the following check boxes to display alerts in that category:
 - Critical Alerts
 - Warning Alerts
 - Success Alerts
2. In the **Filter** area of the ribbon, click **Date Range**. The date range pop up appears.
3. In the pop-up menu, do one of the following:
 - Select a predefined range from the **Range** drop-down list.
 - Select **Custom** from the **Range** drop-down list, then specify the start date in the **From** field and the end date in the **To** field.
4. Click the **Apply** button to filter the list of alerts by date range.

Steps to view alert details

1. In the **Alerts** view, click any alert to select it. The alert detail appears in the **Alert Details** pane below the list of alerts.

Steps to delete an alert

1. In the **Alerts** view, click any alert to select it.
2. In the **Action** area of the ribbon, click **Delete Alert**.
3. In the **Message** dialog box, click **Yes** to confirm that you want to delete the alert.

Steps to view the operation that triggered an alert

1. In the **Alerts** view, click any alert to select it.
2. In the **Action** area of the ribbon, click **Go to Operation**.

Working with the Operations List

The **Operations List** presents various Mount, Link and Restore that have been performed through the **RestorePoint Console**. This topic describes how to use the Operations List.

Steps to cancel a running operation

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. Select the row from the **Operation List** you want to cancel.

4. Click the **Cancel** icon from the ribbon. The operation is canceled and status of the operation is set to Canceled.

Steps to delete an operation

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. Select the row from the **Operation List** you want to delete.
4. Click the **Delete** icon from the ribbon. The operation is deleted and removed from the list.

Steps to set the column filters to refine the Operations List

1. From the list of mounted backup sources in the **Operations List**, select the column you want to filter. A filter icon appears.
2. Click the filter icon to set a filter. The filters available for each column are described below:

Column Name	Filter Description
Name	Select a unique name from the list of names in the drop-down field.
Operation	<ul style="list-style-type: none"> • LinkDB - Operation to link a content database. • MountBak - Operation to mount standalone BAK files. • MountMDF - Operation to mount MDF/NDF/LDF files. • MountSP - Operation to mount full farm backups. • RestoreItem - Restore operation for the SharePoint Items. • RestoreWeb - Restore operation for the SharePoint Web sites. • RestoreList - Restore operation for the SharePoint Lists • RestoreFolder - Restore operation for the SharePoint Folders and file containers • RestoreSc - Restore operation for the SharePoint Site Collection
Restore Mode	<ul style="list-style-type: none"> • InPlace • OutofPlace • Local • N/A or Passive - this should be used if the filter should ignore Restore Mode operations and display other messages that are generated during mount or link operations.

	For more information about the recovery modes, see Types of Restore Operations
Status	<ul style="list-style-type: none"> • Queued • InProgress • Completed • CompletedWithWarning • Failed • Canceled <p>NOTE: Some filter values may be appear disabled and some may appear enabled. The filter values that appear as enabled indicate that there are one or more operations available with that Status value.</p>
Progress	Select a unique name from the list of names in the drop-down field.
Start Time	<ul style="list-style-type: none"> • All - Includes all dates search. • Filter by a specific date - you can set a specific date using the calendar. • Today - sets the filter to the current date.

NOTE: Column filters are used to refine the filters set from the ribbon. The choices you make in the ribbon filter supersede the column filters in the **Operations List**. The filters set on the column appear below the list. You can edit the column filters from the **Filter Editor**. Click the **Edit Filter** button to open the **Filter Editor** dialog.

Managing SharePoint Farms

A SharePoint farm is a connection to a SharePoint farm that needs to be restored from a relevant backup source. This topic describes the various options and steps to add, edit, refresh and remove SharePoint Farms.

[Adding a SharePoint Farm](#)

[Editing a SharePoint Farm](#)

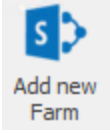



[Deleting a SharePoint Farm](#)

[Refreshing a SharePoint Farm](#)

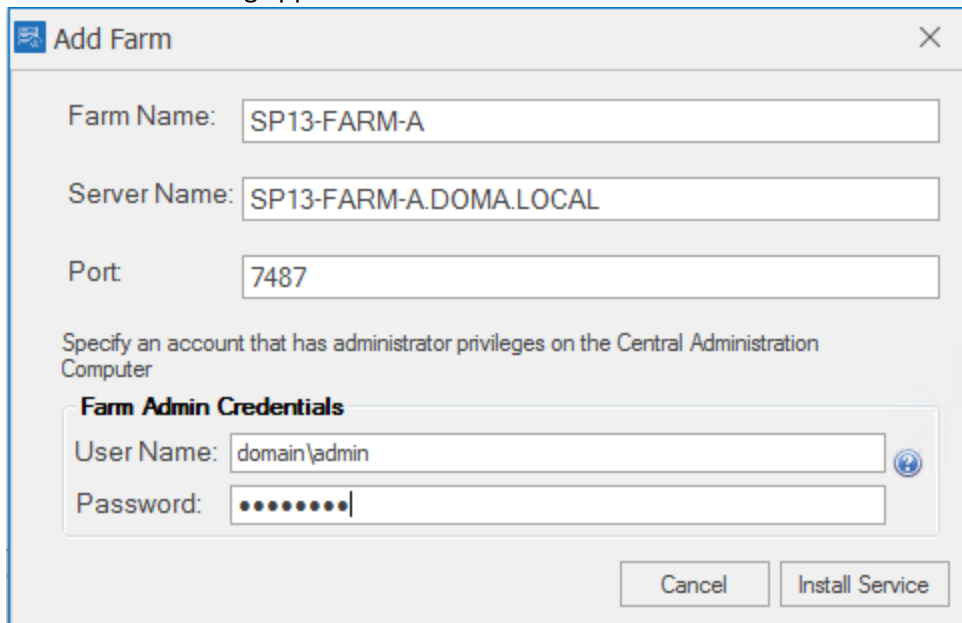
Adding a SharePoint Farm

1. Open the **RestorePoint Console**.

2. Select the **Restore** tab.
3. Choose from the following options:

Option	Icon	Description
1		From the ribbon, click the Add New Farm icon.
2		From the SharePoint Farms pane, click the  icon. NOTE: This icon is available only when there are no other SharePoint farms in the SharePoint Farms pane.
3		From the SharePoint Farms pane, select any farm, and right-click to open the context menu. Click Add . NOTE: This option is available only when there is at least one SharePoint farm in the SharePoint Farms pane.

The **Add Farm** dialog appears.



The **Add Farm** dialog box is shown with the following fields and options:

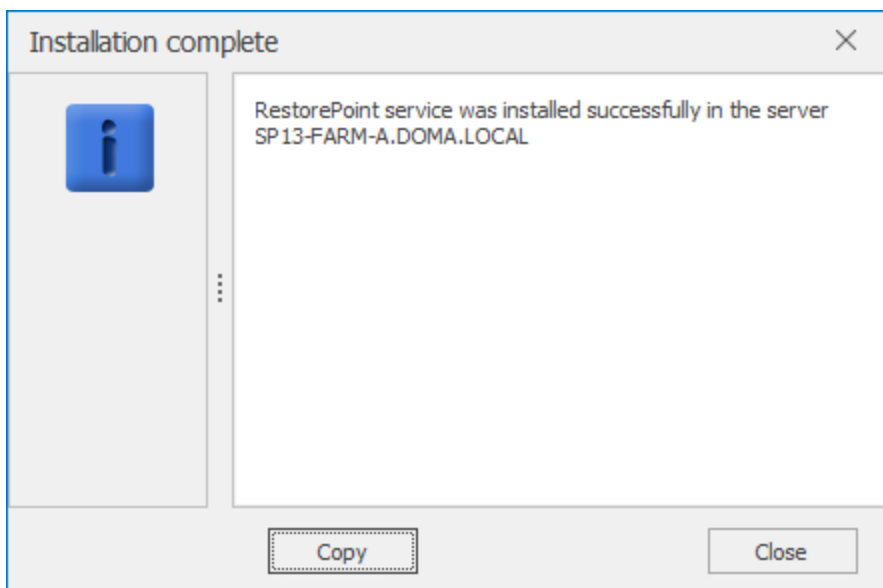
- Farm Name:** SP13-FARM-A
- Server Name:** SP13-FARM-A.DOMA.LOCAL
- Port:** 7487
- Specify an account that has administrator privileges on the Central Administration Computer:**
 - Farm Admin Credentials:**
 - User Name:** domain\admin
 - Password:** [masked]
- Buttons:** Cancel, Install Service

4. Enter the following information.

Field	Description
Farm Name	The name of the SharePoint Farm that should be restored.

Server Name	The name of the server that hosts the SharePoint farm.
Port	Any unused port number. The default is 7487.
User Name	Valid user name of the SharePoint farm administrator.
Password	Valid password for the SharePoint farm.

5. Click the **Install Service** button to add the SharePoint farm. Otherwise click **Cancel** to exit the dialog.
6. If the **RestorePoint Service** is successfully installed on the SharePoint farm, the **Installation Complete** confirmation dialog appears.



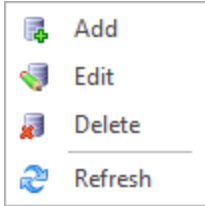
7. Click the **Close** button to close the confirmation dialog. The SharePoint Farm appears in the SharePoint Farms pane.

Editing a SharePoint Farm

Editing a farm allows you to change the name of the farm as displayed on the SharePoint Farms pane, or change the port number that is used by the **RestorePoint Console** to connect to the farm.

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint Farms pane, select the SharePoint farm you want to edit.

4. Right click on the selected farm to display the context menu.



5. Click the **Edit** option. The **Edit Farm** dialog appears. Otherwise click **Cancel** to exit the dialog.
6. Enter the following information.

Field	Description
Farm Name	The new name of the SharePoint Farm.
Port	Any unused port number. The default is 7487.
User Name	Valid user name of the SharePoint farm administrator.
Password	Valid password for the SharePoint farm.

7. Click the **Save** button to change the farm name.
8. If the name change is successful, the **Update Complete** dialog appears.
9. Click the **Close** button to close the confirmation dialog. if the name is changed, the new farm name is displayed in the SharePoint Farms pane.

Deleting a SharePoint Farm

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint Farms pane, select any SharePoint farm you want to delete.
4. Right click on the selected farm to display the context menu.



5. Click the **Delete** option. The **Delete Farm** conformation dialog appears.
6. Click the **Yes** button to delete the selected SharePoint Farm from the SharePoint Farms pane. Otherwise click **No** to close the dialog and keep the SharePoint farm.

Refreshing a SharePoint Farm

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint Farms pane, select any SharePoint farm you want to refresh.
4. Right click on the selected farm to display the context menu.



5. Click the **Refresh** option. The selected SharePoint farm is refreshed.

Mounting and Linking a Backup Source

A SharePoint *backup source* is a copy of SharePoint content data or a link to a live SharePoint database, that can be used to restore or recover farm content. You can recover the complete contents of a farm or one or more components of the farm from a backup source. SharePoint backup sources that are supported by RestorePoint can be one of the following:

- **SharePoint Full Farm Backup** - This is a set of physical files that represents a backup copy of the SharePoint content database (WSS_Content) and typically uses a .BAK file extension. These files are generated when you backup the SharePoint content database from SharePoint using the Backup and Restore operation from Central Administration. The backup could contain the full farm content, and in future, a differential data set.
- **SQL Server Backup** - This is a set of physical files that represents a backup copy of the SharePoint content database (WSS_Content) and typically uses a .BAK file extension. These files are generated when you backup the SharePoint content database from SQL Server. The backup could contain the full farm content, a differential data set or transaction logs. A content database contains all the data for a specific site. The data represents site content like site documents or files in document libraries, list data, web part properties, audit logs, apps for SharePoint, and user names and rights. It can contain more than one site collection, and may even store data for Office web applications, if in use.
- **SQL Server Data and Log** - These are physical files with file extensions MDF, NDF and LDF that represent the SQL Server content database. The MDF file is the primary data file that contains all the data in the database objects (tables, stored procedures, views, triggers etc.). The NDF is the secondary data file, and the LDF file is the transaction log and is required for all SQL server configurations.
- **Linked SharePoint content database** - A direct link to an active instance of a SharePoint database server is established, and the content database that will be used as the backup source is selected.

RestorePoint supports the following backup media shown in the table below.

Backup Type	File extension
Microsoft SharePoint full farm backup	.BAK
SQL full content database backup	.BAK
SQL differential content database backup	.BAK
SQL Transaction Log backup files	.TRN
Disconnected farm or content database files	.MDF (Primary data files) .NDF (Secondary data files) .LDF (Log files)
SQL Server Enterprise snapshots	<i>not supported</i>
Link to a SharePoint content database	<i>not applicable</i> . The link is set up with an active instance of a SQL Server and a SharePoint content database is selected.

Mounting vs Linking a Backup Source

There are two ways to restore SharePoint objects: by mounting a SharePoint backup source that contains the content database, or by creating a link to an already-mounted content database.

When you mount a backup source, RestorePoint validates and links the backup media to a database instance that is created in SQL Server by the **RestorePoint Service**. The operation is can be managed with the **Mount Wizard** from the **RestorePoint Console**.

When you link a backup source, RestorePoint simply sets up a link to the backup content database. The operation is can be managed with the **Link Wizard** from the **RestorePoint Console**.

For detailed steps to mount or link a backup source, see the following topics:

- [SQL Server Backup \(BAK\) File](#)
- [SQL Server Data and Log \(MDF/LDF\) File](#)
- [SharePoint Full Farm Backup](#)

For detailed steps to link a backup source, see the following topic:

- [Link to Content Database](#)

For steps to review the mounted or linked backup content, see the following topic:

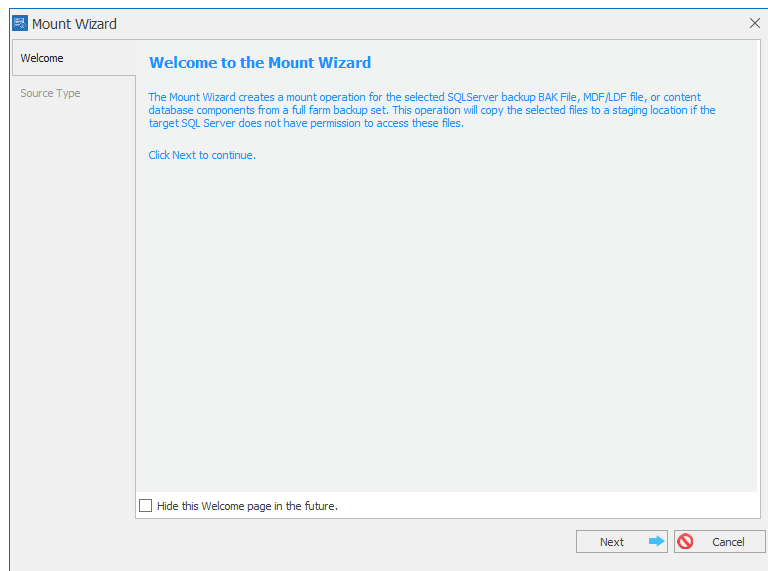
- [Reviewing Mounted Backup Content](#)

Mounting a SQL Server Backup (BAK) File

The SQL Server Backup (BAK) File option mounts databases from SQL server .BAK files. This option includes full, differential, and transaction log backups. You can mount several .BAK files of the same content database.

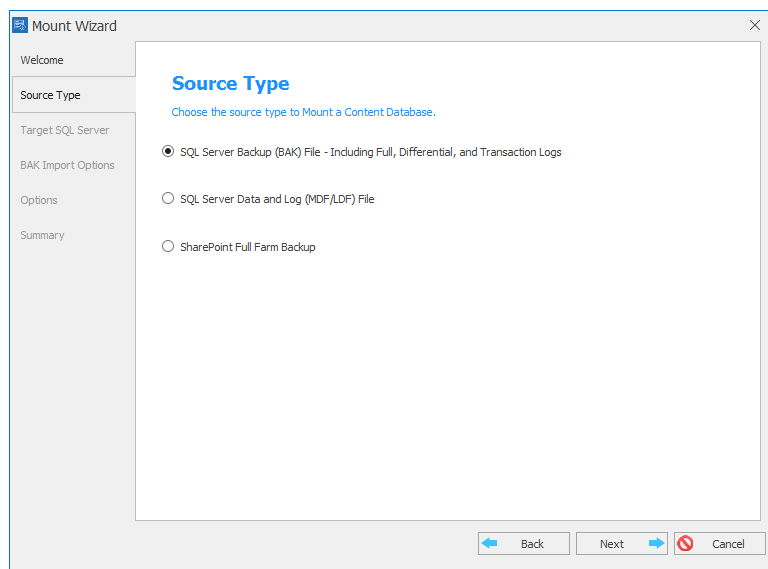
Steps to mount a SQL Server Backup File

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. Select a farm to restore from the SharePoint farms pane.
4. From the ribbon, click the **Mount Database Backup** icon. The **Mount Wizard** opens.



[Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page.

5. Click **Next**. The **Source Type** selection page appears.



Select the option **SQL Server Backup (BAK) File**. **NOTE:** The subsequent steps to mount a backup source changes according to the selection of the **Source Type**.

- Click **Next**. The **Target SQL Server** page appears.

In the **SQL Server** field, enter the name of a machine that hosts the SharePoint SQL Server database that will be used to mount the BAK file, or click **Browse** to locate and select the server.

NOTE: In the Authentication section, keep the default selection as **Use RestorePoint Service User Account** if the target database uses the Windows Authentication mode, otherwise select **Use SQL Server Login** if the target database is configured to use Mixed Mode Authentication.

- Click **Next**. The **BAK Import Options** page appears. You can choose from the following options to locate the backup file.

- **Search for backup by Name, Date, Backup Type, and SQL Server** - use this option to search for backup sets that were generated by SQL Server using various search criteria.

- **Browse Directly to Backup Files** - use this option to locate the backup files from the Windows folders using the UNC path to search through network shares.

8. Click **Next**. Depending on your selection either one of the following pages appears.

- You selected **Search for backup by Name, Date, Backup Type, and SQL Server**

Search SQL Backup

Search SQL Backup from Farm Servers

Search Parameters for Full, Differential, and Transaction Log Backups

Backup Set Name:

Start Date: End Date:

Backup Set Type: ☒ Full ☒ Differential ☒ Transaction Log

SQL Server:

Search Result:

! Select only the latest full, differential, or transaction log backup. Metalogix RestorePoint will automatically find all associated backups in the media family and perform the mount operation based on the selected backup.

Name	Time	Database
WSS_Content	6/9/2017 5:42:57 PM	WSS_Content
WSS_Content-Full Database Backup	6/16/2017 12:29:30 PM	WSS_Content
WSS_Content-Full Database Backup	6/16/2017 12:48:00 PM	WSS_Content
WSS_Content	6/20/2017 12:50:54 PM	WSS_Content
Full Backup of WSS_Content	6/20/2017 6:21:27 PM	WSS_Content
Full Backup of WSS_Content	6/28/2017 1:45:05 PM	WSS_Content

Back Next Cancel

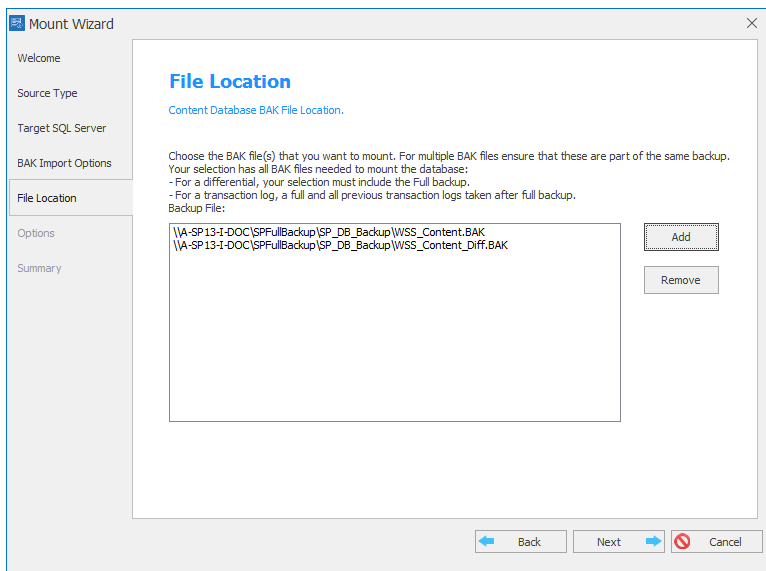
a. Specify a search criteria using the optional parameters described in the table below

Parameter	Description
Backup Set Name	Enter the name of a backup set
Start Date	The beginning of the date range when the backup file was generated.
End Date	The end of the date range when the backup file was generated.
Backup Set Type	The type of contents in the backup set. Select one or more of the following type: <ol style="list-style-type: none"> 1. Full 2. Differential 3. Transaction Log
SQL Server	Select the name of the SQL Server that was used to generate the backup sets or select ALL to search through the SQL Servers in a network.

b. Click **Search**. The list of backups appear in the list below the search criteria.

- c. Select the row that represents the backup source you want to use. If you select a backup set that represents a differential backup, the corresponding full backup set will also be included.

- You selected **Browse Directly to Backup Files**



- a. Click **Add**. The Windows file **Open** dialog appears.
 - b. Select the network share where the BAK files are located. For example, if the BAK files are in a folder called '\\A-SP13-I-DOC\SPFullBackup\SPBackup02\spbr0000', select the closest parent folder of **spbr0000** which is '\\A-SP13-I-DOC\SPFullBackup\SPBackup02'.
 - c. Click **Open** to add the files and close the Windows dialog.
 - d. [Optional] You can click **Add** or **Remove** to manage the selection in the list box.
 - e. Select the content you want to use.
9. Click **Next**. The **Options** page appears. This page helps you better identify and manage your backup source in the **RestorePoint Console** if you are working with multiple content database backups. For example there could be several backup sources with the same file name. Enter the following information:

Options
Specify the following options for the mount

Content Database Mount Name:

Content Database Mount Description:

SQL Data Files Location:

SQL Backup Sets Password:

Media Password:

Back Next Cancel

- a. **Content Database Mount Name** - enter a name that can uniquely identify the content database.
- b. **Content Database Mount Description** - enter a description.
- c. **SQL Data Files Location** - The location where the data files will be stored before mounting. The default value is DEFAULT SQL DATA/LOGS PATH which indicates the default location of the data and log files configured for the SQL Server

The backup file or file set may be encrypted. If encryption has been used to secure the content of the backup file or the backup file itself, you must enter the passwords as required, to unlock the files.

- d. **Password** - Password used to encrypt the contents of the BAK file.
- e. **Media Password** - password used to encrypt the BAK file.

10. Click **Next**. The **Backup Set** confirmation dialog appears. Click **Yes** to confirm your selection and proceed.

11. Click **Next**. The **Summary** page appears. Verify the information.

Summary
Review the summary of actions that will complete when executing this content database mount.

Metalogix RestorePoint is ready to begin your content database mount.
Shown below is a summary of the settings that will be used to perform your content database mount. After confirming this information is correct, click "Mount" to begin.

Name: SP13 BAK with DIFF
Description: BAK files of content database including DIFF
SQL Server: A-SP13-I-DOC.DOMA.LOCAL
Farm Connection: A-SP13-I-DOC(SharePoint 2013)
Operation Type: Mount SQL BAK File
Service Account: DOMA\spadmin
Content Database Name: WSS_Content
Mounted Database Name: ML_TEMP_DB_WSS_Content_20171206_144936
Files: \\A-SP13-I-DOC\SPFullBackup\SP_DB_Backup\WSS_Content.BAK

Back Mount Cancel

12. Click **Mount** to complete the operation. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised.

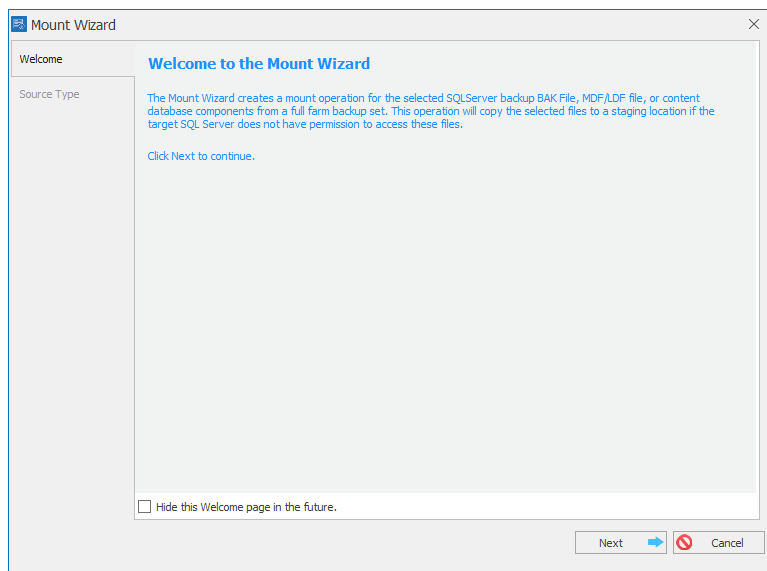
NOTE: When the wizard closes, the mount operation begins. The operation appears as an item in the **Operations List** in the **RestorePoint Console**. You can verify its progress in the list. When the progress indicator displays 100%, the mount operation has completed successfully and the contents of the farm backup are displayed in the pane below the list.

Mounting SQL Server Data and Log Files

The SQL Server Data and Log Files option allows you to mount content databases from data (MDF or NDF) and log (LDF) files.

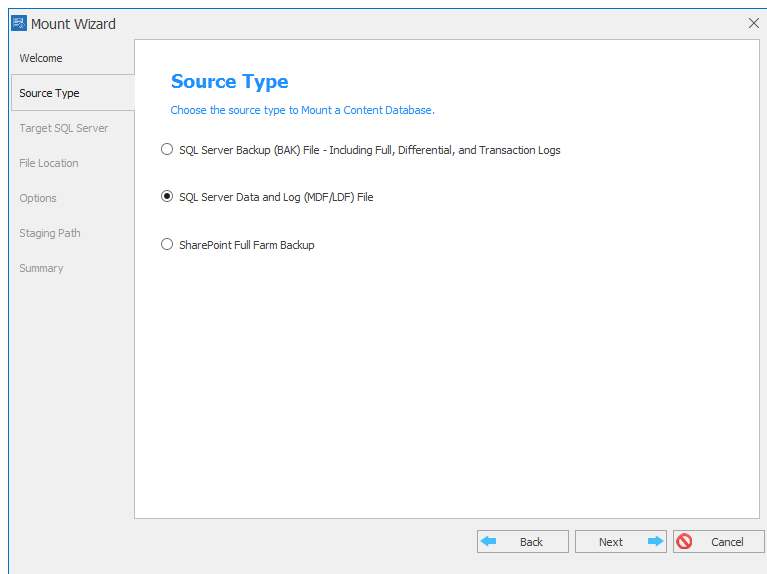
Steps to mount a backup from SQL Server Data and Log Files

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. Select a farm to restore from the SharePoint farms pane.
4. From the ribbon, click the **Mount Database Backup** icon. The **Mount Wizard** opens.



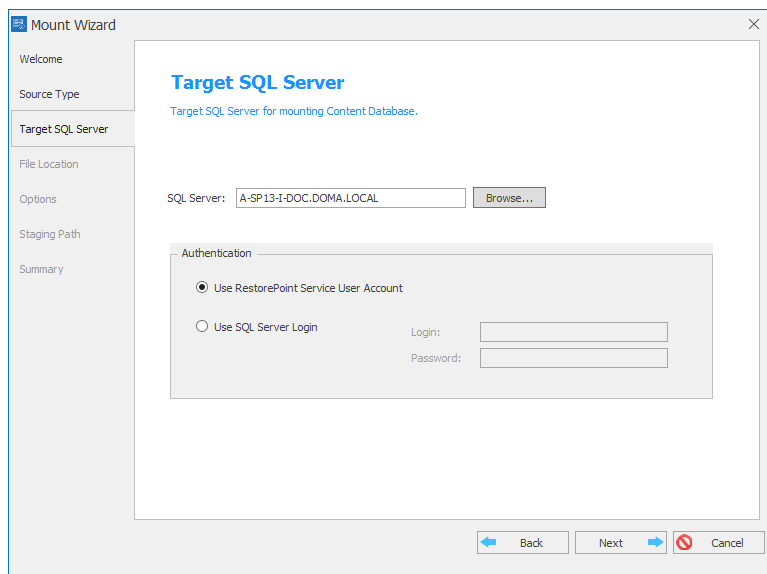
[Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page.

5. Click **Next**. The **Source Type** selection page appears.



Select the option **SQL Server Data and Log files**. **NOTE:** The subsequent steps to mount a backup source changes according to the selection of the **Source Type**.

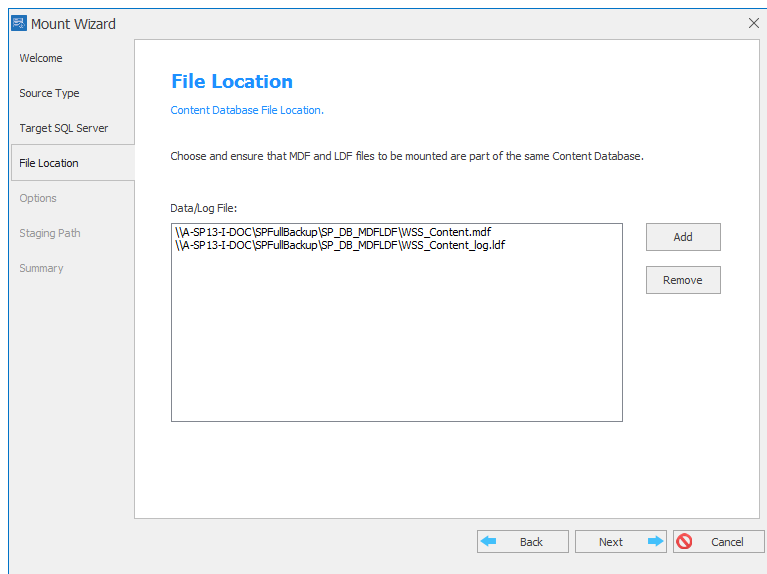
6. Click **Next**. The **Target SQL Server** page appears.



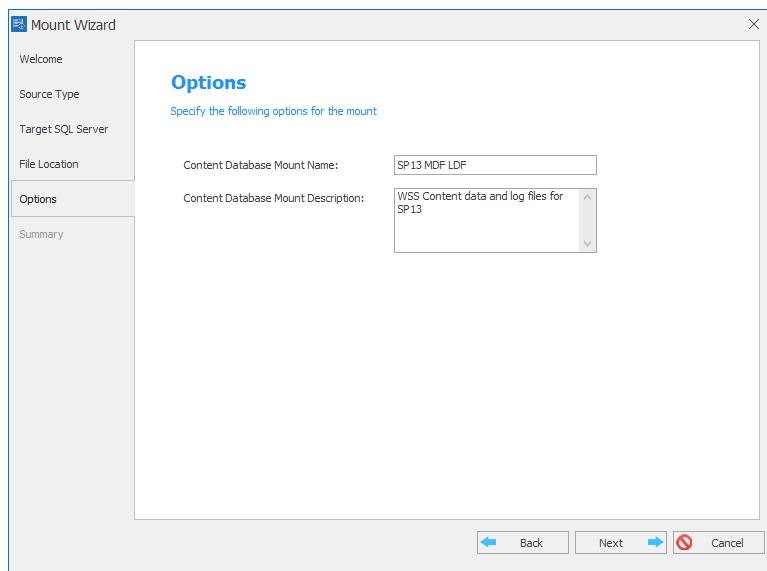
In the **SQL Server** field, enter the name of a machine that hosts the SharePoint SQL Server database that will be used to mount the MDF/LDF files, or click **Browse** to locate and select the server.

NOTE: In the Authentication section, Keep the default selection as **Use RestorePoint Service User Account** if the target database uses the Windows Authentication mode, otherwise select **Use SQL Server Login** if the target database is configured to use Mixed Mode Authentication.

7. Click **Next**. The **DATA/LOG File Location** dialog page appears.



- a. Click **Add**. The Windows file **Open** dialog appears.
 - b. Locate the network share where the MDF, NDF and LOG files are located and select the files.
 - c. Click **Open** to add the files and close the Windows dialog.
 - d. [Optional] You can click **Add** or **Remove** to manage the selection in the list box.
8. Click **Next**. The **Options** page appears. This page helps you better identify and manage your backup source in the **RestorePoint Console** if you are working with multiple content database backups. For example there could be several backup sets that all contain the default content database called **WSS_Content**. Enter the following information:

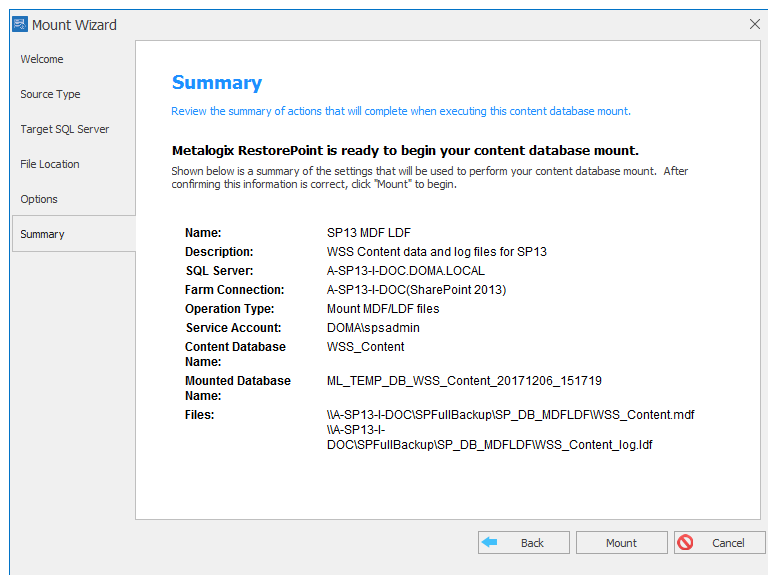


- a. **Content Database Mount Name** - enter a name that can uniquely identify the content database.
- b. **Content Database Mount Description** - enter a description.

NOTE: Notice that the **Staging Path** step disappeared. If the backup media is at a network location that does not have the necessary file access permissions, the **RestorePoint Service** will copy the backup files to the staging location so that the database service can access them locally during the mount operation. In such a scenario, the **Staging Path** step is necessary to indicate where the files must be copied.

In this case, the MDF and LDF files have the necessary file permissions so it was not necessary to copy them over to the local machine and a **Staging Path** step was not deemed necessary. The wizard has all the information and the permissions to mount a temporary backup database using the files provided. For more information, see the topic [About Staging Locations](#).

9. Click **Next**. The **Summary** page appears. Verify the information.



10. Click **Mount** to complete the operation. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised.

NOTE: When the wizard closes, the mount operation begins. The operation appears as an item in the **Operations List** in the **RestorePoint Console**. You can verify its progress in the list. When the progress indicator displays 100%, the mount operation has completed successfully and the contents of the farm backup are displayed in the pane below the list.

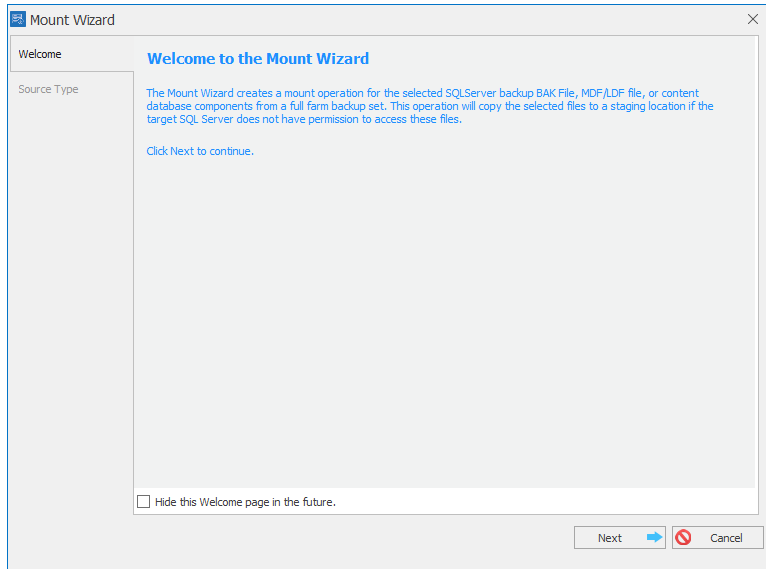
Mounting a SharePoint Full Farm Backup

The SharePoint Full Farm Backup option allows you to mount backups generated by SharePoint from Central Administration or PowerShell (Backup-SPFarm). These backups usually contain multiple .BAK files so you must select the folder that contains all the backup files.

Steps to mount a SharePoint Full Farm Backup

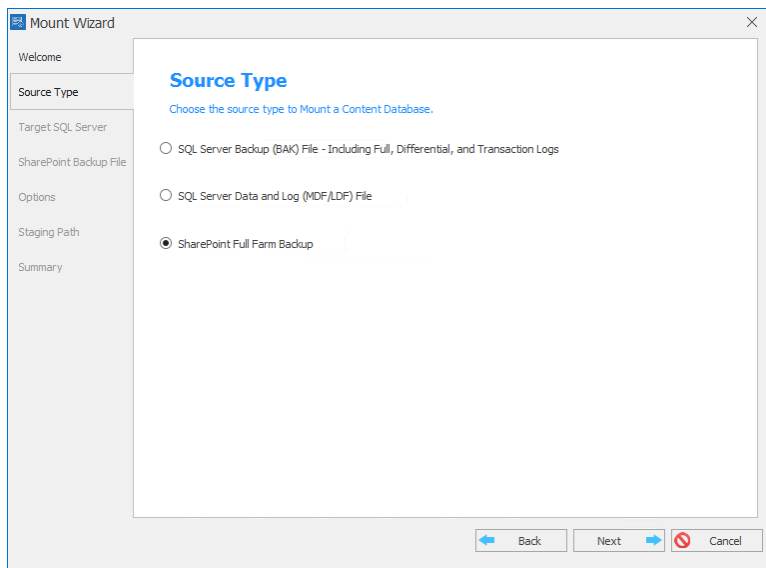
1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. Select a farm to restore from the SharePoint farms pane.

4. From the ribbon, click the **Mount Database Backup** icon. The **Mount Wizard** opens.



[Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page.

5. Click **Next**. The **Source Type** selection page appears.
6. Select the option **SharePoint Full Farm Backup**. **NOTE:** The subsequent steps to mount a backup source changes according to the selection of the **Source Type**.



7. Click **Next**. The **Target SQL Server** page appears.

Mount Wizard

Welcome

Source Type

Target SQL Server

SharePoint Backup File

Options

Staging Path

Target Farm

Summary

Target SQL Server

Target SQL Server for mounting Content Database.

SQL Server: A-SP13-I-DOC.DOMA.LOCAL Browse...

Authentication

☒ Use RestorePoint Service User Account

☐ Use SQL Server Login

Login:

Password:

Back Next Cancel

In the **SQL Server** field, enter the name of a machine that hosts the SharePoint SQL Server content database that should be restored, or click **Browse** to locate and select the server.

NOTE: In the Authentication section, Keep the default selection as **Use RestorePoint Service User Account** if the target database uses the Windows Authentication mode, otherwise select **Use SQL Server Login** if the target database is configured to use Mixed Mode Authentication.

8. Click **Next**. The **SharePoint Backup File Location** dialog page appears.

Mount Wizard

Welcome

Source Type

Target SQL Server

SharePoint Backup File Location

SharePoint Content Database Backup File Location.

—Enter a UNC, and select your content databases:

Backup Directory Location: \\A-SP13-I-DOC\SPFullBackup\SPBackup01 Browse...

SharePoint Backup Sets: SharePoint Backup Started at: 6/9/2017 5:42:49 PM

Content Databases: WSS_Content

Back Next Cancel

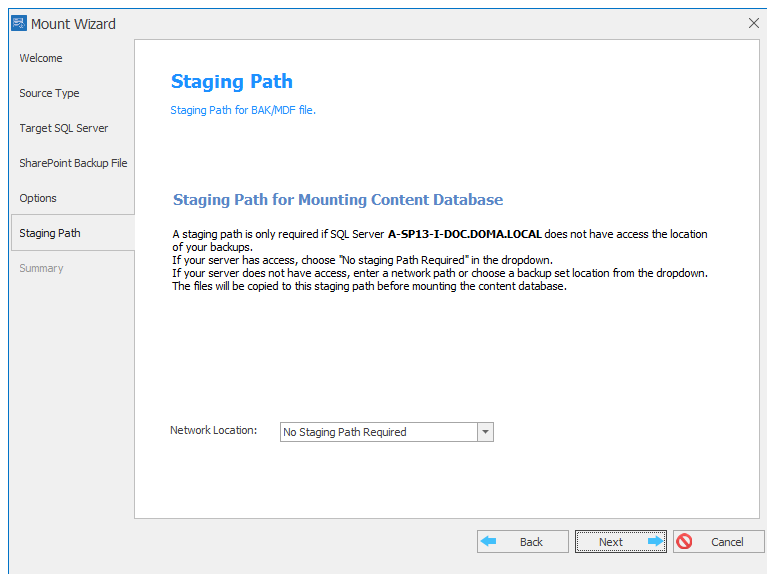
Enter the information as indicated in the table below:

Property	Description
Backup Directory Location	Click Browse and select the network share where the BAK files are located. For example, if the BAK files are in a folder

	called \\A-SP13-I-DOC\SPFullBackup\SPBackup01, the full UNC path must be entered.
SharePoint Backup Sets	From the drop-down, select the backup set which you want to mount. If there is only one backup set, the wizard will choose the set that contains the content database.
Content Databases	If your SharePoint backup contains more than one content database, select the database that you want to use as the source of the object that will be restored. One content database must be selected to proceed with the wizard.

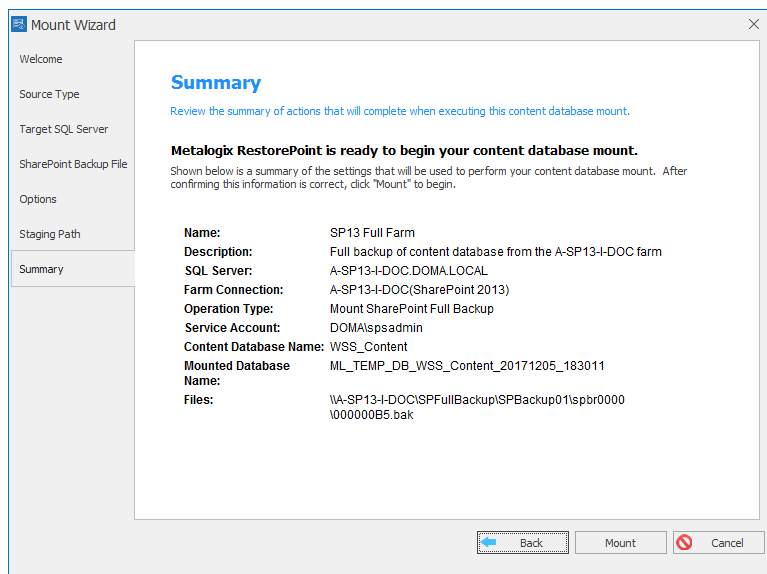
9. Select the content database and click **Next**. The **Options** page appears. This page helps you better identify and manage your backup source in the **RestorePoint Console** if you are working with multiple content database backups. For example there could be several backup sets that all contain the default content database called WSS_Content. Enter the following information:

- a. **Content Database Mount Name** - enter a name that can uniquely identify the content database.
 - b. **Content Database Mount Description** - enter a description.
10. Click **Next**. The **Staging Path** page appears.



Select a valid UNC staging path name or **No Staging Path Required**. For more information see [About Staging Locations](#).

11. Click **Next**. The **Summary** page appears. Verify the information.



12. Click **Mount** to complete the operation. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised.

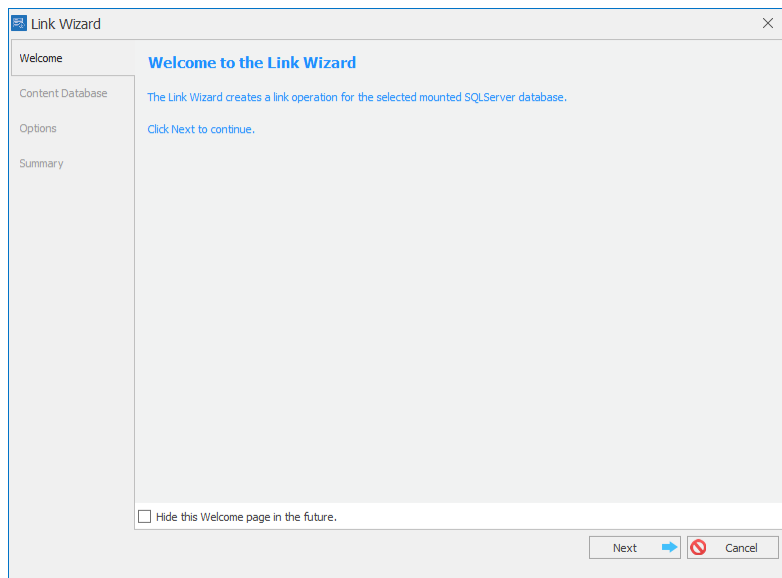
NOTE: When the wizard closes, the mount operation begins. The operation appears as an item in the **Operations List** in the **RestorePoint Console**. You can verify its progress in the list. When the progress indicator displays 100%, the mount operation has completed successfully and the contents of the farm backup are displayed in the pane below the list.

Linking to a SQL Server Content Database

The SQL Server Content Database option allows you to link directly to an existing SQL database that is already mounted.

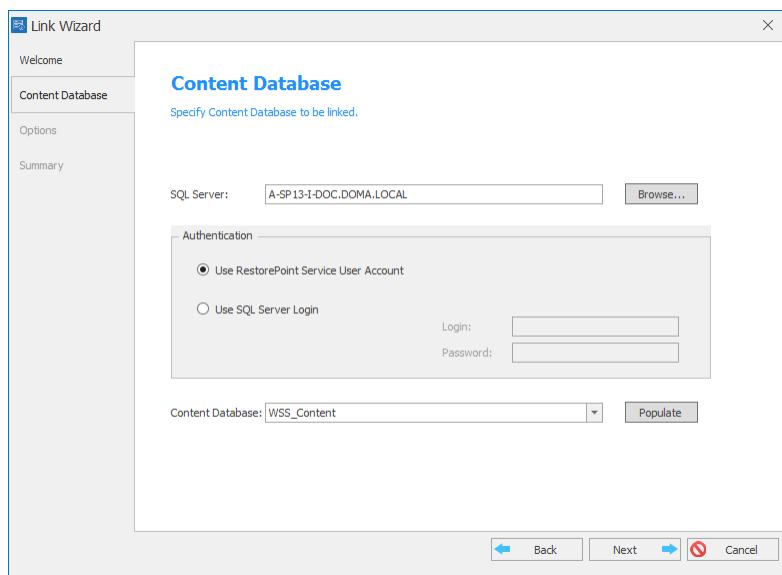
Steps to link a SQL Server Content Database

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. Select a farm to restore from the SharePoint farms pane.
4. From the ribbon, click the **Link Content Database** icon. The **Link Wizard** opens.



[Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page.

5. Click **Next**. The **Content Database** page appears.



- a. In the **SQL Server** field, enter the name of a machine that hosts the SharePoint SQL Server content database that should be restored, or click **Browse** to locate and select the server.

NOTE: In the Authentication section, Keep the default selection as **Use RestorePoint Service User Account** if the target database uses the Windows Authentication mode, otherwise select **Use SQL Server Login** if the target database is configured to use Mixed Mode Authentication.

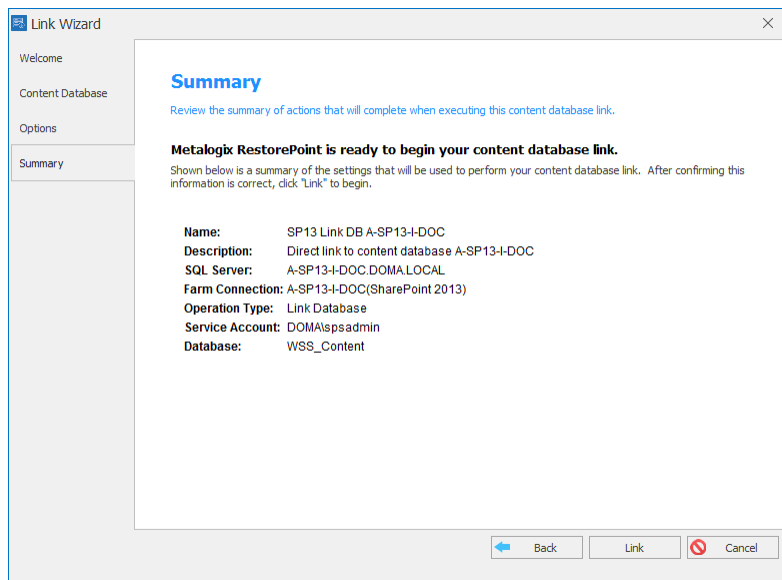
- b. Click **Populate** to auto-fill the Content database drop-down, and select the database which you want to use as the backup source.
6. Click **Next**. The **Options** page appears. This page helps you better identify and manage your backup source in the **RestorePoint Console** if you are working with multiple content database backups. For example there could be several backup sets that all contain the default content database called **WSS_Content**. Enter the following information:

The screenshot shows the 'Link Wizard' window with the 'Options' tab selected. The 'Options' tab contains the following information:

- Content Database Link Name:** SP13 Link DB A-SP13-I-DOC
- Content Database Link Description:** Direct link to content database A-SP13-I-DOC

At the bottom of the window, there are three buttons: 'Back', 'Next', and 'Cancel'.

- a. **Content Database Link Name** - enter a name that can uniquely identify the content database.
 - b. **Content Database Link Description** - enter a description.
7. Click **Next**. The **Summary** page appears. Verify the information.



8. Click **Link** to complete the operation. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised.

NOTE: When the wizard closes, the mount operation begins. The operation appears as an item in the **Operations List** in the **RestorePoint Console**. You can verify its progress in the list. When the progress indicator displays 100%, the mount operation has completed successfully and the contents of the farm backup are displayed in the pane below the list.

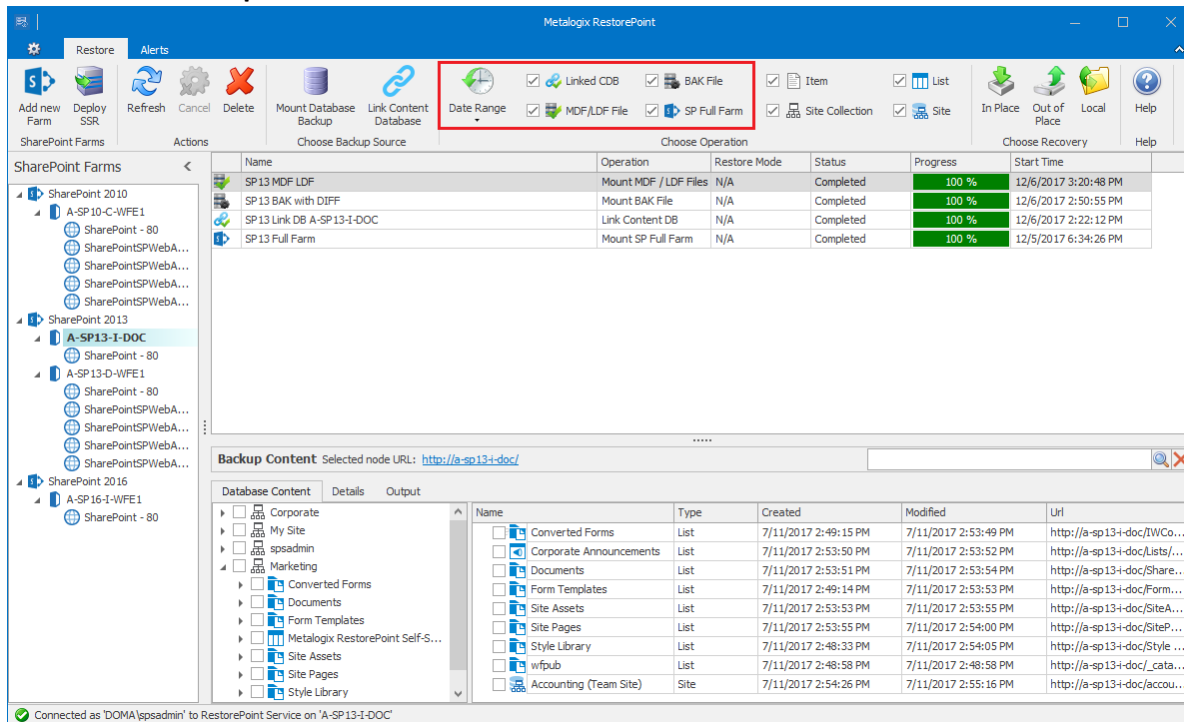
Reviewing Mounted Backup Content

When a mount or link operation completes, the mounted backup source appears in the **Operations List**. You can verify the status of the operation in the list. When the **Progress** indicator displays 100%, the mount operation has completed successfully and the contents of the farm backup are displayed in the **Backup Content** pane below the list.

Steps to set the ribbon filters to view mounted or linked backup sources in the Operations List

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.

4. From the **Choose Operation** section of the ribbon set a filter as follows:



• Specify a Date Range

- Click the **Date Range** icon. The **Date Range** pop up appears.
- Select a date range from the **Range** drop-down. If you choose **Custom**, you must specify the **From** data and **To** date that specifies the range of dates when the backup was mounted or linked.
- Click **Apply** to set the date range.

• Indicate the type of backup to display

Select the check boxes for one or more of the following backup source types:

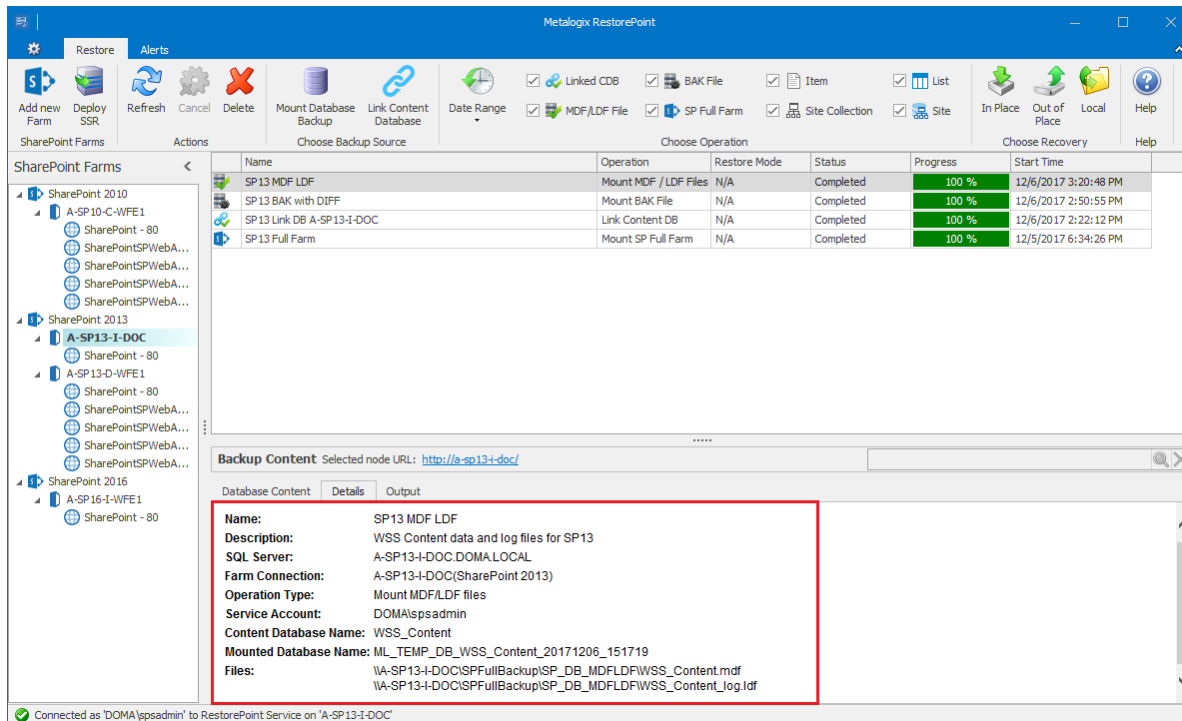
- **Linked CDB** - the content database that was linked.
- **BAK File** - the SQL Server Backup Set or a backup file that was used to mount a backup
- **MDF/LDF File** - the data and log files used by SQL Server for the content database of a SharePoint farm.
- **SP Full Farm** - the set of files that represents the backup of a full SharePoint farm.

Steps to view the contents of a mounted or linked backup source

- From the list of mounted backup sources in the **Operations List**, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the **Backup Content** pane below.
- Select the **Database Content** tab.
- The object hierarchy from the selected backup source is displayed.

Steps to view the details of a mounted or linked backup source

1. From the list of mounted backup sources in the **Operations List**, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the **Backup Content** pane below.
2. Select the **Details** tab.



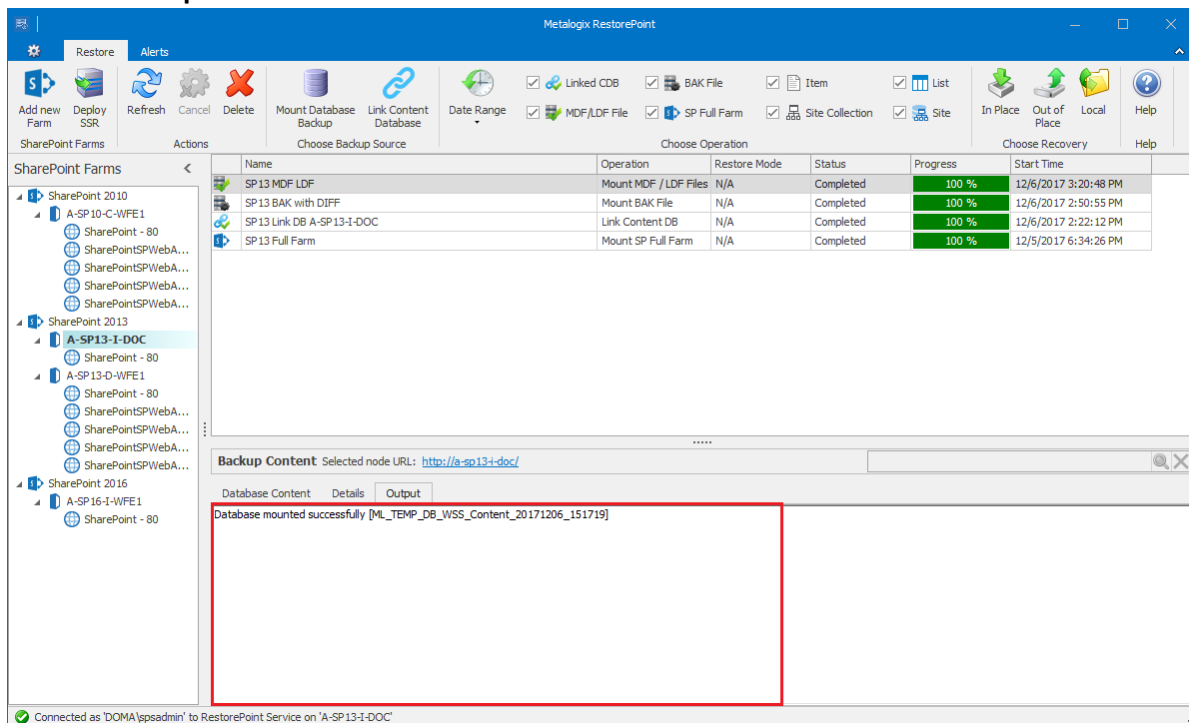
3. The information about the backup source is described in the table below:

Property	Description
Name	The name of the backup source that you provided in the Mount Wizard .
Description	The description of the backup source that you provided in the Mount Wizard .
Server	The name of the SQL Server machine where the backup database is created.
Service Account	The user name of the person who has permissions to run the RestorePoint Service .
Database	The name of the temporary database that is created by RestorePoint from the backup source files.

Files	The name and location of the backup files that were used to mount the backup.
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Steps to view the system messages for a mount or link operation

1. From the list of mounted backup source sin the **Operations List**, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the **Backup Content** pane below.
2. Select the **Output** tab.



3. System messages that are generated are displayed here. If the mount or link operation was not entirely successful, the reasons for failure will appear here.

Restoring SharePoint objects

RestorePoint lets you restore complete site collections and Web sites that were created by Microsoft SharePoint Server backup processes or SQL Server database backup tasks. The backup media could contain either a full farm backup or a backup of the content database. RestorePoint allows you to restore:

- List items and documents
- Folders
- Lists and Libraries
- Sites or Sub-sites
- Site Collections

You can choose whether to restore the backed-up objects in place of the existing objects or in a new SharePoint location. You can also restore to a local copy on your computer.

Considerations

Granular objects can only be restored to the same version of Microsoft SharePoint from which the granular backup was initially created. If a full farm backup is provided, RestorePoint will look only for granular objects in the full farm backup.

When you restore a SharePoint object, the parent of the target object must exist. For example, if you perform an in-place restore of Web Site B and Web Site B is a descendent of Web Site A in the backup set, then Web Site A must exist in the target location. If you perform an out-of-place restore of Web Site B, you must select a parent web site that exists at the target location.

When you restore a SharePoint object, RestorePoint does not modify the parent of the target object. As a result, RestorePoint cannot restore some SharePoint objects, like workflows, links, and custom column names, that require changes to the target parent.

When you restore a custom list, RestorePoint may not restore the changes to the default column names. If the custom column names do not exist in the target parent SharePoint object, RestorePoint cannot restore these changes.

When you restore a document or list item, RestorePoint does not restore any workflows that are associated with that document. If you restore a site that contains lists or libraries with workflows that are set to start automatically, the workflow is restored but is set to start manually. If the document or list item includes an associated Web Part, RestorePoint does not restore the Web Part.

When you restore only a list, and you have configured custom content types or inherited content types, RestorePoint may not restore the content types and workflow associations for the list. RestorePoint restores what it can based on whether the content types exist in the target parent.

If you restore in-place list items that were deleted, RestorePoint creates new list items. If you perform another in-place restore operation that includes those list items, RestorePoint may create duplicate objects because the internal identifiers for the list items do not match the originally backed-up objects.

Restoring Binary Large Objects (BLOBs)

In SharePoint, a large majority of file data is stored as binary data streams known as BLOBs (binary large objects). Users can store BLOBs in a remote or external location to avoid using unnecessary space in the content database. Some versions of SQL Server provide Remote BLOB storage (RBS) as an API set that facilitates this remote and external storage. You can also use an External BLOB storage (EBS) medium that runs parallel to your content database like **Metalogix StoragePoint**, the external BLOB storage solution that integrates seamlessly with RestorePoint. Contact your Metalogix Technical Support for more information about **Metalogix StoragePoint**.

Types of Restore Operations

You can choose from three different methods to restore SharePoint objects from your backup media. The **Restore Type** option in the RestorePoint console allows you to choose a restore operation.

Operation	Description
In-place	RestorePoint will add the missing objects to the original destination. If the Overwrite Data option in the restore wizard is selected, RestorePoint will overwrite content on your farm with the content selected from the restore section of the wizard. This option is not available if the backup source database is linked to the same target SharePoint content database that you are attempting to restore.
Out-of-place	<p>RestorePoint restores the backed-up objects to a different location in the SharePoint farm by creating new SharePoint objects in the farm. The new location must be a valid SharePoint structure for the objects. For example, you cannot restore a list within another list.</p> <p>The out-of-place restore option lets you copy and move SharePoint objects and their child objects.</p> <p>If an object that you restore has the same name and type as an object that already exists, RestorePoint prompts you to overwrite the existing object or skip it. RestorePoint never automatically overwrites objects during an out-of-place restore. No object with the same name can exist at the same place in the hierarchy. For example, if you back up List-1 under Web Site A, you cannot restore List-1 under an out-of-place Web Site B if Web Site B already has a list called List-1.</p> <p>If an object that you restore has the same name as an object that already exists at the target location, but is a different object type, RestorePoint does not restore the object.</p> <p>The restored objects have all of the applicable permissions that were defined when the objects were backed-up.</p>

Local	<p>This option lets users with appropriate authorization to perform local restores to their computer. RestorePoint creates a hierarchy of folders for each object or list in a location accessible to the computer that hosts the RestorePoint Console, then copies the backed-up SharePoint list items, files and sub- folders to that location. Each restored file or folder inherits the permissions of the local folder.</p> <p>You can use this option to quickly retrieve a local copy of a backed-up file.</p>
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Permissions Required for Restore Operations

RestorePoint uses the permissions of the logged in user on the computer where the **RestorePoint Console** is installed. When you restore a site collection, Web Site, or SharePoint item, RestorePoint takes into account both the current permissions of the user and the permissions the user had when the backup was created. The user must have one of the following permissions assigned:

Site Collection Administrator - Users with the Site Collection Administrator role can restore SharePoint items to any site or site collection where they are the administrator.

SharePoint Farm Administrator - A SharePoint Farm Administrator can restore SharePoint items to any site or site collection in a SharePoint farm, including MySites for all users.

Web Application Policy - Full Control - A user who has full control as a result of a Web application policy can restore SharePoint items to any site or site collection in a Web application where they are granted full control.

NOTE: The user must have appropriate permissions assigned both when the backup was created, and in the present. In the present, the permission applies to the site collection that is the target for the restore. If a user did not have sufficient permissions when the objects were backed-up, RestorePoint displays the site collections and Web Sites in the backup set as disabled.



Searching for a Backed-up SharePoint object

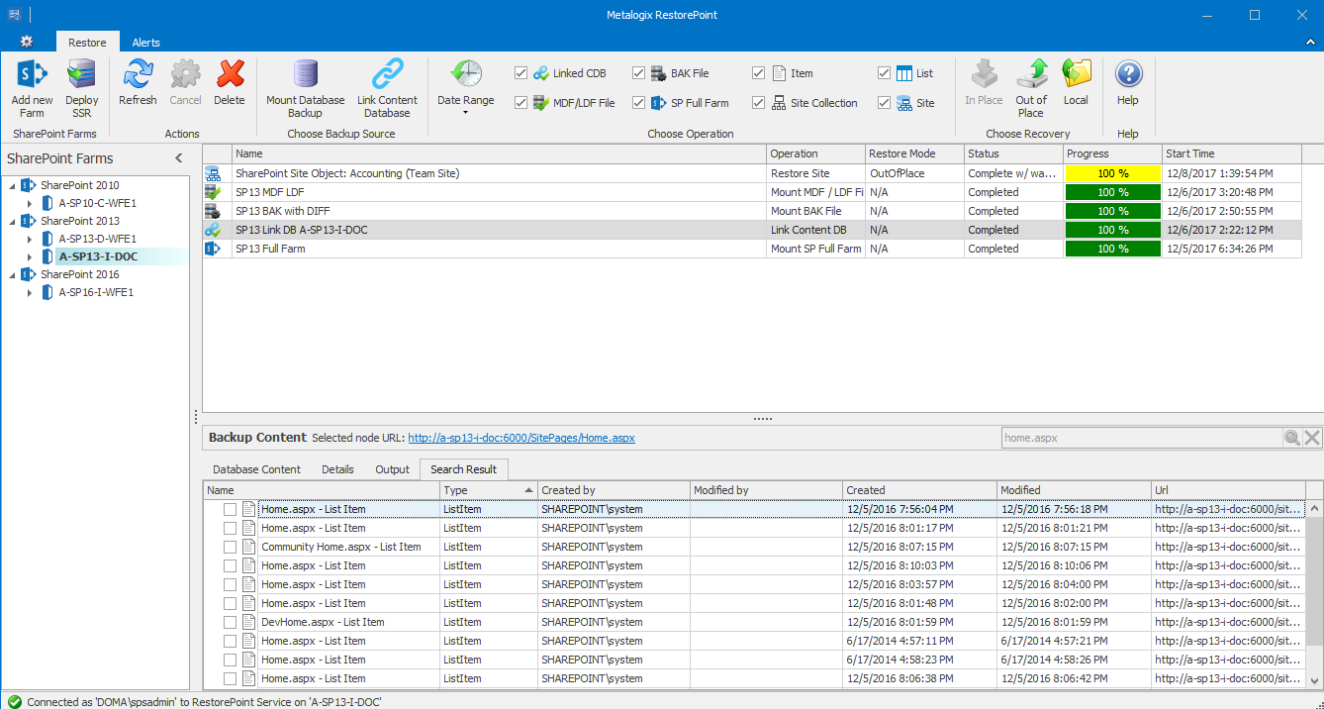
The **RestorePoint Console** includes a text-based search engine to help you to locate objects by name in mounted or linked content databases. You can search for the following types of objects by name:

- Files
- Folders
- Libraries
- Lists
- List items

Steps to search for a SharePoint object in a backup source

1. Open the **RestorePoint Console**.

2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the **Database Content** tab in the pane below.
5. In the **Search** field, enter your search criteria, and click the  icon to search for the object. Otherwise click the  icon to cancel the search.
6. The results of the search appear in the **Search Results** tab as shown below.
7. To start another search, click the **Database Content** tab again and enter another search criteria.



The screenshot shows the Metalogix RestorePoint console. The top ribbon includes tabs for 'Restore' and 'Alerts'. The 'Restore' tab is active, showing a 'SharePoint Farms' pane on the left with a tree view of farms. The main area displays a table of backup sources with columns: Name, Operation, Restore Mode, Status, Progress, and Start Time. The 'Backup Content' pane is open, showing a search result for 'home.aspx' under the 'Database Content' tab. The search results table includes columns: Name, Type, Created by, Modified by, Created, Modified, and Url.

Name	Type	Created by	Modified by	Created	Modified	Url
Home.aspx - List Item	ListItem	SHAREPOINT\system		12/5/2016 7:56:04 PM	12/5/2016 7:56:18 PM	http://a-sp134-doc:6000/st...
Home.aspx - List Item	ListItem	SHAREPOINT\system		12/5/2016 8:01:17 PM	12/5/2016 8:01:21 PM	http://a-sp134-doc:6000/st...
Community Home.aspx - List Item	ListItem	SHAREPOINT\system		12/5/2016 8:07:15 PM	12/5/2016 8:07:15 PM	http://a-sp134-doc:6000/st...
Home.aspx - List Item	ListItem	SHAREPOINT\system		12/5/2016 8:10:03 PM	12/5/2016 8:10:06 PM	http://a-sp134-doc:6000/st...
Home.aspx - List Item	ListItem	SHAREPOINT\system		12/5/2016 8:03:57 PM	12/5/2016 8:04:00 PM	http://a-sp134-doc:6000/st...
Home.aspx - List Item	ListItem	SHAREPOINT\system		12/5/2016 8:01:48 PM	12/5/2016 8:02:00 PM	http://a-sp134-doc:6000/st...
DevHome.aspx - List Item	ListItem	SHAREPOINT\system		12/5/2016 8:01:59 PM	12/5/2016 8:01:59 PM	http://a-sp134-doc:6000/st...
Home.aspx - List Item	ListItem	SHAREPOINT\system		6/17/2014 4:57:11 PM	6/17/2014 4:57:21 PM	http://a-sp134-doc:6000/st...
Home.aspx - List Item	ListItem	SHAREPOINT\system		6/17/2014 4:58:23 PM	6/17/2014 4:58:26 PM	http://a-sp134-doc:6000/st...
Home.aspx - List Item	ListItem	SHAREPOINT\system		12/5/2016 8:06:38 PM	12/5/2016 8:06:42 PM	http://a-sp134-doc:6000/st...

NOTE: When you specify a search term, a wild card character (*) is implied before and after the search term, and the search term is case insensitive.

Previewing the SharePoint objects to restore

The **Backup Content** pane in the **RestorePoint Console** lets you preview the objects that you selected.

Steps to preview an object

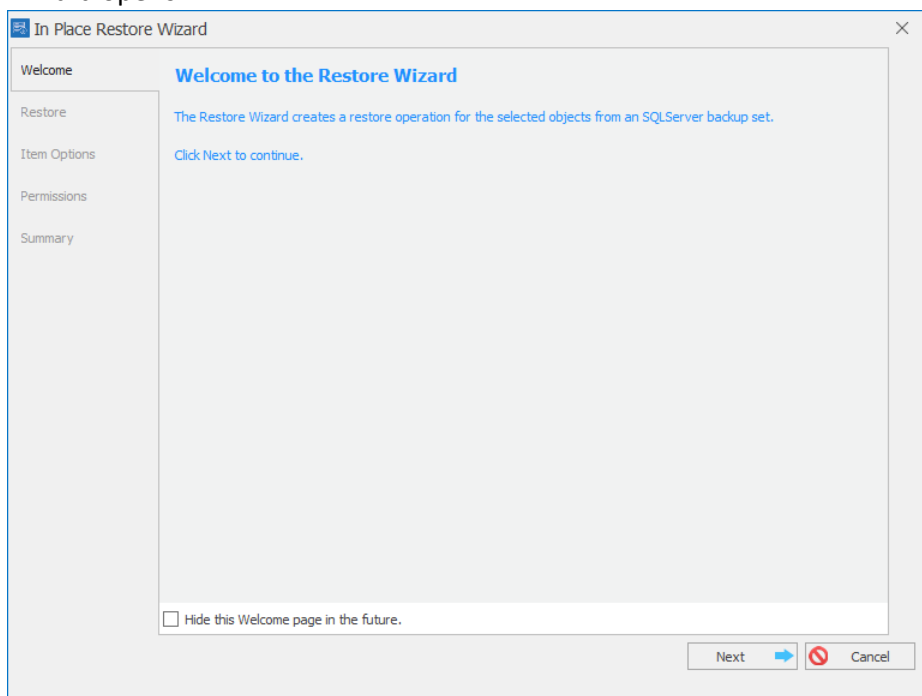
1. From the Restore panel, select the object from the component hierarchy in the left pane.
2. If the object has granular items, select the item from the right-hand pane.
3. From the ribbon in the **Backup Content** pane, click the URL displayed in the **Selected Node URL**.
4. The object details are displayed in your default browser.

NOTE: To preview a document, a program that can open the document must be installed on the computer that hosts the Management Console.

Restoring List items and documents

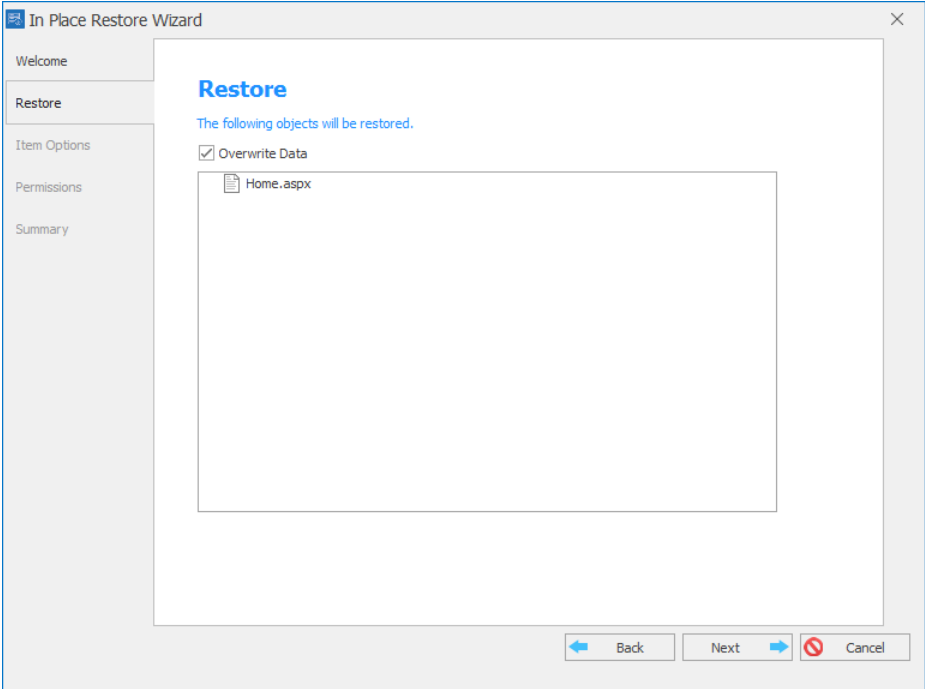
Steps to restore List Items and Documents: IN-PLACE

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
5. Select the **Database Content** tab.
6. From the object hierarchy, select the list or library to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.
7. From the in the **Choose Recovery** section in the ribbon, click the **In-Place** icon. The **In-Place Restore Wizard** opens.

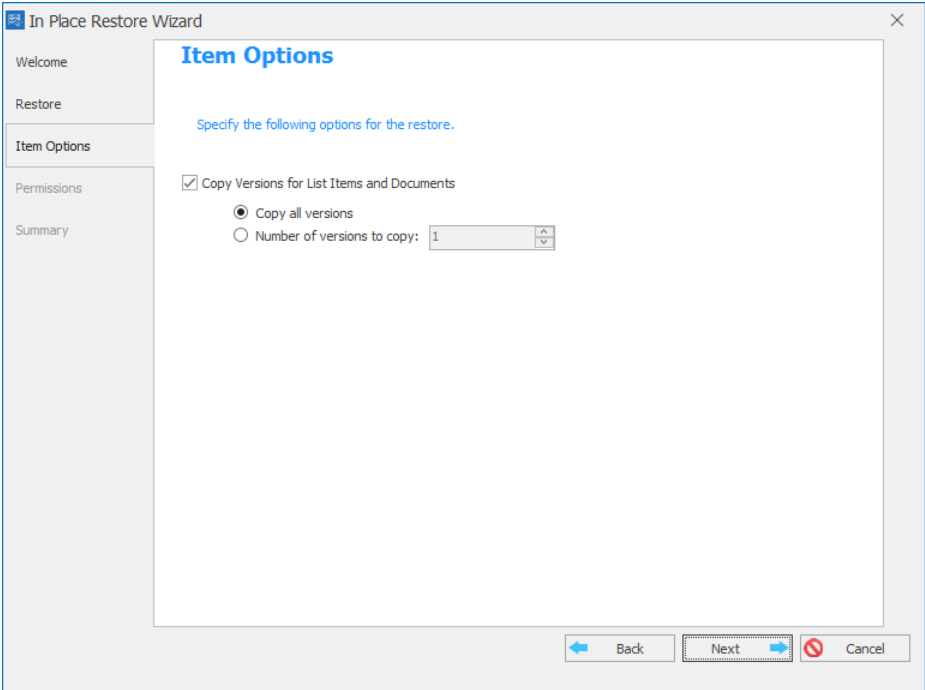


8. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page
9. Click **Next**. The **Restore** page appears and the list item or document to be restored is displayed along with other constituent list items or documents. This is for your information only. The check box **Overwrite Data** is checked by default. All list items or documents will be overwritten. If you clear the

Overwrite Data check box, objects that are present in the target farm will not be restored.



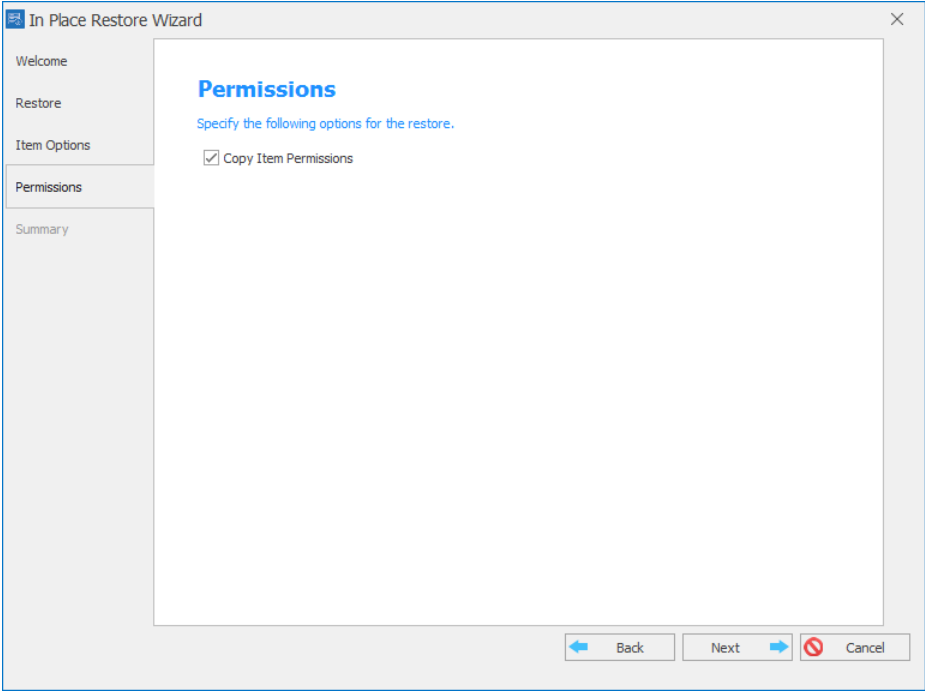
10. Click **Next**. The **Item Options** page appears. The options on this page are as described in the table below:



Option	Description
Copy Versions for List Items and Documents	Indicates whether or not version information should be restored. By default, the check box is checked. Clear the check box to prevent version information from being restored. If the check box is checked, you can select from two options:

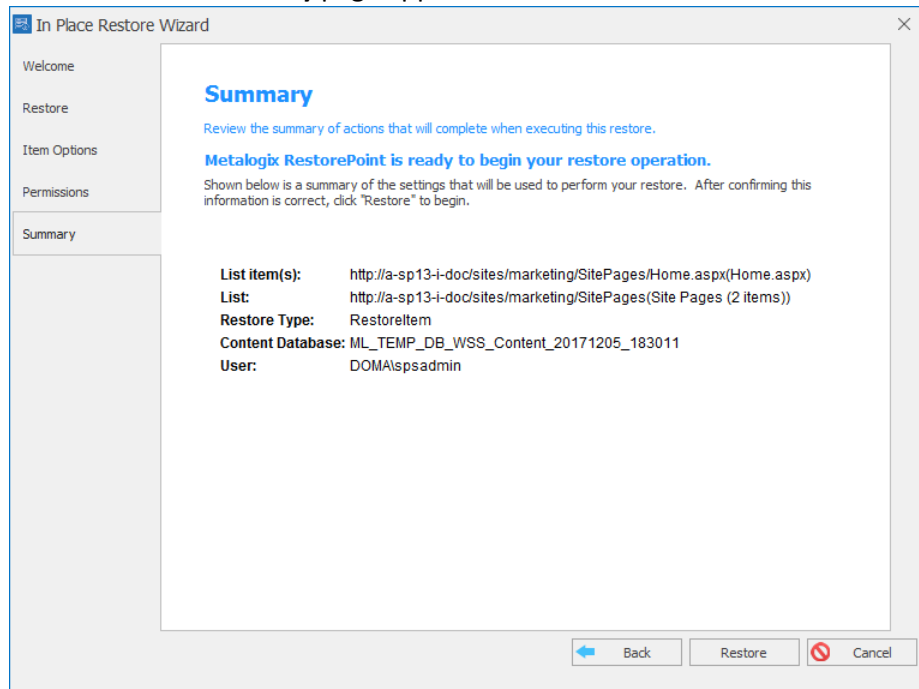
	<ul style="list-style-type: none">• Copy all versions - selecting this option restores all previous versions of the list item.• Number of versions to copy - selecting this option allows you to specify the number of previous versions to restore starting from the most recent version.
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11. Click **Next**. The **Permissions** page appears. The options on this page are as described in the table below:

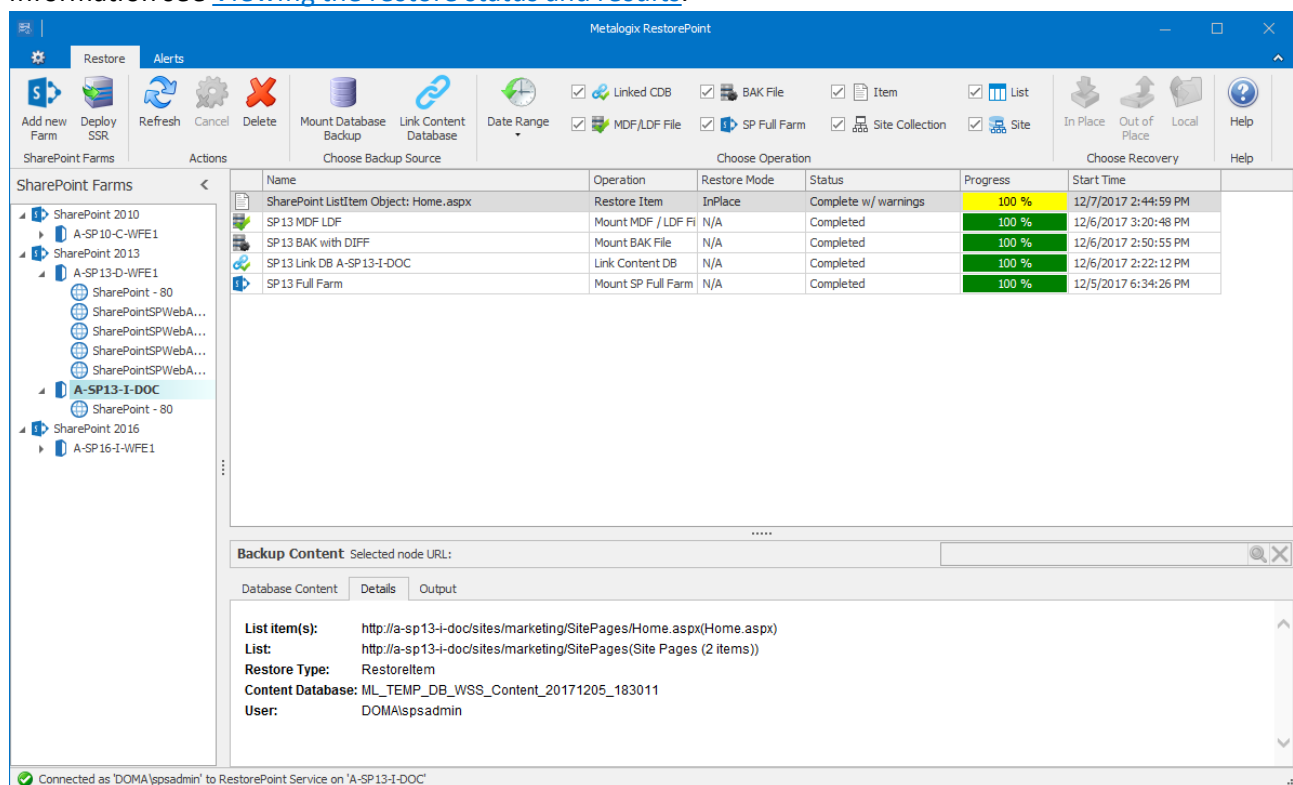


Option	Description
Copy Item Permissions	Indicates whether or not list or library item permissions should be restored. By default, the check box is checked. Clear the check box to prevent list or library item permissions from being restored.

12. Click **Next**. The **Summary** page appears.



13. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised. The result of the restore operations appears in the Operations List if the appropriate filter check boxes are selected. For more information see [Viewing the restore status and results](#).



Steps to restore List Items and Documents: OUT-OF-PLACE

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
5. Select the **Database Content** tab.
6. From the object hierarchy, select the list or library to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.
7. From the in the **Choose Recovery** section in the ribbon, click the **Out-of-Place** icon. The **Out-of-Place Restore Wizard** opens.
8. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page.
9. Click **Next**. The **Restore** page appears and the list item or document to be restored is displayed along with other constituent list items or documents. This is for your information only.
10. The check box **Overwrite Data** is checked by default. All list items or documents will be overwritten. If you clear the **Overwrite Data** check box, objects that are present in the target farm will not be restored.
11. Click **Next**. The **Target Location** page appears. Expand and select the location where the list item or document should be restored.
12. Click **Next**. The **Item Options** page appears. The options on this page are as described in the table below:

Option	Description
Copy Versions for List Items and Documents	<p>Indicates whether or not version information should be restored. By default, the check box is checked. Clear the check box to prevent version information from being restored. If the check box is checked, you can select from two options:</p> <ul style="list-style-type: none">• Copy all versions - selecting this option restores all previous versions of the list item.• Number of versions to copy - selecting this option allows you to specify the number of previous versions to restore starting from the most recent version.

13. Click **Next**. The **Permissions** page appears. The options on this page are as described in the table below:

Option	Description
Copy Item Permissions	Indicates whether or not list or library item permissions should be restored. By default, the check box is checked. Clear the check box to prevent list or library

	item permissions from being restored.
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14. Click **Next**. The **Summary** page appears.
15. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised. The result of the restore operations appears in the Operations List if the appropriate filter check boxes are selected. For more information see [Viewing the restore status and results](#).

Steps to restore List Items and Documents: LOCAL

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
5. Select the **Database Content** tab.
6. From the object hierarchy, select the site collection to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.
7. From the in the **Choose Recovery** section in the ribbon, click the **Local** icon. The **Local Restore Wizard** opens.
8. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page.
9. Click **Next**. The **Restore** page appears and the site collection to be restored is displayed.
10. Click **Next**. The **Target Location** page appears.
11. In the **Target Folder** field, manually enter the full path to a local folder where the site collection and object contained in the site collection will be restored. You can click **Browse** to help you locate the folder.

NOTE: The folder must be created on the same computer that hosts the **RestorePoint Console**, and should have write permissions. Each restored object inherits the permissions of the local folder.
12. Click **Next**. The **Summary** page appears.
13. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised. The result of the restore operations appears in the Operations List if the appropriate filter check boxes are selected. For more information see [Viewing the restore status and results](#).

Restoring Folders

Steps to restore Folders: IN-PLACE

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
5. Select the **Database Content** tab.
6. From the object hierarchy, select the list or library to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.
7. Verify that the farm to be restored has been added to the **RestorePoint Console**.
8. From the in the **Choose Recovery** section in the ribbon, click the **In-Place** icon. The **In-Place Restore Wizard** opens.
9. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page
10. Click **Next**. The **Restore** page appears and the site collection to be restored is displayed.
11. The check box **Overwrite Data** is checked by default. All list items or documents will be overwritten. If you clear the **Overwrite Data** check box, objects that are present in the target farm will not be restored.
12. Click **Next**. The **Folder Options** page appears. The options on this page are as described in the table below:

Option	Description
Copy Folder Items and Documents	Indicates whether or not folder items and documents should be restored. By default, the check box is checked. Clear the check box to prevent folder items and documents information from being restored.
Copy Versions for Folder Items and Documents	<p>Indicates whether or not version information should be restored. By default, the check box is checked. Clear the check box to prevent version information from being restored. If the check box is checked, you can select from two options:</p> <ul style="list-style-type: none"> • Copy all versions - selecting this option restores all previous versions of the folder items and documents. • Number of versions to copy - selecting this option allows you to specify the number of previous versions to restore starting from the most recent version.

13. Click **Next**. The **Permissions** page appears. The options on this page are as described in the table below:

Option	Description
Copy Item Permissions	Indicates whether or not list or library item permissions should be restored. By default, the check box is checked. Clear the check box to prevent list or library item permissions from being restored.
Copy Folder Permissions	Indicates whether or not folder and sub-folder permissions should be restored. By default, the check box is checked. Clear the check box to prevent folder and sub-folder permissions from being restored.

14. Click **Next**. The **Summary** page appears.

15. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised. The result of the restore operations appears in the Operations List if the appropriate filter check boxes are selected. For more information see [Viewing the restore status and results](#).

Steps to restore Folders: OUT-OF-PLACE

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
5. Select the **Database Content** tab.
6. From the object hierarchy, select the site or web site to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.
7. Verify that the farm to be restored has been added to the **RestorePoint Console**.
8. From the in the **Choose Recovery** section in the ribbon, click the **Out-of-Place** icon. The **Out-of-Place Restore Wizard** opens.
9. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page
10. Click **Next**. The **Restore** page appears and the site to be restored is displayed.
11. The check box **Overwrite Data** is checked by default. All objects and items contained in the site collection will be overwritten. If you clear the **Overwrite Data** check box, objects that are present in the target farm will not be restored.
12. Click **Next**. The **Target Location** page appears. Expand and select the folder should be restored.
13. Click **Next**. The **Folder Options** page appears. The options on this page are as described in the table below:

Option	Description
--------	-------------

Copy List Items and Documents	Indicates whether or not List Items and Documents should be restored. By default, the check box is checked. Clear the check box to prevent List Items and Documents from being restored.
Copy Versions for List Items and Documents	Indicates whether or not the version for List Items and Documents should be restored. Select from one of two options: <ul style="list-style-type: none"> • Copy All Versions - all versions of the contents of the folder will be restored. • Number of versions to copy - Specify how many previous versions including the current version to restore.

14. Click **Next**. The **Permissions** page appears. The options on this page are as described in the table below:

Option	Description
Copy Item Permissions	Indicates whether or not list or library item permissions should be restored. By default, the check box is checked. Clear the check box to prevent list or library item permissions from being restored.
Copy Folder Permissions	Indicates whether or not folder and sub-folder permissions should be restored. By default, the check box is checked. Clear the check box to prevent folder and sub-folder permissions from being restored.

15. Click **Next**. The **Summary** page appears.

16. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised. The result of the restore operations appears in the Operations List if the appropriate filter check boxes are selected. For more information see [Viewing the restore status and results](#).

Steps to restore Folders: LOCAL

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
5. Select the **Database Content** tab.
6. From the object hierarchy, select the site collection to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.
7. From the in the **Choose Recovery** section in the ribbon, click the **Local** icon. The **Local Restore Wizard** opens.
8. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page

9. Click **Next**. The **Restore** page appears and the site collection to be restored is displayed.
10. Click **Next**. The **Target Location** page appears.
11. In the **Target Folder** field, manually enter the full path to a local folder where the site collection and object contained in the site collection will be restored. You can click **Browse** to help you locate the folder.

NOTE: The folder must be created on the same computer that hosts the **RestorePoint Console**, and should have write permissions. Each restored object inherits the permissions of the local folder.
12. Click **Next**. The **Summary** page appears.
13. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised. The result of the restore operations appears in the Operations List if the appropriate filter check boxes are selected. For more information see [Viewing the restore status and results](#).

Restoring Lists and Libraries

Steps to restore Lists and Libraries: IN-PLACE

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
5. Select the **Database Content** tab.
6. From the object hierarchy, select the list or library to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.
7. From the in the **Choose Recovery** section in the ribbon, click the **In-Place** icon. The **In-Place Restore Wizard** opens.
8. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page
9. Click **Next**. The **Restore** page appears and the site collection to be restored is displayed.
10. The check box **Overwrite Data** is checked by default. All objects and items contained in the site collection will be overwritten. If you Clear the **Overwrite Data** check box, objects that are present in the target farm will not be restored.
11. Click **Next**. The **List Options** page appears. The options on this page are as described in the table below:

Option	Description
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Copy List Items and Documents	Indicates whether or not List Items and Documents should be restored. By default, the check box is checked. Clear the check box to prevent List Items and Documents from being restored.
Copy Versions for List Items and Documents	Indicates whether or not the version for List Items and Documents should be restored. By default, the check box is checked. Clear the check box to prevent older versions from being restored.

12. Click **Next**. The **Permissions** page appears. The options on this page are as described in the table below:

Option	Description
Copy Item Permissions	Indicates whether or not list or library item permissions should be restored. By default, the check box is checked. Clear the check box to prevent list or library item permissions from being restored.
Copy Folder Permissions	Indicates whether or not folder and sub-folder permissions should be restored. By default, the check box is checked. Clear the check box to prevent folder and sub-folder permissions from being restored.
Copy List Permissions	Indicates whether or not the version for list permissions should be restored. By default, the check box is checked. Clear the check box to prevent list permissions from being restored.

13. Click **Next**. The **Summary** page appears.

14. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised. The result of the restore operations appears in the Operations List if the appropriate filter check boxes are selected. For more information see [Viewing the restore status and results](#).

Steps to restore Lists and Libraries: OUT-OF-PLACE

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
5. Select the **Database Content** tab.
6. From the object hierarchy, select the site or web site to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.
7. From the in the **Choose Recovery** section in the ribbon, click the **Out-of-Place** icon. The **Out-of-Place Restore Wizard** opens.

8. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page
9. Click **Next**. The **Restore** page appears and the site to be restored is displayed.
10. The check box **Overwrite Data** is checked by default. All objects and items contained in the site collection will be overwritten. If you Clear the **Overwrite Data** check box, objects that are present in the target farm will not be restored.
11. Click **Next**. The **Target Location** page appears. Expand and select the site where the list or library should be restored.
12. Click **Next**. The **List Options** page appears. The options on this page are as described in the table below:

Option	Description
Rename List	Indicates whether or not the list should be renamed. By default, the check box is unchecked. If the check box is checked, you must provide a name for the list in the text box that appears.
Copy List Items and Documents	Indicates whether or not List Items and Documents should be restored. By default, the check box is checked. Clear the check box to prevent List Items and Documents from being restored.
Copy Versions for List Items and Documents	Indicates whether or not the version for List Items and Documents should be restored. By default, the check box is checked. Clear the check box to prevent older versions from being restored.

13. Click **Next**. The **Permissions** page appears. The options on this page are as described in the table below:

Option	Description
Copy Item Permissions	Indicates whether or not list or library item permissions should be restored. By default, the check box is checked. Clear the check box to prevent list or library item permissions from being restored.
Copy Folder Permissions	Indicates whether or not folder and sub-folder permissions should be restored. By default, the check box is checked. Clear the check box to prevent folder and sub-folder permissions from being restored.
Copy List Permissions	Indicates whether or not the version for list permissions should be restored. By default, the check box is checked. Clear the check box to prevent list permissions from being restored.

14. Click **Next**. The **Summary** page appears.
15. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised. The result of the restore

operations appears in the Operations List if the appropriate filter check boxes are selected. For more information see [Viewing the restore status and results](#).

Steps to restore Lists and Libraries: LOCAL

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
5. Select the **Database Content** tab.
6. From the object hierarchy, select the site collection to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.
7. From the in the **Choose Recovery** section in the ribbon, click the **Local** icon. The **Local Restore Wizard** opens.
8. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page.
9. Click **Next**. The **Restore** page appears and the site collection to be restored is displayed.
10. Click **Next**. The **Target Location** page appears.
11. In the **Target Folder** field, manually enter the full path to a local folder where the site collection and object contained in the site collection will be restored. You can click **Browse** to help you locate the folder.

NOTE: The folder must be created on the same computer that hosts the **RestorePoint Console**, and should have write permissions. Each restored object inherits the permissions of the local folder.
12. Click **Next**. The **Summary** page appears.
13. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised. The result of the restore operations appears in the Operations List if the appropriate filter check boxes are selected. For more information see [Viewing the restore status and results](#).

Restoring Sites or Web Sites

Steps to restore Sites or Web Sites: IN-PLACE

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
5. Select the **Database Content** tab.
6. From the object hierarchy, select the site or web site to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.
7. From the in the **Choose Recovery** section in the ribbon, click the **In-Place** icon. The **In-Place Restore Wizard** opens.
8. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page
9. Click **Next**. The **Restore** page appears and the site to be restored is displayed.
10. The check box **Overwrite Data** is checked by default. All objects and items contained in the site collection will be overwritten. If you Clear the **Overwrite Data** check box, objects that are present in the target farm will not be restored.
11. Click **Next**. The **Site Options** page appears. The option on this page is as described in the table below:

Option	Description
Copy Child Sites Recursively	Indicates whether or not sub-sites should be restored. By default, the check box is checked. Clear the check box to prevent sub-sites from being restored.

12. Click **Next**. The **List Options** page appears. The options on this page are as described in the table below:

Option	Description
Copy List Items and Documents	Indicates whether or not List Items and Documents should be restored. By default, the check box is checked. Clear the check box to prevent List Items and Documents from being restored.
Copy Versions for List Items and Documents	Indicates whether or not the version for List Items and Documents should be restored. By default, the check box is checked. Clear the check box to prevent older versions from being restored.

Preserve List Workflow Associations	Indicates whether or not List Workflow associations should be restored. By default, the check box is checked. Clear the check box to prevent list workflow associations from being restored.
Preserve items managed metadata	Indicates whether or not the managed metadata attributes of List Items should be preserved. By default, the check box is unchecked. Check the check box to restore the managed metadata from the backup source.

13. Click **Next**. The **Permissions** page appears. The options on this page are as described in the table below:

Option	Description
Copy Item Permissions	Indicates whether or not list or library item permissions should be restored. By default, the check box is checked. Clear the check box to prevent list or library item permissions from being restored.
Copy Folder Permissions	Indicates whether or not folder and sub-folder permissions should be restored. By default, the check box is checked. Clear the check box to prevent folder and sub-folder permissions from being restored.
Copy List Permissions	Indicates whether or not the version for list permissions should be restored. By default, the check box is checked. Clear the check box to prevent list permissions from being restored.

14. Click **Next**. The **Summary** page appears.

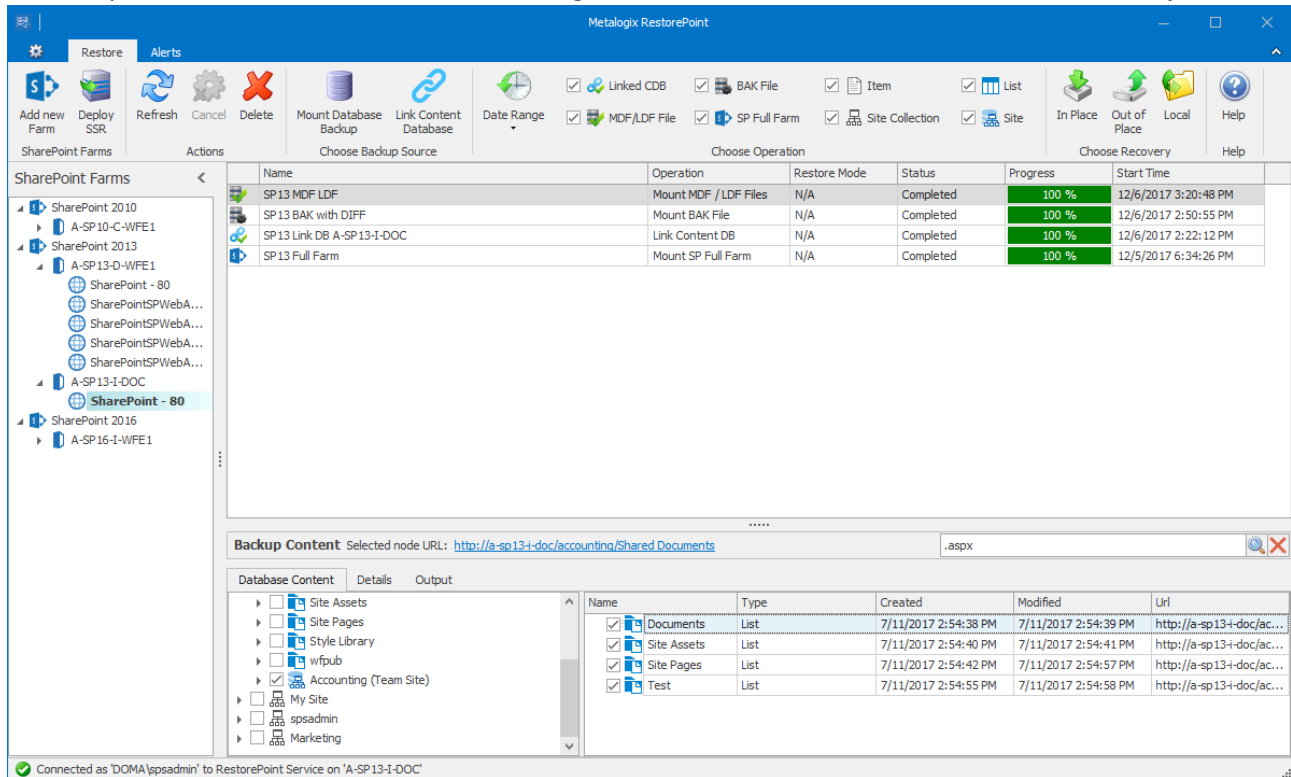
15. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised.

Steps to restore Sites or Web Sites: OUT-OF-PLACE

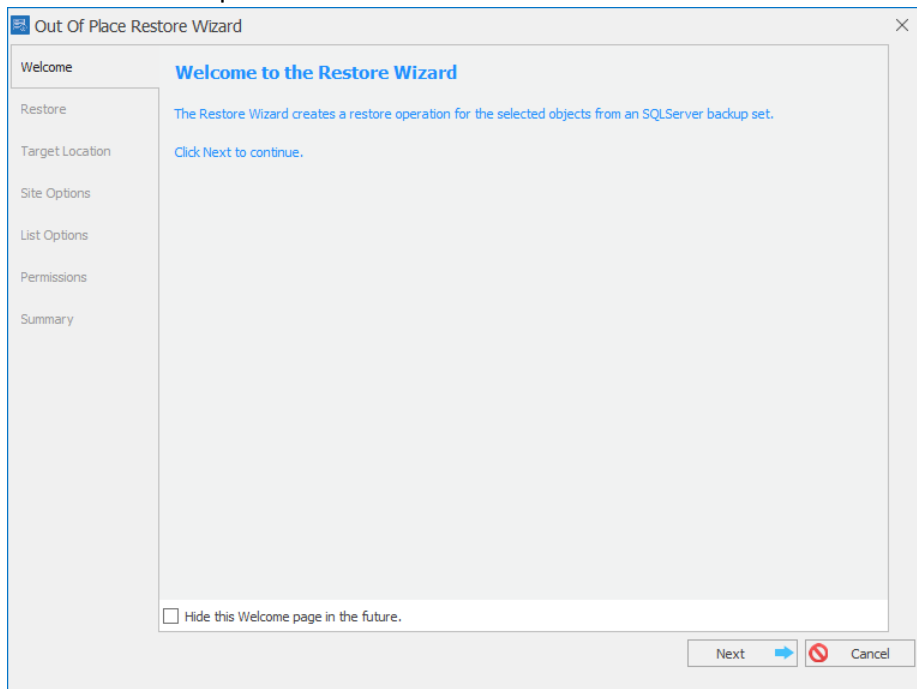
In the steps described here the backup of the SharePoint farm **A-SP13-I-DOC**, named **SP13 MDF LDF**, is being used to restore a site named **Accounting (Team Site)**, to an out-of-place location called **My Site** (which is a site collection) in the *same* SharePoint farm. You could choose another backup source, and an out-of-place location in any SharePoint farm that has the same SharePoint version as the backup.

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
5. Select the **Database Content** tab.

6. From the object hierarchy, select the site or web site to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.

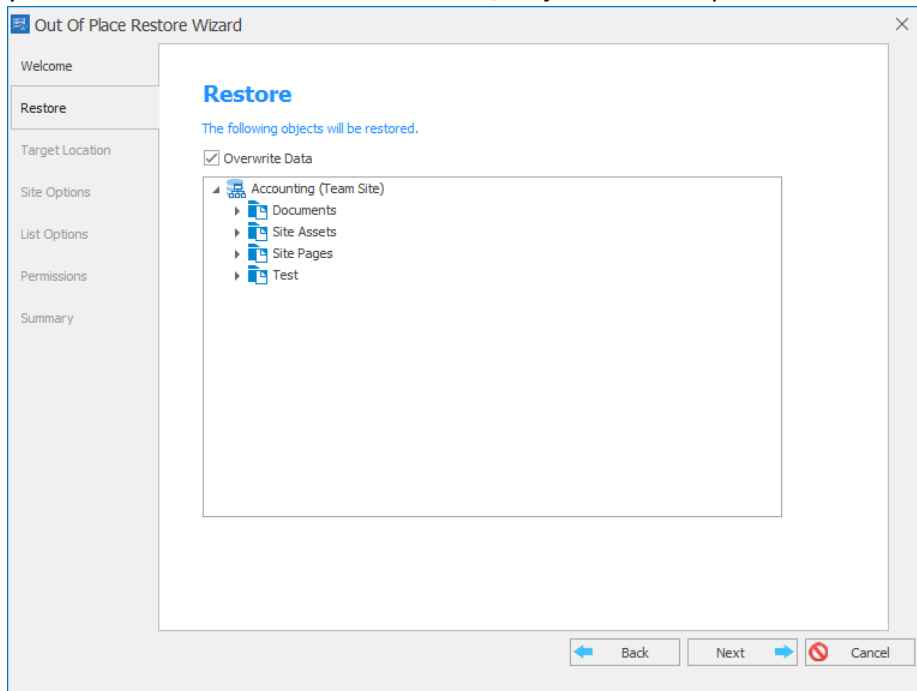


7. From the in the **Choose Recovery** section in the ribbon, click the **Out-of-Place** icon. The **Out-of-Place Restore Wizard** opens.

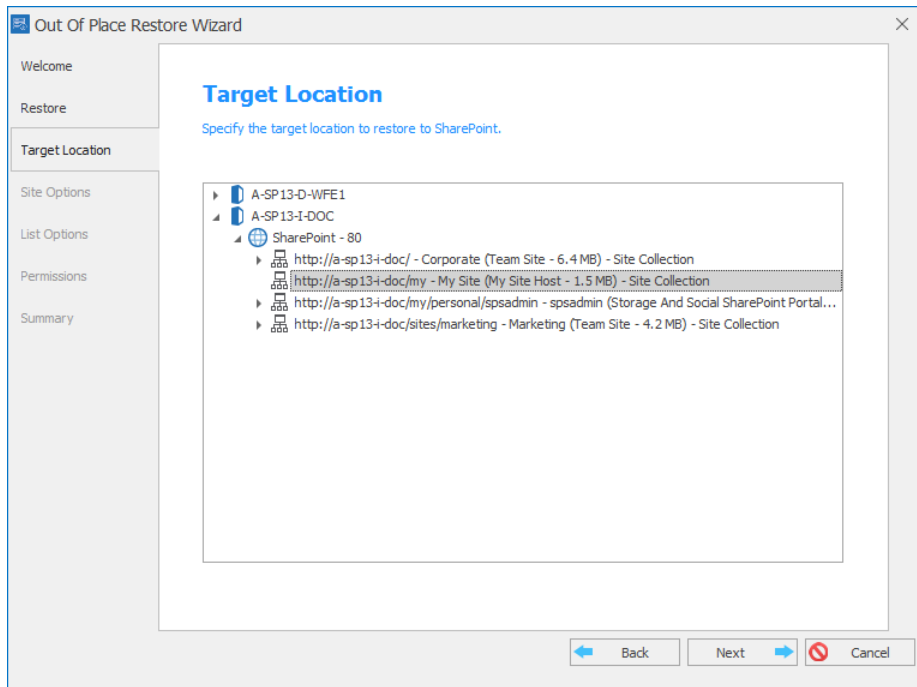


8. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page
9. Click **Next**. The **Restore** page appears and the site to be restored is displayed. The check box **Overwrite Data** is checked by default. All objects and items contained in the site collection will be overwritten. If

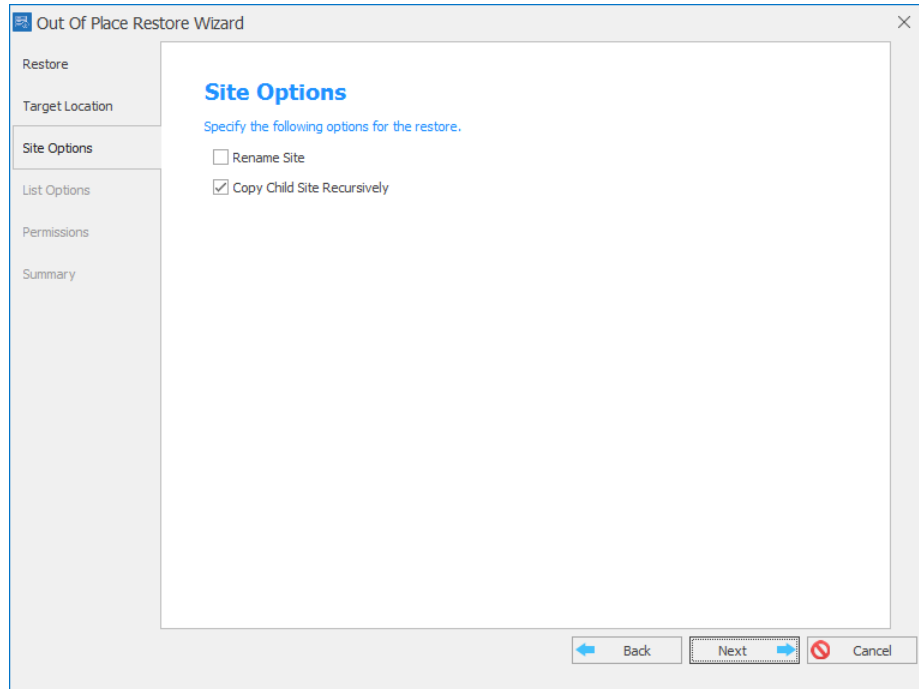
you Clear the **Overwrite Data** check box, objects that are present in the target farm will not be restored.



10. Click **Next**. The **Target Location** page appears. Expand and select the root site where the site should be restored as a sub-site. If you have multiple SharePoint farms of the same version in the SharePoint farms pane, all such farms will appear in the wizard. You can expand a SharePoint farm and choose the content database where the site collection should be restored.



11. Click **Next**. The **Site Options** page appears. The options on this page are as described in the table below:



Option	Description
Rename Site	Indicates whether or not the site should be renamed. By default, the check box is unchecked. If the check box is checked, you must provide a name for the site in the text box that appears.
Copy Child Sites Recursively	Indicates whether or not sub-sites should be restored. By default, the check box is checked. Clear the check box to prevent sub-sites from being restored.

12. Click **Next**. The **List Options** page appears. The options on this page are as described in the table below:

Out Of Place Restore Wizard

Restore

Target Location

Site Options

List Options

Permissions

Summary

List Options

Specify the following options for the restore.

☒ Copy List Items and Documents

☒ Copy Versions for List Items and Documents

☒ Copy all versions

☐ Number of versions to copy: 1

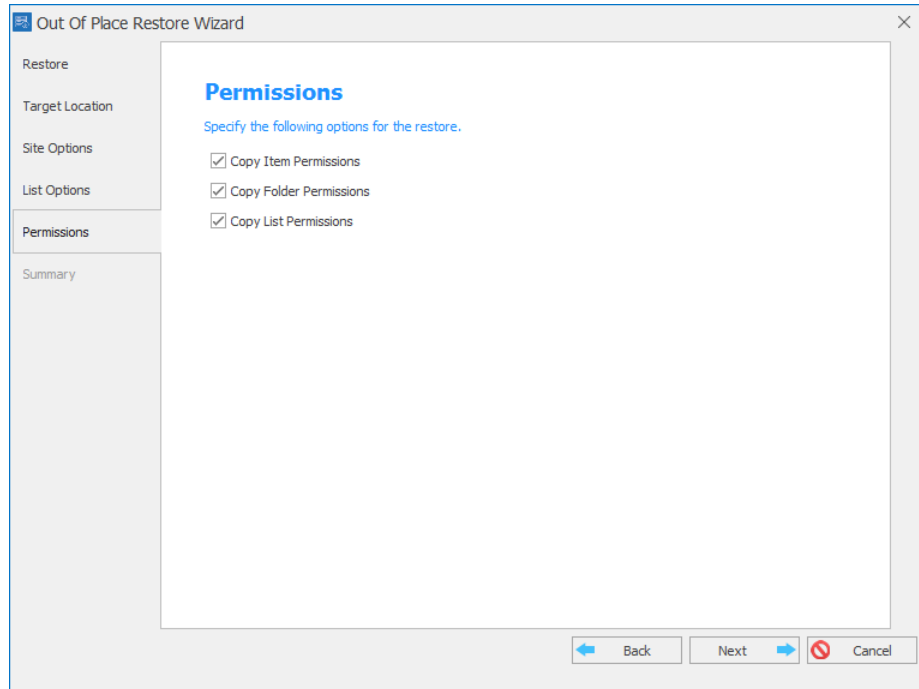
☒ Preserve List Workflows Associations

☐ Preserve items managed metadata

Back Next Cancel

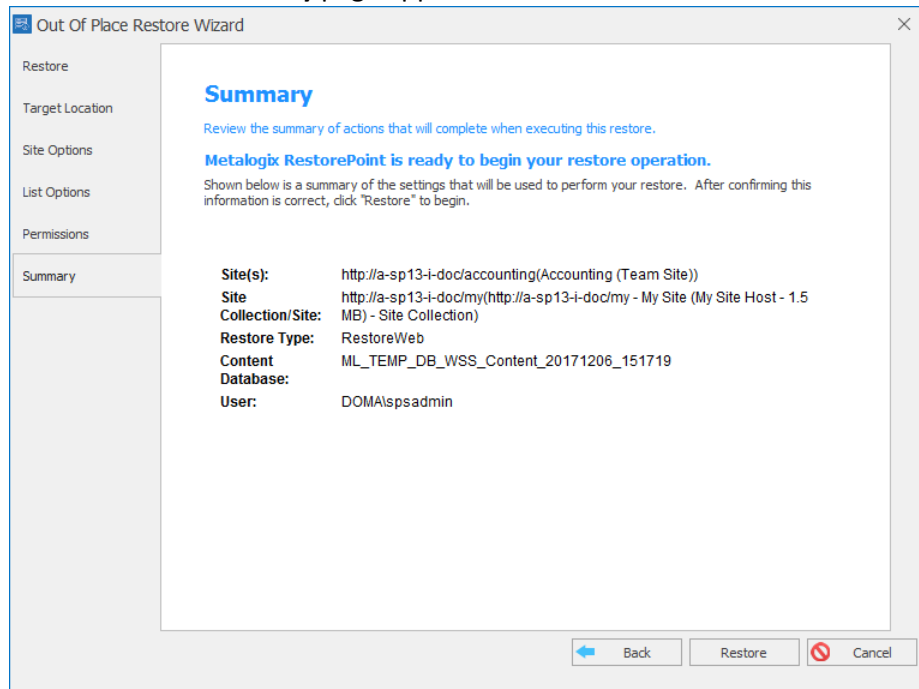
Option	Description
Copy List Items and Documents	Indicates whether or not List Items and Documents should be restored. By default, the check box is checked. Clear the check box to prevent List Items and Documents from being restored.
Copy Versions for List Items and Documents	Indicates whether or not the version for List Items and Documents should be restored. By default, the check box is checked. Clear the check box to prevent older versions from being restored.
Preserve List Workflow Associations	Indicates whether or not List Workflow associations should be restored. By default, the check box is checked. Clear the check box to prevent list workflow associations from being restored.
Preserve items managed metadata	Indicates whether or not the managed metadata attributes of List Items should be preserved. By default, the check box is unchecked. Check the check box to restore the managed metadata from the backup source.

13. Click **Next**. The **Permissions** page appears. The options on this page are as described in the table below:

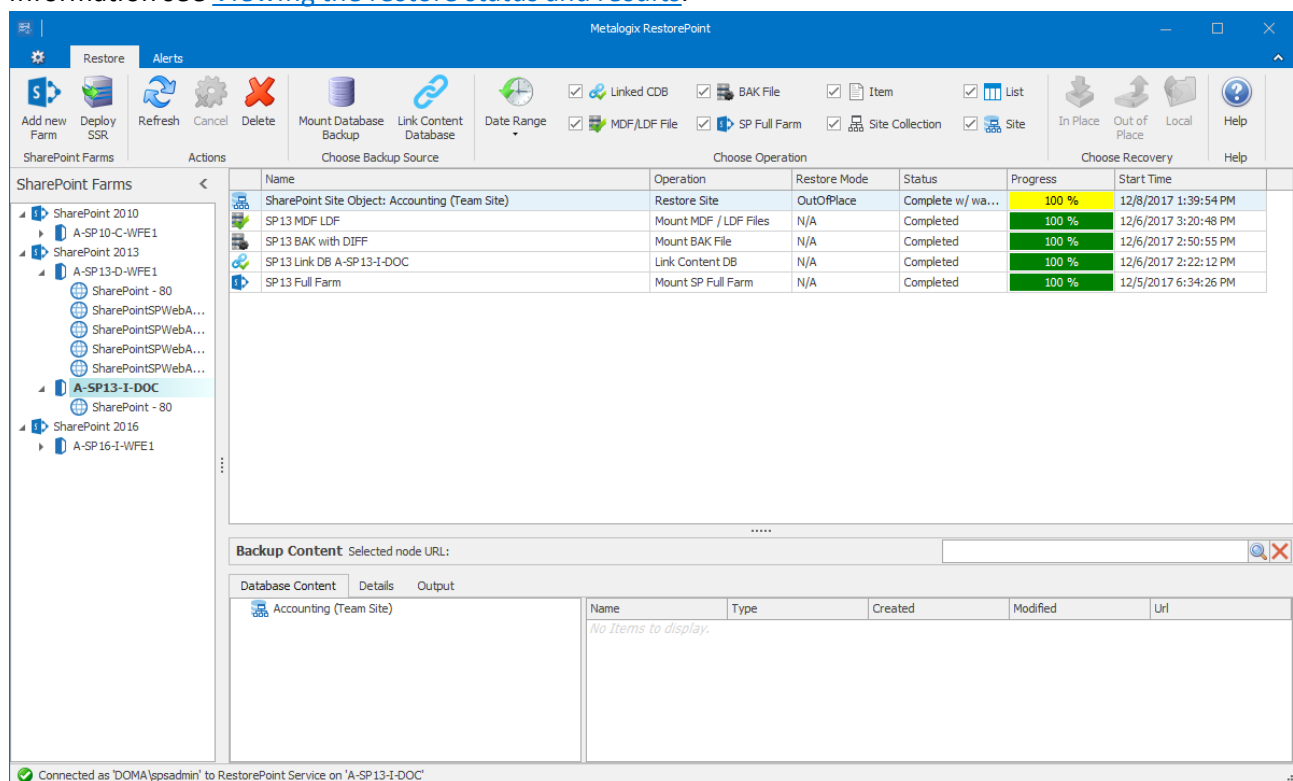


Option	Description
Copy Item Permissions	Indicates whether or not list or library item permissions should be restored. By default, the check box is checked. Clear the check box to prevent list or library item permissions from being restored.
Copy Folder Permissions	Indicates whether or not folder and sub-folder permissions should be restored. By default, the check box is checked. Clear the check box to prevent folder and sub-folder permissions from being restored.
Copy List Permissions	Indicates whether or not the version for list permissions should be restored. By default, the check box is checked. Clear the check box to prevent list permissions from being restored.

14. Click **Next**. The **Summary** page appears.



15. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised. The status of the restore operations appears in the Operations List if the appropriate filter check boxes are selected. For more information see [Viewing the restore status and results](#).



Steps to restore Sites or Web Sites: LOCAL

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
5. Select the **Database Content** tab.
6. From the object hierarchy, select the site collection to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.
7. From the in the **Choose Recovery** section in the ribbon, click the **Local** icon. The **Local Restore Wizard** opens.
8. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page.
9. Click **Next**. The **Restore** page appears and the site collection to be restored is displayed.
10. Click **Next**. The **Target Location** page appears.
11. In the **Target Folder** field, manually enter the full path to a local folder where the site collection and object contained in the site collection will be restored. You can click **Browse** to help you locate the folder.

NOTE: The folder must be created on the same computer that hosts the **RestorePoint Console**, and should have write permissions. Each restored object inherits the permissions of the local folder.
12. Click **Next**. The **Summary** page appears.
13. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised. The result of the restore operations appears in the Operations List if the appropriate filter check boxes are selected. For more information see [Viewing the restore status and results](#).

Restoring Site Collections

Steps to restore Site Collections: IN-PLACE

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
5. Select the **Database Content** tab.
6. From the object hierarchy, select the site collection to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.
7. Verify that the farm to be restored has been added to the **RestorePoint Console**.
8. From the in the **Choose Recovery** section in the ribbon, click the **In-Place** icon. The **In-Place Restore Wizard** opens.
9. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page
10. Click **Next**. The **Restore** page appears and the site collection to be restored is displayed.
11. The check box **Overwrite Data** is checked by default. All objects and items contained in the site collection will be overwritten. If you Clear the **Overwrite Data** check box, objects that are present in the target farm will not be restored.
12. Click **Next**. The **Site Collection Options** page appears. The options on this page are as described in the table below:

Option	Description
Web Application	(Read only). Indicates the name of the root web application that contains the site collection.
Content Database	Name of the content database that contains the site collection.
Site URL	URL of the site collection. The DNS name and managed path are read only fields. The name of the site collection can be changed.
Primary Administrator	Domain and user name of the primary site collection administrator.
Secondary Administrator	Domain and user name of the secondary site collection administrator.

Copy Site Quota	Indicates whether or not site quota should be restored. By default, the check box is checked. Clear the check box to prevent site quota from being restored.
Copy Audit Settings	Indicates whether or not audit settings should be restored. By default, the check box is checked. Clear the check box to prevent audit settings from being restored.

13. Click **Next**. The **Site Options** page appears. The option on this page is as described in the table below:

Option	Description
Copy Child Sites Recursively	Indicates whether or not sub-sites should be restored. By default, the check box is checked. Clear the check box to prevent sub-sites from being restored.

14. Click **Next**. The **List Options** page appears. The options on this page are as described in the table below:

Option	Description
Copy List Items and Documents	Indicates whether or not List Items and Documents should be restored. By default, the check box is checked. Clear the check box to prevent List Items and Documents from being restored.
Copy Versions for List Items and Documents	Indicates whether or not the version for List Items and Documents should be restored. By default, the check box is checked. Clear the check box to prevent older versions from being restored.
Preserve List Workflow Associations	Indicates whether or not List Workflow associations should be restored. By default, the check box is checked. Clear the check box to prevent list workflow associations from being restored.
Preserve items managed metadata	Indicates whether or not the managed metadata attributes of List Items should be preserved. By default, the check box is unchecked. Check the check box to restore the managed metadata from the backup source.

15. Click **Next**. The **Permissions** page appears. The options on this page are as described in the table below:

Option	Description
Copy Item Permissions	Indicates whether or not list or library item permissions should be restored. By default, the check box is checked. Clear the check box to prevent list or library item permissions from being restored.

Copy Folder Permissions	Indicates whether or not folder and sub-folder permissions should be restored. By default, the check box is checked. Clear the check box to prevent folder and sub-folder permissions from being restored.
Copy List Permissions	Indicates whether or not the version for list permissions should be restored. By default, the check box is checked. Clear the check box to prevent list permissions from being restored.

16. Click **Next**. The **Summary** page appears.

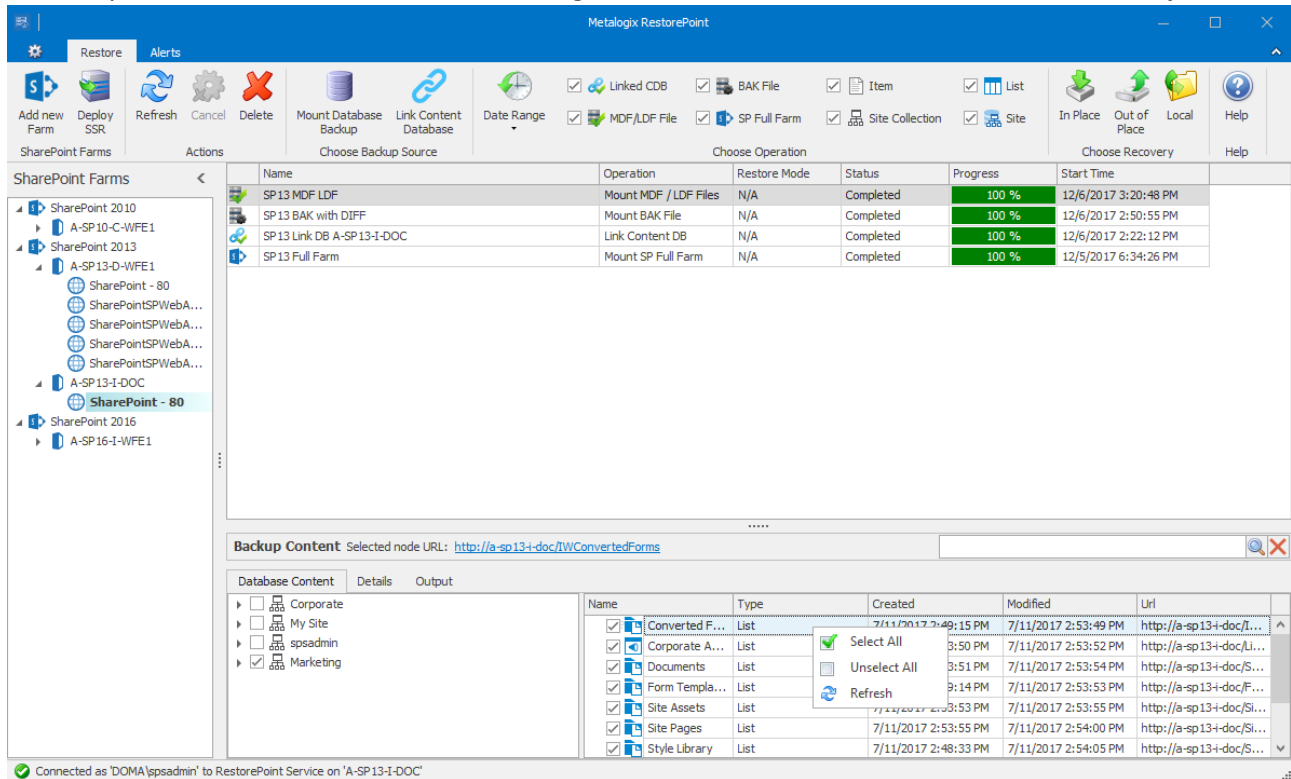
17. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised.

Steps to restore Site Collections: OUT-OF-PLACE

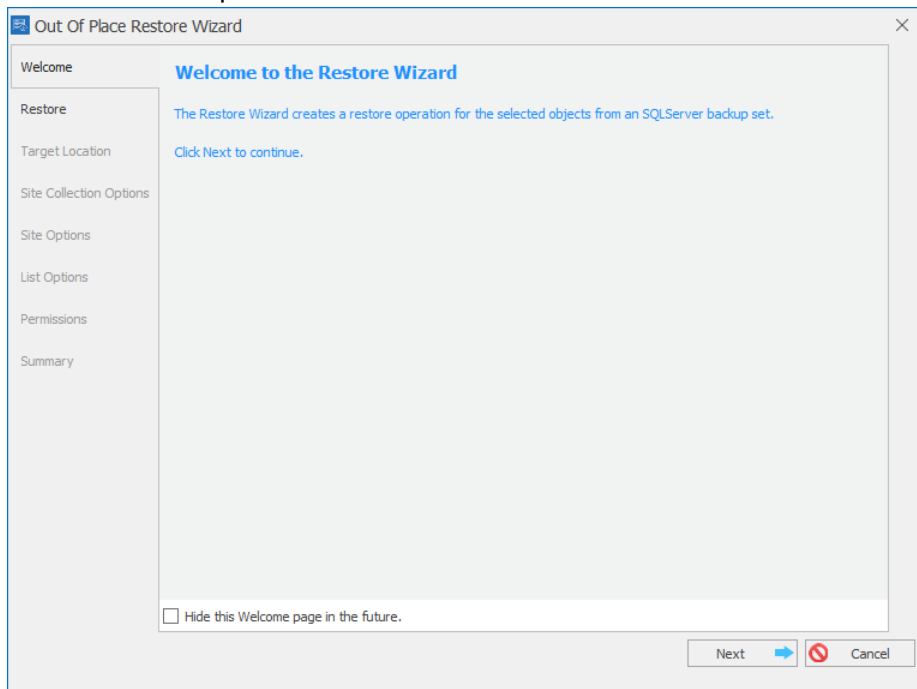
In the steps described here the backup of the SharePoint farm **A-SP13-I-DOC**, named **SP13 MDF LDF** is being used to restore a site named **Marketing** to an out-of-place target location in another SharePoint farm named **A-SP13-D-WFE1**. You could choose another backup source, and an out-of-place location in any SharePoint farm that has the same SharePoint version as the backup.

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
4. Select the **Database Content** tab.

5. From the object hierarchy, select the site collection to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.

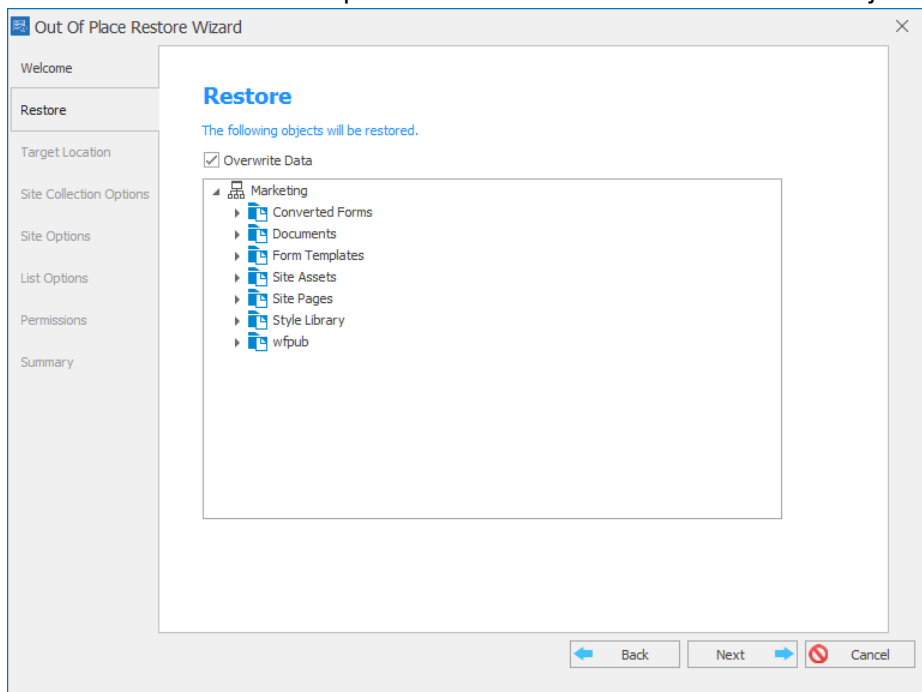


6. From the in the **Choose Recovery** section in the ribbon, click the **Out-of-Place** icon. The **Out-of-Place Restore Wizard** opens.

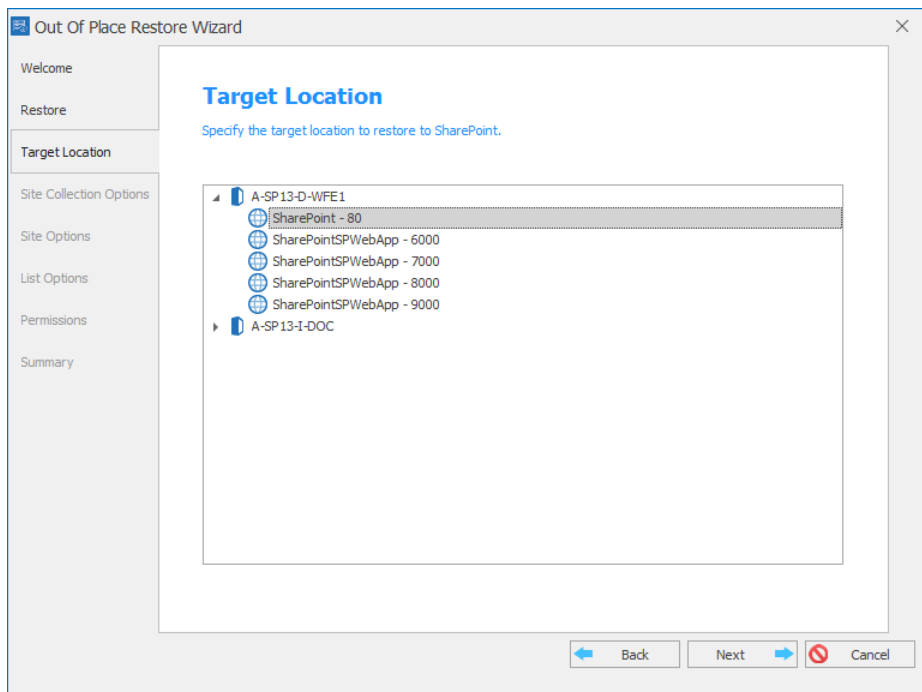


7. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page

8. Click **Next**. The **Restore** page appears and the site collection to be restored is displayed. The check box **Overwrite Data** is checked by default. All objects and items contained in the site collection will be overwritten. If you Clear the **Overwrite Data** check box, objects that are present in the target farm will not be restored. You can expand the site collection to view the site object hierarchy.



9. Click **Next**. The **Target Location** page appears. Expand and select the root node where the site collection should be restored. If you have multiple SharePoint farms of the same version in the SharePoint farms pane, all such farms will appear in the wizard. You can expand a SharePoint farm and choose the content database where the site collection should be restored.



10. Click **Next**. The **Site Collection Options** page appears. The options on this page are as described in the table below:

Out Of Place Restore Wizard

Welcome

Restore

Target Location

Site Collection Options

Site Options

List Options

Permissions

Summary

Site Collection Options

Specify the following options for the restore.

Web Application: **SharePoint - 80**

Content Database: **WSS_Content**

Site Url: **http://a-sp13-d-wfe1** /sites/ **marketing**

Primary Administrator: **doma\spsadmin**

Secondary Administrator: **doma\spsadmin**

☒ Copy Site Quota

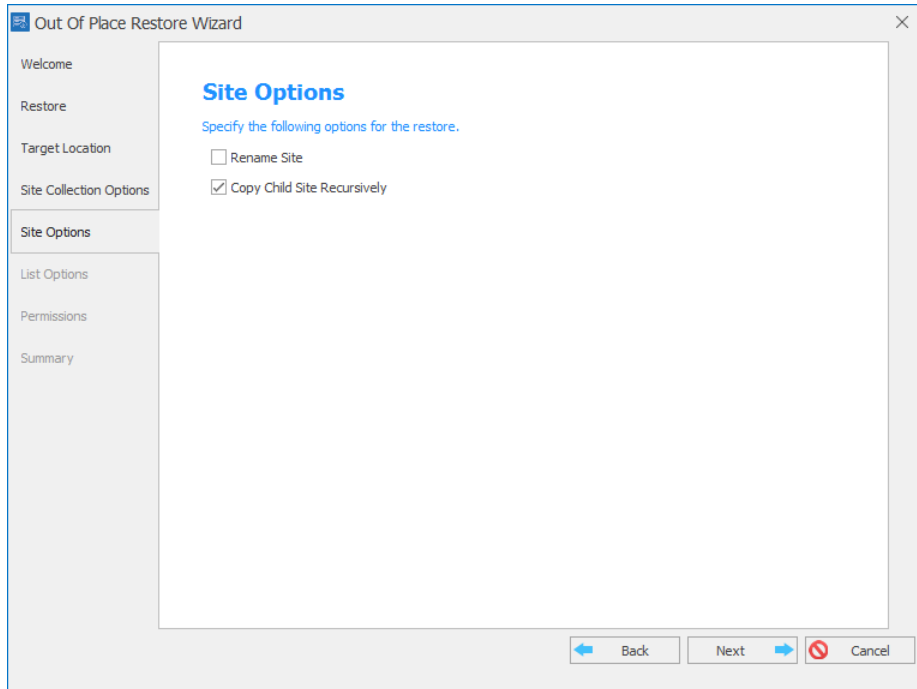
☒ Copy Audit Settings

Back Next Cancel

Option	Description
Web Application	(Read only). Indicates the name of the root web application that contains the site collection.
Content Database	Name of the content database that contains the site collection.
Site URL	URL of the site collection. The DNS name and managed path are read only fields. The name of the site collection can be changed. TIP: If you change the name of the site collection, remember to select the Rename Site option in the next step and specify the same name.
Primary Administrator	Domain and user name of the primary site collection administrator.
Secondary Administrator	Domain and user name of the secondary site collection administrator.
Copy Site Quota	Indicates whether or not site quota should be restored. By default, the check box is checked. Clear the check box to prevent site quota from being restored.

Copy Audit Settings	Indicates whether or not audit settings should be restored. By default, the check box is checked. Clear the check box to prevent audit settings from being restored.
---------------------	--

11. Click **Next**. The **Site Options** page appears. The options on this page are as described in the table below:



Option	Description
Rename Site	Indicates whether or not the site collection should be renamed. By default, the check box is unchecked. If the check box is checked, you must provide a name for the site collection in the text box that appears.
Copy Child Sites Recursively	Indicates whether or not sub-sites should be restored. By default, the check box is checked. Clear the check box to prevent sub-sites from being restored.

12. Click **Next**. The **List Options** page appears. The options on this page are as described in the table below:

Out Of Place Restore Wizard

Welcome

Restore

Target Location

Site Collection Options

Site Options

List Options

Permissions

Summary

List Options

Specify the following options for the restore.

☒ Copy List Items and Documents

☒ Copy Versions for List Items and Documents

☒ Copy all versions

☐ Number of versions to copy: 1

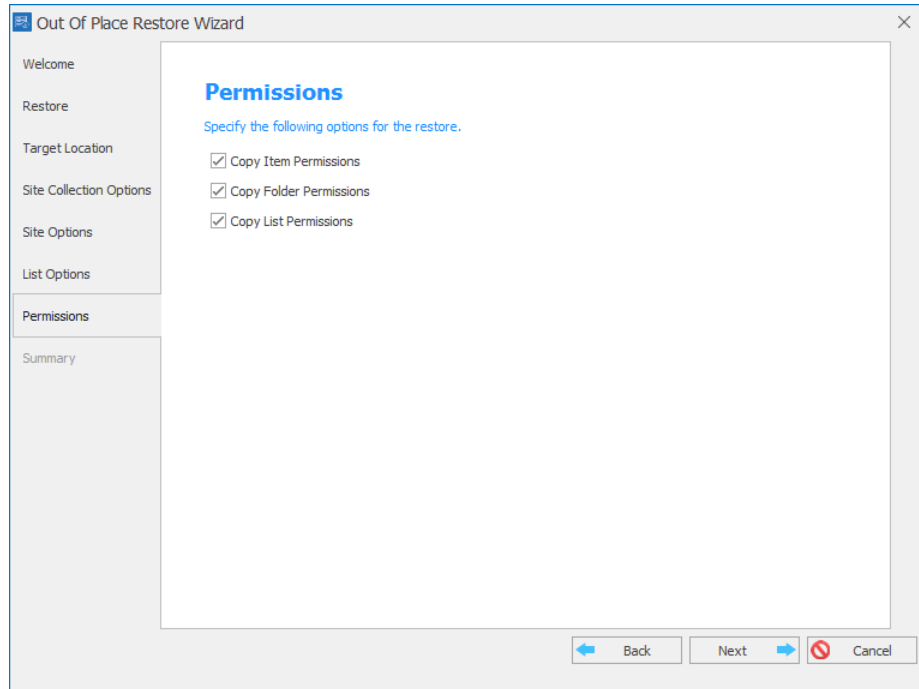
☒ Preserve List Workflows Associations

☐ Preserve items managed metadata

Back Next Cancel

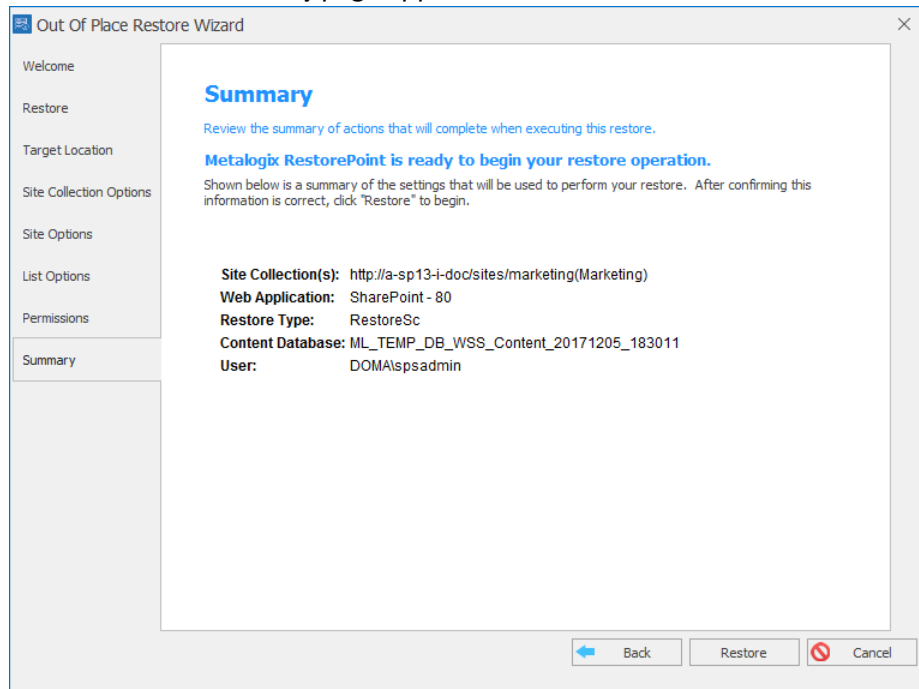
Option	Description
Copy List Items and Documents	Indicates whether or not List Items and Documents should be restored. By default, the check box is checked. Clear the check box to prevent List Items and Documents from being restored.
Copy Versions for List Items and Documents	Indicates whether or not the version for List Items and Documents should be restored. By default, the check box is checked. Clear the check box to prevent older versions from being restored.
Preserve List Workflow Associations	Indicates whether or not list workflow associations should be restored. By default, the check box is checked. Clear the check box to prevent list workflow associations from being restored.
Preserve items managed metadata	Indicates whether or not the managed metadata attributes of List Items should be preserved. By default, the check box is unchecked. Check the check box to restore the managed metadata from the backup source.

13. Click **Next**. The **Permissions** page appears. The options on this page are as described in the table below:

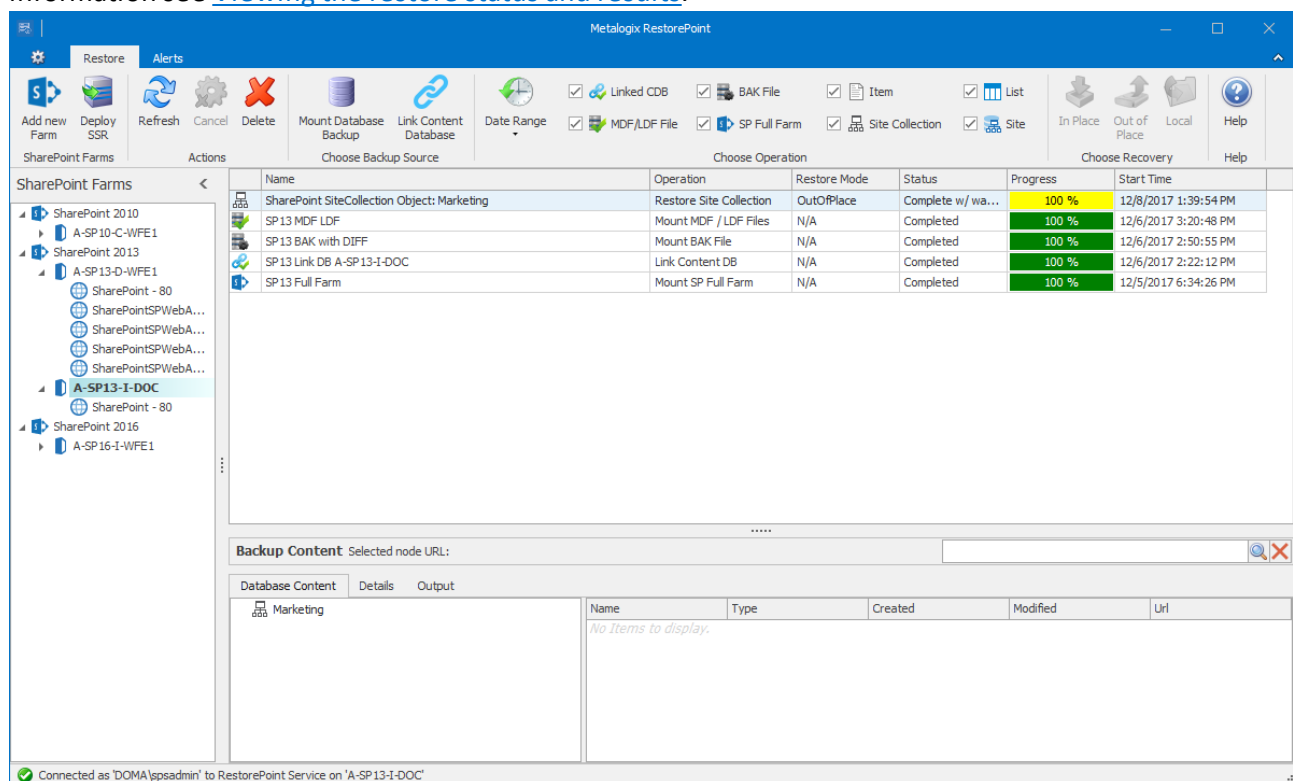


Option	Description
Copy Item Permissions	Indicates whether or not list or library item permissions should be restored. By default, the check box is checked. Clear the check box to prevent list or library item permissions from being restored.
Copy Folder Permissions	Indicates whether or not folder and sub-folder permissions should be restored. By default, the check box is checked. Clear the check box to prevent folder and sub-folder permissions from being restored.
Copy List Permissions	Indicates whether or not the version for list permissions should be restored. By default, the check box is checked. Clear the check box to prevent list permissions from being restored.

14. Click **Next**. The **Summary** page appears.



15. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised. The status of the restore operations appears in the Operations List if the appropriate filter check boxes are selected. For more information see [Viewing the restore status and results](#).



Steps to restore Site Collections: LOCAL

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the SharePoint farms pane, select the SharePoint farm to restore.
4. From the list of mounted backup sources, select the row that you want to use as the source for the in-place restore. The contents of the backup source appear in the pane below.
5. Select the **Database Content** tab.
6. From the object hierarchy, select the site collection to restore. For multiple selections, you can manually select the relevant check boxes or right-click to use the context menu to select all objects.
7. From the in the **Choose Recovery** section in the ribbon, click the **Local** icon. The **Local Restore Wizard** opens.
8. [Optional] Select the check box **Hide this Welcome page in the future** to suppress the welcome page.
9. Click **Next**. The **Restore** page appears and the site collection to be restored is displayed.
10. Click **Next**. The **Target Location** page appears.
11. In the **Target Folder** field, manually enter the full path to a local folder where the site collection and object contained in the site collection will be restored. You can click **Browse** to help you locate the folder.

NOTE: The folder must be created on the same computer that hosts the **RestorePoint Console**, and should have write permissions. Each restored object inherits the permissions of the local folder.
12. Click **Next**. The **Summary** page appears.
13. Verify the information presented and click **Restore**. Otherwise click **Cancel** to exit the operation. You can always click the **Back** button to return to pages that need to be revised. The result of the restore operations appears in the Operations List if the appropriate filter check boxes are selected. For more information see [Viewing the restore status and results](#).

Viewing the restore status and results

When a restore operation completes, the operation appears in the **Operations List**. You can verify the status of the operation in the list. When the **Progress** indicator displays 100%, the restore operation has completed successfully and the contents of the farm backup are displayed in the **Backup Content** pane below the list.

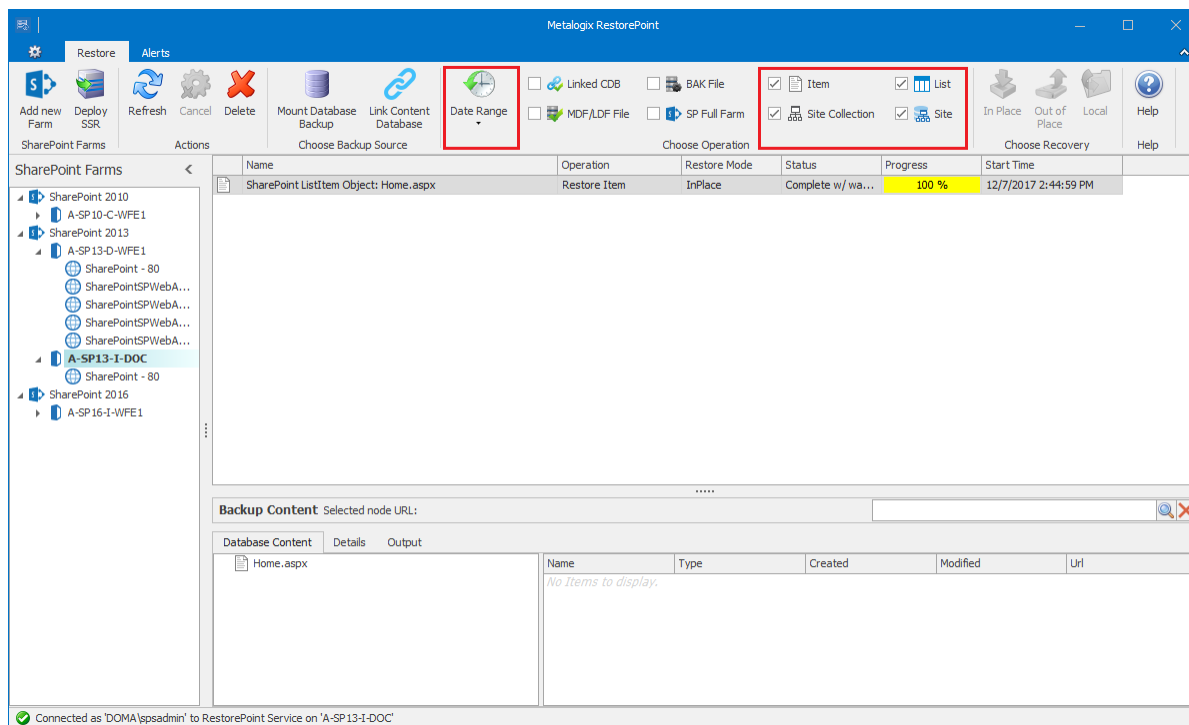
Steps to set the ribbon filters to view restore operations in the Operations List

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. From the **Mounted Database Filters** section of the ribbon set a filter as follows:
 - **Specify a Date range**

- Click the **Date Range** icon. The **Date Range** pop up appears.
 - Select a date range from the **Range** drop-down. If you choose **Custom**, you must specify the **From** data and **To** date that specifies the range of dates when the backup was mounted or linked.
 - Click **Apply** to set the date range.
- Indicate the type of restore operation to display**

Select the check boxes for one or more of the following backup source types:

- Item** - a SharePoint Item.
- List** - a SharePoint list.
- Web** - a SharePoint web site or sub site.
- Site Collection** - any top-level site and all sites below it including its constituents like libraries, items and other objects.

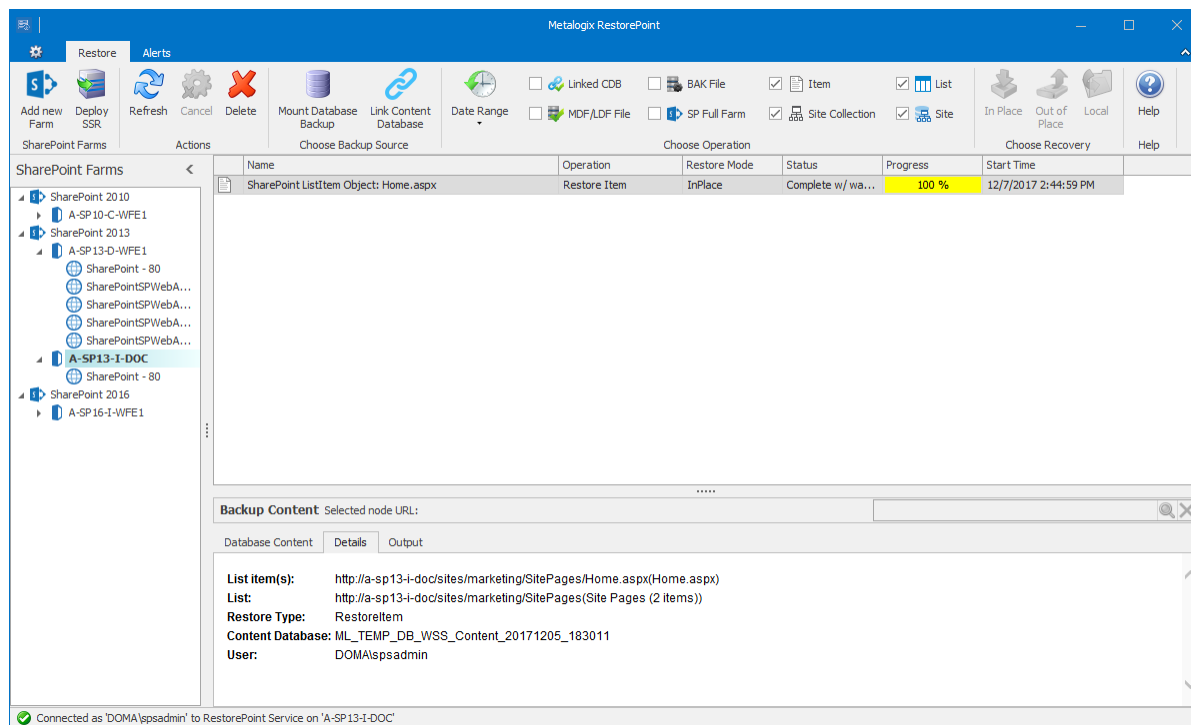


Steps to view the details of a restore operation

- From the list of operations in the **Operations List**, select the row that you want to view. Information about the restore operation in the **Backup Content** pane below.
- Select the **Details** tab.
- Detailed information about the restore operation is described in the table below:

Property	Description
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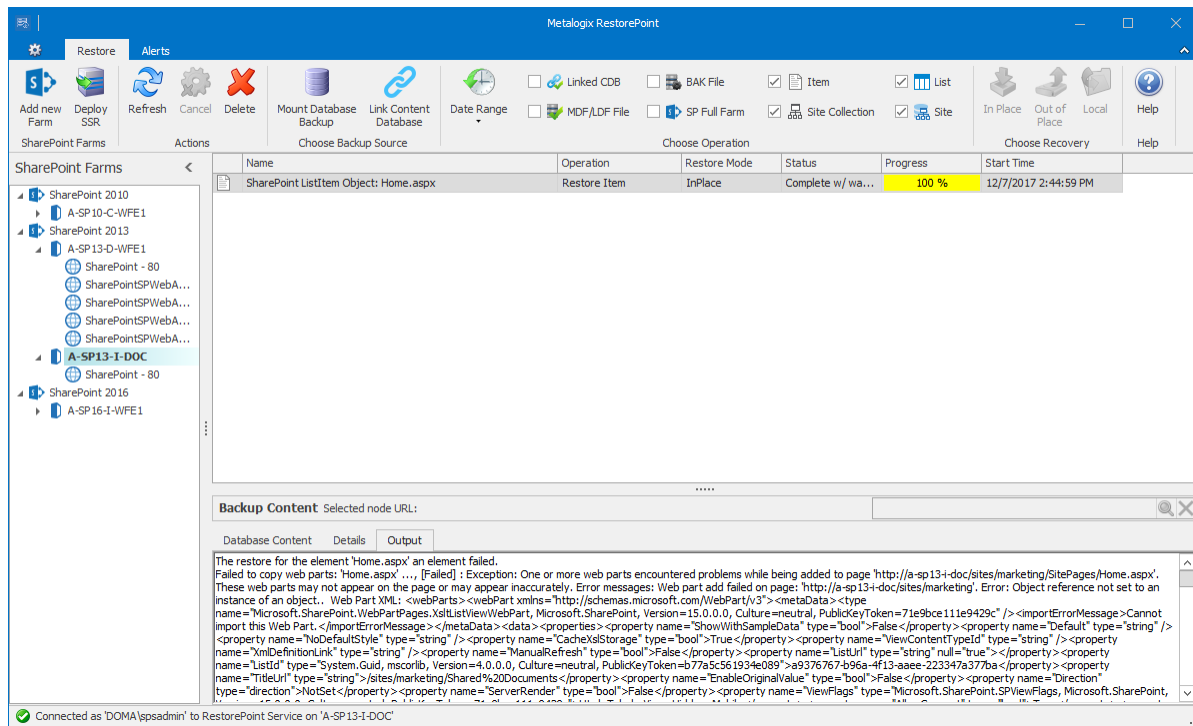
Site Collections(s)	The name of the site collection which contains one or objects to restore.
Description	The root web application in the farm.
RestoreType	<p>Can be one of:</p> <ul style="list-style-type: none"> • RestoreItem - Restore operation for the SharePoint Items. • RestoreWeb - Restore operation for the SharePoint Web sites. • RestoreList - Restore operation for the SharePoint Lists • RestoreFolder - Restore operation for the SharePoint Folders and file containers • RestoreSc - Restore operation for the SharePoint Site Collection
Content Database	The temporary database that is used to restore the SharePoint objects.



Steps to view the system messages for a restore operation

1. From the list of restore operations in the **Operations List**, select the row that you want to view. Information about the restore operation appears in the **Backup Content** pane below.
2. Select the **Output** tab.

3. System messages that are generated are displayed here. If the restore operation was not entirely successful, the reasons for failure will appear here.



Managing the Self-Service Recovery Solution

The RestorePoint Self-Service Recovery solution allows authorized users to download specific library items from a granular backup source. As a result, it saves backup administrators time and effort while also giving site collection administrators and authorized users fast, convenient access to their backed-up library items. The administrator must install the Self-Service Recovery feature when configuring RestorePoint for the farm.

When you use the Self-Service Recovery feature, select the date range that RestorePoint uses when you view or search backup sets. You can search for documents in the backup by the full or partial name of the item that you want to find. You can also browse the site collection to view files.

The administrator can configure the maximum number of files that are visible when you browse or search for files. The larger the number of files that appear, the more time that it takes SharePoint to display them. Your administrator may restrict the number of files that appear in order to improve SharePoint performance. If you perform a search, use a more-restrictive search that displays fewer items.

Site collection administrators can always use the Self-Service Recovery feature to download content from backup sets. Members of the site collection administrators group can view and download any files that RestorePoint has backed-up in the current site collection. Site collection administrators can also delegate permission to download backed-up content to specific users.

This section contains the following topics:

[Steps to install the RestorePoint Self-Service Recovery Solution](#)

[Steps to verify the RestorePoint Self-Service Recovery Solution](#)

[Steps to modify the RestorePoint Self-Service Recovery settings](#)

[Steps to repair the RestorePoint Self-Service Recovery Solution](#)

[Steps to remove the RestorePoint Self-Service Recovery Solution](#)

[Steps to delegate the RestorePoint Self-Service Recovery Solution](#)

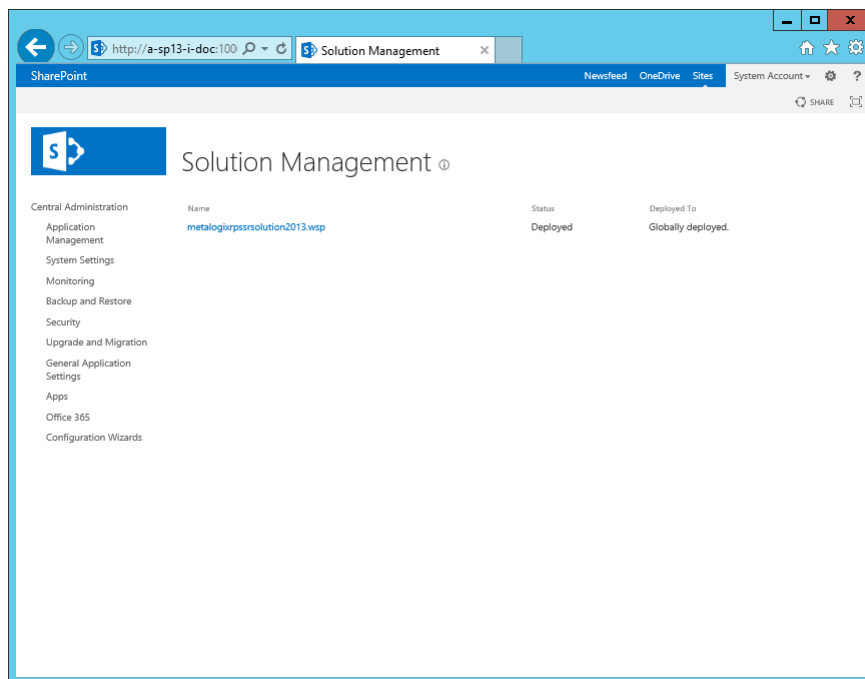
Steps to install the RestorePoint Self-Service Recovery Solution

1. Open the **RestorePoint Console**.
2. Select the **Restore** tab.
3. Click the **Deploy SSR** icon from the ribbon. The **Deploy SharePoint Components** dialog appears.
4. From the list of site collections, select the site collection where the solution will be activated. **NOTE:** To provide granular control, the RestorePoint Self-Service Recovery solution is installed as a common feature for the entire SharePoint farm. You can manually activate or deactivate the solution for each site collection.
5. Click **Deploy**. Otherwise click **Cancel** to exit the deployment.
6. If the deployment is successful, the **Info** pop up appears confirming the success of the deployment.

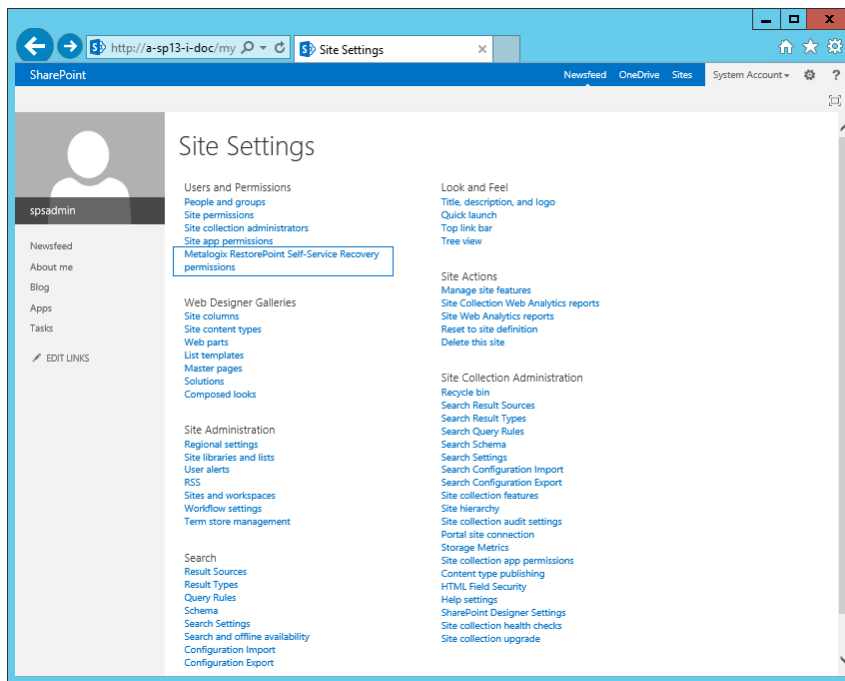
Steps to verify the RestorePoint Self-Service Recovery solution deployment

If you are the SharePoint administrator for the farm where the RestorePoint Self-Service Recovery solution was installed, follow the steps below to verify the deployment (for SharePoint 2013) :

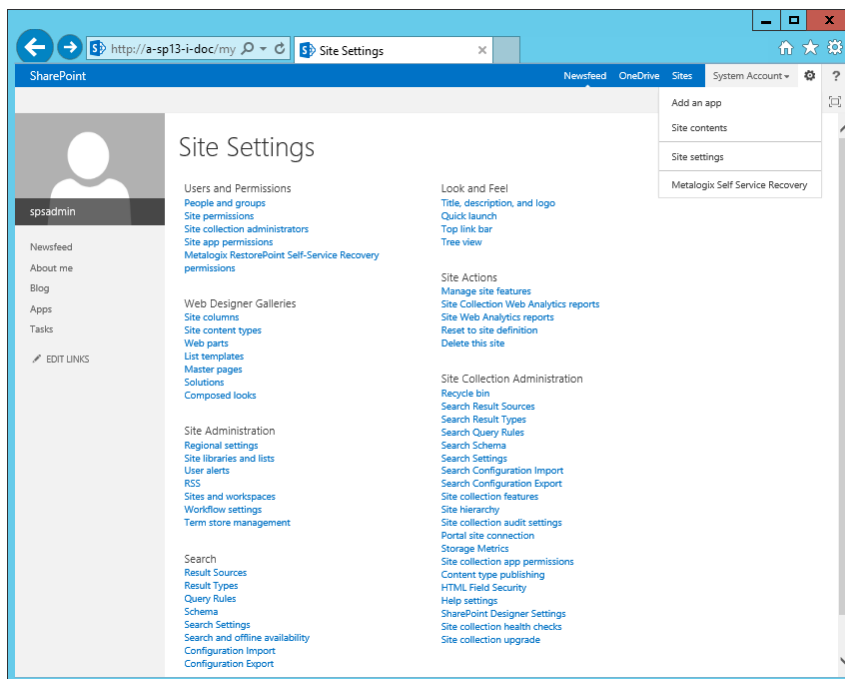
1. Open the Central Administration in SharePoint.
2. On the Central Administration Home page, click **System Settings**.
3. In the **Farm Management** section, click **Manage farm solutions**.
4. On the **Solution Management** page, verify that the RestorePoint Self-Service Recovery solution is present as a file with .WSP extension.



5. Open the SharePoint Administrator's personal site.
6. Click **Site Settings**. The Site Settings page appears.
7. In the **Users and Permissions** section, verify that the RestorePoint Self-Service Recovery is visible as an action.



8. Click **Site Settings** again.
9. Verify that the RestorePoint Self-Service Recovery action is displayed in the drop-down.



Steps to modify the RestorePoint Self-Service Recovery settings

1. Click the **Deploy SSR** icon from the ribbon. The **Deploy SharePoint Components** dialog appears.
2. Click the **Modify RestorePoint Self-Service Recovery Preferences** link. The **Self-Service Recovery Settings** dialog appears.

3. To modify the location of the **RestorePoint Service**
 - a. Enter the new name of the computer where the **RestorePoint Service** is located.
 - b. Change the port number if the default port number **7487** needs to change.
4. To modify the **Log** level, select from one of the settings below
 - Undefined
 - Exception
 - Critical
 - Warning
 - Informational
5. Click the **Save** button to confirm the changes. Otherwise click **Cancel** to exit the dialog.
6. Click OK to close the **Deploy SharePoint Components** dialog. These settings will be used the next time you redeploy RestorePoint Self-Service solution on the same farm, or deploy the RestorePoint Self-Service solution on another farm.

Steps to repair the RestorePoint Self-Service Recovery Solution

The steps described below assume that the RestorePoint Self-Service Recovery Solution has been deployed.

1. Open the RestorePoint Console
2. Select the **Restore** tab.
3. Click the **Deploy SSR** icon from the ribbon. The **Deploy SharePoint Components** dialog appears.
4. Select the option **Repair the Self-Service Recovery Solution**.
5. Click **OK**.

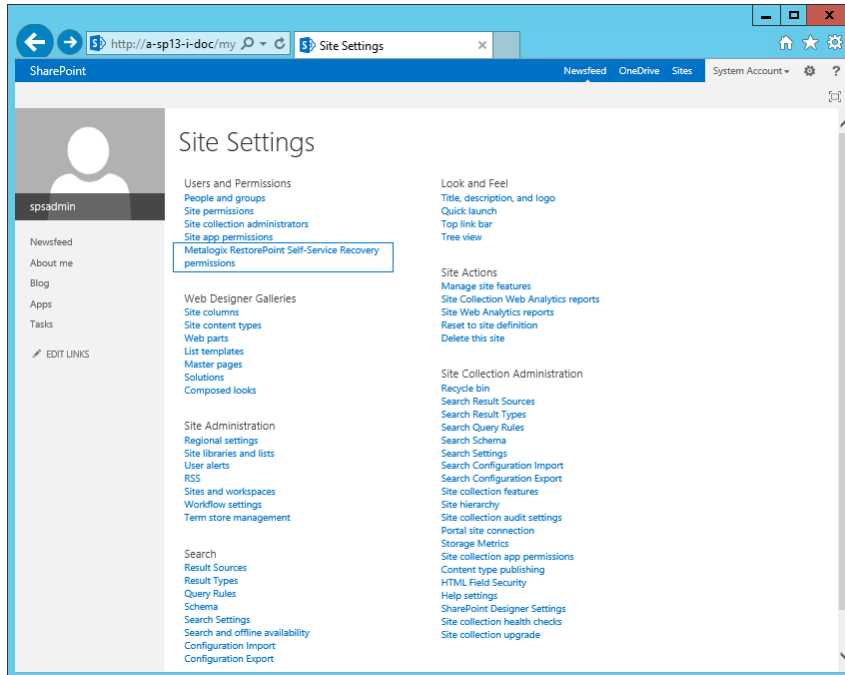
Steps to remove the RestorePoint Self-Service Recovery Solution

The steps described below assume that the RestorePoint Self-Service Recovery Solution has been deployed.

1. Open the RestorePoint Console
2. Select the **Restore** tab.
3. Click the **Deploy SSR** icon from the ribbon. The **Deploy SharePoint Components** dialog appears.
4. Select the option **Remove the Self-Service Recovery Solution**.
5. Click **OK**.

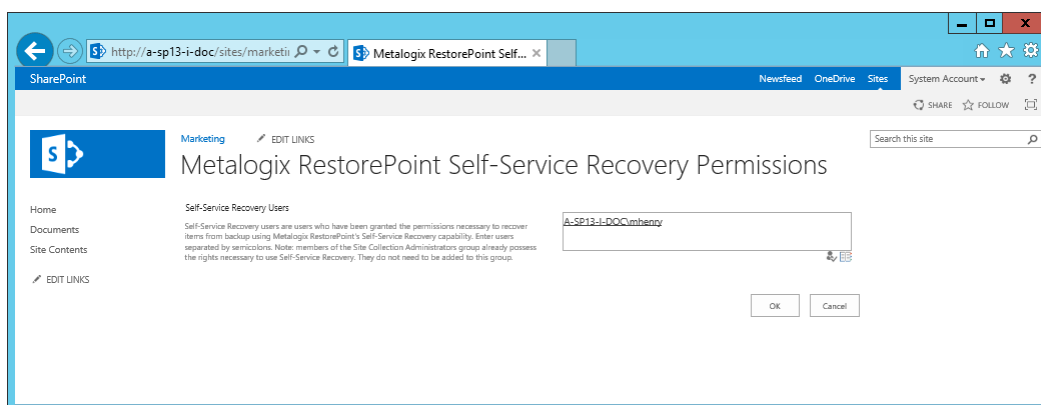
Steps to delegate the RestorePoint Self-Service Solution

1. Open the SharePoint Administrator's personal site.
2. Click **Site Settings**. The Site Settings page appears.
3. In the **Users and Permissions** section, click **Metalogix RestorePoint Self-Service Recovery permissions**.

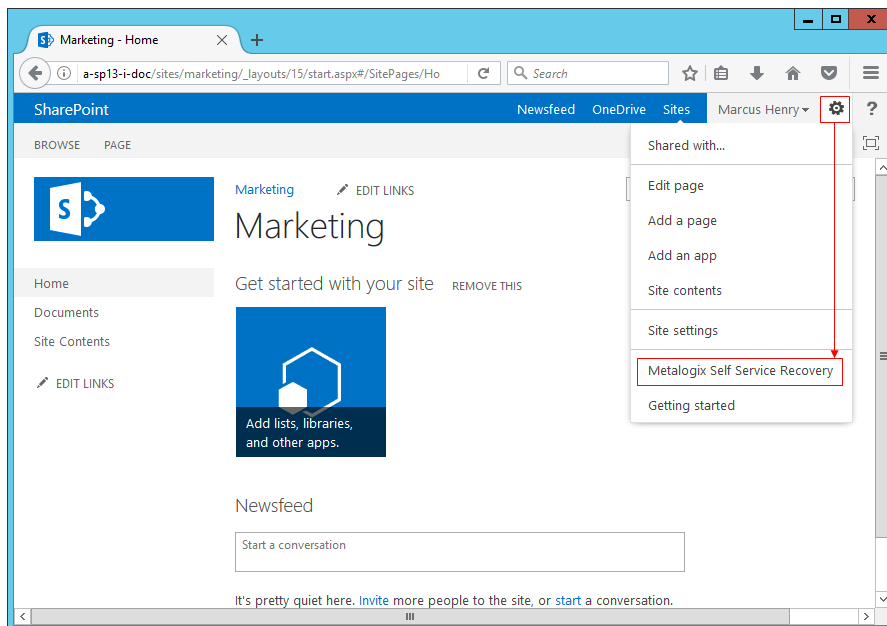


4. In the RestorePoint Self-Service Recovery Permissions page, enter the user name of the user you want to delegate in the **Self-Service Recovery Users** text field. If you want to delegate multiple users, enter the user names as a comma-delimited list.

TIP Click the **Check Names** or **Browse** icons below the **Self-Service Recovery Users** field, to resolve the names added.



5. Click **OK** to delegate the users, or click **Cancel** to terminate the operation.
6. Verify with the user(s) that the **Metalogix Self-Service Recovery** action is visible to them.



Using Self-Service Recovery

The content that delegated users can see and download depends on the following:

- The current permissions that the user has for the content.
- The permissions the user had at the time the backup was created.

To view the contents of a site or a library, the user must either have current access to the site or library, or the user must have had access at the time that the content was backed-up.

To download a backed-up file, the user must have current access and also access at the time that the file was backed-up. If either set of permissions does not allow access, the user cannot download the backed-up content.

Steps to search and restore files with the Self-Service Recovery feature, by document or item name

1. Open your SharePoint site collection or site.
2. Click **Settings > Self-Service Recovery**.
3. In the **Self-Service Recovery** page, determine the backup set from which you wish to select the document. You can choose between browsing a Content Database or browsing an older backup set.
4. Select a date range to filter the backed-up content from the **date-based item filtering** drop-down menu.
5. In the **Locating Items** area, click **I would like to search by document or item name**.
6. In the **Search Filtering** area, type the name or portion of the name to search for, then click **Search Now**.

7. The **Search Results** area lists the found files. Click **Item Name**, **Location**, or **Backup Date/Time** to sort the results.
8. Click the file that you want to download, then click **Download**. SharePoint prompts you to open or save the file.

Steps to search and restore files with the Self-Service Recovery feature, by site collection hierarchy

1. Open your SharePoint site collection or site.
2. Click **Settings > Self-Service Recovery**.
3. In the **Self-Service Recovery** page, determine the backup set from which you wish to select the document. You can choose between browsing a Content Database or browsing an older backup set.
4. Select a date range to filter the backed-up content from the **date-based item filtering** drop-down menu.
5. In the **Locating Items** area, click **I would like to browse the site collection hierarchy**
6. Use the **Site Collection** tree to locate the folder that contains the file that you want to download.
7. The **Contents** area lists the files in the folder that you selected.
8. Click **Item Name** or **Backup Date/Time** to sort the results.
9. Click the file that you want to download, then click **Download**. SharePoint prompts you to open or save the file.