

# External Hard Drive Backups Made Easy



This guide explains how BackupAssist makes External Hard Drive backups easy. Thanks to some clever design features and an intuitive user interface, users and system administrators alike can enjoy a powerful and yet simple backup system.

## For the user

### Backup schemes

Built-in backup schemes with different levels of media rotation give you a secure protection strategy “out of the box”, with backup history and optional archiving.

The screenshot shows the 'Select scheme' dialog box. It has three main sections:
 

- Daily rotating full:** Organizations who only need recent backups.
- Daily + weekly rotating full:** Organizations who require backups going back a number of weeks.
- Daily + weekly + monthly rotating full:** Professional organizations who require a large range of backups.

 To the right, there is a 'Time to perform backup:' dropdown set to '10:00:00 PM'. Below that, a note states: 'Backups scheduled between midnight and 6am will run on the morning following the scheduled day (eg Mondays backup will run on Tuesday morning)'. At the bottom, there are three columns of rotation options:
 

- Daily (N):** Daily 1, Daily 2, ..., Daily N.
- Weekly (O):** Weekly 1, Weekly 2, ..., Weekly O.
- Monthly (P):** Monthly 1, Monthly 2, ..., Monthly P.

### Clear instructions

Clear instructions are emailed to the backup operator whenever action is required (eg. change of media)

The screenshot shows an email titled 'BackupAssist reminder - Message (HTML)'. The header includes:
 

- From: BackupAssist on FILE-SRV01 [support@backupassist.com]
- To: Tim Willis
- Sent: Tue 18/09/2007 4:17 PM
- Subject: BackupAssist reminder

 The main body of the email contains the text: 'Please make sure that the removable hard disk Daily 1 is connected to FILE-SVR so your scheduled backup can be performed.'

### Hassle-free setup and operation

A hassle-free user experience eliminates issues that traditionally prevent external hard drive backups from working:

- Hardware is “safely removed” after each backup so you can easily unplug external drives without fear of data loss.
- If someone forgets to swap the drive for the following day an intelligent ‘USB scan and reconnect’ before the backup checks for previously ejected drives. Any drives detected are re-mapped and backed up to. This means that you are not left without a backup even if someone forgets to connect the next backup drive.
- Drive letters are also re-mapped in cases where the drive is connected to an incorrect port.

The screenshot shows the drive selection interface with the following fields:
 

- Drive letter: F: (with a dropdown arrow) and a 'Detect' button.
- Path on drive: \ (with an 'Insert variable...' button).
- Two checked checkboxes:
  - Perform a USB Eject after the backup has completed
  - Automatically reassign drive letter if incorrectly assigned

## For the system administrator

### Easy setup

Easily select a device for backup and fine-tune backup settings.

The screenshot shows the 'The destination for this job is:' dialog box. It is set to 'External hard drive'. Under 'Hard drive pool options', it asks 'Where are your hard drives connected?' and has 'Locally - directly to this computer' selected. It includes a 'Drive letter:' dropdown (set to J:) and a 'Detect' button. Below that is a 'Path on drive:' field with an 'Insert variable...' button. At the bottom, there are two checked checkboxes:
 

- Perform a USB Eject after the backup has completed
- Automatically reassign drive letter if incorrectly assigned

### Media tracking

Use media tracking to ensure that your client is rotating the external drives according to the selected rotation strategy.

The screenshot shows the 'Let BackupAssist keep track of your media' settings. It is checked. Below it, there are two dropdown menus:
 

- If the wrong media is inserted: Backup anyway and warn user
- If new or unrecognized media is inserted: Backup and warn user

### Flexible storage options

Choose a retention strategy to determine how many backups are stored on each external drive. You can use these settings for advanced purposes such as sharing the same external drive across multiple jobs.

The screenshot shows the 'How do you want to manage the backups on each disk?' dialog box. The selected option is 'Use all available space - delete old backups as necessary'. Other options include:
 

- Use available space, but always leave: 0.0 Gb of free space
- Use a maximum size of: 0.0 Gb for backups
- Keep the last: 1 backups
- Keep backups from the last: 1 days
- Unmanaged: do not delete previous backup files

### Flexible file naming

Fully customize the backup filename for easy management.

The screenshot shows the 'Choose a filename for your backups:' dialog box. It contains a text field with the filename pattern: '%COMPUTER\_NAME%-%FILE\_DATE%.bkf' and an 'Insert variable...' button. Below the field, it shows an example: 'eg. 2006-05-04.bkf'.

### Keep local copies of backups

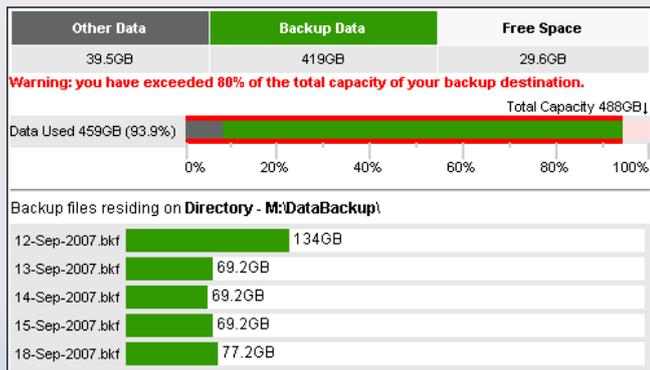
Keep a copy of your most recent backups on a local hard drive for fast restores (eg. keep the last 5 backups).

The screenshot shows the 'Copy the backup to the following directory' dialog box. The directory is set to 'C:\BackupCopies\'. Below that, it asks 'How do you want to manage your secondary backup collection?' and has 'Use all available space - delete old backups as necessary' selected. Other options include:
 

- Use available space, but always leave: 0.0 GB of free space
- Use a maximum size of: 0.0 GB for backups
- Keep the last: 1 backups
- Keep backups from the last: 1 days
- Unmanaged: do not delete previous backup files

## Media usage reports

Media usage reports clearly indicate how much drive space has been used by backups on your external drives; this means that you can plan ahead and upgrade the capacity of your backup system to accommodate future increases in data.



## Customized scheduling

Built-in backup schedules can be customized to your specific requirements including differential, incremental, copy and append backups.

Quarter	Full	Overwrite	Swap before backup	Eject after backup
Month	Full	Overwrite	Swap before backup	Eject after backup
Week 2	Full	Overwrite	Swap before backup	Eject after backup
Week 3	Full	Overwrite	Swap before backup	Eject after backup
Week 4	Full	Overwrite	Swap before backup	Eject after backup
Week 5	Full	Overwrite	Swap before backup	Eject after backup
Tuesday	Full	Overwrite	Swap before backup	Eject after backup
Wednesday	Differential	Overwrite	Swap before backup	Eject after backup
Thursday	Daily	Overwrite	Swap before backup	Eject after backup
Friday	Full	Overwrite	Swap before backup	Eject after backup

## Additional Facts About External Hard Drives

### Advantages

- ✓ Inexpensive and easy to use
- ✓ Fast access
- ✓ Store multiple backups on each drive
- ✓ Rotate drives offsite
- ✓ Restore anywhere with USB / Firewire

### Disadvantages

- ⚠ Typically fragile and can break if dropped
- ⚠ For 5 or more drives, costs can become comparable to tape

## About BackupAssist

The premier backup solution for small and medium businesses built around 4 key principles:

### 1. Simplicity, simplicity, simplicity

- Makes your backups work like clockwork: set and forget
- The right feature set for small and medium businesses
- None of the unnecessary frills that complicate other solutions

### 2. Makes system administrators' lives easy

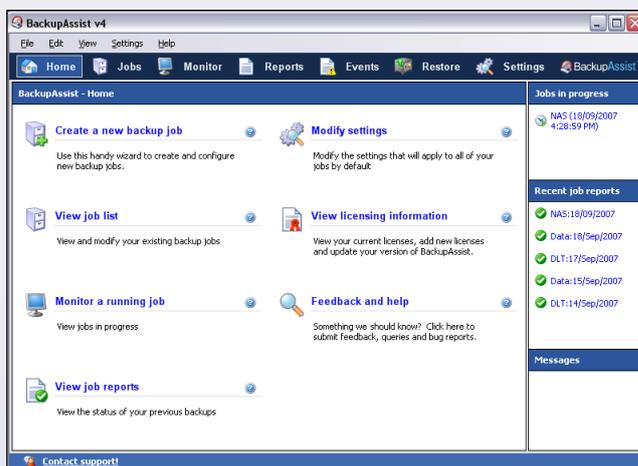
- Intuitive interface, minimal administration frees up your time
- Setup and configure in 7 minutes; no certification required!

### 3. Makes users' lives easy

- Easy to read reports; identify problems before they occur
- Emails simple instructions when required so you can't go wrong

### 4. Uses existing backup technologies

- Well proven methods for backup / restore; restore from any Windows machine
- Delivers cost benefits by not reinventing the wheel
- Solutions for Server & Workstation backups, Active Directory, Exchange Server, SQL Server, Local and Remote/Internet based backup, and more



With thousands of sales in over 70 countries, BackupAssist is fast becoming the backup software package of choice for businesses, schools and charities.

Download your free trial today from our website:

[www.BackupAssist.com](http://www.BackupAssist.com)