1. Log onto dc1-pdpm-01 and open up Veeam backup and restore.
2. Click on home at the top left, then click the drop-down arrow on “Restore”, then click “Microsoft Hyper-V”.
3. Click “Restore from backup” then “Guest files restore” and “Microsoft windows…”
4. Check “DFS Split Backup Part 1\_v2”, check DC1-VDSF-01 and DC1-VDFS-02.
5. If the bureau isn’t there, check “DFS Split Backup Part 2 - Cloud”
   1. To check, click on the server then click next, then choose the time period and hit next.
   2. For the restore reason, if working on a ticket then put in the ticket number.
   3. On Summary page, hit browse, this will close the window, might take a while for a new window to pop up.
   4. Go into the E drive, All Bureaus, find the bureau. If it is not there, try other server or try looking in “DFS Split Backup Part 2 – Cloud”
   5. Go to scans folder and find the file which you are looking to restore.
   6. Before restoring a file, in file explorer, go to the D drive “Veeam”, then go to “Restore Folder” and find the bureau, if the bureau folder is not there, make a new bureau folder.
   7. In the bureau folder make a new folder and call it “Castle Scans” or whatever you are restoring…
   8. Back on Veeam, right click the file and click “Copy To...”
   9. Browse to the folder that you have just made and copy the file into it.
   10. Now, in file explorer copy that file from that folder and paste it into the bureaus scan/CastleScans folder.