**symantec.**

Symantec
Backup Exec™ 12.5
*Desktop Laptop Option*

Symantec Desktop and Laptop Option for Backup Exec 12.5

DLO 341B32e

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**The following is a short description of our backup software: BACKUP-EXEC-DLO. We have set many of the parameters for you but, if necessary, these parameters can be changed.**

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# Symantec Backup Exec Desktop Laptop Option ( DLO )

**DLO** provides automated file protection for desktops and laptops. Protection is provided whether the computer is connected to the network or offline by keeping a **backup on your own hard disk as well as on the network disk!!**  If the software is installed on your PC, the system tray will contain the yellow icon above.

When the desktop is not connected to the network the system tray will contain an icon with a red arrow while DLO is running.

When the computer reconnects to the network, the files are backed up from the local to the network user data folder. The system tray will contain an icon with a green arrow while DLO is running. For extra protection, we also backup the network folder to magnetic tape.

When you <u>restart</u> or <u>shutdown</u> your PC, DLO will prompt you to run an immediate backup. Click on **No** to cancel the backup. If you do not click on No, the default is **Yes** – to run an immediate backup. DLO will then ask you if you wish to **Restart** or **Shutdown** the computer when the backup finishes.

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Note:     This product provides file-level protection and is not a full system backup.

| | When you "open" DLO (right click on [icon] and left click on **Open Desktop Agent**), you will be able perform certain actions that the DLO administrator (**Zehavit**) has allowed. These include: |
|---|---|
|  | • Viewing status and history<br>• Start/Cancel a job<br>• Setting schedules<br>• **Restoring files**<br><br>In the left pane, your choice of **views** determines the <u>tasks</u> which will be available and the contents of the window to the right.<br><br>**Note**: To ensure that you have the latest status and settings at any time while using DLO, click on **Refresh**. |

# Status

The DLO Status view provides a summary of DLO operations, including:

| Status | Displays the current state of you backup, when backups will run, and summarizes the results of the last backup. If the drive backed up is a FAT drive, you can click on **Details** (beneath the **Status**) to display the scheduling details/ |
|---|---|
| Show/Hide Pending Files | Toggles between Hide and Show the list of files that will be backed up the next time DLO runs. |
| Network Usage | Total amount of data stored in the <u>network</u> disk. |
| Local Usage | Total amount of data stored in the <u>local</u> disk. |
| Details | Located below the status summary, it provides detailed information on storage used. <u>Note</u>: This link is only available when DLO is idle. It is not shown when a job is running. |

## To free disk space on the local or network drives:

1. Click **Details** and then **Remove deleted files**. Choose from the following options:

| **Remove only the deleted files that meet the backup selection deleted files criteria.** | By default, when you delete files from your desktop, their backup is kept on the local and on the network drives for at least 60 days. This option causes immediate grooming♦ of files deleted 60 or more days ago. |
|---|---|
| **Remove all deleted files** | This option will cause grooming♦ of all files deleted from your desktop without waiting 60 days. |
| **Remove files from the network user data folder** | If this option is chosen, files will be groomed♦ from both the local and the network drives. If it is not chosen, the deleted files will remain on the network drive (for at least 60 days). |

2. Click **Yes**
3. Click **view last job log** to open the Log File Viewer.

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♦<u>grooming</u> = removing unnecessary files from a backup drive.

# Backup Selections

You can view backup selections using two views: **standard** and **advanced**.

The **standard view** lists the contents of your local drives, The files and folders that are backed up are marked with a check √ mark. A red **X** indicates a file or folder that is globally excluded.

The **advanced view** displays configuration options for selections: Criteria for the files to be included or excluded from the backup; Limits on the number of file revisions to retain; Settings for compression, backup file deletion, and encryption. To view these parameters, right click on a backup selection and click on **view**.

- The DLO administrator assigns and configures the backup selections.
- The default for all files is "incremental backup" so that only the changed part of files needs to be copied to the local and network drives.
- Currently we backup a single copy to the local disk drive and 3 revisions to the network drive. After a backup job has completed, the latest revision on the network drive will be identical to the local copy.
- You may click on **run job** to run a backup job immediately but remember that the oldest revisions are deleted.

# Restore files

You can use DLO to restore files to the original or an alternate directory.

| **Important Note**: |
|---|
| Look at the status after restoring files to determine how many files were restored. Click on **Click here to view the log** if there were any errors/warnings. |

Note: If you encounter a slow response, click on Refresh.

To restore a file that is in use:
To restore a file that is in use by another application do one of the following:
- Restore the file to an alternate location.
- Schedule a time to restore the file.
- Choose the **overwrite** option (you must have administrative rights),
- Close the file in the other application.

## To restore files

1. In **Show**, select one of the following revision display options:

| **All revisions** | All file revisions are displayed and available as restore selections. |
|---|---|
| **Latest revision** | Only the latest file revision is displayed and available as a restore selection. |
| **Revisions modified on or after** | If selected, enter a date and time after which revisions will be displayed and available as restore selections, then click **OK**. |

2. Select the items you want to restore. You may restore a folder (and all its subfolders) by clicking on the box next to the folder name. You may also select individual files by clicking on the boxes next to their names.
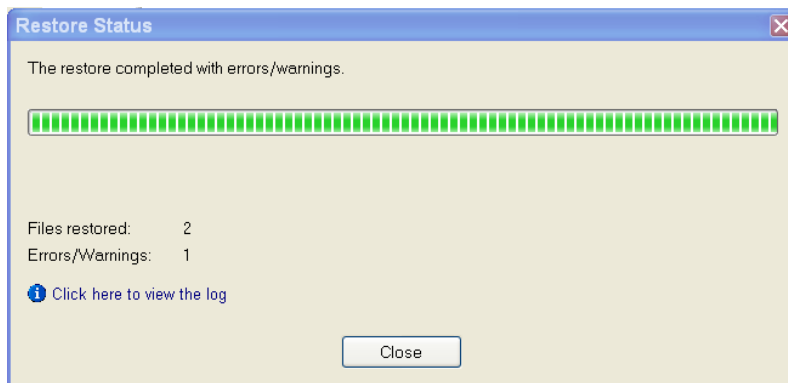
**or**

Search for a file to restore: click **Search for my files…** and enter your search criteria based on filename wildcards, file size, file type and date modified. In the list displayed click on the boxes next to the files you want to restore. In some cases the Restore Search view may contain duplicate entries for the same file. If this occurs, you can select either file to restore and receive the same outcome.

**Notes**:

- When you delete a file, the backup files are retained until the file grooming process deletes them. If an original file has been deleted, but backup files are still available, the icon for the file in the restore view includes a red **X** to indicate the deletion of the original file.
- If you do not remember which file to restore, you can view their contents by clicking on the file name and then on **Open**.

3. Click **Restore**.
4. Select the appropriate options as follows, and then click **OK**:

| Restore to the original folders on this computer | Select this option to restore files and folders to their original location. |
|---|---|
| Redirect the restore to an alternate folder on this computer | Select this option to restore files and folders to an alternate folder on the same computer. |
| Preserve folder structure | Select this option to restore the data with its original directory structure. If you do not select this option, all data (including the data in subdirectories) is restored to the path you specify and the tree structure is lost. |
| If file already exists | Select one of the following:<br>• **Do not overwrite**<br>• **Prompt**<br>• **Overwrite** |
| Restore deleted files | Select this option if you want to restore files even though the source file has been deleted. |
| Preserve security attributes on restored files | You may need to uncheck this box to successfully restore a file if the source file security conflicts with the destination security. Unchecking this option causes the security information to be removed from the restored file. |

5. Check the Restore Status window for the number of files restored and for errors and warnings. If necessary, select **Click here to view the log.**
6. Click **Close.**

# History - Viewing log files

Log files contain information about the jobs that have run on a computer.

1. Do one of the following:
   - To view backup logs, click **Backup**.
   - To view restore logs, click **Restore**.
2. In **Show**, select one of the following items:

| All logs | All history logs are displayed |
|---|---|
| All logs with errors | History logs for all jobs that generated errors are displayed. |
| Logs filtered by date | All logs that are generated after a specified date and time are displayed. Enter the date and time after which logs are to be displayed in the Filter by date dialog box and click **OK**. |

3. Click the job history entry for which you want to view the history log.
4. Click **View log** to open the log file viewer.
5. If required, click **Save As** to save the log file as a text file.
6. Click **Close**.

## To view a log for a file, a file type or a date range:

1. Click on **Search**
2. In the window, we advise entering the following:

   - **With timestamp of–** limit search to log files created on these dates
   - **With filenames containing –** type the file name or use wildcards e.g. *.xls or project*.doc

3. Click on **Search**
4. In the log window, clicking on the + to the left of each row displays additional information.
5. Click on **Save as…** to save the log file.
6. Click **Close**.

# Options

The DLO administrator has allowed changing certain options.To start, click on **Options** and choose one of the tabs: **Schedule, Options** or **Preferences.**

## Changing schedule options

On the **Schedule** tab, select the appropriate options as follows, and then click **OK**:

| Use Profile schedule | If selected, DLO uses the default scheduling options specified in the profile and all the options below are disabled. Our default is 12 AM and 12 PM. |
|---|---|
| Use custom schedule | If selected, you can specify a customized schedule that differs from the profile schedule. |
| Whenever a file changes | If selected, backs up files whenever they change. This feature is available only for NTFS file systems. For FAT file systems, type a number of minutes or hours between backups in the **Back up changed files every** field. This option is not recommended as you only have 3 revisions. |
| According to a schedule | Select this option to back up files according to a schedule. DLO's default includes Friday but not Sunday, so click **Modify** and change it. Select the days and hours. |
| Manually | Select **Manually** to run a backup only when you initiate it. Make sure you run it at least once a day ! |

## Limit local disk space used

On the **Options** tab, select the appropriate options as follows, and then click **OK**:

| | |
|---|---|
| **Use Profile options** | If selected, DLO uses the options specified by the system administrator and the options below are disabled. |
| **Use custom options** | If selected, DLO uses the options that you specify. |
| **Limit disk space usage on my computer to:** | If selected, you can limit the amount of space that is used on your computer to store backup files.<br><br>Select **%** to enter a percentage of the hard disk space that can be used.<br><br>Select **MB** to enter the maximum number of megabytes that can be used. |

## Reset dialog boxes and account information

You can prevent certain dialog boxes from appearing by checking the **Don't show me this message again** check box. However, you can reset disabled dialog boxes. Click **Reset dialogs** and then click **Yes** at the prompt. Click **OK**.

If passwords and account information are cleared, DLO prompts for this information the next time it is required. Click **Reset accounts** and then click **Yes** at the prompt. Click **OK**.