



SafeGuard Backup Solution

Getting Started

1. Download the setup file above and run it
2. Follow the instructions on the installation wizard to complete installation
3. When finished, a new icon (SBM / DBM) will be installed to the system tray (near the clock) automatically and SBM / DBM will be launched automatically.
4. (optional) Enter the backup server name in the [Address] field and press the [Next] button.
5. If you are using a proxy server to access the internet, please fill in the [Proxy setting] section and press the [Next] button.
6. If you don't have a backup account, register a trial user by the following steps
 - i. Enter the [Login Name], [Password] and [Confirm Password] of your choice
 - ii. Enter your [Email] in the text field provided
 - iii. Press the [Submit] button
 - iv. You should now be logged onto the backup server already (if the [Login Name] of your choice is already taken by another user, try a different login name)
7. If you have a backup account already, select [already a user?] and logon to the server with your existing username and password.
8. If this is your first time logging into the server, you will be guided to create a backup set
 - i. Enter a backup set name of your choice in the [Name] field, choose the type of backup set in the [Type] field and then press [Next] button.
 - ii. Select the files that you want to backup and press the [Next] button.
 - iii. For SBM user, press the [properties] button to review or make changes to the default backup schedule setting and then press the [Next] button. (please note that you can add multiple backup schedules to a backup set by pressing the [Add] button and please select the "Run scheduled backup on this computer" checkbox if you would like to run Continuous Data Protection (CDP)).
 - iv. For DBM user, enter a backup schedule for unattended backups and then press the [Next] button. (please select the "Run scheduled backup on this computer" checkbox if you would like to run Continuous Data Protection (CDP)).
 - v. Setup the encryption setting for your backup set (if you don't know much about encryption, just accept the default values here)
 - vi. Press the [OK] button to complete the configuration of backup set

Scheduled backup will run automatically if you leave your computer on.

9. To run a backup immediately,
 - i. For SBM user, click [Backup] button on the left panel, select the backup set and press [OK] button.
 - ii. For DBM user, click [Backup] button on the left panel.
10. Setup completed.
11. To restore your files, please do the following steps
 - i. Click [Restore] button on the left panel
 - ii. Select the backup set containing the files you want to restore and then press [Next] button.
 - iii. Select all files that you want to restore using the file explorer on the right panel.
 - iv. If you want to restore your files to a folder other than the original folder, please make changes to the [Restore files to] section.

- v. Press the [Start Restore] button.