



# DocAve® 6.0.1 Granular Backup and Restore

## User Guide

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# About DocAve Granular Backup and Restore

DocAve Granular Backup and Restore for SharePoint 2010 ensures resiliency of service in the event of a disaster and quickly recovers lost or corrupted content with database or granular restores.

Granular Backup and Restore offers full, incremental, and differential backup capabilities for SharePoint content, enabling the user to build backup plans and schedules that focus on frequent backup of high priority data, thereby improving backup operations and storage efficiency.

## Complementary Products

Many products and product suites on the DocAve 6 platform work in conjunction with one another. The following products are recommended for use with Granular Backup and Restore:

- DocAve Platform Backup and Restore to back up the entire SharePoint environment, including farm-level components.
- DocAve Replicator for SharePoint for copying SharePoint content within the same SharePoint farm or from one SharePoint farm to another
- DocAve Content Manager for SharePoint for restructuring or moving SharePoint content
- DocAve Report Center for SharePoint to examine pain points in the SharePoint infrastructure and report on SharePoint user behavior and changes
- DocAve Data Protection for setting backup and recovery points prior to adjusting SharePoint governance policies in this product

## Submitting Documentation Feedback to AvePoint

AvePoint encourages customers to provide feedback regarding our product documentation. Click the following URL to access the **Submit Your Feedback** form on our Web site:

<http://www.avepoint.com/resources/documentation-feedback/?flush=1>

# Before You Begin

Refer to the sections for system and farm requirements that must be in place prior to installing and using Granular Backup and Restore.

## Configuration

In order to use Granular Backup and Restore, the DocAve 6 platform must be installed and configured properly on your farm. Administrator will not function without DocAve 6 present on the farm.

## Agents

DocAve Agents are responsible for running DocAve jobs and interacting with the SharePoint object model. At the minimum, DocAve must have one agent installed on at least one of the Web Front End (WFE) servers. DocAve Agents enable DocAve Manager to communicate with the respective servers, allowing for Granular Backup and Restore commands to function properly.

**\*Note:** The use of system resources on a server increases when the installed agent is performing actions. This may affect server performance. However, if the agent installed on a server is not being used, the use of system resources is very low and, therefore, the effect on server performance is negligible.

For instructions on installing the DocAve Platform, DocAve Manager, and DocAve Agents, see the [DocAve 6 Installation Guide](#).

## Licensing and Permissions

To install and use Granular Backup and Restore properly, ensure that the agent account has the following permissions.

1. Local System Permissions: These permissions are automatically configured by DocAve during installation. Refer to [Local System Permissions](#) for a list of the permissions automatically configured upon installation. If there are no strict limitations within your organization on the permissions that can be applied, you can simply add the **DocAve Agent Account** to the local **Administrators** group to apply all of the required permissions.
2. SharePoint Permissions: These permissions must be manually configured prior to using DocAve 6 Granular Backup and Restore; they are not automatically configured.
  - User is a member of the Farm Administrators group. Since Administrator works across farms and on all SharePoint settings and configurations, this account is needed in order to provide the best and most complete quality of service.
  - Full control to all zones of all web applications via User Policy for Web Applications.
  - User Profile Service:

- User Personal Features
  - Create Personal Site
  - User Social Features
  - Managed Metadata Service: Term Store Administrator
  - Business Data Connectivity Service: Full Control
  - Search Service: Full Control
  - User Profile Service: Administrator and Full Control
  - Managed Metadata Service: Administrator and Full Control
3. SQL Permissions: These permissions must be manually configured prior to using DocAve 6 Granular Backup and Restore; they are not automatically configured.
- Member has a Database Role of db\_owner for all the databases related to SharePoint, including Content Databases, Config Database, and Central Admin Database.

## Local System Permissions

The following Local System Permissions are automatically configured during DocAve 6 installation:

- User is a member of the following local groups:
  - IIS WPG (for IIS 6.0) or IIS IUSRS (for IIS 7.0)
  - Performance Monitor Users
  - DocAve Users (the group is created by DocAve automatically; it has the following permissions):
    - Full control to the Registry of HKEY LOCAL MACHINE\SOFTWARE\AvePoint\DocAve6
    - Full control to the Registry of HKEY\_LOCAL\_MACHINE\System\CurrentControlSet\Services\EventLog6
    - Full Control to the Communication Certificate
    - Permission of Log on as a batch job (it can be found within Control Panel > Administrative Tools > Local Security Policy > Security Settings > Local Policies > User Rights Assignment)
- Local admin permission

# Getting Started

SharePoint and the DocAve platform modules have common functionality. While some of this shared functionality is covered in this guide, the primary focus of this document is the functionality that is specific to the DocAve module.

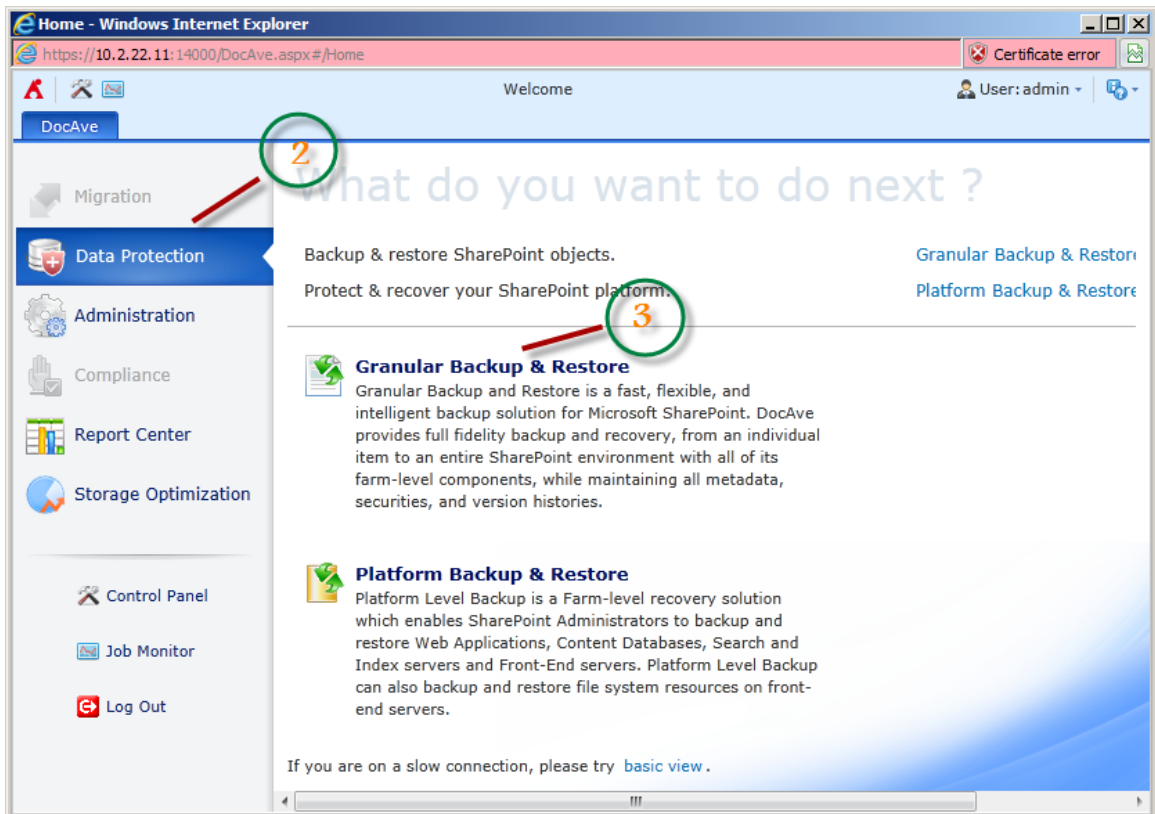
For information on the shared functionality not covered in this document, refer to SharePoint Help.

Refer to the sections below for important information on getting started with Granular Backup and Restore.

## Launching Granular Backup and Restore

To launch Granular Backup and Restore and access its functionality, follow the instructions below:

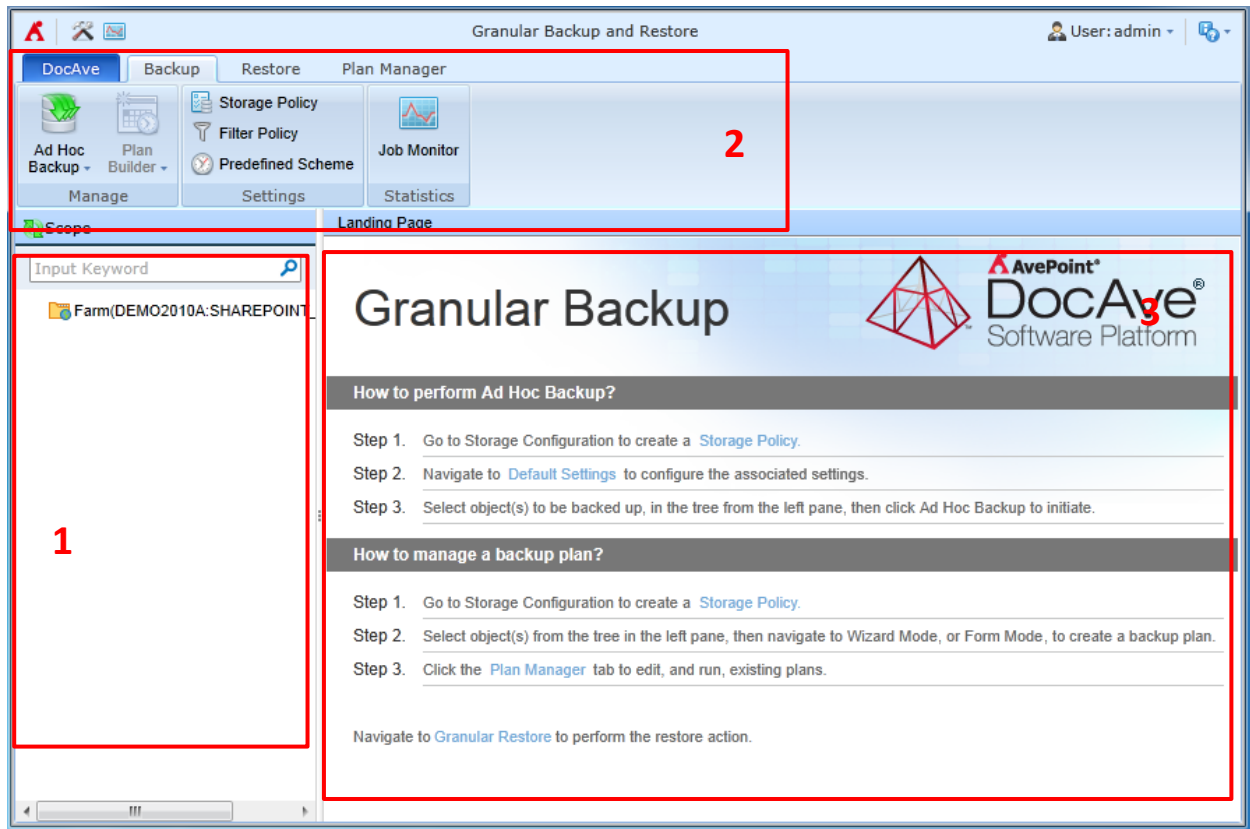
1. Log in to DocAve. If you are already in the software, click the **DocAve** tab. The **DocAve** tab displays all modules on the left side of the window.
2. From the **DocAve** tab, click **Data Protection** to view the backup modules.
3. Click **Granular Backup & Restore** to launch this module.



**Figure 1:** DocAve module launch window.

## User Interface Overview

The Granular Backup and Restore user interface launches with the **Backup** tab active. This tab displays your farm environment and allows for quick access to a list of Granular Backup and Restore features.



**Figure 2:** Granular Backup and Restore user interface.

1. The **SharePoint tree (Scope panel)** displays all content within your farm(s). Use this panel to select the content that you wish to perform actions on. Selecting content often reveals new tabs and functionality on the **ribbon**.
2. The **ribbon** shows the available actions and wizards for the selected nodes. This content is dynamic; it will often change depending on what is selected in the SharePoint tree.
3. The **workspace** shows all form-based content that is used during the configuration of actions performed in DocAve products.

## Selecting Farms and Nodes

To select farms and nodes:

1. From the **Scope** panel on the left, double-click the farm that contains the relevant SharePoint content.
2. Select the relevant content from which you want to perform further operations by clicking the checkbox(es) to the left of the content.
3. After selecting content, you will be able to perform the procedures described throughout this guide.

## Configuring Devices and Setting Up Storage Policies

In order to perform a backup job using Granular Backup and Restore, it is necessary to first configure one or more physical device(s) and then set up a storage policy.

Granular Backup and Restore can write to Net Share, FTP, TSM, EMC Centera, Dell DX Storage, or Cloud Storage devices.

In addition, DocAve has the ability to treat multiple storage devices as a single logical unit when saving backup data. This is especially useful for very large backup plans, as many small drives can be combined. A logical drive must be defined before creating a backup plan.

For instructions on defining devices and setting up storage policies, refer to the [DocAve 6 Control Panel Reference Guide](#).

# Performing a Backup

There are several ways to configure and perform a granular backup. Once the content to back up is selected, backups can be run using the following methods:

- [Running Ad Hoc Backup](#)
- [Using Plan Builder \(Wizard Mode or Form Mode\)](#)

For more information regarding backup and recovery, refer to Microsoft TechNet article [Backup and recovery best practices \(SharePoint Server 2010\)](#).

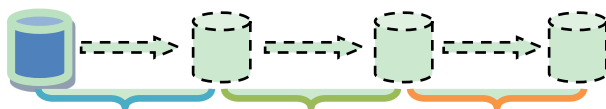
## Overview of Backups Types

When configuring a backup plan using [Plan Builder](#) or a [Predefined Scheme](#), you can specify the type of backup to perform: **Full**, **Incremental**, or **Differential**.

The **Full** option backs up all of the selected data each time a backup is performed. This option requires the most storage space because, depending upon the size of your SharePoint environment, each backup file can be substantial in size. Unlike incremental and differential backups, all full backup files are independent of one another and do not have any dependencies on other back up data files. However, because each of the backups is comprehensive, full backup jobs take the longest to complete of the three available options.

The **Incremental** option backs up only the content that has been updated between backup intervals, drastically reducing the size of the backup file created. The most common option, this backup requires less storage than a full or differential backup. Incremental backups reduce execution time, thereby allowing for shorter backup windows. It is important to note, however, that in order to recover all of the most recent SharePoint data from an incremental backup, all of the backup files must be available. Consider each incremental backup file as a piece of the whole SharePoint environment. If one of these files is not available, the full SharePoint environment cannot be restored.

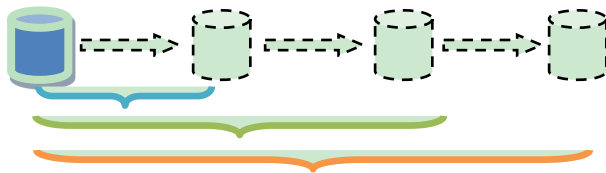
For example, if the following backups are performed in this order– Full Backup, Incremental Backup, Incremental Backup, Incremental Backup:



1. The first Incremental Backup backs up the newly-added data in **blue period**.
2. The second Incremental Backup backs up the newly-added data in **green period**.
3. The third Incremental Backup backs up the newly-added data in **orange period**.

Each time it is run, the **Differential** option backs up all content that has been updated since the last full backup. These backup files are larger in size than incremental files, but smaller than full backup files. In order to recover all of the most recent SharePoint content, the first full backup file and latest differential backup file are required.

For example, if the following backups are performed in this order – Full Backup, Differential Backup, Differential Backup, Differential Backup:



1. The first Differential Backup backs up the newly-added data in **blue period**.
2. The second Differential Backup backs up the newly-added data in **green period**.
3. The third Differential Backup backs up the newly-added data in **orange period**.

## Selecting Content to Back Up

There are two options to select the content to back up: Browse and Search.

To select the content, refer to the sections below.

### Selecting Content by Search

For a large environment, use the search function to quickly locate the target content. You can also use Predefined Searches to search for content; see Predefining Searches for more information.

To use the search function:

1. Locate the **Scope** panel on the left-hand side of the screen.
2. In the field below the **Scope** tab, enter the characters that are in the SharePoint object URL or name you wish to search for.
3. Click the **Search** icon.

### Selecting Content by Browse

To browse through the SharePoint farm objects, follow the instructions below.

1. From the **Scope** panel on the left, double-click the farm that contains the relevant SharePoint content. A list of objects appears beneath the farm entry.
2. Select the relevant object(s) that you want to back up by clicking the checkbox(es) to the left of the object.

3. After selecting content, choose to perform either an **Ad Hoc Backup** or a backup using the **Plan Builder**. See the appropriate section below.

## Understanding Ad Hoc Backup

An **Ad Hoc Backup** backs up the selected content immediately (without setting up a schedule) using the default settings, which need to be configured prior to running the backup.

**\*Note:** An Ad Hoc backup is a back-end process, meaning that the job runs in the background. The user can continue to navigate through the user interface without having to first terminate the running job.

To use Ad Hoc Backup, you must first define the default settings, as described below.

## Configuring Default Settings

To use Ad Hoc Backup, it is necessary to first configure the default settings. The default settings are listed below.

To configure default backup settings:

1. After [selecting the content](#) to back up, click **Ad Hoc Backup** from the **Backup** tab.
2. Select **Default Settings** from the drop-down menu. The **Default Settings** page appears.
3. Select the **Storage Policy** for the backup data, or create a new storage policy for these default settings. For more information on working with storage policies, refer to the [DocAve 6 Control Panel Reference Guide](#).
4. Select an optional **Data Compression** setting. Select the **Compression** checkbox to enable data compression, and then choose a compression level using the slider. A low compression level results in a faster compression rate but a larger data set, while a high compression level results in a slower compression rate but a smaller, better quality data set. Note that small data sets cause slower backup and recovery times. Select whether to leverage DocAve Media Server (**Media Service**) resources or SharePoint Server (**SharePoint Agent**) resources for compression.
5. Select the **Encryption** checkbox (optional) to enable data encryption. Note that encrypting data causes slower backup and recovery times. Select whether to leverage DocAve Media Server (**Media Service**) resources or SharePoint Server (**SharePoint Agent**) resources for compression.
6. Select a **Filter Policy** to limit the scope of the backup job. For more information on working with filter policies, refer to the [DocAve 6 Control Panel Reference Guide](#).
7. Select whether or not to **Include User Profile**. This option decides if user profiles are going to be backed up with the security.
8. Select how you wish to manage the **Workflow** in the source.
  - **Include workflow definition** –Backs up only the definition of existing source workflows.
  - **Include workflow instance** – Backs up definition and history of existing source workflows.

9. Configure the email **Notification** settings. Using the drop-down boxes, select the type of report (**Summary** or **Detailed**), enter the recipient's e-mail address, and click **Add**. Repeat this procedure for any additional recipients.

## Using Ad Hoc Backup

Note that in order to perform an Ad Hoc Backup, [default settings](#) must be configured first.

To initiate an ad hoc backup:

1. After [selecting the content](#) to back up, click **Ad Hoc Backup** from the **Backup** tab.
2. Select **Ad Hoc Backup** from the drop-down menu. The **Quick Backup** page appears.
3. DocAve automatically loads your [default settings](#) into the **Quick Backup** page. Edit these settings as needed.
4. Click **OK** to start the backup job. View the job details in Job Monitor.

## Using the Plan Builder

Configuring Plan Builder is very similar to configuring the default settings for an Ad Hoc Backup. Use the Plan Builder when you wish to schedule a backup and define the type of backup (Full, Incremental, or Differential) or when you want to use the [Predefined Scheme](#) feature.

**\*Note:** A backup run with Plan Builder is a back-end process, meaning that the job runs in the background. The user can continue to navigate through the user interface without having to first cancel the running job.

To use Plan Builder:

1. After [selecting the content](#) to back up, click **Plan Builder** from the **Backup** tab.
2. From the drop-down menu, select [Wizard Mode](#) for step-by-step guidance during configuration, or select [Form Mode](#) (recommended for advanced users only).

See the section below applicable to your choice.

## Using Wizard Mode

Follow the instructions below to configure a plan using Wizard Mode. Note that a red \* indicates a mandatory field.

1. Enter a **Plan Name** and optional **Description**, if desired. Click **Next**. The **Storage Policy** page appears.
2. Select the **Storage Policy** for the backup data. For more information on working with storage policies, refer to the [DocAve 6 Control Panel Reference Guide](#).

3. Select an optional **Data Compression** setting. Select the **Compression** checkbox to enable data compression, and then choose a compression level using the slider. A low compression level results in a faster compression rate but a larger data set, while a high compression level results in a slower compression rate but a smaller, better quality data set. Note that small data sets cause slower backup and recovery times. Select whether to leverage DocAve Media Server (**Media Service**) resources or SharePoint Server (**SharePoint Agent**) resources for compression.
4. Select the **Encryption** checkbox (optional) to enable data encryption. Note that encrypting data causes slower backup and recovery times. Select whether to leverage DocAve Media Server (**Media Service**) resources or SharePoint Server (**SharePoint Agent**) resources for compression.
5. Click **Next** when finished configuring Storage Policy. The **Schedule** page appears.
6. Select a scheduling option. Note that this field determines the type of backup (Full, Incremental, or Differential) that will be run.
  - **No Schedule** – Select this option to configure the job to not run on a schedule (the job must be manually initiated).
  - **Select a Predefined Theme** – Select this option to select a [Predefined Scheme](#).
  - **Configure the schedule myself** – Select this option to configure a customized schedule, and run the backup job by schedule. Click **Add Schedule** to set up a schedule. The **Add Schedule** window appears. In the **Options** section, select a backup type from the drop-down list. For more information, see [Overview of Backup Types](#).
    - **Full Backup** – A full backup of the selected source.
    - **Incremental Backup** – A partial backup; backs up only the content that has been updated since the last backup, be it Full, Incremental, or Differential.
    - **Differential Backup** – A partial backup; backs up only the data that has been added since the last full backup.

After configuring the schedule for the search, click **Calendar View** to view the scheduled search by day, week, or month.

**\*Note:** Frequent consecutive differential backups have a tendency to repeatedly back up the same data, which fills disk space quickly. For best results when conducting high frequency backups, it is recommended to use incremental backups. Incremental backups save time and storage space by backing up only the differences between incremental backups or an incremental backup and a full backup, instead of backing up the entire source location.

7. Click **Next** when finished. The **Restore Granularity Level** appears.
8. Select a granularity level to restore: **Item**, **Site**, or **Site Collection**. Review the table for pros, cons, and recommendations for each selection. Click **Next** when finished. The **Advanced** page appears.
9. Define the **Advanced** settings:
  - **Agent Group** – Select the agent group for the backup data. For more information on working with agent groups, refer to the [DocAve 6 Control Panel Reference Guide](#).

- **Lock Site Collection** (Site Collection level only) – Select whether or not to lock access to the site while the job is running.
  - Select a **Filter Policy** to limit the scope of the backup job. For more information on working with filter policies, refer to the [DocAve 6 Control Panel Reference Guide](#).
  - Select whether or not to **Include User Profile**. This option decides if user profiles are going to be backed up with the security.
  - Select how you wish to manage the **Workflow** in the source.
    - **Include workflow definition** – Backs up only the definition of existing source workflows.
    - **Include workflow instance** – Backs up definition and history of existing source workflows.
  - Configure the email **Notification** settings. Using the drop-down boxes, select the type of report (**Summary** or **Detailed**), enter the recipient's e-mail address, and click **Add**. Repeat this procedure for any additional recipients.
10. When finished setting up notifications, click **Next** on the ribbon. The **Overview** screen appears.
  11. Review and edit the plan selections. To make changes, click **Edit** to the right of the row. This links to the corresponding setting page, allowing you to edit the configuration.
  12. Click **Finish** or **Finish and Run Now** on the lower-right section of the screen. The backup plan is now listed in Plan Manager.

## Using Form Mode

Follow the instructions below to set up a plan using Form Mode. Form Mode is intended for advanced users only. Note that a red \* indicates a mandatory field.

1. Enter a **Plan Name** and optional **Description**, if desired.
2. Select the **Storage Policy** for the backup data. For more information on working with storage policies, refer to the [DocAve 6 Control Panel Reference Guide](#).
3. Select a scheduling option.
  - **No Schedule** – Select this option to configure the job to not run on a schedule (the job must be manually initiated).
  - **Select a Predefined Theme** – Select this option to select a [Predefined Schedule](#).
  - **Configure the schedule myself** – Select this option to configure a customized schedule, and run the backup job by schedule. Click **Add Schedule** to set up a schedule. The **Add Schedule** window appears. In the **Options** section, select a backup type from the drop-down list. For more information, see [Overview of Backup Types](#).
    - **Full Backup** – A full backup of the selected source.

- **Incremental Backup** – A partial backup; backs up only the data that has been added since the last incremental or full backup.
- **Differential Backup** – A partial backup; backs up only the data that has been added since the last full backup.

After configuring the schedule for the search, click **Calendar View** to view the scheduled search by day, week, or month.

**\*Note:** Frequent consecutive differential backups have a tendency to repeatedly back up the same data, which fills disk space quickly. For best results when conducting high frequency backups, it is recommended to use incremental backups. Incremental backups save time and storage space by backing up only the differences between incremental backups or an incremental backup and a full backup, instead of backing up the entire source location.

4. Select a granularity level to restore: **Item**, **Site**, or **Site Collection**. When finished, click **OK and Run Now** to run the job immediately, or click **Advanced** to configure additional options.
5. Select a **Filter Policy** to limit the scope of the backup job. For more information on working with filter policies, refer to the [DocAve 6 Control Panel Reference Guide](#).
6. Select whether or not to **Include User Profile**. This option decides if user profiles are going to be backed up with the security.
7. Select how you wish to manage the **Workflow** in the source.
  - **Include workflow definition** –Backs up only the definition of existing source workflows.
  - **Include workflow instance** – Backs up definition and history of existing source workflows.
8. Select an optional **Data Compression** setting. Select the **Compression** checkbox to enable data compression, and then choose a compression level using the slider. A low compression level results in a faster compression rate but a larger data set, while a high compression level results in a slower compression rate but a smaller, better quality data set. Note that small data sets cause slower backup and recovery times. Select whether to leverage DocAve Media Server (**Media Service**) resources or SharePoint Server (**SharePoint Agent**) resources for compression.
9. Select the **Encryption** checkbox (optional) to enable data encryption. Note that encrypting data causes slower backup and recovery times. Select whether to leverage DocAve Media Server (**Media Service**) resources or SharePoint Server (**SharePoint Agent**) resources for compression.
10. **Agent Group** – Select the agent group for the backup data. For more information on working with agent groups, refer to the [DocAve 6 Control Panel Reference Guide](#).
11. Configure the email **Notification** settings. Using the drop-down boxes, select the type of report (**Summary** or **Detailed**), enter the recipient’s e-mail address, and click **Add**. Repeat this procedure for any additional recipients.
12. Click **OK** or **OK and Run Now** on the lower-right section of the screen. The backup plan is now listed in Plan Manager.

# Performing a Restore

A granular restore can be performed only on data backed up using DocAve's Granular Backup and Restore.

There are three types of granular restore:

- **In place restore** – Restores the selected backed-up data to its original location in SharePoint.
- **Out of place restore** – Restores the data to a location in SharePoint other than the original location.
- **Restore to file system** – Restores the selected backed-up content directly to a file system ( a storage device outside of the SharePoint environment).

For more information regarding backup and recovery, refer to Microsoft TechNet article [Backup and recovery best practices \(SharePoint Server 2010\)](#).

## Defining General Settings

Before performing a restore, you may want to define general settings: that is, the User Mapping, Domain Mapping, and Language Mapping.

### User Mapping

Access User Mapping to create rules that replace (in metadata fields) existing user names in the source node with existing user names in the destination node.

To access User Mapping, click **Restore** tab > **User Mapping**. The Control Panel appears.

For specific instructions on setting up user mapping, refer to the [DocAve 6 Control Panel Reference Guide](#).

### Domain Mapping

Access Domain Mapping to create rules that replace (in metadata fields) a domain name in the source with a domain name in the destination.

To access Domain Mapping, click **Restore** tab > **Domain Mapping**. The Control Panel appears.

For specific instructions on setting up domain mapping, refer to the [DocAve 6 Control Panel Reference Guide](#).

## Language Mapping

Access Language Mapping to display a destination node in a different language than the source node language.

To access Language Mapping, click **Restore** tab > **Language Mapping**. The Control Panel appears.

For specific instructions on setting up language mapping, refer to the [DocAve 6 Control Panel Reference Guide](#).

## Configuring and Running a Restore

The procedure for configuring an in place restore, out of place restore, or restore to file system is identical up until you select a restore type. Follow the instructions in the section below to begin configuring the restore, then proceed to the applicable section beyond this one for instructions on performing your selected restore type.

1. From the **Restore** tab, click **Restore**. The **Time-based Restore** tab appears.
2. Configure settings on the **Job Filter** page to limit the scope of the backup data being restored.
  - **Plan Filter** – Filters the backup data by plan information. You can filter the backup plan by the farm, plan name, and the restore granularity level of the plan by selecting corresponding check-box in the drop-down list. The logical relationship between the filter rules is AND. By default, all jobs are displayed.
  - **Job Filter** – Filters the backup data by job information. Select the **Backup Type** in the drop-down list. The backup types are **Full**, **Incremental**, and **Differential**. If you select the option **Include job(s) with only partial backup data**, any backup job that is stopped prior to completion is included in the backup. By default, **All Types** is selected.
  - **Time Range** – Filter the backup data by job completed time range. The **All jobs** selection lists all backup jobs whenever the job completed, while **Job completed within** filters the backup jobs which are completed in the specified time range. By default, **All jobs** is selected.
3. When finished, click **Next**. The **Backup Jobs** page appears.
4. All of the backup jobs that meet the filter rule(s) are listed in the calendar. Click on **Day**, **Week**, or **Month** to change the view to see all available jobs during that time period. Click the left and right arrows beside the date to move forward or backward. Select the backup job that you want to restore.
5. Click **Next**. The **Data Selection** page appears.
6. Select the content to restore:
  - Browse through the backup data by clicking on the object to navigate through the object tree.
  - Click on the name of a specific site collection to expand the data tree.

- Click on a root site to expand the tree to display folders/lists and content located directly on the top site of the site collection. Click on individual site names to expand the tree to display folders/lists and content located on those individual sites. Use **Advanced Search** in the **Time-Based Restore** tab to filter out specific objects or data within each SharePoint level. For more information, refer to [Appendix A: Advanced Search](#).
- Select the data to be restored. There is a checkbox corresponding to each level on the backup tree, which is unchecked by default. Check **Select All** to select all backup data to restore. Specify whether to also restore the Security and Property settings by selecting the applicable checkboxes. To restore data at different levels, refer to the following table:

Restore Level	Step
Restoring a site collection	<ol style="list-style-type: none"> <li>1. Navigate to the site collection and expand its data tree.</li> <li>2. Check the checkbox next to the site collection. All of the site collection contents are selected.</li> </ol>
Restoring a site	<ol style="list-style-type: none"> <li>1. Navigate to the site.</li> <li>2. Check the box next to the site to select the site and its contents.</li> </ol>
Restoring a list/library  <b>*Note:</b> The user version of user information lists is not supported.	<ol style="list-style-type: none"> <li>1. Navigate to the list/library.</li> <li>2. Check the box next to the list/library to select the list/library and its contents.</li> </ol>
Restoring a file/ item	<ol style="list-style-type: none"> <li>1. Navigate to the root folder of the library/list which contains the file/ item.</li> <li>2. Double-click <b>Items</b>.</li> <li>3. In the pop-up window, check the corresponding checkbox next to the file/item located in the pop-up window.</li> </ol>

Note that on the site collection level and lower, two checkboxes appear: **Security** and **Property**. Check these boxes to restore the security and property of the SharePoint objects. For more information, refer to the table below.

Type	SharePoint Object	Attributes of the SharePoint object that belong to the specified type
Security	Site Collection	Users and groups of the site collection
	Site	Mappings of the users and their permissions, permission levels, groups, users
	List	Mappings of the users and their permissions, users, groups
	Folder/Item/File	Mappings of the users and their permissions, users, groups
Property	Site Collection	Basic information used to create the site collection, other information of the site collection, site features
	Site	Basic information used to create the site, other information of the site, site columns, site content types, navigation, site features, triggers for the users' actions in the site
	List	Basic information used to create the list, other information of the list, list columns, list content types, triggers for the users' actions in the list, alert
	Folder/Item/File	Properties of the folder/item/file, alert

4. When finished, click **Next**. The **Restore Type** page appears.
5. Choose the **Restore Type**. Click the link below to proceed to the section for further instructions.
  - [In place restore](#) – Restores the selected backed-up data to its original location in SharePoint.
  - [Out of place restore](#) – Restores the data to a location in SharePoint other than the original location.
  - [Return to file system](#) – Restores the selected backed-up content directly to a file system (a storage device outside of the SharePoint environment).

## In Place Restore

Use an in place restore to restore granularly backed-up data to its original location in SharePoint. Follow the instructions below.

1. After configuring the restore as described in the previous section, select **In place restore** as the **Restore Type**.
2. Select an **Agent Group** from the drop-down list. For more information on agent groups, see the [DocAve 6 Control Panel Reference Guide](#).
3. Click **Next**. The **Restore Settings** page appears.

4. Define the **Conflict Resolution** behavior. If the SharePoint object name in the source node is the same name as an existing object in the destination node, it is considered a conflict.
  - **Container level conflict resolution** – Set the conflict resolution on the web application, site collection, site, list, and folder level. Note that a discussion board item is considered a folder, so it is restored as a container. There are three resolutions: **Skip** ignores the source container that has the same name as the destination one. **Merge** combines the configuration of the source and destination container. If there is a conflict, the source overwrites the destination. **Replace** deletes the destination container and then restores the source to the destination. If the selected container is a root site, DocAve empties the root site instead of deleting it and restores the source to the destination.
  - **Content level conflict resolution** – Set the conflict resolution of the item level. There are five resolutions. **Skip** ignores the source item\document that has the same item ID/document name as the destination item/document. **Overwrite** copies the source item\document to the destination by overwriting the destination item\document with same item ID/document name. **Overwrite by Last Modified Time** keeps the conflict item\document which has the latest modified time and overwrites the older one. **Append an Item\Document named : “\_1”** adds the conflict source item\document to the destination and adds “\_1” to the end of the filename. The conflict destination item\document are not deleted. **Append a New Version** adds the conflict source item\document to the destination as a new version of the conflict destination item\document.
5. Select whether to **Include Recycle Bin Data**. Choose whether or not to restore contents that are stored in the site or site collection recycle bin. If you selected **Skip** in **Container level conflict resolution**, this field appears. Choose whether to compare the source data with the data stored in destination recycle bin. If you select **Yes** and there are items in the destination Recycle Bin with the same name as the source items, DocAve does not restore the data. If you select **No**, DocAve does not check the data in the Recycle Bin. By default, **Yes** is selected.
6. Select the level of the **Job Report**. **Simplified** creates a summary of content restored to SharePoint. **Detailed** creates a full list of all objects restored to SharePoint at the cost of performance.
7. Choose the **Version Settings** for the content being restored to SharePoint. To improve performance, limit the versions restored. **Restore all versions** restores all the versions of the backup data, while **Restore the latest version(s)** only restores the latest several **Major** or **Major and Minor** versions of the backup data as specified. The other versions are not restored.
8. Decide how to recover SharePoint **Workflow** data. **Include workflow definition** restores the definition of the source workflows to the SharePoint container. **Include workflow instance** restores the state, history, and tasks of each item. If the source workflow has the same name as the existing destination workflow, the source workflow is restored; otherwise, it is skipped.
9. Choose whether or not to restore **Item Dependent Columns and Content Types**. An item dependent column or item dependent content type is a common column or content type that an item uses in a corresponding list/library. If you did not select **Property** besides the selected node in the **Data Selection** step and the dependent column or content type does not exist in the destination, then that column or content type will not be restored. If this is the case, use this option to restore them.

- **Restore the item dependent columns and content types to maintain item integrity** – The item is restored and the dependent column or content type is created in the corresponding list/library.
  - **Do not restore item depended columns and content types** – Neither the item nor the inexistent content type or column is restored.
10. Configure the email **Notification** settings. Using the drop-down boxes, select the type of report (**Summary** or **Detailed**), enter the recipient’s e-mail address, and click **Add**. Repeat this procedure for any additional recipients.
  11. Click **Next** when finished. The **Schedule** page appears.
  12. Configure the **Schedule Selection** options:
    - **Restore once finish wizard**–Select this option to run the restore immediately after finishing the wizard.
    - **Configure the schedule myself** – Select this option to configure a customized schedule, and run the restore by schedule. Fill in the parameters according to your desired schedule.
  13. Click **Finish** to run the restore immediately (if you selected **Restore once finish the wizard**) or **Next** to advance to the **Overview** page (if you selected **Configure the schedule myself**).
  14. Review and edit the plan selections. To make changes, click **Edit** to the right of the row. This links to the corresponding setting page, allowing you to edit the configuration.
  15. Click **Finish** when done. The plan is now listed in **Plan Manager**.

## Out of Place Restore

Use an out of place restore to restore the backed-up data to another location in SharePoint other than the original location. Follow the instructions below.

1. After configuring the restore as described in [Configuring and Running a Restore](#), select **Out of place restore** as the **Restore Type**.
2. Select the **Destination** container for the SharePoint object by clicking the farm URL to expand the destination data tree. Select the node where you want to restore the source data. In the blank field above the farm name, you can enter the characters that contained in SharePoint object URL or name to search for the desired SharePoint object.

Select the destination node. To restore a site or site collection to the target newly created site collection, refer to [Restore a Site or Site Collection to the Target Newly-Created Site Collection](#).

3. Select an **Agent Group** from the drop-down list. For more information on agent groups, see the [DocAve 6 Control Panel Reference Guide](#).
4. If the source data you select in the **Data Selection** field is at the site or list level, the **Action** field appears after selecting the destination container. Select how the data is restored to the

destination. **Attach** restores the contents as children beneath the selected node. **Merge** adds the contents to the destination node. Click **Preview** to see the impact of the tree structure.

5. Define the mapping **Settings**. Select **User mapping**, **Domain mapping**, or **Language mapping** in the corresponding drop-down lists. For more information on mapping, refer to the [DocAve 6 Control Panel Reference Guide](#).
6. Choose whether or not to restore **Item Dependent Columns and Content Types**. An item dependent column or item dependent content type is a common column or content type that an item uses in a corresponding list/library. If you did not select **Property** besides the selected node in the **Data Selection** step and the dependent column or content type does not exist in the destination, then that column or content type will not be restored. If this is the case, use this option to restore them.
  - **Restore the item dependent columns and content types to maintain item integrity** – The item is restored and the dependent column or content type is created in the corresponding list/library.
  - **Do not restore item depended columns and content types** – Neither the item nor the inexistent content type or column is restored.
7. Configure the email **Notification** settings. Using the drop-down boxes, select the type of report (**Summary** or **Detailed**), enter the recipient's e-mail address, and click **Add**. Repeat this procedure for any additional recipients.
8. Click **Next** when done. The **Restore Settings** page appears.
9. Define the **Conflict Resolution** behavior. If the SharePoint object name in the source node is the same name as an existing object in the destination node, it is considered a conflict.
  - **Container level conflict resolution** – Set the conflict resolution on the web application, site collection, site, list, and folder level. Note that a discussion board item is considered a folder, so it is restored as a container. There are three resolutions: **Skip** ignores the source container that has the same name as the destination one. **Merge** combines the configuration of the source and destination container. If there is a conflict, the source overwrites the destination. **Replace** deletes the destination container and then restores the source to the destination. If the selected container is a root site, DocAve empties the root site instead of deleting it and restores the source to the destination.
  - **Content level conflict resolution** – Set the conflict resolution of the item level. There are five resolutions. **Skip** ignores the source item\document that has the same item ID/document name as the destination item/document. **Overwrite** copies the source item\document to the destination by overwriting the destination item\document with same item ID/document name. **Overwrite by Last Modified Time** keeps the conflict item\document which has the latest modified time and overwrites the older one. **Append an Item\Document named : "\_1"** adds the conflict source item\document to the destination and adds "\_1" to the end of the filename. The conflict destination item\document are not deleted. **Append a New Version** adds the conflict source item\document to the destination as a new version of the conflict destination item\document.

10. Select whether to **Include Recycle Bin Data**. Choose whether or not to restore contents that are stored in the site or site collection recycle bin. If you selected **Skip in Container level conflict resolution**, this field appears. Choose whether to compare the source data with the data stored in destination recycle bin. If you select **Yes** and there are items in the destination Recycle Bin with the same name as the source items, DocAve does not restore the data. If you select **No**, DocAve does not check the data in the Recycle Bin. By default, **Yes** is selected.
11. Select the level of the **Job Report**. **Simplified** creates a summary of content restored to SharePoint. **Detailed** creates a full list of all objects restored to SharePoint at the cost of performance.
12. Choose the **Version Settings** for the content being restored to SharePoint. To improve performance, limit the versions restored. **Restore all versions** restores all the versions of the backup data, while **Restore the latest version(s)** only restores the latest several **Major** or **Major and Minor** versions of the backup data as specified. The other versions are not restored.
13. Decide how to recover SharePoint **Workflow** data. **Include workflow definition** restores the definition of the source workflows to the SharePoint container. **Include workflow instance** restores the state, history, and tasks of each item. If the source workflow has the same name as the existing destination workflow, the source workflow is restored; otherwise, it is skipped.
14. Choose whether or not to restore **Item Dependent Columns and Content Types**. An item dependent column or item dependent content type is a common column or content type that an item uses in a corresponding list/library. If you did not select **Property** besides the selected node in the **Data Selection** step and the dependent column or content type does not exist in the destination, then that column or content type will not be restored. If this is the case, use this option to restore them.
  - **Restore the item dependent columns and content types to maintain item integrity** – The item is restored and the dependent column or content type is created in the corresponding list/library.
  - **Do not restore item depended columns and content types** – Neither the item nor the inexistent content type or column is restored.
15. Configure the email **Notification** settings. Using the drop-down boxes, select the type of report (**Summary** or **Detailed**), enter the recipient's e-mail address, and click **Add**. Repeat this procedure for any additional recipients.
16. Click **Next** when finished. The **Schedule** page appears.
17. Configure the **Schedule Selection** options:
  - **Restore once finish wizard**–Select this option to run the restore immediately after finishing the wizard.
  - **Configure the schedule myself** – Select this option to configure a customized schedule, and run the restore by schedule. Fill in the parameters according to your desired schedule.
18. Click **Finish** to run the restore immediately (if you selected **Restore once finish the wizard**) or **Next** to advance to the **Overview** page (if you selected **Configure the schedule myself**).

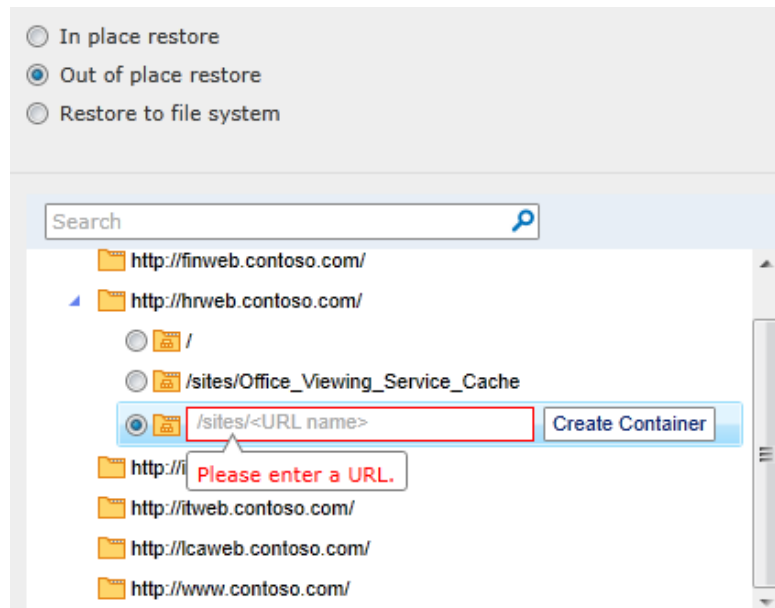
19. Review and edit the plan selections. To make changes, click **Edit** to the right of the row. This links to the corresponding setting page, allowing you to edit the configuration.
20. Click **Finish** when done. The plan is now listed in **Plan Manager**.

## Restore a Site or Site Collection to the Target Newly-Created Site Collection

To restore a site or site collection to the target newly-created site collection, follow the steps below.

1. In the **Data Selection** field, select a site or site collection.
  - Go to the **Restore Type** step and select **Out of place restore**. In the **Destination** section, click the farm URL to expand the destination data tree to site collection level of the desired web application.

Select the radio button besides the site collection, and then enter the title for this newly-created site collection.



- From the Time-based Restore tab > **Manage** toolbar, click **Create Container**, or click the **Create Container** button to the right of the manual input box.
- In the **Create Container** page, set the site collection settings for the new site collection.
- Click **OK** to create a new site collection. If successful, this newly-created site collection is listed under the specified web application.
- Select this site collection as the destination and run the restore job. For more information about how to run an out of place restore job, refer to [Out of Place Restore](#).

## Restore to File System

**Restore to file system** is used to restore the backed-up content directly to the file system (a storage device outside of the SharePoint environment). Note that Granular Backup and Restore can write to any Net Share, FTP, TSM, EMC Centera, Dell DX Storage, or Cloud Storage device, depending on the type of data being stored.

Follow the instructions below.

1. After configuring the restore as described in [Configuring and Running a Restore](#), select **Restore to file system** as the **Restore Type**.
2. Specify the **Destination** where you want to restore the backup data. Input a UNC path to recover the SharePoint content and then the username (in the domain\username format). Input the corresponding password to set up access to the path that data will be written to and stored. Use the hyperlink to validate the credentials specified.
3. Define the **Conflict Resolution** behavior. If the SharePoint object name in the source node is the same name as an existing object in the destination node, it is considered a conflict.
  - **Container level conflict resolution** – Set the conflict resolution on the web application, site collection, site, list, and folder level. Note that a discussion board item is considered a folder, so it is restored as a container. There are three resolutions: **Skip** ignores the source container that has the same name as the destination one. **Merge** combines the configuration of the source and destination container. If there is a conflict, the source overwrites the destination. **Replace** deletes the destination container and then restores the source to the destination. If the selected container is a root site, DocAve empties the root site instead of deleting it and restores the source to the destination.
  - **Content level conflict resolution** – Set the conflict resolution of the item level. There are five resolutions. **Skip** ignores the source item\document that has the same item ID/document name as the destination item/document. **Overwrite** copies the source item\document to the destination by overwriting the destination item\document with same item ID/document name. **Overwrite by Last Modified Time** keeps the conflict item\document which has the latest modified time and overwrites the older one. **Append an Item\Document named : “\_1”** adds the conflict source item\document to the destination and adds “\_1” to the end of the filename. The conflict destination item\document are not deleted. **Append a New Version** adds the conflict source item\document to the destination as a new version of the conflict destination item\document.
4. Select whether to **Include Recycle Bin Data**. Choose whether or not to restore contents that are stored in the site or site collection recycle bin. If you selected **Skip** in **Container level conflict resolution**, this field appears. Choose whether to compare the source data with the data stored in destination recycle bin. If you select **Yes** and there are items in the destination Recycle Bin with the same name as the source items, DocAve does not restore the data. If you select **No**, DocAve does not check the data in the Recycle Bin. By default, **Yes** is selected.

5. Select the level of the **Job Report**. **Simplified** creates a summary of content restored to SharePoint. **Detailed** creates a full list of all objects restored to SharePoint at the cost of performance.
6. Choose the **Version Settings** for the content being restored to SharePoint. To improve performance, limit the versions restored. **Restore all versions** restores all the versions of the backup data, while **Restore the latest version(s)** only restores the latest several **Major** or **Major and Minor** versions of the backup data as specified. The other versions are not restored.
7. Decide how to recover SharePoint **Workflow** data. **Include workflow definition** restores the definition of the source workflows to the SharePoint container. **Include workflow instance** restores the state, history, and tasks of each item. If the source workflow has the same name as the existing destination workflow, the source workflow is restored; otherwise, it is skipped.
8. Choose whether or not to restore **Item Dependent Columns and Content Types**. An item dependent column or item dependent content type is a common column or content type that an item uses in a corresponding list/library. If you did not select **Property** besides the selected node in the **Data Selection** step and the dependent column or content type does not exist in the destination, then that column or content type will not be restored. If this is the case, use this option to restore them.
  - **Restore the item dependent columns and content types to maintain item integrity** – The item is restored and the dependent column or content type is created in the corresponding list/library.
  - **Do not restore item depended columns and content types** – Neither the item nor the inexistent content type or column is restored.
9. Configure the email **Notification** settings. Using the drop-down boxes, select the type of report (**Summary** or **Detailed**), enter the recipient's e-mail address, and click **Add**. Repeat this procedure for any additional recipients.
10. Click **Next** when finished. The **Schedule** page appears.
11. Configure the **Schedule Selection** options:
  - **Restore once finish wizard**–Select this option to run the restore immediately after finishing the wizard.
  - **Configure the schedule myself** – Select this option to configure a customized schedule, and run the restore by schedule. Fill in the parameters according to your desired schedule.
12. Click **Finish** to run the restore immediately (if you selected **Restore once finish the wizard**) or **Next** to advance to the **Overview** page (if you selected **Configure the schedule myself**).
13. Review and edit the plan selections. To make changes, click **Edit** to the right of the row. This links to the corresponding setting page, allowing you to edit the configuration.
14. Click **Finish** when done. The plan is now listed in **Plan Manager**.

## Checking a Job Status

Granular Backup and Restore contains a Job Monitor button where users can view the status of plans. This is useful for monitoring jobs or troubleshooting for errors.

Refer to the [DocAve 6 Job Monitor Reference Guide](#) for more information.

## Additional Optional Configurations

Refer to the sections below regarding additional optional configurations in Granular Backup and Restore.

### Predefined Schemes

In order to run the backup job on a schedule, you must first configure the Predefined Scheme. From within the Granular Backup and Restore user interface, select **Backup** tab > **Predefined Scheme**. The **Predefined Scheme** window appears. Here, you can view the default Weekly Scheme and the Bi-Weekly Scheme. Use these two default schemes or create a new scheme as required.

The following steps describe how to create a new scheme.

1. In the **Manage** group, click **Create**.
2. Enter the **Predefined Scheme** name into the text box, and add an optional description.
3. In the **Schedule Settings** section, click **Add Schedule** to set up a schedule. The **Add Schedule** tab appears.
4. In **Option** section, select a backup type from the drop-down list. For more information, refer to [Overview of Backup Types](#).
  - **Full Backup** – A full backup of the selected source.
  - **Incremental Backup** – A partial backup; backs up only the data that has been added since the last backup, be it Full, Incremental, or Differential.
  - **Differential Backup** – A partial backup; backs up only the data that has been added since the last full backup.

**\*Note:** Frequent consecutive differential backups have a tendency to repeatedly back up the same data, which fills disk space quickly. For best results when conducting high frequency backups, it is recommended to use incremental backups. Incremental backups save time and storage space by backing up only the differences between incremental backups or an incremental backup and a full backup, instead of backing up the entire source location.
5. In the **Type** section, select the interval at which the backup occurs: **By hour**, **By day**, **By week**, or **By month**.

6. In the **Schedule Settings** section, set up the frequency for the scheduled backup job. If you select the type as **By hour**, **By week**, or **By month**, you can set up the advanced settings for the frequency. For more information, see the [Advanced Predefined Schedule Settings](#) section.
7. Select the **Range of Recurrence** for the schedule.
  - **No end date** – The job is run on schedule all the time.
  - **End after ... occurrence(s)** – The job stops running after running the specified times.
  - **End by** – The job ends by the date you specify.

## Advanced Predefined Scheme Settings

To configure the Advanced Scheme Settings:

### By Hour

- **Specify production time: From ... to ...** – Runs the backup job on the specified production time.
- **Select time below** – Specify the time you want to run the backup job. To add several run job time, click **Add**.

### By Week

**Run every ... week(s); On ...** – Specify the days of the week to run the plan on, and after how many weeks to recur.

### By Month

- **On day ... of ...** – Select the day and the month to run the backup job. For example, specify this option as **On day 3 of January**, and the backup is run on 3rd January.
- **Day ... of every ...month(s)** – Select the day and the month interval to run the backup job. For example, specify this option as **Day 3 of every 2 months**, and the backup is run on the 3rd day of every two months.
- **The ... .. of every ... month(s)** – Select the time and the interval for the backup job. For example, set this option as **The First Monday of every 3 months**, and the backup is run on the first Monday every 3 months.
- **The ... .. of ...** – Select the day and the month for the backup job. For example, set this option as **The First Monday of January**, and the backup is run on the first Monday of January.

## Outgoing E-mail Server Settings

Granular Backup and Restore allows you to configure outgoing e-mail for DocAve 6. Configuring outgoing e-mail enables you to track the status of services or jobs. This is done through the Control Panel.

For instructions on outgoing, refer to the [DocAve 6 Control Panel Reference Guide](#).

# DocAve Granular Backup and Restore Use Case

The following use case applies the procedures described in this guide to a real-world situation. These use cases are intended to give the user an idea of when and why one would use common DocAve Granular Backup and Restore functionality. Note that these situations assume that the DocAve platform and applicable modules have been installed successfully, and that the prerequisite conditions are met (appropriate permissions for the Agent account, creation of logical devices, etc.).

## Configuring a Successful Backup Plan

As the head of IT, Joe is responsible for backing up his company's SharePoint content. Traditionally, his company would perform weekly backups of all SharePoint content using SharePoint's native backup functionality (through SQL server). In addition to extremely long backup windows, the backups led to enormous storage requirements, as each full backup was almost a full terabyte of data. Further, the company's RPO and RTO were unacceptably long. This backup process soon became extremely expensive for the company and impractical for Joe to manage. Joe's solution is to implement the DocAve platform – specifically, the Granular Backup and Restore module – into the company's backup process.

Once the Granular Backup and Restore module is installed, Joe gets to work on configuring the backup plan. He first [sets up a storage policy](#). Then, from within the Granular Backup and Restore user interface, Tim [selects the entire farm](#) as the content he wants to back up. Being new to DocAve's products, he chooses to develop a backup plan using [Wizard Mode](#) in [Plan Builder](#). Now Joe has to make a few important decisions: What kind of backup should he schedule? What should the restore granularity level be? How often should he schedule backups, and what time of day should they run? Should he compress the data?

Like many DocAve users, Joe chooses to run [Incremental backups](#), backing up only the data that changes between backup intervals. He chooses Incremental backups because they produce relatively small backup files, which make storage less expensive and recovery of lost data a quicker process. Joe selects the Item granularity level because many departments update important documents on SharePoint on a daily basis, and Joe wants the ability to restore only one item if needed. He decides to schedule these backups to run nightly during off-production hours so that the majority of network resources can be dedicated to running the backup, thereby reducing the backup window even further. Note that Joe could have decided to run the backups during production hours; he just would have had to employ a lightweight backup methodology (such as a low compression rate for quicker backup and/or site collection or site restore granularity, which reduce backup time but at the expense of item granularity).

Joe's decisions helped improve upon his company's backup processes. By choosing to run Incremental backups, he is able to drastically reduce the required backup storage space and, in combination with scheduling the backups to run during off-production hours, he is able to reduce the backup window. By choosing Item granularity restore, Joe ensures the lowest impact to the business in the event that he must recover lost or corrupt content.

# Appendix A: Advanced Search

Advanced Search provides a quick method to select specific objects or data within each SharePoint level (from web application down to item level) to restore.

1. On the **Time-based Restore** tab, within the **Data Selection** field, select the search scope in the backup tree that you want to search on by clicking the name of it.
  - In the **Search** group, click **Advanced Search**. The **Advanced Search** page appears.
  - The SharePoint levels equal or lower than the ones you select in the backup tree are listed in the **Level** drop-down list. The value is case-insensitive and it supports wildcard (\*). Using Advanced Search, you can search:

Level	Rule	Condition	Value	Result
Web Application	URL	Contains	test	Searches for the web application whose URL contains <i>test</i> .
		Is(exactly)	http://test:2000/	Searches for the web application whose URL is http://test: 2000/.
Site Collection	URL	Contains	sitecollection	Searches for the site collection whose URL contains <i>sitecollection</i> .
		Is(exactly)	http://test:20000/sites/stiecollectionA	Searches for the site collection whose URL is http://test:20000/sites/sitecollectionA.
Site	URL	Contains	siteA	Searches for the site whose URL contains <i>siteA</i> .
		Is(exactly)	http://test:20000/sites/stiecollectionA/siteA	Searches for the site whose URL is http://test:20000/sites/sitecollectionA/siteA.
	Site Title	Contains	A	Searches for the site whose title contains <i>A</i> .
		Is(exactly)	siteA	Searches for the site whose title is <i>siteA</i> .
List	Name	Contains	A	Searches for the list whose name contains <i>A</i> .
		Is(exactly)	listA	Searches for the list whose name is <i>listA</i> .
Folder	Name	Contains	A	Searches for the folder whose name contains <i>A</i> .
		Is(exactly)	folderA	Searches for the folder whose name is <i>folderA</i> .
Item	Title	Contains	A	Searches for the item whose title contains <i>A</i> .
		Is(exactly)	itemA	Searches for the item whose title is

				<i>itemA.</i>
	Attribute	Contains	A	Searches for the item whose attribute contains A.
		Is(exactly)	userA	Searches for <i>userA</i> as one of the attributes of the item.
Document	Document Name and Extension	Contains	A	Searches for the documents whose document name and extension contain A.
		Is(exactly)	fileA.doc	Searches for the documents whose document name and extension is <i>fileA.doc</i> .
	Attribute	Contains	A	Searches for the document whose attribute contains A.
		Is(exactly)	userA	Searches for documents whose attribute is <i>userA</i> .
Attachment	Document Name and Extension	Contains	A	Searches for the attachment whose document name and extension contain A.
		Is(exactly)	attachmentA.doc	Searches for the attachment whose document name and extension is <i>attachmentA.doc</i> .

- Click **Add** to add a new filter condition. Change the logical relationship between the filter rules by clicking the logic icon after the rule. There are two logics now: **And** and **Or**. The default logic is **And**.
    - And – The content that meets all the rules is searched out.
    - Or – The content that meets one of the rules is searched out.
2. Under the **Basic Filter Conditions** tab, view the Search rules logical relationship.
- Click **Search** to execute the search operation. The search results display under the Search Result tab. View the search results in **Tree View** or **List View** by clicking the corresponding icons at the top right corner of this window.

## Appendix B: Supported and Unsupported Web Parts

The following table lists the supported and unsupported web parts in Granular Backup and Restore.

	Web Part	Supported	Unsupported
Business Data	Business Data Actions		√
	Business Data Connectivity Filter		√
	Business Data Item		√
	Business Data Item Builder		
	Business Data List		√
	Chart Web Part		√
	Excel Web Access	√	
	Indicator Details	√	
	Status List	√	
	Visio Web Access		√
Content Rollup	Categories	√	
	Content Query	√	
	Relevant Documents	√	
	RSS Viewer	√	
	Site Aggregator	√	
	Sites in Category	√	
	Summary Links	√	
	Table Of Contents	√	
	Web Analytics Web Part	√	
	WSRP Viewer	√	
	XML Viewer	√	
Filters	Apply Filters Button		√
	Choice Filter	√	
	Current User Filter	√	
	Date Filter	√	
	Page Filed Filter	√	
	Query String(URL) Filter	√	
	SharePoint List Filter	√	
	Text Filter	√	
Forms	HTML Form Web Part	√	
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	Image Viewer	√	
	Media Web Part	√	
	Page Viewer	√	
	Picture Lib Slideshow Web Part	√	

Outlook Web App	My Calendar	√	
	My contacts	√	
	My Inbox	√	
	My Mail Folder	√	
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