

User Guide

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Introduction to TBS CleverBACKUP

TBS CleverBACKUP allows users to nominate different backup jobs containing multiple files. The files are zipped and uploaded to either an FTP server (remote storage) or a local disk/network share. In combination with a task scheduling program like Windows Task Scheduler, TBS CleverBACKUP provides a fool proof method of compressing and backing up important files such as accounting data.

We trust you will enjoy using TBS CleverBACKUP. If you have any suggestions about our software please contact us at <http://www.tbsoftware.com.au/>

License to Use TBS Software

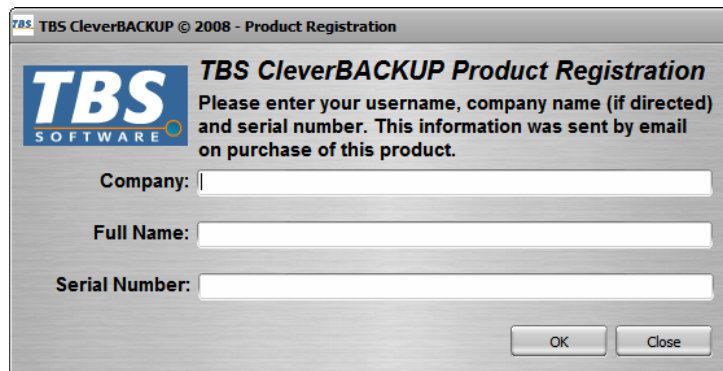
TBS allows a copy of the software program to be installed on computers relevant to its user and licensing policy. Each copy of TBS CleverBACKUP is restricted to one user & one computer.

TBS policy in relation to software piracy is quite simple. If the software is copied outside the user licensing policy to additional computers or outside sources then TBS will use the full extent of the law to seek copyright and product protection.

Guide to Registration

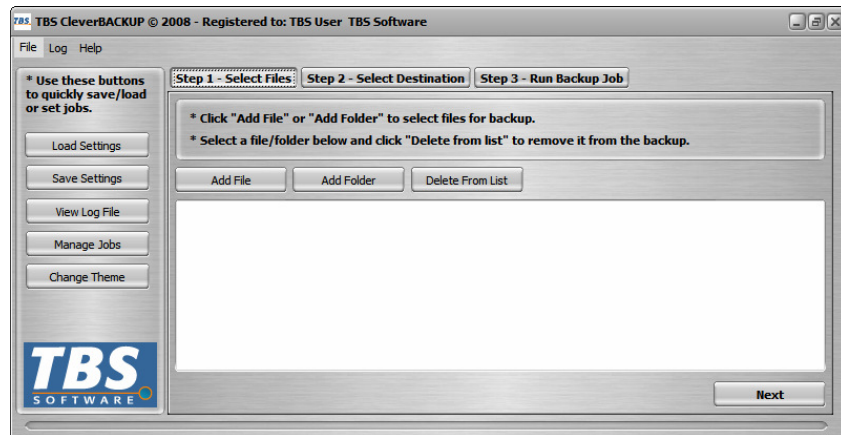
After initial installation a registration form will appear. Enter your name, company name and serial number which you have been provided by email upon ordering.

Note: The company field may be blank depending on your order details – please enter the details EXACTLY as directed.



The image shows a Windows-style dialog box titled "TBS CleverBACKUP © 2008 - Product Registration". On the left is the TBS Software logo. The main text reads: "TBS CleverBACKUP Product Registration. Please enter your username, company name (if directed) and serial number. This information was sent by email on purchase of this product." Below this are three input fields: "Company:", "Full Name:", and "Serial Number:". At the bottom right are "OK" and "Close" buttons.

Getting started with TBS CleverBACKUP



There are three main steps to complete a backup job.

Select file(s) to back up: Click the 'Add File' or 'Add Folder' button. This will pop up a dialog box for you to choose a file or a whole folder to back up. Repeat the process until all of the files and folders for your backup job have been added.

If you need to delete a file from the list you can either click on it and press the 'Delete' key on your keyboard or you can click the 'Delete file from list' button.

Tip: Hold down the CTRL key to select multiple files.

Select destination of backup: Here you will define the final destination of your backup file. Choose either 'FTP' or 'LOCAL'.

FTP instructions: There are four boxes to fill out:

Server address: This is the address of your FTP server. Example:
<ftp.tbsoftware.com.au>.

Remote Folder: This is the folder relative to your FTP logon. Example: If you log into your FTP account and create a new folder called 'backups' then enter 'backups' here.

Username: The username you use to connect to your FTP server.

Password: The password you use to connect to your FTP server.

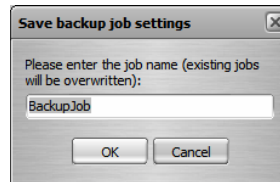
LOCAL instructions: You must specify a local path to store the backup file. Simply click the 'Select Destination' button and a popup dialog will allow you to select a folder on your local PC or a mapped network drive or network location.

Tip: You can use UNC paths. Example: \\server\backups

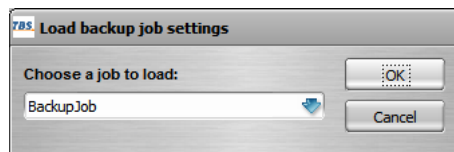
Run Backup Job (select output settings): Here you will define the output file name of the backup file. Keep in mind the file name must adhere to normal naming standards. Tick the box if you want the date added to the end of the filename – this will mean you'll get multiple backup files. Example: backup-080508.zip. You can protect the zipped backup file with a password, just enter your preferred password into the 'Zip Password' box.

Saving and loading backup job settings (simple method)

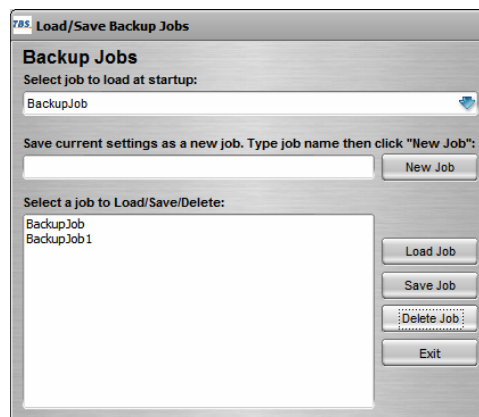
Once you have set up a backup job you may want to save the settings so you can run the job at a later date. Simply make sure your settings are correct (we suggest you run the backup job and verify it is successful) then click the 'Save settings' button. A popup window will allow you to choose a name for your backup job.



To re-load your settings click on the 'Load settings' button. Use the dropdown list to select the job you want and click OK.



Saving and loading backup job settings (advanced method)



Access the 'Load/Save Backup Jobs' screen from the file menu (File -> Manage Jobs).

- Once you have some jobs saved you may want to tell TBS CleverBACKUP to load a job's settings on startup. Simply select the job in the top dropdown list and when you click 'Exit' your selection is saved.

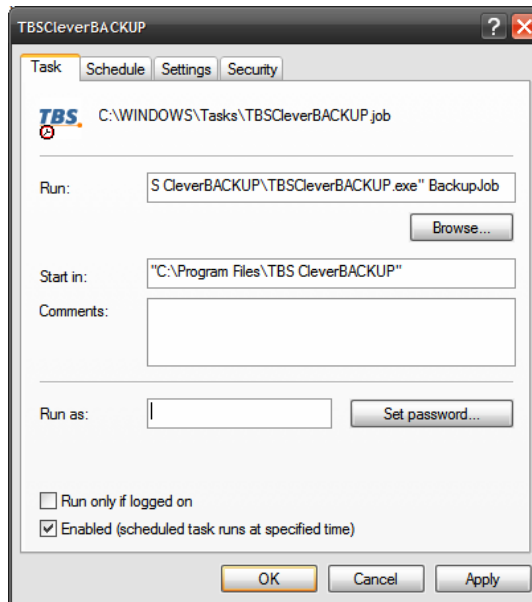
- To add a new job name type a new job name in the box then click 'New Job'.

- To delete a job select it from the list and then click 'Delete Job'.

- Use the 'Save Job' and 'Load Job' to copy the settings from one backup job to another. Simply select the job you want to save/load settings from and click the appropriate button.

Using Windows Task Scheduler to Automate Backups

TBS CleverBACKUP can be used with any task scheduling software. Everyone running MS Windows™ already has Windows Task Scheduler included with the operating system. To tell TBS CleverBACKUP to run a backup job simply place the job name after the executable like this:



To learn more about scheduling tasks in MS Windows™ you may refer to Microsoft's article:

[How To Schedule Tasks in Windows XP - http://support.microsoft.com/kb/308569](http://support.microsoft.com/kb/308569)

Note: When using Windows Vista make sure the "Run with highest privileges" is ticked.

TIP: Check/tick 'Append date to file name?' if you want to keep multiple copies of your backup. Leave it unchecked if you want to overwrite the last backup each time.

Getting Help

You can press 'F1' on the main screen to get help. Alternatively click on the help menu item (Help -> Help).

If you require assistance with a technical/installation issue please contact us at www.tbsoftware.com.au.

General Recommendations for Backups

- **Take your data seriously:** Is there information on your PC that you can't afford to lose? Think about which data is important to backup. For example: emails/photos/accounting data/business files.
- **Make off-site backups:** If you store your backup at the same physical location as your computer (i.e. another PC on your network or a CD or DVD) are you really safe? There are a lot of possibilities like fire or flood that would completely wipe out your data and your backups. We recommend using a remote FTP server for backup storage. It's cost effective and when compared to how much you would lose if you didn't have it – essential!
- **Schedule your backups to happen automatically:** What good is a backup if it's too old? It's worthless. With TBS CleverBACKUP you can use a task scheduler (like the one included with MS Windows™) to automate your backups. Then you'll never forget to do a backup again!

Changing Themes

TBS CleverBACKUP has five themes to choose from. To change the theme go to *File -> Change Theme*. Alternatively you can use the "Change Theme" button on the left most panel of the main screen.

