

Quick Start Guide SteadyBackup Service

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1. Using Online Backup Manager

1.1. System Tray launcher

After you have successfully installed Online Backup Manager to your computer, a shortcut will be displayed in the system tray area (next to your system clock) automatically. You can access Online Backup Manager via this shortcut.



1.2. Web Interface

You could also access SteadyBackup via the web interface to do the configuration and perform restore of the data. The URL is <http://login.steadybackup.co.uk>

2. Create Backup

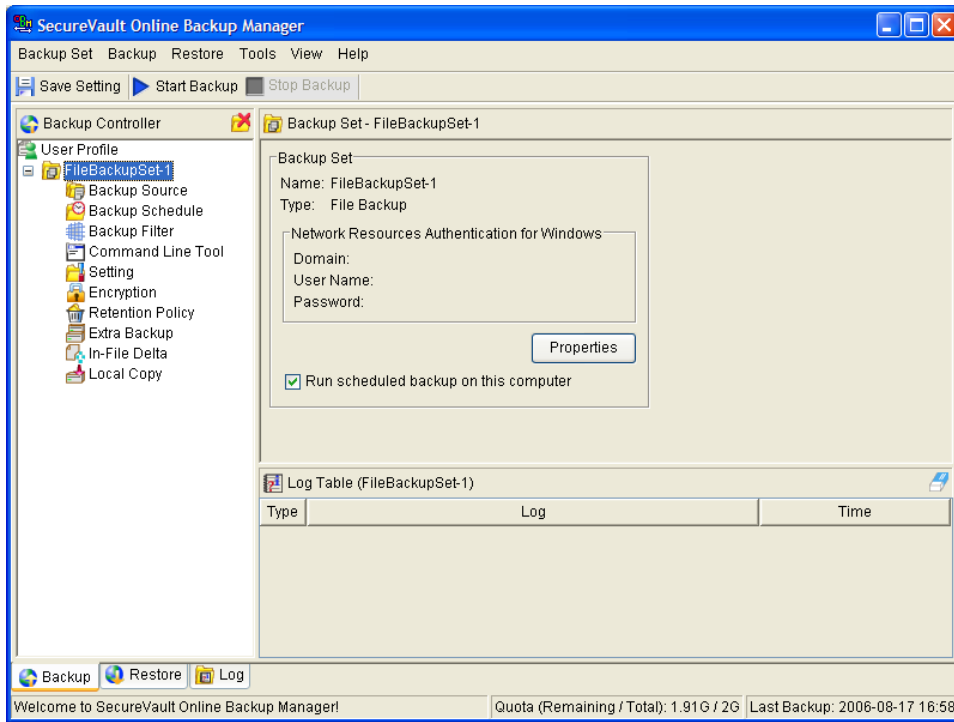
Each backup account can have multiple backup sets. Each backup set is an individual and independent entity.

2.1. Backup Set Type

A backup set can be one of the following types:

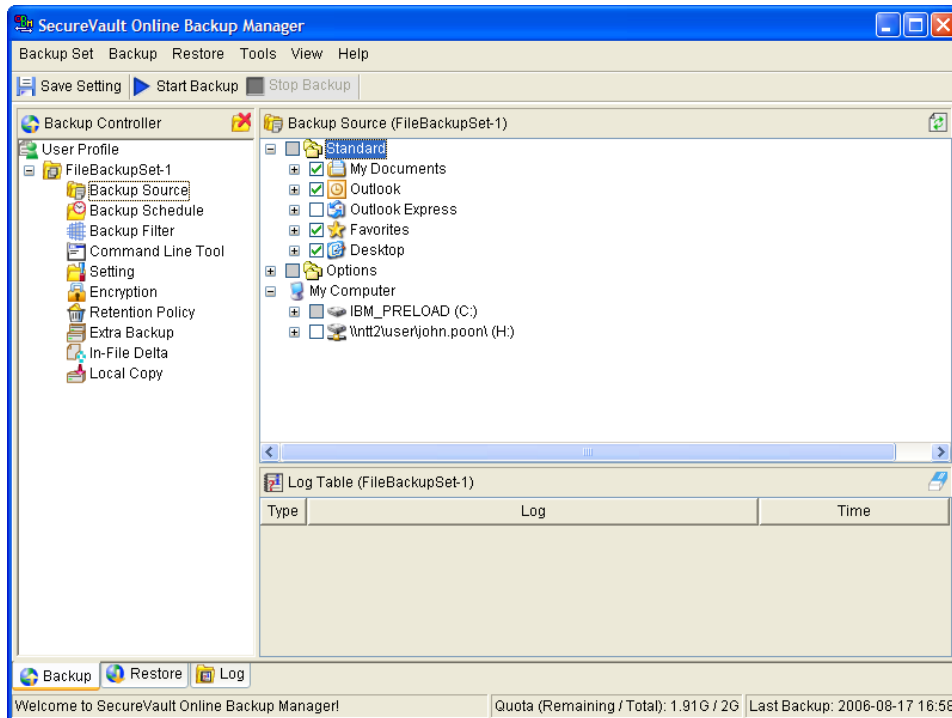
Backup Type	Description
File	Backup set type to backup common files/directories
Microsoft SQL Server	Backup set type to backup Microsoft SQL Server 7.0/2000
Oracle Database Server	Backup set type to backup Oracle 8i/9i database
Lotus Domino/Notes	Backup set type to backup Lotus Domino/Notes
Microsoft Exchange Server	Backup set type to backup Microsoft Exchange Server 2000 / 2003
MySQL	Backup set type to backup MySQL Server

Backup set type is defined at backup set creation and cannot be modified. If you want to change the backup set type, you have to create another backup set.



2.2. Backup Source

A backup source defines the files/directories that are to be included in a backup set. There are two types of backup source: Selected and Deselected. Selected backup source defines files/directories that are to be included in a backup set while deselected backup source defines files/directories that are to be excluded from a backup set.

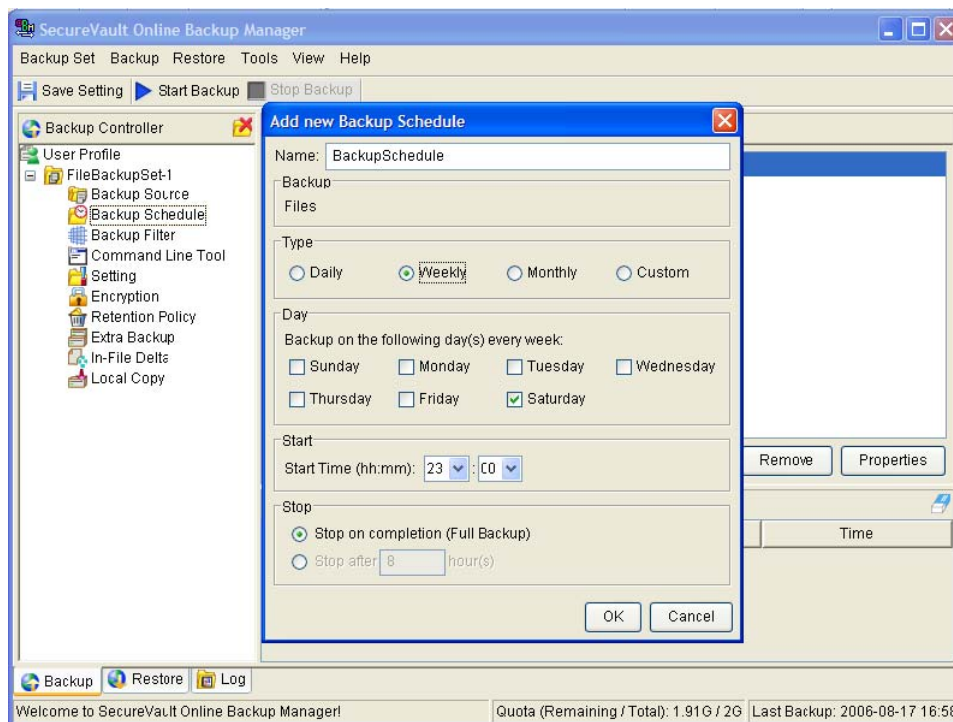


The checkbox next to the files/directories shown above can be one of the following mode:

Mode	Description
<input checked="" type="checkbox"/>	All files/directories (recursively) under this directory will be backed up
<input checked="" type="checkbox"/>	All files/directories (recursively), except those explicitly excluded, under this directory will be backed up. If you add files/directories to this directory in the future, they will be backed up as well.
<input type="checkbox"/>	Only the checked files/directories under this directory will be backed up. If you add files/directories to this directory in the future, they will NOT be backed up.
<input type="checkbox"/>	Nothing under this directory will be backed up.

2.3. Backup Schedule

A backup schedule defines the frequency and the time when backup will run automatically.



Backup schedule can be one of the following types:

Type	Description
Daily	Backup jobs will run everyday
Weekly	Backup jobs will run on the specified day(s) of every week
Monthly	Backup jobs will run on the specified day or on a day with a given criteria (e.g. first weekend, last weekday) of every month
Custom	Backup job will run once on any particular date

For each type of schedule above, backup will run at scheduled time for a maximum of the duration specified (or until all data are backed up if [Stop on backup completion] option is chosen). If a backup job does not finish within the maximum duration specified, it will be interrupted.

Please note that you can have more than one schedule within a backup set. For example, you can have a daily backup schedule that runs at 13:00 at noon and another daily backup schedule that runs at 00:00 at midnight. The combination of both of these schedules effectively creates a backup schedule that runs daily at 00:00 and 13:00 everyday.

This chapter describes different ways files can be restored from to the backup server

It is important to write down your encrypting key on paper and keep it in a safe place because there will be no ways to restore your backup files if you lose your encrypting key.

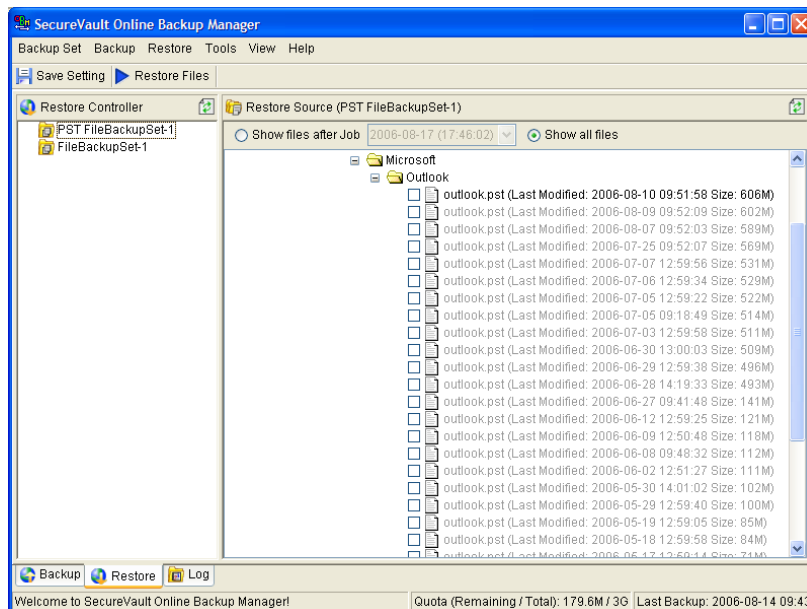
3. Restore backup files directly from backup server

You can use either Online Backup Manager or the web restorer to restore backup files from the backup server.

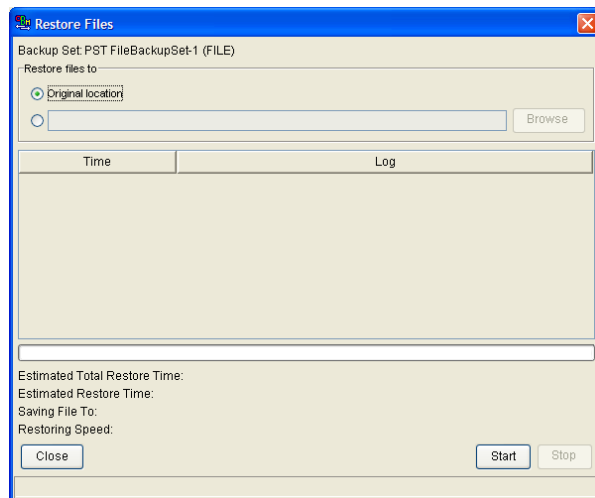
3.1. Using Online Backup Manager

You can restore your data from the SteadyBackup backup server by following instructions below.

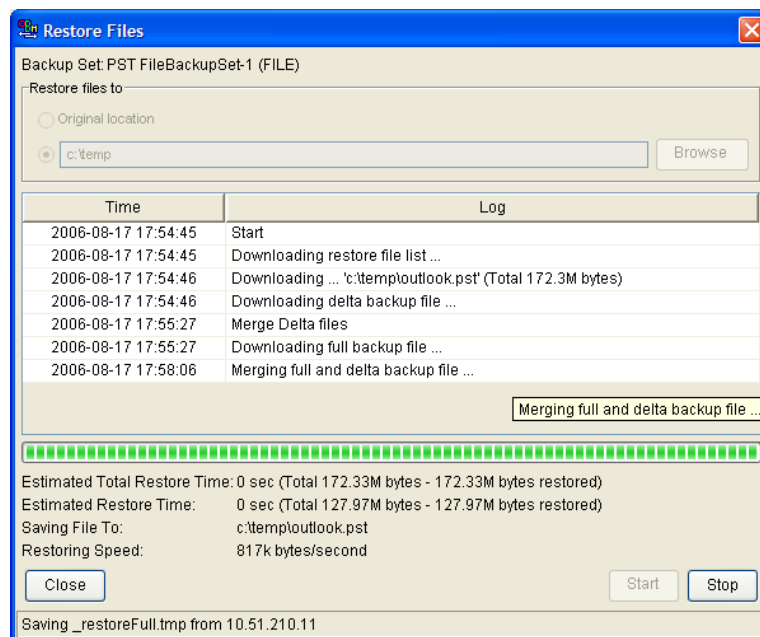
- i. Open Online Backup Manager from the System Tray (see previous sections for details)
- ii. Select the [Restore] tab at the bottom part of Online Backup Manager



- iii. Select the backup set from which you would like files to be restored from the left panel
- iv. Select the snapshot of your backup files that you would like to restore from the backup server by using [Show files after Job] drop down list
- v. Select the files that you would like to restore and press the [Restore Files] button on the toolbar



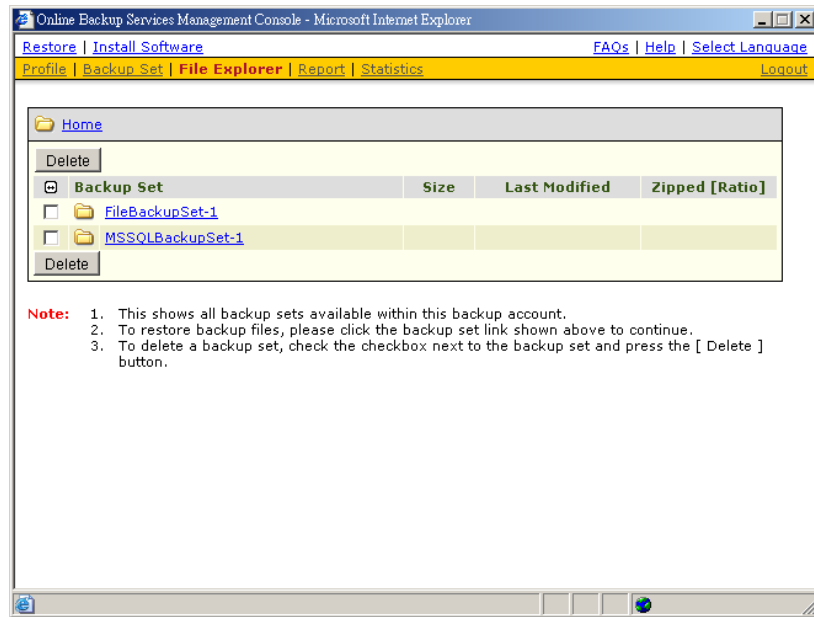
- vi. Use the [Browse] button to select the directory to where you want files to be restored (or simply select [Original location] to restore files to their original path)
- vii. Files will be restored automatically as shown below (a file won't be downloaded from the backup server again if an identical file exists on local path already)



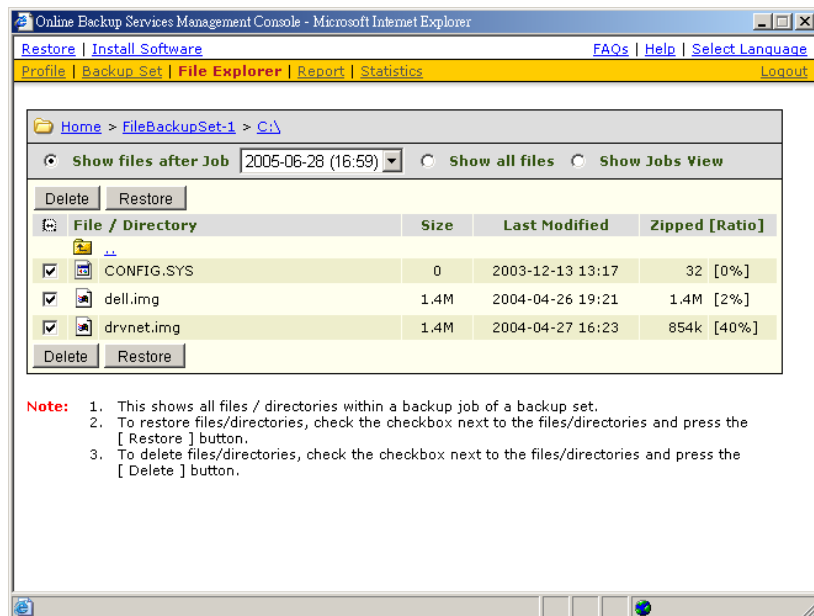
3.2. Using the web interface

You can restore your data to a SteadyBackup Offsite Backup Server by following instructions below.

- viii. Logon to the SteadyBackup Offsite Backup Server web interface
- ix. From the top menu, click [File Explorer]

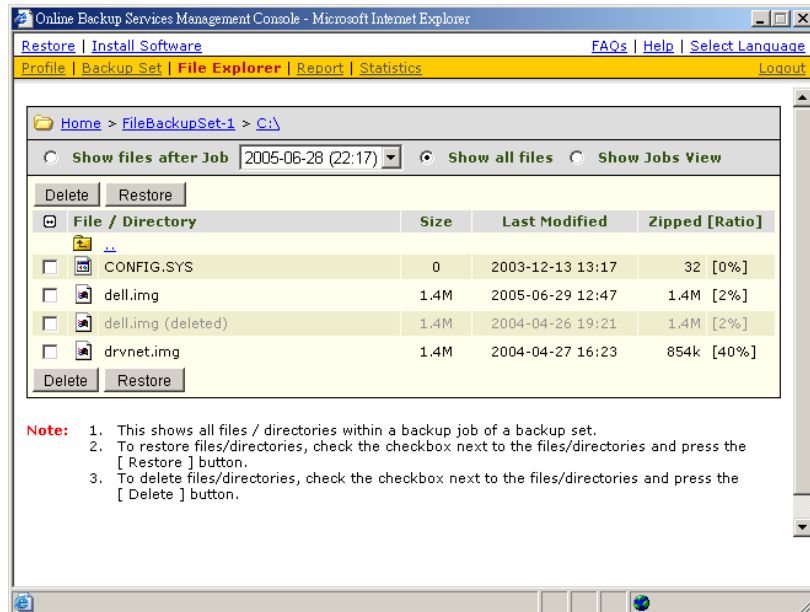


- x. Click the [Backup Set] link that contains the files that you want to restore
- xi. Select the snapshot of your backup files that you would like to restore from the backup server by using [Show files after Job] drop down list



- xii. If you want to see all different versions of files (shown as gray below), just choose the [Show all files] radio button on the [File Explorer] page.

Files, which are shown in gray and marked as deleted below, e.g. dell.img (delete), are being stored in the retention area on the backup server but you can still restore these files from the backup server.



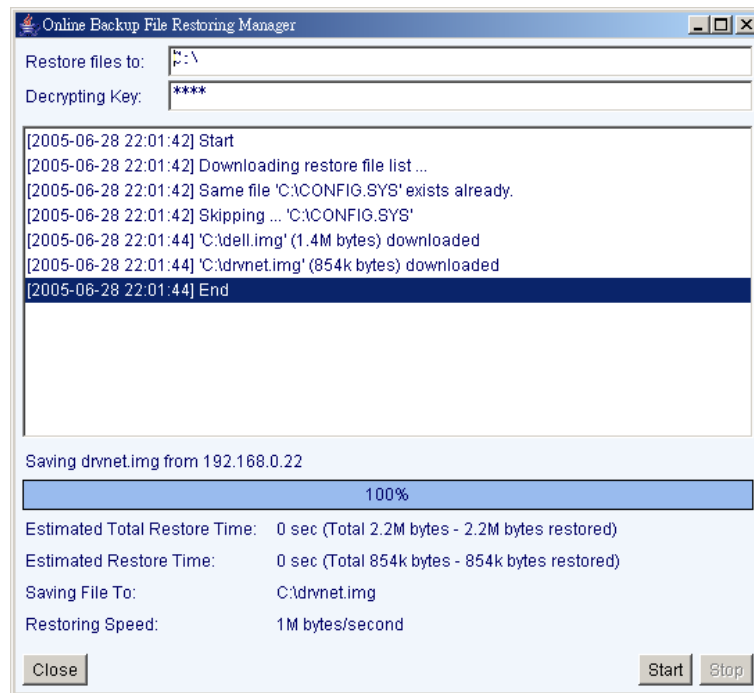
xiii. Select the files that you would like to restore and press the [Restore] button on the toolbar

xiv. A dialog shown below would appear



xv. Press the [Restore] button

Enter the directories to which backup files should be restored in the [Restore File to] textbox



Enter the encrypting key which will be used to decrypt your backup files upon restoring your backup files

Press the [Start] button