

BrightStor[®] ARCserve[®] Backup for Laptops & Desktops

Standard User Guide

r11.1



Computer Associates[®]

C00454-1E

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Introducing the Standard User

BrightStor® ARCserve® Backup for Laptops & Desktops supports two different levels of users—standard and expert. The standard level is designed for new users with limited IT knowledge and little or no experience with BrightStor ARCserve Backup for Laptops & Desktops. The user interface is simplified based on the limited functions available to the standard user.

The expert level is designed for experienced BrightStor ARCserve Backup for Laptops & Desktops users with good IT knowledge. The expert-level user can perform all the standard user functions, plus define options associated with backups and restores, and specify other configuration information. The user interface for the expert user is more extensive, to support the wider range of functions available to this user level.

Understanding the Standard User

The standard user can perform backup and restore operations and add or remove files from the backup, as needed. The simple design of the standard user interface facilitates seamless operation of BrightStor ARCserve Backup for Laptops & Desktops with little, if any, operator intervention. Backups occur in the background and do not require any action on the part of the standard user. If an unscheduled backup is needed, the standard user can initiate one with a simple point-and-click action.

This guide is geared to the needs of the standard user. It describes how to:

- Set up your BrightStor ARCserve Backup for Laptops & Desktops user account
- Back up files and modify the files and folders included in the backup
- Restore files

Setting Up Your BrightStor ARCserve Backup for Laptops & Desktops Account

Depending upon the policies defined by your BrightStor ARCserve Backup for Laptops & Desktops administrator, the BrightStor ARCserve Backup for Laptops & Desktops Client dialog might open the first time that you start the product. This dialog prompts you to indicate whether you plan to use the product, as shown in the following screen. Select **I will use this backup tool with this Windows account** and click OK:



Depending upon the policies defined by your administrator, you might also be prompted to provide information for setting up your BrightStor ARCserve Backup for Laptops & Desktops account. The BrightStor ARCserve Backup for Laptops & Desktops Client dialog prompts you to:

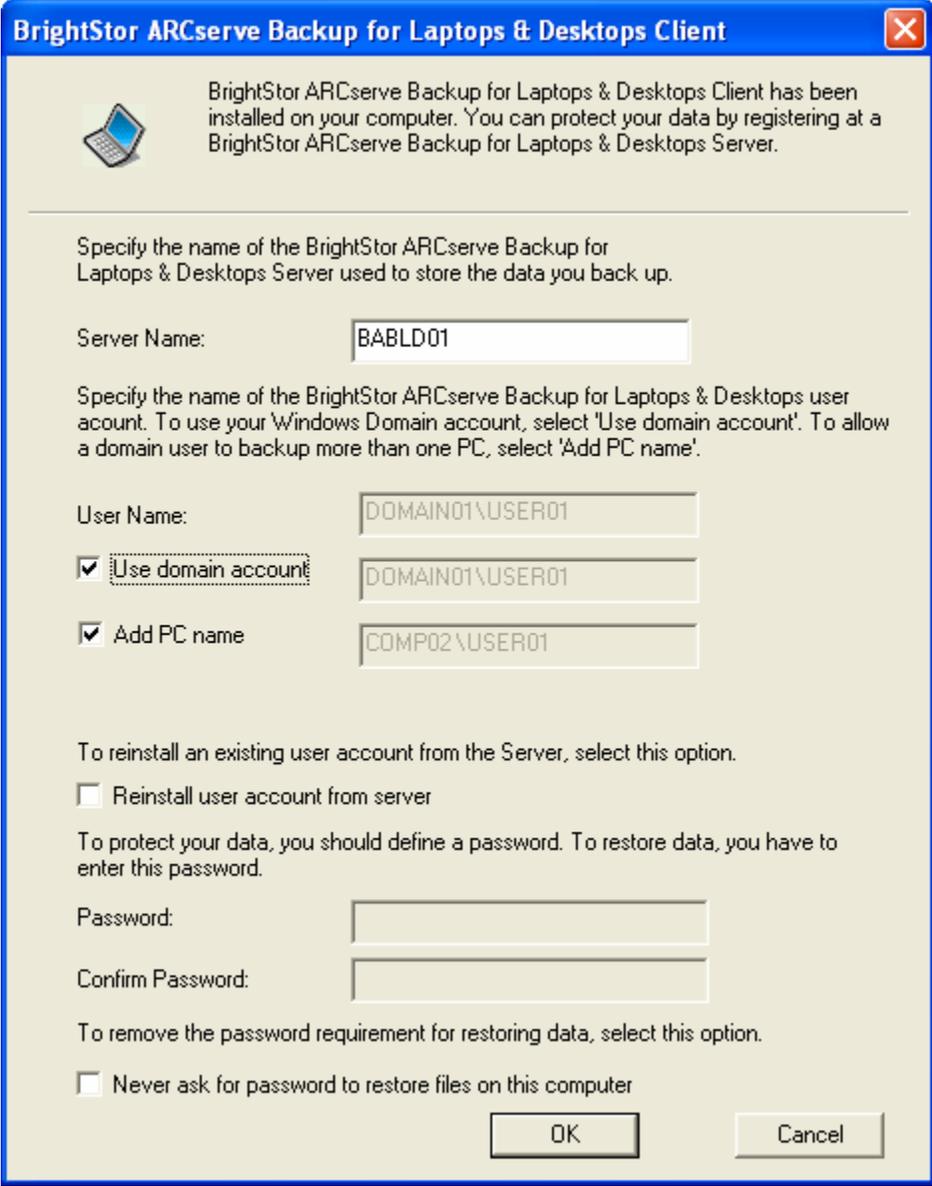
- Specify the name of the server that will store your backup data.
- Choose whether you want to use your Windows domain account as your BrightStor ARCserve Backup for Laptops & Desktops account. Using your Windows account eliminates the need for a separate BrightStor ARCserve Backup for Laptops & Desktops password.
- You can support more than one computer with a Windows domain account. To do this, check Add PC name. This means if you have multiple computers you can use the same domain account for all of them.

Note: Depending upon how your BrightStor ARCserve Backup for Laptops & Desktops software was installed, the server name and user name may be predefined by your system administrator.

You also have the option to reinstall an existing account on the BrightStor ARCserve Backup for Laptops & Desktops server. If you want to do this, click the checkbox **Reinstall user account from server**, enter the server account ID in the User Name text box, and enter and confirm your password in the appropriate text boxes.

Before restoring files to your computer, BrightStor ARCserve Backup for Laptops & Desktops can request that you supply your password. If you do not want to implement this requirement, select **Never ask for password to restore files on this computer**.

When you have responded to all relevant prompts, click OK:



BrightStor ARCserve Backup for Laptops & Desktops Client

BrightStor ARCserve Backup for Laptops & Desktops Client has been installed on your computer. You can protect your data by registering at a BrightStor ARCserve Backup for Laptops & Desktops Server.

Specify the name of the BrightStor ARCserve Backup for Laptops & Desktops Server used to store the data you back up.

Server Name:

Specify the name of the BrightStor ARCserve Backup for Laptops & Desktops user account. To use your Windows Domain account, select 'Use domain account'. To allow a domain user to backup more than one PC, select 'Add PC name'.

User Name:

Use domain account

Add PC name

To reinstall an existing user account from the Server, select this option.

Reinstall user account from server

To protect your data, you should define a password. To restore data, you have to enter this password.

Password:

Confirm Password:

To remove the password requirement for restoring data, select this option.

Never ask for password to restore files on this computer

Backing Up

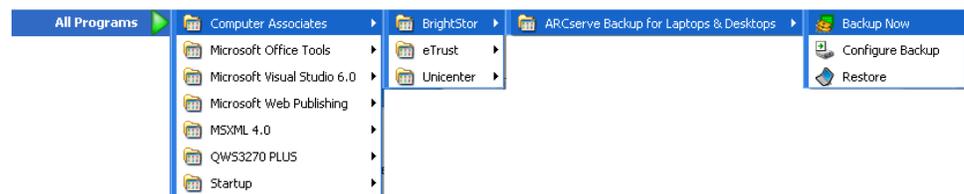
Typically, the BrightStor ARCserve Backup for Laptops & Desktops administrator configures backups so that they occur at scheduled intervals, for example, on an hourly, daily, weekly, or monthly basis. The administrator also defines the files and folders that are included in, or excluded from, the backup. The collection of folders and files that are included in a backup and the schedule information comprise a configuration.

Standard users can initiate manual backups as needed. In addition, the BrightStor ARCserve Backup for Laptops & Desktops administrator can enable standard users to change the backup. When this is the case, standard users can add or change the files that are included in a backup and they can modify the backup schedule.

The following sections discuss how to initiate a manual backup and how to make changes to the backup.

Running a Manual Backup

To run a manual backup, simply select Backup Now from the BrightStor ARCserve Backup for Laptops & Desktops program group in the Start menu:



When you select Backup Now, the BrightStor ARCserve Backup for Laptops & Desktops client backs up locally and then attempts to send backup data to the BrightStor ARCserve Backup for Laptops & Desktops server. If the client cannot reach the server, the backup data is stored locally until a connection to the server is established.

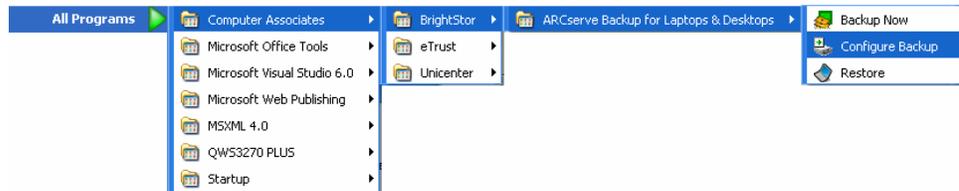
As the backup proceeds, the BrightStor ARCserve Backup for Laptops & Desktops Client dialog displays a progress indicator that allows you to monitor the completion status:



Changing Backups

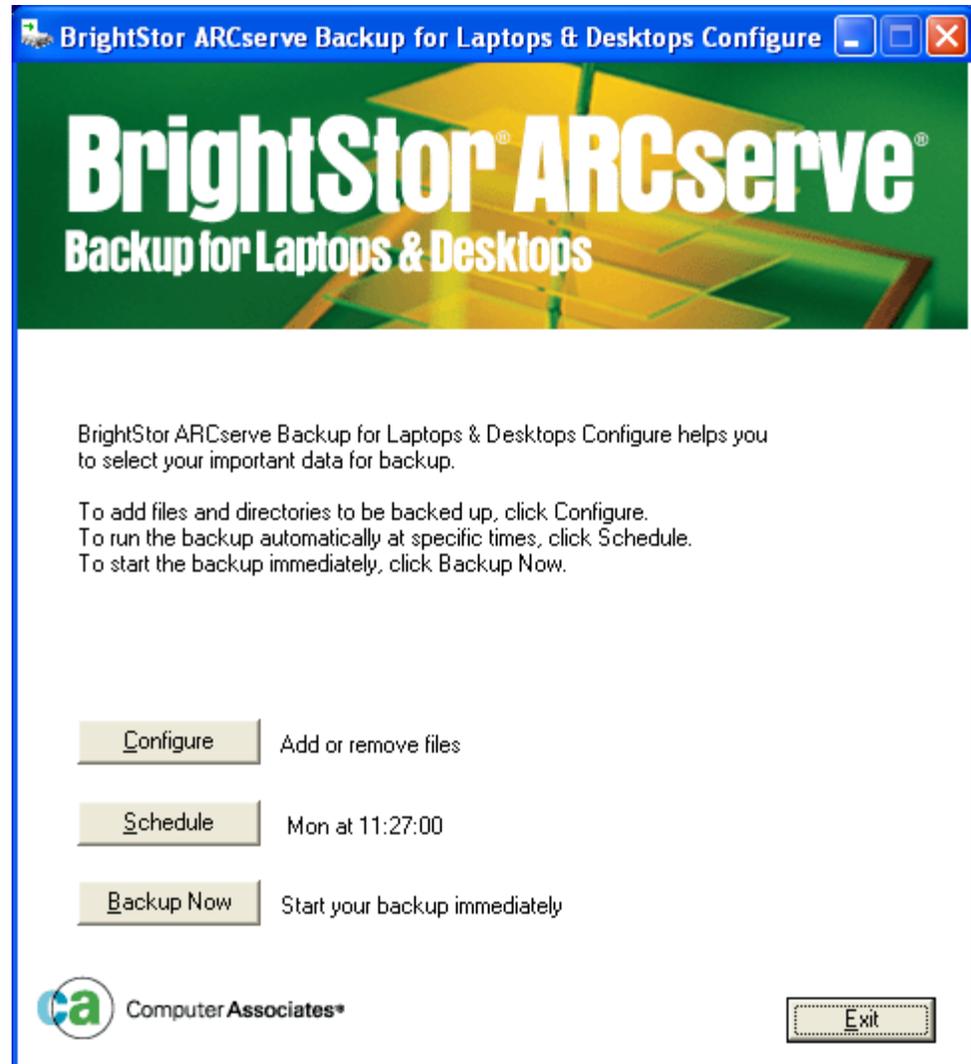
If your BrightStor ARCserve Backup for Laptops & Desktops administrator has enabled you to change the backup, you can add and remove files from it or modify the backup schedule.

To change a backup set, select Configure Backup from the BrightStor ARCserve Backup for Laptops & Desktops program group in the Start menu:



The BrightStor ARCserve Backup for Laptops & Desktops Configure dialog opens. This dialog enables you to:

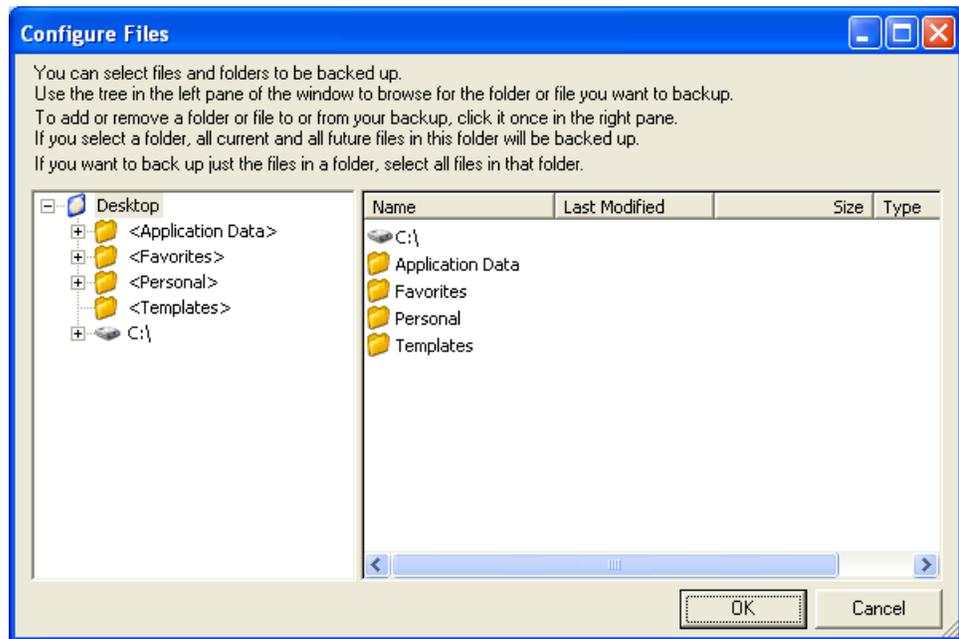
- Add file to, or remove files from, the backup by selecting the Configure button
- Change the schedule for the backup by selecting the Schedule button
- Start a manual backup immediately by selecting the Backup Now button



The following sections describe how to perform each of these tasks.

Adding Folders and Files to the Backup

When you select Configure from the BrightStor ARCserve Backup for Laptops & Desktops Configure dialog, the Configure window opens. Use the tree in the left pane of the Configure window to browse for the folders or files you want to back up, and then select them as described below:

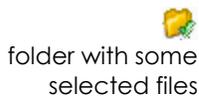


To add a folder or a file to your backup, click it once in the right pane. A green check mark appears, indicating that the selected folder or file has been added to the backup.

If you decide later that you do not want to add a folder or file, click it and it will be deselected. Note that the check mark disappears.

When you select a folder for backup, all the files in the folder and its subdirectories are added to the backup.

When you deselect a folder, you deselect all the files and subfolders in it.



If you remove any of the files in a selected folder or its subdirectories, the folder is marked with a light green check mark, indicating that some but not all of the files are included in the backup.

Removing Folders and Files from the Backup

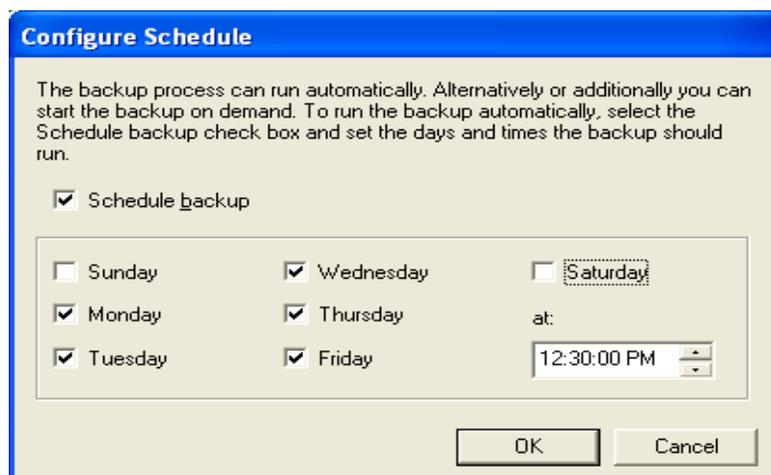
When you select Configure from the BrightStor ARCserve Backup for Laptops & Desktops Configure dialog, the Configure window opens. Use the tree in the left pane of the Configure window to browse for the folders or files you want to remove from the backup. To remove a folder or a file from your backup, click it once in the right pane. The green check mark disappears. When you remove a folder from your backup, all the files in the folder and its subdirectories are removed from the backup.

Special icons identify files and folders that will be included or excluded in the backup, as noted in the following table:

Icon	Description
	Identifies a mandatory file. Your BrightStor ARCserve Backup for Laptops & Desktops administrator indicated that this file must be included in the backup. You cannot remove it. Contact your administrator if you need to remove this file from the backup.
	Identifies an excluded file. Your BrightStor ARCserve Backup for Laptops & Desktops administrator indicated that this file must be excluded from the backup. You cannot add it. Contact your administrator if you need to include this file in the backup.
	Identifies a file that you have chosen to include in the backup.
	Identifies a folder with all files included in the backup.
	Identifies a folder with one or more files included in the backup.
	Identifies a folder with one or more files excluded from the backup.

Changing the Backup Schedule

When you select Schedule from the BrightStor ARCserve Backup for Laptops & Desktops Configure dialog, the Configure Schedule dialog opens. You can change the schedule for automatic backups so that they occur on a different day or at a different time. You can also revert to manual backups:



The following sections describe how to do both tasks.

Setting Up a Daily or Weekly Backup

To establish a daily or weekly backup schedule follow these steps:

1. Select the Schedule Backup check box.
2. For a daily backup, indicate the days on which you want the backup to run by selecting the check boxes next to the days.

For a weekly backup, select the day of the week that you want the backup to run by selecting the check box next to its name.
3. Indicate the time of day you want the backup to run using the At combo box and click OK.

Reverting to Manual Backups

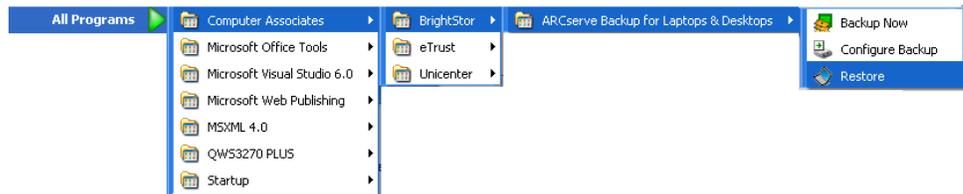
If you decide that you no longer want your backups to run automatically, deselect the Schedule Backup check box. When you do so, backups will only be run when you select Backup Now either from the BrightStor ARCserve Backup for Laptops & Desktops program group in the Start menu or from the BrightStor ARCserve Backup for Laptops & Desktops Configure dialog.

Note: We do not recommend using a manual backup scheme.

Restoring files with BrightStor ARCserve Backup for Laptops & Desktops is easy and intuitive. Select the files that you want to restore and choose the location where you want to restore the files.

Restoring Your Files

To restore your files, open the BrightStor ARCserve Backup for Laptops & Desktops Restore window. From the Start Menu, click Programs, Computer Associates, BrightStor, ARCserve Backup for Laptops & Desktops, then Restore:



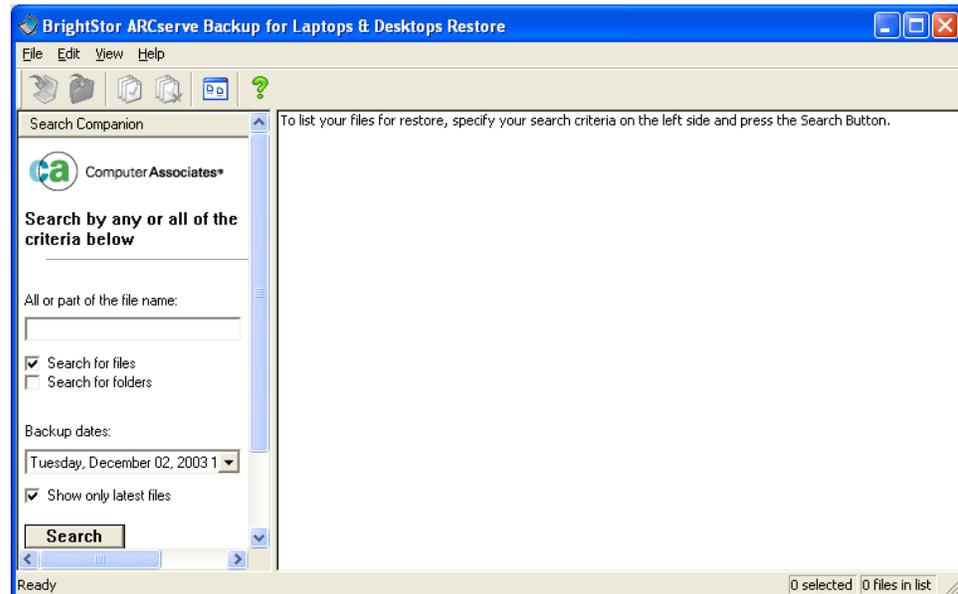
Depending upon the policies defined by your BrightStor ARCserve Backup for Laptops & Desktops administrator, you may need to enter your password before you can start a restore. If this is the case, enter your password, and then click OK:



The password can be your Windows domain account password or another password that you chose when you accessed the product for the first time. For more information, see the Chapter, “Introducing the Standard User.”

Searching for Files to Restore

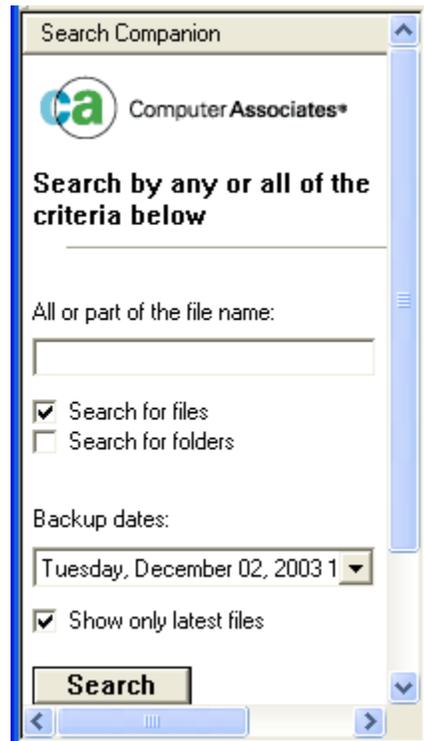
When the BrightStor ARCserve Backup for Laptops & Desktops Restore Window opens, the right pane is blank except for the message illustrated in the following window:



The files and folders in your backup data are displayed only after you conduct a search. Before conducting the search, you need to decide on the criteria that you want to use in searching your backup data. See Using the Search Companion below for information about search criteria.

Using the Search Companion

The Search Companion helps you search your backup data for specific files or folders to restore. You can enter search criteria to limit the data displayed in the right pane:



You can specify the following search criteria:

- **All or part of the file name**—Enter all or part of the file name you are looking for. You can use wildcards, such as the asterisk (*) and the question mark (?), to expand your search.

Use the asterisk as a substitute for one or more characters. If you are looking for a file that you know starts with *case*, but you cannot remember the rest of the file name, type *case**. The Search Companion will locate all files of any file type that begin with *case*. To narrow the search to a specific type of file, type the file extension; for example, *case*.txt*.

Use the question mark as a substitute for a single character in a name. For example, if you type *case?.doc*, the Search Companion locates the file *case1.doc* or *case2.doc* but not *casement.doc*.

You can also search for certain types of files by entering the file extension in the box. For example, the search **.txt* would find all .txt files in your backup data.

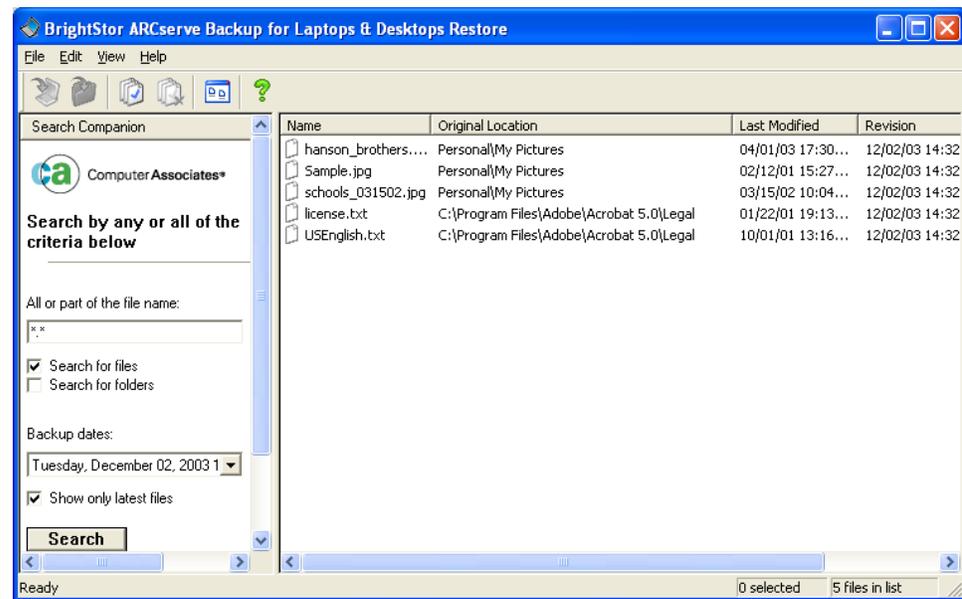
- **Search for Files**—Select if you want to search for files only.

- **Search for Folders**—Select if you want to search for folders only.
- **Backup Dates**—Select the backup session from which you want to restore files. For instance, if you want to revert to a previous version of a file, select the date on which the file was backed up and click Search. By default, the most recent date is selected.
- **Show Only Latest Files**—Select if you want to display only the most recent version of the files that have been backed up. To view previous versions of your files, clear this check box.

Click the Search button to execute the search.

Selecting the Files to Restore

The BrightStor ARCserve Backup for Laptops & Desktops Restore window presents the backup files that match your search criteria in the right pane:



To sort the files, click the column headers. The menu bar and toolbar provide point-and-click access to the functions that you can perform. Quick references to both are provided at the end of this chapter.



To select a single file for restoration, click it once. A green check mark appears.

To select all files, click Edit from the menu bar then Select all.

Restoring the Selected Files

After you have selected the files to restore, you can choose to restore them to their original locations or to an alternative location. Use the Restore Now and the Restore to Folder buttons on the toolbar as described below.



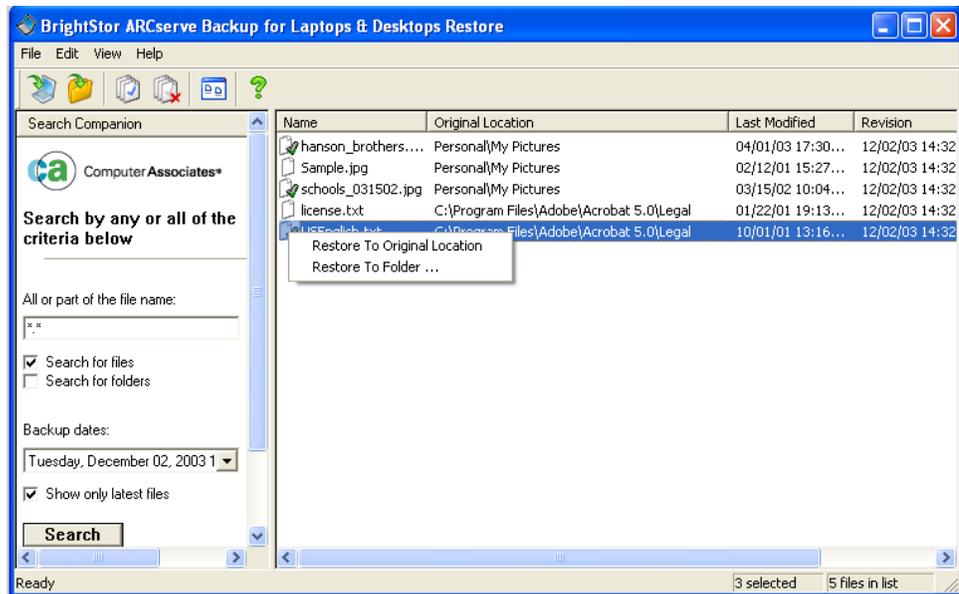
To restore the files to their original locations, click the Restore Now button. The restore starts immediately.

Important! Be careful when restoring files to their original locations. The restored files will overwrite any existing copies of the files that are still in the original location.



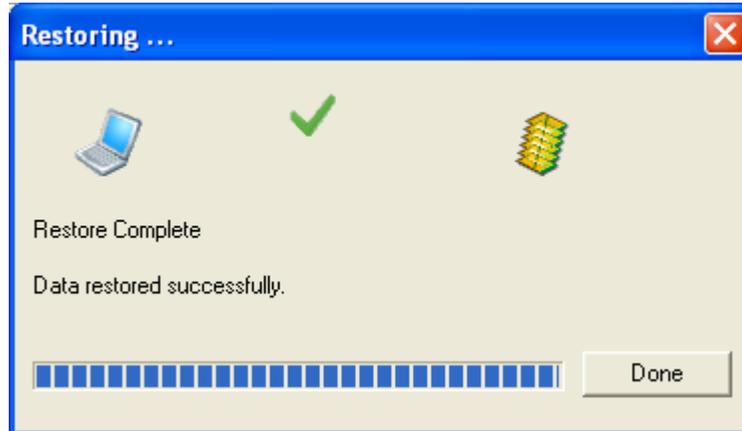
To restore the files to an alternative location, click the Restore To Folder button. The Browse for Folder dialog opens. Select an alternative location in which to restore the files, then click OK. The restore starts immediately.

You can also right-click the files to open a drop-down menu. From the menu, you can choose whether you want to restore the file to its original location or to another folder:



If you choose Restore to Original Location, the restore starts immediately.

If you choose Restore to folder, the Browse for Folder dialog opens. When you select the restore-to location and click OK, the restore starts immediately. As the restore proceeds, the Restoring dialog displays a progress indicator that allows you to monitor the completion status:



Restore Window Toolbar Quick Reference

Many of the functions you will perform in the BrightStor ARCserve Backup for Laptops & Desktops Restore window can be executed using the buttons on the toolbar. The following table explains what each button does:

Button	Description
 Restore Now	Restores the selected files to their original locations. <i>Important! Be careful when restoring files to their original locations. The restored files will overwrite any existing copies of the files that are still in the original location.</i>
 Restore to Folder	Restores the selected files to an alternative location. Click this button, and then use the Browse for Folder dialog to select a folder in which to place the restored files.
 Select	Selects all the latest revisions of the files in the right pane. If there is more than one version of a certain file, the most recent version is selected, and all other versions remain unselected.
 Deselect	Removes all of the files and folders in the right pane from the restoration.

Button	Description
 Views	Allows you to choose how you want to display your files: large icons, small icons, list format, or detail format. Choose detail to see extended information about each file, including when it was last modified, its size, and its type.
	Invokes the Help system.

Restore Window Menu Quick Reference

All of the functions you can perform in the BrightStor ARCserve Backup for Laptops & Desktops Restore window can be accessed through the menu items. The following table summarizes the commands that are available on each menu:

Command	Description
File Menu	
Change Password	Changes the password you use to access the list of your backed-up files. If you do not need to enter a password to access the list of your backed-up files, this item is grayed out.
Exit	Exits the BrightStor ARCserve Backup for Laptops & Desktops Restore window. Any restore selections you have made are lost when you exit the window.
Edit Menu	
Restore to Original Location	Restores the selected files to their original locations. <i>Important! Be careful when restoring files to their original locations. The restored files will overwrite any existing copies of the files that are still in the original location.</i>
Restore to Folder	Restores the selected files to an alternative location. Click this button, and then use the Browse for Folder dialog to select a folder in which to place the restored files.
Select All Latest Files	Selects all the latest revisions of the files in the right pane. If there is more than one version of a certain file, the most recent version is selected, and all other versions remain unselected.
Deselect	Removes all the files and folders in the right pane from the restoration.

Command	Description
View Menu	
Toolbar	Toggles the display of the toolbar on and off.
Status Bar	Toggles the display of the status bar on and off.
Large Icons	Displays the files and folders in the right pane as large icons.
Small Icons	Displays the files and folders in the right pane as small icons.
List	Displays the files and folders in the right pane in list format.
Details	Displays the files and folders in the right pane in detail format. Extended information is reported for each file, including its original location, the date it was last modified, the date of the latest revision, and its size.
Help Menu	
Help	Opens the BrightStor ARCserve Backup for Laptops & Desktops online help.
About Restore	Displays version and copyright information for BrightStor ARCserve Backup for Laptops & Desktops.

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