

CBackup User Manual



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Get Started

Welcome to CBackup, your all-in-one solution for data backup, synchronization, and cloud management. This user manual will guide you through the process of using cBackup to safeguard your data..

Overview

CBackup is a comprehensive data backup, and sync to cloud tool designed to simplify and optimize your data storage workflows. Whether you need to backup local data, sync between different cloud services, CBackup provides a unified solution with robust features and intuitive user interface.

Key Features

Backup to cBackup Cloud: Seamlessly backup your local important data to the secure and reliable cBackup Cloud, ensuring data safety and accessibility.

Backup to Third-Party Clouds: Backup or sync the local important data to third-party cloud services for added flexibility. Maintain data safety and accessibility across multiple cloud platforms.

Combining Cloud Spaces: Consolidate multiple third-party cloud spaces into a unified storage pool within cBackup, optimizing storage allocation and utilization.

Data Synchronization Between Clouds: Effortlessly sync data between different third-party cloud services, maintaining data consistency and accessibility across platforms.

Intuitive User Interface: User-friendly interface with easy-to-navigate menus and controls, making data backup, synchronization, and management tasks straightforward and efficient.

Customizable Settings: Set up daily, weekly, monthly, or specific time backups according to your preferences. Automate data backup processes for convenience and peace of mind. CBackup is divided into the web client and desktop app. The difference between them is that the web client supports the backup of your data between clouds, while the desktop application can back up the files on your computer to CBackup Cloud.

System Requirements

CBackup Web Client support IE9.0 and above or other compatible browsers.

Operating Systems that CBackup Desktop App supported:

- Microsoft Windows 11 (all editions, 32-bit and 64-bit)
- Microsoft Windows 10 (all editions, 32-bit and 64-bit)
- Microsoft Windows 8/8.1 (all editions, 32-bit and 64-bit)
- Microsoft Windows 7 (all editions, 32-bit and 64-bit)
- Microsoft Windows Server 2012 (all editions, 32-bit and 64-bit)
- Microsoft Windows Server 2008 R2 Standard

Install and uninstall

You just open the CBackup website and login to use [CBackup web client](#), no need to install and uninstall.

To install CBackup desktop app

Download: Download the CBackup installation package from the official website.

Run Setup: Run the self-extracting setup program cBackup.exe from the downloaded package.

Follow Wizard: Follow the on-screen wizard installation guide by clicking "Next" and completing the installation steps.

Restart: After the installation process is complete, you may be prompted to restart your computer to finish the installation.

To uninstall CBackup desktop app

Start Menu: Go to Start Menu→Navigate to All Programs→Find CBackup in the list and select "Uninstall CBackup."

Windows Control Panel: Go to Windows Control Panel→Click on "Programs and Features" or "Programs and Functions."→Find CBackup in the list of installed programs and select it→Click on "Uninstall" or "Remove" to initiate the uninstallation process.

Note: To completely uninstall the software, you may be prompted to restart your computer. You can choose to defer the restart until later if you wish.

CBackup Account

To begin using CBackup, you need to sign up a CBackup Account. This chapter will introduce CBackup login and account management.

Create Account

1. Go to Website:

- Visit <https://www.cbackup.com/>.
- Click "**Log in**" in the upper right corner.

2. Sign Up:

- Click "**Sign up**" to create an account.
- Enter your email, set a password, type the verification code on the right, and click "**Create Account**".

Your account is now successfully created.

Change Password

1. Log In and Access Account Settings:

- Log in to your CBackup account.
- Click on your username and then select "**Account**" from the drop-down list.

2. Change Password:

- Click on "**Change**".
- Enter your old password and new password.
- Click "**OK**" to confirm the password change.

Then, you need to re-login the account with new password.

Forgot Password

- If you forgot your password, click "**Forgot password**" on the login page.
- Enter the CBackup account email and verification code on the right, then click "**Send**".
- We have sent a verification code to the account email. Please check your email and enter the verification code to reset password.

Logout

In CBackup web client

- Click on your username in the navigation bar.
- Select "Logout" from the drop-down menu to log out of your account.

In CBackup desktop app

- Click on "Account" in the bottom right corner.
- Click on "Logout" to log out of your account.

Delete Account

1. Access Account Settings:

- Log in to your CBackup account.
- Click on your username and then select "Account."

2. Initiate Account Deletion:

- Select "Delete Account."
- Click "Next" and then "Send Code" to receive a verification code in your mailbox.
- Enter the verification code and click "Delete Account" to confirm.

When you delete your CBackup account, it not only logs you out automatically but also deletes all data, tasks, and assignments associated with your account on CBackup Cloud.

This ensures that your information is completely removed from the platform.

CBackup Cloud

CBackup Cloud is a cost-effective and secure online backup space designed specifically for storing backups of your computers created by CBackup. When you sign up and log in to a CBackup account, you automatically gain access to CBackup Cloud.

Location and Security: CBackup Cloud servers are located in the United States and are staffed every hour of every day of the year with top-notch security features. This ensures that your data is stored securely and is accessible whenever you need it.

Free Storage Space: CBackup Cloud offers 10GB of free storage space to store backup data. This allows users to get started with their backups without incurring additional costs.

Subscription Options: If you require more storage space beyond the free 10GB, you can subscribe for additional cloud space.

Backup with CBackup Desktop App: You can easily back up your local data to CBackup Cloud using the CBackup desktop app. The "**Backup local data to CBackup Cloud**" chapter in the CBackup user manual provides detailed instructions on how to seamlessly back up your data to CBackup Cloud.

Cloud Storage

CBackup not only offers its own cloud storage (CBackup Cloud) but also allows you to integrate third-party public clouds for backup storage. Currently, CBackup supports well-known services like Google Drive, Dropbox, OneDrive, and FTP/SFTP. Future updates will expand this compatibility, giving you a wider array of storage options. This chapter guides on adding and effectively managing these third-party cloud integrations within CBackup.

Add Clouds

1. Login and Navigate:

- Log in to your CBackup account using the Desktop app or web client.
- Click on "**Storage**" in the navigation bar.

2. Add Cloud:

- Click "**Add Cloud**" and choose the cloud service you want to add.
- Confirm by clicking "**OK**".

3. Authorize Access:

- Log in to your cloud drive account when redirected and authorize CBackup.
- CBackup only accesses necessary information and does not modify any user data.

Click "**Allow**" to proceed.

4. Set Up Cloud Properties:

On the Add Clouds page, customize the following properties:

- **Cloud Name:** Modify the display name of the added cloud drive.
- **Storage Path:** Set the destination path for backups. Default is the CBackup folder in the cloud's root directory. You can edit this path once.

5. After configuration, click "**OK**" to finalize adding the cloud drive.

Note: Please tick the Important reminder: "Please don't modify or delete the CBackup path or backup files in your Dropbox account".

Add FTP/SFTP

There are some differences when adding FTP/SFTP. This section will introduce how to add FTP/SFTP into CBackup, please follow the steps below to add it.

1. Login and Navigate:

- Log in to your CBackup account on web client.
- Click on "**My Storage**" in the navigation bar.

2. Add FTP/SFTP:

- Click "**Add Clouds**", select **FTP/SFTP**, and click "**OK**".

3. Fill Required Information:

- In the Add FTP/SFTP window, enter the necessary details.
- CBackup does not access or modify any additional user information. Click "**OK**" after filling in the details.

4. Configure Properties:

- On the Add Clouds page, configure FTP/SFTP properties like **Cloud Name** and **Storage Path**.

5. Finalize Adding FTP/SFTP:

- Click "**OK**" to finalize adding FTP/SFTP, and it will be added to your CBackup account.

Note: Please tick the Important reminder: "Please don't modify or delete the CBackup path or backup files in your FTP account."

Note:

It's important to note that public clouds can be added to both the CBackup web app and the CBackup desktop app. However, we don't have visibility into any changes you make to backup files on these public cloud drives. This lack of visibility can lead to issues such as CBackup failing to identify backup files correctly or encountering other errors. To avoid such issues, please refrain from directly changing the path, modifying, or deleting backup files in the public cloud drive. Instead, use the CBackup software to manage backup versions and files effectively.

Edit Cloud

After adding a cloud drive in CBackup, you can also edit its settings as needed. You can effectively manage and customize your cloud drives within CBackup, including renaming, refreshing, and removing them as needed:

1. Rename added Cloud Drive:

- Move the cursor over the added cloud drive.
- Click the three-dot button and select "**Rename**".
- Enter the new display name for the cloud drive and click "**OK**" to confirm.

2. Refresh Cloud Drive:

If you want to reload the cloud drive's information:

- Move the cursor over the added cloud drive.
- Click the three-dot button and select "**Refresh**".

CBackup will update and re-acquire the cloud drive's space usage.

3. Remove Cloud Drive:

To remove a cloud drive from your CBackup account:

- Move the cursor over the added cloud drive.
- Click the three-dot button and select "**Remove**".
- Confirm the removal by clicking the "**Remove**" button in the pop-up window.

Combined Cloud

The combined cloud in CBackup allows you to merge multiple cloud drives sequentially, creating a consolidated storage space with increased backup capacity.

The arrangement of cloud drives within the combined cloud determines the sequence in which backup files are stored. As data is backed up, if one cloud drive reaches its storage limit, CBackup seamlessly switches to the next cloud drive in line, ensuring continuous and efficient storage of backup files across the combined cloud.

Add Combined Cloud

1. Login and Navigate:

- Log in to your CBackup account using the Desktop app or web client.
- Click on "Storage" in the navigation bar.

2. Add Combined Cloud:

- Select "**Add Combined Cloud**" to merge the selected cloud drives into a single, larger storage space.

3. Select Cloud Drives:

- On the New Combined Cloud page, you'll see all the added cloud drives.
- Choose the cloud drives you want to include in the combined cloud.
- If you need to add more cloud drives, click "Add Clouds" and follow the instructions.

4. Add Cloud to Combined Cloud:

- In the Add Cloud pop-up, select a public cloud (e.g., Google Drive, Dropbox, OneDrive).
- Click "**Add**" and complete the necessary certification steps.

5. Review and Combine:

- After adding the cloud drives to the combined cloud, click "**Next**".
- Review the cloud drives that will be added to the combined cloud.
- Click "**Combine**" to create the newly merged combined cloud.

Once combined, you'll see the newly created combined cloud on the Storage page.

Manage Combined Cloud

You can move the cursor on the Combined Cloud, then click the three-dot button to check the details of the Combined Cloud and so on.

- **Details:** It will list the clouds information in the Combined Cloud.
- **Rename:** You can change the display name of the Combined Cloud so that distinction with other Combined Clouds.
- **Refresh:** re-acquire the combined clouds space usage.
- **Delete:** remove clouds from the combined Cloud.

Note:

- When deleting a combined cloud, you need to delete its associated tasks first.
- The combined cloud consists of at least 2 cloud drives.

Backup

CBackup provides a comprehensive solution for backing up your local data to either CBackup Cloud, which is a dedicated and secure online backup space provided by CBackup, or to public cloud services such as Google Drive, Dropbox, OneDrive, and FTP/SFTP. This flexibility enables you to choose the preferred cloud storage option based on your specific needs. With CBackup, you can seamlessly protect and manage your valuable data across different cloud platforms, enhancing data backup and recovery capabilities.

Backup PC to CBackup Cloud

1. Launch CBackup Desktop App:

- Open the CBackup desktop app and log in to your account.

2. Create Backup Task:

- Click on the "**Backup**" button on the left menu.
- Select "**Backup PC to CBackup Cloud**".

3. Select Files/Folders to Back Up:

- On the backup task creation page, your local drives will be listed.
- Expand and tick the checkboxes next to the files/folders you want to back up.
- CBackup Cloud will be as destination by default.

4. Configure Backup Settings:

- Optionally, configure backup settings such as scheduling, email notifications, and filters.
- Modify the default Task Name for easier identification if needed.

5. Start Backup:

- Click the "**Start Backup**" button to begin the backup task immediately.

- Alternatively, use the down-arrow button and select "**Later**" to schedule the task for later execution.

Backup PC to a Public Cloud

1. Launch CBackup Desktop App:

- Open the CBackup desktop app and log in to your account.

2. Create Backup Task:

- Click on the "**Backup**" button on the left menu.
- Select "**Backup PC to Public Cloud**".

3. Select Files/Folders to Back Up:

- On the backup task creation page, your local drives will be listed.
- Expand and tick the checkboxes next to the files/folders you want to back up.

4. Select Destination:

- The destination list will display all added Public Clouds.
- Choose a public cloud you want to back up to. It will back up data to "**CBackup folder**" in the cloud.
- If you haven't added any clouds yet, click on "**Add Cloud**" to add the desired public cloud.

5. Configure Backup Settings:

- Optionally, configure backup settings such as scheduling, email notifications, and filters.
- Modify the default Task Name for easier identification if needed.

6. Start Backup:

- Click the "**Start Backup**" button to begin the backup task immediately.

- Alternatively, use the down-arrow button and select "**Later**" to schedule the task for later execution.

Backup PC to a Combined Cloud

1. Launch CBackup Desktop App:

- Open the CBackup desktop app and log in to your account.

2. Create Backup Task:

- Click on the "**Backup**" button on the left menu.
- Select "**Backup PC to Combined Cloud**".

3. Select Files/Folders to Back Up:

- On the backup task creation page, your local drives will be listed.
- Expand and tick the checkboxes next to the files/folders you want to back up.

4. Select Destination:

- The destination list will display all added Public Clouds.
- Choose a combined Cloud you want to back up to.
- If you haven't added any clouds yet, click on "Add Combined Cloud" to create a combined cloud.

5. Configure Backup Settings:

- Optionally, configure backup settings such as scheduling, email notifications, and filters.
- Modify the default Task Name for easier identification if needed.

6. Start Backup:

- Click the "**Start Backup**" button to begin the backup task immediately.

- Alternatively, use the down-arrow button and select "**Later**" to schedule the task for later execution.

Backup Public Cloud to Public Cloud

1. Launch CBackup Web Client:

- Open the CBackup website and log in to your account.

2. Create Backup Task:

- Click on the "**Backup Task**" button on the left menu.
- Click "+" to create backup task.

3. Select Source:

- Click "**Add Source**" to select the cloud and directories you want to back up.
- Confirm by clicking "**OK**".

4. Select Destination:

- Click "**Add Destination**".
- Choose "**Single Cloud**" and click "**Next**".
- From the list of available public clouds, select the one you want to back up your data to.
- If you haven't added any clouds previously, click on "Add Cloud" to add the desired public cloud.

5. Configure Backup Settings:

- Optionally, configure backup settings such as scheduling, email notifications, Version Cleanup, and filters.
- Modify the default Task Name for easier identification if needed.

6. Start Backup:

- Click the "**Start Backup**" button to begin the backup task immediately.
- Alternatively, use the down-arrow button and select "**Later**" or "**After 1/2/4/6 hours**" to schedule the task for later execution.

Backup Public Cloud to Combined Cloud

CBackup can help you back up data from a Public Cloud to another Public Cloud.

1. Launch CBackup Web Client:

- Open the CBackup website and log in to your account.

2. Create Backup Task:

- Click on the "**Backup Task**" button on the left menu.
- Click "+" to create backup task.

3. Select Source:

- Click "**Add Source**" to select the cloud and directories you want to back up.
- Confirm by clicking "**OK**".

4. Select Destination:

- Click "**Add Destination**".
- Choose "**Combinded Cloud**" and click "**Next**".
- Select a combinded cloud and click "**OK**".
- If you haven't added any combinded cloud previously, click on "**New Combinded Cloud**" to add and combine clouds.

5. Configure Backup Settings:

- Optionally, configure backup settings such as scheduling, email notifications, Version Cleanup, and filters.

- Modify the default Task Name for easier identification if needed.

6. Start Backup:

- Click the "**Start Backup**" button to begin the backup task immediately.
- Alternatively, use the down-arrow button and select "**Later**" or "**After 1/2/4/6 hours**" to schedule the task for later execution.

Backup Versions Cleanup

After running a backup task multiple times, various backup versions are generated. To manage these versions efficiently, you can set up an automatic cleanup strategy in CBackup. This strategy helps in deleting redundant backup versions without the need for manual deletion. It's important to note that currently, this feature is supported only for Cloud Backup tasks: back up from a Public Cloud to another Public Cloud or a Combined Cloud.

Here's a guide on how to set up automatic version cleanup for backup tasks in CBackup:

1. Log in to CBackup Web Client:

- Access your CBackup account via the web client.

2. Access Backup Task Settings:

- When creating a backup task, click on "**Settings**" to open the Setting window.
- Alternatively, for an existing task, hover over the task in the Task list, click on the three-dot button, and then select "**Settings**" to open the Version Cleanup settings.

3. Choose Delete Strategy:

- **Keep all versions:** Retain all backup versions without automatic deletion.

- **Keep only 20 recent versions:** Retain the last 20 versions, automatically deleting the oldest version when the limit is exceeded. You can adjust the number according to your preference.
- **Keep versions within the last 30 days:** Retain versions from the last 30 days, automatically deleting older versions as needed. You can adjust the timeframe as per your requirements.

4. Confirmation:

- Click "**OK**" to confirm your selection.
- After the next backup, if the trigger condition (number of versions or days) is met, CBackup will automatically delete the specified versions based on your chosen delete strategy.

Schedule Backup

CBackup provides four scheduling modes: One-time, Daily, Weekly, and Monthly. These modes offer flexibility to suit your backup preferences. Once scheduled, your data will be automatically backed up at regular intervals or at specific times. For example, you can schedule backups from your local storage to CBackup Cloud daily, weekly, or monthly, or even for a one-time backup at a set time. The app will then handle the automated backup process seamlessly according to your chosen schedule.

Here's a step-by-step guide on how to set up scheduled backups:

1. Log in to CBackup:

- Log in and Access your CBackup account via the desktop app or web client.

2. Access Backup Task Settings:

- When creating a backup task, click on "**Settings**" to open the Setting window.
- For an existing task, hover over the task in the Task list, click on the three-dot button, and then select "**Settings**" to open the schedule settings.

3. Enable Backup Schedule:

- Tick the option "**Set a backup schedule for automated backup**".
- Choose Scheduled Mode:
 - **One time only:** Set a specific time to run the backup only once.
 - **Daily:** (a) Set a time point for the backup task to run once a day.
(b) Specify a time range for the day and choose the time interval (1-8 hours) within this range for the backup task to run at regular intervals.
 - **Weekly:** Choose a specific day of the week for the backup task to run.
 - **Monthly:** Select a specific day of the month for the backup task to run.

4. Save Configuration:

- Click "**OK**" to save the schedule configuration. The changes will be applied at the next scheduled backup.

Email Notification

During unattended operations, you might want to receive notifications about the outcomes of backup plans. This feature enables you to receive reports of the execution results via email, using an email address you specify.

Here's a step-by-step guide on how to set up email notification:

1. Log in to CBackup:

- Log in and Access your CBackup account via the desktop app or web client.

2. Access Backup Task Settings:

- When creating a backup task, click on "Settings" to open the Setting window.
- For an existing task, hover over the task in the Task list, click on the three-dot button, and then select "Settings" to open the schedule settings.

3. Enable Email Notification:

- Tick "**Enable email notifications for backup progress**" to enable the email notification.

4. Enter the email address where you wish to receive notifications.

- To ensure the accuracy of the email address and verify if notifications can be received, it's recommended to send a test email.

5. Click on the "**Advanced**" option to set conditions for triggering notifications:

- Send email notification when the backup is completed.
- Send email notification if the backup fails.

6. Click "**OK**" to save the changes. These settings will take effect during the next backup operation.

File Filter

Tailor your backup preferences with precision using the Filter Settings feature, allowing you to specify file inclusion/exclusion masks and folder exclusion rules for your tasks.

Here's a step-by-step guide on how to set up file filter:

1. Log in to CBackup:

- Log in and Access your CBackup account via the desktop app or web client.

2. Access Backup Task Settings:

- When creating a backup task, click on "Settings" to open the Setting window.
- For an existing task, hover over the task in the Task list, click on the three-dot button, and then select "Settings" to open the schedule settings.

3. Select File Filter and set the Filter type depending on your needs:

- **Backup all files:** Include all files without any filtering.
- **Exclude selected file types:** Specify file types to exclude during backup. Add filters by clicking **Add Filter**, enter the file type and format, then confirm. Edit or delete filters by selecting the corresponding options from the menu that appears when hovering over the entry.

Tips: Use the wildcard character * for flexible filtering, such as *.tmp, tmp, tmp, tmp, tmp, where * represents zero or more characters.

- **Include only selected file types:** Specify file types to include during backup, excluding all others. Follow the same rules for adding and managing filters as above.

4. Click **“OK”** to save the filter configuration. Changes will take effect during the next backup operation.

Backup Management

Backup Management encompasses various tasks to ensure the efficiency and reliability of your backup processes within CBackup. Here are some key actions you can take:

View Details

1. Click the backup task menu on the task page and select **Details** to check the task details page.
2. For cloud to cloud backup task, you can modify the task name.

Modify Settings

1. Navigate to the Backup Versions window by clicking a task menu on the task page and selecting Settings.
2. View and modify backup settings based on your need.

Backup Versions

1. Navigate to the Backup Versions window by clicking a task menu on the task page and selecting Versions.
2. View and manage backup versions, including deleting redundant versions if needed.

Task Deletion

1. From the task page, select the task menu and choose Delete.
2. Confirm the deletion in the prompt box that appears.

Note: Deleting a task will remove all associated backup files as well.

Restore

When create backup via CBackup, it will generate backup versions. Then, when you need these data, you can restore them via CBackup. Restoring backup files with CBackup is a straightforward process. Follow these steps to restore your files.

Restore Local data

1. Launch the CBackup desktop app and log in to your account.
2. Navigate to the Tasks section on the left panel.
3. Hover over the backup task you wish to restore and click the three-dot button, then select **"Restore"**.

Alternatively, you can select a specific version of the task to restore by clicking on the task, then selecting "Versions", and choosing the version you want to restore.

4. In the "Ready to Restore" window, select the backup version you want to restore.
5. Expand the root directory and choose the files or folders you want to restore under this version.
6. Choose the Restore Destination:
 - **Restore to original location:** Restores the files to their original path.
 - **Restore to other location:** Allows you to choose a different path or another cloud drive for the restored files. If selecting a new location, click **"Select"** to choose the target folder.
7. Customize restore settings such as Duplicate File Settings and Email Notification under **"Settings"**.
8. After configuring settings, click **"Start Restore"** to begin the restoration process.

Restore Cloud data

1. Log in to the CBackup web client as CBackup Desktop App does not support cloud-to-cloud backup restoration.
2. In the CBackup Web interface, go to Backup Tasks and select the desired backup task.
3. To restore the entire task, click the three-dot button next to the task and select "**Restore**".
Alternatively, select a specific version under "Versions" to restore.
4. Click "**Select Files**" to choose the backup version, then select the files or folders you wish to restore.
5. Choose the target cloud path for restoration:
 - **Restore to original location:** Restores files to their original location.
 - **Restore to new location:** Allows selection of a different path or another cloud drive.
If selecting a new location, click "**Select Path**" to choose the target path.
6. Click "Start to Restore" to initiate the restoration process.

Note: Ensure that there is sufficient free space on the destination cloud before starting the restoration process for smooth operation.

Restore Settings

Duplicate File

If you want to perform a restore operation under certain conditions, please set Duplicate File as follows,

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 handling methods with duplicate files during the restore process, after selecting, please Click "**OK**" .

- **Always keep the latest file:** When restoring, the 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 both files:** When restoring, the duplicate file will be renamed with a version time suffix. Example: Sample file (2019-12-12) .txt.

Email Notification

Select the Email Notification tab, and tick the Enable email notification to turn on email notification, so you can get the notification after restore.

Please refer to chapter Email Notification to check the configuration steps.

Sync

CBackup offers seamless synchronization of data between a local drive and a public cloud. It also supports synchronizing data from one cloud to another, providing robust protection against potential data loss. Unlike backup operations, synchronization directly updates the destination cloud drive, eliminating the need for a separate restore process.

Sync PC to Public Cloud

1. Launch CBackup Desktop App:

- Open the CBackup desktop app and log in to your account.

2. Create Sync Task:

- Click on the "Sync" button on the left menu.
- Select "Sync PC to Public Cloud" .

3. Select Files/Folders to Sync:

- On the sync task creation page, your local drives will be listed.
- Expand and tick the checkboxes next to the files/folders you want to sync.

4. Select Destination:

- The destination list will display all added Public Clouds.
- Choose a public cloud, unfold the directories and select the destination folder where you want to sync the data to.
- If you haven't added any clouds yet, click on "Add Cloud" to add the desired public cloud.

5. Configure Sync Settings:

- Optionally, configure backup settings such as scheduling, email notifications, and filters.

- Sync the deletions in source directory to destination: If you check this option, When files are deleted from the source directory, the same files in the destination directory will also be deleted.
- Modify the default Task Name for easier identification if needed.

6. Start Sync:

Click the "**Start Sync**" button to begin the backup task immediately.

Alternatively, use the down-arrow button and select "**Later**" to schedule the task for later execution.

Sync Public Cloud to Public Cloud

CBackup can also help you back up data from a Public Cloud to another Public Cloud.

1. Launch CBackup Web Client:

- Open the CBackup website and log in to your account.

2. Create Sync Task:

- Click on the "**Sync Tasks**" button on the left menu.
- Click "+" to create sync task.

3. Select Source:

- Click "**Add Source**" to select the cloud and directories you want to sync.
- Confirm by clicking "**OK**".

4. Select Destination:

- Click "**Add Destination**" to select the cloud and directories you want to sync to.
- Confirm by clicking "**OK**".

- If you haven't added any clouds previously, click on "Add Cloud" to add the desired public cloud.

5. Configure Backup Settings:

- Optionally, configure backup settings such as scheduling, email notifications, and filters.
- Sync the deletions in source directory to destination: If you check this option, when files are deleted from the source directory, the same files in the destination directory will also be deleted.
- Modify the default Task Name for easier identification if needed.

6. Start Sync:

- Click the "**Start Sync**" button to begin the backup task immediately.
- Alternatively, use the down-arrow button and select "**Later**" or "**After 1/2/4/6 hours**" to schedule the task for later execution.

Schedule Sync

CBackup also offers schedule modes for sync task. You can select a schedule mode according to your needs. After scheduling, data will be sync at a regular interval or simply for a special timing automatically.

Here's a step-by-step guide on how to set up scheduled sync:

1. Log in to CBackup:

- Log in and Access your CBackup account via the desktop app or web client.

2. Access Sync Task Settings:

- When creating a sync task, click on "**Settings**" to open the Setting window.

- For an existing task, hover over the task in the Task list, click on the three-dot button, and then select "**Settings**" to open the schedule settings.

3. Enable Sync Schedule:

- Tick the option "**Set a sync schedule for automated sync**".
- Choose Scheduled Mode:
 - **One time only**: Set a specific time to run the backup only once.
 - **Daily**: (a) Set a time point for the backup task to run once a day.
(b) Specify a time range for the day and choose the time interval (1-8 hours) within this range for the backup task to run at regular intervals.
 - **Weekly**: Choose a specific day of the week for the backup task to run.
 - **Monthly**: Select a specific day of the month for the backup task to run.

4. Save Configuration:

- Click "**OK**" to save the schedule configuration. The changes will be applied at the next scheduled sync.

Email Notification

In unattended operations, you may wish to be advised about the results of sync plans. This function can be used to send a report of the execution result to an email address you provide.

Here's a step-by-step guide on how to set up email notification:

1. Log in to CBackup:

- Log in and Access your CBackup account via the desktop app or web client.

2. Access sync Task Settings:

- When creating a sync task, click on "Settings" to open the Setting window.
 - For an existing task, hover over the task in the Task list, click on the three-dot button, and then select "Settings" to open the schedule settings.
3. Enable Email Notification:
- Tick "**Enable email notifications for backup progress**" to enable the email notification.
4. Enter the email address where you wish to receive notifications.
- To ensure the accuracy of the email address and verify if notifications can be received, it's recommended to send a test email.
5. Click on the "**Advanced**" option to set conditions for triggering notifications:
- Send email notification when the backup is completed.
 - Send email notification if the backup fails.
6. Click "**OK**" to save the changes. These settings will take effect during the next sync operation.

File Filter

Tailor your backup preferences with precision using the Filter Settings feature, allowing you to specify file inclusion/exclusion masks and folder exclusion rules for your tasks.

Here's a step-by-step guide on how to set up file filter:

1. Log in to CBackup:
 - Log in and Access your CBackup account via the desktop app or web client.
2. Access sync Task Settings:
 - When creating a sync task, click on "Settings" to open the Setting window.

- For an existing task, hover over the task in the Task list, click on the three-dot button, and then select "Settings" to open the schedule settings.

3. Select File Filter and set the Filter type depending on your needs:

- **Backup all files:** Include all files without any filtering.
- **Exclude selected file types:** Specify file types to exclude during backup. Add filters by clicking **Add Filter**, enter the file type and format, then confirm. Edit or delete filters by selecting the corresponding options from the menu that appears when hovering over the entry.

Tips: Use the wildcard character * for flexible filtering, such as *.tmp, tmp, tmp, tmp, tmp, where * represents zero or more characters.

- **Include only selected file types:** Specify file types to include during backup, excluding all others. Follow the same rules for adding and managing filters as above.

4. Click **"OK"** to save the filter configuration. Changes will take effect during the next sync operation.

Other Sync Settings

Sync the deletions in source directory to destination: If you check this option, When files are deleted from the source directory, the same files in the destination directory will also be deleted.

Sync Management

Modify Task Name

1. Click the sync task menu on the task page and select **Details** to check 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.

Sync Log

You can view all synchronization logs. you can view all the synchronization details of the task. CBackup will only keep the latest 30 logs for a sync task.

Task Deletion

1. Click the task menu on the task page and select **Delete**.
2. Select **OK** in the pop-up prompt box.

Deleting the synchronization task will not remove synced files in the target locations.

Download Sync

For the "Sync PC to Public Cloud" task, you can download synced data from cloud to the local location.

1. Move the cursor on the synchronization task, then click the three-dots icon, and then select Download to download the task.
2. Select the file you want to download.
3. Select a target log folder, then click Select Folder.
4. Click Start Download to download files.

Technical Support

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

For frequently asked questions, click [here](#) to view FAQ.

Feedback

1. Click the user's name in the navigation bar and select **Feedback** on CBackup web client. And click menu in the navigation and select **Feedback** on CBackup desktop app.
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**. Thank you so much for your feedback. We will continue to optimize our software to provide you with better experience!

Email Support

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

Vocabulary

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

- Backup: Creating a duplicate copy of data for future restoration purposes.
- Restore: Returning backed up data to its previous state.
- Sync: Ensuring data consistency across various locations.
- Backup Versions: Different states of data copies generated during backup tasks.
- Task: Operational unit within CBackup, such as backup or sync tasks.
- Local Drive: Data storage device directly connected to a computer.
- Public Cloud: Cloud service provider offering internet-based storage solutions.