Sending Control Panel Account Backup to Control Panel Home

There are three ways to restore or access Control Panel user files:

1. Restore selected files to their original location. See Restoring Control Panel Users' Accounts.
2. Download files to local computer and upload files via FTP to website (Control Panel home). See Downloading Control Panel Users' Data as Archive.
3. Send a TAR or ZIP containing selected or all files to the Control Panel home directory.

This topic describes the third option. Follow the instructions below to send Control Panel user data as an archive file to the CDP Agent home directory.

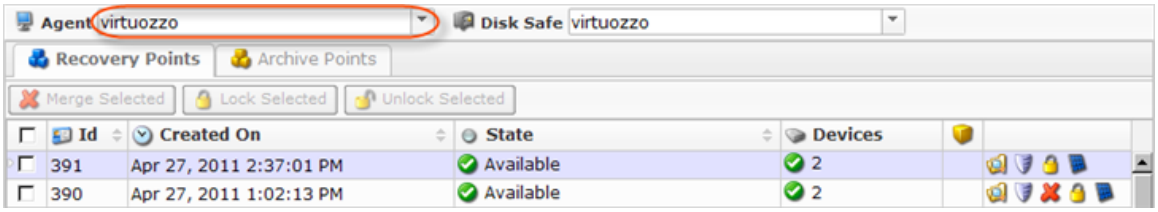
> **Tip**
> These instructions are for CDP administrators.

1. Click on "Recovery Points" in the Main Menu to open the "Recovery Points" window.

Advanced Edition	Enterprise Edition
	

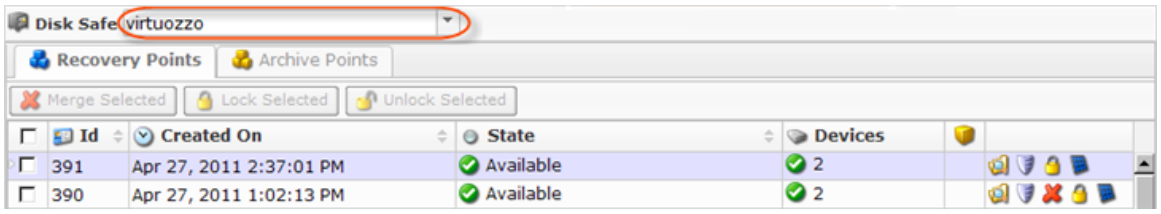
2. Make sure the "Recovery Points" tab is selected.

3. Enterprise Edition: In the "Recovery Points" list, select an Agent from the drop-down menu on the "Recovery Points" list toolbar.

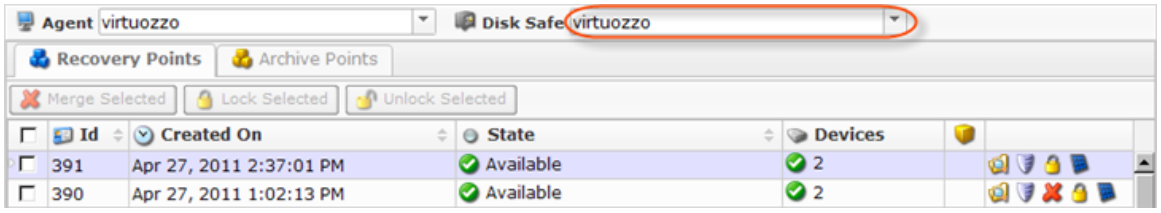


4. Select a Disk Safe from the drop-down menu on the "Recovery Points" list toolbar.

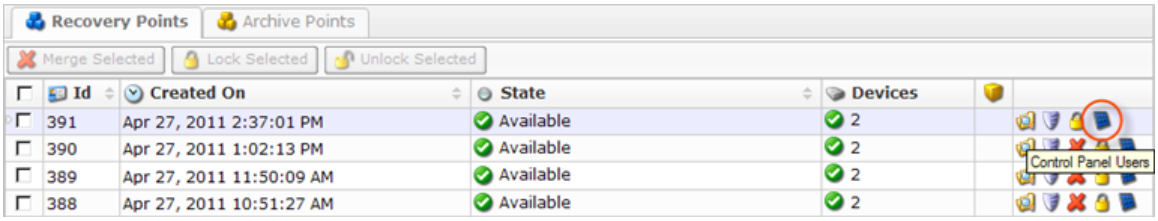
Advanced Edition



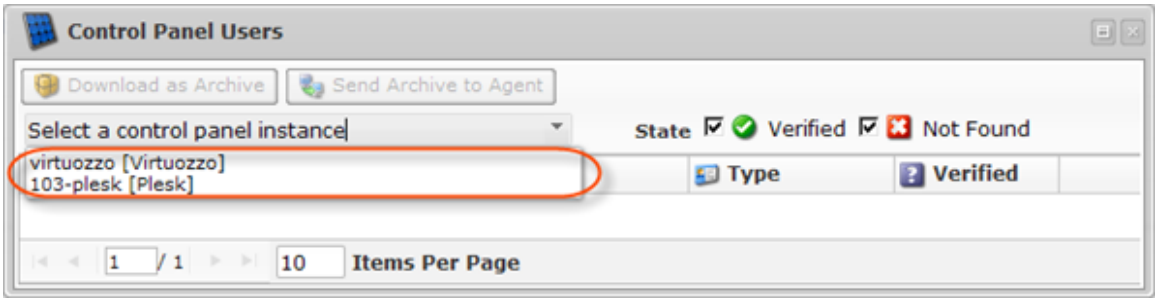
Enterprise Edition



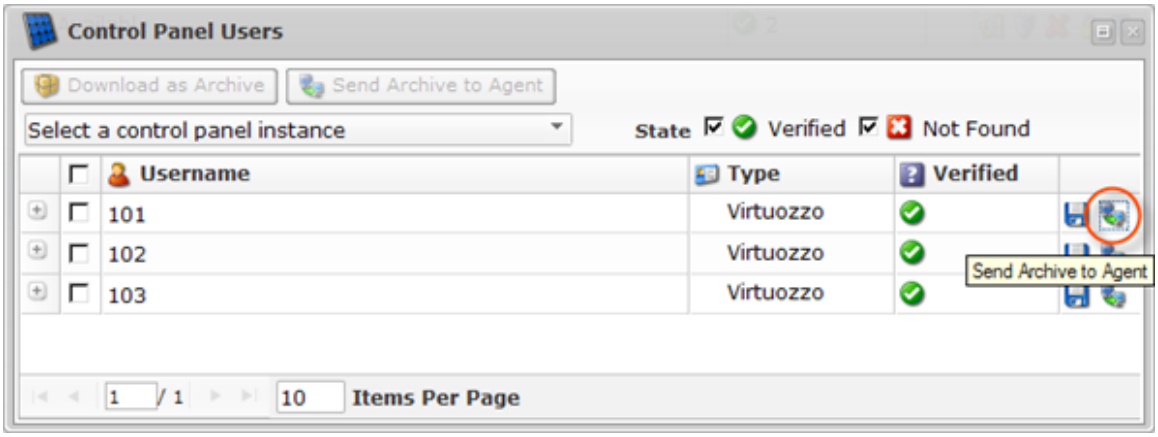
5. Click on the "Control Panel Users" icon for a Recovery Point.



6. A "Control Panel Users" window appears. Select a Control Panel Instance in the drop-down menu.

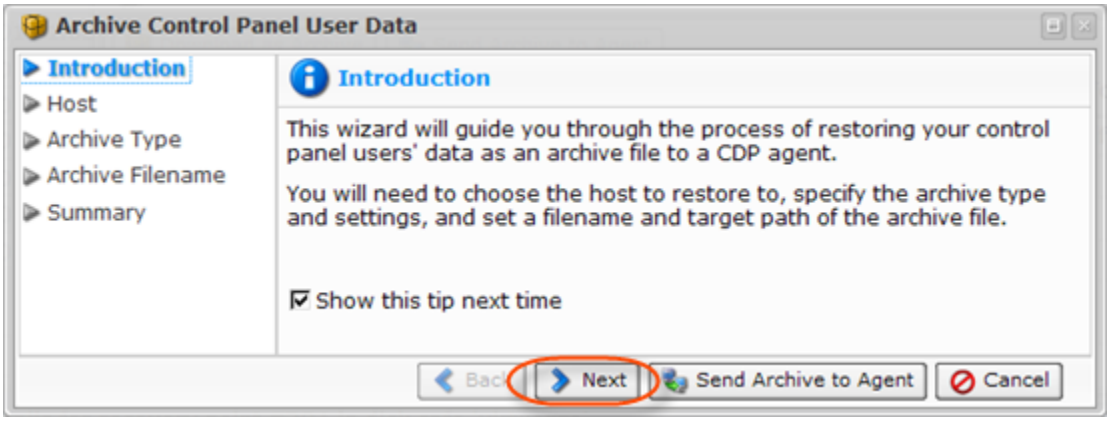


7. Find the username of the user you want to restore in the "Control Panel Users" list, and click on the "Send Archive to Agent" icon in the "Actions" column to send the archive containing the Control Panel user's data to the Agent.



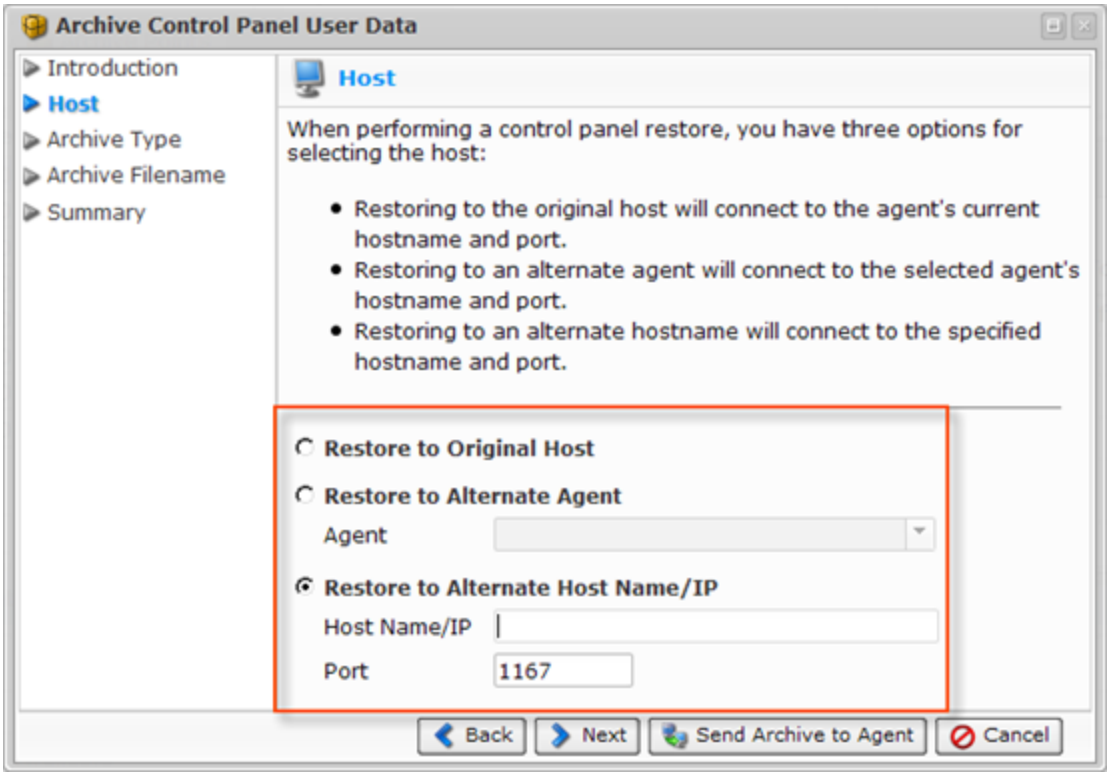
> **Note**
> You can also use the "Send Archive to Agent" function. See Bulk Restoring below.

8. The "Archive Control Panel User Data" window will appear. Familiarize yourself with the introductory information, and click "Next" to proceed with adding the instance.



9. On the following "Host" screen, you have three (3) options for selecting the host:

- Restore to Original Host - Connects to the Agent's current hostname and port.
- Restore to Alternate Agent - Connects to the selected Agent's hostname and port.
  - Agent - Allows you to choose an alternate agent.
- Restore to Alternate Host Name/IP - Connects to the specified hostname and port.
  - Host Name/IP - Allows you to define a specific hostname/IP.
  - Port - Allows you to define a specific port.



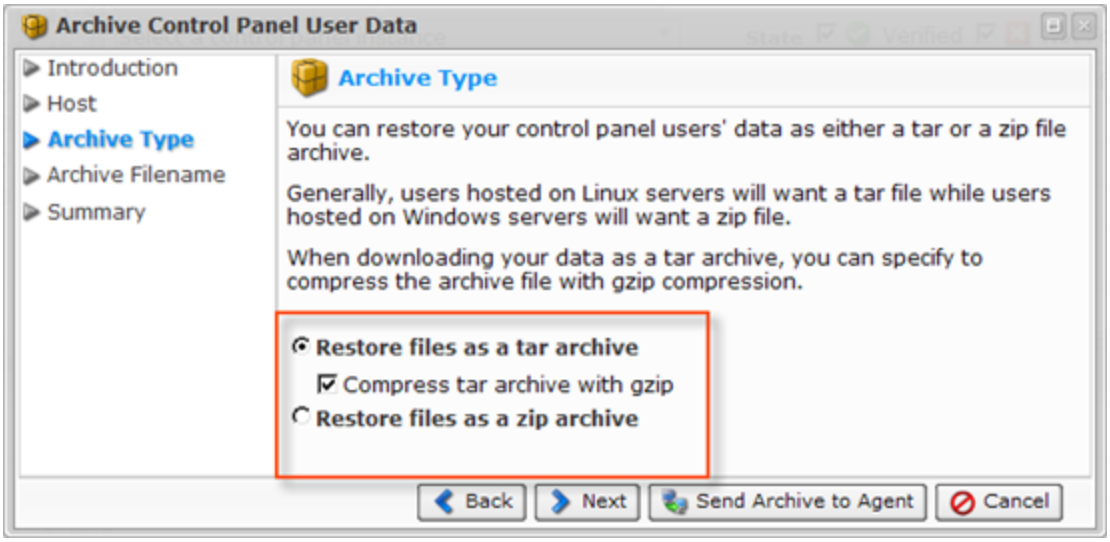
Click "Next."



10. On the next "Archive Type" screen, select the archive type of the future file.

The following options are available:

- Download files as a tar archive - Allows you to archive and download Control Panel user data as a .tar file. Recommended for users hosted on Linux servers.
  - Compress tar archive with gzip - Allows you to compress a TAR archive with .gzip compression.
- Download files as a zip archive - Allows you to archive and download Control Panel user data as a .zip file. Recommended for users hosted on Windows servers.



Click "Next."



11. On the next "Archive Filename" screen, define the filename for the archive file.

The following options are available:

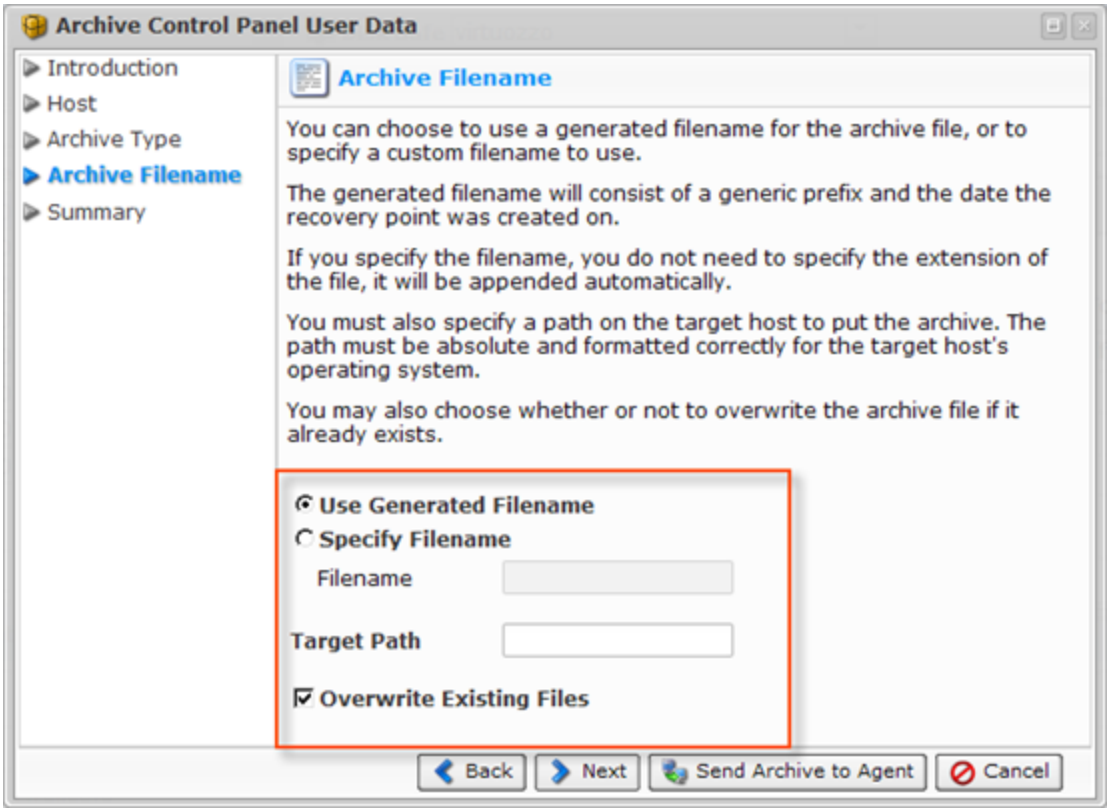
- Use Generated Filename - Allows you to generate archive filename automatically. It will consist of:
  - Generic prefix
  - The date the recovery point was created on
- Specify Filename - Allows you to define your own archive filename.

> **Note**
> You do not need to specify the extension of the file. It will be appended automatically.

- Target Path - Allows you to define a destination to back up to.

> **Note**
> The path must be absolute and formatted correctly for the target host's operating system.

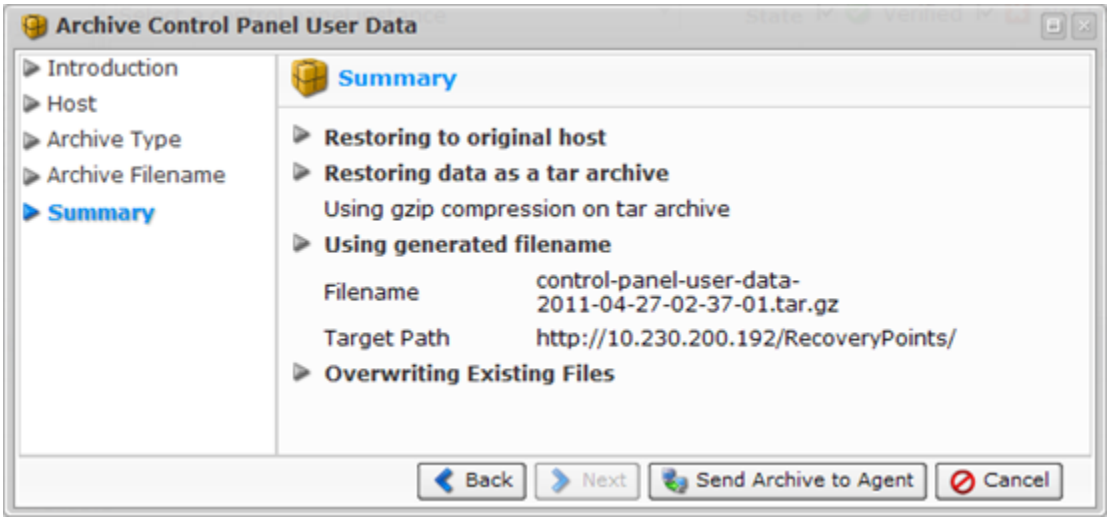
- Overwrite Existing File - Allows you to choose whether to overwrite the archive file (if it already exists).



Click "Next."



12. On the last "Summary" screen, the settings you have selected are listed.



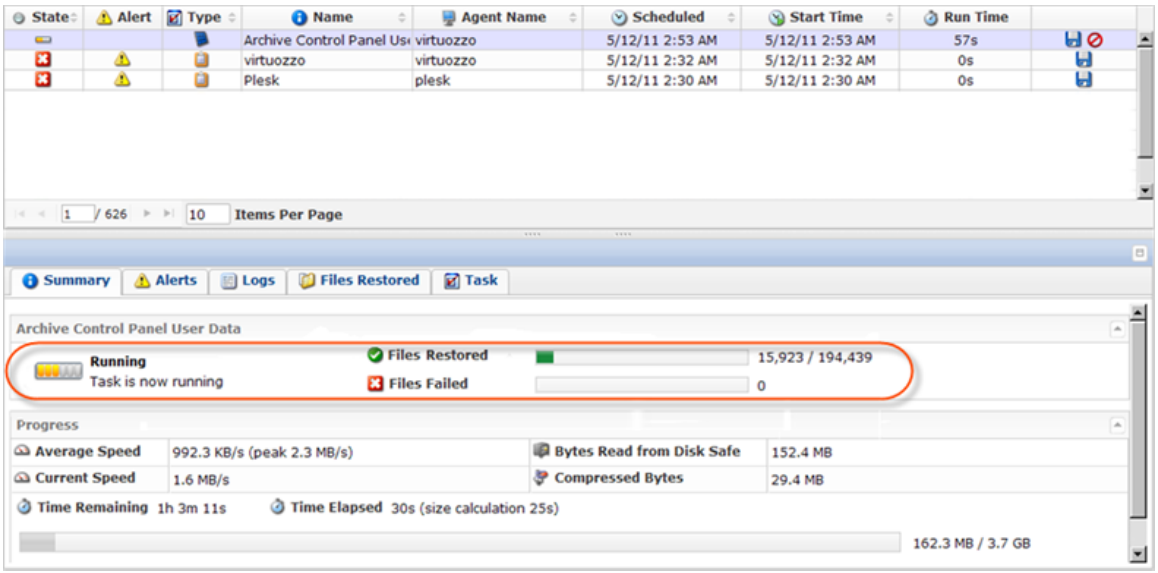
13. Once you have verified that the specified settings are correct, click "Send Archive to Agent" to restore the Control Panel user's data as an archive file.



14. Click "OK" in the "Success" window.



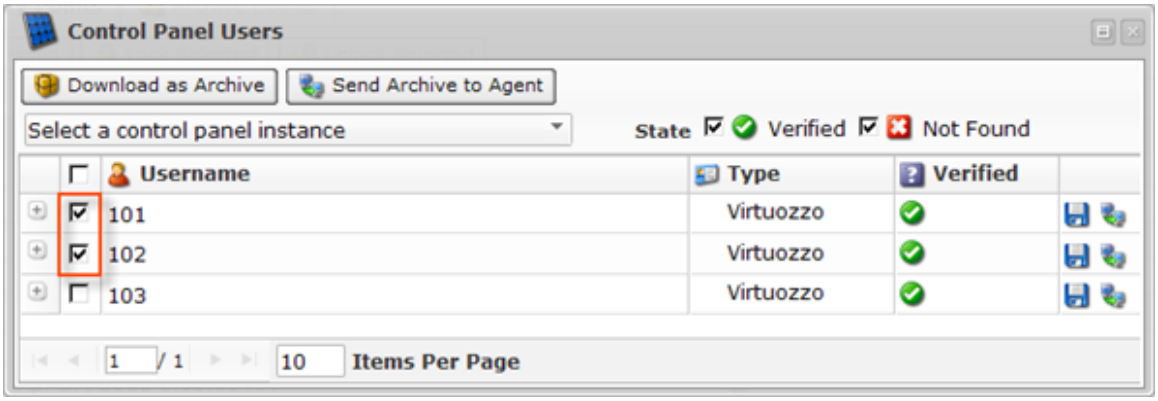
15. In the Task History, you can see the restore process information (see Accessing Task History).



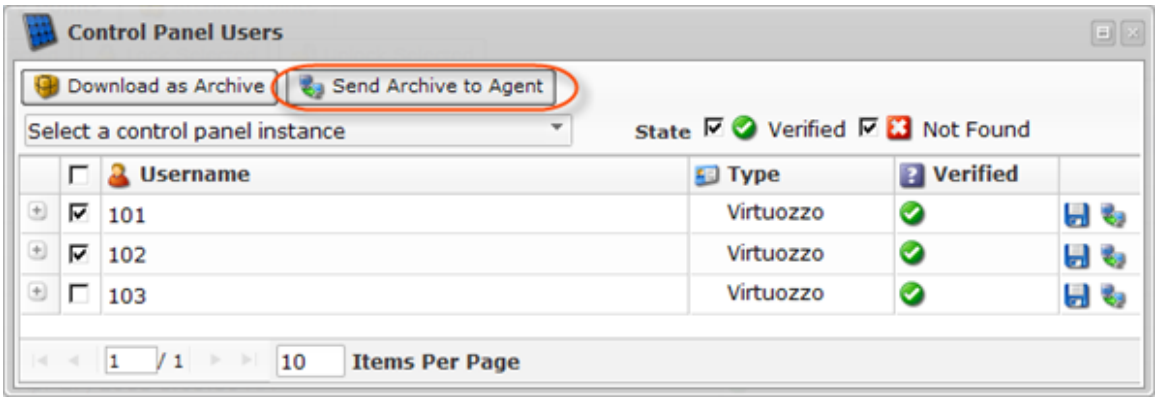
Bulk Restoring

Using the Bulk Restoring feature, you can restore the data of multiple users at once. All the data will be restored in one file with a specified filename, file archive type, and archive settings. Follow the instructions below.

1. Select several users by selecting the checkboxes in the first column of the "Control Panel Users" list.



2. Click on "Send Archive to Agent" on the "Control Panel Users" list toolbar.



3. The "Archive Control Panel User Data" window will appear. The following steps are the same as for restoring an individual user account (see above).

4. Once the restore has been scheduled, you can see the restore process in the Task History (see Task History).