HOW TO CLOUD MANAGE

14th AUG 2014

Sync4DR Cloud Manage Guided Tour

This document provides the step by step guide for trial testing Sync4DR.

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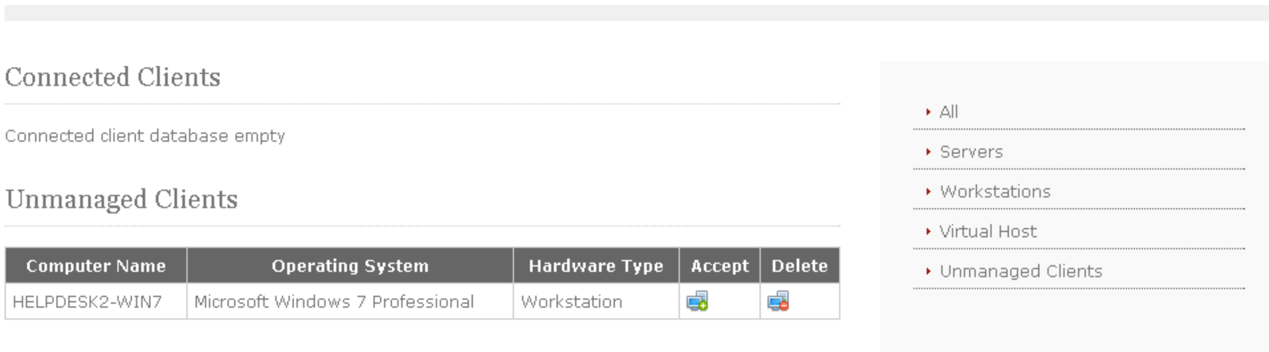
Last Updated by	**Date**

Contents

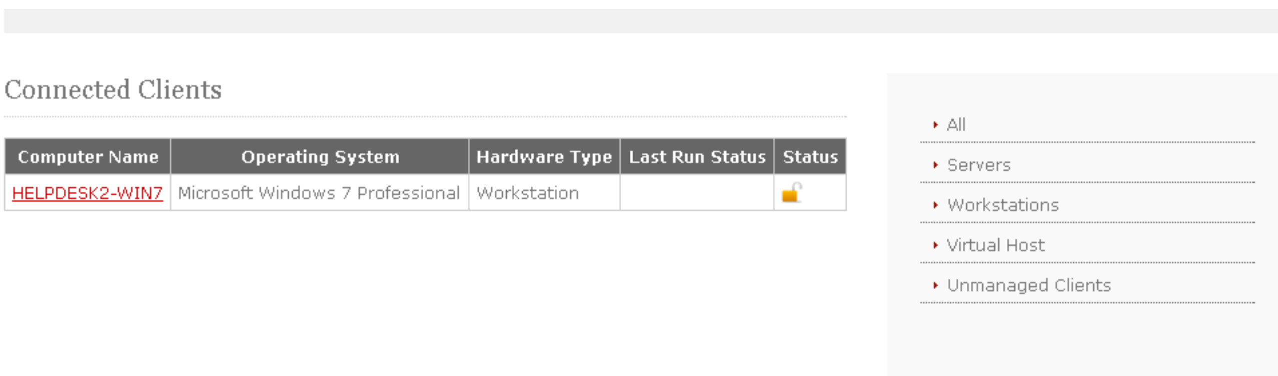
CLOUD MANAGE

Setting up Managed Client

1. After connecting your client to the cloud, you should see the following on the cloud.

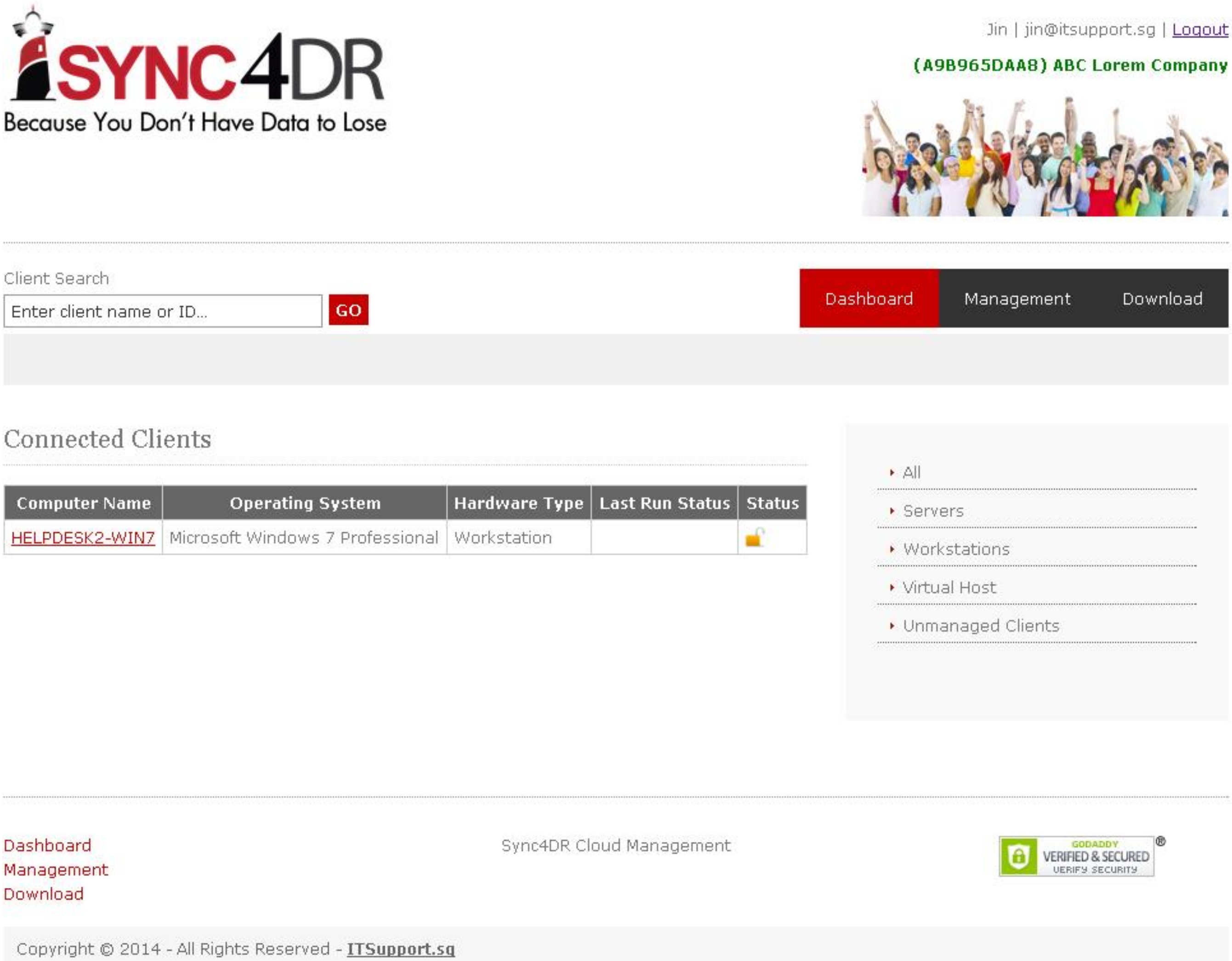


2. Click on Accept to join it to your managed list.



Create a replication job

1. Click on one of the connected clients under your Dashboard.

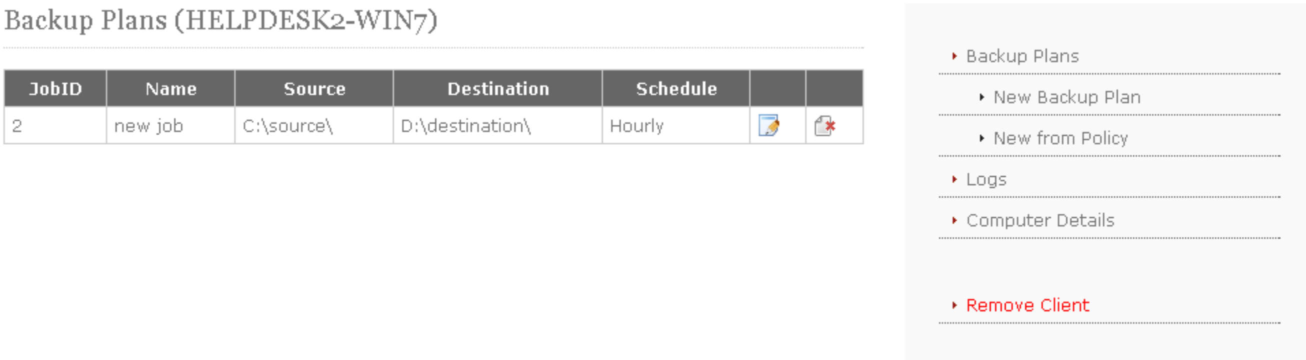


2. Click on New Backup Plan on the right side after you have selected the client you want.

Job ID	2
Job Name	new job
Source	C:\source\ *Note: Trailing "\" at the end of the source location will only backup the contents of the source folder.*
Destination Type	Local Folder ▼
Destination	D:\destination\
Frequency	Hourly ▼
Start Date	03 ▼ 02 ▼ 2015 ▼
Start Time	00 ▼ 00 ▼
Shadow Copy	AlphaVSS ▼
Permission	☐ Include Groups ☐ Include Owners ☐ Include Permission

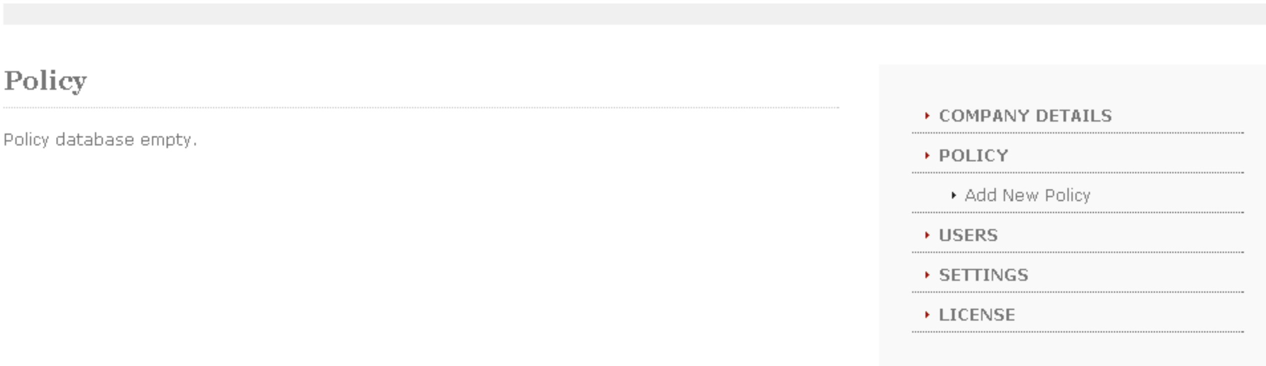
a. Job Name: Input a job name that describe the job.
b. Source: It can be local folder or network folder.
c. Destination Type:
    i. Local Folder
    ii. Network Folder: You have to ensure that the service credential the client is run as has access to it.
    iii. Rsync Server: You will need to fill in the Username and Password field.
    iv. Removable Storage
d. Destination: (examples)
    i. D:\destination\
    ii. \\destination\folder\
    iii. 192.168.42.1\folder
    iv. E:\removable\
e. Frequency:
    i. Hourly
    ii. Daily
    iii. Weekly
    iv. Monthly
f. Shadow Copy
    i. AlphaVSS
    ii. MicrosoftVSS
    iii. None (Choose None if your source is from a network folder) (Files that are currently in used will not be copied)
g. Permission: Tick the respective boxes if you need to have that permission copied over.

3. After clicking create, you should see your newly created job on the list.

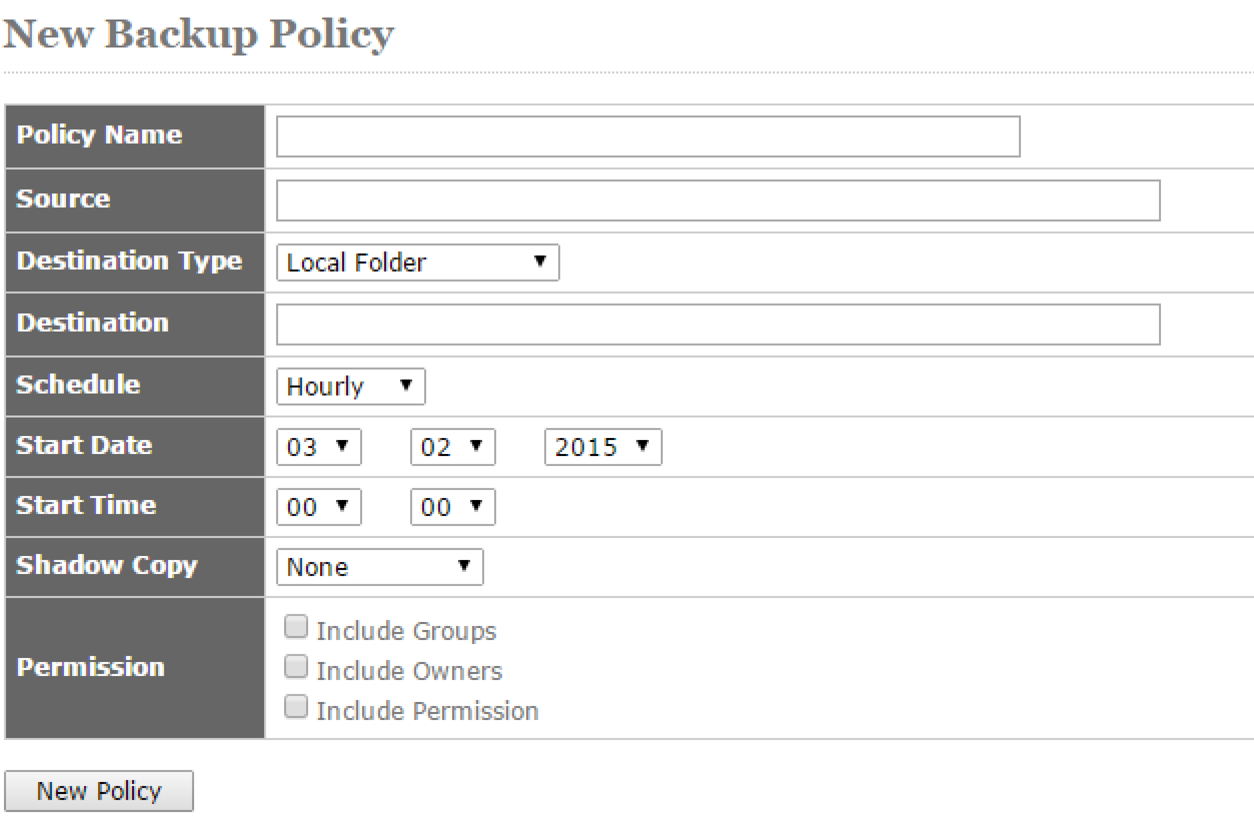


Using Policy to create replication jobs

1. Go to Management then Policy. Click on Add New Policy.



2. Fill in the form. The fields are similar to the fields for creating a new job as shown in the previous section. Click on New Policy when you are done.



3. A new policy is now created.

Policy

Policy Name	Source	Destination		
Backup Policy	C:\Backup\	D:\Backup\		

- COMPANY DETAILS
- POLICY
  - Add New Policy
- USERS
- SETTINGS
- LICENSE

4. Go back to dashboard and select the client.

Connected Clients

Computer Name	Operating System	Hardware Type	Last Run Status	Status
HELPDESK2-WIN7	Microsoft Windows 7 Professional	Workstation		

- All
- Servers
- Workstations
- Virtual Host
- Unmanaged Clients

5. Click on New Policy on the right side. Then click the green Plus icon.

Backup Plans (HELPDESK2-WIN7)

Add New Job from Policy

Name	Source	Destination	Schedule	
Backup Policy	C:\Backup\	D:\Backup\	Hourly	

- Backup Plans
  - New Backup Plan
  - New from Policy
- Logs
- Computer Details
- Remove Client

6. This will create a new job automatically without the need to fill in all the details again.

Backup Plans (HELPDESK2-WIN7)

JobID	Name	Source	Destination	Schedule		
2	Policy: Backup Policy	C:\Backup\	D:\Backup\	Hourly		

- Backup Plans
  - New Backup Plan
  - New from Policy
- Logs
- Computer Details

- Remove Client

Monitor replication log

1. Click on Logs

Backup Plans (HELPDESK2-WIN7)

JobID	Name	Source	Destination	Schedule		
2	new job	C:\source\	D:\destination\	Hourly		

- Backup Plans
  - New Backup Plan
  - New from Policy
- Logs
- Computer Details
- Remove Client

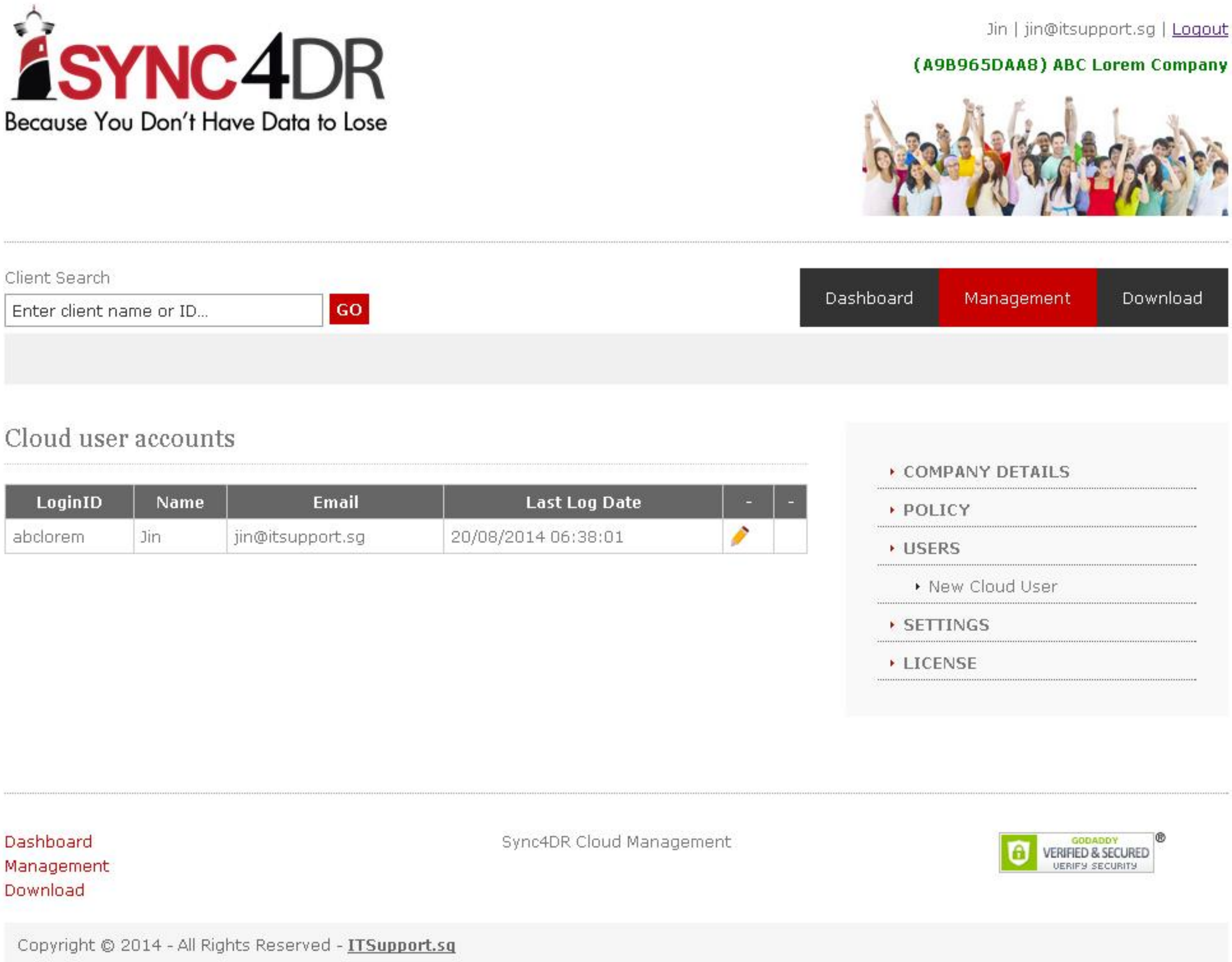
2. You will see a list of the logs from each completion of the job by the client.

Page 1 of 6 Go

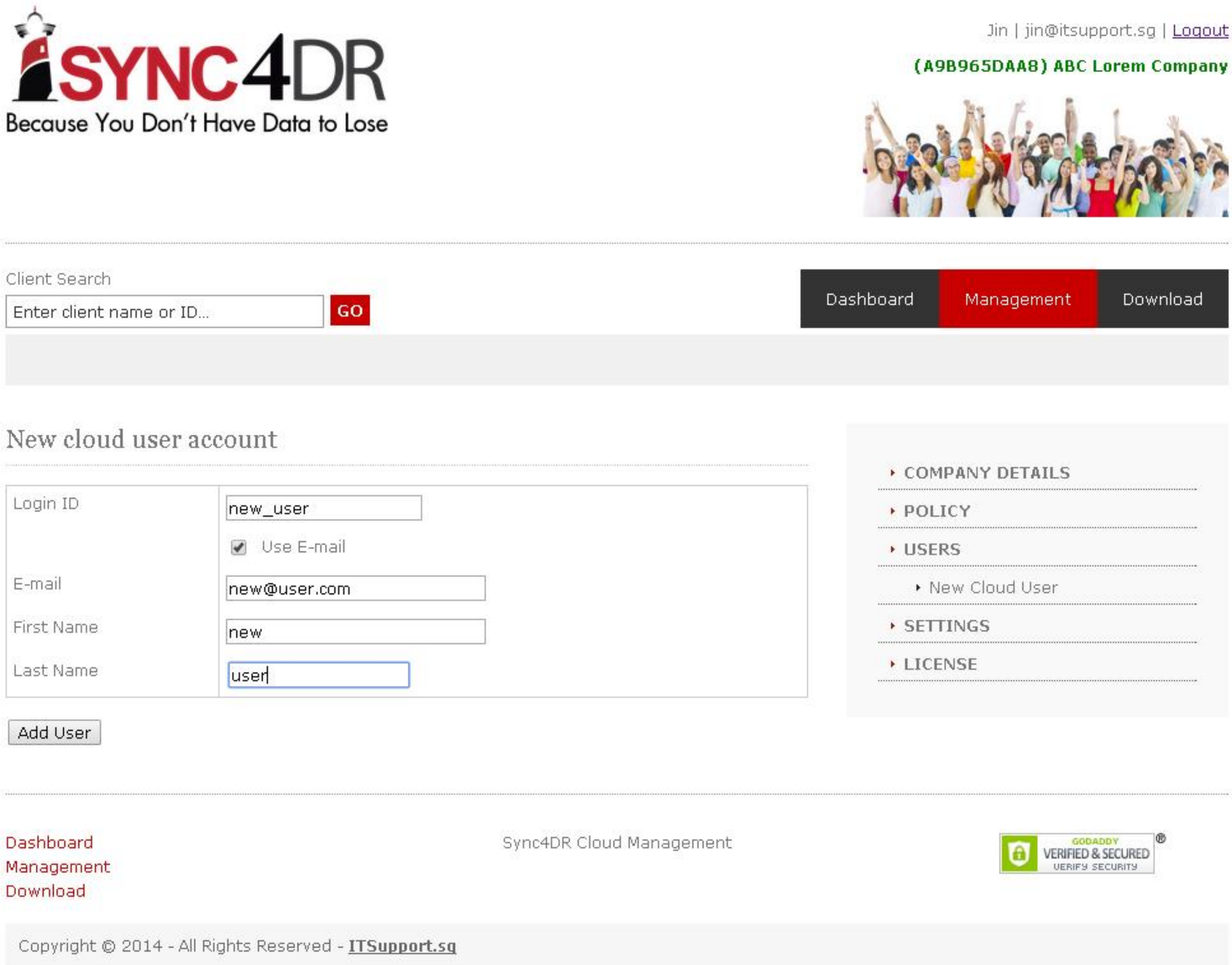
Job ID	Start Time (d/m/Y H:m:s)	End Time (d/m/Y H:m:s)	Duration (H:m:s)	Result
1	30/01/2015 14:00:07	30/01/2015 14:00:40	00:00:33	Successful
1	30/01/2015 13:00:04	30/01/2015 13:00:38	00:00:33	Successful
1	30/01/2015 12:00:05	30/01/2015 12:00:39	00:00:33	Successful
1	30/01/2015 11:00:00	30/01/2015 11:00:32	00:00:32	Successful
1	30/01/2015 10:00:03	30/01/2015 10:00:39	00:00:35	Successful
1	29/01/2015 18:00:02	29/01/2015 18:00:40	00:00:37	Successful
1	29/01/2015 17:00:05	29/01/2015 17:00:43	00:00:37	Successful
1	29/01/2015 16:00:07	29/01/2015 16:08:45	00:08:38	Successful
1	29/01/2015 15:00:02	29/01/2015 15:00:42	00:00:39	Successful
1	29/01/2015 13:15:53	29/01/2015 13:24:25	00:08:32	Successful

Add Admin users

1. Click on Management then click on users. You should see a list of current users.



2. Click on New Cloud User and enter the details of the new user. Click the Add User button.



3. You should see the newly added user in the list now.