

# NOVANET-WEB™

PROFESSIONAL ONLINE BACKUP.  
SIMPLE, FAST AND RELIABLE.

7.0

USER MANUAL





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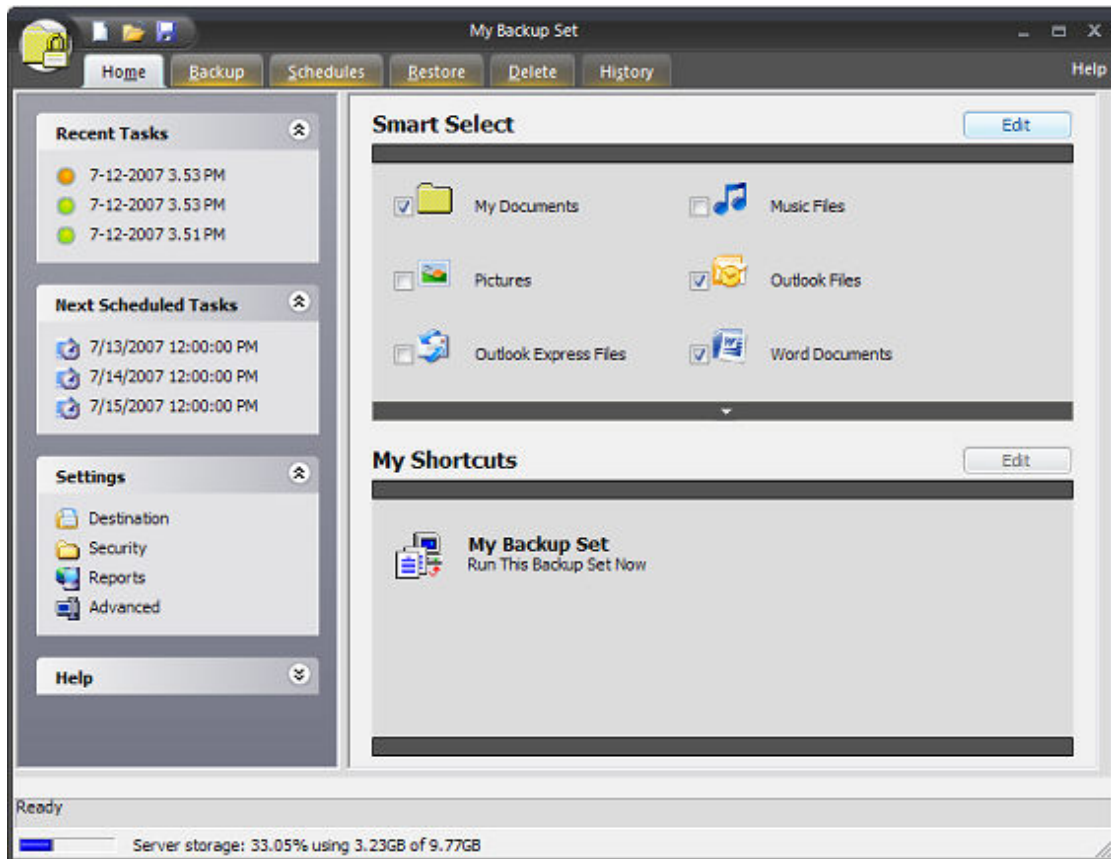
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## Introduction

### Introduction to the Backup Client

This software provides a revolutionary new method of performing backups using a dial-up, broadband, or an existing network connection.



The Backup Server is a software component of the backup system that often runs on a remote Windows 2000 or 2003 Server. By running the Backup Client application on a local system, data can be backed up and restored using the Backup Server as the backup device, rather than a tape drive or other local hardware device. This feature allows backups to be performed effortlessly at any time and data to be restored instantly, from any internet connection, if necessary.

In addition, this backup software uses a special Fast Binary Incremental Technology (FastBIT) process, making it a powerful and unique solution. This FastBIT technology provides the ability to extract the actual changes that occur within files. By extracting the changes and only sending these changed portions of the files, the overall backup time is significantly reduced. In many cases, a FastBIT backup reduces the amount of data that must be sent to the server by 85% - 99%

### Example of the Backup Process

#### Day One (Full Backup)

The day one full backup functions like any traditional full backup procedure. A full backup can

include all the files on your hard disk or it can include only important data files and program settings. This type of backup ensures that there is a copy of every file that might need to be restored.

It should be noted that, as files are selected for backup, a counter is displayed that indicates the number of files selected and the total number of uncompressed megabytes. These totals are located in the lower right-hand corner of the application window.

The first full backup will take considerably more time to process and transmit, and will likely be scheduled to run at a different time of the day than subsequent backups.

#### **Day Two (FastBIT II Backup)**

It is possible to create efficient [FastBIT backups](#) on day two by caching (storing) the compressed full backup from day one. In most cases, the full backup will not be stored in the local cache because of disk space requirements and because most of the files are not actively changing.

However, if only archive files are selected to be backed up on day one, then it may be desirable to change the default so that files included in the full backup are stored. This option will cause the FastBIT backup process to begin on day two.

The log file for a particular backup can be viewed to determine which files have been backed up using the FastBIT process.

#### **Day Three (FastBIT II Backup)**

Typically, noticeable file size reductions can be detected on day three. In most cases, only a minimal amount of file changes are likely between day two and day three. The new changes are compared against the files stored in the local disk cache and a FastBIT backup is created for those files.

The FastBIT backup represents the actual differences in the data between day two and three. The effects of the FastBIT backup will be evident by the sizes of the files created. Detailed information pertaining to the sizes of files and the percentage of reduction can be viewed in the log.

The changed files are saved to the local disk cache and will allow a FastBIT backup to be generated for the next backup. If a file stored in the local disk cache is not active for a specified number of backups (default=5), then the copy of that file is removed from the local disk cache, making room for newer active files.

### Related Topics

#### **Overview of a FastBIT Backup**

The FastBIT backup technology is the core of the backup system. It is the technology that makes it possible to logically extract the actual changes that have been made within files. These changes, which often only represent 1% to 15% of the original file size, are small enough to be regularly backed up over a modem connection in a cost-effective amount of time. A FastBIT backup works on any type of file with results that are superior to other compression or delta technologies.

In order for the software to create a FastBIT backup, it must be able to compare a changed file to the previous version of the file. This is achieved by allocating a small amount of additional disk space (disk cache) to store previous versions of files. Storing additional copies of data on the local disk may be a concern at first, but further understanding of the process should help eliminate this concern.

Since the local disk cache only contains copies of "active" data files, those files that change on a regular basis, the cache will remain a reasonable size (estimated to 500MB on average.) Files in the local cache that have been inactive for a specified number of backups are removed from the cache, making room for new files.

Extensive error checking is performed at the time the FastBIT backup is constructed, and also when it is applied on the server. This ensures the integrity of the transmitted backup.

In certain cases, such as when a new file is created, or a modified file does not have a previous version to compare against, the file is simply compressed and backed up in a conventional incremental manner.



## Installation

### Backup Client System Requirements

#### Operating System

- Microsoft Windows 2000 Professional/Server/Advanced Server SP4
- Microsoft Windows XP SP2 (32-bit & 64-bit)
- Microsoft Windows Server 2003 Standard/SBS 2003/Enterprise SP1 (or greater) (32-bit & 64-bit)
- Microsoft Windows Vista Home Basic/Home Premium/Business/Enterprise/Ultimate (32-bit & 64-bit)

#### Hardware (Minimum Requirements)

- Pentium III class processor or greater
- 128 MB RAM minimum
- 500 MB Disk Space for program files. Additional space is required for processing selected backup files.
- TCP/IP Network

#### Installing the Software

#### To install from the self-extracting executable file:

- Simply run the .exe file.

#### Installing from downloaded Zip file:

1. Unzip the files into an empty directory.
  - For PKUNZIP, use the /d option to retain directory structure.
  - For WinZip, select the Use Folder Names checkbox before extracting the files.
2. Go to the directory containing the extracted Backup Client files.
3. Run the Setup.exe program from the directory to install the Backup Client program.

#### To install from CD:

1. Insert the product CD in the CD drive.
2. Run Setup.exe from the disk to install the Backup Client program.



## Configuration

### Settings

#### Settings - Destination

The screenshot shows a dialog box with two main sections: "Backup server location" and "Backup server authentication".

**Backup server location:** Includes a sub-section "Backup server location" with a lock icon and text: "Use these settings for transferring data to a Backup Server on the Internet or on a local Intranet." Below this is a text field labeled "Server Name or IP Address" containing the value "mybackup.some.com".

**Backup server authentication:** Includes a sub-section "Backup server authentication" with a lock icon and text: "Use these settings to configure the username and password for your account on the backup server." Below this is a sub-section "Specify credentials for authentication" with three text fields: "Username" containing "myaccount", "Password" containing "\*\*\*\*\*", and "Re-enter Password" containing "\*\*\*\*\*".

At the bottom of the dialog are three buttons: "Save Settings", "Test Connection", and "Cancel".

#### Backup server location

- Server Name or IP Address

This field is used to specify the IP address or the host name of the Backup Server. If this value is already populated, you can disregard this entry. If this value is unknown, it can be obtained from the network administrator or backup service provider.

#### Backup Server Authentication

- Username: Enter in the unique username used to access the backup server.
- Password: This is your logon password
- Re-Enter Password: Re-enter your password to confirm

Once you have entered the necessary information above, click "Test Connection" to verify the settings. Once the test completes successfully, click "Save Settings".

#### Settings - Security

The screenshot shows a dialog box with two main sections: "Encryption" and "Secret key configuration".

**Encryption:** Includes a sub-section "Encryption used:" with a lock icon and text: "AES encryption enabled - strength: 128 bits".

**Secret key configuration:** Includes a sub-section "Secret key to encrypt all files:" with a lock icon and two radio button options: "Use my logon password as the secret key." (which is selected) and "Specify my own secret key for encryption.".

**Secret key:** Includes a sub-section "Secret key:" with a lock icon and three text fields: "Secret encryption key:", "Re-enter Secret encryption key:", and "Optional Hint for secret encryption key:".

At the bottom of the dialog are two buttons: "Save Settings" and "Cancel".

#### Encryption

- Use my logon password to encrypt my files

This option will cause the Backup Server logon password to be used to encrypt all files.

- Set a special secret key to encrypt my files

This option will allow a private secret key of your choosing to be specified for file encryption.

Note: If the secret key is forgotten or lost, the Backup Server administrator may not be able to recover the data residing on the server.

### Secret Key

The secret key is a special text string used to encrypt all data that is stored on the server. The secret key can be changed at any time in between backups or restores. If the secret key is forgotten or lost, the Backup Server administrator may not be able to recover the data on the server.

- Secret encryption key

This field is the secret key. The text can be any length and is case-sensitive. The secret key should be written down and kept in a safe place so that it is not forgotten.

- Secret encryption key verification

This field is where the secret key should be re-typed. It is used for verification only.

- Optional hint for secret encryption key

This field is where a text phrase can be entered to allow the secret key to be remembered. If it is necessary to restore files to a fresh system and the secret key is forgotten or lost, the text phrase will be displayed so that the secret key can be recalled more easily. This field is optional. If security is a concern because somebody may be able to use the hint to guess the secret key, this field should probably be left empty.

Once you have completed your settings changes, click "Save Settings"

## Settings - Reports

Reports

Send log file to default printer after each backup

Send mail after a backup operation has completed

SMTP Server Address: smtp.acme.com SMTP Server Port: 25

Use SMTP Server Authentication

Username: joeaccount Password: [REDACTED]

From: jsquad@acme.com

Send mail to: (separate addresses with a semicolon) joe@acme.com

Subject: Your Backup Log

Send a mail after every backup  
 Send a mail only when errors or warnings occur  
 Attach the backup log file to the mail

Save Settings Send Test Mail Cancel

A log file is generated each time a backup, restore or delete task is performed. You can view these logs by selecting the "History" tab.

In addition, there are a number of options you can apply to the logs including:

- Send log file to default printer after each backup: Select this option to print out a copy of each log after the task is complete. Note: you must have a default printer setup and running in order to receive a printed copy of the log using this option.
- Send mail after a backup operation has completed: This option is used to enable the mail notification feature. The SMTP Server, the "From" address and at least one e-mail address in the "To" or "Cc" fields must be specified.

- **SMTP Server Address**

This field indicates the address of the SMTP server where e-mail should be delivered.

- **SMTP Server Port:**

This field indicates the TCP port used to connect to the SMTP server. Note: The default of "25" should be used unless otherwise instructed by your administrator or service provider.

- **From Address**

This field indicates the e-mail address of the sender.

- **Username**

This field is used to specify the appropriate username when sending email through an SMTP server requiring authentication

- **Password**

This field is used to specify the appropriate password for the above username when sending email through an SMTP server requiring authentication

- **Send mail to**

This field is used to specify the primary recipients of the e-mail. More than one e-mail address is allowed. Multiple e-mail addresses should be separated with semicolons.

- **CC mail to**

This field is used to specify the secondary recipients of the e-mail. More than one e-mail address is allowed. Multiple e-mail addresses should be separated with semicolons.

- **Send a mail after every backup**

This option will cause an e-mail to be sent after every backup has completed, regardless of success or failure.

- **Send a mail only when errors occur**

This option will cause an e-mail to be sent only if a warning or error occurs during a backup. Therefore, backups that complete successfully will not cause an e-mail to be sent.

- **Send mail if a warning occurs**

This option will cause an e-mail to be sent if a warning is generated during a backup.

- **Send mail if an error occurs**

This option will cause an e-mail to be sent if an error is generated during a backup.

- **Attach the backup log to the mail**

This option will cause the entire backup log file to be attached to the e-mail message. The log file contains a detailed description of the backup operation.

- **Send Test Mail button**

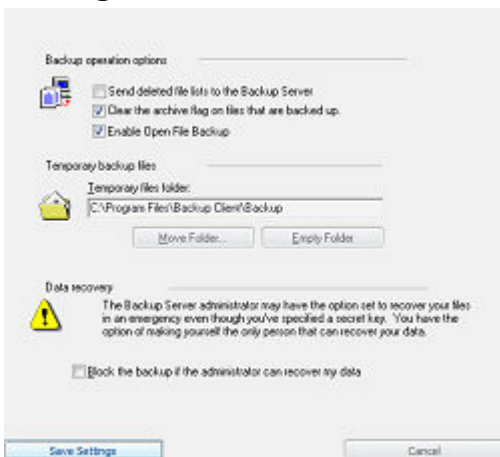
This button will send a test e-mail to see if you have SMTP properly configured.

**NOTES:**

1. The application will attempt to resolve "friendly names".
2. Since the Backup Server runs as a non-interactive process, it is important to realize that recipient addresses be present in the address book and that they be unambiguous. If an address cannot be resolved, it is skipped and a message will not be sent.
3. If there are one or more unresolved addresses in the recipient list, the Backup Server will still attempt to send e-mail notifications to those addresses that were resolved.

Once you have completed your settings changes, click "Save Settings"

## Settings - Advanced



- **Send deleted file lists to the Backup Server**

Selecting this option will allow the Backup Server to be notified when files are deleted or removed from the selection list. Eventually, the files will also be deleted from the Backup Server. This occurs after the deletion date has gone out of the scope of the allowable restore window on the Backup Server. The allowable restore window is configured by the Backup Server administrator.

- **Clear the archive flag on files that are backed up:**

The archive flag on a file indicates that an application has modified the file in some way. Therefore, the archive flag provides a way to detect that a file needs to be backed up. If a tape backup solution is being used in addition to this backup software,

it may not be desirable to have the archive bits cleared by the Backup Client after a backup. Otherwise, the tape backup process would be unable to detect the changed files to be backed up. In other words, the tape backup would not backup those files during an incremental backup.

- **Enable Open File Backup**

This option enables/disables backup of open files using the shadow copy method. If this option is disabled, files that are opened during the backup may not be backed up correctly. This is only available on Windows XP, 2003 and Windows Vista, and will only backup open files on local NTFS formatted drives.

- **Temporary files folder**

This option can be used to specify where the backup "work files" should be saved. These files contain important information pertaining to backups. At any point in time, the contents of this folder can be moved to a different location or the folder can be emptied. Emptying the folder will remove all the files in the disk cache.

- **Block the backup if the administrator can recover my data**

In certain situations, such as a corporate environment, it may be a requirement for the corporation to have access to all the corporation's data. The Backup Server administrator may set an option to allow the recovery of data without requiring the secret key.

This option should be selected to guarantee that absolutely no one else is able to recover the data for this account. IF THIS OPTION IS SET AND THE SECRET KEY IS LOST OR FORGOTTEN, THE DATA CANNOT BE RECOVERED

Once you have completed your settings changes, click "Save Settings"



## Using the Backup Client

### The User Interface

The user interface consists of a single main screen. At the top of this screen you'll find the "Launch Button", "Quick Access Toolbar", a set of six tabs, and a "Help" link that launches this help file.

#### Launch Button



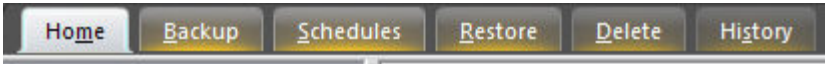
The Launch Button is in the top-left corner of the backup client. It provides fast access to files and frequently used commands. From there, you can quickly create a new backup set, open, run and save an existing backup set, or delete unneeded backup sets

#### Quick Access Toolbar

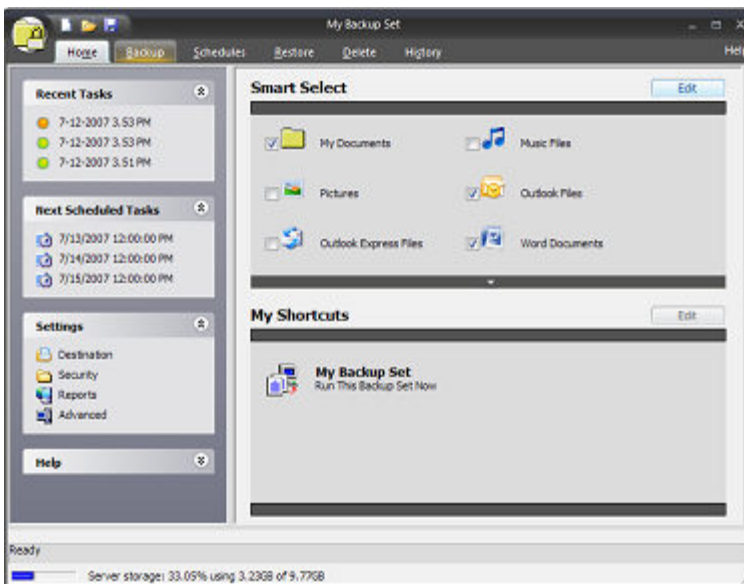


From here, simply click on the appropriate icon to create a new backup set, open an existing set or save the current backup set.

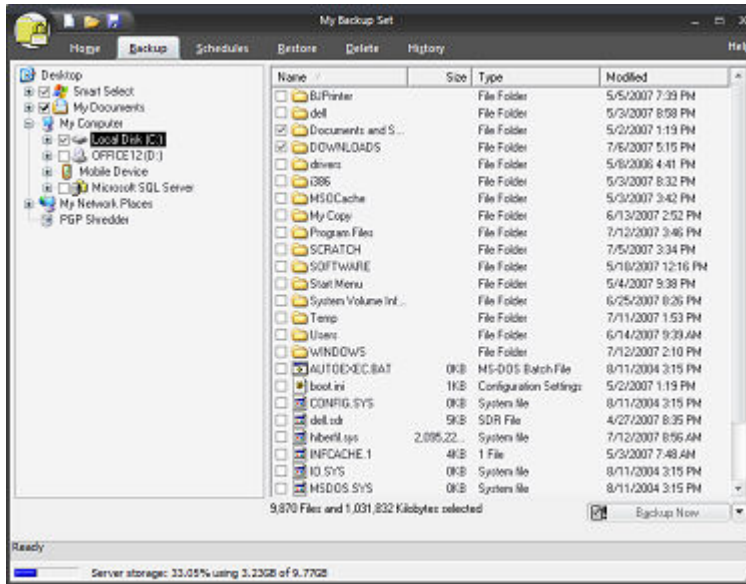
#### Tabs



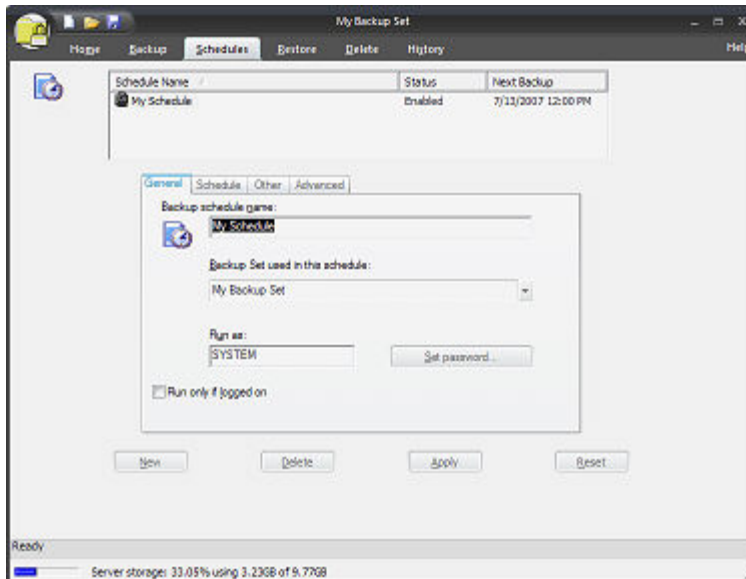
**The Home tab** contains convenient information about your previous and next scheduled backup as well as shortcuts to your most commonly used backup sets, and the **SmartSelect™** backup feature.



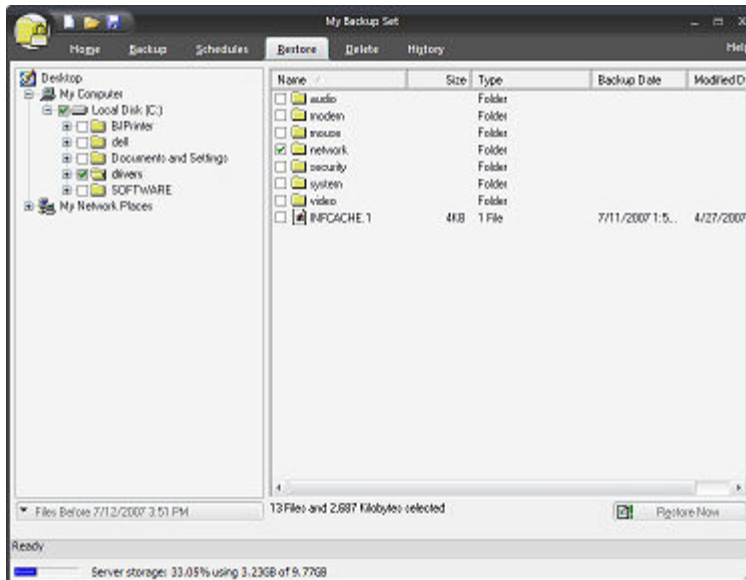
**The Backup tab** allows you to select files and folders to backup.



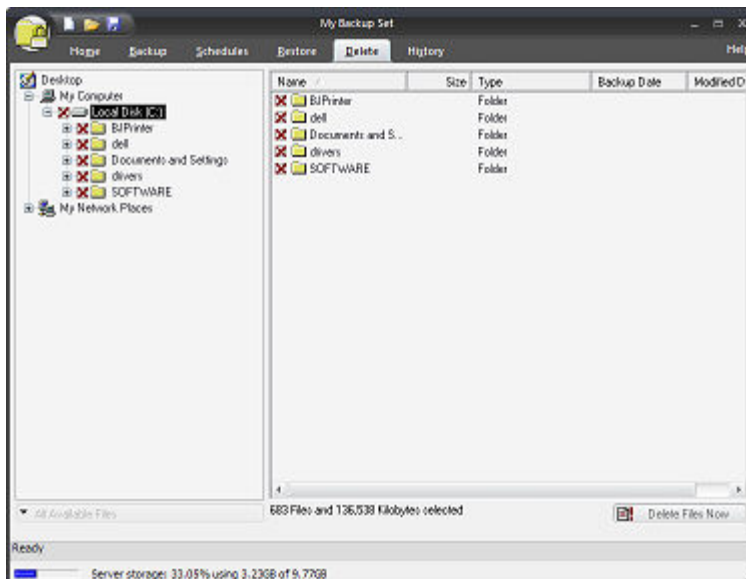
The **Schedule** tab provides a means to schedule backup jobs.



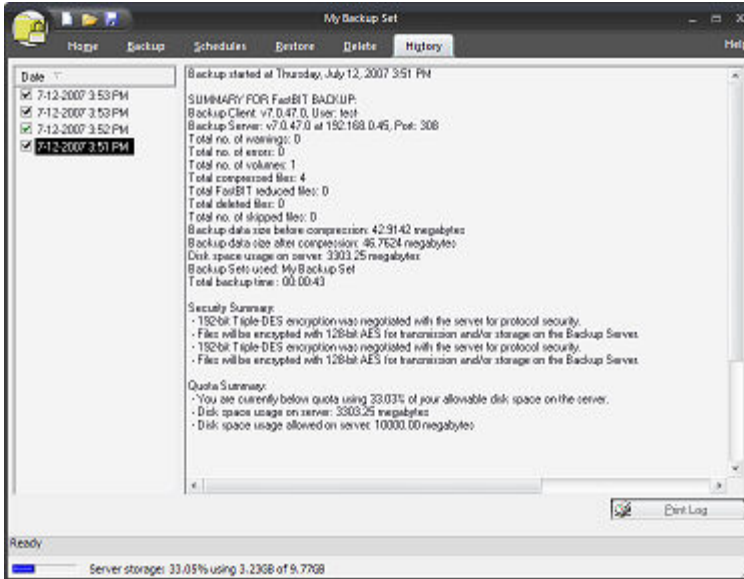
The **Restore** tab enables you to make selections in order to restore files and folders.



The **Delete** tab offers a way to quickly remove outdated or unneeded files from the backup server.



The **History** tab provide access to logs so you can review past tasks.



The file lists in the Backup, Restore and Delete tabs look very similar to the Windows Explorer, which makes it familiar and easy to use. Selected files can be browsed by expanding the drives or network resources in the tree view display on the left-hand side. Next to each folder and file is a checkbox. These are used for adding and removing files from the selection list.

Note: The name of the currently selected task is listed at the top of the Backup Client program window.

### Viewing the selection history

A button on bottom of the list view indicated which directory is currently being viewed in the list view. If this button is pressed, a list of selection histories will be displayed. Selecting one of these history entries will change the selection.

### Selecting files and folders

There are several different ways of selecting and unselecting files in the Backup Client:

#### 1. Clicking on a checkbox

Clicking on a checkbox will select or unselect files. By default, when a folder checkbox is clicked, all the subordinate files and folders will be added to the selection list.

Note: When selecting files for backup, any new files created under a selected folder will be automatically added to the file selection the next time the backup client is run. If you wish to only include specific files in the backup, but not new files, you must uncheck the parent folder and select only the files you desire to have backed up.

#### 2. Using a Filter

If a folder is selected, there will be two options under the "Edit" menu labeled "Apply Filter" and "Quick Select". The "Apply Filter" menu item allows a specific [filter](#) to be applied to the selected folder. In this way, filters may be used to include and/or exclude files during every backup. Optionally, the "Quick Select" menu item may be selected to perform a one-time backup using the selected filter(s). Customized filters can also be created with the filter wizard

#### 3. Right-clicking on an item

Right-clicking on an item will display a menu of commands. If the item is a file, the first two commands will enable a file to be selected or unselected. If the item is a folder, the first two commands will enable either one level under the folder or the entire subtree to be selected or unselected.

#### 4. **Selecting multiple items in the list view**

Multiple items can be selected in the list view by using the <Ctrl> or <Shift> key when clicking on individual items. When multiple items are selected, clicking on the checkbox of one of the selected items will select or unselect all of the items.

## Getting Started

### Connecting to a Backup Server

- **What is the Backup Server?**

When the Backup Client performs a backup, the data is transmitted to a Backup Server. The Backup Server is the destination system where the backup data is processed and stored. The data, which is encrypted, remains stored on the Backup Server and is available to be restored at any time.

- **Where is the Backup Server?**

The Backup Server can be located in several places and can be accessed via different communications channels. The Backup Server can reside on a local network or at a remote location. In addition, the Backup Server can be accessed via the Internet, a local network/Intranet or a direct dial-up connection. The three methods are outlined in more detail below.

- **Internet** – For this method, the IP Address or host name of the remote system must be known.
- **Local network/Intranet** – For this method, the IP Address or host name of the local system must be known.
- **Direct dial-up** – For this method, the IP Address or host name of the destination system must be known. The destination could be an Internet Service Provider (ISP) or a backup service provider. In this scenario, the "Dial-up Networking" component of the local Backup Client system must be installed and configured. Also, Routing and Remote Access Service (RRAS) must be installed and configured on the Backup Server system to accept this type of incoming connection.

- **What is a User Account?**

The Backup Client must first connect to a valid user account on the Backup Server before attempting a backup. The Backup Server Administrator or your Backup Service Provider is responsible for configuring backup users (i.e. accounts) on the Backup Server. User accounts require a username and password, and are configured with specific options pertaining to each particular account.

### Running the Backup Client

- **Starting the Application**

After the Backup Client has been installed, there are a number of different ways to easily start the application.

- Select the Backup Icon on the Desktop.
- From the Start Menu, click on the Backup icon in the Programs folder.

- Double-click the Backup Tray Control icon in the task bar or right-click the icon and select "Run Backup Client".
- **Setting the Destination and Username Fields**

Although many of the default configuration options are sufficient, some fields must be specifically set before getting started.

- In the "Destination" settings, the location of the Backup Server, the username, and the password must be set. A backup will not start unless these options are filled in.

NOTE: It is important to verify that the configuration options described above are set correctly before performing a backup.

- **Using the Application**

After the basic configuration has been completed, the Backup Client application can be used to select files, run backups to either a local or remote server, and modify configuration options. It can also be used to restore files that were backed up to the Backup Server.

## Running the Backup Client

- **Starting the Application**

After the Backup Client has been installed, there are a number of different ways to easily start the application.

- Select the Backup Icon on the Desktop.
- From the Start Menu, click on the Backup icon in the Programs folder.
- Double-click the Backup Tray Control icon in the task bar or right-click the icon and select "Run Backup Client".

- **Warning: Use of Anti-Virus Applications with the Backup Client**

Anti-virus applications that incorporate "real-time" scanning can cause conflicts and improper operation of the Backup Client.

In order to run the Backup Client and anti-virus applications together, you must "exclude" the Backup Client's temporary working directory from the scan list. Refer to your anti-virus application documentation for the necessary steps.

## **Command Line Options**

The following command line options can be used with the Backup Client application:

- **-b**

BACKUP - This option will immediately start a backup and close the application when the backup has completed. The backup will execute in a timed backup mode, which means that there will be no dialogs displayed indicating the result of the backup.

- **-bi**

**BACKUP INTERACTIVE** - This option will immediately start a backup and close the application when the backup has completed. The backup will execute in an interactive backup mode, which means that there will be dialogs displayed indicating the result of the backup. This backup method should be used if it is possible to answer any dialogs that the Backup Client application might display.

- **-bl**

**BACKUP and LOGOFF** - This option will immediately start a backup and attempt to have all other running applications save their data. After all applications have responded to the save request, a backup will be performed. Once the backup has completed, the system logoff will take place. This option is also available by right-clicking on the tray control and selecting "Backup and Logoff".

- **-be**

**BACKUP and EXIT** - This option will immediately start a backup and attempt to have all other running applications save their data. After all applications have responded to the save request, a backup will be performed. Once that backup has completed, the system shutdown will take place. This option is also available by right-clicking on the tray control and selecting "Backup and Shutdown".

- **-br**

**BACKUP and RESTART** - This option will immediately start a backup and attempt to have all other running applications save their data. After all applications have responded to the save request, a backup will be performed. Once that backup has completed, a system reboot will take place. This option is also available by right-clicking on the tray control and selecting "Backup and Restart".

- **-bs or -s**

This option can be used to specify [backup sets](#) that will be backed up. The full name of the backup set (including spaces) must be specified and this option can be used more than one time on the command line.

Ex: -bs My Backup Set -bs Other Backup Set

- **-f**

This option can be used to allow a "full backup" to be performed for the backup sets specified on the command line.

- **-i or -a**

This option can be used to allow an "auto-detect backup" to be performed for the backup sets specified on the command line. This is the default behavior.

- **-h**

This option can be used to completely hide the application during the backup.

**TIP:** Other scheduler programs can be used to perform automated backups. The scheduler can be setup to run the Backup Client application with the -b option, and automatic backups will occur according to the defined schedule. The backup sets that should be backed up can be specified with the -bs option.

[Related Topics](#)

## **Backup**

### **Performing a Backup**

### 1. Configure the Backup Client

After the Backup Client is installed and prior to performing a backup, the program must be configured correctly. An important setting is the specification of the "Backup Server Name or IP Address" and the "Username" in the Destination section of the Settings Options.

### 2. Select which backup set you want to backup

One or more backup sets can be configured to hold file selections. The "Backup Set" button above the tree view is used to select the desired backup set. A list of all available backup sets of the General Options. These options can be viewed by selecting the menu item "View", "Options", "General". When the General Options window is displayed, the "Backup Server Address", "Username" and Password fields can be set in the "Destination" Tab.

### 3. Select which backup set you want to backup

One or more backup sets can be configured to hold file selections. The "Backup Set" button above the tree view is used to select the desired backup set. A list of all available **backup sets** will be displayed. When the desired backup set is chosen, the appropriate file selection will be loaded automatically.

### 4. Select Files to backup

Backup files are selected by clicking on the check boxes next to folders and files. Filters can be applied easily by right-clicking on folders.

### 5. Start the backup.

A backup can be started one of several different ways.

- The "Backup Now" button can be pressed from the Backup Client.
- One of the backup options can be chosen from the Backup Client Tray Control menu.
- The Backup Client can be run from the command-line with the -b option. The -b option causes the Backup Client to automatically perform a backup when the program is executed.

### 6. Check the Log file.

- The [log file](#) contains a detailed list of actions performed during the backup. It also contains a convenient list of summary information at the top of the file.

## Right-Click Functionality, Backup

Right-clicking on certain entries will display the following menu items.

- **Select**

One Level - selects only the files under this folder

Whole Subtree - selects all files and folders under this folder

- **Unselect**

One Level - unselects only the files under this folder

Whole Subtree - unselects all files and folders under this folder

- **Apply Filter**

When a folder is right-clicked, this option will display a popup menu that allows quick access to all available [filters](#). Filters can be added and removed using this option. If there are filters on the particular folder that was right-clicked, they will have check marks next to them.

- **[Quick Select](#)**

When a folder is right-clicked, this option will display a popup menu that allows quick access to all available filters.

If a filter is chosen, the folder and subfolders will be scanned in order to select or unselect files.

- **View Backup Sets**

This option will display the current list of backup sets, and allows backup sets to be added, removed or modified.

- **View Backup Schedules**

This option will display the current list of schedules, and allows schedules to be added, removed or modified.

- **View Missed Events**

This option will display the current list of missed backups and overdue schedules, and allows outstanding missed events to be performed.

- **[View Selected Files](#)**

This option will display the currently selected files for backup in a single list.

- **[View Filters](#)**

This option will display the filter list window, and allows filters to be added, removed or modified.

- **Properties**

The "Properties" option will display information for the selected [folder](#) or [file](#). If a folder is chosen, the list of filters applied to that folder will be displayed, and the filter settings may be modified.

[Related Topics](#)

## **Backup Windows**

## Viewing the Log Files

### Backup Log Files

After a [backup](#) is completed, the "Logs" tab can be clicked in the main application window to view the log file. One or more Backup and Restore dates will be displayed on the left. Selecting one of these dates will display the corresponding log file. The latest backup will be located at the top of the list. The list can be sorted in the opposite order by pressing the "Date" header.

Each Backup log has summary information at the top, followed by any errors that occurred during the backup. Detailed backup information is displayed in the rest of the log file.

### Restore Log Files

After a [restore](#) is completed, the "Logs" tab can be clicked on the main application window to view the log file. One or more Backup and Restore dates will be displayed on the left. Selecting one of these dates will display the corresponding log file. The latest restore will be located at the top of the list. The list can be sorted in the opposite order by pressing the "Date" header.

Each Restore log has summary information at the top, followed by any errors that occurred during the backup. Detailed restore information is displayed in the rest of the log file.

## Backup File Properties

This window is used to display the properties of a file. The file icon is displayed along with the name of the file at the top of the screen. More detailed information about the file is displayed in the middle of the window. Finally, the [filter](#) status of the file is displayed at the bottom of the window.

- **File Name**

This field is the file name for which the properties are displayed. If this field is clicked, the application will attempt to open the file with the default viewer.

- **Type**

This field is the type of file that is being displayed.

- **Location**

This field is the directory in which the file resides. This name can be clicked to view the contents of the folder.

- **Size**

This field is the size of the file in kilobytes and bytes.

- **MS-DOS name**

This field is the shortened form of the file name that conforms to the 8.3 file-naming convention.

- **Created**

This field is the time and date when the file was created.

- **Modified**

This field is the time and date when the file was last modified.

- **Accessed**

This field is the time and date when the file was last accessed.

- **Filter status**

This field indicates whether or not the file is being included or excluded by a filter.

- **Filter name**

This field is the name of the filter that is including or excluding the file.

- **Folder with filter**

This field is the folder that contains the filter that is including or excluding the file.

## **Backup Folder Properties**

This window is used to display the properties of a directory. This window allows [filters](#) to be applied to the directory, files that are included or excluded under this directory to be viewed, filters to be added, filters to be removed, and properties of an existing filter to be modified.

- **Folder Name**

This field is the folder name for which the properties are displayed. The folder name can be clicked to view the contents of the folder.

- **Type**

This field describes the type of object that is being viewed.

- **Location**

This field is the name of the current directory's parent directory. This name can be clicked to view the contents of the folder.

- **Size**

This field is the total size of the files contained in the current directory. The size is displayed in kilobytes and bytes.

- **Contains**

This field is the number of files and folders that are contained in the current directory.

- **Filters applied on this folder**

This list contains all the filters that are configured in the Backup Client. If any filters are applied on the current directory, there will be a check next to the filter name. Existing filters can be added to the current directory by clicking on the empty checkbox. Also, a new filter can be created and added to the current directory by clicking the "Add" button.

- **View filtered files button**

This button will display the "[Scan System](#)" dialog. This dialog will display a list of files that are included or excluded based on the filters applied on the current directory.

- **Add button**

This button will display the [Add Filter Wizard](#). This wizard allows new filters to be created.

- **Properties button**

This button will display the [properties](#) of the selected filter. This window also allows the properties of the filter to be modified.

## Scan System During File Selection

This window is used to display updates when files are being selected or unselected.

- **Current Folder**

This field displays the current directory as the Backup Client scans directories.

- **Files Selected**

This field displays the current number of files in the backup set. This number may increase or decrease depending on what type of file selection is being performed.

- **Size (KB)**

This field displays the current size of the backup selection in kilobytes.

## Backup/Restore Progress Window

This window is used to display progress notifications. Usually a small video clip is played to graphically depict the task that is being performed.

If the "More" button is present, pressing it will expand the window downward to display another progress bar. This progress bar is used for overall progress notifications.

## Restore

### Performing a Restore or Delete

## RESTORING FILES

### 1. Select the Restore tab

Selecting the Restore tab will place the application into the restore/delete mode and retrieve a current list of available systems and volumes from the backup server (default) "[Perform a file Sync.](#)". Selecting any available volume causes the file history to be retrieved as well. This results in a complete and accurate file list even when backing up from multiple computers and locations. (Note: This process can be lengthy for very large file selections)

### 2. Select the files to restore.

The desired files must be selected before beginning the restore. Restoring older versions of files can be accomplished by changing the backup date that is currently set for the display. The button on top of the tree view indicates the current date that is used to display current files available for restore. A list of available backup dates, along with three "view options" can be viewed by pressing this button. The three view options are described below:

**Show Files Before:** This option will display all the files backed up before the selected date. If a file has been deleted in a previous backup, it will not be displayed in the restore view for selection.

HINT: To restore a group of files as of a specific backup, the Show Files Before option should be selected, along with the appropriate date in the restore date list.

**Show Files After:** This option will display all the files backed up after the selected date.

HINT: To view all the files that are available for restore including previously deleted files, the Show Files After option should be selected, along with the oldest backup date in the restore date list.

**Show Files On:** This option will display all the files backed up on the selected date. This is the most restrictive option. Only the specific files that were backed up on the selected date will be displayed for selection in the restore view.

**3. Start the restore by selecting the Restore Now button.**

**4. Specify where to save the restored files.**

This option allows restored files to overwrite existing versions of the files or to be copied to a specific location.

**5. Check the Log file.**

The log file contains a detailed list of actions performed during the backup. It also contains a convenient list of summary information at the top of the file.

## DELETING FILES

**WARNING:** Once files are deleted from the Backup Server, they cannot be restored in the future!

**1. 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.

**2. Start the delete by selecting the Delete Now button.**

**3. Verify the delete operation by reviewing the deletion message.**

**4. Check the 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.

Related Topics

### Right-click Functionality, Restore

Right-clicking on certain entries will display the following menu items.

- **Select**

One Level - selects only the files under this folder

Whole Subtree - selects all files and folders under this folder

- **Unselect**

One Level - unselects only the files under this folder

Whole Subtree - unselects all files and folders under this folder

- [View Selected Files](#)

This option will display the currently selected files for restore in a single list.

- **Backup History**

This option will display the backup history of the files in a date list. Files can be selected or unselected using this list.

- **Get Volume List from Server**

This option will query the server for all the volumes that are available for restore. If multiple volumes (drives) have been backed up, a complete list will be returned. This feature is useful if data is being restored on a previously damaged system.

- **Get File List from Server**

This option will query the server for all the files that are available for restore under the volume selected. This feature is useful if data is being restored on a previously damaged system.

- **Properties**

The "Properties" option will display information for the selected [folder](#) or [file](#). The information for a file includes the file name, file type, file size, first backup date, last backup date, and a list of dates indicating the backup history of the file. Files can be selected and unselected based on file history.

## Related Topics

### **Restore Windows**

#### **Selected Files Dialog**

This dialog displays the currently selected files for backup or restore.

- **Display files for:**

This drop-down list can be used to change the files currently being viewed. All of the selected files can be viewed by choosing "My Computer" from the list. Also, a specific drive can be chosen from the list to view files within a drive/volume.

- **Select All**

This button selects all files in the current view. More information about setting the current view can be found in the "Display files for:" item in this section.

- **Unselect All**

This button unselects all files in the current view. More information about setting the current view can be found in the "Display files for:" item in this section.

- **The File List**

This list contains the selected files. Individual files can be selected and unselected within this list. Any changes made in this list will affect the main view of Backup or Restore files. Files in this view can be sorted by clicking on the appropriate column headers.

Files with blue checks are included into the backup set using a [filter](#). These files cannot be removed from the backup set from this window. If it is desirable to remove a filtered file, the filter must be removed from the folder where it is applied. The appropriate folder can be determined by double-clicking on the file to view its properties. The Properties window will display the filter status of the file.

**TIP:** The Selected Backup Files can be sorted by size. This will display the largest files at the top of the list. It is important to determine whether these files are necessary, since they may represent a large portion of the backup.

#### Related Topics

### **Viewing the Log Files**

#### **Backup Log Files**

After a [backup](#) is completed, the "Logs" tab can be clicked in the main application window to view the log file. One or more Backup and Restore dates will be displayed on the left. Selecting one of these dates will display the corresponding log file. The latest backup will be located at the top of the list. The list can be sorted in the opposite order by pressing the "Date" header.

Each Backup log has summary information at the top, followed by any errors that occurred during the backup. Detailed backup information is displayed in the rest of the log file.

#### **Restore Log Files**

After a [restore](#) is completed, the "Logs" tab can be clicked on the main application window to view the log file. One or more Backup and Restore dates will be displayed on the left. Selecting one of these dates will display the corresponding log file. The latest restore will be located at the top of the list. The list can be sorted in the opposite order by pressing the "Date" header.

Each Restore log has summary information at the top, followed by any errors that occurred during the backup. Detailed restore information is displayed in the rest of the log file.

### **Restore File Properties**

This window displays the properties of a file in the Restore tab. In other words, this window displays the backup history of a file.

- **Type**

This field is the type of object that is being viewed.

- **Location**

The field is the name of the directory's parent directory.

- **Size**

The field is the total size of the files contained in the restore directory. The size is displayed in kilobytes or megabytes and bytes.

- **First backup**

The field is the date and time of the first backup for this file.

- **Last backup**

The field is the date and time of the most recent backup for this file.

- **Backup History**

This window displays the backup history of the file. The file name, size, backup date, and modified date are displayed for each version of the file. Previous versions of file can be selected for restore by clicking on the checkbox next to the desired version.

#### Related Topics

### **Restore Folder Properties**

This window displays the properties of a directory in the Restore tab. In other words, this window displays information about the restorable files under a particular folder.

- **Type**

This field is a description of the type of object that is being viewed.

- **Location**

The field is the name of the directory's parent directory.

- **Size**

The field is the total size of the files contained in the restore directory. The size is displayed in kilobytes or megabytes and bytes.

- **Contains**

The field is the number of files and folders that are contained in the restore directory.

- **First backup under this folder**

The field is the date and time of the first file that was backed up within the restore directory.

- **Last backup under this folder**

The field is the date and time of the most recent file that was backed up within the restore directory.

#### Related Topics

### **Restore To Location Window**

This window is used to setup where restored files should be placed.

#### **Copy files to original locations**

This option is used to restore files to their original locations. If the file already exists, the "[Confirm File Replace](#)" window will be displayed and will present the options to overwrite the file, not restore the file, or save the file as a new name.

#### **Copy files to a temporary folder**

This option is used to restore files to a specific location or directory path. A specific directory can be selected by pressing the "Browse" button.

- **Rebuild folder hierarchy for restored files**

This option is used to specify whether or not the full folder paths should be built for each file being restored. This option may not be desirable if only a few files are being restored and it is more convenient to have them all placed in the same directory. The default value for this option is on. This option should be turned off if it is desirable to have all files restored to the same directory.

#### Related Topics

### **Confirm File Replace Window**

This window is used during restore processing if there is a file by the same name at the location where the current file is being restored. Detailed information about the files in conflict is displayed. The file to be replaced is located on the top portion of the window, and the new file is located on the bottom. There are several options for file replacement.

- **Yes to All**

This option will overwrite the current file with the new file that is about to be restored. If there are any other conflicts with the remaining files to be restored, another prompt window will not be displayed and overwrites will automatically occur.

- **No to All**

This option will not overwrite the current file with the new file. If there are any other conflicts with the remaining files to be restored, another prompt window will not be displayed and no overwrites will occur.

- **Yes**

This option will overwrite the current file with the new file that is about to be restored. If there are any other conflicts with the remaining files to be restored, another prompt window will be displayed.

- **No**

This option will not overwrite the current file with the new file. If there are any other conflicts with the remaining files to be restored, another prompt window will be displayed.

- **Save file with unique name**

This option will not overwrite the current file with the new file that is about to be restored. The Backup Client will try to create a new name for the file based on its current name. For example, if the file name being restored is "file.txt" and it already exists, the Backup Client will choose the name "file (1).txt" and try to restore the file under that name. If "file (1).txt" already exists, the application will try using "file (2).txt", etc. until an available name is found. If there are any conflicts with the remaining files to be restored, another prompt window will be displayed.

- **Save all conflicting files with unique names**

This option will not overwrite the current file with the new file that is about to be restored. The Backup Client will try to create a new name for the file based on its current name. For example, if the file name being restored is "file.txt" and it already exists, the Backup Client will choose the name "file (1).txt" and try to restore the file under that name. If "file (1).txt" already exists, the application will try using "file (2).txt", etc. until an available name is found. If there are any conflicts with the remaining files to be restored, another prompt window will not be displayed and all files in conflict will automatically be renamed.

#### Related Topics

### **Query Secret Key Window**

This window is used when a secret key must be entered for security purposes.

- **Secret encryption key hint**

If a hint is associated with the requested secret key, it will be displayed in this field. The hint is presented as a reminder for the secret key value.

- **Secret key**

The secret key should be entered in this field. Once the secret key has been entered, the "Ok" button should be pressed to continue.

- **Save as default secret key**

If this option is available, it allows the secret key just entered to become the current secret key in the configuration options. Once the key is validated against the secret key on the Backup Server, it will become the current key.

## Using Backup Sets

### Using Backup Sets

#### Using backup sets

Backup sets are used to allow one or more collections of files to backup at different times. For example, one backup set could be created for accounting data, and another backup set could be created for important data that changes daily. The important data might be backed up daily or even hourly, while the accounting data could be backed up at the end of the week.

#### What are backup sets?

Backup sets are actually a combination of three things. These three things are:

1. **Selected directories** – These are directories where all the files are selected under the directory. When the backup set is loaded, the directory is scanned and all the files under that directory are added to the backup set.
2. **Individually selected files** – Individual files selected are scanned, and if present, are added to the backup set.
3. **Directories with filters** – These directories have filters applied to them. When the backup set is loaded, the directory is scanned and any files matching the filter(s) are added to the backup set.

#### Creating a new backup set

A new backup set can be created easily by running the [Backup Set Wizard](#). The Backup Set Wizard can be executed by going to the "[Configure backup sets](#)" window and pressing the "Add..." button. Also, [backup set properties](#) can be viewed and backup sets can be removed using the "Configure backup sets" window.

#### Selecting the active backup set

The current backup set can be selected by pressing the "Backup Set" button above the tree view. This will display a list of available [backup sets](#). When a specific backup set is selected, the corresponding file selection will be loaded automatically.

#### Adding files to a backup set

Once a backup set has been chosen, additional files and directories can be selected and/or filters can be applied to directories. Files and directories can be selected by clicking the appropriate checkboxes. The selections will be saved in the backup set automatically when a different backup set is selected, or when the application is closed.

#### Backing up a backup set

Backing up the current backup set can be accomplished by pressing the "Backup Now" button in the upper right hand corner of the "Backup" tab of the main application.

Backup sets can also be triggered automatically using [command-line options](#), or by using the [tray control](#).

### **Scheduling a backup set**

The [Using Schedules](#) section contains more information about advanced scheduling features for backup sets.

## Using Schedules

### Using Schedules

The initial view that is seen from the Schedule tab contains a list of all scheduled backups. This helps give you an overview of all scheduled backup jobs, their status, and when they are scheduled to run next.

To create a new backup schedule:

- Click the “New” button and enter the appropriate information:

- o General

- Backup schedule name: The name of the schedule

- Backup Set used in this schedule: Select the backup set to use with this schedule by click the down arrow and choosing an existing backup set (Note: you must already have at least one backup set saved)

- Run as: Enter in the user account you would like to use for this schedule. Generally, you’ll leave this set to the default “System” account. However, if you wish backup files from across a network, you will need to enter in a valid user account that has access to the network resource. (Note: in a Windows Domain environment, you must proceed the username with the domain name followed by a back-slash – example: mydomain\myusername

- o Schedule

- Schedule Backup: Select the schedule type

- Start Time: Select the start time you want the scheduled backup to begin

- o Other

- Always perform a full backup: This option will force the schedule to always perform a full backup. This means that even though particular files do not have the archive bit set, the files will be compressed and backed up anyway.

- o Advanced

- Start Date: Pick the date you would like this schedule to start

- End Date: Set this option to include the date you would like this schedule to stop being run

- After Scheduled Backup: With this option, you can instruct Windows to perform the following task after the schedule backup is completed:

- Don’t perform any action

- Logoff Windows

- Shutdown Windows

- Restart Windows

- Repeat backup: Use this option to configure the schedule to repeat at the specified interval specified in “Every”.

- Until: Specifies that the specific repeating backup will end at a specific time or after a specified duration

Once you have completed your settings changes, click “Apply”



## Using Filters

### Using Filters

A filter consists of a collection of file types and an action. The actions for filters are "Include" and "Exclude".

Filters are used to include and exclude files from your backup set. Filters are applied to directories and affect all subordinate directories (**Note: You can not use a filter to include or exclude folders**) . . A single filter can be applied to multiple directories, and directories can contain more than one filter. Whenever a backup is performed, the filters are evaluated and files are included and excluded based on the filters applied.

Filters are managed using the "[Filter list](#)" window. A list of directories containing filters is managed using the "[Directories with Filters](#)" window. There are some pre-defined filters installed with the Backup Client application, and additional filters can be created easily with the [Add Filter Wizard](#).

### Creating a New Filter

A new filter can be created by running the [Add Filter Wizard](#). The Filter Wizard can be executed by going to the "[Filter list](#)" window and pressing the "Add..." button. A filter can also be quickly created by right-clicking on a folder, selecting "Apply Filter", then "New Filter...".

TIP: Right-clicking on a folder is a convenient way to create a filter because the wizard automatically fills in the path for you.

### Deleting a Filter

The Remove button on the "[Filter list](#)" window can be used to permanently remove a filter from the list. Files or directories that were affected by the filter will be cleared from the backup set.

### Modifying an Existing Filter

The properties of a filter can be modified at any time by pressing the Properties button on the "[Filter list](#)" window. The [properties of a filter](#) include the filter name, whether it's an include or exclude filter, and the [file types](#) that are part of the filter. If the filter is currently applied to one or more directories, the appropriate modifications will take place immediately after pressing "OK" in the "[Filter list](#)" window.

### Adding a Filter to a Directory

Adding a filter to a directory can be accomplished in one of three different ways:

The first method is to use the [Add Filter to Directory Wizard](#). This wizard can be launched by pressing the Add button on the "[Directories with Filters](#)" tab in the "Filter Configuration" window.

The second method is to right-click on a directory, select "Apply Filter", and then select the filter from the list displayed. If there is already a filter on the directory, it will have a check next to the filter name.

The third method is to view the [properties of the directory](#) by selecting "File", and then "Properties". The properties of a directory can also be viewed by using a right mouse click. The "Directory properties" window contains a list of filters with checks next to any filters that are already applied. A new filter can be added to the directory by clicking on the box next to the filter name.

### Removing a Filter from a Directory

Removing a filter from a directory can be accomplished in one of three different ways:

The first method is to delete the directory from the "Directories with filters" list on the ["Directories with Filters"](#) tab. This will delete all the filters from the directory at one time.

The second method is to right-click on a directory with a filter, select "Apply Filter", and then select the filter with a check next to its name. This will remove the filter from the directory.

The third method is to view the [properties of the directory](#) by selecting "File", and then "Properties". The properties of a directory can also be viewed using a right mouse click. The "Directory properties" window contains a list of filters with checks next to any filters that are already applied. A filter can be removed from the directory by clicking on the box next to the filter name.

### Using Quick Select

The quick select feature is available under the "Edit" dropdown menu after clicking or right-clicking on a directory.

[Filters](#) are used in the "Quick select" feature to add or remove files from a backup set. Using a filter in "Quick select" is different from applying a filter to a directory. If you apply a filter to a directory, the filter stays applied to the directory, and then every time a backup performed, the filter is re-evaluated to include or exclude any new files under that directory. Performing a "Quick select" action adds or removes files **one time only**. The files that are included will be saved in your backup set, but if any new files of the same file type are created under the directory, they will not be automatically added into the backup set.

Files included using the "Quick select" feature will have red checks next to them as opposed to files included using a filter, which will have blue checks.

### Sharing Filters with Other Backup Users

You can create [filters](#) and give them to other people. After you create a filter using the [Add Filter Wizard](#) and close the Backup Client application, a new file will be created in the "Filters" directory under the Backup Client install path. The file name of the filter will be the same name you gave the filter when you originally created it. The file extension will be ".fil".

If you put this filter in someone else's "Filters" directory on their system, they can use the filter also.

**NOTE:** Before putting a filter file into someone else's "Filter" directory, make sure to close the Backup Client application on the receiving end of the transfer. If you do not close the application beforehand, the Backup Client will not load the filter.

## Filter Windows

### Filter List Tab

This window is used to configure [filters](#) in the Backup Client. Filters can be added, removed, and modified.

- **Filter List**

The filter list contains the current list of configured filters in the Backup Client. The icon next to the filter name contains a small plus or minus indicating the type of the filter. If a plus is present, the filter includes files. If a minus is present, the filter excludes files. The filter list also displays how many file types are configured for each filter, and how many folders currently have the particular filter applied to them.

- **Add button**

The Add button will launch the [Add Filter Wizard](#). The Add Filter Wizard will guide you through the steps to create a filter. Once this filter is created, it can be applied to any folder you choose.

- **Remove button**

The Remove button will delete a filter from the Backup Client application. If a filter is deleted, all folders that contained the filter will be adjusted accordingly.

- **Properties button**

The Properties button will display the [properties](#) of the filter and allows the filter information to be modified.

#### Related Topics

### Directories with Filters Tab

This window is used to configure [filters](#) on directories in the Backup Client. Filters can be added or removed from folders.

- **Directories with Filters List**

The "Directories with Filters List" contains a list of directories that have filters applied to them. The icon next to the directory name contains a small plus, a small minus, or both in the yellow folder icon. If only a plus is present, it means that all the filters applied to

this directory are including files in the directory. If only a minus is present, it means that all the filters applied to this directory are excluding files in the directory. If both a plus and minus are present, it means that there are filters that are including and excluding files in the directory. The filter list also displays how many filters are applied on a particular directory.

- **Add button**

The Add button will launch the [Add Filter To Directory Wizard](#). The "Add Filter To Directory" wizard will guide the user through the steps to add one or more filters to a directory.

- **Remove button**

The Remove button will delete any and all filters applied to a directory. If filters are deleted from a directory, the backup file selection will be adjusted accordingly.

- **Properties button**

The Properties button will display the [properties](#) of the directory and allows the filters applied on that directory to be modified.

#### Related Topics

## **Filter Properties**

### **Filter Properties Tab**

This window is used to configure the general options of a [filter](#).

- **Filter name**

This field is the name used to identify the filter being used by the Backup Client. This name should be a few words that describe the type of filter. An example of a filter name might be, "Include Important Data".

- **Include / Exclude Filter**

These options are used to define how the filter works. In order to add file types into the backup set, the "Include Filter" option should be selected. In order to remove certain file types from the backup set, the "Exclude Filter" option should be selected. These two options work in conjunction with the "[File Types](#)" tab, which is used to include or exclude file types under a particular folder where a filter is applied.

- **Number of types in this filter**

This field indicates how many file types are included as part of the filter. The file types that are included or excluded can be modified using the "[File Types](#)" tab.

#### Related Topics

### **File Type Selection Tab**

This window is used to include or exclude file types for a [filter](#). The list of available file types is displayed on the left-hand side. The list of included or excluded file types is displayed on the right. By selecting a file type entry, information pertaining to that file type will be displayed under the file type list. The displayed information includes an icon, a registered name for the file type, and the file type itself.

- **List of types**

The "List of types" contains a list of icons and file type descriptions. This list should be used to select types to move into the Include or Exclude list on the right. If an entry is selected in the "List of types", file type information will be displayed below the list. Entries can be moved from this list into the "Included/Excluded types" list by selecting one or more file types and then pressing either the "Include >>" or "Exclude >>" button depending on whether an include filter or an exclude filter is being created or modified. There are also shortcuts for moving file types from one list to another. The file type can be double-clicked, or one or more file types can be selected using the [CTRL] and [SHIFT] keys before pressing the "Include >>" or "Exclude >>" button.

- **Included/Excluded types list**

The "Included/Excluded types" list of types contains a list of icons and file type descriptions. This list should be used to receive types from the "List of types" list on the left. If an entry is selected in the "Included/Excluded types" list, file type information will be displayed below the list. Entries can be moved from this list into the "List of types" by selecting one or more file types and pressing the "<< Remove" button. There are also shortcuts for moving file types from one list to another. The file type can be double-clicked, or one or more file types can be selected using the [CTRL] and [SHIFT] keys before pressing the "Include >>" or "Exclude >>" button.

- **View by extension/View by types button**

This button will toggle the "List of types" and the "Included/Excluded types" list to display the actual file type extensions instead of the file type descriptions.

- **Include/Exclude button**

This button will move one or more file types from the "List of types" to the "Included/Excluded types" list.

- **Remove button**

This button will move one or more file types from the "Included/Excluded types" list to the "List of types".

- **Add Type button**

This button will display the ["Add File Type"](#) window. This window will allow specific file types to be typed in. The file type that was entered will then be added to the "Included/Excluded types" list.

- **Include/Exclude all file types checkbox**

This option is used to include all available file types for an "Include filter" or to exclude all available file types for an "Exclude filter".

#### Related Topics

### **Wildcard Tab**

You can use wildcards to match specific groups of files. Any number of wildcards can be specified in a filter. Examples of wildcard specifications are the following: "a\*.\*" - To select all file names starting with the letter 'a', "a\*.txt" - To select all text files starting with the letter 'a'.

- **Add button**

This button displays the [Add Wildcard window](#), which allows you to specify a new wildcard entry.

- **Remove button**

This button deletes the selected wildcard from the list.

- **Remove All button**

This button deletes all the wildcards from the list

To modify an existing wildcard, double click on the wildcard entry to edit it directly.

#### Related Topics

### **Add Wildcard**

This window is used to add a new wildcard. You can use wildcards to match specific groups of files. Any number of wildcards can be specified in a filter. Examples of wildcard specifications are the following: "a\*.\*" - To select all file names starting with the letter 'a', "a\*.txt" - To select all text files starting with the letter 'a'.

- **Wildcard**

Enter the new wildcard entry into this field. Refer to the wildcard usage for the proper syntax.

#### Wildcard Usage

\* Match any sequence of characters, zero or more.

? Match any single character.

\ Suppresses syntactic significance of a special character.

[SET] Matches any character in the specified SET.

[^SET] Matches any character not in the specified SET.

Note: Special characters include the following:

[ ] \* ? ! ^ - \

A SET is composed of characters or ranges; a range looks like 'character hyphen character' (as in 0-9 or A-Z).

#### Related Topics

### **Add Filter Wizard**

#### **Add Filter Wizard - Filter Name Window**

This window is the first page of the [filter](#) wizard. The filter wizard allows filters to be created for use in selecting and unselecting files.

- **Filter name**

This field is the filter name. It is recommended that this name be a few words that describe what the filter does. For example, a filter name might be, "Select my important files". The filter can then be configured to include any important document types.

#### Related Topics

#### **Add Filter Wizard - Select Filter Directory Window**

This window allows a directory to be specified for [filter](#) application. When a filter is applied to a directory, the directory is traversed downward to include or exclude files on all subdirectories.

- **Directory or volume**

This field is the directory where the filter(s) should be applied.

- **View all registered file types on the system/ Scan for file types under the filter directory**

This option is displayed in the "Add Filter Wizard" but is hidden in the "Add Filter to Directory Wizard".

Selecting file types to create a filter can sometimes be a tedious process. There are usually over 200 registered file types on a typical Windows system. Therefore, the "Scan for file types..." option can be selected to allow the Backup Client to scan for file types under the directory where the filter is being applied. This will reduce the number of [file types that are available to choose from](#) later in the "Create Filter Wizard". If it is desirable to view all of the registered file types for selection, the "View all registered file types..." option can be selected.

#### Related Topics

#### **Add Filter Wizard - Select Include/Exclude Filter Window**

This window is used to specify whether the filter being created is an include or exclude [filter](#).

- **Include file types into my backup set**

This option indicates that files of specific types will be added into the backup set.

- **Exclude file types from my backup set**

This option indicates that files of specific types will be removed from the backup set.

#### Related Topics

### **File Type Selection Tab**

This window is used to include or exclude file types for a [filter](#). The list of available file types is displayed on the left-hand side. The list of included or excluded file types is displayed on the right. By selecting a file type entry, information pertaining to that file type will be displayed under the file type list. The displayed information includes an icon, a registered name for the file type, and the file type itself.

- **List of types**

The "List of types" contains a list of icons and file type descriptions. This list should be used to select types to move into the Include or Exclude list on the right. If an entry is selected in the "List of types", file type information will be displayed below the list. Entries can be moved from this list into the "Included/Excluded types" list by selecting one or more file types and then pressing either the "Include >>" or "Exclude >>" button depending on whether an include filter or an exclude filter is being created or modified. There are also shortcuts for moving file types from one list to another. The file type can be double-clicked, or one or more file types can be selected using the [CTRL] and [SHIFT] keys before pressing the "Include >>" or "Exclude >>" button.

- **Included/Excluded types list**

The "Included/Excluded types" list of types contains a list of icons and file type descriptions. This list should be used to receive types from the "List of types" list on the left. If an entry is selected in the "Included/Excluded types" list, file type information will be displayed below the list. Entries can be moved from this list into the "List of types" by selecting one or more file types and pressing the "<< Remove" button. There are also shortcuts for moving file types from one list to another. The file type can be double-clicked, or one or more file types can be selected using the [CTRL] and [SHIFT] keys before pressing the "Include >>" or "Exclude >>" button.

- **View by extension/View by types button**

This button will toggle the "List of types" and the "Included/Excluded types" list to display the actual file type extensions instead of the file type descriptions.

- **Include/Exclude button**

This button will move one or more file types from the "List of types" to the "Included/Excluded types" list.

- **Remove button**

This button will move one or more file types from the "Included/Excluded types" list to the "List of types".

- **Add Type button**

This button will display the "[Add File Type](#)" window. This window will allow specific file types to be typed in. The file type that was entered will then be added to the "Included/Excluded types" list.

- **Include/Exclude all file types checkbox**

This option is used to include all available file types for an "Include filter" or to exclude all available file types for an "Exclude filter".

#### Related Topics

### **Add File Type Window**

This window is used to add a custom file type into the [include/exclude list](#). Also, if it is difficult to locate a particular file type in the "List of types" list on the "Select File Types" window, this window can be used to quickly enter the file type.

- **File type:**

This field is used to enter the file type to be included or excluded. If there is an icon and file type description associated with the file type that is entered, it will be displayed in the "File Type Information" box. After the file type has been entered, the "Enter" key or the "OK" button can be pressed to leave the window.

#### Related Topics

### **Add Filter Wizard - Add Wildcard**

You can use wildcards to match specific groups of files. Any number of wildcards can be specified in a filter. Examples of wildcard specifications are the following: "a\*.\*" - To select all file names starting with the letter 'a', "a\*.txt" - To select all text files starting with the letter 'a'.

- **Add button**

This button displays the [Add Wildcard window](#), which allows you to specify a new wildcard entry.

- **Remove button**

This button deletes the selected wildcard from the list.

- **Remove All button**

This button deletes all the wildcards from the list

To modify an existing wildcard, double click on the wildcard entry to edit it directly.

Related Topics

## **Scan System Window**

This window displays all of the included or excluded files resulting from [filters](#) being applied to a particular directory. In other words, it displays the outcome of one or more filters applied to a directory.

- **File List**

The file list contains individual files that have been included or excluded using a filter. Files included by a filter will be marked with a blue check, and excluded files will be marked with a thin gray bar. An entry in the file list can be double-clicked to view the file's [properties](#).

- **Matched Files**

This field is the number of files that are being included or excluded in the current directory.

- **Total Size**

This field is the total size of the included and excluded files.

- **Stop Scan button**

This button will stop the file scan and allow the window to be exited.

Related Topics

## **Add Filter Wizard - Add Filter Summary Information Window**

This window displays the properties of the [filter](#) that was created.

- **Directory or volume of filter**

This field is the directory where the filter will be applied.

- **Filter name**

This field is the name of the filter previously entered in the wizard.

- **Filter type**

This field is the filter type that was created.

- **Number of types specified**

This field is the number of file types that were selected for the filter.

- **Number of files matching filter**

This field is the number of files included or excluded based on the results of the "[Scan System](#)" window.

- **Size of files matching filter**

This field is the total size of files included or excluded based on the results of the "[Scan System](#)" window.

### Related Topics

## **Add Filter to Directory Wizard**

### **Apply Filter Wizard Introduction**

This window outlines the steps that are required to complete the "Add Filter to Directory Wizard".

The four steps are:

1. Selecting a directory for [filter](#) application.
2. Selecting which filter(s) will be applied to this directory.
3. Viewing the files affected by the filter(s).
4. Applying the filter(s) to the directory.

### Related Topics

## **Select Filters Window**

This window allows [filters](#), which will be applied to the current directory, to be selected. If there are filters that were previously applied to the directory, they will already have checks next to their names.

- **Available filters**

This list contains of all the configured filters. A filter can be added to the directory by clicking the checkbox next to the "funnel" icon.

- **View filter properties button**

This button will display the [properties](#) of the currently selected filter.

Related Topics

## **Scan System Window**

This window displays all of the included or excluded files resulting from [filters](#) being applied to a particular directory. In other words, it displays the outcome of one or more filters applied to a directory.

- **File List**

The file list contains individual files that have been included or excluded using a filter. Files included by a filter will be marked with a blue check, and excluded files will be marked with a thin gray bar. An entry in the file list can be double-clicked to view the file's [properties](#).

- **Matched Files**

This field is the number of files that are being included or excluded in the current directory.

- **Total Size**

This field is the total size of the included and excluded files.

- **Stop Scan button**

This button will stop the file scan and allow the window to be exited.

Related Topics

## **Add Filter on Directory Summary Information Window**

This window displays the [filters](#) that have been applied to a directory.

- **Directory or volume of filter(s)**

This field is the directory where the filter(s) is to be applied.

- **Number of filters applied**

This field is the number of filters that were selected for this directory.

- **Number of types specified for inclusion**

This field is the number of file types that were specified for inclusion. If more than one include filter was selected, this will be the total number of all the types in all the included filters selected.

- **Number of types specified for exclusion**

This field is the number of file types that were specified for exclusion. If more than one exclude filter was selected, this will be the total number of all the types in all the exclude filters selected.

- **Number of files matching filter**

This field is the number of files included or excluded based on the results of the "[Scan System](#)" window.

- **Size of files matching filter**

This field is the total size of files included or excluded based on the results of the "[Scan System](#)" window.

Related Topics



## Miscellaneous

### Overview of a FastBIT Backup

The FastBIT backup technology is the core of the backup system. It is the technology that makes it possible to logically extract the actual changes that have been made within files. These changes, which often only represent 1% to 15% of the original file size, are small enough to be regularly backed up over a modem connection in a cost-effective amount of time. A FastBIT backup works on any type of file with results that are superior to other compression or delta technologies.

In order for the software to create a FastBIT backup, it must be able to compare a changed file to the previous version of the file. This is achieved by allocating a small amount of additional disk space (disk cache) to store previous versions of files. Storing additional copies of data on the local disk may be a concern at first, but further understanding of the process should help eliminate this concern.

Since the local disk cache only contains copies of "active" data files, those files that change on a regular basis, the cache will remain a reasonable size (estimated to 500MB on average.) Files in the local cache that have been inactive for a specified number of backups are removed from the cache, making room for new files.

Extensive error checking is performed at the time the FastBIT backup is constructed, and also when it is applied on the server. This ensures the integrity of the transmitted backup.

In certain cases, such as when a new file is created, or a modified file does not have a previous version to compare against, the file is simply compressed and backed up in a conventional incremental manner.

### Tips & Tricks

#### Drag and Drop file selection

You can quickly select files and folders simply by dragging them from the Windows desktop, Windows explorer, etc and dropping them onto the backup client

#### Performing a backup on NT while logged out

While the "Scheduler Service" can not be installed on Windows NT, you can still schedule a backup to run on an NT system when logged out. Simply create a schedule using the Windows Task Scheduler that calls the backup client with the necessary command-line arguments (EX: backup.exe -bh). Refer to the link below for more details on how to use the command-line feature.

#### [Command-line Options](#)

The Backup Client command-line option of -b will cause the application to immediately perform a backup. When the backup has completed, the program will exit. This is useful if a scheduling application other than the one supplied with the Backup Client is being used.

#### Backup CPU Usage

The Backup Client can cause the CPU of a system to be heavily used. If the application is running on an older system, the system may slow down to the point where it seems unusable. If this occurs, the "CPU Utilization" option on the ["Backup" tab](#) in the Backup

Configuration can be changed to "Lowest" or "On Idle". This will slow down the backup process and allow the system to perform more normally.

### **Multiple users backing up to the same account**

Multiple users can backup to the same logon account as long as each user has a different computer name. (The computer name can be found by right-clicking "My Computer", selecting "Properties, and clicking on the "Computer Name" tab) For example, this feature might be useful if a user backs up files from a computer at work, and then dials into the same system from home to backup a home computer. Either computer can restore the information from both backups by using the "Get Volume List From Server" command in the Restore tab. This will display all available volumes for restore (i.e. the home computer and the work computer volumes). For security purposes, each system backing up to a single account can use a unique [secret key](#) for file encryption.

### [Sharing Filters with Other Backup Users](#)

#### Related Topics

### **Backup File Types and Descriptions**

#### **File Types created and used:**

##### **Backup Database File ( .bdb )**

The backup database contains your backup sets, schedules, tools, and filtered folders.

##### **Volume Database File ( .vdb )**

The volume database file holds the list of files that have been backed up for a particular volume.

#### **Compressed or FastBIT backup files ( \_filename.ext\_ )**

Files that have an underscore before their name, and an underscore after their extension are stored in a compressed format. These files will be present in the local cache, and may also represent files that are waiting to be transmitted to the Backup Server.

#### **Backup Client file descriptions:**

AutoUp#.exe - Auto upgrade application  
Backup.exe - Main application  
Backup.bdb - Backup client database  
Backup.spl - Splash screen file  
Backup.hlp - On-line help  
Backup.cnt - On-line help table of contents  
BackupClientSvc.exe - Service for Scheduler (Windows XP, 2000, and 2003 only)  
CompressedFileTypes.txt - File types (i.e. extensions)  
Expbuild.dll - FastBIT backup module  
English.\* - Language files

Dutch.\* - Language files  
French.\* - Language files  
German.\* - Language files  
Spanish.\* - Language files  
Microsoft Common Control Update.exe – Used to update some 98SE and NT systems  
Notify.exe - Service notification dialog application  
Patchw32.dll - FastBIT apply module for Auto upgrade  
Secure.dll - Encryption module  
SvcInst.exe - Service Install/Uninstall (Windows XP, 2000, and 2003 only)  
TrayControl.exe - System tray application  
Winslc.dll - SOCKS4, SOCKS5 firewall support module  
Uninstall.exe - Uninstall application  
Uninst.isu - Uninstall log file

### **Support and Contact Information**

For support and contact information on the Backup Client, please see the About Box. The About Box can be viewed by running the Backup Client and selecting "About..." under the "Help" menu.



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