

Laptop Backup - User Guide (Windows)

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Installation - Laptop User

Installation Monitor Restore

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.

	😤 Custom Install Package
	Custom Install Package
	🗣 Custom Install Package 🛛 🔀
	Extraction Path Select a directory to extract files to.
	Choose the folder you would like to extract these files to. If it does not exist, it can be created for you.
	C:\CustomInstallPackageName
	✓ Create this directory if it does not exist FreeExtractor
	<back next=""> Cancel</back>
any ht	CONVEXENTATIONSCIPATIONS CONTINUES.
	STC(WMNOWS/systemSZ/redeate ECHO is off. This hatch file will perform a completely silent installation. After you have be some instant of the some some some some some some some som

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Next 🕨

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.

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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.

- 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.

Edit View Tools Help				
ganize 🔻 💼 Open New folder			1	
Program Files	Name		Date modified	Type
Common Files	🐞 QUninstaller.exe		8/5/2010 11:24 AM	Applicatio
CommVault 2	RegisterMe.exe	Open	3/23/2011 2:20 PM	Applicatio
Simpana	RegisterMe.log	Run as admin		LOG File
Base 1	RegistryMgrCInt.dll	Troubleshoot		Applicatio
Data0.cent	Remoteinstall.dll RemoveUpdates.exe			Applicatio Applicatio
Log Files	ReplicationClient.dll	NetWare Cop	y	Applicatio
🔒 PF	restoreClusterDb.exe	Pin to Taskba	r	Applicatio
🔒 QCommand-Samples	s rptClientBrowse.dll	Pin to Start M	enu	Applicatio
🖓 Uninstall	🗟 RRSubmit.dll	Restore previo	ous versions	Applicatio
鷆 Updates	🗟 SchedularNet.dll	Send to		Applicatio
	🗟 SDT.dll			Applicatio
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	🗟 ServerManager.dll	Copy		Applicatio
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	船 SetLogParamsGULexe			Applicatio
	SetPreImagedNames.	😨 Rename		Applicatio
	🗟 SETUP.API.dii			Applicatio
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Computer Name				×
	v005031 laptopuser			×
Computer Name		****		×
Computer Name User Name Password	laptopuser	****		×
Computer Name User Name	laptopuser	****		X
Computer Name User Name Password	laptopuser		t/Cancel	X
Computer Name User Name Password Backup Server	laptopuser ******** cs			×
User Name Password Backup Server	laptopuser ******** cs			×
Computer Name User Name Password Backup Server	laptopuser ******** cs			×



Computer Name: User Name: Backup Server: cs

You may exit out of the GUI now.

OK	
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Monitor - Laptop User

Installation Monitor Restore

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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.

ast Successful Backup: 07/12/11 07:15:09 PM	
o Backup Running	
	Backup Now
Web Console	0

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Restore - Laptop User

Installation Monitor Restore

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.

Backup Monito Last Successful Backup : 07/12/11 07:15:09 PM No Backup Running Backup Now Web Console 2 Web Console ← → C ff ③ mycomputer.mydomain.mycompany.com/ به 🚘 ⇔ Laptop Backups Logged in User: admin Logout Web Console ← → C fi ③ my 습 📮 🥄 My computers 👷 Laptop Bac Web Console ← → n ③ mycom ☆ 🔄 🔍 Laptop Backups 星 ford ▲ 🐏 My computers
♀ ford Monday, Mar 7, 2011 8:59:08 AM (3.3 MB) 3.3 MB Not scheduled Add new schedul Select files

Find files to restore

Logged in User: alice

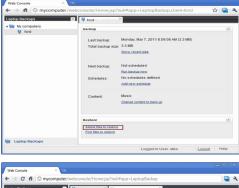
Logout

Laptop Ba

6. From the Web Console, click **Select files to restore**.









8. • From the **Destination Computer** list, click the name of the client computer.

Navigate and select the files and folder that you want to restore.

• By default, **Restore to same folder** will be selected. Clear the **Restore to same folder** checkbox.

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

- Specify the path in the **Specify Destination Path** box to change the default location.
- Click OK.

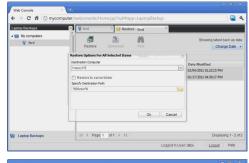
Click Restore.

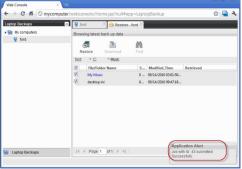
future.

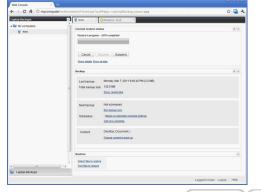
7.

9. 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.







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Advanced Options - Laptop User

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Adding Backup Content

Filtering Contents from Backups Configuring Exclusions To Filters Supported Wildcards in Regular Expressions

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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:
 - Click Browse icon is 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.

• Click Add icon with the 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**.

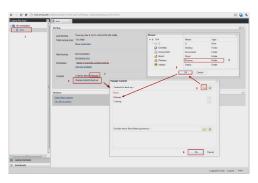
FILTERING CONTENTS FROM BACKUPS

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 ito 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:

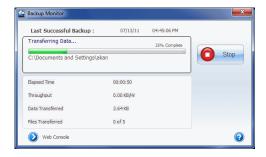
Wildcards	Description	Example			
*	Any number of any characters.	*.doc - any file name with the extension ".doc" (e.g., status.doc, mission.doc)			
		a*.dll - any file name that begins with "a" and has the extension .dll (e.g., alsvc.dll, advdcc.dll)			
?	Any one character.	ccess? - any file name that begins with- "access" followed by any one character (e.g., access1, access5).			
**	, ,	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.
- The job status changes to Backup in progress on Server, Transferring Data.
 You can track the progress of the job from the monitor.

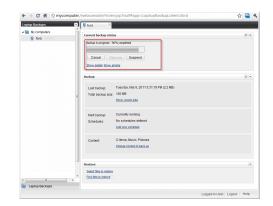


FROM WEB CONSOLE

- 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.



5. 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.
	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

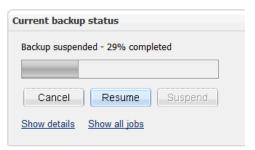
FROM BACKUP MONITOR

- 1. From the Backup Monitor dialog box, click the Stop button.
- 2. 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**.

Last Successful Backup : 07/12/11 07:15:09 PM	
The backup job has been suspended.	Backup Now

FROM WEB CONSOLE

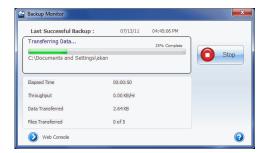
- 1. From the Current backup Status of the Web Console, click Suspend.
- 2. The job status then changes to **Backup Suspended**.



RESUMING A JOB

FROM BACKUP MONITOR

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



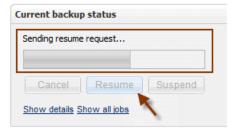
FROM WEB CONSOLE

1. From the Current backup Status of the Web Console, click Resume.

1. From the System Tray, double-click the Backup Monitor utility icon.

2. From Backup Monitor dialog, click Install Updates link.

2. The job status changes to Sending resume request...





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

Install Updates link will appear only if the updates are

3. The Backup Monitor dialog will be closed.

available.

SCHEDULE A BACKUP

INSTALL UPDATES

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:
 - Click Automatic.
 - Specify the number of hours in **Minimum hours between jobs** box to start a backup job if the below criteria is/are satisfied.
 - $\circ~$ Specify the number of hours in Maximum hours between jobs box to start a job even if the below criteria is/are not satisfied.
 - $\circ\;$ Set the following criteria's to run an automatic backup:

Select $\ensuremath{\textbf{Start}}$ only on $\ensuremath{\textbf{AC}}$ 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.

 $\circ~$ Click ${\bf OK}$ 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.

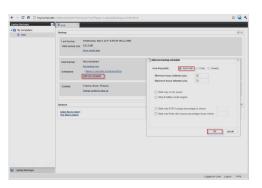
VIEW BACKUP JOB DETAILS

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**.



- 3. 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.

5. Click Close.

星 ford		Curre	nt backup status			
	_	Sec.	un in program + 0% comp	lated		
	Jobs for					×
	Job ID	Operation	Start Time	Elapsed time	State	
	36	Backup	1/27/11 2:10 PM	0 minutes	Running	
	35	Backup	1/27/11 1:59 PM	8 minutes	Canceled	-
	34	Backup	1/27/11 1:08 PM	12 minutes	Successful	
	31	Backup	1/27/11 8:58 AM	25 minutes	Successful	
	25	Backup	1/26/11 1:22 PM	31 minutes	Successful	
	22	Backup	1/26/11 9:13 AM		Failed	
	14-4	Page 1 of 1	। २ अ दि		Displaying 1 - 6 of	6
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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.
- 2. Click Select files to restore.
- 3. Navigate and select a file.
- 4. Click Download icon.
- Specify the location where the file needs to be downloaded in the Web Browser's download dialog box.
- 6. 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:

- 1. From the Web Console, click *<Client_Computer>* on the left pane.
- 2. 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.

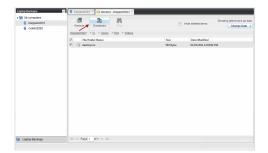
Click OK.

- 3. Navigate to the file to be restored on the right pane.
- 4. Click Restore icon.
- 5. From the **Destination Computer** list, click the name of the client computer.
- 6. By default, **Restore to same folder** will be selected. Clear the **Restore to same folder** checkbox if you wish to restore at different location.
- 7. Specify the path in the Specify Destination Path box to change the default location.
- 8. Click OK.
- 9. 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

- 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.



★ My computers ♀ ford	Restore Down			🗇 Hide deleted items	Ehowing this week's back up data Change Date
	Tant > 0. Pile/Folder N Togram File Togram File Togra		Size	Date Modified 05/06/2011 04:25:22 PM 10/25/2010 08:43:57 AM 01/03/2011 12:02:47 PM	Latest Data The Week Last Week Last Week Last Month Coalore
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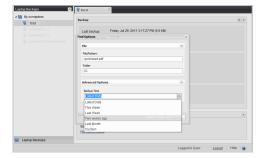
# 🔜 My computers		
stord	Backup	0
	Last backup: Friday, Jul 29, 2011 3:17:27 PM (5.6 KB)	
	Find Options up size: 12 GB	×
	File	
	Pie/Pattern	
	users	
	Folder (C)	
	164	
	Advanced Options	
	Badiup Time	
	Latest Data	1
	Restore Ok Cancel	
	Select files to restore	
	Find files to restore	
Laptop Backups		

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 ${\color{black}{<} \textit{Client_Computer}{>}}$ 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**.

