

BackupVault / Attix5 Server Quickstart Guide



This document takes about 5 minutes to read and will show you how to:

- Download the software
- Install the Attix5 Professional Backup software
- Backup your files and folders
- Restore your files and folders

DOWNLOAD THE SOFTWARE

To download, simply go to www.backupvault.co.uk and click on **Support** and **Downloads**. Click on **Server Edition Windows V5** and save it to your desktop.

Once downloaded, run the software. The software will then take you through the process of installing the software and setting up a free trial account.

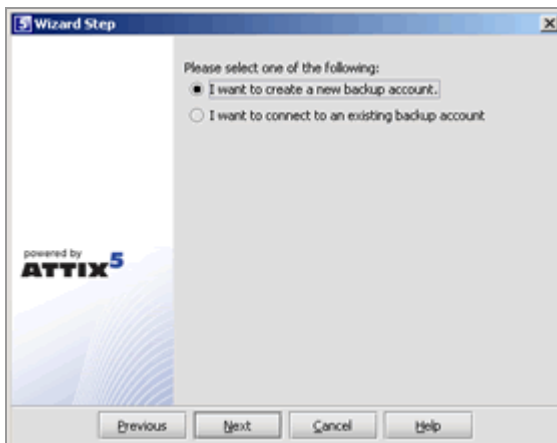
The computer will need to be connected to the Internet in order to perform the next steps.

INSTALLATION

The install wizard will give you the option where to install the software. The default path is:

C:\Program Files\Attix5 Backup Professional SE\

Once installed it will prompt you to launch the **Backup Client SE**.



Step 1 of 5

If you are installing the backup software for the first time, select "I want to create a new backup account". If you have an existing account that you want to reconnect to, select the "I want to reconnect to an existing backup account" option. Click **Next** to continue.

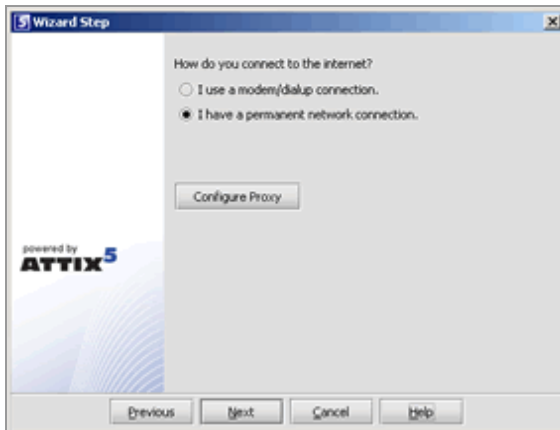
Note: You cannot connect from different servers to the same backup account. Each server must have a separate account.



Step 2 of 5

Choose and enter your backup username, password and encryption key. The backup username and password can consist of any keyboard combination between 4 and 20 characters. The username should ideally be your company name. The encryption key can be any keyboard combination between 8 and 56 characters. Click **Next**.

Note: Do not forget your encryption key as you will not be able to restore your data!

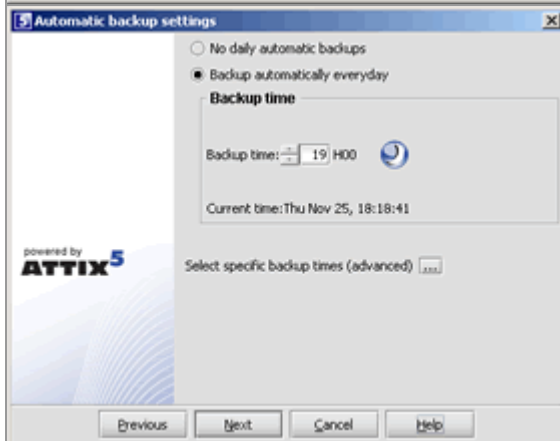


Step 3 of 5

Select the connection that you want to use to connect to the Storage Platform.

Use the **Configure Proxy** button to specify any Proxy settings needed for communications to the Internet. Click **Next** to continue.

If you select the modem/dialup connection, the next step will prompt you to supply the connection that you want to use.



Step 4 of 5

In this step you can configure the backup schedule. The default backup time is 19h00. It is advised to backup at night when the server is not in use. The server must be powered at the time of scheduled backups, but you do not have to be logged in.

Note: If you do not schedule any backups, you will have to manually backup your data. We strongly recommend that you run automated backups.



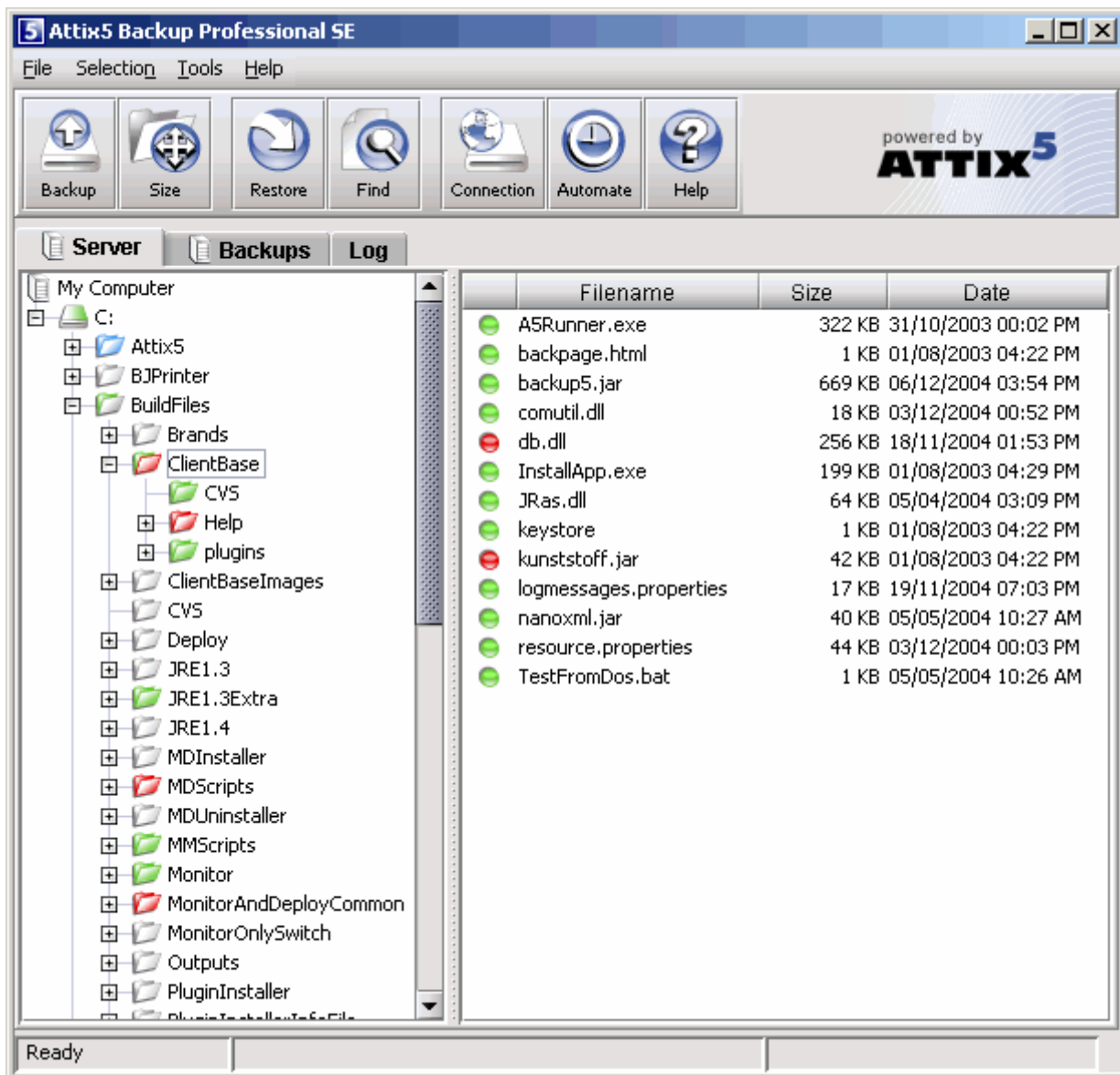
Step 5 of 5


Confirm that the information you supplied is correct, and click **Next**. The Backup Client will connect to the Storage Platform and configure your account. A message will be displayed to confirm that your account was created successfully.

Click **OK** to close the message box.


USING THE BACKUP SOFTWARE

The BackupVault software keeps your most valued data secure. It allows you to select files and initiate backups, and to restore lost or corrupted files. You can also find and restore files from previous backups and schedule automatic backups.




The SE Runner (the  icon in the system tray) monitors activity of the backup service and can also be used to select various options for the Backup Client. An animated icon indicates that the service is busy with a backup process.



When the service is busy with a backup, you will notice that the system tray icon is animated. The Backup service must be running at all times otherwise backups (manual or scheduled) will not be able to take place.



If you need to stop or start the Backup Service, open the **Services** window in the **Control Panel**, click on **Attix5 Backup SE Service** and select **Stop** or **Start** from the toolbar. The system tray icon is displayed with a red cross  when the service is not running.




While you are using the Backup Client, you may select **Help** from the **Help** menu, should you require any help. This additional windowpane on the right of the window above, will guide you through the operation of the Backup Client. For an up-to-date version of this user manual, please visit www.backupvault.co.uk

SELECTING FILES FOR BACKUP

To select files that you would like to backup, click on the  **Server** tab. The folder structure of your computer is displayed in the left-hand pane. If you click on a folder, its contents will be displayed in the right-hand pane. Subfolders are only shown in the left-hand pane. Once a file or folder is selected for backup any changes, additions or deletions to that file or folder are automatically backed up.

To select an individual file: Browse to the individual file that you would like to backup. In the right-hand pane, right-click on the file and choose **Select** or click in the box next to the file. A selected file is displayed with a  green icon. To deselect a file you can either click on the box again or right-click on the file and **Deselect** it. Folders that have some files selected are displayed with a  green tint.

To select an entire folder: Right-click on the  folder and select **Include Folder**. You can also use the left mouse button to highlight the folder and then **Include** the folder from the **Selection** menu. Included folders are displayed with a  green folder. All files in the included folder and its subfolders are now selected for backup. Any changes made within this folder or its subfolders will automatically be included as well. To deselect a folder, right-click on the folder name and select **Deselect Folder** from the selection list.


To exclude a file or folder: If an entire folder is included but you want to exclude a particular file or subfolder, right-click on the file or folder and select **Exclude**. Excluded items are displayed with  red icons or  red folders. Folders that have been selected but have some files or subfolders excluded are green with a red  tint.


To verify the size of your backup, select **Calculate Size** from the **File** menu or click on the **Size** button in the toolbar. If your backup set is larger than your allocated limit you have to reduce the size of your selection. To remove files, right-click on a file that you want to exclude and click on **Deselect**. Alternatively, you can ask your backup administrator to upgrade your account limit.

Note: The Backup Client compares your backup account size with the size of your backup selection at the beginning of the backup process. The backup process will stop and an error message will be displayed if the selection size is over your account limit.

If you do not want to wait for the next automated backup, you can select **Backup Now** from the **File** menu to manually start the backup process.

HOW TO RESTORE FILES AND FOLDERS

Open the  **Backups** tab. From this tab, you can gain access to your backed up files. Your latest backup is shown in the **Last Backup** folder. If you expand the **Previous Backups** folder, the Backup Client will connect to the Storage Platform and retrieve a list of all previous backup dates.

Select the files and/or folders you want to restore. To select a single file, right-click on the file and click on **Select** or you can click in the box next to the file. To select an entire folder, right-click on the folder and then choose **Select folder**. Selected files are displayed with  green icons. To start the restore process, select **Restore** from the **File** menu or click on the **Restore** button in the toolbar.

The Backup Client will prompt for a restore location to where the file(s) must be restored. If you select **Original location**, the files will automatically be restored to the same location from where they were backed up.

Note: If you choose this option, the restored files will overwrite any existing files with the same name in that location. You will be warned before the Backup Client overwrites any files.

If you do not want to overwrite the current copy of these files, select the **Folder** option. The default path is a **Restore** subdirectory in your user account (home) folder. You can also **Browse** to another folder if you want to restore the files to a different location