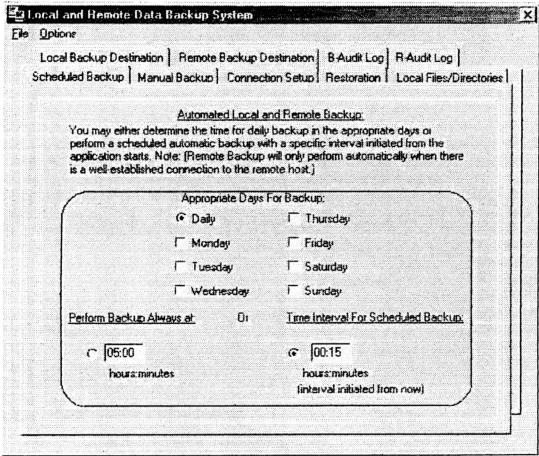


APPENDIX

USER MANUAL

APPENDIX A: USER MANUAL FOR LOCAL AND REMOTE DATA BACKUP SYSTEM

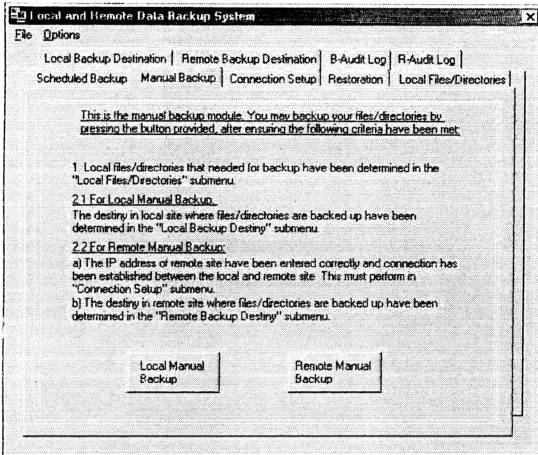
Schedule Backup Menu:



Steps to setup the schedule backup:

- i) Click at the Schedule Backup menu tab.
- ii) Click on the Daily or any appropriate days to execute backup.
- iii) Enter time to perform backup or
- iv) Enter the time interval.

Manual Backup Menu:



Steps to perform the manual backup:

- i) Click at the Manual Backup menu tab.
- ii) Click at the Local Manual Backup button to perform local backup manually.
- iii) Click at the Remote Manual Backup button to perform remote backup manually.

Connection Setup Menu:

Local and Remote Data Backup System

File Options

Local Backup Destination | Remote Backup Destination | B-Audit Log | R-Audit Log |
Scheduled Backup | Manual Backup | Connection Setup | Restoration | Local Files/Directories

Please setup the connection to remote backup server with the appropriate IP address, port number, username and password.

Host Name: 202.185.108.1 For Anonymous login,
User Name: ivaa93026 Please use anonymous
Password: for both username and
Port: 21 password

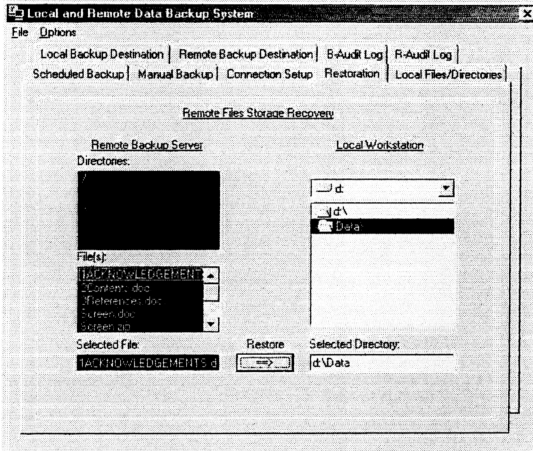
Connect Disconnect

Status
File Transfer Complete - Ready

Steps to setup connection to remote server:

- i) Click at the Connection Setup menu tab.
- ii) Enter the Host Name of the remote backup server.
- iii) Enter valid User Name and Password.
- iv) Enter Port number-21 for FTP connection.
- v) Click on the Connect button to initialize connection to the remote backup server.
- vi) Click Disconnect to end up the connection to remote backup server.

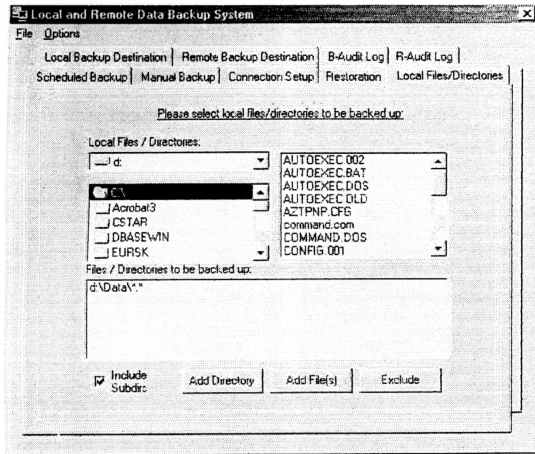
Restoration Menu:



Steps to execute the Restoration:

- i) Click at the Restoration menu tab.
- ii) If connection to remote backup server has been established, then directories and files of remote backup server will be listed.
- iii) Click on the Directories and Files windows to select the appropriate file to restore.
- iv) Select the directory in local workstation where file will restore.
- v) Press Restore button to activate the restoration process from the remote server to local workstation.

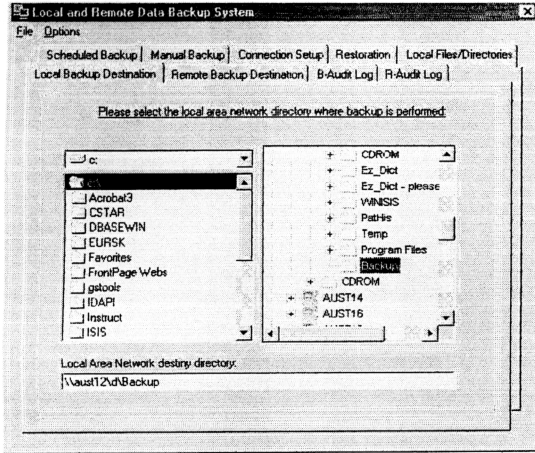
Local Files/Directories Menu:



Steps to setup the Local Files and Directories:

- i) Click at the Local Files/Directories menu tab.
- ii) Select the appropriate Drive, Directory and File where the backup files are located.
- iii) Click on the Add Directory button to add all the files in the directory to backup list..
- iv) Click on the Add File(s) button to add the file to backup list.
- v) Click on Exclude button to remove selected file from backup list.
- vi) Click on the Include Subdirs to include sub-directories of a directory to backup list.

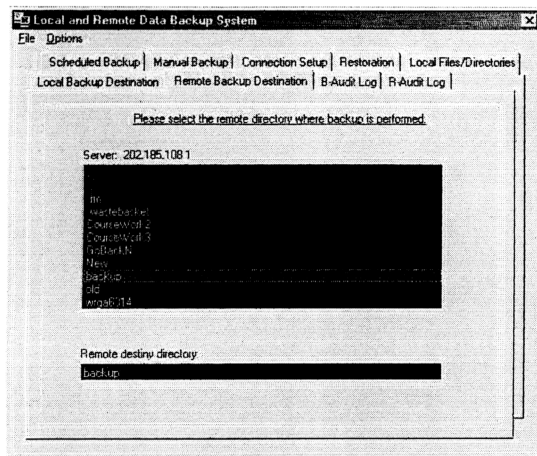
Local Backup Destination:



Steps to setup the Local Backup Destination:

- i) Click at the Local Backup Destination menu tab.
- ii) For media backup either optical, hard drive or floppy disk, select the appropriate Drive and Directory where the backup files are stored.
- iii) For LAN backup, select the appropriate network Workstation, Drive, Directory where the backup files are stored.
- iv) The local backup destination will be shown in text form at the window.

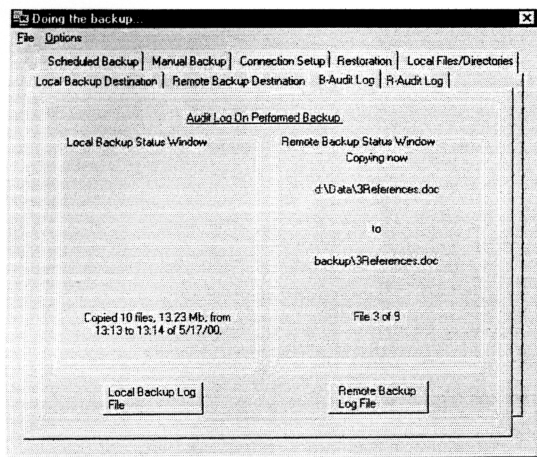
Remote Backup Destination:



Steps to setup the Remote Backup Destination:

- i) Click at the Remote Backup Destination menu tab.
- ii) If connection to remote backup server has been established, then directories of remote backup server will be listed.
- iii) Click at the appropriate directory where the backup files are stored in remote server.

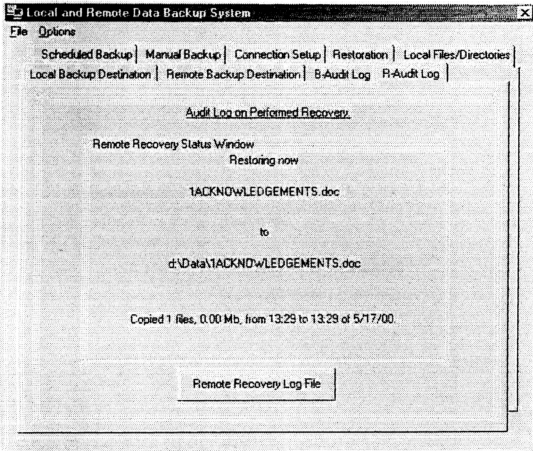
Backup Audit Log:



Steps to view the Backup Audit Log:

- i) Click at the B-Audit Log menu tab.
- ii) If the local or remote backup progress has finished, the involved time, date and files of the backup procedure will print on the Local Backup or Remote Backup log file respectively.
- iii) Click at the Local Backup Log File button to open the Log local_backup.txt.
- iv) Click at the Remote Backup Log File button to open the Log remote_backup.txt.

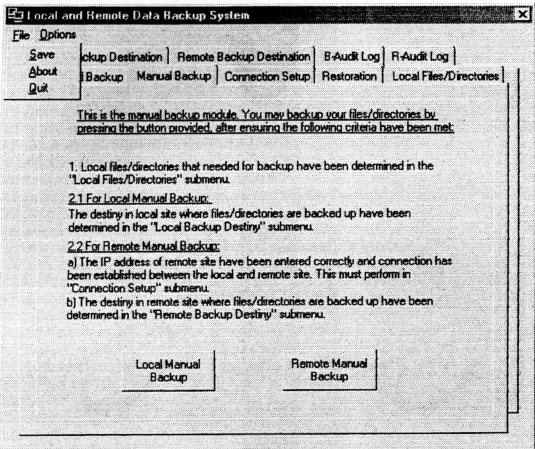
Restore Audit Log:



Steps to view the Restore Audit Log:

- v) Click at the R-Audit Log menu tab.
- vi) If the remote restoration progress has finished, the involved time, date and files of the restore procedure will print on the Remote Restore log file.
- vii) Click at the Remote Restore Log File button to open the Log remote_restore.txt.

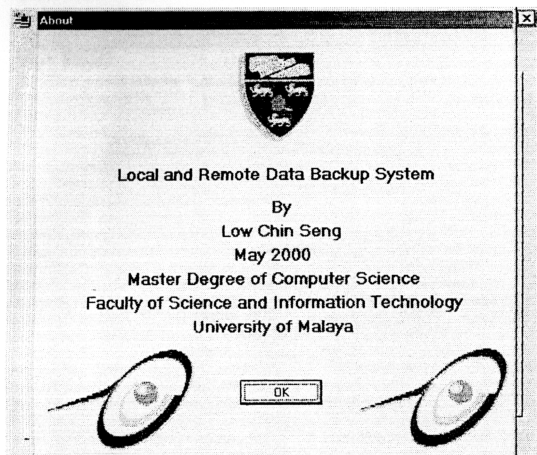
Under the File Menu:



Under the File Menu:

- i) Click at the File menu.
- ii) Click at Save to save changes that have been made in the setup.
- iii) Click at About to read information about the Local and Remote Data Backup System.
- iv) Click at Exit to quit this system.

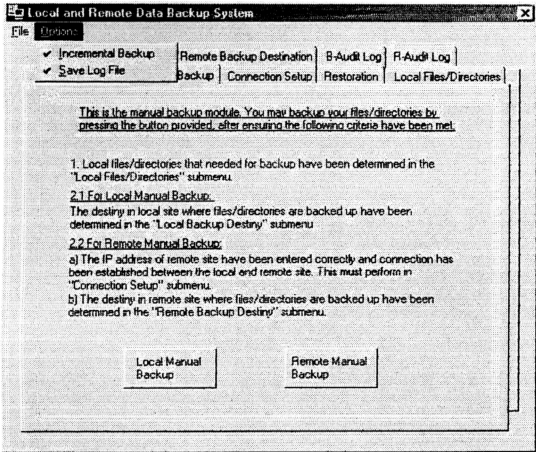
About Menu:



About Menu:

- i) Press OK button to continue.

Under the Options Menu:



Under the Options Menu:

- i) Click at the Options menu.
- ii) Click at Incremental Backup to perform local or remote backup in an incremental manner.
- iii) Click at Save Log File to save the backup or restore procedures to the appropriate log files.