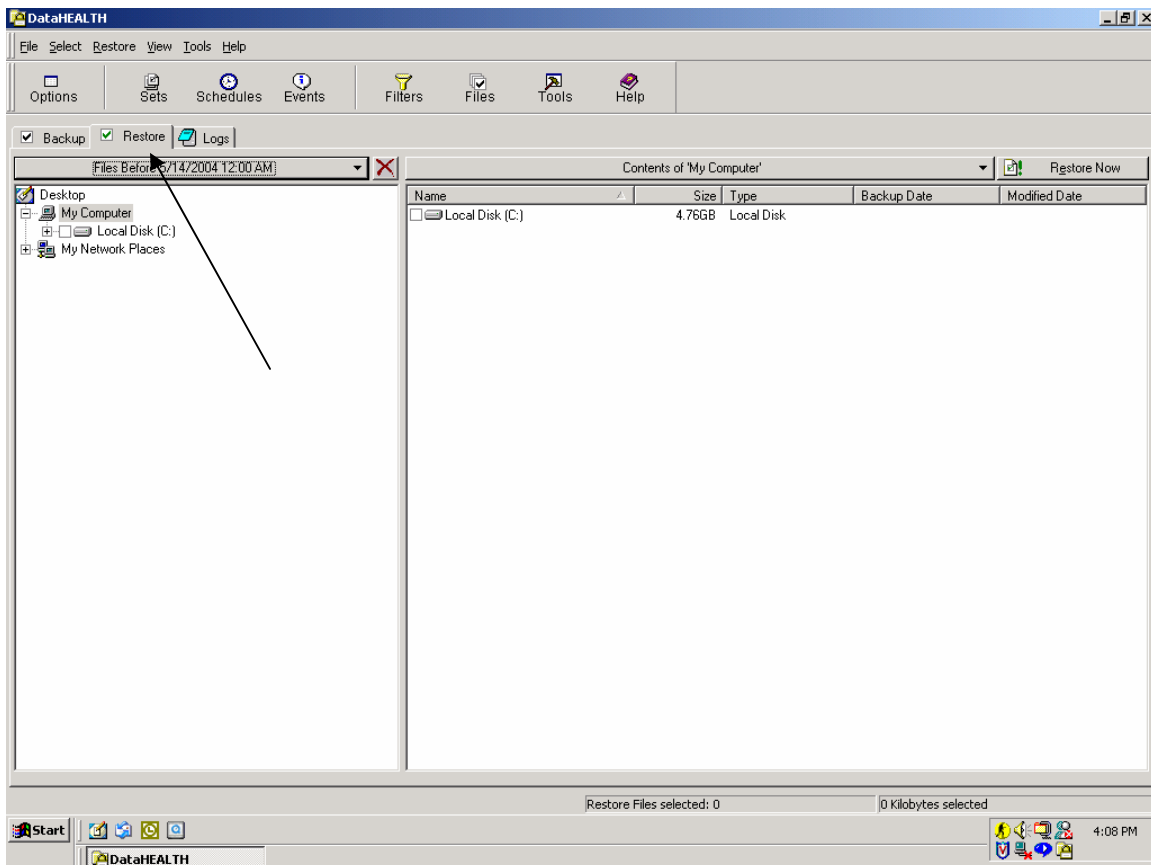


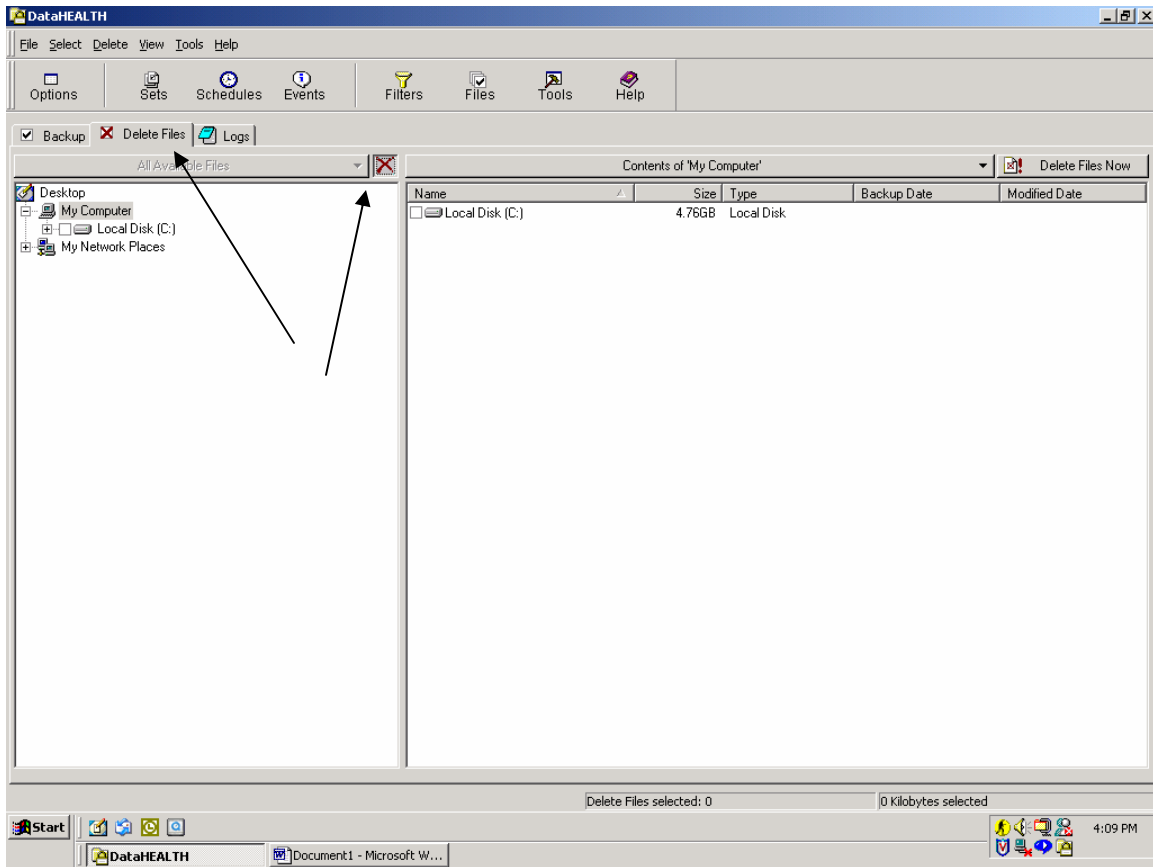
DELETING FILES

WARNING: Once files are deleted from the DataHEALTH's Backup Servers, they cannot be restored in the future!

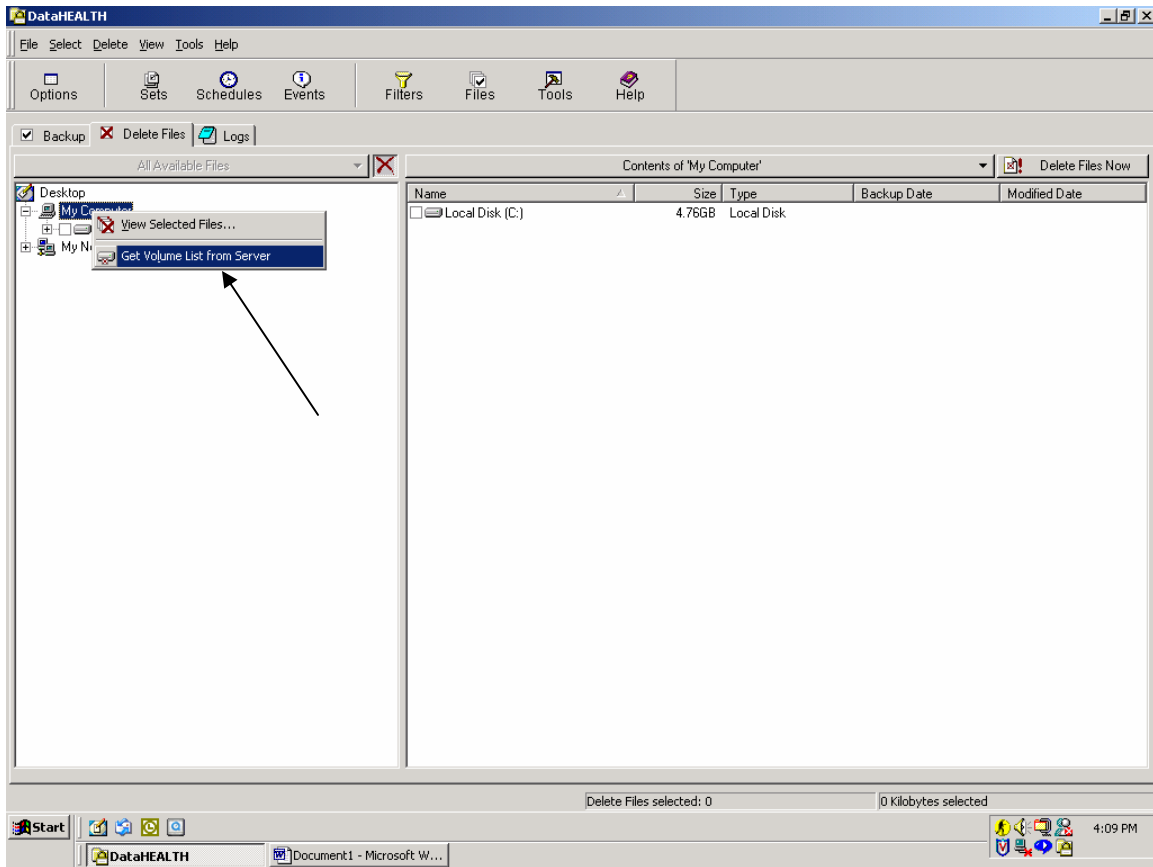
Deleting files from your backup set on the client backup program does not automatically delete the files from DataHEALTH's servers. Please follow these instructions to delete the files from DataHEALTH's servers. (If you would like to automatically delete files in the future please call DataHEALTH's Technical Support to get instructions on having this operation performed automatically when a file is deselected from your backup set.)



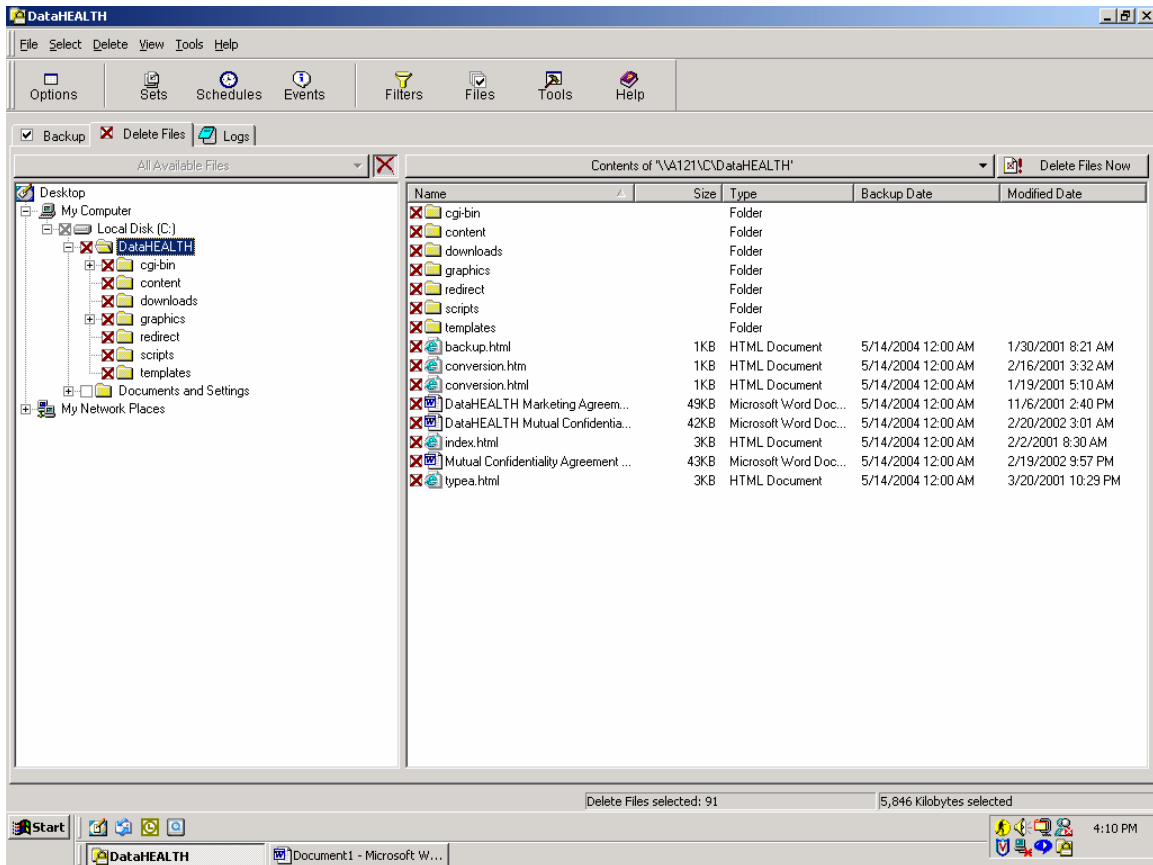
1) Click on the "Restore" Tab



- 2) Click the **red "X"**. This will change the "Restore Tab" into "Delete Files" tab.

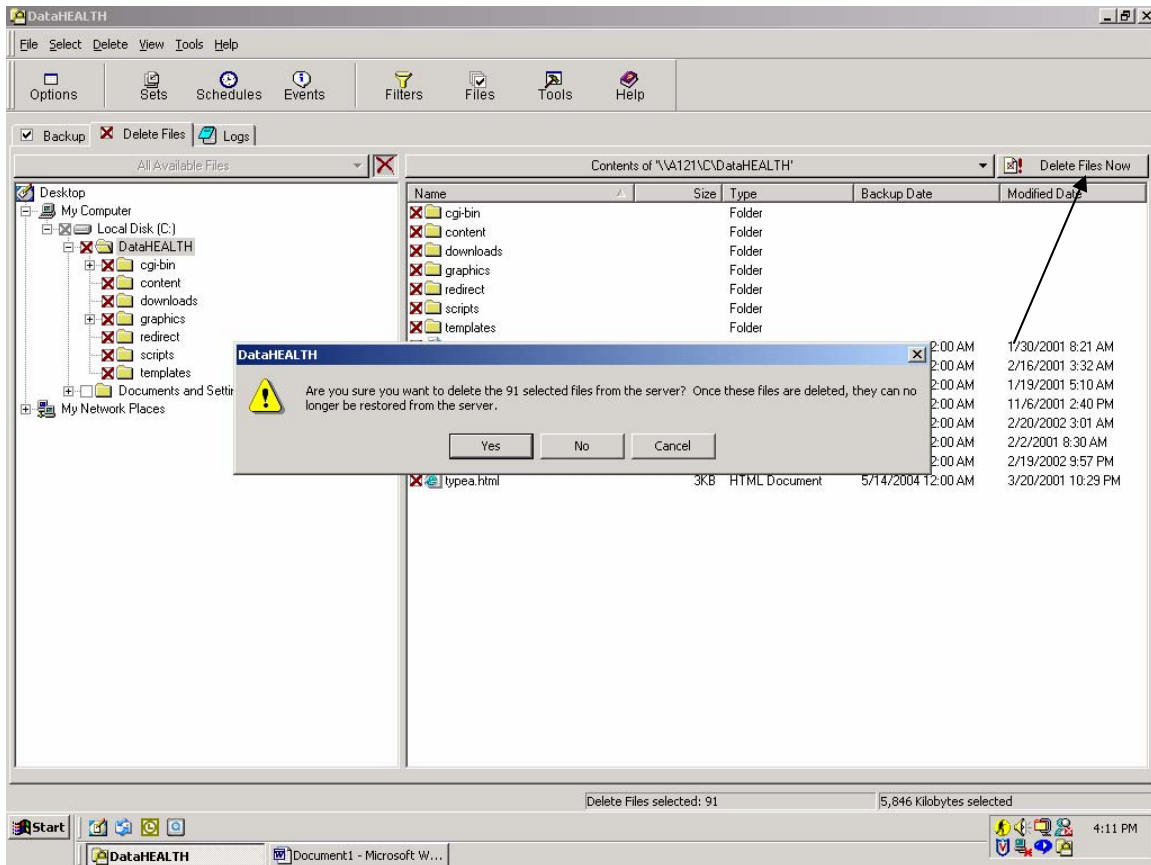


- 3) **Left click once on "My Computer" then Right click once on "My Computer" then left click once on "Get Volume List from Server"**



4) Select the files to delete.

The desired files must be selected before beginning the delete. By default, all versions of all files available for deletion on the server are displayed. If a file is selected for deletion, all versions of the file will be removed from the server. After the delete operation has completed, the deleted file cannot be restored from the server in the future.



- 5) Once you have selected all the files you would like to delete from DataHEALTH's backup servers left click once on "Delete Files Now"

A Window will open that asks you "Are you sure you want to delete the XX selected files from the server? Once these files are deleted they can no longer be restored from the server." Verify the delete operation by answering "Yes" "No" "Cancel".

- 6) Check log File - The log file contains a detailed list of actions performed during the delete. It also contains a convenient list of summary information at the top of the file.

WARNING: Once files are deleted from the DataHEALTH's Backup Servers, they cannot be restored in the future!