

Manchester College Installation/Setup Guide

Table of Contents

Table of Contents.....	1
Installation for a New Account	1
Installation for Existing Accounts	3
Creating a Backup Set.....	4
Scheduling Backup Sets	6
Performing Manual Backups.....	6
Complete Restore	7
Partial Restore	8
Data Transfer Time Table	9

Installation for a New Account

- Open a browser and go to <http://its.manchester.edu/downloads>.
- Click the “Download Client”.
- Click the “Run” button.
- Click “Run” when/if an Internet Explorer security warning appears.
- The software will start installing.
- Close Internet Explorer while the software installation starts.
- Click “Next” when prompted.
- Click “Yes” to accept the license agreement and terms.
- Accept the default “Create a new account” option by clicking “Next”.
- Enter the required “Identification Information” then click “Next”.
- Enter the required “Billing Address Information” then click “Next”.
- Enter the desired “Login Information” then click “Next”.
 - Note: Use only alpha-numeric characters for the user name and password.
 - Note: If the user name selected is already in use the following error message will appear. “We’re sorry, the user name you entered has already been taken. Please try again.”
- Please wait while “Validating User Name...”.
- Enter Credit Card Information then click “Next”.
 - Card Number Format - xxxxxxxxxxxxxxxx
- Enter any desired comments then click “Next”.
- After verifying the “Registration Information” click “Next”.
- Please wait while account is registered.

Manchester College Installation/Setup Guide

- Click “OK” when notified that the registration process completed successfully.
- Click “Next” when prompted (the screen will mention the 30 day trial) to continue the client installation.
- Click “OK” to accept the default language selection of “English”.
- Please wait for rBAK client to finish installation.
- Uncheck “Launch Help”, check “Launch rBAK” and then click “Finish”.
 - Note: If Internet Explorer is still open the rBAK client may open behind it and cause confusion. Look in the taskbar for the “rBAK” button.
- Open the “Help” menu and select the “Perform Upgrade Now!” option!
- The client will be upgraded if an upgrade is available.
 - Note: Several screens may appear during this process and the client will close and restart.
 - Note: The client should update automatically in the future.

Manchester College Installation/Setup Guide

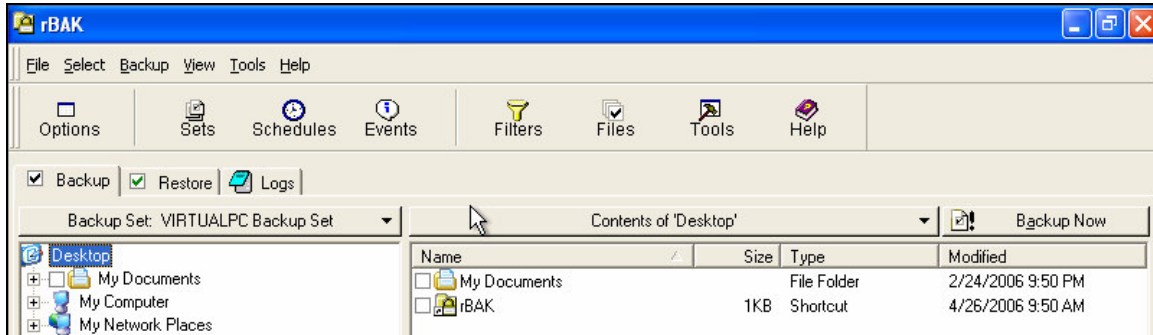
Installation for Existing Accounts

- Open a browser and go to [http:// its.manchester.edu/downloads](http://its.manchester.edu/downloads).
- Click the “Download Client”.
- Click the “Run” button.
- Click “Run” when/if an Internet Explorer security warning appears.
- The software will start installing.
- Close Internet Explorer while the software installation starts.
- Click “Next” when prompted (the screen will mention the 30 day trial).
- Click “Yes” to accept the license agreement and terms.
- Select “I already have an account” and enter the Username and password for the existing user then press “Next”.
- Click “Next”.
- Click “OK” to accept the default language selection of “English”.
- Please wait for rBAK client to finish installation.
- Uncheck “Launch Help”, check “Launch rBAK” and then click “Finish”.
 - Note: If Internet Explorer is still open the rBAK client may open behind it and cause confusion. Look in the taskbar for the “rBAK” button.
- Open the “Help” menu and select the “Perform Upgrade Now!” option!
- The client will be upgraded if an upgrade is available.
 - Note: Several screens may appear during this process and the client will close and restart.
 - Note: The client should update automatically in the future.
- Perform a “Complete Restore” as described elsewhere in this document if a catastrophic failure has occurred and the machine has been rebuilt.
- Create a backup set and schedule it as described elsewhere in this document.

Manchester College Installation/Setup Guide

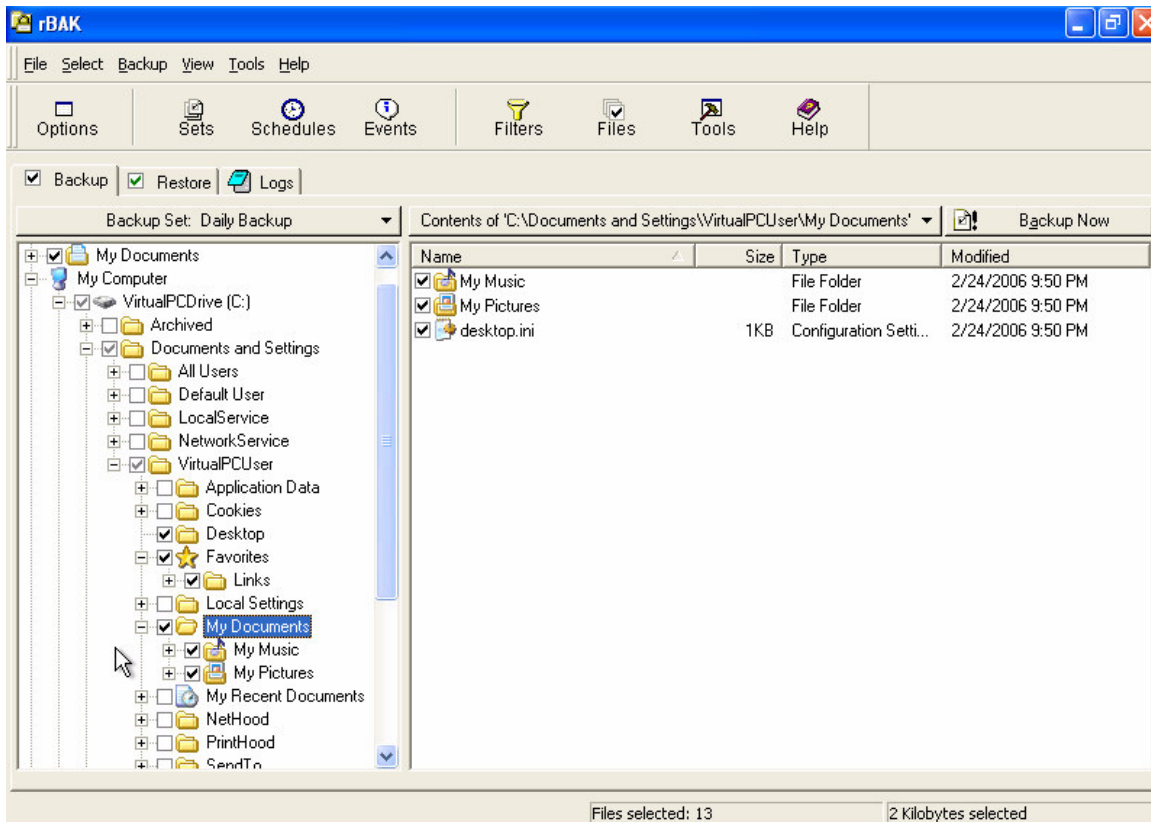
Creating a Backup Set


- Open the rBAK client if it is not already open.
- Click on the “Sets” button (see screen capture below).



- Click “Add” to add a new backup set.
- Enter an appropriate, descriptive name for the backup set like “Daily Backup” then click “Next”.
- Click “Next” to accept the default “Create an empty backup set” option.
- Click “Finish” to acknowledge the creation of the new backup set.
- Select the default backup set and click “Remove” to remove it.
- Click “Yes” to confirm the removal of the backup set.
- Click “OK” to exit the “Sets” dialog.
- In the left frame expand “My Computer” and select the desired folders for backup.
 - Suggested folders or data include:
 - My Documents
 - Desktop
 - Favorites
 - Windows Address Book
 - Outlook or Outlook Express data
 - Pictures
 - Discuss the various possible data with the customer to help them make good selections.
 - It is important to know that if another computer is backed up via a network connection (say an F: drive exists and is selected for backup) an additional client license is required. Customers must contact us to enable additional client licenses.
 - A sample screenshot follows.

Manchester College Installation/Setup Guide




- **Note the number of files included in and size of the backup set** as indicated in the lower right hand corner of the client. In the example above there are 13 files and 2 Kilobytes selected.
 - Note: The initial upload of large backup sets can take a long time to complete. The time required will vary based on the data set size and internet connection speed.
- The backup set will automatically be saved when the first backup is done or will prompt you to save it if the client is closed before running the backup set.
- Start the initial backup by clicking the  button.
- The backup status and progress will be displayed.
- When the rBAK status message appears click “OK” to acknowledge it noting that it should state “The backup completed successfully”.
 - See the log file to view backup details including any errors encountered.

Manchester College Installation/Setup Guide

Scheduling Backup Sets

- Open the rBAK client if it is not already open.
- Click the “Schedules” button.
- Enter an appropriate, descriptive name for the backup schedule such as “Daily Backup” then click “Next”.
- Click “Next”.
- Select the appropriate schedule type (“Daily backup” would be good in this case) then click “Next”.
- Select “Backup every” option and set it to 1 “day(s)”.
 - Note that the default is “Backup every weekday”.
- Click “Next” to accept the default of “Backup once on the backup day” option.
- Select an appropriate time for the backup to occur and use the default action of “Don’t perform any action after scheduled backup”.
 - Note that you should discuss this with the customer to make sure it fits their schedule.
- Make sure only the “Hide the application when this schedule is activated” option is checked and all others unchecked then click “Next”.
- Review the backup schedule information then click “Finish”.
- Click “OK” to exit the “Backup Set Schedules” dialog box.

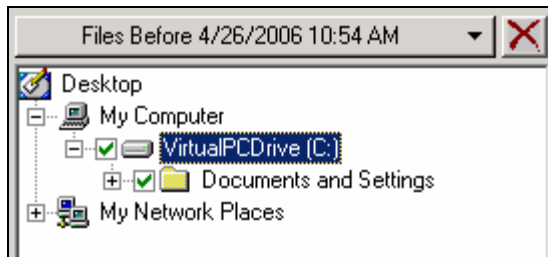
Performing Manual Backups


- Open the rBAK client if it is not already open.
- Select the desired backup set if there is more than one.
- Click the  button.
- The backup status and progress will be displayed.
- When the rBAK status message appears click “OK” to acknowledge it noting that it should state “The backup completed successfully”.
 - See the log file to view backup details including any errors encountered.

Manchester College Installation/Setup Guide

Complete Restore


- Install and open the rBAK client if it is not already installed and running.
 - Note: If the computer has been rebuilt it must have the same name that it did when the rBAK account was created.
- Select the restore tab and wait for it to build the file list.
 - Note that it could take a very long time to build a file list and the time required depends on the number of files in the backup sets.
- In the left frame expand “My Computer” and check the top-level item for restore.



- Note: It is possible that some backup items are in “My Network Places” also but it is unlikely as that would require an additional client license.
 - Note: If nothing is available under “My Computer” it usually means the computer was rebuilt and renamed. Change the name of the computer back to the original name (and reboot) to be able to restore the files.
- Click the  button to begin the restore of the selected items.
 - Click “OK” to “Copy files to original locations” when prompted.
 - Click “Yes to All” to replace existing files.
 - Note: This is NOT a good practice for a partial restore and should only be done for a complete restore on a new OS build.
 - Click “OK” to acknowledge the successful restore.

Manchester College Installation/Setup Guide

Partial Restore

- Open the rBAK client if it is not already running.
- Select the restore tab and wait for it to build the file list.
 - Note that it could take a very long time to build a file list and the time required depends on the number of files in the backup sets.
- Select the desired restore point from the drop-down list or proceed to use the default which is based on the most recent backup.
- In the left frame expand “My Computer” and check the desired folder where files and folder for restore are located.
 - Note: It is possible that some backup items are in “My Network Places” also but it is unlikely as that would require an additional client license.
- In the right frame select the desired files or folders for restore.
- Click the  button to begin the restore of the selected items.
- Select “Copy files to a temporary folder”, designate a valid folder, check “Rebuild folder hierarchy for restored files” and then click “OK”.
 - Note: Create a C:\Temp folder or something similar for temporary storage of restored files.
 - **Note: It is NOT recommended that files be restored to their original locations!**
- A status screen is displayed while the files are restored.
- Click “OK” to acknowledge the successful restore.
- Close rBAK
- View the temporary directory and if everything looks good move the restored files and folders to the desired locations.