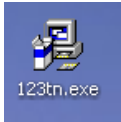


TrueNet Inc.

Online Backup Software Instructions



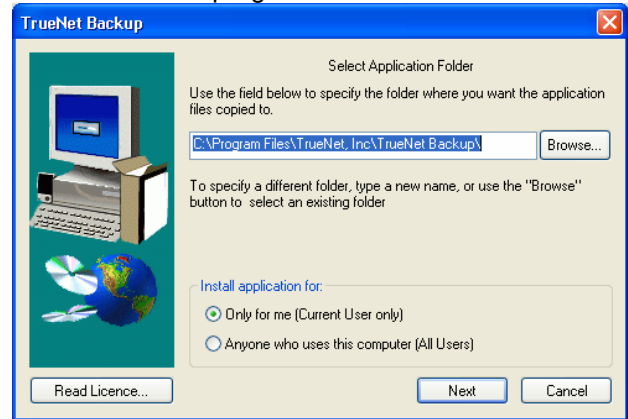
Assuming you have already received a copy of our backup software, locate the file "123tn.exe". The following is an example:

Upon locating the file, double click the icon to run. This will begin to install TrueNet Backup.

On Windows XP computers
the following might be shown:

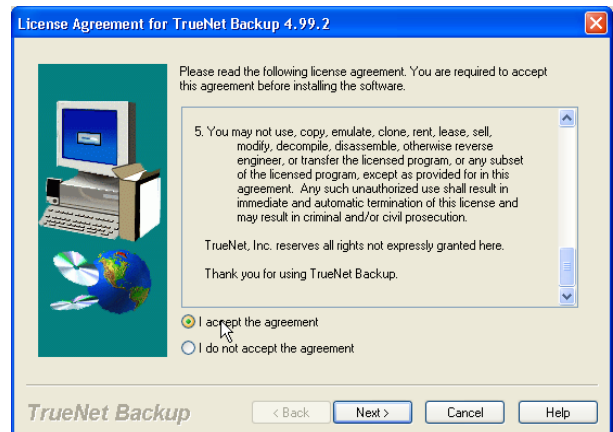
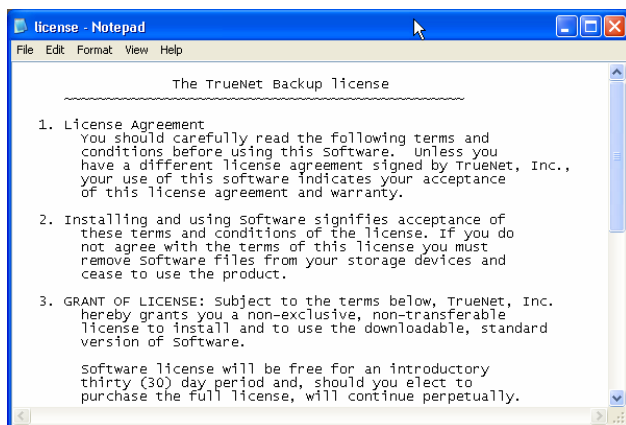


Click run to start the program.



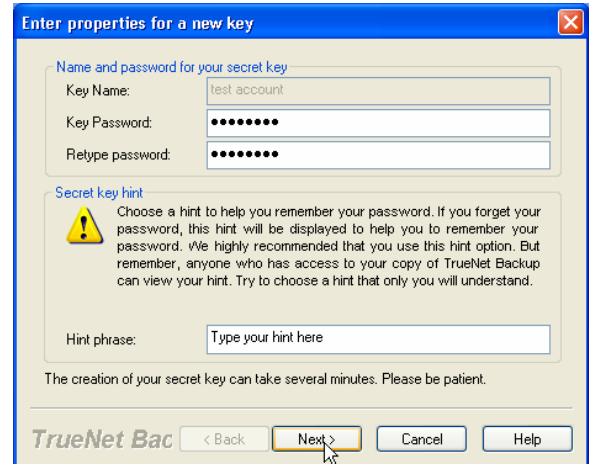
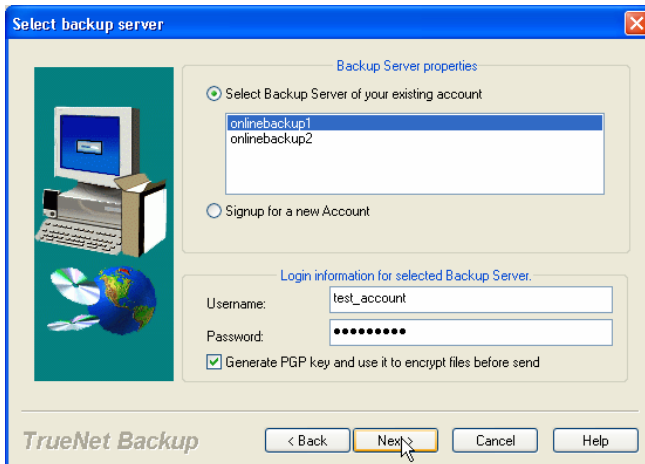
The previous screenshot shows the first installation screen. It is recommended that you leave the default folder, but select to install the application for everyone on the computer.

You may also print the license from this screen. Upon clicking next, you will be asked if you accept to the terms of the agreement. After accepting the agreement, you will be prompted to input your account information, as supplied by TrueNet.



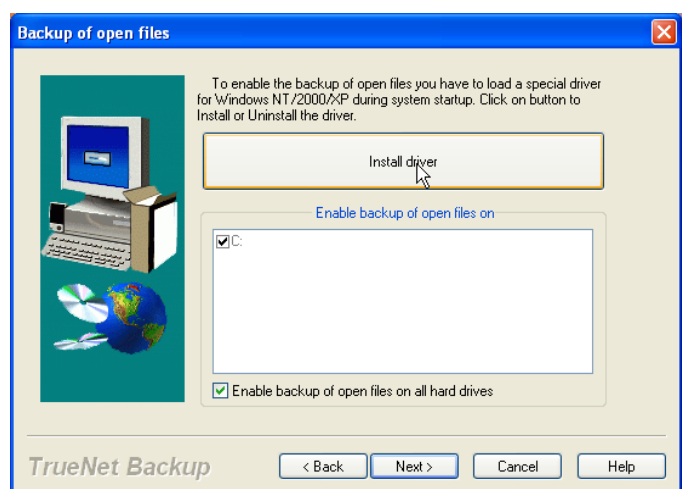
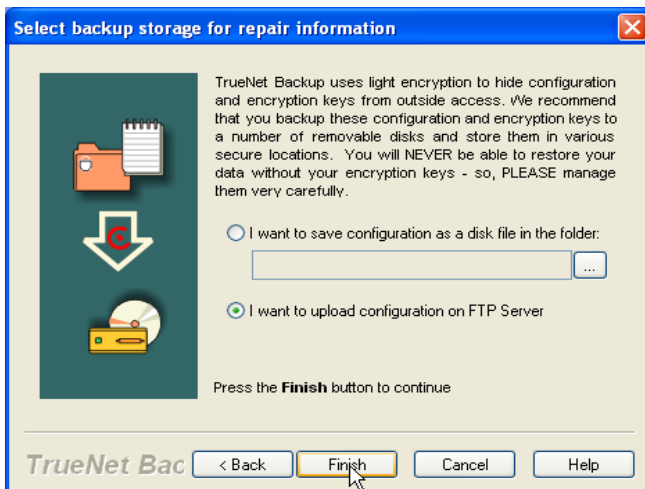
- Select the server that will contain your backup sets.
- Enter the username and password as supplied by TrueNet
- Check to generate the key to encrypt data before it is sent to TrueNet Backup

★ The following screen is very important; you will need this information to retrieve any backups.



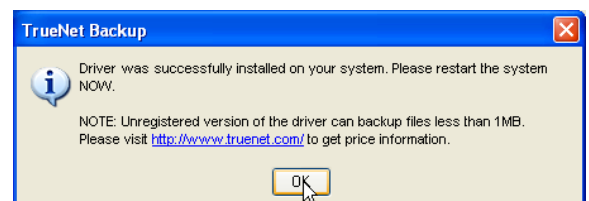
The name of the key will default to your username on the backup server. Enter a password in the Password fields to generate the key. After entering a password, you will then enter a hint, this is important as we will not be able to retrieve your password if it is lost, even if you have your key file.

Once you click next, a key will be generated. It is recommended to keep several copies of the key file, at your site, our backup server, and another location. You may open the key in notepad, and save several copies onto diskettes, or a fileserver at your location.



After you have saved copies of the encryption key, you will then be prompted to save repair files that contain the key files, and configuration information. It is highly recommended to keep three copies of this file as well. This also has the option of uploading the file to the backup server.

Next you will be prompted to install the Open File Backup utility. This utility is an added feature of TrueNet backup. It will try to backup files, which are currently open and locked by another program to ensure that a copy is saved offsite. We suggest that you do not rely on this feature, as it is more for accidental occurrences, rather than planned backups.



You have now completed the installation.



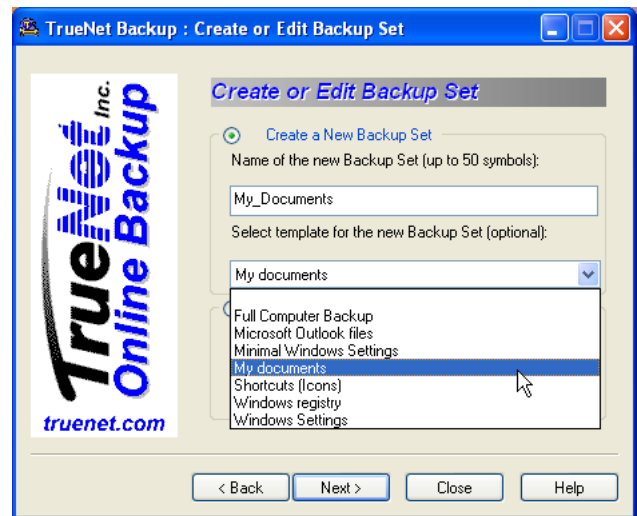
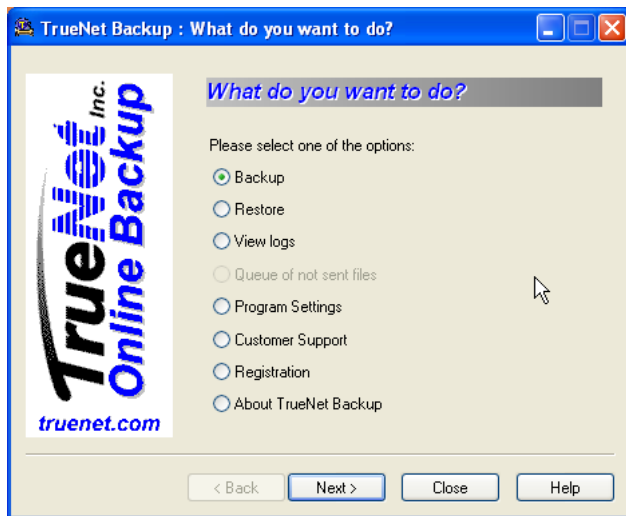
Setup TrueNet Backup.Ink

Backup Set Creation

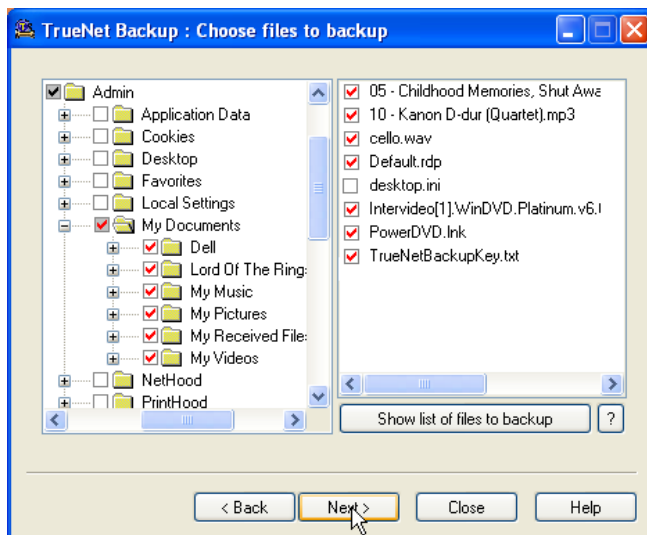
First you will need to open the application. From the start menu, TrueNet Backup will be listed under TrueNet, Inc → TrueNet Backup → TrueNet Backup. Or double click the shortcut created on your desktop.

This will take you to the main title screen. From the main menu system select “Backup” and click next to create a backup set.

To create a new set, type in a name for the set. And you may select optional templates to select certain files, such as Outlook, or My Documents.

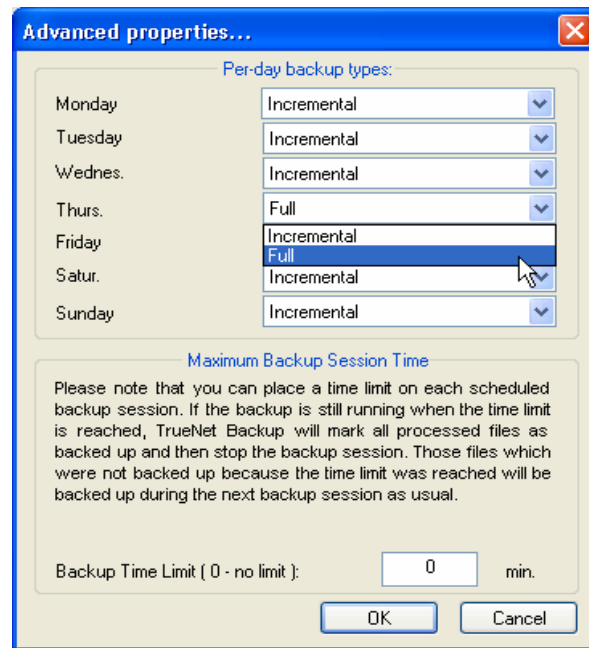
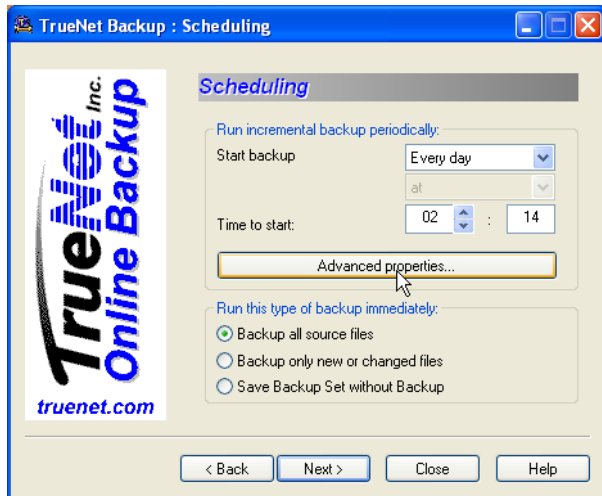


The previous example shows a selection of the creation of a set named “My_Documents” and using the template for My Documents. After clicking the Next button, you can add and remove files from the Backup Set.



- ★ The + sign means, there are folders under the listed directory.
- ★ The – sign means, you can collapse the folder to hide directories under that directory.
- ★ You can navigate by clicking either the + or – signs, and by moving the scrolls bars on the left and bottom of the window.
- ★ The boxes show which files are selected.
- ★ An empty box shows that no files are selected.
- ★ A box with a grayed out checkbox shows that files and/or folders under that directory are selected
- ★ A folder or file with a red checkbox means that file is selected to be backed up.

After selecting all of the files that will be backup up, select the next button. This will take you to the Scheduling menu. Select how often you would like the backup to run, we recommend daily. Select a random time before you enter the office or after you leave the office to run the backup set. The Time to start field is in standard military time, therefore select a time between 00:00 to 23:59
 Next click the Advanced properties... button.



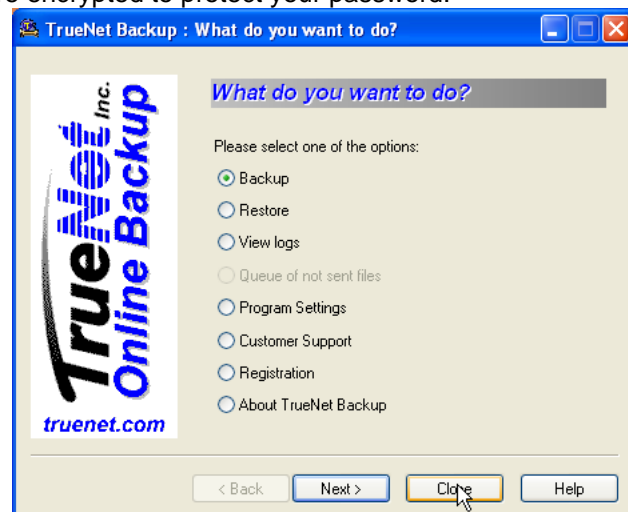
Under this menu, you will see the type of backup performed each day of the week.

- ★ Incremental means you will only backup changed files
- ★ Full means you will perform a full backup of the entire set

Once you click OK you will be back at the scheduling menu

Select "Backup all source files" and click next to perform your first backup.

In order for the Scheduler to operate correctly, you need to enter the password for the account listed. You can select remember password, as the configuration files are encrypted to protect your password.



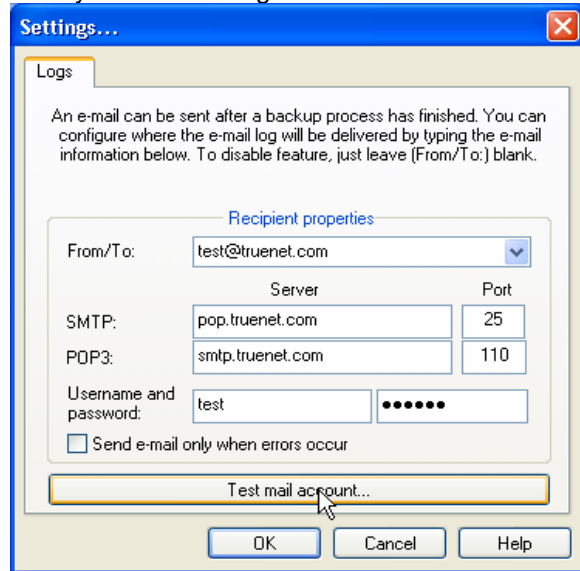
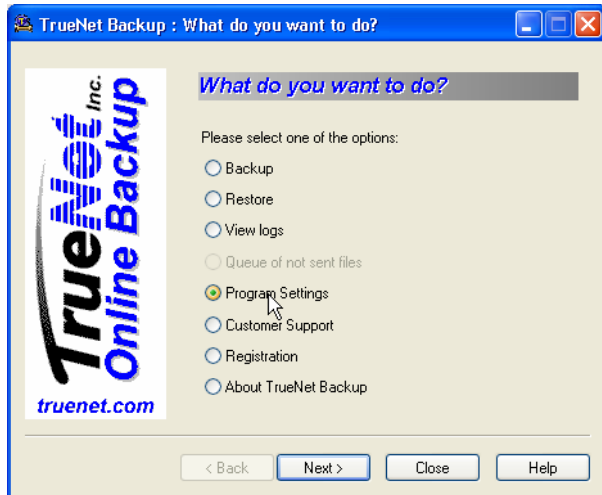
Once you have finished, the backup will be sent to our server. After completion of the backup, you may then close the program. Your backup sets will now be done automatically.

Fine Tuning and Recommendations

Often times, the default settings are not sufficient, so we provide an easy way to make all the necessary adjustments directly through the program itself.

From the main screen, select "Program settings"

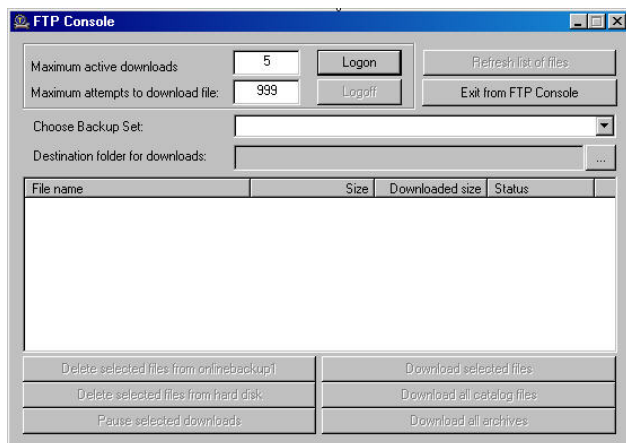
This will take you to the configuration menu as shown below.



From here you have multiple menus that can enable you to send logs when your backup completes, to disable the automatic backups, to proxy through a server, create new encryption keys, backup or restore the keys, and change the number of copies stored on our server.

One of the recommended options is to send logs when an error occurs, this way you will know to run the backup set manually, or to wait until the next backup set is run. There are many possible reasons a backup can fail, but the most often occurrence is that you have run out of space on the server.

In order to correct this situation you will need to log into your account and manage files manually. Our software comes with a file management tool, "FTP Console," to correct these situations.



Simply click the "Logon" button to see the backup sets stored on our server. From the "Choose Backup Set:" drop-down box you will be able to select which backup set to manipulate. After selecting the backup set, you can then either download or delete the archives contained within that set. By downloading the files, you can then archive them on storage media in case you have a need for them at a later date. Upon downloading and archiving the data locally you can then delete the selected files from our server to increase the amount of available space.

* We also can archive this data on CD/DVD media for a nominal fee. Please contact us with any questions that you may have.