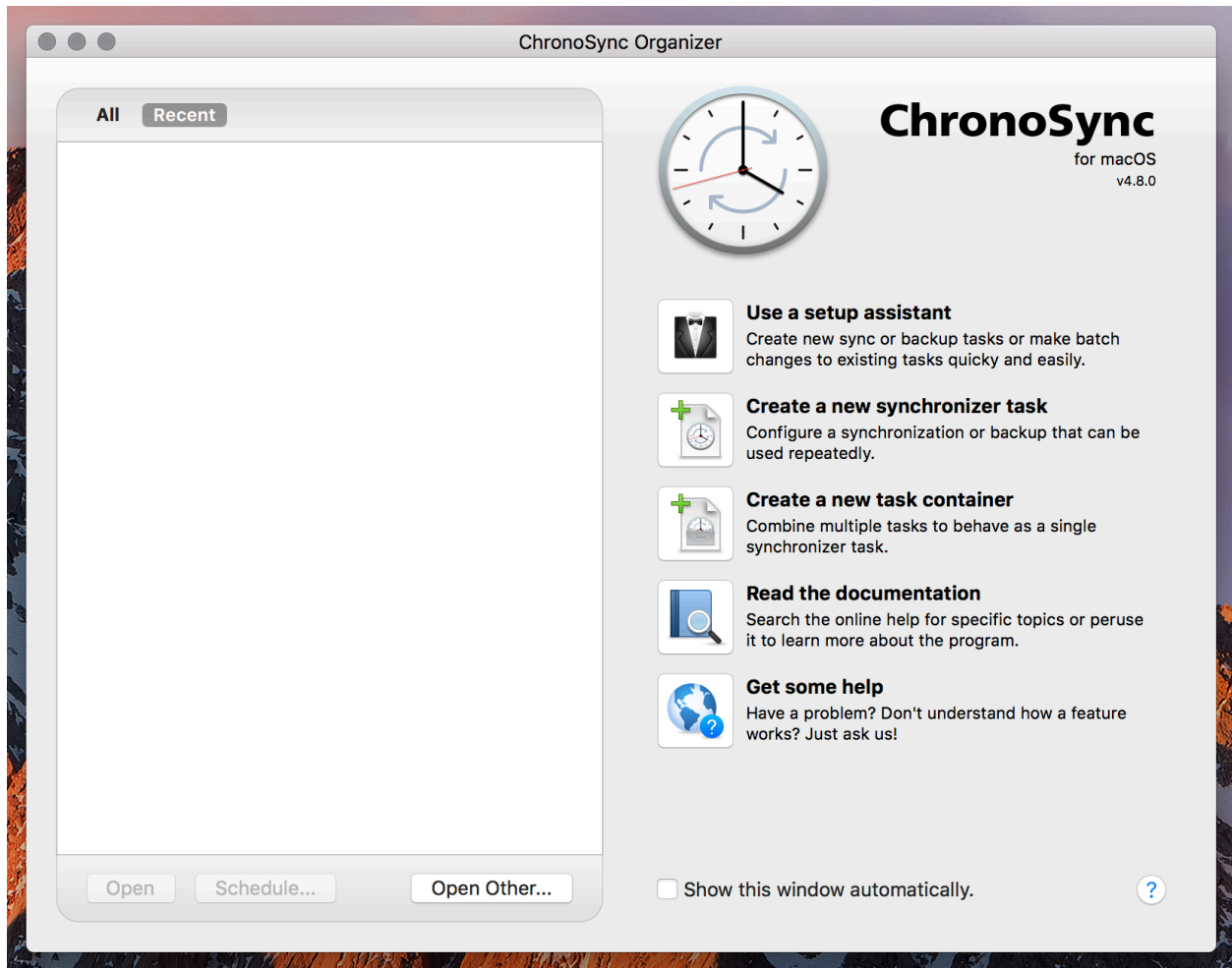# ChronoSync Quick-Start Guide

When you launch ChronoSync™ for the very first time, you are greeted with the **ChronoSync Organizer** window:
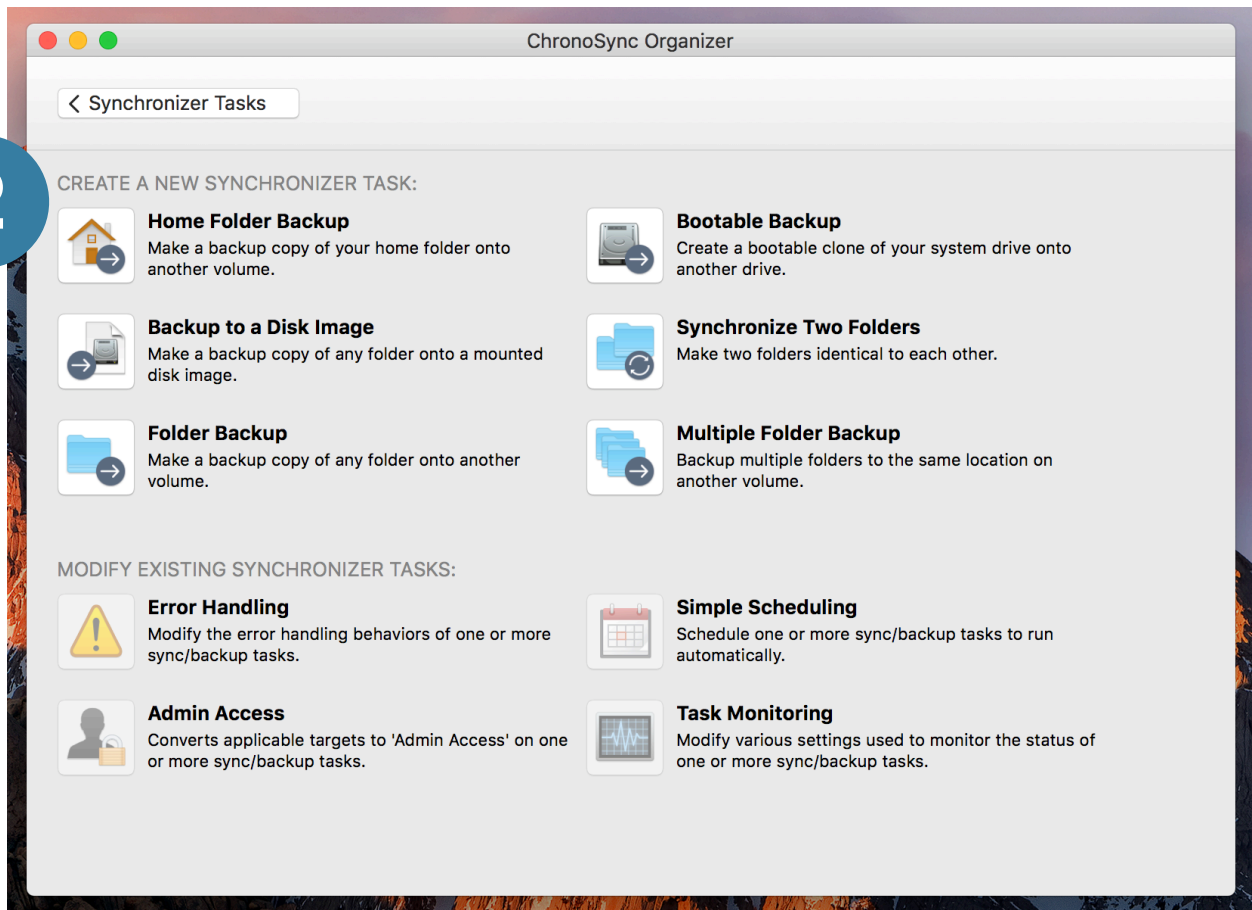

1. Create a Synchronizer Task

A synchronizer task will contain all your settings that specify what files should be synchronized or backed up and where they should be placed. You can do this by clicking the large button next to **Create a new synchronizer task**.

ChronoSync v4.8, however, adds **Setup Assistants**, which are far easier than the 'manual' method of setting up a synchronizer task. Just click the large button next to **Use a setup assistant** to get started.
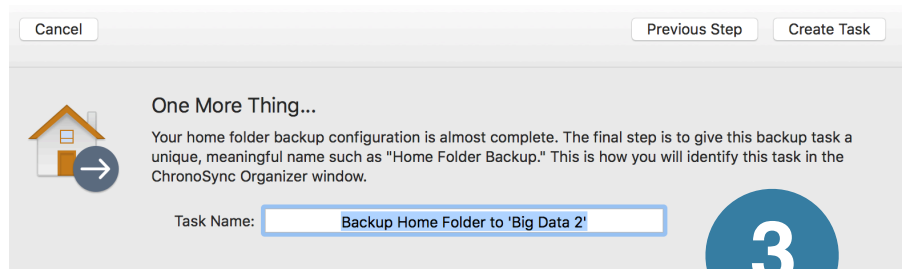
2. Select the Type of Task

Six assistants are provided for creating synchronizer tasks for common operations. Decide which operation you'd like to perform and click the corresponding button. You will then be asked a series of questions that will be used to configure your new task. Note that "Bootable Backup" and "Backup to a Disk Image" provide the option to format your destination volume or create a disk image file, respectively.
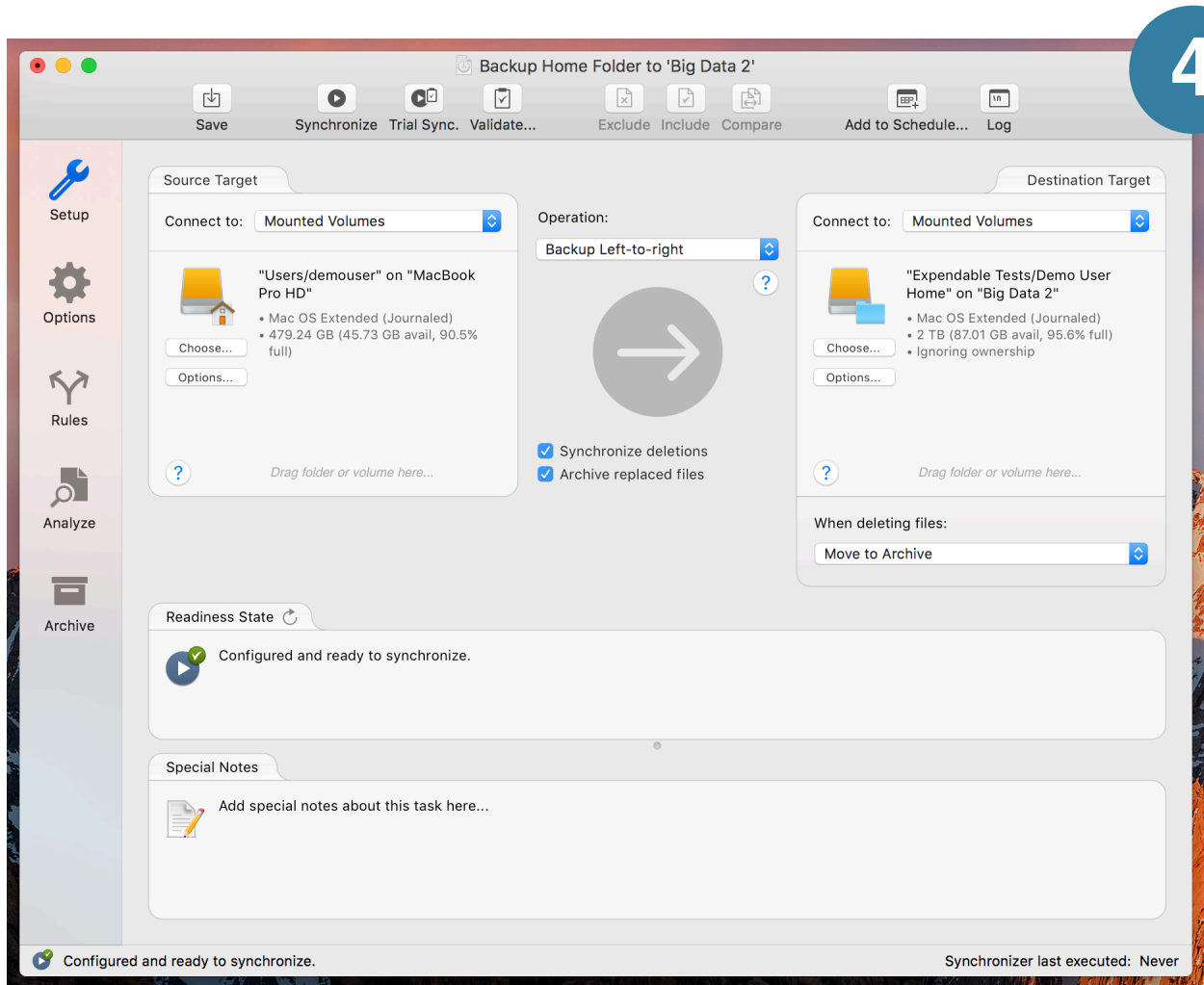

3. Name Your Task

Regardless of which operation you chose, the last step will be to name your task. This name will be used to identify your task when you need to run it again. Give it a meaningful name that describes what you are doing. Then click "Create Task" at the upper right and the task will be created for you.
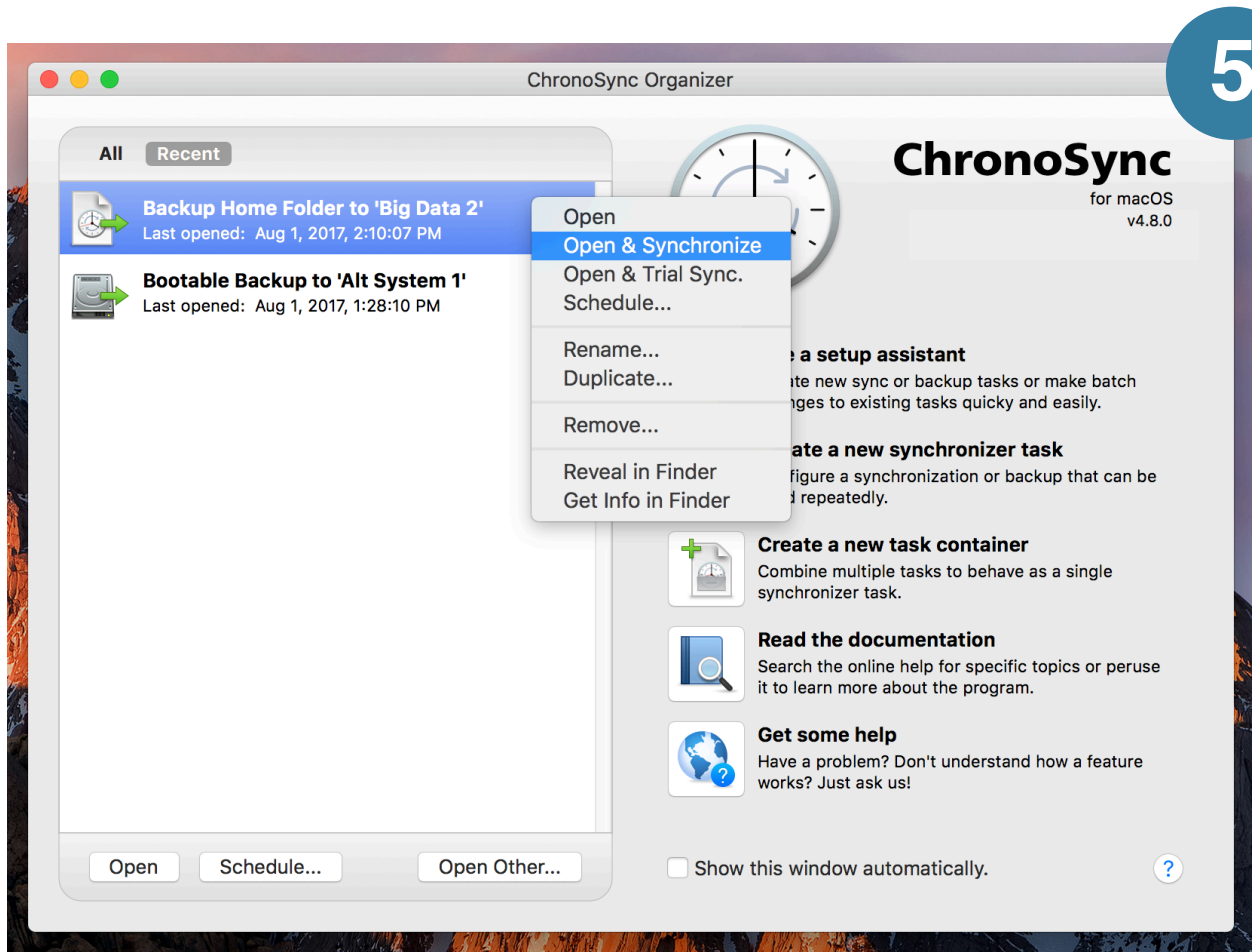
4. The Task Editor

After the Assistant creates the task for you, it is opened in the **Task Editor Window**. Here you can fine tune your task by changing one of the myriad of settings. You may also want to visually interact with your task by clicking **Analyze** in the side bar. You can also preview exactly what your task will do by clicking **Trial Sync** in the toolbar. Or you can simply run the task by clicking the big arrow button at the center of the window. When finished, just close the window.

5. The ChronoSync Organizer

After tasks have been created, they appear in the ChronoSync Organizer Window. You can double-click a task to open it in the Task Editor Window. More options are available if you right-click (OPTION-CLICK) a selected task.

6. Scheduling Your Tasks

Once a task is created, it can be scheduled to run at a variety of intervals. The easiest way to do this is to invoke **Setup Assistants** from the **ChronoSync Organizer Window** and choose the **Simple Scheduling** assistant.
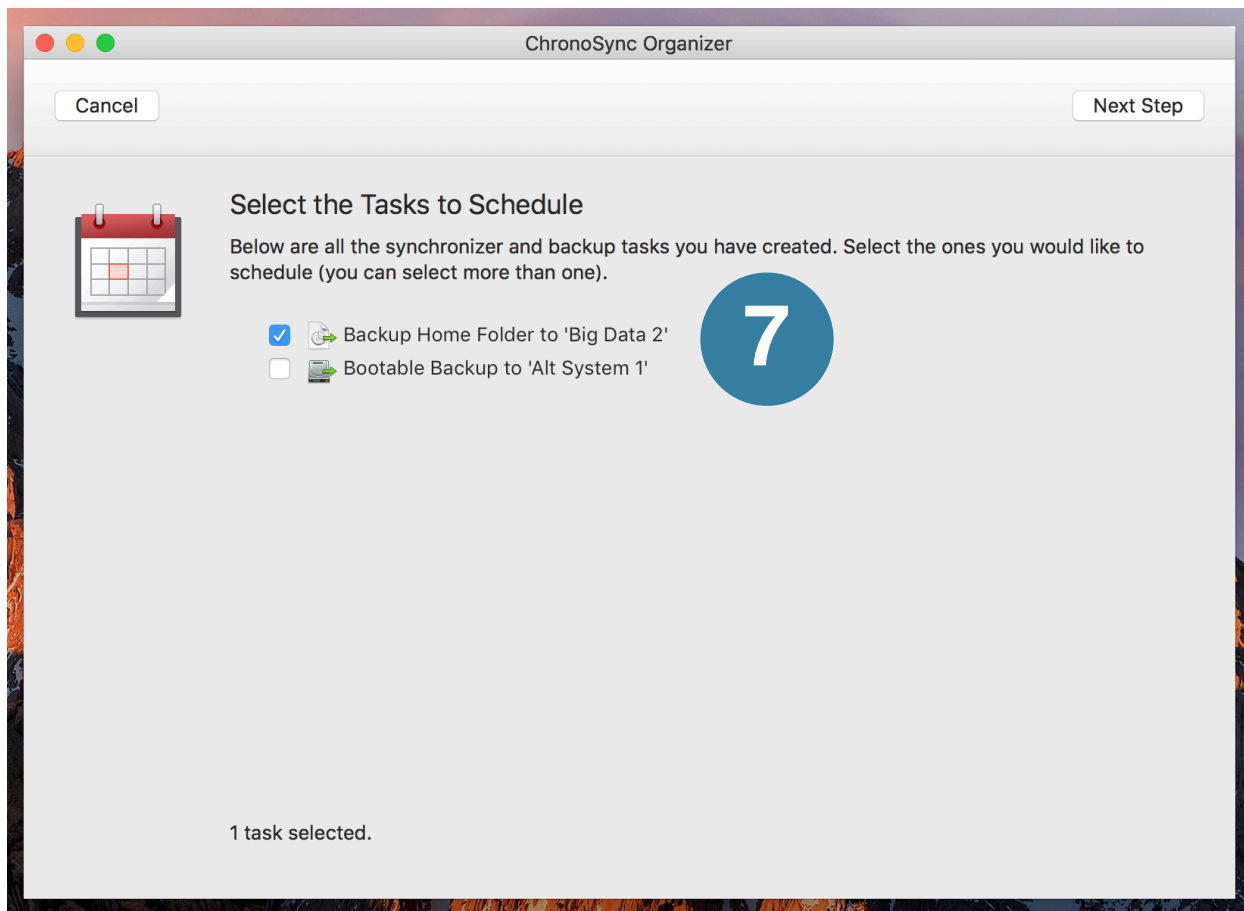
MODIFY EXISTING SYNCHRONIZER TASKS:

Error Handling
Modify the error handling behaviors of one or more sync/backup tasks.

Simple Scheduling
Schedule one or more sync/backup tasks to run automatically.

Admin Access
Converts applicable targets to 'Admin Access' on one or more sync/backup tasks.

Task Monitoring
Modify various settings used to monitor the status of one or more sync/backup tasks.

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7. Select the Task to Schedule

The **Simple Scheduling** assistant is a **modifier assistant**. This means it takes one or more tasks and modifies them in some way. In this case, it will schedule them to be run at a predefined interval. Regardless of the modification, the first step is always to choose the task(s) that you would like to work with. Here we've chosen "Backup Home Folder to 'Big Data 2'" before proceeding on to the next step.

ChronoSync Organizer

Cancel   Next Step

Select the Tasks to Schedule

Below are all the synchronizer and backup tasks you have created. Select the ones you would like to schedule (you can select more than one).

☑ Backup Home Folder to 'Big Data 2'
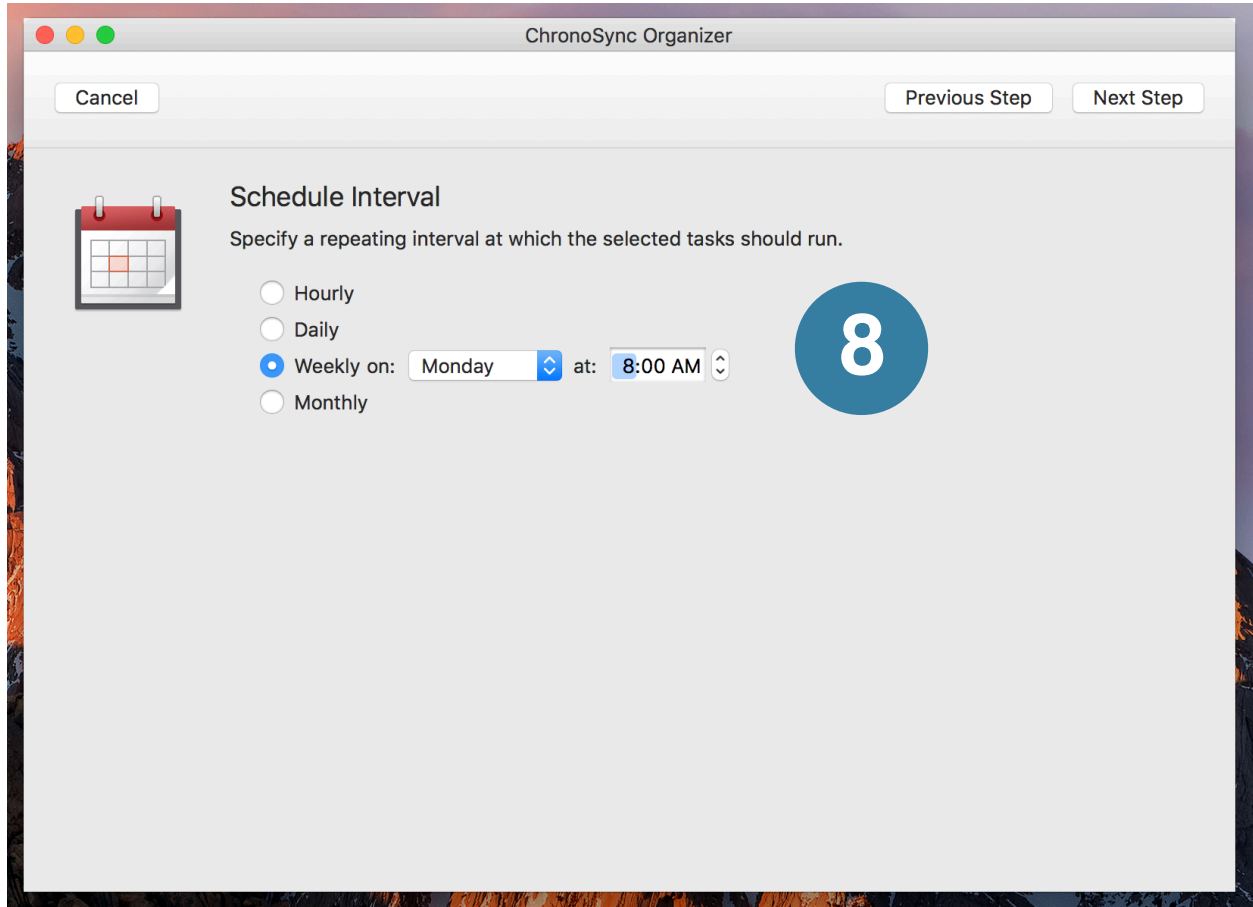☐ Bootable Backup to 'Alt System 1'

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1 task selected.
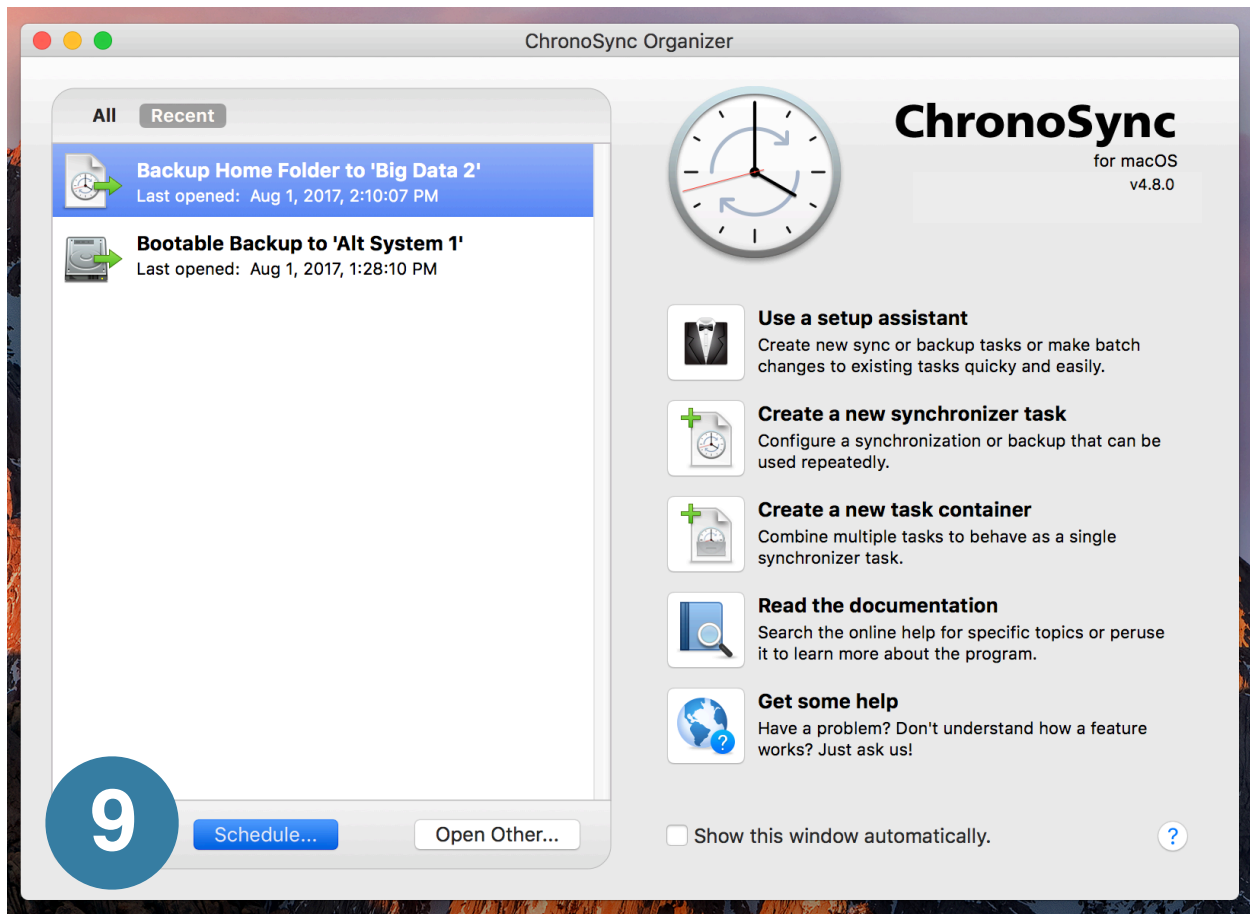
8. Specify Your Desired Interval

Choose the interval that you would like your task to run. You can specify an hourly, daily, weekly or monthly interval. Once selected, complete the remaining steps and your task(s) will be scheduled to run automatically.

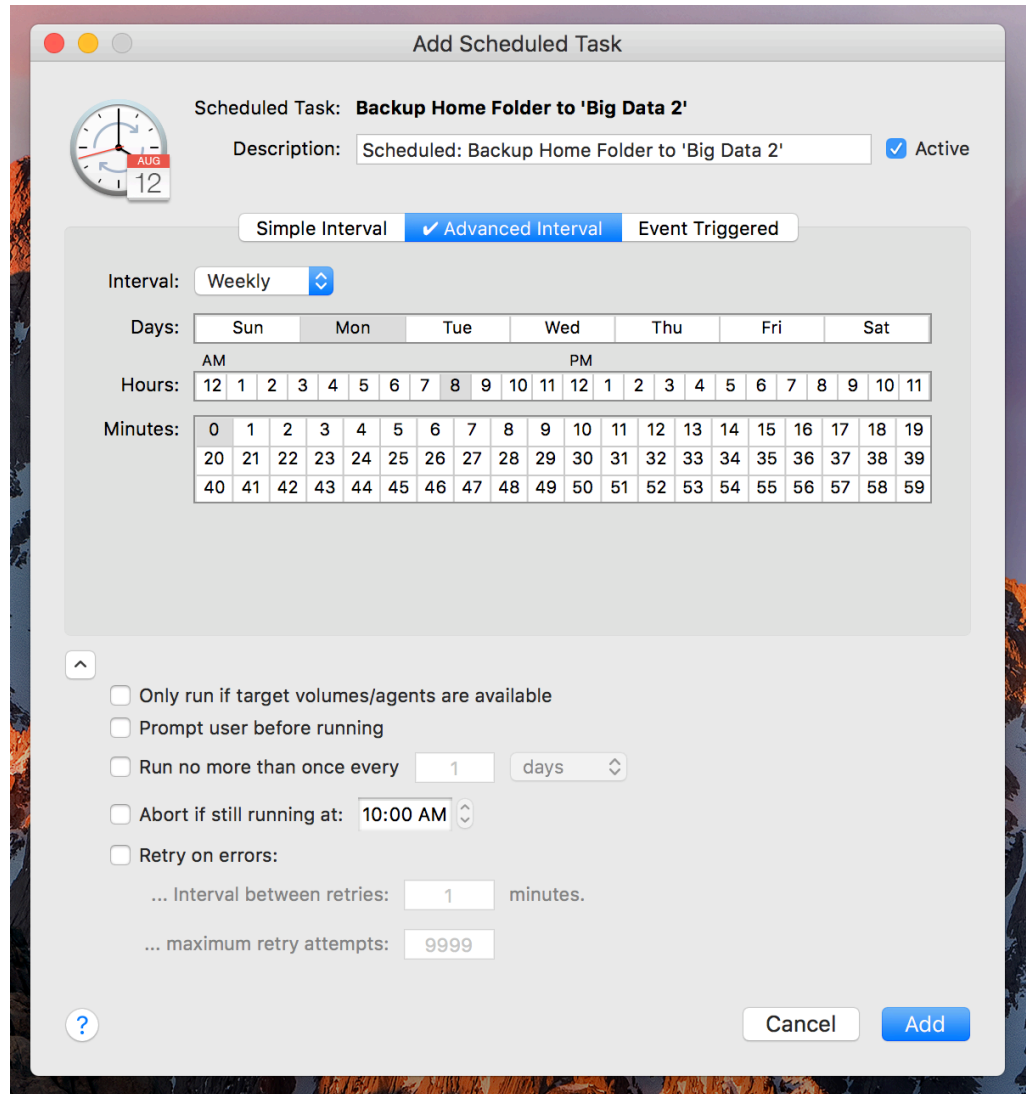Note: You do not need to keep ChronoSync open for your tasks to run.

9. Advanced Scheduling

The **Simple Scheduling** assistant is very easy to use and the perfect choice when running tasks at regular, simple intervals. For greater control and flexibility, however, you can invoke the **Scheduled Task Editor** by selecting the desired task in the **ChronoSync Organizer** and then clicking the **Schedule…** button at the bottom of the list.

This invokes the **Add Scheduled Task** window which is where you have many more options for scheduling the task. You can even choose **Event Triggered** schedules which define certain events that will trigger the task to run. This includes when a volume mounts or when a file system change is made!

Note: you can schedule the same task to run multiple times, at various intervals and multiple events!

10. Take it to the Next Level

As you've probably caught glimpses of while working through this tutorial, ChronoSync has a lot more to offer than simple incremental backups. We've just barely scratched the surface! The next step would be to explore the program on your own. Feel free to peek at the other configuration panels in the task editor window. While you are at it, check out our comprehensive online help. You can access it from the **ChronoSync Organizer** via the **Read the documentation** button. You can also click on any "?" icon you see throughout the user interface and it will open a context-sensitive help page. Last, but not least, visit our **online resources page** where you can find guides, videos, tech-notes and FAQs.