

Quick-start guide for data backup: BaaS management (Cloud) portal

1 STEP

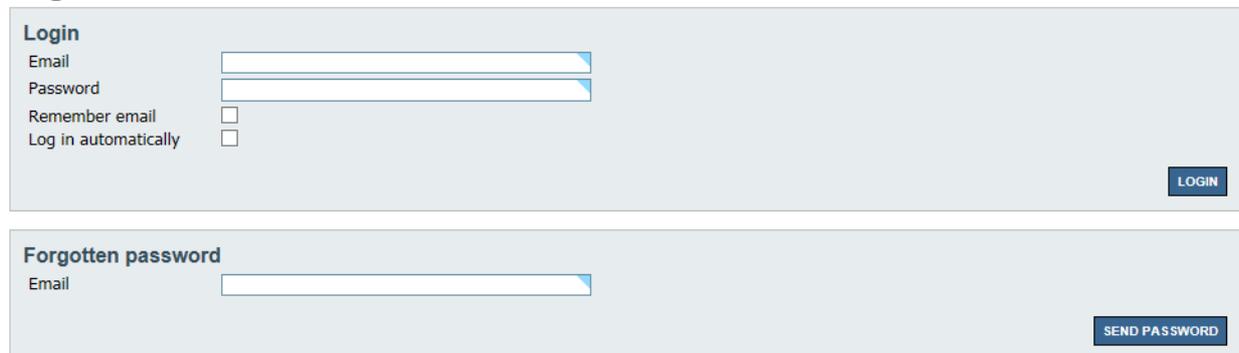
1.1. In order to start using BaaS management (Cloud) portal, follow the link <https://portal.backuppro.eu>.

1.2. Enter login details:

- a) **Email:** Your e-mail address.
- b) **Password:** Your password that you have received in service confirmation e-mail.

The first service user will have an authorization to create new users with appropriate and defined accesses.

Login

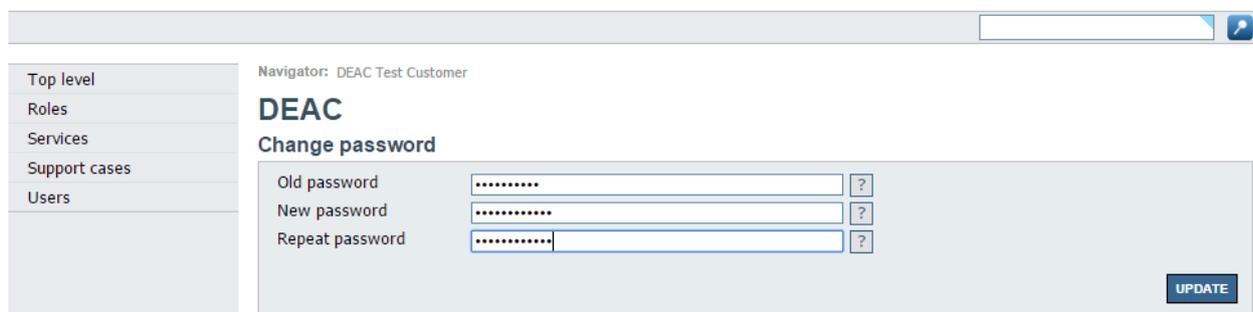


The screenshot shows two forms. The first is the 'Login' form, which includes fields for 'Email' and 'Password', and checkboxes for 'Remember email' and 'Log in automatically'. A 'LOGIN' button is located at the bottom right of this form. The second form is 'Forgotten password', which has an 'Email' field and a 'SEND PASSWORD' button at the bottom right.

2 STEP

2.1. When connecting first time, please change the password for security reasons. Select **Change Password** under **Account Settings** menu. You will be the only person who will know the new password. Make sure to keep it in secure place.

2.2. Enter the old and new password. Click **Update**.

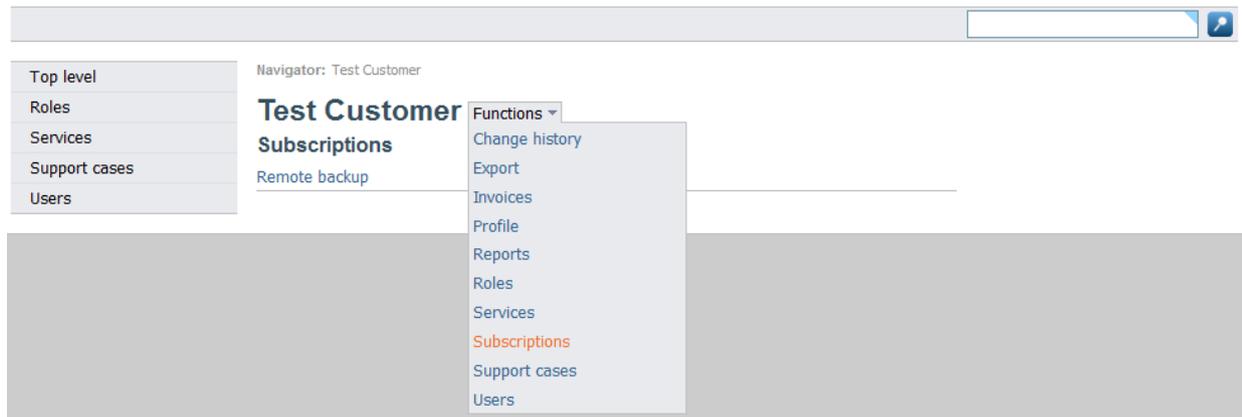


The screenshot shows the 'Change password' form in the DEAC portal. At the top, there is a search bar and a user profile icon. Below that, a navigation menu on the left lists 'Top level', 'Roles', 'Services', 'Support cases', and 'Users'. The main content area shows 'Navigator: DEAC Test Customer' and the 'DEAC Change password' form. The form has three password fields: 'Old password', 'New password', and 'Repeat password', each with a question mark icon to its right. An 'UPDATE' button is at the bottom right of the form.

3 STEP

3.1. Select one of the linked **Subscription**. In this case, it is **“Remote backup”**. Subscription can be opened in two ways, but the most convenient is by clicking on **Top Level**.

All available portal functions can be found under Functions. Different levels of navigation functions, titles and the available operations can vary.

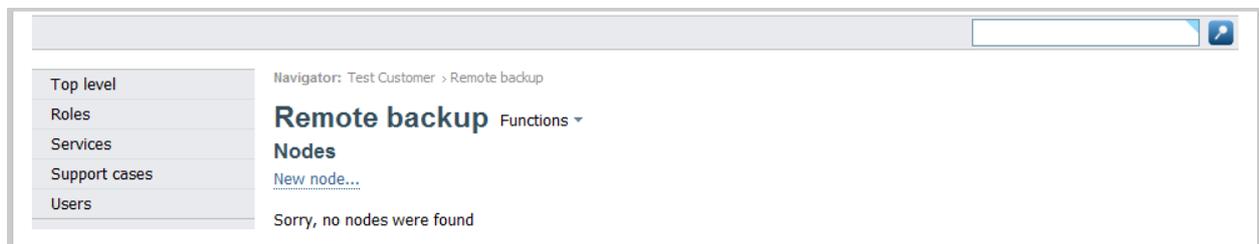


4 STEP

Creating a backup node.

Backup node can be server or personal computer including desktop and laptop. In order to create a backup node to computer or server, it is necessary to create new node in the system.

4.1. In order to create a new node, click **New node...**



4.2. Enter and/or select required parameters:

a) **Name:** The chosen **node** name. It will be reflected only on BaaS portal and backup date reports. Typically, this is a hostname.

If you are planning to make a file-level data backup as well as Exchange and/or SQL data backup, we recommend to specify this in the node name. For example, file-level data backup node “Filadelfia12” can be named “Filadelfia12 – file”, while the Exchange name could be “Filadelfia12 – Exchange”.

b) **Client Option Set:** no changes required.

c) **Type:** select FileServer, Workstation or DBMail depending on what are you planning to make a data backup for.

- **FileServer** - file-level data backup on all servers.

- **Workstation** - data backup either to a stationary computer and/or for portable computer.

- **DBMail** - data backup for data bases, Exchange and/or Domino.

Please remember to create two different nodes for Exchange or SQL server type, where one is Fileserver type and the other - DBMail server type.

d) **OS:** select the appropriate operational system and the backup type.

e) When all information is filled in, click **Create**.

Remote backup Functions ▾

Create new node

Name	<input type="text" value="Filadelfia12"/>	<input data-bbox="933 365 959 389" type="button" value="?"/>
Domain	<input type="text" value="BACKUPPRO"/>	<input data-bbox="933 398 959 423" type="button" value="?"/>
Client Option set	<input type="text" value="No Client Option set"/>	<input data-bbox="933 432 959 456" type="button" value="?"/>
Type	<input type="text" value="FileServer"/>	<input data-bbox="933 465 959 490" type="button" value="?"/>
OS	<input type="text" value="FILE-Windows"/>	<input data-bbox="933 499 959 524" type="button" value="?"/>
Time zone	<input type="text" value="(GMT +2:00) Kaliningrad, South Africa"/>	<input data-bbox="933 533 959 557" type="button" value="?"/>

4.3. Only activated backup nodes are charged and only after its activation, you can start to use backup. Check in **Active** and click **Update**.

4.4. See example below for registered and activated node "Filadelfia12". In the picture, you will find required information for TSM client software.

- TSM Node id:** information to be filled in next to **NODENAME**.
- TSM-server:** information to be filled in next to **TCPSEVERADDRESS**.
- Nodepassword:** The password is not visible. Node password is generated automatically and consists of two parts: default code at the beginning and Node ID at the end. The default code for each TSM server is different. For TSM01.backuppro.eu it is "one-1", but for TSM02.backuppro.eu is "two-2", and so on. Password is not case sensitive. The temporary password has to be changed as soon as the backup agent is configured and you have made a connection. Please find the instruction on how to change password in a specific agent's installation manual or IBM documentation.

Filadelfia12 Functions ▾

Edit node

Name	<input type="text" value="Filadelfia12"/>	<input data-bbox="933 1270 959 1294" type="button" value="?"/>	Change TSM Node ID
Domain	<input type="text" value="BACKUPPRO"/>	<input data-bbox="933 1326 959 1350" type="button" value="?"/>	
Client Option set	<input type="text" value="No Client Option set"/>	<input data-bbox="933 1359 959 1384" type="button" value="?"/>	
Type	<input type="text" value="FileServer"/>	<input data-bbox="933 1393 959 1417" type="button" value="?"/>	
OS	<input type="text" value="FILE-Windows"/>	<input data-bbox="933 1426 959 1451" type="button" value="?"/>	
Time zone	<input type="text" value="(GMT +2:00) Kaliningrad, South Africa"/>	<input data-bbox="933 1460 959 1485" type="button" value="?"/>	
Active	<input checked="" type="checkbox"/>	<input data-bbox="496 1503 521 1527" type="button" value="?"/>	
TSM Node id	<input type="text" value="tsm000013"/>	<input data-bbox="933 1559 959 1583" type="button" value="?"/>	
Activate date	<input type="text" value="5/21/2015 9:46:58 AM"/>	<input data-bbox="933 1615 959 1639" type="button" value="?"/>	
TSM-server	<input type="text" value="tsm01.backuppro.eu"/>	<input data-bbox="933 1648 959 1673" type="button" value="?"/>	
Domain	<input type="text" value="BACKUPPRO"/>	<input data-bbox="933 1682 959 1706" type="button" value="?"/>	
CLO	<input type="text" value="No ClientOptionSet set for node"/>	<input data-bbox="933 1715 959 1740" type="button" value="?"/>	

5 STEP

5.1. Add a schedule for data backup node. Select appropriate backup node, then select **Functions** and click **Schedules**.

Filadelfia12 Functions ▾

Schedules of node

Existing schedules for this node

Available schedules

Schedule summary

FILE-0000-ANYDAY ▾ ?

ADD SCHEDULE

5.2. Select an appropriate backup schedule from dropdown menu and click **Add Schedules**.

The first part of the name contains information of the backup purpose:

- FILE - data backup at the file level
- DOMINO - data backup for IBM Lotus Domino
- EXCHANGE - data backup for Microsoft Exchange
- SQL - data backup for databases
- VIRTUAL - data backup on the virtualization platform level

The second part of the name contains hours and minutes. For example, 2000 stands for 20:00 pm, but 0130 stands for 1:30 am.

The last part of the name stands for data backup regularity. For example, "ANYDAY" is every day of the week; "WEEKDAY" is every workday, "WEEKEND" - every weekend day.

One server may have one or more backup schedules. However, we suggest not making data backup in the file-level and on the data base/Exchange level at one time.

6 STEP

Backup policies

6.1. The data for which the backup copies will be created can be defined in management classes. Management class is defining, for example, the following: whenever for the files that were deleted from the computer the backup copy will be created or not, as well as the period of keeping the copies; or how many previous versions of a file and for what period the copies will be stored. When choosing any of the management classes, the used space of the backup system will change. In order to find the most suitable management class and for more convenient usage of the system, three different management classes were developed to meet most popular requirements without specific going into the details and by ensuring full data security:

Minimum – when choosing this management class, only actual version of the file will be stored, excluding deleted files or previous file versions. The used amount of the data in the system will be comparable to the amount of data on the computer for which data backup is created. This management class is recommended for those, who is looking for relatively cheap backup solution and does not require restoring of accidentally deleted files or previous versions of the files.

Optimum – when choosing this management class, the both – current file versions and two previous file version copies including deleted file copies will be stored for 180 days. The used amount of data in the system will depend on the frequency of making changes in the file. This is default

management class and it is assigned to each created node. In order to change this management class, please follow the Step 6.2. of this Instruction.

Maximum – when choosing this management class, the current and seven previous file versions will be stored for 180 days and four versions of deleted file copies will be stored for 365 days. The amount of data in the system will depend on the file change frequency. This management class is recommended for those, whose data is extremely important to store including the possibility to restore the deleted data within a year.

In case there is necessity in another management class that is not described above, please contact and send request to our Support department by e-mail support@deac.eu – DEAC experts will help to define the required management class according to the specific needs.

6.2. Backup management class choice.

In case if Optimum management class is not suitable for your specific case and you would like to change it, it is necessary to make the changes in the client configuration file `dsm.opt` (for Windows) or `dsm.sys` (for Linux, MacOS, Unix).

Find the row: ****use non default management class for all data****

a) For Windows: `*INCLUDE "*:...*" OPTIMUM`

b) For Linux, MacOS, Unix: `*INCLUDE.BACKUP "*" OPTIMUM`

Optimum part shall be replaced with appropriate management class name. Please also remove `*` symbol at the beginning of the line so it not read as a comment.