SYNC4DR
Because You Don't Have Data to Lose

HOW TO USE SYNC4DR WITHOUT CLOUD

14th AUG 2014

Sync4DR Standalone Client

This document provides the step by step guide for using Sync4DR.as a standalone client

Created by: Jin Chong	**Date: 14th Aug 2014**
Last Updated by	**Date**

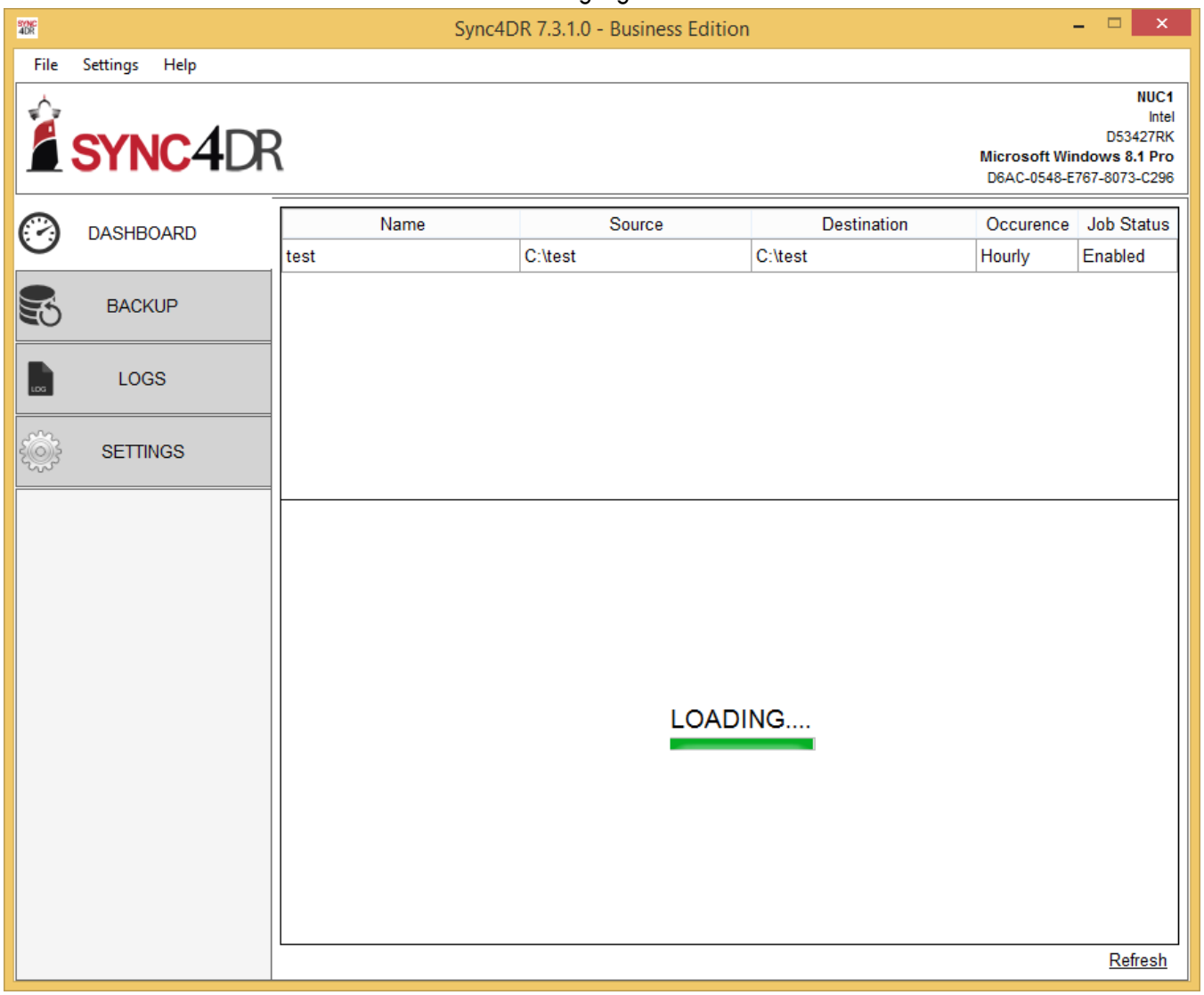
Contents

STANDALONE MANAGE **2**
Creating a job via the dashboard 2
Creating new Job Manually 7
Editing a job 20
Other Backup options. 27
Logs 28
Settings 29

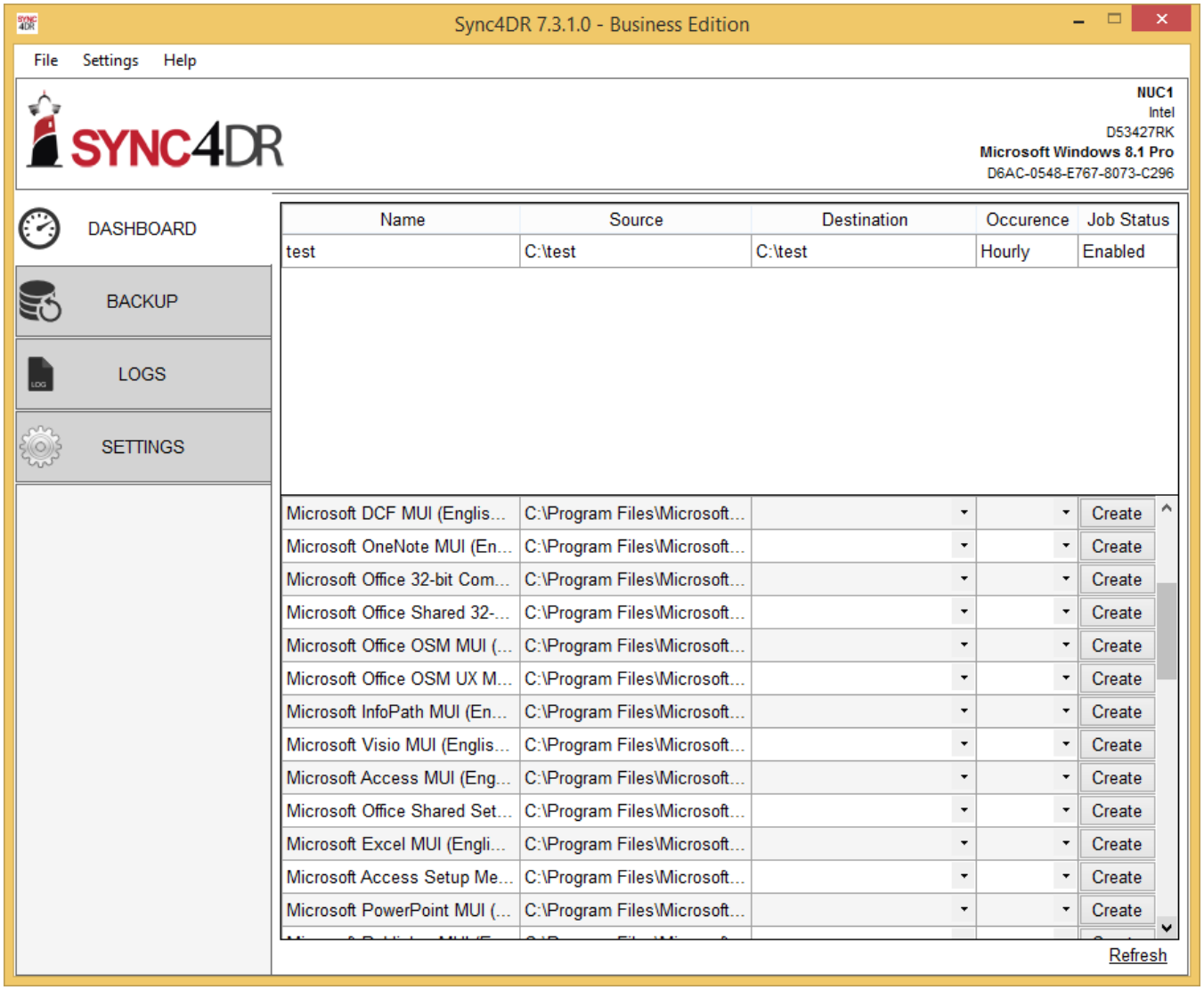
STANDALONE MANAGE

Creating a job via the dashboard

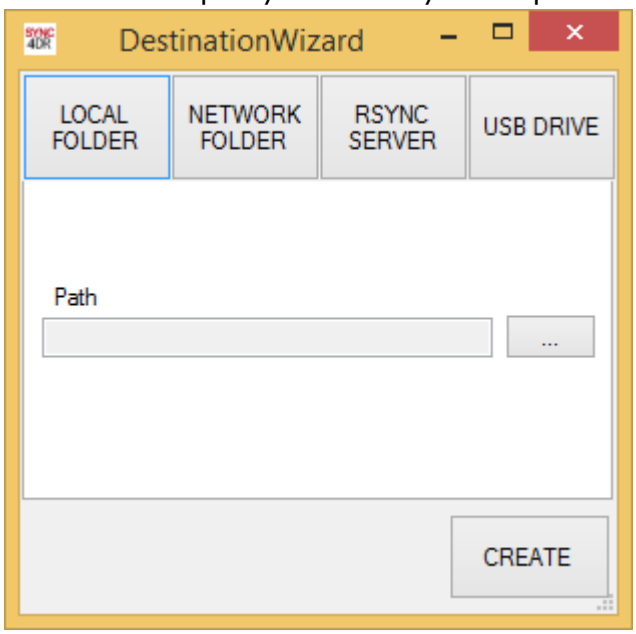
1. Upon starting the Manager, you will see the following.
   You start off at the Dashboard. You will see a loading sign below.



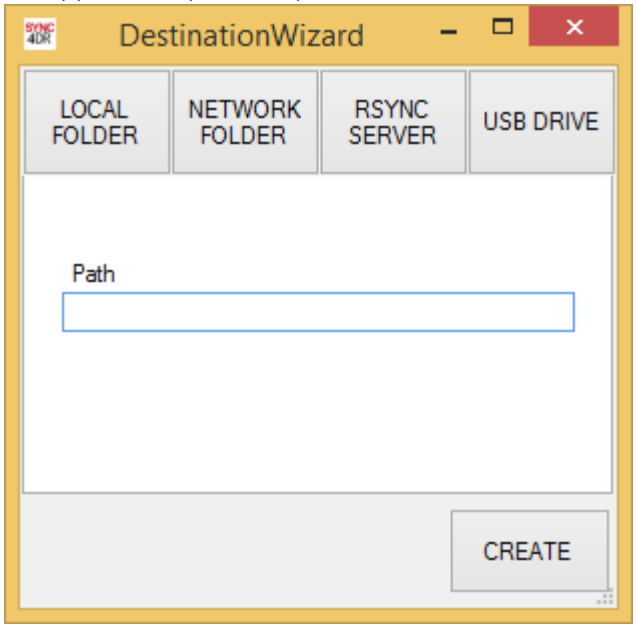
2. Once it finishes loading, you will see this.
   It is a list of recommended locations that you may want to backup.
   You can use this to instantly create a backup job by specifying the Destination and Occurance.



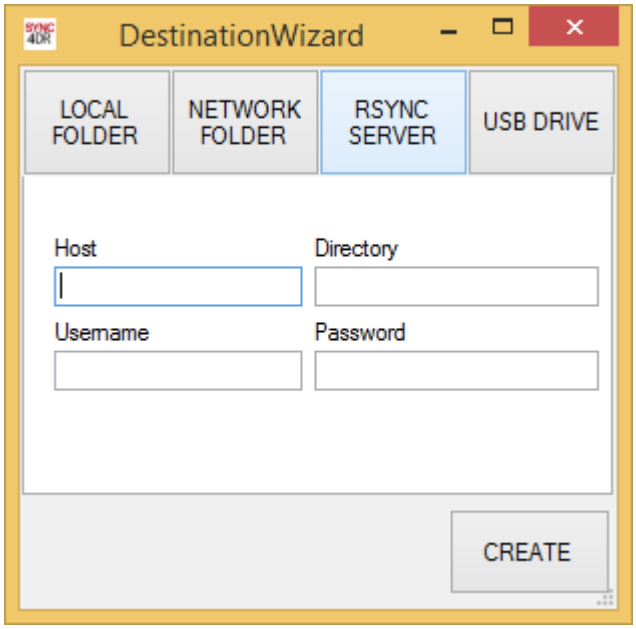
3. After clicking Create, you will see a new popup window, where you can choose between 4 possible options.
    a. Local Folder – Specify a folder in your computer as the backup destination.



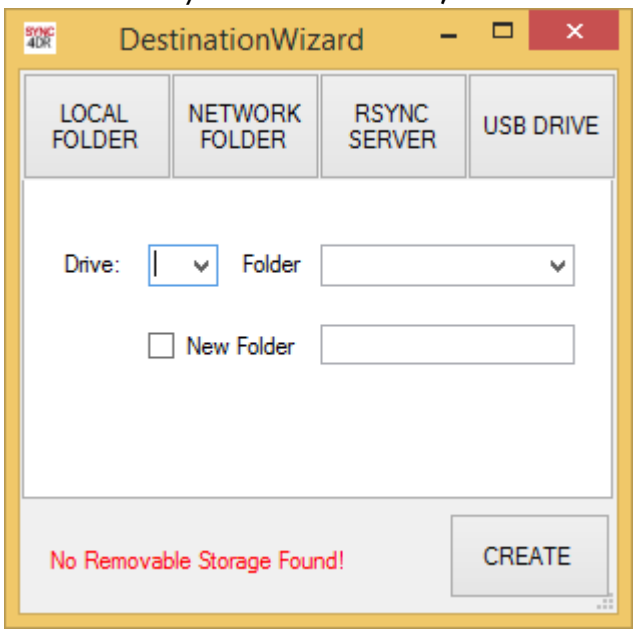
    b. Network Folder – Specify a network path as the backup destination.
    Eg. \\network\folder1\folder2



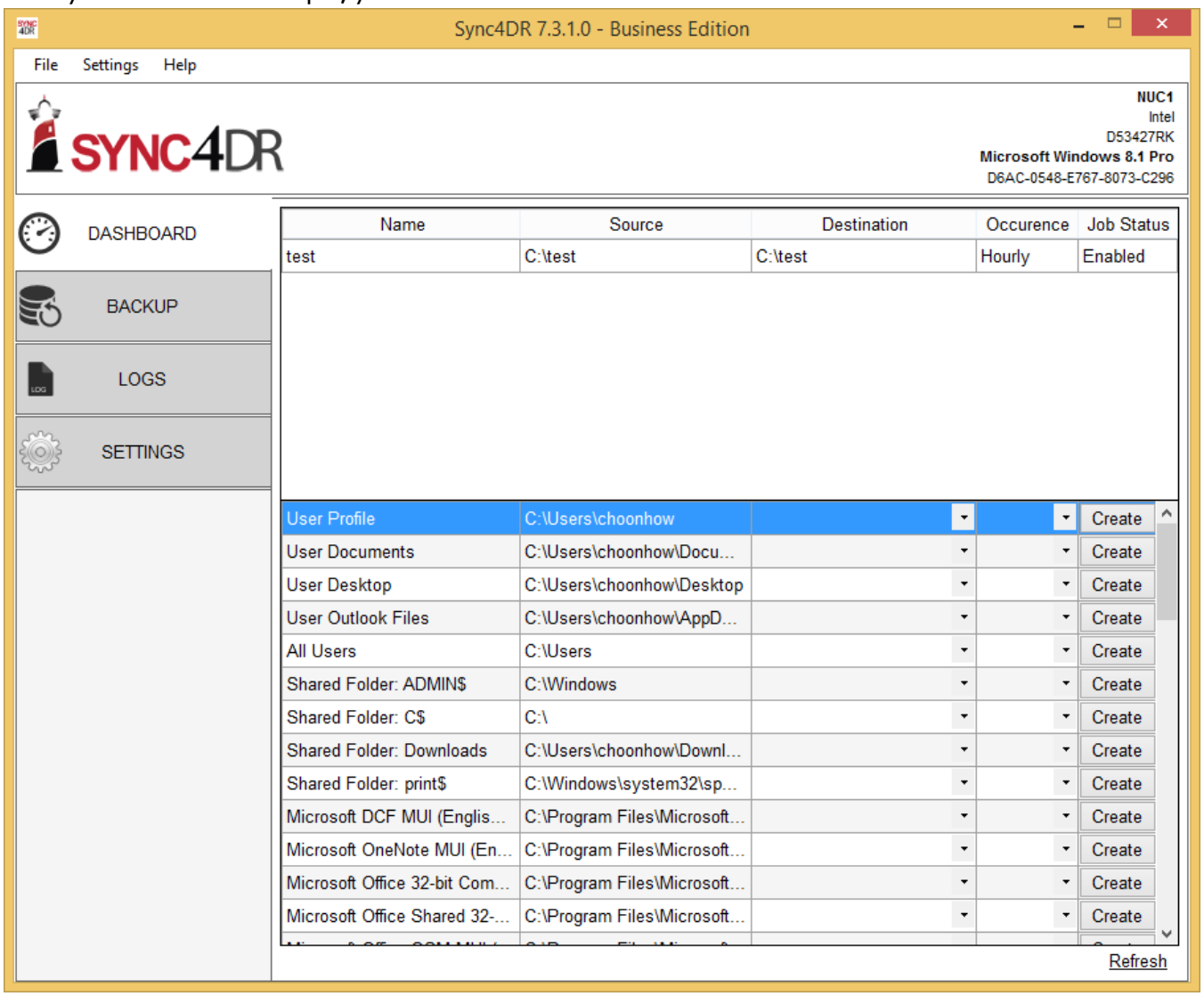
c. Rsync Server – Use this if you have an Rsync Server that you want to use.



d. USB Drive – If you have a usb drive, it will be able to detect and allow you to choose it.

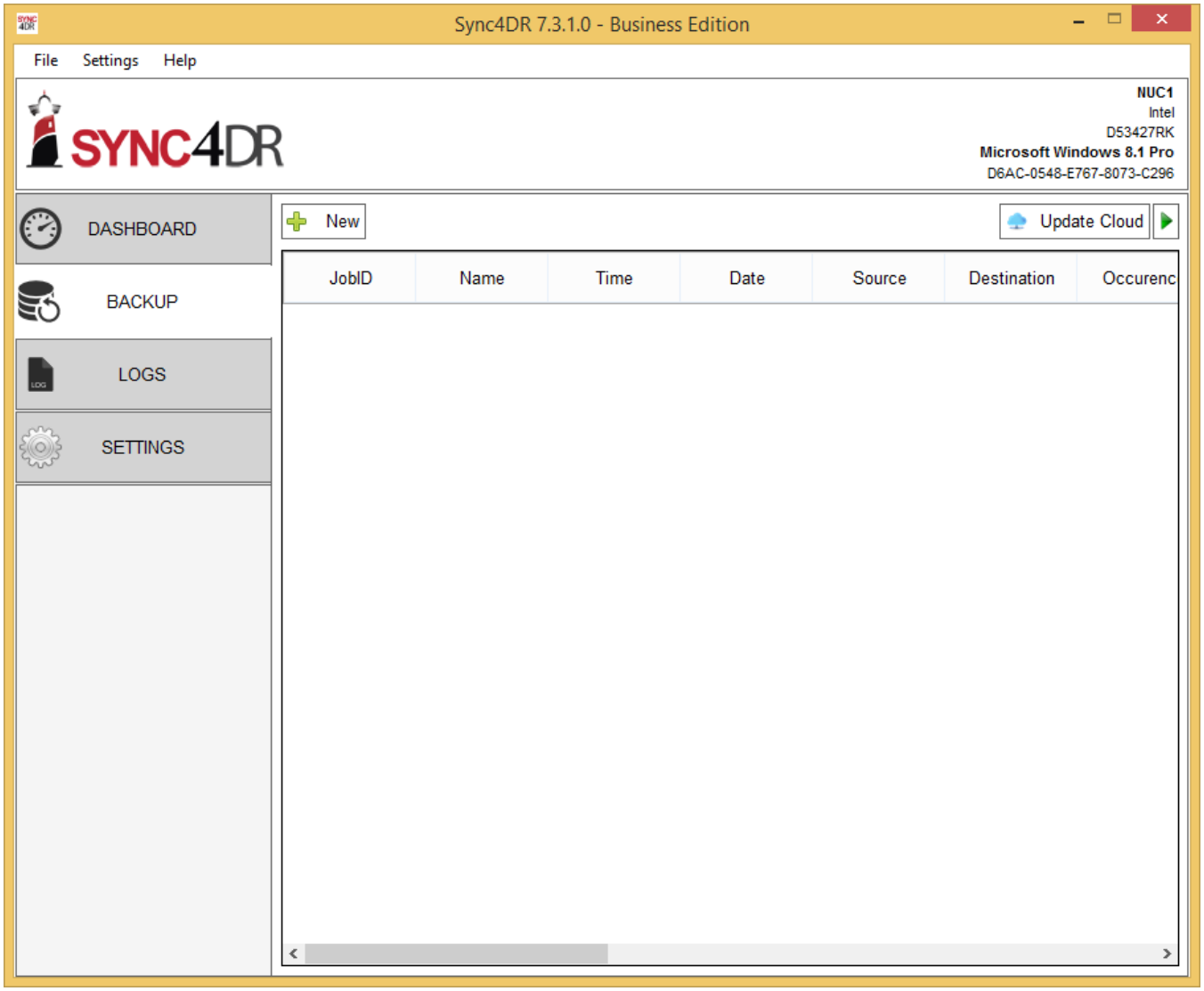


4. After you have created the job, you will be able to see it on the dashboard.

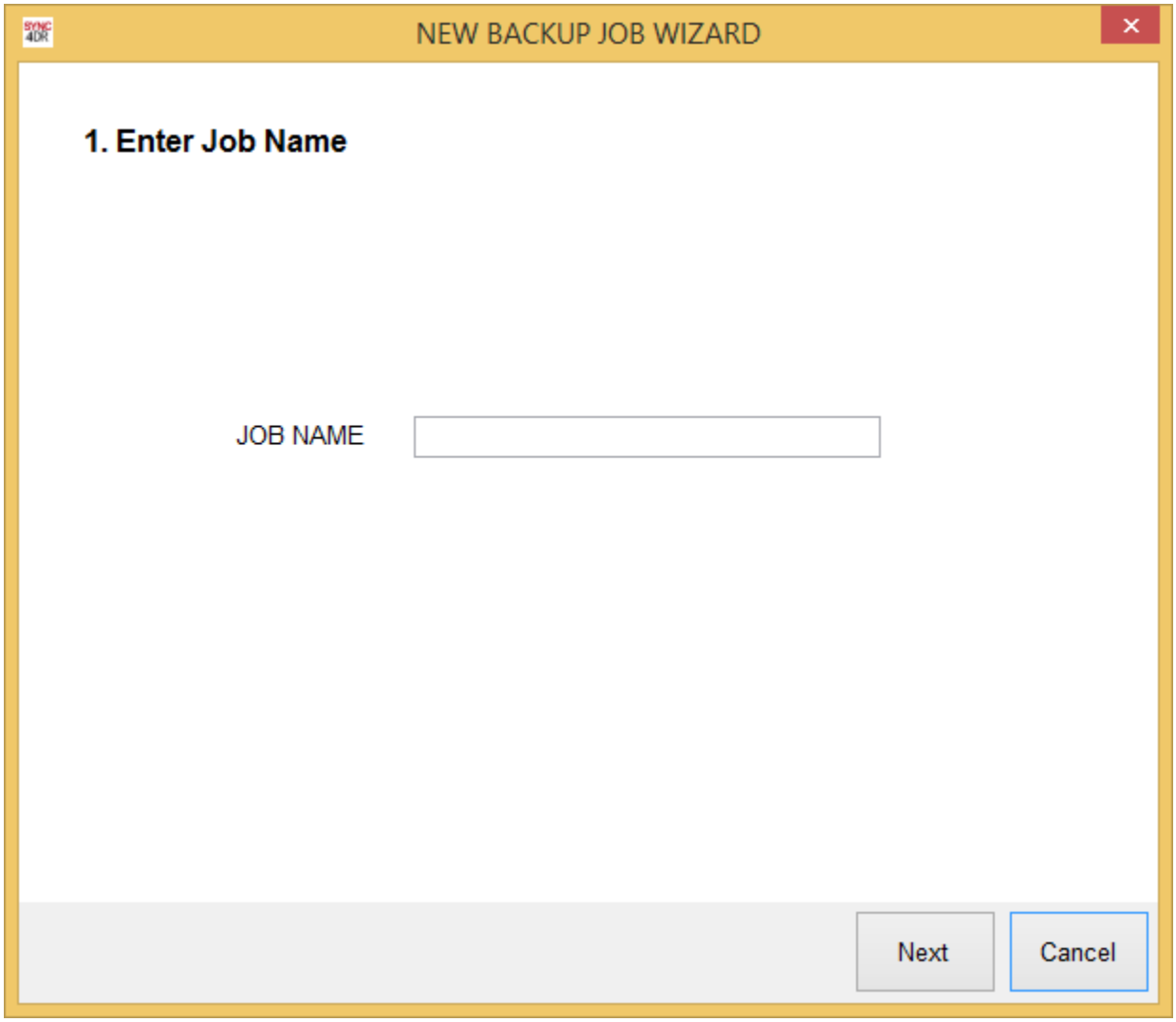


Creating new Job Manually

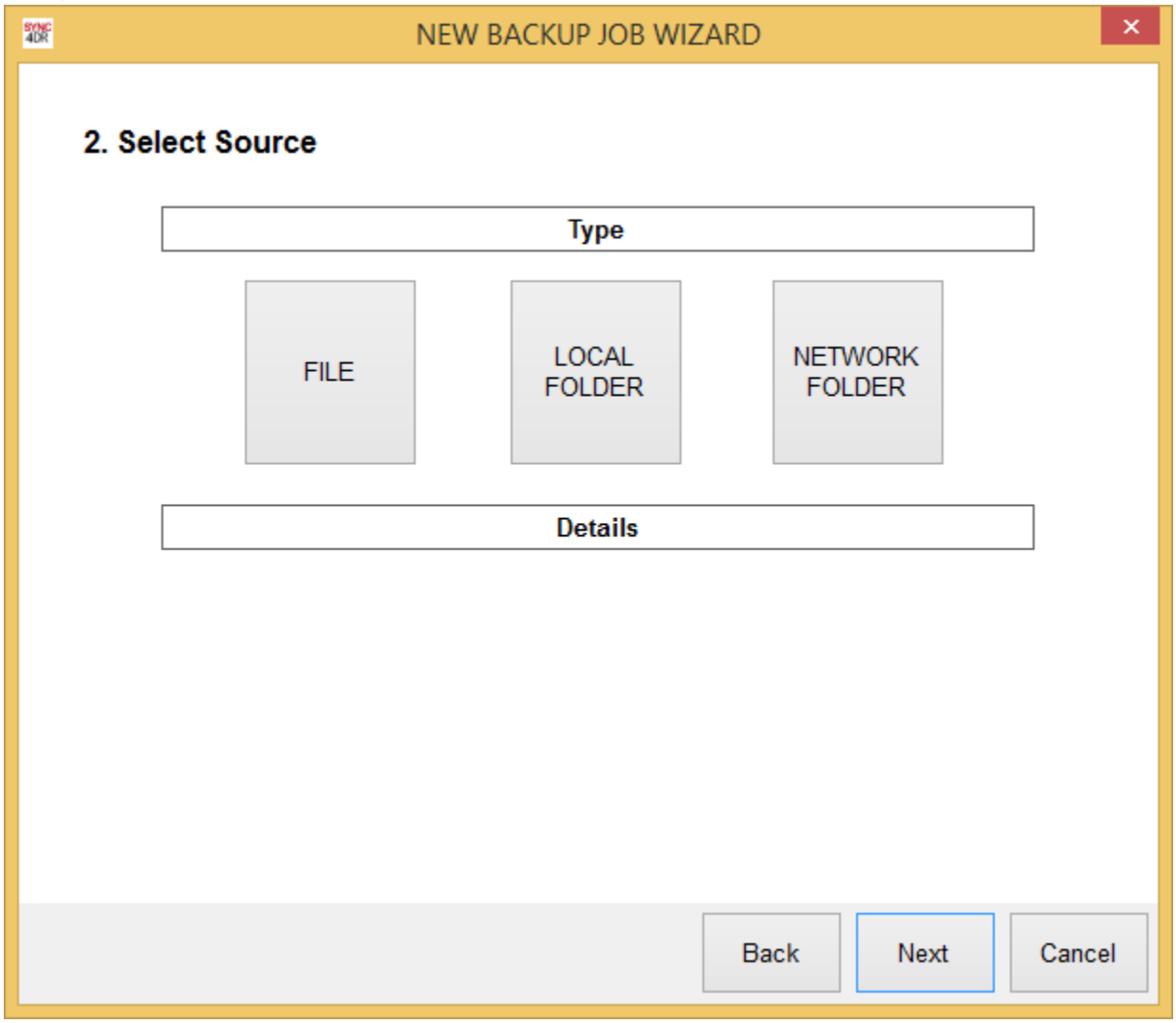
1. If you want to further edit the job settings or manually creating a new job, click on Backup on the left. You should be able to see the following screen.



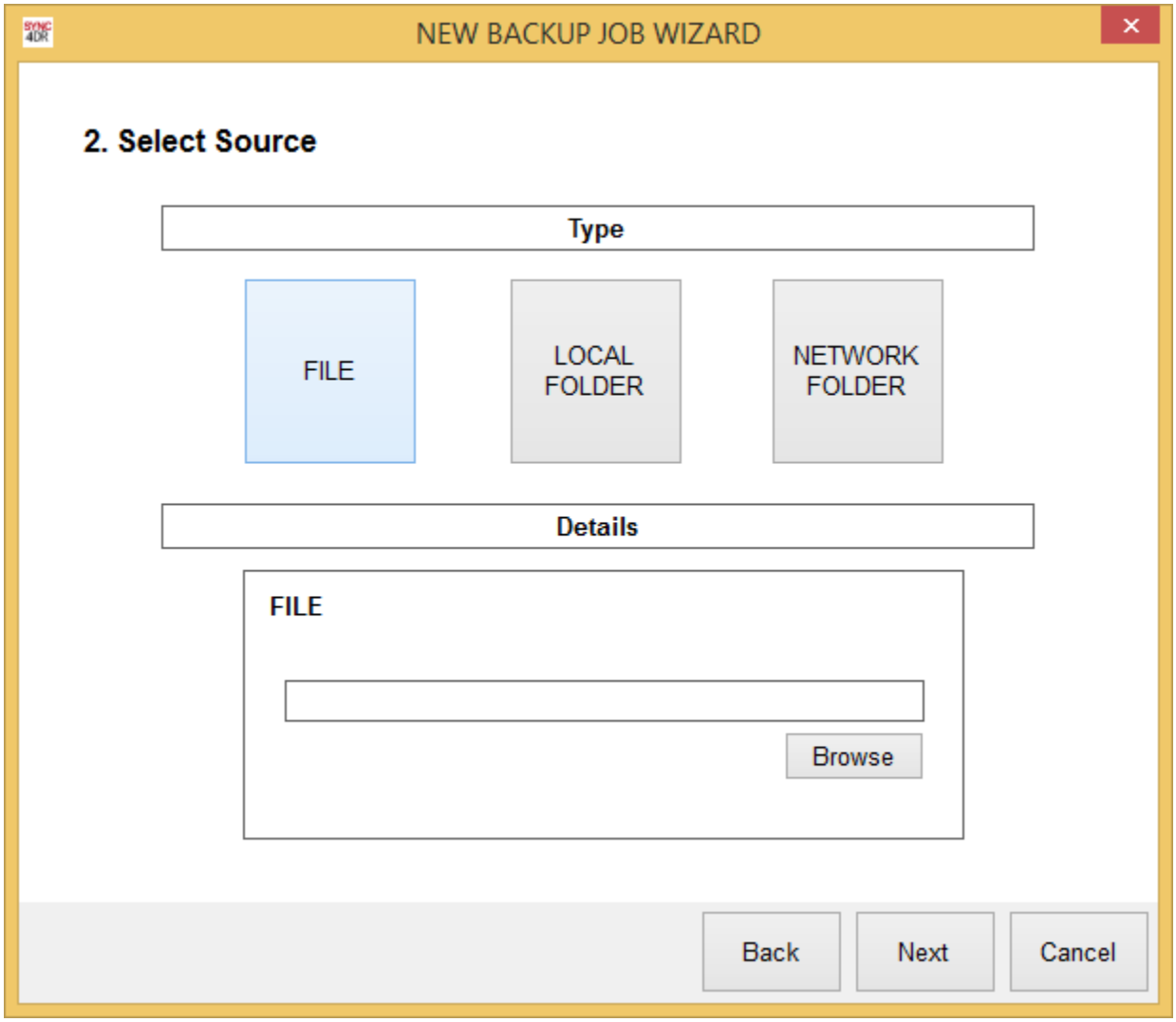
2. Click New if you want to create a new job manually.
   You will see a new popup. Enter the Job Name as indicated.



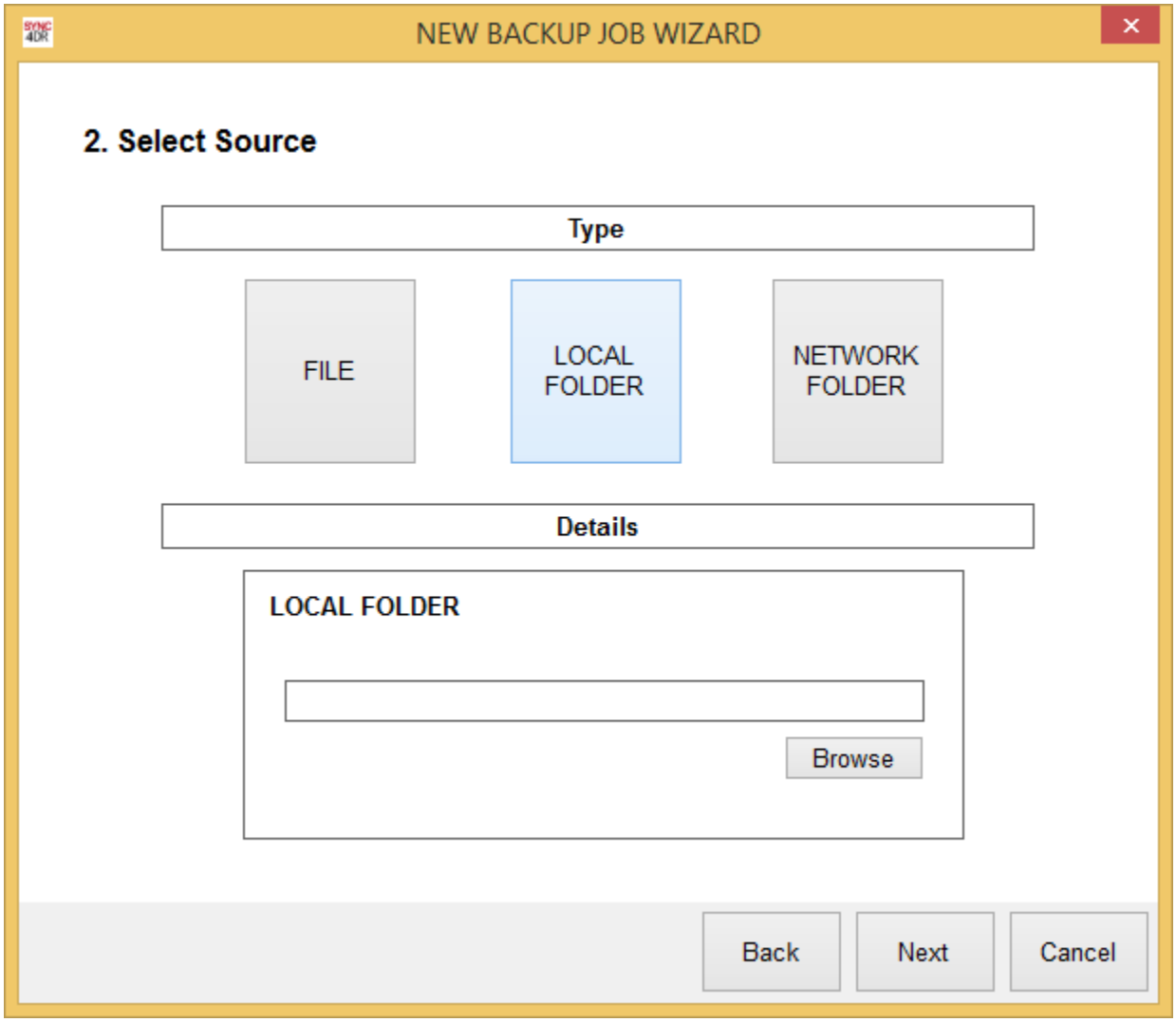
3. Next, we will choose the source



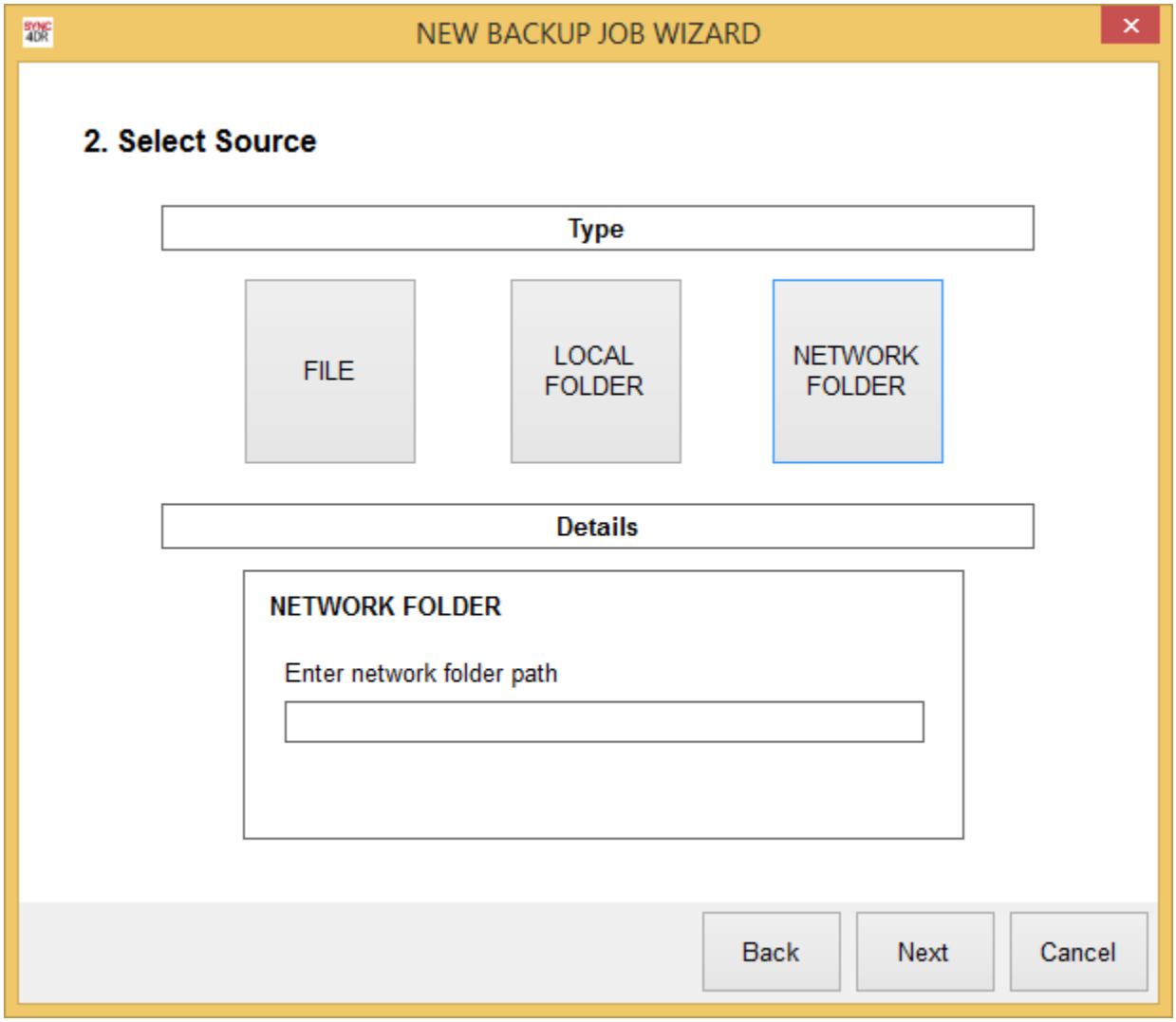
a. If you click on File, you will see this.
This will allow you to select and backup a single file.



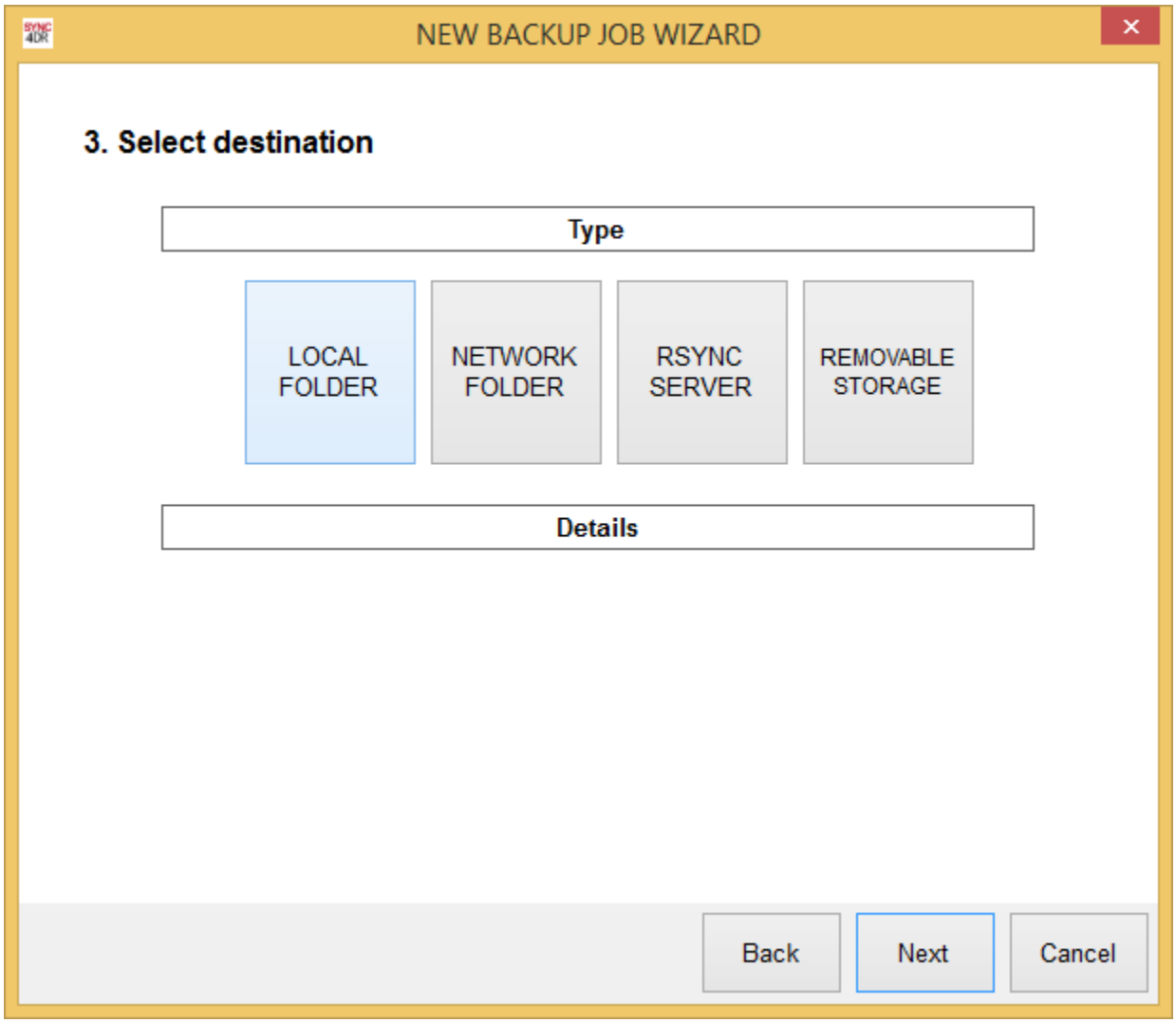
b. Selecting Local Folder will allow you to backup a folder of your choice.



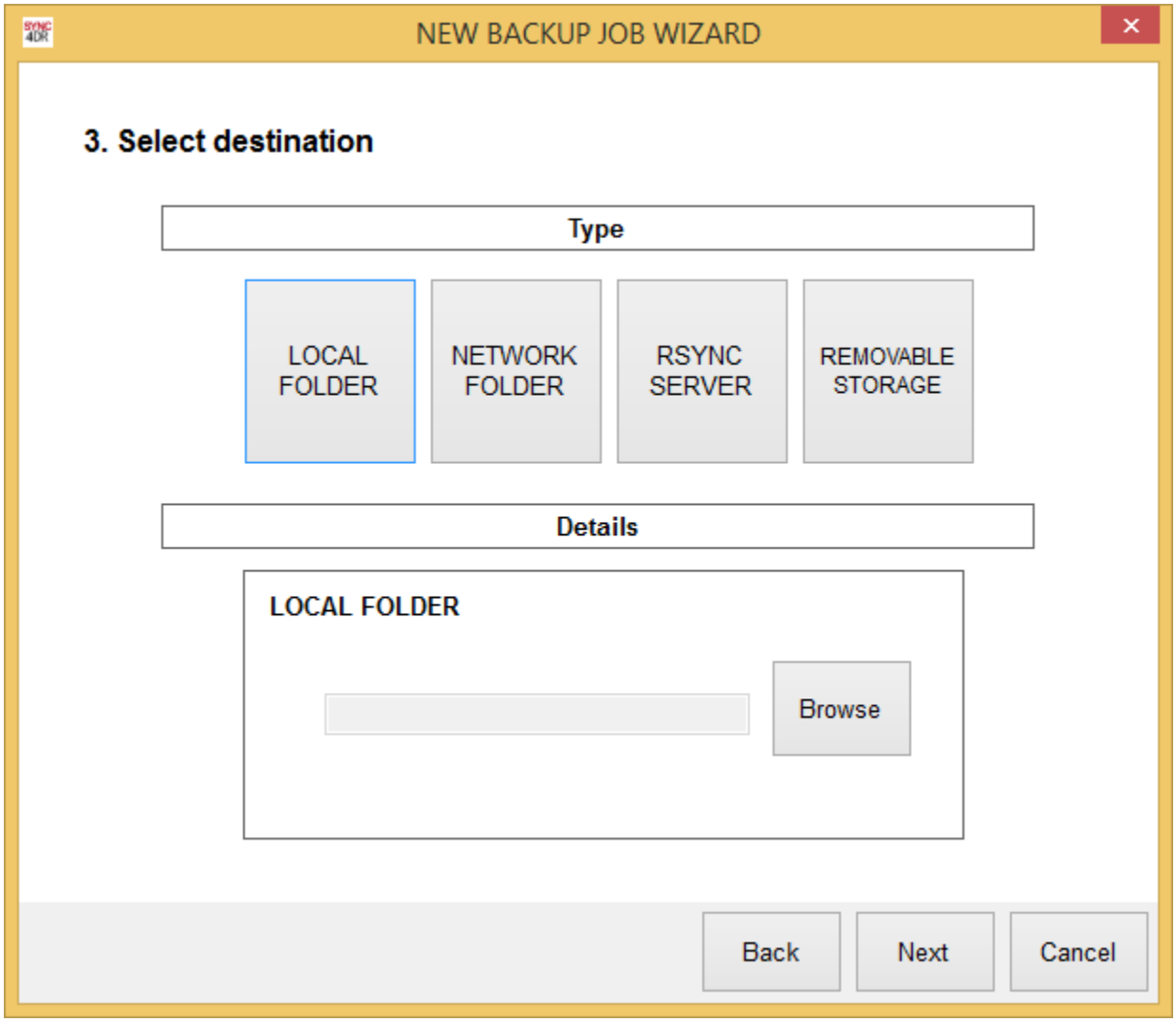
c. Selecting Network Folder will allow you to backup a network location.



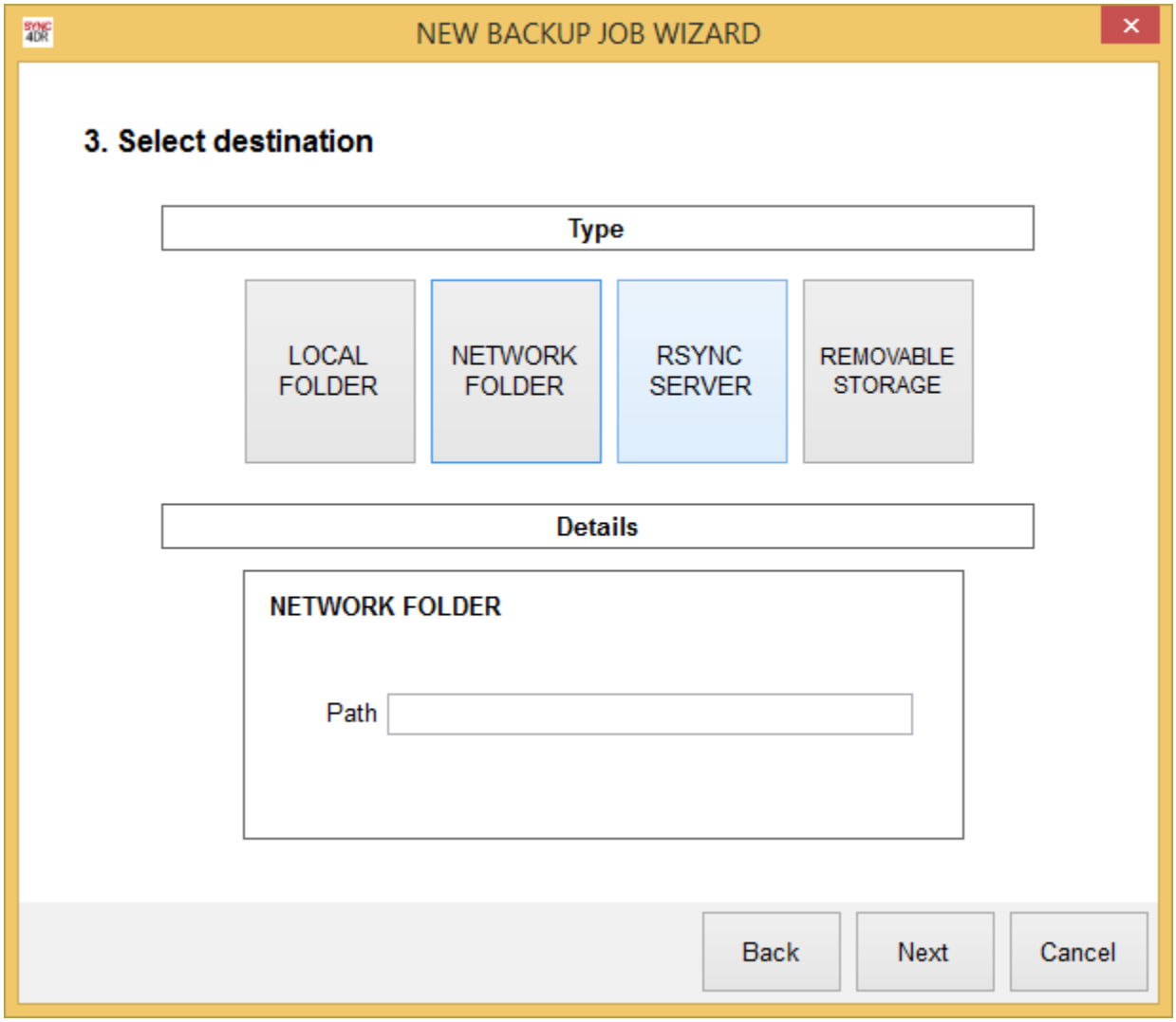
4. Next we will choose the destination.



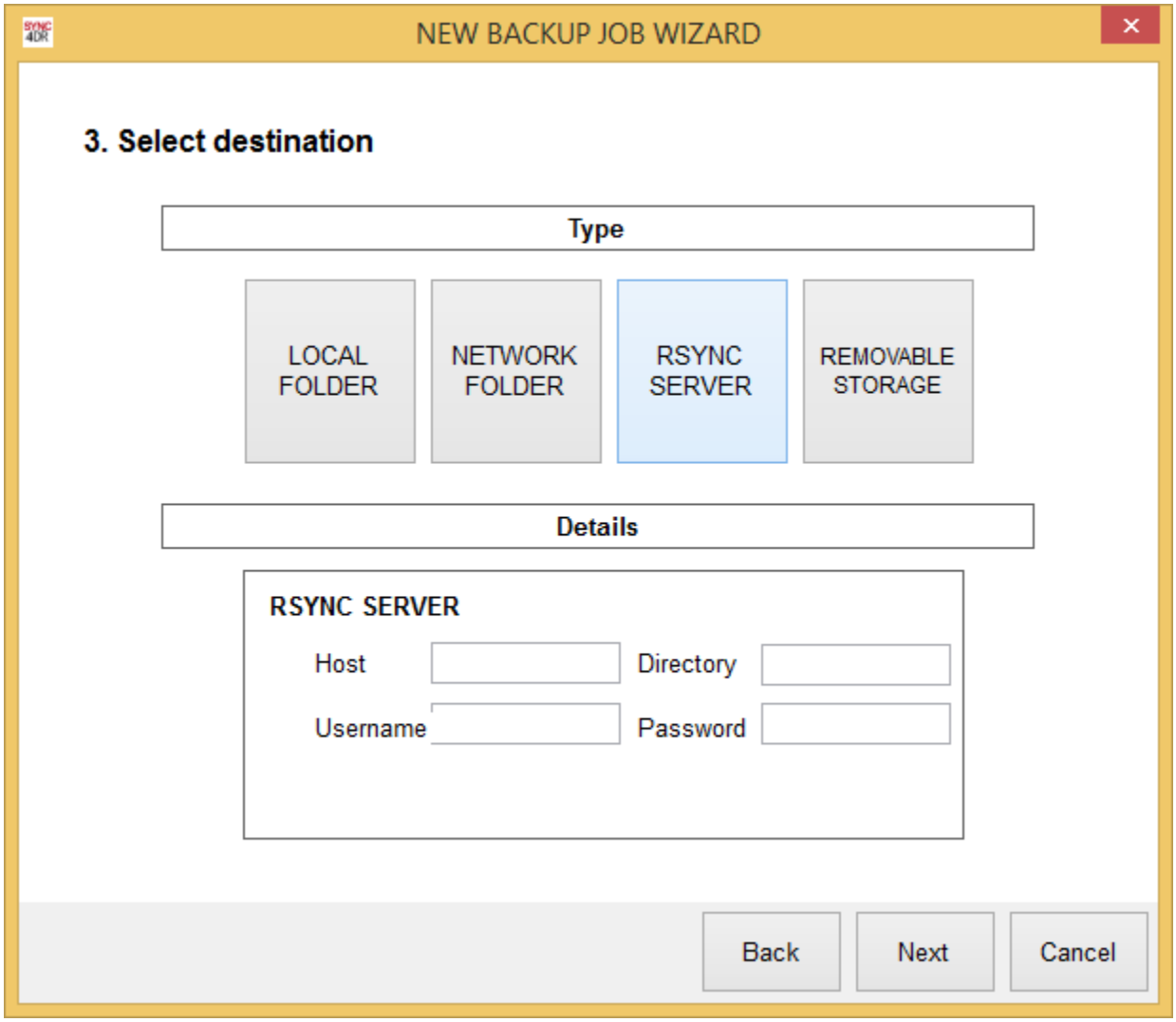
a. Select Local Folder and choose the file you want to backup.



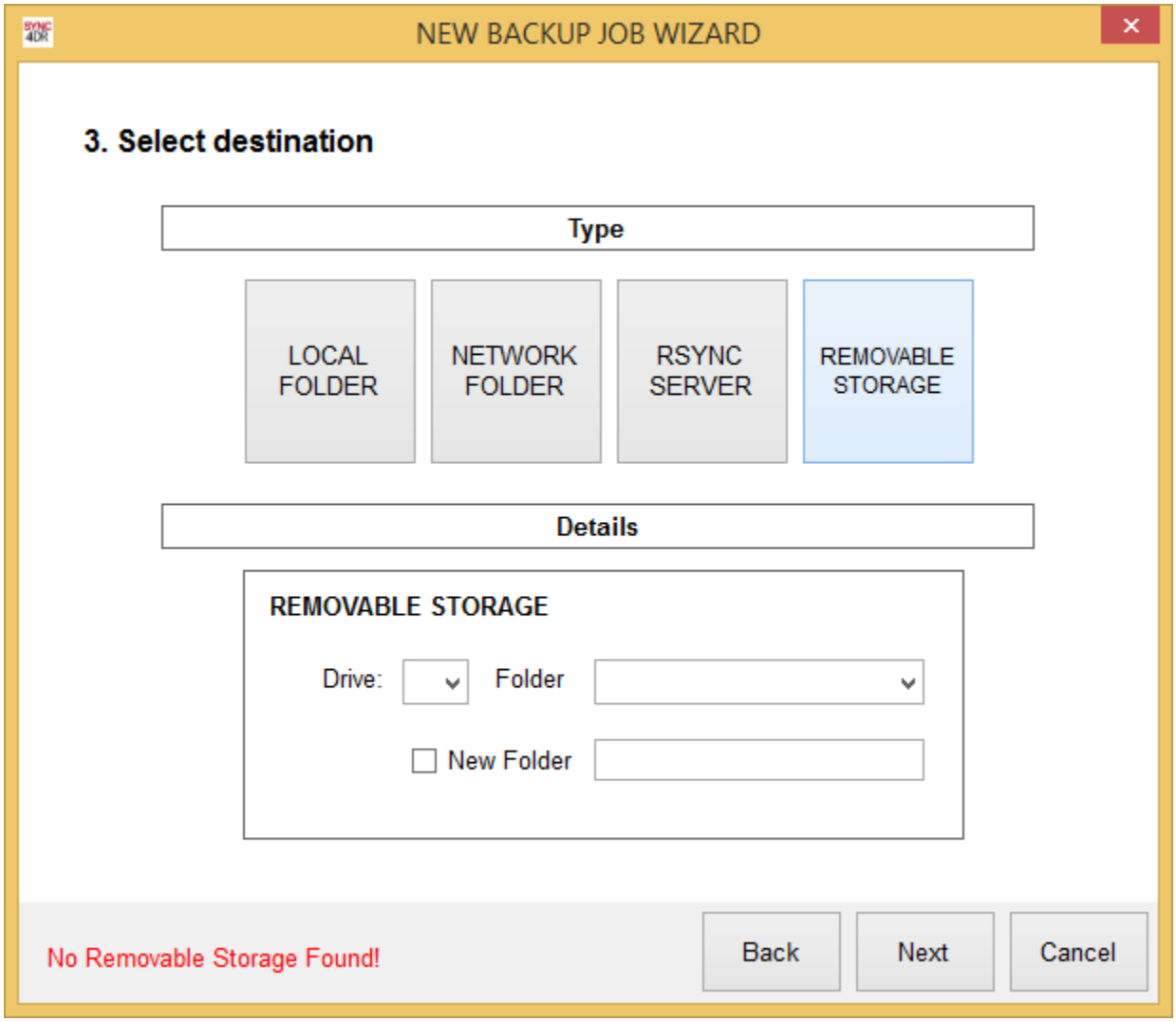
b. Select Network Folder to save to a network location.



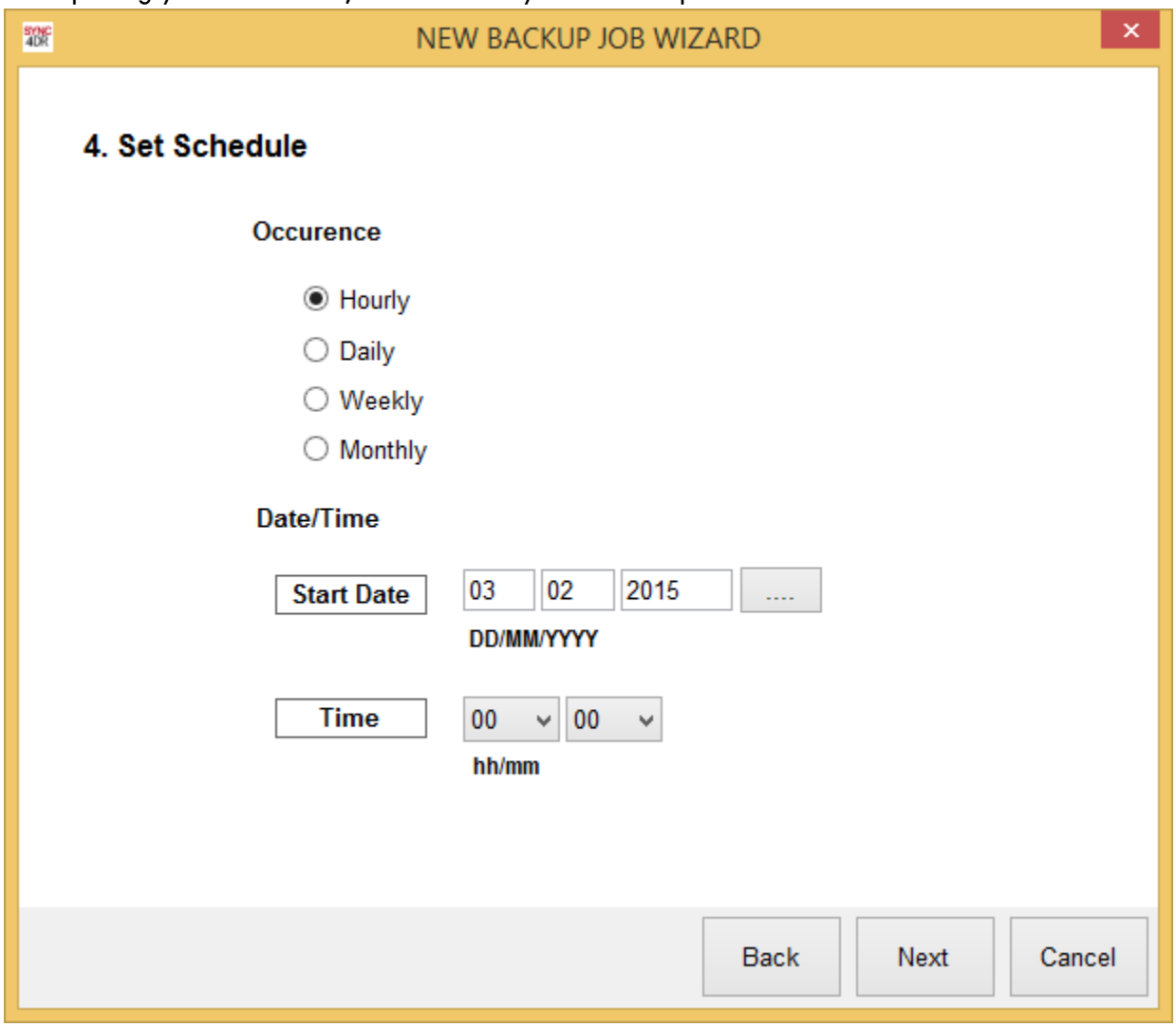
c. Select Rsync Server if you are using one for your backup/storage.
Please define a correct name for the directory.



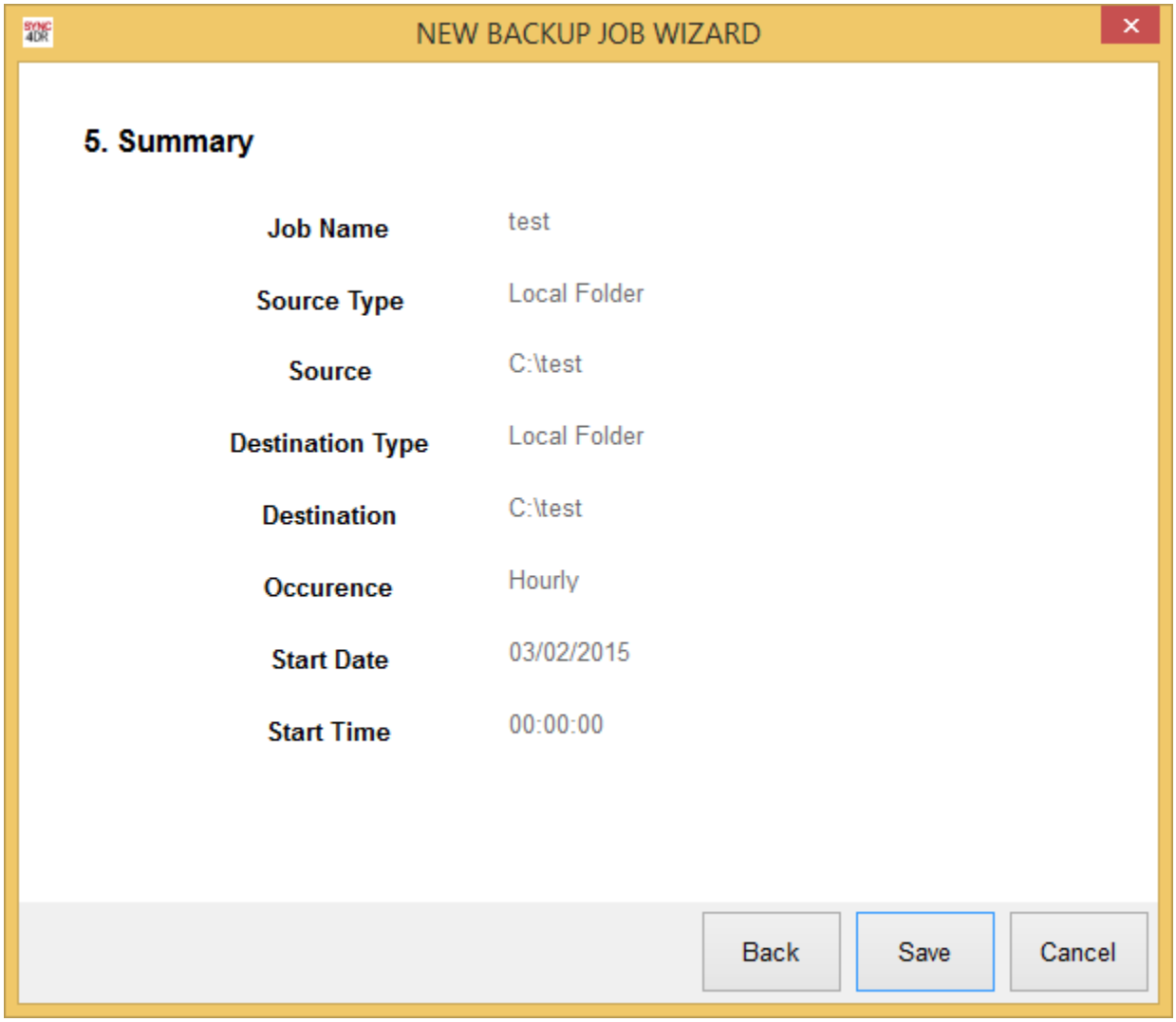
d. Select Removable Storage if you want to backup to devices like USB drive.
If no removable storage is found, it will be indicated.



5. After picking your destination, set how often you want the job to run.

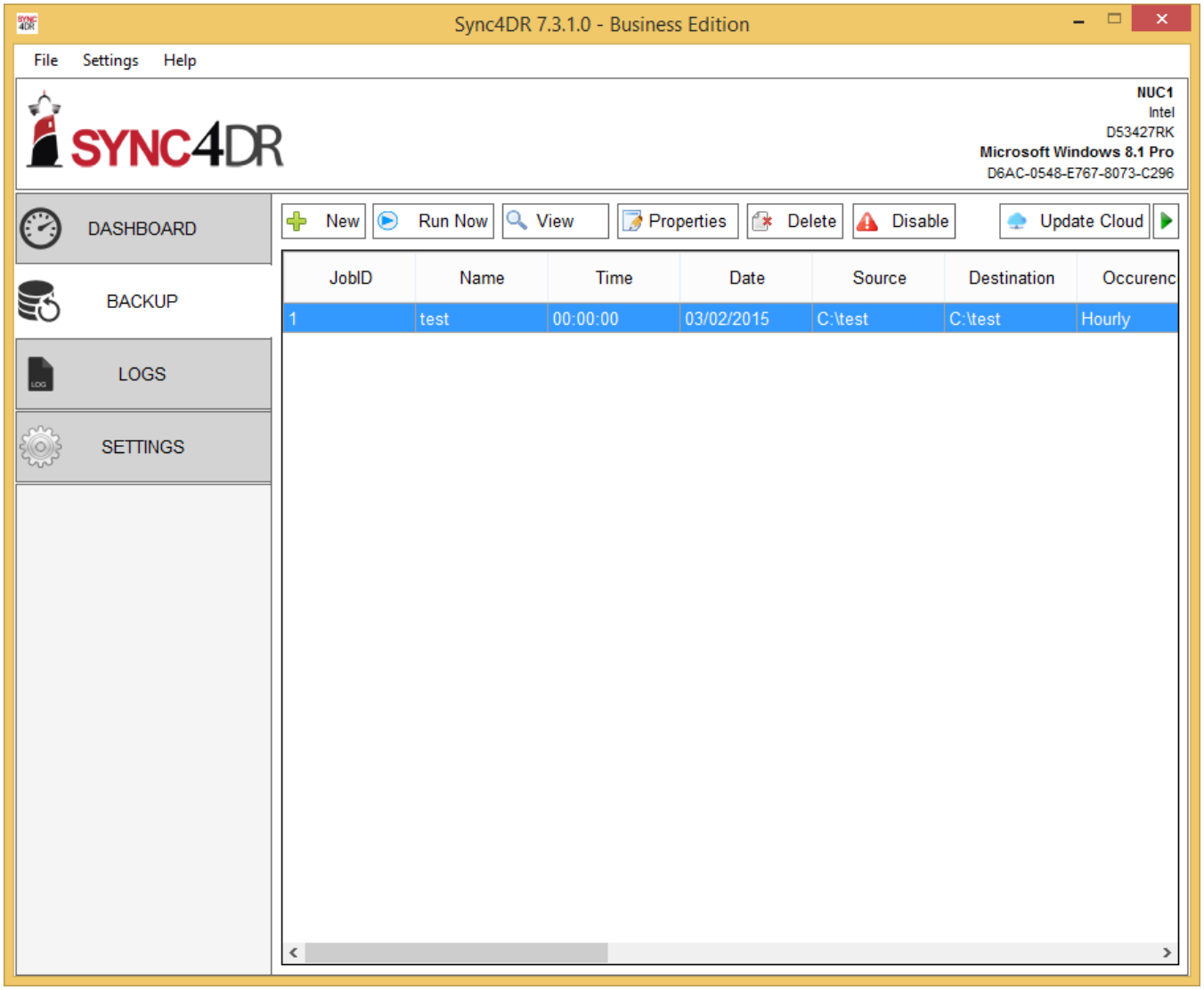


6. After finalizing your schedule, a summary of the new job will be saved.
   Click save to save the job.

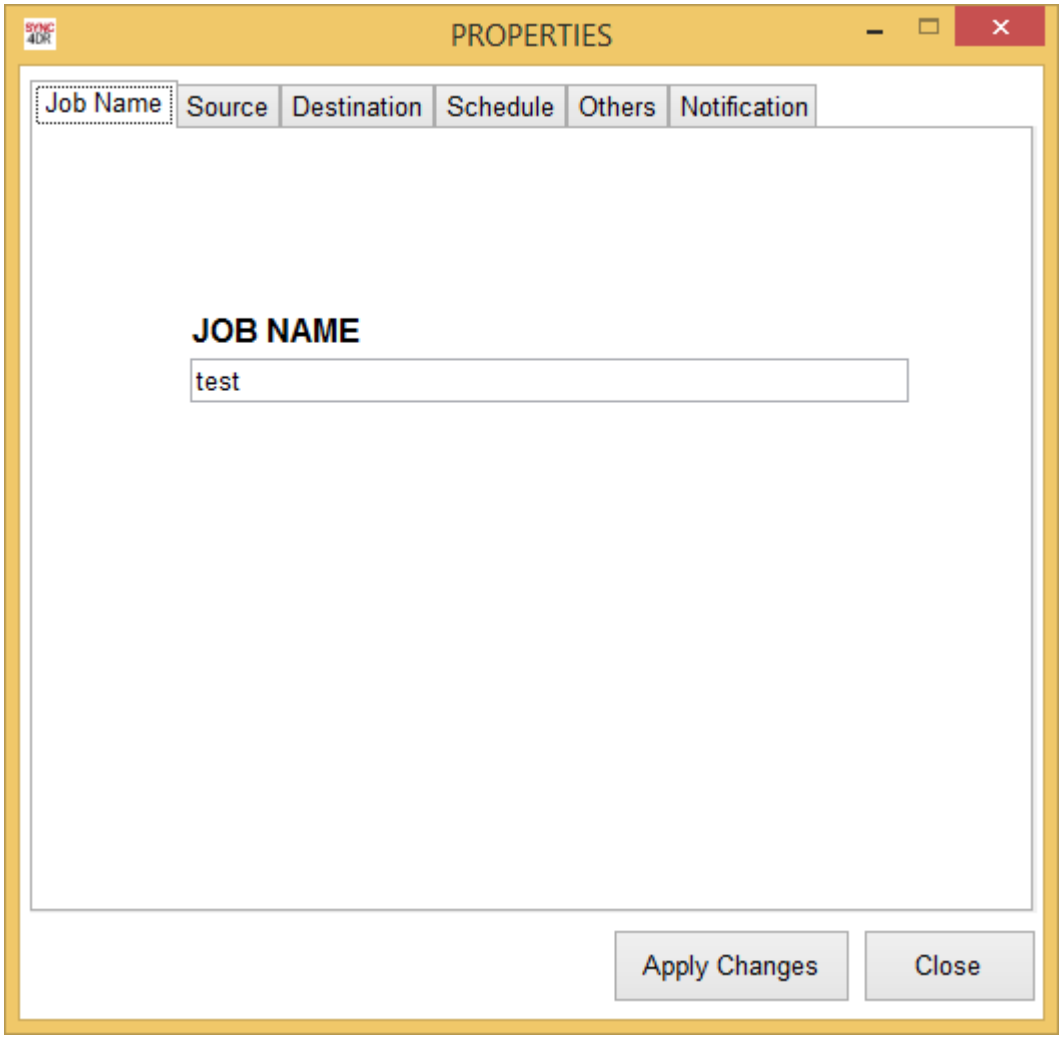


Editing a job

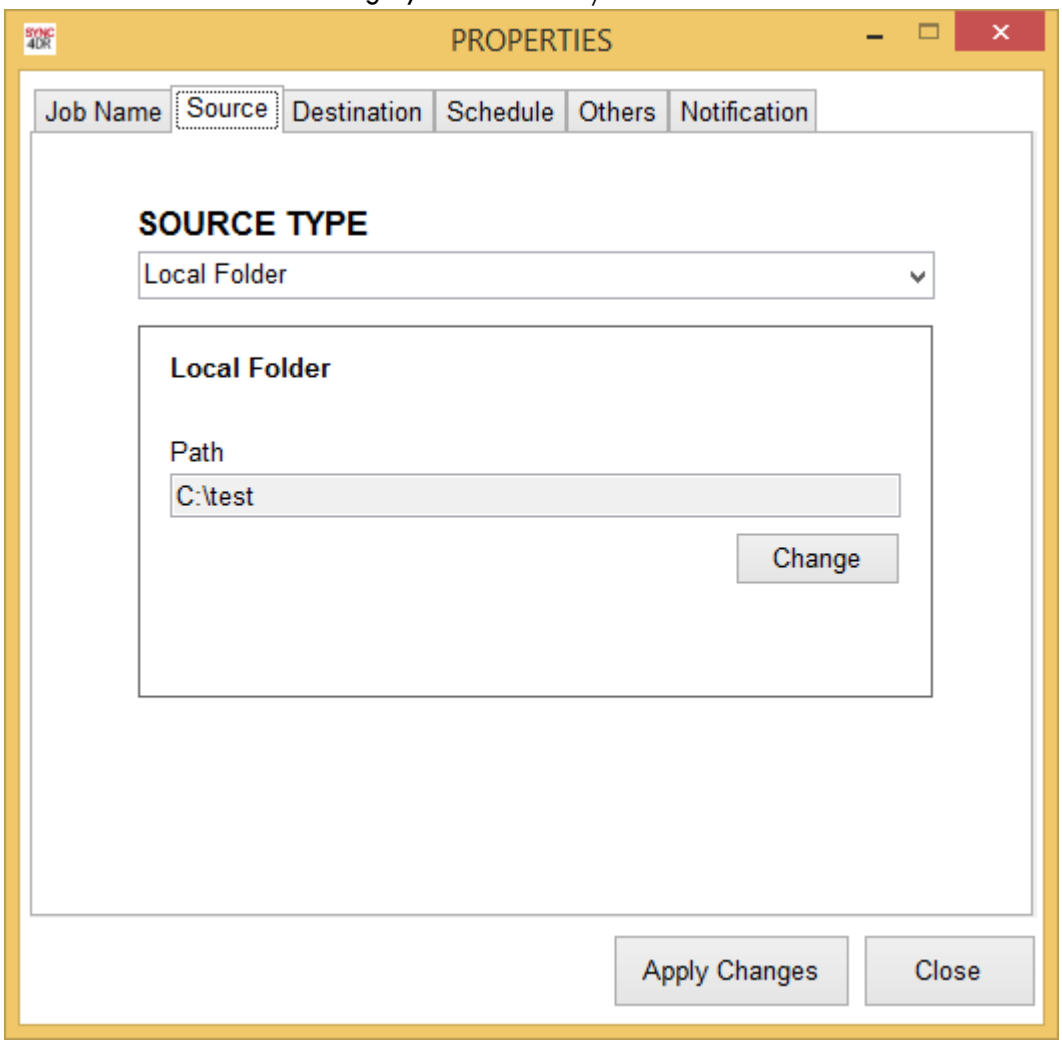
1. Left click on an existing job and some options will be displayed at the top.



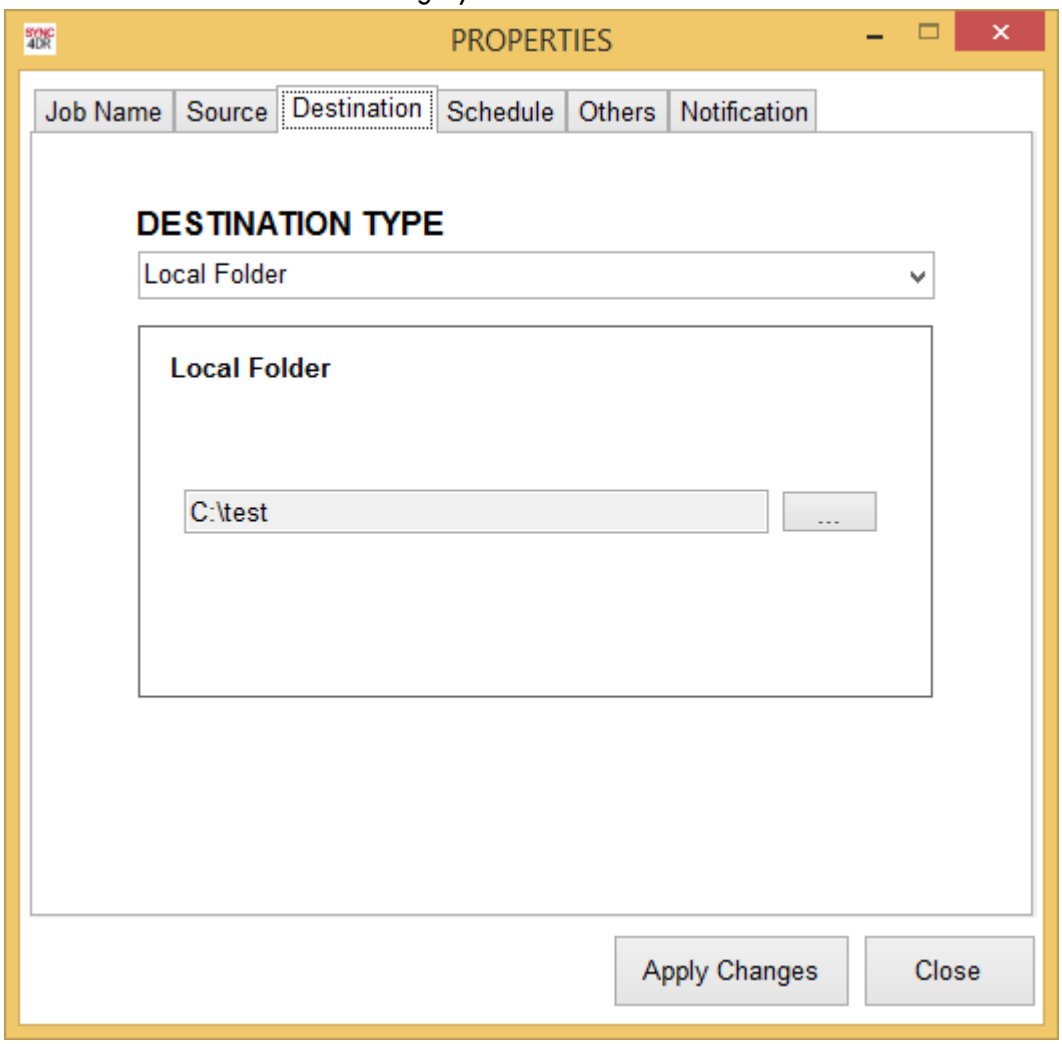
2. Click on Properties and you will get a popup on the job details.
   You can edit your job name here.



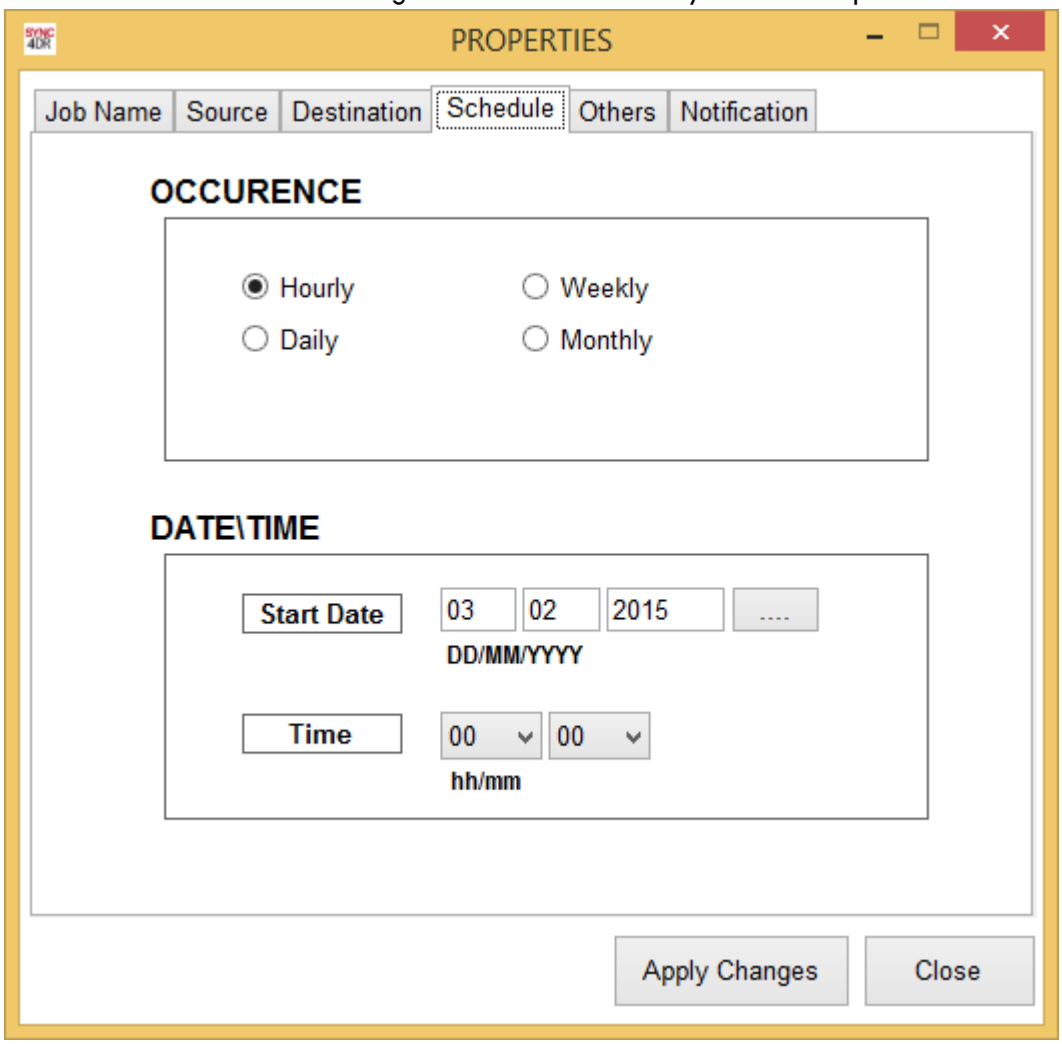
3. Click on Source. You can change your source file/folder.



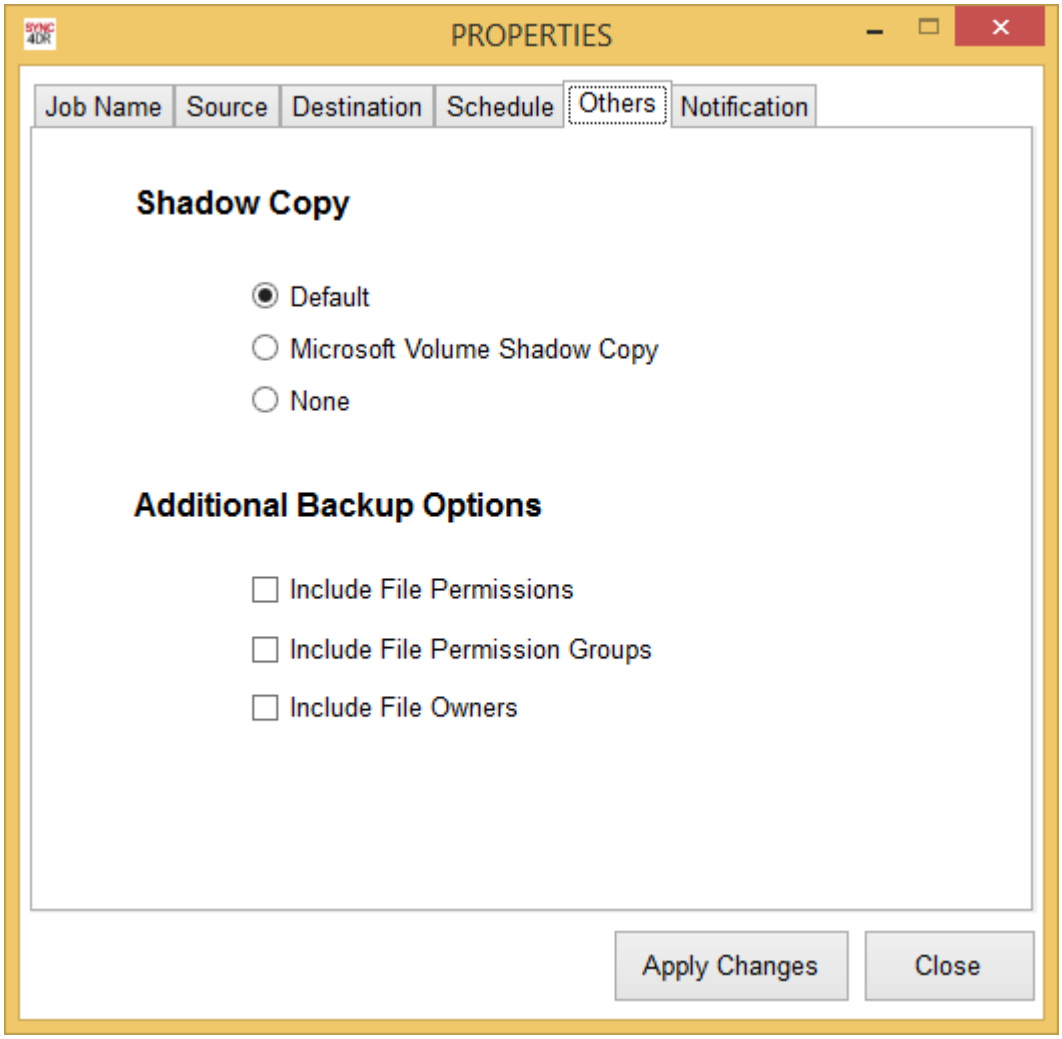
4. Click on Destination. You can change your destination folder here.



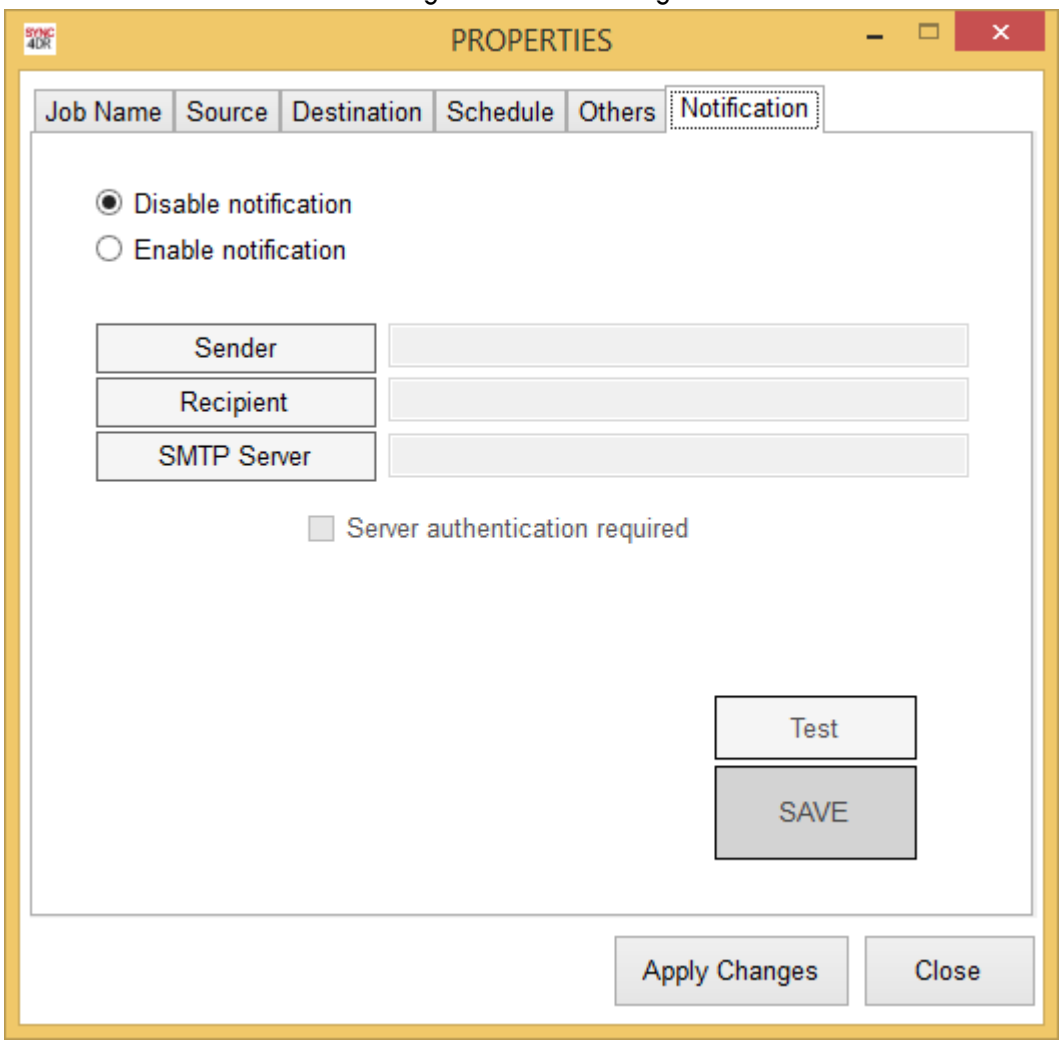
5. Click on Schedule. You can change when and how often you want the job to run.



6. Select Others. You can select what type of shadow copy you want the job to use. You can also select additional Backup Options as indicated.



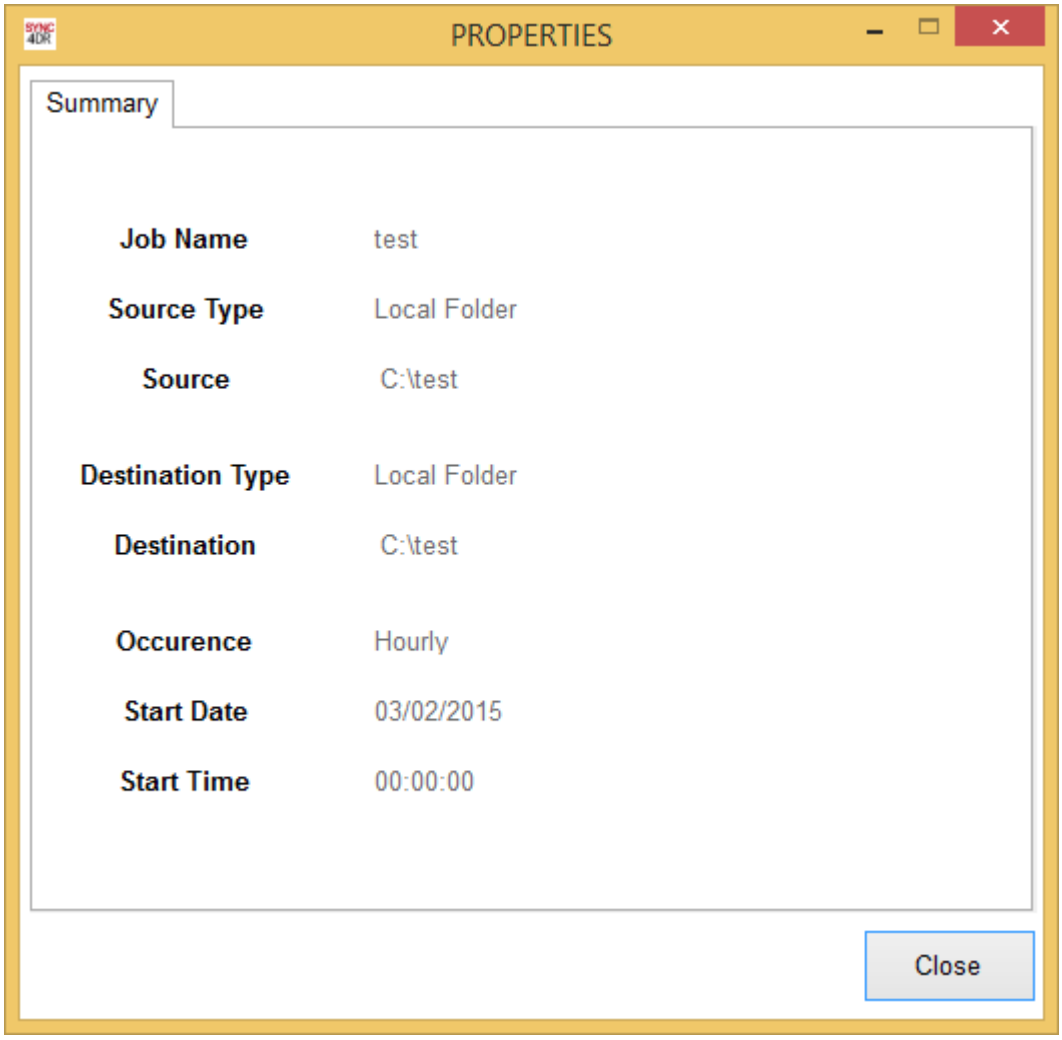
7. Select Notification.
   Select Enable notification and you can fill in the sender/recipient/smtp server details.
   Remember to select 'server authentication required' if password is required.
   You can test the notifications ending first before saving it.



Other Backup options.



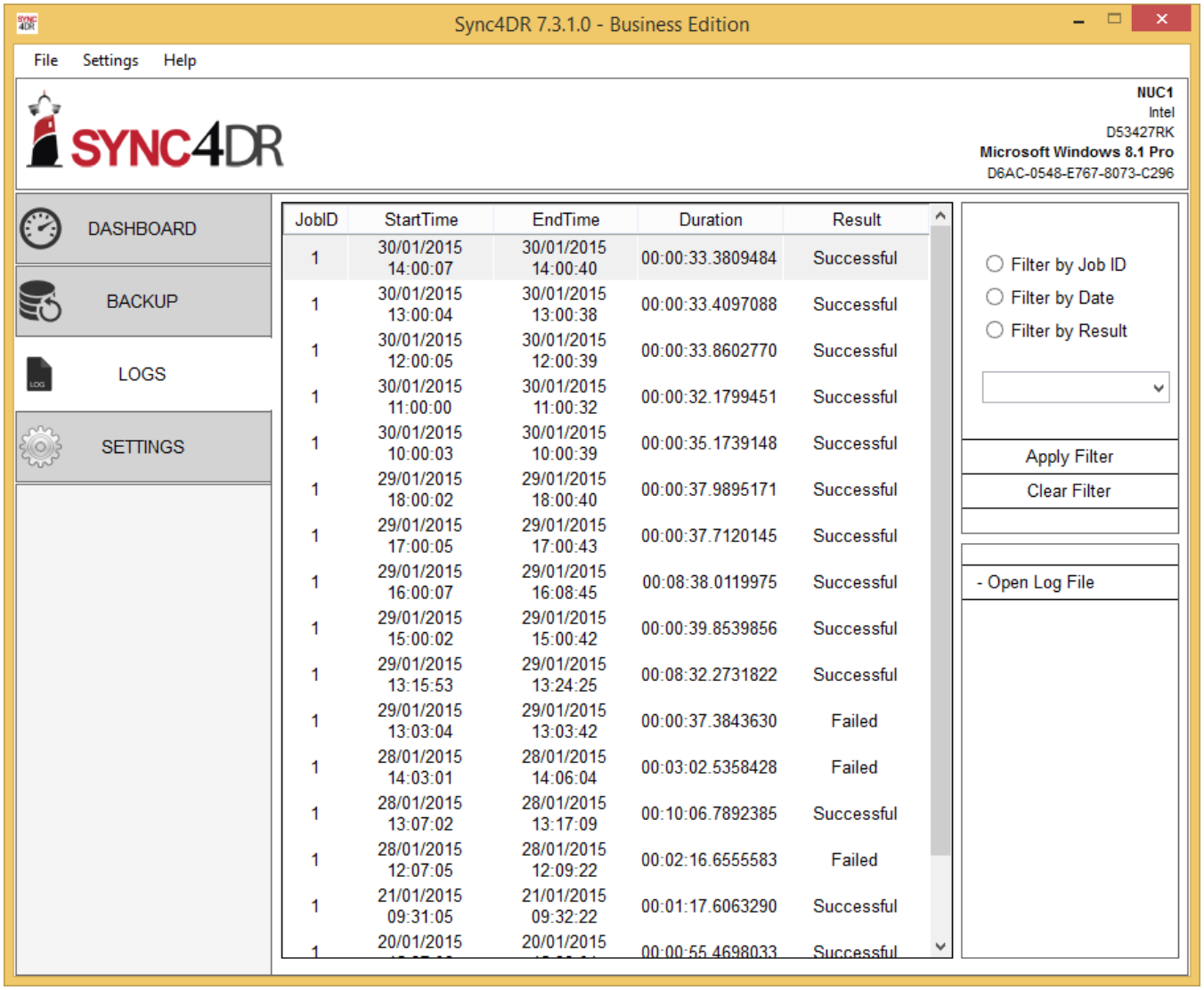
1. Run Now.
   Clicking on this option will allow the job to run within a few seconds later.
   This will not work if the job is disabled or if the job is already running.
2. View.
   Clicking on this will provide a summary of the job.



3. Delete.
   Clicking on this will delete the job.
4. Enable/Disable.
   Will Enable or Disable the job.

Logs

1. Clicking the logs option on the left side.

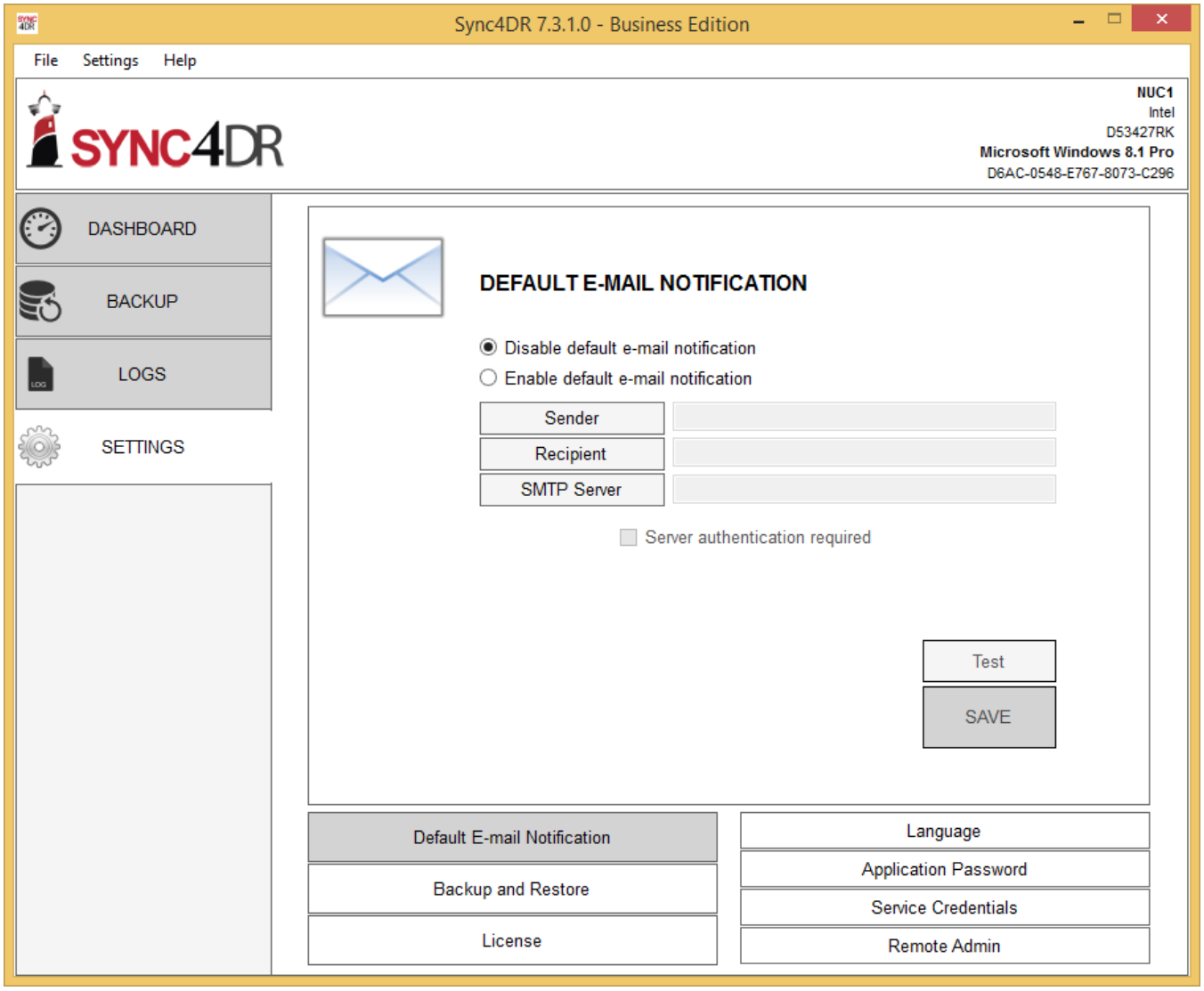


2. You can select any of the 3 filters available and click on Apply Filter to change the view.
3. Upon selecting a log file, you can click on Open Log File to view the contents.

Settings

Selecting Settings on the left side will provide you with various options that you can adjust.

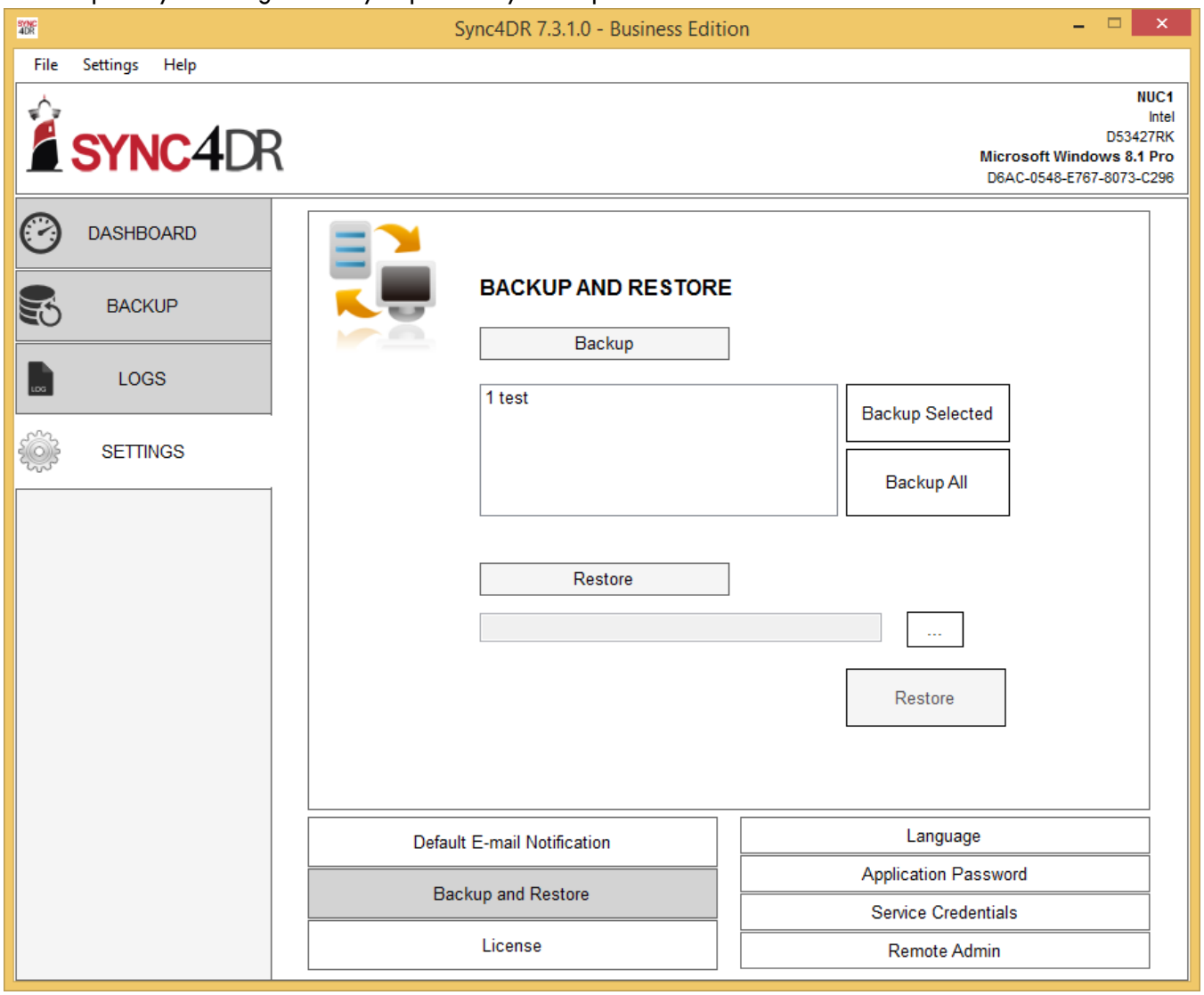
1. Default E-Mail Notification.
   By setting this up, you can save the notification settings for use with all new jobs.
   This means that if you enable the notification settings for any job, by default the settings here will appear.



2. Backup and Restore

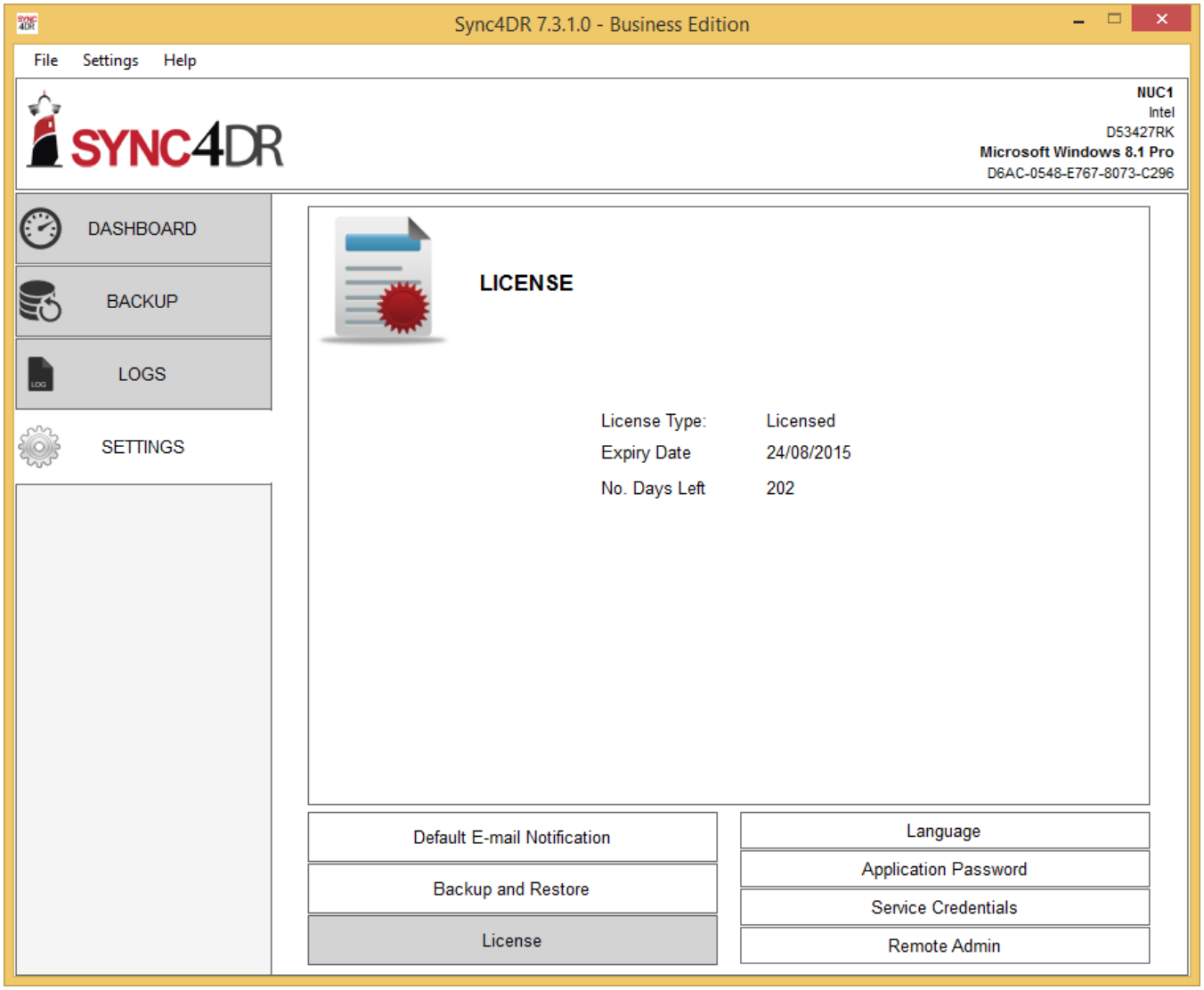
You can backup selected jobs or backup all jobs here to an external file.

Restore jobs by selecting the file you previously backup to.



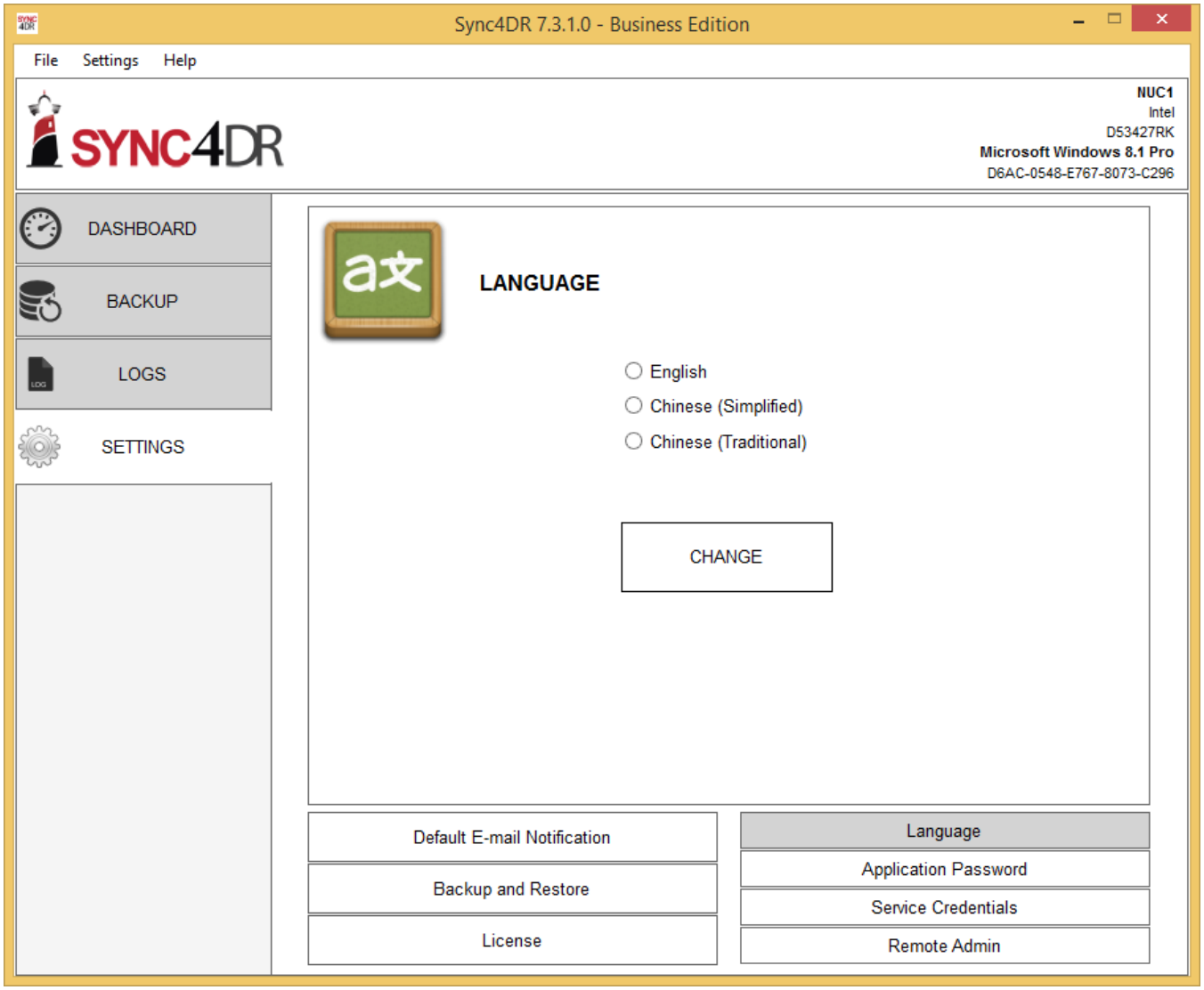
3. License.

This will show how much longer your license will last.



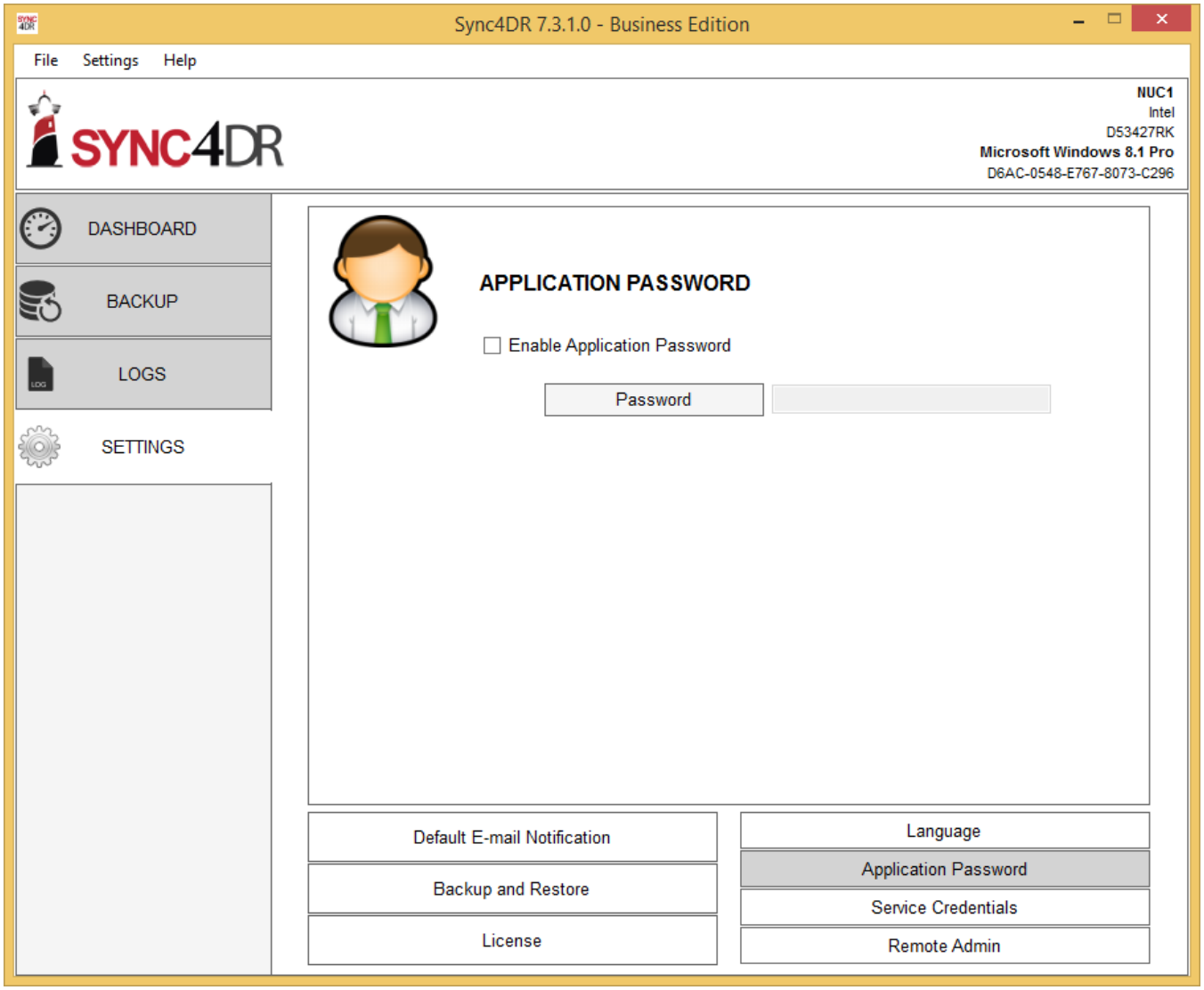
4. Language

Please select the language you want to run the manager as.

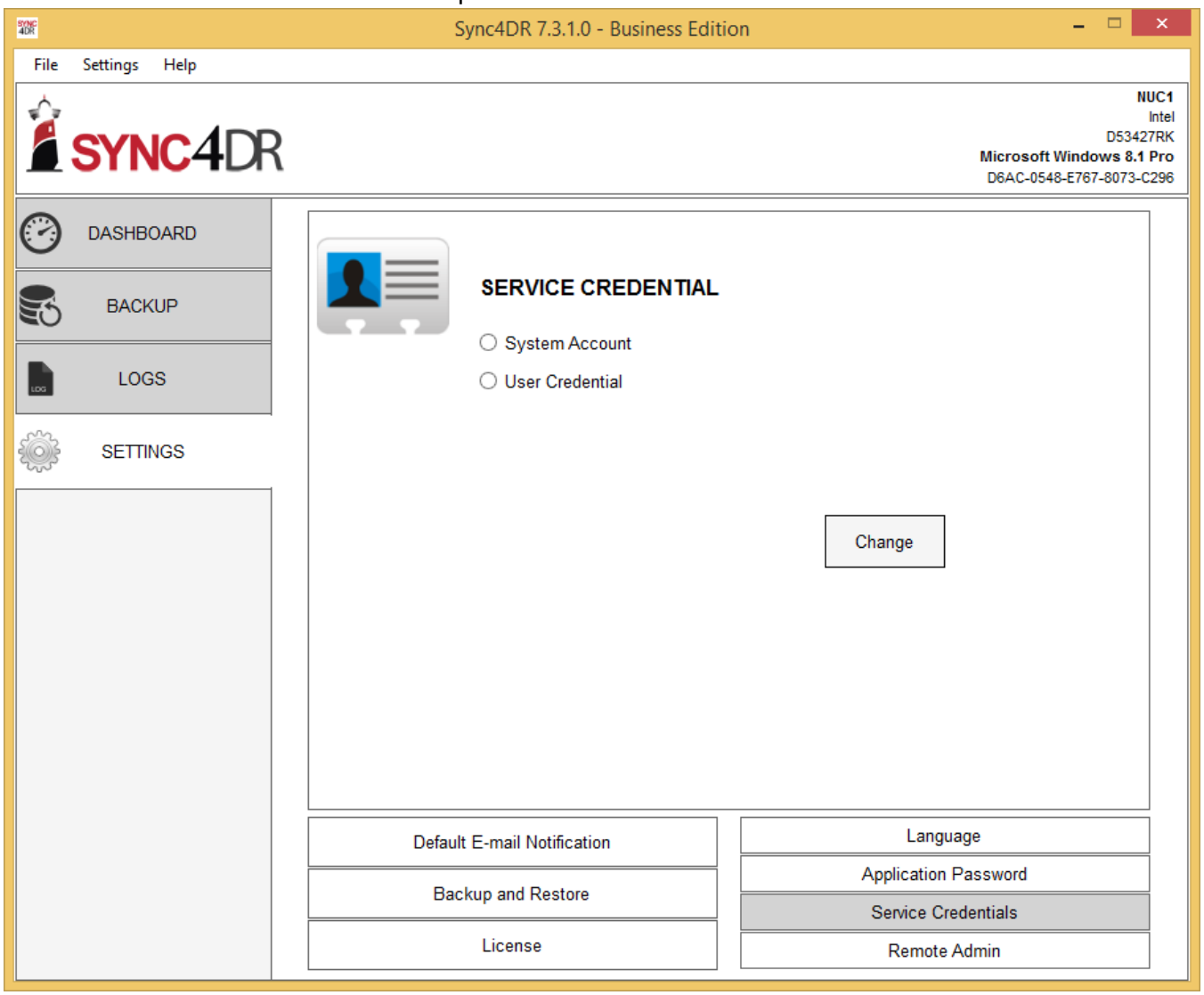


5. Aplication Password.

You can set the password and lock your manager.



6. Service Credential
   Enter the credential that you want the Sync4DR service to run under.
   Make sure it is a valid account on this computer.



7. Remote Admin

This will allow you to connect to the Sync4DR cloud or a local network admin console.

- Standalone – use Sync4DR without remote admin.
- Cloud – Connect Sync4DR with the cloud.
- Local Server – Connect Sync5DR with a remote admin on a local network.

