

## 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

*Figure 7 –Backup Menu*

*Figure 6 – Backup Set Drop Down*

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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.