

Archive Manager User Guide

Version 2.75



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What is Archive Manager

Archive Manager is a fully featured data management software tool allowing you to safe-guard your digital life. Archive Manager will backup, archive, and recover your entire digital life.

Supported Platforms

Archive Manager supports virtually every Microsoft Server and Desktop operating system currently on the market.

Operating System Requirements

- Windows XP, Vista, 7, 8, 10
- Windows Server 2012, 2008, 2003
- Windows Home Server 2011
- Windows Small Business Server 2011 Essentials

Software Requirements

- Microsoft .NET 4.0

Installing the Archive Manager software

Installation of Archive Manager software client on your Windows-based system is a simple wizard-guided process. The complexity of configuration Archive Manager is based on the specific usage requirements of the client. The steps below focus on installation and configuration of Archive Manager for the most common backup, archive, and restore requirements.

Locate the installation package named ArchiveManagerPremiumForWindows.exe. Double-click the file to launch the installation wizard. Note you can download the installation package from the [website](#).

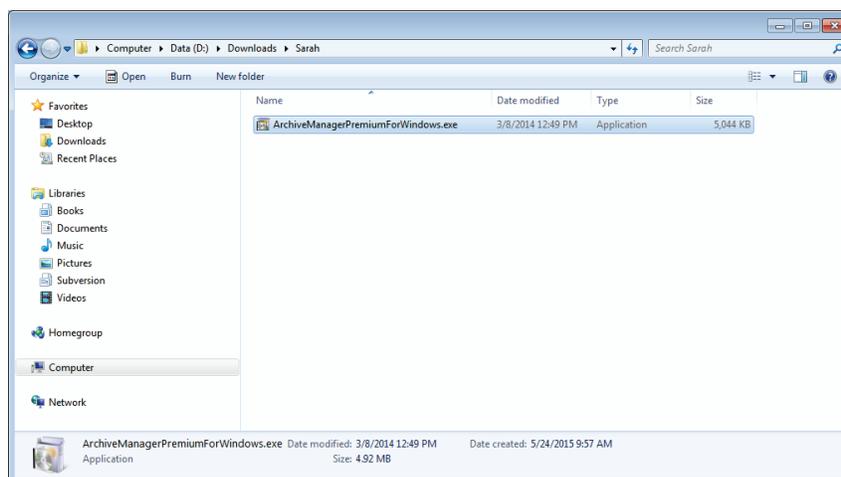


Figure 1 - Archive Manager installation package

The installation wizard will automatically evaluate the system and gather requirements

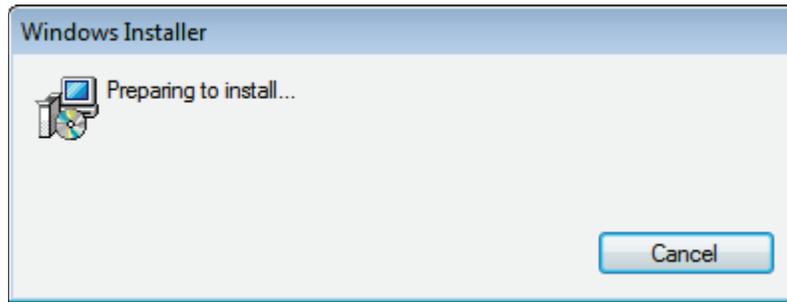


Figure 2 - Archive Manager installation prep

Read and accept the license agreement and click Next to continue

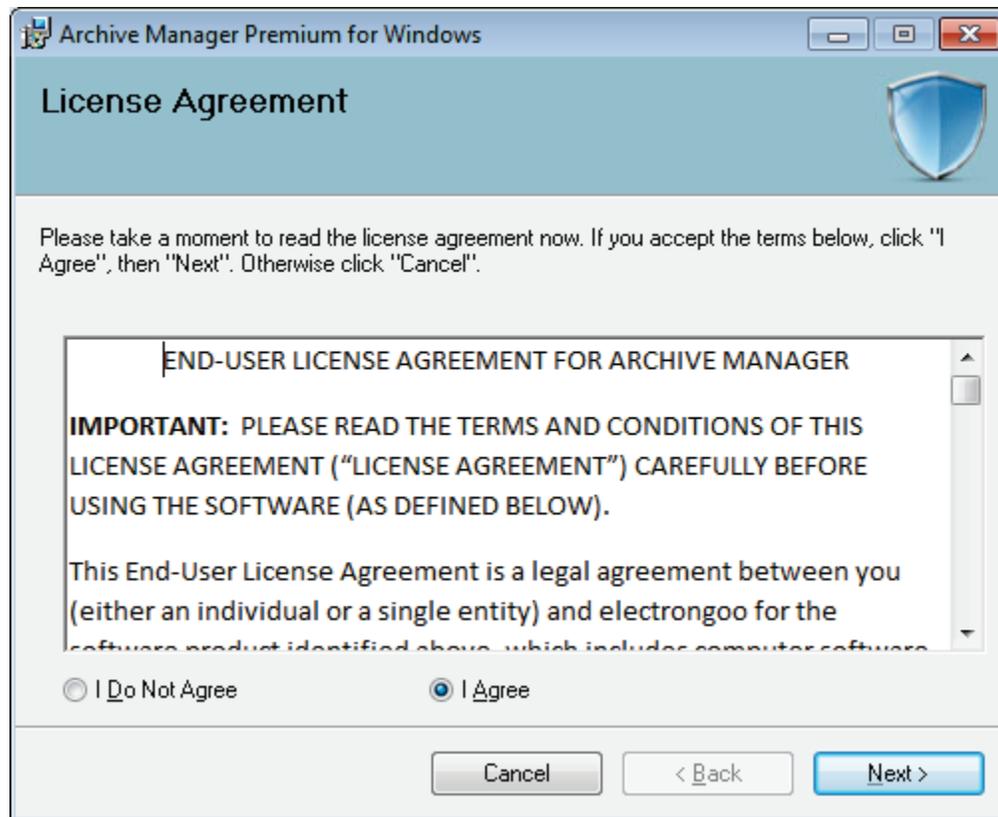


Figure 3 - Archive Manager license agreement

Select a location to install the Archive Manager software and click Next

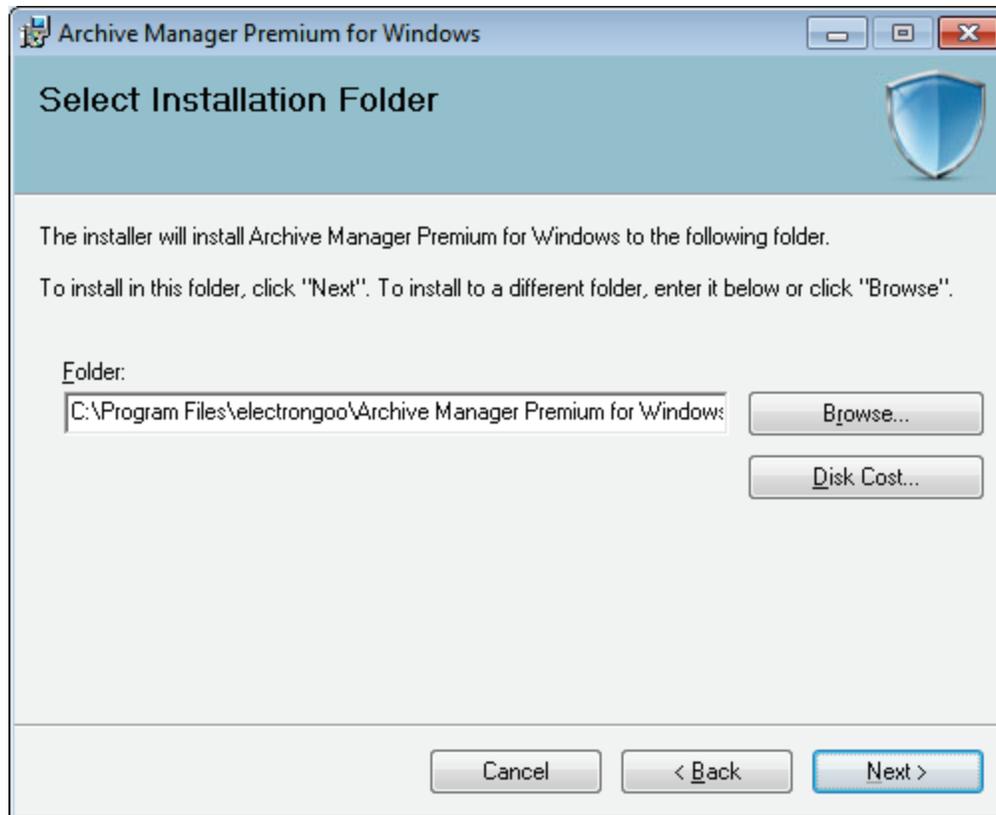


Figure 4 - Archive Manager installation folder

At this point, the installation wizard has enough information to install the Archive Manager software. Click Next to begin the installation. If any missing dependencies are detected, such as the Microsoft .NET 4.0 Framework, you will be prompted and provided a URL to download the dependencies from the Microsoft website.

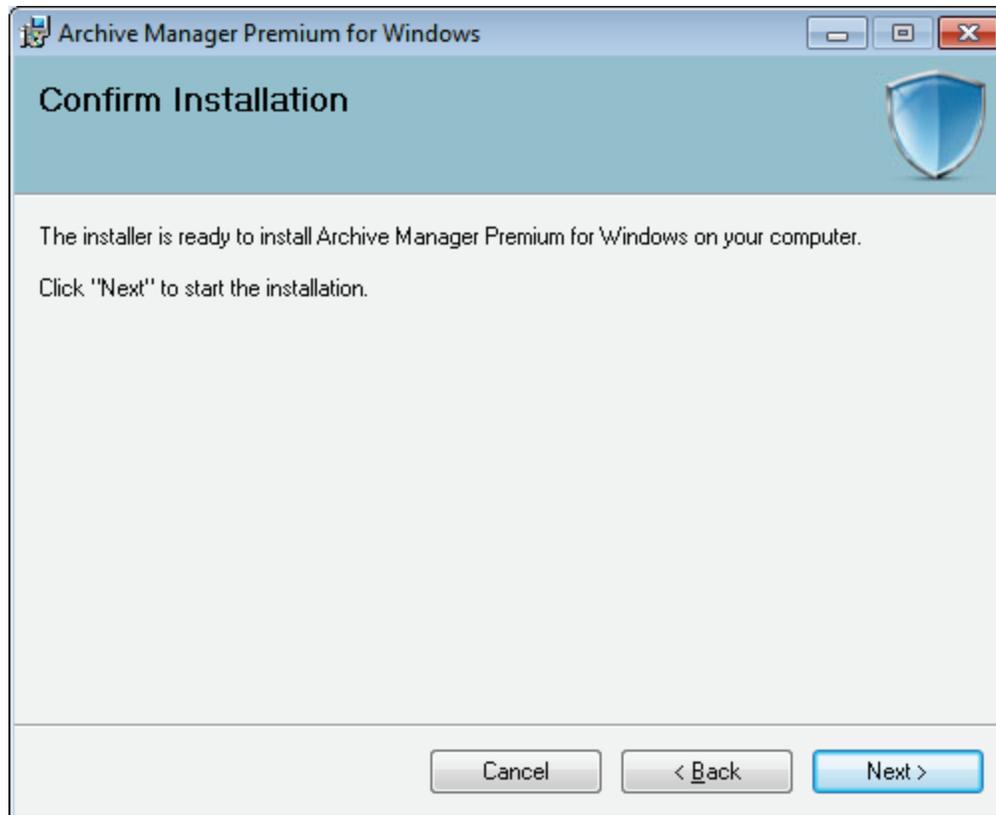


Figure 5 - Archive Manager installation information gathered and ready

The installation proceeds

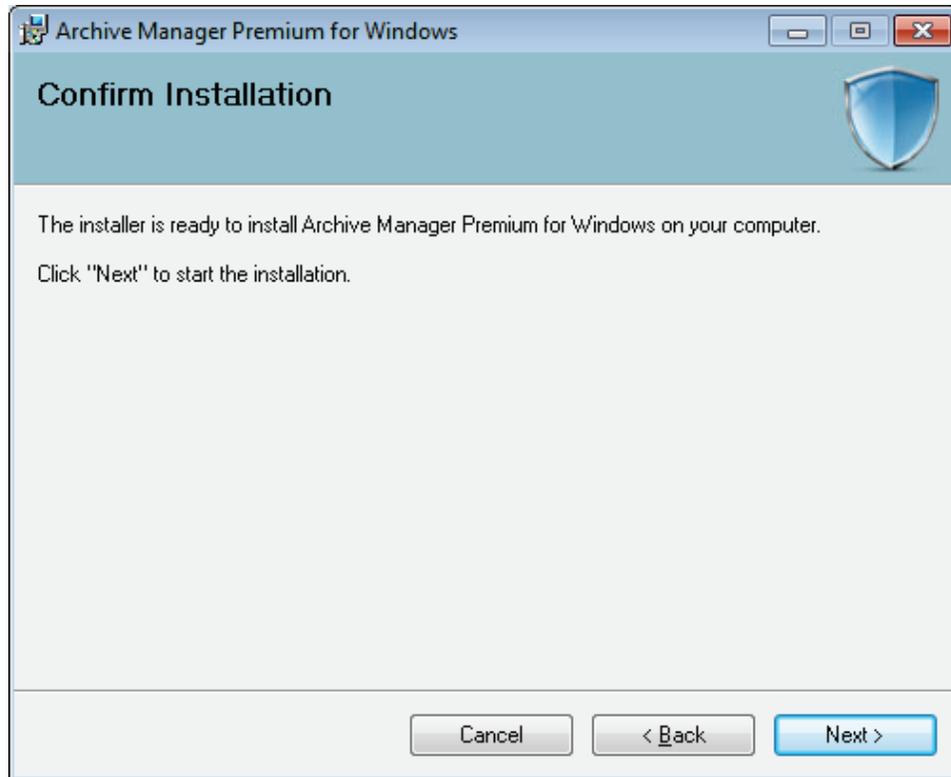


Figure 6 - Archive Manager installation progress

You are notified once installation is complete. Press the Close button to finalize the process. The Archive Manager software will automatically launch after installation is complete.

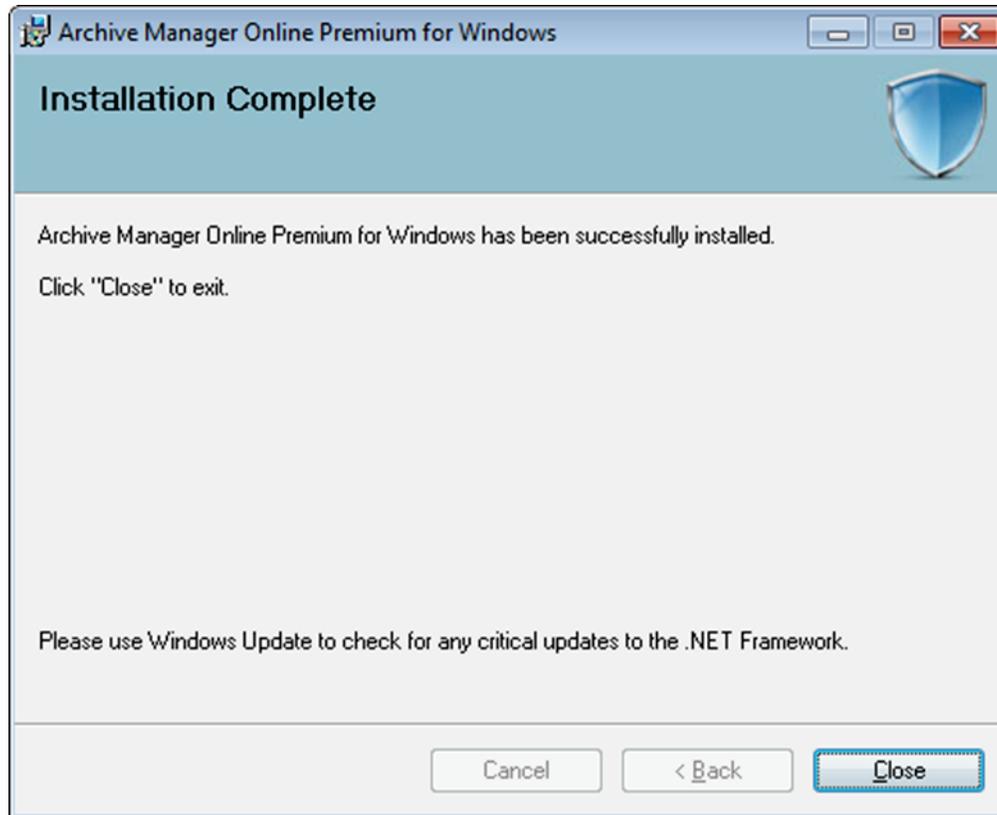


Figure 7 - Archive Manager installation complete

First-time configuration

After the install process has completed, Archive Manager will automatically launch and lead you through a series of one-time configuration requirements.

Registering the software

Register the Archive Manager software with your email address and Order ID you received during purchase and click the Register button. Alternately, if you are using the 60 day free trial, then click the Trial Mode button. You can activate the software any time by clicking Activate Your License link in the lower-right corner of the Home tab.



The image shows a 'Register' dialog box with a blue header. On the left is a blue shield icon. The main text reads: 'Please register the software below. Use your email address and order number from your purchase confirmation. Alternately, you can use the software in trial mode.' Below this are two text input fields labeled 'Email' and 'Order ID'. A blue link 'Purchase software now' is positioned below the fields. At the bottom, there are two buttons: 'Trial Mode' and 'Register'.

Figure 8 - Product registration

One-time configuration settings

You will be guided through the configuration wizard.



The image shows the 'Archive Manager' 'Welcome' dialog box. It has a blue header with the title 'Archive Manager' and a blue shield icon on the right. The main text says: 'Welcome to Archive Manager Premium for Windows' followed by 'Welcome to Archive Manager Premium for Windows! This one-time setup wizard will guide you through the simple process of configuring the software and creating your first archive'. Below this is a question: 'Do you have existing archive sets that you want to import?' with two radio button options: 'No, I do not have existing archive sets' (which is selected) and 'Yes, I have existing archive sets'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Figure 9 - Archive Manager one-time software configuration

Since this is a first-time installation of Archive Manager, select “No, I do not have existing archive sets” and press the Next button where you will create an encryption key to protect your data. Setting an encryption key protects your data when it is stored in the archive sets you create.

Setting an encryption key

An encryption key must be between 8 and 32 characters in length. The longer the encryption key, the more secure your data will be. **Make sure you remember your encryption key.** If you ever re-install the Archive Manager software then you must re-enter your encryption key to recover and reattach existing archives.

Enter a personal encryption key and click the Set key button



The screenshot shows the 'Archive Manager' window with the 'Encryption key' section. The title bar reads 'Archive Manager'. The main heading is 'Encryption key' with a subtitle 'Setup a personal encryption key to protect your data' and a shield icon. Below this is a text input field with the prompt 'Enter an encryption key to secure your data' and a 'Set key' button. A section titled 'Tips for creating an encryption key' lists four points with green checkmarks: 1. An encryption key must be between 8 and 32 characters in length. 2. You can use any combination of characters (numbers, letters, or symbols). 3. If recovering existing archive sets then you must use your original key. 4. Do NOT forget your encryption key! If you lose your key then your encrypted data will not be recoverable. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Figure 10 - Archive Manager encryption key configuration

Re-enter your personal encryption key and press Verify. If the keys do not match then you will be prompted to re-enter the encryption key otherwise you will proceed to the next wizard page

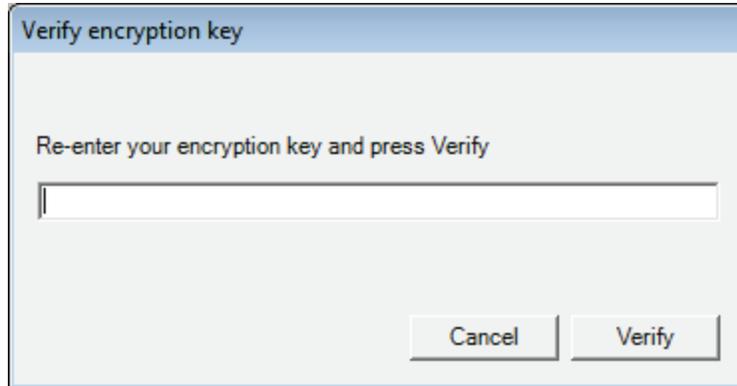


Figure 11 - Archive Manager encryption key validation

Scanning for storage devices

A list of auto-detected devices that can be used to store your archived data is displayed. You can use any of these devices with Archive Manager to protect your archived data

Note if you have additional local storage devices not displayed in the list then power-on the device and press the Scan button to automatically detect the device. If you want to configure a local server UNC path (e.g. [\\myserver\myshare](#)) as a storage device then press the Add button and specify the UNC Path, Username, and Password.

Press the Next key to continue



Figure 12 - Archive Manager device list

Archive Manager's one-time configuration wizard is now completed. Check the box "Launch the job creation wizard now" and press the Finish button to create an archive job

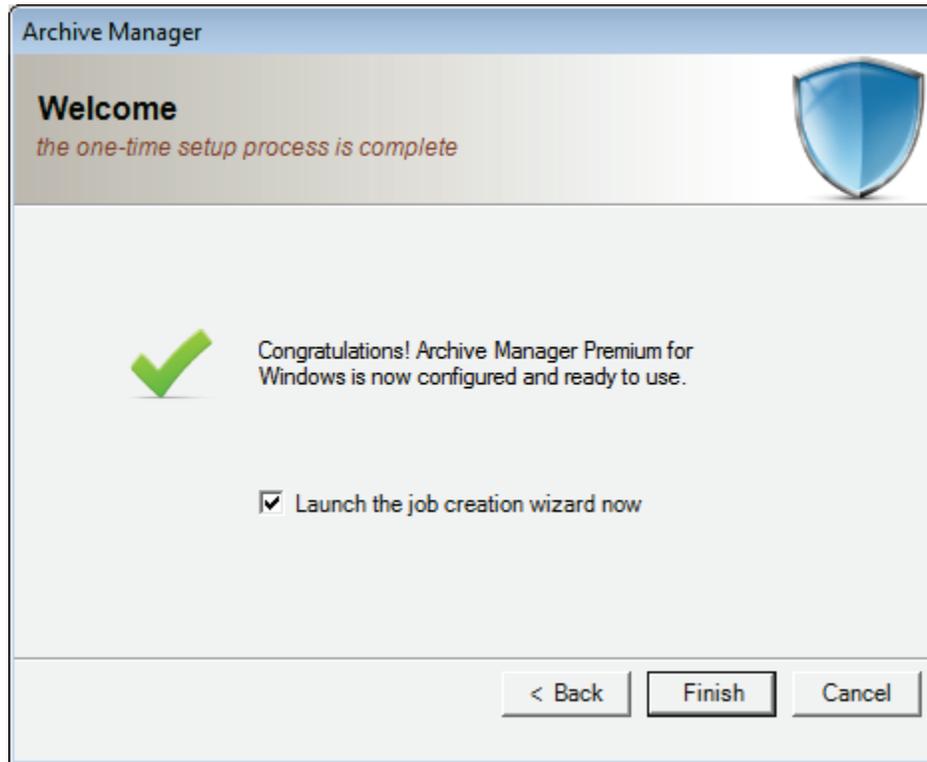


Figure 13 - Archive Manager one-time configuration complete

Now it's time to create an archive job. The archive job will be used to create one or more archives; each archive will contain your protected data at a specific point in time.

Select the Create New Job radio-button and press the Next button

Building your first archive

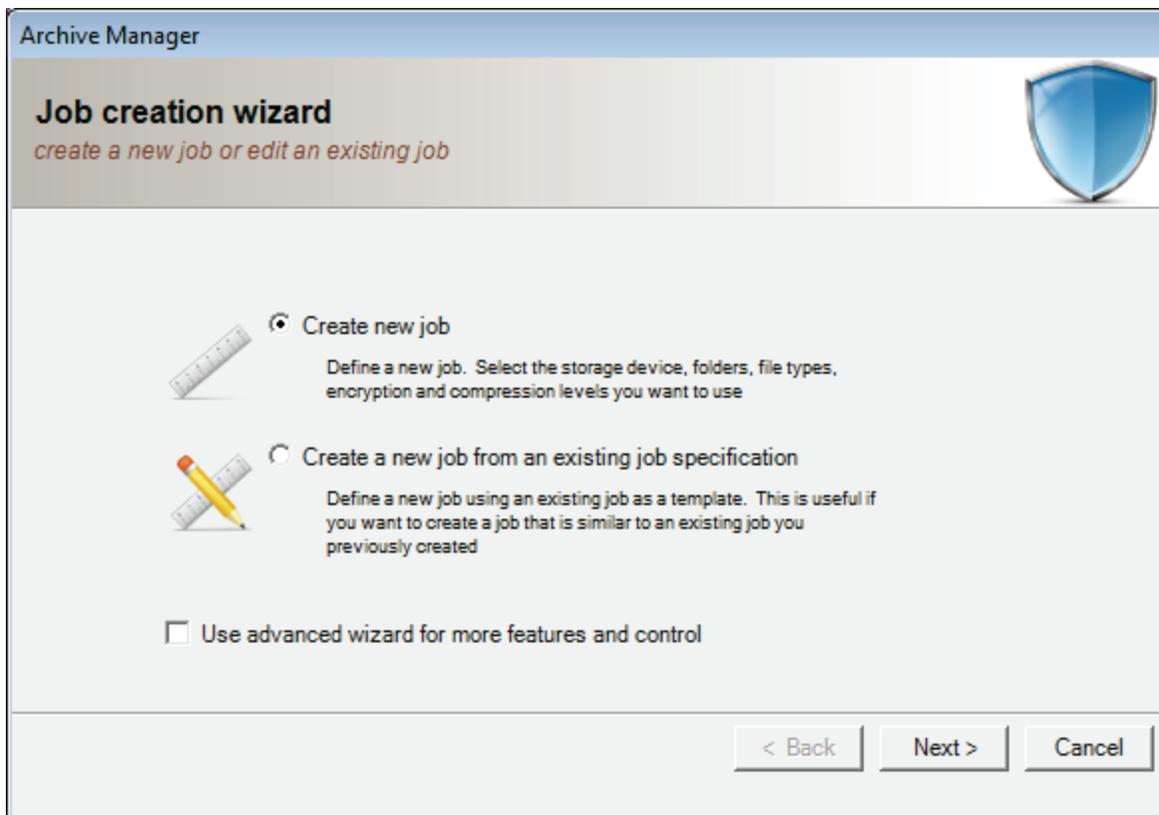


Figure 14 - Archive Manager job creation wizard

A list of all storage devices is displayed. Select the device you want to use to store all archives created with this archive job and press the Next button

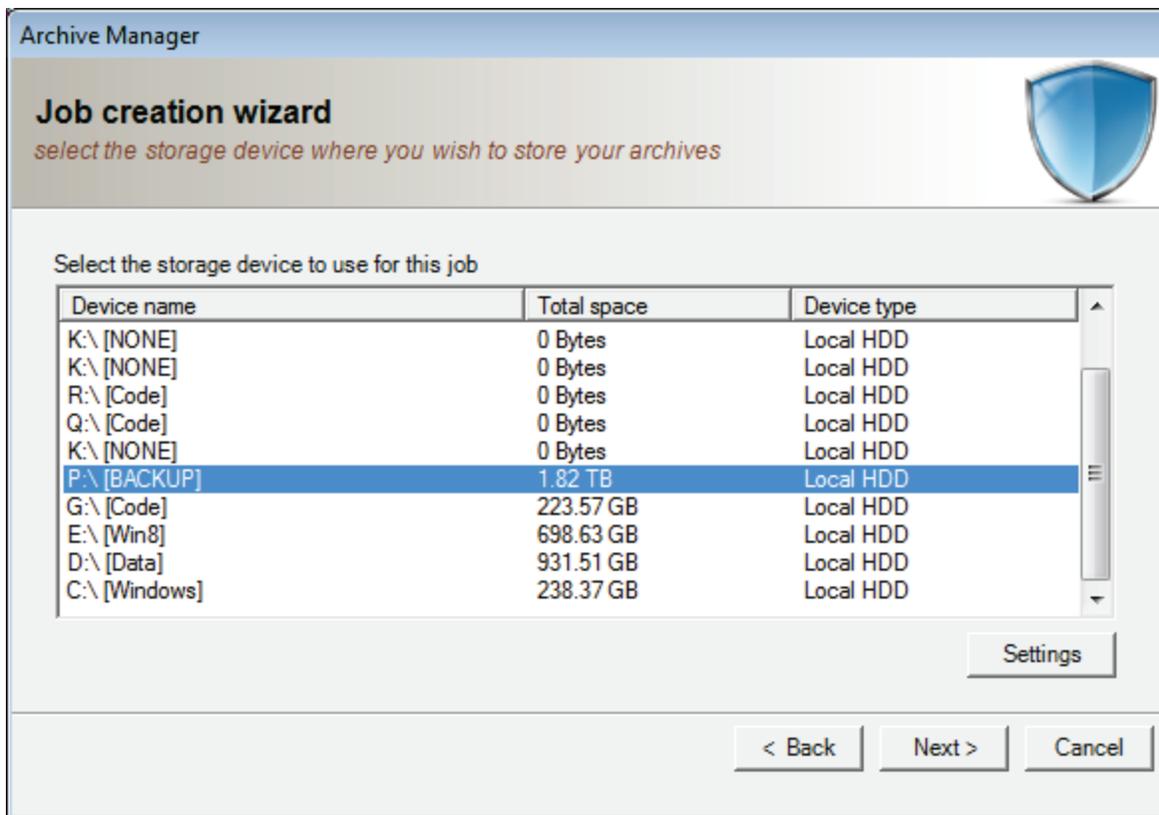


Figure 15 - Archive Manager device selection

Select one or more folders to be archived whenever this archive job is activated

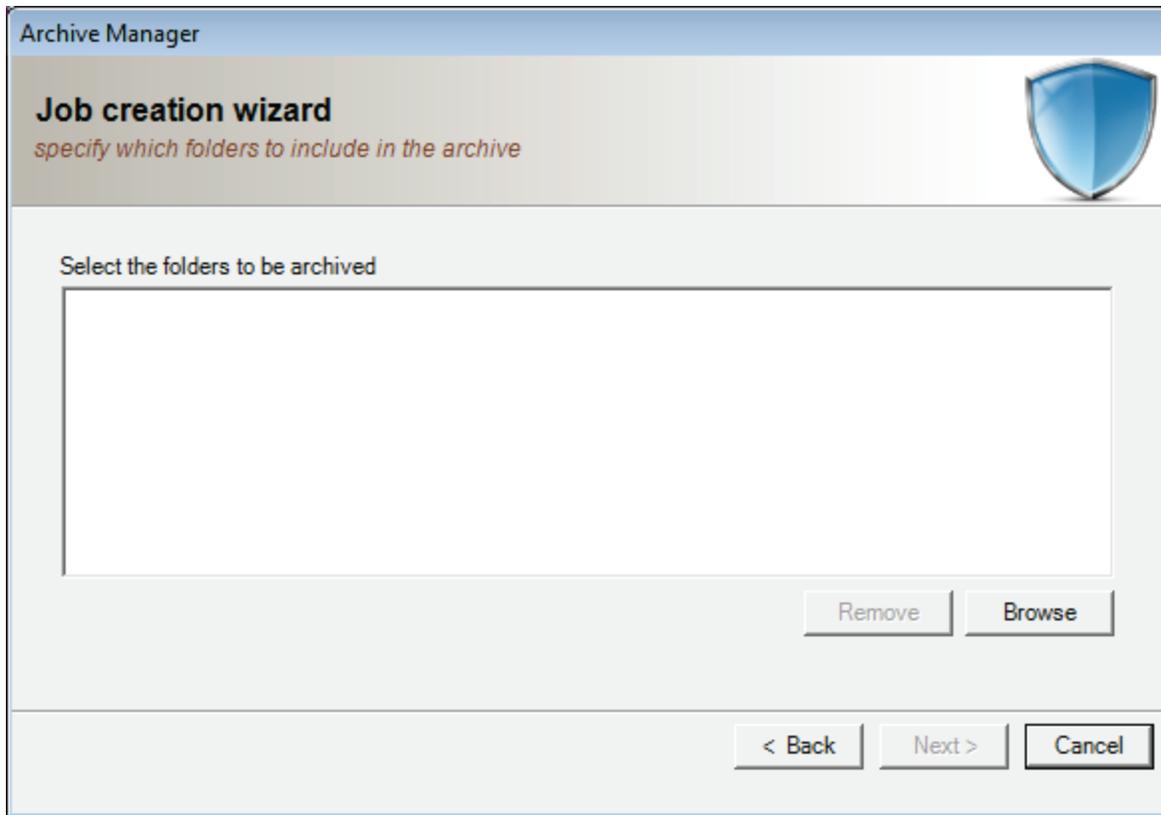


Figure 16 - Archive Manager select folders to protect

Press the Browse button to browse for folders. If you need to select more than one folder then press the Browse button again for each folder to be added

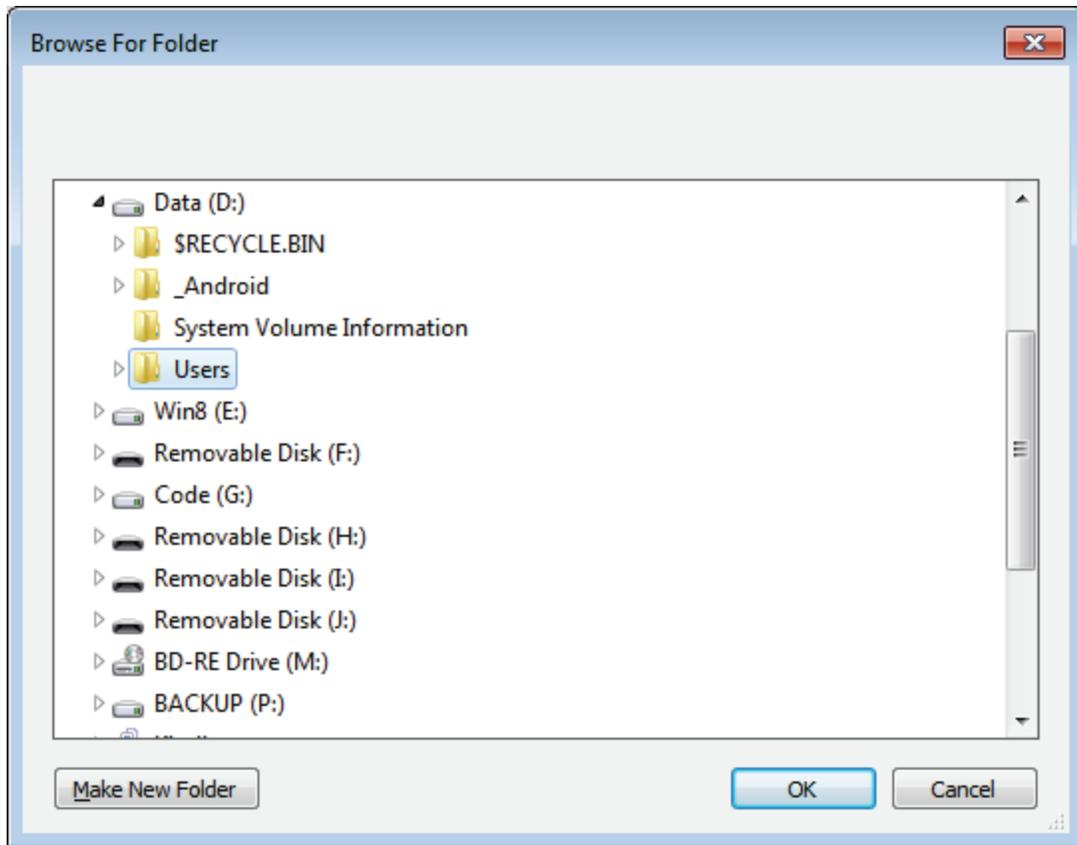


Figure 17 - Archive Manager folder selection

After selecting the folders to be archived then press the Next button to continue

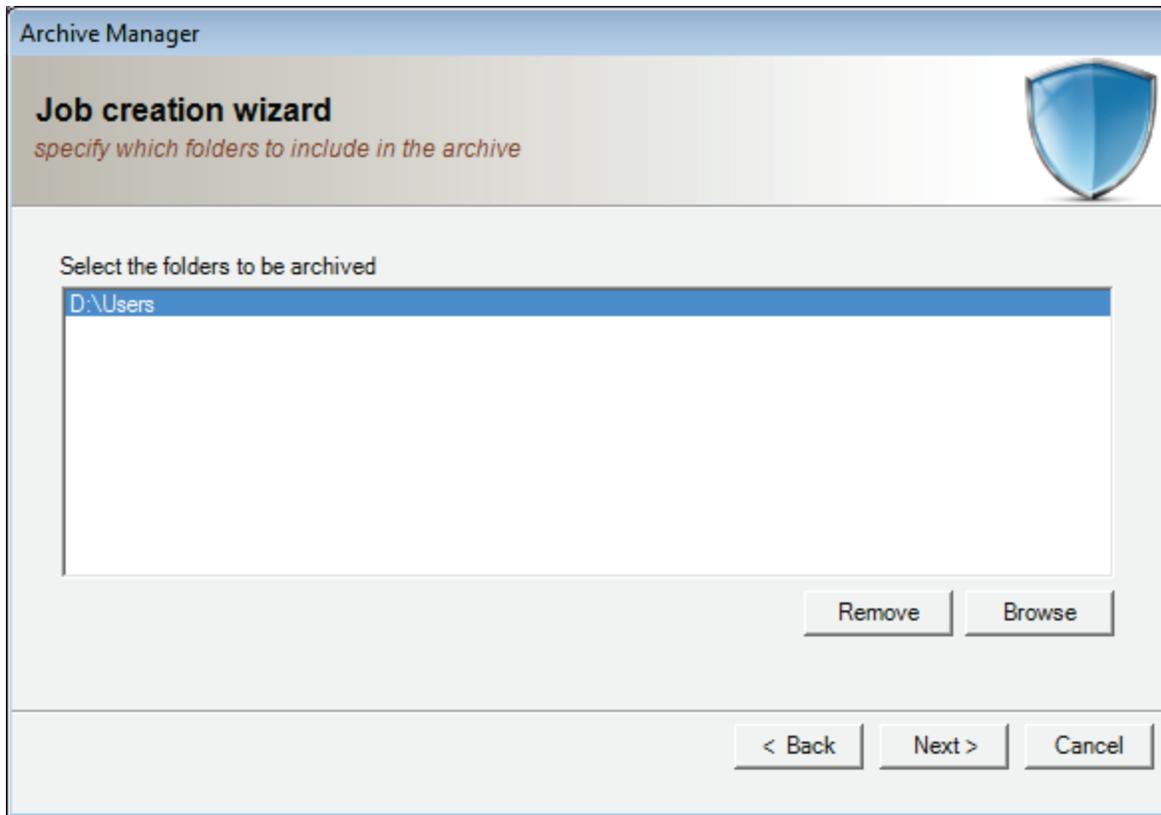


Figure 18 - Archive Manager folder selection view

Select the following options:

- **Encrypt** – to secure files with AES 256bit encryption
- **Compress** – to make files smaller before transmitting
- **Verify after** – to verify files have been archived successfully
- **Only Archive new and changed files** – archive the smallest sets possible
- **Status reporting: Basic** – only log warning and errors
- **Queue processing: Normal**

Press the Next button to continue

Archive Manager

Job creation wizard

specify basic options for the job; encryption, compression, status reporting

Encrypt
 Compress
 Verify after
 Delete original files after successful archive

None
 Basic
 Full

Only archive new and changed files
 Automatically delete outdated archives after each full archive

Incremental archives between each full archive

Full archives to keep during auto-delete

Fast
 Normal
 Slow

< Back Next > Cancel

Figure 19 - Archive Manager general settings

Select the following options:

- **Set a schedule**
- **Daily**
- **Daily start time 10:00 PM**
- **File count change equal to or greater than 20**

This will create an archive job which will protect all files each evening at 10PM or whenever 20 or more new or changed files have been added to your system. This is a good all-purpose archive job since it provides a minimum daily archive as well as versioning of your files if they are altered during the day. If you want dedicated versioning of each file change then you could change the “File count change equal to or greater than” value to 1. A setting of 1 would archive every version of your files in real-time as they are changed or created.

Press the Next button to continue

Archive Manager

Job creation wizard

select how you want to run the job ... manually or on a schedule

When do you want to run the job?

Run manually Daily start time: 10:00 PM

Set a schedule

Daily

Also, the job can scheduled automatically based on real-time file changes

File count change equal or greater than 20

File size change equal or greater than 0 bytes

< Back Next > Cancel

Figure 20 - Archive Manager schedule settings

Enter a description of the archive job to remind you what it contains then press the Finish button to continue

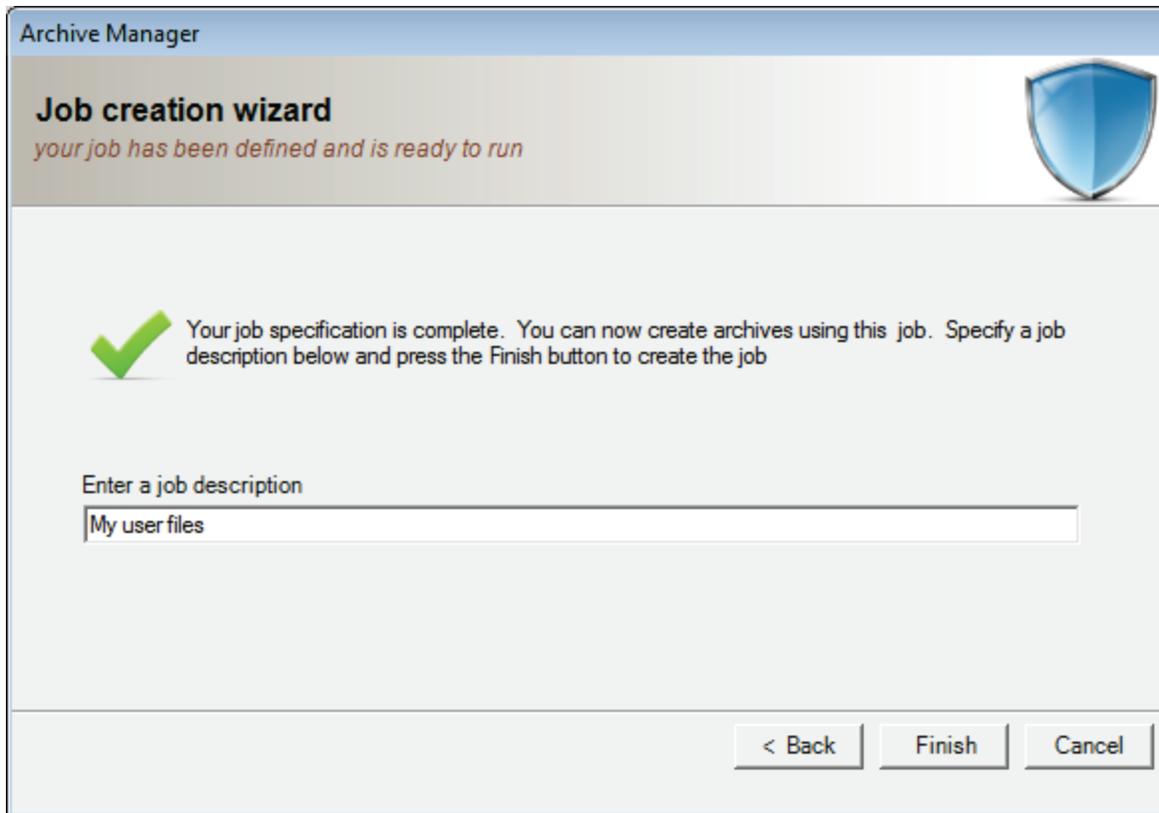


Figure 21 - Archive Manager job description

The archive job has been created and is now ready to protect your data. You will see the main Archive manager screen. The Upcoming Events list shows the archive job is scheduled for 10PM tonight.

Archive Manager will automatically run the archive job at 10PM every night, waking your PC if it is in sleep mode if necessary. Also, after the initial archive is created, Archive Manager will automatically create new archives when 20 or more files are changed or created any time of the day.

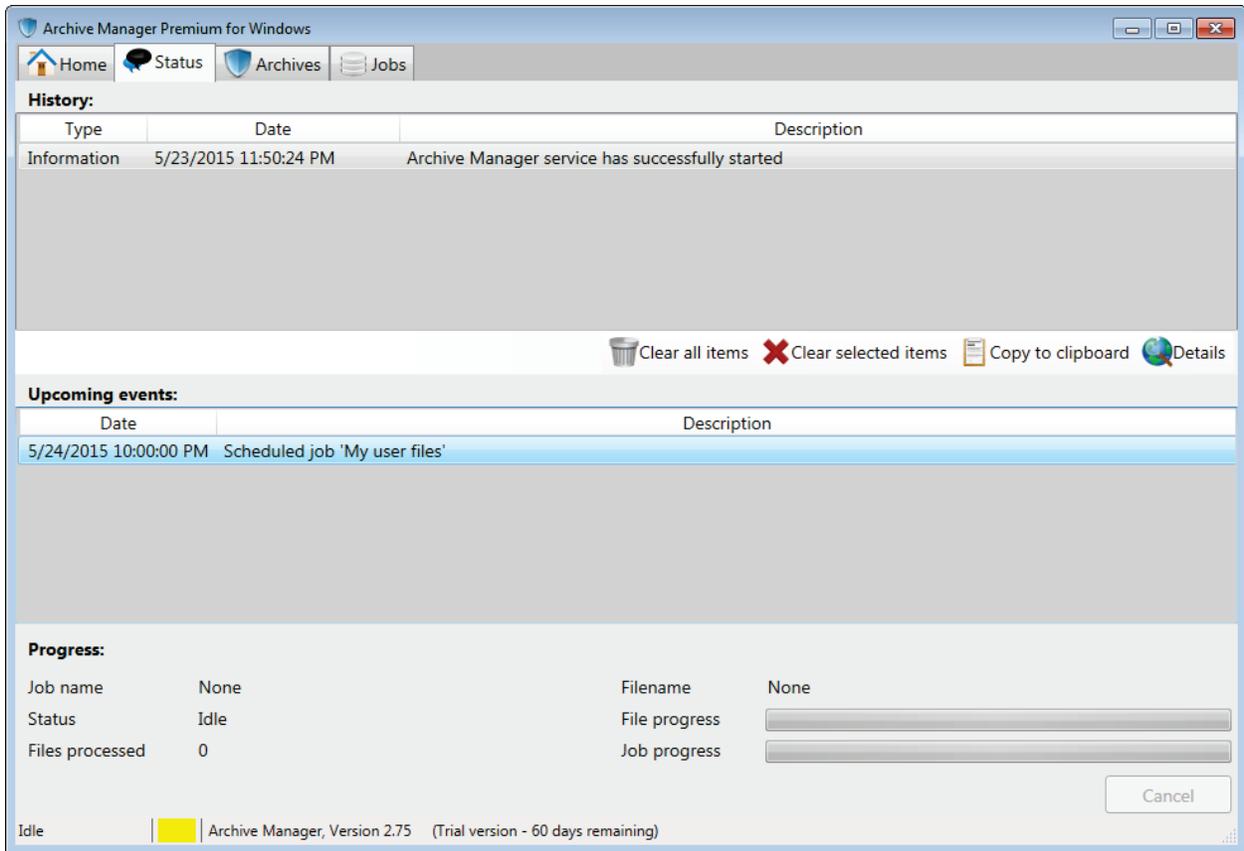


Figure 22 - Archive Manager status view

If you want to create the initial archive immediately then:

- Select the Jobs tab from the tab bar located on the top of the main screen
- Select the archive job from the list
- Press the Run button in the lower-right corner of the main screen

The Status tab will automatically be selected and you will see progress of the archive being created

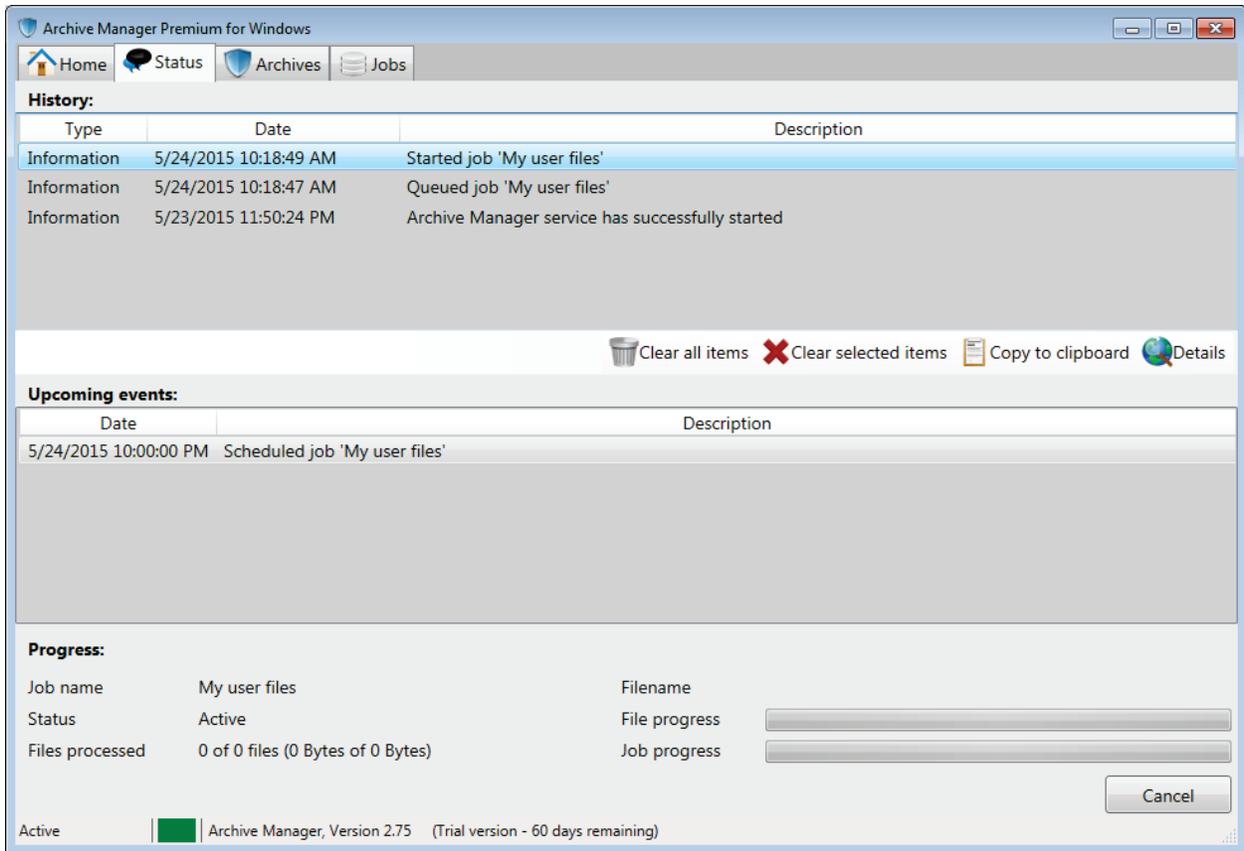


Figure 23 - Archive Manager progress during operation

The Home tab

All functionality can be accessed from the Home tab located in the upper-left corner of Archive Manager.

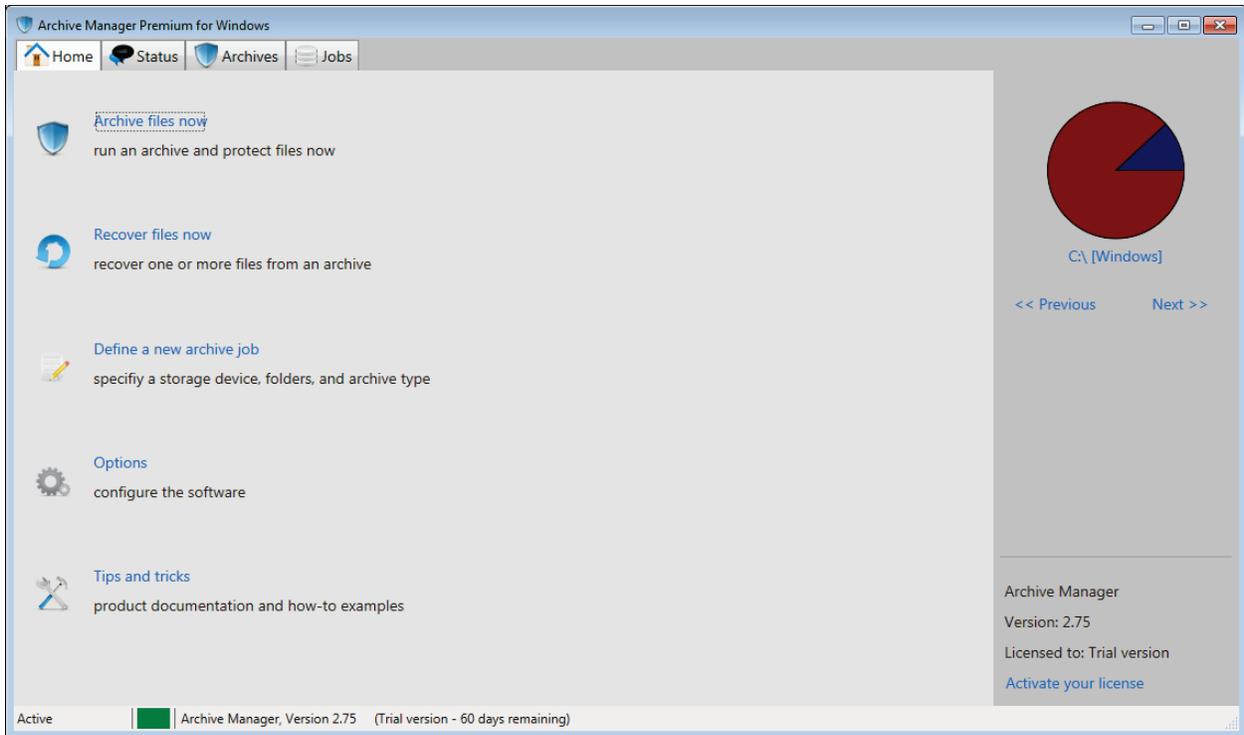


Figure 24 – The Home menu

Archive files now

The Archive files now feature located on the Home tab gives you access to all archive jobs you have created.

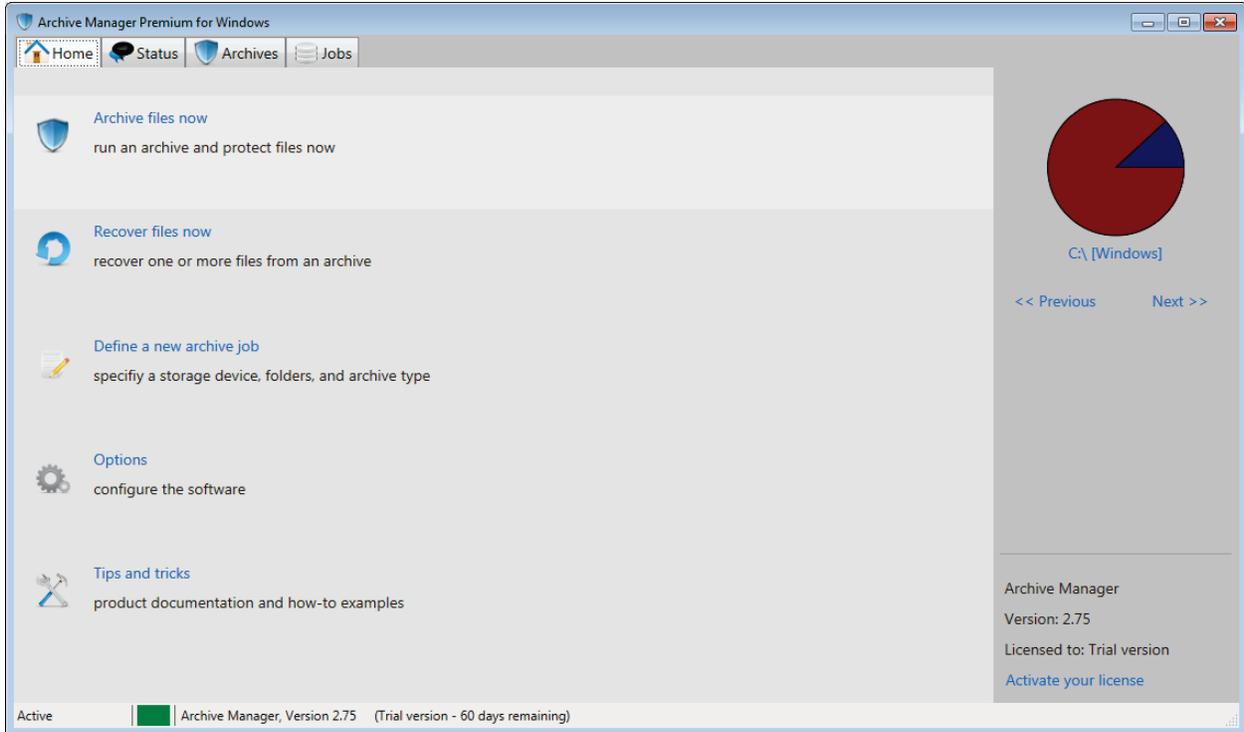


Figure 25 - Archive files now

Clicking on the Archive files now link will open the Jobs tab.

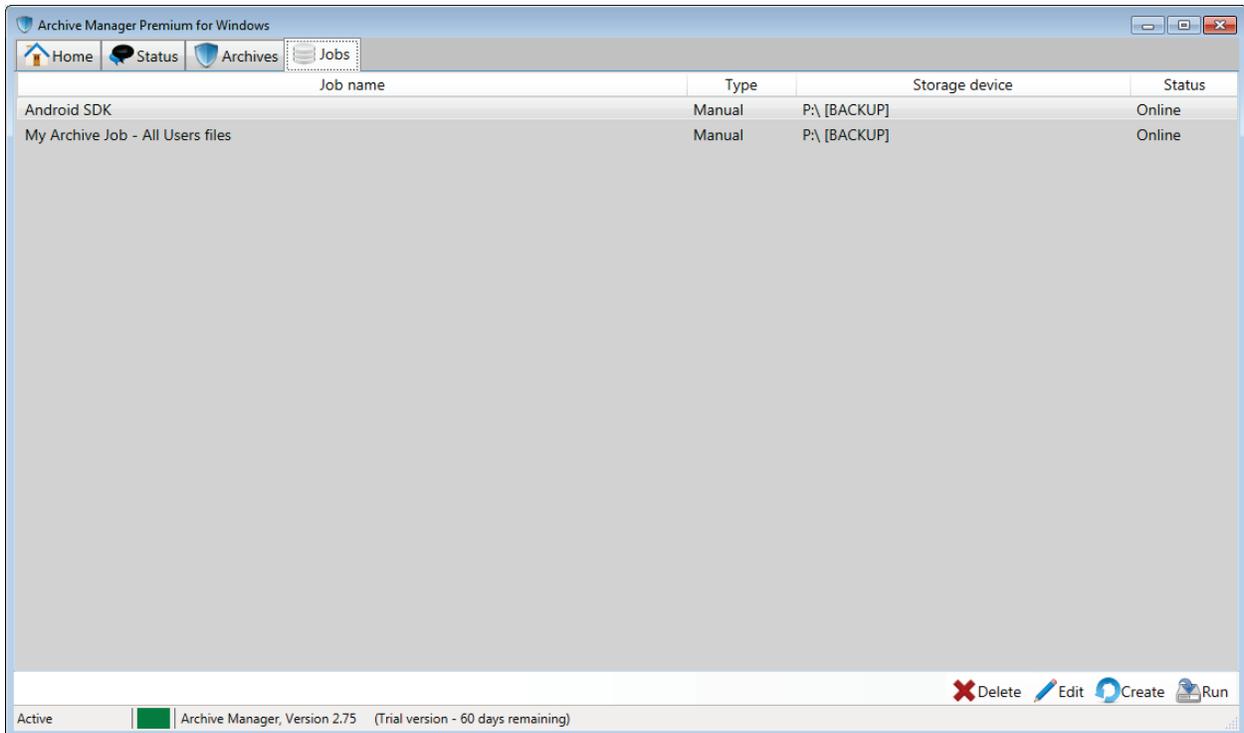


Figure 26 - Jobs tab

This view displays all of the archive jobs you have created. Here, you can delete, edit, create, and run jobs. For more details see the [Jobs tab](#) section detailed below.

Recover files now

The recover files now feature located in the Home tab gives you access to all of the archives you have created via your archive jobs.

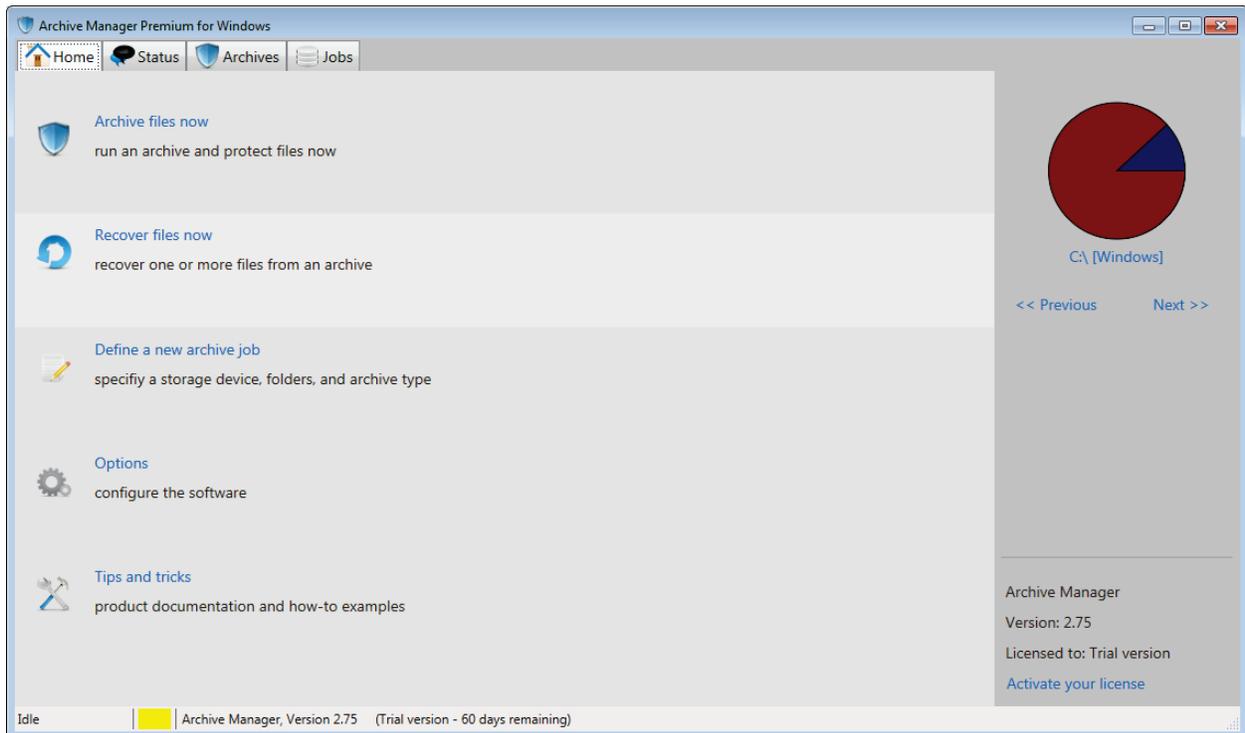


Figure 27 - Recover files now

Clicking on the Recover files now link will open the Archives tab.

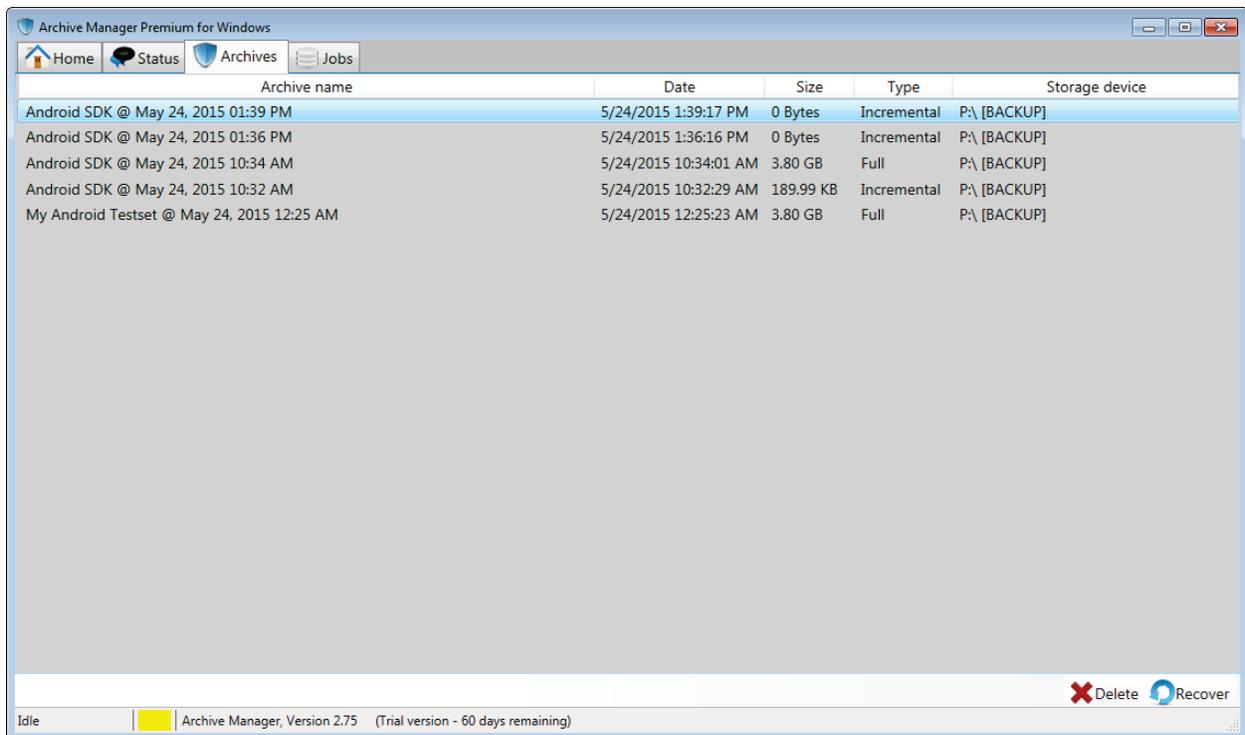


Figure 28 – The Archives tab

This view displays all of the archives created from your archive jobs. Here, you can delete and recover archived data. For more details see the [Archive tab](#) section detailed below.

Define a new archive job

The Define a new archive job feature located in the Home tab launches the Job creation wizard allowing you to build a new archive job.

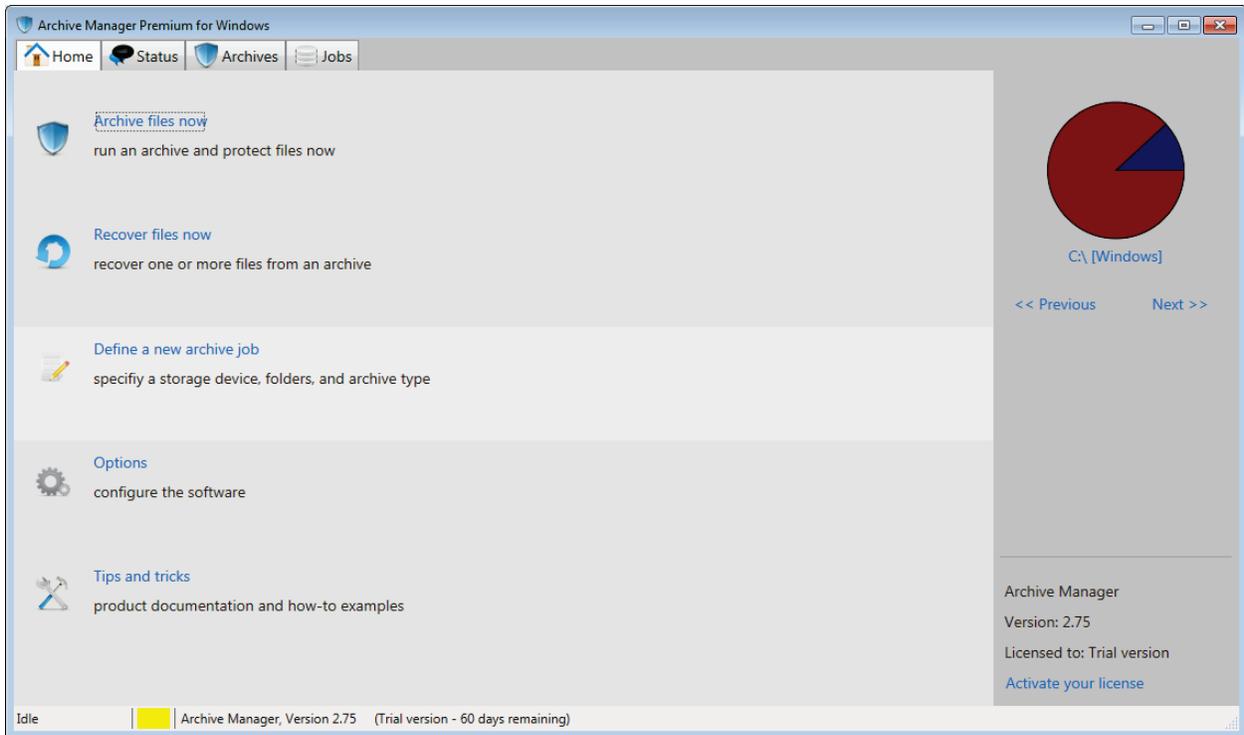


Figure 29 - Define new archive job

Clicking on the Define a new archive job link will open the Job creation wizard.

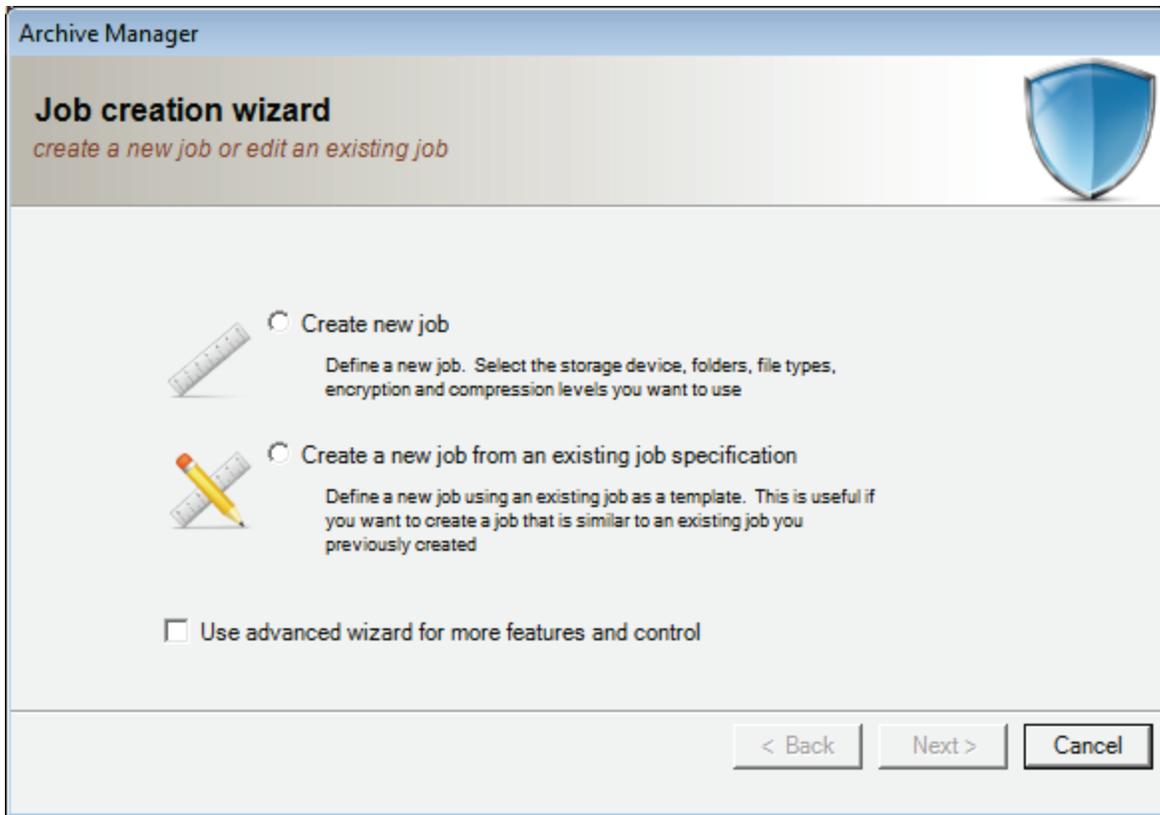


Figure 30 - Job creation wizard

For more details on creating new archive jobs see the [Creating archive jobs](#) section below.

Options

The options feature allows you to customize the Archive Manager software.

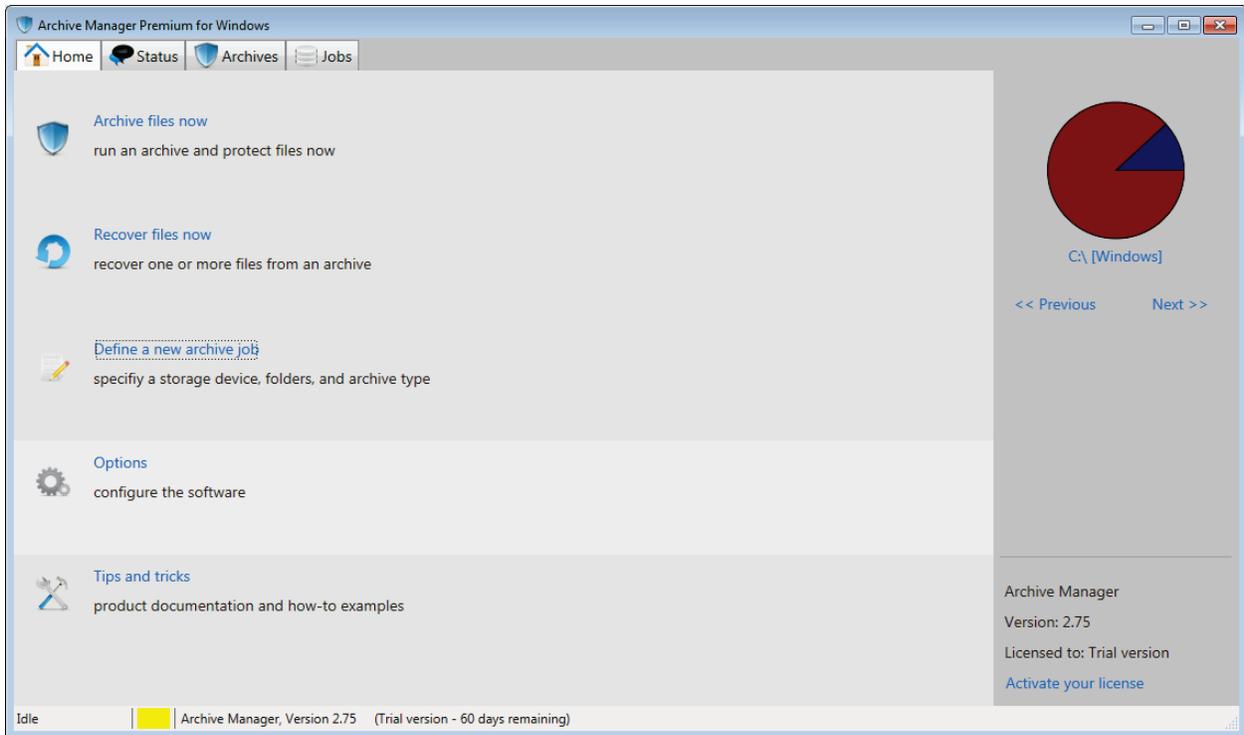


Figure 31 – Options

Clicking on Options opens the options dialog.

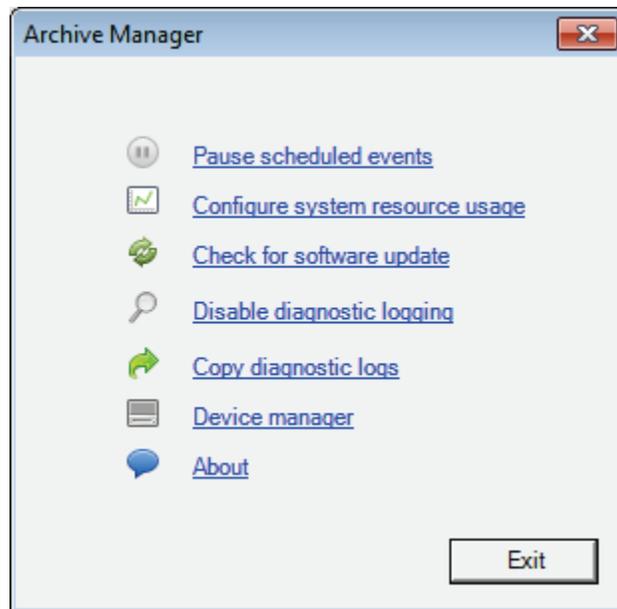


Figure 32 - Options dialog

The following options are available:

- **Pause/Resume scheduled events** – Disallow or allow scheduled archive operations to be run automatically
- **Configure system resource usage** – Configure Archive Managers use of CPU, operating system thread priority, and hard drive access
- **Check for software update** – check the Archive Manager website for software updates
- **Enable/Disable diagnostic logging** – if directed by support personnel, you can enable diagnostic logging to help diagnose problems with the software
- **Copy diagnostic logs** – copy existing diagnostic logs to be emailed to support personnel
- **Device manager** – view available storage devices. Set maximum amount of storage available for auto-pruning. Add new devices which were not available during first-time setup of Archive Manager
- **About** – version and license information for Archive Manager software

The Status tab

The Status tab provides details on recent actions, upcoming events, and current progress of all Archive Manager operations.

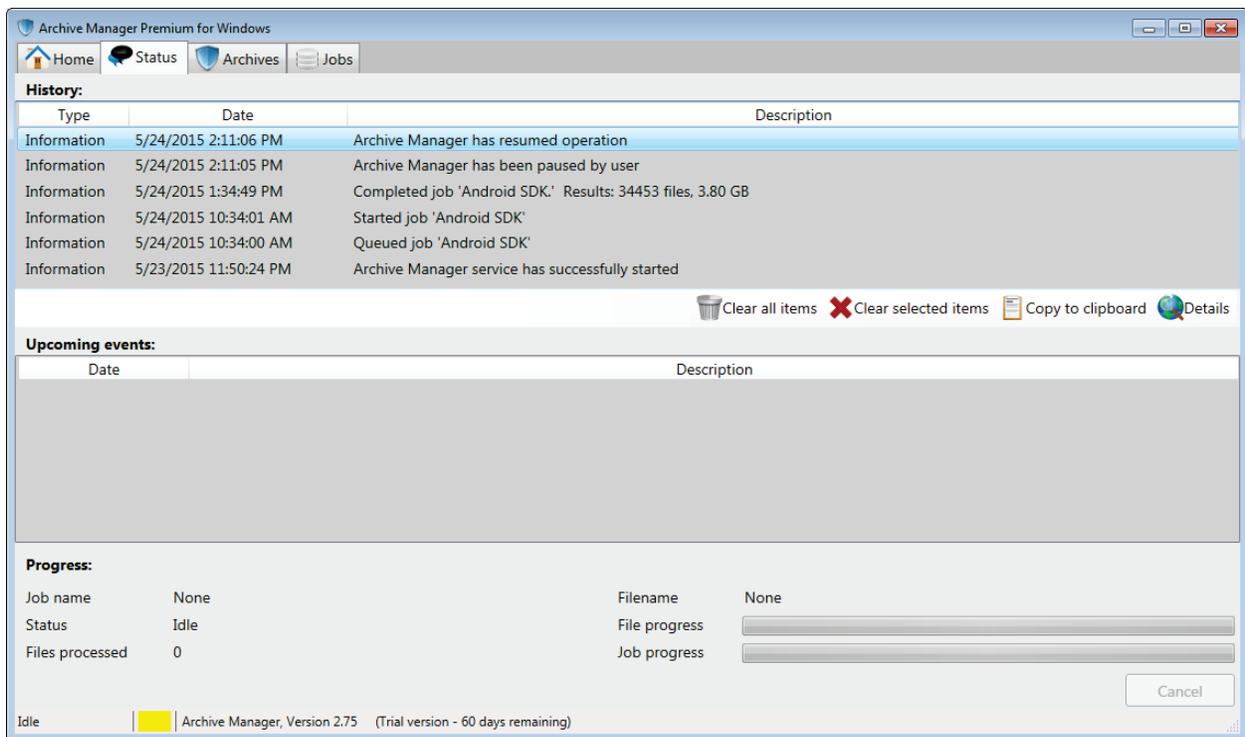


Figure 33 - Status tab

Event history

The history section, located at the top of the Status tab, displays all recent actions. You can easily locate when archive jobs were run and their resulting status. Double-clicking on an entry in the history will

open detailed information about the event. For example, clicking on a Completed Job entry will display details about the result of that archive job

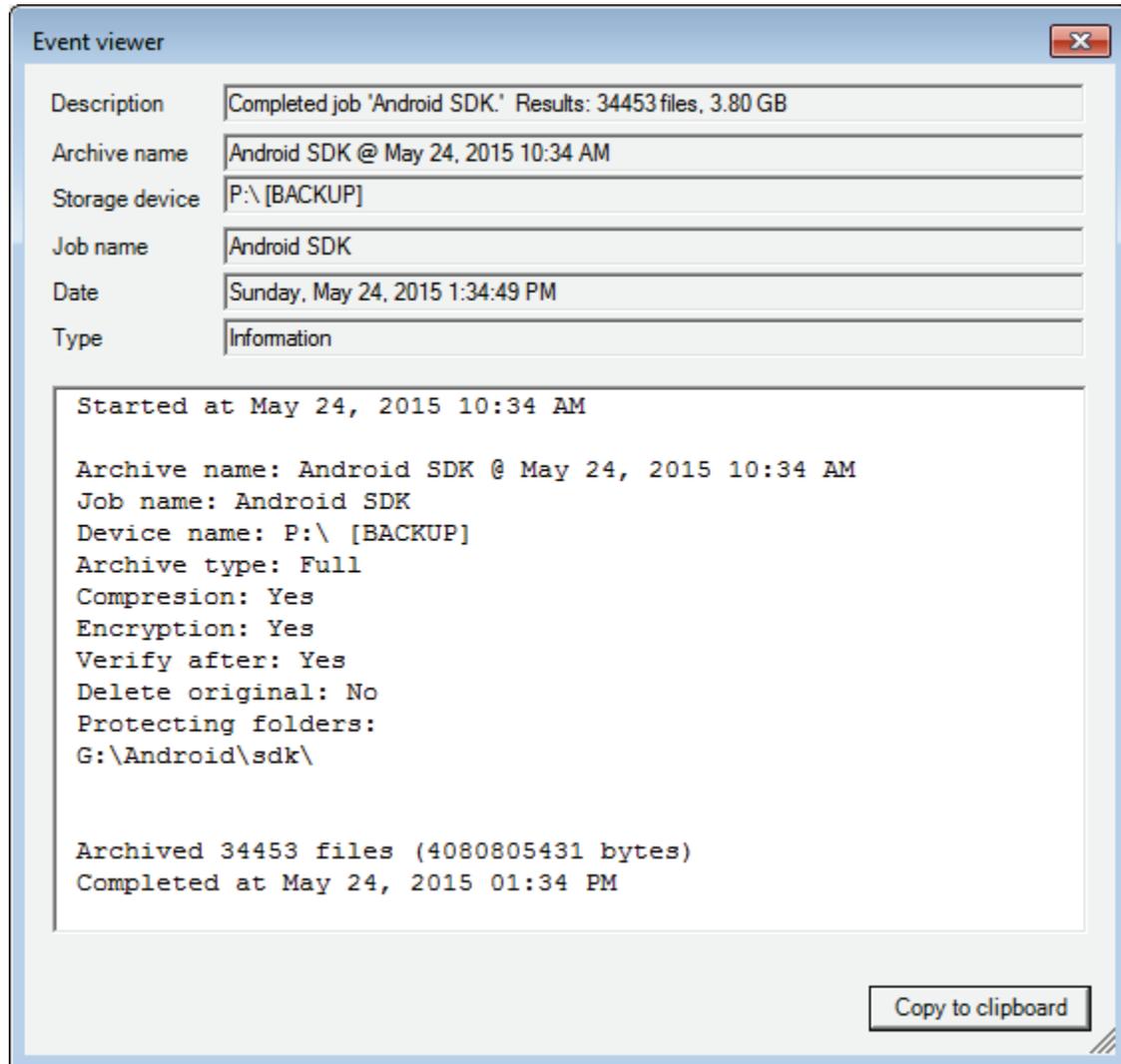


Figure 34 - job details

Options available for the history window:

- **Clear all items** – remove all items from the list. This operation is not undoable
- **Clear selected items** – remove items selected from the list. This operation is not undoable.
- **Copy to clipboard** – copy all of the items from the list to the Windows clipboard. Useful for external auditing of archive events.
- **Details** – same as double-clicking an item in the list. Opens detailed information about the item.

Upcoming scheduled events

The upcoming events section, located in the middle of the Status tab, displays all scheduled archive jobs.

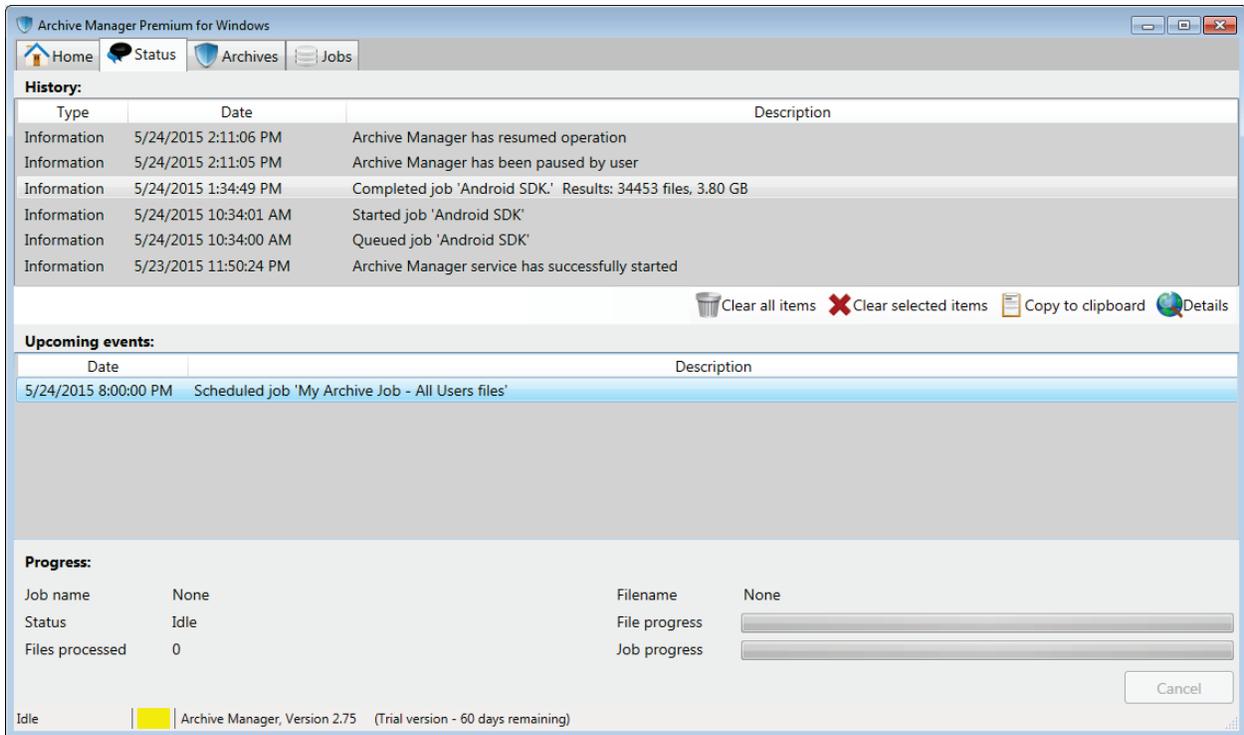


Figure 35- Upcoming events

The events are always ordered based on their real-time schedule. So, the top-most event will always be located at the top of the list. Once that event is completed then it will be moved down in the event list based on its next scheduled time.

If the scheduler is currently paused then you can double-click on the view to open the Options dialog and resume scheduled events.

Progress

The Progress section, located in the lower-portion of the Status tab, provides details on the current state of Archive Manager.

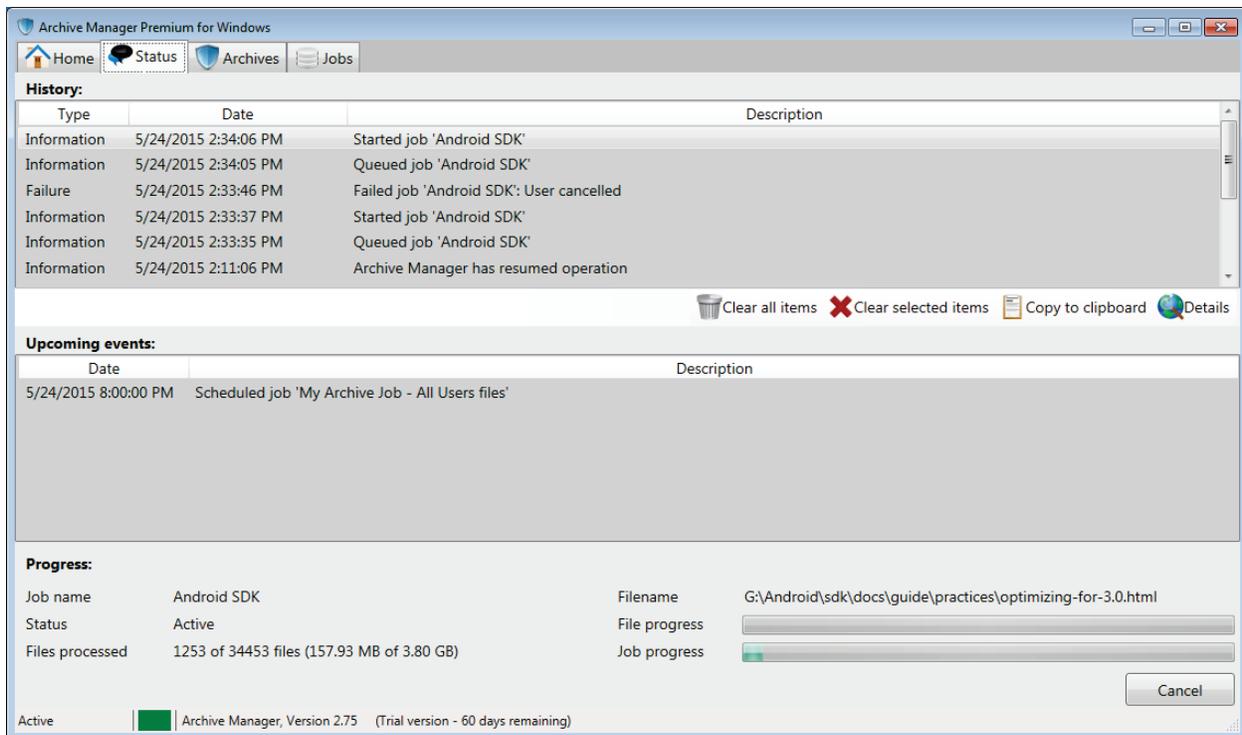


Figure 36 – Progress

The Progress view displays the progress of the active archive or recovery process. If there is not active process then the status will display Idle.

The following information can be found in the Progress view:

- Filename displays the name of the file actively being archived or recovered. File progress displays the current progress of the individual file being archived or recovered
- When a process is active, the Cancel button will be enabled allowing you to cancel the archive or recovery process
- The status bar located at the bottom of the Archive Manager window provides simple heads-up status
- The left-most area shows the state of Archive Manager: Idle, Active, or Paused
- The colored box shows the current activity:
 - green = working
 - blue = idle
 - yellow = idle (trial mode)
 - red = trial mode expired

The Archives tab

The Archives tab displays a complete listing of every archive created on your system.

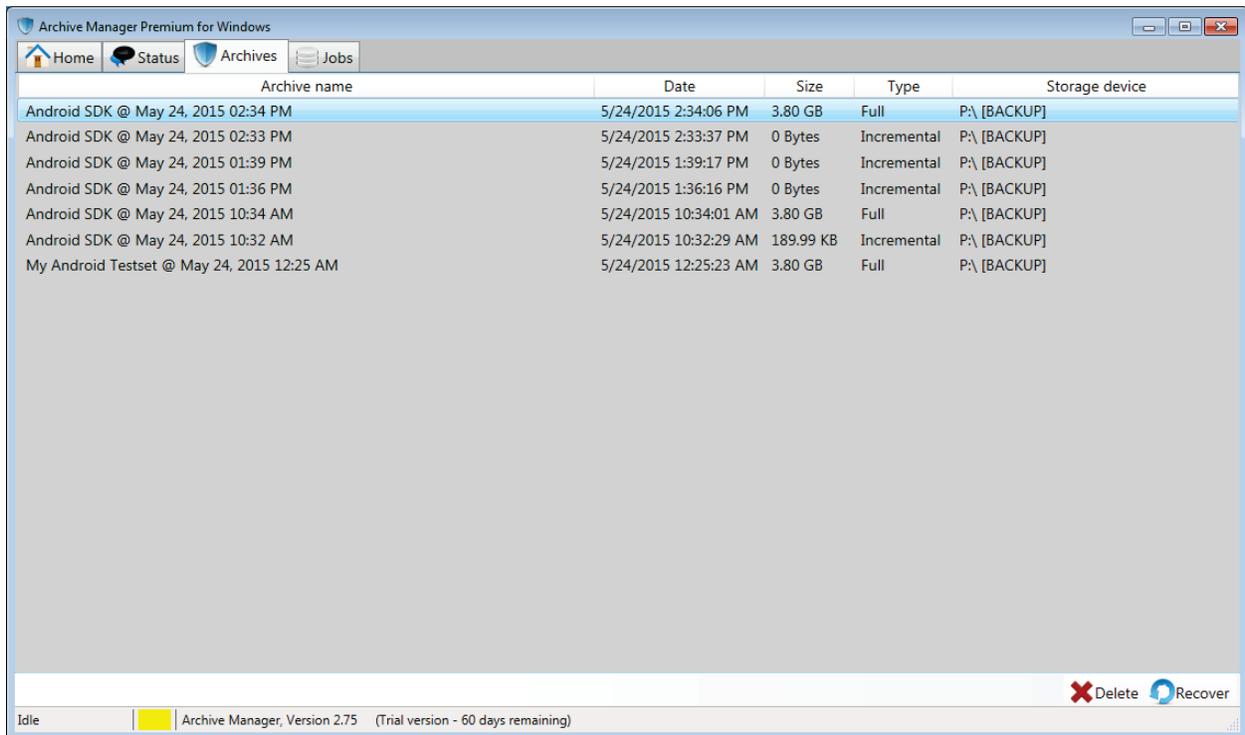


Figure 37 - Archives tab

- From this tab you can recover and delete archives
- Double-click an archive to open the archive recovery wizard
- The complete list of archives is displayed in a single list-view
- The number of archives can grow quite large. Use the scroll-bar on the right-hand side of the window to view older archives
- The archives are listed in order with the most recent archive located at the top of the list
- If you wish to reclaim free space on your storage device then you can select an archive and press the Delete button
- If you wish to recover one or more files from an archive then select the archive and press the Recover button. When you select an archive for recovery, you will be allowed to recover files from that specific archive or any earlier archive created with the same archive job. If you want to view every single version of a file created from a specific archive job then you must select the latest archive created by that archive job
- The left-most column displays a friendly description of the archive
- The archive name is created from the name of the archive job you created plus the time and date the archive job was started
- The middle columns display the date the archive was created and the total size of the archive

- Incremental archives will be smaller (and can be 0 bytes) than full archives since they only contain new and changed files since the most recent incremental or full archive
- The right-most columns display the type of archive, either incremental or full, and the name of the storage device where the archive is being stored

The Jobs tab

The Jobs tab displays a complete listing of every archive job you have created.

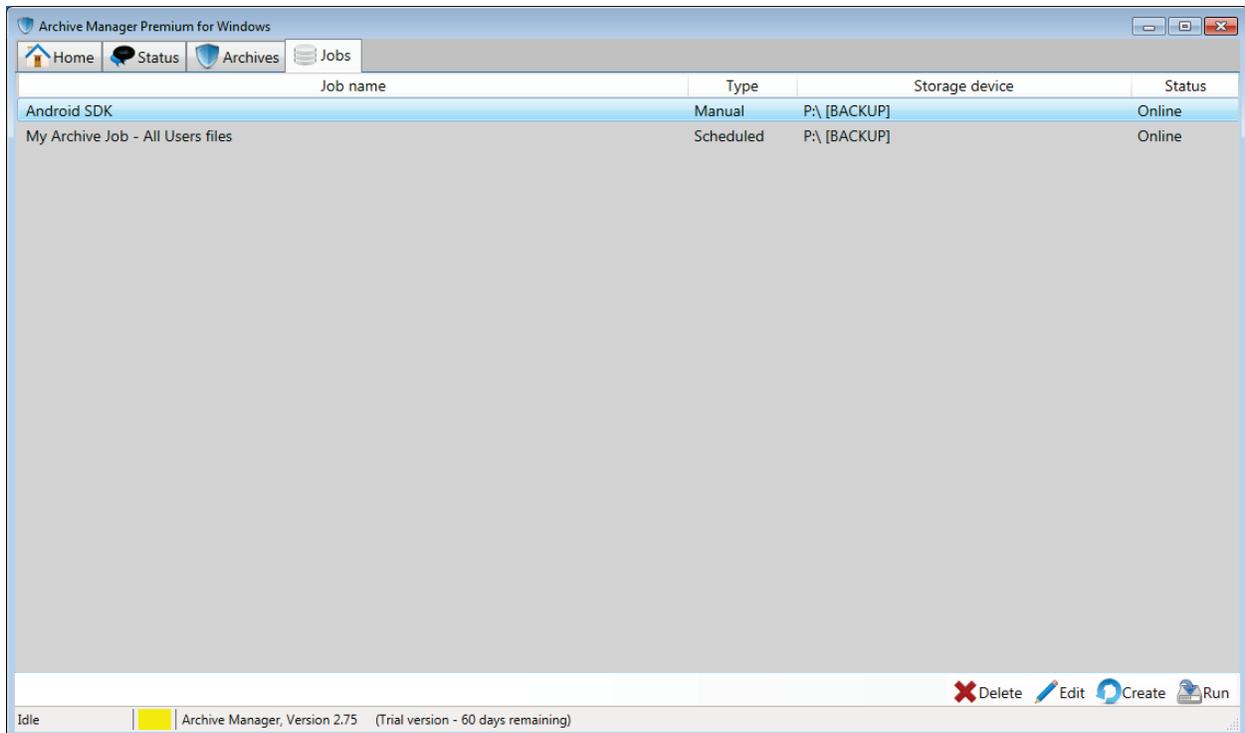


Figure 38 - Jobs tab

- From this tab you can delete, edit, run, and create archive jobs
- Double-click an archive job to open the archive job editor
- The complete list of archive jobs is displayed in a single list-view
- Use the scroll-bar on the right-hand side of the window to view additional archive jobs as necessary
- To create a new archive job select the Create button
- To edit or delete an existing archive job select a job press either the Delete or Edit button
- To create a new archive select a job from the list and press the Run button

Creating archive jobs

An archive job is a group of settings which specify the actions required to build one or more archive sets. To create a new archive job, select the Home tab and select Define a new archive job. The Job creation wizard will be launched.

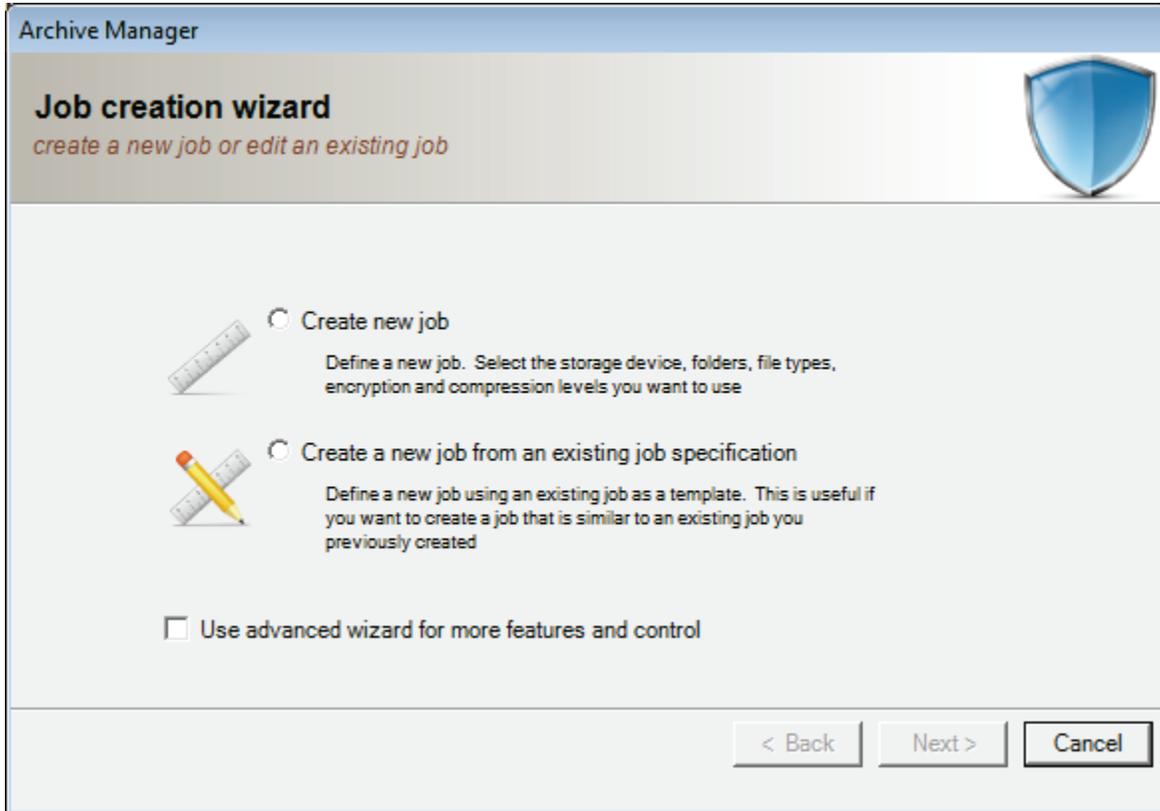


Figure 39 - Job creation

You have two options to create a new job:

- **Create new job** – create a new job from an empty specification
- **Create a new job from an existing job specification** – create a new job using existing jobs settings. Use this feature if you need to create a new job which is similar to a job you already have

Check the Use advanced wizard option if you want to utilize any of the following features:

- Exclude specific folders from the archive
- Include specific file type groups (e.g. photos, video, music, documents)
- Exclude specific file type groups (e.g. photos, video, music, documents)
- Exclude files smaller than a specific size
- Exclude files larger than a specific size
- Exclude files based on file attribute (e.g. read-only, hidden, system)

- Exclude files based on creation date

For this example, we will create a new job using the advanced wizard.

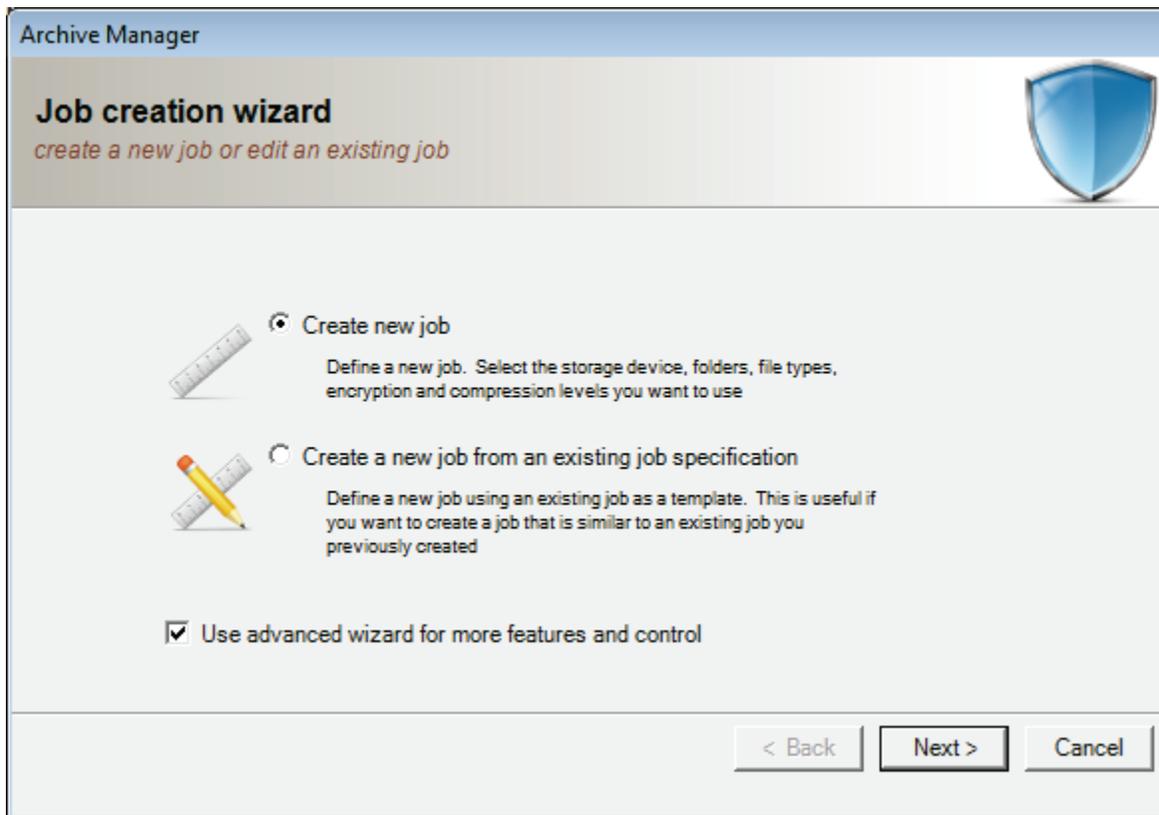


Figure 40- advanced wizard

Select the storage device to be used to store archives created with this archive job and press the Next button.

- Select the storage device where you want your archives to be stored
- All archives created by this archive job will be stored on this device
- You can press the Settings button to configure information about a storage device such as the Container Folder and Automatic Prune Threshold

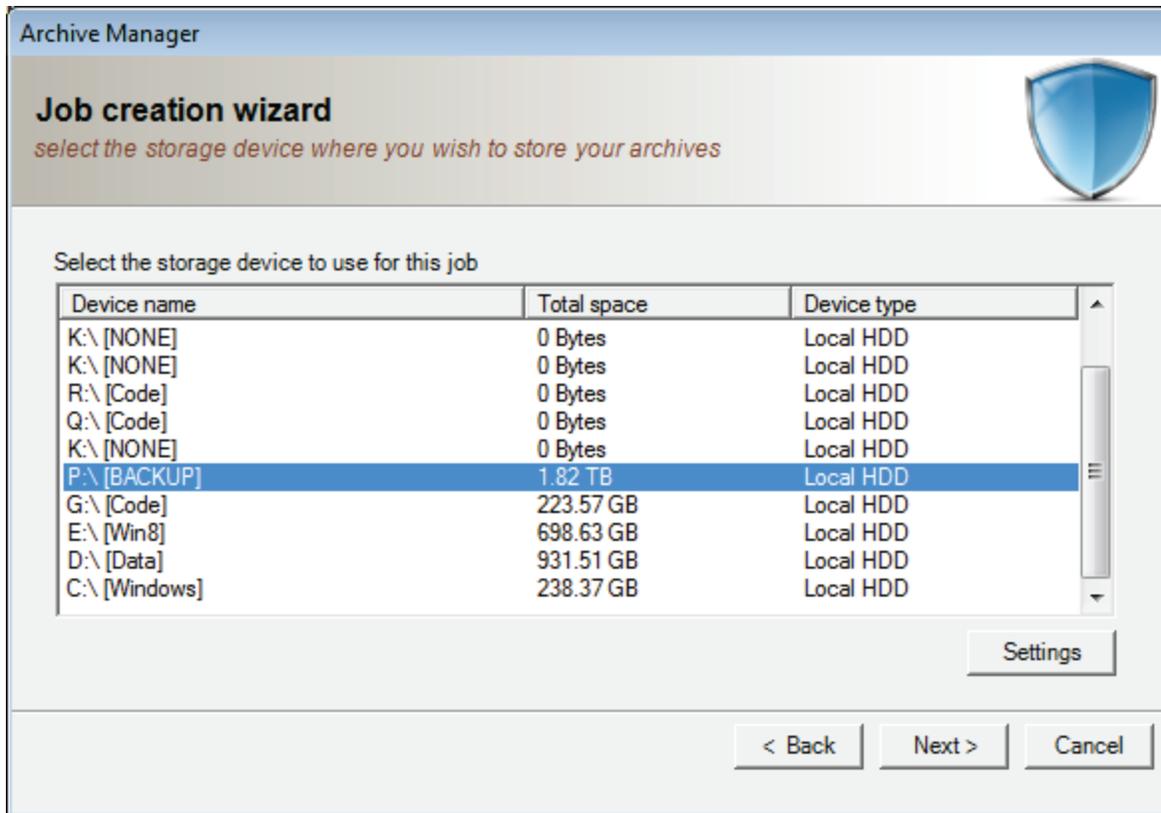


Figure 41 - select storage device

Select one or more folders to be added to the archive.

- You can specify any number of folders to be archived for a single archive job
- Press the Browse button to locate each folder you wish to archive in this job specification
- You can remove a folder from the archive by selecting the folder from the list and pressing the Remove button

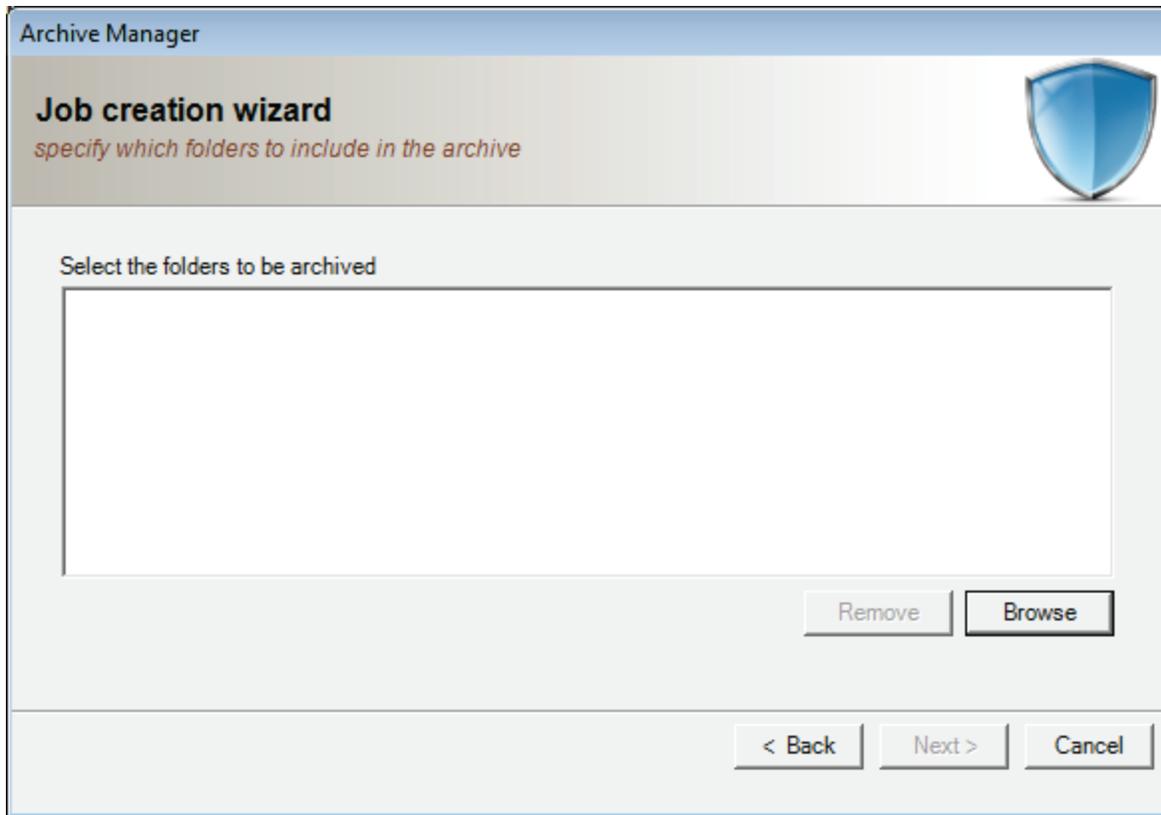


Figure 42 - folder selection

Select one or more folders to be excluded from the archive.

- You can select any number of folders, or sub-folders, to be excluded from an archive
- You can select full paths or partial paths. A partial path (e.g. \bob\) will exclude all folders named bob whereas a full path (e.g. C:\users\bob\) will only exclude the single folder
- Check the Exclude Hidden Folders box to automatically exclude all files and folders located within hidden folders

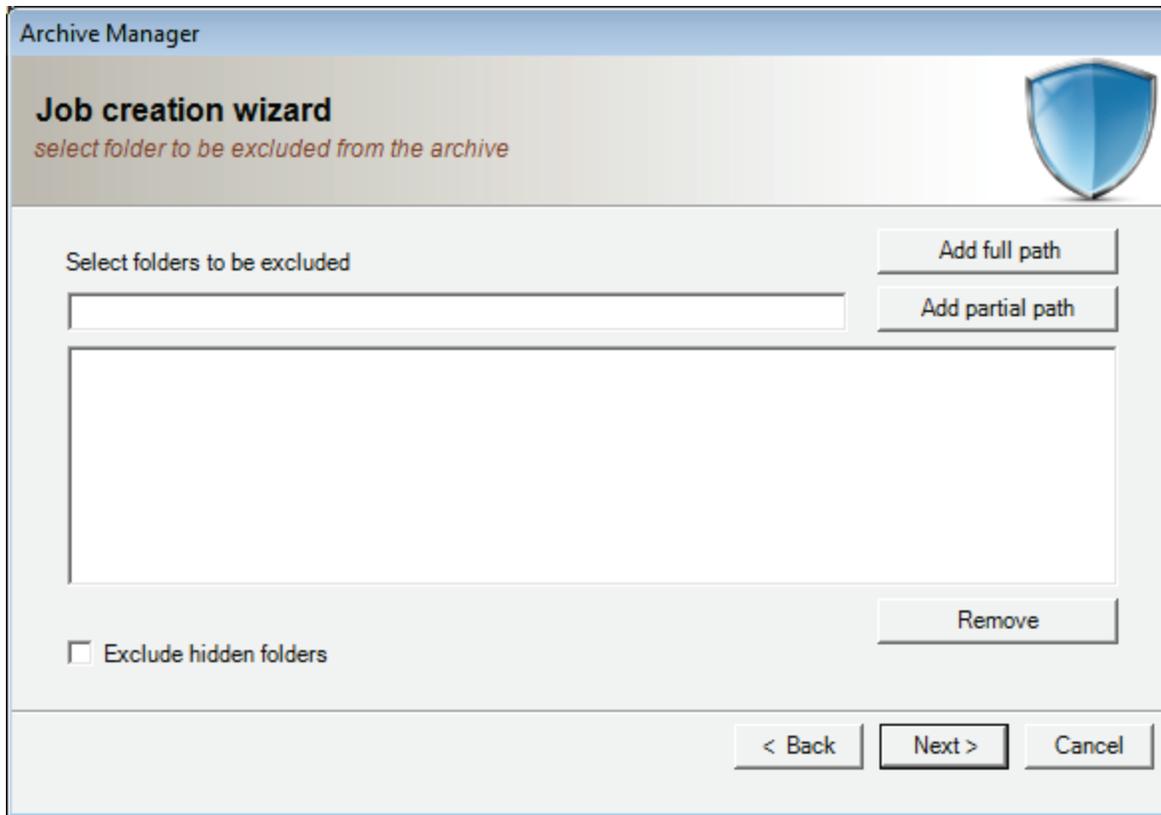


Figure 43 - exclude folders

Select one or more file groups to be included in the archive.

- By default, Archive Manager will archive all file types
- You can limit the file types by selecting one or more file groups to include. Select a group from the Available File Groups box and press the Add button
- You can add or edit file groups at any time by selecting the Edit File Group or Create new File Group links

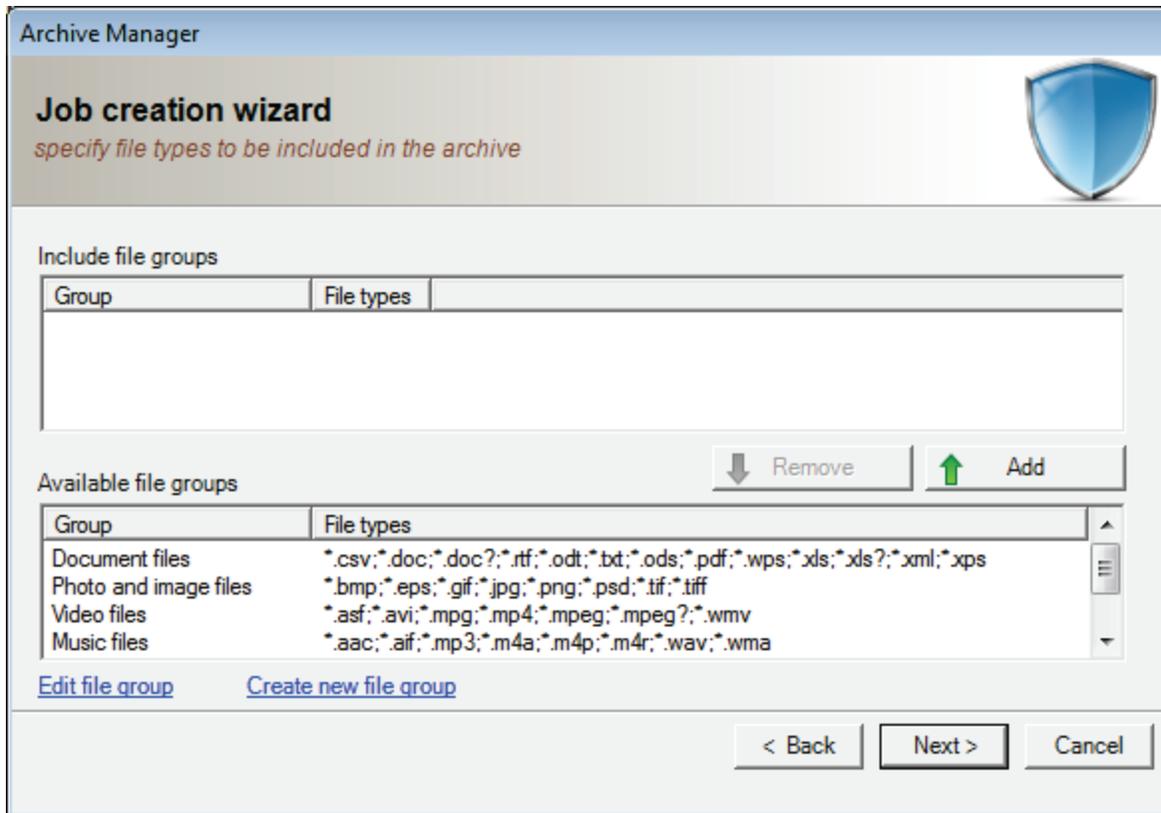


Figure 44 - include file groups

Select one or more file groups to be excluded from the archive.

- In addition to including file groups, you can also exclude file groups
- Select a group from the Available File Groups box and press the Add button. The selected groups will be excluded from the archive
- You can add or edit file groups at any time by selecting the Edit File Group or Create new File Group links

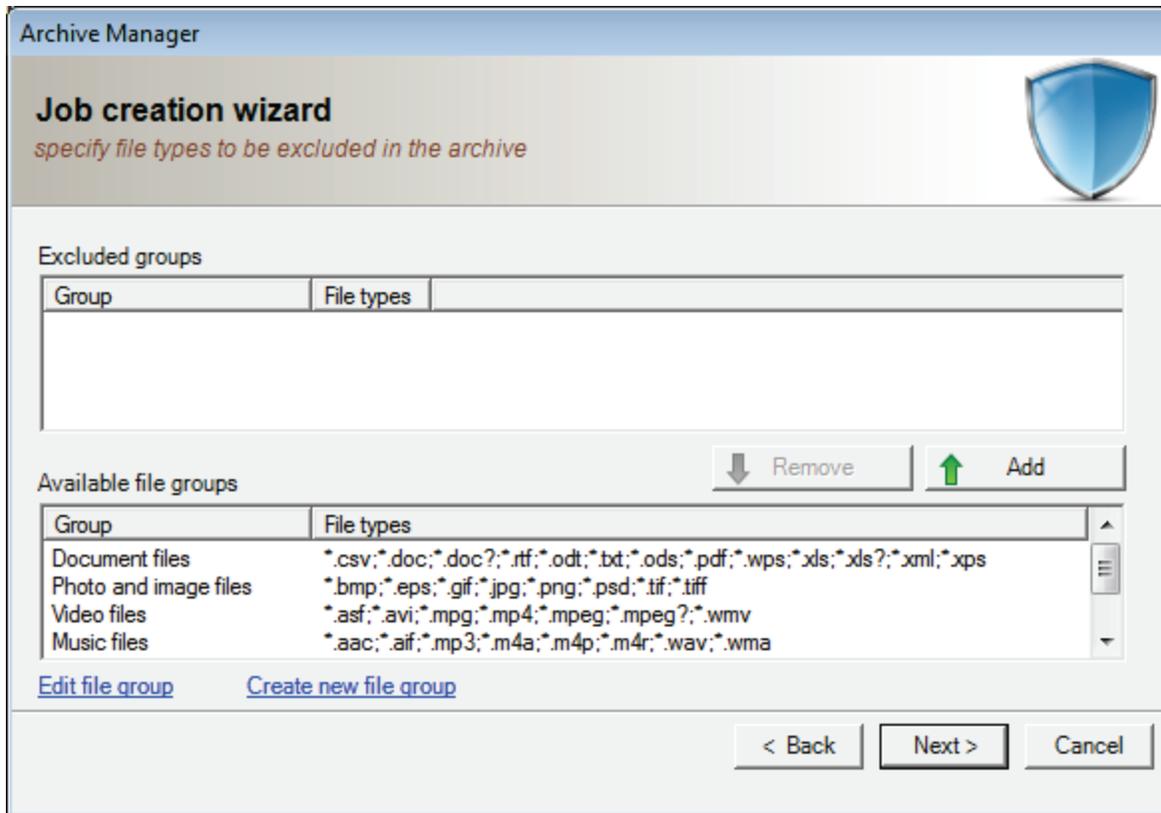


Figure 45 - exclude file groups

Specify to exclude files based on file size, file attribute, or modification date.

- Archive Manager allows you to refine jobs by excluding files with specific attributes
- You can exclude files based on file size, file attribute, and file date

The screenshot shows the 'Archive Manager' window with the 'Job creation wizard' title. Below the title is the subtitle 'exclude files by attributes, file size, and modification date' and a shield icon. The main area is divided into three sections: 'Exclude by filesize', 'Exclude by attribute', and 'Exclude by date'. Each section contains several options with checkboxes and input fields. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Exclude by filesize

- Exclude files smaller or equal to
- Exclude files larger or equal to

Exclude by attribute

- Exclude hidden files
- Exclude system files
- Exclude read-only files
- Exclude externally archived files

Exclude by date

- Exclude files older than
- Exclude files newer than

< Back Next > Cancel

Figure 46 - exclude by file attributes

Specify the basic settings to be used when creating new archives with this archive job.

- Encrypt your archives with 256 bit AES encryption for maximum security
- Compress archives to use less storage space
- Selecting neither encrypt or compress will allow for easy cross-system copying of archives. Since the archives will be in a "raw" format understood natively by Windows, you can simply drag-and-drop files directly from your archive set onto other Windows devices
- Select the 'Verify After' option to automatically verify the contents of each archived file to the original file. If an error is detected then an error will be raised in Archive Manager's event log
- The 'Delete Original Files After Successful Archive' option allows you to purge old files from your system to reclaim free-space on your system
- There are two types of Archive sets: Full archives contain a copy of all files; Incremental archives contain a copy of new/changed files since the last full or incremental archive
- A full archive requires more storage space. Incremental archives are quicker to complete
- Full archives will be deleted whenever the 'minimum full archives to keep' threshold is met. Also, you can set a 'prune threshold' on the storage device in the Device Settings dialog,
- Archive Manager allows three types of reporting: None, Basic, and Full
- Basic reporting allows you to view when the archive started and stopped, the total number of files and bytes archives, and any errors or warnings

- Full reporting allows you to view everything in the Basic report plus a list of each individual file that was archived. Reports are easily copied to the Windows clipboard for exporting

Figure 47 - basic options

Specify when you want to run archives jobs. Archive jobs can be run manually or scheduled automatically.

- Archive Manager allows for both manually and scheduled archives
- A manual archive can be launched at any time by opening Archive Manager, selecting the Jobs tab, and pressing the Run button
- A scheduled archive can be launched automatically based on a set time of day or when a specific number of files or bytes change, or are added, on your system

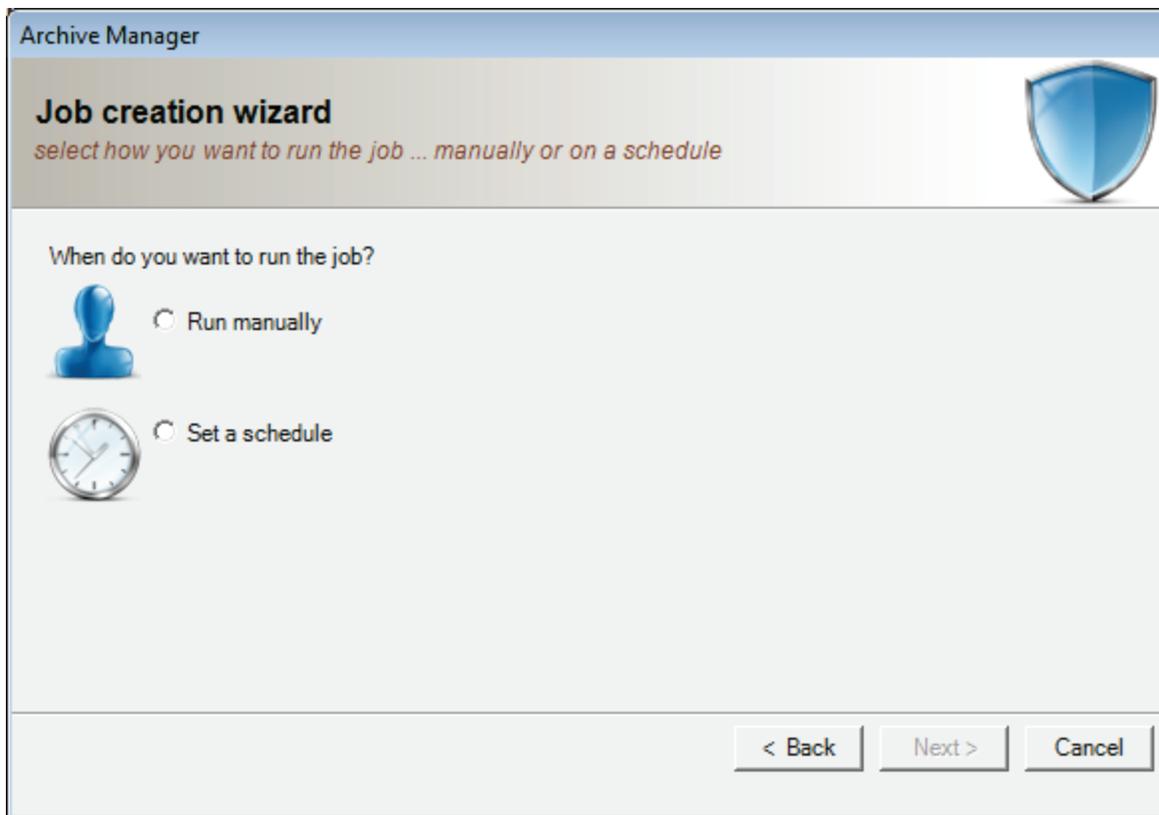


Figure 48 - how to run the job

- A manual archive can be launched at any time by opening Archive Manager, selecting the Jobs tab, and pressing the Run button
- If you select 'Run Now' then one archive will be created when the archive job has been completed

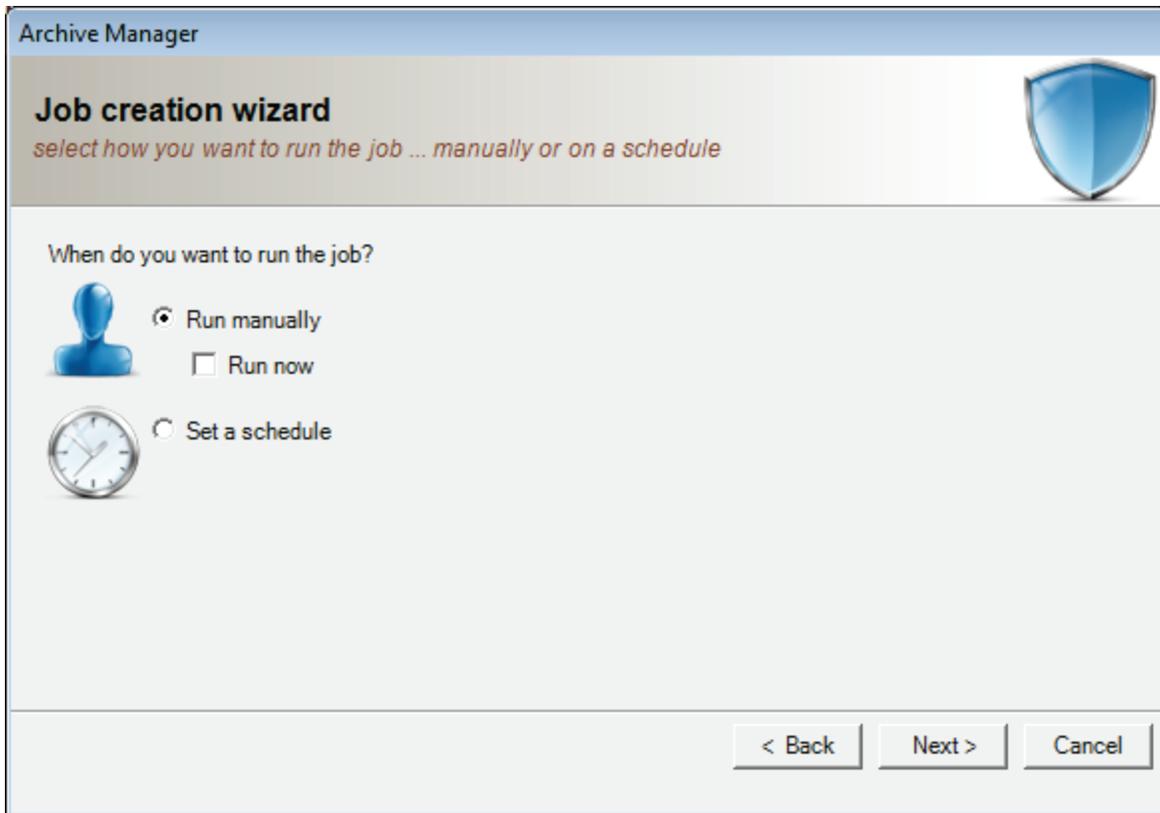
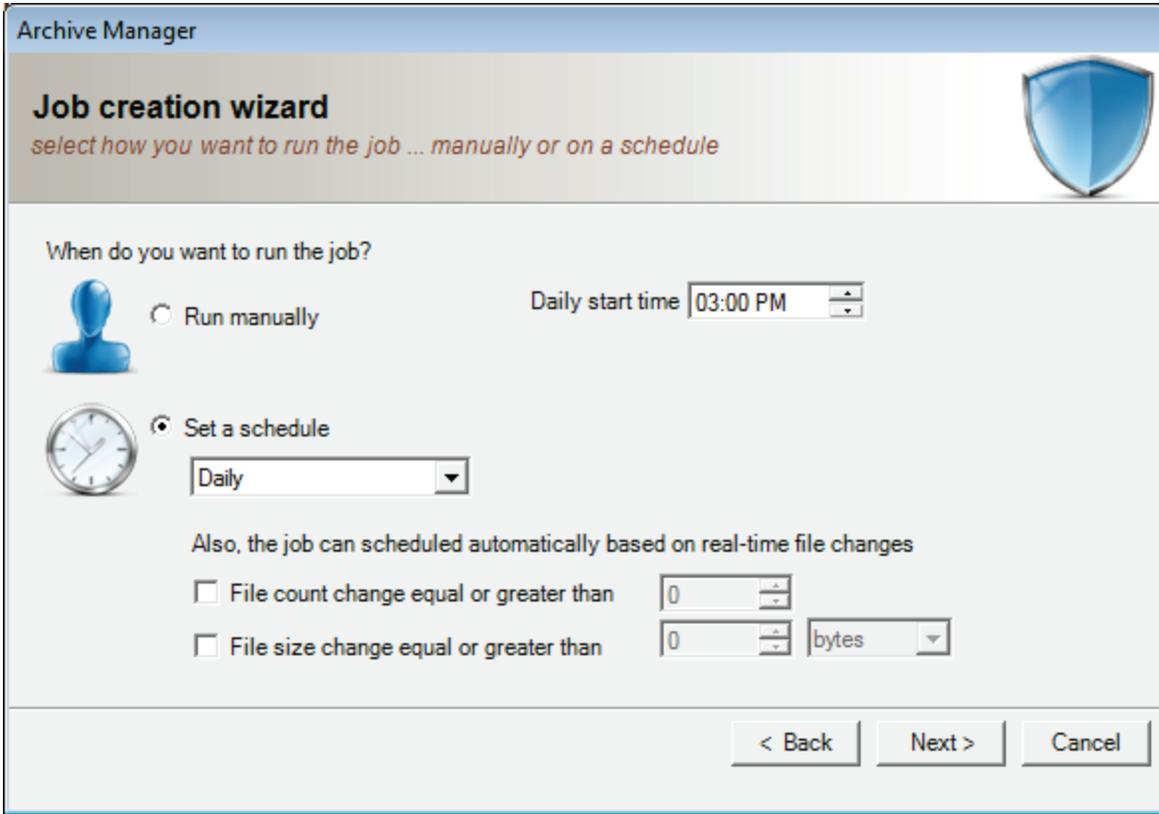


Figure 49 - run manually

- Archive Manager can be scheduled to run a new archive on an hourly basis
- Select the 'Minutes After The Hour' that you want to run the archive
- Additionally, you can schedule the archive to run when a specified number of files, or bytes, are added/changed to any folder within your archive job



The screenshot shows the 'Job creation wizard' window in Archive Manager. The title bar reads 'Archive Manager'. Below the title bar, the main heading is 'Job creation wizard' with a subtitle 'select how you want to run the job ... manually or on a schedule'. A blue shield icon is in the top right corner. The main content area asks 'When do you want to run the job?'. There are two radio button options: 'Run manually' (with a person icon) and 'Set a schedule' (with a clock icon). The 'Set a schedule' option is selected. To the right of the 'Run manually' option is a 'Daily start time' field set to '03:00 PM'. Below the 'Set a schedule' option is a dropdown menu set to 'Daily'. Below this, there is a section titled 'Also, the job can scheduled automatically based on real-time file changes'. It contains two checkboxes: 'File count change equal or greater than' and 'File size change equal or greater than'. Both checkboxes are currently unchecked. The 'File count' checkbox has a numeric input field set to '0'. The 'File size' checkbox has a numeric input field set to '0' and a unit dropdown menu set to 'bytes'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Figure 50 - daily schedule

- Archive Manager can be scheduled to run a new archive on a daily basis
- Select the 'Weekly Start Time' that you want to run the archive
- Additionally, you can schedule the archive to run when a specified number of files, or bytes, are added/changed to any folder within your archive job

Archive Manager

Job creation wizard

select how you want to run the job ... manually or on a schedule

When do you want to run the job?

Run manually

Weekly start time: Sunday 03:00 PM

Set a schedule

Weekly

Also, the job can scheduled automatically based on real-time file changes

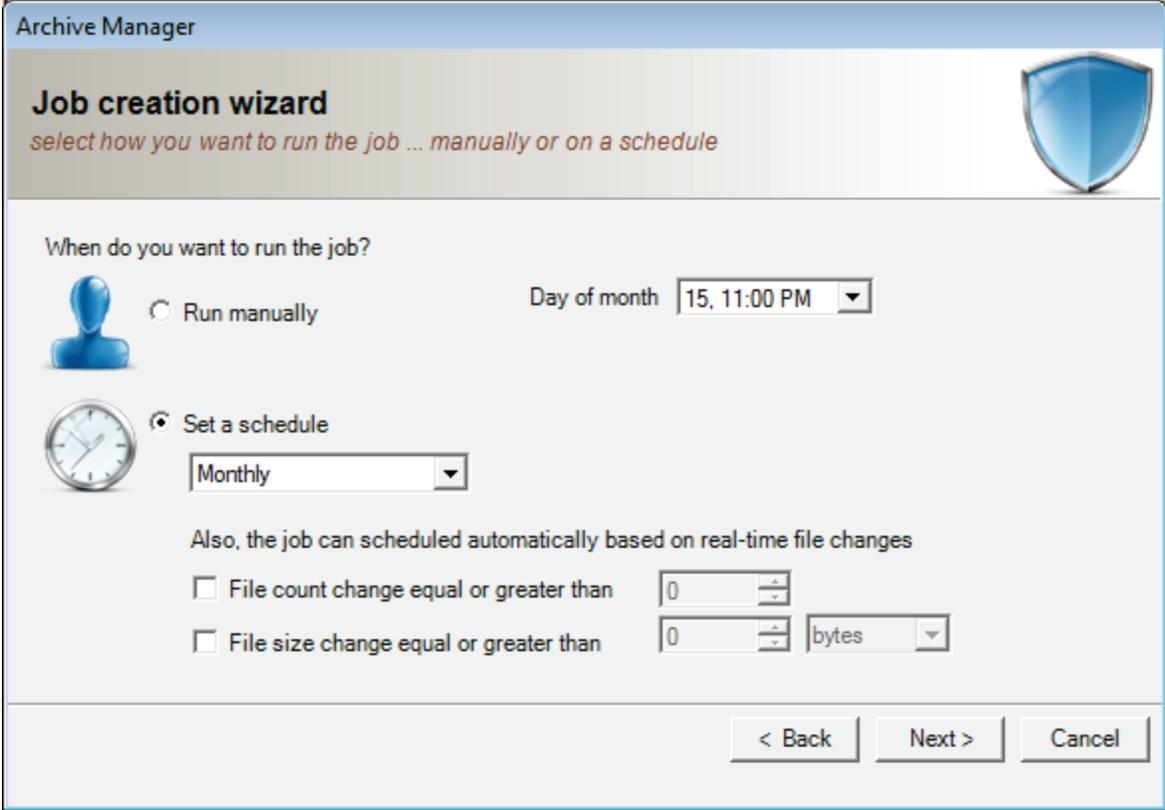
File count change equal or greater than 0

File size change equal or greater than 0 bytes

< Back Next > Cancel

Figure 51 - weekly schedule

- Archive Manager can be scheduled to run a new archive on a Monthly basis
- Select the 'Day Of Month' that you want to run the archive
- Additionally, you can schedule the archive to run when a specified number of files, or bytes, are added/changed to any folder within your archive job



The screenshot shows the 'Job creation wizard' window in Archive Manager. The title bar reads 'Archive Manager'. Below the title bar, the main heading is 'Job creation wizard' with a subtitle 'select how you want to run the job ... manually or on a schedule'. A blue shield icon is in the top right corner. The main content area is titled 'When do you want to run the job?'. There are two radio button options: 'Run manually' (unselected) and 'Set a schedule' (selected). The 'Set a schedule' option is accompanied by a clock icon. To the right of the 'Run manually' option is a 'Day of month' dropdown menu showing '15, 11:00 PM'. Below the 'Set a schedule' option is a dropdown menu showing 'Monthly'. Underneath, there is a section titled 'Also, the job can scheduled automatically based on real-time file changes'. This section contains two checkboxes, both of which are unchecked. The first checkbox is 'File count change equal or greater than' followed by a numeric input field containing '0'. The second checkbox is 'File size change equal or greater than' followed by a numeric input field containing '0' and a unit dropdown menu showing 'bytes'. At the bottom right of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

Figure 52 - monthly schedule

- Archive Manager can be scheduled to run a new archive on a custom-daily basis
- Select the 'Start Time' as well as each day of the week that you want to run the archive
- Additionally, you can schedule the archive to run when a specified number of files, or bytes, are added/changed to any folder within your archive job

Archive Manager

Job creation wizard

select how you want to run the job ... manually or on a schedule

When do you want to run the job?

Run manually

Start time: 03:00 PM

sun mon tue wed thu fri sat

Set a schedule

Custom day

Also, the job can scheduled automatically based on real-time file changes

File count change equal or greater than 0

File size change equal or greater than 0 bytes

< Back Next > Cancel

Figure 53 - custom day

Finally, specify the name you want to save your archive job.

- Enter any description of the archive job you wish and press the Finish button
- The job description will be used to identify all archives generated using this archive job

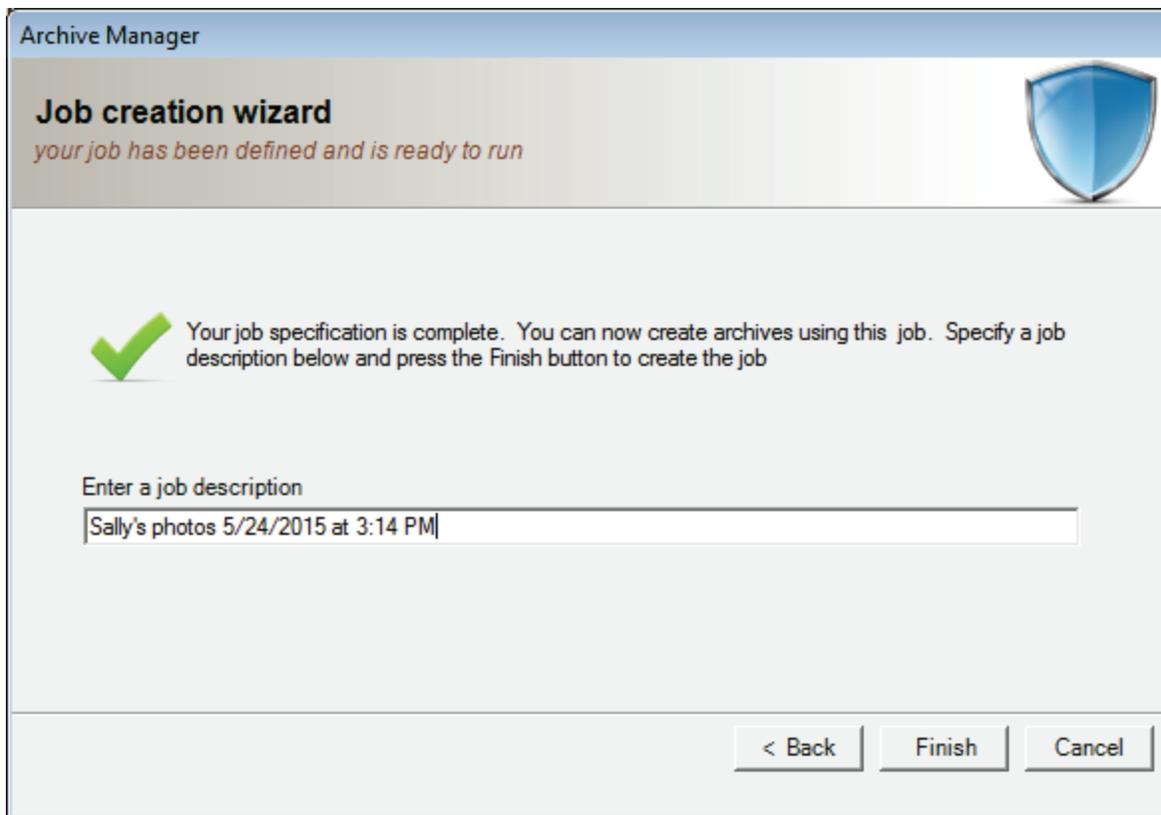


Figure 54 - job name

Recovering archives

To recover an archive you can select either:

- The Archives tab
- Recover files now from the Home tab

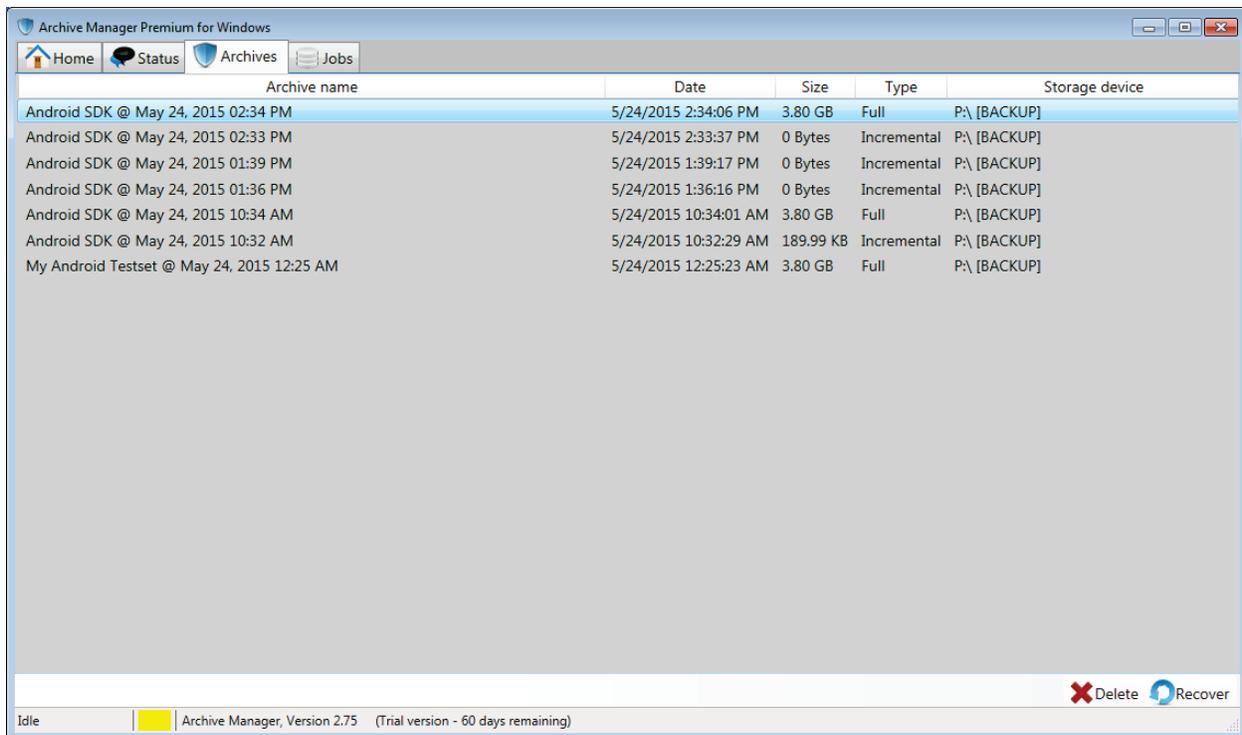


Figure 55 - recover files

- All of the archives created on your system will be displayed in a single view
- Select the archive you want to recover files from and either double-click or press the Recover button to open the Recover Wizard
- When you select an archive for recovery, you will be allowed to recover files from that specific archive or any earlier archive created with the same archive job. If you want to view every single version of a file created from a specific archive job then you must select the latest archive (e.g. the archive located near the top of the list) created by that archive job

You can search for files by folder or filename.

- The Recover Files wizard allows you to recover one or more files from the selected archive
- There are two methods available to recover files: Browse By Folder or Search By Filename

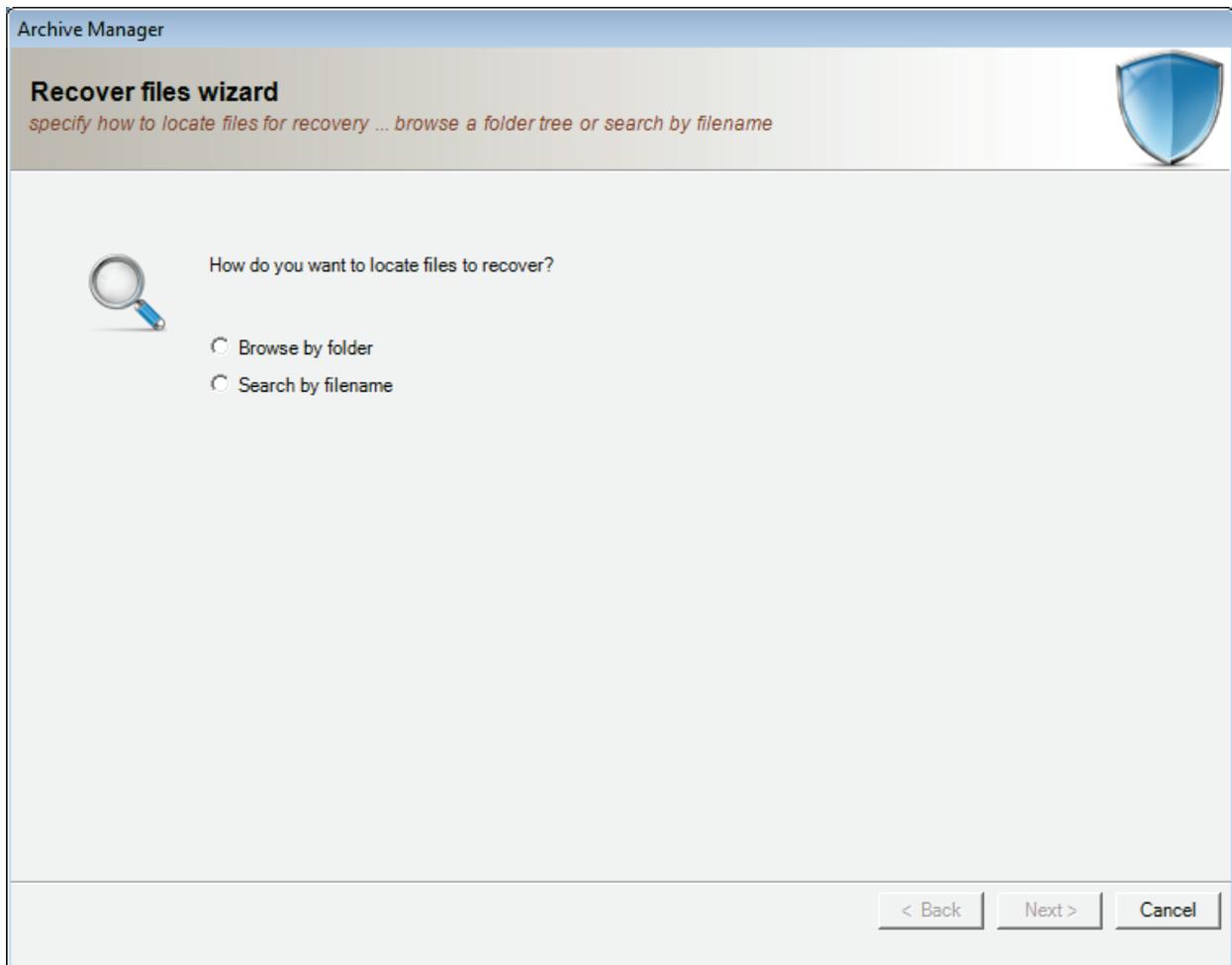


Figure 56 - file search types

- Selecting Search By Filename opens a search view window allowing you to type a portion of the file name you want to recover
- As you type the filename, Archive Manager continually updates the display results

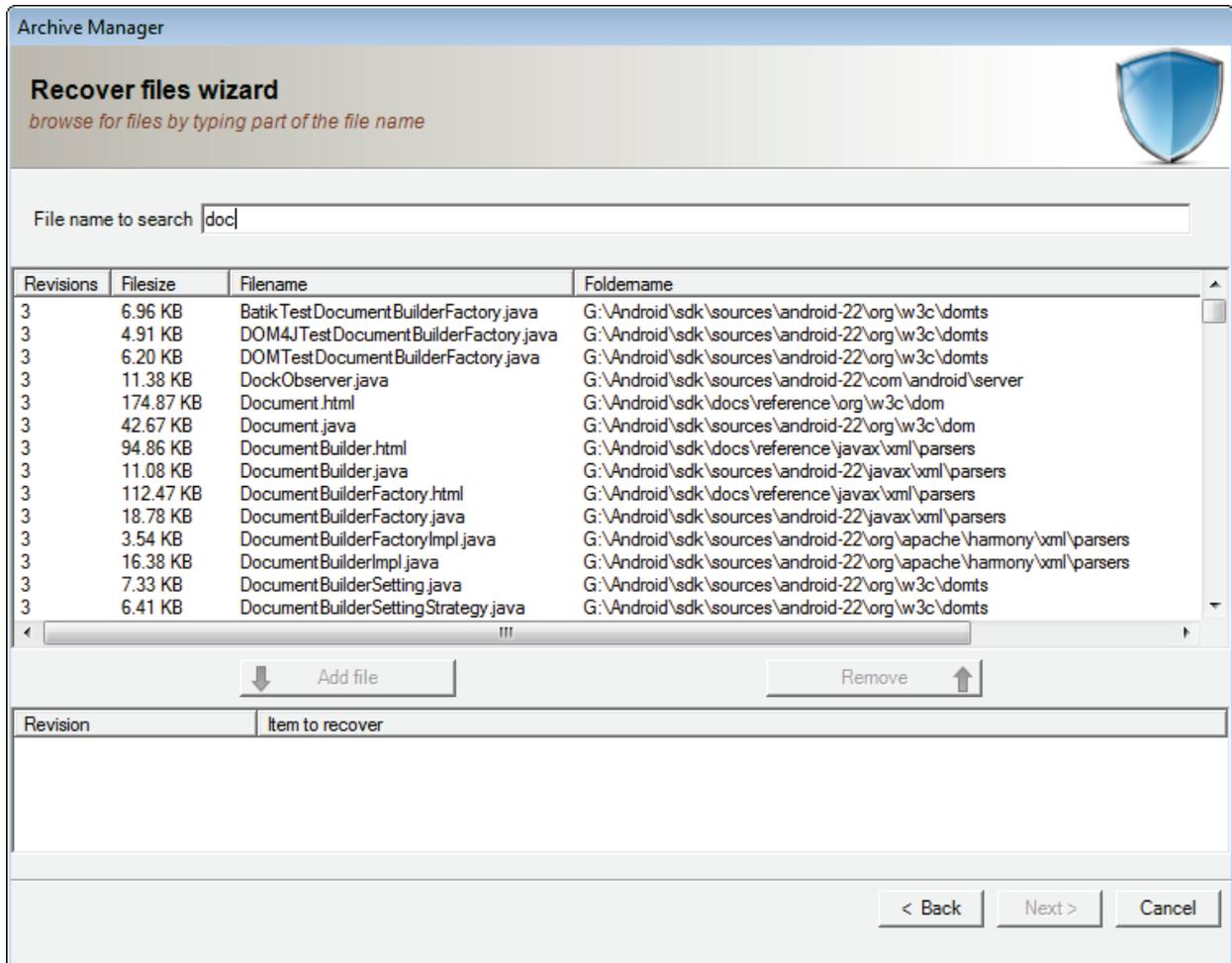


Figure 57 - search by filename

- Press the Add File button, or double-click, to select the most recent version of the file
- If a file contains multiple revisions then you can right-click on the file and select the date/time of the revision you want to recover

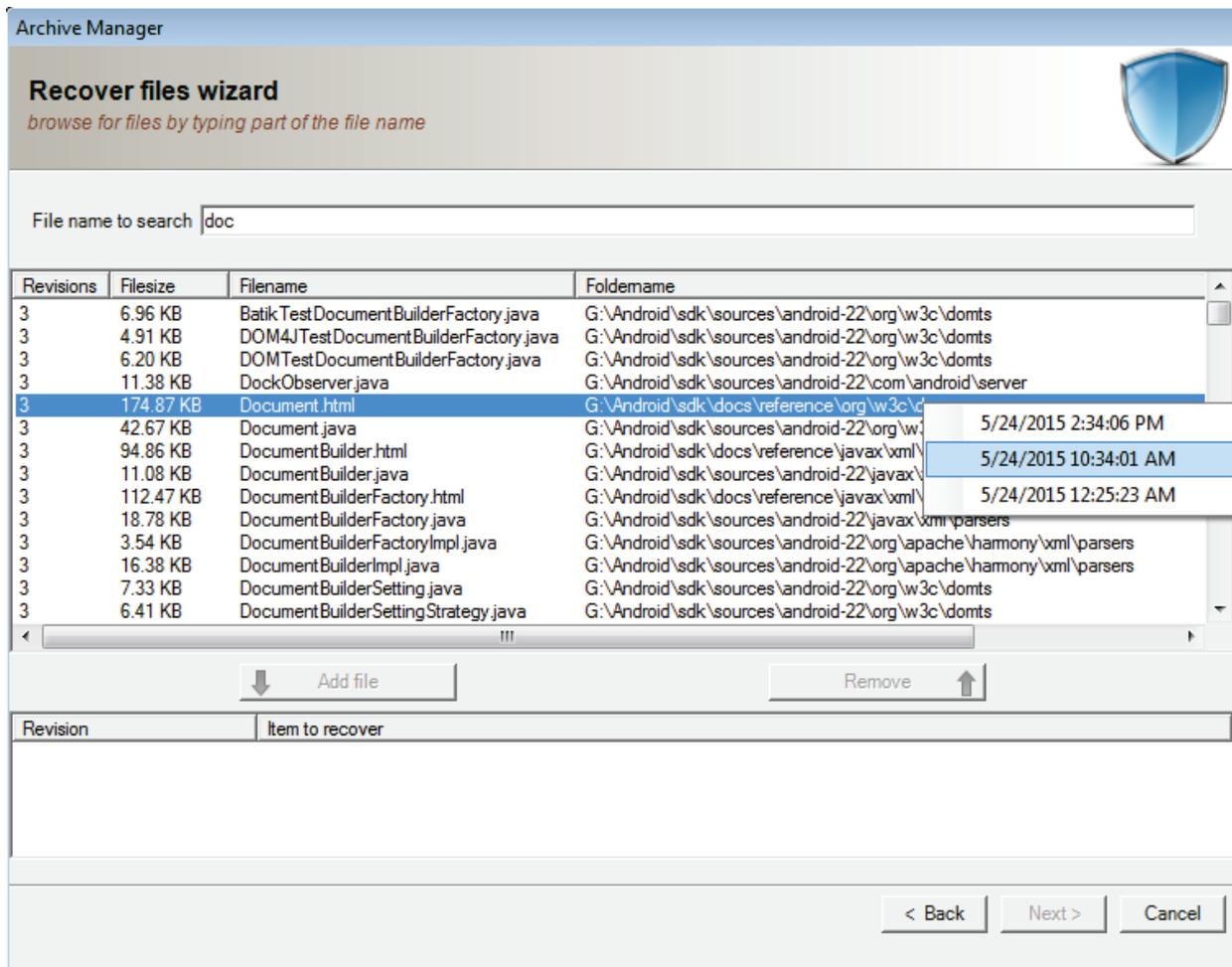


Figure 58 - select file version

- Once selected, the filename and revision number will be displayed in the lower window
- You can select any number of files to recover
- After you have completed your selection press the Next button

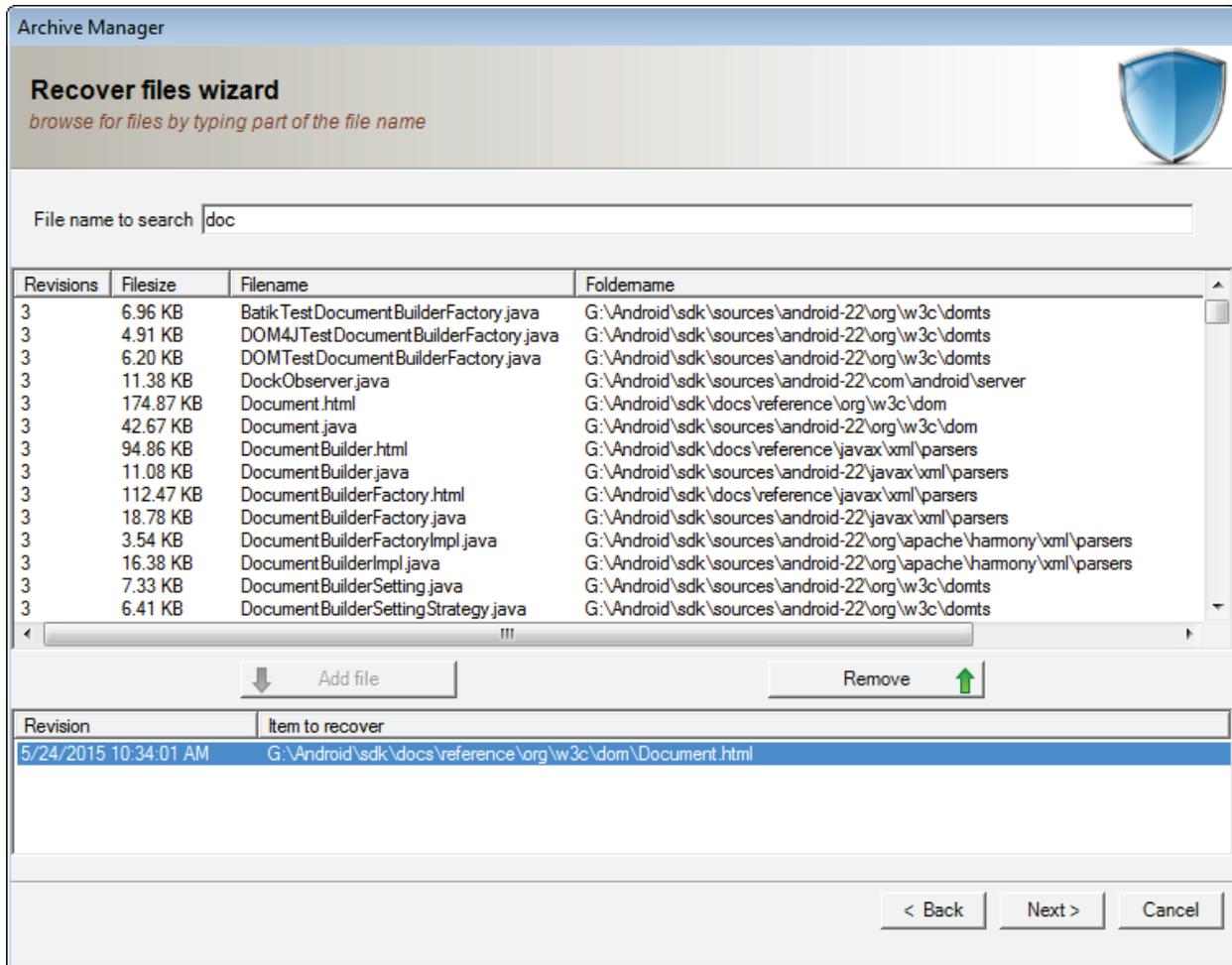


Figure 59 - selected file

- In addition to Search By Filename, you can also Browse by Folder
- The folder tree is located on the left-hand side. Files are located on the right-hand side. Select individual files or entire folders with the Add File and Add Folder buttons

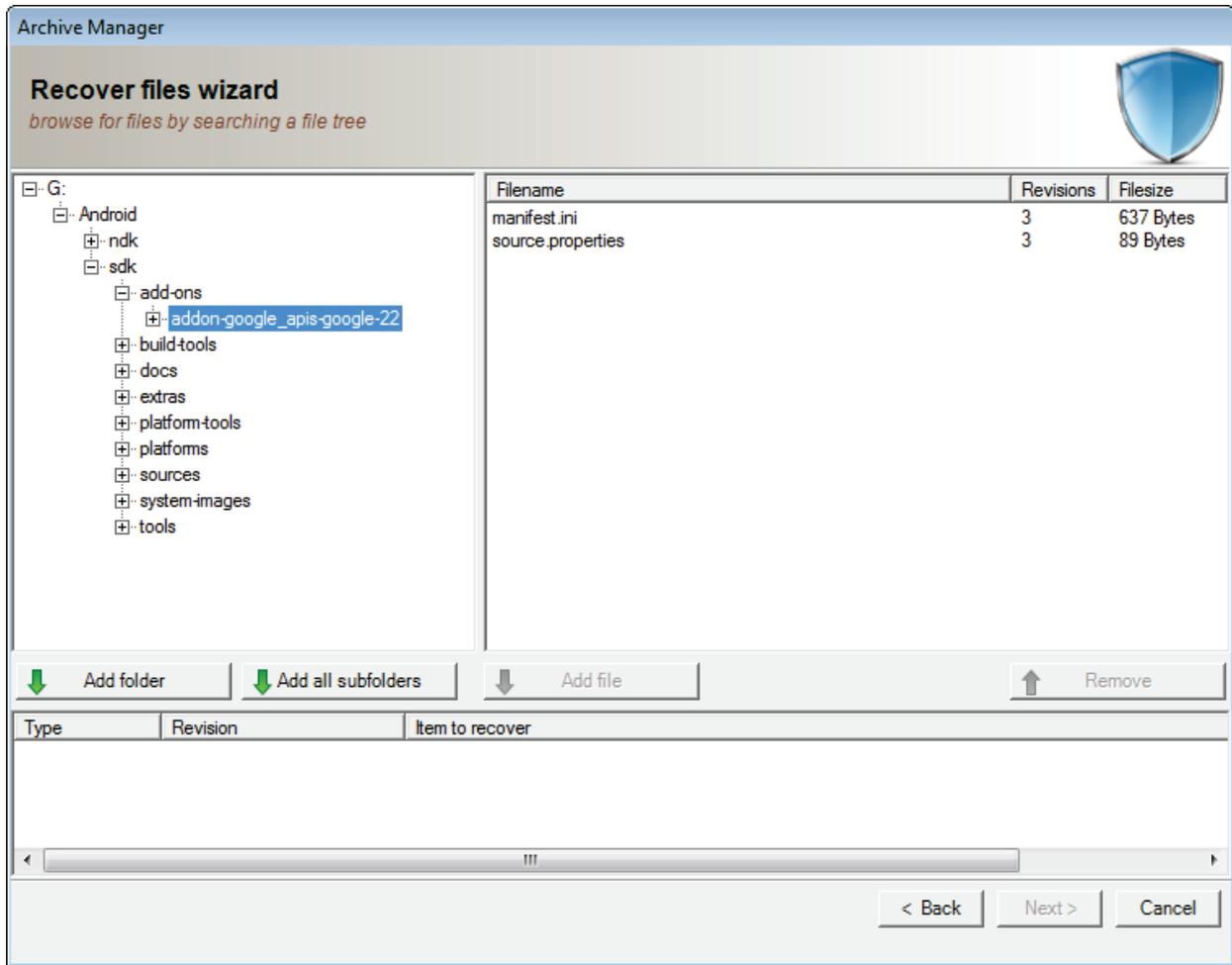


Figure 60 - search by folder

- If a file contains multiple revisions then you can right-click on the file and select the time/date of the revision you want to recover
- Recovering an entire folder will automatically recover the most recent version of each file

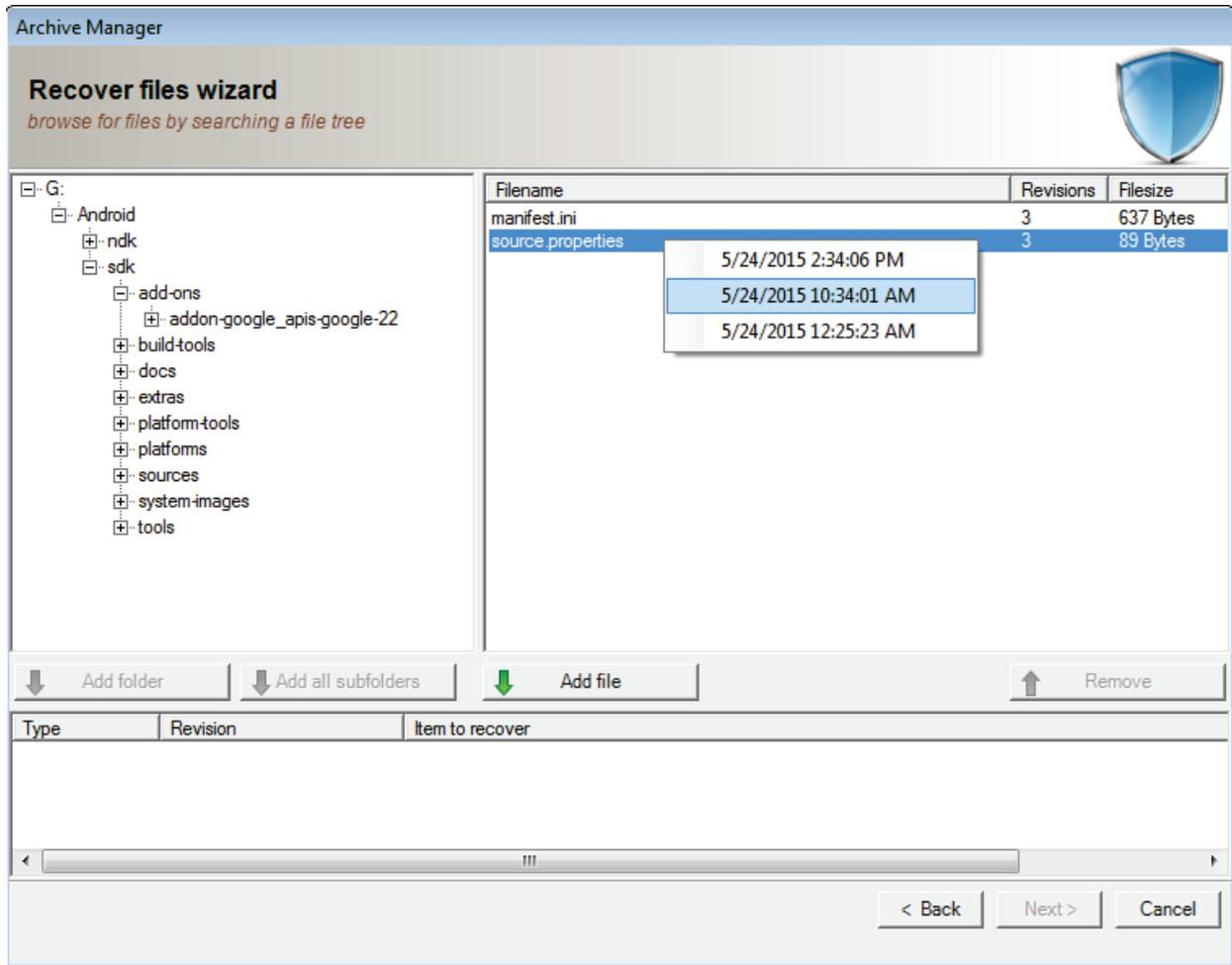


Figure 61 - search file version

- Once selected, the filename and revision number will be displayed in the lower window
- You can select any number of files to recover
- After you have completed your selection press the Next button

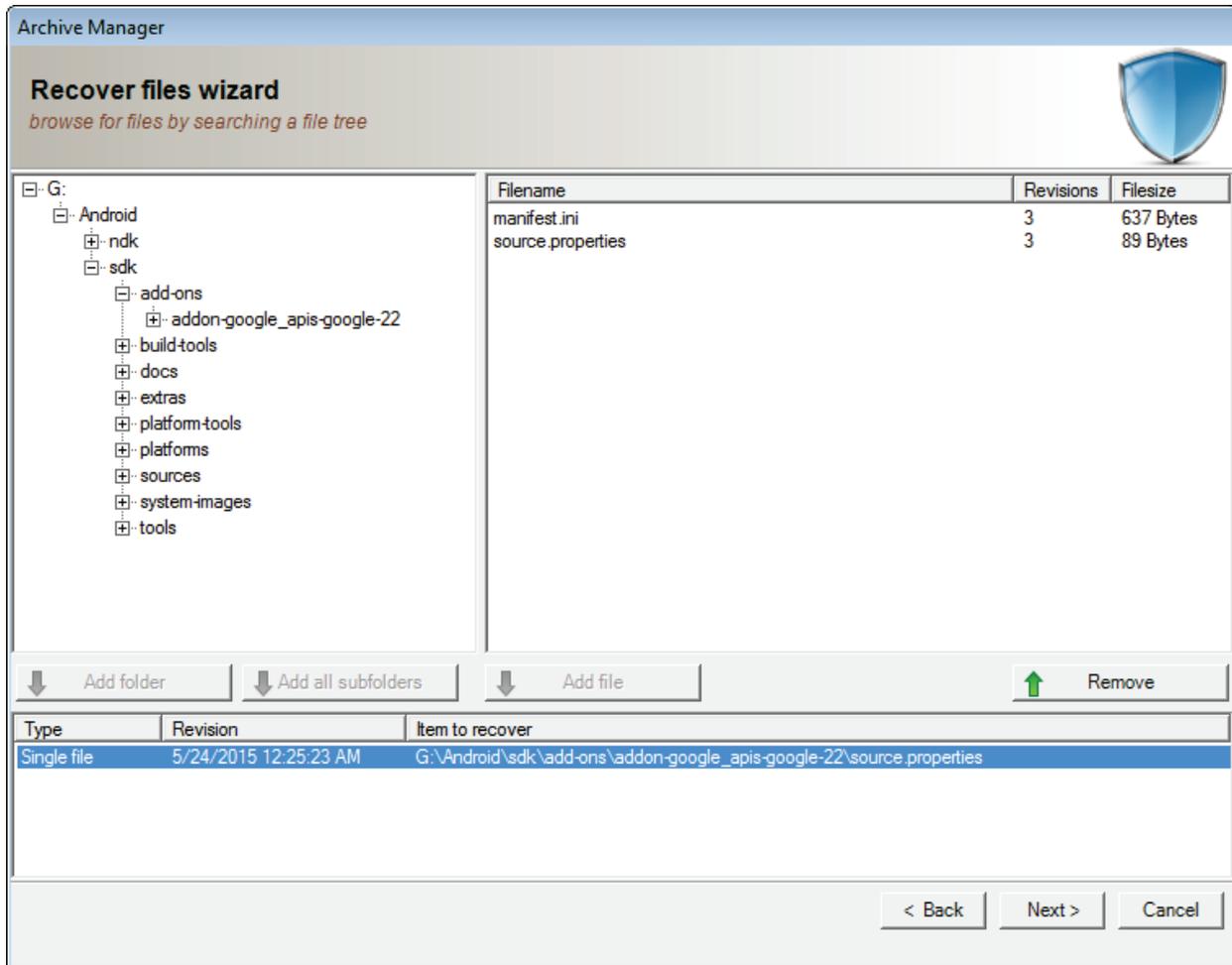


Figure 62 - selected file

- Select Original Location to recover files to the identical folder structure in the archive
- Select Alternate Location select any root folder to recover the files
- Select Overwrite Existing Files to automatically overwrite existing files

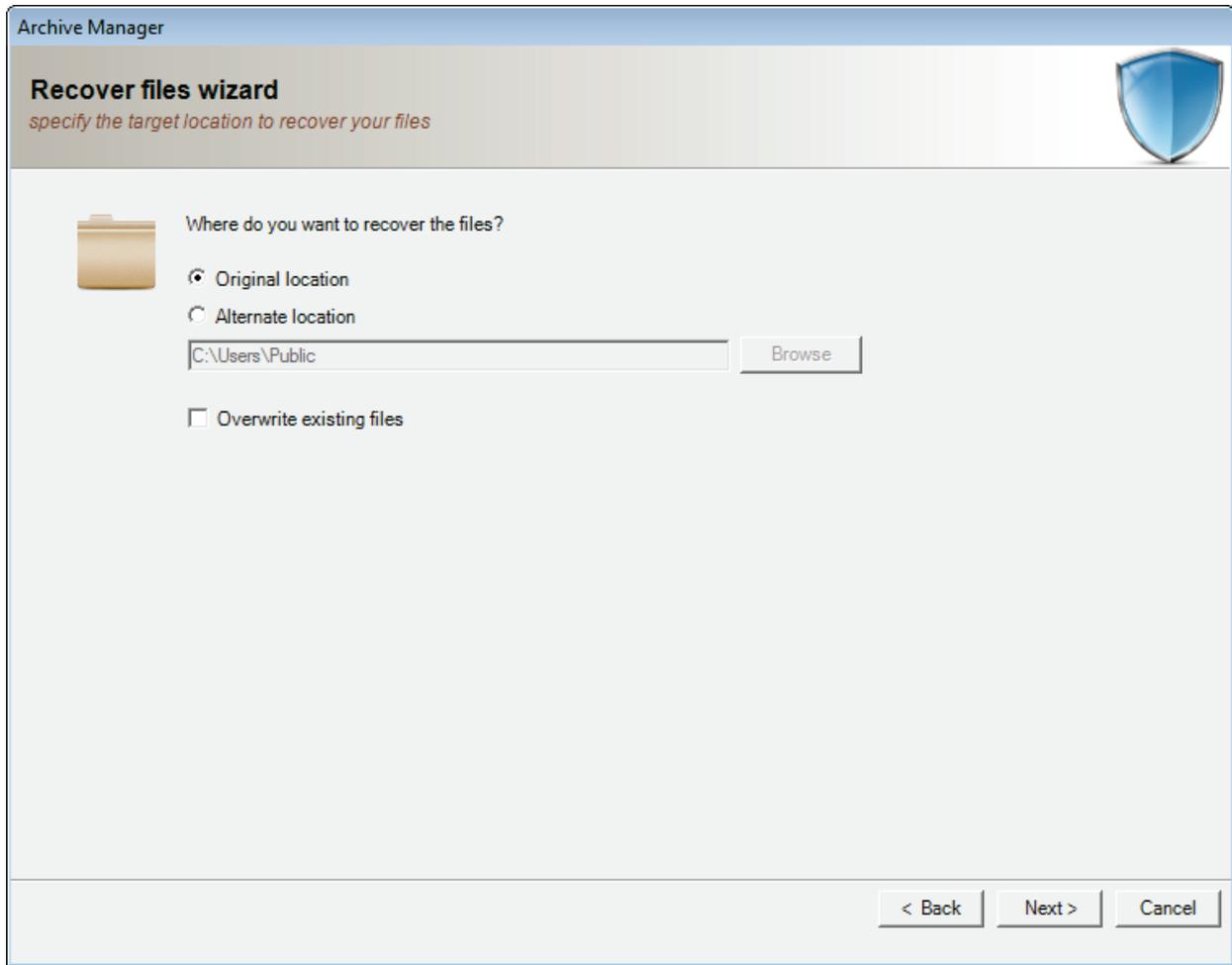


Figure 63 - select target location

- The recovery process is ready to run
- Press the Finish button and Archive Manager will begin recovering all of the files you have selected

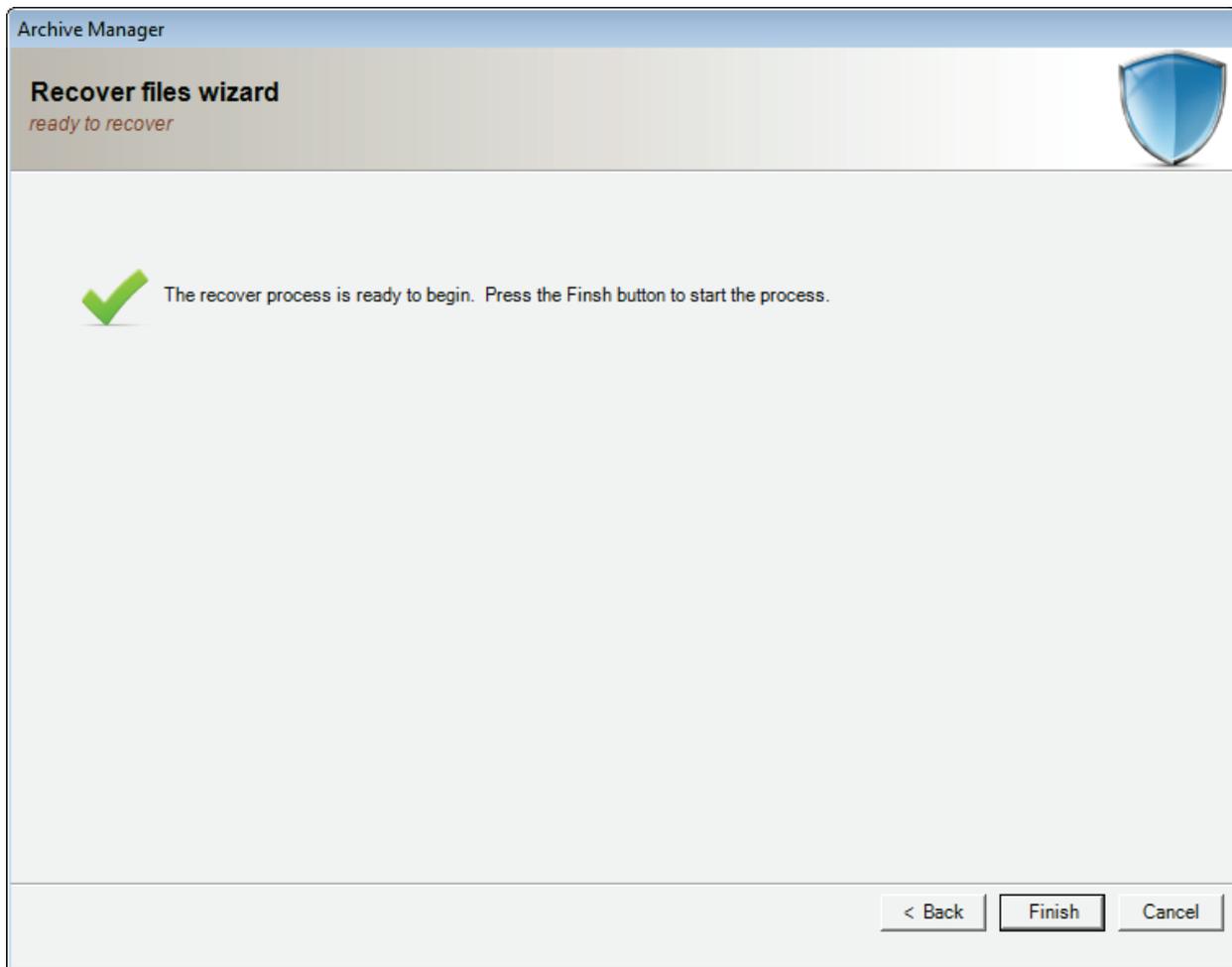


Figure 64 - wizard complete

- You can view progress of the recovery process by selecting the Status tab
- While the recovery process is active, you can see progress at the bottom of the Status window
- When the recovery process is complete, you can see the results in the History view located at the top of the Status window
- Double-click the entry in the History view to open the Event Viewer. This will display detailed information including files recovered, warnings, and errors

How to: configure “endless storage”

A handy feature is the ability to continuously run an archive job on a fixed schedule and never run out of storage space. Archive Manager can accomplish this using its automatic pruning feature.

- Open Archive Manager and select the Home tab where you will see the Storage Device Viewer located on the right-hand side
- Click Previous/Next to cycle through all of the storage devices
- Click the storage device name to open the device settings dialog

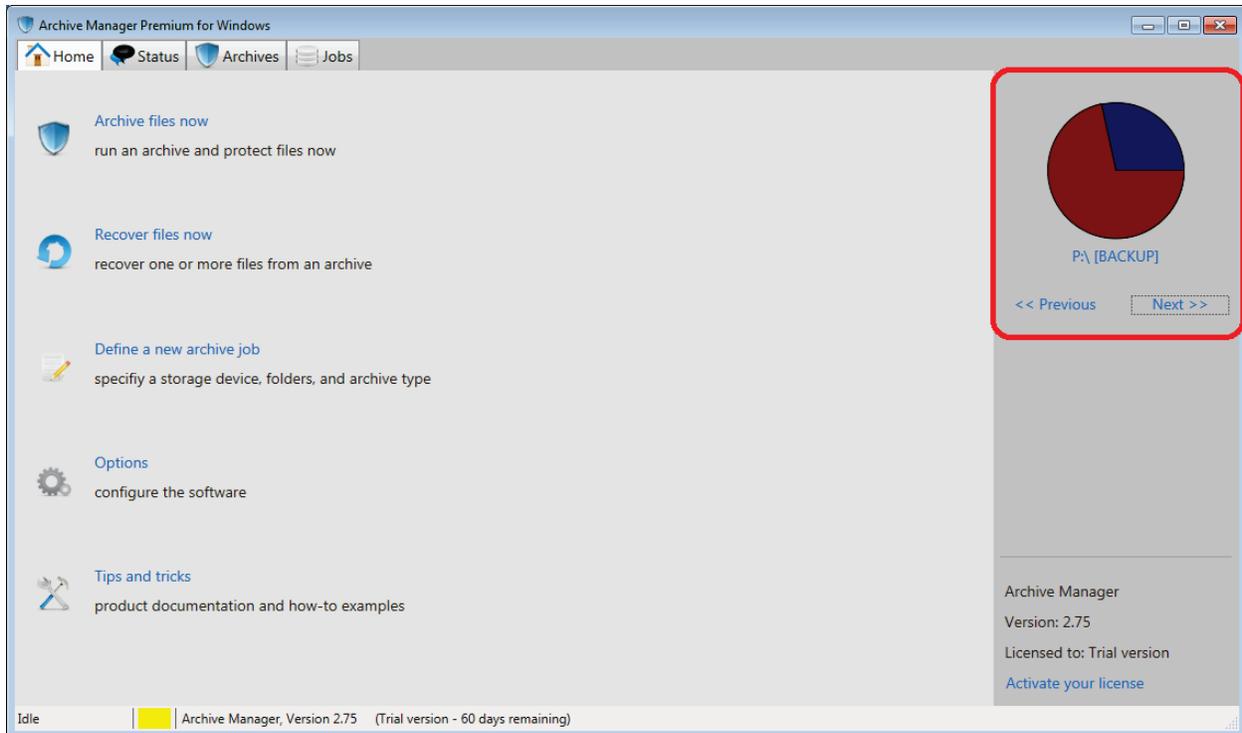


Figure 65 - device settings

- The Device Settings dialog displays attributes of your storage device such as total space, used space, availability, maximum file size, and estimated transfer rate
- You can set the Automatic Prune Threshold. When the total free-space drops below this value then archive will automatically be pruned (deleted) in order to retain free-space on your storage device. Archive Manager will always retain at least one full archive (i.e. at least one version of each file will remain archived). The total number of archives retained is defined by the archive job setting "Minimum Full Archives To Keep"
- You can also set the archive Container Folder name where the archives are stored

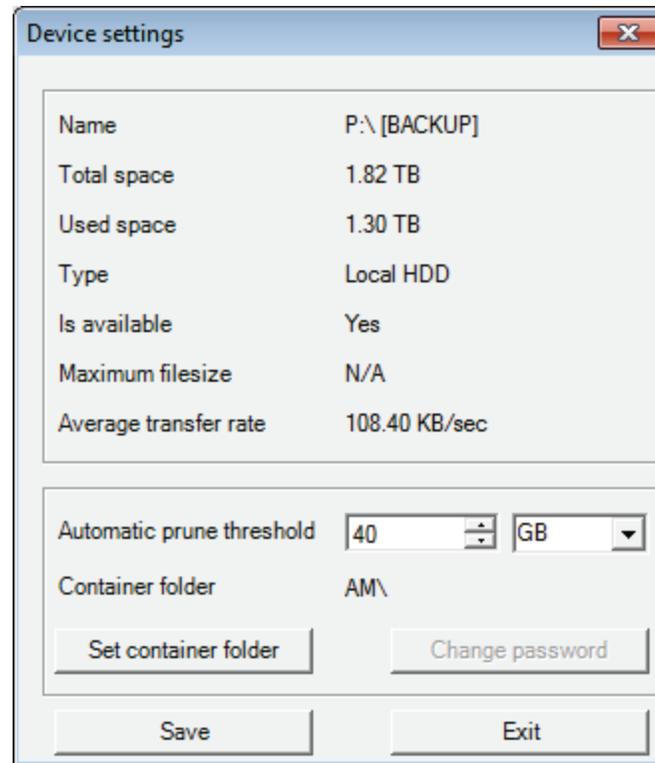


Figure 66 - automatic prune threshold