



BEK ***BACKUP***



BACKUP AND DISASTER RECOVERY

SETUP GUIDE

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SETUP GUIDE

Hello and welcome to BEK Cloud Backup!

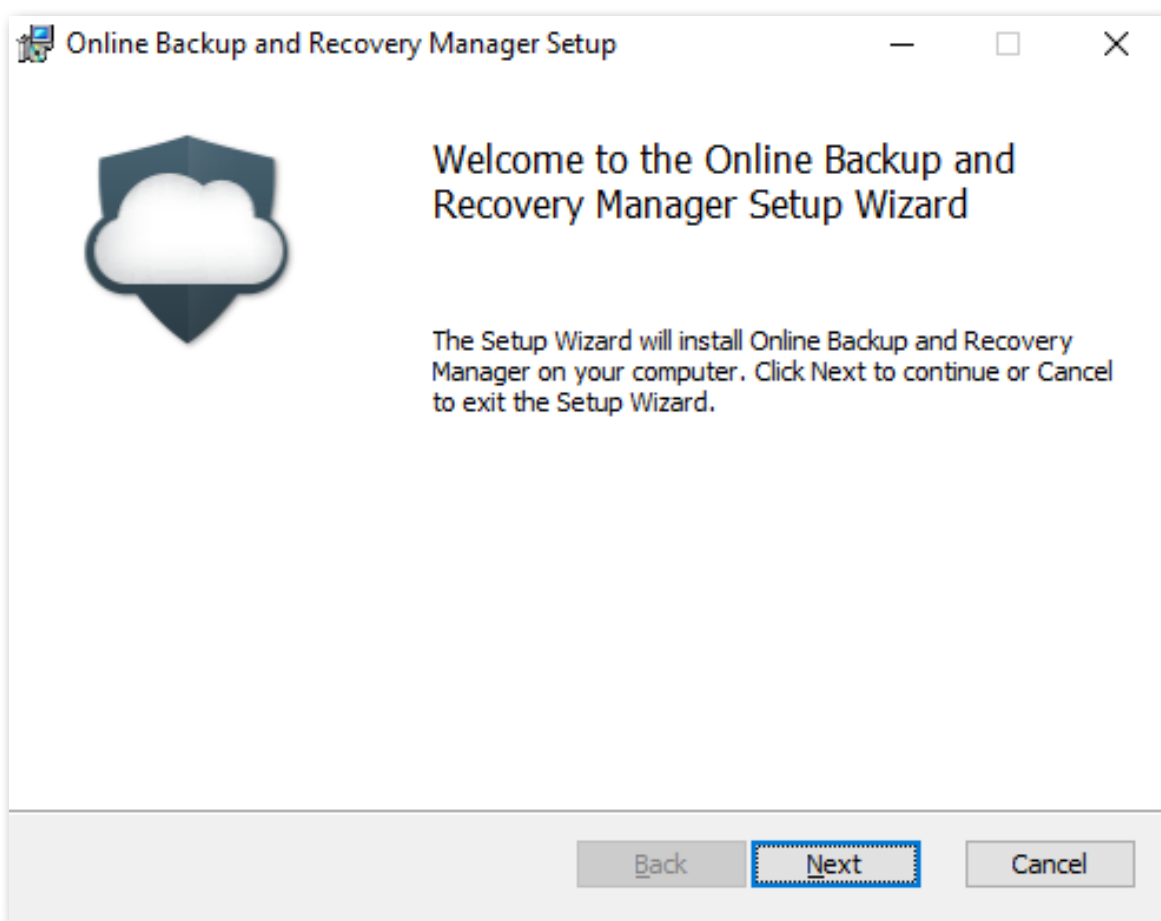
This guide will help you install our software and show you how to choose which files you would like backed up. The first step is simple, just click below on the appropriate file for your computer:

If you have a **WINDOWS** computer, click here: 

If you have an **APPLE/MAC** computer, click here: 

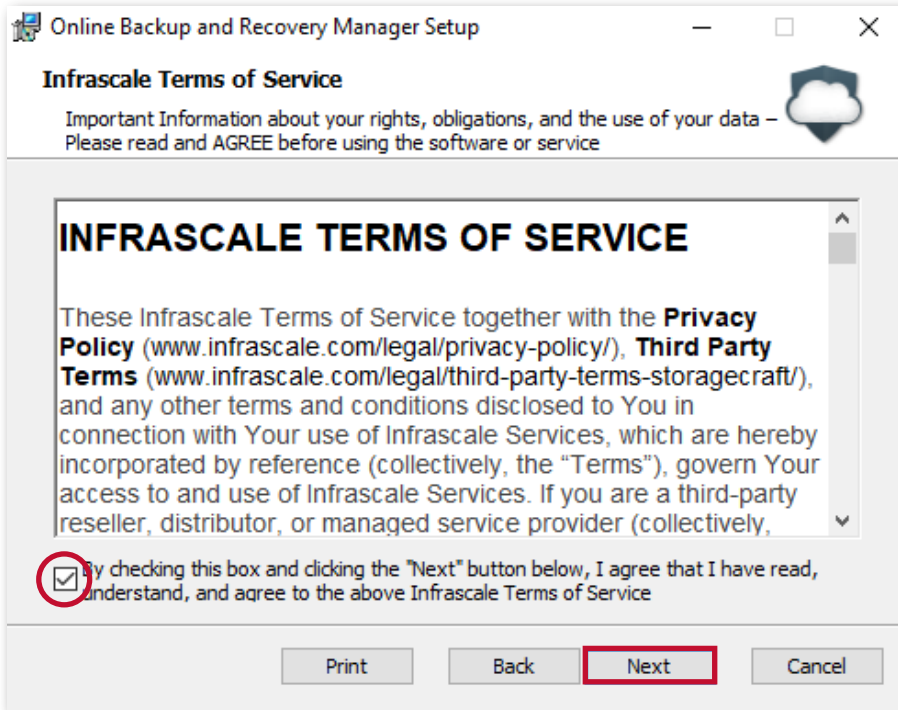
Once the file is downloaded open the file, usually by clicking OPEN or RUN at the bottom of your screen.

You should see a window like this:



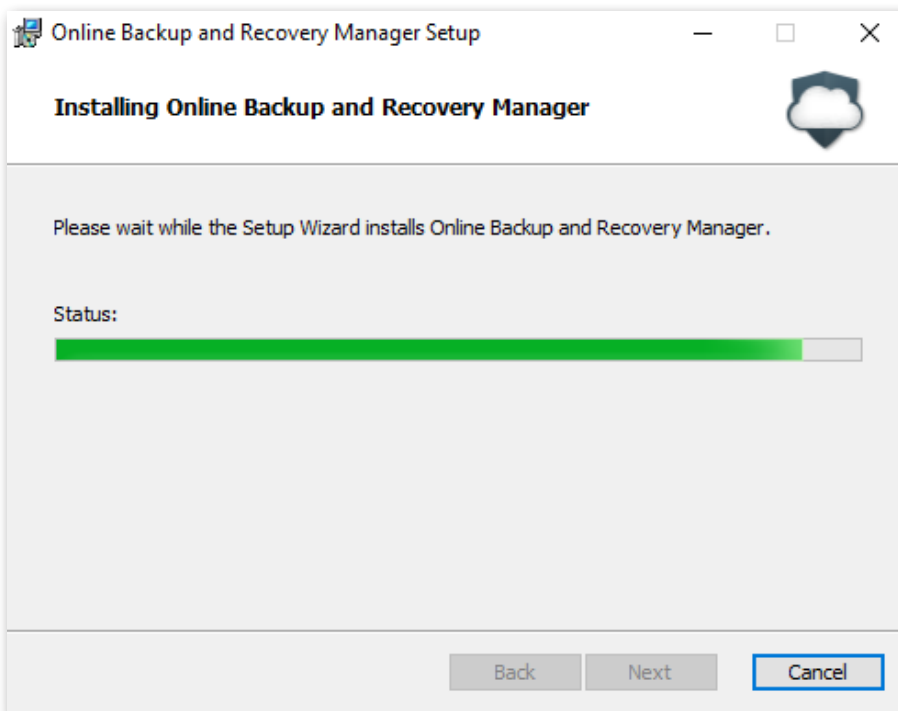
Go ahead and click 'Next'

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TERMS OF SERVICE

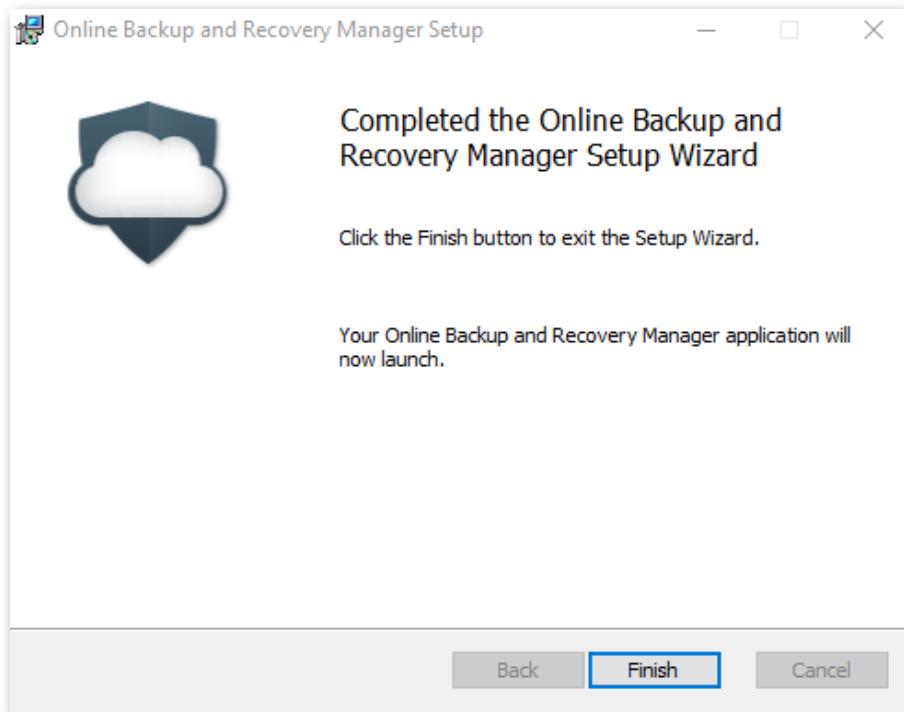
The next window is a Terms of Service agreement. Be sure to click the check box and then click 'Next' again.



INSTALL

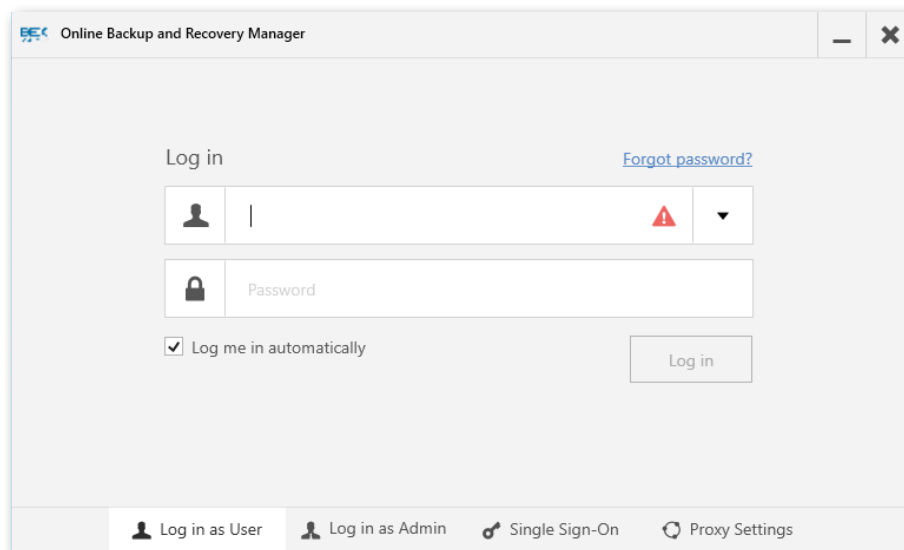
Another window will appear, proceed to click 'Install'. This new window will have a progress bar running across the middle. This may take a minute or two. When complete, click 'Finish'.

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FINISH

At the same time the window with 'Finish' pops up, the first window for the installed program may pop up as well. It will ask you for your log in credentials, like shown below.

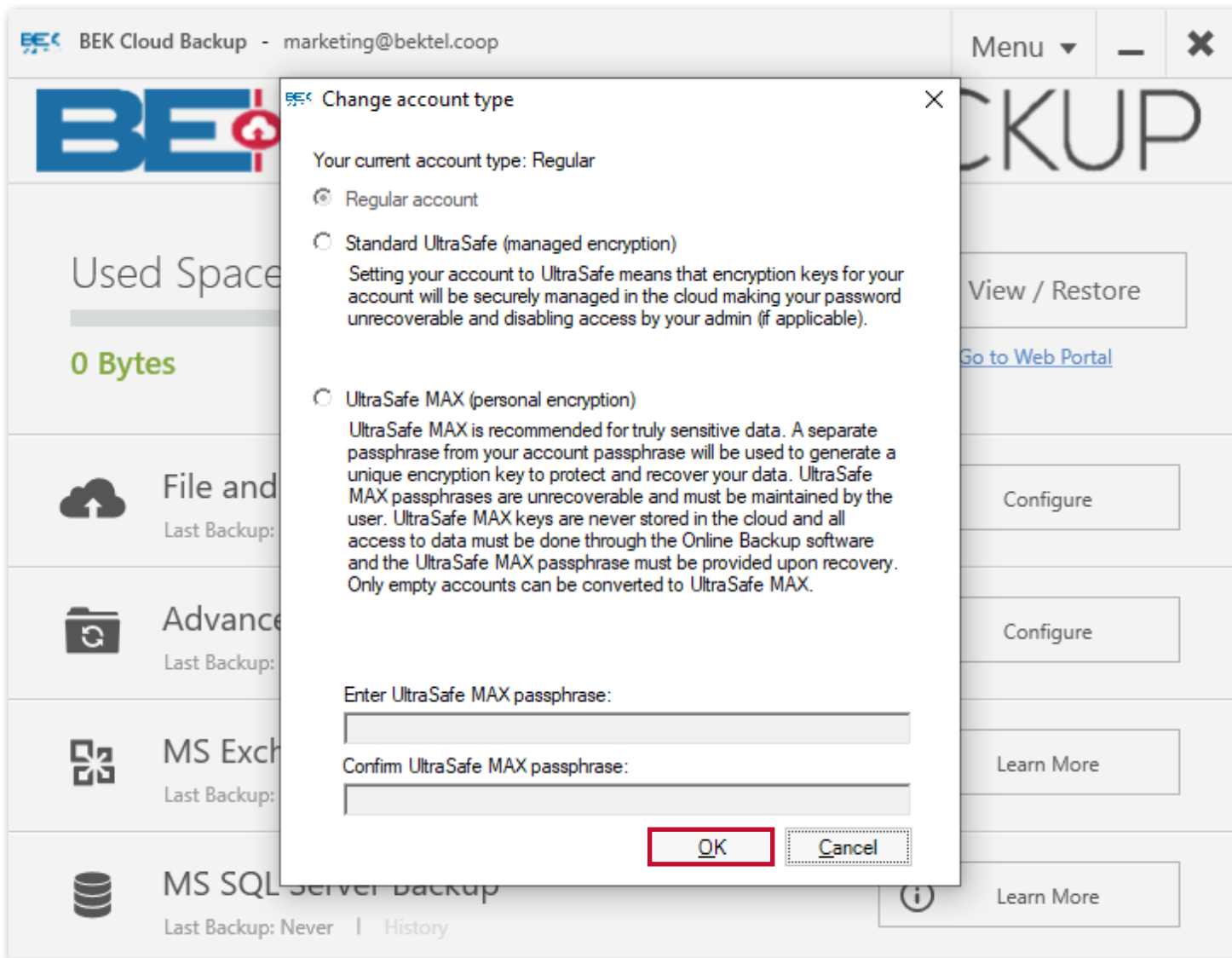


LOG IN

You will need to use the **Username** or **Email** and **Password** given to you by the BEK Customer Service Representative.

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After logging in, you should see this screen:



Just click 'OK' for now. This is a feature we are not yet using.

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Then you will see the following:

The screenshot shows the BEK Cloud Backup web interface. At the top, the browser tab reads "BEK Cloud Backup - marketing@bektel.coop". The main header features the "BEK CLOUD BACKUP" logo. Below the header, a "Used Space" section shows a progress bar at "0 Bytes" out of "50.00 GB", with a "+ Upgrade" button and a "View / Restore" button. A "Go to Web Portal" link is also present. The main content area lists four backup types: "File and Folder Backup", "Advanced Folder Backup", "MS Exchange Server Backup", and "MS SQL Server Backup". Each entry includes a cloud icon, the backup name, and the status "Last Backup: Never | History". A red arrow points to the "Configure" button (marked with a wrench icon) for "File and Folder Backup", which is highlighted with a red box. The other backup types have "Learn More" buttons (marked with an 'i' icon).

We are almost done, you're doing great! Click the 'Configure' button as indicated by the red arrow.

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Here is where you will be choosing which files you want to back up. You can either have the system automatically choose which files to backup or you can have it only back up specific files. This is usually a bit more advanced.

The screenshot shows the 'BEK Cloud Backup' application window. The title bar indicates the application name and the user email 'marketing@bektel.coop'. The main area features the BEK logo and a message: 'We're scanning your computer to assist you in your backup file selection. Select the types of files you'd like to protect'. Below this, there are three radio buttons for scanning options: 'Scan all folders' (selected), 'Just scan my personal folders', and 'Do not scan (select files manually)'. A list of file types is shown with checkboxes and file counts/sizes: Documents (checked, 1477 files, 1.63 GB), Images (checked, 5239 files, 2.63 GB), Music (unchecked), Video (checked, 372 files, 25.13 GB), and Custom (checked, 0 files, 0 Bytes). An 'Edit' link is next to the Custom option. On the right, a 'Total' summary box shows 7088 files and 29.40 GB. At the bottom right, there are links for 'Preview Scan Results' and an 'Advanced' button. The bottom of the window has '<< Back' and 'Next >>' buttons.

File Type	Files	Size
Documents	1477	1.63 GB
Images	5239	2.63 GB
Music		
Video	372	25.13 GB
Custom	0	0 Bytes

Total

Files	Size
7088	29.40 GB

[Preview Scan Results](#) [Advanced](#)

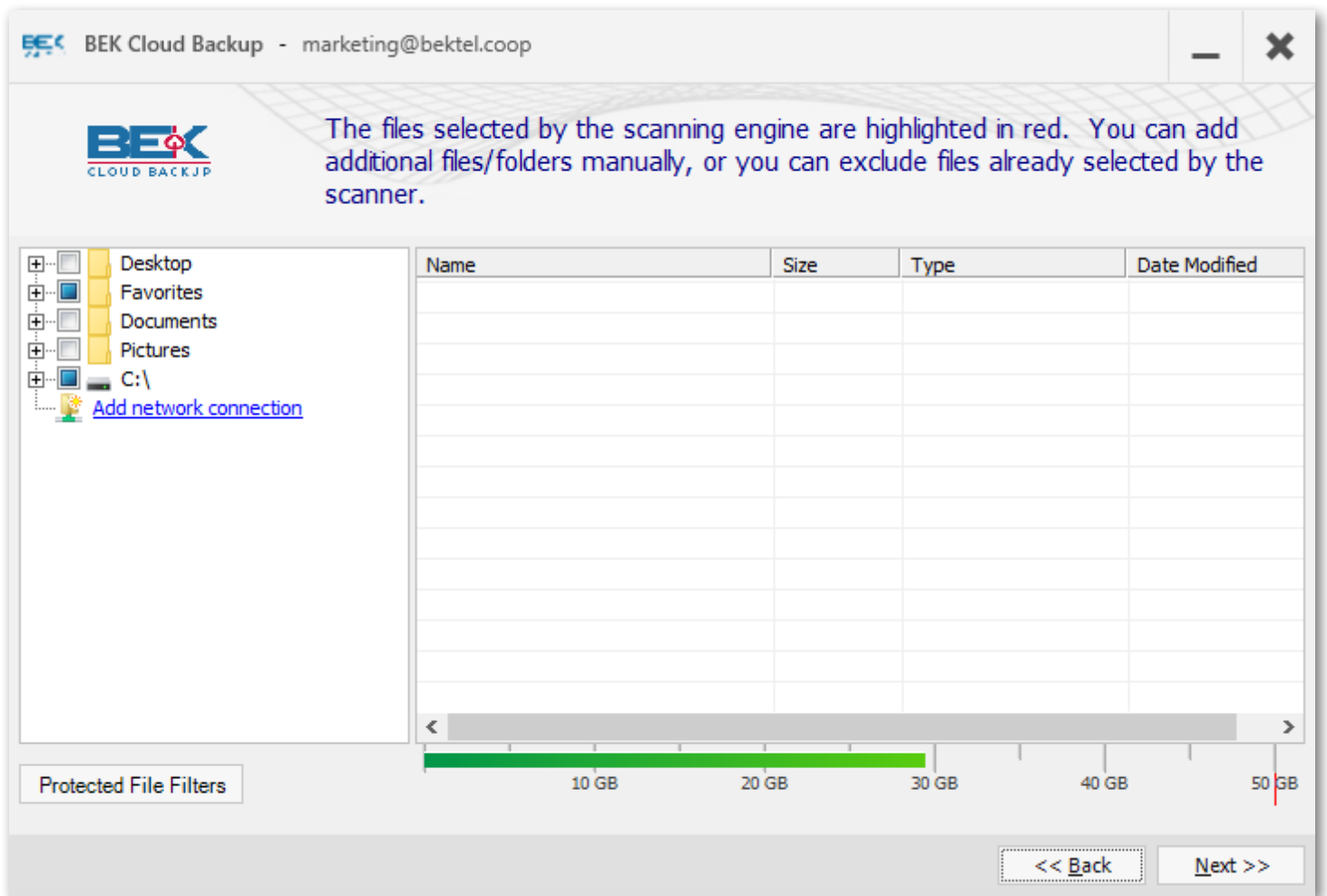
<< Back Next >>

If you are happy with what you see listed for backup, go ahead and click 'Next'.

If you would like to manually decide which files are being backed up, select 'Do not scan (select files manually)' and click 'Next'.

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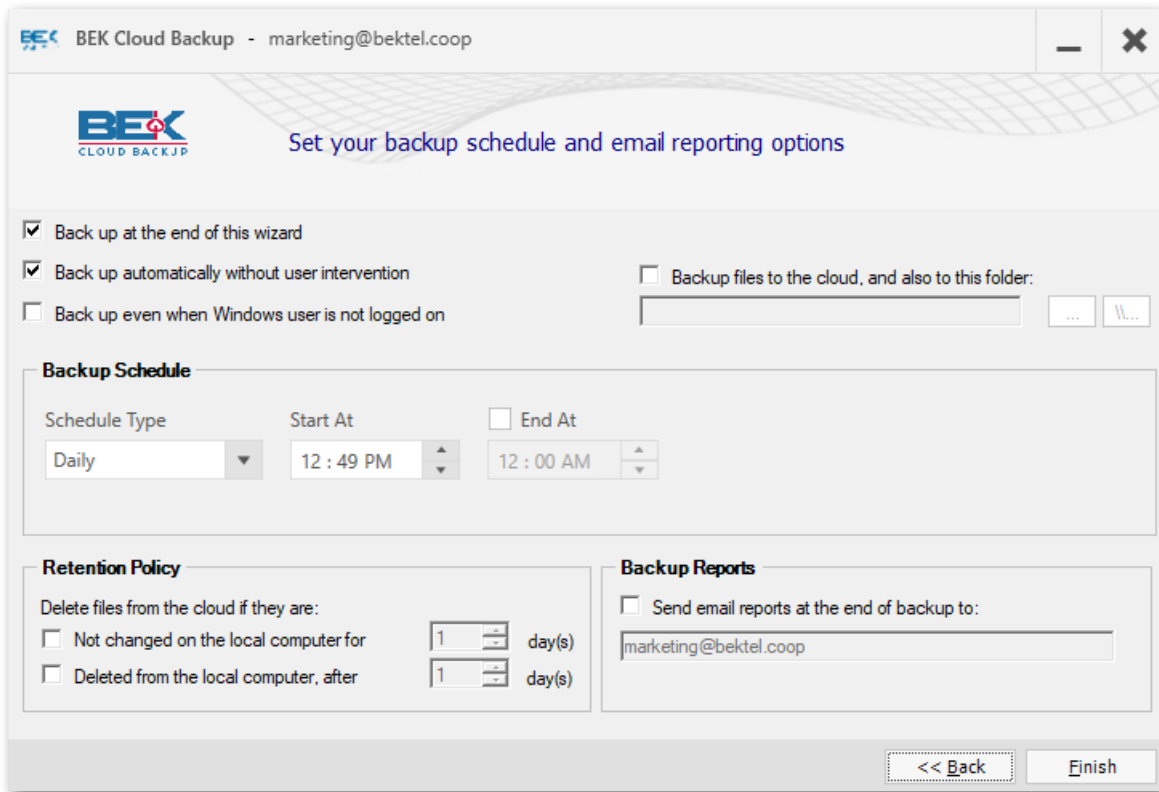
This will take you to a new screen that show what will be backed up. From here, you can select specific files or stop specific files from being backed up.



If everything appears to be correct, click 'Next'.

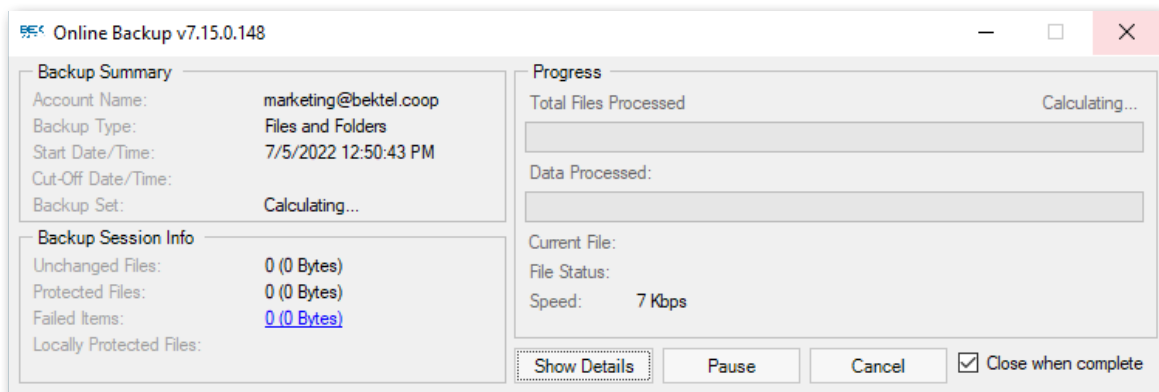
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This will take you to the final screen. This window will give you options regarding how often you would like the backup to run. It is initially set up for a Daily backup, but you can adjust this to your preferences. When you are ready, click 'Finish'.



The image shows the 'BEK Cloud Backup' setup window for the user 'marketing@bektel.coop'. The window title is 'BEK Cloud Backup - marketing@bektel.coop'. The main heading is 'Set your backup schedule and email reporting options'. There are three checkboxes: 'Back up at the end of this wizard' (checked), 'Back up automatically without user intervention' (checked), and 'Back up even when Windows user is not logged on' (unchecked). There is also an unchecked checkbox for 'Backup files to the cloud, and also to this folder:' with a text input field and two browse buttons. The 'Backup Schedule' section has a 'Schedule Type' dropdown set to 'Daily', a 'Start At' time of '12 : 49 PM', and an unchecked 'End At' checkbox with a time of '12 : 00 AM'. The 'Retention Policy' section has two unchecked options: 'Delete files from the cloud if they are: Not changed on the local computer for 1 day(s)' and 'Deleted from the local computer, after 1 day(s)'. The 'Backup Reports' section has an unchecked checkbox for 'Send email reports at the end of backup to:' with an email address 'marketing@bektel.coop' entered in the text field. At the bottom right are '<< Back' and 'Finish' buttons.

Another window will pop up to show you the progress being made:



The image shows the 'Online Backup v7.15.0.148' progress window. It has a title bar with the version number and standard window controls. The window is divided into two main sections. The left section contains 'Backup Summary' and 'Backup Session Info'. The 'Backup Summary' table lists: Account Name: marketing@bektel.coop, Backup Type: Files and Folders, Start Date/Time: 7/5/2022 12:50:43 PM, Cut-Off Date/Time: , and Backup Set: Calculating... The 'Backup Session Info' table lists: Unchanged Files: 0 (0 Bytes), Protected Files: 0 (0 Bytes), Failed Items: 0 (0 Bytes), and Locally Protected Files: . The right section is titled 'Progress' and shows 'Total Files Processed' as 'Calculating...' with a progress bar. Below that is 'Data Processed:' with another progress bar. Further down, it shows 'Current File:', 'File Status:', and 'Speed: 7 Kbps'. At the bottom are 'Show Details', 'Pause', 'Cancel', and 'Close when complete' (checked) buttons.

When complete, the window will close itself. Congratulations! Your files are backed up!