

## Installing ACT DataVault

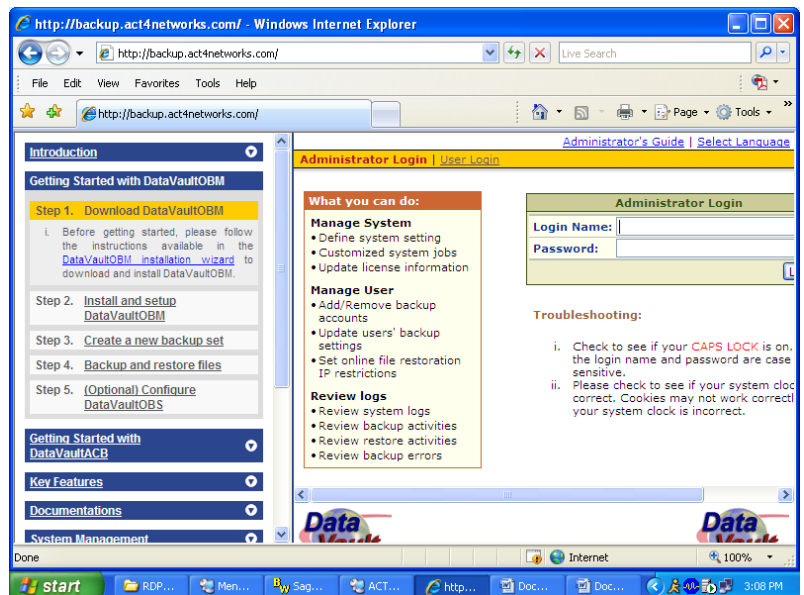
### Step 1

Open your browser and go to:  
<http://backup.act4networks.com/>

### Step 2

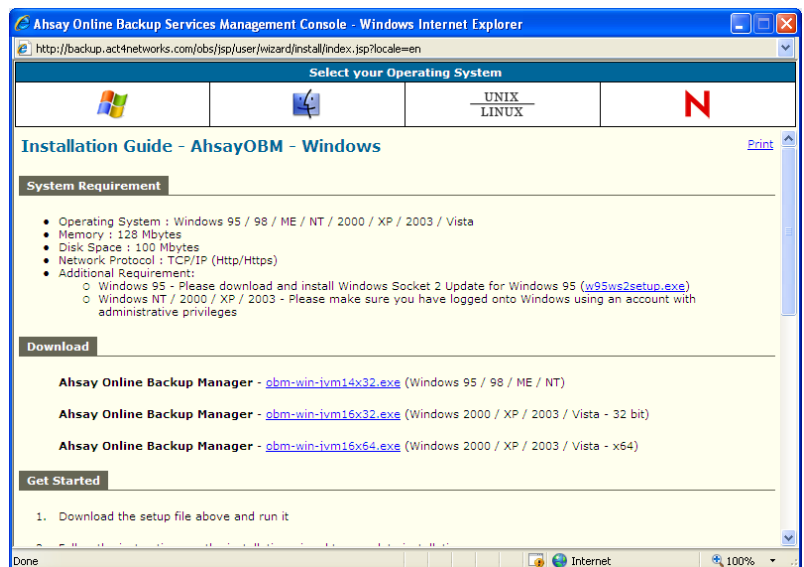
Select the highlighted option in the left frame of the window.

[DataVaultOBM installation wizard](#)



### Step 3

In the download area of the screen, select the Backup Manager appropriate for your server. Most users will require the 32 bit version of the software for their server.

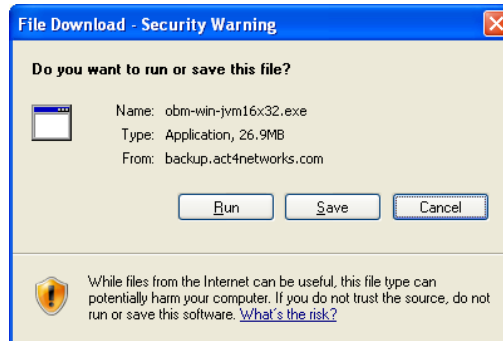


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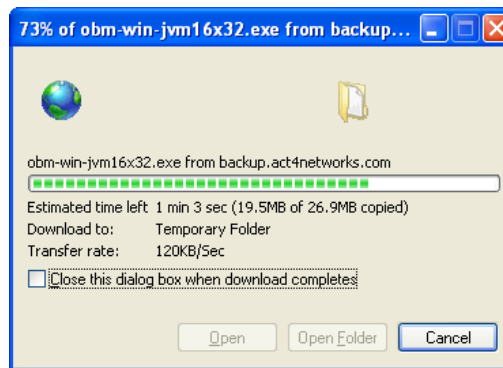
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## Step 4

Select the RUN option so that DataVault will start installing right after the download.

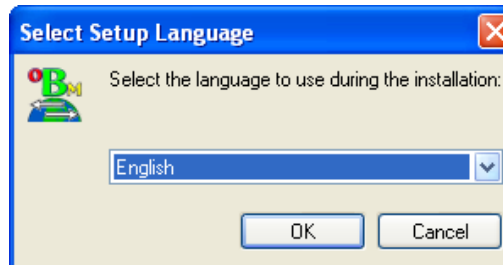


The amount of time for the download will vary depending upon your Internet connection speed. It's over 26MBs so be patient, it may take awhile.



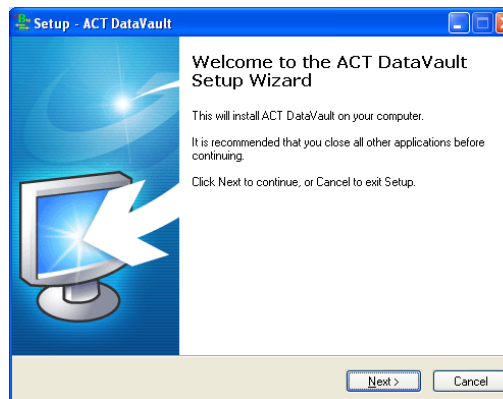
## Step 5

Select English and click OK.



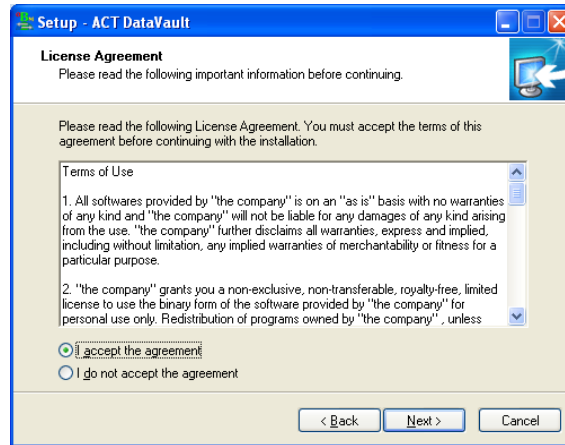
## Step 6

At the Welcome screen select NEXT.



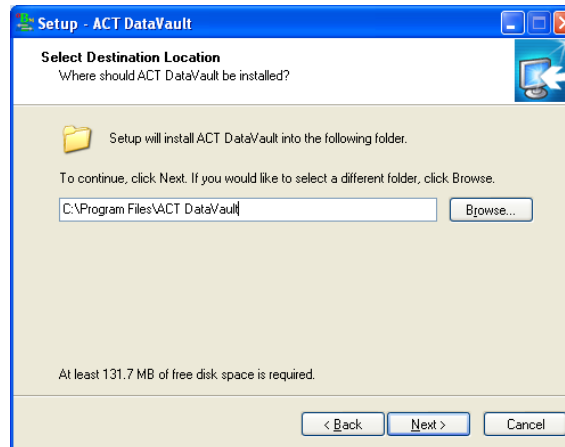
## STEP 7

Read and accept the license agreement. Then click NEXT.



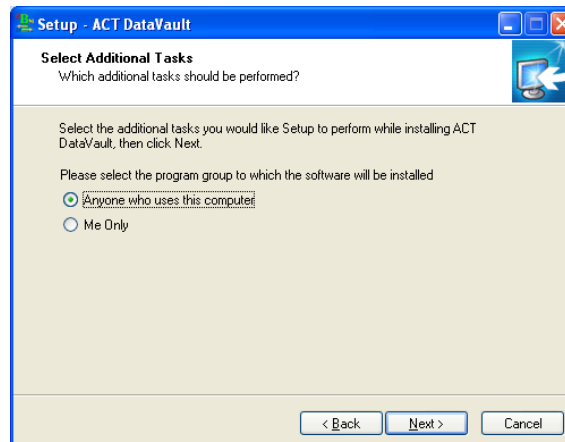
## Step 8

Accept the default location for the destination location and then click NEXT.



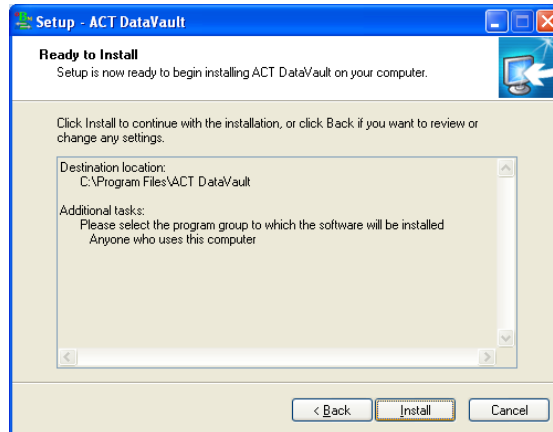
## Step 9

Make sure that the Anyone who uses this computer radio dial is selected. Click NEXT.



## Step 10

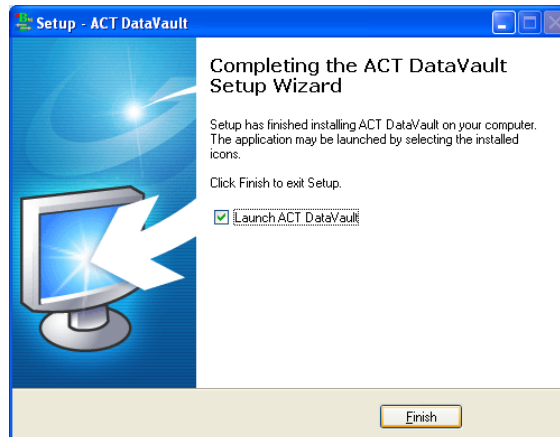
When the Ready to Install window appears, you can click the **INSTALL** button at the bottom on the window.



## Step 11

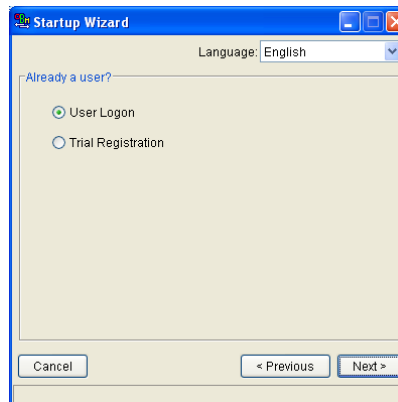
Upon completion of the DataVault installation this window will be displayed.

To start DataVault, make sure the **Launch ACT DataVault** checkbox is checked and click the **FINISH** button.



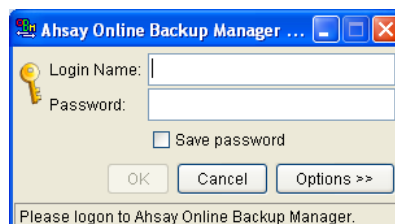
## Step 12

You should have been provided a user login ID and password. Select the **User Logon** radio dial and click **NEXT**.



## Step 13

Type in your Login Name and Password (remember they are case sensitive)



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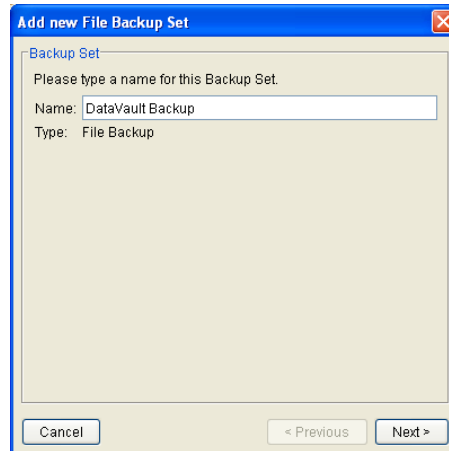
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## Step 14

Overwrite the data in the Backup Set Name box with a descriptive name for your backup set.

Here is where you establish the name for the data backup grouping for your data in the future.

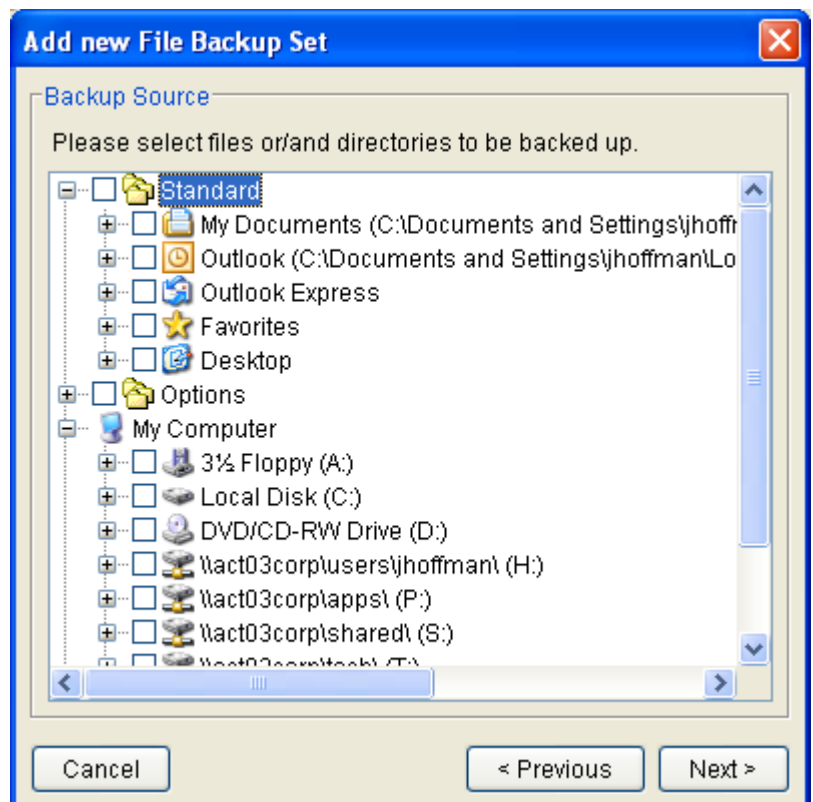
Click NEXT



## Step 15

In this window you can navigate through the files or/and directories accessible from this computer. To expand the contents of any drive or folder, simply click on the plus sign opposite each one to see further down into of the folders or drives.

Select the files or folders that you want to backup by clicking on the checkbox opposite that drive, folder or file.

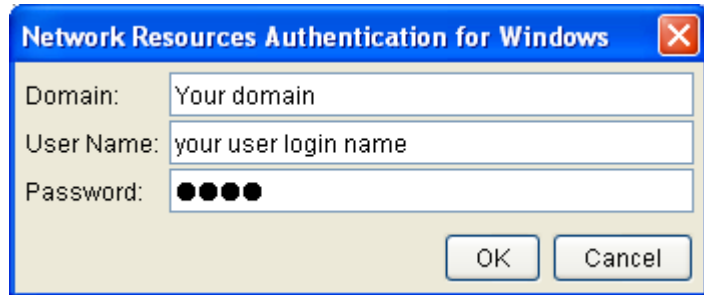


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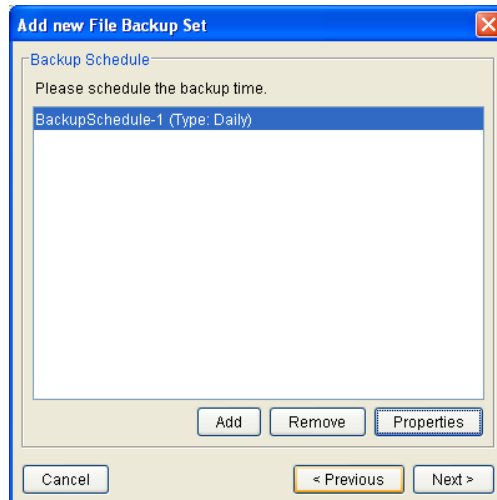
## Step 16

You may be prompted for your domain and user information before you can have access to a network drive. Please supply it as needed and click OK.



## Step 17

Once you've completed selecting the data to be stored off-site in your DataVault, you'll be prompted to schedule a backup time.



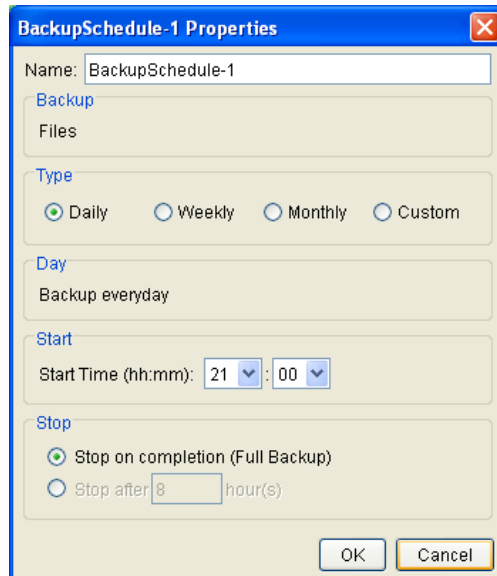
## Step 18

Click the PROPERTIES button to select the frequency and time of the backup.

We've set a default start time of 21:00 hours (9 PM your time) but you can change it to any time now or later.

We recommend leaving the time at the preset value. This should give the system plenty of time to finish the backup regardless of traffic conditions on the network.

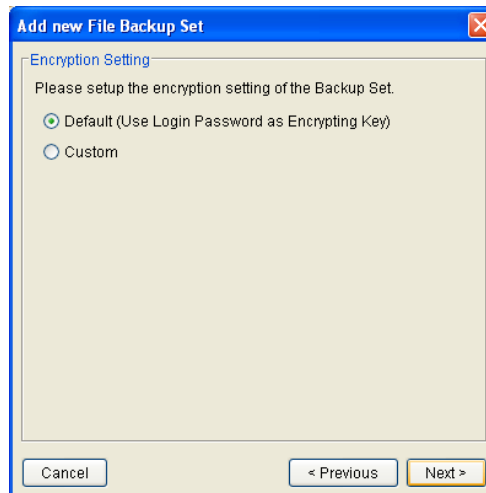
Click OK to continue.



## Step 19

Unless instructed otherwise, leave the Default value for the Encryption Key alone.

Click NEXT to continue.



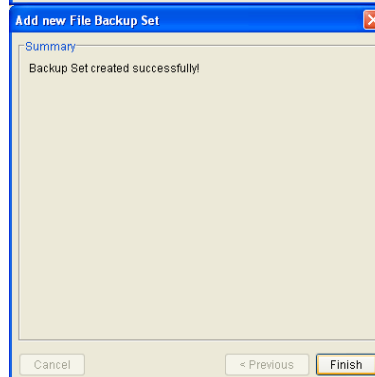
## Step 20

You've completed the basics of your Backup Set.

Click FINISH.

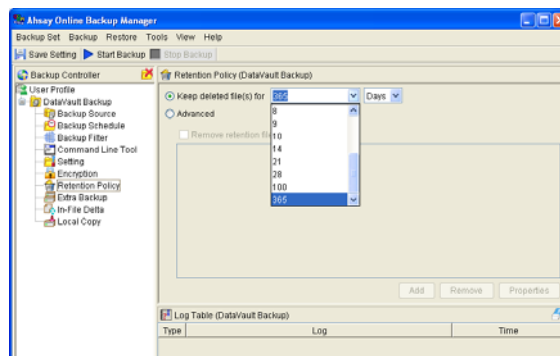
BUT . . .

There is still another step before the process is finished..



## Step 21

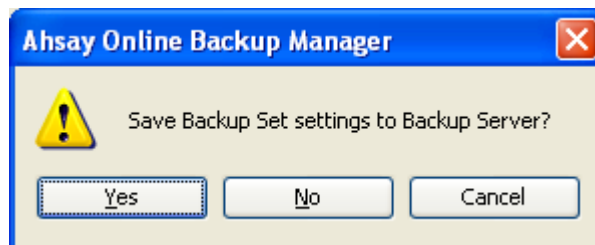
When you see the Backup Manager console appear, click on the Retention Policy and change the days to 365 from the minimum value of 7.



## Step 22

You can exit the program now. You will be prompted each time you exit to save your settings.

Unless you have a special reason not to, you should click YES to save your settings.



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You should now have an Icon on your desktop that looks like this.



ACT DataVault.Ink

To make changes to your DataVault settings you can open the program through this Icon.

Your DataVault program will now automatically back up the files you identified each night at the time specified. After the backup, you should receive a confirming e-mail that the backup worked.

When you backup files with any backup system, avoid specifying specific files in your back. Select folder instead. If you backup an entire folder/directory instead of individual files, you'll avoid the problem of the backup missing new files that are added each day to your server that should be backed up.

Please note that our Control Center also gets a copy at completion and any exceptions that kept your backup from completing successfully will be investigated. Occasionally, a user will leave a program open on their desktop that locks a file and keeps it from being backed up. While other files were backed up, the DataVault may have to skip over that file until it is unlocked. If we see enough instances of that circumstance happening, we'll pursue the problem further. Otherwise, the file will be picked up in a subsequent backup run.

Our Central Server also keeps track of the scheduled backups and if for some reason your backup didn't go off as scheduled, an e-mail notification can also be generated. An example of when this might happen is if your data line was down at the time of the backup.