



Paragon Backup Retention Wizard

User Guide

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Getting Started with the Paragon Backup Retention Wizard

In this guide you will find all the information necessary to get the product ready to use.

System Requirements

A Pre-installed Paragon Backup Utility

- Paragon Drive Backup 11 Workstation, Small Business Server, Server
- Paragon Hard Disk Manager 12 Professional, Server, Business, Premium
- Paragon Hard Disk Manager 14 Professional, Business, Premium

Windows based utility

- CPU: Intel Pentium or compatible, 300 MHz or higher processor
- RAM: At least 128 MB (256 MB or greater recommended)
- Disk space: 25 MB

Supported Operating Systems

Operating system support is dependent upon the Paragon backup product pre-installed on your system. I.E. Drive Backup 11 Server or Hard Disk Manager 12 Server will offer support for both Windows server and desktop operating systems, while Drive Backup 11 Workstation or Hard Disk Manager 12 Professional will only support desktop operating systems.

- Windows 8 (32/64-bit)
- Windows 8.1 (32/64-bit)
- Windows 7 (32/64-bit)
- Windows Vista (32/64-bit)
- Windows XP Professional (32/64-bit)
- Windows XP Home
- Windows 2000 Professional SP4
- Windows Server 2000 Family SP4
- Windows Server 2003 Family
- Windows Server 2003 x64 Edition
- Windows Small Business Server 2003 Family
- Windows Storage Server 2003
- Windows Server 2008 Family (32/64 Bit)
- Windows Server 2008 R2
- Windows Small Business Server 2011
- Windows Server 2012
- Windows Server 2012 R2

Supported Hard Drives and Removable Media

- Parallel ATA (IDE) HDD
- Serial ATA (SATA) HDD
- External SATA (eSATA) HDD
- SSD (Solid State Drive)
- SCSI (Small Computer System Interface) HDD
- All levels of SCSI, IDE and SATA RAID controllers
- RAID support (hardware and software)
- USB 1.x/2.0/3.0 and IEEE 1394 (FireWire) devices
- Network Storage locations

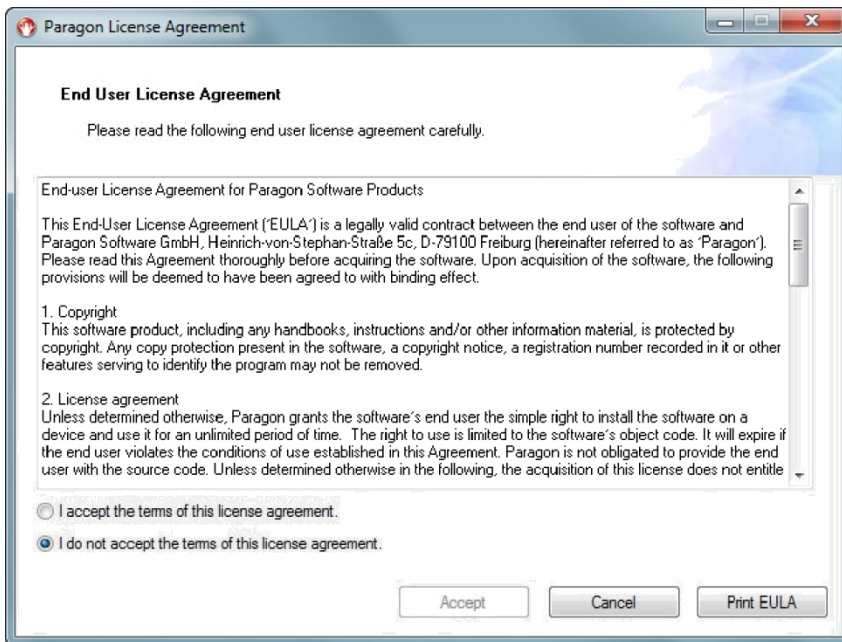
Supported File Systems

- NTFS (v.1.2, v3.0, v3.1)
- FAT16
- FAT32
- Linux Ext2FS
- Linux Ext3FS
- Linux Ext4FS
- Apple HFS+

Installation

Prior to installation, please make sure your computer meets the minimum product and system requirements. Once all requirements have been verified, please carry out the following actions to install the Paragon Backup Retention Wizard:

1. Click on the provided setup file to initiate the installation.
2. Accept the EULA. Note: Installation will not continue if EULA is not accepted.
3. Select the 'Print EULA' button to print a copy of the Paragon End User License Agreement.



4. Click on the drop down menu to select an existing Paragon backup application installation.



5. Select to install application for “Everyone (All Users)” or “Just me (Current User)”
6. Options for “Start Application” and “Open Readme File” are selected by default, but may be unchecked.
7. Click **Install** to start the installation.
8. If an existing version of the Retention Wizard is already installed you may;
 - a. Select ‘Install’, this will update the application to the version in the installer.
 - b. Select ‘Uninstall’, this will remove the Retention Wizard from the currently selected application.



First Start

1. To start, run the **Retention Wizard** icon on your Desktop.



Help Icon

Located at the bottom left hand corner of the wizard will bring up this help file.




Step 1 – Welcome to the Backup Wizard

2. Specify a **Backup Task Name** and optional **Backup Description** in the provided fields.

Paragon Backup Scheduler

Paragon Backup Scheduler

Retention Wizard



Welcome to the Retention Wizard Step 1 of 8

This wizard will guide you through the stages required to successfully configure a new backup task.

Backup Task Name:
Task name that will appear in scheduled tasks

Backup Description: (Optional)
The description of this backup task

 Version 3.0.2.1 Next Cancel

Click **Next** to proceed.

Step 2 – Select a backup type

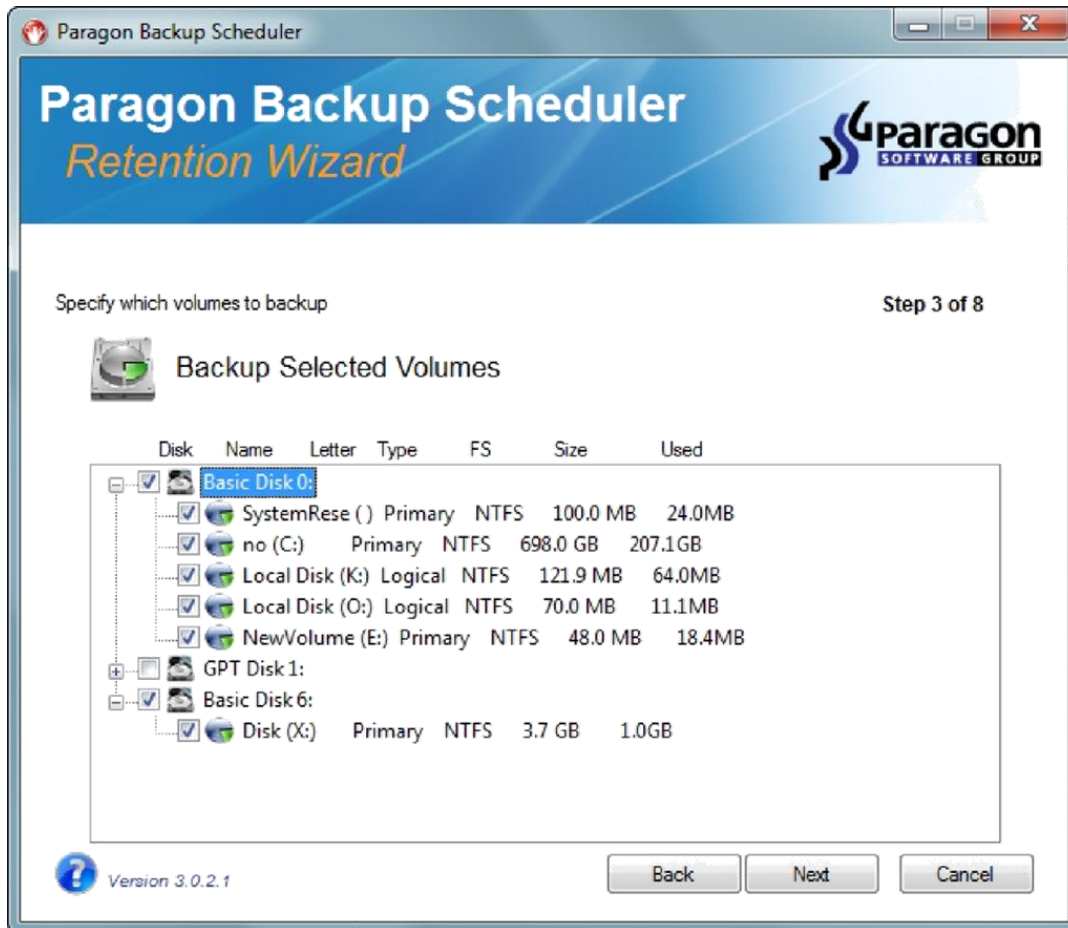
3. Select the backup type. The **Full Backup** option creates standalone full images. **Full and Differential Backup** option creates both full and differential image sets. **Full and Incremental Backup** option creates both full and incremental image sets. **Note: Full and Incremental Backup** option is only available if a pre-installed Paragon application offers Incremental Backup feature otherwise the option will be greyed out. Please see [System Requirements](#) section for more detail.



Click **Next** to proceed.

Step 3 – Selecting what to backup

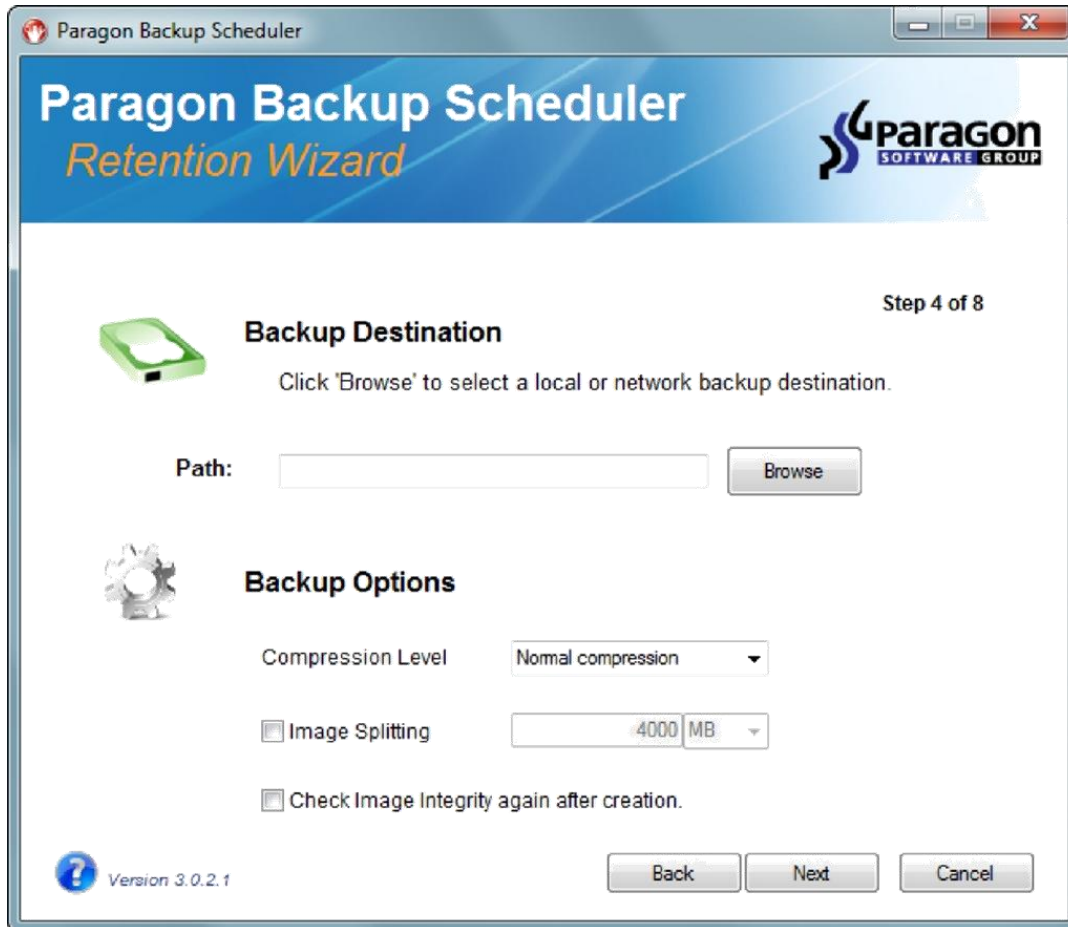
- You can back up any combination of hard disks or partitions. Click the check box next to any hard disk or partition you want to back up.



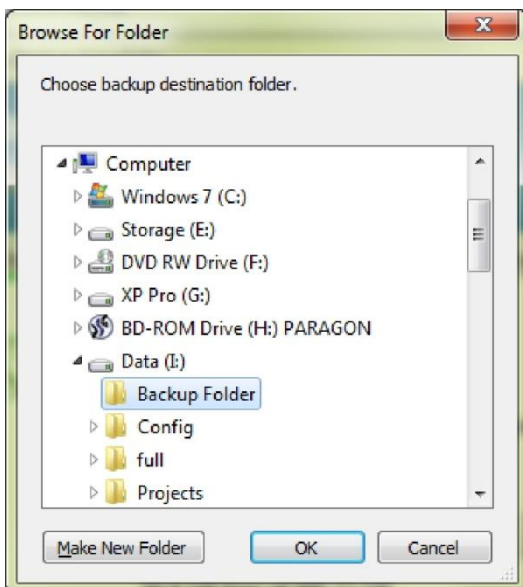
Click **Next** to proceed.

Step 4 – Backup destination and backup options

- Specify where to store your backup data. Manually type a path or click the **Browse** button to specify a backup destination.



- Select an existing folder or click **Make New Folder** to create a new backup destination.

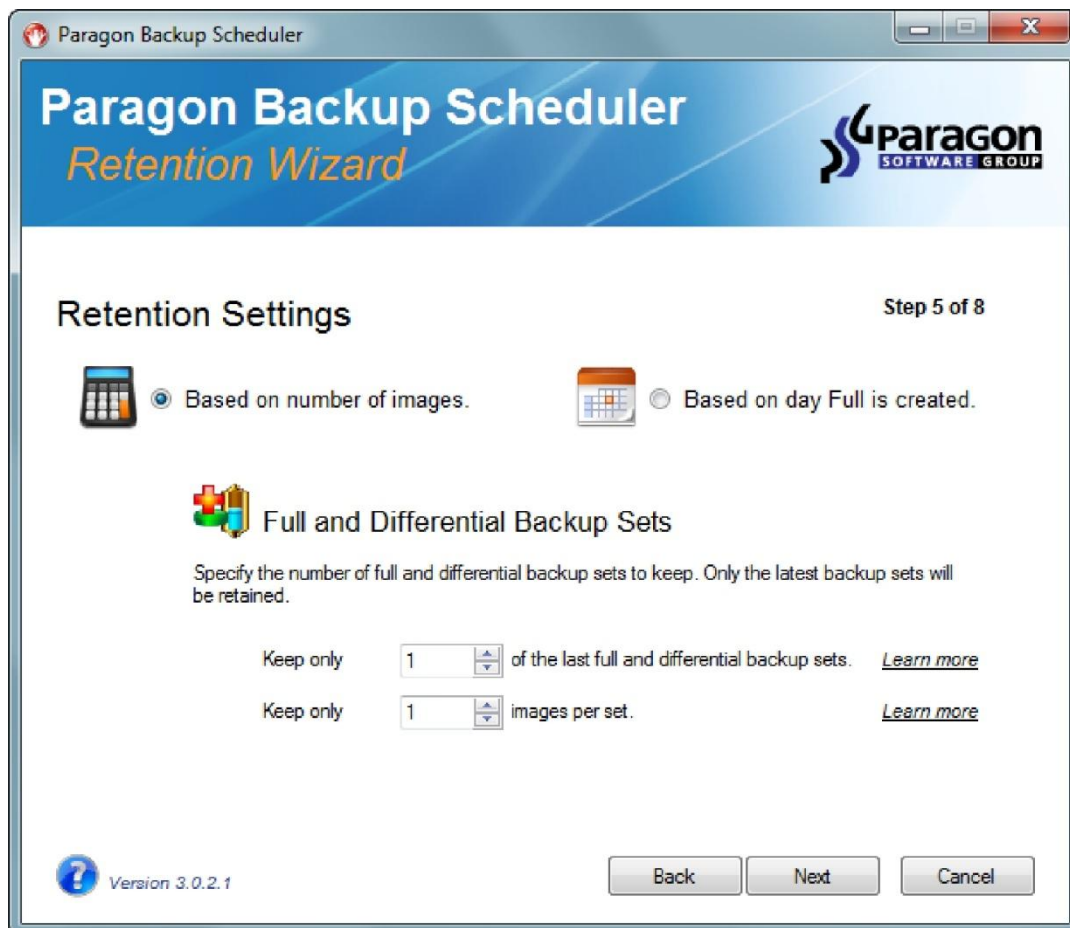


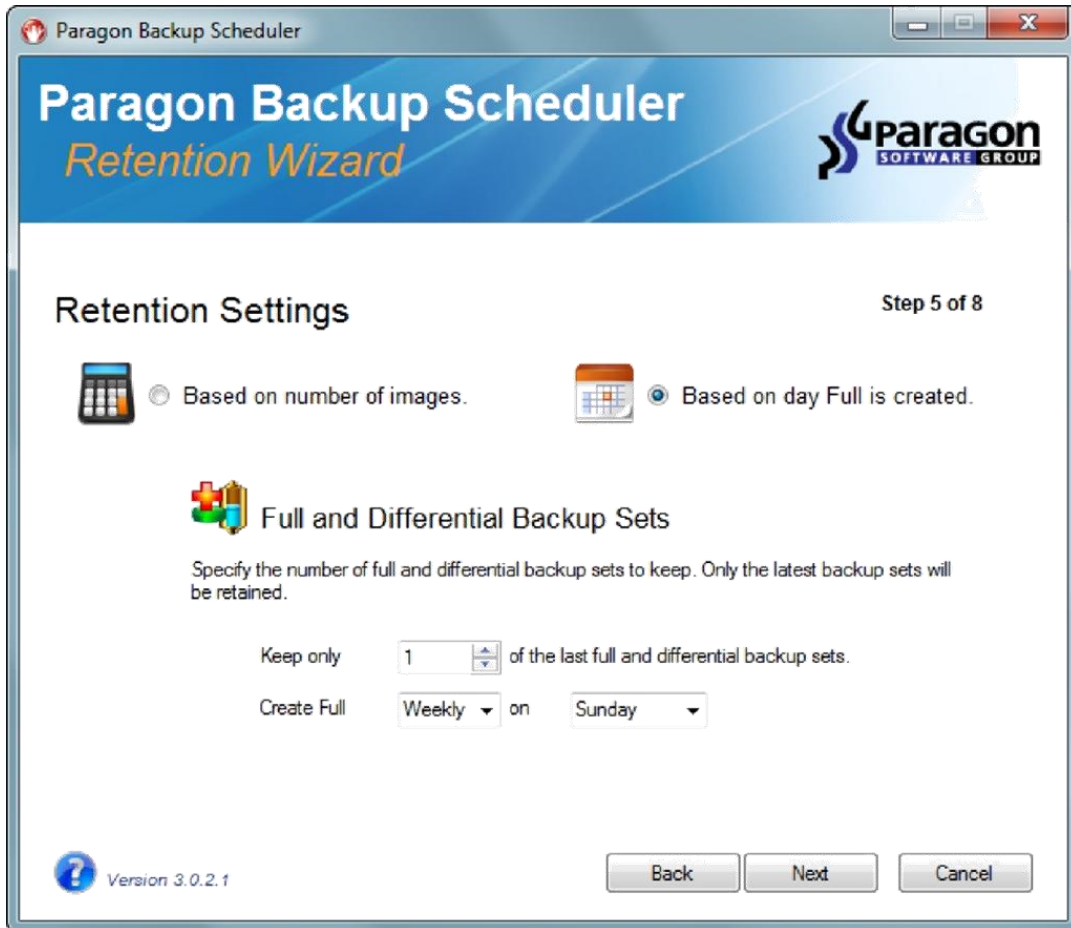
7. Select a **Compression Level** with the drop down menu.
8. Turn on\off **Image Splitting**
9. If **Image Splitting** is on you can change the image split size and change the value from MB to GB.
10. Turn on\off additional **Integrity Checking**

Click **Next** to proceed.

Step 5 – Retention settings

11. Specify the number of Full Backups or Backup Sets (If either incremental or differential option selected) to keep by using the up/down controls. Only the defined number of backups will be retained. Options for setting the number of images per set or the day the Full Backup is created will be available for the incremental and differential types.

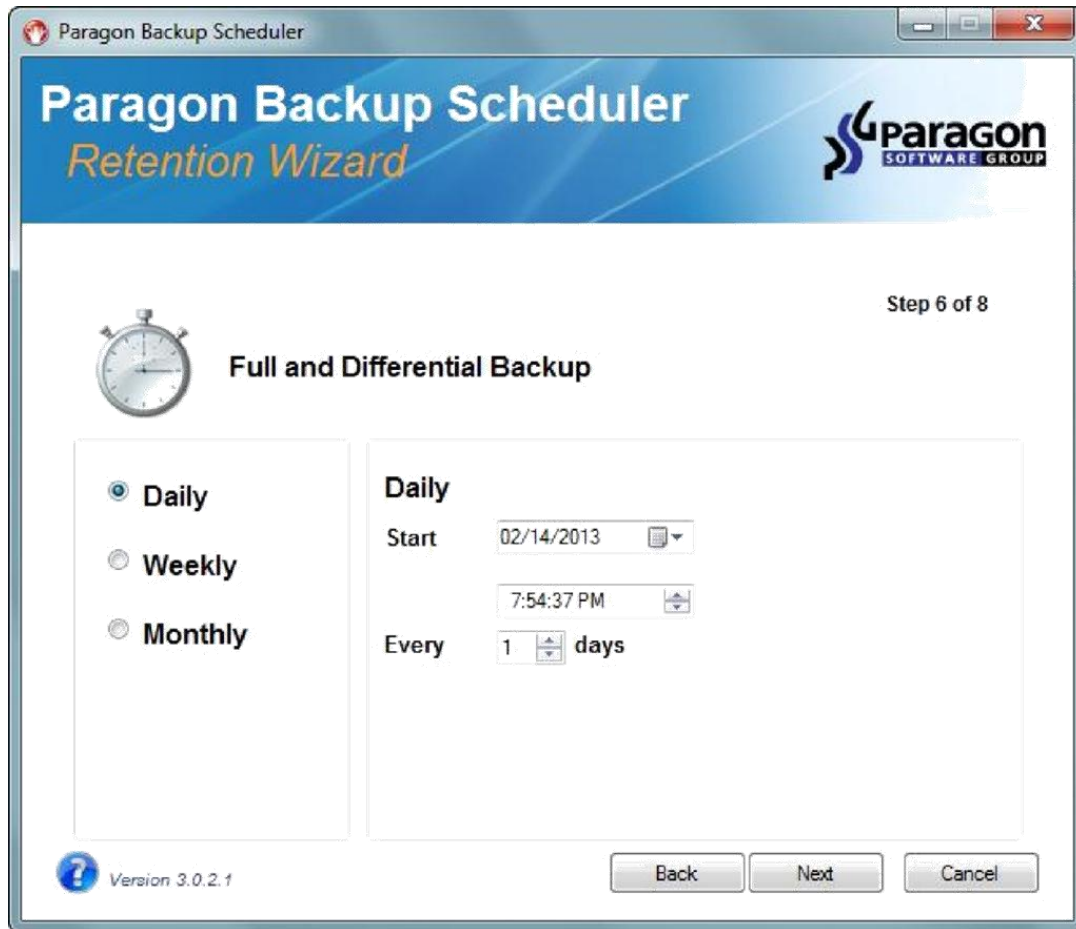




Click **Next** to proceed.

Step 6 - Scheduling

12. Specify when to run the task.



Click **Next** to proceed.

Step 7 – Run As settings

13. Specifying an administrator account is *optional*. However, you must specify a valid user account if the backup is to run while user is logged off.

Paragon Backup Scheduler

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Retention Wizard

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Step 7 of 8

 **Run As User / Password**

Specify the credentials of an administrator account to run backup tasks when the system is logged off or locked

User name:

Password:

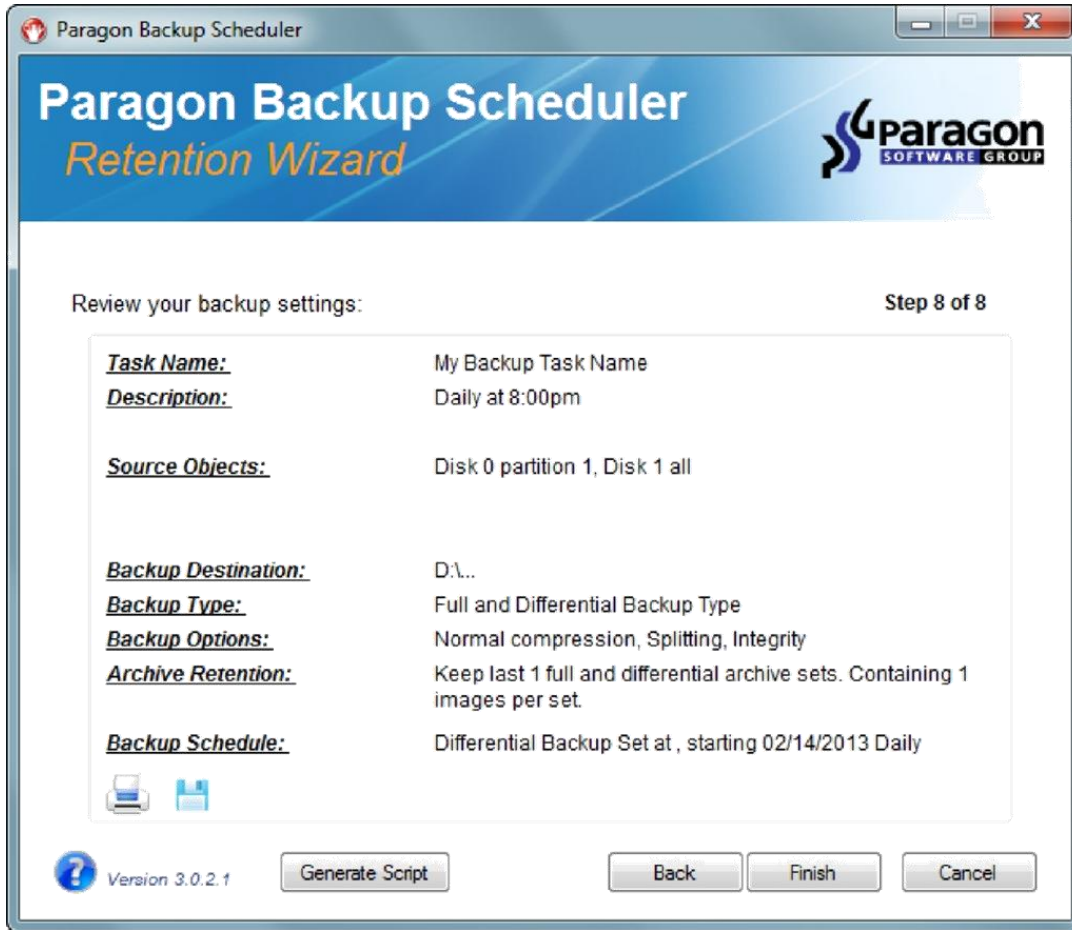
 Version 3.0.2.1



Back Next Cancel

Click **Next** to proceed.

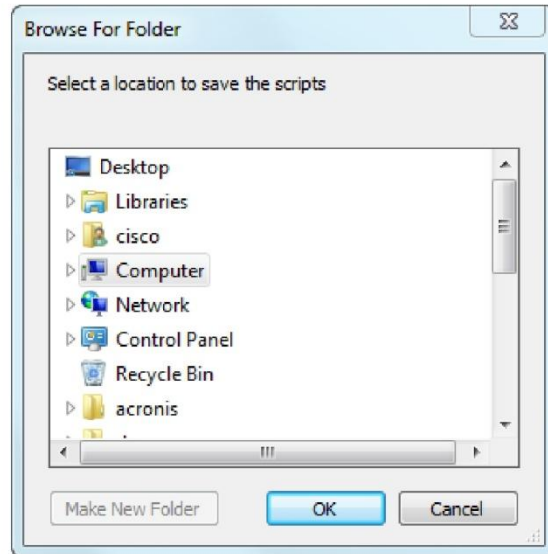
Step 8 - Summary

14. Use the summary page to review your backup settings. To make changes, use the **Back** button or click on the setting title (for example “*Task Name:*”).

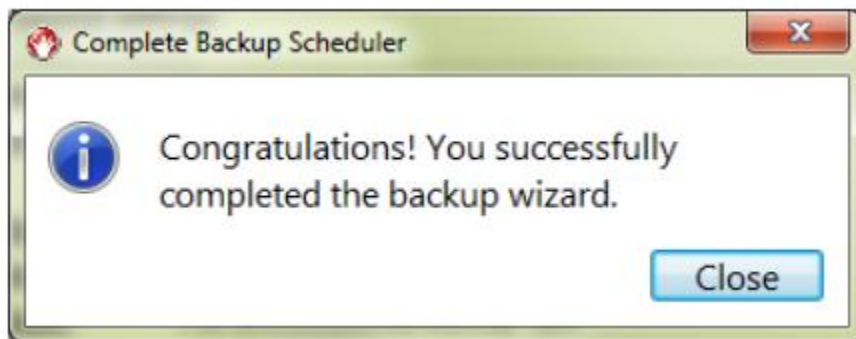


15. Select the printer icon  to print a copy of the summary or the save icon  to choose a location to save a copy of the summary.

16. The **Generate Script** option allows you to save the scripts generated by the wizard without scheduling the tasks.



17. Click **Finish** to complete the Retention Backup Wizard.

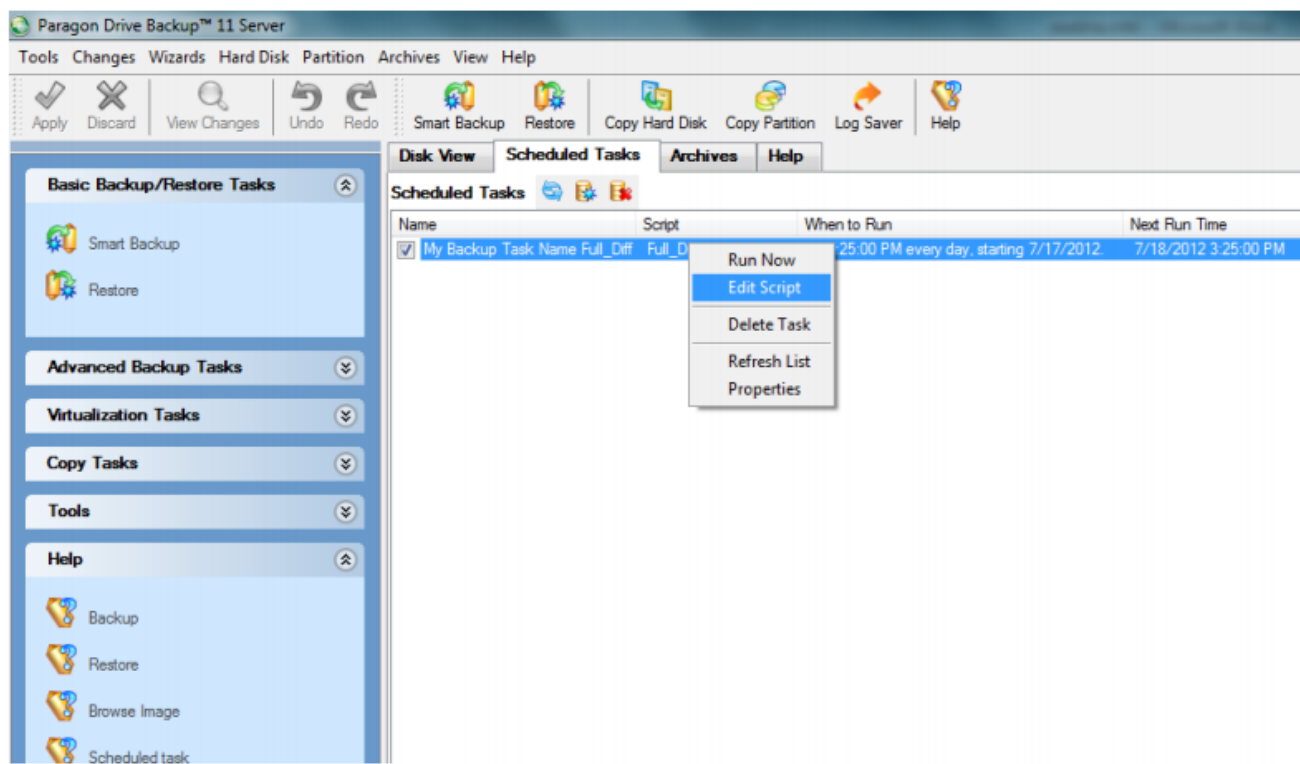


Modifying Existing Tasks

1. Launch the Paragon application (Drive Backup, Hard Disk Manager)



2. Go to the **Scheduled Tasks** tab. Right-click the scheduled task to modify.



3. For advanced users, select **Edit Script** to modify the backup script file.

```

Full_Diff_0744682.ps1 - Notepad
File Edit Format View Help
// Turn off confirmation
confirm off

SET STRING ROOT_PATH = "D:/"
SET VALUE Num_Images = 1
SET VALUE NUM_SETS = 1

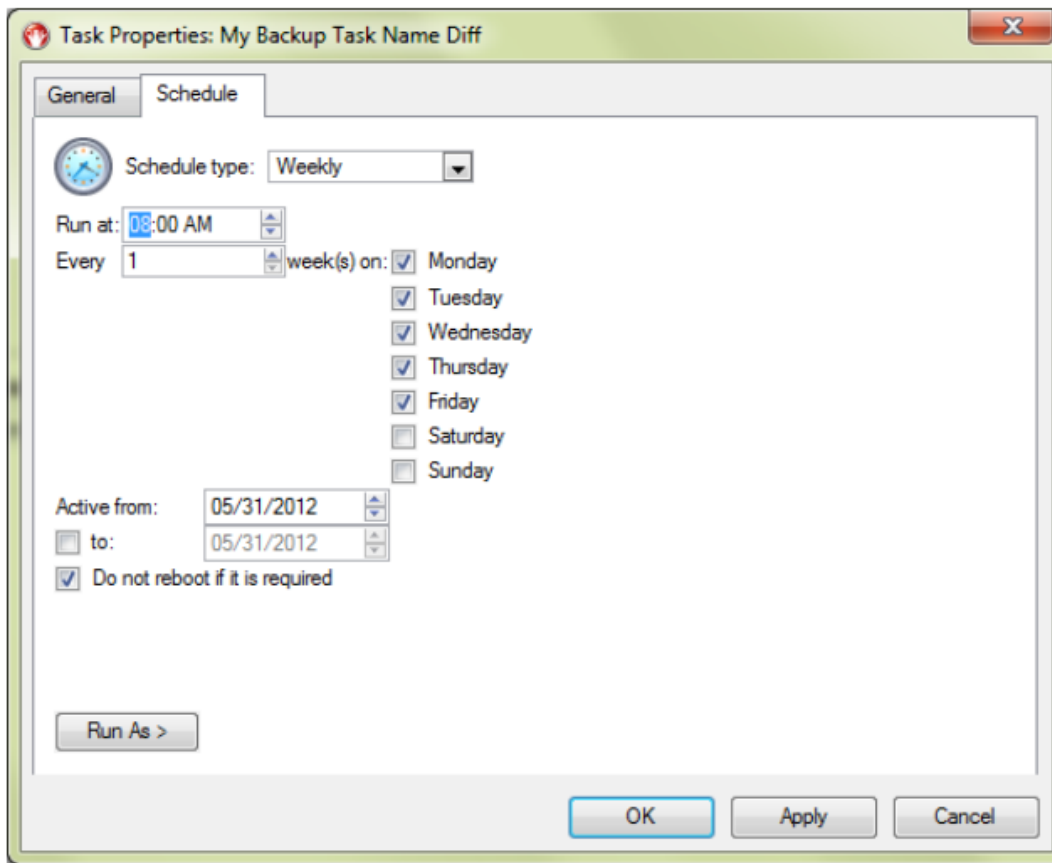
set string compname = getenv("computername")
SET STRING HR_MIN_SEC = STRINGDEC(HOUR(NOWTIME)) + STRINGDEC(MINUTE(NOWTIME)) + STRINGDEC(SECOND(NOWTIME))
SET STRING BU_Type2 = STRINGDEC(MONTH(NOWTIME) + 1) + "_" + STRINGDEC(DAYOFMONTH(NOWTIME)) + "_" + STRINGDEC(YEAR(NOWTIME)) + "_" +
STRING(HR_MIN_SEC)
SET STRING BASE_PATH = STRING(ROOT_PATH) + "/" + STRING(compname) + "/Full_Diff"
SET STRING LATESTSET = ""
SET STRING LATESTFULL = ""
SET STRING OLDESTSET = ""
SET STRING FULLDIR = ""
SET VALUE TIME_NOW = (NOWTIME)
SET VALUE SET_CNT_MAINT = 0
SET STRING PFI = "NO.PFI"
CALL FIND_LAST_SET
PRINT ""
PRINT STRING(LATESTSET)
PRINT ""
CALL FIND_LAST_FULL

//***** CHECKS IMAGES AND SETS
SET VALUE IMG_CNT = DIRCONTENTS(STRING(LATESTSET))
PRINT ""
PRINT "EXISTING IMAGES = " + STRINGDEC(VALUE(IMG_CNT))
PRINT ""
IF ((VALUE(IMG_CNT) >= 1) AND VALUE(IMG_CNT) < VALUE(Num_Images)) THEN
GOTO CREATE_DIFF
ENDIF
IF ((VALUE(IMG_CNT) >= 1) AND (VALUE(IMG_CNT) >= VALUE(Num_Images)) OR (VALUE(SET_CNT) == 0)) THEN
CALL CREATE_NEW_SET
ENDIF

// *****BEGIN DIFF SECTION
CREATE_DIFF:
SET STRING IMGPATH = STRING(LATESTSET) + "/DIFF_" + STRING(BU_Type2)

```

4. To change the backup task's schedule, select **Properties**.



Click **OK** to save changes.

Contacting Paragon Software Group

If you have any questions about the company's products, please use the following contact methods.

Visit Paragon Software Group website: www.paragon-software.com

Support website: www.paragon-software.com/support

MyAccount Login: <http://www.paragon-software.com/login>

Knowledge Base & Technical Support: <http://kb.paragon-software.com>

Support Contact: <http://www.paragon-software.com/webform>

Sales Contact: sales@paragon-software.com