

# Connected Backup

Software Version 9.0

## Mac Agent Quick Start



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# Mac Agent Quick Start

Use this document as a quick reference for common Micro Focus Connected Backup Application tasks. If the Application is not on your computer, contact your system administrator.

To view Help for a tab or window, click .

## Open the Connected Backup Application

### To open the application

Perform one of the following:

- In the dock, click , if present.
- Select **Applications > Autonomy > Connected Backup > Connected Backup**.

## Sign in to the Application

After you install the application onto your computer, the program starts automatically and prompts you for your account credentials. Follow the instructions on the prompt to sign in.

## Back Up Files

To back up files manually

1. To start the back up, complete one of the following steps:
  - Open the **Summary** or **Backup Set** tab. Click the **Back Up Now** button in the bottom right corner.
  - Select **File > Back Up Now**.

During the backup, the **Backing Up** window displays the progress of the backup.

2. To view your most recent backup, open the **Summary** tab, and then look in the **Last Backup** section.
3. To view details about the last backup, click the **View Details** link in the **Last Backup** section.

# Retrieve Backed Up Files

## To retrieve files

1. Open the **Retrieve** tab. If prompted, enter your account credentials.
2. In the **Show Versions** list, specify the file versions that you want the Connected Backup application to display:
  - **Most Recent.** Lets you display the backed up files that were on your system at the time of the recent backup. This is the default selection.
  - **As of Backup Date.** Lets you display the backed up files that were on your system at the time of the selected backup date.
  - **All.** Lets you display all versions of the files that are currently stored on the Data Center server.
3. To locate a specific folder or file or browse to select a folder or file, click **Find**. This tab displays only the folders that contain backed up files.
4. To view a folder's contents, complete one of the following steps:
  - Select the folder in the left pane.
  - Double-click the folder in the right pane.

The right pane displays the folder's content.
5. To select a folder or file to retrieve, select the check box next to that item. A check mark (  ) appears.
6. Click **Retrieve**.

The **Retrieve** options window opens.
7. In the **Retrieve** options window, make the following decisions:
  - Where to save the retrieved files. You can retrieve files to their original location or to a new folder.
  - How to handle conflicting file names. If you retrieve more than one version of the same file, you can choose to rename the file or overwrite the file.
8. In the **Retrieve** window, click the **Retrieve** button.

The **In Progress** window opens, and the retrieve process begins.

## View Connected Backup Event History

### To view your Connected Backup history

1. Open the **History** tab.
2. To sort events, click a column heading.
3. To view details for an event, select the event, and then click **View**.
4. To export event details to a TXT or XML file, click **Export**.

## View Messages

Messages are either created by system administrators or generated automatically as the result of system activity. The Connected Backup application checks for new messages when it connects to the Data Center for automatic or manual backup and retrievals. If the Connected Backup application receives a message, it displays the message in a dialog box.

### To use this window

1. To close the dialog box that displays the message, click **OK**. The **Summary** tab opens and displays new messages in the **Messages** section.
2. If a message includes a link, to open the message in your default Web browser, click the link.
3. To view all messages received from the Data Center in the **Message** section, click the Show All Messages link.

## Optional Procedures

The Connected Backup rules settings, preferences, and permissions determine if you can perform the following optional procedures.

## Change Your Backup Set

Your backup set consists of files on your computer that the Connected Backup application backs up. You can determine which files to include in your default backup set if you have the proper permission.

### To change your default backup set

1. Open the **Backup Set tab**. The Connected Backup application scans the files on your computer to determine which files are selected for backup.

The check box next to a folder or file name indicates whether the item is selected for backup:

- The item is selected for backup
  - The item is not selected for backup.
  - Some items in the folder are selected for backup
2. To view a folder's contents, select the folder in the left pane or double-click the folder in the right pane. The right pane displays the folder's content.
  3. To select a folder or file for the next backup, click the check box next to that item. A check mark (  ) appears.
  4. To remove a folder or file from the next backup, select the check box next to that item until the check box is cleared (  ). If the check box next to a folder or file name is disabled, you cannot change whether to select the item for backup.

## Change Your Backup Schedule

### To change your Backup schedule

1. To open the **Backup Schedule** window, complete one of the following steps:
  - Click **Tools > Backup Schedule**.
  - Open the **Summary** tab, and then click the link in the **Backup Schedule** section.
2. Select how you want to back up files:
  - **Back up files automatically according to the following schedule.** You still can perform a manual backup at any time.
  - **Do not back up automatically.** Backup occurs only when you manually initiate it.
3. If you enable automatic backup, select each day that you want the Connected Backup application to perform a backup, and then select a time period for the backup to occur. Be sure to select a time period when your computer is on and the backup process does not interfere with other resource-intensive activities.
4. Click **OK**.

## Change Your Backup Options

### To change your backup options

1. Select **Connected Backup > Preferences**. The **Preference** window opens.

2. On the **Tab**, select how the Connected Backup application proceeds if a backup fails:
  - **Aggressive mode**. Attempts to back up until a successful backup occurs.
  - **Passive mode**. Waits until the next scheduled or manual backup.
3. Click **OK**. The application saves your Backup options.

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