

Genie Backup Manager Home 7.0

User Guide

Introduction

Product Overview

Since the late 1990's, computer users are becoming increasingly conscience to the importance of data protection in general and data backup in specific. Losing data is one of the most serious disasters a business could encounter; a recent study says that around half of the companies that lose their data and fail to recover it go out of business.

Enter Genie Backup Manager™ (GBM), a very easy to use yet powerful and flexible software that can backup and restore files, documents, emails, settings, programs and more to virtually any local or remote location, including internal and external hard disks, FTP locations, across network, CD/DVD discs, removable media, memory sticks and to our remote online storage..

GBM is the only backup software on the market that offers unlimited FREE Plugins , which the user can download or create to extend the capabilities of Genie Backup Manager™.

GBM is perfect for users of all computer comfort levels. Novice users will find it easy to create their first backup job in matter of minutes after installing the software, thanks to its intuitive wizard-based user interface, while advanced users will appreciate the software's extended scalability and flexibility, and features such as preserving NTFS ADS, Email notification, Self restorable backups, and scripting capabilities (GRunScript and GScript).

GBM also caters for the data protection needs of business enterprises, by offering mission critical features such as backing up using File Access Manager (FAM), for businesses operating around the hour that cannot afford to shutdown its running applications during backup, highly secure encryption, for sensitive documents that must not fall into the wrong hands and scheduling unattended backup jobs for regularly safeguarding constantly changing data.

Online backup is our latest offering for users who wish to safeguard their data, without the hassle of maintaining shelves of backup media sets, by performing true offsite backups to Genie-Soft's backup servers. Our online backup solutions are highly secure, through username and password encryption, as well as 128-bit Secure Socket Layer (SSL) data transmission, certified by the leading global provider of SSL certificates, *Thawte*.

Finally, GBM enables users to restore one, several, or all backed up files and items.

As we introduce GBM, we are confident that it can efficiently and effectively address all your data protection needs. Let GBM work for you and never again worry about losing that which you have spent years building or collecting..

What's New in GBM 7.0

Online Backup

Upload your backups to Genie-Soft servers to seamlessly safeguard your files against all potential data-damaging threats from viruses to natural disasters. Our online backup solution is secure, reliable, and ridiculously easy to use.

Added support for backing up Outlook 2000

Due to the requests from many of our customers, we've added backup support for Outlook 2000 data.

New 64-bit ZIP compression

Now, your data will be compressed faster and "smaller" during backups, with our new nonproprietary 64-bit ZIP compression. You can still access your compressed files using any ZIP compatible decompressor, and your backups can break the 4GB boundary without being split.

Backup your favorite media files

Let Genie Backup Manager search for and backup your media files (MPEG, AVI, MOV, etc.) no matter where they are on your computer.

Backup photos and images

Automatically scan your computer for images and back them up.

Backup My Documents

Backing up the My Documents folder is now done from the My Profile section, which means Genie Backup Manager will automatically restore it to its proper location for the current user regardless of the Windows version.

Added SSL support for email notifications

You can now send backup email notifications with SSL (Secure Sockets Layer) protection. This means email notification now supports HTTP email servers such as Gmail, Yahoo and Hotmail.

Enhanced optical media backup engine

Added support for more CD/DVD drives and media types, including dual-layer-DVD's.

New System Tray agent

Genie Backup Manager is now in your system tray, giving you helpful alerts about the status of your backups, and waiting to take your orders.

Copyrights

Copyright© Genie-Soft Corporation 2002-2007. All rights reserved.

Warning: This computer program is protected by copyright law and international treaties. Unauthorized production or distribution of this program, or any portion of it that's owned by Genie-Soft, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.

Outlook Express®, Outlook®, Internet Explorer®, Windows® and Microsoft® are Registered Trademarks of Microsoft® Corporation

All trademarks and registered trademarks used in this documentation are property of their respective owners..

End User License Agreement

END LICENSE AGREEMENT

PLEASE READ THIS DOCUMENT (THIS "AGREEMENT") CAREFULLY BEFORE USING THE SOFTWARE PROVIDED ALONG WITH THIS AGREEMENT (THE "SOFTWARE"). BY CLICKING "I ACCEPT THE TERMS IN THE LICENSE AGREEMENT", YOU AGREE TO THE TERMS OF THIS AGREEMENT AND TO THE GENIE-SOFT PRIVACY POLICY, WHICH IS INCORPORATED IN THIS AGREEMENT AND CAN BE FOUND AT GENIE-SOFT'S WEBSITE ([HTTP://WWW.GENIE-SOFT.COM/ABOUTUS/PRIVACY.HTML](http://WWW.GENIE-SOFT.COM/ABOUTUS/PRIVACY.HTML)). IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, PROMPTLY DELETE AND DESTROY ALL COPIES OF THE SOFTWARE.

Versions of the Software

There are two versions of GENIE BACKUP MANAGER PROFESSIONAL (registered and evaluation), each of which is subject to this Agreement. UPON ORDERING, DOWNLOADING, INSTALLING OR USING ANY VERSION OF THE SOFTWARE, YOU ARE REAFFIRMING THAT YOU ARE BOUND TO THE TERMS OF THIS AGREEMENT.

The registered version requires registration with Genie-Soft.com Corp., Which includes payment of the then current license fee. The evaluation version is the only version that is provided without charge; however, the evaluation version is not free software. All rights and licenses to the evaluation version automatically expire 15 days after first installation, after which you must register with Genie-Soft.com Corp. and pay the then current license fee. Payment must be in US dollars drawn on a US bank. For details on registration methods, please refer to the help file in the software, or contact Genie-Soft.com Corp.

License to Use

One copy of the evaluation version of GENIE BACKUP MANAGER HOME may be used by a single person for evaluation purposes without charge up to 15 days. Subsequent downloads of the evaluation version by or for the same user do not extend, renew, or otherwise restart the term of the license for the evaluation version.

One copy of the registered version of GENIE BACKUP MANAGER HOME may be used by a single person who uses the software personally. The registered version of GENIE BACKUP MANAGER HOME may not be rented, loaned, leased, licensed, or otherwise used, by anyone other than the individual who has registered the software.

Site licenses for GENIE BACKUP MANAGER HOME may be obtained from Genie-Soft.com Corp which cover multiple users at one location or multiple users within a business entity.

You may make a reasonable number of copies of the registered version of the software for backup and archival purposes. You also agree that you may not reverse assemble, reverse compile, or otherwise translate the Program.

No Additional Licenses

All rights to the GENIE BACKUP MANAGER HOME software and documentation not expressly granted under this Agreement are reserved to Genie-Soft.com Corp. You may not translate, decompile, disassemble or reverse engineer the GENIE BACKUP MANAGER HOME software or documentation.

Costs of Litigation.

If any action is brought by either party to this License Agreement against the other party regarding the subject matter hereof, the prevailing party shall be entitled to recover, in addition to any other relief granted, reasonable attorney fees and expenses of litigation.

Disclaimer of Warranty

THIS SOFTWARE AND ACCOMPANYING DOCUMENTATION ARE PROVIDED "AS IS" AND WITHOUT WARRANTIES AS TO PERFORMANCE OF MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED. BECAUSE OF THE VARIOUS HARDWARE AND SOFTWARE ENVIRONMENTS INTO WHICH GENIE BACKUP MANAGER HOME MAY BE USED, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED. IN PARTICULAR, GENIE-SOFT.COM CORP SHALL HAVE NO LIABILITY FOR ANY DATA STORED OR PROCESSED WITH THIS SOFTWARE, INCLUDING THE COSTS OF RECOVERING SUCH DATA. THE USER MUST ASSUME THE ENTIRE RISK OF USING THIS PROGRAM. ANY LIABILITY OF GENIE-SOFT.COM CORP. WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF PURCHASE PRICE.

NO LIABILITY FOR CONSEQUENTIAL DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL Genie-Soft OR ITS SUPPLIERS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFITS, BUSINESS INTERRUPTION, CORRUPTION OF FILES, LOSS OF BUSINESS INFORMATION OR ANY OTHER PECUNIARY LOSS) REGARDLESS OF CAUSE OR FORM OF ACTION, INCLUDING CONTRACT, TORT OR NEGLIGENCE, ARISING OUT OF THE USE OF OR INABILITY TO USE THE

SOFTWARE PRODUCT, EVEN IF Genie-Soft HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. BECAUSE SOME STATES AND JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY OF CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

LIMITATION OF LIABILITY

Genie-Soft'S ENTIRE LIABILITY AND YOUR EXCLUSIVE REMEDY UNDER THIS END USER LICENSE SHALL NOT EXCEED ONE DOLLAR (US \$1.00).

USE OF THIS PRODUCT FOR ANY PERIOD OF TIME CONSTITUTES YOUR ACCEPTANCE OF THIS AGREEMENT AND SUBJECTS YOU TO ITS CONTENTS.

SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES SO THIS LANGUAGE MAY NOT APPLY. IN SUCH CASE, GENIE-SOFT.COM INC'S LIABILITIES WILL BE LIMITED BY THE ABOVE LIMITATION OF REMEDIES PROVISION.

US GOVERNMENT RESTRICTED RIGHTS

Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subdivision (b)(3)(ii) of the Rights in Technical Data and Computer Software clause at 25 2.227-7013.

Copyright (c) 2006 Genie-Soft, Corp. All rights reserved.

Table of Contents

INTRODUCTION.....	II
PRODUCT OVERVIEW	II
WHAT'S NEW IN GBM 7.0	IV
COPYRIGHTS	VI
END USER LICENSE AGREEMENT	VII
TABLE OF CONTENTS	X
INSTALLING GBM.....	1
SYSTEM REQUIREMENTS	1
INSTALLING GBM	2
GETTING STARTED	3
STARTING GENIE BACKUP MANAGER™	3
THE GRAND TOUR	3
USING GBM HOME.....	5
GETTING TO KNOW THE USER INTERFACE.....	5
<i>The Welcome Screen</i>	<i>5</i>
<i>Wizards</i>	<i>5</i>
<i>The Toolbar Menu</i>	<i>5</i>

<i>Shortcuts</i>	9
<i>Selection Panes</i>	9
<i>Job Summary</i>	10
ACCESSIBILITY	12
REGISTERING GBM	12
WINDOWS AND DIALOGS.....	13
GETTING HELP	14
<i>Online Help</i>	14
<i>Genie-Soft Knowledge Base</i>	15
<i>Genie-Soft Community Forums</i>	15
EXITING GBM	16
CHECKING FOR UPDATES	16
SYSTEM TRAY AGENT	17
GLOBAL PREFERENCES	19
GLOBAL PREFERENCES: GENERAL.....	20
GLOBAL PREFERENCES: GENERAL - ADVANCED.....	21
GLOBAL PREFERENCES: GENERAL – SOUND ALERTS	22
GLOBAL PREFERENCES: BACKUP SETTINGS.....	23
GLOBAL PREFERENCES: ADVANCED SETTINGS	23

GLOBAL PREFERENCES: DVD/CD SETTINGS	24
GLOBAL PREFERENCES: ONLINE	25
GLOBAL PREFERENCES: FAM	26
GLOBAL PREFERENCES: RESTORE SETTINGS	27
GLOBAL PREFERENCES: TESTING DATA INTEGRITY	28
GLOBAL PREFERENCES: EMAIL NOTIFICATION SETTINGS	28
GLOBAL PREFERENCES: AUTO-EXCLUDE	31
GLOBAL PREFERENCES: CATALOGING	31
BACKING UP DATA	33
HOW TO BACKUP	34
ABOUT THE BACKUP WIZARDS	36
<i>Opening the Backup Wizard</i>	<i>36</i>
<i>Moving between wizard windows</i>	<i>36</i>
<i>Wizard Functions</i>	<i>36</i>
<i>Changing the Backup Wizard Layout</i>	<i>37</i>
<i>About the Easy Wizard Layout</i>	<i>37</i>
<i>About the Normal Wizard Layout</i>	<i>37</i>
ABOUT BACKUP JOBS	39
<i>Jobs Manager</i>	<i>39</i>

<i>Editing an Existing Backup Job</i>	40
<i>Saving a Backup Job</i>	40
<i>Adding Timestamps</i>	40
<i>Renaming a Backup Job</i>	41
<i>Deleting a Backup Job</i>	42
<i>Changing the Backup File/Folder Name</i>	42
<i>Creating a Desktop Shortcut for the Backup Job</i>	42
STORAGE MEDIA	43
<i>Changing the Default Backup Destination</i>	43
<i>Media ID</i>	44
<i>Backup to Hard Disk Drives</i>	45
<i>Backup to Network Locations</i>	47
<i>Backup to Removable Media Devices</i>	48
<i>Backup to a Remote Machine Using FTP</i>	49
<i>Backup to CD/DVD Media</i>	52
SELECTING DATA TO BACKUP	60
<i>Selecting Files and Folders for Backup</i>	61
<i>Backing Up Email Clients Data</i>	68
<i>Windows Registry</i>	73

<i>Backing Up Desktop Items</i>	75
<i>Backing Up My Documents Folder Items</i>	76
<i>Windows Address Book</i>	77
<i>Favorites</i>	78
<i>Internet Explorer Settings</i>	79
<i>Windows Fonts</i>	80
<i>Backing Up Media Files</i>	81
<i>Backing Up Windows Settings</i>	83
UNDERSTANDING BACKUP TYPES	84
<i>Normal (Full) backup</i>	85
<i>Increment Backup</i>	86
<i>Mirror backup</i>	88
<i>Understanding Backup Sets and Purging</i>	89
<i>Understanding the Archive bit and Backup Types</i>	93
<i>Understanding the Modified Date and Time Stamp and Backup Types ...</i>	94
COMPRESSION	95
SECURITY OPTIONS	96
<i>Zip Password Protection</i>	96
<i>Encryption</i>	96

CREATING A SELF-RESTORABLE BACKUP ARCHIVE (SWIFTRSTORE)	100
<i>One-File SwiftRestore</i>	100
MANAGING OPEN FILES	102
<i>File Access Manager</i>	102
<i>Volume Shadow Copy Service</i>	103
COMMAND LINE OPTIONS	105
ALERTS AND NOTIFICATIONS	106
<i>Email Notification</i>	106
<i>Sound Alerts</i>	108
DATA INTEGRITY VERIFICATION	110
<i>Verification Methods</i>	110
<i>Verifying New and Changed Files</i>	111
<i>Data Verification Settings</i>	111
QUICK BACKUP	112
ONLINE BACKUP	113
INTRODUCTION	113
SECURITY DURING ONLINE BACKUPS	116
SCHEDULING BACKUP TASKS	118
RESTORING DATA	123

SELECTING A BACKUP SET FOR RESTORE	124
<i>Disk-Based Restore</i>	124
<i>Online Restore</i>	126
SELECTING DATA TO RESTORE	127
<i>Restoring Files and Folders</i>	127
<i>Restoring Data Backed Up Using Plugins</i>	129
<i>Restoring Outlook Data</i>	129
<i>Restoring Outlook Express Data</i>	130
<i>Restoring Windows Registry</i>	133
<i>Restoring Windows Settings</i>	133
<i>Restoring Favorites</i>	134
<i>Restoring Windows Address Book (WAB)</i>	134
<i>Restoring Media Files</i>	135
<i>Restoring Desktop Items</i>	135
<i>Restoring Windows Fonts</i>	136
<i>Restoring Internet Explorer Settings</i>	136
CATALOGING	137
<i>The Catalog Window</i>	137
SEARCHING THE CATALOG	143

<i>Using the Search Dialog</i>	143
<i>Filtering the File List View</i>	144
LOGS AND REPORTS	144
THE BACKUP SUMMARY	145
THE BACKUP LOG	147
SKIPPED FILES REPORT	149
THE RESTORE JOB LOG	150
DATA VERIFICATION LOG	150
PLUGINS	151
ABOUT SCRIPTING IN GBM	153
OBTAINING TECHNICAL SUPPORT	154

Installing GBM

System Requirements

Windows 2000:

- ❖ Hard drive with at least 25MB free disk space for installation
- ❖ 64 RAM
- ❖ IE 5 or higher
- ❖ 133 MHz processor or faster

Windows XP:

- ❖ Hard drive with at least 25MB free disk space for installation
- ❖ 128 RAM
- ❖ IE 5 or higher
- ❖ 233 MHz processor or faster

Installing GBM

▼ Installing from the downloaded file:

Run the downloaded .exe setup file and follow the onscreen instructions to install the GBM program.

▼ To install from CD:

1. Insert the CD into your CD-ROM drive. Setup.exe will automatically be run. (If this fails to work, double click the.exe setup file on the CD).
2. Follow onscreen instructions.

Getting Started

Starting Genie Backup Manager™

Before you start, make sure that your backup devices have been detected and configured correctly without conflicts.

▼ To start Genie Backup Manager™...

- ❖ Click **Start**, point to **Programs > Genie-Soft**, and then click **Genie Backup Manager Home 7.0**.
- ❖ If you have selected the option to add an icon to your Quick Launch bar when you installed the software, you can click that icon to start Genie Backup Manager™.
- ❖ If the system tray agent is running, double click the Genie Backup Manager icon in the system tray to start GBM.

The Grand Tour

If you are a first time user of Genie Backup Manager™, it is recommended that you watch the backup tutorial to get familiar with the software and its interface. The tutorial will simulate the creation of a backup job and guide you through the backup wizard screens.

▼ To View the Genie Backup Manager Flash Tutorials:

1. From the toolbar click Help then select Welcome Screen
2. Select one of the listed tutorials

Failing to View the Tutorial

If the tutorial fails to play, you might need to install the latest version of the Macromedia Flash Player. You can download the latest version of Flash Player from the Macromedia website by clicking the link below:

http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash

Using GBM Home

Getting to Know the User Interface

The Welcome Screen

The welcome screen is the first window that opens when the user runs GBM. This window contains links to tutorials and helpful information for novice GBM users, including *Tip of the Day*.

- ◆ To suppress the welcome screen remove the checkmark next to **Show this dialog at startup**.
- ◆ To open the welcome screen at any time go click **Help** in the toolbar then select **Welcome Screen**.

Wizards

GBM adopts wizard-like interfaces for its three main functions: Backup, Restore, and Scheduling unattended backups, each of these will be described in details later on.

Each wizard is comprised of a series of dialog boxes guiding the user through the steps required to perform the task, all the user has to do is choose the appropriate options in each dialog and then click **Next** to proceed to the following step. At any point, the user can click the **Previous** button to correct or modify selections made in previous dialogs.

The Toolbar Menu

The toolbar contains three menus: File, Tools, and Help. These menus are accessible from almost any window in GBM.

▼ To access a program menu item using the keyboard

1. Press <ALT>. This will highlight the File menu in the toolbar menu.
-

2. Use the right and left arrow keys to move horizontally between menus and the up and down arrow keys to move between items inside each menu.
3. Press <ENTER> to activate the selection.

Menu	Item	Description
File		
	Backup Wizard:	Open the backup wizard
	Restore Wizard:	Open the restore wizard
	Online Restore Wizard:	Restore backups stored on the Genie-Soft online backup server.
	Scheduling Wizard:	Schedule an unattended backup job
	Cataloging:	Open the backup Catalog library
	Default Backup Folder:	Browse the default location used by GBM for storing backups
	Import Previous Jobs:	Import backup jobs created by version 6.0 of Genie Backup Manager.
	Version 6.0 External Restore Utilities:	Open an external utility for restoring backups created using Genie Backup Manager 6.0.
Tools		
	Test Backup:	Test a backup set's data integrity to ensure it can be restored reliably
	Advanced Search:	Search the catalog library or a backup archive for previously backed up files
	Jobs Manager:	Open the backup jobs manager window, to manage your backup jobs (rename, copy, remove etc ...)
	Online Login:	Open a dialog to enter your Genie-Soft's online backup credentials.
	Extract Archive from .exe File:	Extract a backup set from a self-restorable backup.
	Start GBM Agent:	Run the Genie Backup Manager monitoring agent in the system tray.
	Format Re-Writable CD/DVD:	Erase or fully format CD/DVD media.
	Undo Plugin Restore:	Uninstall programs previously restored from My Plug-ins
	Genie Script Compiler	Compile plugins created using GenieScript.
	Global Preferences	Open the Global Preferences window to configure general and advanced Genie Backup Manager settings

Help

Contents:	Open the Genie Backup Manager online help documentation
Welcome Screen:	Open the welcome screen
Genie-Soft Home Page:	Opens an internet browser window to the Genie-Soft web site
Check for Updates:	Use Internet connection to check for new fixes and upgrades for the software.
About:	Credits and basic information about the product.
Registration:	Open the Genie Backup Manager registration dialog to enter your serial number and unlock the software.
Register FAM Plugin...	Open a dialog to insert your File Access Manager serial key.
Technical Support – Contact Us:	Contact information for acquiring technical assistance.
How-To:	A list of links to the most important how-to help pages

Shortcuts

The most important functions in GBM are assigned keyboard shortcuts for increased accessibility. The following is a table of used shortcuts:

<u>Backup Wizard Shortcuts</u>		<u>Startup Page Shortcuts</u>		<u>Miscellaneous Shortcuts</u>
Next	Alt+Right Arrow	Alt+B	Backup	F1 Help
Previous	Alt+Left Arrow	Alt+R	Restore	Ctrl+P Preferences
Ctrl+1	Job Info	Alt+C	Catalog	Ctrl+T Test Data Integrity
Ctrl+2	Where to Backup	Alt+E	Edit	Ctrl+G Update
Ctrl+3	What to Backup - My Profile	Alt+S	Schedule	
Ctrl+6	What to Backup - MY Folders	Alt+Q	Quick Backup	
Ctrl+7	What to Backup - My Plug-ins			
Ctrl+4	Settings			
Ctrl+S	Save			
Ctrl+5	Start Backup			

Selection Panes

Selecting data to backup or restore in GBM is done using a very user-friendly Windows-Explorer-like interface. Selection panes are used to select or deselect files, folders, and various items and settings.

When an item from the left-hand pane is highlighted its contents will be displayed in the right-hand pane, to refine the selection if necessary.

-  A plus sign means that the listing can be expanded to display additional items.
-  A minus sign means that the listing can be collapsed to hide displayed items included in it.
-  An empty check box means that the item can be selected but is currently not.
-  A check box with a blue or green check mark means that the item is selected with all its contents.
-  A gray check mark means that some but not all of the item's contents have been selected.
-  A grayed out check box means that the item is not available or not selectable; if the item has an Expand/Collapse box then the user needs to expand the listing to be able to select its contents.

My Folders selection options:

Right-clicking on any item (file or folder) in the right-hand pane in My Folders tab and selecting **Selection Options** presents the user with several options for selecting files and folders, these are:

- Select All:** Select all items in the pane
- Clear All:** Deselect all items in the pane
- Select Files Only:** Only select files appearing in the current view
- Select Folders Only:** Only select folders appearing in the current view
- Invert Selection:** Invert the selection in the current view (unselected items will be selected, and selected items will be deselected)

Job Summary

During the creation or modification of a backup job, the lower left corner of the backup wizard will provide a summary of the backup job's information, this includes:

Job name:	Name assigned to the backup job
Media Type:	Media selected for storing the backup
Backup Type:	Normal, increment, and Mirror (backup all selected files or new and changed files)
Compression:	Compression setting (with or without compression)
Security Type:	Type of security setting used (None, zip password protection or encryption)
Estimated size:	The total estimated size of selected items
Estimated items:	The estimated number of files selected for backup

Accessibility

Microsoft Windows offers "Accessibility Options" that make it more eye-friendly for people with visual disabilities. They allow you to modify the display to make it easier to work with the computer.

GBM supports visual accessibility options; changing Windows appearance will change GBM's GUI making the software more readable for people with color blindness, weak vision etc...

Note: GBM needs to be restarted before changes in visual accessibility options are applied

Registering GBM

Registering your copy of GBM

Upon purchasing a license for GBM, the user will receive an email containing a serial number for unlocking the software and removing the trial period limitation.

▼ To register GBM before the end of the trial period:

1. Start GBM Home.
2. From the toolbar, click Help then select **Registration** .
3. Type or copy-paste the serial number into its designated field then select **OK**.

▼ To register GBM at a later date (15+ days after installation):

1. Open GBM.
2. A dialog will appear instructing you to register your software. Click **Enter Serial Number** then insert your registration code.

Online Registration

Registering your copy of GBM online after purchase will entitle you to receive free minor upgrades, prioritized technical assistance via email (within 24 hours), MSN messenger and ICQ live online support and special discounts on other Genie-Soft software titles and future releases.

▼ **How to register GBM online?**

1. Open GBM.
2. From the left navigation menu in the main screen click **Online Registration**.
3. Follow the instructions on the registration page.

Windows and Dialogs

Most windows and dialogs in Genie Backup Manager can be resized to fit the users preference. The minimum dimensions for the main window is 720X540, hence it is recommended to set the display resolution to 800X600 or more in order to be able see the entire contents of any window.

When a pane or window is not resizable and part of its contents is hidden, scroll bars will appear enabling the user to view the concealed parts.

Saving window size and location upon exiting

GBM by default remembers the location and size of the main window upon exiting the application so that these attributes would be retained the next time GBM is started.

▼ **To disable remembering window size and location**

1. From the toolbar, click **Tools**, then select **Global Preferences**
2. Select **General**
3. Remove the checkmark next to **Save window location on exit**

Getting Help

GBM users can seek in-depth information about the various functions and features of the software using several different help sources, which include:

Online Help

GBM's desktop help documentation provides assistance in using the many functions of the software in the form of detailed descriptions and step-by-step tutorials.

▼ **To access GBM's help documentation do one of the following:**

- ❖ From the toolbar click **Help**, then select **Contents**
- ❖ Press <F1>

Using help

The following is a explanation of the help window interface.

- ❖ The Contents tab displays a list of categorized help topics
 - ❖ The Index tab lists help-related keywords alphabetically; enter a keyword for a help topic, as you type the letters, the highlight will close in on the closest match, once you reach the desired topic double click it
 - ❖ The Search tab provides a full-text search utility for any word or phrase in the GBM help window. Enter the string you wish to find and press search, a list of topics containing that string will be displayed in the pane below.
 - ❖ A book represents a topic category, you can double-click the book or click the plus sign box next to it to expand the list of topics it holds.
 - ❖ An open book represents a topic category with its topic list expanded, double-click the book or press the minus sign box to hide the topic list.
 - ❖ A page represents a help topic select the page to display the topic in the right-hand pane.
 - ❖ Keywords with a comma at the end signify a topic group. Upon double-clicking such keyword you will be presented with a popup window containing a list of related topics to choose from.
-

Genie-Soft Knowledge Base

A growing searchable database of questions and answers about Genie-Soft software. The Genie-Soft support team regularly updates this online database with new articles.

<http://www.genie-soft.com/asp/Community/KnowledgeSearch.asp>

Genie-Soft Community Forums

The Genie-Soft web site hosts a community forum where Genie-Soft software users can communicate, exchange views and request assistance from each other.

<http://www.genie-soft.com/forum.html>

Exiting GBM

▼ **To exit GBM do one of the following:**

- ❖ From the File menu in the toolbar select **Exit**.
- ❖ Press <ALT + F4>
- ❖ Click the X button on the top right corner of the program

Attempting to exit will open a dialog asking the user to confirm the request

Suppressing the confirmation dialog

Registered users can suppress the confirm quit dialog. To do so:

1. From the toolbar, click **Tools**, then select **Global Preferences**
2. Select **General**
3. Remove the checkmark next to **Confirm quit dialog box**

Checking for Updates

The Genie-Soft support team regularly post updated builds of GBM with minor enhancement and fixes for known issues. Registered users of GBM can use the Genie-Update tool to download and automatically install new updates for the software.

▼ **To check for updates**

1. From the **Tools** menu in the main screen, select **Genie Update**
2. Click **Next**
3. Follow the onscreen instructions

System Tray Agent

The System Tray Agent is a service that runs in the background and displays an icon in Windows System Tray to allow quick access to the following Genie Backup Manager functions:

- ❖ Starting Genie Backup Manager.
- ❖ Obtaining status reports on your recently performed backups.
- ❖ Creating a new backup job.
- ❖ Editing an existing backup job by selecting one from a list.
- ❖ Silently running a backup job (quick backup).
- ❖ Running a backup job and shutdown the computer automatically immediately after backup is completed.
- ❖ Checking for updates for Genie Backup Manager.
- ❖ Enabling and disabling open-file backup support.

The Controls

Right-clicking the GBM System Tray agent will display a menu with the following options:

- ❖ **Open GBM:** If Genie Backup Manager is not running clicking this option will start GBM, otherwise, it will maximize GBM and switch focus to it.
 - ❖ **Analyze my Backup Status:** Open a window displaying information about the most recently performed backup.
 - ❖ **Create Backup Job:** Run Genie Backup Manager and open the Backup Wizard.
 - ❖ **Edit Job:** Open the backup wizard and load selected backup job.
 - ❖ **Quick Backup:** Run selected backup job in silent mode.
 - ❖ **Shutdown:** Open a dialog from which the user can set GBM to automatically shut down his machine or put it in hibernate/stand-by mode, immediately after a backup job has been run.
 - ❖ **File Access Manager:** Control Genie-Soft's File Access Manager.
-

- ◆ **Start:** Start File Access Manager to ensure a skipped-files-free backup.
- ◆ **Pause:** Pause File Access Manager. Warning: Pausing FAM will prevent Genie Backup Manager from successfully backing up open files.
- ◆ **Settings:** Open File Access Manager's settings dialog.

- ❖ **Check for Update:** Open the Genie Update tool and check for new updates for Genie Backup Manager.
- ❖ **Settings:** Open the GBM agent settings dialog.
- ❖ **Exit:** Close the System Tray agent.

▼ **To set the GBM system tray agent to run at startup.**

1. Go to Start > Genie-Soft > Genie Backup Manager Home 7.0 Tools > then click **Genie Agent**.
2. Right click the Genie Agent icon in the system tray then select **Settings**.
3. Make sure **Start Agent when my computer start** is checked.

Global Preferences

The Preferences window houses the settings, preferences and configurations for GBM. Each section's checkboxes, buttons and radio buttons are listed along with a brief explanation.

▼ **To open the Global Preferences window, do one of the following:**

- ❖ From the toolbar click **Tools**, then select **Global Preferences**
- ❖ From the Tools left-hand menu in the main screen, select **Global Preferences**
- ❖ Press <CTRL+ P>

Note: Settings customized in the preferences dialog will apply to all created backup jobs.

Global Preferences Windows

- ❖ General
 - ◆ Advanced
 - ◆ Sounds
 - ❖ Backup Settings
 - ◆ Advanced Settings
 - ❖ CD/DVD Settings
 - ❖ Online
 - ❖ FAM
-

- ❖ Restore Settings
- ❖ Test Data Integrity
- ❖ Email Notification Settings
- ❖ Auto-Exclude
- ❖ Cataloging

Global Preferences: General

General Genie Backup Manager settings

Auto update

Select the frequency at which GBM should automatically check for software updates.

Do not update

Do not automatically check for updates, the user will do so manually

Update monthly

Check for updates every week

Update weekly

Check for updates every month

Confirm quit dialog box (registered version)

Causes GBM to prompt the user to confirm before quitting the application.

Associate the extension ".gbp" with GBM in Windows

Associate the extension (.gbp) with Genie Backup Manager™ in Windows

- Save window location on exit

Remember the size and location of the GBM main window the next time the user starts the application.

Temporary files folder

Specify a local folder for storing temporary files created by GBM during its various operations.

- Auto-select temporary location

GBM will scan local drives for the drive with the most free disk space and select it for storing temporary files.

- Use the following temporary location

Select a custom temporary folder (Make sure the drive contains enough free disk space).

Global Preferences: General - Advanced

- Enable advanced logging for debugging (might slow down computer during backup) - Requires restarting application

Enable advanced logging. Used for trouble shooting purposes by the Genie-Soft technical support team.

Log location: \Documents and Settings\%User%\Application Data\Genie-Soft\GBMHome7\logs

Open GBM advanced logs folder

Open the folder containing Genie Backup Manager's advanced debugging logs.

Thread priority:

The higher the thread priority the faster GBM runs and more resources it consumes (on the expense of other running applications) and vice-versa.

Global Preferences: General – Sound Alerts

Enable sound alerts

Enable associating sounds with Genie Backup Manager™ events.

Enable sound alerts

Events

Backup finished successfully
Backup finished with errors
Data verification complete
Prompt to switch disks
Testing data integrity complete

A list of GBM events that the user can add sound alerts to, these include:

Attach sound to selected event

Enable playing sound alert for the selected event.

Specify a sound file to be associated with the selected event.

Play selected sound file for preview.

Global Preferences: Backup Settings

Always display backup log

Automatically display the backup activity log after each backup run.

Always display backup summary

Automatically display summary of results after each backup run.

Show hidden files/folders in "My Folders"

Display files with hidden/system attribute in the file selection panes in My Folders tab.

After verification wait secs then start backup automatically

After GBM confirms selections, wait X seconds before starting backup.

Default backup destination:



The default folder used for storing backups when a new backup job is created.

Global Preferences: Advanced Settings

Enable one-file self-restorable backups

When self-restorable backup sets is enabled with compression and the size of the data after compression is less than the amount specified, the entire backup set will be contained within a self-executable file (.exe).

Rename unicode files (Using GRename Technology)

When a filename is in Unicode, rename the file using a unique GUID, to avoid problems restoring the data on platforms that do not support Unicode filenames. GBM will restore the files' original name upon restore.

Allow GBM to auto select option of copying files to temp location before compression.

Let Genie Backup Manager copy selected data to a temporary location before compressing it.

Global Preferences: DVD/CD Settings

Settings and preferences related to CD/DVD media backup

Use Joliet file system

Select this option if you want to use filenames that contain up to 64 characters in length, including spaces. This is the default option and is used to record most CDs/DVDs. Joliet also records the associated DOS-standard name (8+3 characters) for each file so that the disk may be read on DOS systems or earlier versions of Windows.

Cache disk image before burning (CD-R/CD-RW only)

This option increases the speed of writing data to the CD by creating a temporary file on the hard disc.

Finalize disc (No further writing to the disk is possible)

Close the CD/DVD media so that further writing to it is not possible.

- Use "BURN Proof" technology (if supported by drive)

This technology helps prevent bad burns and CD/DVD creation errors, including buffer underrun and trackwriter errors. This option might not be supported by all CD/DVD drives.

- Import previous sessions on disk

If the CD contains more than one session, the most recent session is automatically imported so that it could be updated with the new data.

- Rename archive if a file/folder with the same name exists

If the CD contains more than one session, the most recent session is automatically imported so that it could be updated with the new data.

- Simulate backup before committing data to disc

Do a backup simulation before burning data to disc to ensure that data can be written successfully.

- Eject last backup disc after the backup is finished

When backup to optical media is performed, eject the last disk in the media set to alert user that backup is finished.

Global Preferences: Online

- Limit online cache to:

If this option is disabled Genie Backup Manager will cache the entire backup set to file in a temporary local location, and then upload it to the Genie-Soft Online Backup Servers. Otherwise, GBM will cache and upload chunks of data according to the size limit specified in the option below.

Cache size: MB [More Info...](#)

Set the size for local temporary cache created before uploading data. Make sure your hard drive has enough disk space for the cache file to be created.

Global Preferences: FAM

Use Volume Shadow Copy (Windows XP, 2003)

Allow Volume Shadow copy service to copy open files during backups.

Use Genie File Access Manager

Allow Genie File Access Manager to copy open files during backups.

Runs File Access Manager as a process in the background.

Stops File Access Manager. It is recommended to always keep FAM running to ensure skipped-files-free backups.

Global Preferences: Restore Settings

If a file being restored exists in the destination folder

- Do not replace existing file
- Replace if restored file is newer
- Always replace files

Instructs GBM what to do when a file with the same name as the one being restored exists in the destination folder, options are:

Always display log after restore

Automatically open the restore log after each restore job.

Restore file modified dates and attributes

Remember each backed up file's attributes (hidden, read-only, system, archived) and modified date and time stamp, to insure they are retained when files are restored.

Outlook restore settings

Settings to be used when restoring Microsoft Outlook data

Outlook default data files location

Always restore Outlook file to the default Outlook PST storage folder (Typically Drive:\Documents and Settings\%User name%\Local Settings\Application Data\Microsoft\Outlook).

Custom location



Restore Outlook files to a folder selected by the user.

Make backup copies of replaced files

Rename existing PST files in the destination folder before restoring so that

they are not overwritten.

Apply to all backup jobs

Apply selections made in this dialog to all restore jobs.

Global Preferences: Testing Data Integrity

Automatically test data after backup

Run data integrity test automatically after backup is complete.

Ask me

Prompt me for action after backup is finished.

Do not test

Do not perform data integrity testing after backup.

Test only new and changed files

When performing increment or mirror backups, verify only files that have been newly appended to the backup set.

Global Preferences: Email Notification Settings

Enable e-mail notification

Allow the user to be notified through e-mail after backup is complete.

SMTP Server:

SMTP server hostname or IP address.

Port:

SMTP port number. Default value is 25.

SSL

SSL (Secure Sockets Layer) is a security protocol that provides communication privacy. Select this option if your SMTP server supports SSL.

From:

Email address to appear in the sender (From) line.

To:

Email address of the recipient of the notification.

Subject:

Text to appear in the Subject line of the notification email

Attach backup log

Select this option to include the backup log with every notification email.

Open a dialog for configuring advanced email sending options.

Authentication method:

AUTH LOGIN

Username: johndoe

Password: ●●●●●●

By default, SMTP clients send the password to the server in an insecure format; which may be undesirable in some cases. GBM provides the following secure login options to avoid sending the password insecurely:

None: Send the password to the server in an insecure format.

AUTH LOGIN: Most common authentication method.

CRAM MD5: (Challenge Response Authentication Mode), most secure authentication method.

LOGIN PLAIN: Moderate security.

Auto connect to internet

If no connection to the internet is already active, automatically connect to the Internet using the default connection.

Bind to: ANY_IP_ADDRESS

If your email server uses IP Binding, select a specific IP from the list. Default setting is "Any-IP-Address".

Send Test E-mail...

Send dummy notification email to test the entered settings.

Global Preferences: Auto-Exclude

Some system files and folder on the computer are not made to be moved or copied, and are accessed only by the Windows system, trying to backup these files will cause an error in GBM. To avoid running into backup problems, GBM by default skips these files and folders in all the backup jobs created by the user. This preferences window enables the user to add/remove files and folders from the 'Auto-Exclude' list.

Enable auto-exclude (Recommended)

Automatically exclude the files and folders specified in the list whenever a backup is performed.

File/Folder name	Description
 C:*.crmlog	ComPlus
 C:\hiberfil.sys	Power Management
 C:\pagefile.sys	Memory Page File

List of files and folders to be automatically excluded from all backup jobs.

Remove an item form the list.

Add an item to the auto-exclude list.

Global Preferences: Cataloging

Enable Cataloging

Allow GBM to create a library containing history of backup jobs/runs.

Access restore-wizard even when media set is not loaded

Enable user to choose a backup set from the catalog and open it within the restore wizard to browse and select files for restore, even if the media set is still not loaded.

Read index from catalog (Enable changing storage location)

Allow GBM to do an increment or mirror backup run by referring to the backup job index saved in the catalog, instead of the one on the storage media. This is needed when the user is trying to store the data from a new backup run on a new media volume, other than the one containing the data from the previous run.

Backing Up Data

Backup is crucial for safeguarding personal and business-critical data. Genie Backup Manager offers many choices for creating backup jobs to protect your data, including:

Backup Wizards:	Backup using two different wizard modes: Easy and Normal. Using the backup wizards, users move through screens allowing them to set where to backup, what to backup and how to backup.
Editing existing backup jobs:	Quickly modify settings and selections in previously created backup jobs.
Scheduling backup jobs:	Schedule backup tasks to run unattended.
Quick Backup:	Run existing backup jobs with a click of a button
Scripting:	Use scripting to create backup jobs or add plug-ins that extend the capabilities of Genie Backup Manager.
Self Executable Backups:	Create backup sets that can be restored on machines that do not have GBM installed.
Testing Data Integrity:	Read and test backed up data to make sure it can be restored reliably and correctly.
Purging Old Backups:	Automatically delete old files created by a backup job to conserve space.
Multi-drive Spanning:	Span backed up data over multiple hard disk drives, partitions or networked locations for maximum flexibility and space utilization.
File Filtering:	Automatically screen selected data and include/exclude certain files or file types.

How to Backup

▼ To backup using the Easy Backup Wizard Layout:

1. Open the backup wizard. **The Backup Settings** wizard screen will open.
2. In **Backup Filename** type the name you wish to assign to the output backup file(s).
3. Click **Browse** to select a location for storing the backup set.

Note: From this window you can also choose password protection to restrict access to your backup files.

4. Click **Next** to move on to the **What to Backup** wizard screen.
5. Go through the three data tabs (**My Profile**, **My Folders** and **My Plugins**) to select the data you wish to backup.
6. Click **Next**, then click **Backup Now**.
7. Wait until **Selection Confirmation** is over then click **Start Backup**.

▼ To backup using the Normal Backup Wizard Layout:

1. Open the backup wizard. **The Job Info** wizard screen will open.
 2. In the **Backup Job Name** field type a name to be assigned to backup job you wish to create
 3. Hit **Next** to move to the **Where to Backup** window.
 4. Choose the desired backup storage media.
Selecting any of the radio buttons will display a different dialog in the lower box from which the user can configure settings related to the chosen storage media.
 5. Hit **Next** to move to the **What to Backup** window.
 6. Go though the three tabs **My Profiles**, **My Folders** and **My Plugins** to select the items that you wish to backup
 7. Hit **Next**
The Backup Settings window will be displayed. From this window you get to configure various job-specific settings.
 8. Hit **Next** then select **Backup Now**.
-

9. Wait until **Selection Confirmation** is over then click **Start Backup**.

About the Backup Wizards

Users can create backup job in Genie Backup Manager™ using one of two different wizard layouts:

- ❖ **Easy Layout:** A 2-step simple wizard, with most advanced backup setting set to default. This layout is recommended for novice computer users.
- ❖ **Normal Layout:** A 4-step wizard that gives users more control over the backup job and its settings.

Opening the Backup Wizard

To start the backup wizard, do one of the following:

- ❖ From the startup screen click the **Backup** button or press <ALT + B>
- ❖ From the **Files** drop down menu in the toolbar, select **Backup Wizard**

Moving between wizard windows

The user can move between the wizard screens using one of the following ways:

- ❖ Clicking the **Next** button in the lower right corner, to go through all the wizard screens one at a time. Clicking the **Previous** button takes the user one step back.
- ❖ Holding the <ALT> key and pressing the right arrow to go to the next screen, and the left arrow to go back to the previous screen.
- ❖ By choosing the desired wizard screen from the **Backup Steps** menu on the left side of the screen. This allows the user to skip steps that have been set before.

Wizard Functions

- ❖ **Start Backup:** Start backing up data
-

- ❖ **Save:** Save workflow
- ❖ **Schedule:** Schedule the backup job to run unattended
- ❖ **Online Backup:** Opens a menu of online-backup-related settings

Changing the Backup Wizard Layout

▼ **To switch from one backup wizard layout to another:**

From the main screen, click the Switch to Easy Mode or Switch to Normal Mode button in the lower-right corner of the screen.

About the Easy Wizard Layout

The Easy Wizard Layout is a 2-step simplified wizard, with advanced backup options set to their most commonly used settings, to accommodate the needs of novice users.

Notes: When using the Easy Wizard Layout, users can only define one backup job.

Easy Layout Windows

The Easy Backup Wizard Layout consists of the following two steps:

1. **Backup Settings:** Basic backup job settings
2. **What to backup:** Select what data to backup

About the Normal Wizard Layout

The Normal backup wizard consists of 4 screens (steps). Each step allows the user to choose a set of related options before moving on to the next screen.

The wizard screens are:

1. **Job Info:** Basic information about the backup job (name, description etc ...)
2. **Where to Backup:** Select the storage media for backup.
3. **What to Backup:** Select data to backup.
4. **Settings:** Set various backup-job-related settings that defines "How" the backup should be run, including (backup type, compression, security, and self-restorable backups.)

About Backup Jobs

A backup job is a collection of files/folders that you select within GBM along with associated settings that are saved to a particular filename. This allows you to quickly back up files without having to select them manually every time.

▼ Backup jobs store the following information:

- ❖ **Backup Job information:** (Name, description, output file/folder name including timestamps, old backup sets purging settings)
- ❖ **Backup storage device selection and settings** (Where to backup)
- ❖ **Data selection** (What to backup)
- ❖ **Backup Settings:**
 - ◆ **Backup Type:** All selected files, or new and changed files
 - ◆ **Security Settings:** None, Zip password protection or encryption
 - ◆ **Compression Settings:** With or without compression
 - ◆ **Self-Restorable Backups (SwiftRestore):** Create backup media sets that can be restore even when Genie Backup Manager is not installed on the target machine.

Jobs Manager

Users can view the list of created backup jobs and manage them (rename, remove, view details etc ...) using Jobs Manager

To open Jobs Manager select **Tools** from the toolbar then click **Jobs Manager**.

- | | |
|-------------------------|---|
| Backup Job: | A list of all available backup jobs. |
| Remove: | Delete selected backup job. |
| Remove All: | Clear backup jobs list (delete all backup jobs). |
| Create Shortcut: | Create a shortcut for the backup job on the Desktop. Users can run the backup job without going through the backup wizard by double-clicking this shortcut. |
| Show Log File: | Display the log of the latest backup run for this backup job. |
| Rename: | Assign a new name to the backup job. |
-

Clone job:	Duplicate selected job.
Help:	Open this help page.
Done:	Close Jobs Manager.

Editing an Existing Backup Job

To modify the selections and settings of an existing backup job do one of the following:

- ❖ From the main screen click **Edit Previous Job** and then choose a job from the list.

Or ...

1. From the startup screen click **Backup**
2. Select the **Edit Existing Backup Job** radio button
3. Select a job from the list then click **Load Job**
4. Click **Next**

Saving a Backup Job

From the left navigation menu in the backup wizard select **Save**

Adding Timestamps

A timestamp is a combination of date + time that is appended at the end of the backup filename to indicate when the backup run was performed

▼ To attach a timestamp to the backup set:

1. From the left navigation menu in the backup wizard select **Job Info**
 2. Click **Advanced Options**
-

3. Select **Attach timestamp to backup set**
4. From the **Timestamp format** combo box choose preferred date/time format
5. Click **Ok**

Notes: This option is only available in the Normal Backup Wizard Layout.

Timestamp formats

Timestamp formats are:

- ❖ Month dd, yyyy@hh:mm:ss AM/PM
- ❖ Day of the week, Month dd, yyyy
- ❖ Month dd, yyyy
- ❖ yyyy-mm,dd
- ❖ Month dd
- ❖ mm-dd-yyyy@hh-mm AM/PM
- ❖ mm-dd-yyyy@hh-mm-ss AM/PM
- ❖ hh.mm.dd AM/PM

Renaming a Backup Job

1. Open Jobs Manager
2. Select a backup job and click **Rename**
3. Type a new name and click **OK**

Note: When a backup job name is renamed, scheduled backup tasks for that backup job might not run, the user will need to edit the scheduled backup tasks to reflect the name change.

Deleting a Backup Job

1. Open Jobs Manager
2. Select a backup job
3. Click **Remove**

Changing the Backup File/Folder Name

The name of the output backup file/folder is by default linked to the job name; it can be given a different name by doing the following:

1. From the left navigation menu in the backup wizard select **Job Info**
2. Click **Advanced Options**
3. Make sure **Link filename with job name** is ticked off
4. Type a new filename

Creating a Desktop Shortcut for the Backup Job

Users can create shortcuts on the desktop area for created backup jobs for easy access. Shortcuts also run backup jobs without the need to go through the backup wizard.

▼ To create a shortcut for a backup job:

1. Open Jobs Manager
 2. Select a backup job
 3. Click **Create Shortcut**
-

Storage Media

GBM can backup to a wide range of storage device, this includes:

- ❖ External and Internal hard disks
- ❖ Across network (Shared network locations, SAN devices and NAS devices)
- ❖ Remote locations using FTP service
- ❖ CD/DVD media
- ❖ Online backup
- ❖ Removable disk devices, such as (floppy disks etc...)

To choose a storage device during backup job creation/editing select Where to backup from the left navigation menu in the backup wizard.

Changing the Default Backup Destination

GBM by default stores backup output files in My Documents\My Backups, this is the default backup location.

To view the contents of the default backup folder click **File** in the toolbar then select **Default Backup Folder**.

▼ To change the default backup folder:

1. Go to **Tools** then select **Global Preferences**
2. Select **Backup Settings**
3. From **Default backup destination** click the browse button to choose a new location

Media ID

Media ID is a unique internal label assigned by GBM to individual media volumes used to keep statistics on each media. This is the name GBM will use when it prompts the user to insert the media during restore...

GBM names each disk using the following naming scheme:

<Backup Job Name> + Disk Number <Volume Number>

Wherein:

- ❖ **Backup Job Name:** is the name assigned to the backup job.
- ❖ **Volume Number:** indicates the disk's number in the sequence during backup.

▼ **To change the Media ID:**

1. From the left navigation menu in the backup wizard select **Settings**
2. Click **Advanced Settings**
3. Make sure **Change labeling convention** is selected
4. Type a new name to be used instead of the backup job name.

Backup to Hard Disk Drives

To backup to internal or external hard disks:

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **Local/LAN Location**
3. In the lower box click **Browse**
4. Browse to the location you wish to backup to then click **Ok**

Multi-Drive Data Spanning

Many people have more than one partition defined on their hard drive, others have more than one drive that they use to store backups on. Most backup solutions allow the user to select only one partition/drive as a target for storing data for each backup job, when that drive is full, backup will cease to run, unless the user manually frees more disk space, or automatically sets the software to erase the contents of the media. Genie Backup Manager offers a novel way for handling these scenarios, using multi-drive data spanning.

Multi-drive data spanning is a feature that enables users to span backed up data onto more than one local/LAN location, this includes multiple partitions, hard disks, shared and mapped networked locations, SAN and NAS devices etc...

Multi-drive spanning locations can either be preset, i.e. the user gets to predefine an ordered list of storage locations for GBM to use. Or, the user can set GBM to prompt him for a new location, once the drive currently being used for backup is full.

▼ Enabling multi-drive data spanning

To allow GBM to span backed up data onto more than one local/LAN location:

1. From the left-hand navigation menu in the backup wizard select **Where to Backup**.
 2. Select **Local/LAN location**.
 3. Select **Allow multi-drive spanning**.
 4. Choose one of the following options:
-

- ◆ **Use all available Space:** Write until current location is full before moving on to the next one.
 - ◆ **Use fixed split size:** Use a fixed amount of disk space from the current location then move on to the next one, even if the previous one still has free disk space.
5. Click **Drive List** to create a list of predefined locations for GBM to use. If no list is defined, GBM will prompt the user to enter a new backup location once the one currently being used is full.

Splitting Backup Files

Using the new 64-bit Zip compression, Genie Backup Manager compresses backed up data to one file that can reach up to about 18 million terabytes in size (more precisely, 264 -1 bytes) - provided that this is supported by the file system being used - However, the user might want to split the compressed backup file into multiple smaller chunks, for instance in order to copy them later to removable media, or when the file system, such as FAT 16, does not allow large files etc.

GBM can split the backup set into multiple linked files with sequentially numbered extensions (e.g. .001 .002 .003 etc ...) with the last file in the series assigned the main (.gbp) extension.

▼ To split compressed backup files:

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **Local/LAN Location**
3. Select **Enable multi-drive spanning**
4. Select **Use fixed split size**, then enter the desired split size value.

Backup to Network Locations

To backup to across network (Shared network locations, SAN devices and NAS devices):

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **Local/LAN Location**
3. In the lower box click **Browse**
4. Browse to the location you wish to backup to then click **Ok**

Backup to Removable Media Devices

GBM supports backup to removable media devices, these include floppy disks, JAZ drives, ZIP drives, memory sticks, etc ...

Using removable media devices is a practical backup destination, because it allows multiple-disk spanning for the backed up data, i.e. GBM would backup to the inserted disk until all available space has been consumed then prompt the user to insert a new disk, and so on, until the entire data has been backed up.

Note

External hard disk drives are not considered removable media devices, to use external hard disk drives, see Backup to Local/LAN locations.

▼ To Backup to a removable storage media:

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **Multiple Disks (Removable Media Devices)**
3. From the **Drive Letter** combo box, choose the drive letter of the desired removable media device

Automatically Erasing Removable Media Disks

To save time, you can instruct GBM to automatically erase each inserted disk during backup

▼ To automatically erase removable media disks during backup:

1. From the left navigation menu in the backup wizard select Where to Backup
2. Select Multiple Disks (Removable Media Devices)
3. Select Erase disk before backup

Warning

- ❖ GBM will erase the entire contents of each inserted disk.

Backup to a Remote Machine Using FTP

GBM supports backing up to a remote computer or device using FTP (File Transfer Protocol). This is a practical backup destination since it serves as an off-site backup destination, and because the backed up data can be accessed from any other computer with an Internet connection easily.

▼ **To set GBM to backup data to an FTP server:**

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **Remote FTP Location**
3. Type in the settings of your FTP server.

Notes

- ❖ Purging old backup files is not supported when backup to FTP server is selected
- ❖ When performing incremental backup to FTP Rollback will be forced
- ❖ Mirror backup to FTP is not supported
- ❖ Available space on FTP server will not be calculated/displayed during backup. You will need to make sure the FTP account you are using has enough disk space.

Auto-Resume

If the connection is dropped or interrupted during backup to a remote FTP server GBM will keep retrying to resume backup from where it was interrupted every 60 seconds

▼ **To enable upload auto resume:**

1. From the left navigation menu in the backup wizard select **Where to Backup**
 2. Select **Remote FTP location**
 3. Click **Advanced Settings**
 4. Select **If disconnected retry X times**, and enter the number of times GBM should try to resume before aborting
-

Connection timeout

If there is no upload activity for 30 seconds Genie Backup Manager will reset connection and try to resume backup.

To change connection timeout setting:

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **Remote FTP location**
3. Click **Advanced Settings**
4. In **Connection Timeout** enter a new value (in seconds)

Connecting in Passive Mode

Some FTP servers require connection to be established in passive mode, i.e. your computer establishes the connection. This may be necessary with some firewalls that do not allow connections from outside.

▼ To set GBM to connect using Passive mode:

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **Remote FTP location**
3. Click **Advanced Settings**
4. Select **Passive mode**

Connecting through FTP Proxy

▼ To set GBM to backup to FTP through a proxy server:

1. From the left navigation menu in the backup wizard select **Where to Backup**
 2. Select **Remote FTP location**
 3. Click **Advanced Settings**
-

4. Enter your FTP proxy server settings

Limiting Upload Bandwidth

The user may wish to restrict the transfer rate at which GBM uploads data to the FTP server during backup, so as not to "hog" the connection's bandwidth.

▼ To limit upload transfer rate:

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **Remote FTP location**
3. Click **Advanced Settings**
4. In **Limit Speed**, type a value in KB/s for the desired transfer rate. Enter 0 for maximum

Keeping a Local Copy of the Backup

When backing up to a remote machine using FTP, GBM first creates the backup files locally on the machine then uploads them to the FTP server, these files are by default deleted when backup to FTP is complete. The user can instruct GBM to keep these temp files even after backup is done, to serve as a local second copy of the backup.

▼ To keep a local copy of the backup files on drive after FTP backup is done:

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **Remote FTP location**
3. Click **Advanced Settings**
4. Select **Keep backup file on hard disk after uploading**
5. Choose a local folder for storing the backup files

Backup to CD/DVD Media

Genie Backup Manager can write to CD/DVD media of any format (DVD±RW/DVD±R/DVD-RAM/CD-R/CD-RW) using both burning -built-in capability- and packet writing -with the aid of third party software-. The user can backup an unlimited amount of data to CD/DVD media by spanning the backup files over multiple disks.

▼ To backup to CD/DVD media:

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **CD/DVD media (DVD±RW/DVD±R/DVD-RAM/CD-R or CD-RW)**
3. From **Drive letter** choose a recorder from the list

Notes

- ❖ When performing incremental/mirror backup runs on non re-writable CD/DVD media rollback will be forced
- ❖ Purging old backup files is only supported when backing up to re-writable CD/DVD media using Packet Writing.

Multiple Disk Spanning

By default, if selected data exceeds the available empty space on the destination CD/DVD disk, GBM will write to the disk until its full then prompt the user to insert a new disk to continue backup, and so on, until the entire data has been backed up.

Users can instruct GBM to use a fixed amount of space from each inserted disk, to do so:

1. From the left navigation menu in the backup wizard select **Where to Backup**
 2. Select **CD/DVD media (DVD±RW/DVD±R/DVD-RAM/CD-R or CD-RW)**
 3. Select **Use fixed split size**
-

4. From **Size per disk**, choose a value or type one directly into the box

Note

- ❖ When using a fixed user defined split size, make sure to leave some space as a safety margin for the table of contents written when closing the disc session.

Using Packet Writing

“Packet writing is a term for software that lets you record data onto a DVD/CD disk directly from Windows Explorer, My Computer, or from the File/Save As section of any computer program. Simply put, it lets you treat a CD as though it were a big floppy disk.”

GBM supports burning as well as Packet Writing (with the aid of third party software) for backing up data to CD/DVD disks.

▼ To backup using packet writing:

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **CD/DVD media (DVD±RW/DVD±R/DVD-RAM/CD-R or CD-RW)**
3. Select **Use packet writing Software**

Comparing Burning with Packet Writing:

Issue	Burning	Packet Writing
Speed	Slower	Faster (Except when backup without compression is used)
Compatibility	Readily readable on most drives	In most cases the packet writing software used to write the data must be installed in order to read from the disk
Incremental & Mirror Backup	Rollback forced	Backup with rollback disabled is supported (new versions of files overwrite old

Availability	Built in	versions) Must use third party packet writing software. Note: Default Windows XP writing component does not use packet writing
Disk space utilization	More disk capacity	Less disk capacity; Packet Writing consumes more space on the disc
Pre-use formatting	Blank disks need not be formatted before usage. Disks previously used using packet writing software must be fully erased: Tools > Erase Re-writable CD > Full Erase	All disks must be formatted at least once using the third party software, to become compatible for packet writing Note: Disks formatted using one packet writing software must be reformatted before being used with another.

Backup Simulation

Backup to CD/DVD media can be somewhat tricky, a scratched disc or incompatible writing speeds might render a backup media set useless or corrupt. Now, you can set Genie Backup Manager to perform backup simulation to the inserted CD/DVD media to test whether the backup task will be carried out successfully, before committing data to the media.

▼ **Setting GBM to do a backup simulation before burning data to disc:**

1. From the toolbar, click **Tools** , then select **Global Preferences**
2. Select **CD/DVD settings**
3. Mark the checkbox next to the option **Simulate burning before backup**

Formatting CD/DVD Disks

Automatic Erase

To set GBM to automatically erase each inserted disk before backup:

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **CD/DVD media (DVD±RW/DVD±R/DVD-RAM/CD-R or CD-RW)**
3. Select **Erase contents of re-writable DVD/CD before backup**

Note

- ❖ Automatically erasing disks uses quick erase, not full format.

Manual Erase

GBM comes with a CD/DVD erasing tool that can perform both Quick and Full disc format. New blank discs need not be formatted before burning a backup to disk, however, if the disk has been used previously using a packet writing software then it needs a full format before GBM can use it for backup.

▼ To manually erase a CD/DVD disc:

1. From the toolbar click Tools, then select **Erase Re-Writable CD/DVD**
2. From the **Selected Drive** Select the drive letter of the recorder containing the disk you wish to erase.
3. Select one of the following

- ◆ **Quick Erase:** Quickly delete the contents of the disk (takes around 1-2 minutes to complete)
 - ◆ **Full Erase:** Fully format disc (might take around 30 minutes or more to complete)
-

Notes

- ❖ When using packet writing, make sure the disc you wish to backup to has been formatted using the third party packet writing software.
- ❖ Quick erasing re-writable disks might render them 'stubborn' after a number of erases, it is recommended to perform a full erase every 7-10 quick erase sessions to revitalize the disk

Choosing Burning Speed

GBM by default uses the maximum speed supported by both the recorder drive and the inserted media for burning, however, for trouble shooting purposes the user can select a custom writing speed.

▼ To select a custom burning speed:

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **CD/DVD media (DVD±RW/DVD±R/DVD-RAM/CD-R or CD-RW)**
3. Click **Advanced Settings**
4. Select a burning speed

Tip

- ❖ If no disk is inserted in the drive, GBM will load the list of speeds supported by the recorder drive, inserting a disk in the drive would cause GBM to load the list of speeds supported by both the recorder and inserted media.

CD-ROM Filesystems

CD-ROMs can be written to in one of two files systems, ISO9660 and Juliet. By default, GBM uses the Juliet file system

Juliet must be used if you want to use file names that contain up to 64 characters in length, including spaces. This is the default option and is used to record most CDs. Juliet also records the associated DOS-standard name (8+3 characters) for each file so that the CD may be read on DOS systems or earlier versions of Windows.

ISO9660 is used if you want to be able to read the CD on different platforms including DOS, Macintosh, OS/2, Windows and UNIX. Files and directories recorded to CD based on the ISO 9660 standard must meet the following (8+3) requirements:

- ❖ A file name may not contain more than eight alphanumeric characters and the underscore symbol [_]
- ❖ A file name extension may not contain more than three alphanumeric characters
- ❖ A directory name may not contain more than eight alphanumeric characters and the underscore symbol [_]

▼ To switch to ISO9660 format:

1. From the toolbar click **Tools**, then select **Global Preferences**
2. Select **CD/DVD settings**
3. Remove the checkmark next to **Use Juliet file system**

Note

- ❖ Although using ISO is supported in GBM it is strongly recommended that the user uses Juliet to avoid running into file/folder naming compatibility problems.

BURN Proof Technology

"BURN-Proof (Buffer Underrun Error Proof) is a technology developed by Sanyo that allows compact disc recording to automatically stop in the event of an unplanned interruption and then to resume recording. BURN-Proof is a registered trademark of Sanyo.

A Buffer Underrun occurs when the PC cannot deliver data fast enough to the drive's buffer. If the drive's buffer empties because of the lack of data, the laser will turn off. The resulting gap on the media usually renders a CD-R disc unusable"

The BURN-Proof feature is effective only for Buffer Under Run error. Therefore this feature does not cover the following cases

- ❖ Power outage or power disconnection
- ❖ Malfunction or abnormality in PC / Application software
- ❖ Impact on the drives or inferior condition of the media

GBM by default uses BURN-Proof technology if it is supported by the recorder drive

▼ **To enable using BURN-Proof during backup:**

1. From the toolbar click **Tools**, then select **Global Preferences**
2. Select **CD/DVD settings**
3. Make sure **Use BURN Proof technology** is selected

Caching (CD only)

GBM uses a procedure called caching to create a temporary file (image) on the hard disk containing all the selected data before copying it to the CD disk. This makes writing data to the CD faster and more reliable, in part due to the fact that data is being copied from one location instead of its original scattered locations on the machine.

Caching, however, means that GBM will first copy the data to a temporary local drive and then onto the CD, which adds a few minutes to the total backup time for each disk.

If GBM couldn't detect enough space to perform caching, data will be copied directly to the CD.

▼ **To disable caching:**

1. From toolbar click **Tools** then select **Global Preferences**.
 2. Select **CD/DVD settings**.
 3. Remove the check mark next to **Cache disk image before burning**
-

Handling Multiple Sessions

Each time data is written to a CD/DVD disk a table of contents is written at the end of the session in order to make the disk readable. This procedure is called session closing; data can still be appended to the disk after a session is closed. This is different from finalizing disk in which no data can be written to the disk after it is closed.

Genie Backup Manager will by default import previous sessions on the inserted disk before writing to it so as not to lose any previously written data. If a file with the same name as the backup file already exists on the CD, GBM will rename the new file by appending a number to it.

▼ To set GBM to finalize discs after backup:

1. From the toolbar, click **Tools** then select **Global Preferences**
2. Select **CD/DVD settings**
3. Select **Finalize disk**

▼ To disable importing old CD/DVD sessions:

1. From the toolbar, click **Tools** then select **Global Preferences**
2. Select **CD/DVD settings**
3. Remove the checkmark next to **Import previous sessions on disk**

Selecting Data to Backup

User data is divided into three categories to make it more manageable during backup and restore.



My Profile This user data group contains various built-in plugins that you can use to backup some of the most important items on your computer; this includes Emails, Favorites, Windows Settings, Desktop files and folders etc...

Plugins are system independent, i.e. one can backup his favorites, for instance, from a Windows XP machine and restore them on a Windows 2000 machine, without having to worry about the changed Windows environment, and GBM would know exactly where to copy the files.

The items in this group were selected to include the most commonly backed up data types during system formats.

My Folders This user data group allows you to backup files and folders from any location readily accessible from My Computer using an easy to use Windows-Explorer-like interface.

Use this group when you know where your files and folders are located and need to be able to access/restore files individually.

My Plugins This group lists plugins that can be used to back up various items, such as programs, program settings, saved games, databases etc ...

These plugins are different from those in MY Profile in that users can download free plugins to extend the capabilities of GBM, or create their own custom plugins and share them with other users.

Selecting Files and Folders for Backup

Files and folders in Genie Backup Manager are selected in a Windows-Explorer-like interface. To browse your computer's files and folders and select the ones you wish to backup:

1. From the left navigation menu in the backup wizard select **What to Backup**.
2. Select **My Folders** tab.

The My Folders window is divided into two panes; the left-hand pane lists drives and folders, where as, the right-hand pane lists the contents of the highlighted drive or folder from the left-hand pane.

Legend:

-  A plus sign means that the listing can be expanded to display additional items.
-  A minus sign means that the listing can be collapsed to hide displayed items beneath it.
-  An empty check box means that the item can be selected but is currently not.
-  A check box with a blue or green check mark means that the item is selected with all its contents.
-  A gray check mark means that some but not all of the item's contents have been selected.
-  A grayed out check box means that the item is not available or not selectable; if the item has an Expand/Collapse box then the user needs to expand the listing to be able to select its contents.

Handling New Files and Folders

When running repetitive backup tasks, especially scheduled unattended backups, the user would normally want files that are newly created in, or moved to a selected folder to be included in the backup automatically, without having to manually select them each time before running the backup task.

Genie Backup Manager automatically detects files and subfolders that have been added to a selected folder after the date of most the recent backup, provided that the parent

folder was originally selected, i.e. the check box next to folder containing the newly added files and folder was ticked when the backup job was created (or edited).

Example:

Lets assume Jack has a folder called Week that has three files, Saturday, Sunday, and Monday. Jack first creates a backup job, and selects the contents of the folder Week for backup. The next day, Jack adds several new files and folders to the folder Week.

Scenario: When Jack created the backup job he selected folder Week for backup by ticking its check box, marking all its files for backup.

Result: All new files and folders will be appended to the backup.

Scenario: Jack selected the three files by ticking folder Week's check box, but before saving the backup job he deselected files Sunday and Monday.

Result: All new files and folders will be appended to the backup.

Scenario: Jack selected the three files by ticking each file's checkbox individually.

Result: New files and folders won't be appended to backup.

Hidden and System Files

GBM by default displays files with hidden or system attributes in **My Folders** selection panes. The user can opt to hide these files so as not to be included in the backup selection.

1. From the toolbar, click **Tools**, then select **Global Preferences**
2. Select **Backup Settings**
3. Remove the check mark next to **Show hidden files/folders in My Folders**

Filtering Files

Users can filter selected files in My Folders using filename masks, for instance users can choose to backup only .doc files in a certain folder or exclude all files that start with the letters (sa). For more information about using filename masks see wildcards.

Notes on file filtering

- ❖ A rule is attached to a folder but is only applied if the folder was selected for backup
- ❖ File filters are not reflected during the selection process, they are applied in real-time during actual backup of files
- ❖ Only one rule can be attached to a folder (include or exclude)
- ❖ If a user creates a rule for a folder, for instance (c:\m1), and another different rule for a subfolder (c:\m1\m2), Genie Backup Manager will use the subfolder (m2)'s distinct rule regardless of the rule of parent folder (m1)

Creating New File Filters

1. From the navigation menu of the backup wizard select **What to Backup**
 2. Select **My Folders** tab
 3. Click **File Filters**
 4. Click **Create Rule**
 5. Select one of the following three options:
 - ◆ **All data:** Apply created filter to all selected files and folders in the backup job.
 - ◆ **Selected folder:** Apply created filter to the folder that was highlighted prior to opening the **File Filters** dialog.
 - ◆ **Browse for folder:** Select a folder to attach the created file filter to.
 6. Click **Ok** to return to the **File Filters** main dialog
 7. Select one of the following options:
-

- ◆ **Include only file with the following mask:** Only files matching the specified file mask will be backed up
 - ◆ **Exclude files with the following mask:** File matching the specified file mask will not be backed up
8. Type the name or part of the name of files you wish to filter. You can use wildcard characters to filter files that include a certain part of the name. For instance *.doc will filter all files with the extension doc. You can add more than one file mask per rule, use a semicolon (;) as a separator.
 9. If you wish to apply the created rule to the sub folders of the selected folder, tick the checkbox **Include Sub folders**

Quickly Adding a File Extension to a Previously Created Filter

From the **My Folders** tab in the **What to Backup** wizard screen right-click on the folder then choose **Add rule to this folder**

Exporting and Importing File Filters

▼ **Exporting File Filtering Rules to File**

1. From the navigation menu of the backup wizard select **What to Backup**
2. Select **My Folders** tab
3. Click **File Filters**
4. Choose **Export**. A browse dialog will open
5. Choose a location to save the file to
6. Hit **Save**

▼ **Importing File Filtering Rules from File**

1. From the navigation menu of the backup wizard select **What to Backup**
2. Select **My Folders** tab
3. Click **File Filters**
4. Select **Import > Import from File, a browse window will open**
5. Browse to the location of the **.gix** file and select it then press **OK**

▼ Importing File Filtering Rules from Another Backup Job:

1. From the navigation menu of the backup wizard select **What to Backup**
2. Select **My Folders** tab
3. Click **File Filtering Rules**
4. Select **Import > Import from Backup Job**, then choose a backup job from the list

AutoExclude

Some system files and folders on the computer are not made to be moved or copied, and are accessed only by the Windows system, trying to backup these files will cause an error in GBM Home, so, to avoid running into backup problems, GBM Home by default skips these files and folders in all the backup jobs created by the user, this is called Auto Exclude. Users can also add custom AutoExclude rules...

Note:

- ❖ *You can use wildcards when adding files/folders to the AutoExclude list.*
 - ❖ *Files/folders listed in the AutoExclude list will be skipped in all backup jobs.*
-

▼ Adding an AutoExclude item:

1. Click **Tools** in the toolbar, then select **Global Preferences**
2. Select **Auto Exclude**
3. Make sure **Enable Auto Exclude is selected**
4. Click **Add**
5. Type the full path of the file/folder to be excluded. You can use wildcards here.
6. Type a description for the added item
7. Restart GBM Home

▼ **Removing an item from the AutoExclude list:**

1. Click **Tools** in the toolbar, then select **Global Preferences**
2. Select **Auto Exclude**
3. Make sure **Enable Auto Exclude** is selected
4. Select an item from the list
5. Click **Remove.**

Using Wildcards

A wildcard character is a keyboard character such as an asterisk (*) or a question mark (?) that is used to represent one or more characters when referring to files and folder

<u>Wildcard Characters Uses</u>	
Asterisk (*)	<p>Use the asterisk as a substitute for zero or more characters. If you are looking for a file that you know starts with "gloss" but you cannot remember the rest of the file name, type the following:</p> <p>gloss*</p> <p>This locates all files of any file type that begin with "gloss" including Glossary.txt, Glossary.doc, and Glossy.doc. To narrow the search to a specific type of file, type:</p>

	<p>gloss*.doc</p> <p>This locates all files that begin with "gloss" but have the file name extension .doc, such as Glossary.doc and Glossy.doc.</p>
<p>Question mark (?)</p>	<p>Use the question mark as a substitute for a single character in a name. For example, if you type gloss?.doc , you will locate the file Glossy.doc or Gloss1.doc but not Glossary.doc.</p>

Backing Up Email Clients Data

The My Profile tab houses options for backing the data and settings of the four most commonly used email clients, these are:

- ❖ MS Outlook (2000, 2002 and 2003)
- ❖ Outlook Express

For other email clients, users can either check for plugins in the My Plugins tab, or search the Genie-Soft database to download a plugin for any item that is not currently supported in your copy of the software. If you still can't locate the plugin you need, you can use Genie-Script to create your own custom plugin

Microsoft Outlook (2000, 2002 and 2003)

GBM will backup and restore all Microsoft Outlook (2000, 2002, and 2003) emails and settings.

GBM can backup a single or multiple Outlook profiles, as long as they all belong to the same Windows user. An Outlook Profile is a set of registry entries that define how Outlook should behave and which services it will use. Multiple users can define multiple personalized profiles.

- PST Files:** Main data files (Outlook.pst, Archive.pst) and additional data files created by the user.

Data files store your messages and other items on your computer, including appointments, contacts, tasks, journal entries, notes, posted items, and documents.
- Personal Files and Data Folder:** Stores a reference to which extensions (addins) you have loaded.
- Settings and Control Information:** Microsoft Outlook settings and preferences, including Customized toolbar settings, contacts and nicknames, send and receive settings, navigation pane settings, rules etc ...
- Outlook Signatures:** The blocks of formatted text and/or graphics that appear at the end of e-mails you send that identify yourself and your contact information.
- Outlook** Stationery and themes are a set of unified design elements and

Stationery: color schemes you want to apply to messages. They specify fonts, bullets, background color, horizontal lines, images, and other design elements you want to include in outgoing e-mail messages.

Outlook Custom Forms: Custom forms created by outlook users. Forms are an easy way to distribute and collect information electronically.

Outlook Settings

Internet e-mail accounts: POP3, IMAP and HTTP e-mail accounts

Outlook Options: Miscellaneous options set by the user while using Microsoft Outlook such as: notifications, displays, read receipts, sending options and formats, maintenance preferences, etc...

Categories: Any Microsoft Outlook item can be assigned to one or more categories. Consistent use of categories makes it easier to locate specific items

▼ How to Backup Outlook Data?

1. From the left navigation menu in the backup wizard select **What to Backup**
2. Select **My Profile** tab
3. Expand the **Outlook 2000, 2002, 2003** tree to view available profiles
4. Select the checkboxes next to the profiles you wish to backup
5. From the right-hand pane select the desired Outlook data items for each profile

6. Select **Automatically close Outlook before backup**
7. If you wish to let GBM run outlook again after backup, select **Reopen Outlook after backup**
8. Enter how many minutes GBM should wait for Outlook to close before aborting

Outlook Data Files

Description	Stored in	File Location
Outlook data files	(.pst)	drive:\Documents and Settings\ <user>\Local Settings\Application Data\Microsoft\Outlook</user>
Offline Folders file	(.ost)	drive:\Documents and Settings\ <user>\Local Settings\Application Data\Microsoft\Outlook</user>
Personal Address Book	(.pab)	drive:\Documents and Settings\ <user>\Local Settings\Application Data\Microsoft\Outlook</user>
Offline Address Books	(.oab)	drive:\Documents and Settings\ <user>\Local Settings\Application Data\Microsoft\Outlook</user>
Command bar and menu customizations (.dat)	(.dat)	drive:\Documents and Settings\ <user>\Application Data\Microsoft\Outlook</user>
Navigation Pane settings. This file includes Shortcuts, Calendar, and Contact links.	(.xml)	drive:\Documents and Settings\ <user>\Application Data\Microsoft\Outlook\Outlook.xml</user>
Outlook contacts nicknames	(.nk2)	drive:\Documents and Settings\ <user>\Application Data\Microsoft\Outlook</user>
Rules	(.pst)	drive:\Documents and Settings\ <user>\Application Data\Microsoft\Outlook Note: If you upgraded from a version of Outlook prior to Outlook 2002, you may have a .rwz file on your computer hard disk drive. The file is no longer needed and the rules information is now kept on the server for Microsoft Exchange e-mail accounts, and within the personal folders file (.pst) for POP3 and IMAP e-mail accounts. You can delete the file.</user>
Print styles	(Outlprnt with no extension)	drive:\Documents and Settings\ <user>\Application Data\Microsoft\Outlook</user>

Signatures	(.rtf, .txt, .htm)	drive:\Documents and Settings\ <user>\Application Data\Microsoft\Signatures</user>
Stationary	(.htm)	drive:\Documents and Settings\ <user>\Application Data\Microsoft\Stationary</user>
Custom forms		drive:\Documents and Settings\ <user>\Local Settings\Application Data\Microsoft\Forms</user>
Dictionary	(.dic)	drive:\Documents and Settings\ <user>\Application Data\Microsoft\Proof</user>
Templates	(.oft)	drive:\Documents and Settings\ <user>\Application Data\Microsoft\Templates</user>
Send/Receive settings	(.srs)	drive:\Documents and Settings\ <user>\Application Data\Microsoft\Outlook</user>
Message	(.msg, .htm, .rtf)	drive:\Documents and Settings\ <user>\My Documents</user>

Outlook Express

With GBM users can backup and restore Outlook Express emails, and settings. Outlook Express makes it easy for two or more users on the same PC to keep their mail separate using identities. GBM can backup a single or multiple Outlook Express identities.

Also, GBM is the first and ONLY Outlook Express backup utility that allows users to view, read, print, and extract emails directly from the backup set without restoring them first.

- Outlook Express Root:** This tree displays the email folders hierarchy in Outlook Express, you can browse through the tree to select or deselect any folder to be included in backup. There is no limit to the depth the user can have his email folders nested at in order to be able to back them up.
- Outlook Express accounts:** E-mail accounts, Internet news accounts and Directory Service accounts.
- Outlook Express Rules:** Message rules created in Microsoft Outlook Express.
- Block Senders:** List of addresses blocked by the user.
- Preferences:** This includes the options the user selects and sets while using Microsoft Outlook Express such as: notifications, displays, send/receive message options, read receipts, sending options and formats, maintenance preferences, etc...
- Stationary:** Stationery and themes are a set of unified design elements and color schemes you want to apply to messages. They specify fonts, bullets, background color, horizontal lines, images, and other design elements you want to include in outgoing e-mail messages.
- Signatures:** The blocks of formatted text and/or graphics that appear at the end of e-mails you send that identify yourself and your contact information.

▼ How to Backup Outlook Express Data?

1. From the left navigation menu in the backup wizard select **Where to Backup**
-

2. Select **My Profile** tab
3. Expand the **Outlook Express** tree to view available identities
4. Select the checkboxes next to the identities you wish to backup
5. From the right-hand pane select the desired Outlook Express data items for each identity

Notes on Selecting Email Folders

- ❖ Selecting an Outlook Express mail folder will automatically select all its subfolders.
- ❖ To select an Outlook Express mail folder without its subfolders or to deselect a folder without deselecting its subfolders, right-click on the checkbox next to it.

Windows Registry

Windows Registry is a database that holds the settings and options in your windows system. Whenever you make changes to your hardware configurations, software, users settings or PC preferences on your computer these changes are reflected in and stored in windows registry.

Using Genie Backup Manager, you can backup your entire registry or just a few selected keys. If you are the kind of person who likes to fiddle with registry to tweak settings or if you're a software experimenting fan, then backing up your registry is a necessity.

▼ **How to Backup the Entire Registry?**

1. From the left navigation menu in the backup wizard select **What to Backup**
2. Select **My Profile** tab
3. In the left-hand pane Select the checkbox next to **Registry**
4. Select **Backup Entire Registry**

Warning:

- ❖ Backing up the entire registry is not recommended except for advanced users.
- ❖ Restoring the entire registry must NOT be performed except on the same machine and under the same Windows installation. Restoring the entire registry under a different Windows installation (for example after a system format) or to another machine WILL corrupt your system.

▼ How to Backup Selected Registry Keys?

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **My Profile** tab
3. In the left-hand pane Select the checkbox next to **Registry**
4. Select **Backup selected registry keys**
5. Click **Add Registry Keys**
6. Select a registry key then hit **Add**. Repeat this step to backup all desired registry keys
7. Click **Done** to confirm selection

Backing Up Desktop Items

The Desktop area is the preferred location for storing files that the user needs to be readily available and accessible, however, the actual Desktop folder is nested in the drive in a location not obvious to most people. Genie Backup Manager will backup and restore Desktop items to their correct locations on the target computer regardless of the Windows version installed or the user account under which you are logged on.

Note:

- ❖ Shortcut files on the Desktop area will be excluded from backup.

▼ How to Backup Desktop files and folders

1. From the left navigation menu in the backup wizard select **What to Backup**.
2. Select **My Profile** tab
3. Select **Desktop**
4. From the right-hand pane select one of the following two options:
 - ◆ **All desktop**: backup the entire Desktop area with all its files and subfolders. The desktop area will be automatically re-scanned each time backup is performed to include newly added files and folders.
 - ◆ **Selected files and folders**: backup only selected set of files and folders. Selection will not be re-scanned for new files in subsequent backups.

Backing Up My Documents Folder Items

Most applications, including VS.NET, and the Microsoft Office suite etc ... consider 'My Documents' as the default location for any user's work. However, this folder is mapped differently for each user on the same computer.

Genie Backup Manager enables you to backup 'My Documents' folder quickly and easily, over and over again, each time making sure that new and changed files are always backed up. Moreover, GBM will always restore 'My Documents' to its correct path on the target computer regardless of the Windows version installed or the user account under which you are logged on.

▼ **To Backup Files Under 'My Documents' Folder**

1. From the left navigation menu in the backup wizard **select What to Backup.**
2. Select **My Profile** tab.
3. Select **My Documents.**
4. From the right-hand pane, select one of the following two options:
 - ◆ **All My Documents:** Backup the entire 'My Documents' folder.
 - ◆ **Selected Files/Folders:** Select specific files and folders to be backed up from within the 'My Documents' folder.

Notes

- ❖ Genie Backup Manager will automatically re-scan the 'My Documents' folder for newly added files each time the backup job is run if and only if the user selects the All My Documents option. Otherwise, Genie Backup Manager will only backup the original set of selected files each time.

Windows Address Book

Windows Address Book is where contact information is stored. This information is used by programs such as Microsoft Outlook, Microsoft Outlook Express, Microsoft Internet Explorer, Microsoft NetMeeting, and Microsoft Phone System.

▼ How to backup Windows Address Book

1. From the left navigation menu in the backup wizard select **What to Backup**
2. Select **My Profile** tab
3. Select **Windows Address Book**

Favorites

In Microsoft Internet Explorer you can tell the program to remember a list of your "favorite" Web pages, so that you can go back to them easily, without having to type in the address (URL) again.

▼ **How to backup Favorites?**

1. From the left navigation menu in the backup wizard select **What to Backup**
2. Select **My Profile** tab
3. Select **Favorites**

Internet Explorer Settings

GBM enables the user to backup the following items that define the way Internet Explorer functions:

- ❖ **Internet Explorer Settings:** Home page, security, privacy, content, connections, programs, and advanced settings.
- ❖ **Internet Explorer Cookies:** Cookies are small text files that some web sites use to store information on your PC, among other reasons they are used sometimes to grant you access next time around to the web site or for customization features.

▼ **How to backup Internet Explorer settings?**

1. From the left navigation menu in the backup wizard select **What to Backup**
2. Select **My Profile** tab
3. Select **Internet Explorer**

Windows Fonts

Windows Fonts are the files used by your operating system to display and print text. These fonts come in many different styles and types, and their location is usually unknown to users.

▼ **How to Backup Windows Fonts?**

1. From the left navigation menu in the backup wizard select **What to Backup**
2. Select **My Profile** tab
3. Select **Windows Fonts**

Backing Up Media Files

Media files are music and video playback files of all formats including: MP3, MPEG, DAT, WAV, RealPlayer files, MediaPlayer files, QuickTime files etc...

Genie Backup Manager offers two easy methods for locating and backing up media files on your computer, these are:

- ❖ Automatic scan for media files.
- ❖ Backing up favorite media files using playlists.

Backing Up Favorite Media Files Using Playlists

A media playlist is a table of your favorite media files -or more commonly, mp3s- that you have currently loaded into a media player to play in a specific order, by saving this list to file you can reuse it to play the same songs without having to reselect them each time.

Since most users already have their favorite songs on their machines organized in playlists, GBM Pro offers a novel way of backing up media files using these playlists to locate favorite songs and copy them to the backup destination.

GBM will also backup the playlist itself and regenerate it in the same original order at restore time so as to play the same songs even if they were restored to a different location.

▼ How to use playlists to backup media files?

1. From the left navigation menu in the backup wizard select **What to Backup**.
2. Select **My Profile** tab
3. Select **Media Playlist**
4. From the right-hand pane click **Add** media playlist
5. Browse to and select a media playlist file then click **open**

Note

- ❖ GBM currently supports 3 playlist formats: m3u, pls and wpl.

Automatic Search for Media Files

You can set Genie Backup Manager to automatically locate and backup media files scattered on your hard drive. By default, when this option is selected, GBM will search for media files under the 'My Media' folder located in 'My Documents', however, the user can include new folders/drives to be scanned each time the backup job is run.

▼ Using Automatic Scan to Back Up Media Files?

1. From the left navigation menu in the backup wizard select **What to Backup**
2. Select **My Profile** tab
3. Select **My Media**
4. From the right-hand pane click Add Folder, if you wish include new folders to be scanned for media files.
5. Click **Scan**
6. When the media files list is populated, expand the three, to select the files that you wish to be backed up.

Notes

- ❖ Genie Backup Manager will automatically re-scan the default media folders, defined in Genie Backup Manager, for new media files each time the backup job is run. However, new custom folders added by the user won't be re-scanned, unless the user clicks the Scan button in backup job editing mode.

Backing Up Windows Settings

GBM gives users the ability to backup a selection of important Windows settings and configurations that they previously personalized, these are:

- ❖ **Desktop Wallpapers:** Desktop wallpaper settings and background image.
- ❖ **Visual Appearance:** Shapes, sizes and colors of windows, buttons and fonts.
- ❖ **International settings:** Regional settings, Time, Date, Currency and Number formats.
- ❖ **Mouse Preferences:** Mouse pointer behavior settings.
- ❖ **Mouse Cursors:** Preferred mouse cursor scheme.
- ❖ **Connection Settings:** Network connection accounts.
- ❖ **Power Settings:** PC power options properties located in the control panel.
- ❖ **Consol Settings:** Windows command prompt settings, options, colors, font and layout.
- ❖ **Multimedia:** For storing favorite sound, audio, and video settings plus the sounds scheme; sounds associated with events in the windows system.
- ❖ **Advanced Settings:** Saves Windows Explorer advanced view settings, such as hide extensions, show system files etc ...

Note: Backing up Dialup Preferences will only backup network connection settings; needed protocols should already be present and the modem should already be configured.

▼ **How to Backup Windows Settings?**

1. From the left navigation menu in the backup wizard select **What to Backup**
2. Select **My Profile** tab
3. Select **Windows Settings**

Understanding Backup Types

There are four types of backups supported by GBM that depend on whether the user wants to backup all the selected data, whenever the backup job is run, or just new and changed files, these are:

Normal Backup Backup all selected files and folders every time.

Increment Includes all files that have changed since the last normal (full) or incremental backup using the files' last modified date and time stamp.

Mirror Includes all files that have changed since the last normal (full) or incremental backup using the files' last modified date and time stamp. This backup type does not support rollback, so old versions of files will be replaced with newer ones and missing files will be deleted from the backup set.

Normal (Full) backup

When a user selects Normal backup, GBM will back up all the selected files each time the backup job is run. New files will also be appended to the selection. On consecutive runs, in general, this backup type is more time and space consuming than the other three backup types, but is more user friendly.

▼ To set GBM to backup all selected data:

1. From the left navigation menu in the backup wizard select **Settings**
2. From the **Backup Type** group select **Normal**

Increment Backup

When choosing Incremental Backup, the first run will automatically backup all selected files and folders (i.e. run as if Normal Backup was selected), subsequent runs will only backup files that have been added/modified since the previous run. Files that were deleted, renamed or moved from the source machine will not be deleted from the backup set.

Incremental backup, by default, uses the files' "modified date and time" attribute to determine which files have been modified since the previous backup run.

To restore data from an incremental backup set, all files produced by the most recent "full" backup run and subsequent increments must be available..

▼ **To set GBM to perform an increment backup:**

1. From the left navigation menu in the backup wizard select **Settings**
2. From **Backup Type** select **Increment**

Rollback

Enabling rollback during increment backup will cause GBM to keep old versions of modified files backed up in previous runs (revisioning), this way the user can still restore (rollback to) any backed up version of a certain file to protect against losing data by mistake.

With rollback enabled, each backup run will create a new file/folder on the storage media containing new and changed files. A number appended at the end of the filename will be incremented by one, to denote a new backup run, starting with zero (0). For example:

Backup Job.gbp...	Normal Backup
Backup Job.0.gbp...	First increment backup run
Backup Job.1.gbp...	Second increment backup run
Backup Job.2.gbp...	Third increment backup run

Note: Disabling rollback in a backup job will also disable cataloging.

Disabling Rollback

Disabling rollback means that GBM will append new files to the main backup file/folder. Changed files will overwrite older versions stored within the backup set.

Notes about disabling rollback:

- ❖ Disabling rollback is not supported when backed up data is forced to split.
- ❖ No catalog entries will be recorded when rollback is disabled.
- ❖ Disabling rollback is not supported when backup to remote locations using FTP is selected.
- ❖ Backup without rollback is not supported when media is not rewritable, or if the user does not have delete permission on the storage location.
- ❖ To backup to CD/DVD with rollback disabled, media needs to be rewritable and packet writing enabled.

Mirror backup

Mirror backup is one of four supported backup types (methods) supported in GBM, it is only supported when rollback is disabled.

Mirror backup includes all files that have changed since the last normal (full) or mirror backup using the files' last modified date and time stamp, missing files are also be deleted from the backup set. The resulting backup archive consists of either one compressed file or one folder.

▼ **To set GBM to perform a mirror backup:**

1. From the left navigation menu in the backup wizard select **Settings**
2. From **Backup Type** select **Mirror**

Limitations of Mirror Backup

- ❖ When backup using compression is selected, a maximum size limitation of 2GB applies to data after compression.
- ❖ Only one catalog entry will be recorded when mirror backup is enabled.
- ❖ Mirror backup is not supported when backup to remote locations using FTP is selected.
- ❖ Mirror backup is not supported when media is write protected, not rewritable, or if user does not have delete permission on the storage location.
- ❖ To use mirror backup to CD/DVD, the media needs to be rewritable and packet writing enabled.

Understanding Backup Sets and Purging

When the storage media is re-writable, and the user has the right folder privileges, Genie Backup Manager can be set to delete old backup files created by the backup job, to save space. The way purging old backups works varies depending on the backup type used.

Backup Sets

To understand how purging works in Genie Backup Manager, the user needs to be familiar with the concept of Backup Sets. For the purpose of this help documentation, a backup set is the minimum collection of backup files "or folders, in the case of backup without compression" that are needed to successfully perform a restore. For example, if the user wishes to restore files that were backed up using an incremental backup job on March 23rd, then every backup file created by this backup job since that date and back to the most recent full backup before that date should be present and are considered a backup set.

Purging works with backup sets and not backup runs. If the user chooses to "keep the last 5 backups", that means that Genie Backup Manager will always keep the most recent 5 backup sets created by that job.

▼ To set GBM to purge old backup files created by a backup job:

1. From the left menu in the Backup Wizard, select **Settings**
2. Click **Purge Settings**
3. Select one of the following options:
 - ◆ **Keep old backups:** Do not delete old backups
 - ◆ **Keep only last X backups:** Keep only the last X backup files and delete files produced by older backups
 - ◆ **Keep old backups for a period of X days:** Delete any backup file older than X day

Purging with Normal Backup

Normal "Full" backup copies all the selected files each time the backup is performed. Each time a normal backup is performed, a new backup set is created, and a bracketed number after the backup job name is incremented by one, to denote the backup run number.

Since each backup run creates a backup set, keeping the last X backup sets means keeping the backup files produced by the most recent X backup runs.

Ex:

A normal backup is performed, job name is "My_backup", and purging option selected is "keep only last 4 backups".

1st run	My_backup.gbp is created
2nd run	My_backup(1).gbp is created
3rd run	My_backup(2).gbp is created
4th run	My_backup(3).gbp is created
5th run	My_backup(4).gbp is created and My backup.gbp is deleted
6th run	My_backup(5).gbp is created and My Backup(1).gbp is deleted
7th run	My_backup(6).gbp is created and My Backup(2).gbp is deleted

Purging with Incremental Backup

During incremental backups, the first backup run performed after the backup job is created is a Full backup, subsequent backup runs are all incremental until the user elects to reset the backup job to normal, either manually or automatically using the "Limiting increments" feature. GBM treats each normal backup and all subsequent increments until the next normal run as a complete backup set.

For each backup run that is performed, a number after the backup job name is incremented by one, when backup is switched to normal, that number is reset and another bracketed number is incremented by one to denote the number of normal backups performed since the backup job was created.

When purging is selected, backup rotation is forced, which means that after a certain number of incremental backups, Genie Backup Manager will automatically reset the backup type to Normal for one backup run, then performs another set of incremental backup runs, then resets to normal again, and so on.

If the user enables purging with the option to "Keep only last X backups", Genie Backup Manager will reset backup type to normal "full" X time, and on the X+1 run, it will delete the oldest backup set.

Ex.

An incremental backup is performed.

- ◆ Job name: "My_backup"
- ◆ Purging option: "keep only last 3 backups"
- ◆ Backup rotation: 2 increments.

* Bold denotes the creation of a new backup set.

1st run	My_backup.gbp is created (Full backup) .	Backup Set
2nd run	My_backup.0.gbp is created (increment).	
3rd run	My_backup.1.gbp is created (increment).	
4th run	My_backup(1).gbp is created (Full backup) .	Backup Set
5th run	My_backup(1).0.gbp is created (increment).	
6th run	My_backup(1).1.gbp is created (increment).	
7th run	My_backup(2).gbp is created (Full backup) .	Backup Set
8th run	My_backup(2).0.gbp is created (increment).	
9th run	My_backup(2).1.gbp is created (increment).	
10th run	My_backup(3).gbp is created (Full).	Backup Set
	<i>My_backup.gbp, My_backup.0.gbp & My_backup.1.gbp are deleted</i>	
11th run	My_backup(3).0.gbp is created (increment).	
12th run	My_backup(3).1.gbp is created (increment).	
13th run	My_backup(4).gbp is created (Full).	
	<i>My_backup(1).gbp, My_backup(1).0.gbp & My_backup(1).1.gbp are deleted</i>	

Purging with Mirror Backup

Purging is not supported when Mirror Backup is used.

Rotating Backups

When increment backup is used, the user can set GBM to automatically switch to normal backup after a specific number of increments. Each normal backup and its subsequent increments are treated by GBM as one backup set, enabling the user to purge old backup sets safely.

▼ **To set GBM to limit the number of increments for each backup set:**

1. From the left menu in the Backup Wizard, select **Settings**
2. Click **Purge Settings**
3. Select the **Limit increments option**
4. In **Number of increments**, type the number of increments you wish GBM to perform before switching to normal backup

Understanding the Archive bit and Backup Types

The archive bit is a file attribute that is set whenever a file is modified. For backups that use archive bits, this bit is turned off after the backup completes, indicating to the system that the file has been backed up. If the file is changed again before the next backup, the bit will be turned on and Genie Backup Manager will back up the file.

Whenever a file is created or changed, the operating system activates the Archive Bit or modified bit . By default, unless you specifically select to use the archive bit, Genie Backup Manager uses the last modified date and time stamp to determine whether a file has been backed up.

Using the archive bit in determining changed files, however, can cause confusion if the user is not careful, if the data selection for more than one backup job overlap. To explain this, consider this scenario: Jack has two backup jobs that he has scheduled to run consecutively, named *Documents* and *Work* . The folder *Monthly Reports* was selected to be backed up by both backup jobs. Come backup time, the job *Documents*, will backup the folder the turn off the archive bit. When its time for the job *Work* to run, it will find that the folder has already been backed up and skips the folder.

When the archive bit method is used with normal, increment or mirror backup, GBM will turn off the archive bit after each backup run.

▼ To set GBM to reset the archive bit after backup:

1. From the left menu in the Backup Wizard Select **Settings**
2. Click **More Settings**
3. Click **Advanced Settings**
4. Select **Reset Archive Bit**

▼ To use the archive bit in determining changed files:

1. Click the **Start** menu in the Windows toolbar, then select **Run**
2. Type regedit
3. Browse the registry until you reach the following key:
HKEY_CURRENT_USER\Software\Genie-Soft\GBMHome7\Main\

4. Double-click the value **CompareMethod**
5. Set the value to 0 (zero)

Understanding the Modified Date and Time Stamp and Backup Types

When Genie Backup Manager runs a backup, the time the backup launches is recorded in the GBM database. The next time an incremental or mirror backup launches, GBM compares the file system time to the backup time recorded in the database. If the database time is older than the file system time, the file is backed up, and a new backup time is recorded in the database.

By default, unless you specifically select to use the archive bit, Genie Backup Manager uses the last modified data and time stamp to determine whether a file has been backed up.

▼ To use the modified date and time stamp in determining changed files:

1. Click the **Start** menu in the Windows toolbar, then select **Run**
2. Type `regedit`
3. Browse the registry until you reach the following key:
`HKEY_CURRENT_USER\Software\Genie-Soft\GBMHome7\Main\`
4. Double-click the value **CompareMethod**
5. Set the value to 1 (one)

Compression

Genie Backup Manager uses non-proprietary ZIP64 compatible compression to reduce backed up data size and save space, supporting up to 264 -1 files within a zip archive as well as files that have a size greater than 4GB, for a zip file size that can reach up to about 18 million terabytes (more precisely, 264 -1 bytes).

The Genie Backup Manager compression engine offers fast performance and low memory usage. Speed improvements reach 25%-75% in certain contexts. It also provides 15 to 20% better compression than other formats on many popular file types, especially XML data.

Users can choose between 9 levels of compression ranging from no-compression, to best.

▼ To set GBM to compress backed up data:

1. From the left navigation menu in the backup wizard select **Settings**
2. Select **Use Compression**
3. Select a suitable **Compression level** from the combo box

Backup without Compression

Selecting to backup data without compression would cause GBM to copy the data to a folder on the storage device while preserving the original file/folder structure, this makes data more accessible and less susceptible to corruption

Security Options

GBM offers two choices for restricting access to backed up data, and protecting it from prying eyes:

- ❖ **Zip Password protection:** Moderate security, works only when using backup with compression
- ❖ **AES encryption:** High security, works with or without compression

Zip Password Protection

Genie Backup Manager uses standard zip format compression, and thus can add a standard zip compression password to the created backup set; using this protection method would still allow the user to access his compressed backed up data using compression utility that supports zip format

▼ To add zip password protection to a backup job:

1. From the left navigation menu in the backup wizard select **Settings**
2. From the **Security** box select **Zip Password Protection**
3. Type a password twice in the **Password** and **Confirm Password** fields

Note: Passwords cannot be less than 6 characters long

Encryption

Encryption is encoding data to prevent any non-authorized party from reading or changing it. The level of protection provided by encryption is determined by an encryption algorithm. The contents of the data that you want to protect are encrypted based on a password that you specify. In order for GBM later restore the original contents of the encrypted files, the correct password must be supplied

AES Encryption

GBM uses AES encryption. AES is the Advanced Encryption Standard. This encryption method, has been adopted by NIST as an FIPS-approved (Federal Information Processing Standard) symmetric encryption algorithm that may be used by U.S. Government organizations (and others) to protect sensitive information

- ❖ GBM supports 128-bit AES encryption .
- ❖ The strength of encryption does not depend only on the length of the encryption key used but also on the password supplied by the user. Please read more about Encryption Passwords.

Note: GBM requires that the correct password be supplied before the contents of an encrypted backup set can be viewed or restored to its original unencrypted form. The password is not required, however, for actions that do not require access to the unencrypted contents of the file. In particular, encrypted files can be deleted from backup set, or can be replaced within the backup set, without a password

Notes on encryption safety

Encryption can be a very effective measure for protecting your sensitive data; however, even encrypted documents can be compromised. The following is a list of some of the ways in which the safety provided by encryption can be compromised. Note that these are not GBM related risks but rather risks that arise from mishandling the password or a file in its unencrypted form

- ❖ If a keystroke monitor (key-logger) or other malicious code (such as a trojan horse) is running on your computer, your password may be recorded when you type it. Be sure to check frequently for viruses and follow other recommended computer safety procedures.
 - ❖ If you extract an encrypted file and then delete it, it may be possible for someone to later "undelete" the file using file recovery software or the Recycle Bin.
 - ❖ When you extract, open or view a file directly from the backup set (using Catalog or from the Restore Wizard), GBM must extract the file to a temporary location so that the associated program can open it. If you subsequently close GBM without first closing the program that is using the file, GBM may not be
-

able to delete the temporary copy of the file, thereby leaving it on disk in unencrypted form. The associated program may also make one or more backup copies of the decrypted file, and GBM will not be able to delete these.

- ❖ After backing up or restoring encrypted files, some or all of the unencrypted file contents may remain in your computer's memory or the page swap files on disk. A malicious user may be able to retrieve this unencrypted information.

Using Encryption in Backup

GBM can protect backed up data from being accessed by unauthorized people using AES encryption. GBM encrypts data on-the-fly, meaning that it encrypts files as they are being copied to the backup storage device instead of first encrypting the entire data then backing it up.

▼ To add AES encryption protection to a backup job:

1. From the left navigation menu in the backup wizard select **Settings**
2. Select **AES Encryption**
3. Type a password twice in the **Password** and **Confirm Password** text input boxes

Note: Encryption applies only to the contents of backed up files. Information about an encrypted file, such as its name, date, size, and attributes, can be viewed, without a password, by anyone who has access to the backup set.

Decrypting data during restore

Upon selecting a backup set with encryption protection for restore, GBM will request the encryption password. The user will not be allowed to browse, view, extract or restore data unless the correct password is supplied.

Encryption Passwords

The security of your data depends not only on the strength of the encryption method but also on the strength of your password, including factors such as length and composition of the password, and the measures you take to ensure that your password is not disclosed to unauthorized third parties.

You should keep the following considerations in mind when choosing passwords for your files:

- ❖ Encryption password cannot be less than 6 characters long
- ❖ In general, longer passwords are more secure than shorter passwords. To take maximum advantage of the full strength of AES encryption passwords lengths must be approximately 15 characters
- ❖ Passwords that contain a combination of upper and lower case letters, digits, and punctuation are more secure than passwords containing only letters.
- ❖ Because you can use spaces and punctuation, you can create "pass phrases" that are long enough but still easy to remember and type.
- ❖ Avoid using easily guessed passwords such as names, birthdays, Social Security numbers, addresses, telephone numbers, etc...
- ❖ Avoid storing the password on the same volume on which the encryption data is located
- ❖ Keep a record of the passwords you use and to keep this record in a secure place. GBM Home has no way to access the contents of an encrypted file unless you supply the correct password.

Creating a Self-Restorable Backup Archive (SwiftRestore)

Genie Backup Manager offers users a feature that enables them to restore their backed up data to any machine regardless of whether GBM is installed on it. Choosing the Express Restore option creates a standalone self-executable .exe file on the storage media, which can be used to browse backed up data and restore it on any machine, even if GBM is not installed on it.

▼ How to Create a Self-Restorable Backup Archive?

1. Open the backup wizard
2. From the left navigation select **Settings**
3. Select **Enable Self-Restorable Backup**

One-File SwiftRestore

If the data is backed up using compression, and is less than 200MB after compression, Genie Backup Manager will turn the entire backup set into one self-executable file. Otherwise, the software will create a separate .exe file in the same folder as the backup set.

1. Go to **Tools**, then select **Global Preferences**
2. Click the plus icon next to **Backup Settings** then select **Advanced Settings**
3. Make sure **Enable one-file self-restorable backups** is selected
4. Select a preferred size from the drop-down menu, or type a custom value (maximum 2 GB)

Notes:

-
- ❖ *One-file self-restorable backups is not supported when backup data is spanned over multiple volumes or forced to split*
-

Extracting the Backup Archive from a SwiftRestore File

If the SwiftRestore .exe file got corrupted, users can extract the backup archive from the self-executable file:

1. From the toolbar click **Tools**, then select **Extract archive from .exe file**
2. Click **Browse** to locate and select the desired self-executable backup file
3. Click **Extract**. The extracted backup set will be stored in the same folder as the original express restore .exe file

Managing Open Files

Open files are files that are being used by the system or an application, these files are usually locked so that no other application can gain access to them or copy them, since they are constantly changing. Open files can render a backup incomplete, as they can not be copied along with the rest of the data

These days few companies can afford to close their running software to create a "backup window" for backup software to be able to archive data reliably and successfully, and most standard backup solutions are not equipped to handle files that are being used by other applications, resulting in the failure of these solutions in performing the very task they were bought to perform

This problem can be avoided in GBM Home by using File Access Manager (FAM).

File Access Manager

File Access Manager was designed to ensure business continuity of all their mission critical data. Many companies are at risk because their backup software can't backup exclusive, in use or open files, leaving security holes in their backup strategy. With Genie Backup Manager and File Access Manager, these worries are no more.

File Access Manager is a utility that helps GBM Home capture files that are open, even if they are changing during the backup, without locking users out of the applications or forcing them to log off the network

Giving your backup software the ability to protect ALL your mission critical data by giving it access to exclusive, open or in use files. And ensuring business continuity by protecting your data in real time without causing interruptions.

FAM will run silently in the background to help you protect ALL your data in case of system failure or disaster without interrupting day to day operations, 24 hours a day, 7 days a week.

Using File Access Manager

File Access Manager is easy to use, once activated, it will work in the background without the need for user interaction.

▼ **Checking whether FAM is installed:**

1. From the toolbar click **Tools**, then select **Global Preferences**
2. Select **FAM**
3. The FAM status field will display the status of whether FAM is installed or not.

▼ **Checking whether FAM is running:**

1. Press <Ctrl + Alt + Del> to open the **Task Manager** dialog.
2. Select the **Processes** tab.
3. Make sure "File Access Manager.exe" is running.

▼ **Allowing FAM to handle backup of open files:**

1. From the toolbar click **Tools**, then select **Global Preferences**
2. Select **FAM**
3. Click **Start**

▼ **To stop FAM from handling open files:**

1. From the toolbar click **Tools**, then select **Global Preferences**
2. Select **FAM**
3. Click **Pause**

Volume Shadow Copy Service

The Volume Shadow Copy Service (VSS) provides the backup infrastructure for the Microsoft Windows XP operating system, serving a mechanism for creating consistent point-in-time copies of data known as shadow copies.

VSS is a Microsoft component which allows GBM to backup opened files resulting in a skipped-files free backup.

▼ **Allowing VSS to handle backup of open files**

1. From the toolbar click **Tools**, then select **Global Preferences**
2. Select **FAM**
3. Select **Use Volume Shadow Copy**

Limitation of Volume Shadow Copy Service:

- ❖ Works only with NTFS formatted partition.
- ❖ FAM must be installed
- ❖ Supported only under Windows XP and Windows Server 2003

Command Line Options

Backup Command Line Options

The Backup Command Line Options are ideal for quick backups and for automating repetitive tasks using batch files or scripts.

GBMHome [-e] [-job "backup job name"] [-q] [-noexit] [-showlogfile] [-novalidate] [-bt | 1 2 3 4] [-shutdown | 1 2 3 4]

Command	Result								
-e	Activate the Command Line engine.								
-job "job name"	Name of the backup job to be performed.								
-novalidate	Do not verify backed up data after backup.								
-q	Run the backup monitor minimized when backup starts.								
-showlogfile	Display backup log when backup is complete.								
-noexit	Do not exist Genie Backup Manager after backup.								
-bt	Specify backup type to be used with this backup run.								
	<table border="1"> <tr> <td>-bt1</td> <td>Force running the backup job in normal mode (backup all selected files).</td> </tr> <tr> <td>-bt2</td> <td>Force running the backup job in increment mode.</td> </tr> <tr> <td>-bt3</td> <td>Force running the backup job in mirror mode.</td> </tr> </table>	-bt1	Force running the backup job in normal mode (backup all selected files).	-bt2	Force running the backup job in increment mode.	-bt3	Force running the backup job in mirror mode.		
-bt1	Force running the backup job in normal mode (backup all selected files).								
-bt2	Force running the backup job in increment mode.								
-bt3	Force running the backup job in mirror mode.								
-shutdown	Choose power saving option to be executed when backup is complete.								
	<table border="1"> <tr> <td>-shutdown1</td> <td>Shutdown computer.</td> </tr> <tr> <td>-shutdown2</td> <td>Hibernate.</td> </tr> <tr> <td>-shutdown3</td> <td>Logoff.</td> </tr> <tr> <td>-shutdown4</td> <td>Standby.</td> </tr> </table>	-shutdown1	Shutdown computer.	-shutdown2	Hibernate.	-shutdown3	Logoff.	-shutdown4	Standby.
-shutdown1	Shutdown computer.								
-shutdown2	Hibernate.								
-shutdown3	Logoff.								
-shutdown4	Standby.								

Example:

GBMHome -e -job "my data 1" -bt1 : Run backup job (my data 1) using the normal (Full) backup method.

Note: More elaborate non-GUI based backup functionality can be accessed using GRunScript

Alerts and Notifications

Email Notification

If you are a network administrator who is always on the move, and you've scheduled backup jobs to run while you're away, but still need to make sure everything goes smoothly, then email notification is the feature you need.

E-mail notification is a nifty feature that enables GBM to send to the user information about the status of the performed backup upon its completion via email.

Enabling Email Notification

▼ To enable email notification for all backup jobs:

1. From the toolbar click **Tools**, then select **Global Preferences**
2. Select **Email Settings**
3. Select **Enable e-mail notification**
4. Enter the following settings
 - ◆ **SMTP server:** The name or IP address of SMTP server to be used for sending notification emails
 - ◆ **Port:** SMTP sending port. (25 by default)

- ◆ **SSL:** SSL (Secure Sockets Layer) is a security protocol that provides communication privacy. Select this option if your SMTP server supports this protocol.
- ◆ **From:** The email address to appear in the From field of the sent notification email
- ◆ **To:** The address of the recipient of the notification email
- ◆ **Subject:** Enter the description that will appear in the Subject field on the sent email

▼ How to Send Email Notifications?

1. Make sure email notification is enabled
2. From the left navigation menu in the backup wizard select **Settings**
3. Click **More Settings** then select **Notification**
4. Select **Send e-mail notification**
5. Choose one of the following options:
 - ◆ **When backup is complete:** Send notification email when backup is over
 - ◆ **Only if error occurs:** Send notification email only if GBM encountered a problem during backup (skipped files, failed to create backup file, etc...)

SMTP Authentication

GBM supports different SMTP authentication methods for sending email notifications. SMTP authentication uses different methods of encryption to protect the user mail account's name and password as they are being sent to the SMTP server.

▼ To choose an authentication method:

1. From toolbar, click **Tools**, then select **Global Preferences**
 2. Select **Email Notification Settings**
 3. Click **Authentication Method**
 4. Choose one of the following authentication methods:
-

- ◆ **NONE:** Send the password to the server in an insecure format.
- ◆ **AUTH LOGIN:** Most common authentication method.
- ◆ **CRAM MD5:** (Challenge Response Authentication Mode), most secure authentication method.
- ◆ **LOGIN PLAIN**

Sound Alerts

Genie Backup Manager can play sounds when specific events take place to alert the user.

Events that support sound alerts are:

- ❖ Finishing backup successfully
- ❖ Finishing backup with errors
- ❖ Completing data verification
- ❖ Prompting the user to switch disks during a multi-disk backup
- ❖ Finishing data integrity testing

▼ How to Attach a Sound Alert to a GBM Event?

1. From the toolbar click **Tools**, then select **Global Preferences**
2. Select **General** then **Sounds**
3. Make sure **Enable sound alerts** is selected
4. Choose an event from the **Events** list
5. Select **Attach sound to selected event**
6. Click **Browse** to choose a sound file then click **OK**

▼ How to Disable Sound Alerts?

1. From the toolbar click **Tools**, then select **Global Preferences**
-

2. Select **General** then **Sounds**
3. Remove the check mark next to **Enable sound alerts is selected**

Data Integrity Verification

Verification ensures that backed up data was successfully written on the storage media and that it can be restored reliably. Genie Backup Manager will by default verify backed up data immediately after the backup task is completed. But the user can also choose to test data integrity of a backup archive at a later time using the Testing Data Integrity tool.

Notes: Post-backup data verification is not supported when the backup storage media is a remote machine using FTP. However, data is verified while it's being written to the media.

How to Test Data Integrity of a Backup Archive

▼ **To verify backed up data, do one of the following:**

- ❖ Right after backup completes, from the **Backup Progress** screen, click **Verify Backup**

Or...

1. From the toolbar, click **Tools**, then select **Test Backup**
2. Select a backup job from the **Backup Job** list. If the backup job is not listed click **Browse** and select the backup set manually
3. Click **Test Now**

Verification Method

Bit-by-bit verification: This is the default method used by the software to verify that a backup archive is restorable, and the data contained within it is not corrupt.

This is done by reading every bit of each backed up file, however, this verification method does not compare data to make sure that the backed up data and the original data are exactly identical. This means that if the contents of a file in the backup archive were modified after backup, Genie Backup Manager will not detect it.

Verifying New and Changed Files

By default, after an incremental or mirror backup run, Genie Backup Manager will only verify new and changed files that have been added to the backup set. This saves a lot of time, based on the assumption that the rest of the data was verified previously when it was first backed up.

To set Genie Backup Manager to verify the entire backup archive (data created by most recent normal backup along with all subsequent increments), you can do the following:

1. From the tool bar, click **Tools**, then select **Global Preferences**
2. Select **Testing Data Integrity**
3. Make sure the option **Test only new and changed files** is marked

Data Verification Settings

Genie Backup Manager will automatically verify backed up data when the user closes the backup summary dialog. To change this behavior:

1. From the tool bar, click **Tools**, then select **Global Preferences**
2. Select **Testing Data Integrity**
3. Choose one of the following options:
 - ◆ **Automatically test data after backup:** Always verify data after backup without asking me
 - ◆ **Ask me:** Ask me whether to verify data when backup is completed
 - ◆ **Do not test:** Do not verify backed up data

Quick Backup

Users can run a backup job without going through the backup wizard by doing one of the following:

- ❖ From the **Tools** menu in the main page click **Quick Backup** and select a job to run.
- ❖ Create a shortcut on the Desktop for the backup job and double-click it whenever you wish to run a backup task.

Online Backup

Introduction

to removable media such as DVDs, or CDs , although more secure than backup to a local hard drive, can still be a risky undertaking for extra sensitive, mission-critical data. since these media are still stored, in most cases, in locations not far from where the original data resides, which, first, makes all the data (original and backup) vulnerable to natural disasters that can affect a complete building or geographical location, and thus damaging even the backups, and secondly, become an easy target for theft.

Also, keeping a complete library of tapes/DVDs is no easy task when the frequency of your system backups increases.

Genie Backup Manager now offers 100% secure and reliable off-site (remote) backups for your files and documents. Backup your data to Genie-Soft's servers through a regular internet connection, and restore them anytime and anywhere. No more tapes or DVDs and no more hassle. All you need is an internet connection.

Genie-Soft's online backup service is integrated within Genie Backup Manager. Online backup with GBM is as easy as backing up to any local hard drive.

▼ How to perform an online backup

1. Make sure you have an online backup account with enough free space.
 2. Make sure you are using the Normal Backup Wizard Layout.
 3. Enter the backup wizard. The **Job Info** wizard screen will open.
 4. In the **Backup Job Name** field type a name to be assigned to backup job you wish to create
 5. Hit **Next** to move to the **Where to Backup** window.
 6. Select **Online** backup.
 7. Click **Login**. The Genie-Soft online login window will open.
 8. Type your email address and password as were entered when you signed up to the Genie-Soft online backup service, and click **Done**.
-

9. Hit **Next** to move to the **What to Backup** window.
10. Go through the three tabs **My Profiles**, **My Folders** and **My Plugins** to select the items that you wish to backup
11. Hit **Next**
12. The **Backup Settings** window will be displayed. From this window you get to configure various job-specific settings.
13. Hit **Next** then select **Backup Now**.
14. Wait until Selection Confirmation is over then click **Start Backup**.

Purchasing Extra Online Backup Space

If you wish to upgrade your online backup account to another plan that offers more storage space or seats (users), do the following:

1. Open your Internet browser.
2. Go to <http://online.genie-soft.com> and login to your account.
3. From the main page select **Billing**.
4. Click **Buy more space**.
5. A list of extra space/seats plans that you are eligible to upgrade to will be displayed. Choose the plan that suites your needs.

Note:

- ❖ During backup if GBM determines that the user does not have enough online backup space, it will notify the user and give him/her the option to purchase more backup storage space.

Signing up for a Free Trial Online Backup Account

You can sign up to get a trial GBM Online Backup account free of charge to test our online backup service. The trial account will grant you 50MB of free online backup space.

▼ **To sign up for a trial online backup account:**

1. From the toolbar, select **Tools** then **Online login**. The online backup login dialog will open.
2. Click the **Sign up for a free trial account** link.
3. Follow the instructions.

Changing Online Backup Account User

▼ **To change the user account you use to log in to the Online Backup service:**

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **Online Backup**.
3. Click the **Change User** button.
4. Enter the new user account credentials .

Security During Online Backups

High data security and privacy during online backups in Genie Backup Manager are achieved through the application of the following data-security standards:

Securing Account Passwords:

This security measure is applicable even when secure online backup method is not selected.

Passwords are encrypted using the SHA-256(Secure Hash Algorithm). This hash encrypted algorithm is one of the required secure hash algorithms for use in U.S. Federal applications, including use by other cryptographic algorithms and protocols, for the protection of sensitive unclassified information. This standard is called secure because, for a given algorithm, it is computationally infeasible to find a message that corresponds to a given message digest, or to find two different messages that produce the same message digest. Any change to a message will, with a very high probability, results in a different message digest.

This Encryption methodology is a one way encryption; therefore it cannot be decrypted at the server's side and therefore there is not way recover a password from the data base the server will only be able to reset the password and not recover it. The reset process will be sent to the user's personal email, this process prevents hackers from resetting the user's account, which is a great feature to prevent user impersonation.

Securing Data transmission:

Genie Online Backup supports a 128-bit Secure Socket Layer (SSL) certified by the leading global provider of SSL certificates Thawte. This protocol uses RSA encryption algorithm in order to encrypt the data on the link and prevent hackers from eavesdropping on personal information.

This Authentication is done to reassure the clients that they are sending their information to the right source. In other words, the certificate based authentication authenticates that we are who we say we are. This authentication is done by the SSL certificate provided by Thawte. An SSL Web Server Certificate enables the Genie Online Backup users to view the following information:

The domain for which the certificate was issued. This allows them to check that the SSL Web Server Certificate was issued for your exact host and domain.

The owner of the certificate. This acts as further reassurance, since customers are able to see whom they are doing business with.

The physical location of the owner. Once again this reassures customers that they are dealing with an actual entity.

The validity dates of the certificate. This is extremely important, since it shows users that your Digital Certificate is current.

▼ **Enabling Data Transmission Security:**

1. From the left navigation menu in the backup wizard select **Where to Backup**
2. Select **Online Backup**.
3. Click the **Change User** button.
4. Make sure **Secure** is selected .

Scheduling Backup Tasks

Backing up data can take a lot of time depending on the size of the data intended for backup, during which a big part of the machine's resources are consumed by the backup application. To avoid interrupting work or slowing down the machine while it is being actively used, users can schedule backup tasks to run unattended at times that guarantee no interruptions to their work. Scheduling also insure that the data is being backed up on a regular basis without user interaction.

GBM uses Windows Scheduled Tasks agent to run unattended backup tasks.

▼ To open the scheduling wizard, do one of the following:

- ❖ Press <ALT + S>
- ❖ From the toolbar, click **File**, then select **Scheduling Wizard**
- ❖ From the main page click **Schedule Wizard**

▼ How to Schedule a Backup Task?

1. Open the Scheduling Wizard
2. Click **Create New Schedule**
3. Select a backup job from the list and click **Next**
4. Choose how often to run the backup task. Available options are daily, weekly, monthly, once, or at logon.
5. Click **Next**
6. You might be requested to type your Windows login user name and password. The user name must be in the form Domain\Username

Notes:

- ❖ If you are connected to a domain, the user name must be entered in the format Domain\User
- ❖ If you do not enter a password log on to Windows, then try keeping the password field empty, if the scheduler fails to create the task, then you do have a password but Windows keeps it memorized for you.
- ❖ If your computer is not connected to a network, you probably do not need to enter a username and password.
- ❖ You need to enter a logon user name and password, if you want the backup task to run while Windows is logged off.

▼ Editing a Scheduled Backup Task

1. Open the Scheduling Wizard
2. Click **Edit existing tasks**, then select a backup job from the menu

This will take the user to the properties page of the backup job's scheduled task from which the user can modify the scheduling settings. Command line options can also be used.

▼ Deleting a scheduled backup task

1. Open the Scheduling Wizard
2. Click **Delete schedule**, then select a scheduled backup task from the menu

Changing Backup Type of the Scheduled Backup Task

When you schedule a backup task to run unattended, it will be run using the default backup type (Normal, increment, or mirror) that is set within the backup job. You can, however, instruct GBM to run the backup task using a different backup type, that is, to override the backup type setting in the backup job. This can come in handy if you decide to schedule more than one instance of the backup job, for different days of the week or the month, and have each scheduled task run with a different backup type.

▼ To over-ride the backup type setting for a scheduled backup task...

During scheduled backup task creation:

1. Open the Scheduling Wizard
2. Click **Create New Schedule**
3. Select a backup job from the list and click **Next**
4. Click **Backup Type**
5. Choose the backup type you wish this scheduled backup task to use

For an existing scheduled backup task:

1. Open the Scheduling Wizard
2. Click **Edit existing tasks**, then select the backup job from the menu
3. In the **Run** text input area, append one of the following parameters at the end of the string:
 - bt1** Force running the backup job in normal mode (backup all selected files).
 - bt2** Force running the backup job in increment mode.
 - bt3** Force running the backup job in mirror mode.

The Backup Monitor

When running a backup job as a scheduled backup task or from a desktop shortcut the task will be run in a small window called the **Backup Monitor**. This window will display the status of the backup task along with a bar indicating progress.

▼ To run the backup monitor minimized during a scheduled backup take:

1. Create a scheduled backup task
2. Open the Scheduling Wizard
3. Click  **Edit existing tasks**, then select the backup job from the menu
4. In the **Run** text input area, append the parameter (-q) at the end of the string

Power Options

Scheduled backup tasks are usually set to run after-hours or on weekends; when the machine being backed up is most probably not being used by anyone. Genie Backup Manager offers power options that allow the user to reduce his machine's power consumption.

▼ To set power saving options:

1. Open the **Scheduling Wizard**
2. Select a backup job form the list then click **Next**
3. Click **Advanced Options**
4. Choose your preferred power management settings

Minimizing the Backup Screen During Unattended Backups

1. Open the Scheduling Wizard
2. Select a backup job from the list then click **Next**
3. Click **Advanced Options**
4. Make sure **Minimize Window** is checked

Restoring Data

This chapter explains how to use GBM to restore files, folders, emails, programs and settings to their original location on your hard disk or to an alternative location. You can restore one file, several files, or the entire set of backed up data.

Topics:

- | | |
|--------------------------------------|--|
| The Restore Wizard: | Two easy steps to restore your backed up data. |
| Selecting The Backup Archive: | Instructions on how to select a backup archive to restore data from. |
| Selecting Data to Restore: | Information about the various data items in Genie Backup Manager, with detailed instructions on how to restore them. |

▼ How to Open the Restore Wizard?

- ❖ From the main window, click **Restore**
- ❖ From the toolbar click **Files**, then select **Restore Wizard**
- ❖ Press <ALT + R>

▼ How to Restore?

1. Open the restore wizard
2. Select the backup set you wish to restore data from
3. Click **Next**
4. Go through **My Profile**, **My Folders** and **My Plugins** tabs to select items to be restored then click **Next**
5. Click **Restore Now**

Selecting a Backup Set for Restore

In order to browse and restore backed up data the user needs to select the backup index file with extension (.gbp) that is created at the end of each backup run. Without this file the user won't be able to restore his data using GBM Home -although the data itself would still be accessible manually.

Disk-Based Restore

▼ Selecting a Backup Set Using the Catalog

1. Open the Restore Wizard
2. In the backup job list, expand the tree below the backup job you wish to restore from
3. Select a backup run, then click **Next**
4. If the volume containing the backup set was not present you will be prompted to insert it

▼ Selecting a Backup Set from the Restore Wizard

1. Open the Restore Wizard
2. Click **Browse**
3. Browse to the location where the backup set is stored and locate the main index (.gbp) file, then click **OK**

Locating the Main Index (.gbp) File

In order to browse and restore backed up data the user needs to select the backup index file with extension (.gbp) that is created at the end of each backup run. Without this file the user won't be able to restore his data using GBM Home -although the data itself would still be accessible manually.

The location of the main file containing the backup index (.gbp) depends on the type of backup that was performed:

- ❖ If you choose backup without compression, then the backed up data will be stored in one or more folders carrying the backup filename on the storage media, and the main backup file –in this case named main.gbp- will be stored directly inside this folder.
- ❖ If the backed up data was split, whether stored on a single backup destination or spanned over multiple volumes, the produced linked files will be given sequentially numbered extensions (.000, .001, .002, etc ...), and the last file will be given the .gbp extension.
- ❖ Genie Backup Manager will append a number before the file extension to indicate the number of the backup run: e.g. backup.gbp, backup.0.gbp, backup.1.gbp etc ... 0 - means the first increment in the series, 1 - is the second run, and so on...
- ❖ When rotating backups is used, each time the backup job converts to normal (full) backup, Genie Backup Manager will increment a number between parenthesis, that is placed between the backup job name and the backup run number. The second normal backup run will be (0), the third (1), and so on..

Example:

```
backup.gbp  
backup.0.gbp  
backup.1.gbp  
backup(0).3.gbp  
backup(0).4.gbp  
backup(0).5.gbp  
backup(1).6.gbp  
backup(1).7.gbp ...
```

Online Restore

Restoring data stored online in Genie Backup Manager is an easy and seamless process.

▼ Restoring data from an online backup account.

1. Open the Restore Wizard
2. From the left navigation menu select **Online Restore**.
3. If your online backup account is not already displayed, click **Change User** and enter your Genie Online Backup account credentials, then click **Done**.
4. Click **Login** to my account and wait for Genie Backup Manager to list all the backups available online.
5. Select a backup job from the list, or select **My Vault**, to restore files that were uploaded manually.
6. Click **Next** to continue with selecting data to restore.

Selecting Data to Restore

Restoring Files and Folders

Restoring backed up files and folders is done from the MY Folders tab in the restore wizard. Users can browse files and folders in a Windows Explorer-like interface where they can select one, several, or all backed up files and folders for restore.

▼ To restore files and folders:

1. Open the restore wizard
2. Select the backup set, then click **Next**
3. Click the **My Folders** tab
4. Choose the files and folders you wish to restore, for more information, see Selection Panes

Restoring File Attributes

During backup, files attributes, including the modified date and time stamp, might change depending on the storage device being used, file splitting, file system etc ... GBM saves this information during backup and reassigns each file its correct attribute during restore.

▼ To disable restoring file attributes:

1. Open the restore wizard
2. Select the backup set, then click **Next**
3. Select **My Folders** tab
4. Click **Advanced**
5. Remove the check mark next to **Restore file modified dates and attributes**

Changing the Restore Destination

Restore can be done to copy all files and folders to the original paths they were backed up from, or to an alternative user-specified location.

1. Open the restore wizard
2. Select the backup set, then click **Next**
3. Select **My Folders** tab
4. From the **Restore file to** combo box, choose one of the following options:
 - ◆ **Original location:** Restore each file and folder to its original path.
 - ◆ **Alternative:** Restore all data selected to a user specified folder. Folder structure will be preserved.
 - ◆ **Single folder:** Restore all data selected to a user specified folder. Folder structure will be lost.

Replacing Existing Files

By default, when a file being restored already exists in the destination folder, GBM will compare the two files' modified date and time stamps and overwrite the existing file only if it was older than the one being restored.

To change this behavior:

1. Open the restore wizard
2. Select the backup set, then click **Next**
3. Select **My Folders** tab
4. Click **Advanced**
5. Choose one of the following options:
 - ◆ Do not replace existing files
 - ◆ Replace if restored file is newer
 - ◆ Always replace files

Restoring Data Backed Up Using Plugins

1. Open the restore wizard
2. Select the backup set, then click **Next**
3. Click the **My Plugins** tab
4. Choose the items you wish to restore.

The data will, by default, be restored to its original location. However should you want to restore an item to an alternative folder, mark the option **Restore to an Alternate Location**, then click **Browse**, to specify the new folder.

Notes: Restoring a My Plugins item to an alternative location will reflect the path change in all needed settings and registry keys.

Restoring Outlook Data

GBM can backup a single or multiple Outlook profiles. An Outlook Profile is a set of registry entries that define how Outlook should behave and which services it will use. Multiple users can define multiple personalized profiles. Users can restore only one Outlook profile at a time.

1. Open the restore wizard
 2. Select the backup set to restore from, then click **Next**
 3. Make sure the **My Profile** tab is selected
 4. From the left-hand pane select, expand the tree under Outlook (2000, 2002 and 2003), then select the profile you wish to profile.
 5. From the items list pane select the Outlook Data Items you wish to restore
 6. Choose one of the following options:
 - ◆ **Create a new profile:** When a profile being restored already exists, create a new profile, and leave the old one intact.
 - ◆ **Overwrite existing profile:** Overwrite existing profile with the one being restored.
-

- ◆ **Append to Existing profile:** Merge restored profile with existing one. PSTs file will be appended as additional PSTs not synchronized.
7. If you wish to restore another Outlook profile, run Outlook once, then close it and repeat steps 1 through 6.

Restoring Outlook Express Data

How to Restore Outlook Express Data?

1. Open the restore wizard
2. Select the backup set, then click **Next**
3. Make sure the **My Profile** tab is selected
4. From the left-hand pane, select the identity you wish to restore
5. From the items list pane select the Outlook Express data items you wish to restore
6. Click **Select identity**
7. Choose an identity from the list and hit **Select**
8. Click **Back to Restore**
9. Finish select other backup items and click **Next** to begin restore
10. Repeat steps 4 through 9 to restore additional Outlook Express identities

Note: If you are restoring to a new Windows installation, you must start Outlook Express once before attempting to restore

Synchronizing Outlook Express Email Folders?

Genie Backup Manager isn't an Outlook Express synchronization tool per se, however, to GBM offers a work around, by restoring data to a dummy temporary identity, from

there the user can use Outlook Express's import functionality to synchronize emails from the existing identity with emails from the restored identity.

▼ To synchronize Outlook Express Emails:

1. Open the restore wizard
2. Select the backup set, then click **Next**
3. Make sure the **My Profile** tab is selected
4. From the left-hand pane, select the identity you wish to restore
5. From the items list pane select the Outlook Express data items you wish to restore
6. Click **Select identity**
7. Choose an identity from the list and hit **Select**
8. Select **Synchronize my emails**
9. Click **Ok** and complete the restore process
10. When restore is complete, run Outlook Express
11. From the **File** menu select **Import** then **Messages**
12. Select **Microsoft Outlook Express**
13. Select **Genie Backup Identity** and click **Next** until you reach the **Select Folders** window
14. Choose one of the following options
 - ◆ Import all
 - ◆ Selected Folders

Synchronizing Outlook Express Settings

To synchronize backed up settings and email accounts with an existing Outlook Express identity do the following:

1. Open the restore wizard
 2. Select the backup set, then click **Next**
 3. Make sure the **My Profile** tab is selected
-

4. From the left-hand pane, expand the Outlook Express list, then select an identity
5. From the item list pane, make sure Outlook Express Root is deselected, and Outlook Express Data is selected
6. Click **Select identity**
7. Choose an identity from the list and hit **Select**
8. Click **Back to Restore**

Extracting an Outlook Express Mail Folder from the Backup Set

1. Open the restore wizard
2. Select the backup set, then click **Next**
3. Make sure the **My Profile** tab is selected
4. From the left-hand pane, select an identity
5. From the items list pane, expand the **Outlook Express Root** tree, and select an email folder.
6. Click **Extract**
7. Select a folder then click **Save**

Viewing Backed Up Outlook Express Emails?

Genie Backup Manager is the first and only backup software that allows users to access Outlook Express emails while they are backed up, to view, extract and even print them.

1. Open the restore wizard
 2. Select the backup set, then click **Next**
 3. Make sure the **My Profile** tab is selected
 4. From the left-hand pane, select an identity
 5. From the items list pane, expand the **Outlook Express Root** tree, and select an email folder.
 6. Click **View Emails**
-

Restoring Windows Registry

Windows Registry is a database that holds the settings and options in your windows system. Whenever you make changes to your hardware configurations, software, users settings or PC preferences on your computer these changes are reflected in and stored in windows registry.

Users can only restore a backed up registry key with all its subkeys.

Note: Arbitrary restoring registry keys may have unpredictable consequences and cause your system to crash or corrupt installed programs. It is recommended not to restore registry keys unless the user knows exactly what the keys are for.

▼ To restore backed up registry keys:

1. Select the backup file and click **Next**
2. Select **My Profile** tab
3. Select the checkbox next to **Registry**
4. From the right-hand pane, select the registry key(s) you wish to restore

Restoring Windows Settings

1. Open the restore wizard
2. Select the backup set, then click **Next**
3. Make sure the **My Profile** tab is selected
4. From the left-hand pane, select **Windows Settings**
5. From the item list pane select Windows Settings you wish to restore

Restoring Favorites

1. Open the restore wizard
2. Select the backup set, then click **Next**
3. Make sure the **My Profile** tab is selected
4. From the left-hand pane, select **Favorites**

Restoring Windows Address Book (WAB)

1. Open the restore wizard
2. Select the backup set, then click **Next**
3. Make sure the **My Profile** tab is selected
4. From the left-hand pane, select **Windows Address Book**

Note: Windows Address Book contacts are listed according to Outlook Express identities, to be able to view the restored Windows Address Book contact make sure restored Outlook Express identities keep their old names. Otherwise synchronize you address Windows Address Book data

Synchronizing Windows Address Book Contacts

Restoring Windows Address Book will replace the existing WAB file on the machine. The user can manually synchronize the existing address book with the backed up version by doing the following:

1. Open the restore wizard
 2. Select the backup set, then click **Next**
 3. Make sure the **My Profile** tab is selected
 4. From the left-hand pane, select **Windows Address Book**
 5. Click **View backed Up Windows Address Book**
 6. From the toolbar click **File**, then select **Export**
 7. Select **WAB Address Book**, and save the WAB file in a temporary location
-

8. Run Outlook Express
9. From the toolbar click **File**, then select **Import**
10. Select **Address Book**
11. Browse to the location of the saved WAB file and select it then click **Ok**

Restoring Media Files

1. Open the restore wizard
2. Select the backup set, then click **Next**
3. Make sure the **My Profile** tab is selected
4. From the left-hand pane, select **Media Playlist**
5. From the right-hand pane select the media files you wish to restore by ticking the checkmark next to each file.
6. From the **Restore files to** drop down menu, select one of these options
 - ◆ **Original location:** Restore files to the same location they were backed up from.
 - ◆ **Alternate:** Restore files to an alternative location specified by the user.
 - ◆ **Single folder:** Restore all selected files to a single folder, disregarding previous folder structure.
7. To regenerate a new media playlist according to the new locations to which files were restored to, tick the option **Regenerate playlist**

Restoring Desktop Items

1. Open the restore wizard
 2. Select the backup set, then click **Next**
 3. Make sure the **My Profile** tab is selected
 4. From the left-hand pane, select **Desktop**
 5. From the right-hand pane, select the Desktop items you wish to restore
-

6. Select one of the following options:
 - ◆ Restore to Desktop
 - ◆ Restore to alternate location

Restoring Windows Fonts

1. Open the restore wizard
2. Select the backup set, then click **Next**
3. Make sure the **My Profile** tab is selected
4. From the left-hand pane, select **Windows Fonts**
5. From the right-hand pane select the fonts you wish to be restored

Restoring Internet Explorer Settings

1. Open the restore wizard
2. Select the backup set, then click **Next**
3. Make sure the **My Profile** tab is selected
4. From the left-hand pane, select **Internet Explorer**

Cataloging

The catalog is a library containing a history of backup jobs and the files backed up during each backup run. With this utility, users can keep track of file versions, and run, view search for and extract files directly from the backup set without going through the restore wizard.

The catalog is also the only place from which the user can view the log for any recorded backup run, whereas the jobs manager only allows the user to view the log for the most recent backup run.

Using the catalog to browse backed up files is more convenient than using the restore wizard since the backup set itself need not be present to browse the files, the catalog index is stored locally on the drive. If the user wants to extract, run or view a file from a backup set, he/she will be prompted to insert the volume containing the set or browse to its new location.

The Catalog Window

The catalog window is divided into 2 panes:

Left-hand pane

This pane displays a tree listing backup jobs and backup runs performed for each job. Each backup run is sectioned into the following:

All files	All files selected by the backup job
New files	Files that were added by the selected backup run
Unchanged files	Files that were not changed since the previous backup run and were not backed up in the currently selected one (increment and mirror runs only)
Modified files	Files that were present in the previous backup run but were since modified (increment and mirror backups only)
Deleted files	Files that were backed up in the previous run and had since been moved or deleted (increment and mirror backups only)

Right-hand pane

- ❖ Clicking on the backup run's name would display basic information about the job in the right-hand pane
- ❖ Clicking on one of the sections: **all**, **new**, **unchanged**, **modified** and **deleted**, would list the files contained in that section, the following columns are available in the file list view, which can also be used for sorting:

]

Filename	Name of listed file.
Size	Size of listed file -before compression if backup set was compressed-
Date Modified	Date of the most recent change made to the file before it was backed up.
GBM Data Type	My Profile, My Folders or My Plugins.
Extension	The filename extension (file type) of the backed up file.
Original Path	The original path in which the backed up files was located.

Right-Click Options

Right clicking an object from the panes in the Genie Backup Manager Catalog will open a menu with options related to the clicked item.

Right-Clicking a Backup Job:

Delete Job:	Delete all catalog entries for the currently selected job
Expand All:	Fully expand the tree beneath the selected backup job
Collapse All:	Collapse the tree of backup runs below the selected backup job

Right-Clicking a Backup Run:

- Restore:** open the restore wizard to restore data from the selected backup run
- Show log:** Show backup log for the selected backup run
- Delete:** Delete the catalog entry for the selected backup run
- Delete All:** Delete all catalog entries for the currently selected job.

Right-Clicking a File:

- Restore selected file:** Extract the selected file to a location specified by the user
- Restore checked files:** Restore all file with ticked checkboxes to a location specified by the user
- Mark all:** Mark all files as selected
- Clear all:** Deselect all files
- Run selected file:** Open the selected file using the application associated by Windows with its file type
- View with Notepad:** View the selected file using Notepad

Accessing the Catalog

To access the catalog do one of the following:

- ❖ From the main page select **Catalog** or press <Alt+C>
- ❖ From the toolbar, click **File** then select **Catalog**.

Enabling/Disabling Cataloging

Its recommended to always enable cataloging to keep a complete history library of all backed up files.

▼ To enable/disable cataloging:

1. Go to **Tools** the click **Global Preferences**
2. Select **Cataloging**
3. Select the check mark next to **Enable Cataloging**

Extracting/Running Files Using the Catalog

Using the catalog you can run an executable file, view an image, listen to a media file, etc ... directly from the backup archive without going through the restore wizard.

▼ To extract or run a file from a backup archive using the catalog:

1. Open the Catalog
2. Right-click a file
3. Select one of the following options:
 - ◆ Restore selected file

- ◆ Run selected file
- ◆ View with Notepad

Note: Running a file from Catalog will open the selected file using the application associated with its file type, if no file type association was set, the file will not run.

▼ **To extract a collection of files from a backup archive using the catalog:**

1. Open the Catalog
2. Mark the checkbox next to each file you desire to extract
3. Right-click any of the selected files then select **Restore Checked Files**

Deleting a Catalog Entry

To delete a backup job or backup run entry, right-click the item then select **delete**

Note: Deleting a catalog backup job entry will not delete the actual backup job, to delete a backup job use Jobs Manager

Backing Up the Catalog

The catalog is normally small enough to fit on one floppy disk depending on the total number of files listed in the catalog.

▼ **To backup the catalog**

1. From the left navigation menu in the backup wizard select **What to Backup**
-

2. Select **My Plugins** tab
3. Select **GBMHome 7.0 Preferences, Jobs, Scripts and Catalogs**

Searching the Catalog

Genie Backup Manger offers two ways to find backed up files using the catalog library.

The file Search dialog offers the most direct way to locate a backed up file. Use the Search dialog if you are looking for common file types, if you remember all or part of the name of the file you want to find, If you recall the size of the file you wish to locate, or if you know when you last changed a file. The Search dialog can search within all performed backup runs to locate revisions of files.

If you know only part of the name, you can use wildcard characters to locate all files that include that part in the name. For example, `*map.*` will find `road map.jpg`, `tech map.doc`, and `tech map.txt`. You can also search for files which names contain a sequence of adjacent letters. For example, `ost` will find `most wanted.doc`, `host.txt`, and `outlook.ost`.

The catalog provides a quick way to see all the files that have been backed up during any backup run.

If you know which backup job/run has the file you wish to locate, you can also use the Filter function to narrow down the list of files in the right-hand pane for the selected backup run to point to the file you are searching for. Wildcard characters can also be used here.

Using the Search Dialog

▼ To search for a file within the catalog:

1. Open the Catalog.
2. Click **Files** in the toolbar then select **Search**.
3. From the **Search In** menu select one of the following:
 - ◆ **Selected Backup Run**: Search for file within the highlighted backup run
 - ◆ **Selected Backup Job**: Search for file within the selected backup job
 - ◆ **All Backup Jobs**: Search the entire catalog
 - ◆ **Browse for Backup Job**: Open a list of backup jobs/runs to choose from

- ◆ **Browse for Backup Set:** Specify a backup set to search within, useful when there is no catalog entry is available for that backup set.
4. From the **GBM Data Type** menu, select the GBM data type under which the file falls.
 5. Type part or the entire name of the file, or type a word or phrase that is in the file. Wildcard characters can be used here.
 6. If you do not know either piece of information or want to narrow your search further, click the **More Options** tab and select one or more of the remaining options:
 - ◆ Click **Search by Date** to look for files that were created or modified on or between specific dates.
 - ◆ Click **Search by Size** to look for files of a specific size.
 7. Click **Search**.

Notes: If you get too many results, try using additional search criteria to make your search more specific.

Filtering the File List View

If you know which backup job/run has the file you wish to locate, you can use the Filter function to narrow down the list of files in the right-hand pane to point to the file you are searching for. Wildcard characters can be used here.

Logs and Reports

The Backup Summary

Immediately after the backup task is complete, Genie Backup Manager will open a popup window displaying a performance summary for the backup task. This window contains the following information:

- ❖ **Backup Status:** Displays the general status for the completed backup tasks.
- ❖ **Files Processed:** Number of files processed by Genie Backup Manager during backup, if the backup task was not interrupted, it should be equal to the number of files selected for backup.
- ❖ **New Files:** Number of files that were newly added to the backup archive.
- ❖ **Unmodified files:** Number of files that have been backed up in a previous backup run and were not added to the archive in the current backup task.
- ❖ **Updated files:** Number of files that have already been backed up in a previous backup run but were updated with new versions.
- ❖ **Missing files:** Number of files that have been moved, removed or renamed since the last backup run.
- ❖ **Skipped files:** Number of files that Genie Backup Manager failed to add to the backup archive.
- ❖ **Hard Errors:** Fatal errors that result in a corrupt or an incomplete backup. These errors mean that the backed up data might not be recoverable using the restore wizard. However, the user can still manually access the data in the backup archive.
- ❖ **Backup Started:** Time and date of the beginning of the backup task.
- ❖ **Backup Ended:** Time and date of the
- ❖ **Total Backup Time:** Total time that the backup task took to complete.

Other controls

- ❖ **Test Data Integrity:** Perform data verification on the backup archive when the user closes the Backup Summary window
- ❖ **Show complete backup log:** Automatically display the backup log when backup is complete.
- ❖ **Do not display this window after backup:** Do not display the backup summary window when backup is complete.

▼ **To disable the backup summary window:**

1. From the toolbar, click **Tools**, then select **Global Preferences**
2. Select **Backup Settings**
3. Make sure the option **Always display backup summary** is ticked off

The Backup Log

When a backup run is complete, GBM Home will create two activity logs with information about the status of the performed backup, and detailed information about backed up files and errors encountered during backup - if any.

Genie Backup Manager stores the logs of all performed backups for every backup Job listed in the Jobs Manager. The logs manager provides users with a graphical user interface for browsing, viewing, printing and exporting backup logs and reports.

▼ Viewing the Backup Log

1. From the toolbar click **Tools**, then select **Logs manager**
2. Select a backup run from the **Backup Jobs** list. Backup runs are sorted either by backup job name, date performed, or result.
3. Select one of the following two tabs:
 - ◆ **Normal log**: a summary report for the selected backup run.
 - ◆ **Detailed log**: a list of all the files processed during backup and their status (i.e. backed up successfully or skipped).

▼ Printing the Backup Log

1. From the toolbar click **Tools**, then select **logs manager**.
2. Select a backup run from **the Backup Jobs** list. Backup runs are sorted either by backup job name, date performed, or result.
3. Select the **Normal Log** tab.
4. Click the **Print** button.

▼ Exporting List of Backed Up Files in Text Format

1. From the toolbar click **Tools**, then select **logs manager** .
2. Select a backup run from the **Backup Jobs** list. Backup runs are sorted either by backup job name, date performed, or result.
3. Select the **Detailed Log** tab.
4. Click the **Export** button.
5. Choose the name and location for the exported file, then click **Save**.

▼ Setting GBM Home to Display Backup Log After Each Backup

1. From the toolbar click **Tools**, then select **Global Preferences**
2. Select **Backup Settings**
3. Make sure **Always show backup log** is ticked

Skipped Files Report

Files that are being used by the system or other applications during backup are usually locked so that only the application using the file has access to it. This sometimes prevents Genie Backup Manager from successfully backing up the files, thus reporting them in the backup log as Skipped Files.

To be able to make a more informed decisions regarding your backup's skipped files, and whether it would be necessary to redo the backup or take other actions, you can view the skipped files report offered by Genie Backup Manager after each backup task. This report offers information about each skipped file, regarding the level of importance of the file, and advice regarding the best action to take in order to ensure that the file gets copied correctly the next time around.

▼ To view the skipped files report for a backup task:

Click the **more info** link next to the skipped section in the Backup Progress screen after the backup has finished.

The Skipped Files Report Windows

- ❖ **Skipped files information:** List of skipped file for the performed backup task.
- ❖ **File Details:** Information about the skipped file including importance level, description and action advice.
- ❖ **Skipped file Path:** The full path to the skipped file on the machine.

Download latest skipped file definitions: Connect to the Genie-Soft website and download the latest skipped file definitions list (For registered users only).

The Restore Job Log

To view the log file containing details about GBM's activity during restore click **View Restore Log** at the last screen of the restore wizard.

The restore log is overwritten every time a restore is performed. The Restore log file is located in the following folder:

- ❖ Windows 2000/XP/2003: Drive:\Documents and Settings\%Username%\Application Data\Genie-Soft\GBMHome7\Jobs\restore.html

Data Verification Log

After using the Data Integrity Test tool to perform data verification on a backup archive, you can clicking the **View Test Log** button to display an HTML file containing the test results. Any encountered errors will be listed in the log.

For a complete list of backed up files and the status of each tested file, select **Click here for a more detailed log**.

Plugins

Ever had to reinstall your Windows system? Remember what a hassle it was to reinstall all those big and small applications that you had all over again? What about their settings and preferences? Now, GBM offers you a novel solution with this exciting new feature.

Other backup software charge users extra for downloading plugins that allow them to backup more items, such as email clients, applications settings, instant messengers, etc... Genie Backup Manager, however, offers its users unlimited free plugins. Meaning that users can download any plugin available in the Genie-Soft database free of charge, and that the database is continuously growing to include more plugins.

Users can also, use GenieScript -XML based scripting language- to create new plugins, and share them with friends, colleague, and other GBM users.

My Plugins tab lists various items that the can backed up using GBM, including programs, program settings, saved games, databases etc ...

▼ How to Select Plugins for Backup?

1. From the left navigation menu in the backup wizard select **What to Backup**
2. Select **My Plugins** tab
3. Select items you wish to backup

Getting New Plugins

The list of available plugins in My Plugins is not static; users can add more supported backup items by doing one of the following:

- ❖ Searching for and downloading new plugins in the Genie-Soft database
 - ❖ Create a custom plugins using GenieScript
 - ❖ Visit the Genie-Soft community forums, and request a new script for the program/item you wish to backup, Genie-Soft support team and other GBM users would do their best to help you
-

▼ How to Search for Plugins?

1. From the left navigation menu in the backup wizard select **What to Backup**.
2. Select **My Plugins** tab.
3. In the **Search for Plugin** text input area, type the name, or part of the name, of the application or item you wish to be able to backup.
4. From the list of results, click the **Download** button next to the plugin you wish to install.

Uninstalling Data Restored Using Plugins

Restore of data backed using plugins can be reversed with the help of the Genie Backup Manager plugin uninstall utility.

1. From the toolbar, click **Tools**, then select **Undo Plugin Restore**. A list of all restored **My Plugins** items will open
2. Select an item from the list and click **Uninstall**

About Scripting in GBM

GBM offers two powerful scripting environments that can help users take control of what and how they backup

- ❖ **GenieScript:** GenieScript is an easy to learn XML based scripting provided with GBM to create custom plugins and extend the capability of GBM. This is done by creating scripts that can backup registry keys, files and folders, and ini file entries and combine them as one item that the user can at any time select from the My Plugins tab in the backup wizard. Using GenieScript allows you to create plugins that can backup applications and program settings or act as shortcuts for backing up various items with one click of a button. This feature is only supported in GBM Pro 7.0
- ❖ **GRunScript:** Most backup software offer complex command line options to allow users to perform backups without using the application's graphical user interface, a feature which is intended to provide extended flexibility for advanced users who wish for instance to create batch files that can be shared with other network users to perform standardized backup tasks. Genie Backup Manager takes this a step further by allowing users to create complete backup jobs using XML based scripting.

For more information about scripting capabilities of Genie Backup Manager see the GBM Home 7.0 online help documentation.

- ◆ **Prompt me:** The user will be prompted to choose an action for each encountered file with that attribute.
- ◆ **Always Wipe:** Wipe all instances of files with that attribute.
- ◆ **Never Wipe:** Skip any file encountered with that attribute.

Important note

- ❖ It is strongly recommended not to wipe system and hidden files unless you are sure they are not used by the system or applications on the machine.

Obtaining Technical Support

Genie-Soft is committed to providing you with the best overall product experience. This includes intuitive products with clean, sleek interfaces and flexible options to fit your needs. Our products are designed with superior quality and ease of use in mind, but we understand that issues do arise from time to time that need the backing of our support resources.

- ❖ For current hours of operation and details about all support offerings, please visit our website:

<http://www.genie-soft.com/support>

- ❖ For 24-hour support resources that include a knowledge base and forums, please visit the Genie-Soft community by following the links below:

<http://www.genie-soft.com/asp/Community/KnowledgeSearch.asp>

<http://www.genie-soft.com/forum.html>