

**BEEWEEB  
MAPPER FOR BACKUP 2.1**

**Installation and configuration guide**



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## 1. OVERVIEW

Beeweb Mapper for Backup 2.1 is an advanced client application that offers businesses and organisations of all sizes a simple and secure solution for programming and running backup operations and for calling up data stored on any Beeweb server.

Beeweb Mapper for Backup 2.1 supplements the traditional functions of the Beeweb Mapper 2.1 with the Backup Manager, which manages and automates the operations for copying and calling up data from one or more active accounts on a Beeweb server.

The solution, though designed for optimal performance in the Internet setting (ambiente Internet), functions on any TCP/IP network (Lan/WAN, VPN, Internet) and is available for all the main Windows platforms. The Windows 2000 and Xp versions also make it possible to establish secure SSL system connections.

### Minimum system requirements

Correct installation and use of the Beeweb Mapper for Backup 2.1 requires installation in a computer that respects the following minimum system requirements:

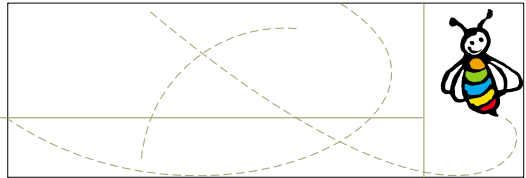
#### Software:

- **Operating System:**

The Beeweb Mapper for Backup 2.1 can be installed in the following operating systems: Microsoft Windows 95, 98, ME, NT 3.51, Windows 2000 or Windows XP.

- **Internet Explorer:**

Internet Explorer 4.0 or better.



**Hardware:**

- **Processor:**

Intel Pentium 700MHz or better.

- **Disk Space:**

Make sure that at least 8MByte of space are available for the installation

- **Ram Memory:**

Approximately 2Mbyte of RAM are needed to run the Beeweeb Mapper for Backup 2.1.

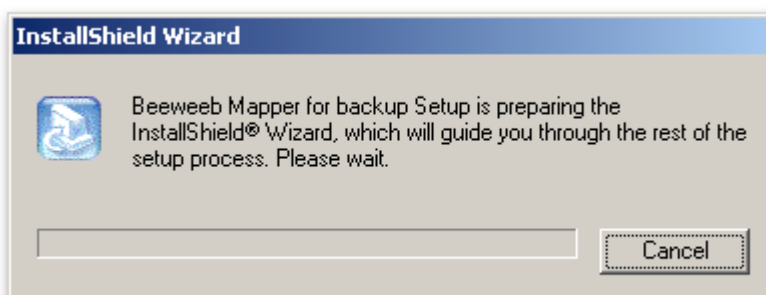


## 2. INSTALLATION OF BEWEEB MAPPER FOR BACKUP 2.1

To start the installation of the Beeweeb Mapper for Backup 2.1, click twice on **BeeweebMapperSetup.exe**.

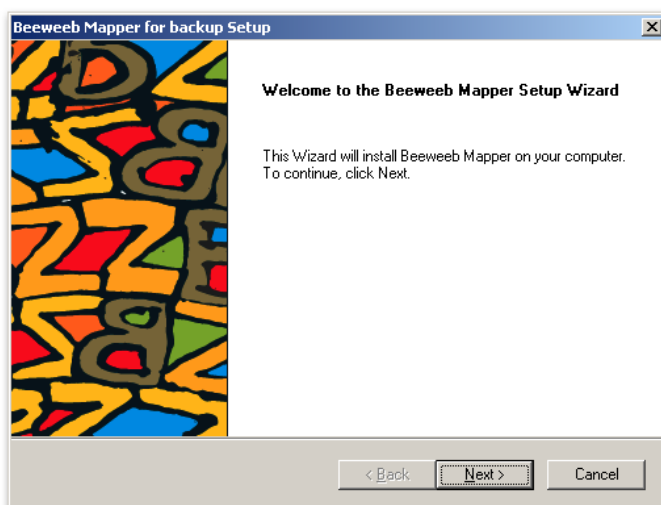
**Note:** the name of the set-up file is subject to variation.

The installation is managed by Wizard InstallShield in a very simple and rapid manner:



Start of Installation

At the end of the first phase of the installation, a welcome window will provide information.



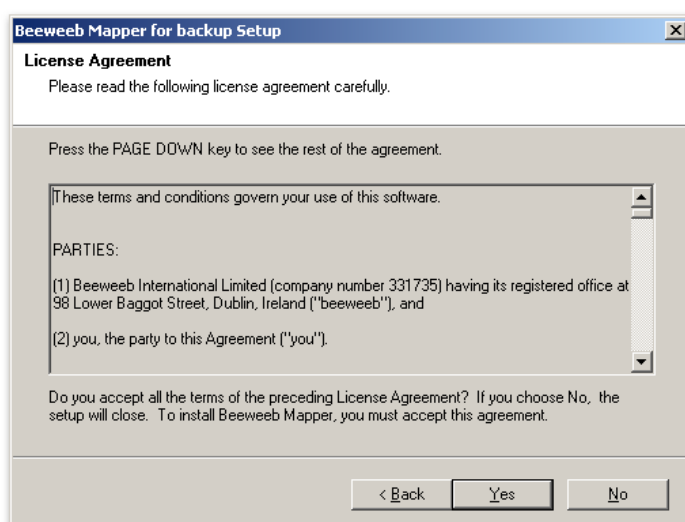
To continue the installation, click "**Next**" and follow the instructions.



Carefully read the licensing contract that appears in the window of the figure below before completing the installation.  
To accept the terms of the contract and continue the installation through to completion, select the option **"Yes"**.

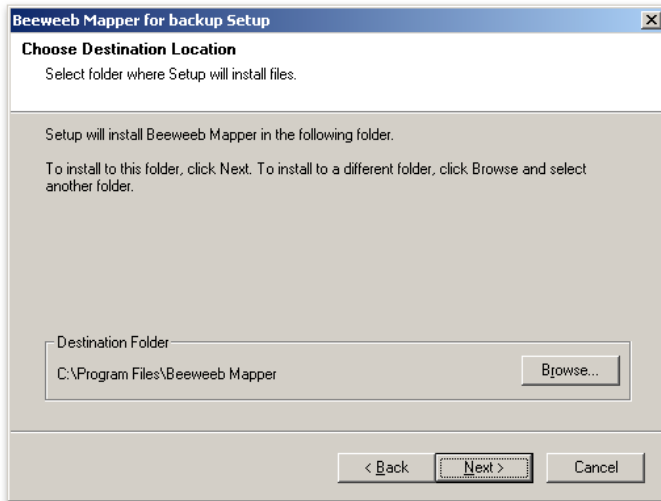
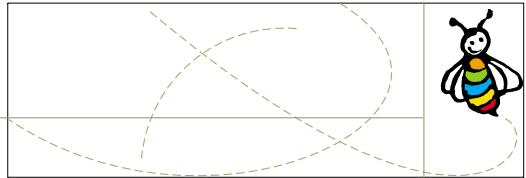
Click on **"Back"** and you will be returned to the first screen of the Set-up, from where it is possible to exit the installation.

If you do not accept the terms described in the license, select **"No"** and the system will interrupt the installation process.



The installation Wizard will ask where you wish to install the Beeweeb Mapper for Backup 2.1. A typical destination, such as the one shown in the figure below, will be indicated.

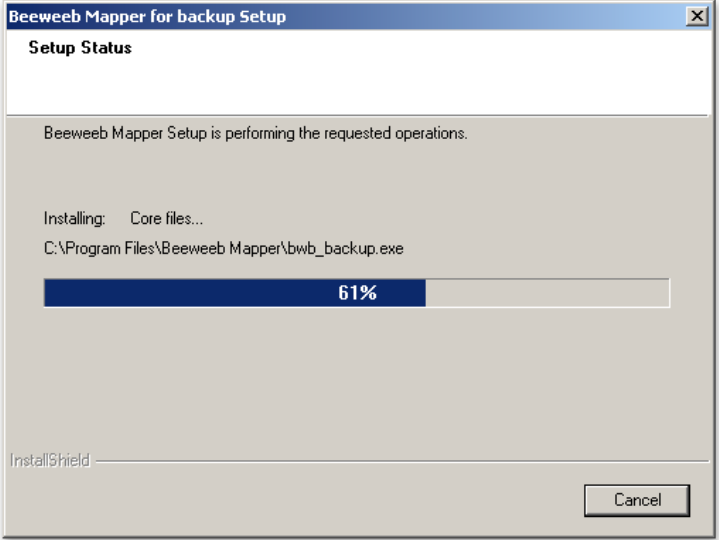
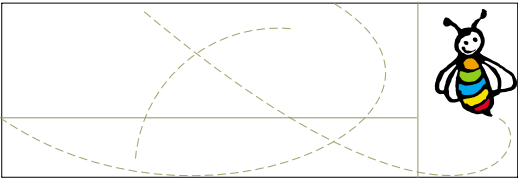
To accept the options, select **"Next"** and continue.



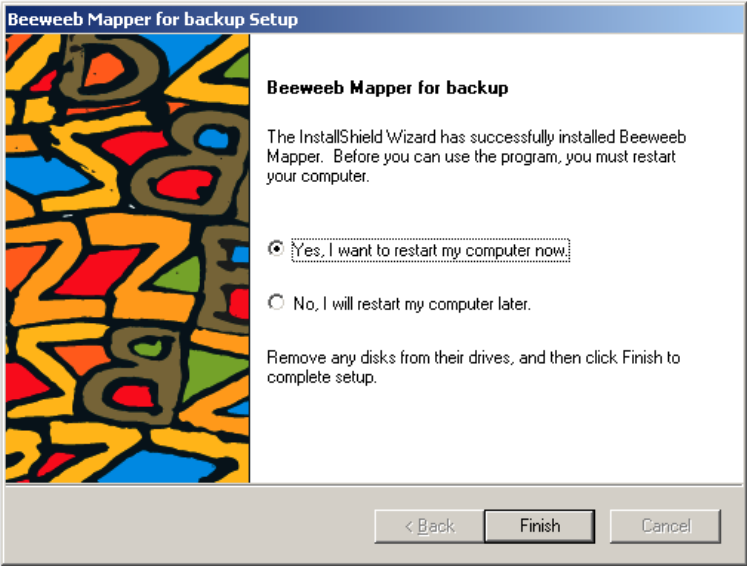
Otherwise a different destination can be chosen by clicking "**Browse**". In this case select the desired path, as shown in the figure below, and press "**OK**" to confirm the choice.



Press "**Next**" to continue the installation, and wait for the process to be completed, as shown in the figure below.



The following screen indicates that the Beeweb Mapper for Backup 2.1 has been successfully installed.



Press "**Finish**" to close the Wizard window and wait for the computer to restart.





### 3. LICENSE REGISTRATION

The first time you start up the Beeweb Mapper for Backup 2.1 following its installation, a registration window will appear (figure below) for the entry of information regarding the license in your possession. The information on the license must be entered in order for the Beeweb Mapper for Backup 2.1 to be started up.

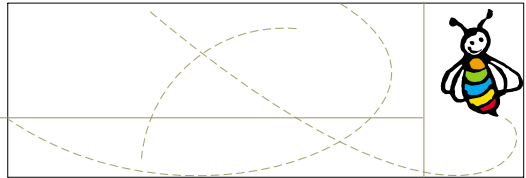
Enter the information for the initial license by filling in the required fields: **Name**, **Company** and **Serial number**.

If you have installed the free trial version of Beeweb Mapper for Backup 2.1, then no window will appear and you will be able to begin using the product immediately.

Once the trial period has expired, the registration window will appear, asking you to enter the information for the final license, which can be purchased on-line from the site [www.beeweb.com](http://www.beeweb.com) or from any retailer of Beeweb products.

Initial registration license

To read the terms and conditions of the license, click "**View License**".



To cancel the operation select "**Cancel**".

Press "**More info**" to receive further information on the registration procedures for a free trial or on the purchase of Beeweb licenses.

To confirm the data entered and move on, select "**OK**".



## 4. BACKUP MANAGER

The Backup Manager is the additional component of the Beeweb Mapper that permits easy management of the backup operations performed on a Beeweb account.

Once the Beeweb Mapper for Backup 2.1 has been installed:

- You can automatically plan a backup by simply “marking” important documents or folders with a click and selecting “**Schedule for Beeweb backup**”.
- The documents saved can be accessed at any point in time, as if they were found inside a local folder.

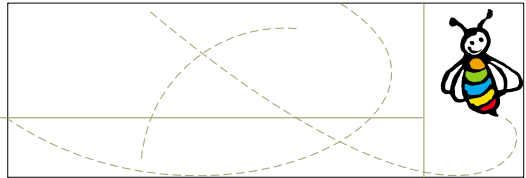
**Note:** the backup does not have to be restored in order to call up just one damaged document “on the fly”!

The backups can be run automatically at planned times or days, or the user can perform the backup manually whenever he or she feels it is most appropriate (i.e. before making major modifications to a document). The backed-up data may then be called up through a very simple procedure.

All you need to do is hook up, from any computer whatsoever, and use the Beeweb Mapper for Backup 2.1, entering the address and the password for your own backup space. At this point the interface will display a list of the available backups, on which it is possible to carry out operations of cancellation or recovery, or to view the contents.

Operations made possible by the Beeweb Mapper for Backup 2.1:

- It is possible to save the backup in **more than one remote space** (for example, a space for your team’s data and one for private data)
- The **compression** function can be activated in order to reduce the space on the server, together with the time needed to run the backup.



- An **historic sequence of backups** can be maintained. When necessary, the same file will be available in more than one copy prepared at different points in time.

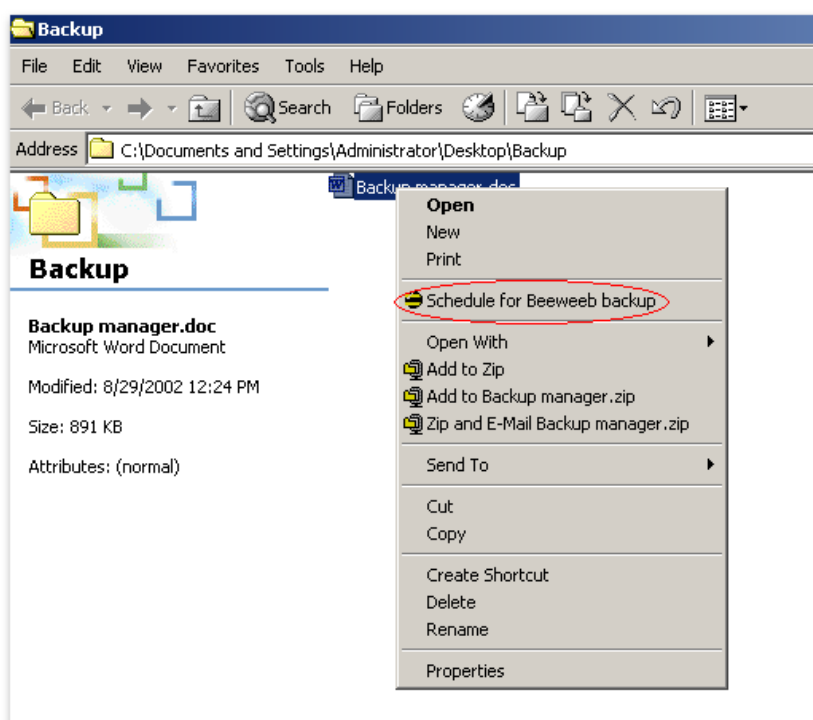
It is also possible to maintain an **incremental backup** that contains only the latest version of the files or folders chosen for backup.



## 5. PLANNING A BACKUP

### 5.1. With a Shell extension

If you wish to plan the backup of a file (or of a folder), simply click the right-hand key of the mouse on the file (or the folder) and select “Schedule for Beeweb backup” from the fold-out menu that appears.



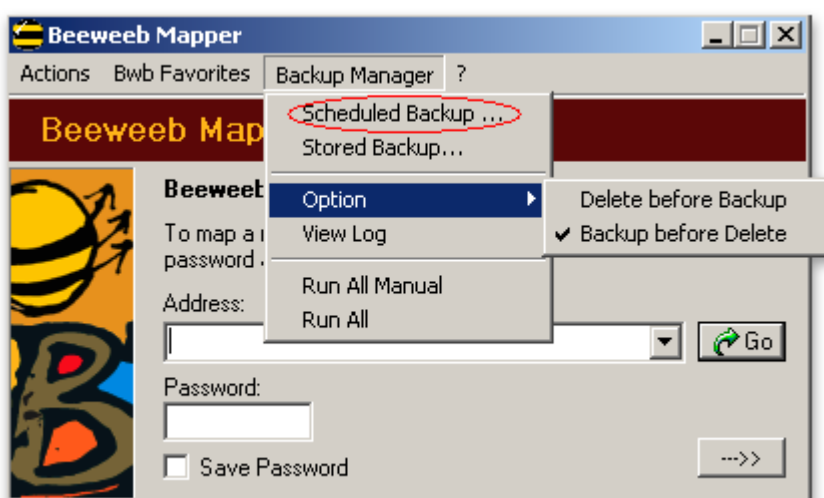
At this point, the window “**Task – Beeweb Backup Manager**” will appear. Already entered in the window will be all the data needed to plan a manual backup (which will be run “only” when the user decides to run it).

**Note:** If the user has not yet established a default space for backups, then it will also be necessary to enter a Beeweb space and an “owner” password in order to access this space with reading-writing permits.

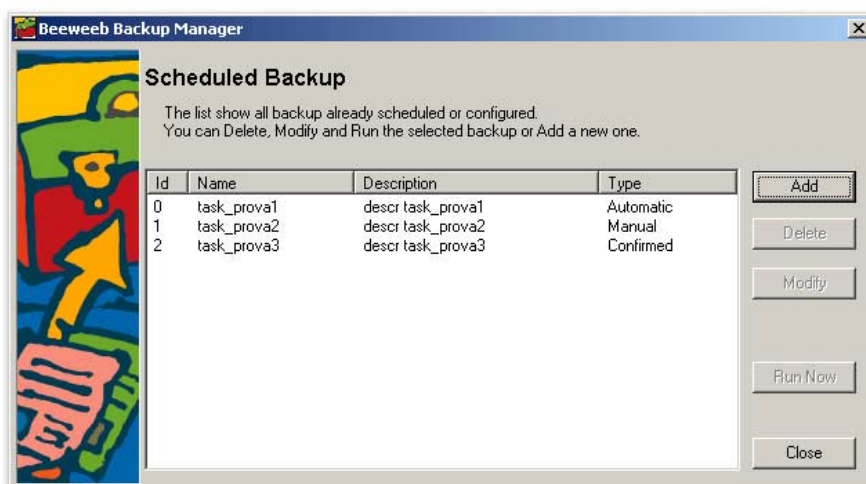


## 5.2. With the backup manager

It is also possible to plan the backup of a file (or a folder) by starting from the interface of the Beeweb Mapper and **selecting “Scheduled Backup”** from the **“Backup Manager”** menu.



A window will open with a list all the backups already planned, on which a number of operations can be performed.





a) If you choose to add a backup (by pressing the “Add” key), then the following window will appear for entry of the planning data.

Task - Beeweb Backup Manager

Backup Data

Name: task\_prova1

Description: descr task\_prova1

User: fab@test.beeweb.com

Password: xxxxxx

Path: C:\work Browse...

Files type: \*.\* Compress Incremental

Task type

Automatic  Manual  Confirmed

Keep last 5 backup

Scheduling

Daily

Start time (hh.mm) 9.00

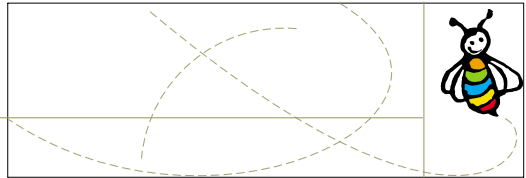
The task will be execute every day.

OK Cancel

ADD TASK WINDOWS 98

#### Detailed indication of the data to be entered:

- **Name:** the name you wish to assign to the backup operation;
- **Description:** a more detailed description of the backup;
- **User:** the full address of the Beeweb space in which the backup is to be run. The combo will contain a list of spaces in which backups were planned and a list of spaces that have been accessed by the user with the Beeweb Mapper.
- **Password:** the password must be that of the “owner” of the space entered. If backups have already been in the space, or if the space has been accessed using the “Save Password” option of the Beeweb Mapper, then the system will automatically make this entry. Otherwise the user must enter the password.  
**Note:** The password cannot belong to a guest, given that writing privileges in this space are necessary in order to run the backup.
- **Path:** the file or folder on which the backup is to be run. Using the “Browse” key, the folder or file can be selected through a dialog.



- **File type:** when a file is being backed up, this field is not relevant; when a folder is being backed up, on the other hand, there are three different options:
  - \*.\*: all the files of the folder will be backed up;
  - \*.txt: all the files with .txt (or whatever other extension is indicated) will be backed up;
  - \*.txt, \*.jpg, \*.bak: all the files whose extensions are listed will be backed up.**Note:** the extensions listed must be separated by ','.
- **Compress:** if this flag appears, then the backup will be run by zipping the files.
- **Incremental:** if this flag appears, then each backup will be run by updating only the modified files in the space.  
**Note:** If the backup is incremental, then no more than one copy of the file (or the folder) will be kept in the space.
- **Task Type:** Three types of backups can be planned:
  - Manual
  - Automatic
  - With confirmation

There is no need to enter additional information for the “manual” backups, whereas the “automatic” backups or the “with confirmation” backups require entry of the planning information (day, time etc.) in the right-hand portion of the interface.

**Note 1:** In the case of “manual” backups the right-hand portion of the interface will be deactivated.

**Note 2:** The “with confirmation” backups require confirmation from the user before they can be run, even if they have been planned.

**Note 3:** If a “with confirmation” or “automatic” backup has not been added to the Windows task scheduler, then the message “A system error was found” will appear, and the backup shall be planned as “manual”.

- **Keep last...backup:** the entry indicates the number of backups which must be kept in the space.

**Note:** This number is relevant only if the planned backup is NOT incremental.





a1) if the operating system being used is Windows 2000, then the interface for adding a backup is a bit different, as shown in the following figure.



ADD TASK WINDOWS 2000

#### Detailed indication of the data to be entered in Windows 2000:

- **Secure Connection:** if this flag appears, then the backup will be run by establishing a secure connection to the Beeweeb space.
- **Windows user to run backup as:**
  - **User:** The user of the system with which the task shall be performed.  
**Note:** The user logged in at that moment is given as the default option.
  - **Password:** The password of that user.  
**Note:** Each time the information entered is modified, the password must be entered again before pressing "OK" to confirm the changes.

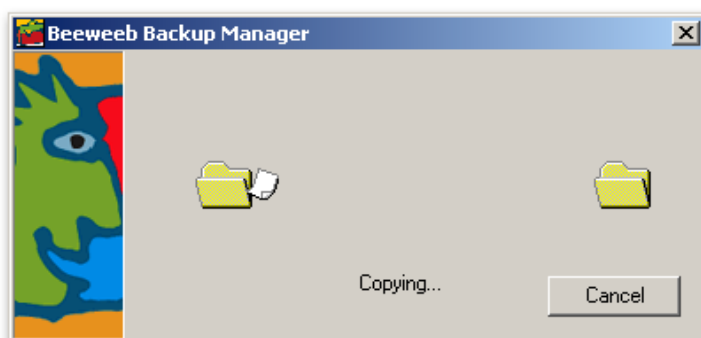
b) To cancel the planning of a backup (by pressing the "Delete" key), first select the backup and then cancel the confirmation.

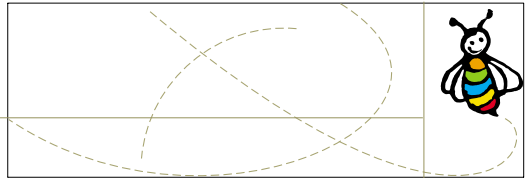


c) To modify the planning of a backup (by pressing the **“Modify”** key), first select the backup and then modify the information found in the window that appears.

d) In order to run a backup (by pressing the **“Run Now”** key), the backup must be selected.

**Note:** When the **“Run Now”** button is pressed, a window appears showing the running of the backup, which can be interrupted at any time using the **“Cancel”** key. At the end of the backup a message confirming completion (or failed completion) of the backup will appear.





### 5.3. Planning options in detail

“Automatic” or “with confirmation” backups can be planned according to the following options:

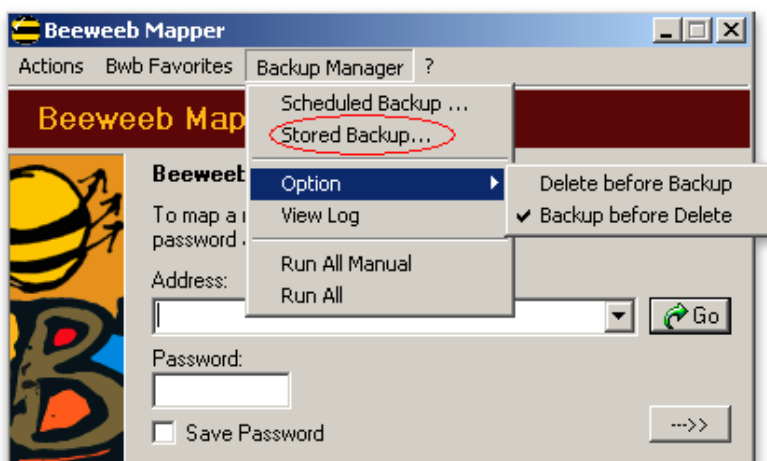
- **Daily:** simply enter the time at which the backup is to be run;
- **Weekly:** at least one day of the week must be entered, together with the time at which the backup is to be run;
- **Monthly:** at least one day of the month must be entered, together with the time at which the backup is to be run. If you wish to enter a number of different days, then they must be divided by a ‘,’.



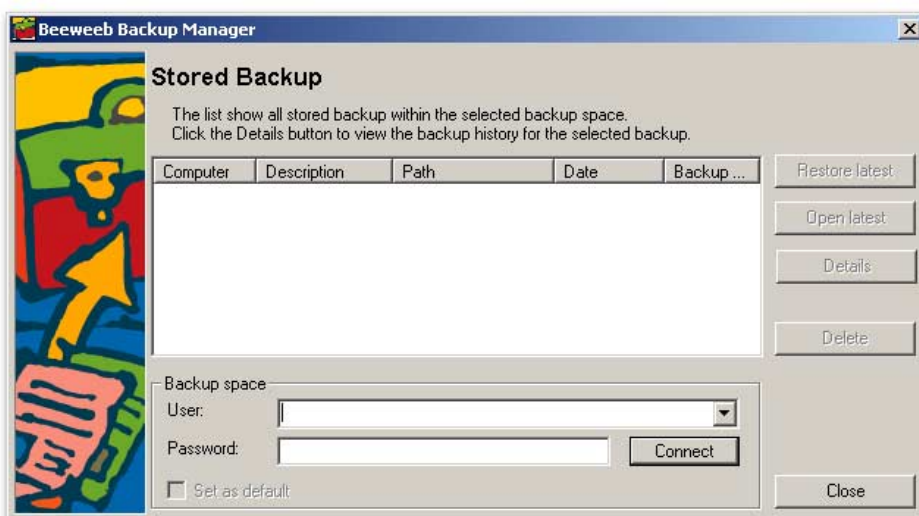
## 6. ACCESSING THE BACKED-UP DATA

### 6.1. With the backup Manager

To access the backed-up data starting from the interface of the Beeweb Mapper, select "Stored Backup" from the "Backup Manager" menu.



A window of the type shown below will appear.

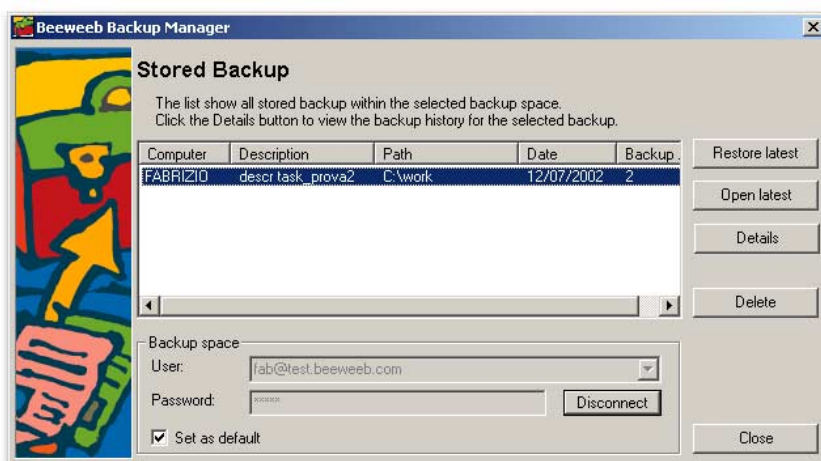




### 6.1.1. Stored backup Windows 98

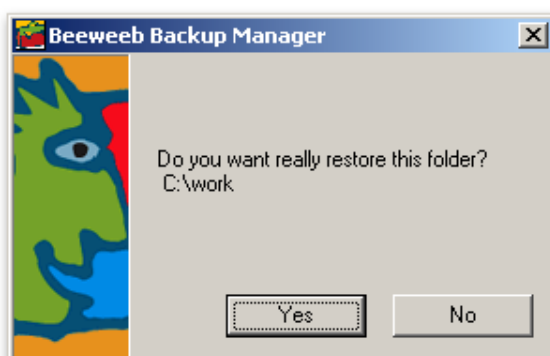
Once a connection has been made to a Beeweb space (by entering the User and the Password and pressing **“Connect”**), a list will appear showing all the backups already run, at which point certain operations can be run on these backups.

**Note:** Once a connection has been made to a space, that space can be selected as the default space for backups.



### 6.1.2. Stored backup Windows 98 user connected

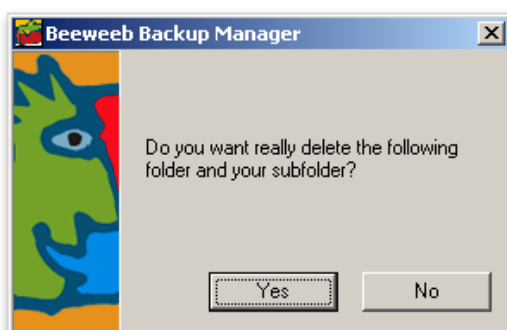
a) To call up the data from a backup (by pressing the **“Restore latest”** key), first select the backup and then confirm the recovery of the folder with the latest backup from among those found in the space.



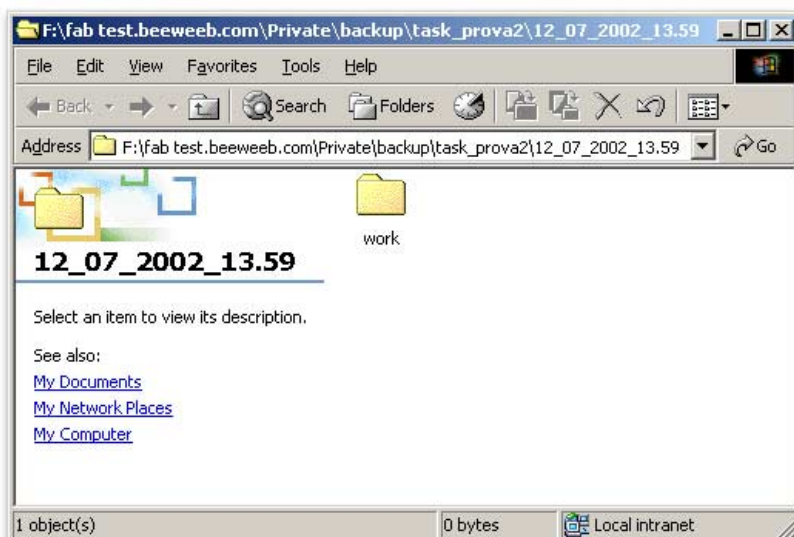


b) To cancel the data of a backup from the space (by pressing the “Delete” key), select the backup and confirm the cancellation.

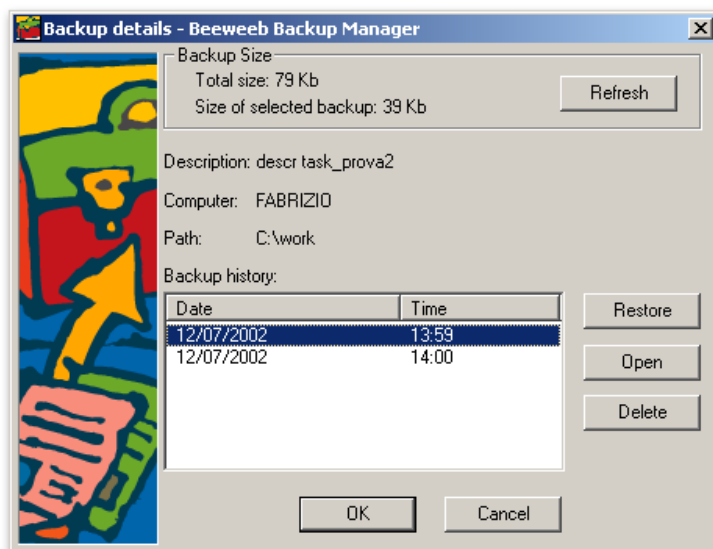
**Note:** When the data of a backup is cancelled in this way, all the copies of that backup made at different points in time will be cancelled.



c) To open a backup (by pressing the key “Open latest”), first select the backup and then wait until the Explorer window opens with the last backup from among those found in the space.



d) To consult all the copies of the backups found in the space (by pressing the “Details” key), first select one and then use the following window to carry out operations on the individual copies.



**d1)** To restore the data of a backup (by pressing the **“Restore”** key), first select the backup and then confirm the restore operation for the folder.

**d2)** To cancel a backup from the space (by pressing the **“Delete”** key), first select the backup and then confirm the cancellation.

**d3)** To open a backup (by pressing the **“Open”** key), first select the backup and then wait for the Explorer window holding the folder of the selected backup to open.

**d4)** The **“backup size”** section shows the dimensions of the backup in the space:

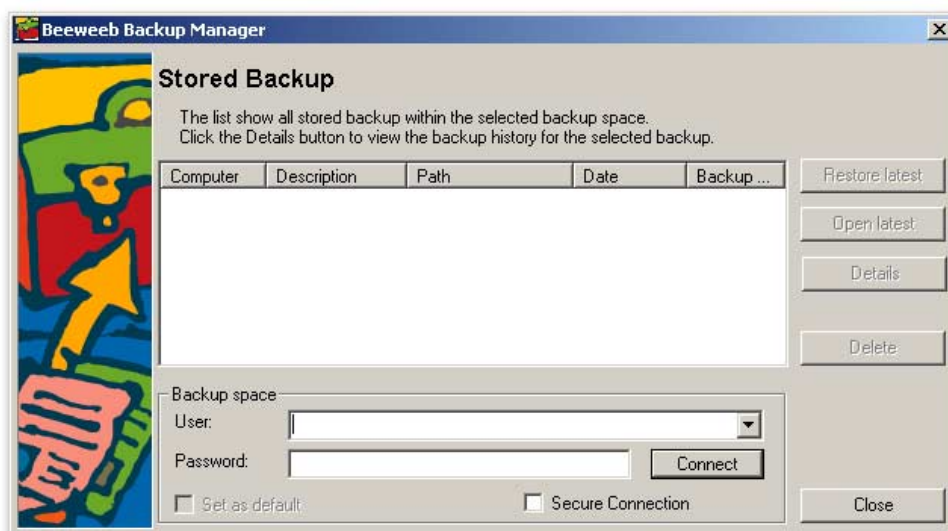
- **Total size:** gives the total size of all the copies of that backup found in the space;
- **Size of selected backup:** gives the sizes of the individual backups (when they are selected from the list);
- **Refresh:** updates the figures for the dimensions of the backups when clicked.



### 6.1.3. Details for Windows 2000

When the Windows 2000 operating system is used, then the interface for accessing the backups in a given space also provides the option of accessing them in a secure node, as shown in the figure below.

The flag **“Secure Connection”** must appear before the connection is made to the space.



Stored backup Windows 2000





## 6.2. Using Backup Manager with user connected

It becomes even simpler to access the data of a user's backups when the user is already connected (as the "owner") to his or her Beeweb space: by clicking on the "Show stored backup" key illustrated in the figure below, the list of the user's backups can be viewed.



**N.B.** If you are connected with the Beeweb space as a guest and you try to view the backups, then the following message will appear.

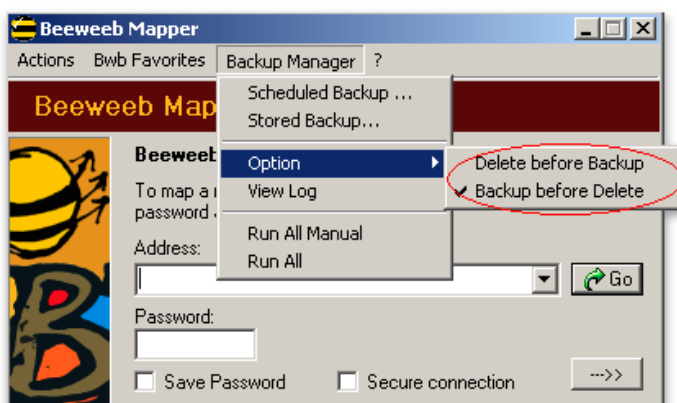




## 7. OTHER FUNCTIONS

### 7.1. Sequence of the operations

The Beeweb Mapper interface offers an option under which the backups can be performed in different modes in the event that the Beeweb space holds a number of different copies of the same backup, and the number of copies has reached the limit set for that backup.

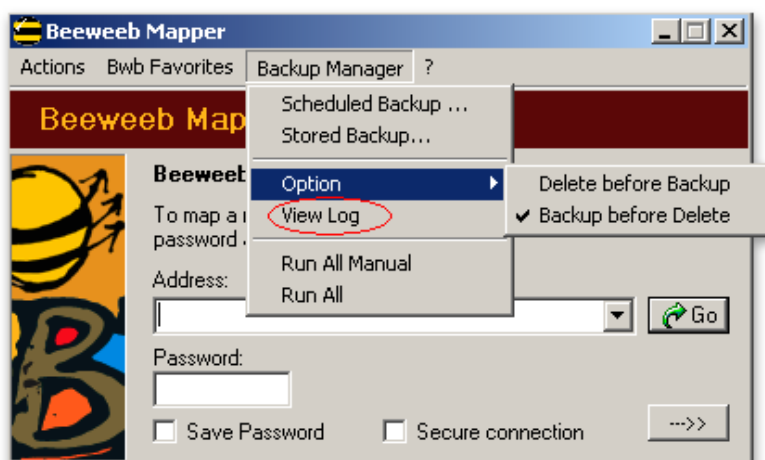


- **Delete before Backup:** with this option the oldest backup is cancelled from the space before the new backup is run.  
*Advantages:* it is easier to respect share limits if these have been set for the Beeweb space.  
*Drawbacks:* if the new backup is not run successfully, then the oldest copy of the backup is lost.
- **Backup before Delete:** with this option the new backup is performed before the oldest one is cancelled from the space.  
*Advantages:* there is no risk of losing any of the copies of the backups in the Beeweb space.  
*Drawbacks:* space sharing limits might be exceeded, assuming limits have been set for the Beeweb space.

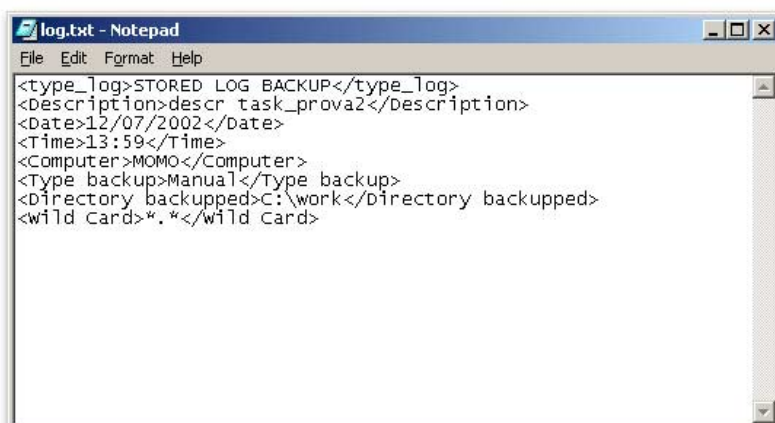


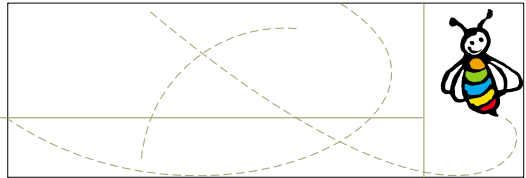
## 7.2. View log

Using the interface of the Beeweb Mapper for Backup 2.1, the user can view the log file where the operations performed with the Backup Manager are registered.



The log file (log.txt) is a simple text, but one written in accordance with a predefined structure. An example is shown in the figure below.





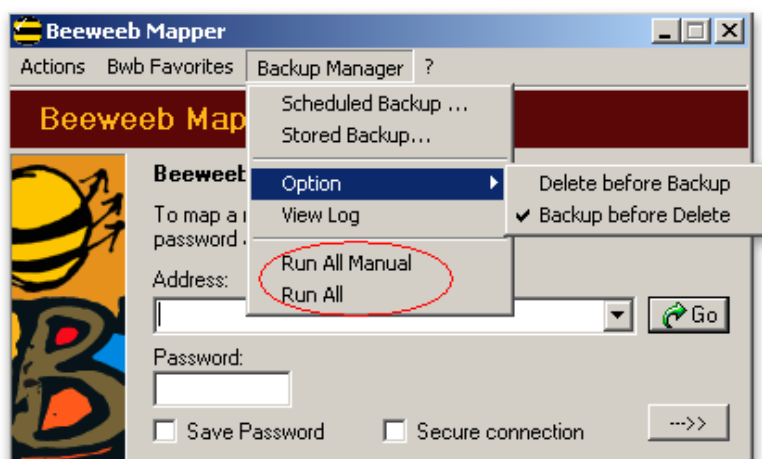
The following options can be found in the tag `<type log>`:

- **STORED LOG BACKUP:** the backup has been successfully completed;
- **STORED LOG BACKUP ERROR:** the backup has not been completed because an error was detected in the copy of the files in the Beeweb space;
- **STORED LOG CONNECTION ERROR:** it was not possible to connect with the Beeweb space;
- **STORED LOG SERIALIZE ERROR:** it was not possible to serialise two or more backups launched at the same time.



### 7.3. Run all

Using the interface of the Beeweb Mapper, all the planned backups can be launched.



Under the option **“Run All Manual”**, all the planned backups can be run in the “manual” mode, while the option **“Run All”** launches all the planned backups (manual, automatic and with confirmation).

When the backups are launched in this mode, a message indicating whether or not the backup has been a success will be displayed at the end of each one.