



ATTIX⁵
BACKUP PROFESSIONAL

WEBACCESS

USER MANUAL v5.x

Backup Professional WebAccess is a lightweight browser based interface that allows a remote user to securely log on and access his files from any connected computer without having to install any software. WebAccess can be linked from the corporate website and gives users the freedom to access and update their files from anywhere in the world.

WebAccess is a set of JSP pages that can be served by any web server capable of serving JSP's. The web server that is installed by default is Tomcat, which is a stable, robust server that can run on Linux or Windows. Sensitive user information is transmitted, so it is recommended that an SSL certificate be used for secure communications to the web server.

To access the WebAccess login screen, open an Internet browser and type in the WebAccess address (URL) supplied by your backup administrator.

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WEB ACCESS LOGIN

Enter all login information below.

Group name:

User name:

Password:

Encryption Key:

LOGIN

ABOUT WEB ACCESS

Backup Professional is an automated online backup and retrieval solution for companies wishing to regain control of the critical business data distributed on remote desktops and laptops throughout their organisation.

Backup Professional WebAccess allows secure remote access to their data by users of Backup Professional. Enter your details in the fields on the left of this page. Contact your corporate system administrator if you are unsure of any details.

Visitors may evaluate the system by using the word "demo" in the Group name, User name and Password fields and "12345678" in the Encryption Key field.
Do not store sensitive information in the "demo" account.

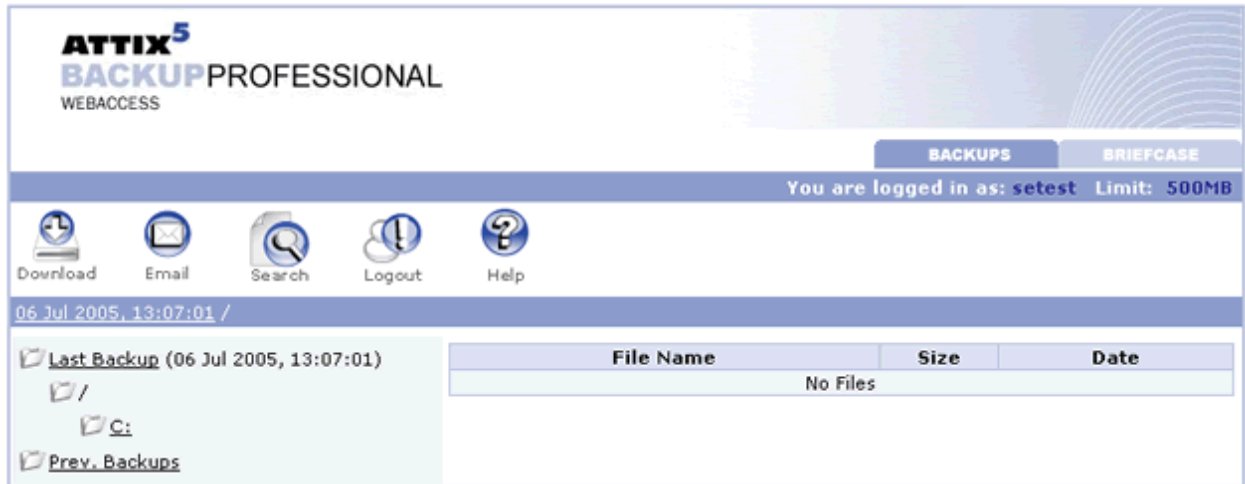
Further information on Backup Professional is available from Attix5 at www.attix5.com.

Backup Professional WebAccess is optimised for use with Internet Explorer 4 plus.

[v4.1.0.2]

The WebAccess Login screen will open and you are required to supply your backup account details. Supply your Group and User name as well as your password and encryption key. Note that this is the same account that you use for backup. If you are uncertain about the correct Group name, contact your backup administrator.

Note: When reading the online Help page and you want to continue using WebAccess, please use your browsers "Back" button to return to the previous page.



From the Backups tab you can access your previous backups to retrieve the files. Note that you can sort the columns by clicking on the column headers. The following list describes the different buttons that are available.

WEBACCESS BUTTONS AND THEIR FUNCTIONS



This will download the selected files from your online backup set to the hard drive of the PC that you are currently using.



This button will give you the opportunity to e-mail your selected files to an e-mail address of your choice.



This button will give you the opportunity to search for a particular file in your previous backups.



This button will give you the opportunity to fax your selected files to a fax number of your choice.



This logs the current user out of the system and gives you the opportunity to login as a different user.



This button will give you the opportunity to read an online version of this document.

HOW TO DOWNLOAD FILES

Select the files you want to download by clicking in the checkbox to the left of the filename. Then click on the **Download** button. This will prompt you for a location where to store the files on your local PC. After you indicate a location and filename (the files are downloaded in a ZIP file), the system will save the ZIP file to your local PC.

HOW TO UPLOAD FILES

Click the Upload button and you will be presented with a screen where you can select up to 5 files to upload from your computer into your Briefcase. Use the 'Browse' button to indicate to where the files are on your computer that you wish to upload.

Once you have selected all the relevant files from your computer, click on **Upload**. This will load the files from your computer into your Briefcase in the Briefcase folder that you were in prior to clicking the "Upload" icon on the toolbar. Bear in mind that depending on the size of the files you have selected, and the speed of your Internet connection, the upload may take a while. Also, bear in mind that **there is a 5MB file size limit on files that are uploaded to your Briefcase**.

Once the upload is complete, you will then be returned to your Briefcase and you should now see the uploaded files listed in the current folder of your Briefcase.

HOW TO E-MAIL FILES

Select the files you want to email by clicking in the checkbox to the left of the file name. Then click on the **Email** button. This will present you with a screen where you can enter the following information:

- **To:** Specify email recipients here. Multiple recipient addresses can be specified, separated by a comma. You must specify at least one recipient.
- **Cc:** Specify extra email recipients here. Multiple recipient addresses can be specified, separated by a comma. This field is an optional entry.
- **Subject:** Specify a subject for the email that your recipients will receive. This field is an optional entry. If you leave it blank, the system will insert a standard subject line in the email.
- **Message:** Specify a message body that your recipients will receive. This field is an optional entry. If you leave it blank, the system will insert a standard message body. The system will also append a list of the files attached to the email, regardless of whether you specify a message body or not.
- **Attached as:** Select whether you would like your selected files to be attached to the email as a single compressed **ZIP file**, or attached separately as **Individual Files**. Bear in mind that a compressed file is usually a lot friendlier on your mail server as well as your recipients' mail server as compared to an email with the files individually attached. Email size can sometimes impact the delivery time of the email to the recipients.

Once you have entered the above information, click on the **Send** button to send the email.

HOW TO SEARCH FOR FILES

This functionality works exactly the same way as it functions on the backup client software that you use to backup your actual files. Simply enter a filename (or part of the name) into the text field provided. Note that you can also use the '*' and '?' characters as the search functionality has wildcard support.

If you need to, you can also specify a specific date range within which to search. Next click the 'Search' button and this will return a list of all files and the backup date that version of the file pertains to.

Search file dates:

- Select this option if you need to search for a file backed up within a known date range.

Start date:

- The date (inclusive) to start searching from.

End date:

- The date (inclusive) to search until.

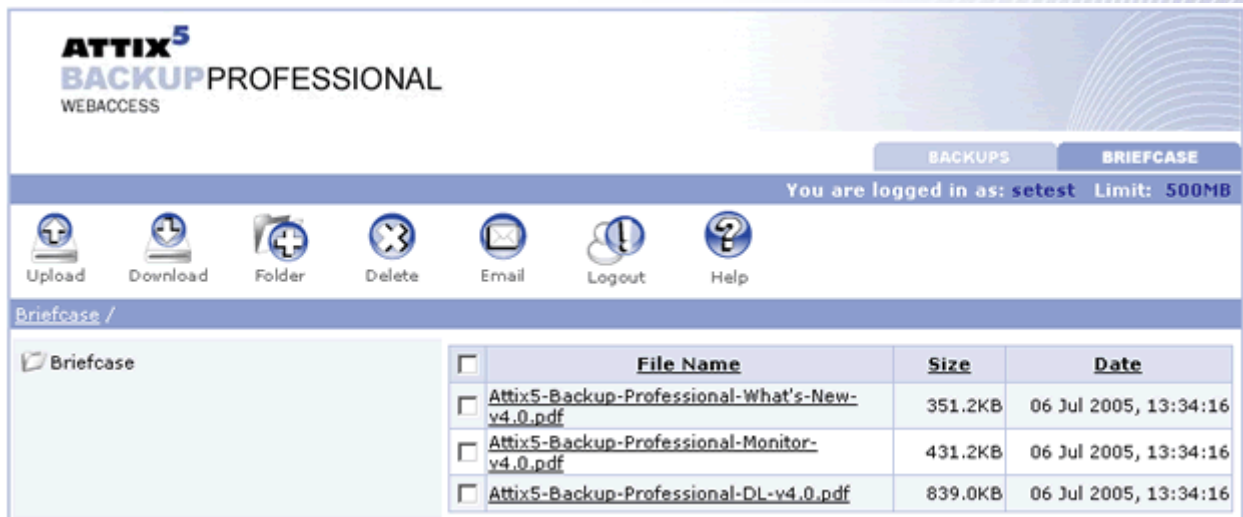
Once you have entered the above information, click the 'Send' button to send the fax.

HOW TO FAX FILES

Note that this is an optional feature. Select the files you want to fax by clicking in the checkbox to the left of the file name. Then click on the **Fax** button. This will present you with a screen where you can enter the following information:

- **Fax Number(s):** Indicate the fax number to where you wish the send the fax. It is **very important** that these numbers be in international format i.e. beginning with the country code for that fax number e.g. 27218800000. This must be done even if you are located in the country where your fax will be sent. The fax gateway depends on this format in order to be able to send faxes to international destinations.
- **Enter fax cover message here:** Specify a message that will appear on the cover page of the fax. This field is an optional entry. If you leave it blank, the system will insert a standard cover message.

Once you have entered the above information, click on the **Send** button to send the fax.



The Briefcase tab allows you to add files and folders to your account. These files will be available from any computer with Internet access and they do not have to be in one of your previous backups. Note that you can sort the columns by clicking on the column headers. The following list describes the different buttons that are available.

BRIEFCASE BUTTONS AND THEIR FUNCTIONS



Upload

Use this button to upload file(s) to your Briefcase. An Upload Files page will open from where you can browse to the file(s) that you want to upload to your Briefcase.



Download

This will download the selected files from your online backup set to the hard drive of the PC that you are currently using.



Folder

This will allow you to create a new folder in the Briefcase. Supply a folder name and click on **Create** to create the folder. **Note: empty folders (i.e. with have no child folders or files), are discarded when you log out, or when your session expires.**



Delete

Click on Delete to delete all selected files. A folder will be removed if you delete all the files within the folder.



Email

This button will give you the opportunity to e-mail your selected files to an e-mail address of your choice.



Logout

This logs the current user out of the system and gives you the opportunity to login as a different user.



Help

This button will give you the opportunity to read an online version of this document.