FILE RECOVERY WITH VSS

Cabrini ITR is proud to announce a new feature for shared network drives, such as your G, H or S drives: VSS! Volume Shadow Copy Service (VSS) allows users to recover previous versions of modified and deleted files. For example, if you saved changes to a file that you later regretted, you can undo those modifications yourself. Likewise, if you mistakenly deleted an important file, you can recover a recent version of it with just a few clicks!

VSS works by creating shadow copies, or very efficient backups, of the files and folders on your shared network drives. VSS runs at 7am and 12pm every day, creating new shadow copies of all files that have been modified since the last VSS run. Approximately a few days worth of backups are stored by VSS.

To undo modifications to a file, please see page 2 or click this link.

To restore a deleted file or folder, please see page 4 or click this link.

If you have any questions or concerns regarding this process or need assistance with using VSS, please do not hesitate to contact the ITR Help Desk by phone: (610) 902-8366 or by email: itrhelp@cabrini.edu

RESTORING A MODIFIED FILE

1. Navigate to the folder that contains the file – in this case, *H:\VSS\My Main Folder*. In this example, all the text was accidentally erased in *Important file.txt*.
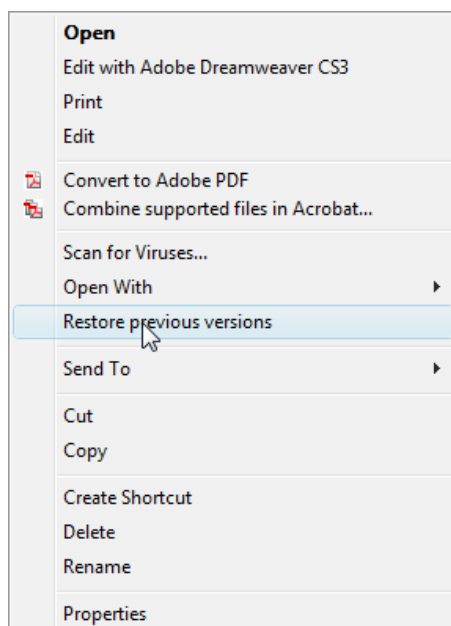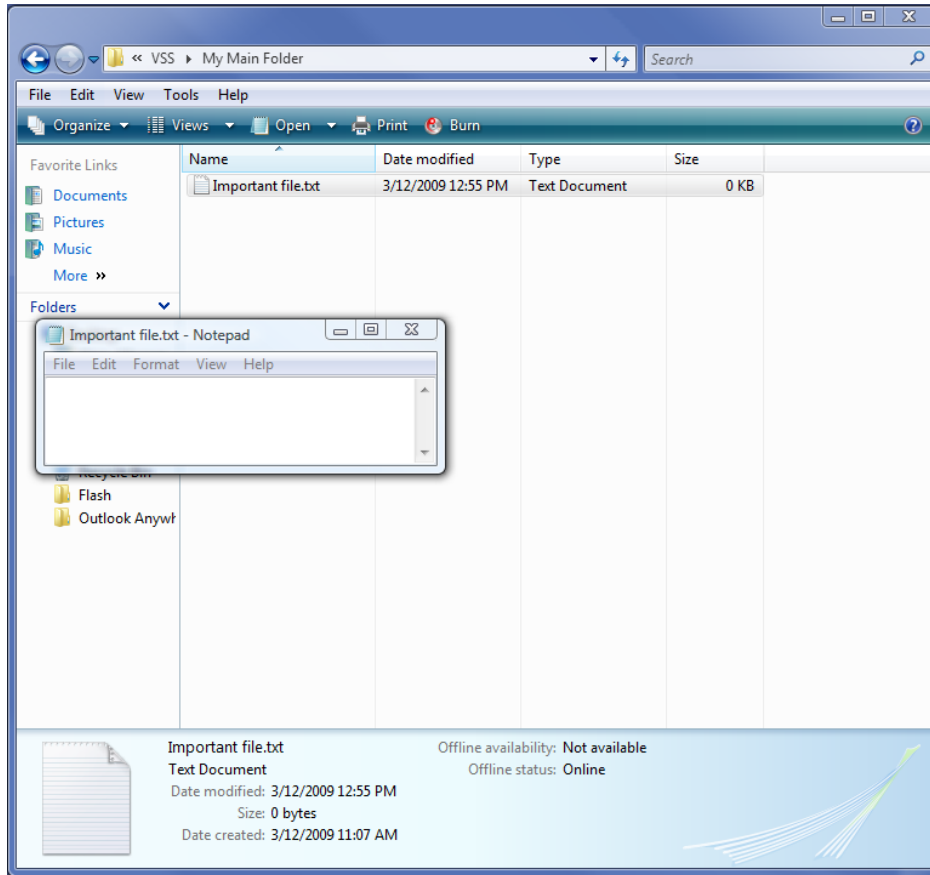
2. Right-click the file name (in this case, *Important File.txt*) and choose **Restore previous versions**.

3. In the Properties window for the file, the Previous Versions tab shows the latest shadow copies that were created by VSS.

   (1) To simply view the previous version of the file, choose the **Open** button. You can save the file to a location of your choice typically by going to the **File** menu and choosing **Save As**.

   (2) To keep the current version of the file, restore the previous version into a different location by choosing the **Copy** button.
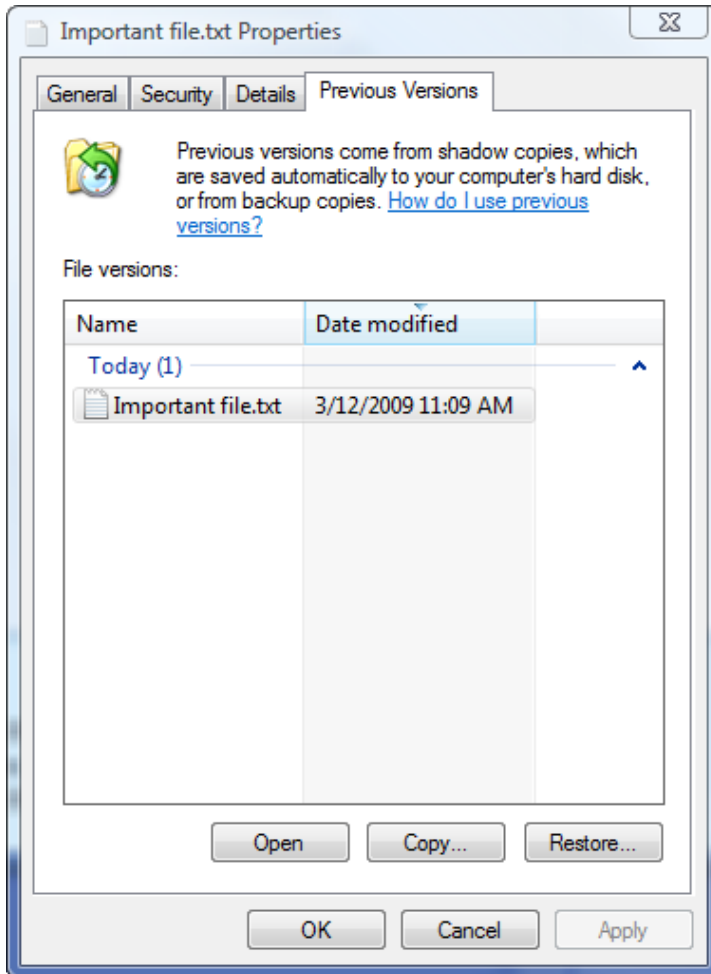
What "Previous Version" means

Restoring a previous version will *not* necessarily bring back your latest edits to a file. VSS runs at 7am and 12pm daily. At 8am, the latest previous version will be a shadow copy of the file as it had been at 7am. If you restore a file at 10pm, the latest previous version will not reflect changes made after 12pm that day.

BEWARE:

Restore of the previous version will DELETE the current version!

(3) To **erase** the current version of the file (i.e. *Important file.txt* devoid of text) and replace it with the previous version, you should choose the **Restore** button.
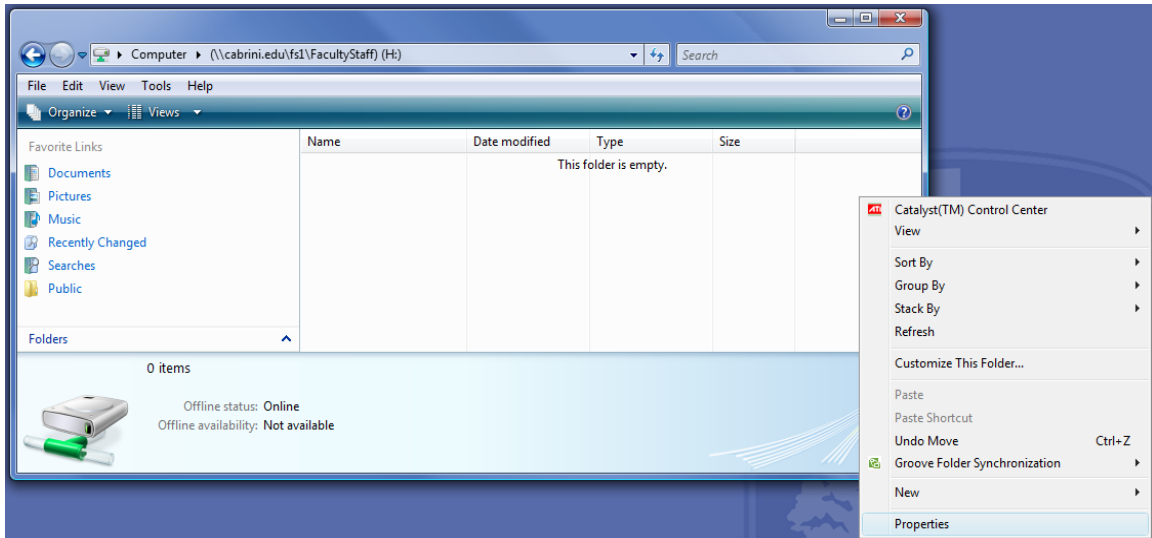
RESTORING A DELETED FILE OR FOLDER

> ### What "Previous Version" means
>
> Restoring a previous version will *not* necessarily bring back your latest edits to a file. VSS runs at 7am and 12pm daily. At 8am, the latest previous version will be a shadow copy of the file as it had been at 7am. If you restore a file at 10pm, the latest previous version will not reflect changes made after 12pm that day.

1. Navigate to the folder where the deleted file or folder used to be. In this example, all the contents of the H drive were deleted mistakenly, so go to *H:*.
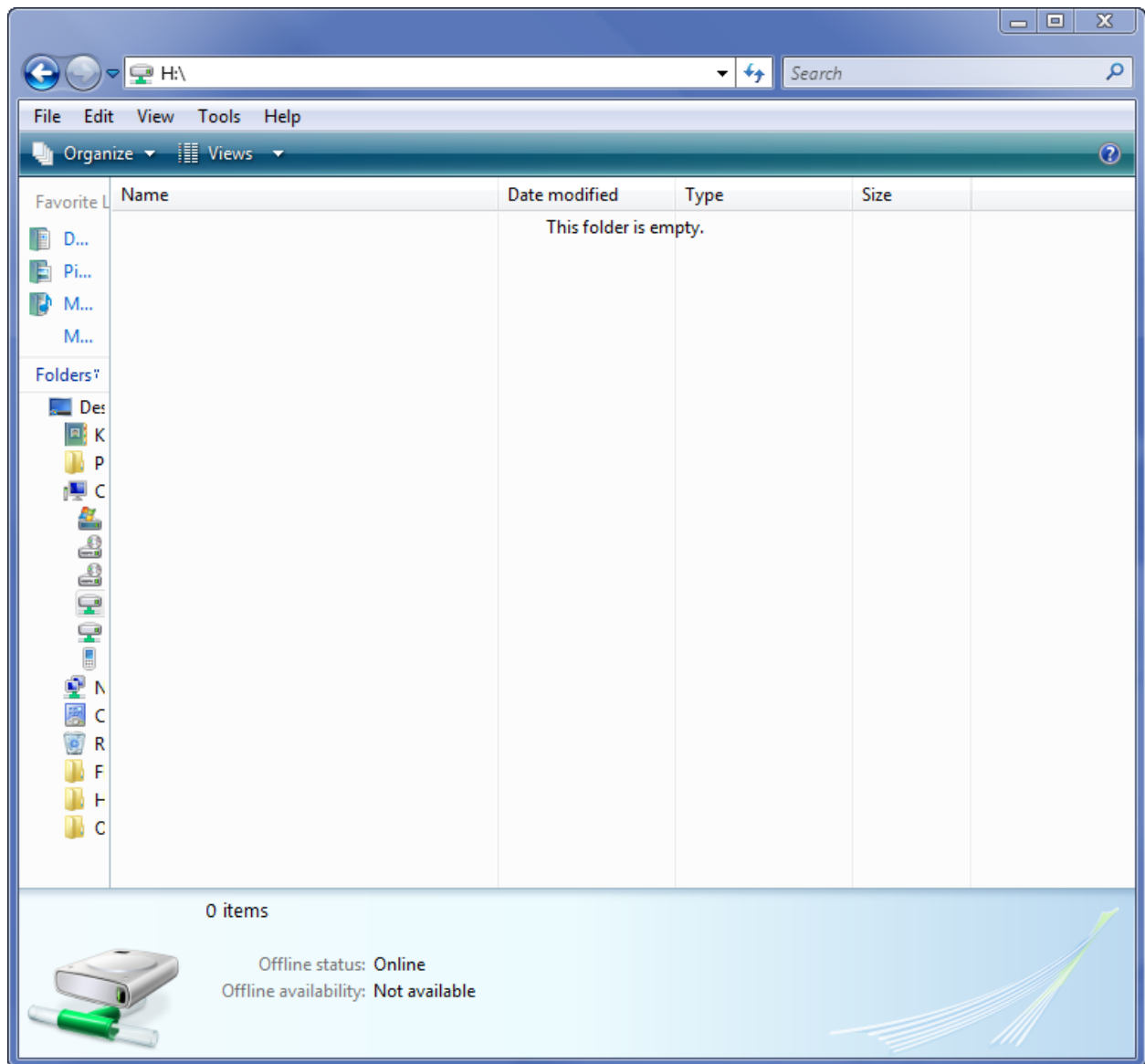
2. Right-click the white space of the folder (make sure that no file or folder is highlighted) and choose **Properties**.

3. In the Properties window for the file, select the Previous Versions tab.

4. A list showing the latest shadow copies of the folder is displayed in this tab.
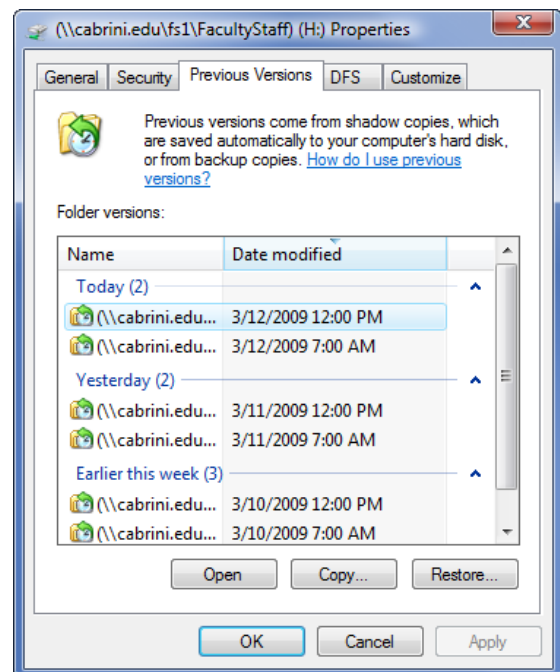
(1) ITR recommends choosing the **Open** button to restore a deleted file or folder. This will open the folder that used to contain your deleted item. Copy the files or folders that you wish to restore (by right-clicking the file or folder and choosing **Copy**). In a separate window, navigate to the location you want to place them, such as your current H drive or the Desktop, and **Paste** the items.

Alternatively, you can double-click the file you wish to save. Once it's open, save it to a location of your choice by going to the **File** menu and choosing **Save As**.

(2) To copy all the contents of the folder's previous version, choose the **Copy** button and specify a new location. This may create duplicate items.

BEWARE:
Restore of the previous version will DELETE the current version!

(3) To **erase** the current version of the folder (i.e. the empty H drive) and replace it with the previous version (i.e. the H drive that had files in it), you should choose the **Restore** button.