How to Verify Online Backup for SOS Online Backup

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5 May 2016

Data backup is crucial to protect your data files in the event if:

1. Your system gets compromised by a malicious attack
2. Your hard drive failed
3. Your system gets stolen
4. You accidently formatted your hard drive
5. You accidently deleted one or more files and emptied you cycle bin
6. When you upgraded to Windows 10 and if you lose your data
7. You experienced severe system damage that includes damage to the hard drive

It is highly recommended that you have some kind of backup plan or solution. You can back up to a USB flash drive, external hard drive, SD memory card, local server, network attached storage, or cloud online storage. Whatever backup solution you use, you own the responsibility to make sure your backup is getting done correctly.

Many system owners have selected cloud backup for ease, with no hardware worries, and is readily available. This document describes how to verify the backups done with the SOS Online Backup & Recovery service. The process to setup and manage the cloud backup is not included in this document. There are several backup verification options.

1. Viewing from the Online Backup & Recovery Manager (Recommended choice.)
2. Online Backup Manager File level report from the Online Backup & Recovery Manager (Last choice since a bit challenging.)
3. Dashboard online (Good choice if First choice is not cooperating well, or you are not with your computer.)
4. Email sent to you based on your backup schedule (Good choice if you just like to know the backup got done.)

Each level presents a different amount of information:

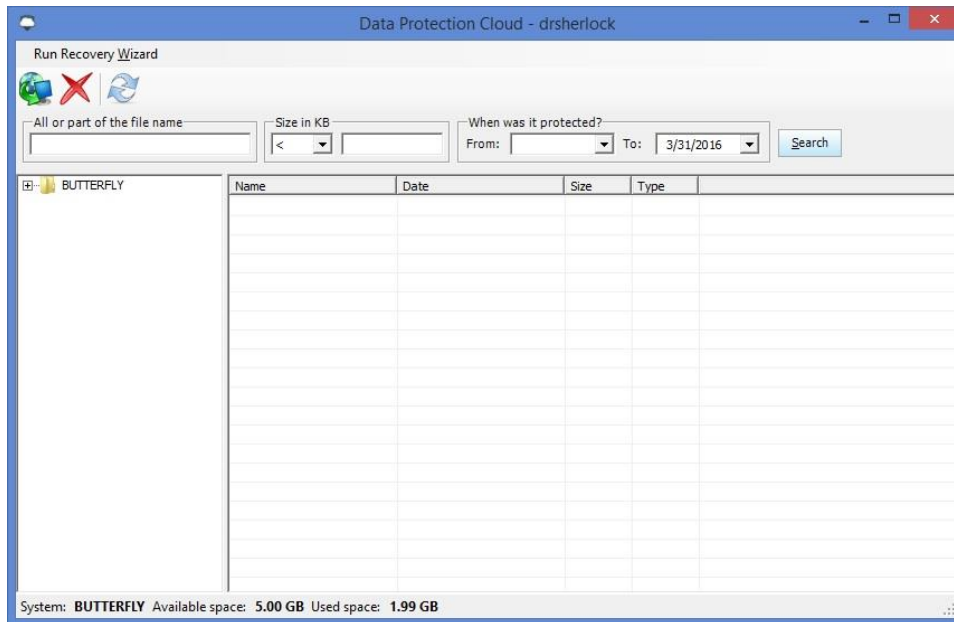1. **Viewing on the Online Backup Manager**

   The Online Backup & Recovery Manager is an agent program installed on the local computer running in background. This program supports selecting files/folders, backup scheduling, viewing backup results, and restoring files. Below are the steps to view/verify the backup files and folders.

   NOTE: The following steps are also used to delete backed up folders/files and to restore folders/files. The delete and restore process will not be documented at this time.
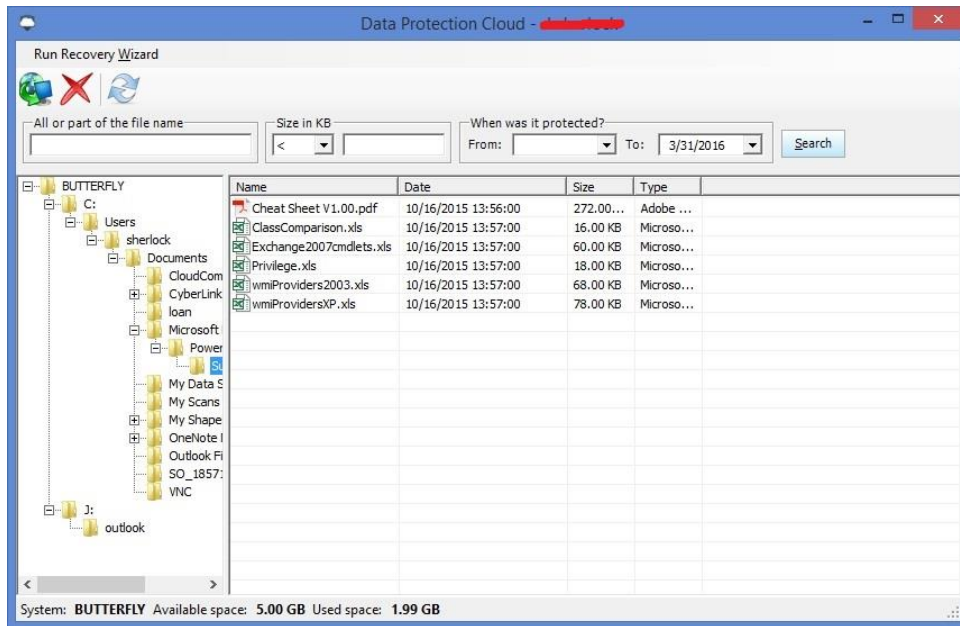
   a. Launch the Online Backup & Recovery Manager program from the start menu or from the desktop. Below is what the manager window looks like.
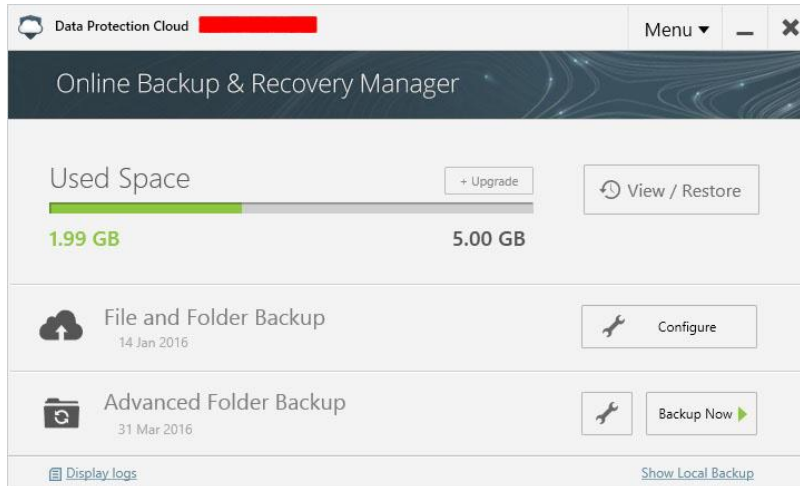
b. Click on the View/Restore button to get the Run recovery wizard window below.


c. Open the initial folder on the left by clicking the plus symbol or the folder name then, propagate the subfolders to view subfolders and files as shown below.

2. Online Backup Manager File level report

The Online Backup Recovery Manager also supports files to view in detail as to what was truly backup based on the difference in file size, date, and time.

a. Launch the Online Backup & Recovery Manager program from the start menu or from the desktop if it is not already open.
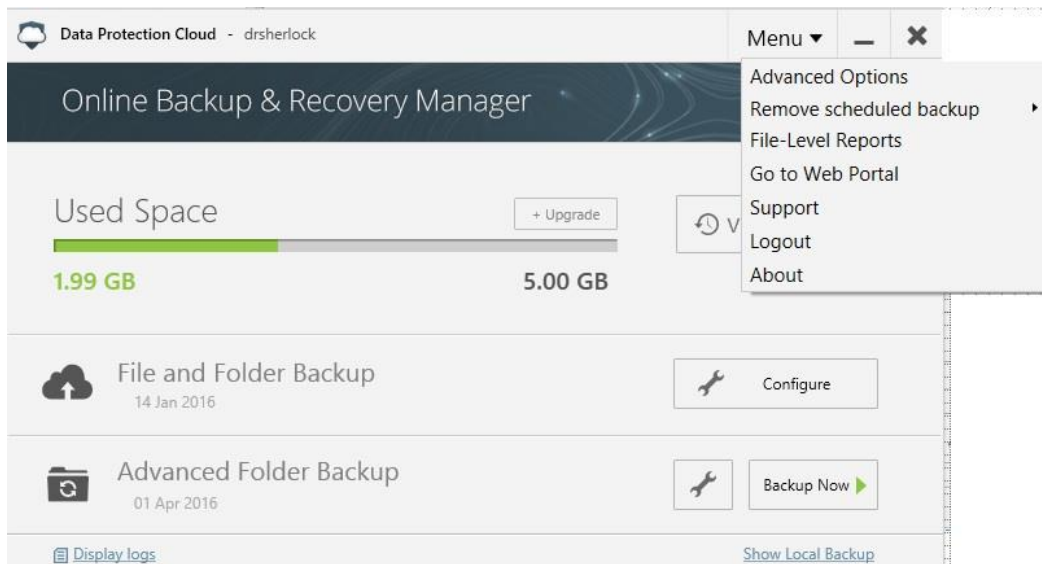
b. Click on the menu tab at the top right corner of the manager window then select 'File-level Reports' to get the report file list shown below.
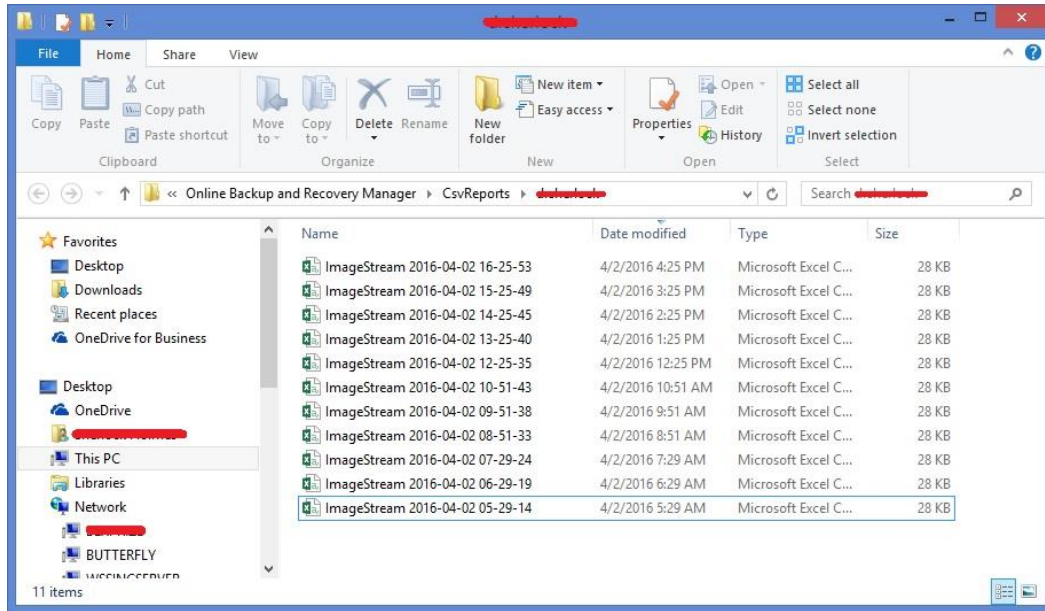
c. Open a dated file in Excel or any spreadsheet program. The information will show what have and have not changed to backup or not to backup.

NOTE: Viewing these files will be more challenging to understand at first but the information is there.

3. SOS Dashboard Online

SOS account owners can view the backed up files, manage the backup tasks, share the backed up files, and monitor the computers, laptops, and servers being backed up online. This is known as the SOS Dashboard using a web browser such as Internet Explorer, Edge, Firefox, Opera, Chrome, and Safari. This portal also supports remote deployment of backup programs, reporting backup activities, and monitoring all devices being backed up by the SOS Online Backup program.
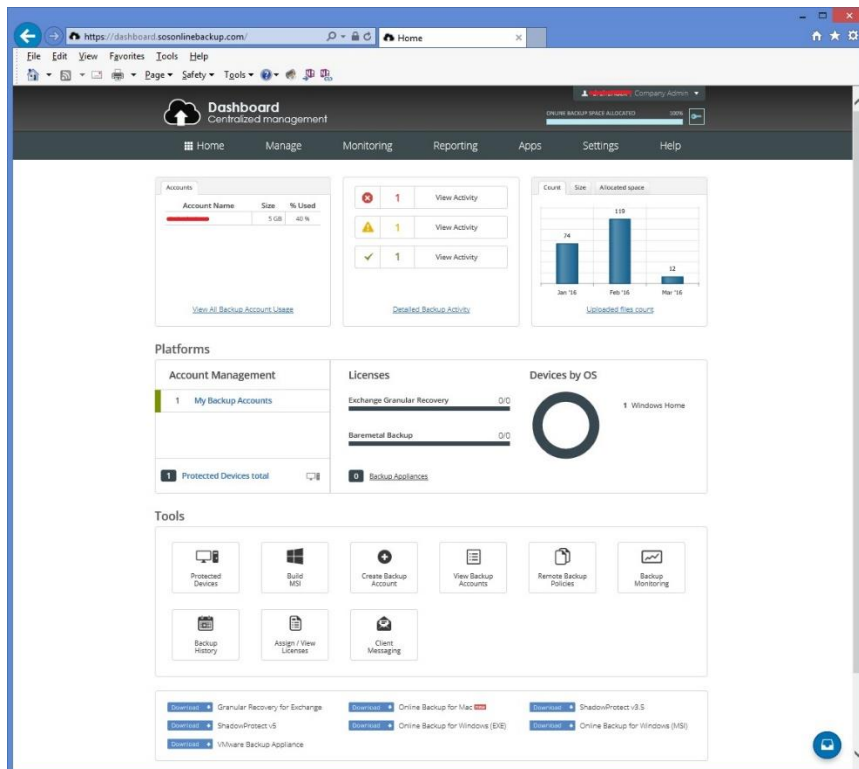
NOTE: This document will only describe the means of checking and verifying the backups.

Follow the steps below to log into the Dashboard then verify the backups.

a. Launch a web browser then go to http://dashboard.sosonlinebackup.com to get the login webpage below.
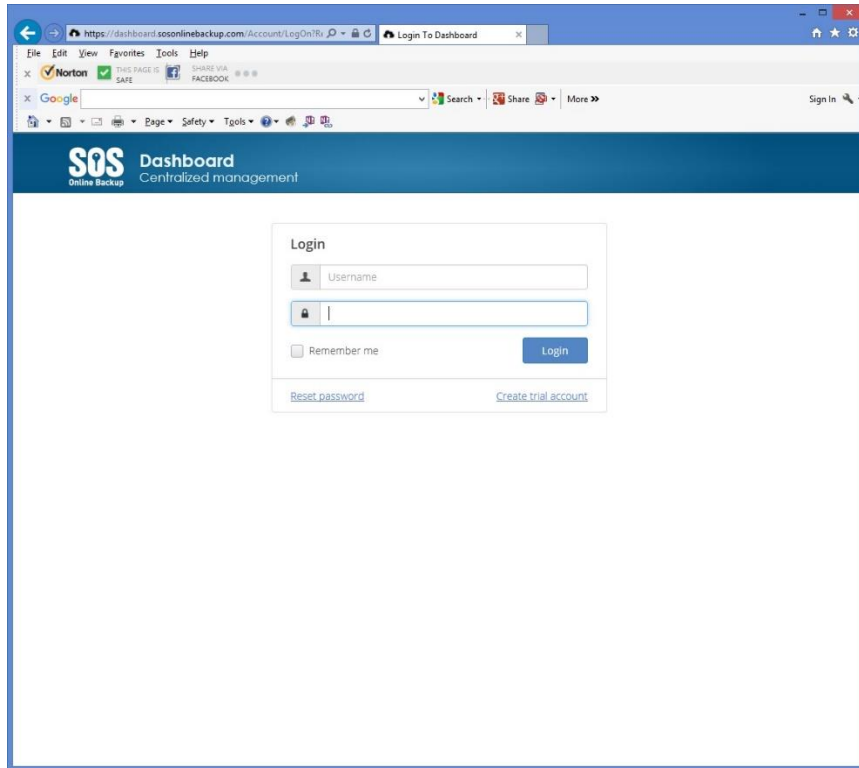
b. Enter your assigned user ID and password to login and get to the home page below.

c. Click the Manage tab then select "Browse My Backup" menu item to get the web page below. This page will show the list of devices such as computers, laptops, and servers. In this case, you will only see one device is in the backup plan.
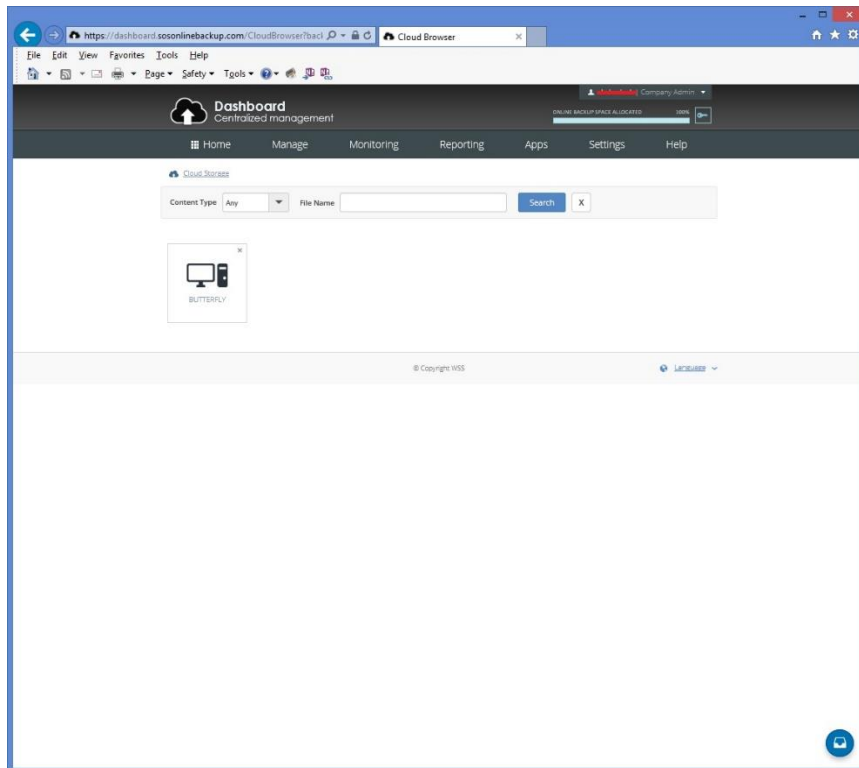

d. Click the desired device to get the web page showing the list of folder(s). This example shows two folder groups to select from.
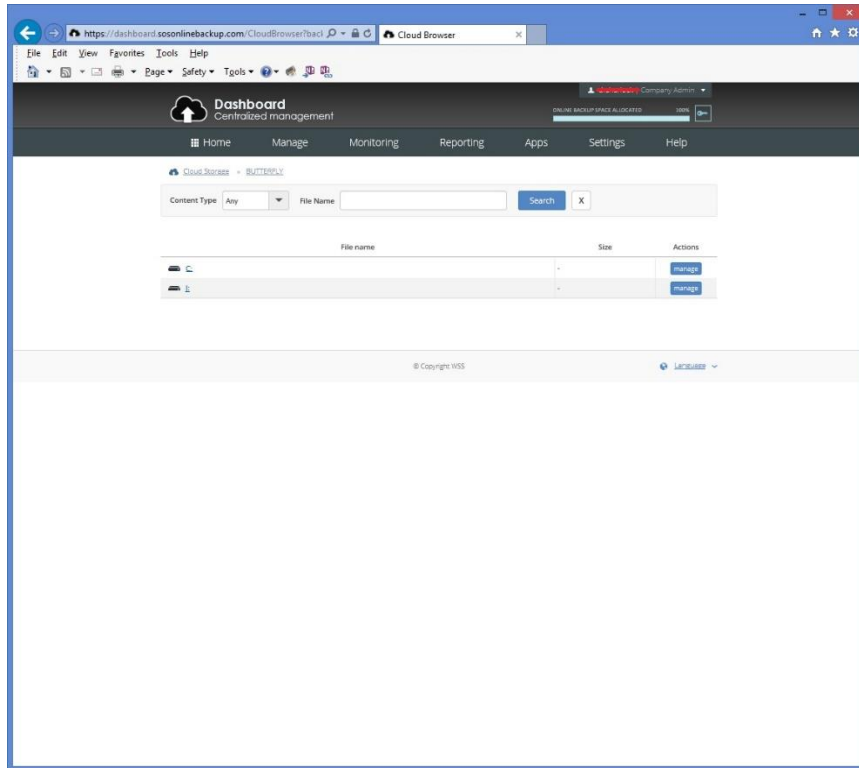
e. Click on the desired folder and propagate to the desired subfolders to view and verify the files that you expect to backup.

f. Or you can enter the file name to search in the file name text box. Wild card "*" is supported here like "*.jpg" for any jpg picture files or something like the*par*.jpg for all possible party picture files.

g. When verification is done and satisfied, you may want to log out by clicking on the user name at the top left of the dashboard. When you click your user name, you will notice "Logout" will appear.

4. Email Report

Scheduled backup results can also be setup to email to you when the backup is done. The emailed reports only show the date/time, number of files processed, and total transferred. The image below is a sample email report.
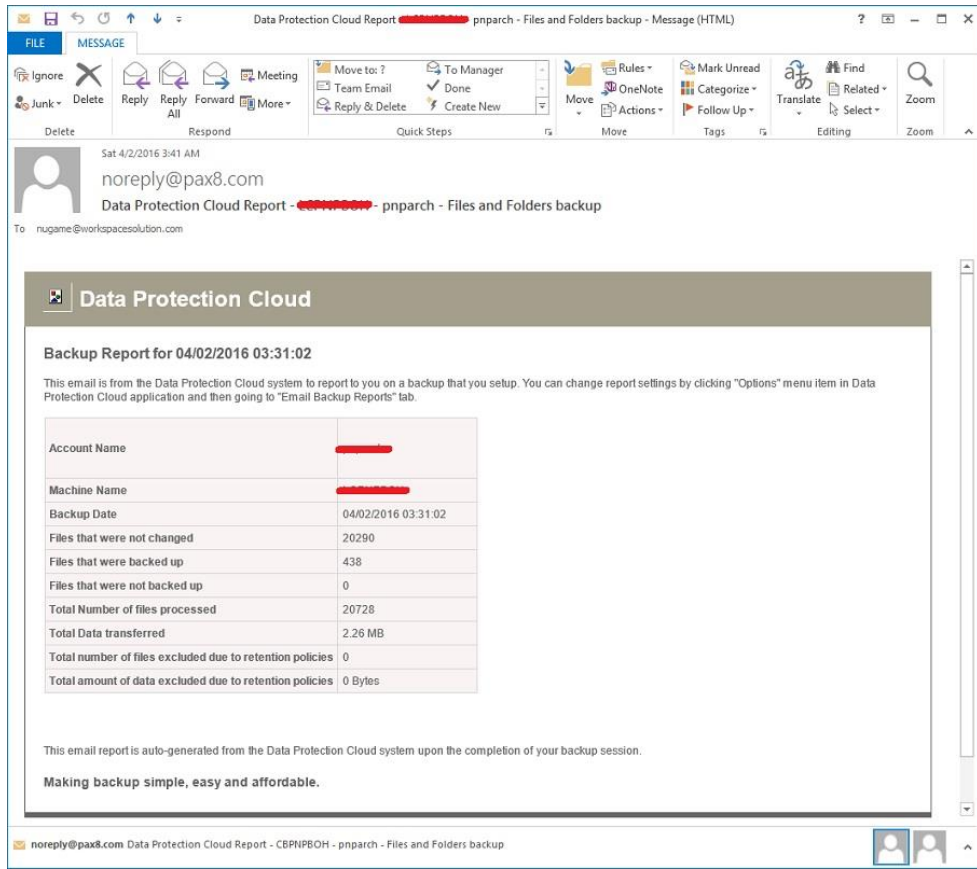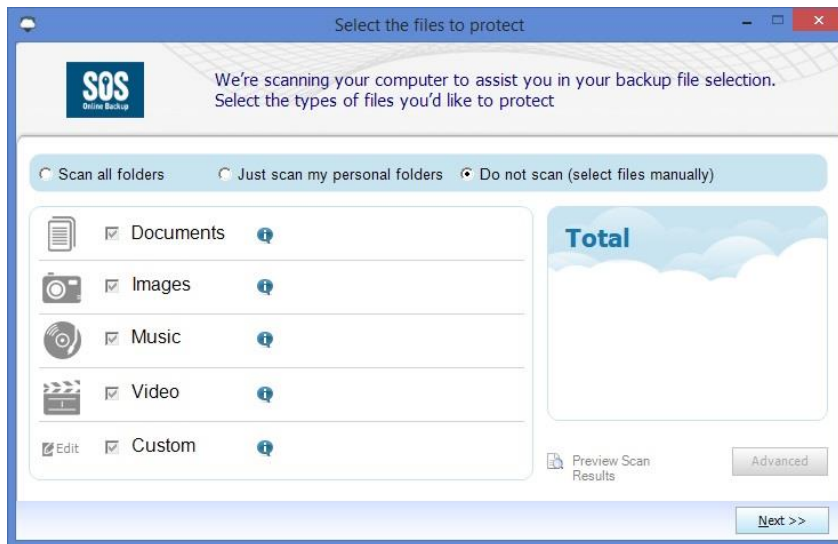
For setup to get the email reports, do the following:

a. Launch the Online Backup & Recovery Manager program from the start menu or from the desktop if it is not already open.
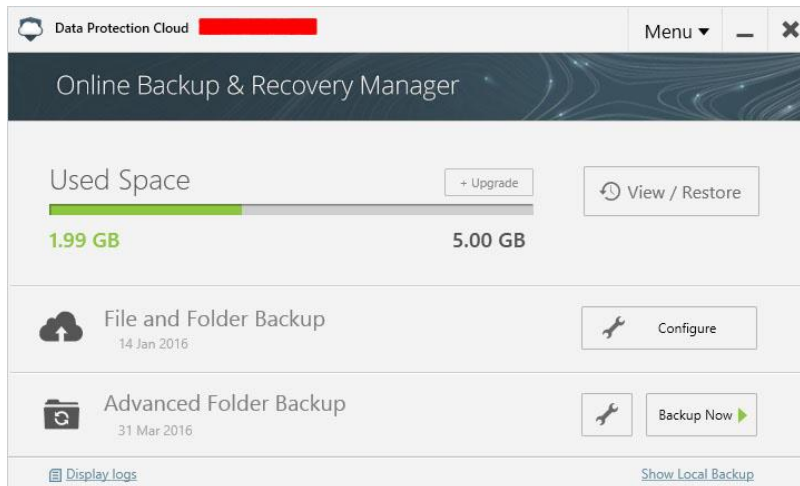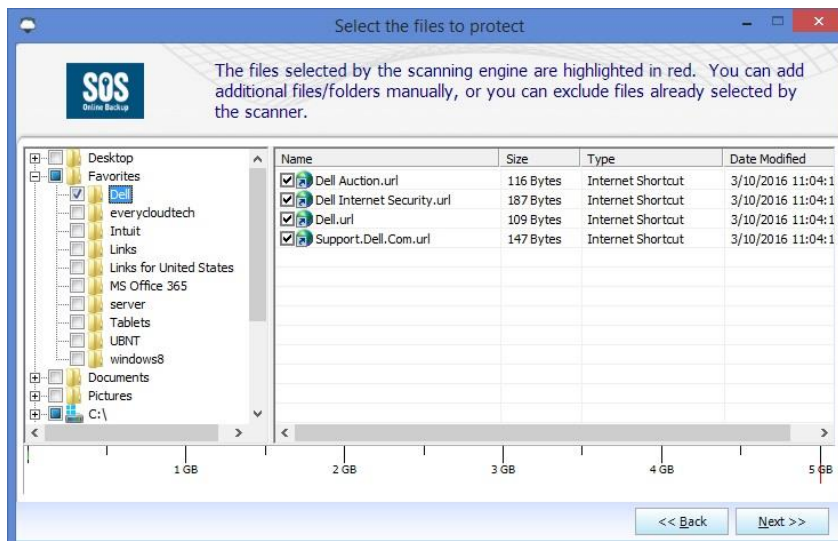

b. Click on the Wrench button above that is associated with the Backup Now button to get the "Select the files to protect" window below.

c. Then click on the "Next" button to the list of folders and files that are protected, shown below. Normally, you already have done the selections earlier.

d. Then click the "Next" button again to get the Schedule and Reporting options window below.

e. Check the "Check" box in the red circle then enter the desired email address you want to use to get the email reports. When done, click on the "Finish" button. This will start the backup again and you should get your first email report if there is anything to back up at this time. Otherwise, you should get an email the next time the scheduled backup is executed.

NOTE: If you have programs like Outlook, accounting programs (like Quickbooks or Ouicken), or some kind of database management program, the backup may fail until they are closed. So, you may want to wait until the end of day before you setup the email report.