



USER'S MANUAL

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Introduction

Welcome to Ratooi. This user's manual will show you how to get started quickly and effectively with Ratooi.

Features

Overall Features

- 1024-bit key AES encryption for Internet connections - this ensures secure logins and security of your file transfers
- User-friendly interface via the "Ratooi" program or "RatooiFTP"
- Access from anywhere
- Scheduled backup features for fast and reliable backups. Perform incremental backups that greatly reduce your network bandwidth usage by transferring only the modified or changed files.
- Easy selection of files/ folders for backup
- Host websites, web logs, and photos using RatooiWeb.

Advanced Features of Rdrive (can be downloaded separately)

- Ratooi Rdrive provides virtual drive technology which transparently mirrors data from your computer to your Ratooi data store
- Work with your files and folders at the same speed as if they were on your C-drive
- File/folder sharing for collaborative access
- Advanced features support one-way and two-way mirroring
- Ratooi Rdrive Maps your Ratooi account as a Network Drive



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Downloading and Installing Ratooi

You may download Ratooi from <http://www.Ratooi.com> by completing the sign up form at which point a link to download the Ratooi program will be provided.

Windows

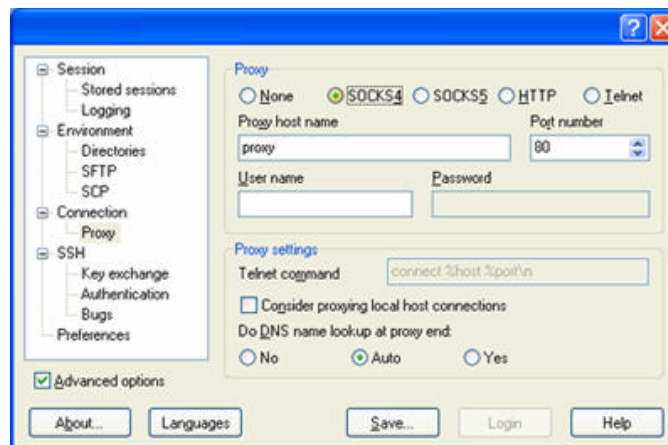
1. To download the Ratooi program suite, click the link, then select Run.

Connecting to Ratooi

When you click Rdrive or Ratooi icons, a connection is made to your data store on Ratooi servers using port 443 by default.

In the unlikely event that you see an error message saying “Host Not Found” you can try to change to the alternate port. To change the port number, open `c:\ratooi\port.txt` and change “443” to “22” and save the file. Then try to reconnect with Rdrive.

If the connect still fails you will not be able to use Rdrive, but can still use “Ratooi” with the “Proxy” connect option. When the login window starts, click “Advanced” and go to the proxy screen as shown below.



Enter the data as given you by your system administrator and click “save”. Then go to the session screen and enter the hostname, Ratooi username and password and click “login”.



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Using Ratooi

Ratooi

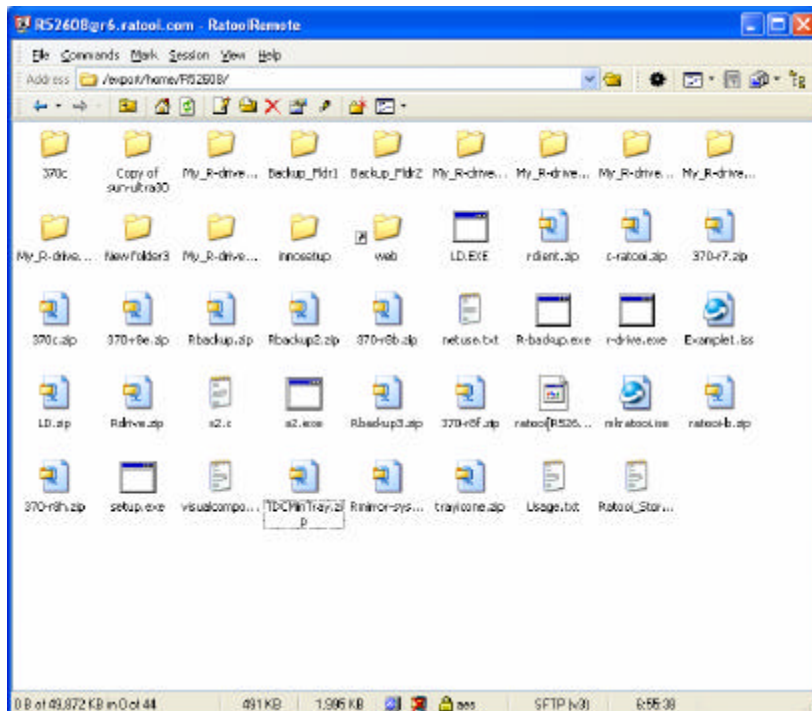
Overview

Ratooi is a program which provides access to your Ratooi share folder stored remotely on the Ratooi servers. There will be no login requirements once your Ratooi program is installed and you will have secure access and transmission of your data with the highest level of 1024-bit AES encryption. However, if you connect through a proxy you will be required to enter your Ratooi user name and password.

Instructions

Double click the Ratooi icon on your desktop. You will be able to drag/drop copy, and delete files and folder. If you are using Rdrive, then double click the "My_R-drive_files" folder and you will have access to all of your data stored on your Rdrive. You can also drag files to the "web" folder where they will be available for web browser access.

You can also drag files and folder to Ratooi from your computer and vice versa. Shown below is the Ratooi screen.



Note: If you open more than one document of the same type from Ratooi you will get a warning message. The message will tell you that when you save those documents, you will need to save them locally, then drag/copy them back to your Ratooi.



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If you expect to work with more than one type of document at a time, the best practice is to drag/copy it to your local computer and work on it. Then you can just drag/copy it back when you finish. If you use Rdrive, you don't need to do this since Rdrive automatically mirrors changed files back to your Ratooi data store.

Easy File Sharing

There are currently three ways to share files as listed below:

- 1) For read only access and download, just drag it to your "webshare" folder and email the other party the link (see RatooiWeb below for the link syntax)
- 2) For secure read/write access to your share files and folders, tell the other party your email address and password and they can download the Ratooi program and access your account.
- 3) For read/write access without requiring a program download, tell the other party your email address and password and they can go to ratooi.com and connect to your account.



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RatooiBackup

Overview

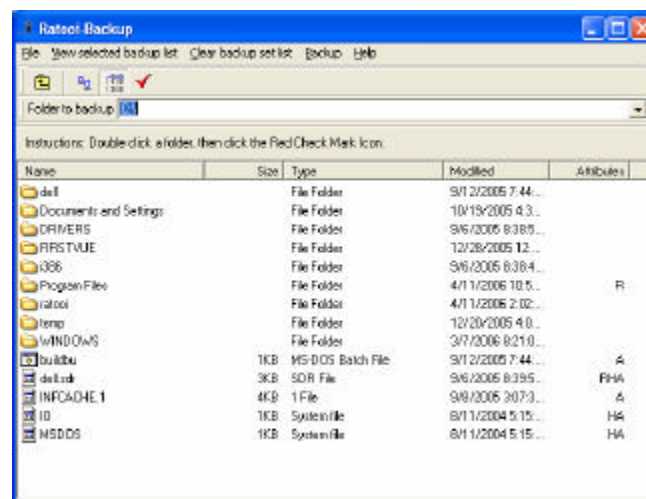
RatooiBackup allows you to select folders on your local computer to be backed-up automatically. Once you select the folders to be backed up, you can add the RatooiBackup program to Window's Scheduler so that it will run automatically or you can utilize the Ratooi user friendly scheduler.

RatooiBackup uses a synchronize feature so that after the first backup, only files that have changed are backed up. This allows these backups to be completed much faster than the first backup. You enjoy the advantages of a current snapshot of your backup folders without bogging down you internet connection backing up files that haven't changed since the last backup.

Backup folders will appear on your Ratooi account titled "Backup_Fldr1", "Backup_Fldr2" and so on. When you need to restore a folder or file from your Ratooi account, just drag the folder or file from your Ratooi backup folder to your local computer. It is that easy!

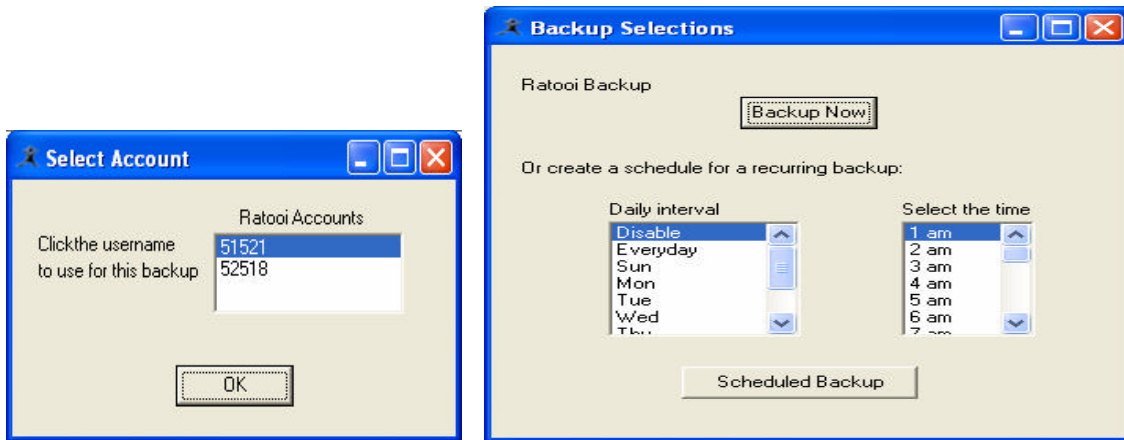
Instructions

- Determine which folders you want to automatically backup to your Ratooi account
- Start Rbackup (this program) by double clicking on the Rbackup icon on your desktop
- Navigate through the RatooiBackup file window and double click on folders which you want to add to the backup list selection. Click the 'Red Check' icon to add that folder to the list. You can do this for as many folders as you wish.
- Click the 'View selected backup list' to review the list of folders that are currently selected for automatic backup.



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- From the main menu, click "Backup" and then click the Ratooi Account Username to which this backup will apply. Then select the backup options with the day and the start time then click "OK".



If you would like to use Windows Scheduler:

- Start Window's scheduler and add the Ratooi autobackup program as scheduled task. You do this by clicking "Start" -> Control Panel -> Performance and Maintenance -> Schedule Tasks then click "Add Scheduled Task".
- The Task wizard will start. At the select window click "Browse" then select "C:\ratooi" then "rb.exe".
- You then select the interval for the backup to run and click "Next". Select a start time and click "Next"
- Select the user the task will run as. Note that if the account does not have a password, the task will not run (this is a windows security "feature").
- After the first run of the automatic backup, connect to your Ratooi account and view the backup folders to confirm that the backup occurred.

Note:

If you want to run your backup to test it, you can perform the steps listed above, go to c:\ratooi\rb-backup and double click rb.exe. The backup will start immediately.



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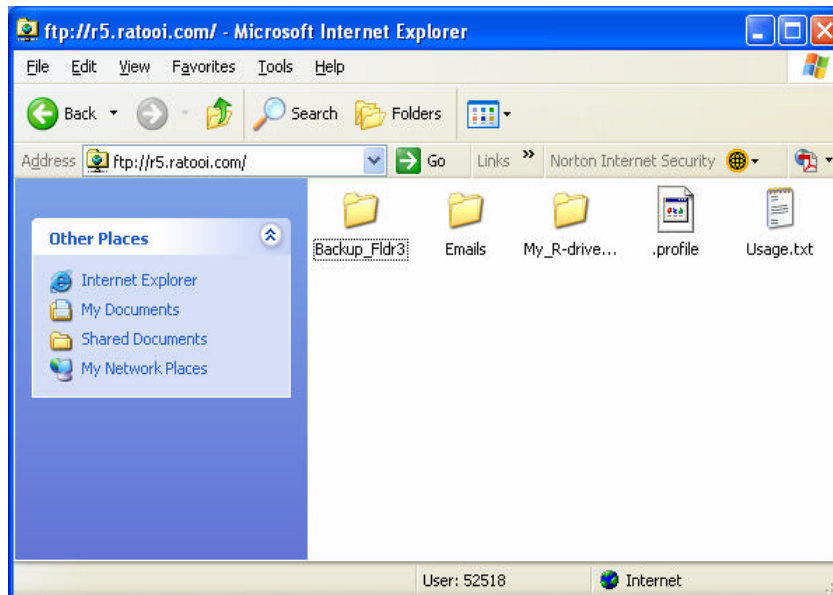
RatooiFTP

Overview

RatooiFTP provides quick access to your data stored on the Ratooi servers from anywhere via a link for quick access from public terminals or any PC with an internet connection. With RatooiFTP, you will be able to perform FTP operations such as upload, download, edit, delete, etc.

Instructions

- You can access your RatooiFTP account by going to <http://www.ratooi.com> and entering your login information.
- Click on the link provided under RatooiFTP and your Ratooi folder will be displayed for you to access. It is that easy.



Note:

RatooiFTP transfers are not encrypted. If you would like a secure transfer of your data, we recommend you use the Ratooi program with the Rdrive and Ratooi features. The Ratooi program can be downloaded on multiple PC's as it is not license restricted.

If you connect from a public terminal or computer, make sure that you go to "My Network Places" on that computer and delete this ratooi account after you are finished. You should also delete the history from the browser. For Internet Explorer, you do this by selecting "Tools" then "Internet Options" then "Clear History".



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RatooiWeb

Overview

RatooiWeb offers Ratooi clients the option to host web pages and link to auctions or photos and templates in a flash. The RatooiWeb folder is web accessible and therefore any content posted on it should be considered as publicly available.

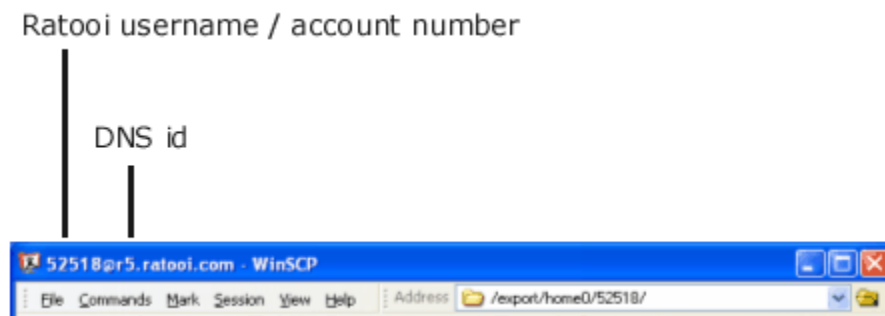
Instructions

- Go to your Ratooi folder by accessing you're Ratooi account. You will see your "webshare" Folder displayed on your Ratooi root directory.
- Drag or copy/past your auction images, html pages, etc. to be displayed into the Web folder on your Ratooi account.
- You can view your web folder by typing the following into the Address field of your web browser:

`http://r6.ratooi.com/~R52000`

Where "r6" is the DNSid that you were given when you signed up for Ratooi. You can also see it by looking at the top line of the window when connected to Ratooi.

And where "R52000" is your Ratooi account number. This can also be seen by looking at the top portion of the Ratooi program screen. See the figure below for an example.



Website hosting

RatooiWeb includes a complete web hosting package. If you want to host a website instead of just linking photos or documents you can upload HTML pages to the site. To make the first page show HTML rather than the file listing, copy a page called "index.htm" to the "web" folder. Note that this filename is case sensitive.

Auction photo linking



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To link photos from auction sites as Ebay to your Ratooi account, you simply copy the photo image to the "web" folder of your Ratooi data store. Then insert the following text into the HTML page on the auction site:

```
<img src=http://r6.ratooi.com/~R52000/image-name.jpg>
```

Where "image-name.jpg" is the name of the image file you copied to your ratooi "web" folder.

RatooiWeb does not presently support active pages. If dynamic content is desired, JavaScript or Java can be used.

Controlling Access to folders in your website

You can configure user level access for folders in your "web" folder. To get you started, a folder called "private" is configured in your website. When a user attempts to connect to that folder from the web, they will be asked to enter a username. The default username is 'user34' but can be changed by you by editing the file 'users' in the private folder.

This allows you to restrict access to that particular folder only to people that know the username you select.

To configure other folders for access control do as follows:

1. Connect to your Ratooi data store using the "RatooiFTP" or "Ratooi" program.
2. Go to the "webshare" folder. Then go to the folder to which you want to control access. Make sure the folder has no spaces in the name. For example, it should be "folder_b" instead of "folder b".
3. Create a text file called "htaccess" in that folder and copy the following data into the file:

```
AuthUserFile /ratooi51/USERNAME/webshare/FOLDER_NAME/users
AuthName "Enter the username below. Password entry is not required."
AuthType Basic
<Limit GET POST>
require valid-user
</Limit>
```

4. Update USERNAME above to be your Ratooi username/ account number. For example R52000. Update FOLDER_NAME to be the name of the folder you are controlling access to.
5. Create a file called "users" in that folder. Enter the username of users who will be allowed access to the folder, one user per line.
6. Test the access by starting your web browser and trying to connect. Note that only a User name that you entered in the "users" text file is required; the password should be left blank.



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EXAMPLE:

1. Ratooi User R52608 decides that he will create a folder called "folder_a" in his "web" folder and will control access to it.

2. He creates the folder, then creates a text file and enters the following information:

```
AuthUserFile /ratooi51/R52608/webshare/folder_a/users
AuthName "Enter the username below. Password entry is not required."
AuthType Basic
<Limit GET POST>
require valid-user
</Limit>
```

3. He creates a text file called "users" and enters a username in it as follows:

```
user34
```

4. To test it, he starts his web browser and goes to his Ratooi Web site. He clicks on folder_a to access it, and is prompted with a login request as shown below. He enters "user34" into the User name field, leaving the password field blank, clicks OK, and is then able to access the folder.



5. He can now tell friends the User Name to enter in the folder and they will be able to access it.



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Ratooi Rdrive

Overview

Rdrive is a virtual drive that allows users to map Ratooi online storage account as a local drive. Rdrive application enables users to copy, paste, open, edit, delete and save files/folders in the online account via Ratooi-Mirroring program. Rdrive is exclusively designed for Microsoft Windows Operating Systems and works just like another drive on your computer.

Instructions

- Once the icons are created on your desktop, double click on the Rdrive icon and map your Rdrive account as a "network drive".
- You can change the default mapping from "R" to another drive letter by entering that letter into the drive letter field. Do not enter a colon after the letter.

Advanced Features of Rdrive

Ratooi Rdrive mirroring allows you to work transparently with network available files. Rdrive supports three major mirroring shemes.

1. One-way mirroring:

In most cases, the default option of one-way mirroring is preferred. With this option, changes made to your Rdrive are reflected on your remote Ratooi data store. The files are stored in a folder on the remote store called "My_R-drive_files_on_PCNAME" where PCNAME is the name of your computer.

2. Two-way mirroring:

There are occasions when you may wish to perform two-way mirroring. This allows duplication of files between the local Rdrive and the Ratooi store. This would be useful in the following instances:

- After a reinstall of windows to rebuild your local Rdrive from your Ratooi store. Note that the computer must have the same name as before. If you do not remember what it was, you can start "Ratooi" and look at the PCNAME on the My_R-drive_files folder.
- If you have multiple computers upon which you work frequently and want them both to have the same versions of data files on their Rdrives. In this case, you set the second computer to use the PC Name of the first computer. You should also set all computers to use the two-way mirroring so that the latest edition of files are on each computer.

Two-way mirroring affects the way file deletions occur. If a file is deleted only on the R-drive, it will appear to be deleted, but at the next mirror update, it will be transferred back to the Rdrive. When two-way mirroring is used, delete both the Rdrive files and the file on the remote Ratooi store.

3. Ratooi Rdrive Group/VPN two-way mirroring:



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This option is for RatooiGroup customers. It allows multiple PCs to share Rdrive files. This provides a transparent, secure network file sharing environment. An additional advantage is that multiple copies of the file system exist on each computer so that should the network go down, or a remote computer become lost, the data is still available on the Ratooi store and on the other PC Rdrives. Group two-way mirroring deletions are impacted the same way as previously described for two-way solo mirroring.

Note:

It is recommended that you update your mirror before closing your Rdrive session so that any changed data is transferred to your Ratooi store account. Simply click on the Rdrive Mirror window and then click "Update mirror now". When the mirroring window in the Task bar closes, you can close your Rdrive session and turn off your computer knowing that all changes have been reflected to your remote Ratooi data store.



Other References

Ratooi provides a comprehensive Frequently Asked Questions (FAQ) list that is updated based upon customer comments. See it at www.ratooi.com/faq.htm for more information.

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