

Ahsay Online Backup Manager v8 Cloud File Backup & Restore Guide for Windows

Ahsay Systems Corporation Limited

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Revision History

Date	Descriptions	Type of modification
23 September 2020	Updated Periodic Data Integrity Check (PDIC) diagram in Ch. 5	Modifications
25 January 2021	Updated screenshot in Ch. 2.8; Updated login steps in Ch. 3; Updated Periodic Data Integrity Check (PDIC) diagram in Ch. 5	Modifications
7 April 2021	Updated Ch. 5; Added sub-chapters for the detailed process diagrams in Ch. 5.1, 5.2, 5.2.1, 5.2.2 and 5.3	New / Modifications
25 May 2021	Added requirement in Ch. 2.12; Added Limitations in Ch. 2.14 and added notes for Periodic Data Integrity Check (PDIC) Process in Ch. 5.1	New
11 October 2021	Updated login instructions in Ch. 3	Modifications

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1 Overview

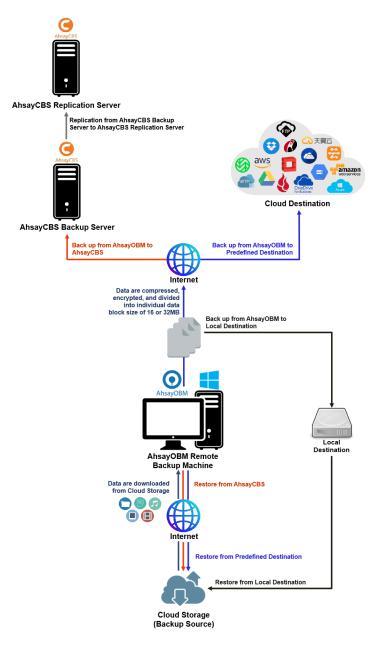
1.1 What is this software?

Ahsay brings you specialized client backup software, namely AhsayOBM, that allows you to back up your data stored on the cloud storage to either the AhsayCBS backup server, another cloud or predefined storage, and local destination. This provides set of tools that include backup and recovery of individual files with versioning and retention policy to protect your data on cloud storages.

1.2 System Architecture

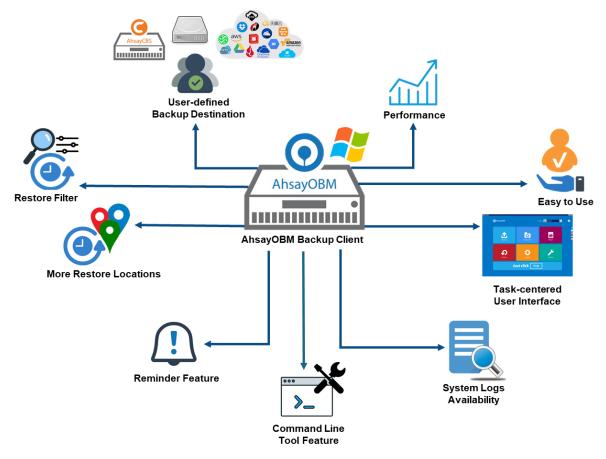
For agent-based backup and restore, the AhsayOBM initiates connection to the cloud storage (backup source) through the internet via the deployed backup agent on the customer's site.

Below is the system architecture diagram illustrating the major elements involved in the backup and restore process using the AhsayOBM Run on Client (Agent-based) backup configuration.



1.3 Why should I use AhsayOBM (Agent-based) Solution to back up my cloud data?

We are committed to bringing you a comprehensive Run on Client (Agent-based) cloud backup and recovery solution with AhsayOBM. Below are some key areas that we can help to make your backup experience a better one.



User-defined Backup Destination

Backup users have more options in assigning a backup destination (i.e. AhsayCBS, Cloud or Predefined destinations, and standard and local destination).

Performance

Agent-based backup is performed on a physical machine or computer with resources that is dedicated for backup and restore operations. Once the backup client is deployed on the machine, the user have more control on the hardware which affects the overall backup and restore performance.

Easy to Use

Agent-based backup solution has a traditional backup approach that is well understood by most administrators and end users who would only need minimal effort and time to understand the backup and/or restore operations.

Task-centered User Interface

Agent-based backup solution make it a good option for users to have more control on the individual backup/restore and resources management.

System Logs Availability

System logs for data integrity check and space freeing up results is accessible for the end users and can be reviewed anytime. Unlike with the agentless backup where system logs will only be available upon request from the backup service provider.

Command Line Tool

Agent-based backup solution has a feature that allows user to configure a pre and/or post-backup command which can be an operating system level command, script or batch file, or third-party utilities that will run before and/or after a backup job.

Reminder Feature

With the agent-based backup, a reminder feature is provided which will display a backup confirmation dialog box that will prompt user to run a backup job during machine log off, restart or shut down when enabled.

More Restore Locations

Agent-based backup offers you three (3) restore locations such as the local machine, original location (or the cloud storage where you backed up them), and alternate location (which is through the same cloud storage but on a different folder).

Restore Filter

Agent-based backup has a restore filter feature which allows users to easily search directories, files, and/or folders to restore.

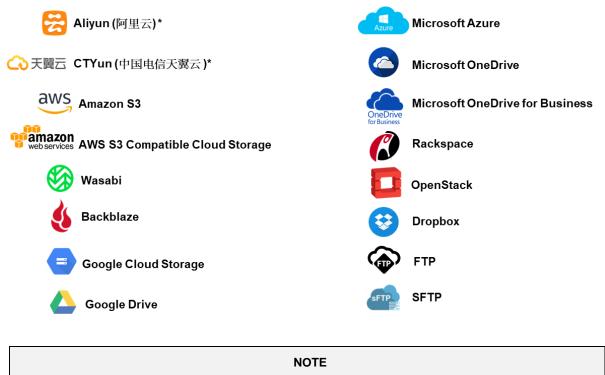
High Level of Security

We understand that the data on your cloud storage may contain sensitive information that requires to be protected, that is why we ensure that 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, the encryption feature which will default encrypt the backup data locally with an AES 256-bit 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. Your 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.

Cloud Destinations Backup

By default, the AhsayCBS is set as the storage destination in creating a cloud file backup set. However, you may add another storage destination(s) as provided by your backup service provider. Below is a list of supported cloud destinations:



For more details, please contact your backup service provider.

Run on Client

A Run on Client Cloud File Backup Set provides you with an agent-based backup solution. Manual, scheduled, or continuous backup job is performed on the client computer. A backup agent needs to be installed on the client machine in order to back up your data on cloud storage(s).

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

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

Features/Functions	Run on Client Cloud File Backup Set	Run on Server Cloud File Backup Set
General Settings	\checkmark	\checkmark
Backup Source	\checkmark	\checkmark
Backup Schedule	\checkmark	\checkmark
Continuous Backup	AhsayOBM / AhsayACB for Windows only	\checkmark
Destination	AhsayCBS, Predefined Destinations, Standard and Local	AhsayCBS or Predefined Destinations only
Multiple Destinations	\checkmark	×
In-File Delta	\checkmark	\checkmark
Retention Policy	\checkmark	\checkmark
Command Line Tool	AhsayOBM for Windows only	×
Reminder	AhsayOBM / AhsayACB for Windows only	*
Restore Filter	\checkmark	×
Bandwidth Control	\checkmark	\checkmark
IP Allowed for Restore	\checkmark	*
System Logs of Data Integrity Check and Space Freeing Up	\checkmark	×
Others	\checkmark	\checkmark
To Run a Backup	AhsayOBM / AhsayACB	AhsayCBS User Web Console only
To Run a Restore	AhsayOBM / AhsayACB / AhsayOBR	AhsayCBS User Web Console only

Aside from the backup options, the table below shows other operations that can be performed using client agent and web console:

Features/Functions	Run on Client Cloud File Backup Set	Run on Server Cloud File Backup Set
Data Integrity Check	\checkmark	\checkmark
Space Freeing Up	\checkmark	\checkmark
Delete Backup Data	✓	\checkmark
Decrypt Backup Data	\checkmark	×

NOTE:

For more details on the Run on Server backup option, please refer to the following guide: AhsayCBS v8 User Guide – Cloud File Run on Server (Agentless) Backup and Restore Guide

1.4 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 Run on Client Cloud File backup and restore, followed by step-by-step instructions on a creating a backup set, running a backup and restoring backup data using the AhsayOBM client.

The document can be divided into three (3) main parts.

Part 1: Preparing for Cloud File Backup & Restore

Requirements Requirements on hardware & software installation

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

Part 2: Performing a Cloud File Backup

Logging in to AhsayOBM client Log in to AhsayOBM

Creating a Backup Set Create a backup set using AhsayOBM

Running a Backup Set Run a backup set using AhsayOBM

Part 3: Restoring a Cloud File Backup

Restoring a Backup Set using AhsayOBM client Restore a backup set using AhsayOBM

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 the client agent, 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 running AhsayOBM on your machine, refer to the following article for the list of hardware requirements. FAQ: Ahsay Hardware Requirement List (HRL) for version 8.1 or above

2.2 Software Requirement

Refer to the following article for the list of compatible operating systems and application version. FAQ: Ahsay Software Compatibility List (SCL) for version 8.1 or above

2.3 Antivirus Exclusion Requirement

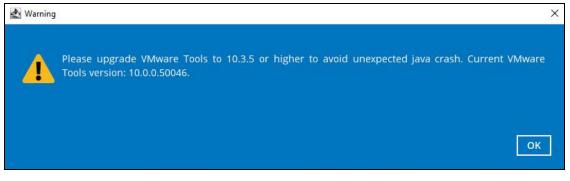
To optimize performance of AhsayOBM on Windows, and to avoid conflict with your antivirus software, refer to the following KB article for the list of processes and directory paths that should be added to all antivirus software white-list / exclusion list.

FAQ: Suggestion on antivirus exclusions to improve performance of Ahsay software on Windows

2.4 Upgrade VMware Tools Requirement

To avoid unexpected java crash, if the Windows machine is a guest VM hosted on a VMware Host, then it is highly recommended that the VMware Tools version installed on the guest VM is 10.3.5 or higher.

Below is the warning message that will be displayed if the version of the VMware Tools is earlier than 10.3.5.



For more information about the upgrade of VMware Tools, refer to the following article. <u>ISSUE: AhsayOBM / ACB crash when performing backup or restore on a VMware virtual</u> <u>machine with VMware Tools pre-10.0.5 installed</u>

2.5 Internet / Network Connection

In order to allow access to the cloud storage, an internet connection must be available on the computer where the AhsayOBM is installed.

2.6 Valid AhsayOBM User Account

A valid AhsayOBM user account is required before you can log in to the AhsayOBM client.

2.7 Ahsay License Requirements

Licenses

The Cloud File Backup module is included in the basic AhsayOBM license. There is no limit on the number of Cloud File backup sets in an AhsayOBM user account.

For more details, please contact your backup service provider.

2.8 Add-on Module Requirements

In-File Delta

The In-File Delta add-on module must be added on the AhsayOBM user account if you would like to use this feature.

NOTE This add-on module must be enabled on the AhsayOBM user account. Please contact your backup service provider for details.

For AhsayOBM user account

User Profile	General Backup Client Settings	Contact User Group	Authentic	ation
Backup Set	Settings of the client backup agent for this	s user.		
Settings				
Report	Backup Client			
Statistics	AhsayOBM User AhsayACB User	ser		
Effective Policy	Add-on Modules			
	Microsoft Exchange Server		a de la compañía de l	Microsoft SQL Server
	MySQL Database Server		0	Oracle Database Server
	Lotus Domino		Lotus.	Lotus Notes
	Windows System Backup		O	Windows System State Backup
	UMware Guest VM V		a a a a a a a a a a a a a a a a a a a	Hyper-V Guest VM V 0
	Microsoft Exchange Mailbox		F	ShadowProtect System Backup
	NAS - QNAP		Syn	NAS - Synology
	Mobile (max. 10)		C	Continuous Data Protection
	Volume Shadow Copy		✓ ▲	In-File Delta
	OpenDirect / Granular Restore	0	1	Office 365 Backup
	MariaDB Database Server			

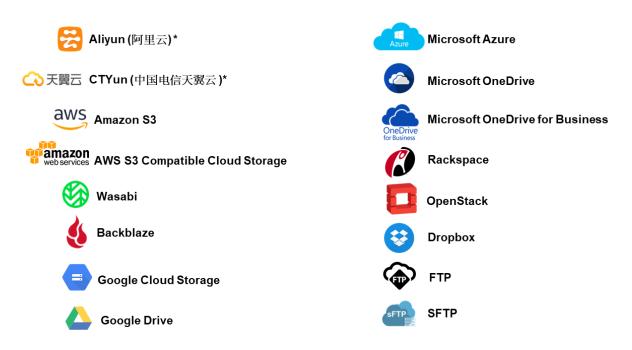
2.9 Backup Quota Requirement

Make sure that your AhsayOBM user account has sufficient quota assigned to accommodate the storage for the cloud file backup set(s) and retention policy.

2.10 Cloud Sources

The AhsayOBM Run on Client (Agent-based) Backup Solution supports the following cloud sources to back up as provided by your backup service provider:





2.11 Login Credentials to Cloud Storage

To allow access to the cloud storage (backup source) in performing a backup, make sure to have the correct login credentials to the cloud storage service.

2.12 Network Bandwidth

10 Mbps or above connection speed.

2.13 Best Practices and Recommendations

The following are some best practices and recommendations we strongly recommend you follow for optimized backup and restore performance:

Backup Destination

To provide maximum data protection and flexible restore options for agent-based backup, it is recommended to configure:

- At least one offsite or cloud destination
- At least one local destination for fast recovery

Temporary Directory Folder Location

Temporary directory folder is used by the AhsayOBM 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

 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 backed up properly. Performing recovery test can also help identify potential issues or gaps in your recovery plan. It is 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, but to discover faults in your recovery plan. There might be flaws identified in the plan throughout the test and it is important to identify those flaws.

Bucket Management for Enterprise Cloud Storage Providers

If you have chosen to back up files from an enterprise cloud storage (e.g., Amazon S3, Wasabi, Microsoft Azure, Google Cloud Storage, etc.), you will have to select a bucket name during the creation of cloud file backup set. Each bucket has a single compartment, and an access key is associated with a single bucket. Therefore, each backup set can back up one bucket.

For account with multiple buckets, the backup should be organized into one bucket per backup set. For best practice, make sure to assign one bucket name per backup set so you can ensure that you are selecting the correct file(s) to back up.

2.14 Limitations

For backup source selection:

 It is currently not possible to select the entire contents of the Cloud drive. Existing top level folders and/or files must be selected individually. If you need to back up the contents of the entire Cloud drive, then all top level folders and/or files must be selected.

Folders	Name Backup Sector Normality Normali	Size Date modif	
용- 🖉 🔜 Work Files	 ✓ ▲ vSAN-hosts.png ✓ ▲ vm_workstation_01.png ✓ ▲ was_admin.png 	281KB 03/05/2021 1 281KB 03/05/2021 1 281KB 03/05/2021 1	1:34



2. If there are any top level folders and/or files added to the Cloud drive after the backup set is created, they will not be added in the backup source automatically. The backup set will have to be manually updated to include the new top level folders and/or files before they can be backed up.

Example:

If the "Latest version" and "New updates" folders were created after the creation of the backup set, and the contents of these folders must be backed up, then you must manually select these folders to be included in the backup.

Cloud File Backup Set	Backup Source		
General	Folders	Name	Size Date modified
Source Backup Schedule Destination Show advanced settings	Image: Control of the second seco	 New updates New updates Test Files SAN-hosts.png SAN-hosts.png<!--</td--><td>0 ♥ Page 1/1 ♥</td>	0 ♥ Page 1/1 ♥
Delete this backup set			Save Cancel Help

3. If there are any top level folders and/or files which have been deleted from the Cloud drive since the last backup job, they will not be removed from the backup source automatically. The backup set will have to be manually updated to unselect the deleted top level folders and/or files. Otherwise, the backup job will be completed with warnings.

Example:

The following files were backed up but subsequently deleted from the top level backup source of the Cloud drive: **was_admin.png**, **vm_workstation_01.png**, **vSAN-hosts.png**. The next backup job will encounter the following warnings until these deleted files are unselected from the backup source.

The deleted files are highlighted in red on the backup source to indicate that they no longer exist on the Cloud storage account.

Cloud File Backup Set	Backup Source		
General	Folders	Name	Size Date modified
Source	📴 🗹 📴 Test Files 👜 🖉 📑 Work Files	Work Files wr_workstation_01.png sAN-hosts.png	
Backup Schedule		✓ was_admin.png	
Destination			
Show advanced settings			
	Show files	Items per page 50	✔ Page 1/1 ✔
Delete this backup set		Sa	ve Cancel Help

Backup log

[2021/05/07 17:38:00] [warn] [1619158570719] Backup source "was_admin.png" does not exist ! [2021/05/07 17:38:00] [cbs] [1619158570719] warn,"Backup source \"was_admin.png\" does not exist !",0,0,0,,, [2021/05/07 17:38:00] [warn] [1619158570719] Backup source "vm_workstation_01.png" does not exist ! [2021/05/07 17:38:00] [cbs] [1619158570719] warn,"Backup source \"vm_workstation_01.png\" does not exist !",0,0,0,,, [2021/05/07 17:38:00] [warn] [1619158570719] Backup source "vSAN-hosts.png" does not exist ! [2021/05/07 17:38:00] [cbs] [1619158570719] Backup source "vSAN-hosts.png" does not exist !

3 Logging in to AhsayOBM

Starting with AhsayOBM v8.5.0.0 there are several login scenarios depending on the setting of the account you are using. The different scenarios will be discussed below:

- Login without 2FA
- Login with 2FA using authenticator app
- Login with 2FA using Twilio

3.1 Login to AhsayOBM without 2FA

1. Log in to the AhsayOBM application user interface. Double click the AhsayOBM desktop icon to launch the application.



2. Enter the Login name and Password of your AhsayOBM account then click OK to login.

	English	~
AhsayOBM		
Login		
Login name Password	_	
Save password		
Show advanced option	ок	

3. After successful login, the following screen will appear.



3.2 Login to AhsayOBM with 2FA using authenticator app

1. Log in to the AhsayOBM application user interface. Double click the AhsayOBM desktop icon to launch the application.



2. Enter the Login name and Password of your AhsayOBM account then click OK to login.

	English
O AhsayOBM	
Login Login name	
Password	
Show advanced option	ок

- 3. One of the two authentication methods will be displayed to continue with the login:
 - Push Notification and TOTP when using Ahsay Mobile app
 - TOTP only
 - If Ahsay Mobile app was configured to use Push Notification and TOTP then there are two 2FA modes that can be used:
 - Push Notification (default)

Push notification is the default 2FA mode. Accept the login request on Ahsay Mobile to complete the login.

Two-Factor Authentication

Please approve notification request in one of registered Authenticator App.

. Waiting for response (00:04:36)

Authenticate with one-time password

Example of the login request sent to the Ahsay Mobile app.

	🕽 Ahsay Mobile
9	AhsayOBM VinCloudFile
	Authorization Request
	Proceed authorization request for WinCloudFile
	REJECT ACCEPT

TOTP

However, if push notification is not working or you prefer to use one-time passcode, click the Authenticate with one-time password link, then input the one-time passcode generated by Ahsay Mobile to complete the login.

Two-Factor Authentication	
Please approve notification request in one of	of registered Authenticator App.
* Waiting for response (00:02:57)	
Alternatively, input the one-time passcode §	generated in your Authenticator App.
0 8 5 8	3 9 (00:00:22)

Example of the one-time passcode generated in Ahsay Mobile.



TOTP only

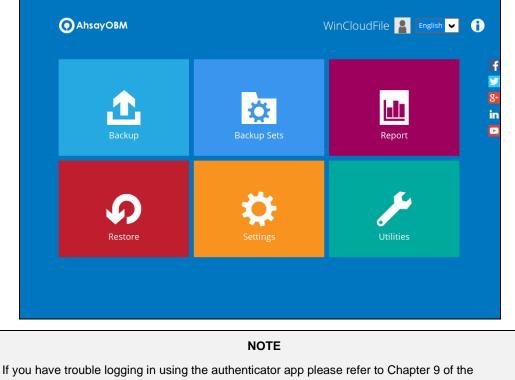
Enter the one-time passcode generated by the authenticator app to complete the login.

Two-F	actor A	Authen	ticatio	n		
Enter one	-time pass	code gene	erated fror	n authenti	cator app	
6	3	4	3	5	6	(00:00:18)

Example of the one-time passcode generated in the third party authenticator app Microsoft Authenticator.



4. After successful login, the following screen will appear.



3.3 Login to AhsayOBM with 2FA using Twilio

1. Log in to the AhsayOBM application user interface. Double click the AhsayOBM desktop icon to launch the application.



2. Enter the Login name and Password of your AhsayOBM account then click OK to login.

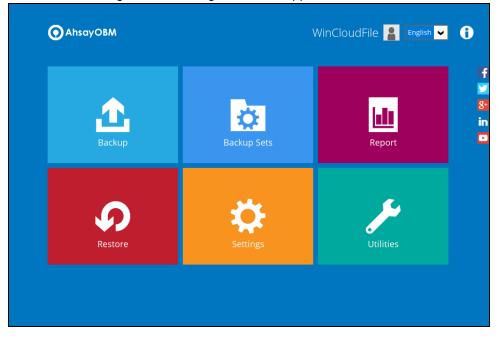
	English 🗸
Login Login name Password	
Save password	
Show advanced option	ок

3. Select your phone number.

Two-Factor Authentication	
Please select phone number to receive passcode via SMS message to continue login.	
C Philippines (+63) - *****6123	
Switzerland (+41) - *****4731	
	Cancel Help

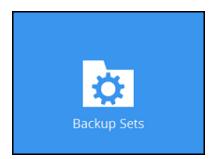
4. Enter the passcode and click **Verify** to login.

5. After successful login, the following screen will appear.



4 Creating a Cloud File Backup Set

1. In the AhsayOBM main interface, click the following icon.



2. Create a Cloud File backup set by clicking the "+" icon next to Add new backup set.

0	AhsayOBM		- • ×
	Backup Set	S	
		Sort by	
		Creation Time 🖌	
+	Add new backup set		
		Close	e Help

3. Enter a Name for your backup set and select Cloud File Backup as the Backup set type.

0	AhsayOBM	_ D X
Creat	e Backup Set	
Client Run Cloud File Backup		
Backup set type		
File Backup	~	
File Backup	<u>^</u>	
Cloud File Backup		
IBM Lotus Domino Backup	=	
Lotus, IBM Lotus Notes Backup		
MS Exchange Server Backup		
MS Exchange Mail Level Backup MS SQL Server Backup		
MS SQL Server Backup MS Windows System Backup		
Windows System Backup	V V	
	Next Can	cel Help

4. Select the **Cloud type** of the cloud storage that contains the data that you want to back up. For example, Google Drive.

O AhsayOBM	_ D X
Create Backup Set	
Name Client Run Cloud File Backup Backup set type Cloud File Backup Cloud File Backup Google Drive Google Drive Google Cloud Storage Google Drive Microsoft Azure OneDrive OneDrive OneDrive OneDrive OneDrive OneDrive OneDrive ConeDrive C	
	Next Cancel Help

- 5. Depending on the cloud type you have selected, you will be prompted to enter the cloud service login details.
- 6. Click **Test** to get redirected to the login page of the cloud service provider on your default browser, then enter the login details there.

 AhsayOB 	M X
Create Bac	-kup Set
Name	
Client Run Cloud File Backup	
Backup set type	_
Cloud File Backup 🗸	
Cloud type	
🦲 Google Drive 🗸	
Test	
	Next Cancel Help

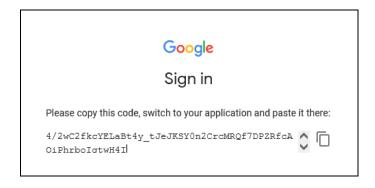
NOTE

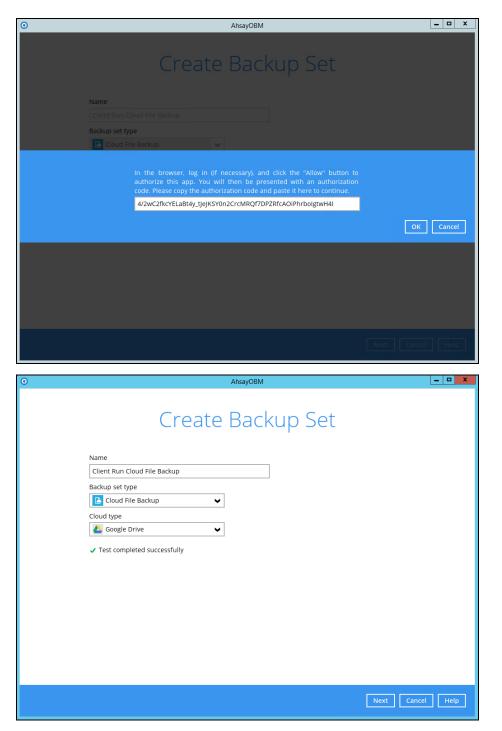
The authentication request will be opened in a new tab or window. Ensure that the pop-up window is not blocked, and pop-up blocker is disabled in your browser.

7. Click **Allow** to permit AhsayOBM to access the cloud storage.

G Sign in with Google
Ahsay wants to access your Google Account 1 testgdrive2019@gmail.com
This will allow Ahsay to:
See, edit, create, and delete all of your Google (i) Drive files
Make sure you trust Ahsay
You may be sharing sensitive info with this site or app. Learn about how Ahsay will handle your data by reviewing its privacy policies . You can always see or remove access in your Google Account .
Learn about the risks
Cancel Allow

8. Copy and paste the code generated by the cloud service provider to AhsayOBM where you will be prompted to enter, then click **OK** to confirm.

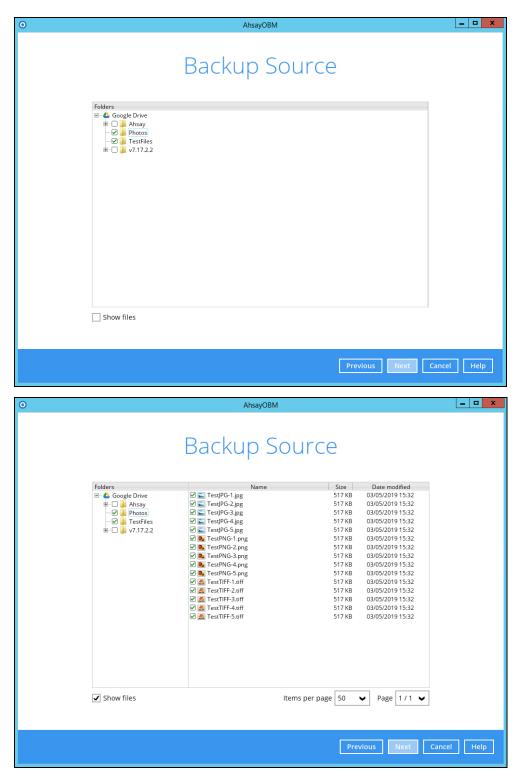




9. In the **Backup Source** menu, select the files and/or folders that you would like to back up.

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

NOTE: There are limitations in selecting files and/or folders in the backup source menu. For further details, please refer to <u>Ch. 2.13 Limitations</u>.



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

0	AhsayOBM	- 0 X
	Schedule	
	Run scheduled backup for this backup set	
	Existing schedules	
	+ Add new schedule	
	Previous Next Cano	el Help

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

0		-	D X	
	New Backup Schedule Name Daily-1 Type Daily Start backup at 20 Stop			
	until full backup completed Run Retention Policy after backup OK Cancel		Help	
	Previóùs Next Cancel		Help	

In the New Backup Schedule window, configure the following backup schedule settings.

- **Name** the name of the backup schedule.
- **Type** the type of the backup schedule. There are four (4) different types of backup schedule: Daily, Weekly, Monthly and Custom.

• **Daily** – the time of the day or interval in minutes/hours when the backup job will run.

Name					
Daily-1					
Туре					
Daily	~				
Start ba	ckup				
at	✓ 15 •	• : 00	•		
Stop					
until fu	III backup	complete	ed 🗸		

 Weekly – the day of the week and the time of the day or interval in minutes/hours when the backup job will run.

New Backup Schedule
Name
Weekly-1
Type
Backup on these days of the week
Start backup
Stop
until full backup completed 🖌
Run Retention Policy after backup

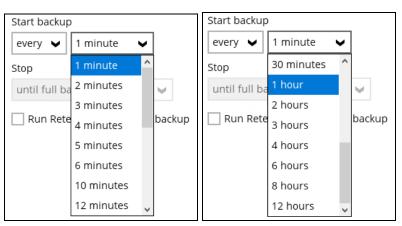
• **Monthly** – the day of the month and the time of the day when the backup job will run.

New Backup Schedule
Name
Monthly-1
Type Monthly
Backup on the following day every month
● Day Last ♥
🔿 First 🖌 Sunday 🖌
Start backup at
23 \checkmark : 00 \checkmark on the selected days
Stop
until full backup completed 🖌
Run Retention Policy after backup

Custom – a specific date and the time when the backup job will run.

New Backup Schedule
Name
Custom-1
Type Custom V Backup on the following day once 2020 July V 30 V
Start backup at
Stop
until full backup completed 🖌
Run Retention Policy after backup

- Start backup the start time of the backup job.
 - at this option will start a backup job <u>at a specific time</u>.
 - every this option will start a backup job in intervals of minutes or hours.



Here is an example of backup set that has a periodic and normal backup schedule.

New Backup Schedule	New Backup Schedule
Name	Name
Weekly-1	Weekly-2
Type Weekly 🖌	Type Weekly 🖌
Backup on these days of the week	Backup on these days of the week
Sun 🖌 Mon 🖌 Tue 🖌 Wed 🖌 Thu 🖌 Fri 🗌 Sat	🖌 Sun 🔄 Mon 🔄 Tue 🔄 Wed 🔄 Thu 🔄 Fri 🖌 Sat
Start backup	Start backup
every V 4 hours V	at 🖌 21 🖌 : 00 🗸
Stop	Stop
until full backup completed 🖌	until full backup completed 🖌
🗹 Run Retention Policy after backup	Run Retention Policy after backup

Figure 1.1

Figure 1.2

Figure 1.1 – Periodic schedule every 4 hours Monday - Friday during business hours

Figure 1.2 – Normal schedule run at 21:00 or 9:00 PM on Saturday & Sunday during weekend non-business hours

- **Stop** the stop **time** of the backup job. This only applies to schedules with start backup "at" and is not supported for periodic backup schedule (start backup "every")
 - until full backup completed this option will stop a backup job once it is complete. This is the configured stop time of the backup job by default.
 - after (defined no. of hrs.) this option will stop a backup job after a certain number of hours regardless of whether the backup job has completed or not. This can range from 1 to 24 hrs.

The number of hours must be enough to complete a backup of all files in the backup set. For small files in a backup, if the number of hours is not enough to back up all files, then the outstanding files will be backed up in the next backup job. However, if the backup set contains large files, this may result in partially backed up files.

For example, if a backup has 100GB file size which will take approximately 15 hours to complete on your environment, but you set the "stop" after 10 hours, the file will be partially backed up and cannot be restored. The next backup will upload the files from scratch again.

The partially backed up data will have to be removed by running the data integrity check.

As a general rule, it is recommended to review this setting regularly as the data size on the backup machine may grow over time.

 Run Retention Policy after backup – if enabled, the AhsayACB will run a retention policy job to remove files from the backup destination(s) which have exceeded the retention policy after performing a backup job.

Click the [OK] button to save the configured backup schedule settings.

Multiple backup schedules can be created, as an example; the four types of backup schedules may look like the following.

Schedule
Run scheduled backup for this backup set On
Existing schedules
Daily-1 Daily (Everyday at 15:00)
Weekly-1 Weekly - Saturday (Every week at 23:00)
Monthly-1 Monthly - The Last Day (Every month at 23:00)
Eustom-1 Custom (07/30/2020 at 23:59)
Add

Click the Next to proceed

12. 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**.

•	AhsayOBM	- D X
	Destination	
	Backup mode Sequential Existing storage destinations Add new storage destination / destination pool	
	Previous Next Cancel	Help

13. Select the Destination storage.

0	
	New Storage Destination / Destination Pool
	Name
	AhsayCBS
	Destination storage
	G AhsayCBS
	G AhsayCBS
	Local / Mapped Drive / Network Drive / Removable Drive
	ConeDrive
	FTP FTP
	OK Cancel Help
	Deviliant March Connel Hale

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 / Network Drive / Removable Drive option, click Change to browse to a directory path where backup data will be stored. Check "This share requires access credentials" if credentials are needed to access the directory

path. Click **Test** to validate the path, **Test completed successfully** shows when the validation is done.

0	-		x
New Storage Destination / Destination Pool			
Name			
Local-1			
Destination storage			
Local / Mapped Drive / Network Drive / Removable Drive 🖌			
Path (Input local / network address or click [Change])			
Change			
This share requires access credentials			
Test			
	_		
OK Cance		Help	
Previous Next Cance		Help	

• If you have chosen to store the backup files in another Cloud Storage, click **Test** to log in to the corresponding cloud storage service.

0			x
Ν	New Storage Destination / Destination Pool		
	lame		
_	OneDrive-1		
D'	estination storage		
	ConeDrive		
C	Access the Internet through proxy		
	Test		
Si	ign up for OneDrive		
	OK	Help	
	Previoùs Next Cancel	Help	

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

0				- 🗆 X
	Name			^
	FTP-1			
	Destination storage			
	FTP FTP	~		
	Host	Port		
	Username			
	Password			
	(optional) FTP directory to store backup data (defa	ult to ~/Ahsay)		
	Connect with SSL/TLS (explicit only)			
	Access the Internet through proxy			
	Test			~
			OK Cancel	Help
				Help

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

0	_ D X
Destination	
Backup mode Sequentia Image: Sequential one Image: Sequential on	
	Previous Next Cancel Help

15. 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	
User password Custom	

You can choose from one of the following three (3) Encryption Type options:

- **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 AhsayOBM at the time when this backup set is created. Please be reminded that if you change the AhsayOBM 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 V Algorithm AES V			
Encryption key			
Re-enter encryption key			
Method ECB CBC Key length 128-bit 256-bit			

16. If you have enabled the Encryption Key feature in the previous step, the following pop-up window shows, no matter which encryption type you have selected.

Encryption	
Encrypt Backup Data On Encryption Type Default	
You are advised to write this encryption key down on paper and keep it in a safe place. You will need it when you need to restore your files later Please confirm that you have done so.	
•••••• Unmask encryption key	
	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.

V			
	You are advised to write this encryption key down on paper and keep it in a safe place. You will need it when you need to restore your files later. Please confirm that you have done so.		
	rcX1MBE4brnZO86eKOp6FeabuuRRi3qDXG9q5uBxF0s=		
	Mask encryption key	•	
	[Copy to clipboard	Confirm

- **Copy to clipboard** Click this to copy the encryption key, then you can paste it on another location of your choice for your reference (e.g. notepad).
- **Confirm** Click this to exit this pop-up window and proceed to the next step.
- 17. Enter the **Domain Name / Host Name**, **User name** and **Password** of the Windows account that will be running the backup.

0	AhsayOBM
	Windows User Authentication
	Domain Name (e.g Ahsay.com) / Host Name
	child.csv2012.local
	User name
	Administrator
	Password
	•••••
	Previous Next Cancel Help

18. The cloud file backup set is created succesfully.

0	AhsayOBM	_ 🗆 X
	Congratulations!	
	"Client Run Cloud File Backup" is successfully created.	
	Backup no	w Close

 Based on <u>Best Practices and Recommendations</u>, it is highly recommended to change the Temporary Directory. Select another location with sufficient free disk space other than Drive C.

0	<u>×</u>
Client Run Cloud File	Temporary Directory
General	Temporary directory for storing backup files E:\temp Change 76.12GB free out of total 99.48GB space in C: Change
Source	Remove temporary files after backup
Backup Schedule	Compressions
Destination	Select compression type
In-File Delta	No Compression
Retention Policy	Encryption
Command Line Tool	Encryption key Copy to clipboard Unmask encryption key
Reminder	Algorithm AES
Bandwidth Control	Method CBC Key length 256 bits
Others	
Hide advanced settings	
Delete this backup set	Save Cancel Help

Go to **Others > Temporary Directory**. Click **Change** to browse for another location.

20. Optional: Select your preferred **Compression** type. By default, the compression is Fast with optimization for local.

Go to **Others > Compressions**. Select from the following:

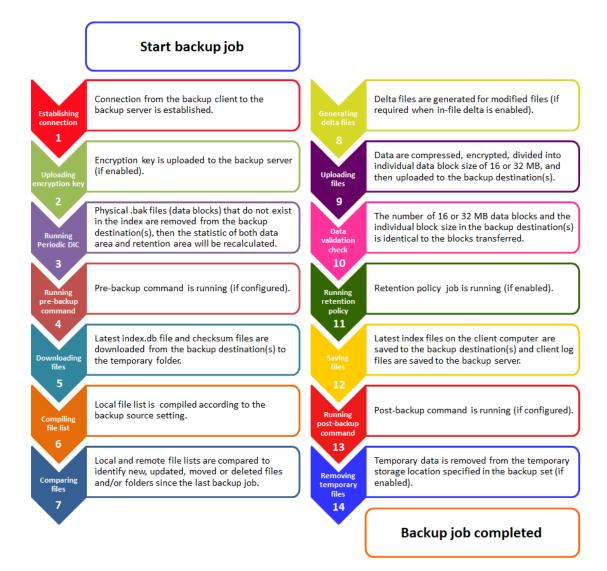
- No Compression
- Normal
- Fast (Compressed size larger than normal)
- Fast with optimization for local

Backup Schedule	Compressions
Destination	Select compression type
In-File Delta	Fast with optimization for local
Retention Policy	No Compression Normal
Command Line Tool	Fast (Compressed size larger than normal) Fast with optimization for local
Reminder	Algorithm AES
Bandwidth Control	Method CBC
	Key length 256 bits
Others	

5 Overview of Run on Client Cloud File Backup Process

The following steps are performed during a backup job. For an overview of the detailed process for Steps **3**, **5**, **10**, and **12**, refer to the following chapters:

- Periodic Data Integrity Check (PDIC) Process (Step 3)
- Backup Set Index Handling Process
 - Start Backup Job (Step 5)
 - Completed Backup Job (Step 12)
- Data Validation Check (Step 10)



5.1 Periodic Data Integrity Check (PDIC) Process

For AhsayOBM v8.3.6.0 (or above), the PDIC will run on the first backup job that falls on the corresponding day of the week from **Monday to Friday**.

To minimize the impact of the potential load of large number of PDIC jobs running at the same time on the AhsayCBS server, the schedule of a PDIC job for each backup set is automatically determined by the result of the following formula:

PDIC schedule = %BackupSetID% modulo 5 or %BackupSetID% mod 5

The calculated **result** will map to the corresponding day of the week (i.e., from Monday to Friday).

0	Monday
1	Tuesday
2	Wednesday
3	Thursday
4	Friday

NOTE: The PDIC schedule cannot be changed.

Example:

Backup set ID: 1594627447932

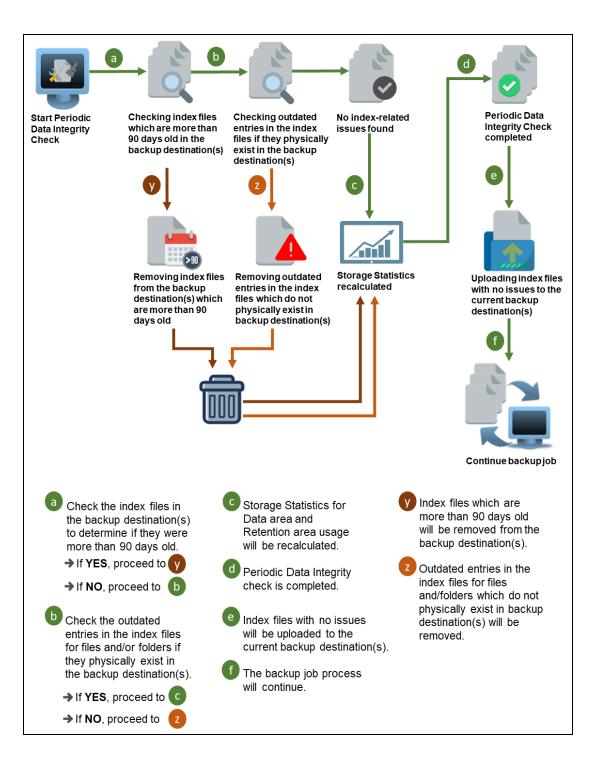
Calculation: 1594627447932 mod 5 = 2

2 Wednesday

In this example:

- the PDIC will run on the first backup job that falls on Wednesday; or
- if there is no active backup job(s) running from Monday to Friday, then the PDIC will run on the next available backup job.

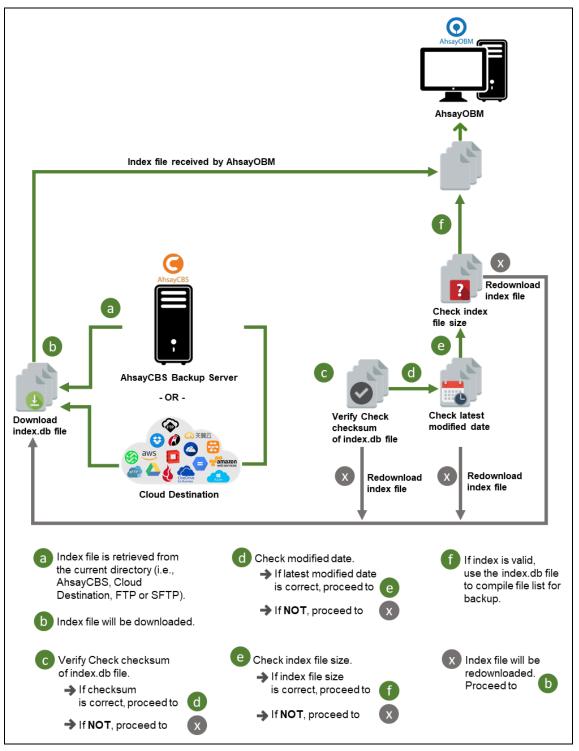
NOTE
Although according to the PDIC formula for determining the schedule is %BackupSetID% mod this schedule only applies if the previous PDIC job was actually run more than 7 days prior.
Under certain conditions, the PDIC may not run strictly according to this formula. For example:
 If AhsayOBM was upgraded to v8.5 (or above) from an older version v6, v7, or pre-8.3.6. version. In this case, the PDIC job will run on the first backup job after upgrade.
 If backup jobs for a backup set are not run on a regular daily backup schedule (for example on a weekly or monthly schedule), then the PDIC job will run if it detects that the previou PDIC job was run more than 7 days ago.
 Every time a data integrity check (DIC) is run, the latest PDIC run date is reset, the next PDI job will run after 7 days.
4. The PDIC job will not run if there are no files in both the data and retention areas. For example: a newly created backup set with no backup job history or a backup set where all the data has been deleted using the Delete Backup Data feature.
5. The PDIC job will not run on a backup set that contains any data which still in v6 format. It w only run if all v6 data format on a backup set has undergone data migration to v8 block format



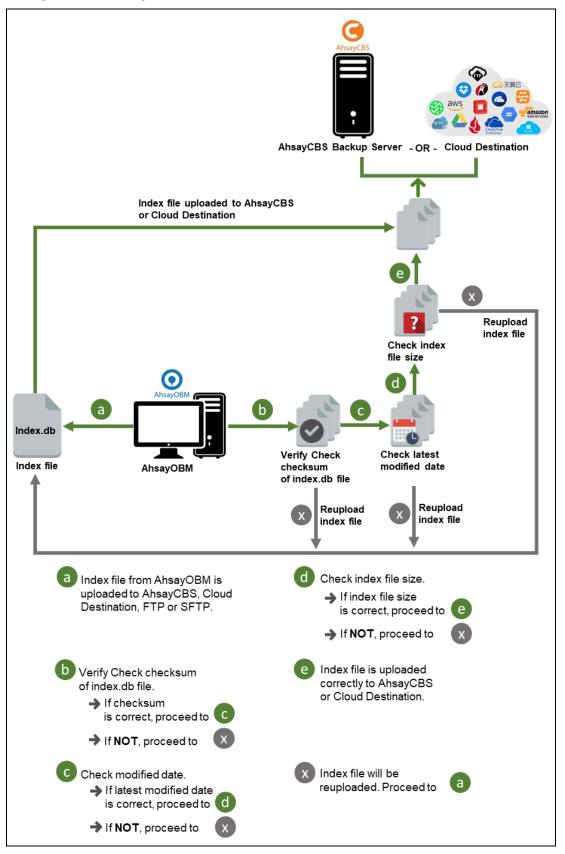
5.2 Backup Set Index Handling Process

To minimize the possibility of index related issues affecting backups, each time index files are downloaded from and uploaded to backup destination(s); the file size, last modified date, and checksum is verified to ensure index file integrity.

5.2.1 Start Backup Job

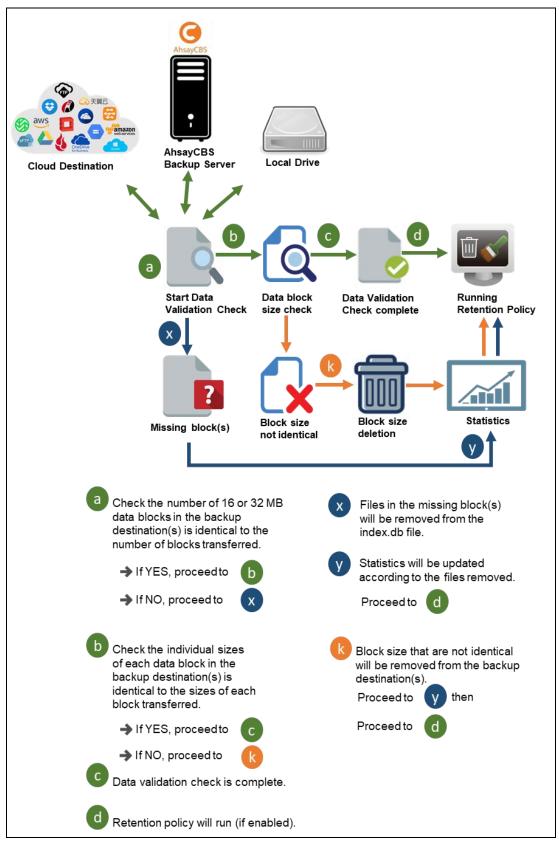


5.2.2 Completed Backup Job



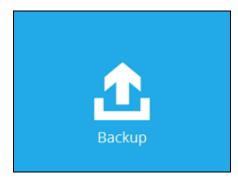
5.3 Data Validation Check Process

As an additional measure to ensure that all files transferred to the backup destination(s) are received and saved correctly, both the number of 16 or 32 MB data block files and the size of each block file are checked again after the files are transferred.

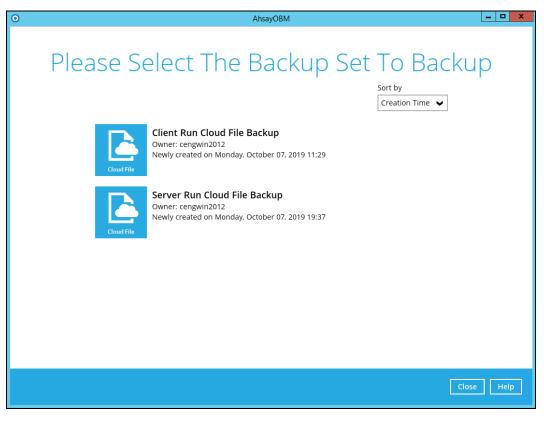


6 Running a Backup Job

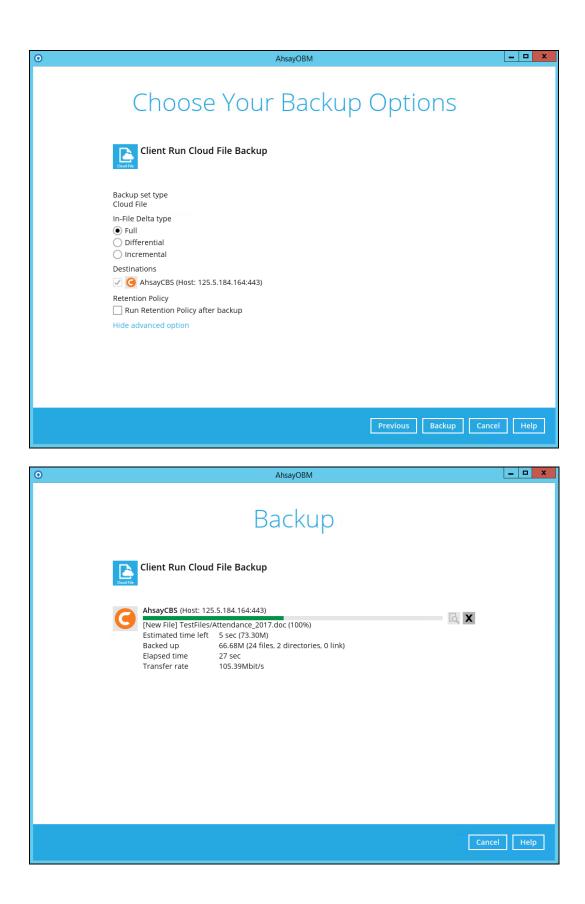
1. Click the **Backup** icon on the main interface of AhsayOBM.



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



3. If you would like to modify the In-File Delta type, Destinations and Retention Policy Settings, click **Show advanced option**. After configuring other settings, click **Backup** to start the backup job and wait until it is finished.



4. The backup job through AhsayOBM completed successfully.

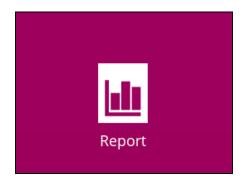
0		AhsayOBM		_ D X
		Backup		
Credition	Client Run Cloud	File Backup		
	AhsayCBS (Host: 125. Sackup Completer Estimated time left Backed up Elapsed time Transfer rate	d Successfully	<u>ه</u>	
			Clo	se Help

5. To view the backup logs, click icon the button. This will display the backup job process with corresponding date and time.

	Show	All 🗸
Log		Time
5tart [AhsayOBM v8.3.0.0]	10/07	/2019 11:43:49
Saving encrypted backup set encryption keys to server	10/07	/2019 11:43:49
Start Backup [In-File Delta: Full]	10/07	/2019 11:43:50
Using Temporary Directory C:\Users\Administrator\temp\1570418957719\OBS@1570419058645	10/07	/2019 11:43:50
Start running pre-commands	10/07	/2019 11:43:54
inished running pre-commands	10/07	/2019 11:43:54
Downloading server file list	10/07	/2019 11:43:54
Downloading server file list Completed	10/07	/2019 11:43:54
Reading backup source from hard disk	10/07	/2019 11:43:56
	10/07	/2019 11:43:57
	10/07	/2019 11:43:57
	10/07	/2019 11:43:57
	10/07	/2019 11:43:57
		/2019 11:43:58
		/2019 11:43:58
		/2019 11:43:59
		/2019 11:43:59
		/2019 11:43:59
		/2019 11:43:59
		/2019 11:43:59
		/2019 11:43:59
		/2019 11:43:59 🗸 🗸
New File] 91% of "Photos/Test]PG-2.ipg"	10/07	/2019 11:43:59
er page 50 🗸		Page 1/7 🗸
	aving encrypted backup set encryption keys to server tart Backup [In-File Detta: Full] Ising Temporary Directory (C.U.Sers\Administrator\temp\1570418957719\OBS@1570419058645 tart running pre-commands Downloading server file list Downloading server file list Downloading server file list New Directory] FastFiles New Directory] FastFiles New Directory] FastFiles New Directory] FastFiles New Directory] Photos New Directory] FastFiles New Directory] Photos New File] 10% of "Photos/TestJPG-2.jpg" New File] 20% of "Photos/TestJPG-2.jpg" New File] 20% of "Photos/TestJPG-2.jpg" New File] 51% of "Photos/TestJPG-2.jpg" New File] 91% of "Photos/TestJPG-2.jpg" New Fi	tart [AhsayOBM v8.3.0.0] 10/07, aving encrypted backup set encryption keys to server 10/07, aving encrypted backup set encryption keys to server 10/07, Jsing Temporary Directory C:\Users\Administrator\temp\1570418957719\0BS@1570419058645 10/07, Jsing Temporary Directory C:\Users\Administrator\temp\1570418957719\0BS@1570419058645 10/07, Townloading server file list 10/07, Jownloading server file list 10/07, Jownloading server file list 10/07, New Directory] TestFiles 10/07, New Directory] TestFiles 10/07, New Directory] FestFiles 10/07, New Directory] FestFiles 10/07, New Directory] FestFiles 10/07, New File]00 of "Photos festPG-2.jpg" 10/07, New File]00 of "Photos/TestPG-2.jpg" 10/07, New File]00 of "Photos/TestPG-2.jpg" 10/07, New File]00 of "Photos/TestPG-2.jpg" 10/07, New File]01 of "Photos/TestPG-2.jpg" 10/07, New File]01 of "Photos/TestPG-2.jpg" 10/07, New File]02 of of "Photos/TestPG-2.jpg" 10/07,



In order to view the backup report, go back to the main interface and click the following icon.



In the Backup Report screen, you can see the backup set with corresponding destination, completion date and time, and status.

0	AhsayOBM	_ 🗆 X
Report	Backup Report	
Backup	From To 30 ♥ Sept ♥ 2019 ♥ 07 ♥ Oct ♥ 2019 ♥ Go	,
Restore Usage	Backup set Destination Completion Status Client Run Clo AhsayCBS Today 11:44 Complet	ed
		1/1 🗸

Click the backup report to display the summary of the backup job. You can also click the **View Log** button that will redirect you to the log summary of your backup.

0	AhsayOBM	– 🗆 X
Report	Backup Report	
Backup	30 ♥ Sept ♥ 2019 ♥ 07 ♥ Oct ♥ 2019 ♥ Go	
Restore	Backup set 🗸 Destination 🖌 Completion Status	~
Usage	Backup set Image: Client Run Cloud File Backup Destination Image: Client Run Cloud File Backup Job 10/07/2019 11:43 Time Today 11:43 - 11:44 (CST) Status Image: Completed successfully New files * 0 Updated files * 0 Moved files * 0 Deleted files * 0 Vunit = No of files [Total zipped size / Total unzipped size (compression ratio View log	X
	No. of records per page 50 V Page 1/	1 🗸
	Close	Help

Backup set 🛛 Client Run Cloud File Backup 🖌	Destination	AhsayCBS 🗸
Log 10/07/2019 11:43 🗸	Show	All 🗸
Type Log		Time
Start [AhsayOBM v8.3.0.0]	10/07/2	2019 11:43:49
Saving encrypted backup set encryption keys to server	10/07/2	2019 11:43:49
🚯 Start Backup [In-File Delta: Full]	10/07/2	2019 11:43:50
Using Temporary Directory C:\Users\Administrator\temp\1570418957719\OBS@1570419058645	10/07/2	2019 11:43:50
Start running pre-commands	10/07/2	2019 11:43:54
Finished running pre-commands	10/07/2	2019 11:43:54
Downloading server file list	10/07/2	2019 11:43:54
Downloading server file list Completed	10/07/2	2019 11:43:54
Reading backup source from hard disk	10/07/2	2019 11:43:56
[] [New Directory] TestFiles	10/07/2	2019 11:43:57
🚯 [New Directory] Photos	10/07/2	2019 11:43:57
[New Directory] TestFiles	10/07/2	2019 11:43:57
[New Directory] Photos		2019 11:43:57
Reading backup source from hard disk Completed	10/07/2	2019 11:43:58
[New File] 10% of "Photos/TestJPG-2.jpg"	10/07/2	2019 11:43:58
[New File] 20% of "Photos/TestJPG-2.jpg"		2019 11:43:59
[New File] 30% of "Photos/TestJPG-2.jpg"		2019 11:43:59
[New File] 40% of "Photos/Test]PG-2.jpg"		2019 11:43:59
[New File] 51% of "Photos/TestJPG-2.jpg"		2019 11:43:59
[New File] 61% of "Photos/TestJPG-2.jpg"		019 11:43:59
INew File1 71% of "Photos/TestIPG-2.ipg"	10/07/2	2019 11:43:59
Logs per page 50 V		Page 1/7 ♥

You can also search for backup reports from a specific period of date using the **From** and **To** date filter. Set this and available backup report will be displayed.





7 Restoring a Cloud File Backup Set

AhsayOBM provided three (3) options in restoring a backup such as through the **Local machine**, **Original location**, and **Alternate location**. After this quick walkthrough, you will see the step-by-step instructions with corresponding screen shots on how to restore your data using the following options below.

Local machine

Restore your data to your local computer where the AhsayOBM is running.

Original location

Aside from the location machine, you can also restore your data to your original location, on the cloud storage, where you backed up them.

• Alternate location

Besides the two (2) options above, you can also restore your data to an alternate location which is through the same cloud storage but on a different folder.

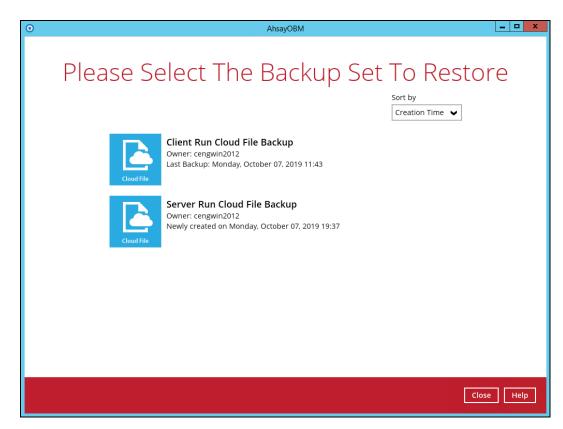
NOTE

Log in to the AhsayOBM application according to the instruction provided in the chapter on <u>Log in to</u> <u>AhsayOBM</u>.

1. On the main interface, click the following icon.



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



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

0	Ah	sayOBM	
Select The	Destination	From Whic	h To Restor
Clie Coudifie	nt Run Cloud File Backup		
G Ahsay Host:	CBS 125.5.184.164:443		
			Previous Cancel Help

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

0	AhsayOBM		_ 🗆 X
Select Yc	our Files To Be	Restored	
Choose from files as of job	✔ 10/07/2019 ✔ Latest ✔		
Folders	Name ✓ ■ TestJPG-1.jpg ✓ ■ TestJPG-3.jpg ✓ ■ TestJPG-3.png ✓ ■ TestJPG-5.png ✓ ■ TestJPG-5.png ✓ ■ TestJFF-3.tiff ✓ ■ TestJIFF-3.tiff ✓ ■ TestJIFF-5.tiff	Size Date modified 517 KB 03/05/2019 15:32 517 KB 03/05/2019 15:32	
Restore to local computer	r Items per pa	age 50 V Page 1/1 V	
Search		Previous Next Can	el Help

5. Select **Restore to local computer** if you want to restore the backup data to the local drive. Once done selecting the files and/or folders to restore, click **Next** to proceed.

0	AhsayOBM	_ D X
Select what to resto Choose from files a Folders	is of job V 10/07/2019 V Latest V	Size Date modified
■ G AhsayCBS Photos B - G MarayCBS B - C MarayCBS B - C MarayCBS B - C MarayCBS	Image: Set of the set of	517 KB 03/05/2019 15:32 517 KB 03/05/2019 15:32
Restore to local of Search	computer Items per page	50 V Page 1/1 V
		Previous Next Cancel Help

6. If you want to restore on your local computer, browse the corresponding directory path on the local drive where want the backup data to be restored.

0	AhsayOBM	□ X
	Choose Where The Files To Be Restored	
	Choose where the files to be Restored	
	Restore files to	
	C:\Users\Administrator\Documents Browse	
	Show advanced option	
	Previous Next Cancel	Help

7. Click Show advanced option to configure other restore settings.



· Verify checksum of in-file delta files during restore

By enabling this option, the checksum of in-file delta files will be verified during the restore process. This will check the data for errors during the restore process and will create a data summary of the in-file delta files which will be included in the report.

Original location

If you have chosen this option, the backup data will be restored to the computer running the AhsayOBM under the same directory path.

0	AhsayOBM	□ X
Choose Whe	ere The Files To Be Restored	
Restore files to Original location Alternate location 	Change	
Show advanced option	ermige	
	Previous Next Cancel	Help

Alternate location

If you have chosen this option, backup data will be restored to another location of your choice. Click **Change** to browse the alternate path on the cloud storage.

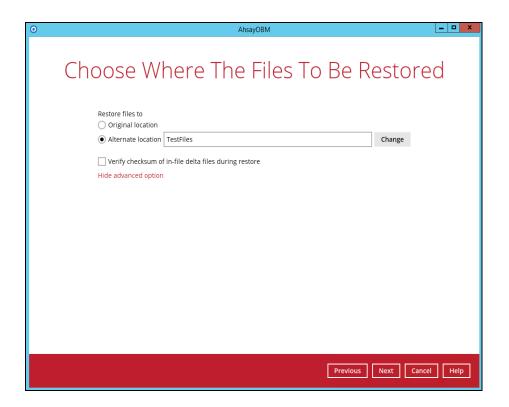
O AhsayOBM
Choose Where The Files To Be Restored
Restore files to Original location
Alternate location Change
Show advanced option
Previous Next Cancel Help

NOTE

Data can only be restored to the local computer, or to the original cloud storage where the data was backed up from (i.e. same cloud storage provider and same account). Restoring backup data to a different cloud storage provider or different account is **NOT** possible.

8. In this example, we have chosen an alternate location on the cloud storage. Click **Next** to proceed.

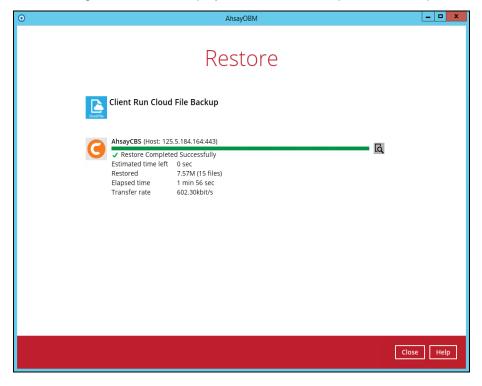
0	AhsayOBM	
Choose Whe	ere The Files To Be	Restored
Restore files to Original location O Alternate location		Change
Show advanced option		
	Previc	bus Next Cancel Help
0	AhsayOBM	
Change Path		
 Google Drive B Absay B Photos B ■ Erifles B ■ W 7.17.2.2 		
		OK Cancel
	Previo	ous Next Cancel Help



9. Select the temporary directory for storing temporary files. Then click the **Restore** button to start the restoration process.

0	AhsayOBM	_ 🗆 X
	Temporary Directory	
	Temporary directory for storing restore files	
		Browse
	Previous	tore Cancel Help

10. The following screen will be displayed after the restore process is complete.



Restore Filter with AhsayOBM

This search feature allows you to search directories, files, and folders. To make it more flexible, the search feature offers filtering. You can add additional pattern upon searching. Pattern includes the following criteria:

Contains

These are Directories, Files, and Folders with the name **<u>containing</u>** the specific letter or word.

• Exact

These are Directories, Files, and Folders with the **<u>exact</u>** or **<u>accurate</u>** name.

Start With

These are Directories, Files, and Folders with the name **<u>starting</u>** with a specific letter or word.

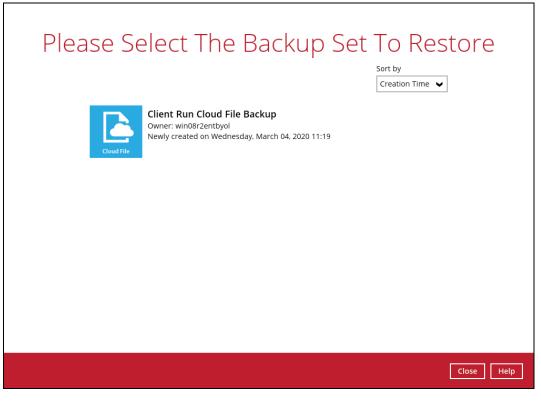
Ends With

These are Directories, Files, and Folders with the name ending with a specific letter or word.

It also has the **Match Case** function, which serves as an additional accuracy when searching for any specific directories, files, folders, and mails.

For more detailed examples using the restore filter on AhsayOBM, refer to <u>Appendix A: Example</u> <u>Scenarios for Restore Filter using AhsayOBM</u>.

- 1. Login to AhsayOBM according to the instructions in Login to AhsayOBM.
- 2. Click the Restore icon on the main interface of AhsayOBM.
- 3. Select the backup set that you would like to restore.





4. Select the backup destination that you would like to restore backed-up items to. For example, we have multiple destinations, **AhsayCBS**, **GoogleDrive-1**, **DropBox-1**, and **Local-1**.

Select ⁻	The Destination From Which	n To Restor
	Client Run Cloud File Backup	
	G AhsayCBS Host: 125.5.184.171:443 GoogleDrive-1	
	Dropbox-1	
	C:\Users\Administrator\Documents	
		Previous Cancel Help

5. Select the item(s) you would like to restore. You can also choose to restore backed-up file from a specific backup job of your choice using the Select what to restore drop-down menu at the top. Click Next to proceed.

Select what to restore	Latest	
	Name Size	Date modified
Generation Generation Control	Name Size	Date modified
AnsayCBS Photos FestPles TestPG-1.jpg	517 KB	03/05/2019 07:32
	517 KB	03/05/2019 07:32
✓ E Test/PG-3.jpg	517 KB	03/05/2019 07:32
✓ ■ TestJPG-4.jpg	517 KB	03/05/2019 07:32
🗹 📼 TestJPG-5.jpg	517 KB	03/05/2019 07:32
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🗹 🎮 TestPNG-5.png	517 KB	03/05/2019 07:32
🗹 📾 TestTIFF-1.tiff	517 KB	03/05/2019 07:32
🖉 🗟 TestTIFF-2.tiff	517 KB	03/05/2019 07:32
🗹 🗟 TestTIFF-3.tiff	517 KB	03/05/2019 07:32
🗹 🔳 TestTIFF-4.tiff	517 KB	03/05/2019 07:32
🗹 🔳 TestTIFF-5.tiff	517 KB	03/05/2019 07:32
Restore to local computer	Items per page 50	✔ Page 1/1 ✔



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6. Click the Search located below the Restore to local computer checkbox.

Restore to local computer
Search

7. Change the path if you want to restore items from other location. Click the Change button then click OK to proceed.

Casual						
Search						
Look in						
					Change	
Search subfolders						
Kind	Туре	Pattern				
Files and Directories 🖌	contains 🗸 🗸				Match case	
Search						
Name	In Folder		Size	Date m	odified	
Items per page 50 👻					Page - 👻	
					ок	Cancel Help
Change Path						
🖃 📱 Backup Server						
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Backup Server Backup Server Photos B TestFiles						
Backup Server Backup Server Photos B TestFiles						OK Cancel
Backup Server Backup Server Photos B TestFiles						OK Cancel

If you are going to search for specific files and/or folders, then click the <u>TestFiles</u> folder to expand for more selection. In our example below, **Photos** subfolder is selected under TestFiles folder.

Change Path	
Backup Server Photos Photos Photos TestFiles TestFiles TestFiles TestFiles	
	OK Cancel
Search	
Look in	
Look in Photos/TestFiles/Photos	Change
Look in Photos/TestFiles/Photos Search subfolders	Change
Look in Photos/TestFiles/Photos Search subfolders	Change Match case
Look in Photos/TestFiles/Photos Search subfolders Kind Type Pattern	
Look in Photos/TestFiles/Photos Search subfolders Kind Type Pattern Files and Directories V contains V	
Look in Photos/TestFiles/Photos Search Biles and Directories Search	Match case
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Look in Photos/TestFiles/Photos Search Biles and Directories Search	Match case
Look in Photos/TestFiles/Photos Search Biles and Directories Search	Match case
Look in Photos/TestFiles/Photos Search subfolders Kind Type Pattern Files and Directories Contains Contains Contains Search Name In Folder Size	Date modified

Tick the Search subfolders checkbox if you want to include available subfolders upon searching.

Look in	
Photos/TestFiles/Photos	Change
Search subfolders	
Look in	
Photos/TestFiles/Photos	Change
Search subfolders	

Select from the following kind of files you want to search.

- Files and Directories
- Files only
- Directories only

Search						
Look in						
Photos/TestFiles/Photos					Change	
Search subfolders						
Kind	Туре	Pattern				
Files and Directories 👻	contains 🗸				Match case	
Files and Directories						
Files only						
Directories only	In Folder		Size	Date n	nodified	
Items per page 50 👻					Page - 🖌	
					ОК Са	ncel Help
				Previous	Next Ca	ncel Help

Select from the following type of filtering you want to search.

- Contains
- Exact
- Starts With
- Ends With

Search			
Look in			
Photos/TestFiles/Photos			Change
Search subfolders			
Kind	Type Pattern		
Files and Directories 👻	contains 🖌		Match case
Search	contains exact		-
Name	starts with	Size D	Date modified
	ends with		
Items per page 50 🗸			Page - 🖌
			OK Cancel Help
		Previou	is Next Cancel Help

Enter a pattern you want and Tick the Match Case checkbox if you want to accurately search for a specific file.

Kind	Туре	Pattern	
Files and Directories 🖌	contains 🗸	Test	Match case
Search			
Kind	Туре	Pattern	
Files and Directories			Match case
Search			

Click the Search button and the result will be displayed.

sriestFiles/Photos change Type Patern and Directories Contains C Test C Match case to Name In Folder Size Date modified per page 50 ♥ Page • ♥ CK Cancel Help Previous Next Cancel Help Previous Next Cancel Help Previous Next Cancel Help Previous Next Cancel Help Type Patern and Directories Contains Type Patern and Directories Contains Conta	Search				
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Look in Photos/TestFiles/Photos Change Search subfolders Image Kind Type Pattern Files and Directories Contains Test Search Image Image Search Search Image Image Image Image Search Image Search Image Image Image Image Image Image Search Image	Search					
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V Image: Test/PG-4.jpg Photos/TestFiles/Photos 517 KB 10/16/2019 03:04 V Image: Test/PG-5.jpg Photos/TestFiles/Photos 517 KB 10/16/2019 03:04 Image: Test/PG-5.jpg Photos/TestFiles/Photos 517 KB 10/16/2019 03:04 Image: Test/PG-5.jpg Photos/TestFiles/Photos 517 KB 10/16/2019 03:05 Image: Test/PG-3.png Photos/TestFiles/Photos 517 KB 10/16/2019 03:05 Image: Test/PG-3.png Photos/TestFiles/Photos 517 KB 10/16/2019 03:06 Image: Test/PG-3.png Photos/TestFiles/Photos 517 KB 10/16/2019 03:06 Image: Test/PG-5.png Photos/TestFiles/Photos 517 KB 10/16/2019 03:06	✓ ■ TestJPG-1.jpg P ✓ ■ TestJPG-2.jpg P	hotos/TestFiles/Photos hotos/TestFiles/Photos		517 KB 517 KB	10/16/2019 03:02 10/16/2019 03:02	^
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	🗌 🋤 TestPNG-3.png 🛛 P	hotos/TestFiles/Photos		517 KB	10/16/2019 03:06	J
Items per page 50 V Page 1/1 V		hotos/TestFiles/Photos		517 KB		
	Items per page 50 V				Page 1/1	•

Choose files by ticking each checkbox that you wanted to restore and click the OK button.

8. The selected files will reflect on the Restore main screen. Click the Next button to proceed.

Select what to restore Choose from files as of jo	b 🗸 03/05/2020 🖌 Latest 🗸		
Folders	Name	Size	Date modified
- G AhsayCBS	🗹 💟 TestJPG-1.jpg	517 KB	10/16/2019 11:02
🖨 🔲 퉲 Photos	🗹 💟 TestJPG-2.jpg	517 KB	10/16/2019 11:02
🗄 🔲 퉬 TestFiles	🗹 🔛 TestJPG-3.jpg	517 KB	10/16/2019 11:03
🗆 🔲 퉬 Photos	🗹 🔛 TestJPG-4.jpg	517 KB	10/16/2019 11:04
🕀 🗌 퉬 TestFiles	🗹 🔛 TestJPG-5.jpg	517 KB	10/16/2019 11:04
	TestPNG-1.png	517 KB	10/16/2019 11:05
	TestPNG-2.png	517 KB	10/16/2019 11:05
	TestPNG-3.png	517 KB	10/16/2019 11:06
	TestPNG-4.png	517 KB	10/16/2019 11:06
	TestPNG-5.png	517 KB	10/16/2019 11:07
	TestTIFF-1.tiff	517 KB	10/16/2019 11:07
	Carl State S	517 KB	10/16/2019 11:08
	Sector Street St	517 KB	10/16/2019 11:09
	TestTIFF-4.tiff SetTIFF-5.tiff	517 KB 517 KB	10/16/2019 11:09 10/16/2019 11:10
		517 10	10,10,2019 11.10
Restore to local compu	itor Itom	s per page 50	✓ Page 1/1

- 9. Select which location the items will be restored. Choose from the following options:
 - Local machine this option is located on the Restore main screen, lower left part.
 - Original location
 - Alternate location

Click the Next button to proceed.

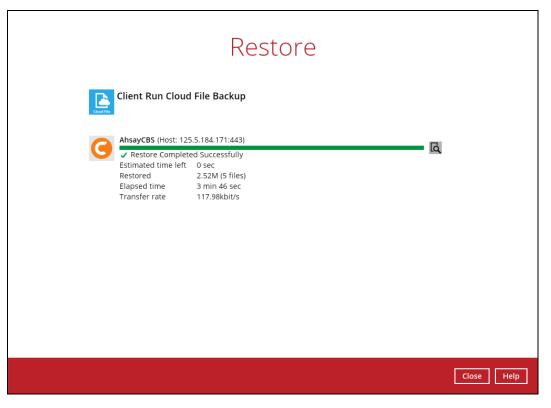
Restore files to Original location		
 Alternate location 	TestFiles	Change
Show advanced option	1	

10. Input the temporary directory or click the Browse button to browse for the path. Click the Restore button to start.

Temporary Direc	tory		
Temporary directory for storing restore files C:\Users\Administrator\temp		Browse	
	Previous	estore Cancel	Help

www.ahsay.com

11. If restore is completed, the status of the activity should be, Restore Completed Successfully.



8 Contacting Ahsay

8.1 Technical Assistance

To contact Ahsay support representatives for technical assistance, visit the Partner Portal: <u>https://www.ahsay.com/partners/</u>

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

8.2 Documentation

Documentations for all Ahsay products are available at: https://www.ahsay.com/jsp/en/downloads/ahsay-downloads_documentation_guides.jsp

You can send us suggestions for improvements or report on issues in the documentation by contacting us at: https://www.ahsay.com/partners/

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

Appendix

Appendix A Example Scenarios for Restore Filter using AhsayOBM

Location:	Photos/TestFiles/Photos
Search subfolders:	True
Kind:	Files and Directories
Туре:	Contains
Pattern:	Test
Match Case:	True

Example No. 1: Restore filter setting - Files and Directories

Follow the step-by-step procedure indicated on <u>Restore Filter with AhsayOBM</u>.

Search			
Look in			
Photos/TestFiles/Photos			Change
Search subfolders			
Kind	Туре	Pattern	
Files and Directories \vee	contains 🖌	Test	✓ Match case
Search			
Name	In Folder	Size	Date modified
			OK Cancel Help
			Previous Next Cancel Help

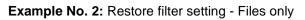
Search					
Look in					
Photos/TestFiles/Photos				с	hange
✓ Search subfolders					
Kind	Туре	Pattern			
Files and Directories 👻	contains 🗸 🗸	Test		✓ Ma	atch case
Searching	Stop				
Name	In Folder		Size	Date modified	
	Photos/TestFiles/Photos Photos/TestFiles/Photos		517 KB 517 KB	10/16/2019 03:02 10/16/2019 03:02	•
	Photos/TestFiles/Photos		517 KB	10/16/2019 03:02	
	Photos/TestFiles/Photos		517 KB	10/16/2019 03:04	
	Photos/TestFiles/Photos Photos/TestFiles/Photos		517 KB 517 KB	10/16/2019 03:04 10/16/2019 03:05	
	Photos/TestFiles/Photos		517 KB	10/16/2019 03:05	
🗹 風 TestPNG-3.png	Photos/TestFiles/Photos		517 KB	10/16/2019 03:06	
	Photos/TestFiles/Photos		517 KB	10/16/2019 03:06	
	Photos/TestFiles/Photos		517 KB	10/16/2019 03:07	
Items per page 50 🗸				Page 1	/1 🗸
				Г	OK Cancel Help
				L	
Search					
Search Look in					
				c	hange
Look in				c	hange
Look in Photos/TestFiles/Photos	Туре	Pattern		C	hange
Look in Photos/TestFiles/Photos Search subfolders Kind	Type	1			
Look in Photos/TestFiles/Photos Search subfolders Kind Files and Directories	Type	Pattern Test			: hange atch case
Look in Photos/TestFiles/Photos Search subfolders Kind		1			
Look in Photos/TestFiles/Photos Search subfolders Kind Files and Directories Search Name	contains 👻	1	Size	Date modified	atch case
Look in Photos/TestFiles/Photos Search subfolders Kind Files and Directories Search Search Name TestJPG-1.jpg	In Folder Photos/TestFiles/Photos	1	517 KB	Date modified 10/16/2019 03:02	atch case
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Look in Photos/TestFiles/Photos ✓ Search subfolders Kind Files and Directories ✓ Search ✓ ExtPG-1.jpg ✓ ExtDFG-2.jpg ✓ ExtDFG-3.jpg ✓ ExtDFG-3.jpg ✓ ExtDFG-4.jpg ✓ ExtDFG-5.jpg ✓ ExtDFG	In Folder Photos/TestFiles/Photos Photos/TestFiles/Photos Photos/TestFiles/Photos Photos/TestFiles/Photos Photos/TestFiles/Photos Photos/TestFiles/Photos Photos/TestFiles/Photos	1	517 KB 517 KB 517 KB 517 KB 517 KB 517 KB 517 KB 517 KB	Date modified 10/16/2019 03:02 10/16/2019 03:02 10/16/2019 03:03 10/16/2019 03:04 10/16/2019 03:05 10/16/2019 03:05 10/16/2019 03:06	atch case
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Look in Photos/TestFiles/Photos ✓ Search subfolders Kind Files and Directories ✓ Search Search ✓ TestPG-1.jpg ✓ TestPG-2.jpg ✓ TestPG-3.jpg ✓ TestPG-3.jpg	In Folder Photos/TestFiles/Photos Photos/TestFiles/Photos Photos/TestFiles/Photos Photos/TestFiles/Photos Photos/TestFiles/Photos Photos/TestFiles/Photos Photos/TestFiles/Photos	1	517 KB 517 KB 517 KB 517 KB 517 KB 517 KB 517 KB 517 KB 517 KB	✓ Ma Date modified 10/16/2019 03:02 10/16/2019 03:02 10/16/2019 03:04 10/16/2019 03:05 10/16/2019 03:05 10/16/2019 03:05 10/16/2019 03:06 10/16/2019 03:07 Page 1	atch case
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Explanation:

All files and directories under <u>/Photos/TestFiles/Photos</u> that has the exact pattern of 'Test" with matchcase set to true will be included upon performing search.

As you can see on the screenshot above, the result panel contains the Name of the Files and/or Directories, Directory of the files and/or directories which are indicated in Folder column, Size of each files and/or directories, and Date Modified.

The restore filter setting includes the Search subfolder and Match case set to true. Meaning the filter will include all available subfolders in /Photos folder upon searching. And it will strictly search only the specified pattern and case which contains with 'Test'.



Location:	Photos/TestFiles/Photos
Search subfolders:	True
Kind:	Files only
Туре:	Starts with
Pattern:	Т
Match Case:	True

Follow the step-by-step procedure indicated on <u>Restore Filter with AhsayOBM</u>.

k in otos/TestFiles/Photos Change Search subfolders d Type Pattern es only Starts with T Match case earch Name In Folder Size Date modified					
otos/TestFiles/Photos Search subfolders a Type Pattern as only Starts with T Match case arch Name In Folder Size Date modified	Search				
Search subfolders d Type Pattern es only ♥ Starts with ♥ T ♥ Match case earch Name In Folder Size Date modified	Look in				
d Type Pattern es only V Starts with V T V Match case earch	Photos/TestFiles/Photos			Change	
es only Starts with T Match case Earch Name In Folder Size Date modified	 Search subfolders 				
earch Name In Folder Size Date modified	Kind	Туре	Pattern		
Name In Folder Size Date modified	Files only 🗸 🗸	starts with 🖌	Т	✓ Match case	
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Search	I					
Look in						
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	subfolders					
Kind		ype	Pattern			
Files only		starts with 🖌	Т		✓ Match case	
Files only	` L	starts with 👻			V Match case	
Searching .		Stop				
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V E Test)P		tos/TestFiles/Photos		517 KB	10/16/2019 03:02	
V E TestJP		tos/TestFiles/Photos		517 KB	10/16/2019 03:04	
🗹 📰 TestJP		tos/TestFiles/Photos		517 KB	10/16/2019 03:04	
🗹 🛤 TestPN		tos/TestFiles/Photos		517 KB	10/16/2019 03:05	
🗹 🛤 TestPN		tos/TestFiles/Photos		517 KB	10/16/2019 03:05	
V 🛤 TestPN		tos/TestFiles/Photos		517 KB	10/16/2019 03:06	
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Explanation:

All files only under <u>/Photos/TestFiles/Photos</u> that has the exact pattern of 'T" with match-case set to true will be included upon performing search.

As you can see on the screenshot above, the result panel contains the Name of the files, Directory of the files which are indicated in Folder column, Size of each files, and Date Modified.

The restore filter setting includes the Search subfolder and Match case set to true. Meaning the filter will include all available subfolders in /Photos folder upon searching. And it will strictly search only the specified pattern and case which starts with 'T'.

Location:	Photos/TestFiles
Search subfolders:	True
Kind:	Directories only
Туре:	Ends with
Pattern:	S
Match Case:	True

Example No. 3: Restore filter setting - Directories only

Follow the step-by-step procedure indicated on <u>Restore Filter with AhsayOBM</u>.

Search				
Look in				
Photos/TestFiles			Change	
Search subfolders				
Kind	Туре	Pattern		
Directories only 🗸	ends with 🛛 👻	s	✓ Match case	
Search				
Name	In Folder	Size	Date modified	
	1			
Items per page 50 V			Page - 🖌	
			OK Cancel Help	

Search
Look in
Photos/TestFiles Change
Search subfolders
Kind Type Pattern
Directories only 🔹 ends with 👻 s
Searching Stop
Name In Folder Size Date modified
Photos Photos/TestFiles
Items per page 50 V Page 1/1 V
OK Cancel Help
Previous Next Cancel Help
Search
Search
Look in
Look in Photos/TestFiles Change
Look in Photos/TestFiles Change Search subfolders
Look in Photos/TestFiles Change Search subfolders Kind Type Pattern
Look in Photos/TestFiles Change Search subfolders
Look in Photos/TestFiles Change Search subfolders Kind Type Pattern
Look in Photos/TestFiles Change Search subfolders Kind Type Directories only ends with s Search
Look in Photos/TestFiles Change Search subfolders Kind Type Pattern Directories only ends with s Match case
Look in Photos/TestFiles Change Search subfolders Kind Type Pattern Directories only ends with f S Change C
Look in Photos/TestFiles Change Search subfolders Kind Type Pattern Directories only ends with f S Change C
Look in Photos/TestFiles Change Search subfolders Kind Type Pattern Directories only ends with f S Change C
Look in Photos/TestFiles Change Search subfolders Kind Type Pattern Directories only ends with f S Change C
Look in Photos/TestFiles Change Search subfolders Kind Type Pattern Directories only ends with f S Change C
Look in Photos/TestFiles ✓ Search subfolders Kind Type Directories only ● ends with ● ends with s ✓ Match case Search Name In Folder Size Date modified
Look in Photos/TestFiles Change Search subfolders Kind Type Pattern Directories only ends with f S Change C
Look in Photos/TestFiles ✓ Search subfolders Kind Type Directories only ● ends with ● ends with s ✓ Match case Search Name In Folder Size Date modified
Look in Photos/TestFiles Change Search Directories only ends with s Search Name In Folder Size Date modified Items per page 5
Look in Photos/TestFiles ✓ Search subfolders Kind Type Directories only ● ends with ● ends with s ✓ Match case Search Name In Folder Size Date modified
Look in Photos/TestFiles Change Search Directories only ends with s Search Name In Folder Size Date modified Items per page 5

Explanation:

All directories only under <u>/Photos/TestFiles</u> that has the exact pattern of 's" with match-case set to true will be included upon performing search.

As you can see on the screenshot above, the result panel contains the Name of the directories, Directory which are indicated in Folder column, Size of each directories, and Date Modified.

The restore filter setting includes the Search subfolder and Match case set to true. Meaning the filter will include all available subfolders in /TestFiles folder upon searching. And it will strictly search only the specified pattern and case which ends with 's'.