

## GETTING STARTED – INSTALL A-CLICK

Download and install idrive  
A-CLICK on your Windows



### **Launch the App**

Launch and log in to A-CLICK



### **Create a Backup Set**

Create a backup set according to  
your preferences



### **Run Backup Jobs**

Run the backup jobs to back up  
data



### **Restore Data**

Restore backed up data to your  
system

## Requirements

### Windows Operating System

Windows 7 SP1 or above	Windows 8	Windows 8.1
Windows 10		

### Temporary Directory Requirement

The temporary directory folder should have at least the same available size as the compressed file or image to be restored and should be located on a local drive to ensure optimal performance.

### Available Spare Drive Letter

One spare drive letter must be available on the Windows machine for the OpenDirect restore process, as the compressed file or image is mounted on Windows as a logical drive.

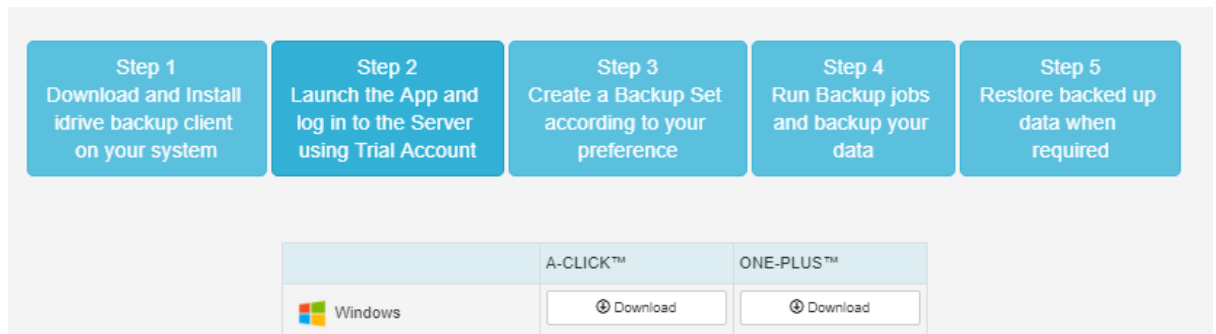
idrive A-CLICK will automatically take the next available drive letter in alphabetical order for the mounted compressed file or image.

### Permissions

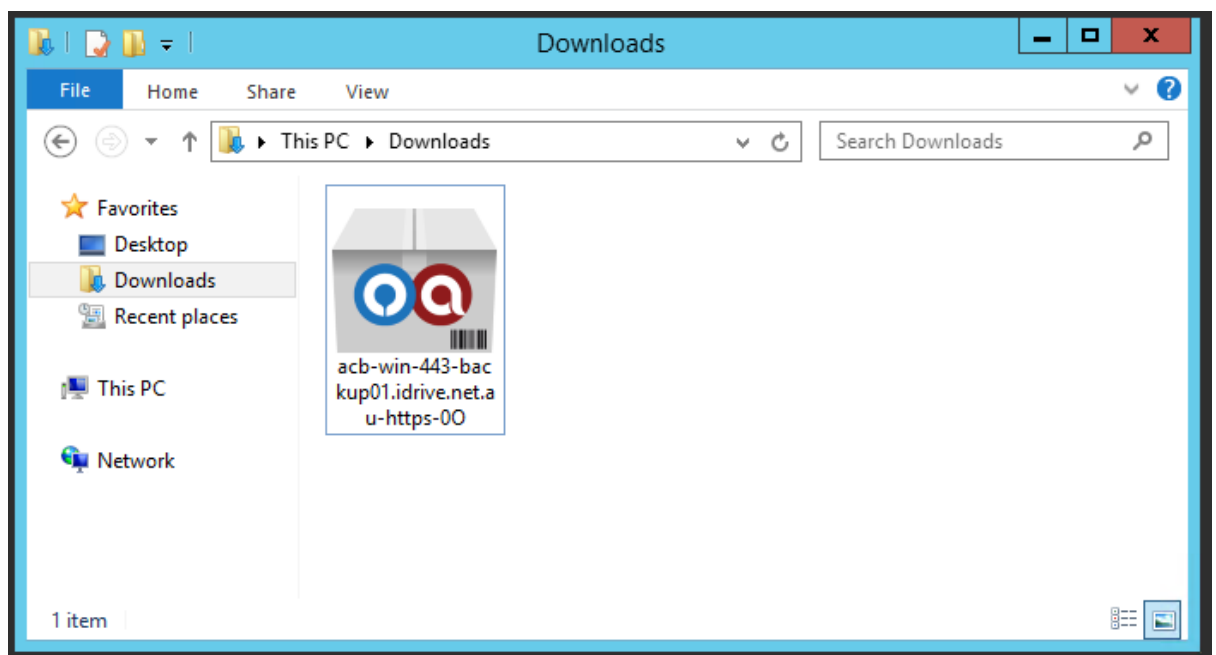
The Windows login account used for installation and operation of the idrive A-CLICK client machine requires Administrator privileges.

## Download idrive A-CLICK

1. In a web browser, go to <https://idrive.net.au/signup.html>
2. Under **A-CLICK™**, click on Download

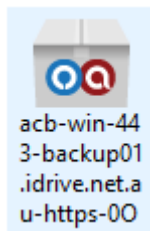


3. A-CLICK Client will start downloading. When finished, you will see the following in your Downloads Folder

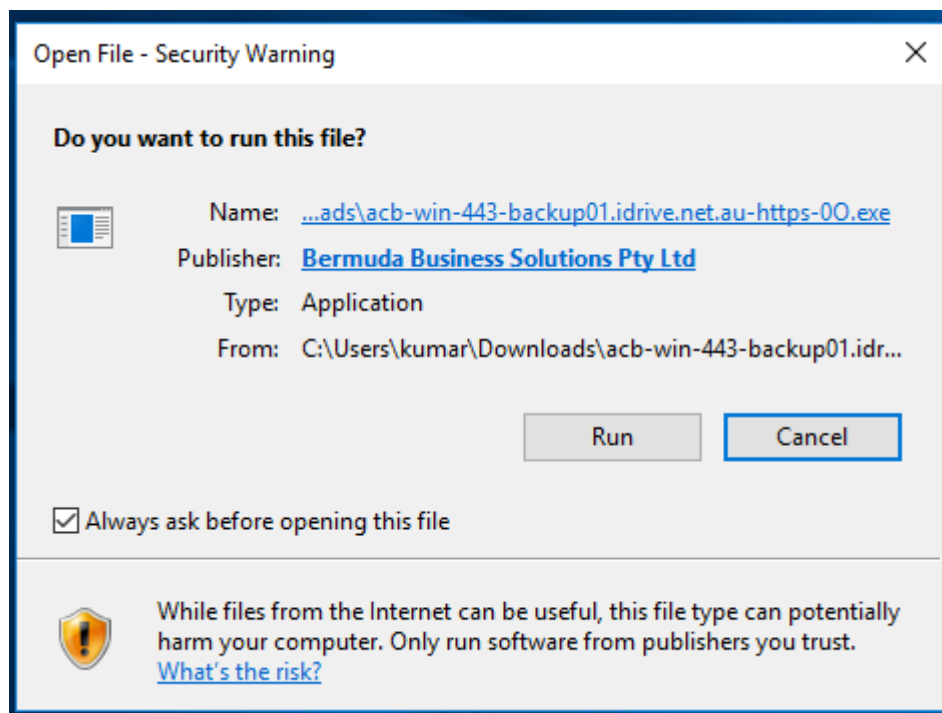


## Install idrive A-CLICK

1. Launch the online installation package file you have downloaded from the download section above.

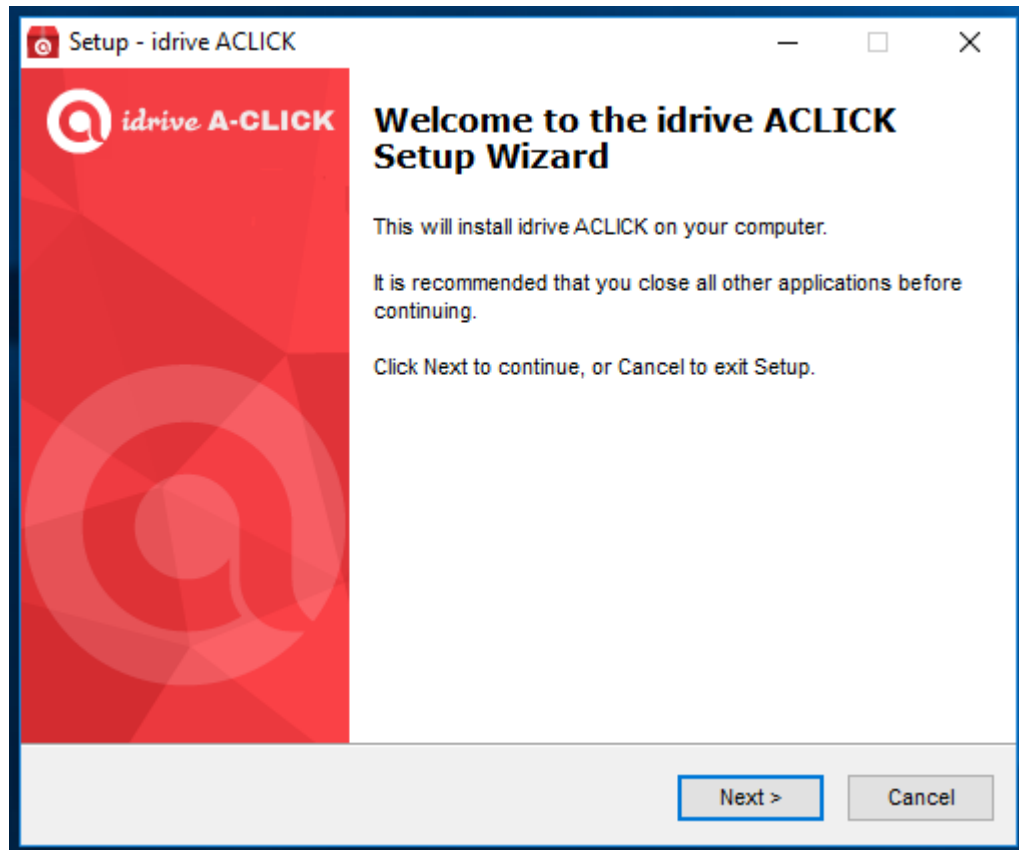


2. Click on Run with you see the security warning

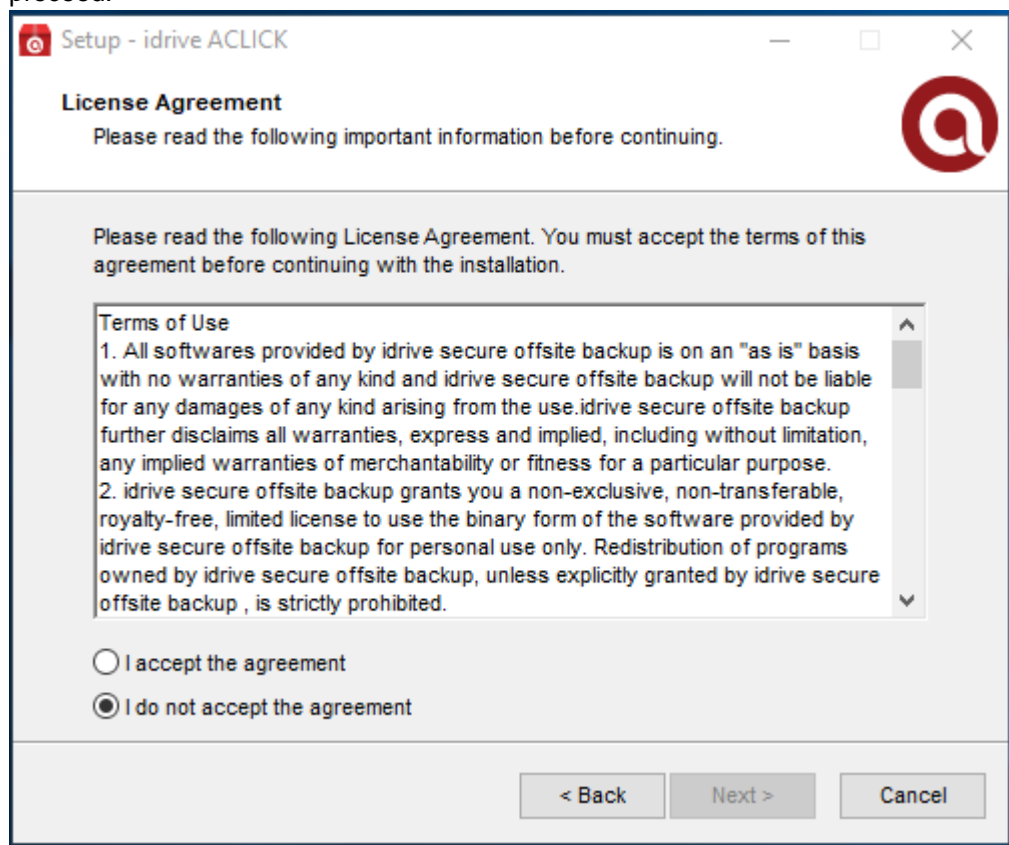


3. Click on **Continue** if Windows User Account Control box pops up.

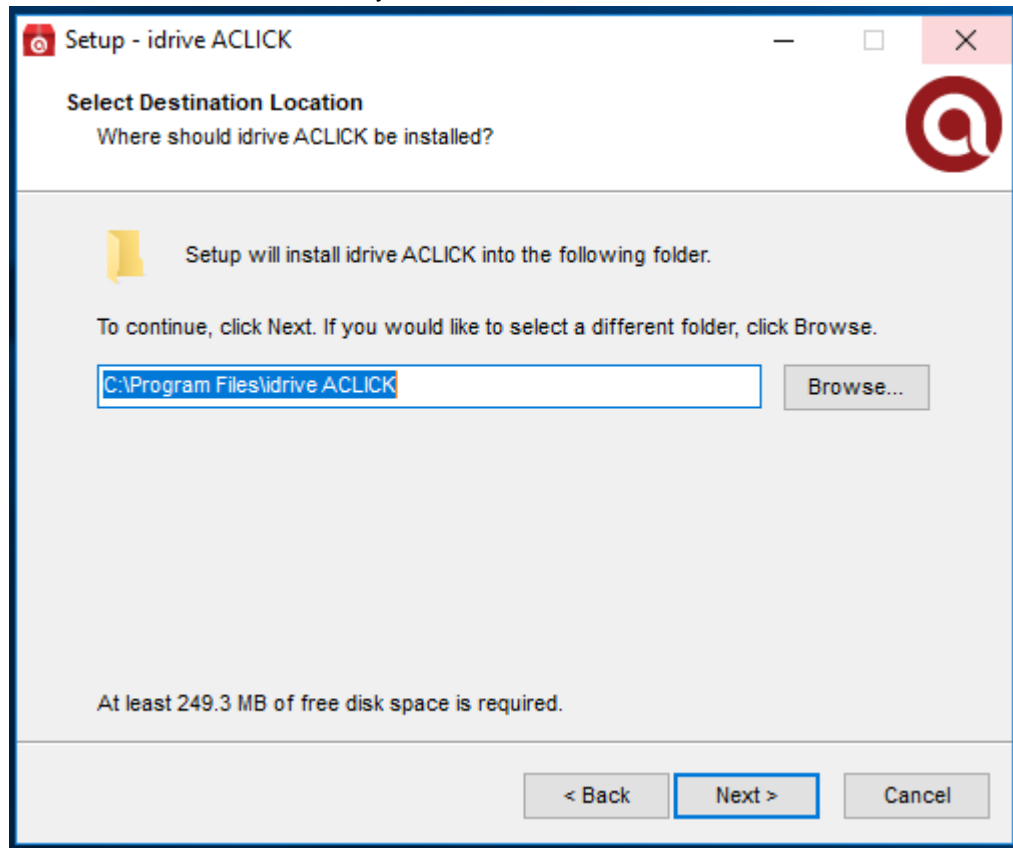
4. Click **Next** to continue.



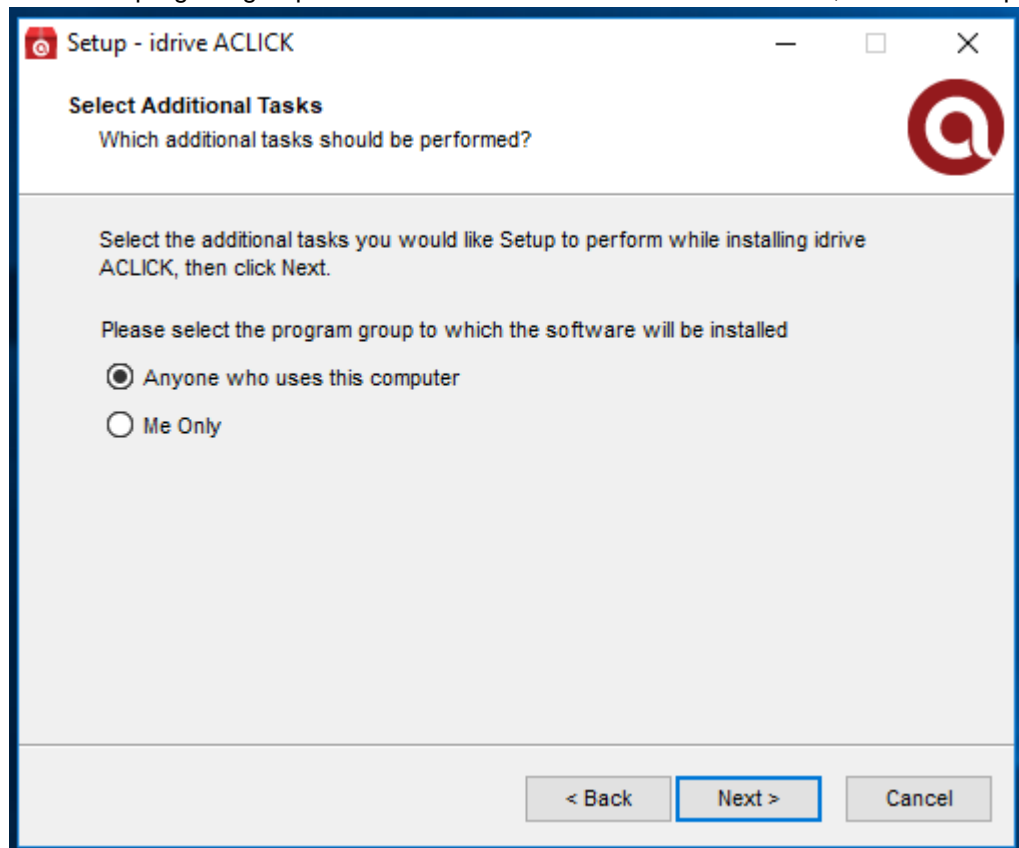
5. Select **I accept the agreement** after reading the license agreement. Then, click **Next** to proceed.



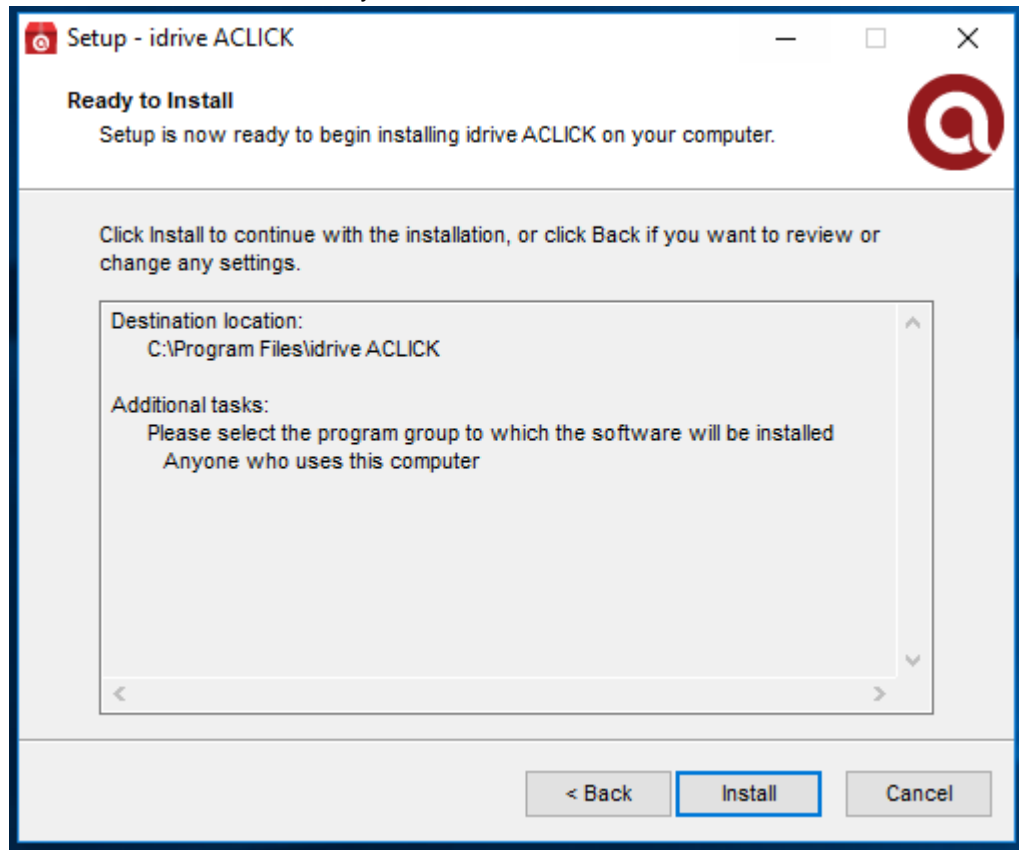
6. Choose the installation directory. Then, click **Next** to continue.



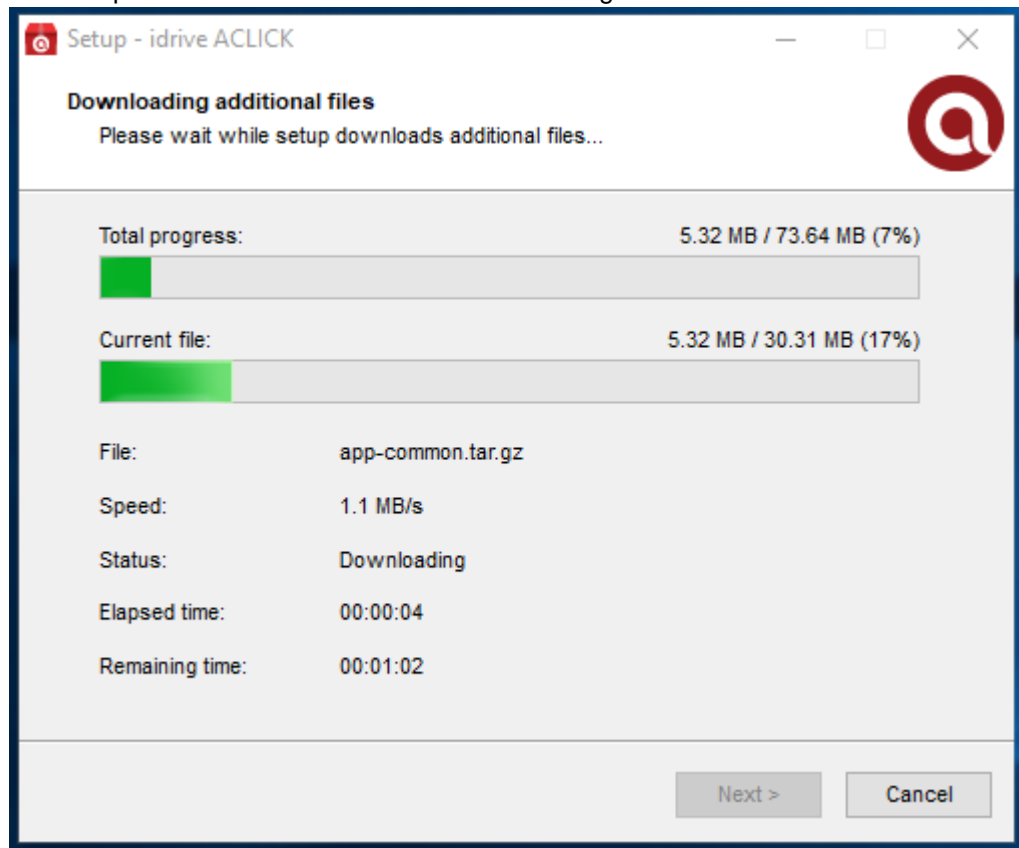
7. Select the program group to which the software will be installed. Then, click **Next** to proceed.



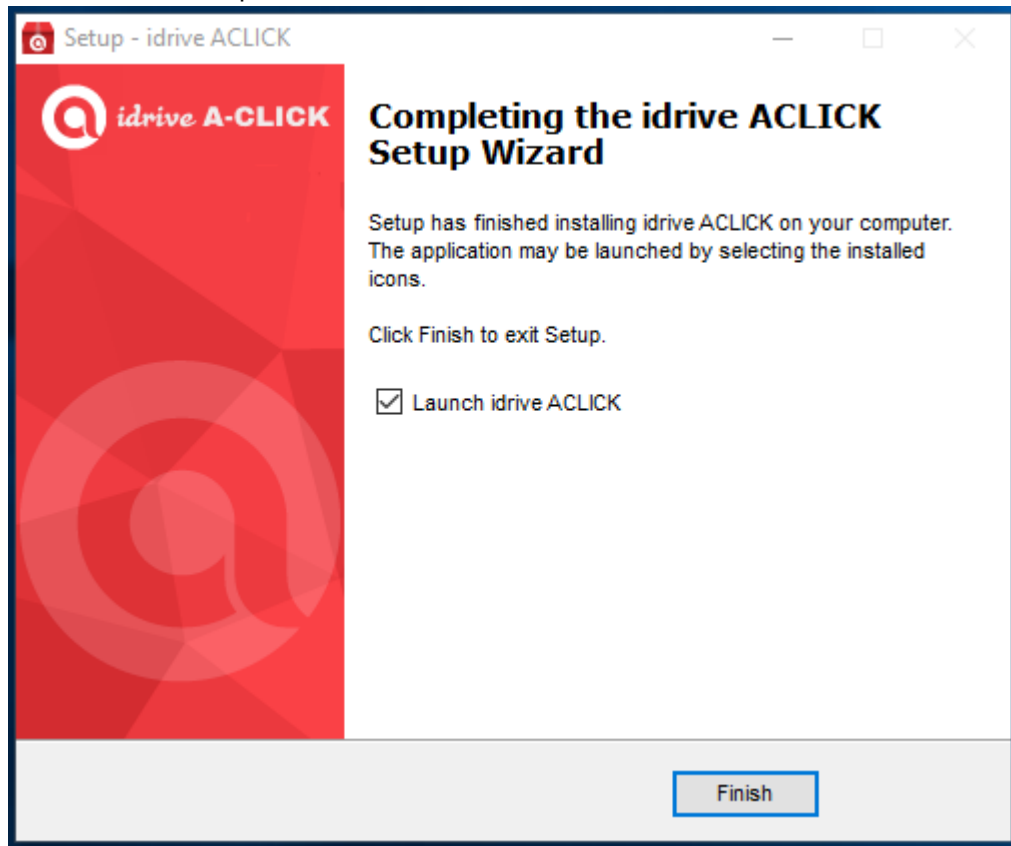
8. The installation will start after you click **Install**.



9. The component files will be downloaded first during installation.



Click **Finish** to complete the installation.

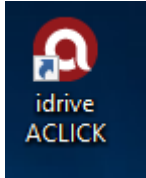




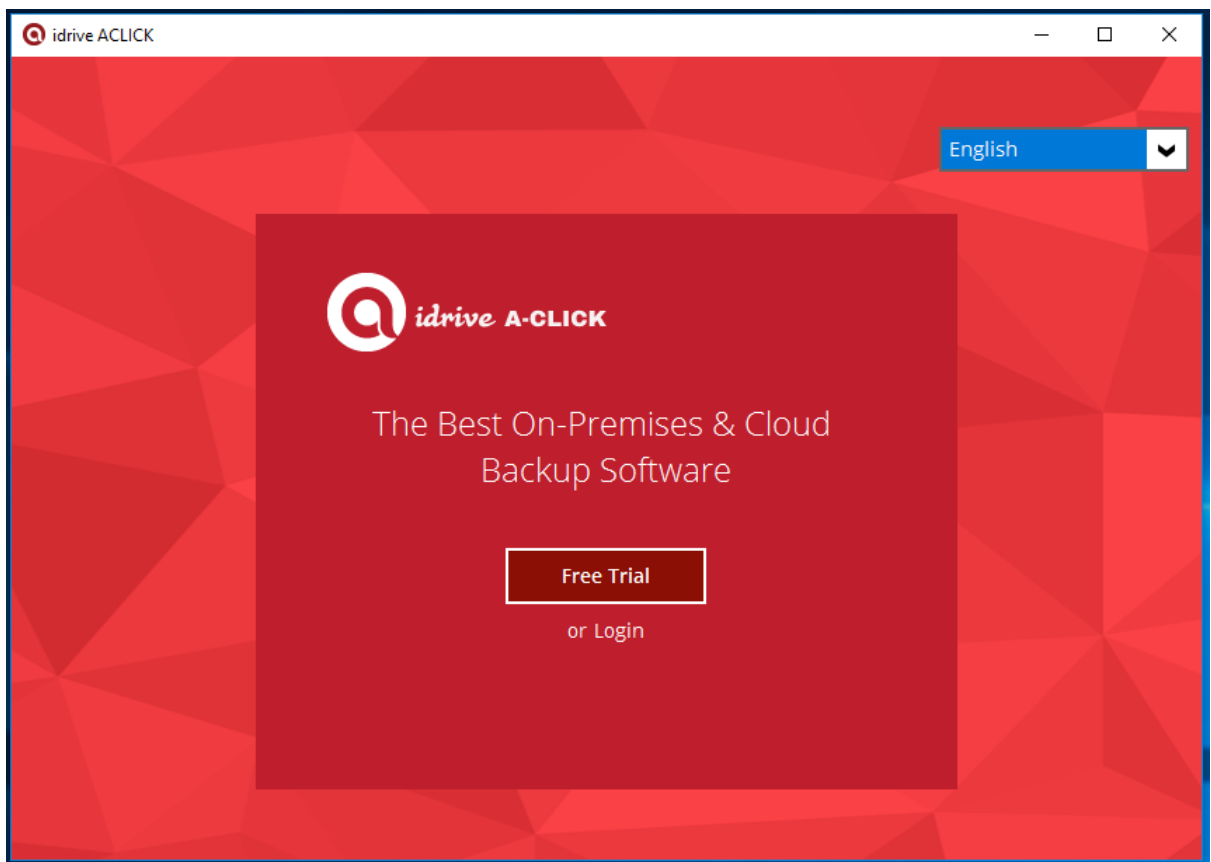
## 1 Start idrive A-CLICK

### Login to idrive A-CLICK

1. A shortcut icon of Idrive A-CLICK will be available on your desktop after installation. Double-click the icon to launch the application.



2. Free Trial Registration menu will be displayed. Click on **Free Trial** to register for a trial backup account.

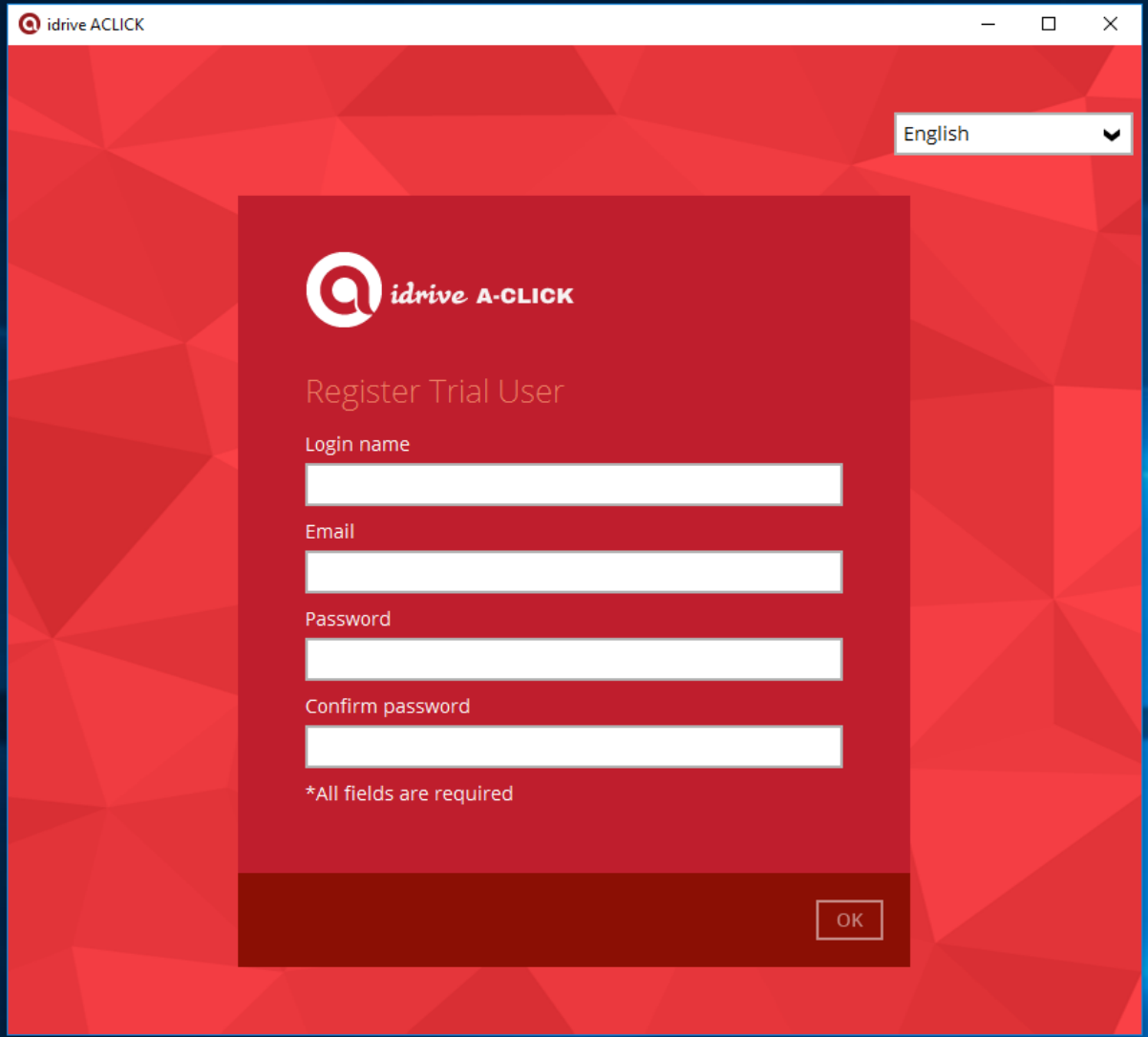


- If you already have login account, click on Login and Enter Details

3. Enter your details and click on OK.

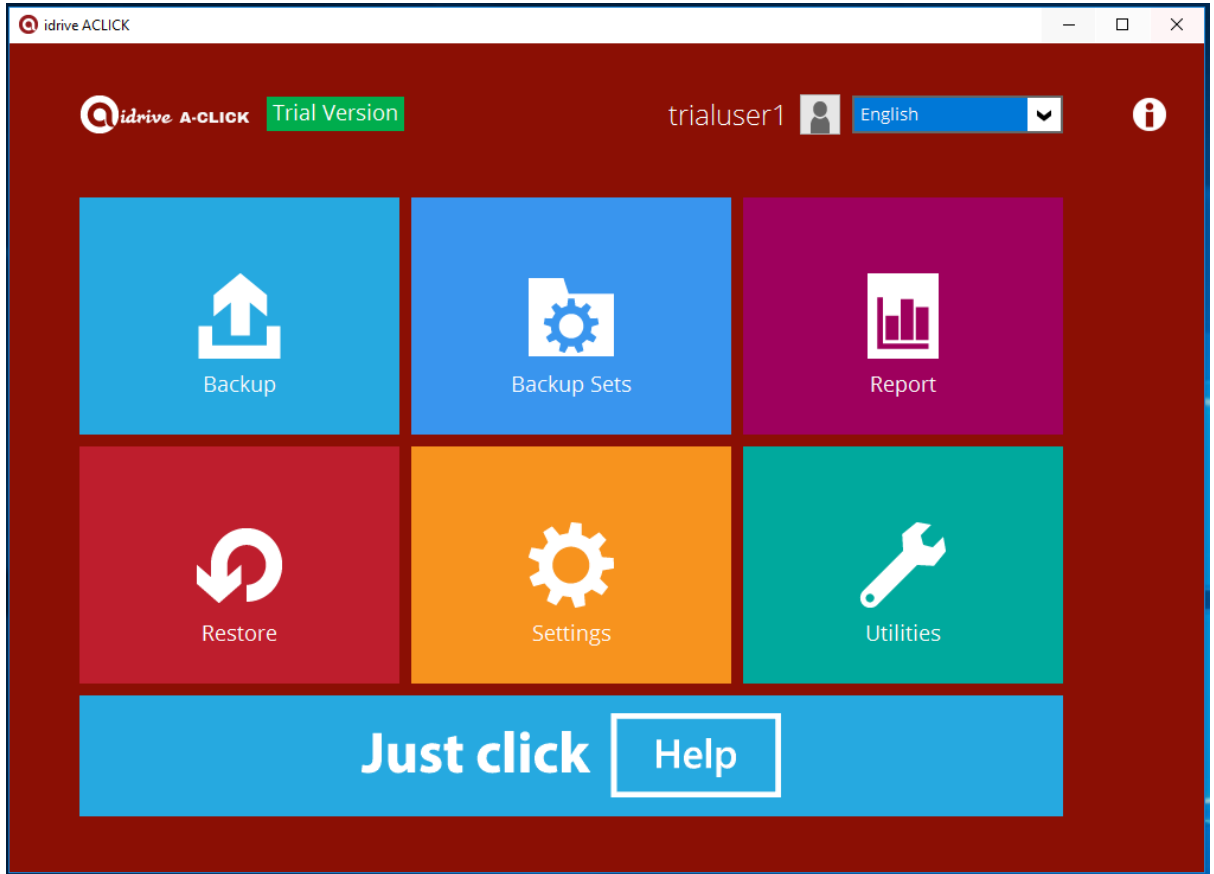
Password Requirements. Minimum 6 characters, combination of numbers, uppercase, lowercase and special characters (?!~\$%^&\*~+=:;'",.)

Eg. T?ngo23 or Char!u33 or S^mo\$\$\$33CAT



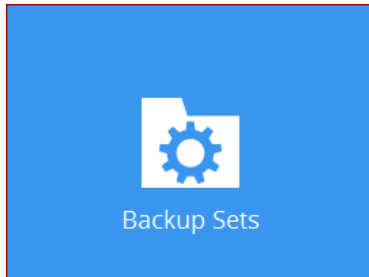
The screenshot shows a web browser window titled "idrive A-CCLICK". The page has a red geometric background. In the top right corner, there is a language dropdown menu set to "English". The main content is a dark red registration form titled "Register Trial User". The form contains four input fields: "Login name", "Email", "Password", and "Confirm password". Below these fields is a note: "\*All fields are required". At the bottom right of the form is an "OK" button.

4. After successful login, the following screen will appear.

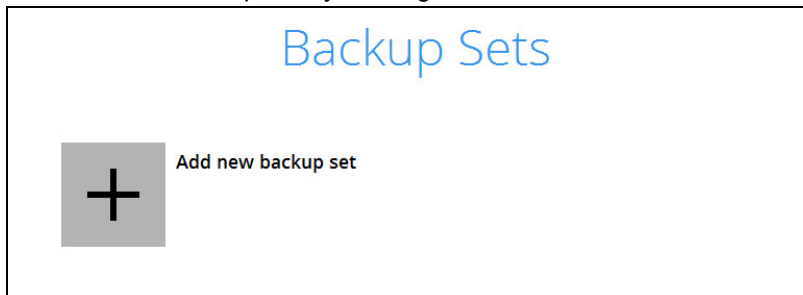


## 2 Create a Backup Set

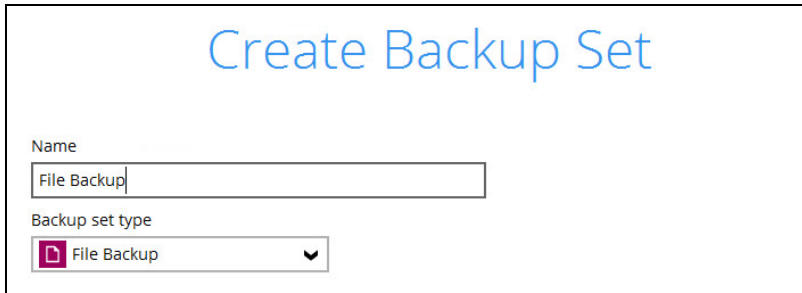
1. Click the **Backup Sets** icon on the Idrive A-CLICK main interface.



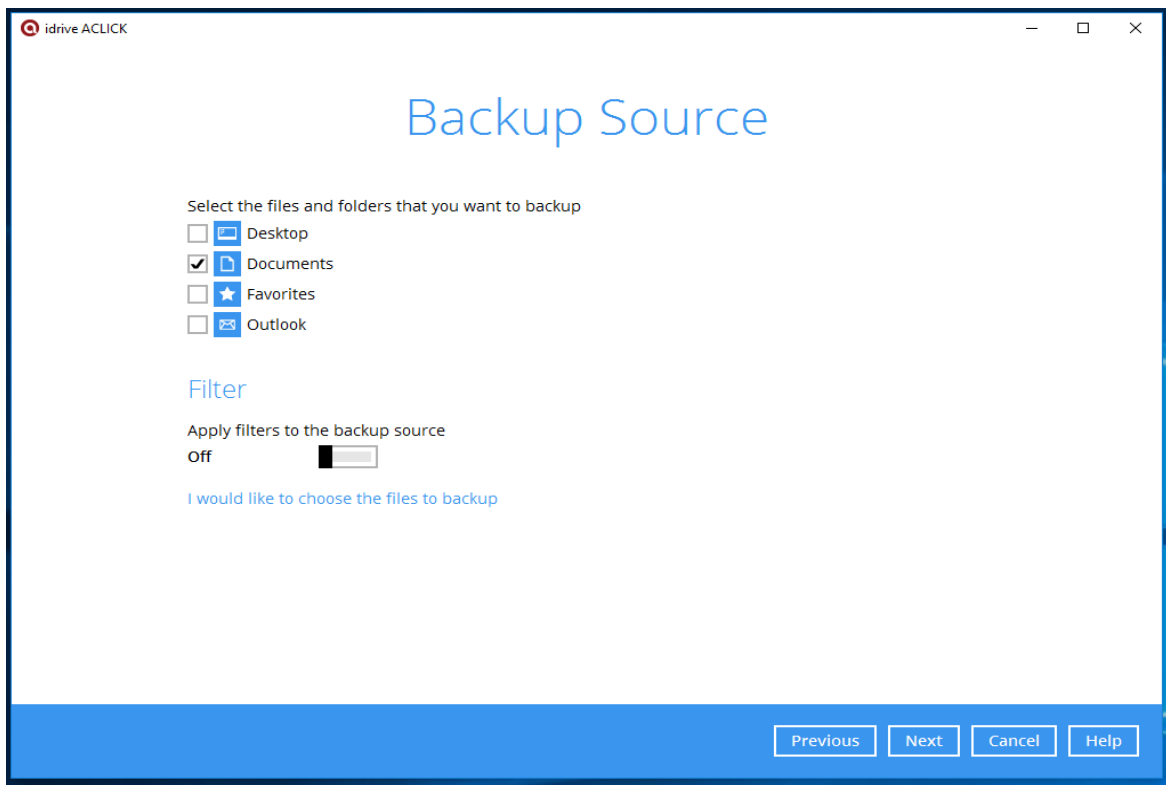
2. Create a new backup set by clicking the "+" icon next to **Add new backup set**.



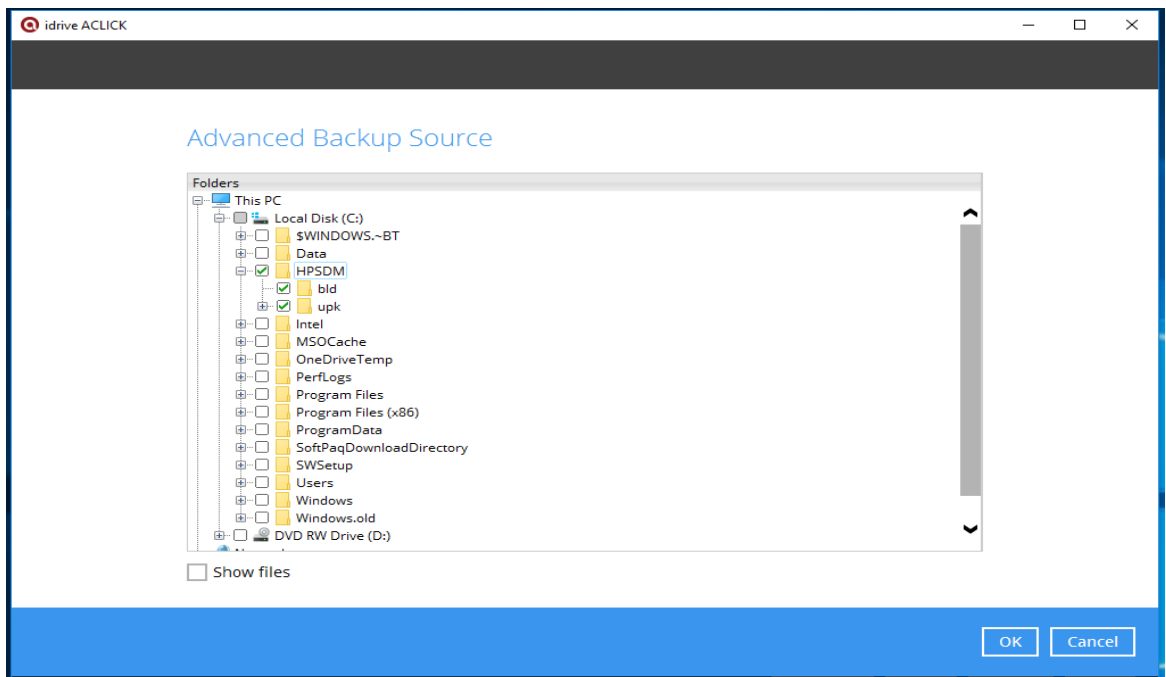
3. When the Create Backup Set window appears, name your new backup set and select the **Backup set type**. Then, click **Next** to proceed.

A screenshot of the "Create Backup Set" window. It has the title "Create Backup Set" in blue. Below the title is a form with two fields: "Name" with a text input containing "File Backup", and "Backup set type" with a dropdown menu showing "File Backup" and a downward arrow.

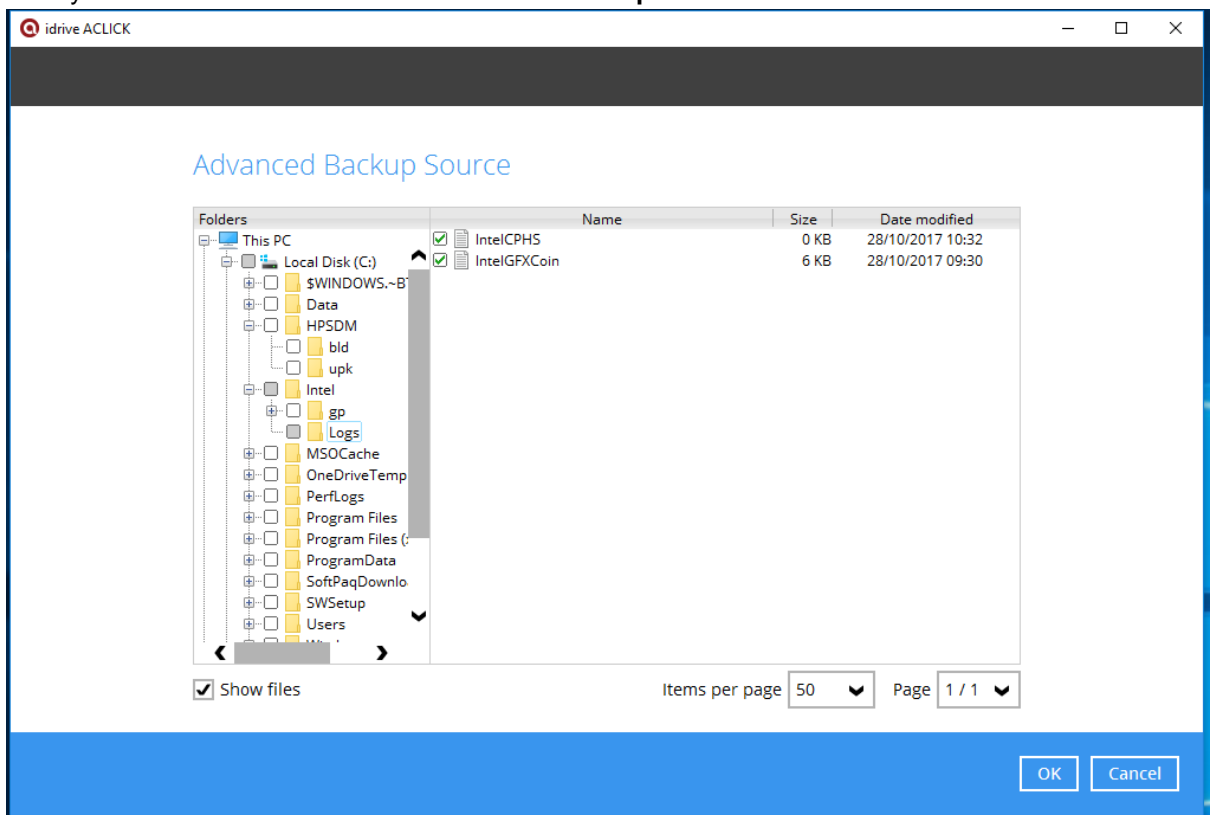
4. In the Backup Source window, select the files and folders for backup. Click **I would like to choose the files to backup** to select individual files for backup.



5. In the Advanced Backup Source window, select folder(s) to back up all files in the folder(s).

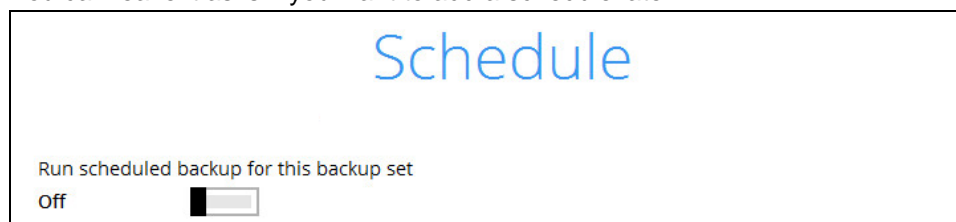


6. Alternatively, if you want to back up only specific files instead of all files in your selected folder(s), select the **Show files** checkbox at the bottom of the screen. A list of files will appear on the right hand side. Select the checkbox(es) next to the file(s) to back up. Then, click **OK** to save your selections and close the **Advanced Backup Source** window.



7. In the Backup Source window, click **Next** to proceed.
8. When the **Schedule** window appears, you can configure a backup schedule to automatically run a backup job at your specified time interval. In the Schedule window, the Run scheduled backup for this backup set is **Off** by default.

- You can leave it as is if you want to add a schedule later.




- If you want to add a schedule now, switch **On Run scheduled backup for this backup set**. Then, click **+** next to **Add new schedule**.

## Schedule

Run scheduled backup for this backup set

On ☒

Existing schedules

 Add new schedule

When the New Backup Schedule window appears, specify your backup schedule. Then, click **OK** to save your changes and close the New Backup Schedule window.

### New Backup Schedule

Name

Type

Start backup at  
 :

Stop

☒ Run Retention Policy after backup


9. In case you have added a schedule, it will be shown in the Schedule window. Click **Next** to proceed when you are done setting.


## Schedule

Run scheduled backup for this backup set

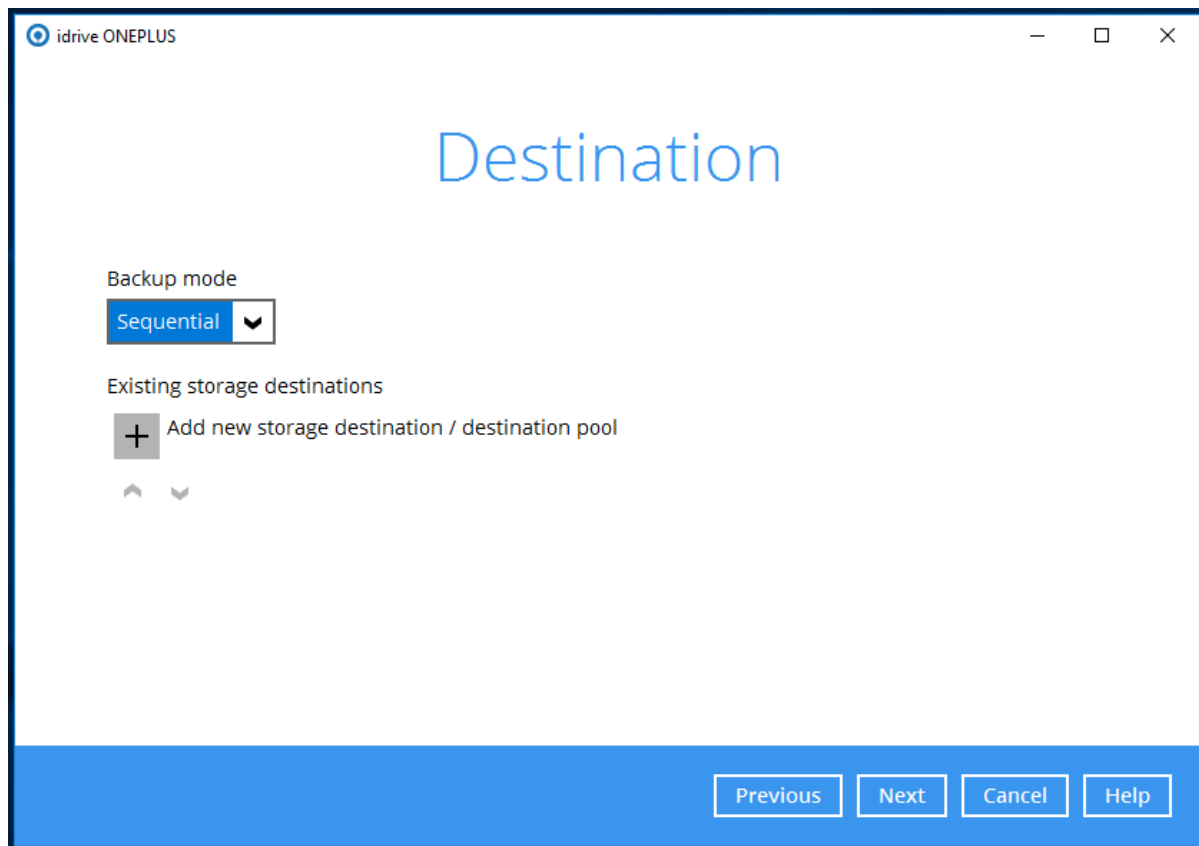
On ☒

Existing schedules

	<b>Lunchtime</b> Daily (Everyday at 13:00)
---	---


 Add

10. The **Destination** window will appear.



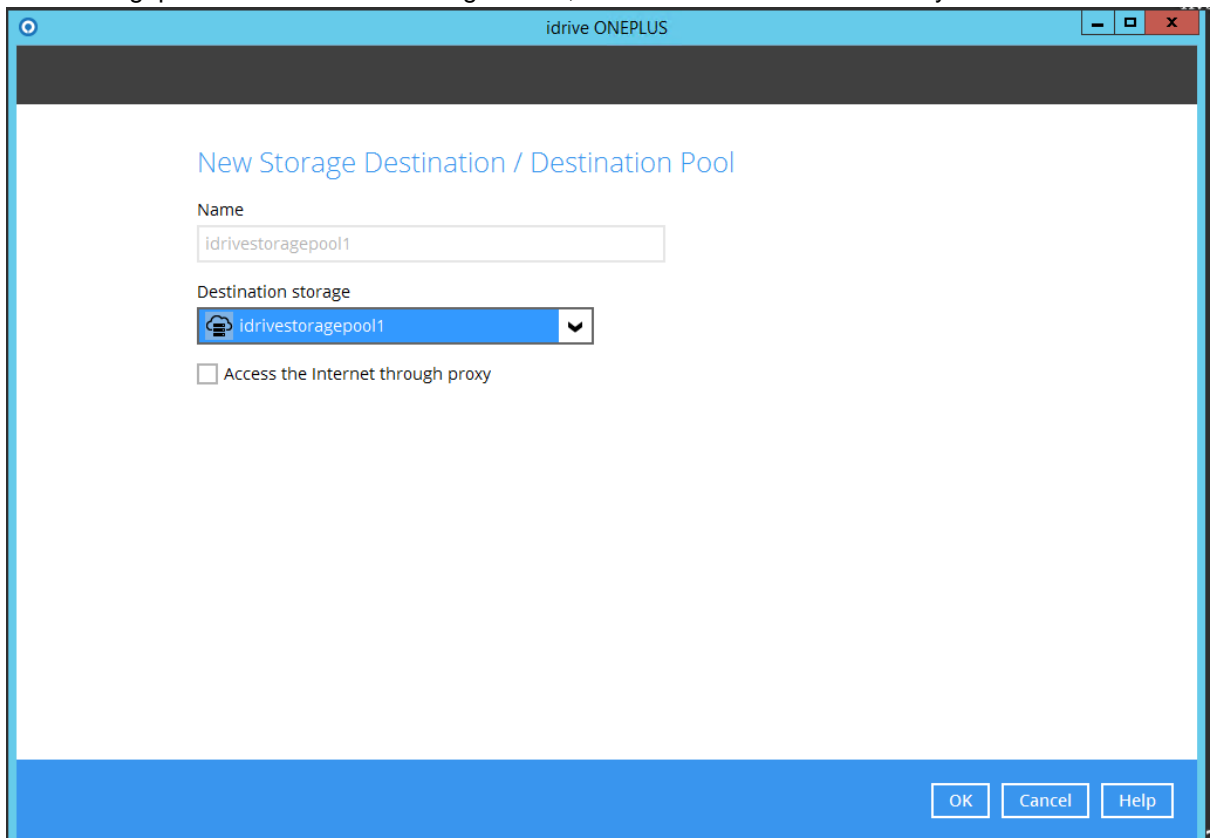
Select **Backup mode** as **Sequential** (default value) – run backup jobs to each backup destination one by one

- ☒ **Concurrent** – run backup jobs to all backup destinations at the same time (not recommended)

To select a backup destination for the backup data storage, click  next to **Add new storage destination / destination pool**.



11. In the **New Storage Destination / Destination Pool** window, click on Add and select the idrivestoragepool1 as destination storage. Then, click **Next and OK** to confirm your selection.



idrive ONEPLUS

### New Storage Destination / Destination Pool

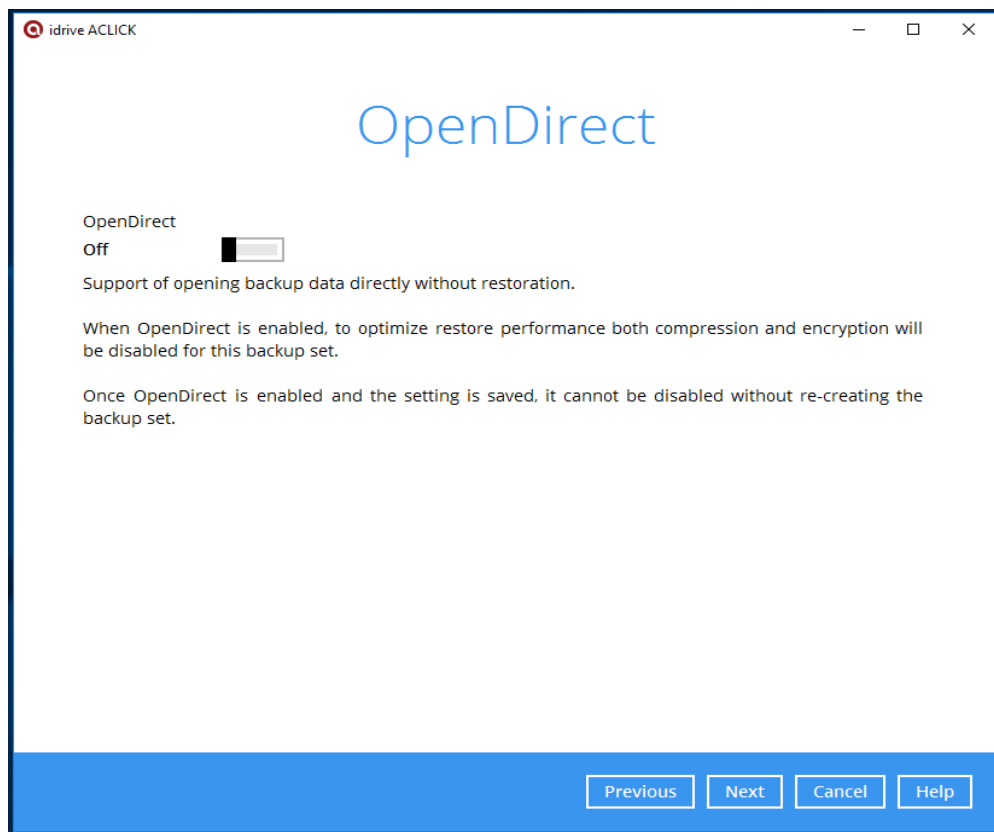
Name  
idrivestoragepool1

Destination storage  
idrivestoragepool1

☐ Access the Internet through proxy

OK Cancel Help

12. If you wish to enable the **OpenDirect Restore** feature, make sure you turn on the OpenDirect restore switch in this menu. Click **Next** to proceed.

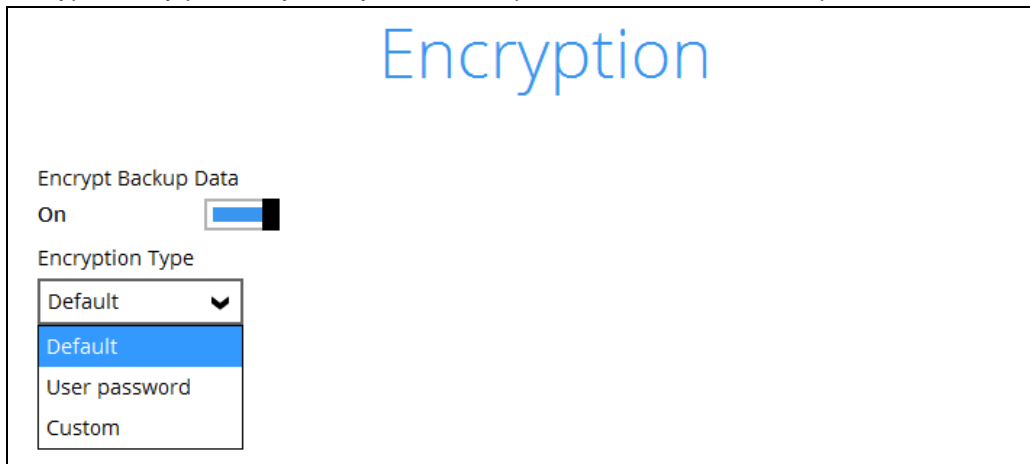


#### Note

1. Once the OpenDirect Restore feature is enabled and the backup set is saved, it is **NOT** possible to disable it afterwards, and vice versa. A new backup set will have to be created again if you wish to do so.
2. OpenDirect restore requires an additional OpenDirect restore module license to work. Contact your backup service provider for further details.

13. **IMPORTANT:** If you have enabled the OpenDirect Restore, backup data will not be compressed and encrypted to optimize restore performance, therefore you can skip to step 17.

In the Encryption window, the default **Encrypt Backup Data** option is enabled with an encryption key preset by the system which provides the most secure protection.

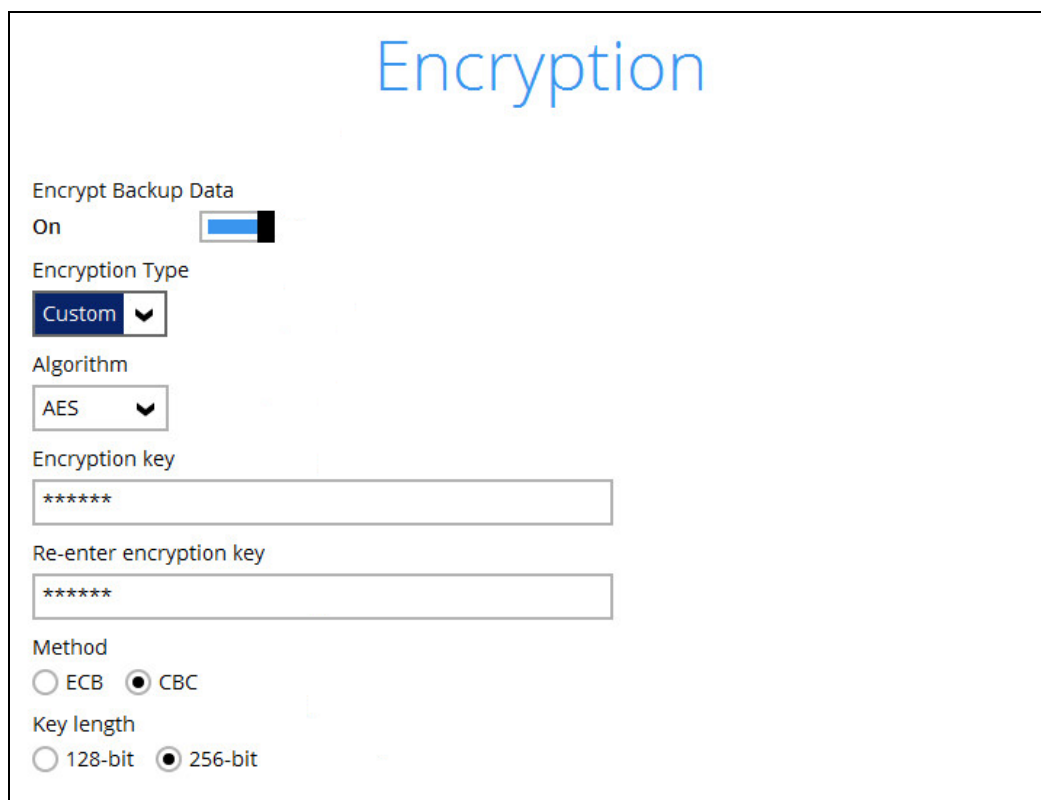


The screenshot shows the 'Encryption' window. At the top, the word 'Encryption' is displayed in a large blue font. Below it, the 'Encrypt Backup Data' section has a toggle switch set to 'On'. The 'Encryption Type' section features a dropdown menu with 'Default' selected and highlighted in blue. Other options in the dropdown are 'User password' and 'Custom'.

You can choose from one of the following three Encryption Type options:

- **Default** – an encryption key with 44 alpha numeric characters will be randomly generated by the system  
**(NOT RECOMMENDED)**
- **User password** – the encryption key will be the same as the login password of your idrive A-CLICK at the time when this backup set is created. Please be reminded that if you change the idrive A-CLICK login password later, the encryption keys of the backup sets previously created with this encryption type will remain unchanged.

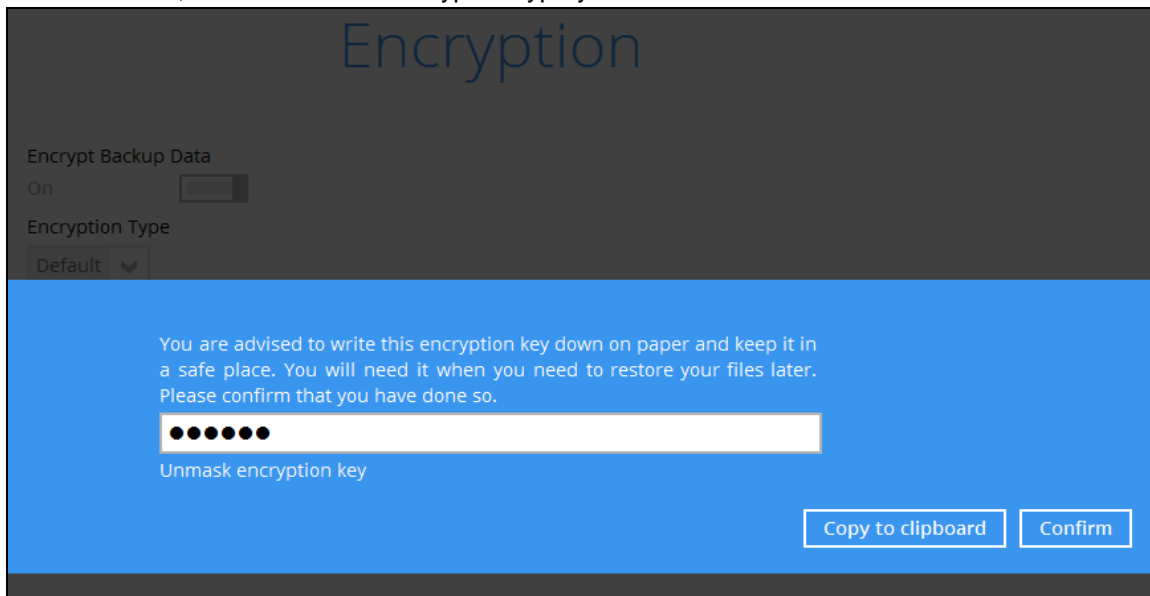
**(Must be safely stored) You cannot retrieve data if you forget your password.**



This screenshot shows the 'Encryption' window with more options visible. 'Encrypt Backup Data' is 'On'. 'Encryption Type' is set to 'Custom'. The 'Algorithm' dropdown is set to 'AES'. There are two text input fields for the 'Encryption key', both containing six asterisks. Below these, the 'Method' section has radio buttons for 'ECB' and 'CBC', with 'CBC' selected. The 'Key length' section has radio buttons for '128-bit' and '256-bit', with '256-bit' selected.

Click **Next** when you are done setting.

14. If you have enabled the Encryption Key feature in the previous step, the following pop-up window shows, no matter which encryption type you have selected.



The image shows a pop-up window titled "Encryption". It has a dark grey header with the title in a large, light blue font. Below the header, on the left, are two settings: "Encrypt Backup Data" with a toggle switch set to "On", and "Encryption Type" with a dropdown menu showing "Default". The main body of the window is light blue and contains a warning message: "You are advised to write this encryption key down on paper and keep it in a safe place. You will need it when you need to restore your files later. Please confirm that you have done so." Below this message is a white input field containing seven black dots, representing the encryption key. Underneath the input field is the text "Unmask encryption key". At the bottom right of the window are two buttons: "Copy to clipboard" and "Confirm".

Encryption

Encrypt Backup Data  
On

Encryption Type  
Default

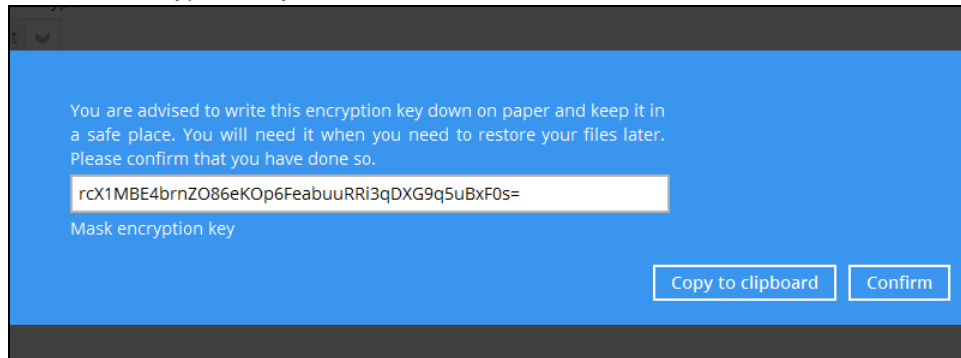
You are advised to write this encryption key down on paper and keep it in a safe place. You will need it when you need to restore your files later. Please confirm that you have done so.

Unmask encryption key

Copy to clipboard Confirm

The pop-up window has the following three options to choose from:

- **Unmask encryption key** – The encryption key is masked by default. Click this option to show the encryption key.



- **Copy to clipboard** – Click to copy the encryption key, then you can paste it in another location of your choice.
- **Confirm** – Click to exit this pop-up window and proceed to the next step.

15. The following screen prompts you to enter the Windows login credentials for user authentication, if you have enabled the Schedule Backup feature in step 8.

The screenshot shows a window titled "idrive ACLICK" with standard Windows window controls (minimize, maximize, close) in the top right corner. The main heading is "Windows User Authentication" in a large blue font. Below this, there are three input fields: "Domain Name (e.g idrive.com) / Host Name" containing "DESKTOP-RTG1HM2", "User name" containing "idrive\_user", and "Password" which is masked with black dots. At the bottom of the window, there is a blue bar containing four buttons: "Previous", "Next", "Cancel", and "Help".

idrive ACLICK

# Windows User Authentication

Domain Name (e.g idrive.com) / Host Name

DESKTOP-RTG1HM2

User name

idrive\_user

Password

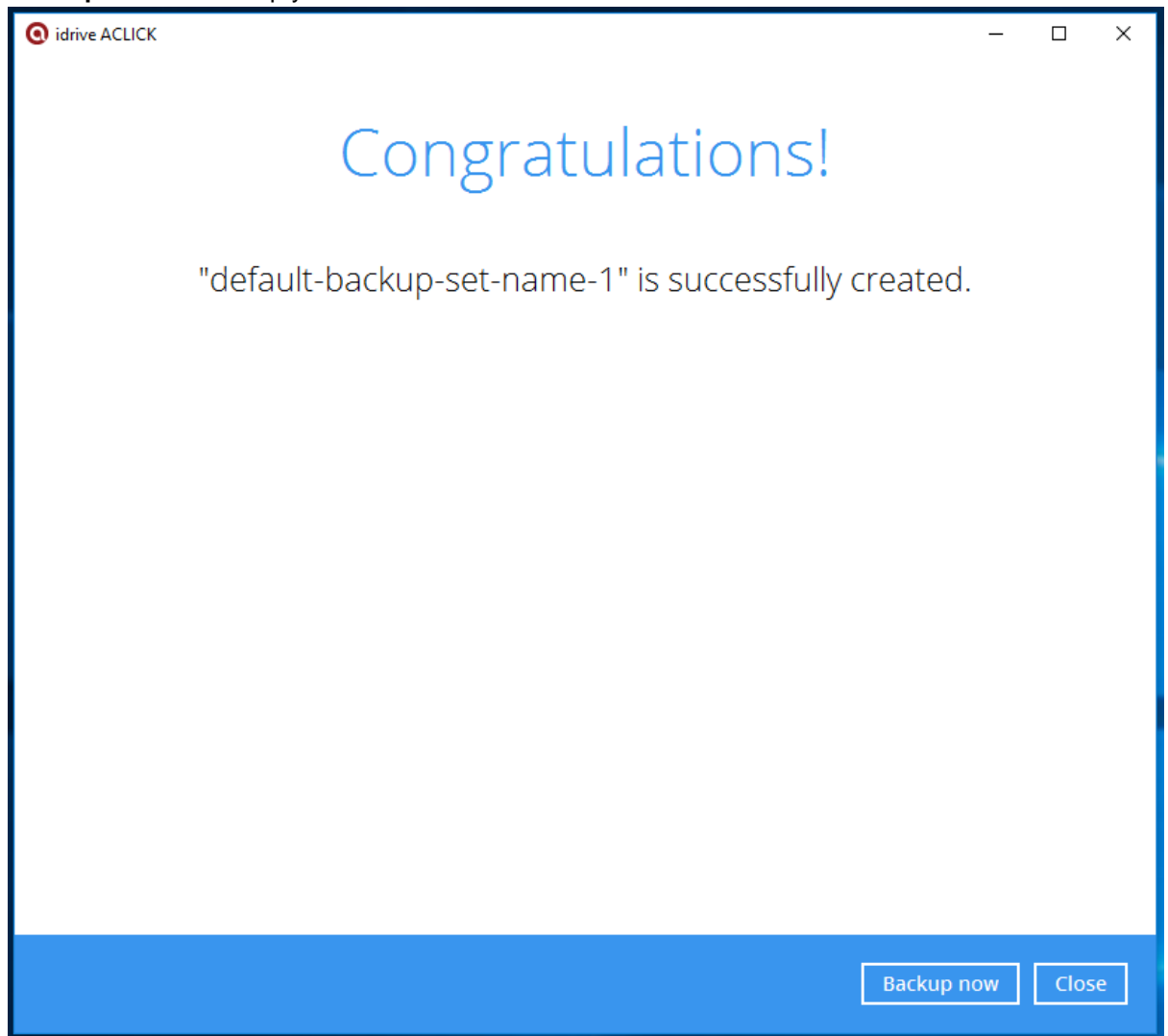
•••••

Previous Next Cancel Help

### Note

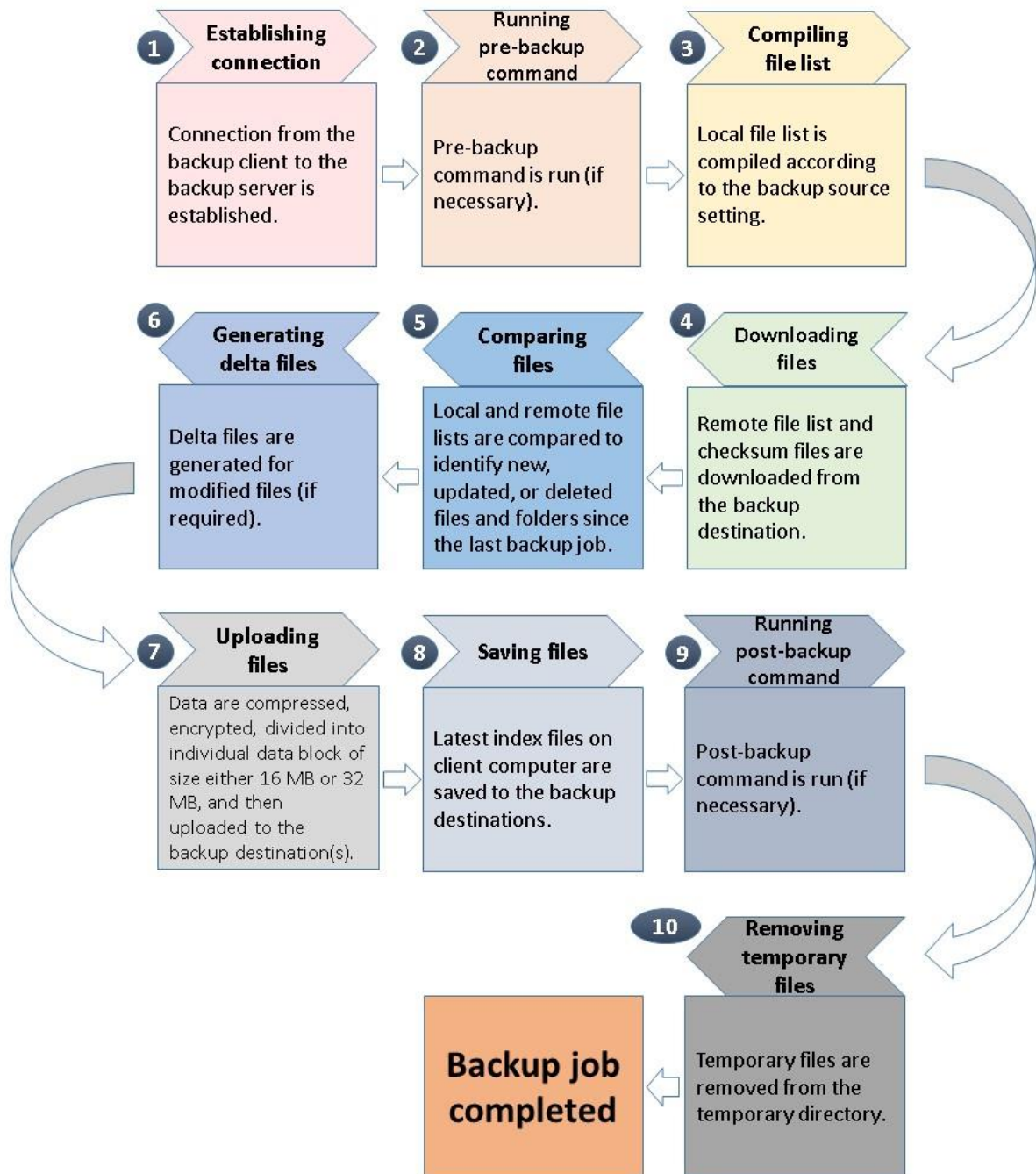
If you have selected to back up individual folder(s) / file(s) on your local computer's drive in step 5, the Windows User Authentication request will be bypassed and therefore the screen shown above will not display even though the Schedule Backup feature has been turned on.

16. Upon successful creation of the backup set, the following screen will appear. You can click **Backup now** to back up your data or click **Close** to exit.



### 3 Overview on Backup Process

The following steps are performed during a backup job:





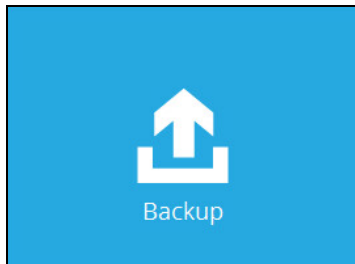
## 4 Run Backup Jobs

### Login to idrive A-CLICK

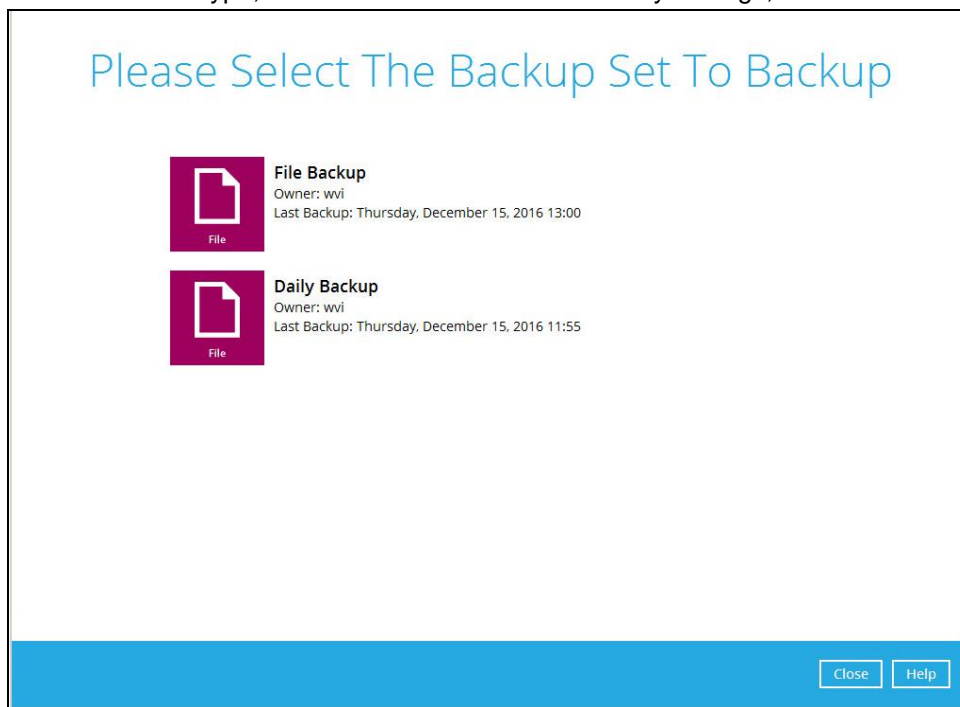
Login to the Idrive A-CLICK application according to the instructions in section [5.1 Login to Idrive A-CLICK](#).

### Start a Manual Backup

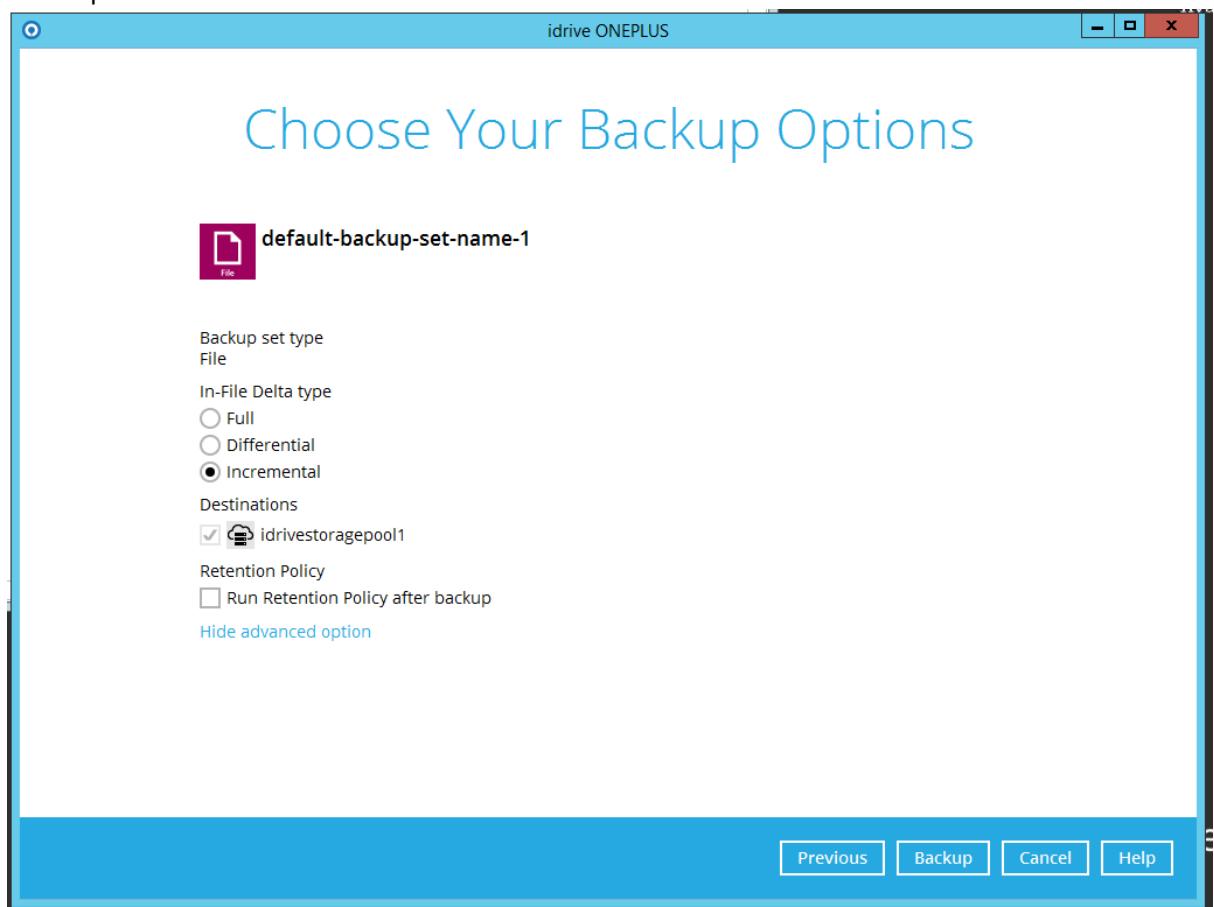
1. Click the **Backup** icon on the main interface of Idrive A-CLICK.



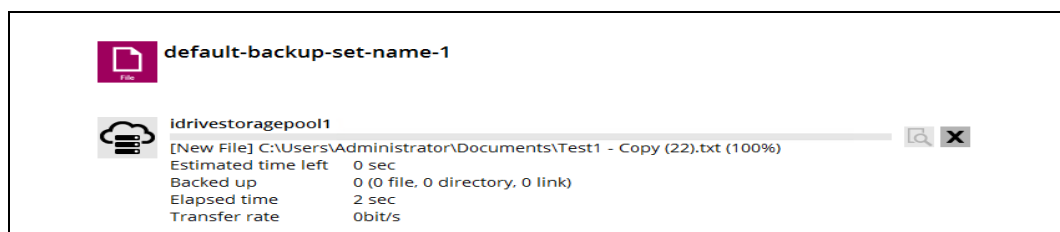
2. Select the backup set which you would like to start a backup for. In case you want to modify the In-File Delta type, Destinations and Retention Policy settings, click **Show advanced option**.



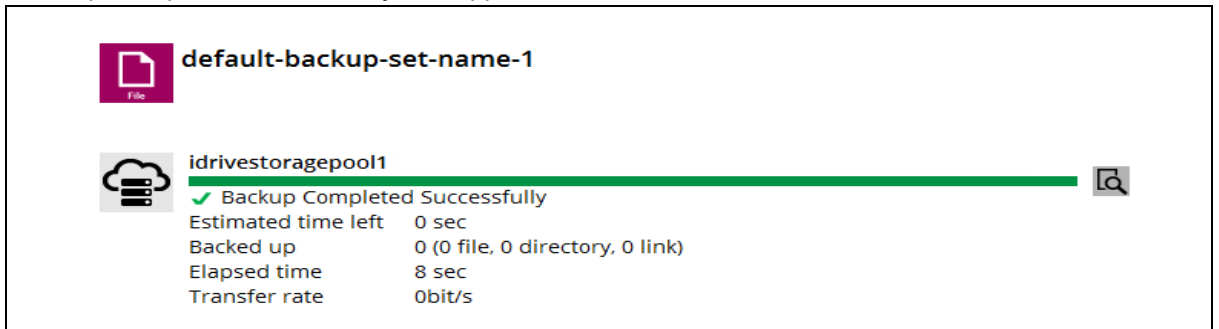
3. When advanced options are shown, it is recommended that you tick the checkbox next to **Run Retention Policy after backup** in the Retention Policy section at the bottom. This will help you save hard disk quota in the long run. In the In-File Delta type section, the following three options are available:




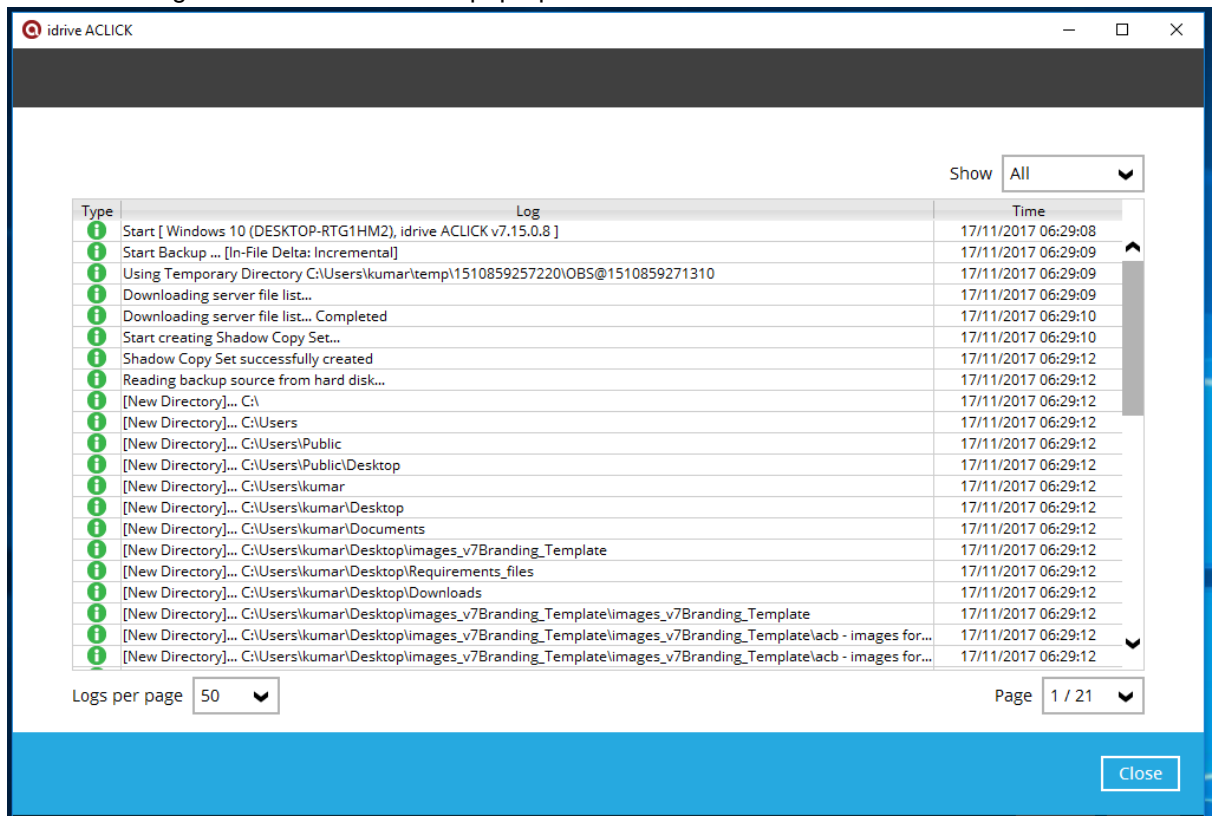
- **Full** – A full backup captures all the data that you want to protect. When you run a backup job for the first time, Idrive A-CLICK will run a full backup regardless of the in-file delta setting.
  - **Differential** – A differential backup captures only the changes made as compared with the last uploaded full file only (i.e. changes since the last full backup, not since the last differential backup).
  - **Incremental** – An incremental backup captures only the changes made as compared with the last uploaded full or delta file (i.e. changes since the last incremental backup).
4. Click **Backup** to start the backup job. The status will be shown.



5. When the backup is completed, the progress bar will be green in color and the message "Backup Completed Successfully" will appear.



- You can click the  **View** icon on the right hand side to check the log. A window will pop up to show the log. Click **Close** to exit the pop-up window.



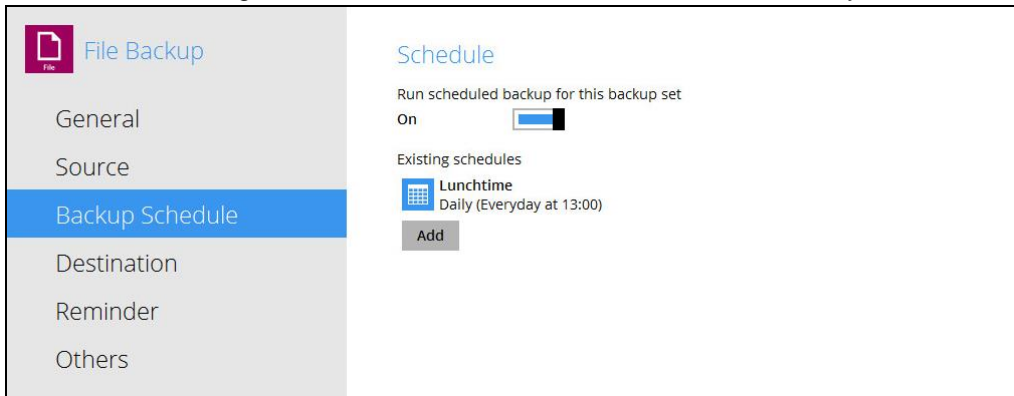
## Configure Backup Schedule for Automated Backup

- Click the **Backup Sets** icon on the idrive A-CLICK main interface.

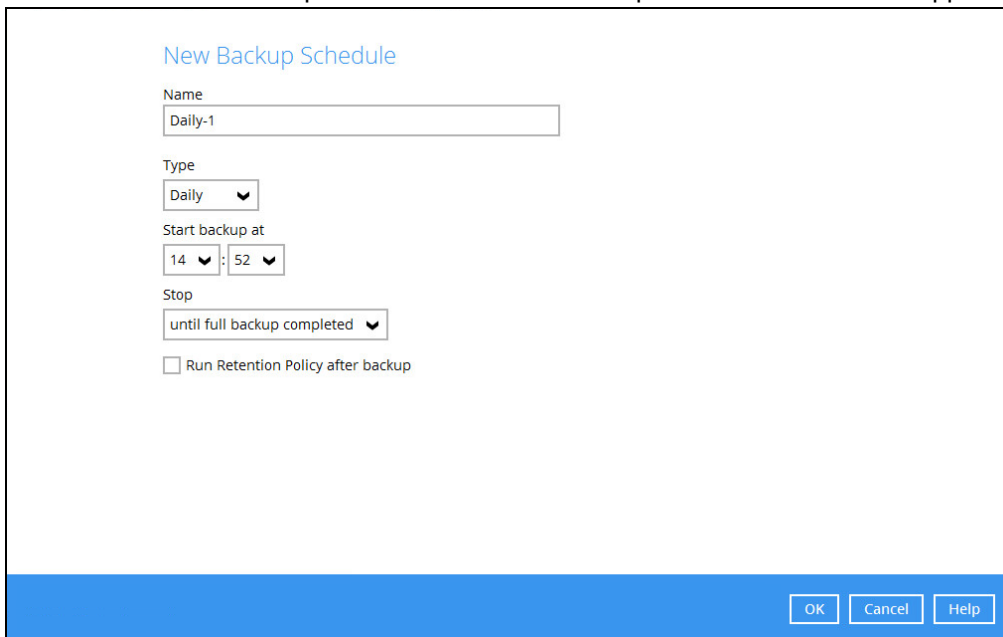


- All backup sets will be listed. Select the backup set that you would like to create a backup schedule for. A screen will pop up, showing the General tab.

3. Go to the **Backup Schedule** tab. In case Run scheduled backup for this backup set is off, switch it **On**. Existing schedules will be listed at the bottom if there is any.

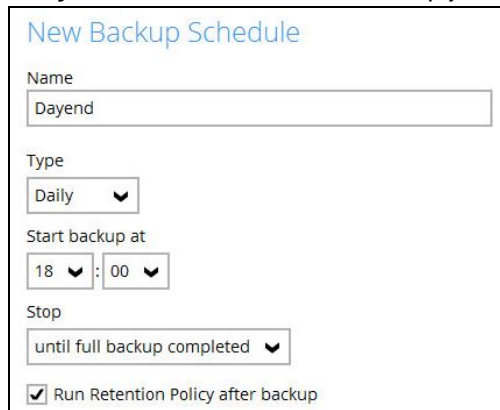


4. Click **Add** to add a backup schedule. The New Backup Schedule window will appear.



5. In the New Backup Schedule window, you can configure your backup schedule settings. To save hard disk quota in the long run, it is recommended that you tick the checkbox next to **Run Retention Policy after backup** at the bottom. The rest of the setting options will vary by which option you choose from the **Type** dropdown menu:

⦿ **Daily** – what time to start the backup job



- **Weekly** – which day of the week and what time that day to start the backup job

**New Backup Schedule**

Name  
Weekend

Type  
Weekly

Backup on these days of the week  
☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☒ Sat

Start backup at  
23 : 00

Stop  
until full backup completed

☒ Run Retention Policy after backup

- **Monthly** – which day of the month and what time that day to start the backup job

**New Backup Schedule**

Name  
Monthly Closing

Type  
Monthly

Backup on the following day every month  
☒ Day Last  
☐ First Sunday

Start backup at  
23 : 59 on the selected days

Stop  
until full backup completed

☒ Run Retention Policy after backup

- **Custom** – which particular date to start a one-off backup job

**New Backup Schedule**

Name  
New Year Eve

Type  
Custom

Backup on the following day once  
2016 December 31

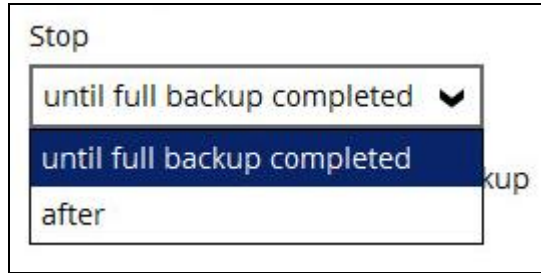
Start backup at  
23 : 59

Stop  
until full backup completed

☒ Run Retention Policy after backup

The **Stop** dropdown menu offers two options:

- ⦿ **until full backup completed** – in case you prefer a complete backup



Stop

until full backup completed ▼

until full backup completed

after

- ⦿ **after [how many] hr** – in case you prefer the backup job to stop after a certain number of hours regardless of whether or not the backup job is completed

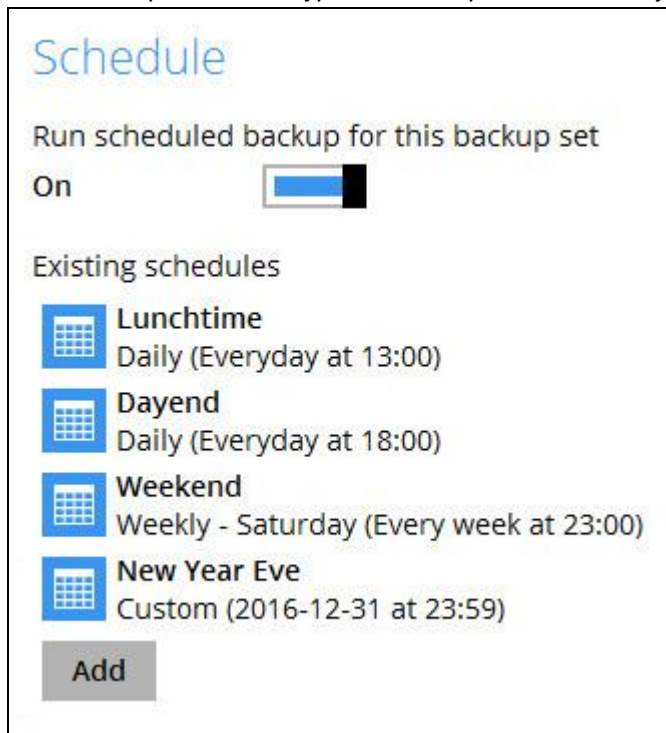


Stop

after ▼ 1 ▼ hr

☒ Run Retention Policy after backup

As an example, the four types of backup schedules may look like the following.







## Schedule

Run scheduled backup for this backup set

On ☐

Existing schedules

-  **Lunchtime**  
Daily (Everyday at 13:00)
-  **Dayend**  
Daily (Everyday at 18:00)
-  **Weekend**  
Weekly - Saturday (Every week at 23:00)
-  **New Year Eve**  
Custom (2016-12-31 at 23:59)

**Add**

7. Click **Save** to confirm your settings. Then, click **Close** to exit Backup Sets