

Cloud Backup Setup Guide

Resellers, Distributors and Direct Customers

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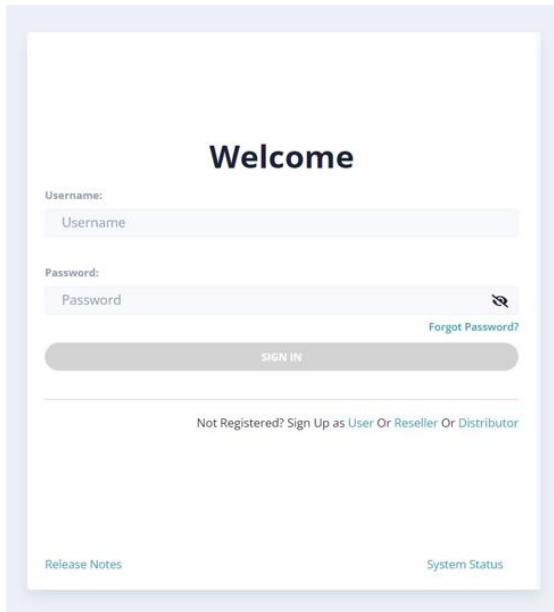
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LOGIN & PRE-SETUP

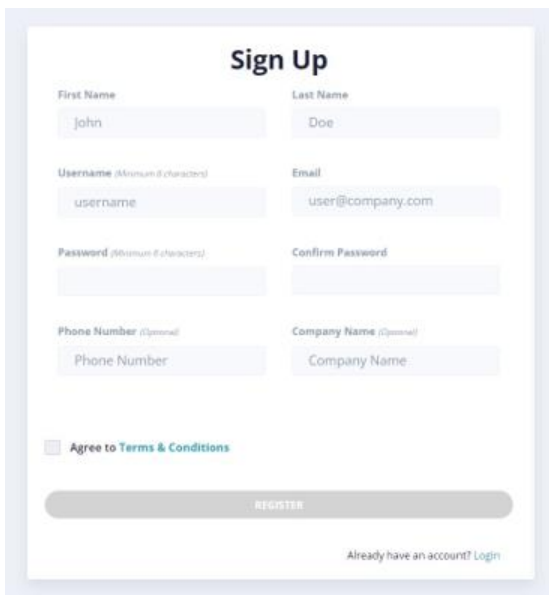
Resellers

- Login to mywebportal at <https://mywebportal.cloud>



The screenshot shows a 'Welcome' login page. It features a 'Username' field, a 'Password' field with a toggle icon, and a 'Forgot Password?' link. Below these is a 'SIGN IN' button. At the bottom, there is a link for 'Not Registered? Sign Up as User Or Reseller Or Distributor', and links for 'Release Notes' and 'System Status'.

- Click on “Reseller” link for Sign up
- It will open a registration page as follows



The screenshot shows a 'Sign Up' registration page. It includes fields for 'First Name' (John), 'Last Name' (Doe), 'Username' (username), 'Email' (user@company.com), 'Password' (minimum 8 characters), and 'Confirm Password'. There are also optional fields for 'Phone Number' and 'Company Name'. A checkbox for 'Agree to Terms & Conditions' is present, followed by a 'REGISTER' button. A link at the bottom says 'Already have an account? Login'.

- Enter the required details. Please note **Phone Number** and **Company Name** are optional

- Check the box next to “Agree to Terms & Conditions”
- Press “Register”
- On successful registration you should see the following message, close and continue

The screenshot shows a 'Sign Up' form with the following fields: First Name (John), Last Name (Doe), Username (JohnDoe), Email (john@gmail.com), Password (masked with dots), and Phone Number. A checkbox for 'Agree to Terms & Conditions' is checked. A 'REGISTER' button is at the bottom. A modal window is displayed over the form, titled 'Sign Up', with the message 'Thanks for Registering, please now Login' and a blue 'CLOSE' button.

Please Note:

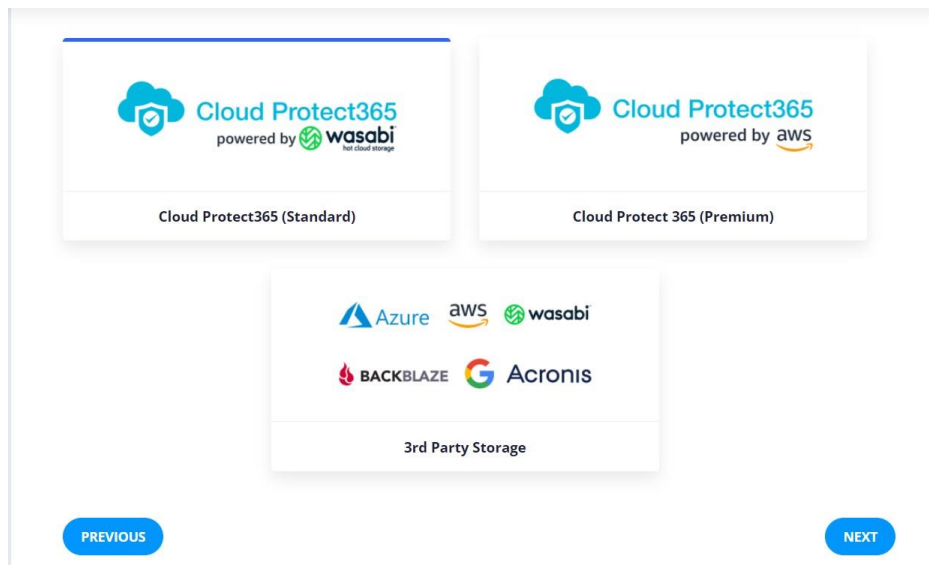
- Password must be at least **6 characters** long
- Username must be at least **6 characters** long
- You should receive a welcome email on successful registration
- You must agree to “**Terms & Conditions**” before registering to the portal
- Login using the username and password you just created

Post login, it is necessary to complete the following settings in the portal.

- Choose your storage quota in “TB’s”
- Click on **NEXT**

The screenshot shows a setup wizard with five steps. Step 1 is selected and highlighted. Step 2 is the current step, titled 'Choose Storage Quota in TB'. It contains a text input field with the placeholder 'Enter storage quota in TB (1 - 999)'. A blue 'NEXT' button is located at the bottom right.

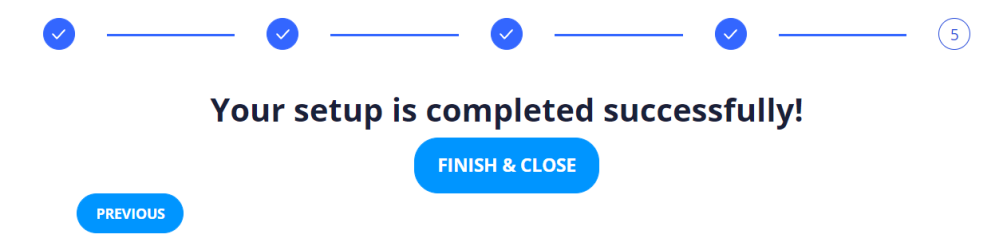
- You will be required to choose the type of storage. If you are unsure what to do, please contact us but the choices are as follows:
 - Standard Storage using Wasabi
 - Premium Storage using AWS S3 Standard
 - 3rd Party Storage from the providers listed



- For this guide, we are going with the standard storage region
- If you want to backup to your own hardware from Cloudian, NetApp, IBM, MinIO, Dell EMC, Cohesity or any other S3 related provider, then please contact us.
- Post selection, choose the region of the storage (only applies to Standard or Premium)

- Next choose the currency

- Finally click on “FINISH & CLOSE” to complete your setup



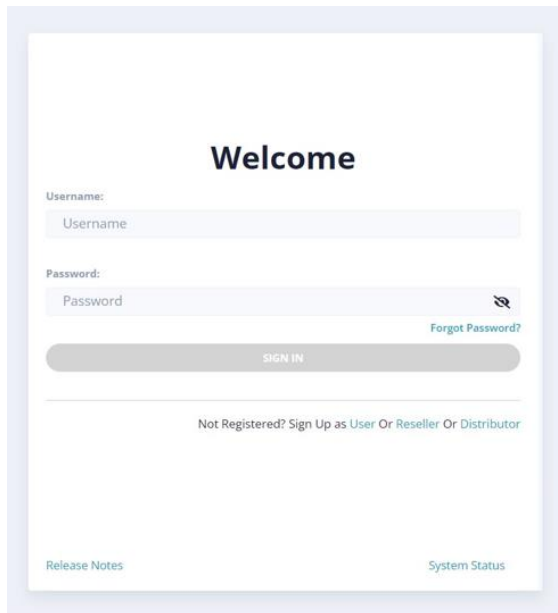
- Now you can create your end user accounts.
- Once you have created an end user account, you will be required to choose an encryption password which can be the same as the login password or you can set an alternative. **The encryption password CAN NOT be reset**, only the account password can be, therefore if changed it is your responsibility to keep safe. Not knowing the encryption password means that you will not be able to access the data on that account and will have to re-setup the account.

Please Note:

- If you create Sub-Resellers, they will use the same storage and currency selections as you have created.

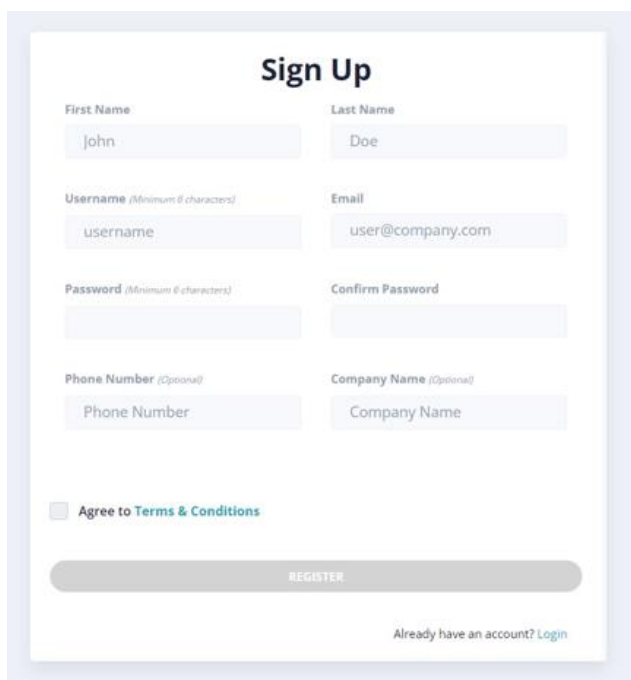
Distributors

- Login to mywebportal at <https://mywebportal.cloud>



The image shows a 'Welcome' login page. At the top, the word 'Welcome' is centered in a bold font. Below it, there are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its right. To the right of the 'Password' field is a link that says 'Forgot Password?'. Below these fields is a wide, rounded button labeled 'SIGN IN'. Underneath the button, there is a line of text: 'Not Registered? Sign Up as User Or Reseller Or Distributor'. At the bottom left, there is a link 'Release Notes', and at the bottom right, there is a link 'System Status'.

- Click on “Distributor” link for Sign up
- It will open a registration page as follows



The image shows a 'Sign Up' registration page. The title 'Sign Up' is centered at the top. Below it, there are two columns of input fields. The first column contains 'First Name' (with 'John' entered), 'Username (Minimum 6 characters)' (with 'username' entered), 'Password (Minimum 6 characters)', and 'Phone Number (Optional)' (with 'Phone Number' entered). The second column contains 'Last Name' (with 'Doe' entered), 'Email' (with 'user@company.com' entered), 'Confirm Password', and 'Company Name (Optional)' (with 'Company Name' entered). Below the input fields is a checkbox labeled 'Agree to Terms & Conditions'. At the bottom is a wide, rounded button labeled 'REGISTER'. At the very bottom, there is a link that says 'Already have an account? Login'.

- Enter the required details. Please note **Phone Number** and **Company Name** are optional

- Check the box next to “Agree to Terms & Conditions”
- Press “Register”
- On successful registration you should see the following message, close and continue

The image shows a 'Sign Up' form with the following fields: First Name (John), Last Name (Doe), Username (JohnDoe), Email (john@gmail.com), Password (masked with dots), and Phone Number. A checkbox for 'Agree to Terms & Conditions' is checked. A 'REGISTER' button is at the bottom. A modal window is displayed over the form, titled 'Sign Up', with the message 'Thanks for Registering, please now Login' and a blue 'CLOSE' button.

Please Note:

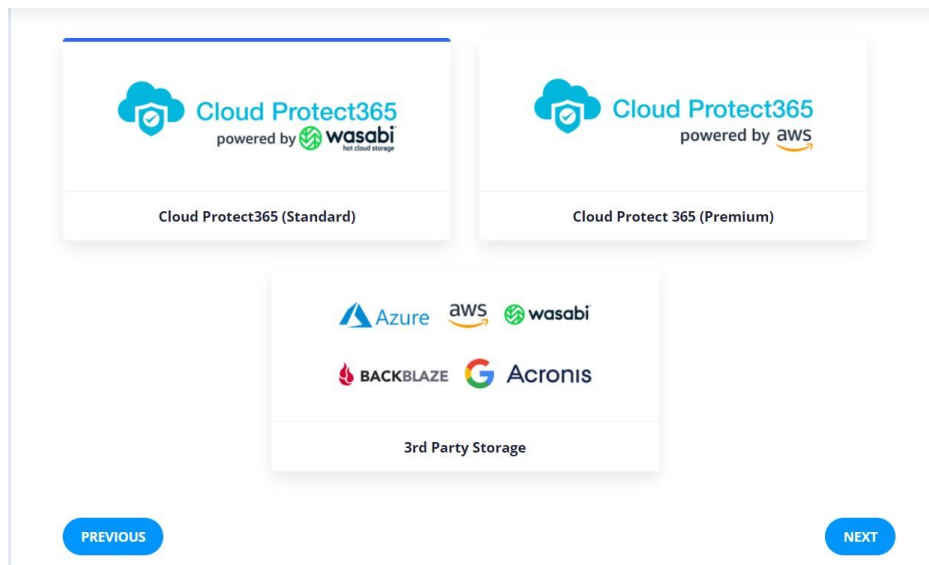
- Password must be at least **6 characters** long
- Username must be at least **6 characters** long
- You should receive a welcome email on successful registration
- You must agree to “**Terms & Conditions**” before registering to the portal
- Login using the username and password you just created

Post login, it is necessary to complete the following settings in the portal.

- Choose your storage quota in “TB’s”
- Click on **NEXT**

The image shows a progress bar with five steps. Step 1 is active. Below the progress bar, the text 'Choose Storage Quota in TB' is displayed. A text input field contains the placeholder text 'Enter storage quota in TB (1 - 999)'. A blue 'NEXT' button is located at the bottom right.

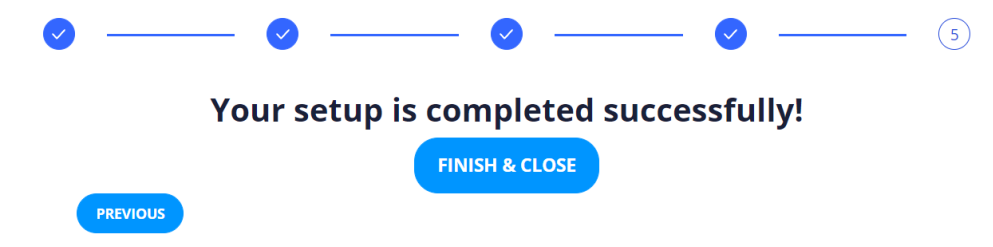
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- Post selection, choose the region of the storage (only applies to Standard or Premium)

- Next choose the currency

- Finally click on “FINISH & CLOSE” to complete your setup



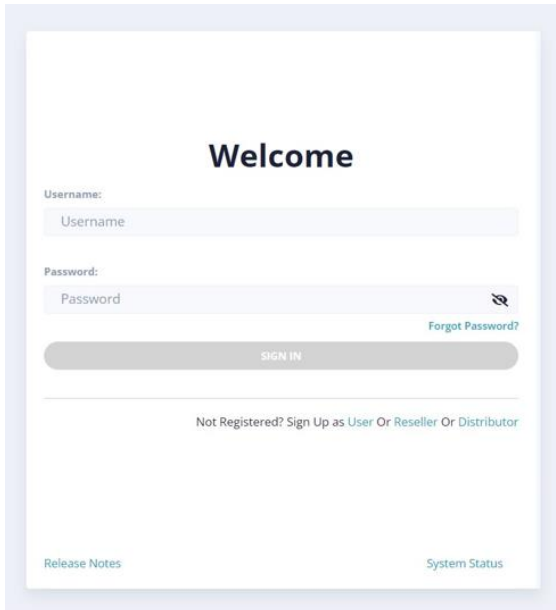
- Now you can create your end user accounts.
- Once you have created an end user account, you will be required to choose an encryption password which can be the same as the login password or you can set an alternative. **The encryption password CAN NOT be reset**, only the account password can be, therefore if changed it is your responsibility to keep safe. Not knowing the encryption password means that you will not be able to access the data on that account and will have to re-setup the account.

Please Note:

- If you create Sub-Resellers, they will use the same storage and currency selections as you have created.

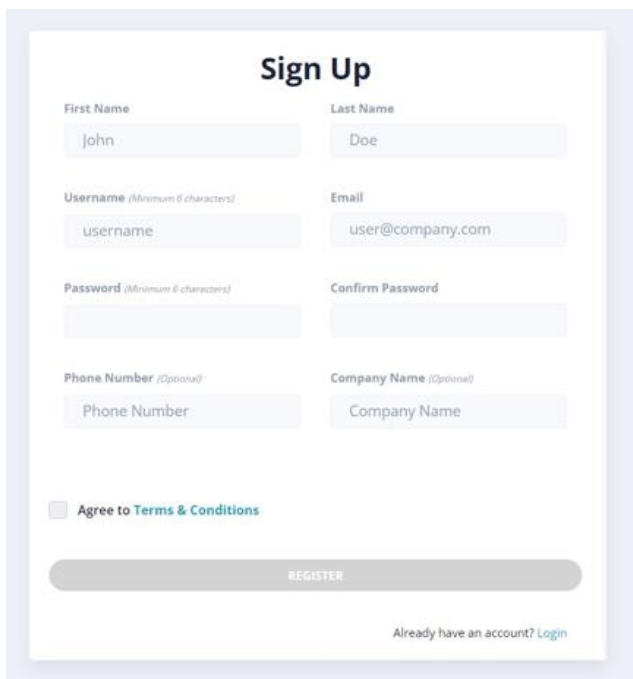
Direct Customer

- Login to mywebportal at <https://mywebportal.cloud>



The image shows a login page titled "Welcome". It features a "Username:" label above a text input field containing the placeholder "Username". Below this is a "Password:" label above a text input field containing the placeholder "Password". To the right of the password field is a small icon of an eye with a slash through it, and a link labeled "Forgot Password?". Below the password field is a wide, rounded button labeled "SIGN IN". Underneath the button is a link that says "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom left is a link for "Release Notes" and at the bottom right is a link for "System Status".

- Click on "User" link for Sign up
- It will open a registration page as follows



The image shows a registration page titled "Sign Up". It has several input fields arranged in two columns. The first column contains "First Name" (placeholder "John"), "Username (Minimum 6 characters)" (placeholder "username"), "Password (Minimum 6 characters)" (empty), and "Phone Number (Optional)" (placeholder "Phone Number"). The second column contains "Last Name" (placeholder "Doe"), "Email" (placeholder "user@company.com"), "Confirm Password" (empty), and "Company Name (Optional)" (placeholder "Company Name"). Below these fields is a checkbox labeled "Agree to Terms & Conditions". At the bottom is a wide, rounded button labeled "REGISTER". In the bottom right corner, there is a link that says "Already have an account? Login".

- Enter the required details. Please note **Phone Number** and **Company Name** are optional

- Check the box next to “Agree to Terms & Conditions”
- Press “Register”
- On successful registration you should see the following message, close and continue

The image shows a 'Sign Up' form with the following fields: First Name (John), Last Name (Doe), Username (JohnDoe), Email (john@gmail.com), Password (masked with dots), and Phone Number. A checkbox for 'Agree to Terms & Conditions' is checked. A 'REGISTER' button is at the bottom. A modal window is displayed over the form, titled 'Sign Up', with the message 'Thanks for Registering, please now Login' and a blue 'CLOSE' button.

Please Note:

- Password must be at least **6 characters** long
- Username must be at least **6 characters** long
- You should receive a welcome email on successful registration
- You must agree to “**Terms & Conditions**” before registering to the portal
- Login using the username and password you just created

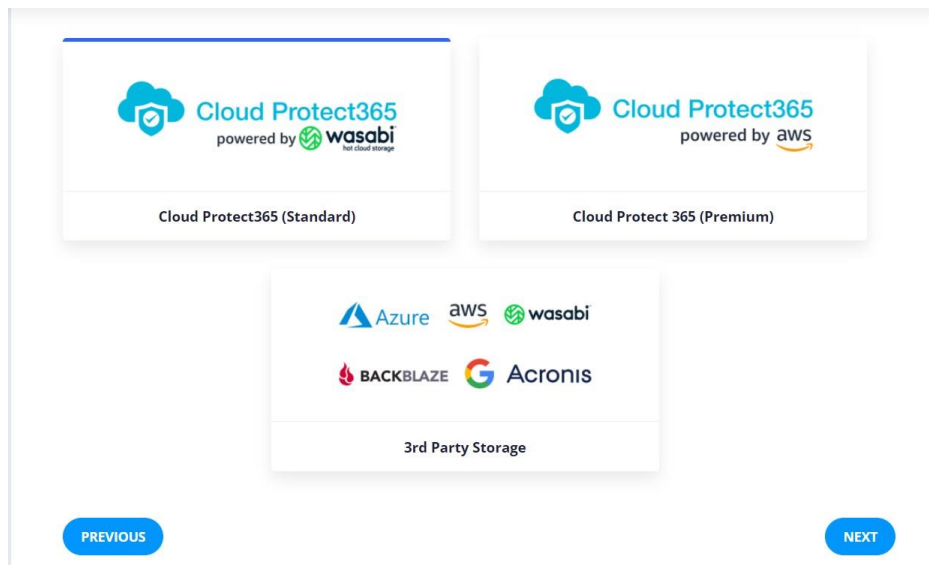
Post login, it is necessary to complete the following settings in the portal.

- Choose your storage quota in “TB’s”

The image shows a screen with five numbered steps (1 to 5) at the top. Step 1 is highlighted. Below the steps, the text 'Choose Storage Quota in TB' is displayed. A text input field contains the placeholder text 'Enter storage quota in TB (1 - 999)'. A blue 'NEXT' button is located at the bottom right.

- Click on **NEXT**

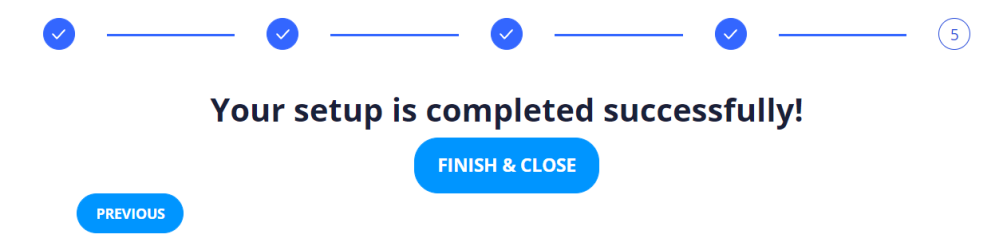
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- Finally click on “FINISH & CLOSE” to complete your setup

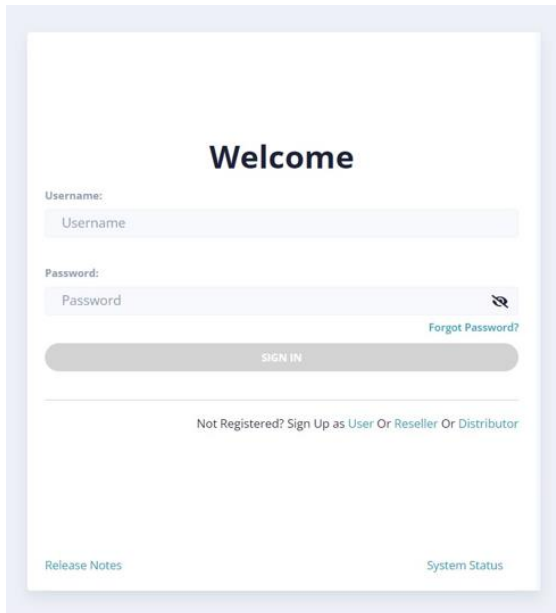


- Once you have created an end user account, you will be required to choose an encryption password which can be the same as the login password or you can set an alternative. **The encryption password CAN NOT be reset**, only the account password can be, therefore if changed it is your responsibility to keep safe. Not knowing the encryption password means that you will not be able to access the data on that account and will have to re-setup the account.

FORGOT PASSWORD

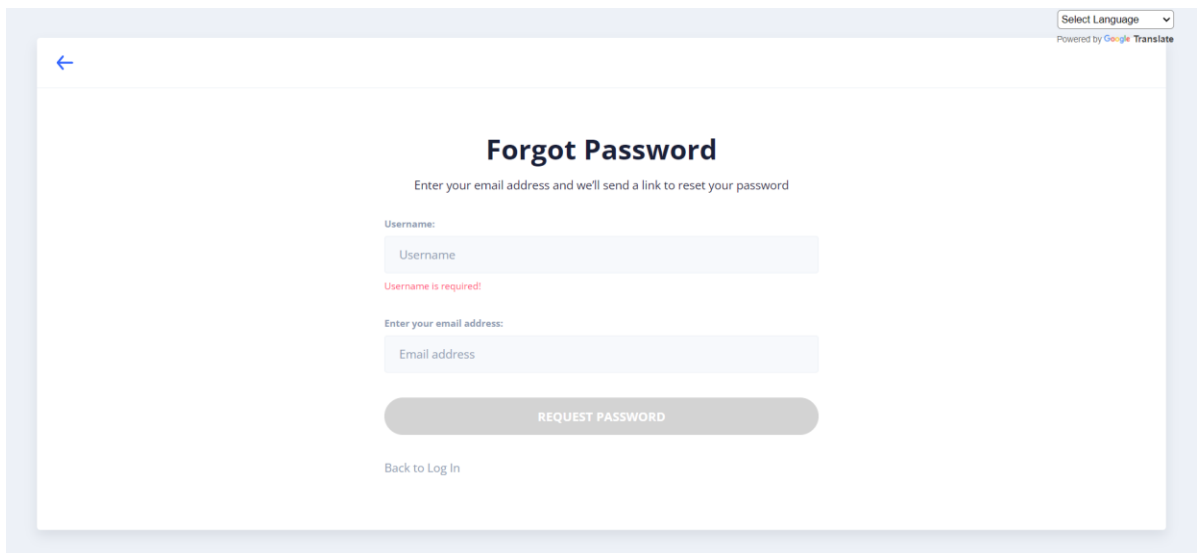
Recovering your password

- Login to mywebportal at <https://mywebportal.cloud>



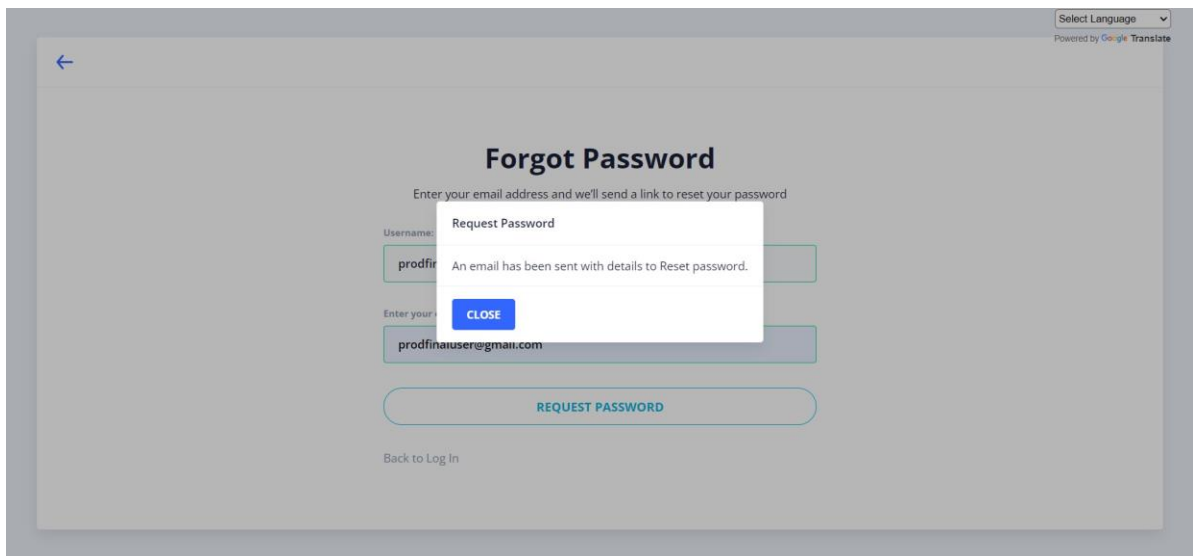
The screenshot shows a login page titled "Welcome". It features two input fields: "Username:" and "Password:". Below the password field is a "Forgot Password?" link. A "SIGN IN" button is positioned below the input fields. At the bottom of the page, there is a link that says "Not Registered? Sign Up as User Or Reseller Or Distributor". In the footer, there are links for "Release Notes" and "System Status".

- Click on "Forgot Password" link
- It will open a page as follows



The screenshot shows a "Forgot Password" page. At the top right, there is a "Select Language" dropdown menu and a "Powered by Google Translate" logo. The main heading is "Forgot Password", followed by the instruction "Enter your email address and we'll send a link to reset your password". There are two input fields: "Username:" and "Enter your email address:". Below the "Username:" field, there is a red error message that says "Username is required!". Below the "Email address:" field, there is a "REQUEST PASSWORD" button. At the bottom left, there is a link that says "Back to Log In".

- Enter your "Username" and "Email Address"
- Press "Request Password"
- On successful submission, you should see a message as follows

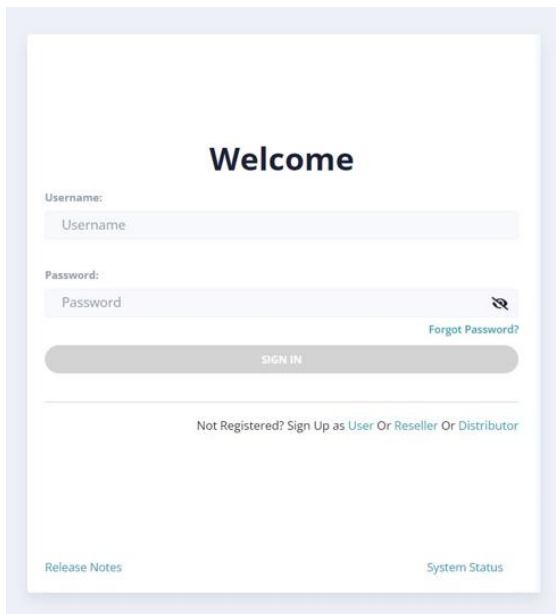


- If the entered details are correct, you should receive an email containing your username and password details
- We strongly recommend, you change your password soon after

EMAIL NOTIFICATIONS

How to enable/disable email notifications?

- Login to mywebportal at <https://mywebportal.cloud>



- Login with your credentials
- Post login, locate the bell icon on the header

EMAIL SUPPORT  CP365@BACKUPEVERYTHING.CO.UK



- By default, email notifications are enabled
- Click on the icon to turn on/off the email notifications
- It will open a dialog as follows
- Please submit your valuable feedback and press submit

Please Note:

- Turning off the email notification will stop all the email notifications from the solution
- However, OTP emails, priority notifications will still be sent by the solution

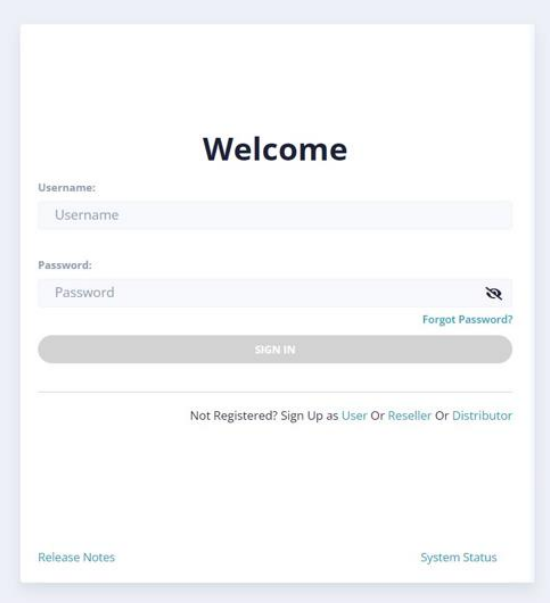
WHITELABEL

Mywebportal allows the distributors and resellers to whitelabel the solution as per their needs. The following parameters can be whitelabeled, please set this up first before creating accounts.

- Solution Name
- Support Email Address
- Terms Link
- Privacy Link
- Copyright Text
- Whitelabel logo

Editing Whitelabel Information

- Login to mywebportal at <https://mywebportal.cloud>



Welcome

Username:
Username

Password:
Password

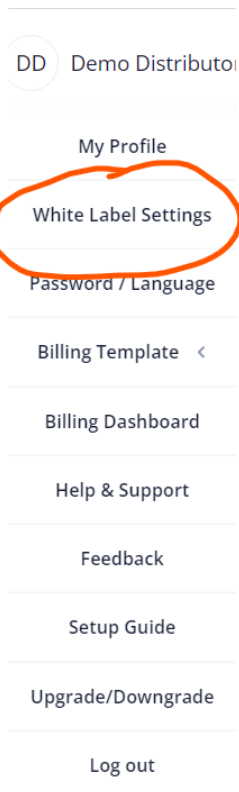
[Forgot Password?](#)

[SIGN IN](#)

Not Registered? Sign Up as [User](#) Or [Reseller](#) Or [Distributor](#)


[Release Notes](#) [System Status](#)

- Login with your credentials
- Post login, navigate to the profile section of the webportal
- From the profile dropdown, click on the “Whitelabel Settings” link



- It shall open a dialog displaying the white label details as as shown below

White Label Settings



Solution Name
Cloud Protect365

Support Email Address
cp365@backupeverything.co.uk

Terms Link
<https://www.backupeverything.co.uk>

Privacy Link
<https://www.backupeverything.co.uk>

Copyright Text
© Backup Everything

CANCEL **SAVE CHANGES**

- Change any detail and press on the “**SAVE CHANGES**” to save the details

BILLING DASHBOARD

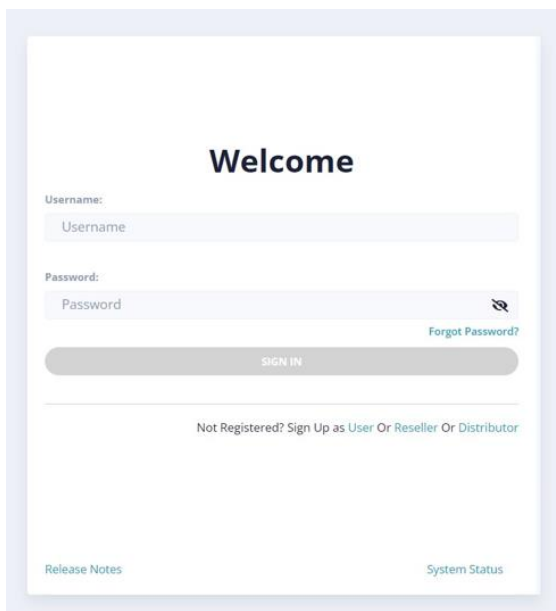
Billing dashboard displays the billing details for the current month. Billing dashboard is a real-time dashboard which tracks your live usage and computes the bill accordingly.

Components of a bill

- **Storage Price:** This is the total price incurred for the storage quota subscribed on a per TB basis.
- **Archive Price:** This is the total price incurred for the archive quota subscribed. This is an optional feature.
- **License Price:** This is the total price incurred for the device quota subscribed. This is optional.
- **Repository Price:** This is the total price incurred for the repository quota subscribed. This is optional.

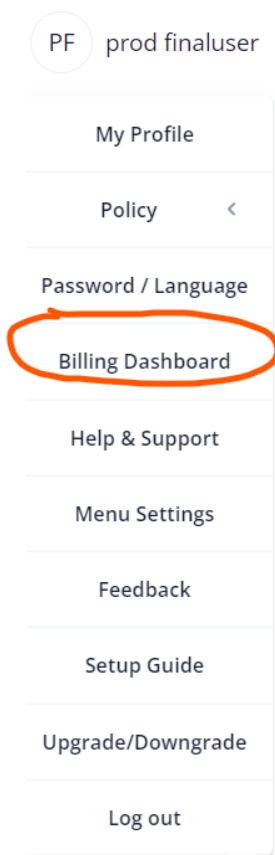
How to view the billing dashboard?

- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of the mywebportal login page. The page has a light blue header with the word "Welcome" in bold. Below the header, there are two input fields: "Username:" and "Password:". The "Password:" field has a small eye icon to its right. Below the input fields is a "SIGN IN" button. To the right of the button is a link that says "Forgot Password?". Below the button is a line of text that says "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom of the page, there are two links: "Release Notes" and "System Status".

- Login with your credentials
- Post login, navigate to the profile section of the portal

- From the dropdown click on the “Billing Dashboard” option



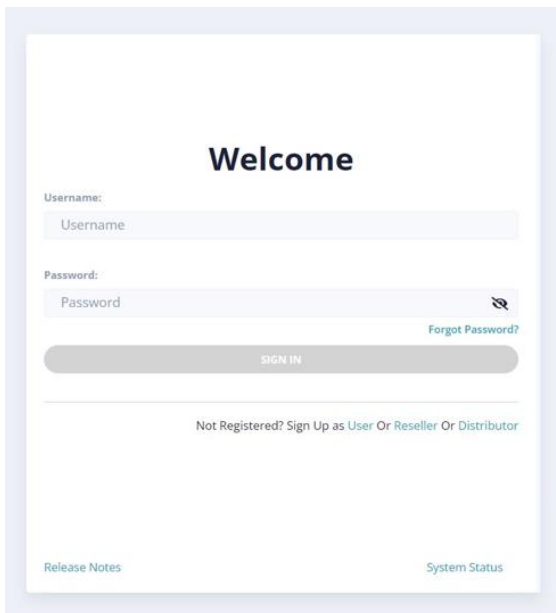
- It shall display all the details related to the bill for the current months usage

BILLING TEMPLATES

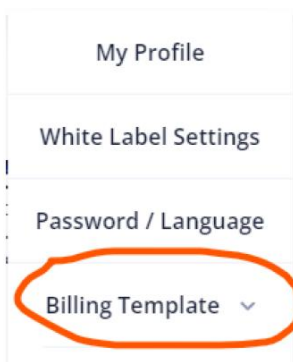
Any distributor or reseller of the solution can create unlimited billing templates under them. The distributor or reseller can define their own custom prices and can then apply these billing templates to any sub reseller or sub customer. Please set this up before creating any accounts.

Creating a billing template

- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of the mywebportal login page. The page has a light blue header with the word "Welcome" in bold. Below the header, there are two input fields: "Username:" and "Password:". The "Password:" field has a toggle icon for visibility. Below the input fields is a "SIGN IN" button. To the right of the "Password:" field is a link that says "Forgot Password?". Below the "SIGN IN" button is a link that says "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom of the page, there are two links: "Release Notes" and "System Status".

- Login with your credentials
- Post login navigate to the profile section
- Locate and click on the "Billing Template" link

A screenshot of a user profile menu. The menu is a vertical list of items: "My Profile", "White Label Settings", "Password / Language", and "Billing Template". The "Billing Template" item is circled in orange and has a small downward arrow next to it, indicating it is a dropdown menu.

- Click on “Create” link
- It will open a form as shown below

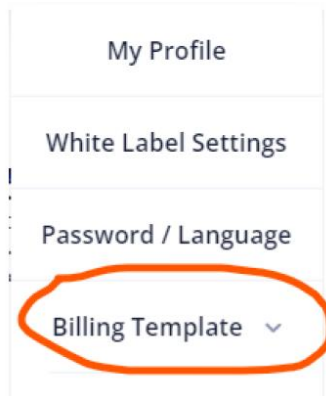
- Enter the “Template name”. It must be unique
- Enter the prices for the different categories
- Press “Save Changes” to save the billing template

Editing a billing template

- Login to mywebportal at <https://mywebportal.cloud>


- Login with your credentials

- Post login navigate to the profile section
- Locate and click on the “Billing Template” link





- Click on “View List” link
- It will display a list of billing templates created

Billing Templates Select Page Size: 50

Actions	Owner ID	Id	Name	Storage (Euro)	Storage (USD)	Storage (GBP)	Archive (Euro)	Archive (USD)	Archive (GBP)	Licence (GBP)
	Owner ID	Id	Name	Storage (Storage (Storage (Archive (Archive (Archive (Licence (
 	2c11fe52- cee8-4808- b548- cace6e50fdef	05edc036- 9e6b-4371- 9d95- 611a10a7ea9e	test	1	11	2	0	0	0	0

- Click on the “Edit” icon to edit the billing template

Billing Templates Select Page Size: 50

Actions	Owner ID	Id	Name	Storage (Euro)	Storage (USD)	Storage (GBP)	Archive (Euro)	Archive (USD)	Archive (GBP)	Licence (GBP)
	Owner ID	Id	Name	Storage (Storage (Storage (Archive (Archive (Archive (Licence (
 	2c11fe52- cee8-4808- b548- cace6e50fdef	05edc036- 9e6b-4371- 9d95- 611a10a7ea9e	test	1	11	2	0	0	0	0

- Edit the billing template and click on “Save” icon to save the billing template

Billing Templates Select Page Size: 50

Actions	Owner ID	Id	Name	Storage (Euro)	Storage (USD)	Storage (GBP)	Archive (Euro)	Archive (USD)	Archive (GBP)	Licence (GBP)	Licence (GBP)	L
<input checked="" type="checkbox"/>	Owner I	Id	Name	Storage (Storage (Storage (Archive (Archive (Archive (Licence (Licence (L
	2c11fe5	05t	test	1	12	2	0	0	0	0	0	C

Deleting a billing template

- Login to mywebportal at <https://mywebportal.cloud>

Welcome

Username:

Password:
 [Forgot Password?](#)

SIGN IN

Not Registered? Sign Up as [User](#) Or [Reseller](#) Or [Distributor](#)

[Release Notes](#) [System Status](#)

- Login with your credentials
- Post login navigate to the profile section
- Locate and click on the “Billing Template” link

My Profile

White Label Settings



Password / Language

Billing Template ▾

- Click on “View List” link



- It will display a list of billing templates created

Billing Templates Refresh Select Page Size: 50 ▾

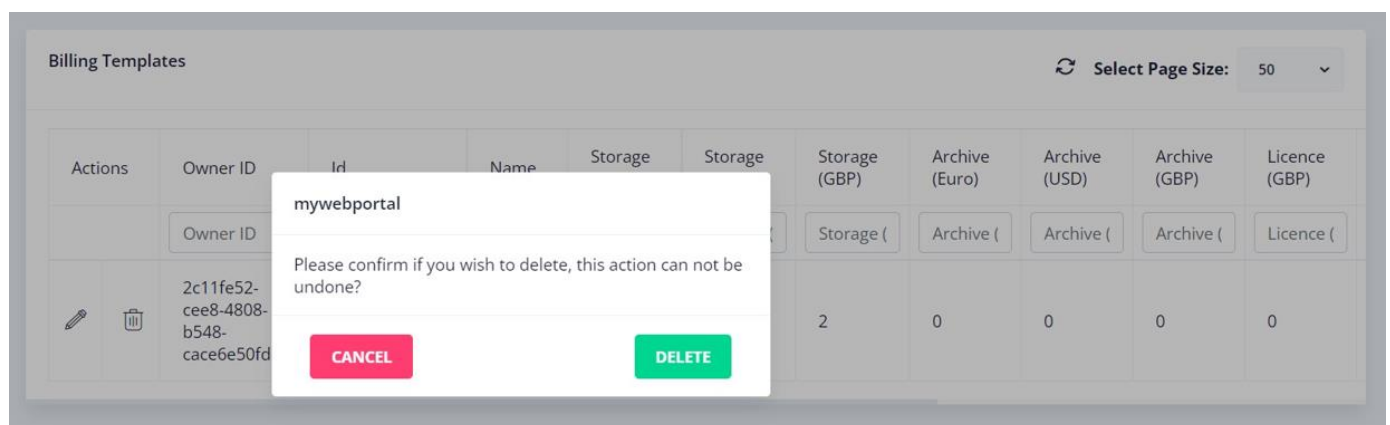
Actions	Owner ID	Id	Name	Storage (Euro)	Storage (USD)	Storage (GBP)	Archive (Euro)	Archive (USD)	Archive (GBP)	Licence (GBP)
	Owner ID	Id	Name	Storage (Storage (Storage (Archive (Archive (Archive (Licence (
 	2c11fe52- cee8-4808- b548- cace6e50fdef	05edc036- 9e6b-4371- 9d95- 611a10a7ea9e	test	1	11	2	0	0	0	0

- Click on the delete icon to delete the billing template

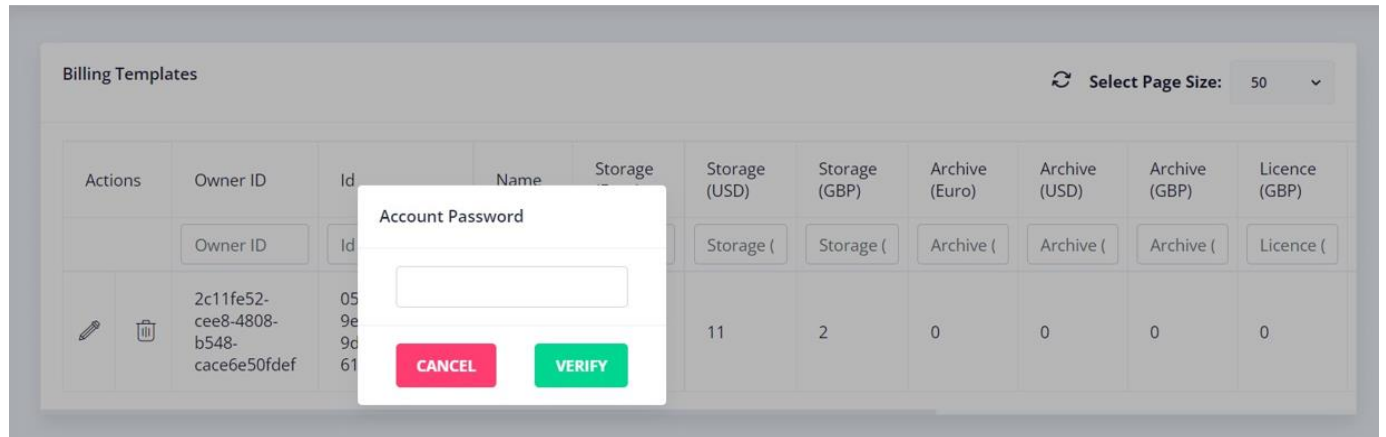
Billing Templates Refresh Select Page Size: 50 ▾

Actions	Owner ID	Id	Name	Storage (Euro)	Storage (USD)	Storage (GBP)	Archive (Euro)	Archive (USD)	Archive (GBP)	Licence (GBP)
	Owner ID	Id	Name	Storage (Storage (Storage (Archive (Archive (Archive (Licence (
 	2c11fe52- cee8-4808- b548- cace6e50fdef	05edc036- 9e6b-4371- 9d95- 611a10a7ea9e	test	1	11	2	0	0	0	0

- It will open a dialog to confirm the action as shown below. Press on “DELETE”



- Enter your account password to confirm the action and press on “VERIFY” to delete the billing template



POLICY

What is a policy?

A policy is a rule which governs the retention policy and generations aspect of a backup set. A policy can be applied to a backup set in particular. The same policy can be applied to multiple backup sets also.

Components

A policy is composed of the following components

Policy Name: A policy name is unique identifier of a policy in the system

Storage Retention Period: This is the time period post which a backup shall be permanently deleted from the system. For example: If you apply a retention period of 100 days to a backup set and then delete a file from the backup set. The file shall be moved to retention for a period of 100 days post which it shall be permanently deleted from the system.

The default retention period using **Wasabi Storage is 91 days**, for using **AWS S3 it is 30 days**.

Move to Archive after retention: If this is selected, the user gets an option to move the backup files from retention to archive storage post the completion of the retention period. Archive storage as the name suggests is suitable for long term storage of backups which are infrequently accessed.

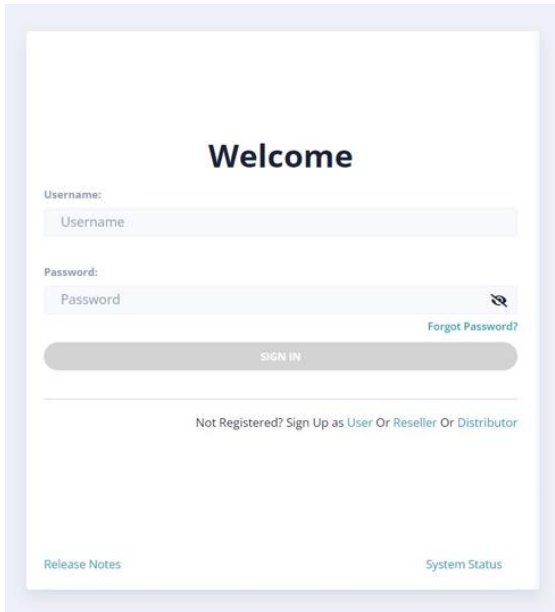
Archive Period: This period defines, how long a backup shall be stored in archive storage post retention

Generations: This is an important parameter which controls the number of versions for any given backup in the system. For example, if we define a generation count of 10, then the system shall support 10 consecutive versions of any backup before deleting the oldest version. By default number of generations for any given backup is **UNLIMITED** unless explicitly defined in the policy section.

TO CONFIRM – IF NO SETTINGS ARE CHANGED THEN THE DEFAULT RETENTION PERIOD WILL BE 91 DAYS FOR WASABI STORAGE AND 30 DAYS FOR AWS S3 STORAGE. THE GENERATIONS DEFAULT IS UNLIMITED VERSIONS. TO CHANGE FROM THE DEFAULT SETTINGS, PLEASE CREATE A NEW POLICY AS DESCRIBED BELOW.

How to create a policy?

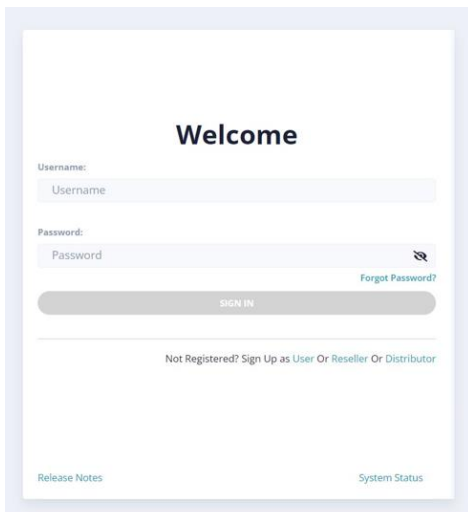
- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of the mywebportal login page. The page has a light blue header with the word "Welcome" in bold. Below the header, there are two input fields: "Username:" and "Password:". The "Username:" field has a placeholder text "Username". The "Password:" field has a placeholder text "Password" and a small eye icon to its right. Below the password field, there is a link "Forgot Password?". A large, rounded, light blue button with the text "SIGN IN" is centered below the input fields. Below the button, there is a line of text: "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom of the page, there are two links: "Release Notes" on the left and "System Status" on the right.

- Login with your credentials
- Post login, navigate to the profile section of the portal
- Click on “Policy” option and expand the same
- Click on the “Create New” option. It shall open a form as follows
- Fill in the required details as defined above
- Press on “Create Policy” button

How to view existing policies?

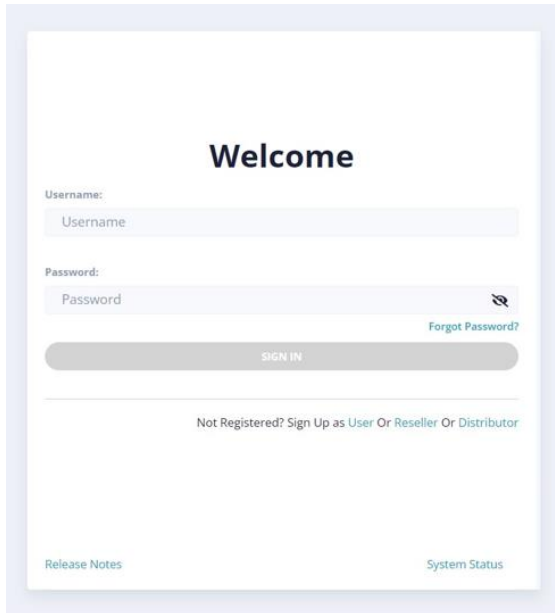
- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of the mywebportal login page, identical to the one above. It shows the "Welcome" header, "Username:" and "Password:" input fields, a "Forgot Password?" link, a "SIGN IN" button, and a "Not Registered? Sign Up as User Or Reseller Or Distributor" link. At the bottom, there are links for "Release Notes" and "System Status".

- Login with your credentials
- Post login, navigate to the profile section of the portal
- Click on “Policy” option and expand the same
- Click on the “View Existing” option.
- It shall display a list of all the policies created by the user


How to edit a given policy?

- Login to mywebportal at <https://mywebportal.cloud>



Welcome

Username:

Password:
 

[Forgot Password?](#)

SIGN IN

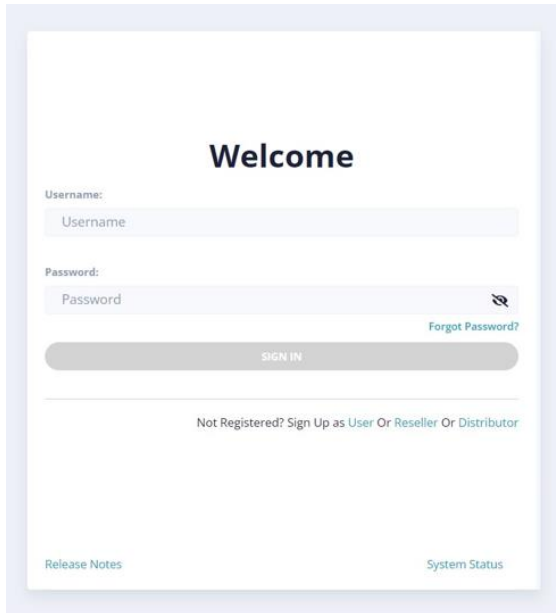
[Not Registered? Sign Up as User Or Reseller Or Distributor](#)

[Release Notes](#) [System Status](#)

- Login with your credentials
- Post login, navigate to the profile section of the portal
- Click on “**Policy**” option and expand the same
- Click on the “**View Existing**” option.
- It shall display a list of all the policies created by the user
- Choose the policy, you want to edit
- Click on the edit button
- Edit the parameter and press the tick option
- It shall save the edited policy

How to delete a given policy?

- Login to mywebportal at <https://mywebportal.cloud>

The image shows a login page for 'mywebportal'. At the top, it says 'Welcome'. Below that are two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon for visibility. To the right of the password field is a link that says 'Forgot Password?'. Below the input fields is a 'SIGN IN' button. Underneath the button, there is a link that says 'Not Registered? Sign Up as User Or Reseller Or Distributor'. At the bottom left is a link for 'Release Notes' and at the bottom right is a link for 'System Status'.

- Login with your credentials
- Post login, navigate to the profile section of the portal
- Click on “**Policy**” option and expand the same
- Click on the “**View Existing**” option.
- It shall display a list of all the policies created by the user
- Choose the policy, you want to delete
- Click on the delete button
- It shall ask for your account password, enter the same to delete the selected policy

Notes:

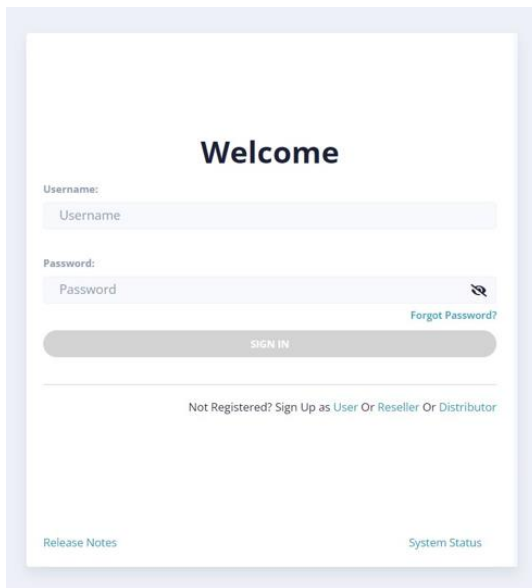
- Any new policy will have to be assigned to a backup set in order to take effect
- Data will be deleted from retention once the period stated expires

ADDING SUB CUSTOMERS

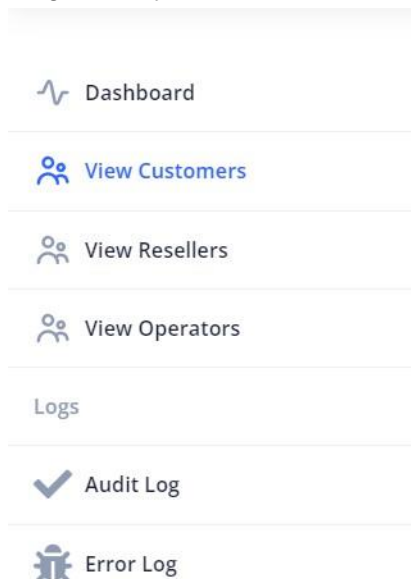
This is meant for distributors or resellers of the solution. Distributors/resellers can add unlimited sub customers under them. Please ensure your Whitelabel settings, billing templates and if applicable the policy settings are changed first before setting up any sub customers.

Creating the customer

- Login to mywebportal at <https://mywebportal.cloud>



- Login with your credentials



- Post login, Click on the “View Customers” link on the left sidebar
- It shall open a screen on the right like below which shows the list of all the sub customers

My Customers

Select Page Size: 50

CREATE ACCOUNT

Click the icon to copy the sign up link that you need to send to customers

<https://mywebportal.cloud/signup/2c11fe52-cee8-4808-b548-cace6e50fdef!CUSTOMER/shared>

Actions	Username	Company Name	Owner Email	Email	First Name	Last Name	Phone	Storage Quota	Device Quota	Creation Date	Group Name
	Username	Company I	Owner I	Email	First Næ	Last Næ	Phone	Storage t	Device t	Creation I	Group I

No data found

- To create a new account, click on the “Create Account” button

My Customers

Select Page Size: 50

CREATE ACCOUNT

Click the icon to copy the sign up link that you need to send to customers

<https://mywebportal.cloud/signup/2c11fe52-cee8-4808-b548-cace6e50fdef!CUSTOMER/shared>

Actions	Username	Company Name	Owner Email	Email	First Name	Last Name	Phone	Storage Quota	Device Quota	Creation Date	Group Name
	Username	Company I	Owner I	Email	First Næ	Last Næ	Phone	Storage t	Device t	Creation I	Group I

No data found

- It shall open a dialog as shown. Fill in the details and press on “**CREATE**” to create a new sub customer

Create New Customer

Username

Username

Password

Password

First name

First name

Company name

Company name

Phone

Phone

Storage Quota Unit

TB

Billing Template

Choose Template

Multi-factor authentication enabled

Email

Email

Confirm Password

Confirm Password

Last name

Last name

Group Name

Group Name

Device Quota

Device Quota

Storage Quota

Storage Quota in (TB)

Region

Amsterdam

CANCEL

CREATE

- Description of the parameters are as follows

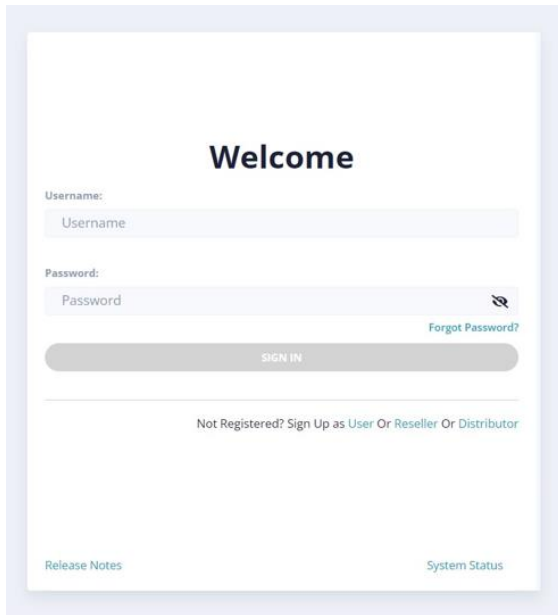
Field Name	Description
Username	This is the unique identifier of the user in the system. It must be unique across the system
Password	Password of the user to be created
Confirm Password	Same as above

First Name	First name of the user to be created
Last Name	Last name of the user to be created
Phone	Phone number of the user to be created
Company Name	Company name of the user to be created
Group Name	Group of the user to be created. You can created multiple users under a given group and then can sort them using the group name
Device Quota (optional) – for unlimited leave blank	This is the device quota to be assigned to the given user. A user can register the same number of devices under his/her account
Storage Quota	This is the storage quota to be assigned to the user. You can assign the quota in both GB or TB storage units
Region	Region of the user to be created. By default a user is created in the same region as the parent user. However, any other region can also be selected from the region dropdown
Billing Template	Choose the billing template which will be applicable to the user being created
Multi-Factor Authentication	Check this feature, if you want to enable multi factor authentication for the user to be created

Editing a sub customer

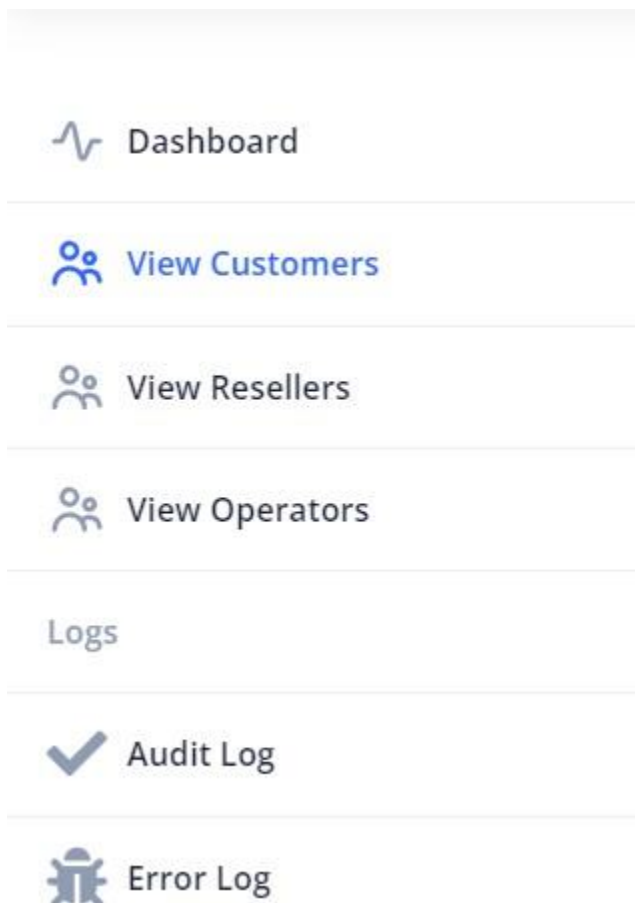
Any sub customer can be edited. To Edit, follow the below steps

- Login to mywebportal at <https://mywebportal.cloud>



A login page titled "Welcome". It features a "Username:" label above a text input field, and a "Password:" label above a password input field with a toggle icon. A "Forgot Password?" link is positioned to the right of the password field. Below the fields is a "SIGN IN" button. A link "Not Registered? Sign Up as User Or Reseller Or Distributor" is centered below the button. At the bottom, there are links for "Release Notes" and "System Status".

- Login with your credentials
- Post login, Click on the “View Customers” link on the left sidebar



- It shall open a screen which shows the list of all the sub customers

My Customers Select Page Size: 50 [CREATE ACCOUNT](#)

Click the icon to copy the sign up link that you need to send to customers

<https://mywebportal.cloud/signup/c67696c0-9a29-11ec-b115-ef7142f3eb61CUSTOMER/shared>

Actions	Username	Company Name	Owner Email	Email	First Name	Last Name	Phone	Storage Quota
	Username	Company Name	Owner Email	Email	First Name	Last Name	Phone	Storage Quota
	dkgdofikdfoi	dfdf		ddf@gmail.com	fkgrdfq	dfkmd	32432423	4 TB
	erioeiro	fdmo		BISWAS.NU@GMAIL.COM	kfmdokf	kodfmdo	435345	4 TB
	ATEST1	ATEST		ATEST@gmail.com	ATEST	ATEST	111111	1 TB

- Click on the Edit icon to edit an user

		dkgdofikdfoi	dfdf		ddf@gmail.com	fkgrdfq	dfkmd	32432423	4 TB
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- It shall open a dialog to edit the sub customer as follows

Edit Details

Username <input type="text" value="dkgdofikdfoi"/>	Email <input type="text" value="ddf@gmail.com"/>
First name <input type="text" value="fkgrdfq"/>	Last name <input type="text" value="dfkmd"/>
Company name <input type="text" value="dfdf"/>	Group Name <input type="text" value="dom"/>
Phone <input type="text" value="32432423"/>	Device Quota <input type="text" value="Device Quota"/>
Storage Quota Unit <input type="text" value="TB"/>	Storage Quota <input type="text" value="4"/>
Region <input type="text" value="Oregon"/>	
<input type="checkbox"/> Multi-factor authentication enabled	

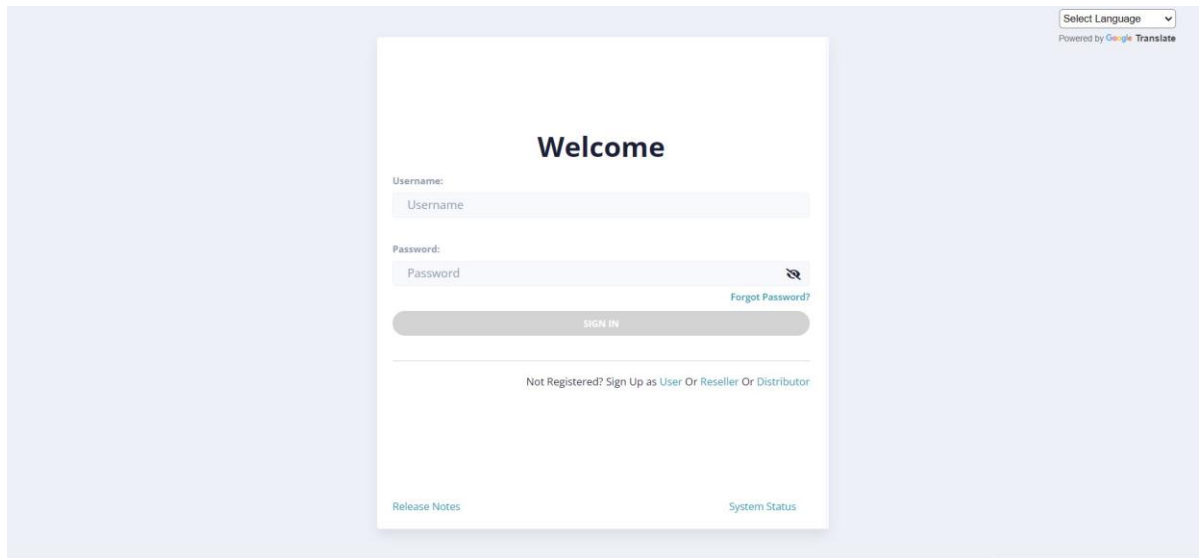
[CANCEL](#)
[UPDATE](#)

- Press “**UPDATE**” to update the sub customer

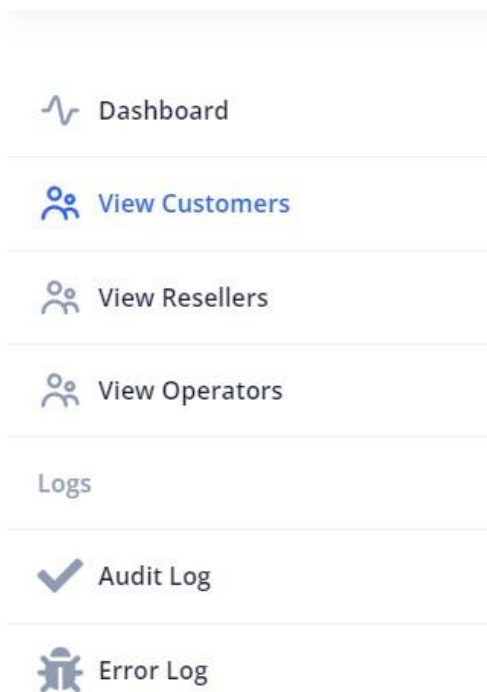
Deleting a sub customer

Any sub customer can be deleted at any time. To delete, follow the below steps

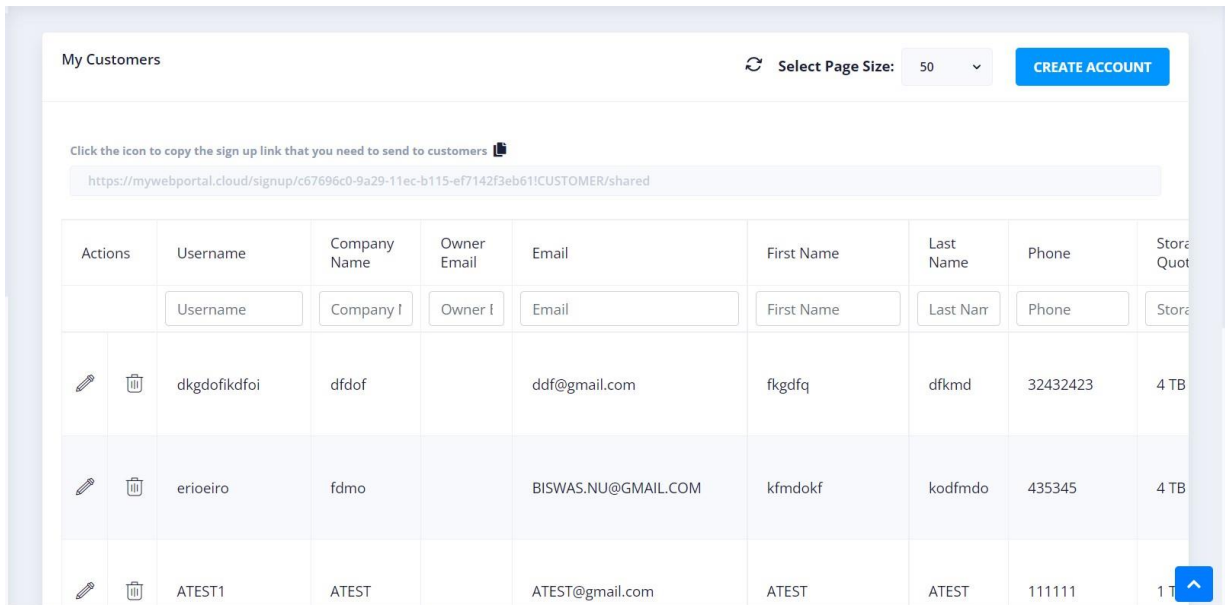
- Login to mywebportal at <https://mywebportal.cloud>



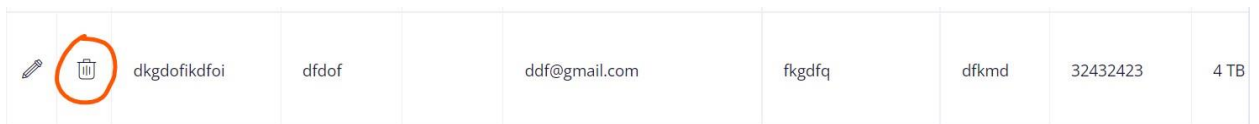
- Login with your credentials
- Post login, Click on the “View Customers” link on the left sidebar



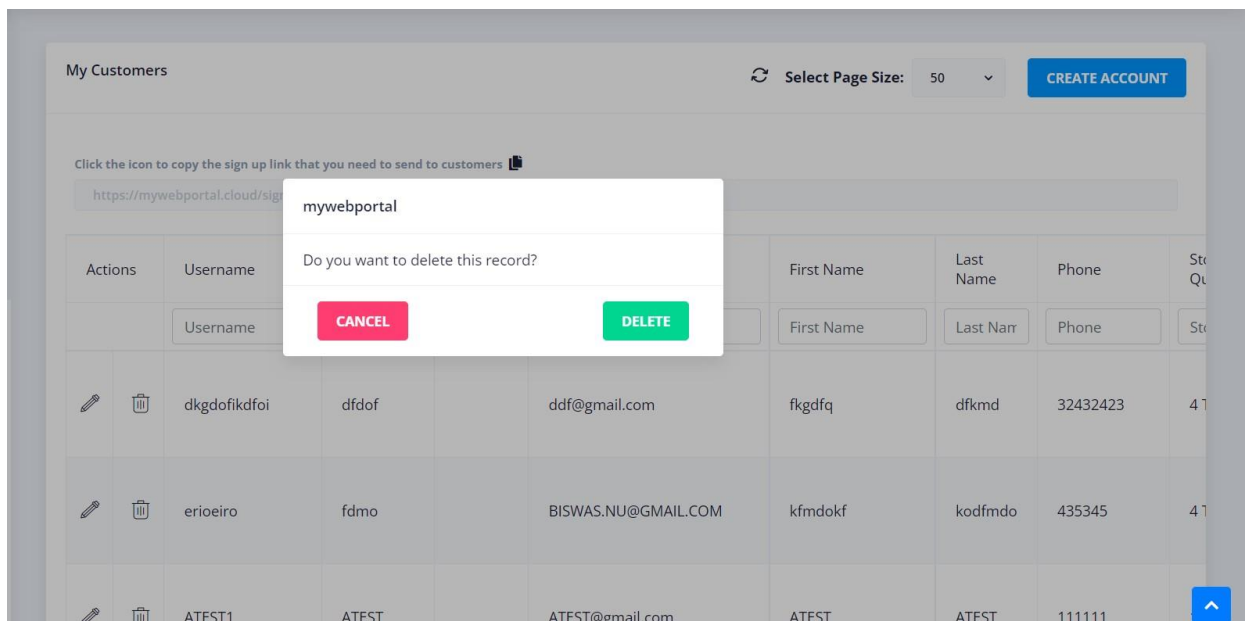
- It shall open a screen on the right like below which shows the list of all the sub customers



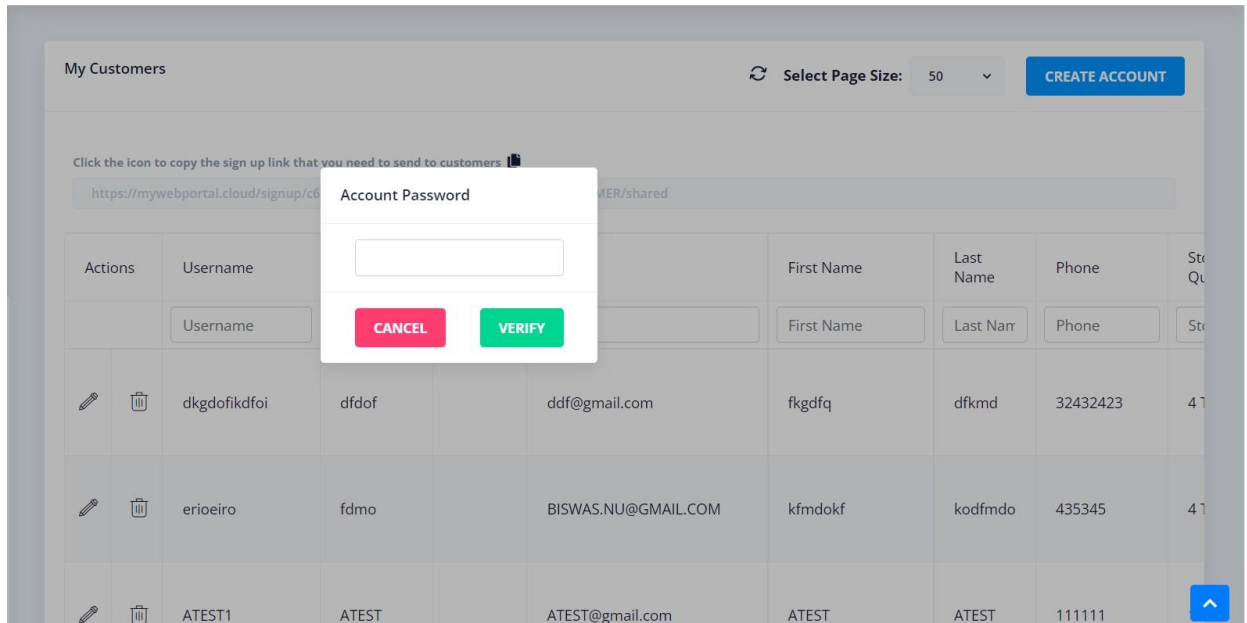
- Click on the delete icon to delete a sub customer



- It shall open a dialog to confirm the operation



- Click on the “**DELETE**” button
- It shall then open a dialog to enter your account password. This is to ensure that any account is not accidentally deleted



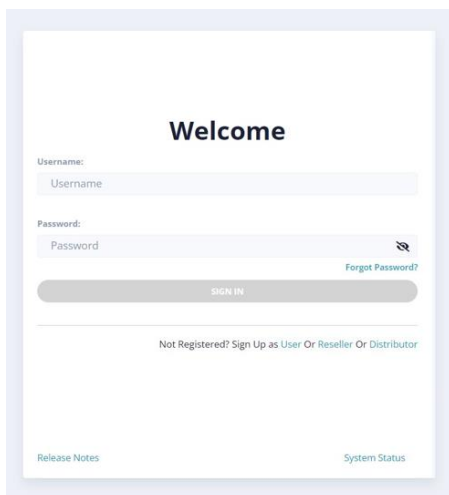
- Enter your account password and click on “**VERIFY**” to delete the account

ADDING SUB RESELLERS

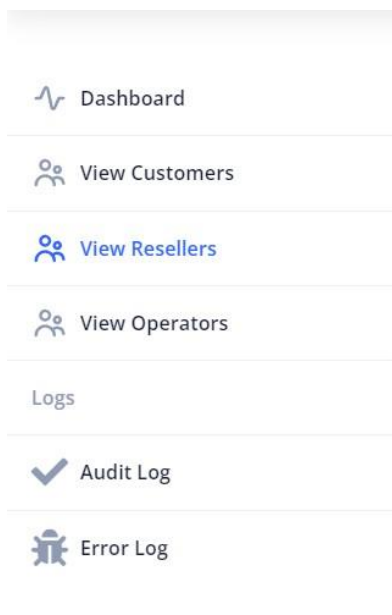
This is meant for direct distributors or resellers of the solution. Direct distributors/resellers can add unlimited sub resellers under them. Please ensure your Whitelabel settings, billing templates and if applicable the policy settings are changed first before setting up any sub resellers.

Creating the reseller

- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of the mywebportal login page. The page has a light blue header with the word "Welcome" in bold. Below the header, there are two input fields: "Username:" and "Password:". The "Username:" field has a placeholder text "Username". The "Password:" field has a placeholder text "Password" and a small eye icon to its right. Below the password field, there is a link "Forgot Password?". A "SIGN IN" button is located below the password field. At the bottom of the page, there is a link "Not Registered? Sign Up as User Or Reseller Or Distributor". In the footer, there are two links: "Release Notes" and "System Status".

- Login with your credentials
- Post login, Click on the “View Resellers” link on the left sidebar



- It shall open a screen which shows the list of all the sub resellers
- To create a new account, click on the “Create Account” button

My Resellers

Select Page Size: 50

CREATE ACCOUNT

Click the icon to copy the sign up link that you need to send to resellers

<https://mywebportal.cloud/signup/2c11fe52-cee8-4808-b548-cace6e50fdef?RESELLER/shared>

Actions	Username	Company Name	Owner Email	Email	First Name	Last Name	Phone	Storage Quota	Device Quota	Creation Date	Group Name
	Username	Company I	Owner I	Email	First Na	Last Na	Phone	Storage (Device (Creation I	Group I

No data found

- It shall open a dialog as shown below. Fill in the details and press on “**CREATE**” to create a new reseller

Create New Reseller

<p>Username</p> <input type="text" value="Username"/>	<p>Email</p> <input type="text" value="Email"/>
<p>Password</p> <input type="password" value="Password"/>	<p>Confirm Password</p> <input type="password" value="Confirm Password"/>
<p>First name</p> <input type="text" value="First name"/>	<p>Last name</p> <input type="text" value="Last name"/>
<p>Company name</p> <input type="text" value="Company name"/>	<p>Group Name</p> <input type="text" value="Group Name"/>
<p>Phone</p> <input type="text" value="Phone"/>	<p>Device Quota</p> <input type="text" value="Device Quota"/>
<p>Storage Quota Unit</p> <input type="text" value="TB"/>	<p>Storage Quota</p> <input type="text" value="Storage Quota in (TB)"/>
<p>Billing Template</p> <input type="text" value="Choose Template"/>	<p>Region</p> <input type="text" value="Amsterdam"/>
<p><input type="checkbox"/> Multi-factor authentication enabled</p>	

CANCEL **CREATE**

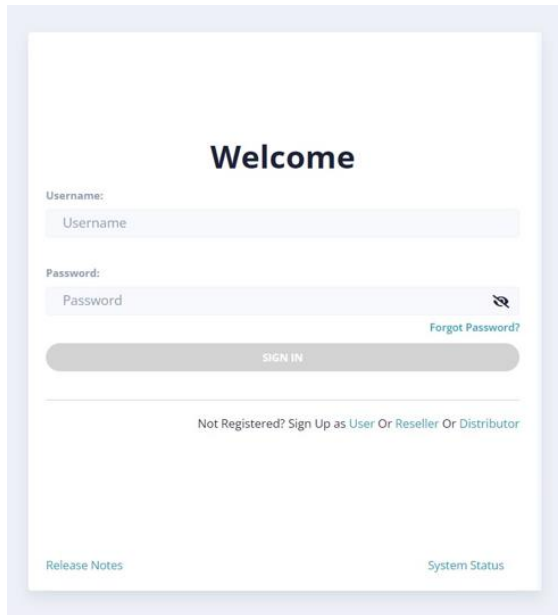
- Description of the parameters are as follows

Field Name	Description
Username	This is the unique identifier of the user in the system. It must be unique across the system
Password	Password of the user to be created
Confirm Password	Same as above
First Name	First name of the user to be created
Last Name	Last name of the user to be created
Phone	Phone number of the user to be created
Company Name	Company name of the user to be created
Group Name	Group of the user to be created. You can created multiple users under a given group and then can sort them using the group name
Device Quota (optional) – for unlimited leave blank	This is the device quota to be assigned to the given user. A user can register the same number of devices under his/her account
Storage Quota	This is the storage quota to be assigned to the user. You can assign the quota in both GB or TB storage units
Region	Region of the user to be created. By default a user is created in the same region as the parent user. However, any other region can also be selected from the region dropdown
Billing Template	Choose the billing template which will be applicable to the user being created
Multi-Factor Authentication	Check this feature, if you want to enable multi factor authentication for the user to be created

Editing a Reseller

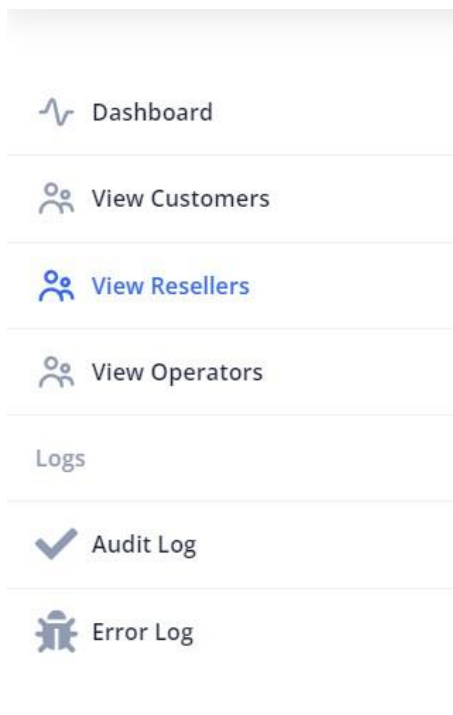
Any sub reseller can be edited. To Edit a reseller, follow the below steps

- Login to mywebportal at <https://mywebportal.cloud>



A login page with a light blue border. At the top, the word "Welcome" is centered in bold. Below it, there are two input fields: "Username:" and "Password:". The "Password:" field has a toggle icon on the right. Below the "Password:" field is a link "Forgot Password?". A "SIGN IN" button is centered below the input fields. At the bottom, there is a link "Not Registered? Sign Up as User Or Reseller Or Distributor". In the footer, there are two links: "Release Notes" and "System Status".

- Login with your credentials
- Post login, Click on the “View Resellers” link on the left sidebar



- It shall open a screen on the right like below which shows the list of all the sub resellers

My Resellers

Select Page Size:
50



CREATE ACCOUNT

Click the icon to copy the sign up link that you need to send to resellers

<https://mywebportal.cloud/signup/2c11fe52-cee8-4808-b548-cace6e50fdefIRESELLER/shared>

Actions	Username	Company Name	Owner Email	Email	First Name	Last Name	Phone	Storage Quota	Device Quota	Creation Date	Group Name
	Username	Company I	Owner I	Email	First N	Last N	Phone	Storage (Device (Creation I	Group I
No data found											

- Click on the Edit icon to edit an user

		dkgdofikdfoi	dfdof	ddf@gmail.com	fkpdfq	dfkmd	32432423	4 TB
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- It shall open a dialog to edit the reseller as follows

Edit Details

Username

dkgdofikdfoi

First name

fkpdfq

Company name

dfdof

Phone

32432423

Storage Quota Unit

TB

Region

Oregon

☐ Multi-factor authentication enabled

Email

ddf@gmail.com

Last name

dfkmd

Group Name

dom

Device Quota

Device Quota

Storage Quota

4

CANCEL

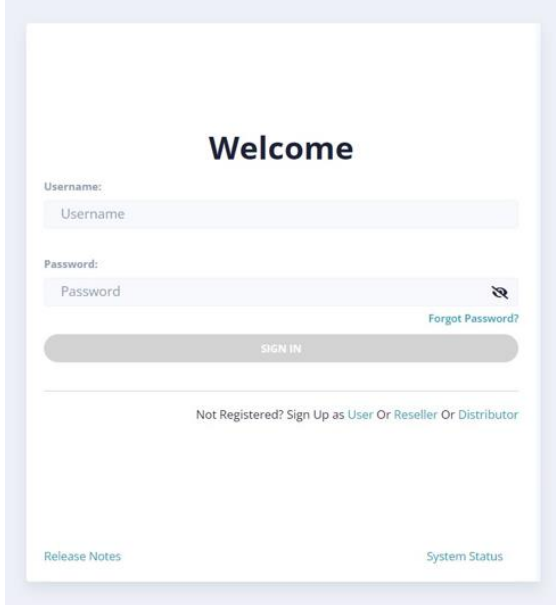
UPDATE

- Press “UPDATE” to update the reseller

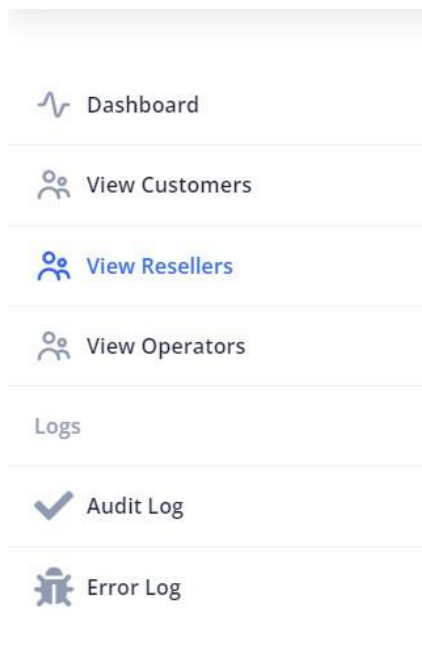
Deleting a reseller

Any sub reseller can be deleted at any time. To delete a reseller, follow the below steps

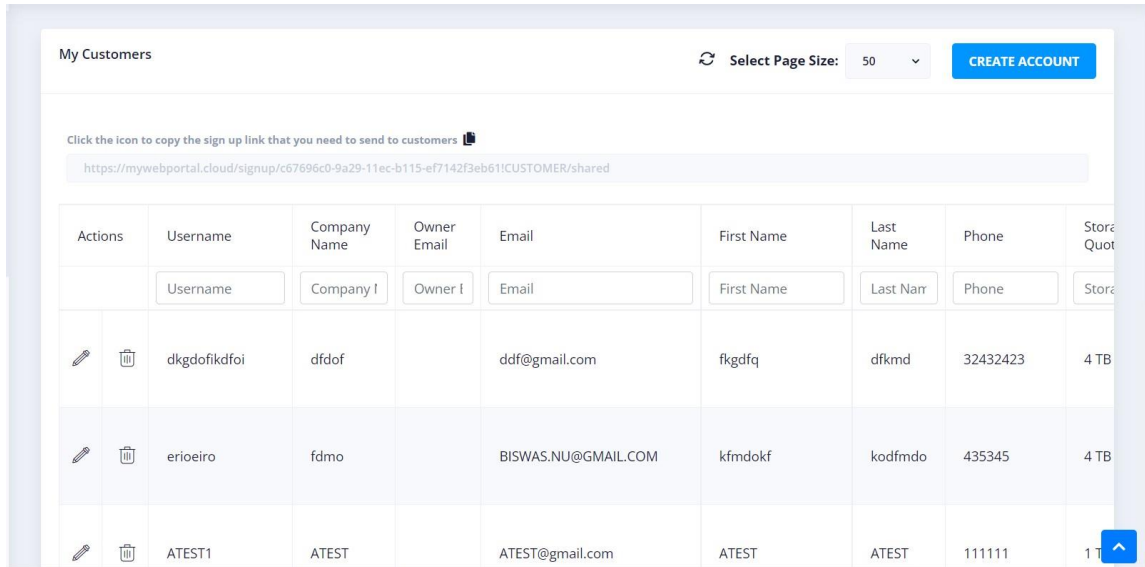
- Login to mywebportal at <https://mywebportal.cloud>

The image shows the login page of the mywebportal. At the top, it says "Welcome". Below that, there are input fields for "Username:" and "Password:". The password field has a toggle icon for visibility. To the right of the password field is a link that says "Forgot Password?". Below the input fields is a "SIGN IN" button. At the bottom of the form, there is a link that says "Not Registered? Sign Up as User Or Reseller Or Distributor". At the very bottom, there are two links: "Release Notes" and "System Status".

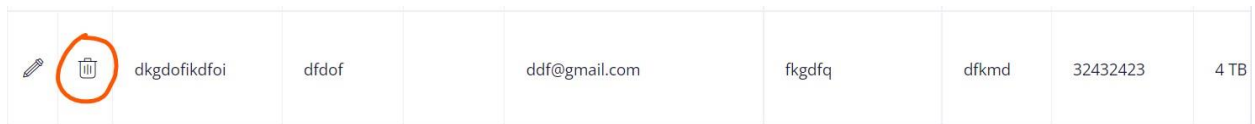
- Login with your credentials
- Post login, Click on the “View Resellers” link on the left sidebar



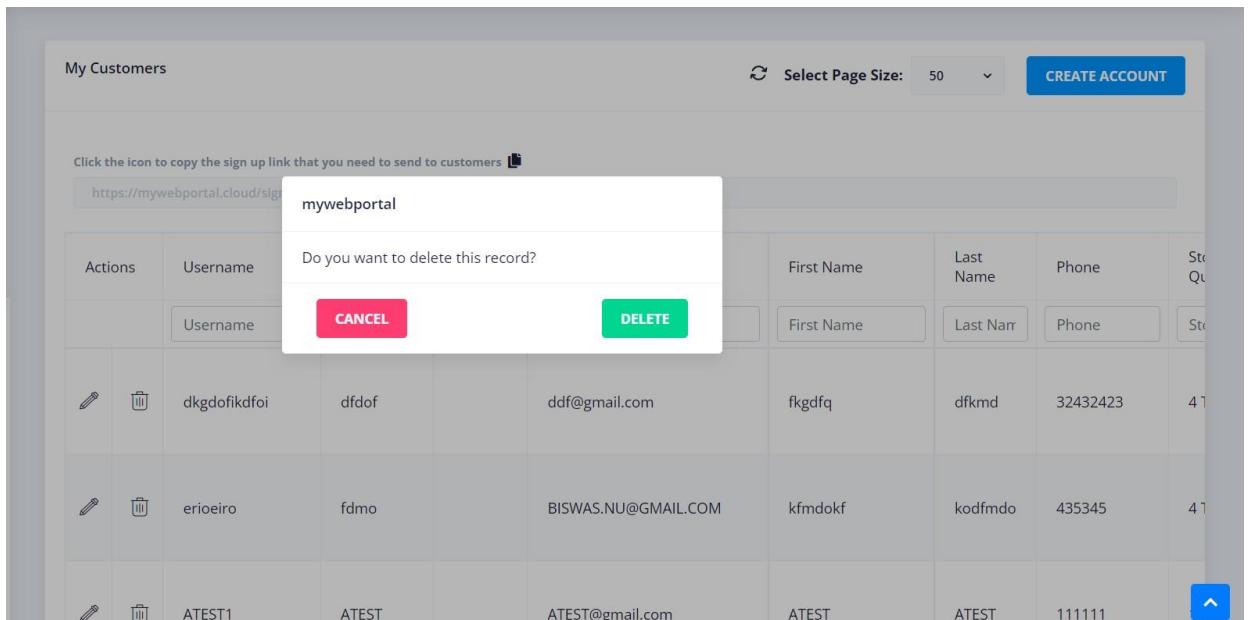
- It shall open a screen which shows the list of all the sub resellers



- Click on the delete icon to delete a sub reseller

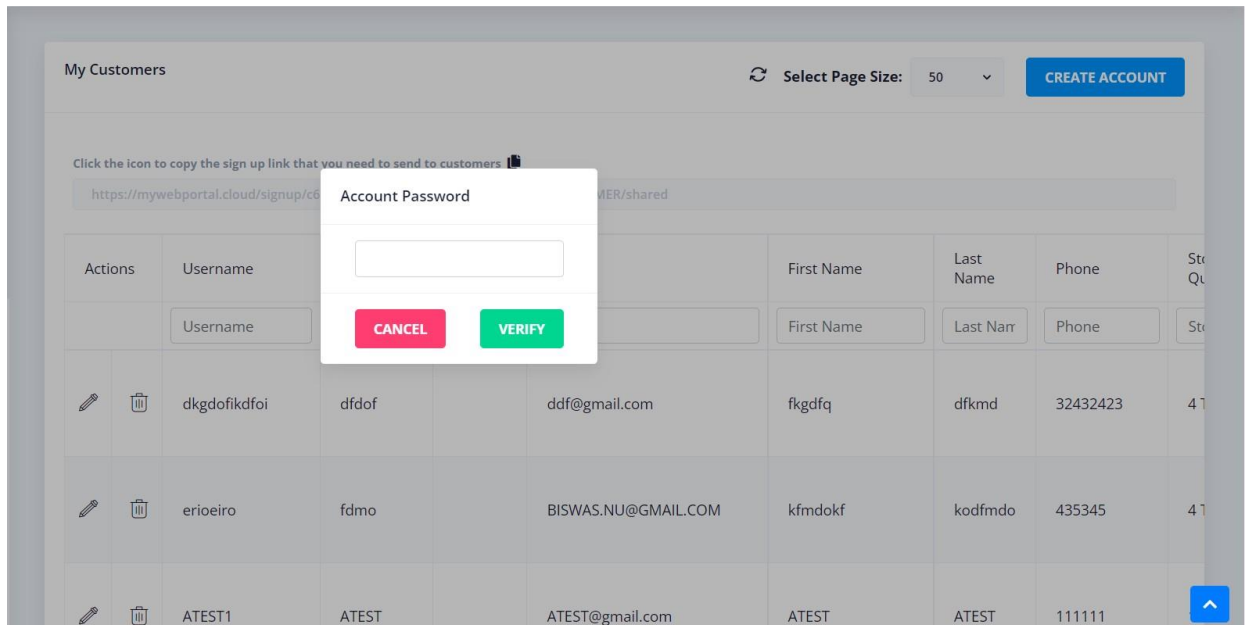


- It shall open a dialog to confirm the operation



- Click on the “DELETE” button

- It shall then open a dialog to enter your account password. This is to ensure that any account is not accidentally deleted



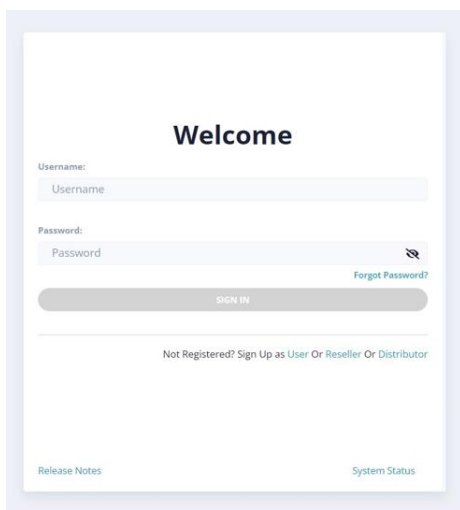
- Enter your account password and click on "**VERIFY**" to delete the account

ADDING AN OPERATOR

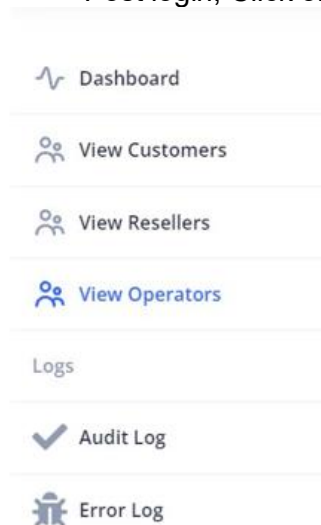
This is meant for distributors and resellers of the solution. Distributors and resellers can add unlimited operators under them. Below is the process for adding them

Creating an operator

- Login to mywebportal at <https://mywebportal.cloud>



- Login with your credentials
- Post login, Click on the “View Operators” link on the left sidebar



- It shall open a screen on the right like below which shows the list of all the operators

Operators

Refresh Select Page Size: 50 **CREATE OPERATOR**

Actions	Username	Company Name	Owner Email	Email	First Name	Last Name	Phone	Creation Date	Group Name	ID
	Username	Company N	Owner Er	Email	First Nar	Last Nan	Phone	Creation Di	Group Ni	ID

No data found

- To create a new operator, click on the “Create Operator” button

Operators

Refresh Select Page Size: 50 **CREATE OPERATOR**

Actions	Username	Company Name	Owner Email	Email	First Name	Last Name	Phone	Creation Date	Group Name	ID
	Username	Company N	Owner Er	Email	First Nar	Last Nan	Phone	Creation Di	Group Ni	ID

No data found

- It shall open a dialog as shown below. Fill in the details and press on “CREATE” to create a new operator

Create New Operator

Owner Email
demodistributor@gmail.com

Username
suboperator

Password
.....

First name
sub

Company name
Test

Phone
123456

☐ Multi-factor authentication enabled

Email
suboperator@gmail.com

Confirm Password
.....

Last name
operator

Group Name
Test

CANCEL **CREATE**

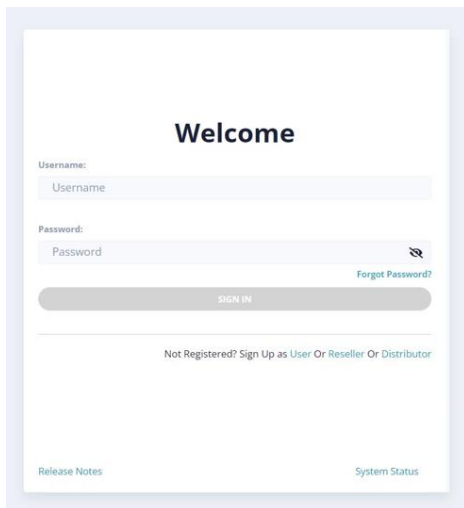
- Description of the parameters are as follows

Field Name	Description
Username	This is the unique identifier of the user in the system. It must be unique across the system
Email	Email id of the operator
Password	Password of the user to be created
Confirm Password	Same as above
First Name	First name of the user to be created
Last Name	Last name of the user to be created
Phone	Phone number of the user to be created
Company Name	Company name of the user to be created
Group Name	Group of the user to be created. You can created multiple users under a given group and then can sort them using the group name
Multi-Factor Authentication	Check this feature, if you want to enable multi factor authentication for the user to be created

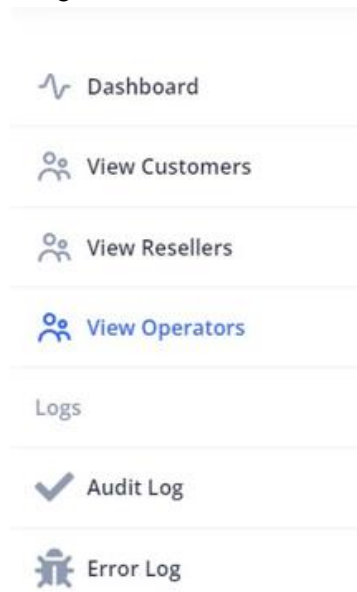
Editing an operator

Any operator can be edited. To Edit an operator, follow the below steps

- Login to mywebportal at <https://mywebportal.cloud>
- Login with your credentials





- Post login, Click on the “View Operators” link on the left sidebar





- It shall open a screen on the right like below which shows the list of all the users

Operators Refresh Select Page Size: 50 CREATE OPERATOR

Actions	Username	Company Name	Owner Email	Email	First Name	Last Name	Phone	Creation Date
	<input type="text" value="Username"/>	<input type="text" value="Company Name"/>	<input type="text" value="Owner Email"/>	<input type="text" value="Email"/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Phone"/>	<input type="text" value="Creation Date"/>
 	suboperator	Test	demodistributor@gmail.com	suboperator@gmail.com	sub	operator	123456	

- Click on the Edit icon to edit an user

Operators Refresh Select Page Size: 50 CREATE OPERATOR

Actions	Username	Company Name	Owner Email	Email	First Name	Last Name	Phone	Creation Date
	<input type="text" value="Username"/>	<input type="text" value="Company Name"/>	<input type="text" value="Owner Email"/>	<input type="text" value="Email"/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Phone"/>	<input type="text" value="Creation Date"/>
 	suboperator	Test	demodistributor@gmail.com	suboperator@gmail.com	sub	operator	123456	

- It shall open a dialog to edit the user as follows

Edit Details

Owner Email

demodistributor@gmail.com

Username

suboperator

Email

suboperator@gmail.com

First name

sub

Last name

operator

Company name

Test

Group Name

Test

Phone

123456

☐ Multi-factor authentication enabled

CANCEL

UPDATE

- Press “**UPDATE**” to update the operator

Deleting an operator

Any operator can be deleted at any time. To delete, follow the below steps

- Login to mywebportal at <https://mywebportal.cloud>

Welcome

Username:

Username

Password:

Password

Forgot Password?

SIGN IN

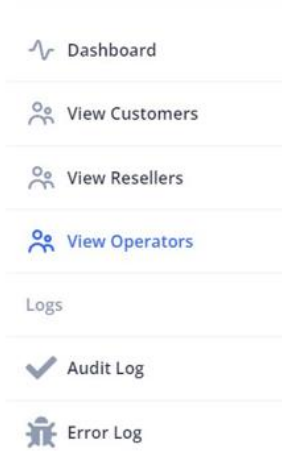
Not Registered? Sign Up as User Or Reseller Or Distributor

Release Notes

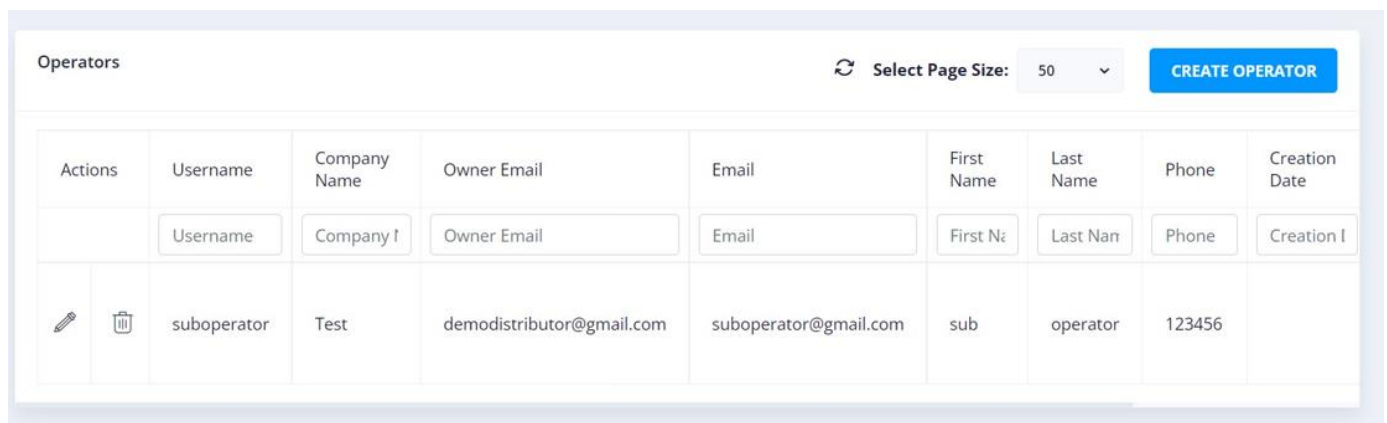
System Status

- Login with your credentials

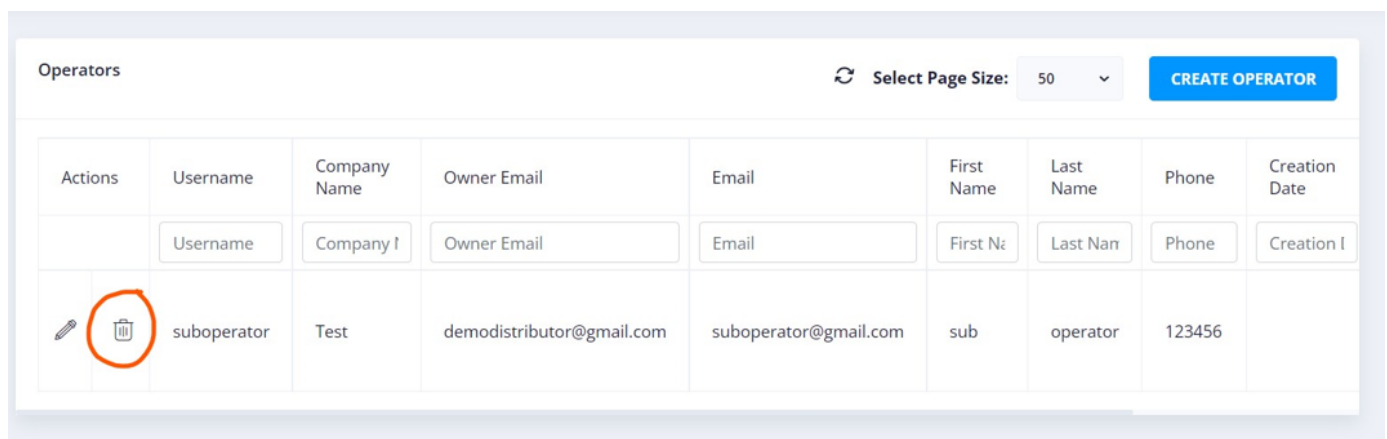
- Post login, Click on the “View Operators” link on the left sidebar



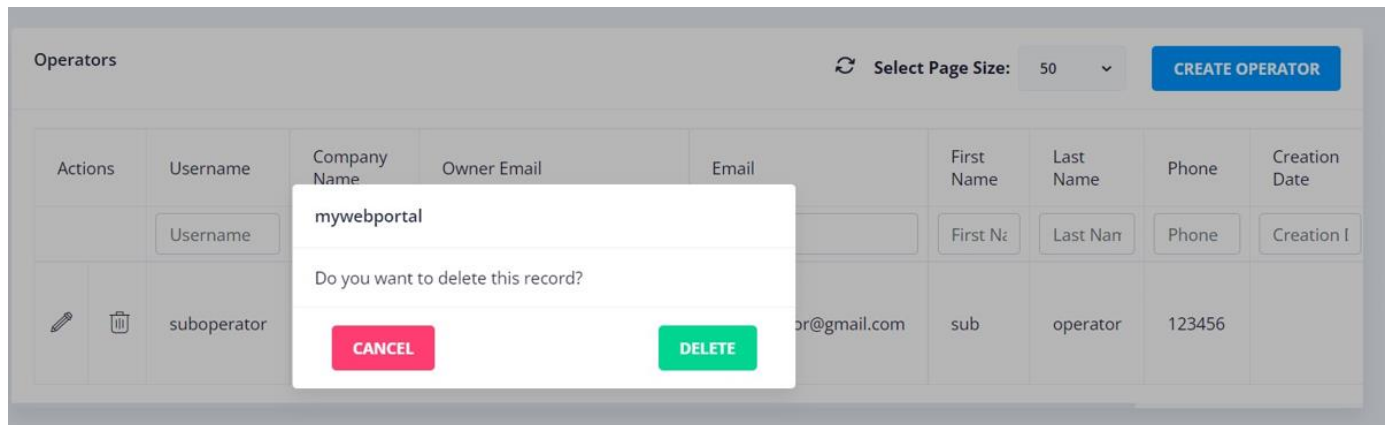
- It shall open a screen which shows the list of all the users



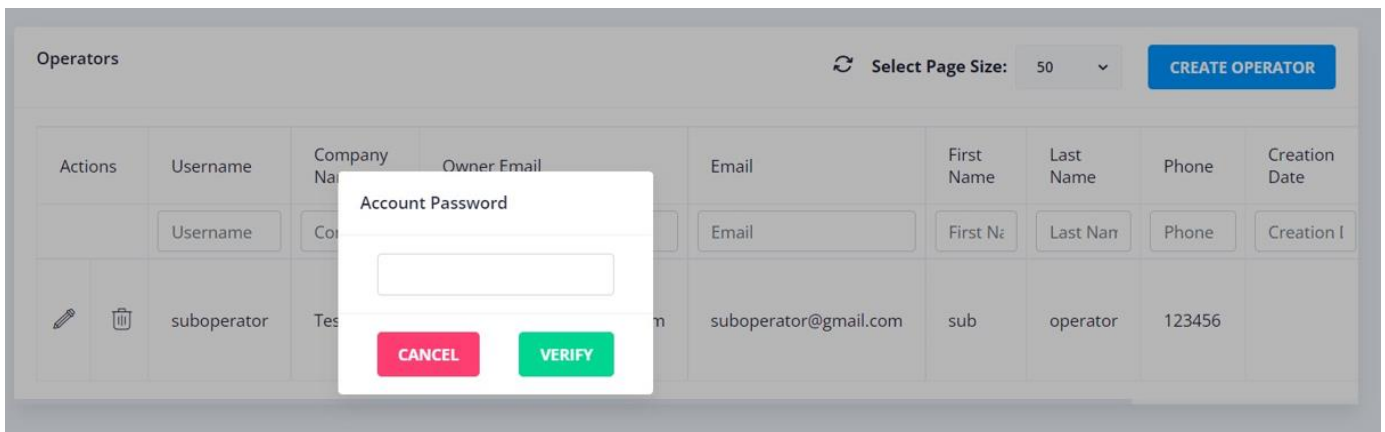
- Click on the Delete icon to delete an operator



- It shall open a dialog to confirm the operation



- Click on the “**DELETE**” button
- It shall then open a dialog to enter your account password. This is to ensure that any account is not accidentally deleted



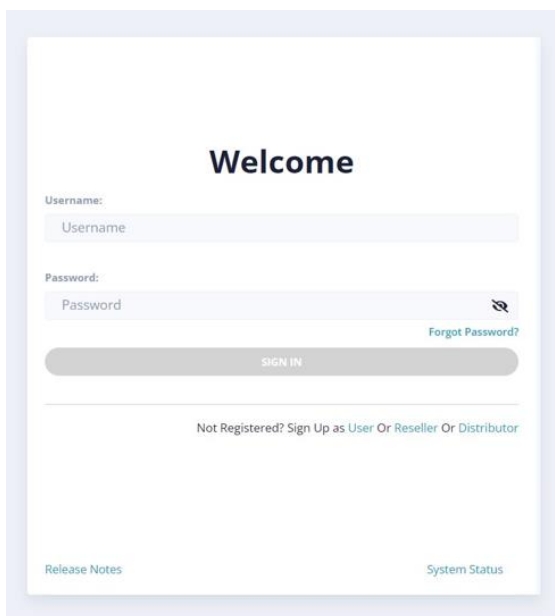
- Enter your account password and click on “**VERIFY**” to delete the account

ADDING SUB USERS

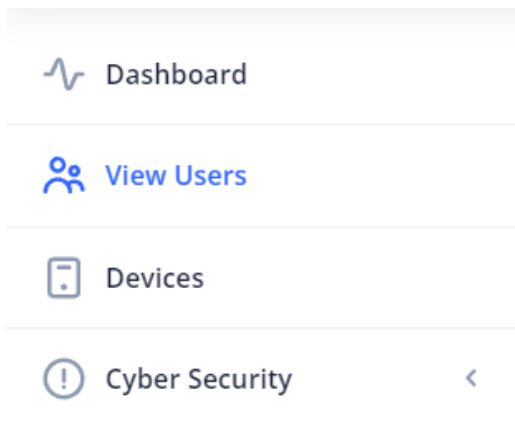
This is meant for direct customers of the solution. Direct customers can add unlimited sibling users under them. Below is the process for adding them

Creating the user

- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of the mywebportal login page. The page has a light blue header with the word "Welcome" in bold. Below the header, there are two input fields: "Username:" and "Password:". The "Password:" field has a small eye icon to its right. Below the input fields is a "SIGN IN" button. To the right of the "SIGN IN" button is a link that says "Forgot Password?". Below the "SIGN IN" button is a link that says "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom of the page, there are two links: "Release Notes" and "System Status".

- Login with your credentials
- Post login, Click on the “View Users” link on the left sidebar



- It shall open a screen which shows the list of all the sibling users

The screenshot shows the 'My Customers' interface. At the top right, there is a 'Select Page Size' dropdown set to 50 and a blue 'CREATE ACCOUNT' button. Below this, a message says 'Click the icon to copy the sign up link that you need to send to customers' followed by a URL: <https://mywebportal.cloud/signup/c67696c0-9a29-11ec-b115-ef7142f3eb61CUSTOMER/shared>. The main part of the page is a table with columns: Actions, Username, Company Name, Owner Email, Email, First Name, Last Name, Phone, and Storage Quota. The table contains three rows of user data. Each row has edit and delete icons in the 'Actions' column. A blue upward arrow button is at the bottom right of the table.

Actions	Username	Company Name	Owner Email	Email	First Name	Last Name	Phone	Storage Quota
	dkgdofikdfoi	dfdof		ddf@gmail.com	fkqdfq	dfkmd	32432423	4 TB
	erioeiro	fdmo		BISWAS.NU@GMAIL.COM	kfm dokf	kodfmdo	435345	4 TB
	ATEST1	ATEST		ATEST@gmail.com	ATEST	ATEST	111111	1 TB

- To create a new account/sibling user, click on the “Create Account” button

This screenshot is identical to the previous one, but the 'CREATE ACCOUNT' button at the top right is circled in orange to highlight it.

- It shall open a dialog as shown below. Fill in the details and press on “CREATE” to create a new sibling user

Create New Customer

Username

Username

Email

Email

Password

Password

Confirm Password

Confirm Password

First name

First name

Last name

Last name

Company name

Company name

Group Name

Group Name

Phone

Phone

Device Quota

Device Quota

Storage Quota Unit

TB

Storage Quota

Storage Quota in (TB)

Region

Oregon

☐ Multi-factor authentication enabled

CANCEL

CREATE

- Description of the parameters are as follows

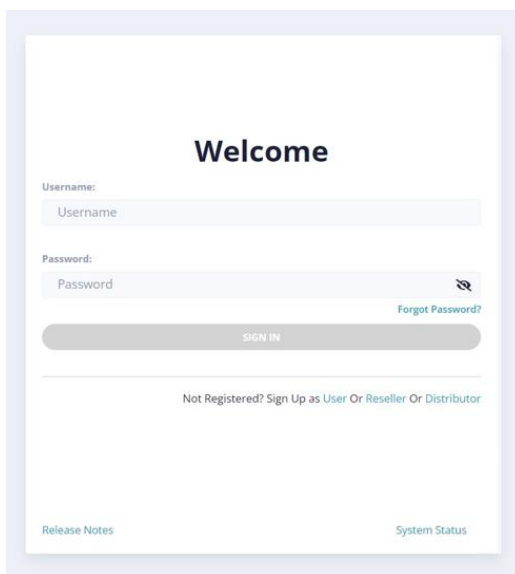
Field Name	Description
Username	This is the unique identifier of the user in the system. It must be unique across the system
Password	Password of the user to be created
Confirm Password	Same as above
First Name	First name of the user to be created
Last Name	Last name of the user to be created
Phone	Phone number of the user to be created
Company Name	Company name of the user to be created
Group Name	Group of the user to be created. You can create multiple users under a given group and then can sort them using the group name
Device Quota (optional) – for unlimited leave blank	This is the device quota to be assigned to the given user. A user can register the same number of devices under his/her account
Storage Quota	This is the storage quota to be assigned to the user. You can assign the quota in both GB or TB storage units

Region	Region of the user to be created. By default a user is created in the same region as the parent user. However, any other region can also be selected from the region dropdown
Multi-Factor Authentication	Check this feature, if you want to enable multi factor authentication for the user to be created

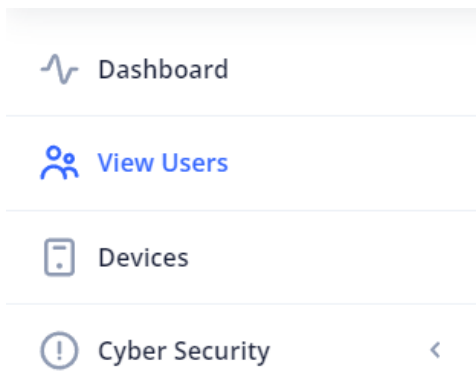
Editing a user

Any sibling user can be edited. To Edit an user, follow the below steps

- Login to mywebportal at <https://mywebportal.cloud>



- Login with your credentials
- Post login, Click on the “View Users” link on the left sidebar



- It shall open a screen on the right like below which shows the list of all the sibling users

My Customers







Select Page Size:

50



CREATE ACCOUNT

Click the icon to copy the sign up link that you need to send to customers

<https://mywebportal.cloud/signup/c67696c0-9a29-11ec-b115-e7142f3eb611!CUSTOMER/shared>

Actions	Username	Company Name	Owner Email	Email	First Name	Last Name	Phone	Storage Quota
	Username	Company Name	Owner Email	Email	First Name	Last Name	Phone	Storage Quota
 	dkgdofikdfoi	dfdf		ddf@gmail.com	fkqdfq	dfkmd	32432423	4 TB
 	erioeiro	fdmo		BISWAS.NU@GMAIL.COM	kfmdokf	kodfmdo	435345	4 TB
 	ATEST1	ATEST		ATEST@gmail.com	ATEST	ATEST	111111	1 TB

- Click on the Edit icon to edit an user
- It shall open a dialog to edit the user as follows

		dkgdofikdfoi	dfdf		ddf@gmail.com	fkqdfq	dfkmd	32432423	4 TB
---	---	--------------	------	--	---------------	--------	-------	----------	------

Press **“UPDATE”** to update the user

Edit Details

Username

dkgdofikdfoi

First name

fkqdfq

Company name

dfdf

Phone

32432423

Storage Quota Unit

TB

Region

Oregon

☐ Multi-factor authentication enabled

Email

ddf@gmail.com

Last name

dfkmd

Group Name

dom

Device Quota

Device Quota

Storage Quota

4

CANCEL

UPDATE

Deleting a user

Any sibling user can be deleted at any time. To delete a user, follow the below steps

- Login with your credentials

Welcome

Username:

Password:

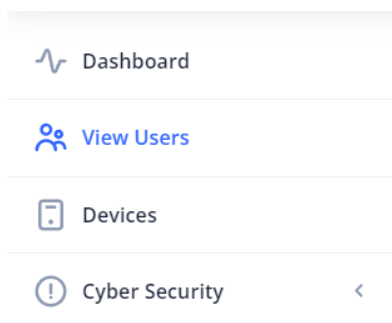
[Forgot Password?](#)

SIGN IN

[Not Registered? Sign Up as User Or Reseller Or Distributor](#)

[Release Notes](#) [System Status](#)

- Post login, Click on the “View Users” link on the left sidebar





- It shall open a screen on the right which shows the list of all the users

My Customers [Select Page Size: 50](#) [CREATE ACCOUNT](#)

Click the icon to copy the sign up link that you need to send to customers: <https://mywebportal.cloud/signup/c67696c0-9a29-11ec-b115-e77142f3eb611CUSTOMER/shared>

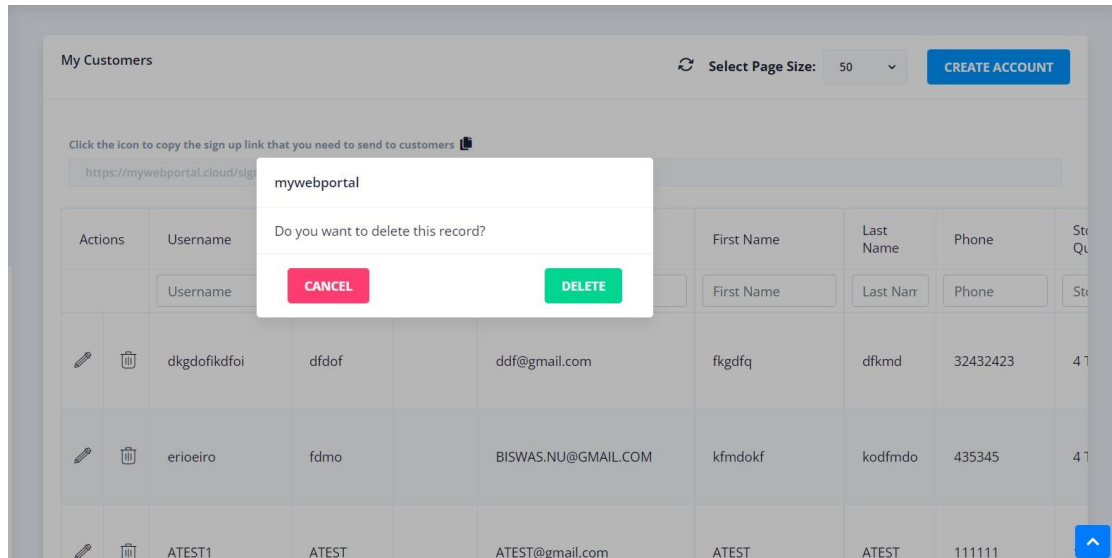
Actions	Username	Company Name	Owner Email	Email	First Name	Last Name	Phone	Storage Quota
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	dkgdfikdfoi	dfdf		ddf@gmail.com	fkqdfq	dfkmd	32432423	4 TB
	erioeiro	fdmo		BISWAS.NU@GMAIL.COM	kfmdokf	kodfmdo	435345	4 TB
	ATEST1	ATEST		ATEST@gmail.com	ATEST	ATEST	111111	1 TB

- Click on the Edit icon to edit a user

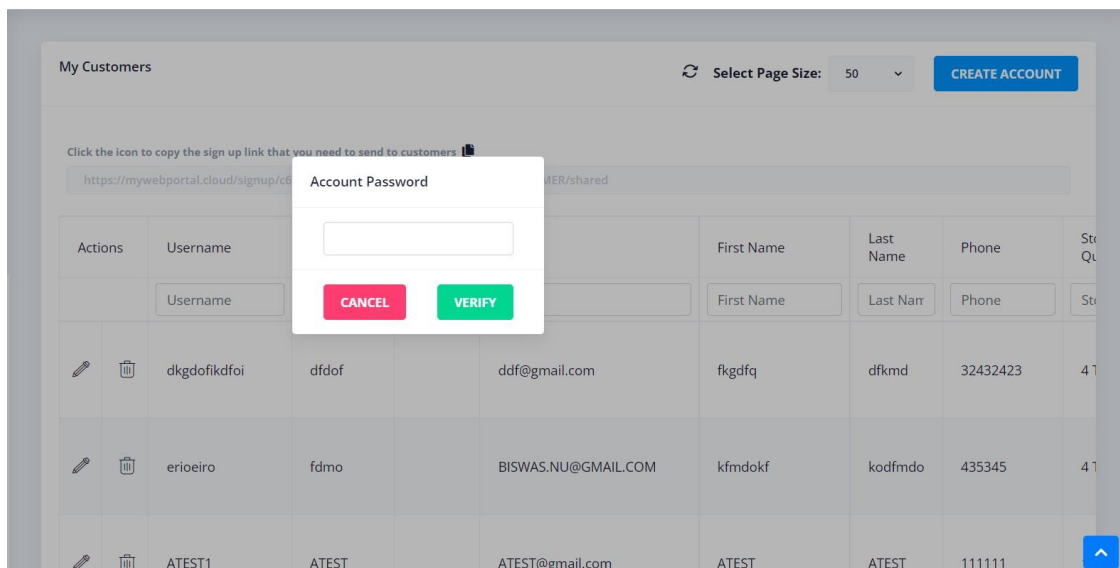
		dkgdofikdfoi	dfdof	ddf@gmail.com	fkgdfq	dfkmd	32432423	4 TB
---	---	--------------	-------	---------------	--------	-------	----------	------

- It shall open a dialog to confirm the operation

Click on the **“DELETE”** button



- It shall then open a dialog to enter your account password. This is to ensure that any account is not accidentally deleted



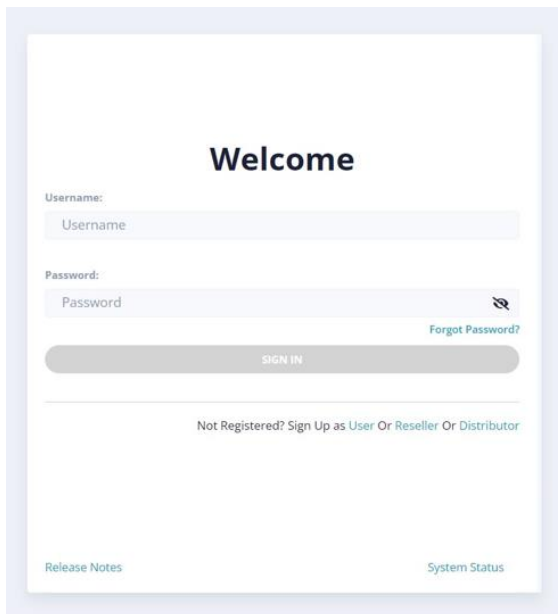
- Enter your account password and click on **“VERIFY”** to delete the account

DEVICES

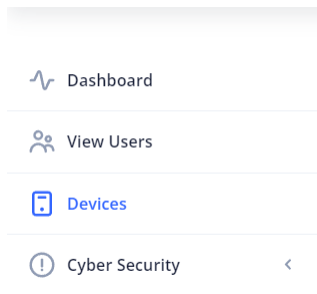
Any customer of the solution can register devices limited to the device quota assigned to them. The default setting is blank for device quota i.e. unlimited machines can be setup.

Listing Devices


- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of the mywebportal login page. The page has a light blue header with the word "Welcome" in bold. Below the header, there are two input fields: "Username:" and "Password:". The "Password:" field has a small eye icon to its right. Below the input fields is a "SIGN IN" button. To the right of the button is a link that says "Forgot Password?". Below the button is a link that says "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom of the page, there are two links: "Release Notes" and "System Status".






- Login with your credentials
- Post login, locate and click on the “Devices” link on the left sidebar as shown below



- It shall open a table view on the right side, which displays list of all the devices registered under the given user

Download and check out our client apps! 


Devices Refresh Select Page Size: 50 ▼

Actions	Device Type	Device Name	Enabled	Creation Date	Device Information
	Device Type	Device Name	Enabled	Creation Date	Device Information
	WINDOWS	LAPTOP-FM02C8AL	true	2022-04-03T20:17:45.678Z	LAPTOP-FM02C8AL
	WINDOWS	Sumitavo laptop	true	2022-03-15T19:26:17.314Z	sample information
	WINDOWS	Sumitavo laptop	false	2022-03-04T10:16:48.716Z	sample information
	ANDROID	Sumitavo laptop	true	2022-03-04T10:16:44.716Z	sample information
	WINDOWS	Sumitavo laptop	true	2022-03-04T10:16:44.716Z	sample information






⬆

Enabling a device

- Open the device table and locate the device you want to enable
- Click on the “Enable” icon to enable a device

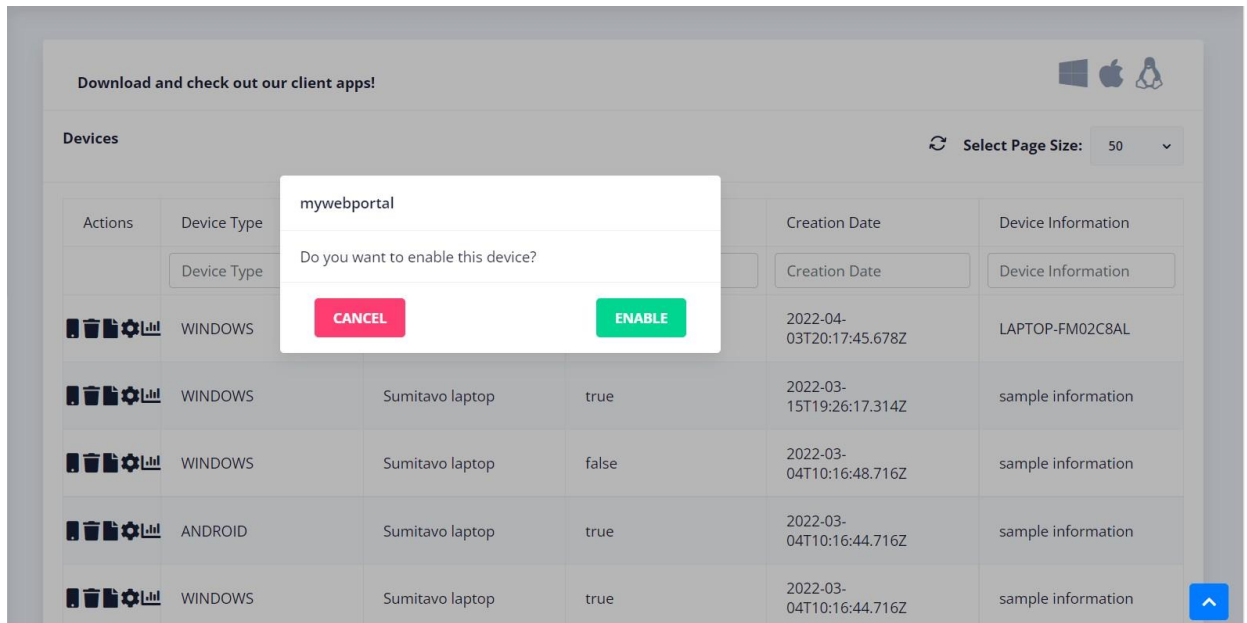
Download and check out our client apps! 

Devices Refresh Select Page Size: 50 ▼

Actions	Device Type	Device Name	Enabled	Creation Date	Device Information
	Device Type	Device Name	Enabled	Creation Date	Device Information
	WINDOWS	LAPTOP-FM02C8AL	true	2022-04-03T20:17:45.678Z	LAPTOP-FM02C8AL
	WINDOWS	Sumitavo laptop	true	2022-03-15T19:26:17.314Z	sample information
	WINDOWS	Sumitavo laptop	false	2022-03-04T10:16:48.716Z	sample information
	ANDROID	Sumitavo laptop	true	2022-03-04T10:16:44.716Z	sample information
	WINDOWS	Sumitavo laptop	true	2022-03-04T10:16:44.716Z	sample information

⬆

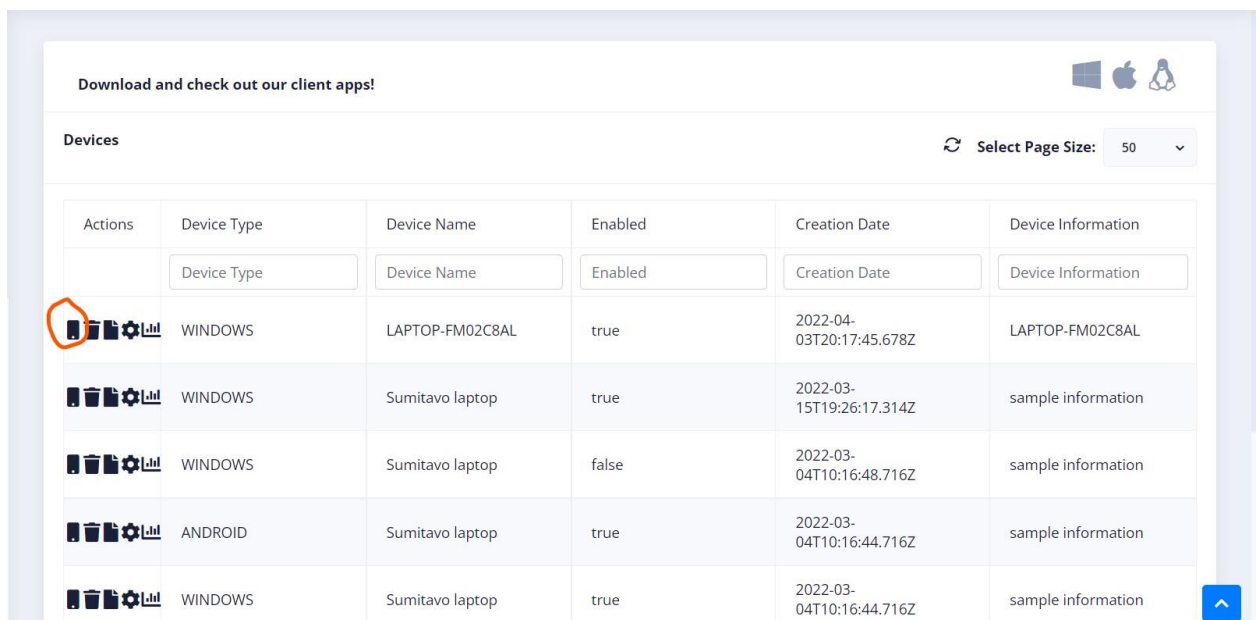
- It shall display a popup , confirming the action



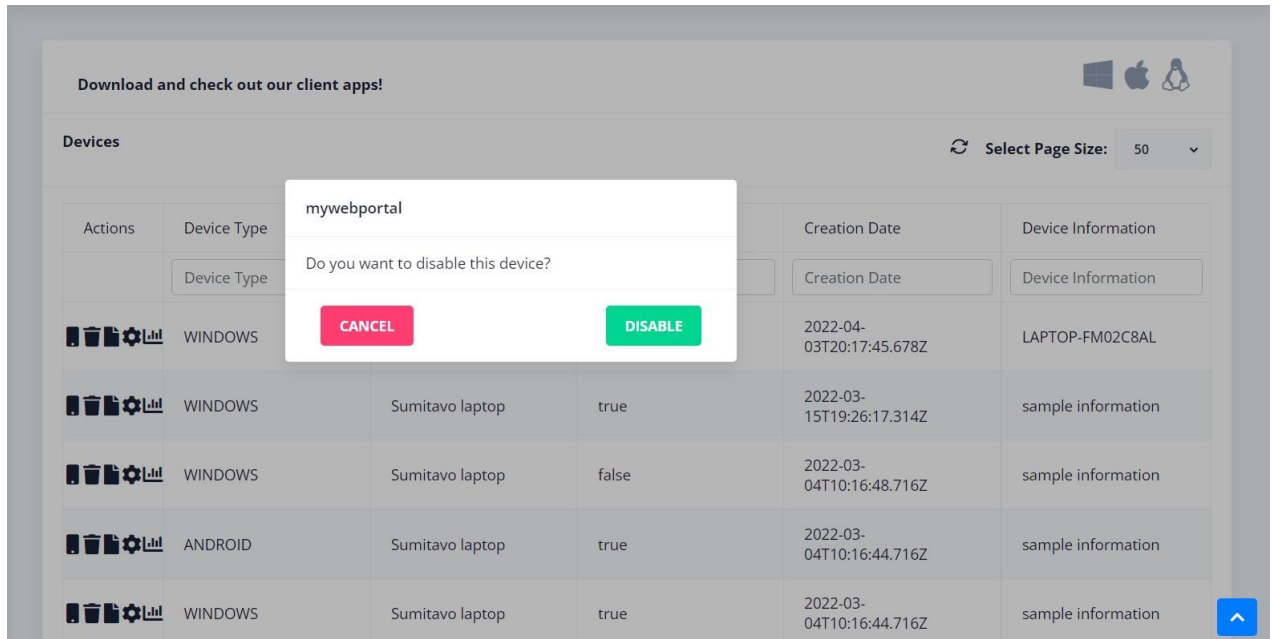
- Click on “Enable” button to complete the action

Disabling a device

- Open the device table and locate the device you want to enable
- Click on the “Disable” icon to disable a device



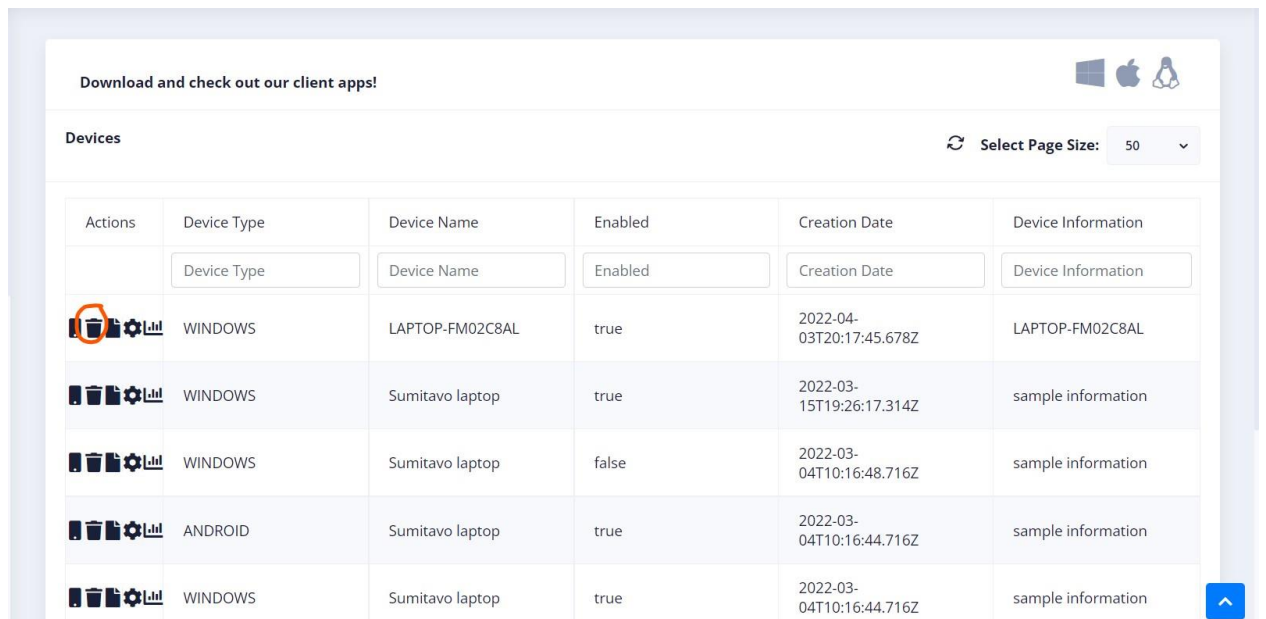
- It shall display a popup, confirming the action



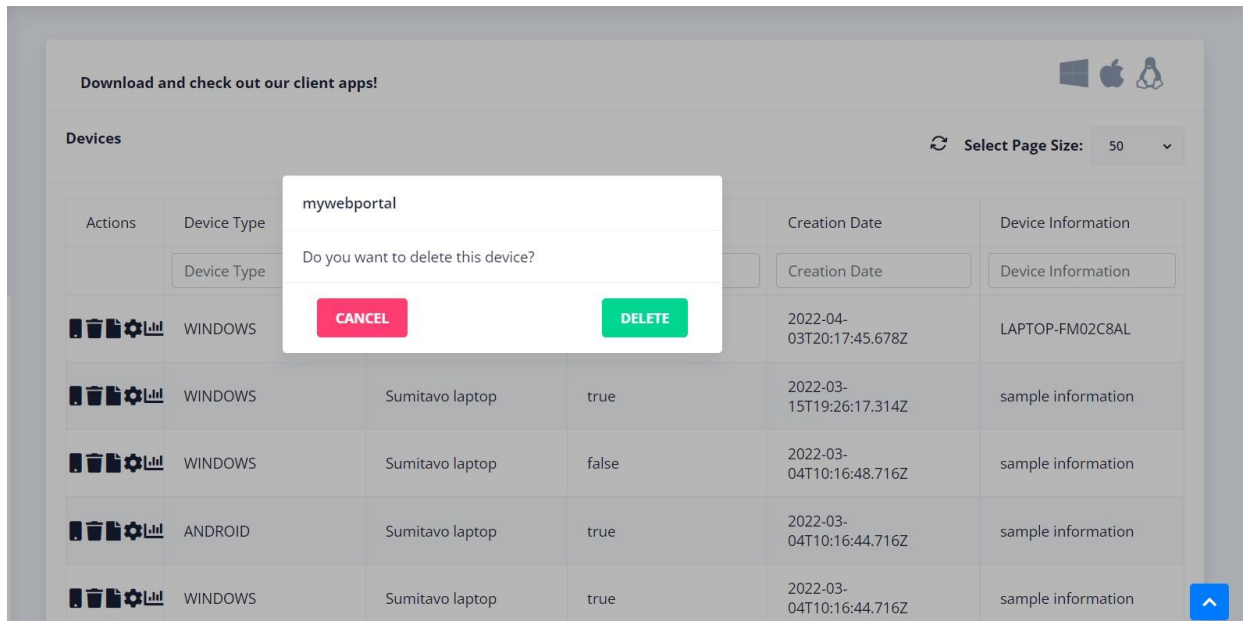
- Click on “Disable” button to complete the action

Terminating a device

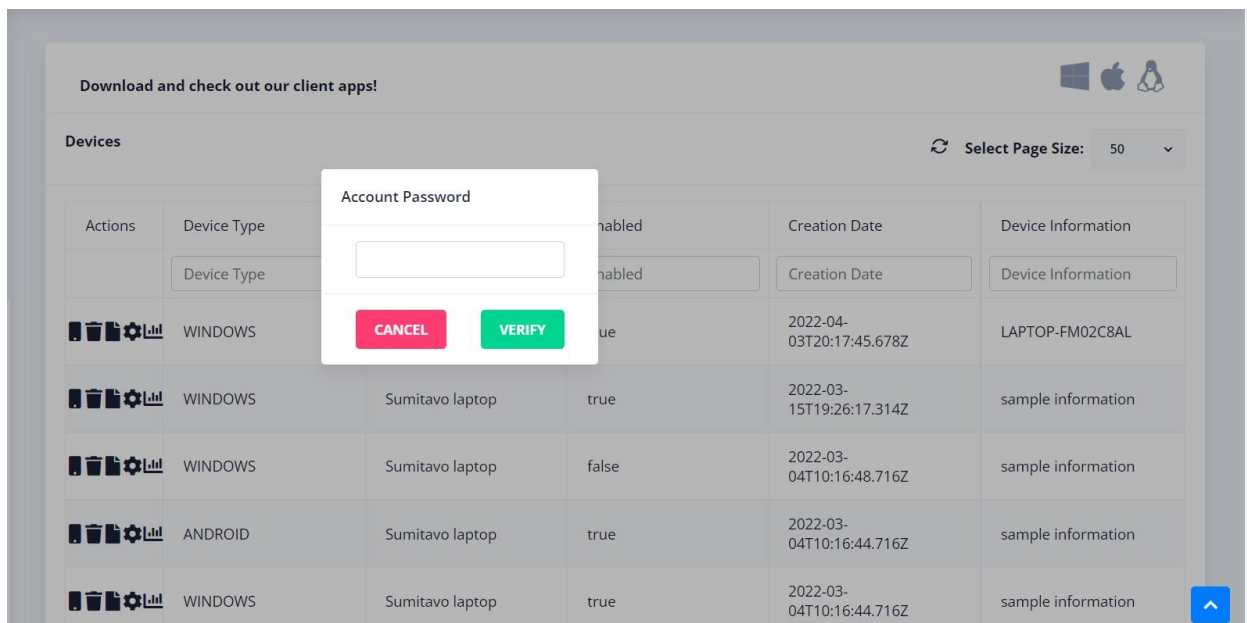
- Open the device table and locate the device you want to enable
- Click on the “Terminate” icon to terminate a device



- It shall display a popup , confirming the action



- Click on “DELETE” button to complete the action
- It will then display a popup asking to enter the account password. This is to prevent any accidental deletion



- Enter the account password and press “VERIFY” to complete the action

Viewing Device Statistics

- Open the device table and locate the device for which you want to view the statistics
- Please note, Device statistics feature is currently not available for mobile device i.e. Device Type: ANDROID/IOS
- Click on the Device Statistics icon as shown below

	WINDOWS	LAPTOP-FM02C8AL	true	2022-04-03T20:17:45.678Z	LAPTOP-FM02C8AL
---	---------	-----------------	------	--------------------------	-----------------

- It shall open a dialog displaying the device statistics details as shown below

Statistics

Available processors (cores): 12
Free memory (bytes): 98.70 MB
Maximum memory (bytes): 1.84 GB
Total memory available to JVM (bytes):
153.00 MB

CLOSE

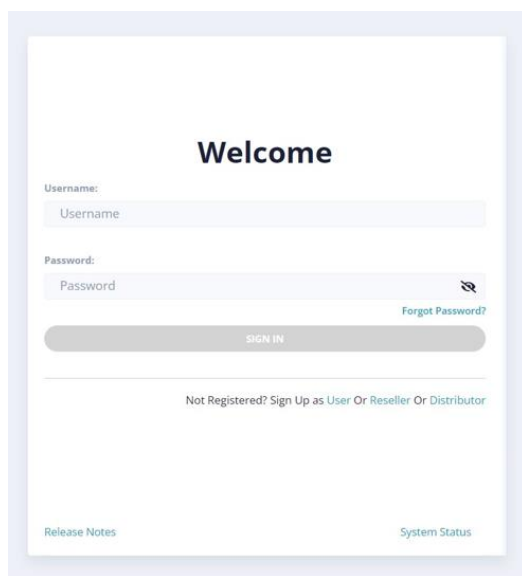
BACKUP SETS (DEVICES)

The backup sets and data for various devices can be viewed within mywebportal under the backup sets section. This section shows how to create, edit, view and delete backups/sets.

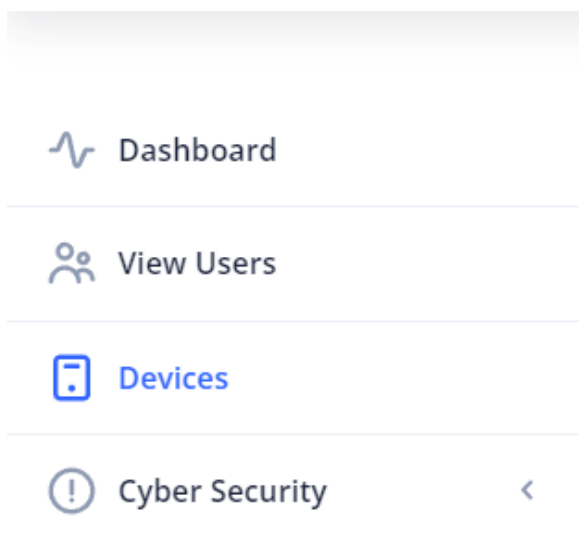
Configuring Backup Sets

Below are the steps required to configure backup sets for devices. To configure Cloud to Cloud backups sets, please refer to the next section.


- Login to mywebportal at <https://mywebportal.cloud>








- Login with your credentials
- Post login, locate and click on the “Devices” link on the left sidebar




- It shall display a list of all the devices registered with the given user

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Devices Refresh Select Page Size: 50

Actions	Device Type	Device Name	Enabled	Creation Date	Device Information
	<input type="text" value="Device Type"/>	<input type="text" value="Device Name"/>	<input type="text" value="Enabled"/>	<input type="text" value="Creation Date"/>	<input type="text" value="Device Information"/>
	ANDROID	CPH2015	true	2022-04-05T10:23:20.038Z	OPPO CPH2015
	ANDROID	DN2103	true	2022-04-05T10:06:06.433Z	OnePlus DN2103
	ANDROID	sdk_gphone64_x86_64	true	2022-04-05T05:00:34.195Z	google sdk_gphone64_x86_64
	ANDROID	sdk_gphone64_arm64	true	2022-04-04T18:01:19.919Z	google sdk_gphone64_arm64
	WINDOWS	LAPTOP-FM02C8AL	true	2022-04-03T20:17:45.678Z	LAPTOP-FM02C8AL

- Please note, currently the configuration option is not supported for mobile devices to backup a mobile, please download from the Appstore or Playstore.
- Click on the configure icon against the device you want to configure

	WINDOWS	Sumitavo laptop	true	2022-03-15T19:26:17.314Z	sample information
---	---------	-----------------	------	--------------------------	--------------------

- It shall open a screen to configure the backup sets

Configure Backup Sets

File & Folder

Mongo DB

MySQL

MSSQL

Oracle

Hyper-V

Image Snapshot

VMware

Docker

Add New Backup Set

Edit Existing Backup Set

- Click on the type of backup set you want to configure. For this example, we are choosing MongoDB as the backup set type. On clicking the MongoDB option, the following options come up
 - Add New Backup Set
 - Edit Existing Backup Set
- Click on the “Add New Backup Set” option. It will open a dialog as follows

Create New MONGODB Backupset

Backupset Name	Policy Name
<input type="text" value="Backupset Name"/>	<div>DEFAULT </div>
Host Name	Port
<input type="text" value="Host Name"/>	<input type="text" value="port"/>
User Name	Password
<input type="text" value="User Name"/>	<div>Password </div>
Collection Name	Scheduler Type
<input type="text"/>	<div>DAILY </div>
Hour of Day	Minute of Day
<input type="text" value="18"/>	<input type="text" value="0"/>

CANCEL

CREATE

- Enter the details like Backupset Name, Hostname of the DB, Port, Username, Password, Backup schedule details etc and press on “CREATE”
- It shall create the backup set for you and will direct you to a screen listing all the mongodb backup sets configured for that device as shown below

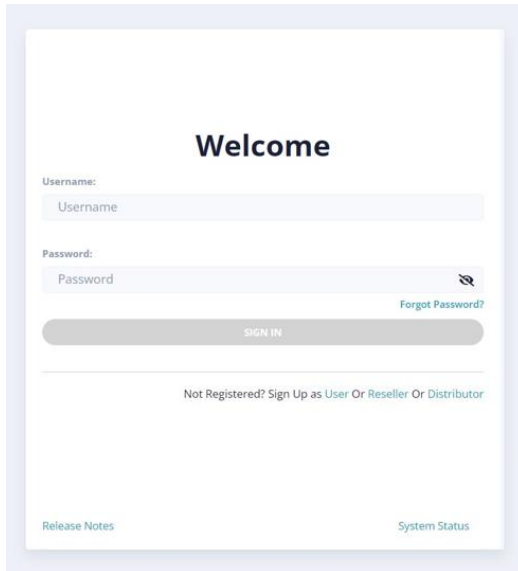
MONGODB Backup set									
Select Page Size: 50									
Actions	Name	Type	Host Name	Port	User Name	Collection Name	Device Id	Scheduler Type	Policy Id
	<input type="text" value="Name"/>	<input type="text" value="Type"/>	<input type="text" value="Host Name"/>	<input type="text" value="Port"/>	<input type="text" value="User Name"/>	<input type="text" value="Collection Name"/>	<input type="text" value="Device Id"/>	<input type="text" value="Scheduler Type"/>	<input type="text" value="Policy Id"/>
	newjobk	MONGODB	newjobk	46564	newjobk	newjobk	461d5e3e-99a6-4e53-8524-95fd60a74132	DAILY	c6a0db10-9a29-11ec-b115-ef7142f3eb61
	10	MONGODB	dofm	1521	kjdjnodjf	ifdodf	461d5e3e-99a6-4e53-8524-95fd60a74132	DAILY	c6a0db10-9a29-11ec-b115-ef7142f3eb61
	fkqdpfk	MONGODB	dfpk	132	ofkdpdf	fflgdpfl	33c568c0-9ba4-11ec-838d-f33b95c40b1e	DAILY	c6a0db10-9a29-11ec-b115-ef7142f3eb61

- Any Backup Set shown can be edited or deleted by clicking on the Edit or Delete Icons.

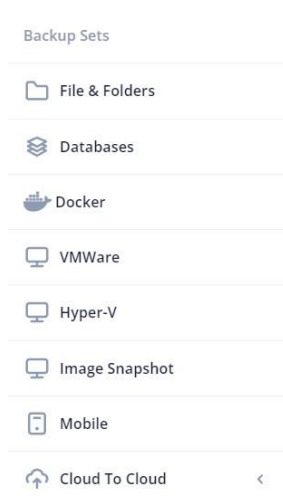
- Once you create and save any backup set, it is automatically synced with the client running on the device and will start processing it as per the scheduler settings
- Similar steps as above needs to be followed for configuring backup sets of any type in the portal

Viewing Backup Sets

- Login to mywebportal at <https://mywebportal.cloud>



- Login with your credentials and post login, locate the “Backup Sets” section on the left sidebar. It contains details of all the backup sets. Click on any backup type for e.g. File & Folders to view the details



- On clicking any backup type, you will see a detailed screen listing all the backup sets of that type. For this guide, the example of File & Folders backup set is being taken. On clicking the backup set type, you need to enter your encryption password details.



Encryption Password

To continue please enter your encryption password.

CANCEL



VERIFY

- Once you have verified your encryption password successfully, the portal would display a list of backup sets of that type linked to your account as shown below. You can delete or edit any backup set.



Files & Folders Backup Sets								
Actions	ID	Name	Type	Creation Date	Device ID	Owner Id	Policy Name	User Id
	ID	Name	Type	Creation Date	Device ID	Owner Id	Policy Na	User Id
✓  	40bec0ff-1190-4e8b-9c6d-4e9ced164cf6	File Backupset	FILE	2022-03-25T12:46:09.183Z	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	policyid	c67696c0-9a29-11ec-b115-ef7142f3eb61

Editing a Backup Set

- On the backup set listing screen, click on the edit icon to edit the backup set

Files & Folders Backup Sets								
Actions	ID	Name	Type	Creation Date	Device ID	Owner Id	Policy Name	User Id
	ID	Name	Type	Creation Date	Device ID	Owner Id	Policy Na	User Id
✓  	40bec0ff-1190-4e8b-9c6d-4e9ced164cf6	File Backupset	FILE	2022-03-25T12:46:09.183Z	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	policyid	c67696c0-9a29-11ec-b115-ef7142f3eb61

- It will make the row editable which will allow you to edit the backup set name. Post your edit, click on the "tick" icon to save your changes

Files & Folders Backup Sets								
Actions	ID	Name	Type	Creation Date	Device ID	Owner Id	Policy Name	User Id
	ID	Name	Type	Creation Date	Device ID	Owner Id	Policy Name	User Id
✓ 	40bec0ff-1	File Backupse	FILE	2022-03-25T12	deviceid	c67696c0-9a2		c67696c0-9a

Deleting a Backup Set

- On the backup set listing screen, click on the delete icon to delete a backup set

Files & Folders Backup Sets Refresh Select Page Size: 50

Actions	ID	Name	Type	Creation Date	Device ID	Owner Id	Policy Name	User Id
	ID	Name	Type	Creation Date	Device ID	Owner Id	Policy Na	User Id
	40bec0ff-1190-4e8b-9c6d-4e9ced164cf6	File Backupset	FILE	2022-03-25T12:46:09.183Z	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	policyid	c67696c0-9a29-11ec-b115-ef7142f3eb61

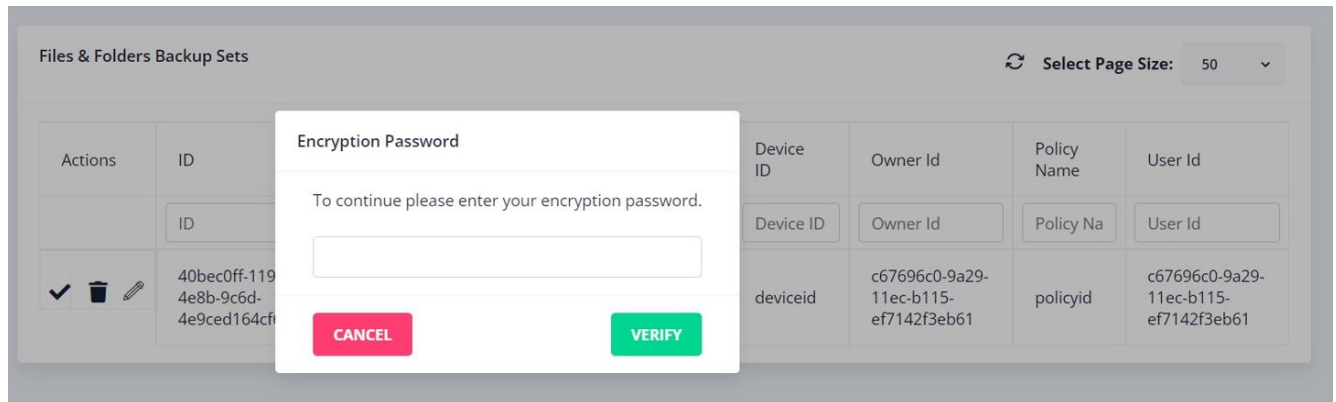
- It will ask for a confirmation for your action. Press on “DELETE”

Files & Folders Backup Sets Refresh Select Page Size: 50

Actions	ID	mywebportal	Device ID	Owner Id	Policy Name	User Id
	ID		Device ID	Owner Id	Policy Na	User Id
	40bec0ff-1190-4e8b-9c6d-4e9ced164cf6	Please confirm if you wish to delete, this action can not be undone?	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	policyid	c67696c0-9a29-11ec-b115-ef7142f3eb61

CANCEL **DELETE**

- On pressing delete, it will open up a dialog to enter your encryption password. This is to ensure that a backup set is not accidentally deleted. Once you verify your encryption password, that backup set will be deleted. Based on the retention policy applicable for the backup set, the backup files contained in the backup set shall be moved to the retention section and would stay there up to the retention period before being permanently deleted from the system



Viewing Backups in a Backup Set

- On the backup set listing screen, click on the backup set for which you want to view the backups. It will open a view displaying the list of all backups contained as part of that backup set

File and Folder Backup Sets > Details

Select Page Size: 50 [UPLOAD](#)

Actions	File Name	File Path	File Size	Creation Date
	File Name	File Path	File Size	Creation Date
	Admin and User App Old Apis Details 12.docx	/storage/emulated/0/Download/Admin and User App Old Apis Details 12.docx	15.6 kB	2022-04-02T19:13:32.
	Admin and User App Old Apis Details 1.docx	/storage/emulated/0/Download/Admin and User App Old Apis Details 1.docx	15.6 kB	2022-04-02T19:13:32.
	Flutter Questions.docx	/storage/emulated/0/Download/Flutter Questions.docx	19.5 kB	2022-04-02T19:13:32.
	file_example_XLS_10.xls	/storage/emulated/0/Download/file_example_XLS_10.xls	8.7 kB	2022-04-02T19:13:32.
	Mobile365 Changes.pdf	/storage/emulated/0/Download/Mobile365 Changes.pdf	30.8 kB	2022-04-02T19:13:32.

Viewing Versions for a Backup

- On the backup listing screen, click on the backup for which you want to view the versions. It will open a view displaying the list of all versions contained as part of that backup

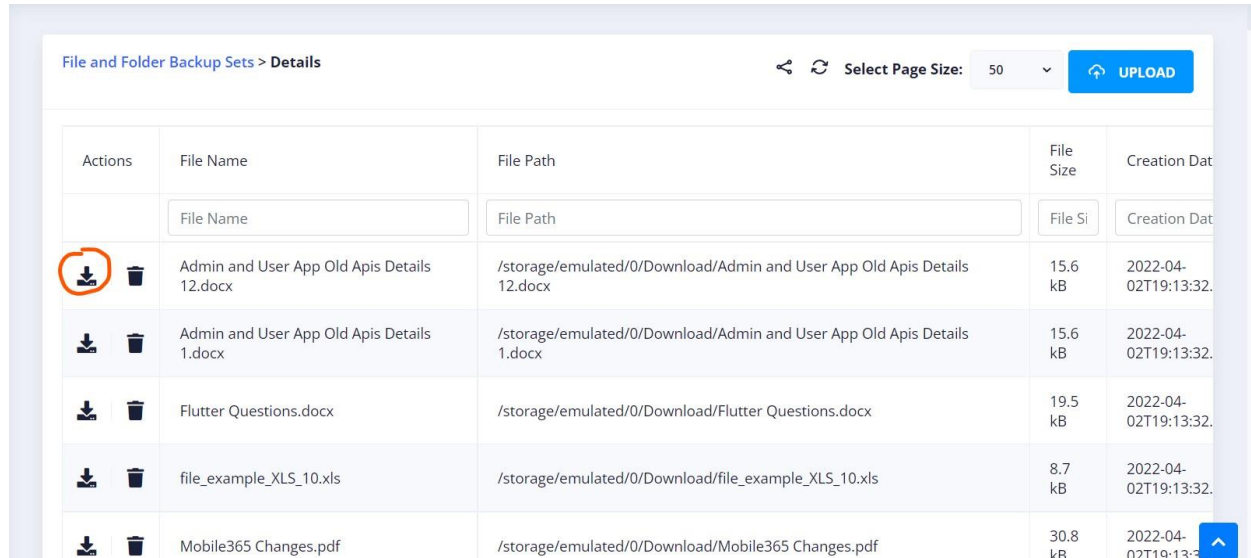
Backupset Item > Version

Select Page Size: 50 [NEW VERSION](#)

Actions	File Name	File Path	File Size	File Type	Creation Date
	File Name	File Path	File Size	File Type	Creation Date
	Admin and User App Old Apis Details 12.docx	/storage/emulated/0/Download/Admin and User App Old Apis Details 12.docx	15.6 kB	FILE	











Restoring a Backup

- On the backup listing screen, click on the download button, next to the backup, you want to restore. It will restore the backup for you and download it to your device immediately



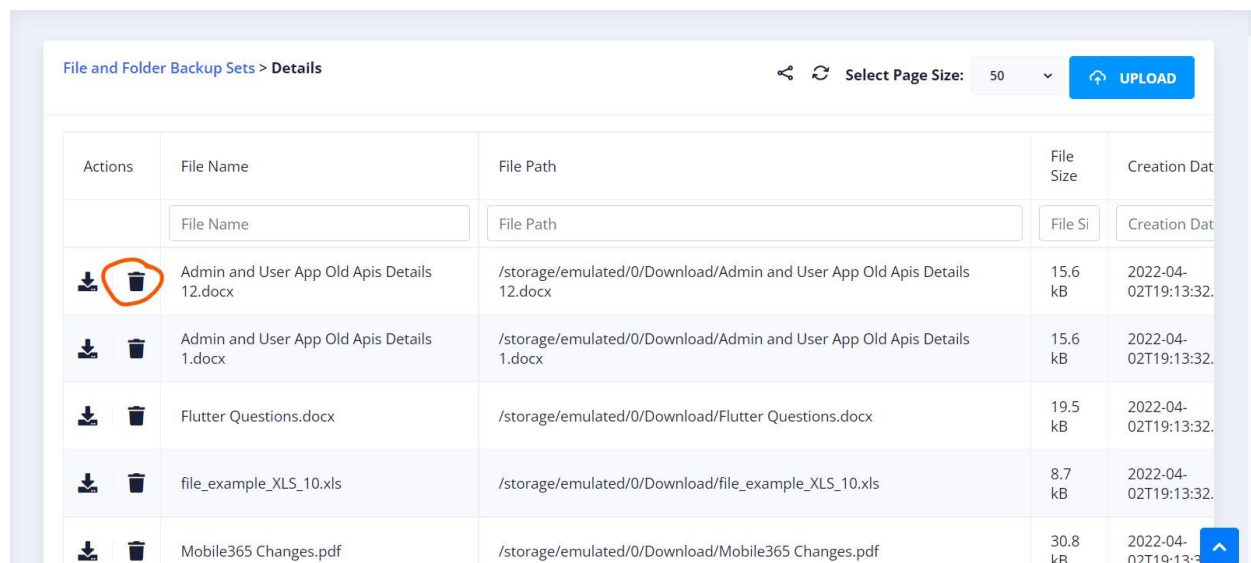
File and Folder Backup Sets > Details

Select Page Size: 50 [UPLOAD](#)

Actions	File Name	File Path	File Size	Creation Date
 	Admin and User App Old Apis Details 12.docx	/storage/emulated/0/Download/Admin and User App Old Apis Details 12.docx	15.6 kB	2022-04-02T19:13:32.
 	Admin and User App Old Apis Details 1.docx	/storage/emulated/0/Download/Admin and User App Old Apis Details 1.docx	15.6 kB	2022-04-02T19:13:32.
 	Flutter Questions.docx	/storage/emulated/0/Download/Flutter Questions.docx	19.5 kB	2022-04-02T19:13:32.
 	file_example_XLS_10.xls	/storage/emulated/0/Download/file_example_XLS_10.xls	8.7 kB	2022-04-02T19:13:32.
 	Mobile365 Changes.pdf	/storage/emulated/0/Download/Mobile365 Changes.pdf	30.8 kB	2022-04-02T19:13:32.











Deleting a Backup

- On the backup listing screen, click on the delete button, next to the backup, you want to delete. It moves the backup to the retention section based on the retention period settings of the backupset to which the backup belongs to.



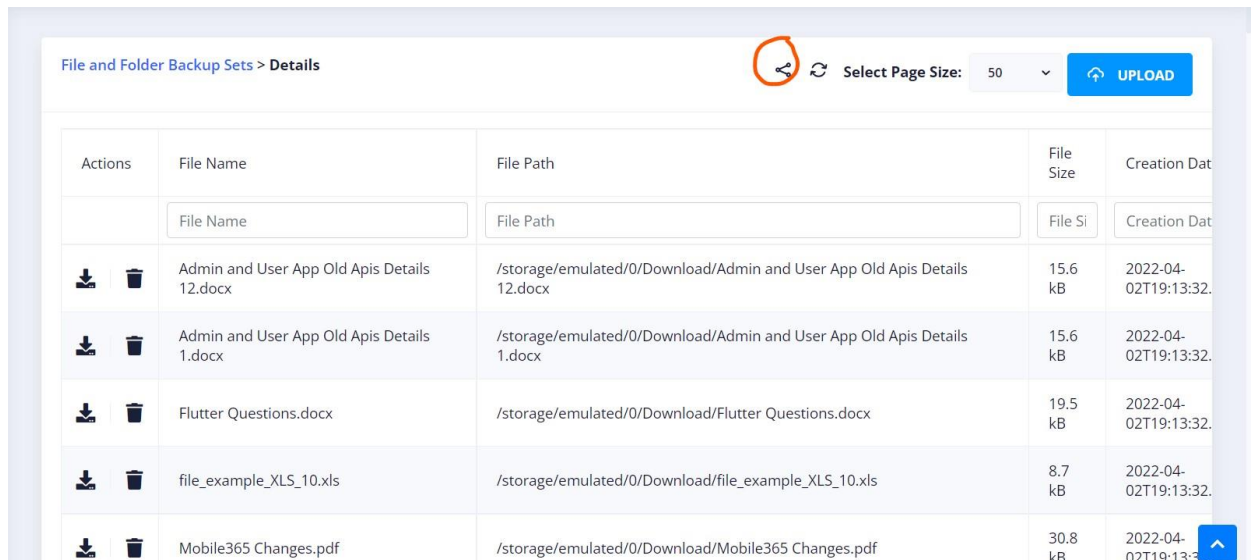
File and Folder Backup Sets > Details

Select Page Size: 50 [UPLOAD](#)

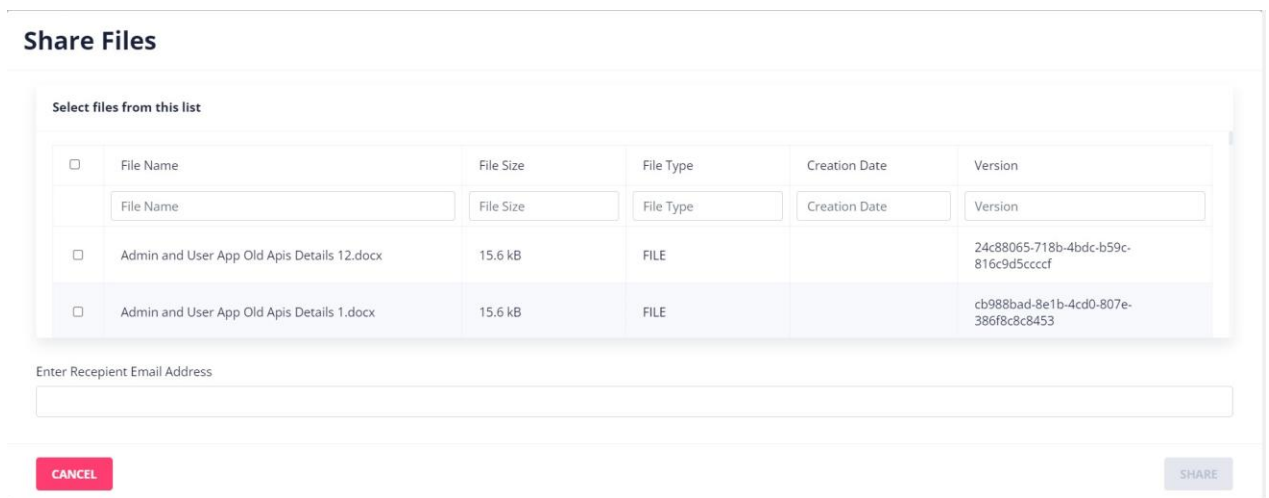
Actions	File Name	File Path	File Size	Creation Date
 	Admin and User App Old Apis Details 12.docx	/storage/emulated/0/Download/Admin and User App Old Apis Details 12.docx	15.6 kB	2022-04-02T19:13:32.
 	Admin and User App Old Apis Details 1.docx	/storage/emulated/0/Download/Admin and User App Old Apis Details 1.docx	15.6 kB	2022-04-02T19:13:32.
 	Flutter Questions.docx	/storage/emulated/0/Download/Flutter Questions.docx	19.5 kB	2022-04-02T19:13:32.
 	file_example_XLS_10.xls	/storage/emulated/0/Download/file_example_XLS_10.xls	8.7 kB	2022-04-02T19:13:32.
 	Mobile365 Changes.pdf	/storage/emulated/0/Download/Mobile365 Changes.pdf	30.8 kB	2022-04-02T19:13:32.

Sharing a Backup

- On the backup listing screen, click on the share icon as shown below



- It will open a screen as shown below to choose the backup files, you want to share



- Select the files you want to share and enter the recipient email address to share the files with the recipient. Please note, the recipient will receive an email containing the link to download the backup files

Share Files

Select files from this list

Selected: 2

<input type="checkbox"/>	File Name	File Size	File Type	Creation Date	Version
<input type="checkbox"/>	File Name	File Size	File Type	Creation Date	Version
<input checked="" type="checkbox"/>	Admin and User App Old Apis Details 12.docx	15.6 kB	FILE		24c88065-718b-4bdc-b59c-816c9d5cccf
<input checked="" type="checkbox"/>	Admin and User App Old Apis Details 1.docx	15.6 kB	FILE		cb988bad-8e1b-4cd0-807e-386f8c8c8453

Enter Receipient Email Address

abc@gmail.com

CANCEL

SHARE

- Press Share

BACKUP SETS (CLOUD TO CLOUD)

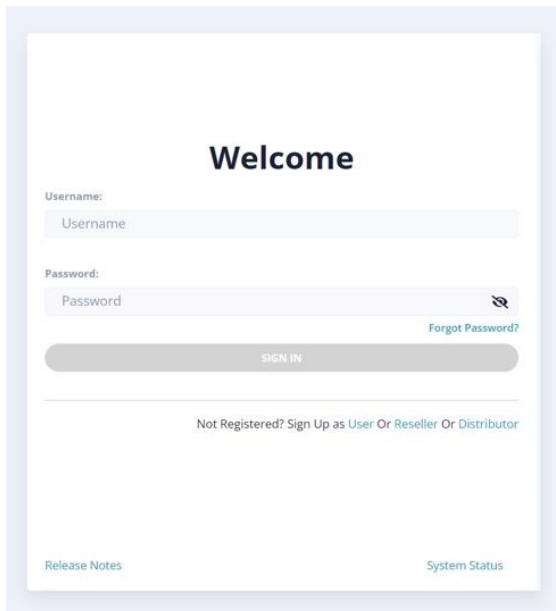
The following cloud services are supported for Cloud to Cloud backups.

- Microsoft365
- Google Workspace
- Dropbox
- Box
- Github
- Gitlab
- Bitbucket

Below are the steps to perform and configure cloud to cloud backup. For an example configuration, we are using Dropbox as the service.

Creating a Backup Job

- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of a web portal login page. At the top, it says "Welcome". Below that are two input fields: "Username:" and "Password:". The "Password:" field has a small eye icon to its right. Below the password field is a link that says "Forgot Password?". Underneath these fields is a grey button labeled "SIGN IN". Below the button is a line of text: "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom left is a link "Release Notes" and at the bottom right is a link "System Status".

- Login with your credentials
- Post login, navigate to “Cloud To Cloud” section under backup sets

Cloud To Cloud

 Backups

 Restore

- It will ask for your encryption password

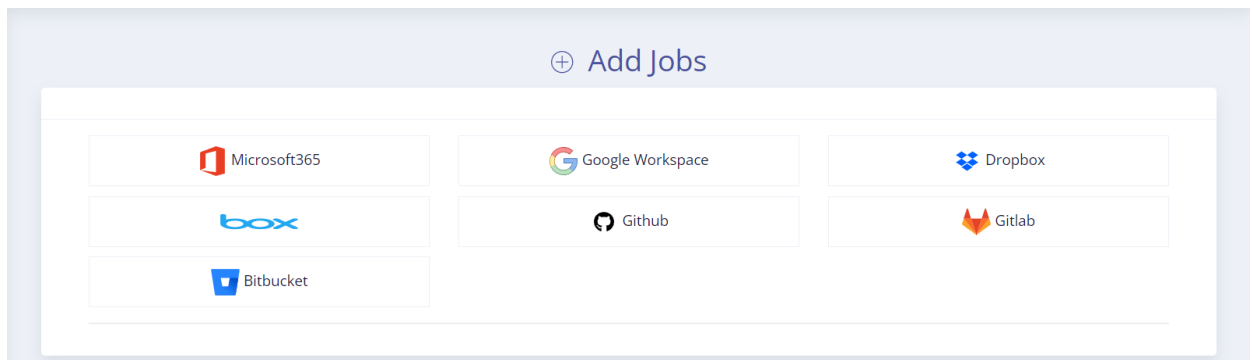
Encryption Password

To continue please enter your encryption password.

CANCEL

VERIFY

- Enter your encryption password and click on “**VERIFY**”
- Once verification is successful, it will list all the supported cloud services as shown below



- In this example we will show how to backup Dropbox, click the icon and it will populate the below options

Add New Job

Edit Existing Jobs

- Click on “**Add New Job**” to add a new job. It shall populate the below dialog

Backup Set Name	Job Name
<input type="text"/>	<input type="text"/>
Policy Name	Scheduler Type
DEFAULT ▾	DAILY ▾
Hour of Day	Minute of Hour
18	0

- Following are the parameter descriptions

Parameter Name	Parameter Description
Backup Set Name	Name of the backup set to be created
Job Name	Name of the job associated with the service
Policy Name	Name of the policy to be associated with the backup set
Scheduler Type	DAILY/WEEKLY




- Fill in the details and press **CREATE**

Backup Set Name	Job Name
<input type="text" value="Test"/>	<input type="text" value="Test"/>
Policy Name	Scheduler Type
DEFAULT ▾	DAILY ▾
Hour of Day	Minute of Hour
18	0

CANCEL
CREATE

- It shall create the job and display the list of the jobs created

DROPBOX Backup set ← ↺ Select Page Size: 50 ▾


Actions	Job Name	Name	Policy Name	Scheduler Type	Job Status	Created Date	Modified Date	Job Id
	Job Name	Name	Policy Na	Scheduler ~	Job Statu:	Created Date	Modified Date	Job Id
  	Test Job	Test Backupset	DEFAULT	DAILY	CREATED	2022-04-08T18:42:25.742Z	2022-04-08T18:42:25.742Z	d3a984f4-dc52-436d-88d7-a0e2229208b5

Deleting a Job

- Login to mywebportal at <https://mywebportal.cloud>

Welcome

Username:

Password:
 

[Forgot Password?](#)

SIGN IN

[Not Registered? Sign Up as User Or Reseller Or Distributor](#)

[Release Notes](#) [System Status](#)

- Login with your credentials
- Post login, navigate to “Cloud To Cloud” section under backup sets

Cloud To Cloud



Backups



Restore

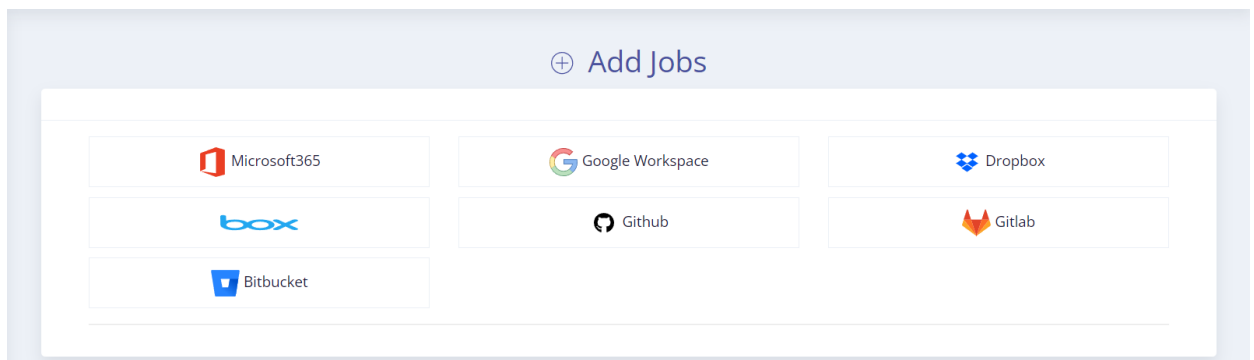
- It will ask for your encryption password

Encryption Password

To continue please enter your encryption password.

CANCEL
VERIFY

- Enter your encryption password and click on “**VERIFY**”
- Once verification is successful, it will list all the supported cloud services as shown below



- Click on Dropbox, it will populate the below options




Add New Job
Edit Existing Jobs

- Click on “**Edit Existing Jobs**” to add a new job. It shall populate the below dialog
- It will populate the list of jobs for the service

Actions	Job Name	Name	Policy Name	Scheduler Type	Job Status	Created Date	Modified Date	Job Id
	Job Name	Name	Policy Na	Scheduler ~	Job Status	Created Date	Modified Date	Job Id
	Test Job	Test Backupset	DEFAULT	DAILY	CREATED	2022-04-08T18:42:25.742Z	2022-04-08T18:42:25.742Z	d3a984f4-dc52-436d-88d7-a0e2229208b5

- Click on the Delete icon next to the job

DROPBOX Backup set ← ↺ Select Page Size: 50 ▾

Actions	Job Name	Name	Policy Name	Scheduler Type	Job Status	Created Date	Modified Date	Job Id
	Job Name	Name	Policy Na	Scheduler	Job Statu:	Created Date	Modified Date	Job Id
  	Test Job	Test Backupset	DEFAULT	DAILY	CREATED	2022-04-08T18:42:25.742Z	2022-04-08T18:42:25.742Z	d3a984f4-dc52-436d-88d7-a0e2229208b5

- It will ask for confirmation of the action

mywebportal

Please confirm if you wish to delete, this action can not be undone?

CANCEL **DELETE**

- Click on “DELETE”
- It will then ask for the account password. This is done for safeguarding any accidental deletion

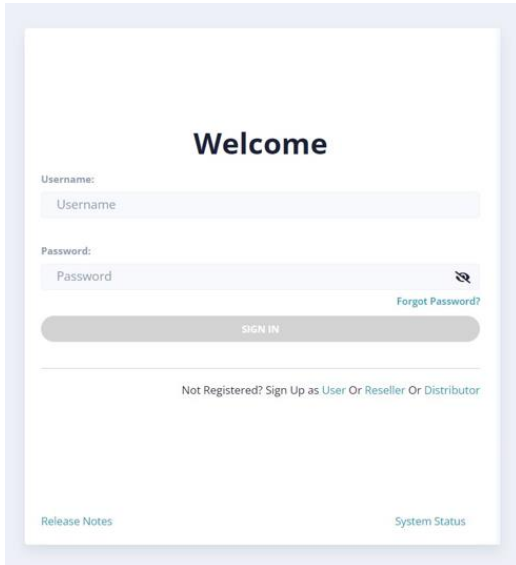
Account Password

CANCEL **VERIFY**

- Enter your account password and press “**VERIFY**” to complete the operation

Authenticating a Job

- Login to mywebportal at <https://mywebportal.cloud>



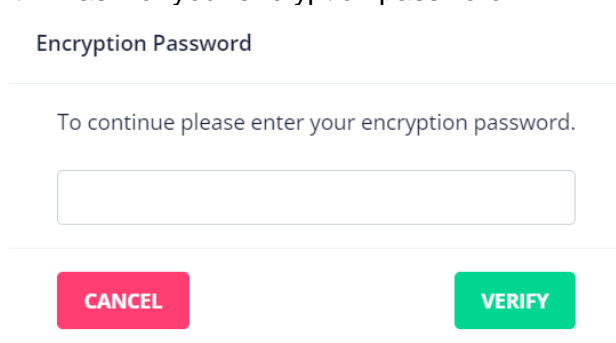
- Login with your credentials
- Post login, navigate to “Cloud To Cloud” section under backup sets

Cloud To Cloud

 Backups

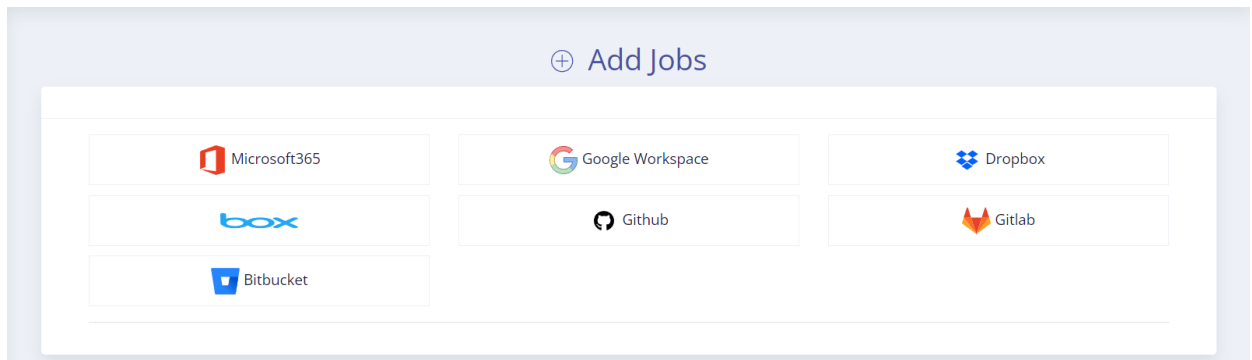
 Restore

- It will ask for your encryption password

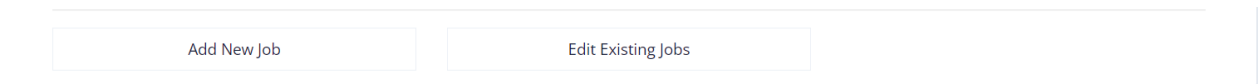


- Enter your encryption password and click on “**VERIFY**”

- Once verification is successful, it will list all the supported cloud services as shown below



- Click on Dropbox, it will populate the below options



- Click on “**Edit Existing Jobs**” to add a new job. It shall populate the below dialog
- It will populate the list of jobs for the service

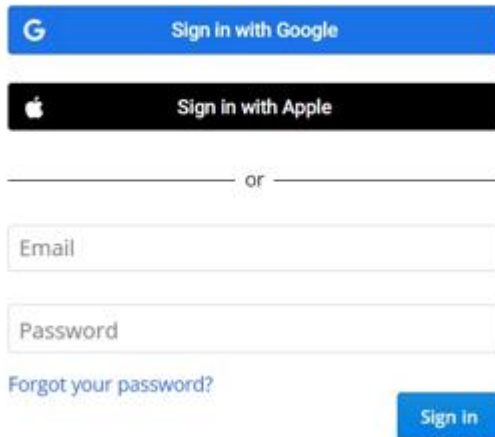
DROPBOX Backup set								
								Select Page Size: 50
Actions	Job Name	Name	Policy Name	Scheduler Type	Job Status	Created Date	Modified Date	Job Id
	Job Name	Name	Policy Na	Scheduler ~	Job Statu:	Created Date	Modified Date	Job Id
	Test Job	Test Backupset	DEFAULT	DAILY	CREATED	2022-04-08T18:42:25.742Z	2022-04-08T18:42:25.742Z	d3a984f4-dc52-436d-88d7-a0e2229208b5

- Click on the “Authenticate” icon to authenticate a job. Please note that unless a job is authenticated, backups will not be scheduled for the job.

DROPBOX Backup set								
								Select Page Size: 50
Actions	Job Name	Name	Policy Name	Scheduler Type	Job Status	Created Date	Modified Date	Job Id
	Job Name	Name	Policy Na	Scheduler ~	Job Statu:	Created Date	Modified Date	Job Id
	Test Job	Test Backupset	DEFAULT	DAILY	CREATED	2022-04-08T18:42:25.742Z	2022-04-08T18:42:25.742Z	d3a984f4-dc52-436d-88d7-a0e2229208b5

- It shall direct you to the dropbox login page. Login with your details to authenticate the job

Sign in to Dropbox to link with CloudToCloudBackup



Sign in with Google

Sign in with Apple

or

Email







Password

[Forgot your password?](#)

Sign in

- Post successful login, you will be greeted with this message
You have been successfully authenticated. You can now close the browser!
- Post successful authentication, you shall see the status of your job being changed to **“AUTHENTICATED”**

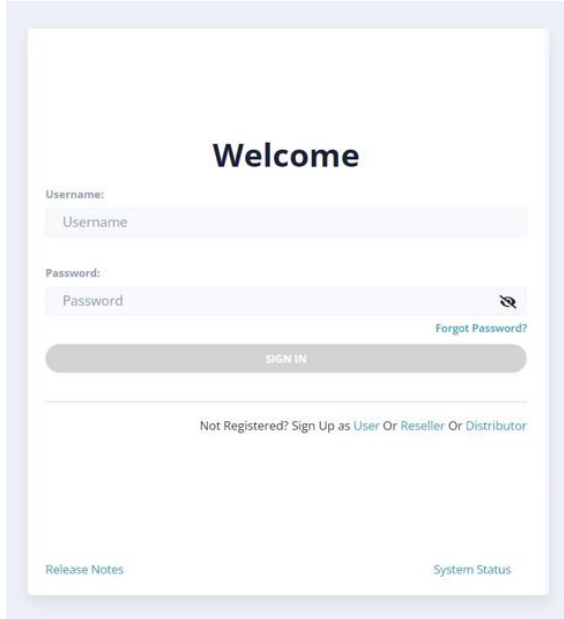
DROPBOX Backup set ← ↺ Select Page Size: 50

Actions	Job Name	Name	Policy Name	Scheduler Type	Job Status	Created Date	Modified Date	Job Id
	Job Name	Name	Policy Na	Scheduler	Job Statu:	Created Date	Modified Date	Job Id
  	Test Job	Test Backupset	DEFAULT	DAILY	CREATED	2022-04-08T18:42:25.742Z	2022-04-08T18:42:25.742Z	d3a984f4-dc52-436d-88d7-a0e2229208b5
  	fgbjfjg	ifjodij1	DEFAULT	DAILY	CREATED	2022-04-04T16:35:16.463Z	2022-04-04T16:35:16.464Z	287e0c48-eb34-42dc-a018-28b798752ea8

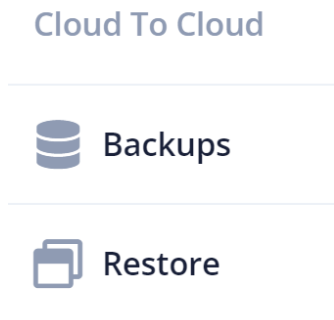
- Once the job is successfully authenticated, you are now ready to configure the same

Configuring a Job

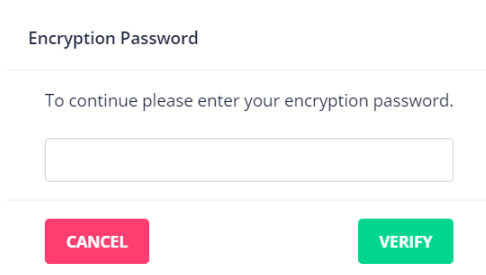
- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of a web portal's login page. At the top, it says "Welcome". Below that are two input fields: "Username:" and "Password:". The "Password:" field has a small icon of a key and a "Forgot Password?" link to its right. Below the input fields is a grey "SIGN IN" button. Underneath the button, there is a link that says "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom left is a link for "Release Notes" and at the bottom right is a link for "System Status".

- Login with your credentials
- Post login, navigate to “Cloud To Cloud” section under backup sets

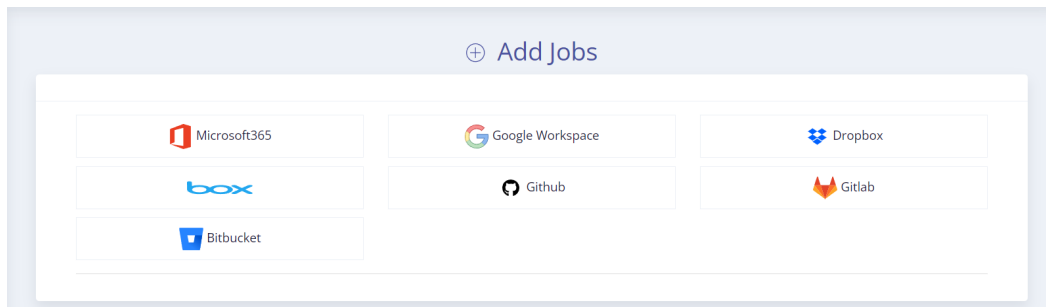
A screenshot of the "Cloud To Cloud" section in a web interface. It has a light blue header with the text "Cloud To Cloud". Below the header are two options: "Backups" with a database cylinder icon and "Restore" with a folder icon. Each option is separated from the header by a horizontal line.

- It will ask for your encryption password

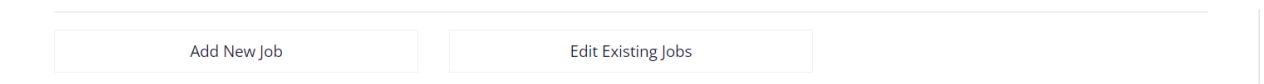
A screenshot of a dialog box for entering an encryption password. It has a title "Encryption Password". Below the title is a message: "To continue please enter your encryption password." followed by an empty text input field. At the bottom are two buttons: a red "CANCEL" button and a green "VERIFY" button.

- Enter your encryption password and click on “**VERIFY**”

- Once verification is successful, it will list all the supported cloud services as shown below



- Click on Dropbox, it will populate the below options

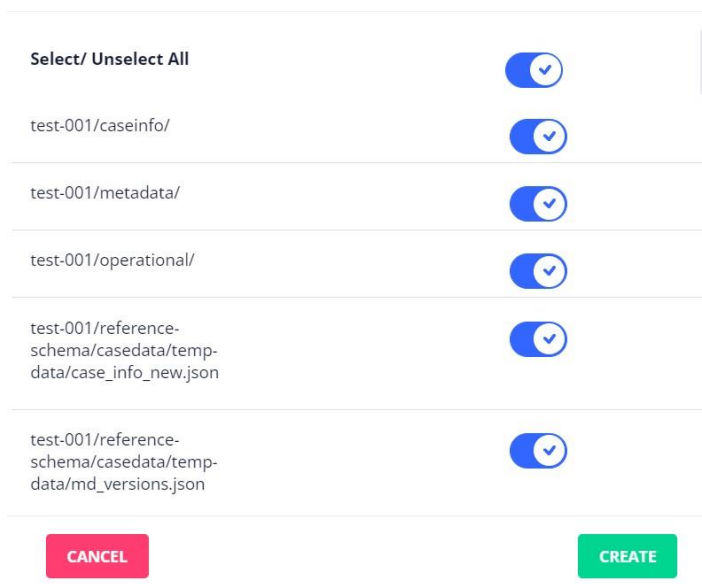


- It will populate the list of jobs for the service

The screenshot shows a table titled 'DROPBOX Backup set'. The table has columns for Actions, Job Name, Name, Policy Name, Scheduler Type, Job Status, Created Date, Modified Date, and Job Id. The first row of data shows a job named 'Test Job' with a 'Test Backupset' policy, a 'DEFAULT' policy name, a 'DAILY' scheduler type, a 'CREATED' status, and specific dates and a job ID.

Actions	Job Name	Name	Policy Name	Scheduler Type	Job Status	Created Date	Modified Date	Job Id
	Test Job	Test Backupset	DEFAULT	DAILY	CREATED	2022-04-08T18:42:25.742Z	2022-04-08T18:42:25.742Z	d3a984f4-dc52-436d-88d7-a0e2229208b5

- Click on the configure icon to configure the job. It shall open a dialog, with a list of paths in your dropbox account which you may choose to backup as shown below. By default all the paths are selected

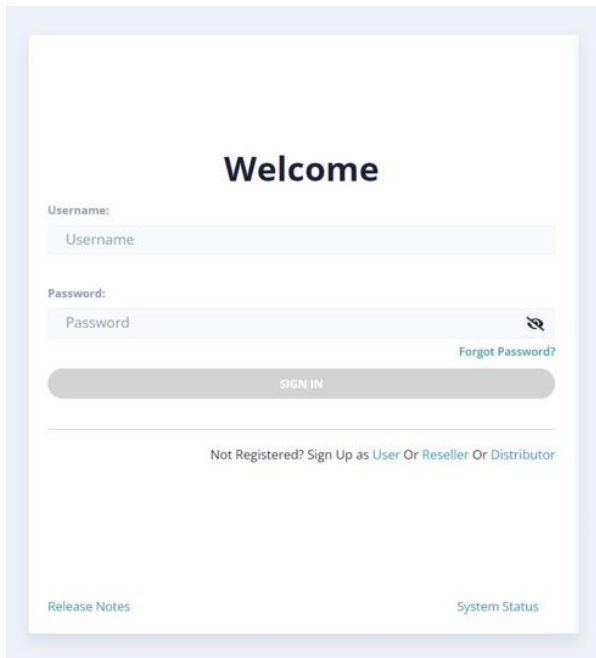


- Once you select the paths, click on “SAVE” to save the paths

- Once the paths are saved, the scheduler will run and backups will start running for the specific job in question

Viewing Backups

- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of a web portal login page. At the top, it says "Welcome". Below that are two input fields: "Username:" and "Password:". The "Password:" field has a toggle icon on the right. Below the fields is a "SIGN IN" button. To the right of the button is a "Forgot Password?" link. Below the button is a line of text: "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom left is a "Release Notes" link, and at the bottom right is a "System Status" link.

- Login with your credentials
- Post login, navigate to “Cloud To Cloud” section under backup sets
- Expand the tab and click on “Restore”

Cloud To Cloud



Backups



Restore

- It will ask for your encryption password

Encryption Password







To continue please enter your encryption password.

CANCEL

VERIFY

- Enter your encryption password and click on “**VERIFY**”
- It will display the list of backup sets created under cloud to cloud

Cloud To Cloud Backup Sets Select Page Size: 50

Actions	ID	Name	Type	Creation Date	Device ID	Owner Id	Policy Name
	ID	Name	Type	Creation Date	Device ID	Owner Id	Policy Name
  	d932f4ed-3512-4d4e-9842-d55a89ef7b58	DROPBOX-7b42dbc0-f5da-4e9d-b097-6636586ae52b	DROPBOX	2022-04-08T18:52:05.248Z	WEB	c67696c0-9a29-11ec-b115-ef7142f3eb61	c6a0db10-9a29-11ec-b115-ef7142f3eb61
  	a18c3d50-8c0f-47f2-9919-cd1d81d31073	GITHUB-f21a5696-5c50-4fde-a3e0-a70be61d7243	GITHUB	2022-03-30T13:03:59.726Z	WEB	c67696c0-9a29-11ec-b115-ef7142f3eb61	c6a0db10-9a29-11ec-b115-ef7142f3eb61

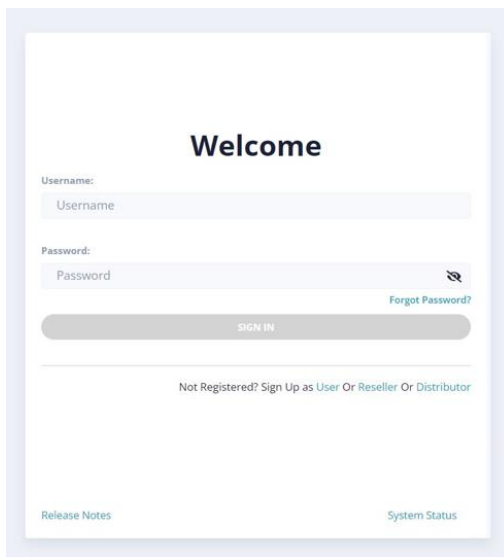
- The section is similar to the backup sets section mentioned earlier. On clicking each backup set, you will be able to view the files contained in the same. On clicking a backup file further, the corresponding versions are shown
- You can perform other operations on the created backup sets like
 - Running data integrity check
 - Editing a backup set
 - Deleting a backup set

SYNC DRIVE

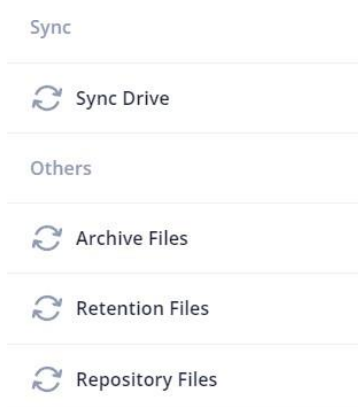
This section displays the backup files which are part of the sync drive. Sync drive is a unique feature of the solution. The backup files which are part of sync drive are available across devices for use. For example: If you upload a file via mywebportal to sync drive, you can access the same file via the android/iOS mobile application as well.

Accessing Sync Drive

- Login to mywebportal at <https://mywebportal.cloud>



- Login with your credentials
- Post login, locate the **Sync Drive** link on the left side bar



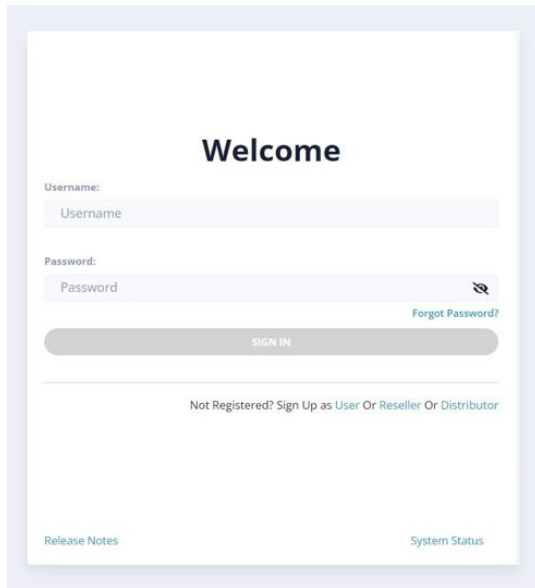
- Click on the link, it shall display the backup files which are available as part of sync drive

RETENTION FILES

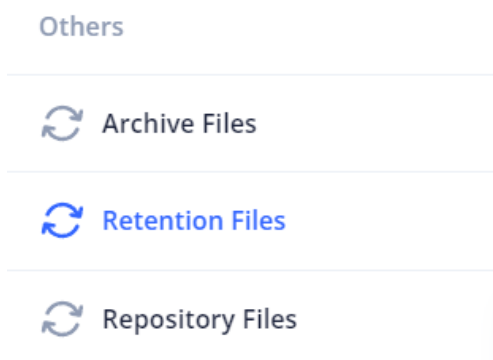
This section displays the backup files which are part of the retention section.

Accessing Retention Files

- Login to mywebportal at <https://mywebportal.cloud>



- Login with your credentials
- Post login, locate the **Retention Files** link on the left side bar



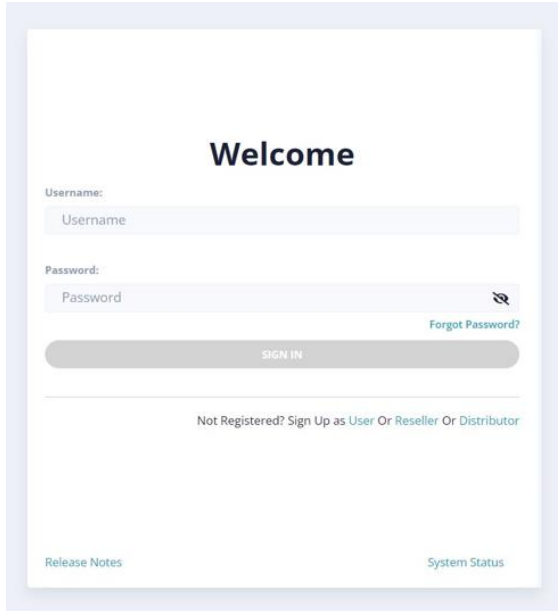
- Click on the link, it shall display the backup files which are available as part of retention section

ARCHIVE FILES

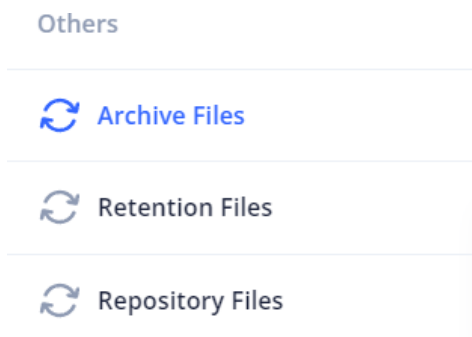
This section displays the backup files which are part of the archive section.

Accessing Archive Files

- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of the mywebportal login interface. At the top, it says "Welcome". Below that are input fields for "Username:" and "Password:". The password field has a toggle icon for visibility. A "SIGN IN" button is centered below the fields. To the right of the password field is a "Forgot Password?" link. Below the sign-in area, it says "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom left is a "Release Notes" link, and at the bottom right is a "System Status" link.

- Login with your credentials
- Post login, locate the **Archive Files** link on the left side bar



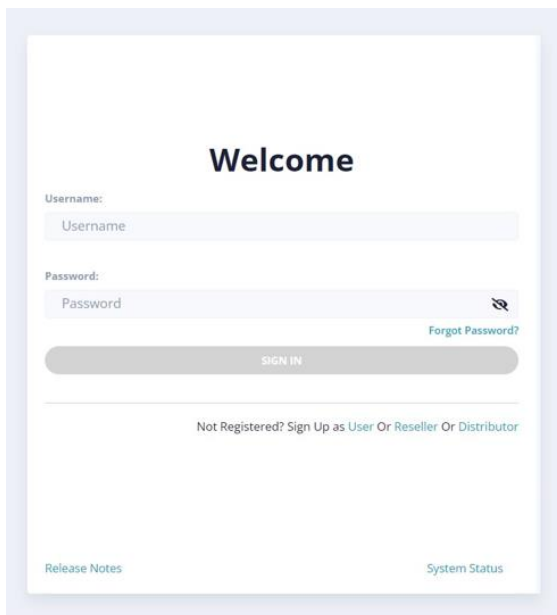
- Click on the link, it shall display the backup files which are available as part of archive section

REPOSITORY FILES

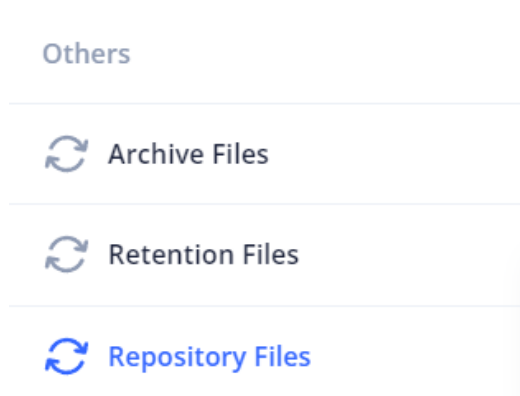
This section displays the backup files which are part of the archive section.

Accessing Repository Files

- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of the mywebportal login interface. At the top, it says "Welcome". Below that are fields for "Username:" and "Password:". The password field has a toggle icon for visibility. A "SIGN IN" button is centered below the fields. To the right of the password field is a link for "Forgot Password?". Below the sign-in area, it says "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom left is a link for "Release Notes" and at the bottom right is a link for "System Status".

- Login with your credentials
- Post login, locate the **Repository Files** link on the left side bar



- Click on the link, it shall display the backup files which are available as part of repository section

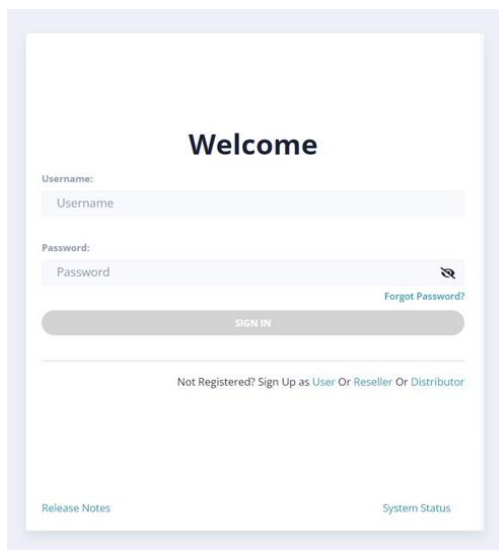
IMPORTER

Data can be imported from predefined data sources into the solution. The supported data import sources are:

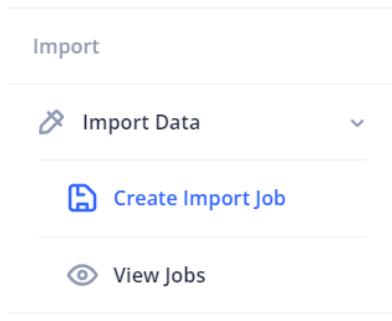
- AWS S3 (Amazon Web Services)
- Wasabi
- Blackblaze
- Google Cloud
- Acronis
- Azure Blob Storage

Creating an Import Job

- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of the mywebportal login page. The page has a light blue header with the word "Welcome" in bold. Below the header, there are two input fields: "Username:" and "Password:". The "Password:" field has a small eye icon to its right. Below the input fields is a "SIGN IN" button. To the right of the button is a link that says "Forgot Password?". Below the button, there is a line of text: "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom of the page, there are two links: "Release Notes" and "System Status".

- Login with your credentials
- Post login, locate and click on the **Create Import Job** Link



- It shall open a form as shown below



- Choose the service from where, data needs to be imported. For this guide, Amazon Web Service is being chosen
- On clicking the desired service, it shall open a dialog as follows

Create New Job

Job Name

Access Key

Secret Key

Region

Bucket Name

Backup Set (Optional)

End Point (Optional)





CANCEL **SUBMIT**

- Description of the parameters in the dialog are as follows

Parameter	Description
Job Name	Name of the job to be created. Multiple jobs can be created for the same service
Access Key	Access key of the service
Secret Key	Secret Key of the service
Region Name	Region name from where data needs to be imported i.e. eu-west-2 for london region in AWS
Bucket Name	Name of the bucket from where data needs to be imported
Backup Set (Optional)	Backup Set where data needs to be imported. If you do not specify a backup set, the data will be displayed under repository files section of the portal
End Point (Optional)	Certain services like Backblaze provide an optional endpoint

- Press “SUBMIT” after filling in the required details
- It shall create the Job for you and you can view the same, under the “View Jobs” section of the portal

View Jobs Refresh Select Page Size: 50





Actions	Storage Type	Job Name	Status	Access Key	Bucket Name	Secret Key	Region
	Storage ^	Job Name	Status	Access Key	Bucket Name	Secret Key	Region
 	AWS	dfgdbdbf	CREATED	AKIA6NJJQ5CAVGLFH5FHL	dev-pv-bridge-rx-sumitavo-main-message-bucket	JiUulbKUXf/ZLnHzEFBOh918yq+yecK8wEMqVyeO	
 	AWS	fdldpofd	CREATED	AKIA6NJJQ5CAVGLFH5FHL	dev-pv-bridge-rx-sumitavo-main-message-bucket	JiUulbKUXf/ZLnHzEFBOh918yq+yecK8wEMqVyeO	

- Once you create a job, it takes some time for the backup files to appear under the specific backup set or repository section

Editing an Import Job

- From the “View Jobs” section, choose the job you need to edit. Click on the edit icon next to it

View Jobs Refresh Select Page Size: 50

Actions	Storage Type	Job Name	Status	Access Key	Bucket Name	Secret Key	Region
	Storage ^	Job Name	Status	Access Key	Bucket Name	Secret Key	Region
 	AWS	dfgdbdbf	CREATED	AKIA6NJJQ5CAVGLFH5FHL	dev-pv-bridge-rx-sumitavo-main-message-bucket	JiUulbKUXf/ZLnHzEFBOh918yq+yecK8wEMqVyeO	
 	AWS	fdldpofd	CREATED	AKIA6NJJQ5CAVGLFH5FHL	dev-pv-bridge-rx-sumitavo-main-message-bucket	JiUulbKUXf/ZLnHzEFBOh918yq+yecK8wEMqVyeO	

- It shall make the row editable, to edit the data. Press the “tick” icon to save your changes

View Jobs Select Page Size: 50

Actions	Storage Type	Job Name	Status	Access Key	Bucket Name	Secret Key	Region
	Storage ^	Job Name	Status	Access Key	Bucket Name	Secret Key	Region
✓ ✕	AWS	dfgdbdbd	CREATED	AKIA6NJQ5CAVGLFH5FHL	dev-pv-br	JiUulbKUXf/ZLnHzEFBOh918yq+yecK8wEMqVyeO	Region
	AWS	fdldpofd	CREATED	AKIA6NJQ5CAVGLFH5FHL	dev-pv-bridge-rx-sumitavo-main-message-bucket	JiUulbKUXf/ZLnHzEFBOh918yq+yecK8wEMqVyeO	
	AWS	Harish	CREATED	kfxmmdokfk	harish	fmodfm	

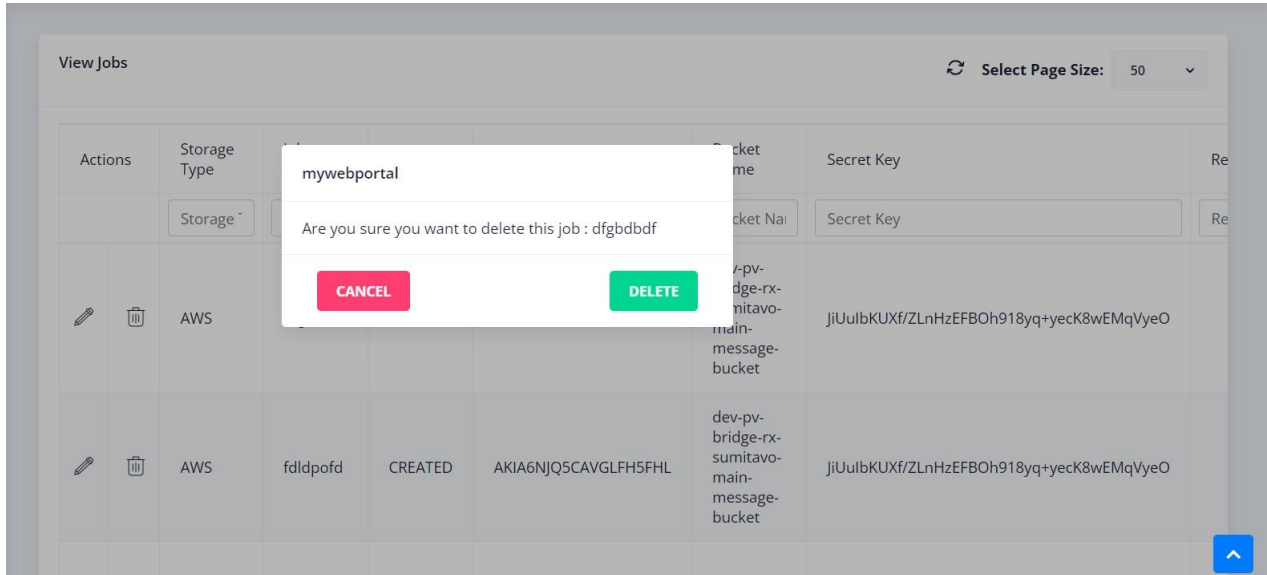
Deleting an Import Job

- From the “View Jobs” section, choose the job you need to delete. Click on the delete icon next to it

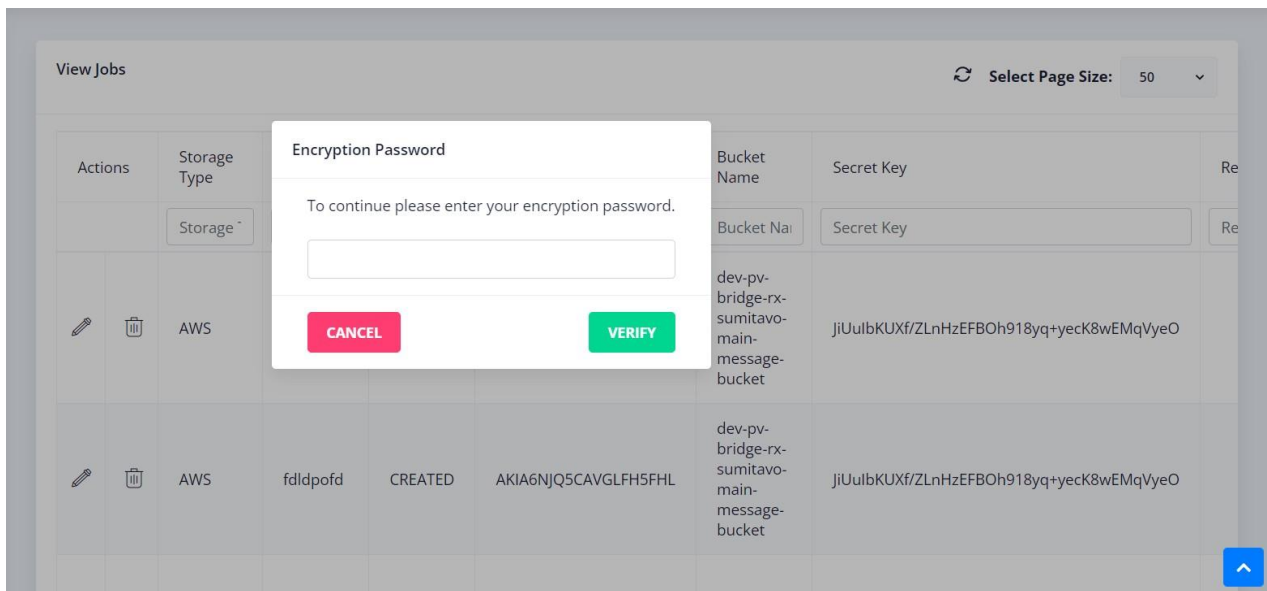
View Jobs Select Page Size: 50

Actions	Storage Type	Job Name	Status	Access Key	Bucket Name	Secret Key	Region
	Storage ^	Job Name	Status	Access Key	Bucket Name	Secret Key	Region
	AWS	dfgdbdbf	CREATED	AKIA6NJQ5CAVGLFH5FHL	dev-pv-bridge-rx-sumitavo-main-message-bucket	JiUulbKUXf/ZLnHzEFBOh918yq+yecK8wEMqVyeO	
	AWS	fdldpofd	CREATED	AKIA6NJQ5CAVGLFH5FHL	dev-pv-bridge-rx-sumitavo-main-message-bucket	JiUulbKUXf/ZLnHzEFBOh918yq+yecK8wEMqVyeO	

- It shall open a dialog to confirm the delete







- Click on **DELETE**, it shall then ask for your encryption password. Enter the password to delete the job



Listing Import Jobs

- The import jobs can be viewed under the “View Jobs” link

View Jobs							
Select Page Size: 50							
Actions	Storage Type	Job Name	Status	Access Key	Bucket Name	Secret Key	Region
	Storage	Job Name	Status	Access Key	Bucket Name	Secret Key	Region
 	AWS	dfgdbdbf	CREATED	AKIA6NJJQ5CAVGLFH5FHL	dev-pv-bridge-rx-sumitavo-main-message-bucket	JiUuibKUXf/ZLnHzEFBOh918yq+yecK8wEMqVyeO	
 	AWS	fdldpofd	CREATED	AKIA6NJJQ5CAVGLFH5FHL	dev-pv-bridge-rx-sumitavo-main-message-bucket	JiUuibKUXf/ZLnHzEFBOh918yq+yecK8wEMqVyeO	

Viewing Repository Files

If you do not choose a backup set while, importing the data, the data shall be visible under the repository section of the mywebportal

.

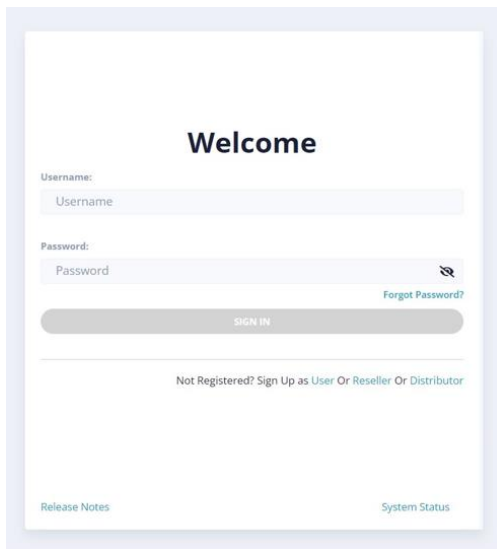
Others
 Archive Files
 Retention Files
 Repository Files

UPGRADE/DOWNGRADE

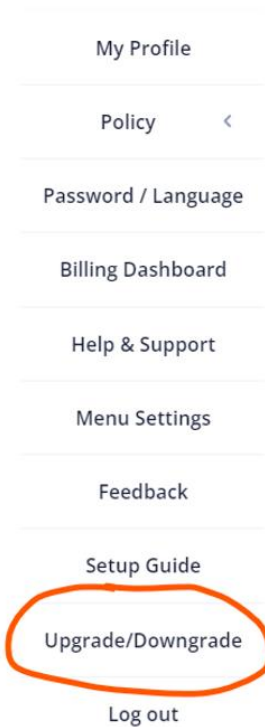
You can choose to upgrade for free to Premium or downgrade to the Standard package (this incurs a charge) at anytime. Please note ALL accounts under any Parent accounts will be changed.

To perform the upgrade and download, please follow the below steps

- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of the mywebportal login interface. At the top, the word "Welcome" is displayed in bold. Below it, there are two input fields: "Username:" and "Password:". The "Username:" field has a placeholder text "Username". The "Password:" field has a placeholder text "Password" and a small icon of a crossed-out key. To the right of the password field is a link that says "Forgot Password?". Below the input fields is a grey button labeled "SIGN IN". Underneath the button, there is a link that says "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom left, there is a link for "Release Notes", and at the bottom right, there is a link for "System Status".

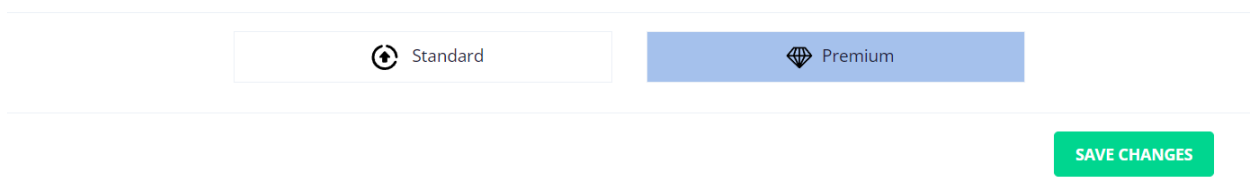
- Login with your credentials
- Post login, navigate to the profile section of the webportal
- From the profile dropdown, click on the "Upgrade/Downgrade" link



- Click on the link, it shall open a screen, highlighting your current package as shown below. In the below example, user is using the standard package of the solution



- To upgrade to premium package, click on the “Premium” icon and press “SAVE CHANGES”



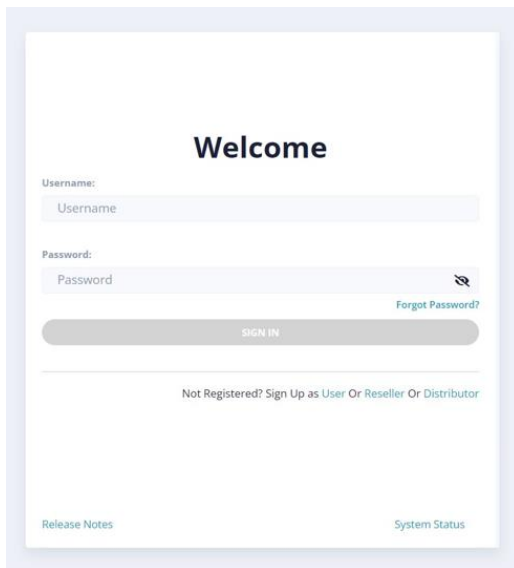
- Post the above request, your account shall be converted to a premium account
- Same steps as above are applicable for downgrading

PLEASE MAKE SURE YOU WANT TO UPGRADE AND DOWNGRADE BEFORE COMPLETING THIS ACTION

LOGS

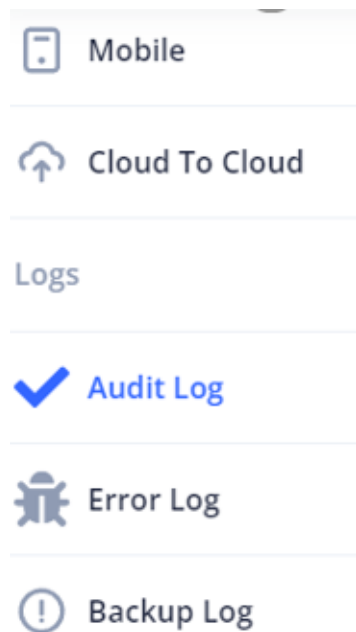
Audit Log

- Login to mywebportal at <https://mywebportal.cloud>



The screenshot shows a login page with a light blue border. At the top, the word "Welcome" is centered in bold. Below it, there are two input fields: "Username:" and "Password:". The "Password:" field has a small eye icon to its right. Below the input fields is a "SIGN IN" button. To the right of the button is a link that says "Forgot Password?". Below the button is a line of text: "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom left is a link "Release Notes" and at the bottom right is a link "System Status".

- Login with your credentials
- Post login, navigate to the “Logs” section on the left sidebar
- Select Audit Log option



- It will open a section, containing details about audit log

Audit Log Refresh Select Page Size: 50

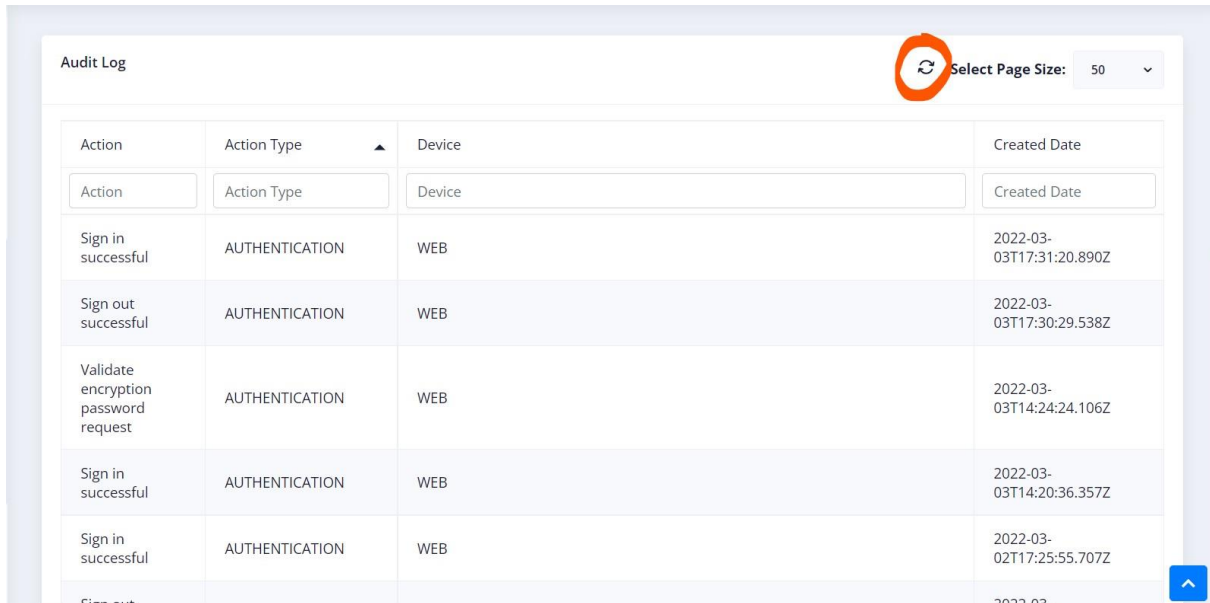
Action	Action Type	Device	Created Date
Action	Action Type	Device	Created Date
Sign in successful	AUTHENTICATION	WEB	2022-03-03T17:31:20.890Z
Sign out successful	AUTHENTICATION	WEB	2022-03-03T17:30:29.538Z
New feedback submitted	CREATION	WEB	2022-03-03T17:30:06.651Z
Validate encryption password request	AUTHENTICATION	WEB	2022-03-03T14:24:24.106Z
Sign in successful	AUTHENTICATION	WEB	2022-03-03T14:20:36.357Z
New import job			2022-03-

- You can sort the details by clicking on any column

Audit Log Refresh Select Page Size: 50

Action	Action Type	Device	Created Date
Action	Action Type	Device	Created Date
Sign in successful	AUTHENTICATION	WEB	2022-03-03T17:31:20.890Z
Sign out successful	AUTHENTICATION	WEB	2022-03-03T17:30:29.538Z
Validate encryption password request	AUTHENTICATION	WEB	2022-03-03T14:24:24.106Z
Sign in successful	AUTHENTICATION	WEB	2022-03-03T14:20:36.357Z
Sign in successful	AUTHENTICATION	WEB	2022-03-02T17:25:55.707Z
Sign out			2022-03-

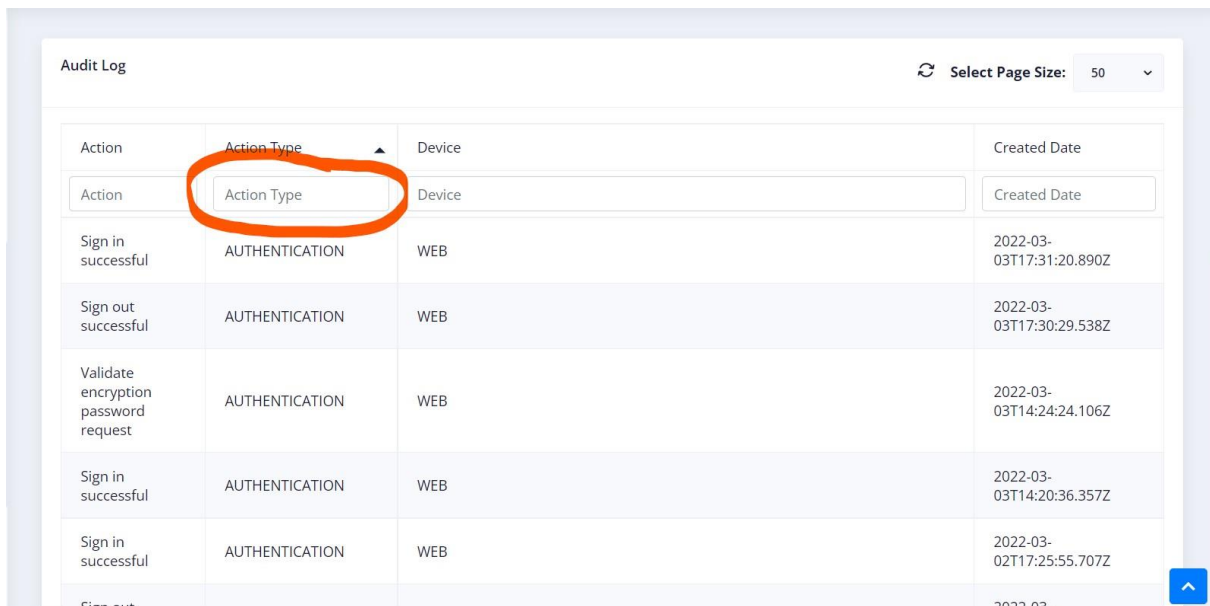
- You can refresh the audit log details by clicking on the refresh button



The screenshot shows the 'Audit Log' interface. At the top right, there is a 'Select Page Size' dropdown set to '50'. A refresh button (a circular arrow icon) is circled in orange. Below this is a table with four columns: 'Action', 'Action Type', 'Device', and 'Created Date'. Each column has a search box below its header. The table contains several rows of log entries, including 'Sign in successful', 'Sign out successful', and 'Validate encryption password request'.

Action	Action Type	Device	Created Date
Sign in successful	AUTHENTICATION	WEB	2022-03-03T17:31:20.890Z
Sign out successful	AUTHENTICATION	WEB	2022-03-03T17:30:29.538Z
Validate encryption password request	AUTHENTICATION	WEB	2022-03-03T14:24:24.106Z
Sign in successful	AUTHENTICATION	WEB	2022-03-03T14:20:36.357Z
Sign in successful	AUTHENTICATION	WEB	2022-03-02T17:25:55.707Z

- You can search on any column as well using the search boxes provided for each column



This screenshot is identical to the previous one, but the search box for the 'Action Type' column is circled in orange to highlight the search functionality.

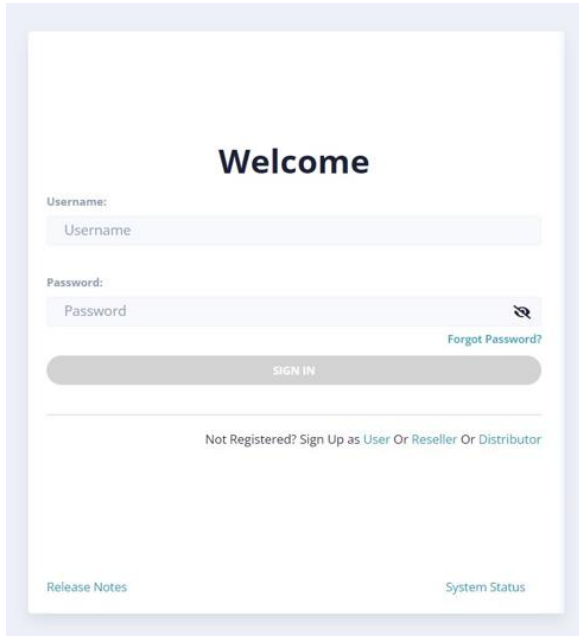
Action	Action Type	Device	Created Date
Sign in successful	AUTHENTICATION	WEB	2022-03-03T17:31:20.890Z
Sign out successful	AUTHENTICATION	WEB	2022-03-03T17:30:29.538Z
Validate encryption password request	AUTHENTICATION	WEB	2022-03-03T14:24:24.106Z
Sign in successful	AUTHENTICATION	WEB	2022-03-03T14:20:36.357Z
Sign in successful	AUTHENTICATION	WEB	2022-03-02T17:25:55.707Z

Please Note:

- The latest events are shown first
- Audit log captures the important details like sign in attempts, sign out attempts, import actions in mywebportal etc.
- Audit logs are retained for 60 days

Error Log

- Login to mywebportal at <https://mywebportal.cloud>



Welcome

Username:
Username

Password:
Password

[Forgot Password?](#)

SIGN IN


Not Registered? Sign Up as User Or Reseller Or Distributor

[Release Notes](#) [System Status](#)

- Login with your credentials
- Post login, navigate to the “Logs” section on the left sidebar
- Select Error Log option

Logs

✓ Audit Log

 Error Log

 Backup Log

- It will open a section, containing details about the error logs

Error Log Refresh Select Page Size: 50

Created Date	Device	Description	Message	Error Type
Created Date	Device	Description	Message	Error Type
2022-03-02T17:40:55.463Z	WEB	Policy with same name exist already	Policy with same name exist already	DUPLICATE

- You can sort the details by clicking on any column

Error Log Refresh Select Page Size: 50

Created Date	Device ▲	Description	Message	Error Type
Created Date	Device	Description	Message	Error Type
2022-03-02T17:40:55.463Z	WEB	Policy with same name exist already	Policy with same name exist already	DUPLICATE

- You can refresh the error log details by clicking on the refresh button

Error Log Refresh Select Page Size: 50

Created Date	Device ▲	Description	Message	Error Type
Created Date	Device	Description	Message	Error Type
2022-03-02T17:40:55.463Z	WEB	Policy with same name exist already	Policy with same name exist already	DUPLICATE

- You can search on any column as well using the search boxes provided for each column

Error Log Select Page Size: 50

Created Date	Device	Description	Message	Error Type
Created Date	Device	Description	Message	Error Type
2022-03-02T17:40:55.463Z	WEB	Policy with same name exist already	Policy with same name exist already	DUPLICATE

Please Note:

- The latest events are shown first
- Error log captures the important errors happening in your account. It also provides the exact cause of the error
- Error logs are retained for 60 days

Backup Log

- Login to mywebportal at <https://mywebportal.cloud>

- Login with your credentials
- Post login, navigate to the “Logs” section on the left sidebar

- Select Backup Log option






Logs

 Audit Log






 Error Log

 Backup Log






- It will open a section, containing details about backup log

Actions	Status	Created Date	Log Information	Device Id	User Id	Backup Log Id
	Status	Created Date	Log Information	Device Id	User Id	Backup Log Id
	{{(status)}}		{{(loginformation)}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	84374640-9b1b-11ec-bf46-6fd3823ff659
	{{(status)}}		{{(loginformation)}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	83a4a330-9b1b-11ec-bf46-6fd3823ff659
	{{(status)}}		{{(loginformation)}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	82fa5970-9b1b-11ec-bf46-6fd3823ff659
	{{(status)}}		{{(loginformation)}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	826b38d0-9b1b-11ec-bf46-6fd3823ff659
					c67696c0-9a29-11ec-b115-ef7142f3eb61	809e19f0-9b1b-11ec-bf46-6fd3823ff659

- You can sort the details by clicking on any column

Actions	Status	Created Date	Log Information	Device Id	User Id	Backup Log Id
	Status	Created Date	Log Information	Device Id	User Id	Backup Log Id
	{{status}}		{{loginformation}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	84374640-9b1b-11ec-bf46-6fd3823ff659
	{{status}}		{{loginformation}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	83a4a330-9b1b-11ec-bf46-6fd3823ff659
	{{status}}		{{loginformation}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	82fa5970-9b1b-11ec-bf46-6fd3823ff659
	{{status}}		{{loginformation}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	826b38d0-9b1b-11ec-bf46-6fd3823ff659
					c67696c0-9a29-11ec-b115-ef7142f3eb61	809e19f0-9b1b-11ec-bf46-6fd3823ff659

- You can refresh the backup log details by clicking on the refresh button

Backup Log						
				 Select Page Size: 50		
Actions	Status	Created Date	Log Information	Device Id	User Id	Backup Log Id
	Status	Created Date	Log Information	Device Id	User Id	Backup Log Id
	{{status}}		{{loginformation}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	84374640-9b1b-11ec-bf46-6fd3823ff659
	{{status}}		{{loginformation}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	83a4a330-9b1b-11ec-bf46-6fd3823ff659
	{{status}}		{{loginformation}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	82fa5970-9b1b-11ec-bf46-6fd3823ff659
	{{status}}		{{loginformation}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	826b38d0-9b1b-11ec-bf46-6fd3823ff659

- You can search on any column as well using the search boxes provided for each column

Backup Log Refresh Select Page Size: 50

Actions	Status	Created Date	Log Information	Device Id	User Id	Backup Log Id
	Status	Created Date	Log Information	Device Id	User Id	Backup Log Id
	{{status}}		{{loginformation}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	84374640-9b1b-11ec-bf46-6fd3823ff659
	{{status}}		{{loginformation}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	83a4a330-9b1b-11ec-bf46-6fd3823ff659
	{{status}}		{{loginformation}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	82fa5970-9b1b-11ec-bf46-6fd3823ff659
	{{status}}		{{loginformation}}	deviceid	c67696c0-9a29-11ec-b115-ef7142f3eb61	826b38d0-9b1b-11ec-bf46-6fd3823ff659

Please Note:

- The latest events are shown first
- Backup log captures the important logs related to the backups running on your devices.
- Backup logs are retained for 60 days

THREAT ALERTS

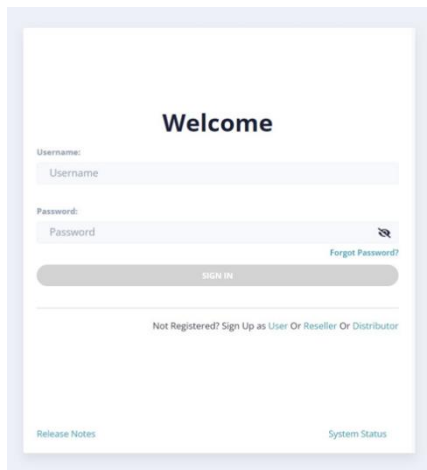
What are threat alerts?

Threat alerts display the important alerts related to overall security of your account. It displays important information about the security of your account like weak passwords, Enabling of Multi-Factor authentication, Malware/Virus information about any of your backup files etc.

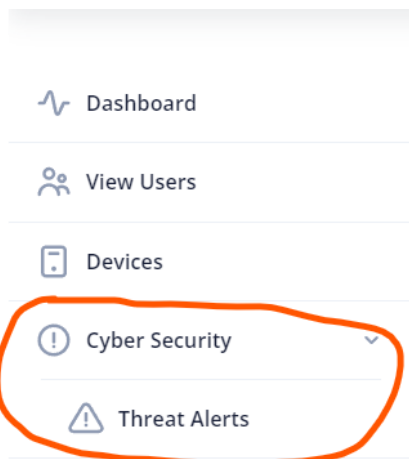
How to view threat alerts?

To View the alerts for your account, follow the below steps

- Login to mywebportal at <https://mywebportal.cloud>



- Login with your credentials
- Post login, navigate to “Cyber Security” option on the left sidebar



- Click on “Threat Alerts” option under the same

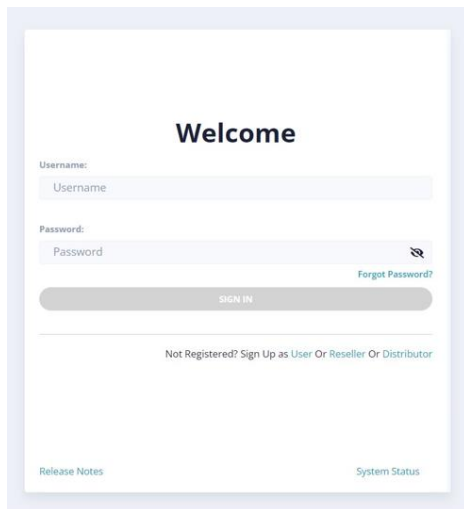
- It will open a view displaying all the important alerts for your accounts along with the solution
- Post implementation of the solution, the alerts shall automatically disappear

MENU SETTINGS

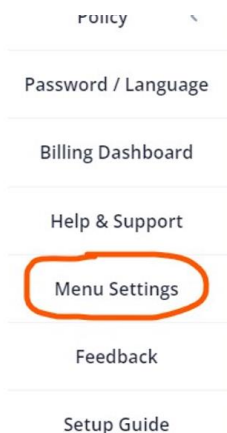
Any customer can choose to hide any feature of the mywebportal that they do not want to use. This feature helps personalizing the mywebportal as per their need. Any feature can be automatically enabled or disabled from the menu settings in the mywebportal

Navigating to Menu Settings

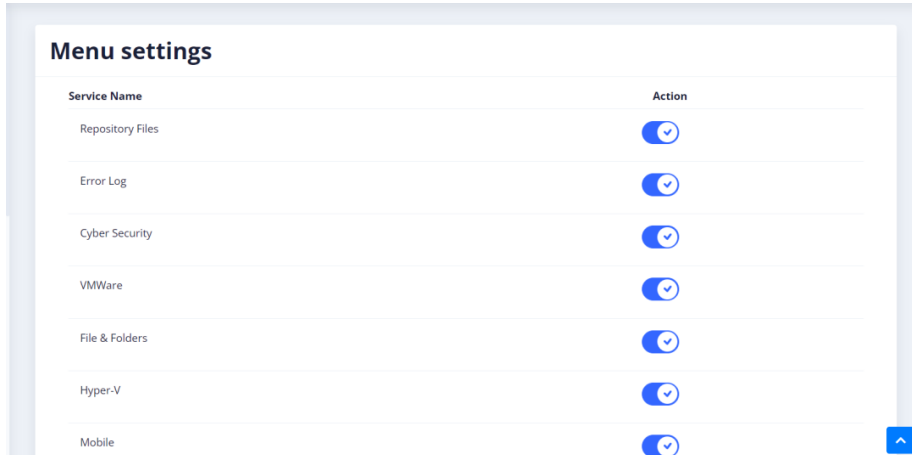
- Login to mywebportal at <https://mywebportal.cloud>



- Login with your credentials
- Post login navigate to the profile section
- Locate and click on the "Menu Settings" link



- It will open a form as follows

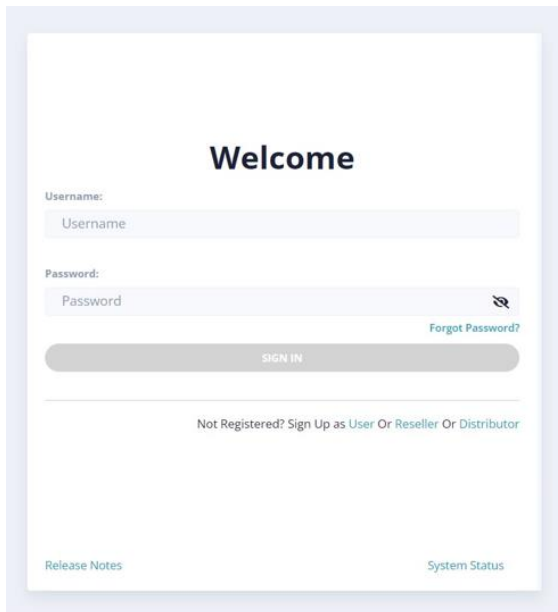


Menu settings

Service Name	Action
Repository Files	<input checked="" type="checkbox"/>
Error Log	<input checked="" type="checkbox"/>
Cyber Security	<input checked="" type="checkbox"/>
VMWare	<input checked="" type="checkbox"/>
File & Folders	<input checked="" type="checkbox"/>
Hyper-V	<input checked="" type="checkbox"/>
Mobile	<input checked="" type="checkbox"/>


Enabling a feature

- Login to mywebportal at <https://mywebportal.cloud>



Welcome

Username:

Password:
 

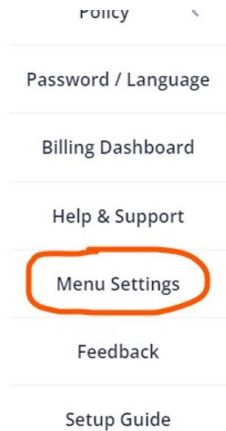
[Forgot Password?](#)

[Not Registered? Sign Up as User Or Reseller Or Distributor](#)

[Release Notes](#) [System Status](#)

- Login with your credentials
- Post login navigate to the profile section

- Locate and click on the “Menu Settings” link



- It will open a form as follows

The 'Menu settings' form contains a table with the following data:

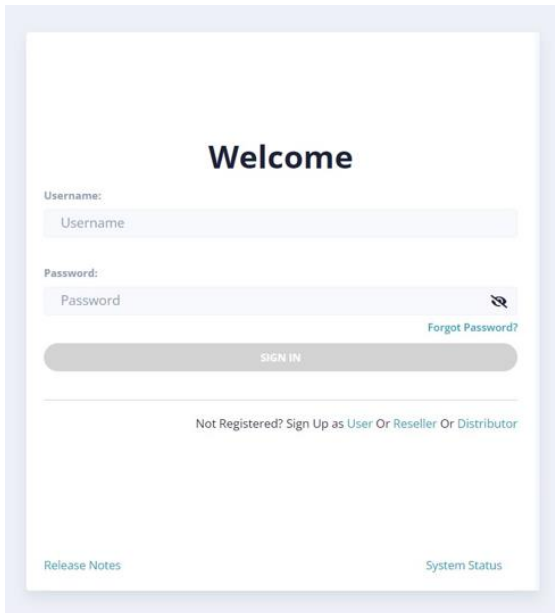
Service Name	Action
Repository Files	<input checked="" type="checkbox"/>
Error Log	<input checked="" type="checkbox"/>
Cyber Security	<input checked="" type="checkbox"/>
VMWare	<input checked="" type="checkbox"/>
File & Folders	<input checked="" type="checkbox"/>
Hyper-V	<input checked="" type="checkbox"/>
Mobile	<input checked="" type="checkbox"/>

A blue button with an upward arrow is located at the bottom right of the table.

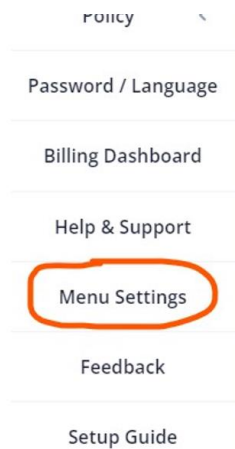
- Toggle the button to “Enable” a feature
- Press “**Save Changes**” to save your changes

Disabling a feature

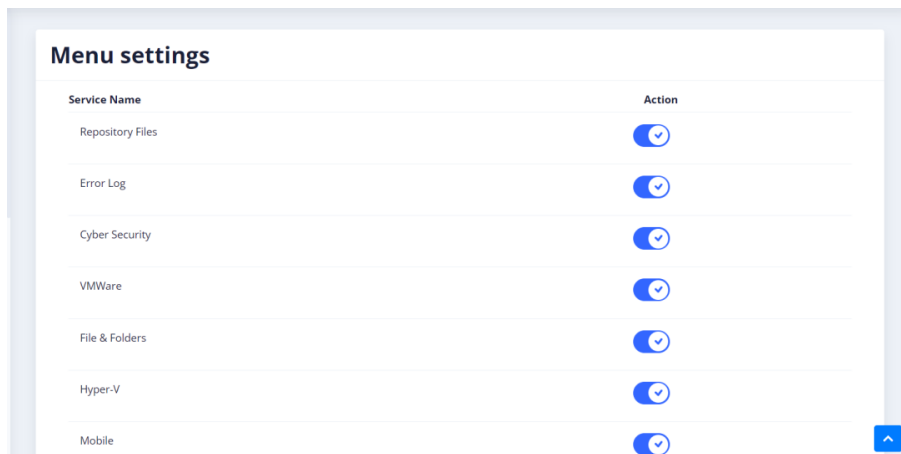
- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of a web portal login page. At the top, it says "Welcome". Below that are input fields for "Username:" and "Password:". The password field has a toggle icon for visibility. A "SIGN IN" button is below the password field. To the right of the button is a link "Forgot Password?". Below the button is a link "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom left is a link "Release Notes" and at the bottom right is a link "System Status".

- Login with your credentials
- Post login navigate to the profile section
- Locate and click on the “**Menu Settings**” link



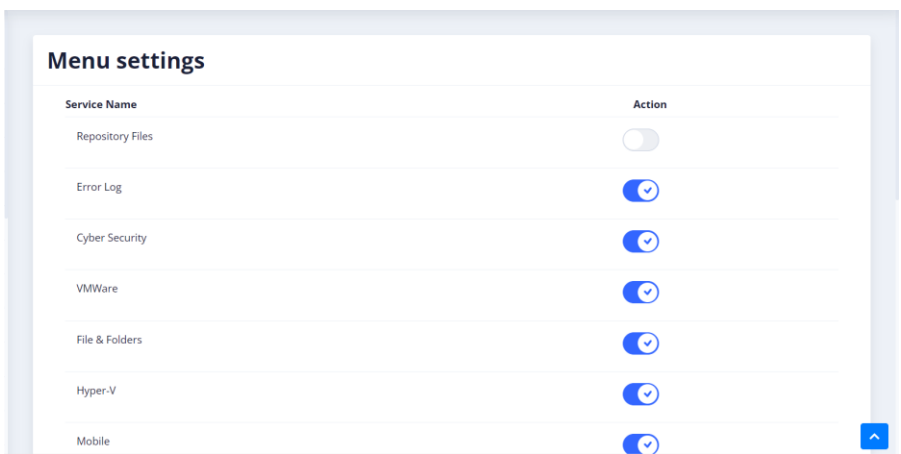
- It will open a form as follows



The screenshot shows a 'Menu settings' form with a table of services and their status. All services are currently enabled, indicated by blue toggle switches.

Service Name	Action
Repository Files	<input checked="" type="checkbox"/>
Error Log	<input checked="" type="checkbox"/>
Cyber Security	<input checked="" type="checkbox"/>
VMWare	<input checked="" type="checkbox"/>
File & Folders	<input checked="" type="checkbox"/>
Hyper-V	<input checked="" type="checkbox"/>
Mobile	<input checked="" type="checkbox"/>

- Toggle the button to “**Disable**” a feature



The screenshot shows the same 'Menu settings' form, but the 'Repository Files' service is now disabled, indicated by a grey toggle switch. All other services remain enabled.

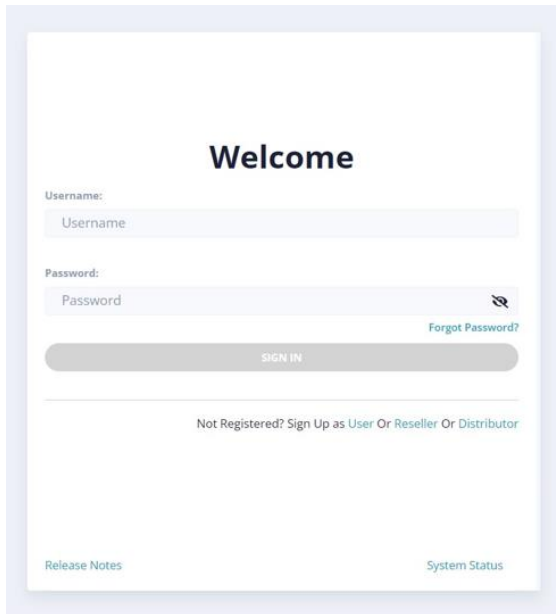
Service Name	Action
Repository Files	<input type="checkbox"/>
Error Log	<input checked="" type="checkbox"/>
Cyber Security	<input checked="" type="checkbox"/>
VMWare	<input checked="" type="checkbox"/>
File & Folders	<input checked="" type="checkbox"/>
Hyper-V	<input checked="" type="checkbox"/>
Mobile	<input checked="" type="checkbox"/>

- Press “**Save Changes**” to save your changes

PASSWORD/LANGUAGE

The password and language of mywebportal can be changed after login. Refer to the below steps.

- Login to mywebportal at <https://mywebportal.cloud>



- Login with your credentials
- Post login, navigate to the profile section of the portal
- Click on the “**Password / Language**” option
- It shall open a form as below
- Choose your new password and press submit to change your password
- Post changing your password, you shall be logged out of the portal
- Login backup using your username and new password
- For language choose your new language from the dropdown
- The new language shall automatically apply across the mywebportal

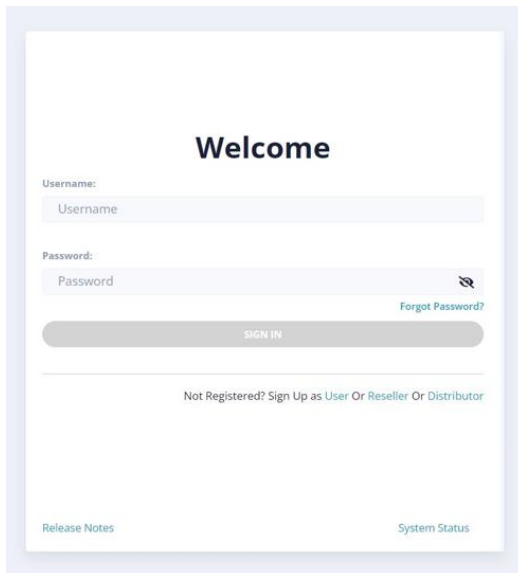
Please Note:

The account password if changed WILL NOT change the Encryption password which you first setup when logging to the Web Portal. **The Encryption password cannot be reset** therefore if you change the account password, you must remember the original Encryption password. If you forget your Encryption password at any time, then your data stored will not be able to be accessed and you have to restart the backups.

FEEDBACK

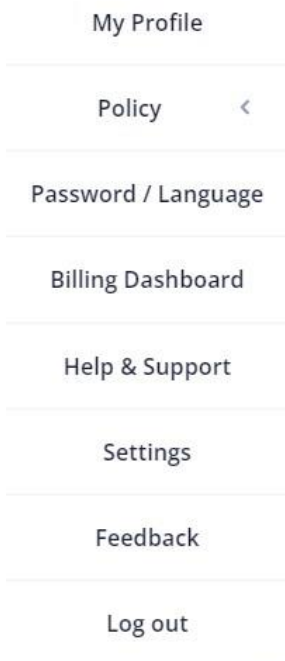
How to submit feedback?

- Login to mywebportal at <https://mywebportal.cloud>



The screenshot shows the login page of the mywebportal. At the top, it says "Welcome". Below that, there are input fields for "Username:" and "Password:". The "Username" field has a placeholder text "Username". The "Password" field has a placeholder text "Password" and a small icon of a key. To the right of the password field, there is a link that says "Forgot Password?". Below the input fields, there is a "SIGN IN" button. At the bottom of the page, there are two links: "Release Notes" and "System Status".



- Login with your credentials
- Post login, navigate to the profile section dropdown
- Select Feedback from the options



The screenshot shows a vertical dropdown menu with the following options: "My Profile", "Policy", "Password / Language", "Billing Dashboard", "Help & Support", "Settings", "Feedback", and "Log out". The "Feedback" option is highlighted with a blue background.

- It will open a dialog as follows
- Please submit your valuable feedback and press submit

Share Feedback!



** Feedback must contain atleast 20 characters* (0 / 500)

CANCEL

SUBMIT FEEDBACK!

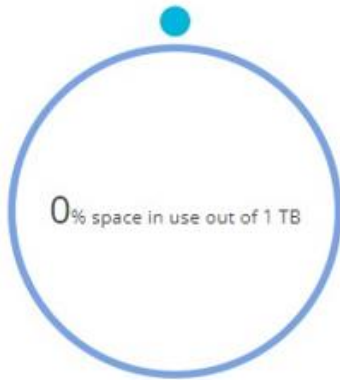
Please Note:

- Feedback must contain at least 20 characters

DASHBOARD

Mywebportal displays a set of analytics for each account. The various analytics which are displayed are

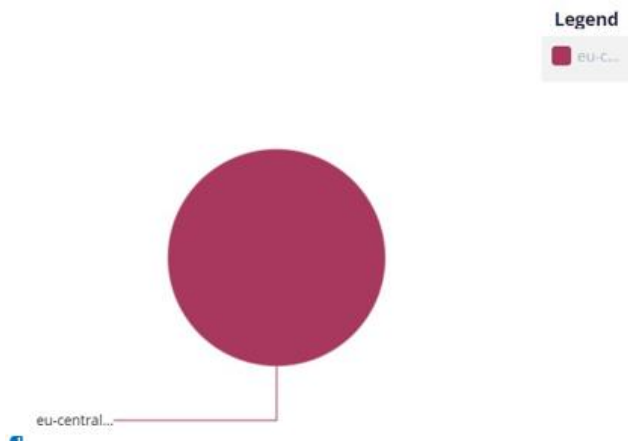
Storage Analytics



This analytics displays the storage quota in use.

Region Analytics

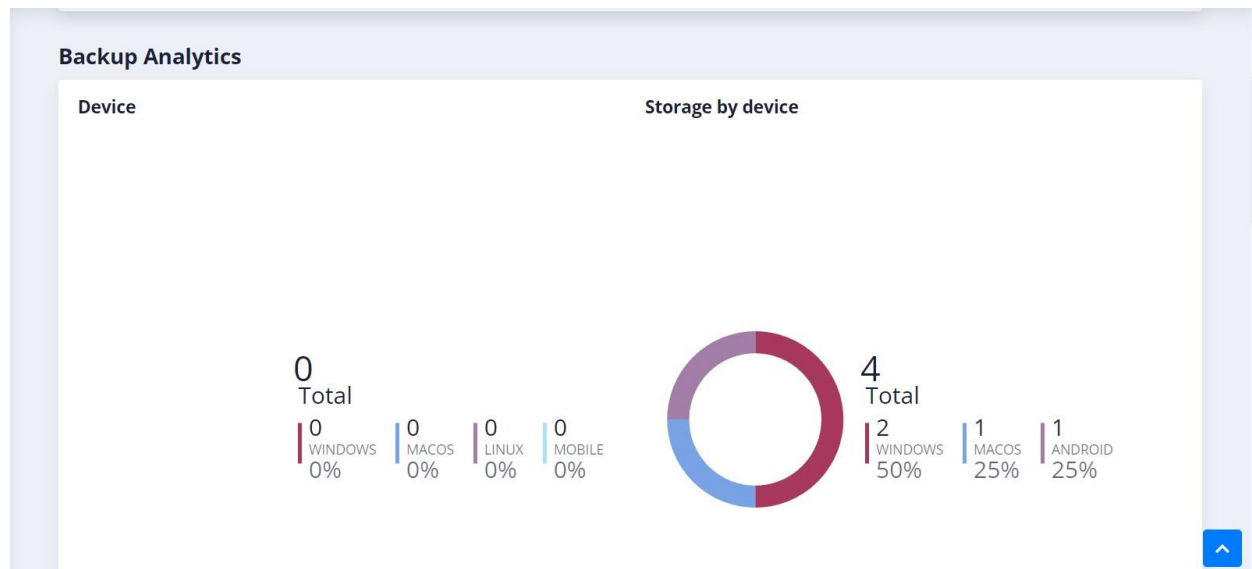
This displays the region in use by a specific user. In the below example “**eu-central-1**” is the region in use.



Device Analytics

These are the analytics related to the devices. In particular 2 statistics are being shown

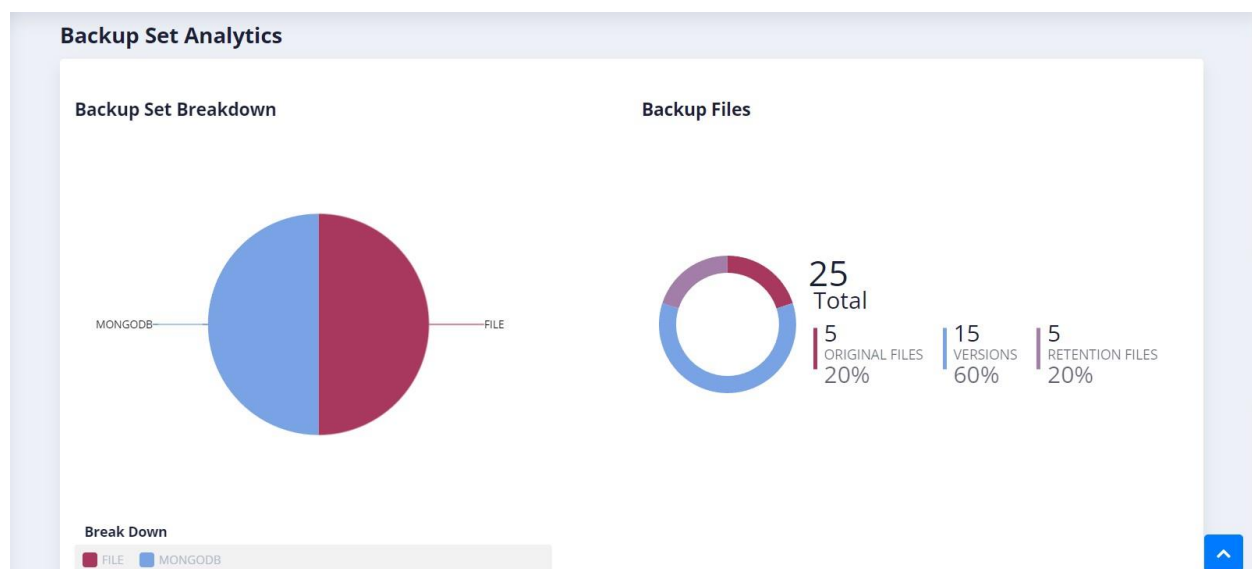
- Count of devices by device type
- Storage by device type



Backup Analytics

These are the analytics related to backup sets and backups. In particular 2 statistics are being shown

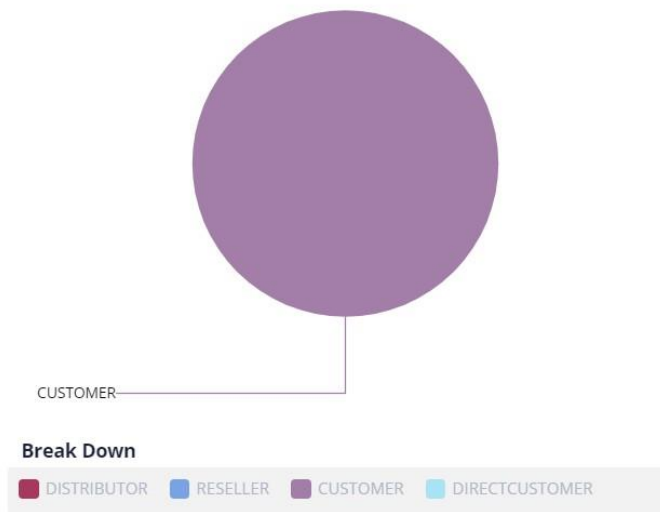
- Count and storage per backup set type
- Total number of backup files, versions and files in retention



Sub Account Analytics

This analytics displays the breakdown of sub users including sub customers, sub resellers under any given user

Type of Users

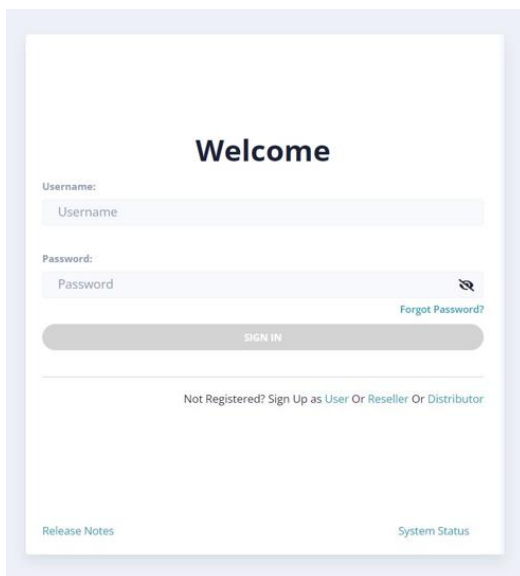


MY PROFILE

Users can view their profile information under the “My Profile” section of the mywebportal. Below are the steps to view and edit the profile information

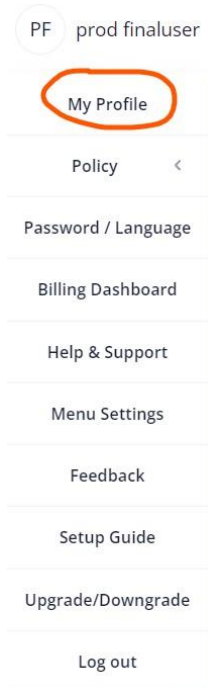
Viewing/Editing Profile Information

- Login to mywebportal at <https://mywebportal.cloud>

A screenshot of the mywebportal login interface. At the top, the word "Welcome" is displayed in a bold, black font. Below it, there are two input fields: "Username:" and "Password:". The "Username:" field is a light blue rectangle with the placeholder text "Username". The "Password:" field is a light blue rectangle with the placeholder text "Password" and a small eye icon to its right. Below the password field is a link that says "Forgot Password?". A grey button with the text "SIGN IN" is positioned below the password field. Below the "SIGN IN" button is a line of text that reads "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom left, there is a link for "Release Notes", and at the bottom right, there is a link for "System Status".

- Login with your credentials
- Post login, navigate to the profile section of the webportal

- From the profile dropdown, click on the “My Profile” link



- It shall open a dialog, displaying the profile details

My Profile

Username	
<input type="text" value="prodfinaluser"/>	
Email	Phone
<input type="text" value="prodfinaluser@gmail.com"/>	<input type="text" value="Phone"/>
First name	Last name
<input type="text" value="prod"/>	<input type="text" value="finaluser"/>
Company name	Storage Type
<input type="text" value="Company name"/>	<input type="text" value="cloudprotect365s"/>
Storage Quota Unit	Storage Quota
<input type="text" value=""/>	<input type="text" value="3000000000000"/>
Storage Region	Session Timeout
<input type="text" value="us-west-1"/>	<input type="text" value="7 hour"/>
<input type="checkbox"/> Allow Multi-factor Authentication everytime I Login	

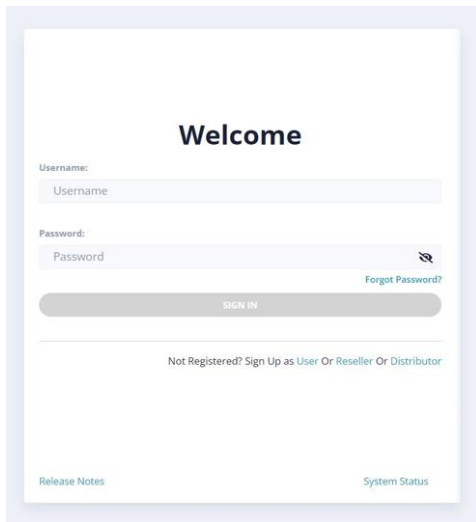
CANCEL **SAVE CHANGES**

- Change any detail and press on the “**SAVE CHANGES**” to save the details

HELP AND SUPPORT

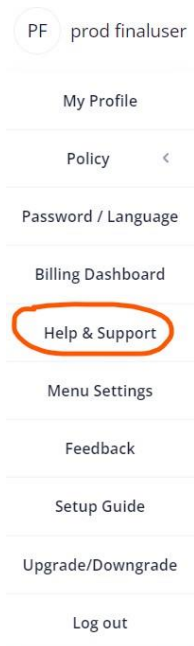
How to view the help section?

- Login to mywebportal at <https://mywebportal.cloud>



The screenshot shows the login page of the mywebportal. At the top, it says "Welcome". Below that, there are input fields for "Username:" and "Password:". The "Username" field contains the text "Username". The "Password" field contains the text "Password" and has a small eye icon to its right. Below the password field is a link that says "Forgot Password?". A "SIGN IN" button is located below the password field. Below the button, there is a link that says "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom of the page, there are two links: "Release Notes" and "System Status".

- Login with your credentials
- Post login, navigate to the profile section of the portal



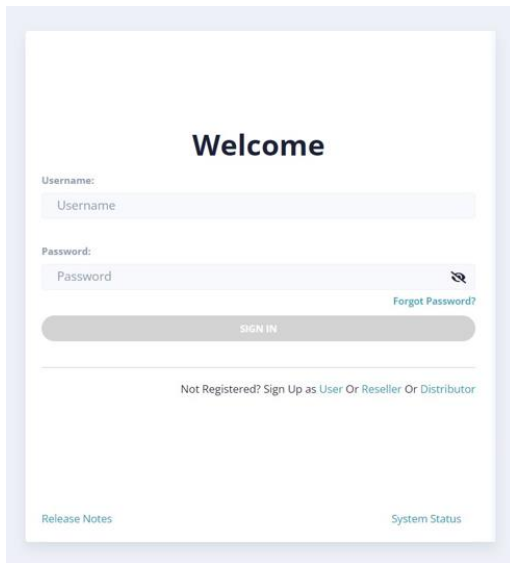
The screenshot shows a user profile dropdown menu. At the top, it says "PF prod finaluser". Below that, there are several menu items: "My Profile", "Policy", "Password / Language", "Billing Dashboard", "Help & Support", "Menu Settings", "Feedback", "Setup Guide", "Upgrade/Downgrade", and "Log out". The "Help & Support" option is highlighted with a red circle.

- From the dropdown click on the “Help & Support” option
- It shall open the help and support section for the solution

SETUP GUIDE

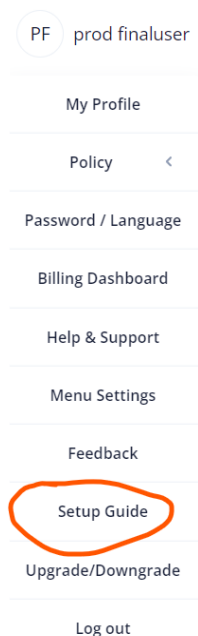
How to view the setup guide?

- Login to mywebportal at <https://mywebportal.cloud>



The screenshot shows the login page of the mywebportal. At the top, it says "Welcome". Below that, there are input fields for "Username:" and "Password:". The "Password:" field has a toggle icon for visibility. To the right of the password field is a link that says "Forgot Password?". Below the input fields is a "SIGN IN" button. Underneath the button, there is a link that says "Not Registered? Sign Up as User Or Reseller Or Distributor". At the bottom left, there is a link for "Release Notes", and at the bottom right, there is a link for "System Status".

- Login with your credentials
- Post login, navigate to the profile section of the portal



The screenshot shows a user profile dropdown menu. At the top, it says "PF prod finaluser". Below that, there are several menu items: "My Profile", "Policy", "Password / Language", "Billing Dashboard", "Help & Support", "Menu Settings", "Feedback", "Setup Guide", "Upgrade/Downgrade", and "Log out". The "Setup Guide" option is circled in red.

- From the dropdown click on the “Setup Guide” option
- It shall open the setup guide link for the solution