cBackupper User Manual

V1.0.0

Contents

1. Get Started

This chapter will introduce the product features of cBackupper and its navigation bar.

1.1 Overview

cBackupper is an easy to understand and easy to use backup software. You can easily backup your data to cloud drive and avoid the risk of data loss. cBackupper main features:

1. Add your personal cloud drive and combine them into unlimited backup space.

2. Schedule Backup: set up daily, weekly, monthly, or a specific time to backup and cBackupper will help you backup data automatically.

3. No limit to backup version so that you can retrieve all backup versions here.

1.2 Navigation Bar

cBackupper navigation bar contains these options on home page:

- Tasks: You can create new tasks from this page, and view or operate all tasks you've created.

- Clouds: This page displays information about added cloud drives. You can manage your cloud drives here and add new cloud drive as well.

- Nickname: You can view or modify account information, seek help or feedback, or logout from drop-down menu by clicking user nickname.

2. About Account

To use cBackupper, please first go to http://cloud.ubackup.com/ to create and login account. This chapter will introduce cBackupper login, account creation and account-related operations.

2.1 Register Account

1. Go to http://cloud.ubackup.com/, and then click "Sign Up" [Sign Up] in the upper right corner.

2. Type your email, set password and username, and then click "Sign Up".

3. We will send the verification code to the email you filled in. You need to log into your mailbox and copy the verification code to this page. Then click "Submit' to make a successfully register.

2.2 Login

1. Go to http://cloud.ubackup.com/, and then select "Sign in" [Sign In] at the upper right corner of this page.
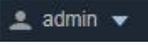
2. Type the correct email and password and click "Sign in".

2.3 Forget Password

1. Go to http://cloud.ubackup.com/, and select "Sign in" [Sign In] at the upper right corner of the page to enter the login interface. Click on "Forgot Password?".

2. Type your email address and the random picture verification code, then click "Send".

3. cBackupper will send an email with a verification code to your email. Please go to your

    mailbox, copy the corresponding verification code, and then paste it to the correct

    location of the page.

4. Set up your new password.

2.4 Change Nickname

1. Log in cBackupper.

2. Click your nickname   👤 admin ▼   in the navigation bar, and select "Account" to enter

    "User Center" page.

3. Type a new nickname in the Nickname box and click "Save".

2.5 Change Password

1. Click the user's nickname in the navigation bar, and select "Account" to enter "User

    Center" page.

2. Click "Change Password", type the old password and input new password, then click

    "OK".

2.6 Logout

    Click user's nickname in the navigation bar and then "Logout" in the drop-down menu, and

you will logout the account and back to the login page.

3. Cloud Drive

cBackupper backs up files to your personal cloud drives while performing a backup task. So you need to add your cloud drive to cBackupper first before a backup task. All added cloud drives can be used as backup source paths or destination paths.

This chapter introduces the use of cloud drives.

3.1 Add Clouds
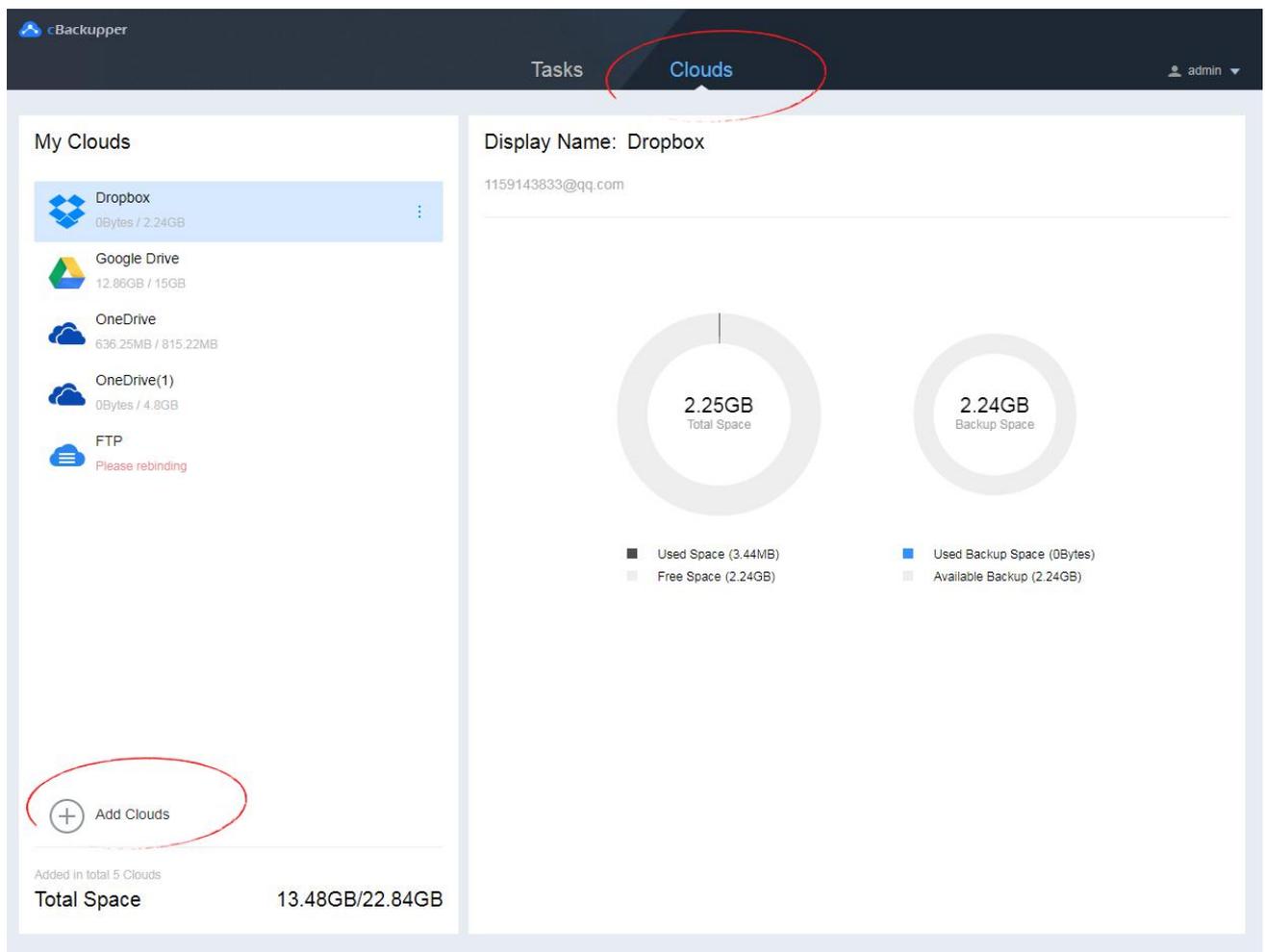
1. Click "Clouds" in the navigation bar to switch to the Clouds drive page.

2. Click on "Add Clouds" to select the cloud drive type you want to add and then click "OK".

3. Log in your cloud drive account on the redirect's page and agree to authorize cBackupper.

cBackupper will not obtain or modify any other user information, so please feel free to add.

4. On the "Add Clouds" page, you can set up properties for cloud drives:

a) Display Name: It also supports modifying the display name later.

b) Modify the destination path for backups: By default, you can save it in the AOMEI Backup folder of the cloud root directory, or you can click "Edit" to select the appropriate destination path on cloud drive. The path cannot be modified for a second time.

c) Allocate backup space: In the "Allocate backup space" window, you can adjust the backup space size with the following three methods:

- All remaining space is available for backup: There is no limit on the total size of backup files. (Default)

- Setting backup space size: Drag the progress bar or fill in a specific number, when the total size of the backup file exceeds the number, do not continue to store the backup file to this cloud drive.

- Setting residual space size: Drag the progress bar or fill in a specific number, when the remaining space of the cloud drive is less than the number , the backup files will not be stored until the cloud drive is reached.

d) Set related tasks: Set the cloud drive as the default alternative destination path for all tasks. By clicking "Settings", the relationship between current cloud drive and all tasks will be displayed in the pop-up window. When you move mouse over a task, the button to set other relations will show up. You can click the button to change relationships or click "All Primaries", "All Alternates" or "All Irrelevant" at the header to perform one-click setup.

5. Tick "Important reminder: Please do not change the path directly in the third-party cloud drive, or modify or delete the backup file."

6. Click "OK", and then the cloud drive is added.

Note: We have no way of knowing what changes you've made to the backup files on third-party cloud drives, which may cause cBackupper fail to identify the backup files properly or make other errors. Therefore, please do not directly change the path, or modify, delete the backup files in the third-party cloud drive. You can use this software to manage the backup versions and files.

3.2 Add FTP/SFTP

1. Click "Clouds" to switch to the cloud drive page.

2. Click "Add Clouds", select "FTP/SFTP", and then click "OK".

3. Fill in the required information in the "Add FTP/SFTP" window. We will not obtain or modify any other user information, so please feel free to fill in.

4. On the "Add Clouds" page, you can configure the FTP/SFTP properties:

    a) The name of FTP/SFTP: It can also be modified later.

    b) Modify the file storage path: Click "Edit" to select the appropriate path under cloud drive and click "OK".

    c) Set backup space: You can fill in a specific value as reserved space for backups. When the backup file exceeds the value, the software will stop backup files to the server.

    d) Set associated tasks: In the "Related Tasks" window, the relation of current cloud drive with each task will be displayed. When you move the mouse over a task, the

button to set up other relations will show up. You can click the button to change relationships or click "All Primaries", "All Alternates" or "All Irrelevant" at the header to perform one-click setup.

5. Tick "Important reminder: Please do not change the path directly in the third-party cloud drive, or modify or delete the backup file."

6. Click "OK", and then the FTP/SFTP is added.

Note: We have no way of knowing what changes you've made to the backup files on third-party cloud drives, which may cause cBackupper fail to identify the backup files properly or make other errors. Therefore, please do not directly change the path, or modify, delete the backup files in the third-party cloud drive. You can use this software to manage the backup versions and files.

3.3 Allocate Space – Cloud Drive
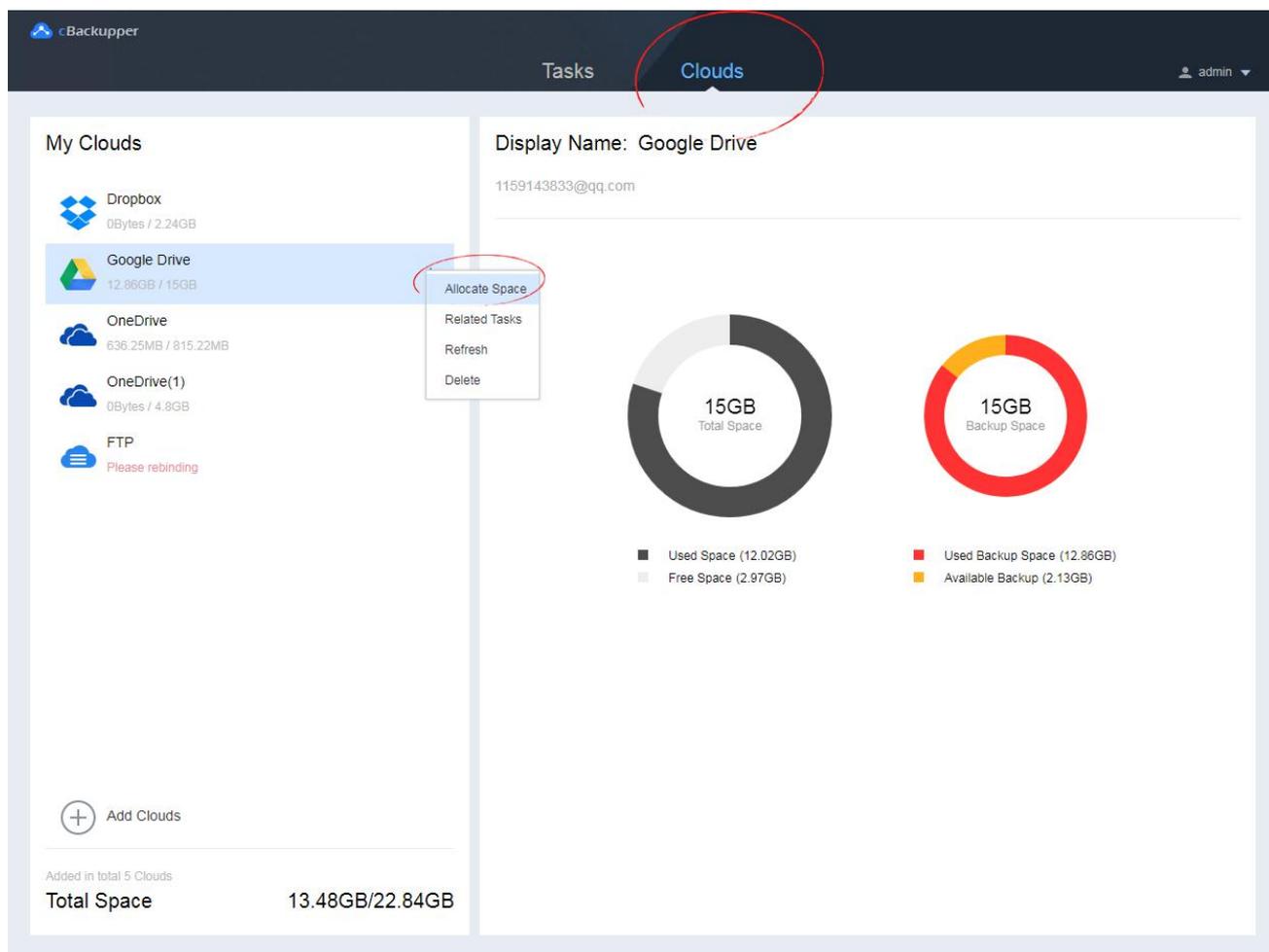
1. On the "Clouds" page, select the cloud drive that you want to assign space, expand its menu ⋮ , and select "Allocate Space".

2. To allocate the backup space size, there are three methods:

- All remaining space is available for backup：there is no limit on the total size of backup files.

  Therein, Used Space refers the currently used space of the cloud drive. Backup Space refers the free space of the current cloud drive, which is the space planned for backup in this setting.

- Setting backup space size :Drag the progress bar or fill in a specific number ,when the total size of the backup file exceeds the number , do not continue to store the backup file to this cloud drive.

  Therein, Other refers the size of files you stored in the cloud drive, excluding backup images. Backup Space refers the space planned for backup. Free Space refers the remaining space of the cloud drive.

- Setting residual space size: Drag the progress bar or fill in a specific number , when the remaining space of the cloud drive is less than the number , the backup files will not be stored until the cloud drive is reached.

  Therein, Other refers the size of files you store in the cloud drive, excluding backup images. Backup Space refers the space that can be used for backup. Remaining Free Space refers the space you plan to remain on the cloud drive.

3. You can choose one of them to reallocate space. Click "OK" then.

3.4 Modify Cloud Drive Related Tasks

1. On the Clouds page, select the cloud drive that needs to be modified, expand its menu ⋮ , and select "Related Tasks" .

2. The relationship between current cloud drive and all tasks will show up in the pop-up window. When you move mouse over a task, the button to set other relations will show up. You can click the button to change relationships or click "All Primaries" , "All Alternates" or "All Irrelevant" at the header to perform one-click setup.

3. Click "OK" after that.

3.5 Refresh Cloud Drive Used Space

1. On the Clouds page, select the cloud drive that you want to refresh, expand its menu ⋮ ,

and select "Refresh".

2. cBackupper will re-acquire the cloud drive space usage. Please wait patiently.

3.6 Delete Cloud Drive

1. On the "Clouds" page, select the cloud drive needs to be deleted, expand its menu ⋮ ,

and select "Delete".

2. You can delete the cloud drive as prompted if there is no backup image files on the drive.

If there are backup files on the cloud drive, the system will present the relations between this

cloud drive and all tasks. Or,it will prompt you that there are backup files on the drive. In that

case, choose an option based on your needs:

- Delete Cloud Drive Only: Delete cloud drive and remove connections. The backup

  files will keep in the cloud drive and the backup can be imported again when the

  cloud drive is re-added.

- Delete All: Delete and disconnect cloud drive, and delete all backup files at the same

  time. It does not affect files other than backup files in the cloud drive.

- Cancel: Cancel deleting cloud drive.

4. Backup

This chapter will introduce how to create a new backup task, modify task-related properties, configure backup related settings, delete tasks, and schedule a backup.

4.1 Create New Backup Task

You need to add at least 2 cloud drives on the Web client before you can create a new task.

1. Move mouse over the icon ![+] and it will change to ![Create Task]. Click to create a new task.

2. In "Create Task", you can input a task name or modify later.

3. Click "Add Source" under "Source", and select the directory, folder or file under the directory you want to back up.

4. Click "Add Destination" under "Destination", and select the default backup destination in the "Primary target" drop-down box. You can check or uncheck "Alternate Target" option if you need to enable or disable the alternate target.

If "Alternate Target" is checked, all remaining cloud drives are set to "Alternate Target" by default. You can customize a cloud drive as "Alternate Target" or "Optional Target", or sort them, or add a new cloud drive by clicking "Add Clouds".

5. You can click "Settings" or "Schedule" to customize task if the need ever arises.

6. Click "Start Backup" and the backup task will start.

Note: Currently, cBackupper only supports backup tasks between cloud drives/servers. For local data backup, please look forward to our next version.

4.2 Start Backup

For the created tasks, there are two methods to start the backup:

1. Select the task that need to be executed from the task list. Move mouse over the icon

and click the Backup button to start the backup.

Task(4)
The task has backed up 19 files, total size: 2.39MB.   Schedule is not set up.
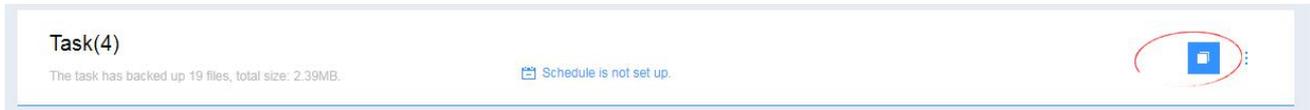
2. On the task details page, click the backup button to start the backup.

4.3 Settings - Email Notification

Backup process may take a long time sometimes due to the effection of network connection,

selected files' size and amount. You can set up email notifications to track the backup results.

1. Click "Settings" when you create a new task, or click the backup task menu to select

"Settings".

2. Select the "email notification" tab in the "Backup Settings" window.

3. Check "Enable email notification" to enable the email notification.

4. Fill in the email address where you can receive notifications. In order to check whether the

mailbox is correct or whether the notification can be received, it is recommended to send a test

email for verification.

5. Click "Advanced", you can choose the conditions to trigger the notification:

- Send email notification if the backup is completed.

- Send email notification if the backup is failed.

6. Click "OK" to confirm. This modification will be performed at the next backup.

4.4 Settings - File Filter

1. Click "Settings" when creating a new task or click the backup task menu to select "Settings".

2. Select the "File Filter" tab in the "Backup Settings" window.

3. Set the backup file type depending on needs:

- Backup all files: Do not filter any file.

- Exclude selected file types: You can list the file types that need to be filtered, and these file types will be excluded during backup. Click "Add Filter", fill in the correct file type and format, and then click the blank to complete the filling. When mouse move over the filled item, you can select the menu on the right side for "Edit" and "Delete" operations. You can also double-click the entry to enter the edit mode. You can use the wildcard character *, for example: *.tmp、*tmp、*tmp*、tmp*、tmp. The * represents 0, 1, or more characters.

- Contains the selected file types：You can list the file types that need to be backed up. Only these types of files will be backed up during backup. The specific rules are the same as above.

4. Click "OK" after the configuration. This modification will be performed at the next backup.

4.5 Schedule Backup

1. Click "Schedule" on the new task page, or click the backup task menu of a task to click "Schedule".

2. Select "Schedule" in "Schedule Settings" to enable the scheduled backup.

3. Select a backup schedule depending on needs:

- Specific time : set a specific time to run the backup.

- Daily : set a specific time of a day to run the backup

- Weekly : set a specific day of a week to run the backup。

4. Click "OK" after the configuration. This modification will be performed at the next backup.

4.6 Modify Task Name

1. Click the backup task menu on the task page and select "Details" to enter the task details page.

2. Click the task name to edit it, then type the modified name, and click the blank space to save the edit result.

4.7 Modify Backup Source

If you want to modify the backup source of the created task, you can follow the process below:

1. Click the task menu on the task page and select "Details" to enter the task details page.

2. Click "Edit" in "Source".

3. Modify the backup source in "Select Source" and click "OK". This modification will be performed at the next backup.

4.8 Modify Backup Destination

If you want to modify the backup destination of the created task, you can follow the process below:

1. Click the task menu on the task page and select "Details" to enter the task details page.

2. Click "Edit" in "Destination".

3. In "Add Destination", change the required "Primary Target", "Alternate Target", or go to "Add Clouds" to add the new cloud drive.

4. Click "OK" once selected. This modification will be performed at the next backup.

4.9 Prioritization of Alternate Targets

You can prioritize alternate targets for tasks as follows:

1. Click the task menu, select "Details", click the "Edit" icon of the backup destination to enter the "Add Destination" page.

2. In the "Alternate Target" list, moving the mouse over a cloud drive will display the up and down buttons. Click the up or down button to sort the alternate targets.
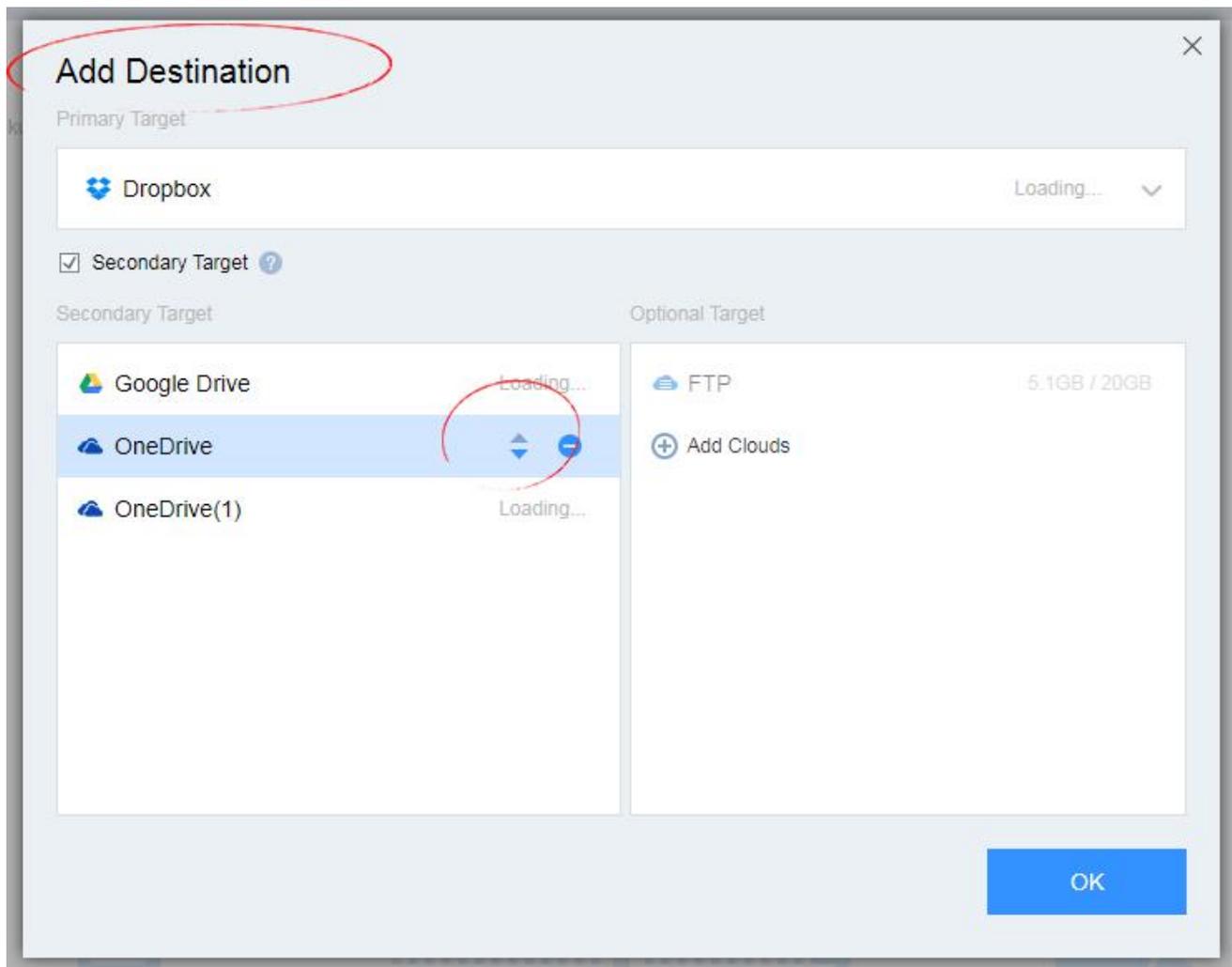
4.10 History Versions

Click a task menu on the task page and select "Versions" to turn to "History Versions" window. You can view all history versions details.

4.11 Task Deletion

1. Click the task menu on the task page and select "Delete".

2. Select "OK" in the pop-up prompt box.

Note: Deleting a task will also delete all backup files under the task.

4.12 Backup Scheme

The backup scheme of cBackupper is file pool backup. File pool backup means the first version performs a full backup, and the later versions back up the files that are different based on the previous version. When a backup version is deleted, only files specific to that version are deleted, and the restoration of other versions is not affected. File pool backup takes up minimal space while ensuring your data integrity.

The backup plan does not support customization for the time being.

5. Restore

This chapter will introduce the operation of file restore. You can easily restore the backup files to your cloud drive by following the steps below.

5.1 Create Restore Task

1. Select the task you want to restore on the "Task" page, and click "Restore" in the menu to enter the "Ready to Restore" page. Or select one backup version on the "Task" page and click "Restore" to enter the "Ready to Restore" page.

2. Click "Select Files" in the list of "Restore", select the backup version you want to restore, then, select the file/folder you want to restore under this version, click "OK".

3. Click "Select Target" in the "Restore Target" window to select the restore path. In the "Select a restore Target" pop-up window, you can choose:

- Restore to original location : The file will be restored to the source file path.

- Restore to new location : You can choose a different path to save the restored files.

To ensure restore running smoothly, please free up enough storage space for restore.

After selection, click "OK".

4. If needed, you can click "Settings" to set personalized restore parameters, such as Duplicate File Settings and Email Notification.

5. Click "Start Restore".

    a) If the target space is sufficient for restore, the task will begin.

    b) If the system prompts that the space is insufficient, you need to clean up the restore target to free up enough space for restore, or you can select another restore target with a larger space.

    c) If the system prompts that the estimated space is insufficient, you can choose "Continue Restore" or "Cancel".

If you select "Continue Restore", the restore process may fail due to insufficient space. You can also choose "Cancel", and clean up the restore target first to free up more space, or select a restore target with a larger space to ensure that the restore process will not fail for insufficient space.

5.2 Restore Settings- Duplicate File

1. Click "Settings" in the "Ready to Restore" page, and the "Restore Settings" window will pop up.

2. Select the "Duplicate File" tab to set handing methods with duplicate file during the restore process:

- Always keep the latest file：When restoring, system will compare the modification time of the current file and the backup file, then keep the newer one. If the current file is newer, it will be skipped during restore. If the backed up file is newer, the current file will be overwritten when restoring.

- Replace all：When restoring, only restore files will be kept.

- Skip all：When restoring, only local files will be kept.

- Keep two documents at the same time：When restoring, the duplicate file will be renamed with a version time suffix. Example: Sample file (2019-06-01) .txt.

3. Click "OK".

5.3 Restore Settings - Email Notification

1. Click "Settings" in the "Ready to Restore" page, and the "Restore Settings" window will pop up.

2. Select the "Email Notification" tab, and tick the "Enable email notification" to turn on restoration email notification.

3. Fill in the email address that you want to use to receive notifications. It is recommended to send a test email to check whether the email is correct, or whether the sent notifications can be received.

4. Click "Advanced" to set the conditions to trigger the email notification.

- Send email notification when backup succeeds.

- Send email notification when backup fails.

Tick all by default.

5. Click "OK". This modification will be performed at the next restore.

6. Technical Support

We appreciate your interest in our products & services. For any bug, technical issue and suggestion regarding cBackupper, please contact us.

6.1 Feedback

1. Click the user's nickname in the navigation bar and select "Feedback".

2. Choose the feedback type and describe specific issues or suggestions. Meanwhile, you can leave your contact email and your name so that engineers can sent reply email to you after receiving the question.

3. Click "Submit".

6.2 Email Support

For all frequently asked questions or technical issues regarding one of our products, please contact us via: cbsupport@aomeitech.com

7. Vocabulary

This chapter will explain the vocabulary you will encounter during the use of the software, which will help you better use cBackupper.

- Backup: The operation of creating a copy of data, which is used to restore data to the specific date and time.

- Restore: The process of restoring the backed up data to a previous state.

- Main target: The main target of a task means that when the task is executed, the backup file will be stored in the target cloud drive first.

- Alternate target: The alternate target of a task means that when the space of its "Main target" is insufficient in a task, the backup file will be automatically stored in the alternate target cloud drive. Alternate targets are enabled in order of priority in the "Alternate Targets" list.

- Differential files: Differential files of a certain version are files that are unique to this version and different from other versions.

- Allocate space: Preset a part of the cloud drive to store backup files, and the preset space is allocated space. When the backup file is equal to the allocated space size, the backup file will no longer be stored in this cloud drive. The allocate space only has a limiting effect on backup files, and has no limiting effect on users' storage of private files.

- Associated tasks: The operation of setting the relationship between cloud drive and task is called associated tasks. The relationship between cloud drive and tasks can be set as "Main target", " Alternate target", and "No association".