



# **Narbulut Backup Now Agent**

November 2022

WELCOME TO  
NARBULUT BACKUP NOW AGENT  
GET STARTED GUIDE!

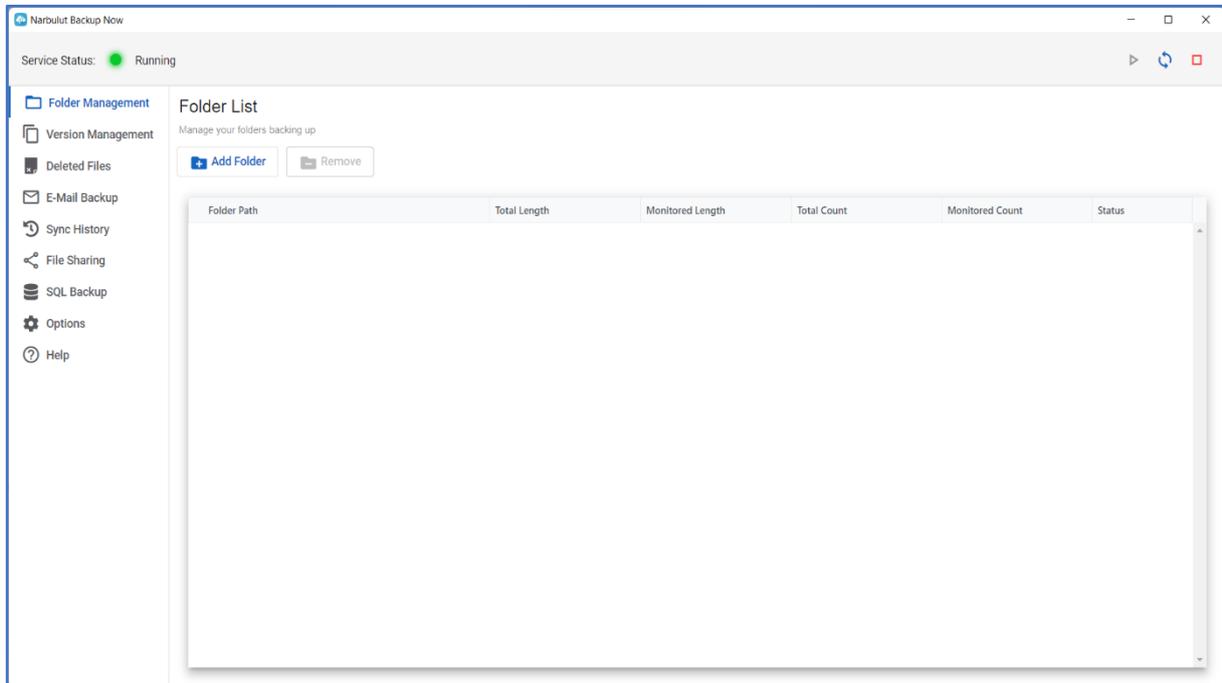
This guide includes brief information about the basic matters.

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## Running the Agent for the First Time

After running the setup file that you have downloaded from <https://login.narbulut.com>, double-click on the application to run it for the first time. Then sign in with your credentials same as on the panel. After the automatic configuration, folder management menu will welcome you:

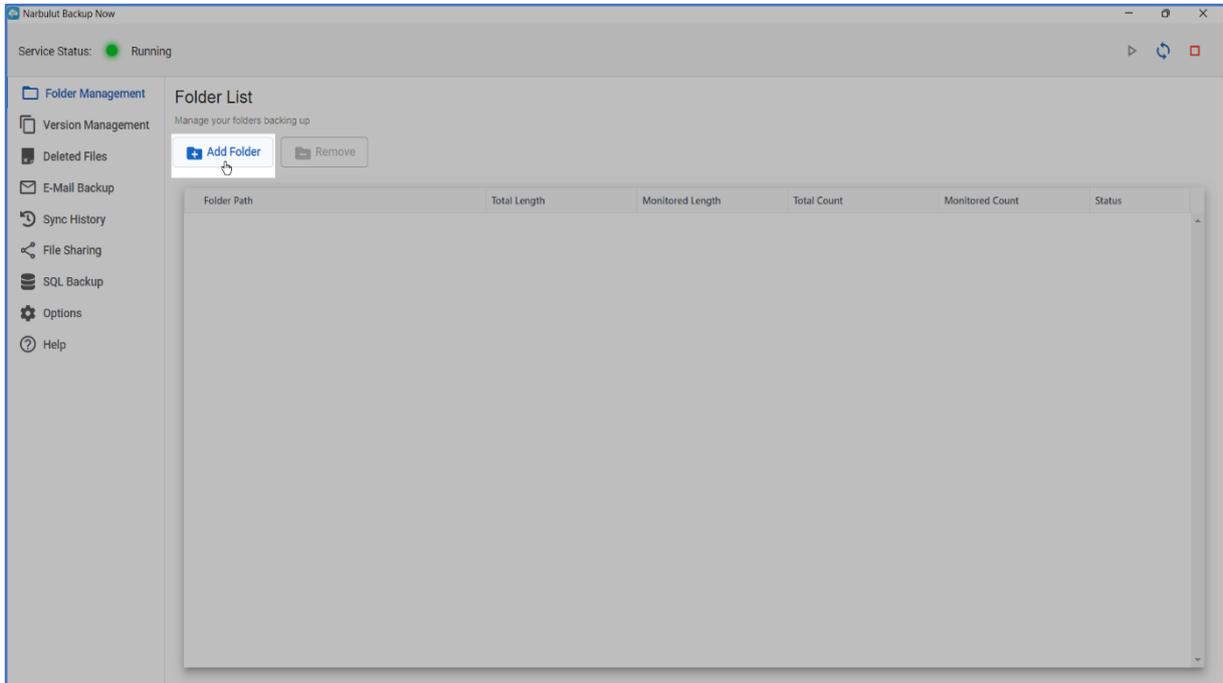


## Navigating with the Left Menu

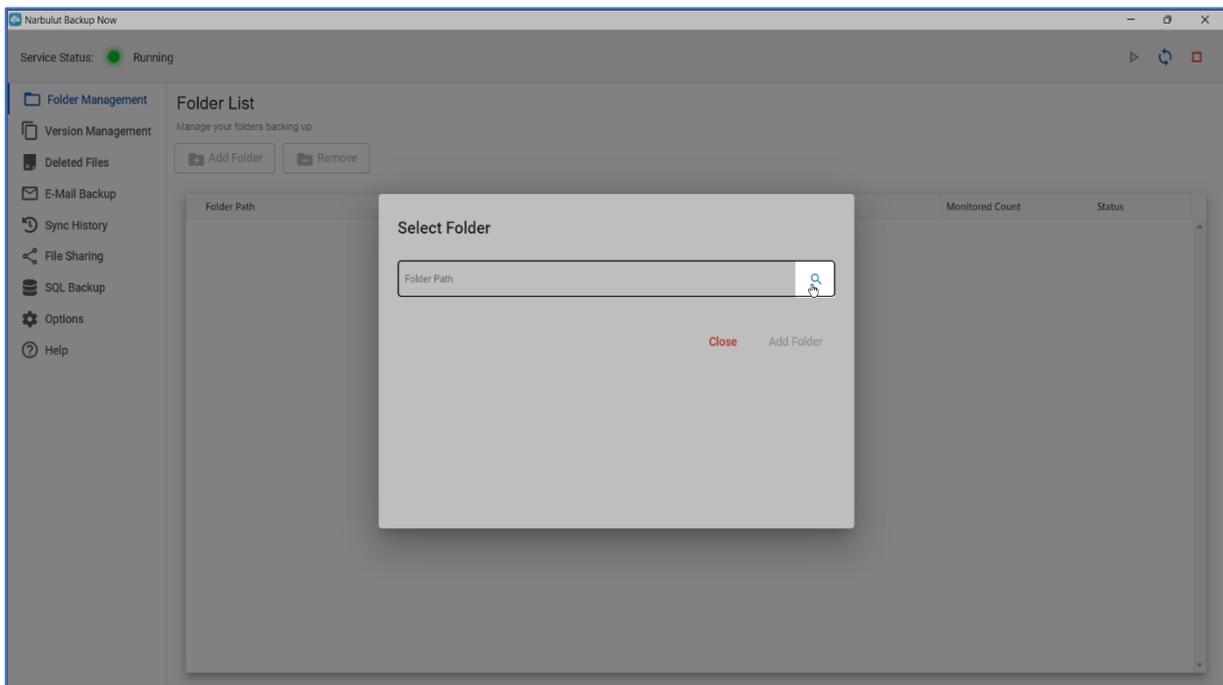
You can switch between pages using the left menu. It has 9 submenus: Folder management, version management, deleted files, e-mail backup, sync history, file sharing, SQL backup, options and help. This guide will cover all of them.

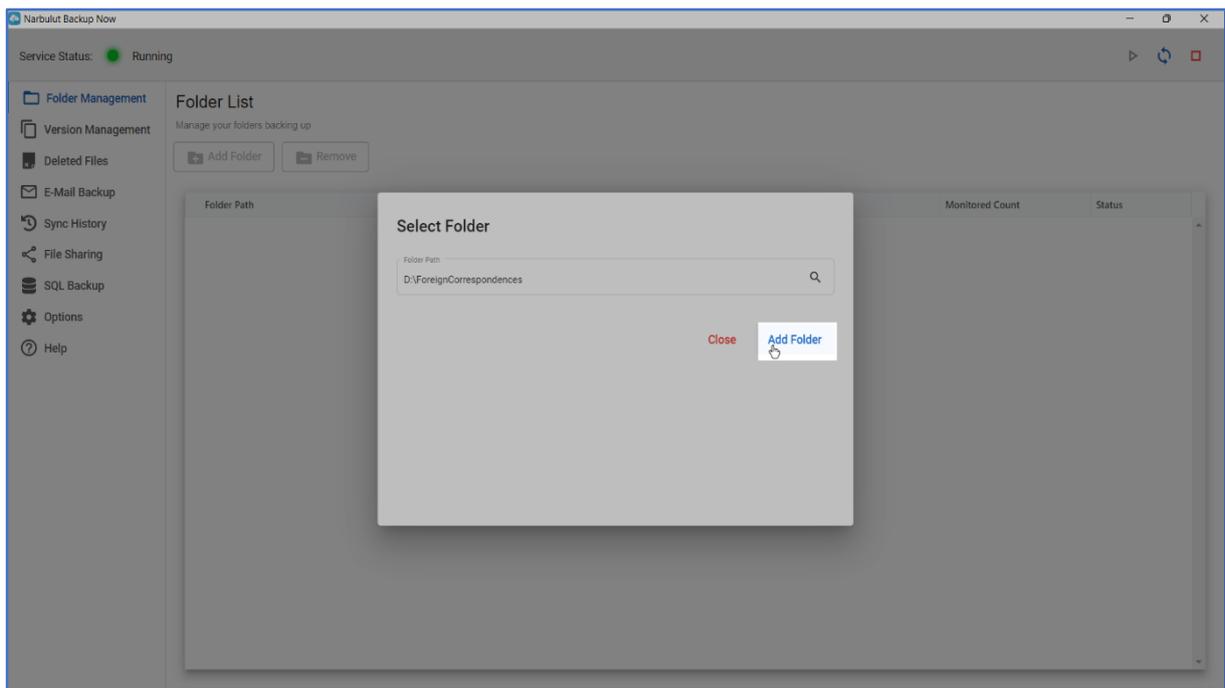
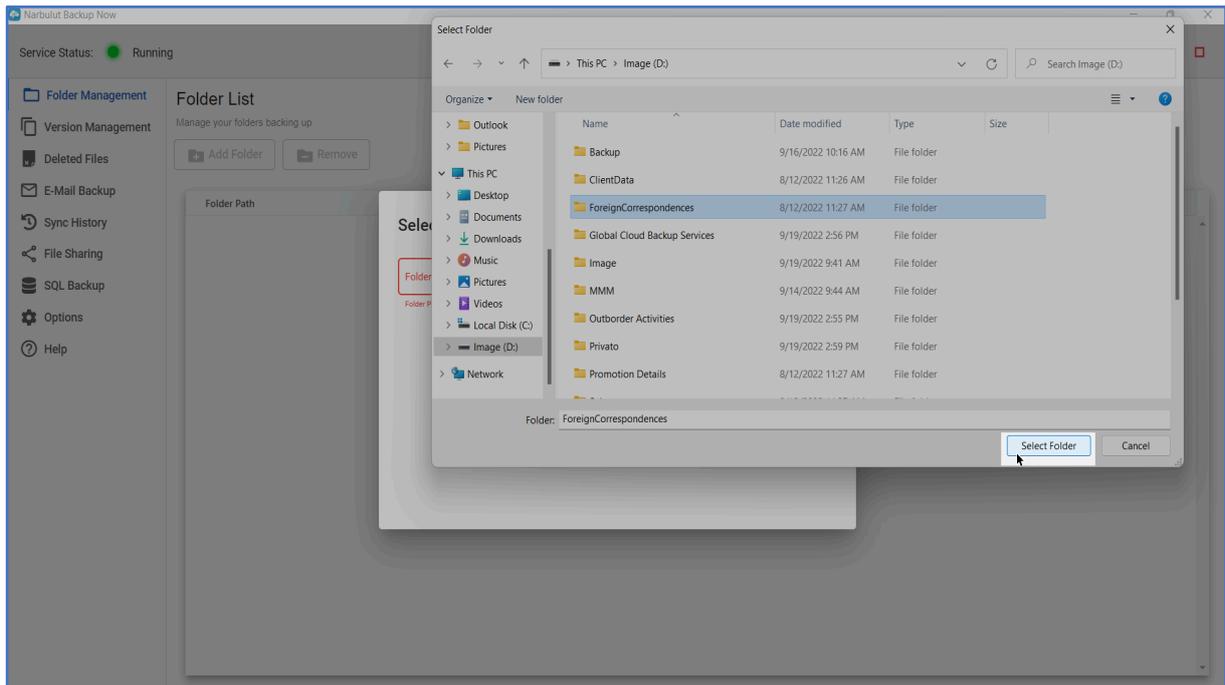
# 1. Folder Management

On this page you can add the folders you want to be backed up or remove them. Click on **“Add Folder”** button to start the instant backup operations for file(s) regardless of file extension in the folder(s).

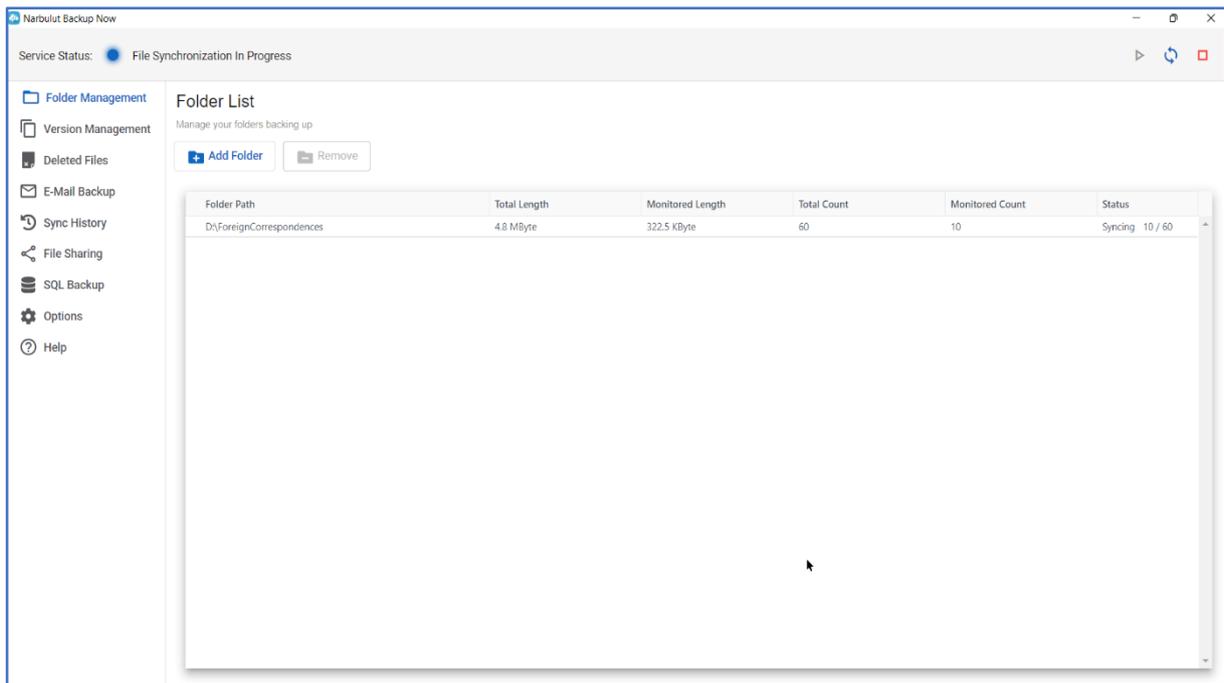


Show the folder path to the agent using the related button and click on **“Select Folder”** button. Then click on **“Add Folder”** button.

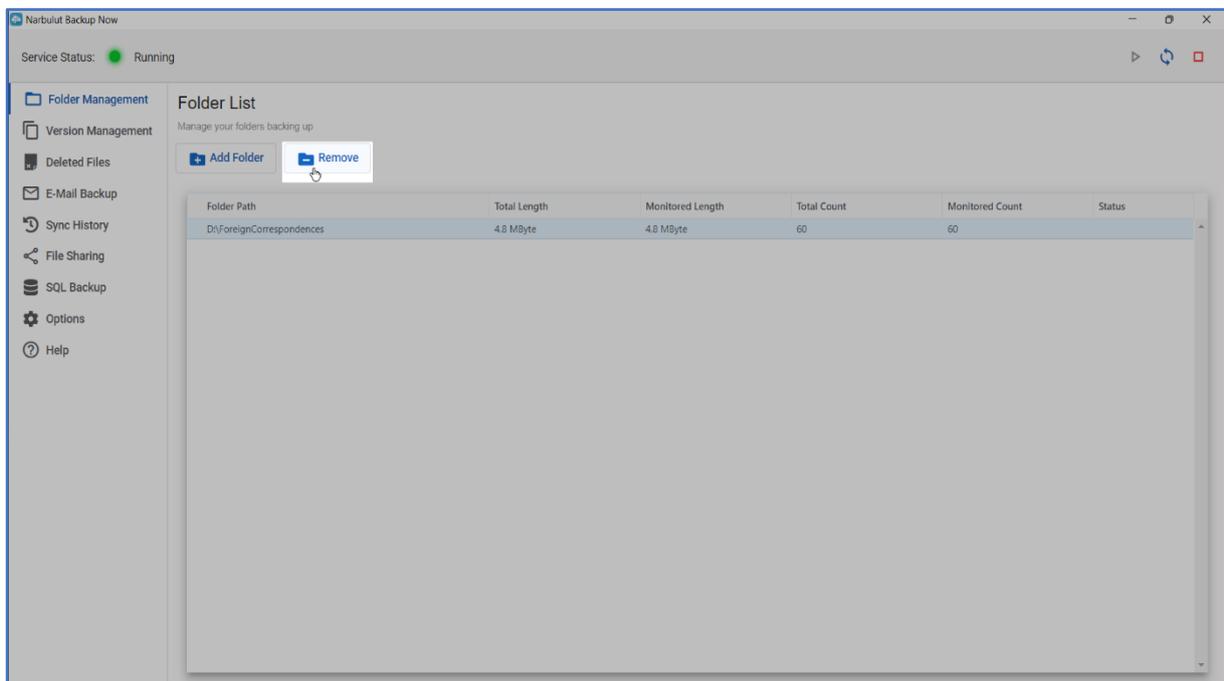




After adding folders, you can view their statuses on this very page.

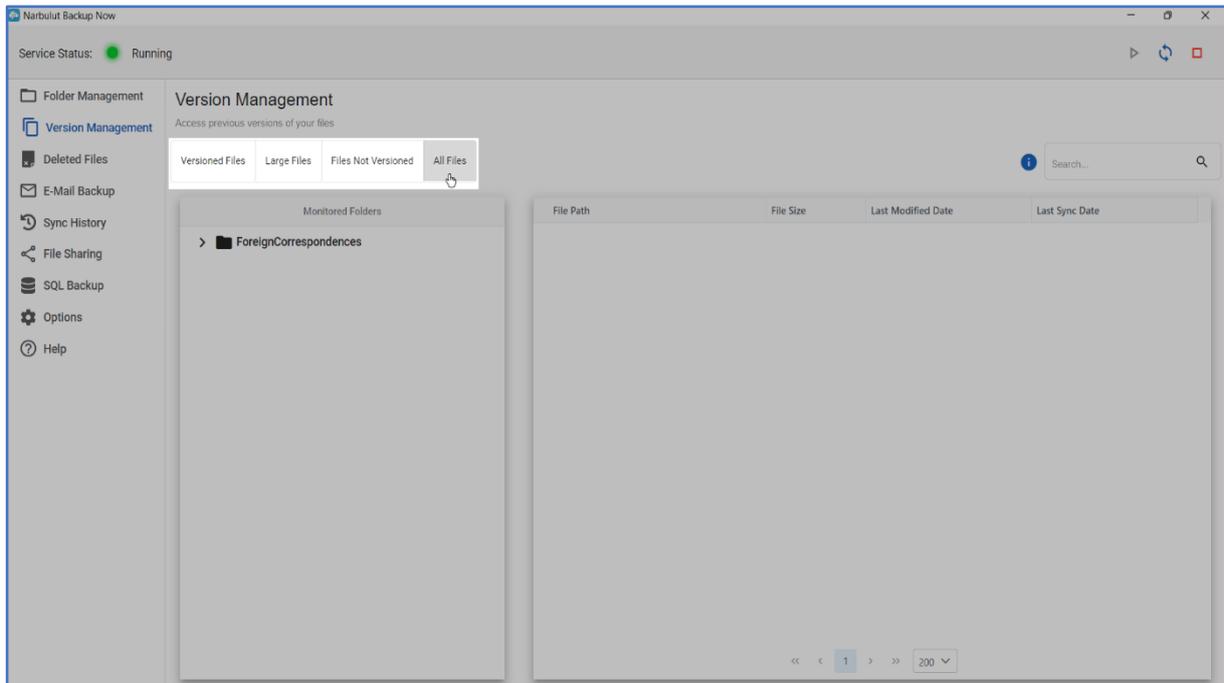


To remove folders, click on the folder and then click on "**Remove**" button. Once you remove a folder from backup operation, agent will not track the changes anymore. If you need any of the backed-up files till the removal you can find them on "Deleted Files" menu.

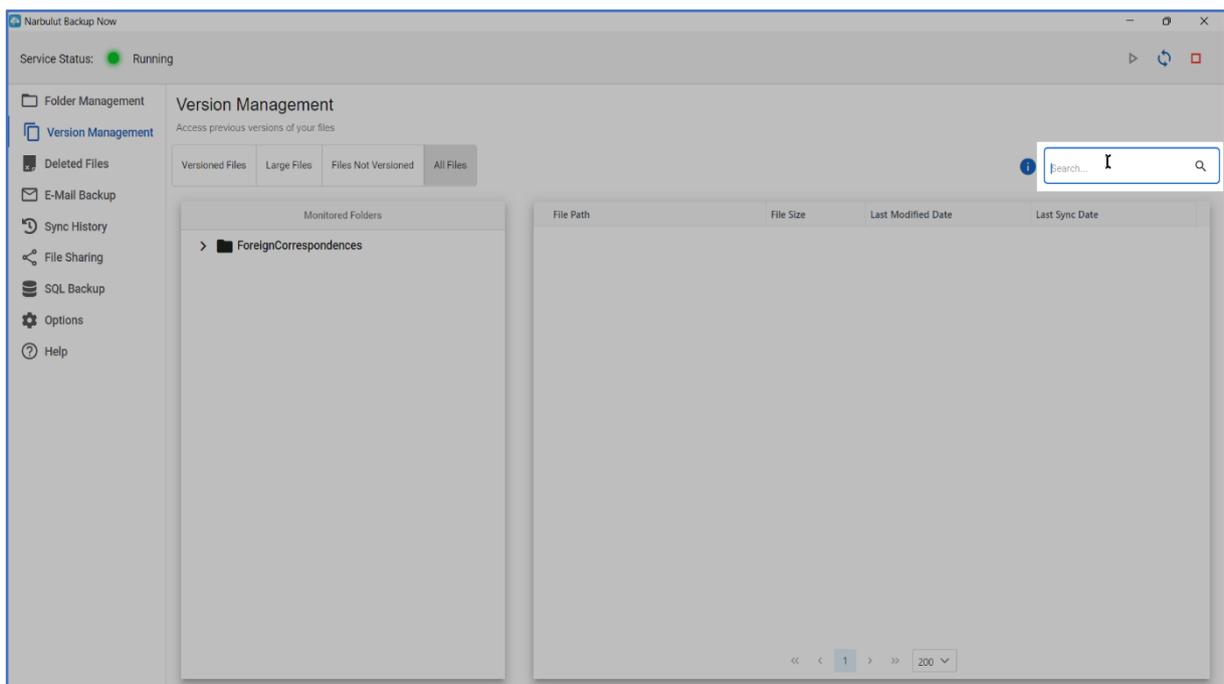


## 2. Version Management

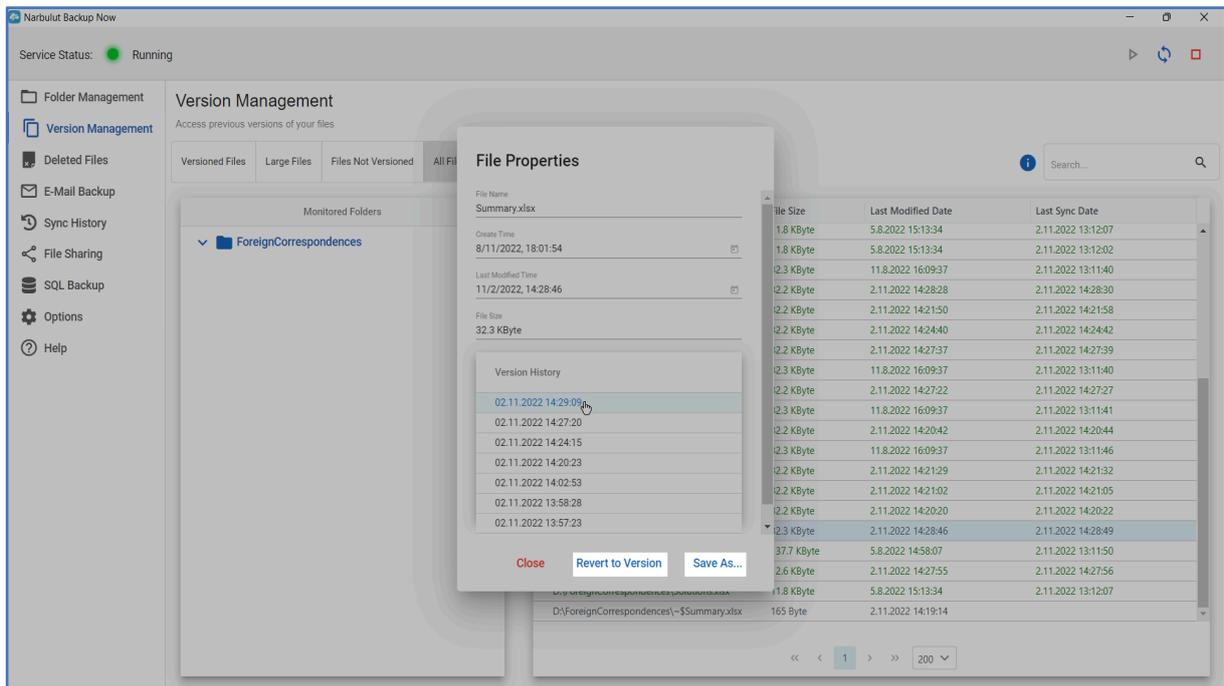
On this menu, you can manage the folders that are included for backup operations on the [“Folder Management”](#) menu and files in those folders. You can view, download and share them. After selecting a folder, you can filter the files within the folder by clicking on the relevant buttons.



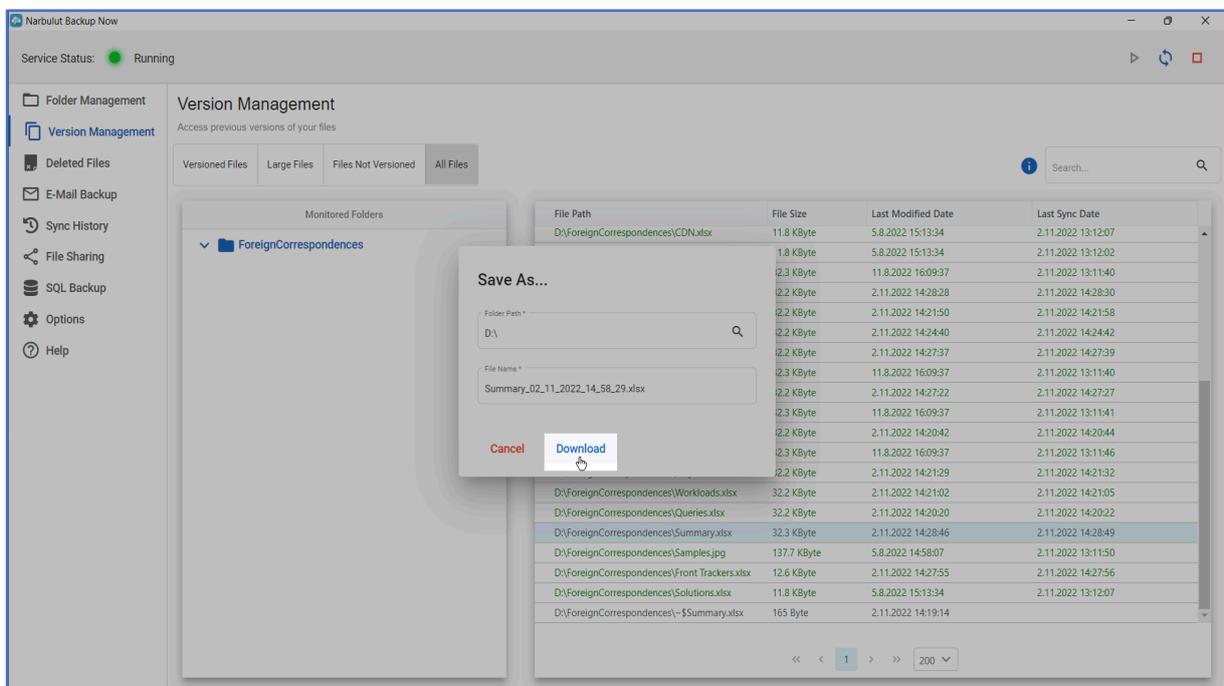
You can use the search bar to help you finding the files you like.



You can see the versions of the file by double-clicking on it and you can revert the file to a version or save a version of the file using the related buttons.

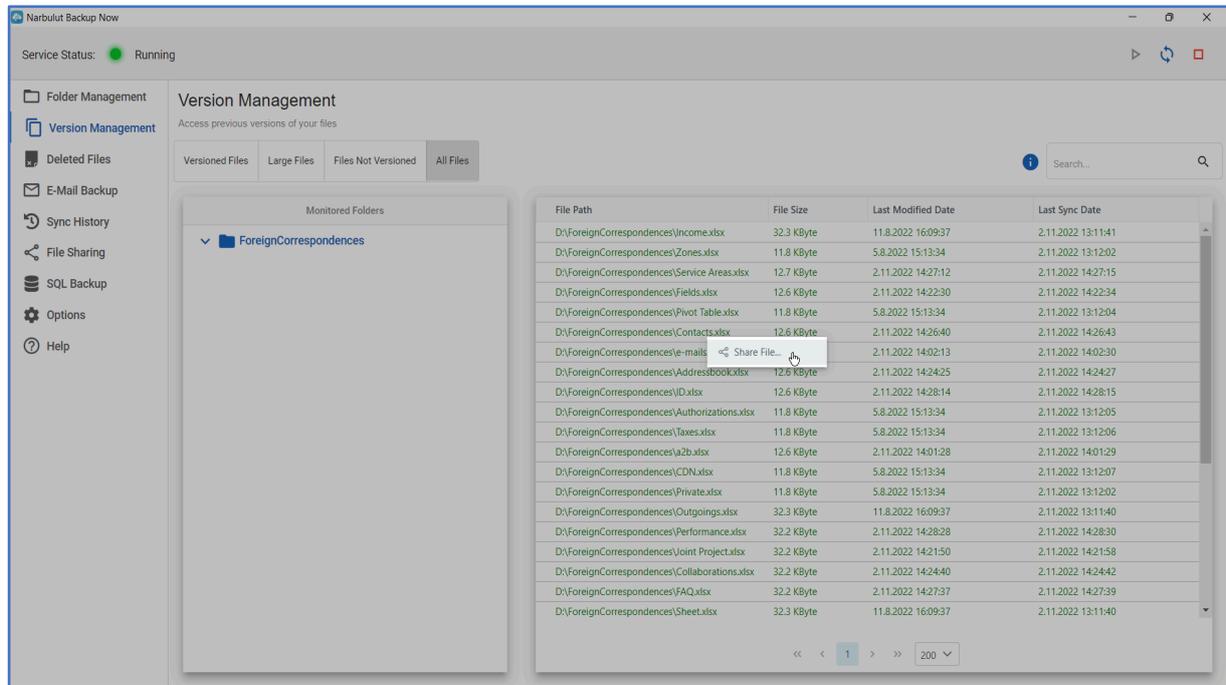


**“Revert to Version”** button will swap the original file with the selected version. **“Save As...”** button will save the file to the selected folder path. Click on the **“Download”** button after determining the folder path that you want to save the file to.

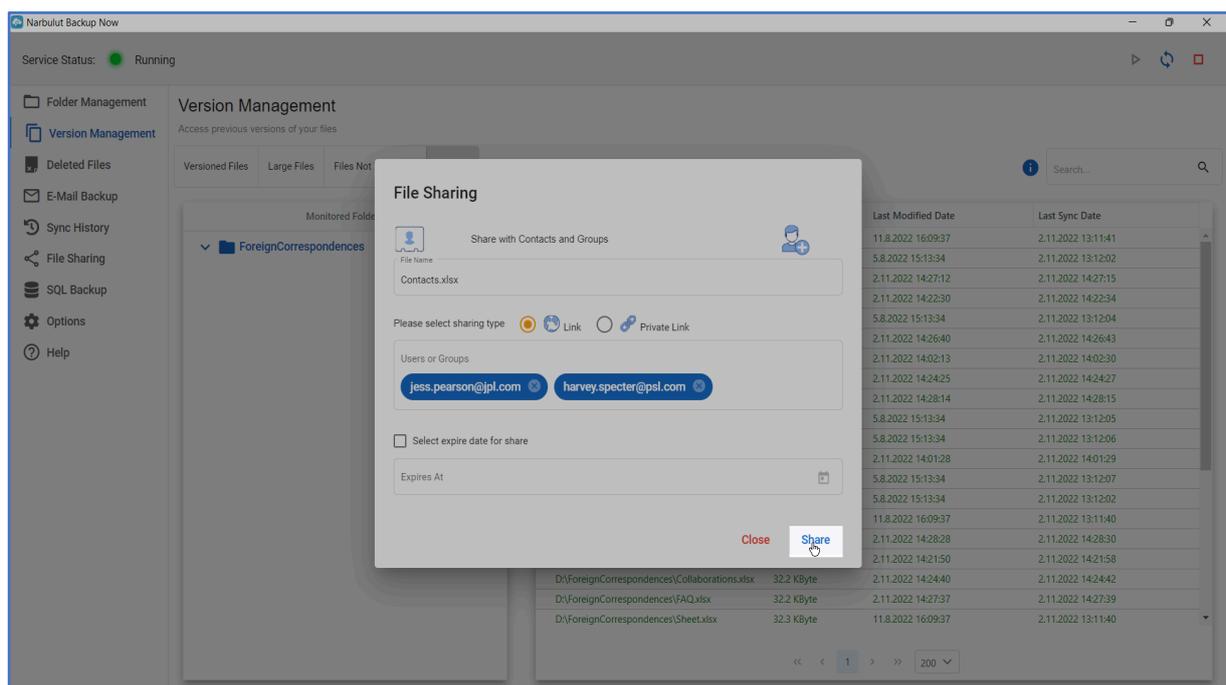


**Note:** Narbulut Backup Now agent does not delete the original version while using **“Revert to Version”** option. If you make a mistake using the option, you can always go back to the original version using the same option.

You can share a file by right-clicking on it and then selecting the **“Share File...”** button. Share link will be created and sent to the contacts you want. You can also copy the sharing link and send it via any other applications such as e-mail, web WhatsApp etc. (Sharing process is directly related to **“Address Book”**. See also Narbulut Backup Now Admin Panel Get Started Guide and Narbulut nDocs Workspace User Guide for further information about Address Book.)

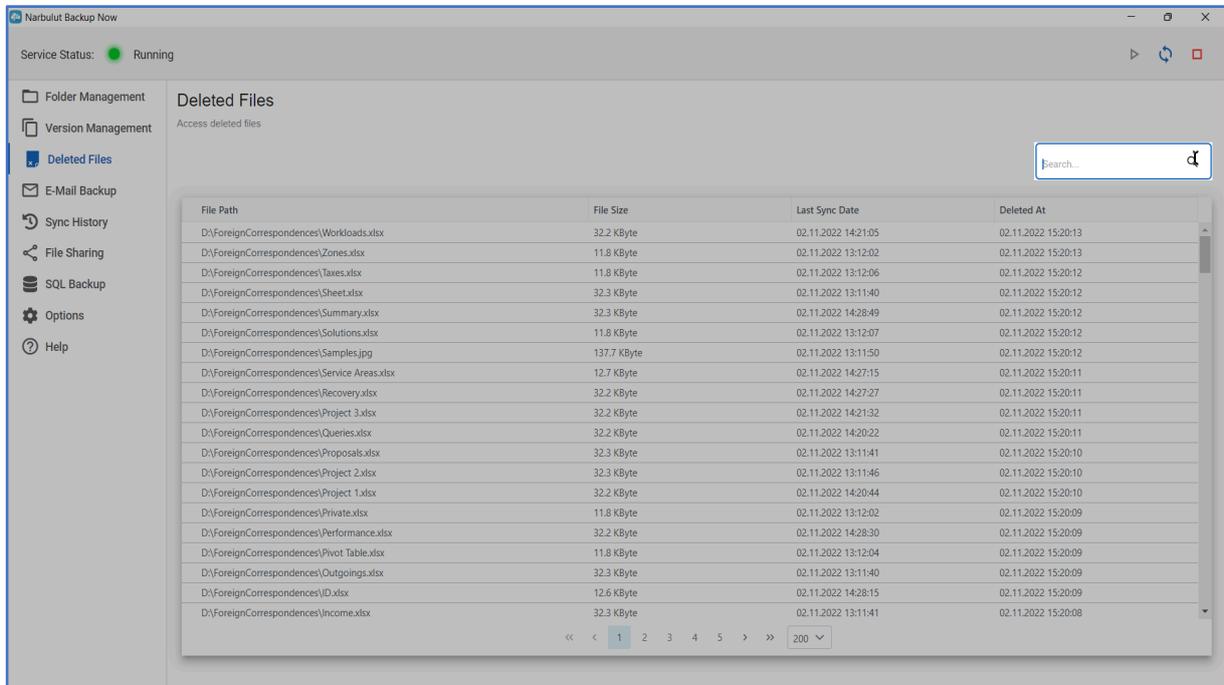


From the pop-up, select the contact(s) by typing their names, determine the expire date and then click **“Share”**. You can manage the link from **“File Sharing”** menu. (See also [“File Sharing”](#) for further information.)

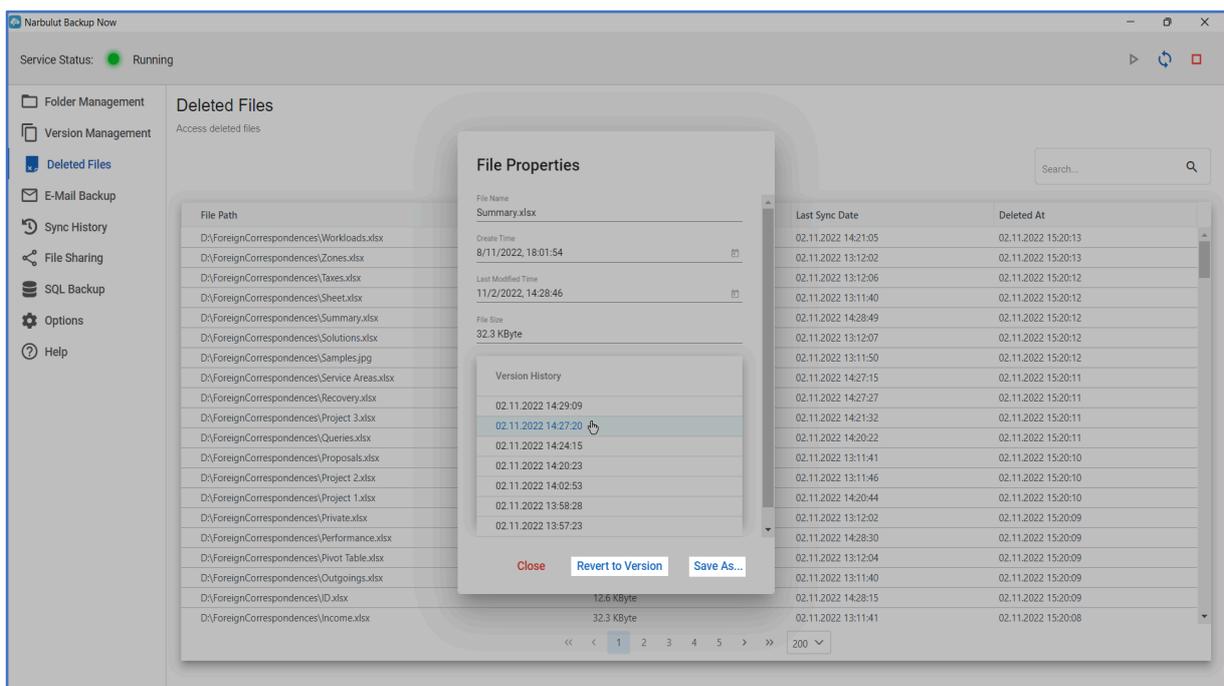


### 3. Deleted Files

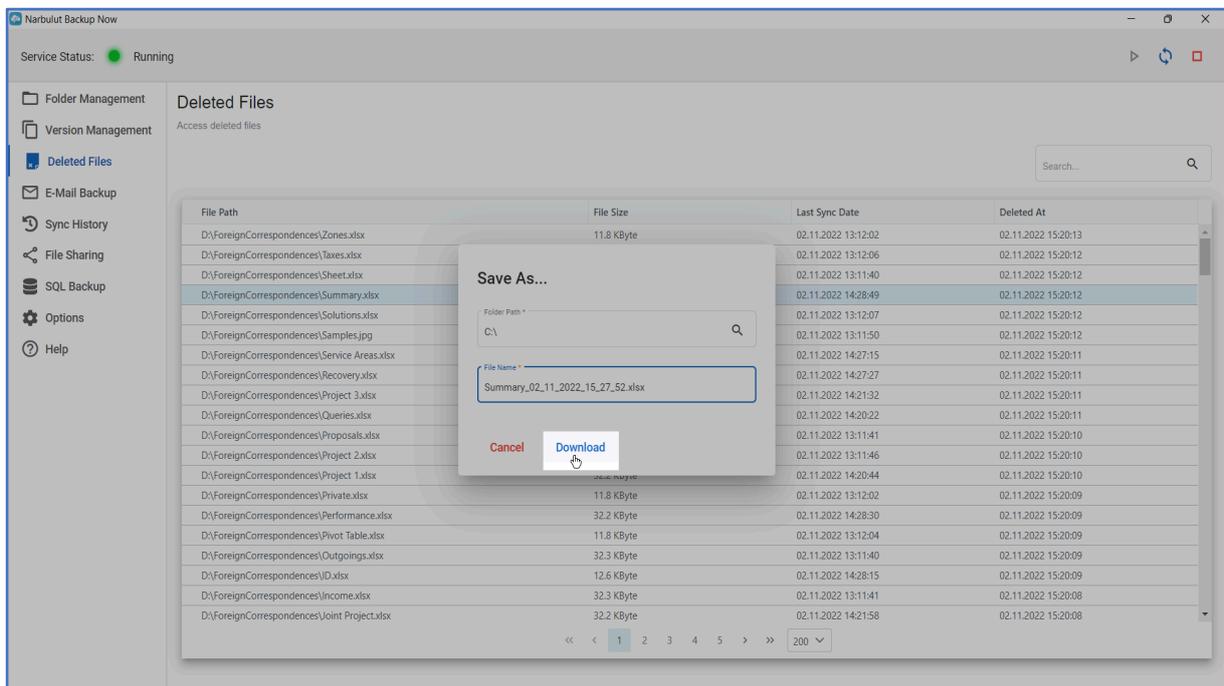
The files which are deleted from the folders that you have added in the “[Folder Management](#)” menu or files which in the folders you removed from backup operations are stored here for 60 days. Search bar can help you finding the files you want.



You can revert the deleted files to any version or save the versions as a different file. Click on the deleted file and use the relevant buttons.

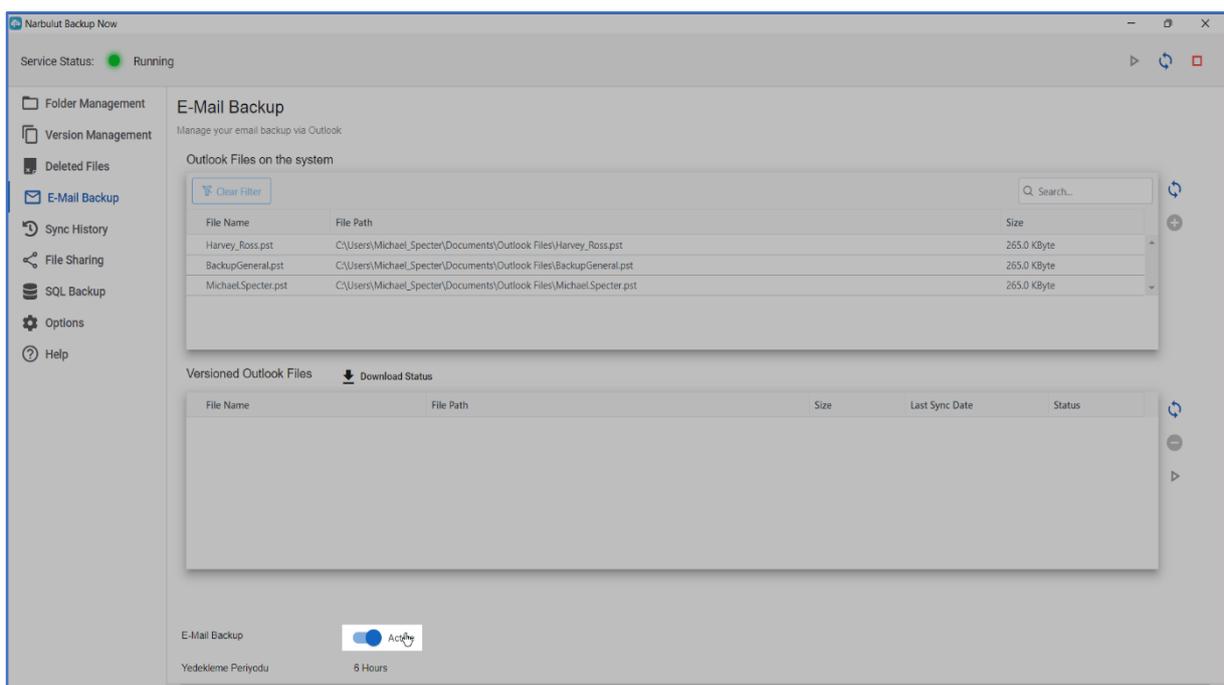


“**Revert to Version**” button will create the file’s selected version to original location before it was deleted. “**Save As...**” button will save the version to the selected folder path. Determine the path and click on “**Download**” button.

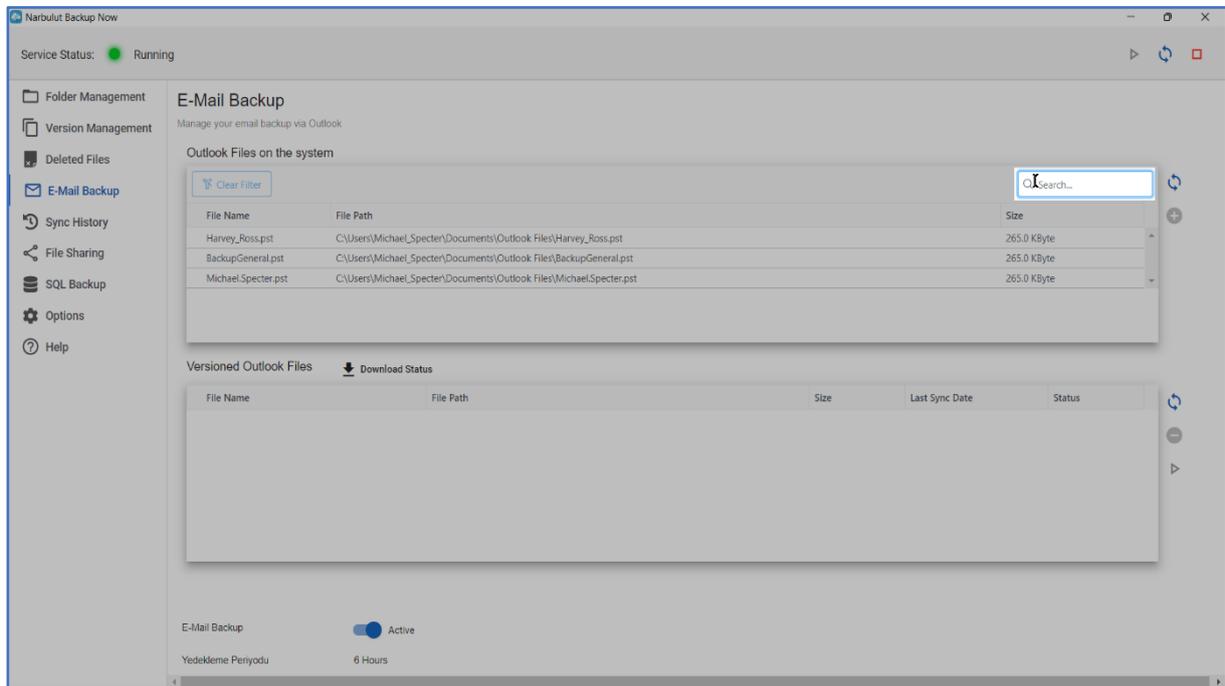


## 4. E-Mail Backup

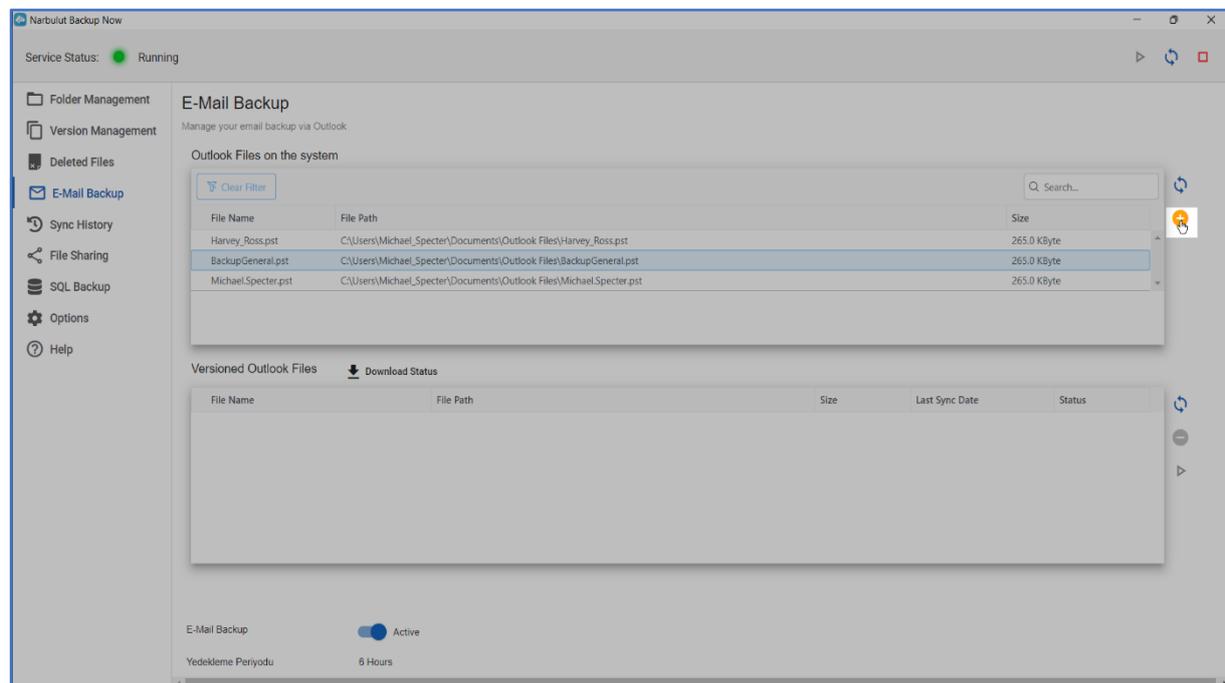
On this menu, you can back up your outlook files with .pst extension. This option will be active as default. You can change it by the related button. Default backup period is defined as 6 hours interval, it can also be changed by policies via admin panel. (See Narbulut Backup Now Admin Panel Get Started Guide and Backup Now User Guide for further information)



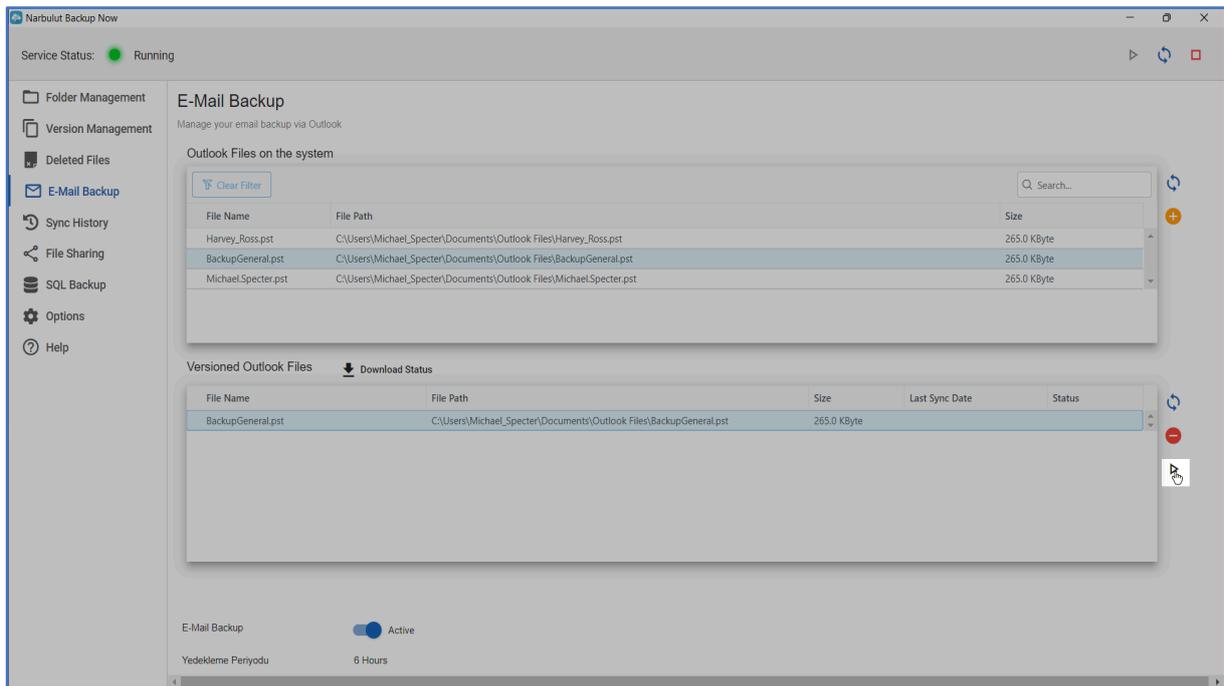
Narbulut Backup Now agent finds the outlook files with .pst extension automatically. You can add the files to “Versioned Outlook Files” list to back them up. Search bar can help you find the files you want.



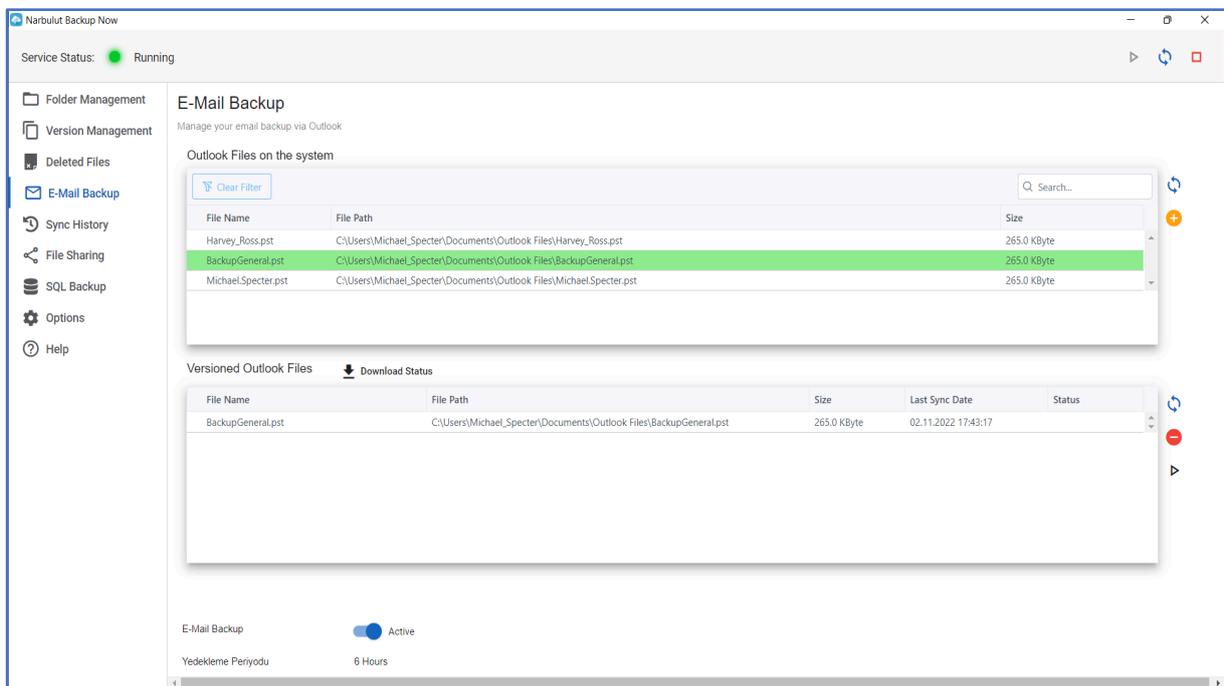
Click on the file and use the “Add” icon to add it to the list.



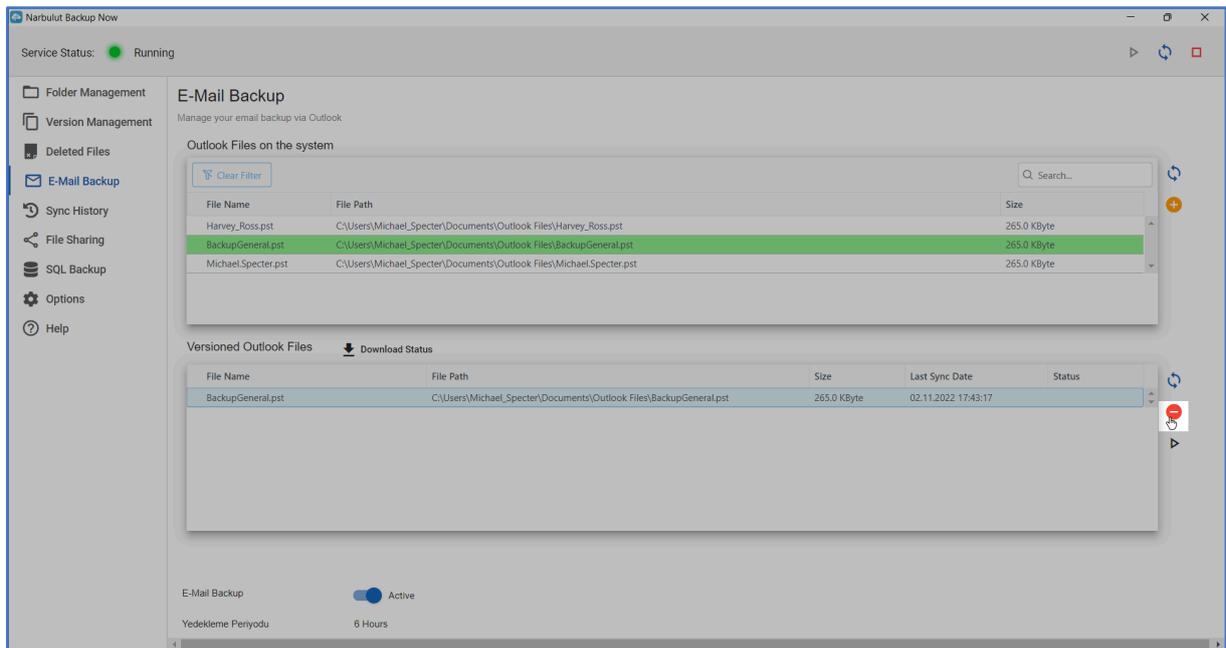
Backup will initiate automatically at the specified time regarding the "Backup Period". You can use the "Start" button to start the backup manually at any time.



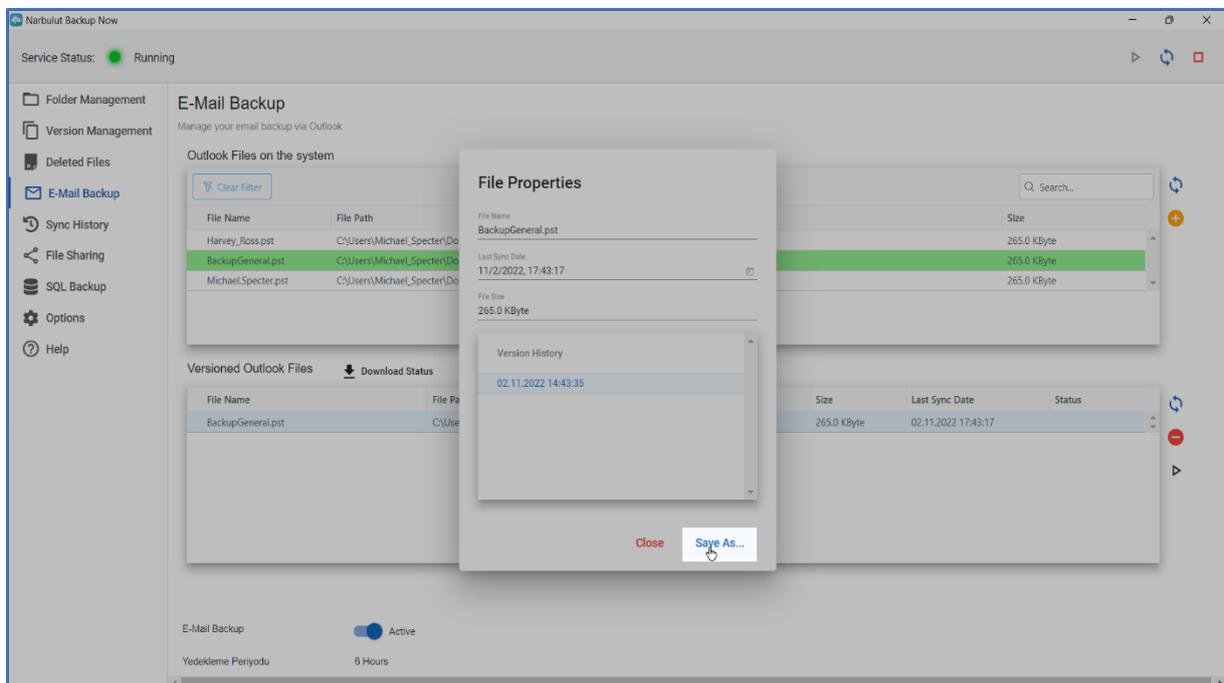
The files that are backed up will be highlighted in green colour:

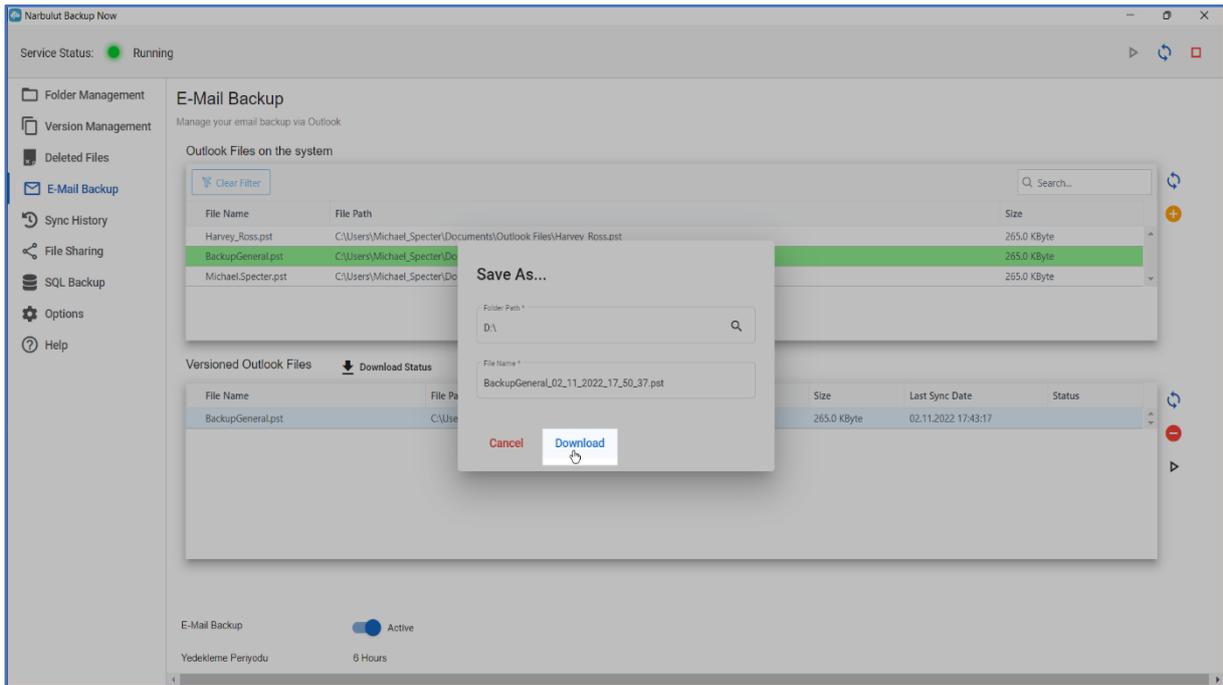


To remove a file from the "Versioned Outlook Files" list, click on the file and use the "Remove" icon.



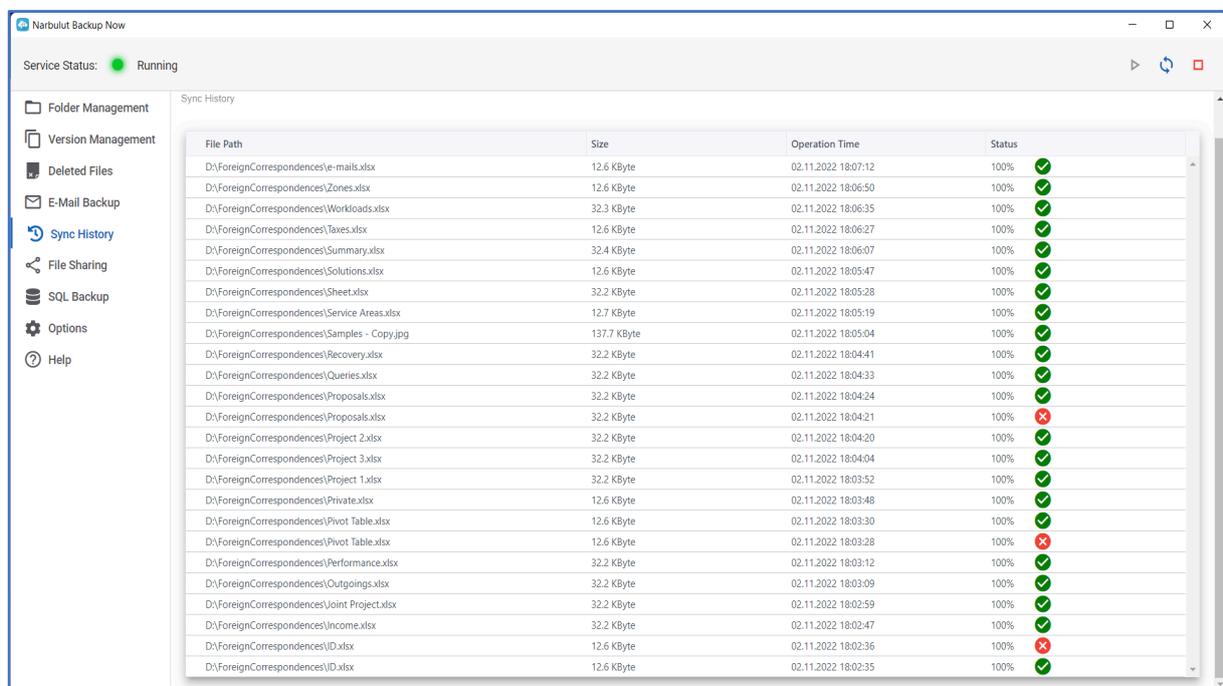
You can save versions of the files using this menu. Double-click on the file you want to save; select the version you want to save and click on the "Save As..." button and determine the folder path. Then click on the "Download" button.





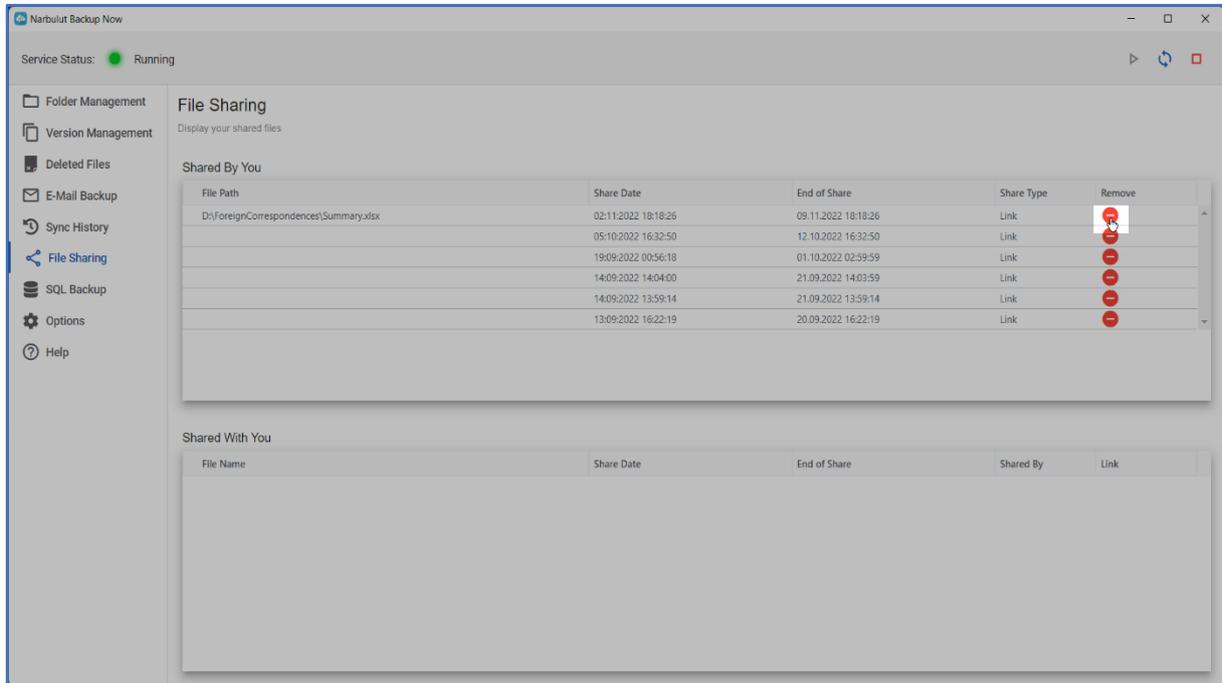
## 5. Sync History

On this menu, you can find the last 25 logs of the backup operations that Narbutut Backup Now agent has completed or failed for the current session. If an operation fails, the agent repeatedly tries to send it to cloud until the sync job is completed successfully.



## 6. File Sharing

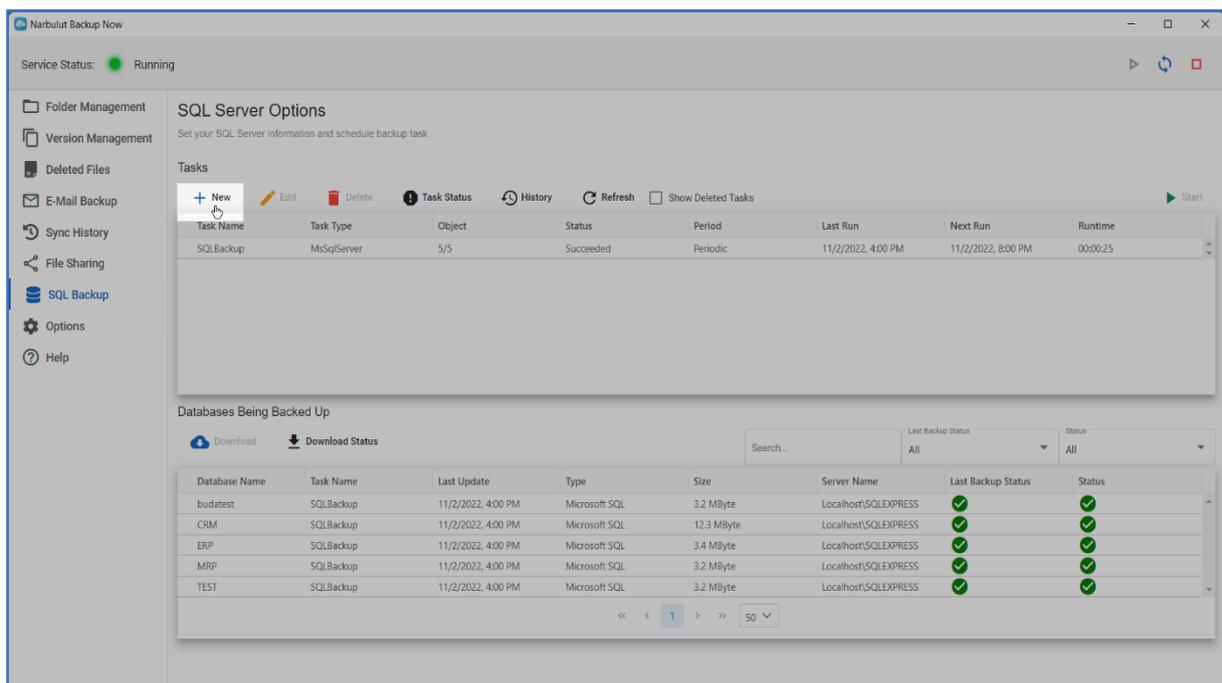
On this page you can view your shares and the files shared with you. You can also remove active share links by using the **"Remove"** icon next to each file.



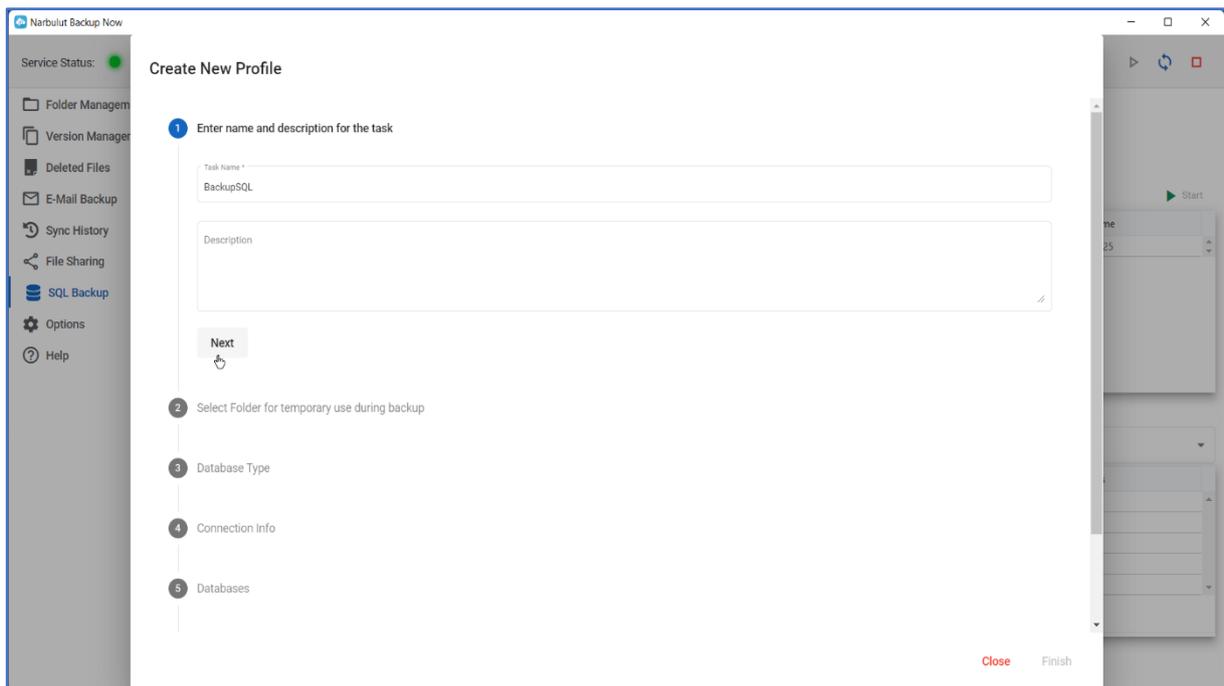
## 7. SQL Backup

On this menu, you can create scheduled tasks to back up your SQL databases and edit the existing tasks. You can also view and download the SQL database files that you have backed up with Narbulut Backup Now agent.

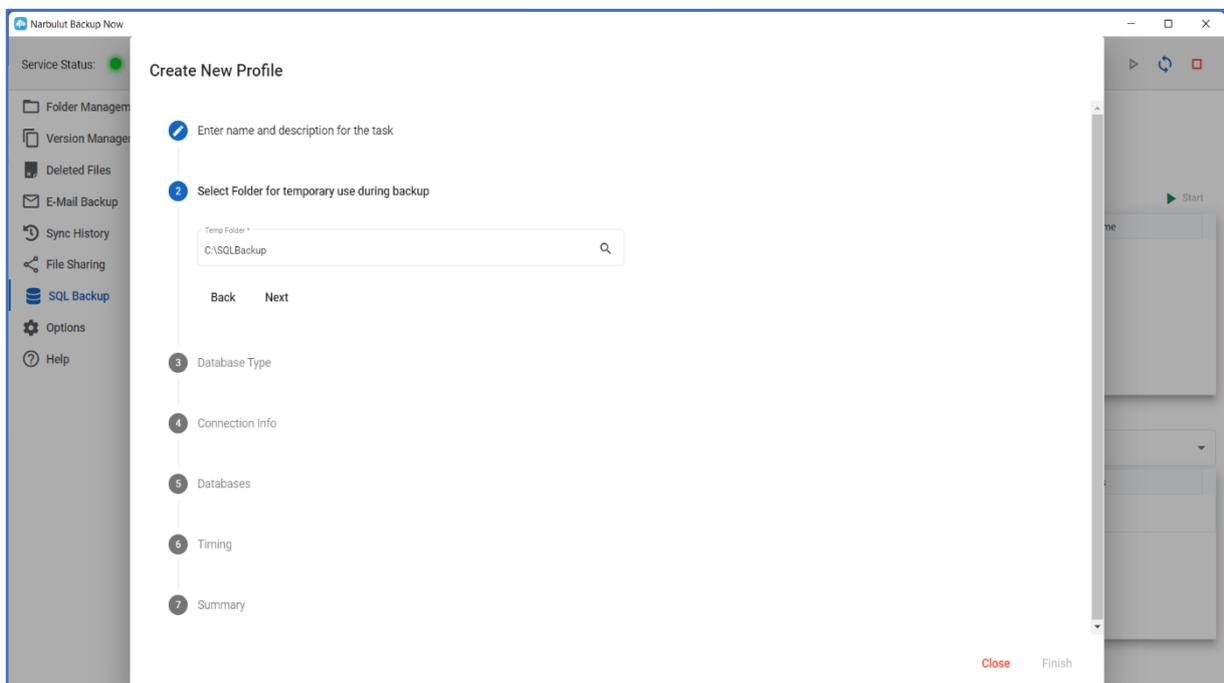
To create a scheduled task, click on the **"New"** button.



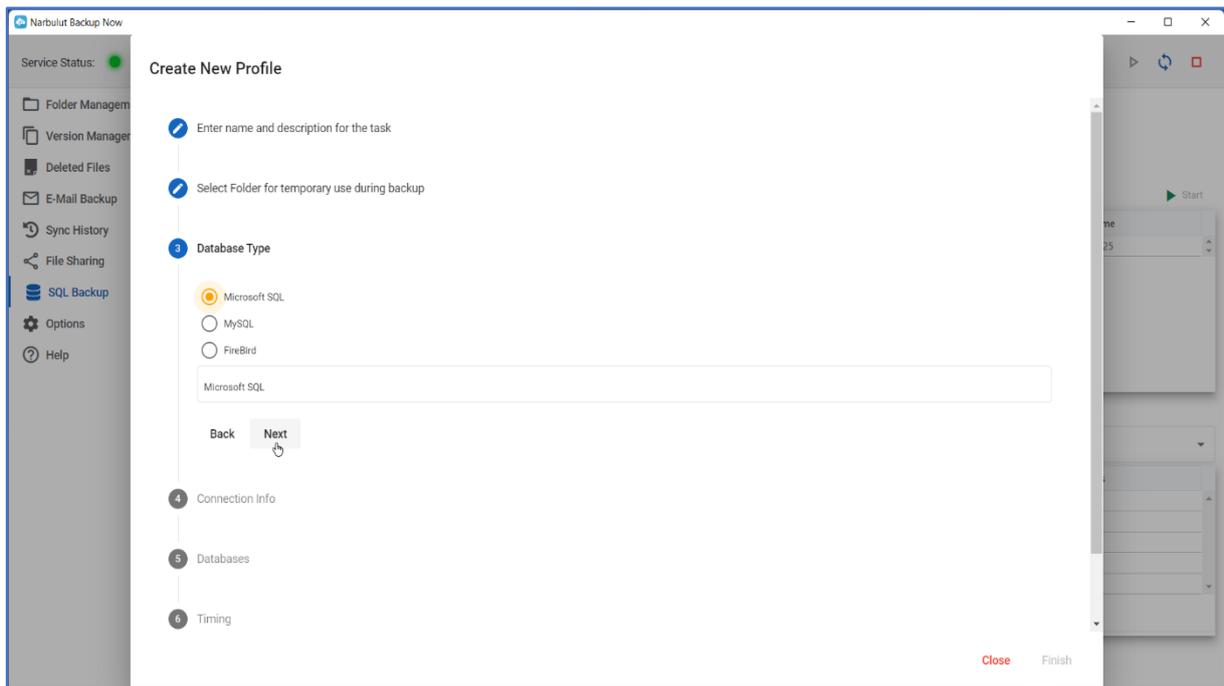
As the first step, give your task a name and if you want add a description. Click on **Next**.



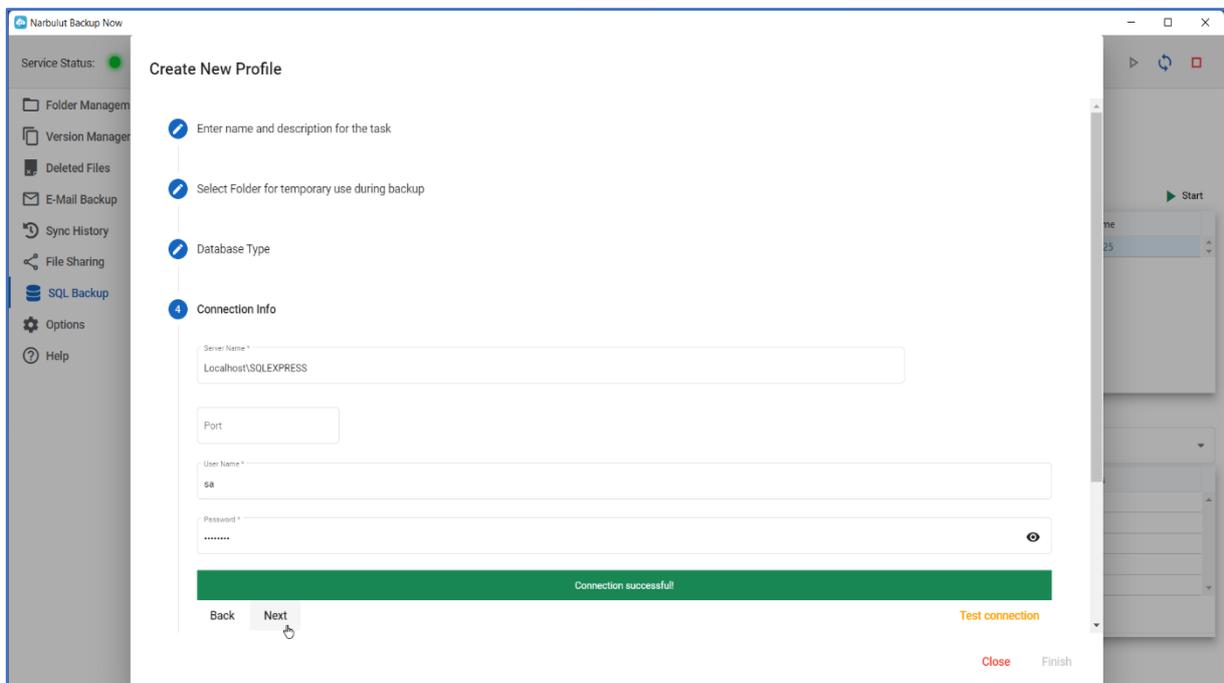
On this step you have to define a temporary folder on a proper disk in order to create temporary backup files of your SQL Databases. (Needs a space on disk as much as your DB size.), click on **Next**.



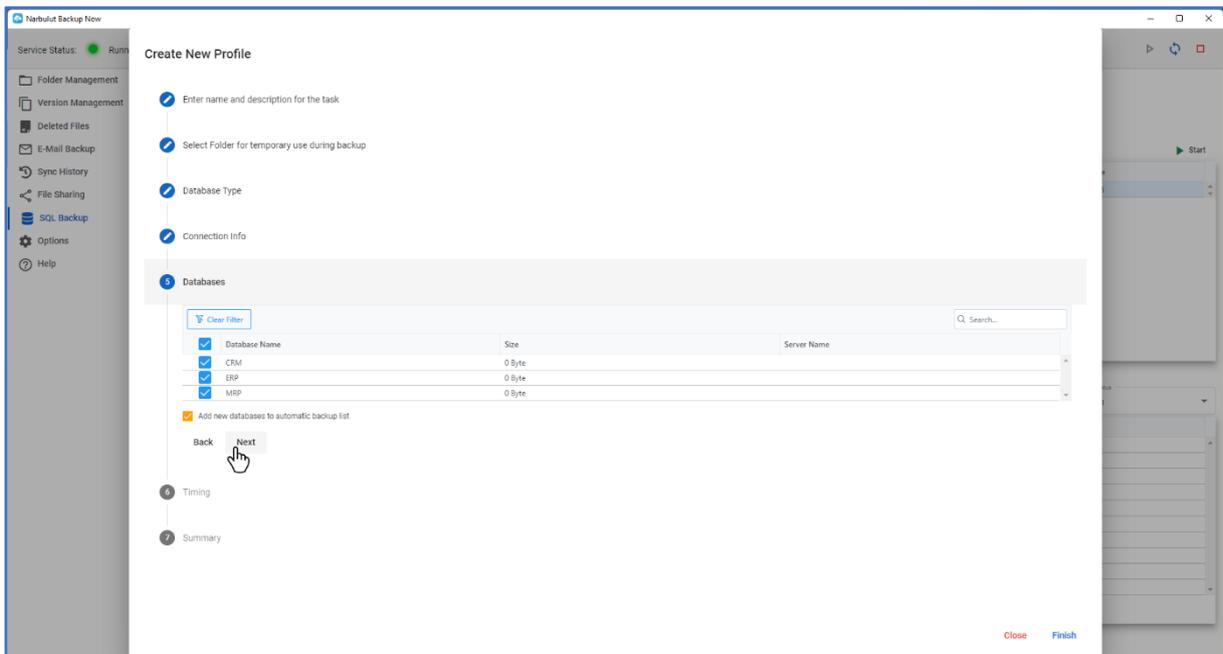
On this step select your SQL Server type and click on **Next**.



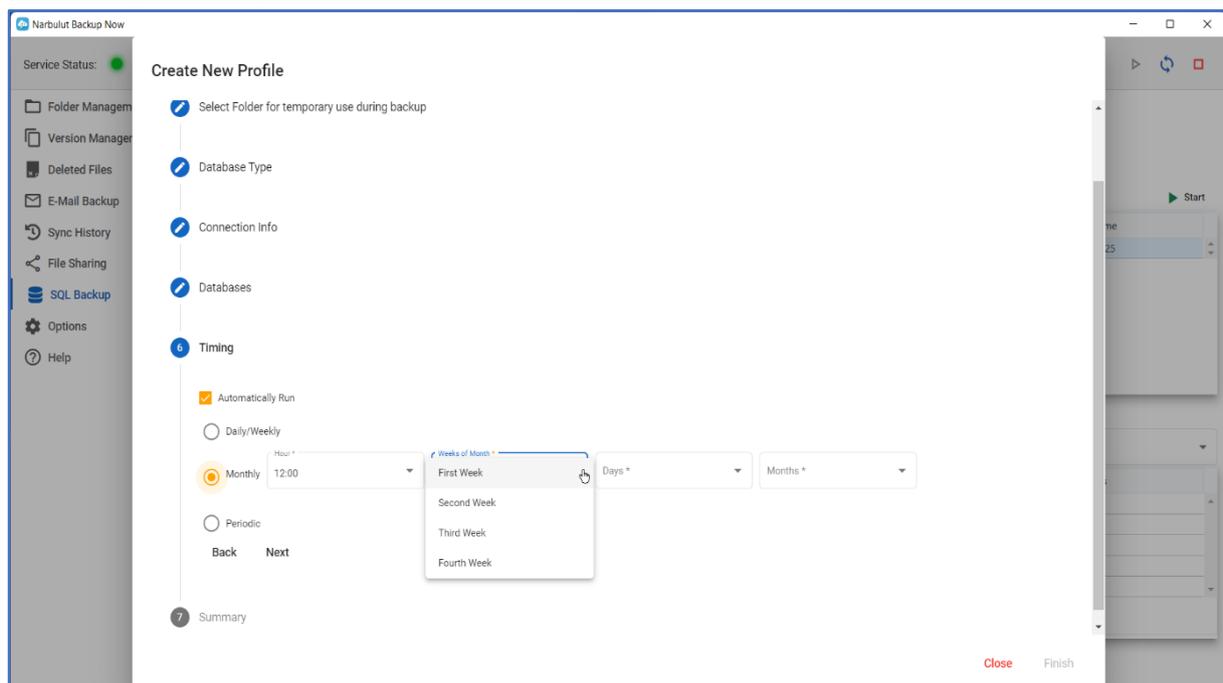
On this step enter your credentials (server name, port [if it's not default], user name and password) for your SQL server in order to get connection and back up your databases, click on **'Test connection'** button to check if the right parameters entered or not, if everything is correct you will see 'connection successful' in a green bar, if not you will be notified as 'server error' in a red bar. When the connection confirmed, click on **Next**.



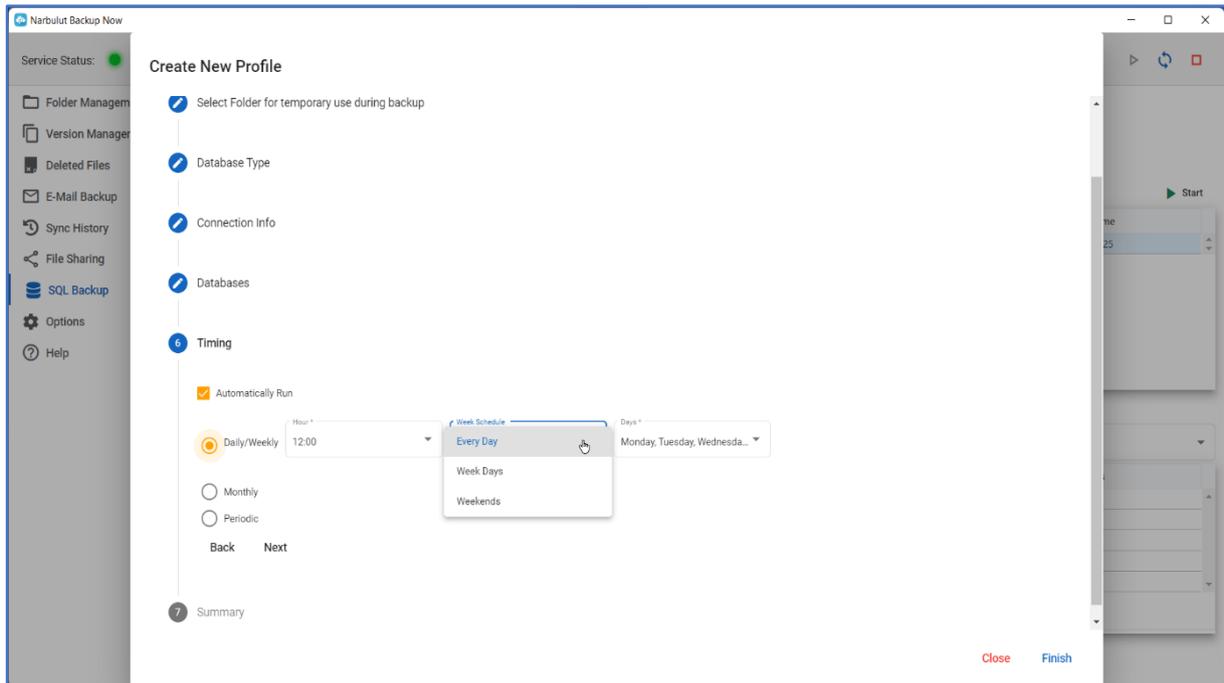
On this step appears all databases under this server, select whichever you want to backup or click on the checkbox next to DB name to select all databases on this instance, if you click on this option, you will see another checkbox below about adding new databases to backup task in future. Once you click on this option, all the existing and future databases will be included to this task, click on **Next**.



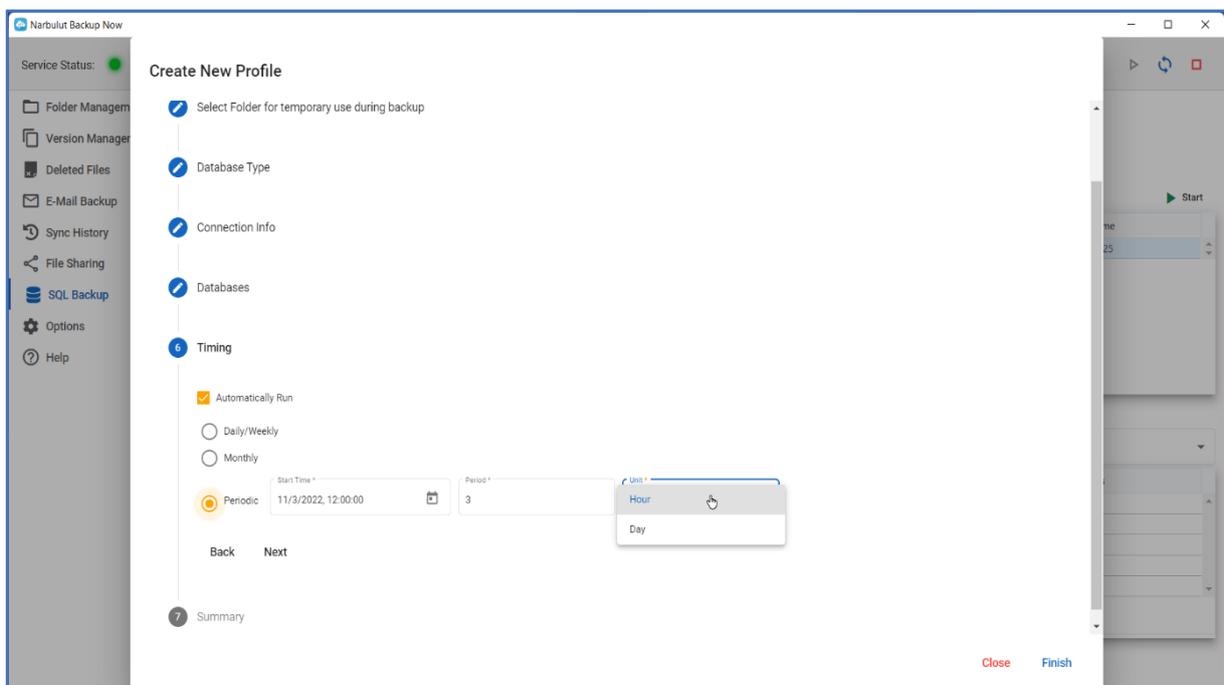
On this step you can adjust the timing of the task. Decide the timing period you want among daily/weekly or monthly or periodic. **Periodic is recommended to have healthy backups.** In daily/weekly option you can adjust backup time on defined days, once you choose this option Narbulut agent will back up your SQL databases automatically on determined time if your computer is open with connection to internet.



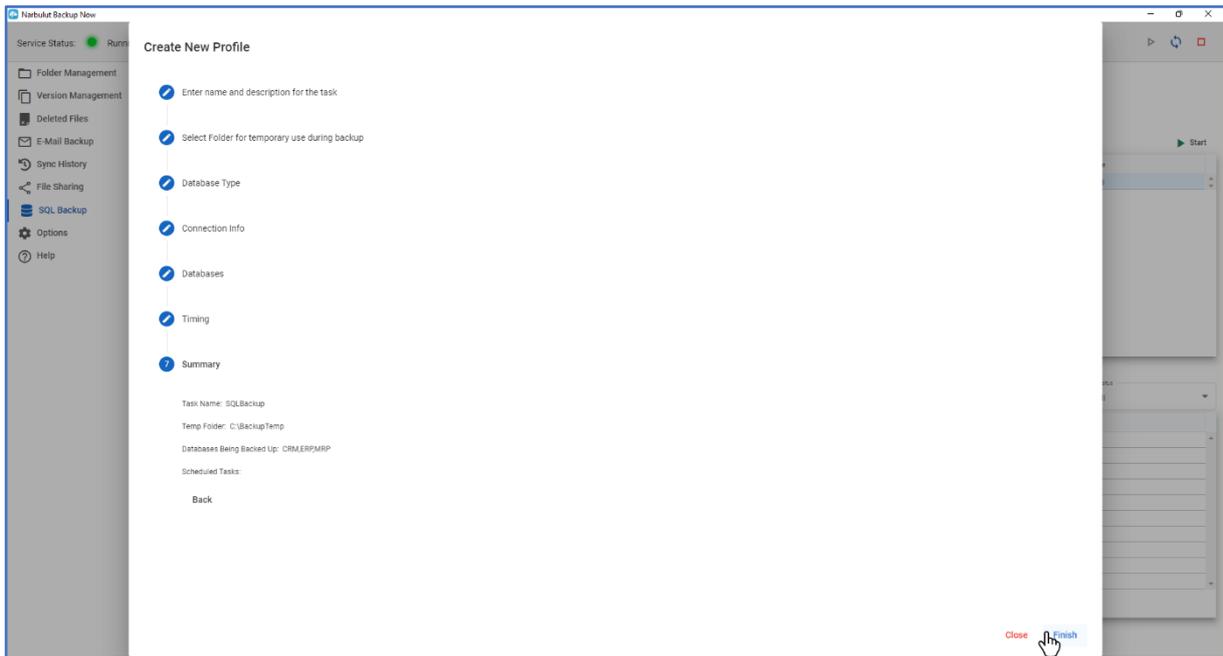
In monthly option you can adjust the backup time, on which week of the month, on which day of the week of the month and the month.



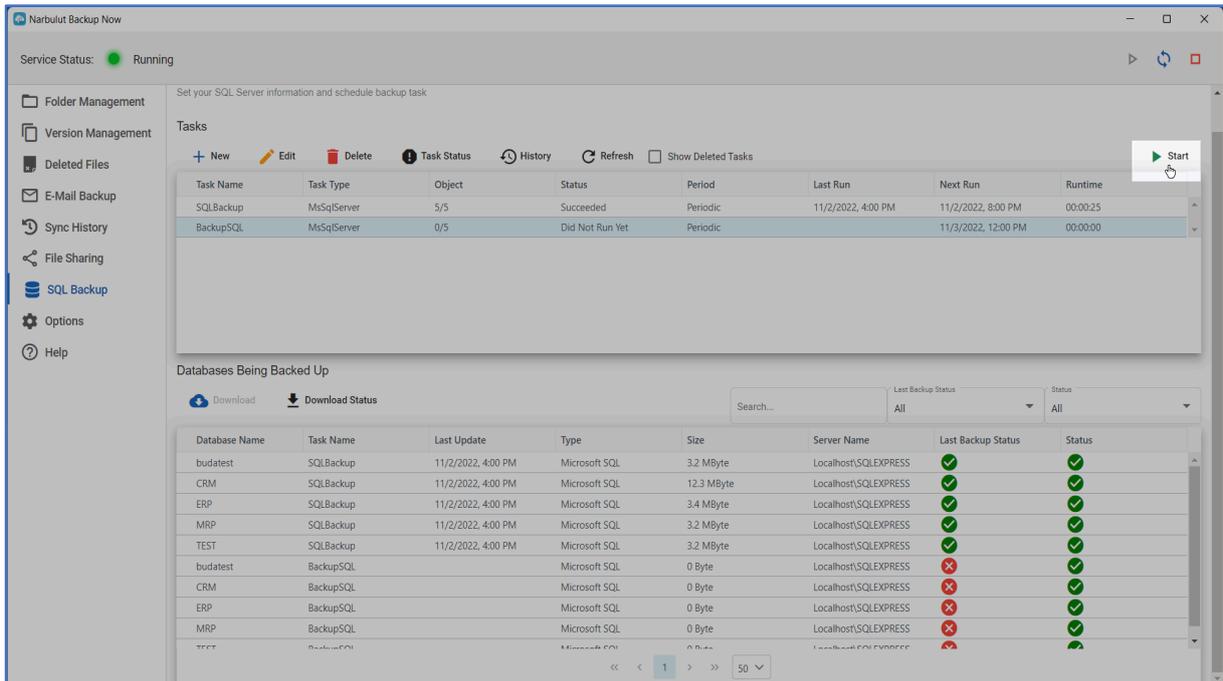
In periodic option you can define the start time of the backup task and backing up periods beginning from once every hour to the endless possibility. Because of this flexibility, periodic option is recommended.



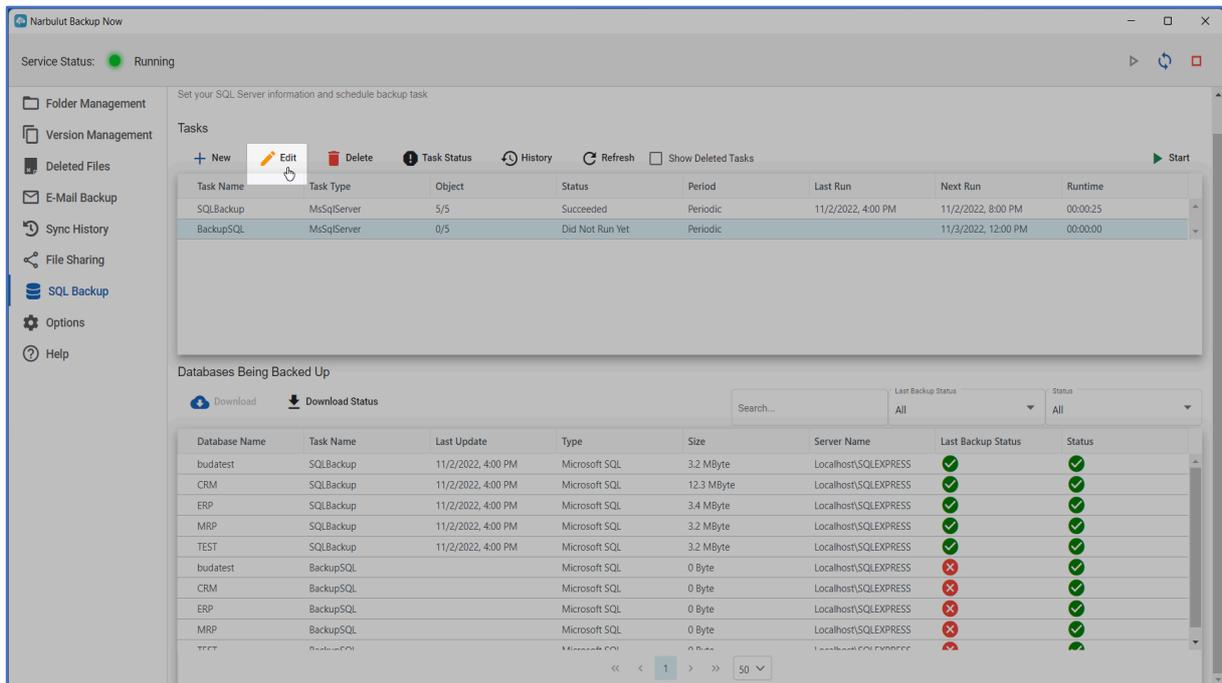
After choosing one of the options, click the **"Next"** button.



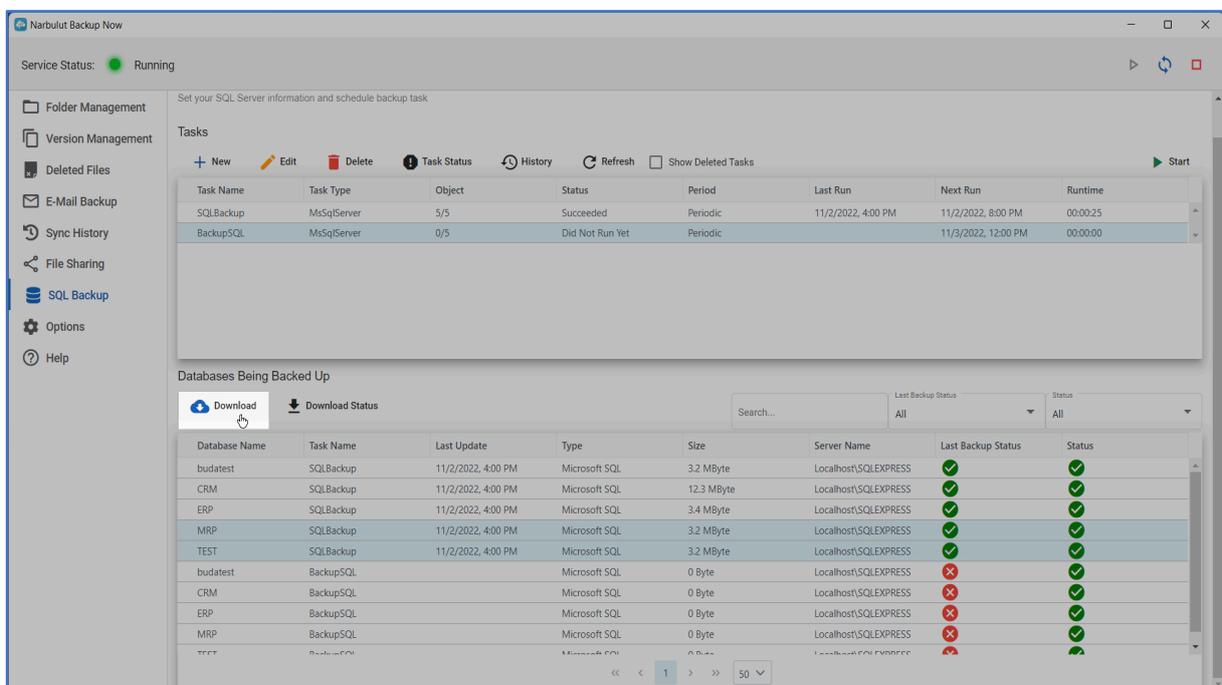
You can start your tasks manually at any time by clicking on the **"Start"** button.

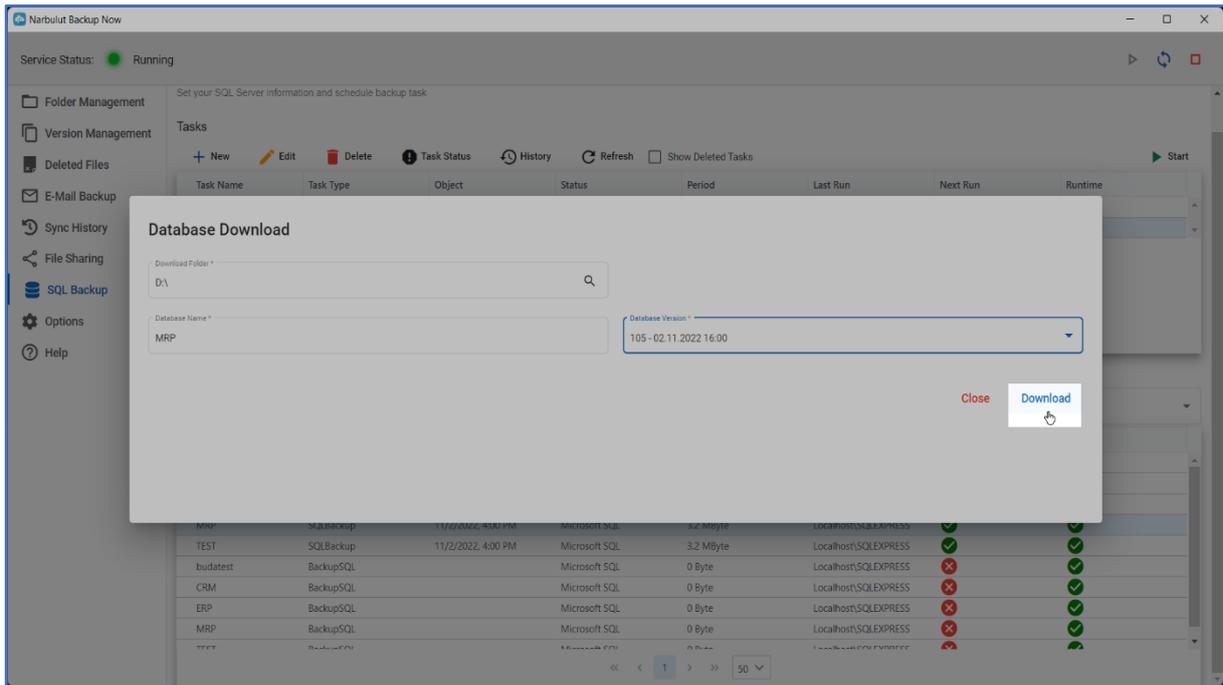


To edit an existing task, click on the task and click **"Edit"** button. Then you can edit the task as you like.



To download a backed-up database, click on the database and click download. Determine the folder path that you want to download the .bak file to, select the version you want to download and click on the **"Download"** button.

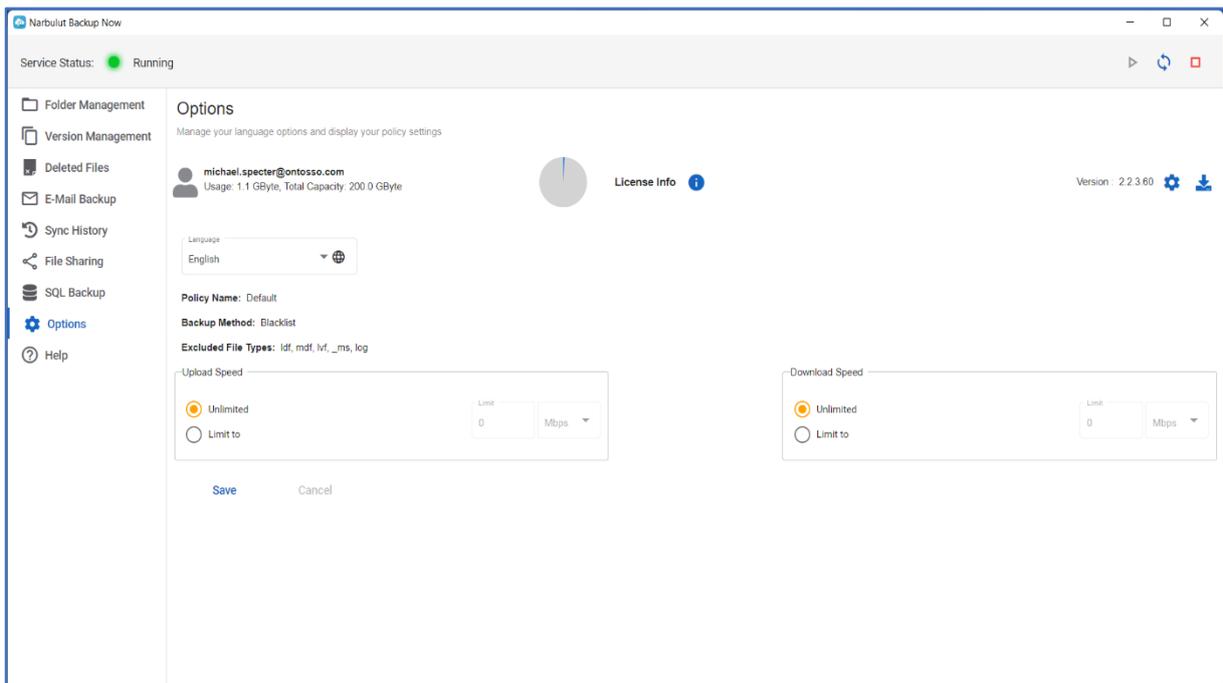




To restore a backed-up DB you can use our free-tool Narbulut SQL Restore Now, restoring your .bak files is very easy with this tool. For further information see the Narbulut SQL Restore Now User Guide.

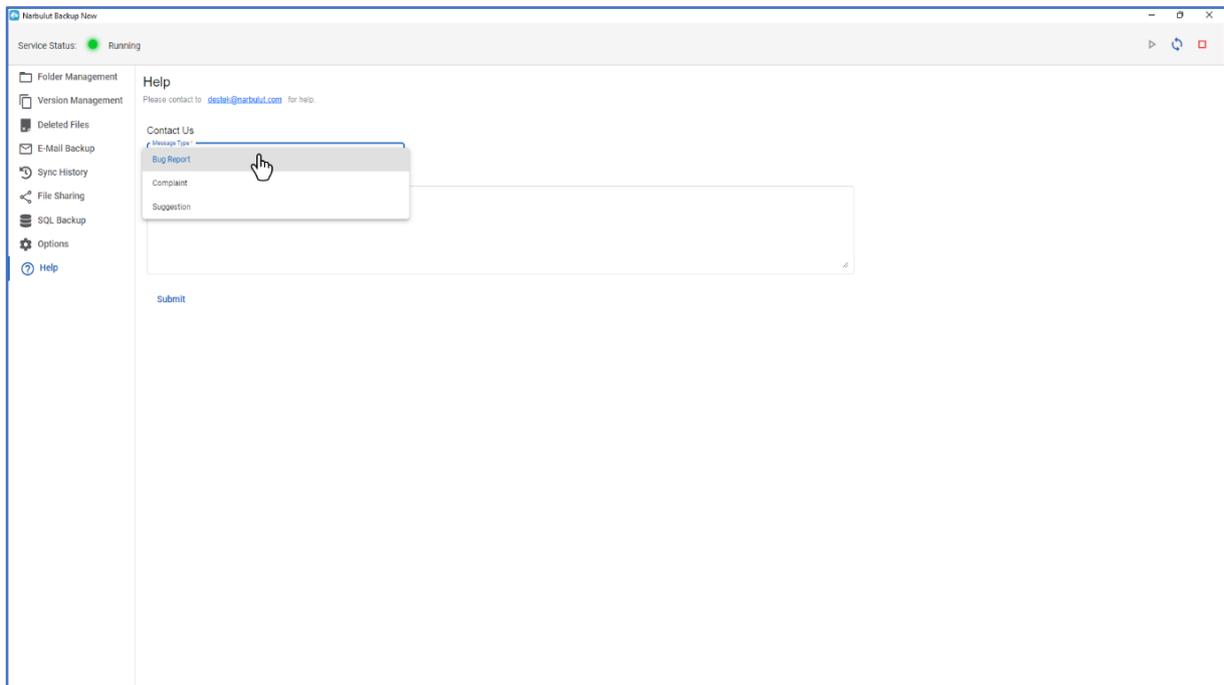
## 8. Options

On this menu, you can view and manage the Narbulut Backup Now Agent options. You can also find information about your license, quota and the policy that is affecting you.



## 9. Help

On this menu you can contact with us about your problems and suggestions.



*These are the main operations you can use for the Narbulut Backup Now agent. You can also look into other guides we published for further information.*