

## Installing the 30 day trial version of ACT DataVault

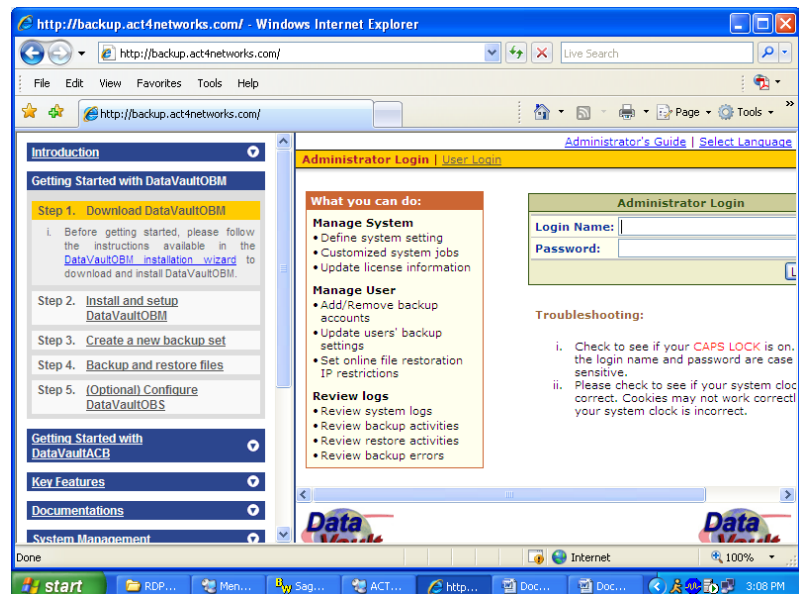
### Step 1

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

### Step 2

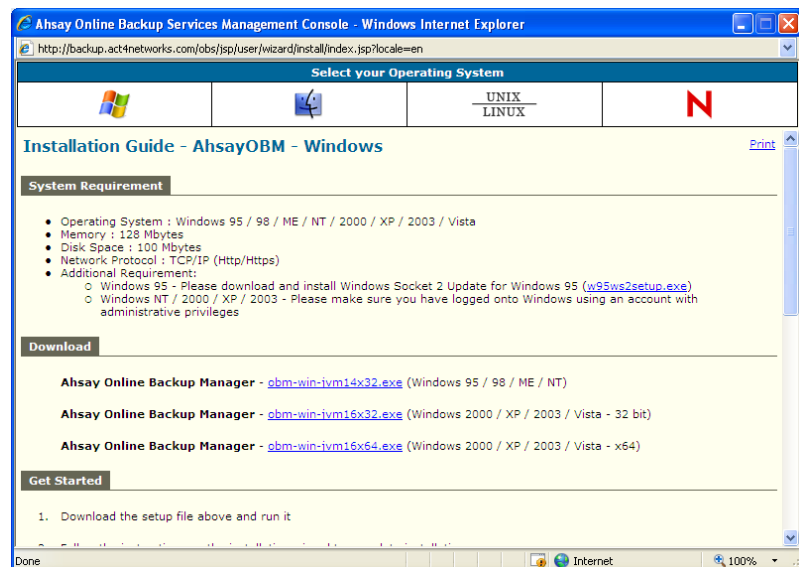
Select the highlighted option in the left frame of the window.

[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.

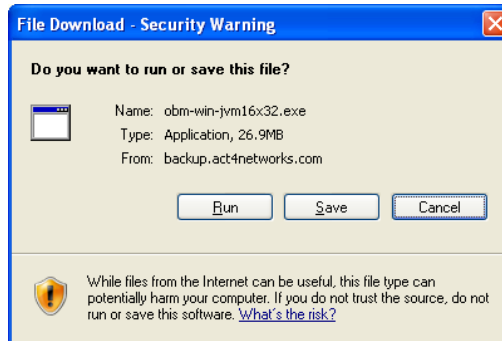


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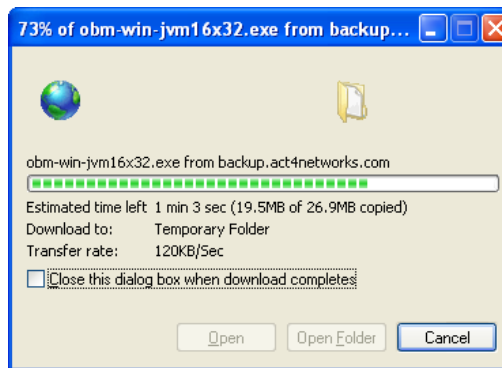
700 Industrial Drive, Suite H  
Cary, IL 60013  
Voice (847) 639-7000  
Fax (847) 639-7117  
e-mail sales @ act4networks.com

## Step 4

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

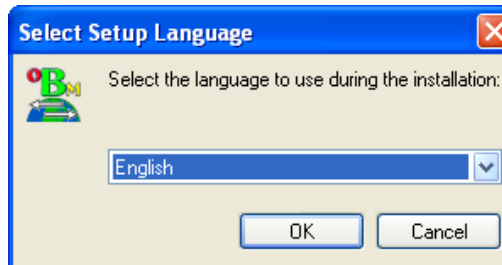


The amount of time for the download will vary depending upon your Internet connection speed. It's over 26MBs so be patient, it may take awhile.



## Step 5

Select English and click OK.



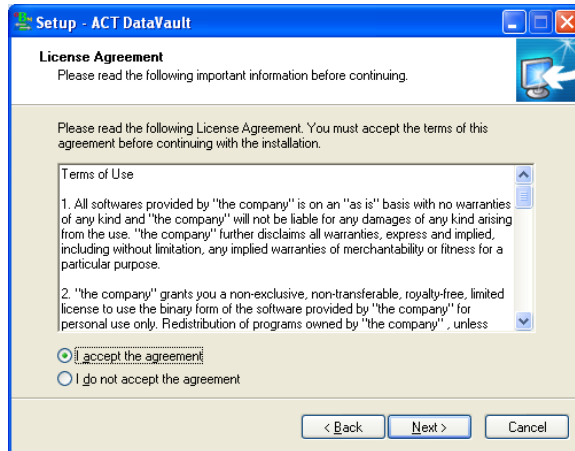
## Step 6

At the Welcome screen select the NEXT button.



## STEP 7

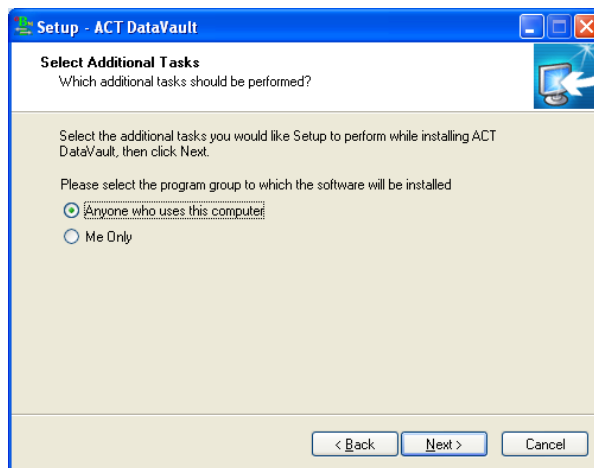
Read and accept the license agreement. Then click NEXT.



## Step 8

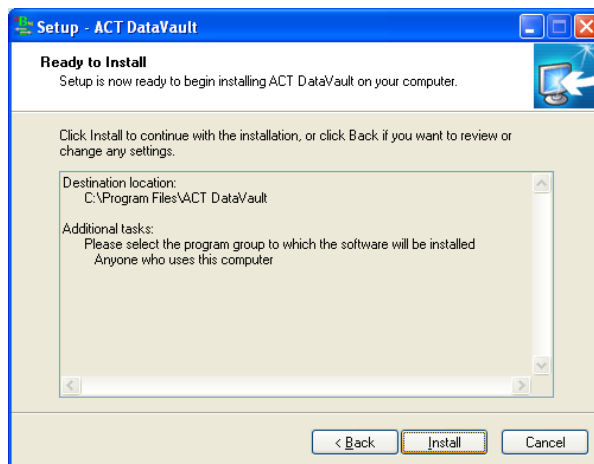
Make sure that the "Anyone who uses this computer" radio dial is selected. Click NEXT.

If you are installing this software on a PC and NOT a server, you may wish to select "Me Only" so that the Icon and program are not visible to others using the PC.



## Step 9

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



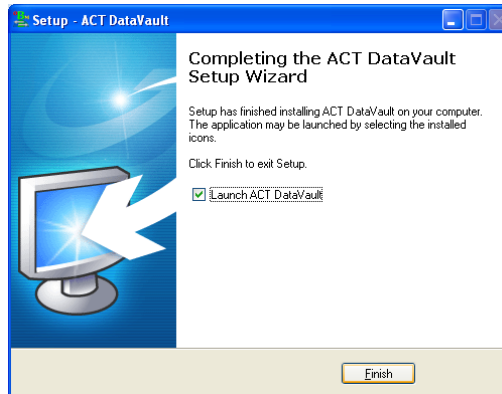
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## Step 10

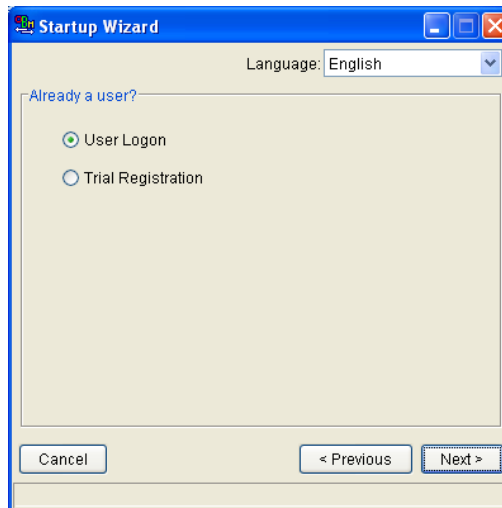
Upon completion of the DataVault installation this window will be displayed.

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



## Step 11

Select the Trial Registration and click NEXT.



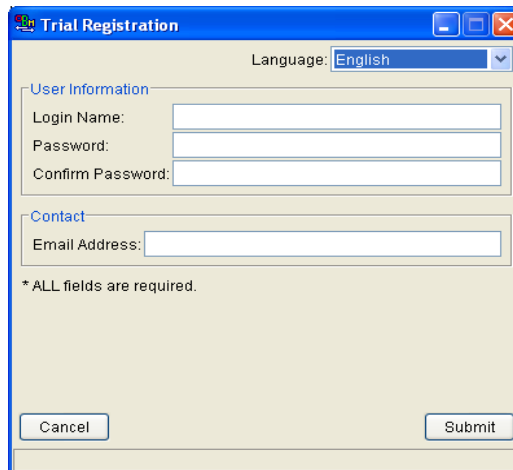
## Step 12

You will need to sign up using a unique Login Name and Password. Type your password again in the Confirm Password box as illustrated.

Also insert your e-mail address so that the system can send you status notifications.

*(This field is used to send you backup confirmations so please don't use a fake address here.)*

Click the SUBMIT button to continue.



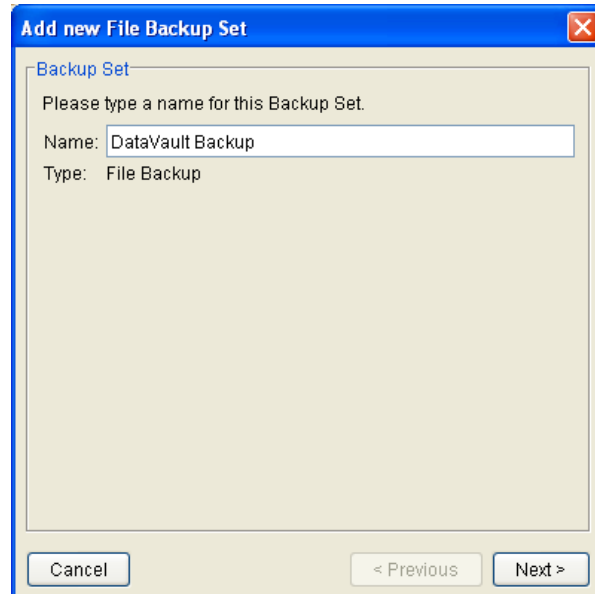
## Step 13

If you wish, you can overwrite the data in the Backup Set Name box with a more descriptive name for your backup set.

This establishes the name for the data backup grouping for your data in the future.

Otherwise you can leave it at the default value.

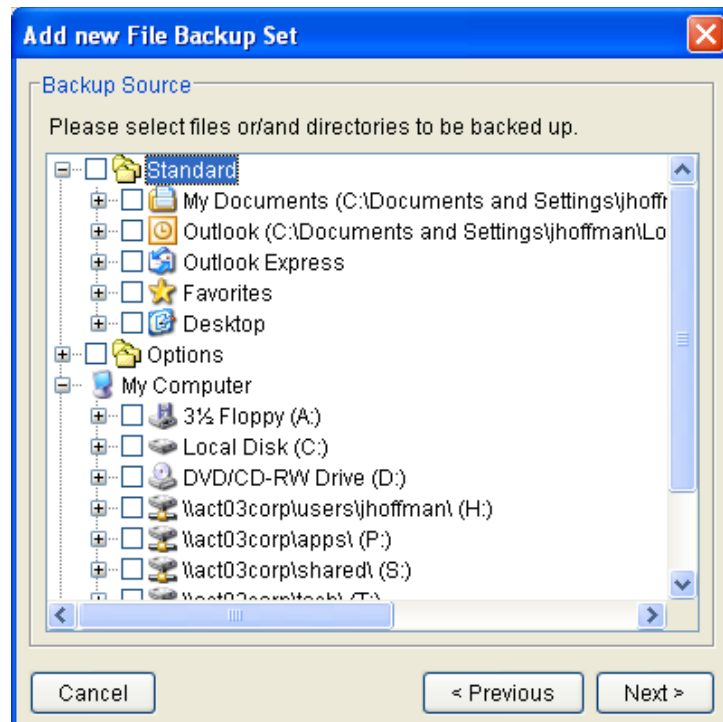
Click NEXT



## Step 14

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 folder to see the data inside.

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

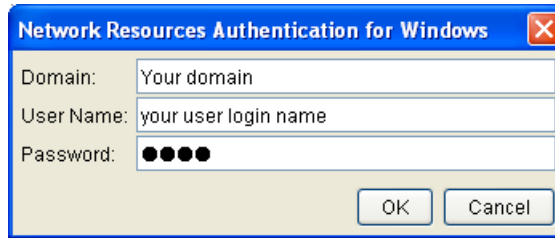


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## Step 15

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

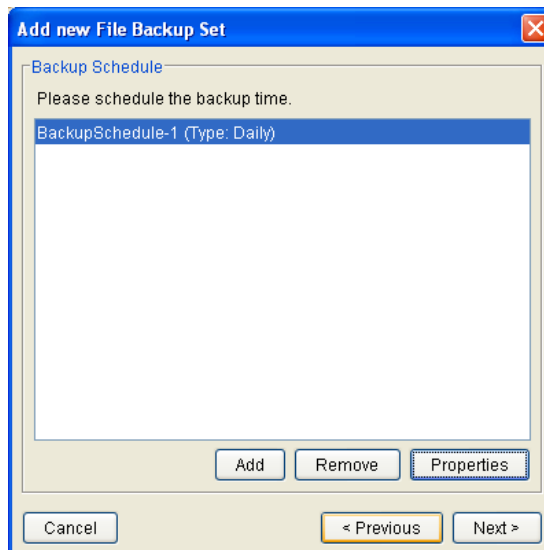


The dialog box titled "Network Resources Authentication for Windows" contains three input fields: "Domain:" with the text "Your domain", "User Name:" with the text "your user login name", and "Password:" with five black dots. At the bottom right, there are "OK" and "Cancel" buttons.

## Step 16

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

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



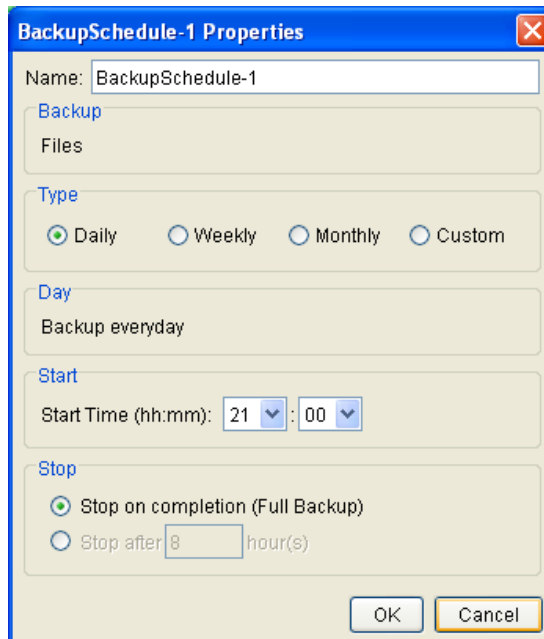
The dialog box titled "Add new File Backup Set" has a "Backup Schedule" section with the instruction "Please schedule the backup time." Below this is a list box containing "BackupSchedule-1 (Type: Daily)". At the bottom, there are "Add", "Remove", and "Properties" buttons. At the very bottom, there are "Cancel", "< Previous", and "Next >" buttons.

## Step 17

We've set a default frequency to Daily and a 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 pre-set value. This should give the system plenty of time to finish the backup regardless of traffic conditions on the network.

Click OK to continue.



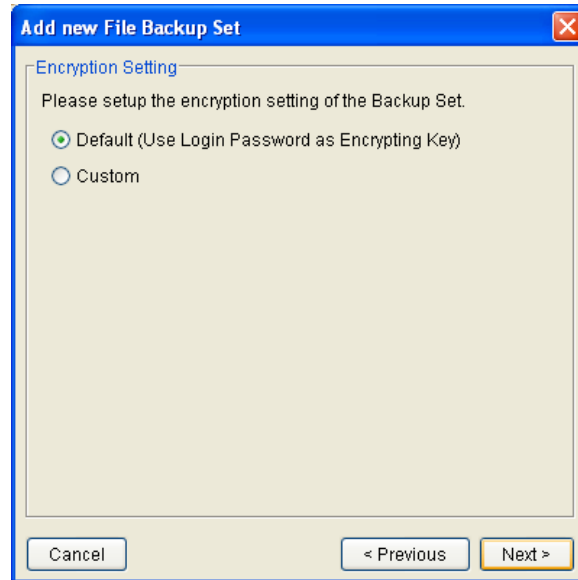
The dialog box titled "BackupSchedule-1 Properties" has a "Name:" field with "BackupSchedule-1". It has sections for "Backup Files", "Type" (with radio buttons for Daily, Weekly, Monthly, and Custom, where Daily is selected), "Day" (with the text "Backup everyday"), "Start" (with a "Start Time (hh:mm):" field showing "21" and "00"), and "Stop" (with radio buttons for "Stop on completion (Full Backup)" and "Stop after 8 hour(s)", where the first is selected). At the bottom, there are "OK" and "Cancel" buttons.

## Step 18

The Encryption setting allows you to set your own unique code to un-lock the encrypted data. If you choose to customize your encryption code, make sure you record it because we won't be able to de-encrypt your data if you lose the code.

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

Click NEXT to continue.



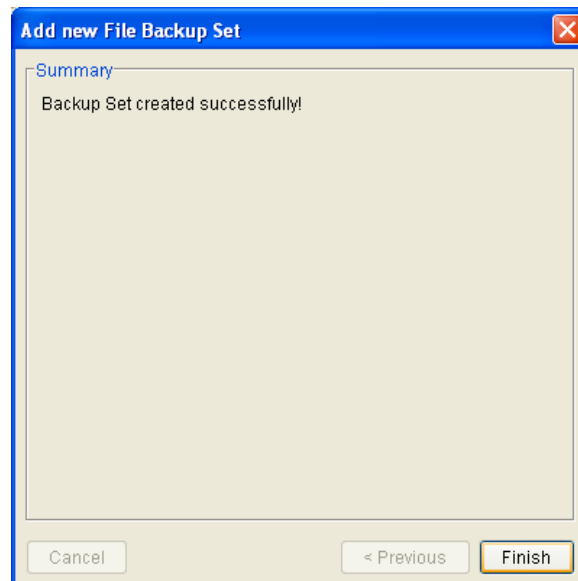
## Step 19

You've completed the basics of your Backup Set.

Click FINISH.

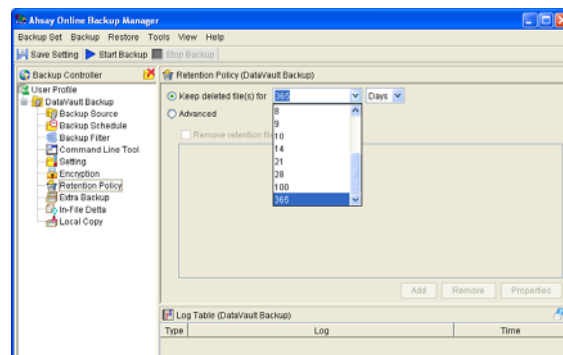
BUT . . .

There is still another step before the process is finished.



## Step 20

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



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## Step 21

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

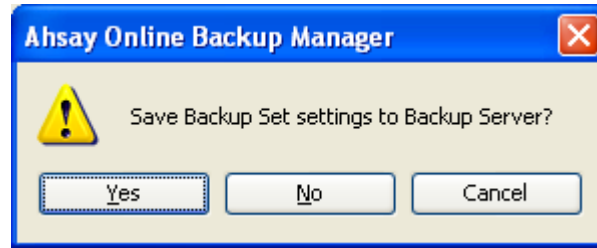
Unless you have a special reason not to, you should always click YES to save your settings.

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.



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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.

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.

## **REMEMBER THAT THIS IS A TRIAL SUBSCRIPTION !!!**

If you fail to sign up to continue service beyond 30 days BEFORE the trial ends, your data will be erased from our server so please notify us if you wish to continue.

Call our offices at (847) 639-7000 to sign up for continuing service.