IBackup®

Data backup and restore made simple for the Mac desktop

Features Incremental Backups, Versioning, Mapped Drive Backup
and Web-based Backup set Management.

For any assistance, call us at

1 800 949 3555

On business days from 6-00 AM to 6-00 PM PST

Last modified on 08.11.2011

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Introduction

IBackup for Mac is a user friendly, secure and reliable online backup and restore application. It lets you perform interactive backups/restore and schedule backup of your files/folders for a later date and time. Data is transferred and stored using 256-bit AES encryption.

The graphical user interface makes it an easy-to-use application. IBackup for Mac safeguards your critical data in case of a system crash.

The other key features include data compression during file transfer that ensures quick backups, Incremental backups that preserve bandwidth and versioning to restore 30 previous versions of all backed up files.

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Features

The features can be summarized as follows:

General Features

- **256-bit AES encryption** during data transmission and storage that ensures secure online backups
- **Compressed data during transmission** that speeds up your backups
- **Incremental backups** where only the modified portions of your files are backed up to your account, thus conserving bandwidth
- **Easy selection** of your files/folders for backup
- Performs **interactive backup/restore** or **schedule backup** for a future date and time
- Provision to receive **email and desktop notifications** after every scheduled backup job
- **Web-based access** to backup and restore your files as also to view and search for them and to retrieve log reports
- **Locate files and folders** and restore them on your Mac desktop.
- **Automatic backup** of commonly backed up folders including Desktop, Documents, Music, Movies and Pictures
- **Share files and folders** from your account
- **Bandwidth Throttle** allows you to control your Internet bandwidth usage
- **Upgrade** to the latest version using the 'Software update' feature
- **'Automatic Power off'** option after scheduled backup - the machine shuts down automatically once data is backed up
- **Sync data** in your online account with that on your Mac

Backup Features

- **Mirror Path** ensures that the file-folder hierarchy on your local Mac is replicated in your IBackup for Mac account
- **Drag-n-drop** files/folders from your Mac machine to IBackup for Mac account for backup
- **Schedule Backup configuration** allows you to customize the scheduled backups as per your convenience (based on date, time or frequency)
- **Efficient Storage Computation** that ensures that the total storage space is calculated only for the latest version of a particular file and is not based on its previous versions
- **Manage all the scheduled backup jobs** enables you to manage all your scheduled backup jobs with the click of a button
- Backup your Mapped and **Network drives**
- **Scheduled backup in system lock/logoff mode** ensures that your scheduled backup takes place uninterrupted. Further, there is a provision to automatically shut down the Mac on completion of the operation.
- Backup data from **multiple computers** to a single account

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Restore Features

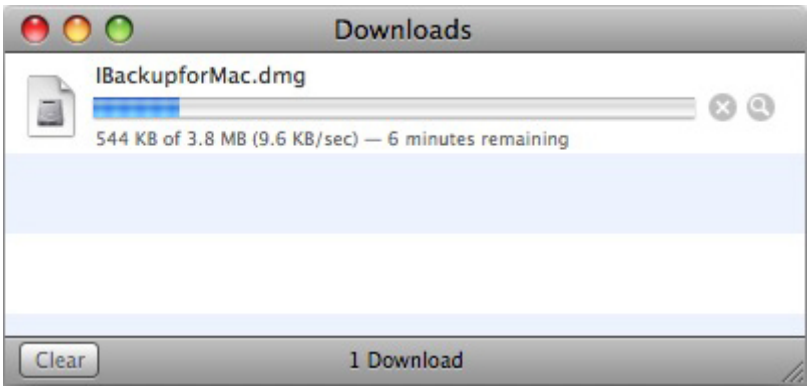
- **Interactive Restore** that allows you to immediately restore files/folders from your IBackup for Mac account to the local Mac.
- **Drag-n-drop** files/folders to restore from your IBackup for Mac account to your Mac machine
- **Versioning –** provision to retain and restore 30 previous versions of files backed up to your IBackup account.
- **Trash -** option to retrieve deleted files from your IBackup account within a period of 30 days.

Note: Refer http://www.ibackup.com/old-version.htm for the details related to architectural / feature set changes to the IBackup application (accounts created prior to 10th August 2011.)

Link for Application Download

To download the application, go to http://www.ibackup.com/ibackup-for-mac/index.html and click the 'Download' icon.

The following screen is displayed:



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Install IBackup for Mac

Follow the steps given below to install the application:

1. After downloading the application, double-click the **IBackupforMac.dmg** and then click the **IBackupforMac.pkg**. The 'Welcome to the IBackup for Mac Installer' screen is displayed.
2. Click **Continue** to proceed with the installation. The 'Software License Agreement' screen is displayed.
3. Click **Continue** and **Agree** from the subsequent screen to proceed.
4. Select the location where you want to install the application, using **Change Installation Location** and click **Install**.
5. A screen is displayed for verification. Enter the valid system password (administrator password) and click OK.

On successful installation, a 'Installation Succeeded' message is displayed.

Login to IBackup for Mac Application

After installation, you can login to the IBackup for Mac application in two ways:

1. By double-clicking the IBackup for Mac icon on your Desktop
2. Start > Programs > IBackup for Mac > the Login screen is displayed

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The Login screen contains the following options:

Username or Email address: Enter the 'Username' or 'Email address' provided while registering for your IBackup account.

Password: Enter the password provided while registering for the account.

Reconnect automatically on login: The application will automatically reconnect on login.

SSL Encryption: Provides secure transmission of data using the 128-bit Secured Socket Layer encryption technology. **Note:** Data is secured using 256-bit AES encryption during transfer for users, who have registered for an IBackup account after 10 August 2011.

Remember Username/Email address and Password: Saves the 'Username' and 'Password'. This option is selected by default and can be changed.

Settings: Specify the proxy server settings and provide proxy authentication.

Login: Logs you into the application.

Cancel: Closes the ‘Login’ screen.

New user sign up: Sign up for an account from the IBackup website.

Forgot password: Retrieve your password, which is mailed to your email address provided during registration.

Upgrade Account: Purchase more storage space.

Firewall guidance: Obtain information on the port number, IP address and executable files that require firewall access.

Logging out

From the application menu bar, go to File and select the Disconnect option, to log out from the application.

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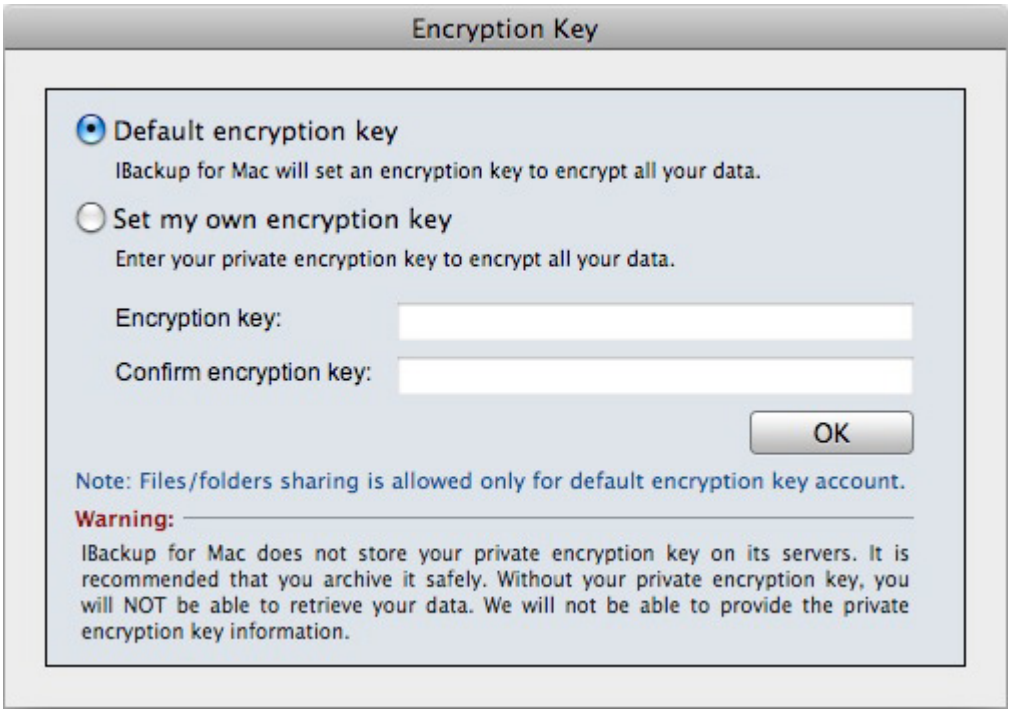
Encryption

All your data is secured using 256-bit AES encryption during transmission and on storage. IBackup for Mac enforces a user specific encryption key to encrypt and decrypt data thereby ensuring data is safe and secure. All your data resides on raid-protected devices for additional protection and for fast recovery in case of hardware/software failures.



While logging into your IBackup for Mac account for the first time you will be prompted to opt, for either a ‘Private Encryption Key’ or ‘Default Encryption Key'. If you opt for the default encryption key, an encryption key is set by default to encrypt all your data.

The following screen is displayed on login, if you opt for a private encryption key during registration. Enter the same private encryption key and click 'OK' button for authentication. This screen is not displayed, if you have opted for a default encryption key during registration.

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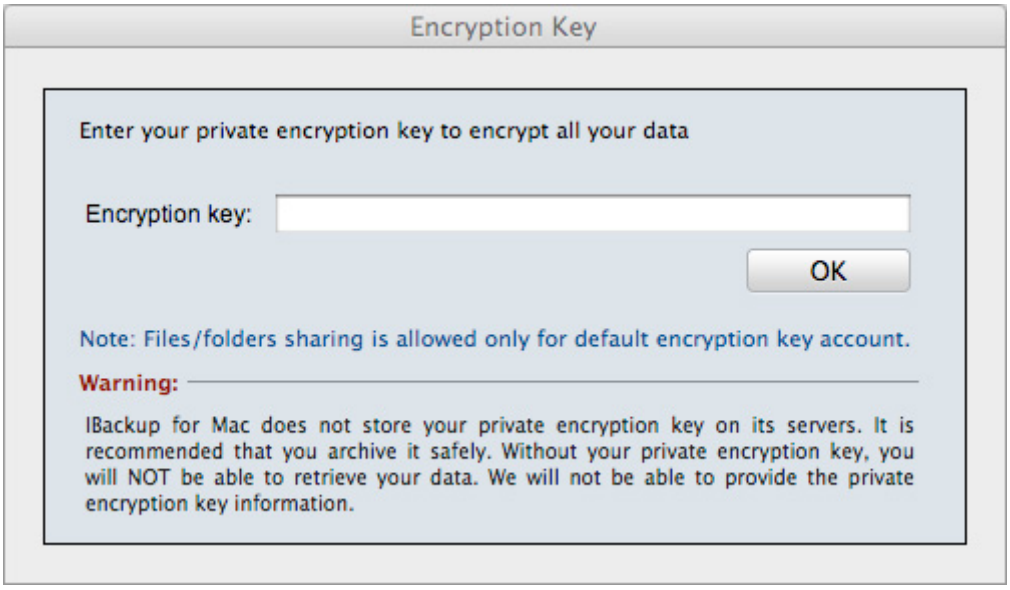
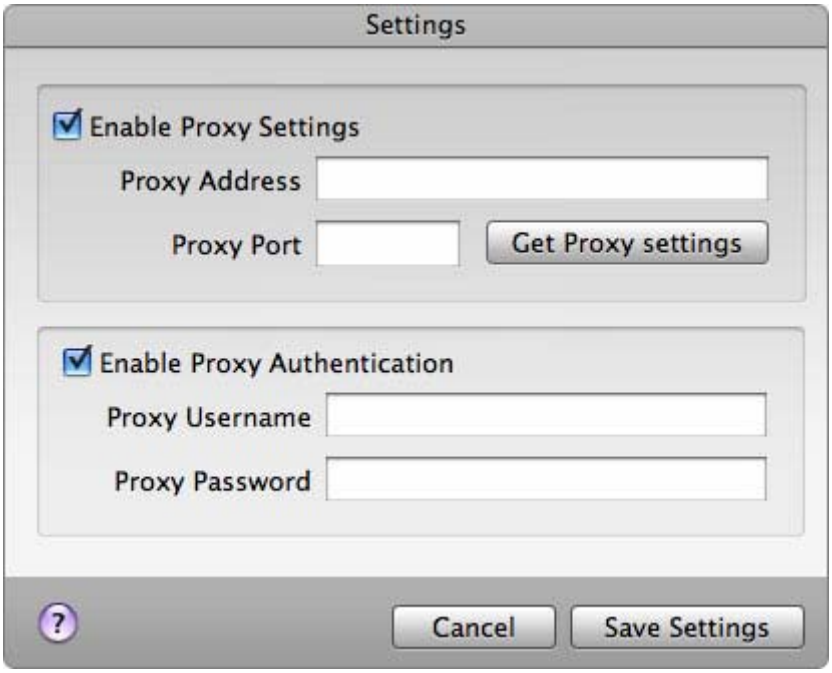


Settings

Using the Settings option in the Login screen, you can configure the proxy settings and proxy user authentication.



Click 'Save Settings' to save the information entered in the screen and 'Cancel' to exit the screen.

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Proxy Settings

Select 'Enable Proxy Settings' from the check box to set the proxy settings of the computer. In the 'Proxy Address' field, enter the IP Address of the computer, where the proxy server has been installed. In the 'Proxy Port' field, enter the port number of the proxy server.

For the local area network, if a connection has been made through a proxy in the system preferences, then on clicking the 'Get Proxy Settings' button, the proxy information (the IP and the port number) will be taken automatically.

'Enable Proxy authentication' grants access to the Internet after valid authentication. The authentication information - 'Proxy Username' and 'Proxy Password' must be same as that of Username and Password of the proxy server.

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IBackup for Mac Interface

IBackup for Mac has a simple and user friendly interface, making it easy to browse through the application. On a first time login to an account , the following screen is displayed.

The screen has the following options:

Edit my Backup set takes you to the IBackup for Mac main screen from where you can update the 'Contents of my Backup set' and schedule backups.

Edit schedule parameters opens the 'Scheduler' screen from where you can modify the scheduled backup options like day and time and set notification options and so on.

The **Close** button closes the above screen and displays the main screen of the IBackup for Mac application

By default, the IBackup application backs up the 'Documents', 'Desktop', 'Downloads', ‘Library’ etc, with the frequency set to a random off-peak hour. You can edit the 'Contents of my Backup set' and/or schedule the backup as per your convenience.

The main screen of the application is displayed, as shown below:

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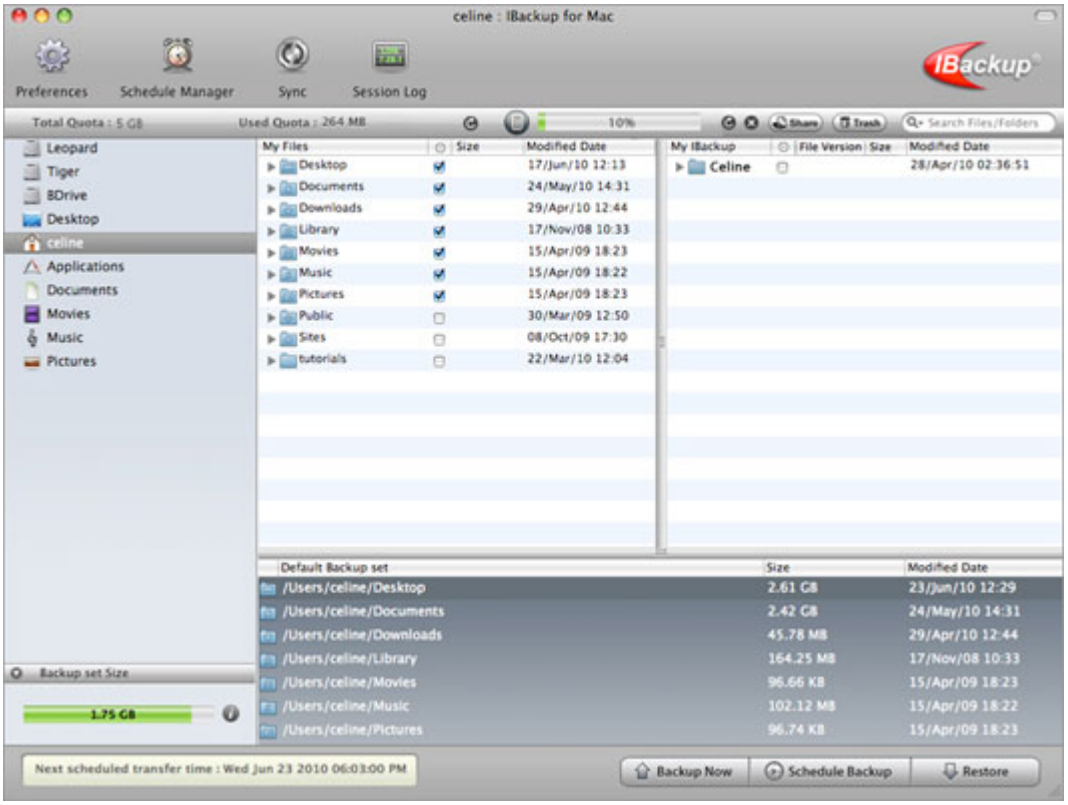

The screen has three panes:

- The **left-side pane** shows the files/folders present on your Mac (My Files).
- The **right-side pane** shows the files/folders present in your IBackup for Mac account (My IBackup).
- The **lower pane** shows the files/folders selected for backup (Default Backup Set).

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IBackup for Mac Menu bar Options

The Application menu bar has the following options:

- IBackup for Mac
- File
- View
- Window
- Help

IBackup for Mac

The **IBackup for Mac** menu has options that let you update the preferences settings and view information about the application. These include:

About IBackup for Mac

Displays information about the application installed on your computer.

Go to **IBackup for Mac** and select the **About IBackup for Mac** option from the application menu bar to view the version and the date of release of IBackup for Mac application installed on your system.

Preferences

Go to **IBackup for Mac** and select the **Preferences** option from the application menu bar or click the **Preferences** option from the toolbar.

The ‘Preferences’ screen has the following options:

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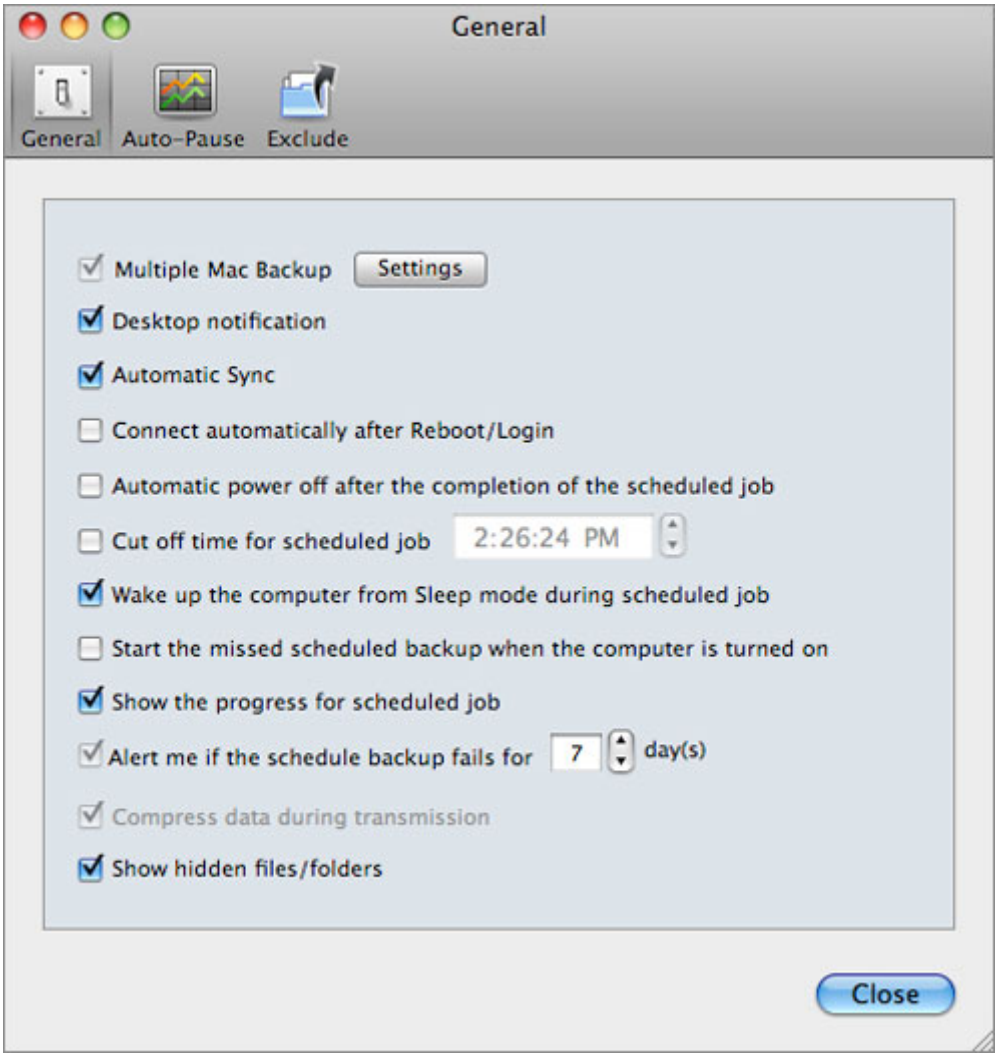

Multiple Mac Backup

By default, IBackup for Mac creates a unique folder with the name of the computer to backup data from multiple computers into a single IBackup for Mac account. This prevents data overlap during multiple computer backup.

Select any of the mentioned options to backup data:

1. **Create a folder with the machine name:** This option enables you to backup your data to a folder that retains the same name as that of your computer

2. **Select from the existing machine(s) list:** This option enables you to select an existing machine name from the machine list for future backups

3. **Enter a name of your choice:** This option enables you to enter any folder name of your choice

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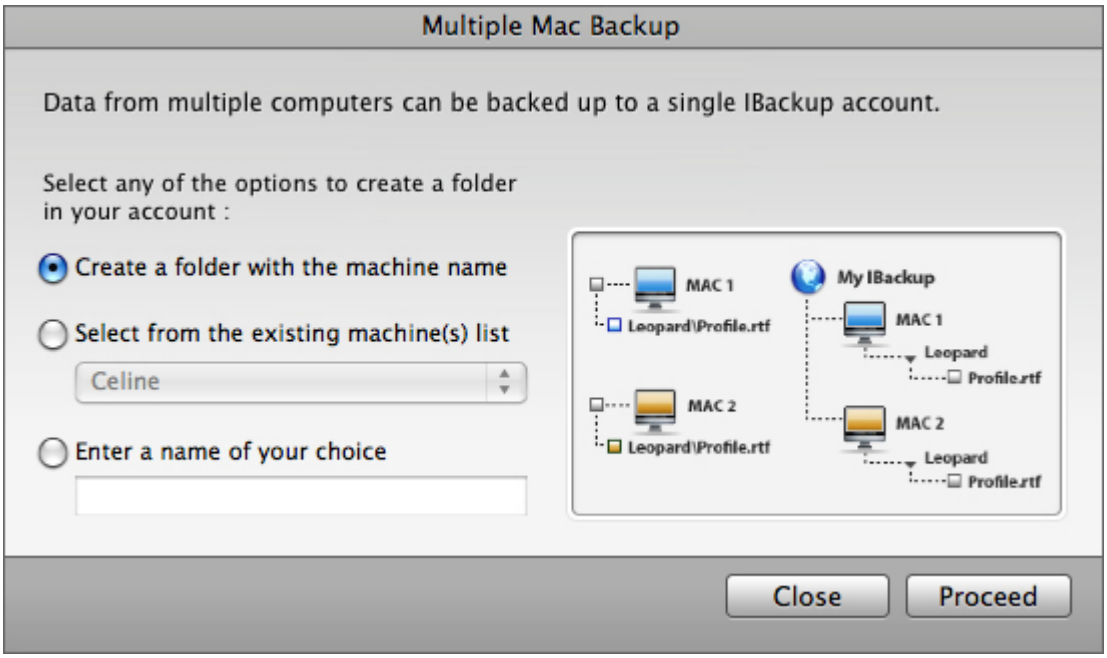

You can change the name of the folder for Multiple Mac backup on the 'Preferences' screen with the help of the 'Multiple Mac backup settings' option.

Desktop notification

This option lets you receive notification on the desktop on completion of every scheduled backup. Follow the steps given below to enable this option:

1. Go to **IBackup for Mac** and select the **Preferences** option from the application menu bar. The 'Preferences' screen is displayed.
2. Select the **Desktop notification** check box.

Automatic Sync

Select this option to sync files between your Mac and IBackup for Mac account with a lag of 30-days (applicable only for schedule backups). In other words, if data is deleted from your Mac that has already been backed up previously, the corresponding data in your online account would be deleted after 30-days. This helps in keeping your account size at optimal levels. As a precautionary measure, in case the files to be deleted are greater than 5% of the total account content, you would have to run a manual sync. *

Note: Automatic Sync may result in automatic deletion of data from your IBackup for Mac account, use/set this option carefully.

* The percentage mention refers to files considered for deletion in your account as a percentage of total number of files. The purpose of this percentage-based control is to avoid large deletion of files in your account due to some unforeseen event on your Mac.

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Connect automatically after Reboot/ Login

This option automatically connects you to the application, once you log into your Mac. While connecting to your account, 'Login' screen is not displayed.
Follow the steps given below to enable this option:

1. Go to **IBackup for Mac** and select the **Preferences** option from the application menu bar. The 'Preferences' screen is displayed.
2. Select the **Connect Automatically on Reboot/ Login** check box.

Note: This is applicable only if the 'Remember Username/Email address and Password' option is enabled on the 'Login' screen.

Automatic power off after the completion of the scheduled job

Selecting this option shuts down the system automatically on completion of the scheduled backup.
Follow the steps given below to enable this option:

1. Go to **IBackup for Mac** and select the **Preferences** option from the application menu bar. The ‘Preferences’ screen is displayed.
2. Select the **Automatic power off after completion of the Scheduled jobs** check box.

Cut off time for scheduled job

This option stops the scheduled backup at the specific time, set by you. The backup is resumed at the next scheduled time from the point it was stopped. This ensures that the scheduled backup does not interrupt the normal computer operations.

Wake up the computer from Sleep mode during scheduled job
This option lets the schedule backup take place even if your Mac is in sleep mode.

Start the missed scheduled backup when the computer is turned on
This option allows the application to automatically resume the scheduled backup when your computer is switched on.

Show the progress for scheduled job
This option lets you display/hide the scheduled backup progress screen.

Alert me if the schedule backup fails
This option intimates you on the desktop in case your scheduled backup fails. By default, it is set to seven days.

Compress data during transmission
The application compresses and transmits data to ensure quick backup and reduced bandwidth usage. This option is enabled by default.

Show hidden files/folders
This option will display the hidden files/folders in 'My files' and 'My IBackup' panes on the IBackup for Mac main window.

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Auto-Pause

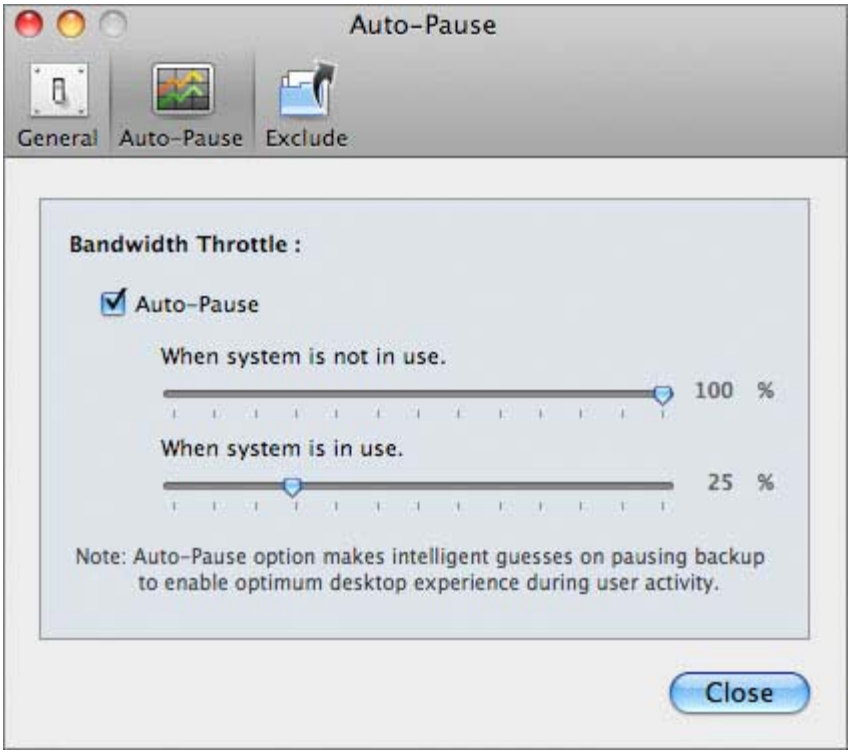
The Auto Pause Option in the Preferences tab makes intelligent guesses on pausing and resuming backup to enable optimum desktop experience during user activity.

Bandwidth Throttle (when system is not in use): This option let's you set the bandwidth to be used by your system for backups, when it is not in use. By default, it is set to 100%.

Note: The percentage set for Bandwidth Throttle is applicable for both scheduled and interactive backups.

Bandwidth Throttle (when system is in use): Select the 'Auto-Pause' check box to use this option.

This option lets you set the bandwidth to be used by your system for backups, when it is in use. This allows other applications to run without hindrance. By default, it is set to 25%.



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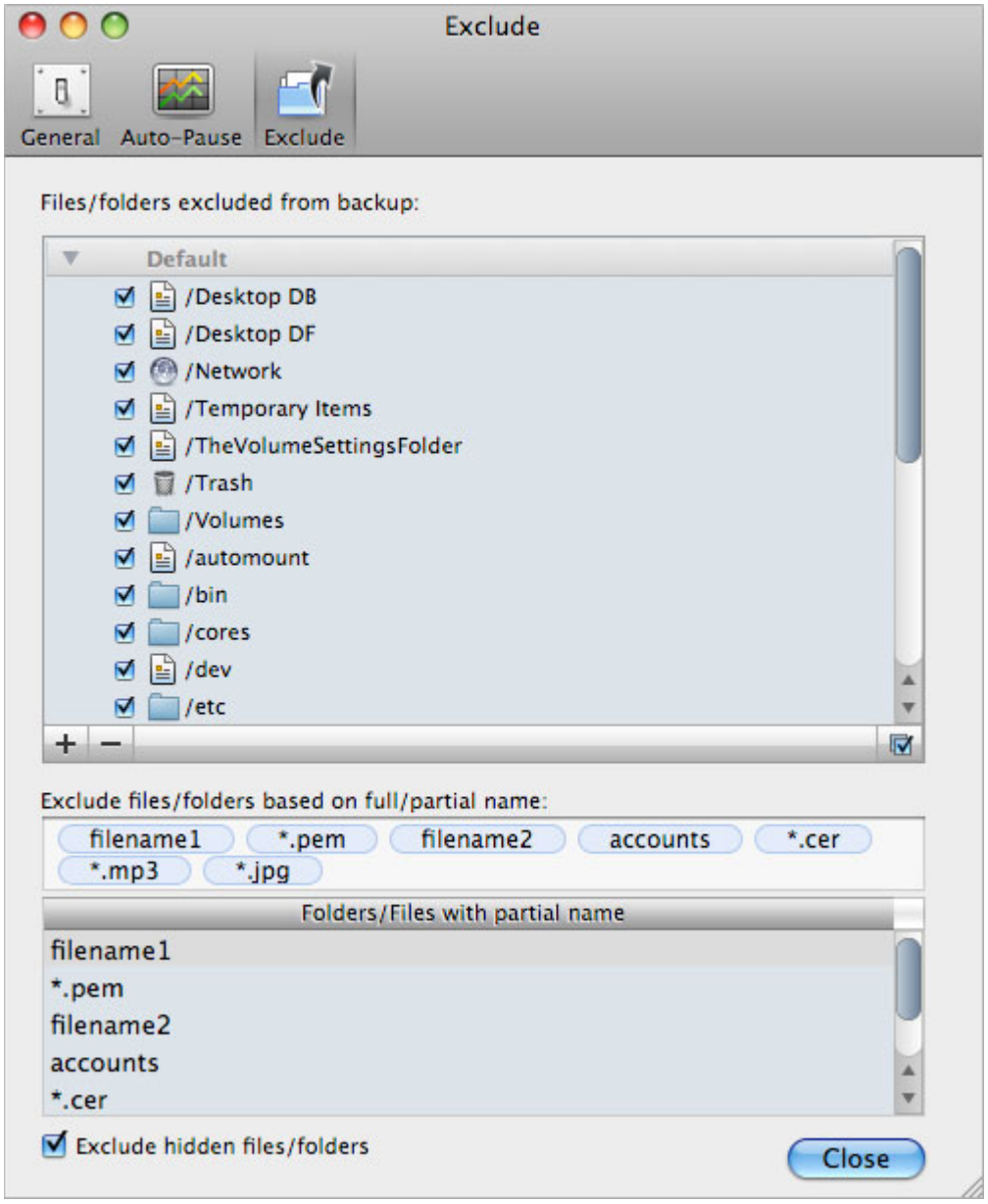
Exclude files and folders

The Exclude Tab in the Preferences window allows you to exclude data. To exclude files/folders, click the 'plus' icon and use the navigation window to select the files/folders that you wish to exclude.

By default, some files and folders including all hidden files and folders are excluded by the IBackup for Mac application. To backup excluded items, clear the check boxes and perform the backup operation.



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You can exclude files/folders in the following ways:

Exclude files/folders based on full/partial name
In the ‘Exclude files/folders based on full/partial name’ box that is displayed, enter the full or partial name of the file(s)/folder(s) that you want to exclude from backup. The same exclude parameters are displayed in the list box.

You can exclude files and folders on the basis of wildcard characters.

'*' - Represents one or more character(s).

Example: To exclude a folder named 'JAMES', you can enter 'J*'. Here, the '*' replaces or represents the remaining characters of the folder 'JAMES'. During backup operation, the IBackup for Mac application will search for the folders starting with letter 'J' and exclude them from being backed up.

From the main window

1. On the main window of IBackup for Mac application, select a file/folder under ' My Files' Right-click and select the 'Exclude files/folders' menu option.
2. The selected file/folder is added in the exclude list and is visible on the 'Exclude’ screen.

File

The **File** menu has options that let you connect to or disconnect from the IBackup for Mac application. These include:

Connect

The **Connect** option lets you log on to the application.
For this, follow the steps given below:

1. Go to **File** and select the **Connect** option from the application menu bar. The ‘Login’ screen is displayed.
2. Enter the Username/Email address and Password and click **Login.**

Disconnect

The **Disconnect** option lets you logout from your account.
For this, follow the steps given below:

1. Go to **File** and select the **Disconnect** option from the application menu bar. A dialog box prompts you to commit your selection.
2. Click **Yes** to log out from your account.

Note: The scheduled backup operation continues even after you log out from your account.

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View

The **View** menu has options that let you view the details of the transactions of a particular session of backup or restore, scheduled backups and all other transactions. These include:

Session Log

Lets you view log details of all the interactive and scheduled backup/restore jobs performed in a session.

Go to **View** and select the **Session Log** option from the application menu bar to view the list of session logs. You can view or delete the selected Session Log by using the **View** or **Delete** button respectively.

Interactive Log

Lets you view log details of interactive backup and restore operations.

Go to **View** and select the **Interactive Log** option from the application menu bar to view the log details of all interactive backup and restore operations.

Scheduled Backup Log

Lets you view the log details of the scheduled backup operations.

Go to **View** and select the **Scheduled Backup Log** option from the application menu bar to view the log details of the scheduled backup job.

Window

The **Window** menu has options that let you adjust the size of the application window.

Minimize

This option allows you to minimize the window.

Zoom

This option allows you to adjust the size of the window.

Bring to front

This option allows you to bring a window to the front without bringing all the application's other windows to the front.

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Help

The **Help** menu has options that let you access the IBackup for Mac help manual, contact technical support for any queries related to the application and access the IBackup for Mac website. These include:

IBackup for Mac Help

Lets you access the IBackup for Mac help manual.

Go to **Help** and select **IBackup for Mac Help** from the application menu bar to open the help manual.

Send Error Report

The **Send Error Report** feature lets you send your queries to the IBackup for Mac technical support team, in case you encounter any technical or functional problem while working with application. In the mail, classify the type of error or problem encountered so that we can provide a prompt solution.
For this, follow the steps given below:

1. Login to the application.
2. Go to **Help** and select **Send Error Report** from the application menu bar or click the **IBackup Monitor** status item present on the system menu bar and select the **Send Error Report** option. The 'Send Error Report' screen is displayed.
3. Enter your Username, email address, contact number, trouble ticket number (if any) and the subject.
4. Explain your problem or query in the ‘Message’ text box.
5. Click the **Send** button to report your feedback/query to the technical support team.

You will receive an email from the technical support team containing the Ticket Number for your query that can be used as a referral, in case you face the same problem again or find that it has not been resolved.
For this purpose, in the ‘Send Error Report’ screen, a text box for Trouble Ticket Number is provided. Here, enter the ticket number sent to you.

Website

Lets you access the IBackup for Mac website.

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Web Based Backup set / Schedule Management

Manage Default Backup set contents online

Login to your IBackup for Mac account via any web browser and click the Manage Backup set icon. This opens the Backup Manager screen, from where you can perform the following functions:

Add data to Default Backup set

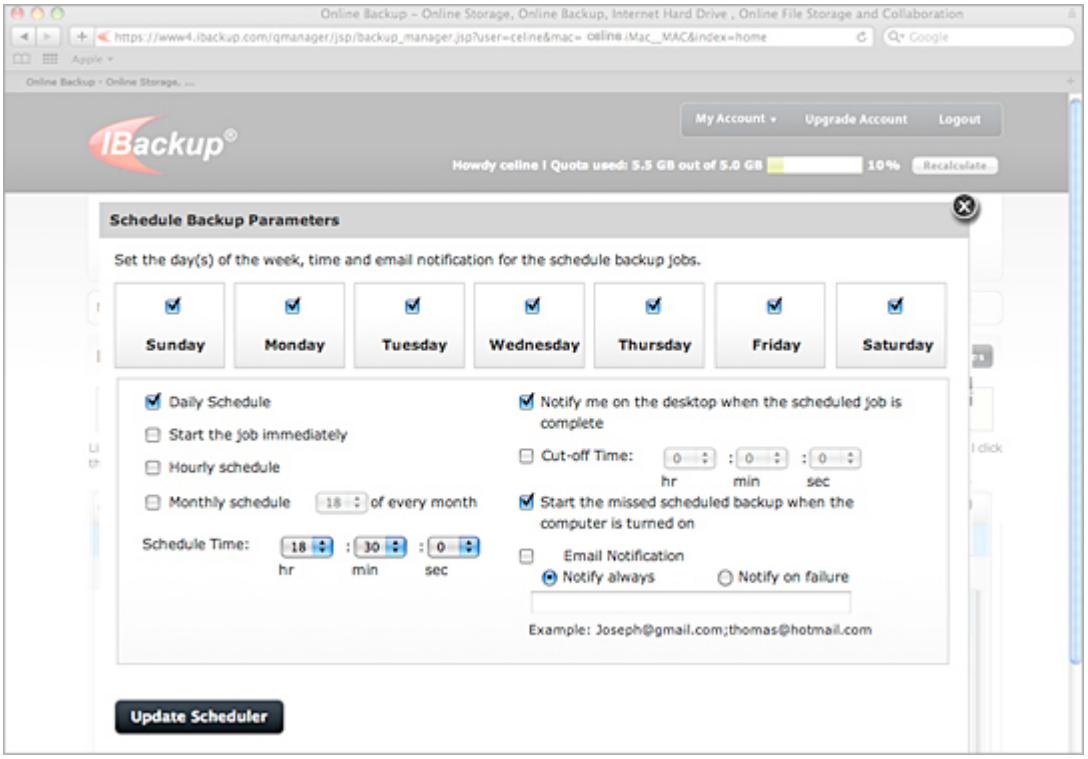
1. Select the files/folders to be backed up, using the check boxes.

2. Click the 'Update Default Backup set' to update your Backup set.

Schedule a Backup

1. Click the 'Schedule Manager' button. Select the backup day(s), time and notification type among other options.

2. Click 'Update Scheduler' to update the scheduled backup details.



View Logs

You can also view the following logs:

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Session Log

Lists the log files created for each of your backup and restore sessions.

Steps to view the Session logs

1. Click the 'View Session Log' button The list of session logs are displayed.

2. Click the specific Session log that you want to view. A 'File download' dialog box is displayed.

3. Click 'Open' to view the log, 'Save' to save the log file on your computer or 'Cancel' to cancel it.

Schedule Log

This option allows you to view the schedule log history of your backup and restore functions performed using the IBackup for Mac desktop application.

Steps to view the Schedule logs

1. Click the 'View Schedule Log' button. A 'File download' dialog box is displayed.

2. Click 'Open' to view the log, 'Save' to save the log on your computer or 'Cancel' to cancel it.

Delete data from the Default Backup set

1. In the 'Contents of Default Backup set' section, deselect the files/folders that you wish to remove from your Backup Set, using the check boxes provided.

2. Click the 'Update Default Backup set' to update your Backup set.

Note: The Web Management option is enabled by default in the IBackup for Mac application. You can disable this option from the IBackup Monitor.

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IBackup for Mac Toolbar options

The following options are available on toolbar:

- Preferences
- Scheduler
- Sync
- Session Log

Preferences

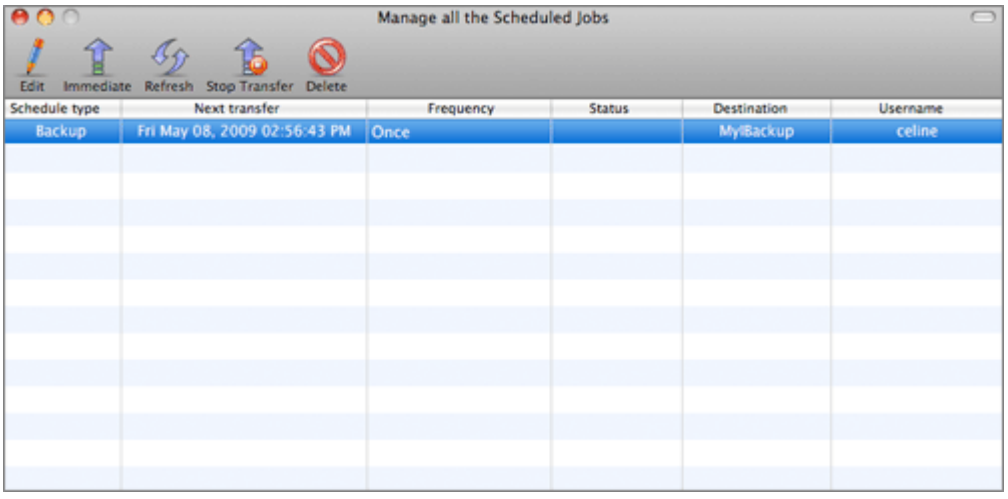
The **Preferences** option allows you to customize the settings of the application. On the main screen, click the **Preferences** option from the toolbar.

For more information on the Preferences, see the Preferences section.

Scheduler

The Scheduler toolbar has option that let you edit/delete/stop/refresh or reschedules a backup job for an immediate or scheduled backup.

On the main screen, click the **Scheduler** toolbar option. The 'Manage all the Scheduled jobs' screen is displayed, as shown below:



It has the following options:

Edit: Lets you edit the selected scheduled backup job. You cannot edit a backup job when the status indicates 'In Progress'.

Immediate: Lets you select the scheduled backup job for an immediate backup.
Refresh: Lets you refresh the backup jobs.

Stop Transfer: Lets you stop the transfer of data to the IBackup for Mac account.

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Delete: Lets you delete the selected backup job. You cannot delete a backup job when the status indicates ‘In Progress’.

Reschedule a Backup job using the Scheduler toolbar option

You can reschedule a backup job using the **Scheduler** toolbar option. Follow the steps given below to reschedule a backup job:

1. Login to the application.
2. Click the **Scheduler** toolbar option. The 'Manage all the Scheduled jobs’ screen is displayed.
3. Select the scheduled backup job from the list and click **Edit** to reschedule it. The 'Editing the selected record' screen is displayed.
4. Click **Next**. The '**Scheduler**' screen is displayed.
5. Set the date and time, frequency of backup, type of notification and click **Update**. The backup is rescheduled and the changes would be reflected on the 'Manage all the Scheduled jobs’ screen.

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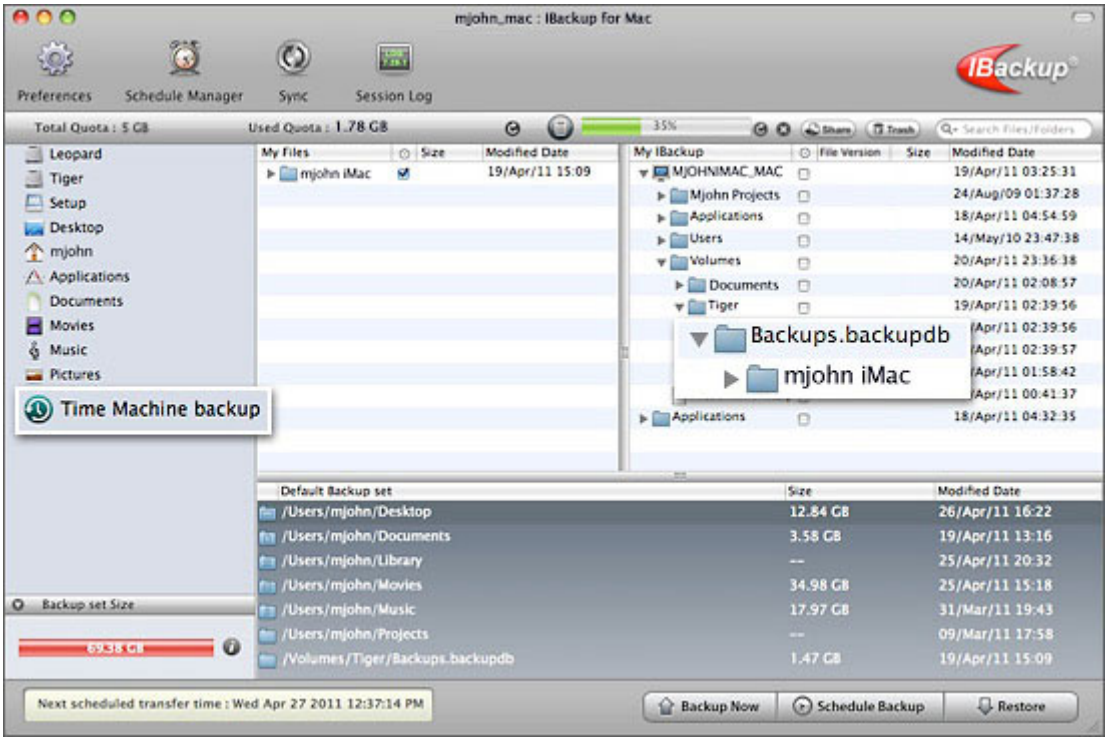
Time Machine Backup

IBackup for Mac can now backup Time Machine data to your online account. This is to provide additional protection to your Mac, including system files, applications, accounts, preferences, music, photos, movies, and documents. You can recover your Mac / data directly by downloading the Time Machine folder from your IBackup account. You can also request a drive to be shipped to you via our Rapid Serve program containing Time Machine data.

Setting up Time Machine Backup is easy. Simply select the Time Machine backup from the left-hand pane of the application.



Note: The Time Machine folder in your IBackup account will be in sync with your Time Machine data. This means, data removed from your local Time Machine folder will also be removed from the online account. This is necessary to maintain the integrity of the Time Machine folder data and to insure that the folder size will not grow out of control.

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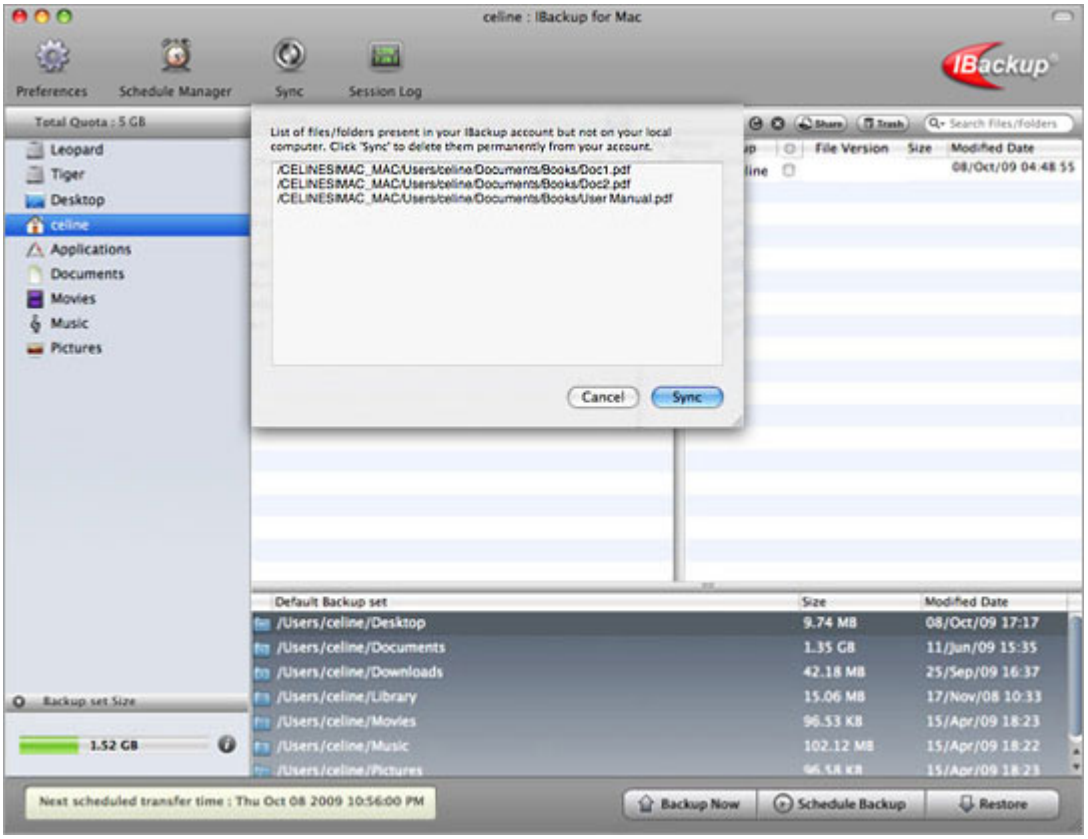
Sync

The 'Sync' feature lets you match the contents of your IBackup for Mac account with that of your Mac, for the selected folders. It is useful when you have been taking backups regularly and removed some data from your local computer or your account.

To sync data, follow the steps given below:

1. Select the folders to be synchronized on the 'My IBackup' pane and click 'Sync'.
2. A screen shows the list of the files/folders present in your IBackup for Mac account but not on your Mac.
3. Click the 'Sync' button to remove the files/folders from your IBackup for Mac account to match them with your local computer.



Sync data backed up from Multiple Mac computers

In order to Sync files/folders inside the Multiple Mac folder, follow the below steps:

1. Ensure that 'Multiple Mac Backup' feature is enabled.
2. Locate the folder in your IBackup account with the same name as the Mac machine.
3. Select the folders that you want to sync and click the 'Sync' button.

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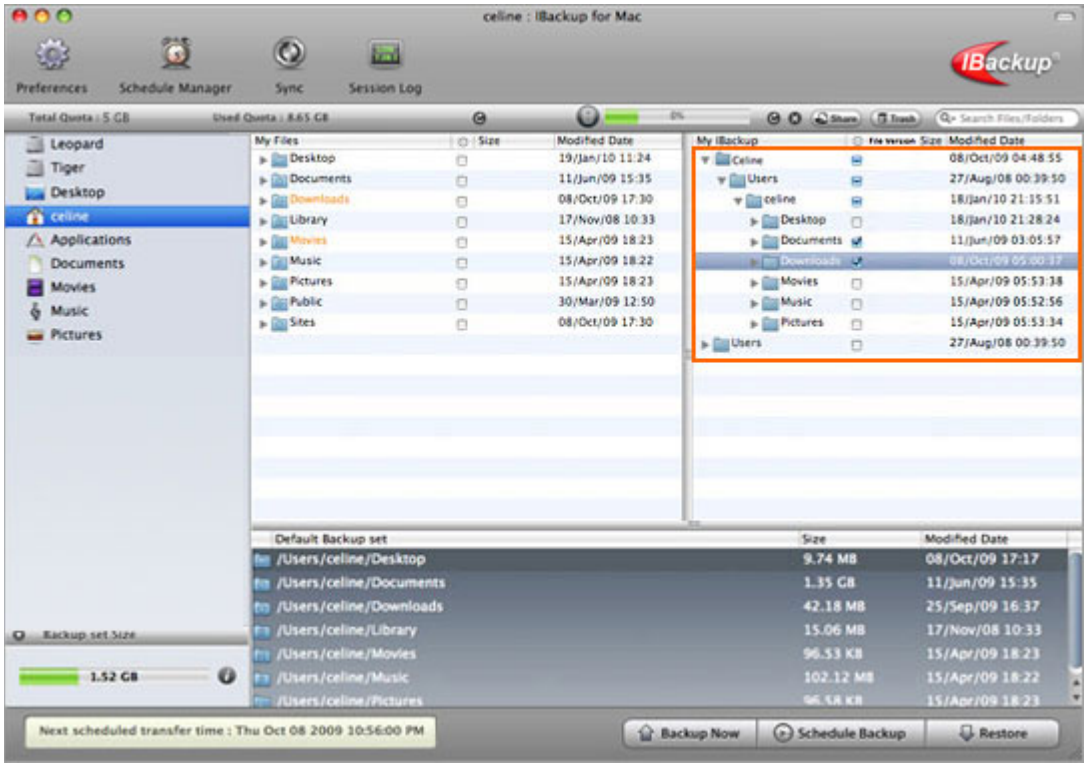

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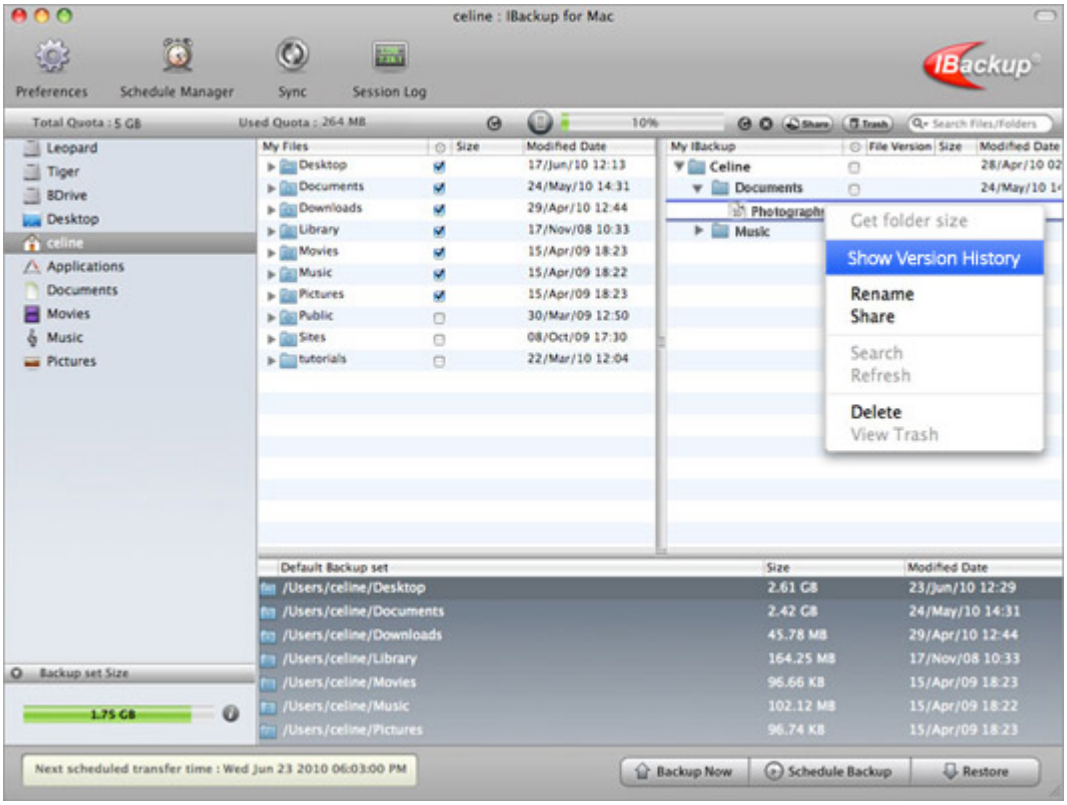
Versioning

Provision to maintain upto 30 previous versions of all the files in your IBackup account on an everyday basis.

This implies that in case you had a prior version that was backed up in the last 30 days, you should be able recover via the Versioning option. You can see the version of a file that is listed under 'Version' column on the 'My IBackup' area. The version number increases as you update the file.

To check the Version History of any file, follow these steps:

1. Right-click on the desired file and select 'Show Version History'.
2. The 'File Version' screen is displayed with the list of file versions, modified date and the file size.
3. Select the version to restore the desired file and click 'Restore'.
4. Select a drive/folder in your local computer to restore.
5. Click on the 'Restore' button to restore the selected version of a file.



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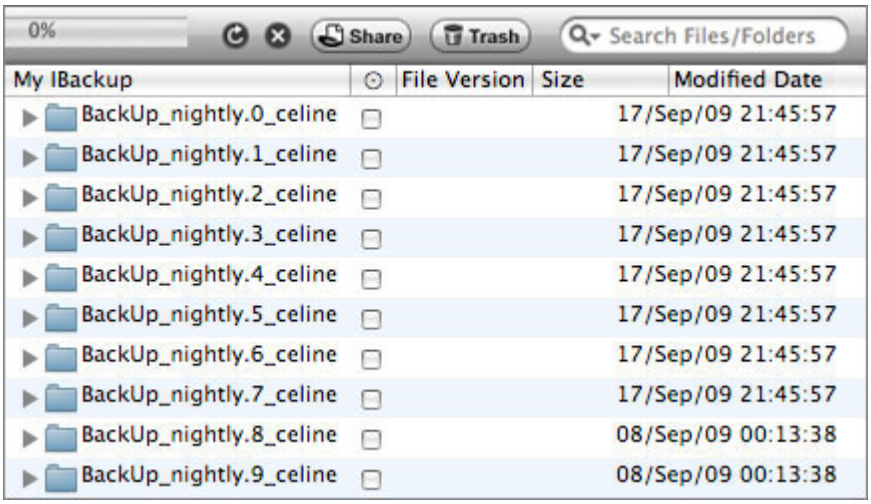
Session Log

The **Session Log** option lets you view log details of all the interactive and scheduled backup/restore jobs performed in a session. You can view or delete the selected **Session Log** using the **View** or **Delete** button respectively.



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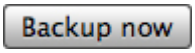
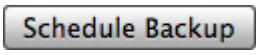
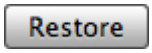
Other Options

The application has the following additional options to perform functions like refresh, delete, backup, share, recalculate, restore, schedule backups and so on.

Image	Button	Description
	Refresh	Lets you refresh the contents of the files on your Mac/IBackup for Mac account with the latest changes.
	Delete	Lets you delete the selected files/folders from your IBackup for Mac account.
	Recalculate	Lets you know the amount of space used in your IBackup for Mac account.
	Share	Lets you share files/folders from your IBackup Mac account.
	Trash	Lets you retrieve deleted files from your IBackup account within a period of 30 days.
	Help	Lets you access the IBackup for Mac help manual.
	Backup Now	Lets you perform an immediate backup of the files/folders.
	Schedule	Lets you schedule backup of the files/folders for a future date and time.
	Restore	Lets you immediately restore the files/folders from your IBackup for Mac account to the local Mac.

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Working with IBackup for Mac

Interactive Backup

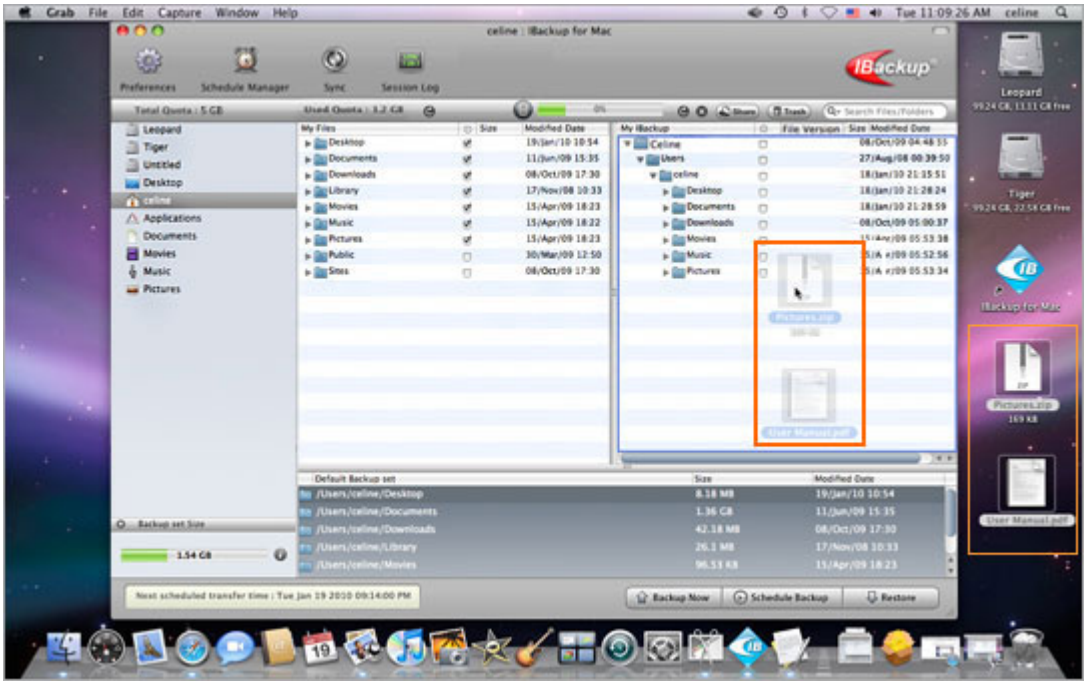
Using the Backup Now button

1. Login to the application.
2. Select the files/folders from the left pane (My Files) using the check boxes.
3. Click the **Backup Now** button to start the backup.

Drag-n-drop

1. Login to the application.
2. Drag files/folders from the left pane (My Files) or Finder and drop on the right pane (My IBackup).

Note: Files and pictures can be dragged-n-dropped for backup, even as you work on them.



Using IBackup Monitor Status Item

1. Click the **IBackup Monitor** status item on the system menu bar.
2. Select the **Backup Now** option.

This starts an immediate backup for the content of your previously created Backup set.
Note: Ensure that you have (i). Logged into the application at least once. (ii). Created a Backup set.

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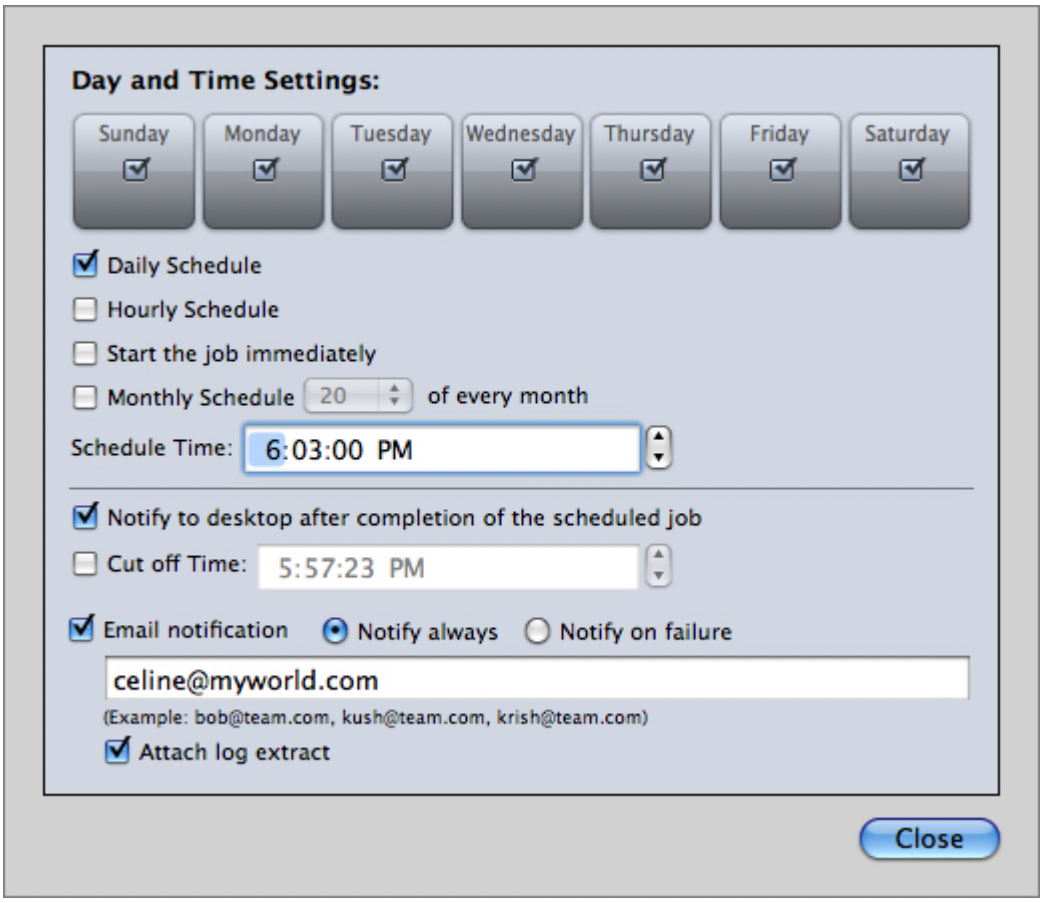
Schedule Backup

You can schedule the backup of your files/folders using the **Schedule Backup** button.

In the main screen, click the **Schedule Backup** button. The 'Scheduler' screen is displayed, as shown below:



The following options have to be set to schedule a backup job:

Day, time, and frequency of backup

The options available to set day, time and frequency of backup are as follows:

Daily schedule: On selecting this option, all the days of the week are selected for backup. You can deselect the day on which you do not want backup to occur.

Hourly schedule: Select this option to backup your data on an hourly basis.

Start the job immediately: This option lets you to perform an immediate backup of your files/folders.

Monthly schedule: Select this option and set the day of the month for your scheduled backup job.

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Schedule Time: Set the time for your backup jobs.

Cut-Off time: Set the time at which your scheduled backup should stop.

Types of Notification

The options available to set different types of notification are:

Email notification

This option lets you receive email notification on the status of the scheduled backup job.

On choosing the '**Notify always**' option, you are notified on your backup status irrespective of its failure or success.
In case you wish to receive this notification only on backup failure, choose the '**Notify on failure**' option.

Attach log extract

You can opt to receive log details of the scheduled backup job along with the email notification, by selecting 'Attach log extract' check box.

Desktop notification

This option lets you receive notification on the desktop regarding the status of the scheduled backup job.
For this, select the **Notify to desktop after completion of the scheduled job** option.

Restore Files and Folders

You can perform an interactive restore of the files/folders in following ways:

Using the Restore button

1. Login to the application.
2. Select the files/folders present on the right pane (My IBackup).
3. Click the **Restore** button. The 'Where to Restore?' screen is displayed.
4. Select the destination to which you want to restore the selected files/folders and click **Restore**.

The application checks the status of the files/folders and restores them to the selected destination. On successful completion of the restore process, a message to view the restored files is displayed.

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Drag-n-drop

1. Login to the application.
2. Drag files/folders from the right pane (My IBackup) and drop on the left pane (My Files) or Finder.

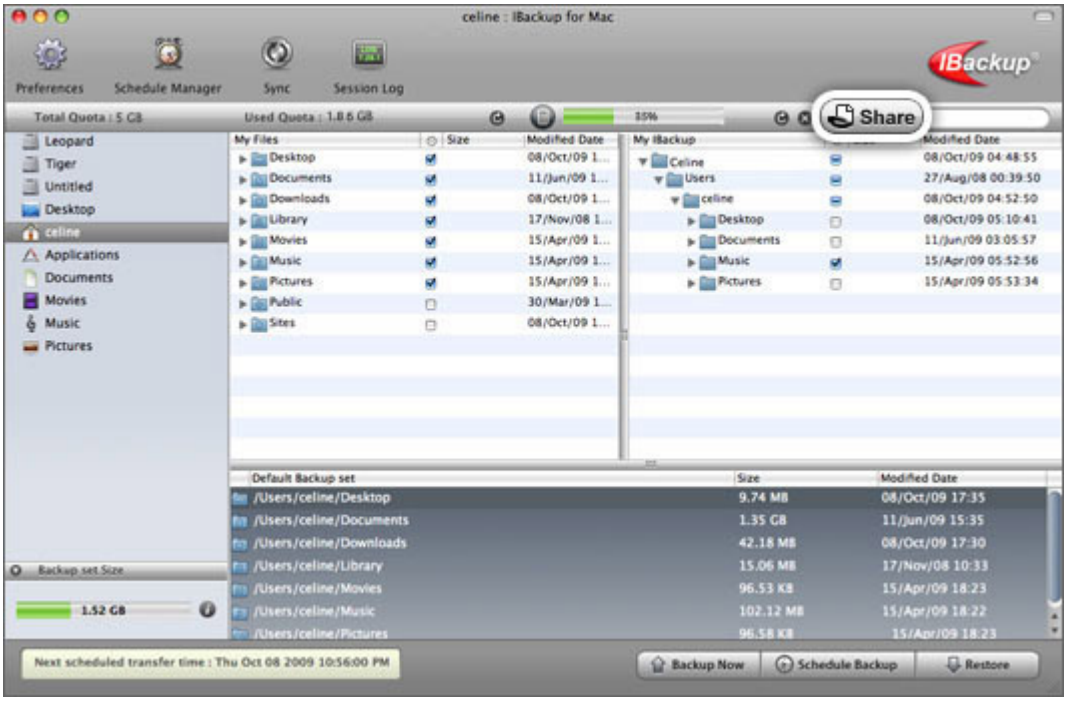
Note: If the files/folders selected for restore are already present at the specified location, then they are overwritten.

The application checks for the status of the files/folders and then restores them to the selected destination. On successful completion of the restore process, a message to view the restored files is displayed.

Share

The Share file/folder feature in IBackup for Mac allows you to share data with your associates in the following ways for collaborative access.

Select files/folders and click the 'Share' icon on the tool bar.



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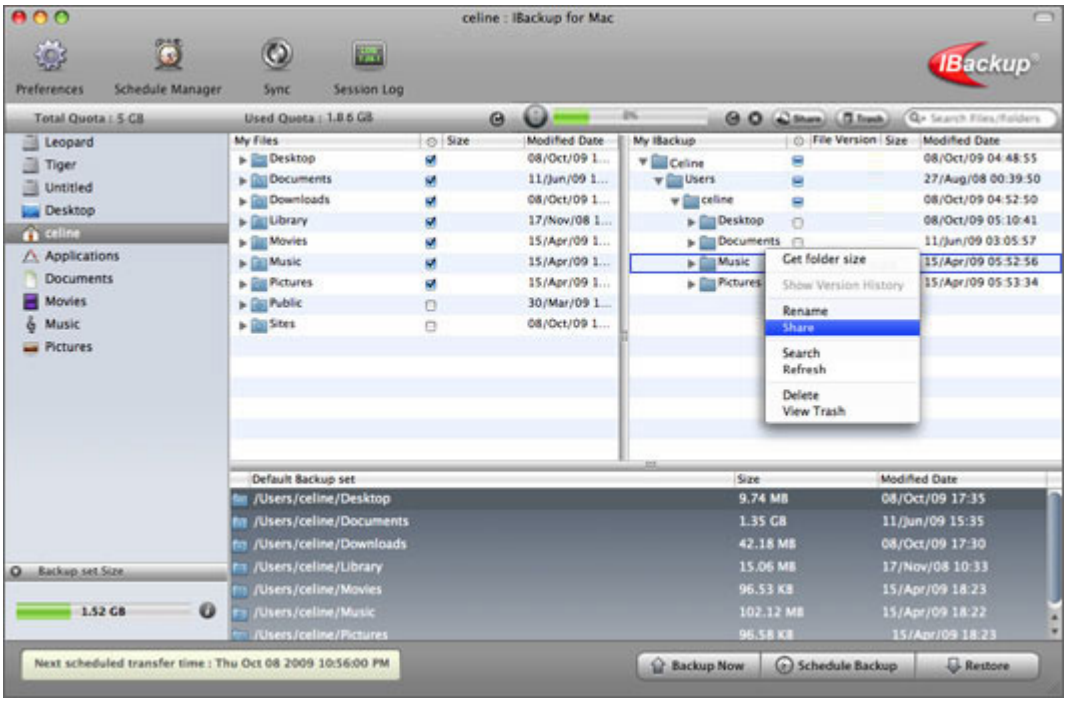
Alternately, right click on the files/folders you wish to share and from the menu displayed, click on the 'Share' option.



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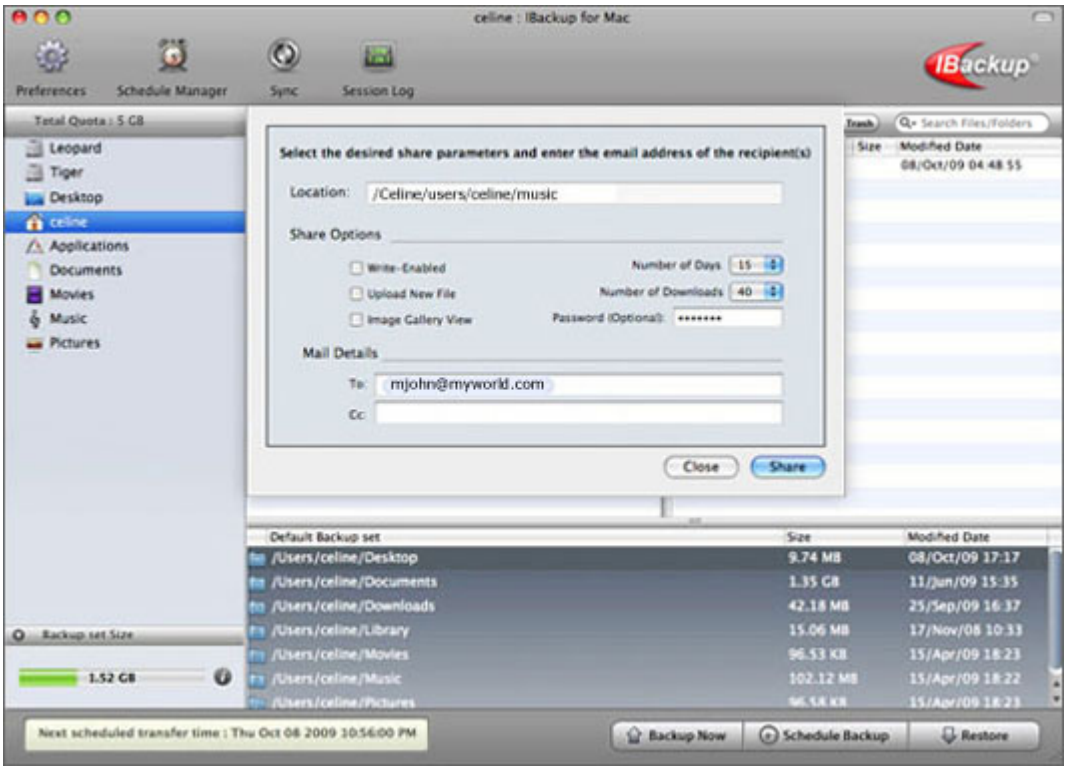
This takes you to a popup window from where you can set the share parameters and enter the email address of the recipient(s).



Location: Shows the location of shared file / folder in your account

Write Enabled: Permits your associate to modify and upload the shared file / folder to your account

Upload new file: Allows your associate to upload a new file to your account

Image Gallery View: Allows your associate to view all the pictures as thumbnails

Number of Downloads: The number of downloads permitted for your shared file / folder before the link expires

Number of days: The duration for which the shared link would be active

Password: Safeguard the shared file / folder by providing a password and sharing the same with your associates

Mail Details: Enter the email addresses of the recipient with whom you wish to share the files/folders

Note: Share option is limited for IBackup accounts with Default Encryption.

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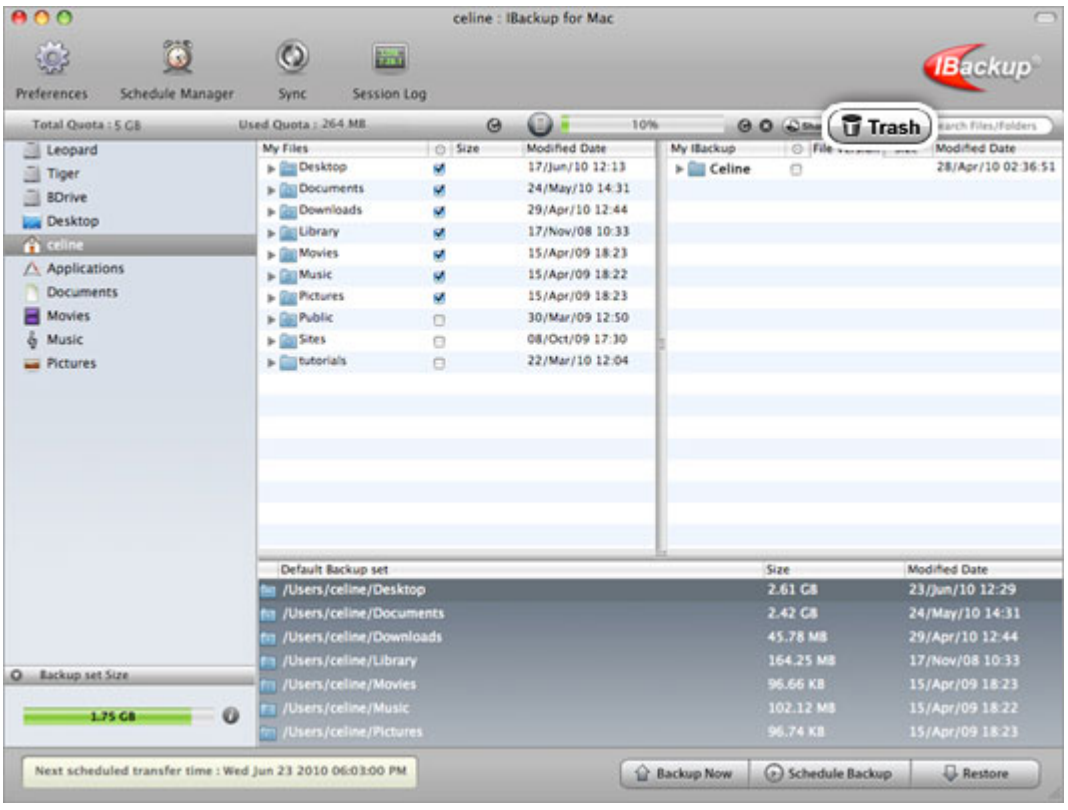
Trash

Trash feature helps you recover files that are deleted by accident from your IBackup account. This is an added protection for your critical data that may be lost due to unintentional events. By default, files deleted using delete command will be moved to Trash. The files in Trash will automatically get deleted after a 30 day period.

Note: While deleting a particular file, all its previous versions will be deleted from the IBackup for Mac account.

You can restore your deleted files to the desired location in your IBackup account or any location in your local computer. Option is also available to delete files from Trash permanently. To manage your files in trash, click on the 'Trash' icon in IBackup for Mac interface. The deleted files are listed out. In the 'Trash Search' option that is displayed, provide the full / partial file name to locate the same.



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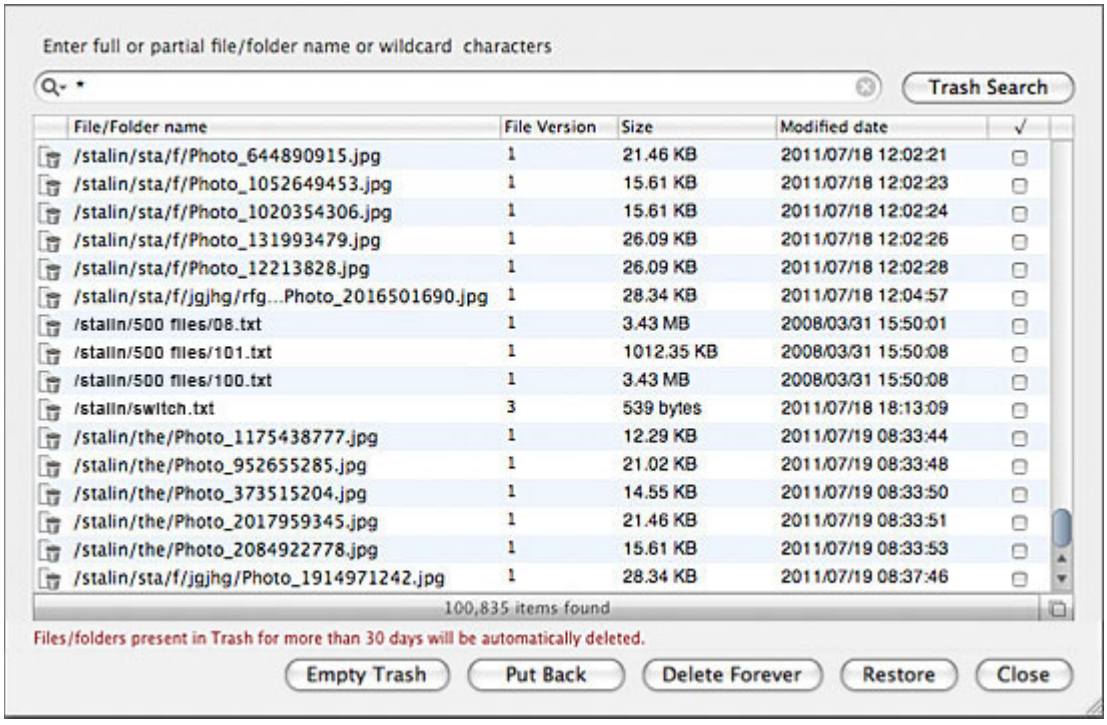
To restore files from the Trash, follow these steps:

1. Click 'Trash' icon on the toolbar. The files available in Trash are listed.



2. Select the check box to restore / move the desired files from Trash.

3. Click the 'Put Back' button to move files to the original location in your IBackup account or click 'Restore' to restore files to the desired location in your local computer.

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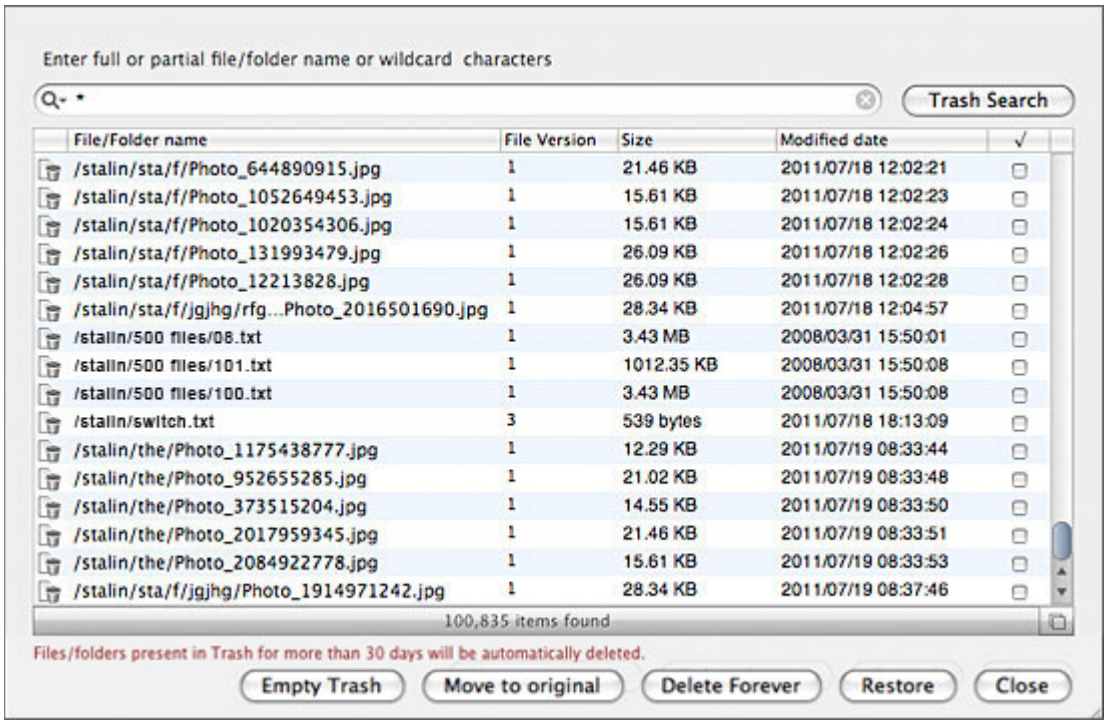

To view files deleted from a specific folder in the IBackup account:

Right-click on the desired file in Trash and select the 'Show Version History' option. Select the required version and click on 'Restore'.

Click 'Delete Forever' to delete the files permanently from Trash, if it is no longer required. To clear all the files in Trash, click 'Empty Trash'.

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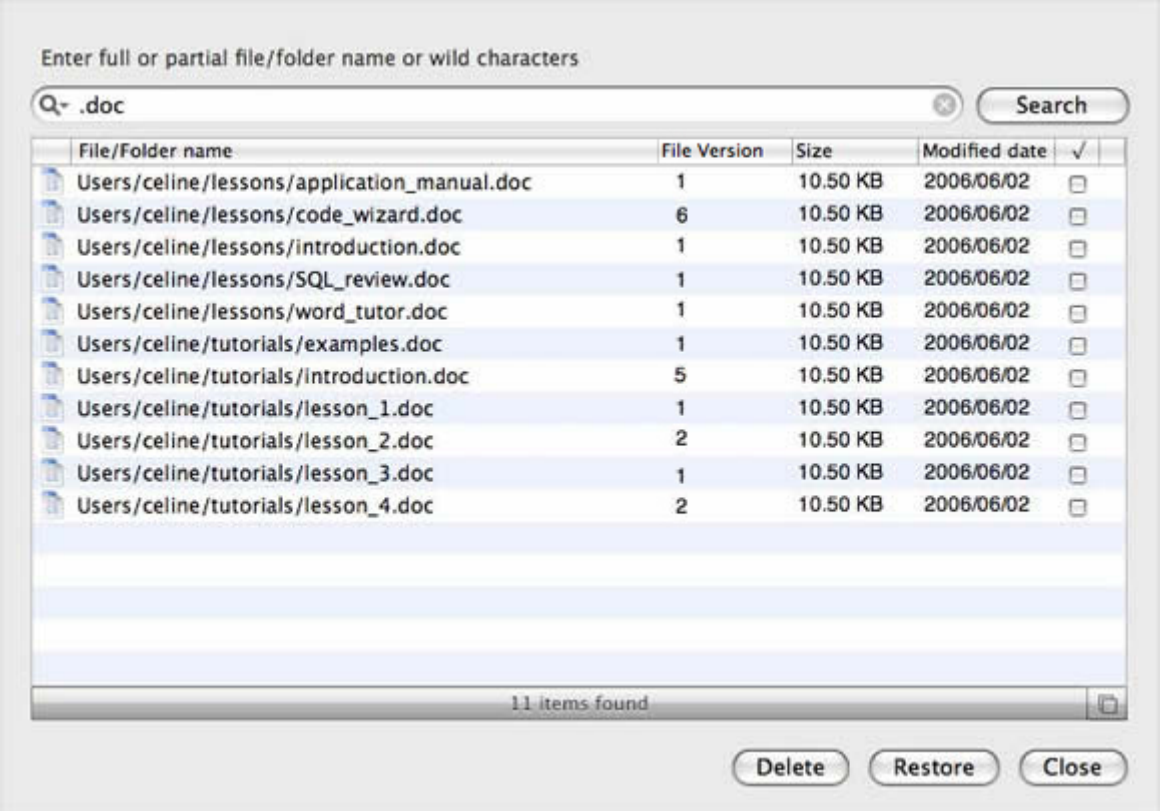
Search

You can locate files backed up to your IBackup for Mac account and restore them to your local machine.

For this, follow the steps given below:

1. Connect to the application.
2. Enter the file/folder name in the search field on top right hand side of the main screen and press 'Enter'.
3. The 'File Search' screen is displayed, as shown below:



All the files matching the search criteria are displayed.

From the search result, select the desired file and click 'Restore' to restore it to your local machine or 'Delete' to delete it from your IBackup account.
You can filter the search by selecting any of the following options:

- Match the whole file name
- Picture, Music and Video Files
- Document Files (.doc and .txt)
- All files

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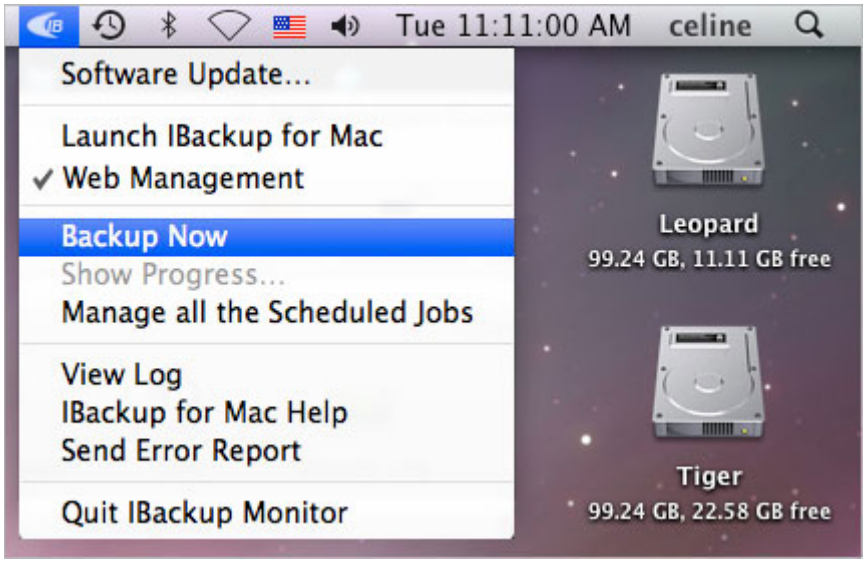
IBackup Monitor Status Item

On installing the application, an IBackup Monitor status item is displayed on the system menu bar of your Mac.

On clicking the **IBackup Monitor** status item, a menu is displayed, as shown below:



This menu has the following options:

Software Update

This option allows you to upgrade to the latest version of the IBackup for Mac application.

Launch IBackup for Mac

This option opens the IBackup for Mac application.

Backup Now

This option lets you perform an immediate backup of the scheduled backup job without logging into the application. For this, click the **IBackup Monitor** status item present on the system menu bar and select the **Backup Now** option.

Note: Ensure that you have (i) logged into the application at least once before and (ii) created a Backup set.

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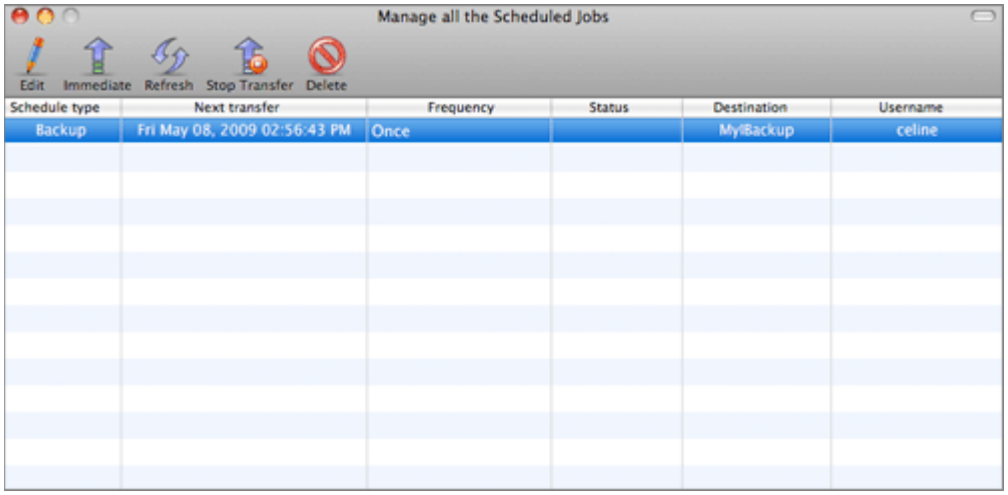
Show Progress

This option lets you view the progress screen of the scheduled job, which is in-progress. For this, click **IBackup Monitor** status item present on the system menu bar and select the **Show Progress** option.

Manage all the Scheduled jobs

This option makes it easy for you to manage all the scheduled backup jobs by letting you delete the scheduled backup jobs of the expired accounts while retaining the scheduled jobs of the others.
To manage the scheduled jobs, click the **IBackup Monitor** status item and select the **Manage all the Scheduled Jobs** option.

The 'Manage all the Scheduled jobs' screen is displayed, as shown below:



It has the following options:

Edit: Lets you edit the selected scheduled job. You cannot edit the scheduled job when the status indicates 'In-Progress'.
Immediate: Performs immediate backup of the scheduled job.
Refresh: Refreshes the scheduled list of records.
Stop Transfer: Stops the progress of the selected scheduled job.
Delete: Deletes the selected scheduled job. You cannot delete the scheduled job when the status indicates 'In-Progress'.

View Log

This option lets you view the log details of all the interactive and scheduled jobs performed in a session.
For this, click the **IBackup Monitor** status item present on the system menu bar and select the **View Log** option.

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IBackup for Mac Help

Provides access to the IBackup for Mac help manual.

Send Error Report

This option lets you contact IBackup for Mac technical support team for queries, suggestions or provide feedback.
For this, follow the steps given below:
Click the **IBackup Monitor** status item present on the system menu bar and select **Send Error Report**.

1. Enter your Username, email address, contact number, trouble ticket number (if any) and the subject.
2. Explain your problem or query in the 'Message' text box.
3. Click the **Send** button to report your feedback/query to the technical support team.

Quit IBackup Monitor

This option would close the IBackup Monitor.

Uninstall IBackup for Mac Application

Follow the steps given below to uninstall the application:

1. Go to **File** > **New Finder Window** > **Application** > **IBackup for Mac** and double-click the **IBackupUninstaller.app**. The 'Welcome to IBackup for Mac Uninstaller' screen is displayed.
2. Click **Continue** to proceed and click **Yes** from the subsequent screen to confirm the uninstallation.
3. A screen is displayed for verification. Enter the valid system password (administrator password) and click **OK**.

On successful uninstallation, the 'Successfully uninstalled IBackup for Mac' message is displayed.

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System Requirements

- Mac OS X 10.4 Tiger or later
- 500MHz G3 processor or later
- 256 MB RAM

Technical Support

IBackup for Mac Product Support office,
Pro-Softnet Corporation,
IBackup for Mac Division,
26115 Mureau Road, Suite A,
Calabasas, CA 91302.

Telephone:
1-800-949-3555 ext 3 within USA
1-818-251-4200 ext 3 outside USA
Monday - Friday, 6:00 AM to 6:00 PM PST

Fax:
1-818-878-9208

Email:
support@ibackup.com
For more information visit: http://www.ibackup.com/ibackup-for-mac/

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