



Laptop Backup - User Guide (Windows)

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TABLE OF CONTENTS

INSTALLATION

MONITOR

RESTORE

ADVANCED OPTIONS

Adding Backup Content

Filtering Contents from Backups

Perform An On-Demand Backup

Managing Jobs

Install Updates

Schedule a Backup

View Backup Job Details

Download a File

Restore Data From a Specific Time Range

Finding Data within a Specific Folder

Finding Data with a Specific Modified Time

Deleting a Schedule

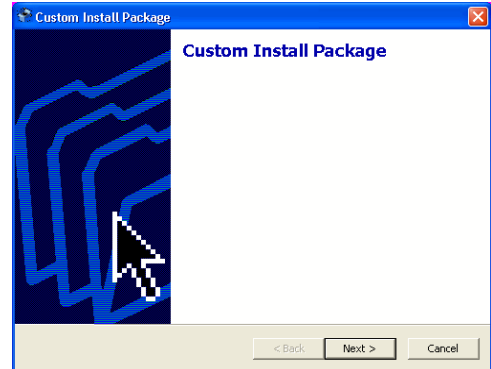
Installation - Laptop User

Installation | Monitor | Restore

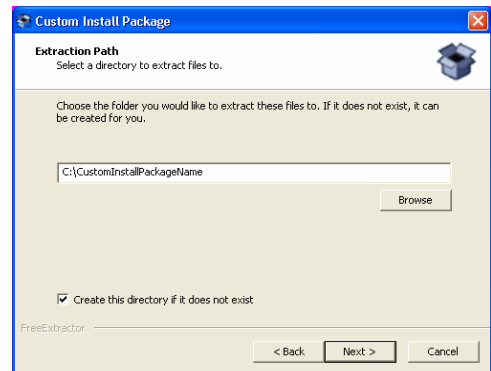
< Previous Next >

Use the following steps to install laptop software on your laptop using the installation package provided by your administrator:

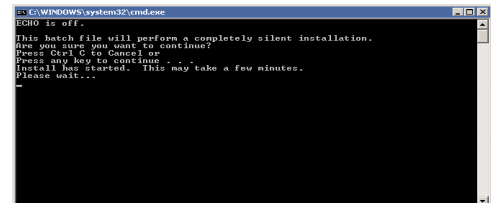
1. Locate the **WindowsCustomPackage** provided by administrator and double-click the .exe file to start the installation.
2. Click **Next**.



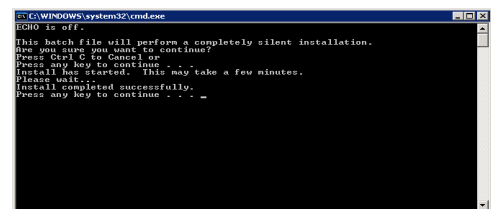
3. Verify the default location for Custom Package extract files.
Click **Browse** to change the default location.
Click **Next**.



4. The silent installation procedure begins with the command prompt option. Press any key to proceed with the installation.
The installation proceeds silently with the message, "Please Wait...". This might take several minutes to complete.



5. When the installation is complete, a success message will be displayed.

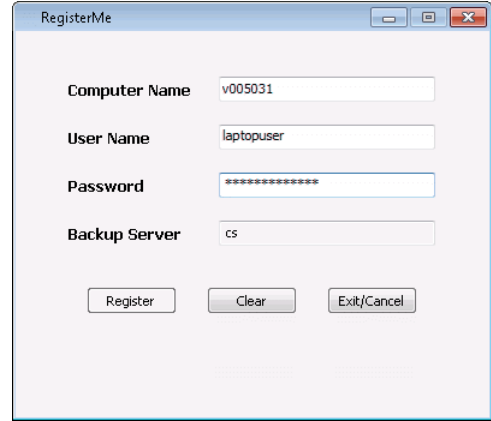
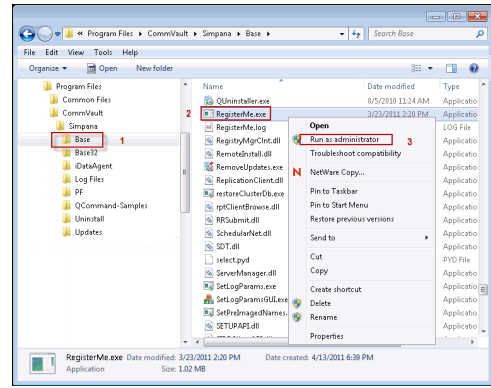


If you have installed the software and your laptop is registered, click **Next >** button available at the bottom of the page to proceed to the **Monitor** section.

If you have installed the software in decoupled mode, use the following steps to register your laptop.

6.
 - Locate the **RegisterMe.exe** utility from `<Software_Installation_Directory>/base` folder.
 - Right-click the **RegisterMe.exe** and then click **Run as Administrator**.

7.
 - Specify CommCell user name in **Computer Name**.
 - Specify the user account information provided by the administrator in the **UserName** and **Password**.
 - Click **Register**.



8. Your client is now registered.



Registration was successful.

Computer Name:
User Name:
Backup Server: cs

You may exit out of the GUI now.



Monitor - Laptop User

[Installation](#) | [Monitor](#) | [Restore](#)

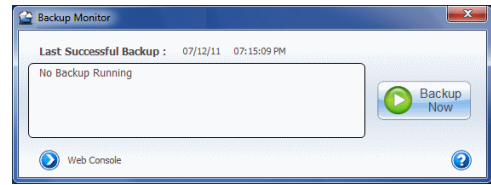
[◀ Previous](#) [Next ▶](#)

After installing the custom package, the backup will be performed based on the schedule set by the Administrator.

You can now monitor the backup jobs on your laptop using the **Backup Monitor** that runs on the system tray. Using the Backup Monitor you can view, control and initiate backup operations. The monitor also includes link to launch the Web Console.

Follow the steps described below to monitor your backup job:

1. From the **System Tray**, double-click the **Backup Monitor** utility icon.
Alternatively:
 - Click the **Start** button on the Windows task bar and then click **All Programs**.
 - Select **Bull Calypso** from the Programs menu and then select **Calypso**.
 - Click **Backup Monitor**.
2. The summary of the backup jobs that was previously run on your laptop will be displayed on **Backup Monitor** dialog box.




[◀ Previous](#) [Next ▶](#)

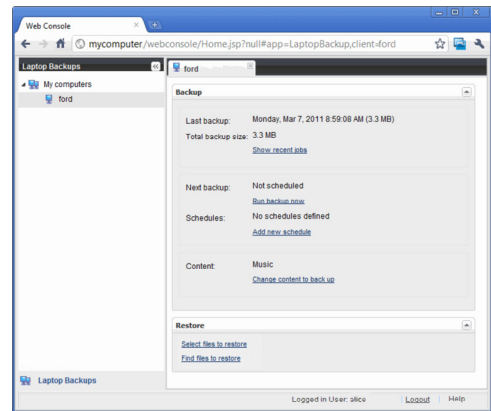
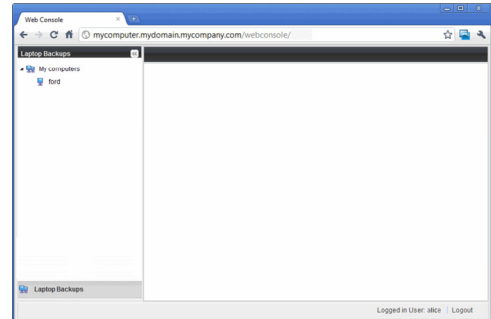
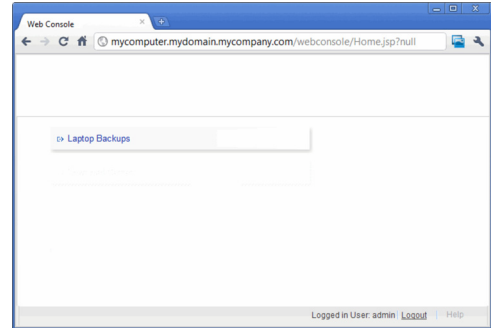
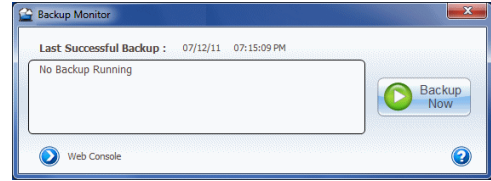
Restore - Laptop User

Installation | Monitor | **Restore**

◀ Previous Next ▶

Use the following steps to restore your backup job:

1. From the **System Tray**, double-click the **Backup Monitor** icon .
2. From **Backup Monitor** dialog click **Web Console** link.
Alternatively,
 - From the **System Tray**, right-click the **Backup Monitor** icon and click **Web Console**.
3. Click **Laptop Backups** to perform browse and restore operations of the backed up data.
4. Your client computer will be listed in left pane under the **Laptop Backups**.
5. Click the **<client_computer>**.
The summary of the client computer will be displayed on the right pane.
6. From the Web Console, click **Select files to restore**.



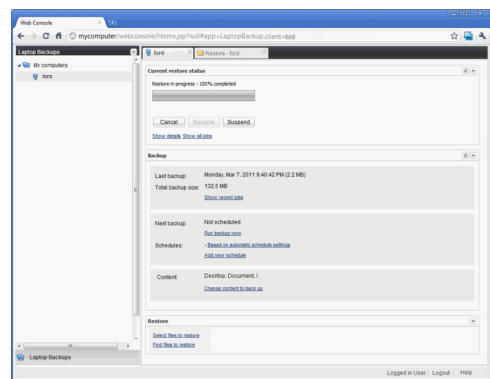
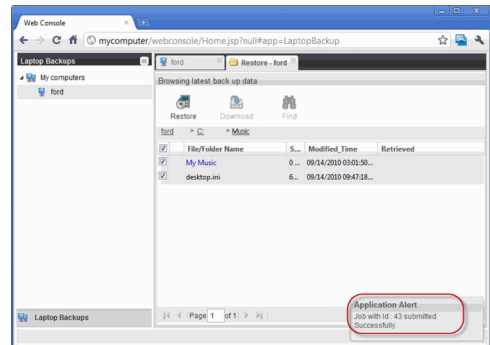
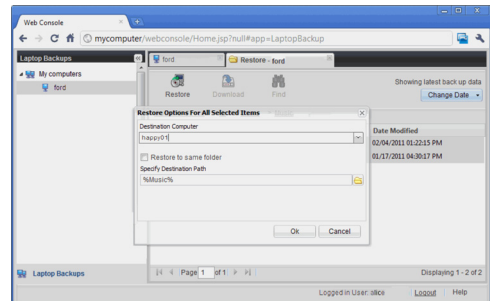
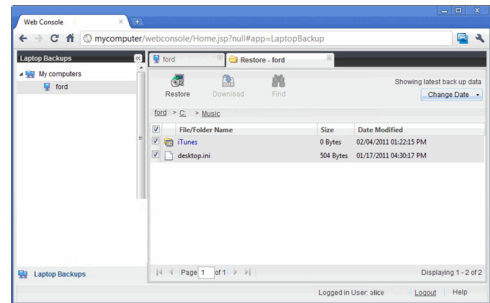
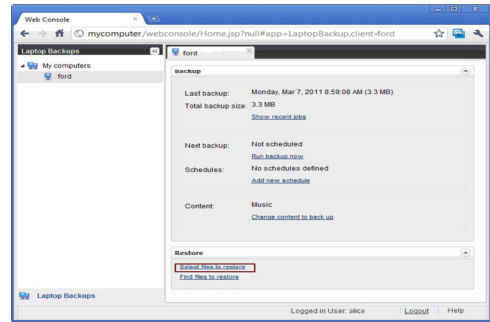
- Navigate and select the files and folder that you want to restore.
Click **Restore**.

You can bookmark the **Restore** tab page for quick browsing in future.

- From the **Destination Computer** list, click the name of the client computer.
 - By default, **Restore to same folder** will be selected. Clear the **Restore to same folder** checkbox.
 - Specify the path in the **Specify Destination Path** box to change the default location.
 - Click **OK**.

- You will be prompted with a message restore job has been submitted.

- You can monitor the progress of the restore job by clicking the **<Client>** in the left pane to see the status of the submitted job.



Advanced Options - Laptop User

TABLE OF CONTENTS

Adding Backup Content

Filtering Contents from Backups

Configuring Exclusions To Filters

Supported Wildcards in Regular Expressions

Perform An On-Demand Backup

Managing Jobs

Controlling Jobs

Install Updates

Schedule a Backup

View Backup Job Details

Download a File

Restore Data From a Specific Time Range

Finding Data within a Specific Folder


Finding Data with a Specific Modified Time

Deleting a Schedule


ADDING BACKUP CONTENT

By default, the content of the folder specified by the Administrator in the Create A Subclient Policy will get backed up. If you want to backup files or folders other than the folder(s) specified by the Administrator, use the following steps:

1. From the Web Console, click **<Client_Computer>** on the left pane.
2. Click **Change content to back up** to add or modify additional content to backup.
3. In the **Manage Content** dialog box, perform either of the following to specify the content:

- o Click **Browse** icon  to browse for content e.g., Document or Music e.t.c., in **Browse** dialog box and click **OK**.

The content will be displayed in the **Manage Content** dialog box.

- o Click **Add** icon  to type the path in the **Manage Content**.

You can also use the wildcard characters to specify the file or folder patterns. For example:

C:*.docx

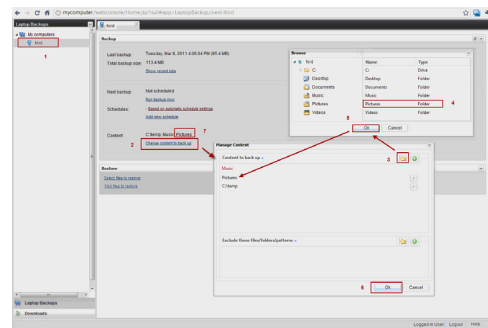
C:\temp\doc*

C:\temp\doc***

The content will be displayed in the **Manage Content**.

Default content set by administrator will be shown in red highlight and can not be edited.

4. The content specified for backup will be displayed in the **Content** area.
5. Click **OK**.



FILTERING CONTENTS FROM BACKUPS


Prior to backups, you can set filters to prevent specific type of files from being backed up. Filters can also be used to exclude certain system-related files and application files which consistently fail during a backup operation and are not integral to the operation of the system or application.

CONFIGURING EXCLUSIONS TO FILTERS


You can set filters to prevent specific type of files from being backed up. Follow the steps given below to configure filters from backups:

1. From the Web Console, click **<Client_Computer>** on the left pane.
2. Click **Change content to back up** to add or modify additional content to backup.

3. Under **Exclude these files/folders/patterns**, perform either of the following to exclude the content from backups:

- Click **Browse**  icon and click file, folder, or directory that you want to exclude from backup operation and click **OK**.

The content will be displayed in the **Manage Content**.

- Click **Add** icon  to type the path to files and folders that you want to exclude. You can also use the wildcard characters to specify the file or folder patterns. For example:

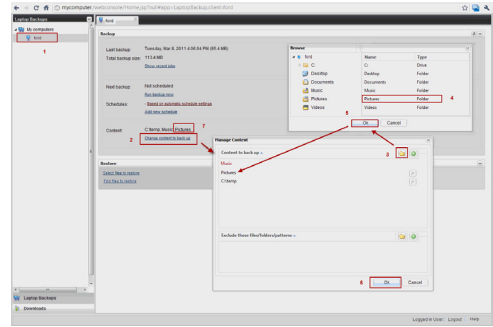
***.docx**

C:\temp\doc*

C:\temp\doc***

The content will be displayed in the **Manage Content**.

Default content set by administrator will be shown in red highlight and cannot be edited.



- 4. The content specified for exclude will be displayed in the **Content** area.
- 5. Click **OK**.

SUPPORTED WILDCARDS IN REGULAR EXPRESSIONS

The following wildcard characters can be automatically detected in regular expression when backing up or excluding the files or folders:

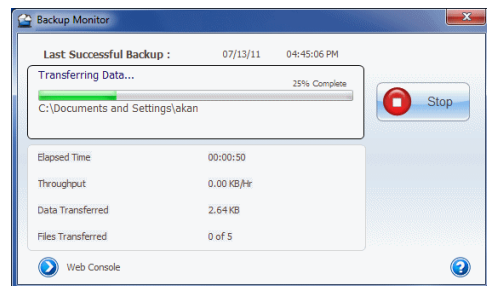
Wildcards	Description	Example
*	Any number of any characters.	*.doc - any file name with the extension ".doc" (e.g., status.doc, mission.doc) a*.dll - any file name that begins with "a" and has the extension .dll (e.g., alsvc.dll, advdcc.dll)
?	Any one character.	access? - any file name that begins with- "access" followed by any one character (e.g., access1, access5).
**	Any directory level.	C:**\move.cpp - the file named move.cpp located at any directory level under the c: drive. (e.g., c:\info\com\move.cpp) C:\sys*** - all directories starting with sys will be filtered.
[]	Any range of characters.	[ei]nsure.doc - any file name that ends with "nsure.doc" and begins either "e" or "i". (e.g., ensure.doc, insure.doc) [a-m].doc - any file name that ends with ".doc" and begins with the letters "a" through "m" inclusive.
[!]	The negation of a range of characters.	[!ei]nsure.doc - any file name that ends with "nsure.doc", but does not begin with "e" or "i". (e.g., unsure.doc)

PERFORM AN ON-DEMAND BACKUP

Use the following steps to perform an on-demand backup:

FROM BACKUP MONITOR

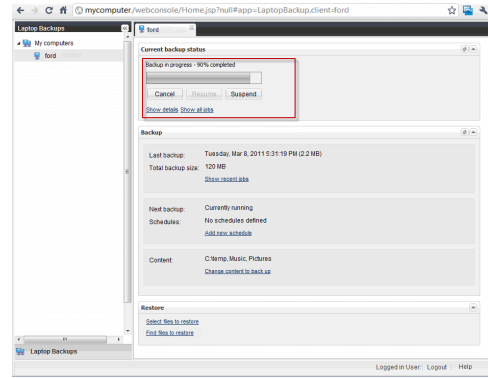
1. From the **System Tray**, double-click the **Backup Monitor** utility icon.
2. Click **Backup Now** button.
3. The job status changes to **Backup in progress on Server, Transferring Data**. You can track the progress of the job from the monitor.



FROM WEB CONSOLE

1. From the Web Console, click **<Client_Computer>** on the left pane.
2. Click **Run backup now** in the right-pane.
3. You can track the progress of the job from the **Current backup status**.
4. To view the details of the current backup job, click **Show details**.

- When the backup job is complete, the **Current backup status** shows **Backup completed successfully**.



MANAGING JOBS

Jobs can be managed in a number of ways. The following sections provide information on the different job management options available:

CONTROLLING JOBS

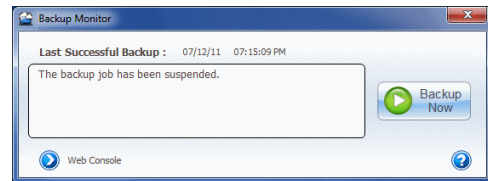
The following controls are available for running jobs in the Job Controller window:

SUSPEND	Temporarily stops a job. A suspended job is not terminated; it can be restarted at a later time.
RESUME	Resumes a job and returns the status to Waiting, Pending, Queued, or Running. The status depends on the availability of resources, the state of the Operation Windows, or the Activity Control setting.

SUSPENDING A JOB

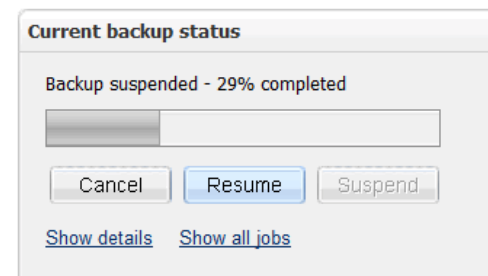
FROM BACKUP MONITOR

- From the **Backup Monitor** dialog box, click the **Stop** button.
- The job status may change to **Stopping..** for a few moments while the operation completes. Once completed, the job status then changes to **The backup job has been suspended**.



FROM WEB CONSOLE

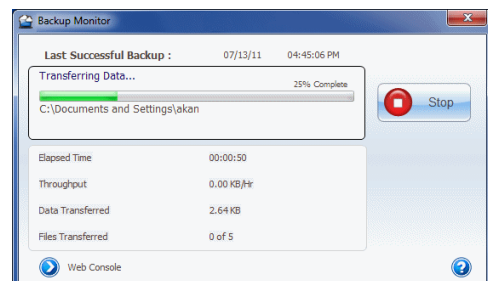
- From the **Current backup Status** of the Web Console, click **Suspend**.
- The job status then changes to **Backup Suspended**.



RESUMING A JOB

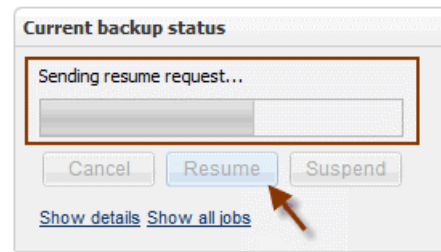
FROM BACKUP MONITOR

- From the **Backup Monitor** dialog box, click **Backup Now** button.
- The job status changes to **Backup in progress on Server, Transferring Data**.



FROM WEB CONSOLE

1. From the **Current backup Status** of the Web Console, click **Resume**.
2. The job status changes to **Sending resume request...**



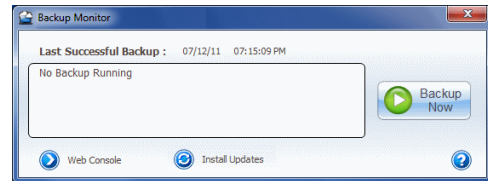
INSTALL UPDATES

1. From the **System Tray**, double-click the **Backup Monitor** utility icon.
2. From **Backup Monitor** dialog, click **Install Updates** link.

Install Updates link will appear only if the updates are available.

You will be prompted with a message install update job has been submitted.

3. The **Backup Monitor** dialog will be closed.



SCHEDULE A BACKUP

Use the following steps to schedule a backup:

1. From the Web Console, click **<Client_Computer>** on the left pane.
2. Click the **Add new schedule**.
3. From the **Add new backup schedule** dialog box that appears, select the appropriate scheduling options. For example:
 - o Click **Automatic**.
 - o Specify the number of hours in **Minimum hours between jobs** box to start a backup job if the below criteria is/are satisfied.
 - o Specify the number of hours in **Maximum hours between jobs** box to start a job even if the below criteria is/are not satisfied.
 - o Set the following criteria's to run an automatic backup:

Select **Start only on AC power** to run the job only when the computer is on A/C power.

Select **Stop if battery mode** begins to stop the job if the computer is switched to battery mode.

Select **Start only if CPU usage percentage is below** option and specify the number to run the job when CPU utilization is below the specified percentage.

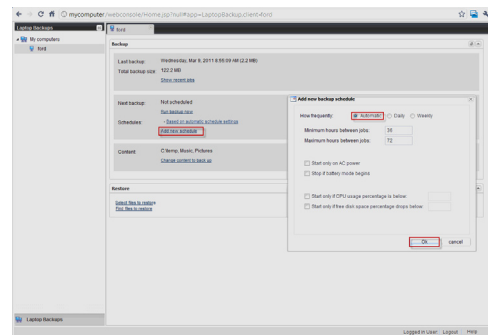
Select **Start only if free disk space percentage drops below** and specify the number to run the job when disk space is below the specified percentage.

- o Click **OK** to save the schedule.

The backup job will execute as per the schedule.

4. The newly created schedule will be displayed under **Schedules** as **Based on automatic schedule settings**.

Default automatic schedule set by administrator will be shown in red highlight and cannot be edited.

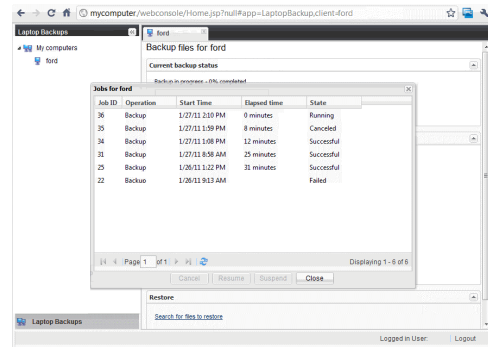


VIEW BACKUP JOB DETAILS

Use the following steps to view the details of backup job:

1. From the Web Console, click **<Client_Computer>** on the left pane.
The summary of the client computer will be displayed in the right-pane.
2. If any backup jobs are running, you can track the progress of the job from the **Current backup status**.

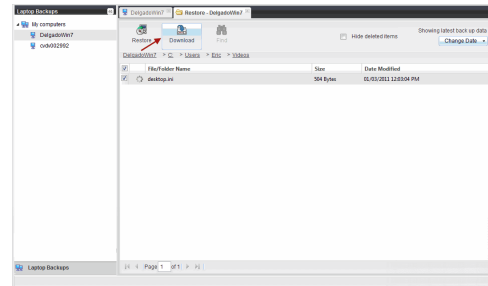
- To view the details of the running job, click **Show details**.
- To view all the jobs ran on this client computer, click **Show all jobs** or **Show recent jobs**.
Jobs for <client_computer> dialog box will be displayed with recent jobs.
- Click **Close**.



DOWNLOAD A FILE

Use the following steps to download a file:

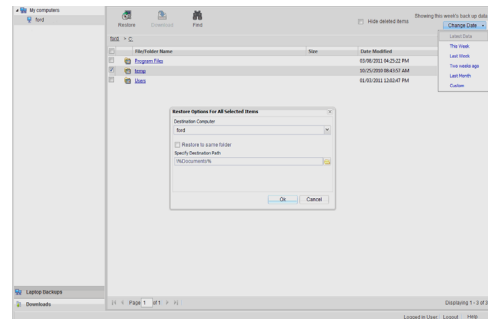
- From the Web Console, click **<Client_Computer>** on the left pane.
The summary of the client computer will be displayed in the right-pane.
- Click **Select files to restore**.
- Navigate and select a file.
- Click **Download** icon.
- Specify the location where the file needs to be downloaded in the Web Browser's download dialog box.
- You will be prompted with a message restore job has been submitted.



RESTORE DATA FROM A SPECIFIC TIME RANGE

Follow the steps described below to browse and restore data that was backed up some time earlier or within a specific time range:

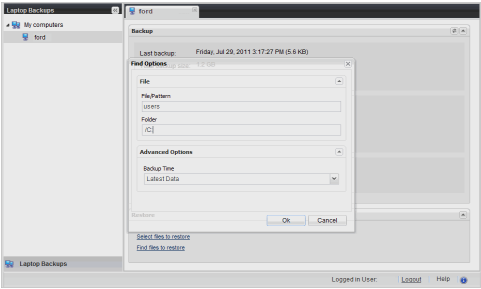
- From the Web Console, click **<Client_Computer>** on the left pane.
- From **Change Date** list select one of the following options:
 - This Week**
 - Last Week**
 - Two Weeks ago**
 - Last Month**
 - Custom** - For custom perform the following
 - Select the time range in **To** list.
 - Select **From** box and specify the time range.
 - Click **OK**.
- Navigate to the file to be restored on the right pane.
- Click **Restore** icon.
- From the **Destination Computer** list, click the name of the client computer.
- By default, **Restore to same folder** will be selected. Clear the **Restore to same folder** checkbox if you wish to restore at different location.
- Specify the path in the **Specify Destination Path** box to change the default location.
- Click **OK**.
- You will be prompted with a message restore job has been submitted.
You can monitor the progress of the restore job by clicking the **<Client>** in the left pane to see the status of the submitted job.



FINDING DATA WITHIN A SPECIFIC FOLDER

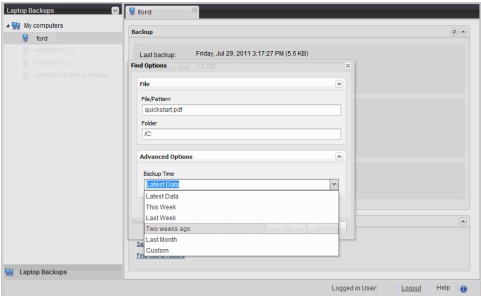
- From the Web Console, click **<Client_Computer>** on the left pane.
- Click **Find Files to restore** on the right pane.
- In **Find options** dialog box, type the file name or folder name in the **File/Pattern** box.

4. Click **OK**.



FINDING DATA WITH A SPECIFIC MODIFIED TIME

1. From the Web Console, click **<Client_Computer>** on the left pane.
2. Click **Find files to restore** on the right pane.
3. In **Find options** dialog box, type the file name or folder name in the **File/Pattern** box.
From the **Backup Time** list, select the time range (such as Latest Data, This Week, Last Week, etc.) when the files were modified.
4. Click **OK**.



DELETING A SCHEDULE

1. From the Web Console, click **<Client_Computer>** on the left pane.
2. From the **Schedules**, click the schedule you wish to delete.
3. Click **Delete Schedule** button.
4. From the **Confirm Delete** dialog box, click **Yes**.

