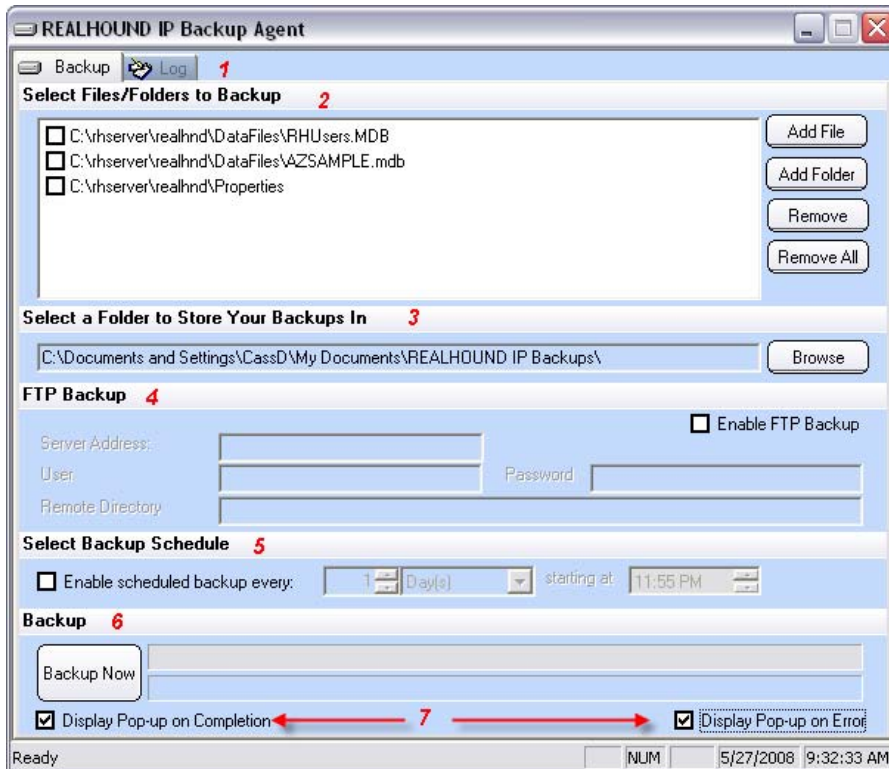


Backup Agent – How to create backups, manage backups and restore

Keywords (words are separated by a “;”): backup, restore; make; database; back up; save; agent; manage

Introduction (Please Read): This document will help you to use the Backup Agent to maintain a backup of your database, manage a backup schedule and how to restore your database from a backup. Before we start we will discuss the parts of the Backup Agent Screen.



Section 1 – Backup Tab or the Log Tab, The log tab will show you a log of when you did the backups while the computer has been turned on.

Section 2 – Select Files and Folders for Backup, this area is where you are able to add and remove files or folders the Backup Agent will backup.

Section 3 – The destination location of your backups after they are complete, this is most often a local hard drive, the default location for this is the “My Documents” folder in your profile on the PC. This can be changed if needed.

Section 4 – FTP Backup Destination, if you have an FTP service you already have you can tell your backup agent to go to this FTP location to store your backups instead of the local location in section 3.

Section 5 – Backup Schedule, this section allows you the ability to schedule when and how frequent your backup agent backs up your data.

Section 6 – the Backup Now section this is really just a button you can push to start the Backup if you have not yet set a schedule or you need to run a backup before your scheduled backup.

Section 7 – Notification selections, these choices do as they say the Backup agent will notify you when an error has occurred or the backup is complete.

Adding a File/Folder and running a Backup

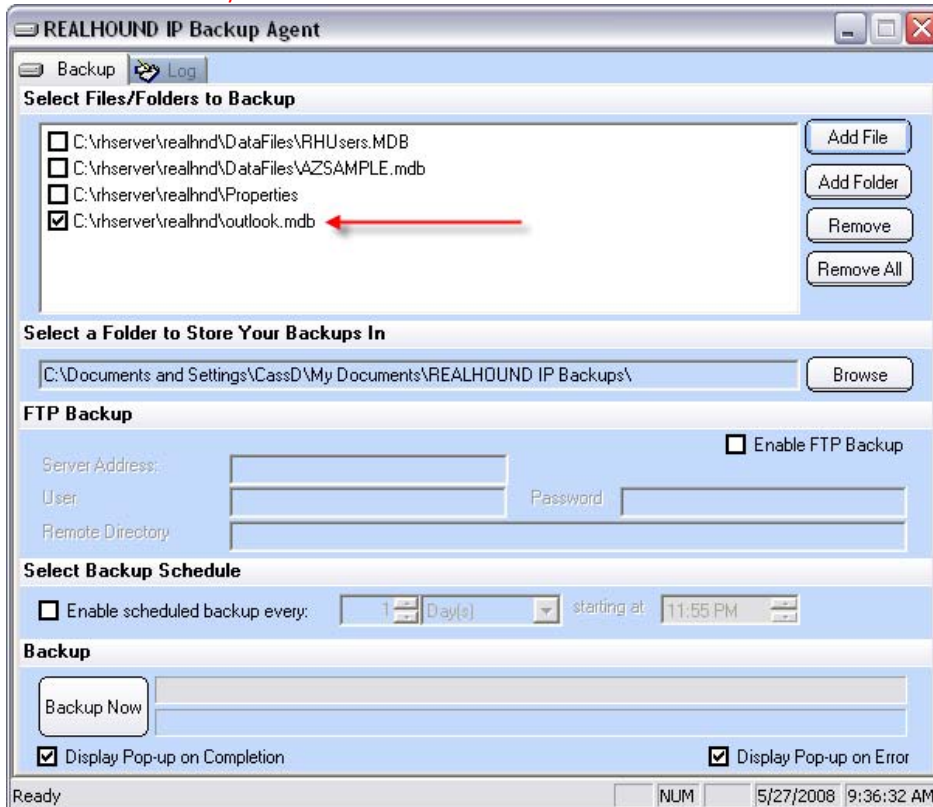
Step 1: First you must open the backup agent this can be done three different ways. Most common is from inside the Realhound Program by going to the menu **File** and then select **Backup Agent**. The second way is from the system tray icon by double clicking on the backup agent icon. The third way is from the c:\rhserver\realhnd\backupagent\ then double clicking on the rhbackup.exe

Step 2: Now that you have the Backup Agent open to add a file or folder just use the appropriate button on the right side of the backup agent to navigate your windows for the file or the folder you desire to backup. This process will then add these files or folders to the list of items the Backup Agent backup.

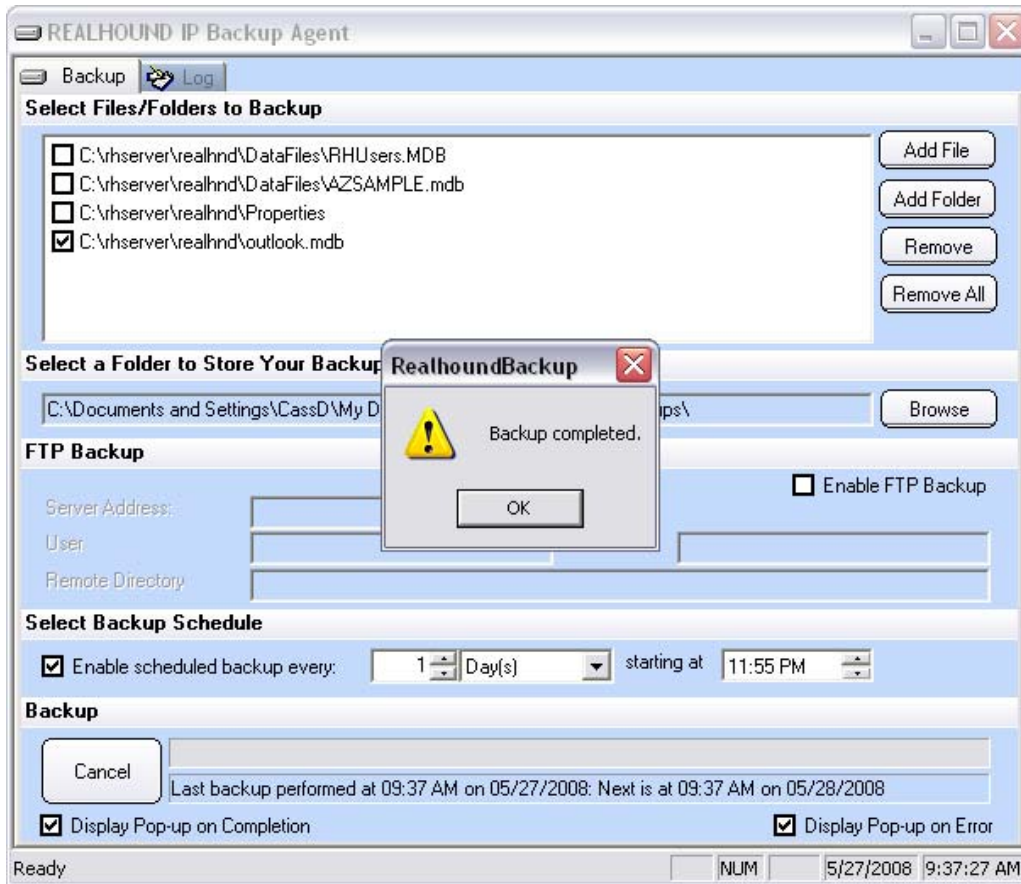
Step3: Now with your file/folders added notice you can check then and uncheck them for backup. It is important to note that by just adding the files or folders that unless they are check marked for backup the Backup Agent will not perform the backup on those entries. As you can see here the new file added is checked. There are several other databases and one file folder, but only the "outlook.mdb" is selected for backup.

*****IMPORTANT*****

The Properties Folder are your Property Photos in your database, this is a good thing to backup and is recommended that you backup this folder in the case that you ever have a reason to restore them.



Step 4: Perform the Backup if you have all the files/folders you need added and selected (Check marked). You can always do an on demand backup by just clicking the **Backup Now** button.

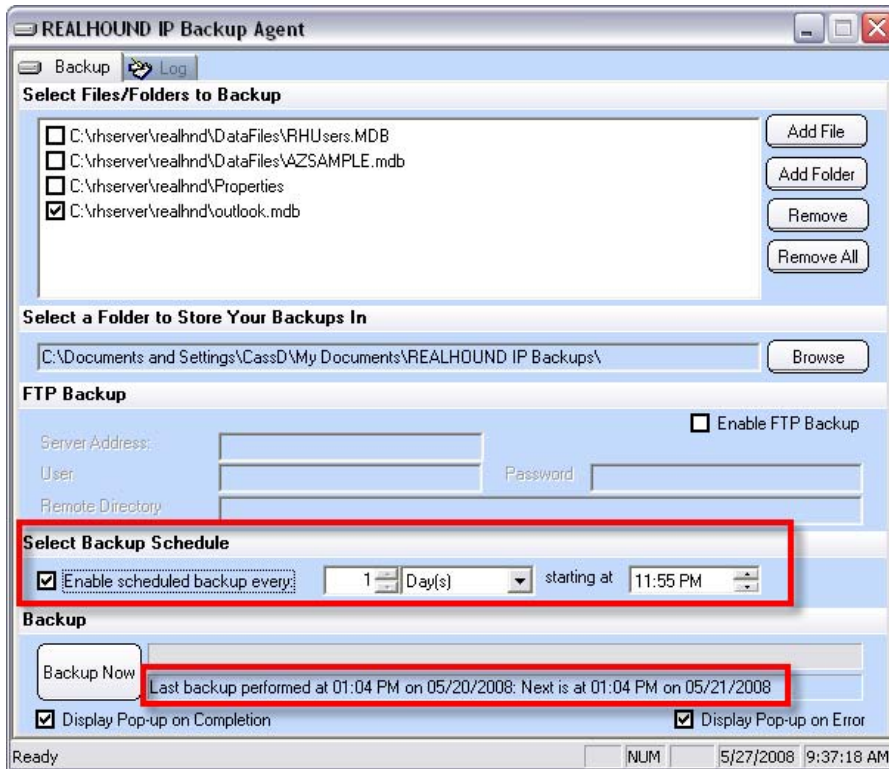


When the backup is complete and if you have the notification pop up selections marked you will get the above pop up window when the backup completes.

Setting a Schedule for your Backups

Now you know how to perform a backup but you don't want to have to remember to do this. There is a way to schedule your backups to run automatically when your computer is on by using the schedule section of the Backup agent.

Step 1: In the section **Select a Backup Schedule** check mark the box to indicate you will set an automatic schedule for your backups.



Step 2: Select a frequency for your backup, Start with the number of frequencies, the up arrow button increases the frequency number and the down button decreases the frequency number.

Step 3: Select frequency type. This type could be Hour(s), Day(s) or Week(s).

Step 4: Set the Start time for the frequency of the Backup. Remember this should be set to a time when you know your PC will be turned on.