

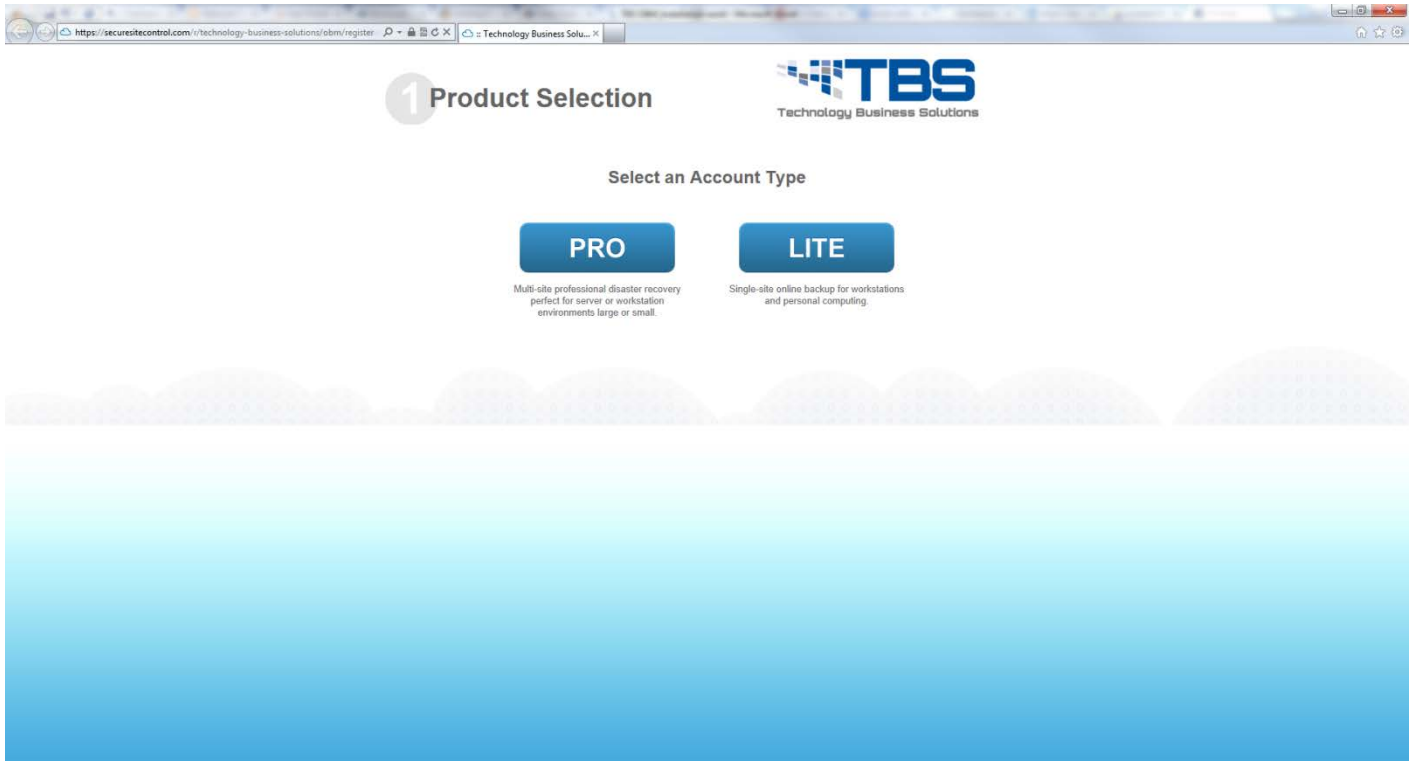
Technology Business Solutions

Online Backup Manager INSTALLATION

1. Go to the TBS OBM Software Registration Page – Click the TBS Logo →



Under the select an account type choose the **PRO** version.



2.) Create a new user account completing the fields below. (Please take note of the password you have created as you will need this later for the installation process.)

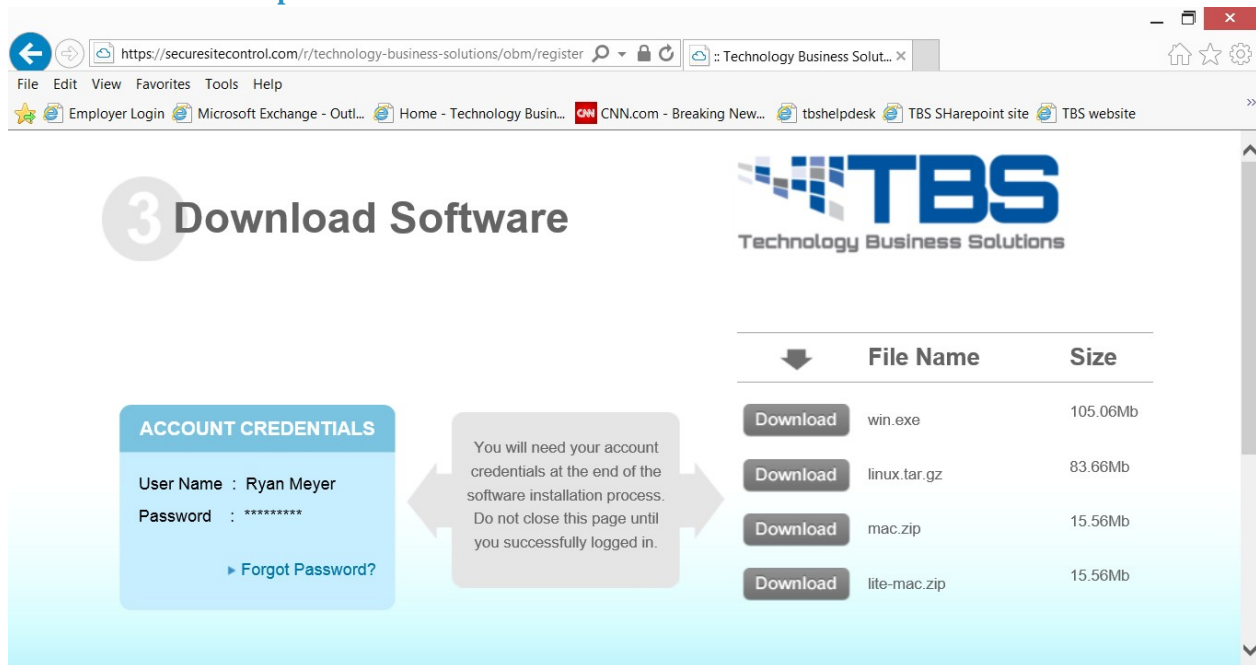
- A.) Account Name – Use your full company email address
- B.) Password – Standard Password with a capital letter and a numeric 8 characters long or more
- C.) Email Address – Use your full company email address
- D.) Time Zone – The time zone that you reside in.

The screenshot shows a web browser window with the URL <https://securesitecontrol.com/r/technology-business-solutions/obm/register>. The page features the TBS logo (Technology Business Solutions) and a large heading '2 Account Setup'. Below this is a 'User Details' section with the following fields:

- Account Name:
- Email Address: (with a red error message below it: **Contact Email is required..**)
- Password: (displayed as 8 dots)
- Confirm Password:
- Time Zone: (dropdown menu)

At the bottom of the form area, there are two blue buttons: '< Previous' on the left and 'Next >' on the right.

3.) Download the software to your PC. If you are a Windows user download the win.exe file. For Mac users download the MAC.zip.

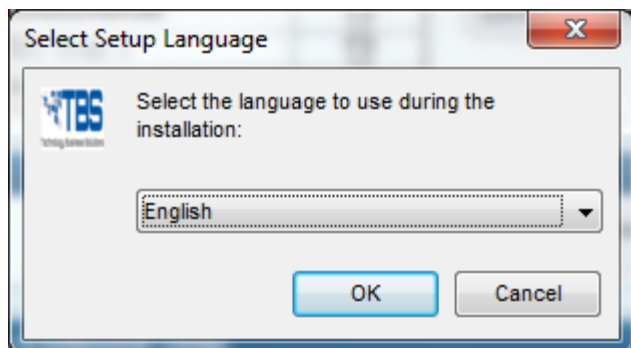


Choose “Run” from the prompt box. This will download the application and begin the installation process. You may also choose to “Save to Disk”. If you choose this option, please remember which directory you save the software file to for easy locating. Once the file has finished downloading, locate the file and open it to begin the installation process. Please allow time for the software to download before proceeding.



4.) Installing the TBS OBM software

Select the appropriate language from the drop-down menu. Click **OK**



Select the PRO Version below



At the next prompt box, select **NEXT**.



After reading the software’s license agreement, choose the “**I accept the agreement**” option, then click **NEXT**.



Click **NEXT** to install into the default location (or pick the location of your choice to install to by choosing **BROWSE** and then clicking **NEXT**).



At the next prompt box, click **NEXT**. After that, another prompt box for Permissions will show up. **If you have other users on this server/workstation that you do not want to have access to this application, choose the “Me Only” option, otherwise use the default setup and allow all users.**



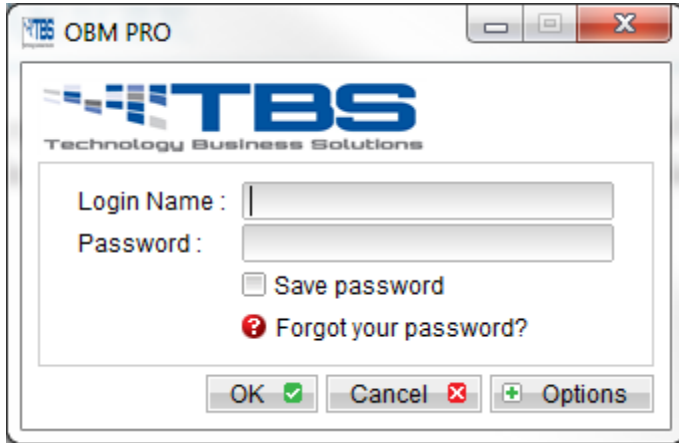
Now you are ready to finalize the installation of the software. Click **INSTALL**.



Congratulations! OBM has successfully installed on your computer. Click on the **FINISH** button and you're ready to go.

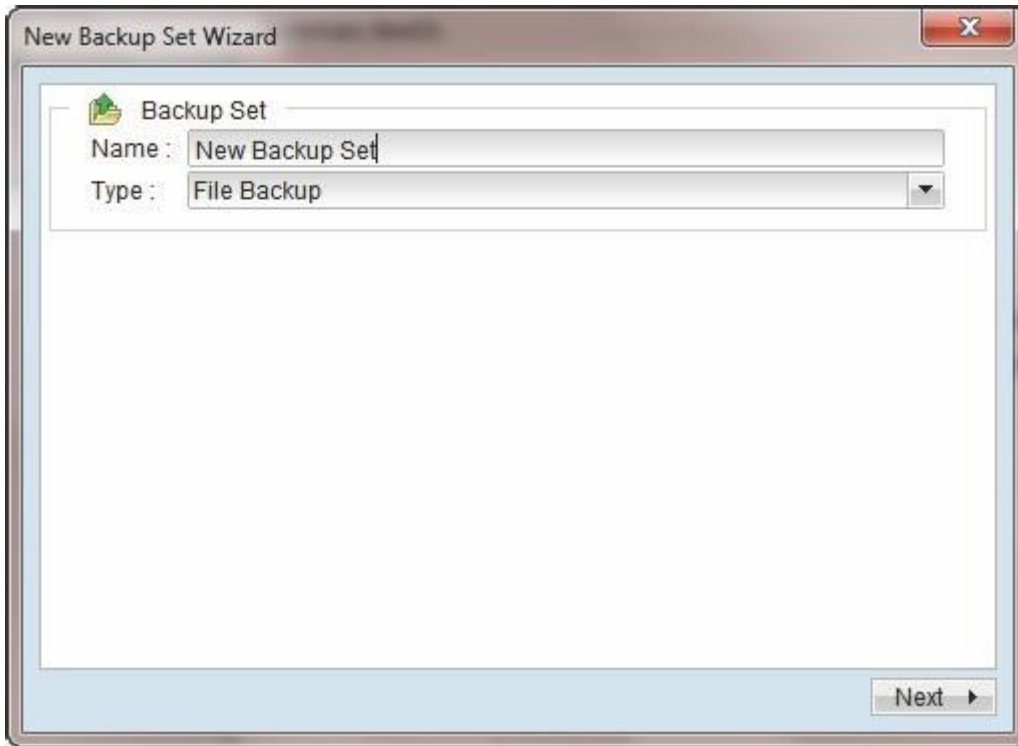


Please use the login and password that you created in step 2 to sign in. You can choose whether or not you would like to save your password. **NOTE: This is case sensitive. Please use the exact username and password you used in Step 2 above.**

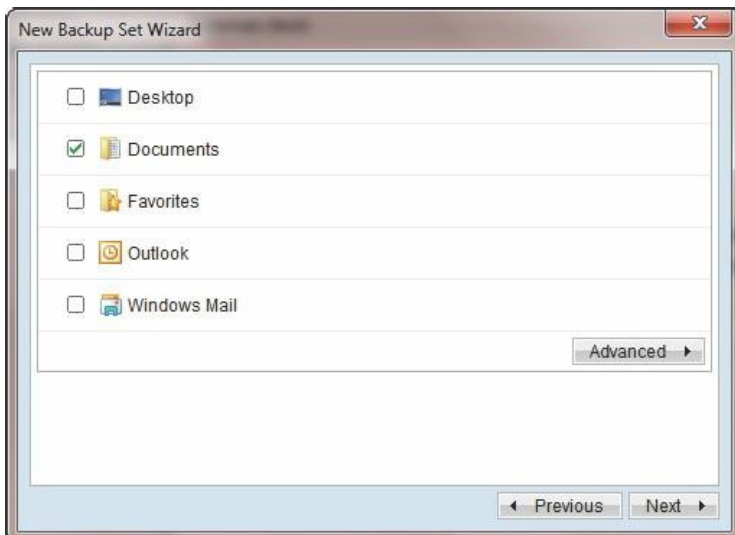


5.) Using the Software

Now it's time to define the backup set and schedule, you're almost done! You can call your backup set anything you wish, but for this document we are going to use the default set name. So, simply click **NEXT**.



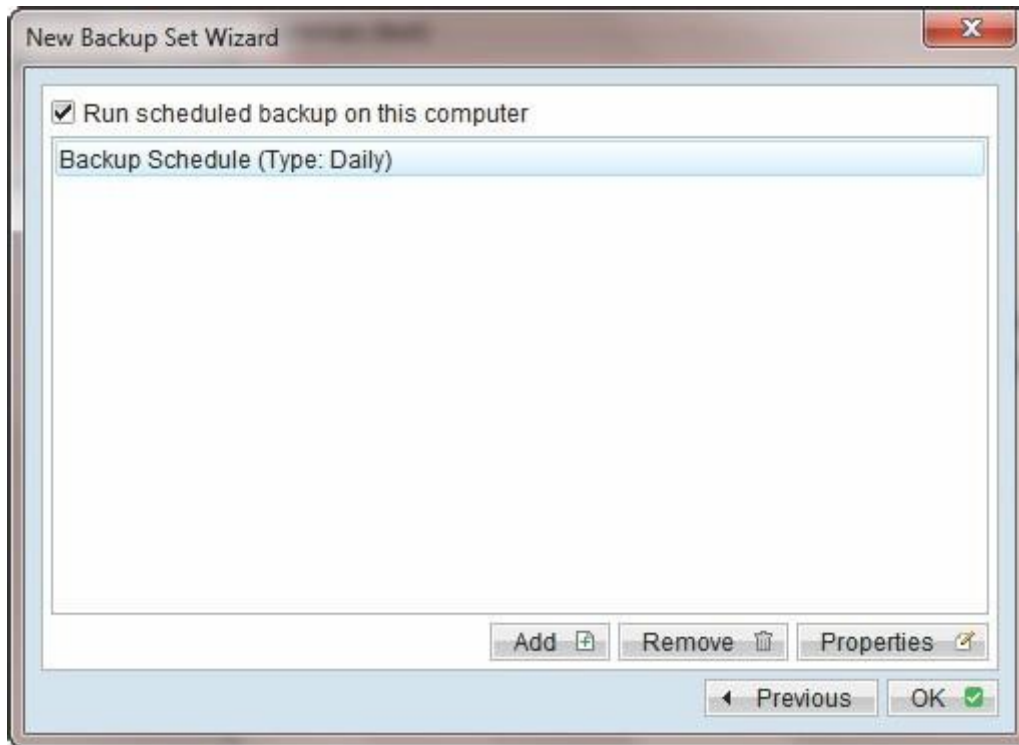
OBM will automatically select known favorites as shown below. If you wish to select additional directories, click the **Advanced Button**. To deselect, simply uncheck a box next to a directory. **Please do not choose Outlook.**



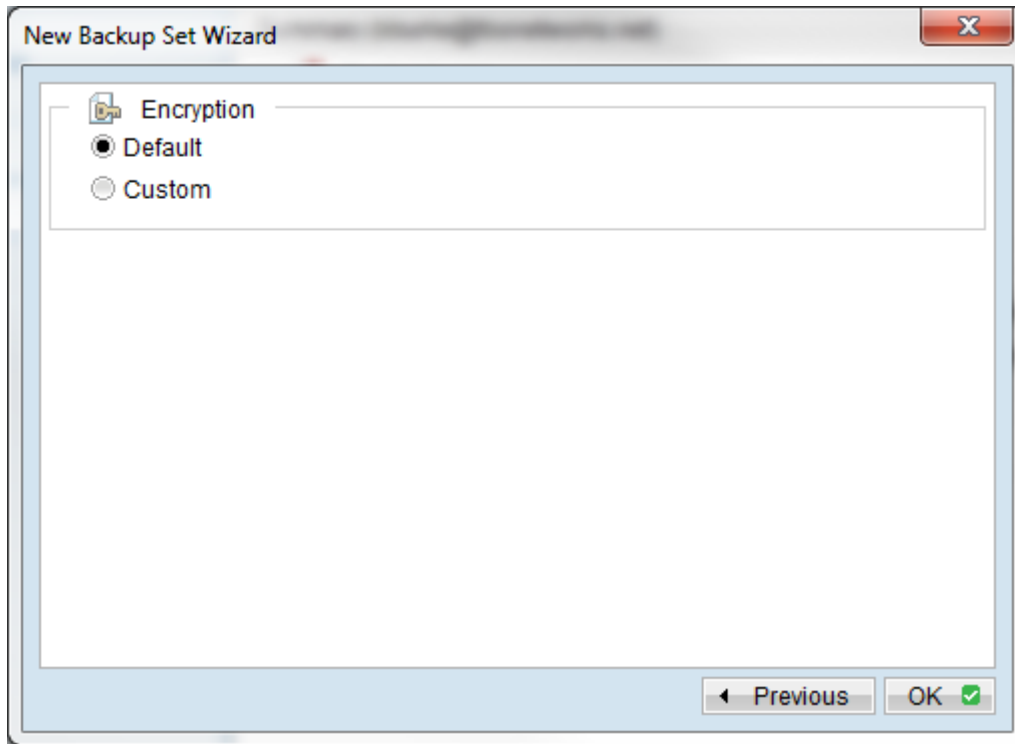
Now the schedule box appears. By default, OBM backs up daily at 21:00 (9pm). If you wish to change the time of your backup, simply select Properties and choose your customized preferences.

NOTE: Please select a time that you know your PC will be on. If you do not, the backup will fail to run.

When finished, click **OK**.



For the encryption leave this selected as default and click next.



You're all set to backup your important files! An internet connection is necessary to upload the files you wish to backup; a high-speed connection is recommended for optimal performance with our software. We thank you for choosing our TBS and for your continued support of our software and services.