

Quick Guide To Backing Up and Restoring Files Online

How To Backup

1. Open the software by double clicking the Padlock icon on your desktop.
2. Click 'NEW' on the top left side of the software and enter a name for this backup definition, then click OK.
3. On the right hand pane you will see a list representing the drives on your computer. Click on the "+" by the side of the drive you wish to select (this will usually be your 'C' drive).
4. All the folders within this drive will now be revealed.
5. Select the files and folders that you wish to back up. For example if you wish to back up your "My Documents" folder, you may need to click on the "+" next to 'Documents and Settings' and when this opens you may need to click on the "+" next to your username and keep clicking on the "+" until you find the 'My Documents' folder and information you want to backup.
6. Once you have found the information you wish to backup, place a tick in the empty box next to the file or folder name. If you have chosen to backup a folder just put a tick next to this and all the files inside the folder will automatically be backed up. You will notice it changes from yellow to blue, which confirms this.
7. If you do not wish to backup the entire folder, simply Un-tick the boxes alongside any sub-folder or file that you do not want to backup, and these will be omitted from your backup selection.
8. When you have finished selecting your information, go down to the bottom of the screen to the 'schedule area' where you can now choose what time and how often you would like this definition to run.
9. When you are happy with what you have set up, go up to the top left side of the screen and click the 'SAVE' icon on the taskbar. Your definition is now confirmed and will run at the time you have set.

You can also click 'Backup Now' on the taskbar for the backup to run immediately.

If you ever want to update any element of this definition (add or remove files, amend the time or frequency etc) simply highlight it (by left clicking on it) > make whatever changes you need > then go up and click SAVE.

IMPORTANT NOTES:

1. Backing up Emails: Our software will backup your emails, however please make sure you follow the process above and create a separate definition to do this that only backs up your emails (and no other files).

Full instructions on how to backup your emails can be found in the Help section of our website

2. Backing up Databases: Our software will backup your databases, however you should create a separate definition for each database you need to backup.

Full instructions on how to backup your database can be found in the Help section of our website

3. Backing up Networks, Mapped drives or Servers:

Our software can backup all of the above however, when backing up a Mapped drive or Networks the backup will fail unless you follow the instructions in the Help section of our website:

4. Backing up MS Exchange:

Depositit will backup all version of MS Exchange either via NT Backup / System State or by using our 'Plug-in'.

Instructions can be found in the Help section of our website.

5. Backing up System States:

Instructions to backup System State can be found in the Help section of our website.

How To Restore

1. Open the software by double clicking the Padlock icon on your desktop.
2. Click on the 'Restore' tab and enter your password* when prompted.
3. Click on the "+" next to the definition you need to restore from, and a list of orange padlocks will be revealed. These represent the dates of your backups.
4. Left click on the date of the backup you wish to restore from and you will notice a drive appear on the right hand pane.
5. Click on the "+" next to the drive to reveal your folders and files and place a tick alongside any folder or file that you wish to restore.

You can restore just a single file or all of your information and you can restore to either the 'original location' or choose a new location to restore to (such as your desktop).

For further information on restoring please visit the Help section on our website.

Final Note:

After every backup the software sends a confirmation email. If everything is OK you receive a Backup Successful email. If we have not been able to backup a file/s you will receive a WARNING BACKUP FAILED email.

If you receive a Backup FAILED email, open the email to see how many files are failing and for information on what may be causing this.