



**I**Secure**D**at

presents

# Deleting Files From ISD Servers

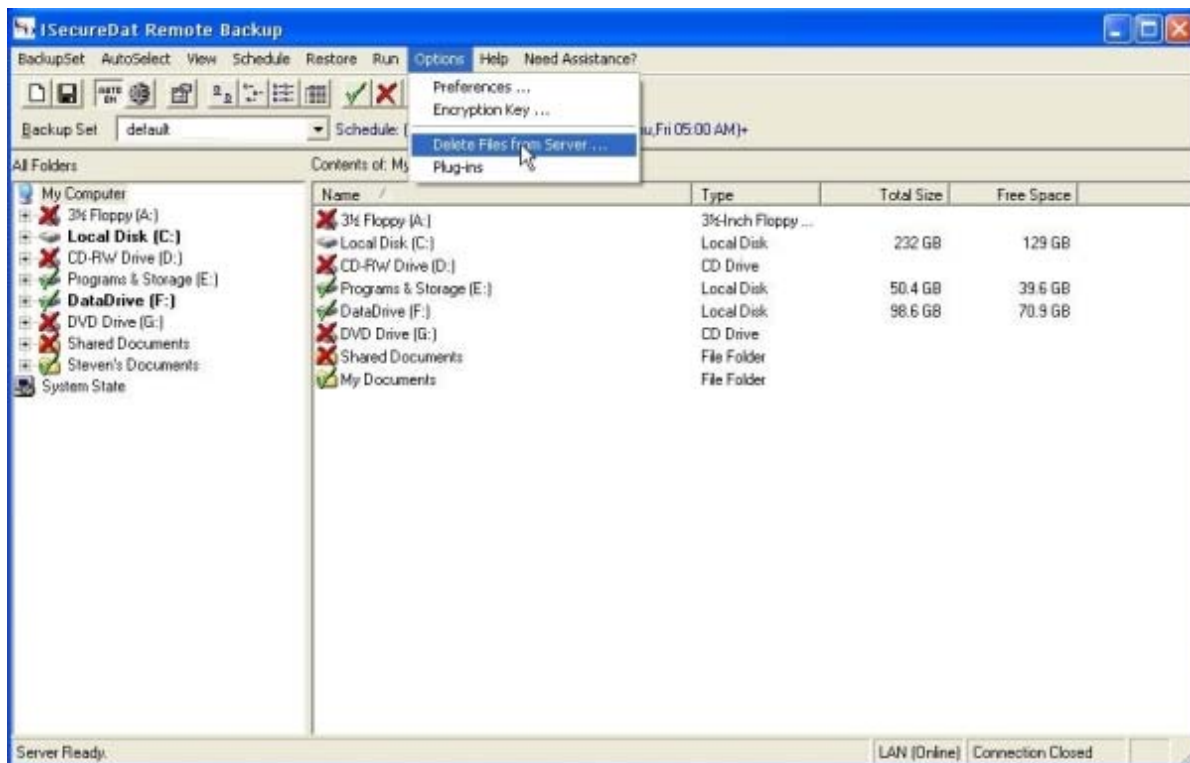
# Deleting Files From ISD Servers

There are several reasons why one might want to delete backup files from a server. It could be to regain needed space, budgeting reasons or simply to purge outdated files. The following steps show you how to perform this process.

Logically, you should have a good idea of what files and folders you want to remove, but you should also should know where they are located on your system. This is usually the most difficult portion of the process - knowing their location(s) is going to involve some searching... and note keeping.

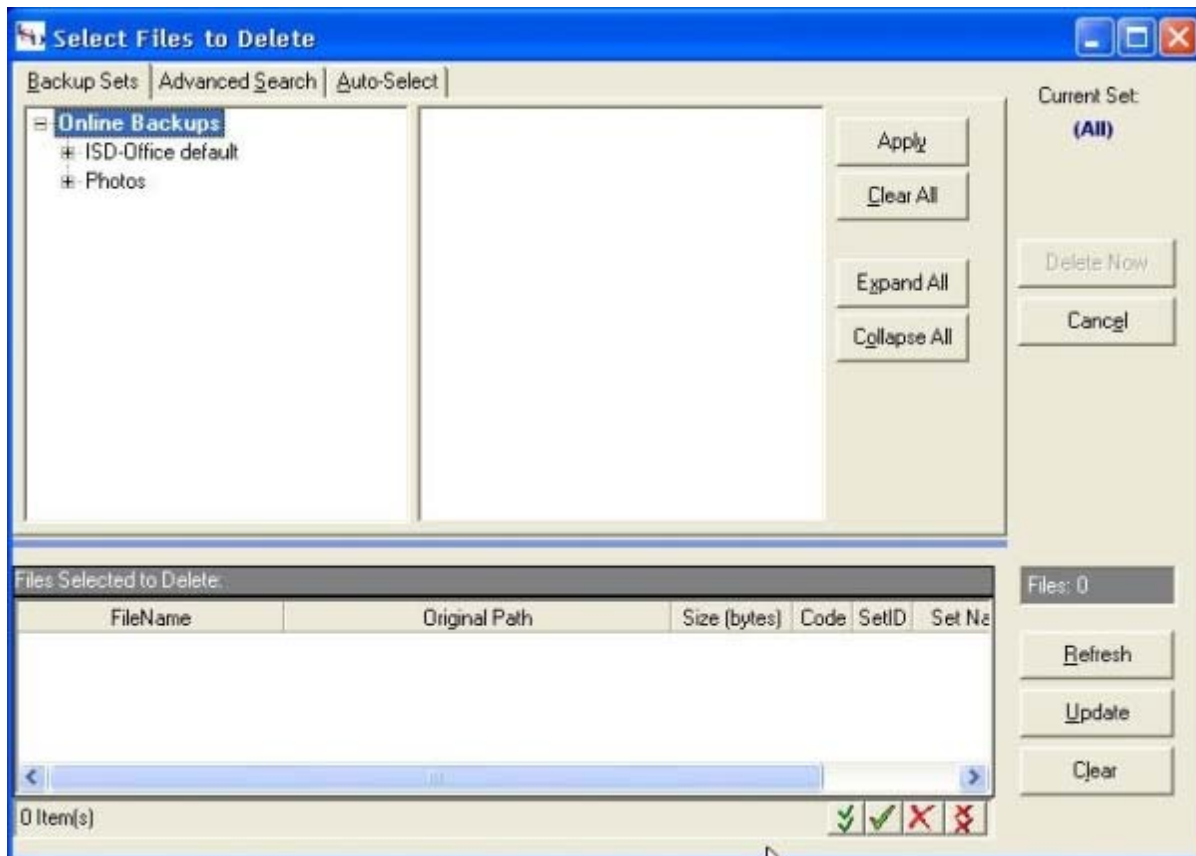
## Step 1)

Start by opening your “ISD Remote Client” by either double-clicking the icon on the lower right tool bar or by going to “Start \ (or Vista Logo) \ All Programs \ Remote Backup \ ISD Remote Backup 2010”. Select “Options” then “Delete Files from Server...” in the drop down menu.



## Step 2)

A new window will open displaying the backup folders sets that have been created for your system. As you can see in this example, there are two distinct “sets” - one retains current files and folders and the second (Photos) is more archival. These can be large but still important enough to protect.



### Step 3)

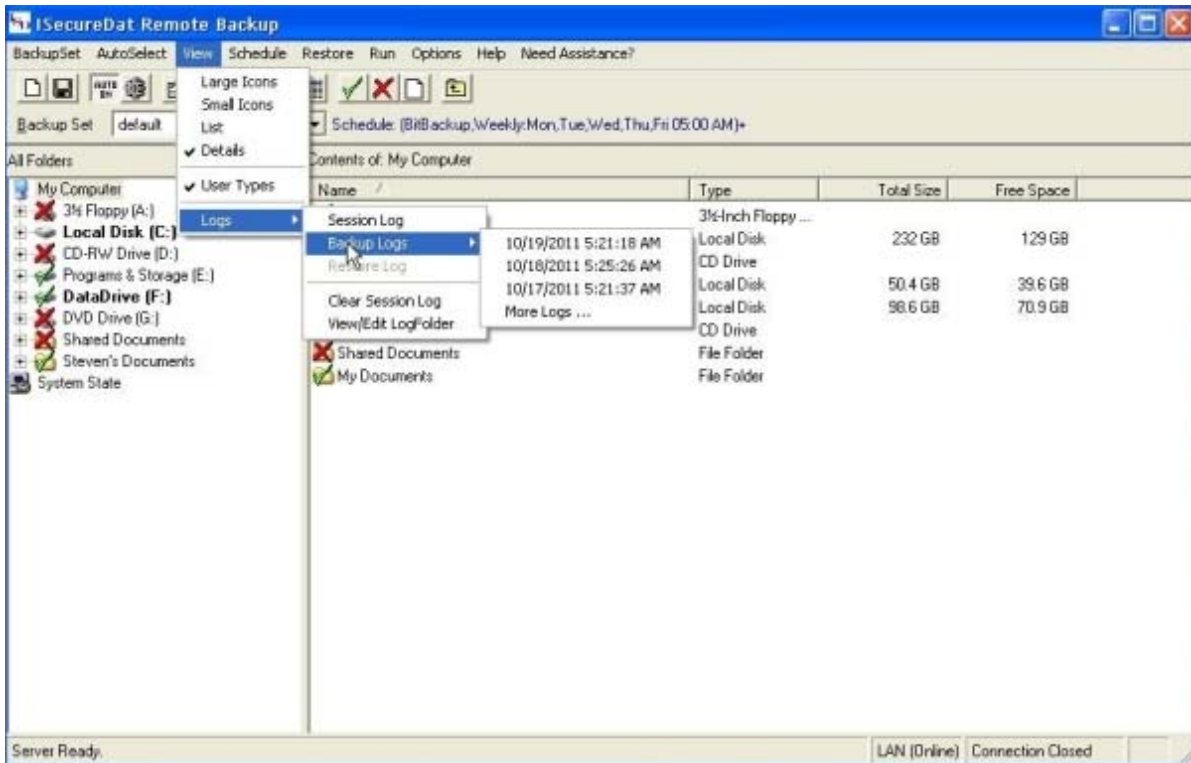
Select the “backup set” folder you want to work with and click the “+” sign just in front of it. This will expand the folder to reveal it’s contents. Each folder within (called sub-folders) will have a “+” sign in front them as well and an additional “Check Box” (see image below).

Clicking the “+” sign in front of each folder will again expand them so you can see their contents. Clicking a “Check Box” will place a check mark in the box which means you have selected it.

**Do not do select any folders at this time.** We will be working in reverse order to find and select the files you want to remove.

### Locating Your Files

One of the easiest ways to determine where the files are located on both your system and the ISD server is to look at your logs. These logs tell you what files were backed up, the hard drive or partitioned drive name ie: C:\, their directory ie: Program Files\ sub-directories and folder. All these settings and information are mirrored on the remote backup server. See the following two images below.



```

:00:26 AM C:\Documents and Settings\Steven\My Documents\COFFIN James
:00:26 AM C:\Documents and Settings\Steven\My Documents\Desktop Capture Shots
:00:26 AM C:\Documents and Settings\Steven\My Documents\Eliminator
:00:26 AM C:\Documents and Settings\Steven\My Documents\EMV Flyer Material
:00:26 AM C:\Documents and Settings\Steven\My Documents\Eric Clapton
:00:26 AM C:\Documents and Settings\Steven\My Documents\Eurythmics
:00:26 AM C:\Documents and Settings\Steven\My Documents\Fatboy Slim
:00:26 AM C:\Documents and Settings\Steven\My Documents\Guns N' Roses
:00:26 AM C:\Documents and Settings\Steven\My Documents\Holy Collection
:00:26 AM C:\Documents and Settings\Steven\My Documents\IMSI
:00:26 AM C:\Documents and Settings\Steven\My Documents\Mark Knopfler
:00:26 AM C:\Documents and Settings\Steven\My Documents\Matchbox Twenty
:00:26 AM C:\Documents and Settings\Steven\My Documents\Moby
:00:26 AM C:\Documents and Settings\Steven\My Documents\Movies
:00:26 AM C:\Documents and Settings\Steven\My Documents\Music Video
:00:26 AM C:\Documents and Settings\Steven\My Documents\My Albums
:00:26 AM C:\Documents and Settings\Steven\My Documents\My Music
:00:26 AM C:\Documents and Settings\Steven\My Documents\My Podcasts
:00:26 AM C:\Documents and Settings\Steven\My Documents\New Testament Disc 1
:00:26 AM C:\Documents and Settings\Steven\My Documents\New Testament Disc 2
:00:26 AM C:\Documents and Settings\Steven\My Documents\OJOsoft Corporation
:00:26 AM C:\Documents and Settings\Steven\My Documents\ozzy osbourne
:00:26 AM C:\Documents and Settings\Steven\My Documents\Photos 2 Send Bryan
:00:26 AM C:\Documents and Settings\Steven\My Documents\Pimsleur Spanish I Reading
:00:26 AM C:\Documents and Settings\Steven\My Documents\R.E.M. Feat. Kate Pearson
:00:26 AM C:\Documents and Settings\Steven\My Documents\R.E.M.
:00:26 AM C:\Documents and Settings\Steven\My Documents\Ronald L. Dart
:00:26 AM C:\Documents and Settings\Steven\My Documents\Santana
:00:26 AM C:\Documents and Settings\Steven\My Documents\Spanish Gold II Lessons
:00:26 AM C:\Documents and Settings\Steven\My Documents\Various Artists
:00:26 AM C:\Documents and Settings\Steven\My Documents\ZZ Top
:00:26 AM C:\Documents and Settings\Steven\My Documents\Avalon\Stand
:00:26 AM C:\Documents and Settings\Steven\Local Settings\Application Data\Microsoft\Outlook\backup
:00:26 AM C:\Documents and Settings\Steven\Local Settings\Application Data\Microsoft\Outlook\extend
:00:26 AM C:\Documents and Settings\Steven\Local Settings\Application Data\Microsoft\Outlook\Info.p
:00:26 AM C:\Documents and Settings\Steven\Local Settings\Application Data\Microsoft\Outlook\Outlo
:00:26 AM C:\Documents and Settings\Steven\Local Settings\Application Data\Microsoft\Outlook\Report

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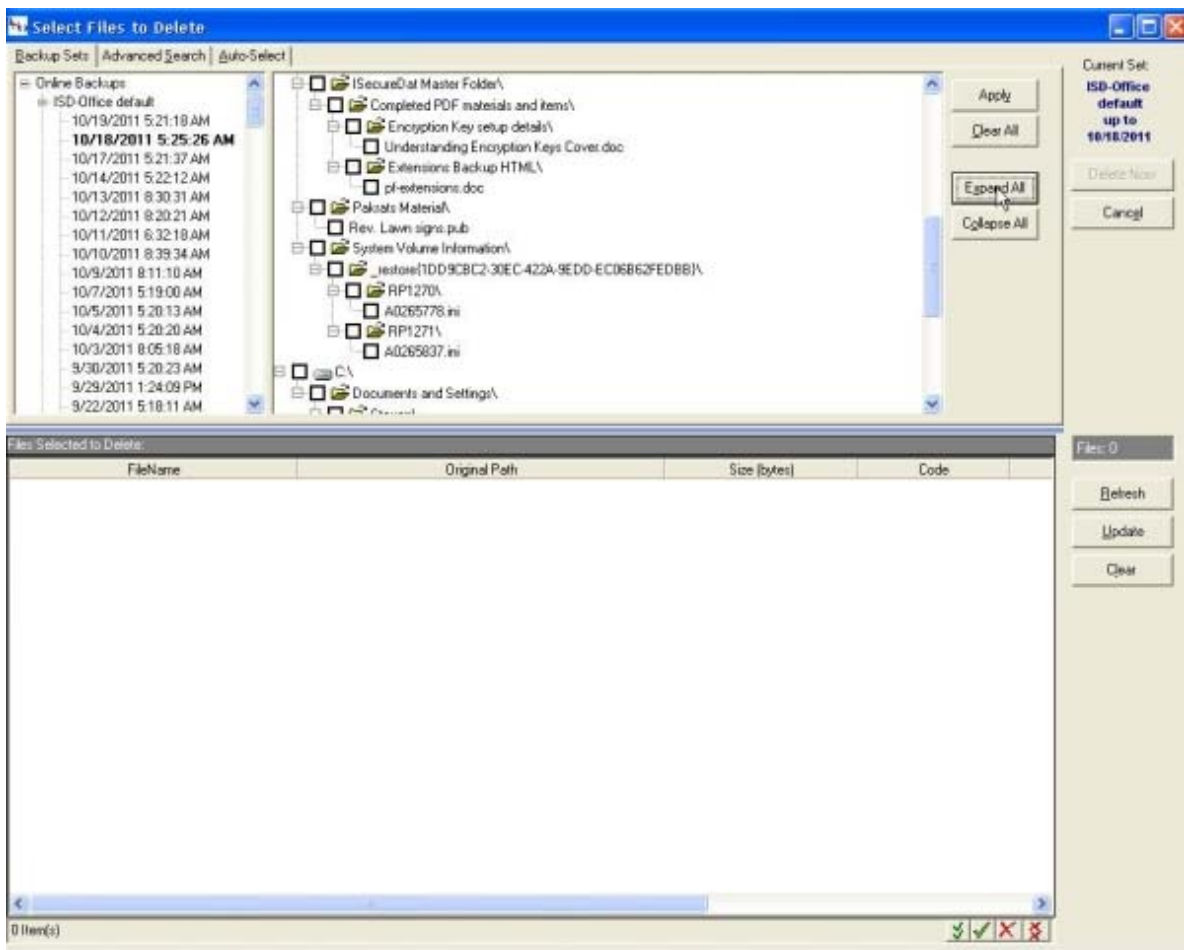
#### Step 4)

Notice in the image below, there are dates and times in the left panel of the top window. These dates are the backup histories for that archive set you've selected.

In our example we have selected the ISD-Office default set. Selecting one of these history dates will reveal the archive structure created for that set at that date and time.

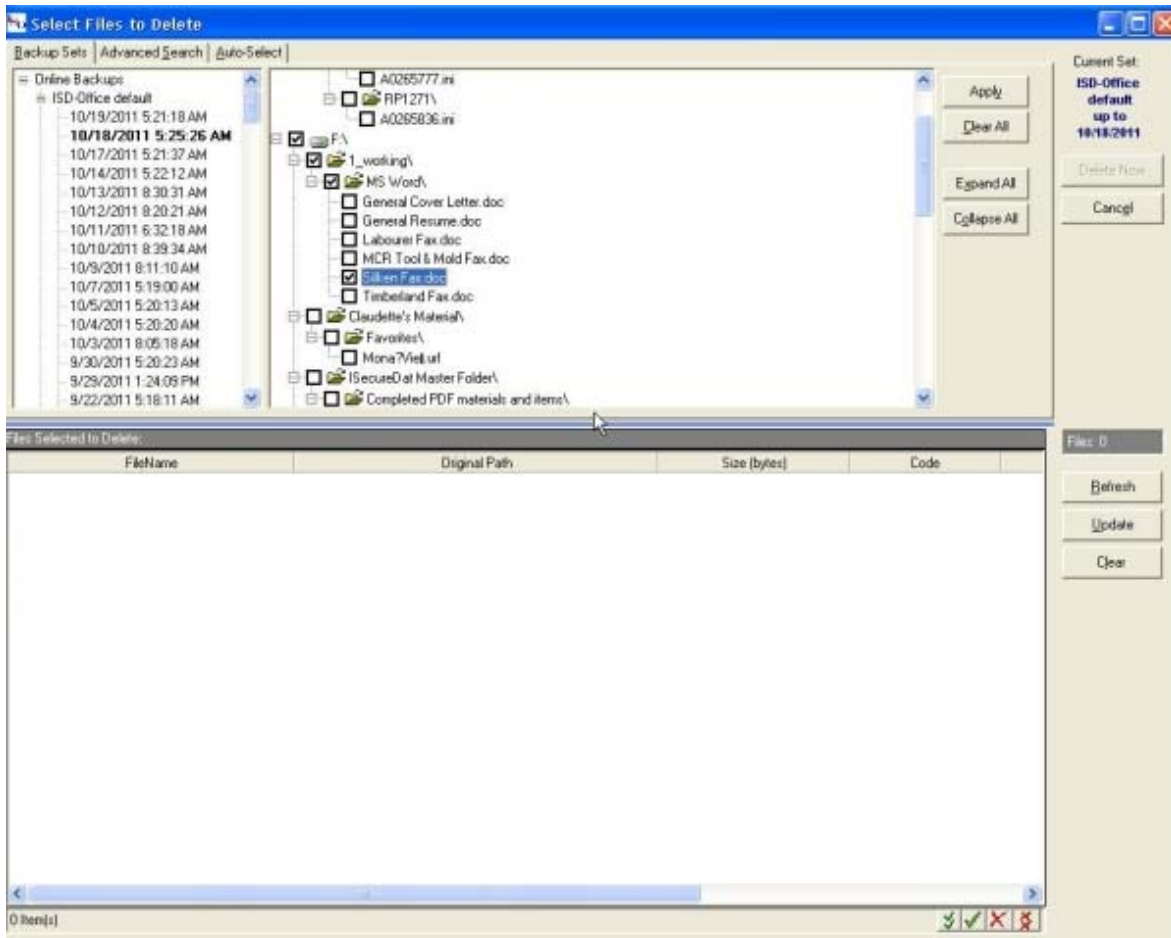
It is suggested you start your search in the most recent archive date to remove the file(s) you're looking for and work backwards from there. You will most likely have to go through several logs to find the file(s) you're looking for; it depends on when they were backed up. Also be patient. It'll take some time for the files to be loaded particularly if there are thousands of files within that backup which is not unusual.

Knowing which files you're looking for and where they are normally on your system, makes it easier to locate the ones you want to delete. Keep clicking the "+" sign in front of those folders to continue the digging down process until you get to where you need to go. Use the "Expand All" button on the right to open everything (all folders). This is much quicker than clicking each "+" sign.



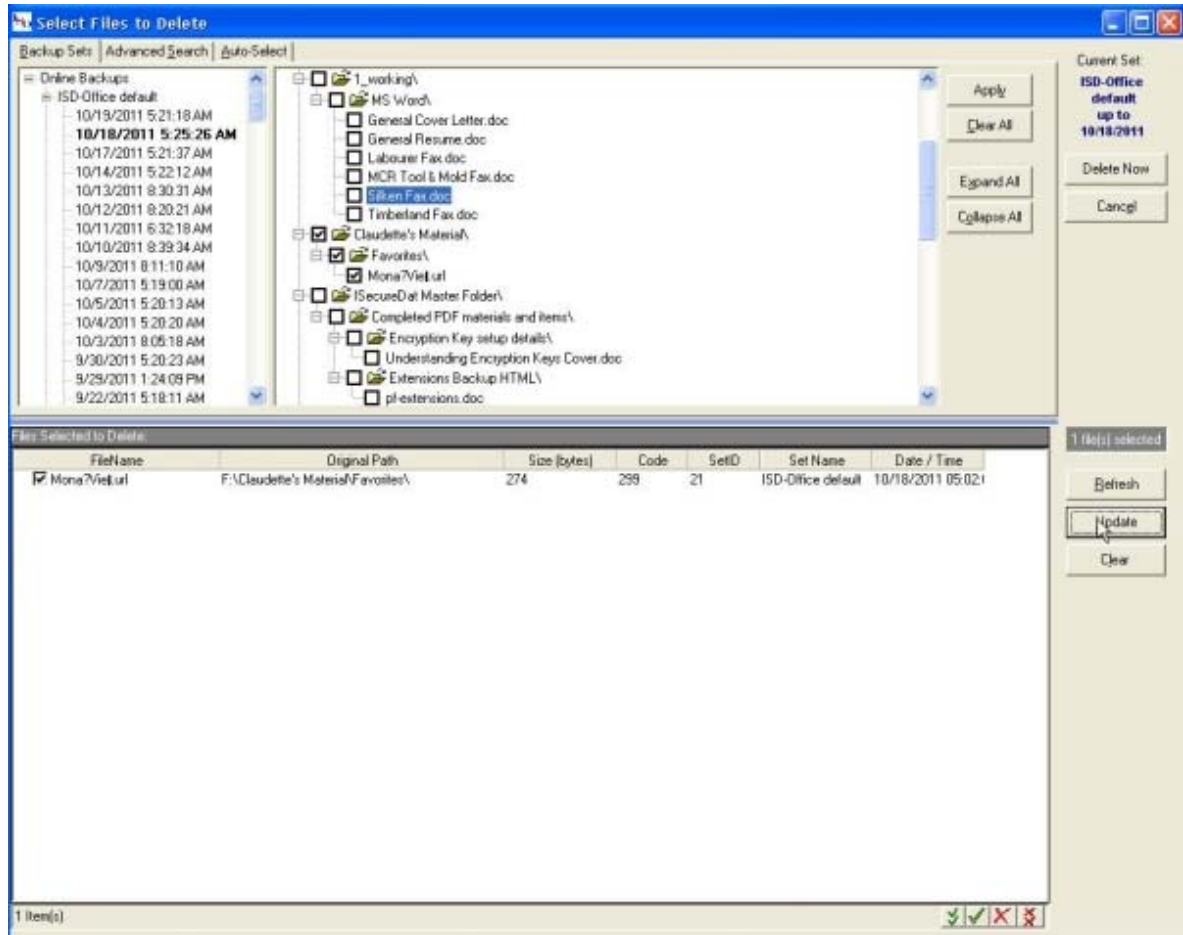
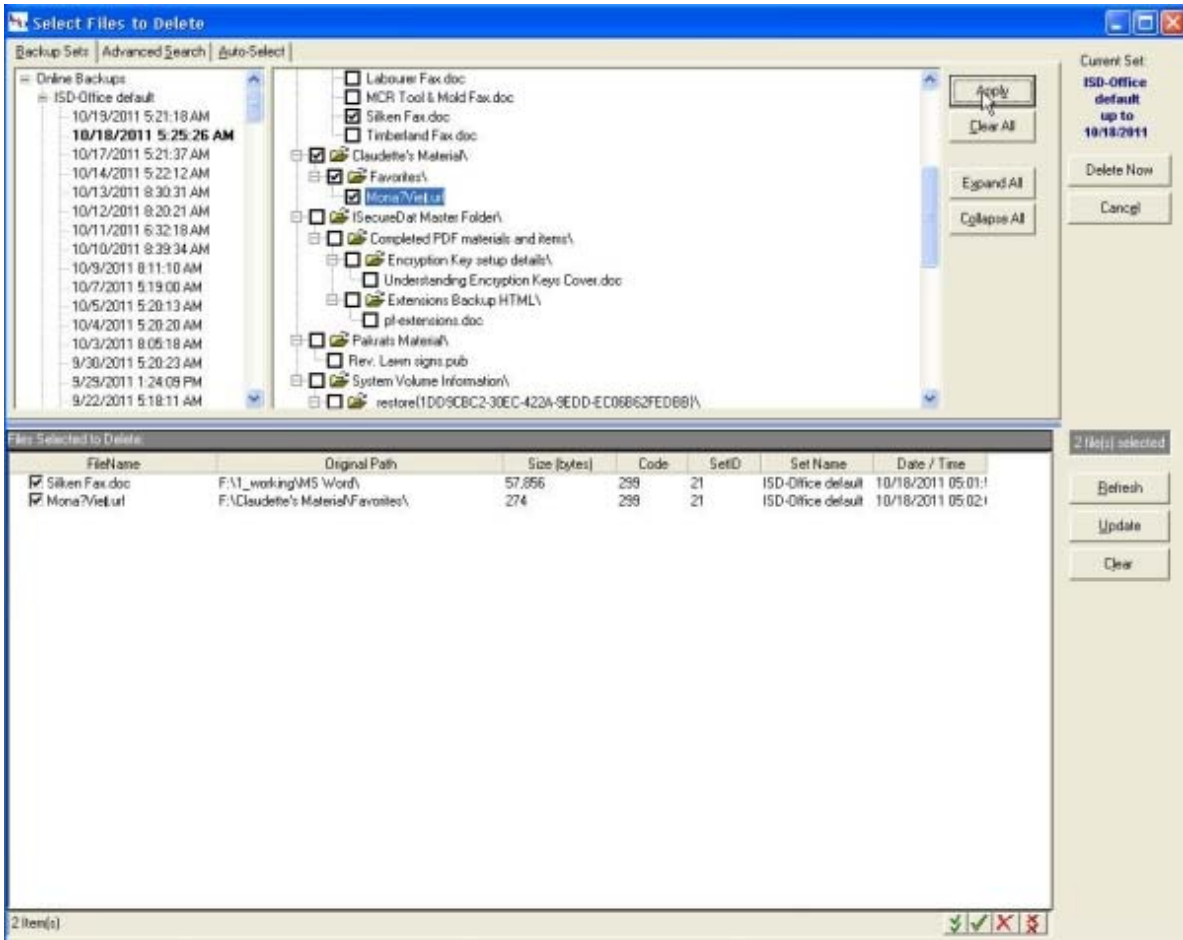
## Step 5)

Once you find the file(s) you want to remove, click the “Check box” immediately in front of it. You’ll notice several “Parent” folders above this file are automatically checked at the same time as well. Do not be concerned that these folders will be deleted, they will not. This is simply the path the system will follow to remove the selected file(s). All other files not checked (and their folders) will remain intact on the server.



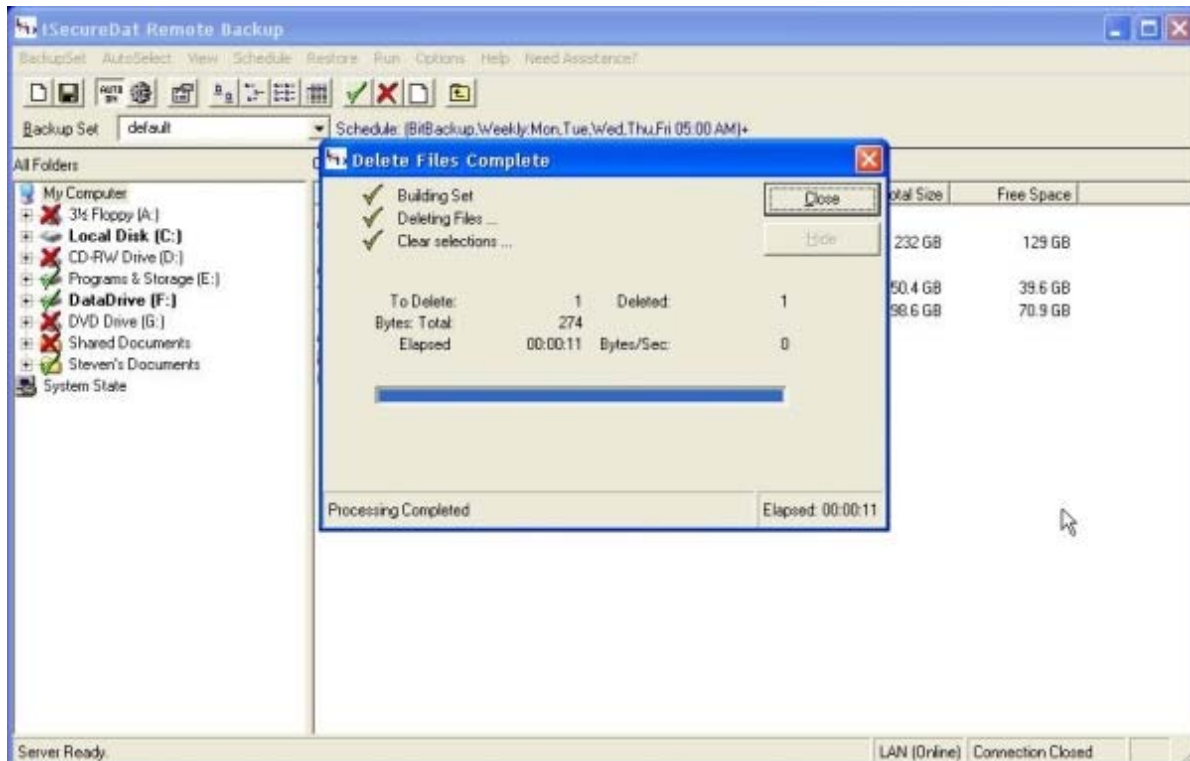
## Step 6

You may select as many files and folders for deletion as you deem necessary. As you make your selections, the files are listed in the 3<sup>rd</sup> window below. If you change your mind about deleting a file, simply de-select it by un-checking the box in front of it and press the update button to the right side.



## Step 7

Once all the files and folders you want to delete have been selected, press the “Delete Now” button. It will take a few minutes before you see an action as your client needs to connect with ISecureDat’s servers to commence with the process. You will see the process taking place as files are deleted the numbers increase on the right. Space (bytes) regained are displayed in the middle and “Elapsed” time will show total processing time.



Close all open windows and the backup will proceed as usual.