Total Backup Recovery
10.10 Server

Users' Guide

Contents

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C. You may use the Software as a boot disk to re-apply the hard drive image that was created for disaster recovery purposes to the hard drive on the Device from which the disaster recovery image was made or on a replacement Device provided that the software has been removed from the original Device.

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Chapter 1： Introduction

1.1 Product Overview

Total Backup Recovery 10.10 Server is a powerful, all-in-one, centrally managed data backup and hard disk imaging application that provides local and network features for users.

The user can independently manage every computer on the network with Total Backup Recovery Server. It can create a complete disk image of a hard drive and a single hard drive partition and store it on a local computer, network share or even an FTP server. The image can be used for backup & recovery and quickly transfers all information from a server's hard drive to a new hard drive. The image file can also be compressed and distributed across multiple hard drives or partitions.

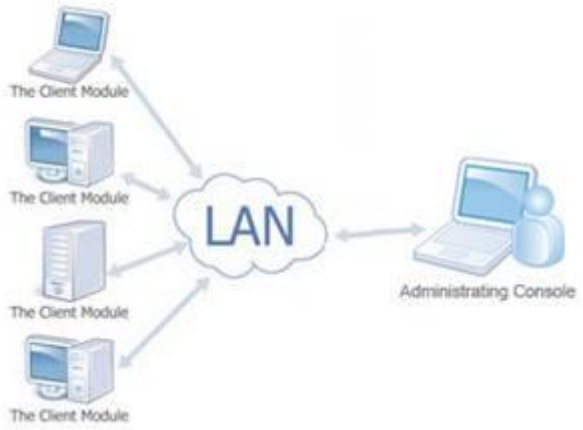
Total Backup Recovery Server's compressed image file contains all the hard drive data files, partition information, and security settings by copying only the used data blocks – this keeps the size of the image to a minimum. The complete disk image can be updated quickly with incremental backups; these incremental backups contain only the hard drive changes that occurred since execution of the complete backup, or since the last incremental backup.

This offers the administrator an easy and reliable way to keep the system backup data current, by storing the images on an external USB hard drive, or on a network share. The administrator is then able to quickly recover from any type of data disaster, including data corruption or a hard drive failure.

With a special recovery environment (Recovery Manager), you can back up and restore damaged partitions even if Windows does not start. Some other features of Total Backup Recovery Server, such as Window Explorer and Cloning partitions, are also available in Recovery Manager.

1.2 Software Structure

The software includes two components: the Administrating Console and the Client Module.



The Administrating Console – This centralized console enables users to manage all of the clients in the network.

The Client Module– This module is installed on the client systems to allow management via the Administrating Console; this can also operate all powerful features locally.

1.3 Powerful Backup Features

Total Backup Recovery Server backup features include:

Hard Drive Imaging: Backup and restore system with complete copies of all files, installed software, partition information, and system settings.

Incremental Backup: Backup that stores changes to the data against the last backup.

File Backup: Manually or automatically backs up selected files/folders, file extensions, etc.

Dissimilar Restore: Restores a complete system image of a particular configuration to a different hardware configuration system or to a Virtual Machine.

1.4 Other Features and Benefits

Complete External Backup: Stores a complete system image on an USB hard drive, or a network share.

Easy Disk Image Updates: Incremental Backup allows you to quickly update saved disk image without leaving Windows.

Flexible Backup: Back up your client's hard drive to another local hard drive, network drive, or an USB device.

Rapid, Controlled Recovery: Rebuilds system via Complete Restore in minutes, not hours or days.

Partition Support: Supports FAT, FAT32, EXFat, NTFS, REFS (only for server systems) and other unknown partitions.

Hardware Support: Supports IDE, EIDE, SATA, SCSI/RAID, GPT hard drives and Dynamic hard drive.

100% Protection: Restores an operating system damaged by corrupt software, human error, a virus attack, or a software bug.

FTP Support: Saves another data copy onto a remote FTP server, enhancing files and computer protection.

Virtual Machine Support: Convert the backup image into a VMware file image format which could be run on a virtual machine.

1.5 New Features and Enhancements

Mutil-volumes backup: Backup disk(s) and volume(s) in the same time.

Support backup to online device: Backup files to online device.

Newly-added backup to virtual machines: Directly backup your computer to virtual machines.

Host machine rapid restore: Rapidly restore only changed data to original computer.

Restore previous images and overwrite installation: Support previous image restoration and overwrite installation.

Factory Image Restore: Factory Image Restore is available after disk cloning or restoring.

Support dynamic volume: Backup of system dynamic volume.

Enhanced user interface: Optimize UI flow.

Support mutlti-booting system: Support backup some special disk layout such as some multi-booting systems.

Others: Other bug fixes and function enhancements.

1.6 New Features and Enhancements (v10.10)

Preview backup images with Windows file explorer.

Generate bootable media from current system (Dynamic PE).

Software size is dramatically reduced.

Back up boot devices settings.

Bitlocker encrypted system supported.

New repair tools for repairing boot issues.

Image verification before restoration.

Support Windows Encryption File System (EFS).

Support VHDx virtual machine.

Import and export Jobs.

Export Log.

Chapter 2: Installing and Uninstalling Total Backup Recovery Server

2.1 System Requirements

Desktop or notebook computer running

- Windows® 7 (32-bit & 64-bit)
- Windows® 8 (32-bit & 64-bit)
- Windows® 8.1 (32-bit & 64-bit)

  Windows® 10 (32-bit & 64-bit)

Server computer running

- Windows® Server 2008 R2 (32-bit & 64-bit)
- Windows® Server 2012 (32-bit & 64-bit)

Administrating Console

- Intel® Pentium processor at 133 MHz or faster
- 1GB of RAM

- 1GB or more disk space
- Internet Explorer® 6.0 or higher

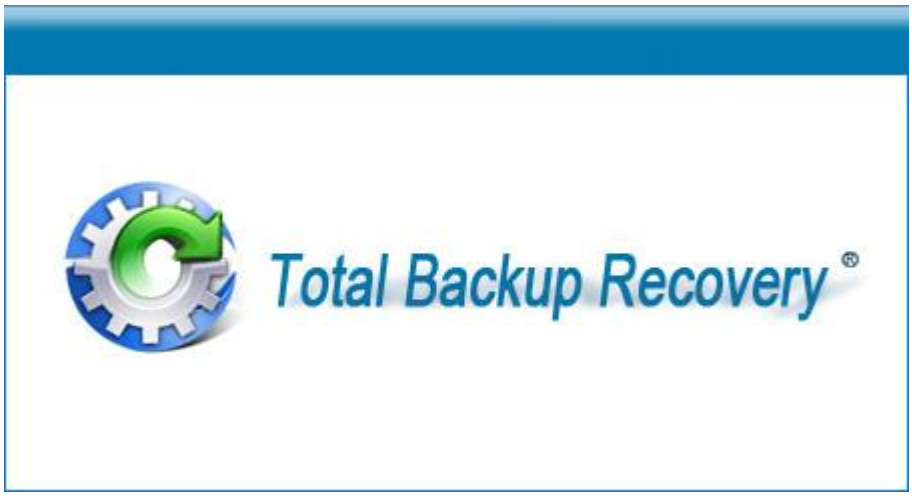
Client Module

- Intel® Pentium processor at 133 MHz or faster
- 1GB of RAM
- 1450 MB or more disk space
- Internet Explorer® 6.0 or higher

Optional

- USB Device
- CD/DVD ROM

2.2 Installing Total Backup Recovery 10.10 Server



If you purchased a CD:

Insert the CD into your CD-ROM drive. The setup program should start automatically. If it doesn't, browse the CD and double-click the AutoRun.exe. Follow the prompts displayed to finish installation.

If you purchased an electronic download:

Save the executable file to your hard drive. Double-click on the file to launch the Total Backup Recovery Server installer. Follow the prompts displayed to finish installation.

1. Select Install Total Backup Recovery 10.5 Server, and click **Next**.

2. Carefully read the software license agreement, once you accepted, select **I Agree**.

3. Check to install **Total Backup Recovery Client** and **Total Backup Recovery Admin Console** on your own needs, client and admin console could be installed on one same computer, or different computers. Once module to be installed was chosen, please click **Next** to continue.

4. Enter user name, company name and serial number, and then click **Next**.

5. Click **Install** to install to the default folder, or **Browse** to select another location.

6. Click **Finish** to complete the installation.

Note

An administrator will have to log into a domain to install the Administrating Console on any computer within that domain.

2.3 Uninstalling Total Backup Recovery Server

1. From the Windows Start menu, select **Start - Settings** - **Control Panel**.

2. Double-click **Add/Remove Programs**

3. Select **Change** or **Remove Programs**.

4. Select **Total Backup Recovery 10.10 Server,** and click **Remove** to begin uninstalling the associated component. A deactivation dialog box will pop up. Click **Yes** to uninstall the product.

Alternatively:

1. From the Windows Start menu, select **Start - All Programs** - **FarStone - FarStone Total Backup Recovery Server.**

2. Click **Uninstall Total Backup Recovery 10.10 Server** to begin uninstalling the associated components.

Chapter 3: Total Backup Recovery Server Specific Terminology

3.1 File Backup

"Total Backup Recovery Server File Backup" monitors file changes. Once a change is detected, Total Backup Recovery Server will record & back up according to the scheduler. File backup can be stored locally or externally.

3.2 Hard Drive Imaging

Hard Drive Imaging can be used for a bare-metal disaster recovery when hard drive failure occurs.

3.3 Full and Incremental Backups

Full and incremental backup solutions aim to make storing several copies of the source data more feasible and traceable. To accomplish this, a complete backup is taken initially and then incremental backups can be scheduled or run manually (**Incremental backup only stores the files or sectors that have changed since the previous full or incremental backup**). This continuous and protective backup schema allows users to quickly backup incremental changes and allows users to restore to any specific increments.

Please take a look at the differential backup section if you're looking for a backup type that allows quicker restoration process.

3.4 Total Backup Recovery Server Dissimilar Restore

With Total Backup Recovery Server Dissimilar Restore, there is no need to reinstall the operating system, applications, configuration files, individual files, and folders on a new system or on a virtual machine. With Dissimilar Restore, you can restore your entire system to a similar or a different hardware configuration with a few mouse-clicks.

Chapter 4: Start using Total Backup Recovery Server

To launch Total Backup Recovery Server, double-click the **FarStone Total Backup Recovery 10.10 Server** icon on the desktop, or select **Start** - **All Programs** – **FarStone** - **FarStone Total Backup Recovery Server**

Tip

If Google Desktop is installed, it will ask if you want to install "The Third Party Plug-in" when starting up Total Backup Recovery Server. Click "**OK**" to begin installation.

In the following interface, please select your wanted file types and options and "**File Backup Index Plugin" (Indexes FileBackup Backup images (*.FDB))**, then Google Desktop will establish related indexes. You can open .FDB files with the Google Desktop Search.

4.1 Activation and Deactivation

4.1.1 Activation

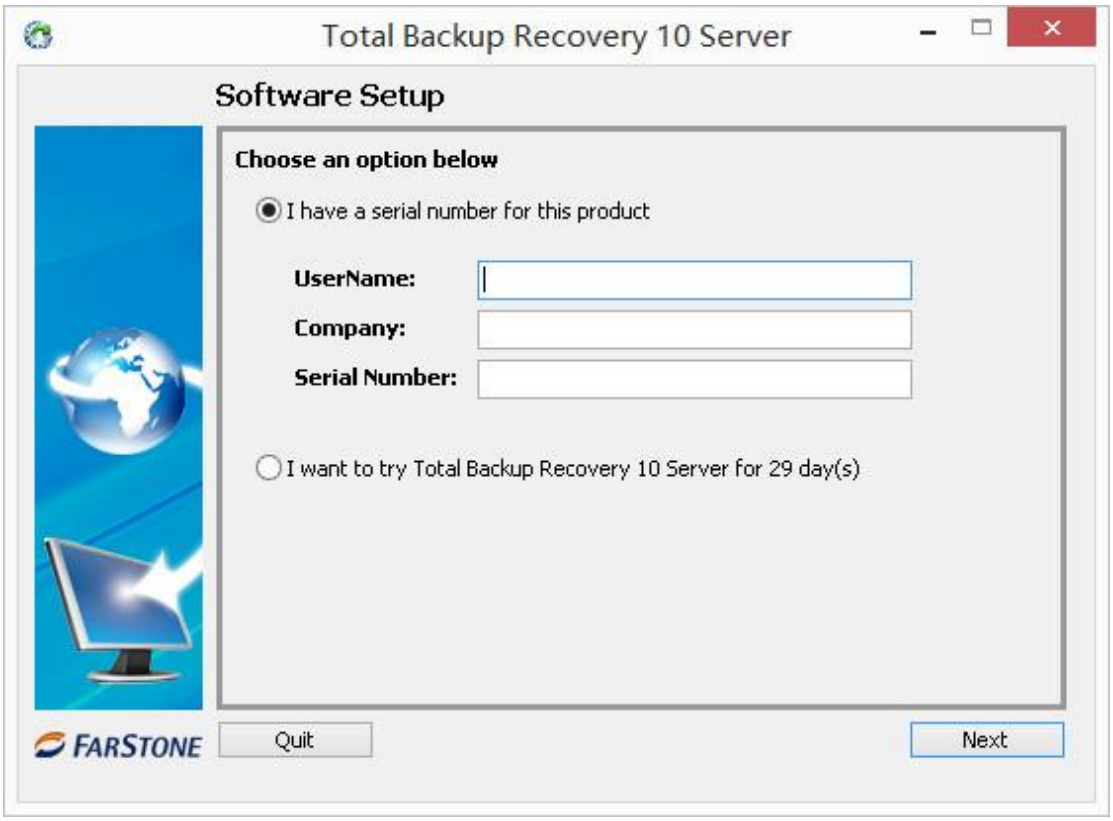
When running the product, you will see the following dialog box:

You may hit continue without entering a serial number to trigger a 30 days free trial.

Note

The trial version is unable to use some advanced functions, such as set bootable hard disk for UEFI motherboard etc.

Click "**Register**" to activate Total Backup Recovery Server. The following window will pop up.



Enter user name and serial number, and then click **Next**. (Note: Please enter the "-" characters together with your serial number.)

Note

Activation Times Count Exceeded, please log on to http://www.farstone.com/support/user-profile/support-ticket.php for more assistance.

After entering a serial number, you will see the following dialog box:

Click **Activate Now** to activate the product, then click **Next**.

Skip the following steps unless you plan to activate the product through email.

You may also activate Total Backup Recovery 10.5 Server via email by hitting **other activation options**. A dialog box will pop up:

1. Click **Copy to clipboard** button to copy the serial number and Mac address and send them to: Activation@farstone.com.

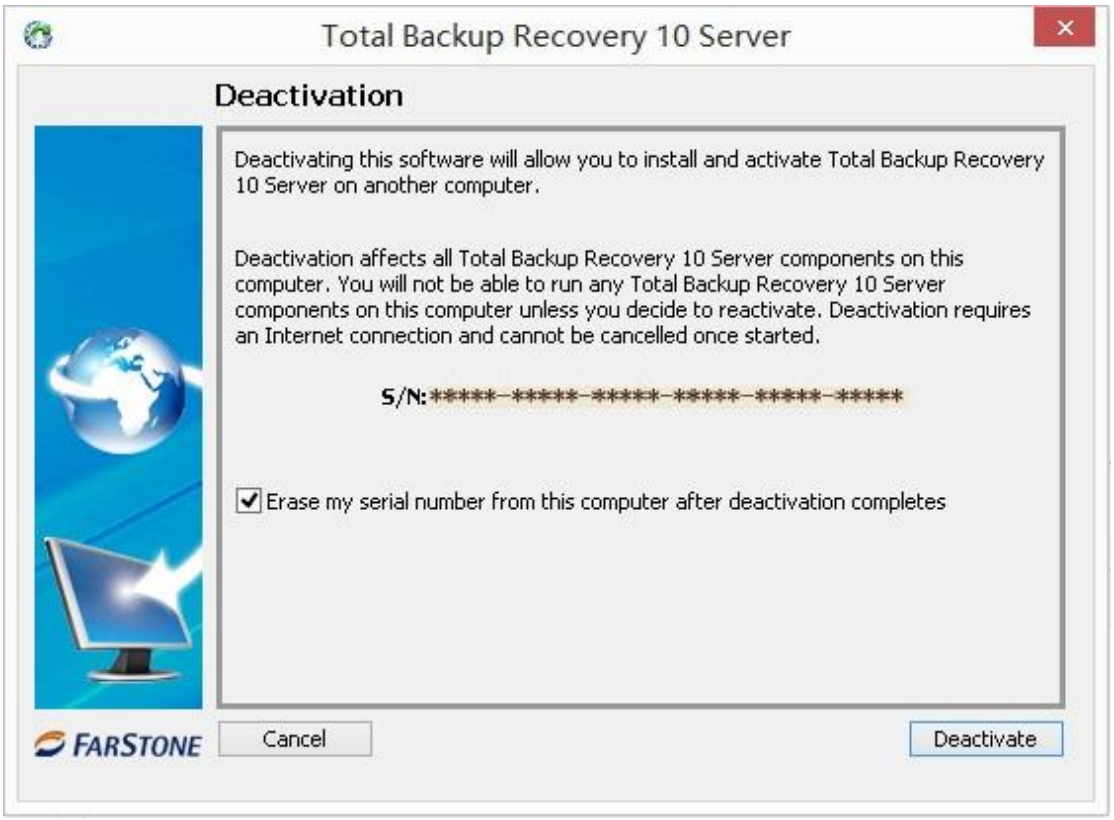
2. Our technical support engineer will send you the Activation Code via e-mail; enter the activation code to the specified frame.

3. Click **Activate Now**.

4.1.2 Deactivation

Deactivation steps:

1. Click **Help** on the main console, select **Deactivation**, and you will see the following dialog box:



2. Click **Deactivation.**

3. Click **Yes** to deactivate successfully, and then click **Quit** to finish deactivation.

Tip

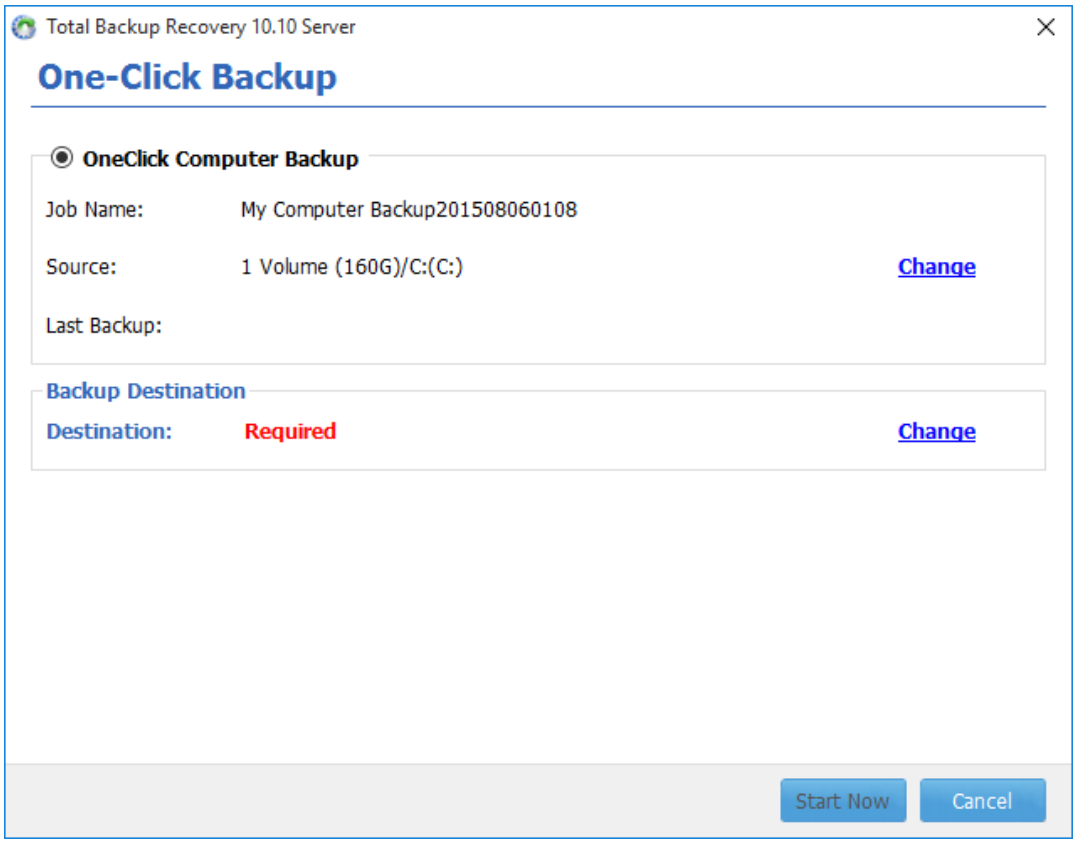
If you want to run the activated program on other computers with the same serial number, please run deactivation program from this computer.

4.2 One-Click Backup

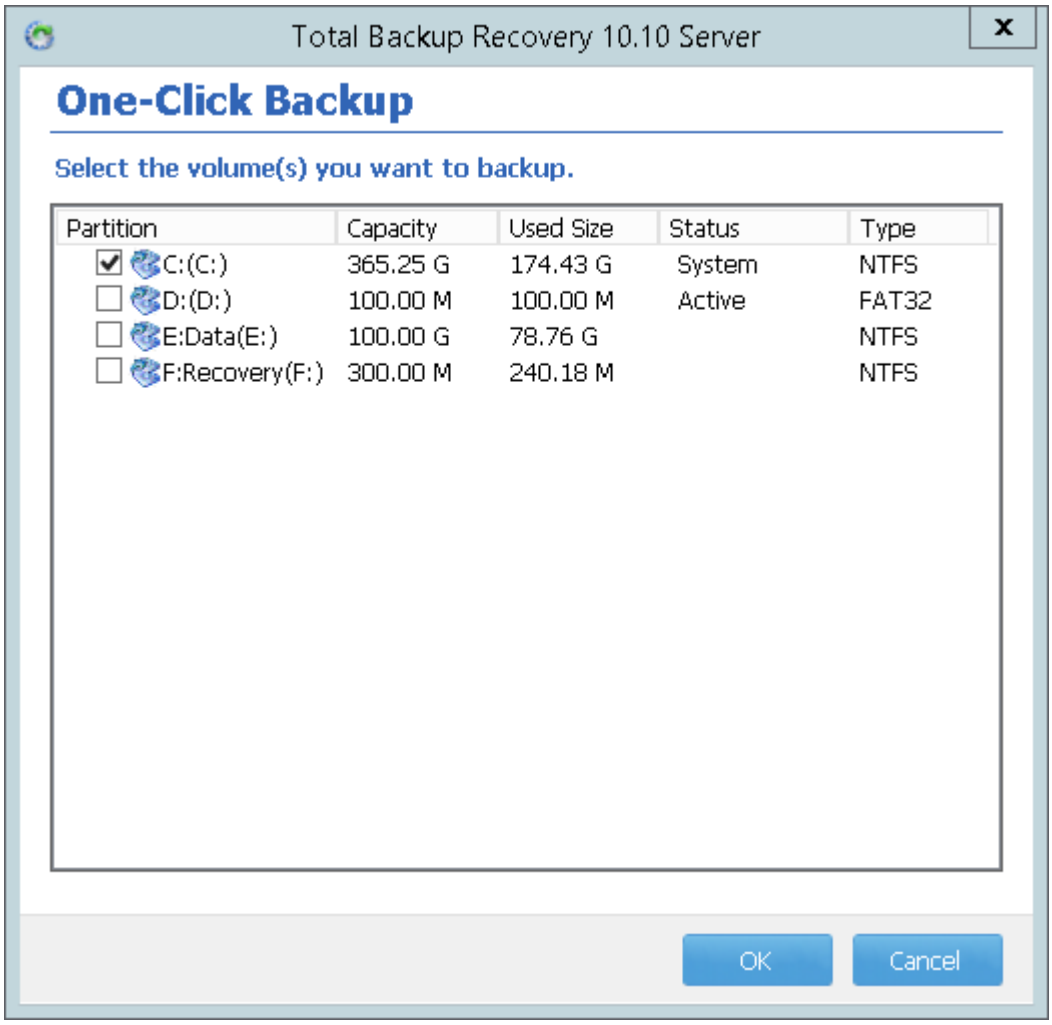
When running Total Backup Recovery 10.5 Server for the first time, the program will pop up one-click backup window automatically.

1. Click **One-Click Backup** icon  on the main console. You can also find the icon in the top pane.

2. A box will pop up for you to set backup options.



A. **OneClick Computer Backup**: check **OneClick Computer Backup** to back up your computer. The source disk is defaulted as C: you can click **Change** to change the source disk.



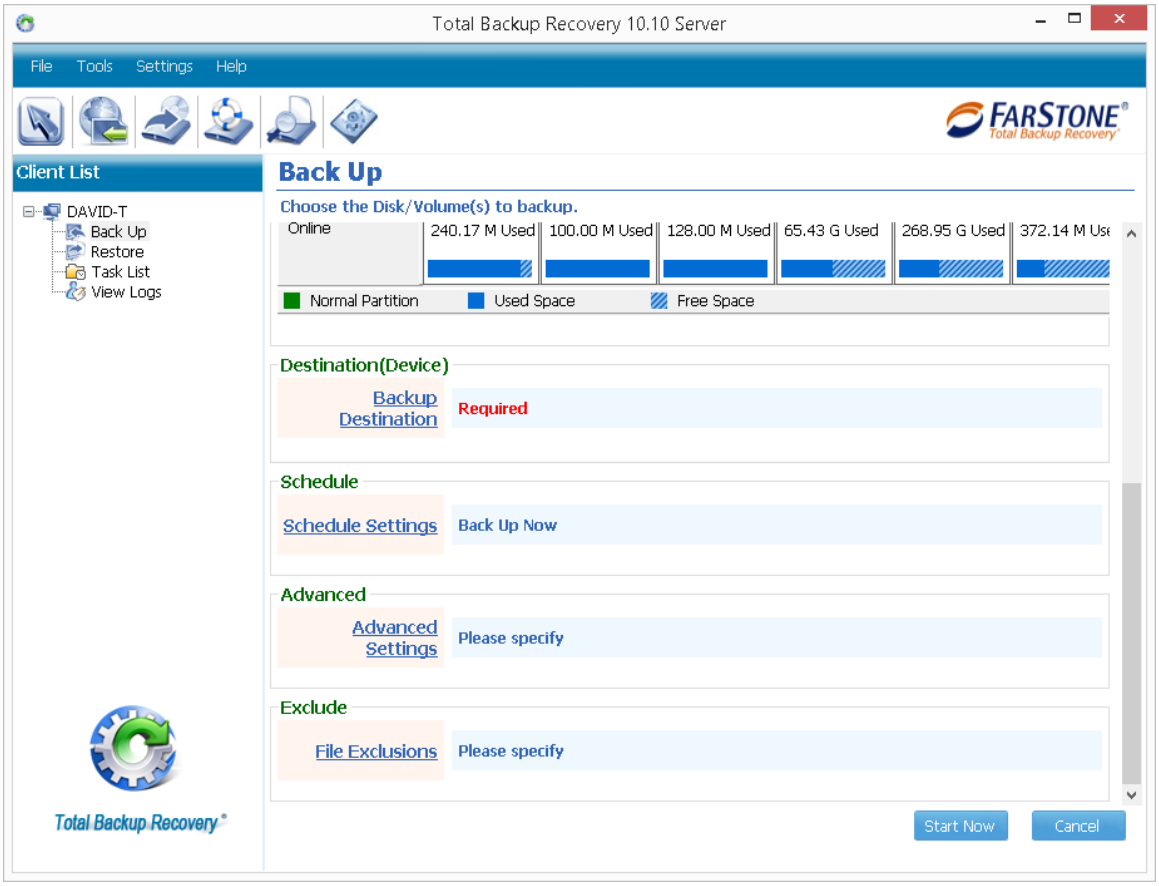
Select the partitions you want to backup, then you may proceed after selecting a destination.

4.3 Back Up

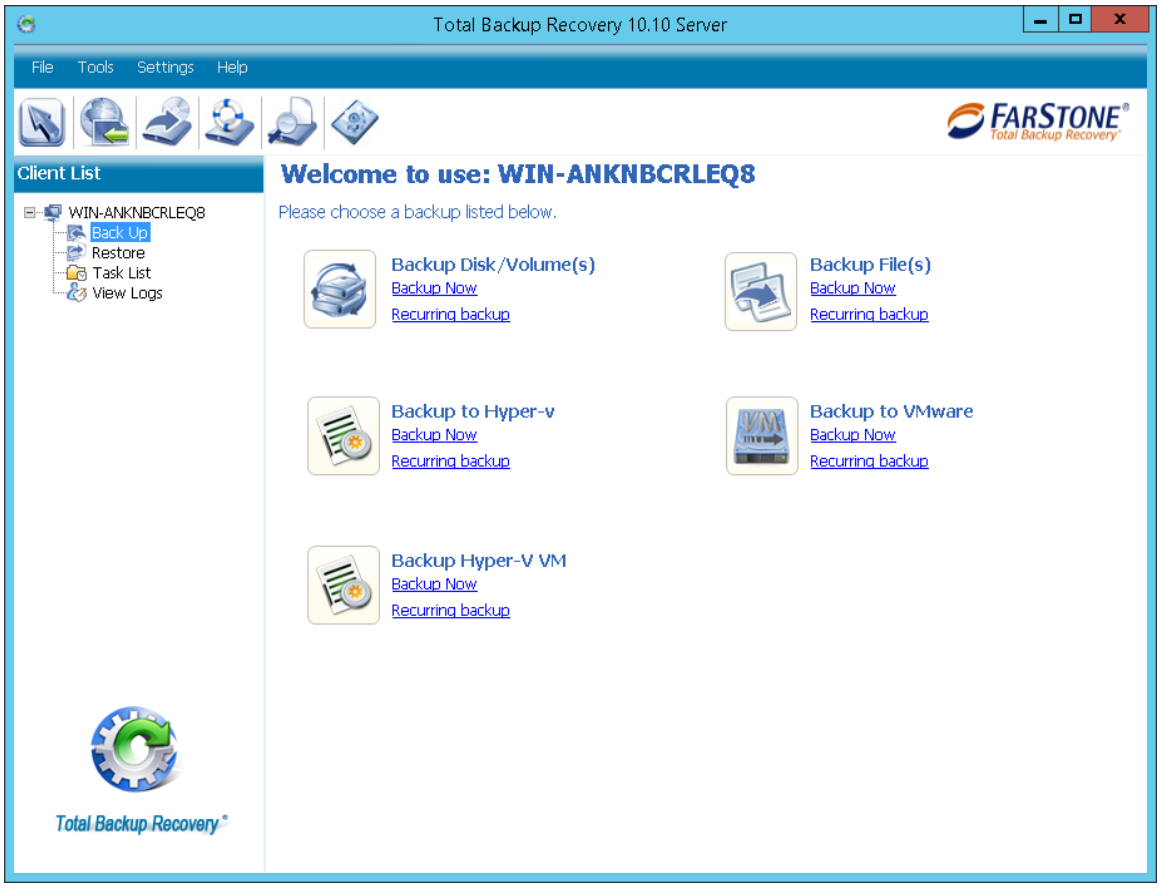
Click "back up" to enter following window.

4.3.1 Backup Disk/Volume(s)

1. Click **Backup Now** to start disk/volume(s) backup.



2. Modify job name, the default one is made up of date and time when you created this job.



3. Check the partition you want to back up.

Tip

If want to use Dissimilar Restore later, you must choose the system partition (e.g. C:) to be backed up.

4. **Destination**: choose or enter a storage destination. You can add more than one backup destinations such as local path or network path.

Enter the storage path and click **OK**. Or select a destination on a hard drive, an USB storage medium, or a network location

5. **Schedule** – please refer to 4.5

6. **Advanced** – please refer to 4.6

7. **Exclude**: Click **File Exclusions** to exclude files from your backup image. After this was done, click **OK** to return to the backup interface.

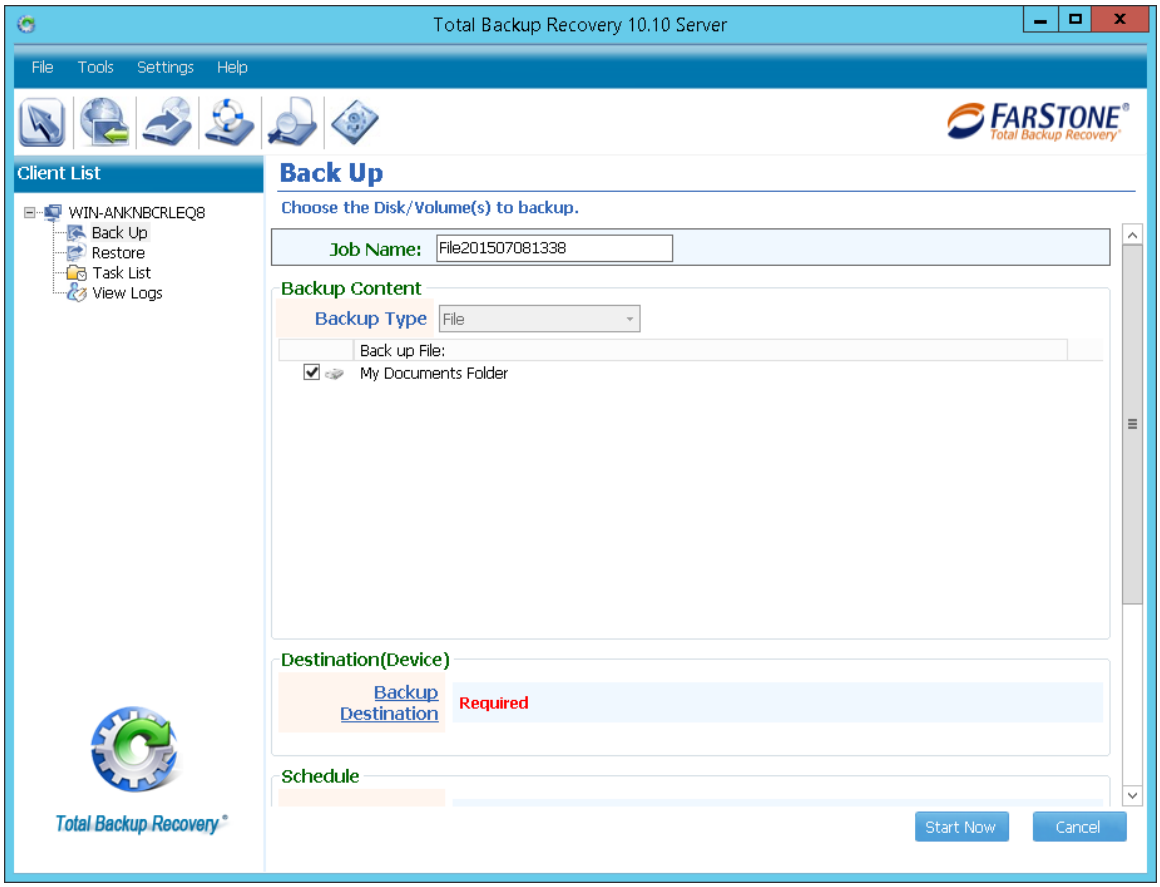
8. Click **Next** to continue.

9. Click **Finish** to complete.

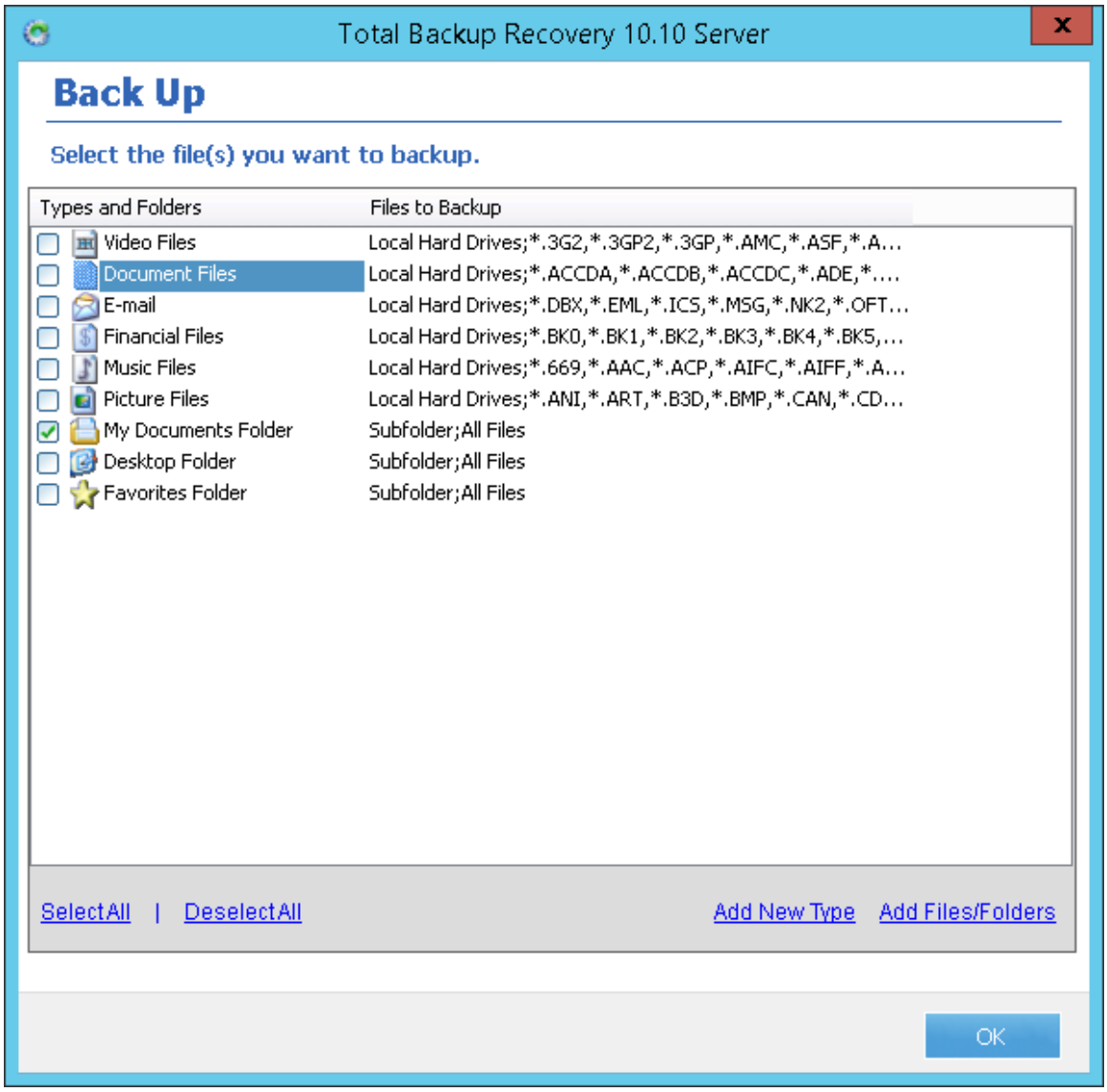
4.3.2 Backup File(s)

1. Click **Backup Now** to start files backup.

2. Modify job name, the default one is made up of date and time when you created this job.



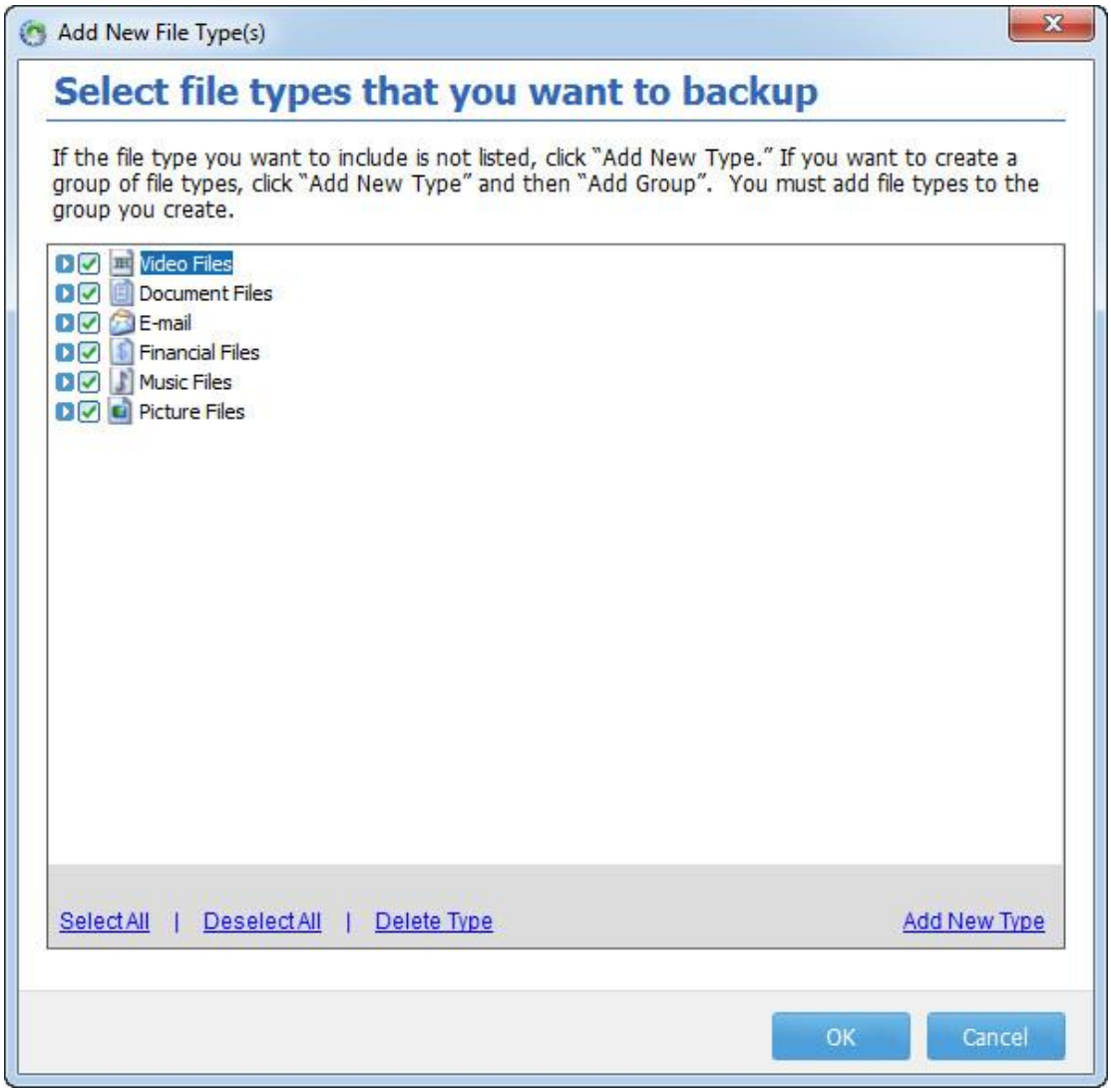
Select the checkbox for type of folders or files you would like to backup. Add New Type and Add Files/folders can add greater flexibility to the type of files/folders you would like to backup.



Click **Add New Type** or **Add Files/Folders** to add new file types, folders or individual files. Click **OK** to continue.

Add Files/Folders: Allows you to backup specific files or folders you wish by browsing from the Windows® Explorer.

Add New Type: Allows you to add more file types. All file type with the extensions added will be backed up. See below

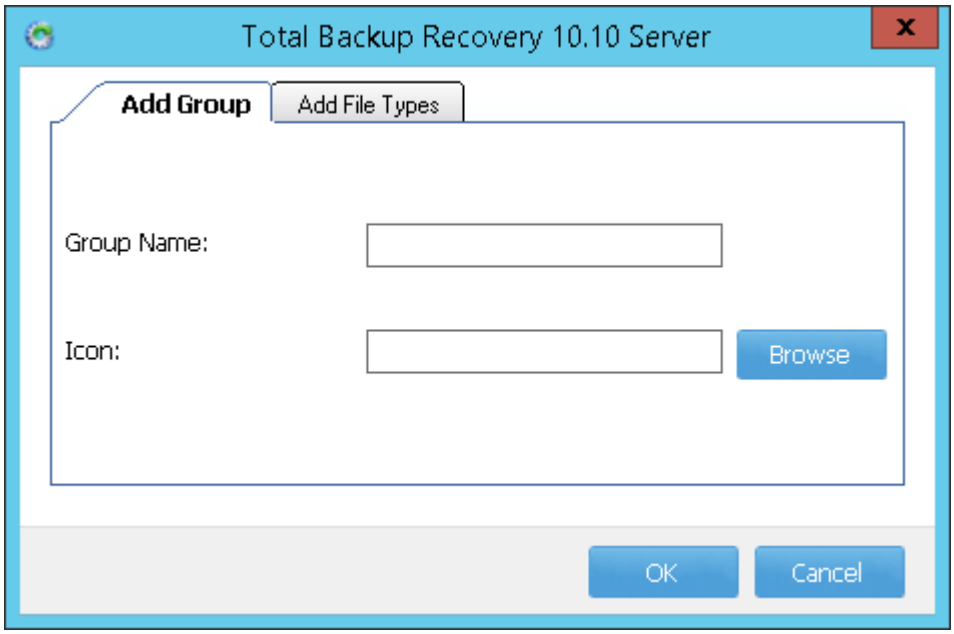


a. Click **Select All** to select all the types.

b. Click **Deselect All** to clear all the types you have selected.

c. Click **Delete Type** to remove file type you don't want to back up.

d. Click **Add New Types** to create a new file type group. You will need to enter a group name and choose an icon. Or click **Add New Type** to add a new file type into the backup list. Under such circumstances, a file type extension and a file type description are needed.



3. **Destination**: You can add more than one backup destinations such as local path or network path.

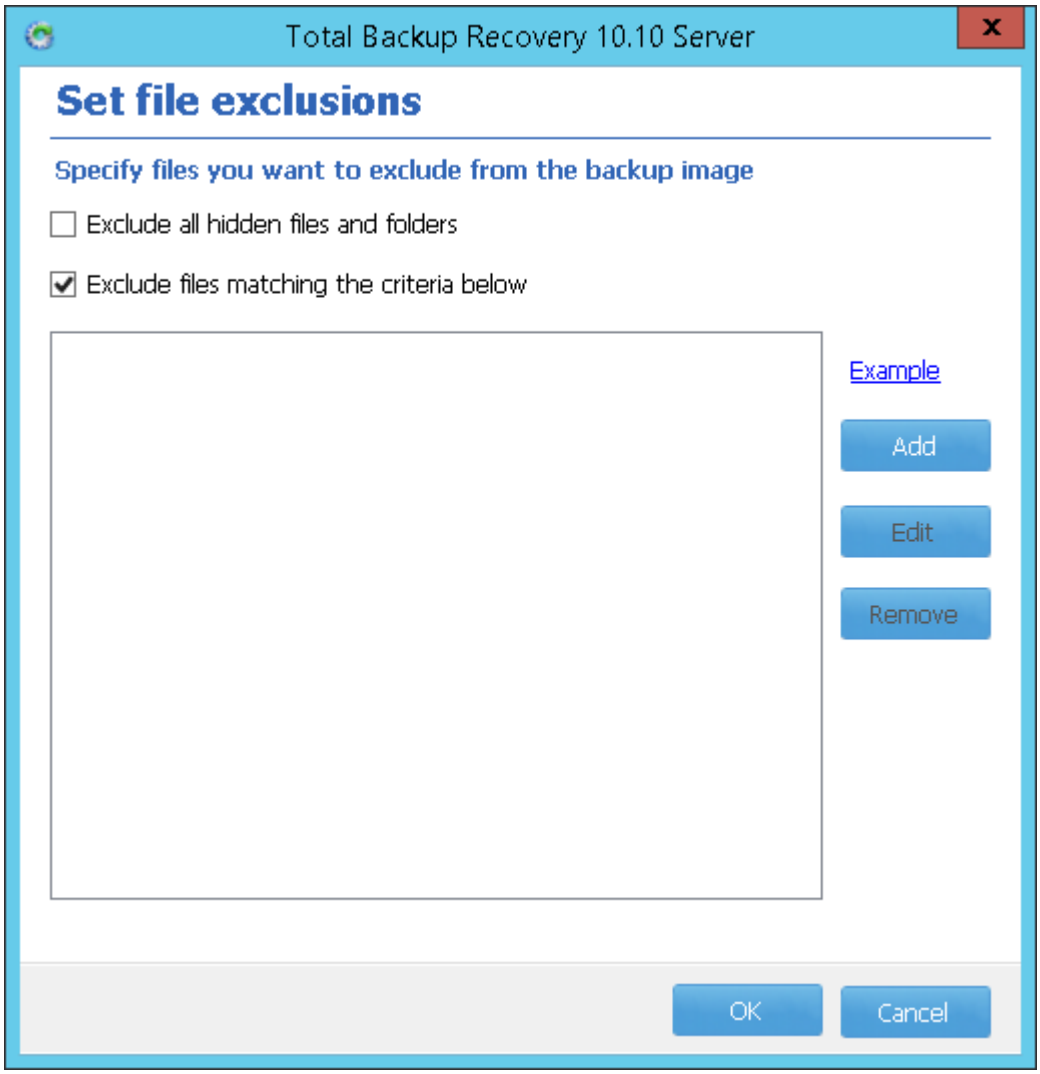
Click **Backup Destination** to enter the storage path.

Enter the storage path and click **OK**. Or select a destination on a hard drive, an USB storage medium, or a network location

4. **Schedule**: please refer to 4.5

5. **Advanced**: please refer to 4.6

6. **Exclude**: Click **File Exclusions** to exclude files from your backup image. After this is done, click **OK** to return to the backup interface.



7. Click **Finish** to complete.

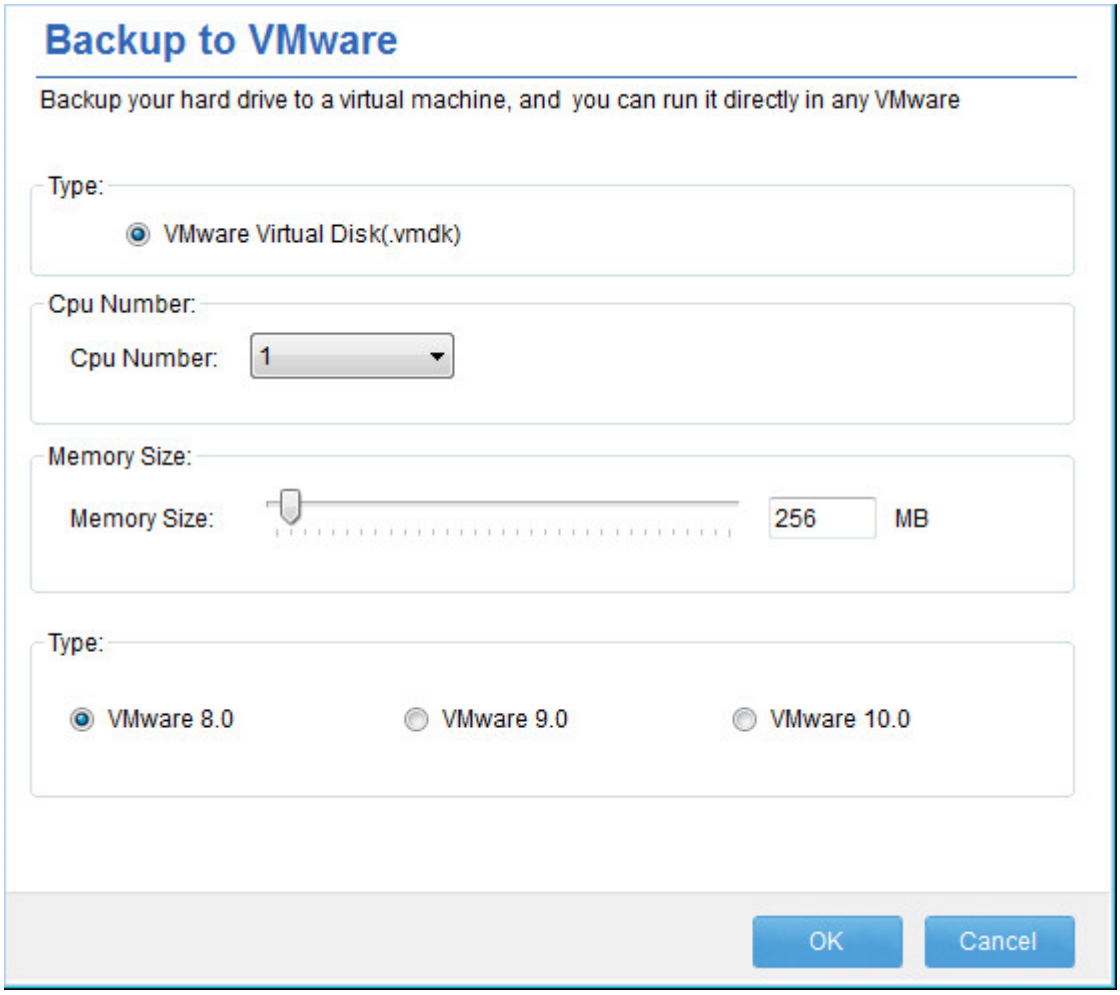
Updating a File Backup Job:

1. Launch Total Backup Recovery 10.10 Server.
2. Select **Task List**.
3. Select an existing job from the Job List that you want to update.
4. Select **Backup Now** and an incremental backup will start immediately.
5. Click **Finish** to return to the main console.

4.3.3 Backup to VMware

1. Start the Total Backup Recovery Server Program. Select **Back Up**, and then click **Backup Now** under **Backup to VMware**.

2. In below dialog box, the CPU number and Memory Size should be as same as destination VMware configurations.



3. Select VMware type you want to backup, and click **OK** thereafter.

4. Check the partition you want to back up, and enter a storage path.

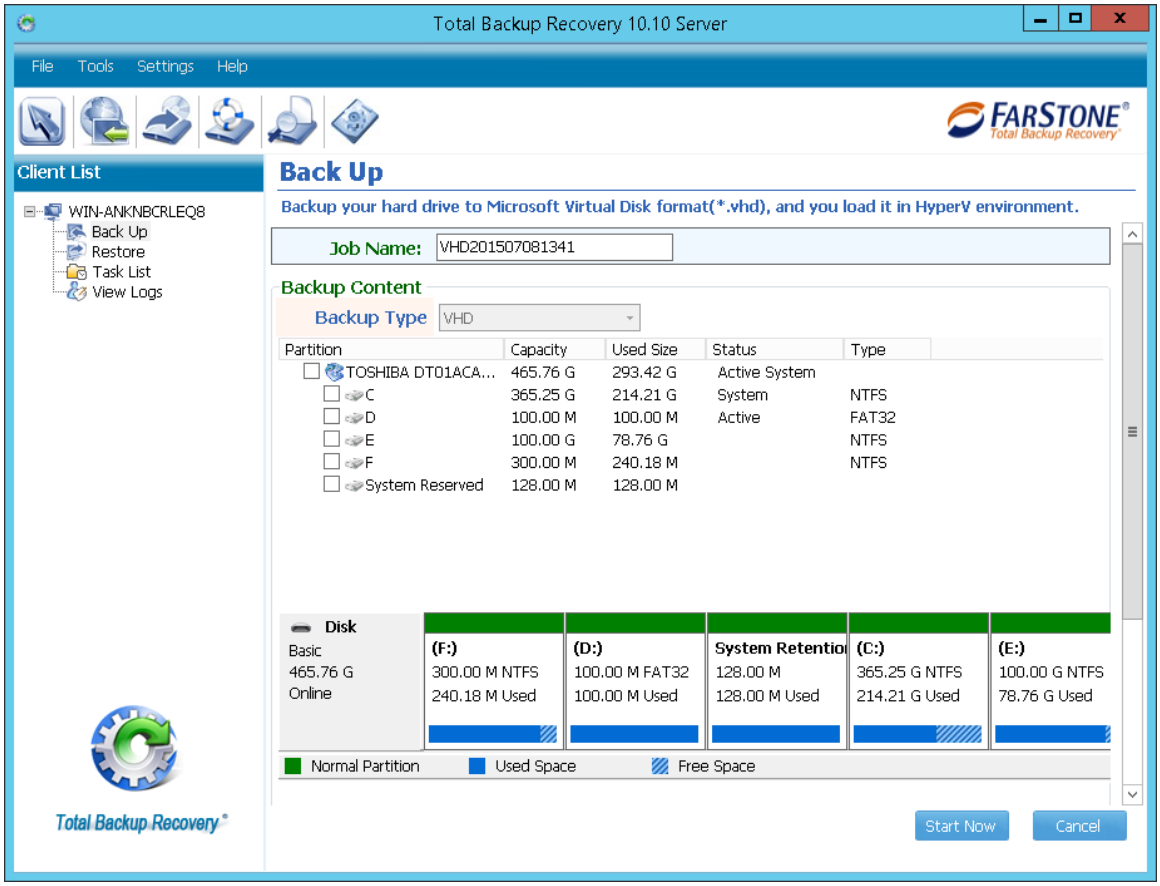
5. **Schedule**: Please refer to 4.5

6. Click **Next** to launch process.

7. Click **Finish** to complete operation.

4.3.4 Backup to Hyper-v

1. Start the Total Backup Recovery Server Program. Select **Back Up**, and then click **Backup Now** under **Backup to Hyper-v**.



2. Check the partition you want to back up, and enter a storage path.

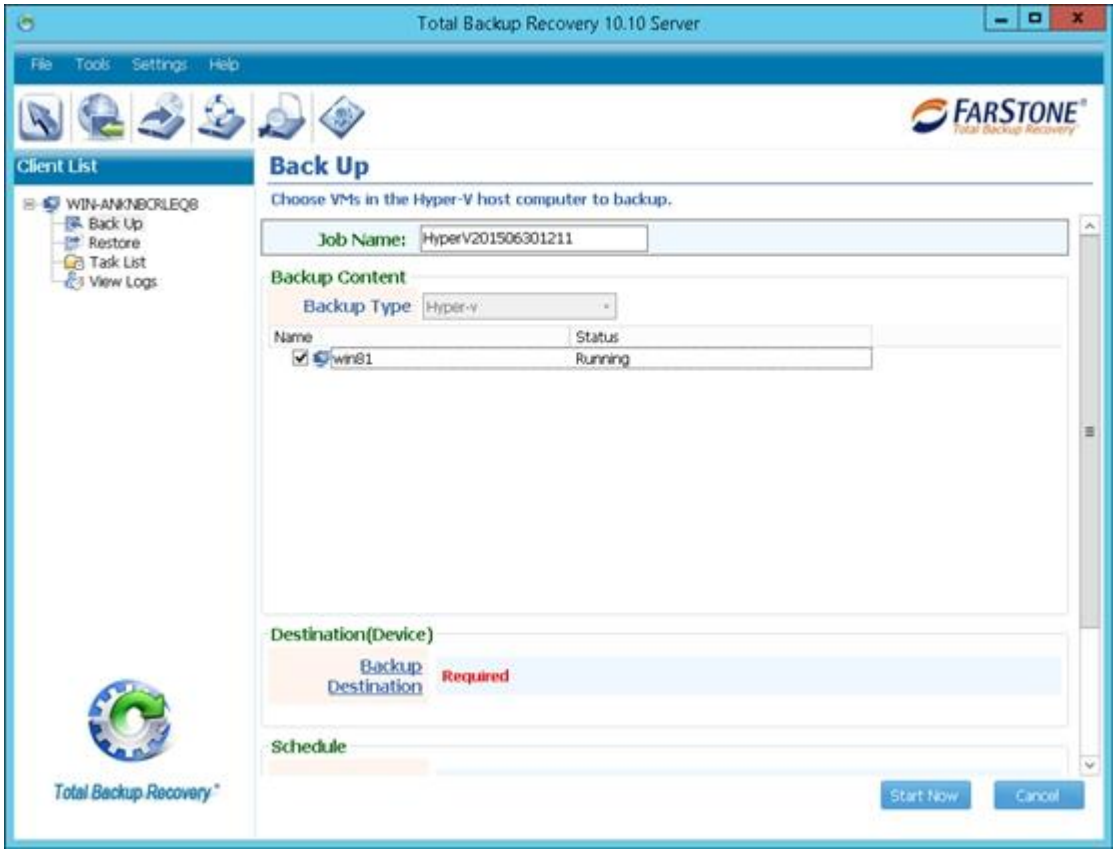
3. **Schedule**: Please refer to 4.5

4. Click **Start Now** to launch process.

5. Click **Finish** to complete operation.

4.3.5 Backup Hyper-V VM

1. Start the Total Backup Recovery Server Program. Select **Back Up**, and then click **Backup Now** under **Backup Hyper-V VM.**



2. **Name:** all Virtual machines in the computer will be listed here. You may check any VM you want to back up.

3. **Destination (Device)**: You can add more than one backup destinations such as local path or network path.

Click **Backup Destination** to enter the storage path.

Enter the storage path and click **OK**. Or select a destination on a hard drive, an USB storage medium, or a network location.

4. **Schedule**: automatically back up your VMs according to your schedule settings. Please Please refer to 4.5 for details.

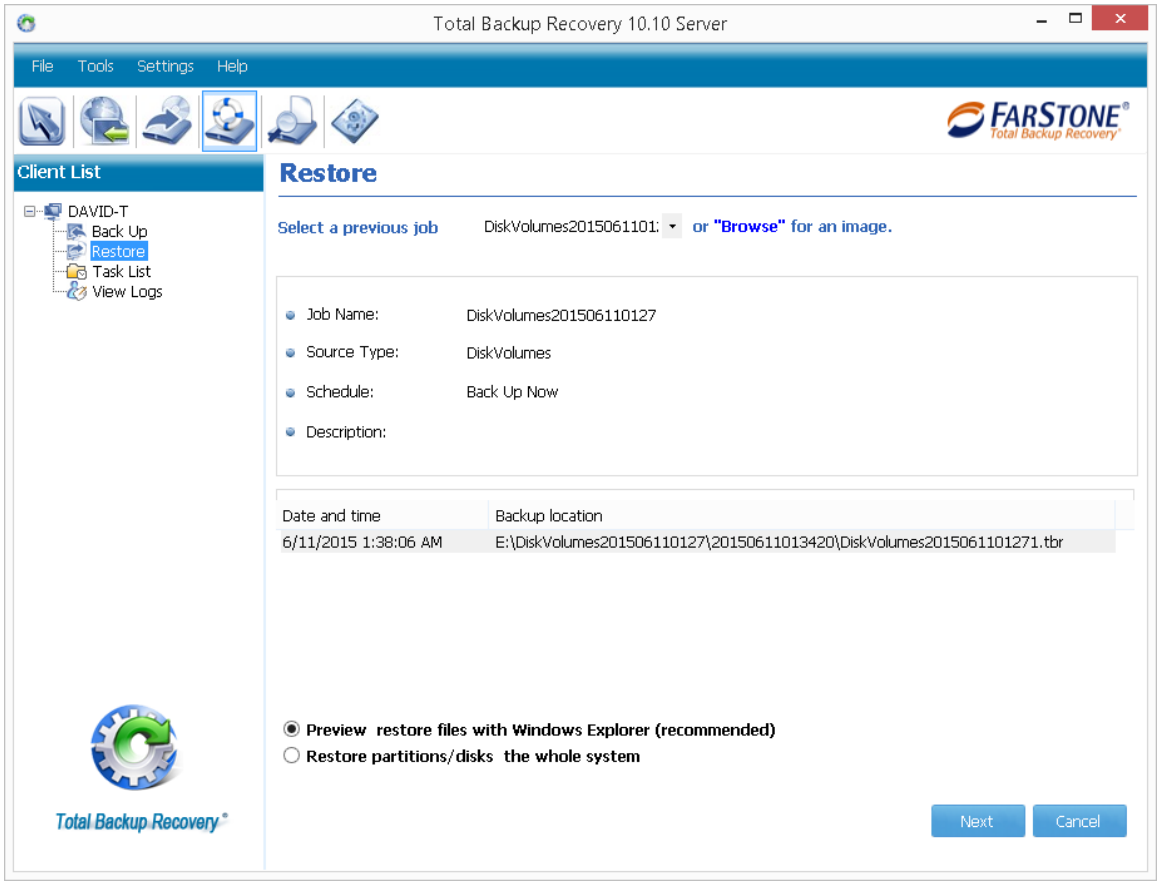
5. **Advanced**: configure advanced backup settings. please refer to 4.6 for details.

6. Click **Start Now** to start backup process.

7. Then, click **Finish** to complete operation.

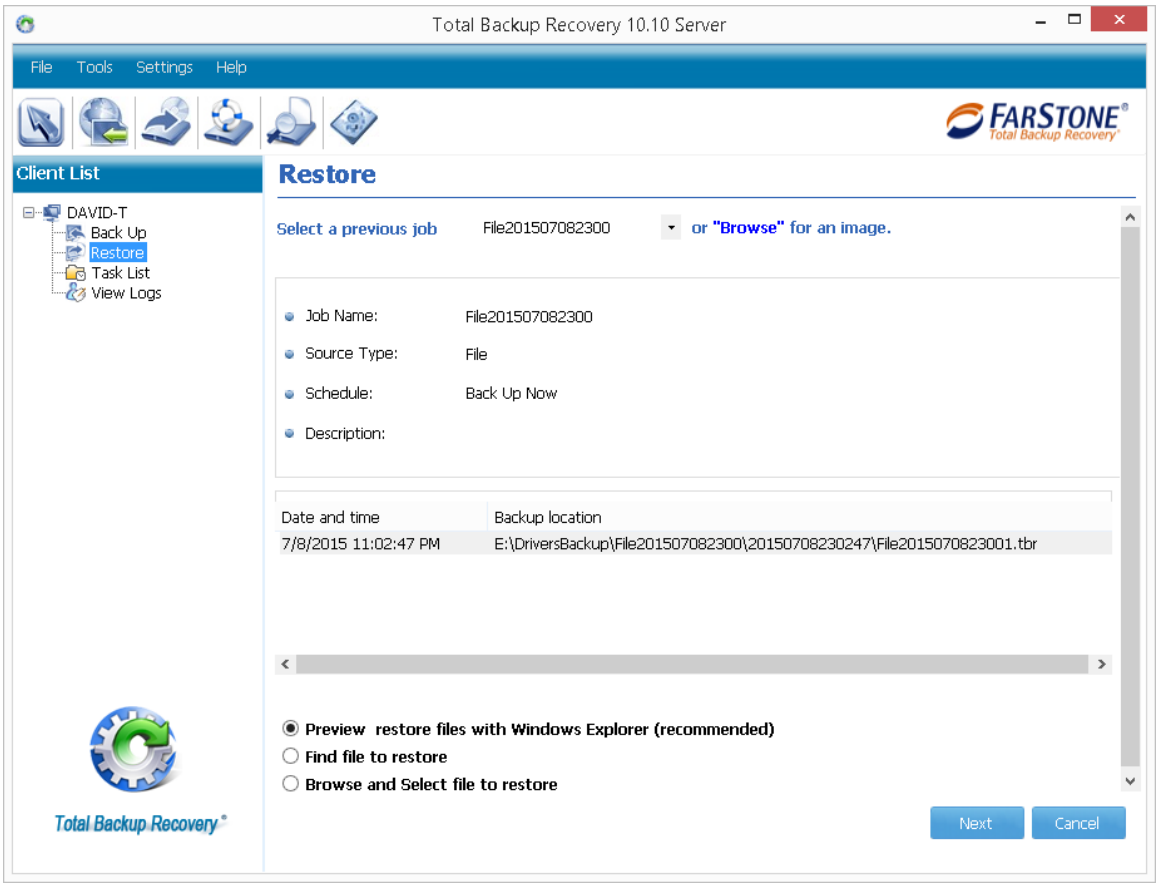
4.4 Restore

After clicking the **Restore** icon, the following window will pop up.



4.4.1 Restore Files

1. Click the downward-pointing triangle to show a drop list of previous file backup jobs.



2. Once a file backup image was chosen, the program will list its detailed information. **Preview restore Files with Windows Explore (recommende** is default option**.** If you know exactly what the file name is, check **Find file to restore** or check **Browse and Select file to restore**.

A. Check **Preview restore Files with Windows Explore (recommended)** and click **Next** and then

Windows Explore will pop up to display detailed content in the backup image.

If the image you want to restore from is not listed, please click **Browse** to manually select a file image.

B. Check **Find file to restore** and click **Next**.

a. Enter name of the file you want to restore, click **Search** to search the file. Then the file will be listed in the panel.

b. Check the files you want to restore.

c. Select a location to save the restored files:

If **New Desktop Folder** is selected, the restored files will be saved in a new folder on the client's desktop with the folder hierarchy preserved exactly as when it was backed up.

If **Original Location** is selected, the restored files will be saved to their original folder and overwrites existing files in that folder with the same name.

If **Another Folder** is selected, click **Select a folder** to browse a folder on the network. The restored files will be kept in their original folder hierarchy.

d. Click **Next**. Carefully read the note, Click **OK** to continue.

e. Click **Next** to start restoration process.

f. Click **Finish** to complete.

C. Check **Browse and Select file to restore** and click **Next.**

a. All files will be listed, please select the files you want to restore.

b. Select a location to save the restored files:

If **New Desktop Folder** is selected, the restored files will be saved in a new folder on the client's desktop with the folder hierarchy preserved exactly as when it was backed up.

If **Original Location** is selected, the restored files will be saved to their original folder and overwrites existing files in that folder with the same name.

If **Another Folder** is selected, click **Select a folder** to browse a folder on the network. The restored files will be kept in their original folder hierarchy.

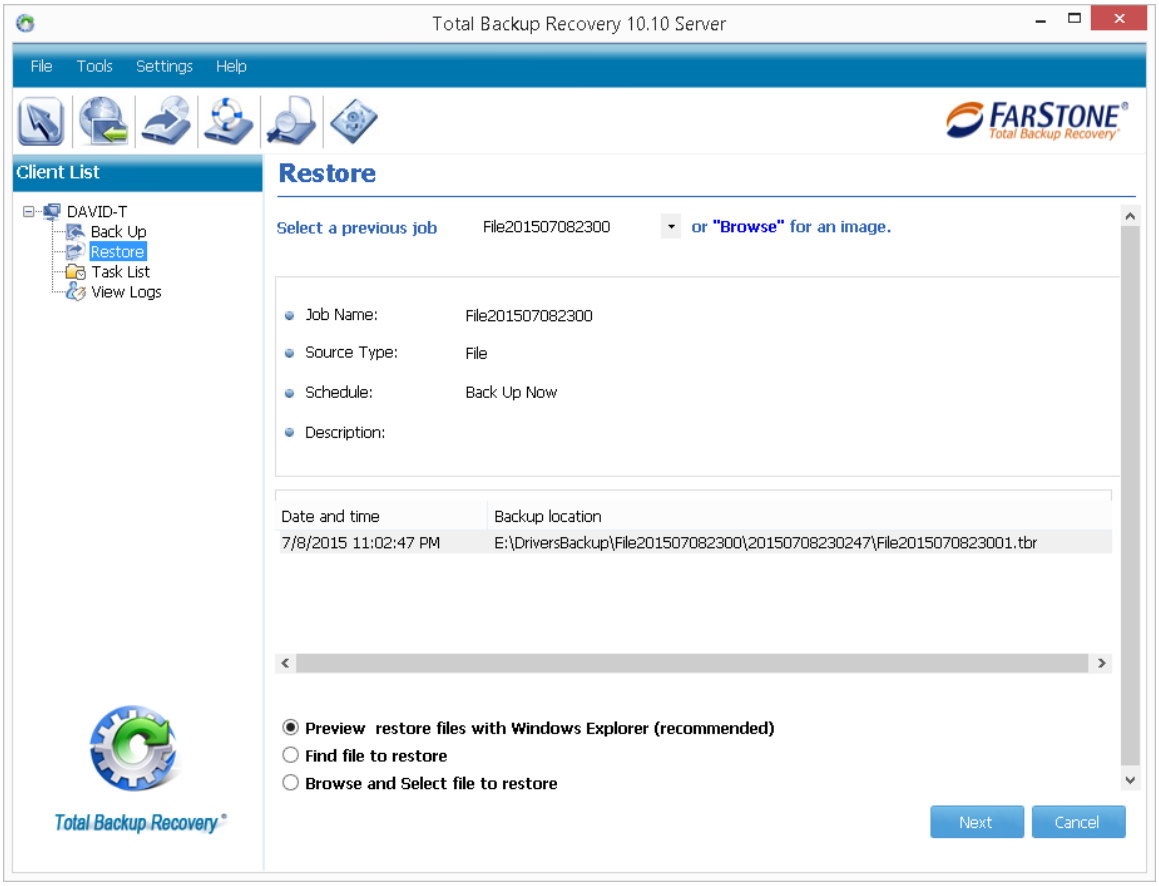
c. Click **Next**. Carefully read the note, Click **OK** to continue.

d. Click **Next** to start restoration process.

e. Click **Finish** to complete.

4.4.2 Restore My Computer

1. Click the downward-pointing triangle to show a drop list of previous file backup jobs. If the image you want to restore from is not listed, please click **Browse** to manually select a backup image.



2. Once a file backup image was chosen, the program will list its detailed information. **Preview restore Files with Windows Explore (recommended** is default option**.**

A. Check **Preview restore Files with Windows Explore (recommended)** and click **Next** and then

Windows Explore will pop up to display detailed content in the backup image.

B. Check **Restore partitions/disks the whole system**

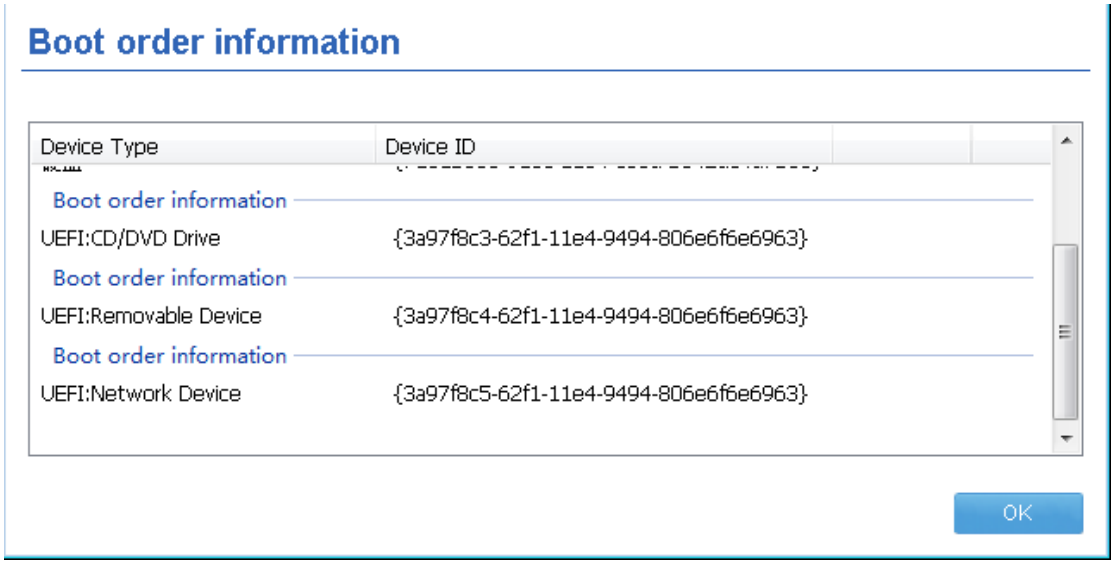
1.Click **Next** to continue.

2. Select a source and a destination.

3. Check **Rapid Restore** if you only need to restore the changed files of destination computer.

4. Uncheck **Normal Restore**, and click **Start Now**.

5. **Boot order information**: it's available if your motherboard is UEFI, click it to check your UEFI computer's boot order.



Disk Manager: check your disk layout here.

6. Check **Rapid Restore** if you only need to restore the changed files of destination computer.

Check Image: you're strongly recommended to check image integrity before restoration.

Tip

Rapid Restore and Normal Restore can't be checked at same time.

7. Click **Start Now**.

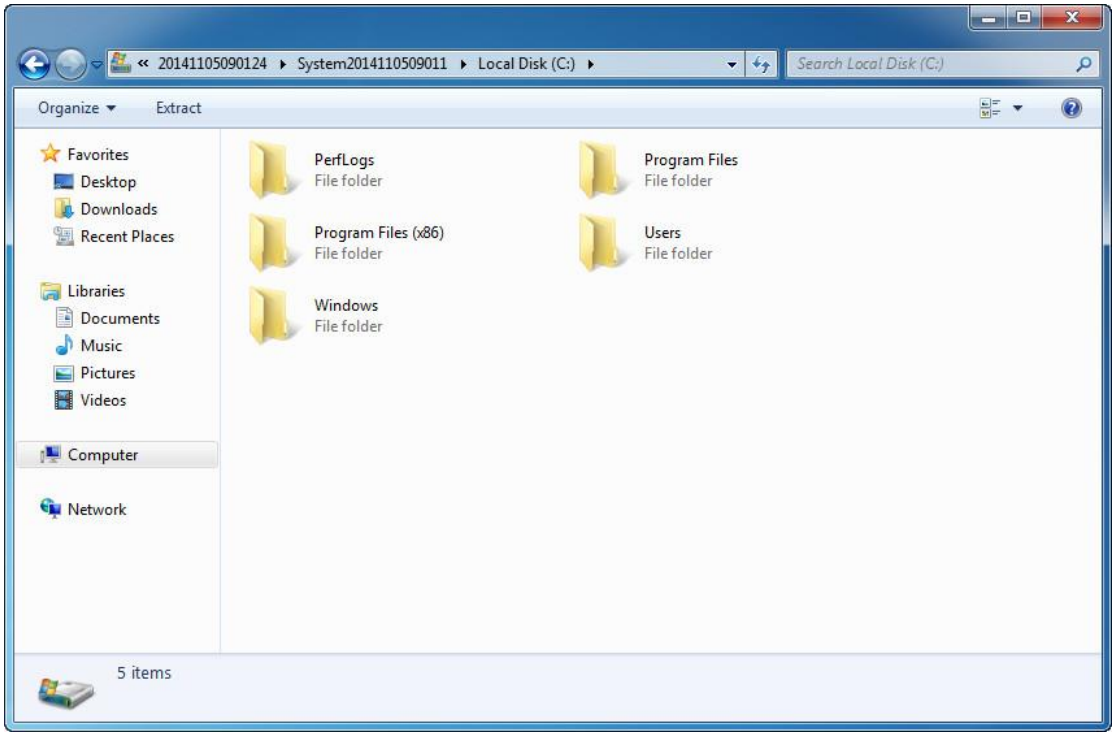
Tip

The restoration process will require your computer to reboot into the FarStone Recovery Manager Environment.

8. Click **OK** to enter the FarStone recovery environment to complete the restoration process. Your computer will reboot automatically.

4.4.3 Preview Backup Images with Windows File Explorer

Double-click a FarStone backup image to view its contents. You can browser, open, and copy files & folders.



The above is an example screenshot of a backup image. You can browse through folders hierarchy to view, copy, or restore specific files and folders.

4.4.4 Perform Dissimilar Restore

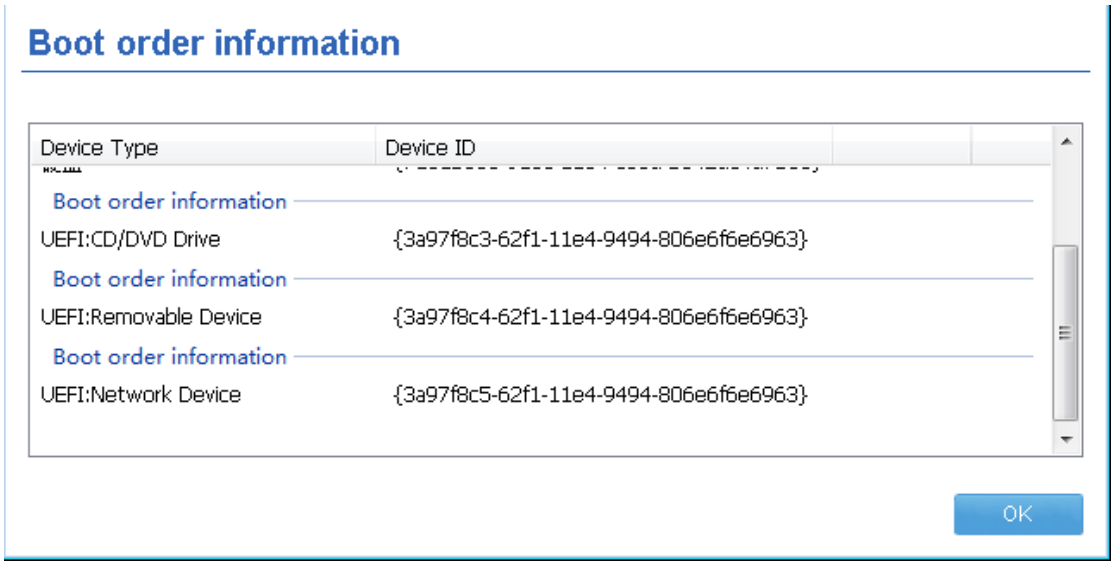
1. Enter Total Backup Recovery 10.5 Server main console and select **Restore**.

2. Click downward-pointing triangle to select a previous disk backup job to restore from. If the image you want to restore from is not listed, please click **Browse** to select a disk/volume image.

3. Click **Next** to continue.

4. Select a source and a destination.

5. **Boot order information**: it's available if your motherboard is UEFI; click it to check your UEFI computer's boot order.



Disk Manager: check your disk layout here.

6. Check **Normal Restore**, click **Start Now** thereafter.

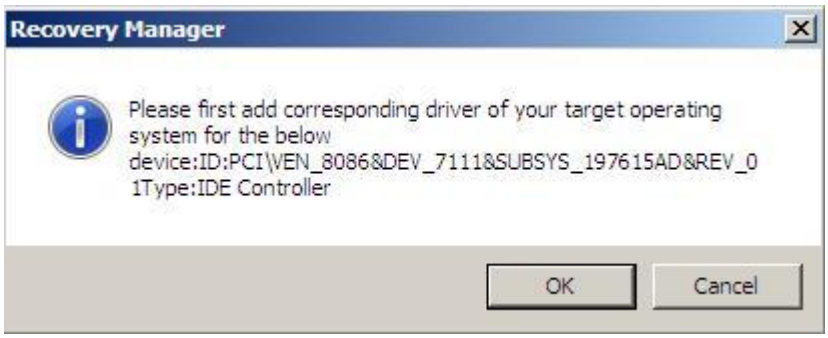
Check Image: you're strongly recommended to check image integrity before restoration.

Tip

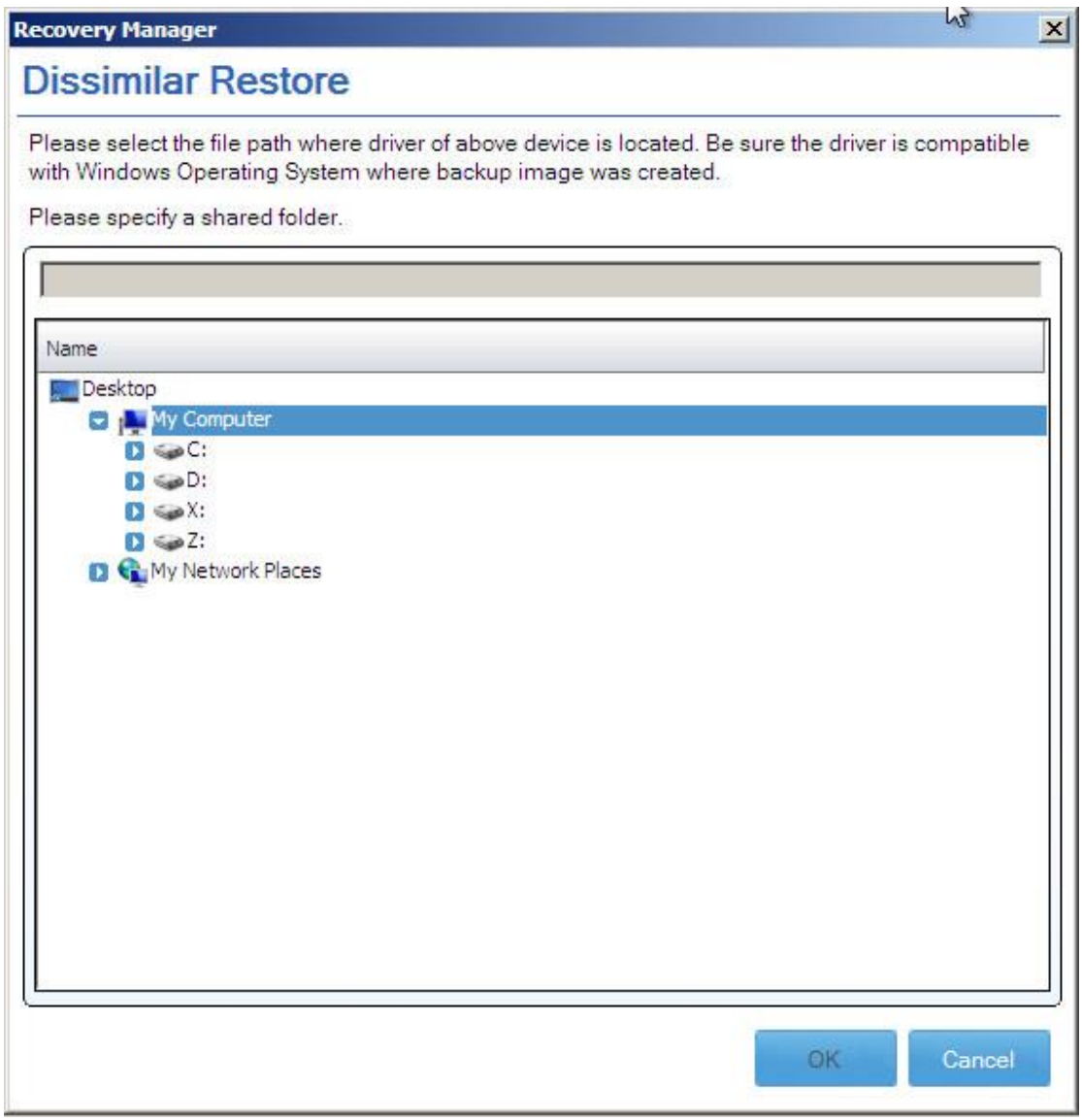
The restoration process will require your computer to reboot into the FarStone Recovery Environment.

7. Click **OK** to enter the FarStone recovery environment to complete the restoration process automatically.

8. If your target computer needs a driver that is not included in the image, the following popup will remind you the device's ID and Type; you'll have to manually add the driver.



9. Choose the driver's path. If not available, please download the corresponding driver. Click **OK** to add.



Your computer will restart to complete the restoration.

Note

Dissimilar Restore supports most hardware or PCs, but not all of them.

Here are some suggestions if the Dissimilar Restore failed

1. Make sure you have added a corresponding driver (last step in Dissimilar Restore);

2. Use a similar PC (disk and motherboard with the same model) to try again;

3. Double-click image in Windows, and restore files in the image directly; Or Browse image in PE, and check "Displayed based on file", select files to restore.

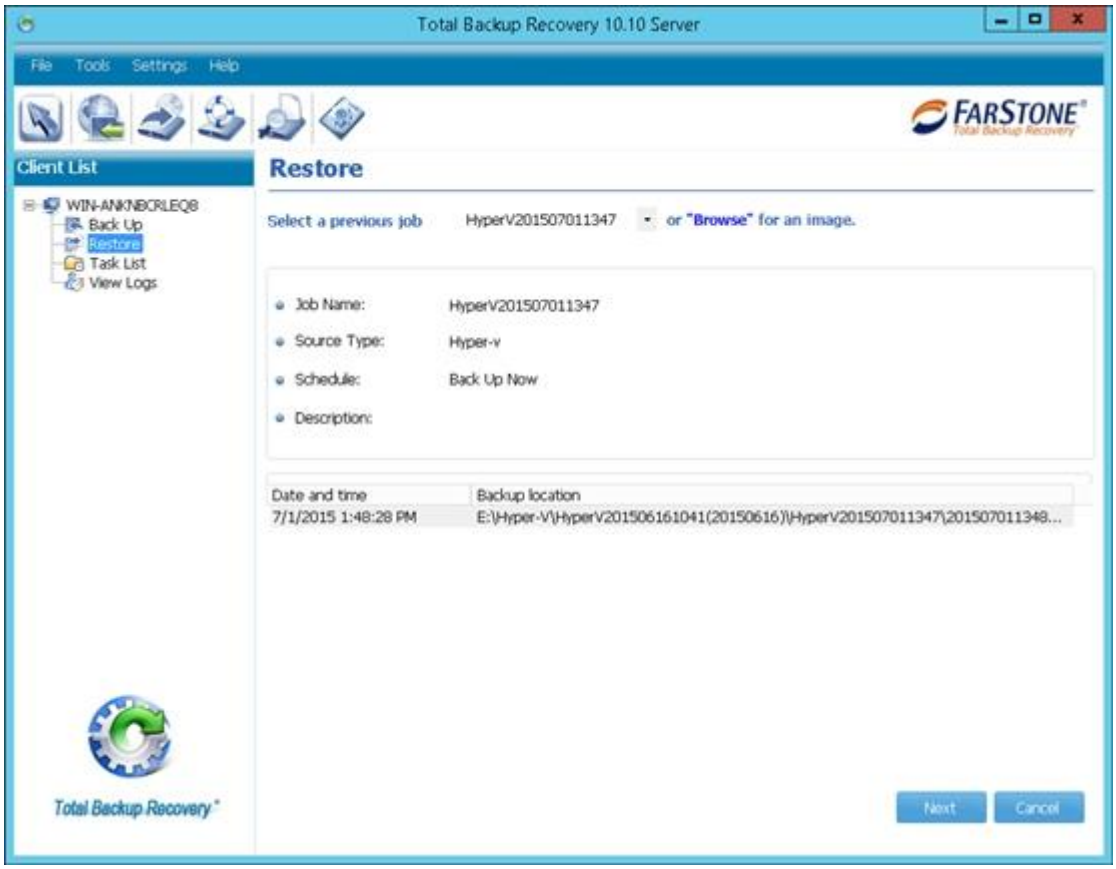
There are three types of Dissimilar Restore (UEFI) :

1. Restore MBR image to partition or disk based to an UEFI. After restoration, the target computer can boot normally.

2. Restore GPT format (UEFI based) image to partition or disk based on another UEFI. You cannot boot target computer directly. Please enter Recovery Manager (PE) through a bootable media (refer to 4.10.3), and set this hard drive to be bootable in Tools tab.

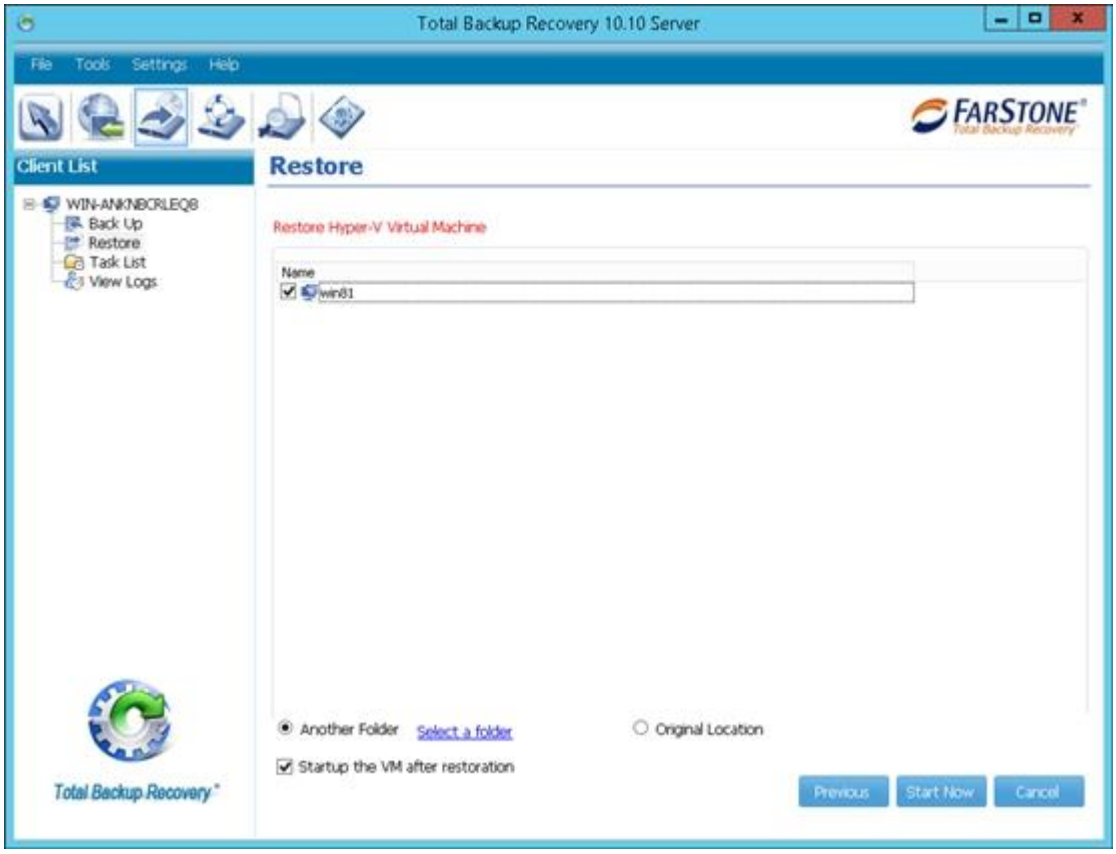
3. GPT format (UEFI based) image to MBR partition or disk based are not supported.

4.4.5 Restore Hyper-V VM



1. Click dropdown list to show previous file backup jobs. If the image you want to restore from is not listed, please click **Browse** to manually select a backup image.

2. Once a backup image was chosen, the program will list its detailed information.



If **Another Folder** is selected, click **Select a folder** to browse a local or network folder.

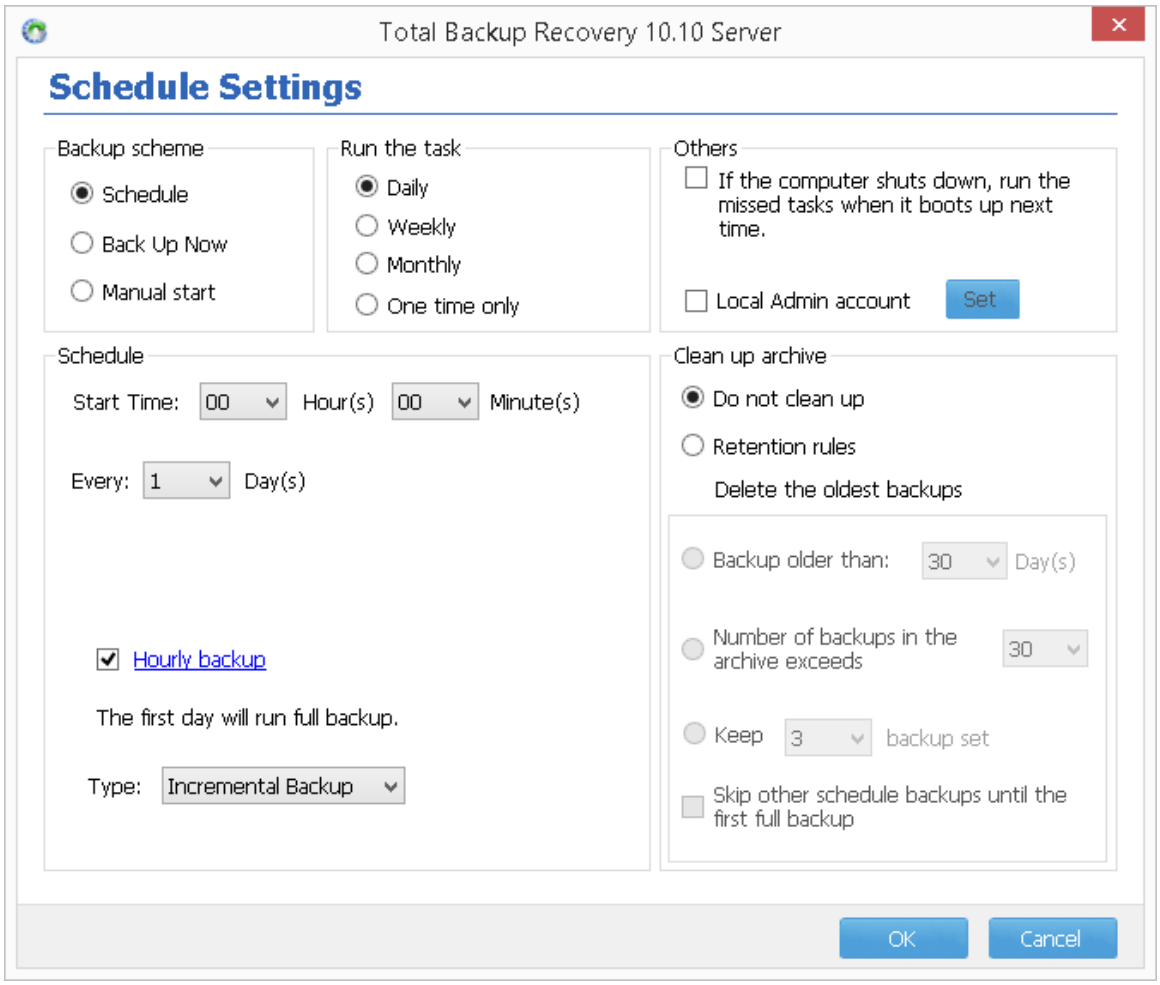
If **Original Location** is selected, the restored files will be saved to their original folder and overwrites existing files in that folder with the same name.

Check **Start the VM after restoration** if you want to automatically start the VM after restoration.

Click **Start Now** to start restoration process.

Click **Finish** to complete.

4.5 Recurring backup/Schedule



The default schedule setting is **Backup Now**.

There are two types of schedules: simple schedule scheme and advanced schedule scheme.

A. **Simple schedule scheme**

Select simple schedule scheme to set the retention rules, and schedule when and how often to back up data.

a. Choose a cycle (daily, weekly, monthly and one-time only) to back up in the **Run the task** column. In Weekly and Monthly options, you can pick a precise time in the **Schedule** column to backup files. The backup set is created in the beginning of each cycle.

b. **Clean up archive**: Click **Retention Rules** to set a term on deleting the

oldest backups. The retention rules are applied after backup creation. The **Do not clean up** is set by default, which means that older backups will not be deleted unless specified.

c. **Backup type**: There are 2 backup types at available: full backup and incremental backup.

Full backup: selected as default for all backup locations.

Incremental backup: please refer to 3.3 for more details.

Note

On a weekly or monthly basis, the program will make a full (base) backup at 1st day of each week or each month. Additional backup to the same job before the next full (base) backup are called incremental backup, and each full (base) backup and all of its incremental backup files will be kept in one backup set.

If you set the **Retention Rules** to "Keep 3 Backup Sets", then the program will reserve 3 backup sets (backup setting number is 99).

For example: If you schedule a monthly backup with "Keep 3 Backup sets" retention rules, then the program will only keep 3 months' worth of backups. Oldest backup will be deleted to make room for the newest one under this circumstances

B. **Advanced schedule scheme**

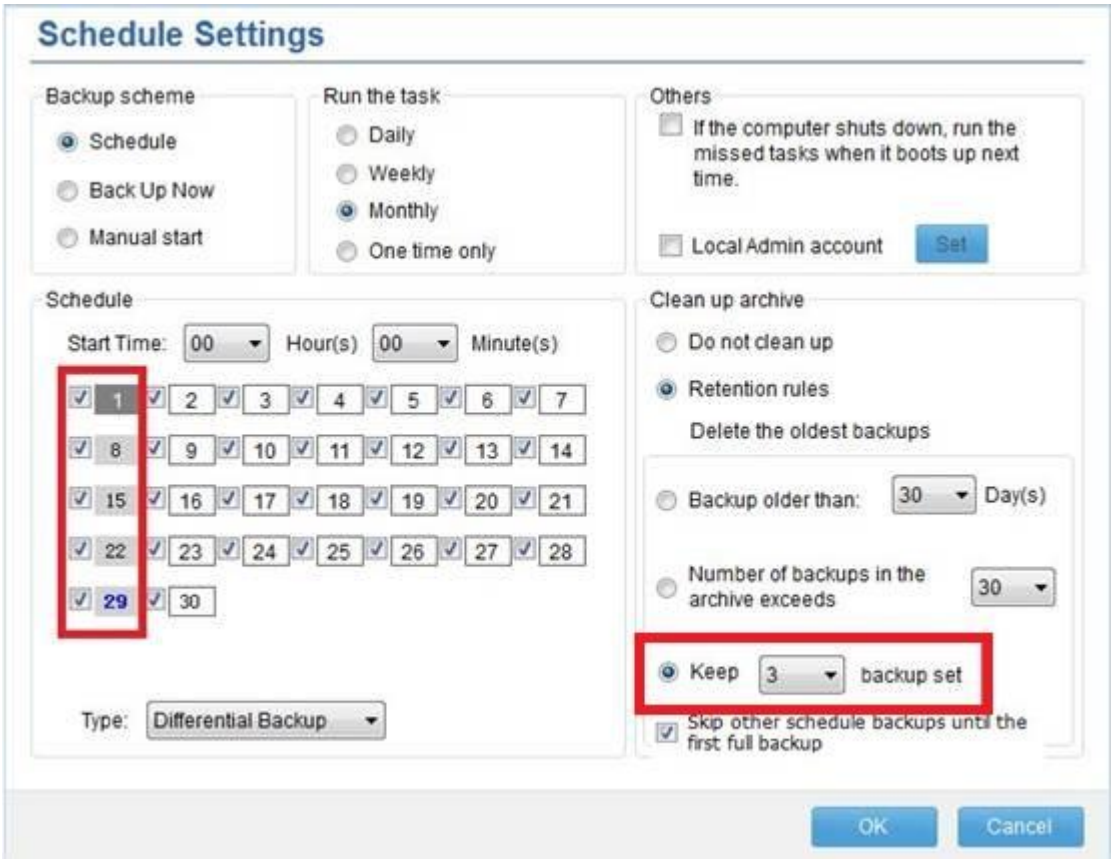
This schedule type is a compound of full backup, incremental backup and differential backup. It is a complete backup plan that also allows for quicker restoration time by alternating differential backups and incremental backup.

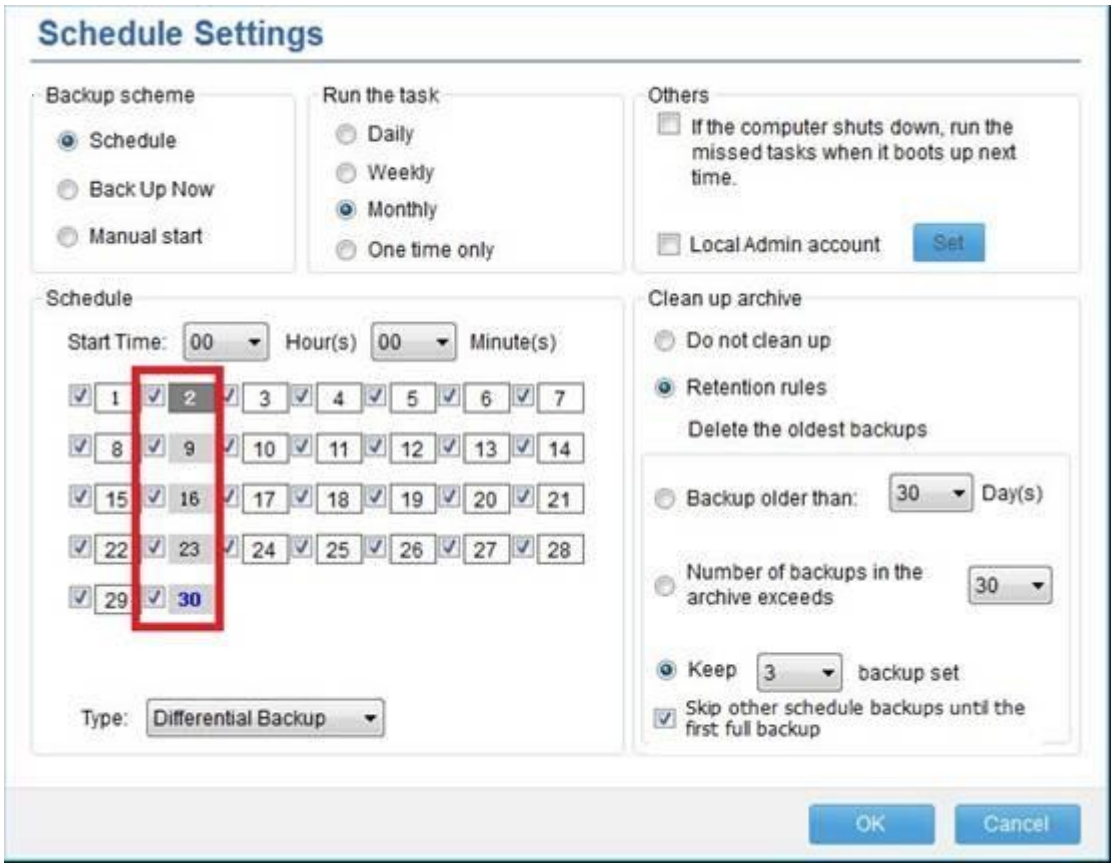
Retention rules are applied when you want to delete legacy backups in order to reserve enough storage space for your future backups.

Example

In the below example, we have scheduled a full backup on the first day of every month, and also create differential backup every day.

We also choose "Keep 3 backup set" for Retention rules. This means that we only keep three months backup data, and backup data older than 3 month will be automatically deleted.

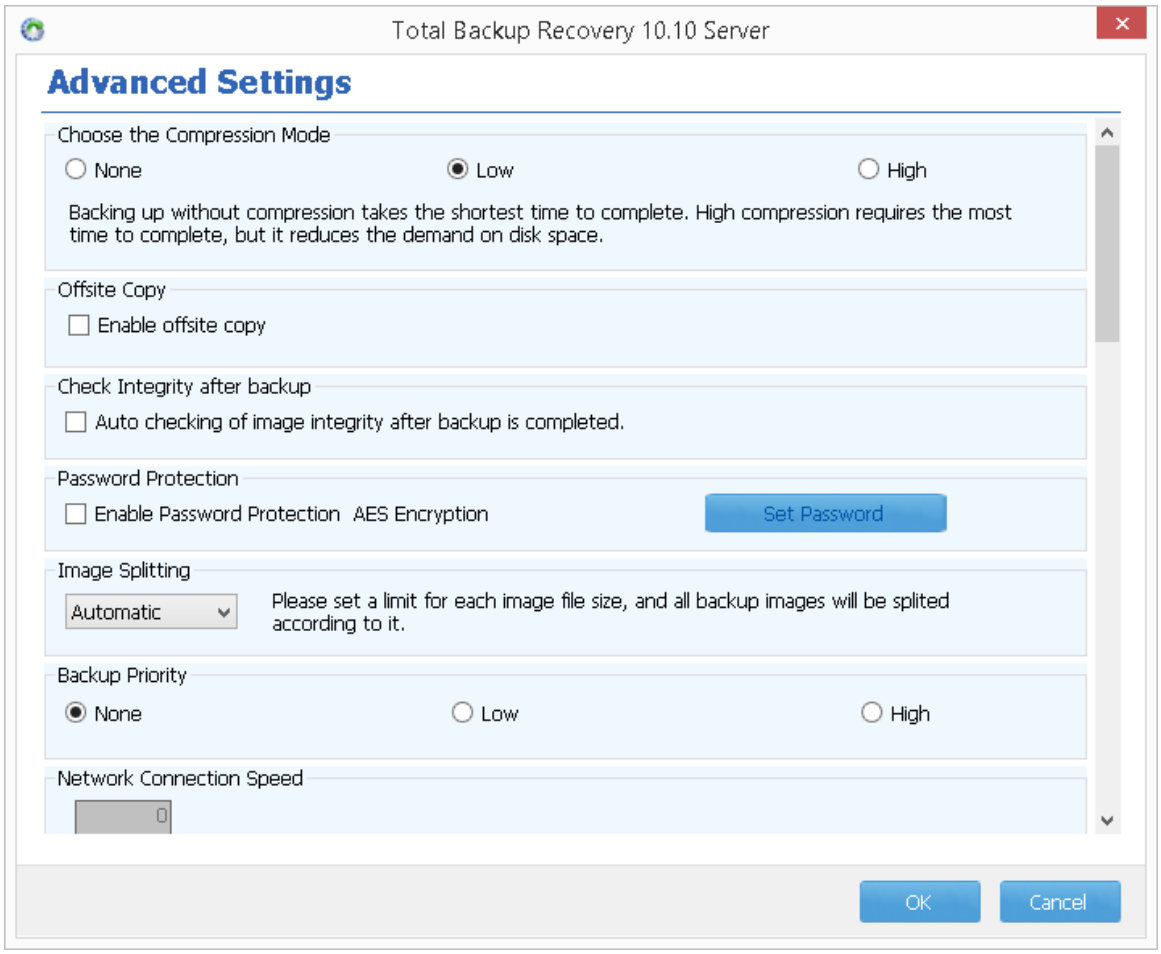




Note

For users that have simultaneous backups running on the same LAN, please make sure you don't have all your full backups set to run at the same time, It may affect performance.

4.6 Advanced



When backing up files, volume or disk, you can set advanced settings in the **Advanced** column.

1. **Choose the compression mode**: None, Low or High mode are available. Backing up without compression takes the shortest time to complete. High compression requires the longest time to complete, but it reduces the demand on disk space.

2. **Offsite Copy**: Enabling offsite copy will greatly reduce the risk of data loss by backing up your data to an offsite location.

(1) **FTP connection**: Enter the **Default FTP address** and **Port**.

For user name and password, you can enter the **Default username** and **Default password**, or select **Anonymous** if the FTP server is shared to all users on the network.

(2) **Data connection type**: PASV or PORT.

(3) **Operating in the backup fails**: **Enter Retry attempts** (Maximum of 100 times), and **interval between retries** (Maximum of 600s).

(4) **Restore Defaults**: Clear all FTP settings.

Tip

This feature only supports local image files. If want to use the image file on the network or disc, you should save it on the local computer first.

The entire FTP upload process executes in the background. If the program fails to upload backup data onto FTP server, it will be recorded in the logs. Total Backup Recovery will retry three times as default on the next startup.

3. **Password Protection**: Check it to enable password protection.

4. **Image Splitting**: You can set a limit for image file size. Once this value is reached, a new image file will be created and the operation will continue.

5. **Backup Priority**: You can set backup priority as None, Low or High as you need.

6. **Network Connection Speed**: You can set transfer speed of the backup data over the network.

7. **E-mail Notifications**: By configuring these settings, Total Backup Recovery Server will send an E-mail to your specified E-mail account after backup is completed.

E-mail configuration: Enter preferred E-mail address and other server settings.

Send test e-mail: Click here to test proper settings functionality. Specify the events for which you would like to receive notification via E-mail regarding the backup operation.

8. **Pre/Post commands**: Set commands you want to execute before or after the backup process.

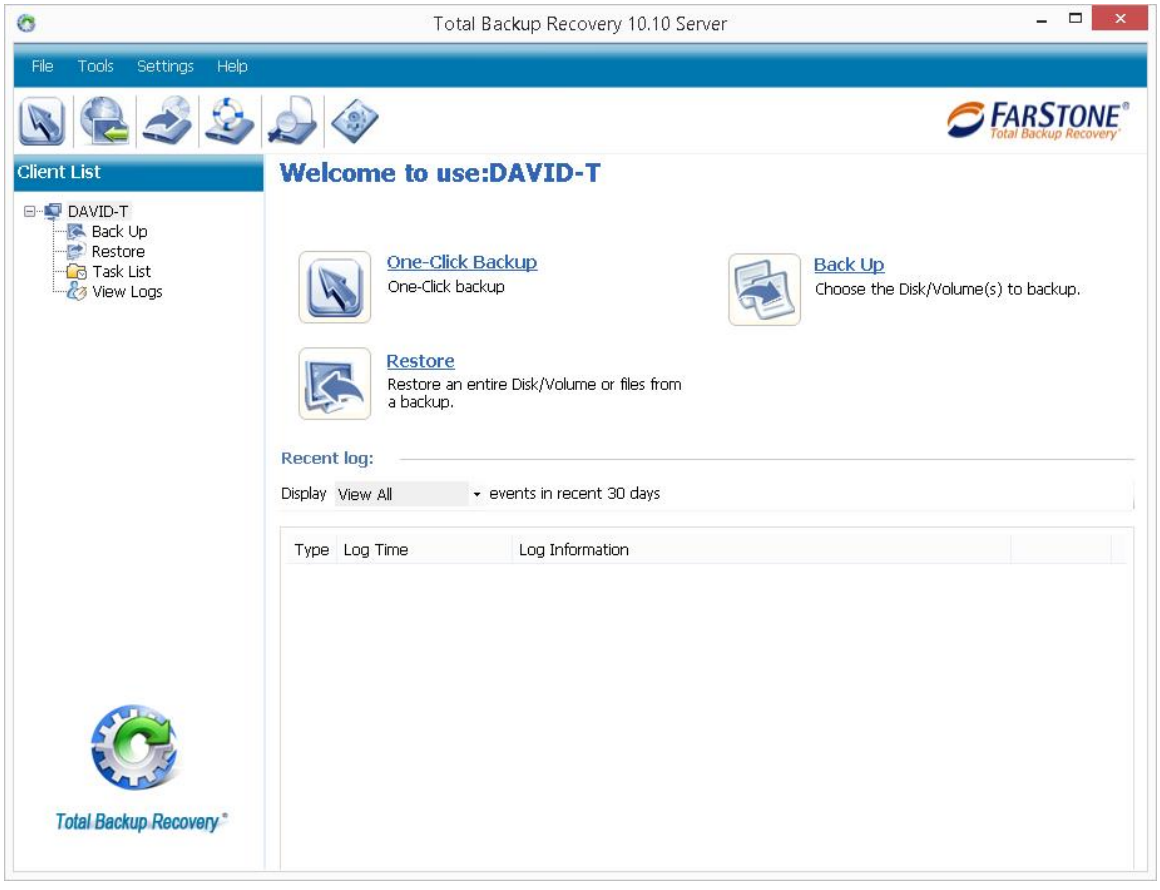
9. **Advanced Settings**: Check smart backup and rapid restore on your own needs.

Click **OK** to confirm all settings, and then you will return to the backup interface.

4.7 Recent log

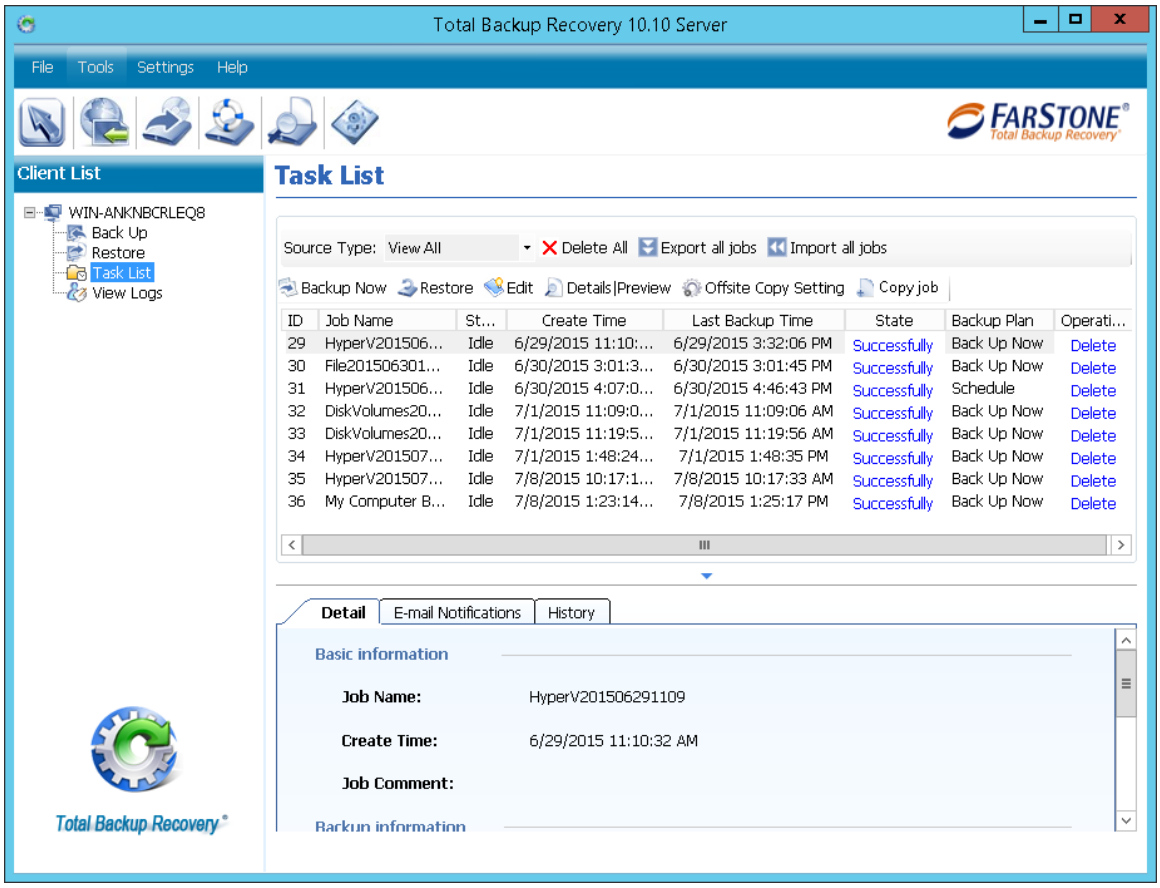
This column displays all Total Backup Recovery Server events over the last 30 days, including warnings, errors and operations.

Click downward-pointing triangle to select a type of logs you want to check.



4.8 Task List

Click **Task List** icon in the **Client List** to enter task list.



The **Task List** will display all backup jobs in the computer. In the colume "State", we'll show the job's current state such as Successfully, Failed and N/A.

You can also conveniently track, back up, and restore files/images within the **Task List**. You can also view details, edit, do offsite copy settings, and more.

1. **Backup Now**: Click **Backup Now** to back up your chosen file or disk image immediately.

2. **Restore**: Click **Restore** to restore your backup file or disk image immediately.

3. **Edit**: Click **Edit** to set schedule settings.

4. **Details Preview**: Click **Details Preview** to check detailed information of the chosen job.

5. **Offsite Copy Setting**: Click **Offsite Copy Setting** to back up your files or images to an offsite location in order to reduce the risk of data loss.

6. **Add Files**: add a files backup to the list.

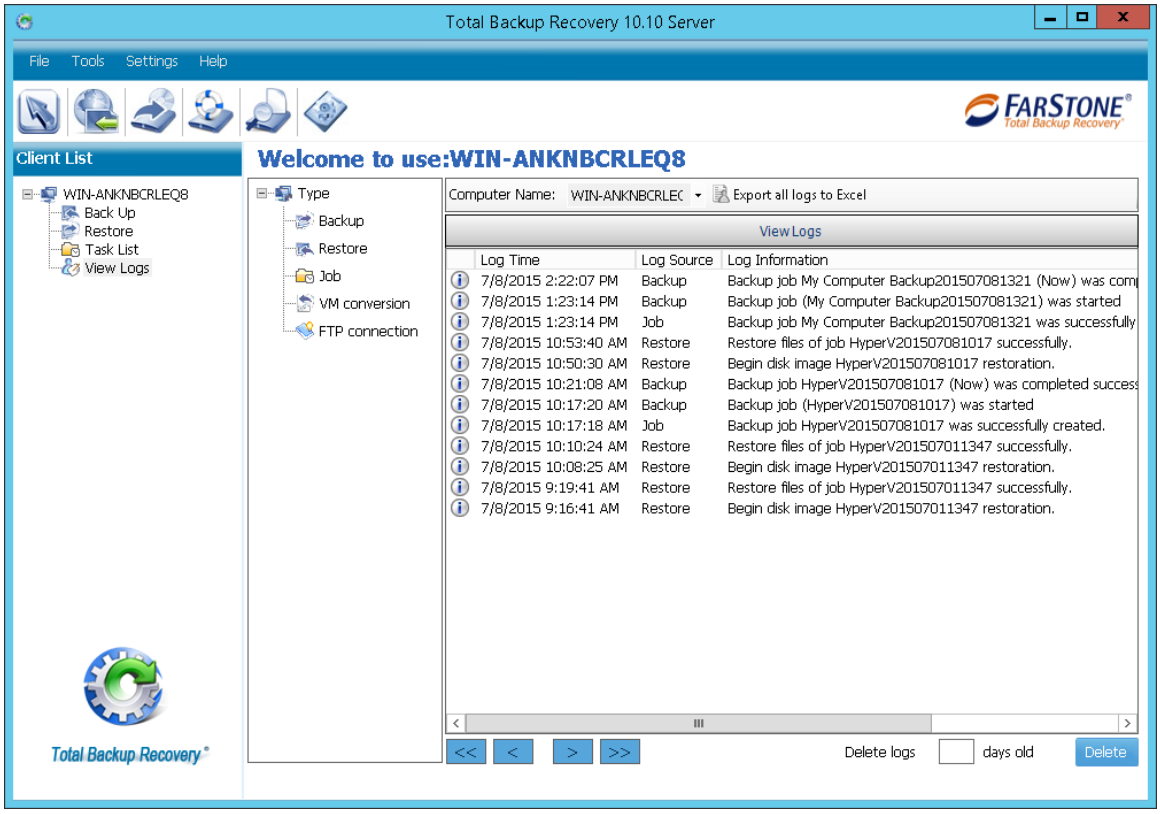
7. **Copy Job**: copy a chosen job to a new one.

8. **Export all jobs**: export all jobs in *.xml format to save for later reference.

9. **Import all jobs**: import all jobs in *.xml format into program.

4.9 View Logs

Click **View Logs** in the **Client List** to check all Total Backup Recovery Server's events, including backup, restore, job, VM conversion and so on.



Select the type you want to view in the **Type** tree views, and the corresponding log source will be shown in the right panel. For example, if **backup** in the **Type** tree view is selected, the **view logs** window will show all backup logs.

Delete: delete logs some days earlier.

Export all logs to Excel: export all logs as excel file to save for later reference.

4.10 Tools Bar

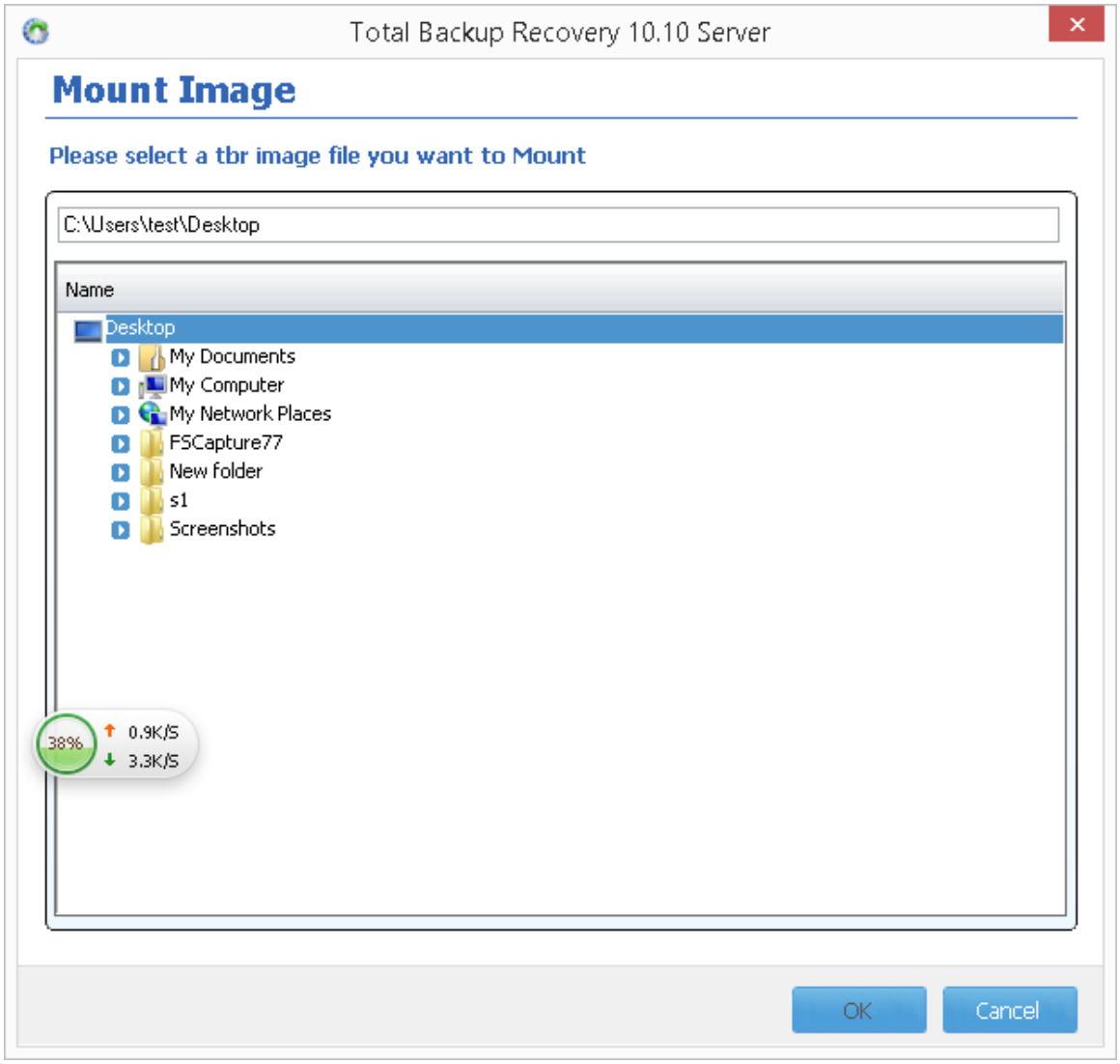
You can access and run all Total Backup Recovery 10.5 Server's functions in the Tools Bar, located at top panel of the main console.

4.10.1 One-Click Backup

Looking up One-Click Backup, please refer to 4.2

4.10.2 Mount Image

Choose “Mount image” entry  in the File menu, and then you can check files/folders to be restored to some specific path.



1. Please specify the file location, and then click **OK**.

2. Once a file backup image was chosen, the program will list its detailed information. If you know exactly what the file name is, check **Find file to restore** or check **Browse and Select file to restore**.

A. Check **Find file to restore** and click **Next**.

a. Enter name of the file you want to restore, click **Search** to search the file. Then the file will be listed in the panel.

b. Check the files you want to restore.

c. Select a location to save the restored files:

If **New Desktop Folder** is selected, the restored files will be saved in a new folder on the client's desktop with the folder hierarchy preserved exactly as when it was backed up

If **Original Location** is selected, the restored files will be saved to their original folder and overwrites existing files in that folder with the same name.

If **Another Folder** is selected, click **Select a folder** to browse a folder on the network. The restored files will be kept in their original folder hierarchy.

d. Click **Next**. Carefully read the note, Click **OK** to continue.

e. Click **Start** to start restoration process.

f. Click **Finish** to complete.

B. Check **Browse and Select file to restore** and click **Next.**

a. All files will be listed, please select the files you want to restore.

b. Select a location to save the restored files:

If **New Desktop Folder** is selected, the restored files will be saved in a new folder on the client's desktop with the folder hierarchy preserved exactly as when it was backed up.

If **Original Location** is selected, the restored files will be saved to their original folder and overwrites existing files in that folder with the same name.

If **Another Folder** is selected, click **Select a folder** to browse a folder on the network. The restored files will be kept in their original folder hierarchy.

c. Click **Next**. Carefully read the note, Click **OK** to continue.

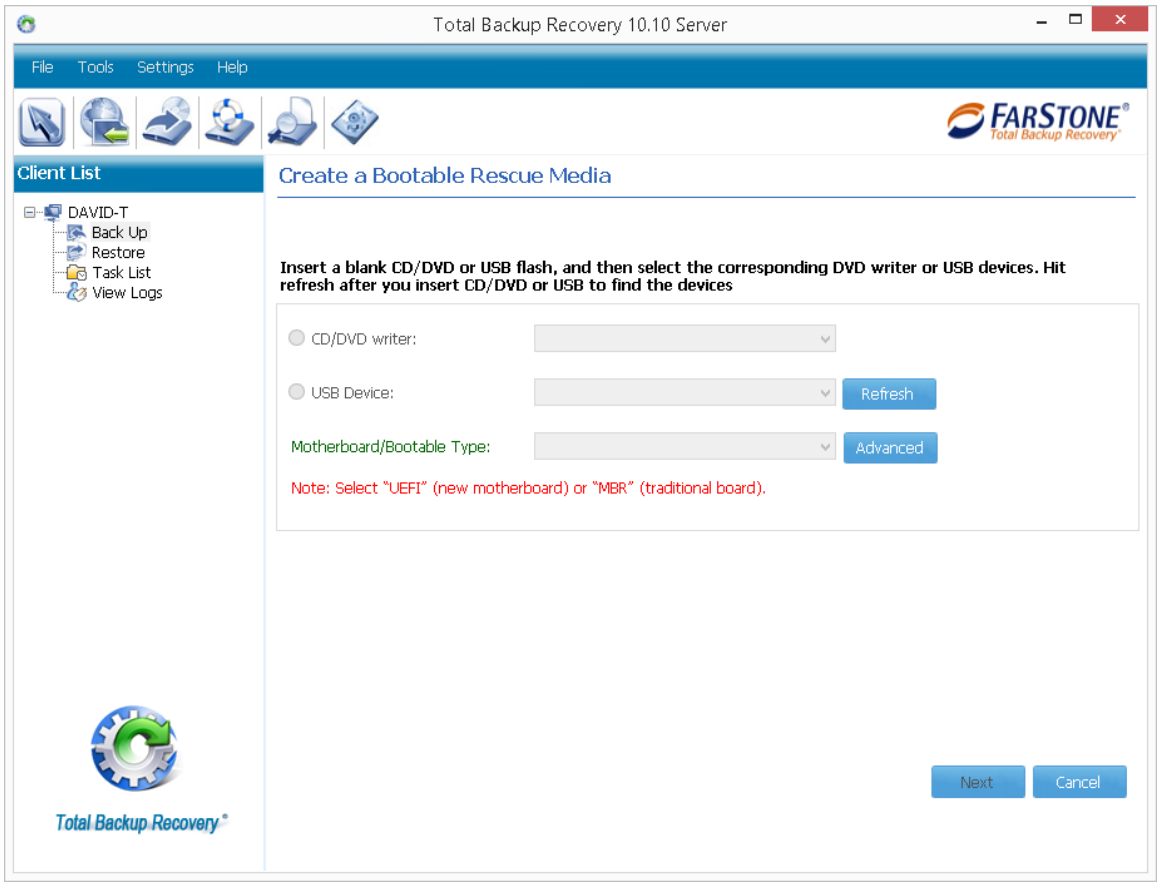
d. Click **Start** to start restoration process.

e. Click **Finish** to complete.

4.10.3 Create a Self-Bootable Rescue Media

Rescue Media is a self-bootable image on a CD/DVD, USB flash or PXE server. Rescue Media allows you to restore files/folders or full system from PC failure, to reset forgotten Windows password, to do cold disk imaging, or to rescue files on a corrupted system.

Click **Create a Bootable Rescue Media** icon  , the following window will appear.



1. Insert a blank Disc or USB device.

Tip

Should there be any data on the inserted device, you will be prompted to erase the data. Click **Erase** to continue. Or you may insert another blank CD/DVD or USB device and click **OK** to continue.

If your computer is an EFI/UEFI based computer in GPT format, please select "UEFI" when selecting a bootable type. Otherwise, choose default "MBR" type.

Tip

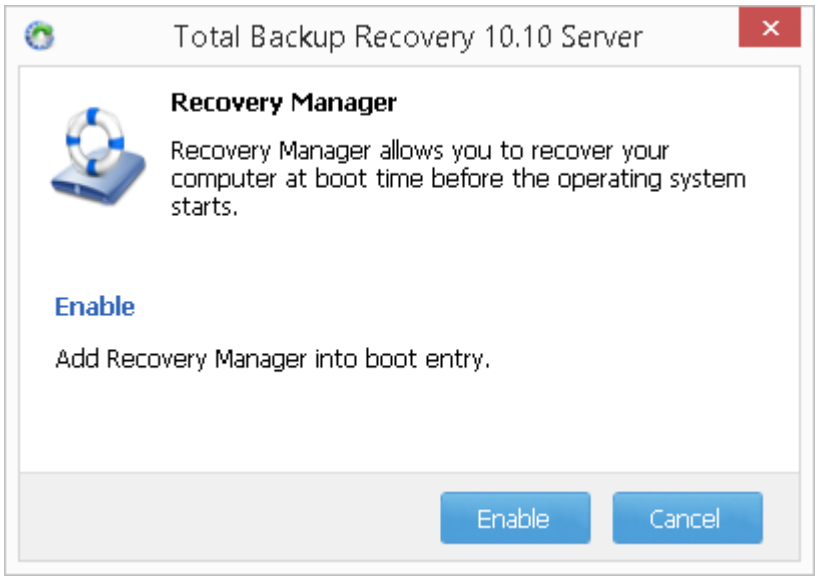
Creating a bootable rescue media with Total Backup Recovery Server allows you to choose the bootable CD/DVD or USB device in BIOS-based system; in general, the default is MBR bootable type. But when creating a bootable USB media, you must choose UEFI because UEFI environment only supports GTP format hard drive.

2. Click **Next** to create bootable disk.

3. Click **Finish** to complete the process.

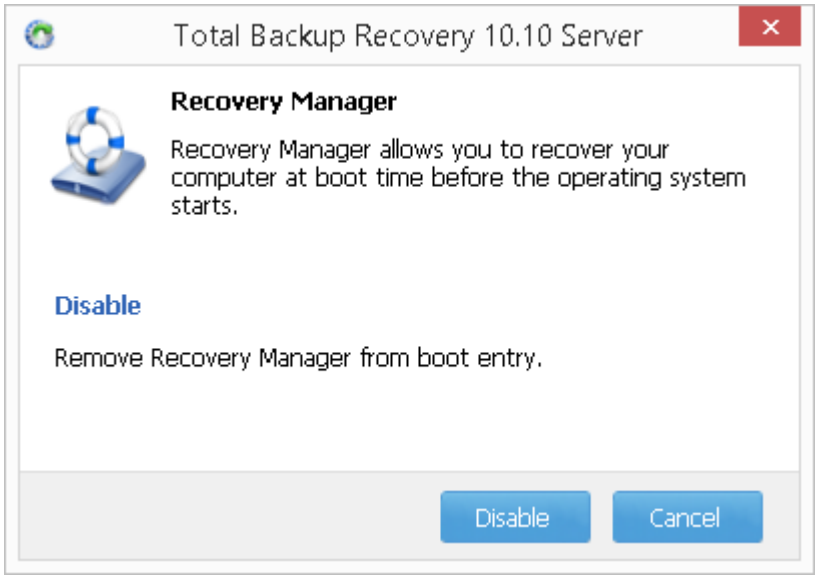
4.10.4 Enable Recovery Manager

Click enable recovery manager icon  to add recovery manager into the boot menu, thus allowing your computer to be recovered at boot item before operating system starts.



After this was enabled, you can enter recovery manager by pressing the Up/Down arrow keys during computer boot up.

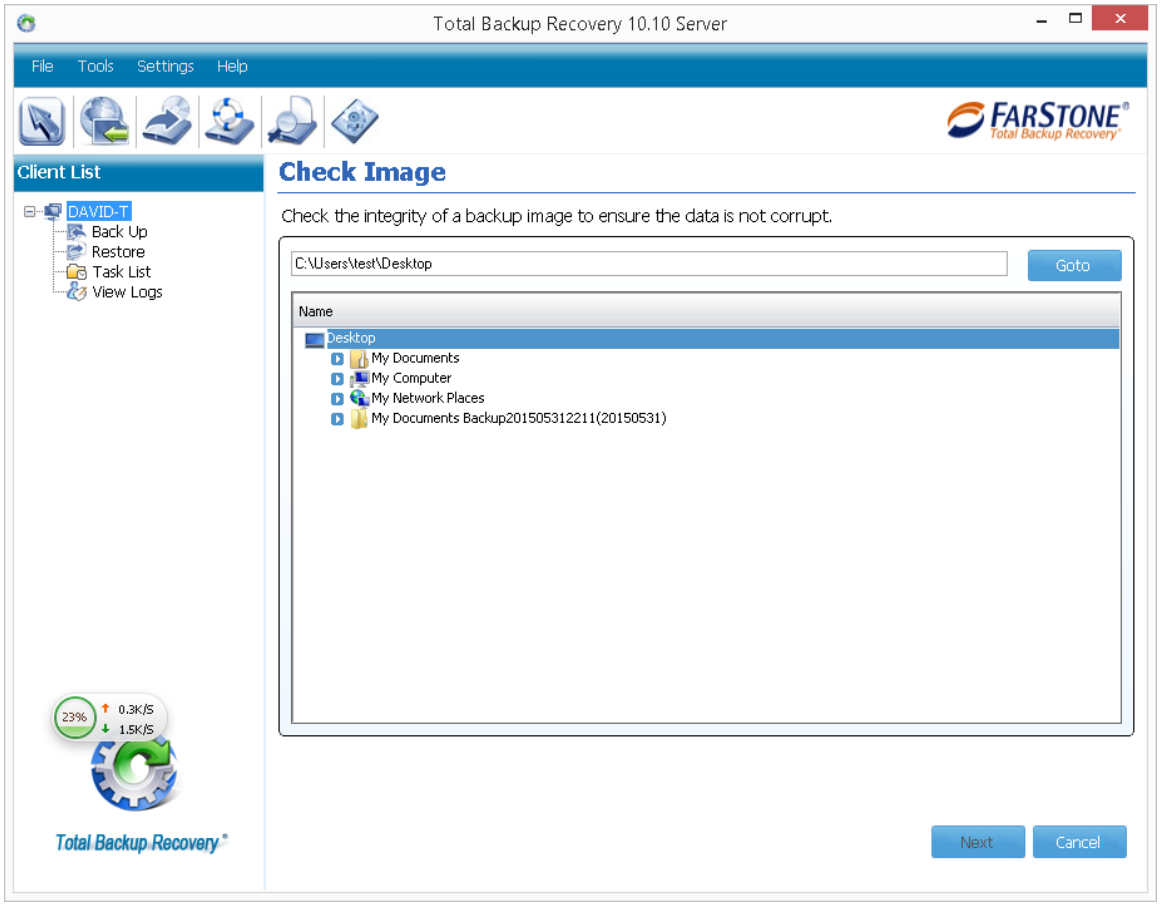
Click recovery manager icon  once again to disable the feature.



4.10.5 Check Image Integrity

Use this function to check if a complete backup image file is valid and restorable.

1. Click **Check Image Integrity** icon  , then the following window will appear.



2. Enter the storage path of the image you want to check, and click **Goto** to select the image. You can also select **the** storage path of the image you want to check directly by browsing and click **Next**.

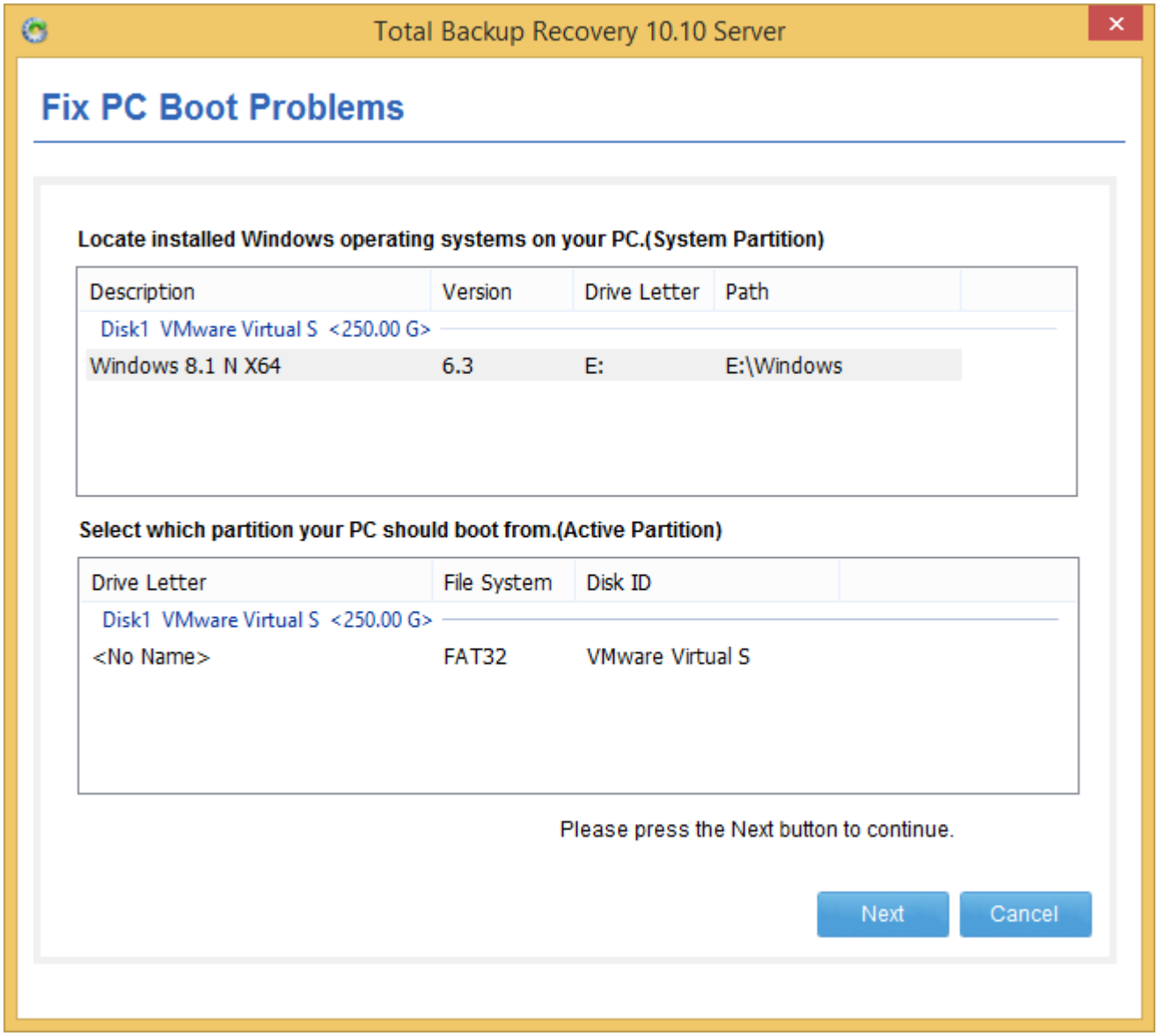
3. Select to validate the Complete or Incremental backup image, and click **Next** to continue.

4. After validating the backup image, click **Finish** to complete the Image Integrity Check.

4.10.6 Fix PC Boot Problems

Should Windows have boot failure issue with the cloned disks, this function will help you repair and fix booting issues.

1. Click **Fix PC Boot Problems**  .



2. Select the installed Windows operating system on your PC.

3. Choose a partition that your PC should boot from (in general, this partition resides in the same hard drive of the system partition), and click **Next** to continue.

4. Check items you would like to fix, such as Boot Configuration Database and BOOT.INI, partition boot code, Master Boot Record (MBR) and boot disk unique ID (GUID).

Note: For most cases, check the first three options will fix boot issues.

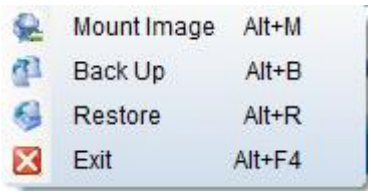
5. Click **Start** and then **Finish** once it is completed.

4.11 Menu

The Menu column is located at Total Backup Recovery Server's top pane.

4.11.1 File Menu

Click **File** in the menu column



You can run these functions either with respective shortcut key combinations or icon in the interface.

For **mount image**, please refer to 4.10.2

For **back up**, please refer to 4.3

For **restore**, please refer to 4.4

Click **Exit** to exit the program.

4.11.2 Tools Menu

Click **Tools** in the menu column.

4.11.2.1 iSCSI Initiator

First, make sure that the iSCSI initiator is installed on the machine. On Windows Vista, it is installed by default; however, other Windows systems require downloading and manual installation. With iSCSI Initiator, Users may connect to the iSCSI device and access a great deal of information and configuration options.

1. Click **iSCSI Initiator** icon  .

2. Select the **Discovery** tab.

3. Click **Add** and enter **IP address or DNS name** and **Port number** for the Target Portal on which you would like to log.

4. If your Target Portal requires Chap for authentication, click **Advanced**. Then select the **Chap logon information** option and enter the **Target secret**. Click **OK** twice to return to the iSCSI Initiator Properties dialog.

5. Verify the **Target Portals** properties displayed on the Discovery tab.

6. Select the **Targets** tab to view a list of available targets on which you can log. Note that the **Status** for these targets is shown as **Inactive** prior to login.

Tip

a. If targets are not listed in the Targets tab, you can verify discovery and successful login by repeating Steps 3 through 6.

b. If successfully log into the Target portal but the target is still not listed, verify that the target has Logical Unit Numbers (LUNs) assigned to the

server.

c. If the target is still not listed, check the System Event Log for errors, resolve any issues noted in the log, and repeat Steps 2 through 5 to log on to the Target Portal.

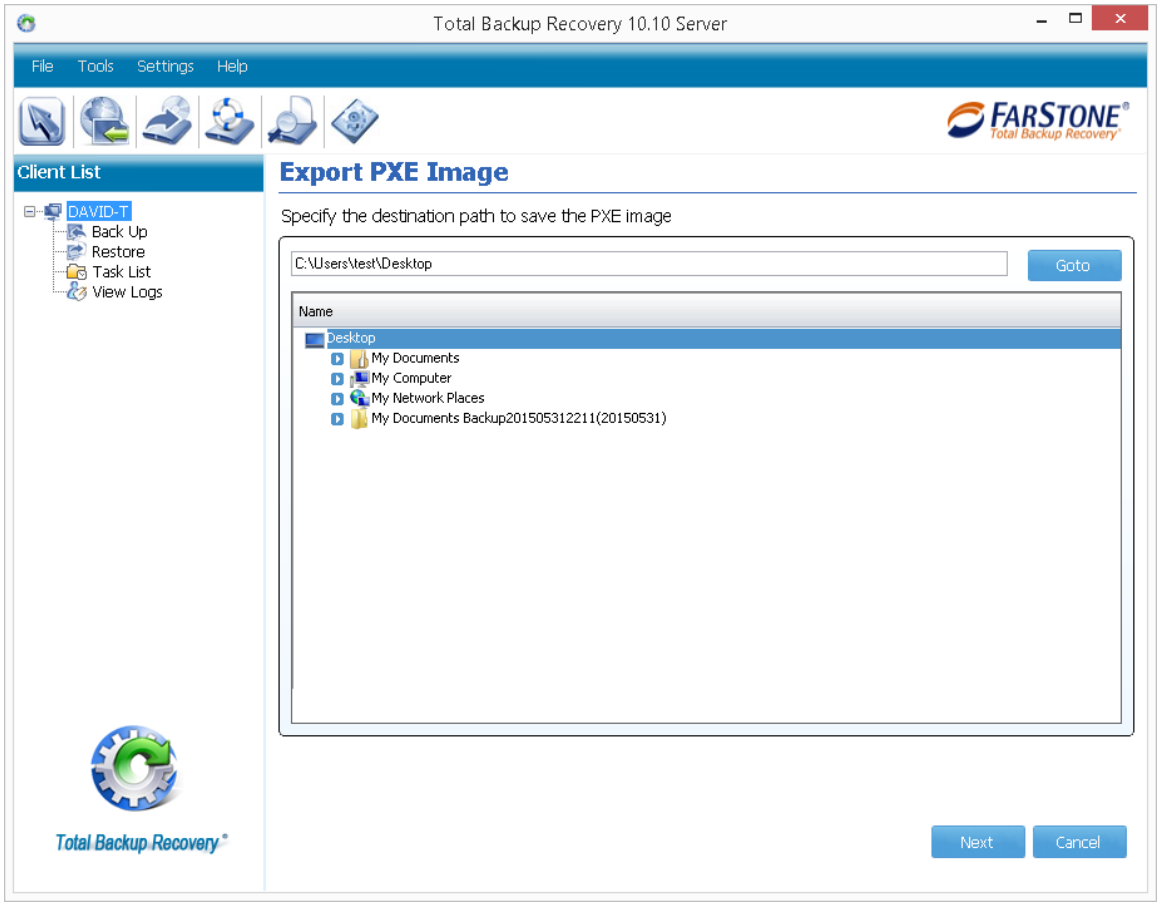
7. Select the target that you want to log on to and click **Log On**.

8. Click **Advanced** and enter username and password of the iSCSI target.

9. Verify that your target indicates "**Connected**" in the **Status** column.

4.11.2.2 Export PXE Image

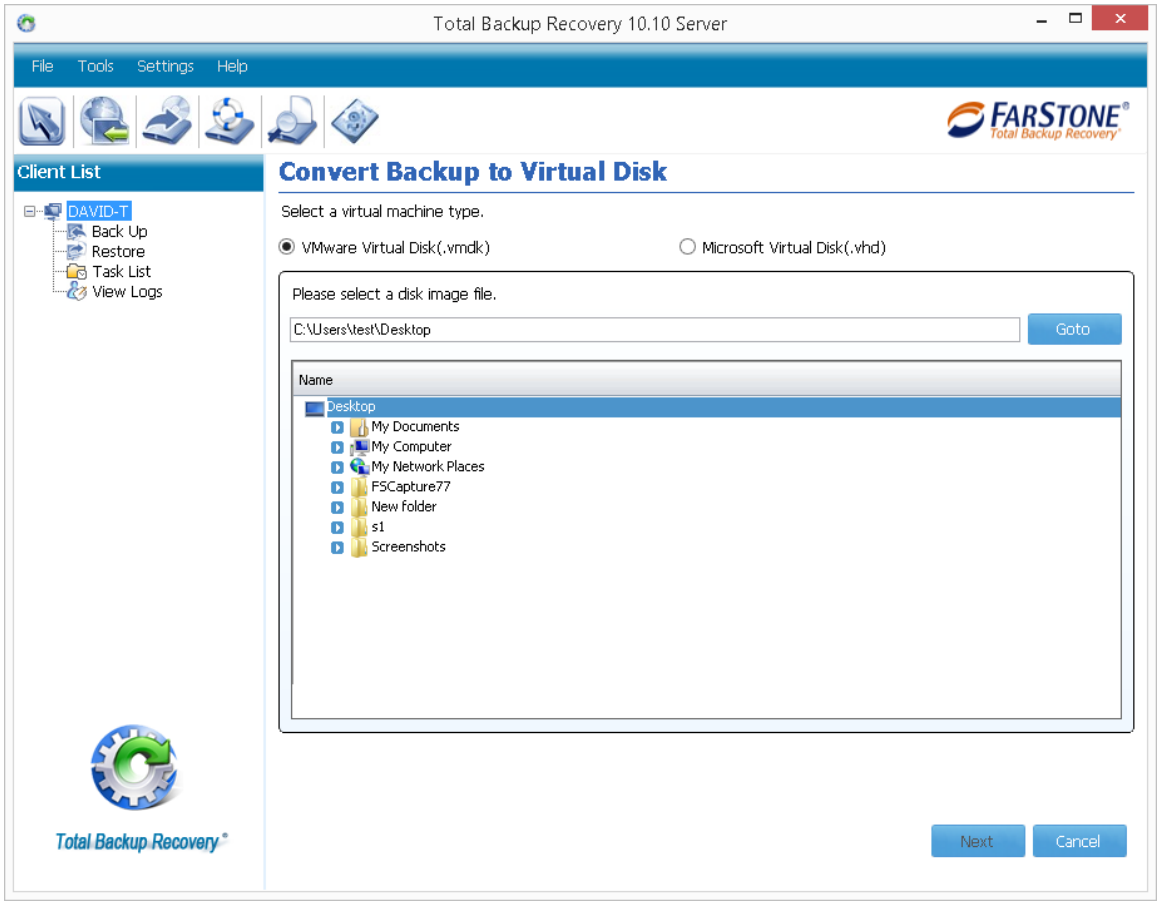
If want to export the PXE image to restore system without using a Bootable Rescue Disk, please click this icon  .



4.11.2.3 Check Image Integrity

Looking up **Check Image Integrity**, please refer to 4.10.5

4.11.2.4 Convert a Disk Backup to Virtual Disk Format



After converting the complete backup image as *.vmdk or *.vhd format, you can conveniently load it as a new hard disk on a virtual machine or Microsoft virtual machine. Once completed, all data on the original hard disk will be available.

Tip

If you did not install **VMware Virtual Disk Development Kits,** this function shall be disabled by default. You can visit the provided link to download VMDK.

1. Select the virtual machine type you want to convert to: **VMware Virtual Disk** or **Microsoft Virtual Disk**.

2. Enter storage path of the backup image and click **Go to.** You may also select it locally or remotely, and click **Next.**

3. Select a complete backup image or an incremental backup image, and click **Next**.

4. Select to convert a single partition or an entire hard drive, and click **Next**.

5. Select a local path to save the conversion backup.

Note

Only local path is accepted for VMware conversion due to VDDK limitation.

6. Confirm all information of this conversion. Click **Next** to launch the conversion process.

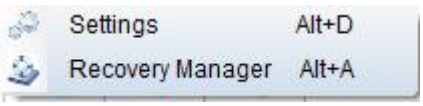
7. Click **Finish** to return to the main console when the process completes.

4.11.2.5 Create a Self-Bootable Rescue Media

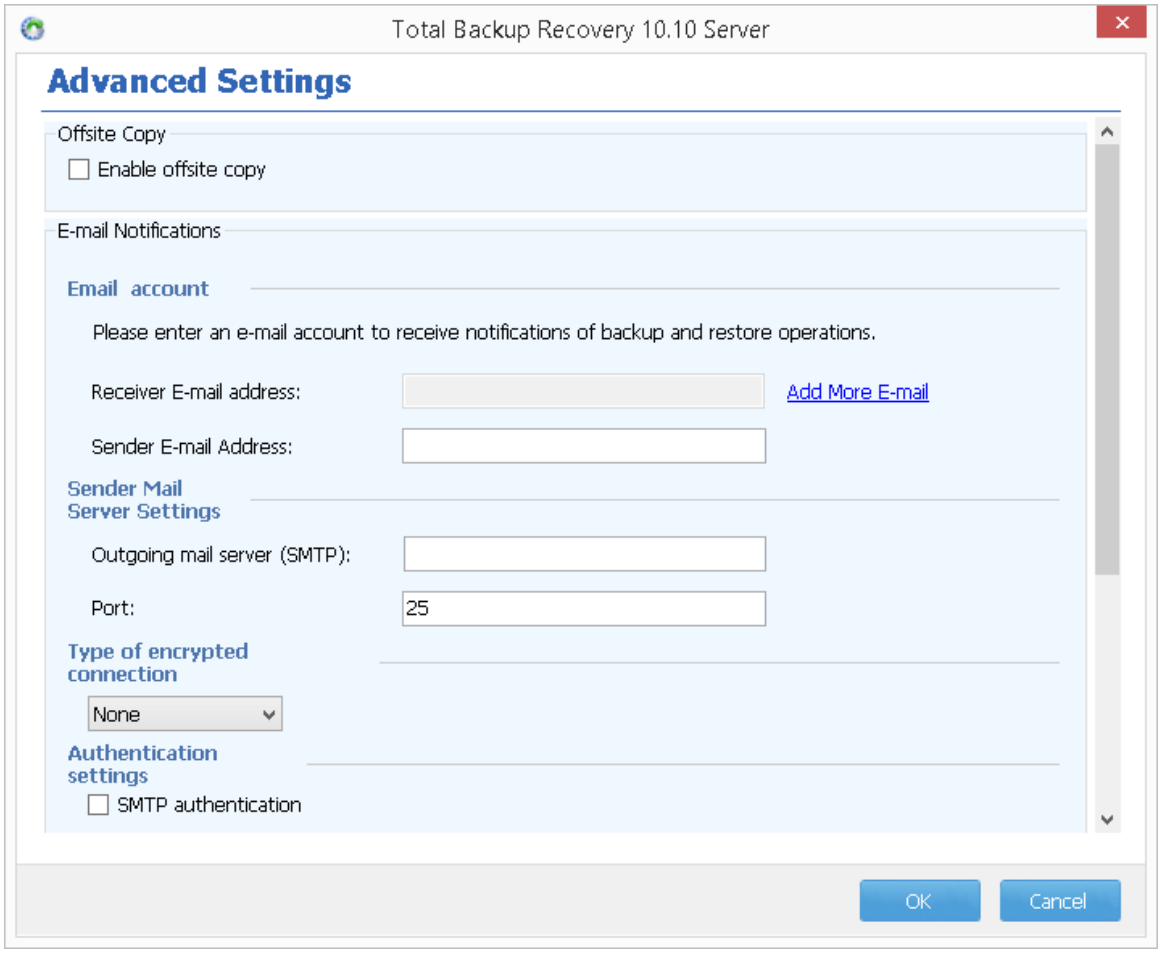
Looking up **create a self-bootable rescue media**, please refer to 4.10.3

4.11.3 Settings Menu

Click **Settings** in the menu column to do advanced settings and enable recovery manager.



4.11.3.1 Advanced Settings



Click **Settings** to set advanced settings.

1. **Offsite Copy**: Backing up your data to an offsite location.

It is recommended to enable Offsite Copying as it would greatly reduce the risk of data loss

(1) **FTP connection**: Enter the **Default FTP address** and **Port**.

As to user name and password, you can choose to enter the **Default username** and **Default password**, or select **Anonymous** if the FTP server is shared to all users in the network.

(2) **Data connection type**: PASV or PORT.

(3) **Failed in ftp backup**: **Enter Retry attempts** (Maximum of 100 times), and **interval between retries** (Maximum of 600s).

(4) **Restore Defaults**: Clear all FTP settings.

Tip

This feature only supports local image files. If want to use image file on the network or disc, you should save it in local computer first.

The entire FTP upload process executes in background. If program fails to upload backup data onto FTP server, it will be recorded in logs that can be verified through View Logs. If failed, Total Backup Recovery Server will retry three times automatically on the next startup.

2. **E-mail Notifications**: By configuring below settings, Total Backup Recovery Server will send an E-mail to your specified E-mail account after the backup is completed.

E-mail account: Enter preferred E-mail address.

Add more : you can add multiple Email accounts according to your requirements.

Server settings: Enter outgoing mail server and port.

Type of encrypted connection: **None** or **SSL**.

Authentication settings: you can choose to enter SMTP authentication or skip this step.

Send test e-mail: Click here to test proper setting functionality. Specify the events for which you would like to receive notification via E-mail regarding the backup operation.

Click **OK** to confirm all settings, and then you will return to the main console.

4.11.3.2 Recovery Manager

Looking up **recovery manager**, please refer to 4.10.4

4.11.4 Help Menu

The **Help** menu have license, register activate, get technical support and other options available.

Chapter 5: Recovery Manager

5.1 Enter Recovery Manager

You can enter Recovery Manager via following means: Rescue Media (CD/DVD, USB drive & USB key) or Windows Boot Menu.

5.1.1 Boot from a Bootable Rescue Media

1. Insert the Bootable Rescue Media and restart your computer, and then enter BIOS to set CD/DVD-ROM as first boot device.

2. After entering Recovery Manager main console, you can backup and restore the computer, clone a hard disk, and run many other powerful functions.

5.1.2 Boot from USB Device

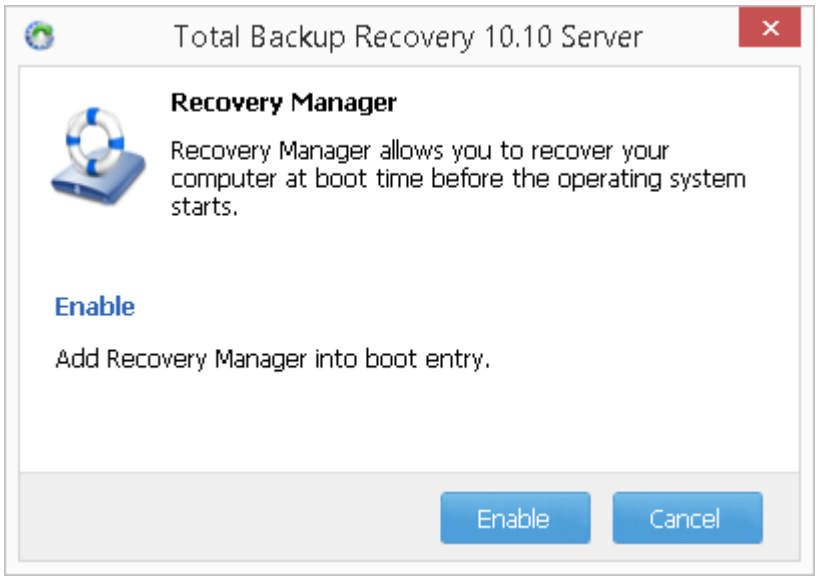
With a USB device (USB hard drive or USB key), you can restore the entire system from Recovery Manager environment:

1. Connect the USB device. Start your computer, enter BIOS and set the USB device as first bootable option, then save your settings.

2. Restart system and boot from USB device.

5.1.3 Boot from the Boot Menu

Once a backup completed successfully in Windows, click enable recovery manager icon  to add recovery manager into boot menu, thus your computer can be recovered at boot item before the operating system starts.



In the process of starting computer, press **Up/Down** Arrow Keys to enter recovery manager.

5.2 Recovery Manager Main Console

After entering Recovery Manager, you will see following window.

5.2.1 Quick Start

Restore Computer: Click here to restore computer from a backup image.

Backup System: Click here to back up the entire computer.

Add Driver: Click here to install a third party driver if Total Backup Recovery Server cannot detect a compatible one for the application you need.

Open Command Shell Window: Click here to create and edit batch files (also called scripts) to automate routine tasks.

Check Image Integrity: Click here to check if the backup data in your backup image file are valid.

Set Bootable Hard Disk for UEFI/EFI Motherboard: Click here to make target hard disk bootable.

Network Adapter Configuration: Click here to configure the IP Address Settings and DNS Server Settings.

Open Disk Management: Click here to manage disk storage systems.

Map Network Drive: Click here to use the network folder as a local.

Open Explorer: Click here to browse all the files and folders on your computer without booting into operating system.

5.2.2 Restore Computer

1. Click **Restore Computer** and you will enter following interface.

2. Default restoration is to restore the entire system. Please select a backup image to restore from, and click **Next** once confirmed.

3. Select a restoration source and destination disk, click **Next** to continue.

4. Check **Rapid Restore** if needed, and click **Next** after confirming restoration information.

5. The destination partition/disk shall be formatted, click **Yes** to start

restoration.

6. Hit **Finish** to finish restoration.

5.2.3 Dissimilar Restore

1. Click **Restore Computer** and you will enter following interface.

2. Default restoration is to restore the entire system. Please select a backup image to restore from, and click **Next** once confirmed.

3. Select a restoration source and destination disk, click **Next** to continue.

4. Check **Dissimilar Restore** and click Next to continue.

Note

Dissimilar Restore supports most hardware or PCs, but not all of them.

5. The destination partition/disk shall be formatted, click **Yes** to start restoration.

6. Hit **Finish** to finish restoration.

Here are some suggestions if the Dissimilar Restore failed:

1. Make sure you have added a corresponding driver (last step in Dissimilar Restore);

2. Use a similar PC (disk and motherboard with the same model) to try again, or install corresponding target storage drivers into the source computer before backup;

There are three types of Dissimilar Restore (UEFI):

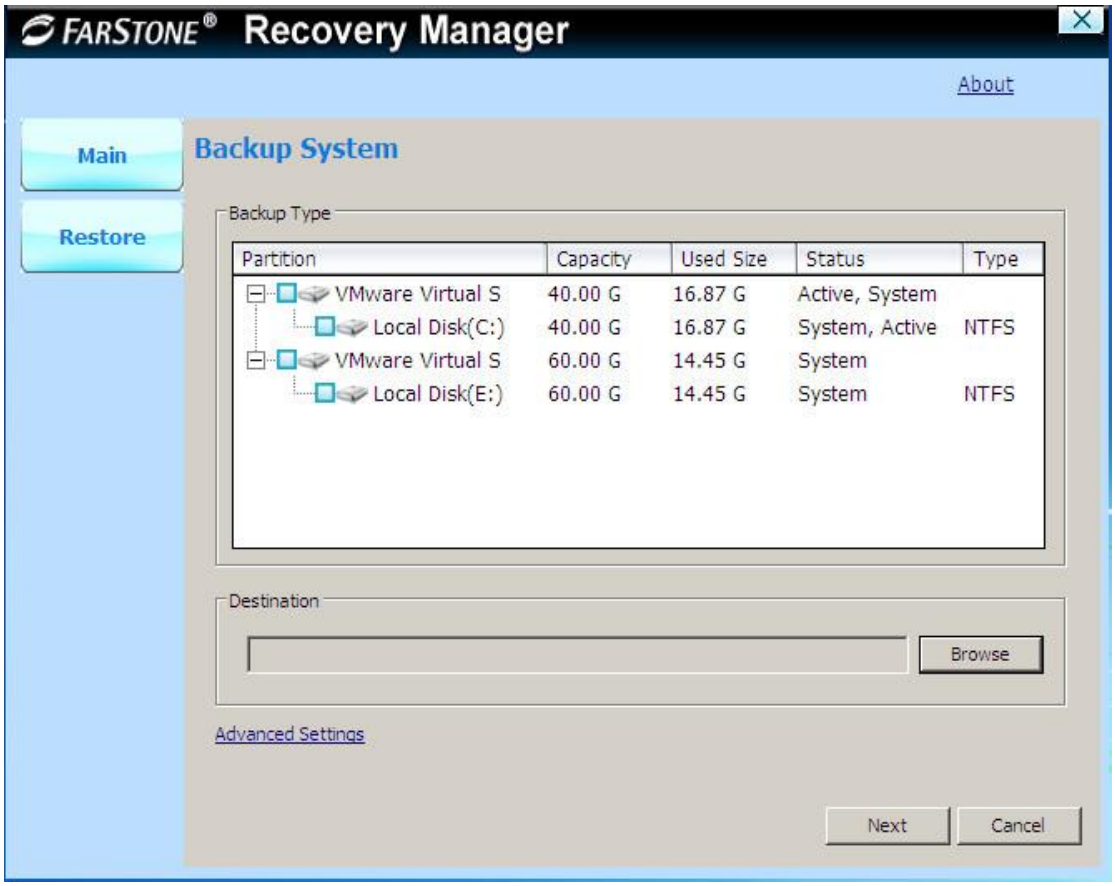
1. Restore MBR image to partition or disk based to an UEFI. After restoration, the target computer can boot normally.

2. Restore GPT format (UEFI based) image to partition or disk based on another UEFI. You may not boot target computer directly. Please set this hard drive to be bootable in **Set Bootable Hard Disk for UEFI/EFI Motherboard** tab.

3. GPT type (UEFI-based) image to MBR partition/disk is not supported.

5.2.4 Backup System

1. Click **Backup System** and you will enter following interface.



2. **Backup Type**: choose to back up system partition or the entire system hard drive.

3. **Destination**: click **Browse** to locate a backup destination path. You can add more than one backup destinations such as local path or network path.

Enter the storage path and click **OK**. Or select a destination on a hard drive, an USB storage medium, or a network location

4. **Advanced Settings**: choose compression mode and set password protection here.

Choose the Compression Mode, None, Low and High mode are available. Backing up without compression takes the shortest time to complete. High compression requires the longest time to complete, but it reduces the demand on disk space.

Password Protection: check it to enable password protection, and then click **Set Password** to set a password for backup images.

Image Splitting: You can set a limit for image file size. Once this value is reached, a new image file will be created and the operation will continue.

Backup Priority: set backup priority as None, Low or High as you need.

5. Click **Next** to launch the backup task.

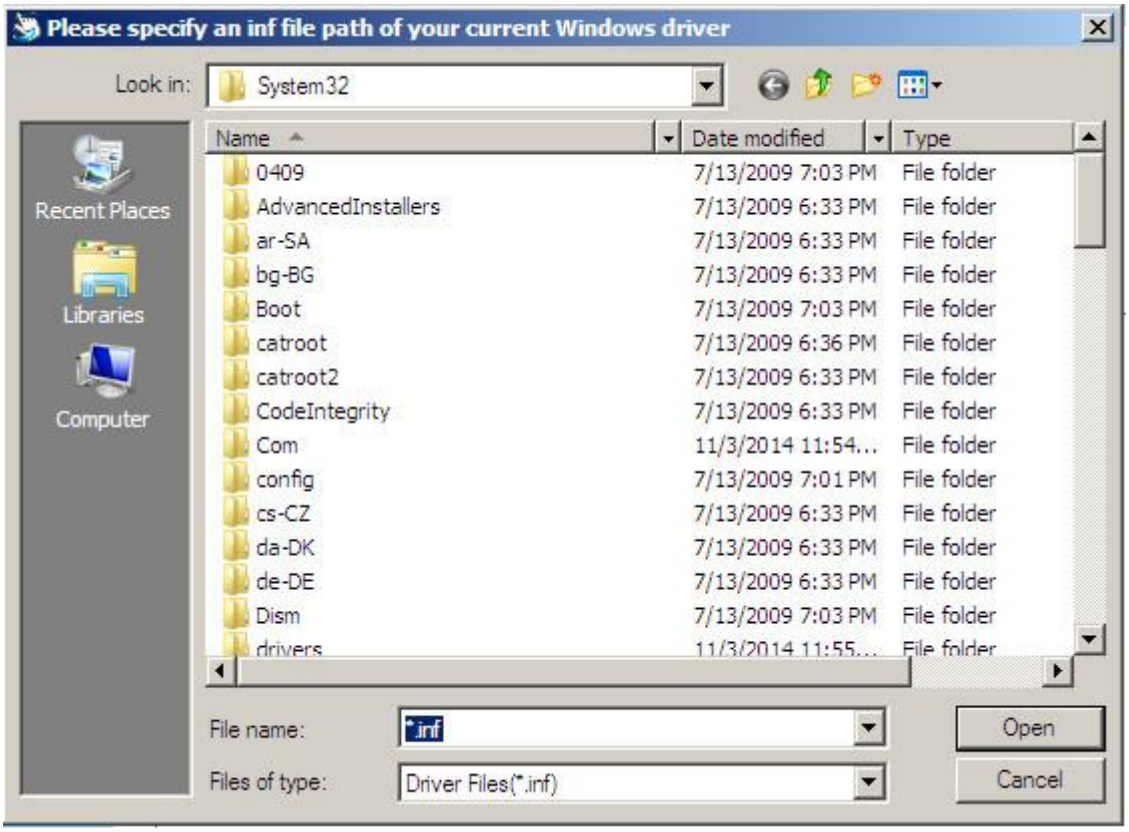
6. Click **Finish** to complete backup.

5.2.5 Add Driver

If Total Backup Recovery Server cannot detect a compatible or available driver for the application you needed, please install and add a third party driver manually.

1. Click **Add Driver** icon  .

2. Select driver file on the local computer or on the network.



3. Click **OK**.

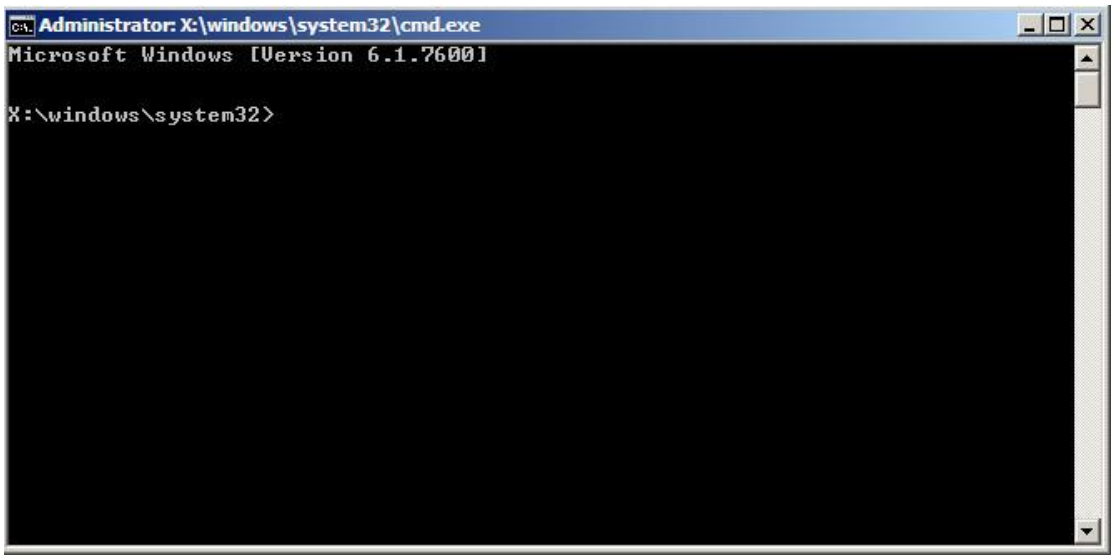
The added driver(s) will now work with the matched applications.

5.2.6 Open Command Shell Window

This tool executes programs and displays their output on the screen by using individual characters similar to the MS-DOS command interpreter Command.com. You can use it to create and edit batch files (also called scripts) and to automate routine tasks; you can perform operations more efficiently by using batch files.

1. Click run command prompt icon  .

2. Put in command in the pop-up window and press **Enter** key.



3. Type exit and press **Enter** key to return to main console.

5.2.7 Check Image Integrity

Looking up Check Image Integrity, please refer to 4.10.5

5.2.8 Set Bootable Hard Disk for UEFI Motherboard

For dissimilar restore, run this tool to make target hard disk bootable.

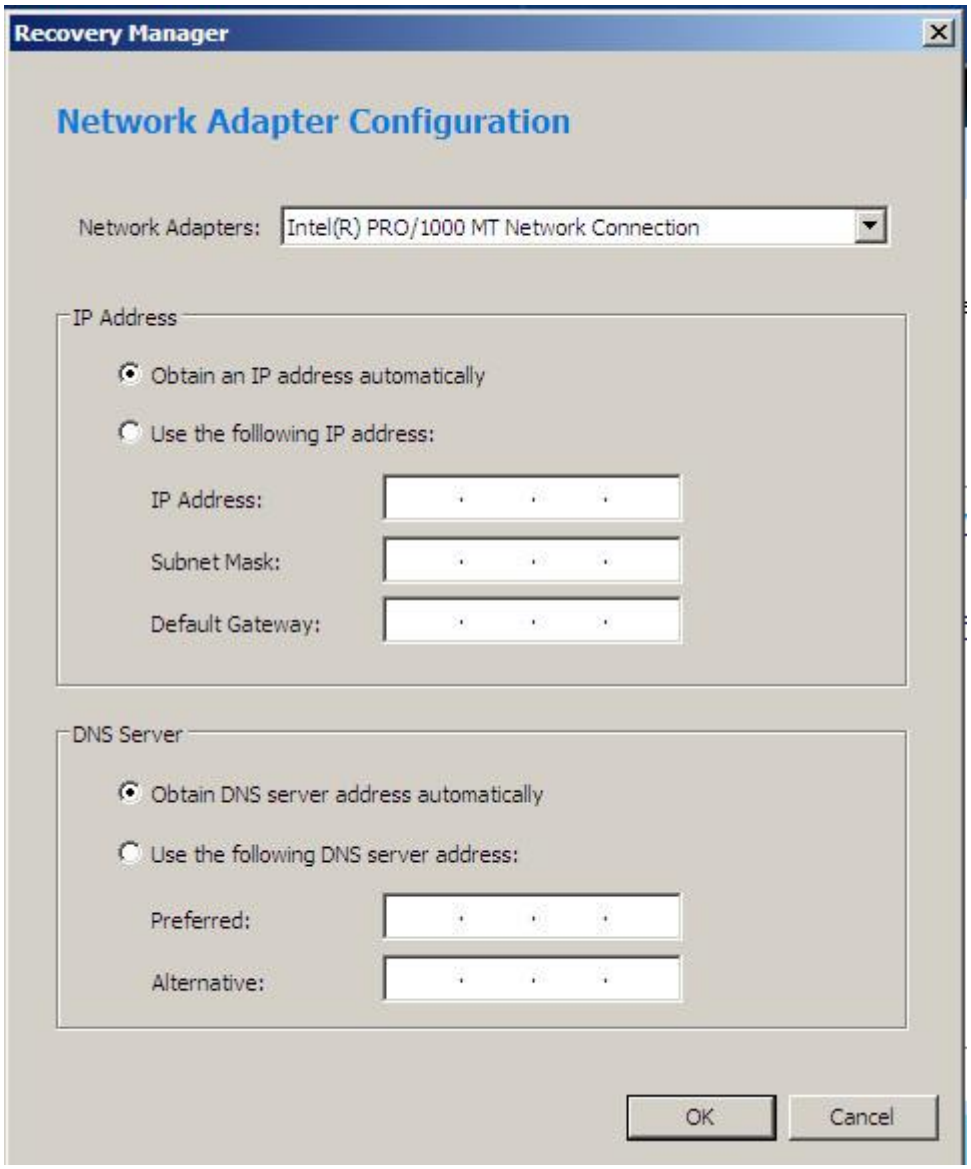
1. Click **Set Bootable Hard Disk for UEFI Motherboard** icon  .

2. Choose an UEFI-based hard drive in the dropdown menu to make it bootable, click **Set** to make it bootable.

5.2.9 Network Adapter Configuration

Total Backup Recovery Server can back up to, or restore from a network location. To use this feature, you should first configure the network settings. From here, you can configure the **IP Address Settings** and **DNS Server Settings**.

Click **Network Adaptor Configuration** icon  .



You can setup the network adapter, IP address, Subnet mask and Default gateway from here.

If you have more than one network adapter on your system, please select an adapter to be used from dropdown menu.

IP Address Settings:

Obtain an IP address automatically: If your network supports DHCP (Dynamic Host Configuration Protocol), this option will obtain an IP address automatically from a DHCP server or a Point-to-Point Protocol (PPP) dial-up network access server. Total Backup Recovery Server Client sets DHCP as the default option.

IP address:

Manually specify an IP address for your network. This option should be used once obtaining an IP address fails or if there is an IP address conflict.

If your computer is on a Local Area Network (LAN), please configure the LAN settings to back up images to or restore from a network location.

DNS Server Settings:

Obtain a DNS server address automatically: DNS (Domain Name System) is an internet service that translates domain names into IP addresses. It is a system for name resolution, suitable for network computers with fixed IP addresses. Total Backup Recovery Server sets DHCP as the default option.

Use the following DNS server address: Manually specify the DNS server address if needed. You can enter a preferred one and an alternative one (if the former one becomes unavailable).

5.2.10 Open Disk Management

This is a disk tools for dividing or formatting a hard drive/partitions, assigning partition letter, view disk information, modifying partitions and so on.

5.2.11 Map Network Drive

Total Backup Recovery Server allows you to treat network folder as local, and you can assign a drive letter to it. By doing so, you can access the image files in that folder directly.

After the network resource is connected successfully, you can access all data in it as if they were in a local computer.

1. Click **Map Network Drive**.

2. Select a drive letter from the drop-down list to map the shared resource.

3. Enter computer share name of the resource in this format: **\\Server name\share name**.

4. Click **Save**.

5. In the User name and password dialogue box, type your user name in this format: **domain name\username.** Enter password if prompted.

Note

All mapped drive(s) will be removed if you reboot or shut down this computer.

5.2.12 Open Explorer

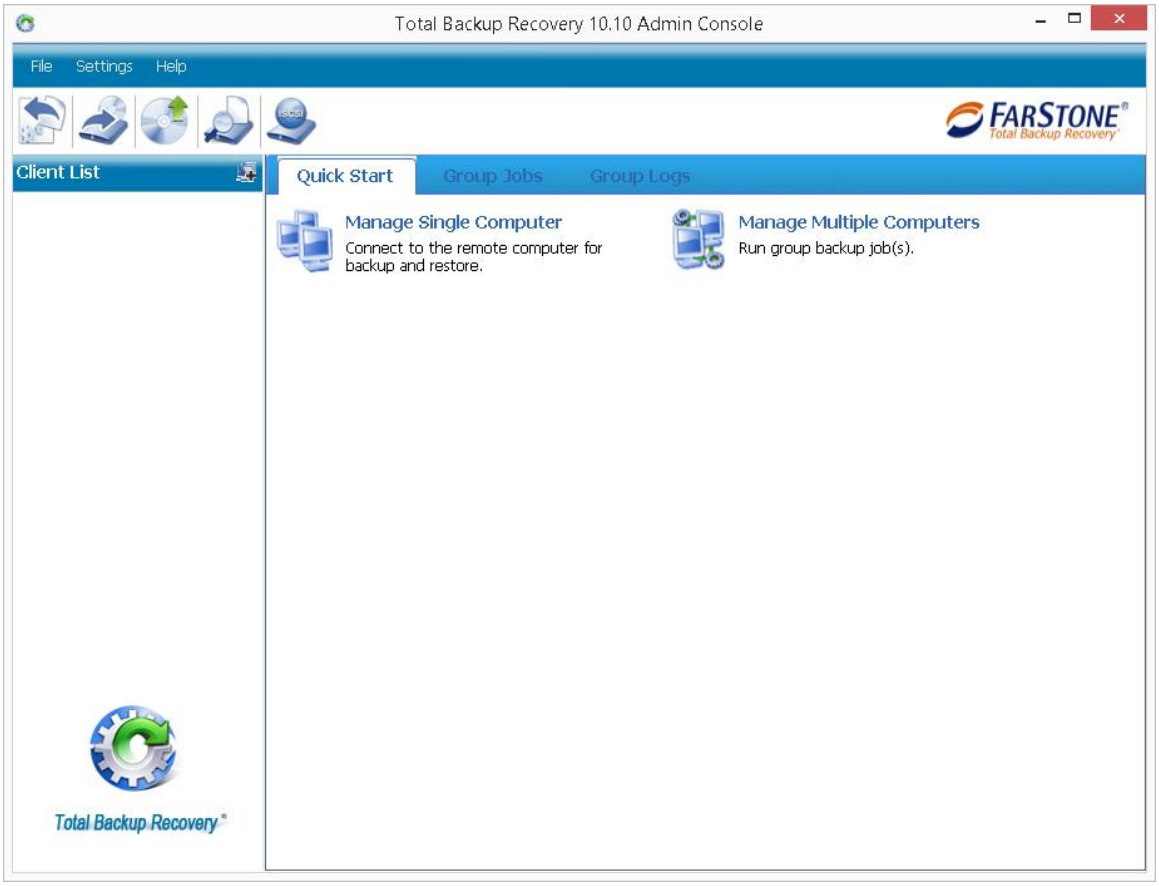
In this section, you can check all files and folders on your computer without booting into the operating system.

Click **Open Explorer** icon  , an Explorer window will pop up for you to manipulate the files and folders.

Chapter 6: The Admin Console

To launch the Admin Console, double-click the **Total Backup Recovery 10 Console** icon on your desktop, or select **Start** - **All Programs** - **FarStone Total Backup Recovery** - **Total Backup Recovery 10 Console**.

6.1 Main Console



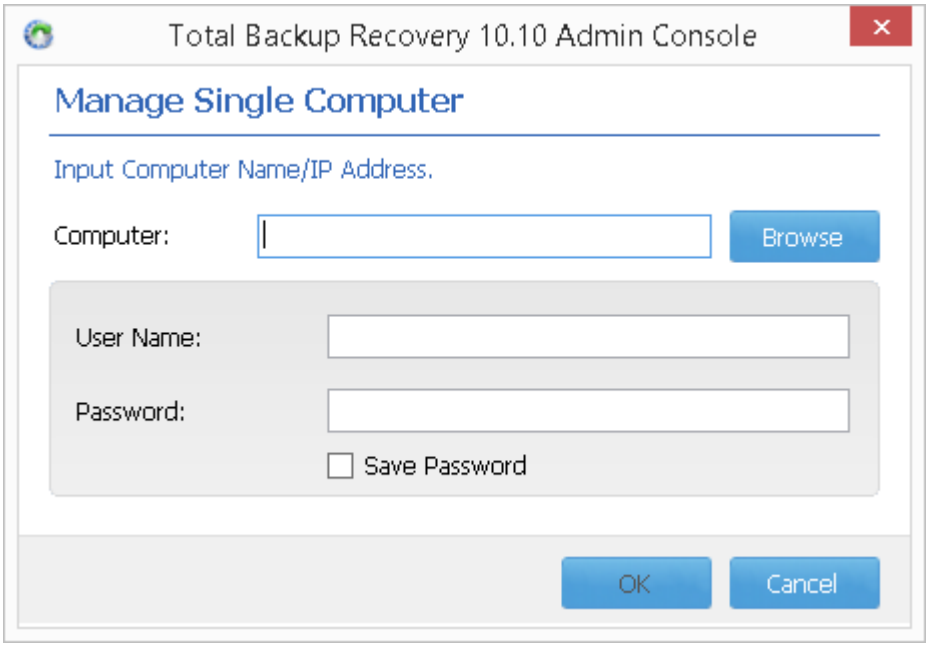
6.1.1 Quick Start

Manage Single Computer: Click this to connect to a remote client computer by entering its user name and password.

Manage Multiple Computers: Click this to allow all computers in a computer group to run backup jobs together.

6.1.1.1 Manage Single Computer

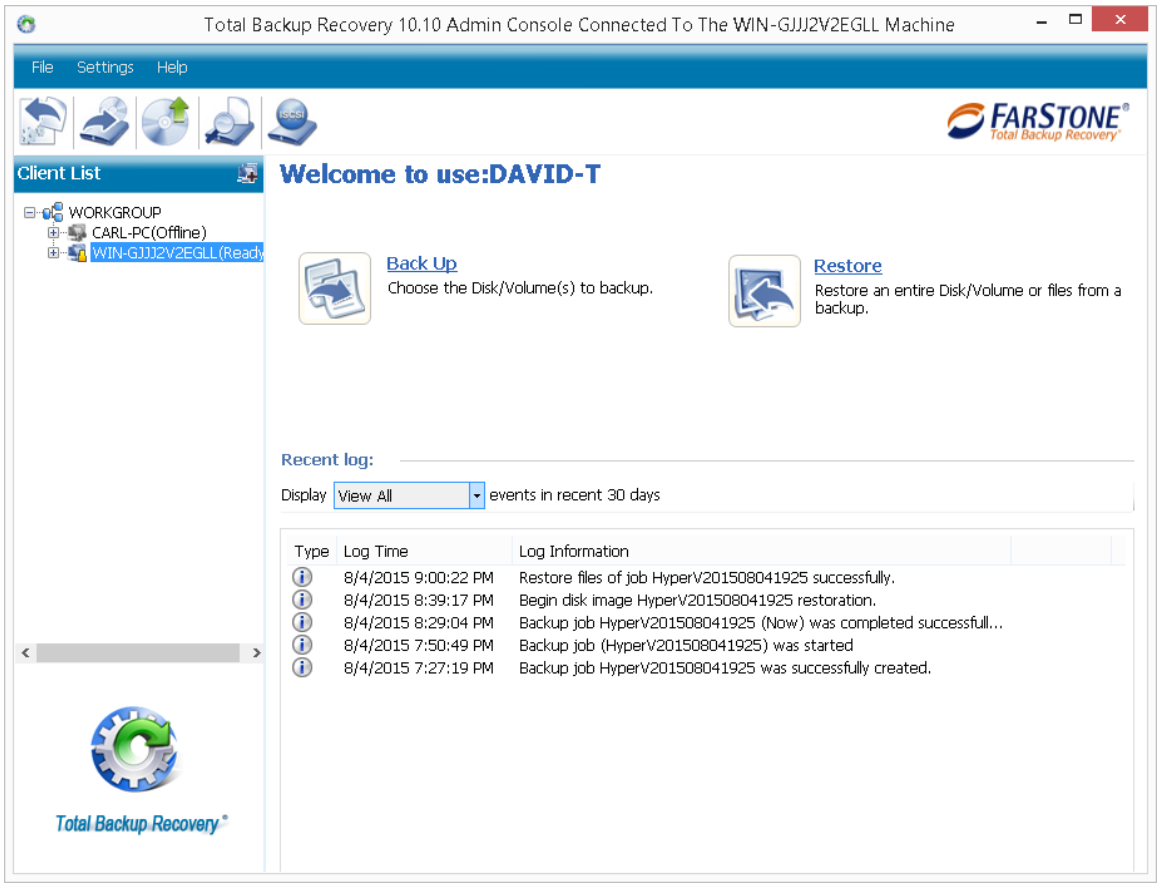
If choose **Manage Single Computer**, you will see following interface.



Enter computer name or IP address, or click **Browse** to add one computer listed to connect.

Once the computer to be connected was selected, please type its user name and password.

Click **OK** to continue.



You can run backup and restoration in that computer once it was added successfully.

Backup: Manually select back up disk/volume/file and back up to VMware/ Hyper-v at set intervals.

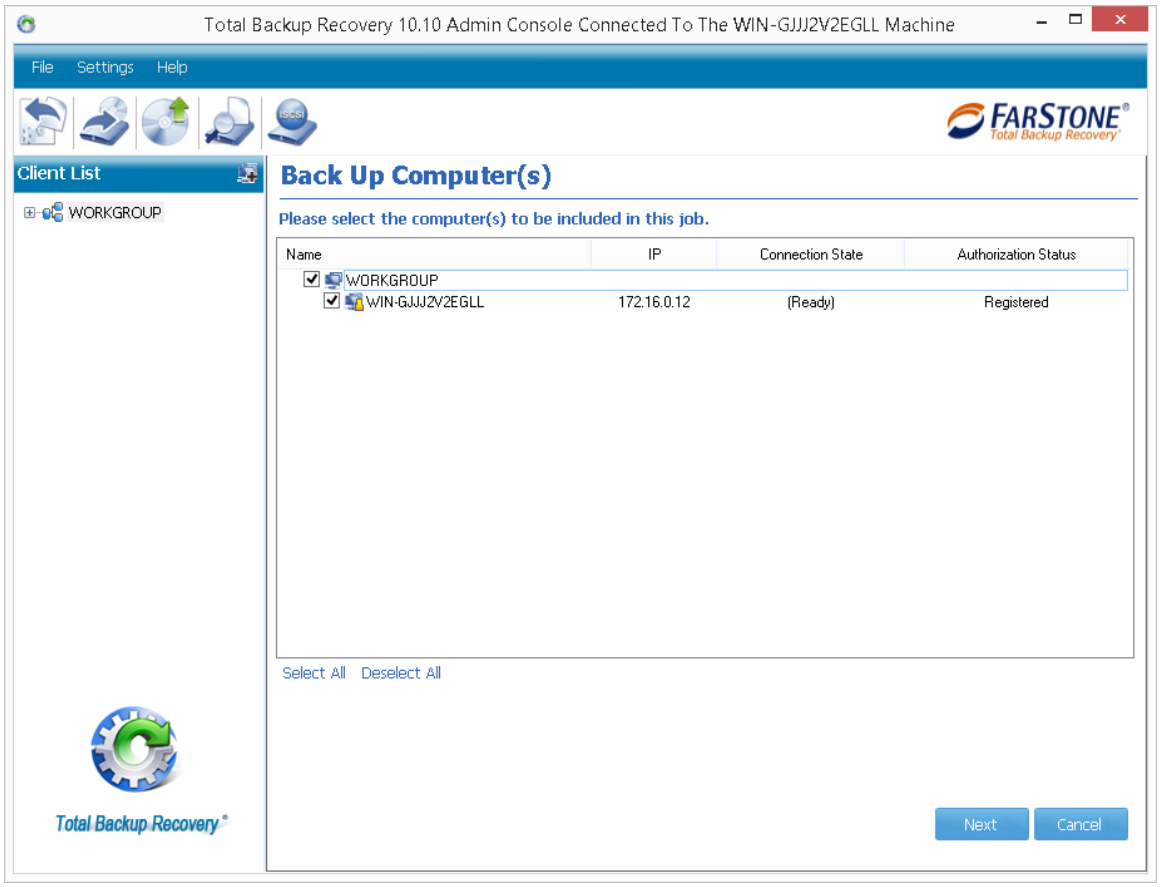
Restore: Recover disk/volume/file(s) from a previous image.

Task List: View details of previous jobs, and run incremental backup for an existing job.

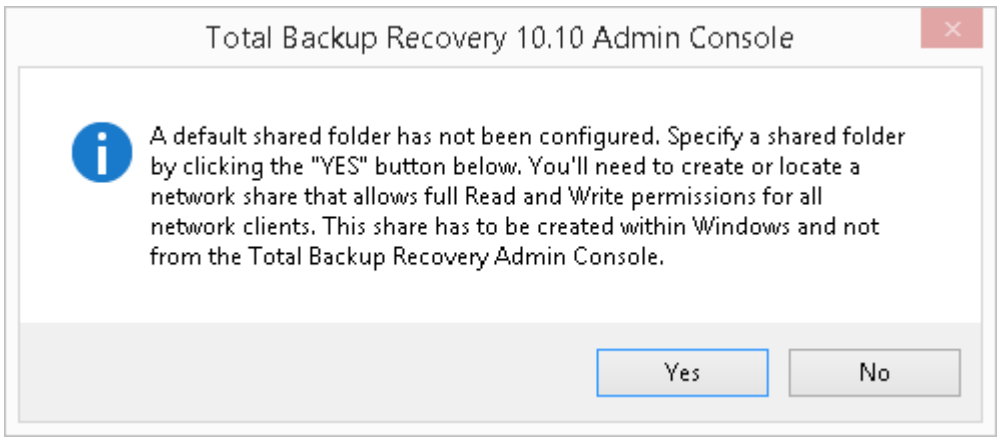
View Logs: View log information of backup, restore and other types.

6.1.1.2 Manage Multiple Computers

If select **Manage Multiple Computers**, you will see following interface**.**



Operating Admin Console for the first time, a box will pop up to remind you of setting a default backup shared folder after choosing a management option.



Click **Yes** to set it.

6.1.2 Group Jobs

After a Complete Backup is created, you can perform following functions by clicking **Group Jobs**.

Backup Now: Click here to run the backup immediately.

Edit Schedule: Change the schedule settings for the clients in this group job.

Offsite Copy: Set the remote FTP server to save the backup image.

Advanced: Receive the backup reports from Total Backup Recovery to your specified email address. Choose to execute operations before or after the backup. Users may select to perform the operations **before the command's execution is complete**; or **if the command's execution fails,** you can select to perform the operations after the command's execution is complete.

Resend Job: Select the Client Module(s) and resend accidentally deleted jobs back to the selected one(s).

Delete All: Delete all jobs.

6.1.3 Group Logs

This feature displays all of the Total Backup Recovery events, including warnings, errors, and operations. You can double-click any event log to view its detail.

6.1.4 Client List

To make any computer on the network under control, click on **Manage Single Computer** to enter the computer name/ the IP address, or click **Browse** to search the client computer through the network. And then click **OK** to access it.

Each Client is represented by an icon showing its Connection status, along with its IP address.

Connection Status: each client's accessibility will be indicated as follows:

· **Ready**: the client is online and the Remote Console can manage this client.

· **Inaccessible**: the client is online, but the Remote Console cannot control the client.

· **Offline**: the client is not connected to the Admin Console currently.

Properties: Right-click on a client and select **Properties** to view client details like the computer name, workgroup, IP address, and connection status.

6.2 Back up Single Client

Total Backup Recovery backs up partitions or an entire hard drive as an image file, which can be used to restore a system. The image file can be saved on a local hard drive or network share. It supports file systems like FAT16, FAT32, and NTFS, and data compression of up to 60%.

6.2.1 Backup Disk/Volumes

1. Launch the Admin Console.

2. Click **Manage Single Computer** to add one client needs backup.

3. Click **Backup Now** under **Backup Disk/Volume(s)** to launch the job.

4. Modify job name, the default job name is created according to the date and time you create this job.

5. Select the **Disk** or **Volume** that you would like to back up.

6. **Destination**: you need to choose a destination to save backup image.You can add more than one backup destinations such as local path or network path.

Enter the storage path and click **OK**. Or select a destination on a hard drive, an USB storage medium, or a network location

Click **Backup Destination** to choose a storage path.

Store in a network share: Select a computer from the displayed list and enter a user name and password.

Store locally on the client computer: Follow the given example to enter a storage path for your disk backup.

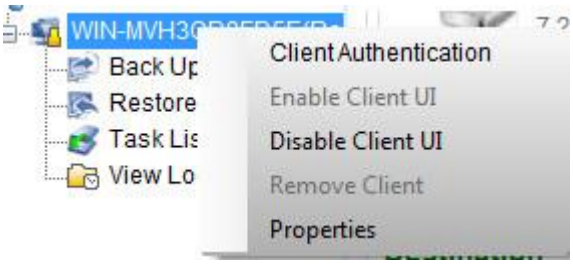
7. **Schedule**: please refer to 4.5

8. **Advanced**: please refer to 4.6

9. **Exclude**: exclude the unnecessary files from backup image.

10. Review your information and settings. Click **Next** to launch the backup process. Click **Task List** to monitor the backup progress.

To avoid backup job in client disturb (slow the speed or fail to backup) backup schedule in Admin Console, please choose to disable client UI.



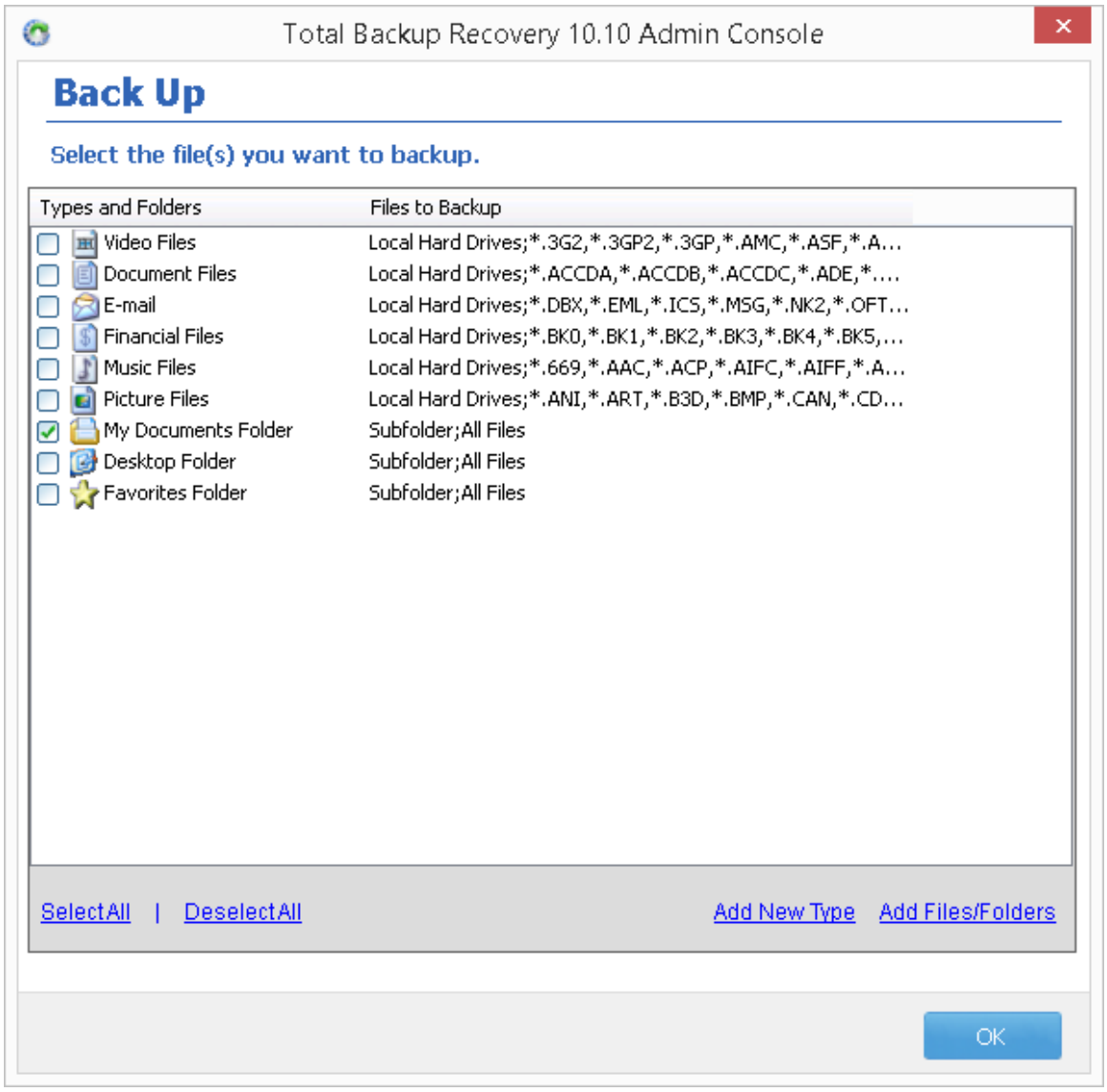
11. Click **Finish** to return to the main console.

6.2.2 Backup Files

1. Launch the Admin Console.

2. Click **Manage Single Computer** to add one client needs backup.

3. Click **Backup Now** under **Backup File(s)** to launch the job. There will be an interface popup for you to select files to be backed up.



Select the file(s) you want to back up. You can also click **Add Files/Folders** or **Add New Type** to add file type, folder or individual file to back up according to your preference. Click **Next** to continue.

Add Files/Folders: Click this to select the files or folders you want to add from Windows® Explorer.

Add New Type: Click this to enter the **Select File Types** interface, as shown below.

a. Click **Delete Type** to remove file types you don't want to back up.

b. Click **Add New Type** to add new file type into the backup list. You will need to enter a file type extension and a description. Or click **Add Group** to create a new file type group. You will need to enter a group name.

4. Modify job name, the default job name is created according to the date and time you create this job.

5. Click **Backup Destination** to choose a storage path. You can add more than one backup destinations such as local path or network path.

Enter the storage path and click **OK**. Or select a destination on a hard drive, an USB storage medium, or a network location

Store in a network share: Select a computer from the displayed list and enter a user name and password.

Store locally on the client computer: Follow the given example to enter a storage path for your file backup.

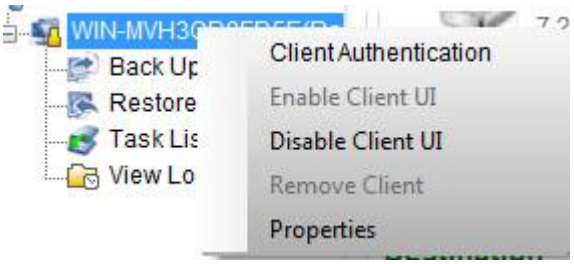
6. **Schedule**: please refer to 4.5

7. **Advanced**: please refer to 4.6

8. **Exclude**: exclude the unnecessary files from backup image.

9. Review your information and settings. Click **Next** to launch the backup process. Click **Task List** to monitor the backup progress.

To avoid backup job in client disturb (slow the speed or fail to backup) backup schedule in Admin Console, please choose to disable client UI.



10. Click **Finish** to return to the main console.

6.2.3 Backup to VMware

Looking up Backup to VMware, please refer to 4.3.3

6.2.4 Backup to Hyper-v

Looking up Backup to Hyper-v, please refer to 4.3.4

6.2.5 Backup Hyper-V VM

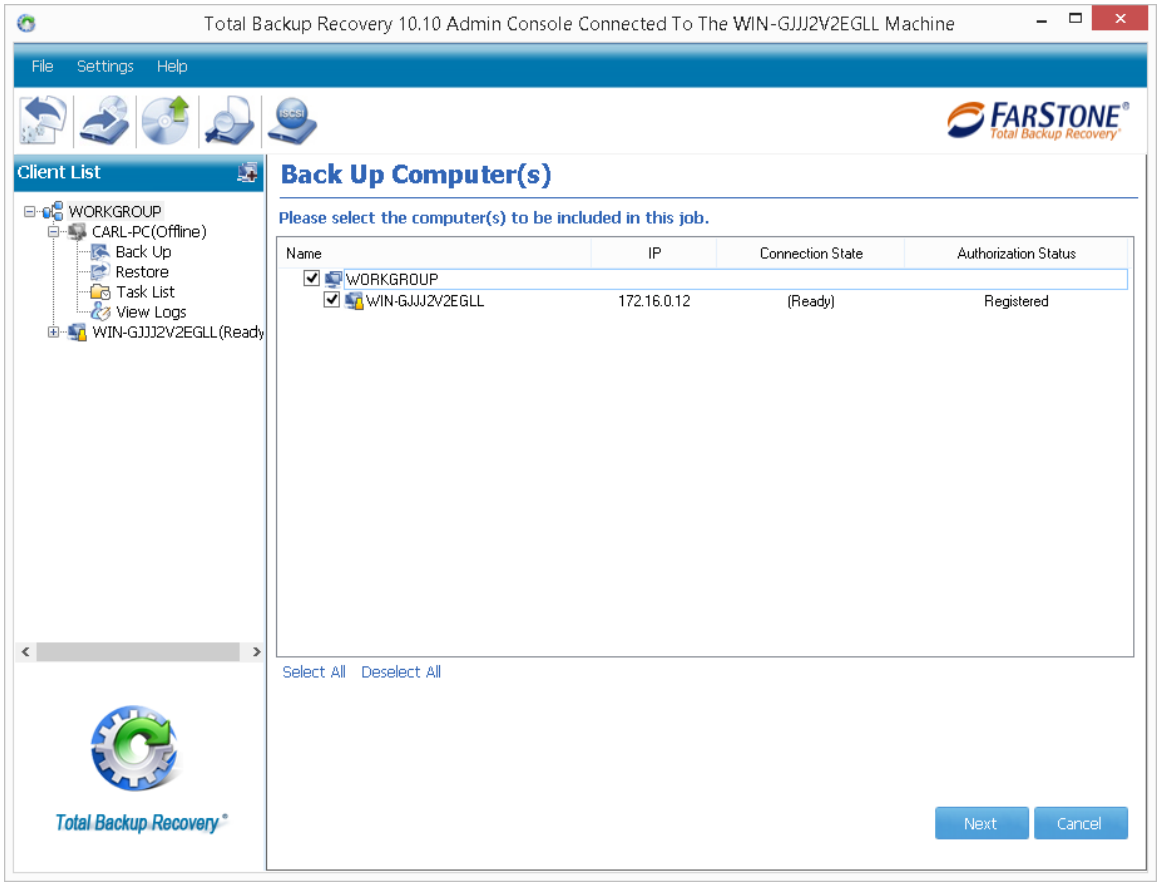
Looking up Backup Hyper-V VM, please refer to 4.3.5

6.3 Back up Multiple Clients

1. Launch the Admin Console.

2. Click **Manage Multiple Computers**.

3. Check computers to be included in this job, and click **Next** thereafter.



Note

The computers to be included in this backup job shall all be Ready (Connection State) for operations.

4. Modify job name, the default job name is created according to the date and time you create this job.

5. Choose to back up System Partition/Entire hard drive/file on your own needs.

6. **Destination**: you need to choose a destination to save backup image. Click **Backup Destination** to choose a storage path.

Store in a network share: Select a computer from the displayed list and enter a user name and password.

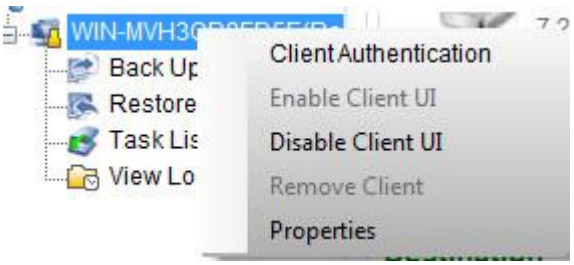
Store locally on the client computer: Follow the given example to enter a storage path for your backup.

7. **Schedule**: please refer to 4.5

8. **Advanced**: refer to 4.6.

9. Review your information and settings. Click **Next** to launch the backup process. Click **Task List** to monitor the backup progress.

To avoid backup job in client disturb (slow the speed or fail to backup) backup schedule in Admin Console, please choose to disable client UI.



10. Click **Finish** to return to the main console.

6.4 Restore Clients

The restoration option is only available for **Managing Single Computer**. Total Backup Recovery can restore the connected client's system from an existing image file partition(s) or from an entire hard drive. The image file can be stored on a local hard drive or a shared network.

To restore disk/volume or files on a client computer, please launch Admin Console, and then click **Manage Single Computer** to add one client needs restored.

For subsequent operations, please refer to 4.4

6.5 Tools Tab

6.5.1 Convert Backup to Virtual Disk

Looking up Convert Backup to Virtual Disk, please refer to 4.11.2.4

6.5.2 Create a Bootable Rescue Media

Looking up Create a Bootable Rescue Media, please refer to 4.10.3

6.5.2.1 Change boot sequence in the BIOS

Boot from Rescue CD or Rescue USB device

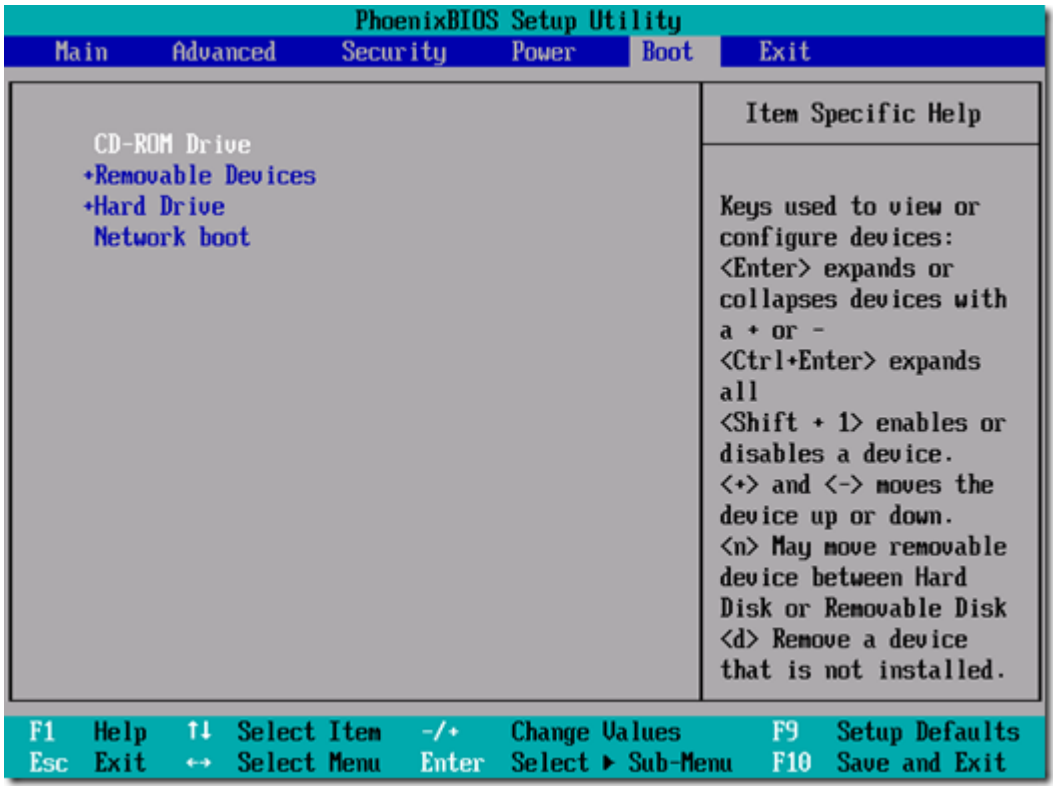
By changing the boot sequence your computer will be able to boot from a CD/DVD drive, an USB flash key, or even from the network.

Step1: Enter BIOS setup utility.

Press a certain key or combination of keys (**Del, F1, F2, Esc, Ctrl+Alt+Esc, Ctrl+Esc**, or others) during computer boot up.

Step 2: On the BIOS screen, select Boot feature or something like Advanced

BIOS, First Boot Device, Boot Order, Boot Management, Boot Sequence, etc. You will have a BIOS that looks like this:



The instructions for changing the boot order are in the sidebar, but usually it requires pressing the + or – buttons to move items up and down in the order list. The first item in the list is what will be scanned first when booting. If boot media is not found, it will try the second device and so on.

Finally, go to Exit and make sure you choose **Yes** to the **Save configuration changes and exit now.**

6.5.2.2 Change boot sequence in the UEFI BIOS

Boot from Rescue USB device

Step 1: Enter UEFI BIOS setup utility.

Press a certain key or combination of keys (**Del, F1, F2**, or others) during computer boot up.

Step 2: On the UEFI BIOS screen, select Boot or something like Boot Priority, Advanced BIOS, First Boot Device, Boot Order, Boot Management, Boot Sequence, etc. You will have a UEFI BIOS that looks like this:

You can click **Boot option #1** through keyboard or mouse; select the first boot device you want to set. Or as the window above shows, drag the UEFI-based USB to the first place to be the first bootable device. The first item in the list or the UEFI-based USB in the first place is what will be scanned first when booting. If boot media is not found, it will try the second device and so on.

Finally, go to Exit and make sure you choose **Save Changes & Reset**.

6.5.3 Export PXE Image

Looking up Export PXE Image, please refer to 4.11.2.2

6.5.4 Check Image Integrity

Looking up Checking Image Integrity, please refer to 4.10.5

6.5.5 iSCSI Initiator

Looking up iSCSI Initiator, please refer to 4.11.2.1

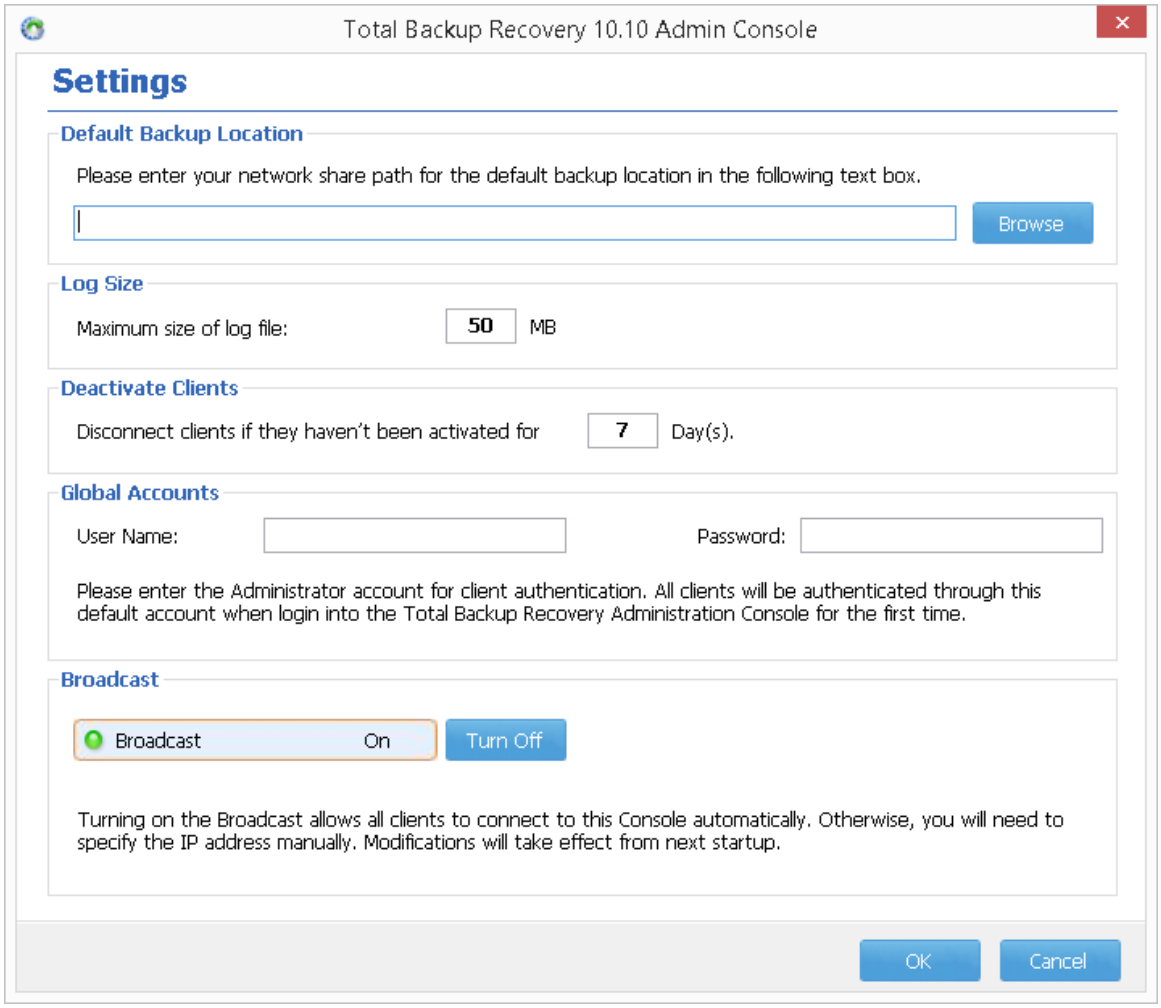
6.6 File Menu

Export Settings: export all group settings in *.fsb format and save it for later reference.

Import Settings: import group settings in *.fsb format into the program.

6.7 Settings Menu

Settings: configure some system options.



Default Backup Location

1. Click **Browse** to change the default backup location.

2. Select a computer from the list.

3. If required, enter a valid user name and password, and then click **OK**.

4. Select an existing folder or create a new subfolder by typing the new folder name, and then click **Create New folder**.

5. Click **OK** to accept the new setting.

Log Size: specify the maximum size of the log file.

Deactivate Clients: remove inactive clients from the client list according to your setting.

Global Account: enter an administrator account as the default authentication account.

Broadcast: enable/disable the Broadcast functionality. If there is more than one Admin Console in the LAN, you must disable the broadcast and manually connect the Client Module by clicking **Manage Single Computer**.

Chapter 7: Glossary

Total Backup Recovery Server Image

A Total Backup Recovery Server image is a file containing a complete copy of a computer's hard drive or partitions on that hard drive. With this image, you can transfer the contents of a hard drive to a portable medium such as a recordable CD/DVD, USB drive, another hard drive, and SSD, for later restoration when needed.

Recovery CD/DVD

The Recovery CD/DVD allows users to restore their system by inserting this disc into their CD/DVD-ROM drive. Once the system is booted up, the Recovery CD/DVD will

restore the system automatically based on the content contained on the Recovery CD/DVD.

Clone (Copy) Partition/Drive

The term "cloning" refers to the physical reading of all sectors of a source partition/ disk and the subsequent writing of this raw sector information to the corresponding sectors of a destination partition or disk. The size, file system formats, brand of the source partition/disk and target partition/disk can be different.

System Partition

The system partition refers to the disk volume that contains the hardware-specific files that are needed to launch Windows (for example: Ntldr, Boot.ini, and Ntdetect.com). On dynamic disks, this is known as the system volume.

Boot Partition

The boot partition refers to the disk volume that contains the Windows operating system files (by default, in the WINDOWS folder) and its support files (by default in the WINDOWS\System32 folder). The boot partition can, but is not required, to be the same partition as the system partition. There will be one (and only one) system partition, but there will be one boot partition for each operating system in a multi-boot system. On dynamic disks, this is known as the boot volume.

Dissimilar Restore

Dissimilar Restore allows you to restore your system partition and active partitions to different hardware configurations or virtual machines, such as a replaced motherboard or hard drive controller.