

OVERVIEW

If files are accidentally deleted from a Piratedrive folder, a user can recover the lost files within the same week by mapping a drive to the backup (Checkpoint) folder using the steps below.

If files were lost further back than one week, please submit an IT Help Desk service request to recover.

PLEASE NOTE

- Checkpoint folders are **read only**, so files cannot be accidentally saved in a checkpoint folder
- You can map a drive to subordinate Piratedrive folders; it's not necessary to map to the root folder
- Permissions on checkpoint folders are the same as the original folders. Therefore, anyone with appropriate permissions can recover files from Checkpoint.

STEP 1. First determine the file path to the lost Piratedrive documents.

Examples: [\\piratedrive\facultystaff\doe\](#) (personal) or [\\piratedrive\biology\labs\doe\](#) (department).

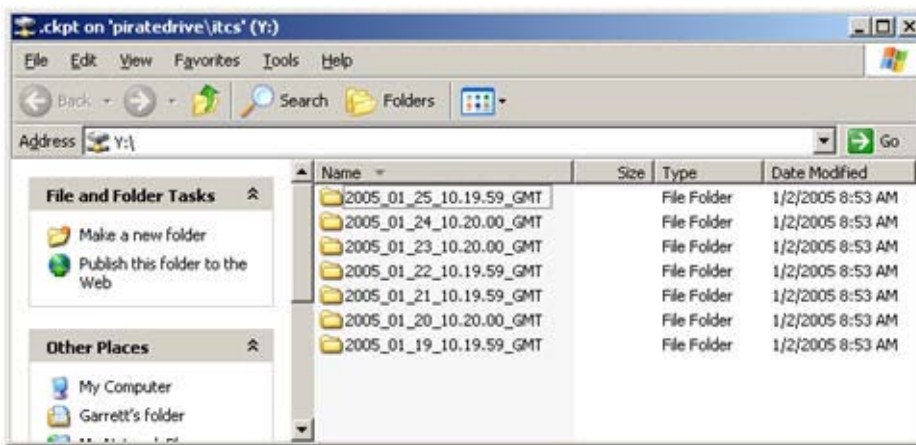
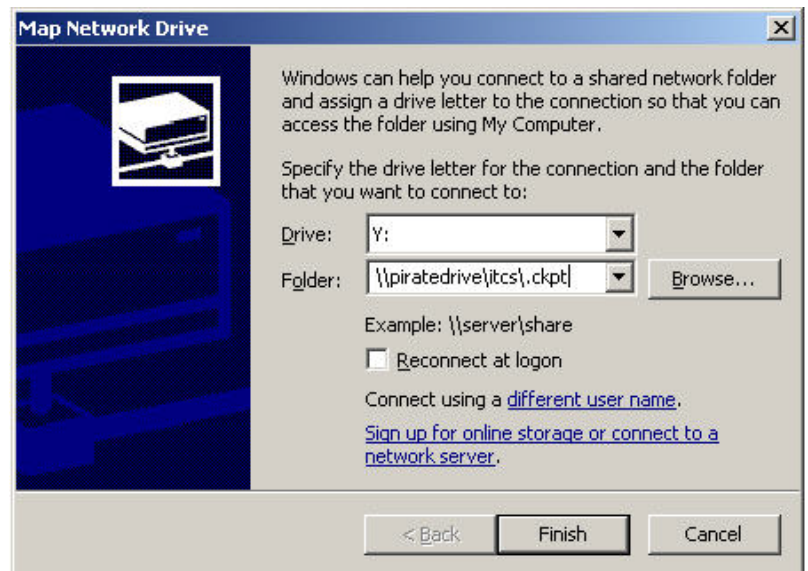
STEP 2. Map a drive to the Checkpoint backup files

Right-click **Start >> Explore >> Tools >> Map Network Drive...**

The **Map Network Drive** dialog box will open.

Enter the file path and after the last slash, add **".ckpt"** to the file name. [see graphic to the right].

Click **Finish**.



STEP 3. Copy/Paste the Backup Files

Select the folder with a date that contains your files (before they were deleted).

Copy/paste the files from the **.ckpt** folder back to your **Piratedrive** folder.

*Submit an IT Help Desk service request to recover files lost outside the 7-day window.