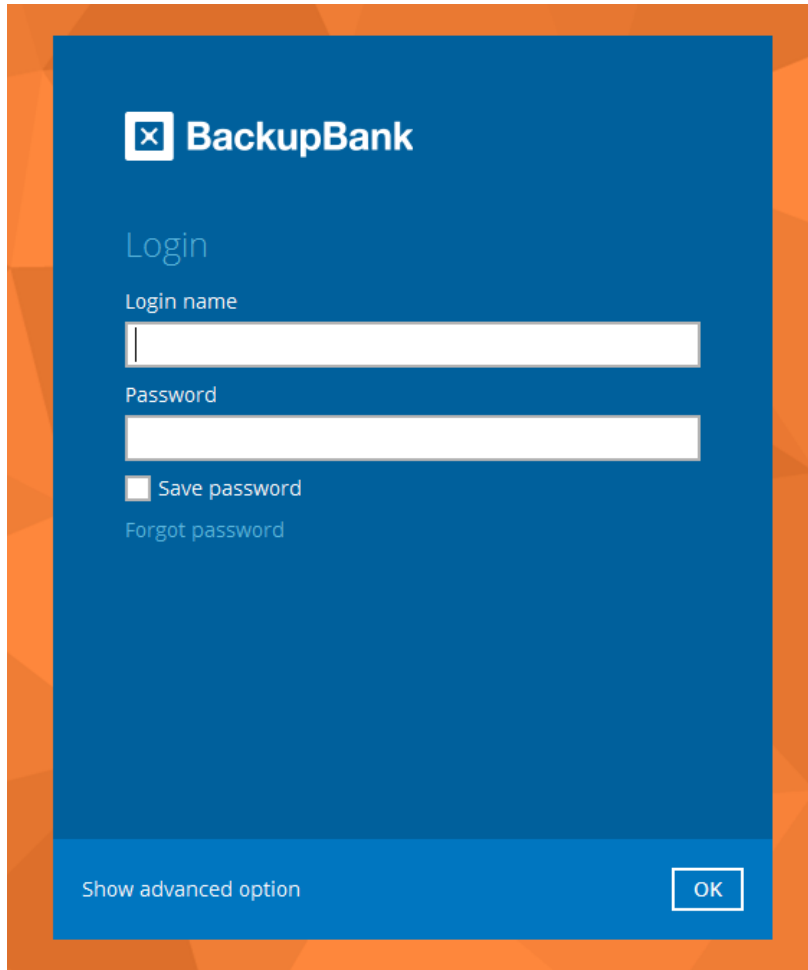


## Guide for oprettelse af backup sets

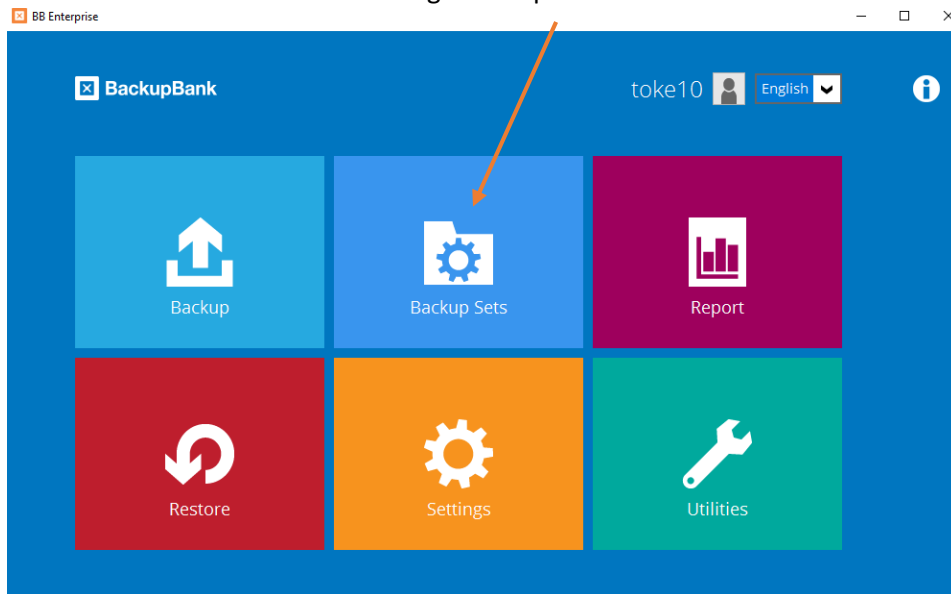
- 1) Start klienten og log ind med brugernavn og password.

Hvis du ikke kan finde dit brugernavn og password på tidligere tilsendte mails kan du kontakte os på mail: [support@backupbank.dk](mailto:support@backupbank.dk)



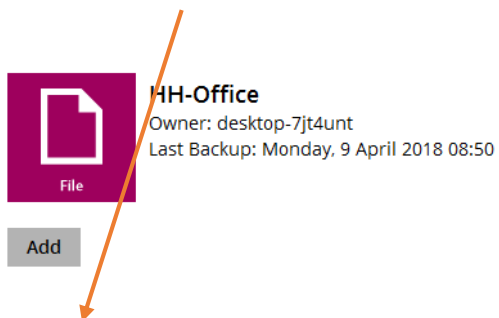
The image shows a login dialog box for BackupBank. The dialog has a blue background with an orange border. At the top left is the BackupBank logo, which consists of a white square with a blue 'x' inside, followed by the text 'BackupBank' in white. Below the logo is the word 'Login' in white. There are two white input fields: the first is labeled 'Login name' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Save password'. Below the checkbox is a link labeled 'Forgot password'. At the bottom left of the dialog is the text 'Show advanced option' and at the bottom right is a white button with the text 'OK'.

- 2) Efter klienten er startet skal du vælge backup sets



- 3) Vælg herefter "add" for tilføje et nyt backupset.

## Backup Sets



- 4) I name skal du skrive det ønskede navn for backup set.  
Evt. "kontor-PC-Jens-Jensen" Vælg Filebackup medmindre andet er nødvendigt, eks. Ved backup af system som exchange, lotus notes, cloud files og sql.

# Create Backup Set

Name

Backup set type

- 5) Vælg de filer som man ønsker backup af.  
Hvis de ikke findes i hovede menu kan de findes manuel nedenfor.  
Se ”i would like to choose the files to backup”

## Backup Source

Select the files and folders that you want to backup

- Desktop
- Documents
- Favorites
- Outlook

### Filter

Apply filters to the backup source

Off

[I would like to choose the files to backup](#)


- 6) Vælg hvor ofter man ønsker backup.  
Husk maskinen skal være tændt og have net forbindelse for at kunne tage backup.  
Man kan redigere den eksisterende schedule, dette kan også gøres senere.

## Schedule

Run scheduled backup for this backup set

On

Existing schedules


 Backup Schedule  
Daily (Everyday at 20:00)

Add


- 7) Vælg backup type, som standard vælg altid sequentiell, destinationen skal ikke ændres.

## Destination

Backup mode

Sequential 

Existing storage destinations

 BackupBank Cloud

Add



- 8) Her fravælges Open direct.  
Kontakt os hvis du ønsker Open direct, vi anbefaler dog man ikke bruger dette.

## OpenDirect

OpenDirect

Off

Support of opening backup data directly without restoration.

When OpenDirect is enabled, to optimize restore performance both compression and encryption will be disabled for this backup set.

Once OpenDirect is enabled and the setting is saved, it cannot be disabled without re-creating the backup set.

- 9) Backup encryption: Vi anbefaler at man vælger at bruge encryption. Metoden kan vælges nedenfor. Ved default er skal man lave et password specifikt til backup set. Som udgangspunkt kan vi anbefale man bruger "user password"

## Encryption

Encrypt Backup Data  
On

Encryption Type  
Default ▼  
Default  
User password  
Custom

- 10) Skriv kode til encryption og gem den et sikkert sted, gerne i password husker eller på et stykke papir opbevaret et sikkert sted. Uden encryption key kan man ikke restore en filer. Hvis man mister sin encryption key kan man få den genskabt gennem os, dette er dog en kompliceret process og derfor ikke en gratis service, kontakt os for mere informtion.

Encrypt Backup Data  
On

Encryption Type  
Default ▼

You are advised to write this encryption key down on paper and keep it in a safe place. You will need it when you need to restore your files later. Please confirm that you have done so.

●●●●●●  
Unmask encryption key

Copy to clipboard Confirm

- 11) For at klienten kan tage backup af alle filer og fra låst bruger skal man angive adgangs oplysninger til brugeren.

## Windows User Authentication

Domain Name (e.g Avalonia.com) / Host Name  
DESKTOP-7JT4UNT

User name  
16022017

Password

12)

# Congratulations!

"default-backup-set-name-1" is successfully created.