



# HOW TO USE SYNC4DR WITHOUT CLOUD

14th AUG 2014

Sync4DR Standalone Client

*This document provides the step by step guide for using Sync4DR.as a standalone client*

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**Date: 14<sup>th</sup> Aug 2014**

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**Last Updated by**

**Date**

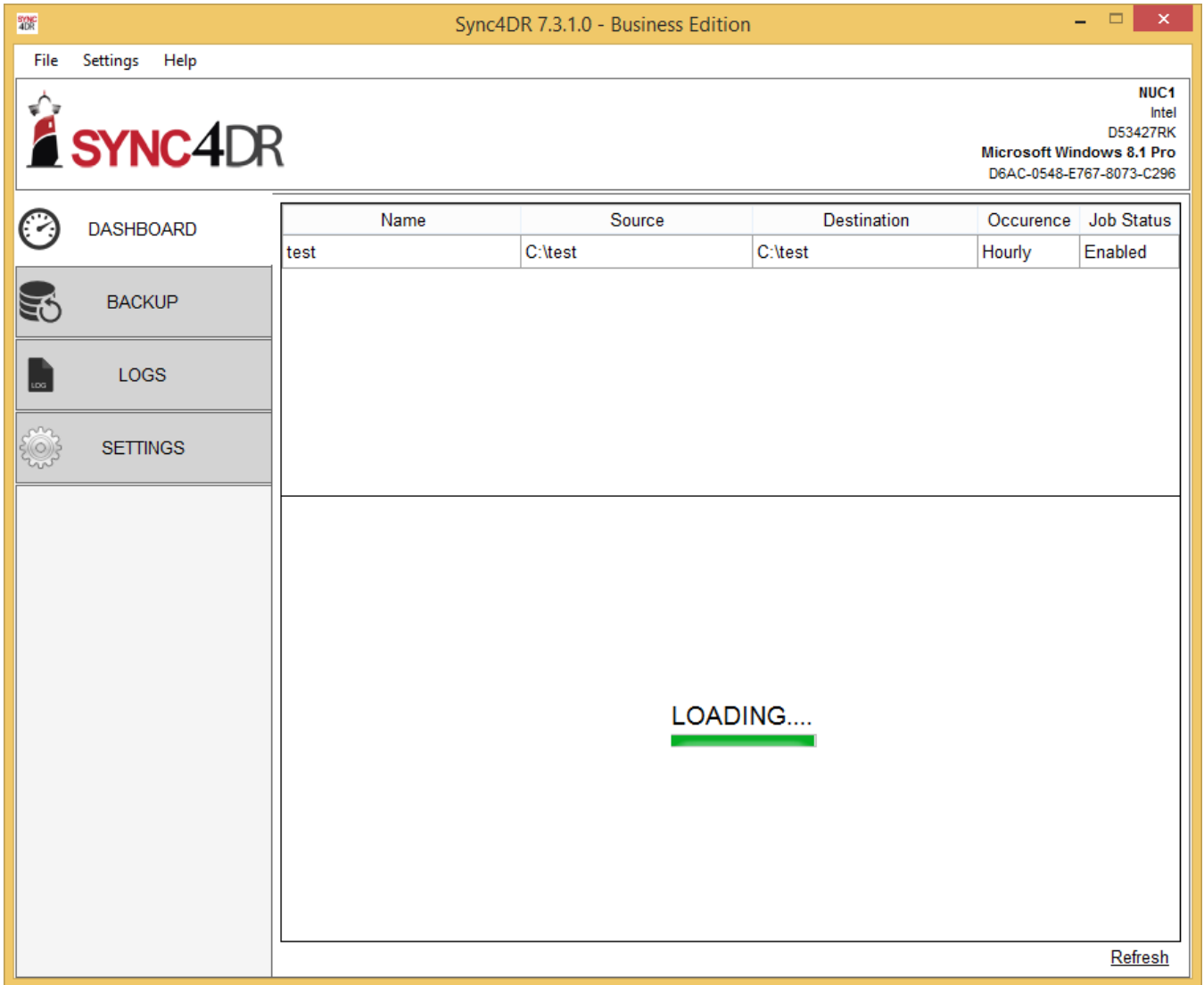
## Contents

<b>STANDALONE MANAGE .....</b>	<b>2</b>
Creating a job via the dashboard.....	2
Creating new Job Manually .....	7
Editing a job .....	20
Other Backup options. ....	27
Logs .....	28
Settings .....	29

# STANDALONE MANAGE

## Creating a job via the dashboard

1. Upon starting the Manager, you will see the following.  
You start off at the Dashboard. You will see a loading sign below.



- Once it finishes loading, you will see this.  
It is a list of recommended locations that you may want to backup.  
You can use this to instantly create a backup job by specifying the Destination and Occurance.

The screenshot shows the Sync4DR 7.3.1.0 - Business Edition application window. The interface includes a menu bar (File, Settings, Help), a logo, and system information (Intel D53427RK, Microsoft Windows 8.1 Pro). A sidebar on the left contains navigation buttons for DASHBOARD, BACKUP, LOGS, and SETTINGS. The main area displays a table of backup jobs and a list of recommended locations.

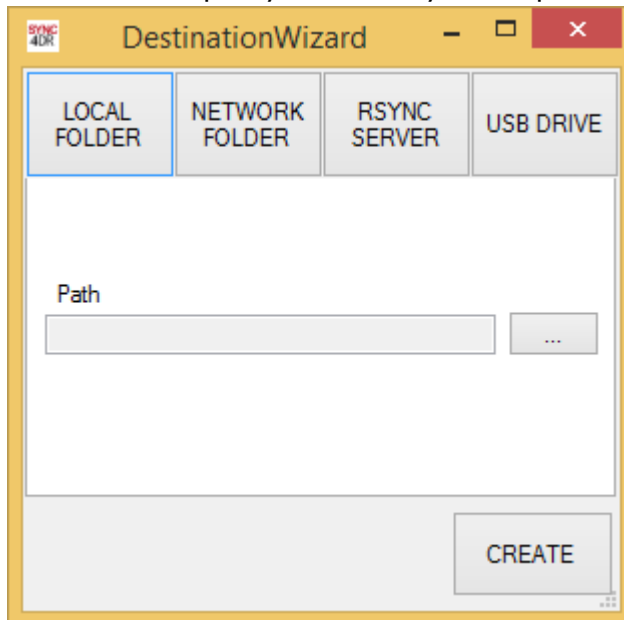
Name	Source	Destination	Occurence	Job Status
test	C:\test	C:\test	Hourly	Enabled

Microsoft DCF MUI (Englis...	C:\Program Files\Microsoft...			Create
Microsoft OneNote MUI (En...	C:\Program Files\Microsoft...			Create
Microsoft Office 32-bit Com...	C:\Program Files\Microsoft...			Create
Microsoft Office Shared 32-...	C:\Program Files\Microsoft...			Create
Microsoft Office OSM MUI (...)	C:\Program Files\Microsoft...			Create
Microsoft Office OSM UX M...	C:\Program Files\Microsoft...			Create
Microsoft InfoPath MUI (En...	C:\Program Files\Microsoft...			Create
Microsoft Visio MUI (Englis...	C:\Program Files\Microsoft...			Create
Microsoft Access MUI (Eng...	C:\Program Files\Microsoft...			Create
Microsoft Office Shared Set...	C:\Program Files\Microsoft...			Create
Microsoft Excel MUI (Engli...	C:\Program Files\Microsoft...			Create
Microsoft Access Setup Me...	C:\Program Files\Microsoft...			Create
Microsoft PowerPoint MUI (...)	C:\Program Files\Microsoft...			Create

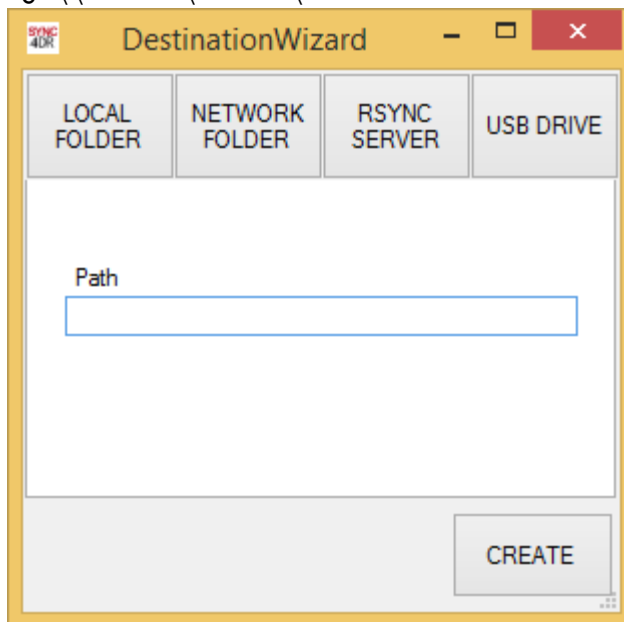
Refresh

3. After clicking Create, you will see a new popup window, where you can choose between 4 possible options.
  - a. Local Folder – Specify a folder in your computer as the backup destination.



The screenshot shows a window titled "DestinationWizard" with a yellow title bar. At the top, there are four tabs: "LOCAL FOLDER", "NETWORK FOLDER", "RSYNC SERVER", and "USB DRIVE". The "LOCAL FOLDER" tab is selected and highlighted with a blue border. Below the tabs is a "Path" label followed by a text input field and a button with three dots "...". At the bottom right of the window is a "CREATE" button.

- b. Network Folder – Specify a network path as the backup destination.  
Eg. \\network\folder1\folder2



The screenshot shows the same "DestinationWizard" window. In this view, the "NETWORK FOLDER" tab is selected and highlighted with a blue border. The "Path" text input field is empty and has a blue border. The "CREATE" button is visible at the bottom right.

- c. Rsync Server – Use this if you have an Rsync Server that you want to use.

The screenshot shows the 'DestinationWizard' window with the 'RSYNC SERVER' tab selected. The window contains the following fields and controls:

- Four tabs: LOCAL FOLDER, NETWORK FOLDER, RSYNC SERVER (selected), and USB DRIVE.
- Host: [Text Input Field]
- Directory: [Text Input Field]
- Username: [Text Input Field]
- Password: [Text Input Field]
- CREATE button

- d. USB Drive – If you have a usb drive, it will be able to detect and allow you to choose it.

The screenshot shows the 'DestinationWizard' window with the 'USB DRIVE' tab selected. The window contains the following fields and controls:

- Four tabs: LOCAL FOLDER, NETWORK FOLDER, RSYNC SERVER, and USB DRIVE (selected).
- Drive: [Dropdown Menu]
- Folder: [Dropdown Menu]
- New Folder [Text Input Field]
- No Removable Storage Found! (Red text)
- CREATE button

- After you have created the job, you will be able to see it on the dashboard.

Name	Source	Destination	Occurrence	Job Status
test	C:\test	C:\test	Hourly	Enabled

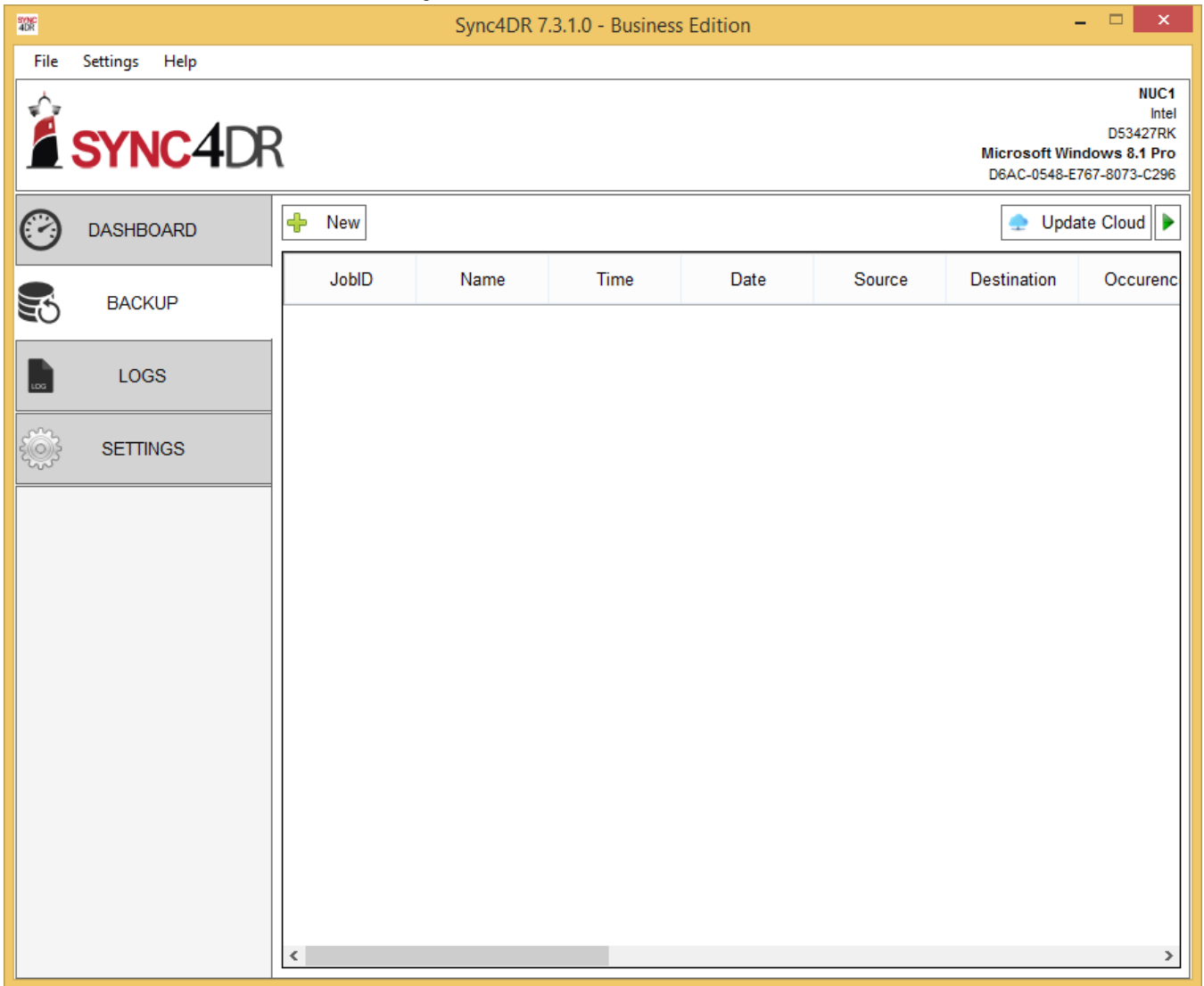
  

User Profile	C:\Users\choonhow			Create
User Documents	C:\Users\choonhow\Docu...			Create
User Desktop	C:\Users\choonhow\Desktop			Create
User Outlook Files	C:\Users\choonhow\AppData...			Create
All Users	C:\Users			Create
Shared Folder: ADMIN\$	C:\Windows			Create
Shared Folder: C\$	C:\			Create
Shared Folder: Downloads	C:\Users\choonhow\Downl...			Create
Shared Folder: print\$	C:\Windows\system32\sp...			Create
Microsoft DCF MUI (Englis...	C:\Program Files\Microsoft...			Create
Microsoft OneNote MUI (En...	C:\Program Files\Microsoft...			Create
Microsoft Office 32-bit Com...	C:\Program Files\Microsoft...			Create
Microsoft Office Shared 32-...	C:\Program Files\Microsoft...			Create

[Refresh](#)

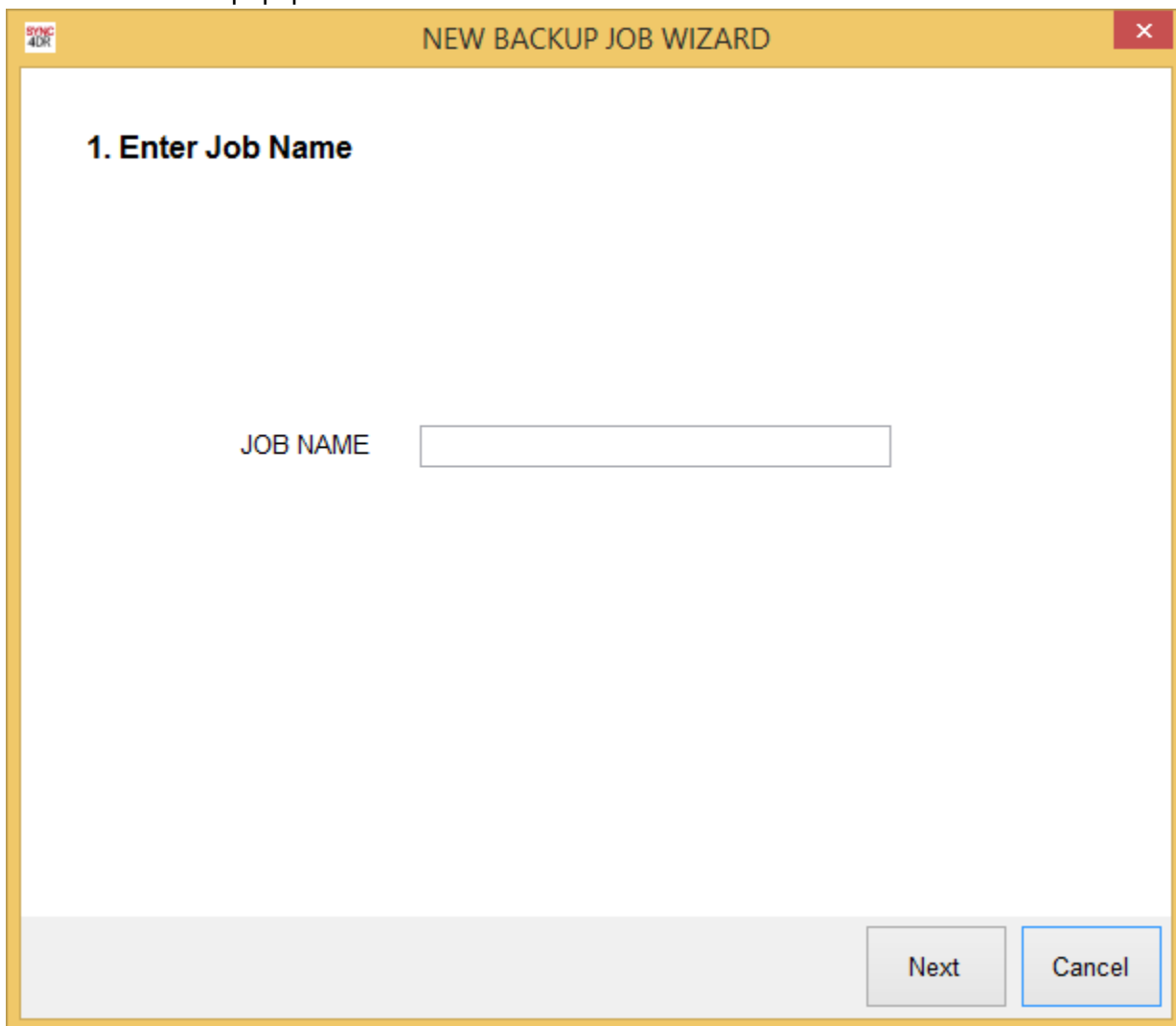
## Creating new Job Manually

1. If you want to further edit the job settings or manually creating a new job, click on Backup on the left. You should be able to see the following screen.





2. Click New if you want to create a new job manually.  
You will see a new popup. Enter the Job Name as indicated.



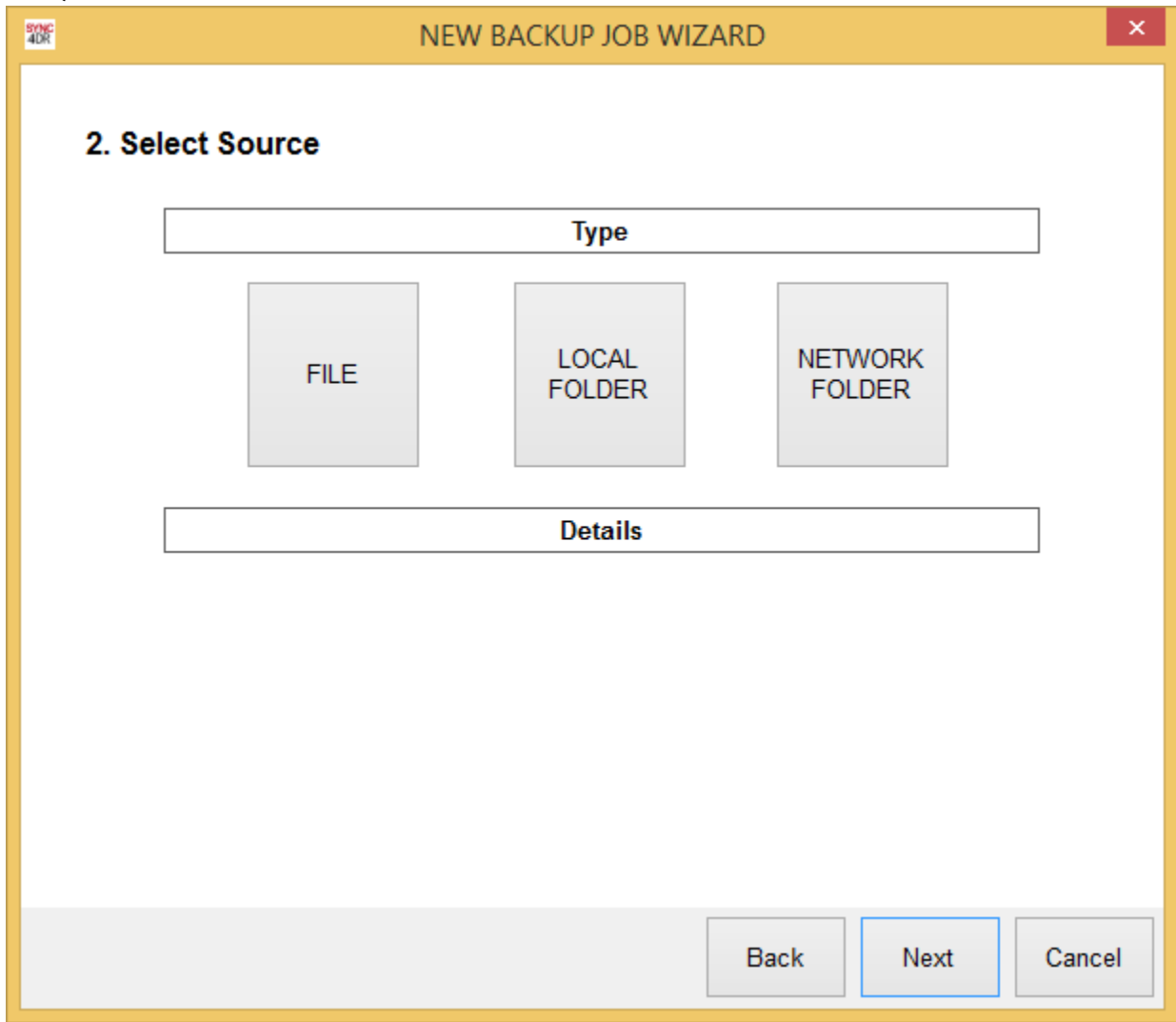
**NEW BACKUP JOB WIZARD**

**1. Enter Job Name**

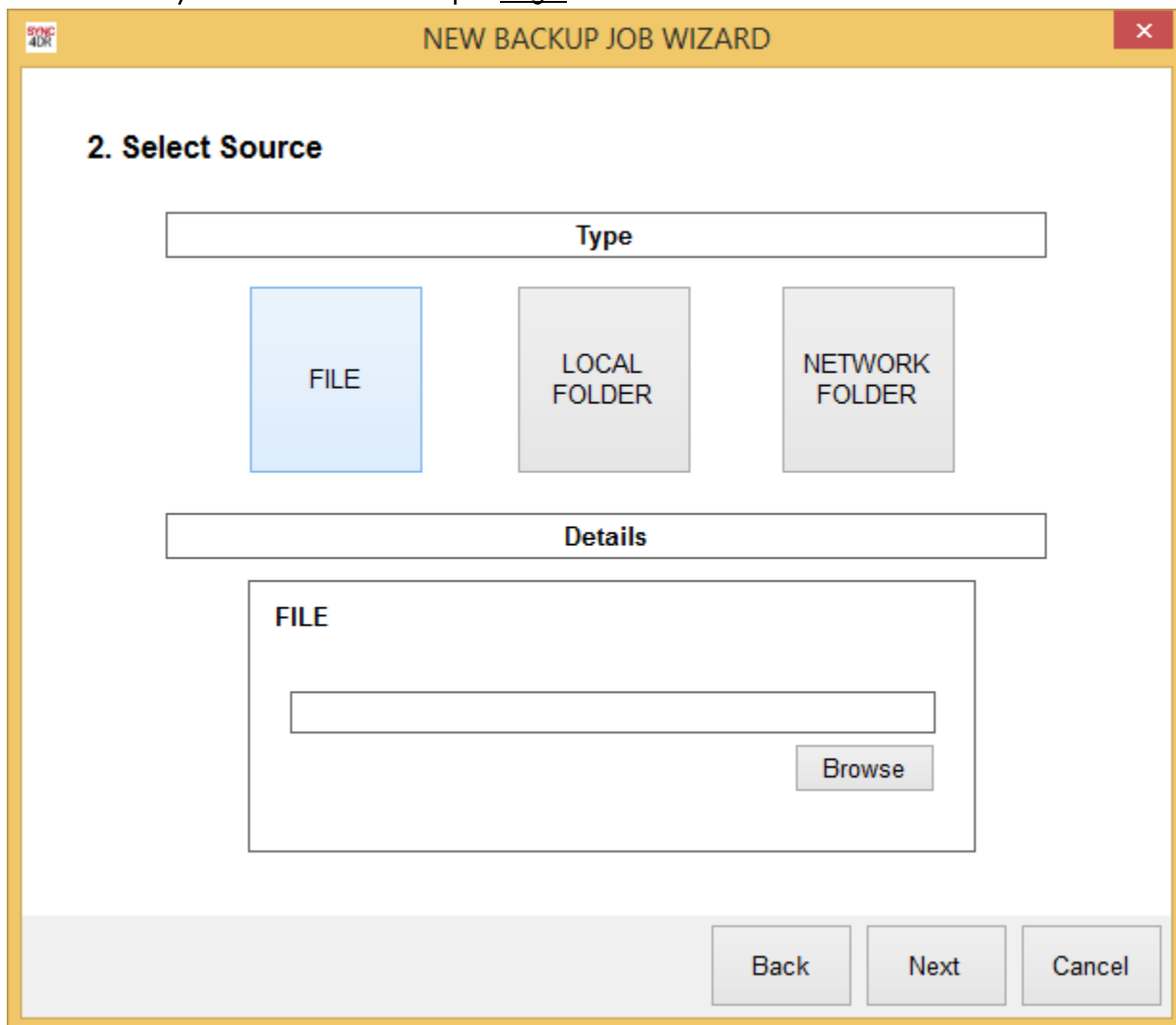
JOB NAME

Next Cancel

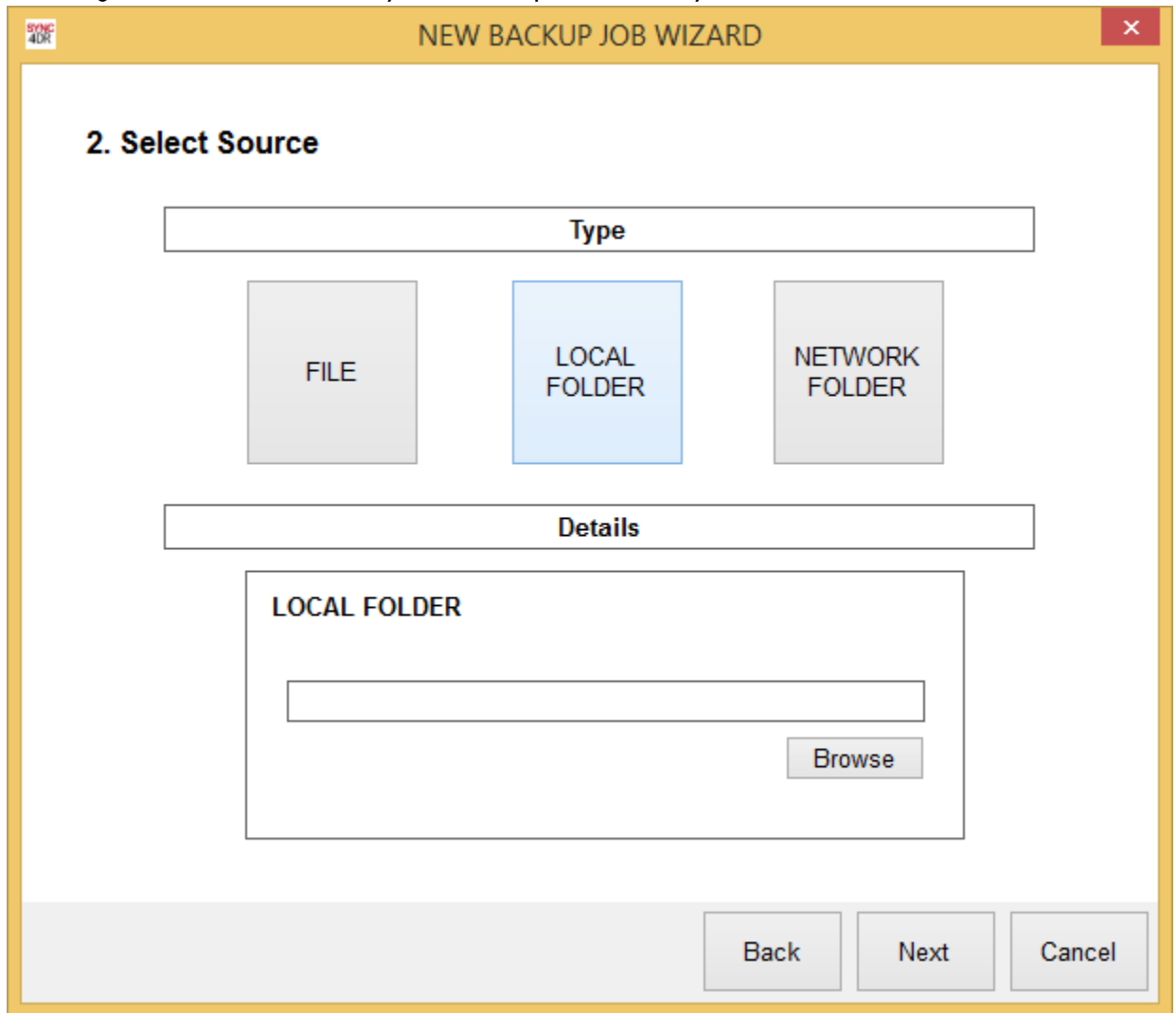
3. Next, we will choose the source



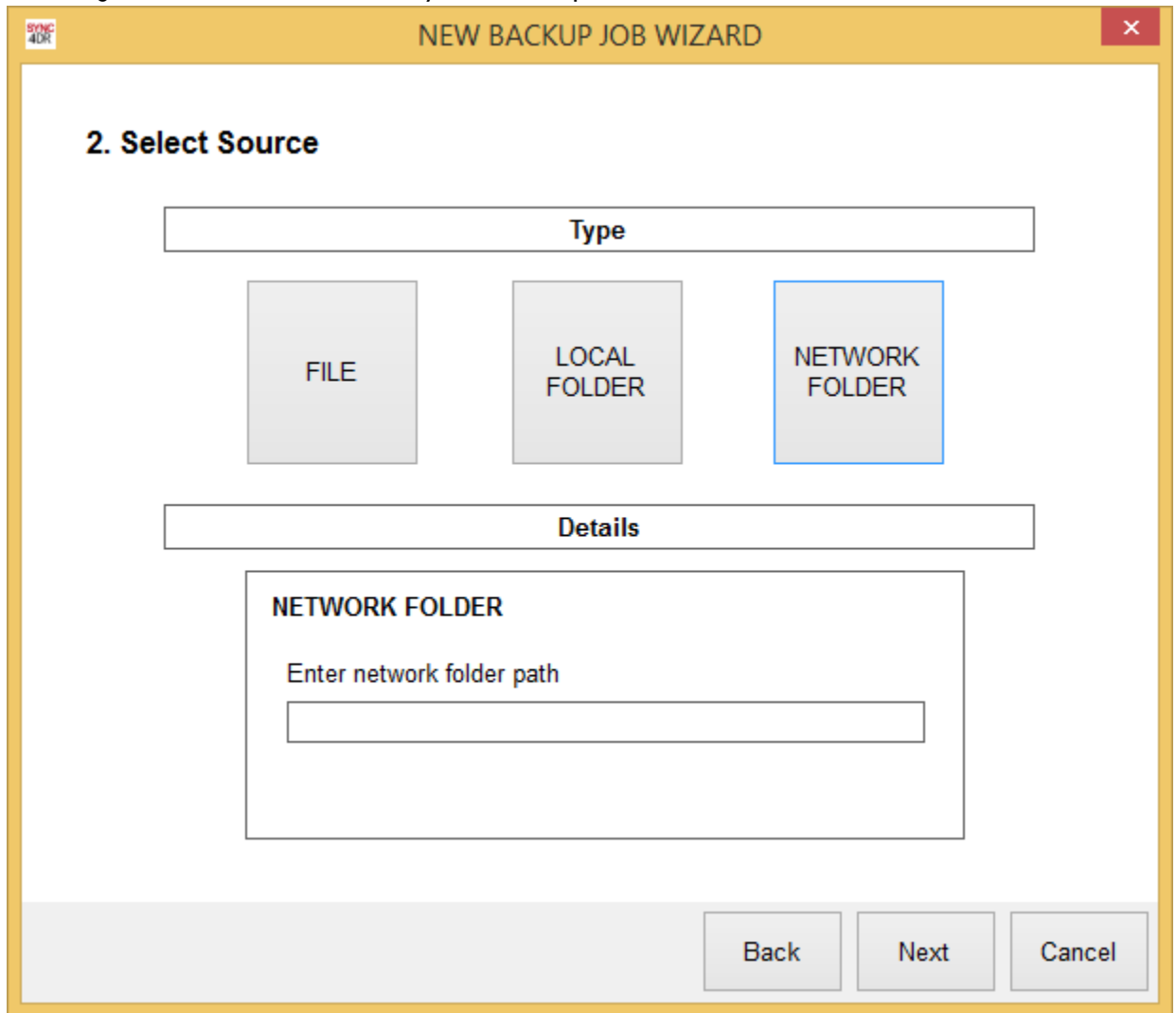
- a. If you click on File, you will see this.  
This will allow you to select and backup a single file.



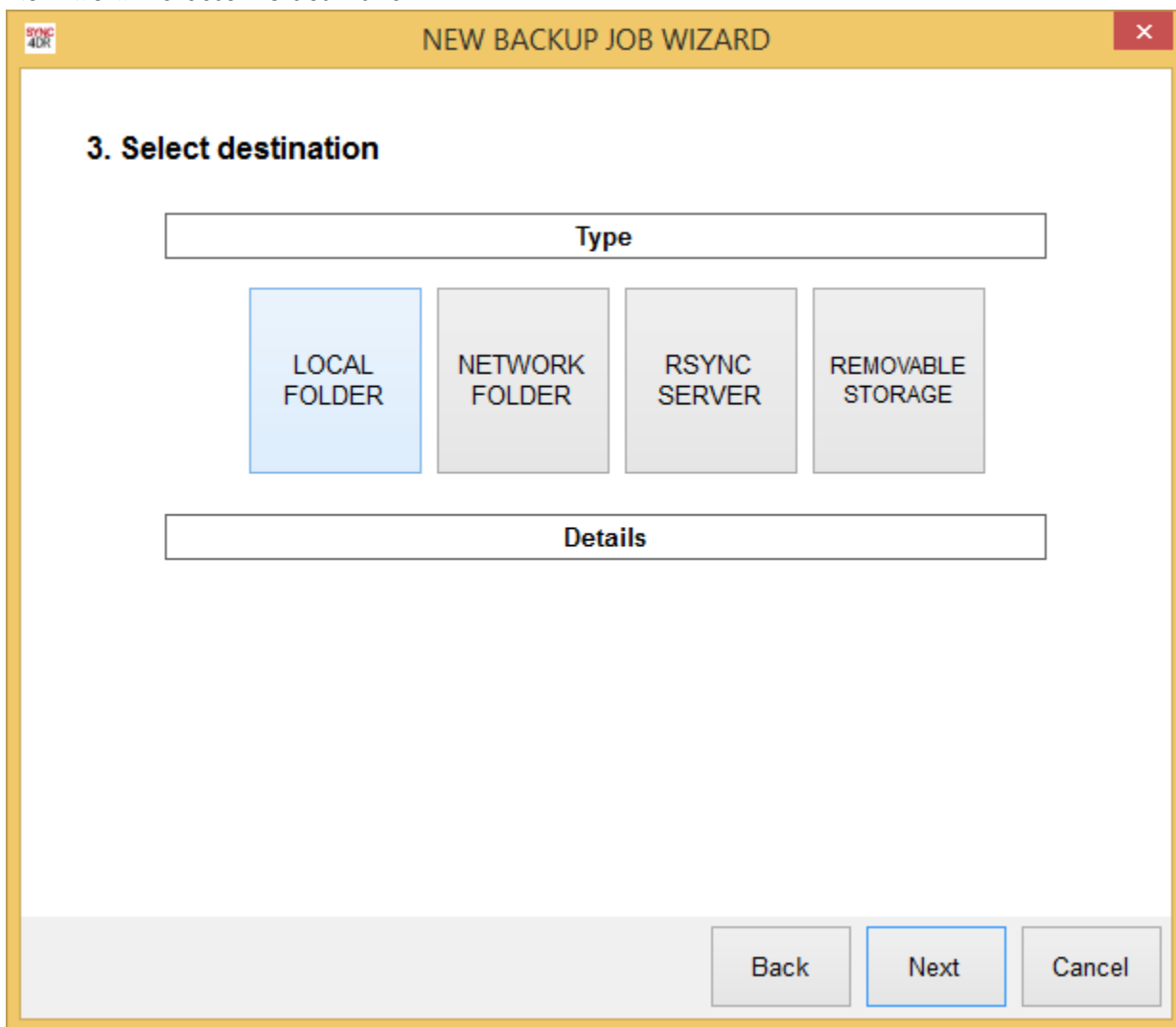
- b. Selecting Local Folder will allow you to backup a folder of your choice.



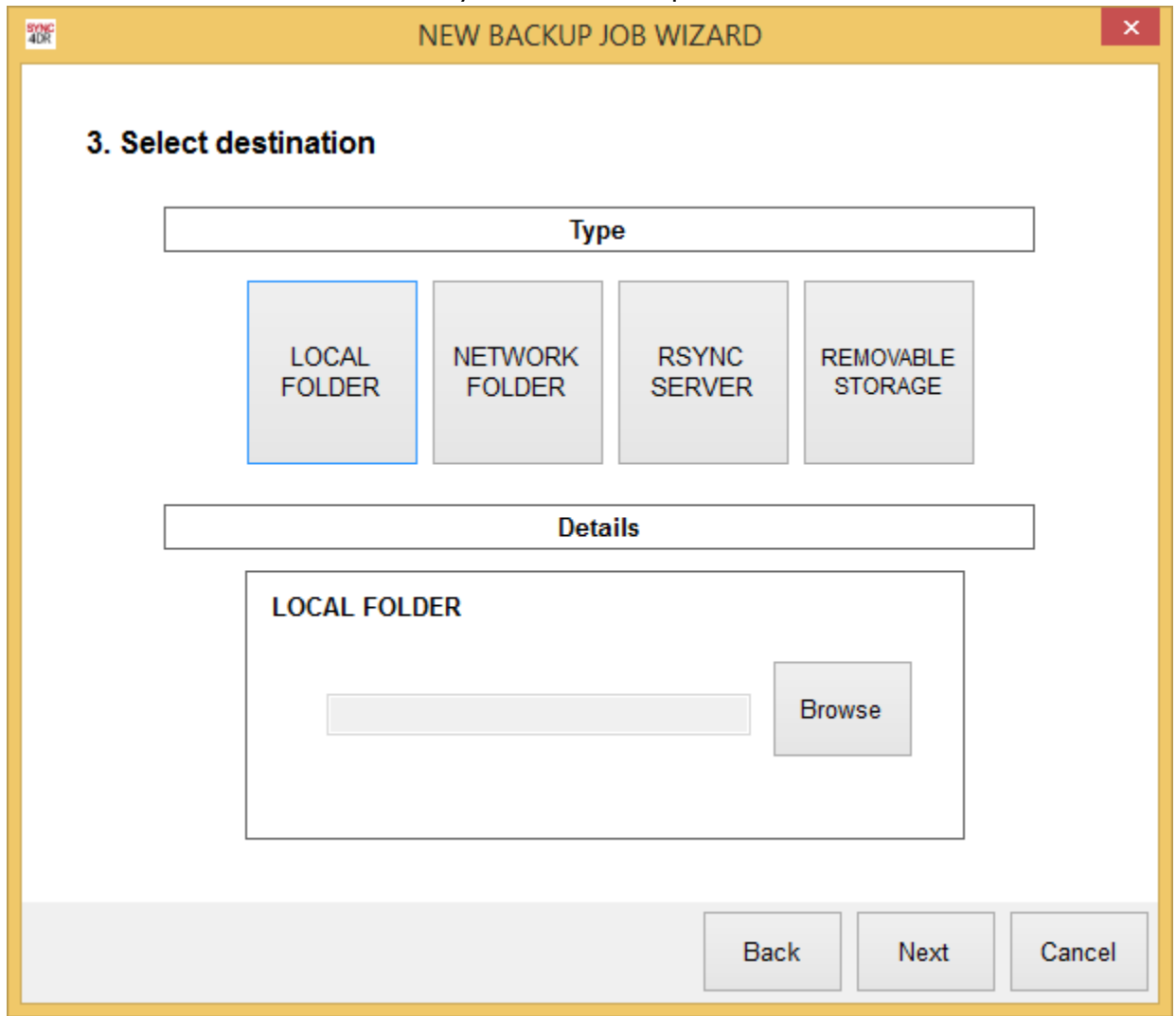
- c. Selecting Network Folder will allow you to backup a network location.



- 4. Next we will choose the destination.



- a. Select Local Folder and choose the file you want to backup.



- b. Select Network Folder to save to a network location.

The screenshot shows a window titled "NEW BACKUP JOB WIZARD" with a close button in the top right corner. The window is divided into sections for selecting a destination. The main heading is "3. Select destination". Below this is a "Type" section with four buttons: "LOCAL FOLDER", "NETWORK FOLDER", "RSYNC SERVER", and "REMOVABLE STORAGE". The "NETWORK FOLDER" button is highlighted with a blue border. Below the "Type" section is a "Details" section. Under "Details", there is a sub-section titled "NETWORK FOLDER" which contains a "Path" label followed by an empty text input field. At the bottom of the window, there are three buttons: "Back", "Next", and "Cancel".



- c. Select Rsync Server if you are using one for your backup/storage. Please define a correct name for the directory.

**NEW BACKUP JOB WIZARD**

**3. Select destination**

Type

LOCAL FOLDER   NETWORK FOLDER   **RSYNC SERVER**   REMOVABLE STORAGE

Details

**RSYNC SERVER**

Host    Directory

Username    Password

Back   Next   Cancel

- d. Select Removable Storage if you want to backup to devices like USB drive. If no removable storage is found, it will be indicated.

The screenshot shows a dialog box titled "NEW BACKUP JOB WIZARD" with a close button in the top right corner. The main heading is "3. Select destination". Below this is a "Type" section with four buttons: "LOCAL FOLDER", "NETWORK FOLDER", "RSYNC SERVER", and "REMOVABLE STORAGE". The "REMOVABLE STORAGE" button is highlighted in blue. Below the "Type" section is a "Details" section. Under "REMOVABLE STORAGE", there are two rows of controls: "Drive:" with a dropdown arrow, "Folder" with a dropdown arrow, and a checkbox labeled "New Folder" followed by an empty text input field. At the bottom left, a red message reads "No Removable Storage Found!". At the bottom right, there are three buttons: "Back", "Next", and "Cancel".

5. After picking your destination, set how often you want the job to run.

**NEW BACKUP JOB WIZARD**

### 4. Set Schedule

**Occurrence**

- Hourly
- Daily
- Weekly
- Monthly

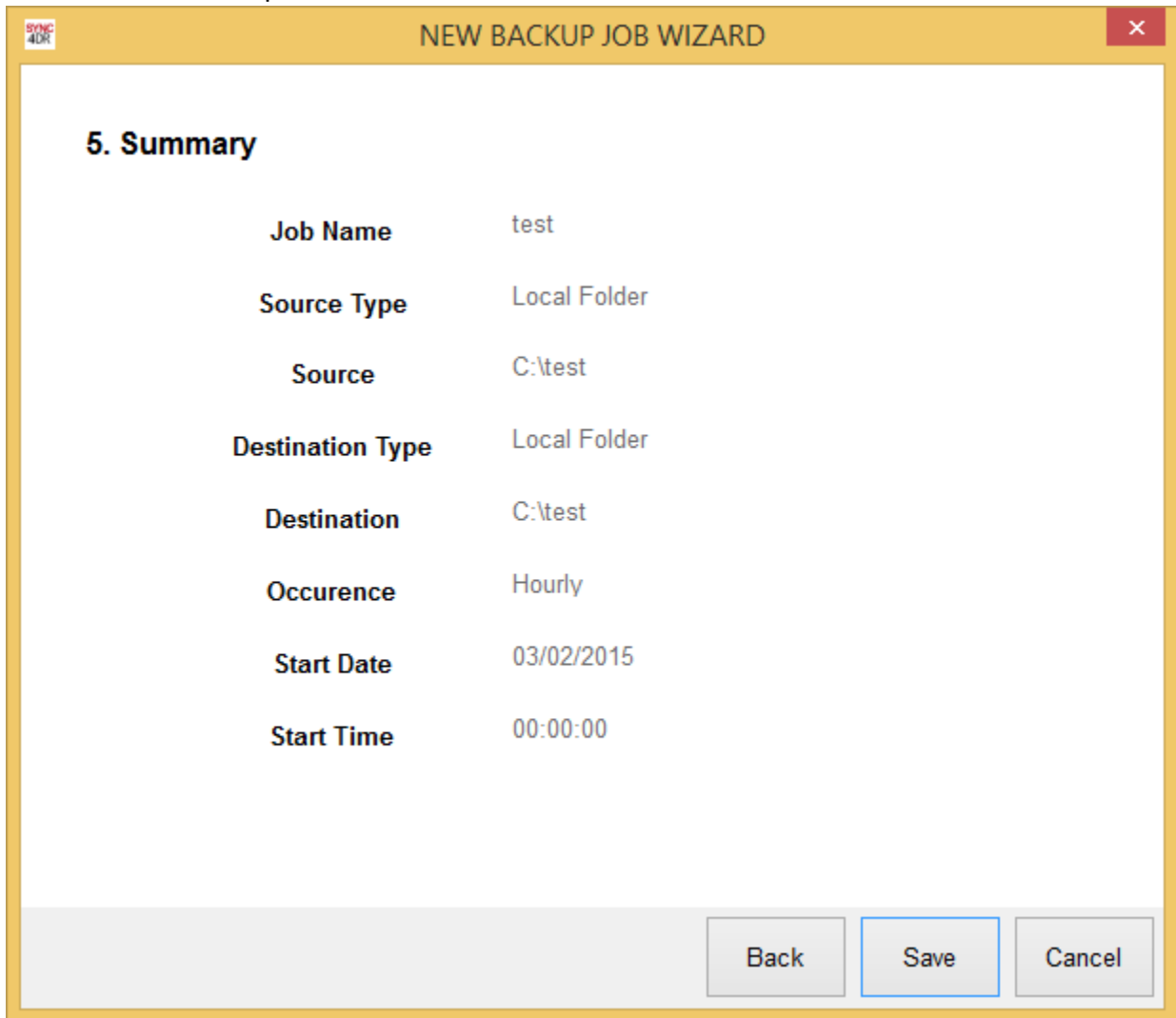
**Date/Time**

**Start Date** 03 02 2015 ....  
DD/MM/YYYY

**Time** 00 00  
hh/mm

Back Next Cancel

- 6. After finalizing your schedule, a summary of the new job will be saved. Click save to save the job.



## Editing a job

1. Left click on an existing job and some options will be displayed at the top.

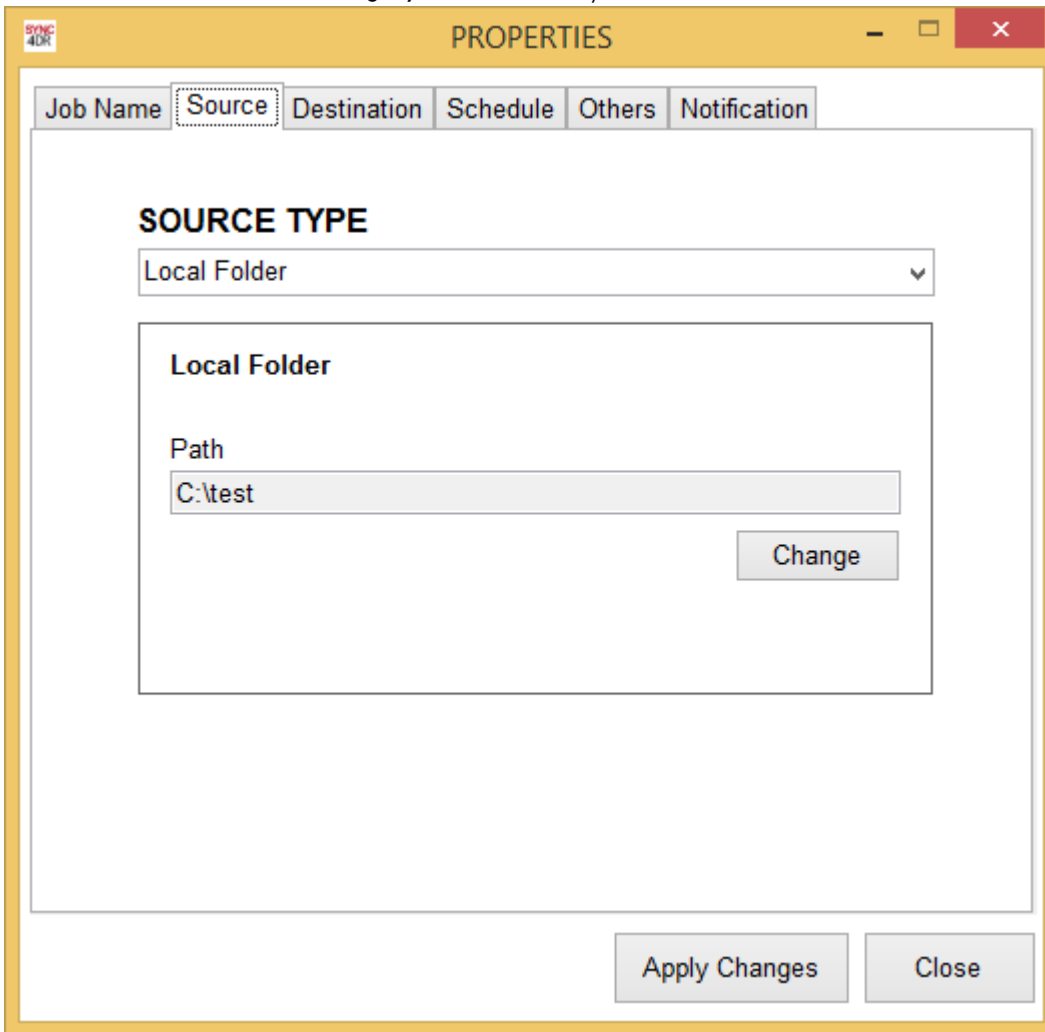
The screenshot shows the Sync4DR 7.3.1.0 - Business Edition application window. The interface includes a menu bar (File, Settings, Help), a logo, and system information (NUC1, Intel, D53427RK, Microsoft Windows 8.1 Pro, D6AC-0548-E767-8073-C296). A sidebar on the left contains navigation options: DASHBOARD, BACKUP, LOGS, and SETTINGS. A toolbar at the top of the main area provides actions: New, Run Now, View, Properties, Delete, Disable, and Update Cloud. The main area displays a table with the following data:

JobID	Name	Time	Date	Source	Destination	Occurenc
1	test	00:00:00	03/02/2015	C:\test	C:\test	Hourly

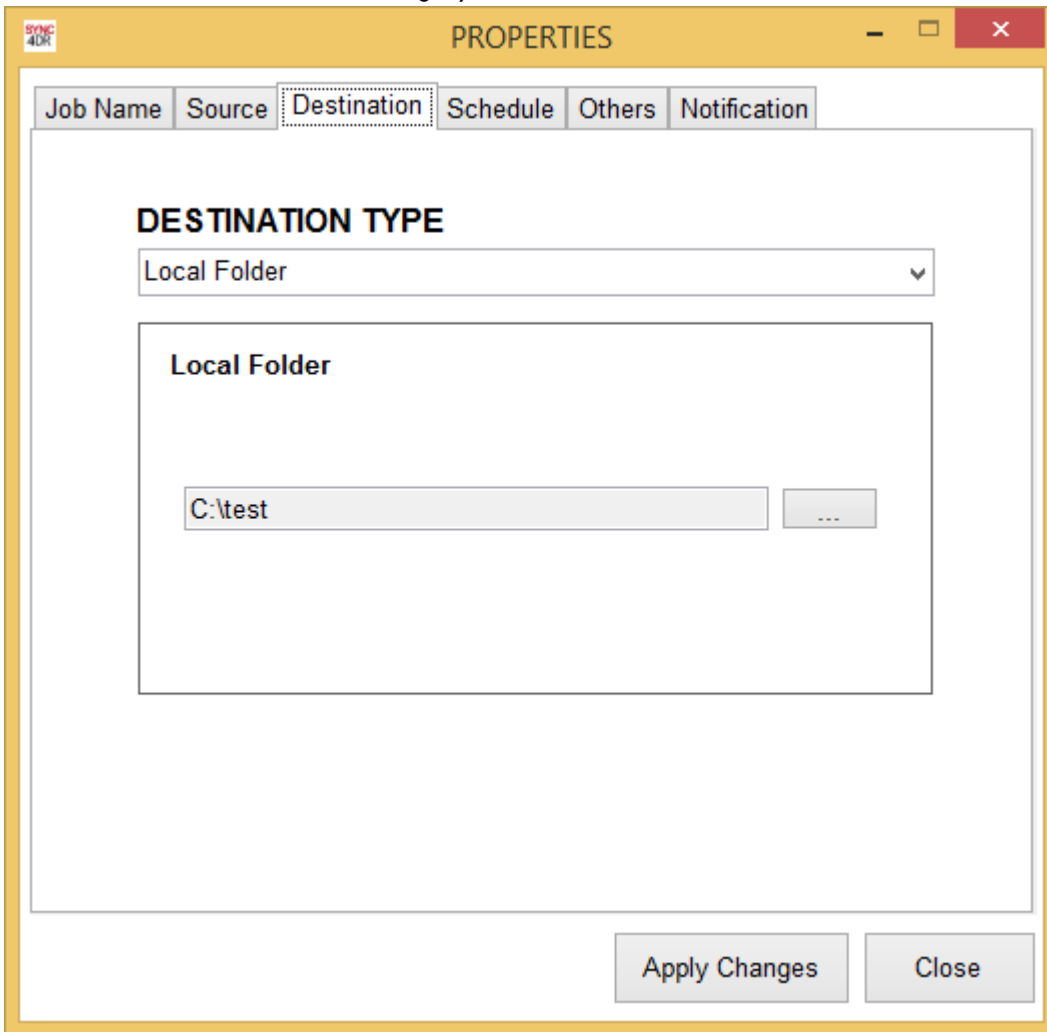
2. Click on Properties and you will get a popup on the job details.  
You can edit your job name here.

The image shows a 'PROPERTIES' dialog box for Sync4DR. The dialog has a yellow title bar with the Sync4DR logo and window controls. It features a tabbed interface with the following tabs: 'Job Name', 'Source', 'Destination', 'Schedule', 'Others', and 'Notification'. The 'Job Name' tab is selected and contains a text input field with the value 'test' and a label 'JOB NAME'. At the bottom of the dialog are two buttons: 'Apply Changes' and 'Close'.

3. Click on Source. You can change your source file/folder.



- 4. Click on Destination. You can change your destination folder here.





- 5. Click on Schedule. You can change when and how often you want the job to run.

The screenshot shows a window titled "PROPERTIES" with a yellow border. At the top left is the Sync4DR logo. Below the title bar is a tabbed interface with five tabs: "Job Name", "Source", "Destination", "Schedule", "Others", and "Notification". The "Schedule" tab is active and highlighted with a dotted border. The main content area is divided into two sections: "OCCURENCE" and "DATE\TIME".

**OCCURENCE**

Hourly       Weekly  
 Daily       Monthly

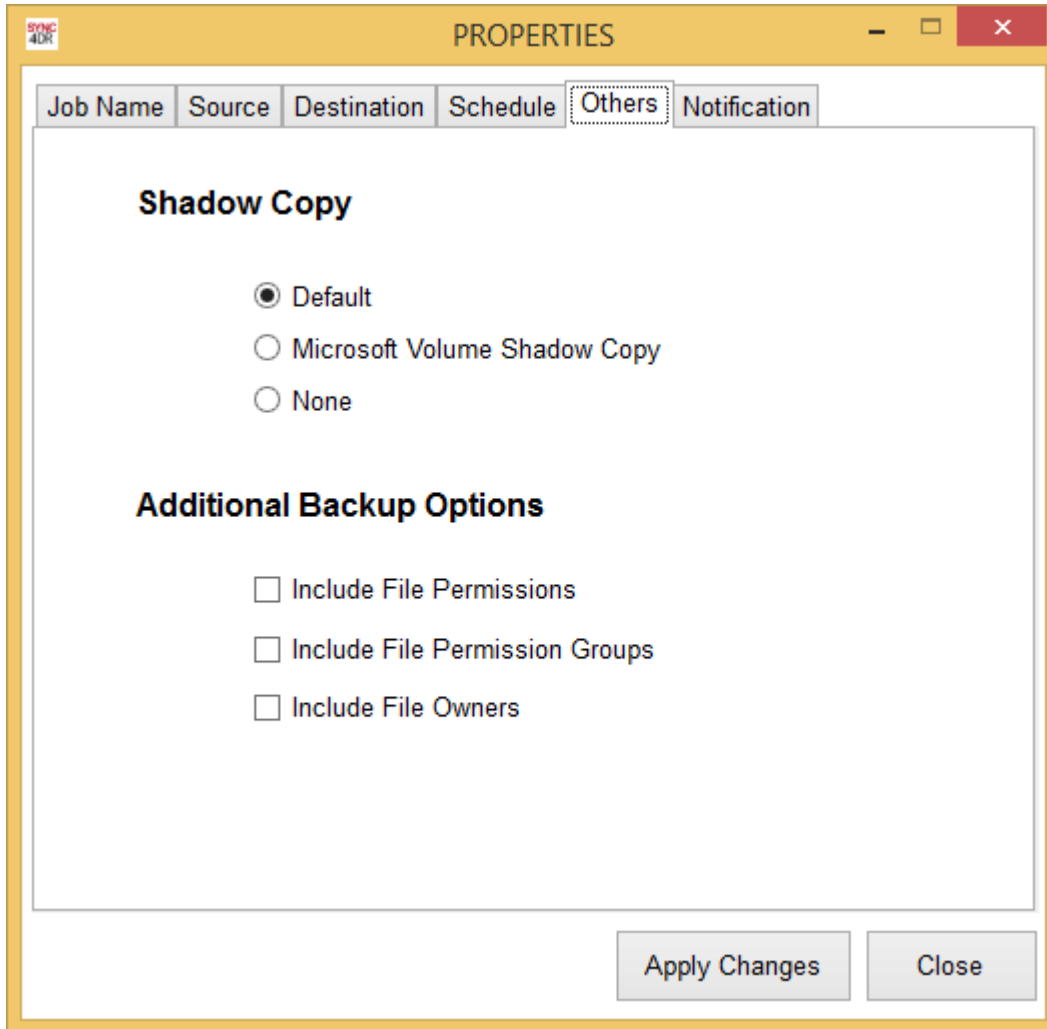
**DATE\TIME**

**Start Date**    03   02   2015    ....  
DD/MM/YYYY

**Time**      00   ▾   00   ▾  
hh/mm

At the bottom right of the dialog are two buttons: "Apply Changes" and "Close".

6. Select Others. You can select what type of shadow copy you want the job to use. You can also select additional Backup Options as indicated.



## 7. Select Notification.

Select Enable notification and you can fill in the sender/recipient/smtp server details.

Remember to select 'server authentication required' if password is required.

You can test the notifications ending first before saving it.

The screenshot shows the 'PROPERTIES' dialog box for Sync4DR, with the 'Notification' tab selected. The dialog has a yellow title bar and a standard Windows window control bar. The 'Notification' tab is active, showing two radio buttons: 'Disable notification' (selected) and 'Enable notification'. Below these are three input fields labeled 'Sender', 'Recipient', and 'SMTP Server'. A checkbox labeled 'Server authentication required' is also present. At the bottom right of the dialog are 'Test' and 'SAVE' buttons. At the bottom of the dialog are 'Apply Changes' and 'Close' buttons.

Job Name	Source	Destination	Schedule	Others	Notification
<input checked="" type="radio"/> Disable notification <input type="radio"/> Enable notification					
Sender					
Recipient					
SMTP Server					
<input type="checkbox"/> Server authentication required					
					Test
					SAVE
				Apply Changes	Close

## Other Backup options.

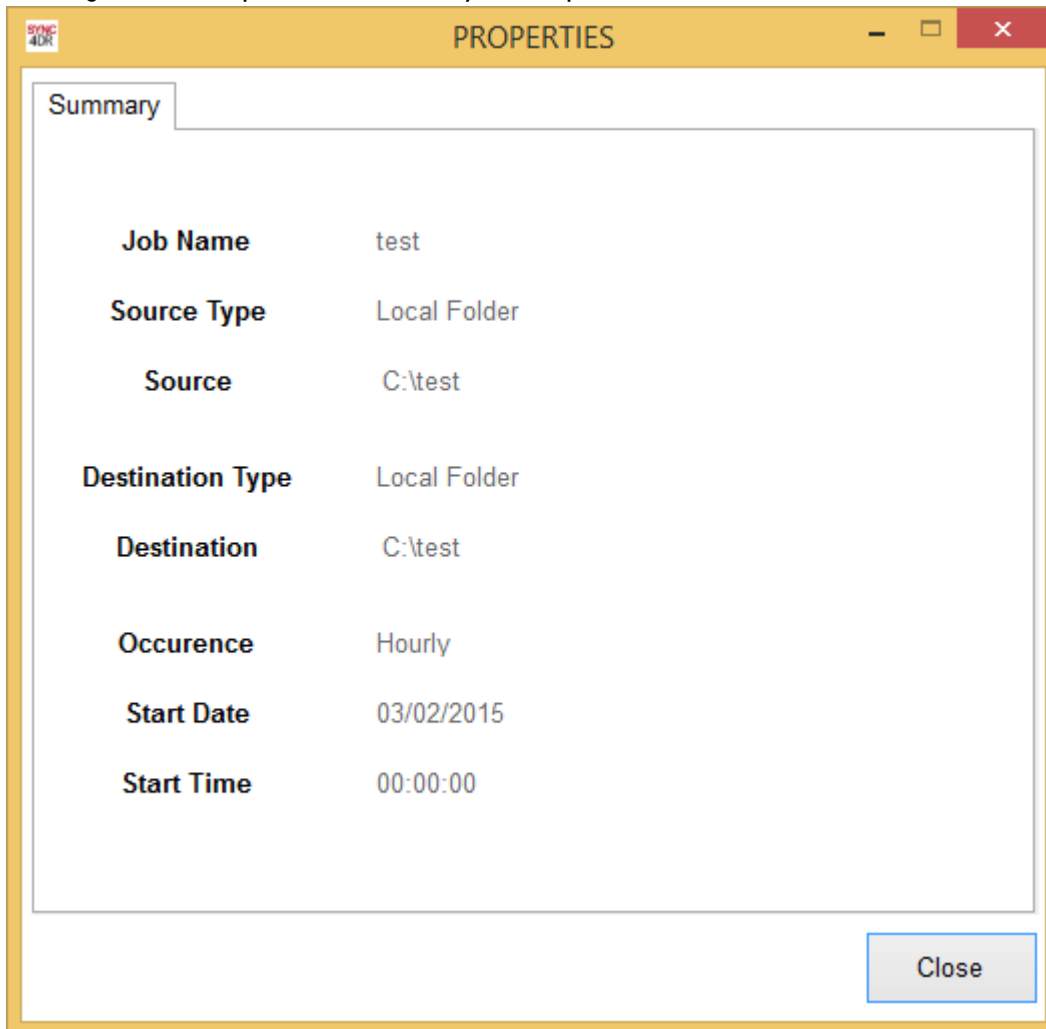


1. Run Now.

Clicking on this option will allow the job to run within a few seconds later.  
This will not work if the job is disabled or if the job is already running.

2. View.

Clicking on this will provide a summary of the job.



3. Delete.  
Clicking on this will delete the job.
4. Enable/Disable.  
Will Enable or Disable the job.

## Logs

1. Clicking the logs option on the left side.

Sync4DR 7.3.1.0 - Business Edition

File Settings Help

NUC1  
Intel  
D53427RK  
Microsoft Windows 8.1 Pro  
D6AC-0548-E767-8073-C296

DASHBOARD  
BACKUP  
LOGS  
SETTINGS

JobID	StartTime	EndTime	Duration	Result
1	30/01/2015 14:00:07	30/01/2015 14:00:40	00:00:33.3809484	Successful
1	30/01/2015 13:00:04	30/01/2015 13:00:38	00:00:33.4097088	Successful
1	30/01/2015 12:00:05	30/01/2015 12:00:39	00:00:33.8602770	Successful
1	30/01/2015 11:00:00	30/01/2015 11:00:32	00:00:32.1799451	Successful
1	30/01/2015 10:00:03	30/01/2015 10:00:39	00:00:35.1739148	Successful
1	29/01/2015 18:00:02	29/01/2015 18:00:40	00:00:37.9895171	Successful
1	29/01/2015 17:00:05	29/01/2015 17:00:43	00:00:37.7120145	Successful
1	29/01/2015 16:00:07	29/01/2015 16:08:45	00:08:38.0119975	Successful
1	29/01/2015 15:00:02	29/01/2015 15:00:42	00:00:39.8539856	Successful
1	29/01/2015 13:15:53	29/01/2015 13:24:25	00:08:32.2731822	Successful
1	29/01/2015 13:03:04	29/01/2015 13:03:42	00:00:37.3843630	Failed
1	28/01/2015 14:03:01	28/01/2015 14:06:04	00:03:02.5358428	Failed
1	28/01/2015 13:07:02	28/01/2015 13:17:09	00:10:06.7892385	Successful
1	28/01/2015 12:07:05	28/01/2015 12:09:22	00:02:16.6555583	Failed
1	21/01/2015 09:31:05	21/01/2015 09:32:22	00:01:17.6063290	Successful
1	20/01/2015	20/01/2015	00:00:55.4698033	Successful

Filter by Job ID  
Filter by Date  
Filter by Result

Apply Filter  
Clear Filter

- Open Log File

2. You can select any of the 3 filters available and click on Apply Filter to change the view.
3. Upon selecting a log file, you can click on Open Log File to view the contents.

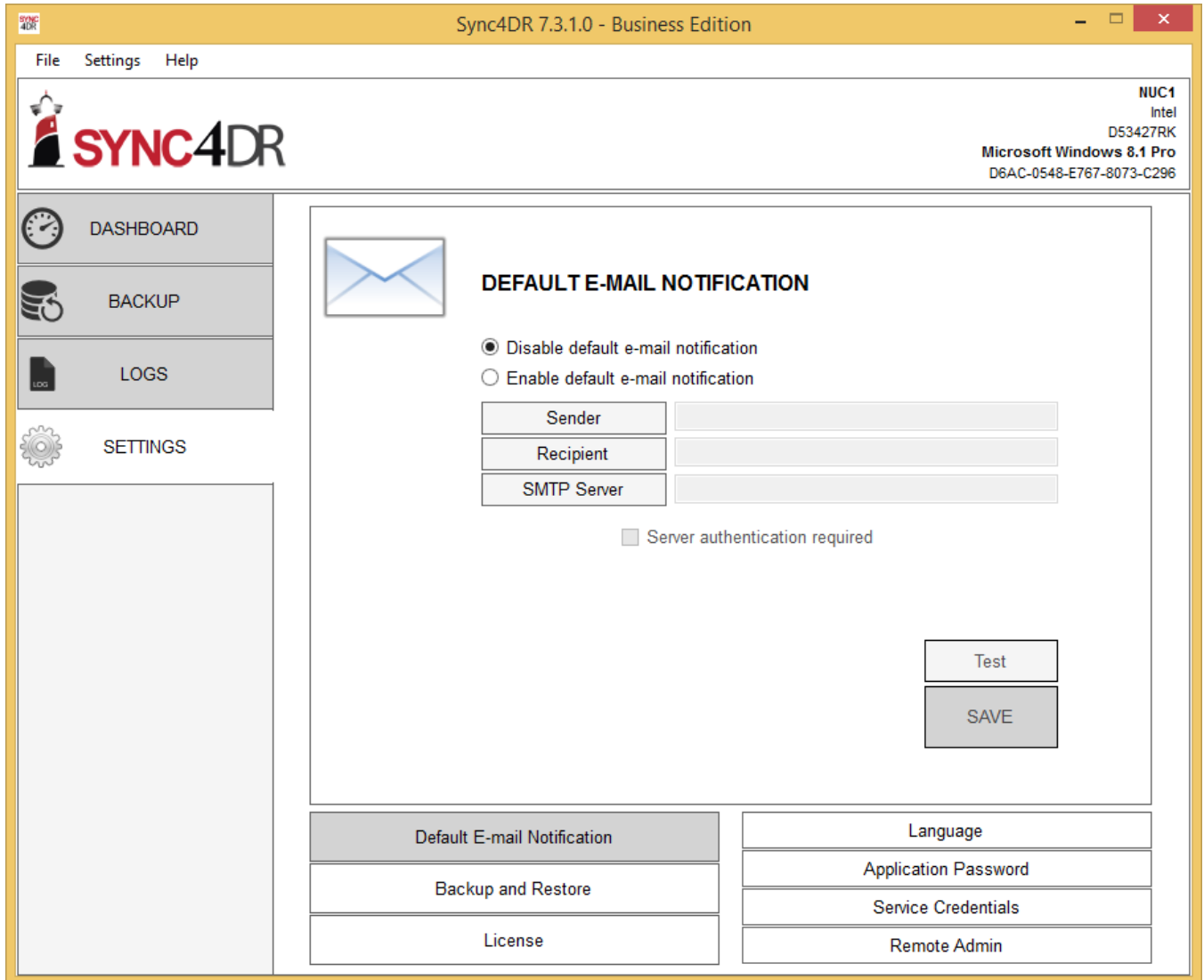
## Settings

Selecting Settings on the left side will provide you with various options that you can adjust.

### 1. Default E-Mail Notification.

By setting this up, you can save the notification settings for use with all new jobs.

This means that if you enable the notification settings for any job, by default the settings here will appear.



## 2. Backup and Restore

You can backup selected jobs or backup all jobs here to an external file.

Restore jobs by selecting the file you previously backup to.

The screenshot displays the Sync4DR 7.3.1.0 - Business Edition application window. The interface includes a menu bar with 'File', 'Settings', and 'Help'. The main area is titled 'BACKUP AND RESTORE' and features a 'Backup' button, a list of backup jobs (currently showing '1 test'), 'Backup Selected' and 'Backup All' buttons, a 'Restore' button, and a file selection field with a 'Restore' button. A bottom navigation bar contains 'Default E-mail Notification', 'Backup and Restore' (highlighted), and 'License'. A right-hand settings panel includes 'Language', 'Application Password', 'Service Credentials', and 'Remote Admin'. The top right corner shows system information: 'NUC1', 'Intel', 'D53427RK', 'Microsoft Windows 8.1 Pro', and 'D6AC-0548-E767-8073-C296'.

3. License.

This will show how much longer your license will last.

The screenshot shows the Sync4DR 7.3.1.0 - Business Edition application window. The interface includes a menu bar (File, Settings, Help), a logo, and system information (NUC1, Intel, D53427RK, Microsoft Windows 8.1 Pro, D6AC-0548-E767-8073-C296). A left sidebar contains navigation options: DASHBOARD, BACKUP, LOGS, and SETTINGS. The main content area is titled 'LICENSE' and displays the following information:

License Type:	Licensed
Expiry Date	24/08/2015
No. Days Left	202

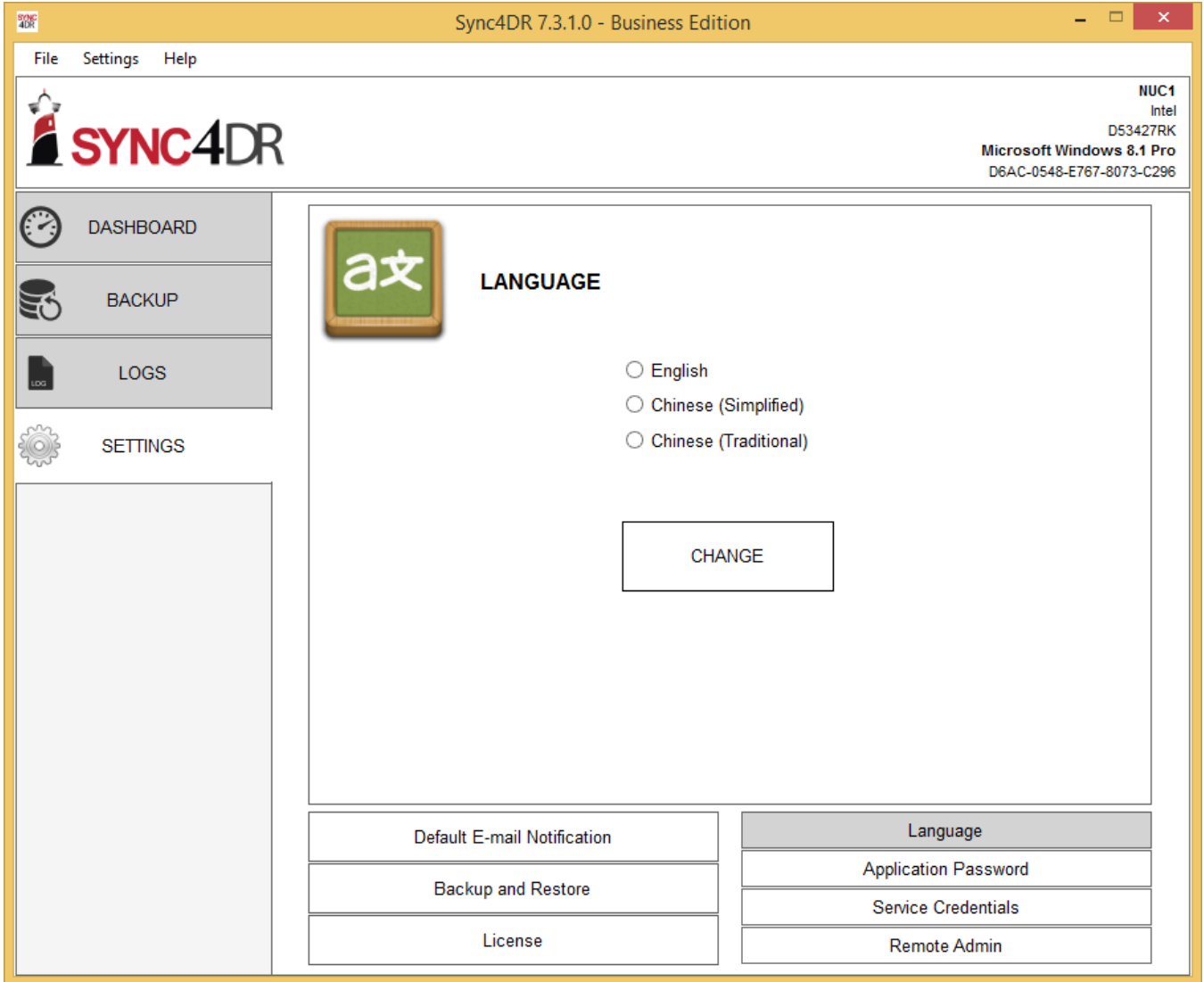
Below the license information is a grid of settings buttons:

Default E-mail Notification	Language
Backup and Restore	Application Password
License	Service Credentials
	Remote Admin



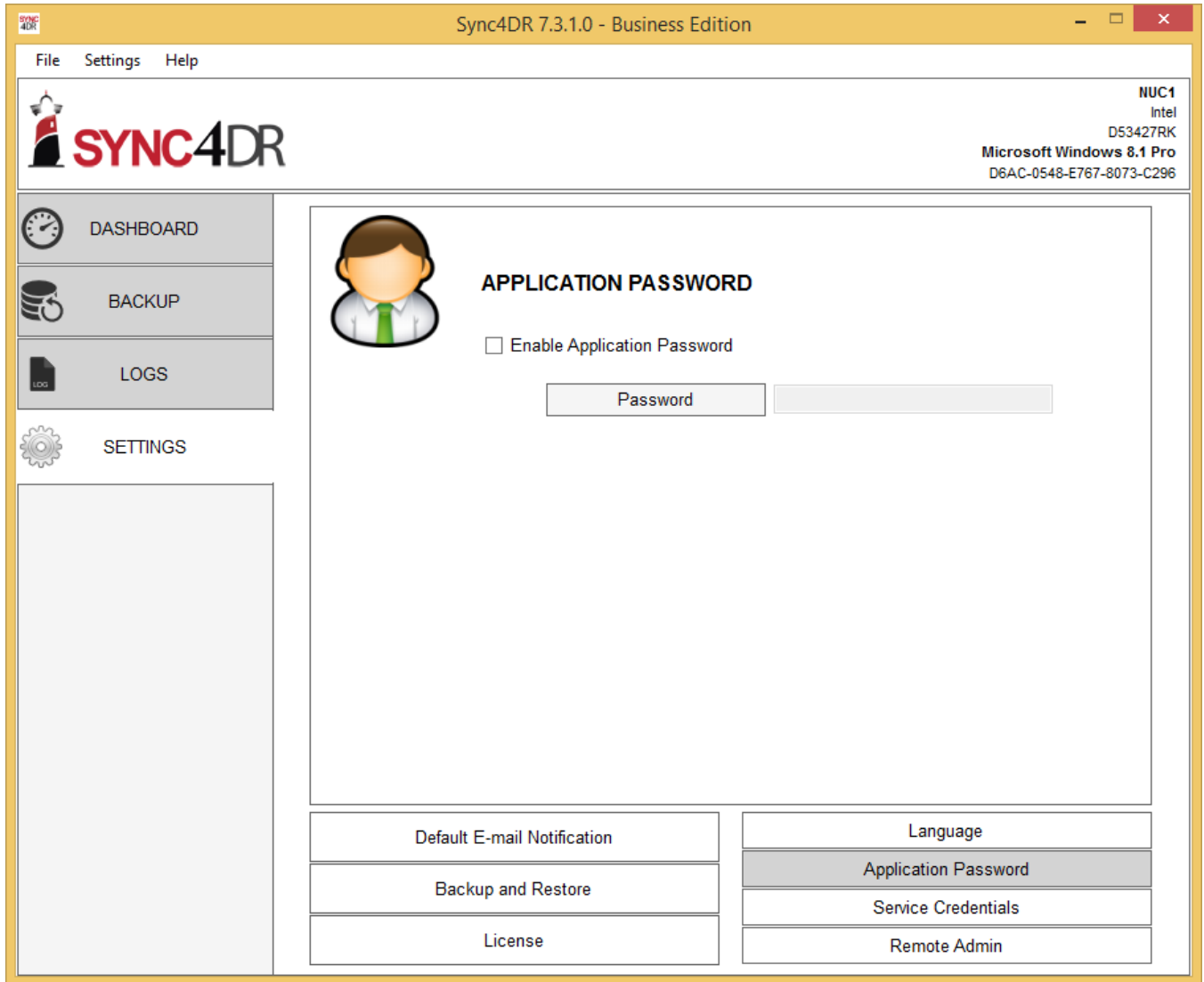
4. Language

Please select the language you want to run the manager as.



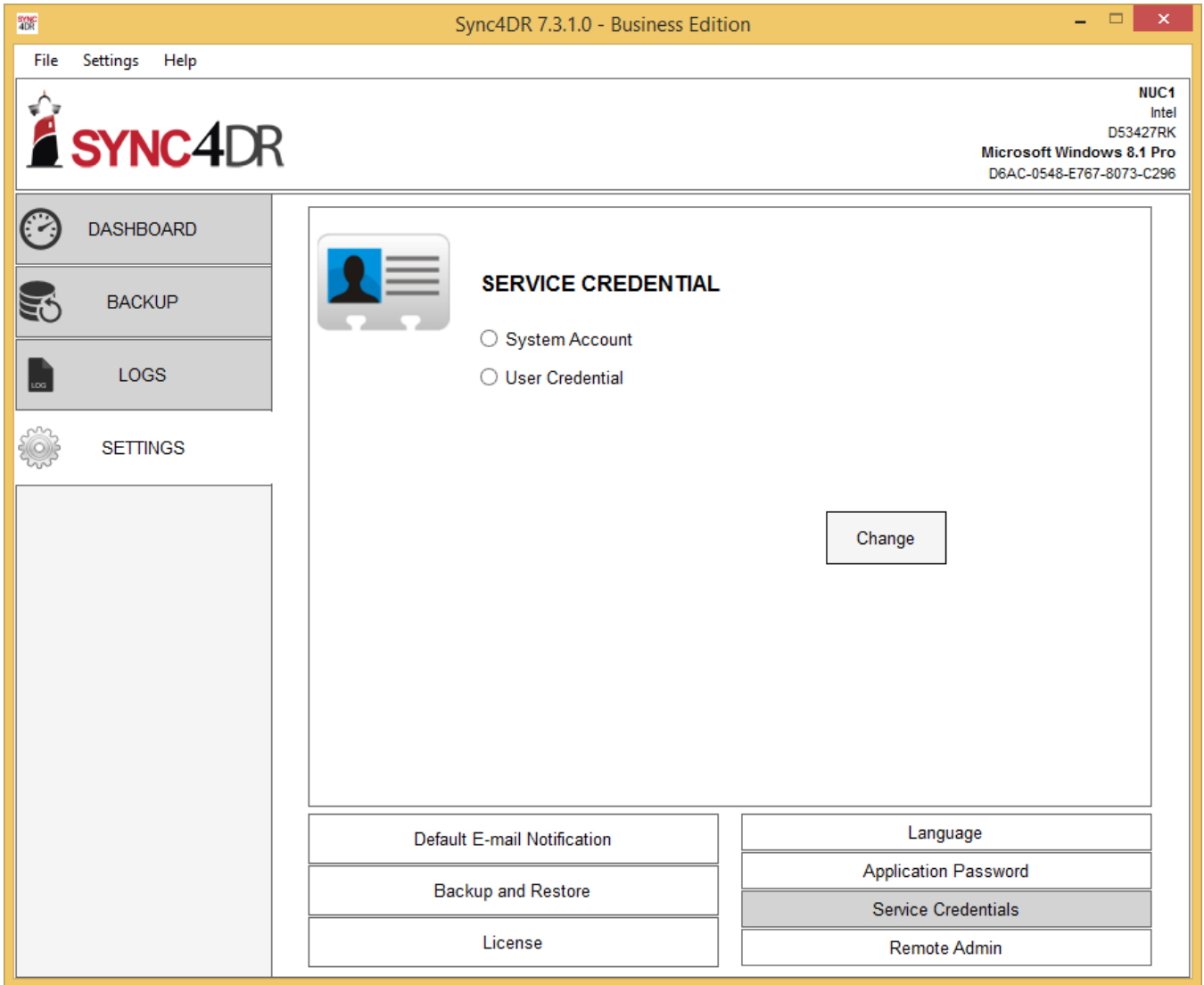
5. Application Password.

You can set the password and lock your manager.



6. Service Credential

Enter the credential that you want the Sync4DR service to run under. Make sure it is a valid account on this computer.



### 7. Remote Admin

This will allow you to connect to the Sync4DR cloud or a local network admin console.

- Standalone – use Sync4DR without remote admin.
- Cloud – Connect Sync4DR with the cloud.
- Local Server – Connect Sync5DR with a remote admin on a local network.

