



PC Client v4.5.5.8

User Manual

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Getting Started

1.1. Download the PC Client

1. Open a web browser and go to <http://www.avacorp.net/download-backup.aspx>
2. Select the installer and save it to your PC.

1.2. Installation Requirements

- At least 20 MB free space
- Windows user with Administrator privilege

1.3. Supported Operating Systems

- Windows XP 32/64 bit (all editions)
- Windows Vista 32/64 bit (all editions)
- Windows Server 32/64 bit Operating systems including Server 2000, Server 2003, Server 2008, and Small Business Servers

1.4. Installation

1. For Windows Vista and 7 users Right click on the installer and select 'Run as Administrator', for all other Operating Systems Double click the installer and the installation wizard will start.
2. Click the 'Next' button to continue with the installation.
3. Read the license agreement and accept the terms of the license agreement then click 'Next' to continue.
4. Fill in the customer information in the dialog window then click 'Next' to continue.
5. The wizard will display the 'Destination Folder' dialog, you can click next to accept the default installation location specified by the system OR click the 'Change' button to specify a location of your choice and then click 'Next' to continue.
6. Select required installation access level and then click the 'Next' button, the wizard will start the installation of the product.
7. Click 'Finish' on the last wizard screen.

Wizards

1.5. Overview

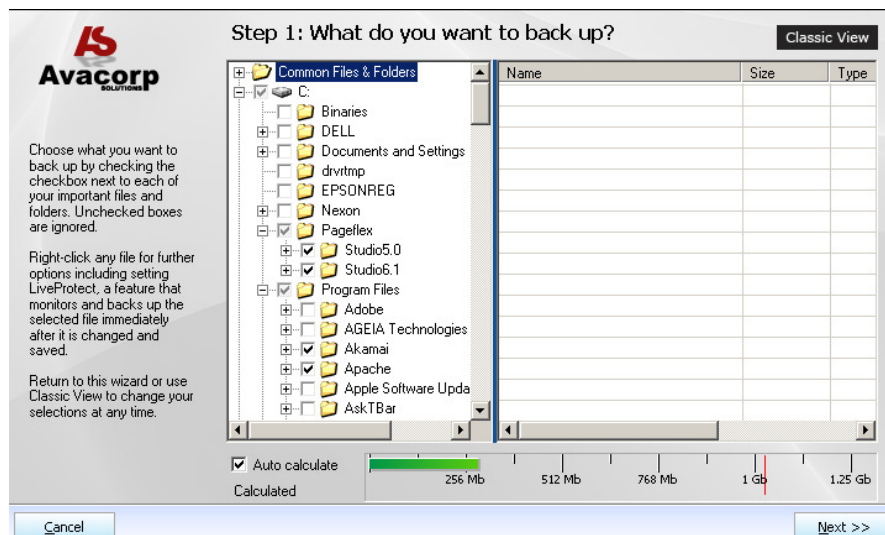
The Avacorp Secure Online Backup PC Client can be used in two different views namely, the Wizard view and the Classic view. The Wizard view as implied by its name is wizard driven and is easy to use; the Classic view on the other hand is advanced and is intended for power users and is also useful for applying advanced settings. This section describes how to use the four Avacorp Backup and Recovery Wizards, namely, Backup Online Wizard, Restore Online Wizard, Local Backup Wizard and the Local Restore Wizard.



1.6. Backup Online Wizard

Online Backup wizard is made up of 4 steps namely, data selection, scheduled backup configuration, email reporting configuration and summary dialog.

1. Click the 'Backup Online' button on the wizard home dialog.

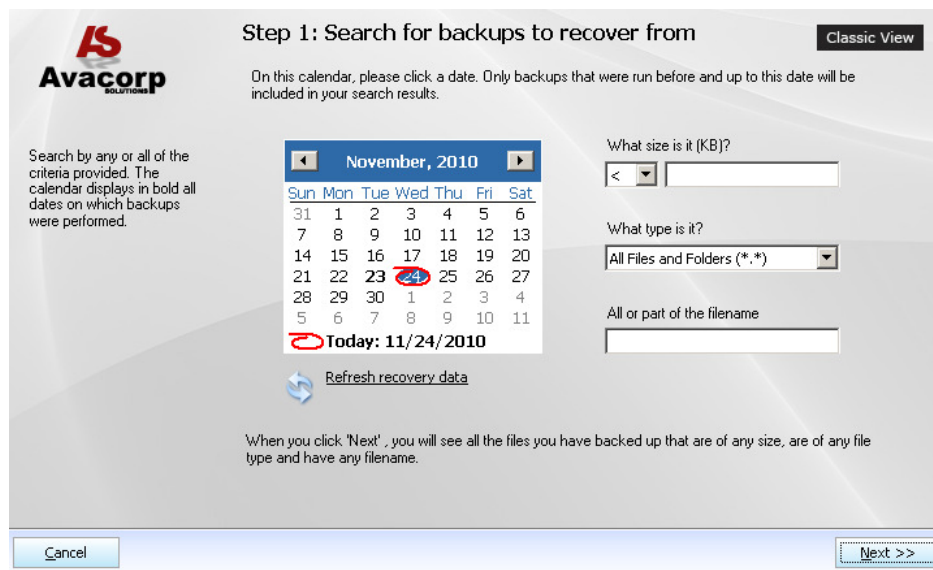


2. On the Step 1 dialog, use the windows directory tree to locate and select folders and files that you want to backup. As data selection occurs the usage meter will display the total amount of data selected. Please note that the pc client will not allow amount of data selected to exceed the user account size.
3. Click 'Next' to continue.

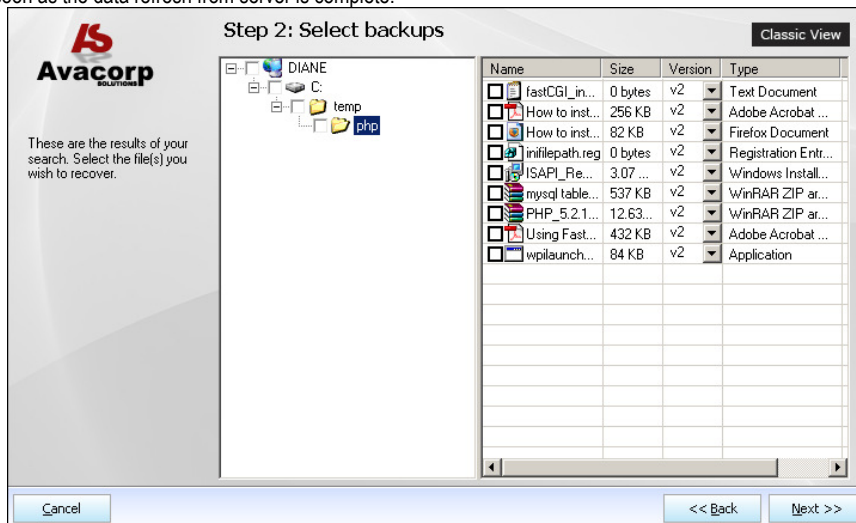
4. On the scheduled backup dialog you can perform one of the following options:
 - a. Uncheck 'Run scheduled backups automatically without user intervention' if you do not want to schedule automatic backups.
 - b. Check 'Run scheduled backups automatically without user intervention' if you want to schedule automatic backup sessions. Select the required frequency and timing. Scheduled backups can run in two different modes, namely
 - i. When the windows user is logged on
 - ii. When the windows user is NOT logged on. This requires supplying the windows user credentials, if this option is selected the pc client will prompt for these credentials.
5. Click 'Next' to continue.
6. On the 'Other Settings' dialog, select 'Send email reports at the end of the scheduled backups' and type in your email address if you want backup reports to be sent to you after a backup has run.
7. Click 'Next' to continue.
8. The PC client will display a summary of backup set, review this information and click 'Finish' to save settings. Note that if the Run backup now is selected, as soon as you click finish a backup session will start.

1.7. Restore Online Wizard

1. Click the 'Restore Online' button from the wizard home screen.



2. The pc client will load a search dialog which you can use to limit the amount of data displayed. To view all your data click the 'Next' button as soon as the data refresh from server is complete.



3. Browse the directory tree and select the files that you want to recover, then click 'Next' to continue.

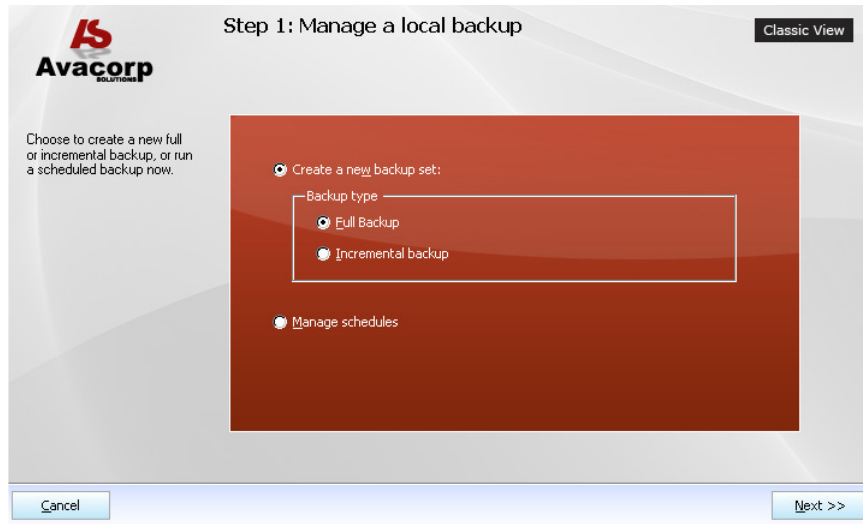
4. The PC client will display the 'Set your recovery location' dialog, on this screen you can either use the default recovery location or select a new location.
5. Select 'Include original path' if you would like to retain the original directory structure of your data.
6. Click 'Finish' and the PC client will recover the selected files to the set location.

1.8. Local Backup Wizard

The local backup wizard is used to create, view or update backup sets. These are described in this section of the manual.

1.8.1. Create a new Backup Set

1. Click 'Backup Locally' button.



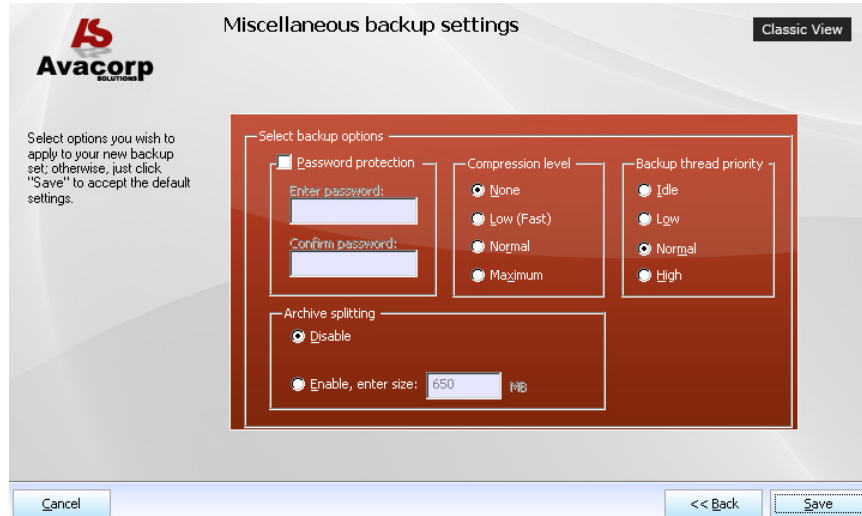
2. Select 'Create a new backup set', then select the type of backup you want to perform.
3. Click 'Next'.
4. Use the directory tree to browse and select the data you want to backup, then click 'Next'.
5. Then type in a name for your backup and then you have a choice of backing up to the default location specified on the dialog box or specifying a location of your choice.
6. Click 'Next'
7. The PC client will then display schedule backup configuration, set the required frequency and time and click 'Next' to continue.
8. Review the backup summary then click 'Finish' to save your setup. Note that if the 'Run backup now' option is selected a backup session will run after your settings are saved.

1.8.2. Advanced Local Backup Options

After configuring a local backup the Advanced Options button allows you to tweak your backup according to your preferences. These options are described in the following sections.

Miscellaneous backup settings

To apply advanced options to your backup set, click the advanced options button and select 'Miscellaneous backup settings' from the menu and the dialog box below will be displayed. Each available option is described in Table 3.1 below.

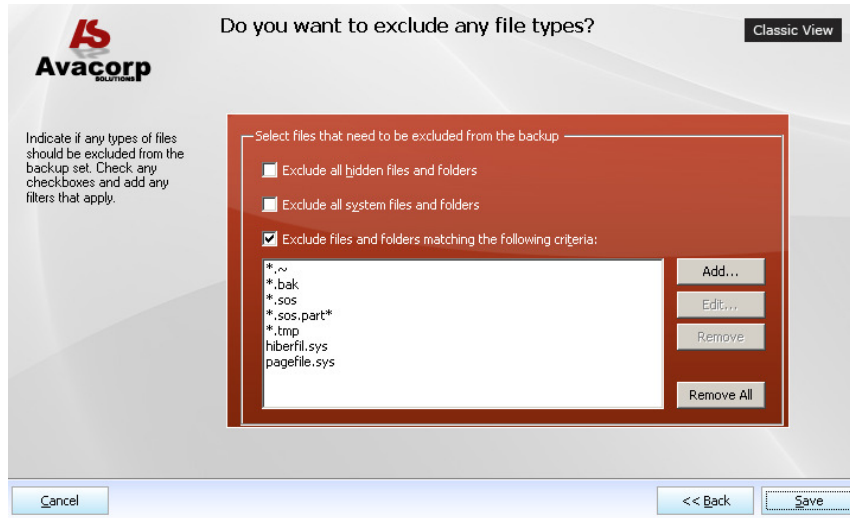


Option	Description
Password protection	This enables password protection for the backup archive.
Compression level	The local backup engine offers four levels of compression for the backup file. <ul style="list-style-type: none"> i. None: No compression, files in the backup archive are stored as raw data. ii. Low: Minimum compression, this takes the least amount of time to compress files. iii. Normal: This is the best balance between the time it takes to compress files in the archive and the compression ratio. iv. Maximum: This option achieves the best compression ratio that the SOS engine is capable of producing. It is recommended to select this option only when you really need to achieve the smallest possible backup archive and when the time it takes for the backup to complete is not important.
Backup thread priority	This option specifies the relative priority the SOS backup thread will be given when running concurrently with other processes on the PC.
Archive splitting	When enabled this option splits the backup archive into multiple parts.

Table 3.1 Miscellaneous backup settings

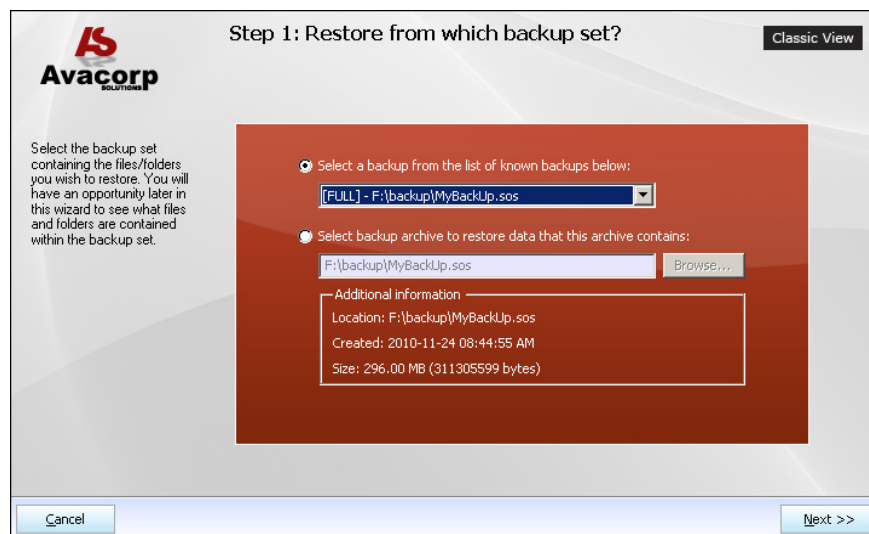
Add/Modify File Exclusion Filters

The exclusion filters provide you with the option of excluding different types of files from your backup set.



1.9. Local Restore Wizard

1. Click 'Restore Locally' button from the wizard home screen.



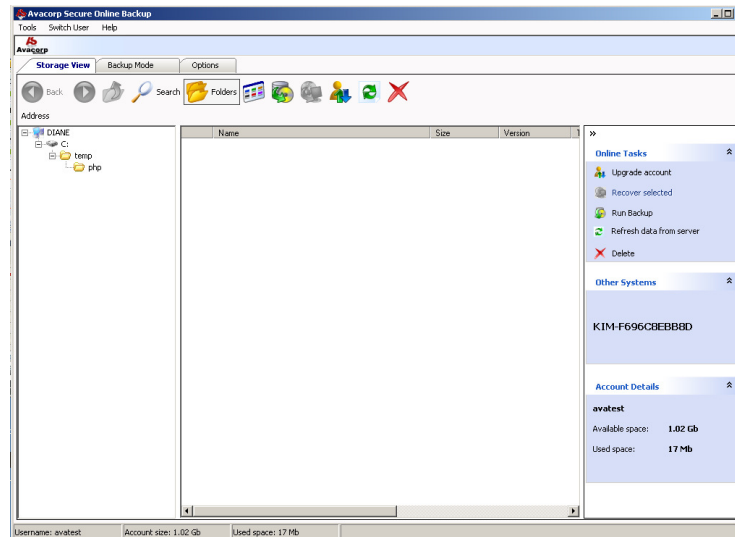
2. The PC client then displays a dialog with the following options:
 - a. 'Select a backup from the list of known backups below' which gives you a list of backups to restore.
 - b. 'Select backup archive to restore data that this archive contains' which gives you the option to browse and select a backup archive.
3. Click 'Next'.
4. Specify where to restore the data to, options available are original location or new location.
5. Click 'Next'.
6. Select which files to restore from the directory tree, then click Next.
7. Select other restore options then click 'Next' to recover the selected data.

Classic View and Advanced Options

1.10. Overview

The Classic View is an advanced control user interface for advanced users it provides more flexibility and options for performing Online Backup and Recovery.

To switch to the classic view click the 'Advanced' button in the top right corner on the wizard home, then click 'Classic View'.



1.11. Using the Classic View

1.11.1. Online Backup

1. To perform an online backup in the classic mode, select the 'Backup Mode' tab
2. In the 'Backup Mode' tab there are three options available to you to create a backup set, they are 'Drag & Drop Files And Folders', 'Explore Computer' and 'Search for Files'.
 - a. Drag & Drop Files and Folders: This tab allows you to drag folders or files from windows explorer or your desktop and drop it into the Pc client for backup.
 - b. Explore Computer: This tab allows you browse through your system and select files or folders that need to be backed up.
 - c. Search for Files: This tab as its name implies allows you to search for files on your system and add them to a backup set.

Scheduling a Backup

On the scheduled backup pane you can perform one of the following options:

1. Uncheck 'Run scheduled backups automatically without user intervention' if you do not want to schedule automatic backups.
2. Check 'Run scheduled backups automatically without user intervention' if you want to schedule automatic backup sessions. Select the required frequency and timing. Scheduled backups can run in two different modes, namely
 - a. When the windows user is logged on
 - b. When the windows user is NOT logged on. This requires supplying the windows user credentials, if this option is selected the pc client will prompt for these credentials.

1.11.2. Online Recovery

1. Click 'Refresh Data from server' in the Classic View then wait for the refresh to complete
2. On completion of the refresh, you will see all the computers that have been backed up to your account. Browse the directory tree and right click on a folder or file that you want to recover then select 'Recover selected' from the menu.
3. The PC client will then prompt you to either restore the file to the default recovery location or select a new location.
4. Select 'Include original path' if you would like to retain the original directory structure of your data.
5. Click 'Ok' and the PC client will recover the selected files to the set location.

1.11.3. Deleting Data from the Server

1. Click 'Refresh Data from server' in the Classic View then wait for the refresh to complete
2. On completion of the refresh, you will see all the computers that have been backed up to your account. Browse the directory tree and right click on a folder or file that you want to recover then select 'Delete selected' from the menu.
3. Click Yes to confirm delete
4. The PC client will then delete the file off the server.

1.11.4. Options

Default Recovery Path

This option is used to configure the default location for Online Recovery folder. To use this feature follow these steps:

1. Select the options tab from the classic view, and then select 'Recovery Path'.
2. Click the browse button and select a new folder
3. Click Apply to save your changes.

Protected File Type Filters

When enabled the protect type file type filters gives you the flexibility to either exclude or include certain file types from your backup set. To use this feature follow these steps:

1. Select the options tab from the classic view, and then select 'Protected File Type Filters'.
2. This will provide you with three options namely 'Don't Use Cloaking', 'Only backup files with the following extensions' and 'Don't backup files with the following extensions'. Each option is described in detail below:
 - a. Don't Use Cloaking: This is the default option. When you select this option no file filter is applied.
 - b. Only backup files with the following extensions: When you select this option, only files that match selected file types will be backed up.
 - c. Don't backup files with the following extensions: When you select this option, files that match the selected file types will not be included in the backup set.
3. When select a filter you can apply some predefined filter types and also manually key in custom file types to be excluded or included.
4. Click Apply to save your changes.

Backup History

1. Select the options tab from the classic view, and then select 'Backup History'.
2. The PC client will display a summary of all backup sessions that ran under the user's account.

Email Backup Reports

1. Select the options tab from the classic view, and then select 'Email Backup Reports'.
2. Select 'Send email reports at the end of the scheduled backups' and type in your email address if you want backup reports to be sent to you after a backup has run
3. Click Apply to save your changes.

Caching Options

Caching is used to perform differential backup of data which results in faster backup sessions. There are three cache modes and the differences between the three options are the amount of hard disk space used on your machine for cache and the speed of the backup session. With a cache, a backup session runs faster and uses hard disk space while, without one, the backup session runs longer and does not use any hard disk space on your machine. To configure the cache mode follow these steps:

1. Select the options tab from the classic view, and then select 'Caching Options'.
2. There are three caching modes namely, 'Retransfer Entire File', 'Use Binary Compression' and 'Use Avacorp Intellicache'. These options are described in more details below:
 - a. Retransfer Entire File: No cache is used.
 - b. Use Binary Compression: This option creates a cache for every single file in the backup set.
 - c. Use Avacorp Intellicache: This option creates a balance between no cache and caching all files in the backup set, that is, small files don't get cached and large files get cached.

Network Settings

This option is used to configure network proxy settings.

1. Select the options tab from the classic view, and then select 'Network Settings'.
2. Select 'Enable HTTP Proxy'
3. Enter the address, port, username and password to your proxy server.
4. Click 'Apply' to save your changes.

This option can also be accessed from the login screen by selecting the 'Network Settings' button on the login screen of the PC client.

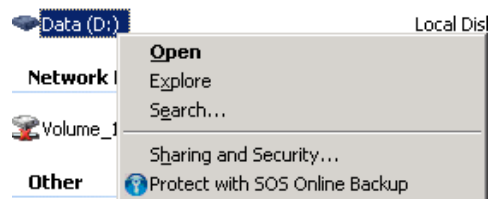
Change Password

To change your password from the PC client follow these steps:

1. Select the options tab from the classic view, and then select 'Change Password'.
2. Fill in all the fields on the form and then click the 'Apply' button.

1.12. Right Click Menu

To add data to your backup set from the right click menu, right click on a file, folder or drive and click 'Protect with SOS Secure Online Backup'. This will include the selected data to you backup set.



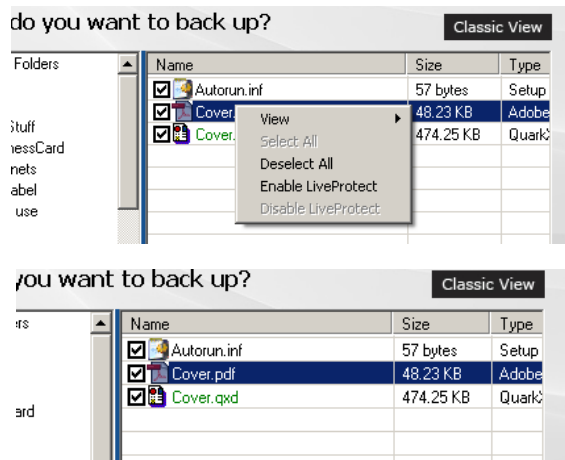
1.13. LiveProtect

This option launches SOS to backup files as soon as a change is detected.

1.13.1. Enabling LiveProtect

Follow these steps to enable LiveProtect

1. Click the 'Backup Online' button on the wizard home dialog.
2. On the Step 1 dialog, use the windows directory tree to locate and select folders and files that you want to backup.
3. Then right click on the file you wish to protect and click 'Enable LiveProtect'.



4. The text color of a file with LiveProtect enabled will be green as shown in the screenshot above.

1.13.2. Disabling LiveProtect

1. Locate a file which has LiveProtect enabled,
2. And then right click on the file and select 'Disable LiveProtect'.

