

7.2.2 Restore with Filter from Site Collection

Choose Where The Items To Be Restored From

Restore items from

☐ Users

☒ Site Collections

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1. Select the item(s) you would like to restore. You can also choose to restore backed-up file from a specific backup job of your choice using the **Select what to restore** drop-down menu at the top. Click **Next** to proceed.

Select Your Items To Be Restored

Select what to restore

Choose from files as of job ▼ 03/05/2020 ▼ Latest ▼

Show filter

Folders	Name	Date modified	Size
 AhsayCBS			
 Office 365			
 Site Collections			

☐ Restore to local computer

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2. Click the Search located below the Restore to local computer checkbox.

☐ Restore to local computer

Search

3. Change the path if you want to restore items from other location. Click the **Change** button then click **OK** to proceed.



Search

Look in

Change

☐ Search subfolders

Kind

Type

Pattern

Files and Folders

contains

☐ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

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Change Path

Backup Server

Office 365

Site Collections

OK

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4. Tick the Search subfolders checkbox check if you want to include available subfolders upon searching.

Search

Look in

Office 365/Site Collections

Change

☐ Search subfolders

Search

Look in

Office 365/Site Collections

Change

☒ Search subfolders

5. Select from the following kind of files you want to search.

- Files and Directories
- Files Only
- Directories Only



Search

Look in

Office 365/Site Collections

Change

☒ Search subfolders

Kind

Files and Directories

Files and Directories

Files only

Directories only

Type

contains

Pattern

☐ Match case

In Folder

Size

Date modified

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6. Select from the following type of filtering you want to search.

- Contains
- Exact
- Starts With
- Ends With

Search

Look in

Office 365/Site Collections

Change

☒ Search subfolders

Kind

Files and Directories

Type

contains

contains

exact

starts with

ends with

Pattern

☐ Match case

Search

Name	Size	Date modified
------	------	---------------

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7. Enter a pattern you want and Tick the **Match Case** checkbox if you want to accurately search for a specific file.

Kind

Files and Directories

Type

contains

Pattern

Documents

☐ Match case

Kind

Files and Directories

Type

contains

Pattern

Documents

☒ Match case

8. Click the **Search** button and the result will be displayed.



Search

Look in

Office 365/Site Collections

Change

☒ Search subfolders

Kind

Files and Directories

Type

contains

Pattern

Documents

☒ Match case

Search

Name	In Folder	Size	Date modified
------	-----------	------	---------------

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Search

Look in

Office 365/Site Collections

Change

☒ Search subfolders

KindTypePattern

Files and DirectoriescontainsDocuments

☒ Match case

Searching ...

Stop

Name	In Folder	Size	Date modified
------	-----------	------	---------------

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Search

Look in

Office 365/Site Collections

Change

☒ Search subfolders

KindTypePattern

Files and DirectoriescontainsDocuments

☒ Match case

Search

	Name	In Folder	Size	Date modified
☐	Documents	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftest...		
☐	My Documents	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftest...		
☐	Documents01.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftest...	17M	05/02/2019 07:24
☐	Documents02.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftest...	17M	05/02/2019 07:24
☐	Documents03.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftest...	17M	05/02/2019 07:24
☐	Documents04.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftest...	17M	05/02/2019 07:24
☐	Documents05.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftest...	17M	05/02/2019 07:24
☐	Documents06.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftest...	17M	05/02/2019 07:24
☐	Documents07.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftest...	17M	05/02/2019 07:24
☐	Documents08.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftest...	17M	05/02/2019 07:24

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9. Choose files by ticking each checkbox that you wanted to restore and click the **OK** button.

Search

Look in

Office 365/Site Collections

Change

☒ Search subfolders

Kind

Type

Pattern

Files and Directories

contains

Documents

☒ Match case

Search

	Name	In Folder	Size	Date modified
☐	Documents	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftes...		
☐	My Documents	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftes...		
☒	Documents01.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftes...	17M	05/02/2019 07:24
☒	Documents02.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftes...	17M	05/02/2019 07:24
☒	Documents03.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftes...	17M	05/02/2019 07:24
☒	Documents04.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftes...	17M	05/02/2019 07:24
☒	Documents05.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftes...	17M	05/02/2019 07:24
☐	Documents06.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftes...	17M	05/02/2019 07:24
☐	Documents07.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftes...	17M	05/02/2019 07:24
☐	Documents08.pdf	Office 365/Site Collections/D901_ahsay.sharepoint.com%2fsites%2ftes...	17M	05/02/2019 07:24

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10. The selected files will reflect on the Restore main screen. Click the **Next** button to proceed.

Select Your Items To Be Restored

Select what to restore

Choose from files as of job

03/05/2020

Latest

Show filter

Folders

AhsayCBS

Office 365

Site Collections

ahsay.sharepoint.com/sites/test

Lists and Libraries

Documents

Testing files

My Documents

Photos

Name	Date modified	Size
☒ Documents01.pdf	05/02/2019 07:24	17M
☒ Documents02.pdf	05/02/2019 07:24	17M
☒ Documents03.pdf	05/02/2019 07:24	17M
☒ Documents04.pdf	05/02/2019 07:24	17M
☒ Documents05.pdf	05/02/2019 07:24	17M
☐ Documents06.pdf	05/02/2019 07:24	17M
☐ Documents07.pdf	05/02/2019 07:24	17M
☐ Documents08.pdf	05/02/2019 07:24	17M
☐ Documents09.pdf	05/02/2019 07:24	17M
☐ Documents10.pdf	05/02/2019 07:24	17M
☐ Documents11.pdf	05/02/2019 07:24	17M
☐ Documents12.pdf	05/02/2019 07:24	17M
☐ Documents13.pdf	05/02/2019 07:25	17M
☐ Documents14.pdf	05/02/2019 07:25	17M
☐ Documents15.pdf	05/02/2019 07:25	17M
☐ Documents16.pdf	05/02/2019 07:25	17M
☐ Documents17.pdf	05/02/2019 07:25	17M

☐ Restore to local computer

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11. Select which location the items will be restored. Choose from the following options:

- Local machine - this option is located on the Restore main screen, lower left part.
- Original location
- Alternate location
- Alternate Office 365 account

12. Click the Next button to proceed.

Ahsay Wiki - <https://wiki.ahsay.com/>

Choose Where The Items To Be Restored

Restore items to

- ☐ Original location
☒ Alternate location
☐ Alternate Office 365 account

Mode

Overwrite when exist



[Show advanced option](#)

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Alternate Location

Office 365 account

yuk.support@cloudbacko.biz

Site Collection / Site

Office 365/Site Collections/ahsay.sharepoint.com/sites/tes

Change

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13. Input the temporary directory or click the Browse button to browse for the path. Click the **Restore** button to start.

Temporary Directory

Temporary directory for storing restore files

If restore is completed, the status of the activity should be, Restore Completed Successfully.

Restore



Client Run Office 365 Backup Set



AhsayCBS (Host: 125.5.184.171:443)

Restore Completed Successfully
Restored 74.44M (17 files)
Elapsed time 7 min 6 sec
Transfer rate 1.49Mbit/s



Cancel

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