A FREE TEST FROM TAGGERUNG SOLUTIONS

Can you actually restore it?

A ten-minute test for a small office. You'll find out what you'd miss first, where its copy lives, and whether you can get one file back without calling anyone.

The test is one real restore

A backup report that says "completed" tells you a copy was made. It doesn't tell you that you can find the file, open it, and get back to work. The only way to know is to bring something back.

1 List what you'd miss first — 2 MINUTES

Picture Monday morning with one thing gone. Fill in the first column. The rows below are the usual suspects; cross out what you don't use.

2 Find where it lives, and where the copy is — 3 MINUTES

For each one, write down where it's kept, where its backup copy is, and who knows how to get it back.

What you'd miss	Where it lives	Where the copy is	Who can restore it
Accounting file			
Estimates, bids and contracts			
Job photos and plans			
Email			
The shared drive or server			
The one computer that runs something			

"The one computer that runs something" is the PC at the front desk that runs the gate, the scheduling board or the old estimating program nobody wants to touch.

3 Bring one file back 5 MINUTES

Pick a file someone changed last week. Restore an older copy of it, open it, and time how long it took. Start with whichever of these fits where the file lives.

> **BEFORE YOU START**
> Restore to a new folder or as a copy, never over the file people are using. If the only option is “replace”, stop there and ask whoever handles your IT.

OneDrive, SharePoint or Google Drive

Open the file’s folder on the web, choose Version history on the file, and restore last week’s version as a copy. Google Drive has Version history and Trash too. Deleted files only stay for a limited time.

A file on a computer or server

Open your backup program or portal, find the file from a few days ago, and restore it to a new folder. If you don’t know which program, that’s your first answer.

An email

In Outlook, open Deleted Items and look for “Recover items deleted from this folder.” In Gmail, check Trash. Bring back one message you deleted on purpose.

The accounting file

Ask your bookkeeper or IT person where the backup copy is and when it was made. Open a copy somewhere safe, never on top of the live company file.

Then write down three things: whether you found it without help, whether the copy opened with last week’s changes in it, and how long it took.

WHAT YOUR ANSWERS MEAN

You couldn’t say where the copy is

Then nobody’s checked it in a while. Find out before you need it, not during.

The copy lives in the same building, or the same account

A fire, a theft or a locked-out account can take both at once. One copy should live somewhere else.

Only one person knows how

Write the steps down, and have a second person do the next test.

It worked, but took all afternoon

One file is the easy case. Ask how long the whole accounting computer would take, and whether you could work around that.

ASK WHOEVER HANDLES YOUR IT

Five questions worth a straight answer

Fair questions for an IT company, a nephew who set it up, or yourself.

- [ ] When was the last time you restored something from our backup, and what was it?
- [ ] How far back can we go? If a file was wrong for a month before anyone noticed, can we get the version from before that?
- [ ] Is there a copy outside our building and outside our main account?
- [ ] If the accounting computer died tonight, when would we be working again?
- [ ] Who gets told when a backup fails, and how fast?

KEEP THIS PAGE

Restore test log

Do the test again every few months, and every time you change computers, software or IT help.

Date	What we restored	From where	How long	Who	Worked?

If the test turned up something you'd rather not deal with on your own, we do a free 30-minute look at how your files, email and accounting are backed up, and what it would take to get them back.

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