



**Data Test/Restore
On
Network Drive
For
MAC OS X 10.6 - 10.8**

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1.0 Introduction

This document describes how to set up Time Machine, a backup utility, to perform regular backups of your business data on a Network Storage Location.

The document was created in Mac OSX 10.8 but is relevant to OS X 10.6 - 10.8.

2.0 Definitions:

- 2.1 **Back up:** Activity of copying files so that they will be preserved in case of hard-disk or equipment failure
- 2.2 **Restore:** Process of copying backup data from storage device to hard-disk , when data is corrupted, or copy/move data to a new location
- 2.3 **Business data:** Any data / information directly or indirectly related to individual end user's role, job description, department and / or Massey University

3.0 Responsibilities

Individual end users are responsible for identifying their business data requiring network backup and correctly backing it up on a Network Storage Location.

ITS is responsible for maintaining and protecting backed up data on the network and providing technical support and advice, as necessary for backup and restore.

4.0 Recommendations

Following recommendations are made to make your backup process efficient and effective.

- 4.1 Data clean-up of big files can improve the system performance.
- 4.2 Organise your business data & personal data separately in such a way that you don't miss any business data, while selecting for back up.
- 4.3 It's advisable to always back up business data on the Network Storage Location, and not on the same hard disk or any external media.
- 4.4 If your data is backed up on external media, for any reason, protect external media properly and place securely to avoid unauthorised access to your data.
- 4.5 Never shut down the computer or disconnect from the network while the backup is running.
- 4.6 Ensure that the backup process is completed.
- 4.7 Check the backup occasionally to ensure the process is correctly working.

5.0 Instructions to Test Backup

Testing your backup data is as important as backing up the data itself. This is to ensure that the data you want back (if something goes wrong) is there when you need it.

Before beginning, ensure you have done a backup using the **Backup Data on Network Drive for MAC OS X 10.8** document. Ensure you are connected to the Network Storage Location and that no other applications are running before you start.

- 5.1 The following instructions assume that you have created a test folder and test files in the location suggested in the **Preparation for Backup Checklist** document: (*Macintosh HD/Users/username/Documents/BackupTest*). Before continuing with the instructions go to the **BackupTest** folder on your machine and delete the test files from within this folder.
- 5.2 Check to see if Time Machine is on. Open System Preferences.



- 5.3 Click on **Time Machine**.



- 5.4 If Time Machine is off you will need to click the Lock to make changes. You will need to enter the administrator username and password.

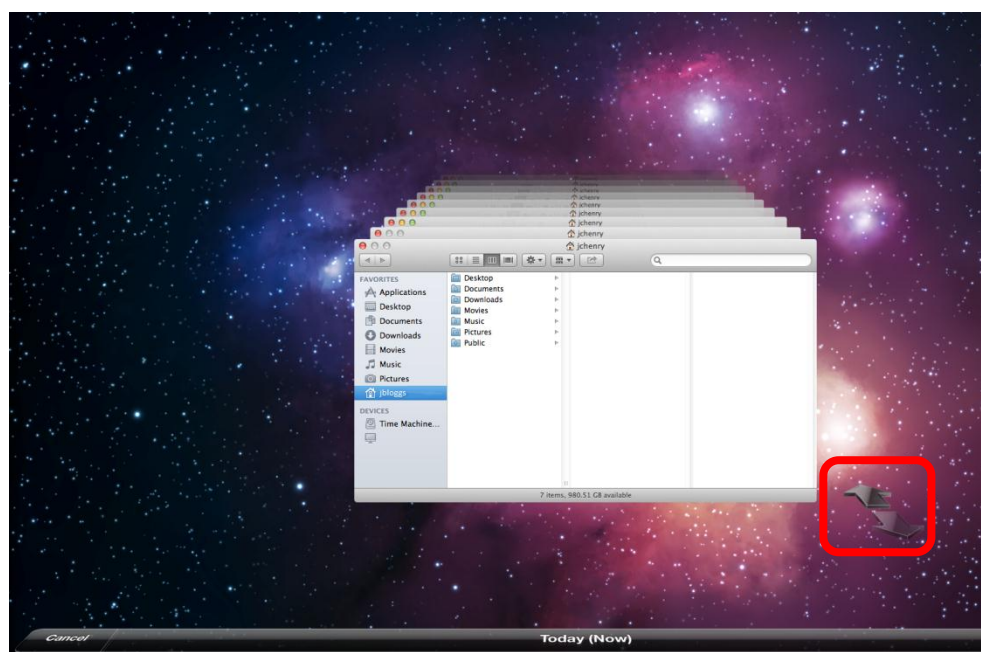


Click the **On** button in Time Machine.

- 5.5 From the applications folder or on your dock and click **Time Machine**.



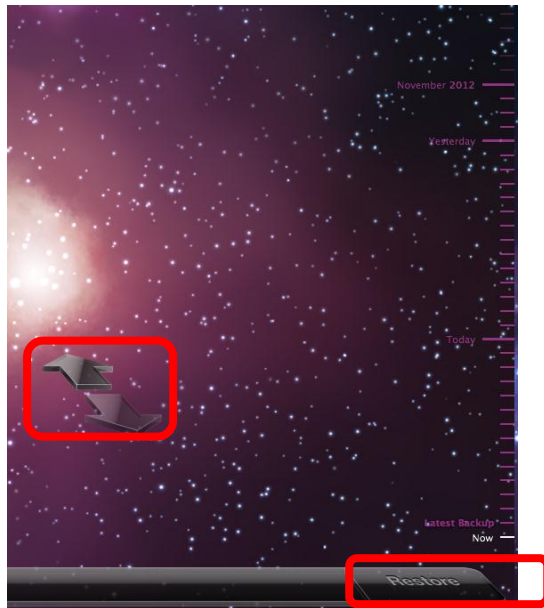
The Time Machine menu and the restore interface appear. You can use the timeline on the right to reach a certain point back in time (the timeline shows the times of all backups on your Network Storage Location). You can use the back arrow to let Time Machine automatically travel back to show you when that folder last changed.



In Time Machine navigate to the location of your BackupTest folder:
(Macintosh HD/Users/username/Documents/BackupTest).

Note: This would have been created when completing the **Preparation for Backup Checklist** document.

- 5.6 Use either the timeline or the back arrows to go back to the last time the files were changed.



Note: As you have deleted the test files from the **BackupTest** folder (Macintosh HD/Users/username/Documents/BackupTest.) there should be no files there and you will be restoring the backup files to the original location on your computer.

Now select the test files and click the **Restore** button.

The files will automatically be copied to the appropriate folder and you will be taken back to the Mac desktop.

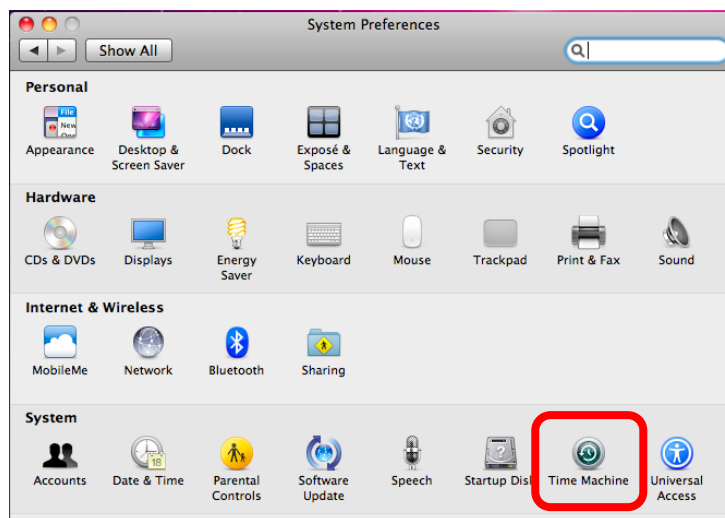
6.0 Instructions to Restore Data

Before beginning, ensure you have done a backup using the **Backup Data on Network Drive for MAC OS X 10.8** document. Ensure you are connected to the Network Storage Location and that no other applications are running before you start.

- 6.2 Check to see if Time Machine is on. Open System Preferences.



- 6.3 Click on **Time Machine**.



- 6.4 If Time Machine is off you will need to click the Lock to make changes. You will need to enter the administrator username and password.

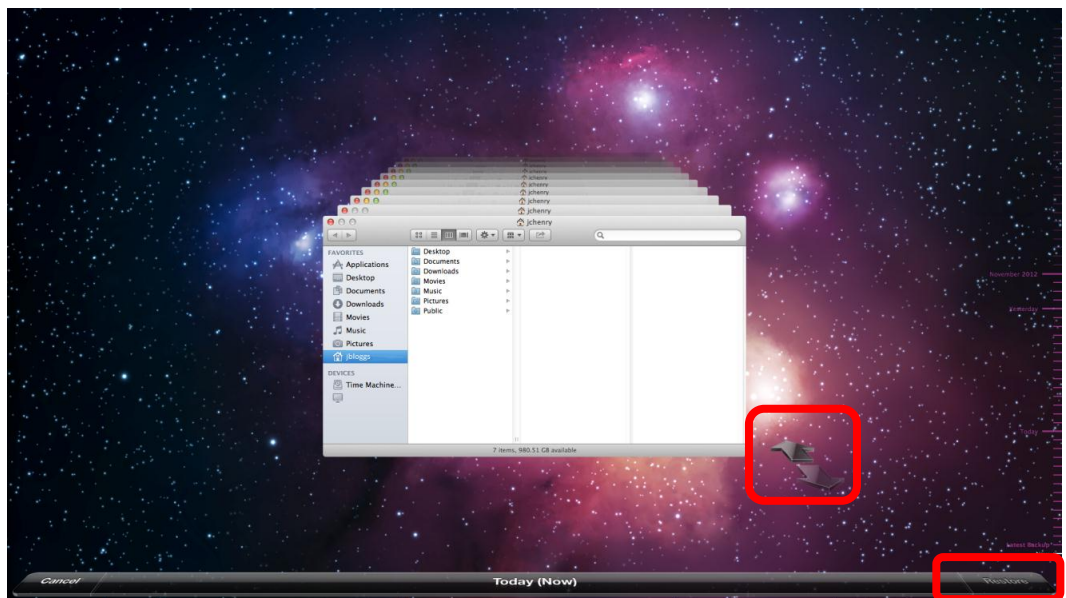


Click the **On** button in Time Machine.

- 6.5 From the applications folder or on your dock and click **Time Machine**.



The Time Machine menu and the restore interface appear. You can use the timeline on the right to reach a certain point back in time (the timeline shows the times of all backups on your Network Storage Location). You can use the back arrow to let Time Machine automatically travel back to show you when that folder last changed.



- 6.6 In Time Machine navigate to the location of the file you want to restore. Use either the timeline or the back arrows to go back to the last time the files were changed.
- 6.7 Now select the files that you want to recover and click the **Restore** button.

The files will automatically be copied to the appropriate folder. If the files you are restoring have another file in the same location with the same name, you will be prompted to choose which file to keep or keep both.

Important: *If you are unsure of what file to keep then keep both.*

7.0 Further Help & Information

If you have any trouble with backing up or restoring the files, please direct any queries, or fault reports to the Information Technology Services (ITS) Help Desk:

Log a request via AskIT: <http://tur-marval1.massey.ac.nz/webrequestor/>

Phone: ext 82111

Email: help.desk@massey.ac.nz

If you would like to explore further detailed information on time machine, it is available online from the following sources.

Time Machine (About) – <http://www.apple.com/osx/apps/#time-machine>