



# BE SMB Server Setup

## For Windows

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### Backup Everything for Servers Client Pre-Installation Requirements

#### Minimum System Requirements:

##### 1) Supported Operating Systems

Platform	Version
Windows® 2000	Professional SP4 >, or Server SPP4 >, or Advanced Server SP4>
Windows® XP	Professional SP2>, or Media Center SP2>, or
Windows® Vista	Business SP1>, or Ultimate SP1>, or Enterprise SP1>
Windows® 2003/2008/2008 R2	Standard SP1>, or Enterprise SP1 >, or SBS SP1 >
Windows® 7	Professional >, or Enterprise >, or Ultimate

##### 2) Minimum Hardware Requirements

**For optimal performance, install the Backup Everything client on the best name brand hardware that you can afford.**

Hardware	x86, x64 (64 bit recommended)
2 dual CPU	2.0GHZ >
RAM	<1M files 3GB > 2M files + 4GB >
Storage Requirements	A minimum requirement of 1GB of storage space is recommended but is purely based on usage patterns. The more you backup the larger this local storage will grow.  Note: A local copy of the data is NOT stored on the client unless local storage is used.

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### Initial Setup and Configuration

#### Activating your Account

Once you have set up your Backup Everything account you will receive a Welcome Email to the address associated with your account.

To **activate** your account:

1. Click on the link 'Activate your account' in the Welcome Email as displayed above.
2. When prompted, fill in your username as displayed in the Welcome Email and set your password and security question.
3. Once you have read through the Terms and Conditions, check 'I agree' and click 'Activate Account'.
4. Your account will now be activated and you are ready to install the software.

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### Installing the Backup Everything for Servers Windows Client

1. Download and **Double Click** on the BACKUP EVERYTHING client executable
2. Click **Next**
3. Read through the License Agreement and Click **I Agree** to proceed
4. Browse to the installation location or Click **Next** to use the default location
5. Choose a start menu name and Click **Install**
6. Click **Next** to complete the installation
7. Click **Finish** to launch the Backup Everything Client
8. You will now be prompted with the First Time Run Wizard (FTRW). The FTRW will allow you to easily configure the Client with all the required information it needs to run.

### Configuring Client Email Notifications (SMTP)

With Backup Everything, you can receive email backup status reports per backup job. Adding your SMTP server to the Backup Everything Client is done via the main toolbar.

1. **Start > Programs > BACKUP EVERYTHING> BACKUP EVERYTHING**
2. Click on **Tools**
3. Click on **Manage SMTP servers**
4. Click Add
5. Fill in the appropriate fields below
6. If your server requires authentication, check the **My Server requires authentication** box
7. Add your username and password
8. Click **Add**
9. Click **OK**
10. Done

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### Configuring Client Preferences

The Backup Everything Preferences menu, available from the toolbar, allows you to manage a wide variety of settings and preferences.

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Preferences**

The top-level preference settings are **General, Visual, Functionality, File Type, Security, Advanced,** and **Log**. The default screen is General Preferences.

#### *General Preferences*

>>**Enter the default location to store temporary files:** This option allows you to set a default location (UNC, mapped drive or local machine) for temporary files. (See **Does Backup Everything use temporary files during backup and restore**)

1. To select a temporary location, Click **Browse** and go to the desired location(s) to set the path
2. Click **OK**

>> **Use the following page size when backing up files:** Page Size is the amount of RAM used to read the files to be backed up. This gives you the opportunity to optimize your backups based on the RAM on the machine you have the Backup Everything Client installed on.

**Note:**

The Page Size setting must be between 1260 bytes and 100 MB

>> **Enter the location to store local file information:** Used to store a small amount of file information that is used to increase backup efficiency.

>>**Skip CRC & SHA calculation, if last modified date and file size has not changed:** By default the Backup Everything Client will NOT calculate CRC/SHA hashes if a file's modified data or file size has not changed.

>> **Threads for calculating CRC & SHA:** Dictates the number of threads to be used when calculating file hashes.

>> **Threads for transferring files:** Dictates the number of threads to be used when transferring files to the Backup Everything data centers.



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>> **Threads for enumerating directories:** Dictates the number of threads to be used when discovering the files to be backed up.

**Note:** For more information on CRC & SHA hashes see **What are CRC & SHA hashes?**

>> **Transfer speed (bytes per second):** Transfer speed, also known as bandwidth throttling, allows you to limit the bandwidth that the Backup Everything Client uses at backup time.

### *Visual Settings*

This allows you to set advanced visual settings such as keeping the backup window open after successful/unsuccessful backups or disabling the system tray icon during backup time.

### *Functionality Settings*

>>**Skip LAN loading for faster computer backup:** Once the Backup Everything Client is launched, it automatically searches your entire network for all networked machines. To avoid this step upon launch, **click** this option ON to load from a saved list of machines.

>> **Allow at most one backup to run at a time:** Will NOT allow concurrent backup jobs to run.

>> **Do not calculate backup size:** This refers to stopping the process of calculating the total size of the files that you have selected to backup in the file tree window.

>>**Delete PST files after brick-level exchange backup:** When restoring a brick level exchange (mail box level), Backup Everything first restores the PST files and then uses the EXMERGE utility to insert them into the Exchange database.

>>**Force LAN loading when backup starts from scratch:** If you want the Backup Everything Client to check for new computers that have been added to your LAN each time a backup starts from scratch, select the Force LAN Loading option.

>>**Allow computer to enter a suspended state while backups are running:** By default the Backup Everything Client will not allow a computer to enter sleep mode while running a backup.

>>**Connection lost settings:** In the case of a loss of connectivity to the Internet, the Backup Everything Client will attempt to automatically reconnect a backup job ten times, with a 60 second time interval in between of each reconnect attempt, before automatically cancelling the job.

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### *File Type Settings*

>> **Backup files of size 0:** By default the Backup Everything Client will automatically backup files that are 0 bytes in size.

>> **Backup operating system files:** By default the Backup Everything Client does backup operating system files

>>**Backup read only files:** By defaults the Backup Everything Client does backup files that are marked as, READ ONLY.

>> **Backup temporary files:** By default the Backup Everything Client does backup temporary files

>> **Backup hidden files:** By default the Backup Everything Client does backup hidden files. Note: By default templates WILL search through hidden files even if this option is checked to OFF. (See **Templates** for more information)

### *Security*

>>**Enable authentication when opening the backup client:** The Backup Everything Client has built in security to protect your data from unauthorized access. To enable authentication, **Check on Enable Authentication** and enter in a username/password.

>>**Use a randomly generated encryption key:** By default an encryption key is generated randomly for each block of data. An account is authorized to certain keys if it has the block in one of its backup set versions. This allows you to change your username/password at any time, as your encryption key is not in any way linked to the password.

### *Advanced Settings*

>>**Enter a file path to an application you would like to start before backup:** The Backup Everything Client enables you to automatically run a service or script before running a backup job.

>>**Enter a file path to an application you would like to start after backup operations:** The Backup Everything Client enables you to automatically run a service or script after a backup job has run.

>> **CPU throttling:** Allows you choose how much processing power you want to dedicate to running your backups.

### *Log Settings*

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Log settings gives you advanced log settings such as the store location of logs and enabling certain module logging (SMTP, NTFS).

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### Configuring Templates

Templates allow you to quickly backup all your mission critical data by file type, regardless of its physical location on your network or remote machines.

#### Creating a Template

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Manage Templates**
3. Click **Create**
4. Type a name for the template then add the files types you want associated with the template.
5. When finished, click Save. Your template is now available for use in backup jobs.

#### Editing Existing Templates

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Manage Templates**
3. Select the Template you wish to modify
4. Click the **Modify** button
5. Modify the Template of your choice by adding or removing file types from it

**Note:**

Editing a template will affect all existing backups associated with the template.

6. When finished, click Save. Your template is now available for use in backup jobs.

## For Windows

### Secondary Setup

#### Adding a Networked Computer

Backup Everything's agentless structure simplifies the process of adding new networked computers to your Backup Everything backup strategy.

**NOTE:** Backup Everything will automatically discover all networked machines on your LAN that can be seen by Windows® unless otherwise specified under Preferences (See **Preferences**). This feature is used to manually discover machines that don't appear in your Backup Everything file tree and can include Windows®, Linux or MAC machines.

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Tools**
3. Click on **Add a networked computer**
4. Enter the machine's UNC path
5. Enter your user name and password
6. Click **Add**

#### **Definition:**

UNC stands for Universal Naming Convention. UNC names consist of three parts: the server name; a share name, and an optional file path. These are combined using backslashes as follows

```
\\server\share\file_path
```

7. Done

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### Adding an MS SQL Server

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Create a Backup Set**
3. Type in a unique backup name
4. Choose **MSSQL Backup**
5. Click **Next**
6. Click **ADD**
7. Choose your preferred connection method (TCP/IP or Named Pipe) and fill in the associated information. Click **Save** to continue

#### Definitions:

Server Name: The name of the SQL server or IP address you wish to connect to and backup

Port: The actual port the SQL server is running on. (TCP/IP needs to be enabled on the SQL server)

Pipe name: A common SQL connection method. (SQL Pipe needs to be enabled on the SQL server)

Windows authentication: A standard Microsoft authentication protocol

SQL Server authentication: Specific login setup in MSSQL

Username: A user account that has access to the SQL Server

Password: The password that is associated with the username name that has access to the SQL Server

8. Done

## For Windows

### Using Templates

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Create a Backup Set**
3. Enter a unique name for the backup job
4. Choose File Backup
5. Specify the computers/drives that you wish to apply the template backup to
6. Since a template applies to this backup, Click either '**Backup files matching template only**' to backup only those files in your chosen template, or '**Backup all files except those matching template**' to backup everything except those files in your chosen template.

#### Note:

Smartcrawl powered templates will search throughout a specified location and locate and backup all files matching the template whether they're hidden or not.

7. On the Templates screen, Click the template(s) to use, then Click **Add selected** to add them to the backup job.
8. Once you're done with your template selections, Click **Next** and proceed with the rest of the Creating a New Schedule process (see **Creating a New Schedule**)

### Plug-ins

Backup Everything was designed from the ground up with expandability in mind. This expandability is accomplished through our robust plug-in infrastructure. A plug-in allows Backup Everything, or any software developer, to enhance the functionality of the Backup Everything system by creating a plug and thereby enabling new backup functions.

### Open File Management

The current version of Backup Everything includes native Microsoft Virtual Shadow Copy Service (VSS) support to automatically backup open and locked files from applications that are VSS aware.

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### Backup Scheduler

The Backup Everything System Scheduler runs based on the schedules you set up. These system tools are run via a windows service named Backup Scheduler.

The Backup Scheduler service itself should always be run as the local system account. The local system account has certain privileges that are needed to properly run schedules throughout your system.

Schedules should always run:

- Whether you are logged in, or logged off of the computer.
- If the computer is locked.
- If the computer is asleep.

Authentication information is important for many reasons:

- Authentication information is needed since the user you specify might be the only account with the proper permissions to perform certain tasks.
- Authentication information is needed since the user you specify might have a mapped drive associated with their account.
- Authentication information is needed because if none is specified, the scheduler will run as the local system account user. This account does not have access to the network at all.
- Windows Vista and later requires authentication.

If there is no authentication information specified, your scheduler will still run, but Windows will not allow the scheduler to access network resources.

The Backup Scheduler works in the following way:

- 1) Try to find a session that is running with the specified user. If one is found, run the scheduler in that user's session.
- 2) If no session is found with the specified user, perform a logon operation. The window will be visible when you logon.
- 3) If no authentication information was specified in Windows Vista the scheduler will not work
- 4) If prior to Windows Vista: The scheduler will be visible when you logon.



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### Creating a Schedule

Creating a backup schedule is performed from the **Create a Backup Set** function available on the Main Menu.

To setup a Schedule, see **Creating a Backup Set**.

### Editing a Schedules Run Time

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Tools**
3. Click on **Schedule Management**
4. Select the backup job to edit
5. Click **Modify Schedule**
6. Make any necessary changes
7. Click **OK** when you're finished
8. Done

### Deleting a Scheduled Backup Job

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Tools> Schedule Management**
3. Select the backup job to delete
4. Click **Delete schedule** to delete the profile
5. Check **I Agree**. Click **OK**.
6. Done

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### Retention Rules

#### Retention Rules for Backup

Setting retention rules for backup allows you to define the number of generations of a particular backup job to keep on your offsite server.

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Create a Backup Set**
3. At the create a schedule screen (last screen of the backup setup), accept the default of (14) successful file generations or adjust it to the number you'd prefer. Click Next to **proceed** with the backup.

**Note:**

Setting the number of generations to 0 translates to an unlimited number of file versions being kept on the server

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### Creating and Modifying a Backup Set (Backup Job)

#### Creating a Backup Set (Backup Job)

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Create a Backup Set**
3. Choose the backup type and give the job a name
4. Click **Next**
5. **Choose** any file(s) and folder(s) to be backed up throughout your network
6. Add any appropriate template (Optional. For more details, see **Configuring Templates** and **Using Templates**)
7. Click **Next**
8. Click **Backup to remote server (no local storage)** (see **Running a Backup to Local Storage** to use the other option)
9. Choose or add the backup server to be used for this backup
10. Set your backup options (Compression and ACLs) (See **Advanced Backup Settings**) and Click **Next**
11. Choose the appropriate email settings (See **Configuring Client Email Notification**)
12. Create a schedule(s) start time, effective date and frequency by Clicking **Add**

**Note:** You can create multiple schedules (Daily, Weekly, Monthly, Yearly) for the same file-based backup job by clicking **Add** again on the schedule creation screen.

13. Authentication is also available but not necessary to run LOCAL schedules. (See **Advanced Backup Settings –Authentication** for more information)

**NOTE:** Authentication is REQUIRED when running a backup of a networked machine, UNC path or mapped drive.

14. Click **Finish**

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### Modifying a Backup Set (Backup Job)

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Edit Backup Schedules**
3. Select the backup job you to edit
4. Click **Next**
5. Proceed editing the backup job in the same way you would when Creating a Backup Set (See **Creating a Backup Set**)

### Creating a THIN MSSQL 2000/2005/2008 backup

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Create a Backup Set**
3. Click **Run a New MS SQL Server Backup**
4. Click **Next**

#### Note:

#### **IMPORTANT: Running your MS SQL backups from a Backup Everything Client on a Win 2000 machine?**

In order to connect to a MS SQL database for a Backup Everything Client running on a Windows 2000 Pro you will need to first download and install the Microsoft Data Access Components located at the following link:

<http://www.microsoft.com/downloads/thankyou.aspx?familyId=6a7d785f-c2e0-471d-a33b-82ad1d514737&displayLang=en>

5. Click the SQL server(s) to backup and Click **Refresh** to list the associated databases

**NOTE:** If you have no SQL servers added, see **Adding a MSSQL Server**

6. Click the databases to backup
7. Click **Next**
8. Choose **Thin differential** or **Thin full** backup (for more information on Differential Backups, see our online FAQ's)

>>**Backup auto discovered new databases at backup time:** Click this option to automatically discover and backup new databases at backup time.

9. Proceed with the backup as normal (see **Creating a Backup Set**)
10. Done

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### Creating a Thin MS Exchange 2000/2003/2007/2010 Backup

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Create a Backup Set**
3. Click **Run a New Exchange 2000/2003/2007/2010 Backup**
4. Click **Next**
5. Select **MS Exchange database backup**
6. Click **Next**
7. Enter your cluster or computer name and Click **Next**
8. Choose the number of THIN and Full Restore Points of your choice on the create a schedule screen
9. Proceed with the backup as normal (see **Creating a Backup Set**)

### Creating a MS Exchange 2003/2007/2010 Mailbox (Brick Level) Backup

1. To backup individual Exchange mailboxes, select **Exchange brick-level backup**
2. Click **Next**

#### Troubleshooting:

Q. When I click Next, I get the following error message: Please include the following path to your Environment variables: <exchange server folder> \bin

A. See **Adding an Exchange Level Variable**, [FAQ 1654](#)

3. Fill in the fields below
4. Specify a date range for the backup by enabling the function below (optional)
5. Click **Next**

**Note: Depending how you are backing up your Exchange 2003/2007 Brick level, Microsoft requires that either Outlook 2003/2007/2010 or the Exchange MAPI Client and Collaboration Data Objects 1.2.1 are installed.**

6. Select the mailbox(es) to backup
7. Click **Next**
8. Proceed with the backup as normal (see **Creating a Backup Set**)
9. Done

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### Creating a Local/Agentless System State/Active Directory Backup

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Create a Backup Set**
3. On the file selection screen, Click the **System State** plug-in icon under the local machine or on a networked machine
4. Proceed with the backup as usual (see **Creating a Backup Set**)
5. Done

**NOTE:** System State backups are only supported on XP or above while Active Directory backups are only valid on Win 2003 server and above

### Creating a Backup to Local Storage (Hybrid)

**Note:** Running a Backup to Local Storage is different from running an initial large backup to USB. Local storage allows you to keep a local copy of your data onsite for faster restore times in critical situations while initial large backups to USB allow you to move large amounts of data by physically shipping the data via a USB disk to the server thus avoiding bandwidth bottlenecks.

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Create a Backup Set**
3. Select the files to backup and Click **Next**
4. Select **Backup to local storage and sync to remote storage**
  1. Select the appropriate offsite backup server
  2. Specify your notifications (Email)
  3. Specify the frequency of the schedule for the local storage and sync backup
  4. Done

**NOTE:** To change the location of the local storage, go into the Backup EverythingClient, Click General Settings and change the path under “Enter the location to store local data”.

**NOTE 2:** By default the Sync (Remote Cloud) portion of the backup job will kick off immediately after the local backup job is complete. To schedule a specific sync time, change the frequency in the Sync Schedule tab on the schedule frequency screen.

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### Deleting Backup Jobs and Online Vault Files

#### Deleting Online Vault Files

To physically delete a backup profile from the Backup Everything data centers you must first mark it for deletion from your Backup Everything Client.

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Edit Backup Set**
3. Choose the backup job that you'd like to delete
4. Click **Delete Selected Profile**
5. Choose to delete the Profile, reports/logs and/or profile data and Click **Ok**
6. Done

**NOTE:** To delete all backups from your online vault, Click **Delete all Profiles**

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### Restoring Backups

#### Restoring Data - Search a Specific Location for a List of Backups

1. **Start > Programs > Backup Everything > Backup Everything**
2. Click **Restore Backup**
3. Click **Search a Specific location for a list of backups**
4. Click **Next**
5. Select the Backup Everything data centers to restore from
6. Click the + sign for the backup you'd like to restore
7. Click the particular backup you'd like to restore

#### Note:

Each backup will also have at least one backup date associated with it. To restore a backup, you must not only select the backup name, but the backup date as well.

8. Specify the restore location for the backup
9. Click **Next**
10. Select the files to restore
11. Choose the appropriate options (See **Advanced Restore Options**)
12. Click **Next**
13. Click **Finish** after the restore has run
14. Done

#### Restoring Data from a Generation of a Backup Profile

1. Proceed with the restore as normal until you get to the screen below (see **Restoring - Search a Specific location for a list of backups**)
2. Choose the generation to restore

**NOTE:** It is NOT necessary to restore prior generations. See the example below for more details.

3. Click **Specify a location to restore to**
4. Click **Next**
5. Type in or Browse to the desired location
6. Click **OK**
7. Proceed with the restore as normal (see **Restoring from a List of Known Backups**)
8. Done



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### Restore Example:

Day 1 - You backup a directory with 1000 files and name it *Backup A*

Day 2 – Backup A runs again on the same directory with 1000 files and only backs up 50 of the files because they've changed (note: Backup Everything only backs up delta blocks that have changed as we perform common block elimination)

Day 3 – You run Backup A once again and only 7 files have changed

Day 4 - You want to restore the entire directory as it was on Day 3. You would simply restore the generation that was created on Day 3 without having to first restore Day 1 and day 2.

### Restoring a MSSQL 2000 Backup

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Restore Backup**
3. Select **Search a specific location for a list of backups**
4. Click **Next**
5. Click the SQL backup you'd like to restore
6. Click **Specify a location to restore to**
7. Type in or browse to the desired restore location (e.g. C:\temp)

#### Note:

As the restored backup will have to be manually imported by SQL Enterprise Manager, it is not necessary to restore it to a “permanent” location.

8. The SQL backup will be restored to the location you specified on the restore window
9. Browse to the location specified by the restore window
10. Click **Start > Programs > Microsoft SQL Server > Enterprise Manager**
11. Expand the Server
12. Right Click the Database that you'd like to restore
13. Click **All Tasks**
14. Click **Restore Database**
15. Click **From device**
16. Click **Select Devices**
17. Click **Add**
18. Click **Browse**
19. Browse to the location of your restored backup
20. Click on the .db file
21. Click **OK**
22. Click **OK** again
23. Click **OK** again
24. Click **Restore backup set**
25. Click **Database – complete**
26. Click **OK**

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27. The restore process will begin. When it is finished, Click **OK**.
28. Done

### Restoring a MSSQL 2005/2008 Backup

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Restore Backup**
3. Select **Search a specific location for a list of backups**
4. Click **Next**
5. Click the SQL backup you'd like to restore
6. Click **Specify a location to restore to**
7. Type in or browse to the desired restore location (e.g. C:\temp)
8. The SQL backup will be restored to the location you specified on the restore window
9. Browse to the location specified by the restore window
10. Click **Start > Programs > Microsoft SQL Server 2005 > SQL Server Management Studio**
11. Click to **Connect** to the desired Server
12. Expand **Databases**
13. Right Click the desired database and Click **Task > Restore > Database**
14. Under **Source for Restore** Click **From device**
15. Click the browse button (...)
16. Click the **Add** button
17. Browse to the location of the restored database file(s)

**NOTE: If using THIN Differential to backup MSSQL, you will have to select two files to import. The file extensions will be .bak and \_diff.bak.**

18. Click **OK > OK**
19. Click on the check box under **Restore** and Click **OK**
20. Done

### Restoring a Full MS Exchange 2000/2003/2007/2010 Database

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Restore Backup**
3. Select **Restoring - Search a Specific location for a list of backups**
4. Click **Next**
5. Select the MS Exchange Backup that you'd like to restore
6. Click **Restore to the location that the files were backed up from**
7. Select ALL the files in the backup and Click **Next**
8. The Restore will proceed as normal
9. Done

## For Windows

### Restoring a Mailbox Level MS Exchange 2000/2003/2007/2010 Backup

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Restore Backup**
3. Select **Restoring - Search a Specific location for a list of backups**
4. Click **Next**
5. Select the MS Exchange Mail Level Backup (Brick level) that you'd like to restore
6. Select ALL the files in the backup and Click **Next**
7. The Restore will proceed as normal (see **Restoring a Full MS Exchange Database**)

### Restoring System State

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Restore Backup**
3. Select **Restoring - Search a Specific location for a list of backups**

### Restoring Active Directory on Windows 2003 or above

1. Restart the machine and enter the boot menu (Most commonly entered by clicking the F8 key)
2. Select the Active Directory safe mode boot option
3. Once entered into Windows safe mode, open the Backup Everything Client and restore like usual (see **Restoring- Search a Specific Location for a List Known Backups**)

### Restoring from Local Storage

Local storage allows you to keep a local copy of your data onsite for faster restore times in critical situations. The Local Restore option is available on the backup server selection screen (see **Running a Backup to Local Storage**)

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click **Restore Backup**
3. Click **Restore from Local Storage**
4. Select the files/folders to restore and proceed with the restore as usual (see **Restoring - Search a Specific location for a list of backups**)
5. Done

## For Windows

### Advanced Backup and Recovery

#### Advanced Restore Options

During the process of restoring backups, you are offered several optional advanced restore options.

1. Proceed with the restore as normal until you get to the screen below (see **Restoring - Search a Specific location for a list of backups**)
2. Click **Advanced restore options**

>>Overwrite files that already exist: This option will replace all existing files with the new restored files.

>>Skip files that already exist: This option will skip the restore of files that already exist at the restore location.

>>Remove the first “x” levels of directories from each listed file: This option will remove “x” number of hierarchical levels from the restored files

>>Pre-pend the following to every listed file: Pre-pending directory levels allows you to alter the path of the restore. You can send it to another server or simply to another directory. Combined with removing directory levels, you can change the path of restore files as needed.

#### Spanning a Large Initial Backup

The Spanning a large initial backup function is used to span an initial large amount of data over several days to avoid bandwidth slowdowns during peak operations times.

1. **Start > Programs > Backup Everything> Backup Everything**
2. Click on **Create a Backup Set**
3. **Choose** any file(s) and folder(s) to be backed up throughout your network
4. At the schedule creation screen, input the number of minutes that you’d like to run the backup for.

**NOTE:** In the example above, Spanning is set to (2hours). After the 2 hours have expired, the backup will automatically stop and rerun where it left off on the schedule’s frequency.

5. Continue with the backup as normal (see **Creating a Backup Set**)
6. Done

## For Windows

### Reports and Logs

#### Report Statuses

**Backup job was successful:** This message reports that all files were successfully backed up.

**Backup job was successful with exceptions:** This message reports that some files were skipped during the backup job. The most common reason is that the files were either open, in-use or locked during the backup.

**Backup job was cancelled:** This message reports that the backup job was cancelled by the backup owner.

#### Viewing Reports Listed by Backup Job

1. Click View list of reports by computer name
2. Click the appropriate + sign to bring up the list of backup or restore reports you wish to view
3. Proceed with displaying the report

#### Enabling Client Side Logs

1. From the main Client landing window Click **Preferences**
2. Click **Log**
3. Choose the Logs to enable

## For Windows

### Contact Us

If you have any questions, or require further assistance, contact us!

### Backup Everything Support

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