DR Walkthrough

This is a walkthrough to Steelgate Cloud Backup's Disaster Recovery functionality.

Disaster Recovery (DR) Walkthrough

1. To begin, click **Disaster Recovery** from the **Home** tab. The **Disaster Recovery Job Launcher** displays, showing 5 options:

a. **Run Backup or Create Script** – This job allows you to select the device you want to create a DR image for, with the option to either run the job immediately, or create a script to be used at a later point.

b. **Schedule a Script** – Using the script created by the above job, you can schedule the DR image to be created at a future point, or on a regular basis. **Note:** Backup scripts and disaster recovery scripts are not interchangeable.

c. **Create Boot Media** – This job creates a bootable media which can load a small environment designed to help restore your DR image without being inside Windows.

d. **Restore** – This job will let you restore a DR image from within Windows.

e. **Verify a Backup** – This job will allow you to check the contents of a previously created DR image.

2. Before attempting to create a DR image, we recommend first creating your bootable media. This will ensure that you are able to restore a DR image should your computer crash.

a. Select the **Create Boot Media** option and click **Open** at the bottom of the window. This will open the welcome screen for the Recovery Media Builder, click **Next** to continue. The **Recovery Media Type** screen opens.

b. Select CD or flash drive for the bootable media. Click **Next** to proceed. The **Creation Options** screen opens.

c. For the vast majority of users, all you should need to do here is leave **Typical** selected and click **Next**. The **Select Destination Device** screen opens. (**Check this screen name**)

d. Select the device you want to create the bootable media on. This will typically be a CD/DVD writer if you opted to use that media type, or your flash-drive if you selected that option. After selecting your device, click **Next** to proceed.

e. For CD/DVD users, the final screen asks you at what speed you would like to write the information onto your device, as well as an option to eject the disc after writing is complete. Click **Next** to proceed.

f. The writing process should now begin, this can take 1-5 minutes depending on the selected speed. Once this process is complete, a screen will appear to notify you that your bootable media has been successfully created. Click **Finish** to close this window, which will bring you back to the **Disaster Recovery Job Launcher**. Before proceeding, we recommend labeling your bootable media, then storing it in a secure location.

3. Now that your bootable media has been created, the next step is to create a DR image.

4. To begin, select the **Run Backup** or **Create Script** option from the **Disaster Recovery Job Launcher** and click **Open** to proceed. The **Backup Wizard Welcome Screen** appears. Click **Next** to continue.

5. Select the device you would like to backup. Typically, for disaster recovery purposes, this is going to be the information on your C: drive, which should be labeled as a **Local Disk**. Notice that an information window appears at the bottom of the screen when you select an item. This section tells you both the capacity of the device, as well as how large the DR image will be.

6. **Important:** When selecting your device, make sure to select the hard disk itself instead of just the local disk. This way, you can be certain that the critical information that this device needs to function properly is completely backed up.

Name	Type	File system	Size	Used
⊟ 🖳 My Computer	My Computer			
⊟ ☑ 🖴 Basic Hard Disk 0	Basic Hard Disk Drive		298 GB	
⊟ ☑ 📷 First Hard Disk Track	First Track		0 Bytes	
☑ 🔶 Master Boot Record	MBR		0 Bytes	
☑ 🔵 Local Disk (C:)	Primary	NTFS	298 GB	186.6 GB

7. Next, you will be asked where you would like to save the DR image. These should be stored to an external device or secondary hard drive, since making a DR image, then storing on the drive it is an image of, will not protect you in the event that this drive crashes.

8. There are two initial options for where to save the DR image, **Save Data to Local/Network Drive**, and **Burn the Data to CD/DVD**.

- **Local/Network** allows you to save the information either to a local device (such as a USB hard drive), or a network location, such as a file server or shared folder on another machine. **Note:** While this option will allow you to save the image to your local hard drive, this is not recommended. Saving an image of the device to the device itself will not protect you in the event of a hardware failure.

- **CD/DVD** allows you to save the information to a series of CD/DVDs, including dual-layer DVDs. Keep in mind that your DR image will usually be large enough to require several discs should you choose this option.

9. Once you select your destination, type a short description of the DR image. This is used to identify the image later, so entering your computer name and the date (NOVA10-22-09) can help you identify how old a DR image is, and what computer it was created on.

10. Select **Backup Now** or **Generate Script**. For most situations, this won't be something you need to do often, so the **Backup Now** option should work for you. If you would like to set the job to run at a later time, you can create a script that can be scheduled using the **Schedule a Script** option from the **Disaster Recovery Job Launcher**.

a. If you selected **Backup Now**, click **Next** to proceed to the **Backup Summary** screen. Review the backup information before starting the job. If you are satisfied with the settings, click **Next** to start the backup process.

b. If you selected **Generate Script**, click **Next** to proceed to select the script destination. Click **Next** to proceed to the **Backup Summary** screen. If the settings look correct, click **Next** to save the script to the selected location. Once this has completed, click **Finish** to close this menu.

11. To schedule this script, simply open the **Disaster Recovery Job Loader** and select **Schedule a Script**. This will bring up a scripting menu identical to the **Backup Scheduler**. Select the script you just created, and then set a time for the job to run. Once your settings are configured, click **Finish** to complete the scheduling process.

Restoring

1. If you are trying to restore a DR image, it is possible that your computer is not in working order. This is where the bootable media created previously comes into play. Insert the disc into your CD/DVD drive and power on the computer.

2. Once the computer boots, select your language (English is default). Select the mode you would like to proceed in. **Normal Mode** setting is preferable for most setups.

3. The next screen displays a list of tasks and tools, but for the purposes of restoring, you most likely want to select the **Simple Restore Wizard**. Double-click this selection to continue.

4. A welcome screen should now display. After clicking **Next**, you can browse to where your DR image has been stored and select the file.

5. Once you have selected the DR image you wish to restore, click **Next** to start the disaster recovery process. Keep in mind that this restore may take some time to complete, depending on the image size.