

# **On-Line Backup Manager – Installation Quick Start Guide**

## **Standard Backup Package**

Welcome to Select Internet on-line backup.

This document is intended as a quick guide for users to get you started using the backup software. Unless you want to use some of the more advanced features of the system it may be all you need. However, once the software is installed comprehensive documentation is available using the Help button.

### **IMPORTANT:**

#### **Encryption keys:**

Before any information is sent to the backup servers it is encrypted. By default, the encryption key is the user password in use at the time the backup set was created. (You can manually choose a different key if you wish)

So, for example, if you set an initial password of “abc” then any backup set created would (by default) have the encryption key “abc”. If you subsequently changed your log-on password to “xyx” any backup sets created from then on would (by default) have the encryption key “xyz” Backup sets previously created would retain the encryption key “abc”

Once an encryption key is established for a Backup Set it can not be changed without deleting the Backup Set.

**YOU ARE THE ONLY ONE THAT KNOWS YOUR ENCRYPTION KEY AND YOUR DATA CAN NOT BE RESTORED WITHOUT IT. PLEASE ENSURE YOU KNOW THE ENCRYPTION KEYS FOR ALL BACKUP SETS AND KEEP THEM SAFELY.**

#### **Firewall**

If you are using a firewall the settings may need to be changed to allow the backup system to access the Internet.

### **1. Download and install**

Download the appropriate version of the software for your system and save it on your computer (remembering where you save it). Click on the programme icon and follow the on screen instructions to install the software.

Windows Users – An icon will be added to your system tray (at the bottom right of the screen, near to the clock) from where you can manually run backup jobs.

Mac Users – You will need to re-start your computer before proceeding.

### **2. Registration - Create your backup account**

If this is the first time you have used the system you will need to set up your backup account.

Login Name – This can be anything you wish (as long as it has not already been used by another client) and will be used to identify your account.

Password – Select a password

E-Mail address – Select an e-mail address to receive backup confirmations and any problem notifications.

### **3. Create your Backup Set**

Note:- During the set-up procedure the software on your computer is communication with the remote server. When you click on any button there may therefore be a short delay before the system responds

- You will see a representation of your computer disc. You can select some of the common backup sources from the first panel. However, you will probably want to also select individual folders and files. To do this click "Advanced". You will then see a representation of your computer's disc. Click on any line to see folders and sub-folders. Place a tick in the boxes next to the folders and files you want to back up. – Click Next. (Please see the note below – "Which folders to back up")
- The next screen is your backup schedule. This sets when automatic backups will take place. (Backups will take place on the days and at the times selected as long as your computer is turned on and connected to the Internet)
- Encryption Key – Unless you have reason to do otherwise, just accept the recommended option

Your backup set is now set up. You can go back and change any of the settings (except the encryption key) at any time.

### **Setting up a second computer**

The Standard backup package only allows a single backup set on a single computer. However, you can restore files backup up on one computer to another (For example, if you installed a replacement computer you may need to restore files to the new computer that were backed up on the old computer)

To do this install the software as outlined above.

When you reach the registration stage click on "Already a user" and enter your Login Name and Password.

Your details and backup set will be retrieved from the server and installed on your computer.

## **Additional Settings**

### **Retention Period**

The Retention Period dictates how long files that are deleted or changed remain on the backup server. By default this is 7 days, but can be changed to anything you wish.

For example,

If a file is deleted from your computer, the next time your backup runs the file will be flagged as deleted on the backup server, but it will not actually be deleted for 7 days (or whatever duration you set). This means that if you delete a file accidentally you will have this period of time to recover it from the backup before it is actually deleted.

Similarly, if a file is updated, the original version will be kept for 7 days (or whatever duration you set). You can therefore, if needed, retrieve back versions of the file within that period of time. You may have multiple versions of any file if it is updated several times within the retention period.

Extending the retention period will allow more flexibility and a longer safety margin to recover any data wrongly deleted or updated, but will increase the amount of storage space you use.

### **Extra Backup / Off-Line Backup**

This function is for laptop computer users who are not usually connected to the Internet and can not therefore rely on a regular scheduled backup time to protect the data. The Backup Interval dictates the maximum period of time that should pass before a backup is run. Once that time has elapsed a backup job will begin the next time the laptop computer is connected to the Internet.

### **Microsoft Volume Shadow Copy**

Volume Shadow Copy allows you to back up files that are in use by another programme, and so enables you to continue using your computer as normal during the backup process.

Volume Shadow Copy is available on Windows 2003, Windows XP and Vista.

If Volume Shadow Copy is not used an error will be caused if a file is locked by another programme when you try to back it up.

Volume Shadow Copy is, by default, turned on if it is available.

### **Which folders to back up?**

You can select any combination of folders and files to include in the back-up.

Selecting folders will have the advantage that new files and documents created in that folder will automatically be added to your backup.

Backing up the entire C: drive is not recommended. Doing this is likely to back up far more than you need to. Also, the system will not be able to use Volume Shadow Copy, so backup errors may occur.