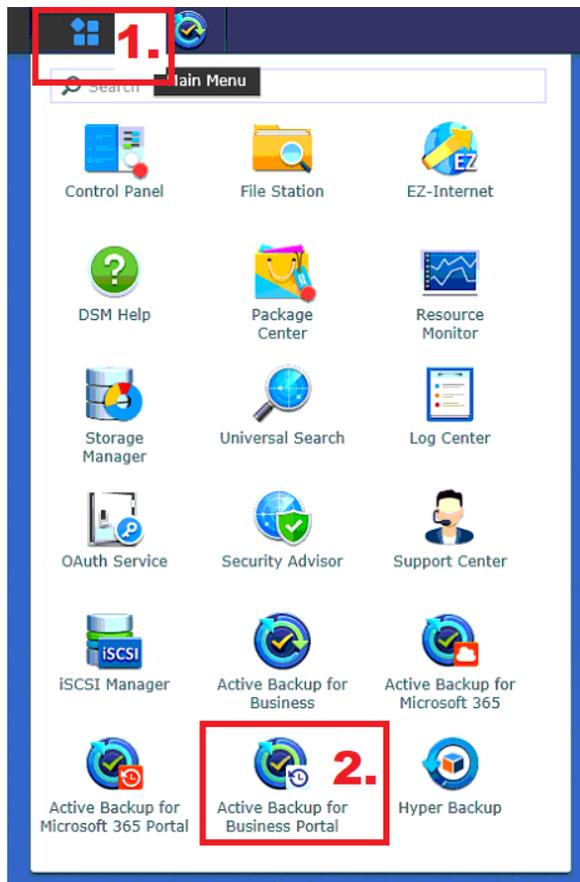


## Restoring a File from Synology NAS

### NAS

This guide covers how to restore a file from a Synology NAS. We assume the “Active Backup for Business” utility is being used for the backups. Your device and process may vary slightly from the images provided below. The images have been edited for privacy and size as well.

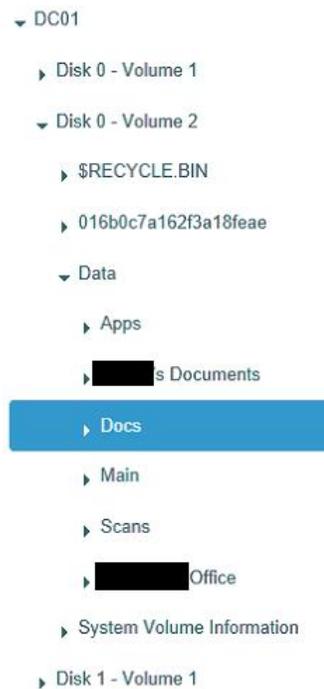
1. Log into the Synology NAS web UI
2. Click “Main Menu” at the top left, then select “Active Backup for Business Portal”



3. The left-hand navigation will show you a list of discs that have been backed up. Typically, the first listed will be the C drive of the server, and the second will be the D (data) drive, but this will vary.



4. Expand the folder tree until you locate the folder/file you wish to restore. In the below example, we are aiming to restore a document:



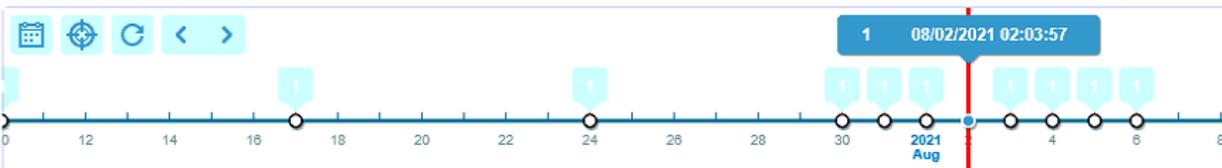
5. Using the folder tree and/or the right-hand explorer window, browse until you locate the file you need to restore. In this example, we will restore a PDF file. The right side of the screen shows the modified date of the files. Once you find the file you need, click the file, then click “Download” to save a copy to your computer.

The screenshot shows the Active Backup for Business interface. At the top, it says "Active Backup for Business" with a "View role" dropdown set to "Administrator" and a "Task" dropdown set to "DC01 - DailyBackup". Below this is a breadcrumb trail: "Disk 0 - Volume 2 > Data > Docs > Scanned Documents > PURCHASE ORDERS". On the left is a folder tree with "Data" expanded to show "Apps", "Documents", and "Docs". The "Documents" folder is selected. In the center, a list of files is shown with columns for "Name", "Size", "Type", and "Modified time". The "Download" button is highlighted with a red box. The file list includes:

Name	Size	Type	Modified time
.ppintocache	34.4 KB	File	08/02/2021 15:18:15
#1913-38.pdf	320.1 KB	PDF File	09/20/2019 08:42:03
#2002 PMS.pdf	366.8 KB	PDF File	01/30/2020 10:58:00
#2006-11.pdf	372.4 KB	PDF File	07/30/2020 15:51:14
[REDACTED].pdf	218.1 KB	PDF File	07/27/2020 13:08:28
[REDACTED].pdf	165.5 KB	PDF File	09/29/2020 12:19:48
#2106-07.pdf	180.2 KB	PDF File	03/09/2021 15:19:32

6. Once you have confirmed the downloaded file is the correct file and version, place it back into the original location.

7. If you need an older version of a file (for example, if the contents were corrupted and the latest backed up version is a bad version), use the timeline at the bottom of the screen to select older backup dates until a good version is located:



Reach out to SmartPath Technologies if you experience any issues.

