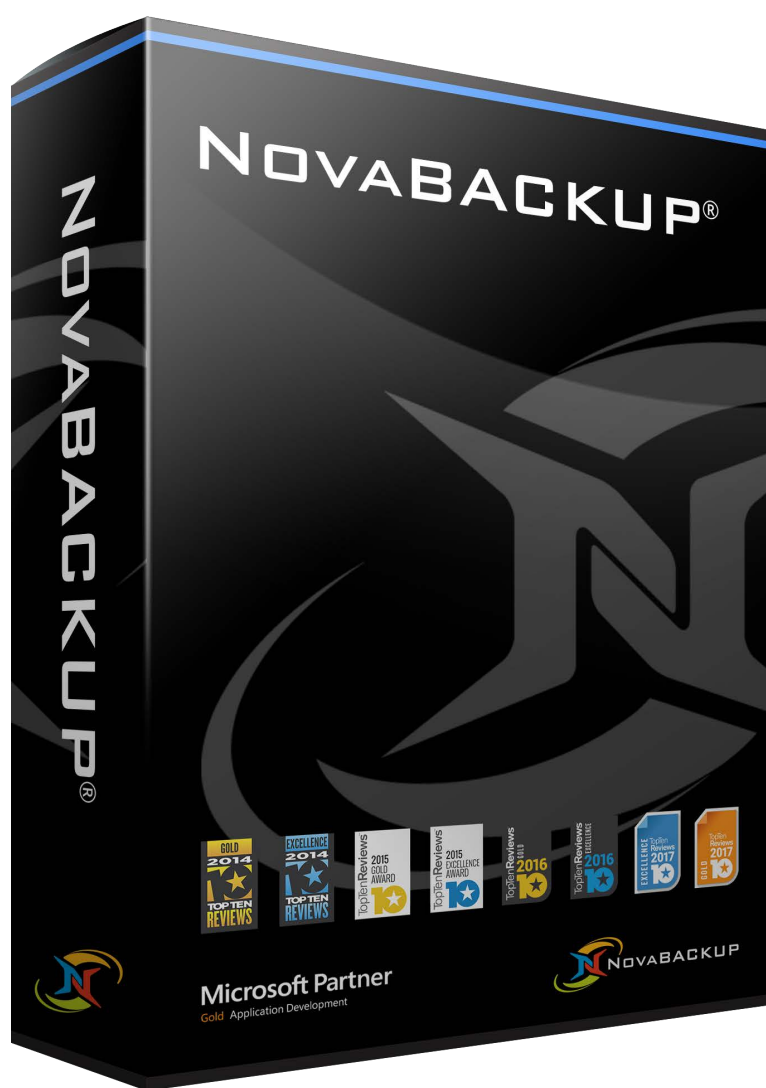


Getting Started with NovaBACKUP® 20

Backing up data - step by step



Types of Backups

File Backup

A standard file backup is simply an archive of data that may be restored in the event of data loss. This archive is generally made from the files which you select as being important (or an entire file system) and may be encrypted, or compressed.

Image Backup (Disaster Recovery)

An image backup is different than a standard file backup. It is intended to backup the underlying data structures of a computer including operating system and applications for emergency restoration in the event of a disaster. In this case your destination may be a completely different computer or set of hardware.

Types of Backup Jobs:

Full Backup

- A backup of all (selected) files on the system. This does not include file allocation tables, partition structure and boot sectors.

Once you have completed your full backup, one of the following backup types is usually employed as your daily supplemental backup.

Differential Backup

- A cumulative backup of all changes made since the last full backup.

Benefit: Only 2 files ever required to perform a restore (1 Full and 1 Differential).

Downside: Larger file sizes

Incremental Backup

- A backup that only contains the files that have changed since the most recent backup (either full or incremental).

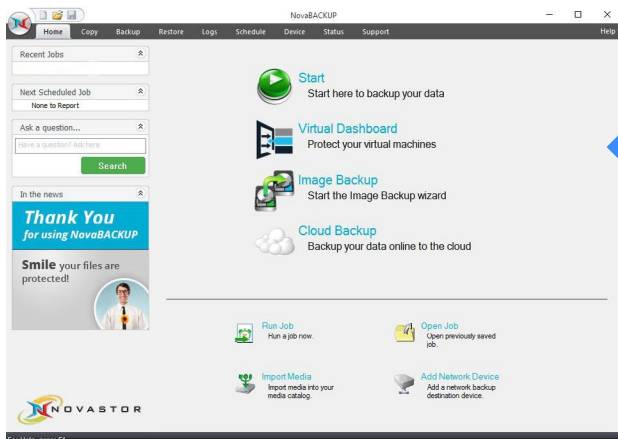
Benefit: Small file size with incremental backups.

Downside: May require many files to restore which can be time consuming. More prone to user error.

Performing a File Backup

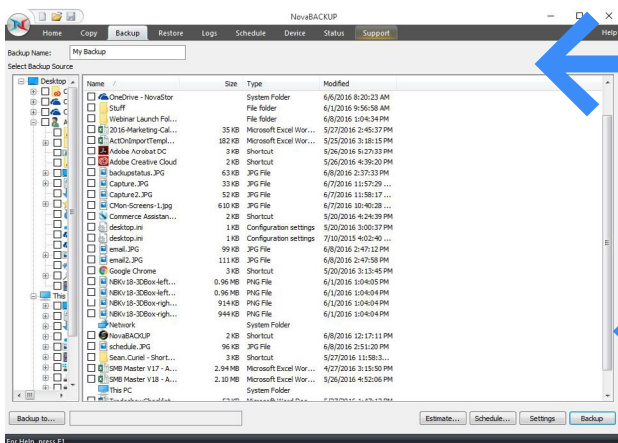
Step-by-Step Guide

Performing a File Backup



1

Begin by pressing the Start tab.

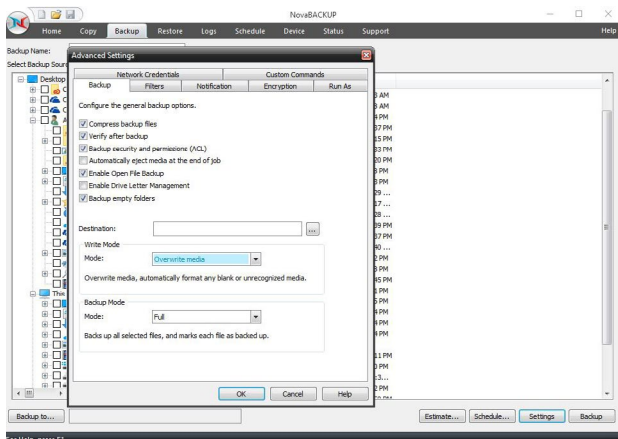


2

Enter a name you wish to call the backup job.

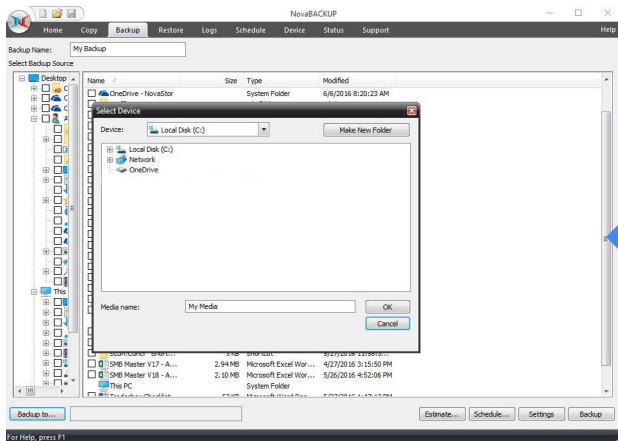
3

Select the data you wish to backup.



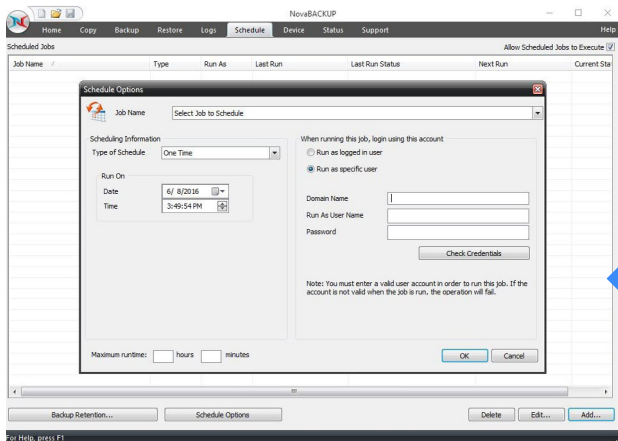
Click settings for additional options.

Performing a File Backup



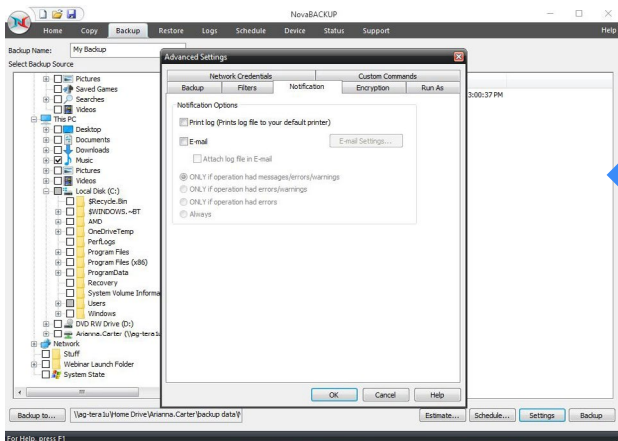
4

Select backup destination.



5

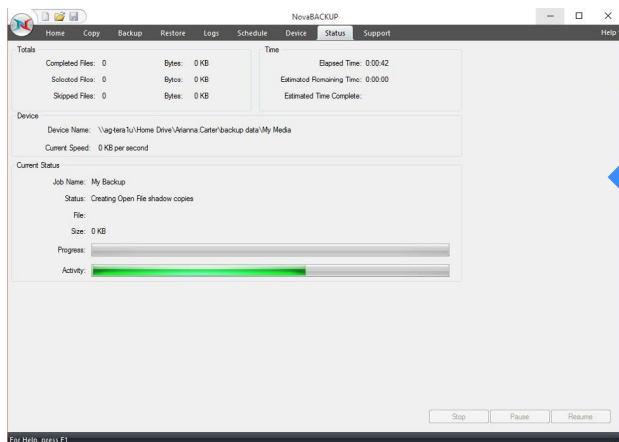
Set the schedule of the backup frequency, or disable scheduling by unchecking the checkbox.



6

Optional: Set up customizable email alerts by clicking on the notification tab in settings.

Performing a File Backup



7

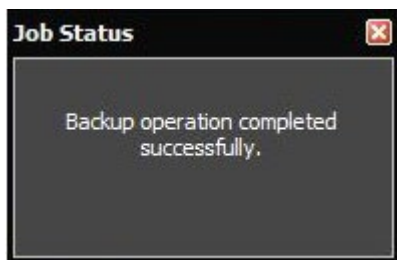
View the status of the backup job.



You may stop or pause the backup job as needed.

8

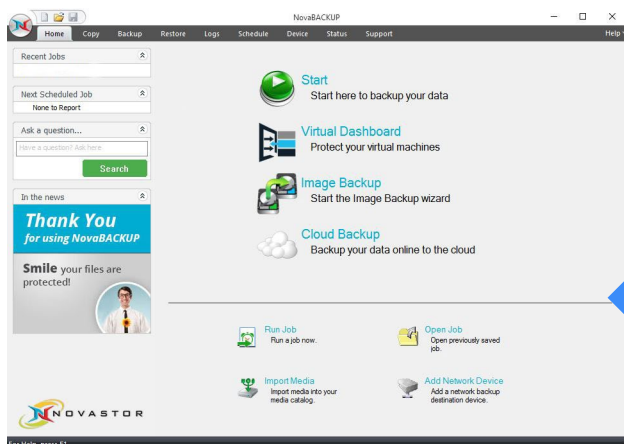
Backup was successful.



Performing a File Restore

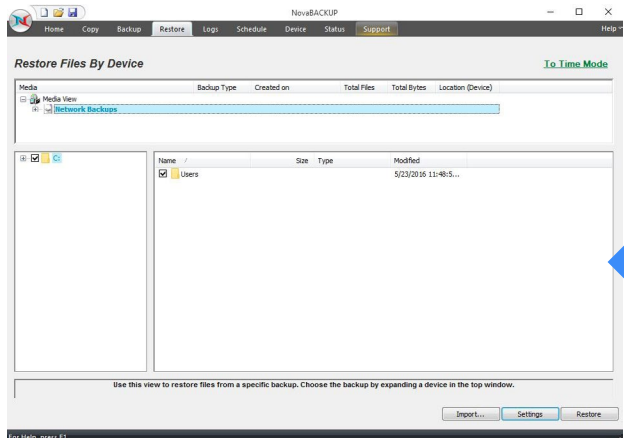
Step-by-Step Guide

Performing a File Restore



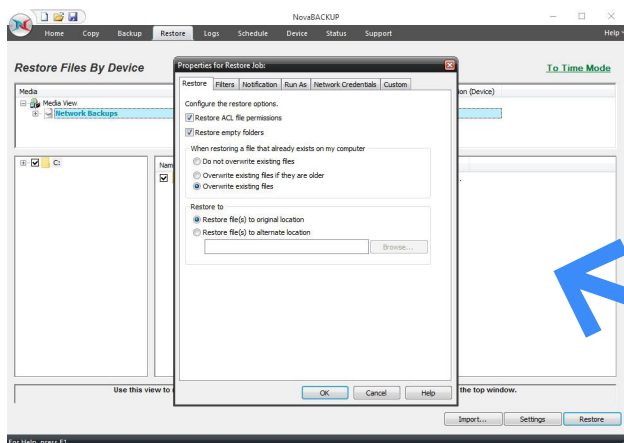
1

Select the Restore Tab.



2

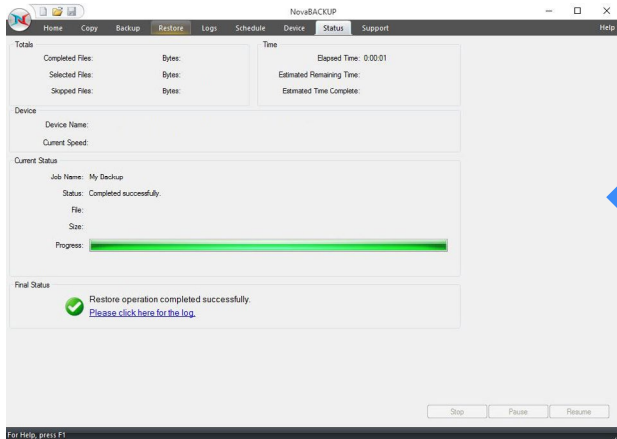
Select the data you want to restore.



3

Press settings and select a location for the restored files.

Performing a File Restore

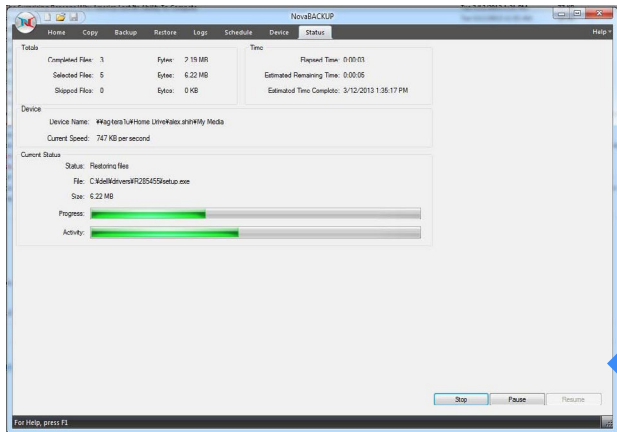


4

View the status of the Restore job.

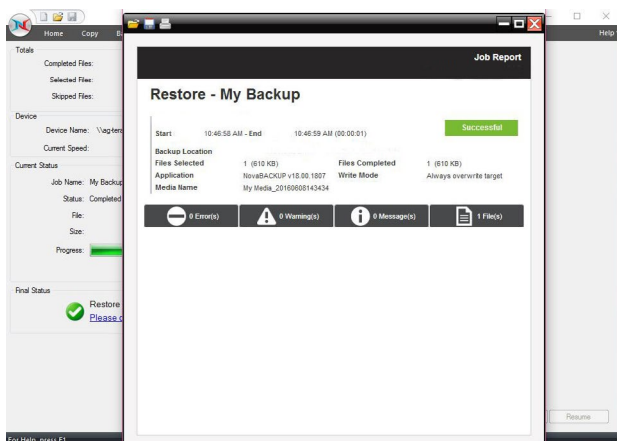
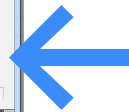


You may stop or pause the Restore job as needed.



5

You can stop or pause the restore job as needed.



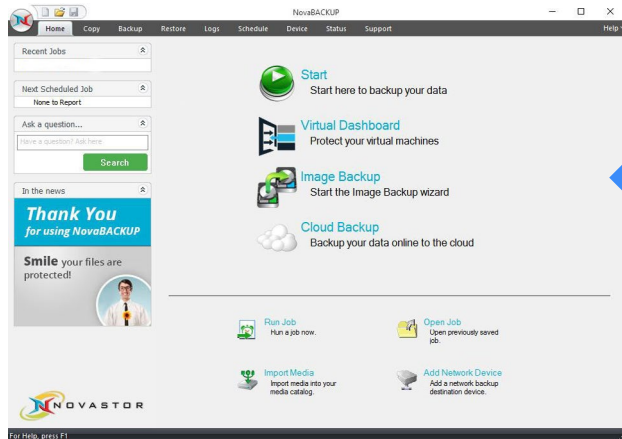
6

View the Final Status log for specifics about any Restore job.

Performing an Image Backup

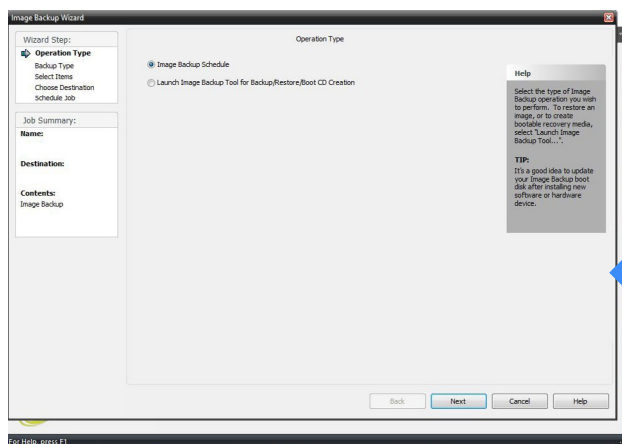
Step-by-Step Guide

Performing an Image Backup



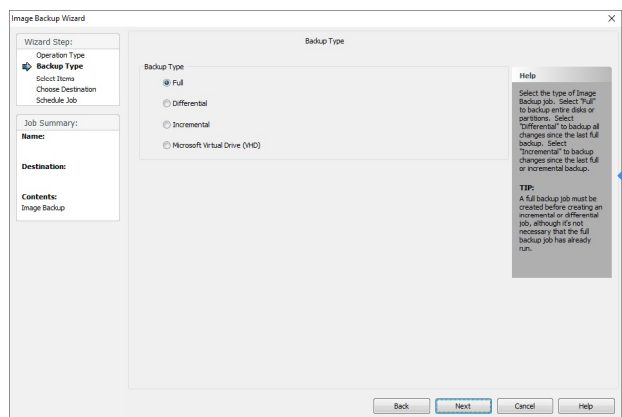
1

Select the Image Backup Wizard.



2

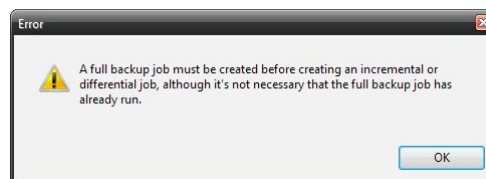
Select the Image Backup Schedule.



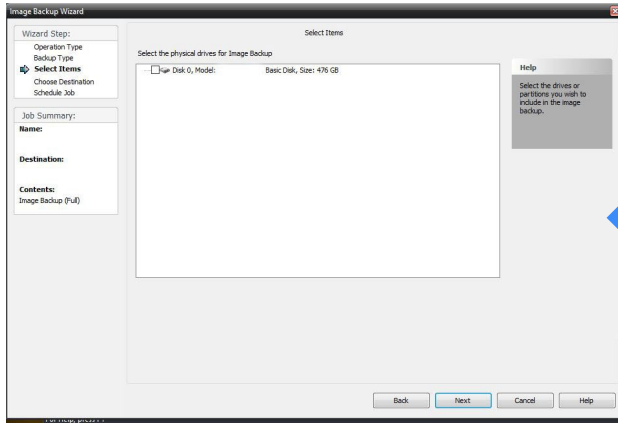
3

Select the type of backup you want.

Note: You will be unable to perform an image differential or image incremental backup until you schedule your first full image backup upon which they can be based.

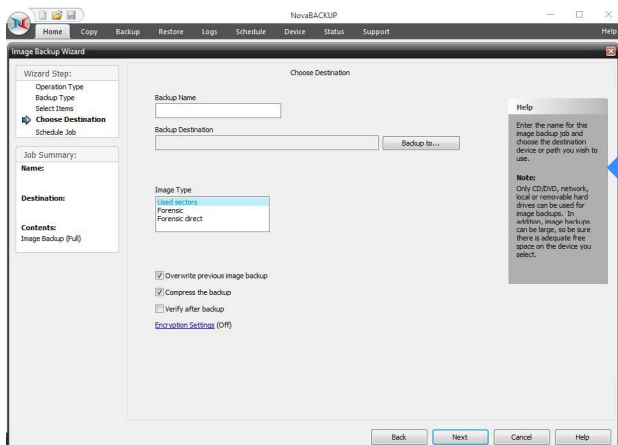


Performing an Image Backup



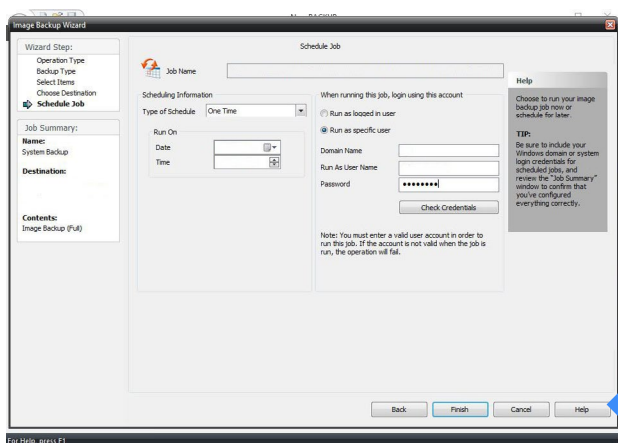
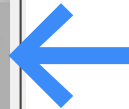
4

Select the drive you want to back up.



5

Choose a name and destination for your Image Backup.



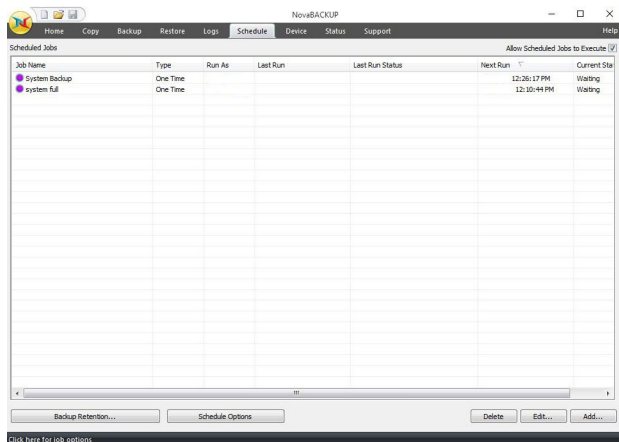
6

Schedule the Image Backup job.

Select backup name
Time/Date
and User to Run As



Performing an Image Backup



7

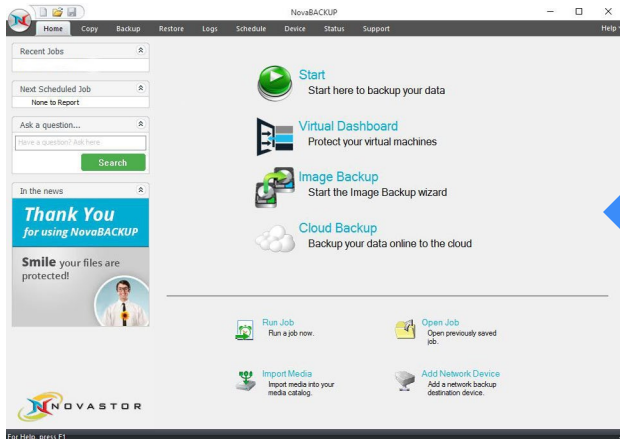
View and manage scheduled Image Backups in the Schedule Tab.



Creating Image Backup Boot Media

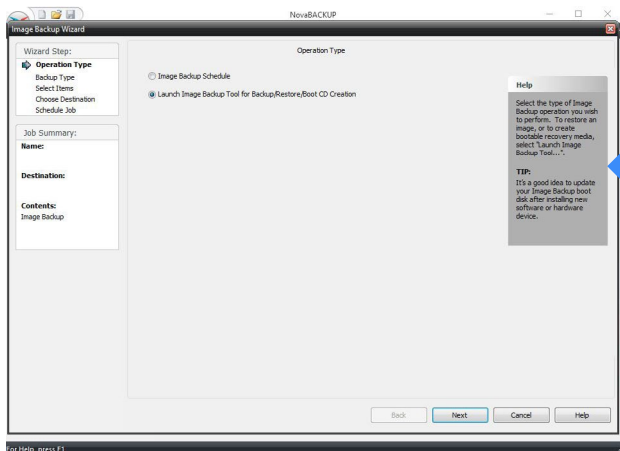
Step-by-Step Guide

Create a Image Backup Boot Media



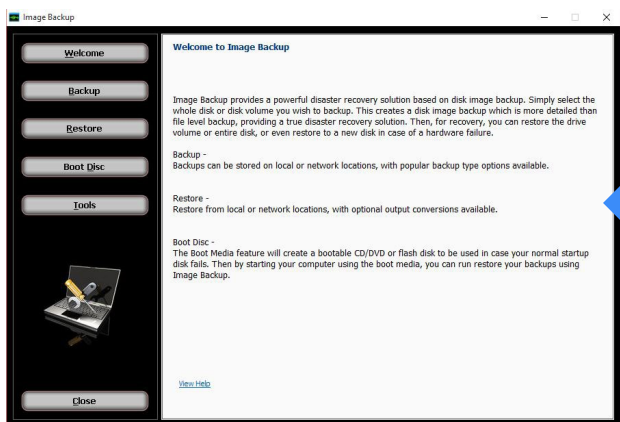
1

From the homepage, select **Image Backup**.



2

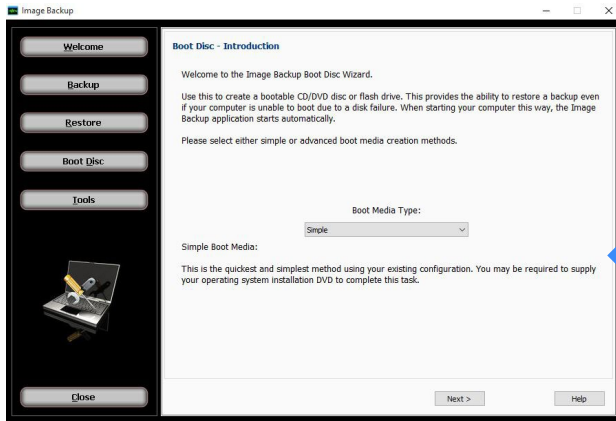
Select the **Launch Image Backup Tool** for Boot CD Creation option.



3

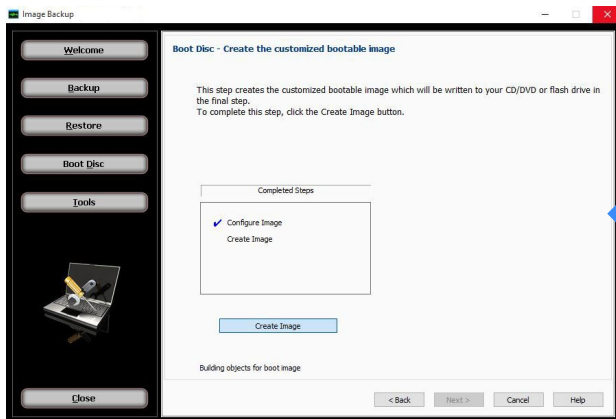
Select option for **"Boot Disc"** on the left.

Create a Image Backup Boot Media



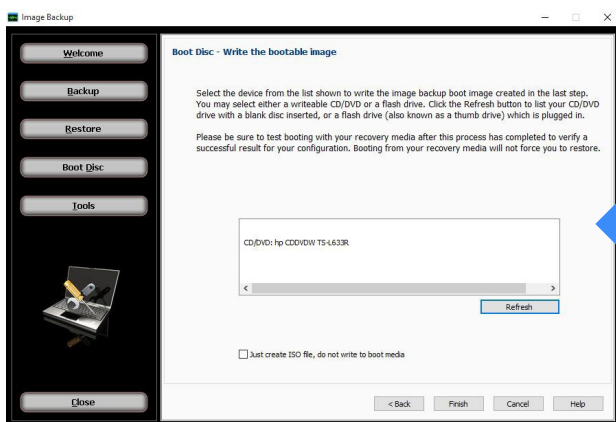
4

Choose the **Boot Media Type**. Simple is recommended for most users. Advanced is for server operating systems that need to specify RAID controller drivers. Drivers can be loaded after booting PC to the image boot media.



5

Click the **"Create Image"** button.



6

Select the **device** to write the Image Backup boot image to. This can be a USB flash drive or CD. Click "Refresh" if need be after inserting device.

Click the **"Finish"** button to start writing the boot image to the device.

About NovaBACKUP

NovaBACKUP Corporation (www.novabackup.com) has been committed to providing powerful, affordable, all inclusive data-protection solutions for physical and virtual environments for over a decade. NovaBACKUP Corporation provides backup & restore solutions to small and medium business (SMB) to protect data locally and in the cloud. NovaBACKUP Corporation's SMB solution NovaBACKUP® is rated #1 for businesses requiring local and remote protection of Windows Servers, VMware, Hyper-V and NAS environments with advanced monitoring capability, detailed reporting, and administration from a Central Monitoring Console. NovaBACKUP Corporation's Setup Assistance is an industry first where experts relieve clients from the complexity of installation and support. NovaBACKUP Corporation is management-owned with over 1,000 partners, and millions of seats distributed globally. With headquarters located the USA (Agoura Hills), NovaBACKUP software solutions are also represented in numerous other countries through partnerships.

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E-Mail NovaBACKUP Support

To submit your case to the NovaBACKUP Support Team visit:
support.novabackup.com and [submit a ticket](#).

Live Phone Support

If you have NovaCare® Support you can call our support line:
Call +1 (805) 409-3140
Press 2 for Technical Support
8am - 5pm PST

QS20200828V1SCU



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