FBackup

User Manual

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FBackup User Manual

for FBackup version 9

by Softland

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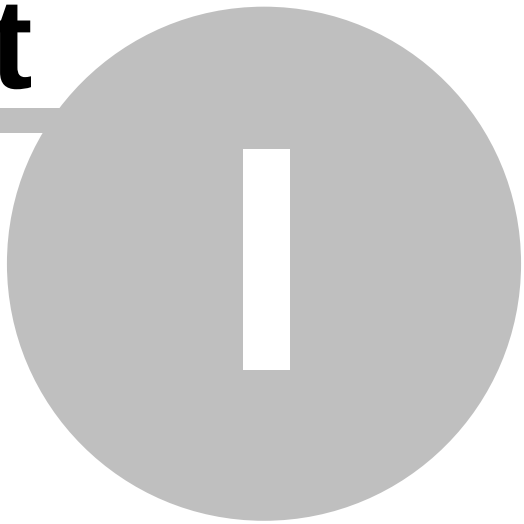
Introduction

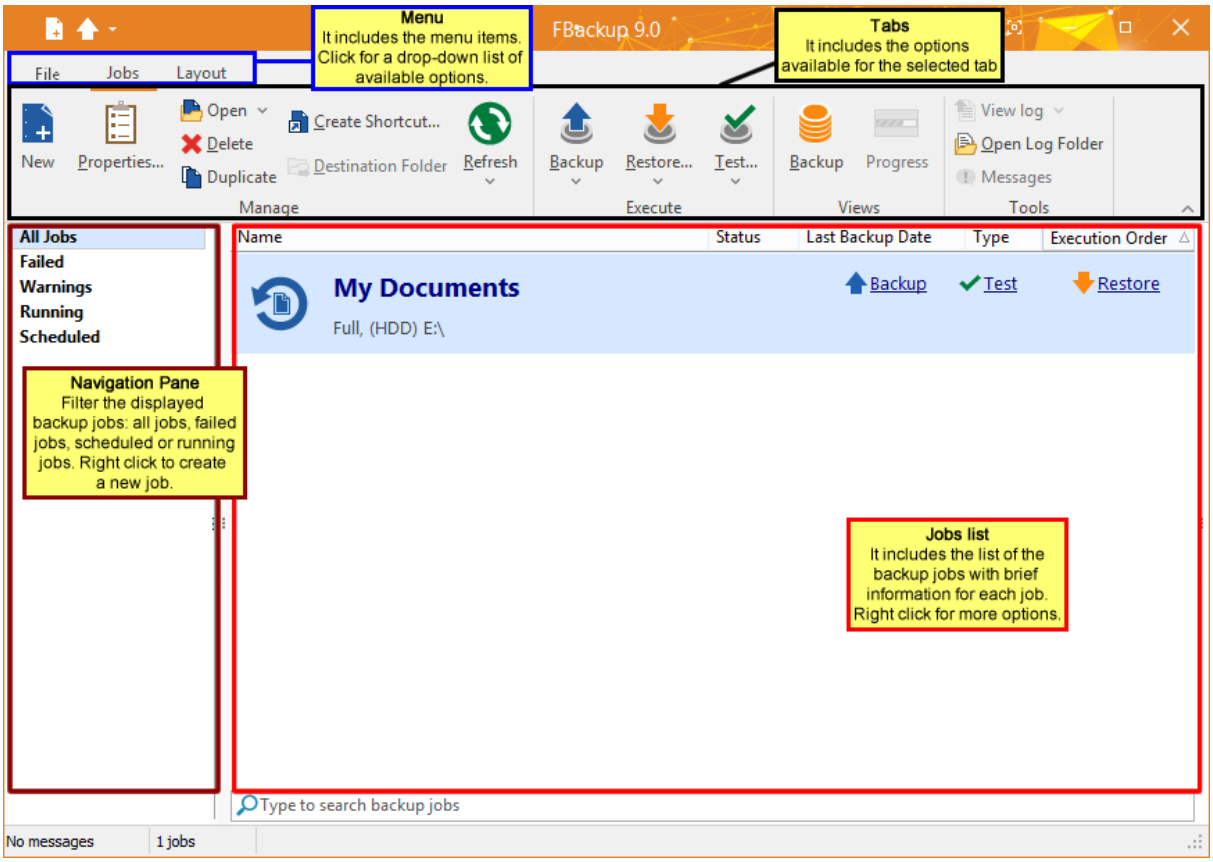
Part



1 Introduction

1.1 Product Description

FBackup is an award-winning backup software for Windows. FBackup protects your valuable data from partial or total loss by automating backup tasks, password protecting and compressing it to save storage space. Using FBackup you can easily backup to any local, network drive, Dropbox (Personal or Business), backup to CD, DVD or Blu-ray disc, Google Drive, or other removable media (such as USB or Firewire drives).



FBackup can backup open/locked files (if the files are located on local partitions on Windows XP/2003/Vista/Windows 7/Windows 8/8.1/Windows 10) and it can perform full and mirror backups. When defining a backup you can also set file filters and schedule the backup for automatic execution.

In FBackup you can manually select which files and folders to be backed up. There is also the option to use backup plugins which will automatically pick the necesarily files for backup. There are some predefined plugins available in application: My Documents, My Pictures, Google Chome, Internet Explorer Favorites, Mozilla FireFox Profiles, Mozilla Thunderbird, Windows Live Mail or Outlook emails and settings. Users can create their own plugins using the Plugin Creator application.

FBackup has ZIP64 support (can create backups over 2 GB) and creates standard zip files, meaning

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that you can access it with any zip compatible utility.

FBackup keeps track of file versions. You can easily restore any version of files or a whole folder. You can also filter the files to be restored by different criteria such as: type of the file, date, size or attributes.

FBackup tests the backup files automatically to ensure the backup is safe and correctly executed (uses CRC32).

FBackup works with any drive letter, including mapped network drives and UNC paths.
FBackup runs on Windows Server 2019/Server 2016/10/Server 2012/8.1/8/Server 2008/7/Server 2003/XP and offers multi language support.

1.2 System Requirements

To install FBackup you need Windows Server 2019/Server 2016/10/Server 2012/8.1/8/Server 2008/7/Server 2003/XP and at least 200 MB of free disk space. Because the application uses zip compression, additional disk space is needed for the temporary directory. The amount of free space depends on the size of files to backup.

Note: FBackup can backup open files only if installed on Windows Server 2016/10/Server 2012/8.1/8/Server 2008/7/Server 2003/XP and if the files are stored on NTFS partitions.

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Part II

2 Getting Started

2.1 How to Configure a New Backup

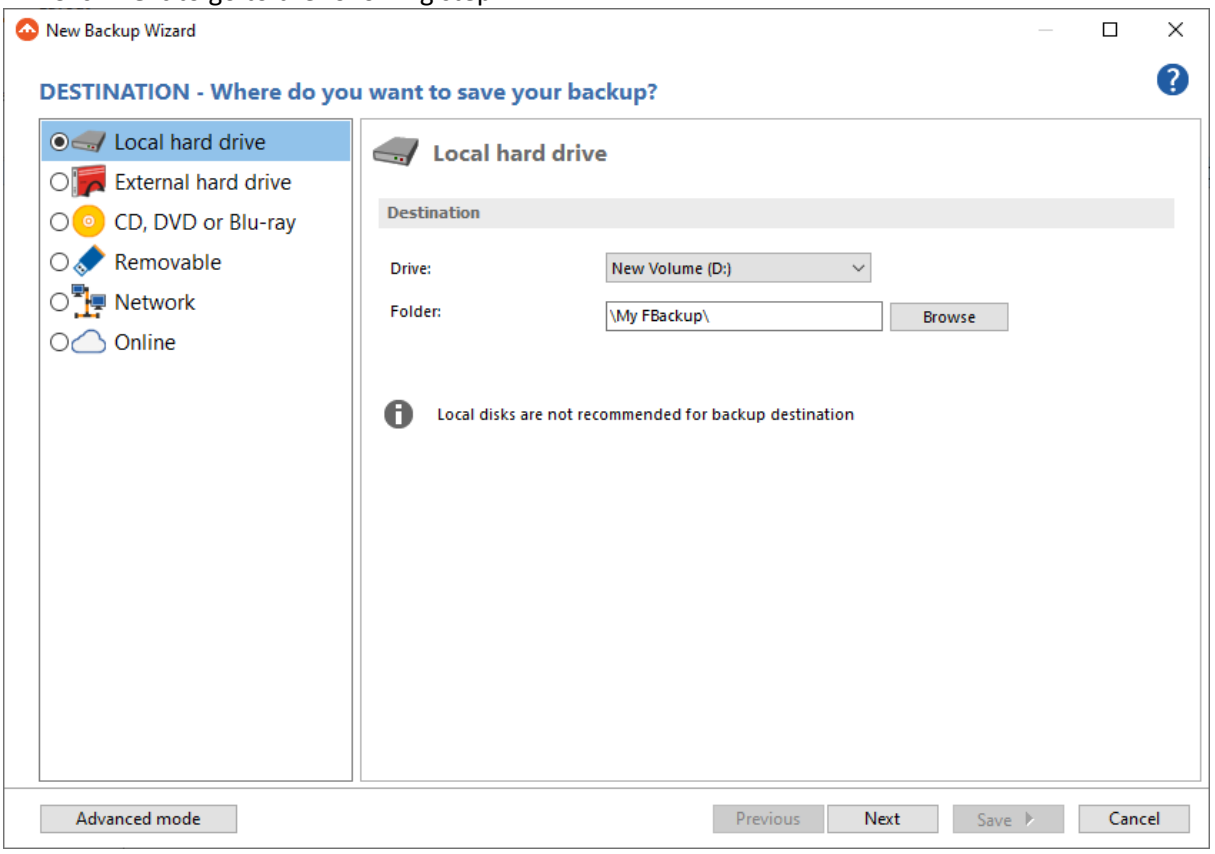
To create a new backup job, click on the **New Backup Wizard** toolbar button ( ). For each backup job you must specify at least its name, a valid storage destination and the source files (first two steps of this wizard), the rest of the options not being mandatory. In **New Backup Wizard**, you can switch anytime to **Advanced mode** for more configuration options.

These are the steps you must perform in the **New Backup Wizard**:

1) Select a location where you want to save the backup. You can choose as destination:

- your local hard drive
- an external hard drive
- a CD, DVD or Blu-ray drive
- a removable drive
- a network drive
- a network location
- a Google Drive account (**Online->Google Drive**)
- a Dropbox account (**Online->DropBox**)

Click **Next** to go to the following step.



2) Select the files and folders you want to backup (sources of the backup) from the local drives

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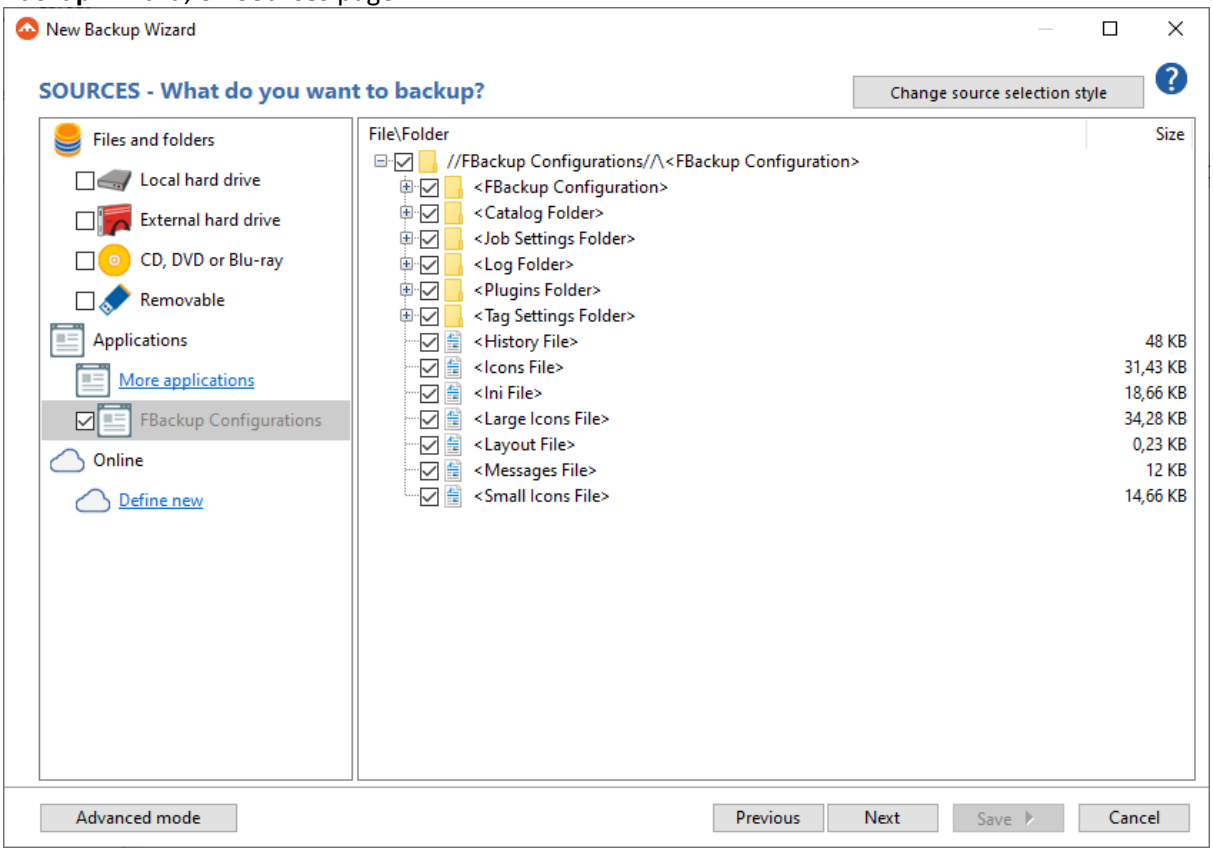
or choose a backup plugin or an online location then click **Next.**
You can combine sources from local drives with backup plugins and with online sources.
Online connections available are: Google Drive, Dropbox.

Press **Define new** button to add a new online connection which you can use as backup source.
All online connections added in **File->Options->Online connections**, will also be available in **New Backup Wizard**, on **Sources** page.



3) Filter your sources
By default, only system and temporary files are excluded from the backup sources (as Automatic filters). If you want to include only Documents, Images, Music files or Video files, you need to enable those predefined filters (as User defined filters). Please note this way only the files matching the filters will be included in backup.

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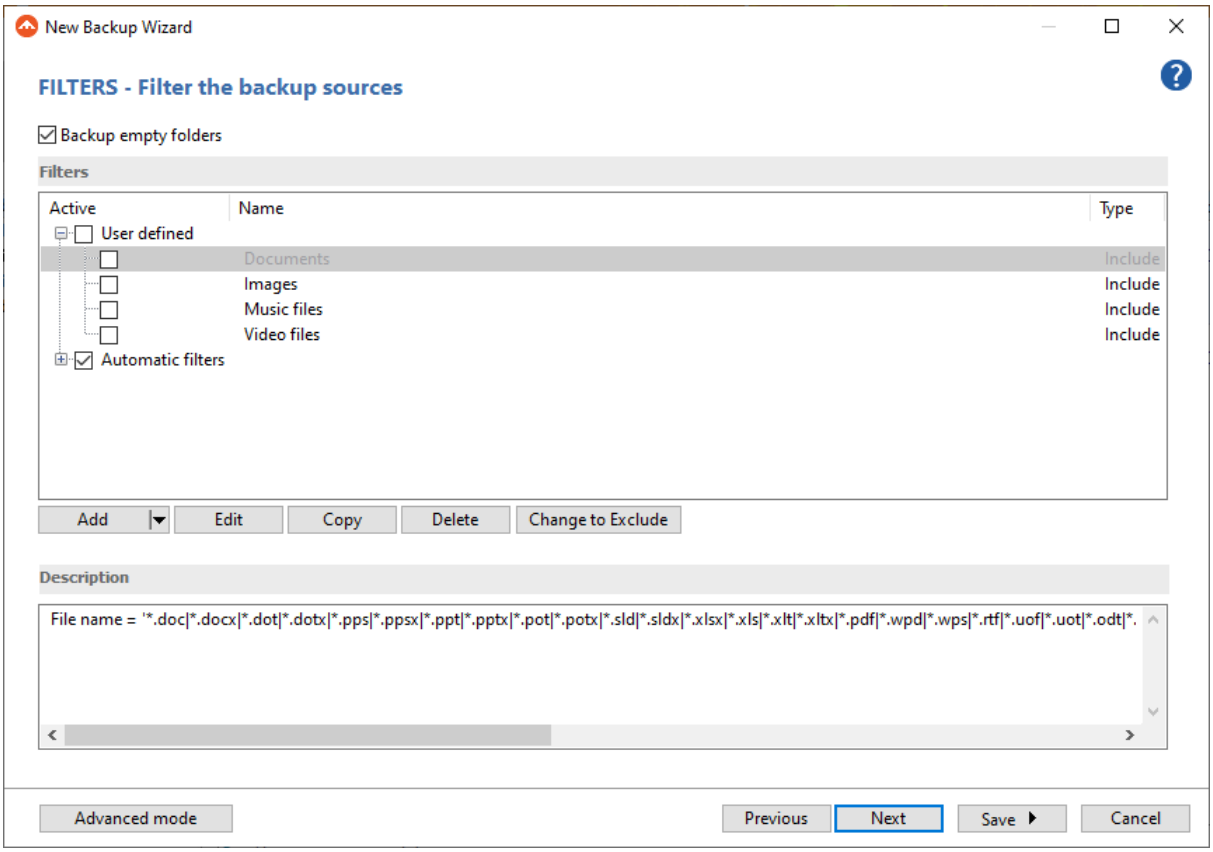

4) Select how do you want to backup.

Full backup type (it will back up all files in a .zip archive) and **Mirror** backup type (it will back up only new and modified files in their original format, without zipping them) are available.

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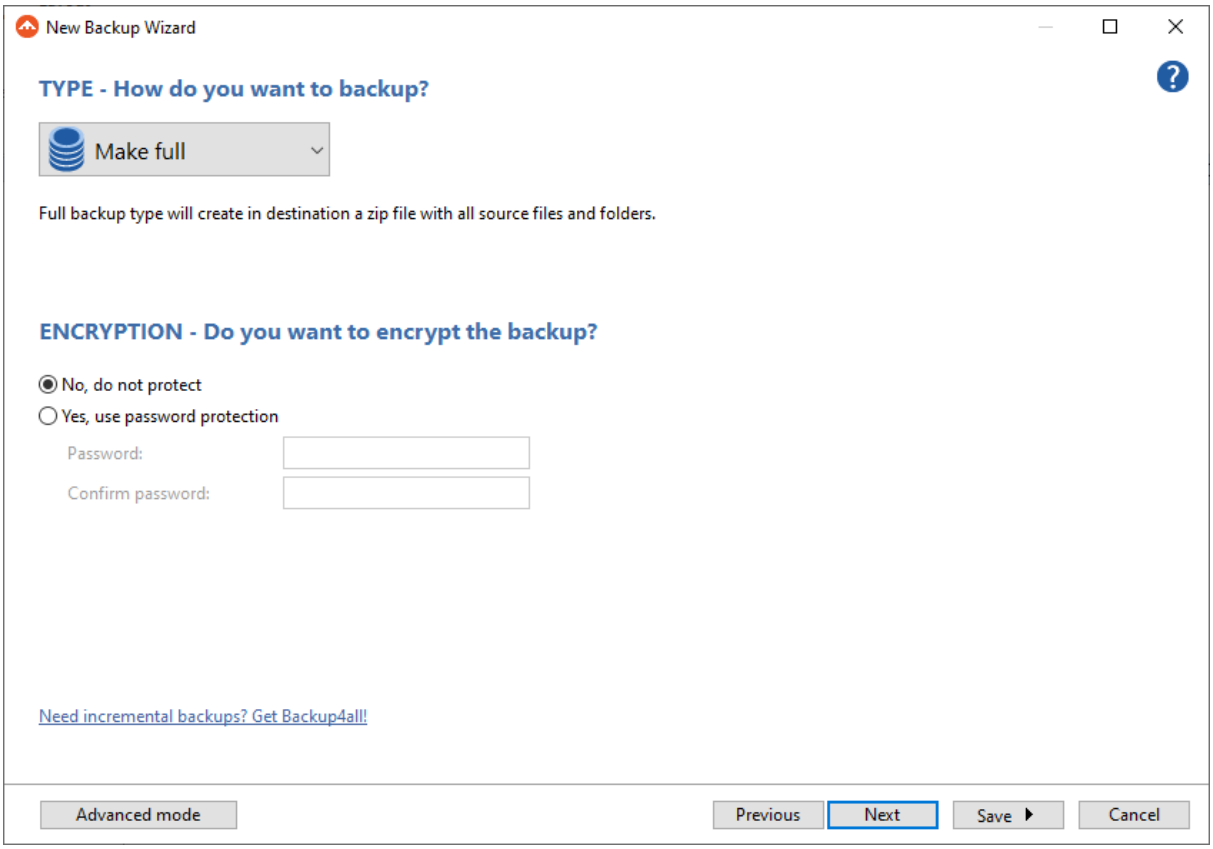

5) Choose when do you want to backup: how often, what day and what hour. Schedule the backup job for unattended backup executions.

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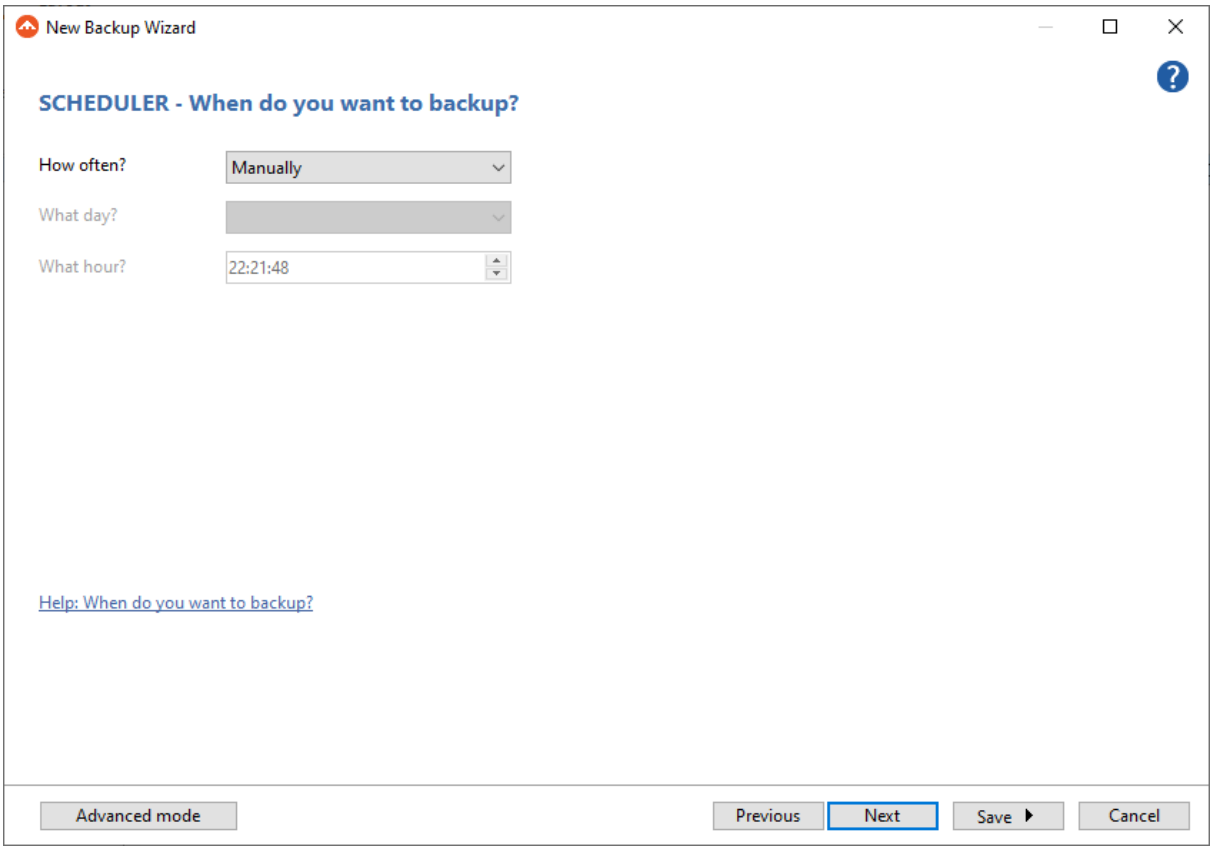

6) Enter the name of the backup in the **Backup name** field, then press Next

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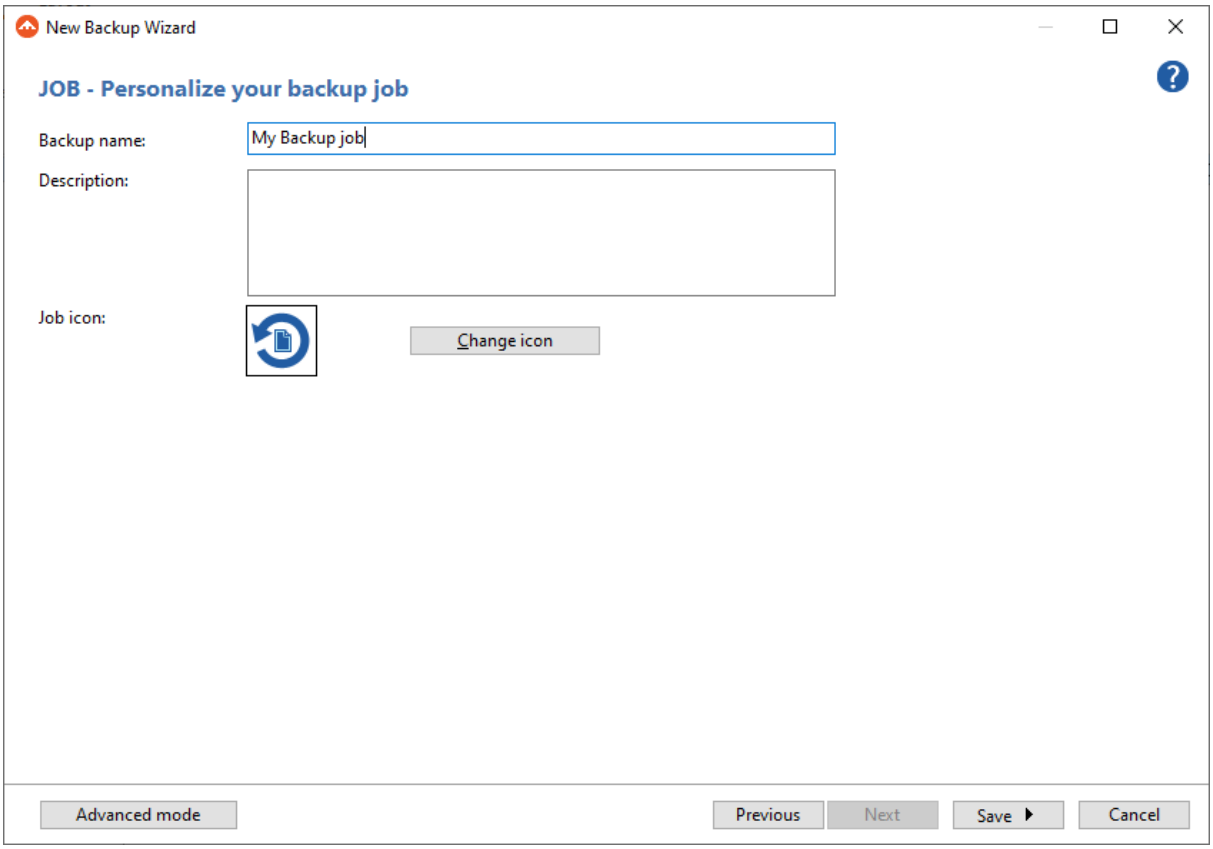

7) To finish the job and run the backup, press **Save->Save and run**.

The wizard creates an ".ini" file in the **IniFiles** folder (usually in C:\<user>\AppData\Roaming\Softland\FBackup 9\) with the same name as the backup job's ID. In addition, a backup catalog file (".fkc") is created both in the destination and locally in the Catalogs folder (the same directory as where the **IniFiles** folder is created).

Manually modifying ".fkc" or ".ini" files may result in corrupted backup jobs and the impossibility of restoring the data you backed up. A backup job is automatically created when double clicking on a ".fkc" file. You can also recreate the backup job by opening a ".fkc" or ".ini" file from the **File->Open** menu.

2.2 How to Run a Backup Job

To start a backup click the **Backup** button (

) from the application's toolbar or press F6. You can also right click the backup job and select the Backup action to start.

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If an error occurred during backup and the backup was aborted, the **Error** icon appears in front of the backup job. Read the log files (from **Jobs** tab, **History** section, **View log**) for details about the errors. The icon will disappear when the backup is executed again and the execution is successful.

If one or more files could not be backed up (not enough user rights etc.), then the **Warning** icon appears in front of the default backup job icon, after the backup finished. Read the log files (from **Jobs** tab, **Tools** section, **View Log**) for details about the files that were not backed up. The **Warning** icon will disappear when the backup is executed again and all files were backed up.

2.3 How to Manage Backup Jobs

Copy an Existing Backup Configuration

You can use the **Duplicate** (Ctrl+L) option from the **Jobs** tab to create a duplicate of the selected backup job, then you can easily modify its configuration. This option can also be selected from the right-click menu of the backup job.

Modify a Backup Job Configuration

First you must select the backup job you want to modify. Then press the **Properties** button ( ) from the application's toolbar. This will open the **Backup Properties** window. You can also change its configuration by choosing **Properties** from the right-click menu of the backup job. After the **Properties** window is opened, select the page with the settings you want to modify.

Delete a Backup Job

Select the backup job you want to delete and select **Delete** option from the **Jobs** tab. Another possibility is to choose **Delete** (CTRL+Del) from the right-click menu of the backup job. In order to prevent mistakes, a confirmation window will appear when you select this option.
Files and folders from the source and destination will not be deleted, by any of these operations.

2.4 How to Restore from a Backup

With FBackup you can do the following restore operations:

- restore the latest version of all files
- filtered restore

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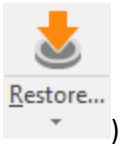
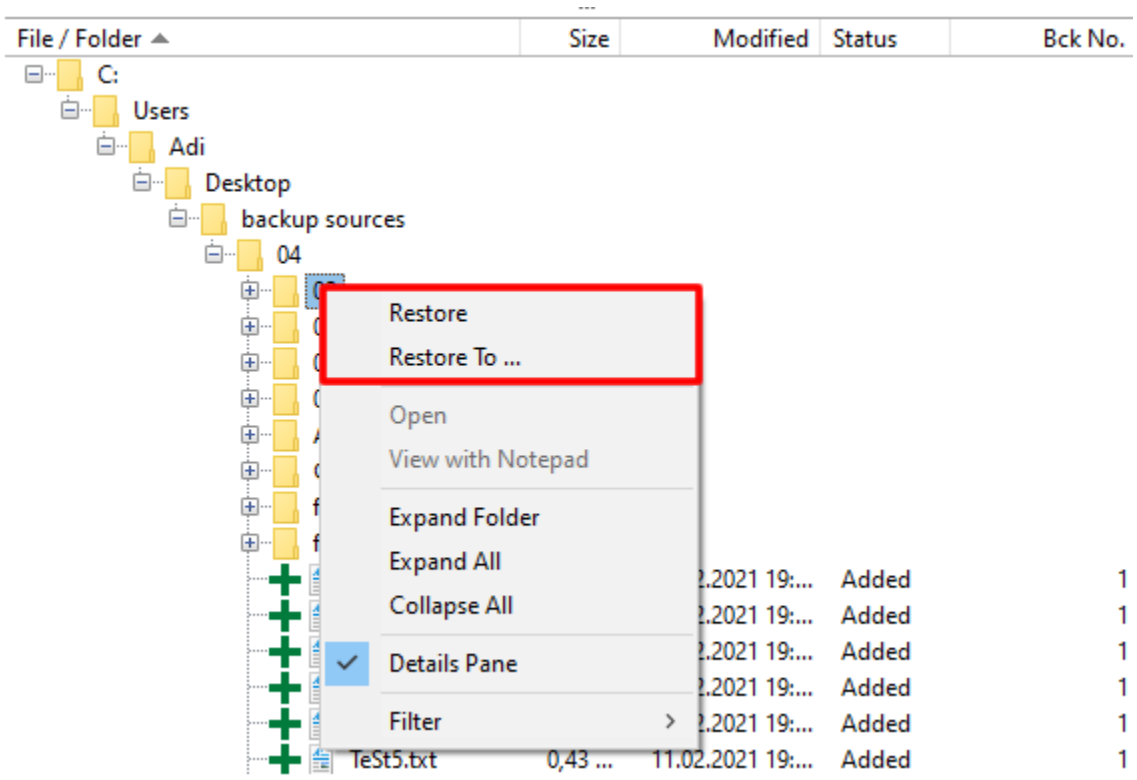
- restore the latest version of a particular file
- restore the latest version of multiple selected files

To make a full or a filtered restore start the **Restore Wizard** by pressing the **Restore** button (

) from the application's toolbar. You can restore the files in the original location or in a different location your choose.



Beside files, folder information is also added to backup, so a restore process can recreate the original folder structure.

2.5 How to Test a Backup

With FBackup you can:

- test one or more versions of a backup (you can select any version for testing)
- automatically test latest version of a backup at each backup job execution

To test a selection or all the versions for the selected backup job, open the **Test Backup** window by pressing the **Test** button ( ) from the application's toolbar (or using the keyboard shortcut **F9**).

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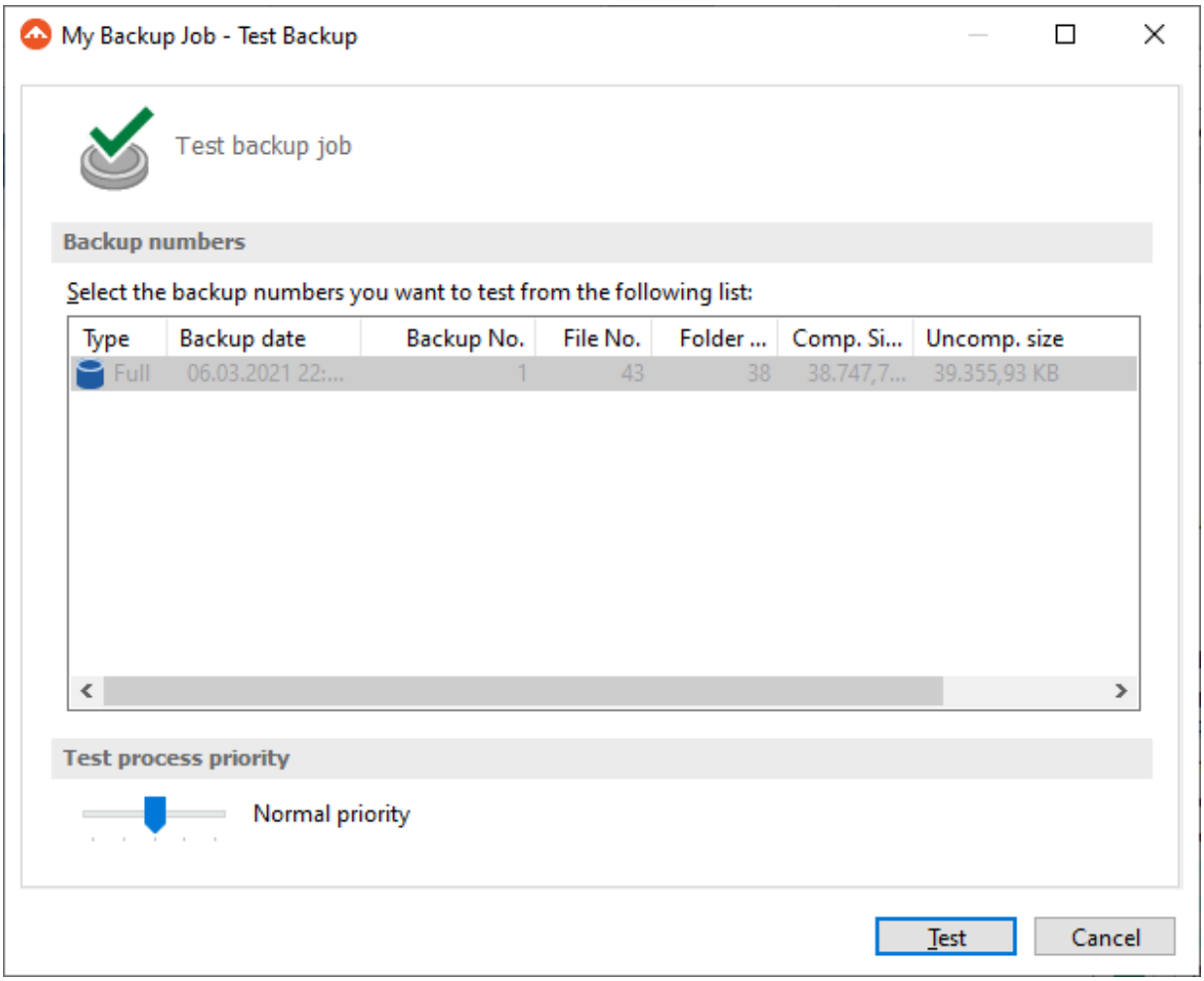

In the Test Backup window, select the backup version you want to test, then press the **Test** button. You can also select multiple versions to be tested and you can modify the priority of the test process by moving the slider to a lower or higher priority (default is Normal). A **High priority** process finishes faster but consumes more resources than a **Normal priority** process.

You can also test a backup execution if you switch to **Backup View**, right-click on a version and select **Test**.

There is a **Quick Test** option which will perform a faster test, which means only the existence of the files in destination will be tested.

FBackup runs tests after every backup execution by default. To disable automatic testing of a backup, open the Backup Properties window by pressing the Properties button ( ) from the main toolbar, select the Advanced page, then un-check **Test after backup** option.

When an automatic backup test has failed, an **Error** icon will appear in front of the backup job icon. You can find the error details in the log file (Jobs ribbon tab -> Tools group -> View Log). The **Error** icon will disappear the next time the backup job completes successfully.

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2.6 How to Password Protect a Backup

Passwords are used to protect your backup files from unauthorized access.

Setting the Password

You can enable backup encryption for a job from that job's Properties menu (Jobs ribbon -> Properties button -> Compression page). Encryption can also be set up when creating a new backup job with the New Backup Wizard.

By default the **No encryption** option is selected.
The **Zip2 compatible encryption** is compatible with all third party zip applications.

A strong password should be at least 8 characters long and contain a combination of letters, numbers, and symbols.

You should manually enter the password in the **New password** field and re-enter it in the **Confirm new password** field to avoid typing errors.
The **Old password** field is enabled only when the backup job already has a password. You can change the password only if you enter the old one in this field.
In this way only the owner of the backup is allowed to change the password.

A newly created password will only affect subsequently created zip files. Hence different backup versions of the same job may be encrypted using different passwords. Make sure that you remember all past passwords that have been used for a backup job, or you will not be able to restore older versions.

By default, FBackup stores the passwords on the local Windows account. In this way you will not be asked to enter the password every time you want to run or test a backup from the local computer. You can also protect the stored passwords using a master password or you can chose not to store any passwords. To change these settings go to **File->Options->Passwords**.

The zip files encrypted with a password will protect the file content, but the files/folders names in zip are still visible. If you need to also protect the files/folders names, you must use the "**Obfuscate file names in zip**" option from Backup Properties->Compression page. In this case, you need to restore the backup using FBackup in order to get the original filenames back.

Changing or removing a password

To change a password go to **Backup Properties->Compression** then click on **Set Password** in the **Encrypt the zip files** section. To set a new password you must enter the current password in the **Old**

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Password field. To remove a password, simply select **No Encryption**. You will still need to provide the old password in order to make this change.

Using Passwords when Restoring

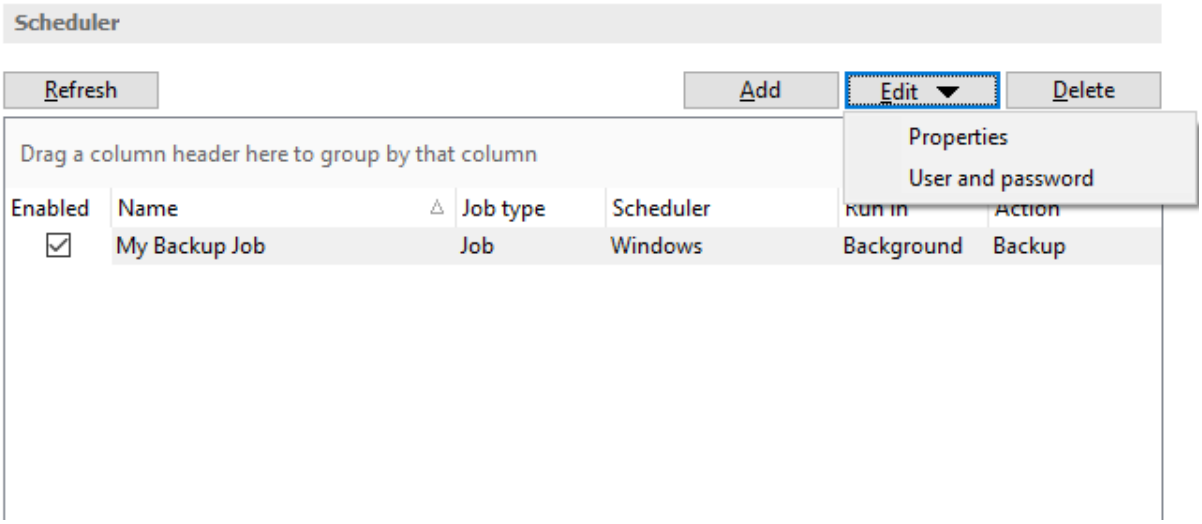
During the restore process of backups with password protection, if you do not use the option to store the passwords in the local Windows account, the **Enter Password** dialog will appear. Enter the password and press **OK**. If you do not know the password for this backup number you can:

- press **Skip backup** to go to the next archive - the restore may be incomplete in this case.
- press **Stop restore** to stop the whole process - the restore will be incomplete, because only a part of the files were restored.

2.7 How to Schedule a Backup

You can schedule a backup from the **Backup Properties** window.

Open the **Backup Properties** window by pressing the **Properties** button ( ) from the Jobs ribbon tab then selecting the **Scheduler** page.



In order to add a new scheduled backup from the Scheduler view, press the **Add** button that's found on the Scheduler ribbon tab.
In the Scheduler Properties window, on **General** page you can set whether the main application interface is brought up during a running scheduled backup.
After defining the scheduled backup, you must establish a timetable. In the **When** tab you can specify multiple conditions for executing a backup. If you skip this step the default Windows value will be used (current time).

The last step is to select the action to be executed. By default the backup action is selected, but you

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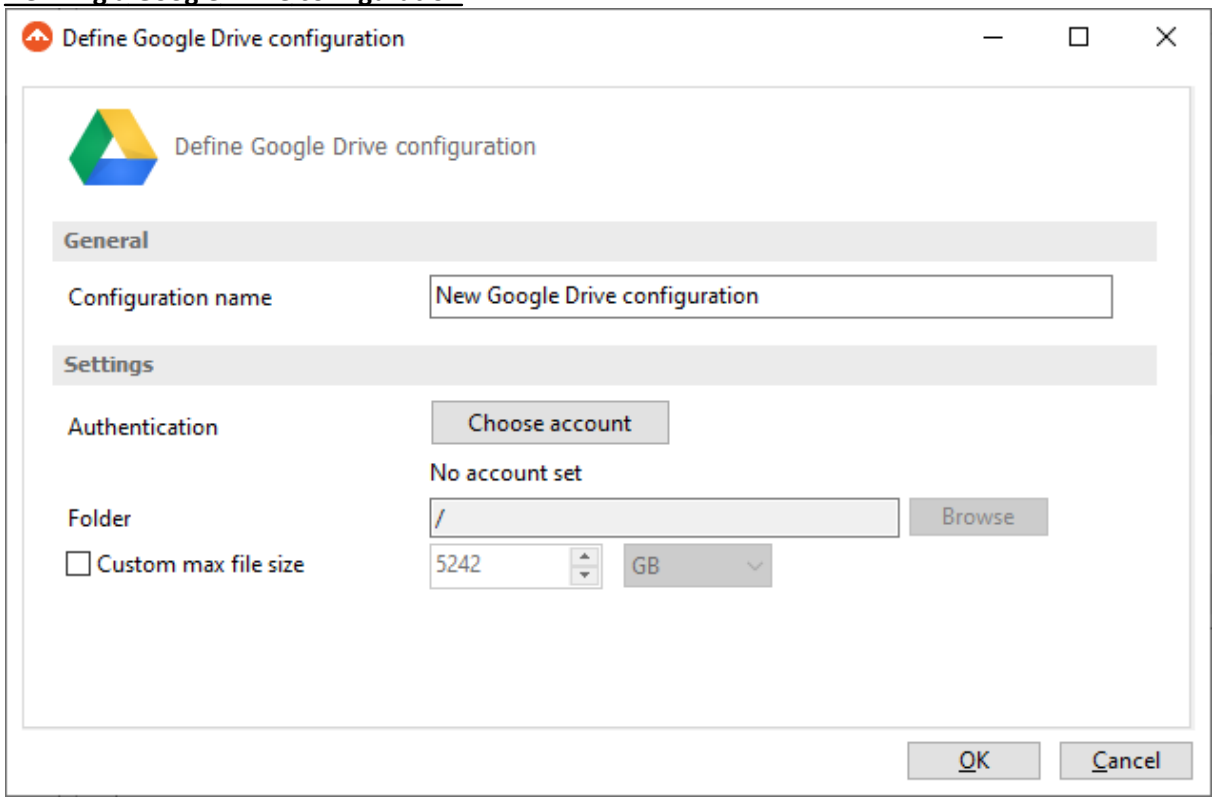
can also schedule a test action.

2.8 How to Backup to Google Drive

FBackup supports backing up to Google Drive. This is a very used cloud storage location as it offers a lot of disk space for free.

Defining a Google Drive configuration



Before using Google Drive as a destination for backing up, you should define a new Google Drive configuration in **File->Options->Online connections->Google Drive** page. Once defined, you will be able to apply this Google Drive configuration to individual backup jobs.

Press the **Add** button once in **File->Options->Online connections->Google Drive** to add a new Google Drive connection . After you press **Add** button, the **New Google Drive configuration** name will appear in the list and you can enter the other settings for this connection:

- **Configuration name** - Set the name of your choice for the connection.
- **Drive type** - here you can choose "Personal" or "Team", depending on the account type you have.
- **Authentication** - pressing the "Choose account" button will open an authentication page in your default Browser application. You will need to be logged in into your Google account, then allow FBackup access to Google Drive.
- **Folder** - If you want to use a specific folder, press the Browse button to select the folder or to

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create a new one.

In the **Online connections** page you can set the number of retry attempts and interval length (wait) for connecting to the **Google Drive** server. This is a global setting for all Google Drive connections. By default, if the server cannot be reached the first time, FBackup will attempt to connect 5 more times at intervals of 60 seconds. If all attempts fail, then the backup is aborted.

Once you have finished defining the connection, press the **Test** button to check if the Google Drive details you have entered are correct. If the test was successful, **The Google Drive connection was tested successfully** message will be displayed.

Setting the destination to Google Drive

When defining a new backup job using the **New Backup Wizard**, select the **Google Drive** option in the **Destination** section (1st page of the wizard). If you already have a defined backup job and want to change the destination to **Google Drive**, select that backup job, open the **Properties window** (Ctrl+P), go to the **Destination** page and select **Google Drive**. There you can choose from existing **Google Drive** configurations or create a new connection.

If you have any defined **Google Drive** configurations, you will be able select one from the dropdown list (to define a configuration go to **File->Options->Online connections->Google Drive**). Alternatively, you may define a custom configuration during the same step of the **Backup Wizard**.

Once you've entered the connection details, it is recommended to run a connection test by pressing the **Test** button.

Recommendations for backing up to Google Drive

1) After each change to the Google Drive configuration be sure to use the **Test** function.
2) If you backup important data to a remote location using Google Drive, encrypt the zip files for increased security. In this case, even if another person manages to gain unauthorized access to your Google Drive account, your files will still be protected.

2.9 How to Backup to Dropbox

FBackup supports backing up to Dropbox. This cloud storage location is known to offer adequate storage space for regular use.

Defining a Dropbox configuration

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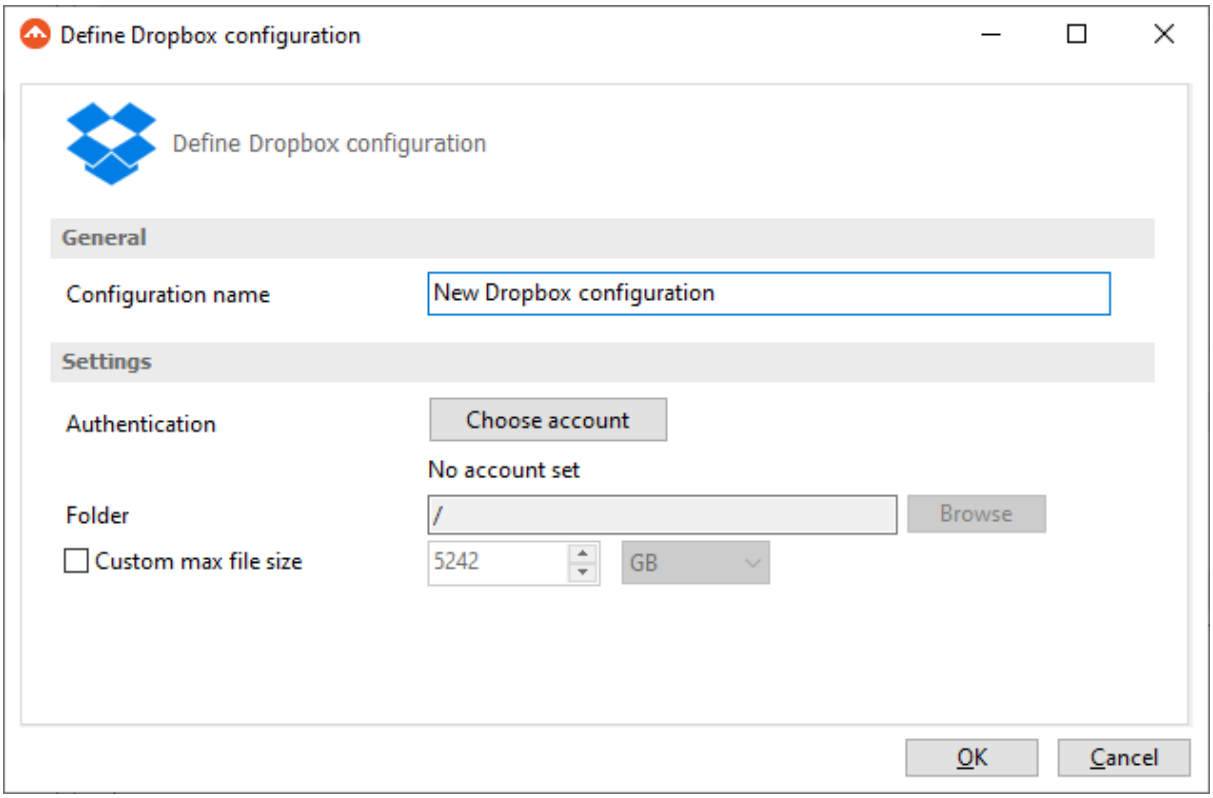

Before using Dropbox as a destination for backing up, you should define a new Dropbox configuration in **File->Options->Online connections->Dropbox** page. Once defined, you will be able to apply this Dropbox configuration to individual backup jobs.

Press the **Add** button once in **File->Options->Online connections->Dropbox** to add a new **Dropbox** connection . After you press **Add** button, the **New Dropbox configuration** name will appear in the list and you can enter the other settings for this connection:

- **Configuration name** - Set the name of your choice for the connection.
- **Authentication** - pressing the "Choose account" button will open an authentication page in your default Browser application. Log into Dropbox to allow FBackup access to the account.
- **Folder** - If you want to use a specific folder, press the Browse button to select the folder or to create a new one.
- **Custom max file size -** this option allows you to set a custom file size (by default is 5 GB). It is useful if you don't want large files to be split on upload.

In the **Online connections** page you can set the number of retry attempts and interval length (wait) for connecting to **Dropbox**. This is a global setting for all Dropbox connections. By default, if the server cannot be reached the first time, FBackup will attempt to connect 5 more times at intervals of 60 seconds. If all attempts fail, then the backup is aborted.

Once you have finished defining the connection, press the **Test** button to check if the Dropbox details you have entered are correct. If the test was successful, **The Dropbox connection was tested successfully** message will be displayed.

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Setting the destination to Dropbox

When defining a new backup job using the **New Backup Wizard**, select **Dropbox** in the **Destination** section (1st page of the wizard). If you already have a defined backup job and want to change the destination to **Dropbox**, select that backup job, open the **Properties** window (Ctrl+P), go to the **Destination** page and select Dropbox. There you can choose from existing Dropbox configurations or create a new connection.

If you have any defined **Dropbox** configurations, you will be able select one from the dropdown list (to define a configuration go to **File->Options->Online connections->Dropbox**). Alternatively, you may define a custom configuration during the same step of the **Backup Wizard**.

Once you've entered the connection details, it is recommended to run a connection test by pressing the **Test** button.

Recommendations for backing up to Dropbox

1) After each change to the Dropbox configuration be sure to use the **Test** function.
2) If you backup important data to a remote location using Dropbox, encrypt the zip files for increased security. In this case, even if another person manages to gain unauthorized access to your Dropbox account, your files will still be protected.

2.10 How to Backup to USB or Firewire drives

You can backup your data to a USB or Firewire drive. These are practical backup destinations as they allow you to store important files to external devices, increasing portability. It can be considered as an additional protection from of hardware failures and other natural disasters.

There are external USB hard drives with performance comparable to conventional hard drives. These portable drives (called enclosures) are composed of devices that connect through USB on one side and to conventional hard drives on the other side. A hard drive is installed into the enclosure and then the enclosure is plugged into the computer, thus creating a normal USB backup device. Given the size of nowadays hard drives, this can be considered a mass storage device for backup purposes.

There are external hard drives that, besides USB technology, also use Firewire as a connection port. Even though USB ports are ubiquitous, Firewire hard drives tend to have increased speeds.

Steps for backing up to USB drive with FBackup:

1) **Connect your USB device**. In case of disk drives, before setting up the backup job, make sure that the USB drive is turned on and working. Usually, the enclosure has a start button and LED signal lights. A green or blue LED light is usually the indication that the device is running.
2) **Make sure your drive is formatted.** If you intend to use a new/unused external hard drive, you might not be able to see it as a distinct drive in Windows Explorer after connecting it. This is because the drive has not yet been formatted for use. In Windows, navigate to Computer

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Management and select Disk Management. From there, you can see and format your new drive. If however, the drive is present in Windows Explorer, formatting is not required. USB Flash drives always come pre-formatted.

- Go to Start->Settings->Control panel->System and Maintenance->Administrative Tools->Computer Management

If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

- Under **Storage** click **Disk Management**
- To format the volume with the default settings, in the **Format** dialog box, click **OK**, and then click **OK** again.
- **Test** to see if the drive is now recognized by going to **File Explorer** (a new drive letter should appear)

3) **Configure FBackup**. If the drive is recognized by Windows, it will be recognized by FBackup too. To back up to the USB drive, you should define a backup job in FBackup that has the destination set to the USB drive. When defining a new backup job using the **New Backup Wizard** , in the destination section (1st page of the wizard), select Local, then select your device from the Drive list. Finally, you may type in or browse for a folder destination.

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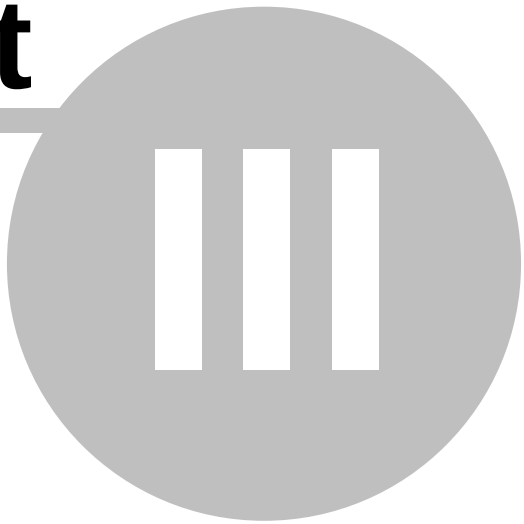
Backup Types

Part



3 Backup Types

3.1 Backup Types

Full Backup

The Full Backup creates an archive out of all the folders and files that were selected to be backed up. Because the Full Backup stores all files and folders, backing up frequently will allow faster and simpler restore operations. When you choose other backup types, restore jobs may take longer.

Mirror Backup

A Mirror Backup is identical to a Full Backup, with the exception that the files are not compressed into a single zip file. A Mirror Backup is most frequently used to create an exact copy of the backup data. It has the benefit that the backup files can be readily accessed using tools like File Explorer. Using the Mirror Backup type, you can also choose to archive each individual file, preserving the folder structure, which also allows you to use the zip compression and encryption features.

FBackup stores a summary snapshot of the file information into a backup catalog file (".fkc") each time a backup is executed. For every file backed up, the snapshot contains the file name, size and attributes as well as the date and time of creation, latest modification and latest access.
Legacy backup applications inspect each file's archive flag to identify which files have been changed. FBackup will not interfere with any other backup software, because it does not need to read or change the archive flags, instead it uses the catalog file to decide which files have to be backed up and which do not.

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Backup to CD, DVD or Blu-ray

4 Backup to CD, DVD or Blu-ray

4.1 Backup to CD, DVD or Blu-ray

Backing up to CD, DVD or Blu-ray media has become increasingly common due to mature technology and cheap CD, DVD or Blu-ray burners.
If you plan to do a backup to a CD, DVD or Blu-ray disc, please consider our recommendations:

- Do not use the same CD, DVD or Blu-ray disc to store consecutive backup versions. It's better to use different CD, DVD or Blu-ray media for each backup version (change the CD, DVD or Blu-ray disc at each backup run). Use a set of CD, DVD or Blu-ray media and rotate them periodically (e.g.: take 7 CD media, one for each week day; start with the first CD again every 7 days). The reason for this is that in case the burn process fails or the CD, DVD or Blu-ray data becomes corrupted, you still have the previous backup version on a different disc.
- Rewritable CD, DVD or Blu-ray media can be burned only a limited number of times. When strange errors happen you should consider that the CD, DVD or Blu-ray disc might be over-burned (worn out).
- Always test the backed up data after burning. FBackup has a special option to automate the test after backup and also in case you are spanning multiple CD, DVD or Blu-ray discs , FBackup test each CD, DVD or Blu-ray disc before writing the next one.

FBackup makes the backup to CD, DVD or Blu-ray disc process to be easy to perform: just set the backup destination to the CD, DVD or Blu-ray burner drive and run the backup. By default FBackup uses its own built-in burning engine to backup to CD, DVD or Blu-ray media (you do not need third party drivers or burning software to be installed).

If the backup does not fit onto one CD, DVD or Blu-ray disc, FBackup will automatically span the backup over multiple media. Each disc is assigned a different label for future identification. We recommend marking the CD, DVD or Blu-ray disc with this label.

4.2 Writing to CD, DVD or Blu-ray disc

By default, the backup catalog (.fkc) is stored both on the destination CD, DVD or Blu-ray disc and locally. To see if the catalog will be stored locally too, select **Backup Properties** for a backup job, go to **Advanced** and see if the **Use local catalogs (.fkc)** option is checked.
If it is unchecked the backup catalog is stored only on the destination. The recommended option is to leave it checked.

When the backup process starts, FBackup searches for the ".fkc" file locally (by default, assuming that you didn't uncheck the option **Use local catalogs),** then:

- If the catalog file is found, FBackup will make a new version for the backup job. If you wish to write the new backup version on a separate CD, DVD or Blu-ray disc (this is recommended) then you should set the **Ask for a new disk before backup** option.
- If the backup catalog is not found locally (was deleted by mistake) or if the **Use local catalogs** option is unchecked, FBackup will ask for the last CD, DVD or Blu-ray disc used for the backup. When it finds the backup catalog, FBackup will make a new version for the files in the backup

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job.
- If the catalog file is not found on the destination either, FBackup will start with a new full backup

FBackup will automatically span the backup over multiple media if the size of the backup job does not fit on a single CD/DVD/Blu-ray disc. For each disc FBackup will assign a different label for future identification. We recommend marking the CD, DVD or Blu-ray disc with this label.
When spanning multiple CD, DVD or Blu-ray discs, FBackup will create independent zip files, meaning that if you have a backup that spans over 3 CDs and if one of the CDs becomes unreadable, you will still be able to access and recover the data on the other 2 CDs.

It is recommended to always leave the **Test after backup** option (**Backup Properties- >Advanced**) checked, especially if your backup is written on CD, DVD or Blu-ray disc. In case of disk spanning, FBackup will test your backed up data after each individual written disc. This way if one of the discs has errors you know before the backup job is finished and you can interrupt the backup process in time.

Note that when backing up to CD, DVD or Blu-ray disc FBackup requires additional free space on the drive where the Temporary Folder is located (at least 700Mb when backing up to CDs, 4.7Gb when backing up to DVDs or 25GB when backing up to Blu-ray discs).

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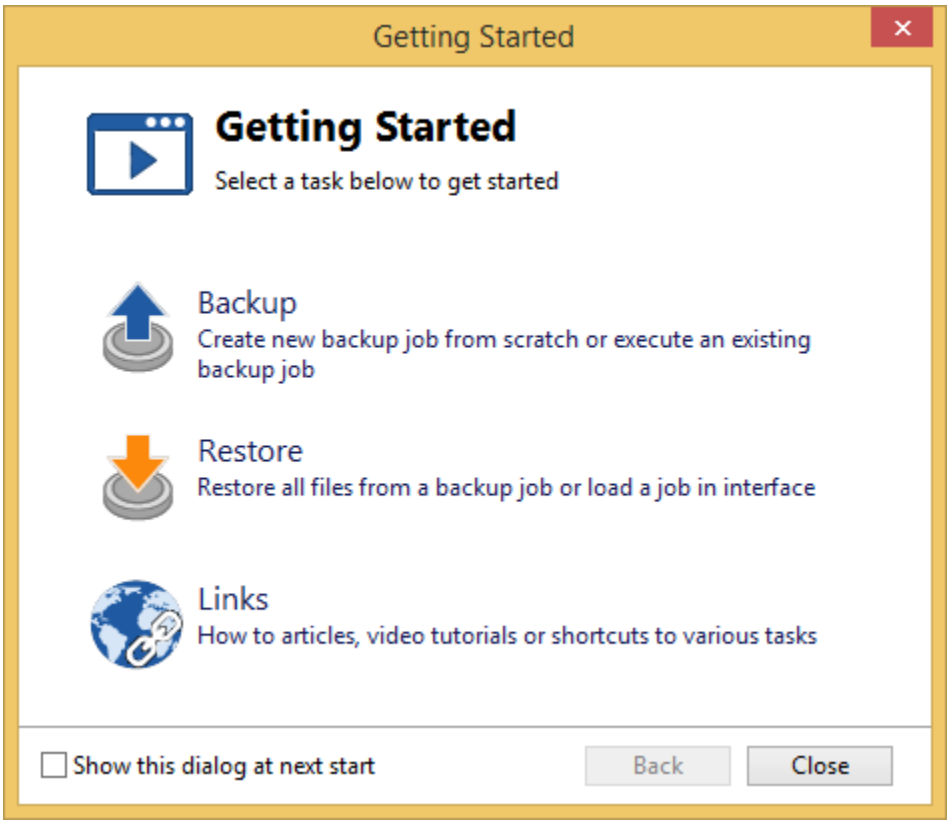
Main Window

Part V

5 Main Window

5.1 Getting Started

This window is displayed when you first run FBackup. You can also access this window if you select **Getting Started** from the **File->Tools** menu.
There are two large buttons for backup and restore and a list of articles about FBackup.



Backup

Press this button to create or run backup jobs.

Backup - Run selected backup job
Select an existing backup job from the list and press **Backup** to run the selected job.
Create - Create new Backup job
Pressing the Create button will open the New Backup Wizard.

Restore

Restore - Restore from selected backup
Select an existing backup job from the list and press **Restore** to open the Restore Wizard.

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Open - Load backup jobs
Use the **Open** button to recreate a backup job from the backup catalog (.fkc) or from the initialization file (.ini).
The recreated backup job will be added to the backup list.

If you don't want to show the **FBackup Startup** window next time you open FBackup, uncheck the **Show this dialog at next start** option.
By default this option is checked.

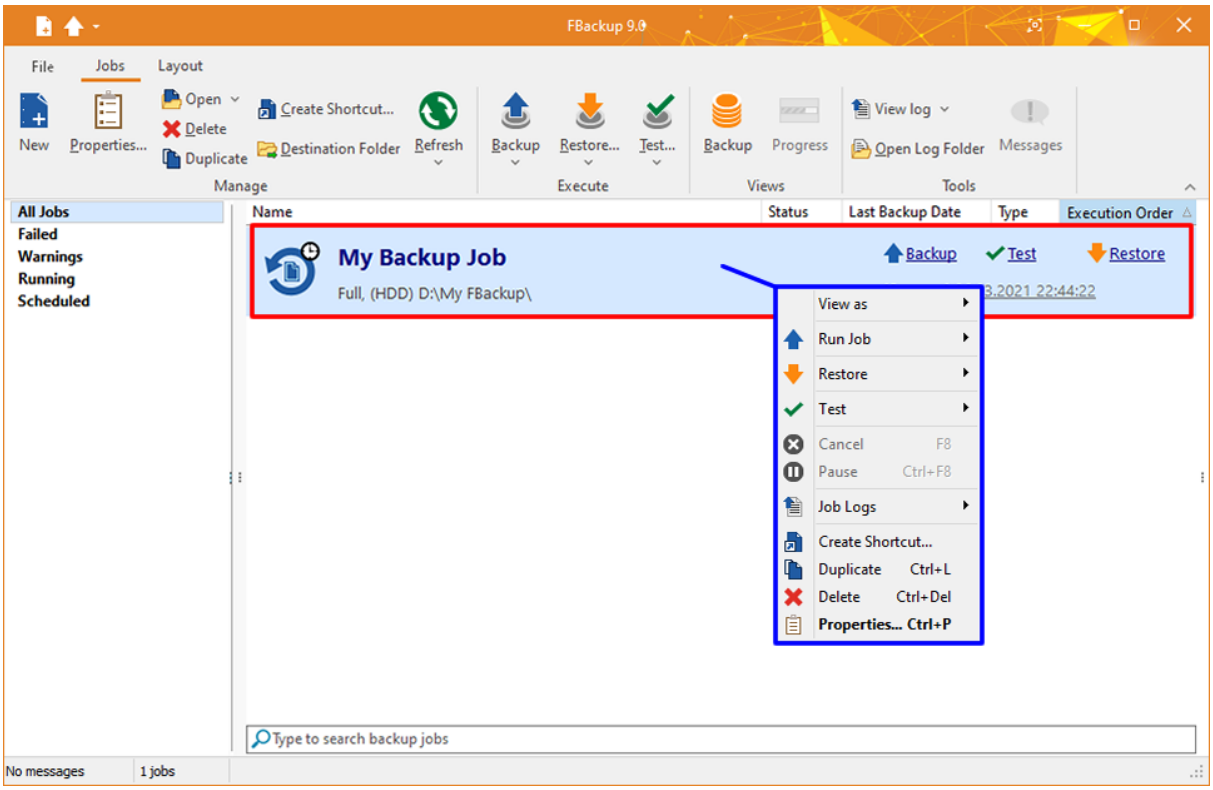
Links

Shows a list of the most popular articles from our knowledge base.

5.2 Jobs View

5.2.1 Jobs List

Backup list, visible in the middle column of the main window, contains all the backup jobs defined. By default, backup jobs are listed by **Execution order** column. In other words, if running all jobs one after the other, they will be executed in order from top to bottom.



To configure a backup job's appearance (icon and label) in the backup list, you have to open the

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Backup Properties window, switch to the **General** tab, change the name of the backup job.

When right clicking a backup job, a menu is displayed giving the following options:

- **View as:**
  - **Card** - will display all jobs as cards
  - **List** - will display all jobs as list
- **Run Job**
- **Backup** - performs a backup with the type selected in Properties
- **Full Backup** - performs a full backup regardless of the backup type
- **Restore**
- **Restore** - opens the **Restore Wizard** window for the currently selected backup job
- **Restore Latest Version -** starts the latest version restore process for the selected backup job
- **Restore Latest Version To -** opens a window to select the folder were you want the backup to be restored
- **Test**
  - **Test...** starts the test process for the currently selected backup job
  - **Quick Test -** starts a quick test for the selected backup job. The existence of the files in destination is verified.
- **Cancel** - aborts current backup process
- **Pause -** pause the current backup/test/cleanup/restore process
- **Job Logs** - lets you open and view the **Last Backup Log**, **Last Restore Log**
- **Create Shortcut...** creates a shortcut to the backup job
- **Duplicate** - duplicates a backup job
- **Delete** - deletes a backup job
- **Properties...** opens the **Backup Properties** window

5.2.2 Create Shortcut

The **Create Shortcut** window can be opened from the **Create Shortcut...** button located on the **Jobs** tab or by right-clicking the backup job from the backup list and selecting **Create Shortcut...** It creates a shortcut for the backup job on a designated location and you can simply run the backup job by double-clicking it.

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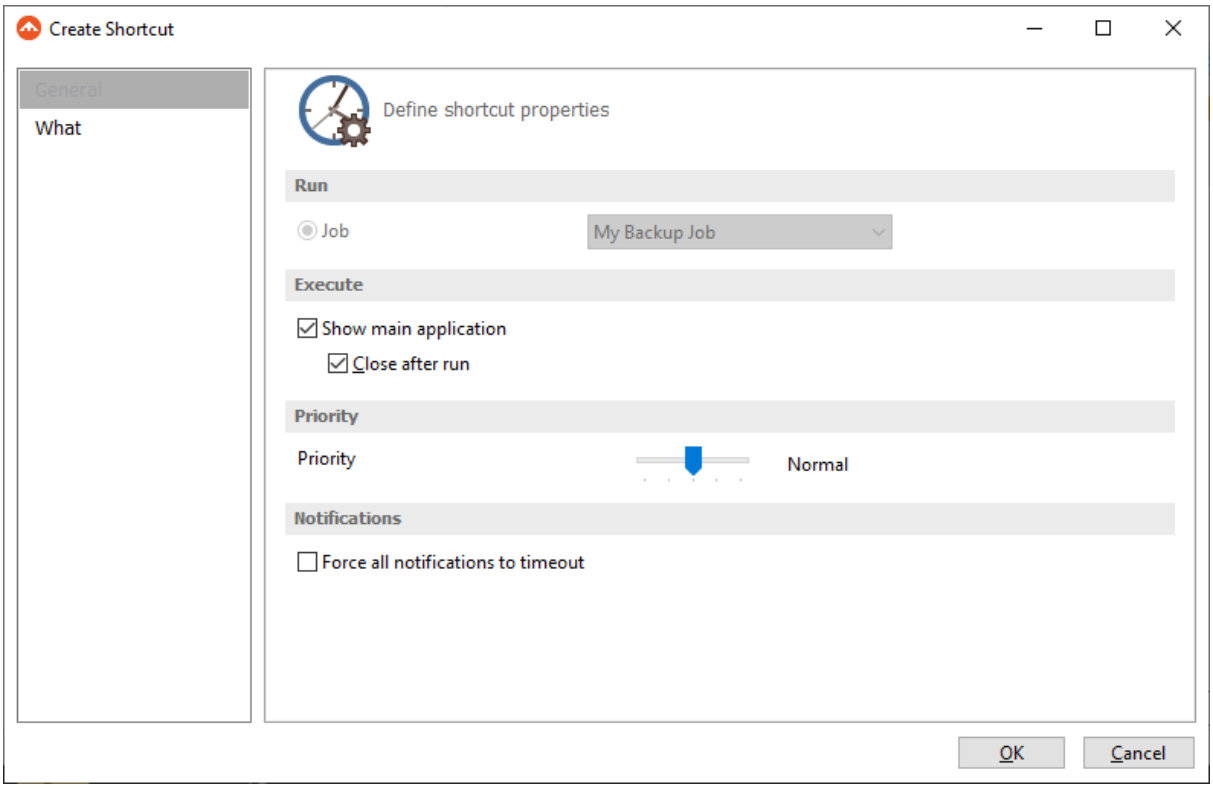

General

On this page you can define which backup job you want to run, if the application will be visible or not, the task priority and the icon.

Run

- **Job -** Select a backup job from the list to be executed

Execute

Show main application

If checked, when you will double-click the backup shortcut, the main application will start and the backup will be executed. Furthermore, if the **Close after run** option is checked, FBackup will be closed after the action is executed.

By default this option is not checked so the action will run in background.

Priority

User can change the priority of the action started by the shortcut: backup, test. Just move the cursor to a lower or higher priority level.

Notifications

Force all notifications to timeout

Use this option if you want to timeout all notification messages during the backup.

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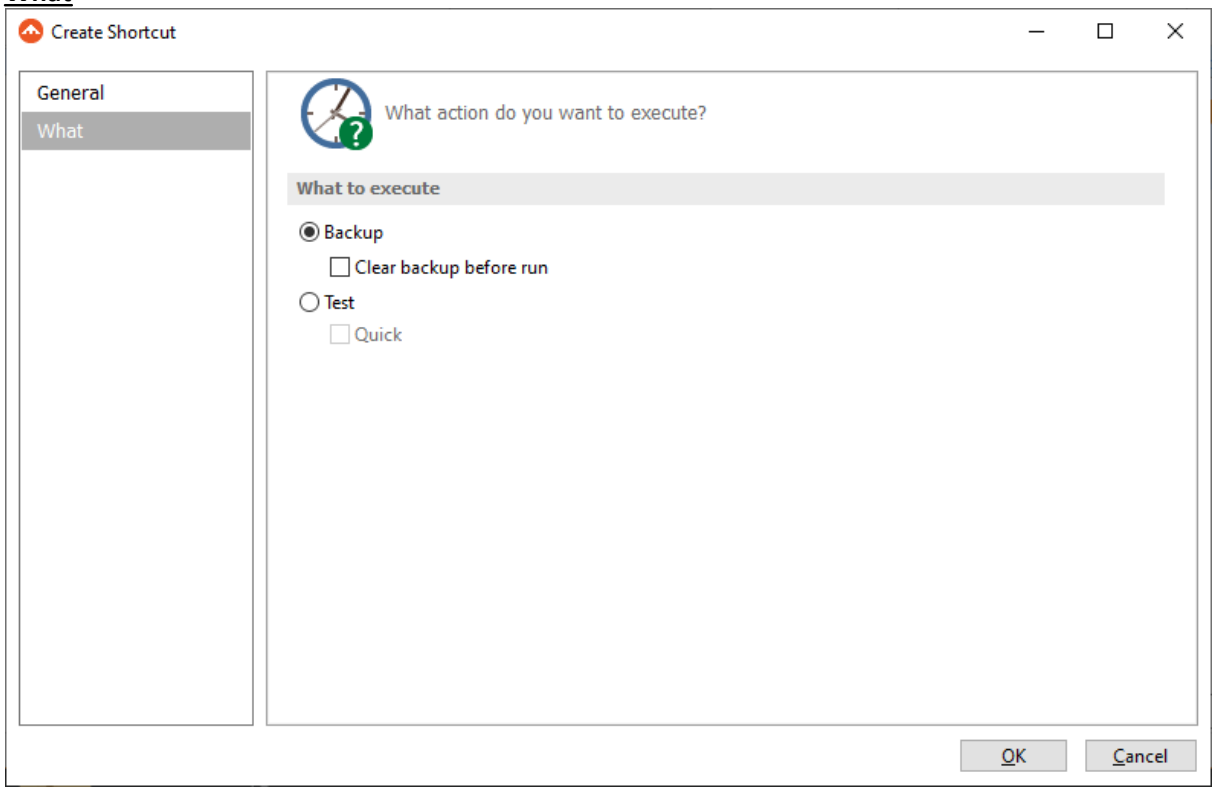
What



On this page you can select and configure what action you want to execute when double-click the shortcut: backup, test.

What to execute

- **Backup**

  Clear backup before run

  If this is checked, FBackup will first delete the ".fkc" file and all zip files associated with the current backup job and after that execute the action.
- **Test** - you can create a shortcut to a test operation instead of a backup.

Once you have selected the Action to be performed and the backup job to run, press OK to create the shortcut. A window will prompt you to select a name for your shortcut and its destination. Once that's completed, the shortcut will be placed in the selected destination.

5.2.3 Open backup

There are two ways to open a backup job in FBackup.

- You can open the backup catalog (.fkc) or ini file using the **Open** command from **Files** menu. You just need to browse your computer and indicate the catalog or ini file location.

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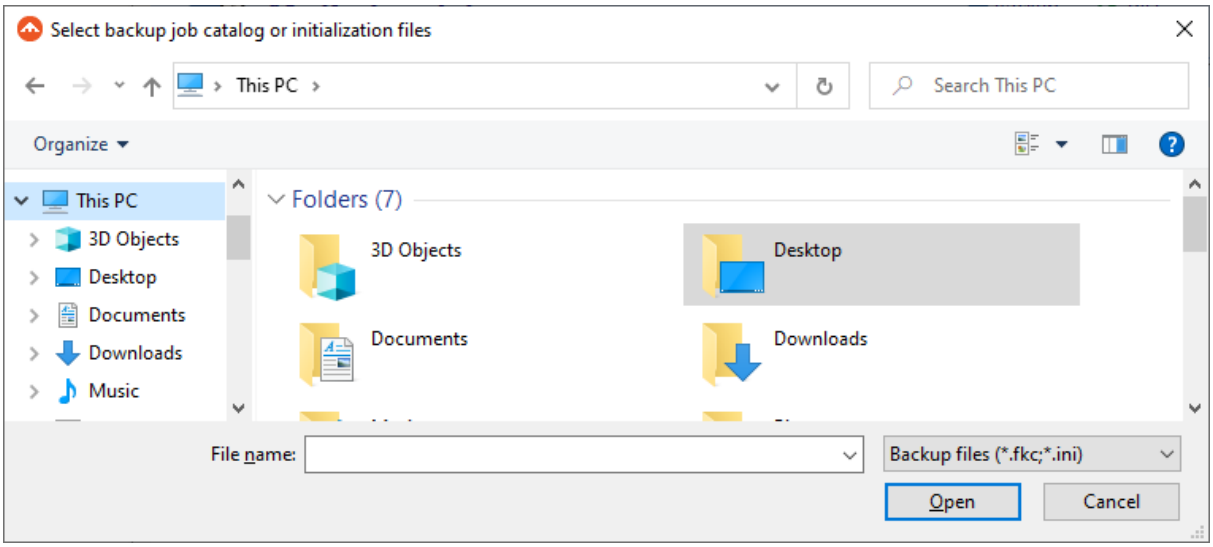
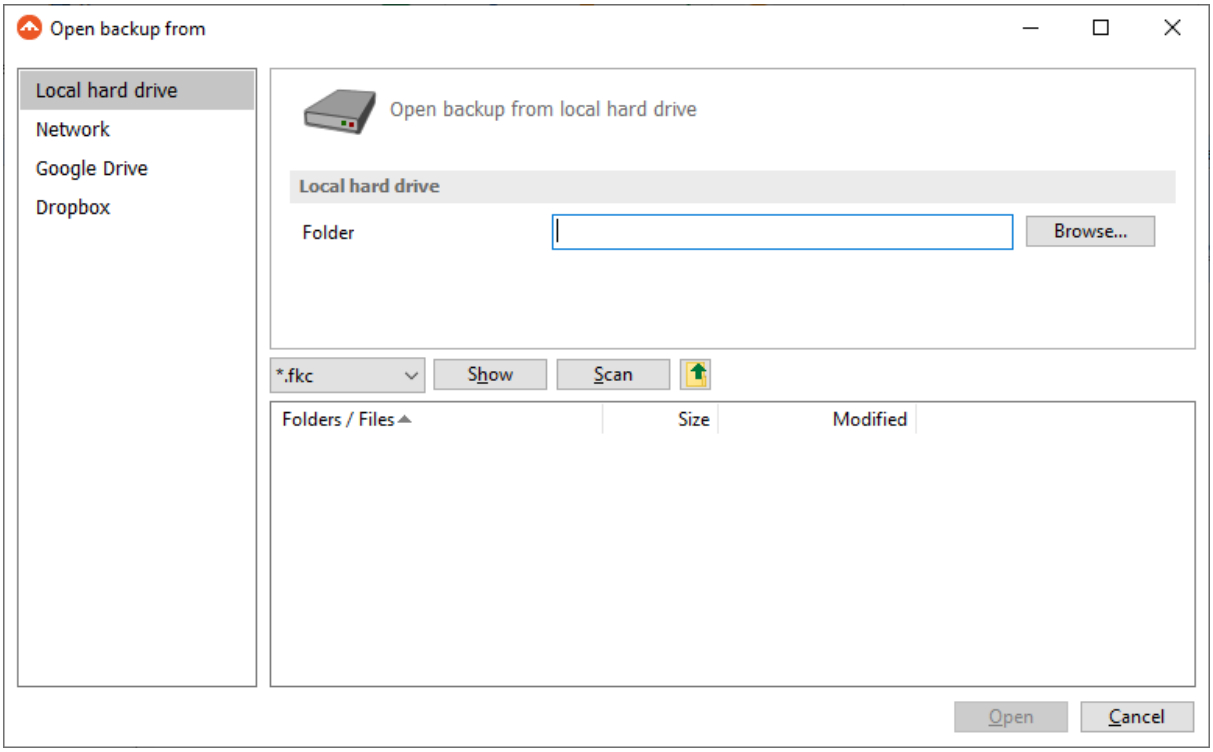


- You can open the backup catalog (.fkc) or ini file using the **Open From** command from **Files** menu. This option is recommended to be used if the catalog is located on a network location, but can also be used for local hard drives.

Open from a local hard drive

Use this page if the catalog is on a local hard drive. Browse your computer and indicate the folder containing the catalog(s) or ini file(s).
Press **Show** to display the folders and selected file types (.fkc or ini). Press **Scan** to display a list of only .fkc/ini files from all folders and subfolders in that location.



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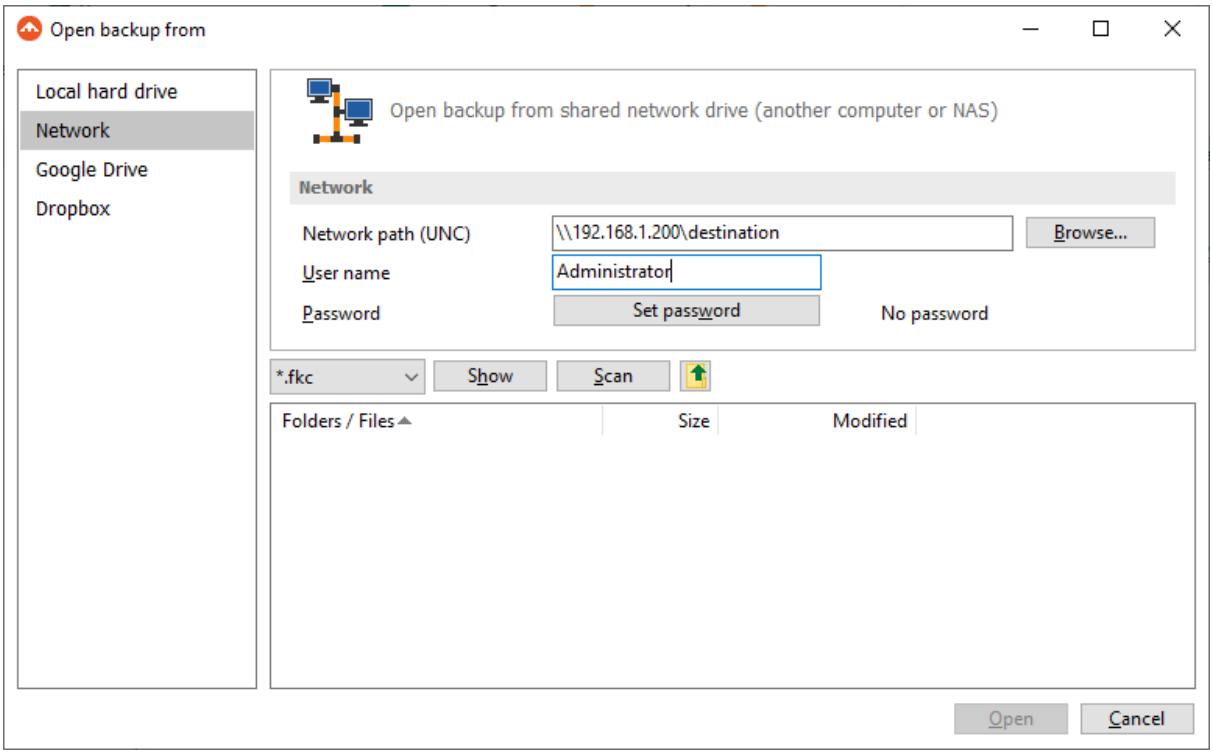
Open from a network drive

Use this page if the catalog is on a network drive. Select the network location and enter the username/password if necessarily.
Press **Show** to display the folders and selected file types (.fkc or ini). Press **Scan** to display a list of only .fkc/ini files from all folders and subfolders in that location.



Open backup from Google Drive

Use this page if the catalog is located on Google Drive. Configure Google Drive or choose an existing configuration.
Press **Show** to display the folders and selected file types (.fkc or ini). Press **Scan** to display a list of only .fkc/ini files from all folders and subfolders in that location. Here you can see how to configure Google Drive.

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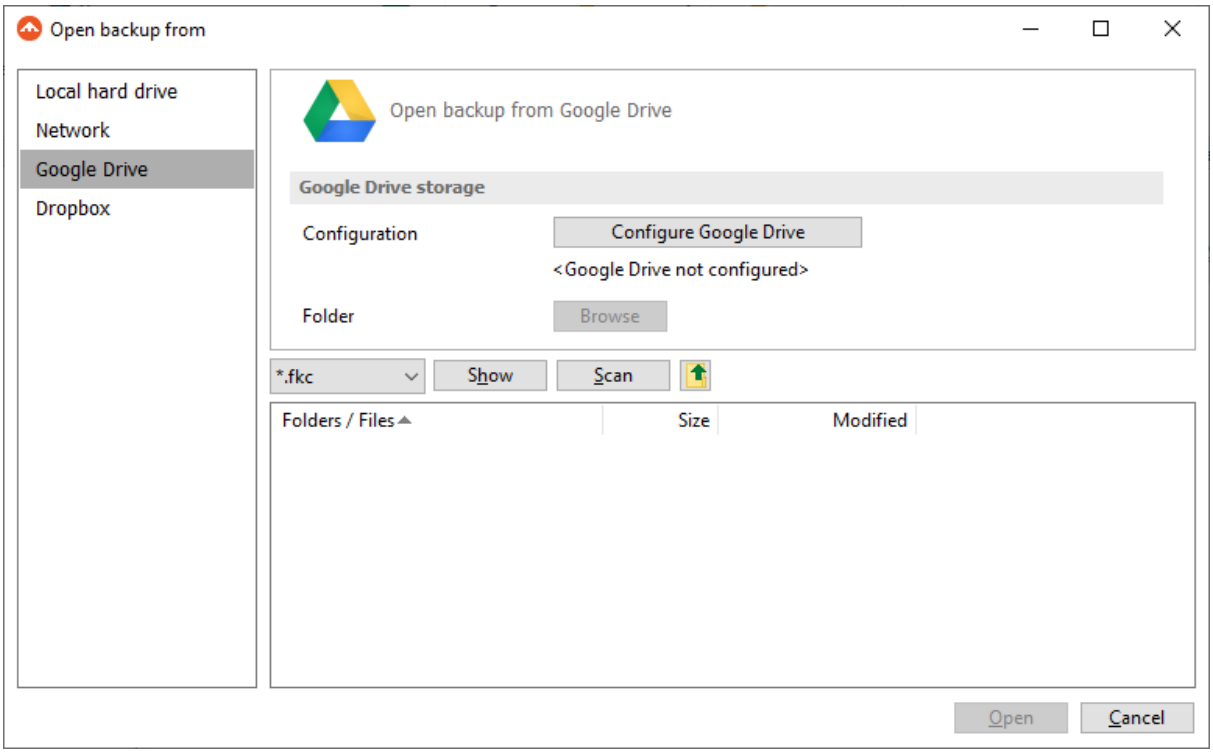

Open backup from Dropbox

Use this page if the catalog is located on Dropbox. Configure Dropbox or choose an existing configuration.
Press **Show** to display the folders and selected file types (.fkc or ini). Press **Scan** to display a list of only .fkc/ini files from all folders and subfolders in that location. Here you can see how to configure Dropbox.

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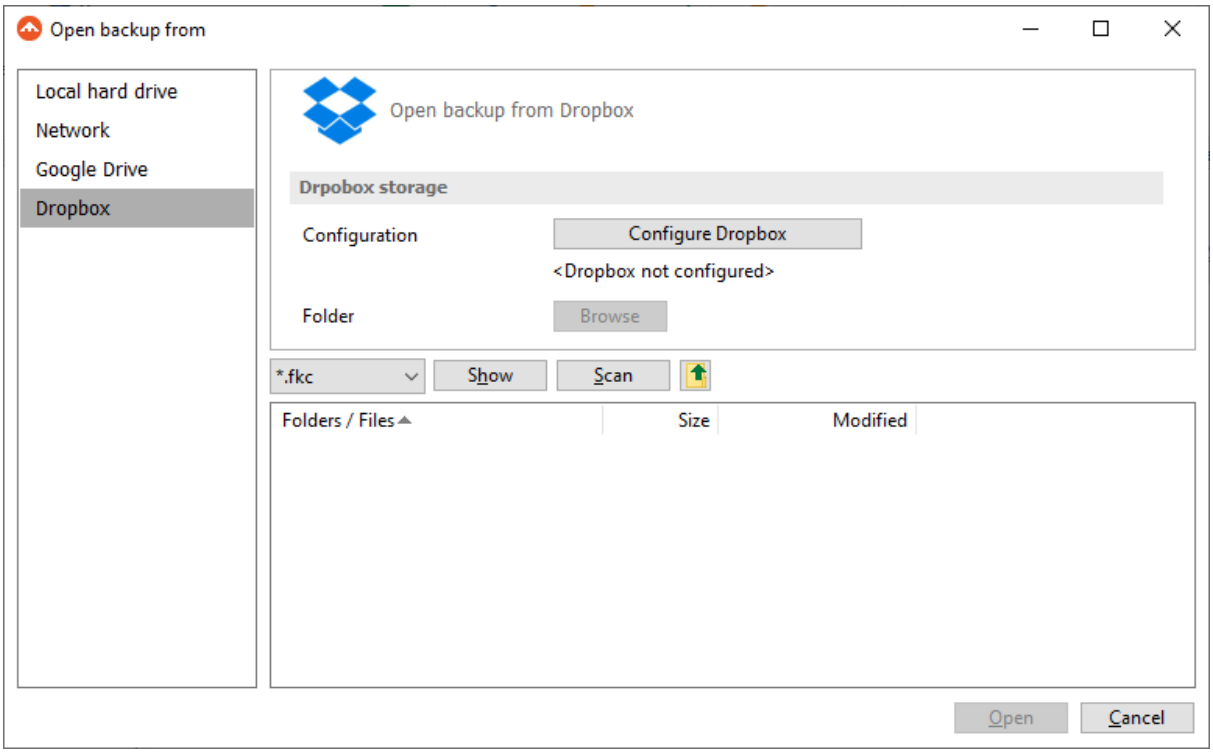

5.2.4 Test

The backup test is meant to ensure the validity and the integrity of the backup files and the backup catalog. During test, all files and folders from destination will be tested to make sure they were safely copied. The files in destination are not compared with the backup sources but with the information stored in backup catalog.

There is a second test option called **Quick Test.** It does a faster check of the files in destination, only to verify their existence, without calculating the CRC for each file.

The **Test** window can be opened from the **Jobs** tab, by pressing the **Test...** button or by pressing the F9 keyboard shortcut. It lists all the available information about the backup versions of the current backup job.

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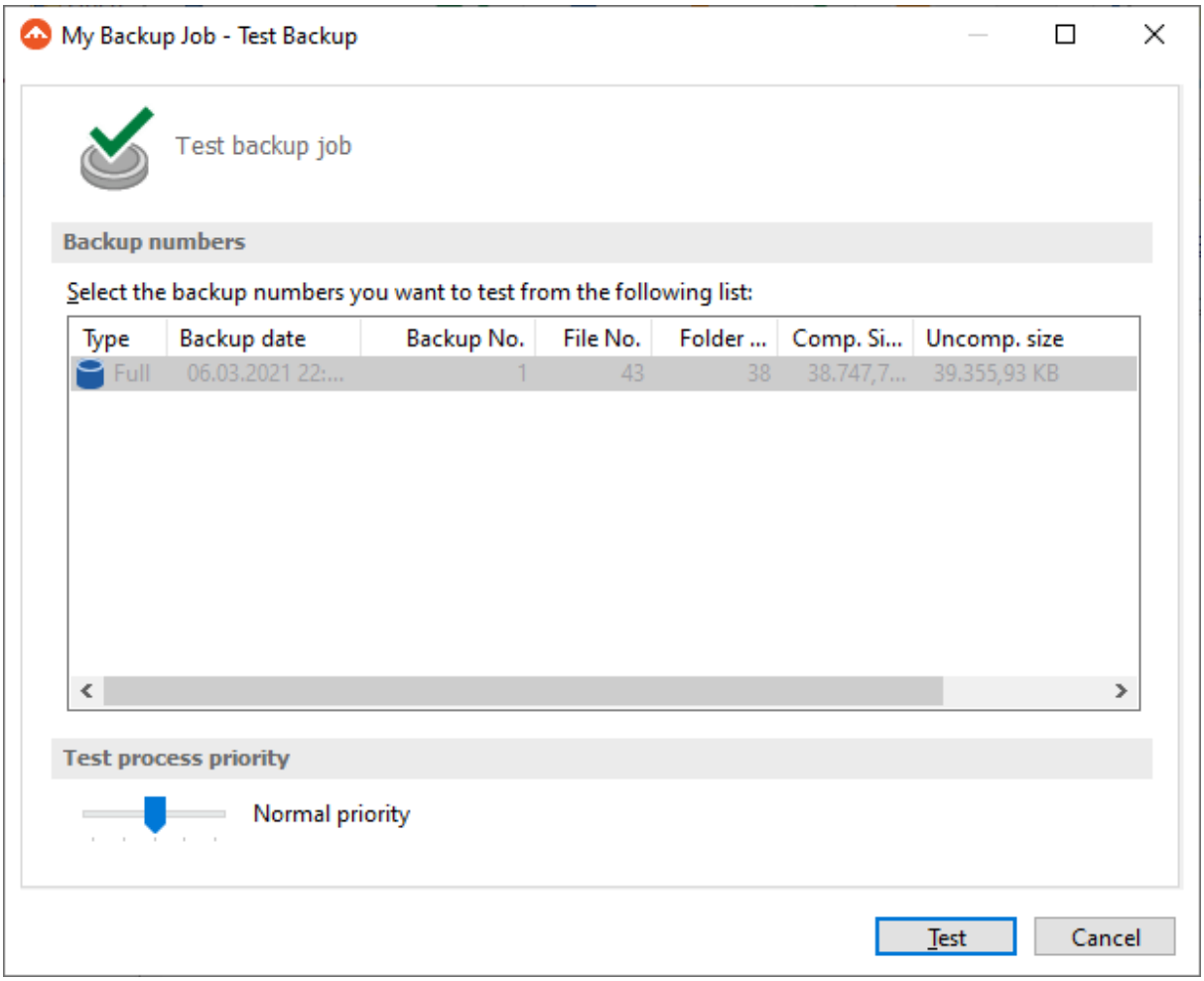

There are several columns in the **Test** window that provide information for each backup version:

- **Type** - Type of the backup. Each of the backup types is represented by a descriptive icon: Full, Mirror
- **Backup date** - Date and time when the version was added to the backup
- **Backup No.** - Number of the backup
- **File No. -** Number of files included in that backup
- **Folder No. -** Number of folders included in that backup
- **Comp. Size -** The compressed size of the backup
- **Uncomp. Size -** The uncompressed size of the backup
- **Label** - Label of the backup increment.

The backup versions in the list can be sorted by clicking on the column headers. The right-click menu on the column header provides a handy way to show/hide unnecessary columns (except the **Type** column which is grayed out).

Using the **Priority** slider you can set the test execution speed compared to the rest of the running processes on your computer. Default is **Normal priority**, but there are other 4 priority levels: **Lowest priority**, **Low priority**, **High priority** and **Highest priority**. On Lowest priority the test process will consume the minimum amount of computer resources but will take the longer to complete, while

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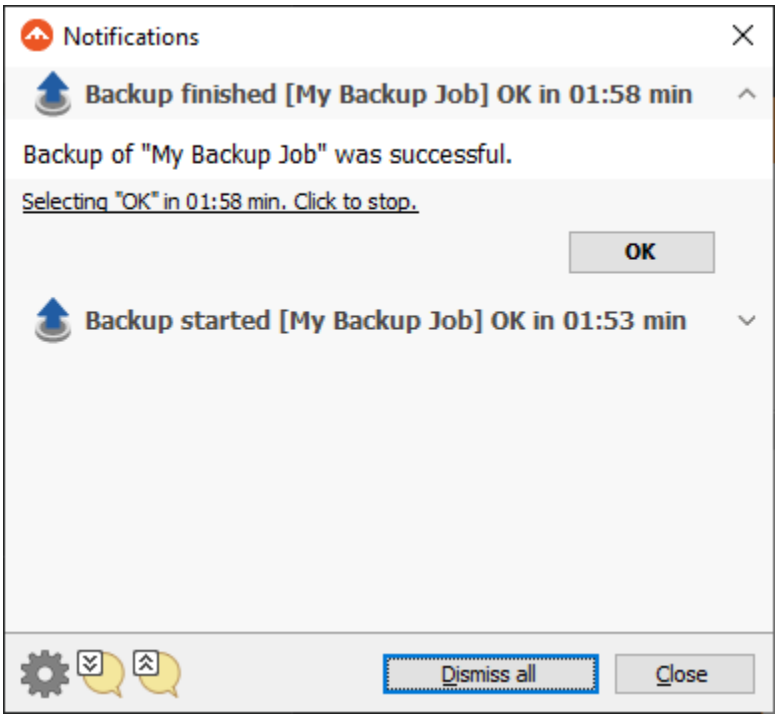
Highest priority will consume the highest amount of computer resources but will take the least to complete.

To test the selected backup versions press the **Test** button, or press **Cancel** (or the **Escape** key) to close the window.

After finishing the test, a pop-up message is displayed with the test results:

- **Testing <backup name> found no errors** - means that there are no corrupted/missing files in the backup



- **Testing <backup name> found error(s). Do you want to see the log file?** - means that some files are corrupted or missing from the backup; you should press **Yes** to see the test log file (also available from the **Jobs** tab, Tools section, **View Log->Last Test Log**)

FBackup has also the option to test the files automatically after backup. This option is checked by default and it is recommended to leave it this way. However, if you want to modify it, you can find the Test after backup option in the Backup Properties- >Advanced window for the selected backup job.

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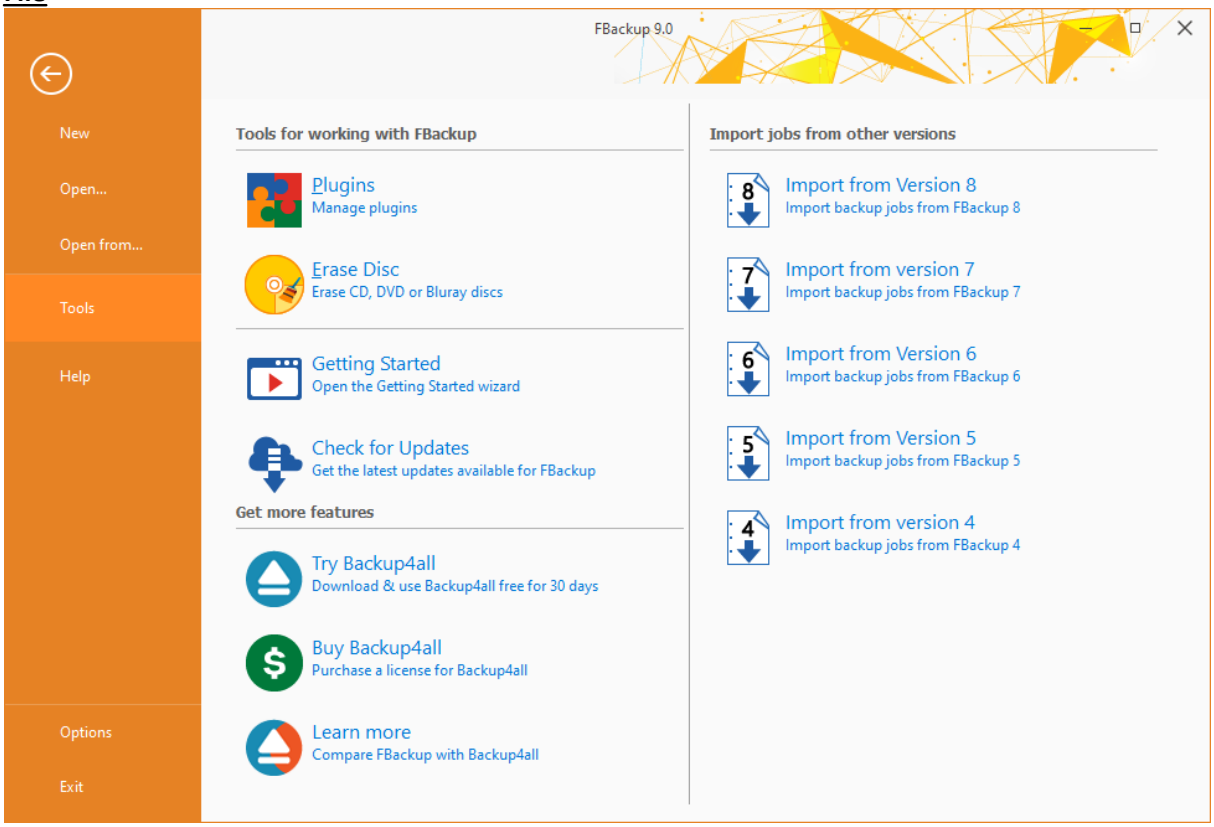
5.3 File

5.3.1 Commands

File



- **New -** creates a new backup job
- **Open** - creates a new backup job from the opened ".fkc" or ".ini" file
- **Open from... -** creates a new backup job from the opened ".fkc" or ".ini" file, and user can select to open the catalog from multiple locations as: Local hard drive, Network, Google Drive, Dropbox.
- **Tools**
  - **Plugins** - opens the **Manage Plugins** window
  - **Getting Started -** opens the **Getting Started** window
  - **Check for Updates -** displays a window with the available updates
  - **Import from version 8 -** imports the backup jobs from version 8 of FBackup
  - **Import from version 7 -** imports the backup jobs from version 7 of FBackup
  - **Import from version 6 -** imports the backup jobs from version 6 of FBackup
  - **Import from version 5 -** imports the backup jobs from version 5 of FBackup
  - **Import from version 4 -** imports the backup jobs from version 4 of FBackup

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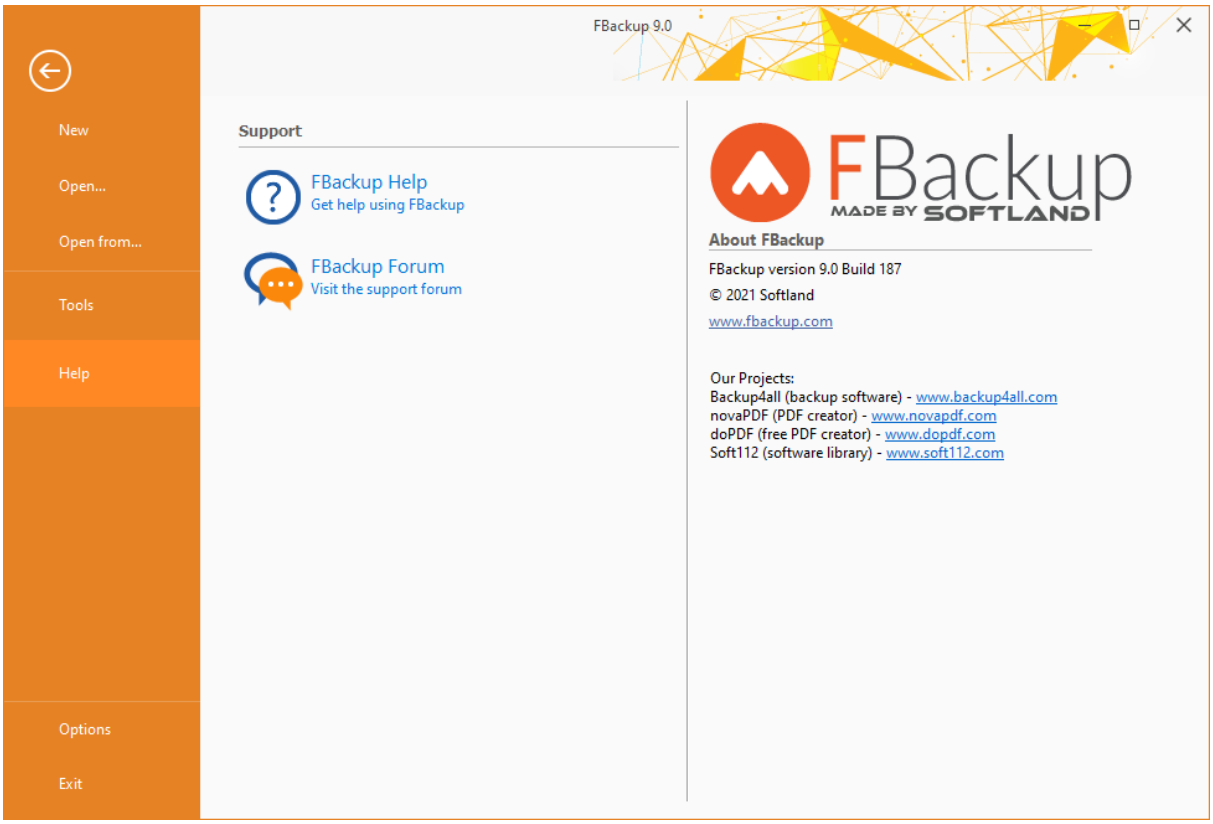


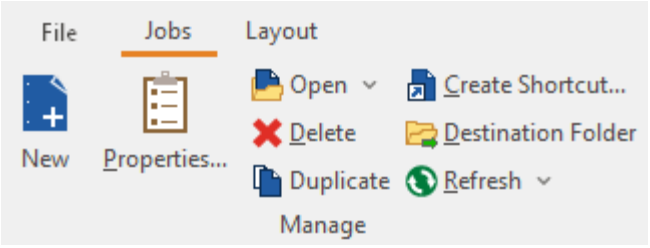
- **Help**
  - **FBackup Help** - opens the Help file
  - **FBackup Forum -** opens the FBackup Support Forum in a new web browser tab.

- **Options** - opens the Options window
- **Exit -** exits the application, same as the keyboard shortcut **Alt+F4**

Jobs

The Jobs toolbar contains the most important FBackup buttons which can be applied on backup jobs.

Manage - this group includes the buttons necessarily to manage the backup jobs.



- **New -** starts the New Backup Wizard
- **Properties -** opens a dialog to edit the backup job configuration
- **Open** - creates a new backup job from the opened ".fkc" or ".ini" file

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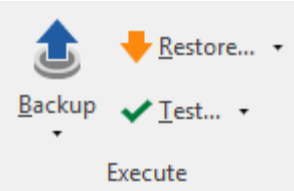
- **Open from...** - creates a new backup job from the opened ".fkc" or ".ini" file, and user can select to open the catalog from multiple locations as: local hard drive, network.

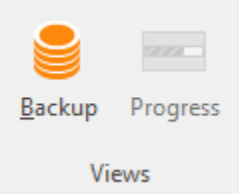
- **Delete** - removes the current selected backup, same as the toolbar button **Delete** or the keyboard shortcut **Ctrl+Del**
- **Duplicate** - duplicates the selected backup job, same as pressing the keyboard shortcut **Ctrl+L**
- **Create Shortcut...** creates a shortcut to a backup job (for easy backup execution from outside the program) on your desktop, quick launch or other location
- **Destination Folder** - opens the backup destination folder
- **Refresh** - reloads the selected backup job
  - **Refresh all jobs -** reloads all backup jobs

Execute - this group includes the buttons for all actions that can be executed on a backup job



- **Backup**
  - **Backup** - performs the backup type defined in Backup Properties
  - **Full** - performs a full backup
- **Restore**
  - **Restore** - starts the Restore wizard
  - **Latest version** - restores the latest version to its original location without showing the Restore wizard
  - **Latest version to...** - restores the latest version to a specified location without showing the Restore wizard
- **Test**
  - **Test -** opens the Test backup window
  - **Quick Test -** opens the Test backup window

Views



- **Backup -** switches to Backup View
- **Progress -** switches to Progress View

Tools

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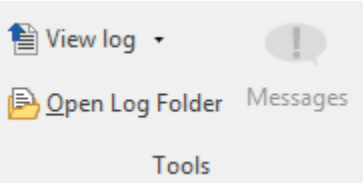
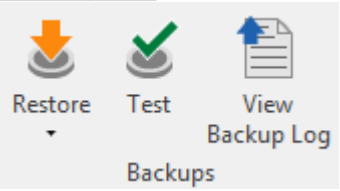


- **View Log**
  - **Last Backup Log** - shows the latest backup log for the selected backup job. If there is no log file, the menu is disabled.
  - **Last Restore Log** - shows the latest restore log for the selected backup job. If there is no log file, the menu is disabled.
  - **Last Test Log** - shows the latest test log for the selected backup job. If there is no log file, the menu is disabled.
- **Open Log Folder** - opens the folder where all log files are stored
- **Messages -** opens the application messages popup. If there are no messages, the button is disabled.

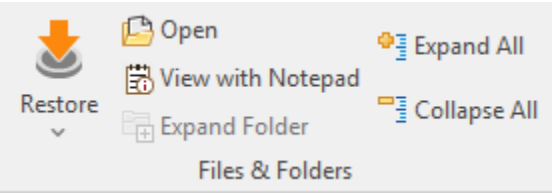
Backup View



Backups

- **Restore**
  - **Restore -** restore the selected version to the original location
  - **Restore to... -** restore the selected version to a specified location
- **Test -** test the selected backup version
- **View Backup Log** - open the backup log for that backup execution

Files & Folders



- **Restore**
  - **Restore -** restore the selected file to the original location
  - **Restore to... -** restore the selected file to a specified location
- **Open** - open the selected file
- **View with Notepad -** open the selected file with Notepad
- **Expand Folder -** expands all folders from the selected backup
- **Expand All -** expands all folders

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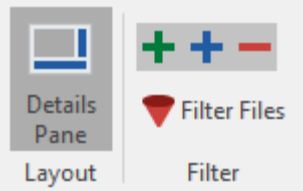
- **Collapse All -** collapses all folders

Layout

- **Versions Pane:** if pressed, will display the version pane on the bottom of the Explore view



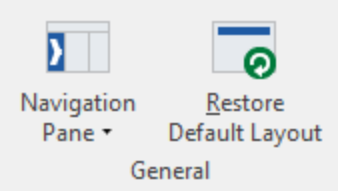
Filter

- \- show/hide files which were added in the selected backup execution
- \- show/hide files which were modified in the selected backup execution
- \- show/hide files which were excluded in the selected backup execution
- **Filter files -** open the Filters window

Layout

This page contains the buttons for the FBackup interface.

General



- **Navigation Pane** - indicate how the left side navigation pane is displayed
  - **Expanded -** shows the navigator pane expanded
  - **Collapsed -** shows the navigator pane collapsed
  - **Off -** hides the navigator pane
- **Restore Default Layout -** restores the default layout of FBackup

Jobs

- **View as -** indicate how backup jobs are displayed
  - **Card -** shows the backup jobs as cards
  - **List -** shows the backup jobs in a list

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5.3.2 Erase CD/DVD/Blu-ray

The **Erase CD/DVD/Blu-ray** window can be opened from the **File->Tools->Erase disc** menu item.

When the window is shown, devices capable of writing to CD, DVD or Blu-ray disc are listed in it. The first device from the list is selected by default.
A summary of properties is shown for each device (calculated by FBackup's internal burner):

- **Maximum read speed of device** - shows the maximum reading speed of the device (kb/s)
- **Maximum write speed of device** - shows the maximum writing speed of the device (kb/s)
- **Reading capabilities** - displays a list of media the device can read from
- **Writing capabilities** - displays a list of media the device can write to
- **Disk type** - shows the type of media inserted
- **Sessions on disk** - number of sessions on the disk
- **Disk free space** - free space on disk
- **Disk size** - total size of disk
- **Maximum read speed of media** - maximum reading speed of media
- **Maximum write speed of media** - maximum writing speed of media

When an erase is performed, the progress bar shows the percentage of the operation completed.

Options

Load
Closes the CD/DVD/Blu-ray tray. The button is enabled only when a device is selected.

Eject
Opens the CD/DVD/Blu-ray tray. The button is enabled only when a device is selected.

Refresh list
Will reload all information about the CD/DVD/Blu-ray burners.

Quick erase
Erases the CD/DVD/Blu-ray disc. Additional options are available in the combo:

- **Quick erase** - disk appears to be empty, but the data is not physically erased (selected by default)
- **Full erase** - will physically erase all data on disk. Takes longer to perform

Close
Closes the Erase CD/DVD/Blu-ray window.

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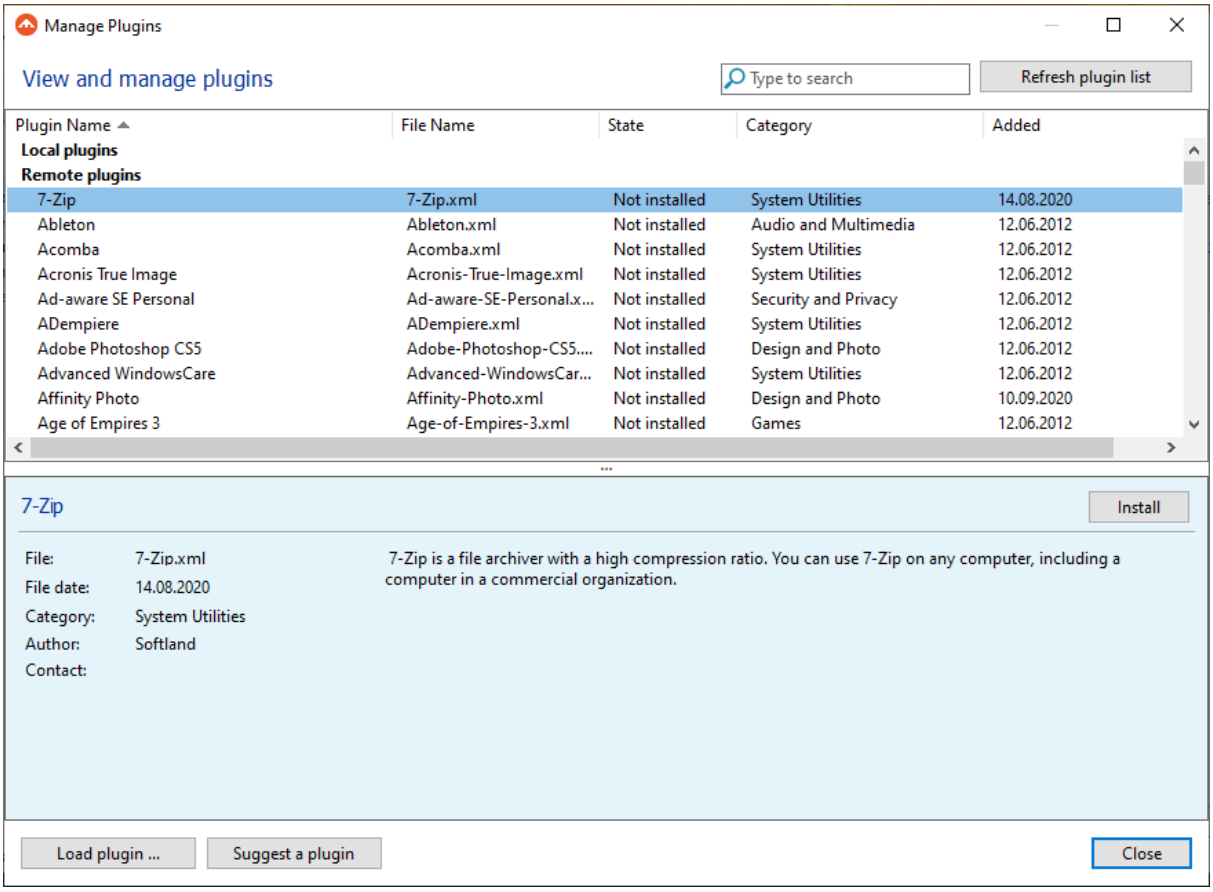
5.3.3 Plugins

FBackup includes a plugin manager that can be found in **File->Tools->Plugins.** The Manage Plugins window allows you to download, add, remove, enable or disable the FBackup plugins.
After installing a plugin, you can use it on the **What do you want to backup page** when creating a new backup job using the **New Backup Wizard** or on the **Sources** page using **Advanced mode** (Backup Properties).



Refresh plugin list
Pressing this button will download and show the list of all available plugins available on our website.

Install
This button appears when you select a plugin which is not installed on your computer. Pressing the **Install** button will download and enable the selected plugin.

Uninstall
This button appears when you select a plugin which is installed on your computer. Pressing the **Uninstall** button will delete the selected plugin from your computer.
If you try to uninstall a backup plugin which is in use by any of the backup jobs from FBackup, you will get a warning message that the plugin cannot be deleted as it is used by a backup job.

Enable

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This button appears when you select a plugin which is installed but not enabled on your computer. Pressing the **Enable** button will activate the selected plugin on your computer so it will be visible in the New Backup Wizard.

Disable
This button appears when you select a plugin which is installed and enabled on your computer. Pressing the **Disable** button will disable the plugin, it will not appear in the New Backup Wizard anymore, but the plugin remains on your computer.

Load plugin ...
Press this button to install a new backup plugin.
You will be asked to select the plugin file location from your computer. Multiple plugin files can be selected and open.

Suggest a plugin
Pressing this button will open a website page in browser, were you can suggest us the plugin to create.

Close
Press this button to close the Manage Plugins window.

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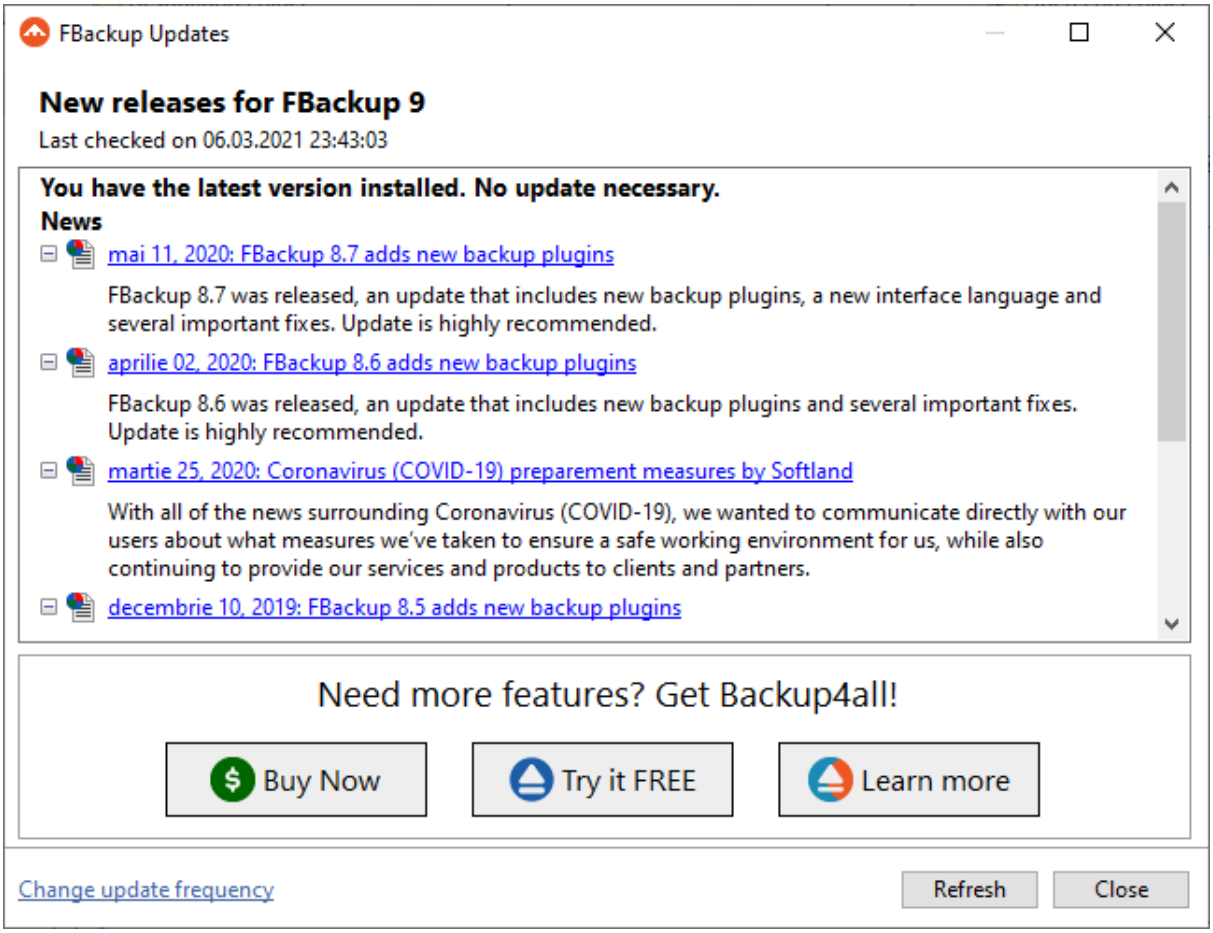
5.3.4 Check for updates



You can manually check for updates from **File**->**Tools**->**Check for Updates**.
In the **Updates** window, you can see if there are any updates available and what is new in the update.

5.3.5 Keyboard Shortcuts

Keyboard shortcuts configured in FBackup:

New backup wizard - **CTRL + N**

Open backup - **CTRL + O**

Backup job properties - **CTRL + P**

Progress

Refresh - **F5**

Execute backup - **F6**

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Restore - **F7**

Pause - **CTRL + F8**

Cancel - **F8**

Focus menu - **F10**

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New Backup Wizard

Part VI

6 New Backup Wizard

6.1 Overview

Using the **New Backup Wizard** you can easily create a new backup job. The steps in wizard must be followed in the given order.

If you want to create a new backup job using advanced options, you can do that by pressing the **Advanced mode** button that will open the **Backup Properties** window. All settings from the **New Backup Wizard** are included in the **Backup Properties**.

6.2 Destination - Where do you want to save your backup?

6.2.1 Local hard drive

You can use a valid local destination for your backup: hard disk drives, floppy disk drives or zip drives.
The **Local hard drive** option is selected by default when you define a new backup. From the **Drive** list, you can select one of your hard disk partitions. By default, the largest partition is selected.

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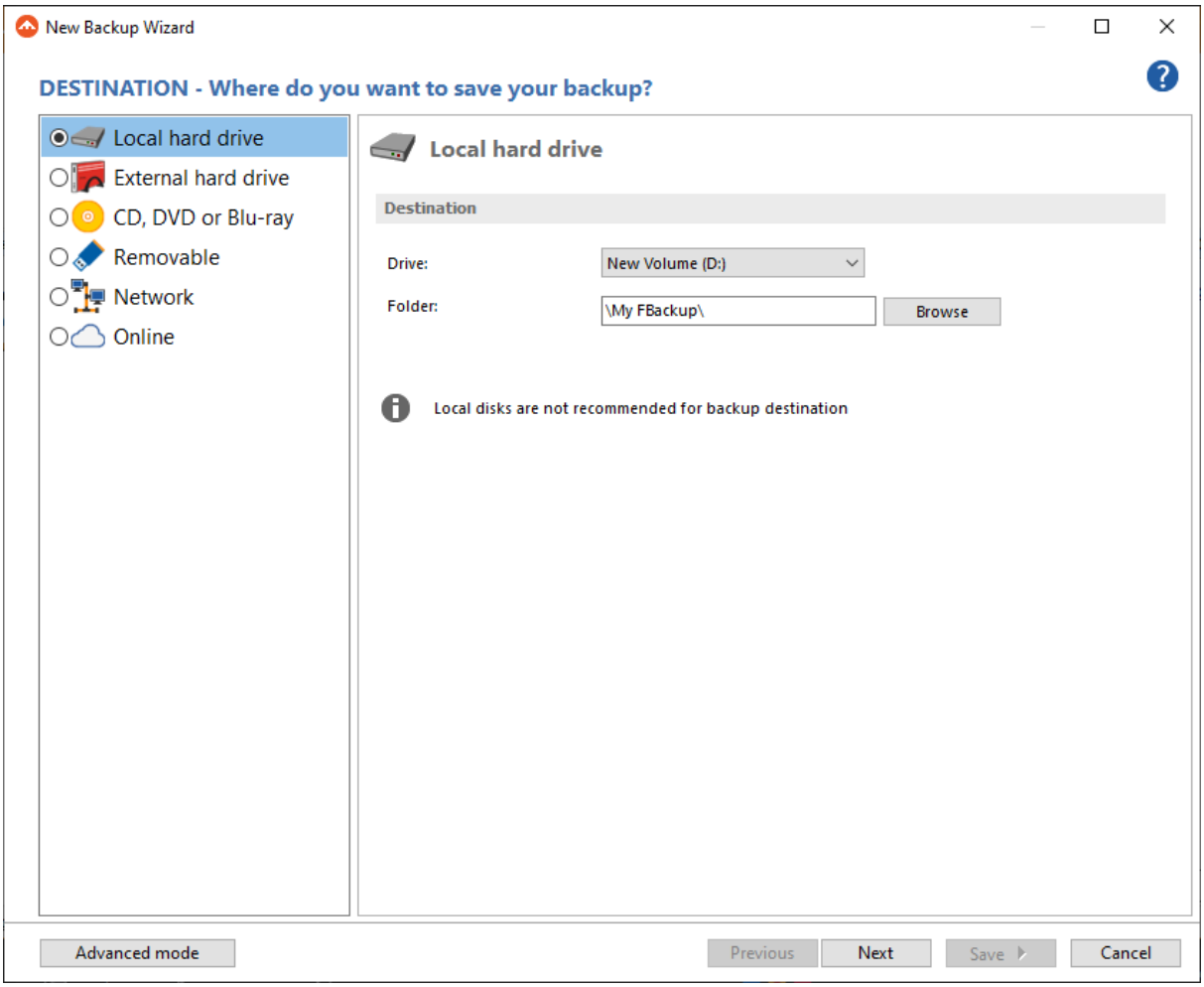

In the **Folder** field, there is a default folder destination (**\My FBackup 9**\<user name>\). You can click the **Browse** button and select a destination folder of your choice where the backup will be stored.

6.2.2 External hard drive

You can use an external hard drive as backup destination.
From the **Drive** list, you can select one of your external hard disks. By default, the first external drive is selected.

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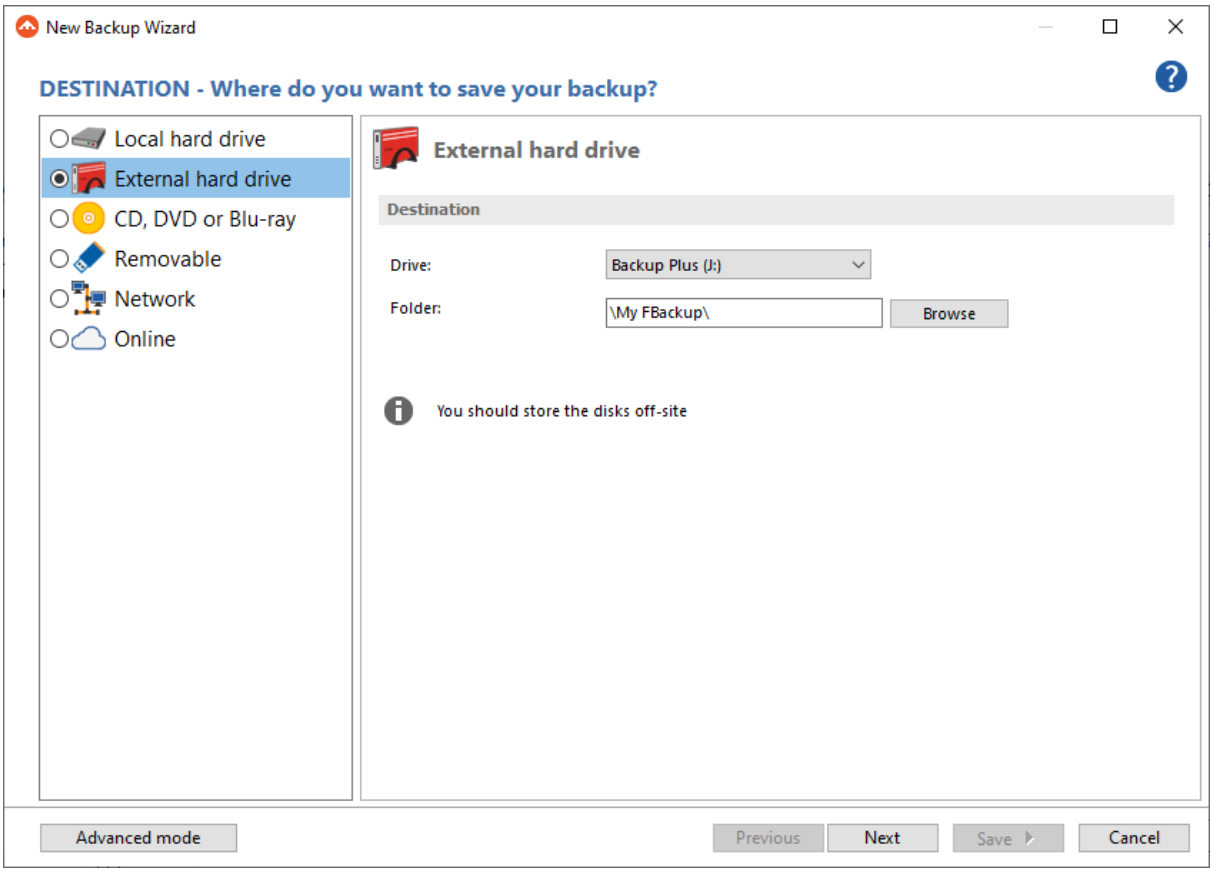

In the **Folder** field you can type a destination folder or you can click **Browse** button to select an existing folder where the backup will be stored.
If the destination drive is missing when running the backup, an error message is shown. The user can choose **Cancel** to stop the backup process or **Retry** to check the drive again. If the scheduler starts the backup then the system will retry as many times as set in the **File->Options->Backup** window and if still not possible to access the drive it will abort the backup process.

6.2.3 CD, DVD or Blu-ray

FBackup supports CD, DVD and Blu-ray as backup destinations.
From the **Drive** list, you can select one of your optical drives. By default, the first optical drive is selected.

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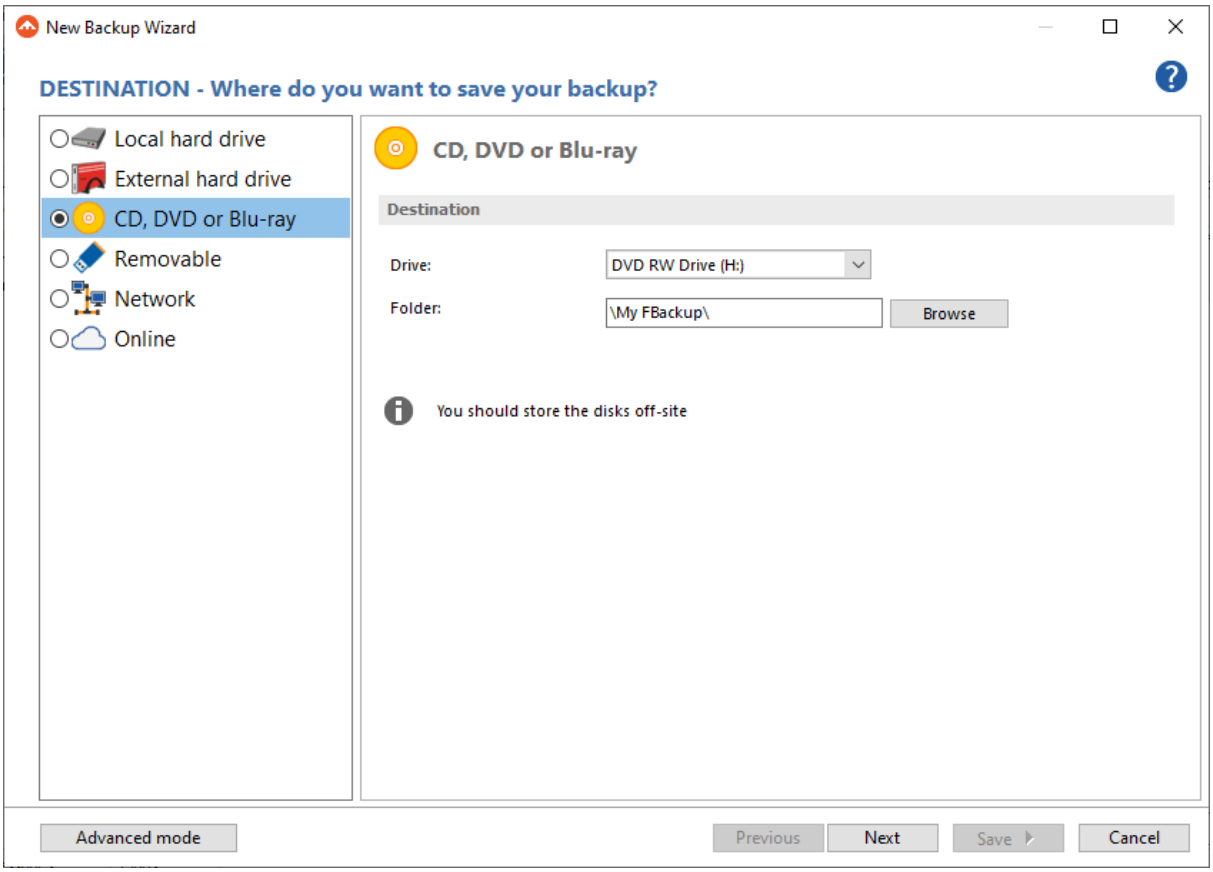

In the **Folder** field you can type a destination folder or you can click **Browse** button to select an existing folder where the backup will be stored.
If the destination drive is missing when running the backup, an error message is shown. The user can choose **Cancel** to stop the backup process or **Retry** to check the drive again. If the scheduler starts the backup then the system will retry as many times as set in the **File->Options->Backup** window and if still not possible to access the drive it will abort the backup process.

Erase before writing option can be used to erase the existing disk in destination before running the backup. That is useful if you want to reuse the same disk as backup destination.

6.2.4 Removable

FBackup supports removable drives as backup destinations.
From the **Drive** list, you can select one of your removable drives. By default, the first removable drive is selected.

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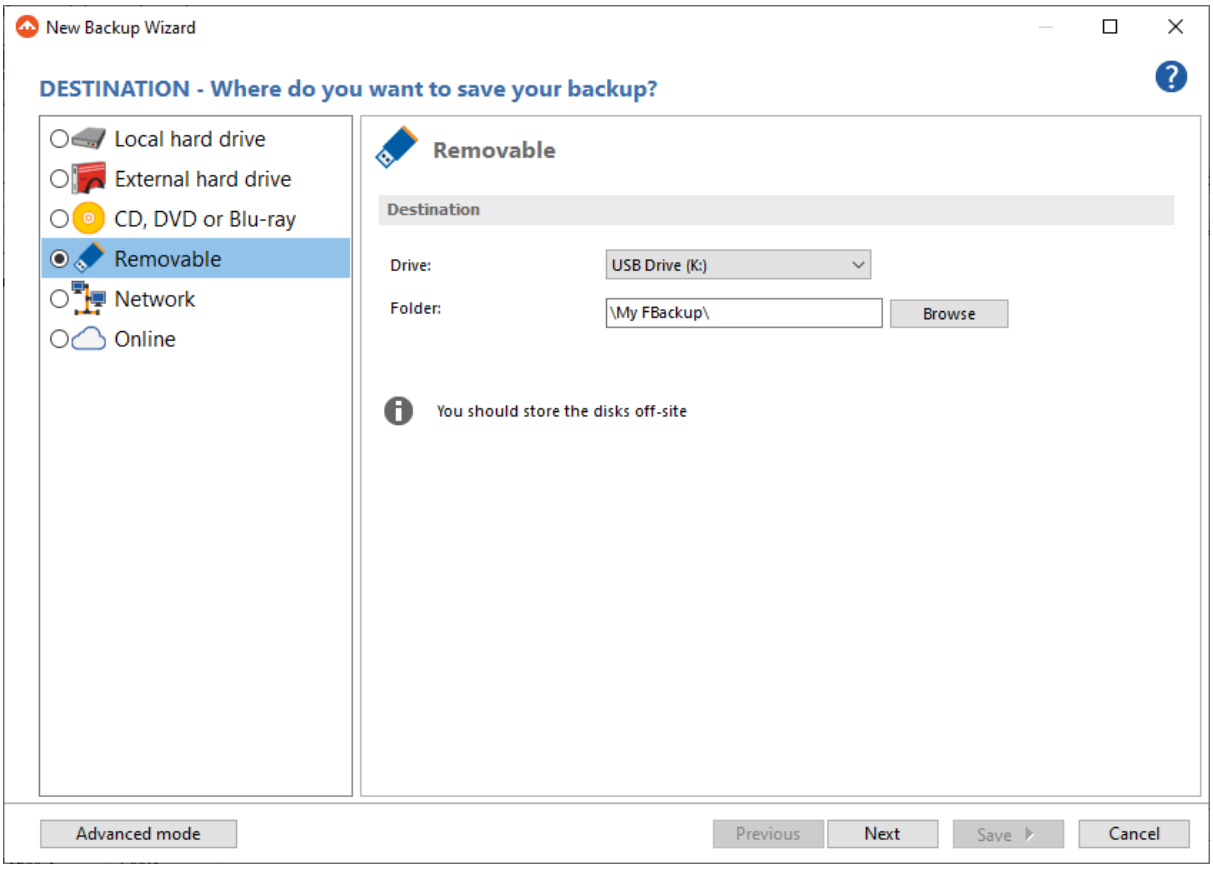

In the **Folder** field you can type a destination folder or you can click **Browse** button to select an existing folder where the backup will be stored.
If the destination drive is missing when running the backup, an error message is shown. The user can choose **Cancel** to stop the backup process or **Retry** to check the drive again. If the scheduler starts the backup then the system will retry as many times as set in the **File->Options->Backup** window and if still not possible to access the drive it will abort the backup process.

6.2.5 Network drives

FBackup supports mapped network drives as backup destinations.
From the **Drive** list, you can select one of the available network drives. By default, the first network drive is selected.

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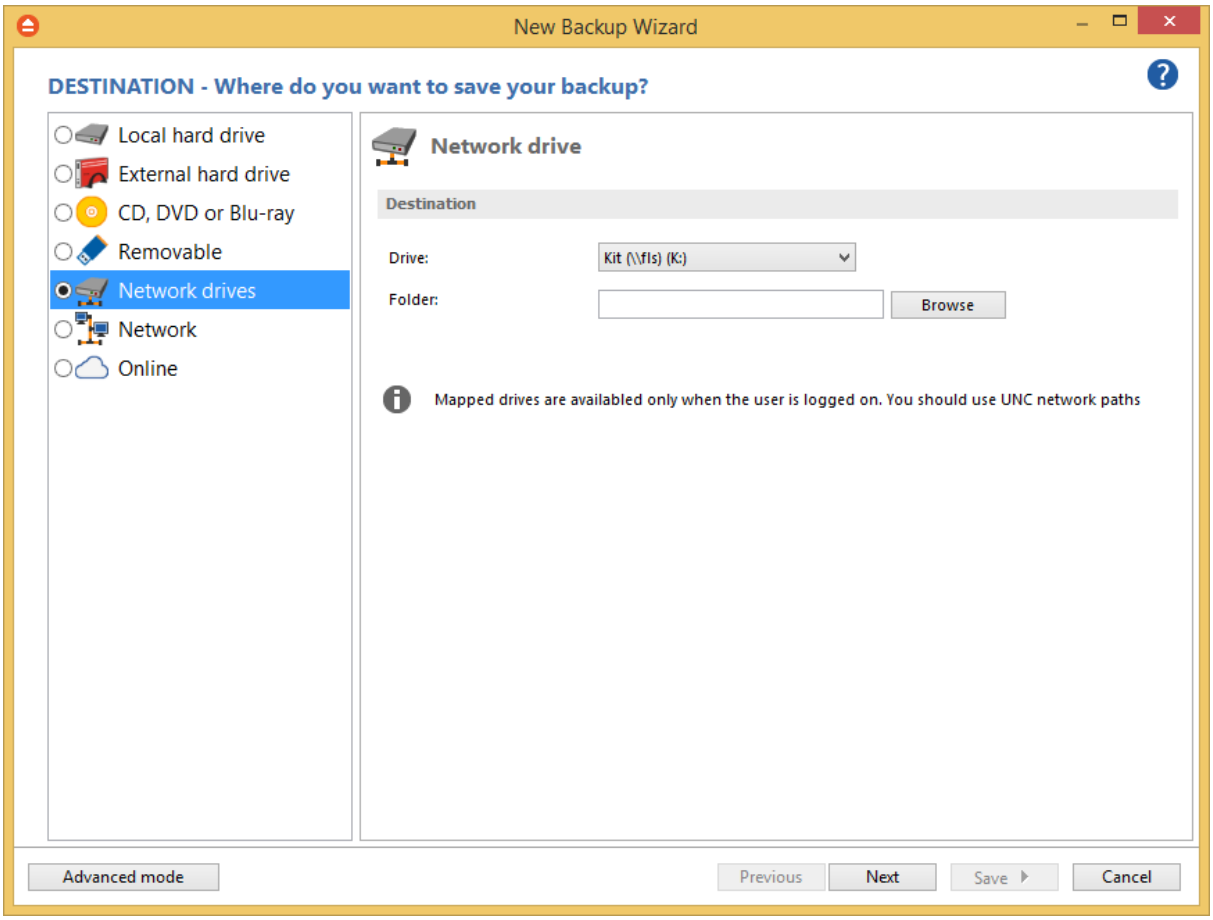

In the **Folder** field you can type a destination folder or you can click **Browse** button to select an existing folder where the backup will be stored.
If the destination drive is missing when running the backup, an error message is shown. The user can choose **Cancel** to stop the backup process or **Retry** to check the drive again. If the scheduler starts the backup then the system will retry as many times as set in the **File->Options->Backup** window and if still not possible to access the drive it will abort the backup process.

6.2.6 Network

You can use a network destination for your backup by selecting the **Network** option on the **Where do you want to save your backup?** page**.**

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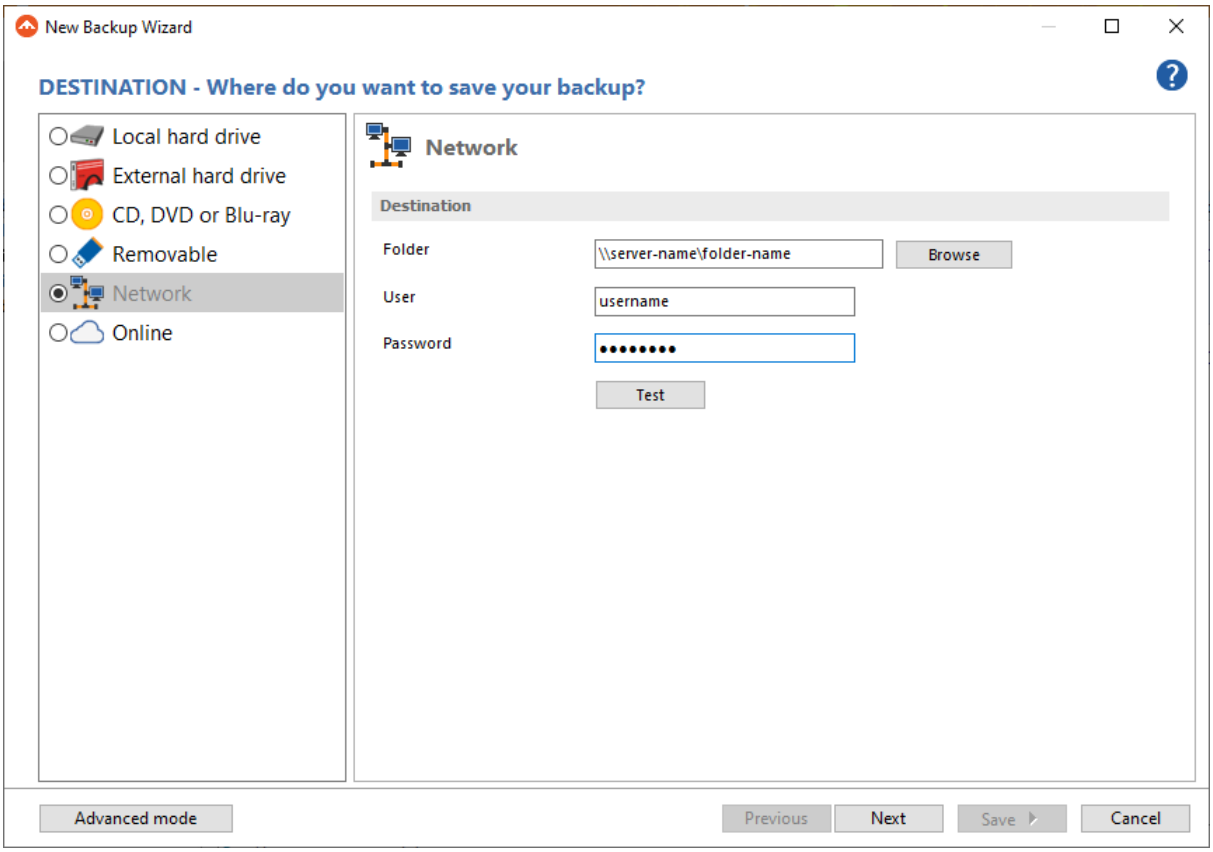

Click the **Browse** button and go through the **My Network Places** to select a destination where the backup will be stored.

You can also enter network paths in the **Folder** field. Only a full path is allowed. For example, this is a valid path: **\\Backup_Server\PC1\Backup**

Make sure you can write in the destination and in the selected folder (you have the proper rights and the media is not write-protected) before finishing the backup configuration. You can enter an **User name** and **Password** to access the network destination if it requires authentication.

If the destination is missing (when the network is disconnected), an error message is shown.
The user can choose **Cancel** to stop the backup process or **Retry** to check the network connection again.

6.2.7 Online

6.2.7.1 Google Drive

FBackup supports backing up to Google Drive. This is a practical backup destination because the backed up data can be easily accessed from any other computer with an Internet connection. Select the **Google Drive** option from the **Where do you want to save your backup?** section to be able to configure the backup to Google Drive.

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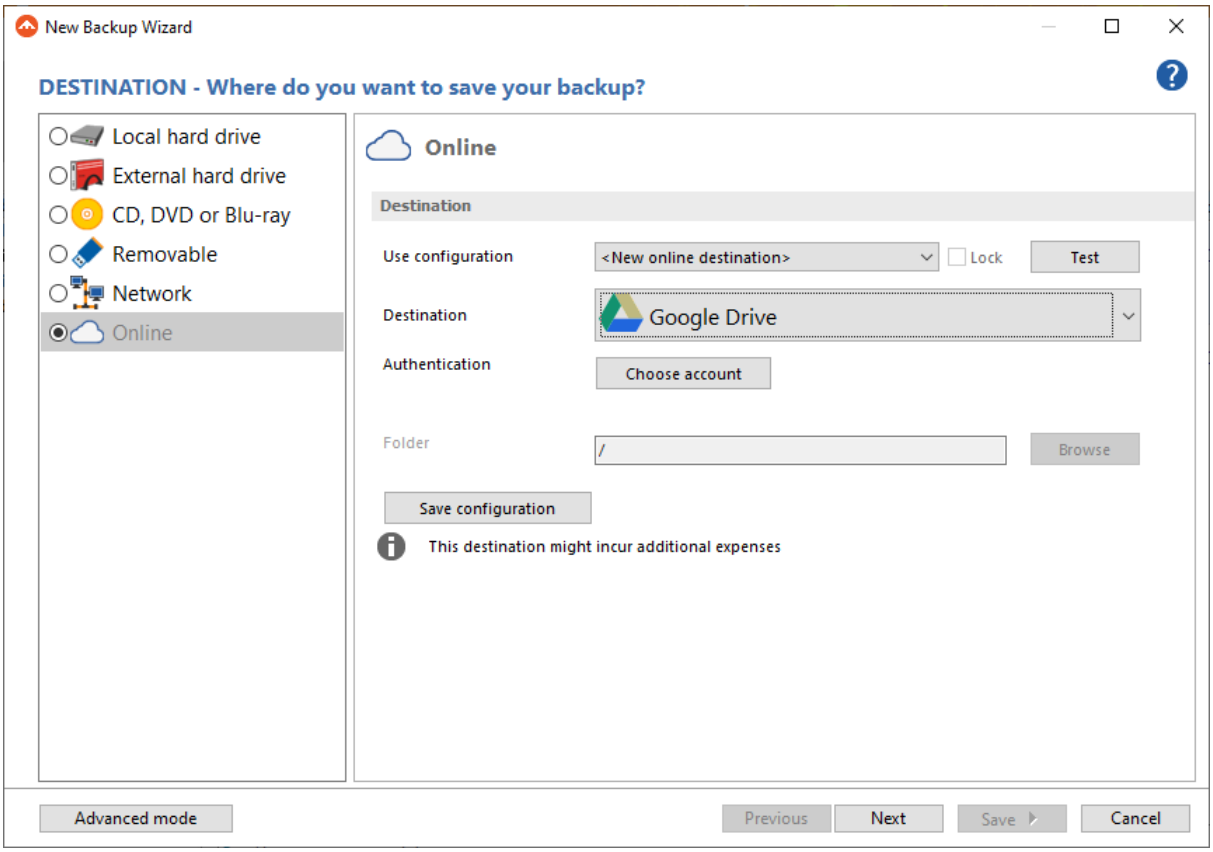

Use configuration
You can select an already defined Google Drive configuration given that you added one in the **File->Options->Online connections->Google Drive** window. All the fields will be filled with the information from the configuration file. If no configuration was previously defined, you will have to enter the other details. Check the Lock checkbox to make this configuration uneditable and responsive to changes made to the defined configuration file. If you leave it unchecked, then this configuration will be considered to be custom.

Authentication - press "Choose account" button to log in to your Google Drive account. Here you need to authorize FBackup application to view and manage files in your Google Drive account.

Account type - here you can choose "Personal" or "Team", depending on the account type you have.

Folder - In this field you have to select the folder where you want to store the backups. If no folder is selected the backup will be stored in the root of your Google Drive account.

By pressing the **Test** button you can check to see if the settings you have entered are correct. If the test was successful, The Google Drive connection was tested successfully message will be displayed.

Save configuration - pressing this button will save the online configuration, so you can use it again for other backup jobs. To view/edit the saved configurations, go to **File->Options->Online connections.**

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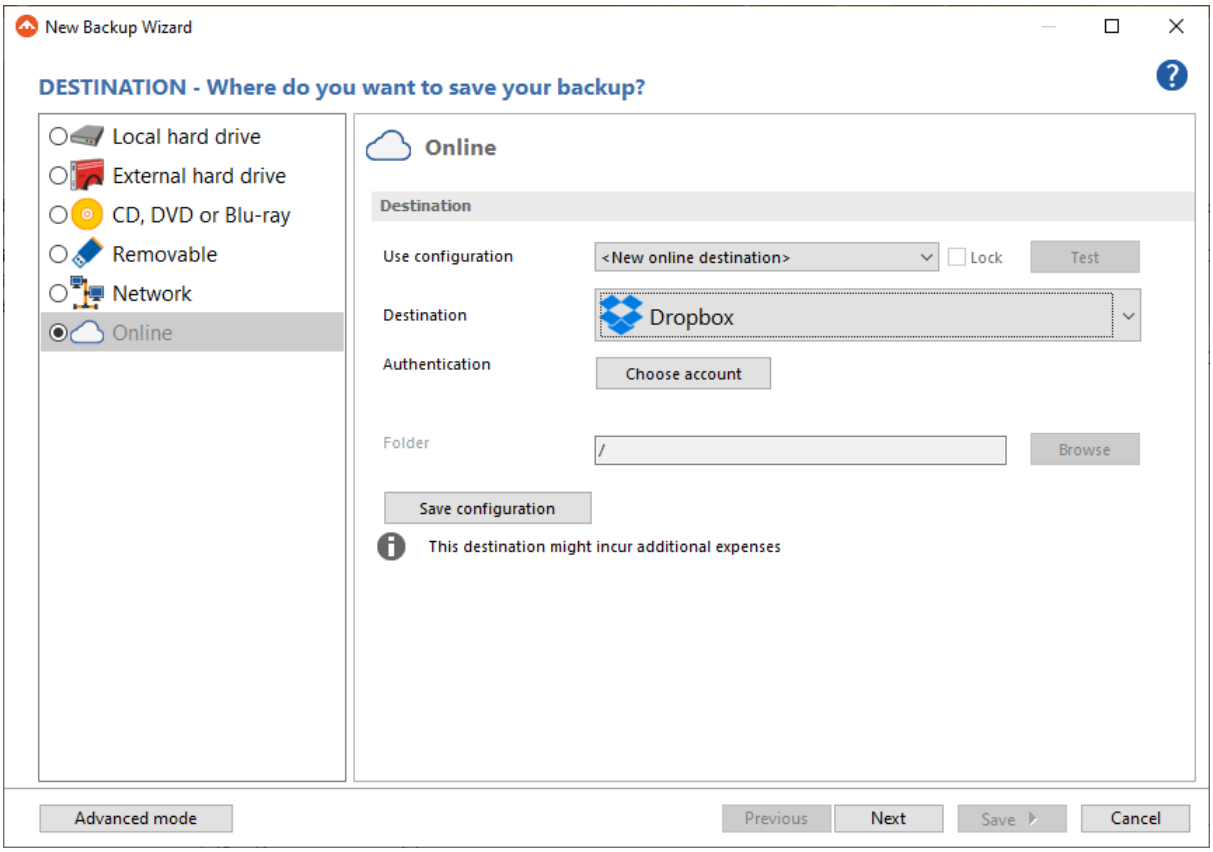
6.2.7.2 Dropbox

FBackup supports backing up to Dropbox. This is a practical backup destination because the backed up data can be easily accessed from any other computer with an Internet connection. Select the **Dropbox** option from the **Where do you want to save your backup?** section to be able to configure the backup to Dropbox.



Use configuration
You can select an already defined Dropbox configuration given that you added one in the **File->Options->Online connections->Dropbox** window. All the fields will be filled with the information from the configuration file. If no configuration was previously defined, you will have to enter the other details. Check the Lock checkbox to make this configuration uneditable and responsive to changes made to the defined configuration file. If you leave it unchecked, then this configuration will be considered to be custom.

Authentication - press "Choose account" button to log in to your Dropbox account. Here you need to authorize FBackup application to read and write files/folders in your Dropbox account.

Folder - In this field you have to select the folder where you want to store the backups. If no folder is

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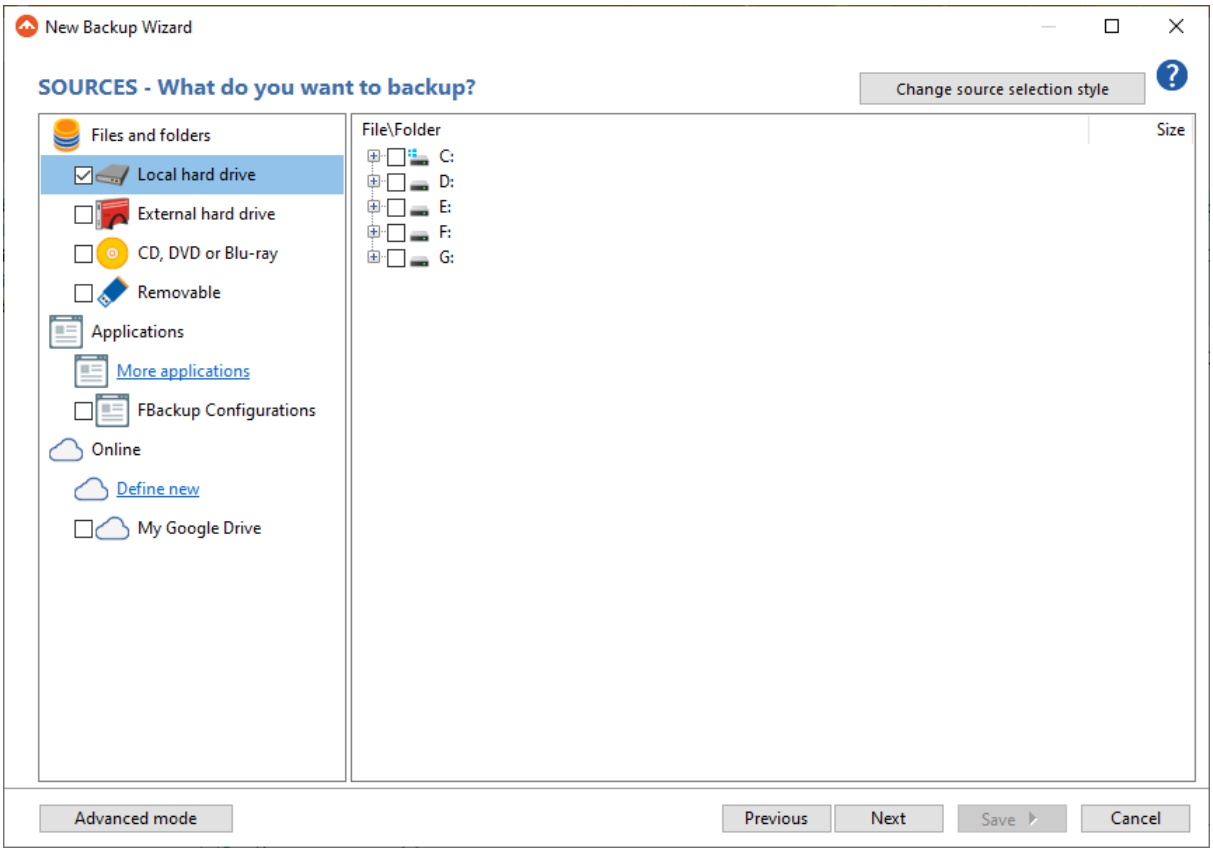
selected the backup will be stored in the root of your Dropbox account.

By pressing the **Test** button you can check to see if the settings you have entered are correct. If the test was successful, The Dropbox connection was tested successfully message will be displayed.

Save configuration - pressing this button will save the online configuration, so you can use it again for other backup jobs. To view/edit the saved configurations, go to **File->Options->Online connections.**

6.3 Sources - What do you want to backup?

In the second step of the **New Backup Wizard**, you must select the files and folders to be used by FBackup for the backup.



On this page you can select the backup sources. You can make your own files & folders selection from local hard drives, external hard drives, CD, DVD, Blu-ray, removable, or you can select a backup plugin from the Applications section. The plugin will automatically select the source files to be backed up.

You can combine sources from local drives with backup plugins and with online sources.

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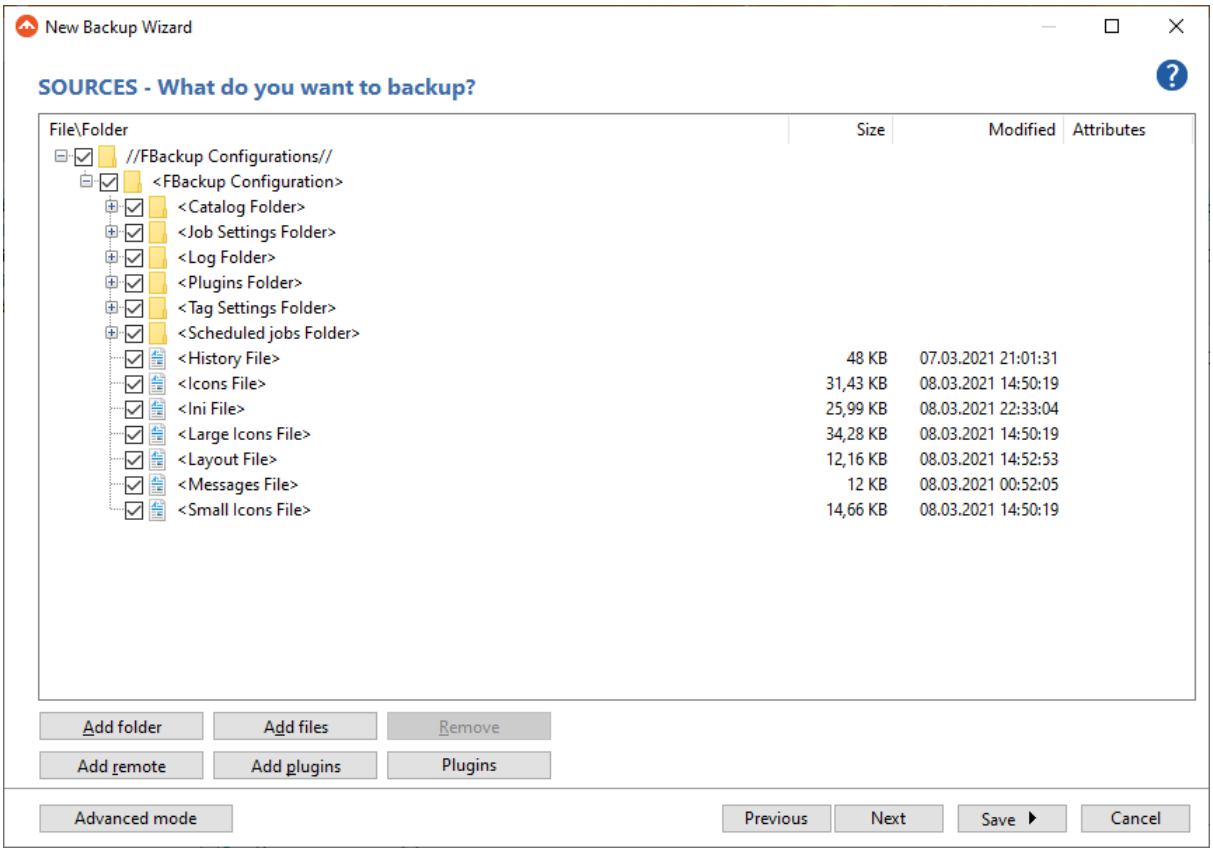
Online connections available are:

- **Google Drive** - you can back up your files from Google Drive (personal or Teams) to another destination
- **Dropbox** - you can back up your files from Dropbox to another destination

Press **Define new** button to add a new online connection which you can use as backup source.
All online connections added in File->Options->Online connections, will also be available in New Backup Wizard, on Sources page.

Change source selection style - pressing this button will display the old source selection window.



You can:

- add a whole folder by pressing the **Add folder** button
- add one or several files by pressing the **Add files** button
- remove any file or folder by selecting it and pressing the **Remove** button
- exclude subdirectories and files from backup by un-checking the thickbox ☑

You must add at least one file or directory in order to continue with the next step of the wizard.

During backup, if the source drive is missing (when the network is disconnected for instance or is missing), a warning message is shown containing the list of missing drives. The user can choose

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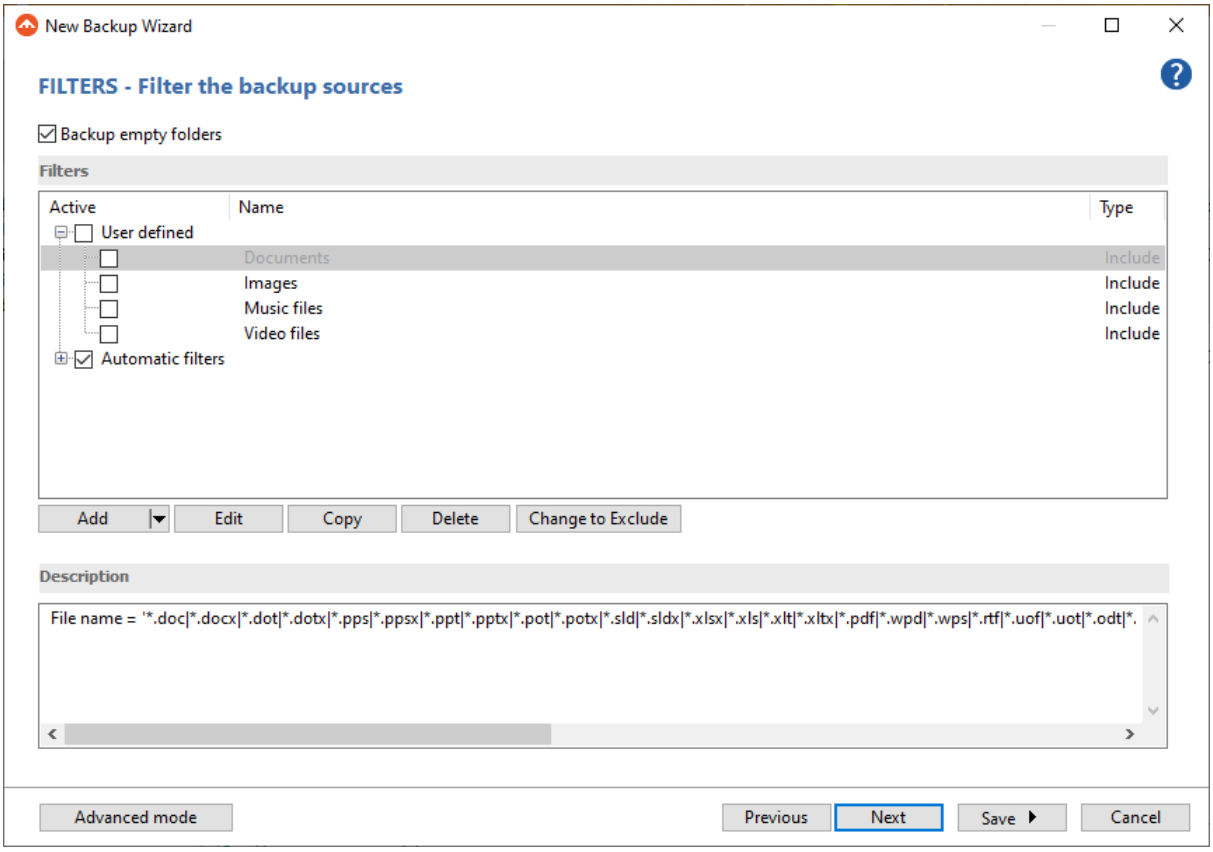
Abort to stop the backup process, **Retry** to check the drive again, **Ignore** to mark the source folder as deleted and continue with the next sources.

Tips:

- try to keep the number of checked files and folders greater than the number of unchecked files and folders - backup process will run faster this way.
- you can add files/folders to the **Sources** window by dragging and dropping them from **File Explorer**.

6.4 Filters - Filter the backup sources

On this page you can filter the backup sources in order to back up only the files and folders you need. There are two type of filters: include filters and exclude filters.



Backup empty folders
After applying a file filter, some folders might have no files matching the filter. In such a case, if the option is unchecked, those empty folders won't be backed up. If you still want the empty folders to be backed up, make sure this option is selected.

Filter the sources

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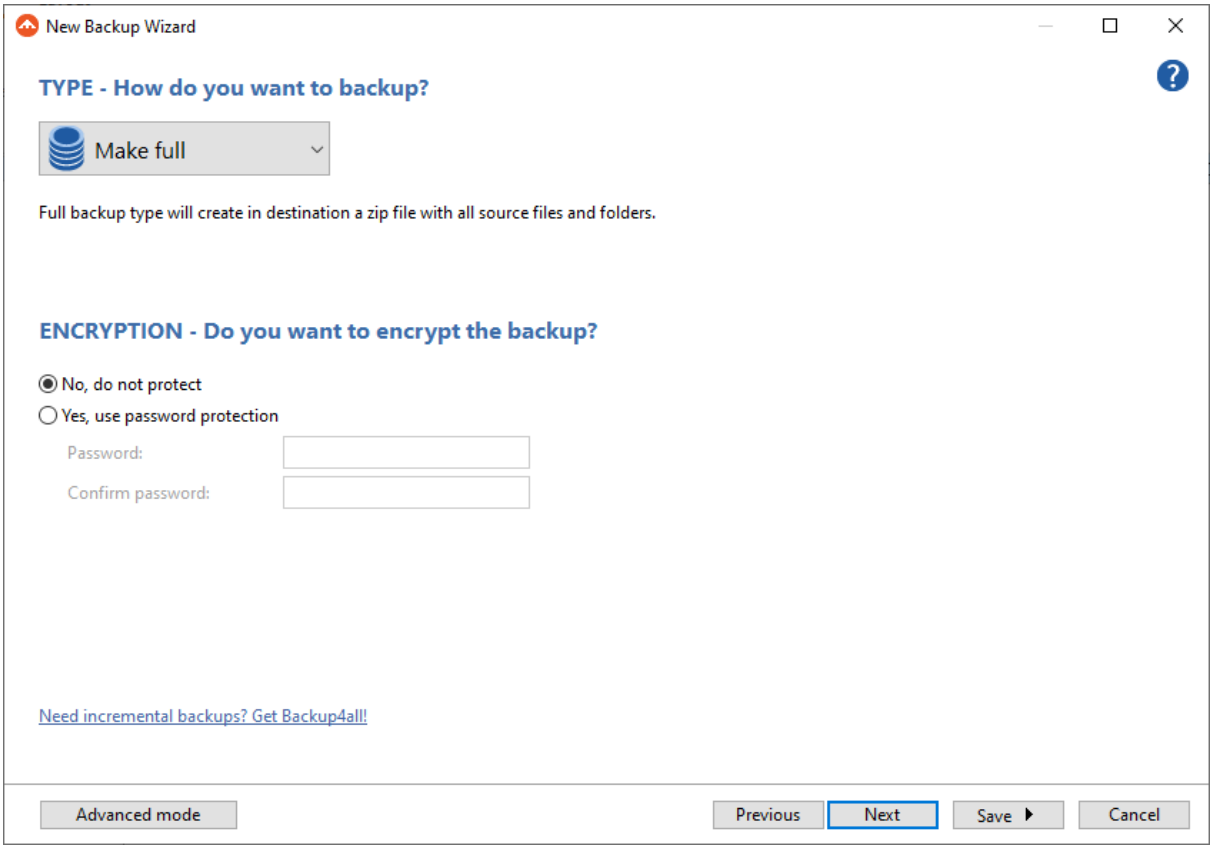
In the **User defined** section of the window there is a list of predefined filters. You can use these filters to customize the file selection.
By default, the **Automatic filters** list contains filters to exclude temporary and system files such as: hiberfil.sys, pagefile.sys etc. If you don't want to use a filter from that list, simply clear (un-check) it. Clear all filters if you want to backup all files.

6.5 Type - How do you want to backup?

In the third step of the **New Backup Wizard** you can choose the backup type.



How do you want to backup?

From the drop-down list, you can choose one of the available options:

- Make full
- Make mirror

Make full
Full backup is the starting point for all other backups and contains all the data in the folders and files that are selected to be backed up.

Make mirror

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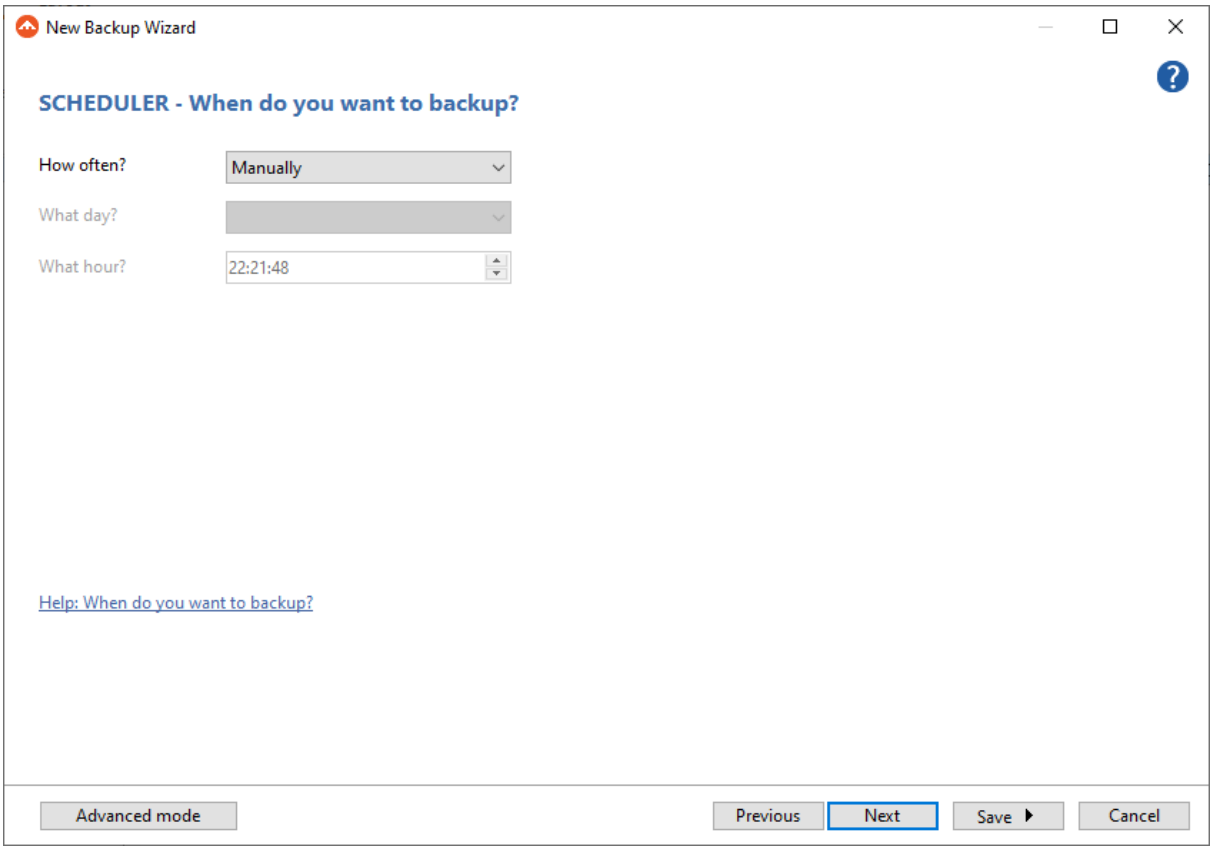
A mirror backup is identical to a full backup, with the exception that the files are not compressed in zip files and they cannot be protected with a password. A mirror backup is most frequently used to create an exact copy of the backup data. It has the benefit that the backup files can also be readily accessed using tools like File Explorer.

Encryption - Do you want to encrypt the backup?

Use this option if you want to add zip protection to your backups. Type the password you want to use for this backup.
The default encryption used is Standard encryption (Zip2 compatible)

6.6 Scheduler - When do you want to backup?

On the last page of the **New Backup Wizard**, you can choose **When to run the backup**.



Scheduler - When do you want to backup?

How often?
From the drop-down list, you can select one of the available option:

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- **Manually** - the backup job will be started manually by the user
- **Daily** - the backup job will be started daily at its scheduled time
- **Weekly** - the backup job will be started weekly at its scheduled time
- **Monthly** - the backup job will be started monthly at its scheduled time

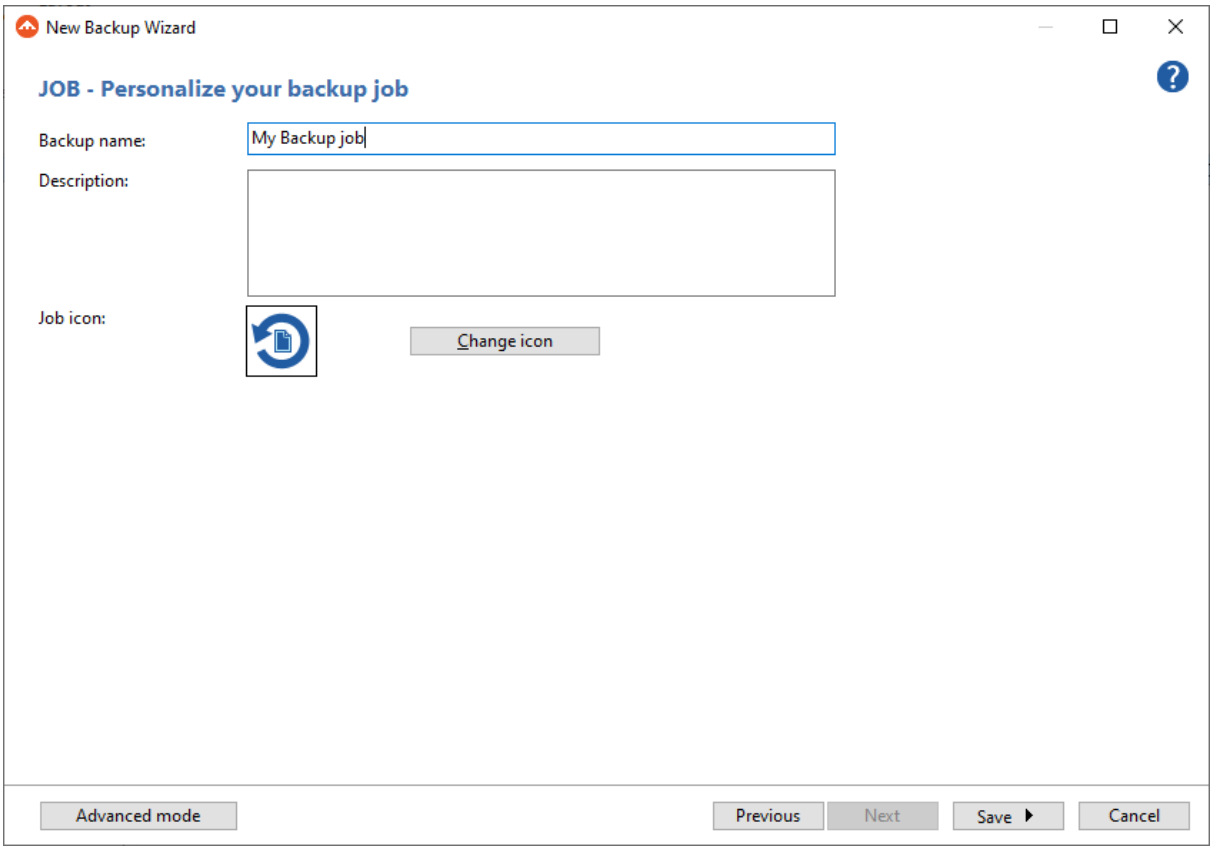
By default, the selected option is Manually.

What day?
This field is activated only when the **Weekly** or **Monthly** option is selected in the **How often** list.
If the **Weekly** option is selected, you can choose the day of the week when to run the backup.
If the **Monthly** option is selected, you can choose the day number of the month when to run the backup.

What hour?
From this field, you can select the hour for the backup job to start.

6.7 Job - Personalize your backup job

In the first step of the **New Backup Wizard** you can configure the backup name, icon and a custom description.



Backup Name

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Enter the name of the backup job. This name will appear in the backup list, right under the chosen picture. This field is mandatory.
The name of the backup job is closely related to the name of the subdirectory in destination that contains zipped and mirrored files and to the name of the catalog. That is why when you rename the backup job, the name of the catalog and the name of the subdirectory from destination are also changed if possible.
If the destination is on HDD (local), LAN (network) the name of the subdirectory and the name of the catalog can be changed, except for the case when you do not have enough permissions to rename it, or some files are locked.

Description
In this field you can enter a description for the backup job.

Job icon
You can change the icon of the current backup job by selecting a new icon from the list we provided.

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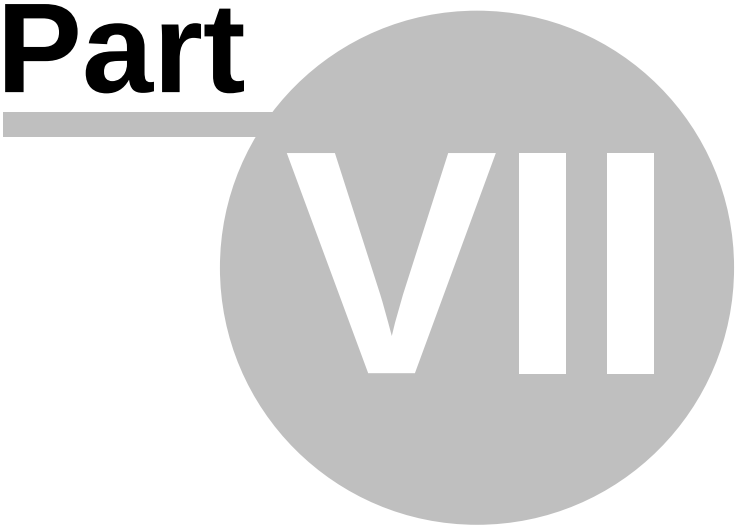
Backup Properties



7 Backup Properties

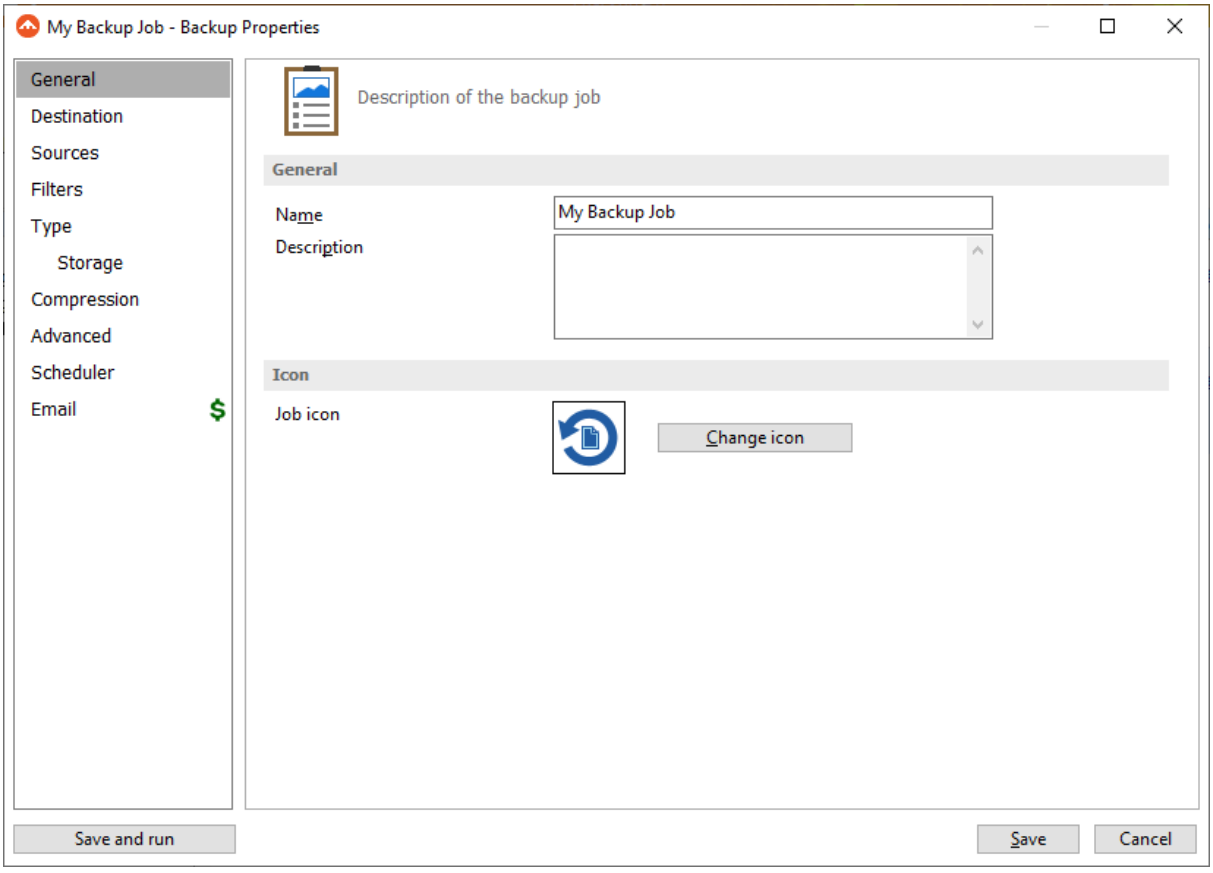
7.1 Overview

The **Backup Properties** window can be used to create new backup jobs in the advanced mode, or to edit an existing backup job.

By default, the **New Backup Wizard** will be used to create new backup jobs.

7.2 General

The **General** page defines the appearance of the backup job in the backup list.



General

Name
Enter the name of the backup job. This name will appear in the backup list, near the chosen picture. This field is mandatory.
The name of the backup job is closely related to the name of the subdirectory in destination that

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contains zipped and mirrored files and to the name of the catalog. That is why when you rename the backup job, the name of the catalog and the name of the subdirectory from destination are also changed if possible.
If the destination is on HDD (local), LAN (network) the name of the subdirectory and the name of the catalog can be always changed, except for the case when you do not have enough permission to rename or some files are locked.

Description
You can write in here a text describing the backup job defined.

Icon

Press the **Change Icon** button to manage the backup job icons. This icon will be shown in the **Backup List**. You can add a new icon by clicking on the **Add** button. Only Windows icons (files with ".ico" extension) or bitmaps (files with ".bmp" extension) can be added to the list. To remove an icon from the list, you have to select it and then click on the **Delete** button. By default, each new backup job icon will be the first icon from the **Change Icon** list.

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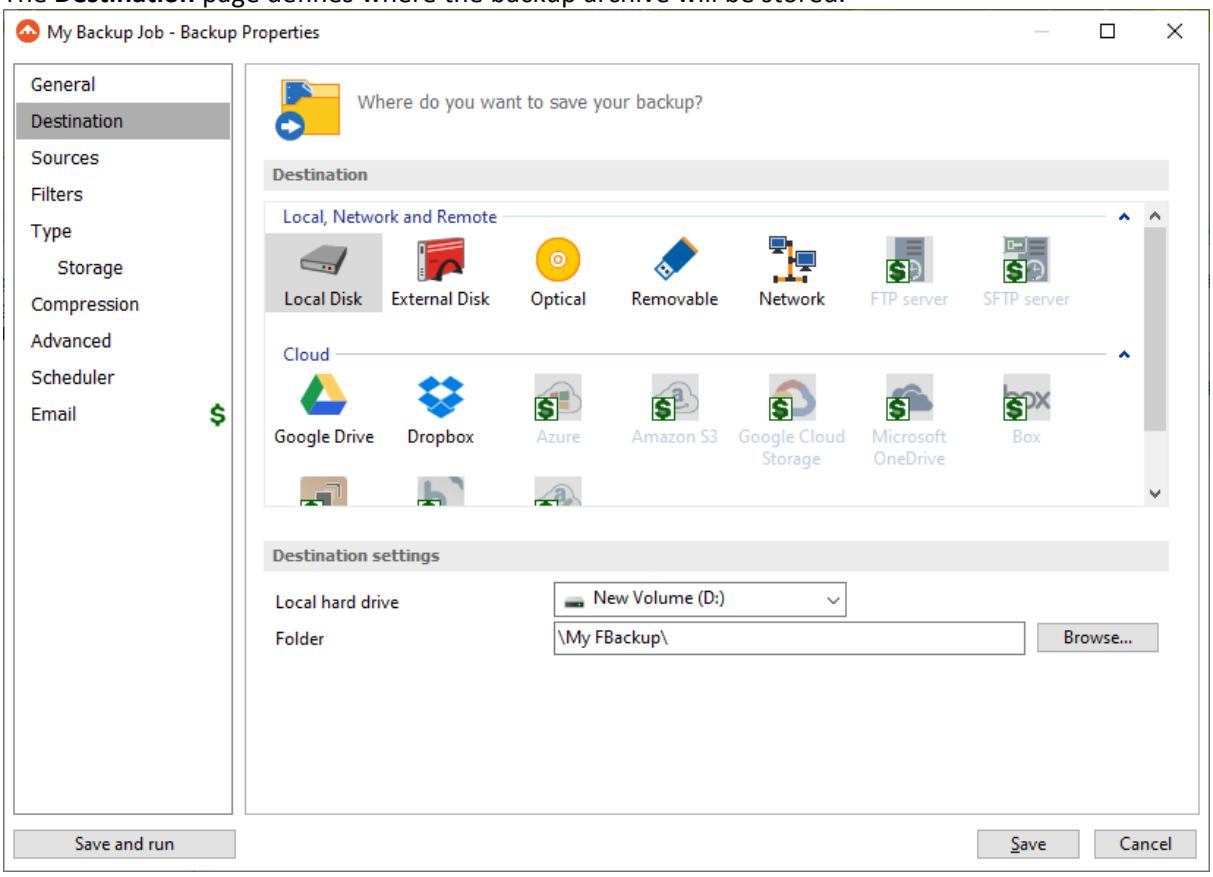
7.3 Destination

The **Destination** page defines where the backup archive will be stored.



Destination

Valid destination types:

- **Local hard drive**
- **External hard drive**
- **Removable media (USB flash drive, floppy)**
- **Network**

- **Google Drive**
- **Dropbox**

Selecting a backup destination type on the **Destination** page, will enable the advanced options on the same page bellow.

If you lost your backup job from the backup list and you want to recreate it, you can do so by using the **File->Open** option and selecting an existing ".fkc" or ".ini" file. The same action takes place if you double click on the ".fkc" file. If the backup destination is on a remote location, you can use **File-**

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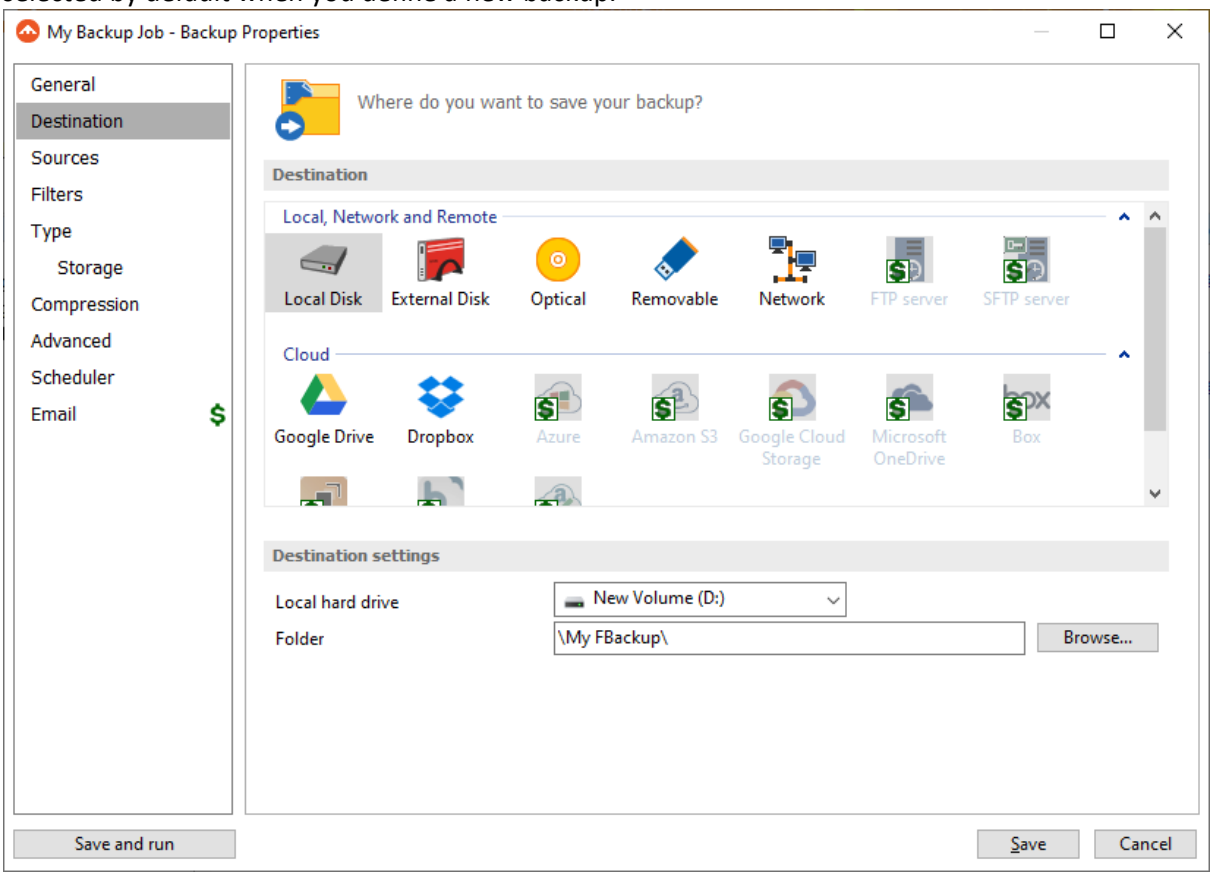
>Open from window to easily locate and retrieve the backup catalog/ini file. A new backup job configuration will be added to the backup list and the configuration of the new backup job is copied from the ".fkc" file.

7.3.1 Local hard drive

You can use a valid local hard disk destination for your backup. The **Local hard drive** option is selected by default when you define a new backup.



Destination settings

In **Local hard drive** field, select the destination drive you want to be used.

In the **Folder** field the default path is \My FBackup\Admin. You can click on the **Browse** button and select a location of your choice where the backup will be stored.
In destination folder field, you can use Environment Variables as %Computername%, %SystemDrive %, %UserName% etc.

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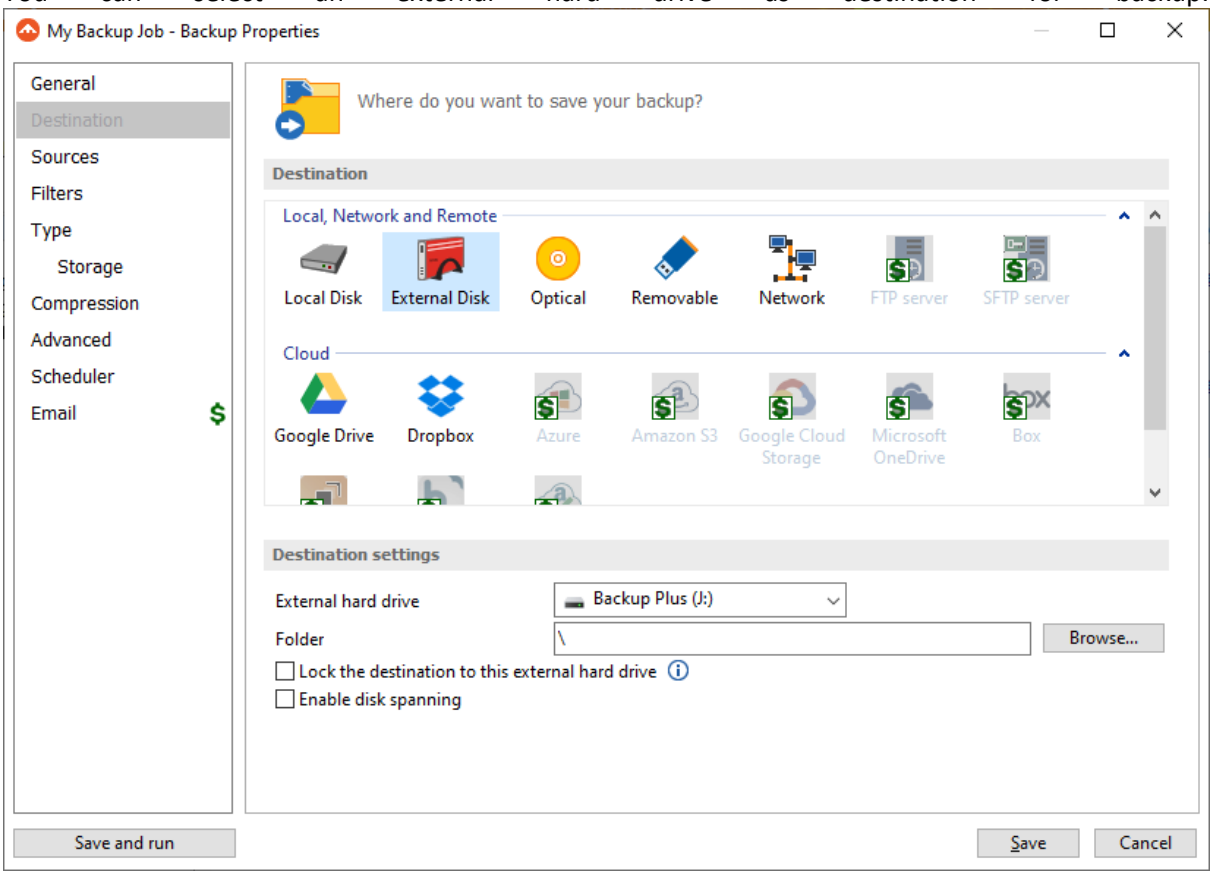
7.3.2 External hard drive

You can select an external hard drive as destination for backup.



Destination settings

From the **External hard drive** list, you can select either an USB or a Firewire external hard drive.
You can type a folder name in the **Folder** field or you can click the **Browse** button to choose another folder where the backup will be stored.
In destination folder field, you can use Environment Variables as %Computername%, %SystemDrive %, %UserName% etc.

Lock the destination to this external hard drive
When disconnecting and reconnecting an external drive, your computer may not assign it the same drive letter. If the drive letter was changed, the backup might fail because FBackup is trying to backup to the same old drive letter which probably does not exist.
Use this option if you want FBackup to detect the external drive after its own serial number and automatically change the backup destination according with the new drive letter.
You should not check this option if you use a rotation backup scheme with two or more external hard drives.
By default, this option is not checked.

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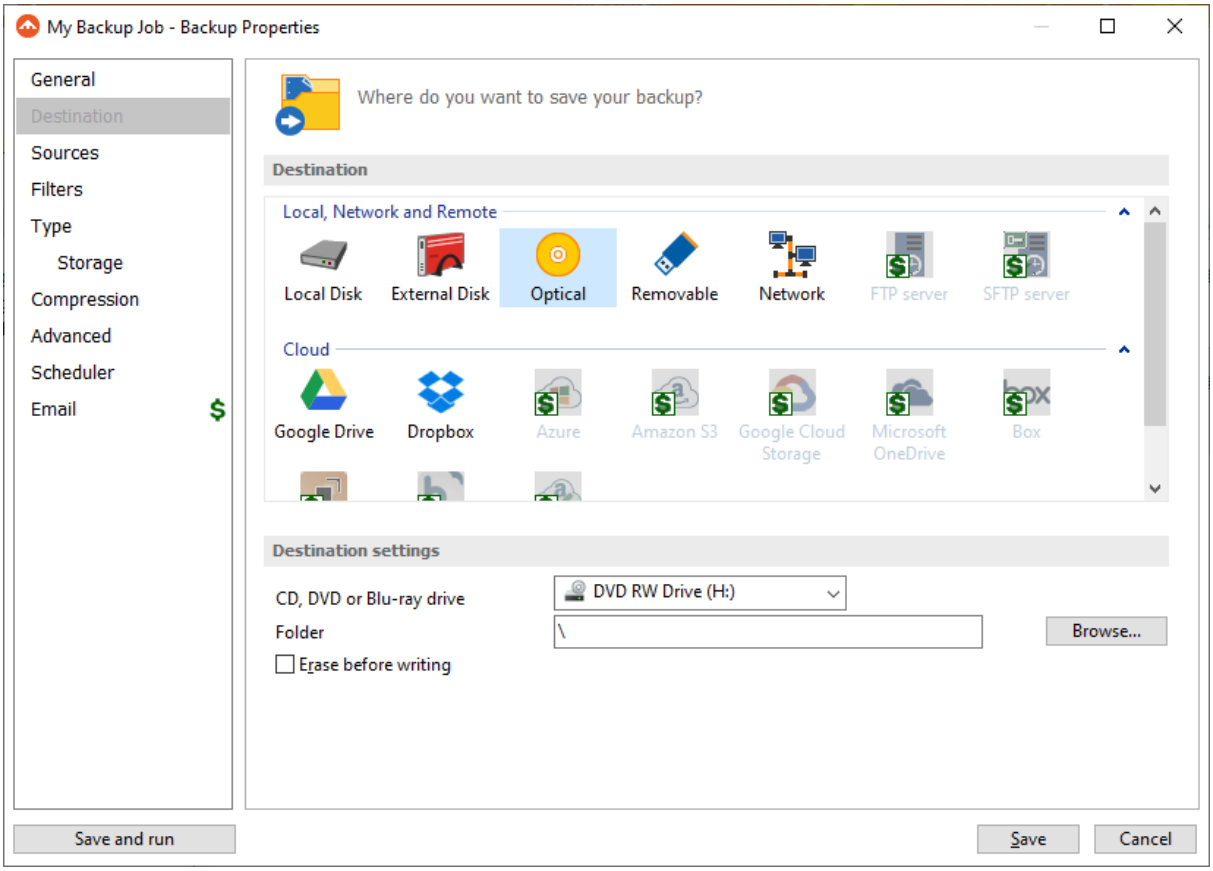
Enable disk spanning
The option is effective when there is not enough space to copy all files in the external drive destination. If checked, the application will copy files to the destination until a file will not fit. Then it will ask you for another drive to continue with the rest of the files. If the option is not set, FBackup will stop when the destination drive is full.
By default, this option is not checked.

Rotate disks
Select this option if you want to set up a rotation scheme. Selecting this option will disable the "Use local catalog" option from Backup Properties->Advanced page.

7.3.3 Optical

You can select a CD, DVD or Blu-ray drive as destination for backup.



If the Smart backup type is selected, you cannot use CD, DVD or Blu-ray as backup destination. In this case, you have to select another backup type.

Destination settings

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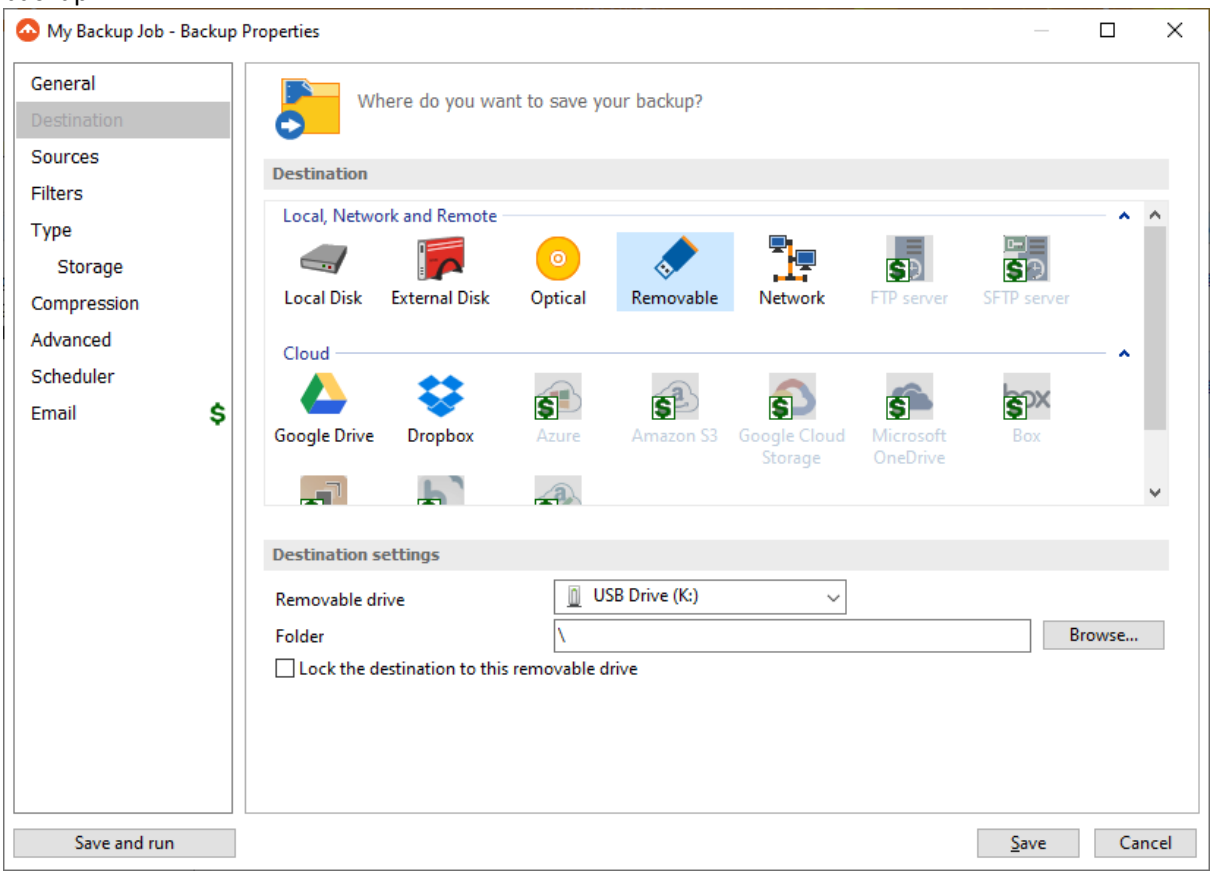
From the "CD, DVD or Blu-ray drive" drop down list you can select the optical drive you want to use.
You can type a folder name in the **Folder** field or you can click the **Browse** button to choose another folder where the backup will be stored.
In destination folder field, you can use Environment Variables as %Computername%, %SystemDrive %, %UserName% etc.

Erase before writing
When this option is checked, the rewritable CD, DVD or Blu-ray disc is erased before burning the backup files. By default this option is not checked.

7.3.4 Removable

You can save your backup to a removable drive (USB flash drive, floppy etc) as destination for backup.



Destination settings

Select from the drop down list the removable drive you want to use as backup destination.
You can type a folder name in the **Folder** field or you can click the **Browse** button to choose another folder where the backup will be stored.
In destination folder field, you can use Environment Variables as %Computername%, %SystemDrive %, %UserName% etc.

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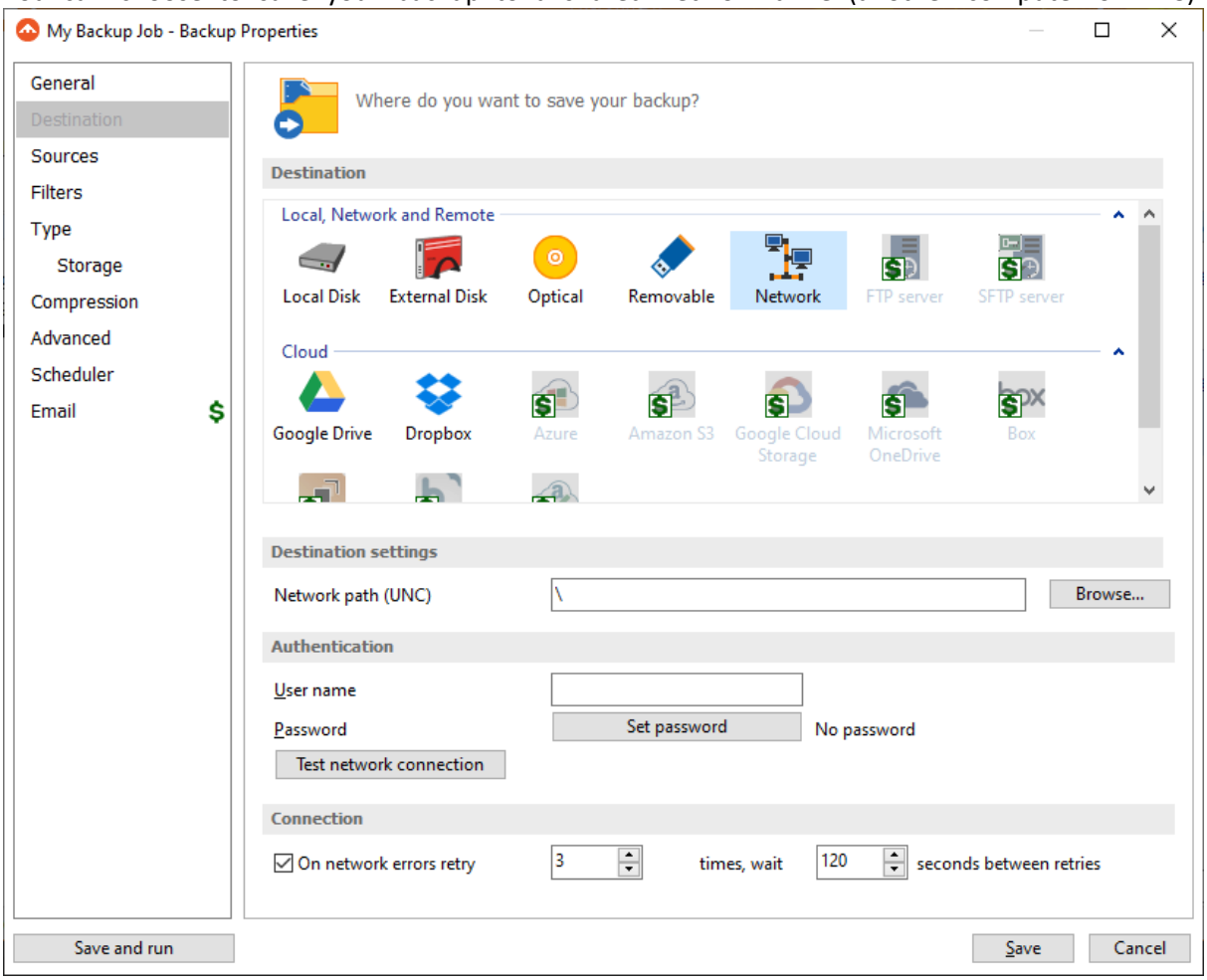
Lock the destination to this removable drive
When disconnecting and reconnecting a removable drive, your computer may not assign it the same drive letter. If the drive letter was changed, the backup might fail because FBackup is trying to backup to the same old drive letter which probably does not exist.
Use this option if you want FBackup to detect the removable drive after its own serial number and automatically change the backup destination according with the new drive letter.
You should not check this option if you use a rotation backup scheme with two or more removable hard drives.
By default, this option is not checked.
Rotate disks
Select this option if you want to set up a rotation scheme. Selecting this option will disable the "Use local catalog" option from Backup Properties->Advanced page.

7.3.5 Network

You can choose to save your backup to a shared network drive (another computer or NAS).



Destination settings
Click the **Browse** button to open **My Network Places** and select a destination where the backup will

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be stored.
You can also enter network paths in the **Network path (UNC)** field. Only a full path is allowed. For example, suppose **\\Backup_Server\PC1** is mapped on your workstation as drive **X**, then the following paths are both valid and indicate the same folder: **\\Backup_Server\PC1\Backup** or **X:\Backup**.

Authentication

Make sure you can write in the destination and in the selected folder (you have the proper rights and the media is not write-protected) before finishing the backup configuration. You can enter an **User name** and **Password** to access the network destination if it requires authentication.

After entering the path and eventually the username/password, use the **Test network connection** button to see if the destination is reachable and that you have sufficient rights to access it. The **network connection was tested successfully** pop-up message means that the network destination was accessible. In case of insufficient rights the following error message will appear: **Network connection error. Access is denied**. In this case you have to either make sure that the entered username/password values are correct, or contact the network administrator to obtain the necessary rights.

Connection

One network errors retry - here you can set the number of retries and the wait time (in seconds) between retries.

If the destination is missing (when the network is disconnected), an error message is shown.

The user can choose **Cancel** to stop the backup process or **Retry** to check the network connection again.

7.3.6 Google Drive

FBackup supports backing up to Google Drive storage. This is a practical backup destination because the backed up data can be easily accessed from any other computer with an Internet connection.

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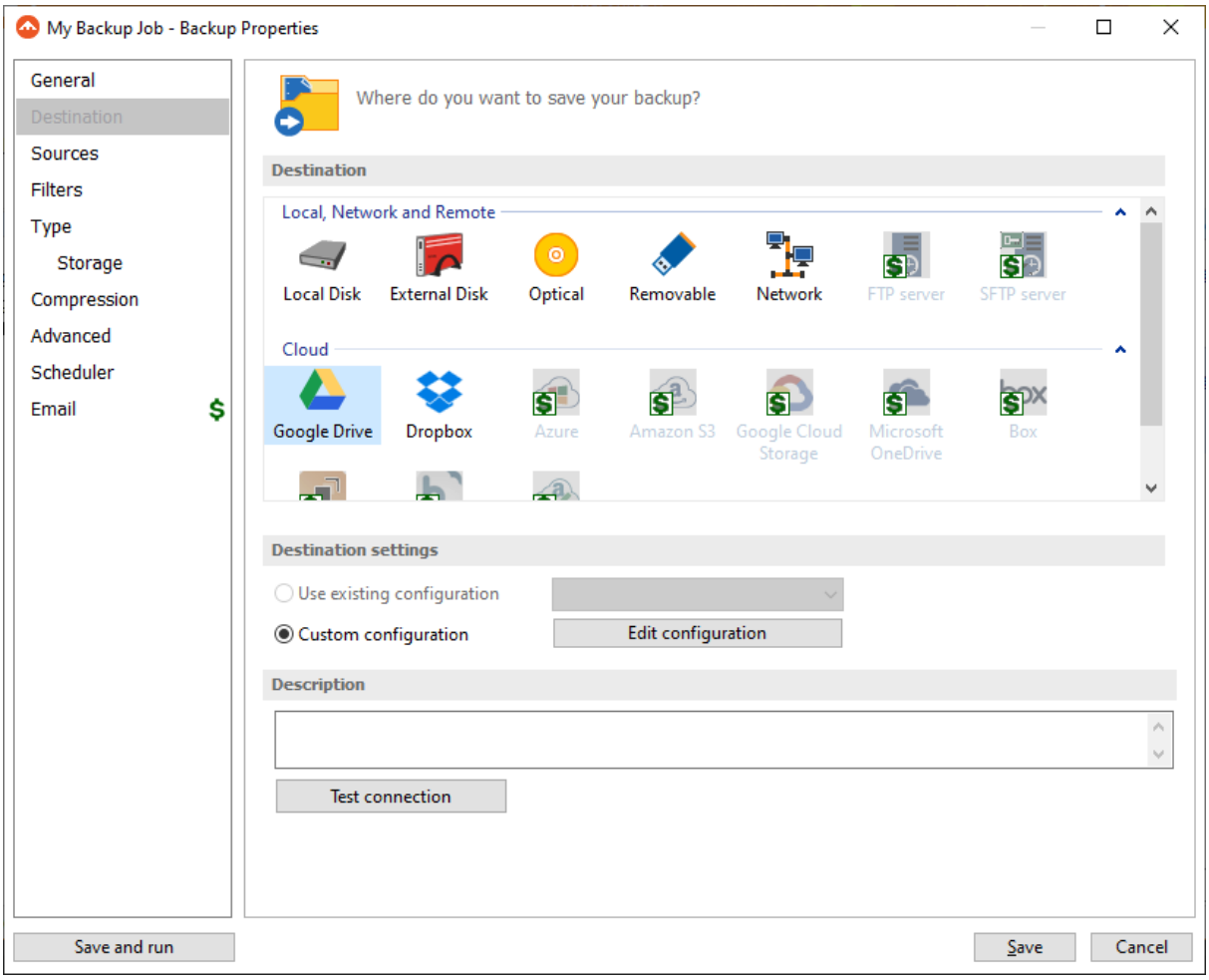

Destination

Use existing configuration
Use this option if you want to use an already defined **Google Drive** location in **File->Options->Online connections->Google Drive**. From the drop-down list, select the Google Drive location you want to use.
The advantage is that if you use the same Google Drive destination for multiple backup jobs and a modification is needed for destination, you can change only the Google Drive configuration from File->Options->Online connections->Google Drive and all backup jobs destinations will be updated.

Custom configuration
Use this option to add a new Google Drive location or to edit an existing one by pressing the **Edit configuration** button.

Description

Here you can see a listing of the Google Drive settings.
If you configured a new Google Drive location or you edit an existing one, you should use the **Test**

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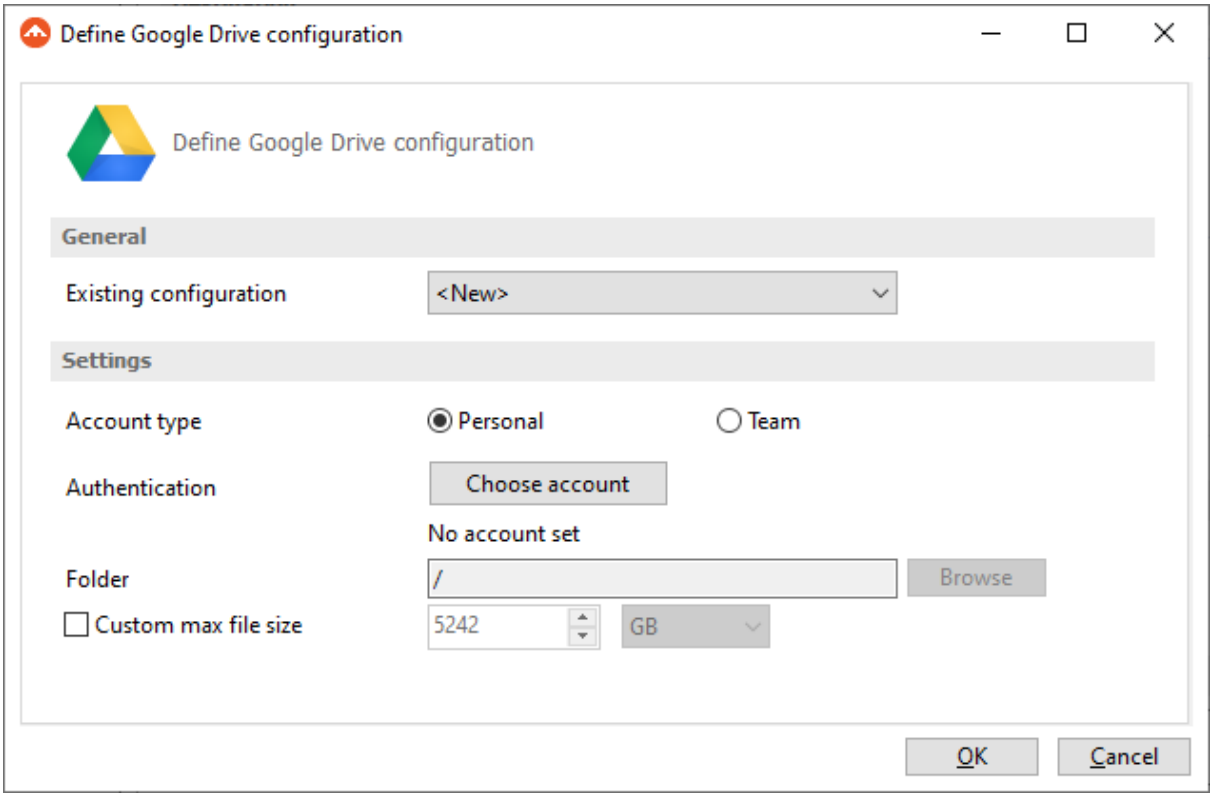
connection button to see if the Google Drive settings are correct. If the test was successful, The Google Drive connection was tested successfully message will be displayed.
Once you press the **OK** button, FBackup will try to connect to the Google Drive server to see if a backup catalog already exists on the destination. If the Google Drive destination is not available, a **Cannot connect to the Google Drive server** message is displayed in the status bar (bottom of the main window).

7.3.6.1 Edit configuration

This window is shown when selecting **Edit configuration** from the **Destination->Google Drive** window.



General

Existing configuration
If you want to add a new Google Drive configuration, the **<New>** option should be selected. To edit an existing Google Drive configuration, select it from the drop-down list. All fields will be filled with the values of the selected Google Drive configuration.

Settings

- **Drive type** - here you can choose "Personal" or "Team", depending on the account type you have.

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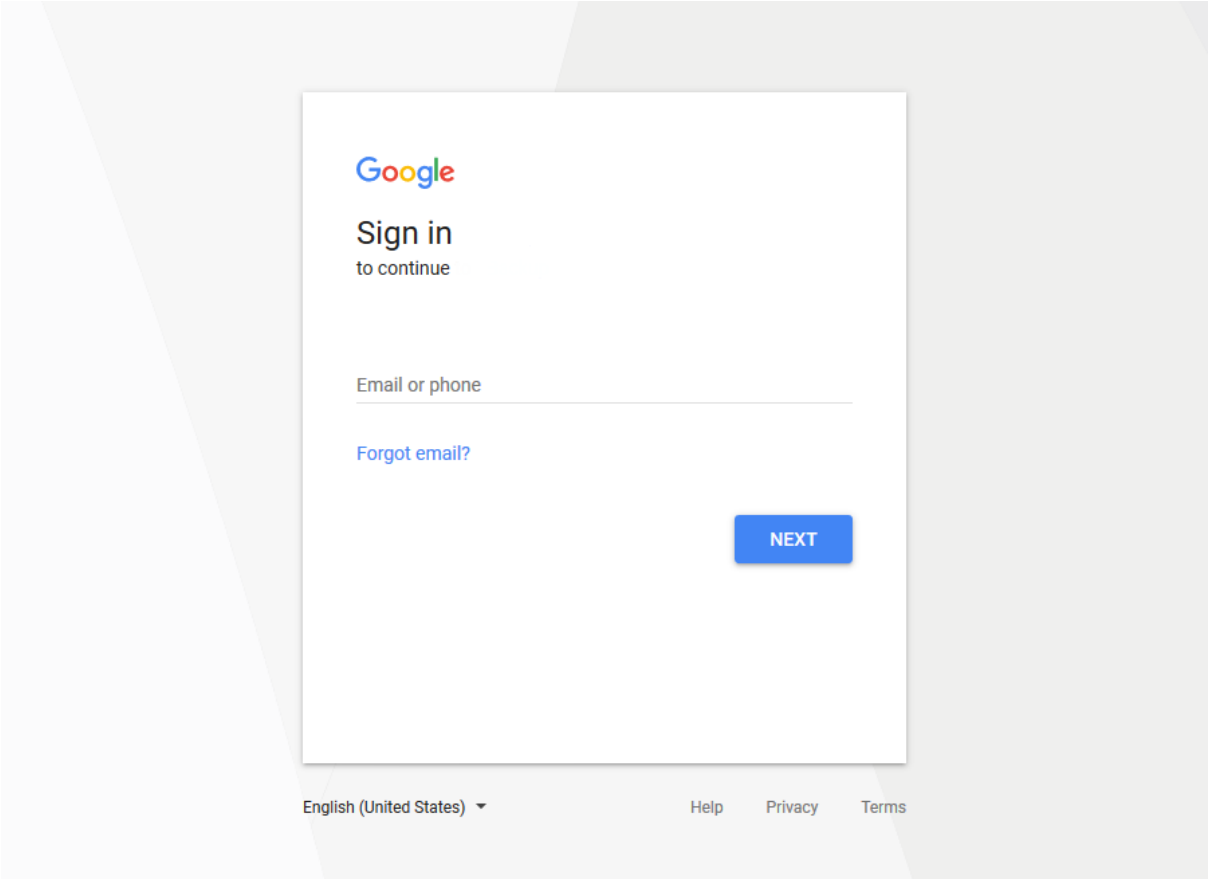
- **Authentication -** press "Choose account" button to log in to your Google Drive account. Here you need to authorize FBackup application to view and manage files in your Google Drive account.



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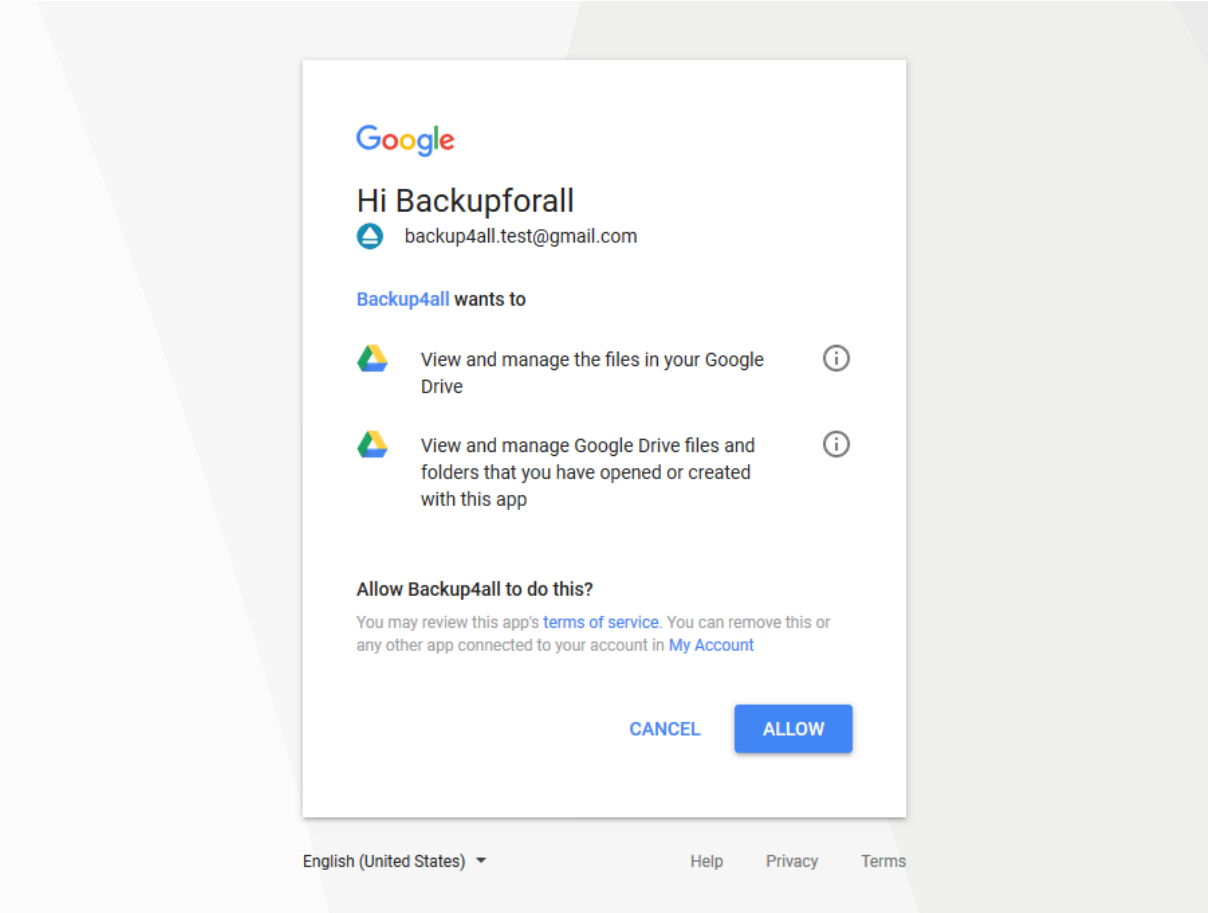

- **Folder -** In this field you have to select the folder where you want to store the backups. If no folder is selected the backup will be stored in the root of your Google Drive account.

7.3.7 Dropbox

FBackup supports backing up to Dropbox storage. This is a practical backup destination because the backed up data can be easily accessed from any other computer with an Internet connection.

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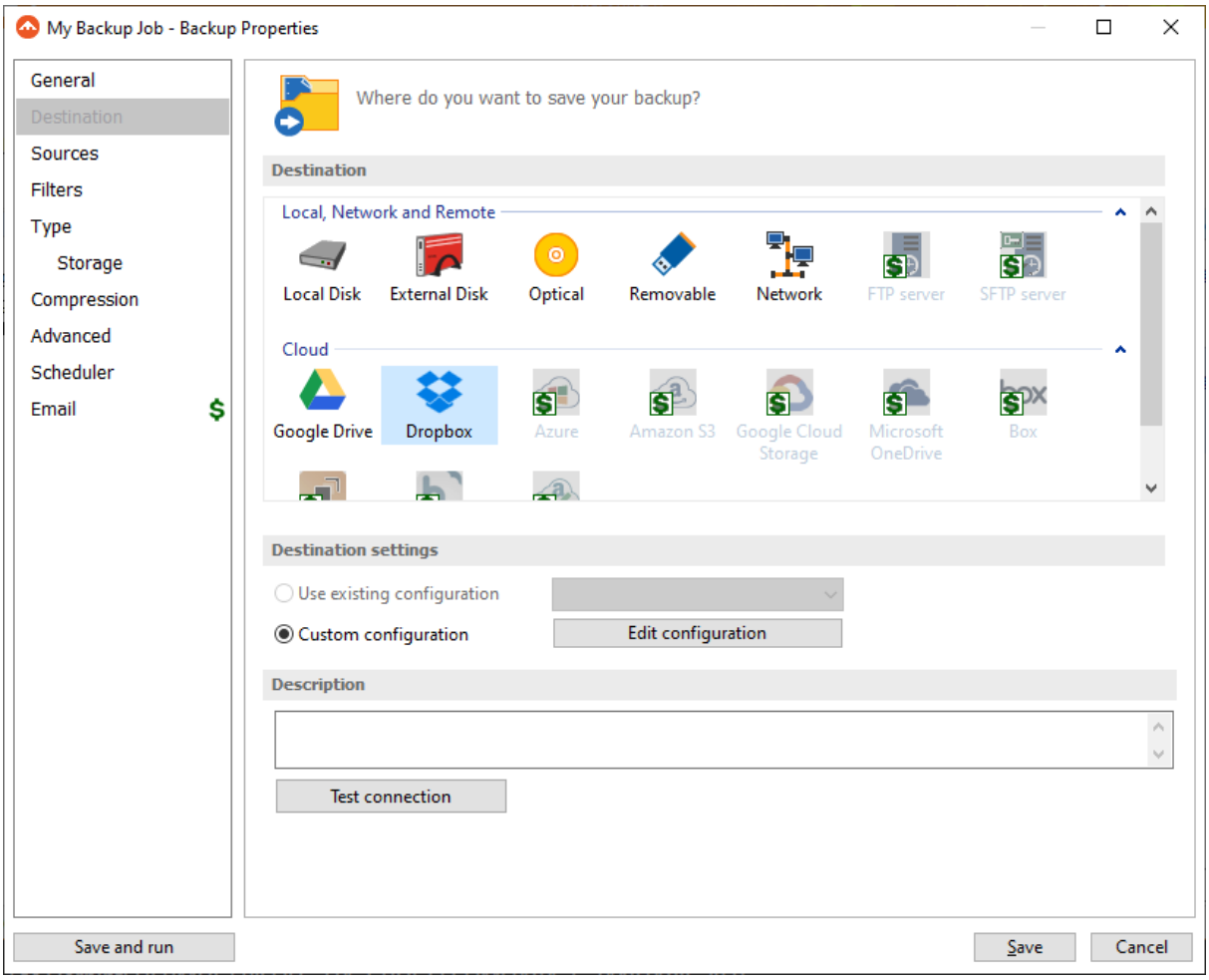

Destination

Use existing configuration
Use this option if you want to use an already defined Dropbox location in **File->Options->Online connections->Dropbox**. From the drop-down list, select the Dropbox location you want to use.
The advantage is that if you use the same Dropbox destination for multiple backup jobs and a modification is needed for destination, you can change only the Dropbox configuration from File->Options->Online connections->Dropbox and all backup jobs destinations will be updated.

Custom configuration
Use this option to add a new Dropbox location or to edit an existing one by pressing the **Edit configuration** button.

Description

Here you can see a listing of the Dropbox settings.
If you configured a new Dropbox location or you edit an existing one, you should use the **Test connection** button to see if the Dropbox settings are correct. If the test was successful, The Dropbox

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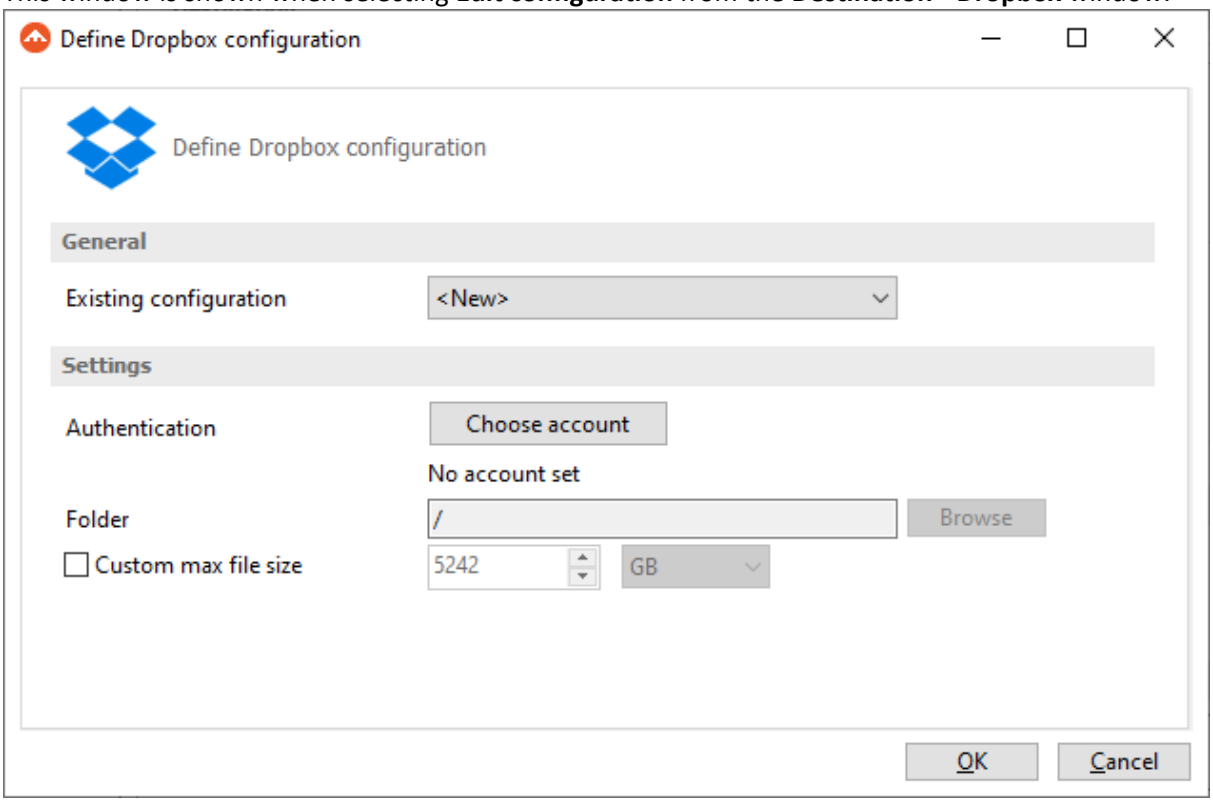
connection was tested successfully message will be displayed.
Once you press the **OK** button, FBackup will try to connect to the Dropbox server to see if a backup catalog already exists on the destination. If the Dropbox destination is not available, a **Cannot connect to the Dropbox server** message is displayed in the status bar (bottom of the main window).

7.3.7.1 Edit configuration

This window is shown when selecting **Edit configuration** from the **Destination->Dropbox** window.



General

Existing configuration
If you want to add a new Dropbox location, the **<New>** option should be selected. To edit an existing Dropbox location, select it from the drop-down list. All fields will be filled with the values of the selected Dropbox configuration.

Settings

- **Authentication -** press "Choose account" button to log in to your Dropbox account. Here you need to authorize FBackup application to read and write files/folders in your Dropbox account.

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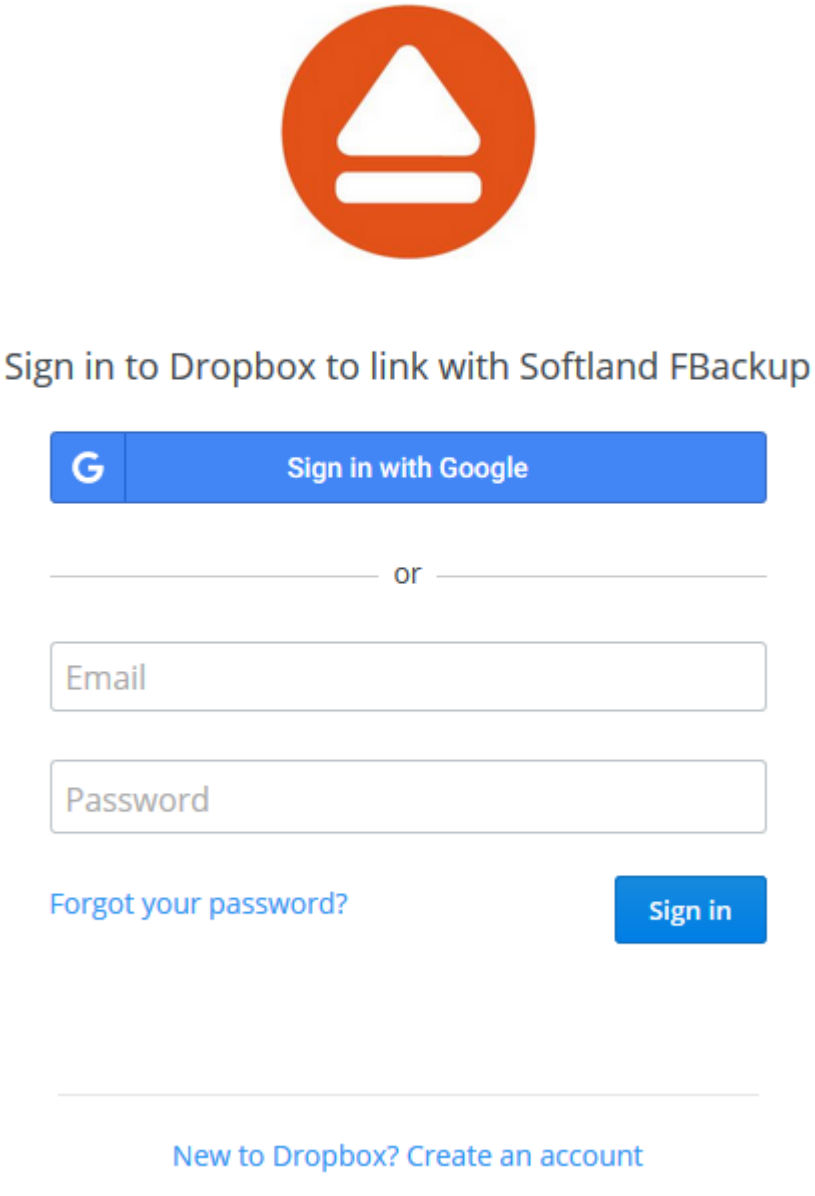

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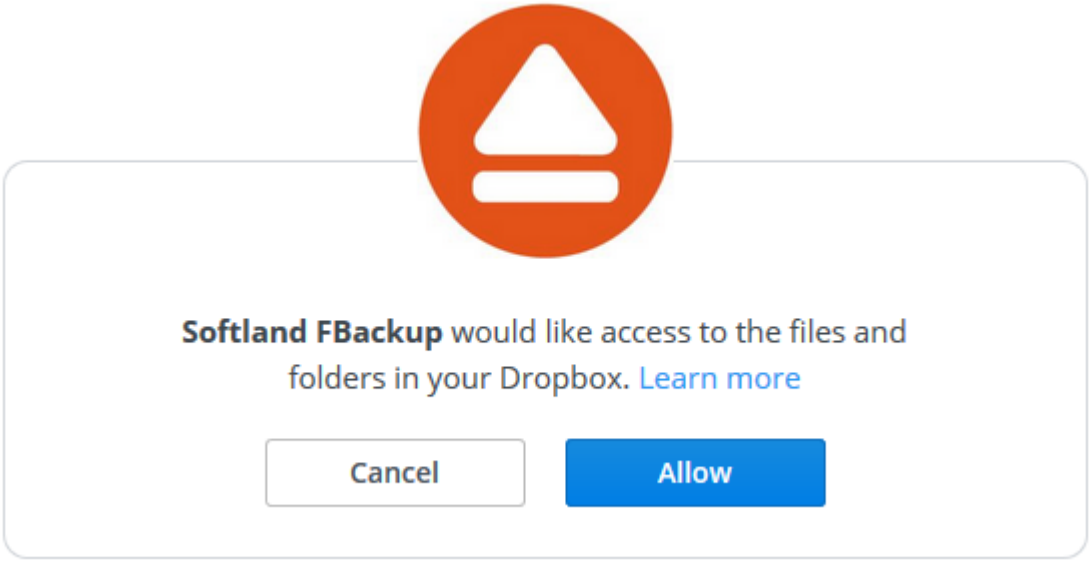

- **Folder -** In this field you have to select the folder where you want to store the backups. If no folder is selected the backup will be stored in the root of your Dropbox account.
- **Custom max file size -** this option allows you to set a custom file size (by default is 5 GB). It is useful if you don't want large files to be split on upload.

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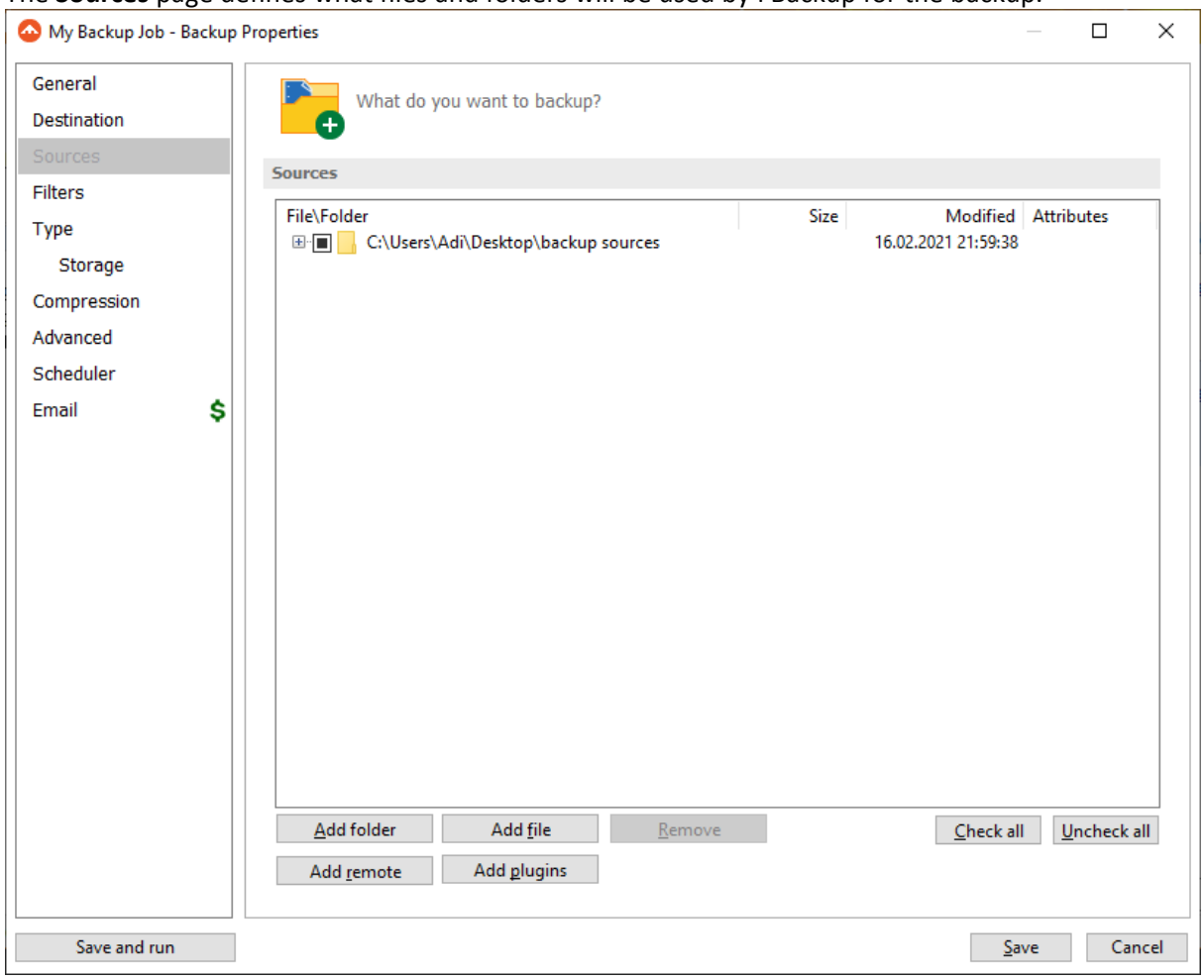
7.4 Sources

The **Sources** page defines what files and folders will be used by FBackup for the backup.



You can:

- add a whole folder by pressing the **Add folder** button
- add one or several files by pressing the **Add files** button
- remove any file or folder by selecting it and pressing the **Remove** button
- add sources from a remote location by pressing the **Add remote** button
- add sources from backup plugins by pressing the **Add plugins** button
- exclude subdirectories and files from backup by un-checking the thickbox ☑
- select all files and folders by pressing the **Check all** button
- unselect all files and folders by pressing the **Uncheck all** button

At least one source must be added to the backup job.
If the source drive is missing , a warning message is shown containing the list of missing drives. The user can choose **Abort** to stop the backup process, **Retry** to check the drive again, **Ignore** to mark the source folder as deleted and continue with the next sources.

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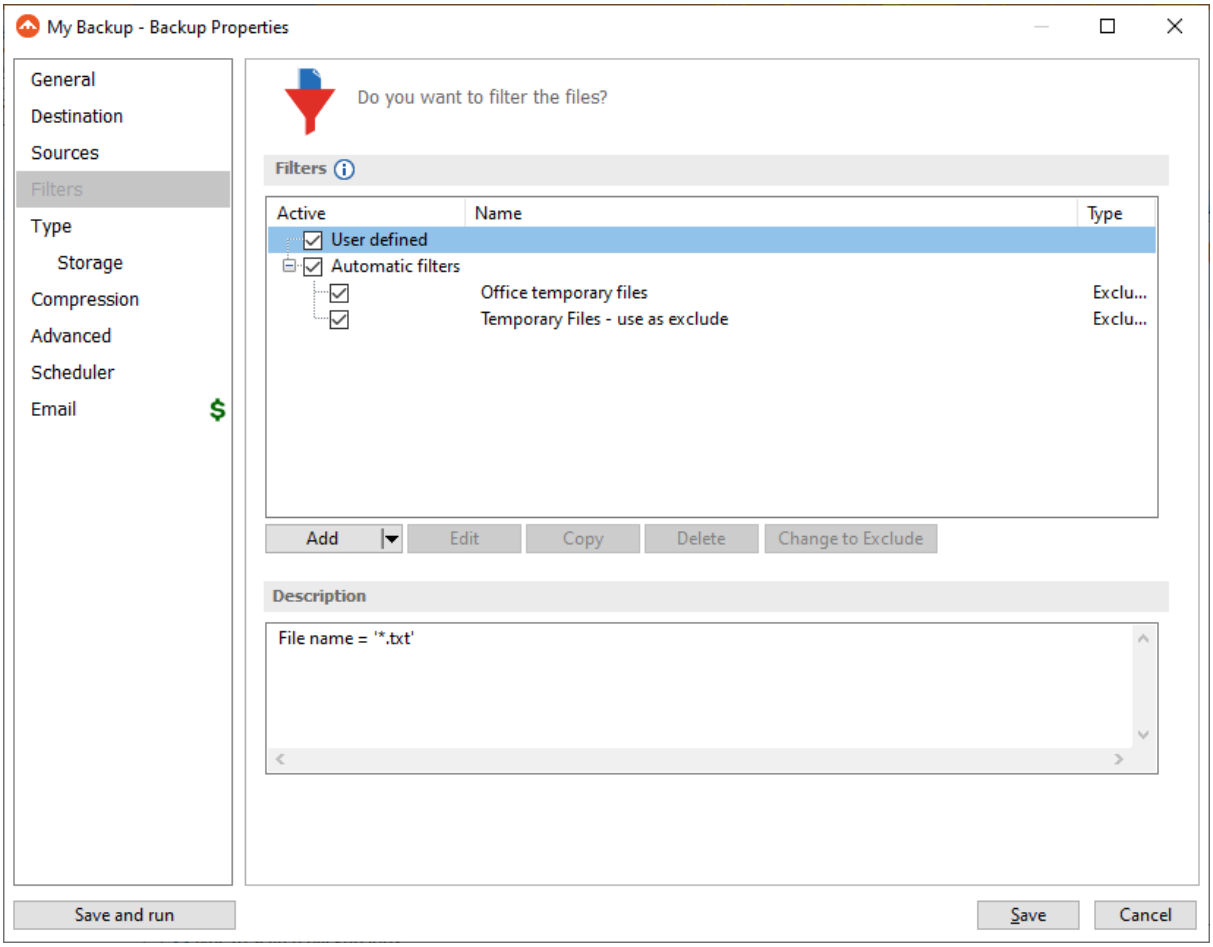
Tips:

- try to keep the number of checked files and folders greater than the number of unchecked files and folders - backup process will run faster this way.
- you can add files/foders to the **Sources** window by dragging and dropping them from **File Explorer**

7.5 Filters

The **Filters** page defines file filters to be applied to backup sources. Only files matching the filters will be added to backup.
You can use the **Add include** and **Add exclude** buttons to add filter rules for the current backup job.



The system selects only files that match the include filter and do not match the exclude filter. This means the exclude filter is more powerful: if a file satisfies both include and exclude filters, it will be excluded.

Include and exclude filters are composed from filter restrictions. Two or more filter restrictions in the include filter means that a file must satisfy at least one restriction to be included in the backup.

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Two or more filter restrictions in the exclude filter means that a file must satisfy any restriction to be excluded.

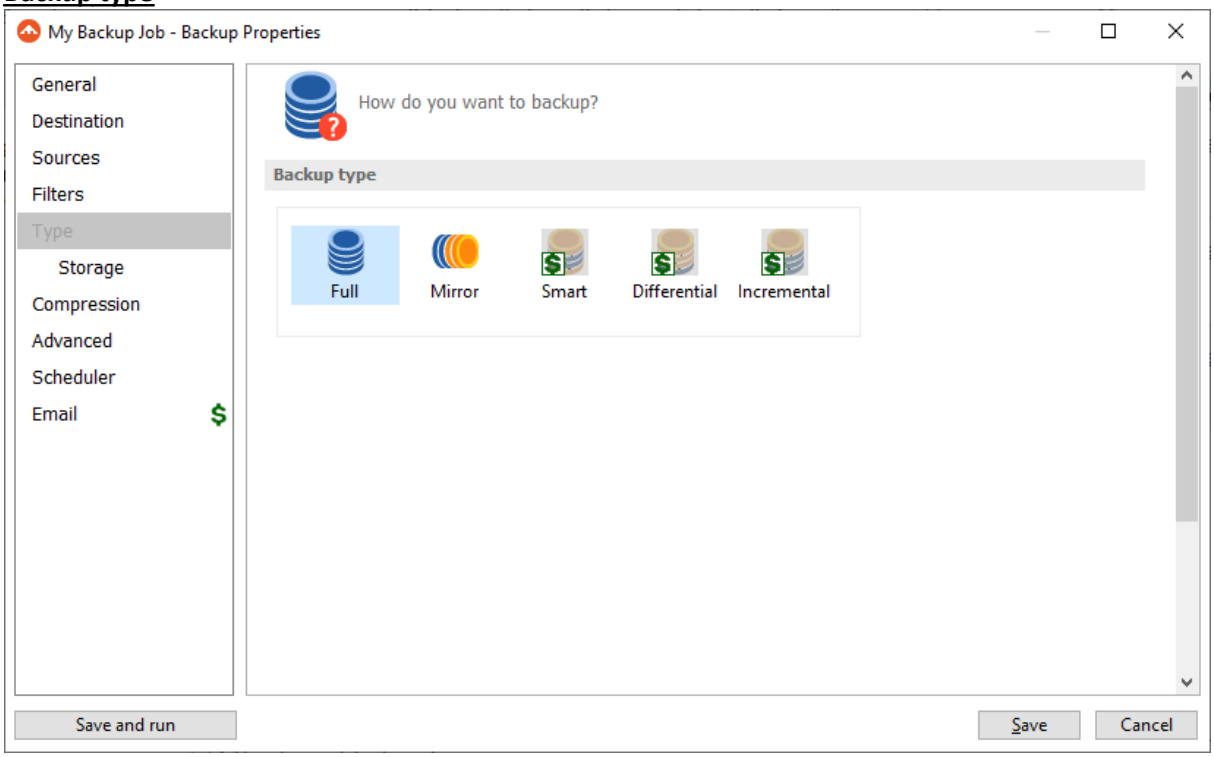
Note:
Filters on files and filters on folders must be created individually.

You can manage filter restrictions using the buttons:

- **Add include** - this will open a new Filter Properties window from where you can add a new include restriction to the filters list.
- **Add exclude -** this will open a new Filter Properties window from where you can add a new exclude restriction to the filters list.
- **Edit** - will open the selected filter's properties window. You will be able to modify the selected restriction.
- **Copy** - this will create a copy of the selected filter.
- **Delete** - will remove the selected filter from the list of include or exclude filters.
- **Change to include/exclude -** pressing this button will change the type of filter from include to exclude or vice versa.

7.6 Type

Backup type



User can select one of these backup types:

- Full

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- Mirror

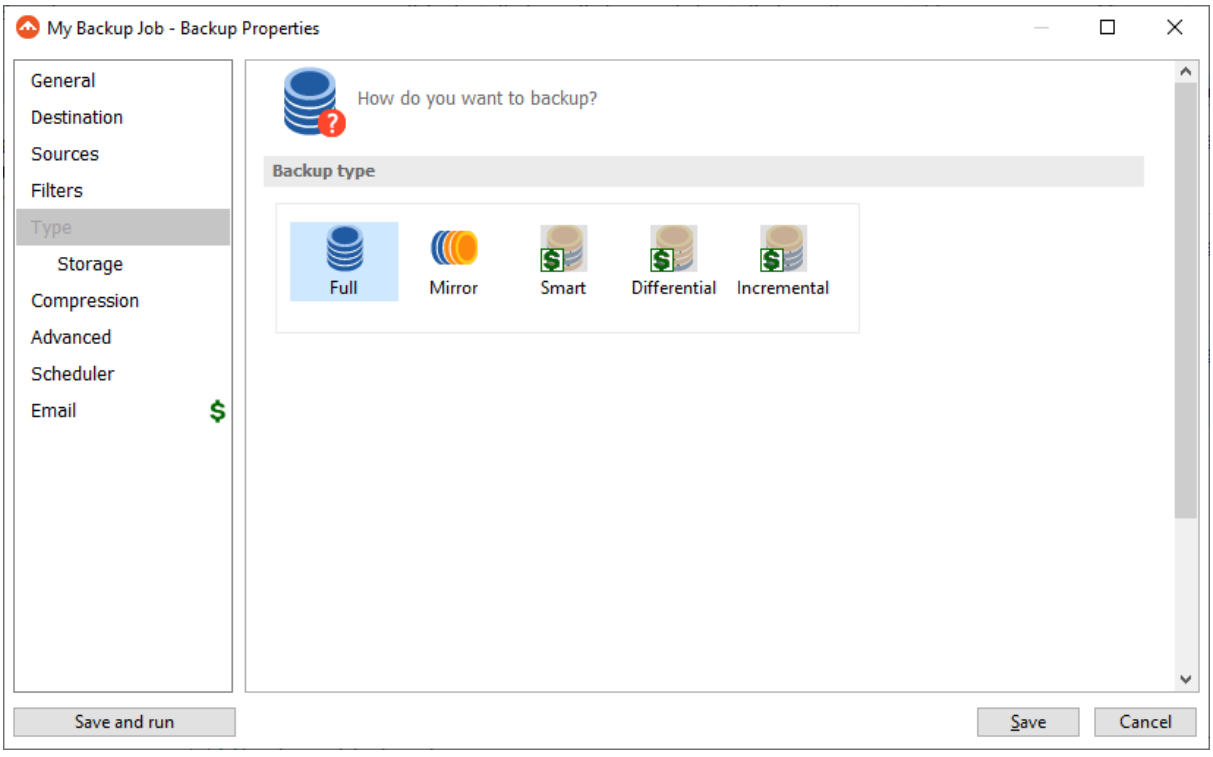
The backup type can be changed from the **Type** page in **Backup Properties**.
The full backup backup use zip compression to reduce the size of the stored backup versions.
The mirror backup type creates in destination an exact copy of the source file without zipping them.

Full
Full backup type will create in destination a zip file with all source files and folders. There are no other options available for Full type.
Mirror
The Mirror backup will create in destination an exact copy of the source files, without zipping them.
Click here to see all options available for Mirror type.

Backup Properties - Storage

7.6.1 Full

Full backup is the starting point for all other backups, and contains all the data in the folders and files that are selected to be backed up.



7.6.2 Mirror

A **mirror backup** is identical to a full backup, with the exception that the files and folders are not compressed in zip files and they cannot be protected with a password. A mirror backup is most frequently used to create an exact copy of the backup source data. The sources folder tree will be

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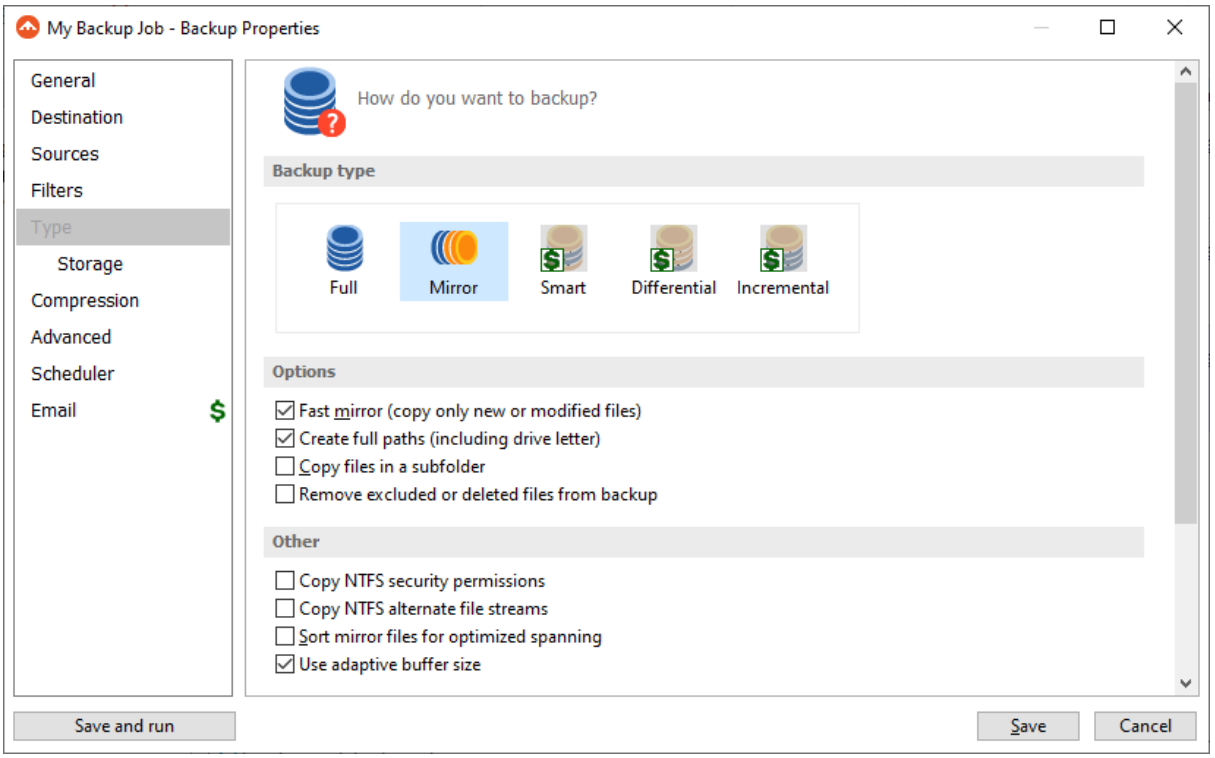
recreated in the destination.



Mirror

Options

Fast mirror (copy only new or modified files)
Use this option to make mirror backups even faster. When this option is set, FBackup uses the information stored in ".fkc" files to copy only new or modified files to the destination. If this option is not set, the system will copy all files each time the backup is executed. By default this option is checked.

Create full paths (including drive letter)
Sometimes there can be sources with the same names. The system will detect this conflict situation and will show a warning message.

Copy files in a subfolder
If checked, the files will be copied in a subfolder of the destination folder (typically you will see a ". fkc" file and a folder with the same name). If the option is not set, the files (and folder structure) will be copied directly into the destination folder.

Remove excluded or deleted files from backup
Use this option to remove from the backup the files that were deleted (or excluded) from the backup sources. This option is not selected by default.

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Others

Copy NTFS security permissions

Use this option to copy the files NTFS security permissions. Please note the NTFS permissions can be copied only if the backup destination drive is also formatted as NTFS. If the destination is FTP/SFTP/ cloud, it does not work.

Copy NTFS alternate file streams

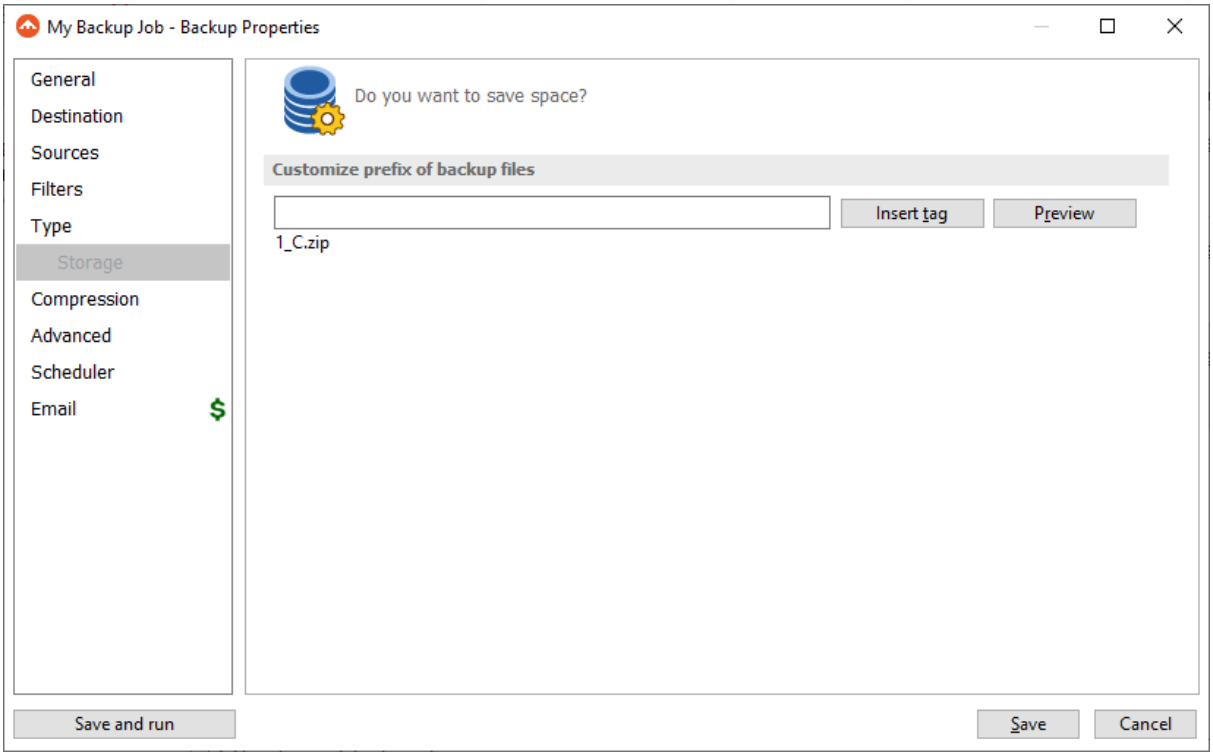
Use this option to copy the NTFS alternate file streams

Sort mirror files for optimized spanning

This option is useful when spanning the backup over multiple removable drives. If this is checked, FBackup will sort the files by size (descending) before copying them on the removable drive. This way it will start with the larger files and put the smaller ones towards the end of the backup (optimizing the space used on the removable drive). By default this option is not checked.

Be aware that you can restore only from the latest version of a mirror backup from the FBackup interface. You can restore however manually previous versions as they are accessible from any file manager, like **File Explorer**.

7.6.3 Storage



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Customize prefix of backup files

Typically the name of the zip file is something like: "1_C.zip", "1_D.zip" etc. (one zip for each drive). The names of these zip files do not make much sense for the user but they can be customized by pressing the **Insert tag** button. Following tags are predefined:

- Backup Name (<BACKUP NAME>)
- Backup Number (<BACKUP NUMBER>)
- Backup Type (<BACKUP TYPE>)
- Backup Date (<DATE>)
- Backup Time (<TIME>)
- Backup Hour
- Backup Minute
- Backup Second
- Backup Year (<YEAR>)
- Backup Month (<MONTH_MMM>)
- Backup Month - numeric (<MONTH_MM>)
- Backup Day (<DAY>)
- Backup Week (<WEEK>)
- Backup Day of Week (<DAY OF WEEK>)
- Backup Day of Week (locale)
- Backup Day of Week (numeric)

You can also add your text in the edit tag field. Use the **Preview** button to see how the names of the zip files will look like.
Windows does not allow the following characters in the file name: / \ * ? : " < > |
Therefore FBackup will prompt you to change these characters if present in the **Customize zip name prefix** field.

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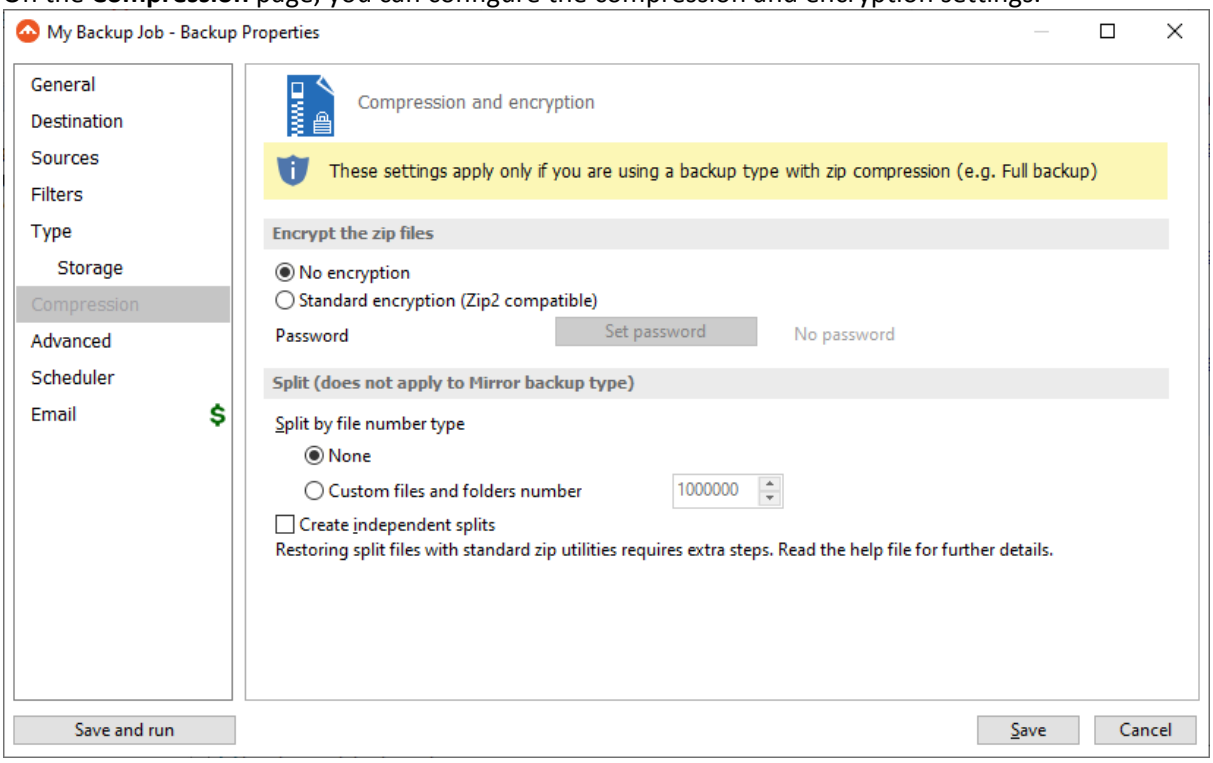
7.7 Compression

On the **Compression** page, you can configure the compression and encryption settings.



Encrypt the zip files

No encryption
The zip files created are not protected by password for unauthorized access.

Standard encryption (Zip2 compatible)
This is the standard Zip 2.0 encryption. Zip 2.0 encryption format cannot provide protection from individuals with access to specialized password recovery tools. Its advantage over AES encryption is the compatibility with all third party zip applications.

Set password
After you press this button, a windows with the following fields will appear:

- **New password**
  Manually enter the password you want to use for your zip files in this field
- **Confirm new password**

Re-enter the password in this field to avoid typing errors.

- **Old password**

This field is enabled only when the backup job already has a password. You can change the password only if you enter the old one in this field. This way only the owner of the backup will be allowed to change the password.

Tips:

- when choosing a password, it is recommended that you use a combination of letters and

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numbers and at least 8 characters.
- make sure that you remember all passwords that have been used for a backup job, or you will not be able to restore your files.

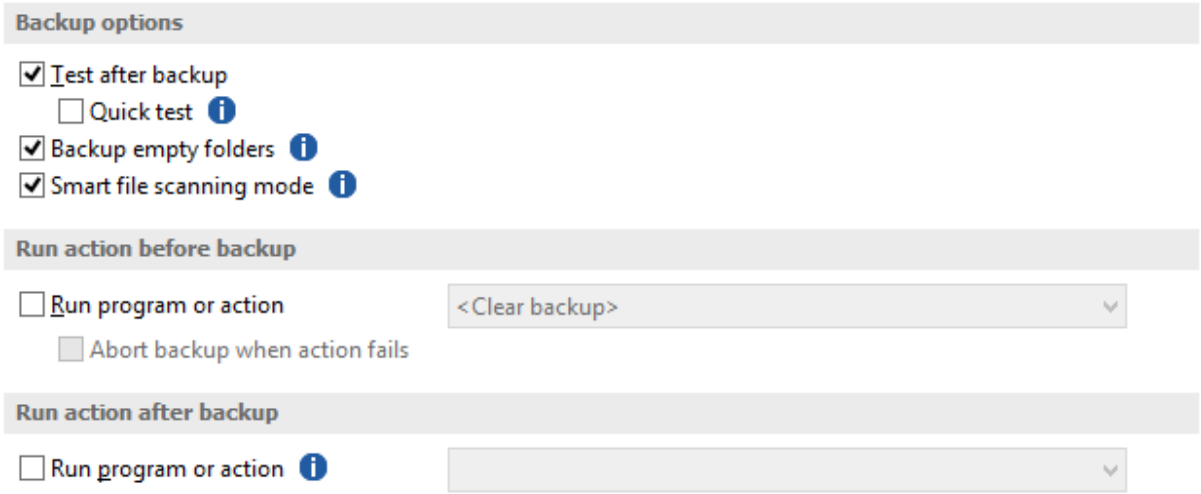
Split (does not apply to Mirror backup type)

Split by file number type
- **None -** The split by file number option is disabled
- **Custom files and folders number -** Specify the maximum number of files and folders to be included in a zip file. This option is useful if the application is using a lot of computer memory

Create independent splits
Using this option, each backup split can be independently restored.

7.8 Advanced

Options on this page affect the way a particular backup job is executed.



Backup options

Test after backup
If this option is set FBackup will test the resulting backup for data integrity after every backup process. Only the latest backup number will be tested after the backup execution.

Quick test
If this option is selected, the files in destination are tested quickly after backup, to check if they exists and they have the correct size, without calculating the CRC for each file. It does not apply to cloud destinations and it is not as safe as the normal test.
Backup empty folders

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If checked, the application will back up empty folders. Empty folders may result from their content being completely deleted or filtered out.

Smart file scanning mode
FBackup can use the USN journal to get a faster detection of the modified source files. The USN Journal (Update Sequence Number Journal), or Change Journal, is a feature of NTFS which maintains a record of changes made to the volume.
Since version 5.4 of FBackup, this option is activated by default for all new jobs. It can be activated manually for jobs created with an older version of FBackup.
This feature will scan all files changed on your computer using the NTFS journal. It is faster for large number of files and frequent backup executions.

The “Smart file scanning mode” option is used in all cases with the following exceptions:

1. User is not an administrator and the sources are on local drives. For standard users this option works only for external drives.
2. The source drive is not NTFS formatted.
3. Sources are not on local drives (ex: network drives). This option also works for local removable NTFS drives (stick, external hard drive, removable drives)
4. Backup job has relative file date filters are (ex: "older than x days").
5. If the file/folder filter has changes since the previous backup.
6. The journal will not be used at first backup (all sources are newly added).
7. The journal will not be used for full backup executions.
8. The journal will not be used when a source is newly added to backup
9. The journal will not be used when the source is changed by including other subfolders/files that were previously excluded
10. Because parsing the NTFS journal can be slower in some cases than parsing the files, the option will not be used if there are less than 200,000 files & folders in the backup. The 200,000 count is calculated as sum of all files and all folders already present in backup catalog, before the current backup execution.

Run action before backup

Run program or action
Check this option and select one of the predefined actions. FBackup waits until the action is finished before proceeding with the actual backup process.

The **<Clear backup>** predefined action deletes the ".fkc" file and all zip files associated with the current backup job.
Abort backup when action fails
User can check this option to abort the backup if the action ran before the backup failed.

Run action after backup

Run program or action
Check this option and select one of the predefined actions. FBackup does not wait for the action to be finished before proceeding.

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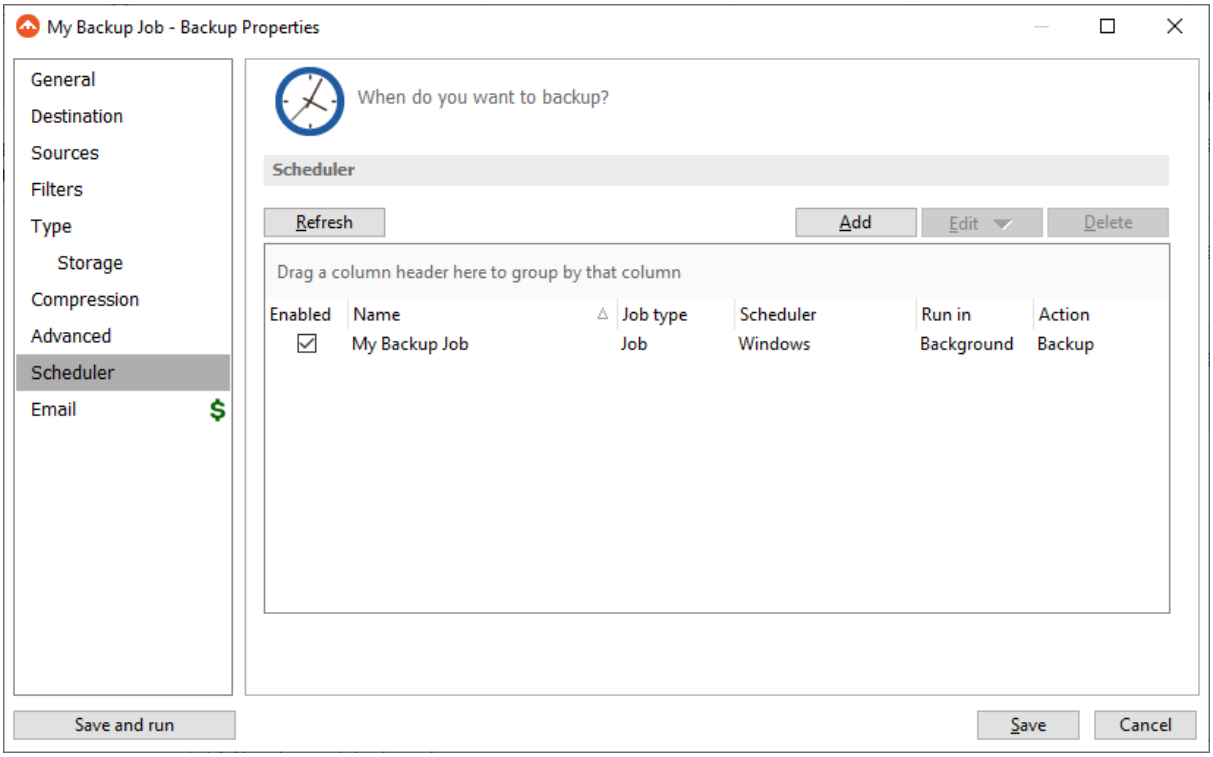
Available predefined actions:

- **<Stand by>** - The computer will enter in the **Stand by** state after the backup is executed.
- **<Hibernate>** - Computer enters in **Hibernate** (if available) after the backup execution.
- **<Log off>** - Closes all applications and **logs off** current user. When force parameters is set (example: <Log off /f>), the system will force applications to be closed. Force parameter might cause some applications to loose unsaved data.
- **<Shut down>** - **Shuts down** the computer. When force parameters is set (example: <Shut down /f>), the system will force applications to be closed. Force parameter might cause some applications to loose unsaved data.

7.9 Scheduler

Scheduler

Scheduler lists all the available information about the scheduled tasks and allows you to Add, Edit, Delete and Schedule new tasks. This only applies to the current backup job.



Right-clicking an existing scheduled task (or using the top buttons) will display the following options:

- **Add** - opens the Scheduler Properties window and allows you to add a new scheduled task
- **Edit**
  - **Properties** - opens the Scheduler Properties window where you can edit selected the scheduled task
  - **User and password** - opens a window where you can set the username and the password.
- **Delete** - removes the selected scheduled task

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- **Refresh** - refreshes the scheduled tasks list

There are several columns in the **Schedulers** window that provide information for each scheduled task:

- **Enabled** - if the checkbox is marked then the scheduled task will run, if is unchecked it will not be executed
- **Job Type** - shows the job type
- **Scheduler -** shows the scheduler type: Windows.
- **Run in** - shows if the scheduled task will run using the main interface or in background
- **Action** - shows the type of action associated with the scheduled task (default, full)
- **Backup Type** - shows the backup type set in scheduler
- **Task file** - shows the name of the task file
- **Status** - displays the status of the scheduled task
- **Next Run Time** - calculates the next date and time when the scheduled task will run.
- **Last Run Time** - shows the last date and time when the scheduled task ran.
- **Schedule** - shows the type of schedule selected for the task
- **User -** shows the user name for which the job is scheduled to run
- **Last run result** - shows the status of the last scheduled executed action for that job

The scheduled tasks in the list can be sorted by clicking on the column headers. The right-click menu on the column header provides a handy way to show/hide columns (except the Enabled which are grayed out).
You can also drag a column header on the above grey zone, if you want to group the scheduled tasks by that column.

7.9.1 General

This is the fist page of the Scheduler Properties window which appears when you click on the Add or Edit button in the Scheduler window of Backup Properties. This allows you to add or edit a scheduled task for the current backup job.

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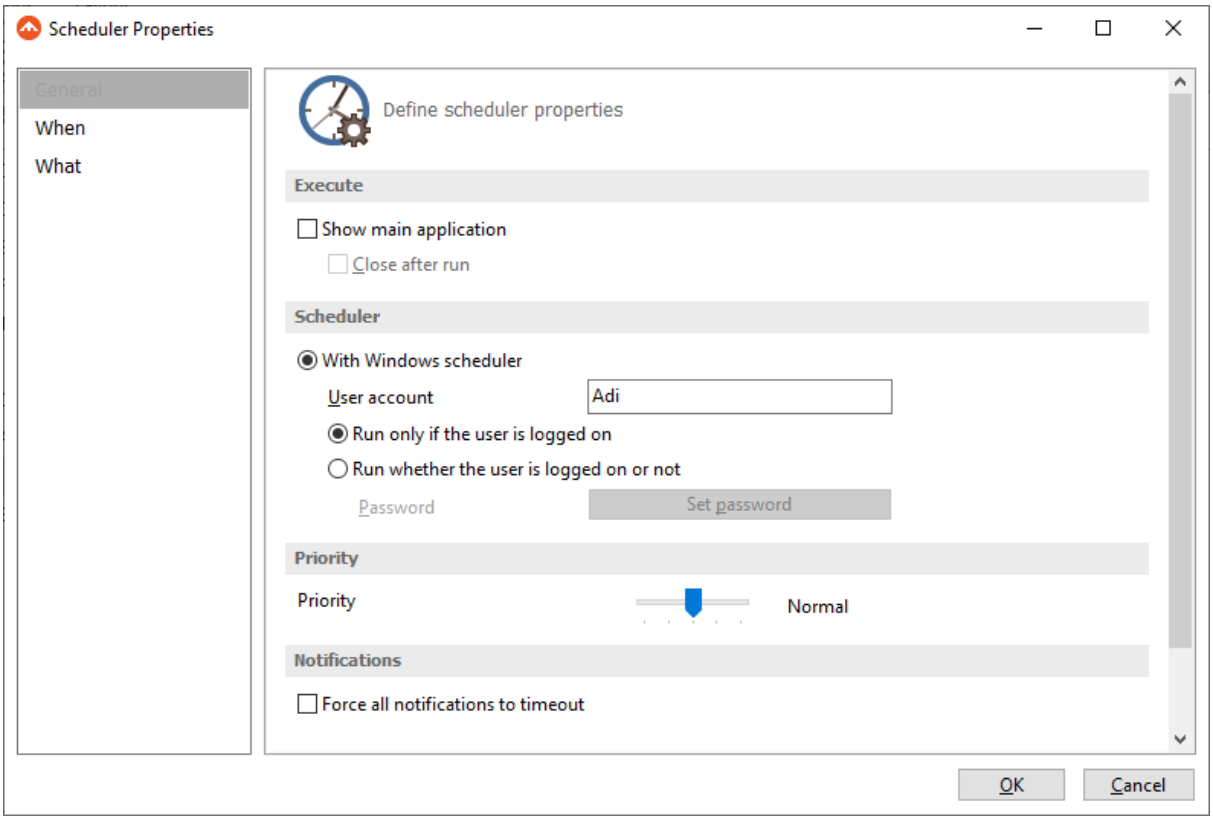

Execute

Show main application
Use this option if you want the main application window to be shown when the scheduled task is executed. By default, this option is unchecked and the scheduled tasks will run in background.

Close after run
If this option is checked, FBackup will be closed after the task is executed. This option applies only if the application was started by the current scheduled task.

Scheduler

We use only the Windows scheduler (no more built-in scheduler), which can be set up with or without a password, depending if you want the task to run when no user is logged on or only when there is an user logged on.

With Windows scheduler

- **Run only if the user is logged on** - the task will run under the specified user account only if there is an user logged on
- **Run whether the user is logged on or not** - the task will run even if there is no user logged on

Password - press this button to set the Windows login password for the above specified user account

Priority

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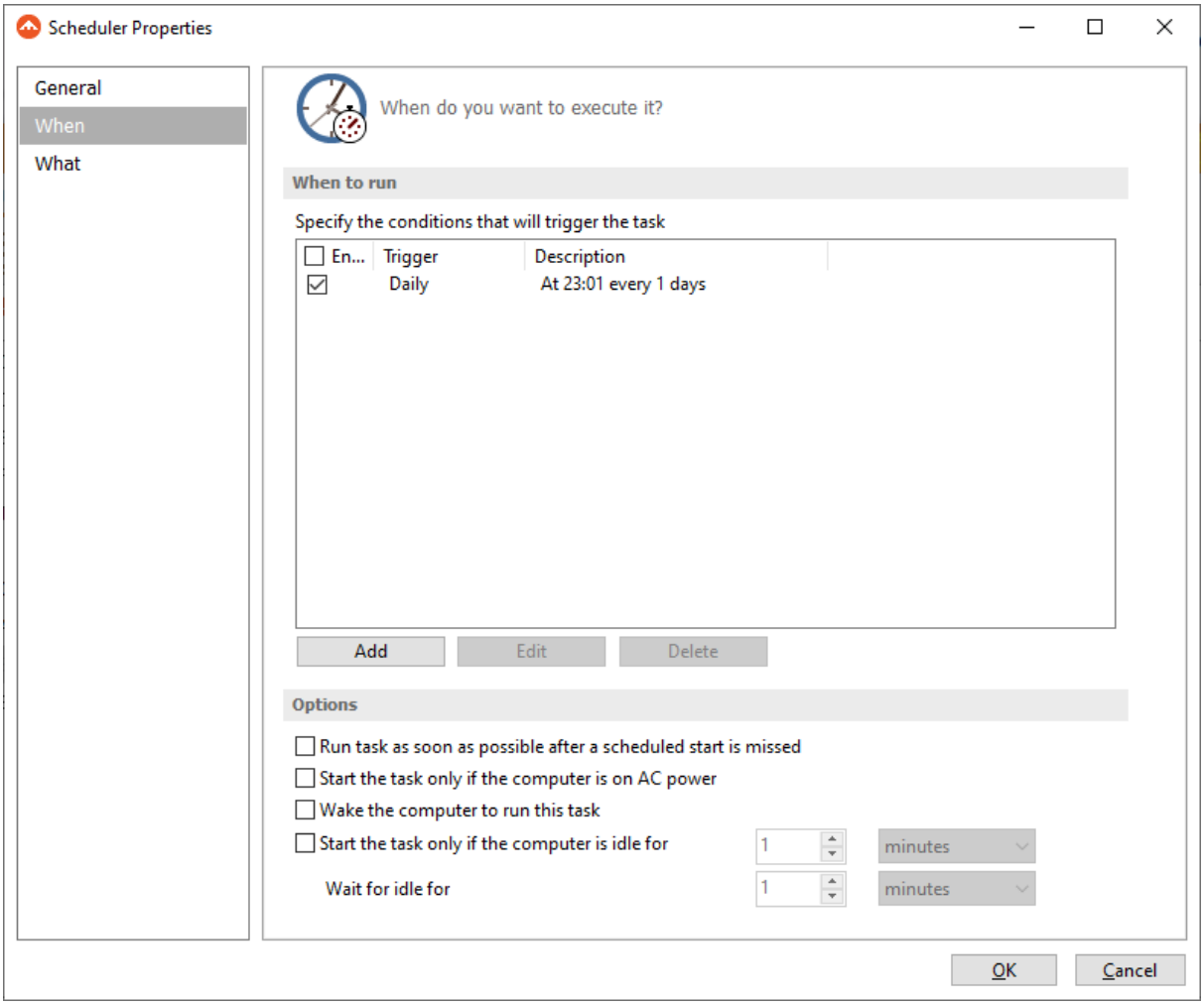
Indicates the task priority. Move the cursor to right or left in order to increase or decrease the priority.

Notifications

Force all notifications to timeout - use this option to force all notifications to timeout. This option is useful to continue the overnight backups when there is a message waiting for user input. That message will be closed and the backup will continue.

7.9.2 When

On this page you can set when do you want to execute the scheduled task.



Run task as soon as possible after a scheduled start is missed
Use this option to run missed tasks as soon as possible.

Start the task only if the computer is on AC power

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If this option is selected, the backup will be executed only if the computer is on AC power.

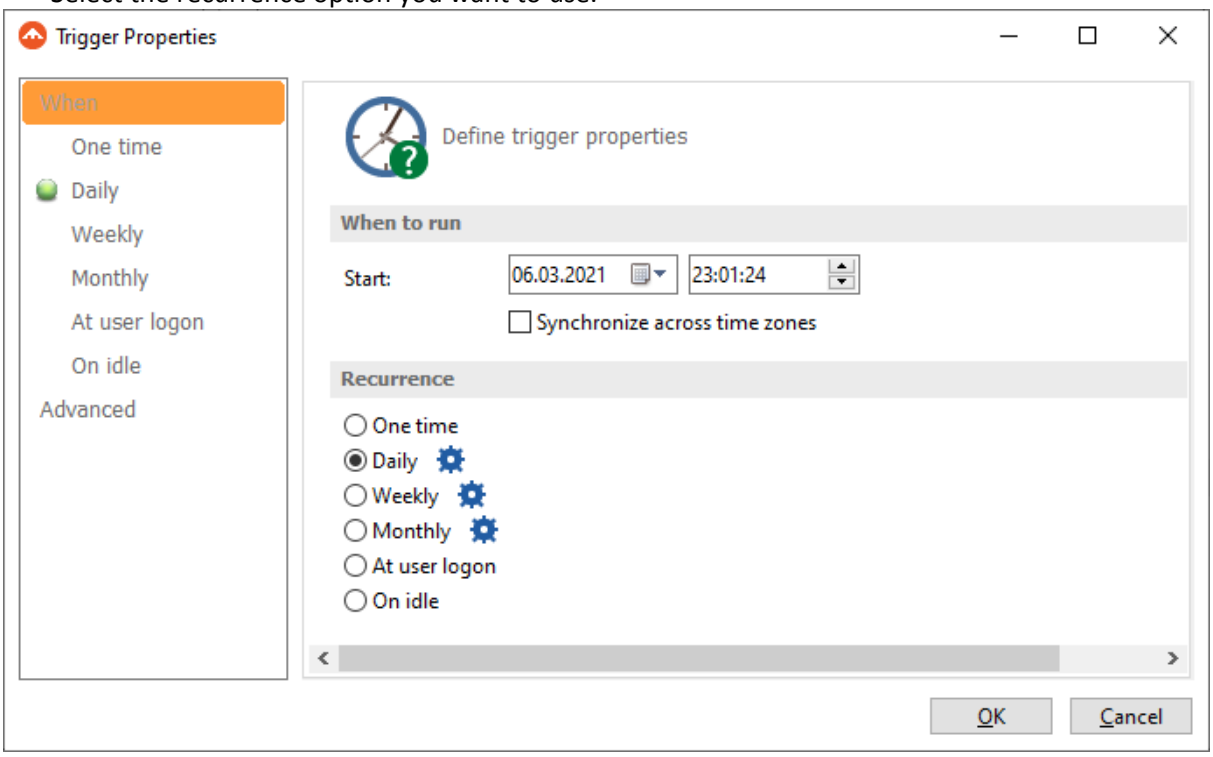
Wake the computer to run this task
Use this option to wake the computer from sleep mode at the scheduled time.

Start the task only if the computer is idle for
Use this option to indicate how long to wait when the computer is idle before the scheduled task starts.

When to run

In this section you can specify the conditions that will trigger the task. Use the **Add**, **Edit** and **Delete** buttons to manage the triggers for this task.
Pressing Add or Edit button will open the **Trigger Properties** window.

When -here you can select when to run the task: one time, daily, weekly, monthly, at user logon or on idle.
The Synchronize across time zones option allows you to run the scheduled backups at the same hour if you change the time zone.
Select the recurrence option you want to use.



- **One time** - select this option if you want the scheduler to be executed only one time

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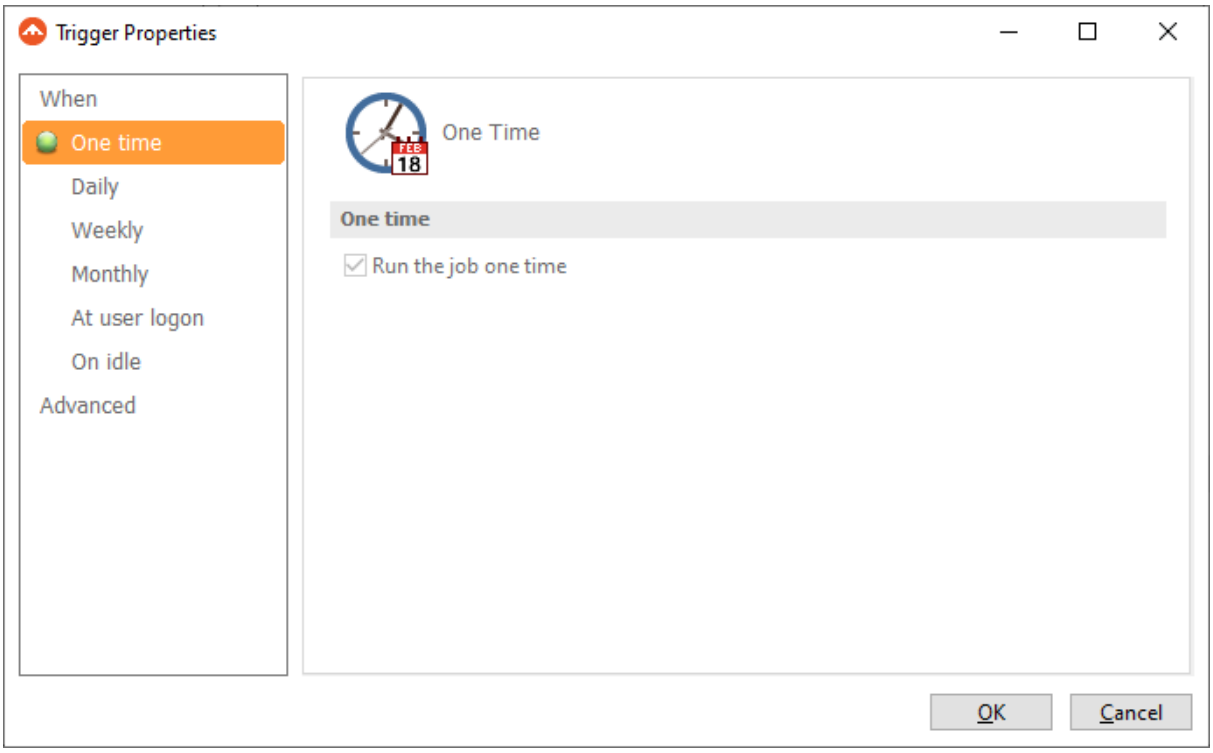
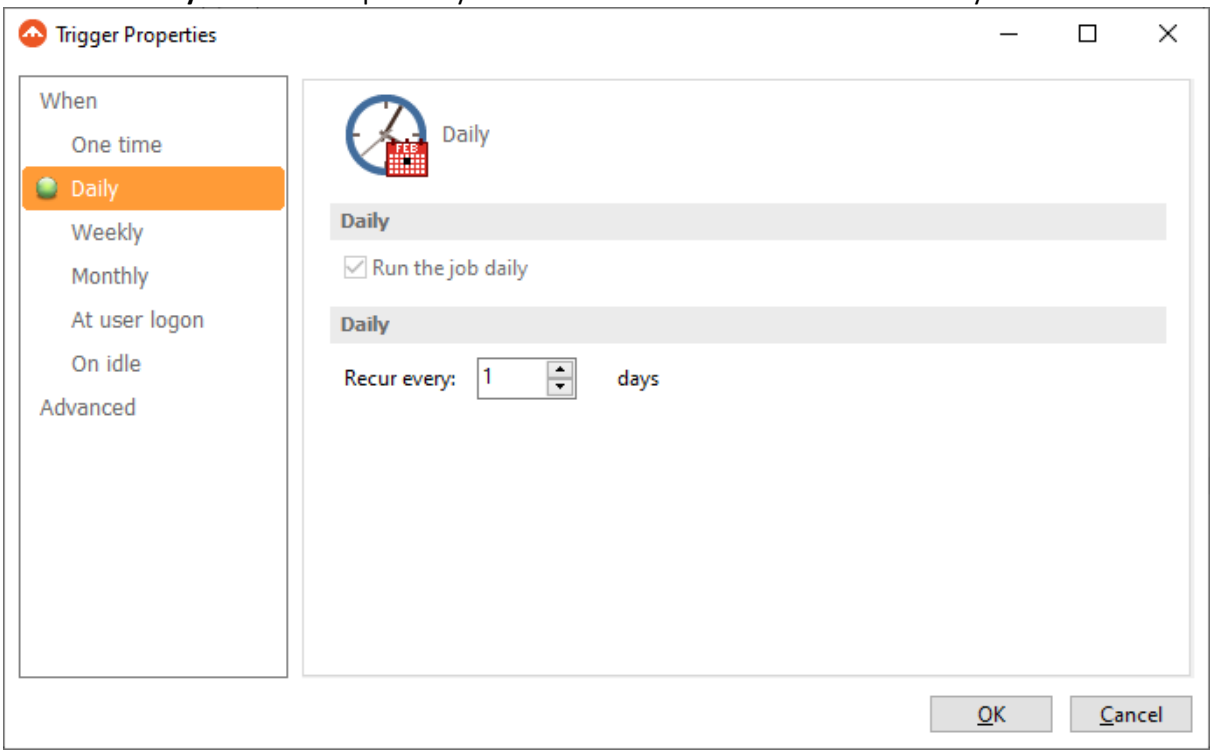


- **Daily** - select this option if you want the scheduler to be executed daily.



- **Weekly** - select this option if you want the scheduler to be executed weekly on the days you select.

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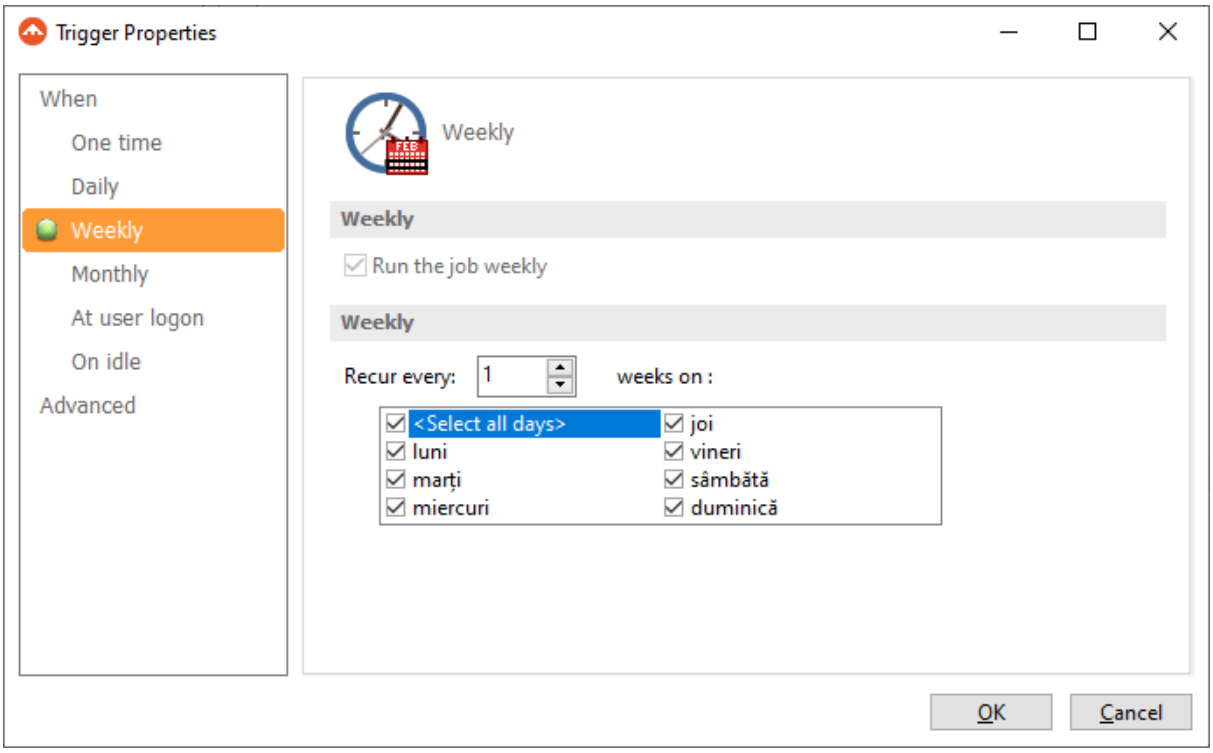

- **Monthly** - select this option if you want the scheduler to be executed monthly on the months and days you select.

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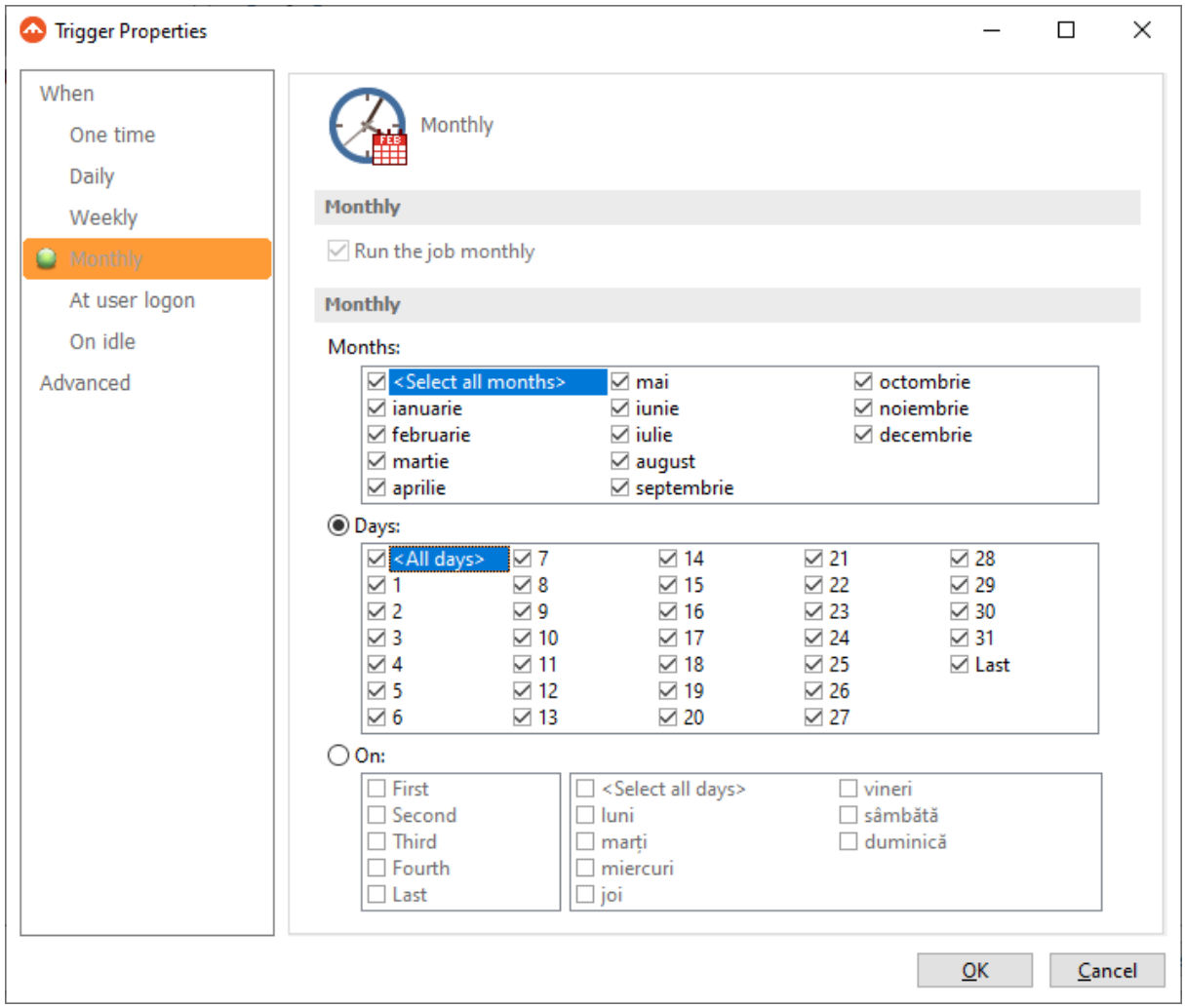

- **At user logon** - select this option if you want the scheduler to be executed every time at user logon.

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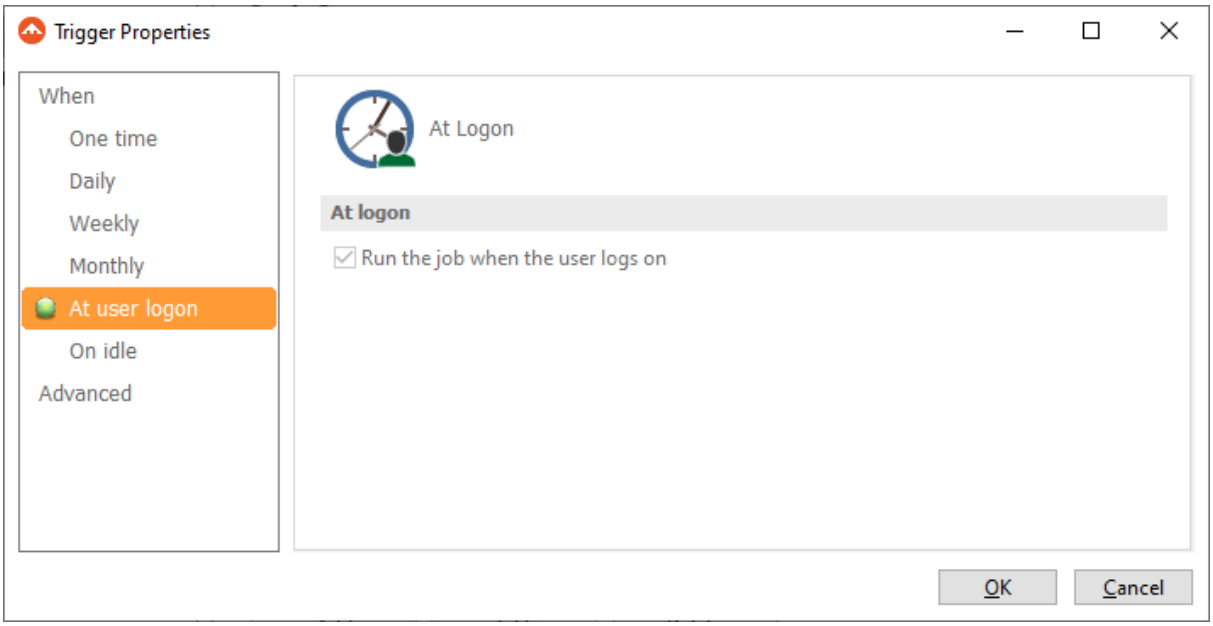
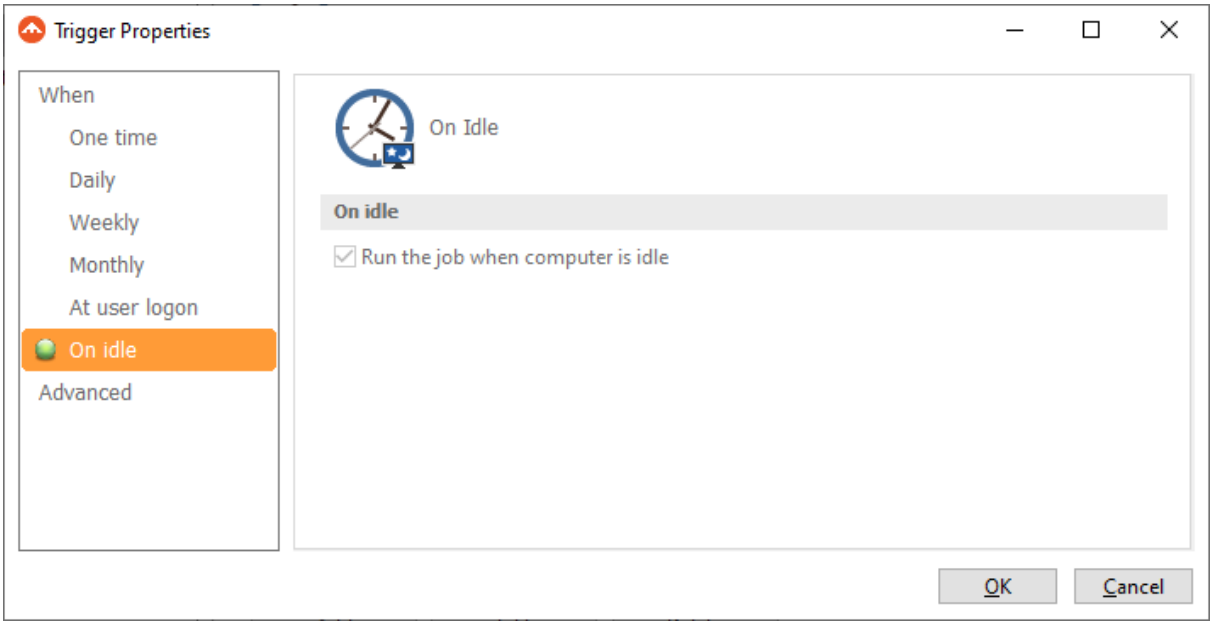


- **On idle** - select this option if you want the scheduler to be executed when the computer is idle.



Advanced

On this page, you can set the expiration date and time or the repeat frequency.

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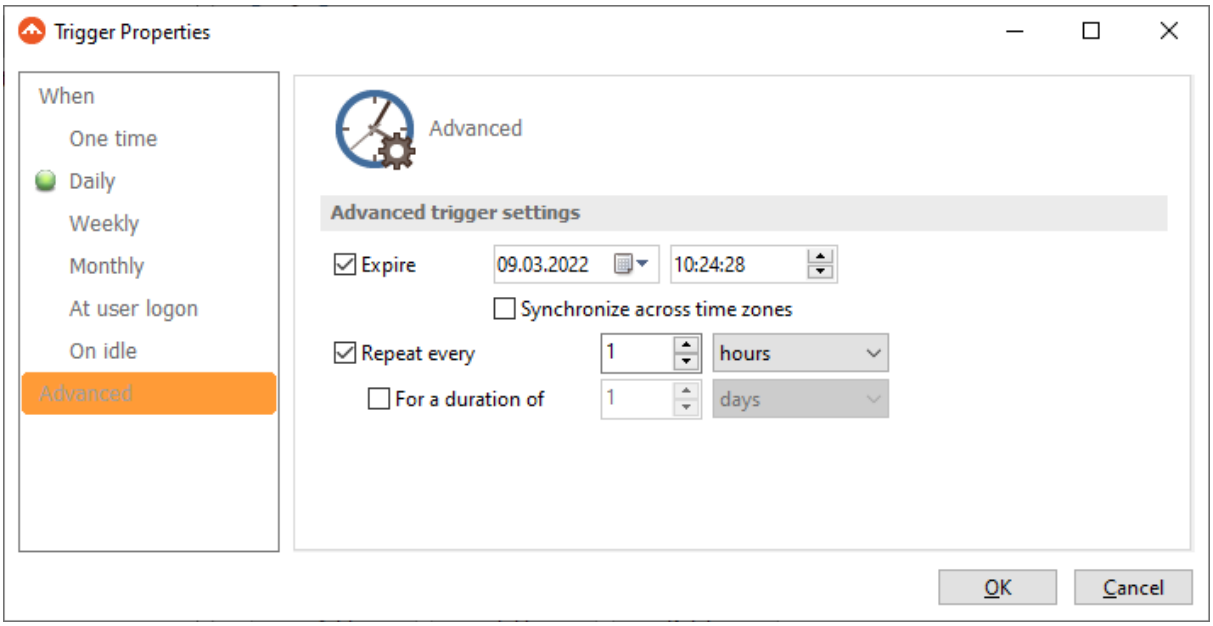
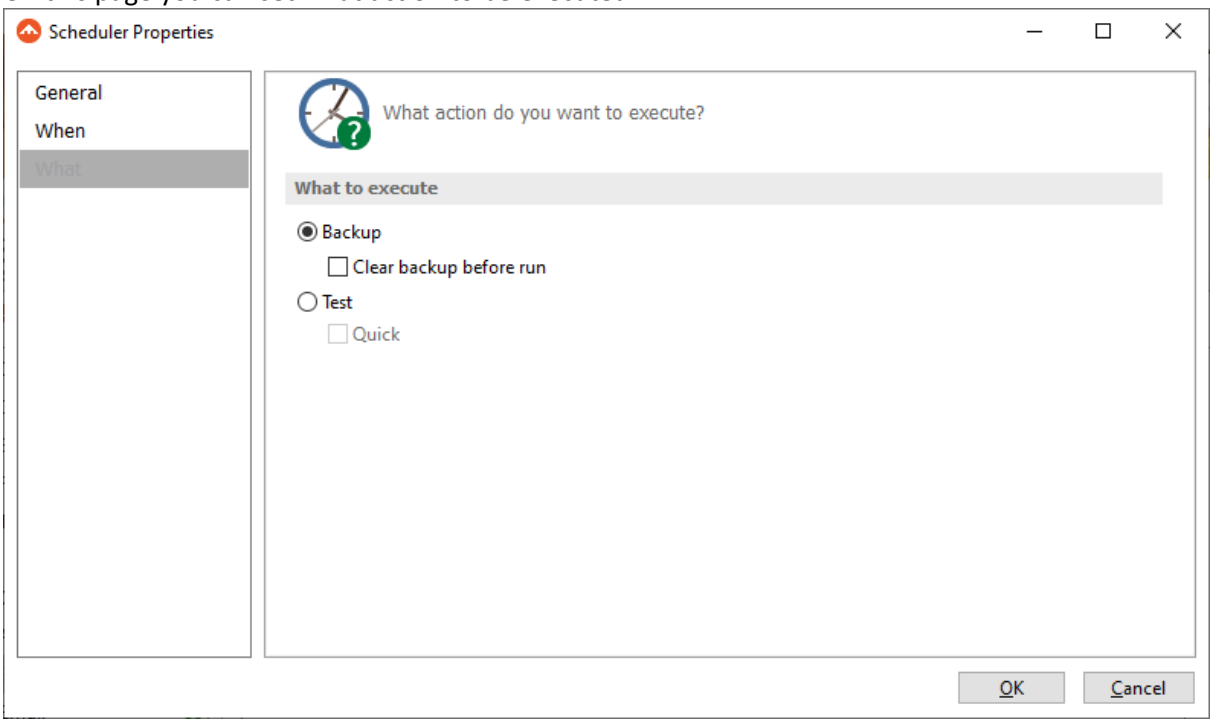


7.9.3 What

On this page you can set what action to be executed.



What to execute

- **Backup**

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Clear backup before run
If this is checked, FBackup will first delete the ".fkc" file and all zip files associated with the current backup job and after that execute the scheduled backup.

Erase disk before backup
This option is available only if the backup destination is a CD/DVD/Blu-ray disk. When selected, the CD/DVD/Blu-ray will be erased before the backup execution.

- **Test** - you can schedule a test operation instead of a backup.

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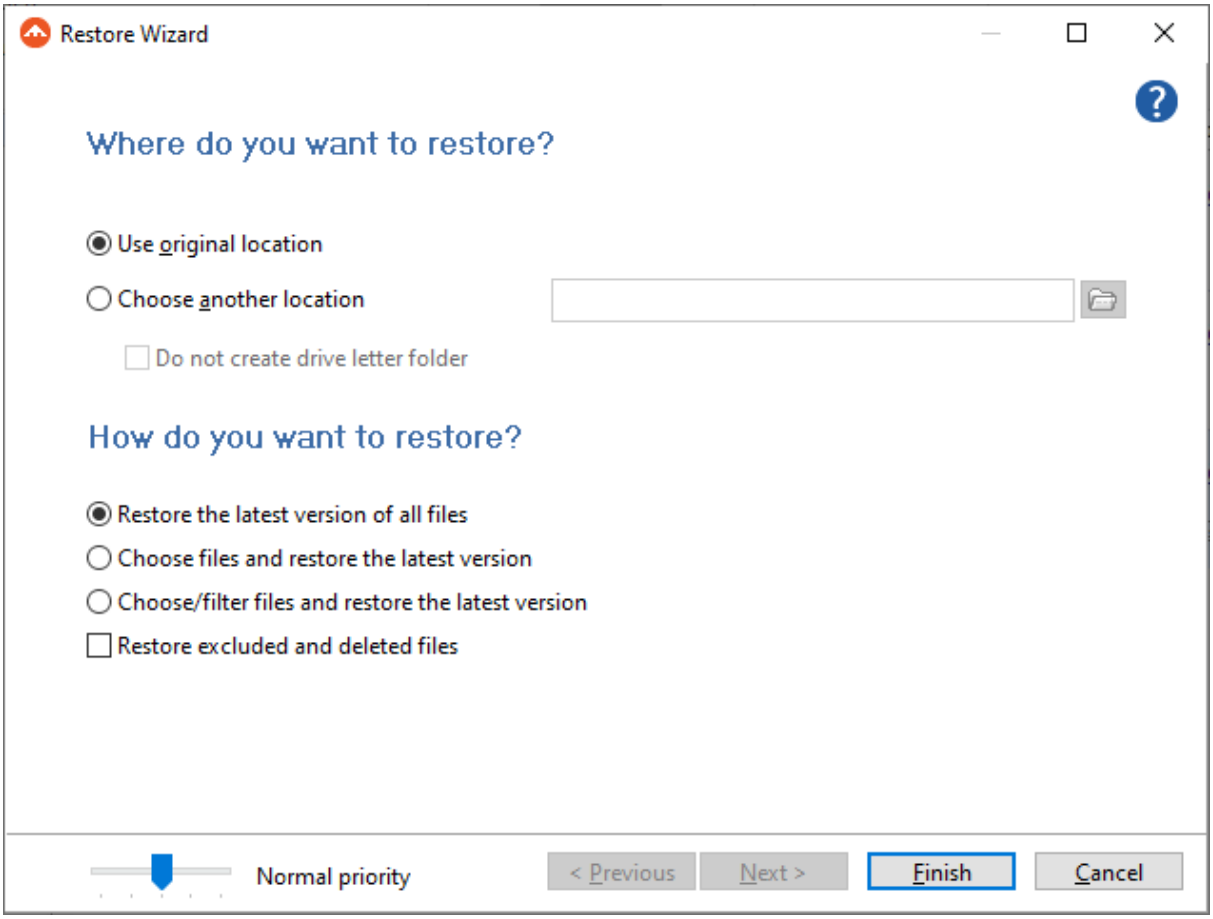
Restore Wizard

Part VIII

8 Restore Wizard

8.1 Where and how to restore

Using the **Restore Wizard** you can restore from a backup job. In the first step you can choose the destination, the priority of the execution and customize the restore operation if you wish.



Where do you want to restore?

Use original location
Copies the files from the zip backup into the original location. If a file with the same name already exists, a dialog will be shown prompting for an action before the restore can continue.

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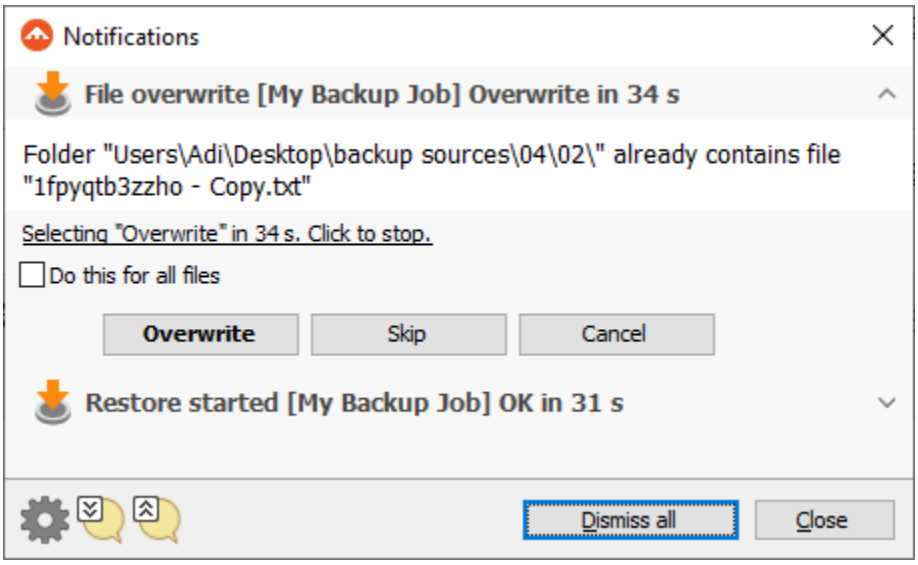

Choose another location
Copies files from the zip backup to a different folder. If selected, you can choose a different folder to restore files from the backup.

Do not create drive letter folder
If checked, FBackup will restore the files in the designated location using the original directory structure. If you select this option and you have files from multiple drives, some files might get overwritten. For example, if you backed up your **Users** folder from your **C** drive, when you restore it to a different location having the **Do not create drive letter folder** unchecked, FBackup will first create a folder named **C** and in it place the **Users** folder. If you would have checked the **Do not create drive letter folder** option, the folder named **C** wouldn't have been created.

How do you want to restore?

Restore the latest version of all files
FBackup will restore the latest version for all the files in the backup.

Choose files and restore the latest version
FBackup will restore the latest version for all the files in the backup. You will be able to filter the files using the **Preview** page.

Choose/filter files and restore the latest version
FBackup will restore the latest version of the files. Files that are excluded from backup are not restored. Check the status of the files in the **Explore** view of the main screen.

Restore excluded and deleted files
If this option is checked, the latest version of all files will be restored, even if these files were excluded from the backup.

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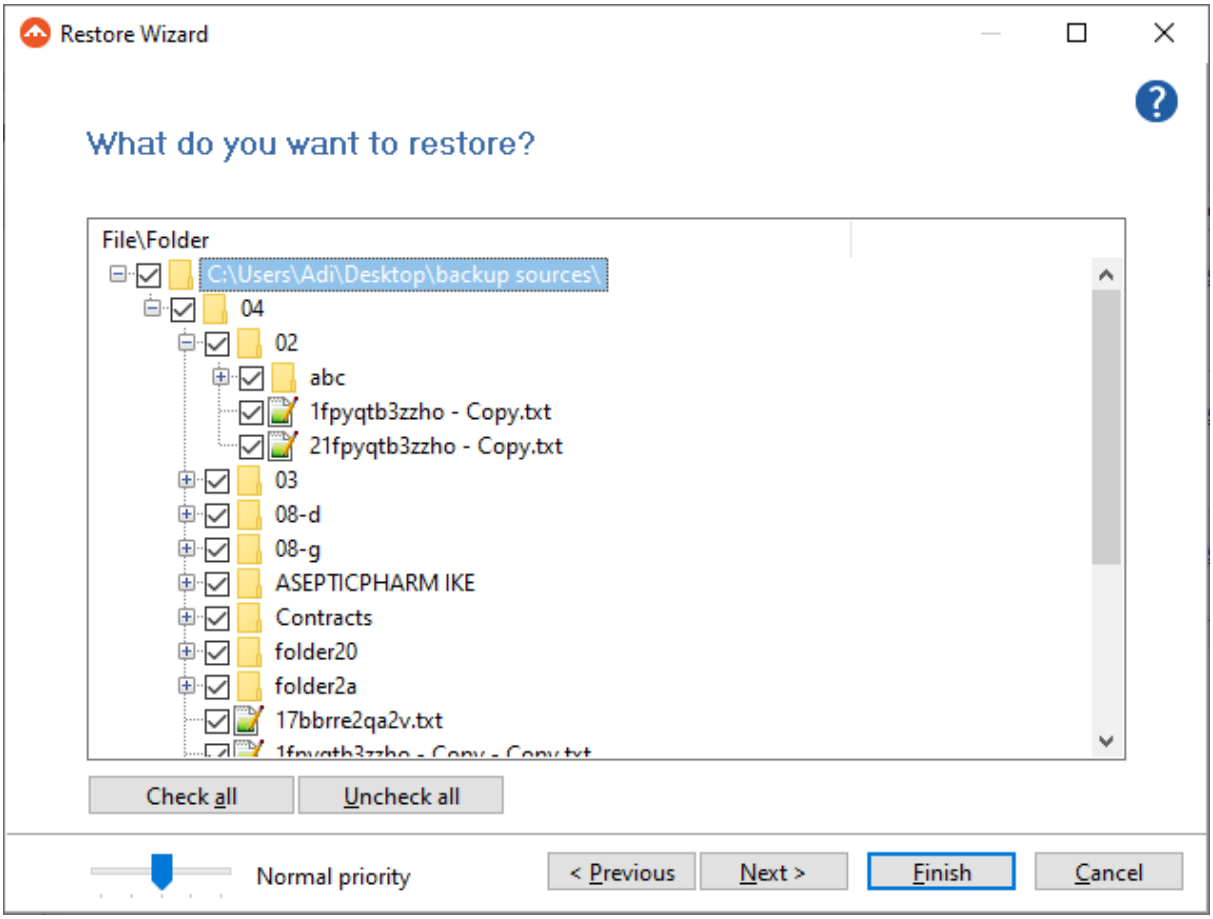
8.2 What do you want to restore

This is the second step of the **Restore Wizard**. It appears only for **Choose files and restore from the latest version**, **Choose/filter files and restore the latest version** options.



You can uncheck the files you don't want to restore. By default, all files are checked.

8.3 Do you want to filter the files

This is the third step of the **Restore Wizard** for **Choose/filter files and restore the latest version** restore type. You can filter the files to be restored.
Its behavior is the same as the **Filters** page of the **New Backup Wizard** or the **Backup Properties** window, except that the process is restore and not backup.

The **Filters** page defines files filters to be applied to files that are going to be restored. Only files and folders that match the filters will be restored.

You can add include or exclude filters. By default all files are included in the list to be restored.

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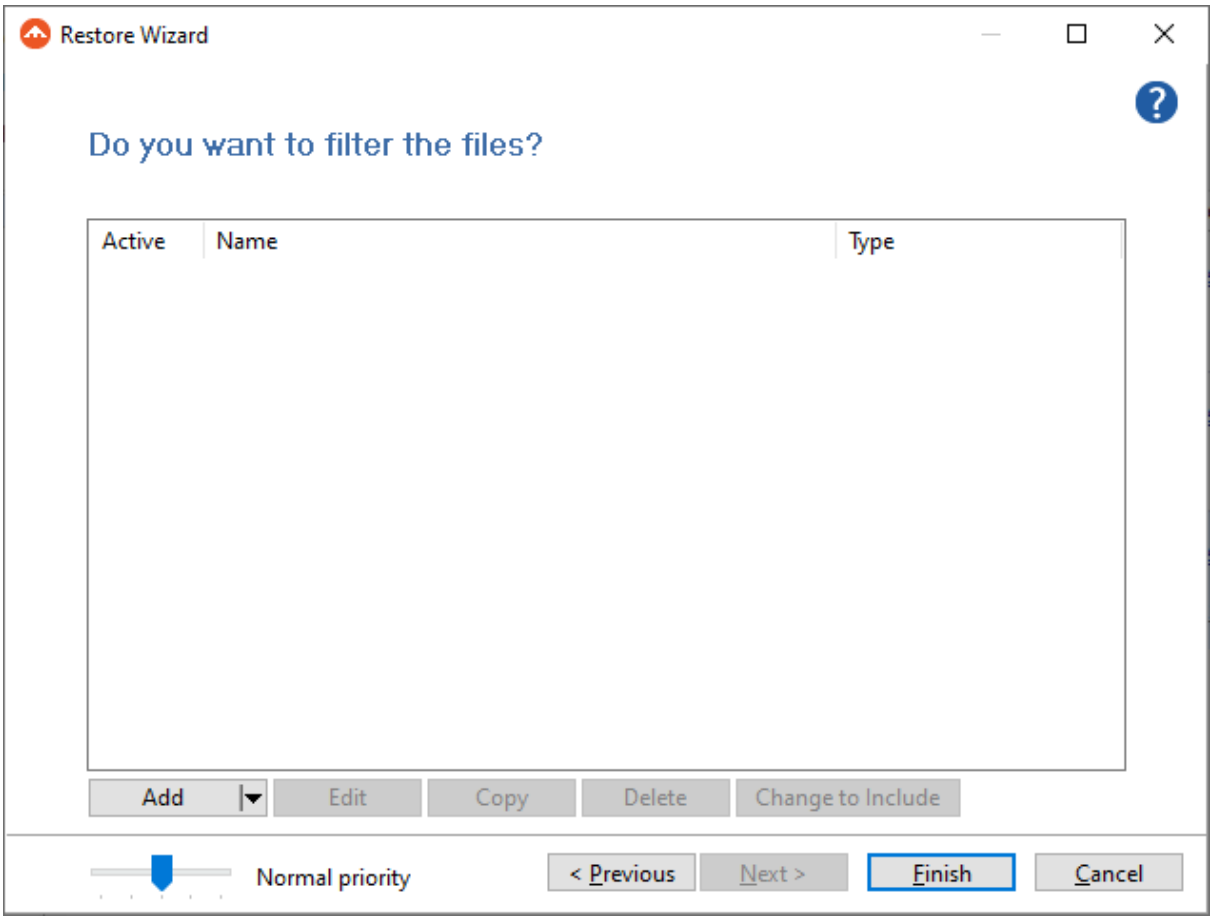

The system selects only files that match the include filter and do not match the exclude filter. This means the exclude filter is more powerful: if a file satisfies both include and exclude filters, it will not be processed by the system.
Include and exclude filters are composed from filter restrictions:

- two or more filter restrictions in the include filter means that a file must satisfy at least one restriction to be restored.
- two or more filter restrictions in the exclude filter means that a file must satisfy any restriction to be excluded.

In the **Type** column you can see if the filter is for include or exclude. To change the filter type, press the "Change to Include" or "Change to Exclude" button.

You can manage filter restrictions using the buttons:

- **Add include** - this will open a new window from where you can add a new restriction to the list of include filters.
- **Add exclude** - this will open a new window from where you can add a new restriction to the list of exclude filters.
- **Edit** - will open the same window as **Add**, with the selected filter's properties. You will be able to modify the selected restriction.
- **Copy** - will create a copy of the selected filter.

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- **Delete** - will delete the selected filter from the list.

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File Filtering

Part

9 File Filtering

9.1 Overview

File filtering in FBackup provides an intuitive way to define what files and folders to back up or restore.

Select Folders and Files for filtering

The files can be filtered when added to backup. On the **Backup Properties->Sources** page each file and folder is shown in the tree with a checkbox in front of it. If you uncheck it, the file or folder will be excluded from the backup or restore process.

After applying filters, each file and folder is shown in the tree with a checkbox in front of it. If you uncheck it, the file or folder will be excluded from the backup or restore process.

Filter

The role of the filter is to restrict the files from the sources or destination that will participate in the backup or restore process. The filter actually consists of two filters: the include filter and the exclude filter.

Include filter shows which files will be included in the backup or restore process. If the filter type is "Include", it means the files which match the filter will be included in backup.
Exclude filter shows the files that will be excluded from the backup or restore. If the filter type is "Exclude", it means the files which match the filter will be excluded from backup.
You can change the filter type from Include to Exclude or from Exclude to Include if you press the "Change to Include"/"Change to Exclude" button. If no filters are defined, then all the files and folders from sources will be backed up or restored.

9.2 File Filter

The **Edit file filter item** window is shown every time a file filter restriction is added or modified. It can be opened by pressing the **Add** button from the **Filters** page (New Backup Wizard, Backup Properties, Restore Wizard window or Files->Options) or the **Edit** button (if filters are already defined).

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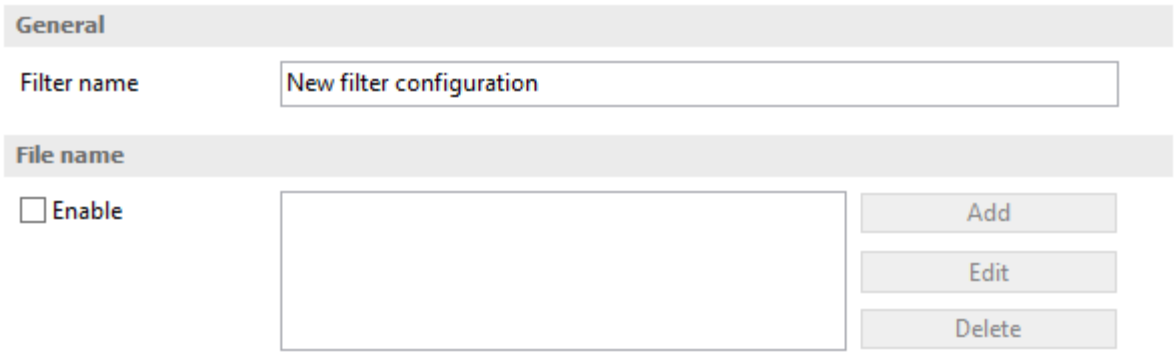

General

In the **Filter name** field you can type the name of the created filter. By default, the "New filter configuration" name is assigned. If you use an existing filter, the name of that filter is used.

File name

Enabling this will allow defining filters based on file name pattern.
Press **Add** and select an existing file extension from the **Filter** combo (*.doc, *.pdf, *.zip etc.). If the extension does not exist in the combo, just type it in and press OK. You can use the **Edit** or **Delete** buttons to modify/remove the file name filters defined.

File name patterns can include:

- ***** - it matches one or more letters. For example **a*.doc** matches all files that start with **a** and have **.doc** extension
- **?** - it matches only one letter. For example **a*.do?** matches all files that start with **a** and have any extension composed of three letters, the first two being **do**

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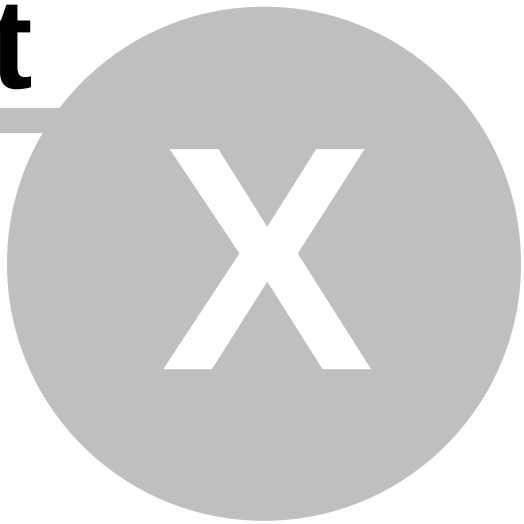
Options

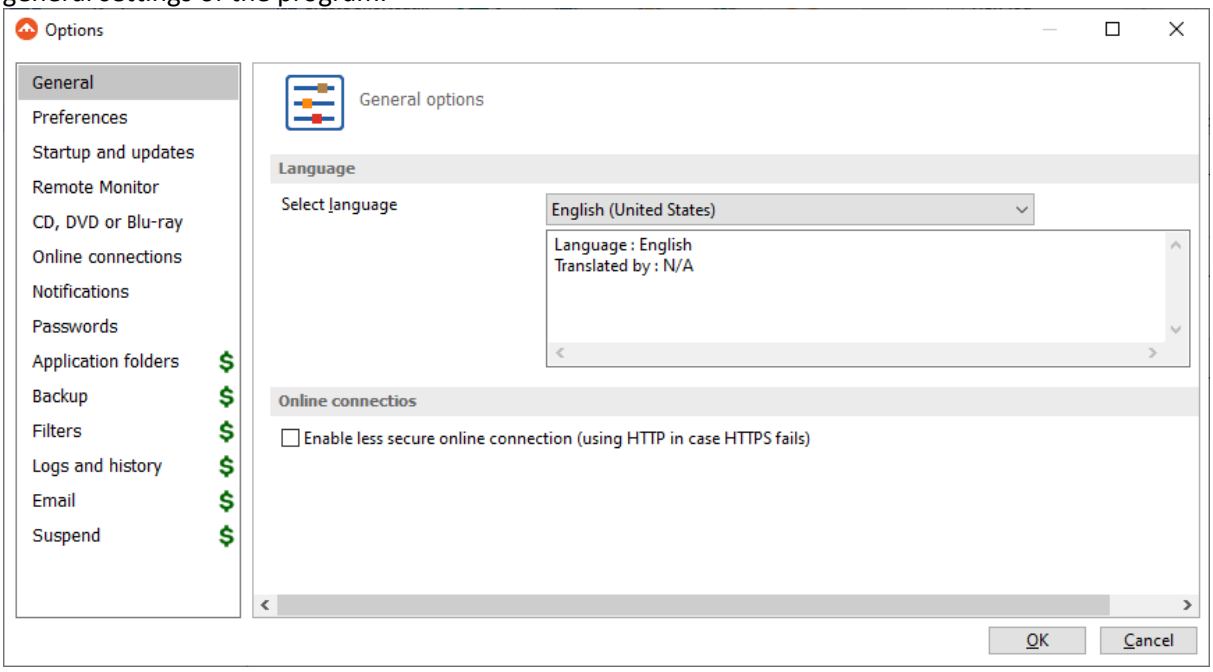
Part



10 Options

10.1 General

The **General** page of the **Options** window (accessible from the File, Options menu item) contains general settings of the program.



Language

In the **Language** section you can select the language of the program interface by choosing another one from the drop down list. Only the languages that were installed with the program are displayed. The language of the interface changes only after the **Options** window is closed by pressing the **OK** button. The selected language is kept as long as you don't change it or it becomes invalid due to software updates.

The text box below the **Language** field shows details about the selected language (like translator name and contact information).

10.2 Preferences

The **Preferences** page of the **Options** window (accessible from the File, Options menu item) contains settings related to the display of the **Toolbar** menu.

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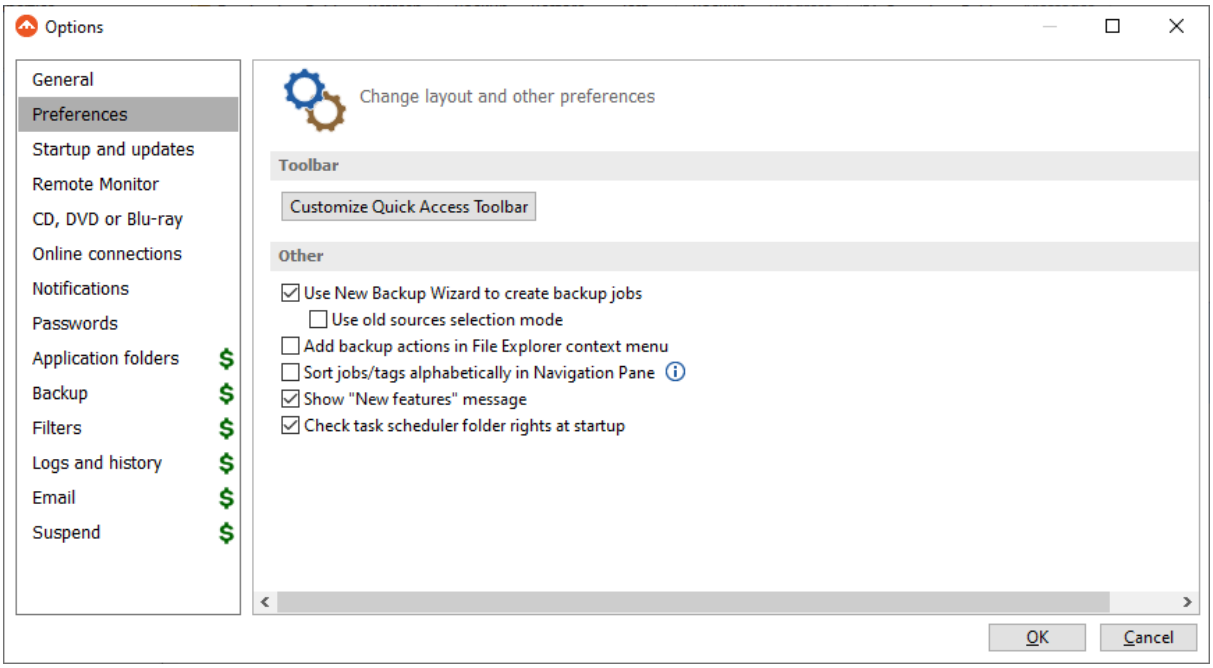
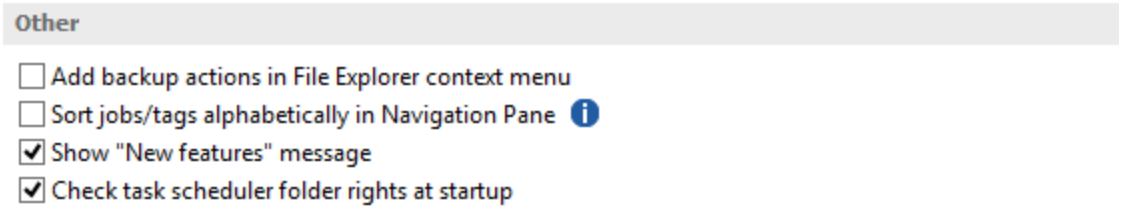


Toolbar

Customize Quick Access Toolbar

If pressed, the Quick Access Toolbar Customizer will open and you can add/remove buttons in the Quick Access Toolbar.

Other



Add backup actions in File Explorer context menu

If selected, the backup options (add to job, add to new job) will appear in Explorer context menu of Windows, when you right-click a file/folder. When changing this option you will be prompted by the UAC to confirm the modification.

Sort jobs/tags alphabetically in Navigation Pane

Select this option if you want to sort jobs/tags alphabetically in Navigation Pane.

Show "New features" message

Select this option if you want to be informed by a message about the new features in FBackup.

Check task scheduler folder rights at startup

If selected, the task scheduler folder permissions will be verified at FBackup startup. If the

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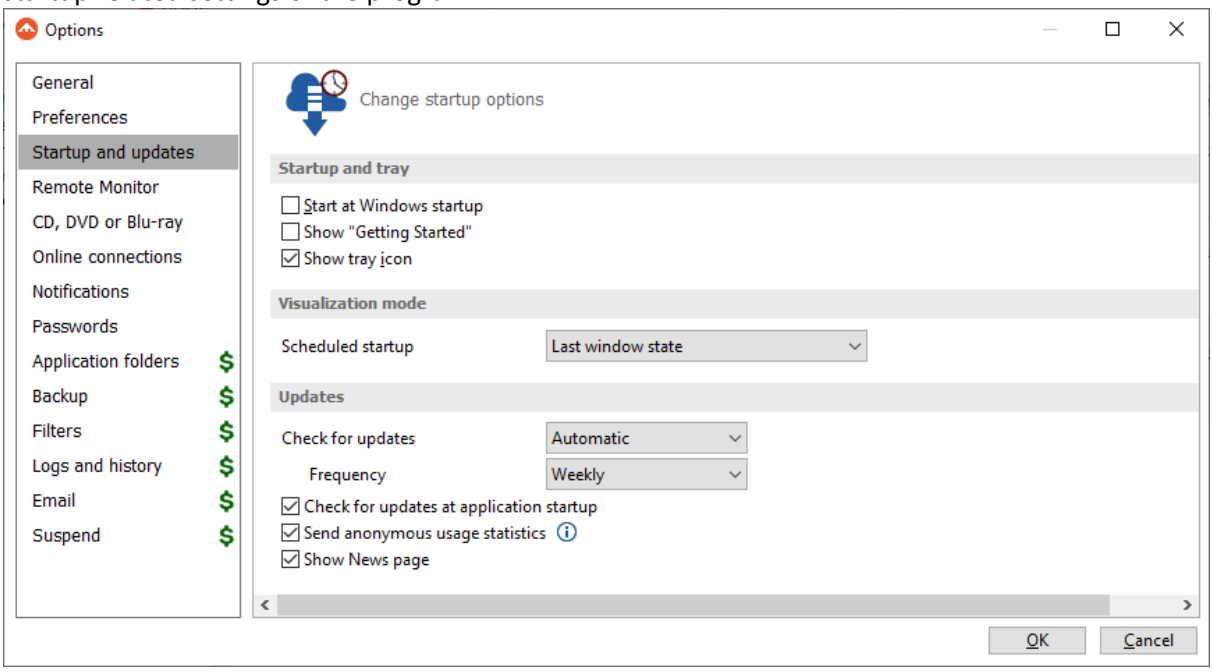
necessarily permissions are not assigned for the current user, FBackup will try to set the correct permissions.

10.3 Startup and updates

The **Startup** page of the **Options** window (accessible from the File, Options menu item) contains startup related settings of the program.



Startup and tray

Start at Windows startup
If checked the program is started when Windows starts. By default this option is not checked.

Show "Getting Started"
If checked, the "Getting Started" window is displayed when you start FBackup.

Show tray icon
If checked the program icon is displayed in the Taskbar Notification Area.

Visualization mode

Scheduled Startup - You can select the way FBackup's main window will be displayed when a scheduled backup starts it. The options are: Last window state, Minimized, Normal and Maximized.

Check for updates

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Check mode
User can choose one of these modes:

- **Manual** - user will manually check for new updates. This option is selected by default.
- **Reminder** - the program will remind you with the selected frequency to check for new updates
- **Automatic** - the program will automatically check for new updates with the selected frequency.

Frequency
User can set the frequency for FBackup to remind or to automatically check for new updates.

Check at application startup
If checked, the program will check for new updates at application startup.

10.4 Remote Monitor

FBackup allows you to send notifications to the Backup4all Monitor application. This way, all your backup executions from multiple computers can be monitored from your computer. (more details here: https://www.backup4all.com/backup4all-monitor.html)

Send information to remote monitor
Select this option if you want to enable the Remote monitoring feature.

Server

Address - on this field you can manually enter the monitoring server's IP followed by the port number and Instance name (example http://127.0.0.1:9502/Backup4allMonitoringSrv-Test). You can also press the search icon from the right side of the field to open "**Scan for monitoring servers**" window, where the monitoring servers from your network will be listed.

Instance name - enter the Instance name for the monitor you want to send backup information to. Or you can press the search icon from the right side of the field to open "**Scan for monitoring servers**" window, where the monitoring servers from your network will be listed.

Computer alias
Select this option if you want to use an alias name for this computer.

Test connection
Press this button to test the connection with the Address or Instance name you entered for the Remote Monitor.

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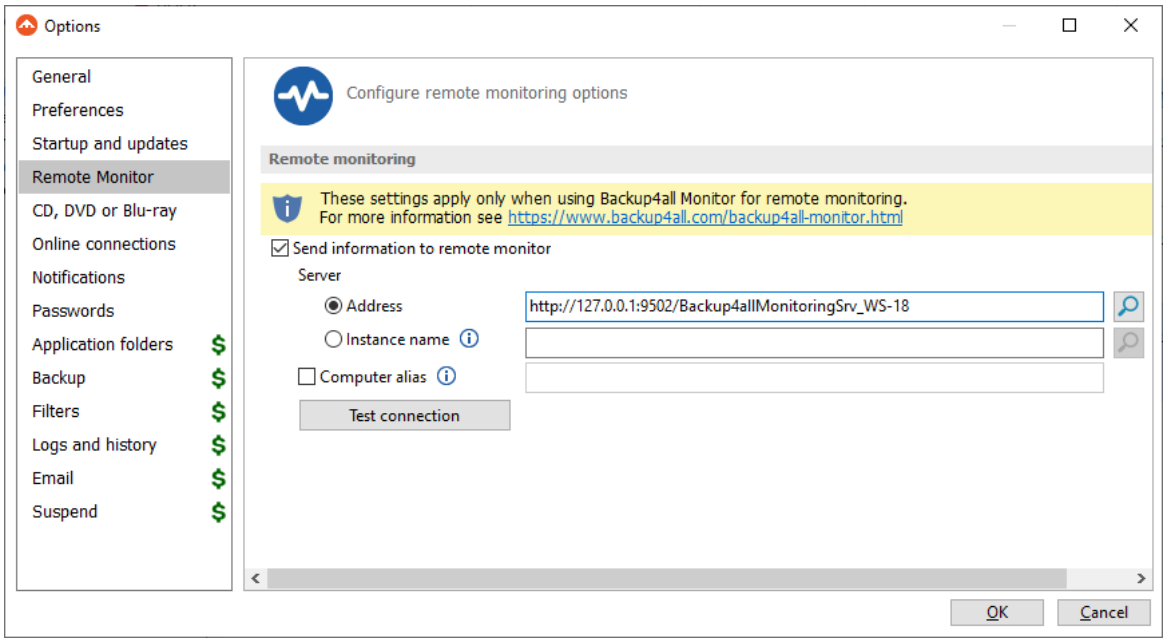
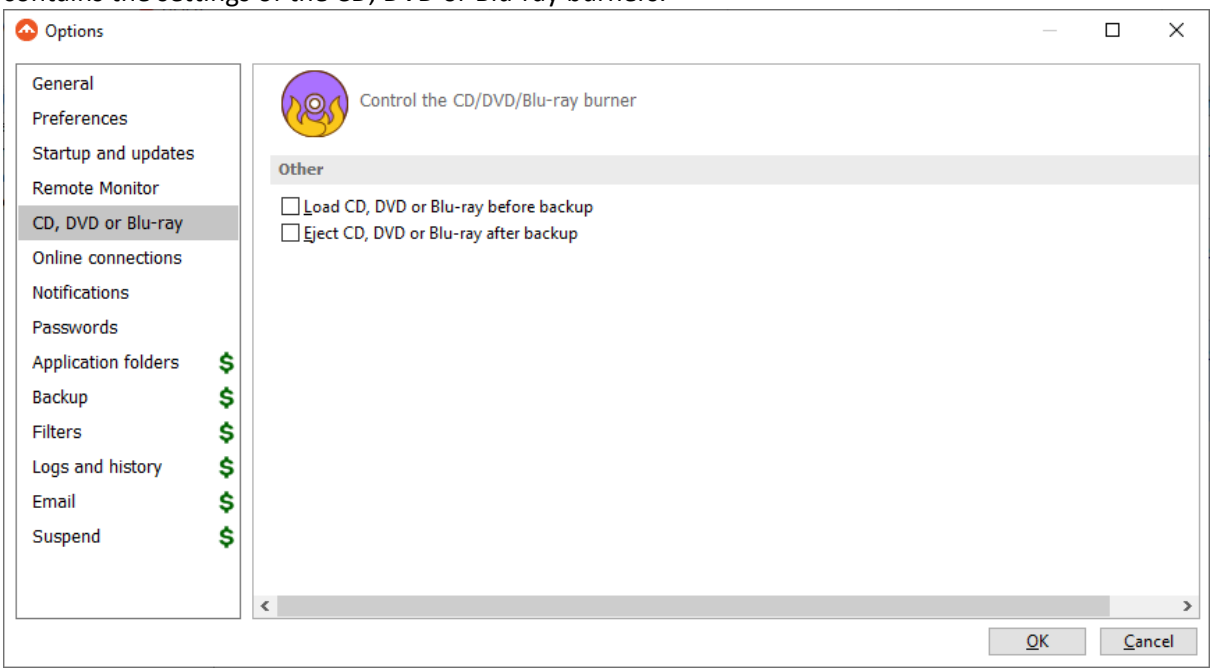


10.5 CD, DVD or Blu-ray

The **CD, DVD or Blu-ray** page of the **Options** window (accessible from the File, Options menu item) contains the settings of the CD, DVD or Blu-ray burners.



Other

Load CD, DVD or Blu-ray before backup

If checked, the CD, DVD or Blu-ray media is loaded before the execution of a backup. This option is

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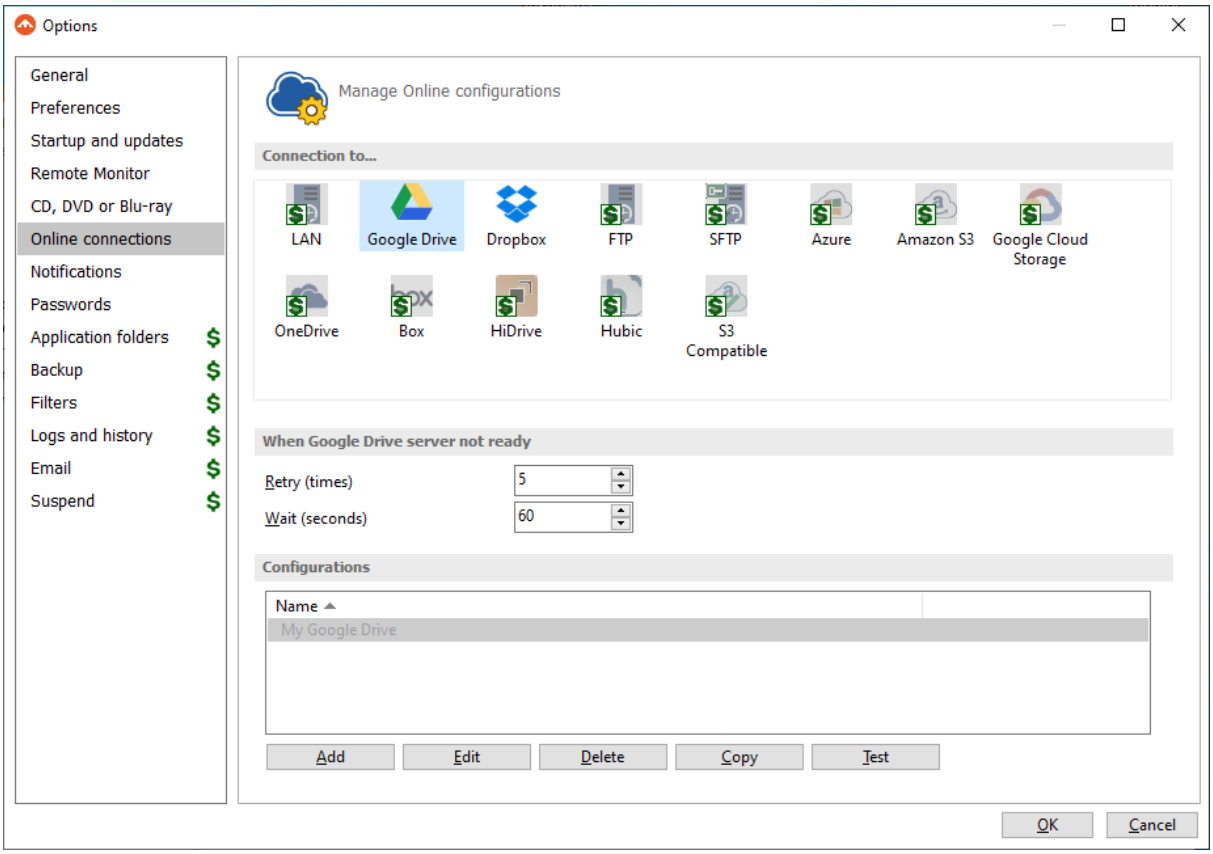
useful when the CD, DVD or Blu-ray disc was previously ejected by another process.

Eject CD, DVD or Blu-ray after backup
If checked, the CD, DVD or Blu-ray media is ejected, but not reloaded after burning process is finished. By default this option is not checked.

10.6 Online connections

10.6.1 Google Drive

The **Google Drive** page of the **Options** window (accessible from the File, Options->Online connections menu item) contains Google Drive settings.



When Google Drive server not ready

The first number (Retry option) indicates how many times the application tries to access the destination server if it is not available. By default this option is set to 5 attempts. The second number (wait option) indicates how many seconds to wait between two consecutive attempts to access the destination location. By default this option is set to 60 seconds. This option is useful when the destination Google Drive server has restrictions (i.e. only 2 users logged in the same time, no. of accesses etc.) and insures that if the Google Drive server cannot accept your connection, it will not

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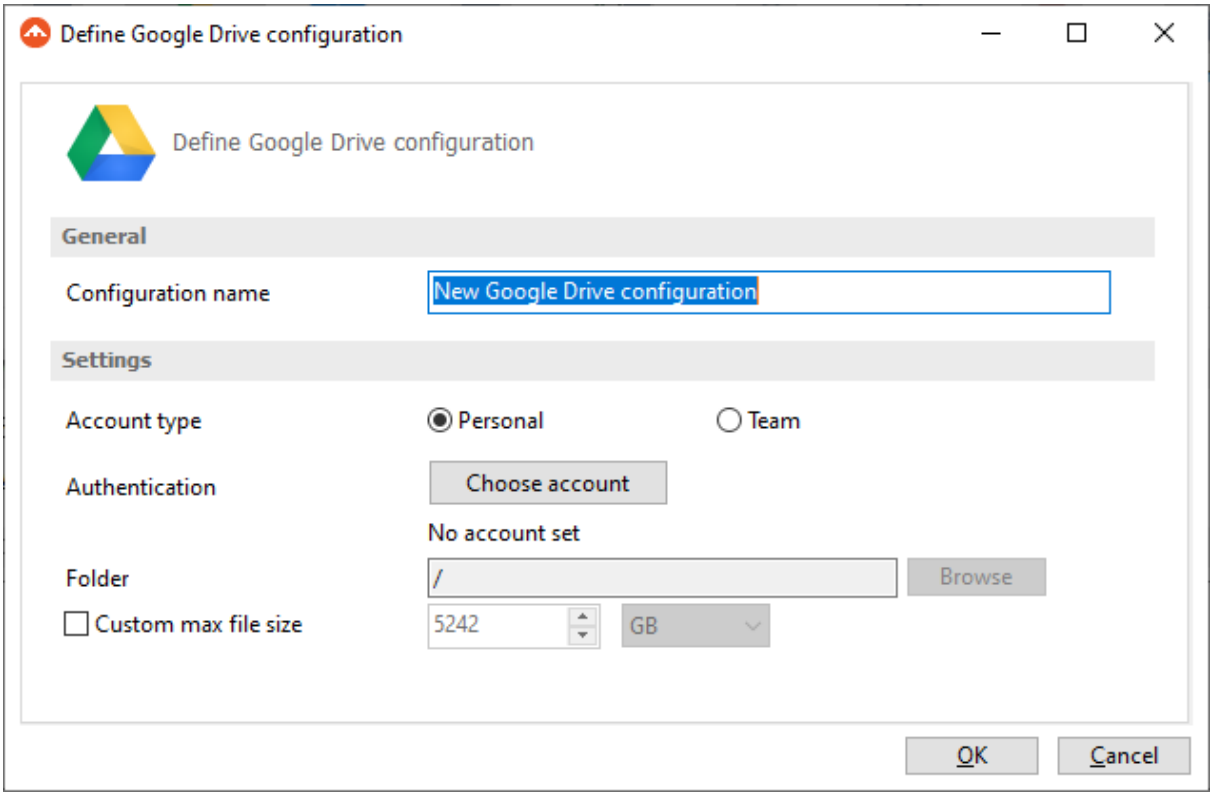
be "hammered" by sending log-in requests frequently.

Configurations

The **File->Options->Online connections->Google Drive** window allows you to define Google Drive configurations that can be used on the **Destination** page in the **New Backup Wizard** or **Backup Properties** windows. You can add, edit, copy or delete a Google Drive connection using this window. In order to add a new Google Drive connection press the **Add** button. The **Define Google Drive configuration** window will appear in the list and you can enter the other settings for this connection.



General

Configuration name
Enter here an arbitrary name for the connection. By default the **New Google Drive configuration** name is assigned.

Settings

- **Drive type** - here you can choose "Personal" or "Team", depending on the account type you have.
  - **Authentication -** press "Choose account" button to log in to your Google Drive account. Here you need to authorize FBackup application to view and manage files in your Google Drive account.

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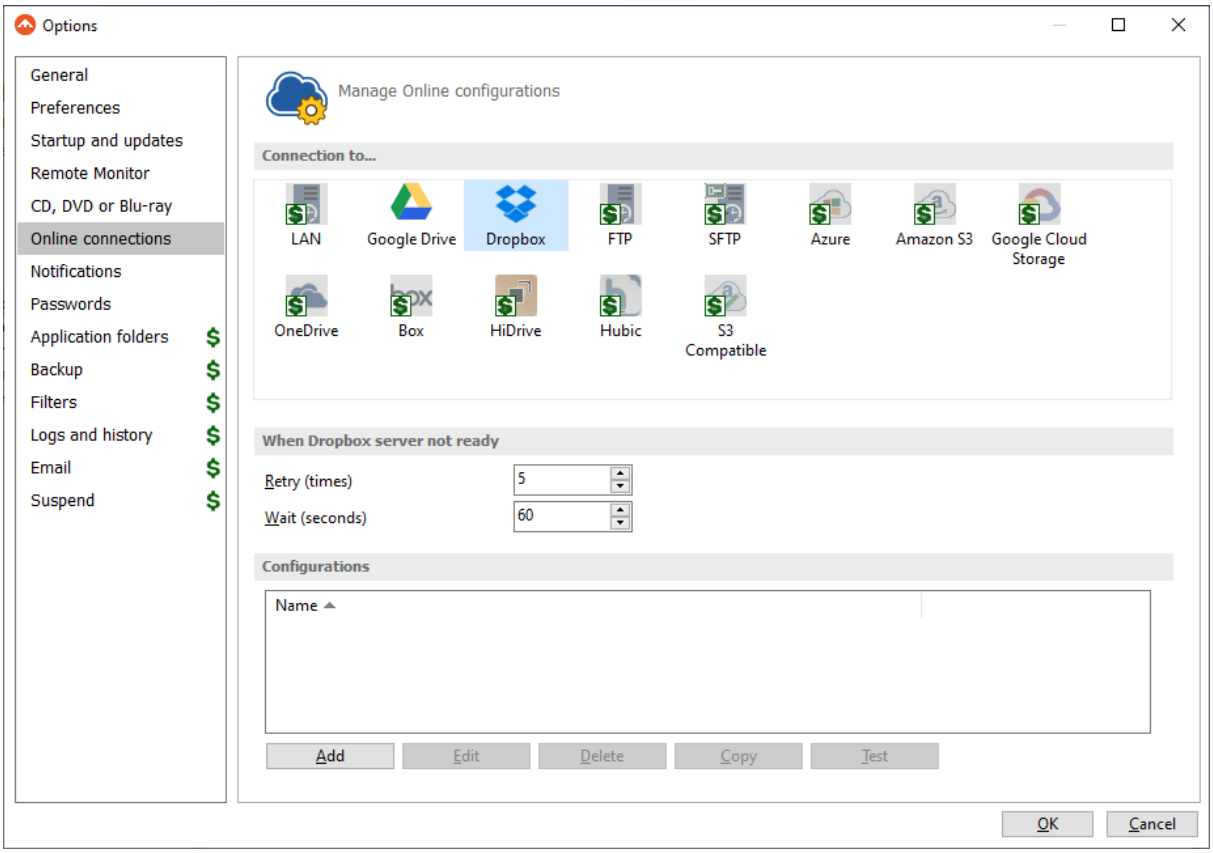
- **Folder -** In this field you have to select the folder where you want to store the backups. If no folder is selected the backup will be stored in the root of your Google Drive account.

Note: If you configured a new Google Drive location or you edit an existing one, you should use the **Test** button to see if the Google Drive settings are correct. If the test was successful, The Google Drive connection was tested successfully message will be displayed.

10.6.2 Dropbox

The **Dropbox** page of the **Options** window (accessible from the File, Options->Online connections menu item) contains Dropbox settings.



When Dropbox server not ready

The first number (Retry option) indicates how many times the application tries to access the destination server if it is not available. By default this option is set to 5 attempts. The second number (wait option) indicates how many seconds to wait between two consecutive attempts to access the destination location. By default this option is set to 60 seconds. This option is useful when the destination Dropbox server has restrictions (i.e. only 2 users logged in the same time, no. of accesses etc.) and insures that if the Dropbox server cannot accept your connection, it will not be "hammered" by sending log-in requests frequently.

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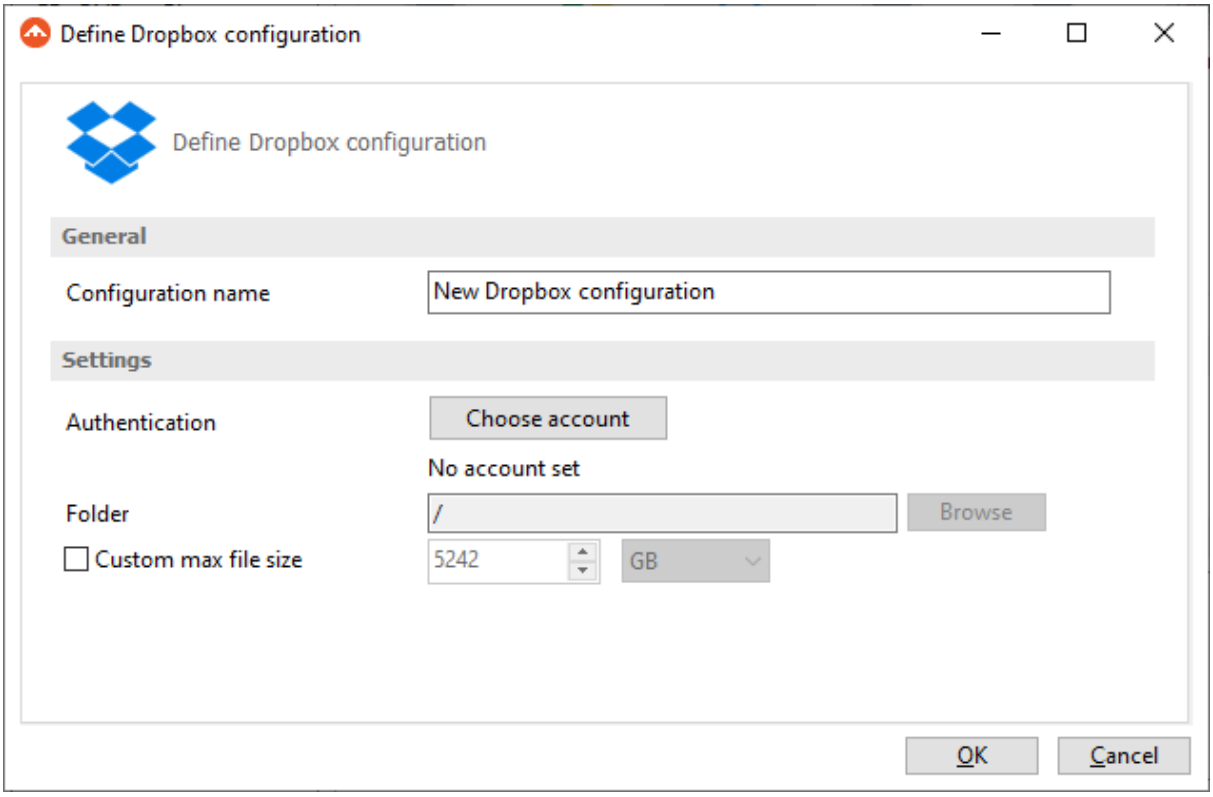
Configurations

The **File->Options->Online connections->Dropbox** window allows you to define Dropbox configurations that can be used on the **Destination** page in the **New Backup Wizard** or **Backup Properties** windows. You can add, edit, copy or delete a Dropbox connection using this window.
In order to add a new Dropbox connection press the **Add** button. The **Define Dropbox configuration** window will appear in the list and you can enter the other settings for this connection.



General

Configuration name
Enter here an arbitrary name for the connection. By default the **New Dropbox configuration** name is assigned.

Settings

- **Authentication -** press "Choose account" button to log in to your Dropbox account. Here you need to authorize FBackup application to read and write files/folders in your Dropbox account.

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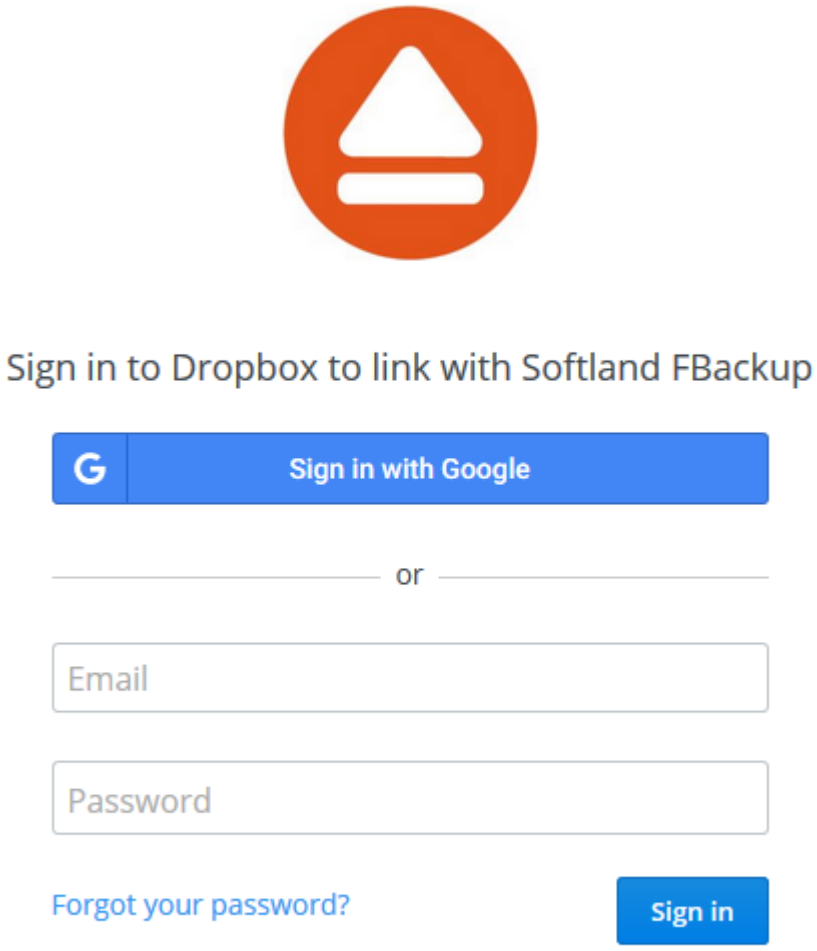

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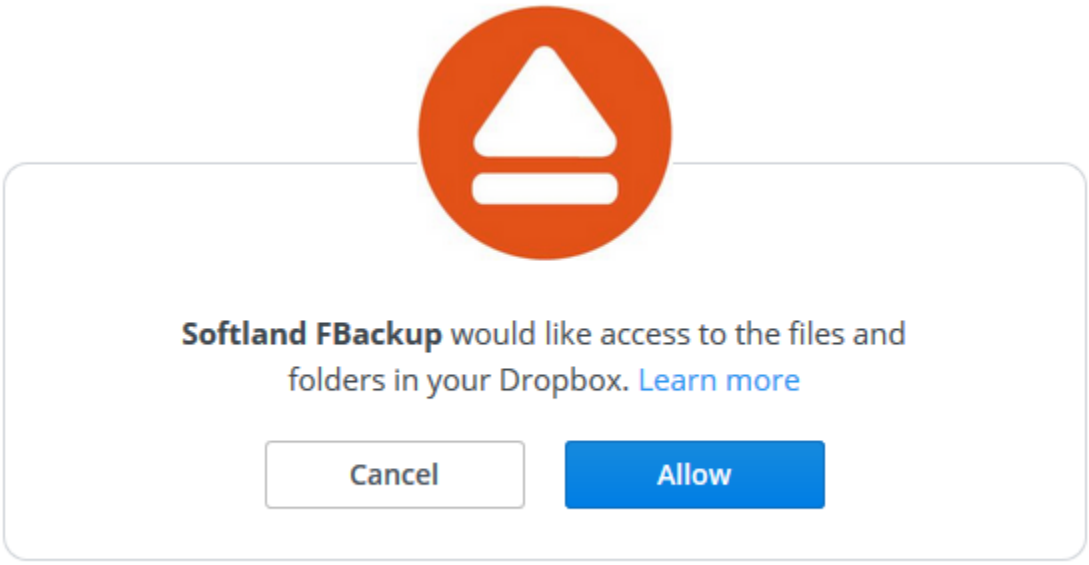

- **Folder -** In this field you have to select the folder where you want to store the backups. If no folder is selected the backup will be stored in the root of your Dropbox account.
- **Custom max file size -** this option allows you to set a custom file size (by default is 5 GB). It is useful if you don't want large files to be split on upload.

Note: If you configured a new Dropbox location or you edit an existing one, you should use the **Test** button to see if the Dropbox settings are correct. If the test was successful, The Dropbox connection was tested successfully message will be displayed.

10.7 Notifications

On the **Notifications** page of the **Options** window (accessible from the File, Options menu item) you can configure the expiration time for each notification message type.

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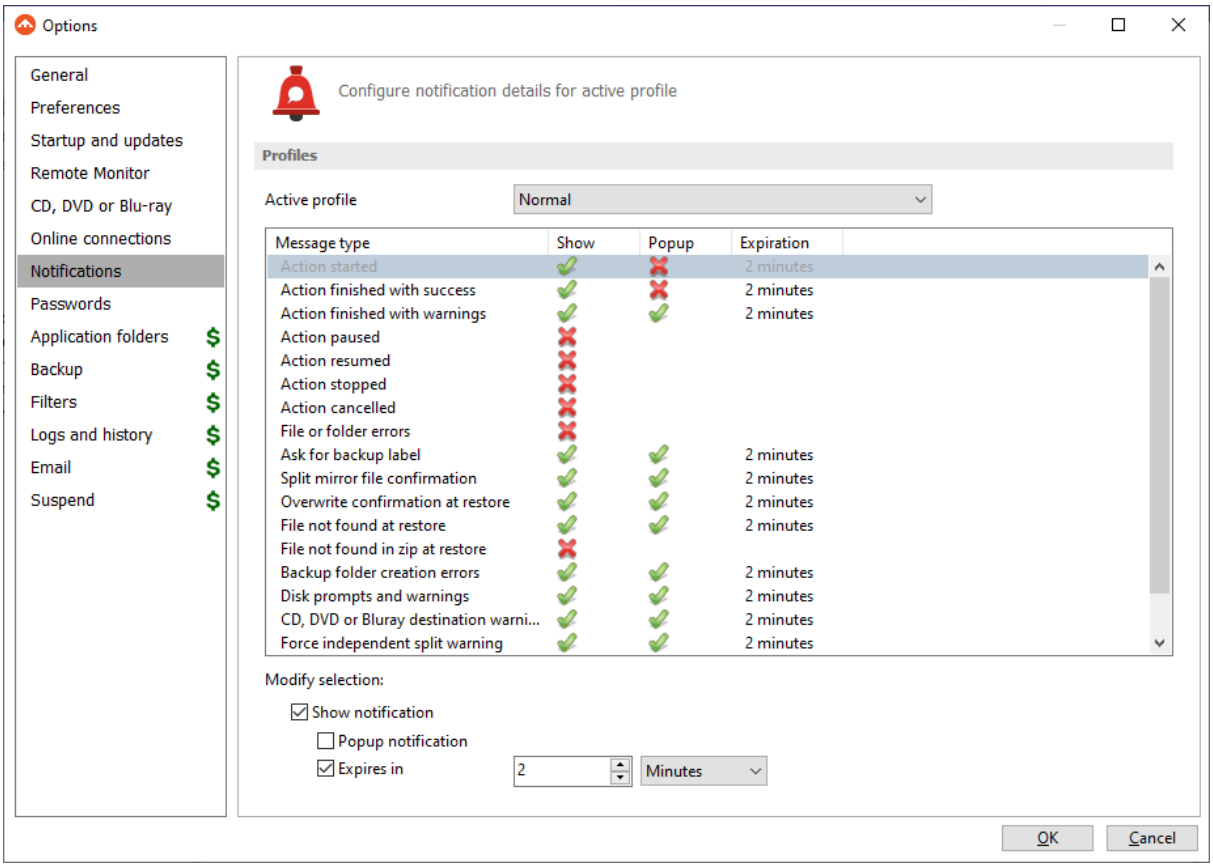

Profiles

Active profile - Here you can select which profile to be used:

- **Silent -** no notifications will be displayed
- **Normal** - notifications will be shown for all basic actions
- **Verbose -** notifications will be shown for all actions
- **Custom -** user defined for which actions to display notifications

Here is the list of all message types:

- Action started
- Action finished with success
- Action finished with warnings
- Action paused
- Action resumed
- Action canceled
- File or folder errors
- Overwrite confirmation at restore
- File not found at restore
- File not found in zip at restore
- Backup folder creation errors
- Backup source not available warning

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- Resume zip upload for previous backup

Select a message type to modify it. Here are the options available for each message type:

- **Show notification** - check this option if you want to see a notification message for the selected action
- **Popup noficiation** - check this option if you want the message to be shown in a popup window. Otherwise it will be shown in the FBackup status bar.
- **Expires in** - set the expiration time for the selected message type. By default is 2 minutes.

Notifications window

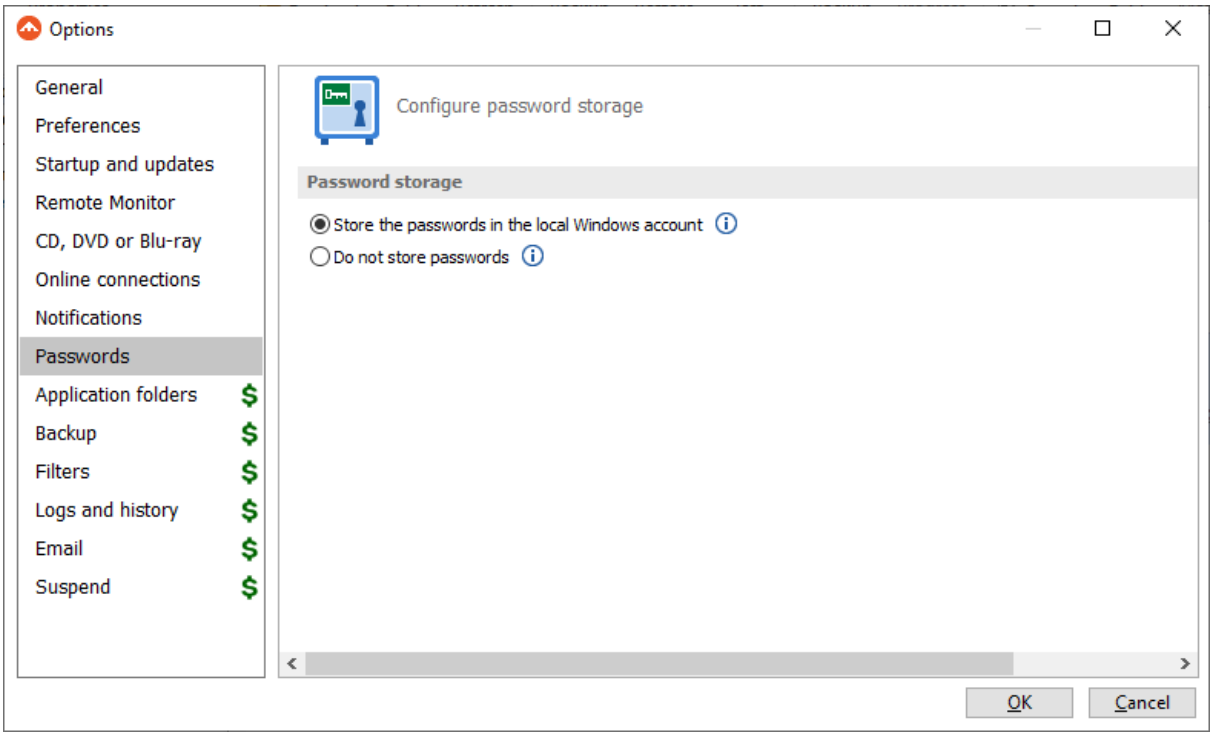
The notifications window shows different messages for user. There could be informal messages or actions required.

At the bottom there are 3 buttons: to show the notifications window from File->Options->Notifications, to expand all notifications and the last button to collapse all notifications.

You can also **Dismiss all** notifications or you can simply press **Close** to hide the notifications window.

10.8 Passwords

On the **Passwords** page of the **Options** window (accessible from the File, Options menu item) you can configure how the passwords used in FBackup will be stored.



Password storage

Store the password in the local Windows account

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The passwords will be stored in local configuration files and retrieved automatically when executing an action. The passwords could be retrieved if your Windows account gets compromised. No passwords are stored in the destination folders.

Do not store passwords
The passwords will not be stored anywhere. You will have to enter the passwords everytime a job action starts. This is the most secure option.

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Part XI

11 Help

The Help page from File menu of FBackup contains information about the version and edition you have installed.

Support

FBackup Help
Before asking for support, please make sure you have installed the latest version of FBackup. Also visit our onlineForum, as it contains valuable information and your questions might already be answered there.

FBackup forum
You can easily get support by visiting our support forum. Some questions might already be responded, but if you cannot find the answer for your problem you can ask for support on the forum.

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