



Servosity PRO/STD File Backup Introduction

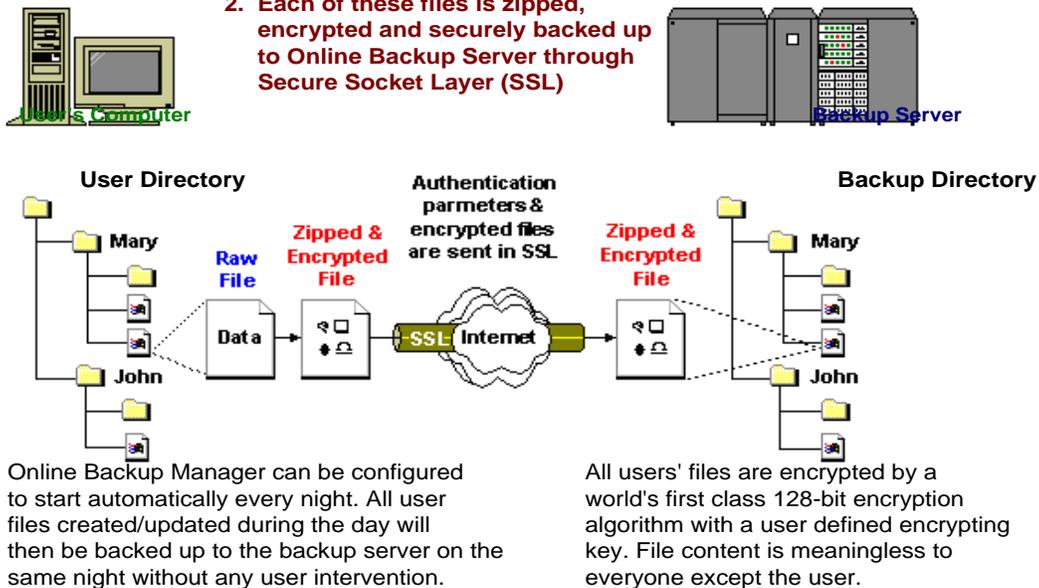
This chapter describes the backup process and specifically how Servosity PRO/STD backs up files to its servers.

1.1 How files are backed up

The diagram below describes the process behind how Servosity PRO/STD backs up your files to its servers.

Backup Operations:

1. Collect all files which are new or have been updated since last backup
2. Each of these files is zipped, encrypted and securely backed up to Online Backup Server through Secure Socket Layer (SSL)



Backups will run at a scheduled time automatically

Once you have set your scheduled backup, a backup job will be started automatically to perform the backup operation that you have specified. You can have the backup run at a scheduled time as often as you want (e.g. twice a day or hourly during office hour) without requiring you to do any extra work.

After the initial backup all following backups will be incremental

Unchanged files are already backed up to server and do not need to be backed up again and again. Servosity PRO/STD will automatically recognize the new or updated files from your backup set(s) and upload only these files to the server. This function significantly reduces the time required to perform backup operations since most users update less than 5% of their total data each day.

Data is compressed and encrypted automatically

Backup data is automatically compressed and encrypted before it is uploaded to the server. Not only does this reduce the storage space needed to keep your backup files, it also ensures the privacy of your data.

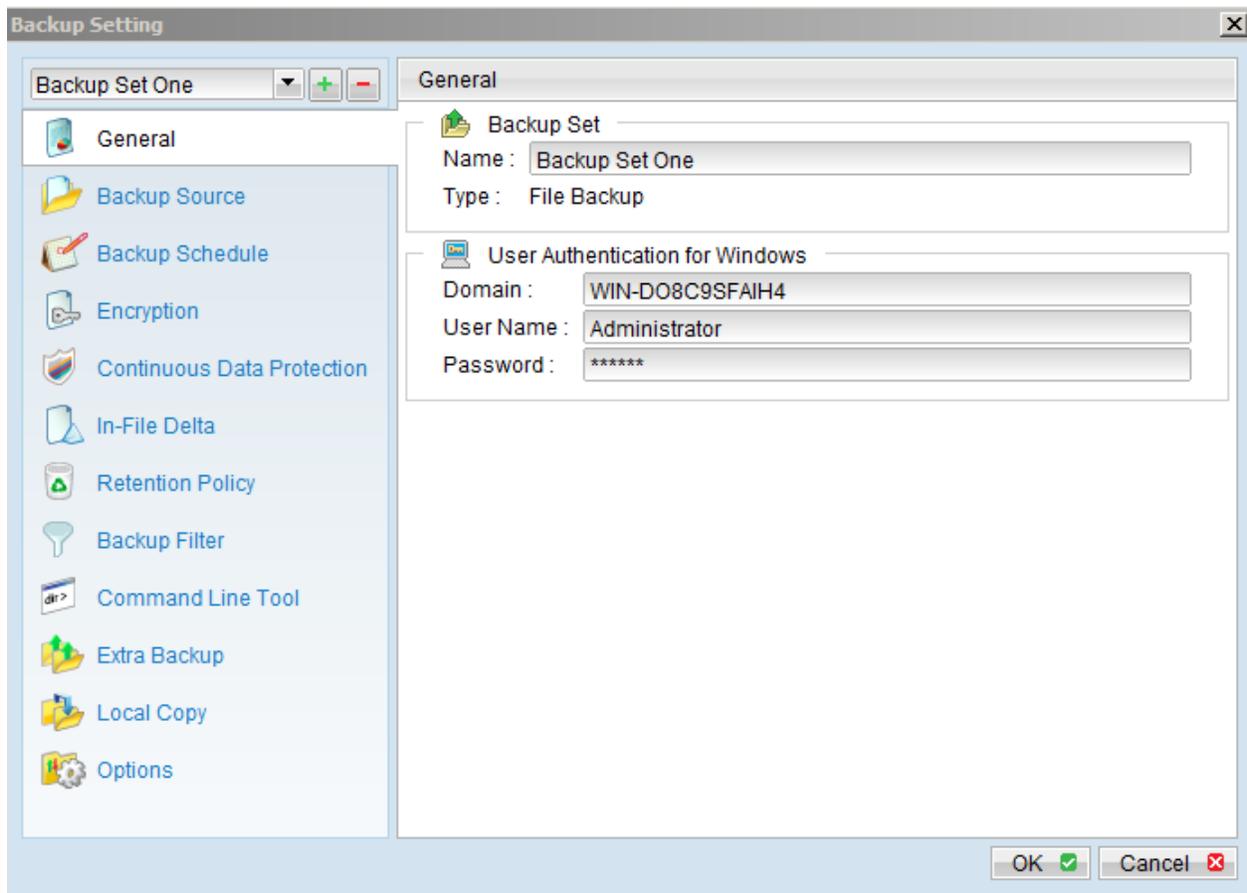
File Retention Policy

The built-in file retention policy allows our users to access multiple versions of the same file or even deleted files from their backup set(s). Backup files are put into a retention area before they are removed from the server. If you want to recover a deleted file or if you want to recover the previous version(s) of an updated file, you can accomplish this as long as you are working within the specified retention period. These files will always be available in the retention area. This feature is particularly useful when you have accidentally deleted a file or incorrectly updated a file within the file retention period (file retention periods are user customizable).

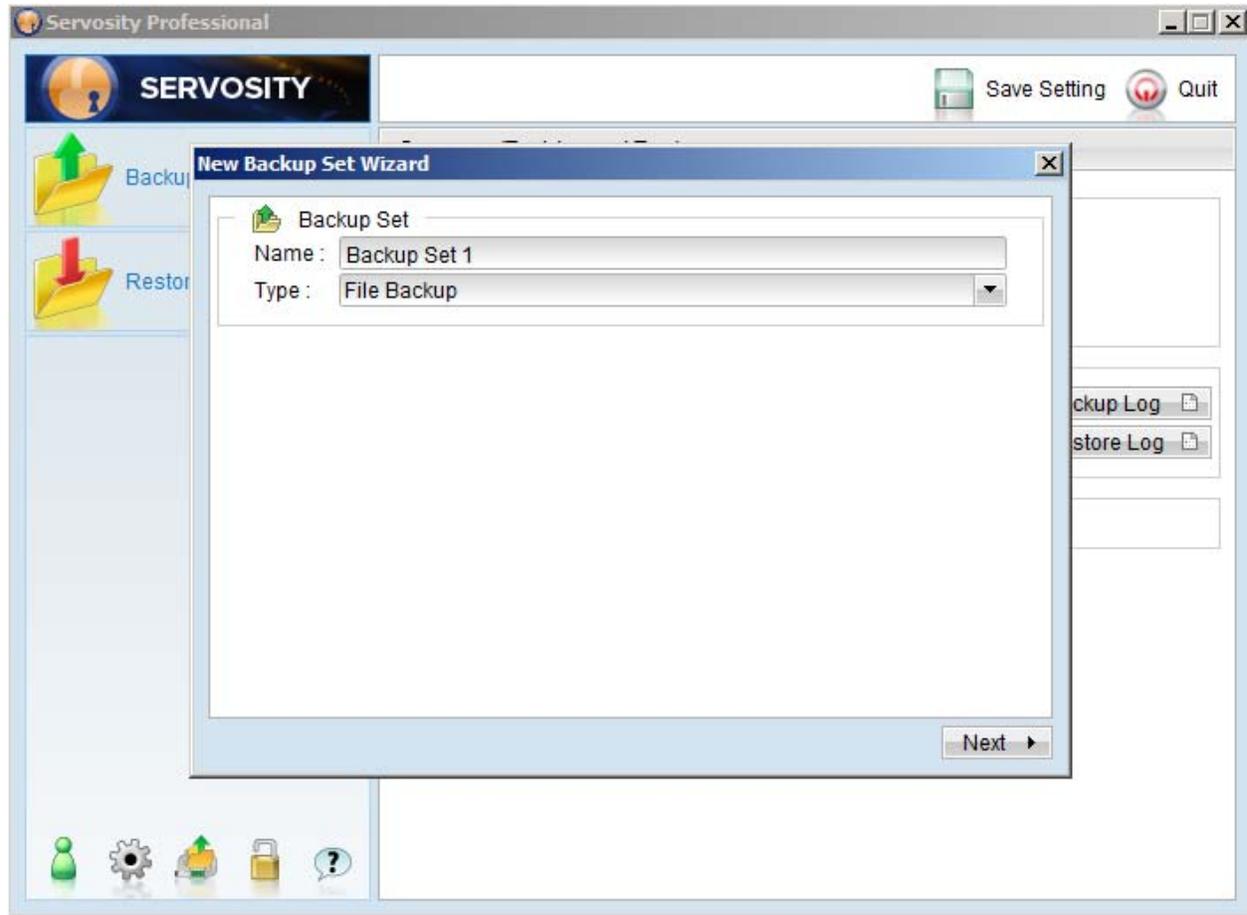
1.2 Backup files directly to the backup server

You can backup your data to Servosity PRO/STD by following the steps listed below:

- i. Open Servosity PRO/STD by right clicking the  icon located in the system tray located near the clock and click [**Open**].
- a. To start setting up your backup set(s) click the  button in the lower right hand corner of the main window to open the [**Backup Setting**] dialog.

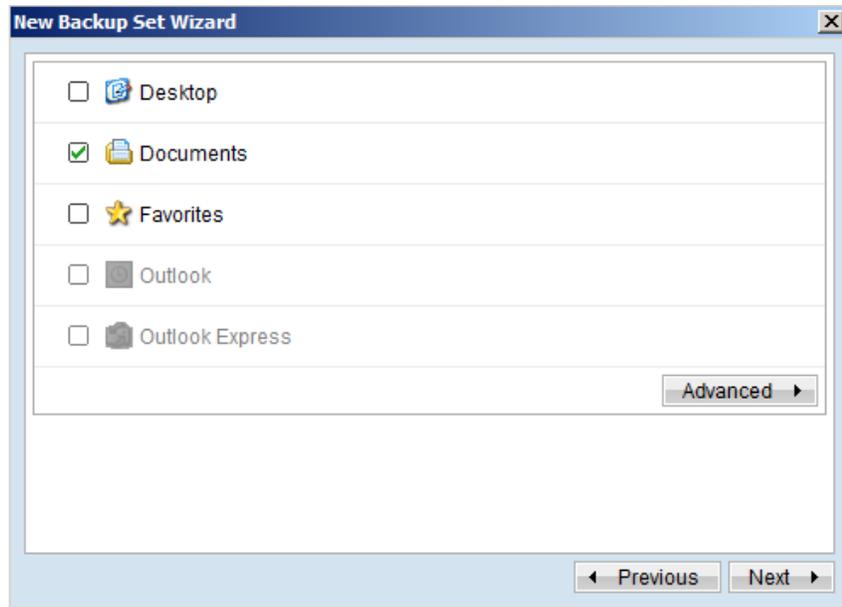


- b. On the upper left-hand panel, press the  button to open the New Backup Set Wizard to create a new backup set.

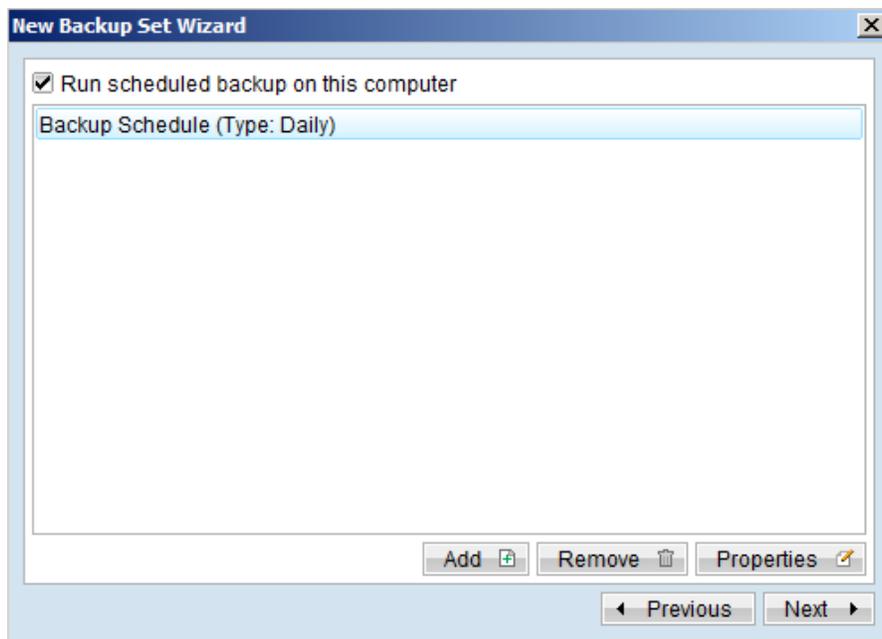


- c. Enter a backup set name by clicking in the **[Name]** field and typing the name of your choice. Next you will choose the type of backup you want to perform by choosing an option from the **[Type]** drop down menu.
- d. Once you have selected the type of backup you would like to run you will click the **[Next]** tab at the lower right hand corner of the screen. (*****Note: When installing Servosity Standard, choosing your backup set will not be an option as there is only one backup set provided.*****)

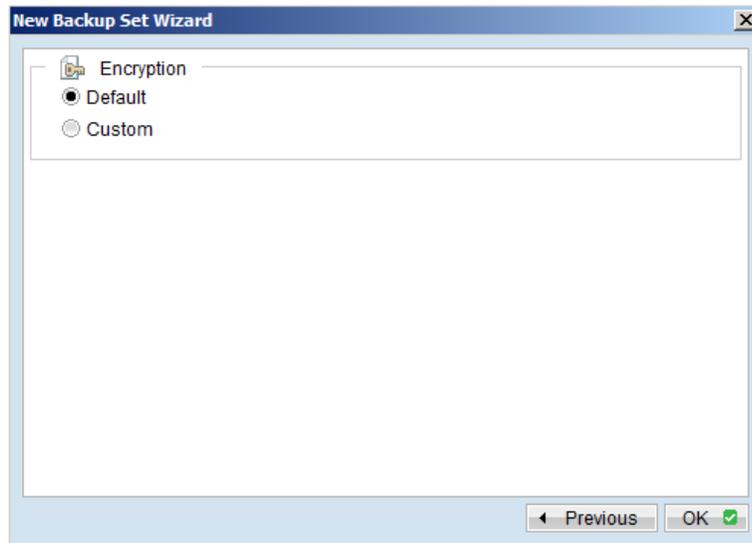
- e. You will then be prompted to select the types of files that you want to be included in the backup set. You may click the **[Advance]** button to choose files from other areas of your computer or network, where critical files might be stored. Once you have chosen the desired file types click the **[Next]** button to move to the next step.



- f. You can now set the backup schedule by pressing the **[Add]** button at the bottom of the window. (Note: ***You can add multiple backup schedules to a backup set. Also, if you would like to run Continuous Data Protection (CDP) you will need to make sure that the "Run scheduled backup on this computer", checkbox is selected***).



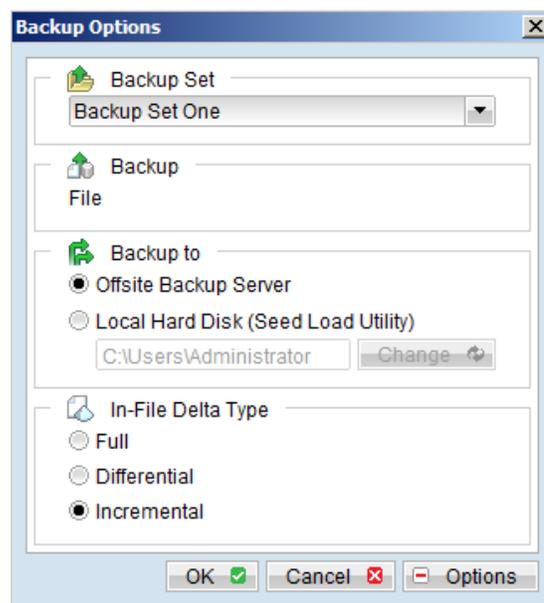
- g. You will now be prompted to set the encryption algorithm, encryption mode and encrypting key for this backup set if you choose the **[Custom]** option. (Hint: For the sake of simplicity, just select the **[Default]** radio button (your encrypting key is set to be the same as your backup account password). Press the **[OK]** button to complete the configuration of the backup set.



- ii. To run a backup immediately:

- h. Press the **[Backup]** button in the upper left hand corner of the main page of the Servosity PRO/STD dialog box.

Select the backup set you want to run. In the lower right-hand corner of the backup options dialog box click the **[Options]** tab to expand the menu. Now select **[Offsite Backup Server]** to start backing up your files to Servosity PRO/STD. If applicable, you can change the In-File Delta Type also.



- i. Press the **[OK]** button to start the backup job.

Important: Please write your encrypting key down on paper and keep it in a safe place. If you lose your encrypting key you will **not be able to restore** your backup files.

1.3 Backup files to removable hard disk (seed loading)

For more information on Seed Loading please refer to the User Manual on Seed Load Backups.