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3 PRO SharePoint Backuper

User Manual

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About This Guide

This 3 PRO SharePoint Backuper Application Guide for the 3 PRO SharePoint Backuper is for administrators and users of 3 PRO SharePoint Backuper.

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1. Overview

This software enables you to easily setup backup for SharePoint documents in your document libraries. SharePoint OnPremise and Online are both supported (2010 and 2013). Destination is file system and the result can be the exact same copy of defined backup job or its zipped version.

Software is made as a tool for administrators but is designed to be simple enough so semi-experienced SharePoint users can use it without problems.

2. Using the 3 PRO SharePoint Backuper

2.1. Installation and requirements

At the moment, it is enough to extract the zip file somewhere on your PC, register SharePoint Backuper service and run the "SharePointBackuper.exe" from the extracted application package and the Application will run.

2.2. Registering a SharePoint Backuper Service

It is easy to register the Service. After you extracted the zip, move the extracted folder to the path where it should reside because it will have to stay there once when you register your service. After you have chosen a permanent path for SharePoint Backuper (for example: "C:\Program Files\3 PRO\SharePoint Backuper"), open cmd window as administrator and position yourself to that folder. From that cmd window run the command: "SharePointBackuperService.exe /i". Your service should be now registered.

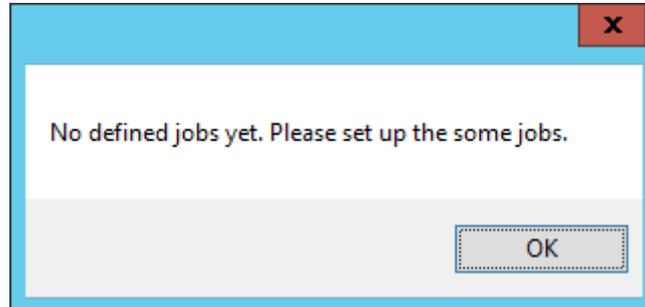
Parameters for SharePointBackuperService.exe through cmd:

1. /i (or /install)– installs (registers) a service
2. /ir (or /installrun) – installs and runs a service
3. /u (or /uninstall) – uninstalls a service
4. /r (or /restart) – restarts a service if it is installed

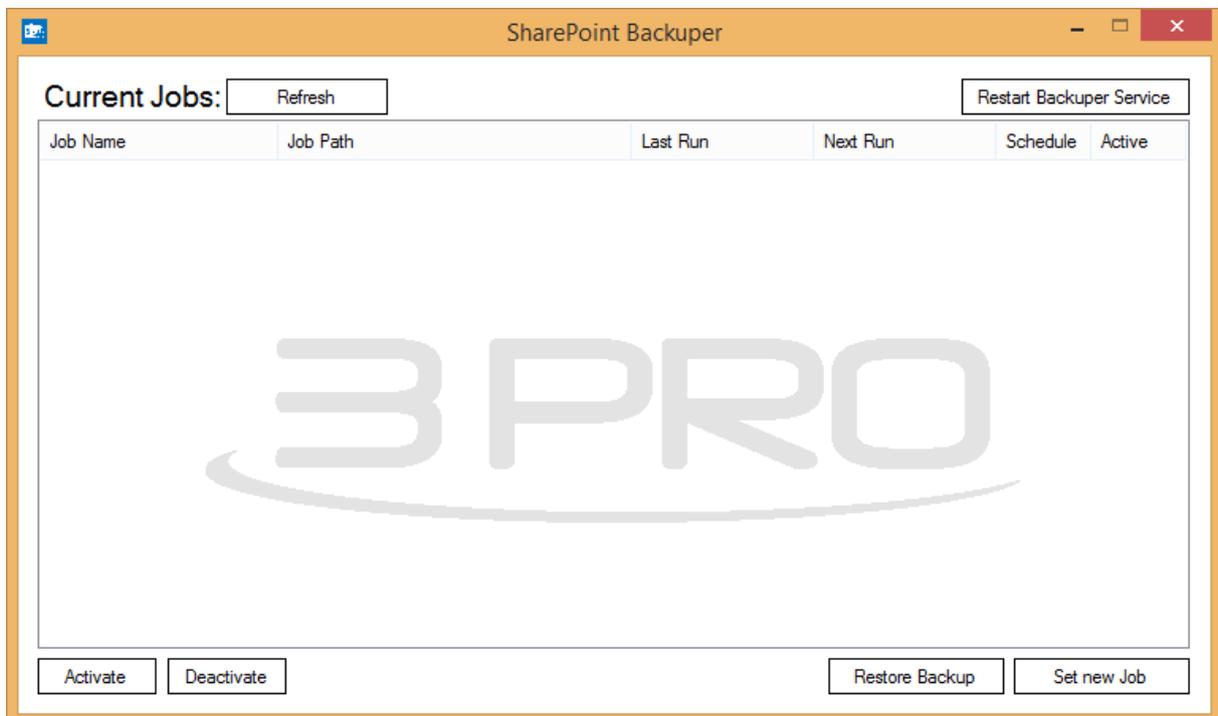
2.3. Setting a backup Job

First thing you have to do after registering your SharePoint Backuper Service is setting a job. It should be done through SharePointBackuper.exe so run it.

If this is the first time you are running the software, you should see a Message Box like this:



After you press OK, the following screen will appear:



At this point click the “Set new Job” button so you can set up your first backup job:

Job Name: Test Job

Source: SharePoint On Premise SharePoint Online

Source Information

URL: https://3proexample.sharepoint.com/sites/spbackuper

Domain: 3proexample.onmicrosoft.com

Username: admin

Password: ●●●●●●●●

Load SharePoint Libraries

SharePoint Backuper
3 PRO

Destination: None

Backup Options

Incremental Backup

Backup all file versions

Zip Backup

Preserve only last backups.

Time Schedule

Hourly Daily Weekly Monthly

Starting from: petak . 11/14/2014, 12:41

Set LogFile Path Set the Job

The shown form is the wizard which will create xml files which will be processed later by the Backuper service. So to explain the form we will start from the beginning:

- Job Name is the Unique identifier which will describe to you what the job backups (it is later used in destination path as last folder in which backup will be saved – it is added to path which you will choose)

- Source represents the type of SharePoint from which you are backing up your files (sometimes the Backuper will know to correct this setting on the fly if it is set up wrong, depending on a situation, so please set it up properly)
- Source Information: here you define your sharepoint site Url, domain, username, and password (this whole section is stored encrypted in xml so it won't be human readable)

Once you have set those parameters you should click on “Load SharePoint Libraries” button and your form should look similar to this:

The screenshot shows a window titled "Set the backup Job" with a yellow header. The window contains the following fields and sections:

- Job Name:** A text box containing "Test Job".
- Source:** Radio buttons for "SharePoint On Premise" (unselected) and "SharePoint Online" (selected).
- Source Information:** A section containing:
 - URL:** "https://3proexample.sharepoint.com/sites/spbackuper"
 - Domain:** "3proexample.onmicrosoft.com"
 - Username:** "admin"
 - Password:** A masked password field with 10 dots.
- Load SharePoint Libraries:** A button located to the right of the Source Information section.
- Library List:** A list of SharePoint libraries with checkboxes and counts:
 - Converted Forms (0)
 - Documents (20)
 - Form Templates (0)
 - List Template Gallery (0)
 - Master Page Gallery (211)
 - Site Assets (1)
 - Site Pages (2)
 - Solution Gallery (0)
 - Style Library (5)
 - Theme Gallery (41)
 - Web Part Gallery (71)
 - wfpub (0)
- Destination:** A dropdown menu currently set to "None".
- Backup Options:** A section containing:
 - Incremental Backup
 - Backup all file versions
 - Zip Backup
 - Preserve only last backups.
 - Time Schedule:** Radio buttons for "Hourly", "Daily", "Weekly" (selected), and "Monthly".
 - Starting from:** A date/time picker showing "petak . 11/14/2014, 12:41".
- Buttons:** "Set LogFile Path" (highlighted with a red border) and "Set the Job".

After the site is loaded, wizard will show you a list of document libraries available on site. You should select one to load its content.

Set the backup Job

Job Name: Test Job

Source: SharePoint On Premise SharePoint Online

Source Information

URL: https://3proexample.sharepoint.com/sites/spbackuper

Domain: 3proexample.onmicrosoft.com

Username: admin

Password: ●●●●●●●●

Load SharePoint Libraries

- Converted Forms (0)
- Documents (20)
 - Recruitment (3)
 - Finance (7)
 - Employee Evaluation Form.docx
 - New Hire Orientation.pptx
 - Current Open Applications.xlsx
- Form Templates (0)
- List Template Gallery (0)
- Master Page Gallery (211)
- Site Assets (1)
- Site Pages (2)
- Solution Gallery (0)
- Style Library (5)
- Theme Gallery (41)
- Web Part Gallery (71)
- wfpub (0)

Destination: None

Backup Options

Incremental Backup

Backup all file versions

Zip Backup

Preserve only last backups.

Time Schedule

Hourly Daily Weekly Monthly

Starting from: petak . 11/14/2014, 12:41

Set LogFile Path Set the Job

You can now expand folders and select items that you want to backup.

The screenshot shows the 'Set the backup Job' window with the following configuration:

- Job Name:** Test Job
- Source:** SharePoint Online (selected)
- Source Information:**
 - URL: https://3proexample.sharepoint.com/sites/spbackuper
 - Domain: 3proexample.onmicrosoft.com
 - Username: admin
 - Password: [masked]
- Load SharePoint Libraries** button
- File List:**
 - Converted Forms (0)
 - Documents (20)
 - Recruitment (3) [checked] (all sub-items checked):
 - Employee Evaluation Form.docx
 - New Hire Orientation.pptx
 - Current Open Applications.xlsx
 - Finance (7)
 - Budget (3) [unchecked]
 - Projections (2) [checked]:
 - Corporate Fee Schedule.docx
 - 2014 Research Projections.docx
 - Trey Research Financial Accounting Plan.pptx [checked]
 - Quarterly Costs.xlsx [checked]
 - FY2014 Shareholder Presentation.pptx [checked]
 - Q3 and Q4 Expense Trends By Month.xlsx [unchecked]
 - Financial Regulations.docx [unchecked]
 - Employee Evaluation Form.docx [unchecked]
- Destination:** None
- Backup Options:**
 - Incremental Backup [unchecked]
 - Backup all file versions [checked]
 - Zip Backup [unchecked]
 - Preserve only last backups.
- Time Schedule:** Weekly (selected), Hourly, Daily, Monthly
- Starting from:** petak, 11/14/2014, 12:41
- Buttons:** Set LogFile Path, Set the Job

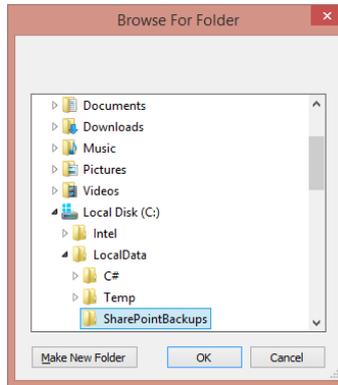
Please differentiate square mark () from tick () because they have different meaning. Square is only possible to select on folder and it means that in that folder there are files which you don't want to backup, so the SPBackuper will back up only sub-items that are explicitly ticked (e.g. look at Finance folder and its selected sub-items – they will be backed up).

When there is a tick symbol next to a Folder, it means that whole content of the folder will be backed up, including the files which may be added after the job is set (e.g. Recruitment folder).

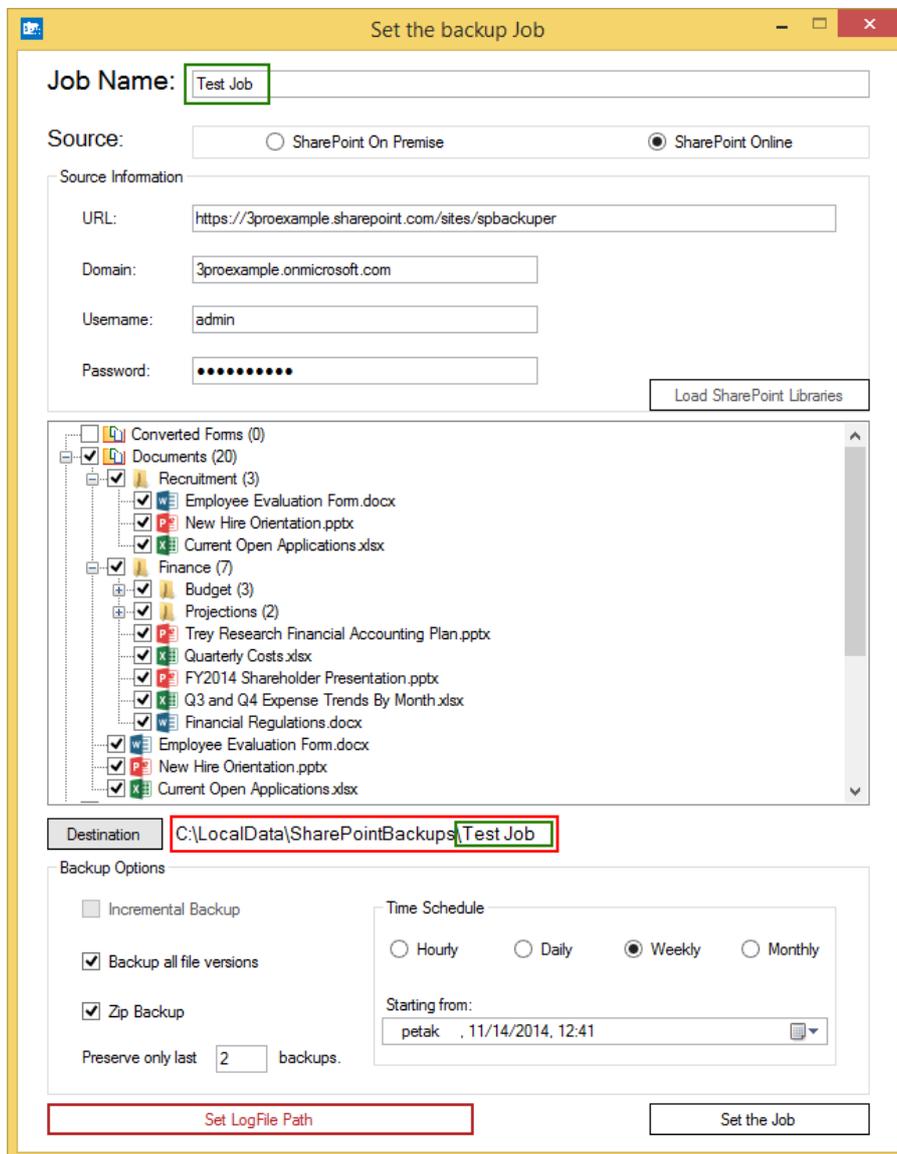
On the following picture there is an example of full library backup which will include all of the items in it every time the backup performs (even the items which aren't currently in library so they aren't shown in tree-view now).

The screenshot shows a window titled "Set the backup Job" with a yellow header. The "Job Name" field is set to "Test Job". The "Source" is set to "SharePoint Online". The "Source Information" section includes a URL, domain, username, and password field. A "Load SharePoint Libraries" button is located to the right of the password field. Below this is a tree view of SharePoint libraries and files, with "Documents (20)" selected. The tree view shows folders like "Recruitment (3)" and "Finance (7)", and files like "Employee Evaluation Form.docx", "New Hire Orientation.pptx", and "Current Open Applications.xlsx". The "Destination" is set to "None". The "Backup Options" section includes checkboxes for "Incremental Backup", "Backup all file versions", and "Zip Backup", and a "Preserve only last" field set to "0". The "Time Schedule" is set to "Weekly" with a "Starting from" date and time of "petak , 11/14/2014, 12:41". At the bottom, there are buttons for "Set LogFile Path" and "Set the Job".

After making source files selection you should set the destination folder by clicking on Destination button.



This example will give the following result:



Now you can easily notice that the Job name value has been appended to the path you have selected. That folder will be created automatically when you press “Set the Job” button.

2.4. Backup Job Options

On the wizard form, before you set the job, there are also some additional options to define:

Backup Options

Incremental Backup

Backup all file versions

Zip Backup

Preserve only last backups.

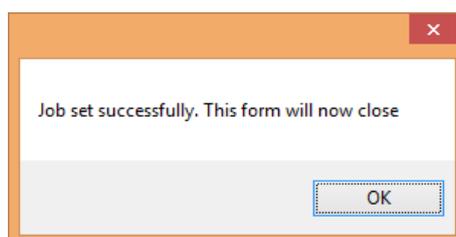
Time Schedule

Hourly Daily Weekly Monthly

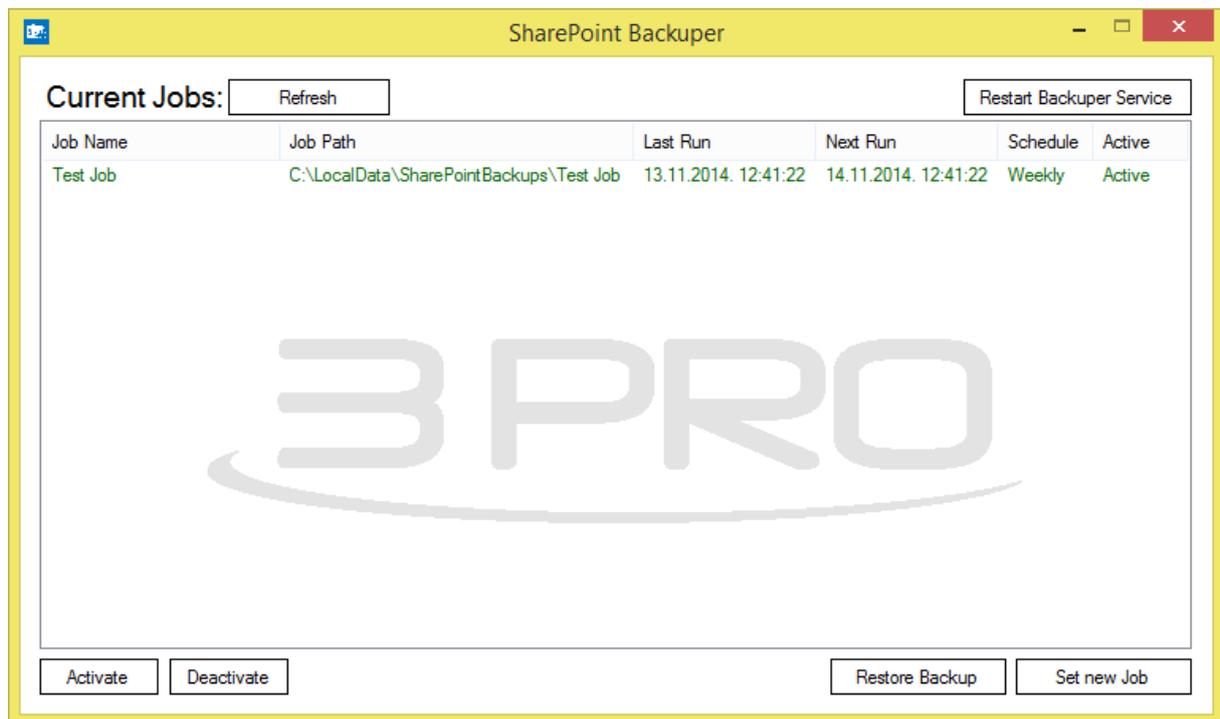
Starting from:

- Backup all file versions – if checked, all file versions available on SharePoint at the time of backup will be backed up, if unchecked only the current (last) version will be backed up
- Zip Backup – if checked, the SharePoint Backuper will create a zip file with the content of backed up items and delete the originally created folder after zipping, leaving only the zip version of backup, if unchecked the result will be pure files and folders
- Preserve only last X backups – If this is set to 0, then this setting won't have any effect and the backups will only accumulate. If it is set to 2, the SharePoint Backuper will automatically delete the outdated backups (when there are two newer backups created, the oldest one will be automatically deleted) so it will help with consumption of disk space
 - If you are using Hourly Time schedule, you want to have this number a bit higher, e.g. "Preserve only last 168 backups." would mean that you have last 7 days ($7 \times 24 = 168$) of backups.
- Time Schedule – Here you schedule how often your job will back up the selected items. You can choose between Hourly/Daily/Weekly and Monthly periods. You should also choose the starting point which will later be followed by the period you selected. If you want to run the first Backup immediately then you can choose any date in the past, or you can set the first Backup to be somewhere in the future if you want.
- Set LogFile Path – this option is not required to be entered but it's marked with red just as reminder for you not to skip this setting because it's often important. It's used when you want to put log files to the path other than the backup files (e.g. when you want some person to regularly check the log files but don't want to give him a permission to read the backup content or if you want to have all the log files at one place)

After you have set it all, you can hit Set the Job Button and you should get this notification.



2.5. Managing the jobs



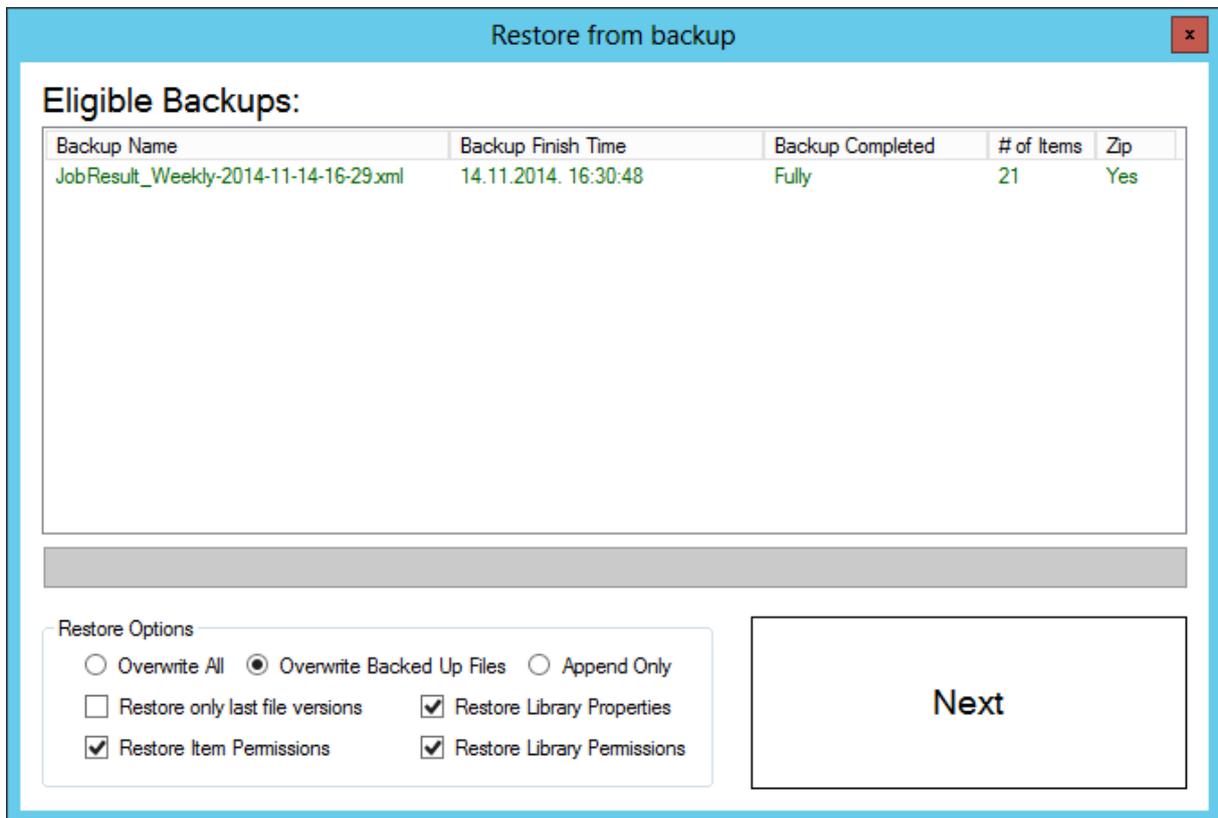
Here is the main screen, which appeared at the beginning, again. Now you can choose what to do next:

- Activate / Deactivate job – this will make job inactive which means that Backuper Service will just ignore while processing jobs
- Restore Backup (if there is any) – restore from backup to original location
- Set New Job – set a new job
- Restart (or start) Backuper Service – should be used after adding a new job so the service reloads info about the jobs and reconfigures its timer (if you plan to add multiple jobs, use this only once - after adding the last job)
- Refresh the list of Jobs

The coloring (red/green) of this list is based on the last run date time and current date time. If the difference between those two is bigger than “Schedule” period (one week in the example – “Weekly”) then it will be colored red, otherwise it will be green. So, the red color indicates that the backup should have been performed already according to schedule plan.

2.6. Restoring a backup

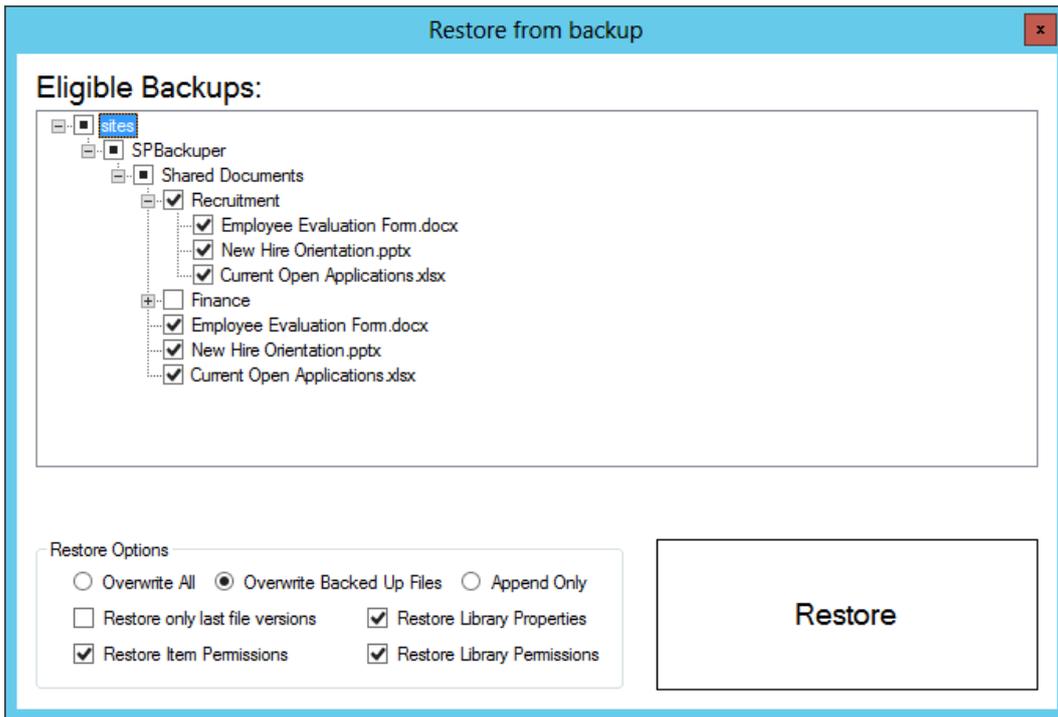
To restore a backup, simply click on Job Name to select a job and then click “Restore Backup” button. Something like this should pop up:



In this example there is currently only one backup for this Job, so only this backup can be selected. Select a Backup, set the restore options and click next.

Restore options:

- Overwrite all – This option will set the library state to the closest possible from the time of a backup. **CAUTION:** The items which haven't been backed up will be deleted because the Backuper will empty the library prior to restoring.
- Overwrite Backed Up Files - This option will set the backed up items state to the closest possible from the time of a backup. **CAUTION:** You will lose your newer versions of backed up items if there are any because Backuper will delete every item which is backed up prior to its restore.
- Append Only - This option will only append the backed up items to existing items. All existing items will be left intact.
- Restore only last file versions – If checked, it will restore only last file version ignoring all the other versions from the backup.
- Restore Item permissions – If checked, item permissions will be restored
- Restore Library Properties – **If checked, some of the Library properties will be restored**
- Restore Library Permissions - If checked, library permissions will be restored

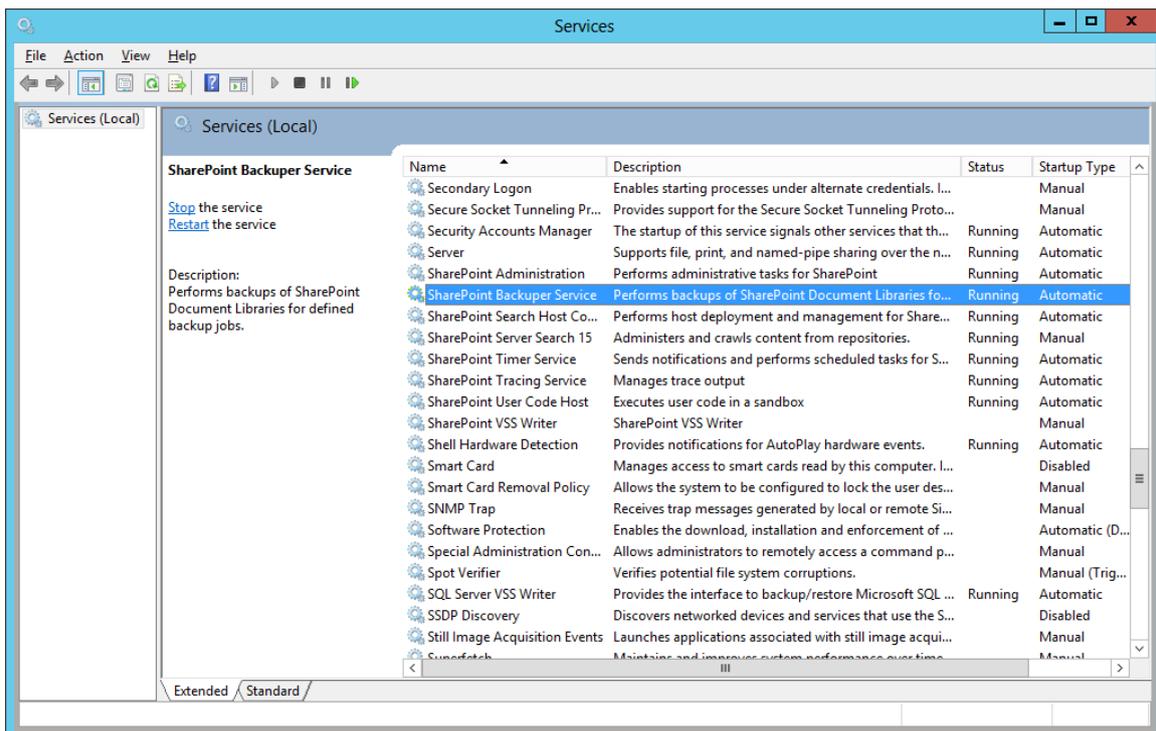


Now you should select which files/folders you would like to restore. Press restore when you have set all the parameters and wait for restore procedure to finish.

2.7. Other

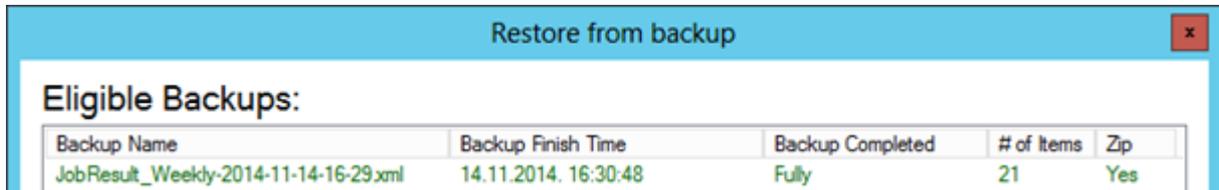
2.7.1. Starting a service

This can be done in a two different ways. One way is to use the “Restart Backuper Service” button on the main form. The other, more reliable way is by using “services.msc” and start SharePoint Backuper Service through it.



2.7.2. Partially completed jobs

There is always a possibility that you will accidentally stop a service (by restarting a pc, while there is ongoing backup procedure in a service so there is a status mark which will tell you if the backup was completed fully or partially. You can also easily read the approximate number of items which were backed up and if the backup is in zip format or not.

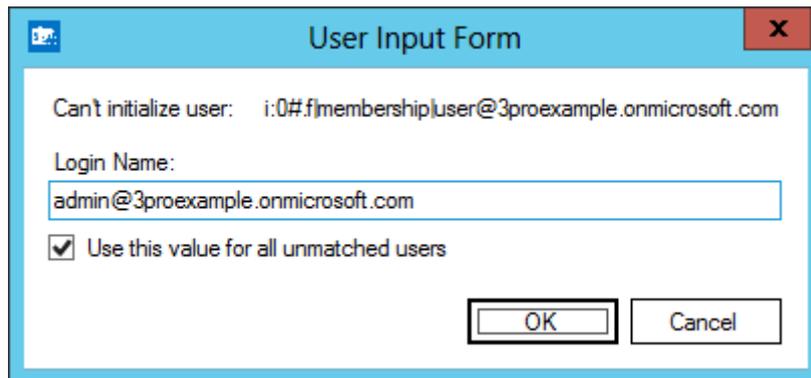


The screenshot shows a dialog box titled "Restore from backup" with a close button (X) in the top right corner. Below the title bar, the text "Eligible Backups:" is displayed. Underneath, there is a table with the following data:

Backup Name	Backup Finish Time	Backup Completed	# of Items	Zip
JobResult_Weekly-2014-11-14-16-29.xml	14.11.2014. 16:30:48	Fully	21	Yes

2.7.3. User not found

There is also a possibility that some of the users which has been written in backup xml cannot be found. In this situation you will see the following box while restoring your files which will ask you to provide another username which will be used as substitute for the unmatched one. In this example, backuper couldn't restore user@3proexample.onmicrosoft.com user so we told to use admin@3proexample.onmicrosoft.com instead, and to do that for all other users who are not found (if there will be some).



The screenshot shows a dialog box titled "User Input Form" with a close button (X) in the top right corner. The main text reads: "Can't initialize user: i:0#f\membership\user@3proexample.onmicrosoft.com". Below this, there is a label "Login Name:" followed by a text input field containing "admin@3proexample.onmicrosoft.com". There is a checked checkbox with the label "Use this value for all unmatched users". At the bottom right, there are two buttons: "OK" and "Cancel".