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Introduction to "NSave for Desktops"

NSave is a service provided by Information Services that utilizes the software program CPP (CrashPlanPro). CPP is one of the most widely acclaimed backup solution deployed across an institution. To make the system as user friendly as possible, Information Services has customized this particular offering for common "desktop" computer systems within UNL. Highlights of this system include:

- Very convenient way to back up your critical data files on your personal computer.
- No need to worry about changing tapes, Full or Incremental backups, tape rotation policies, broken tape drives, or off-site storage.
- Users can retrieve their files on their own, anytime day or night. If assistance is required, however, trained support staff are available during normal University hours of operation.
- Erased files can be retrieved up to 6 months from the date they were erased.
- To allow Information Services to inform you of issues related toward NSave, the electronic mail address of each NSave subscriber is added to an electronic mailing list.

CPP Installation Instructions

The following instructions will guide you through the process required to install CPP on your desktop computer. Please review the instructions before beginning, and if you are not comfortable with any phase of the installation, please ask for assistance. Simple questions will be answered by the NSave Support Specialist. If you desire, an NSave Support Specialist will install this product for you for a $10 charge. Contact the NSave Support Specialist at 402-472-6843.

1. Minimum System Requirements for CPP version 7.4.0

In order to use CPP, you will need a computer that meets the following requirements:

- A 1 GHZ+ 64 –bit Intel CPU running, MacOSX 10.13, 10.14 and 10.15
- 750 MB of available disk space.
- 1 GB of memory.
- A connection to UNL's computer network.

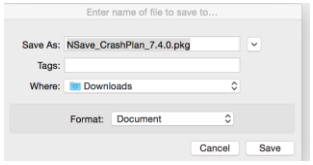
2. Begin CPP Installation

A. Using your web browser (Safari, Mozilla Firefox, etc...) go to the URL address http://nsave.unl.edu/nsave-self-install. Click on the Macintosh Installer. The following steps will differ depending on which web browser you are using. Please refer to the section on using Safari or Mozilla Firefox if you are using one of those browsers. If you are using a different browser and need assistance in downloading the installer contact the NSave Support Specialist at 402-472-6843.

B. Using Safari:

· The download window will appear and start downloading the installation file..

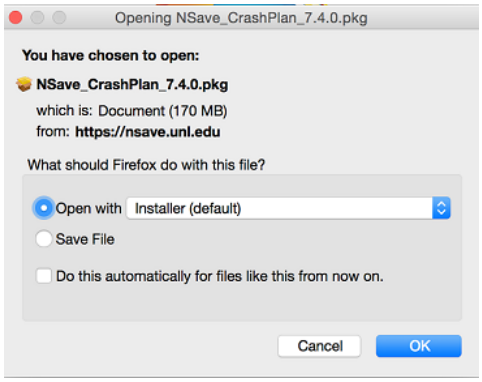
·



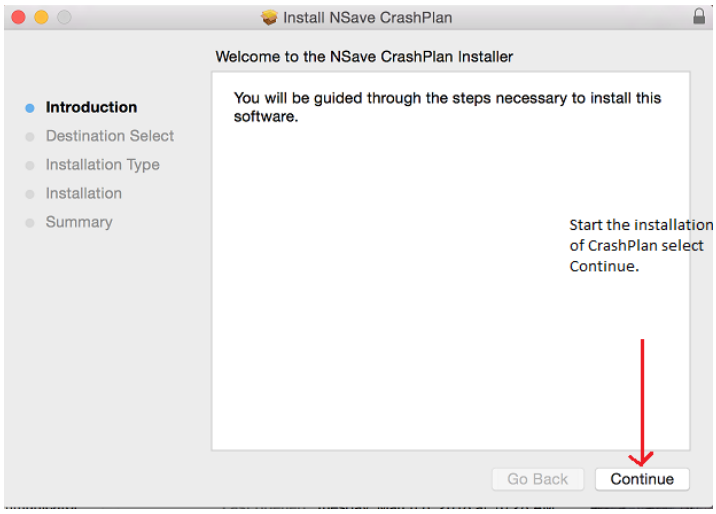
· Proceed to step D to continue the installation

C. Using Mozilla Firefox:

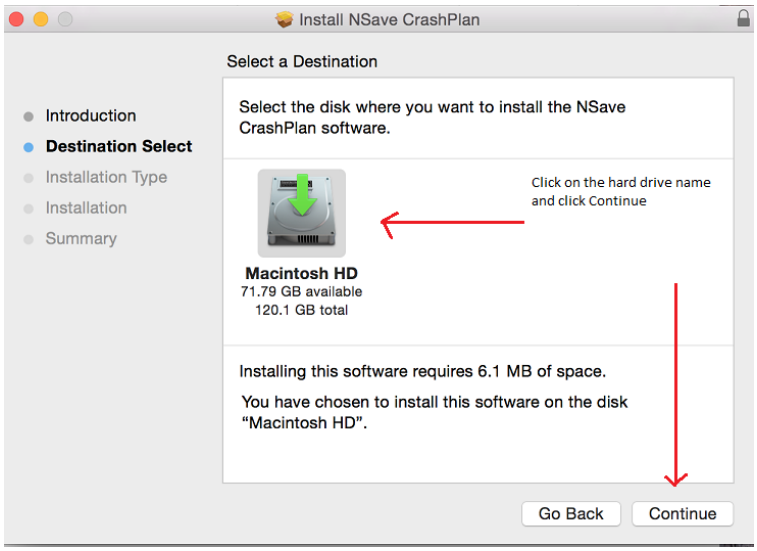
· A window will appear and let you open the file or save it, leave the bullet on **Open with** and click **OK**.



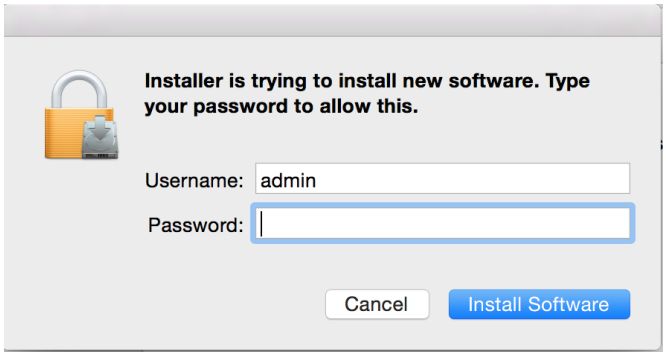
D. The installer window will appear, click Continue to begin.



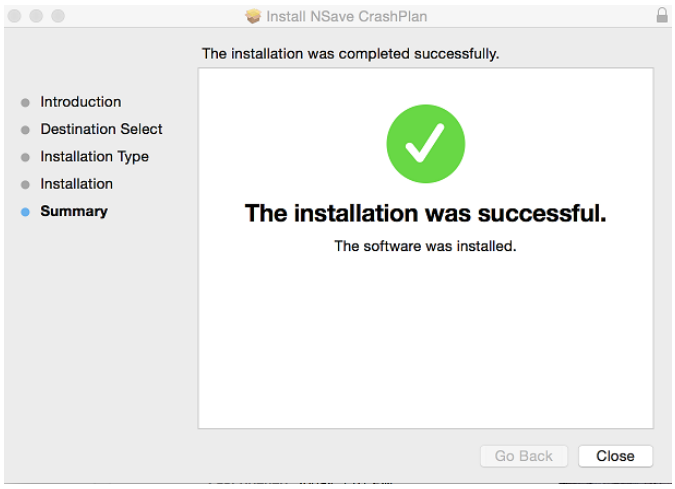
E. The install window opens and it is recommended not to change the location of the program for future upgrades. Click on the name of the hard drive and then Continue.



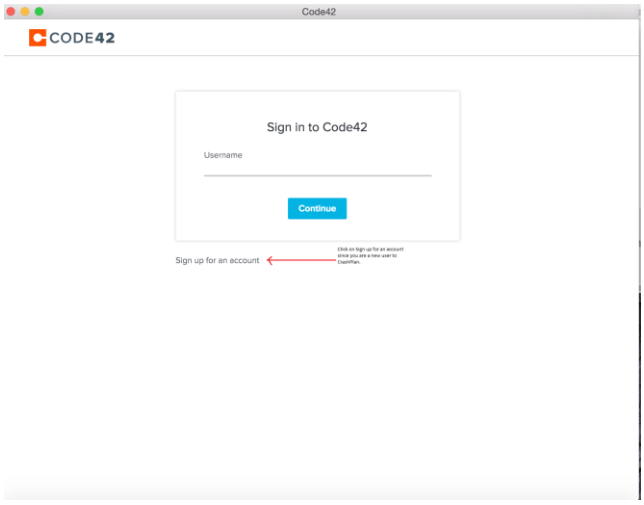
F. You will be prompted for the computer password to authorize the installation. Type in the password and click Install Software.



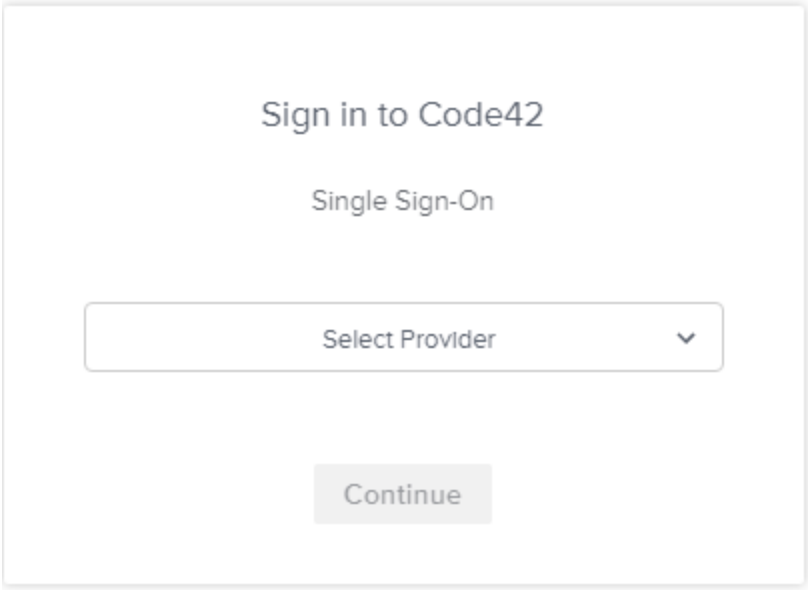
G. There will be a progression bar and when the installation is done you will see it completed successfully. Select Close.



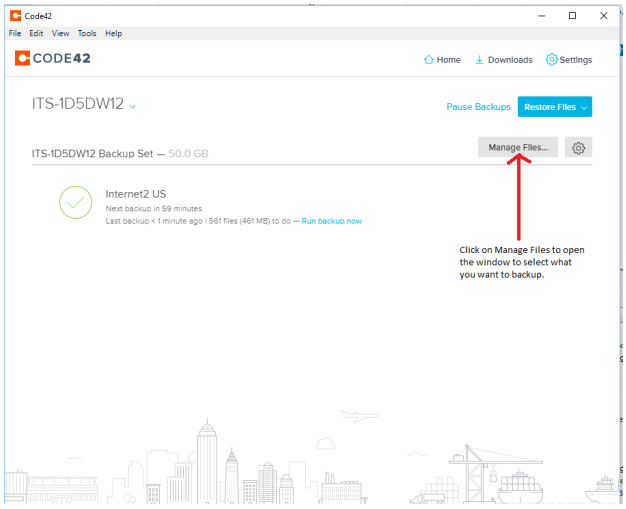
H. The next window will be Sign In to Code42 CrashPlan. Since you are a new user click on Sign up for an account at the bottom of the window. The username is your myunl email address and the password is the password linked to your myunl email address.



I. You will need to select the campus your myunl email address is associated with.

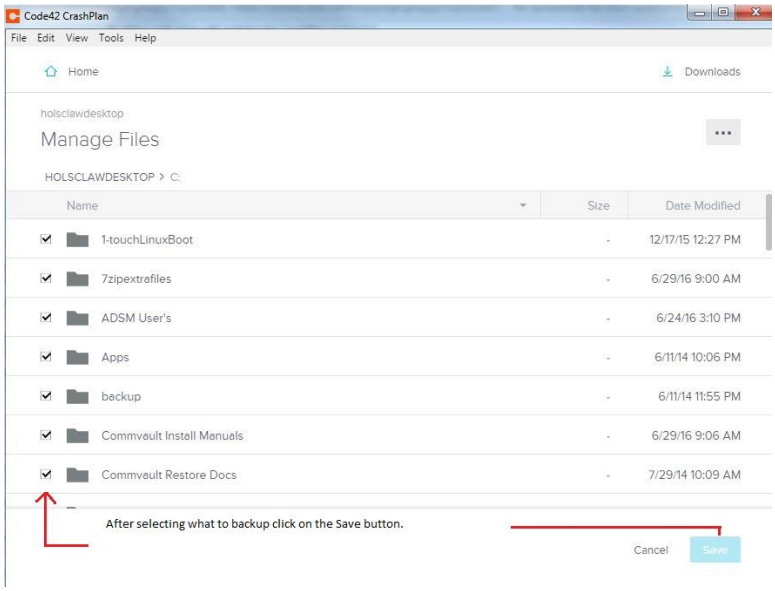


J. You have finished the installation and configuration of CrashPlan Pro. In the Welcome window click on the **Manage Files** button to select what drive, folders and files you want to backup.



K. In the Manage Files window click in the box in front of the drives, directories, file (s) you

want to back up. It is recommended to select all local drives for the backup since there is unlimited storage space with Code42's cloud environment. When you have made your selections click on **Save**.



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3. You are Finished.

You have now successfully completed the installation of CPP. You can drag the UNL_CrashPlan.pkg icon to the trash.

You can make an alias of the CPP program to put on your desktop for easier access. Open the hard drive and expand the Applications folder. Find the CrashPlan icon in the list.

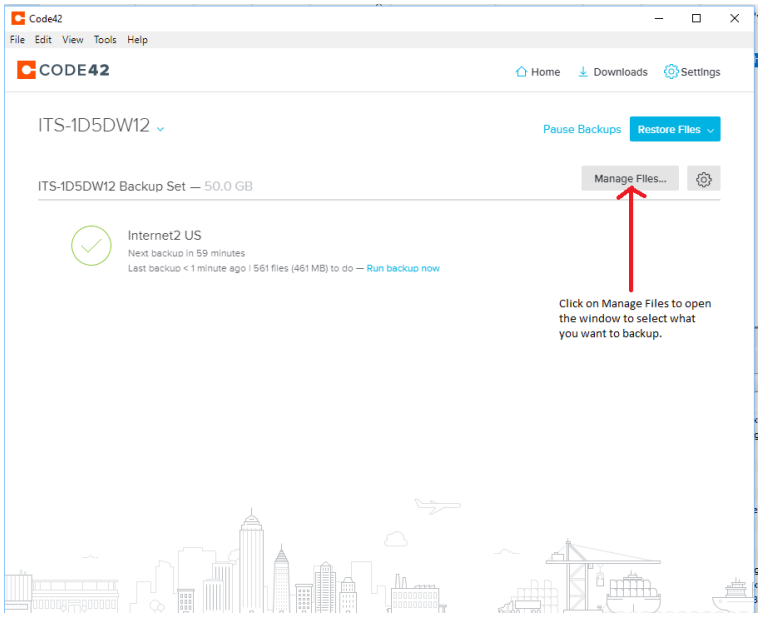
Click on it once and from the menu across the top of the window select **File** and scroll to **Make Alias**. You will now have an alias of CPP in the Applications folder you can move to your desktop

Backing Up Your Computer

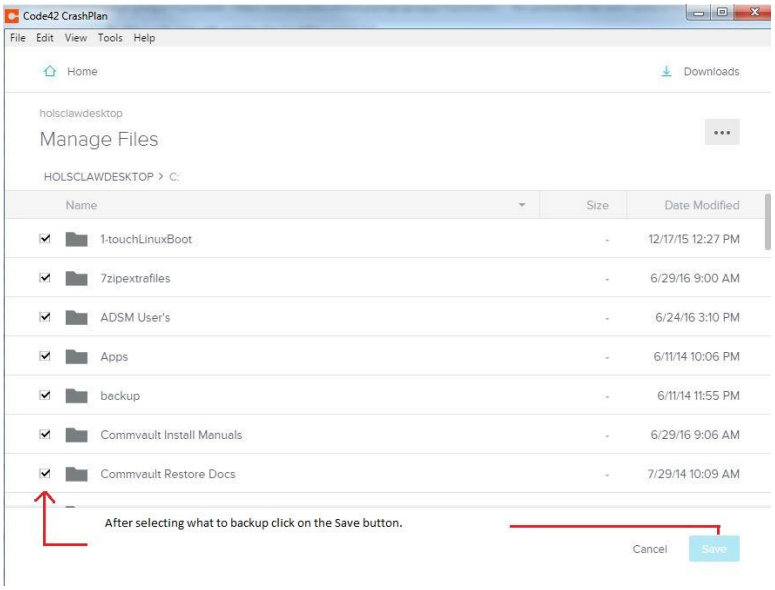
A. Your computer will automatically backup. If you want to back up a certain file (s)

manually you will need to open the CPP program. To open the program click on the CPP icon in the system tray or from the hard drive open the Applications folder and then CrashPlan.

B. When the program opens you will be at the **Welcome** window. To select what to back up click on the **Manage Files** button.



C. Click in the box in front of the directories or file (s) you want to backup. Once you have made your selections click on the Save button save the selections.



After clicking **Save,** you can close the window and CrashPlan will run in the background. The software will start scanning your computer to make a catalogue of the files on it. Once the scan is done it will start backing up. The first backup is usually the longest since it backups all the data after that the backups are incremental and only back up changed files.

Backup Notes

- The first time you backup your computer, it may take an hour or more for the backup to complete (all of the appropriate files need to be backed up the first time). For most computers with "typical" files, all future backups should take less than a few minutes.

- Backups run once a day when your computer is on and connected to the UNL-network.

A.

- You will not even notice the backup running as you work since it automatically lowers the process priority while you are on your computer.

B.

- You can run a manual backup if you have an important file(s) that you want to backup but don't want to wait for the next scheduled backup.

C.

- You will automatically receive a daily email report of the status of your backup.

- Any backed up files marked inactive by CPP will still be retrievable from the backup server for 6 more months.

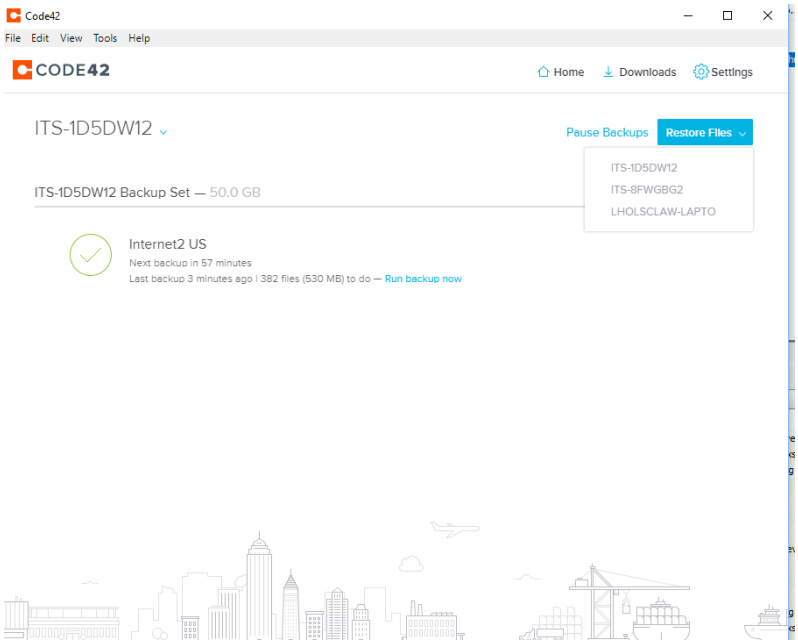
Restoring Files to Your Computer

The following examples step you through the most common way of restoring a few files. If you don't feel comfortable restoring the files yourself, or need to restore as many files as possible (perhaps your hard drive went bad), contact the NSave Support Specialist at (402) 472-6843.

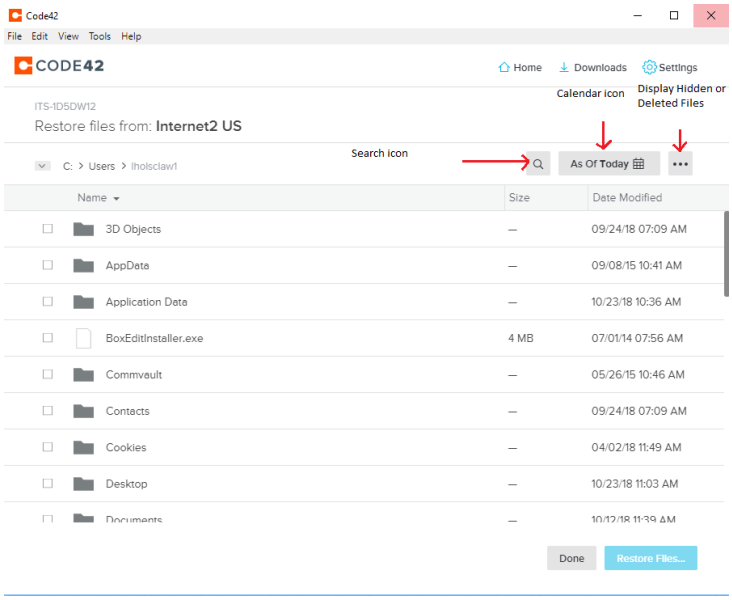
A. Click on the **CrashPlanPro** icon in your system tray or from the hard drive select the Applications folder then CrashPlan.

B. The program will open and you will be at the **Welcome** window**.**

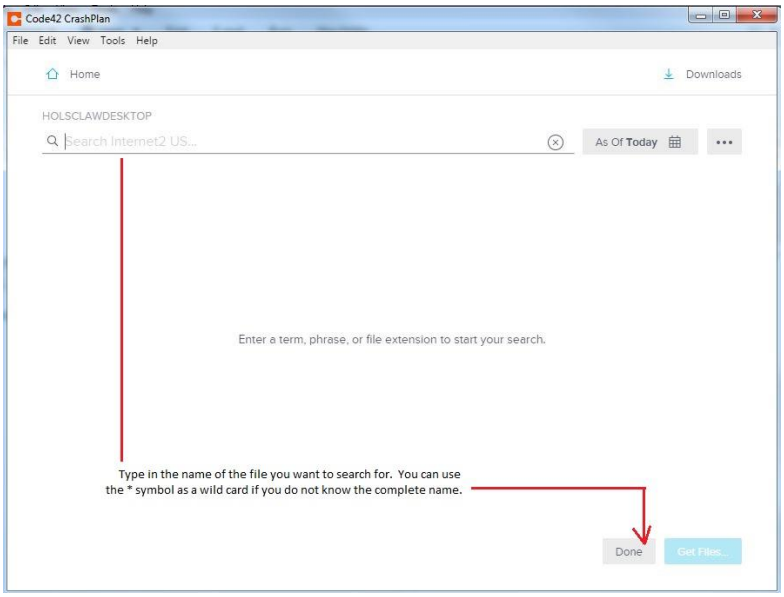
C. Click on the **Restore Files** button to select what computer to restore from.



D. In the **Restore files** window there are three icons to assist in selecting what you want to restore. A search icon, a calendar icon and other.

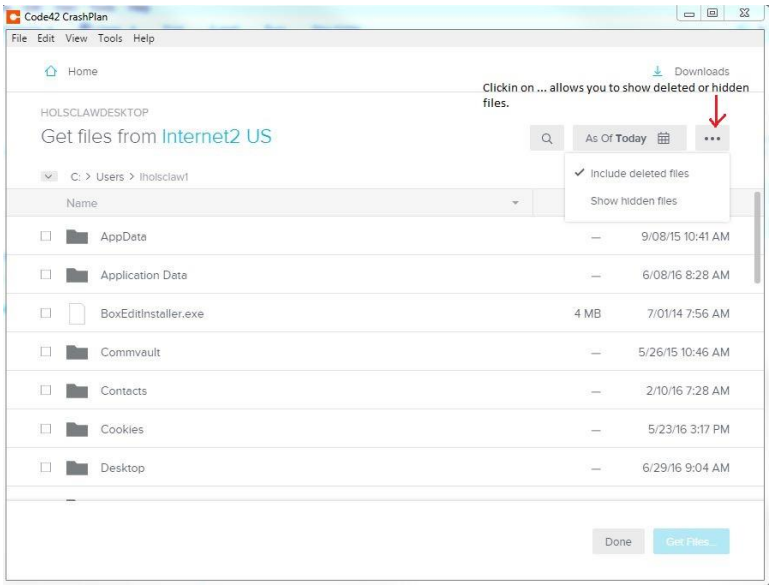


E. The Search icon allows you to search for a file if you know the name but are not sure where it was saved on the hard drive. In the Search window type in the name of the file. You can use * as a wild card if you do not know the complete name of the file.

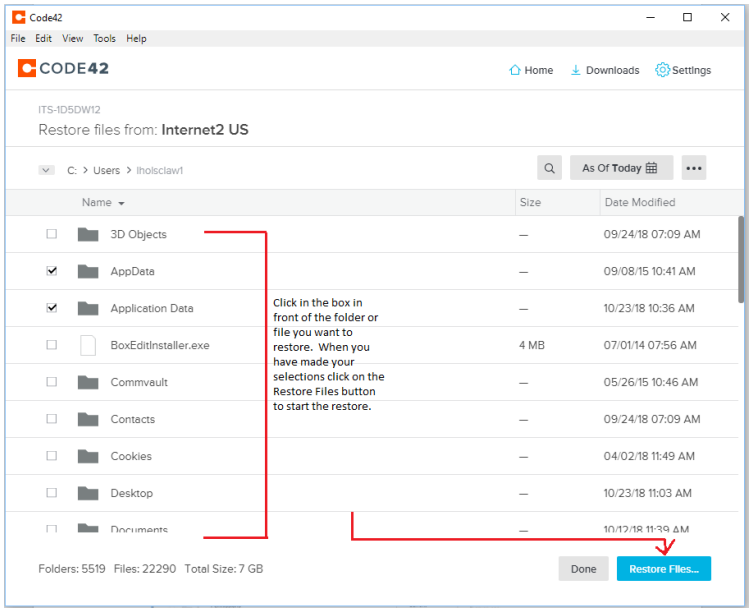


F. The Calendar icon allows you to select a different date to restore from.

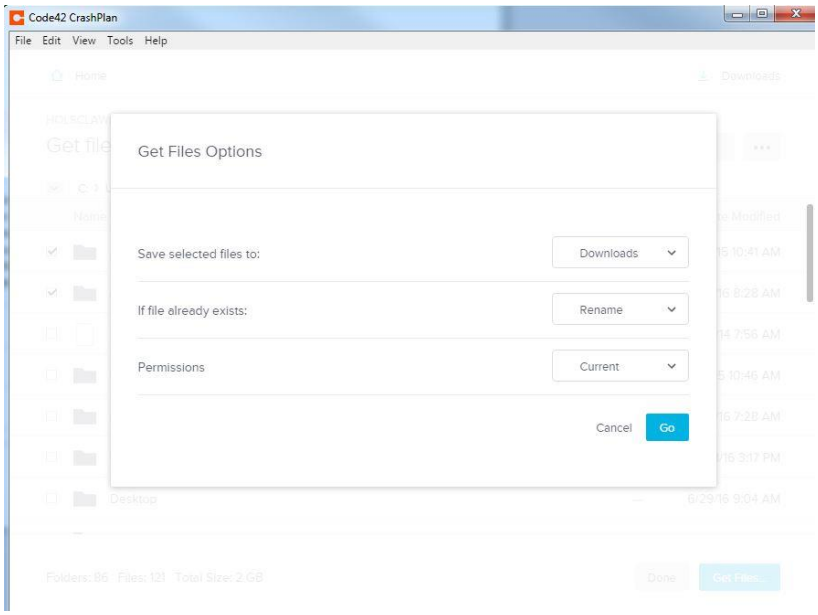
G. The additional icon lets you select to display deleted or hidden files. This is helpful is you accidentally deleted a folder or file and you want to restore it.



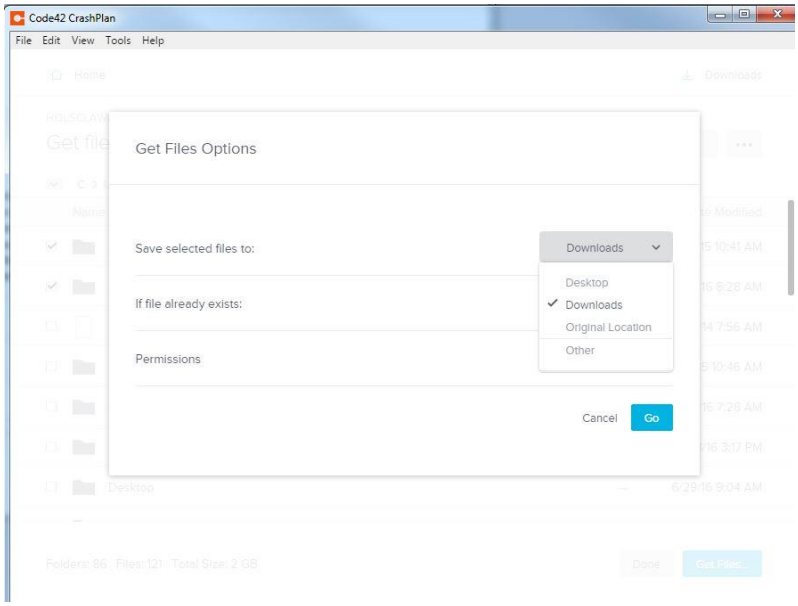
H. To select what folders or files you want to restore click in the box in front of the name of the folder or file. When you have selected all the folder or files you want to restore click on the **Restore Files** button.



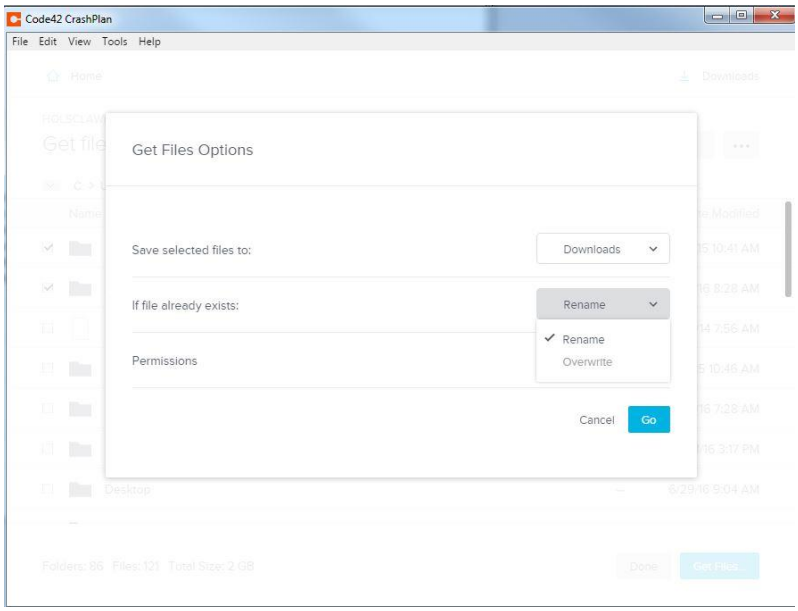
I. After clicking on Restore Files the Options window opens. Here you have the options of Save selected files to, If file already exists and Permissions.



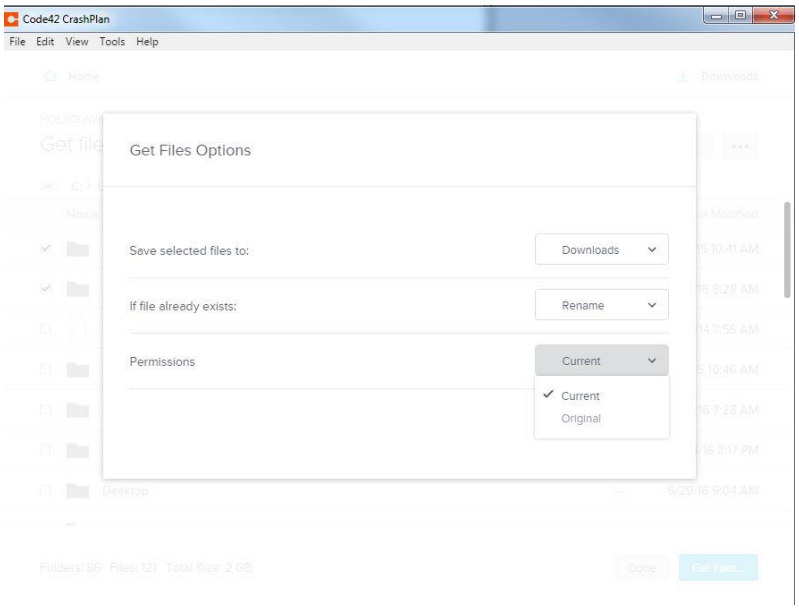
J. Save selected files has a pop box that allows you to select where to save the restore to, Desktop, Downloads, Original Location and Other, which allows you to select a specific place on your hard drive.



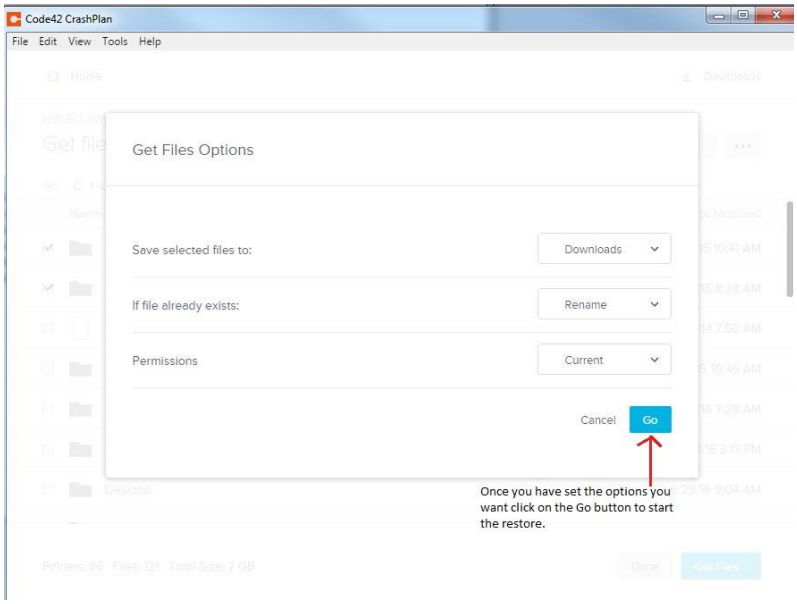
K. If file already exists lets you choose to either Rename or Overwrite the restored file.



L. Permissions is a pop box where you can select either Current or Original.

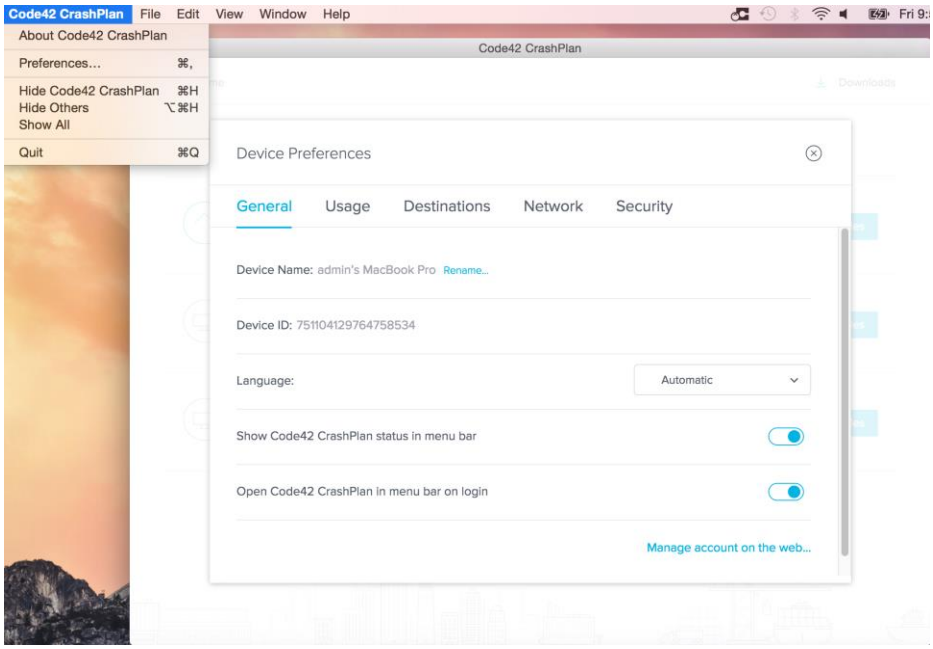


M. After you have set the options for the restore click on the **Go** button and the restore will begin.

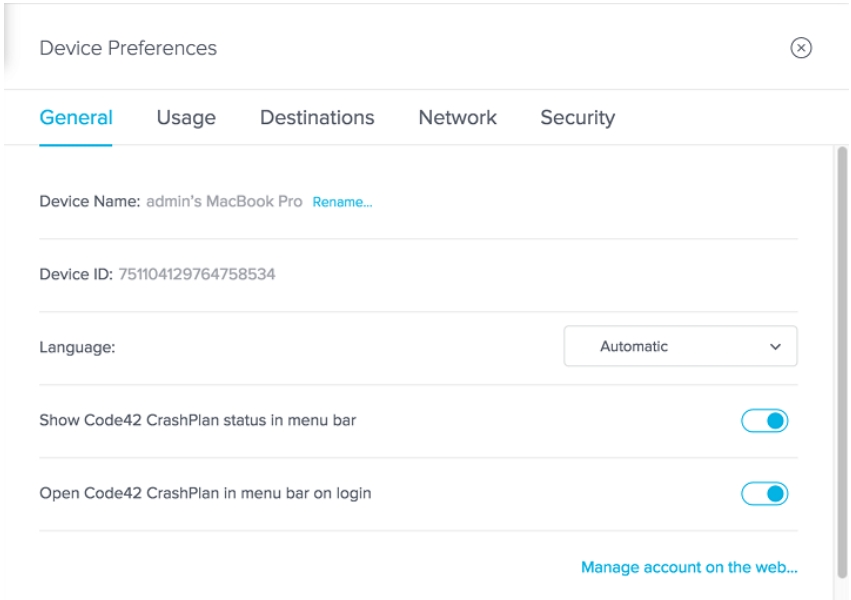


CrashPlan Settings

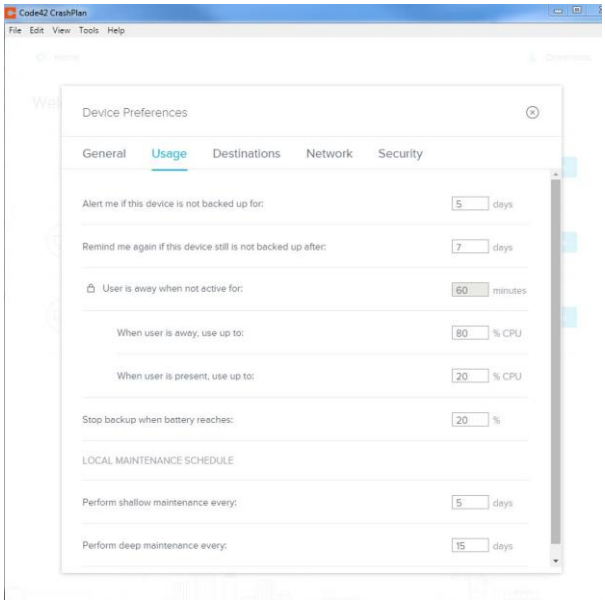
At the top of the window click on Code42 CrashPlan to view the Preferences. Preferences allows you select different settings for your CrashPlan account.



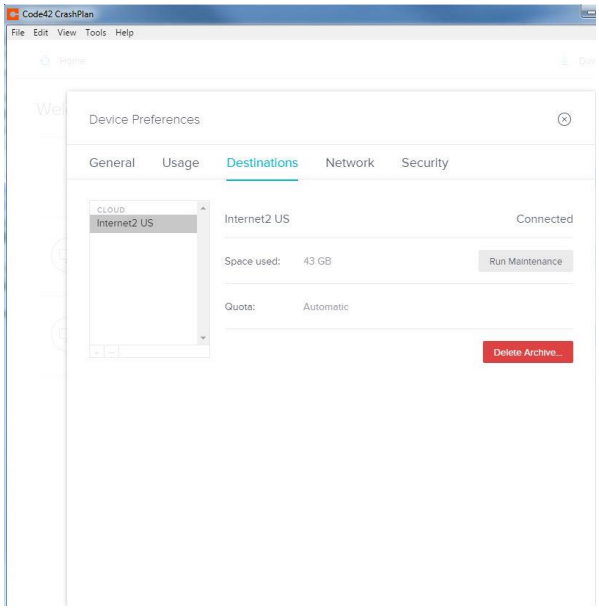
- The **General** preference list details about the device.



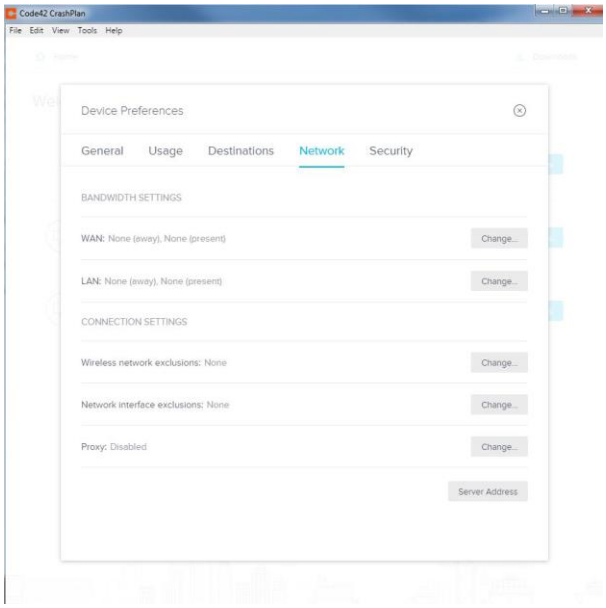
- **Usage** is where you can set the number of days before sending email alerts if the device has not backed up. Also the CPU and battery usage.



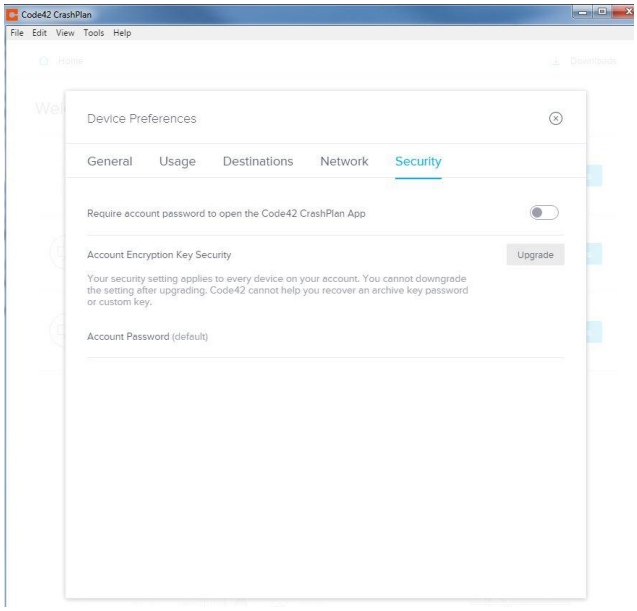
- **Destinations** list where the device is backing up to.



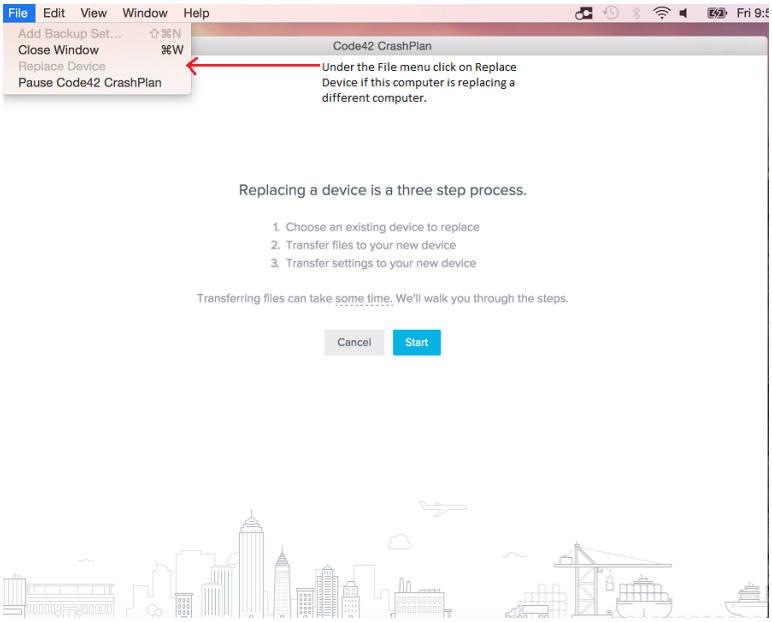
- **Network** shows the WAN and LAN settings.



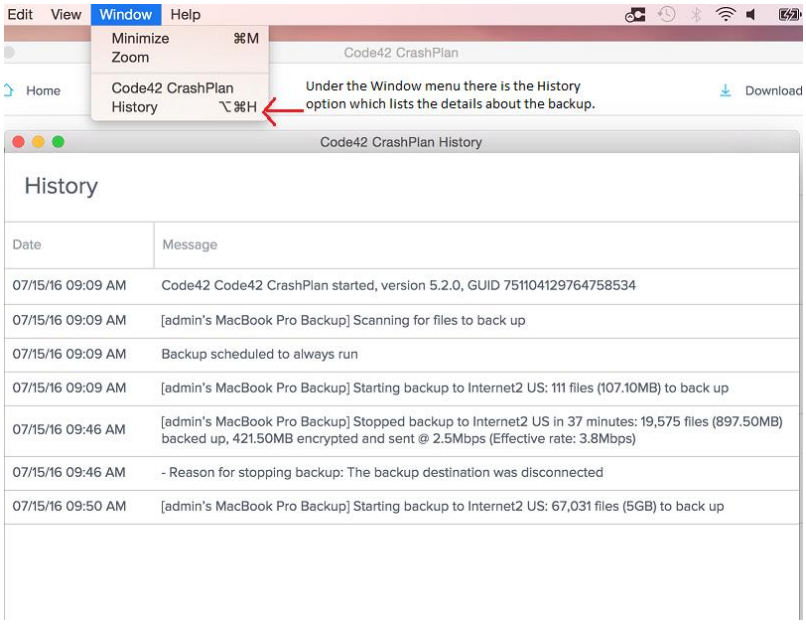
- **Security** is where you can set a password or encryption. If you set a password note that if the password is ever lost restores can't be performed.



- Under the File Menu you can select Replace Device which allows you to replace an old device with this one. It will sync backed up data of an old device with this new device. Also you can Pause Code42 CrashPlan backup.



- Under the Window menu there is the History setting. This lists details about the backup.



Most of the configuration is done on the CrashPlan server and unless a problem arises the defaults will work. If you want to make changes please consult the NSave Support Specialist at 472-6843 or email nsave@unl.edu.