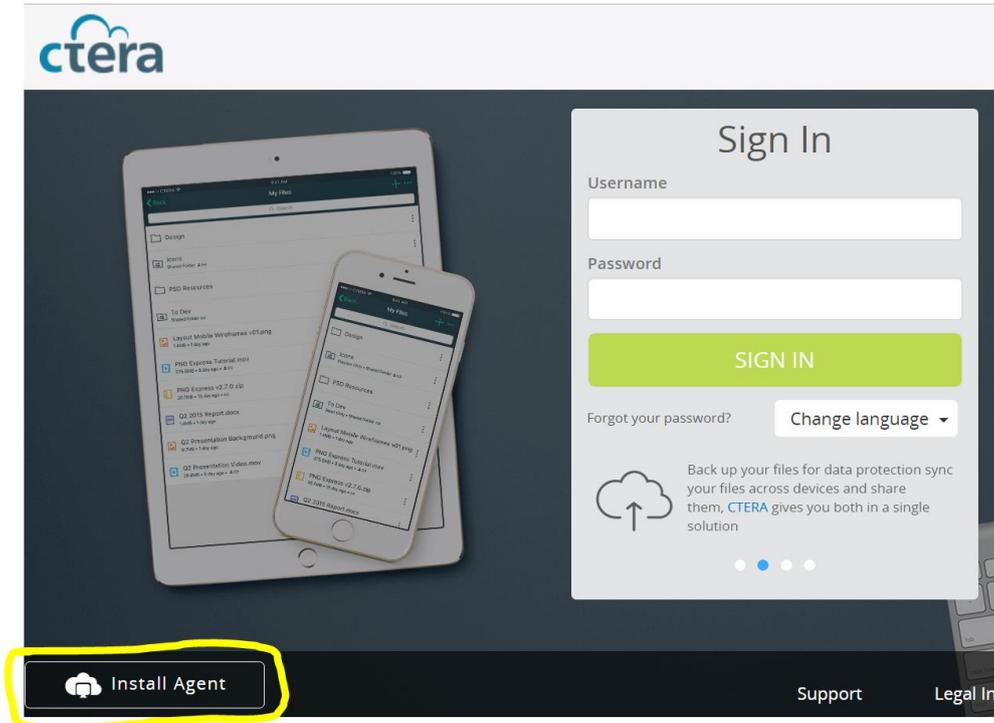


Installing CTERA Client

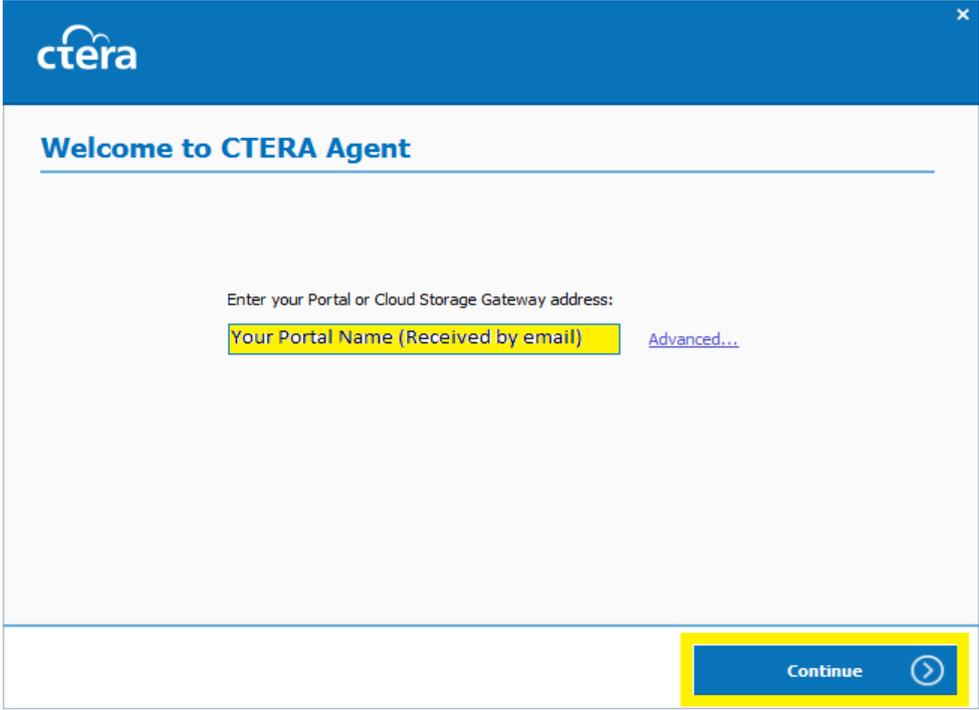
1. To download the Agent, Point your browser to: <https://main.ctera.weizmann.ac.il>
2. Press the **Install Agent** button at the bottom of the page:



3. Once the download is complete, run the file and finish the Installation.
4. After the file is installed, an Initial Settings dialog box will open.

Follow the below screens:

5. In the empty field, enter your **portal address** received by email, and then click Continue:

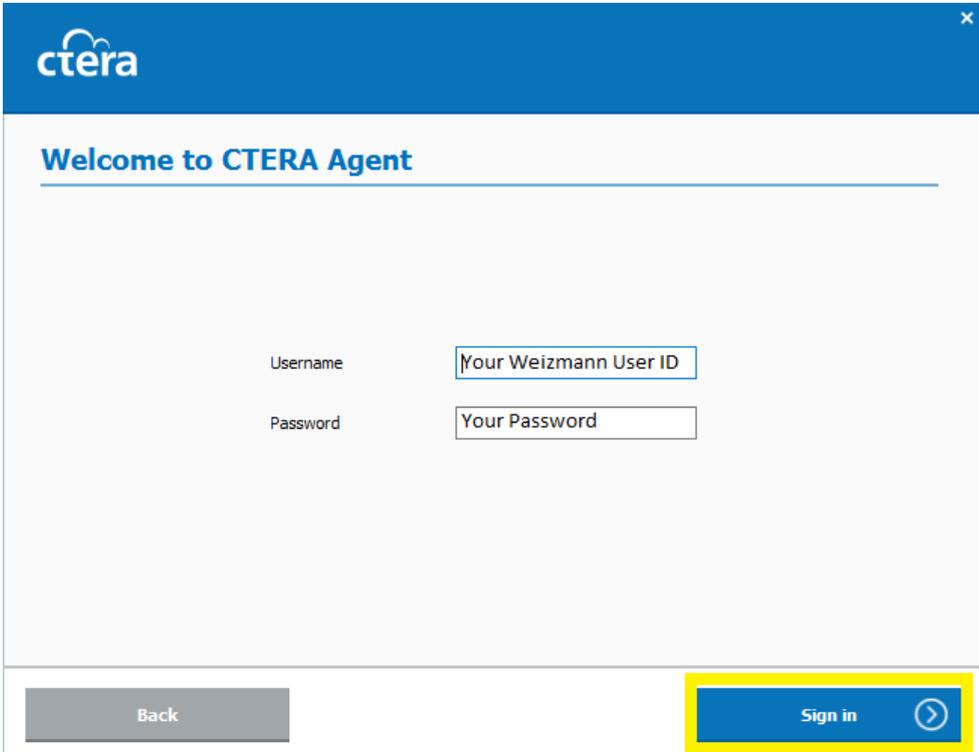


Enter your Portal or Cloud Storage Gateway address:

Your Portal Name (Received by email) [Advanced...](#)

Continue

6. In the next dialog box, enter your Weizmann User ID and password, and click Sign in.

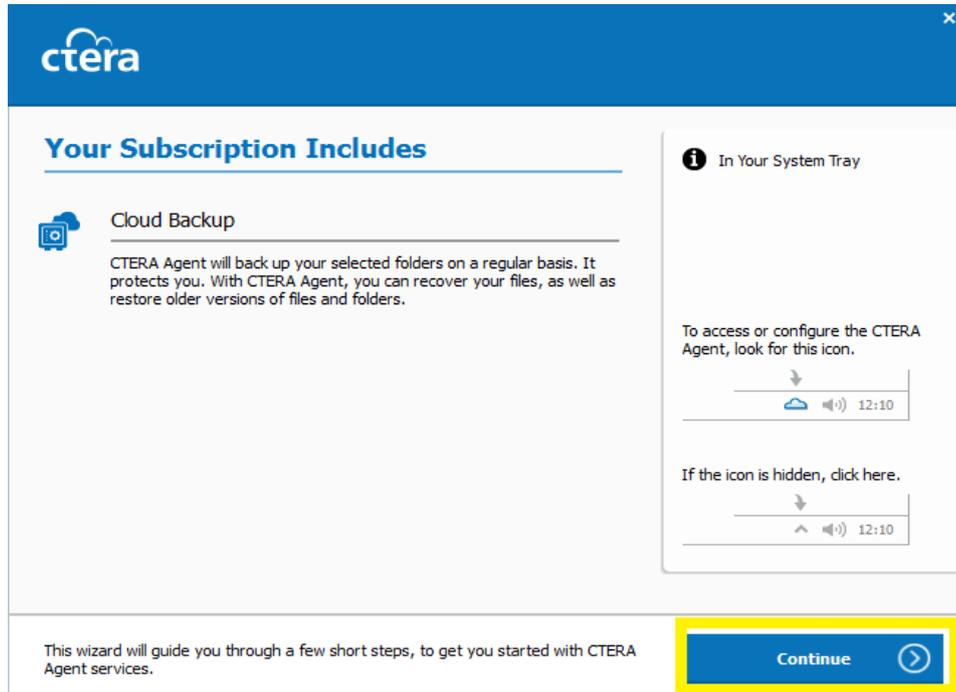


Username: Your Weizmann User ID

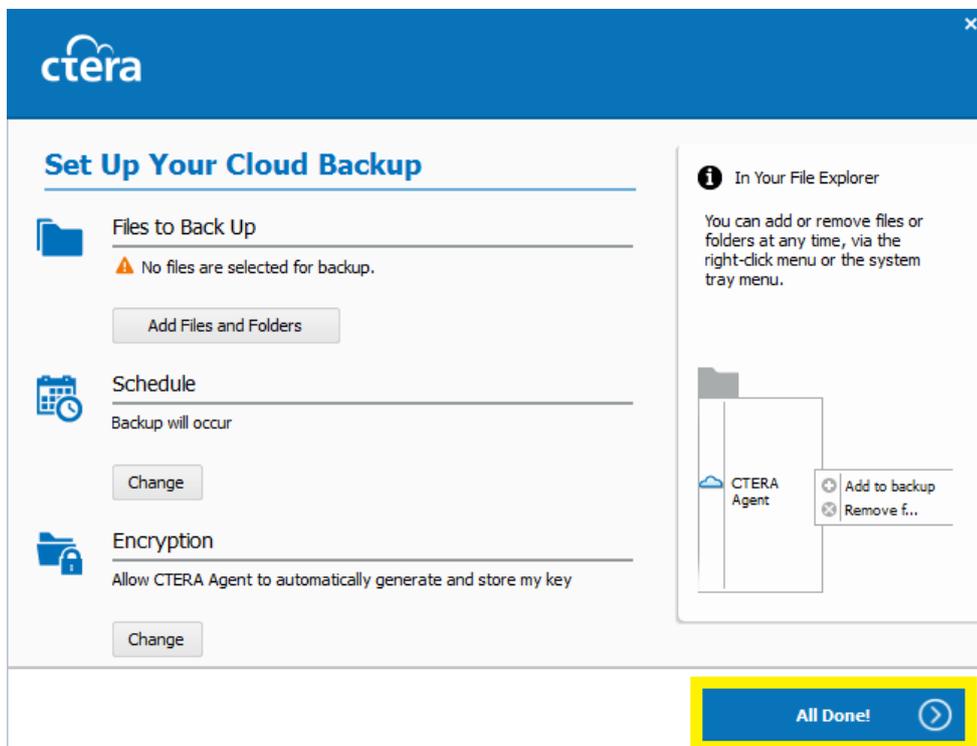
Password: Your Password

Back Sign in

7. In the next dialog box that opens, click **Continue**.

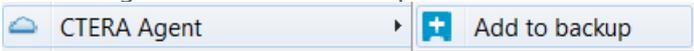


8. In the final dialog box, determine your preferred backup settings (you can do this at a later stage).
To finish the installation, click **All Done!**



BACKING UP FILES

Selecting Backup Files from Windows Explorer

- Browse to the desired files and/or folders.
- Right click each file or folder and select:
 - CTERA Agent > Add to backup to select the file for backup:

 - CTERA Agent > Remove from backup to deselect the file from the backup selection:

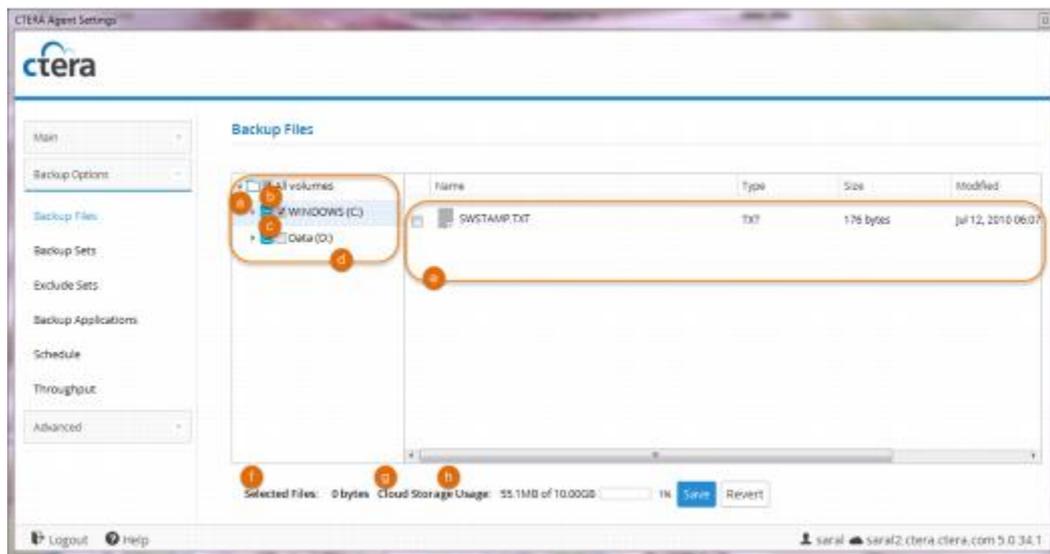
- Note: An overlaid icon (+) on a folder indicates that files in this folder are selected for backup and new files and folders in this folder will be backed up.

Selecting Backup Files in the CTERA Agent

- Right-click the CTERA Agent icon and select **Settings**.

The **CTERA Agent Settings** window is displayed.

- Select **Backup Options > Backup Files**.
- Change the selection of files to back up.



- Expand the tree (**All Volumes**) and navigate to any drives, folders or files you want to add or remove from the backup.
- Select the check box next to any item you want to add to your backup.
- Deselect the check box next to any item you want to remove from your backup.
- Folders are displayed in the tree.
- Files in each folder are displayed in the right pane when you select the folder.
- The **Selected Files** field indicates the size of the files selected for backup.
- The **Cloud Storage Usage** field indicates the amount of used space in your account after the next cloud backup operation, including backups from any other CTERA devices included in your account.
- Click **Save**.

Note: A folder icon with a plus sign together with a selected check box (▶ ) indicates that the folder and all of its sub-folders are selected for backup.

A folder icon without a plus sign together with a selected check box (▶ ) indicates that some (but not all) of the folder's contents are selected for backup.

An empty check box (▶ ) indicates that neither the folder nor any of its contents are selected for backup.

How do I Start, Stop or Schedule Cloud Backup?

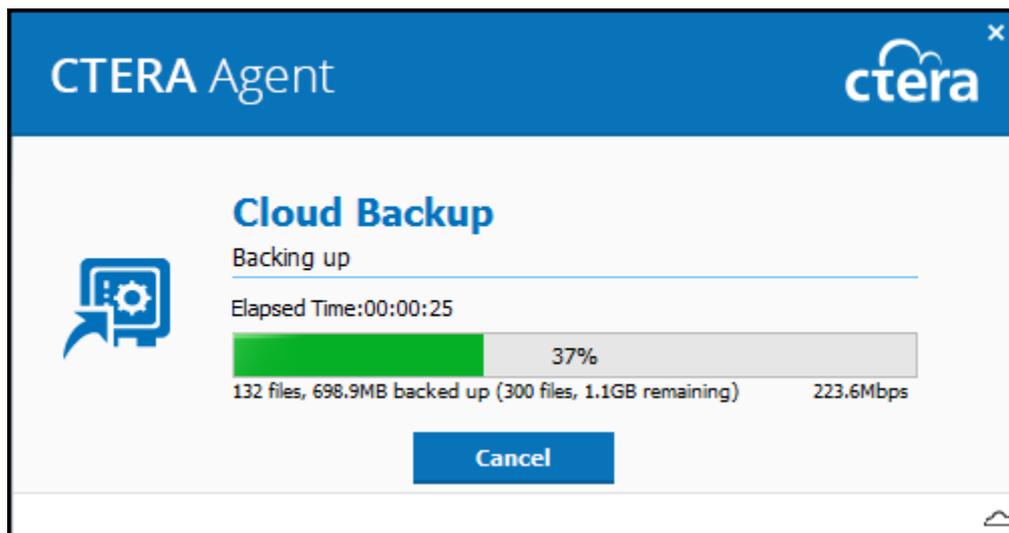
Starting Cloud Backup

Click the CTERA Agent tray icon, and then click **Backup now**.



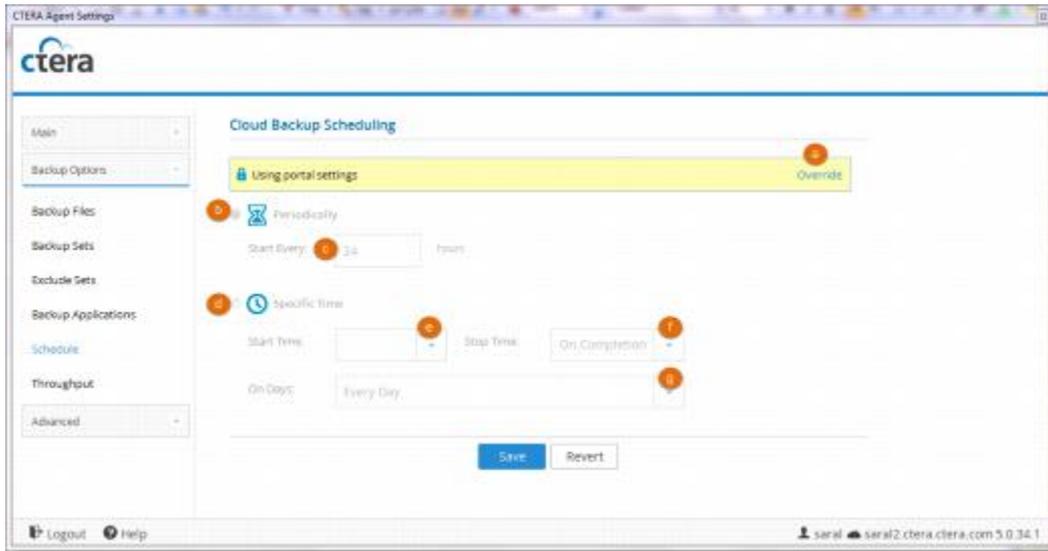
Stopping Cloud Backup

Click the CTERA Agent tray icon and then click **Cancel**.



Scheduling Cloud Backup

- In the CTERA Agent Settings Window, click **Backup Options > Schedule**.



- Do one of the following:
- To override settings inherited from the CTERA Portal, click **Override**.
- To use settings configured in the CTERA Portal, click **Use portal settings**.
- **Periodically**. Choose this option to automatically back up files every specified number of hours.
- **Start Every**. Type the amount of time between automatic cloud backups, in hours. (The default is 24 hours.)
- **Specific Time**. Choose this option to automatically back up files according to a specified daily schedule.
- **Start Time**. Select the time at which cloud backup should start.

Note: If a given backup extends past the scheduled time for the next automatic backup, the next automatic backup will commence immediately upon completion of the prior backup.

- **Stop Time**. Select the time at which cloud backup must end. This can be any of the following:
- A specific hour
- **On Completion** (default). The backup operation will only end when cloud backup is complete.

Note: If the amount of changed data to back up is large, the backup process can take several hours or days. Therefore, if a stop time is configured, the backup process may not be completed within the time frame. For example, if you specify that data should be backed up between 12 AM - 2 AM, and the backup requires 3 hours, the backup will not be completed.

- **On Days**. Select the days on which cloud backup should be performed. This can be any of the following:
- One or more specific days
- **Every Day** (default). Cloud backup will occur every day.
- Click **Save**.

Backup and Exclude Sets

A *Backup Set* is a filter which includes files in a backup based on criteria of your choice. An *Exclude Set* is a filter which excludes files from a backup based on criteria of your choice. Each Backup Set or Exclude Set represents a group of files that will be included or excluded in a cloud backup, provided the Backup Set or Exclude Set is enabled. When you create a Backup Set or Exclude Set, you can specify files by extension type, name, location, size, and/or modification date. For example, you could create a Backup Set called "My Music" and include all files with the extensions *.wav and *.mp3 that are located in the folder **My Documents > Music**.

If a file is included in a Backup Set and the Backup Set is enabled, it will be included in the backup even if it is not individually selected as a *Backup File*.

If a file is included in an enabled Backup Set but is also included in an Exclude Set, the file will be excluded from the backup.

Backup Sets and Exclude Sets can be enabled or disabled. When you create a new Backup Set or Exclude Set, it is enabled by default.

Backup Set and Exclude Set Conditions

The files to be included in a backup set are defined by a set of conditions that you create. Each individual condition is built of:

- A **Parameter**. You can choose one of the following Parameters:
 - File Name
 - File Path
 - File Type
 - File Size
 - File Modified
- An **Operator**. The Operator will define a comparison to the Parameter. For each of the parameters, you can choose an operator according to the following table.
- A **Value** which will be compared to the Parameter. For each of the parameters, you can choose from the values according to the following table.

Parameters	Operators	Values
File Name File Path File Type	equals begins with ends with contains is one of	Free text.
File Size	less than more than	Free text. Add a numerical value and the unit, such as KB, MB or GB.
File Modified	before after	Choose a date from the pop-up calendar.

You can define multiple conditions for each backup set. If multiple conditions are defined, you can choose whether the backup set will include files which match at least one of the conditions, or only those files matching all of the conditions simultaneously.

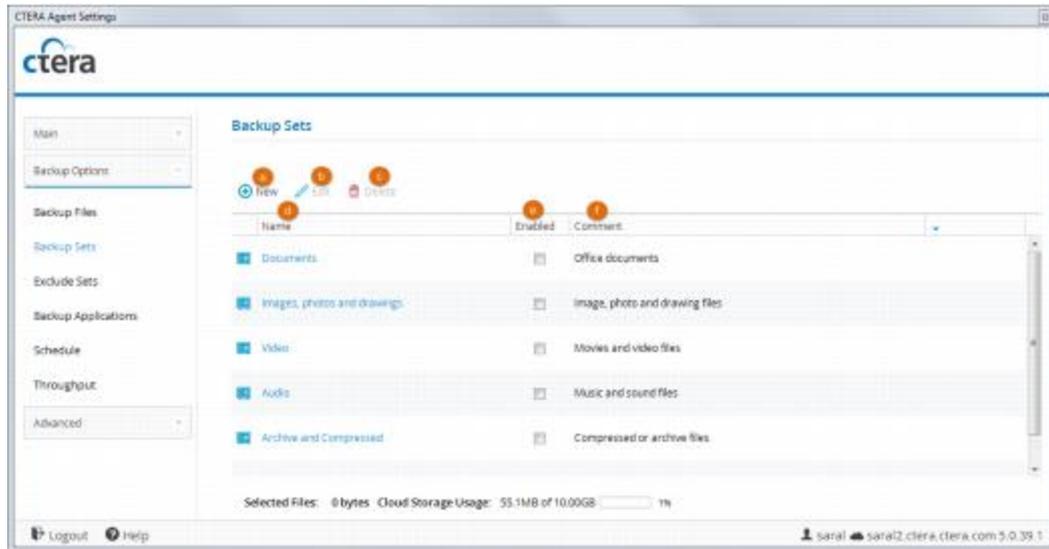
If no conditions are defined in an enabled backup set, then all selected files in that backup set will be included in the backup.

Creating Backup and Exclude Sets

- Right-click the CTERA Agent icon in the taskbar and select **Settings**.

The **CTERA Agent Settings** window is displayed.

- Depending on whether you want to back up or exclude sets, select **Backup Options > Backup Sets** or **Backup Options > Exclude Sets** and click **New**.



- **New**. Create a new backup or exclude set.
- **Edit**. Edit a backup or exclude set (select the set and then click.)
- **Delete**. Delete a backup or exclude set (select the set and then click)
- **Name**. The name of each backup or exclude set.
- **Enabled**. If checked, the backup or exclude set is enabled. Click the checkbox to disable/enable a backup or exclude set.
- **Comment**. A description of the backup or exclude set.
- Set the details and conditions for the backup or exclude set.

In the **Backup Set Name** field, enter a name for the backup set.

In the **Comment** field, type a description of the backup set.

In the **If** field, define how you want files to match your conditions:

- **at least one of the conditions is true.** one or more of the conditions (that you are about to define) must be met in order for a file to be included in the backup set.
- **all of the conditions are true.** all of the conditions must be met in order for a file to be included in the backup set.

Define conditions for a file to be included in the backup set, by doing the following for each condition:

Click **Add condition**.

Click **Select**, then select the desired condition parameter from the drop-down list.

In the second column, click **Select**, then select the desired condition operator from the drop-down list.

Click in the third column, and complete the condition:

- If the parameter is **File Size**, type the desired file size and unit.
- If the parameter is **File Modified**, click  and choose the desired date.
- For all other parameters, type the desired free-text value.

For example, if you select **File Name** as the condition parameter in the first column, select **begins** with as the condition operator in the second column, and type "Work-123-" in the third column, then the backup set will include all files whose names begin with "Work-123-".

Likewise, if you select **File Type** as the condition parameter in the first column, select **is one of** with as the condition operator in the second column, and type "avi, mov, mpg" in the third column (without the quotation marks), then the backup set will include all files with the extension *.avi, *.mov, and *.mpg.

- If you need to delete a condition, click  in its row.
- Click **Next**, and select which folders to which you want to apply the conditions for the backup or exclude set.

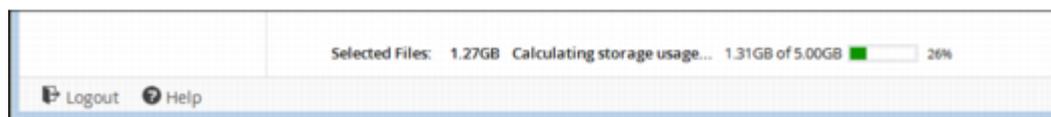
Expand the tree nodes as much as necessary and select the shares and folders to which this backup set should apply. By default, the root folder is selected, meaning that the backup set applies to all files in all folders. If desired, you can select specific folders to which this backup set should apply.

For example, you can create an backup set that contains all files that have the extension *.txt and reside in the folder /myfiles/textfiles by entering "txt" in the previous dialog box, and then choosing the folder /myfiles/textfiles in this dialog box.

- Click **Next** and then **Finish**.

The new backup set is created and automatically enabled.

At the bottom of the workspace, the **Selected Files** field indicates the size of the files currently selected for backup. The **Cloud Storage Usage** field indicates the amount of used space in your account after the next cloud backup operation (including backups from any other devices included in your account).



Modifying Backup and Exclude Sets

To modify a backup or exclude set, select the backup set in the **Backup Sets** or **Exclude Sets** page, click **Edit**, and proceed as for creating.

RESTORING FILES

Restoring Files and Folders from the Cloud Backup Control Panel

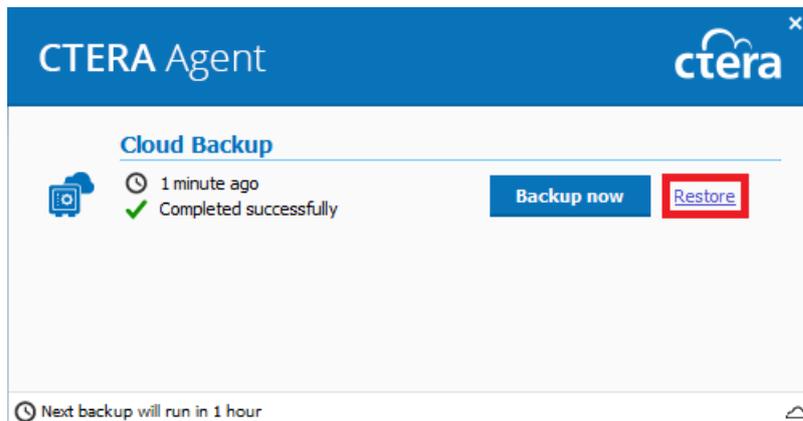
You can restore individual files or folders that were backed up to cloud storage. Alternatively, you can simultaneously restore *all* backed up files and folders, in order to roll back your disk contents to a previous point in time.

Note that if the same files already exist on your computer, they will be overwritten with the files you selected for restoration. Files that have been deleted since the date of the selected files will be recreated. Files that exist on your computer, but which do not exist in cloud storage or were not selected for restoration, will not be affected.

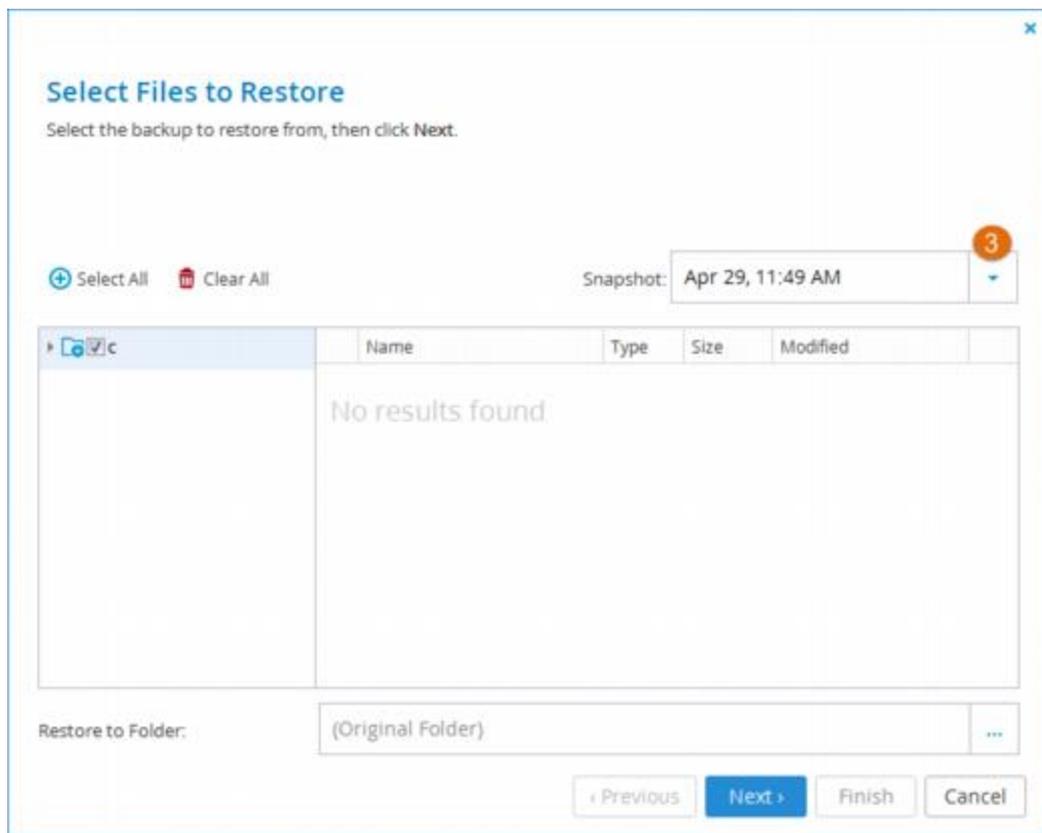
To restore files, the CTERA Agent must be connected to the CTERA Portal.

To restore backed up files from the CTERA Agent:

1 Click the CTERA Agent tray icon, and then click **Restore**.



The **Restore Files Wizard** opens, displaying the **Select Files to Restore** dialog box.



3 In the **Snapshot** drop-down list, select the snapshot from which you want to restore files.

4 Specify which files and folders you want to restore, by doing any of the following:

- To select individual files and folders:

- i In the left pane, expand the nodes and click on the desired folders.

The folder contents are displayed in the right pane.

- ii Select the check boxes next to the desired folders and files.

For an explanation of the icons and check boxes next to each folder, see Folder Icons below.

- To select all files, click **Select All**.
 - To deselect all files, click **Clear All**.
- 5To restore files to a location other than the original location, click in the **Restore to Folder** field, and then browse to the desired location.
- 6Click the arrow next to the **If file exists** option and select the action to take when restoring files that already exist on your drive.
- Overwrite
 - Append modification date
 - Skip
 - Overwrite if newer.
- 7Click **Next**.
- 8Click **Finish**.

A progress bar is displayed, showing the progress of the restore operation.

- 9Click the  icon next to the restore bar and select a menu item to toggle between the following restore information.
- The effective throughput.
 - Bandwidth usage.

Folder Icons

This icon...	Indicates...
	Existing files in this folder are selected for backup. New files and folders in this folder will be backed up.
	This folder and all of its sub-folders are selected for backup. Note that the check box has a white background.
	Some, but not all, of the folder's sub-folders are selected for backup. Note that the check box has a gray background.
	This folder and all of its sub-folders will not be backed up.

Canceling the Current Restore Process

When restoring files from the Cloud Backup Control Panel, you can cancel a running file restore process by clicking **Cancel**.