

A-Click Backup Manager v7

Cloud File Backup & Restore Guide for Windows

Ahsay Systems Corporation Limited

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A wholly owned subsidiary of Ahsay Backup Software Development Company Limited HKEx Stock Code: 8290

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Revision History

Date	Descriptions	Type of modification
18 Sept 2016	First Draft	New
3 Feb 2017	Added instructions and screen shots for Encryption key handling in Ch. 4.1	New
28 Feb 2017	Added Encryption Type option in Ch. 5 Create a Backup Set section	New
5 Apr 2017	Added Backup Destination for Run-on-Server Backup Set related info; Added new Encryption Type option in Create a Backup Set section; Revised screen shot with larger field for entering backup sever IP at login	New / Modification

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1 Overview

What is this software?

Ahsay brings you specialized client backup software, namely AhsayACB, to provide a set of tools to protect your data on cloud storage. This includes backup and recovery of individual files with versioning and retention policy to protect your data on cloud storages.

System Architecture

Below is the system architecture diagram illustrating the major elements involved in the backup process among the Cloud Storage, AhsayACB and AhsayCBS.

In this user guide, we will focus on the software installation, as well as the end-to-end backup and restore process using both the AhsayACB (Client Agent) and AhsayCBS User Web Console (Agentless).



Why should I use AhsayACB or AhsayCBS User Web Console to back up my data on Cloud Storage?

We are committed to bringing you a comprehensive cloud storage backup solution with AhsayACB. Below are some key areas we can help making your backup experience a better one.





Setup is a few clicks away - our enhanced AhsayACB v7 can be easily downloaded and installed in just a few clicks. The refined user interface also provides user-friendly instructions to guide you through installation, configuration, backup and restore. The intuitive setup procedures together with instructions in this user guide makes the software installation and operations easy even for layman users. That being said, if you do run into any problems during setup, we are here to help out. Visit the URL below for details on technical assistance.

https://www.ahsay.com/jsp/en/contact/kbQuestion.jsp

Professional Services

AhsayACB Installation and Configuration Service

If you would like to save the time of reading through this document for setup, we have introduced this service to take care of all the installation and setup for you. On top of the installation and setup services, we also have a whole series of premium after-sales services to provide you with the best user experiences possible.

Valid Maintenance

Our Valid Maintenance provides you with professional and timely customer support along the way. You are entitled to the Valid Maintenance for free during the first year of your service subscription, and recurring annual fee at 20% of your annual subscription fee.

Refer to our Professional Services webpage for further details and subscription.



Selectable Backup Run Type

You can choose to either run the backup set you created on **Server** (AhsayCBS) or **Client** (AhsayACB).

The run type of a cloud file backup set can only be set if you create a backup set via the AhsayCBS Admin / User Web Console. For backup set created via the backup client application (i.e. AhsayACB), the run type is set to Run on Client by default.

Run on Server

A Run on Server cloud file backup set provides you with an agentless backup solution. Manual or scheduled backup job is performed on the backup server (i.e. AhsayCBS); you do not need to install a backup agent on your personal computer in order to backup your data on cloud storages.

What are the benefits?

Physical Machine not Required

Since the whole backup and restore process is done over the CBS server and therefore you do not need a physical machine at all.

Simplified Installation

Unlike agent-based backup, you do not need to install the client backup agent on your computer or upgrade it when a newer version becomes available.

Simplified Administration

With one software to manage (AhsayCBS, the backup server application), this allows administrator / user to manage backup and restore operations from a centralized console with lower time investment.

Compliance

Some organizations cannot install client agents due to regulatory requirements. An agentless solution allows for compliance during backup or restore.

Consistency and Recoverability

Backup client agent could interfere with the processing power of core applications of the machines that it is installed on. Run on Server cloud file backup job is performed on the backup server, which does not consume resources on client computer during a backup job.

The advantages of agentless backup technology make it a good option for administrators / users who want to simplify the backup and restore management.

Run on Client

A Run on Client cloud file backup set provides you with an agent-based backup solution. Manual or scheduled backup job is performed on the client computer (i.e. AhsayACB); you need to install a backup agent on your personal computer in order to back up your data on cloud storages.

What are the benefits?

Robustness

In the event of a failure to a single backup agent, it fails in isolation to other users' environment.

Industry standard requires minimal learning curve

Agent-based backup is the traditional backup approach that is well understood by most administrators and end users whom would only need minimal effort and time to understand the backup and restore process and operations.

Performance

Unlike an agentless backup, where backup / restore operations of all users are performed on the backup server which may have multiple jobs to run at the same time, resulting in slower performance. Agent-based backup is performed on your computer with resources that is dedicated for your own backup and restores.

The advantages of agent-based backup technology make it a good option for users who want to have more control on individual backup / restore and resources management.

With both **Run on Server** (agentless) and **Run on Client** (agent-based) backup options available and the freedom to use different setting on different backup sets according to your needs, our backup solution offers you with high level of flexibility and efficiency for cloud file backup and restore.

Differences between a Run on Server and Run on Client Backup Set

The following table summarizes the differences in backup options available for a Run on Server or Client cloud file backup set, and the tool to use (client agent or web console) when performing a backup and restore:

	Run on Server Cloud File Backup Set	Run on Client Cloud File Backup Set
General Settings	Yes	Yes
Backup Source	Yes	Yes
Backup Schedule	Yes	Yes
Continuous Backup	Yes	Yes
Destination	Yes (Restricted to AhsayCBS only)	Yes
In-File Delta	Yes	Yes
Retention Policy	Yes	Yes
Command Line Tool	N/A	Yes
Reminder	N/A	Yes
Bandwidth Control	Yes	Yes
IP Allowed for Restore	N/A	Yes
Other	Yes	Yes
To Run a Backup	AhsayCBS User Web Console Only	AhsayACB / AhsayCBS
To Run a Restore	AhsayCBS User Web Console Only	AhsayACB / AhsayCBS

Fast and Efficient

We understand that backup could be a time and resources consuming process, which is why AhsayACB is designed with advanced technologies to make backup a fast and efficient process.

We also understand that you may wish to run backup at a specified time interval of your choice, that's why we also allow you to set your own backup schedules so that you can take full control of the time when to perform backup.

- Multi-threading this technology utilizes the computing power of multiple CPU cores for creating multiple backup and restore threads to produce fast backup and restore performance.
- Block Level Incremental Backup this technology breaks down the backup files into multiple blocks and only the changed blocks will be backed up each time.

Centralized Management Console

Our enriched features on the centralized web console offers you a one-stop location for monitoring and managing your backup and restore, whether you are a system administrator or backup user. Below is an overview of what you can do with it.

- O Create backup set
- Restore backup
- Configure user settings
- Configure backup settings
- View and download backup and restore reports
- Monitor backup and restore live activities



Cloud Destinations Backup

To offer you with the highest flexibility of backup destination, you can now back up mail objects to a wide range of cloud storage destinations. Below is a list of supported cloud destinations.

Amazon S3	Amazon Cloud Drive	AWS S3 Cloud Storage	Google Cloud Storage
Google Drive	OneDrive	Microsoft OneDrive / OneDrive for Business	Rackspace
OpenStack	Microsoft Azure	Dropbox	FTP
SFTP			

Cloud backup gives you two major advantages:

- Cloud to Cloud Backup you can back up your data on cloud storage to another cloud destination of your choice. This gives you an extra layer of protection in the event of a local drive corruption, where you will still be able to retrieve data from the cloud destination.
- Eliminate Hardware Investment with the increasingly affordable cloud storage cost, you can deploy on cloud platform and utilize cloud storage as your centralized data repository, or simply expand your cloud storage as a backup destination without having to invest on hardware.

Note

Cloud destination backup applies only to agent-based backup sets. The backup destination is restricted to AhsayCBS for all agentless backup sets.



High Level of Security

We understand the data on your cloud storage may contain sensitive information that requires to be protected, that is why your backup data will be encrypted with the highest level of security measure.

- Un-hackable Encryption Key to provide the best protection to your backup data, you can turn on the encryption feature which will be default encrypt the backup data locally with AES 256-bit truly randomized encryption key.
- Encryption Key Recovery Furthermore, we have a backup plan for you to recover your encryption key in case you have lost it. You backup service provider can make it mandatory for you to upload the encryption key to the centralized management console, the encryption key will be uploaded in hashed format and will only be used when you request for a recovery.

1.1 About This Document

What is the purpose of this document?

This document aims at providing all necessary information for you to get started with setting up your system for Cloud File backup and restore, followed by step-by-step instructions on creating backup set, running backup job and restoring backed up data, using both the AhsayACB and AhsayCBS Web User Console.

The document can be divided into 3 main parts.

Part 1: Preparing for Cloud File Backup & Restore

Requirements

Requirements on hardware & software for installation

Best Practices and Recommendations Items recommended to pay attention to before backup and restore

Part 2: Performing Cloud File Backup

Logging in to Client Agent or User Web Console Log in to AhsayACB or User Web Console

Creating a Backup Set Create a backup set using AhsayACB and User Web Console

Running a Backup Set

Run a backup set using the AhsayACB and User Web Console

Configuring an Automated Backup Configure backup schedule for automated backup

Part 3: Restoring Cloud File Backup

Restoring a Backup Set using AhsayACB & User Web Console Restore a backup using the AhsayACB and User Web Console

What should I expect from this document?

After reading through this documentation, you can expect to have sufficient knowledge to set up your system to backup data on Cloud storage using AhsayACB and User Web Console, as well as to carry out an end-to-end backup and restore process.

Who should read this document?

This documentation is intended for backup administrators and IT professionals who are responsible for the Cloud File backup and restore.

2 Preparing for Backup and Restore

2.1 Hardware Requirement

To achieve the optimal performance when AhsayACB is running on your machine, refer to the following article for the list of hardware requirements. FAQ: Ahsay Hardware Requirement List (HRL) for version 7.3 or above

2.2 Software Requirement

Refer to the following article for the list of compatible operating systems and application versions.

FAQ: Ahsay Software Compatibility List (SCL) for version 7.3 or above

2.3 Other Requirement and Recommendation

Ensure that the following requirements are met:

AhsayACB Installation

Make sure that AhsayACB is installed on a computer with Internet access for connection to the cloud storage.

Access for AhsayCBS User Web Console

It is now possible to perform agentless backup and restore, which can be done via the AhsayCBS User Web Console without using the AhsayACB client agent. In order to access the User Web Console, make sure you have Internet connection and a web browser installed on your computer or mobile device.

Backup Quota Requirement

Make sure that your AhsayACB user account has sufficient quota assigned to accommodate the storage for the Cloud File backup. Contact your backup service provider for details.

2.4 Best Practices and Recommendations

The following are some best practices or recommendations we strongly recommend you to follow before you start any Cloud File backup and restore.

Temporary Directory Folder Location (For backup and restore running on AhsayACB only)

Temporary directory folder is used by AhsayACB for storing backup set index files and any incremental or differential backup files generated during a backup job. To ensure optimal backup/restoration performance, it is recommended that the temporary directory folder is set to a local drive.

• Performance Recommendations

Consider the following best practices for optimized performance of the backup operations:

- Schedule backup jobs when system activity is low to achieve the best possible performance.
- Perform test restores periodically to ensure your backup is set up and performed properly. Performing recovery test can also help identify potential issues or gaps



in your recovery plan. It's important that you do not try to make the test easier, as the objective of a successful test is not to demonstrate that everything is flawless. There might be flaws identified in the plan throughout the test and it is important to identify those flaws.

3 Login to AhsayACB / Ahsay CBS User Web Console

3.1 Login to AhsayACB

1. Login to the AhsayACB application user interface.

For client installation on Windows, double click the AhsayACB desktop icon to launch the application.

Q AhsayACB			- (X C
		E CONTRACTOR	English 🗸 🗸	
	Q AhsayACB			
	Login name			
	acb			
	Password			
	•••••			
	Save password			
	Forgot password			
	Show advanced option	ОК		

- 2. Enter the Login name and Password of your AhsayACB account.
- 3. Click **Show advanced option** to configure the **Backup Server** and **Proxy** details if necessary.
- 4. Click **OK** afterward to login to AhsayACB.

3.2 Login to the AhsayCBS Web Console

1. Login to the AhsayCBS web console at

https://backup_server_hostname:port

Note: Contact your service provider for the URL to connect to the web console if necessary.

G AhsayCBS		English	► 👱
	Login Name acb		
	Forgot Password		
	Remember my login name		
			?

- 2. Enter the Login Name and Password of your AhsayACB account.
- 3. Click **Login** afterward to login to the web console.

4 Creating a Cloud File Backup Set

4.1 Create a Cloud File Backup Set in AhsayACB

1. In the AhsayACB main interface, click **Backup Sets**.



- 2. Create a Cloud File backup set by clicking the "+" icon next to **Add new backup set**.
- 3. Enter a **Name** for your backup set and select **Cloud File Backup** as the **Backup set type**.

Q AhsayACB	-		×
Create Backup Set			
create Backap Set			
Name			
Client Run Cloud File Backup			
Backup set type			
Cloud File Backup			
File Backup			
Cloud File Backup			
IBM Lotus Notes Backup			
O MS Windows System Backup			
	Next Can	cel He	lp

4. Select the **Cloud type** of the cloud storage that contain the data that you want to backup:

Q AhsayACB	_		×
Create Backup Set			
Name			
Client Run Cloud File Backup			
Backup set type			
Cloud File Backup			
Cloud type			
🔼 Google Drive 🗸			
Amazon Cloud Drive			
🎁 Amazon S3			
🔐 AWS S3 Compatible Cloud Storage			
O Google Cloud Storage			
🔼 Google Drive			
📒 Microsoft Azure			
OneDrive			
📥 OneDrive for Business 🗸			
Nex	kt Cano	el H	elp

- 5. Depending on the cloud type you have selected, you will be prompted to enter the cloud service login details in either way below.
 - Enter the login details on the current page in AhsayACB, then click Test to validate your account information. A confirmation text Test completed successfully shows when AhsayACB is connected to the cloud service successfully. If you need to route through proxy server to access the Internet, enable the Access the Internet through proxy checkbox to configure the settings.

AhsayACB	- 0			2
	Create Rackup Set			
	Cleate Dackup Set			
	Name			
	Client Run Cloud File Backup			
	Backup set type			
	Cloud File Backup			
	Cloud type			
	🔋 Amazon 53 🗸 🗸			
	Access Key ID			
	AKIAI2L3GSB4OCOSG7GO			
	Secret Access Key			
	•••••			
	Bucket Name			
	ahsay-0073060326593			
	Access the Internet through proxy			
	/ Test completed successfully			
	V rest completed successiony			
			1	
	Next Cancel He	In		
		чр L		



-OR-

browser).

Click Test to get redirected to the login page of the cloud service provider on your default browser, then enter the login details there. Click Allow to permit AhsayACB to access the cloud storage. Copy and paste the code generated by the cloud service provider to AhsayACB where you will be prompted to enter, then click OK to confirm.

 Ahsay would like to: 	
View and manage the files in your Google Drive 🕕	
By clicking Allow, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other Account Permissions at any time.	
Deny Allow	
Cloud File Backup	
In the browser, log in (if necessary), and click the "Allow" button to authorize this app. You will then be presented with an authorization code. Please copy the authorization code and paste it here to continue.	
4/JmJzSeXouOBo6voetrF73vC0KtC22_iII3ozWzM7abw	
б	Cance

ensure that the pop-up tab / window is not blocked (e.g. pop-up blocker in your

Q AhsayACB			-		×
Folders	Backup S	Size Date modified 15,755 08/23/2016 16:14 15,755 08/23/2016 16:15 15,755 08/23/2016 16:14			
B CloudBacko B L Destination B L L Misc B C L Temporary Store	Ø File3.rtf Ø File3.rtf Ø File5.rtf Ø File6.rtf Ø File8.rtf Ø File9.rtf	15,755 08/23/2016 16:14 15,755 08/23/2016 16:14 15,755 08/23/2016 16:14 15,755 08/23/2016 16:14 15,755 08/23/2016 16:15 15,755 08/23/2016 16:15 15,755 08/23/2016 16:15 15,755 08/23/2016 16:15			
Show files		Items per page 50 ♥ Page 1/1	~		
		Previous Next	Can	icel H	elp

6. In the **Backup Source** menu, select the folder / files that you would like to backup.

Enable the **Show files** checkbox at the bottom left corner if you would like to choose individual file for backup. Click **Next** to proceed when you are done with the selection.

AhsayACB			
Folders	Backup Sourc	Size Date modified	
G Google Drive Ahsay → Alta 205375656 → Diocks → 2016-09-05-17 ⊕ 2016-09-05-17 ⊕ 1 logs ⊕ 3 and 3584300741187 ⊕ 3 and 3584300741187 ⊕ 3 and 3584300741187 ⊕ 1 and 3584300741187 ⊕ 2 and 358430074187 ⊕ 2 and 3584300747 ⊕ 2 and 35847	✓ index-50.j00.100.15679b86665.cgz ✓ index.b2b.2400.15679b86665.cgz ✓ index.xml.3ef.15679b86666.cgz	1 KB 05/09/2016 17:40 1 KB 05/09/2016 17:40 1 KB 05/09/2016 17:40	
✓ Show files	ltems per pa	age 50 V Page 1/1 V	
		Previous Next	Cancel Help

7. In the **Schedule** menu, configure a backup schedule for backup job to run automatically at your specified time interval. Click **Add new schedule** to add a new schedule, then click **Next** to proceed afterward.

AhsayACB		
	Schedule	
	Run scheduled backup for this backup set On Existing schedules Add new schedule	
	Previous Next Cance	el Help

Configure the backup schedule settings on this page, then click **OK** when you are done with the settings, then click **Next** to proceed.

AhsayACB		
	New Backup Schedule	
	Name Daily-1	
	Type Daily 🖌	
	Start backup at	
	Stop until full backup completed	
	Run Retention Policy after backup	
		OK Cancel Help
		Previous Next Cancel Help

8. In the **Destination** menu, select a backup destination where the backup data will be stored. Click the "+" icon next to **Add new storage destination / destination pool**.

• AhsayACB	-		×
Destination			
Backup mode Sequential Existing storage destinations Add new storage destination / destination pool			
Previous Next	Cancel	He	p
Note			
For more details on Backup Destination, refer to the following KB article for de https://forum.ahsay.com/viewtopic.php?f=186&t=14049	etails:		

- 9. Select the storage type.
 - Single storage destination the entire backup will be uploaded to one single destination you selected under the Destination storage drop-down list. By default, the destination storage is selected as CBS.

Q AhsayACB		- • ×
New Storage Destination / Destination Pool		
Name		
CBS		
Туре		
 Single storage destination 		
O Destination pool		
Destination storage		
CBS 🗸		
]	OK Cancel	Help
Previous N		



Destination pool – the backup will be spread over on the destinations you have selected. Enter a Name for the destination pool and then click Add new storage destination to the pool to select the desired storage destinations.

New Storage Destination / Destination Pool Name DestinationPool-1 Type Single storage destination Destination pool Add the cloud (e.g. Google Drive or Dropbox) or local storage that you would like to pool together for backup. You can always add more storage to this pool in the future. Existing storage destinations in the pool Add new storage destination to the pool
OK Cancel Help

You can choose a storage combination of the Local/Mapped drive/Removable Drive, Cloud storage or FTP. Click **OK** to proceed when you are done with the settings.

If you have chosen the Local/Mapped Drive/Removable Drive option, click Change to browse to a directory path where backup data will be stored, then click Test to validate the path. Test completed successfully shows when the validation is done.

СГАНЗВУАСЬ		
	New Storage Destination For The Pool	
	New Storage Destination For The Foor	
	Name	
	Local-1	
	Destination storage	
	Local / Mapped Drive / Removable Drive	
	Local path	
	Change	
	Test	
		OK Cancel Help

If you have chosen the Cloud Storage, click **Test** to log in to the corresponding cloud storage service.

AhsayACB		
N	ew Storage Destination For The Pool	
Na	ame	
G	ioogleDrive-1	
De	estination storage	
	Google Drive	
	Trad	
	Test	
Sig	gn up for Google Drive	
	OK Cancel	Help
		Help

If you have chosen the FTP as the destination, enter the Host, Username and Password details.

AhsayACB	
New Storage Destination For The Pool	
Name	
FTP-1	
Destination storage	
FTP FTP V	
Host Port	
Username	
Password	
(optional) FTP directory to store backup data (default to ~/AhsayCS)	V)
Connect with SSL/TLS (explicit only)	J
Access the Internet through proxy	-
	OK Cancel Help
	Previous Next Cancel Help

10. You can add multiple storage destinations. The backup data will be uploaded to all the destinations you have selected in the order you added them. Press the icon to alter the order. Click **Next** to proceed when you are done with the selection.



11. In the Encryption window, the default **Encrypt Backup Data** option is enabled with an encryption key preset by the system which provides the most secure protection.

	Encryption	
Encrypt Backup Data On		
Encryption Type		
Default		
Custom		

You can choose from one of the following three Encryption Type options:

- Default an encryption key with 44 alpha numeric characters will be randomly generated by the system
- User password the encryption key will be the same as the login password of your AhsayACB at the time when this backup set is created. Please be reminded that if you change the AhsayACB login password later, the encryption keys of the backup sets previously created with this encryption type will remain unchanged.

Custom – you can customize your encryption key, where you can set your own algorithm, encryption key, method and key length.

	Encrypt	ion	
Encrypt Backup Data On Encryption Type Custom Algorithm AES			
Encryption key			
Re-enter encryption key			

Method CBCB OCBC			
Key length 128-bit 256-bit			

Note: For best practice on managing your encryption key, refer to the following KB article. <u>https://forum.ahsay.com/viewtopic.php?f=169&t=14090</u>

Click Next when you are done setting.

12. If you have enabled the Encryption Key feature in the previous step, the following popup window shows, no matter which encryption type you have selected.

	Encryption	
Encrypt Backup Dat On Encryption Type	a	
You a sat Pleas	are advised to write this encryption key down on paper and keep it in fe place. You will need it when you need to restore your files later. se confirm that you have done so.	
● ● Unm	eeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	
		Copy to clipboard Confirm

The pop-up window has the following three options to choose from:

Unmask encryption key – The encryption key is masked by default. Click this option to show the encryption key.



- Copy to clipboard Click to copy the encryption key, then you can paste it in another location of your choice.
- > **Confirm** Click to exit this pop-up window and proceed to the next step.
- 13. Enter the **Domain Name / Host Name**, **User Name** and **Password** of the Windows account that will be running the backup.

Q AhsayACB	-	
Windows User Authe	entication	
Windows oser / den	Includion	
Domain Name (e.g. Absay.com) / Host Name		
local		
User name		
Administrator		
Password		
••••••		
	Dravious Novt Ca	ncol Holp
	Previous Next Ca	ncer Heip

Note: This menu will only be displayed for backup set with backup schedule configured (for installation on Windows).

14. Click **Next** to create the backup set.



4.2 Create a Cloud File Backup Set on the Web Console

- 1. Log in to the User Web Console according to the instructions in Login to the AhsayCBS User Web Console.
- 2. Click the **User** icon on the User Web Console landing page.



3. Select **Backup Set** from the left panel, then create a Cloud File backup set by clicking the circular "+" icon under **Manage Backup Set**.



4. Select Cloud File Backup as the Type, and enter a Name for the backup set.

	V	2

- 5. On the same menu under **Run on**, select **Server** to create a run on server (agentless backup) backup set or **Client** to create a run on client (agent-based backup) backup set.
 - Server If you choose to run the backup set on the CBS server, you won't be able to back up, restore or manage your backups on the AhsayACB once the backup set is created.
 - Client If you choose to run the backup set on the AhsayACB, you won't be able to back up, restore or manage your backups on the AhsayCBS Web Management Console once the backup is created.

⊙ Server ◯ Client	

Notes

- 1. This setting **CANNOT** be altered once the backup set is created. If you wish to change the backup method later, you will have to create a new backup set and start over the configurations again.
- For backup sets created in Run-on-Server backup type, the backup destination is restricted to AhsayCBS by default and cannot be altered. If you wish to back up to other destinations, backup sets should be created in Run-on-Client backup type instead.
- Select the cloud storage that contains the data that you want to backup under Backup From. Click Test afterward to authenticate AhsayCBS / AhsayACB to access the cloud storage.

Backup From	
Google Drive	*
Test	

IMPORTANT

The authentication request will be opened in a new tab / window on the browser, ensure that the pop-up tab / window is not blocked (e.g. pop-up blocker in your browser).

7. Click Allow to permit access the cloud storage.

	- /	Ahsay woul	d like to:		
4	View and mana	ge the files in y	your Google Drive	9	i
By clickir with their other Ac	ng Allow, you allow t r respective terms of count Permissions at	his app and Goog service and prive any time.	le to use your inform acy policies. You ca	nation in acc n change th	cordance is and
		,	Denv	Α	llow

Enter the **Authentication code** returned on the web console to complete the authentication setup.

Backup From Google Drive	
Authorization code HI3CXNI3N0HCQjmgjM291ha_94PgzxC6HnNm6DA Text	

8. In the **Backup Source** menu, select the folder / files that you would like to backup.

Soogle Drive ∎ Ahsay		File	Size	Last Modified	
E 🖌 🗋 Backup Source		File1.rtf	15.4M	2016-08-23 16:14:42	
CloudBacko	✓	File10.rtf	15.4M	2016-08-23 16:15:10	
Jesunation Misc	✓	File2.rtf	15.4M	2016-08-23 16:14:45	
My Documents	\checkmark	File3.rtf	15.4M	2016-08-23 16:14:48	
Temporary Store	✓	File4.rtf	15.4M	2016-08-23 16:14:51	
	✓	File5.rtf	15.4M	2016-08-23 16:14:55	
	✓	File6.rtf	15.4M	2016-08-23 16:14:57	
	✓	File7.rtf	15.4M	2016-08-23 16:15:00	
	✓	File8.rtf	15.4M	2016-08-23 16:15:04	
	✓	File9.rtf	15.4M	2016-08-23 16:15:07	

9. In the **Schedule** menu, configure a backup schedule for backup job to run automatically at your specified time interval. Click **Add** to add a new schedule, then click **Next** to proceed afterward.

10. For **Run on Client** Cloud File backup set, select a predefined backup destination where the backup data will be stored. Click the "+" icon under **Predefined Destination**.

IMPORTANT

The **Destination** menu will only be displayed for **Run on Client** Cloud File backup set. For **Run on Server** Cloud File backup set, the destination will automatically be set to the backup server (AhsayCBS), the destination is not configurable.

If you would like to create a **Run on Client** Cloud File backup set with a standard backup destination, please create the backup set via the AhsayACB user interface instead.

Select the corresponding predefined destination, and then click **Add**. Click **Next** to proceed afterward.

If you would like to choose other backup destination other than the Predefined Destination, proceed to the next step without making any setting here. You will have to compelete this backup set creation first, then log in to the AhsayACB and configure the backup destination from there. For further details, refer to <u>Appendix A Setting Backup</u> <u>Destination on AhsayACB for Backup Created on User Web Console</u>.

11. In the Encryption section, the default **Encrypt Backup Data** option is enabled with an encryption key preset by the system which provides the most secure protection. You can choose from one of the following three Encryption Type options:

Α	dd New Backup Set				
	Encryption				
I	Encrypt Backup Data				
	Encryption Type				
	Default (Machine Generated Random) 🔻				
	Default (Machine Generated Random)				
	User Password Custom				

- Default (Machine Generated Random) an encryption key with 44 alpha numeric characters will be randomly generated by the system
- User password the encryption key will be the same as the login password of your AhsayACB at the time when this backup set is created. Please be reminded that if you change the AhsayACB login password later, the encryption keys of the backup sets previously created with this encryption type will remain unchanged.
- Custom you can customize your encryption key, where you can set your own algorithm, encryption key, method and key length.

Note: For best practice on managing your encryption key, refer to the following KB article: <u>https://forum.ahsay.com/viewtopic.php?f=169&t=14090</u>

Click the green **and a** icon at the bottom right corner to confirm the backup schedule once you finish setting.

12. Click the icon at the bottom right corner to confirm creating this backup set.



5 Overview of Cloud File Backup

The following steps are performed during a cloud file backup job:

Run on Server Cloud File Backup



Run on Client Cloud File Backup



6 Running a Backup

6.1 Start a Manual Backup in AhsayACB

1. Click the **Backup** icon on the main interface of AhsayACB.



2. Select the backup set which you would like to start a backup for.

AhsayACB			
Please Select The Backup Set To Bac	:ku	р	
Cloud File Backup Owner: Newly created on Saturday, September 17, 2016 16:27	-		
Cloud File Client Run Cloud File Backup Owner: Newly created on Saturday, September 17, 2016 16:52			
Previous Next	Cancel	He	elp

- 3. If you would like to modify the In-File Delta type, Destinations and Retention Policy Settings, click **Show advanced option**.
- 4. Click **Backup** to start the backup.

6.2 Start a Manual Backup on the User Web Console

- 1. Log in to the User Web Console according to the instructions in Login to the AhsayCBS User Web Console.
- 2. Click on the User icon.



3. Select **Backup Set** from the left panel, then select **Backup** under **Execute Job** drop down menu.

User Profile	Managa Baskup Sat			
Backup Set	manage backup Set			
Settings	+ 💼 🗠			
Report	Name	Туре	Version	Execute Job
Statistics	Server Run Cloud File Backup			Backup 🔽 Run 🕼
Effective Policy	Client Run Cloud File Backup			

Click Run.

- 4. Modify the In-File Delta type and Retention Policy setting if necessary.
- 5. Click **Run Backup** to start the backup job.
- 6. When a backup job is running, the status **Backup is Running** will be displayed. Click **Stop** to stop the backup job if necessary.

User Profile	Manage Backup Set Q		
Backup Set	Manage Backup Set		
Settings	+		
Report	Name	Type Version	Execute Job
Statistics	Server Run Cloud File Backup	-	Backup is Running Stop
Effective Policy	Client Run Cloud File Backup		



6.3 Configure Backup Schedule for Automated Backup in AhsayACB

1. Click the **Backup Sets** icon on the AhsayACB main interface.



2. Select the backup set that you want to create a backup schedule for.

AhsayACB		
	Backup Sets	
Cloud File	Client Run Cloud File Backup Owner: STEVEN-TSE Newly created on Thursday, 22 September 2016 17:40	
Add		
		Close Help

3. Click **Backup Schedule**, switch on the **Run scheduled backup for this backup set** button and click **Add new schedule**.

AhsayACB	
Client Run Cloud File	Schedule
General	Run scheduled backup for this backup set Off
Source	
Backup Schedule	
Destination	
Reminder	
Others	
Delete this backup set	Save Cancel Help

4. Configure the backup schedule settings, then click **OK** to proceed.

O AhsayACB	
Client Run Cloud File Schodulo	
New Backup Schedule	
Name Daily-1	
Туре	
Daily Start backup at	
until full backup completed 👻	
Run Retention Policy after backup	
	OK Cancel Help
Delete this backup set	Save Cancel Help

5. Click **Save** to confirm your settings.

6.4 Configure Backup Schedule for Automated Backup on the Web Console

1. Click on the **User** icon on the main page of the User Web Console.



- 2. Select **Backup Set** from the left panel, then click on the corresponding backup set.
- 3. Click on **Backup Schedule**, then the "+" icon under **Manage schedule** to create a new backup schedule.
- 4. Click the icon and then the icon to confirm the setting.

7 Restoring with a Cloud File Backup Set

7.1 Restore with AhsayACB

Login to the AhsayACB application according to the instruction provided in the chapter on Login to AhsayACB.

1. Click the **Restore** icon on the main interface of AhsayACB.



2. Select the backup set that you would like to restore from.

Q AhsayACB	- 🗆	×
Please Select The Backup Set To Res	store	
Cloud File Backup Cloud File Backup Owner: Newly created on Saturday, September 17, 2016 16:27		
Cloud File Backup Owner: Newly created on Saturday, September 17, 2016 16:52		
	Cancel He	lp

3. Select the backup destination that contains the data that you would like to restore.



4. Select to restore from a specific backup job, or the latest job available from the **Select** what to restore drop down menu.

Q AhsayACB				-		×
Select Wat to restore Choose from files as of job Folders I cocal-1 Colored Source	OUR File Og/17/2016 ↓ Og/17/2016 ↓ V € File1.rtf V € File2.rtf V € File2.rtf V € File2.rtf V € File2.rtf V € File3.rtf V € File3.rtf V € File3.rtf V € File3.rtf V € File3.rtf V € File3.rtf V € File3.rtf	S TO E	Se Restore 0.02320161 15,755 08/23/20161 15,755	ed 5:14 5:14 5:14 5:14 5:14 5:15 5:15 5:15 7:15		
Search						
			Previous	t Cancel	Hel	р

5. Select **Restore to local computer** if you want to restore the backed up data to the location computer.

AhsayACB						- 🗆	×
	Select Yc	our Files	s То Ве	e Res	tored		
	Choose from files as of job	♥ 09/17/2016 ♥	Latest 🖌				
	Folders	Na V S File1.rrf V File2.rrf V File3.rrf V File4.rrf V File5.rrf V File5.rrf V File5.rrf V File5.rrf V File5.rrf V File5.rrf	me	Size 15,755 0 15,755 0 15,755 0 15,755 0 15,755 0 15,755 0 15,755 0 15,755 0 15,755 0 15,755 0 15,755 0 15,755 0 15,755 0	Date modified 8/23/2016 16:14 8/23/2016 16:15 8/23/2016 16:14 8/23/2016 16:14 8/23/2016 16:14 8/23/2016 16:14 8/23/2016 16:15 8/23/2016 16:15 8/23/2016 16:15		
	Restore to local compute	r Ng	ltems per pa	age 50 🗸	Page 1/1 🗸		
				Previous	5 Next	Cancel H	elp

Click **Next** to continue.

6. If **Restore to local computer** is enabled, browse to the corresponding directory path on the local computer that you want the data to be restored to.

Q AhsayACB			-		<
Choose Where	The Files	To Be R	estore	be	
			00001		
Restore files to					
E:\Restore Destination			Browse		
		Previous	Next Cance	I Help	1



-OR-

If **Restore to local computer** is disabled, select **Original location** to restore the data to the original directory path on the cloud storage, or **Alternate location** to restore to the data to an alternate path on the cloud storage.

Q AhsayACB	– 🗆 X
Choose Where The Files To Be Re	estored
Restore files to Original location Alternate location 	Change
Previous	Next Cancel Help

Click **Change** to browse to the alternate path on the cloud storage.

Important: Data can only be restored to a local computer, or to the original cloud storage that the data was backed up from (e.g. same cloud storage provider and same account). You cannot restore the data to a different cloud storage (e.g. a different cloud storage provider or different account)

7. Select the temporary directory for storing temporary files.

Q AhsayACB	-	- 🗆	×
Temporary Directory			
Temporary directory for storing restore files			
C:\Users\Administrator\temp	Browse		
Previous	Next	ancel	Help

8. Click Restore to start the restoration.



Important: Data of a *Run on Server* Cloud File backup set can only be restored via the AhsayCBS web console.

Refer to the chapter on <u>Restore with the AhsayCBS Web Console</u> for instruction on how to restore data for a **Run on Server** Cloud File backup set.

7.2 Restore with the AhsayCBS Web Console

Login to the web console according to the instruction provided in the chapter on <u>Login to the</u> <u>AhsayCBS Web Console</u>.

Note: Data of a **Run on Server** Cloud File backup set can only be restored via the AhsayCBS web console.

1. Click on the **User** icon.

Monitoring		
🔃 Backup / Restore		
R User	Run Direct	
		?

2. Select **Backup Set** from the left panel, then select **Restore** under **Execute Job** drop down menu.

User Profile	Managa Paakun Sat		
Backup Set	Manage Backup Set		
Settings	+ 🖿 🗠		
Report	Name	Type Version	Execute Job
Statistics	Server Run Cloud File Backup	-	Restore 🔽 Run
Effective Policy	Client Run Cloud File Backup	-	-

Click Run

3. Select to restore from a specific backup job, or the latest job available from the **Select What To Restore** drop down menu.

oose from files as of job 💌 🛛 2016-	-09-17 🔽 Latest	~			
G AhsayCBS					
- Backup Source		File	Size	Last Modified	
		🗋 File1.ntf	637.1k	2016-08-23 16:14:42	
		File10.rtf	637.1k	2016-08-23 16:15:10	
		File2.rtf	637.1k	2016-08-23 16:14:45	
		File3.rtf	637.1k	2016-08-23 16:14:48	
		🗋 File4.rtf	637.1k	2016-08-23 16:14:51	
		🗋 File5.rtf	637.1k	2016-08-23 16:14:55	
		🗋 File6.rtf	637.1k	2016-08-23 16:14:57	
		File7.rtf	637.1k	2016-08-23 16:15:00	
		🗋 File8.rtf	637.1k	2016-08-23 16:15:04	
		🗋 File9.rtf	637.1k	2016-08-23 16:15:07	



4. Select **Original location** to restore the data to the original directory path on the cloud storage, or **Alternate location** to restore to the data to an alternate path on the cloud storage

Restore File Explorer				
Restore File To				
Original location				
Alternate location				
Overwrite file				
	÷	ç	X	?



Expand the	directory r	path to	browse to	the a	alternate	location	on the	cloud	storage.

Original location				
Alternate location				
Google Drive				
+ Ahsay				
+ Backup Source				
+ CloudBacko				
+ Destination				
+ Misc				
+ My Documents				
+ Ronnie				
+ Temporary Store				

Important: Data can only be restored to the original cloud storage that the data was backed up from (e.g. same cloud storage provider and same account).

- 5. Click the conto start the restoration.
- 6. You will see the status showing **Restore is Running** when the restore is in progress.

8 Technical Assistance

To contact Ahsay support representatives for technical assistance, visit the following website: <u>https://www.ahsay.com/jsp/en/contact/kbQuestion.jsp</u>

Also use the Ahsay Knowledge Base for resource such as Hardware Compatibility List, Software Compatibility List, and other product information: <u>https://forum.ahsay.com</u>

9 **Documentation**

Documentations for all Ahsay products are available at:

https://www.ahsay.com/jsp/en/home/index.jsp?pageContentKey=ahsay_downloads_documen tation guides

You can send us suggestions for improvements or report on issues in the documentation, by contacting us at:

https://www.ahsay.com/jsp/en/contact/kbQuestion.jsp

Please specify the specific document title as well as the change required/suggestion when contacting us.

Appendix

Appendix A Setting Backup Destination on AhsayACB for Backup Created on User Web Console

You need to read the instructions below only if you:

- > Have created a backup set on AhsayCBS User Web Console; AND
- > Selected the backup set to Run on Client; AND
- Have not selected any Predefined Destination in the backup creation process on the User Web Console

-OR-

Have selected a Predefined Destination in the backup creation process on User Web Console but wish to add additional backup destination other than the predefined destination

- 1. Log in to AhsayACB according to the instructions in Login to AhsayACB.
- 2. In the AhsayACB main interface, click **Backup Sets**.



3. Click the backup set which you wish to add backup destination to.



4. Click the **Destination** menu on the left side, then click the **Add** button on the right to add backup destination.

AhsayACB	
Client Run Cloud Bac	Destination
General Source Backup Schedule	Backup mode Sequential Existing storage destinations Add new storage destination / destination pool
	^ v
Reminder Others	
Delete this backup set	Save Cancel Help

- 5. Select the storage type.
 - Single storage destination the entire backup will be uploaded to one single destination you selected under the Destination storage drop-down list. By default, the destination storage is selected as CBS.

AhsayACB		- • ×
	New Storage Destination / Destination Pool	
	Name	
	CBS	
	Type	
	Single storage destination	
	O Destination pool	
	Destination storage	
	CBS ✓	
	OKCancel	Hein
	Previous Next Cancel	Help

 Destination pool – the backup will be spread over on the destinations you have selected. Enter a Name for the destination pool and then click Add new storage destination to the pool to select the desired storage destinations.

New Storage Destination / Destination Real
New Storage Destination? Destination Foor
Name
DestinationPool-1
Туре
○ Single storage destination
 Destination pool
Add the cloud (e.g. Google Drive or Dropbox) or local storage that you would like to pool together for backup. You can always add more storage to this pool in the future.
Existing storage destinations in the pool
+ Add new storage destination to the pool
OK Cancel Help
Previous Next Cancel Help

You can choose a storage combination of the Local/Mapped drive/Removable Drive, Cloud storage or FTP. Click **OK** to proceed when you are done with the settings.

If you have chosen the Local/Mapped Drive/Removable Drive option, click Change to browse to a directory path where backup data will be stored, then click Test to validate the path. Test completed successfully shows when the validation is done.

C Ansayace	- • ×
New Storage Destination For The Pool	
Name	
Local-1	
Destination storage	
Local / Mapped Drive / Removable Drive 🖌	
Local path	
Change	
Test	
OK Cancel	Help
Previous: Next Cancel	Help

If you have chosen the Cloud Storage, click **Test** to log in to the corresponding cloud storage service.

AhsayACB		×
	New Storage Destination For The Pool	
	Name	
	GoogleDrive-1	
	Destination storage	
	Coogle Drive	
	Tart	
	Sign up for Google Drive	
	OK Canc	el Help
	Previous Next Carr	el Help

If you have chosen the FTP as the destination, enter the Host, Username and Password details.

Q AhsayACB	
New Charges Destination Fac The Deal	^
New Storage Destination For The Pool	
Name	
FTP-1	
Destination storage	
FTP FTP	
Host Port	
Username	
Processed	
Password	
(optional) FTP directory to store backup data (default to ~/AhsayCSV)	
Connect with SSL/TLS (explicit only)	
Access the Internet through proxy	~
	OK Cancel Help
Previous	Next Cancel Help

6. You can add multiple storage destinations. The backup data will be uploaded to all the destinations you have selected in the order you added them. Press the victor to alter the order. Click **Next** to proceed when you are done with the selection.

Q AhsayACB			-	- C]	\times
	Destination					
Backup mode Sequential Existing storage destinations CBS Host: 10.1.0.20:443 Image: Cost of the second secon						
		Previous	Next	Cancel	Help	