



Italk¹⁰¹
NovaNet-WEB Client Setup Guide

Installing the Software

To install from CD:

Insert the Installation CD in the CD drive.

Run Setup.exe from the disk to install the Backup Client program.

To install from a .ZIP file:

Unzip the files to a suitable location on your hard-drive, and run the setup.exe from your hard-drive to install the Backup Client program.

Foreign Language Support

When the product is installed, the user can choose Dutch, French or German, in addition to English, as the language for the interface. All language versions of the client can connect and backup to the same Backup Server.

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.

- **Filter File (.fil)**

A filter file holds a filter definition which contains file types for backup inclusion or exclusion.

- **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.

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:

- Double-click 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 NovaNet-WEB Backup".

Accessing the Configuration Options

The configuration options can be accessed in two different ways.

1. From the Backup Client, select View, Options | General from the menu
2. Right-click the Backup Tray Control in the Task Bar and select Options | General.

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" option tab, the location of the Backup Server, the username, and the password must be set. If the Backup Server is located on an internal network, the option to use existing credentials can be specified. Contact the Backup Server Administrator for more information on the proper login settings.
- If a modem is being used to connect to the Backup Server, the appropriate Dial-Up Networking option must be selected from the "Connection" option tab.

Mail Tab

Sending mail after a backup

An e-mail can be sent after a backup operation has completed. This feature can be used to notify one or more e-mail recipients of the status of a backup. The backup summary information is used as the body text of the e-mail message. The entire backup log can also be attached to the e-mail. The Backup Client uses the industry mail standard, SMTP, to connect directly to an SMTP e-mail server and deliver e-mail notifications.

- **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.

- **From Address**

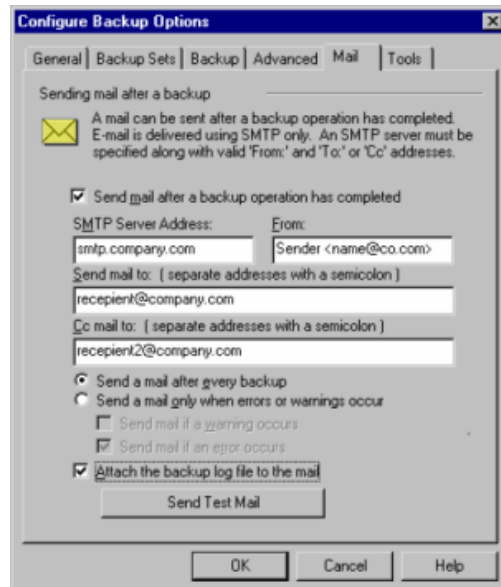
This field indicates the e-mail address of the sender.

- **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 semi-colons.

- **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 semi-colons.



- **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**

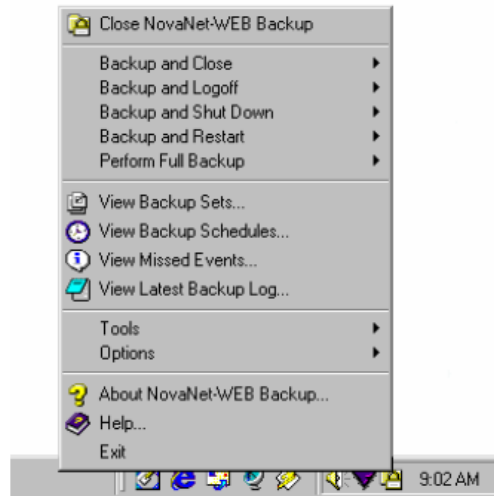
This option will cause the entire backup log file to be attached to the e-mail message. The log file contains a detailed description of the backup operation.

- **"Send Test Mail" Button**

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

Backup Client System Tray Program

The Backup Client Tray Control program runs in the Windows System Tray located at the opposite end of the Task Bar from the Start button. It serves as a backup scheduler and command center. This program includes several useful commands that are easily accessible. If the Tray Control icon is double-clicked without the application running, the Backup Client application will be launched. If the Tray Control icon is double-clicked with the application already running, the Backup Client window will be brought into view. The Tray Control provides the following commands when you right click on the Tray Control icon:



Run Backup Client or Close Backup Client

If the Backup Client is not running, the "Run NovaNet-WEB Backup" option will launch the program and wait for user interaction. If the Backup Client is running, "Close NovaNet-WEB Backup" option will close the application.

Backup and Close

This popup menu allows a backup set to be selected for backup. When the backup has completed, the application will close.

TIP: To quickly backup your important files at any time during the day, use the Backup and Close Command. This is perfect for running a backup before you go to lunch or right after saving an important file.

Backup and Logoff

This popup menu allows a backup set to be selected for backup. When the backup has completed, the Backup Client will attempt to logoff of the computer.

Backup and Shutdown

This popup menu allows a backup set to be selected for backup. When the backup has completed, the Backup Client will attempt to shutdown the computer.

Perform Full Backup

This popup menu allows a backup set to be selected for backup. A full backup will be performed on the selected backup set. This option will backup all selected files, regardless of whether the files have changed.

Backup and Restart

This popup menu allows a backup set to be selected for backup. The Backup Client 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.

View Backup Sets

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

View Backup Schedules

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

View Missed Events

This command will display the current list of failed backups and overdue schedules and allow outstanding events to be performed.

View Latest Backup Log

This command will open the most recent backup log file in Notepad. The entire log file can be viewed without running the Backup Client application.

Tools

This popup menu allows any available tools to be customized. These tools can be executed before or after a backup or restore.

Options

This popup menu allows the three Options windows, "General", "Backup" and "Restore", to be displayed.

About

This option will display the Backup Client "About" box, which contains version and support information.

Help

This option will launch the online help for the Backup Client application.

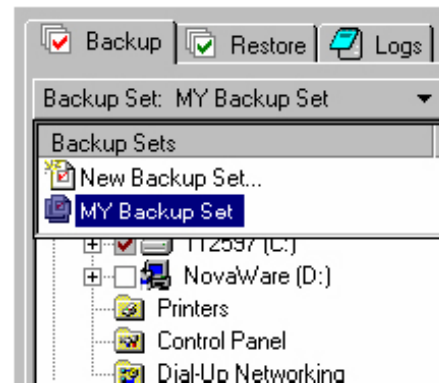
Exit

This option will close the Backup Client Tray Control program in the task bar. If scheduled backups are configured in the Backup Client, they will NOT execute unless either the Tray Control or the main Backup Client application is running. However, scheduled backups can also be executed using many third-party program schedulers. More information can be found in "Command Line Options".

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. The most important setting is the specification of the "Backup Server Address", the "Username", and the "Password" in the Destination Option Tab of the General Options. These options can be viewed by selecting the menu item "View", "Options", "General Options". When the General Options window is displayed, the "Backup Server Address", "Username" and "Password" fields can be set in the "Destination" Tab.



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 will be displayed. When the desired backup set is chosen, the appropriate file selection will be loaded automatically.

3. Select Files to backup

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

4. Start the backup

A backup can be started in 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" menu item.
- One of the backup options can be chosen from the Backup Client Tray Control menu.
- The Backup Client can be run from the commandline with the -b option. The -b option causes the Backup Client to automatically perform a backup when the program is executed. See Chapter 9 for more information on Command Line options.

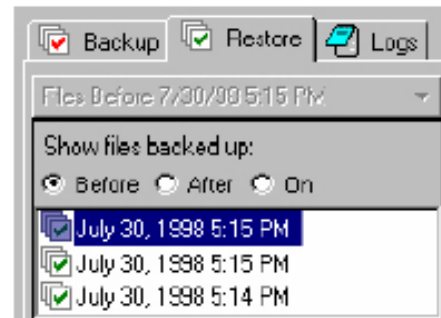
5. Check the Log file.

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.

Performing a Restore

1. Select the files to restore.

The desired restore 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.

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.

2. Start the restore by selecting the "Restore Now" button.



3. 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 with a default of "C:\Temp"

4. Check the Log file.

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

Backup Sets

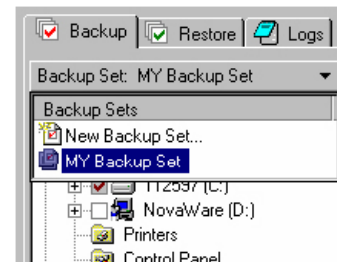
Backup sets are used to allow one or more collections of files to backup at different times. For example, one backup set could be created for accounting data, and another backup set could be created for important data that changes daily. The important data might be backed up daily or even hourly, while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

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.

Using Schedules

Backups can be performed at specific intervals by using schedules. Even though there are many scheduling options, schedules can be easily created by using the Schedule Backup Wizard. The main application or the tray control must be running for the schedules to activate properly.

Creating a new schedule

A new schedule can be created by running the Schedule Backup Wizard. The Schedule Backup Wizard can be executed by going to the "Backup Set Schedules" window and pressing the "Add..." button. Also, schedule properties can be viewed and schedules can be removed using the "Backup Set Schedules" window.

Configuring schedules

Managing schedules is accomplished using the "Backup Set Schedules" window. The list on this window contains the current schedules, whether the schedule is enabled or disabled, and the time of the next backup. Schedules can be disabled by clicking the checkbox next to the schedule name. Once the schedule is disabled, it will not trigger any backups. Schedules can be removed by selecting the schedule and pressing the "Remove" button. The properties of a schedule can be viewed by pressing the "Properties" button.

Activating schedules

When a schedule becomes activated, it will immediately start a backup. If the main application is closed, the tray control will run the main application and the backup will start immediately. Once the backup has completed, the main application will close. The schedule has the option of displaying a window for 15 seconds, allowing the user to block the backup from occurring.

Backup Set Configuration

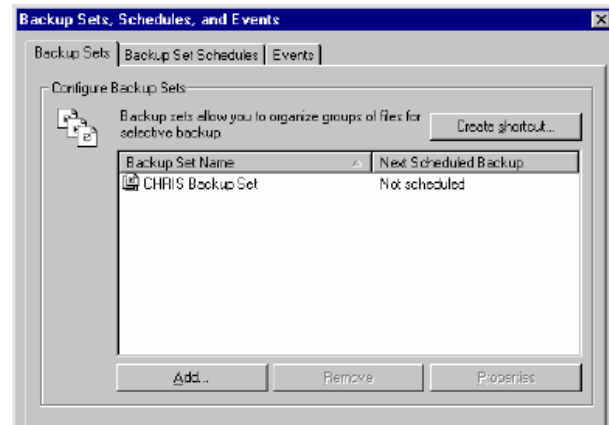
Backup sets allow specific sets of files to be identified for backup. The "Backup Set Configuration" window can be used to add, remove or modify the properties of a backup set. The current backup set can be selected by pressing the "Backup Set..." button located above the tree view in the "Backup" tab of the main application. A list of all available backup sets will be displayed.

- **Create shortcut button**

This button displays the "Create Backup Shortcut" Wizard. This wizard allows a Windows shortcut to be created that will backup one or more backup sets.

- **Backup set list**

This list displays the current backup sets and their corresponding backup schedules. If no schedules exist for a particular backup set, no time will be shown.



- **Add button**

This button displays the "Create Backup Set" Wizard allowing new backup sets to be created.

- **Remove button**

This button removes a backup set from the list.

- **Properties button**

This button displays the properties of a backup set, allowing the name of the backup set to be modified and the statistics of the backup set to be viewed.

Backup Set Properties

This window displays the properties of a backup set. Also, the backup set name can be modified and a backup set shortcut can be created using this window.

- **Backup set name**

This is the name of the backup set. Typing a new name in this field will modify the name of the backup set.

- **Create shortcut button**

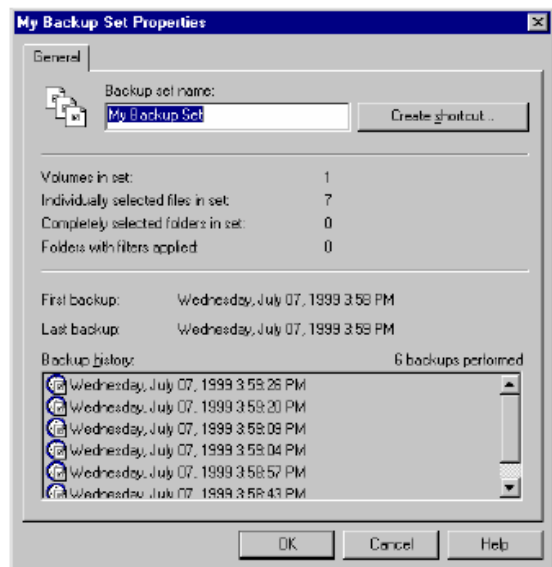
This button displays the "Create Backup Shortcut" Wizard. This wizard allows a Windows shortcut to be created to backup one or more backup sets.

- **Volumes in set**

This is the number of different volumes (drives) that have some type of file or folder selected in the backup set. An example of a volume is "C:\"

- **Files in set**

This is the number of individually selected files (not included by selecting entire subdirectories) in the backup set.



- **Folders in set**

This is the number of individually selected folders in the backup set.

- **Folders with filters**

This is the number of folders with filters applied to them in the backup set.

- **First backup**

This is the oldest available restore date for this backup set.

- **Last backup**

This is the most recent backup date for this backup set.

- **Backup history**

This list contains all of the backup dates for this backup set. Whenever a backup is performed for the backup set, the current backup date is added to this list. Dates are removed from this list based on the "restore window" which is configured on the Backup Server. Therefore, the oldest date in this list may not be the original first backup of the backup set.

Backup Schedules

Backups can be performed at specific intervals by using schedules. The scheduling options are robust and allow for a vast array of scheduling possibilities.

- **Schedule list**

This list displays the current schedules, whether they are enabled or disabled, and the next activation time for each schedule. Schedules can be enabled or disabled by clicking on the checkbox next to the schedule name. If a schedule is disabled, it will not get activated for backup.

- **Add button**

This button displays the "Schedule Backup" Wizard allowing a new schedule to be created.

- **Remove button**

This button removes a schedule from the list.

- **Properties button**

This button displays the properties of a schedule.
NovaNet-WEB Client

Schedule Properties - General Tab

This window can be used to change a schedule name, select the backup sets to be used for a schedule, configure the advanced options, and view the schedule history.

- **Backup schedule name**

This is the name of the schedule. Typing in a new name in this field will modify the name of the schedule.

- **Backup sets used in this schedule**

This option is used to select the backup sets that will be backed up when the schedule is activated.

- **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.

- **When the backup starts, hide the application**

This option will cause the application to become completely hidden when the schedule is activated.

- **Request all other running applications to save**

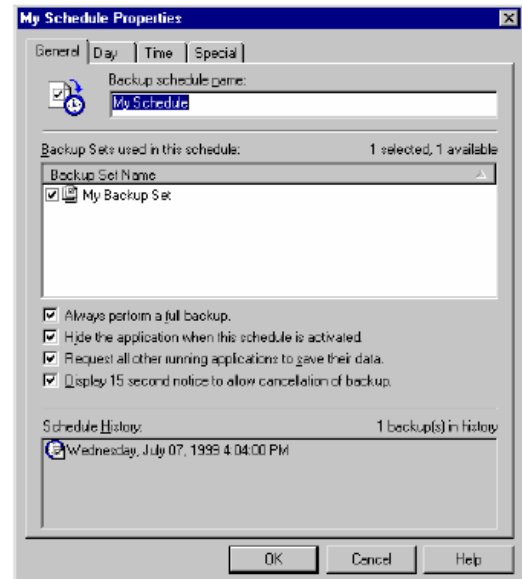
This option will cause a message to be sent to all running applications, requesting them to save their data.

- **Display 15 second notice to cancel backup**

This option will cause a message to be displayed indicating that a scheduled backup is about to start, and allows the backup to be cancelled.

- **Schedule history**

This window displays the dates when the schedule was activated. Dates are added when the schedule is activated, and dates are removed based on the restore window configured on the Backup Server. Because some dates may have been removed, the oldest schedule activation date shown may not be the first time the schedule was originally activated.



Schedule Properties - Day Tab

This window is used to configure on which days backups will occur.

Daily backup

This option allows backups to be scheduled every weekday or every few days.

- **Backup every weekday**

This option will perform a backup on Monday, Tuesday, Wednesday, Thursday, and Friday.

- **Backup every [number of days] days**

This option will perform a backup every [number of days] days. For example, if the number of days is 2, a backup will be performed every other day.

Weekly backup

This option allows backups to be scheduled on specific days of the week.

- **Repeat every [number of weeks] week(s) on**

This option allows you to specify when the schedule should repeat. For example, if the number of weeks is 2, a backup would occur every other week on the days specified.

- **Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday**

This setting allows specific days of the week to be selected for backups to be performed.

Monthly backup

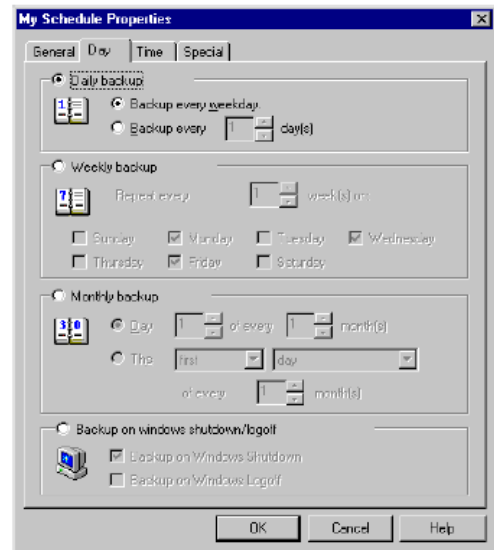
This option allows specific days of the month to be selected for backups to be performed. For example, it allows for schedules like, "The [first] [weekday] of the month", or "The [last] [Friday] in the month."

- **Day [day in month] of every [number months] month(s)**

This option is used to select a specific day in the month for backup. The [day in month] setting is used to choose the day in the month, and the [number months] setting is used to select the "month repeat" value.

- **The [place in month] [day in month] of every [number months] month(s)**

The option is used to select an unspecific day in the month for backup. The [place in month] setting is used to select the "area" in the month for the backup (Ex. "First", "Second", "Third"). The [day in month] setting contains placeholders in the month (Ex. "Day", "Weekday", "Monday through Friday"). The [number of months] is used to select the "month repeat" value.



Backup on Windows Shutdown/Logoff

This option is used to schedule a backup during a Windows shutdown or logoff.

• Backup on Windows Shutdown

If this option is set, the schedule will activate when Windows is shutdown. After the backup has completed, the system will be shutdown by the application.

Note: This option is not available on Windows NT because applications cannot detect the difference between the user initiating a logoff versus a shutdown.

• Backup on Windows Logoff

If this option is set, the schedule will be activated by a logoff from Windows. After the backup has completed, the logoff will complete.

Schedule Properties - Time Tab

This window is used to configure at which times backups will occur.

Perform one backup on the scheduled day

This option is used if only one backup is desired on the scheduled day.

• Backup at: [backup time]

This option is used to set the times at which the backup should occur. The specific time can be filled in, or the spin button on the right can be used to move the time forward or backward.

After this scheduled backup has completed, you can optionally log off, shutdown, or restart Windows.

• Don't perform any action after scheduled backup

This option is used if a logoff, shutdown, or restart is not required after the scheduled backup has completed.

Logoff windows after scheduled backup

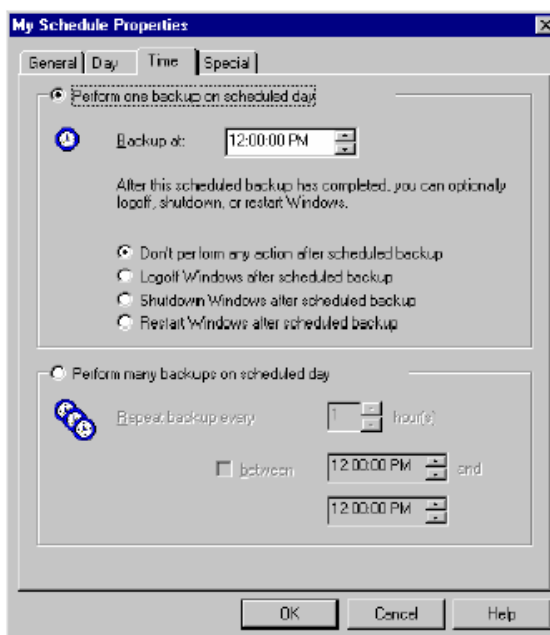
This option is used to perform a logoff after the scheduled backup has completed.

Shutdown windows after scheduled backup

This option is used to perform a shutdown after the scheduled backup has completed.

Restart Windows after scheduled backup

This option is used to perform a restart of Windows after the scheduled backup has completed.



Perform many backups on the scheduled day

This option is used if multiple backups are desired on the scheduled day.

- **Repeat backup every [number of hour(s)]**

This option is used to set the number of hours between backups. The default is one, which will perform a backup every hour in the time range.

- **Between [start time] and [end time]**

This option is used to set a specific time range for backups to occur. The [start time] is when the backups will start occurring. The [end time] is when the backups will stop occurring. The backups will repeat every [number of hours] in the time range. The specific times can be filled in or the spin buttons on the right can be used to move the times forward or backward. If the time range is not set, the default time range is 24 hours starting at 12:00 midnight on the backup day.

Schedule Properties - Special Tab

This window is used to configure a single backup time that will execute only once.

A specific day in the month can be selected by pressing the dropdown button on the right of one of the controls. This will display a calendar.

- **Use first special schedule**

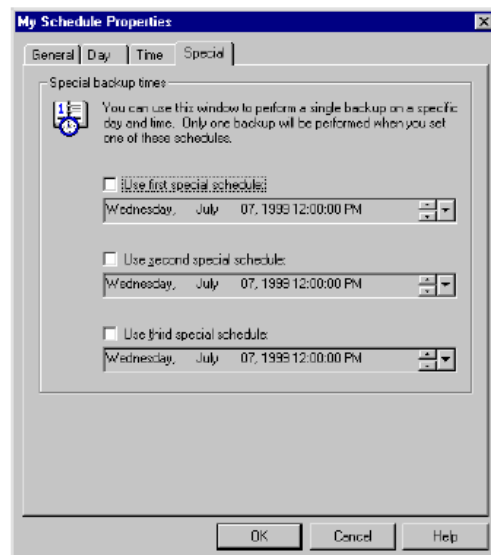
This option is used to configure a single day and time when the schedule should activate. After the schedule has activated using the first special schedule, the option will reset.

- **Use second special schedule**

This option is used to configure a single day and time when the schedule should activate. After the schedule has activated using the second special schedule, the option will reset.

- **Use third special schedule**

This option is used to configure a single day and time when the schedule should activate. After the schedule has activated using the third special schedule, the option will reset.



Configure General Options

Destination Tab

In order to backup to the Backup Server, the following information must be supplied: server name or IP address, user name, password, and the port where the Backup Server is listening. The default port number is 308.

- **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 unknown, it can be obtained from the network administrator or backup service provider.

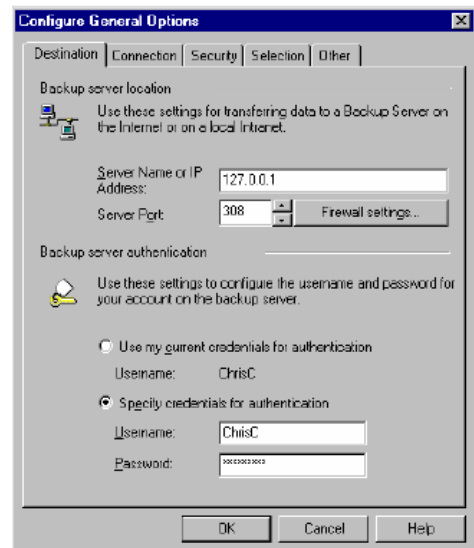
NOTE: This option is kept encrypted in the Windows registry for security purposes.

- **Backup Server Port**

This field is the port that is used for communication between the client and server. The default on the server is Port 308. This value should not be changed unless instructed by the Backup Server administrator.

- **Firewall settings**

This button displays the "Firewall settings window" which allows the configuration of a SOCKS4 or SOCKS5 server. These settings are usually used when the Backup Client is behind a firewall and needs to connect to a Backup Server outside of the firewall.



Backup Server Authentication

- **Use my current credentials for authentication**

This option can be used when the Backup Server is located on an internal network and the Windows login username and password are the same for the Backup Server.

- **Specify credentials for authentication**

- **Username**

This field is the username assigned by the Backup Server administrator.

NOTE: This option is kept encrypted in the Windows registry for security purposes.

- **Password**

This field is the password assigned by the Backup Server administrator.

NOTE: This option is kept encrypted in the Windows registry for security purposes.