A guide to the selection of files and folders for inclusion within scheduled backups

OSMIS Education

Managing backup sets using the Attix5 Console

Version 1.3

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Configuring your backup set using the Attix5 console

Important Notes

Your backup set has been configured to match exactly that which was installed prior to the service migration in April 2016. Changes to the backup set should only be made by competent persons and you are encouraged to run the report to check your work whenever changes are made.

The Attix 5 console is installed to the machine acting as your SIMS server. It is important to note that only files visible to the logged in user will be available for inclusion within the backup set.
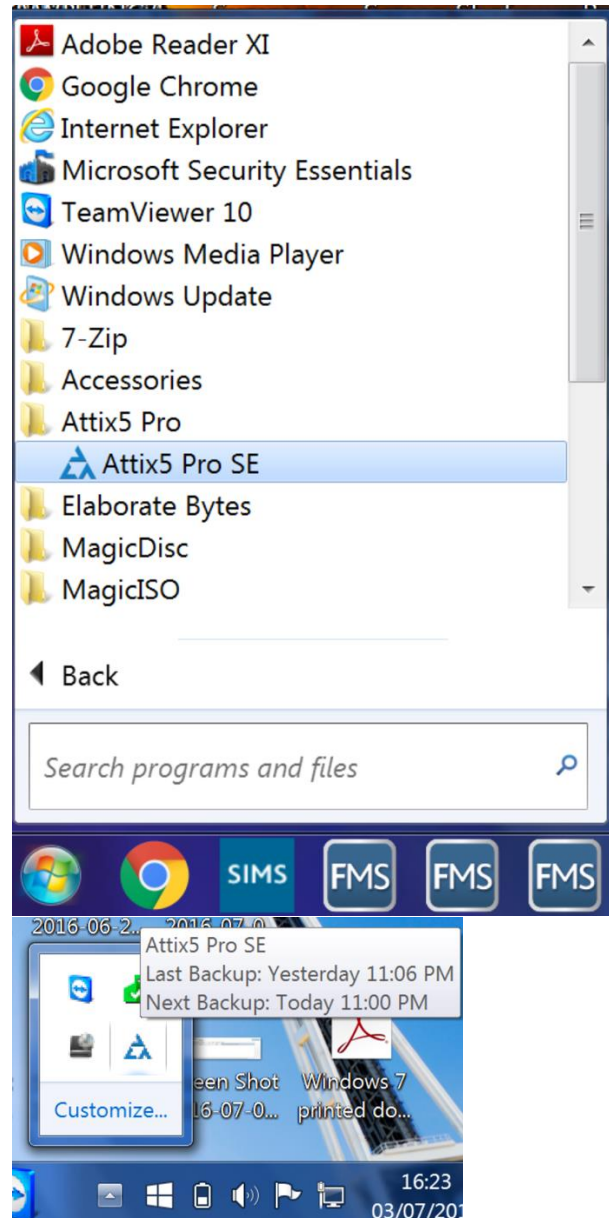
If you are in any doubt, please log a call with the service desk by mailing support@osmis.co.uk

Restoring files

As the opportunities for error are significant, you are asked to request the restoration of any files and / or folders by logging a call at support@osmis.co.uk

Accessing the Attix5 console

The Attix 5 console is installed to the machine acting as your SIMS server. It is important to note that only files visible to the logged in user will be available for inclusion within the backup set.
On this machine, select the Attix5Pro client from the Programs menu

Alternatively launch the program from the program group in the Taskbar

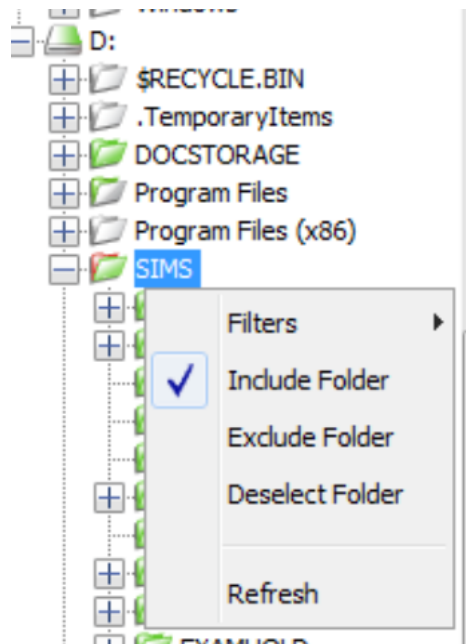## Making changes to the backup set

Adding files and / or folders to the backup set

In the backup selection tree, right click the folder icon – alternatively you can select the folder in the backup selection tree and then click Include Folder on the Selection Menu

Included folders are displayed with a green icon

Note: all files in the included folder and its subfolders will be included in the next backup. Any changes within made within this folder will be included as well.
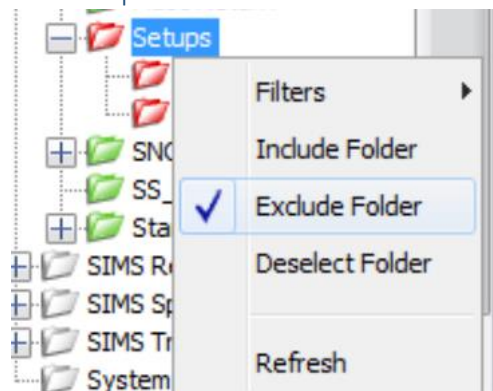
To deselect a folder, right-click the folder and then click Deselect Folder

Excluding files and / or folders from the backup set

If you wish to exclude a particular file or folder, right click the folder and select Exclude Folder

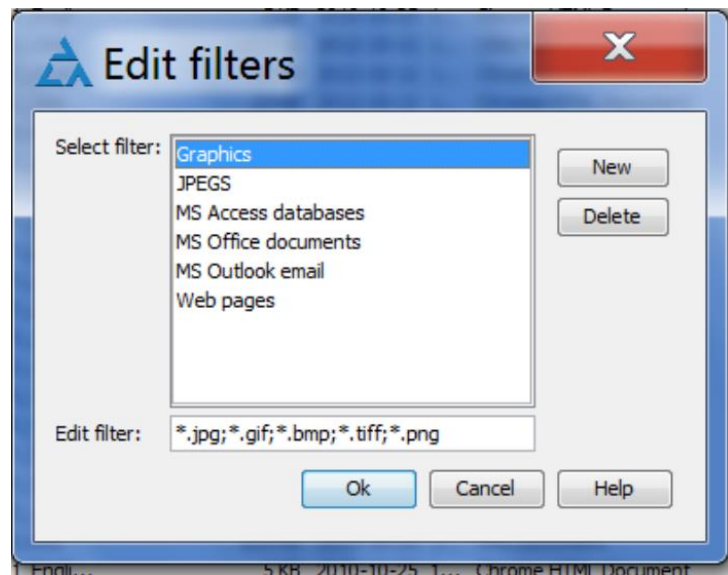Excluded items are displayed with a red icon

Excluding file types

Folders will contain a variety of file types, some of which may not need to be backed up. You can apply filters to folders to include or to exclude certain file types

Right click on the folder and select New Filter
Supply a suitable name for your new filter and specify the extension of the file types to be excluded (in the format *.xxx where xxx is the file extension), separated by semi colons if you wish to include more than one file type as shown in the graphic to the right
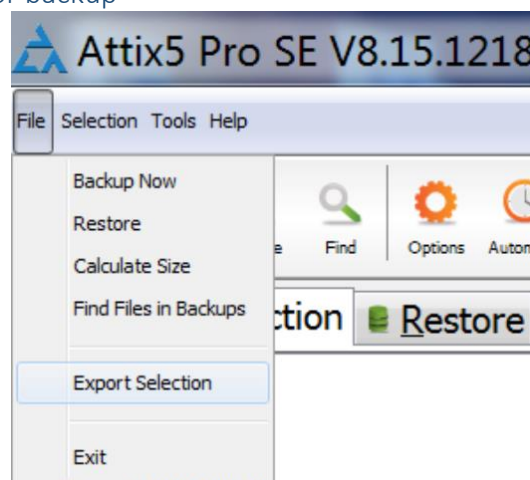Right click on the folder again to apply the filter to the folder

Checking which items are selected for backup
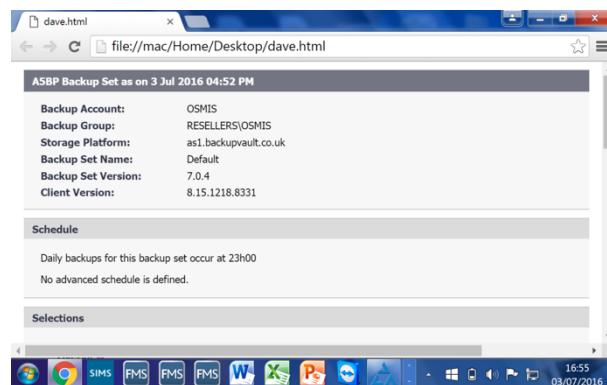
From the File menu, select Export selection

You will be prompted for a name and location to save the report.

Find this file in Windows Explorer and open it

The document will open up in Internet Explorer and provide the following information:
- Technical and version information
- When the backup is scheduled for
- Which volumes (disks) have files included in the backup set
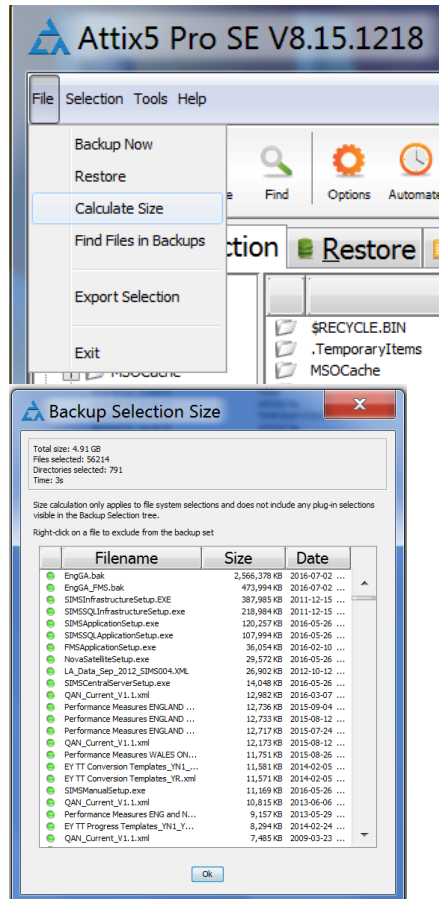- Which files and folders are included

- Which file types are excluded by use of global filters

Checking the size of your backup set

Schools are charged for backups according to the amount of data backed up and in line with the published service level agreement

You can check the storage space that your backup set is using by selecting Calculate Size from the File menu

Alternatively just click the Size button on the console

After a short delay the system will display on screen a report detailing the amount of back up space being used