



GETTING STARTED WITH **NOVABACKUP**

A step-by-step guide to help you
get started backing up your data.

VERSION 21

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.

Forever-incremental Backup

Forever incremental backup is a process in which all backups after the initial full backup are incremental only. Unlike traditional incremental, which suggests periodic full backups, using forever-incremental means that all backups are always incremental. This (non-image backup-based) backup method is only available for the new "Local Backup" and "Cloud Backup" device types starting in NovaBACKUP 21.

Benefit: *Much faster backup run times, especially with the new backup engine that makes use solely of this backup method only. Small backup data size with incremental backups for each job run after the initial full (seed) backup has been completed. There is no need to have separate full and incremental (or differential) backup jobs defined (and scheduled), and there is no need to complete a full backup more than once! Since retention on backup devices that utilize this backup method is definable at the backup job level the setup of the backup job and retention is greatly simplified and in that case, when retention does run it does not simply delete X number of backups.*

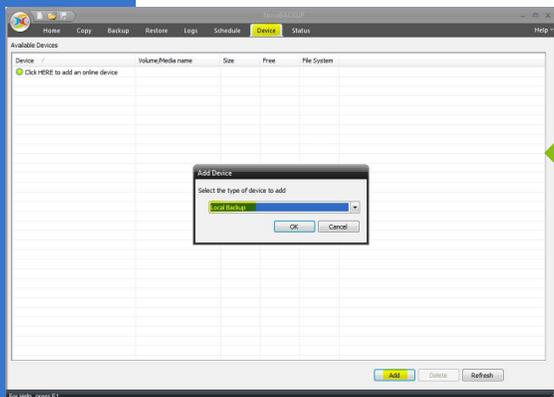
Downside: *If retention is enabled at the backup job level, then when the retention stage of the backup job is required to run to prune the data on the non-legacy backup device target it can take a while to process that stage of the backup job, and this is dependent on the "Retention Config" - "Maximum Backup Age" setting value that is definable per backup job, as if it is a very low setting such as 7 days then it will have to run Retention portion of the backup job stage (otherwise known as pruning) much more frequently, as compared to if the "Maximum Backup Age" setting is using a much larger Days or Months value. The backup engine can spend a lot of time optimizing the backups on the device's target end.*



Create a Local Backup device to be utilized as the backup job target

Step-by-Step Guide

Creating a Local Backup device

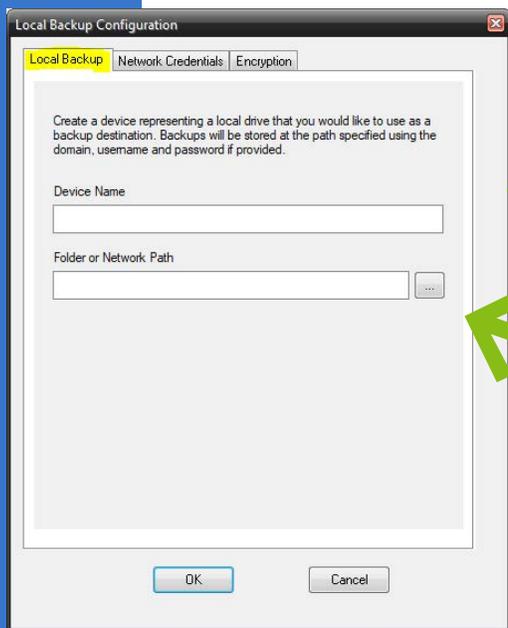


1 Add a Backup Device

Begin by pressing the Device tab. Then press the "Add" button and select the "Local Backup" device type from the device list.

2 Enter a Device Name

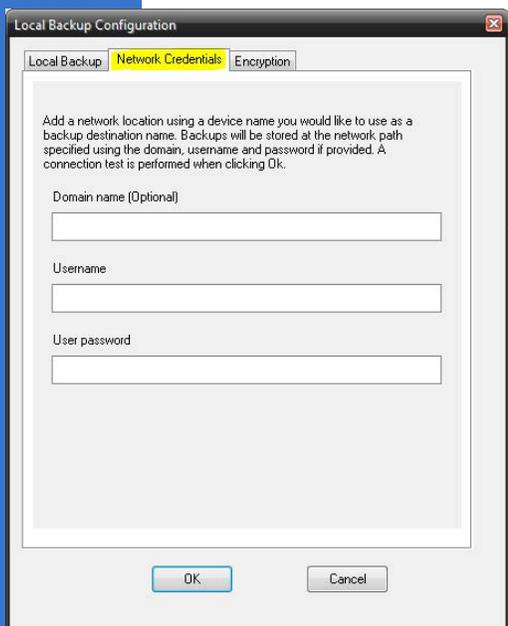
Enter a "Device Name" value, with the name you wish to call the new "Local Backup" device. *Do not use any of these characters in that field:
\\/:*?"<>|



3 Enter Folder or Network Path

Enter a "Folder or Network Path" value, using either a local drive letter or a network path (UNC) to store the backups to. *Also specify the "Network Credentials" tab values only if using a network path; read the KB article here.

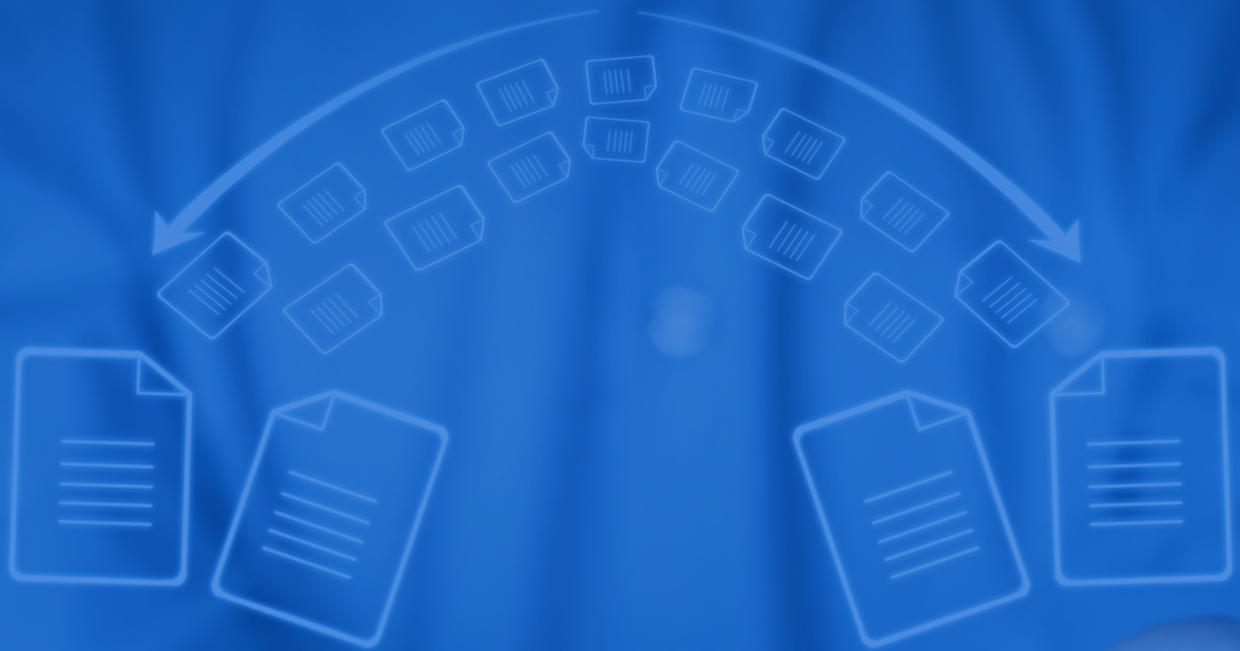
Note: Also perform Step 4 below but only if a network path was specified in Step 3, otherwise press OK on this dialog to add the device.



4 Enter Network Credentials (if needed)

Note: The "Network Credentials" tab is where you specify network credentials values only if using a network path; read the KB article here to learn more, including if when saving the device an error is displayed regarding the properties of this tab. A connection test is performed if a network path was specified in Step 3 above.

Press **OK** to add the device. *All values other than the first "Local Backup" tab values can be modified by editing the existing device later.



Perform a File Backup

Step-by-Step Guide

Performing a File Backup

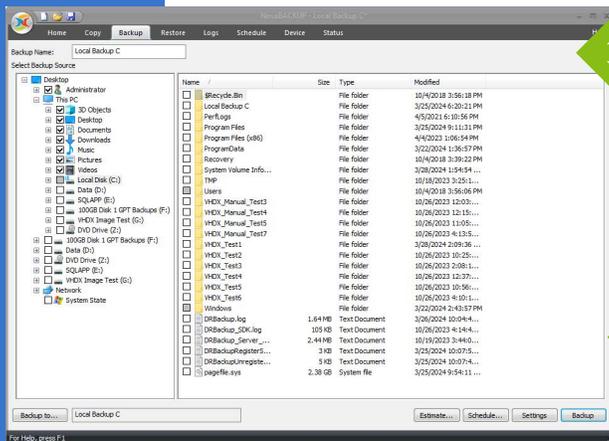
1 Select Start Button

Begin by pressing the Start button.



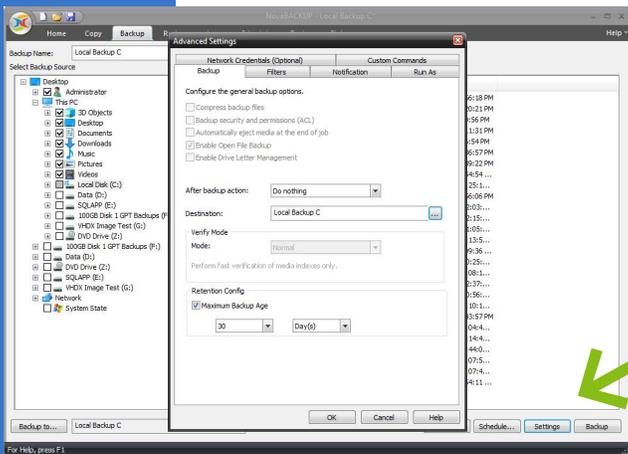
2 Name Your Backup Job

Enter a name you wish to call the backup job.



3 Select Your Data to Backup

Select the data you wish to backup.



Press settings to configure the backup job options, including the "Retention Config" settings in the "Backup" tab, and other tabs such as Filters, Run As, Custom Commands, and Email Notification.

*Retention is enabled for new backup jobs by default at "30 day(s)" for the "Maximum Backup Age" value.

Performing a File Backup

4 Select Backup Destination

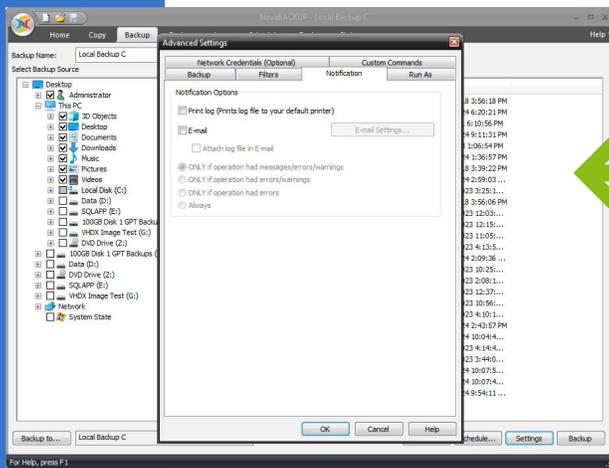
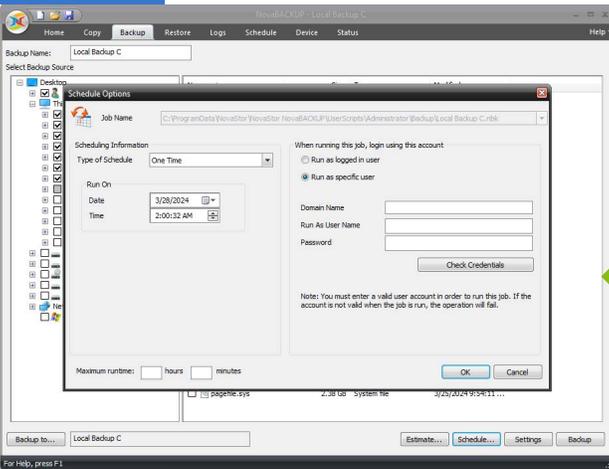
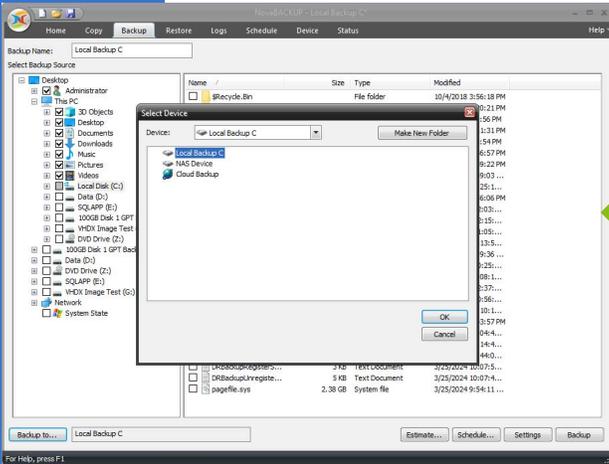
Select backup destination (target) using the "Backup to" button. The first devices in the list will be the new "Local Backup" device type, that was added in NovaBACKUP 21, followed by the "Cloud Backup" device type. Those are the two backup device types that utilize the new backup engine. *To enable legacy device types to also be listed, to select as backup targets, read the KB article here.

5 Schedule Backup Frequency

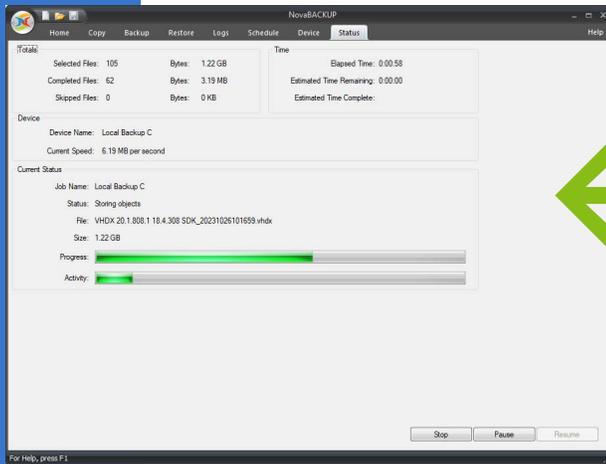
Set the schedule of the backup frequency, or disable scheduling by unchecking the checkbox. *If a specific user requires access to be able to backup (read) all selected items in the job selection then select "Run as specific user" and specify the user credentials here. If the job will ever run when not logged in to Windows, also use that same setting.

6 Setup Alerts (Optional)

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



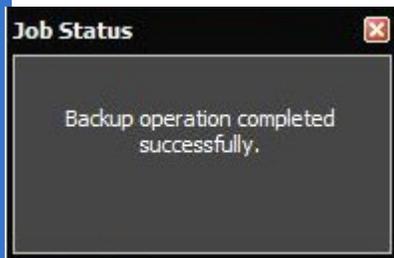
Performing a File Backup



7 View Backup Status

View the status of the backup job.

You may stop or pause the backup job as needed. *In certain stages of a job these two button icons may be grayed out and not usable.



8 Backup Job Status Complete

Backup was successful.

RESTORE ←

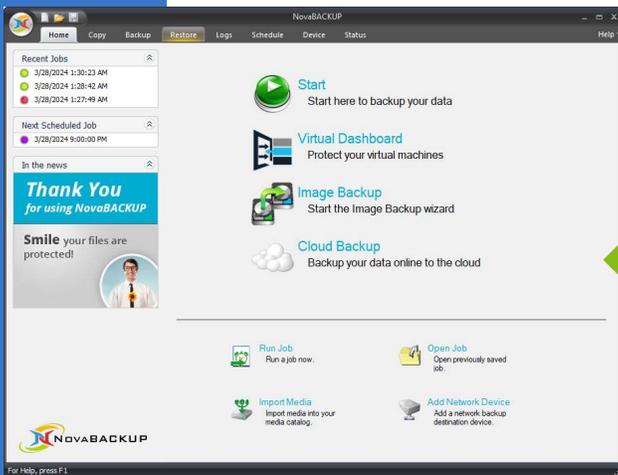
Perform a File Restore

Step-by-Step Guide

Performing a File Restore

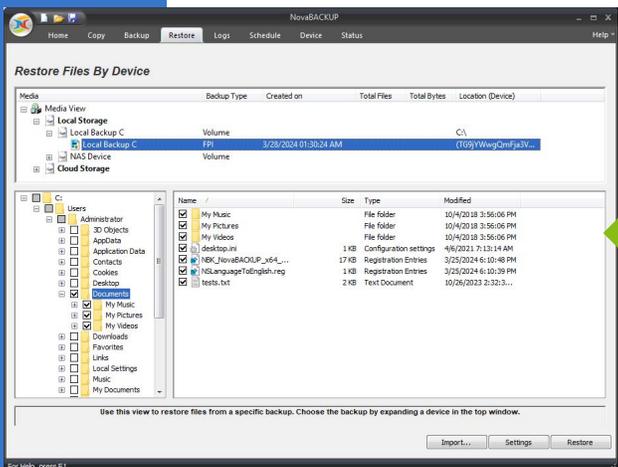
1 Select Restore Tab

Select the Restore Tab from the top navigation.



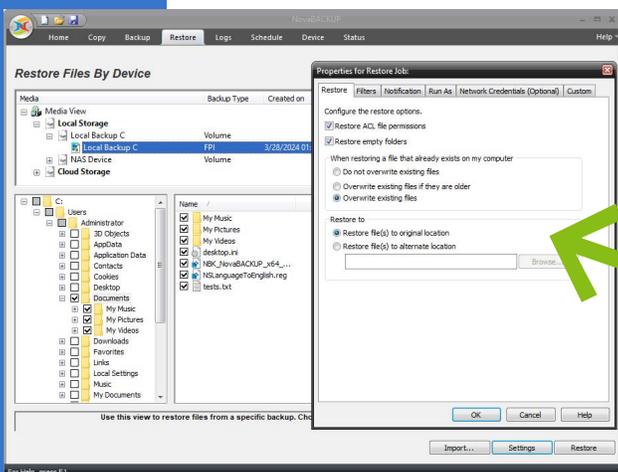
2 Select Data to Restore

Expand the device category first and then the backup index record and then select the data you want to restore.



3 Select Restore Location

Press settings and select a location for where the files (or plugin objects) will restore to, as well as any other options. *Hyper-V and SQL plugin restores can only restore to an alternate location, for non-legacy backup device types, which are "Local Backup" and "Cloud Backup".

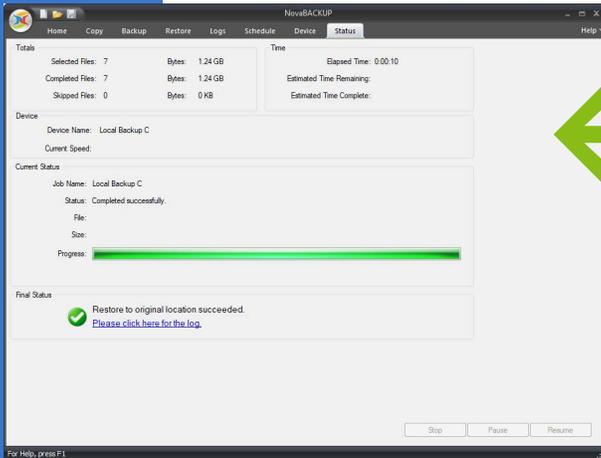


Performing a File Restore

4 View Restore Status

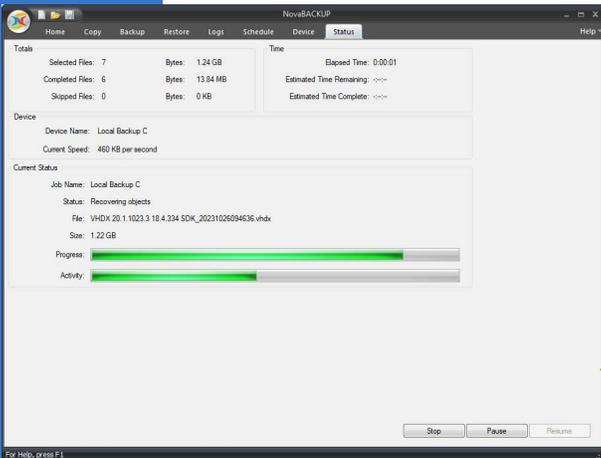
View the status of the Restore job.

You may stop or pause the Restore job as needed.



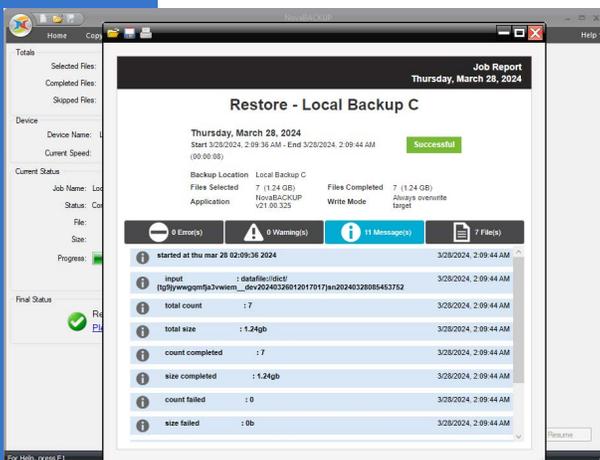
5 Option to Pause or Stop

You may stop or pause the restore job as needed. *In certain stages of a job these two button icons may be grayed out and not usable.



6 Final Restore Status

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





Perform an Image Backup

Step-by-Step Guide

Performing an Image Backup

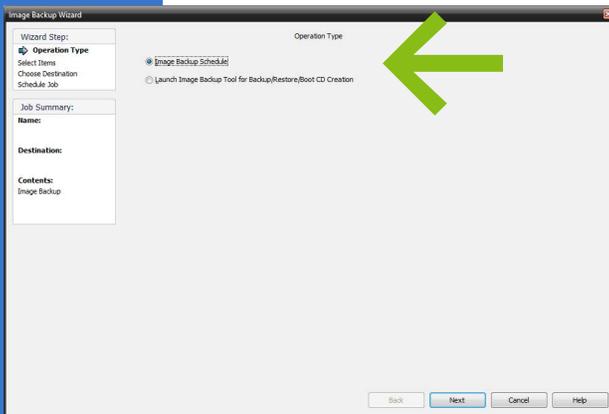
1 Select Image Backup Button

Select the Image Backup button to launch the image backup wizard.



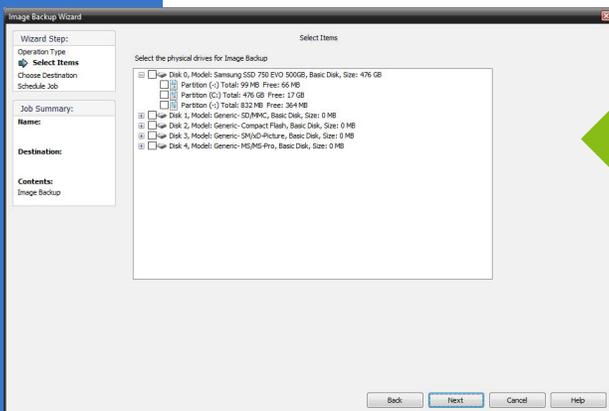
2 Select Image Backup Schedule

Using the radio selection, choose the Image Backup Schedule option.

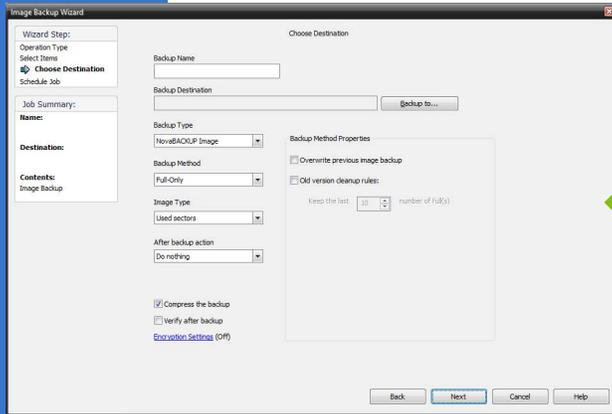


3 Select Backup Drive

Select the drive you want to back up.

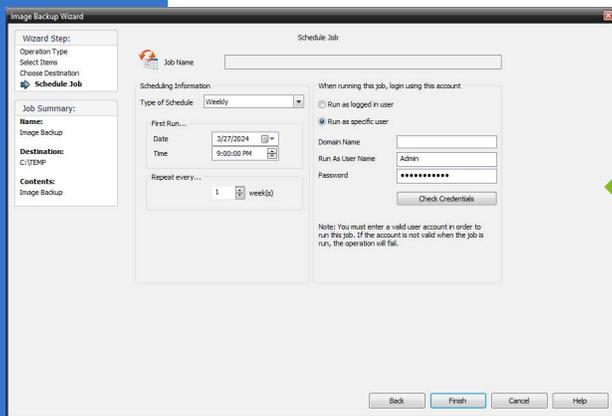


Performing an Image Backup



4 Choose Name and Destination

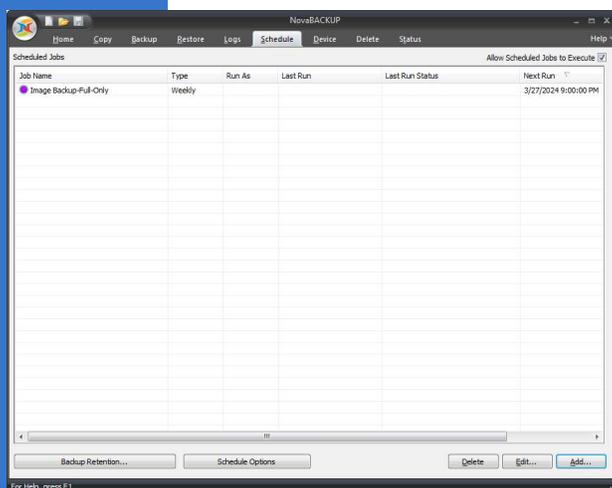
Specify the backup name and destination for your Image Backup. Then select the backup type first, and then select the backup method. Then set the other options.



5 Schedule Image Backup

Schedule the Image Backup job.

Select Time/Date and the User to Run As.



6 View Schedule Backup

View and manage scheduled Image Backups in the Schedule Tab.



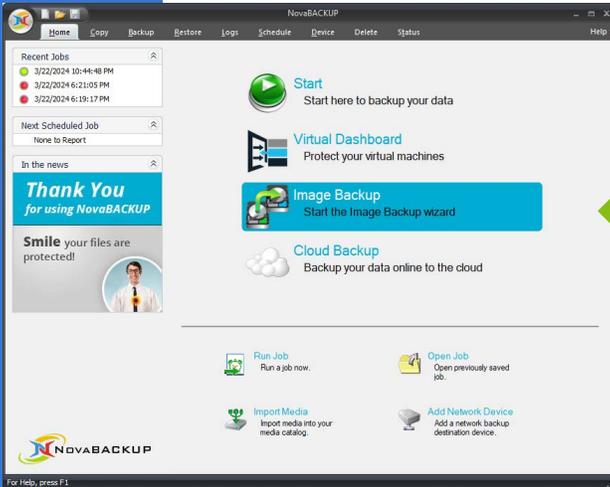
Create Image Backup Boot Media

Step-by-Step Guide

Create a Image Backup Boot Media

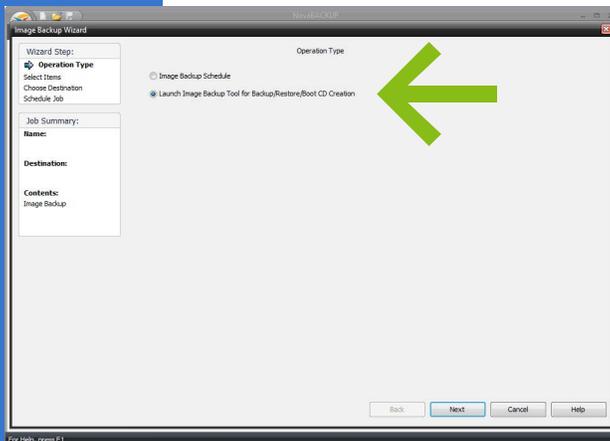
1 Select Image Backup Button

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



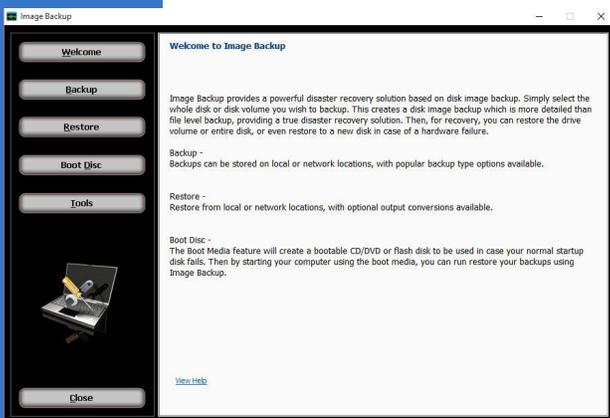
2 Launch Image Backup Tool

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

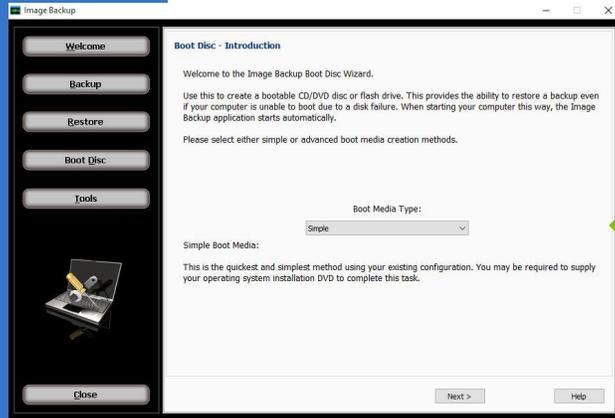


3 Select Boot Disc

Select the **"Boot Disc"** button on the left to create a bootable drive.

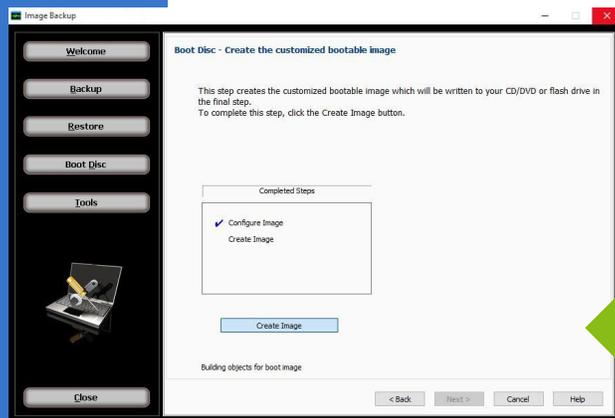


Create a Image Backup Boot Media



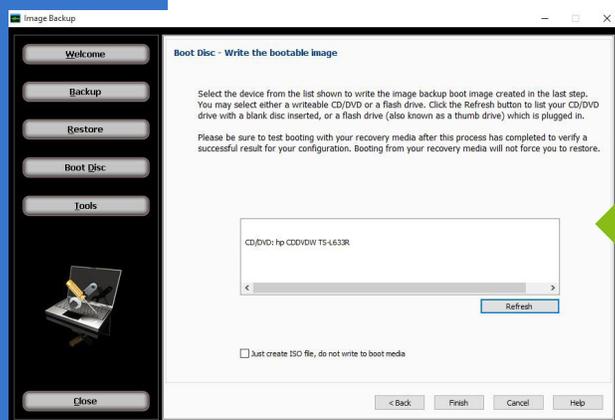
4 Choose Boot Media Type

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 Create Image

Click the "Create Image" button.



6 Select Boot Device

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

For more than a decade, NovaBACKUP has been a trusted provider of flexible, all-inclusive data protection solutions for Managed Service Providers (MSPs) and professional offices worldwide. As industry leaders in Backup and Disaster Recovery, we bring extensive experience in helping specialized industries meet strict data protection goals.

At NovaBACKUP, our primary goal is to simplify and enhance data protection for our clients. More than just powerful backup technology, our team of backup experts is dedicated to providing unparalleled support. We take a people-first approach to backup, understanding that every unique environment requires a personalized approach to data protection.

With NovaBACKUP, our commitment to exceptional support ensures that you have a reliable partner in data protection. Learn more about NovaBACKUP and explore our comprehensive range of data protection solutions by visiting our website at www.novabackup.com.

[Schedule a call](#) with one of our backup experts today!

To submit your case to the NovaBACKUP Support Team visit: support.novabackup.com and submit a ticket.

Our Service Promise

We promise to treat the protection and safety of your data like we do our own. Our job is to make data protection as simple and reliable as possible. You can count on us to provide professional, knowledgeable support that meets your data protection needs. Feel free to reach out to our team if you need assistance with your backup and recovery needs.



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