The program – General settings
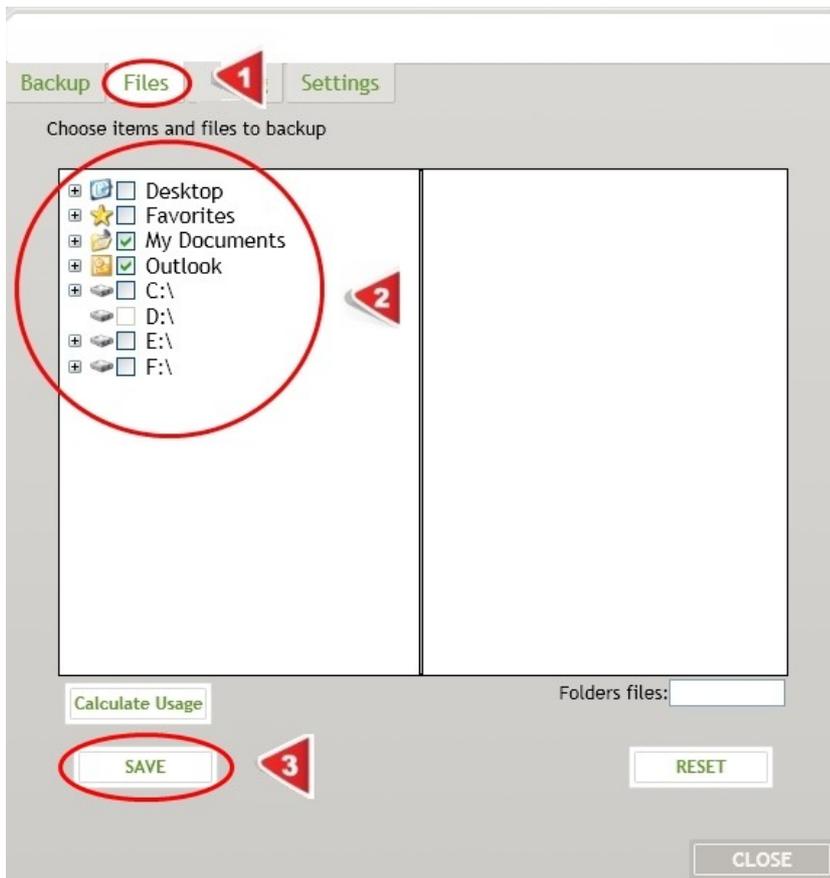
1. Choosing files and items
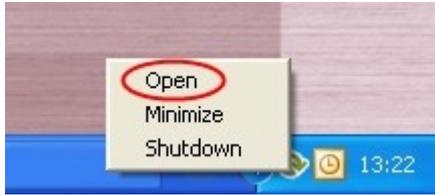
	Open the program by clicking on the Online backup logo or click on the logo once with the right mouse button. Choose "Open" from the menu.
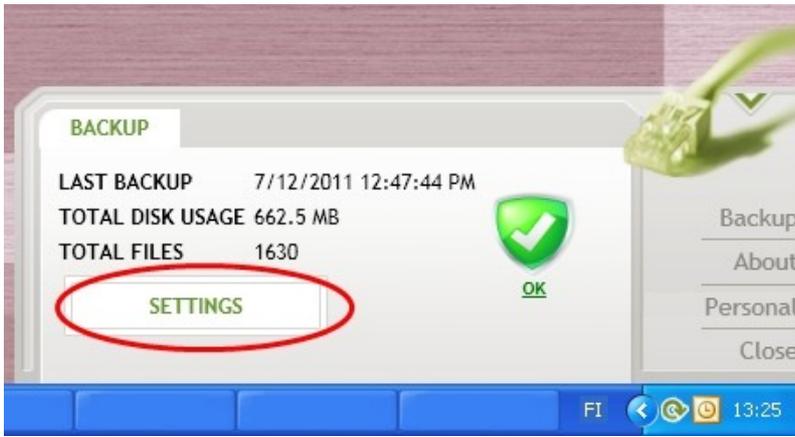
	Choose "Settings".

	1. Choose "Files" from the menu. **2.** Choose items and files to be included in the backup. It is not recommended to choose all the items. For example, do not choose the whole C-station. Just choose the most important files from it. **3.** Lastly save.

Open the program by clicking on the Online backup logo or click at the logo once with the right mouse button. Choose "Open" from the menu.
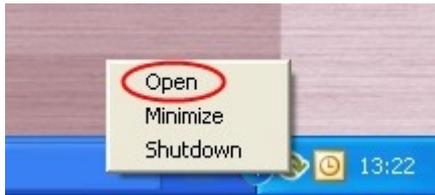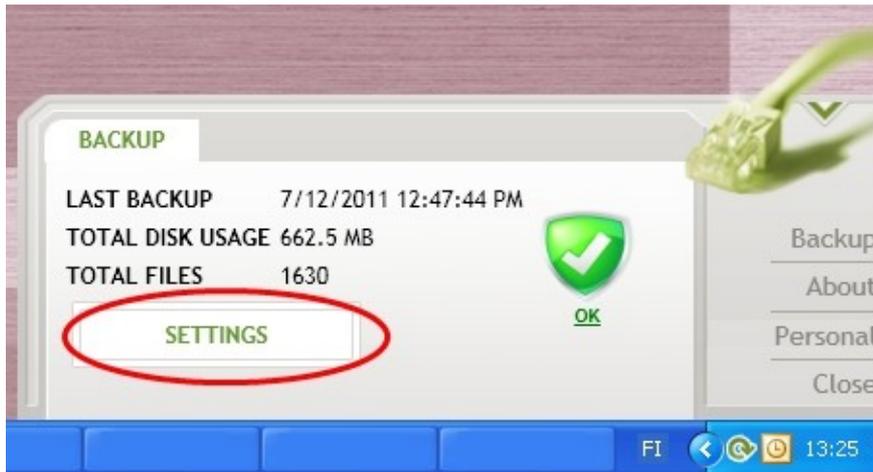
Choose "Settings".

1. Choose "Timing" from the menu.

2. Choose "timed backup" and insert the time and the days when the backup should be done.

3. Lastly save.

Open the program by clicking on the Online backup logo or click on the logo once with the right mouse button. Choose "Open" from the menu.
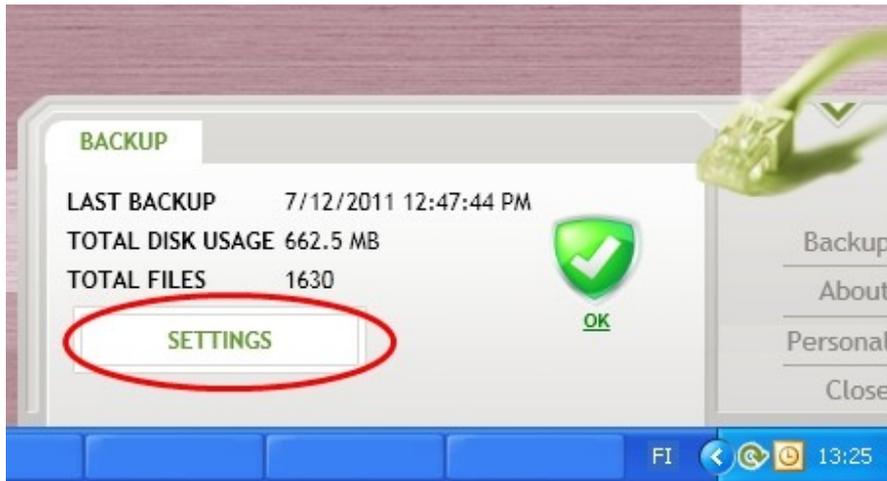

Choose "Settings".

1. Choose "Settings" from the menu

In the "Settings"-tab you can define other settings, for example how many versions should be stored on the server and when the program alerts you.

2. Lastly save.

"Store deleted files for" – How long files, that have been deleted form the users computer, will be stored among the backups.

"Alert if last backup was more than" - If it has been more than the chosen amount of days since the last backup the program will alert the users. Some program versions send out an e-mail, if alerting has been chosen.

"Alert from failed files after" – Sometimes there will be files whose backup don't succeed for some reason. The program will try to send failed files several times and when the defined amount of tries is exceeded the program will alert the user. Some program versions send out an e-mail, if alerting has been chosen.

"Store X versions on server" – The program will store earlier versions of all the back upped files, this enables the restoring files by a specific date. The amount of the stored versions depends on the program version; some versions do not have this feature.

"Backup only on set time" – If this item is selected the program will take backup only on set time. If the item is not selected, the program is able to backup on any other time. For example when a timed backup has been skipped the program will perform a backup as soon as the computer is on or the internet-connection has been restored. For laptops it is recommended not to select this item.

"Backup server" – The backups will be stored on the set location. This setting shall remain unchanged.