Genie Timeline User Manual

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Product Overview

Product Overview

Genie Timeline 2.1 is a time machine for Windows that performs real time and continuous data protection. It can backup a wide variety of data types, such as System Files, emails, documents, music, pictures and practically anything else on your machine. It seamless backs up your data in the background, working as a parallel universe with computing history. Deleted & backed up files can be retrieved easily by a click of a button.

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What's new

Disaster Recovery

Restore your system and data even if your operating system no longer loads

Smart Mode

Auto-adjust memory and CPU based on your computer usage.

Turbo Mode

Control your backups to run faster with full speed mode

Power Saving Mode

Saves power when running on batteries, stops when critical.

Game/Movie mode

Pauses and prevents pop-ups while playing games, watching movies or presentations.

Run now

Force a backup to run

Parallel block level

Enhanced processing for faster block level backups

Exclude from backup with a click

Simply right click any file on your computer to exclude from backup.

Limit drive space for backups

Dedicate how much space Genie Timeline uses on the selected drive.

Backup markers

Files are stamped with identifiers to show their status.

Explore Timeline

Browse a "Timeline view" of the location you are in.

Native Backup

Access any version of backed up files without the need of Genie Timeline software.

Show Versions

Undo mistakes by reverting to an older version of the file with a right click.

Backup History

View and search what files were backed up and when.

Backup Overview

A log report of data selections and backup configuration.

Backup Breakdown

Informative charts to get a clear picture and understand details of what is being backed up.

Mini-Dashboard

Click on the agent to take a glance at the protection level and backup status with quick access to control your backup runs.

Backup on your schedule

Use a specified time interval to backup.

Feature matrix

Genie Timeline is packaged in 3 different versions to meet various markets; Free, Home, and Professional edition. This table demonstrates the differences between the versions:

Smart Mode	Yes	Yes
Turbo Mode	Yes	Yes
Email Notification	Yes	Yes
Plug n' Backup	Yes	Yes
Pause/Resume Backups	Yes	Yes
Parallel block level	Yes	Yes
System Tray Icon	Yes	Yes
Include or exclude from backup with a click	Yes	Yes
Open Backed up files with a double click	Yes	Yes
Edit Smart Selection	Yes	Yes
Backup Email (Outlook, Outlook Express, and Windows Mail)	Yes	Yes
Backup Desktop	Yes	Yes
Backup My Documents	Yes	Yes
Backup Pictures	Yes	Yes
Backup Music	Yes	Yes
Backup Videos	Yes	Yes
Backup Bookmarks	Yes	Yes
Backup Financial files	Yes	Yes
Backup Office files	Yes	Yes
Backup eBooks and PDF files	Yes	Yes
Backup compressed and ISO files	Yes	Yes
Backup to any drive	Yes	Yes
Backup to Removable Media	Yes	Yes
Backup to NAS and Network storage	Yes	Yes
Drive Recommendation	Yes	Yes
Right click Options	Yes	Yes
Backup Markers	Yes	Yes
Explore Timeline	Yes	Yes
Open Location in Timeline Explorer	Yes	Yes
3 Step Backup Setup	Yes(2 steps)	Yes
IntelliCDP	Yes	Yes
File versioning	Yes	Yes
Visual versioning	Yes	Yes
Open and Locked files	Yes	Yes
Protection Level	Yes	Yes
Backup Overview	Yes	Yes
Backup Breakdown	Yes	Yes
Backup Drive Monitor	Yes	Yes
Dashboard	Yes	Yes
No nag Pop-ups	Yes	Yes
Mini-Dashboard	Yes	Yes
Search	Yes	Yes
View Deleted files	Yes	Yes
Native Backup	Yes	Yes
Show Versions of files with a right click	Yes	Yes
No Backup Zone	Yes	Yes
My Computer Tab	Yes	Yes

iPhone/iPad/iPod Backup	No	Yes
Blackberry Smart-phone Backup	No	Yes
Disaster Recovery added utilities	No	Yes
Disaster recovery easy restore	No	Yes
Smart Disaster Recovery	No	Yes
Compression	No	Yes
Power Saving Mode	No	Yes
Game/Movie Mode	No	Yes
Advanced Restore	No	Yes
Restore older backups	No	Yes
1 Year Free technical support	No	Yes
Commercial Use	No	Yes
Automatic purging of older backups to save space	No	Yes
Limit Drive Space for Backups	No	No
Security	No	No
Backup on your schedule (Specified frequency)	No	No
Modify Smart Selection's file types	No	No
Backup History	No	No

Unavailable features

Genie Timeline is packaged in 3 different versions to meet various markets. Some features might not be available, depending on the product you are using. However, all features are documented. For a feature comparison of the versions, please refer to the feature matrix. If a feature is not accessible in the product user interface, it is likely not included with your version of the product.

Installation

System requirements

Hardware

- Intel Pentium® IV processor or equivalent and above
- 512 MB RAM (1 GB RAM recommended)
- 200 MB free hard drive space

Software

- Windows® XP, Windows®Vista, and Windows®7 (32 and 64-bit platforms)
- Internet web browser

Installing Genie Timeline

Installing from the downloaded file:

Run the downloaded .exe file and follow the on-screen instructions to install and setup your first backup.

Registering Genie Timeline

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

To register Genie Timeline:

Method 1:

1. From the Dashboard's menu bar, click **Help** then select **Registration**.
2. Type or copy-paste the serial number into its designated field then click **OK**.

Method 2:

1. When the Trail Period dialog pops up, select **I have a license key.**
2. Type or copy-paste the serial number into its designated field then click **OK**.

Method 3:

1. When the Expire Period dialog pops up, select **I have a license key.**
2. Type or copy-paste the serial number into its designated field then click **OK**.

Updating Genie Timeline

Genie Timeline will check for latest enhancements and patches released by developers on a weekly basis. If a new build is available a system tray pop-up will notify the user of the new build.

To update Genie Timeline:

1. Once an update is available, a pop-up will show notifying the user that there is a new build, click **Update Now.**
2. Genie Timeline will download the update and the setup wizard will appear, click **Next.**
3. Select Repair/Update and click **Next.**
4. Follow the on screen instructions to complete updating.

Note

To disable checking for updates, go to General Preferences.

Upgrading from the previous version

Genie Timeline 2.1 comes as a separate installation and older backup will not be imported to the newer backup software due to major enhancements performed on the current version. Users will need to configure a new backup.

Older backups can be utilized for archiving. To restore from the backup, refer to Restore from an older backup section.

To Upgrade:

1. Run the Genie Timeline setup.
2. Select **Upgrade to version 2.0** This will uninstall Genie Timeline version 1.0 and install the Genie Timeline 2.1.

Uninstalling Genie Timeline

Uninstalling Genie Timeline can be performed from:

Method 1 performed by:

1. From the start menu go to **Genie9**> **Genie Timeline Tools**.
2. Click **Uninstall.**
3. The uninstall Wizard will appear> Click **Uninstall.**
4. After the process finishes, click **Close.**

Method 2:

1. Double click the Genie Timeline Setup file.
2. Click **Next.**
3. Select **Uninstall Genie Timeline.**
4. Click **Next.**
5. Click **Uninstall.**
6. After the process finishes, click **Close.**

Method 3:

1. From **Control Panel**> Go to **Add or Remove Programs** (XP) or **Programs and Features** (Vista and above).
2. Select the Genie Timeline and click **Uninstall.**
3. The Uninstall Wizard will appear> Click **Uninstall.**
4. After the process finishes, click **Close.**

Note

Uninstalling Genie Timeline will erase the backup settings but not the actual backup; however, you cannot resume your old backup, to keep your old backup settings, use the **Repair/Update** function in **Method 3**.

Genie Timeline basics

What can Genie Timeline do?

Genie Timeline offers real time backup for all your critical files in an easy to use setup. Just follow a simple 3-step wizard to configure your backup and all your data will be protected with Genie Timeline.

Genie Timeline is a parallel universe with your computing history, deleted and modified files can be retrieved easily by a click of a button. You can browse the Timeline to any desired date to restore data.

Genie Timeline Can

1. Backup your system: Genie Timeline will backup your Windows folder, Program files, User folders, and System State for complete system protection
2. Backup your important data: Backs up Emails, Documents, Desktop, Office files, eBooks, Bookmarks, Pictures, Videos, Music, Blackberry synced files and iPhone/iPad/iPod synced files.
3. Track changes occurred to files constantly and backup files at a specified time interval if the backup destination is accessible.
4. Resume backing up the same file after powering off the system, without restarting the backup process.
5. Backup outlook email files (PST) using dynamic block level, incremental to files that are larger than 50 MB.
6. Shows frequent backups for the past 4 hours, hourly backups for the past 48 hours, daily backups for the past week, weekly backups onwards.
7. Automatically deletes old files that are not showing on Genie Timeline to free space.
8. Offers security and compression options for backup.
9. Restore all data or selected data from the backup.
10. Recover your system from disasters via Disaster Recovery option.
11. Restore deleted files that are in the backup.
12. Detect and restore deleted files by right-clicking its original location.
13. Show versions of files backed up.
14. Run in several performance modes for faster or slower backups.
15. Restore data from an old archive.
16. Creates only one job at a time and closes the old one for archiving purposes.
17. Backs up local and remote locations.
18. Stops backups while playing games, watching movies, or displaying presentations.
19. Runs on low resources when your computer is running on batteries, stops when power level is low.

When are your files protected?

 If the backup drive is accessible and the user has not paused the backup, Genie Timeline will run on an adaptive CDP approach, IntelliCDP, where small files that constantly change will be backed up more often than larger files, unless set by user. If the drive is reconnected after a backup was missed, it will automatically run without any intervention.

Notes

- The IntelliCDP varies based on the version. On the Pro version, it will run every 3 minutes, while in the home version it will run every 10 minutes, and the free edition will run every half hour.
- Full system protection backups will run every 24 hours.

Protecting open files

Genie Timeline does not require users to close their open and locked files including emails, web browser bookmarks, databases, etc...

If Genie Timeline finds a file locked by another program, it automatically activates the Open File backup component, which utilizes Microsoft's Volume Shadow Copy framework to backup the open file even while working on it.

File versions

On specific time intervals, an incremental backup of your data is made automatically as long as your backup drive is attached to your Device. Genie Timeline saves backups for the past 4 hours, hourly backups for the past 48 hours, daily backups for the past week, and weekly backups onwards, files created and then deleted before the next backup will not be included. When your backup drive becomes full, Genie Timeline will automatically delete old versions of files not showing on Timeline to free space.

If you delete a file that has been backed up

Files that have been deleted off the hard disk will not be deleted from Genie Timeline. Therefore, an accidentally deleted file can be recovered from backup ensuring protection of all data.

The recovery of deleted files can be done by

The context menu

Timeline Explorer

Advanced Restore

Search backup

Deleting files from the actual backup

When the drive starts running out of free space. Genie Timeline will start deleting older versions of files that do not show on Timeline to clear out space. There is no need to initiate the process as it will run silently, automatically, and without prompting.

Backup changed and modified files

Each time Genie Timeline runs; new, modified, and changed files will be added to the backup. Small files will be taken as a whole file, for faster restoration. However, large modified files will be backed up using Genie Block level incremental. This Technology is ideal for large files that undergo slight changes like databases, Outlook email files (PST) and so on. In this type of backup only changes within the file will be backed up and not the entire file, saving more space and time.

Files with major changes will be taken into the backup as a full file for faster recovery of that file.
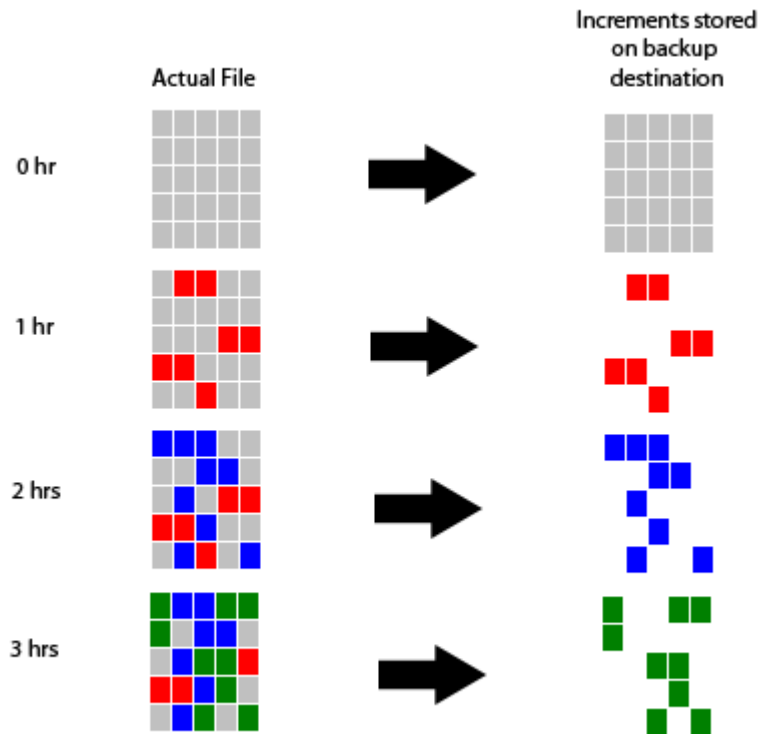
Note

In this version, only Outlook PST file types that are larger than 50 MB will be backed up using Genie Block Level Incremental technology.

If the backup is interrupted

Backups can be interrupted in the following cases:

- The computer is powered off suddenly or by user action.
- The backup destination is disconnected.
- The user paused the backup.

In all cases, Genie Timeline will resume where it left off without the need to restart the backup process.

Smart Selection vs My Computer

Genie Timeline divides data backed up into two groups; Smart Selection and My Computer. The following table shows the major differences between the two groups.

	Smart Selection	My Computer
Definition	Contains various built-in plugins that you can use to backup some of the most important items on your computer	Allows you to backup files and folders from any location readily accessible from My Computer using an easy to use Windows Explorer-like interface.
System dependency	Plugins are system independent, i.e. users can backup favorites, for instance, from a Windows XP machine and restore them on a Windows Vista machine, without having to worry about the changed Windows environment	System dependent, it will restore to the same path it was taken from
Purpose	Easy to use, backs up data by type, even if user is unaware of file location	A complete view of all files/folders stored on the computer to be included in backup

Notes

- If a file is selected from both Smart Selection and My Computer, it will only be backed up once.
- Smart Selection contains the preselected data for Genie Timeline. To modify, add, or remove the data, click on **Customize selections.**
- The My Computer tab is supported only when running under an Administrator user account.

Security

Genie Timeline offers an enhanced level of protection to ensure that backed up data is not accessible to unauthorized persons. With 256 AES (Advanced Encryption Standard) encryption the data backed up is highly secure, as this encryption method is adopted by NIST(National Institute of Standards and Technology) 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.

Compression

Genie Timeline uses nonproprietary 64-bit ZIP compression to compress each file individually. This feature enables up to 8 terrabyte files to be protected using Genie Timeline.

Backup drives

Backup drives

Genie Timeline aims for system protection. Therefore, backing up to the following locations will not be recommended as it is not a safe practice for data protection:

- The System Drive
- Local drives
- Drives without efficient free space

It is recommended to select a Hard drive that is accessible and contains sufficient space, external or a network storage device is preferred.

What happens if your drive becomes full/inaccessible

If the drive becomes full

Home and Professional versions of Genie Timeline will purge/consolidate older backups to save space. Older Backups are collected into fewer ticks on the Timeline, so the timeline will show frequent backups for the past 4 hours, hourly backups for the past 48 hours, daily backups for the past week, weekly backups onwards.

When the drive's free space is low, Genie Timeline automatically deletes old versions of backed up files to free space. However, if Genie Timeline is unable to find old versions to delete, the backup will stop when there is 500MB of free space left. Genie Timeline will update the interface to show that the drive needs to be replaced.

What triggers purging?

Timeline will purge/consolidate older versions of your files:

1- You are running low on space: If Timeline finds that there is not enough space on your drive to continue the backup, all versions, except the original and latest, that were created up to where the backup stopped will be deleted to make room for newer versions of files.

2- Daily purge: Older backups will be collected into fewer ticks on the Timeline, these ticks represent versions of files created at a specific time. Timeline will delete specific files that represent the ticks that have been collected throughout the day.

If the drive is inaccessible

Users may tend to disconnect the drive; therefore, the backup will stop, but will not display the warning unless an action has not been taken within 7 days. If the same drive is inserted, even if the drive letter has changed, Genie Timeline will resume backup without any user intervention.

Note

Replacing your drive immediately after it becomes full is highly recommended to be fully protected.

Inserting an external hard drive

Genie Timeline is smart enough to know what drive it is currently backing up to even if the drive letter has changed. Therefore, if the drive is reconnected, Genie Timeline will resume automatically without user interaction.

Configuring your first backup

Configuring your first backup

After installing the product, the setup wizard will appear with a 3-step process to configure the backup. If a user needed to reboot before setting up the backup, the setup wizard can be accessed by:

1. Double-click the System Tray Agent.
2. From **Start** > **All Programs** > **Genie9**> **Genie Timeline.**

Note

Users can restart the backup process by accessing the Dashboard > Start a new backup under **Manage Backup** section.

Setup wizard

Setup wizard

The Setup Wizard consists of 3 steps depending on your version:

*   **Select Backup Drive**: A list of backup destinations with recommendations on where to backup. It is recommended to backup to an external drive with efficient amount of free space for more reliability.
*   **Select Data**: Keep the preselected data or select the data you wish to protect, the most important selections will be viewed in the first tab "Smart Selection" and further selections are accessed from the "My Computer" tab.
*   **Set Backup Options**: Specify to compress and/or encrypt the data and set the encryption password.

Notes

*   Security, compression, and backup drives will not change unless the backup job resets; by closing the existing backup and start a new full backup.
*   The encryption password is case sensitive and should be provided "AS IS", if you lose or forget the password your encrypted data will be irretrievable.

Select Backup Drive

Genie Timeline recommends that all data is stored in a safe, removable location for storage purposes. Users are restricted to place the backup on the System drive or the boot drive. Drives with inadequate amount of space or local drives will be listed under "Non-Recommended drives".

To select a backup drive:

1. From the Setup Wizard, click **start here.**
2. Make sure the drive you wish to backup to is connected and accessible.
3. Choose a drive from the recommended or non-recommended drive list.
4. Click **next** to proceed.

Notes

- If your backup location is not showing or wish to designate the backup to a specific folder, click on **Select a different destination** and browse for the desired location.
- If a drive is not showing in the list, try refreshing by clicking the **refresh** button located under the drive list.
- Non-Recommended drives can be used as a backup source, even though it is not encouraged

Select Data

Select Data

Genie Timeline preselects the most important data to backup on your System. Users have the ability to modify selections via customize selections

In the "Smart Selection" section, users have the option to select predefined data groups; "Smart Selection" that backs up most important items on your computer. This includes Emails, Favorites, Desktop files and folders, etc.

Users can select to backup from

Smart Selection: Enables you to select data groups.

- Disaster Recovery Files
- Outlook Profiles
- Outlook Express or Windows Mail
- Windows Live Mail
- Desktop
- My Documents

- Pictures
- Music Files
- Video Files
- Office Files
- Financial Files
- eBooks and PDFs
- Bookmarks
- Miscellaneous

My Computer: Enables you to select any file stored on the computer using the same structure as Windows Explorer. Users can exclude certain file extensions from My Computer selections using file filtering.

See Also

File types backed up via Smart Selection

How to modify selections

File types backed up in Preselected Data and Smart Selection

Genie Timeline backs up the following file types for each Data profile:

Disaster Recovery: This will backup the Windows folder, Program Files, Program's data, and User folders, every 24 hours.

Outlook: Genie Timeline scans for Personal Folders Files (PST).

Outlook Express: Backup email files for Outlook Express in all identities; (.dbx) files, and Windows Address book (.wab).

Windows Mail: Backup emails (.eml), stationery, community, account (oeaccount) and rules for Windows Mail and Windows Contacts (.contact).

My Documents, **Documents**, and **Desktop** backup all files located in these locations.

Pictures: Scans for these file types in user account and local drives.

> *.bmp;*.jpg;*.jpeg;*.jpe;*.gif;*.tif;*.tiff;*.png

Music Files: Scans for these file types in user account and local drives.

> *.wmd;*.wma;*.mp2;*.mpa;*.mp3;*.rmi;*.aif;*.aifc

> *.aiff;*.rt;*.rm;*.ram;*.ra;*.rp;*.mpga;*.aac;*.wav

.flac;.m3u;*.m4b;*.pls;*.m4a

Video Files: Scans for these file types in user account and local drives.

.wmv;.mov;*.mpg;*.mpeg;*.avi;*.3g2;*.3gp;*.asf

.3gpp;.asx;*.flv;*.mkv;*.mp4;*.mpg;*.ogm;*.qt

.mpe;.m1v;*.mpv2;*.mp2v;*.rmvb;*.m1v;*.mqv;*.rv

Office Files: Scans for these file types in user account and local drives.

Word and Text Files

.doc;.docx;*.dot;*.dotx;*.docm;*.dotm;*.txt
.rtf;.wri;*.abw;*.odt;*.ott;*.stw;*.vor;*.sdw
.fodt;.psw;*.vot;*.sxw;*.lwp;*.wpd

Presentations Documents

.ppt;.pps;*.pot;*.pptx;*.pptm;*.potx;*.potm
.ppam;.ppsx;*.ppsm;*.ppa;*.odp;*.otp;*.sxi
.sti;.sxd;*.sda;*.sdd;*.vop;*.odj;*.prz;*.shw

Spreadsheets

.xls;.xlt;*.xla;*.xlsx;*.xlsm;*.xltx;*.xltm;*.xlsb
.xlam;.ods*;.ots;*.sxc;*.stc;*.dif;*.slk;*.fods
.pxl;.vos;*.qpw;*.wk1;*.wk3;*.wk4

Database Files

.mdb;.mdw;*.mda;*.adb;*.ade;*.accdb;*.accde
.accdt;.accdr;*.odb;*.apr;*.dbf;*.odf;*.sxm;*.pdx

Visio

.vsd;.vss;*.;*.vst;*.vdx;*.vsx;*.vtx;*.odg;*.otg
.std;.fodg

Publisher

*.pub

Project Files

.mpp;.mpd;*.mpt;*.mpw;*.mpx

Financial Files: Scans for these file types in user account and local drives.

Microsoft Money

*.mny

Quickbooks

*.qbb

Quicken

.qbw;.qel;*.qsd;*.qph

TurboTax

*.tax

TaxCut

.t01;.t02;*.t03;*.t04;*.t05;*.t06;*.t07;*.t08;*.t09

PeachTree

*.ptb

iPhone/iPad/iPod: Backup files synced to your computer through iTunes.

Blackberry: Scans your computer for these file types in user accounts and local drives.

Blackberry Desktop backup

*.IPD

Bookmarks: Backs up bookmark location from a variety of browsers

Internet Explorer: Located in Favorites folder

Mozilla Firefox: Located in the application data folder for Firefox

Opera: Located in the application data folder for Opera or installation path

Google Chrome: Located in the local application data folder for Google

Apple Safari: Located in the application data folder for Apple Computer

eBooks and PDF files: Scans for these file types in user account and local drives.

.azw;.tpz;*.azw1;*.chm;*.lit;*.pdb;*.pdf;*.mobi;*.prc;*.tr;*.tr2

.tr3;.fb2;*.opf;*.aeh;*.lrf;*.lrx;*.epub;*.pdg;*.pkg;*.dnl;*.djvu;*.arg

.bfl;.bkk;*.brn;*.ceb;*.ebk;*.ebo;*.ebx;*.etd;*.f4b;*.hsb;*.imp;*.mbp

.meb;.nat;*.oeb;*.rb;*.scb;*.skn;*.stk;*.swb;*.tcr;*.tk3;*.ubk;*.vbk

.xeb;.ybk;*.zvr

Miscellaneous: Scans for these file types in user account and local drives.

.rar;.zip;*.iso

Note

Users can edit, add, or remove the file types from the edit button located on each profile.

Modify Smart Selections

1. From Step 2 of the Setup wizard **Select Data** page will appear.
2. Click **Customize selections.**
3. Mark the selections from Smart Selection.
4. Click **next** to proceed with the wizard.

Change File types in Smart Selection

1. From Step 2 of the Setup wizard **Select Data** page will appear.
2. Click **Customize Selections.**
3. Click the **edit** link in the profile, a dialog will appear with the current file types
4. Edit the file types, with a semi-colon separator ";" and a dot "." before each extension (for example: ;.html).
5. Click **Done** to save changes, **Cancel** to cancel, or **Reset** to reset to original file types.

Note

You can cancel selections and go back to pre-selected data by clicking on **Revert to pre-selected data.**

My Computer tab

Adding items from My Computer tab

Genie Timeline gives a Windows-Explorer-like view to manually select any file/folder location for backup.

To select files/folders from My Computer tab

1. From Select Data click **Customize selection.**
2. Click on **My Computer** tab.
3. Browse to the folders/ files you want to backup and select them. Selecting the entire folder and its contents will have a blue check, partial folder selections will have a grey check.

Notes

- The My Computer tab is supported only when running under an Administrator user account.
- To Exclude specific file types, use Filter my selections.
- To Show hidden files in My Computer tab, enable **Show hidden files in My Computer tab during data selection** from Windows Explorer Enhancements preferences.
- Selecting a folder and then excluding items under it means that newly added items will be automatically added to backup.
- Selecting items under a folder first means that newly added items under this folder will not be added to backup.
- You can cancel selections and go back to pre-selected data by clicking on **Revert to pre-selected data.**

Creating File Filters

Users can exclude specific file types of selected items from My Computer tab. To create file filters, please do the following:

1. Select My Computer tab.
2. Click **Filter my Selections.**
3. Select **Enable Filters.**
4. Under Exclude files that end with the following extensions, type the file extensions separated by semi-colons for multiple file selections (example .html;.exe;.dwg).
5. Click **Done** to save changes.

Note

Filters must be entered without any wildcard (i.e. .txt).

Set Backup Options

In this part of the backup setup, users can choose to compress their data using 64-bit Zip compression and encrypt via highly secure 256 bit AES military encryption.

To Enable Compression

1. In the Setup wizard go to Step 3.
2. Mark the Checkbox **Enable Compression.**
3. Click **next** to proceed.

To Enable Security

1. In the Setup wizard go to Step 3.
2. Mark the checkbox **Enable Encryption.**
3. Type the Encryption password and retype the password for confirmation, it is recommended to select a strong Encryption Password for better protection.
4. Click **next** to proceed.

Notes

- Encryption and compression cannot be disabled for a single backup as it causes security vulnerabilities, encryption can only be enabled or disabled if the user creates a new backup.
- The encryption password at time of viewing or restoring encrypted data must be supplied **"AS IS".** Genie Timeline does not save this password. Without supplying this password, users' data is **irretrievable**; therefore, please store it in a safe place.

How to

Modify data selections

Users can change, add, or remove data selected for backup without the need to start a new backup.

To Modify Data Selections

1. Open the Dashboard.
2. Under **Manage Backup,** select **Modify data selections.**
3. Select **Customize selections.**
4. Check the data you wish to protect.
5. Click **save** to save changes.

Notes

- Un-selecting data will not delete it from the backup.
- To edit a data profile's file types, click **edit** in the right hand corner of the profile. Only profiles that can be edited will have this capability.
- Filtering file extensions from **My Computer** can be achieved by using file filtering.
- Click **Revert to pre-selected data** to cancel selections and take all smart selections.
- To backup hidden files and folders under the My Computer tab, make sure it is enabled by selecting **Show hidden files in the My Computer tab during data selection** located under Windows Explorer Enhancements preference.

Select files/folder from My Computer tab

Genie Timeline gives a Windows-Explorer-like view to manually select any file/folder location for backup, including external and network locations.

To select files/folders from My Computer tab

1. From Select Data click **Customize selection.**
2. Click on **My Computer** tab.
3. Browse to the folders/ files you want to backup and select them. Selecting the entire folder and its contents will have a blue check; partial folder selections will have a grey check.

Notes

- The My Computer tab is supported only when running under an Administrator user account.

- To Show Hidden files in the My Computer tab, enable **Show hidden files in the My Computer tab during data selection** from [Windows Explorer Enhancements](#) preferences.
- Selecting an entire folder means that newly added items will be included into backup.
- Selecting a folder and then excluding items under it means that newly added items will be automatically added to backup.
- Selecting items under a folder first means that newly added items under this folder will not be added to backup.
- You can cancel selections and go back to pre-selected data by clicking on **Revert to pre-selected data.**

Change backup drive

Genie Timeline recommends that all data is stored in a safe removable location for storage purposes. Users are restricted from placing the backup on the System drive, boot drive, or a drive with inadequate amount of space. In addition, the drive has to have sufficient space.

1. Open the [Dashboard](#).
2. Under **Manage Backup>** click **Change backup drive**.
3. Select the backup Location.
4. Alternatively, select **"Select a different destination"** if you wish to browse for a specific folder.
5. Click **save** to save the new location.

Note

When changing the backup drive, the backup will revert to full.

Configure email notifications

This option will send reports of the backup status directly to the user's Inbox.

To Email the backup status

1. Open the [Dashboard](#).
2. Under **Tools,** select **Configure email notifications.**
3. Check **Email me backup status.**
4. Under **Notification Schedule**, select one or both options.
   - **Send Every**
     This will send a backup status on a specific day of the week.
   - **Send when an error occurs**
     Send an email when there is an error; the backup destination is full, it has been several days since the last backup, or failed files for backup.
5. Under **Email Server Settings** users can send emails via one of the following methods:

1. **Use Genie's email service**
   Let Genie9 send email notifications using the Genie email service. [Register](#) for free to create a Genie Account (My Account) and enable this service. A confirmation email will be sent with the registration information. Then enter the following:
   - Email: The email address used to create a free My Account.
   - Password: The password sent in the confirmation email.
2. **Use My own email server**
   Enter the following information

   - **SMTP server**: The name or IP address of SMTP server to be used for sending notification emails.
   - **Port**: SMTP sending port. (25 by default).
   - **My email**: The email address to receive notification emails.
   - **Use SSL**: SSL (Secure Sockets Layer) is a security protocol that provides communication privacy. Select this option if your SMTP server supports this protocol.
   - Select **My email requires authentication**, and enter:
     - **Username**: Email account username.
     - **Password**: Email account password.

7. Click **Send test email** to send a test email using these settings.
8. Click **save** to save changes.

Create Disaster Recovery startup disk

In order to restore Windows and data if Windows no longer loads, users are required to create a Disaster Recovery startup disk to startup the system in Disaster Recovery mode.

Three options are available to create a startup disk:

- Virtual Partition: This feature will give you the option of entering Disaster Recovery before loading Windows and will appear when you start your computer.
- USB Disk: Enter Genie Disaster Recovery using an external drive or flash disk.
- ISO Image: Create an ISO image, which you can burn onto a CD or DVD and boot from to enter Disaster Recovery.

To create a Virtual Partition:

1. From the [Dashboard](#)> Under **Tools**> Select **Disaster Recovery startup disk,** the **Disaster Recovery Media** dialog will appear.
2. Select **Virtual Partition.**
3. Click **ok** to begin the process.

To create a USB startup disk:

1. From the Dashboard> Under **Tools**> Select **Disaster Recovery startup disk,** the **Disaster Recovery Media** dialog will appear.
2. Select **USB Drive.**
3. From the drop-down list, select the USB disk.
4. Click **ok** to begin the process.

To create an ISO image:

1. From the Dashboard> Under **Tools**> Select **Disaster Recovery startup disk,** the **Disaster Recovery Media** dialog will appear.
2. Select **ISO image.**
3. Browse for a location to save the ISO image.
4. Click **ok** to begin the process.

Notes

- The creation of a startup disk requires 1-3 minutes to complete.
- It is recommend to use an erased or blank disk as Genie Timeline will erase all contents before creating the startup disk.
- Users can uninstall the Virtual Partition by accessing **Disaster Recovery startup disk** from **Dashboard**, or from **Tools**> **Create Disaster Recovery startup disk.**

Start a new backup

Genie Timeline, for simplicity purposes, will only enable running one backup job at a time. Therefore, creating a new backup job will close the currently running backup and open the Setup Wizard. The old backup can be stored for archiving purposes.

To start a new backup

1. Right click the system tray> Select Open Dashboard.
2. Under **Manage Backup** click **Start a new backup.**
3. Click **Yes** to confirm creating a new backup and the Setup Wizard will appear to configure a new backup.

Advanced Settings

Advanced Settings are located under **Tools** in the [Dashboard](#) and enables users to adjust the following:

Limit Backup Size: Set Genie Timeline to use part of the backup drive, the space should be entered in GB.

Enable Game/Movie mode: When this option is selected, Genie Timeline will pause the backup and suppress pop-ups when playing games, watching movies, or displaying presentations.

Enable Power Saving mode: Only available on laptops, when the PC runs on batteries, Genie Timeline will reduce its resources to save battery. If the battery level reaches critical, the backup will stop.

Backup Frequency: Specify how often Genie Timeline backs-up changes using one of the two options:

- **Use Genie IntelliCDP:** set Genie Timeline to run backups at different time intervals based on file type and size. The minimum interval for pro versions is 3 minutes.
- **Use a specific backup interval:** All files will be taken at the same interval set in the combo box.

Notes

- Advanced settings must be re-configured if a user recreates the backup or changes the backup drive.
- The minimum backup interval in the home and free edition is less frequent than the pro version.

Restoring from an older backup

Every time a user chooses a new destination to backup to, the old backup database is closed and the active one is the default view in Advanced Restore and Timeline Explorer. Restoring from an older backup can be done from the Advanced Restore.

To restore from an older backup

1. Open [Advanced Restore](#) from the **Dashboard.**
2. Browse for the drive/destination that has the older backup, or browse for the "_Genie Timeline" folder.
3. If there is more than one backup on the drive/destination, Genie Timeline will load the backups that are on the location to select from the list.
4. Move the Timeline slider to select the time frame to restore data from.

5. Expand the folder structure to browse for the files and folders needed to be restored.
6. Select the files, blue check marks indicate that all files and folders are selected, grey indicates partial selection.
7. Select the data you wish to restore.
8. Click **next** to proceed to <u>restore options</u>.

Notes

- When encryption is enabled, you will be prompted to enter the encryption password before proceeding to the Restore Options.

Searching the Backup

Users have the option to search files in the backup using the entire file name or part of it:

To Search the Backup

Method 1:

1. Open the <u>Mini-Dashboard</u>.
2. Type in the search term in the search backup text-box located in the bottom of the Mini-Dashboard.
3. Press **Enter** or click the **search icon.**

Method 2:

1. Open the <u>Dashboard</u>.
2. Type in the search term in the search backup text-box located at the right corner of the **Dashboard.**
3. Press **Enter** or click the **search icon.**

Method 3:

1. Open <u>Advanced Restore</u>.
2. Type in the search term in the search backup text-box located in the bottom-left side of the page.
3. Press **Enter** or click the **search icon.**

Search functions

With the search results, users can:

- Open the file

Click on the linked name of the file.

- Restore

    Click on the restore link next to the file you wish to restore.

- Restore an older version

    If the result has "versions" underneath it, you can expand and click on the restore link beside it.

- Open an older version

    If the result has "versions" underneath it, you can expand and click on the view link beside it.

- Timeline

    This will open Timeline Explorer on the same location of the file.

Notes

- When encryption is enabled, users will be prompted to enter their encryption password when restoring.
- Timeline will only display files in the active backup, backups that are located on different locations can be viewed/restored via Advanced Restore.

Retrieve deleted files that have been backed up

Genie Timeline enables users to display a list of deleted files that are backed up with a simple click

To Retrieve deleted files

1. Open the location of the deleted file.
2. Right click in an empty location.
3. Select **View all Deleted Files.**
4. A list of deleted items will appear, point to the deleted file, and select the version you wish to restore.
5. Click **Restore this version** and the file will restore to the location it was deleted from.

Notes

- You can restore deleted items from the Timeline Explorer and Advanced Restore.
- When encryption is enabled, you will be prompted to enter the encryption password when restoring.

Disaster Recovery

In order to restore your system files and settings to a previous state, you will need to:

1. Make sure Disaster Recovery is selected on the Smart Selections page.
2. Create or prepare your Disaster Recovery startup disk.
3. Restart your computer and boot from the Disaster Recovery startup disk to enter the Disaster Recovery wizard.

The Disaster Recovery selection will backup your entire Boot Drive which includes the following folders every 24 hours:

- Windows Folder
- Program Files
- User Folders
- System State

To Provide up to date complete system protection in case of failure.

Note

Disaster Recovery is not supported for standard users. Please login to an administrator account to create a Disaster Recovery backup.

Open current location in Timeline Explorer

One of Genie Timeline's Windows enhancements is to enable users to open any folder in Windows and view it in Timeline.

To open a folder location in Timeline

1. From **My Computer**/**Computer** browse for the location you wish to view in Timeline.
2. From Windows Explorer's address bar, click **Explore Timeline**. Timeline Explorer will open the folder location.

Add items to backup from context menu

To add data to backup directly from Windows

1. Go to the file or folder you wish to add to backup.
2. Right click the item.
3. Go to **Genie Timeline** and select **Add to backup.**

Note

You can disable/enable this feature from Windows Explorer Enhancements

Show versions of backed up files

Genie Timeline enables users to view versions of a backed up file.

To show versions of backed up files

Method 1:

1. From My Computer, right-click the file.
2. Point to **Genie Timeline.**
3. Select **Show Versions.**
4. To restore a version, select it from the list and click **Restore.**

Method 2:

1. From Timeline Explorer, right click the file.
2. Select **Show Versions.**
3. To restore a version, select it from the list and click **Restore.**

Method 3:

1. Search for the file.
2. Under **Versions**, expand the "**+**" sign.
3. To open the version, click **View.**
4. To restore, click **Restore** and browse for a location to restore the file to.

5. Click on more versions to open **Timeline Explorer** in the location of the file.

Exclude files from backup

There are various means for excluding files or locations from backup

Method 1:

Right click a file/folder> Point to **Genie Timeline**> **Exclude from backup**.

Method 2:

Drag drop files to No-Backup Zone located on the Desktop.

Method 3:

Modify data selections, and add file filtering options, or Customize smart selections.

Method 4:

Auto-Exclude to exclude full file and folder paths.

Genie Timeline Dashboard

Genie Timeline Dashboard

The Dashboard enables users to monitor the health of the backup as well as offering backup controls and settings.

To Access Dashboard

Method 1:

1. Click the [System Tray agent](#), the **Mini-Dashboard** will pop-up.
2. Click **Open Dashboard.**

Method 2:

1. Right-click the [System Tray agent](#)**.**
2. Click **Open Dashboard.**

Method 3:

Double-click the [System Tray agent](#).

Dashboard information

Users can clearly view the following information to check on the health of the backup

Protection Level

Genie Timeline informs users of the status of the backup with the new protection level feature. This feature enables users to keep track of the process of their backup by showing the percentage of protected files. 100% means that all files are protected, there is nothing to backup, and 0% denotes that there are no files protected. When the protection level drops under 60%, it will show as a warning that the protection level is low. The Protection level decreases if:

- New files were added to backup and they are still not backed up.
- Significant changes occurred on backup during the half hour.
- The backup is not working due to the service being paused, drive is inaccessible, or due to insufficient free space.

Status

This section shows:

- What Genie Timeline is backing up or doing at that moment.
- When the last backup occurred.
- When the next backup will run.
- The first date you started protection.
- Compression and security information.

- Free space of the drive and if it is necessary to take action in changing the drive.
- Number of files taken into backup and pending files for the next run.

Backup Breakdown Bar

A bar that shows how the major file types distribute in the backup. Clicking on this line will show the Backup Breakdown.

Backup Breakdown

A pie chart distribution of file types in the backup. For each file type, the total size, number of files, and percentage of backup is displayed.

Backup controls and options

From the Dashboard, users can manipulate and adjust their backups with the following controls.

"Run backup" controls

Run now: Force a backup to run at any time.

Run in Turbo Mode: Selecting this mode will enable the backup to run faster by using more computer resources.

Run in Smart Mode: Selecting this mode will optimize Genie Timeline's resources to run the backup faster or slower based on how the computer resources are utilized, and will adjust its speed based on free resources; faster backups when computer is idle, slower backups when you are working.

Pause Backup: Do not run backup for the time being. Genie Timeline will resume backup automatically after a Windows reboot.

Resume Backup: Let backup run.

Restore, manage backup, and tools

In this section, users can take action in:

Restoring backups

This can be performed from:

- **Restore from Timeline:** Open the Timeline Explorer that allows users to go back in time to view and restore backed up files.
- **Advanced Restore:** Step by Step Wizard to restore files and older backups.
- **Disaster Recovery:** A dialog that explains how to recover your system in case of disasters.

Manage Backups

Under this section, users can:

- **Modify data selections:** Add, Modify and remove files from backup. This will not restart the backup and will not delete removed files from backup.
- **Change backup drive:** Change backup drive location. This action will restart the backup with the currently selected data and backup options.
- **Start a new backup:** Restart backup while resetting the settings.

Tools

Users have the ability to:

- **Configure email notifications:** Receive information of your backup status or when an error occurs to your inbox.
- **Create Disaster Recovery Startup Disk:** Install and uninstall the Virtual Partition, create a USB startup disk, or an ISO image to boot into system recovery.
- **Change Advanced Settings:** Set how much space Genie Timeline can use on your drive, enable game/movie mode, battery saving mode, and set backup frequency.

Search Backup

From the top-right corner of the Dashboard, users can search all or part of a file name included in the backup. A web browser page will open with search results.

Preferences

Preferences

Preferences enable users to:

1. Enable Advanced logging for debugging purposes.
2. Enable/Disable Auto-Update.
3. Auto Exclude Specific File/Folder paths.
4. Modify Windows Explorer Enhancements.

To Access Preferences:

1. Open the Dashboard.
2. From the Dashboard menu bar, go to **File**> **Preferences.**

General

The General page of the Preferences window provides means to set:

Auto update

This will enable Genie Timeline to check Genie9's servers for latest enhancements or patches of the software.

To disable updates:

- Under Auto update select **Disable auto update.**

To enable updates:

- Under Auto update, select **Check for updates on a weekly basis.**

Enable Advanced Logging

Advanced logging will give a trace of the software's activity used for troubleshooting purposes by the Genie9 technical support team.

1. Select **Enable advanced logging for debugging.**
2. Click **Open advanced logs folder.**
3. Click **OK** to save changes.
4. Replicate the scenario and send the logs.

Auto-Exclude

The Auto-Exclude page of the Preferences window contains settings for automatically ignoring specific files and folders during backup.

Some system files and folders on the computer are not designed to be taken by Genie Timeline manual file selection. Disaster Recovery is designed to handle these files.

To Enable Auto-Exclude

1. From Preferences> Go to **Auto-Exclude.**
2. Select **Enable Auto-Exclude (Recommended).**
3. Click **OK** to save changes.

To exclude hidden files from backup

This option will only apply on backing up hidden files selected from My Computer.

1. Select **Exclude hidden files.**
2. Click **OK** to save changes.

To add files/folders to Auto-Exclude

1. Click **Add.**
2. Type the file/folder path of the item and description (optional).
3. Click **Done.**
4. Click **OK** to save changes.

To remove files/folders from Auto-Exclude (not recommended for pre-generated auto-exclude items):

1. Select the File/Folder path.
2. Click **Remove.**
3. Click **OK** to save changes.

Notes

- You must enter the full path of the folder/file needed to be excluded.
- Use [filters](#) to exclude file types from backup.

Windows Explorer Enhancements

From the Windows Explorer Enhancements page of the [Preferences](#) window users can:

- Enable/disable the Timeline Explorer.

By selecting/un-selecting **Show Timeline Explorer in My Computer.**

- Show/hide Genie Timeline options in the right-click menu of Windows Explorer.

By selecting/un-selecting **Show Genie Timeline options in context menu.**

- Show/hide backup markers on backed up file's icons.

By selecting/un-selecting **Show backup markers on icons.**

- Show/hide hidden files and folders from the My Computer tab in Modify data selections.

By selecting/un-selecting **Show hidden files in the My Computer tab during data selection.**

System Tray Agent

The System Tray Agent

The System Tray Agent, located next to the clock on your computer, enables quick access to the Dashboard or Mini-Dashboard. The agent's icon gives a quick display of the backup status. Mouse over it for the actual status.

System Tray Agent's states

Genie Timeline is monitoring changes.

The backup is paused.

Genie Timeline requires attention.

Error in backup.

The blue circle fading-in and out means the backup is running.

The Mini-Dashboard

When the user clicks on the Genie Timeline's System Tray Agent, the Mini-Dashboard pops-up. This pop-up gives a quick overview on the backup status and the most important controls can be accessed.

The Mini-Dashboard's sections

The Mini-Dashboard is divided into these sections:

- **The Protection level**: Keep track of the process of the backup from the percentage of protected files.
- **Backup Status**: Shows what Genie Timeline is backing up or doing at the moment.
- **Open Dashboard**: Open the main Dashboard for further detail and more controls.
- **Timeline Explorer**: Open backed up data to restore from in Timeline Explorer.
- **Pause/Resume**: Pause or Resume backups.
- **Run in Turbo Mode/Run in Smart Mode**: Toggle when to run backups faster based on computer performance and vice-versa.
- **Search Backup:** Search for all or part of a file name included in the backup. A web browser page will open with search results.

Running backups

Running Backups

There is no need to schedule backups using Genie Timeline as the backup process runs automatically in the background. Although it is not recommended, users can stop backups by pausing the backup process, pausing will cause the protection level to drop. In addition, pausing a backup will not enhance your computer performance, because the backup is light-weighted lightweight so it will not use many resources.

Pause/Resume Backup

Although Genie Timeline runs automatically in the background, users can control the backup process by pausing and resuming backup. If a user pauses a backup while Genie Timeline is currently backing up a file, Genie Timeline will continue backing up where it left off.

To Pause the Backup

Method 1:

1. Right click the **System Tray Agent** located by your system clock.
2. Click **Pause.**

Method 2:

1. Click the **System Tray Agent** located by your system clock, the Mini-Dashboard will pop-up.
2. Click **Pause.**

Method 3:

1. Open the Dashboard.
2. Click **Pause.**

To Resume the Backup

Method 1:

1. Right click the System Tray Agent.
2. Click **Resume.**

Method 2:

1. Click the System Tray Agent, the Mini-Dashboard will pop-up.
2. Click **Resume.**

Method 3:

1. Open the Dashboard.

2. Click **Resume.**

Notes

- Once the system reboots while the backup is paused, Genie Timeline will automatically resume backing up to ensure complete system protection.
- Pausing the backup is not recommended as it will reduce the protection level and will not enhance system performance. Genie Timeline backup runs on minimum requirements and automatically adjusts its resource use based on the usage of other programs.

Force a backup to run

Users can force a backup to run at anytime to ensure all changes since the last backup are included.

To force a backup to run

Method 1:

1. Open the Dashboard.
2. Click **Run now** located under status.

Method 2:

1. Open the Mini-Dashboard.
2. Click **Run in Turbo Mode**, this will force the backup to run in full speed.

Note

Disaster Recovery will run every 24 hours regardless if **Run now** is enabled or not.

Backup modes

Genie Timeline has different modes to adapt with different computing environments, these modes are:

Smart Mode: Enable automatic adjustment of backup speed based on user activity to run seamless in the background; faster backup when computer is idle. This mode can be activated from the Dashboard.

Turbo Mode: Run backup at Turbo speed for a faster completion. In this mode, Genie Timeline will consume more resources, so it is recommended to enable this mode when the machine is idle. This mode can be activated from the Dashboard.

Game/Movie Mode: Use this mode to pause backups and suppress pop-ups while playing games, movies, or viewing presentations. This mode can be enabled from Advanced Settings.

Power Saving Mode: Use this mode to lower CPU usage while the PC is running on batteries. It will stop backup when the battery level becomes critical. This mode can be enabled from [Advanced Settings](#).

Windows Enhancements

Windows Enhancements

Genie Timeline's Windows Enhancements make accessing backed up data and managing backups easier. These enhancements are:

Timeline Explorer: A virtual drive in My Computer to view all backed up data in a 2-dimension Windows Explorer.

Backup markers: Colored dots on the backed up files to view which files are backed up, modified, or not added to the backup.

Context menu options: Right-click files and folders to add to backup, exclude from backup, and show backed up versions.

Explore Timeline: Open any folder location in **Timeline Explorer.**

No-Backup Zone: Drag-drop any file to this folder location on the Desktop to exclude from backup.

Note

To disable Windows Enhancement features, go to Windows Explorer Enhancements preferences.

Backup markers

The backup markers are dots on each files icon protected by Genie Timeline.

Backup markers indicators

 The latest version of the file is included in backup.

 The file has been modified since the last backup

 The file has not been backed up

Context menu options

When a user right clicks a file or folder, the following functions can be performed

Add to backup: Right click any file or folder to include in backup.

Exclude from backup: This will exclude this folder or file from backup but will not delete older backed up versions.

Show Versions: Right click a file to view previous backed up versions.

View all deleted files: On an empty location in a folder, or on a folder, right click and select this option to view deleted files that were deleted from the backed up location.

To access context menu options

1. In Windows> Right click a file or folder.
2. Point to **Genie Timeline.**

Note

Context menu options can be enabled/disabled from Windows Explorer Enhancements preferences.

Timeline Explorer

The Timeline Explorer is fully integrated with Windows Explorer. Users can drag the Timeline slider to a specified tick and the tick will show how the selected files were at that point of time.

With Timeline Explorer, users can:

1. View files stored in the backup at a specific time frame.
2. Drag-drop files to any location.
3. Copy files to any location.
4. Restore files to original or alternate location, with a right-click.
5. View file versions by right clicking the file > **Show Versions.**
6. Open Files with a double click.

To access Timeline Explorer

Method 1:

1. Open **My Computer.**
2. Open **Timeline Explorer.**

Method 2:

1. Go to the Dashboard.
2. Under **Restore,** select **Restore from Timeline.**

Method 3:

1. From the **File** menu in the Dashboard.
2. Select **Timeline Explorer.**

Method 4:

1. From the Mini-Dashboard.
2. Select **Timeline Explorer.**

Notes

- Timeline will only display files in the active backup, older backups can be viewed/restored via the Advanced Restore.
- You can disable/enable Timeline Explorer from Windows Explorer Enhancements.
- If the backup is encrypted the password must be entered to continue restoring or opening files.

Explore Timeline

In any backed up location, users have the ability to view it via Timeline Explorer.

To use Explore Timeline

1. Open any backed up location in My Computer/Computer.
2. Click **Explore Timeline** located next to the Windows standard buttons under the Menu bar.

No-Backup Zone

The No-Backup Zone is located on the Desktop. This zone is a place to save files and folders that users do not want to add in the backup. To remove this location, simply remove all contents from it and delete it off the desktop.

Restore files

View/Restore Files

Genie Timeline offers easy to use, easy to access methods to restore and view backed up data. Users can restore/view data in more than one way:

- Timeline Explorer: The Timeline enables you to view all files and folders backed up, it is fully integrated with Windows Explorer.
- Deleted Files View: Right click a location or folder to view and recover deleted files that were backed up.
- Advanced Restore: This wizard enables restoring files at a specific date and also set a different location to restore in case of multiple backup jobs stored in different locations.

Note

If the backup is encrypted the password must be entered to continue restoring or viewing files.

Timeline Explorer

Timeline Explorer

The Timeline Explorer is fully integrated with Windows Explorer. Users can drag the Timeline slider to a specified tick and the tick will show how the selected files were at that point of time.

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2. Drag-drop files to any location.
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To access Timeline Explorer

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1. Open **My Computer.**
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1. From the **File** menu in the Dashboard.

2. Select **Timeline Explorer.**

Method 4:

1. From the Mini-Dashboard.
2. Select **Timeline Explorer.**

- Timeline will only display files in the active backup, older backups can be viewed/restored via the Advanced Restore.
- You can disable/enable Timeline Explorer from Windows Explorer Enhancements.
- If the backup is encrypted the password must be entered to continue restoring or opening files.

View files in Timeline Explorer

Genie Timeline is fully integrated with Windows Explorer to browse backed up data in a user-acquainted environment.

To view backed up data:

1. Open My Computer/Computer.
2. Open **Timeline Explorer.**
3. Use the Timeline slider to go back to a specific time frame.
4. Explore the contents of the backup at that point of time.

Notes

- Users can:
    - Double click a file to open it.
    - View file versions by right clicking the file> **Show versions.**
    - View file details in Windows Explorer by going to the View menu> **Details** or right click a file> **Properties.**
- When encryption is enabled, users will be prompted to enter the encryption password when opening or restoring a file.
- Timeline will only display files for the current backup, backups that are located on different locations can be viewed/restored via Advanced restore.

Restoring from Timeline Explorer

After viewing the data you wish to restore, you have a variety of options to restore the data:

1. Drag-drop files/folders in any location.

Hold the mouse down on the specified data, move it to the new location and release.

2. Use copy and paste function.

    This can be done by:

    - Right click an empty location> Paste
    - Press (ctrl+v) in the specified location

    Select data you wish to restore (ctrl+mouse click/ shift+mouse click/Shift+ arrows) then either

    - Right click the selected data> Copy
    - Press (ctrl+C)

3. Restore to Original or Alternate location.

    Right click the file> select **Restore to alternate location**

    Right click the file> Select **Restore to original location**

4. Restore an older version.

    1. Right Click the file> Select Show versions
    2. Select the version and click restore

    Notes

    - It is highly recommended to restore system and program files using Disaster Recovery.
    - When encryption is enabled, users are prompted to enter the encryption password prior to restoring.
    - Timeline will only display files in the active backup, backups that are located on different locations can be viewed/restored via the Advanced Restore, for more information go to Restore from a different backup.
    - Restore can only restore one file at a time, users can drag-drop or copy paste multiple files/folders if needed.

Advanced Restore

Advanced Restore

This Wizard enables you to restore all data at a specific time period with more enhanced options like restore to a different location, restore all profile settings, and restore from an older backup.

To access the Advanced Restore:

1. Open the Dashboard.
2. Under the **Restore** section, click **Advanced Restore.**

Notes

- When encryption is enabled, users will be prompted to enter their encryption password before proceeding to the Restore Options.
- You can search for a specific file in the search text box and Search the Timeline will open in your default web browser with the results.
- Restoring single files without folder structure can be done via View Timeline.

Select data to restore

Genie Timeline Advanced Restore, gives the user the ability to restore all or selected files. Therefore, in this page, the user will select the data to restore.

To select data to restore

1. Move the Timeline slider to select the time frame to restore data from.
2. Expand the folder structure to browse for the files and folders needed to be restored.
3. Select the files, blue check marks indicate that all files and folders are selected, grey indicates partial selection.
4. Click **next** to proceed to restore options.

Notes

- Restoring system and program files (disaster recovery data) is not recommended in the advanced restore. Use the Disaster Recovery option.
- To restore from a different backup, click on Restore from an older backup to browse and locate the backup you wish to restore from.

Restoring from an older backup

Every time a user chooses a new destination to backup to, the old backup database is closed and the active one is the default view in Advanced Restore and Timeline Explorer. Restoring from an older backup can be done from the Advanced Restore.

To restore from an older backup

1. Open Advanced Restore from the **Dashboard.**
2. Browse for the drive/destination that has the older backup, or browse for the "_Genie Timeline" folder.
3. If there is more than one backup on the drive/destination, Genie Timeline will load the backups that are on the location to select from the list.
4. Move the Timeline slider to select the time frame to restore data from.
5. Expand the folder structure to browse for the files and folders needed to be restored.

6. Select the files, blue check marks indicate that all files and folders are selected, grey indicates partial selection.
7. Select the data you wish to restore.
8. Click **next** to proceed to [restore options](#).

- When encryption is enabled, you will be prompted to enter the encryption password before proceeding to the Restore Options.

Set Restore Options

With these options, users can specify where to restore the items and solve restore conflicts with files that have the same name.

To change Restore location

1. Under **Restore location** select Restore to an alternate location.
2. Click the **Browse** button to browse and select for the location attended to restore to.

Replace existing file options

If one or more backed up files are selected for restoring, and they already exist in the restore location, the following options can be used to resolve conflict:

- Replace the file only if the backed up file is newer: If the file being restored is newer than the one already existing on the restore destination, Genie Timeline will replace it with the one in the backup.
- Do not replace any files: If the file already exists on the restore destination, do not restore the backed up file.
- Always replace files: Replace all files from the backup, regardless if newer.

Restore Progress

In this section, the progress of the restore is divided into:

Restore Status

The status gives an overview of the restore progress showing the following:

Restoring: Displays the path of the file currently being restored.

Restored: The number of items restored.

Size: The size of data restored.

Failed: Number of items failed to restore.

Restore Progress bar

An overall percentage of how many files are restored.

Notes

- To cancel restoration, click **abort** during the process.
- After restore completes, click on View log for detailed log of all items restored.

Disaster Recovery

Disaster Recovery

In order to restore your system files and settings to a previous state, you will need to:

1. Make sure Disaster Recovery is selected on the Smart Selections page.
2. Create or prepare your Disaster Recovery startup disk.
3. Restart your computer and boot from the Disaster Recovery startup disk to enter the Disaster Recovery wizard.

The Disaster Recovery selection will backup your entire Boot Drive which includes the following folders every 24 hours:

- Windows Folder
- Program Files
- User Folders
- System State

To Provide up to date complete system protection in case of failure.

Note

Disaster Recovery is not supported for standard users. Please login to an administrator account to create a Disaster Recovery backup.

Disaster Recovery wizard

Disaster Recovery Restore

Once you boot up your PC with the Disaster Recovery startup disk, the Disaster Recovery restore wizard will pop-up.

The Wizard consists of:

Disaster Recovery welcome page

Step 1: Select the Backup

Step 2: Select a Restore Point

Step 3: Set Restore Options

Once the Disaster Recovery completes, it will reboot your computer back in Windows.

Disaster Recovery welcome

This page directly appears right after the computer boots with the Disaster Recovery startup disk.

To start Disaster Recovery, click on the **Start Disaster Recovery** button.

Additional Tools

The following tools are useful to prepare for the disaster recovery process:

Map Network drive: Map network locations.

Partition Manager: Create multiple partitions for your hard disk.

View Network Status: View the status of the network connections.

Remote Desktop Connection: Login to any PC remotely.

Command Prompt: Open Windows Command Prompt.

Install Driver: Install hardware drivers for the Disaster Recovery Environment.

Step 1: Select the Backup

In this page, you will need to select what backup to restore from or browse for the backup manually. Only Backups with Disaster Recovery data can be restored.

To select a backup

1. From the auto-generated list, select the backup you wish to restore from, if the backup is not listed, click on **Select a different location** and locate your backup.
2. Click **next** to proceed.

Note

If you have just connected an external drive, click refresh to re-scan drives.

Step 2: Select a Restore Point

In this step you can select any time frame to restore from. Even if the snapshot did not have disaster recovery backup, it will restore the latest data right before that snapshot.

To select a restore point

1. From the Restore Points list, select a restore point.
2. Click **next** to proceed.

Step 3: Set Restore Options

In this step, users have the ability to restore Windows Master Boot Record (MBR) and how to replace data files

Restore MBR

This will restore the Windows Boot Manager.

Under **System Data** > Select **Restore Master Boot Record.**

User Data

The two options are used to specify how to replace user data; either by overwriting all with what is in the backup, or by only replacing it if what is backed up is newer:

Keep the latest copy of all data

This will only replace files if what is in the backup is newer than what is on the drive.

Replace everything

Overwrite data with what is in the backup.

Searching the Backup

Users have the option to search files in the backup using the entire file name or part of it:

To Search the Backup

Method 1:

1. Open the Mini-Dashboard.
2. Type in the search term in the search backup text-box located in the bottom of the Mini-Dashboard.
3. Press **Enter** or click the **search icon.**

Method 2:

1. Open the Dashboard.
2. Type in the search term in the search backup text-box located at the right corner of the **Dashboard.**
3. Press **Enter** or click the **search icon.**

Method 3:

1. Open Advanced Restore.
2. Type in the search term in the search backup text-box located in the bottom-left side of the page.
3. Press **Enter** or click the **search icon.**

Search functions

With the search results, users can:

- Open the file

  Click on the linked name of the file.

- Restore

  Click on the restore link next to the file you wish to restore.

- Restore an older version

  If the result has "versions" underneath it, you can expand and click on the restore link beside it.

- Open an older version

  If the result has "versions" underneath it, you can expand and click on the view link beside it.

- Timeline

  This will open Timeline Explorer on the same location of the file.

Notes

- When encryption is enabled, users will be prompted to enter their encryption password when restoring.
- Timeline will only display files in the active backup, backups that are located on different locations can be viewed/restored via Advanced Restore.

Retrieve deleted files that have been backed up

Genie Timeline enables users to display a list of deleted files that are backed up with a simple click

To Retrieve deleted files

1. Open the location of the deleted file.
2. Right click in an empty location.
3. Select **View all Deleted Files.**
4. A list of deleted items will appear, point to the deleted file, and select the version you wish to restore.
5. Click **Restore this version** and the file will restore to the location it was deleted from.

Notes

- You can restore deleted items from the Timeline Explorer and Advanced Restore.
- When encryption is enabled, you will be prompted to enter the encryption password when restoring.

Logging and Reports

Logging and Reports

Genie Timeline provides three types of informative logs.

Backup History: Displays files backed up and when.

Restore log: Logging information on the advanced restore process.

Backup Overview: An overview of backup configuration.

Backup History

In this log, users can view files backed up and the time it was taken into backup.

To view the backup history

1. Open the Dashboard.
2. From the **Tools** file menu, click **View Backup History,** a web page will display all files backed up.

Notes

- View the history for a specific file using **Search History.**
- Filter the results using the search options to browse the backup history on a specific date, located in the left-hand pane.

Restore log

The restore log gives a detailed list of files that restored successfully and failed to restore.

To open the restore log

1. Restore files from Advanced Restore.
2. Once the Restore Progress completes, click **View log.**

Backup Overview

The backup overview is a summary report of the current backup settings and configurations.

<u>The backup overview displays:</u>

- Where backups are saved.
- If encryption is enabled or not.
- If compression is enabled or not.
- Data included in backup.
- Files/folders excluded from backup.

To open Backup Overview

Method 1:

Click **Display Backup Overview** in the Finish page after the <u>Setup wizard</u> completes.

Method 2:

1. Open the <u>Dashboard</u>.
2. From the **Tools** file menu, click **Display Backup Overview.**

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