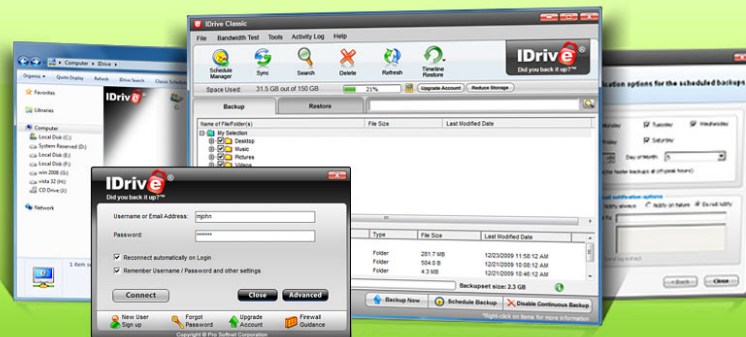


## Online Backup - Secure, Fast and Simple

Get 2 GB of full featured Online Backup for free. Features include Automatic Backup, True Archiving, Versioning, Continuous Backup, Mapped Drive Backup and more.



For any assistance, call us at **1 866 748 0555**  
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## Introduction to IDrive

Virus attack, hard drive crash, natural disaster, human error or theft etc. could cause you to lose important files, business documents, photos, emails, music, videos etc.

**IDrive online backup** is designed to protect you against any data catastrophe. It automatically secures your critical data in a matter of two clicks\*. Critical folders like Documents, Desktop, Music, Pictures and Videos are pre-selected for backup at a random after-hours backup schedule. Customization options include the provision to modify your Backup set, its schedules, reporting options and more.

Your files and folders are transferred between the application and server using 128-bit SSL encryption and stored at our world-class data centers with 256-AES military grade encryption. The encryption key is used to encrypt and decrypt your data, ensuring that no one but you have access to it.

All backed up files can be viewed, managed and restored on the move, via the web.

Our online backup and storage solution is ideal for individuals and small businesses with large backup needs.

\* This assuming you accept the defaults.



## IDrive Features

### Basic Features

**Simple interface** - makes backup and restore simple

**Data compression and incremental backups** - only modified portions of the file are backed up (after full initial backup) to ensure optimal bandwidth usage and fast backups

**Bandwidth Throttle** - set the Internet bandwidth usage for the IDrive application to allow other web-based applications to run smoothly

**Continuous Data Protection** - only modified portions of files and folders are automatically backed up in real-time, offering you hands-free data protection

**Proxy/firewall friendly** - works behind most firewalls and proxy servers

**Compatibility** - works on most Windows Operating Systems

### Advanced Features

**Mapped drive backup** - even if the computer is in the 'Log-Off' state

**Reliable open/locked file backup** - like Outlook files (.pst), QuickBooks, MS-Excel and so on

**Backup multiple PCs** (up to five computers) in parallel to a single account

**True Archiving / Sync** -data is not removed from your account until you manually delete it or run sync to match your desktop data to your account. You control your backup data

**File Versioning** - retrieve any of the previous 30 versions of a file (that was backed up to your account) to your local machine

**Timeline Restore** - view and restore data as of a particular timeline to your local machine

**Automatic power-off after the scheduled backup** - on selecting this option, your computer will shut down on completion of the scheduled backup

**Start missed schedule backup** - on selecting this option, the scheduled backup is resumed at the next frequency, if your computer has been shut down for more than 30 minutes from the scheduled backup time

**24 X 7 access** - connect via any web browser to your account and access backed up data, log reports and restore files to your local machine

**View Logs** - of backup and restore operations and details of files / folders deleted from your account, from any browser.

**Restore files** - to any computer, without installing the application

**Create and manage multiple accounts** - and group them for easy management



**Search** - locate files/folders backed up to your online account

## Security Features

### Encryption

All your data is secured using 128-bit SSL encryption during transmission and 256-bit AES encryption on storage.

IDrive enforces a user-defined encryption key that is known only to you. Not even IDrive personnel have access to it, thereby making your data secure. However, if you opt for the default encryption, the application provides the key, without the need for you to remember the same.



All your data resides on raid-protected devices for additional protection and for fast recovery in case of hardware/software failures.

### Physical Security

The IDrive application is hosted at world-class Internet data centers at California, which provide the physical environment necessary to keep the servers up and running 24X7. These world-class facilities are custom designed with raised floors, HVAC temperature control systems with separate cooling zones and seismically braced racks.

They offer the widest range of physical security features, including state-of-the-art smoke detection and fire suppression systems, motion sensors, and round-the-clock secured access, as well as video camera surveillance and security breach alarms.

### Network Security

We have a periodic third party audit of our network infrastructure to check for known application and service vulnerabilities.

### Backup of backups

User data resides on raid protected industry leading storage devices with multiple levels of redundancy. In addition, data is periodically backed up onto another set of devices for additional security.



## System Requirements

- Microsoft Windows 7, Windows Server 2008, Windows Vista, Windows Home Server, Windows Server 2003, Windows XP Home/Professional, Windows 2000 Advanced Server, Microsoft Windows 2000 (Service pack 4) (Administrator privileges to install and use the application).
- Internet Explorer 6 or later.
- 512 MB RAM, 10 MB Free Hard Disk space for installed program, 20 MB or more recommended for local caching.

## Download IDrive

Steps to download the application:

1. Go to <http://www.idrive.com/online-backup-download.htm>.
2. Click **Download**.
3. Click **Save** to save the setup file to your local system.



## Install IDrive

Steps to install the IDrive application:

1. After downloading the application, double-click the **IDriveSetup.exe**. The 'Install IDrive' screen is displayed.
2. Click **Next** to proceed with the installation. The 'License agreement' screen is displayed. Click the 'I Agree' button to proceed with the installation.
3. In the 'Where to Install?' screen, select the destination folder to which you want to install the application and click **Next**. A screen showing the installation progress is displayed. Click 'Finish' to complete the process.

## Login to IDrive

You can login to the IDrive application in the following ways:

- Double-click the *IDrive* icon on your *Desktop*.
- From the **Start menu**, go to **Programs > IDrive > IDrive Explorer** or **IDrive Classic** for logging into *IDrive Explorer* and *IDrive Classic* respectively.
- Right-click the **IDrive Tray Icon** on the system tray and select **Login-IDrive Schedule Backup** or **Login - Open IDrive Explorer** for logging into *IDrive Classic* or *IDrive Explorer interface* respectively.



Enter the Username or Email address and Password and click the **Connect** button.



## User Manual

The Login screen has the following options:

**Reconnect automatically on Login:**

This option automatically connects the IDrive application to your account on subsequent logins or on restarting the computer.

**Remember Username/Password and other Settings:**

This option saves the Username and Password so that you do not have to type it on subsequent logins.

**Note:** Above options are enabled by default. You can change them as per your convenience.

**New User Sign up**

This option allows you to sign up for an IDrive account.

**Forgot Password**

This option allows you to retrieve your password. It is sent to the email address provided by you during registration.

**Upgrade Account**

This option allows you to upgrade your IDrive account from the current storage limit to a higher storage limit. For details, visit our website <http://www.idrive.com/pricing.htm>.

**Firewall Guidance**

This option enables you to adjust the settings such that the IDrive application can work behind the firewall.

**Connect**

This button allows you to login to the IDrive application.

**Close**

This button closes the Login screen.

**Advanced**

This button allows you to manage the proxy settings for the application.

**Note:** On logging into an IDrive account for the first time, you can opt for the default encryption key or set your own key. If you opt for default, then there is no need to remember it. However, if you opt for your own encryption (private) key, then you have to remember and enter the encryption password to access your backed up data.

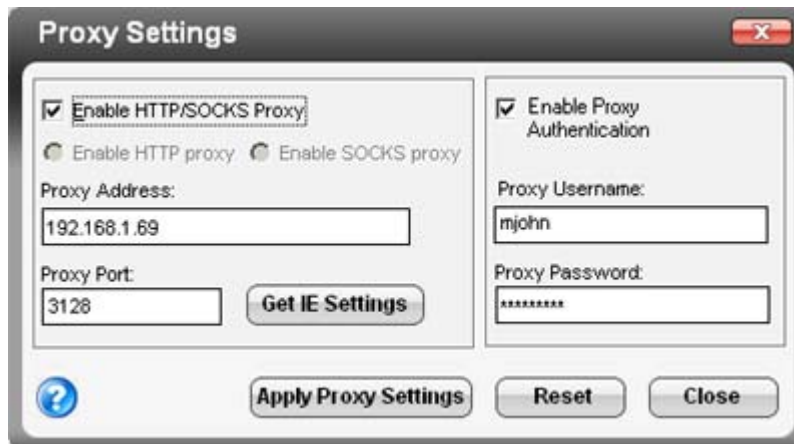


## IDrive Settings

If you are behind a proxy server, enter the proxy details to login into IDrive. The application lets you set and change the proxy settings and enable the proxy authentication.

Steps to update the proxy settings:

1. Click the **Advanced** button on the 'Login' screen. The *Proxy Settings* screen is displayed.
2. Change the settings and click **Apply Proxy Settings** to save the settings or click **Reset** to enter the settings afresh.



There are two types of proxy settings, one for the Internet and the other for server authentication.

### Enable HTTP/Socks Proxy

Select the Enable HTTP/Socks Proxy option to set the Proxy server for your computer.

This enables the following options:

- Enable HTTP Proxy
- Enable Socks Proxy

Select any option and enter the Proxy Address and its Port Number.

If the Internet Explorer browser has proxy settings, use the **Get IE Settings** button to get the Proxy setting information and set this as default.

### Enable Proxy Authentication

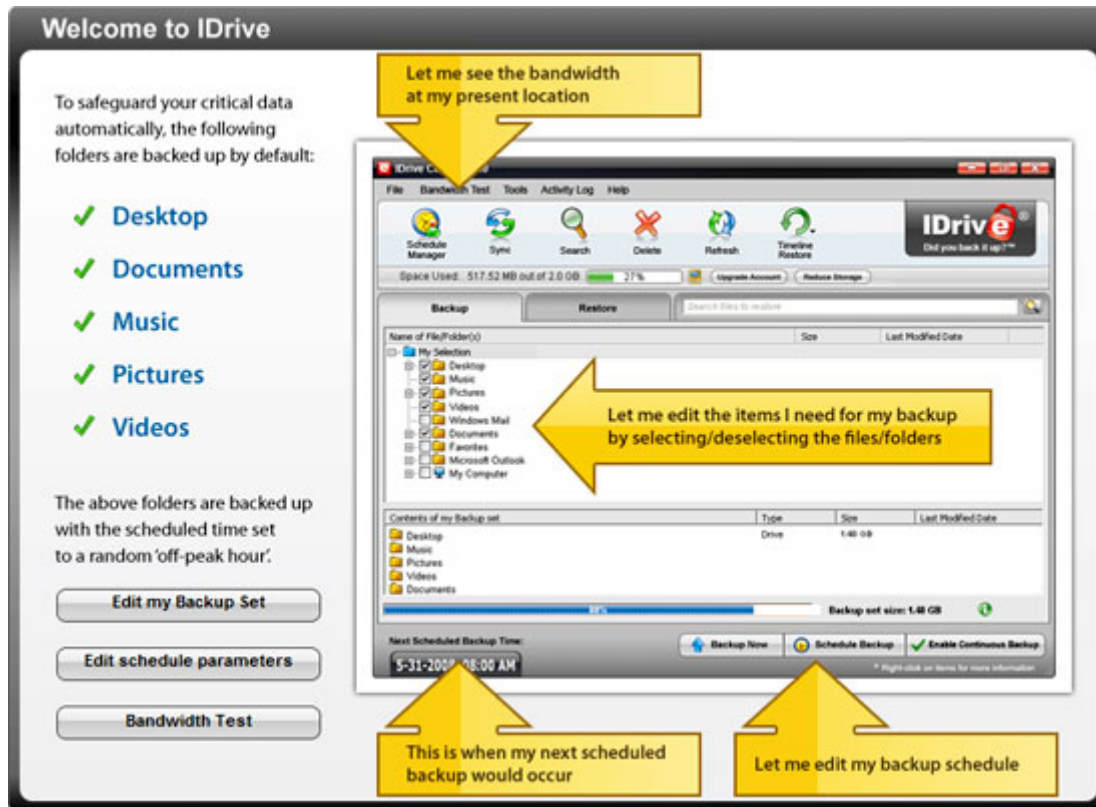
Select the check box for **Enable Proxy Authentication** to set the proxy server credentials and enter the Username and Password.

**Note:** The updates are reflected on subsequent login.



### IDrive Classic Interface

IDrive Classic's interface is simple, making it easy for you to navigate through the application. On a first time login to an account in a computer, the following screen is displayed.



By default, the IDrive application backs up the 'My Documents' and 'Desktop' folders, with the frequency set to a random off-peak hour. You can edit the 'Contents of my Backup set' and/or schedule the backup as per your convenience.

For Windows Vista system, the 'Desktop', 'Documents', 'Pictures', 'Videos' and 'Music' folders are backed up by default, with the frequency set to a random off-peak hour.

The screen has the following options:

**Edit my Backup set** takes you to the IDrive classic main screen from where you can update the 'Contents of my Backup set' and schedule backups.

**Edit Schedule Parameter** opens the 'Scheduler' screen from where you can modify the scheduled backup options like day and time and set notification options and so on.

**Bandwidth Test** lets you test the speed at which 1 GB of data can be backed up to or restored from your account.

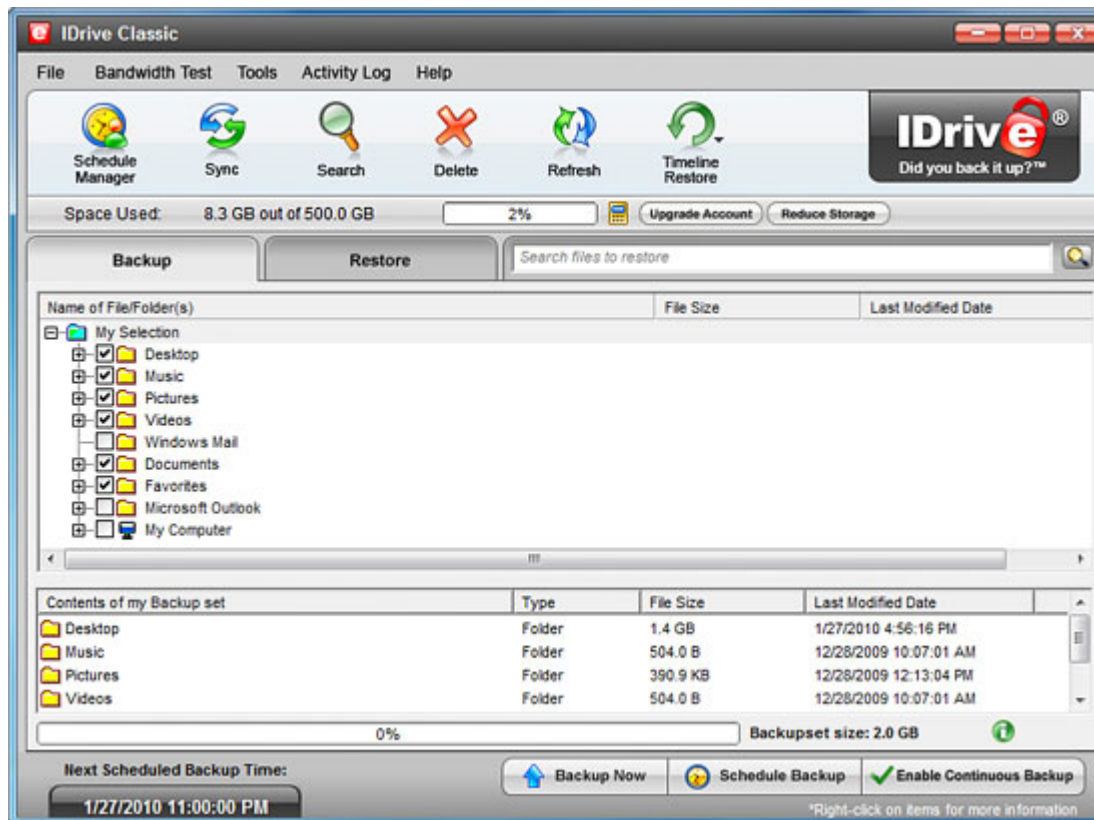


## User Manual

The **Close** button closes the above screen and displays the main screen of the IDrive Classic application

### Classic Main Screen

The IDrive Classic main screen is shown below:



The IDrive Classic Main Screen has **Backup** and **Restore** tabs with the respective menu bar and toolbar options.

The **Backup** tab helps set up data for scheduled or immediate backup while the **Restore** tab helps restore data to your local machine.

The main screen can be categorized as follows:

- **Menu Options**
- **Toolbar Options**
- **Other Options**



## User Manual

### Menu Options

The menu bar has the following options:

#### File

The **File** menu has options that let you select files for automatic backup, connect to or disconnect from the IDrive account and exit the application. These include:

- Automatic Selection

This option allows you to select your commonly used applications and file types for automatic backup.



You can select or deselect the data for backup, using the check boxes.

For this, from the menu bar, go to **File** and select **Automatic Selection** option. From the 'Automatic Selection' screen, add/remove the applications and file types using the check boxes provided or click **Reset** button to change the selection. You can modify the selection by clearing the checkboxes.

An **Automatic Selection** entry is displayed in the 'Contents of my Backup set' pane.



## User Manual

### Note:

- The check boxes are enabled for the applications available on the local computer.
- The check boxes for file types appearing after Lotus Notes are always enabled for selection irrespective of their availability on the local machine.
- You can also modify the files that you have selected for Automatic Selection by double-clicking the Automatic Selection entry displayed in the 'Contents of my Backup set pane'.

- **Connect**

This option lets you connect to the IDrive application.

To use it, from the menu bar, go to **File** and select the **Connect** option. A 'Login' screen is displayed. Here, enter the Username and Password and click the **Connect** button to login.

- **Disconnect**

This option lets you disconnect from your IDrive application.

To use it, from the menu bar, go to **File** and select the **Disconnect** option. Next, click **Yes** on the confirmation screen to disconnect from the application.

- **Exit**

This option lets you close the IDrive Classic application.

To use it, from the menu bar, go to **File** and select the **Exit** option or click the **Close** button on the main screen.

**Note:** The scheduled backup operation continues even after you exit from the Classic interface.

### Bandwidth Test

The **Bandwidth Test** menu has options that let you test the upload and download speed. These include:

- **Upload Speed**

This option lets you know the amount of data that can be uploaded per second and the time it will take to backup 1 GB of data to your IDrive account at this speed.

- **Download Speed**

This option lets you know the amount of data that can be downloaded per second and how much time it will take to restore 1 GB of data to your IDrive account at this speed.



## User Manual

### Tools

The **Tools** menu has options that let you access IDrive Explorer interface, customize the default settings of your application, exclude files/folders from the Backup set and so on. These include:

- Open IDrive Explorer

This option allows you to launch the IDrive Explorer interface directly from IDrive Classic interface.

- Preferences

This option lets you take open file backups, exclude files/folders from backup, adjust the bandwidth usage of the application and so on.

- Mapped Drive Setup

This option lets you backup the files/folders present on your network drive.

### Activity Log

The **Activity Log** menu opens the 'Session Log' screen that lets you view the log details of all the interactive backup/restore and scheduled backup jobs performed in a session.

### Help

The **Help** menu has options that let you access the IDrive help manual, contact technical support team for queries/feedback, view product demo, access the IDrive website and so on. These include:

- Help Topics

This option allows you to access the IDrive help manual.

- Send Error Report

This option allows you to contact the IDrive technical support team in case you confront a problem while using the application.

- Quick Demo

This option allows you to view a demo of IDrive application.

- Website

This option lets you access the IDrive website.

- About IDrive

This option displays information on the version and release date of the IDrive application installed on your computer.



## User Manual

- **Check for Updates**

This option lets you upgrade to the latest version of the IDrive application.

- **Upgrade Account**

This option takes you to the corresponding IDrive web page from where you can upgrade your account.

### **Toolbar Options**

The Toolbar has the following options:

This option lets you schedule the backup of files/folders for a future date and time. It is enabled only on the Backup tab.

#### **Sync**

This lets you synchronize the data present in your IDrive account with that on your local computer.

#### **Search**

This option lets you locate files backed up to your IDrive account.

#### **Delete**

This option lets you delete the selected files/folder from your IDrive account.

#### **Refresh**

This option updates the content to display as latest.


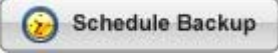




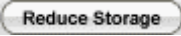


#### **Timeline Restore**

It displays all the data backed up till the selected date and time. You can select and restore any file/ folder.



**Other Options**

The IDrive Classic interface has the following additional options

Icons/ Buttons	Description
	<p><b>Backup Now</b> This option lets you perform an immediate backup of files/folders. It is available on the Backup tab.</p>
	<p><b>Schedule Backup</b> This option lets you schedule the backup of files/folders for a future date and time. It is available on the Backup tab.</p>
	<p><b>Restore Now</b> This option lets you immediately restore the backed up files/folders. It is available on the Restore tab.</p>
	<p><b>Enable Continuous Backup</b> This option allows the IDrive application to automatically recognize and perform backups of files/folders that have recently been updated; in real-time. It is available on the Backup tab.</p>
	<p><b>Recalculate</b> This option lets you know the amount of space used in your IDrive account.</p>
	<p><b>Upgrade Account</b> This option takes you to the corresponding IDrive web page from where you can upgrade your account.</p>
	<p><b>Reduce Storage</b> Bring your storage in line with the available space by either removing the unwanted files from your account or choose Sync to match the data between your IDrive account and PC.</p>
	<p><b>Search</b> This option helps you locate files backed up to your IDrive account.</p>
	<p><b>Timeline Restore</b> View and restore data as of a particular timeline to your local machine.</p>



## Working with IDrive Classic

You can perform the following functions using the *IDrive Classic* interface:

### Backup files and folders

You can backup files/folders in the following ways:

- Backup Now

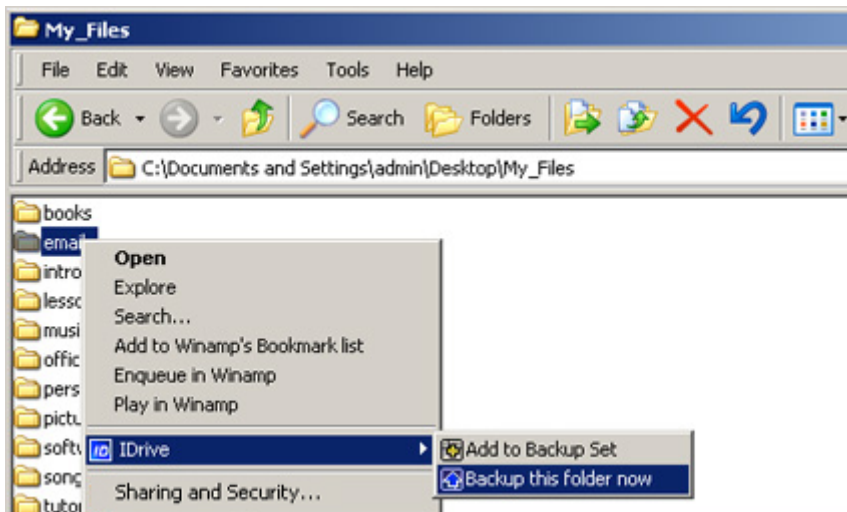
Steps to take an immediate backup of files/folders using the Backup Now button:

1. Login to the application.
2. Open the **Backup** tab.
3. Select the files/folders to be backed up from the **Backup** pane.
4. Click the **Backup Now** button. The application starts the backup.
5. You may opt to view the logs on completion of the job.

- Using the right-click mouse option

Steps to backup files/folders using the Windows Explorer:

1. Open the Windows explorer.
2. Right-click the file/folder to be backed up and from the menu, go to IDrive > Backup this file/folder now option, to start the backup, as shown below.





## Using IDrive Tray Icon

The **IDrive Tray Icon** allows you to perform an immediate backup of the scheduled job without logging into the application.

For this, right-click the **IDrive Tray Icon** and select the **Backup Now** option. This starts an immediate backup of the previously created Backup set.

**Note:** Ensure that you have logged into the application at least once before using this option. To access the General tab, from the menu bar, go to Tools > Preferences.

## Backup Multiple Computers

To backup multiple computers to a single IDrive account or to backup more than 150 GB of data, sign up and setup the IDrive desktop application with the same account credentials for up to five computers. You have a total storage space of 500 GB to backup.

The plan lets you backup **500 GB** of data to this single account with no restrictions of data backed up from each computer.

### Steps:

1. Sign up for this plan or upgrade to it from the regular IDrive Plan.

**Your Account**

Update your billing information to upgrade your plan to IDrive Pro Plan

Username: MJohn

Current Plan: IDrive Pro Personal Monthly : 40 GB

Quota Used: 38.1 GB 95.37%

**Upgrade (All fields are mandatory)**

Select a plan type

**IDrive Pro for Personal Use**

Storage Space	Monthly Rate (USD)	Yearly Rate (USD)
150 GB	₹ 4.95	₹ 49.50

**IDrive Pro Family (Up to 5 PCs) ?**

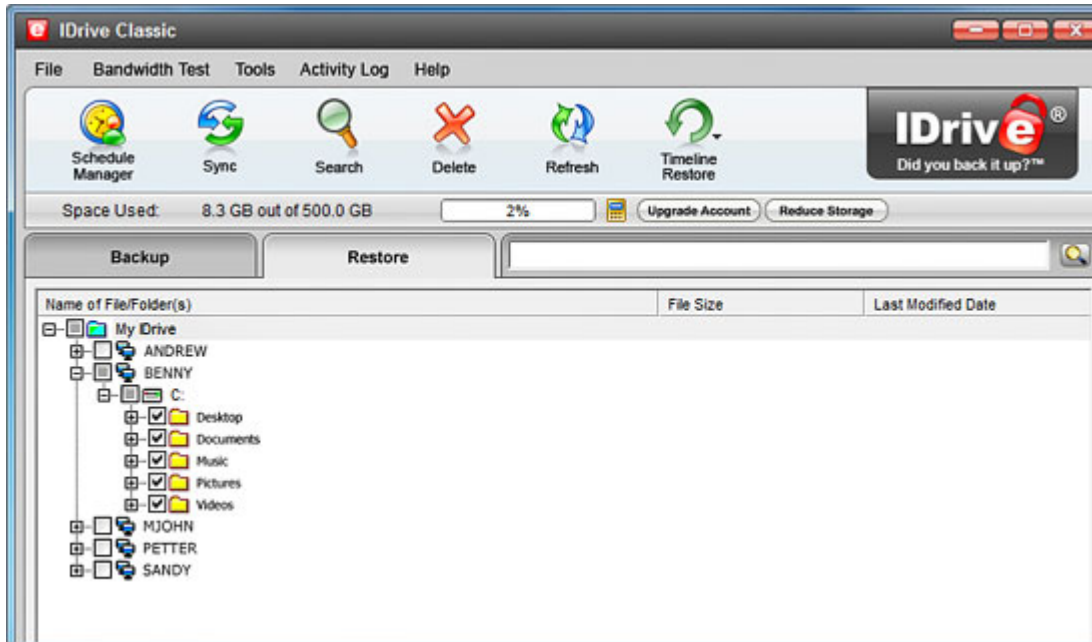
Storage Space	Monthly Rate (USD)	Yearly Rate (USD)
500 GB	₹ 14.95	₹ 149.50

**IDrive Pro for Business**

Storage Space	Monthly Rate (USD)	Yearly Rate (USD)
50 GB	₹ 9.95	₹ 99.50
100 GB	₹ 19.95	₹ 199.50
500 GB	₹ 49.95	₹ 499.50



2. Backup data from each of the computers to your account.

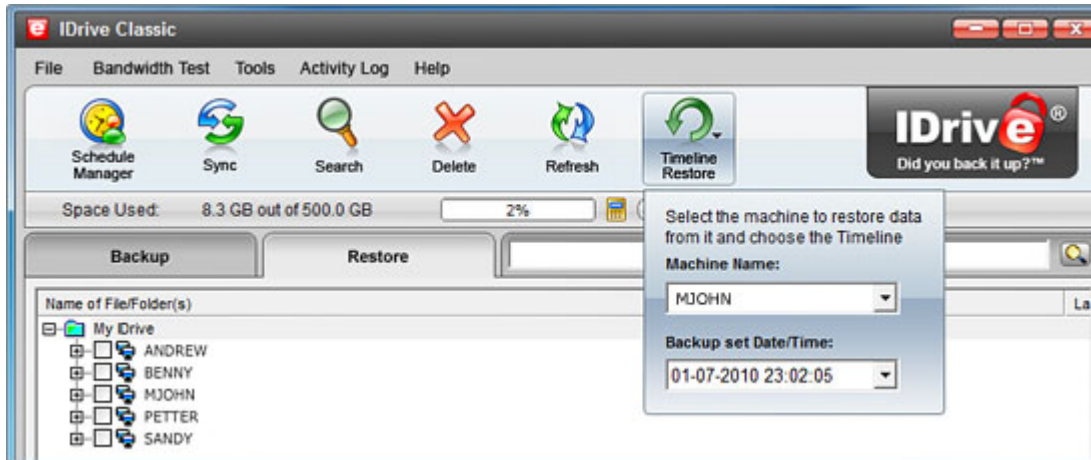


## Restore data from the Family Pack account

### Using IDrive desktop application

Select the folder name from which you wish to retrieve your files/folders and click the 'Restore Now' button on the 'Restore Tab' of the application.

Using the 'Timeline Restore' option on the application tool bar, you can restore your Backup set(s) till a particular date and time, from any of the backed up machines. Data backed up till the chosen date and time on the selected machine is displayed on the 'Restore' tab under 'My IDrive'. (under machine name). You can select the files and folders that you wish to restore to your local computer.



### Via the web

Login to your account via the web. Data from each of the PCs is displayed under the respective folder name with the PC name as top-level identifier in the file / folder hierarchy, making restore easy.

### Sync data

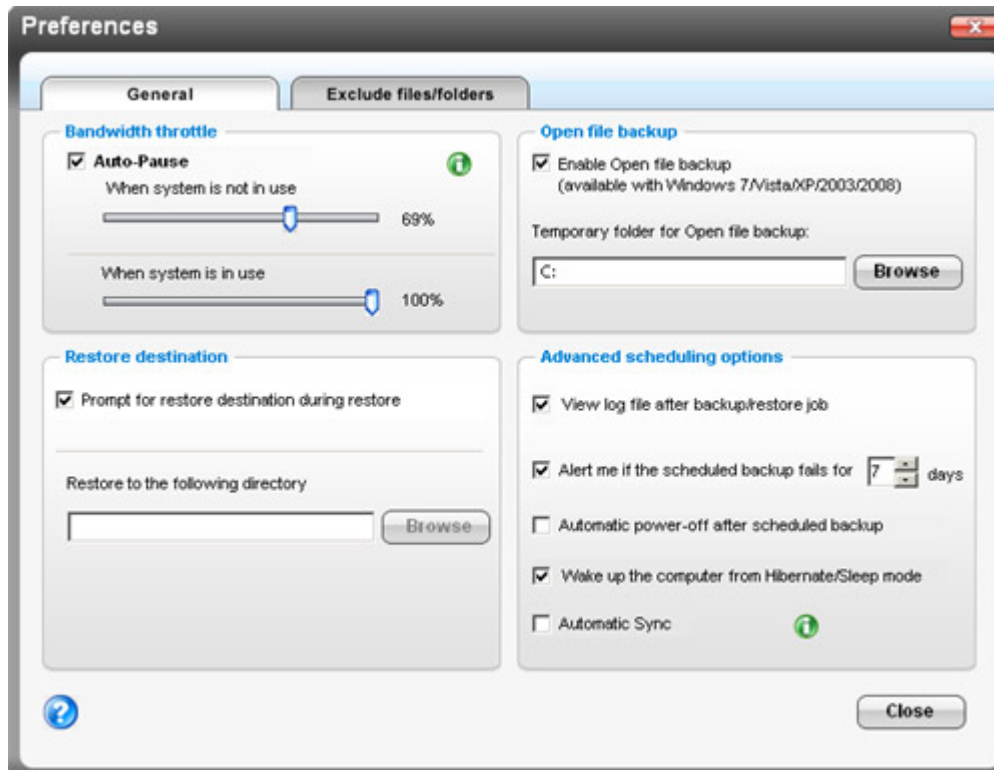
You can sync data between your Family Pack account and your respective PC. However, you can only sync data between the local machine and the corresponding folder in your 'Family Pack' account corresponding to the same PC name/identified on your Family Pack account with the PC name.



## Preferences

It has the General Tab and the Exclude Tab.

The *General* tab has the following options:



### Bandwidth Throttle

The Bandwidth Throttle feature helps optimize the bandwidth consumption so that your backups can take place uninterrupted and without hindrance to other applications. You can set separate bandwidths for the backups when the system is in use and when it is not.

**Bandwidth Throttle (when system is not in use):** This option lets you set the bandwidth to be used by your system for backups, when it is not in use. By default, it is set to 100%.

**Note:** The percentage set for Bandwidth Throttle is applicable for both scheduled and interactive backups.

**Auto Pause:** Select the 'Auto-Pause' option from the check box to use this option.

Auto-Pause option makes intelligent guesses on pausing and resuming backup to enable optimum desktop experience during user activity.



This option lets you set the bandwidth to be used by your system for backups, when it is in use. This allows other applications to run without hindrance. By default, it is set to 25%.

### Restore Destination

This option prompts you to select the destination folder to which you want to restore your data.





### Open file Backup

This option allows you to backup open files like Outlook files (.pst), QuickBooks, Quicken, ACT, MS-Money, MS-Word, MS-Excel, MS-Access, MS FoxPro etc.

This feature is available only for Windows XP, Windows 2003 Server, Windows 2008 Server, Windows Vista and Windows 7 operating systems.

### Advanced scheduling options

- Prompt to view log after each backup and restore operation

This option enables you to view the log files on completion of every backup/restore operation.

- Alert me if the scheduled backup fails

On selecting this option, you receive a desktop alert in case your backup has not taken place.

- Automatic power off after scheduled backup

This option shuts down the computer automatically on completion of the scheduled backup job.

- Wake up the computer from the Hibernate/Sleep mode

If you select this option, IDrive puts your computer in to active mode in case it has gone into the Hibernate/Sleep mode and performs the scheduled backup.

- Automatic Sync

This will sync files between your desktop and your IDrive account with a lag of 30-days (applicable only for scheduled backups). In other words, if data is deleted from your desktop that was backed up previously, the corresponding data on your IDrive account would be deleted after 30-days. This helps in keeping your account size at optimal. As a precautionary measure, in case the files to be deleted are greater than 5% of the total account content, you would have to run a manual sync. \*

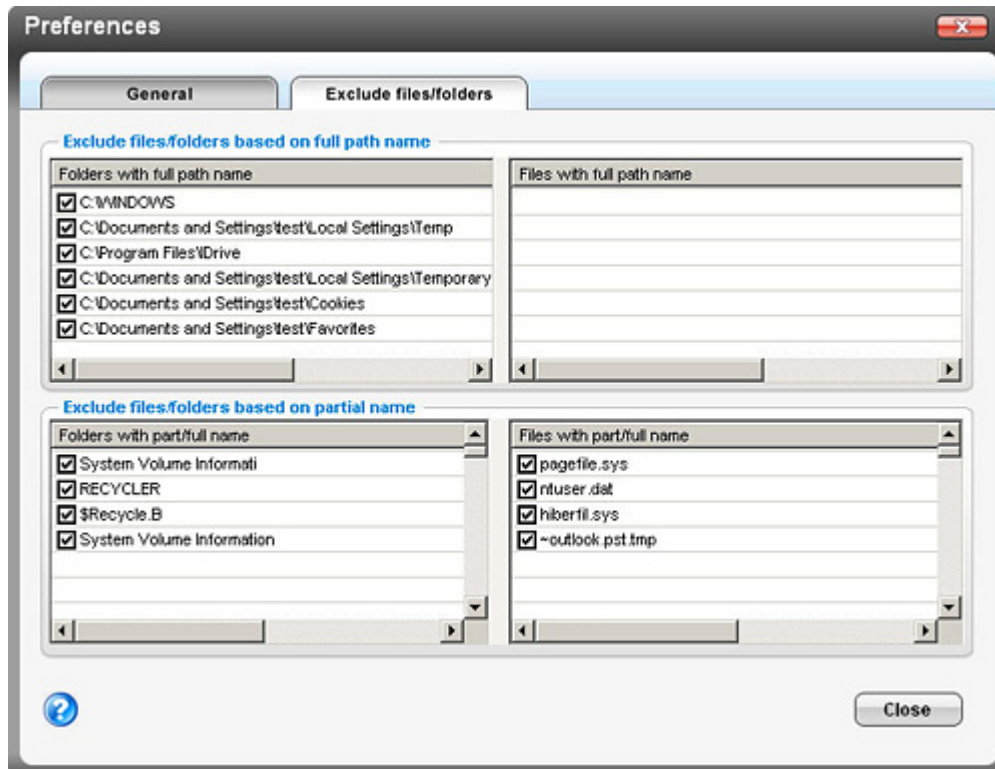
**Note:** Since this may result in automatic deletion of data from your IDrive account, use/set this option carefully.

\* The percentage mention refers to files considered for deletion in your account as a percentage of total number of files. The purpose of this percentage-based control is to avoid large deletion of files in your account due to some unforeseen event on your PC.



## Exclude files and folders

The **Exclude files/folders** option allows you to exclude files/folders from being backed up. For this, on the menu bar, go to **Tools > Preferences** and open the **Exclude files/folders** tab, as shown below.



The excluded folders are marked in Red color on the 'Backup' pane.

The Exclude files/folders tab has the following options:

Exclude files/folders based on full path name with two sub options – Folders with full path name and Files with full path name.

You can add the files/folders to the exclude list in the following ways:

- Through the Preferences menu option

Steps to exclude a file/folder from being backed up:

1. Right click on the Folders with full path name or Files with full path name pane.
2. Select the **Add** option from the drop down menu.
3. Select the directory/folder/file from your local computer to be excluded from the Backup set and click **OK**.
4. Click **Save** to commit the changes and close the screen.



## User Manual

- Through IDrive Classic Interface

Steps to exclude files/folders from Backup set:

1. Right-click the file/folder on the Backup pane.
2. Select the **Exclude this file from being a part of the backup list/Exclude this folder from being a part of the backup list** option to exclude the selected file/folder from the Backup set.

### **Exclude files/folders based on partial name with two sub options – Folders with full/part name or Files with full/part name**

You can exclude files/folders by giving partial name along with wildcard characters (\*,?).

Steps to exclude data from backup:

1. Right click the **Files with part/full name** or **Folders with part/full name** pane.
2. Select the **Add** option from the drop down menu. The 'Enter File/Folder Name' screen is displayed.
3. Enter the partial name of the file/folder using the wildcard characters -- \* and ? that you want to exclude and click **Exclude**.
4. Click **Save** to commit the changes and close the screen.

#### **Note:**

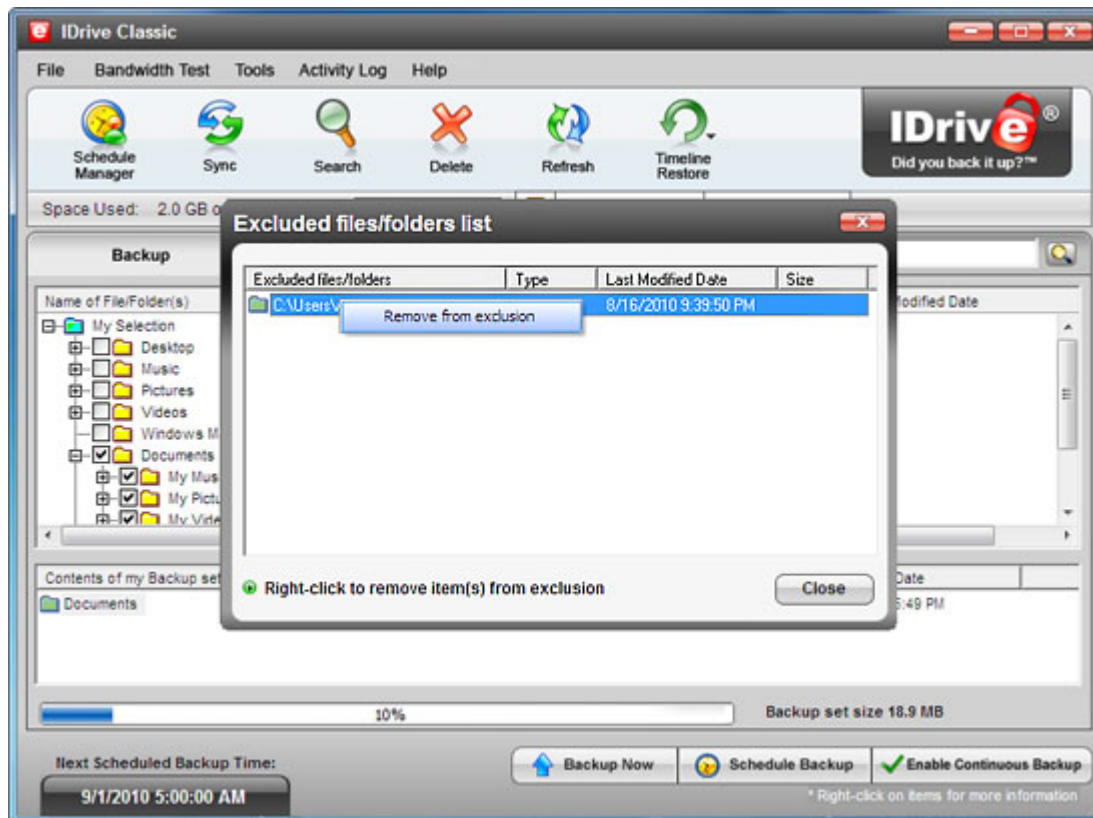
- The '?' replaces a single character in the file name.
- The '\*' replaces one or more/number of character(s) in the file name.
- To remove the files/folders from the **Exclude Files and Folders** tab, right-click the required folders/files and select the **Remove** option.



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Steps to exclude files/folders from the main window:

1. On the main window of the IDrive application, select a file / folder from your Backup list.
2. Right click on the folder you wish to exclude and click on 'Remove this folder from exclusion'.
3. View the excluded files/folders from the 'Contents of my Backup set' pane. Right click on the file/folder and click on 'View Exclusions'.
4. The 'Excluded files/folders list' window is displayed. Right click to remove files/folders from exclusion.





## Bandwidth Test

The **Bandwidth Test** option lets you know the current upload/download speed and the estimated time that would be required by application to backup /restore 1 GB of data at this speed.

### Upload Speed

Steps to test the current upload speed:

1. Login to the application.
2. From the menu bar, go to **Bandwidth Test** and select the **Upload Speed** option.

A screen showing the current upload speed and estimated time that would be required by the application to backup 1 GB data at this speed to your IDrive account is displayed.

### Download Speed

Follow the steps given below to test the current download speed:

1. Login to the application.
2. From the menu bar, go to **Bandwidth Test** and select the **Download Speed** option.

A screen showing the current download speed and estimated time that would be required by the application to restore 1 GB data at this speed to your IDrive account is displayed.



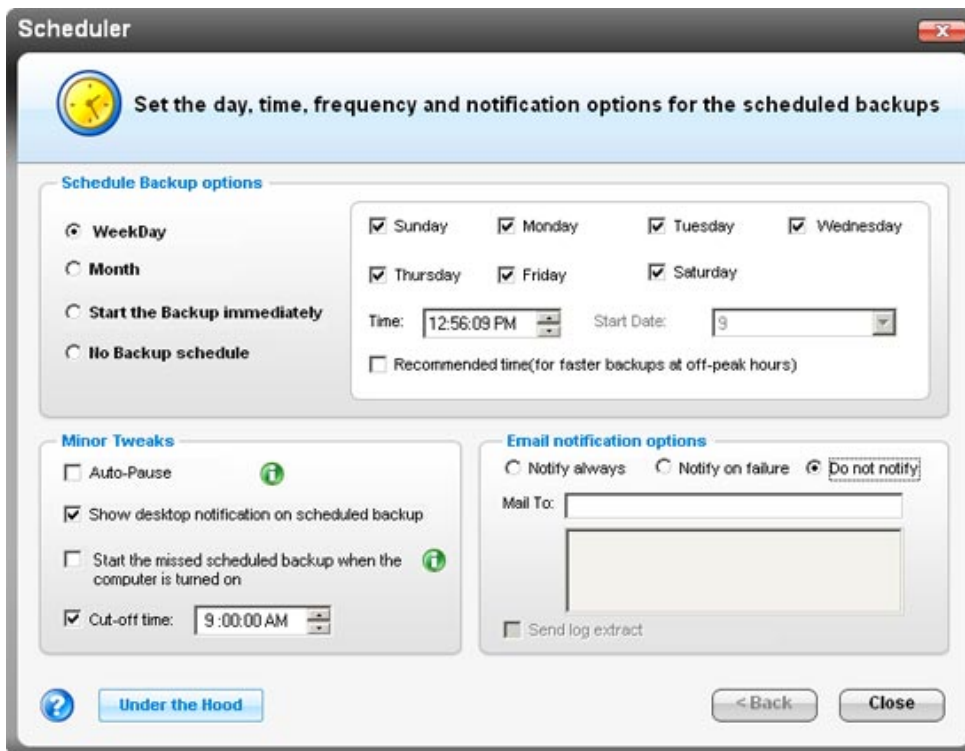
## Schedule Backups

The **Schedule Backup** option allows you to schedule the backup of files/folders for a particular date, time and frequency.

Steps to schedule backups:

1. Login to the application and click the **Backup** tab.
2. Click the **Schedule Backup** button.

The 'Scheduler' screen is displayed, as shown below.



3. Select the date, time, frequency and other options for backup as per your convenience and click the **Close** button. The application backs up of the selected files/folders at the scheduled time.

The options available to set date, time and frequency of backup are:

### Week-Day

Schedule backup on any day(s) of the week.

### Month

Schedule the backup any one day of the month on a particular day and time.



### **Start the backup immediately**

This option lets you to perform an immediate backup of your files/folders.

### **No Backup Schedule**

This option lets you delete the scheduled backup job.

### **Email Notification**

This option allows you to receive email notifications on the status of the scheduled backup jobs. For this, select the Notify always or Notify on failure option and enter the email address in the Mail to field.

You can set multiple email addresses using the + button and receive log details of the scheduled backup job along with the email notification by selecting the Send log extract option.

You may opt to not receive any notification by selecting the Do not notify option.

### **Minor Tweaks**

#### **Auto-Pause**

This option makes intelligent guesses on pausing and resuming backup to enable optimum desktop appearances during user activity.

#### **Desktop Notification**

This option allows you to receive notifications on your desktop regarding the status of scheduled backup jobs. For this, select the option Show desktop notification on the completion of scheduled backup.

#### **Start the missed scheduled backup when the computer is turned on**

This option allows the application to resume the scheduled backup automatically whenever your computer is switched on.

#### **Cut-off Time**

This option stops the scheduled backup at the specific time, set by you. The backup is resumed at the next scheduled time from the point it was stopped. This ensures that the scheduled backups are not executed when the normal computer operations are going-on.

#### **Note:**

- The IDrive application performs scheduled backup job even when your computer is in Log-Off mode.
- The *Send log extract* and *Mail to* options are disabled if the default option - Do not Notify - is selected.
- The ' Under the Hood' button opens the 'Preferences' screen from where you can set the Advanced options including Hibernate / Sleep mode settings, Open File Backup, Auto-Pause and more.



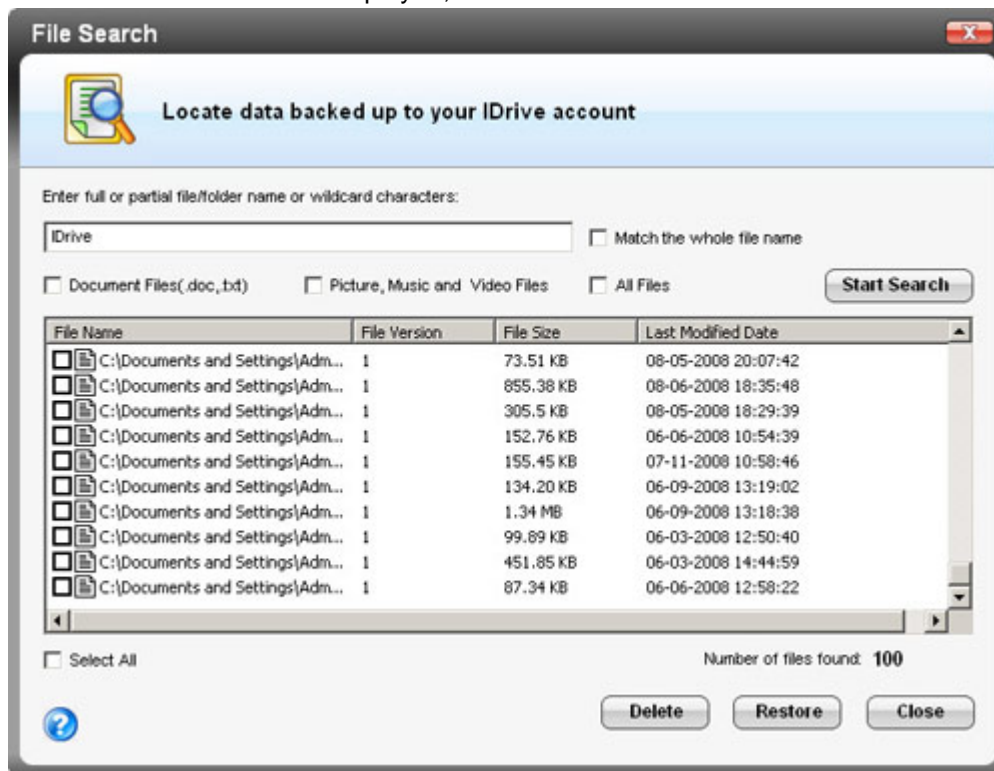
### Search Files

The application allows you to search for files present in your IDrive account and restore them to your local machine.

To use the option, follow the steps given below:

1. Login to the application.
2. Click the **Search** toolbar option or enter the part/full file name in the **Search Files to restore** field and click the **Search** icon on the main screen.

The 'File Search' screen is displayed, as shown below:



3. Enter part/full name of the file to be located and click the **Start Search** button provided alongside. All the files matching the search criteria are displayed.
4. From the search result, select the desired file and click **Restore** to restore it to your local machine or **Delete** to delete it from your IDrive account. You can use **Select All** option to select all the listed files.

You can filter the search using the following options:

- Match the whole file name
- Picture, Music and Video Files
- Document Files (.doc and .txt)
- All Files



## Delete Files and Folders

You can delete files/folders from your IDrive account.

To use this option, follow the steps given below:

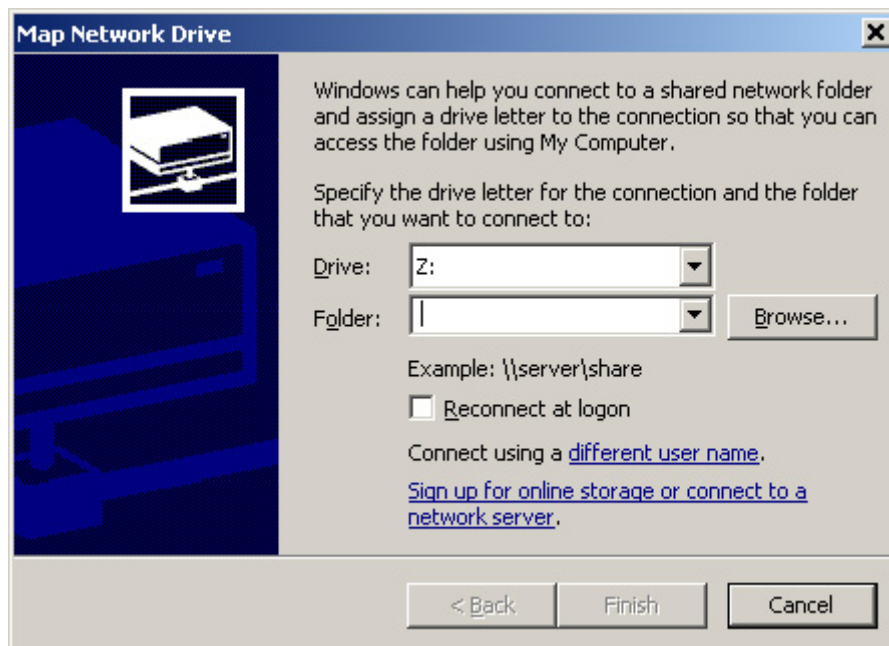
1. Login to the application and open the **Restore** tab.
2. Select the files/folders that you want to delete from your IDrive account and click the **Delete** toolbar option. A 'File Deletion' screen listing the selected file(s) is displayed.
3. Click the **Delete** button to delete the listed file(s) from your IDrive account.

## Backup Mapped Drives

This option lets you backup the contents of your Mapped drive to your IDrive account.

For this, follow the steps given below:

1. Open the Windows explorer.
2. Right-click **My Computer** and select the **Map Network Drive** option from the menu.
3. Select the network folder that you want to connect to as a Mapped drive, using the Browse button.



4. To connect to the computer with a different Username, click the Connect using a different Username link. The following screen is displayed:

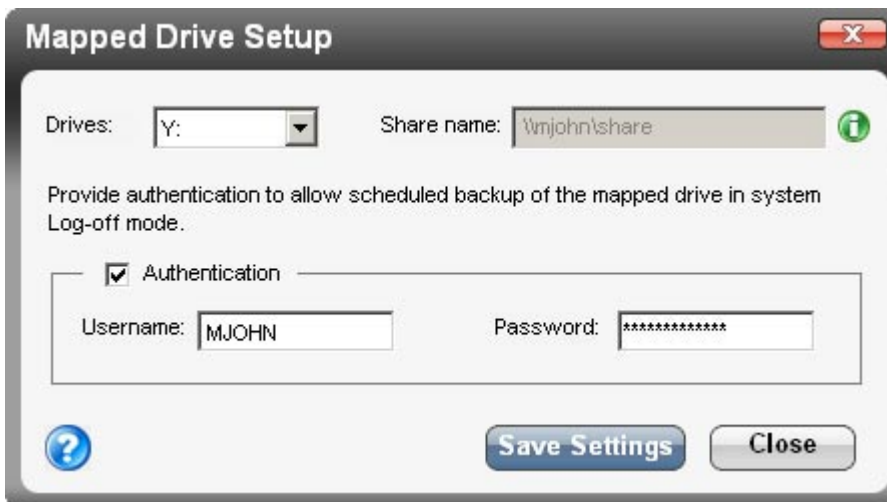


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5. Enter the Username and Password and click **OK**. You can see a Mapped drive named (ex: 'Z') in the My Computer entries. The Mapped drive thus created is now available on the IDrive application.
6. Select the files/ folders to be backed up from Backup pane.
7. From the menu bar, go to Tools and select the Mapped Drive Setup option.

The 'Mapped Drive Setup' screen is displayed, as shown below.



8. Enter the valid Username and Password for the Mapped drive that you have selected.
9. Click Save to save the settings and schedule the backup job.

**Note:** The IDrive application performs scheduled backup of Mapped drives even when your computer is in the Log-Off mode.



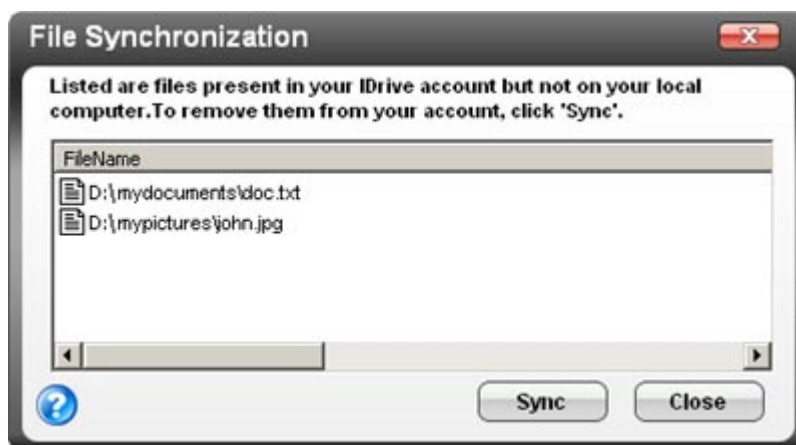
## Sync Files and Folders

The Sync feature lets you match the contents of your IDrive account with that of your local computer, for the selected folders. This feature is useful especially when you have been taking backups regularly and now removed some data from your local computer and wish to do the same from your IDrive account.

For this, follow the steps given below:

1. Login to the application. Select the folder, to be synchronized in your account and click the **Sync** toolbar option. A message explaining the sync operation is displayed. Click **Continue** to proceed.

The following 'File Synchronization' screen listing the files present on your IDrive account but not on your computer, are listed.



2. Click the **Sync** button to start the operation or 'Close' to cancel it.

## Send Error Report

The **Send Error Report** feature lets you send a query to the IDrive technical support team, in case you encounter any issue while working with IDrive. In the mail, classify the type of error or problem encountered so that we can provide a prompt solution.

Steps to send an error report:

1. Login to the application.
2. From the menu bar, go to **Help** and select the **Send Error Report** option. The 'Feedback on IDrive' screen is displayed.
3. Enter your IDrive Username, email id, contact number, trouble ticket number (if any) and the subject line.
4. Explain your problem or query in detail in the **Message** text box. Click **Submit** to send your feedback or query to the IDrive technical support team.



You will receive an email from the IDrive technical support team containing the Ticket Number for your query. You can use this as a reference in case you face the same problem again or find that it has not been resolved. For this purpose, in the 'Feedback on IDrive' screen, a text box for Trouble Ticket No is provided. Here, enter the Ticket Number sent to you from the technical support team.

You can do the same from IDrive Tray Icon on the tray bar.

### Enable Continuous Backup

The **Enable Continuous Backup** option allows the IDrive application to automatically recognize the changes to files up to 500 MB and back them up in real-time.

The application backs up only the modified portions of the files. It stores each modified file as a separate version, thereby allowing you to view and/or restore any of the last 30 versions. Full backup is performed for newly created files and files that have not been backed up previously.

Steps to perform the continuous backup:

1. Login to the application and open the **Backup** tab.
2. Select the files/folders that you want the application to automatically backup.
3. Click the **Enable Continuous Backup** button.

#### Note:

- Temporary files, system files and Mapped drives are exempted from the Continuous Data Protection operation.
- The files selected for backup are listed under the 'Contents of My Backup set pane'. You can view or modify these files.

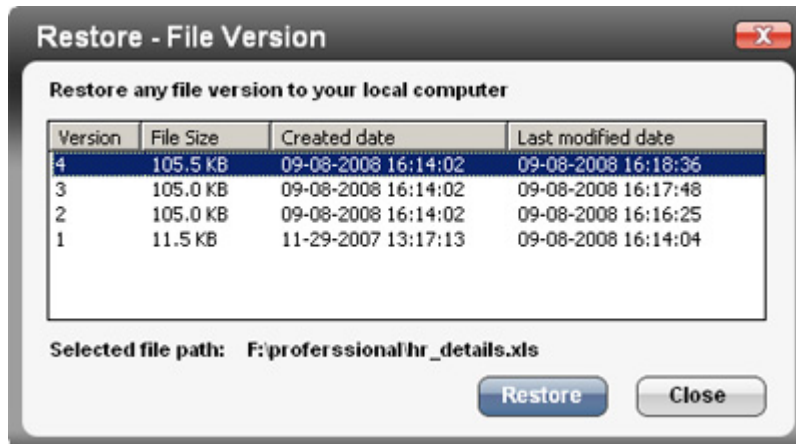


## Restore Old Versions

You can view the latest 30 versions of any file and restore any previous version.

Steps to restore your file to the local machine:

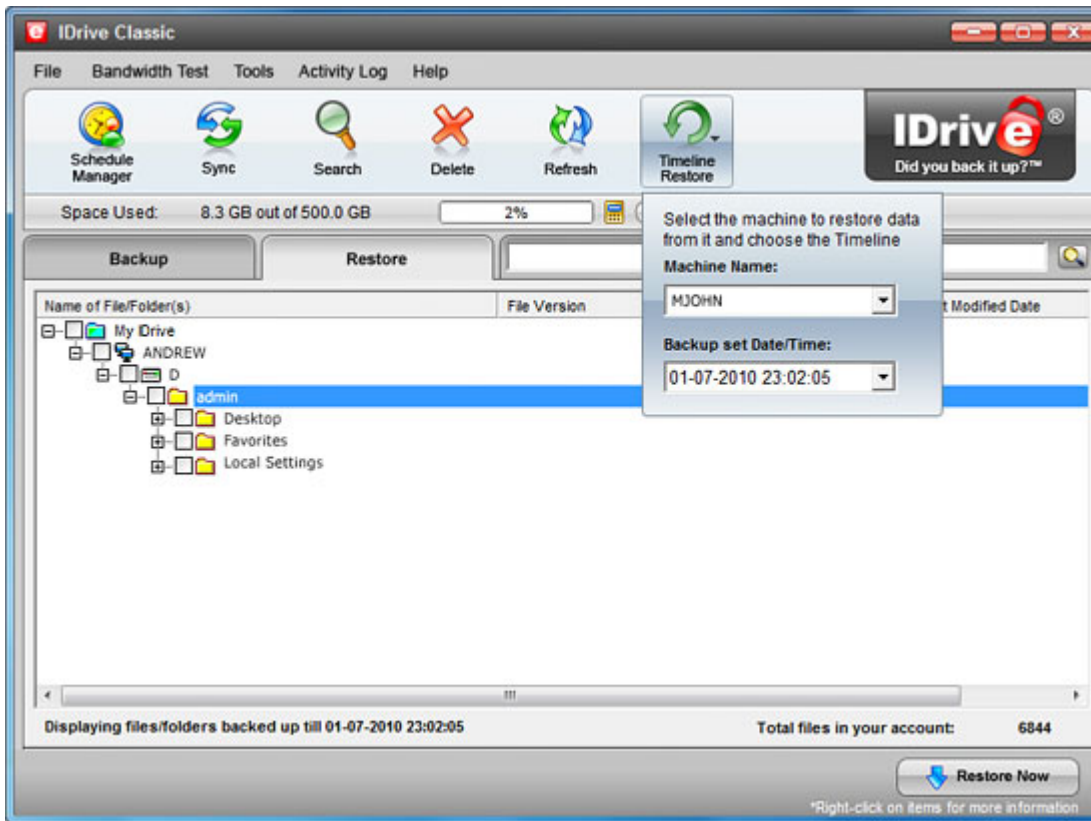
1. Login to the application.
2. Click the **Restore** tab.
3. Double-click or right-click a file and select the **View History** option from the drop-down menu.
4. Select the version that you want to restore and click the **Restore** button.





## Timeline Restore

It displays all the data backed up till the selected date and time. You can select and restore any file/folder to your local machine.



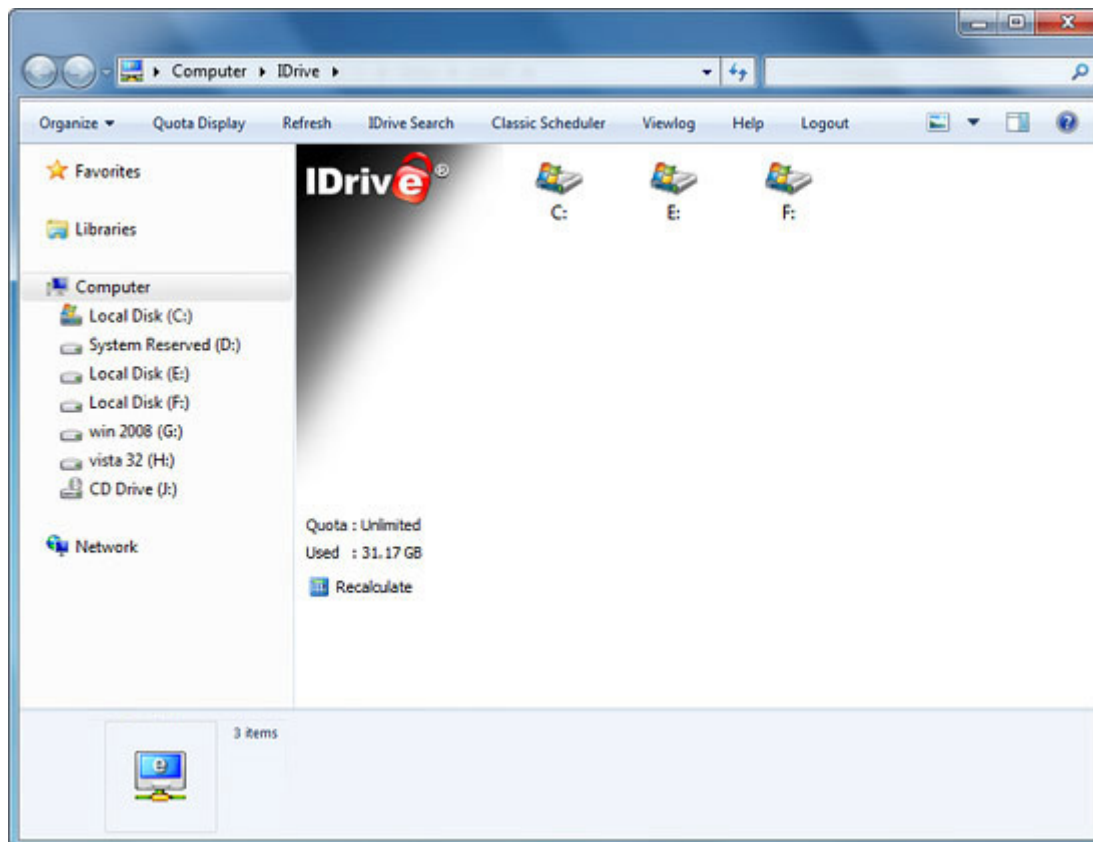


### IDrive Explorer Interface

The IDrive Explorer Plug-in offers a Windows Explorer like view of your account for access and restore of your backed up data.

You can open the IDrive Explorer interface in the following ways:

- Select **Start > Programs > IDrive > IDrive Explorer**.
- Right-click the **IDrive Tray Icon** and select the **Open IDrive Explorer** option.





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Besides the regular Windows Explorer options, the IDrive Explorer has options specific to IDrive.

<b>Name</b>	<b>Description</b>
<b>QuotaDisplay</b>	Up-to-date information on the space occupied by folders and folders backed up to your account.
<b>Refresh</b>	Refreshes the updates made to files in your account.
<b>IDrive Search</b>	Locate files in your account, based on its full or partial name.
<b>Classic Scheduler</b>	Launch the IDrive Classic interface.
<b>View Log</b>	View the log files for operations like restore, delete, interactive/scheduled backups and so on.
<b>View Version</b>	View and restore any of the recent 30 versions of a file in your account.
<b>Help</b>	Access the IDrive Help Manual.
<b>Logout</b>	Logout from the IDrive application.



## Restore files and folders

The IDrive Explorer interface makes it easy to restore your files and folders.

You can restore your data in the following ways:

### Copy-n-Paste

1. Open the IDrive Explorer interface.
2. Right-click the file/folder and select the 'Copy' option from the menu and paste it to the desired location on your PC.

### Drag-n-drop

1. Open the IDrive Explorer interface.
2. Select the file/folder and drag-n-drop the file/folder to its intended destination on your PC.
3. Select the 'open folder after completion of download' from the check box to open the file/folder automatically as soon as it is copied or downloaded.

### Restore to a specific destination

1. Open the IDrive Explorer interface.
2. Right-click the file/folder and select the 'Restore to...' option from the menu. Select the location on the PC for restore.



## View/Restore older versions of files

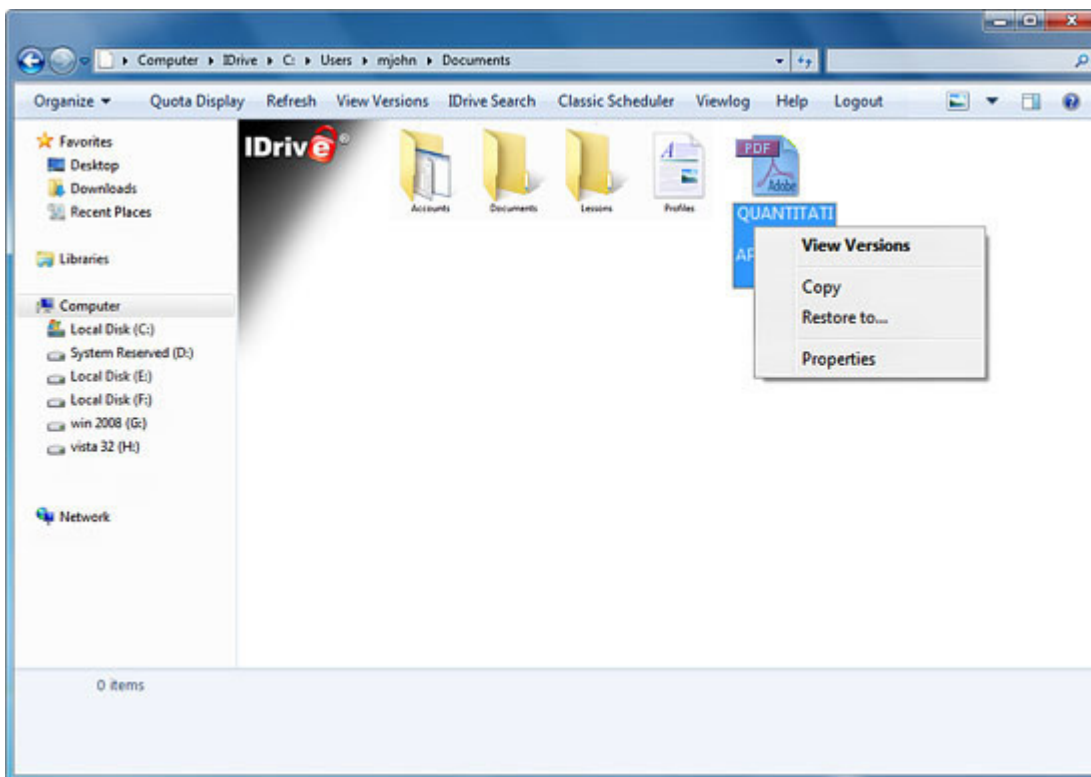
The IDrive application stores up to 30 versions of each file backed up to your account. You can view different versions of a file. This option is only enabled for files.

To view the different versions of the file, follow the steps given below:

1. Open the IDrive Explorer interface.
2. Open the folder and select the file that you want to restore.
3. Right-click the file and select the 'View Versions' option from the menu.

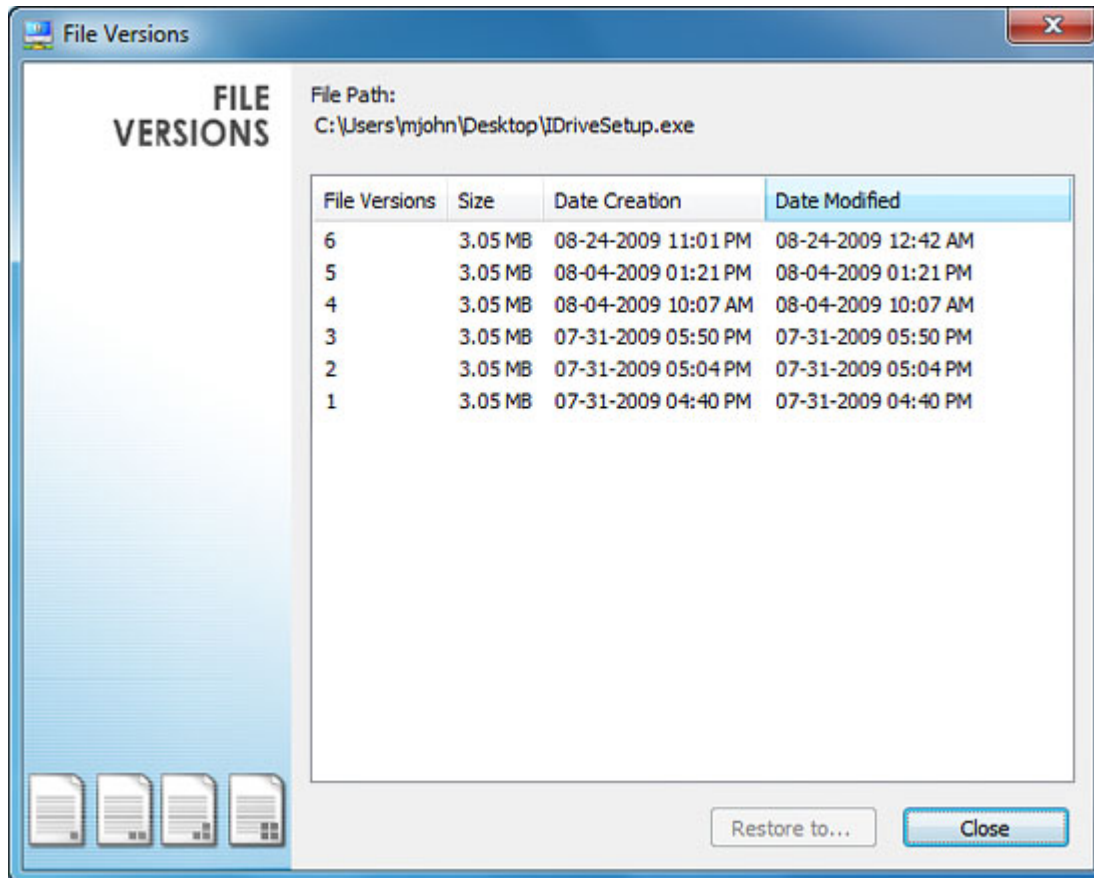
Or

Double-click on the file that you want to restore. Select the 'View Versions' option from the IDrive Explorer Plug-in menu bar.





The 'File Versions' screen displays with a list all the versions (up to 30).



**Note:** The versions are stored on an incremental basis. If the file versions cross 30, the oldest version of the file is deleted and the 31st version of the file is backed up as 30th version.

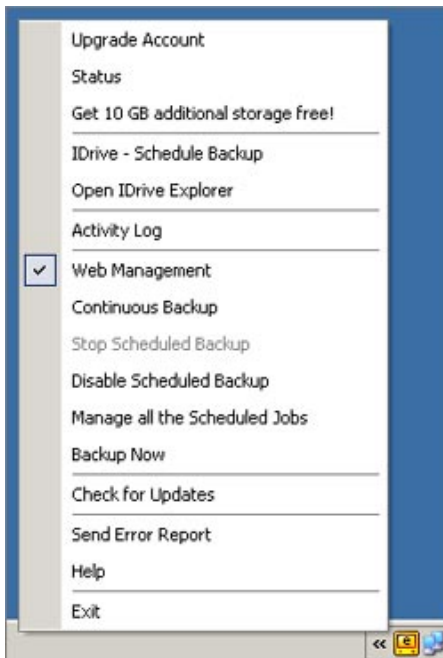
### View Properties

To view the property of a file/folder, right-click on it and select the **Properties** option from the menu. The 'Properties' screen is displayed with information on the file type, location, size and so on.



## IDrive Tray Menu

On installing the IDrive application, the IDrive Monitor icon is displayed on the system tray of your computer. On right-clicking it, a shortcut menu is displayed, with the following options:



### Upgrade Account

This option takes you to the corresponding web page of the IDrive application from where you can upgrade your account.

### Login - IDrive Classic Scheduler

This option opens the IDrive Classic Interface.

### Login - IDrive Explorer

This option opens the IDrive Explorer interface.

### Activity Log

This option opens the 'Session Log' screen from where you can view the log details of all the backup, restore and other operations performed during the current session.



## **Continuous Backup**

This option allows the IDrive application to automatically recognize and perform backups of files/folders that have recently been updated; in real time.

The color of the IDrive tray icon toggles between yellow and green to indicate that the Continuous Data Protection is in progress.

## **Stop Scheduled Backup**

This option lets you stop all the scheduled backup jobs.

## **Disabled Scheduled Backup**

This option lets you disable all the scheduled backup jobs.

## **Manage all the Scheduled Jobs**

This option makes it easy for you to manage the scheduled backup jobs by letting you delete the scheduled backup jobs of the expired accounts while retaining the scheduled jobs of the others. Further, it allows you to view the scheduled backup jobs of all the users on the computer.

To view and manage all the scheduled job, right-click the **IDrive** tray icon and select the **Manage all the Scheduled Jobs** option. A Manage all the Scheduled jobs screen is displayed. It has the following toolbar items:

**Edit:** Lets you edit the selected scheduled job. You cannot edit the scheduled job with the status 'In Progress'.

**Delete:** Deletes the selected scheduled job. You cannot delete the scheduled job with the status 'In Progress'.

**Refresh:** Refreshes the scheduled list of records.

**Stop Transfer:** Stops the progress of the selected scheduled job.

## **Backup Now**

This option lets you take an immediate backup of your Backup set.

## **Check for Updates**

This options lets you upgrade to the latest version of the IDrive application.

## **Send Error Report**

This option lets you contact IDrive technical support team for queries, suggestions or to provide feedback.



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### **Help**

This option lets you access the IDrive help manual.

### **Exit**

This option lets you close the IDrive tray menu.

**Note:** The color of the IDrive tray icon changes to green when a scheduled backup operation has been successfully completed. The color of the IDrive tray icon toggles between green and yellow when the scheduled backup is in progress. If the operation fails, the icon turns red.



## Uninstall IDrive

Follow the steps given below to remove IDrive completely from the local computer:

1. Go to **Start > Programs > IDrive** and select **Uninstall IDrive**. A message to stop all the scheduled backup jobs and to confirm the uninstallation is displayed.
2. Click **Yes** to continue the uninstallation.

**Note:** It is not advisable to uninstall the IDrive application using the conventional method of removing an application (from Control Panel > Add or Remove Programs).

## Version Update

To update IDrive with newer versions, from the IDrive tray menu, click the 'Check for Updates' option. A message confirming if you want to update to the latest version is displayed. Click 'Yes' to proceed.

If the older version is available, it is automatically uninstalled. You need to restart your computer only if you install the IDrive Explorer plug-in.



## Technical Support

### Technical Support

Pro Softnet Corporation,  
IDrive Division,  
26115 Mureau Road, Suite A,  
Calabasas, CA 91302.

### Telephone:

1-866-748-0555 within USA ext 3  
1-818-251-4245 outside USA ext 3  
Monday - Friday, 6:00 AM to 6:00 PM PST

### Fax:

1-818-878-9208

### Email address:

[support@idrive.com](mailto:support@idrive.com)

For more information, visit: <http://www.idrive.com>