

LOKKBOX

DOCUMENTATION FILE BACKUP

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1 Backing Up Files

This chapter describes how Lokkbox OBM backs up files to the backup server.

1.1 How files are backed up

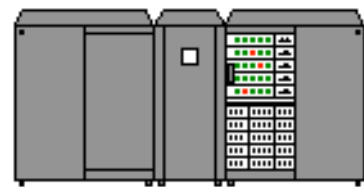
The diagram below describes how Lokkbox OBM backs up your files.

Backup Operations:

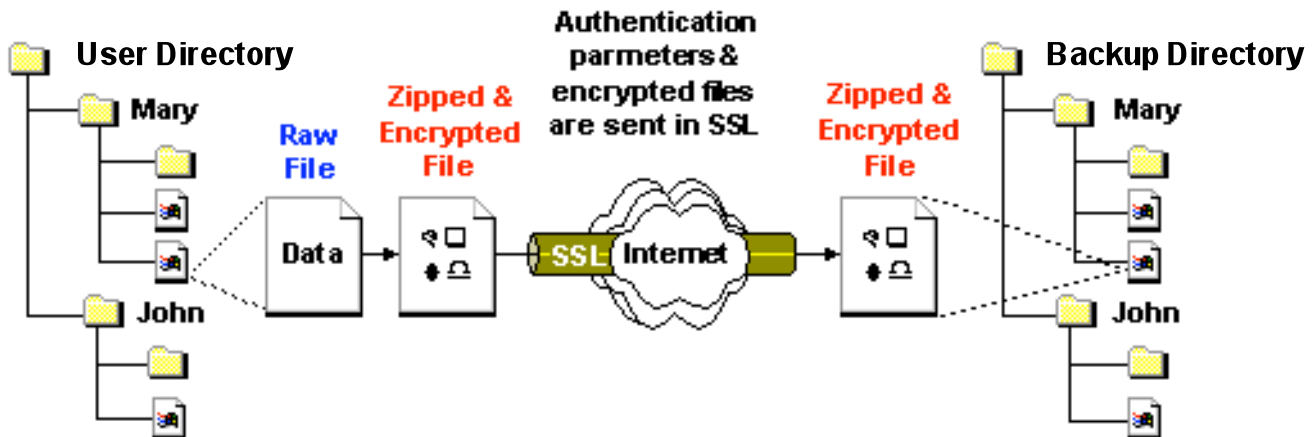
1. Collect all files which are new or have been updated since last backup
2. Each of these files is zipped, encrypted and securely backed up to Online Backup Server through Secure Socket Layer (SSL)



User's Computer



Backup Server



Online Backup Manager can be configured to start automatically every night. All user files created/updated during the day will then be backed up to the backup server on the same night without any user intervention.

All users' files are encrypted by a world's first class 128-bit encryption algorithm with a user defined encrypting key. File content is meaningless to everyone except the user.

Run backup at scheduled time automatically

Once you schedule your backup, a backup job will be started automatically in your absence. You can have the backup running at your scheduled time as often as you want (e.g. twice a day or hourly during office hour) without requiring doing any extra work.

Incremental Backup

Unchanged files are already backed up to server and need not to be backed up again. Lokkbox OBM will pick the new or updated files from your backup set files and upload only these files to the server. It significantly reduces the time required to perform the backup operation since most users update less than 5% of their total data each day.

Compress and encrypt data automatically



Data are compressed and encrypted before they are uploaded to the server. Not only does it reduce the storage space to keep you backup files, it also ensures the privacy of your data.

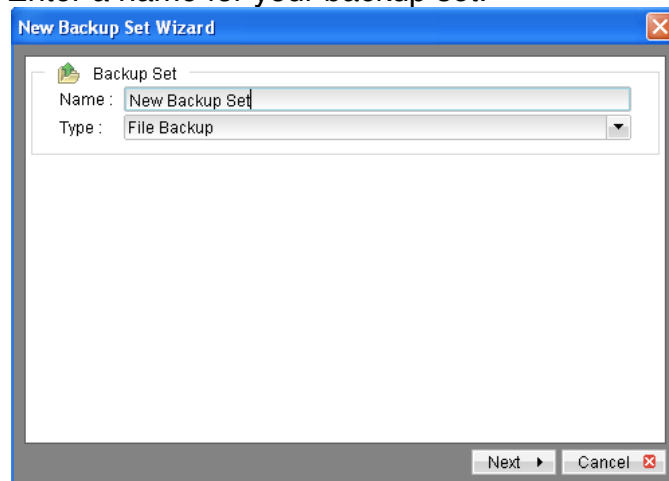
File Retention Policy

The built-in file retention policy allows you to access multiple versions of the same file or even deleted files from your backup set. Backup files are put into a retention area before they are removed from the server. If you want to get back a deleted file (or you want to get back the previous versions of an updated files) within the retention period, these files will always be available in the retention area. This feature is particularly useful when you have accidentally deleted a file or incorrectly updated a file within the file retention period (file retention period is user customizable).

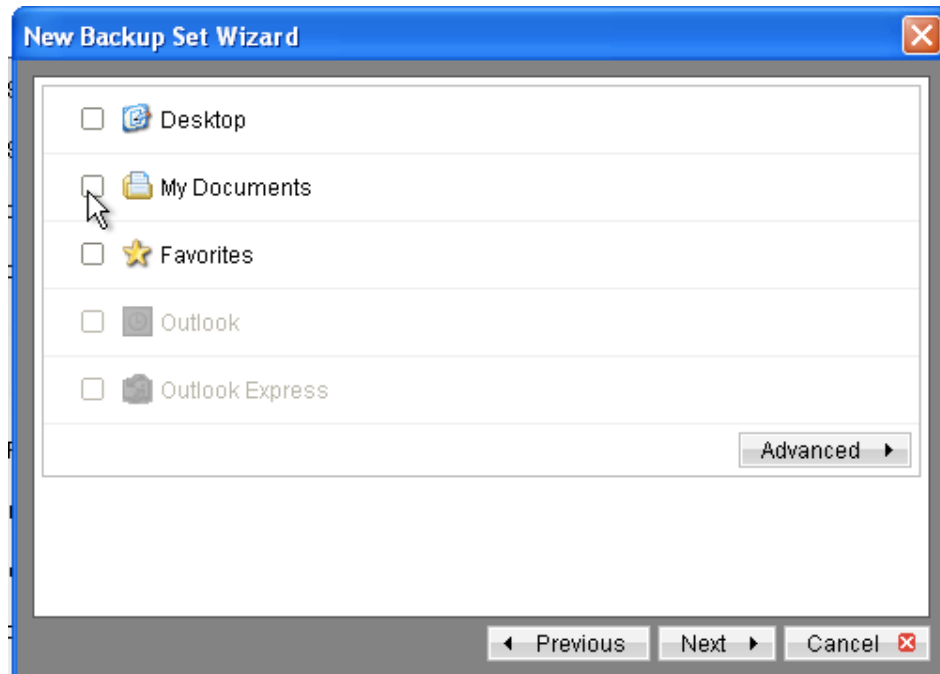
1.2 Backup files directly to the backup server

You can backup your data to Lokkbox OBS by following instructions below:

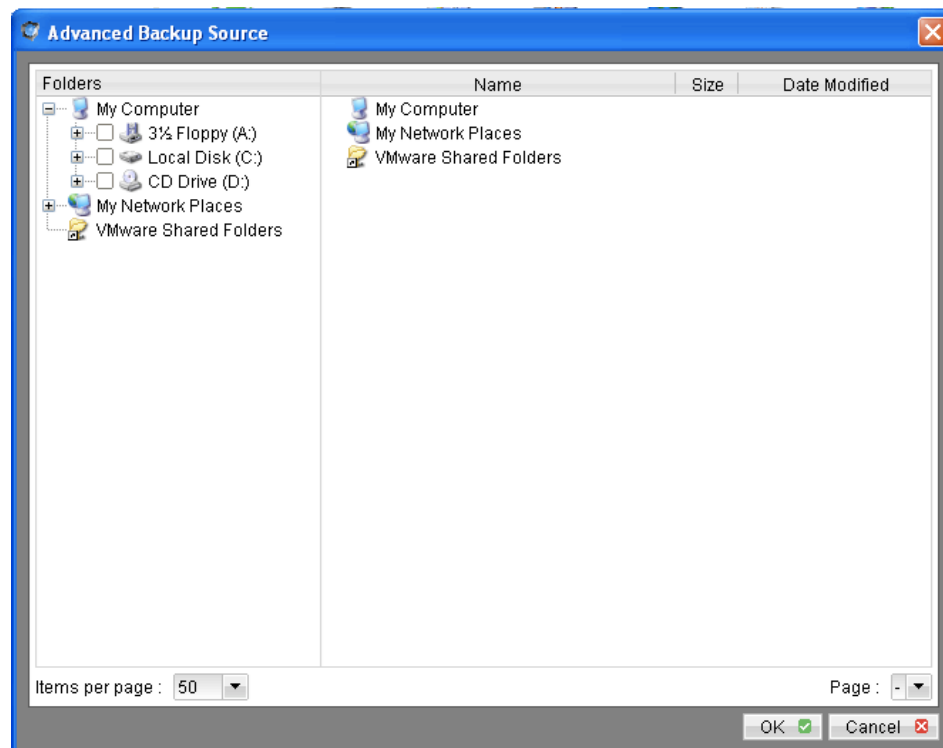
- i. Open Lokkbox OBM.
- ii. Right click Lokkbox OBM icon available in the system tray and choose [Open].
 - a. To start setting up backup sets, click the  button to open the [Backup Setting] dialog.
 - b. On the left panel, press the  button to create a new backup set.
 - c. Enter a name for your backup set.



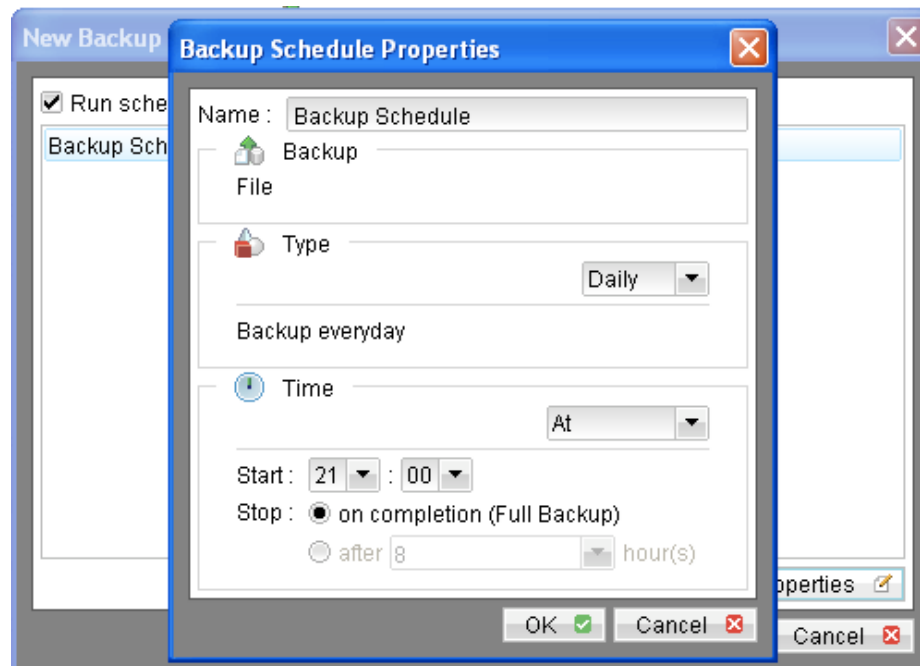
- d. Select the files/directories you want to backup.



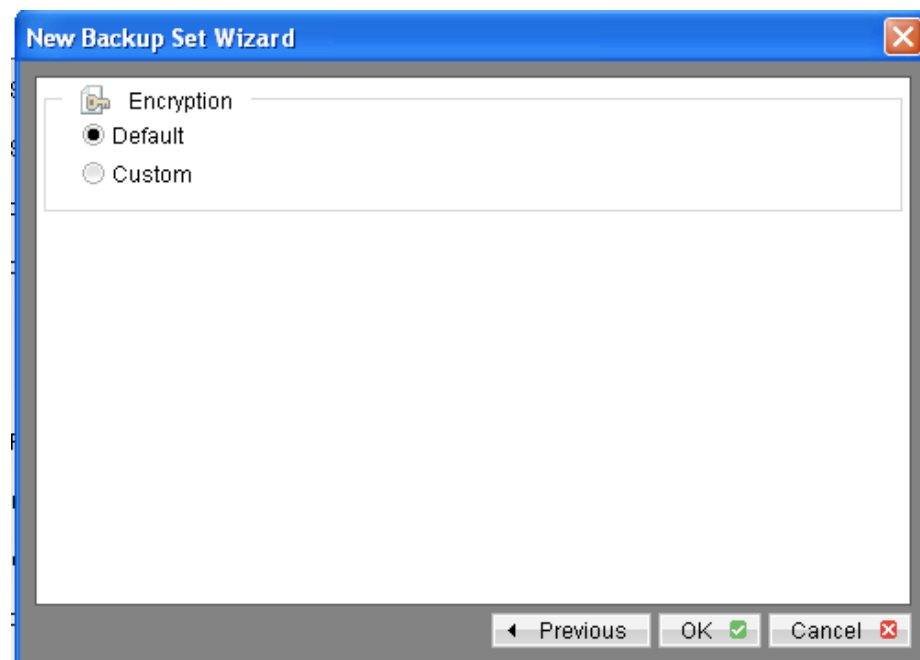
Press [Advance] to add more files to the backup set.



- e. Set the backup schedule (Note: You can have more than one schedule in a backup set).

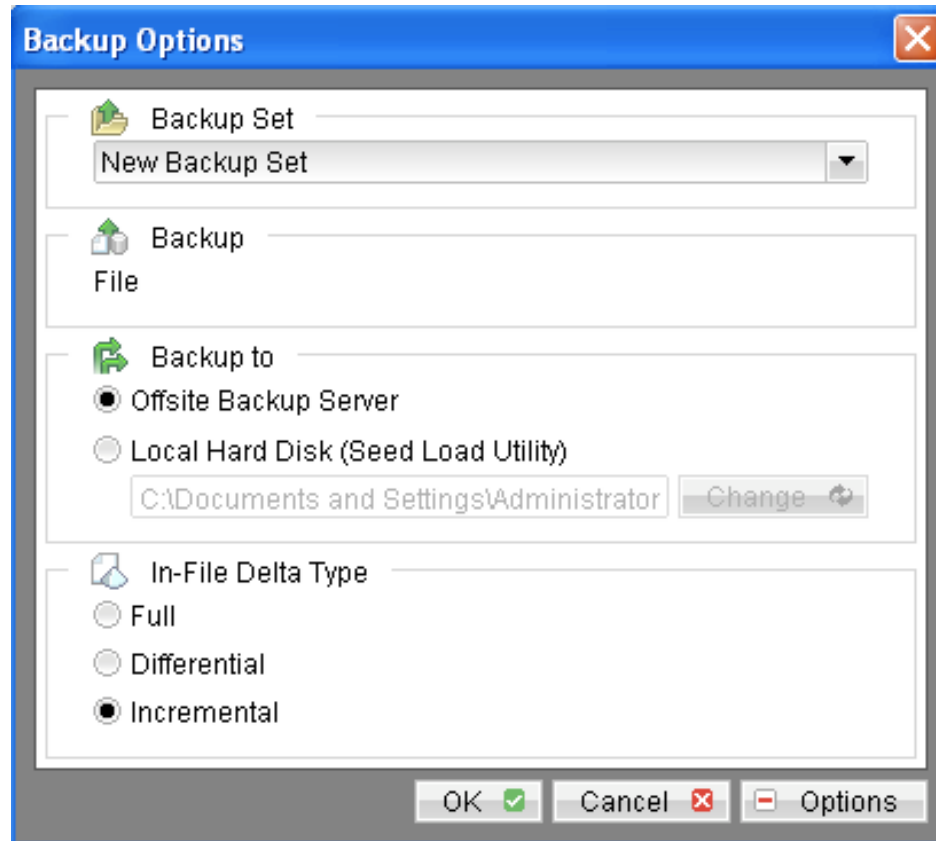


- f. Set the encryption algorithm, encryption mode and encrypting key for this backup set
(Hint: For the sake of simplicity, just select the [Default] radio button (your encrypting key is set to be the same as your backup account password)).



- iii. Run Backup
 - a. Press the [Backup] button on the main page of Lokkbox OBM dialog.

- b. Select the backup set you want to run and select [Online Backup Service] to start backing up your files to Lokkbox OBS. If applicable, you can change the In-File Delta Type also.



- c. Press [OK] to start the backup job.

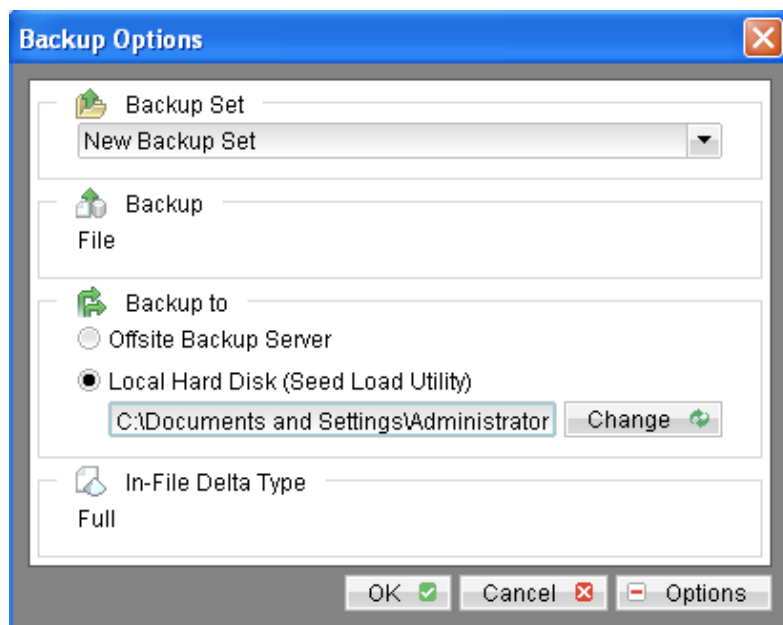
Note:	
1.	You can have more than one backup set in a backup account.
2.	Please write the encrypting key down on paper and keep it in a safe place. If you lose your encrypting key, you will not be able to restore your backup files.

1.3 Backup files to removable hard disk (seed loading)

If you have a lot of data (e.g. 500GB) to backup to the backup server, it would take a considerable amount of time to perform the first full backup through the Internet. If you run into this problem, you can use the Seed Loading Utility to backup your backup set to local hard disk (instead of directly to the backup server) and then transport the backup data, using removable hard disk, to Lokkbox OBS. Lokkbox can then load all your backup files from your removable hard disk into your backup account. This could then save you days (even weeks) of performing your first full backup. Since subsequent backups will be incremental (only new or updated files will be uploaded to the server) you should have no problems uploading your backup data afterwards.

To perform seeding loading, please do the following:

- i. Open Lokkbox OBM from the System Tray (see previous sections for details).
- ii. Setup your backup set (see previous sections for details).
- iii. Select the backup set you want to run and select [Local Hard Disk (Seed Load Utility)] to start backing up your files to local hard disk. In the field under the option, enter a directory where you want all backup files to be stored.



- iv. Please make sure you have enough free space in the directory specified. If you are going to transport a removable hard disk to Lokkbox OBS, please enter a directory under your removable hard disk here. Press the [OK] button to start the backup job.
- v. You should get the message “Backup Completed Successfully” after all backup files are spooled to the directory you specified.
- vi. Transport the data in the specified directory to Lokkbox.