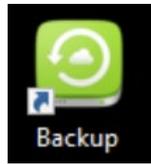<u>INFORMATION OMKRING BACKUP AF DATA PÅ LABORATORIE-PC'ER (in English below)</u>

VIGTIGT: Alle lab-PCer med netværksadgang skal være registeret hos Erik Aaes.

Det vil sige, at der skal være et grønt ikon på skrivebordet til back-up som dette:

PC'en skal også fremgå her: http://food-mascot01.uni.au.dk/.

Dette er er vigtigt for vores IT-sikkerhed! Mangler knappen, så kontakt Erik.
Du skal være til stede under installation af backup.

Opsætning:

PC'er på AU-FOOD kan have et par forskellige opsætninger. Om det er en AU-Domæne PC eller ej, betyder kun noget for, om du skal bruge dit eget AU-ID login eller et specifikt login til lab-PC'en.

Data backup skal være installeret på alle lab-PC'er med netværksadgang, uanset opsætning.

Del aldrig dit AU-ID med andre brugere! Har du problemer med at tilgå en PC med eget AU-ID så kontakt Erik Aaes.

Det er kun muligt at få tilgang til netværket, hvis PC'en benytter Window 10 eller nyere version.

Fordele ved netværksadgang:
- Data backup
- Nem overførelse af store mængder data
- Mulighed for on-line teknisk support
- Tilgang til styring af PC hjemmefra (remote access)

Brugeren er selv ansvarlig for backup. Det gøres ved at trykke på det grønne backup ikon på skrivebordet hver gang lab-PC'en har været brugt. Husk også at kontrollere, at data rent faktisk bliver overført til O-drevet (O:\Tech_FOOD-LAB).

Se yderligere oplysninger nederst omkring backup, tilgang og opsætning af lab-PC (**Additional information about "Backup of lab PC".**

<u>PC uden netværksadgang</u>

Nogle instrument PC'er har ikke netværksadgang (stand-alone). Her er det ikke muligt at installere backup funktionen. Data kan overføres manuelt f.eks. via USB-stik eller printes ud. Her er der ingen krav til hvilket styresystem der er på PC'en.
Denne løsning bruges ofte på ældre udstyr, hvor instrument software ikke kan køre på Windows 10.
Brugeren er selv ansvarlig for data backup.

IMPORTANT: All lab-PCs with network access must be registered by Erik Aaes.

This means that there should be a green icon for backup on the desktop like this:

The PC should occur on this list http://food-mascot01.uni.au.dk/.

This is important for our IT safety! If there is no such icon, contact Erik. You must be present during setup of backup.

Setup:

PC's at AU-FOOD can have different setups. The only difference for you is how you login. For PC's on AU domain you use your AU-ID. Other PC's have unique login for the specific PC.

Data backup should be installed on all lab-PCs with network access, regardless of PC setup.

Never share your AU-ID with other users. If you have problems accessing a lab-PC with your own AU-ID, then contact Erik Aaes.

It is only possible to get access to the network if the PC uses Windows 10 or newer versions.

Advantages of network access:
- Data backup
- Easy transfer of large amounts of data
- Possibility for on-line technical support on lab equipment
- Remote acces to PC

The user is the only responsible for data backup. This is done by clicking the green icon on the desktop very time the PC has been used. Also, check that data is in fact transferred to the O-drive (O:\Tech_FOOD-LAB).

For additional information on backup, access, and setup of lab-PCs, see below (**Additional information about "Backup of lab PC").**

PC without network access.

Some lab-PC do not have network access (stand-alone). It is not possible to install backup on these PCs. Data can be transferred manually e.g., using a USB or by printing. Here there is no requirements regarding PC operating system. This solution is often used on older equipment, where the instrument software is not able to run Windows 10.
The user is responsible for data backup.

Additional information about "Backup of lab PC" (only in English)

1) **Backup.**

The user is the only responsible for data backup on lab-PCs. This is done by clicking the green icon on the desktop. Then, some black boxes pop-up, **do not close these** – only minimize! You can access your data on the O-drive (O:\Tech_FOOD-LAB). Please check yourself that data is in fact transferred to the O-drive.

If there is no such icon, contact Erik. You must be present during setup of backup.

2) At http://food-mascot01.uni.au.dk/ you will see an overview of all available instrument PCs.

There is a lot of useful information:

> *Machine: ID number of the PC*
> *Machine location*
> *Machine Purpose: instrument name*
> *Responsible: person responsible for PC setup*
> *Last backup: color code (green, yellow, red) indicates time from last backup*
> *Backup folders: only the selected data folders are backed up*
> *Backup location: data is located on O-drive (O:\Tech_FOOD-LAB)*
> *VNC: link used for remote access, TightVNC client must be installed on your PC*
> *DiskUsage: color code indicates if disc on instrument PC is full.*
> ***User is responsible for removing data from instrument PC after backup***

3) **Remote access to instrument PC.**

   a. Go to http://food-mascot01.uni.au.dk/ and press the VNC link that belongs to the instrument PC you wish to access. A pop-up link will appear (downloads). Press "Open file". In the authentication box, use the password "AFP2019". You will then have remote access to the PC.
   b. In order for remote access to work, you need to have the TightVNC client installed and log on to "Cisco AnyConnect" using your AU Authenticator app – **before using the VNC link**. If you don't have VNC already, go to http://food-mascot01.uni.au.dk/. In the top left corner, there is a link to download VNC Viewer. There is also a link below to an **installation guide**, that step by step helps you through the process.

4) **Help.**
   If you are having problems with data backup or getting remote access after going through the step above, or if you need to add a PC (with Windows 10) to http://food-mascot01.uni.au.dk/ - then **contact Erik Aaes: eas@food.au.dk**

Marianne Danielsen og Erik Aaes

September 2023