

# Data Safehaven

## Online data backup & webAccess

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### 1. Install the Data Safehaven service

- **Download the software - Steps**
  - Open your browser (close all other applications)
  - Go to Data Safehaven website [www.datasafehaven.co.uk](http://www.datasafehaven.co.uk)
  - Click on menu item – **FREE Trial - Desktop & laptop – Windows'**
  - Click on **'click here to agree to our terms & conditions and to download the software'**
  - Click - **Run**
    - File is desktopandlaptopver5.0.msi
    - Windows installer package 13.50MB
    - From [www.datasafehaven.co.uk](http://www.datasafehaven.co.uk)
  - Security warning – The publisher could not be verified. Are you sure you want to run this software? – Click - **RUN**
  - Welcome to the Attix5 Backup Professional wizard – Click - **NEXT**
  - Destination folder – Click - **NEXT**
  - Ready to install Attix5 Backup Professional – Click - **INSTALL**
  - If prompted by security warning click - **ALLOW** program ("I trust this program. I know where it's from or I've used it before").
  - Completed the Attix5 Backup Professional wizard – Click - **FINISH** (will launch account setup wizard).
  - Account set up wizard – **I want to create a new backup account** – Click - **NEXT**
  - Enter the new account details
    - Username - Make sure that backup username is meaningful and appropriate.
    - Password – a minimum of 4 characters, alphanumeric and case sensitive
    - Encryption key – a minimum of 8 characters, alphanumeric and case sensitive (very important – keep a record of this).
    - Click – **NEXT**
  - What sort of connection do you have? I use broadband or another permanent network connection – click – **NEXT**
  - Do you want to schedule automated backups? Default daily automated backup is 18:00. Click – **NEXT**
  - Do you want to modify the default working folders? Click – **NEXT**
  - Confirm your account settings. Click – **NEXT**
  - Connection will be made – **"Your account has been created successfully"**. Click - **OK**

### 2. Select data for backup

- Selecting data for inclusion in the backup is straight forward. Do you use the Help which also provides information as to how filters can be used.
- For basic selection, right click on the folder or sub-folder in the left hand panel and click – **Include folder** (or a file in the central panel - Select or Exclude). If, for example, all your files are kept in 'My Documents', right click on My Documents and click – **Include Folder**. Then right click on subfolders, e.g. My Music, My Videos, My Photos that you may not want to backup and click - **Exclude Folder**.

- If you want to backup your Office Outlook (.pst files). These are normally found using the following path – C:\documents and settings\your username\local settings\application data\Microsoft\Outlook. Right click on the subfolder Outlook and click on **Include Folder**.
- Do contact us if you need help in selecting the data you want to back up.
- To see a complete list of all files selected and the total data selected, click on the **SIZE** button (Right click on individual files in the SIZE window to Exclude them).

### 3. Initial backup

- **Storage limit** – When you install the software the default storage size is set at 500Mb. Click on the **SIZE** button before your initial backup to see total selection size. Contact us before first backup to set the appropriate limit.
- **Initial backup time** – the first backup time will depend on amount of data selected, the type of data and how well our software can compress it and the speed of your internet connection. Make sure that your PC is left on for the duration of the first backup. Thereafter, backups will be incremental and very quick

### 4. Assistance

If you require assistance contact [support@datasafehaven.co.uk](mailto:support@datasafehaven.co.uk) or phone +44 (0)20 8871 4070