



User Guide

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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** :

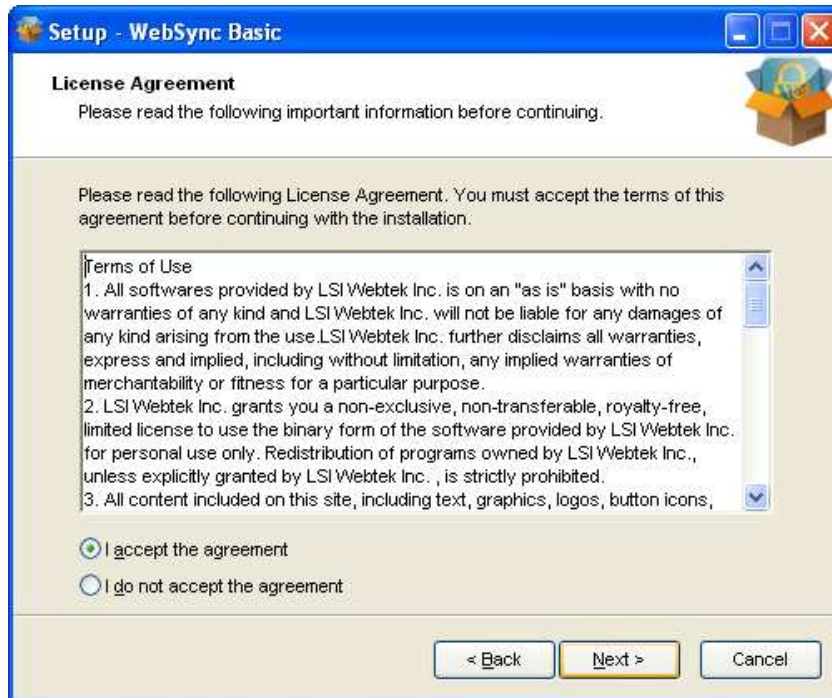


Click on **Next** :

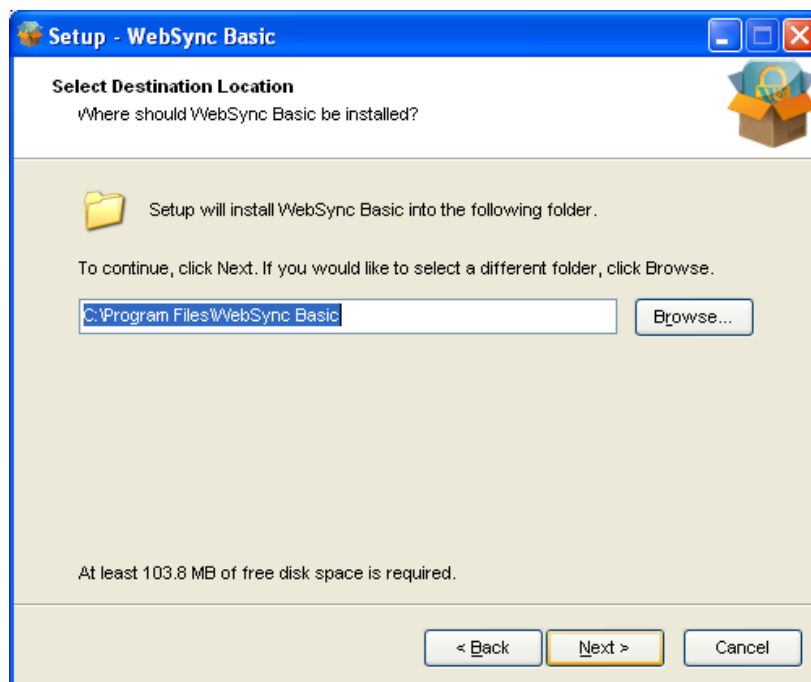


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Read and accept the **License Agreement** :



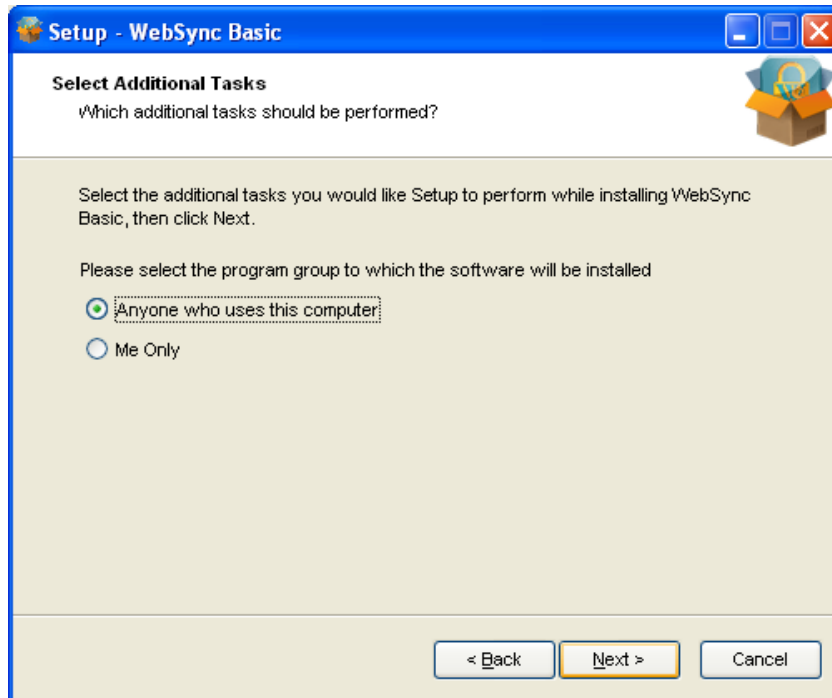
Decide where WebSync Basic should be installed (we recommend using the **default location**) :



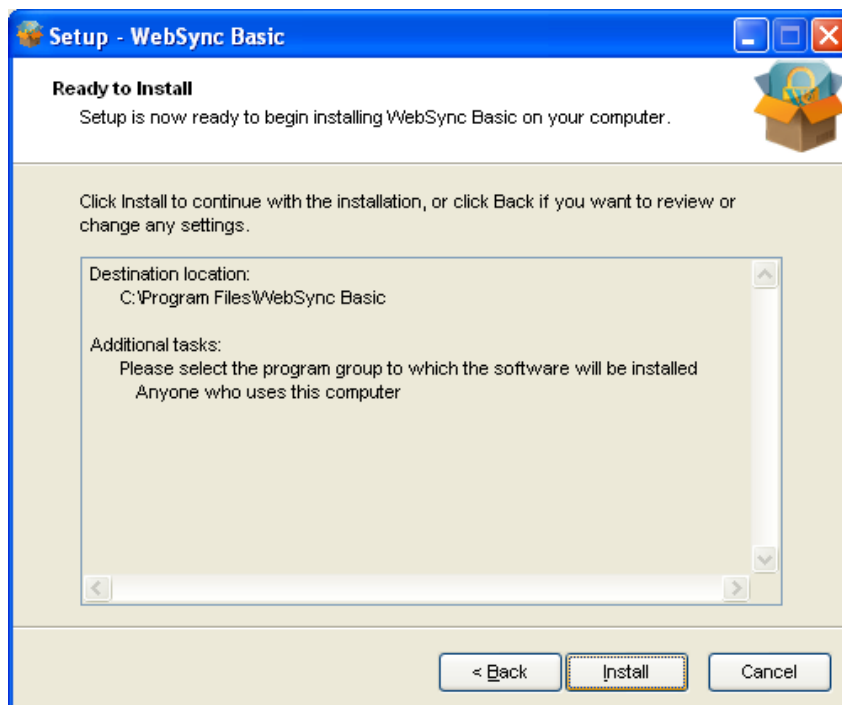


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Leave the following screen on the default setting and click the **Next** :



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





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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.



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

The image shows two side-by-side screenshots of the 'Trial Registration' window. Both windows have a blue title bar and a language dropdown set to 'English'. The left window shows the 'User Information' section with empty text boxes for 'Login Name', 'Password', and 'Confirm Password', and an empty text box for 'Email' in the 'Contact' section. The right window shows the same fields filled with 'demo', masked passwords (represented by black dots), and 'your email address'. Both windows have a 'Submit' button with a green checkmark and a 'Cancel' button with a red X. A note at the bottom of each window states '*ALL fields are required'.

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.

The image shows a 'Backup Source' window with a blue title bar and a red X button. It contains a list of backup sources with checkboxes: 'Desktop' (checked), 'My Documents' (checked), 'Favorites' (checked), 'Outlook' (unchecked), and 'Outlook Express' (unchecked). At the bottom right, there is an 'Advanced' button with a right arrow. At the bottom center, there are 'OK' and 'Cancel' buttons with green checkmarks and red Xs respectively.

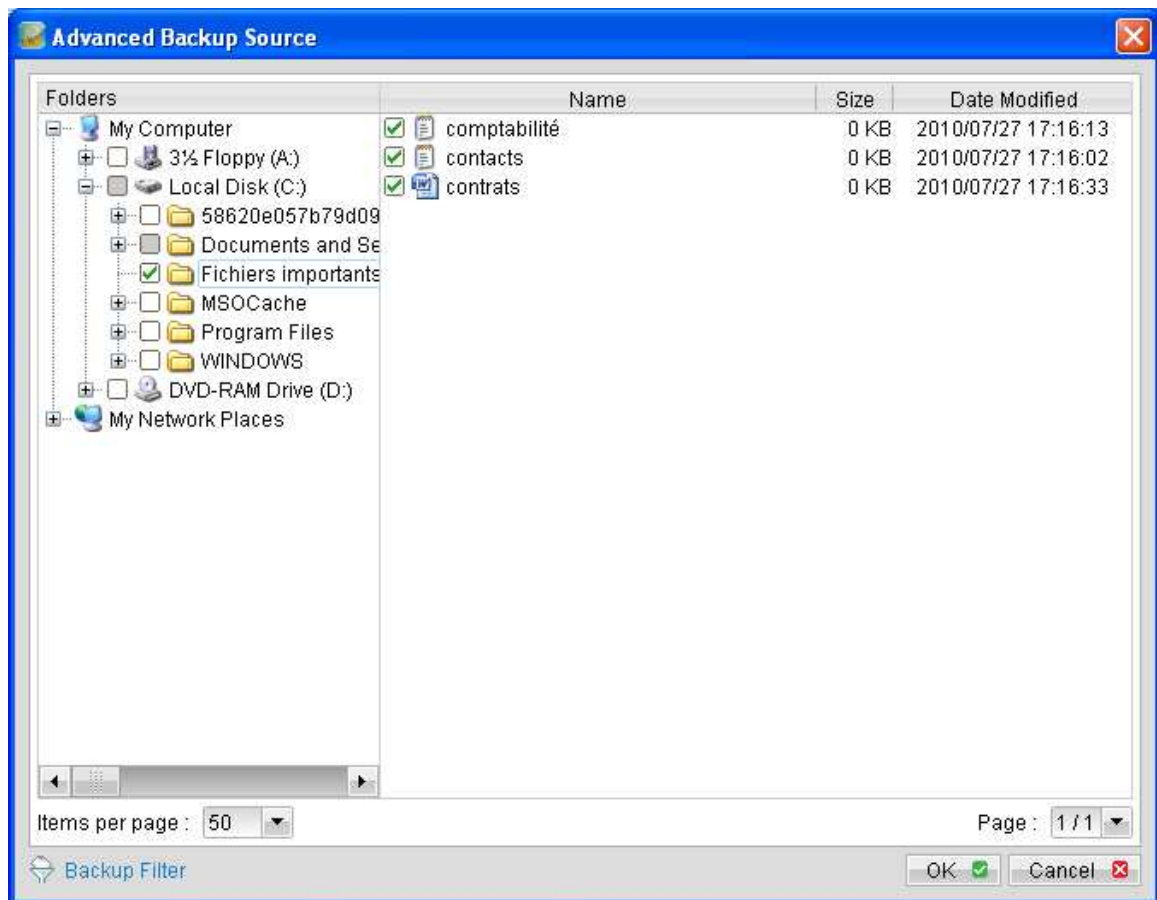


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To select additional folders, files or locations, click on **Advanced**.

You may then see all your folders 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.

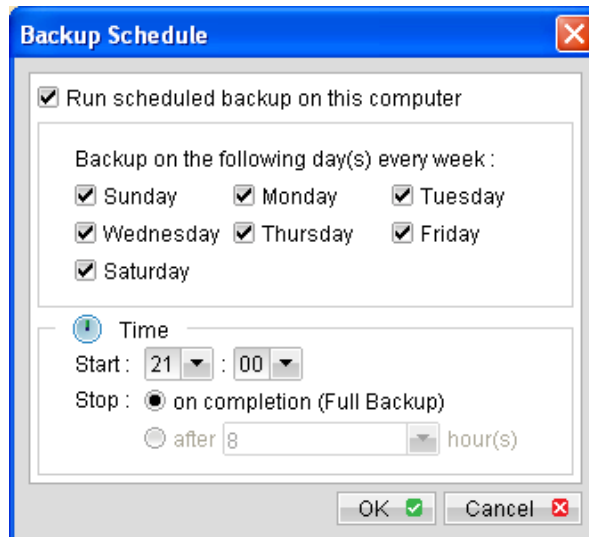
Note : WebSync will not be responsible for any files or folders omitted by the user when making backup selections.



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 :

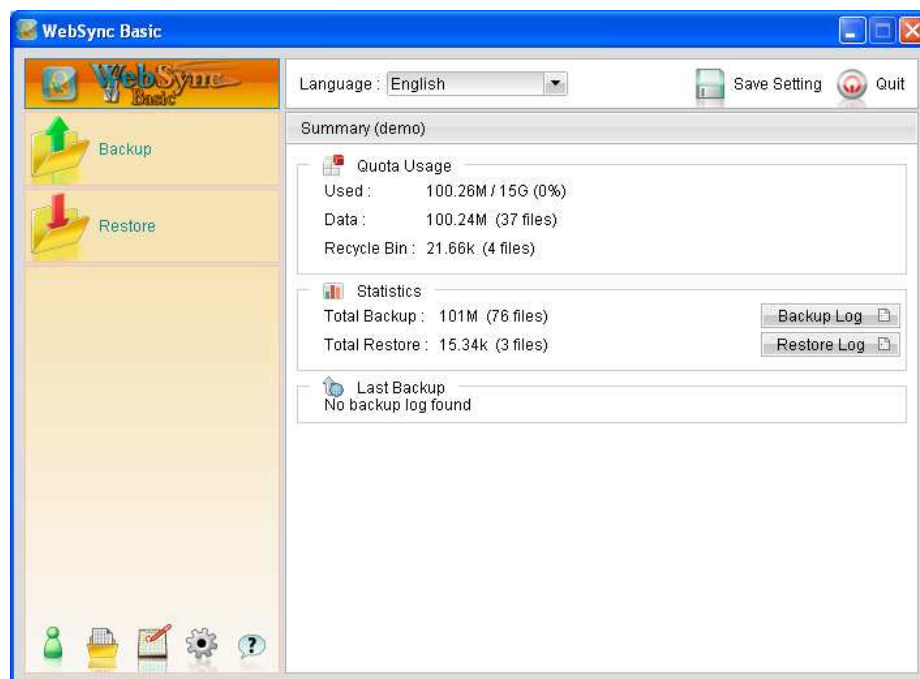
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This step allows you to select the time and days that you would like the backup to execute. It is generally best to schedule backups at night in order to reduce any negative impact on computer performance during the workday.



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.





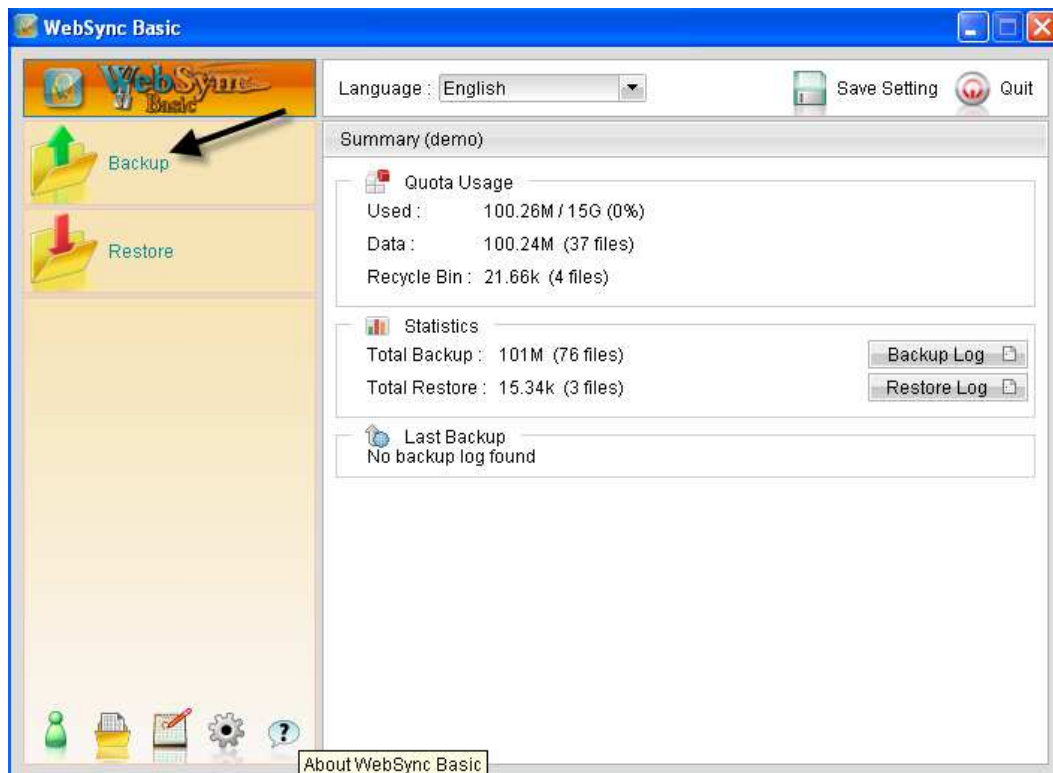
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2 Configuring WebSync Basic

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**.

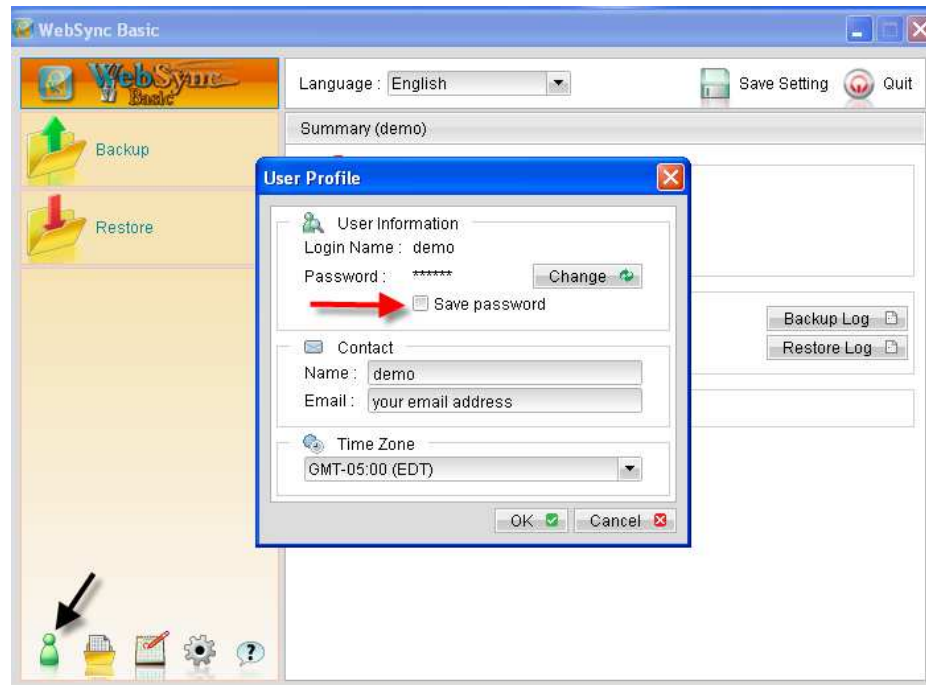


2.2 User Profile

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

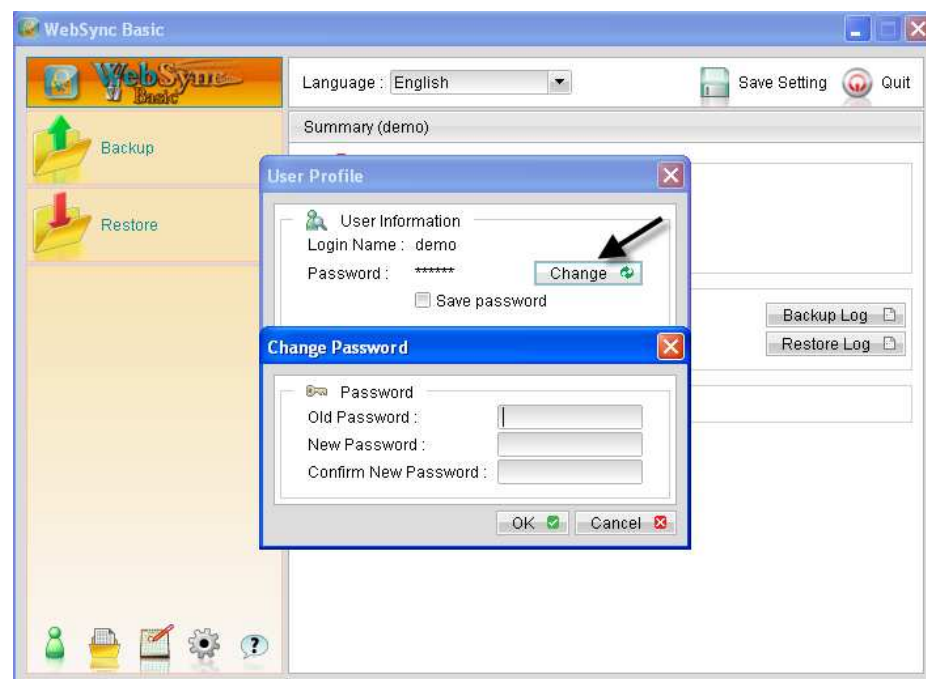
To prevent unauthorized access to your WebSync account, we do not recommend that you check the **Remember password** box.

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By clicking on the **Change** box you can modify your password.

WARNING : 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.

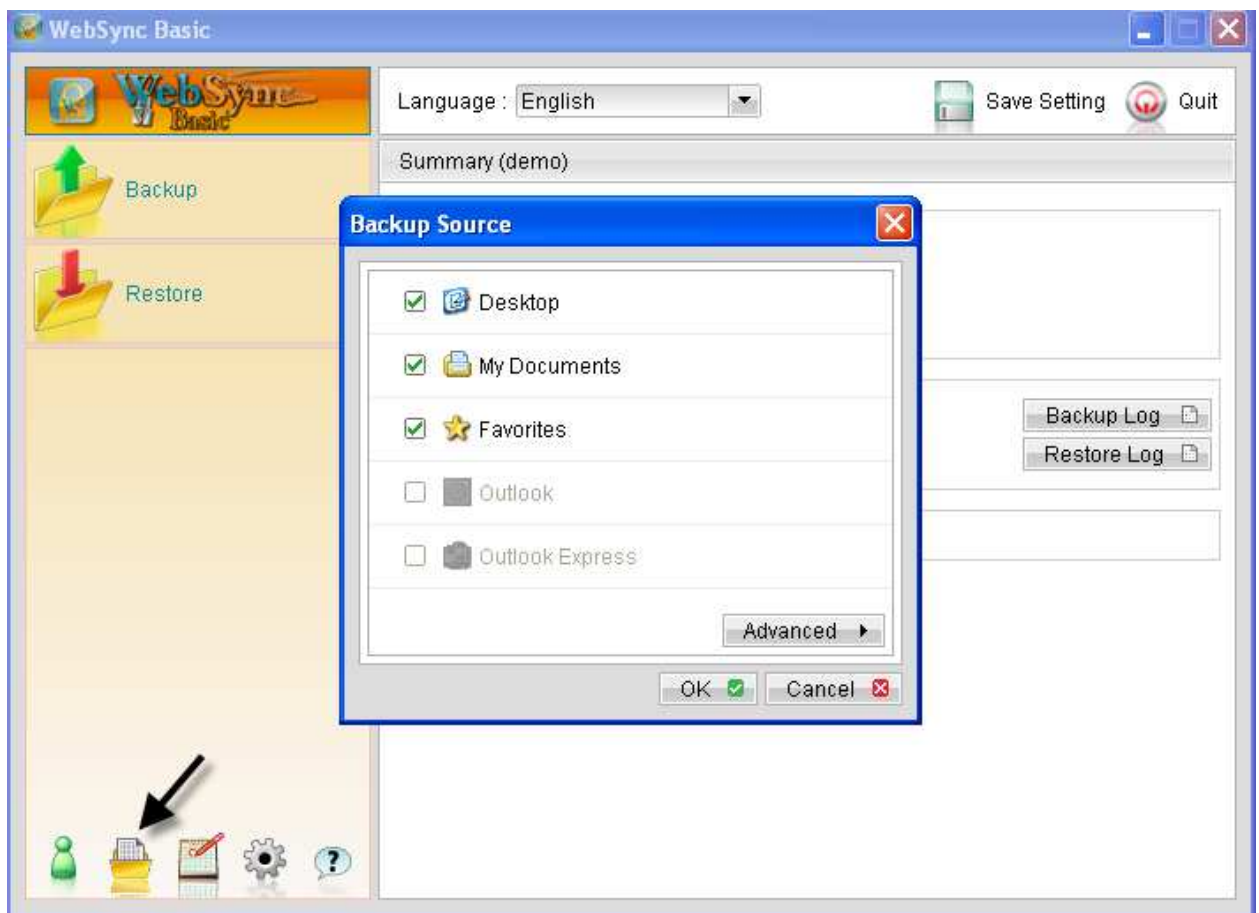




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2.3 Backup Source

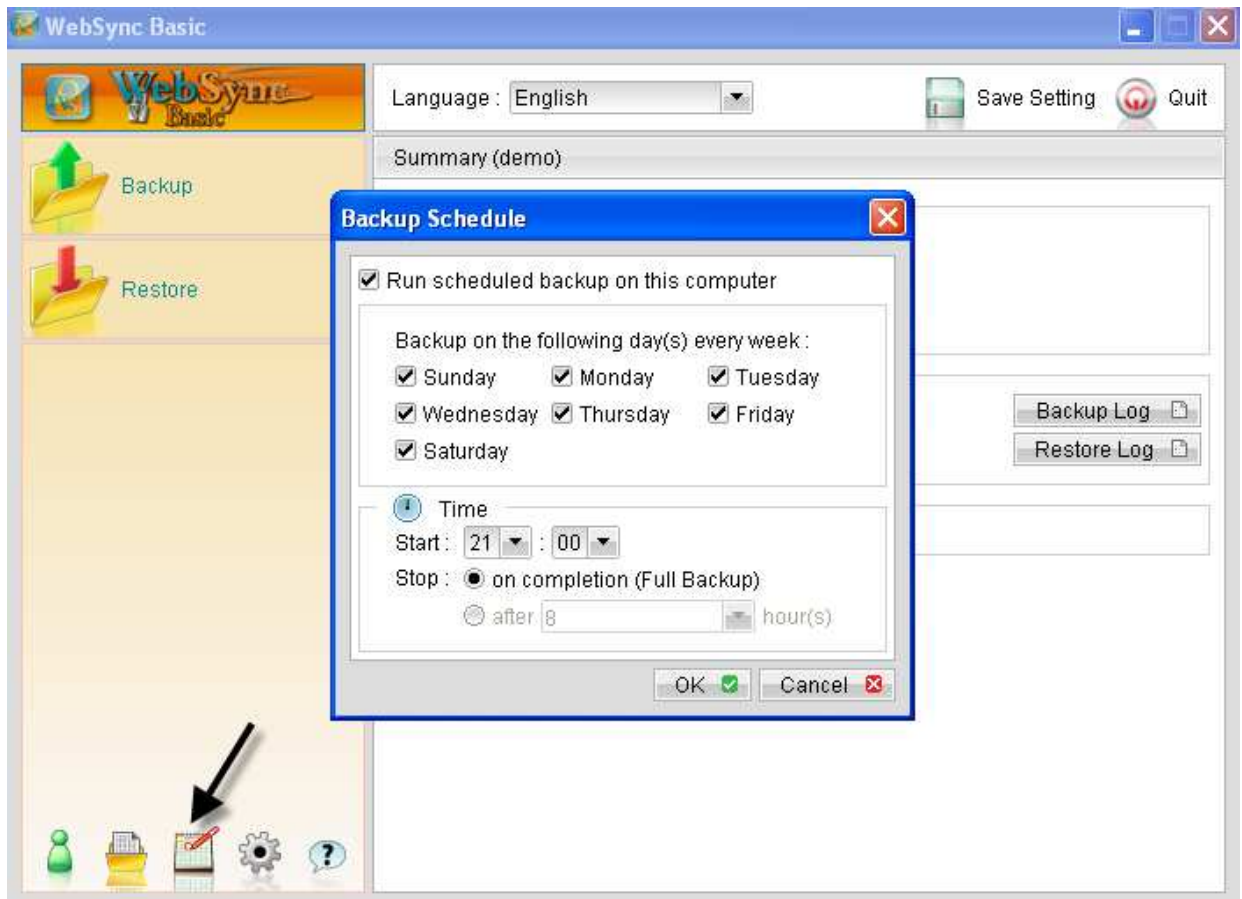
The **Backup Source** function allows you to modify your folders and files selection to be backed up, just as you did when creating the initial **Backup Set** at installation.



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2.4 Backup Schedule

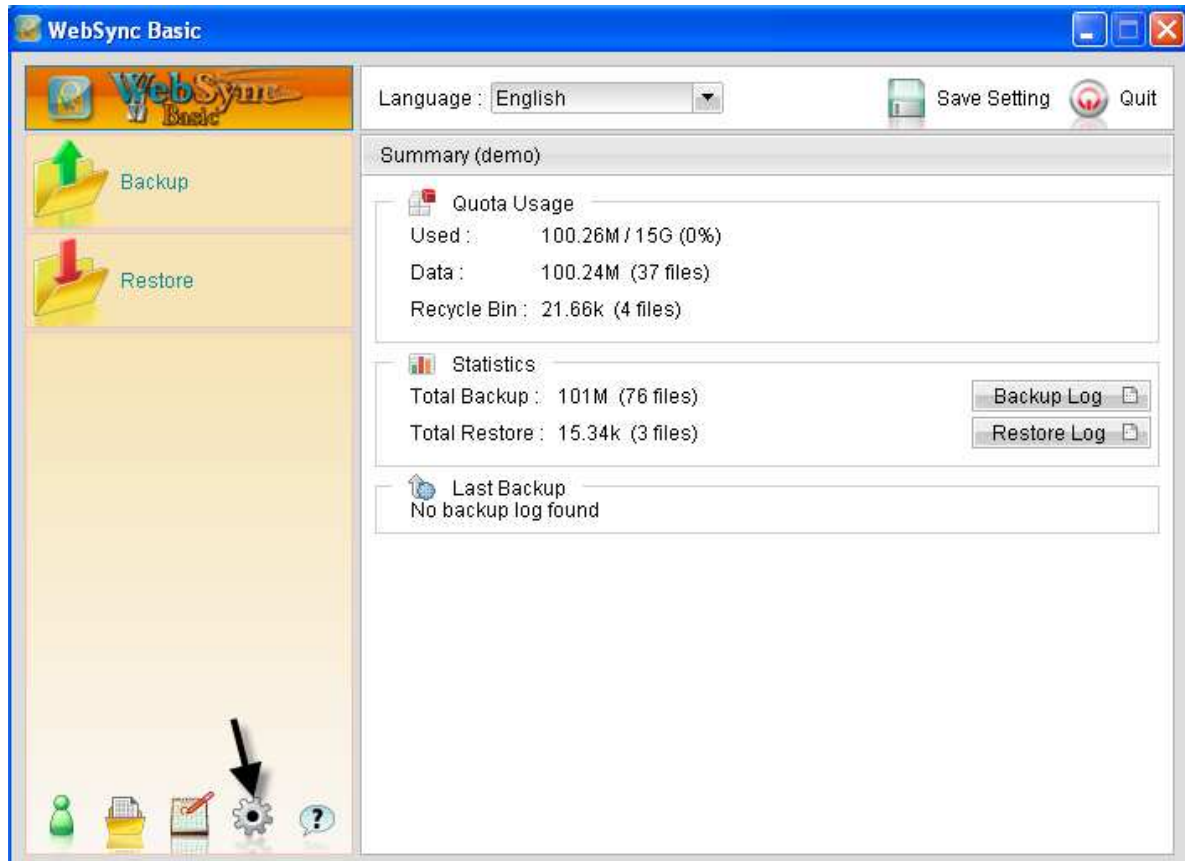
The **Backup Schedule** function simply allows you to modify the schedule for your Backup Set.



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2.5 Configuring Backup Set

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



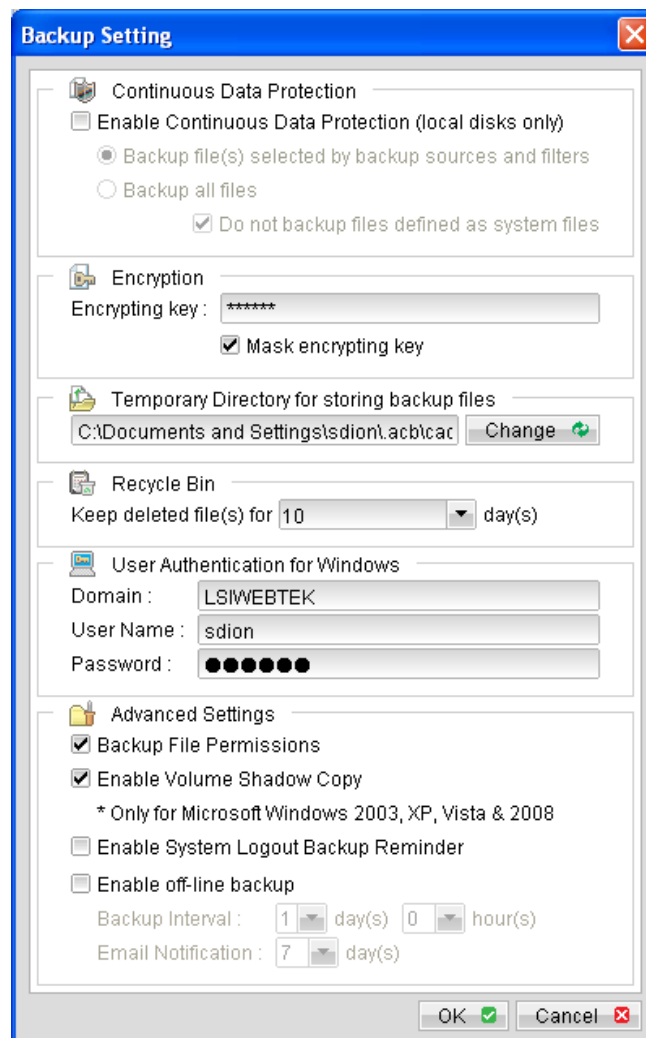
1- You may enable or disable **Continuous Data Protection**.

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.

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- 2- 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.



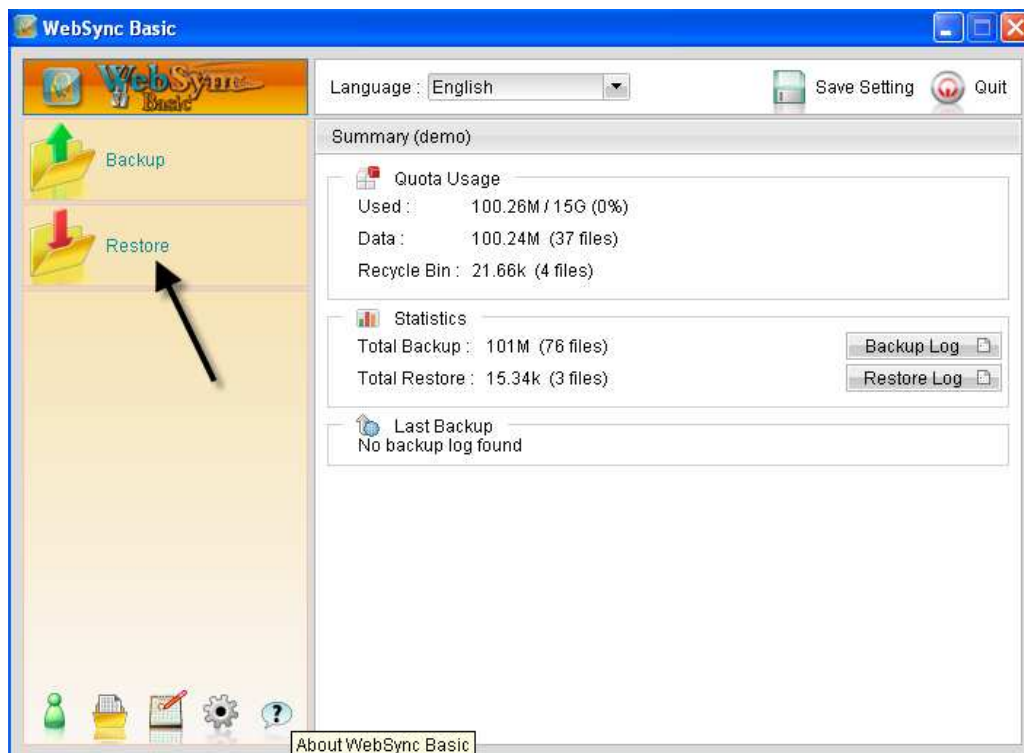


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3 Recovering a File

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

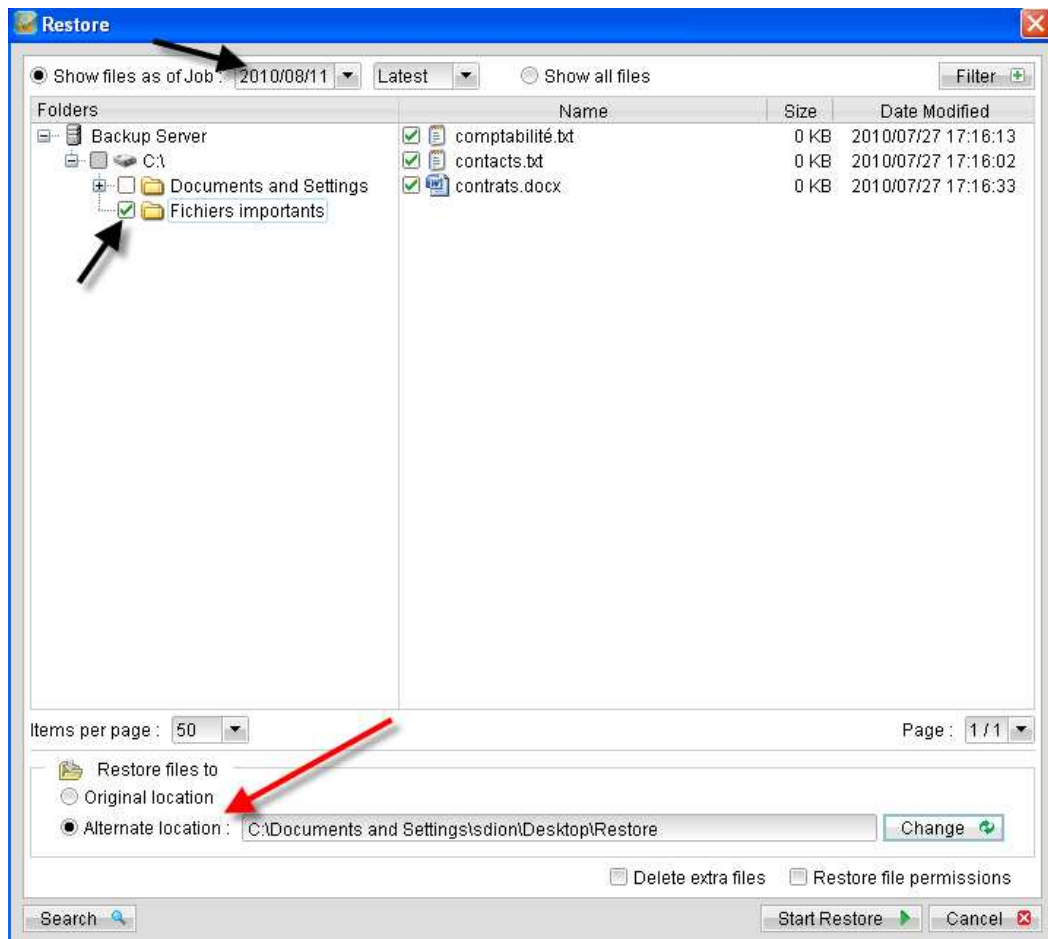
First, click on the **Restore** icon and a new window will appear.



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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.





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4 Uninstalling WebSync Basic

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

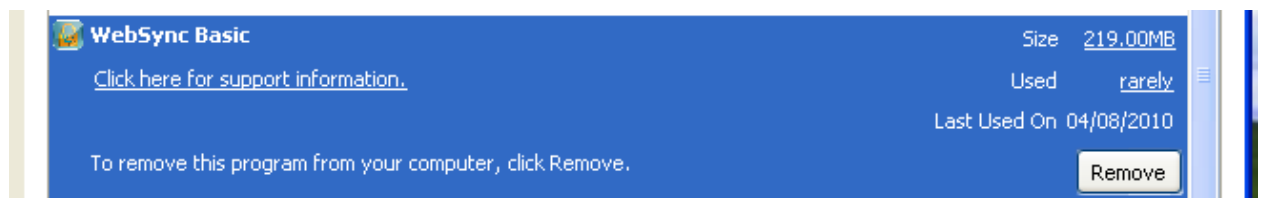
4.1 Via the WebSync Uninstall Program Function

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**.





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5 For Further Information

- Visit the **Frequently Asked Questions** section of our Web-site at <http://www.synchroenligne.com/faq.php>
- 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.
<http://www.synchroenligne.com/nous-joindre.php>