

User Guide

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User Guide

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TABLE OF CONTENTS

1	Inst	alling WebSync Basic (required) 2
	1.1	Installing WebSync Basic on Windows Operating Systems
2	Con	figuring WebSyne Basic9
	2.1 2.2	Manual Backup
	2.3	Backup Source
	2.4	Backup Schedule
	2.5	Configuring Backup Set 13
3	Rec	overing a File
4	Uni	nstalling WebSync Basic 17
	4.1	Via theWebSync Uninstall Program Function
	4.2	Via the Windows Control Panel 17
5	For	Additional/Further Information



WebSync® Basic User Guide

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1 Installing WebSync Basic

In order to backup your files on the WebSync Secure Server, you must first install WebSync Basic on your computer.

1.1 Installing WebSync Basic on Microsoft Operating System

Once the software has finished downloading, you can start the installation process by locating and double clicking on the WebSync application.

Select your preferred setup language :



Click on Next :





Read and accept the License Agreement :

setup - websync basic		
License Agreement Please read the following important inform	nation before continuing.	-
Please read the following License Agree agreement before continuing with the inst	nent. You must accept the terms of this allation.	
Ferms of Use 1. All softwares provided by LSI Webtek warranties of any kind and LSI Webtek Ir any kind arising from the use LSI Webtek express and implied, including without lin merchantability or fitness for a particular 2.1 Webtek last merchantability on state	Inc. is on an "as is" basis with no nc. will not be liable for any damages of Inc. further disclaims all warranties, litation, any implied warranties of purpose. usive, non-transferable, royalty-free,	
limited license to use the binary form of t for personal use only. Redistribution of p unless explicitly granted by LSI Webtek In 3. All content included on this site, includ	he software provided by LSI Webtek Inc. rograms owned by LSI Webtek Inc., nc. , is strictly prohibited. ing text, graphics, logos, button icons,	

Decide where WebSync Basic should be installed (we recommend using the **default location**) :

🐝 Setup - WebSync Basic	
Select Destination Location Where should WebSync Basic be installed?	- 😵
Setup will install WebSync Basic into the following folder.	
To continue, click Next. If you would like to select a different folder, clic	k Browse.
C:\Program Files\WebSync Basic	Browse
At least 103.8 MB of free disk space is required.	
< <u>B</u> ack <u>N</u> ext >	Cancel



Leave the following screen on the default setting and click the Next :

💗 Setup - WebSync Basic	
Select Additional Tasks Which additional tasks should be performed?	
Select the additional tasks you would like Setup to perform while installing Web Basic, then click Next.	Sync
Please select the program group to which the software will be installed	
Anyone who uses this computer	
O Me Only	
< Back Next >	Cancel

Click on **Install** to launch the WebSync Basic setup process (takes only a few minutes) :

🏶 Setup - WebSync Basic	
Ready to Install Setup is now ready to begin installing WebSync Basic on your computer.	
Click Install to continue with the installation, or click Back if you want to review change any settings.	or
Destination location: C:\Program Files\WebSync Basic Additional tasks: Please select the program group to which the software will be installed	
Anyone who uses this computer	
<	~
< Back Install	Cancel



Once installation is complete, click Finish to launch the application :



The following step is entirely optional and only applies to new users. If you have already set up a WebSync account, click on **Already a user?** in the lower left-hand corner of the screen and go directly to **Step 2** for configuration.

For new users, you must select a user name to identify yourself, your company or your organisation, and enter a password of your choice (entering it twice to confirm).

Note : It is *vital* that your password **not** be known by anyone other than the WebSync account users. Ideally, a password should contain letters, numbers and special characters (**e.g.** substituting certain letters within a word or phrase by either numbers or special characters). Should you choose to note your password down on paper, it must be kept somewhere safe.

With the password acting as an encryption key to secure your data, any ill-intentioned individual who gains access to your password may gain access your stored files. For this reason, all users should exercise great vigilance in order to protect the Websync account login name and password.

It is **imperative to remember the initial password chosen at set-up** as all the files stored in our data center are encrypted with this password. Without this password, there is no way of recovering the backed up files.



Enter your email address. Daily backup reports, along with any correspondance pertaining to the Websync service will be sent to the address specified here.

🐷 Trial Registration	Trial Registration
Language : English 💌	Language : English 💌
Login Name : Password : Confirm Password :	Login Name : demo Password : ●●●●●●●●●● Confirm Password : ●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●
Email :	Email : your email address
*ALL fields are required	*ALL fields are required
Already a user? Submit 🛢 Cancel 😫	Already a user? Submit 🖉 Cancel 😫

Click on **Submit** to be directed to the set-up assistant and create your **New Backup Set**.

Several items will appear by default directly on the next window : your Desktop, My Documents and Favorites. You may also select Outlook or Outlook Express, depending on which software your computer is operating.

Backup Source	×
🗹 🎯 Desktop]
🗹 븝 My Documents	
🗹 😒 Favorites	
Outlook	
🗆 💼 Outlook Express	
Advanced +	
OK 🗹 🛛 Cancel 🛽	3



To select additional folders, files or locations, click on **Advanced**. You may then see all you filders and files stored on your computer, from which you may then select the files and folders to be backed up, as deemed important by you, your company or your organisation.

Note : WebSync will not be responsible for any files or folders omitted by the user when making backup selections.

Folders	Name	Size	Date Modified
🗐 🚽 😼 My Computer	🗹 🖺 comptabilité	0 KB	2010/07/27 17:16:13
🖶 🔲 뷇 3½ Floppy (A:)	🗹 🖺 contacts	0 KB	2010/07/27 17:16:02
📄 🗐 🕯 Local Disk (C:)	🗹 🐏 contrats	0 KB	2010/07/27 17:16:33
🕒 🖶 🖸 🧰 58620e057b7	3d09		
🗉 🔲 🧰 Documents ar	id Se		
Fichiers impor	tants		
🐨 📋 🍛 DVD-RAM Drive (L			
S My Network Flaces			
•			
ems per page : 🛛 🗧 💌			Page : 1/1
Lever - Lever			

Once you have selected your files and folders for the backup set, click on **OK** and then **Next** to move on to the **Backup Schedule** step :



This step allows you to select the time and days that you would like the backup to execute. It is generally best to schedule backups at night in order to reduce any negative impact on computer performance during the workday.

Backup Schedule	×
Run scheduled backup on this computer	
Backup on the following day(s) every week :	
🖉 Sunday 🛛 🗹 Monday 🖉 Tuesday	
🖉 Wednesday 🗹 Thursday 🛛 🖉 Friday	
✓ Saturday	
Time	-1
Start : 21 💌 : 00 💌	
Stop : 💿 on completion (Full Backup)	
🔿 after 8 💽 hour(s)	
OK 🛛 Cancel	8

Click on **OK** and your **New Backup Set** has been successfully created.

Click on **Save Setting** to apply any configuration or modification to your backup set on the WebSync Secure Server.

SWebSync Basic		
Basic Syme	Language : English 🔹	📄 Save Setting 🧕 Quit
	Summary (demo)	
Backup	Quota Usage	
Restore	Data : 100.24M (37 files) Recycle Bin : 21.66k (4 files)	
	In Statistics	
	Total Backup: 101M (76 files)	Backup Log 🗅
	Total Restore : 15.34k (3 files)	Restore Log
	hast Backup No backup log found	
۵ 🚔 🞽 🥸 🗩		



2 Configuring WebSync Basic

Offers you protection and peace of mind.

There are also some limited extra options available within the Basic version of WebSync. Here is a brief description of those options.

2.1 Manual Backup

To proceed with a manual backup, simply click on the **Backup button**.

📓 WebSync Basic		
Basic Syrare	Language English	Save Setting 😡 Quit
	Summary (demo)	
Restore	Quota Usage Used : 100.26M / 15G (0%) Data : 100.24M (37 files) Recycle Bin : 21.66k (4 files)	
	- III Statistics	
	Total Backup : 101M (76 files)	Backup Log 🕒
	Total Restore: 15.34k (3 files)	Restore Log
	tast Backup No backup log found	
å 🔒 🗹 🌸 🕫	About WebSync Basic	

2.2 User Profile

By clicking on the **User Profile** icon, you may modify your password, user name and preferred email contact.

To prevent unauthorized access to your WebSync account, we do not recommend that you check the **Remember password** box.



Basic	Language : English	📄 Save Setting Qi
Backun	Summary (demo)	
Backap	User Profile	
Restore	Login Name : demo	
	Password : ****** Change *	Backup Log 🗅
	Contact Name: demo Email: vour email address	Restore Log
	Image: Second and Sec	
	OK 🛛 Cancel 😫	
1		

By clicking on the **Change** box you can modify your password. <u>WARNING</u>: as previously mentioned in Section 1 (Installing WebSync), your password acts as an encryption device. Hence, to recover data saved PRIOR to a change in password, the old password must be used.

WebSync Basic		
Basic	Language : English 🔹	🔚 Save Setting 😡 Quit
Peoloup	Summary (demo)	
Backup	User Profile	×
Restore	A User Information Login Name : demo Password : ****** Change * Save password	Backup Log D
	Change Password	Restore Log
	Password Old Password : New Password : Confirm New Password :	
	OK 🕿 Cancel 💈	
		_
🖌 🚔 🗮 👯 💈		



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2.3 Backup Source

Offers you protection and peace of mind.

The **Backup Source** function allows you to modify your folders and files selection to be backed up, just as you did when creating the initial **Backup Set** at installation.

😻 WebSync Basic		
Basic	Language : English 💌	🔚 Save Setting 😡 Quit
Backup	Summary (demo)	
	ackup Source 🛛 🗙	
Restore	 Desktop My Documents 	
	🗹 😒 Favorites	Backup Log 🗅
	D utlook	Restore Log
	🔲 💼 Outlook Express	
	Advanced 🕨	
	OK 🖉 Cancel	
1		
å 📑 🗹 🌸 👁		



WebSync® Basic User Guide

2.4 Backup Schedule

The **Backup Schedule** function simply allows you to modify the schedule for your Backup Set.





WebSync® Basic User Guide

2.5 Configuring Backup Set

The **Configuring Backup Set** function provides additional options :

🐻 WebSync Basic		
Basic	Language : English	🔚 Save Setting 🥥 Quit
Backup	Summary (demo)	
	Quota Usage	
Restore	Data : 100.24M (37 files) Recycle Bin : 21.66k (4 files)	
	and Statistics	
	Total Backup : 101M (76 files)	Backup Log 🕞
	Total Restore: 15.34k (3 files)	Restore Log
	tast Backup No backup log found	
7		
å 🔒 🗹 🎍 🔉		

1- You may enable or disable Continuous Data Protection.

The **Continuous Data Protection** function allows you to automatically have files backed up as you modify them through out the day independently of your normal scheduled backup. This can be an added protection incase of power outage or computer hardware malfunction. Your files will protected, having been automatically backed up as you work.

Although this function is very useful, when activated the backup software runs continually, which may affect computer performance.



 If you have sufficient disk space on your C-Drive, you may modify the location for Temporary Directory for storing backup files.

- 3- You may also modify the storage period for deleted files (in the Recycle Bin). Please note that longer storage periods will result in increased storage space used.
- 4- In Advanced Settings, you can enable System Logout Backup Reminder. As such, if you attempt to shut down your computer prior to backup, a reminder will appear.

Backup Setting	×
 Continuous Data Protection Enable Continuous Data Protection (local disks only) Backup file(s) selected by backup sources and filters Backup all files Do not backup files defined as system files 	
Encryption Encrypting key : ****** Mask encrypting key	
Temporary Directory for storing backup files C:\Documents and Settings\sdion\.acb\cac Change Recycle Bin	
Keep deleted file(s) for 10 Gauge day(s) Ser Authentication for Windows Domain : LSIWEBTEK User Name : sdion	
Password : •••••••	
 * Only for Microsoft Windows 2003, XP, Vista & 2008 Enable System Logout Backup Reminder Enable off-line backup Backup Interval : 1 and day(s) 0 and hour(s) 	
OK Cancel S	



WebSync® Basic User Guide

3 Recovering a File

The **Restore** file function is very simple and can be done in just a few clicks.

First, click on the **Restore** icon and a new window will appear.





To recover a file from this 2nd window, you must :

- 1- In the upper left-hand side of the screen, select the start date for the file search.
- 2- Choose the items you wish to recover from the left menu or select the individual files from the right menu as they appear. The checked boxes indicate the files that have been selected.
- 3- To avoid confusion, it is highly recommended to choose an Alternate Location to place restored files, especially if the original file(s) still exists in its original location. Create a temporary folder in which to place recovered files.





WebSync® Basic User Guide

4 Uninstalling WebSync Basic

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There are two simple ways to uninstall WebSync Basic from your computer.

4.1 Via the WebSync Uninstall Program Function

Go to **Start / All Programs**, search for the WebSync Basic Folder and choose **Uninstall**.



4.2 Via the Microsoft Windows Control Panel

Go to **Start - Control Panel – Add/Remove Programs**, select WebSync Basic and then **Remove**.





WebSync® Basic User Guide

5 For Further Information

- Visit the **Frequently Asked Questions** section of our Web-site at <u>http://www.synchroenligne.com/faq.php</u>
- To contact us, just fill out the **online contact form** found on our Web-site and we will be pleased to answer your request and queries promptly. <u>http://www.synchroenligne.com/nous-joindre.php</u>