

DAILY BACKUP COMPANION

Find every file changed today — on your PC, a shared drive or the office server — and back it up in one click, or automatically every day.

Version 1.0.0 · Free · Windows 10 / 11 and Windows Server 2016 or later (64-bit)

FIND CHANGES FAST

Scans a folder, a network share or the whole PC and lists everything modified on the day you pick.

BACK UP IN ONE CLICK

Copies just the changed files, or entire folders, to any drive or server — folder structure kept.

DAILY OR WEEKLY, AUTOMATICALLY

Runs when Windows starts, reminds you first, and keeps each backup in its own dated folder.

In this guide

1. Install DBC
2. Find what changed
3. Views, filter and tick boxes
4. Back up now
5. Automatic backup
6. The start-up reminder
7. Scanning the whole PC
8. Questions
9. Uninstall

01 INSTALL DBC

01 Download `DBC-Setup-1.0.0.exe` and double-click it.

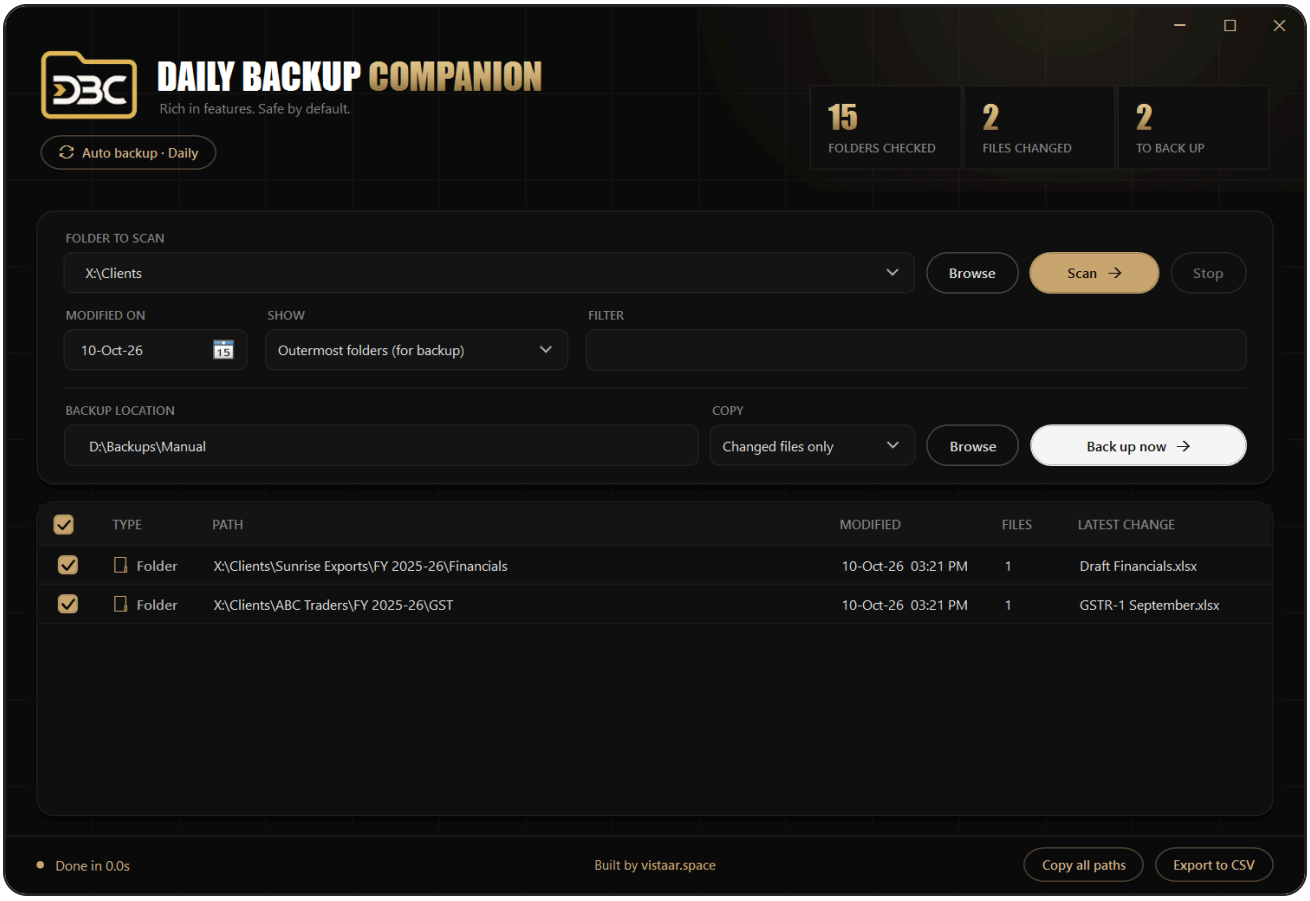
02 If Windows shows **“Windows protected your PC”**, click **More info** → **Run anyway**. This appears for new software that Windows hasn’t seen many times yet; you only see it once.

03 Follow the short setup: accept the licence, keep the suggested folder, tick **Create a desktop shortcut**, then **Install**. No administrator rights are needed.

04 On the last page, leave **Open the User Guide** and **Launch DBC** ticked and click **Finish**.

DBC opens with a short animation (click it to skip). You’ll find **DBC** on your desktop and in the Start menu, together with this guide.

02 FIND WHAT CHANGED



The main window after scanning a clients folder.

1. **Folder to scan** — paste a path such as `D:\Clients` or `\\SERVER\Data`, click **Browse**, or choose **This PC** from the list. Recent folders are remembered.
2. **Modified on** — today by default. Pick another date to see what changed that day.
3. Click **Scan** or press Enter. The tiles at the top show folders checked, files changed and items to back up. **Stop** ends a long scan early.

Double-click a row to open it. Right-click for **Open**, **Show in Explorer** and **Copy path**. **Copy all paths** and **Export to CSV** (opens in Excel) are at the bottom.

03 VIEWS, FILTER AND TICK BOXES

SHOW	WHAT YOU SEE
Outermost folders (for backup)	The smallest set of folders that covers every change, with no folder listed inside another. Best for backups.
Deepest folders with changes	Each folder that directly contains a changed file.
Files only	Every changed file.
Files and folders	Changed files plus folders whose own date changed.

Filter narrows the list as you type, for example `2025-26` or `.xlsx`.

Every row has a **tick box**; only ticked rows are backed up. The tick box in the header ticks or unticks all rows.

> Windows updates a folder's date only when something inside it is added, deleted or renamed — not when a file is edited. DBC therefore looks at the files inside each folder, so nothing you edited is missed.

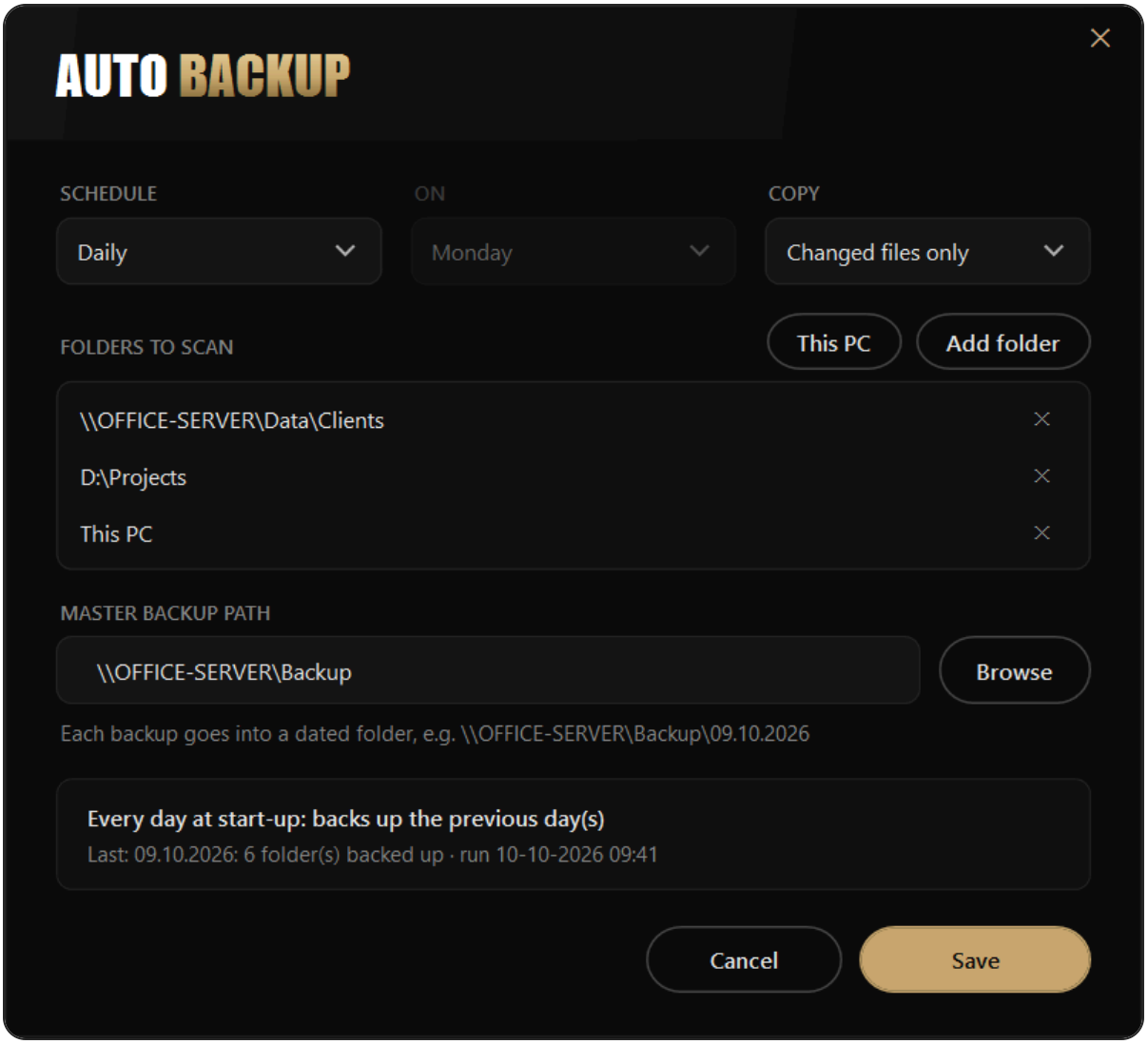
04 BACK UP NOW

1. Set the **Backup location** once — a drive, USB disk or server share. It is remembered.
2. Choose what to **Copy**:
   - **Changed files only** — just the files modified on the chosen day.
   - **Entire folder** — the whole folder, including files that never change (old PDFs, scans…). Files already in the backup and unchanged are skipped, so repeat backups are quick.
3. Tick the rows you want, click **Back up now** and confirm.

The folder structure is kept: scanning `D:\Clients` and backing up to `E:\Backup` puts `D:\Clients\ABC Traders\GST\Sep.xlsx` at `E:\Backup\ABC Traders\GST\Sep.xlsx`.

> Excel's temporary `~$` lock files are skipped. If a file is open and locked, or you have no access, DBC lists what could not be copied. Deleted files are not removed from earlier backups.

05 AUTOMATIC BACKUP



Click **Auto backup** under the DBC logo to open these settings.

SETTING	WHAT IT MEANS
Schedule	**Off**, **Daily** or **Weekly** (pick the weekday under **On**).
Copy	Changed files only, or entire folders.
Folders to scan	Add one or more folders with **Add folder**, or add **This PC**. Remove one with **×**.
Master backup path	Where all automatic backups are kept. A new dated folder is created inside for each backup.

When it runs

- **Daily** — the next time Windows starts, DBC backs up the previous day's changes. If the PC was off for a few days, one backup covers all of them.
- **Weekly** — on the first start-up on or after the chosen weekday, it backs up everything changed since the last automatic backup.
- If the PC stays on overnight it still runs — DBC checks again every 30 minutes.

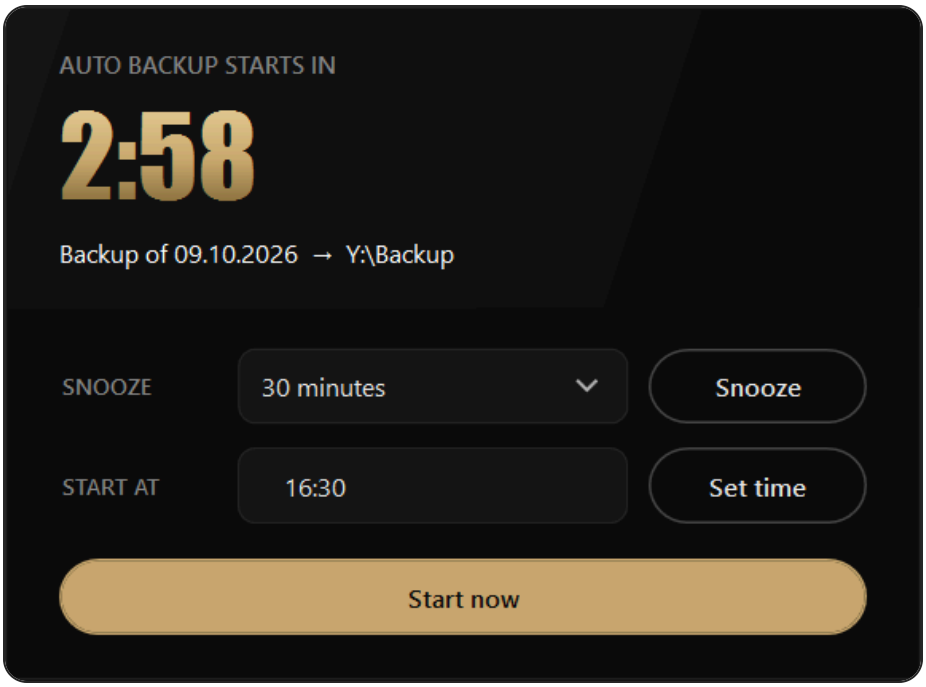
Where backups go

SITUATION	FOLDER CREATED
One day	`\\SERVER\Backup\08.10.2026\…`
Several days (PC was off)	`\\SERVER\Backup\04.10.2026 to 08.10.2026\…`
More than one folder to scan	`…\08.10.2026\Clients\…` and `…\08.10.2026\Projects\…`

- If the server or a folder isn't reachable at start-up, DBC retries every 5 minutes. After 30 minutes it backs up what it can reach and reports what it skipped.
- When a backup finishes, a small notice appears at the bottom-right of the screen. Click it to open the backup folder.

- The last result is shown in the Auto backup window. A detailed log is kept in `%AppData%\DBC\auto-log.txt`.

06 THE START-UP REMINDER



Before every automatic backup, a reminder counts down from **3 minutes**:

- **Start now** — begin immediately.
- **Snooze** — wait 10 minutes, 30 minutes, 1 hour or 2 hours.
- **Start at** — type a time for today, such as `18:30` or `6:30 pm`, and click **Set time**.

Snooze and Start at apply to that day only. If you don't choose anything, the backup starts when the countdown ends.

07 SCANNING THE WHOLE PC

Choose **This PC** to scan every local drive (C:, D:, E: …). To keep the backup to your own work, DBC skips:

- `Windows`, `Program Files`, `ProgramData`, the recycle bin and system folders;
- each user's `AppData` and hidden settings folders (names starting with a dot);
- the backup location itself, so a backup never copies itself.

Each drive gets its own folder in the backup, for example `08.10.2026\D\Clients\…`. A whole-PC scan takes a few minutes; a single folder is much quicker.

08 QUESTIONS

Can I use it on a server?

Yes. Scanning and manual backups work on any Windows PC or server. Automatic backup starts when a user **signs in** to Windows, so on a server nobody signs in to, run DBC on a workstation that can reach the server's shared folders.

Does it need the internet?

No. Everything runs on your own PC and network.

Where are my settings?

In `%AppData%\DBC` — backup paths, recent folders, auto backup settings and the log.

A network scan is slow.

Speed depends on the number of folders and the network. Scan the client or year folder you need rather than the whole share when you can.

09 UNINSTALL

Open **Windows Settings → Apps → Installed apps**, find **DBC — Daily Backup Companion** and click **Uninstall**. Automatic backup is removed from start-up as well. Your backups are never touched; to also remove your settings, delete `%AppData%\DBC`.

FREE TO USE · PROVIDED AS IS, WITHOUT WARRANTY · PLEASE CHECK YOUR BACKUPS REGULARLY