

Metalogix® Backup for SharePoint 6.12

Evaluation Guide



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Legend

 **CAUTION:** A caution icon indicates potential damage to hardware or loss of data if instructions are not followed.

 **IMPORTANT, NOTE, TIP, MOBILE OR VIDEO:** An information icon indicates supporting information.

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About This Guide

This document provides new users with the opportunity to evaluate Metalogix Backup for SharePoint within their own SharePoint environment. It will lead users through a variety of common Metalogix Backup for SharePoint use case scenarios from a simple farm backup and scheduled backup, to granular restoration of items, and the mounting of content databases.

Prerequisites

In order to perform the evaluation scenarios for Metalogix Backup for SharePoint, outlined in this document, you must first install Metalogix Backup for SharePoint and configure it with an activated license, and connected to at least one farm. See the Metalogix Backup for SharePoint Advanced Installation Guide for instructions about the installation and configuration of Metalogix Backup for SharePoint.

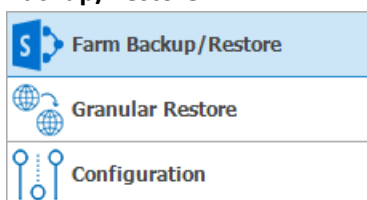
The scenarios in this document require you to prepare your environment as follows:

- Metalogix Backup for SharePoint is installed.
- Metalogix Backup for SharePoint is connected to at least one SharePoint farm that also has a web front end.
- SharePoint web applications should have the following items on them:
 - List Item or Document
 - List or Library
 - Folder
 - Website or Site Collection

Performing a Metalogix Full Farm Backup

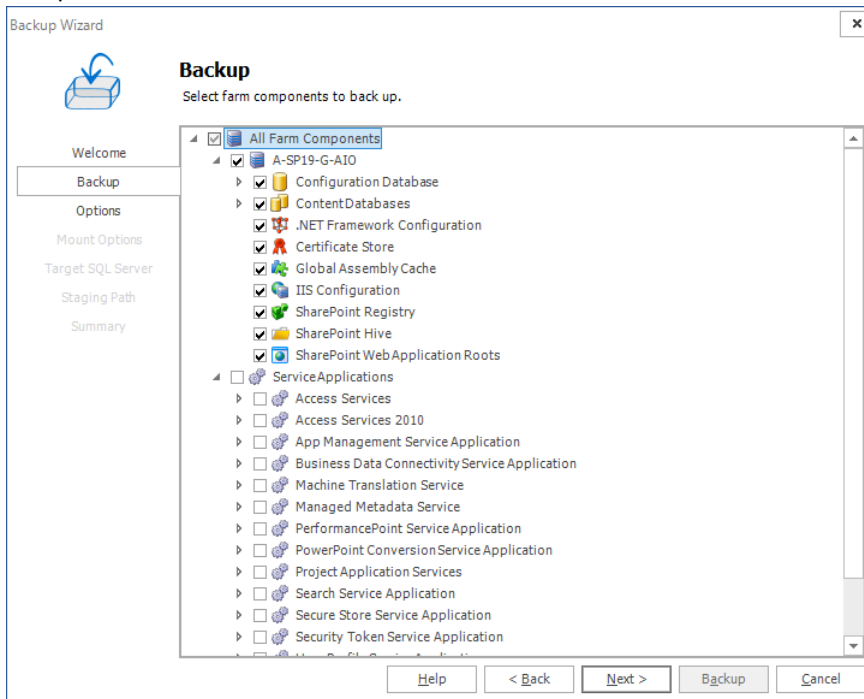
i **NOTE:** A Metalogix full farm backup is a backup performed with the Metalogix Backup for SharePoint product which is not the same as a full farm backup created with SharePoint. Only users who are members of the farm administrators group can perform farm backups.

1. From the Metalogix Backup for SharePoint Management Console workspace selector click **Farm Backup/Restore**.

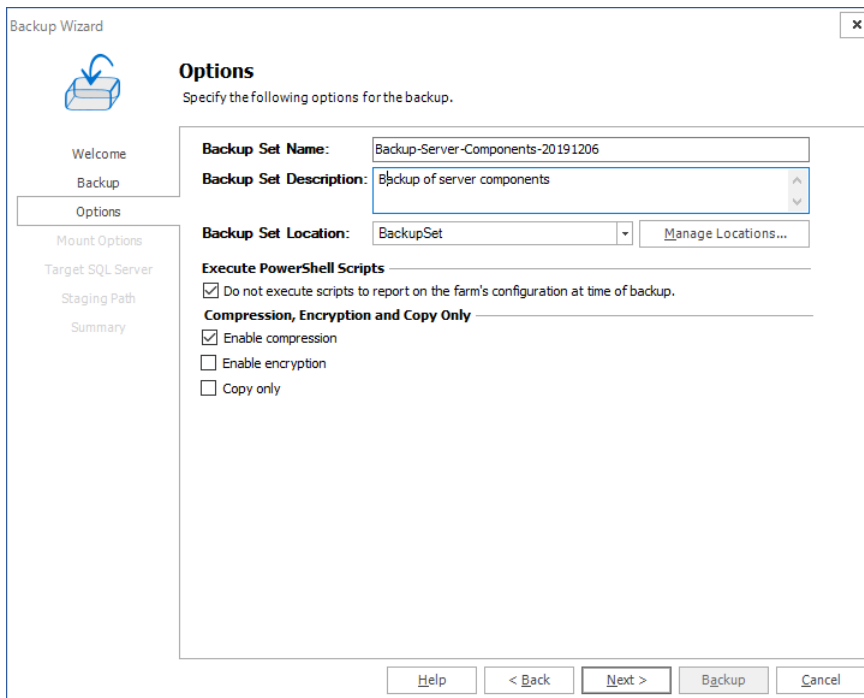


2. In the Farm Backup/Restore pane, click any server name (to backup individual server components) or **All Servers** (to backup all databases and components) for any farm.
3. Click the **Backup** tab.
4. In the **Select farm components to back up** pane, select the check boxes for the items to include in the backup. From the ribbon, you can perform the following actions:
 - a. Click the **Select All** to select all farm components.
 - b. Click **Unselect All** to clear the selection of farm components.
 - c. Click **Refresh** to get the latest set of farm components.
5. From the ribbon, click **Full Backup**. The **Backup Wizard** starts.
6. On the **Welcome to the Backup Wizard** page, click **Next**.

- On the **Backup** page, review the items that the backup includes. You can review and revise the farm component selections here.

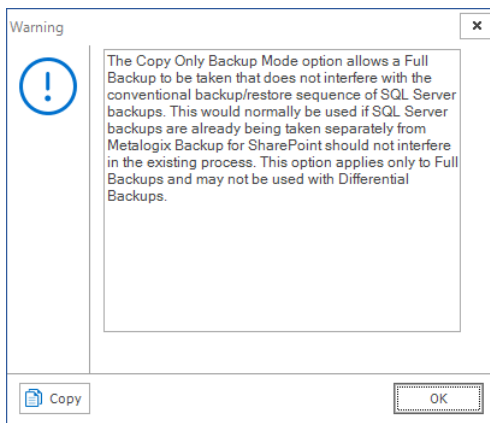


- Click **Next**. The **Options** step appears.

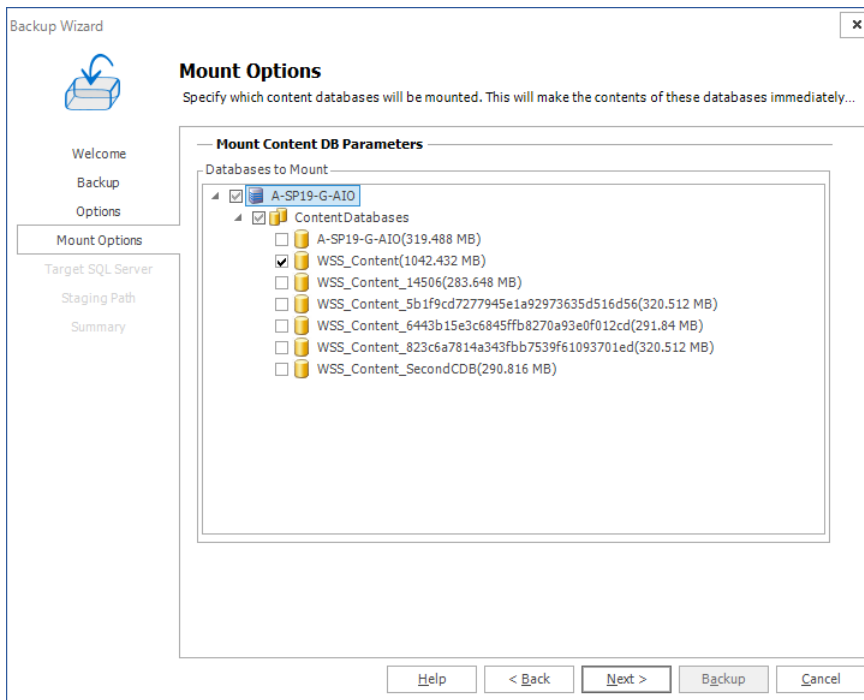


- Enter the information as described below:
- Backup Set Name** - Specify a name for the backup set. The name appears on the Restore tab when you select the backup set to review and restore.
- Backup Set Description** - Enter notes about the backup set.

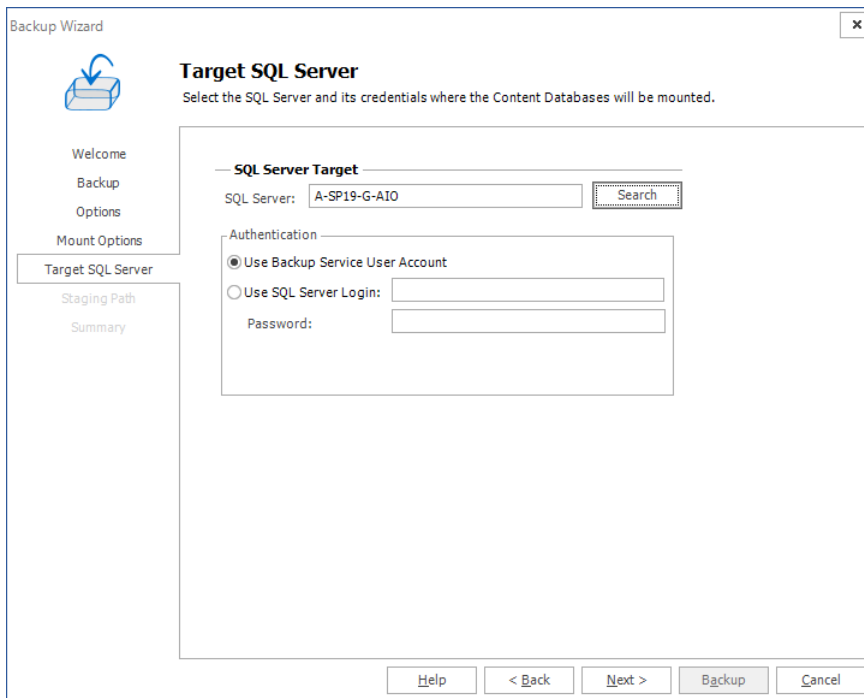
- d. **Backup Set Location** - Select a location for the backup set from the drop-down list. You can click **Manage Locations** to open the Backup Service Preferences window and configure the backup locations.
- e. **Do not execute scripts to report on the farm's configuration at time of backup** - Select the check box to prevent Metalogix Backup for SharePoint from providing the farm's configuration at the time of the backup. If the check box is not selected, then users will be able to select the "view farm configuration" option for the backup set.
- f. **Enable compression** - Select the check box to compress the backup set.
- g. **Enable encryption** - Select the check box to encrypt the backup set. If you enable encryption, you must also specify a password for the backup set. You must supply the same password when you restore from the backup.
- h. **Copy Only** - Select the check box to allow a full farm backup that does not interfere with the conventional backup/restore sequence of SQL Server backups. This option is normally used if SQL Server backups are already being taken separately.



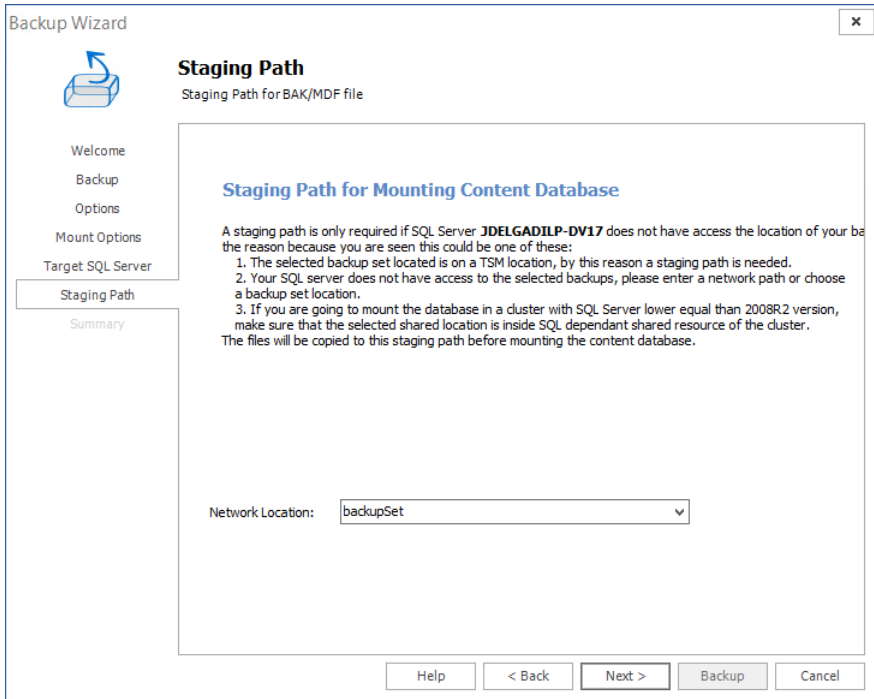
- 9. Click **Next**. The **Mount Options** step appears. Select which content database, you would like the backup to mount.



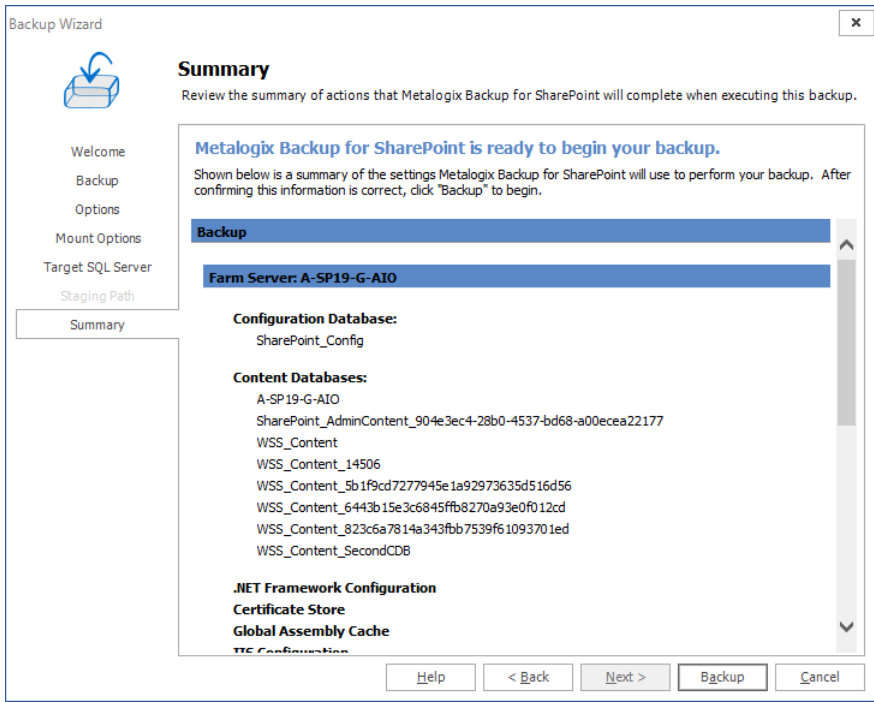
10. Click **Next**. If you did not choose a content database in the previous step, **Target SQL Server** step is ignored. If you chose a content database in the previous step, then the **Target SQL Server** step appears. Enter the information for the server on which you want to mount the backup.



11. Click **Next**. The **Staging Path** step appears only if a TSM location is selected as the Backup Set Location in the **Options** step.



12. The **Summary** step appears. Review the information and click **Backup** to start the backup.



Confirmation

1. You can view the completed backup operation on the **Overview** tab. Notice that another operation of Type Prepare-For-Mount was also completed. You will see this operation if you selected a

content database in the **Mount Options** step in the **Backup Wizard**.

The screenshot displays the Metalogix Backup for SharePoint Management Console interface. The main window title is "Metalogix Backup for SharePoint Management Console". The interface includes a top navigation bar with tabs: Farm, Overview, Backup, Restore, Scheduled Backups, Alerts, Operation Queue, and Help. Below the navigation bar is a toolbar with various icons for actions like Details, Group Operations, Refresh, Restore, Rerun Backup, Cancel Operation, Delete Operation, Import Backup sets, and Date Range. A filter section on the right allows filtering by status: Successful, Warning, Failed, Canceled, Running, Queued, Backup, and Restore.

The main content area is titled "Farm Backup/Restore" and shows a tree view on the left with "SharePoint 2019 Farms" > "SharePoint 2019 AIO" > "All Servers" > "A-SP19-G-AIO". The main pane displays "A-SP19-G-AIO (sp2019g)" and a table titled "Backup/Restore Operation Status (Last 7 Days)".

	Backup Set Name	Operation	Type	Progress	Avg. Throughput	Start Time	Duration (m)
✓	A-SP19-G-AIO-20191216 -...	Restore	Prepare-For-Mount	Complete	243 GB/hour	12/16/2019 5:25:38 PM	00:06
✓	A-SP19-G-AIO-20191216	Backup	Full	Complete	17 GB/hour	12/16/2019 4:34:16 PM	00:53

Below the table is the "Operation Details" section, which includes tabs for Summary, Server Operations, Backup Content, and Result Text. The Summary tab is active, showing the following details:

- Operation Type:** Full backup
- Status:** Successfully completed
- Backup Set:** A-SP19-G-AIO-20191216
- Backup Location:** \\A-SP19-G-AIO\BackupSets
- User:** domal\spsadmin
- Description:** Full backup of A-SP19-G-AIO

At the bottom left, there are navigation options: "Farm Backup/Restore", "Granular Restore", and "Configuration". A status bar at the bottom indicates "Connected as DOMA\spsadmin to Management Service on a-sp19-g-ai0".

Granular Restore

This section will review how to import and mount a content database, and then run through various scenarios that will allow you to perform granular restore operations.

Import and Mount a Metalogix Full Farm Backup

This topic assumes that your Metalogix Backup for SharePoint environment is connected to at least one SharePoint farm, and you have performed a full farm backup as described in the [Performing a Metalogix Full Farm Backup](#) topic. If you selected a content database in the **Mount Options** step in the **Backup Wizard**, the content database is already mounted and you don't have to do this step.

The screenshot displays the Metalogix Backup for SharePoint Management Console interface. The main window shows the 'Mounted Databases (sp2019g)' section with a table of operations. The table has columns for Backup Set Name, Operation, Type, Progress, Avg. Throughput, Start Time, and Duration. A single row is visible, indicating a successful 'Mount' operation for a 'MT Full Farm' backup set.

Backup Set Name	Operation	Type	Progress	Avg. Throughput	Start Time	Duration (f
A-SP19-G-AIO-20191216 -...	Mount	MT Full Farm	Complete	<1 GB/hour	12/16/2019 5:26:00 PM	00:00

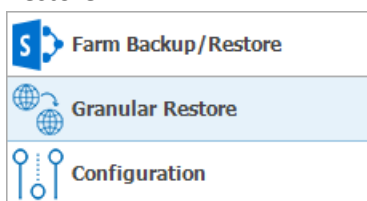
Below the table, the 'Operation Details' section provides further information:

- Name:** A-SP19-G-AIO-20191216 - WSS_Content
- Content Database:** ML_TEMP_DB_WSS_Content_20191216_172536
- Sql Instance:** A-SP19-G-AIO
- User:** domalspsadmin
- Description:** Full backup of A-SP19-G-AIO
- Mount Files location:** \\A-SP19-G-AIO\BackupSets\CdbFiles\WSS_Content_20191216_172536\WSS_Content

The interface also shows a navigation pane on the left with options like 'Farm Backup/Restore', 'Granular Restore', and 'Configuration'. The status bar at the bottom indicates the user is connected as DOMA\spsadmin to the Management Service on a-sp19-g-aio.

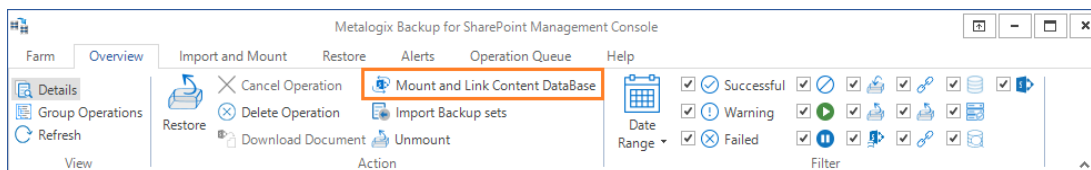
Steps to mount a Metalogix Full Farm Backup

1. From the Metalogix Backup for SharePoint Management Console workspace selector click **Granular Restore**.

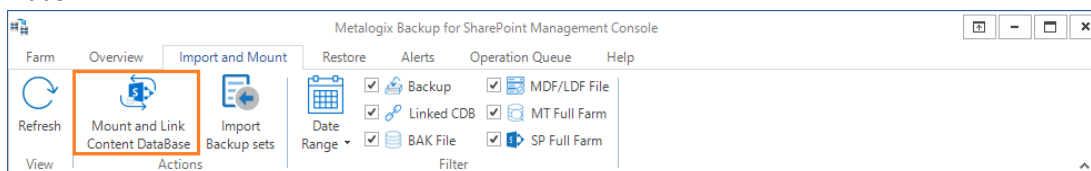


2. Launch the *Content Database Mount and Link Wizard* by doing one of the following:

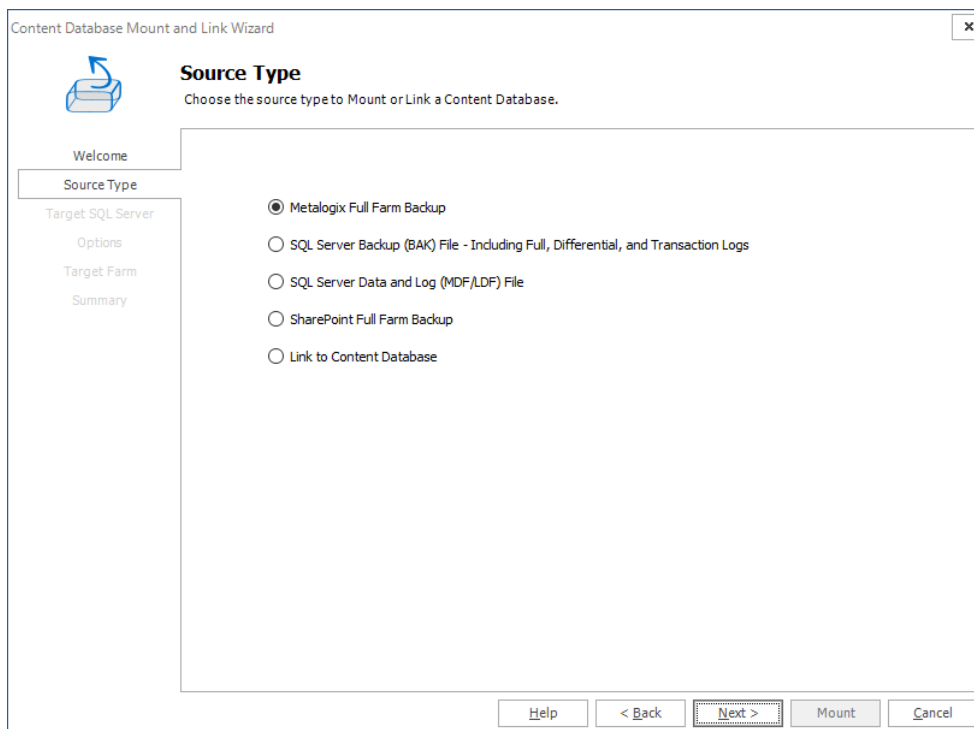
- Click the **Overview** tab and then click **Mount and Link Content Database** from the ribbon.



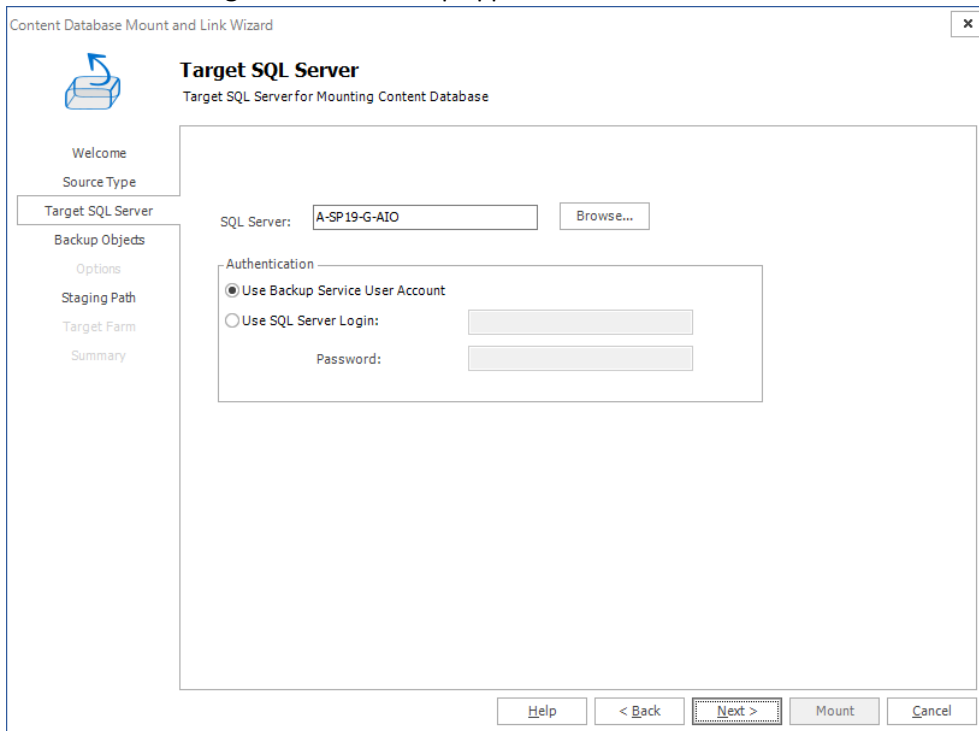
- Click the **Import and Mount** tab and choose the **Mount and Link Content Database** from the ribbon.



3. Click **Next** in the *Content Database Mount and Link Wizard Welcome* step. The **Source Type** step appears.

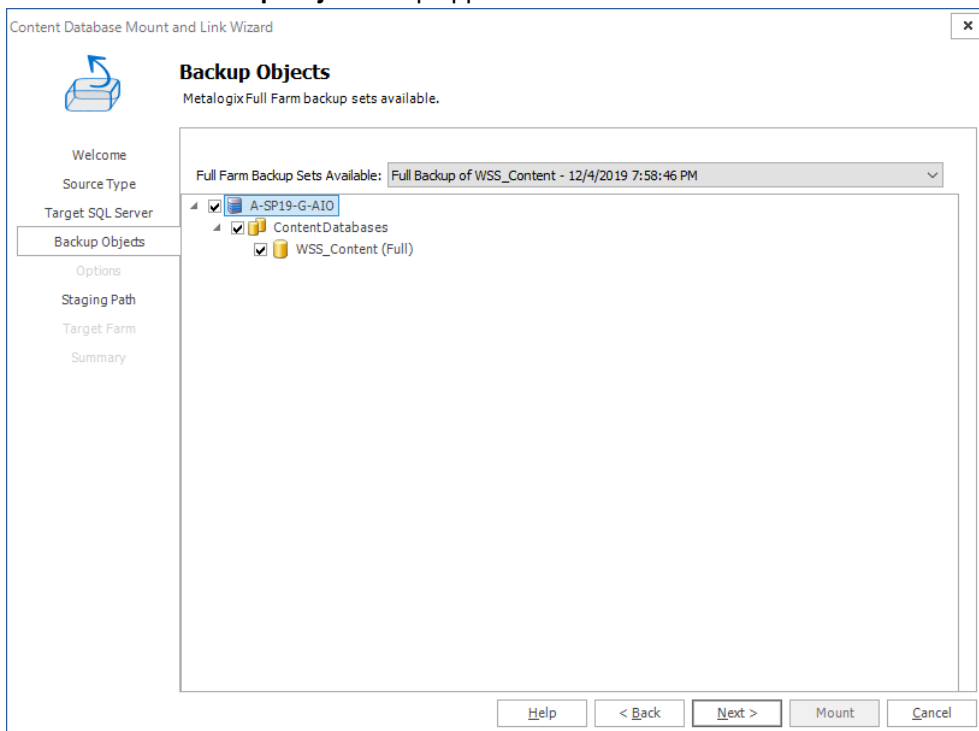


4. Select **Metalogix Full Farm Backup** as the content database source type. This option allows you to mount content databases from farm backups that have been created by the Metalogix Backup for SharePoint product.
5. Click **Next**. The **Target SQL Server** step appears.



- a. Enter the name of a SQL Server, or click **Browse** and select a SQL Server.
- b. For authentication, either use the backup service credentials or enter the server's credentials.

6. Click **Next**. The **Backup Objects** step appears.



7. Click the **Full farm backup sets available** drop down and select a backup set. Select the content database that you wish to mount.
8. Click **Next**. The **Options** step appears.

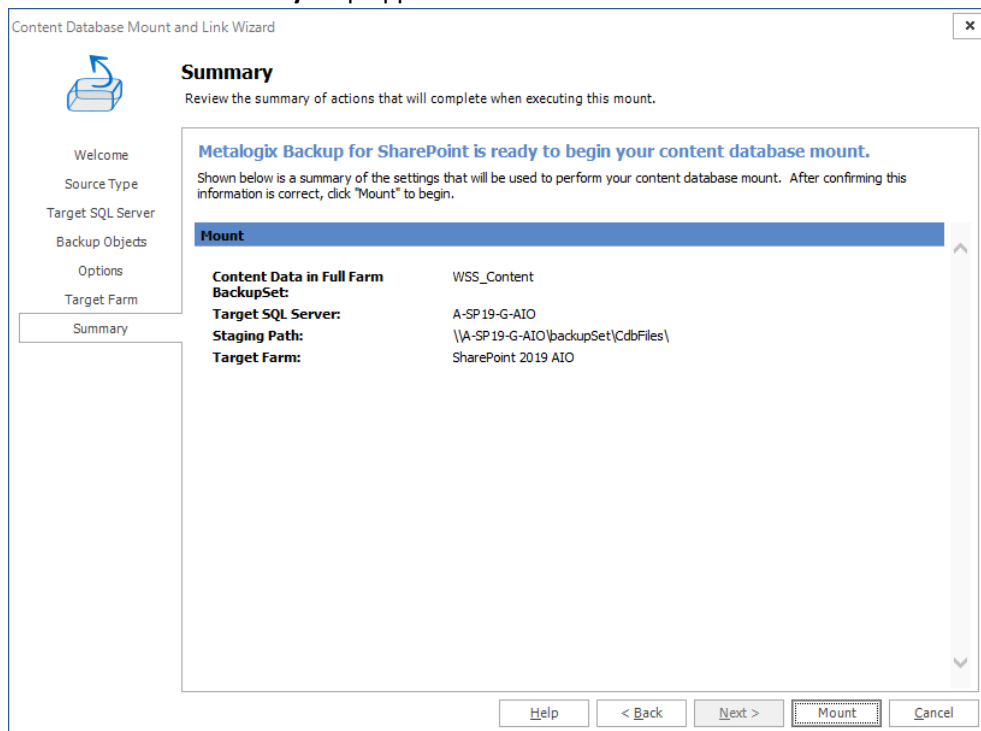
The screenshot shows the 'Options' step of the 'Content Database Mount and Link Wizard'. The window title is 'Content Database Mount and Link Wizard'. On the left, a navigation pane lists steps: Welcome, Source Type, Target SQL Server, Backup Objects, Options (selected), Target Farm, and Summary. The main area is titled 'Options' with the instruction 'Specify the following options for the content database mount.' It contains three input fields: 'Content Database Mount Name' with the value 'WSS_Content823_201904_170356', 'Content Database Mount Description' with the value 'Content Database Mount', and 'Filestream folder path' which is currently unchecked. At the bottom, there are buttons for 'Help', '< Back', 'Next >', 'Mount', and 'Cancel'.

9. Enter a content database mount name and a description. If the backup was created using Microsoft SQL Server Filestream, select the checkbox **Filestream folder path** and specify the location.
10. Click **Next**. The **Target Farm** step appears

The screenshot shows the 'Target Farm' step of the 'Content Database Mount and Link Wizard'. The window title is 'Content Database Mount and Link Wizard'. On the left, a navigation pane lists steps: Welcome, Source Type, Target SQL Server, Backup Objects, Options, Target Farm (selected), and Summary. The main area is titled 'Target Farm' with the instruction 'Target Farm for the Mounted Content Database'. It contains a 'Farm:' dropdown menu with the value 'SharePoint 2019 AIO'. At the bottom, there are buttons for 'Help', '< Back', 'Next >', 'Mount', and 'Cancel'.

11. Select the target farm if there are more than one target SharePoint farms with the same version as the backup set. This drop down appears disabled if there is only one farm with the same version as the backup set.

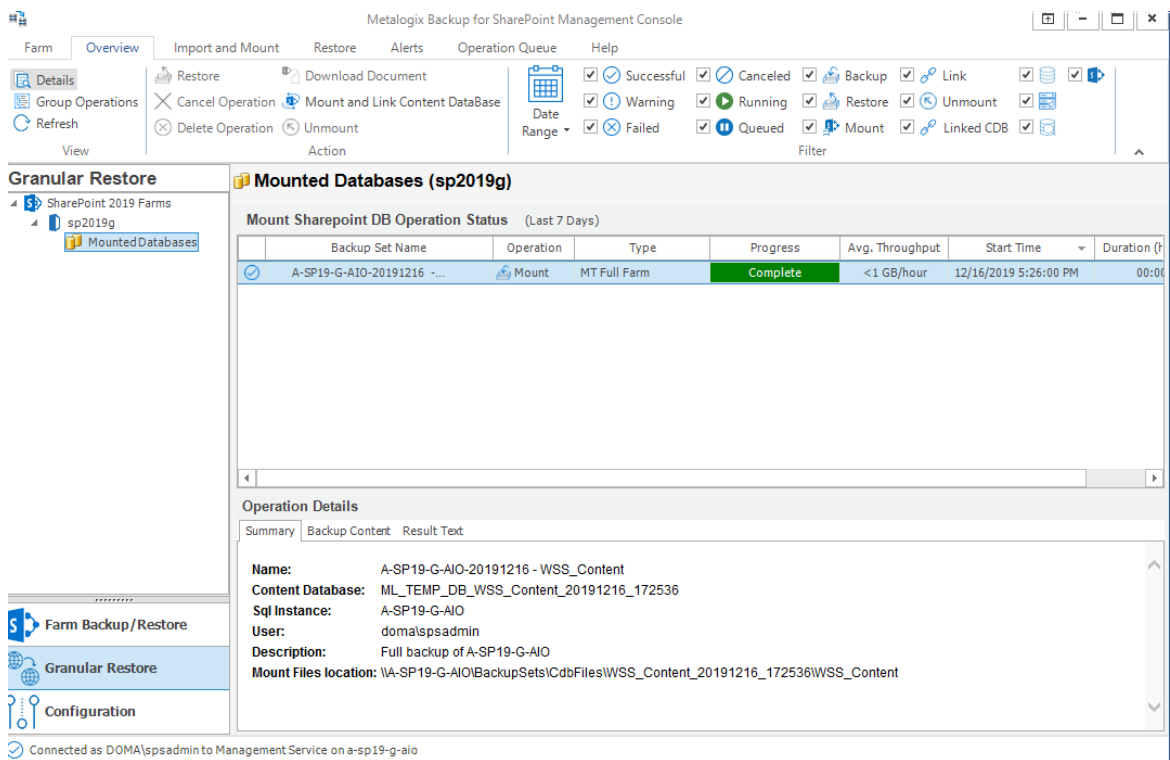
12. Click **Next**. The **Summary** step appears.



13. Click **Mount** to mount the Metalogix Full Farm Backup. Open the **Operation Queue** tab to see the progress of the mount operation.

Confirmation

Click the **Overview** tab. The **Mount Sharepoint DB Operation Status** list indicates the mounted backup with **Type = MT Full Farm**.



1. Select the completed operation. Details about the granular restore operation are presented in the **Operation Details** pane.

About the granular restore process

Metalogix Backup for SharePoint uses a Backup Service that you install on your SharePoint Web Front End (WFE) servers or SQL Server to perform all backup and restore operations. The Backup Service communicates with both the Management Service and with SharePoint. When Metalogix Backup for SharePoint restores backed-up SharePoint objects, it follows the SharePoint object model:

- Documents or Files
- Folders
- Libraries
- Lists
- List items
- Sites or Web sites
- Site Collections

What restore type options are available?

The Restore Type option allows you to specify how Metalogix Backup for SharePoint restores the backed-up objects. Each restore type has its own wizard that guides you through the restore process.

In-place

When you perform an in-place restore Metalogix Backup for SharePoint will add the missing objects to the destination. With the **Overwrite Data** option available in the restore wizards, when selected, allows you to overwrite content on your farms with the content selected in the restore section.

Out-of-place

An out-of-place restore creates new SharePoint objects in your farm. Metalogix Backup for SharePoint restores the backed-up objects to a different SharePoint location. The new location must be a valid SharePoint structure for the objects. For example, you cannot restore a list within another list.

If an object that you restore has the same name and type as an object that already exists, Metalogix Backup for SharePoint prompts you to overwrite the existing object or skip it.

If an object that you restore has the same name as an object that already exists, but is a different object type, Metalogix Backup for SharePoint does not restore the object.

Metalogix Backup for SharePoint never automatically overwrites objects during an out-of-place restore. No objects with the same name can exist at the same place in the hierarchy. For example, If you back up List1 under Web site A, and Web site B already has a List1, you cannot restore the backed-up List1 under Web site B.

The restored objects have all of the applicable permissions that were defined when the objects were backed-up. The out-of-place restore option lets you copy and move SharePoint objects and their child objects.

Local

Creates a hierarchy of folders in a location accessible to the computer that hosts the Management Console, then copies the backed-up SharePoint files and folders to that location.

Each restored file or folder inherits the permissions of the local folder. The local restore option lets you retrieve a local copy of the file. You can use this option to quickly retrieve a copy of a backed-up file and verify that you selected the correct version of the file. Metalogix Backup for SharePoint lets users perform local restores to their computer.

What should I consider when I restore SharePoint objects?

When you restore an object, the parent of the target object must already exist. For example, if you perform an in-place restore of Web site B and Web site B is under Web site A in the backup set, Web site A must exist in the restore target location to restore Web site B. If you perform an out-of-place restore of Web site B, the Web site that you select to restore Web site B must exist.

When you restore a SharePoint object, Metalogix Backup for SharePoint does not modify the parent of the target object. Because of this, Metalogix Backup for SharePoint cannot restore some components of SharePoint objects that require changes to the target parent. This means that among others, Metalogix Backup for SharePoint is unable to restore workflows, links, and custom column names.

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

When you restore a document or list item, Metalogix Backup for SharePoint 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.

i | **NOTE:** When you restore a document or list item that includes an associated Web Part, Metalogix Backup for SharePoint does not restore the Web Part.

When you restore only a list, and you have configured custom content types or inherited content types, Metalogix Backup for SharePoint may not restore the content types and workflow associations for the list. Metalogix Backup for SharePoint 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, Metalogix Backup for SharePoint creates new list items. If you perform another in-place restore operation that includes those list items, Metalogix Backup for SharePoint may create duplicate objects because the internal identifiers for the list items do not match the originally backed-up objects.

When you restore an object using a differential backup, Metalogix Backup for SharePoint displays two restore operations on the Management Console Overview tab: a restore from the full backup immediately followed by a restore from the differential backup.

What permissions are required to restore SharePoint objects?

Metalogix Backup for SharePoint uses the permissions of the logged in user on the computer where the Management Console is installed. When you restore a site collection, Web site, or SharePoint item, Metalogix Backup for SharePoint takes into account both the current permissions that the user has and the permissions the user had when the backup was created.

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. The user must have one of the following permissions assigned, otherwise if the user did not have sufficient permissions when the objects were backed-up, Metalogix Backup for SharePoint displays the site collections and Web sites in the backup set as disabled.

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.

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.

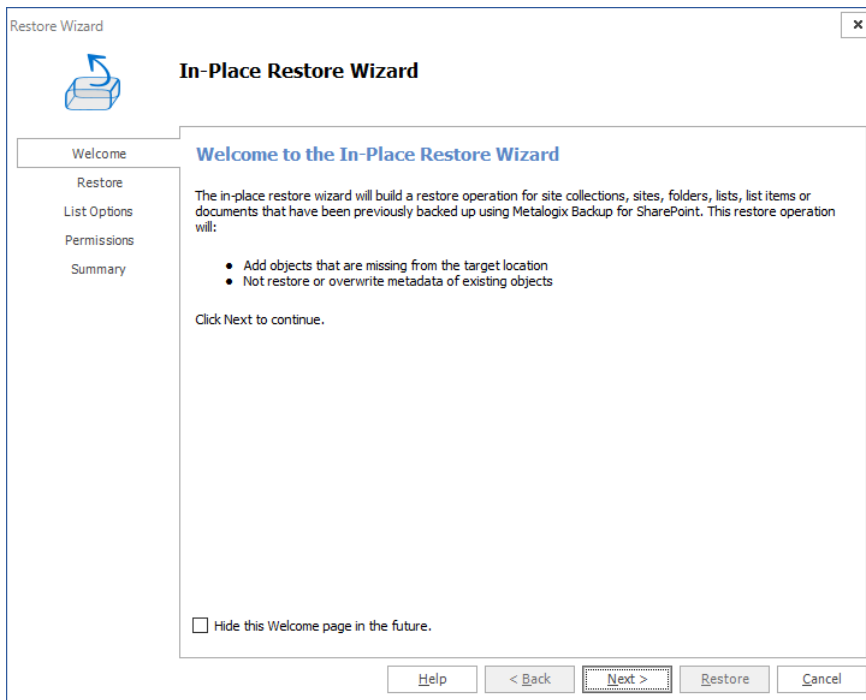
SharePoint Farm Administrator

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

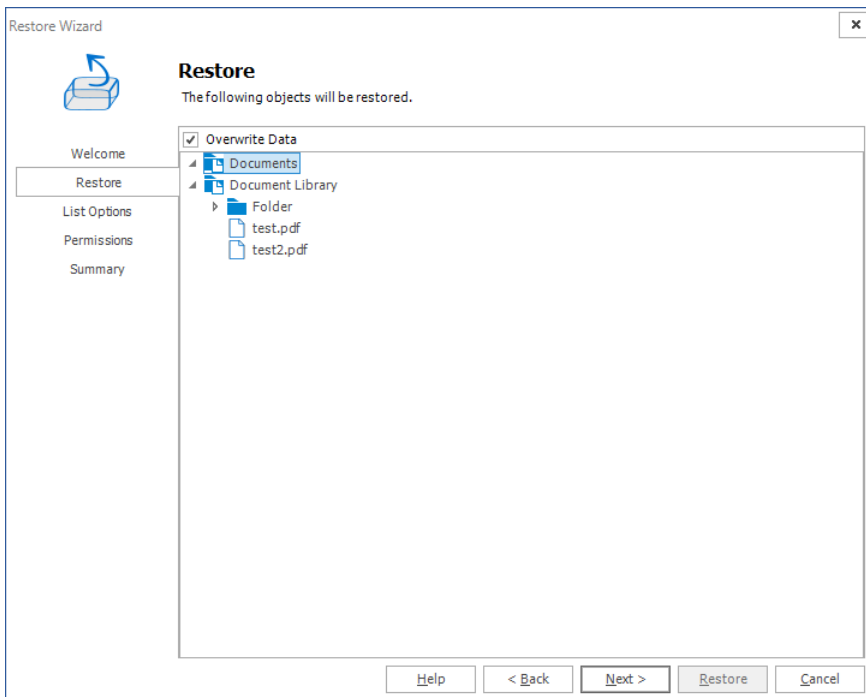
Restore Lists or List items

Follow the steps below to restore list items and documents:

1. From the Management Console workspace selector click **Granular Restore**.
2. In the **Granular Restore** pane, select a farm and then select **Mounted Databases**.
3. Click the **Restore** tab.
4. In the ribbon, select a Restore Type: **In-place**, **Out-of-place** or **Local**.
5. In the **Backup Sets** pane, click the backup set from where you want to restore content.
6. In the **Backup Content** area, select the check boxes for the *list items* or *documents* to restore. You can also use the search box to search for the *list item* or *document* names that start with the expression entered in the search box.
7. In the ribbon, click **Restore**. Depending on your choice of Restore Type, the **In-Place Restore Wizard**, **Out-of-Place Restore Wizard** or **Local Restore Wizard** opens.
8. In the **Welcome** step you can select the **Hide this Welcome page in future** to skip this step the next time you invoke the wizard.



9. Click **Next**. The the **Restore** step appears. Review the objects to restore. If you want to overwrite all the objects that will be restored, then select **Overwrite Data**.



10. Click **Next**. The **Target** step appears. Specify the target location for where you want your restore to occur . You can specify a target in the search field when you have a large number of targets.

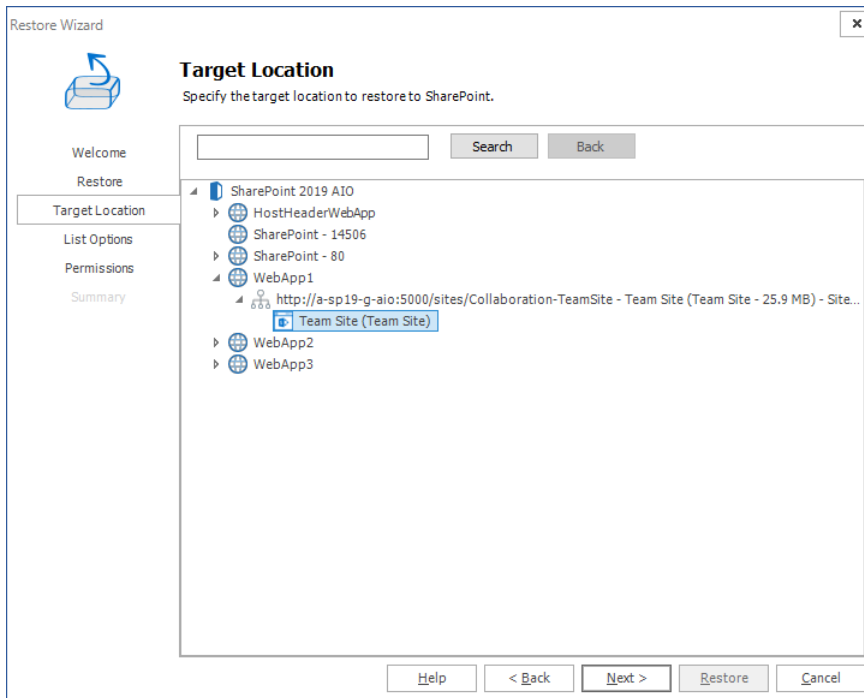
i **NOTE:** This option is only available when you perform an out-of-place restore, or a restore to a local folder.

For **in-place** and **out-of-place** restore types, Metalogix Backup for SharePoint displays a tree selection model based on the objects you selected to restore so you can select only valid

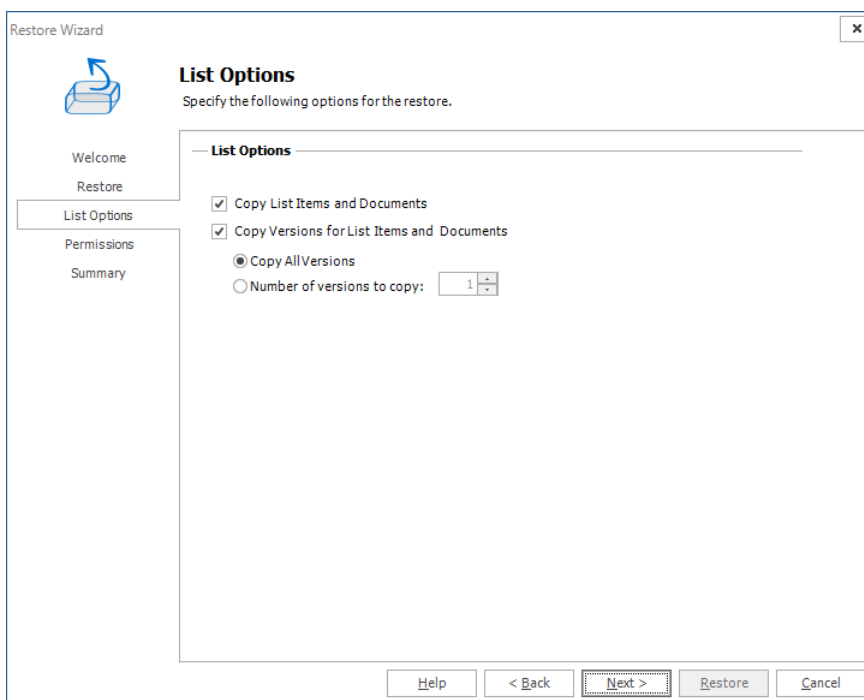
places to restore those objects. You must have the appropriate permissions in the target SharePoint site.

For the **local** restore type, specify the folder where you want Metalogix Backup for SharePoint to restore the local copy of the files.

For more information and additional important considerations, see [About the granular restore process](#).



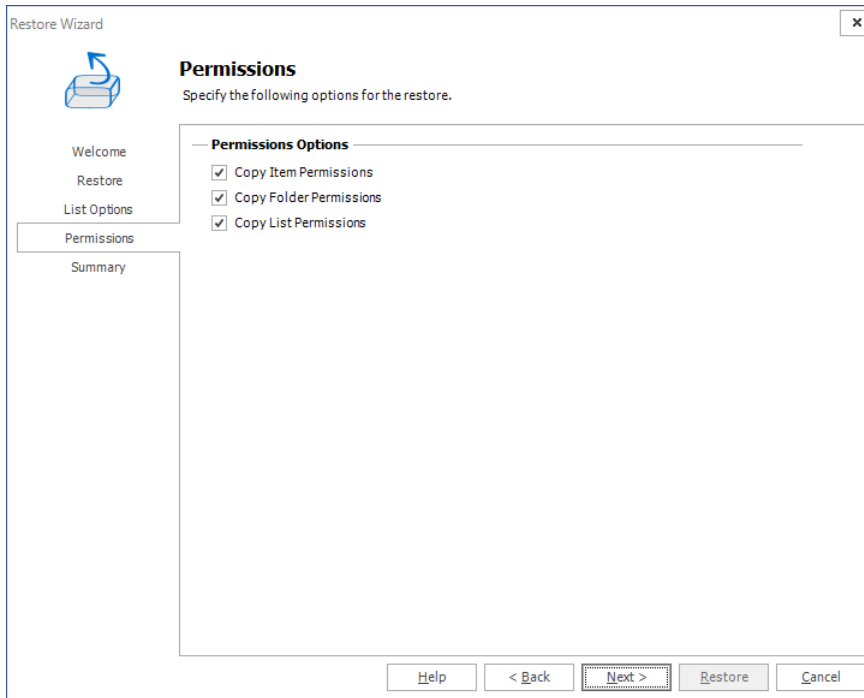
11. Click **Next**. The **Item Options** step appears.



Select from the following settings:

- a. **Copy List Items and Documents:** This option allows granular copy of list items and documents.
- b. **Copy versions for List Items and Documents:** This option allows including major and/or minor versions of the content. Versioning must be enabled on the target destination. By default **Copy all versions** is selected. If the end user wants to copy just some versions, they must check select **Number of versions to copy** and enter the amount of versions to be used during the restore.

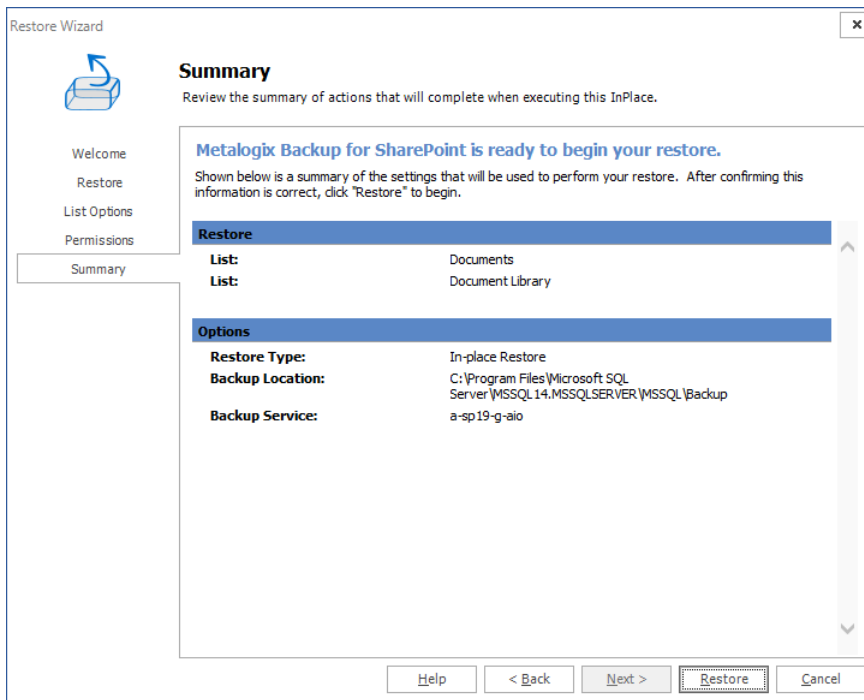
12. Click **Next**. The **Permissions** step appears.



Select from the following options:

- a. **Copy Item Permissions:** Unique permissions to the specific items to be restored.
- b. **Copy Folder Permissions:** Unique permissions to the specific folder nodes to be restored.
- c. **Copy List Permissions:** Unique permissions to the specific list or library to be restored.

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



14. Review the restore settings and click **Restore**. Open the **Operation Queue** tab to see the progress of the granular restore.

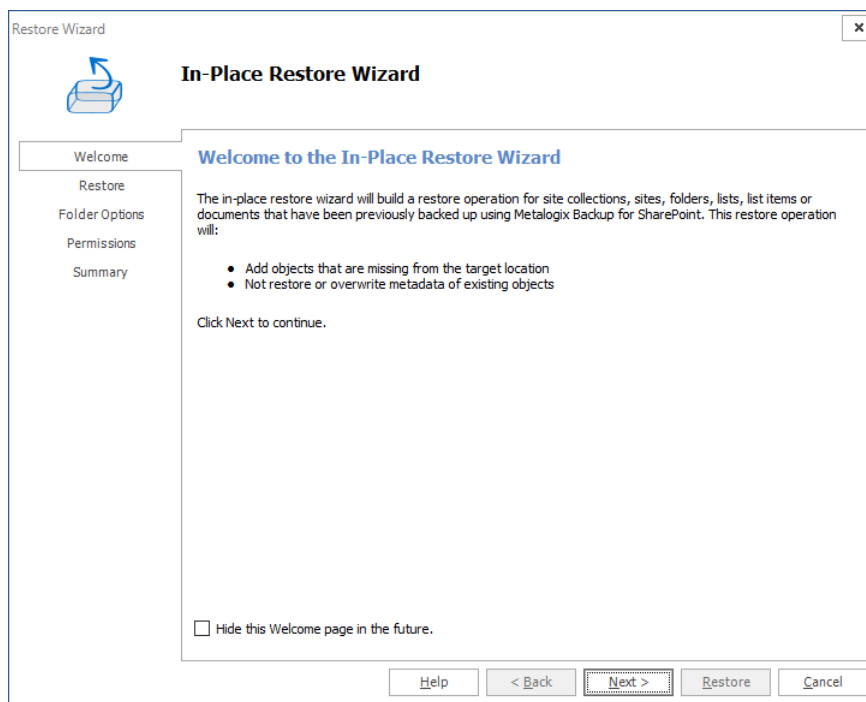
Confirmation

1. Click the **Overview** tab.
2. Select the completed operation. Details about the granular restore operation are presented in the **Operation Details** pane.
3. Open a web browser and navigate to the SharePoint web application to determine that the item exists on the web application.

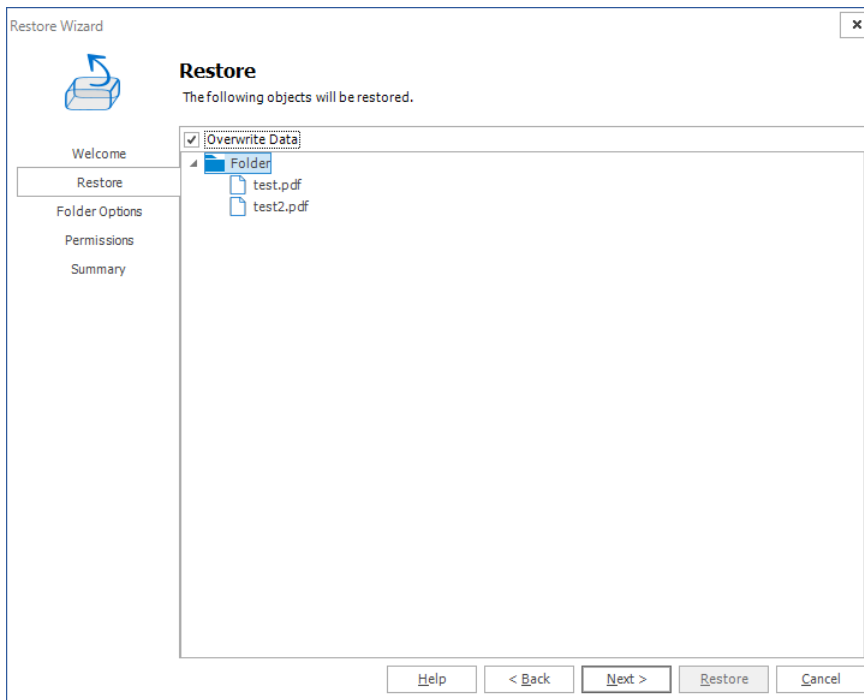
Restore a Folder

Follow the following steps to restore folders:

1. From the Management Console workspace selector click **Granular Restore**.
2. In the **Granular Restore** pane, select a farm and then select **Mounted Databases**.
3. Click the **Restore** tab.
4. In the ribbon, select a Restore Type: **In-place**, **Out-of-place** or **Local**.
5. In the **Backup Sets** pane, click the backup set from where you want to restore content.
6. In the **Backup Content** area, select the check boxes for the *folders* to restore. You can also use the search box to search for the *folder* names that start with the expression entered in the search box.
7. In the ribbon, click **Restore**. Depending on your choice of Restore Type, the **In-Place Restore Wizard**, **Out-of-Place Restore Wizard** or **Local Restore Wizard** opens.
8. In the **Welcome** step you can select the **Hide this Welcome page in future** to skip this step the next time you invoke the wizard.



9. Click **Next**. The **Restore** step appears. Review the objects to restore. If you want to overwrite all the objects that will be restored, then select **Overwrite Data**.



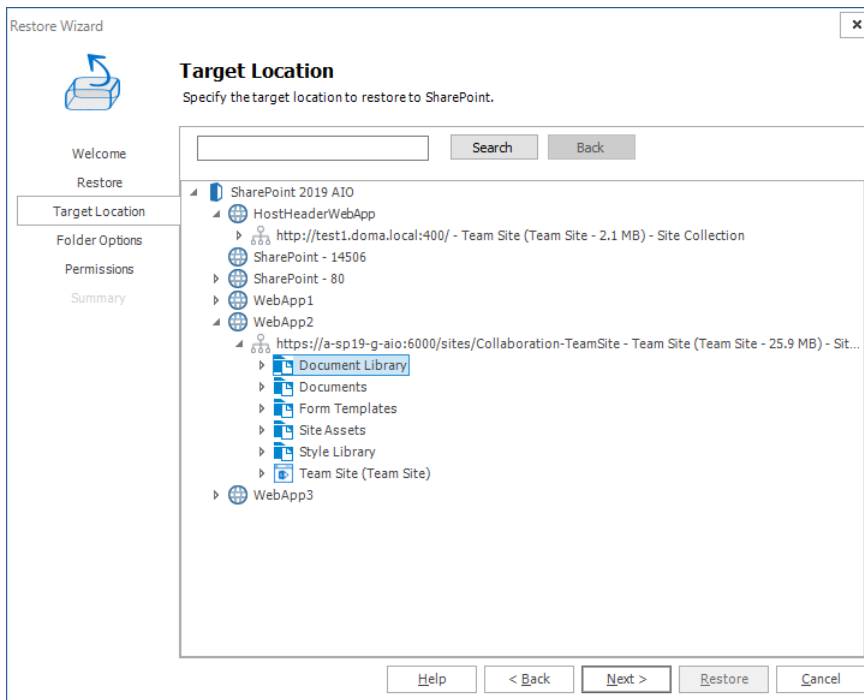
10. Click **Next**. The **Target** step, specify the target location for where you want your restore to occur (this option is only available when the restore is done out-of-place or to a local folder). You can specify a target in the search field when you have a large number of targets.

i **NOTE:** This option is only available when you perform an out-of-place restore, or a restore to a local folder.

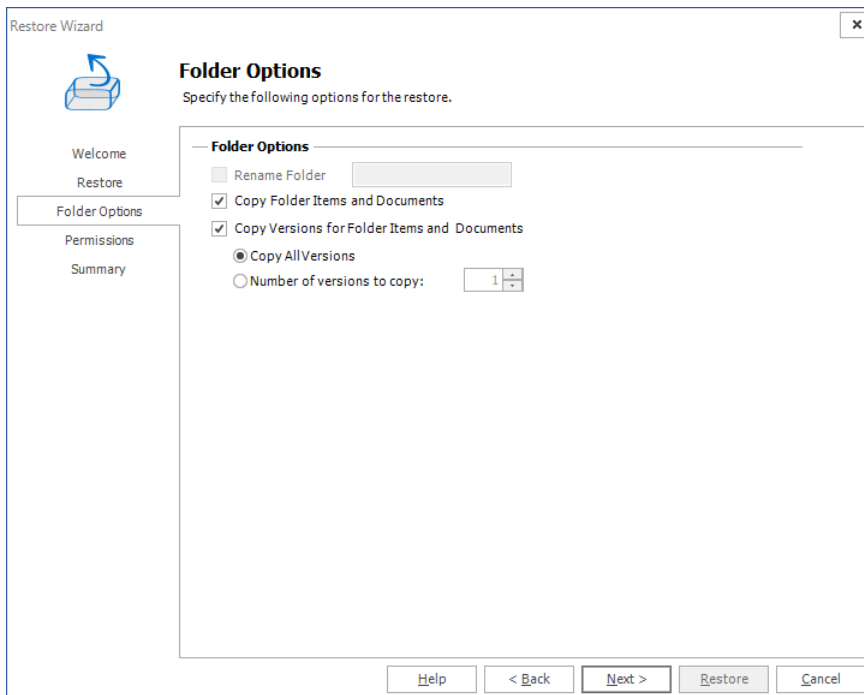
For **in-place** and **out-of-place** restore types, Metalogix Backup for SharePoint displays a tree selection model based on the objects you selected to restore so you can select only valid places to restore those objects. You must have the appropriate permissions in the target SharePoint site.

For the **local** restore type, specify the folder where you want Metalogix Backup for SharePoint to restore the local copy of the files.

For more information and additional important considerations, see [About the granular restore process](#).



11. Click **Next**. The **Folder Options** step appears.

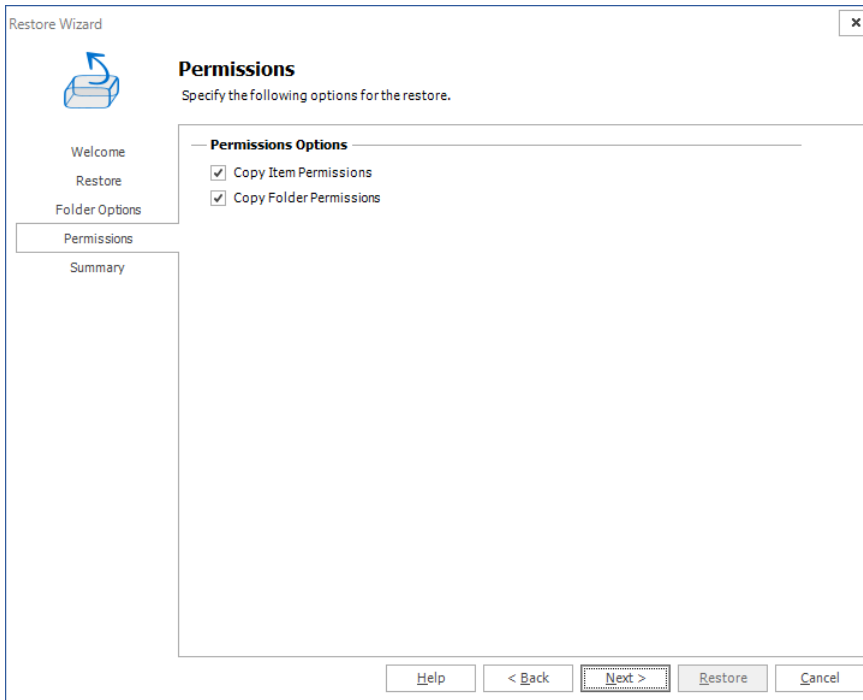


Select from the following options:

- a. **Rename Folder:** (enabled only in the out-of-place restore wizard or if restoring to a local folder)
Gives a new name to the folder on the target destination. The check box must be checked and a correct folder name must be typed in the text box.
- b. **Copy Folder Items and Documents:** This option allows folder items and documents to be copied. This option is checked by default.

- c. **Copy Versions for Folder Items and Documents:** This option allows the inclusion of major and/or minor versions of the content. Versioning must be enabled on the target destination. By default **Copy all versions** is selected. If the end user wants to copy only some versions, they must check the radio button **Number of versions to copy** and enter the number of versions to be used during restore.

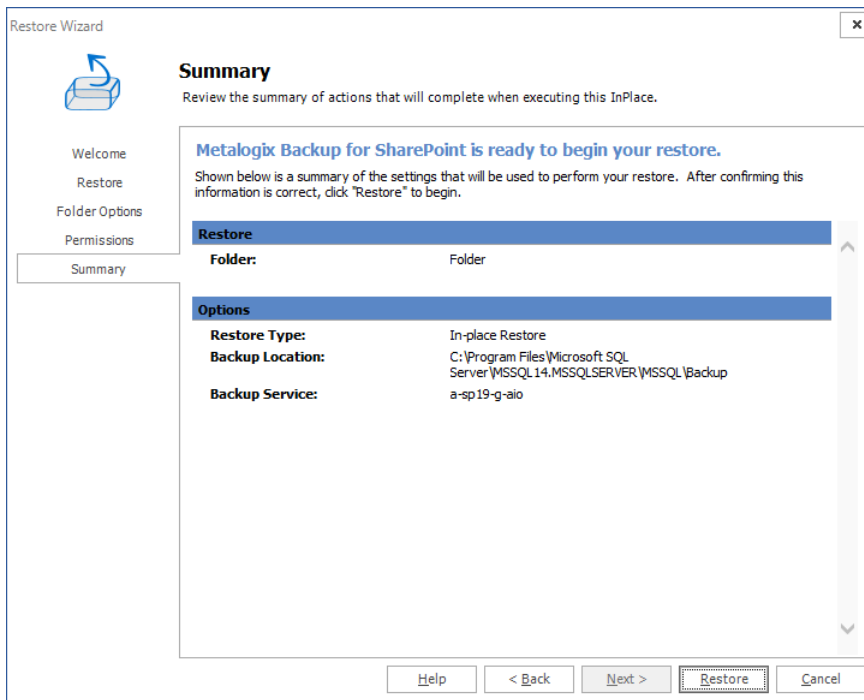
12. Click **Next**. The **Permissions** step appears.



Specify which permissions you would like to copy:

- a. **Copy Item Permissions:** Unique permissions to the specific list or library items are going to be restored. This option is not checked by default.
- b. **Copy Folder Permissions:** Unique permissions for the folder and child folders are going to be restored. This option is not checked by default, you can choose to copy items, folders, and list permissions.

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



14. Review the restore settings, then click **Restore**. Open the **Operation Queue** tab to see the progress of the granular restore.

Confirmation

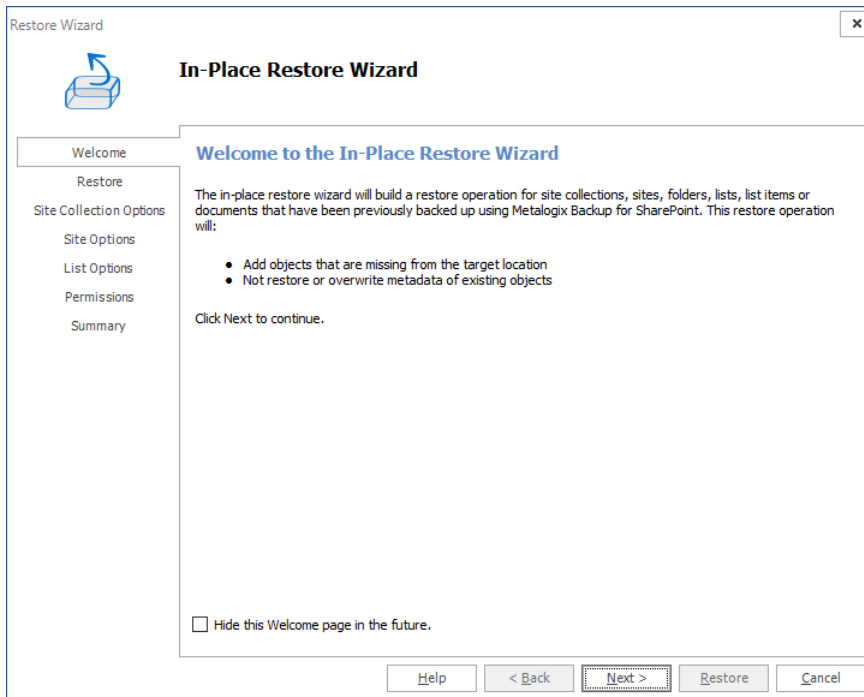
1. Click the **Overview** tab.
2. Select the completed operation. Details about the granular restore operation are presented in the **Operation Details** pane.
3. Open a web browser and navigate to the SharePoint web application to determine that the folder exists on the web application.

Restore a Site Collection

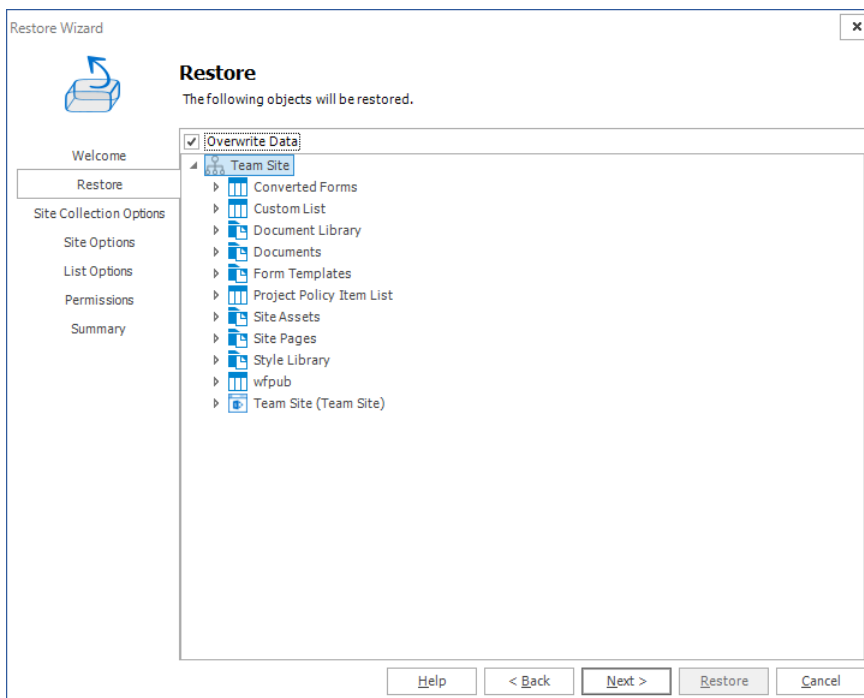
Follow the steps described below to restore site collections:

1. From the Management Console workspace selector click **Granular Restore**.
2. In the **Granular Restore** pane, select a farm and then select **Mounted Databases**.
3. Click the **Restore** tab.
4. In the ribbon, select a Restore Type: **In-place**, **Out-of-place** or **Local**.
5. In the **Backup Sets** pane, click the backup set from where you want to restore content.
6. In the **Backup Content** area, select the check boxes for the *site collection* to restore. You can also use the search box to search for the *site collection* that starts with the expression entered in the search box.
7. In the ribbon, click **Restore**. Depending on your choice of Restore Type, the **In-Place Restore Wizard**, **Out-of-Place Restore Wizard** or **Local Restore Wizard** opens.

8. In the **Welcome** step you can select the **Hide this Welcome page in future** to skip this step the next time you invoke the wizard.



9. Click **Next**. The **Restore** step appears. Review the objects to restore. If you want to overwrite all the objects that will be restored, then select **Overwrite Data**.



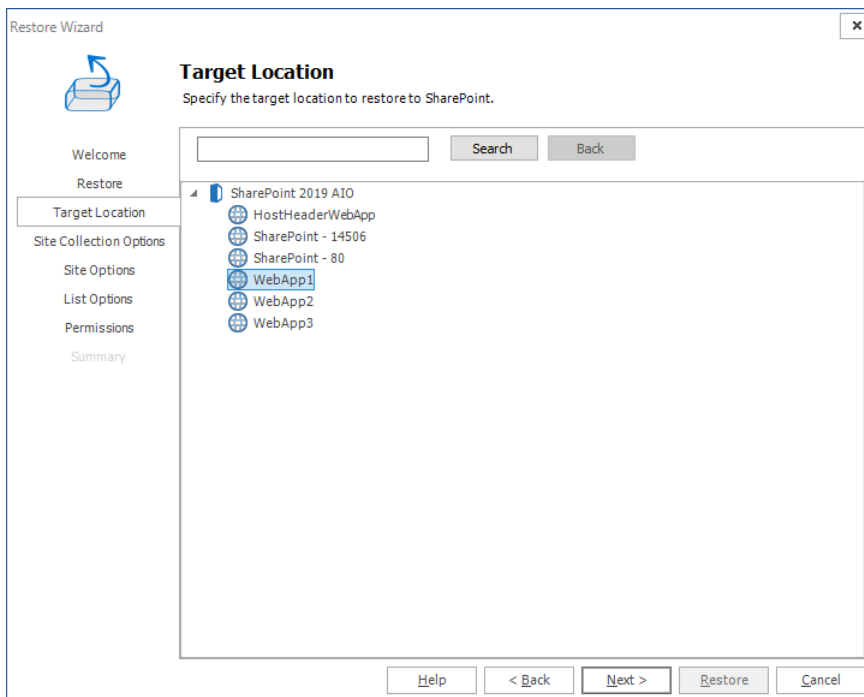
10. Click **Next**. The **Target** step, specify the target location for where you want your restore to occur (this option is only available when the restore is done out-of-place or to a local folder). You can specify a target in the search field when you have a large number of targets.

i NOTE: This option is only available when you perform an out-of-place restore, or a restore to a local folder.

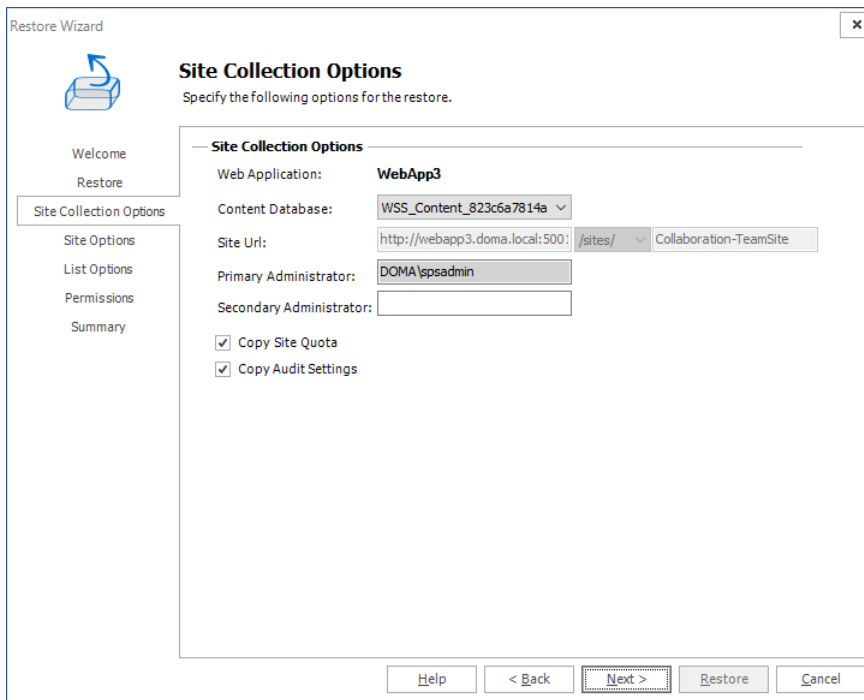
For **in-place** and **out-of-place** restore types, Metalogix Backup for SharePoint displays a tree selection model based on the objects you selected to restore so you can select only valid places to restore those objects. You must have the appropriate permissions in the target SharePoint site.

For the **local** restore type, specify the folder where you want Metalogix Backup for SharePoint to restore the local copy of the files.

For more information and additional important considerations, see [About the granular restore process](#).



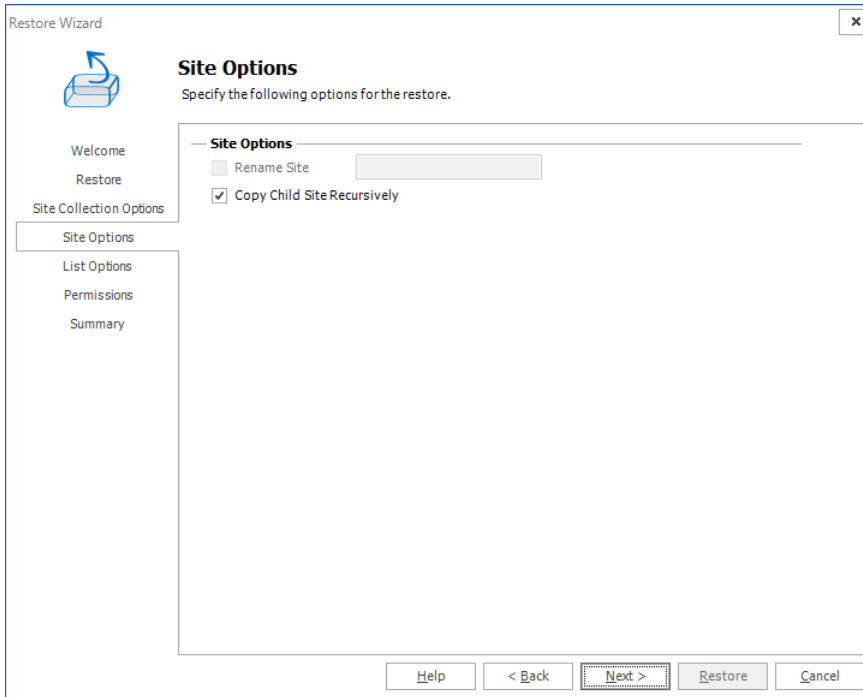
11. Click **Next**. The **Site Collection Options** step.



Choose from the following options:

- a. **Web Application:** Refers to the web application where the site collection is going to be restored. By default this field shows the Web Application that was selected on the target location step.
- b. **Content Database:** If the web application has several content databases, the end user must select the one where the site collection information is going to be stored. The default value is the first content database on the list of available content databases for the selected web application.
- c. **Site URL:** Formulate the URL for the restored Site Collection. By default the sites value is filled with the information from the source, but the user can modify this. The last value entered needs to be a valid site name path.
- d. **Primary Administrator:** Represents the administrator of the site collection. By default the value is filled with the information from the source but the user can modify it for another administrator.
- e. **Secondary Administrator:** This is an optional field. Represents the value of the secondary administrator ID for the site collection that is to be restored. By default the value is filled with the information from the source but the user can modify it for another administrator.
- f. **Copy Site Quota:** This check-box option allows for the copying of the Site Quota, configured for the site collection when it was backed-up.
- g. **Copy Audit Settings:** This check-box option allows for the preservation of a SharePoint Site Collection's audit settings.

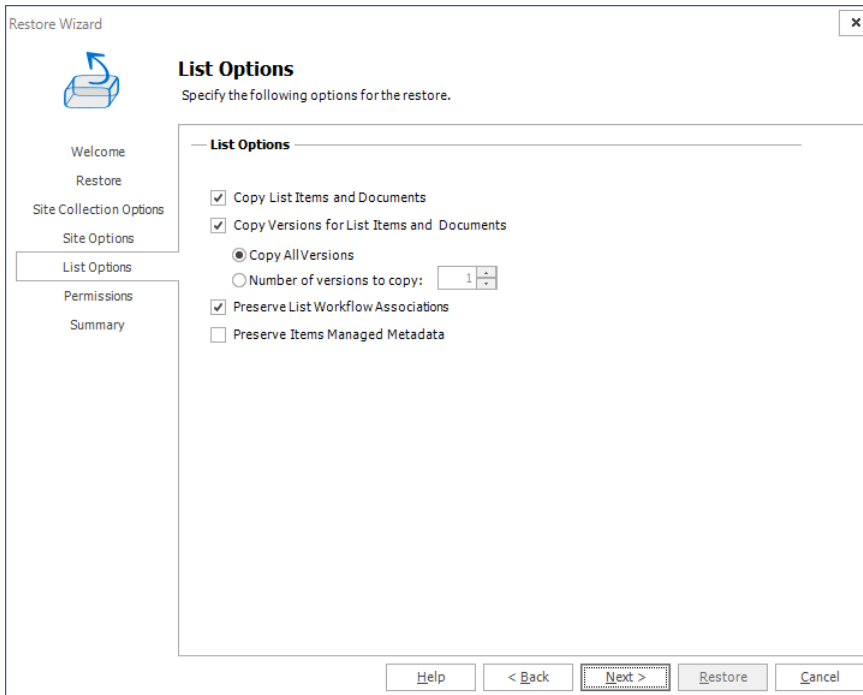
12. Click **Next**. The **Site Options** step appears.



Choose from the following options:

- a. **Rename Site:** (enabled only in the out-of-place restore wizard or if restoring to a local folder)
Gives a new name for the Site on the destination. If this option is checked, the text box on the right is enabled and then a valid name for a site must be entered.
- b. **Copy Child Site Recursively:** This option allows child Sites to be copied recursively, down through any existing levels.

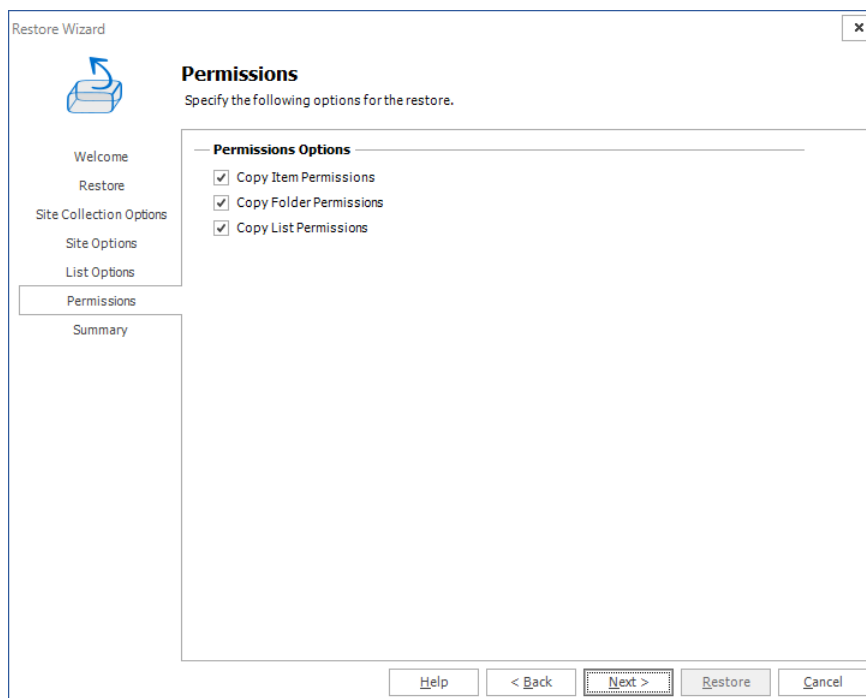
13. Click **Next**. The **List Options** step appears.



Choose from the following options:

- a. **Copy List Items and Documents:** Include the content of the selected site to be restored on the destination. If this option is not checked, then just the basic structure for a site will be restored. This option is automatically selected
- b. **Copy Versions for Lists Items and Documents:** This option allows users to include major and/or minor versions of the content. For this feature to work, versioning must be enabled on the target destination. By default **Copy all versions** is selected. If the end user wants to copy only some of the versions, they must check the radio button Number of versions to copy and enter the number of version to use on the restore.
- c. **Preserve List Workflow Associations:** choose whether you would like to preserve list workflow associations. This option is automatically selected.

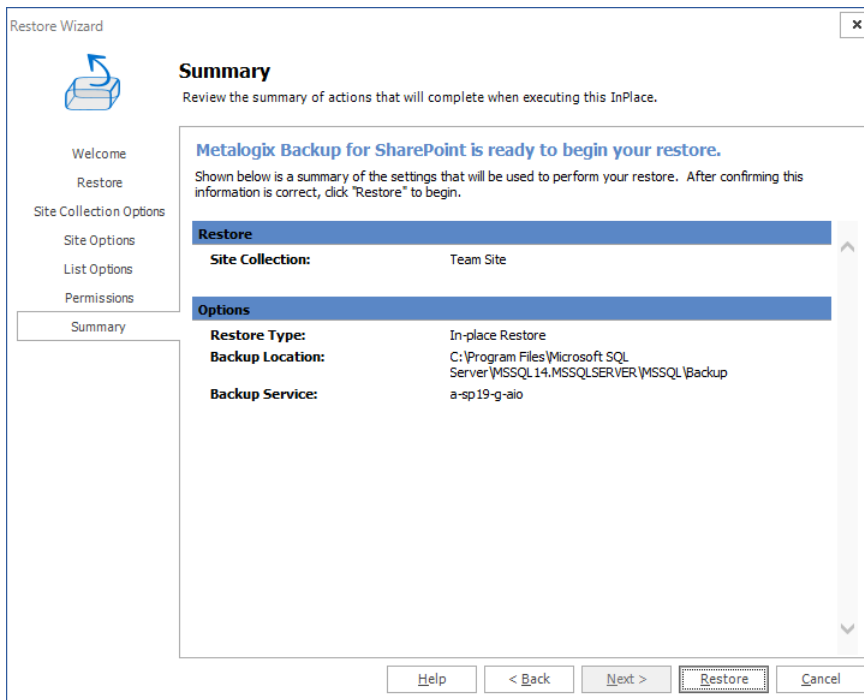
14. Click **Next**. The **Permissions** step appears.



Choose from the following options:

- a. **Copy item Permissions:** Permissions unique to the specific list or library items are going to be restored.
- b. **Copy Folder Permissions:** Permissions unique to the folder and child folders are going to be restored.
- c. **Copy List Permissions:** Permissions unique to the lists are going to be restored.

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



16. Review the restore settings and click **Restore**. Open the **Operation Queue** tab to see the progress of the granular restore.

Confirmation

1. Click the **Overview** tab.
2. Select the completed operation. Details about the granular restore operation are presented in the **Operation Details** pane.
3. Open a web browser and navigate to the SharePoint web application to determine that the site collection exists on the web application.

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