

User Guide

Google Workspace Backup & Recovery



GWS UG WL-CE 24.4.1

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1 Preface

1.1 About This Guide

Thank you for selecting backup service for Google Workspace. Relax! All your Google Workspace data is now securely protected with easy recovery from data loss. Our backup service comprehensively backs up your data on industry-leading AWS S3 storage. Our product's ethos is to provide feature-rich backup and recovery with security, ease of use, and flexibility woven in.

Our backup service is cloud-native, a full cloud-to-cloud solution. No installation is required, the setup is hassle-free, backup is easy, and there are flexible recovery and export options. Read on for instructions about how to activate and manage your backups, restore your data by keyword, from any point-in-time, and at any granular/hierarchical level, export your backups to your own storage, activate summary/exception reporting, and set up MFA and other helpful features.

1.2 Audience

This guide is intended for individuals who administer backup service for Google Workspace.

1.3 What's in This Guide

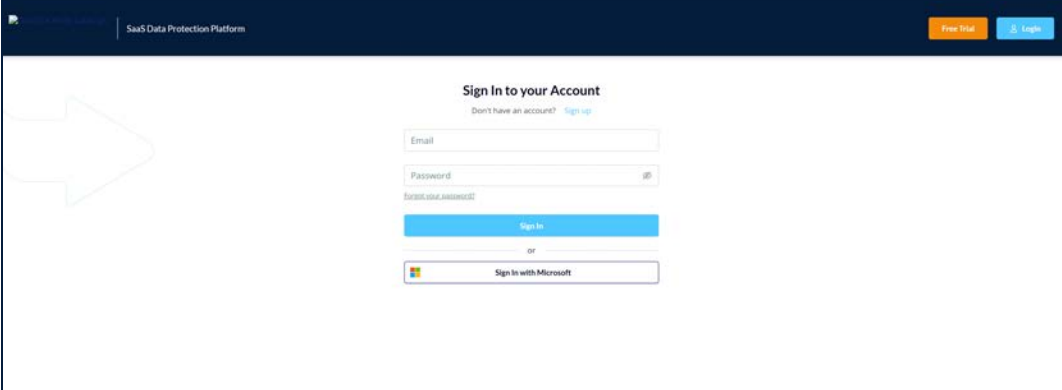
This guide is organized to help you find the information you need to manage backup service for Google Workspace. It is divided into functional parts intended to support you as you manage your environment:

- [Creating and Accessing Your Backup Account](#)
- [Backing Up Your Data](#)
- [Recovering Your Backed Up Data](#)
- [Compliance](#)
- [Filtering and Viewing Drill-Down Details](#)
- [Managing Your Account](#)
- [Managing Subscriptions and Payments](#)

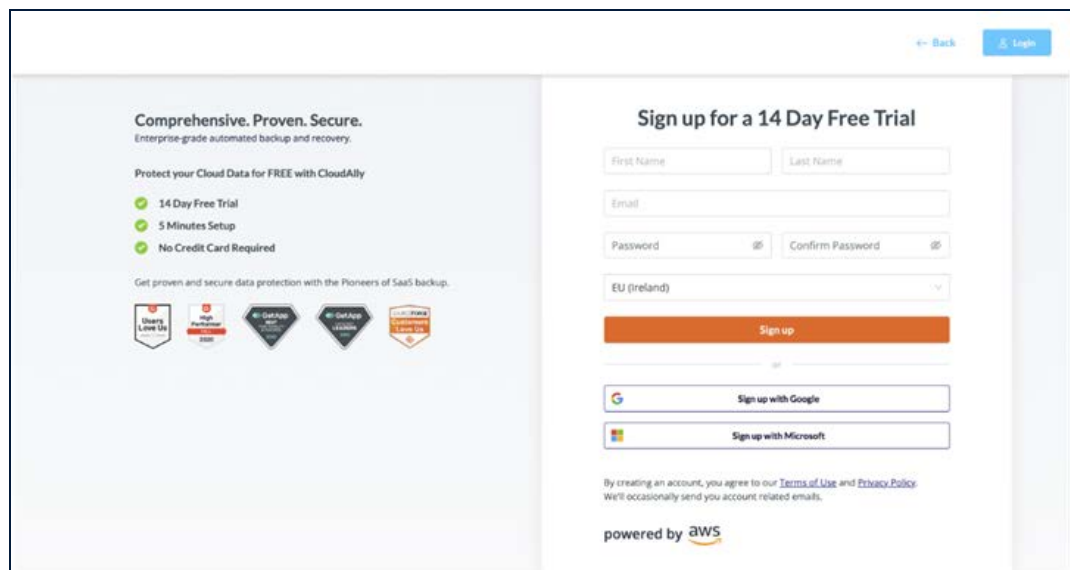
2 Creating and Accessing Your Backup Account

2.1 Sign Up/Sign In from Our Backup Service Home Page

1. In your Internet browser, open our backup service's website and click **Login**.
2. Click **Customers**. The *Sign In* page is displayed.



3. If you don't have an account yet, click **Free Trial**. The *Sign Up* page is displayed.



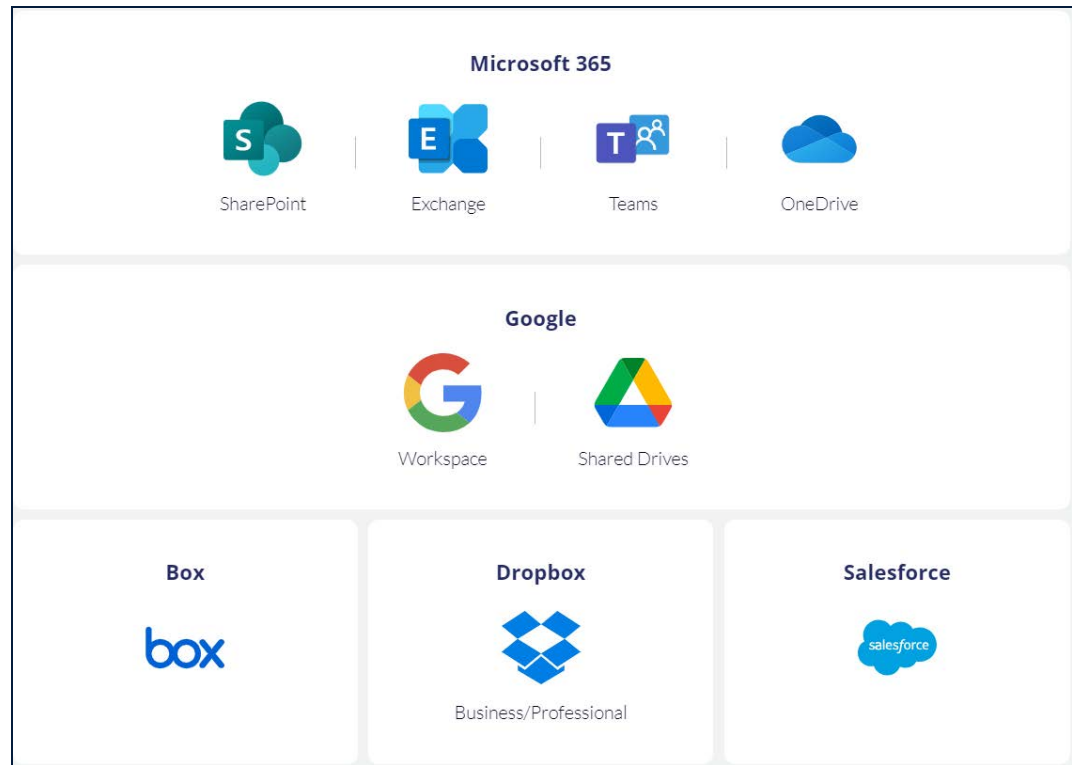
4. Complete the form, and then click Sign up.

Note: Our backup service gives you the choice of numerous AWS data centers available in the dropdown menu “Location.” These include locations in Australia, Canada, EU (France, Germany, and Ireland), US, UK, South Africa, India, and Japan. The ability to choose from a wide range of data centers helps our customers comply with local data sovereignty laws that regulate the physical location and movement of data. In addition, we also offer a “Bring Your Own Storage” (BYOS) option on request. This allows you to backup sensitive data in your own AWS S3 buckets, S3 compatible storage service, Azure, or Google Cloud Platform. Please contact our backup service support for more information.

5. Your trial account is created, and an email containing your activation link is sent to your email address. Click on the activation link contained in the email you received to activate your account. If you sign up with Google, Azure, or Okta, the activation link will not be sent to you.
6. Once your account is activated, you are redirected to the backup service *login* page. Enter your email address/password and click **Sign In** to login and access your account.

Note: You can also enable Two-Factor authentication to provide additional security. For more information, see [Managing Your Account](#) .

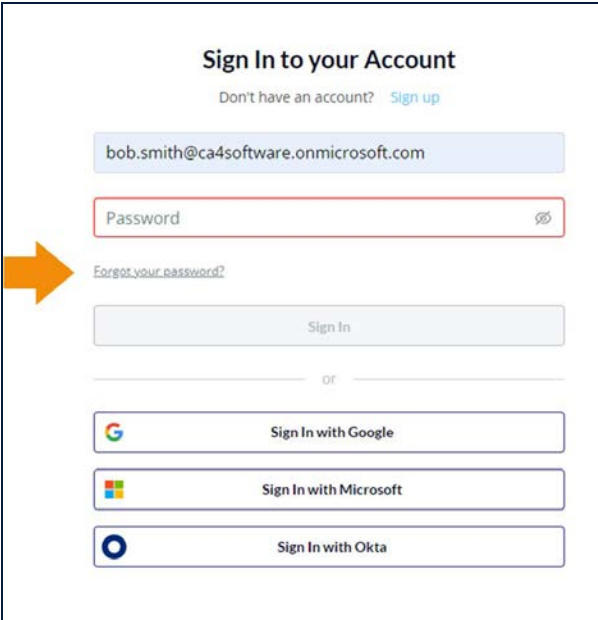
7. After you log in, you will see the following screen, enabling you to begin creating your backup tasks:



2.2 Resetting Your Password

If you do not remember your password, you can easily reset it using the **Password Reset** function.


1. On the sign-in page, click **Forgot your password?** to start the process of resetting your password.



Sign In to your Account

Don't have an account? [Sign up](#)


bob.smith@ca4software.onmicrosoft.com


Password 


[Forgot your password?](#)

Sign In

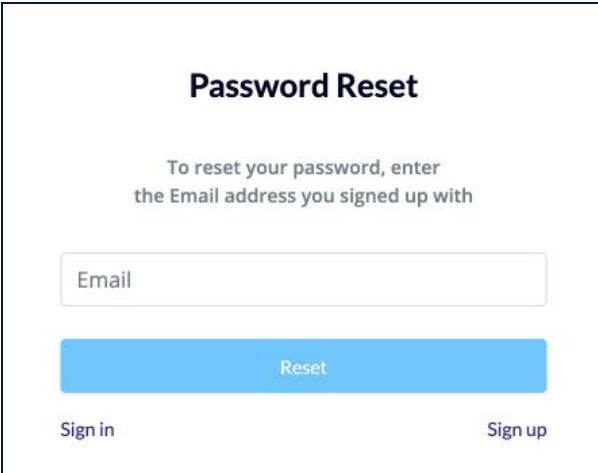
or

 Sign In with Google

 Sign In with Microsoft

 Sign In with Okta

2. The *Password Reset* page will appear.



Password Reset

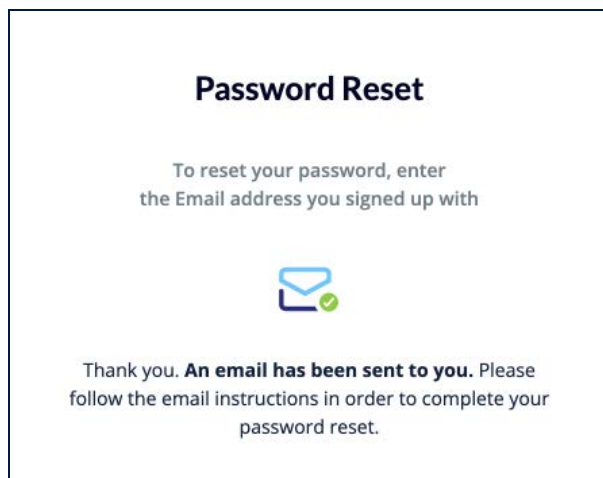
To reset your password, enter
the Email address you signed up with

Email

Reset

[Sign in](#) [Sign up](#)

3. In the Email field, enter the email address that you used to sign up.
4. Click **Reset**, and the *Password Reset* window will appear.



5. In the email, click **Reset Backup Service Password** to confirm the password reset, and the *Change Your Password* window will appear.

A screenshot of a web interface titled "Change Your Password". Below the title, it says "Fill-in the new password". There are two input fields: "New Password" and "Confirm New Password", each with a password strength icon to its right. Below the fields is a blue "Save" button and a "Cancel" link.

6. Enter your new password in the **New Password** field and again in the **Confirm New Password** field, and click **Save**.

After resetting the password, you will be directed back to the *Sign In to your Account*.

3 Backing Up Your Google Workspace Data

Google Workspace lacks the daily backup and archiving process necessary for you to restore data after it has been manually or automatically removed from the recycle bin. Our backup service's automated daily backup of your Google Workspace data ensures that you can both quickly recover data from any point in time as well as export your archives for local storage.

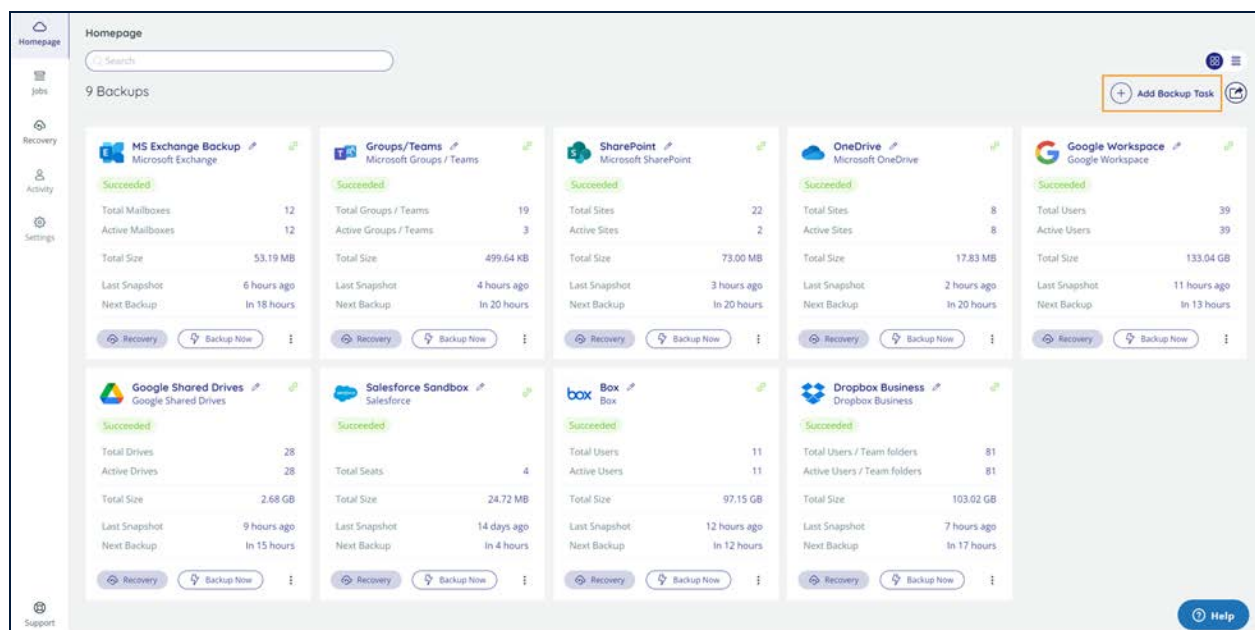
With a few simple clicks, you can activate backups for all or selected users.

3.1 Creating a New Backup Task

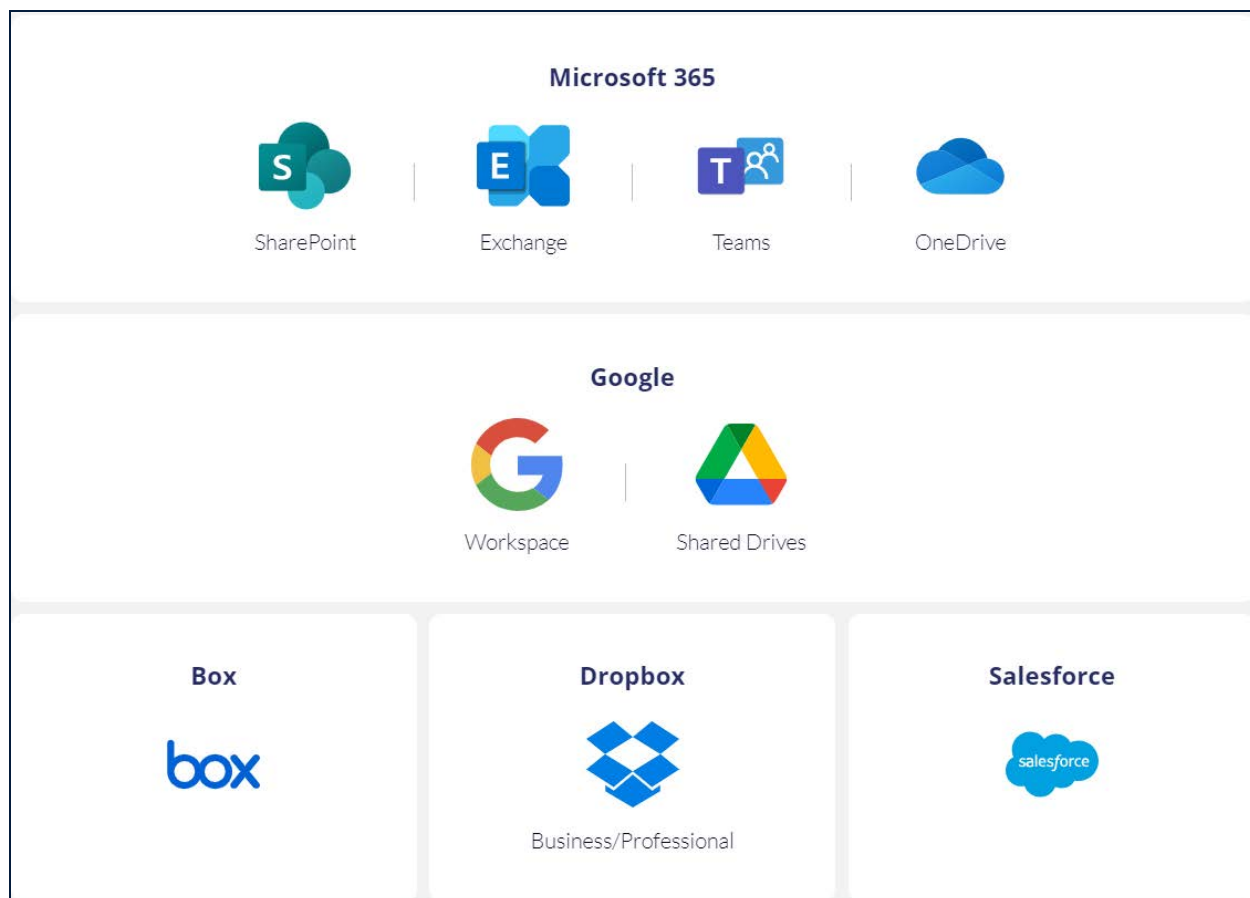
To create a new backup task:

Note: If you wish to back up data in a Shared Drive, you'll need to create a separate Google Shared Drive backup task. Google Workspace only backs up data in My Drive.

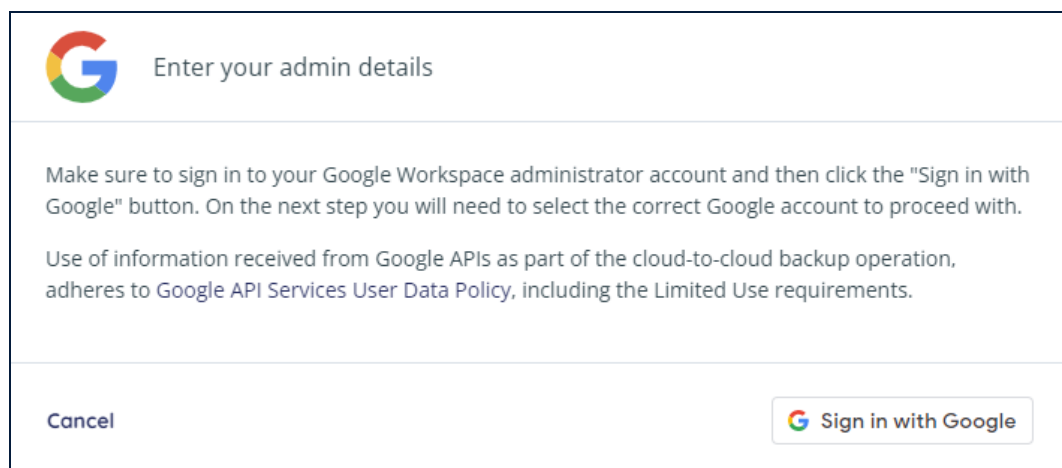
1. Sign in to your account, or if you are already signed in, click the **Homepage** option in the Navigation Panel.
2. On the Homepage, click **+ Add Backup Task**.



The following page is displayed:



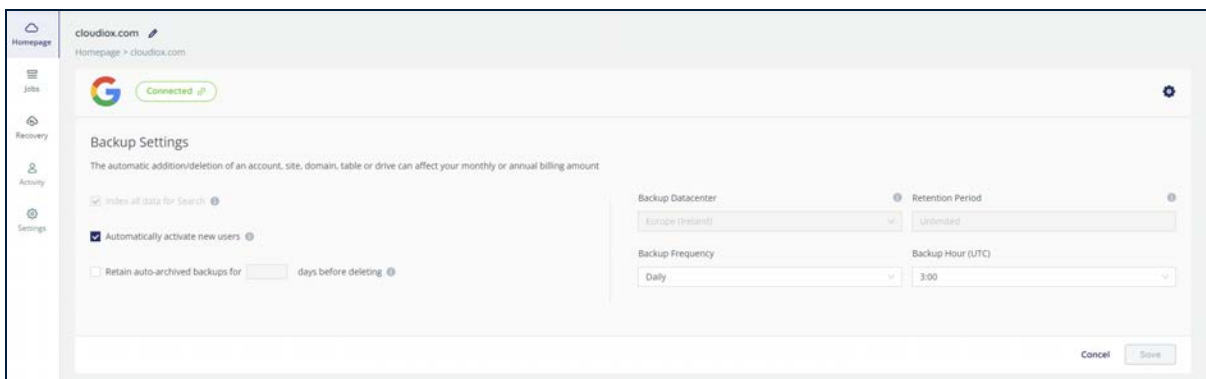
3. Click **Google Workspace**. The following screen appears.



4. Click **Sign in with Google**. You will be directed to the Google Sign In page - enter your email/phone, and then your password. Click **Confirm**.

Note: Our backup service will automatically back up data both in your primary and secondary Google domains.

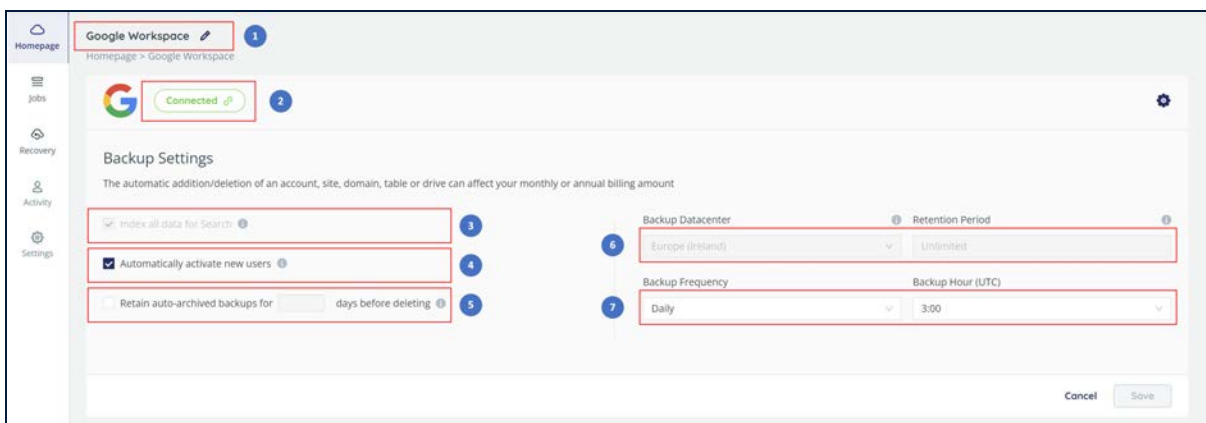
5. You will be redirected to the *Backup Settings* page, where you can adjust the settings of the backup.



On this page, you can adjust the backup settings and activate backups for the Google Workspace users. See the sections below for the detailed procedures.

3.2 Configuring Backup Settings

To access the configuration screen, click the gear-shaped settings icon.



1. You can change the name of the backup task by clicking the pencil icon.
2. The icon next to the Google Workspace logo displays whether the application was able to connect to the specified Google Workspace account. If the authentication token granted for the application becomes invalid (e.g., it expires due to inactivity because you put the backup task on pause for a long time), the Connected icon changes to Disconnected. To grant the application a new token, click on the icon to open the authentication dialog, and repeat the authentication process.
3. By default, the “Index all data for Search” option is selected, which enables backup service to provide you with its granular search and restore functionality. In the process, your data is temporarily decrypted for a brief period of time, and then re-encrypted once the index is built. If this goes against your company policy and you would like to disable automatic indexing, please contact our backup service support.
4. The Automatically activate new users option instructs the system to detect new users, and activate them automatically.
5. Backups are automatically archived when an entire site is deleted. The **Retain auto-archived backups** option allows you to retain them for a specified number of days, after which they will be deleted. Otherwise, the backups will be retained indefinitely.

Note: The **Backup Data Center** and **Retention Period** fields are “display only,” and their values can’t be changed here.

6. The **Backup Data Center** field displays the Data Center location you selected when you signed up with your registration.

The **Retention Period** field displays whether a retention period has been set up. By default, we provide unlimited retention of your daily backups for as long as you maintain your account subscription. You can override this default and specify a retention period in days, months, or years by contacting our backup service support. Backups older than the retention period specified will be automatically deleted.

Note: Your backup storage location cannot be changed once it's been set during the account setup process. Contact our backup service support if you need to move backups to a different geographic region, or if you'd like more information on our “Bring Your Own Storage” (BYOS) option.

7. Backup Frequency and Backup Hour

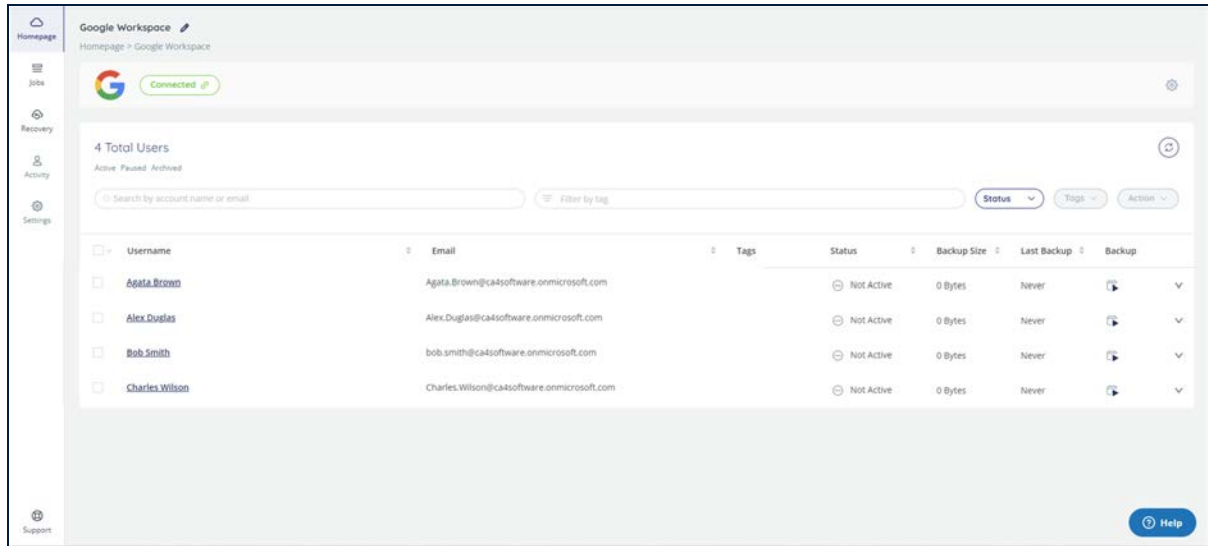
- a. Click the drop-down list adjacent to the **Backup Frequency** field and select how often you would like the backups to occur. The available options include:
 - i. Daily
 - ii. Every 3 days
 - iii. Weekly
 - iv. 3 times a day
- b. Click the drop-down list adjacent to the **Backup Hour (UTC)** field and select the backup hour. Click **Save**.

Note: 3x daily backups might be subject to additional charges. Please contact our backup service support or your sales representative if you have any questions before changing the backup frequency.

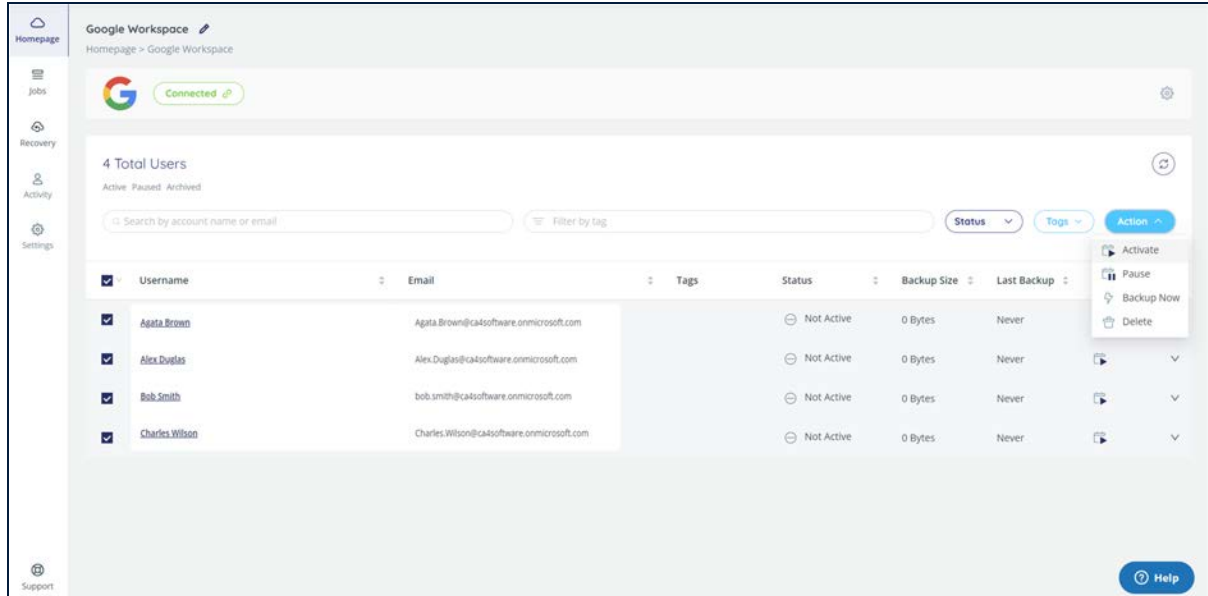
3.3 Activating Your Backups

Once you have configured your backup settings, you need to **Activate** them, in order for them to begin backing up your data.

1. Scroll down to the list of users.

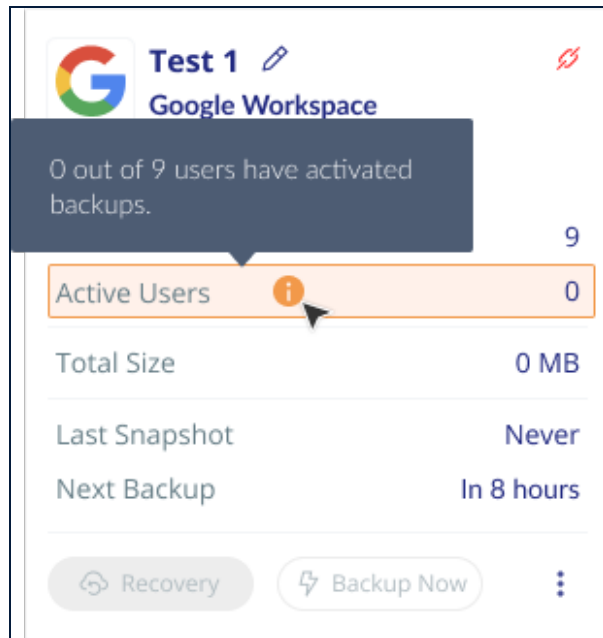


2. Select one or more user(s).
3. Click **Action > Activate**. The status of your backups will now be "Scheduled." This means that they will be backed up at the time that you selected on the Configuration screen.



4. Alternatively, if you prefer to perform an immediate, on-demand backup, click **Action > Backup Now**.

If you forget to activate any of your backups, there will be an indicator on the Homepage that reminds you:



3.4 Bulk Activation

Google Workspace administrators often set up "organizational units" - groups of users - to simplify their user management. We support creating bulk activation rules that are based on one or more organizational units.

To set up a bulk activation rule:

1. From the *Homepage*, click **Google Workspace**, and then click the gear-shaped icon to enter the *Backup Settings* page.
2. Click **+Run Bulk activation**.
3. Click **Activate by Google Organizational Units**, and then click **Next**.
4. The list of your organizational units is displayed. Check one or more of them, and then click **Next**.

Bulk Activation Activate by Google Organizational Units

Search Group

- ▶ ☒ OU test 1
- ▶ ☐ OU test 2
- ▶ ☒ OU test 3
- ▶ ☐ OU test 4
- ☒ OU_Test_5

← Back Cancel Next

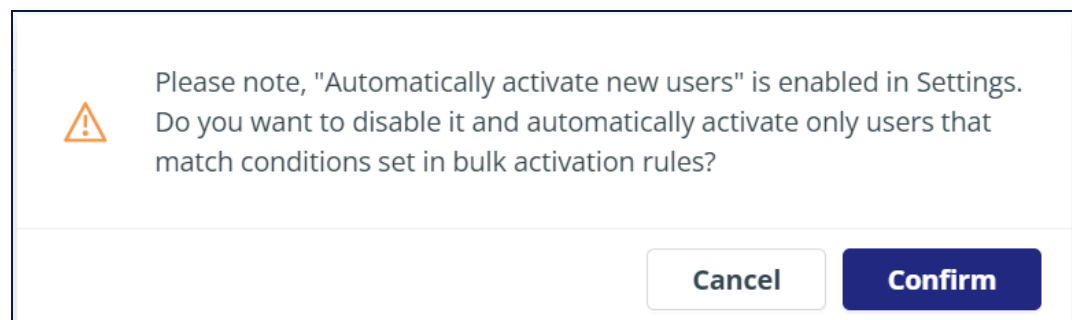
5. You may remove individual mailboxes within the organization unit that you do not want to be part of the activation rule.

Bulk Activation 4 mailboxes to activate

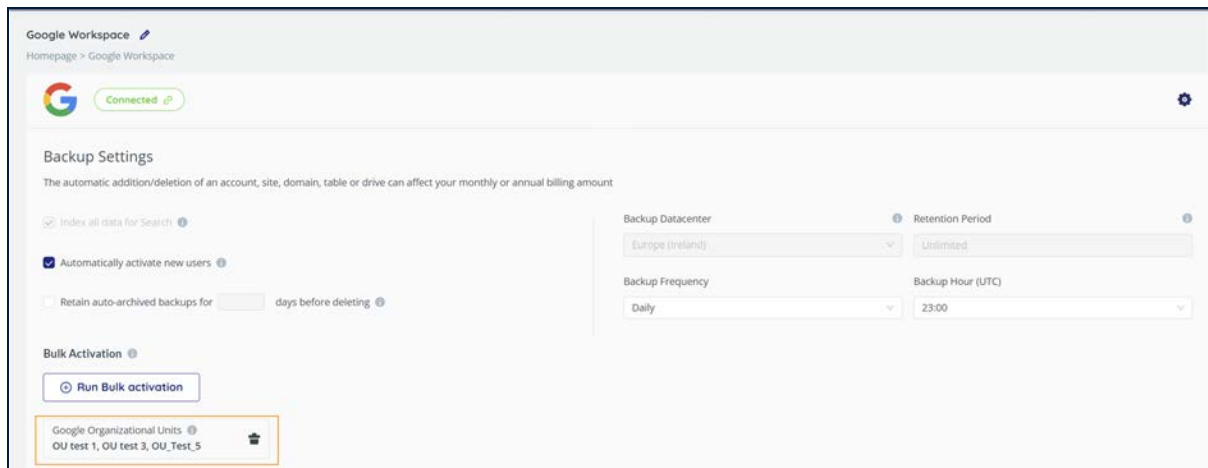
Account Name	Email	Group
<input checked="" type="checkbox"/> Artur Egorov	aegorov@cloudrein.com	OU test 1
<input type="checkbox"/> alina test	alina@cloudrein.com	OU test 1
<input checked="" type="checkbox"/> M Iambik' Mc'Duck	mlambik@cloudrein.com	OU test 3
<input checked="" type="checkbox"/> TeamCity Build	teamcity@cloudrein.com	OU_Test_5

← Back Cancel Perform one-time activation Create an activation rule

6. Select either:
 - a. **Perform one-time activation**, which means that changes in the Google Workspace organizational unit will not be reflected in the backup settings going forward, or
 - b. **Create an activation rule**, where the system checks daily to see changes to each group, and will back up mailboxes that are added to each of the groups.
7. When this question pops up, click confirm, to indicate a preference for the choices you made during the Bulk Activation sequence.



You will return to the Backup Settings page, where the new bulk activation rule is listed.



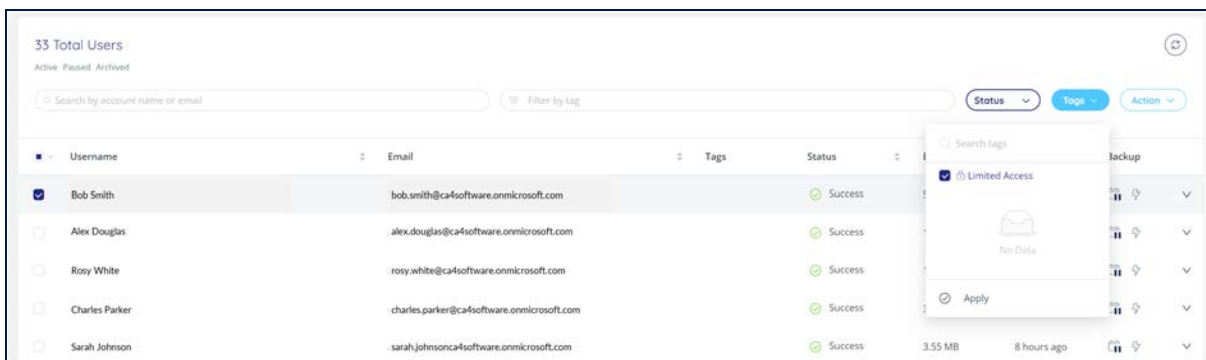
3.5 Securing Your Backups

By default, all primary and secondary users can preview, browse, and recover any backed up data. This could be a security risk if sensitive information is contained in

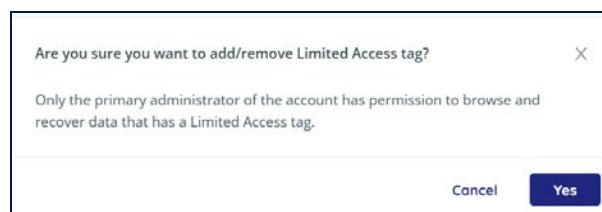
the backup snapshots.

Primary users can limit access to one or more sites, drives, accounts, or users so that only they will be able to see, restore and export this data.

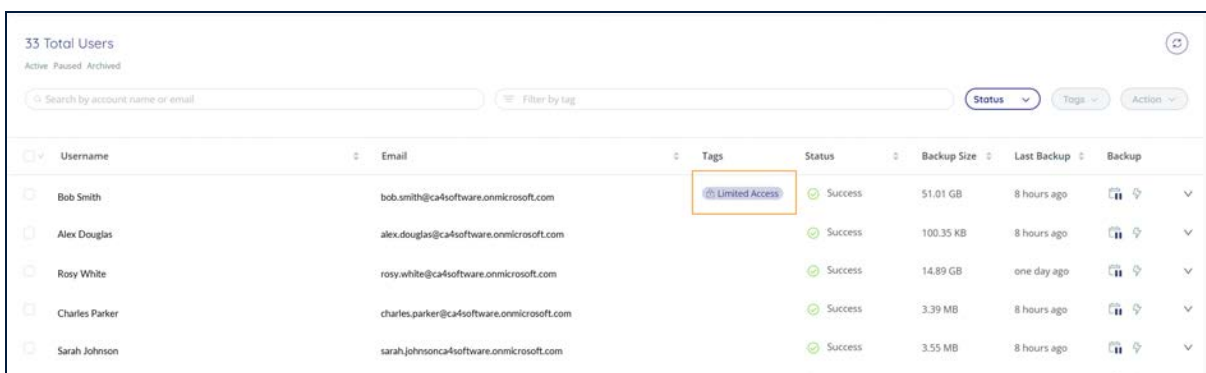
1. Primary user: From the *Homepage*, click the name of the service whose data you would like to restrict.
2. Click one or more users.
3. Click **Tags**, and check the **Limited Access** tag.



4. Click **Apply**. You will be asked to confirm:



5. The tag will now appear in the **Tags** column as follows.



This will prevent secondary users from browsing and recovering the data.

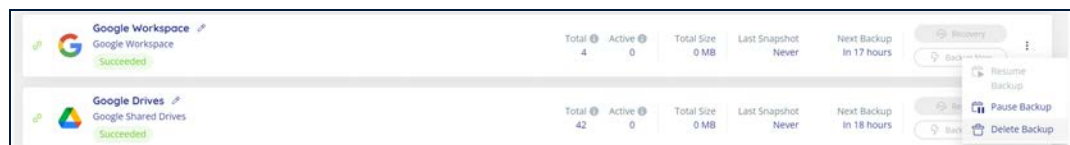
To remove the tag, the primary user should simply reverse the process - un-check the Limited Access tag, and re-apply.

3.6 Deleting a Backup

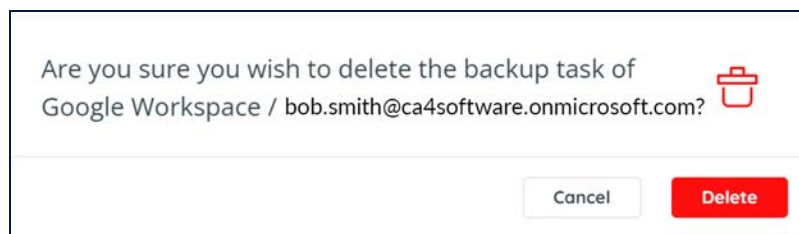
You can delete individual user backups or the entire backup service from your account if you do not want to use them further. The following sections guide you through the process of removing backup services and individual user backups.

3.6.1 Deleting a Backup Task

To remove a backup task for a service, on the *Homepage*, click Menu > **Delete Backup** adjacent to the backup task you want to remove.



The **Confirm Delete** pop-up window is displayed with a warning message.



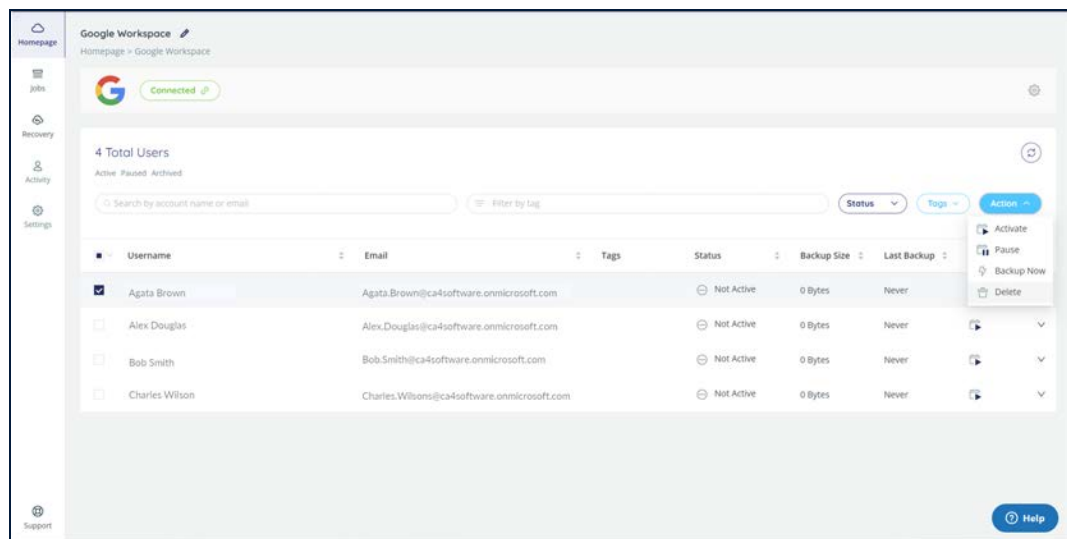
Click **Delete**. The selected backup service is removed from your account.

To prevent mistaken deletions, there is a grace period of 7 days after your backup is deleted.

3.6.2 Deleting an Individual user

To delete an individual user:

1. Click the backup task from which you want to delete the user. The backup task settings page is displayed.
2. Add a check next to the user that you want to delete. Click **Delete** in the **Actions** menu.



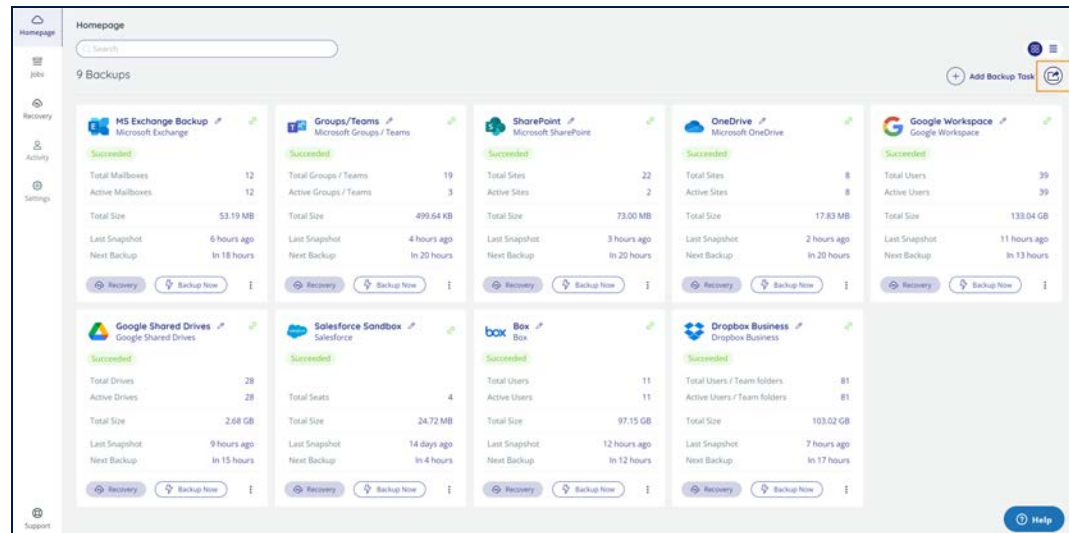
3. A pop-up window is displayed with a list of users selected for removal. Click **Delete**. The selected users are removed from your account.

To prevent mistaken deletions, there is a grace period of 7 days after your backup is deleted.

3.7 Usage Reports

In order to provide greater clarity to you about which users backup service is backing up, you can export a CSV file that lists all of the entities that were backed up, including the status of each entity (active, inactive, or archived).

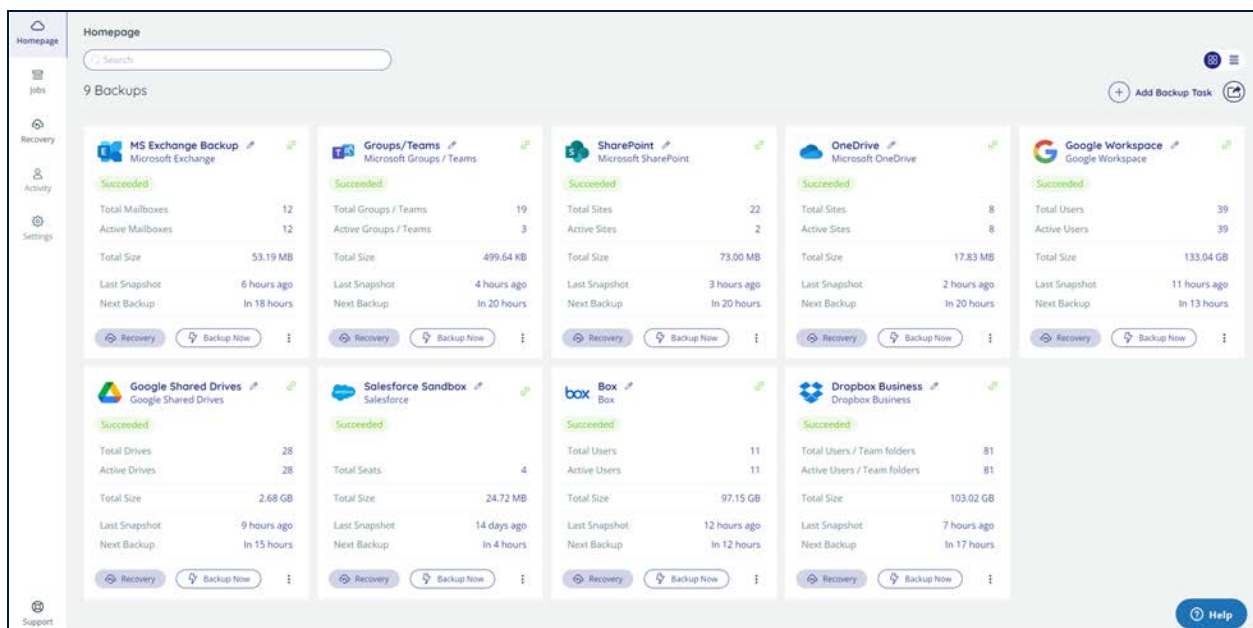
To export a usage report, click the **Export** button, next to **Add Backup Task**. The report will be sent to you via email.



3.8 Modifying the Settings of an Existing Backup

To modify an existing backup task:

1. Click the *Homepage* option from the Navigation Panel. The *Homepage* screen appears.



2. Click the Google Workspace icon from the list or enter a keyword in the Search field to find a specific task. The *Google Workspace Backup* page is displayed.
3. Click **Settings** on the top-right section of the screen to see the backup settings.

From here, it is possible to modify the fields described in [Configuring Backup Settings](#).

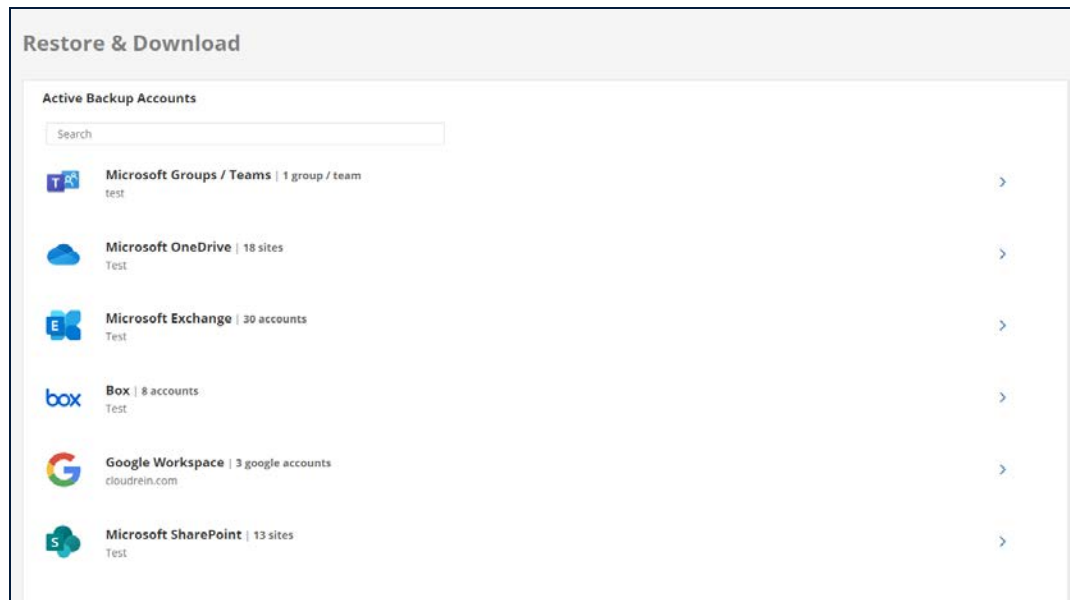
4 Recovering Your Backed Up Data

4.1 Using the Recovery Menu

The Recovery Menu provides you with options at a fine granularity for selecting which user to restore or export.

To recover your backed up data:

1. Click Recovery from the Navigation Panel. The *Restore & Download* page is displayed with all your active-backup account details.



2. Click the Google Workspace backup task from which you wish to recover the data.
3. The *Restore or Download Google Workspace* page is displayed.

Restore or download Google Workspace Backup task: Google Workspace

Restore & Download > Google Workspace > avi@cloudrein.com

Please select your preferred choice for restore

☒ **Via Snapshot** ▾

A snapshot is a copy of your online application data taken at a specific date and time. Use this option to recover all of your data, or drill down into the snapshot to recover a particular item.

Data changed from

Select date ▾

To

Select date ▾

☐ **Via Item Search** ▴

Use this option to search all the backup snapshots of this service for a particular keyword or name. To search for an exact phrase, including an email address, use double-quotes (""). For example: "user@company.com" or "Important update".

Continue

- Select the radio button for your preferred restore method:
 - Via Snapshot (see [Via Snapshot](#))
 - Via Item Search (see [Via Item Search](#))

4.1.1 Restore or Download Via Snapshot

1. Enter the date range that you would like to restore using the *Data changed from* and *To* fields, and press **Continue**.
2. The list of backup snapshots within that date range is displayed. Select the snapshot you want to recover.

Restore or download from Google Workspace archive

Restore & Download > Google Workspace > avi@cloudrein.com > snapshots

From the archive list below select the relevant items, then click on "restore" to perform a non-destructive restore directly to the online service, or "download" to create a zip extract of the data.

DATE	SUB SERVICE	ACTION
<input type="checkbox"/> Sep 11 2023 02:02 AM	Emails	🔍
<input type="checkbox"/> Sep 11 2023 02:02 AM	Documents	🔍
<input type="checkbox"/> Sep 11 2023 02:02 AM	Tasks	🔍
<input type="checkbox"/> Sep 11 2023 02:02 AM	Contacts	🔍
<input type="checkbox"/> Sep 11 2023 02:02 AM	Calendar	🔍
<input type="checkbox"/> Sep 10 2023 02:02 AM	Emails	🔍
<input type="checkbox"/> Sep 10 2023 02:02 AM	Emails	🔍
<input type="checkbox"/> Sep 10 2023 02:02 AM	Documents	🔍
<input type="checkbox"/> Sep 10 2023 02:02 AM	Documents	🔍
<input type="checkbox"/> Sep 10 2023 02:02 AM	Tasks	🔍

3. Alternatively, you can click the magnifying glass in the Action column to drill down into the snapshot and view the structure of the backed up data. There you can select one or more items for recovery.
4. Once you select a snapshot (if you wish to recover all the data in the backup), or one or more items (if you wish to recover only selected items), the **Restore** and **Download** buttons become available.

4.1.1.1 Restore

If you click **Restore**, you will see different confirmation windows, depending on which sub-service you selected.

- You can add an optional 50-character Job Label to differentiate it from other Exports and Restores on the Jobs page.
- **Email, Tasks, Contacts or Calendar:** You can choose which account you would like to restore the emails, tasks, contents or calendar to.

Please confirm the restore request ✕

You are about to restore items from the archive of **acdfh@cloudiox.com**

Job Label *(optional)* ? Maximum 50 characters

Restore to
@cloudiox.com

*You can restore the data to a different account.

A confirmation Email will be sent to you upon completion.

- **Documents:**
 - You can add an optional 50-character Job Label to differentiate it from other Exports and Restores on the Jobs page.
 - You can choose to which account to restore the documents.
 - You can choose whether to restore the data with the original sharing settings, or not.

Please confirm the restore request

You are about to restore items from the archive of **BE-AutoTests**

Job Label *(optional)*

Enter Job Label

Maximum 50 characters

Restore to

BE-AutoTests

*You can restore the data to a different team drive.

Please select your restore method:

☒ Restore the data with the original sharing settings.

☐ Restore the data without the original sharing settings.

A confirmation Email will be sent to you upon completion.

Cancel

OK

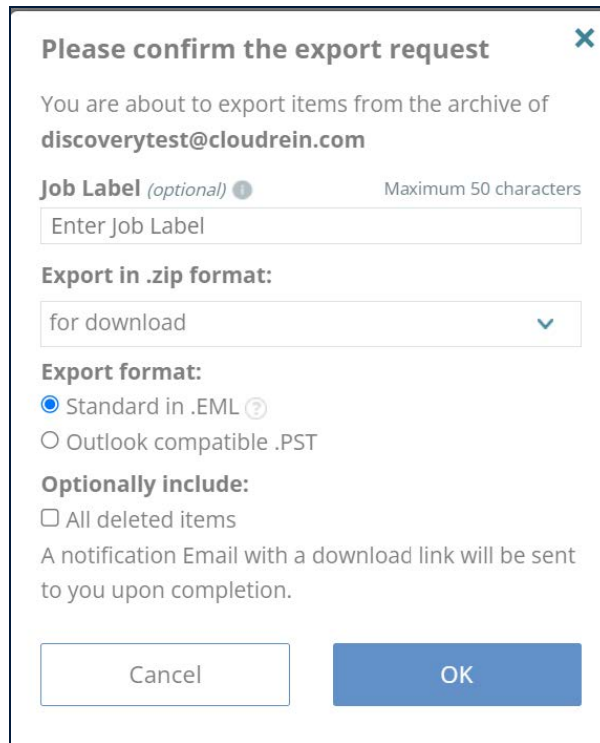
The backup data that you selected will be restored to the location that you specified. When the recovery process is complete, a summary will be sent to your email.

You can also check the Jobs page to see the progress of your task. See ["Tracking Recovery Tasks on the Jobs Page."](#)

4.1.1.2 Export/Download

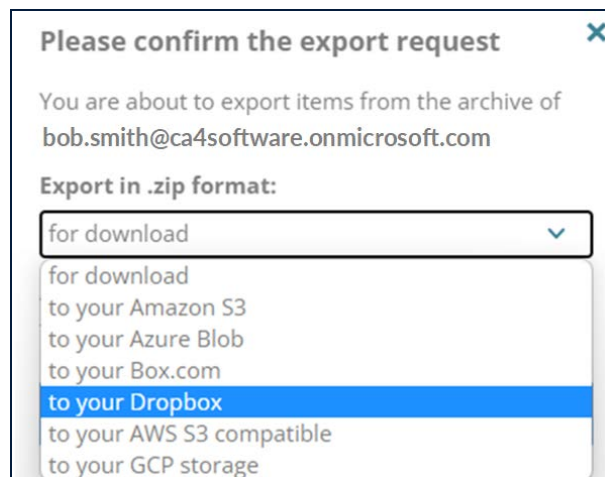
If you click **Download**, you will see different confirmation windows, depending on which sub-service you selected.

- **Email, Tasks, Contacts, and Calendars:** The confirmation screen looks as follows:



The dialog box is titled "Please confirm the export request" with a close button (X) in the top right corner. The text inside reads: "You are about to export items from the archive of **discoverytest@cloudrein.com**". Below this is a field for "Job Label (optional)" with a help icon and the text "Maximum 50 characters". The field contains the placeholder text "Enter Job Label". Underneath is the section "Export in .zip format:" with a dropdown menu currently showing "for download". Below that is the "Export format:" section with two radio buttons: "Standard in .EML" (which is selected) and "Outlook compatible .PST". The "Optionally include:" section has a checkbox for "All deleted items". Below this checkbox is a note: "A notification Email with a download link will be sent to you upon completion." At the bottom are two buttons: "Cancel" and "OK".

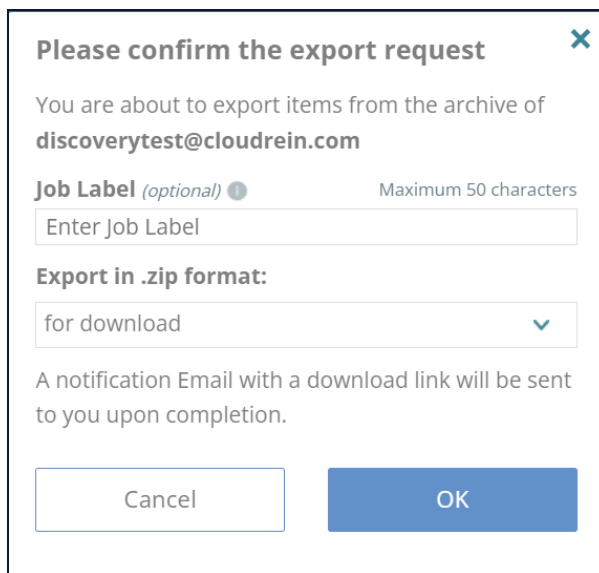
- Click the drop-down list and select one of the following storage locations:



This screenshot shows the same dialog box as the previous one, but with the "Export in .zip format:" dropdown menu open. The dropdown list shows several options: "for download", "for download", "to your Amazon S3", "to your Azure Blob", "to your Box.com", "to your Dropbox" (which is highlighted in blue), "to your AWS S3 compatible", and "to your GCP storage".

- Select the export format: Standard .EML or .PST (Email) or .iCAL (Tasks and Calendar) or .VCF (Contacts)

- Check the box to include all deleted items. (Email)
- **Documents:** The confirmation screen looks as follows. Click the drop-down list to select one of the storage locations.



Please confirm the export request ✕

You are about to export items from the archive of **discoverytest@cloudrein.com**

Job Label *(optional)* ⓘ Maximum 50 characters

Export in .zip format:

A notification Email with a download link will be sent to you upon completion.

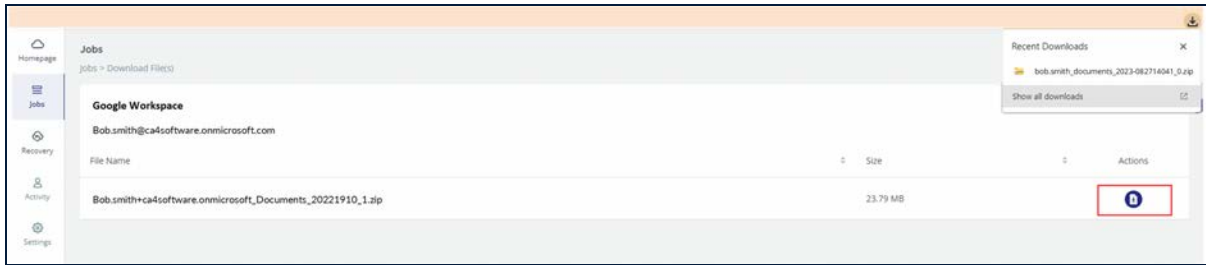
5. Click **OK**. The download instructions are sent to your registered email address. The download link is only valid for 72 hours.
6. Or, you can check the *Jobs* page. (See ["Tracking Recovery Tasks on the Jobs Page."](#)) When the task is completed, the **Download Results** button will be active.



Google Workspace Export Succeeded
ben@cloudrein.com

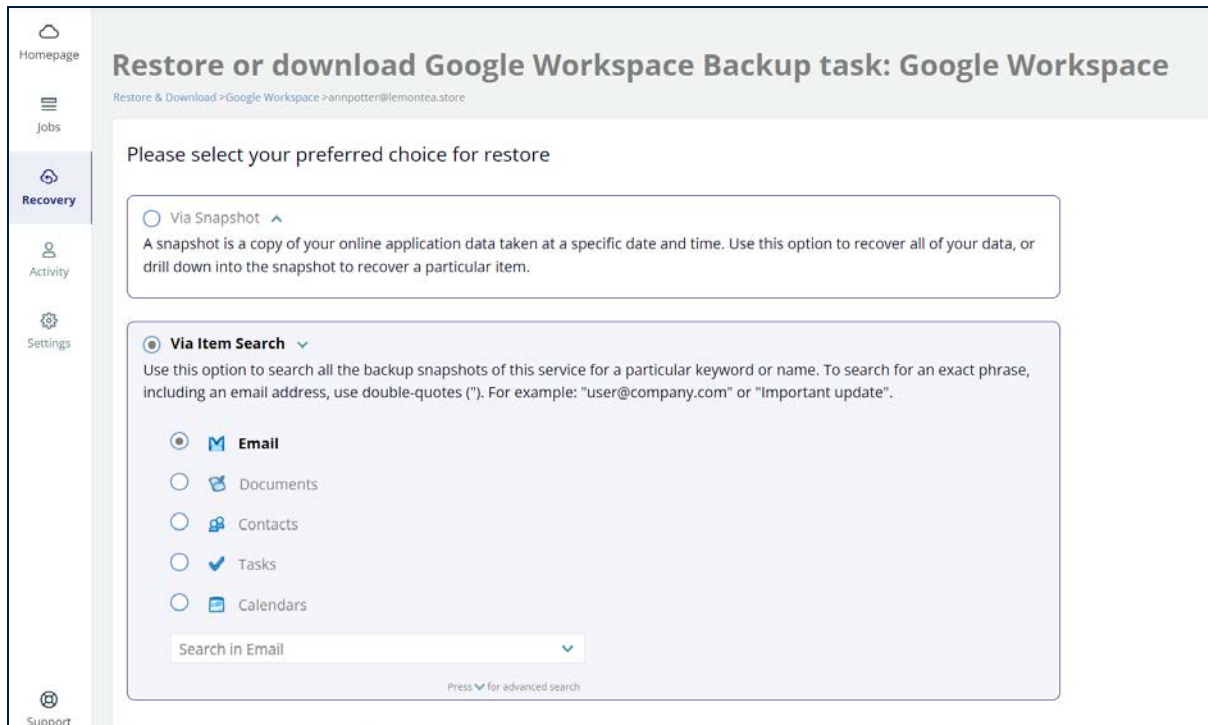
Started at: Oct 27 2022 at 06:43 PM	Backup Date: Oct 27 2022 at 03:30 PM	Initiator: bob.smith@cloudrein.com	Destination: Direct Download	Total Items: 1	Size: 2.78 KB
--	---	---------------------------------------	---------------------------------	-------------------	------------------

7. Click **Download Results**, and a page will open, where you can access your backup file.



4.1.2 Restore or Download Via Item Search

1. Enter your search criteria for any of these sub-services:
 - a. **Email** – Enter a keyword in the Search for field. For advanced search options, click the downward-arrow, and provide the following details in the drop-down form:
 - **From:** Enter a name or email address from which the email was received.
 - **To:** Enter a name or email address to which the email was sent.
 - **Subject:** Enter a keyword that matches any text in the email subject.
 - **Date from / Date to:** Enter the date range of the emails you would like to restore.
 - b. **Contacts:** Enter a name in the Search for field.
 - c. **Tasks:** Enter a keyword in the Search for field.
 - d. **Calendars:** Enter a keyword in the Search for field. For advanced search options, click the downward-arrow, and provide the following details in the drop-down form:
 - **Description:** Enter all or part of the event description.
 - **Owner:** Enter the user name or the email address
 - **Date from / Date to:** Enter the date range of the calendar you would like to restore.



2. Click **Continue**. The *Restore or download* page is displayed, showing the search results with details such as . The details columns are different for different types of restored items.
3. Select items you would like to restore or download. When at least one item is selected, **Restore** and **Download** become available.
4. Follow the instructions in the [Restore](#) or [Export/Download](#) sections to complete the recovery process.

4.2 Tracking Recovery Tasks on the Jobs Page

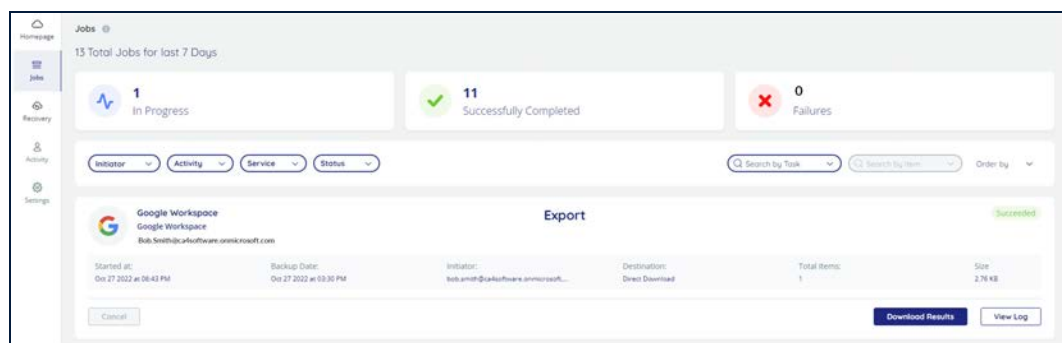
The Jobs page provides you with both high-level and drill-down views of your restore and export jobs over the last seven days.

Note: To see the status of your Backups, click the name of the backup from the *Homepage*.

From the Navigation pane, click **Jobs**.

4.2.1 High-Level Summary

- The top portion of the Jobs dashboard summarizes how many of your jobs are in progress, how many have successfully completed, and how many have partially succeeded or failed over the past 7 days.



To see a list of jobs that have any of these 3 statuses, click on the status, and your results will be filtered accordingly

4.2.2 Filtering

The next section allows you to filter by numerous criteria:

- **Initiator:** Who initiated the backup / restore?
- **Activity:** Filter by restores or exports.
- **Service:** Filter by one of the following services, such as:
 - Google Workspace
 - Google Shared Drives
 - Salesforce
 - Box
 - Dropbox
 - Google Account

- **Status:** Filter by one of the following:
 - In progress
 - Succeeded
 - Partially succeeded
 - Failed
 - Pending
 - Canceled
- **Search by Task:** Filter by a task, such as:
 - Box
 - Dropbox
 - Google Workspace
 - Salesforce

If you choose to filter using a particular service, then you can focus on a specific item in the search bar. You can also order by:

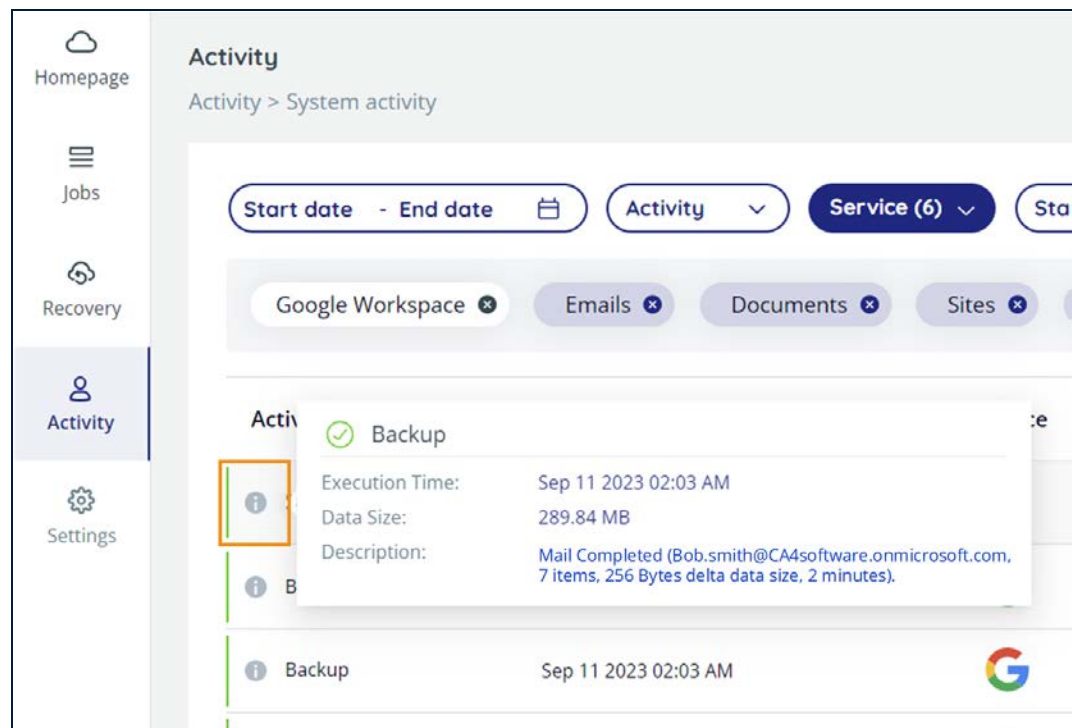
- Latest First
- Oldest First

4.2.3 Description of Each Job

- The rest of the screen provides a detailed description of each individual job that you ran.
 - **Type of Job:** Export, or Restore – this appears as a large title within each job description.
 - **Name, Service, and Account** of the job.
 - Start date, backup date, initiator, destination, total items backed up or restored, and the size of the file(s).
- **Cancel** enables you to stop a job that is in progress.
- **Download Results** enables you to download a zip file with your recovery data.
- **View Log** redirects you to the System Activity page, which displays your account activity with details such as Activity, Date and Time, Service, Sub-Service, Status, Task Name, and Item.

This page enables you to filter and search the list of backup tasks, export the list as a CSV file, and view more details on any backup task.

The latter can be achieved by clicking the information icon in the Activity column. The Info pop-up displays the backup execution time, the size of the stored data, and the number of entities, and the summary of the backup execution.



5 Compliance

5.1 Delete Backed Up Data: GDPR's "Right to Be Forgotten" Option

The way to delete data items - emails and files- from a backup is to enable the GDPR (General Data Protection Regulation) "right to be forgotten" option.

To enable the ability to delete backed up items:

1. Request from our backup service support that they enable the GDPR delete button for you. They will ask you for the name of your account, and the service for which you would like to enable this.
2. From the Homepage, click **Recovery**.
3. Click the service that contains the item you would like to delete.

Note: It is not possible to delete an entire folder, only one or more items.

4. Click the arrow at the end of the row of the user that contains the item you would like to delete.

Restore or download Google Workspace active users			
Restore & Download > Google Workspace			
Listed below are the active users within your Google Workspace domain ready for restore and download.			
USER	FIRST BACKUP	LAST BACKUP	ACTION
Search	✕	All	▼
Agata.brown@ca4software.onmicrosoft.com	215 days ago	10 hours ago	>
Alex.douglas@ca4software.onmicrosoft.com	215 days ago	10 hours ago	>
Bob.smith@ca4software.onmicrosoft.com	215 days ago	10 hours ago	>
Charles.wilson@ca4software.onmicrosoft.com	215 days ago	10 hours ago	>
Ida.taylor@ca4software.onmicrosoft.com	196 days ago	10 hours ago	>
Jessica.miller@ca4software.onmicrosoft.com	215 days ago	10 hours ago	>
Rosy.white@ca4software.onmicrosoft.com	215 days ago	10 hours ago	>
View 1 - 7 of 7			
<< < Page 1 of 1 > >>			

- Note:** It is not possible to perform a GDPR delete using "Via Snapshot."

Restore or download Google Workspace Backup task: Google Workspace

Restore & Download > Google Workspace > avi@cloudrein.com


Please select your preferred choice for restore


☐ Via Snapshot ^


A snapshot is a copy of your online application data taken at a specific date and time. Use this option to recover all of your data, or drill down into the snapshot to recover a particular item.


☒ Via Item Search v


Use this option to search all the backup snapshots of this service for a particular keyword or name. To search for an exact phrase, including an email address, use double-quotes (""). For example: "user@company.com" or "Important update".

☒  Email

☐  Documents

☐  Contacts

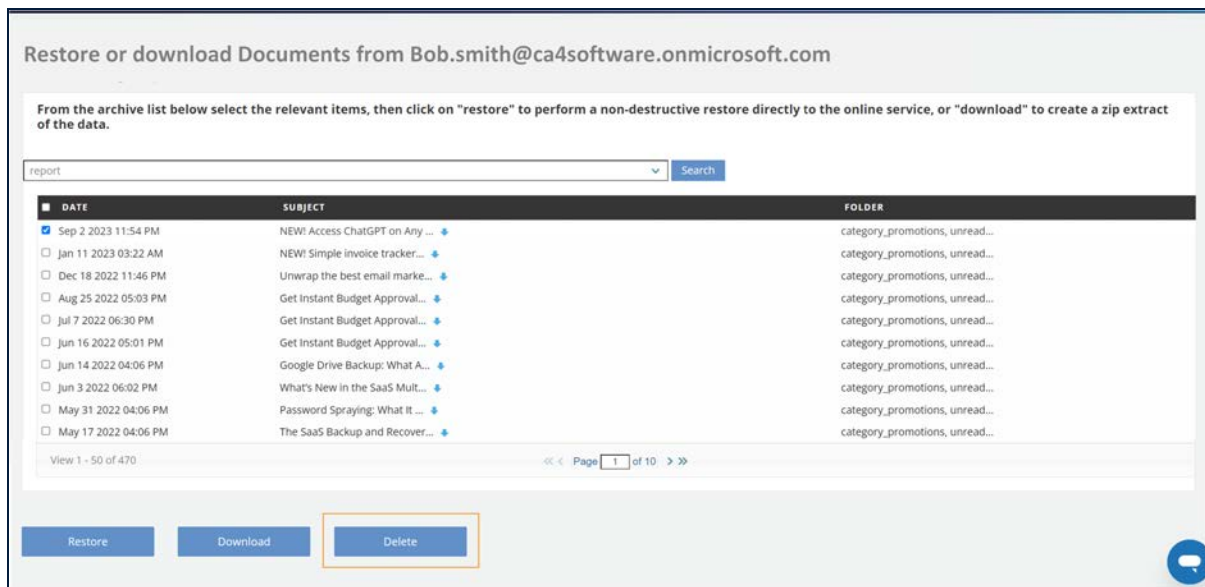
☐  Tasks

☐  Calendars

v

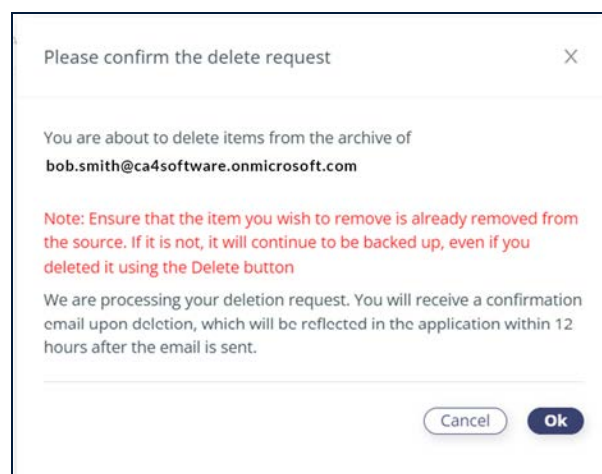
Press v for advanced search

6. Select the item(s) you would like to delete, and click Delete.



Note: Ensure that the item you wish to remove is already removed from the source. If it is not, Our backup service will continue backing it up, even if you deleted it using the "Delete" button.

7. The system will ask you to confirm the delete request. Once you have confirmed, the item will be removed from our system within a few days.

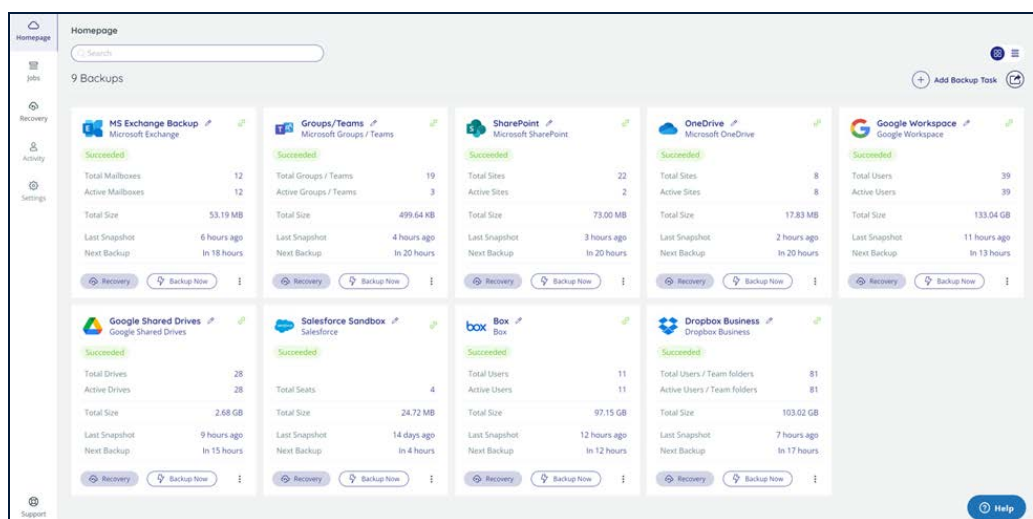


6 Filtering and Viewing Drill-Down Details

This section explains the process of finding the exact backup data you are looking for using filtering.

6.1 Filtering by user

1. Click the *Homepage* option from the Navigation Panel. The *Homepage* screen appears.



2. Click the Google Workspace icon from the list or enter a keyword in the Search field to find a specific task. The *Google Workspace Backup* page is displayed.
3. The *Google Workspace Backup* page displays all the Google Workspace users available for the administrator account you are using. The page displays the details such as Username, Email, Status, Backup Size, and Last Backup Date. It also provides the means to filter the users and control the associated backup tasks.

6.1.1 Filtering Using Names or Statuses

You can filter using the following options:

- Enter a search phrase in the *Search by* field to view all the users with the entered keyword.
- Filter by statuses such as Not Active, Scheduled, Success, In Process, Failed, Paused, Archived, or Partial.

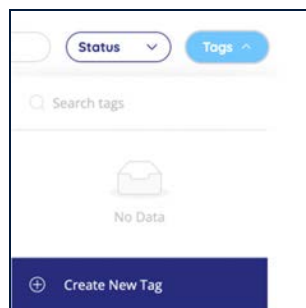
6.1.2 Filtering Using Tags

Our backup service provides you with the means to add extra metadata to your backed up data in the form of "tags." For example, you might want to denote all users that belong to Managers, or all those that belong to the Sales Team.

You can use tags to quickly filter your list of users.

The **Tags** option is used to search for existing tags. By default, it is not active. To activate **Tags**:

1. Select at least one user.
2. Click **Tags**, and the following screen appears.

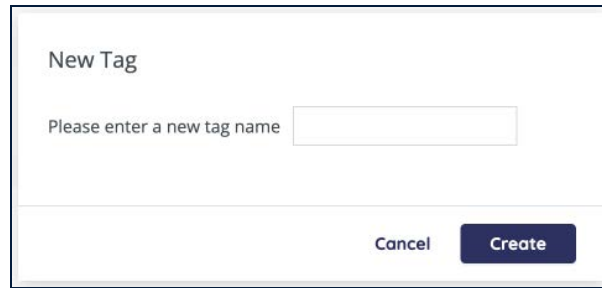


3. To search your existing tags, enter a tag name in the **Search tags** field.

6.1.3 Creating a New Tag

To create a new tag:

1. Click **Create New Tag**. A pop-up appears where you can enter a new tag name.



A dialog box titled "New Tag" with a text input field and two buttons: "Cancel" and "Create".

New Tag

Please enter a new tag name

Cancel Create

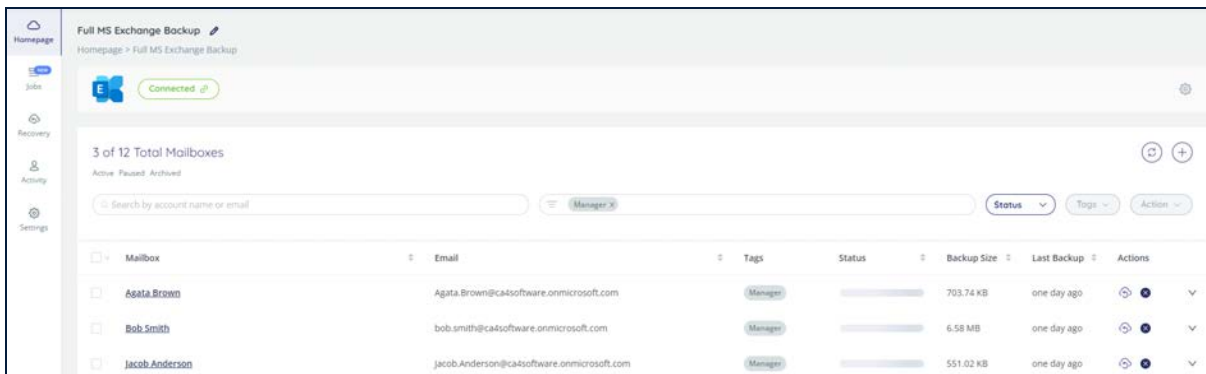
2. Enter a new tag name and click **Create**.

To apply tags to your users:

1. Select at least one user.
2. Click **Tag**.
3. Choose the desired tag for your user s.
4. Click **Apply**.

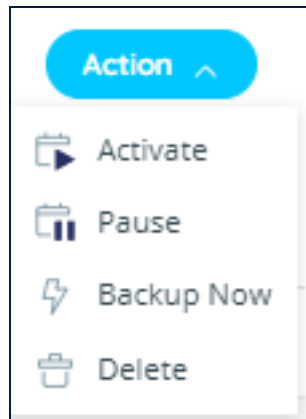
6.1.4 Filtering by Tag

In the **Filter by tag** field, enter a tag name. The accounts, teams or sites with those tags will appear.



6.1.5 Actions

To perform actions on a user, select at least one of them on the list, and the **Action** button will be enabled. Click **Action** to see the following drop-down menu:

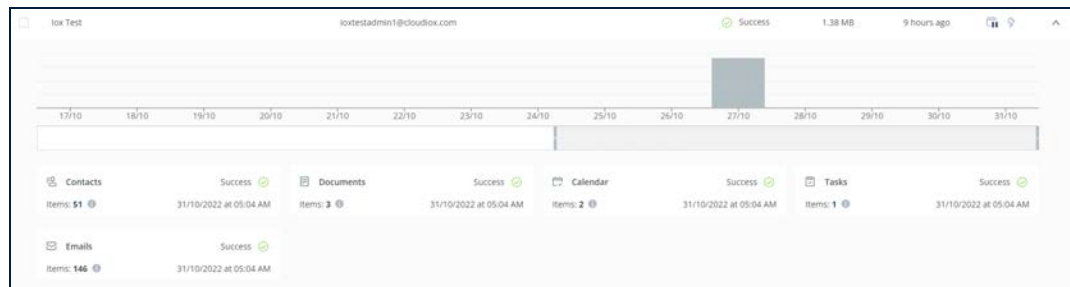


- **Activate** enables backup in all the selected users.
- **Pause** halts the backup procedures on the selected users.
- **Backup now** starts the backup immediately. The backup in this case starts as soon as a backup processing machine is available, which may take several minutes.
- **Delete** removes the backup task and backup data for the selected users.

6.2 Viewing Backup Statistics with the Drill-down Feature

Select the desired user, and click the downward-facing arrow at the end of the row. This option enables you to drill down to the backup history dashboard.

When you drill down, you can find a diagram describing past backups, and a brief summary of the backup outcomes.



The diagram depicts the number of items backed up each day. By hovering your mouse over a column in the diagram, you can see the number of items backed up in each service. This number includes all new and changed items, so it may be greater than the total number of items in the backup. You can select the date range of the chart with the sliders underneath it. The maximum range displayed is 30 days.

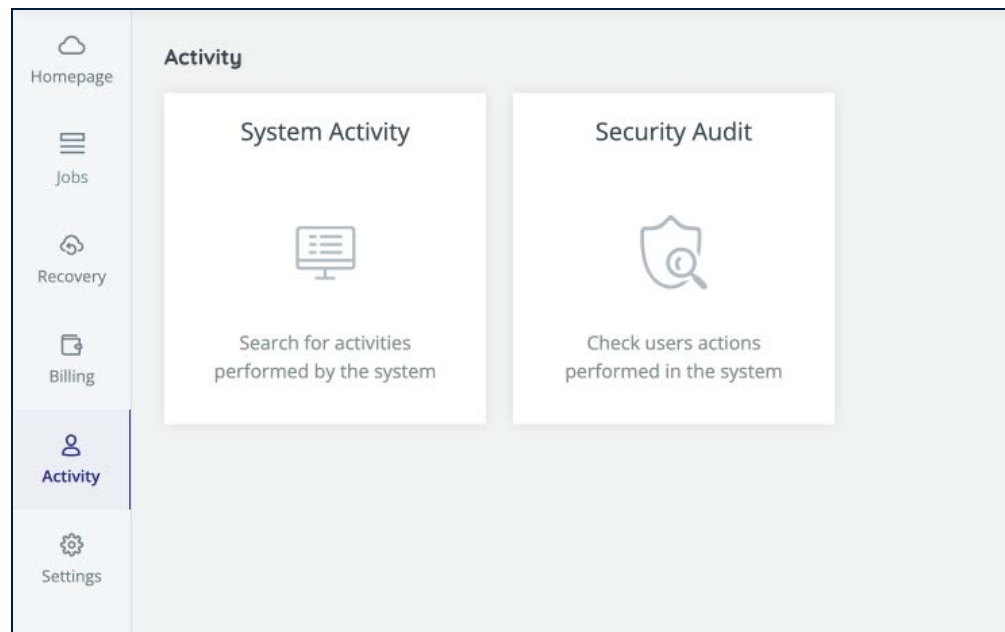
The summary tiles below the chart provide at-a-glance information about the backup: for each sub-service, they display the total number of items in the backup, the date of the last backup, and the outcome.

7 Managing Your Account

This section guides you through the processes of managing your Account activity, account settings, password, setting up two-factor authentication, and managing users.

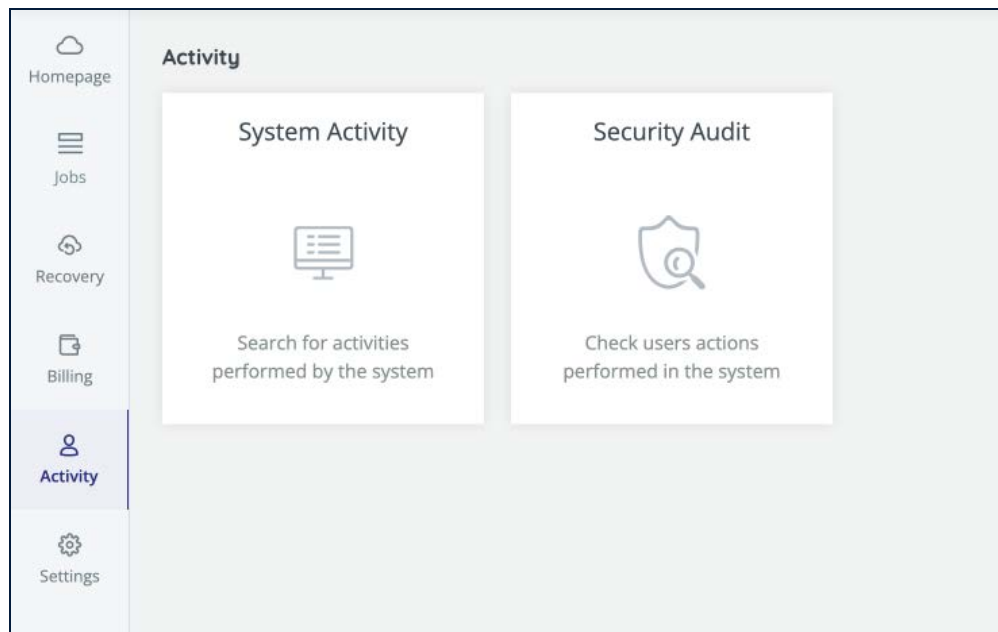
7.1 Viewing Account Activity

The Activity menu enables you to view your account activity, including System Activity and Security Audit. Click Activity on the navigation pane.



7.1.1 System Activity

Click **System Activity**.

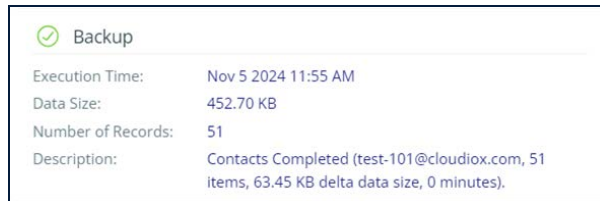


The **System Activity** page displays your account activity, with details such as Activity, Date and Time, Service, Sub-Service, Status, Task Name, and Item.

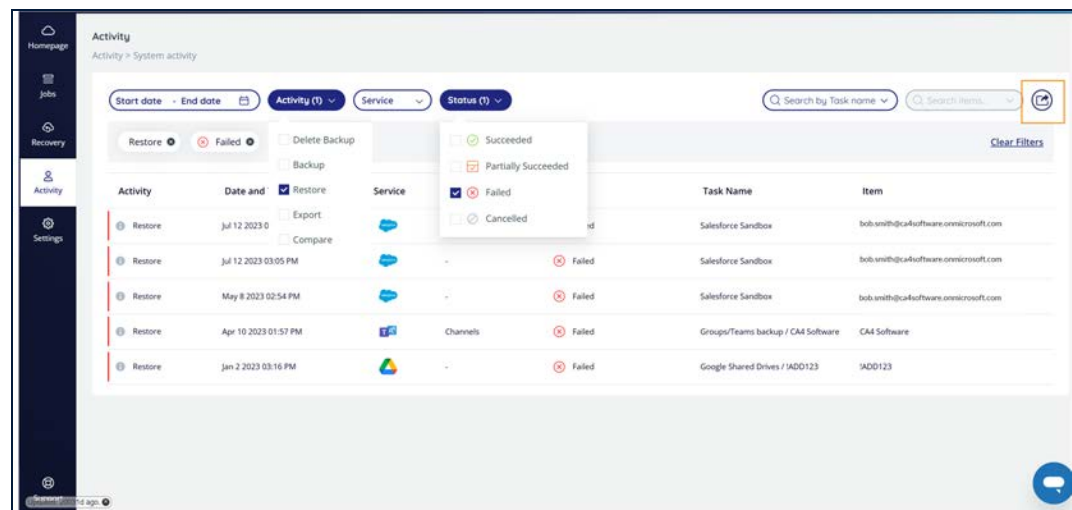
Activity						
Activity > System activity						
<div> <div>Start date</div> <div>End date</div> <div>Activity</div> <div>Service</div> <div>Status</div> </div> <div> <div>Search by Task name</div> <div>Search items</div> </div>						
Activity	Date and Time	Service	Sub Service	Status	Task Name	Item
Export	Jul 12 2022 04:08 PM	Calendars	Calendars	Succeeded	Full MS Exchange Backup / bob.smith@ca...	bob.smith@ca4software.onmicrosoft.com
Backup	Jul 11 2022 01:01 PM	Sharepoint	Sharepoint	Succeeded	Sharepoint backup	...sites/AltaroRestored_Shared_mailbox_2021_08_31_11_05
Export	Jul 11 2022 01:00 PM	Channels	Channels	Succeeded	Full Teams Backup / AltaroRestored_Lind...	AltaroRestored_Linda_Fuller_2021_08_31_05_36
Restore	Jul 11 2022 01:00 PM	One Drive	One Drive	Succeeded	One Drive / clouddaily1-my.sharepoint.co...	.../2v4po_kazandev_pro
Backup	Jul 11 2022 05:04 AM	Calendars	Calendars	Failed	Full MS Exchange Backup	Mila.Scott@ca4software.onmicrosoft.com
Backup	Jul 6 2022 05:06 AM	Notes	Notes	Succeeded	Full MS Exchange Backup	Jacob.Anderson@ca4software.onmicrosoft.com
Backup	Jul 6 2022 05:06 AM	Notes	Notes	Succeeded	Full MS Exchange Backup	Agata.Brown@ca4software.onmicrosoft.com
Backup	Jul 6 2022 05:06 AM	Notes	Notes	Succeeded	Full MS Exchange Backup	Alex.Duglas@ca4software.onmicrosoft.com
Backup	Jul 6 2022 05:06 AM	Notes	Notes	Succeeded	Full MS Exchange Backup	Sarah.Johnson@ca4software.onmicrosoft.com
Backup	Jul 6 2022 05:06 AM	Notes	Notes	Succeeded	Full MS Exchange Backup	Jessica.Miller@ca4software.onmicrosoft.com

This page enables you to:

- Filter and search the list of backup tasks
- View more details on any backup task. This can be achieved by clicking the "i" (Info) icon. The Info pop-up displays the backup execution time, the size of the stored data, and the number of entities, and the summary of the backup execution.



- Export the Activity Log as a CSV file. Any filters selected on the page will also apply to the exported log file. For example, you could choose to only see Restore tasks that have failed.



Note: Administrators can grant users permission to see the *System Activity* page by clicking **Settings > User Management**, and checking "View Account Activity."

7.1.2 Security Audit

The *Security Audit* page provides information about all the security-related actions that have happened in your account. The user activity that is displayed includes:

- Backup deleted
- User deactivated
- Settings changed
- Sign-in success or failure
- Permissions changed
- Notifications.

The page includes the date of the event, the type of activity, the service involved, the status of the activity, the account performing the activity, and the description.

Date	User Activity	Service	Status	Task	Performed By	Description
Sep 11 2023 03:09 PM	Sign-in		Completed	bob.smith@ca4software.onmicrosoft.com	bob.smith@ca4software.onmic...	Native Sign in (IDK) Chrome from ip:46.117.234.42
Sep 11 2023 01:57 PM	Sign-in		Completed	bob.smith@ca4software.onmicrosoft.com	bob.smith@ca4software.onmic...	Native Sign in (IDK) Chrome from ip:46.117.234.42
Sep 11 2023 01:39 PM	Sign-in		Completed	bob.smith@ca4software.onmicrosoft.com	bob.smith@ca4software.onmic...	Native Sign in (IDK) Chrome from ip:46.117.234.42
Sep 11 2023 12:05 PM	Notification	Google Shared Drives	Completed	Google Shared Drives / 1901January20	bob.smith@ca4software.onmic...	Download Task for drive 1901January20 has been ac...
Sep 11 2023 12:05 PM	Notification	Google (Email)	Completed	Google Workspace / apostrophe@cloud...	bob.smith@ca4software.onmic...	Mail Download Task for mailbox apostrophe@cloudr...
Sep 11 2023 12:04 PM	Sign-in		Completed	bob.smith@ca4software.onmicrosoft.com	bob.smith@ca4software.onmic...	Native Sign in (IDK) Chrome from ip:46.117.234.42
Sep 11 2023 10:52 AM	Sign-in		Completed	bob.smith@ca4software.onmicrosoft.com	bob.smith@ca4software.onmic...	Native Sign in (IDK) Chrome from ip:46.117.234.42
Sep 10 2023 02:00 AM	Backup Deleted	Google Shared Drives	Completed	Google Shared Drives		The backup for the drive BE-kutoTests has been mark...
Sep 10 2023 02:00 AM	Notification	Google Shared Drives	Completed	Google Shared Drives		Backup for the drive BE-kutoTests has been deactiva...
Sep 10 2023 02:00 AM	Notification	Google Shared Drives	Completed	Google Shared Drives		Backup for the drive BE-kutoTests has been deactiva...
Sep 10 2023 02:00 AM	Backup Deleted	Google Shared Drives	Completed	Google Shared Drives		The backup for the drive BE-kutoTests has been mark...
Sep 8 2023 12:00 AM	Backup Deleted	Google Workspace	Completed	Google Workspace		The backup for the mailbox gakanstest@cloudnine.co...
Sep 8 2023 12:00 AM	Notification	Google Workspace	Completed	Google Workspace		Backup for the mailbox gakanstest@cloudn...

The Security audit table can be exported as a CSV file by clicking **Export**.

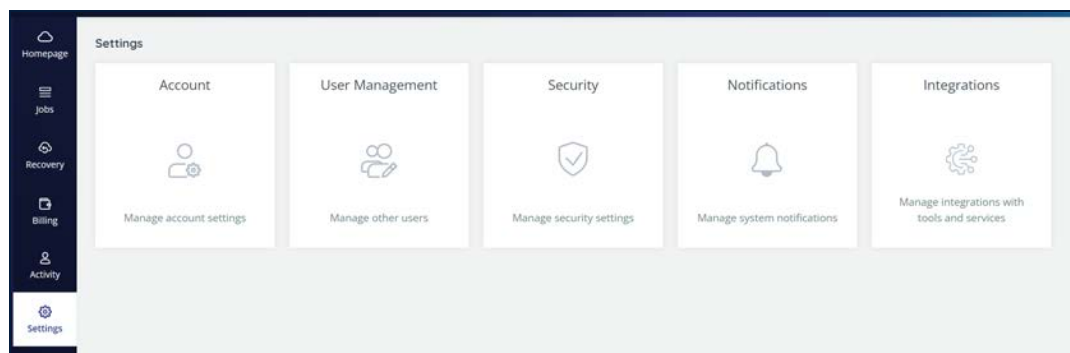
Note: Administrators can grant users permission to see the *Security Audit* page by clicking **Settings > User Management**, and checking "View Security Audit Page."

7.2 Managing Your Account Settings

The *Settings* page provides you with tools to control both your account and the accounts of users whose external credentials are linked to your account. The Settings section consists of the following sub-sections:

- Account
- User Management
- Security
- Notifications
- Integrations

You can find more details on each of the *Settings* pages below.



7.2.1 Account Settings

This page allows you to change the name of your account and the email address. You can only change the Data Center Location by contacting our backup service support. Finally, this page also allows you to terminate your account.

To update or change your account details:

1. From the Navigation Panel, click **Settings** and then click **Account**. The *Settings > Account* page is displayed.

The screenshot shows the 'Settings' page with the 'Account' sub-section active. The left sidebar contains links for Homepage, Jobs, Recovery, Activity, and Settings. The main content area has the following fields: 'Account Name' (Bob Smith), 'Email' (bob.smith@ca4software.onmicrosoft.com), 'Data Center Location' (Europe (Ireland)), and 'Partner ID' (DOEVR02). A 'Save' button and a 'Cancel' button are at the bottom right. Below the form, there is a section titled 'To terminate your Backup Service subscription, click on the REMOVE ACCOUNT button. This includes removing all of your data.' with a checkbox 'I approve the removal of my data from the Backup Service.' and a 'Remove Account' button.

You can update the Account Name and/or Email.

Note: If you change your email address, you will receive an email sent to your new address for confirmation. The new address will not become active until it is confirmed.

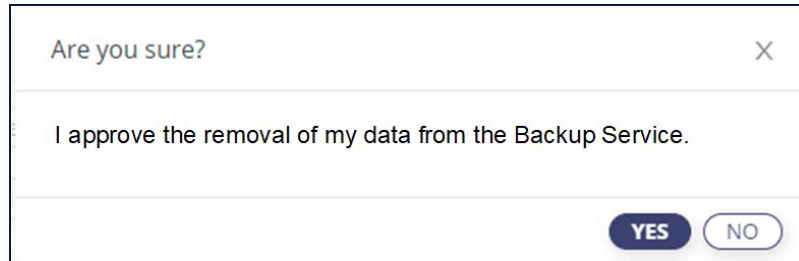
Click **SAVE**. The following screen will appear. If you did not receive the confirmation email, click **Resend Email Confirmation**

The screenshot shows the 'Settings' page with the 'Account' sub-section active. The left sidebar contains links for Homepage, Recovery, Billing, Security, and Settings. The main content area has the following fields: 'Account Name' (Bob Smith), 'Email' (Bob.smith@ca4software.onmicrosoft.com), and 'Data Center Location' (US East (Northern Virginia)). A 'New Email - Waiting for Approval' section shows 'username@company.com' with a 'Discard' button. A 'Note' states: 'Confirmation was sent to your new email username@company.com and is waiting for your approval.' with a 'Resend Email Confirmation' link. 'Save' and 'Cancel' buttons are at the bottom right.

7.2.2 Canceling Your Subscription

To cancel your subscription:

1. Check the box for "I approve the removal of my data from Our backup service" field and click **REMOVE ACCOUNT**.
2. The *Are you sure?* pop-up window is displayed with a confirmation request.
3. Click **YES** to confirm the cancellation.

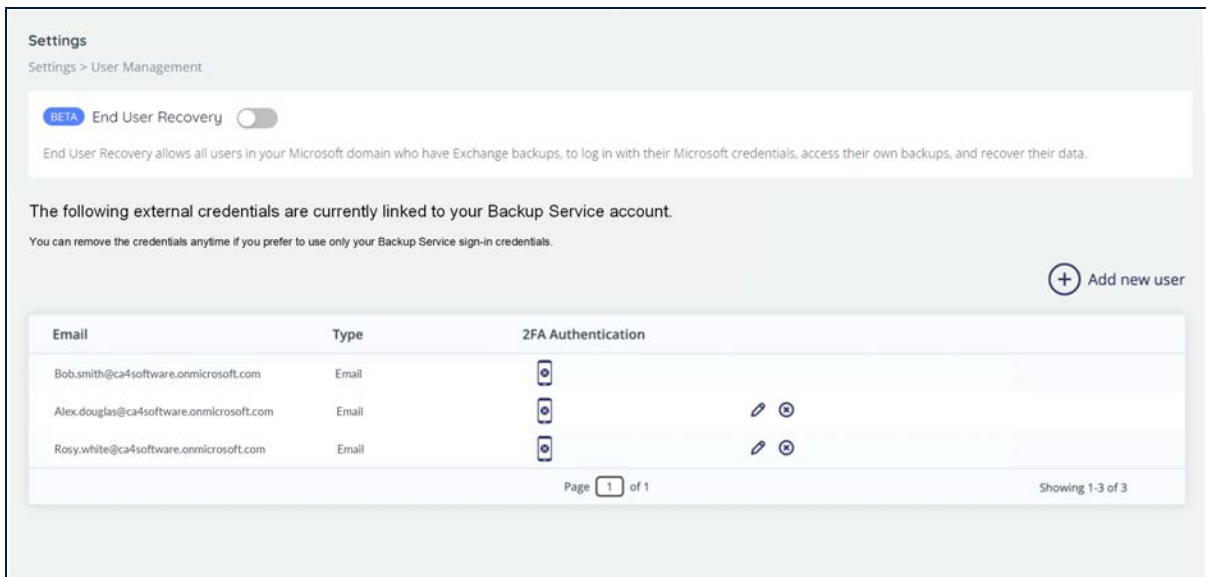


A confirmation dialog box titled "Are you sure?" with a close button (X) in the top right corner. Below the title is a text input field containing the text "I approve the removal of my data from the Backup Service." At the bottom right, there are two buttons: "YES" (highlighted in blue) and "NO" (outlined in blue).

Note: To prevent mistaken deletions, there is a grace period of 7 days after your account is terminated. After the grace period, if your account is not reactivated, all data from all your backups will be deleted.

7.3 User Management

The page provides tools for fine-level control of the permissions and access levels of your users.



The screenshot shows the "Settings" page for "User Management". At the top, there's a "Settings > User Management" breadcrumb. Below it, a "BETA End User Recovery" toggle is shown, currently turned off. A description states: "End User Recovery allows all users in your Microsoft domain who have Exchange backups, to log in with their Microsoft credentials, access their own backups, and recover their data." Below this, a message says: "The following external credentials are currently linked to your Backup Service account. You can remove the credentials anytime if you prefer to use only your Backup Service sign-in credentials." On the right, there's a "+ Add new user" button. A table lists three users with their email addresses, types (all "Email"), and 2FA authentication status (each has a "0" icon). The table has columns for "Email", "Type", and "2FA Authentication". At the bottom of the table, it says "Page 1 of 1" and "Showing 1-3 of 3".

Email	Type	2FA Authentication
Bob.smith@ca4software.onmicrosoft.com	Email	0
Alex.douglas@ca4software.onmicrosoft.com	Email	0
Rosy.white@ca4software.onmicrosoft.com	Email	0

7.3.1 Adding a New User

System Administrators, both those who logged in to backup service with a username and password, or with Microsoft credentials, can add new users.

Click **+ Add new user** to create a new user and start the configuration procedure for that user, or the pencil icon to edit an existing user's settings.

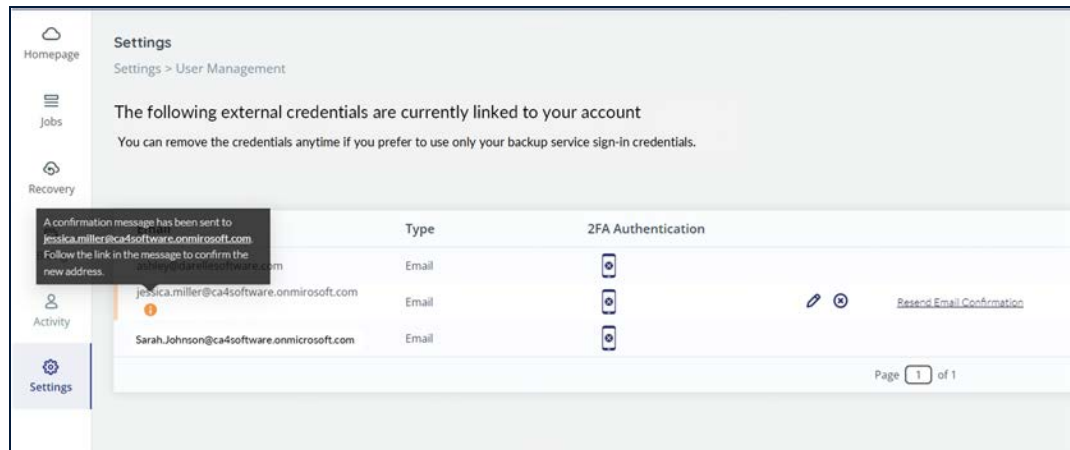
- Enter the new user's email address.
- Select the Authentication Type: Azure or Email .
- Select the permissions role for the user. Selecting the role “Administrator” enables permissions to all services and operations. Or, you can selectively choose which permissions to grant from the list of services:

The screenshot shows the 'New user' configuration page. At the top, the breadcrumb is 'Settings > User Management > New user'. The page has a left sidebar with icons for Homepage, Jobs, Recovery, Activity, and Settings (which is highlighted). The main content area is divided into two columns. The left column contains a 'General' section with checkboxes for 'View Account setting page', 'View billing page and manage payment details', 'View billing notification messages', 'View support page', 'View account activity', 'View security audit page', 'Manage Notifications', and 'View backups page'. Below this is a 'Backup Tasks' section with checkboxes for 'Activate new backup tasks', 'Modify backup tasks', 'Delete backup tasks', 'Pause backup tasks', and 'Execute backup tasks'. The right column contains a 'Services' section with a list of services: Microsoft Exchange, Microsoft Groups / Teams, Microsoft SharePoint, Microsoft OneDrive, Google Account, Salesforce, Dropbox Business, Box, Google Workspace, and Google Shared Drives. Each service has a checkbox next to it. At the bottom right of the page, there is a blue speech bubble icon.

To save changes, scroll to the bottom of the page and click **SAVE**.

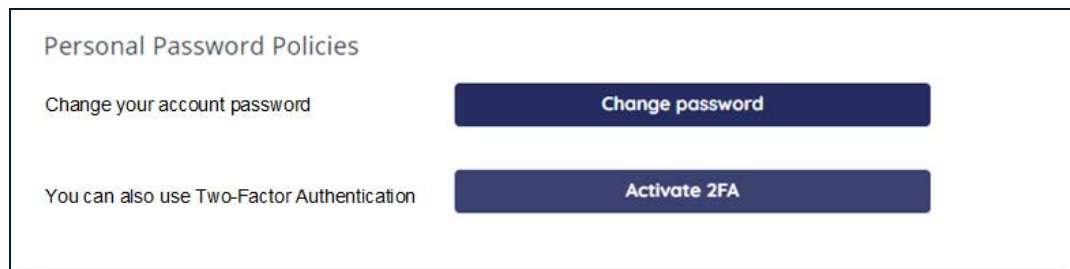
You will be returned to the Settings page. To complete the process, the user must confirm their email address using the link sent via email. This is a security measure, which ensures that the user's email address is valid.

The link is valid for 24 hours. If they did not confirm within this time period, or did not receive the confirmation email, click **Resend Email Confirmation**.



7.4 Security Settings

The *Security Settings* page enables you to:



- Update your password
- Set up two-factor authentication

You can also enforce certain security policies for your users' accounts.

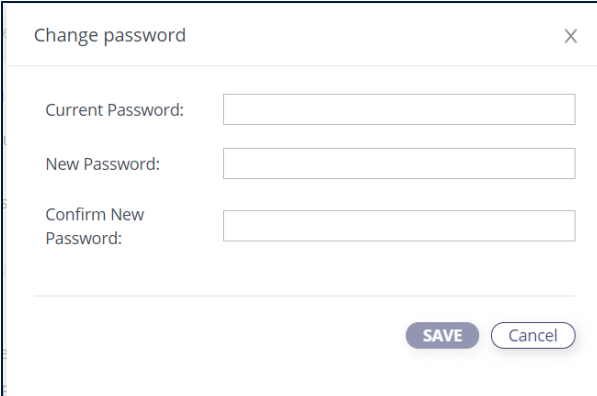


- With the **Enforce Two-Factor Authentication** option, you can make two-factor authentication mandatory for all the users in your account.
- By setting the **Password Expiration**, you can enable the password expiration option for all your users – you will be also be asked for the number of days before the users' passwords expire.

7.4.1 Changing Your Password for Credential-Based Authorization

You can change your existing account password by performing the following procedure:

1. From the **Settings >Security** page, in the Personal Password Policies panel, click **Change Password**.
2. The *Change password* pop-up is displayed.

A screenshot of a 'Change password' pop-up dialog. The dialog has a title bar with 'Change password' and a close button (X). It contains three text input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. At the bottom right, there are two buttons: 'SAVE' (highlighted in blue) and 'Cancel'.

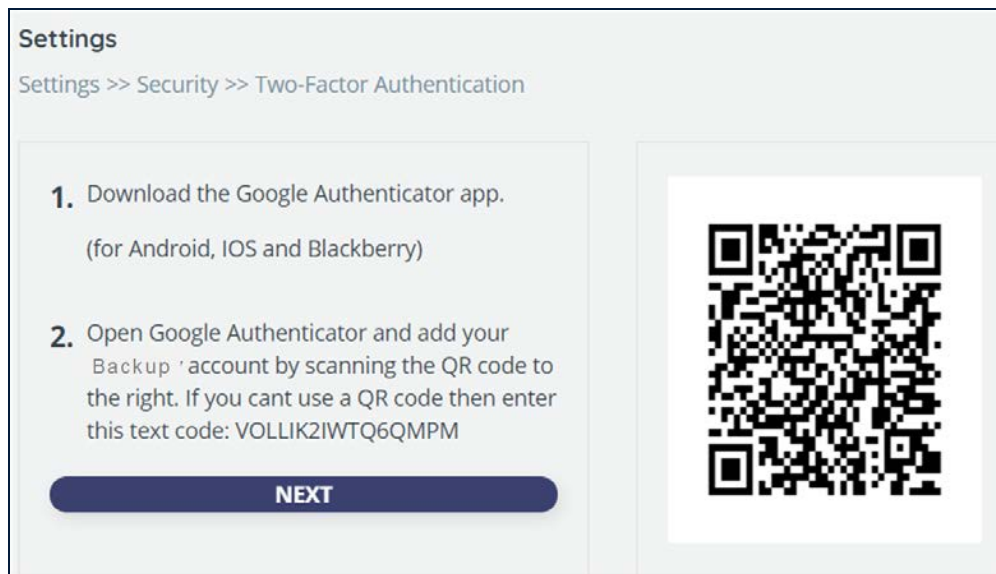
3. Enter the current password in the *Current Password* field.
4. Enter the new password in the *New Password* field.
5. Re-enter the new password in the *Confirm New Password* field.
6. Click **SAVE**. You can now use this password to access your account.

7.4.2 Two-Factor Authentication

Two-factor authentication provides additional security to your account and your backup data.

To enable two-factor authentication:

1. Click **Activate 2FA**. The Two-Factor Authentication page is displayed.



2. Download an Authenticator app, depending on your platform.
3. Open the Authenticator app and add your account by scanning the QR code provided in the web application.
4. If you cannot use a QR code, then enter the text code provided in the web application.
5. A six-digit code is generated.
6. Click **NEXT**.
7. Enter the 6-digit code that the application generated.
8. Click **ENABLE** to complete the process of activating the Two-factor authentication.

From now on, every time you sign in to your Account, you are asked to enter a 6-digit code from your authentication app, after you click **SIGN IN**. Click **VERIFY** to verify the code and access the application.

7.4.3 SAML

The Security Assertion Markup Language (SAML) is an open federation standard that allows an identity provider (IdP) to authenticate users and then pass an authentication token to another application known as a service provider (SP).

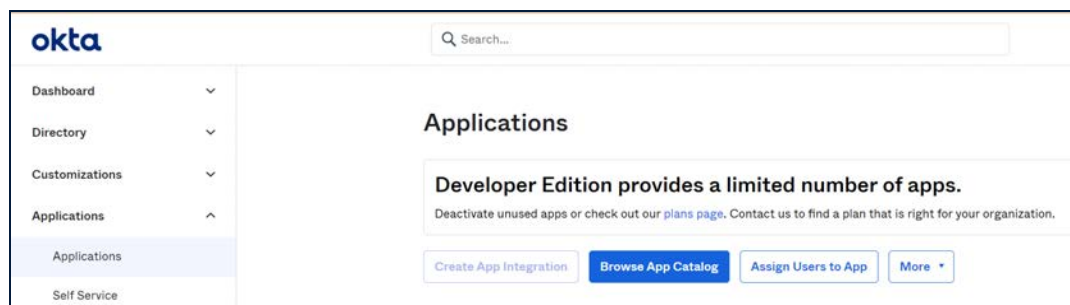
Our backup service supports Okta as its SAML provider.

There are two steps to setting up Okta so that you can use it to log in to backup service:

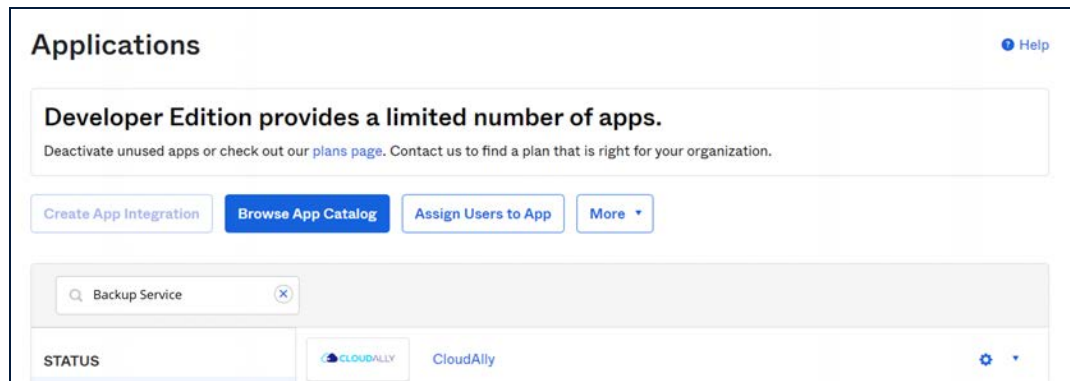
- Setting up our Backup Service in the Okta Application
- Setting up Okta in backup service application

7.4.3.1 Setting up our Backup Service in the Okta Application

- In the Okta application, click **Applications > Applications > Browse App Catalog**.



- In the search bar, enter backup service.



- Click the arrow next to Backup Service SAML, and **Assign to Users** or **Assign to Groups**.
- Click Backup Service SAML, and on the next page, click the **General** tab.
- Scroll down until you see the **App Embed Link** section. Copy the URL that is displayed - you will need this to set up Okta in backup service app.

App Embed Link

Edit

Embed Link

You can use the URL below to sign into the Backup Service from a portal or other location outside of Okta.

https://Bob.smith@okta.com/home/123456789_Backup_service/Ooa2refp3!s2091Re09c

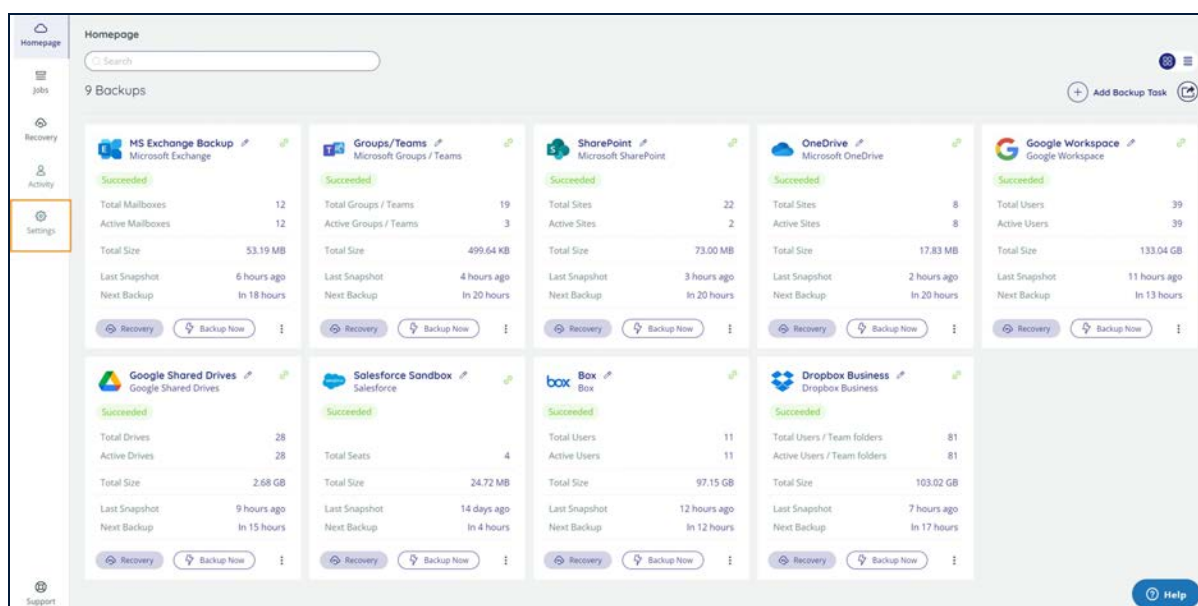
Application Access Error Page

If someone who is not assigned to the application attempts to use an embed link, they will be redirected to a default error page or one that can be customized. An application level setting will override default URL settings.

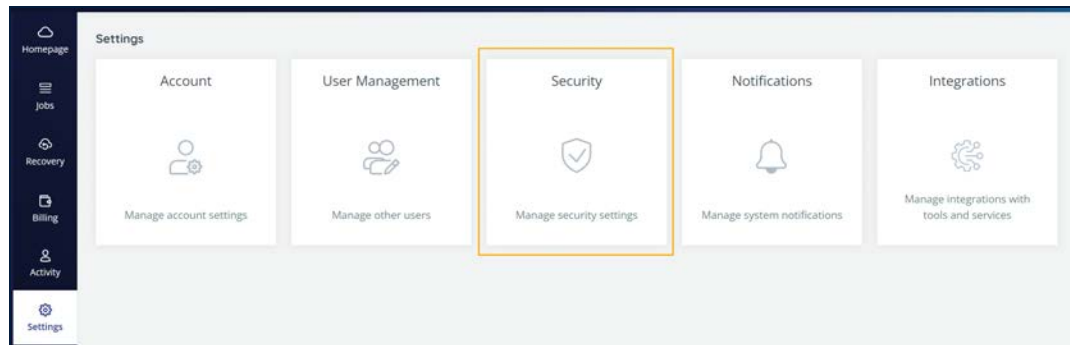
☒ Use the error page setting on the [global settings](#) page
 ☐ Use a custom error page for this application

7.4.3.2 Setting Up Okta in our Backup Service Application

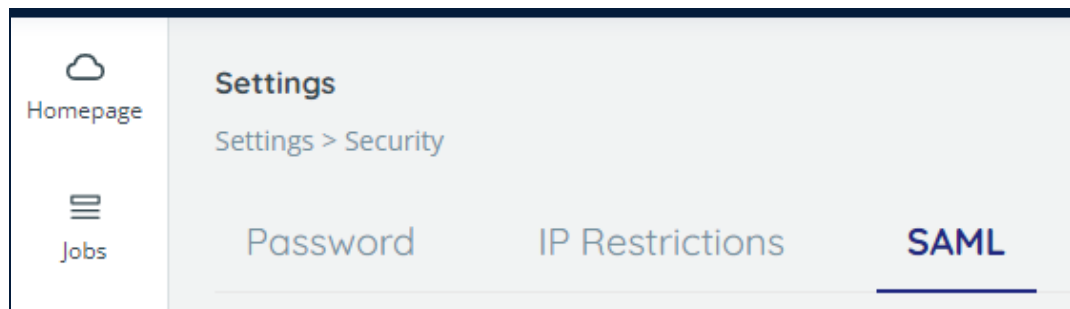
1. From the Homepage, click **Settings** in the Navigation panel.



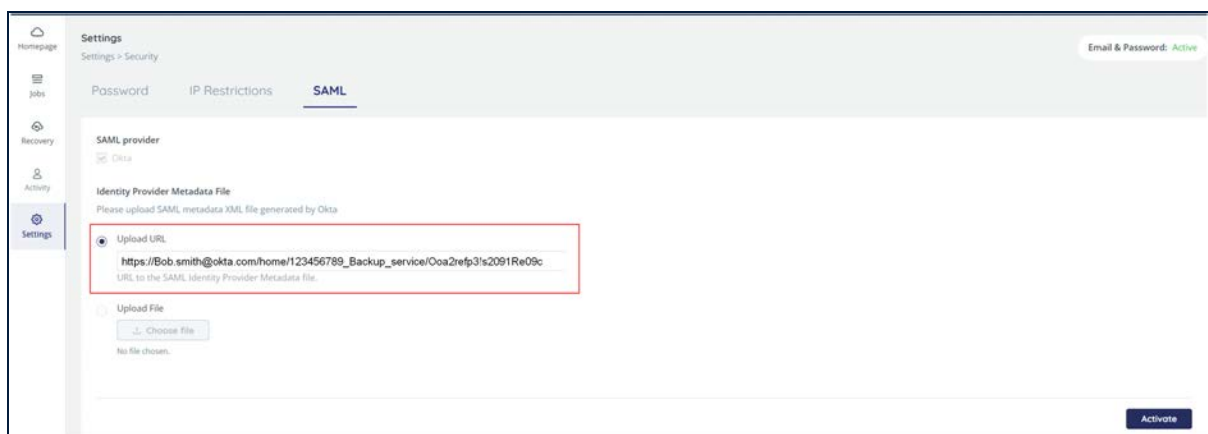
2. On the Settings page, click **Security**.



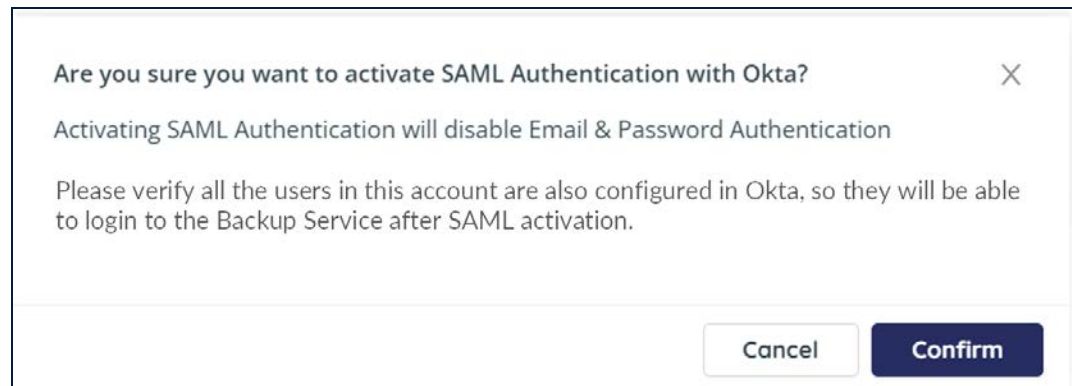
3. Click the **SAML** tab.



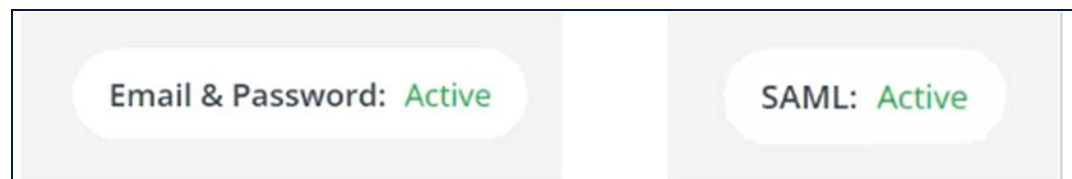
4. Paste the URL that you copied from the Okta site.



5. Click **Activate**.
6. Read the "Are you sure you want to activate SAML Authentication with Okta" message in the next window, and click **Confirm**.



After clicking **Confirm**, the Activate state changes from **Email & Password: Active** to **SAML: Active**.



7.4.4 IP Restrictions

Need fine-grained access control of your endpoints? You can restrict access to the Portal based on the users' IP addresses. This is especially helpful to enforce security policies and prevent unauthorized access by limiting backup/restore requests to company-approved IP addresses, such as an office IP, or a particular VPN.

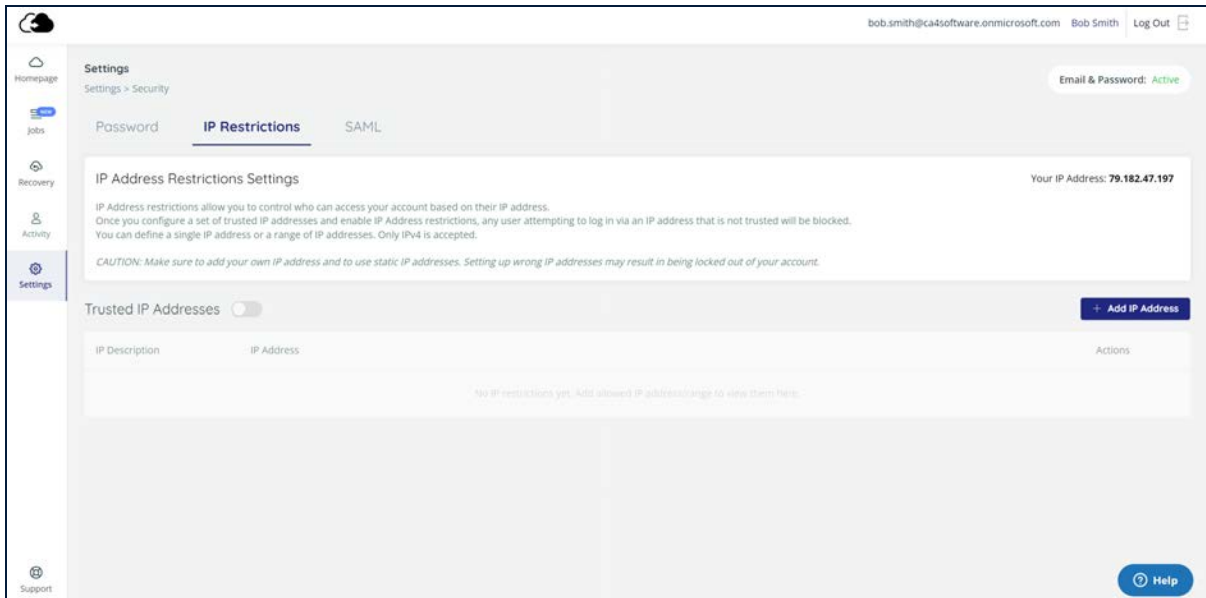
Setting Up IP Restrictions

To enable IP restrictions in your account, first create the list of trusted IP addresses.

IMPORTANT!

It is strongly recommended to use this feature only if you have a static IP address, to prevent users from being locked out.

1. In the *Settings* panel, click **Security**, and then **IP Restrictions**.



2. Click **+ Add IP Address**.
3. Enter one or more IP addresses:
 - a. Enter individual addresses separated by commas, and an optional description.

A screenshot of the 'Add New IP Address' dialog box. It shows 'Your IP Address: 130.248.112.29'. There is a text input field for 'Enter IP Address description (optional)' with the placeholder 'e.g. Office'. Below this, it says 'You can add one or more IP addresses, or a range of IP addresses:'. There are two radio button options: 'Trusted IP Address(es)' (selected) and 'Trusted IP Address Range'. Under 'Trusted IP Address(es)', there is a text input field with the instruction 'Separate multiple IP addresses with \",\"' and an example '192.168.10.5'. Under 'Trusted IP Address Range', there are 'From' and 'To' input fields with an example '192.168.10.0 - 192.168.10.255'. At the bottom right are 'Cancel' and 'Save' buttons.

- b. Or, enter a one or more ranges of contiguous addresses, and an optional description. Multiple ranges could be used to accommodate VPN and internal networks.

The screenshot shows a dialog box titled "Add New IP Address" with a close button in the top right corner. The text "Your IP Address: 79.181.255.0" is displayed in the top right. The main content area has a label "Enter IP Address description (optional)" above a text input field containing "Secondary office". Below this is a heading "You can add one or more IP addresses, or a range of IP addresses:". There are two radio button options: "Trusted IP Address(es)" and "Trusted IP Address Range". The "Trusted IP Address(es)" option is currently selected. Below it, a text input field contains "79.181.255.0" with a note "Separate multiple IP addresses with ','." and an example "Example 192.168.10.5". The "Trusted IP Address Range" option is unselected. Below it, there are two input fields labeled "From" and "To", with "From" containing "79.181.255.0" and "To" containing "79.181.255.16", separated by a hyphen. An example "Example 192.168.10.0 - 192.168.10.255" is shown below. At the bottom right are "Cancel" and "Save" buttons.

4. Once you enter at least one address, the **Trusted IP Addresses** toggle will be turned on. You can always return to disable IP restrictions later on.

The screenshot shows the "Security Settings" page with a sidebar on the left containing links to "Homepage", "Recovery", "Billing", "Security", "Settings", and "Support". The "Settings" link is active. The main content area has a heading "Security Settings" and a subheading "Settings > Security". There are three tabs: "Password", "SAML", and "IP Restrictions", with "IP Restrictions" being the active tab. In the top right corner, there is a status indicator "Email & Password: Active". Below the tabs, the section is titled "IP Address Restrictions Settings" with "Your IP Address: 130.248.112.29" on the right. A paragraph explains that IP Address Restrictions allow controlling access based on IP address and that only IPv4 is accepted. A caution note states: "CAUTION: Make sure to add your own IP address and to use static IP addresses. Setting up wrong IP addresses may result in being locked out of your account." Below this is a toggle switch for "Trusted IP Addresses" which is turned on. To the right of the toggle is a "+ Add IP Address" button. Below the toggle is a table with columns "IP Description", "IP Address", and "Actions". The table contains one row with "Office" as the description and "192.168.10.5, 192.168.10.120, 192.168.40.157, 192.168.60.180" as the IP address. The "Actions" column for this row contains a pencil icon (edit) and a trash icon (delete).

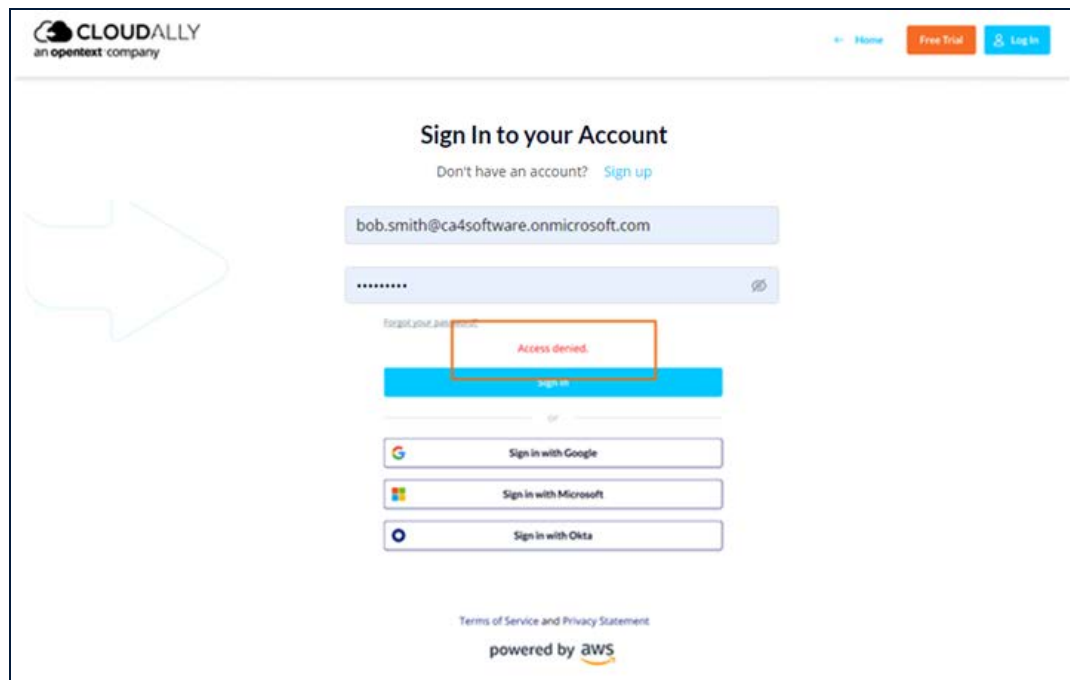
You can edit your list of addresses by clicking the pencil icon, or delete ones that you no longer want on your trusted list by clicking the trash icon.

Note: If you forget to include your own IP address on the trusted list, IP restrictions cannot be enabled.

Your backup service account is now protected from access by users who are not on your list.

Blocking Access

If a user tries to access your backup service account from an untrusted IP address, the following "access denied" error message will appear:



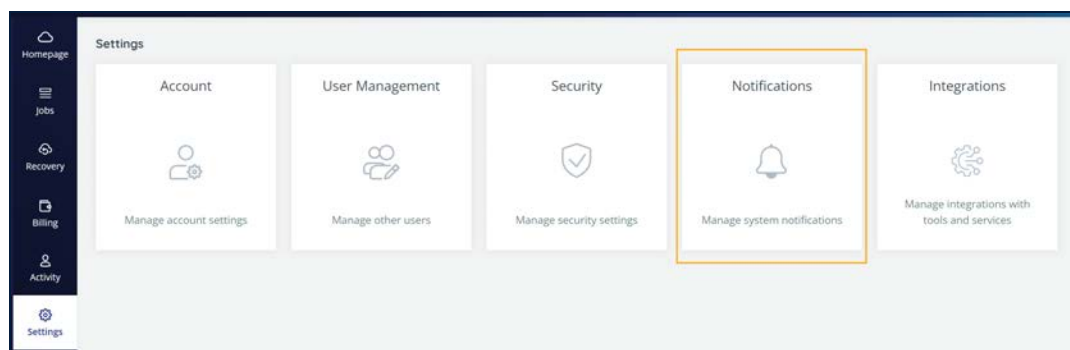
7.4.5 Email Notifications

Whenever you enable or disable IP restrictions, or modify the addresses, backup service will send you an email notification, letting you know what has changed.

7.5 Notifications Settings

This menu option enables you to manage your system notifications.

From the Navigation Panel, click **Settings** > **Notifications**.



The following screen will appear:

Settings
Settings > Notifications

Summary Report ☒

Report Format:

☒ Backup tasks overview [Preview](#)

☐ Backup failure details [Preview](#)

Provide as:

☐ CSV Attachment

☒ Download Link

Report Frequency:
Once A Day

☐ Send the report only in case of backup failure

SAVE

Send Notifications To: [+ Add new recipient](#)

Email	Display Name	Summary Report	Recovery Notification	Exceptions Notification	Auto Discovery Notification	Smart Alerts	Action
Bob.smith@CA44software.onmicrosoft.com	Bob Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Delete

Page 1 of 1
Showing 1-1 of 1

The top of the screen enables you to configure the following options:

- Report Format: Backup tasks overview vs. backup failure details
- CSV Attachment vs. Download Link
- Report Frequency: daily, weekly or monthly
- Send the report only in case of backup failure

To set up a new recipient:

1. Click **+ Add new recipient**.
2. Enter the Email of the recipient and the Display name. The Display name is used in the report email to address the recipient.
3. Select the desired notification types:
 - a. Summary Report
 - b. Recovery Notification
 - c. Exceptions Notification - This notification is sent both when there are backup errors and integration errors. (For integration information, see "Managing Your Account " on page 42.)
 - d. Auto Discovery Notification
 - e. Smart Alerts
4. Click **SAVE** to create the new recipient.

Note: If no one is configured to receive Exception Notifications, then they will be sent to the Primary account user.

Settings
Settings > Notifications > New Email report

User Info

Email Display Name

Notifications

☐ Summary Report ☐ Recovery Notification ☐ Exceptions Notification ☐ Auto Discovery Notification ☐ Smart Alerts

SAVE **Cancel**

7.6 Integrations

The Integrations page displays all of the available integrations to external services and systems, with an option to connect either as a self-service, or by calling Support and providing additional details.

The following types of integrations may be configured on this screen:

- SIEM (Security Information and Event Management)
- RMM (Remote Monitoring and Management /PSA (Professional Services Automation)

7.6.1 Splunk

The first available SIEM integration is with Splunk, using the Splunk HTTP Event Collector (HEC).

Versions Supported:

7.6.2 Which Events are Sent to Splunk?

You can choose to send one or more of the following to Splunk:

Note: Our backup service sends events to Splunk periodically, approximately every 10 minutes.

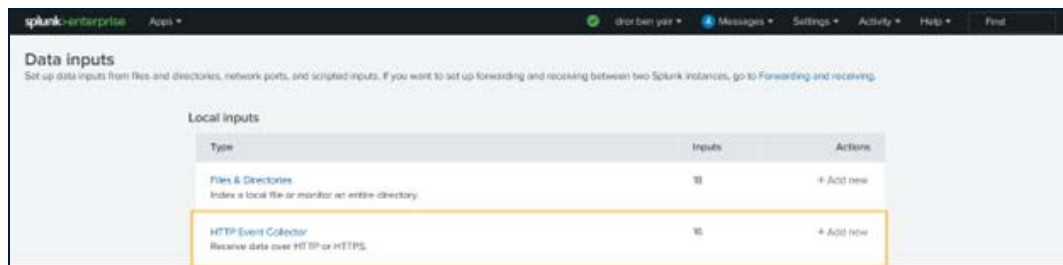
- Customers' activity events, such as backups and restores
- Customers' Security Audit logs (see " Security Audit" on page 45)

7.6.3 Pre-requisite: Setting Up Your Splunk Account

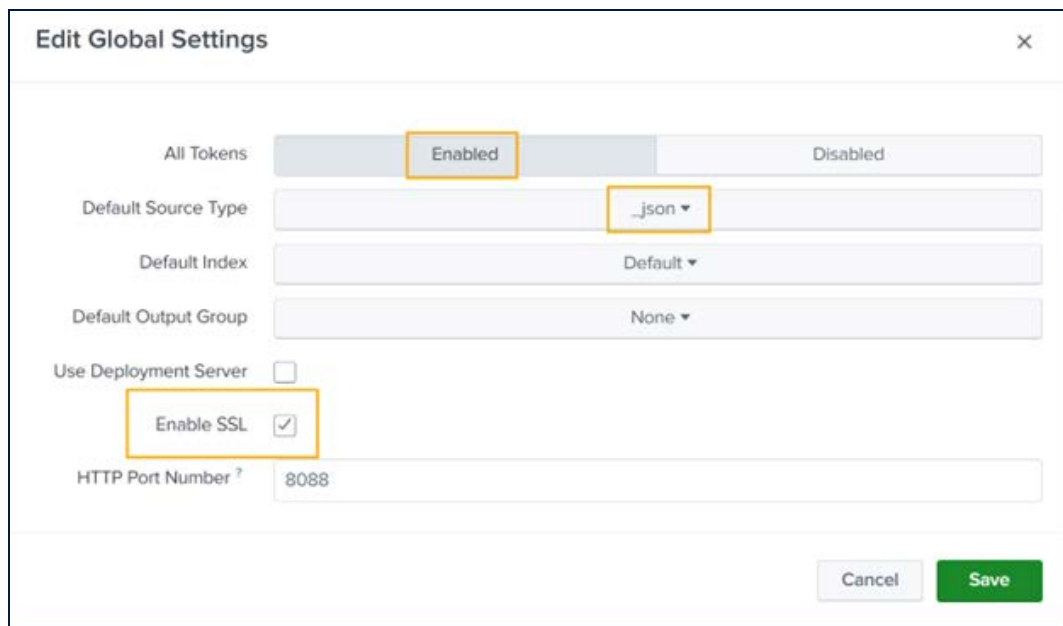
Before you can connect your backup account to Splunk, you first need to establish an account with Splunk and configure the Splunk HTTP Event Collector.

Perform the following steps in the Splunk Admin Console.

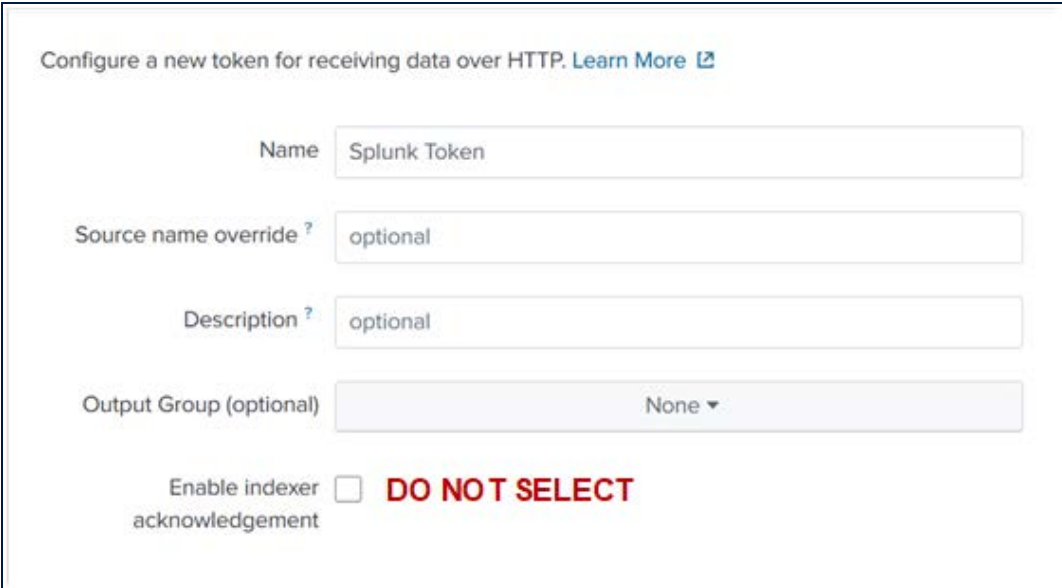
1. Navigate to **Settings>Data Inputs>HTTP Event Collector**.



2. Under the Global Settings option:
 - a. Enable the HTTP Event Collector by setting All Tokens to **Enabled**.
 - b. Choose **json** as default source type.
 - c. Check **Enable SSL**.



3. Under the New Token option, create a new token and copy the value - it will be used in the backup servicePortal.



The screenshot shows a web form titled "Configure a new token for receiving data over HTTP. [Learn More](#)". The form contains the following fields:

- Name:** A text input field containing "Splunk Token".
- Source name override ?** A text input field containing "optional".
- Description ?** A text input field containing "optional".
- Output Group (optional):** A dropdown menu currently showing "None".
- Enable indexer acknowledgement:** A checkbox that is unchecked, followed by the text **DO NOT SELECT** in red.

IMPORTANT NOTE: Do NOT check "Enable indexer Acknowledgment".

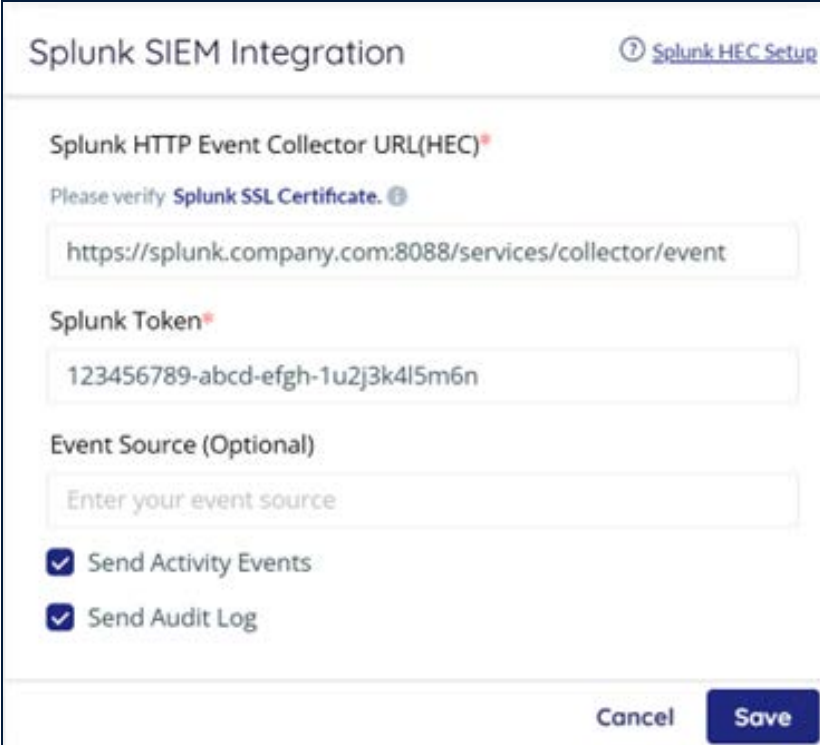
4. Find Your HEC URL.

The standard form for the HEC URL varies, depending on the Splunk software type you have. Find the standard form on this page: [Set up and use HTTP Event Collector in Splunk Web](#).

5. Verify that you have set up an SSL certificate issued by a commonly accepted certificate authority (CA) on the Splunk HEC endpoint.

7.6.4 Setting Up Splunk in the Portal

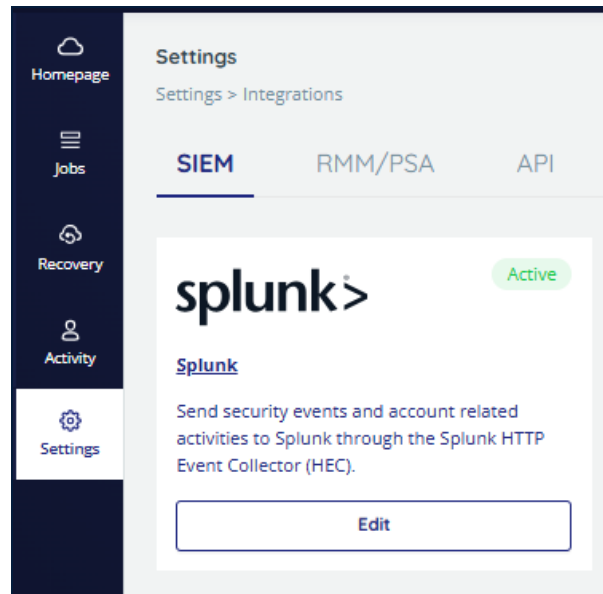
1. From the navigation pane, click **Settings > SIEM**.
2. Click **Splunk > Connect**. Complete the fields on the following screen:
 - a. Enter the Splunk HTTP Event Collector URL.
 - b. Paste the token value that you copied into the Splunk Token field.
 - c. Optional: Add the Event Source, which is the override value to assign to the event data.



The screenshot shows a web form titled "Splunk SIEM Integration". In the top right corner, there is a link "Splunk HEC Setup" with a question mark icon. The form contains the following fields and options:

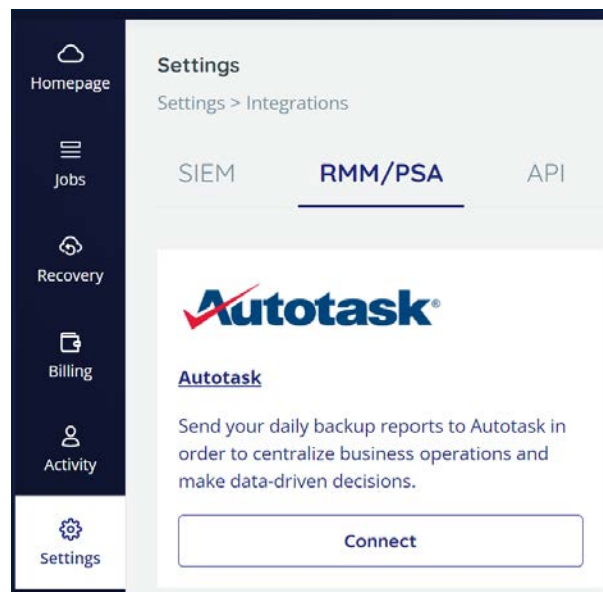
- Splunk HTTP Event Collector URL(HEC)***: A text input field containing the URL "https://splunk.company.com:8088/services/collector/event". Above this field is a note: "Please verify **Splunk SSL Certificate**." with an information icon.
- Splunk Token***: A text input field containing the token "123456789-abcd-efgh-1u2j3k4l5m6n".
- Event Source (Optional)**: A text input field with the placeholder text "Enter your event source".
- Two checkboxes at the bottom:
 - ☒ **Send Activity Events**
 - ☒ **Send Audit Log**
- At the bottom right, there are two buttons: "Cancel" and "Save".

3. By default, there are 2 options at the bottom that are selected. You can de-select any that are not relevant for you:
 - a. Send customer activity events
 - b. Send customer audit log
4. Click **Save**. The Splunk tile will now be Active.
5. To delete the integration, click **Edit > Delete**.



7.6.5 RMM/PSA

The RMM (Remote Monitoring and Management) and PSA (Professional Services Automation) page enables you to connect to Autotask.



Autotask is a PSA platform that provides complete visibility over your business with features like dashboards, sales, CRM, assets, inventory, and billing.

Once you have set up your account with [Autotask](#), open a support ticket. Send us:

- Your Autotask ID
- Your Autotask Password
- The email address you'd like your reports to be sent to.

Once the support representative has enabled Autotask, we will send any backup task failure reports to the email address provided, starting from the next backup cycle.

8 Managing Subscriptions and Payments

8.1 Subscribing to Our Backup Service

Once the trial period has ended, you need to subscribe to backup service to access and manage your backups, otherwise your backed up data will be deleted.

To subscribe to a plan:

1. Click the **Subscribe** link displayed in your account. Alternatively, you can click the **Billing** option of the Navigation Panel.

The *Review Billing* page is displayed with the option to select either **MONTHLY** or **ANNUAL** billing options.

Note: You can subscribe before the end of the trial period, and the payment period will start after the trial period is over.

2. Click **MONTHLY** or **ANNUAL**, depending on your preference.

You are redirected to the *Payment Details* page. Fill in the billing and credit card details to finish the subscription process. Refer to [Payment Details](#) for more information.

8.1.1 Monthly Subscriptions

When you subscribe to a monthly plan, the credit card that you registered in the *Billing > Payment Details* page will be charged the amount that you owe.

Our backup service's billing is handled by a PCI-compliant payment processor.

To finalize your subscription, enter your credit card details and general billing information, and then click **Subscribe**.

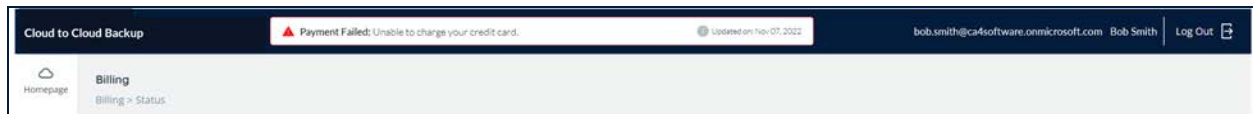
The initial payment will be charged at the end of your 2-week trial period.

A receipt will be emailed to you each month after you are charged.

If backup service is unable to charge your credit card (e.g., because it has expired), you will be notified by email. Additionally, a message will appear in the application

that you need to go to the *Billing Status* page so you can review your billing details, and then update your credit card information if necessary.

Note: The billing status is usually updated within a few minutes after the payment is complete. If the status has not updated after 24 hours, please contact our backup service support.



Note: The monthly payments are processed automatically once you provide the required information in the Payment Details section, and it has been verified that your credit card is valid. To disable automatic payment processing, please contact our backup service support. Instead, you will start receiving monthly invoices for the payments.

8.1.2 Annual Subscriptions

When you subscribe to an annual plan, you will receive a confirmation message that your request has been submitted, and then our backup service support will send you an email, asking that you confirm your annual subscription request.

Once you have confirmed, backup service will email an invoice to you, payable in 30 days by credit card, PayPal, or bank transfer.

After the initial payment, backup service will send you an invoice 30 days before your payment is due, in 11 months. You will also be reminded that your annual subscription is due online:

Note: The billing status is usually updated within a few minutes after the payment is complete. If the status has not updated after 24 hours, please contact our backup service support.

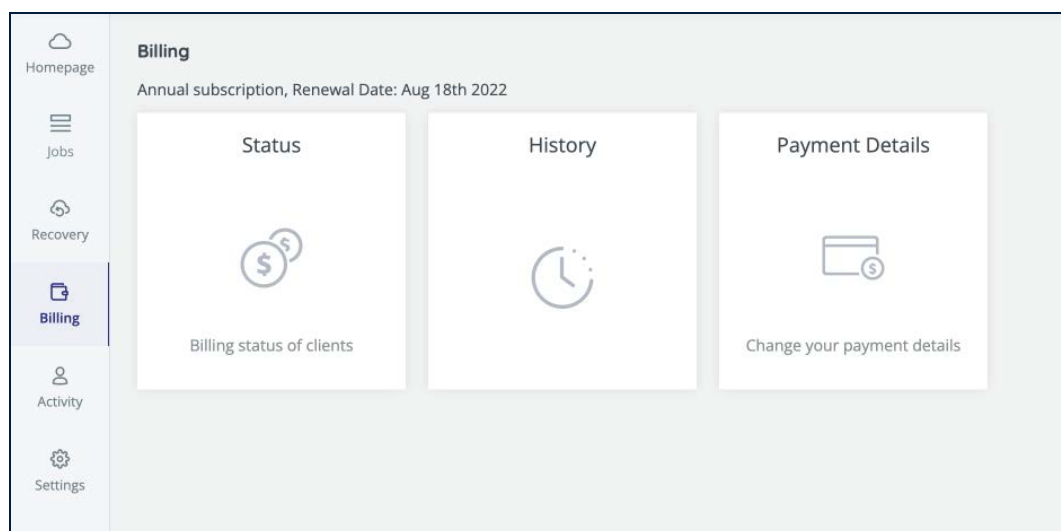


Should you fail to make your annual payment, you will be reminded with a message like this:



After you finalize your subscription, the *Billing > Payment Details* page displays additional billing management options and provides a brief summary of the payment information for the current period and the next payment date.

8.2 Payment Details



The *Payment Details* page contains the information used for billing.

8.2.1 Monthly Subscriptions

If you have chosen a monthly payment plan, you can update your credit card and billing details here:

The screenshot shows the 'Billing > Payment' page. It has two main sections: 'Credit Card Details' and 'Billing Details'. The 'Credit Card Details' section has a 'Card Number' dropdown menu showing 'CREDIT: XXXX-XXXX-XXXX-1111 (12/2023)' and buttons for 'ADD NEW CARD', 'ACTIVATE CARD', and 'Delete card'. The 'Billing Details' section contains various input fields: 'Currency' (EUR), 'First Name' (Bob), 'Billing Email' (bob.smith@ca4software.onmicrosoft.com), 'Company Name' (12345), 'Address Line 1' (123 Main Street), 'Country' (United Kingdom), 'City' (Anytown), 'Phone number' (2011234567), 'Payment Day' (5), 'Title' (Mr), 'Last Name' (Smith), 'Company Tax Id' (12345), 'Address Line 3', 'State', 'Zip Code/Postal Code' (12345), and 'Email Invoice/Receipt' (Link selected, Attachment unselected). An 'UPDATE BILLING DETAILS' button is at the bottom right.

8.2.1.1 Add New Card

The **ADD NEW CARD** option enables you to define your card information for a monthly subscription payment.

The screenshot shows the 'Billing >> Payment details' page. It includes a header with 'Billing >> Payment details' and 'Monthly subscription, next payment: Dec 13th 2020'. The 'Credit Card Details' section shows a 'Card Number' dropdown with 'undefined: XXXX-XXXX-XXXX-444...'. Below it are 'ADD NEW CARD', 'ACTIVATE CARD', and 'Delete card' buttons. The 'Add new card details' section has a 'Card Holder's Name' input field and a 'Card Number' input field with a blue card icon and labels for 'Card Number', 'MM / YY', and 'CVV'. An 'ADD NEW CARD' button is at the bottom right.

To create a new payment method:

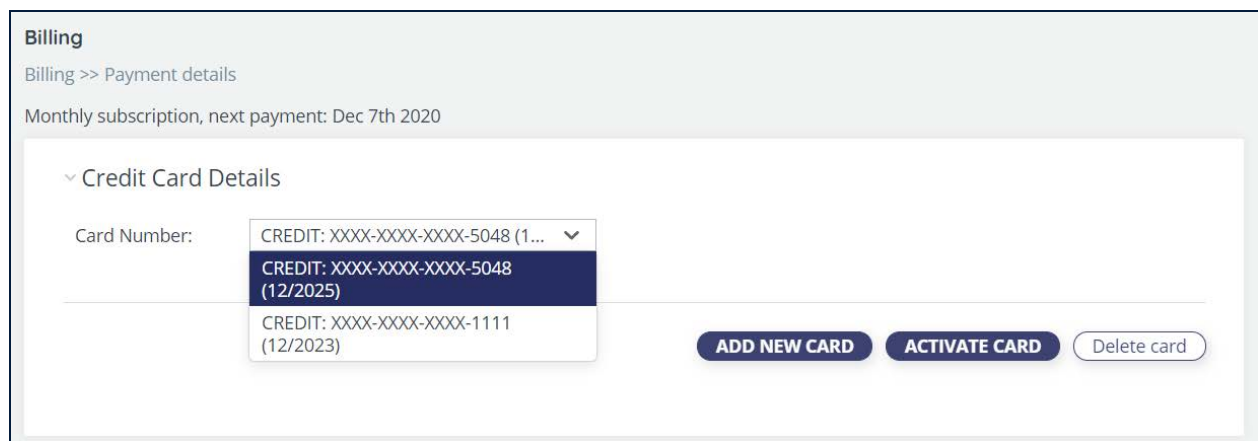
1. Click **ADD NEW CARD**.
2. Enter the card details such as Card Number, CVV, Card holder's name, and card expiry date.
3. Click **ADD NEW CARD**.

The new card information is saved and activated, and you can use this card.

8.2.1.2 Change Payment Method

To change your existing payment method:

1. Click the drop-down list and select the payment method from the Cards Number drop-down list.
2. Click the payment method from the list (the screen shot below depicts choosing a different credit card).
3. Click **ACTIVATE CARD** to set the selected card as the preferred payment method.



The screenshot shows the 'Billing >> Payment details' page. At the top, it says 'Monthly subscription, next payment: Dec 7th 2020'. Below this is a section titled 'Credit Card Details'. Under this section, there is a 'Card Number:' label followed by a dropdown menu. The dropdown menu is open, showing three options: 'CREDIT: XXXX-XXXX-XXXX-5048 (12/2025)' (highlighted), 'CREDIT: XXXX-XXXX-XXXX-5048 (12/2025)', and 'CREDIT: XXXX-XXXX-XXXX-1111 (12/2023)'. To the right of the dropdown menu are three buttons: 'ADD NEW CARD', 'ACTIVATE CARD', and 'Delete card'.

The details section displays billing information such as Currency, Title, Name, and Billing email.

4. Below, there are more fields in the Billing details section. The Company Tax ID field indicates your company tax ID. (This is mandatory for Israeli companies.)

Note: Due to Value-added tax (VAT), Israeli companies must include their Tax ID. Therefore, the Company Tax ID field is mandatory for Israel, and if this field is not completed, our company will not be able to provide you with backup services.

▼ Billing Details

* Currency:	<input type="text" value="USD"/>	Title:	<input type="text"/>
* First Name:	<input type="text"/>	* Last Name:	<input type="text"/>
* Billing Email:	<input type="text"/>	Company Tax Id:	<input type="text"/>
* Company Name:	<input type="text"/>	* Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>	Address Line 3:	<input type="text"/>
* Country:	<input type="text"/>	State:	<input type="text"/>
* City:	<input type="text"/>	* Zip Code/Postal Code:	<input type="text"/>
* Phone number:	<input type="text"/>	Email Invoice/Receipt:	<input type="radio"/> Link <input checked="" type="radio"/> Attachment

UPDATE BILLING DETAILS

5. Update the required fields. The fields marked with the * symbol are mandatory.
6. Click **UPDATE BILLING DETAILS**.
7. The updates are saved.

You can choose whether you want to receive the Invoices or Receipts as a link or as an attachment to the email.

Note: You can change the billing currency by contacting our backup service support.

8.2.2 Annual Subscriptions

If you have chosen an annual payment plan, you can update your billing details here. When you are done, click **SAVE**.

The screenshot shows the 'Billing' section of the interface. The left sidebar contains links for Homepage, Jobs, Recovery, Billing (selected), Activity, Settings, and Support. The main content area is titled 'Billing > AnnualSubscription' and shows 'Annual subscription, Renewal Date: Oct 19th 2023'. Below this, there are two sections: 'Billing Details' and 'Billing contact'. The 'Billing Details' section contains fields for Subscription Starting Date (November 3, 2022), Currency (USD), Country (United States), State (New York), City (New York), Zip Code/Postal Code (61234), Company Name (Pizza Perfecto), Company Tax Id (987654321), Company Address (14652 Broadway), and Purchase Order Number (Optional) (4350123). The 'Billing contact' section contains fields for First Name (Bob), Last Name (Smith), and Billing Email (Bob.smith@catsoftware.onmicrosoft.com). A 'Help' button is located at the bottom right of the form.

8.3 Billing Status

Annual Subscription

When you have paid your annual subscription, this page displays the next payment forecast for the upcoming payment date. The details include Service type and backup name, Quantity, Unit Price, and the Total Amount.

The screenshot shows the 'Billing' section of the interface. The left sidebar contains links for Homepage, Jobs, Recovery, Billing (selected), Activity, Settings, and Support. The main content area is titled 'Billing > Status' and shows a note: 'Note: The billing status is usually updated within a few minutes after the payment is complete. If the status has not updated after 24 hours, please contact support.' Below this, there is a table with the following data:

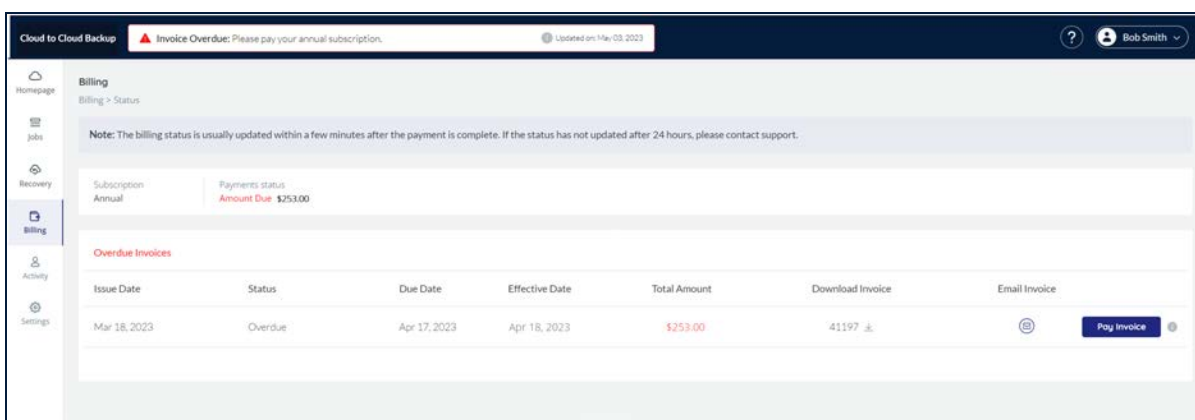
Subscription	Payments status	Next renewal date	Forecast for next payment
Annual	Paid	Sep 12, 2023	\$226.80

Below the table, there is a 'Payment Forecast' section with a table showing the following data:

Service	Total Quantity	Billable Quantity	Unit Price	Total Amount
MS Exchange (365)	6 mailboxes	6 mailboxes	\$37.80	\$226.80

When your subscription amount becomes due, the Billing Status page displays the following information:

- **Issue date** - the date the invoice was issued
- **Status** - Paid, Due or Overdue
- **Due Date** - the date by which the invoice must be paid.
- **Effective Date** - the date the subscription period begins.
- **Total Amount** - amount owed.
- **Download Invoice** - Click this to download a PDF copy of your invoice.
- **Email Invoice** - Click this to send an invoice to your email address.
- **Pay Invoice** - Click this to directly pay the amount owed online.



You can click **Pay Invoice**, and you will be directed to the following screen, where you can pay your invoice via PayPal or by credit card:

Cloud-to-Cloud Backup

**bob.smith@ca4software.com, 1
year backup starting September
28, 2022, HR MS 365 Bundle Plan -
Comprehensive Microsoft 365
Backup Billed Per User**

Buyer

bob.smith@ca4software.com

Due date

Apr 17, 2023

Total

\$1,890.00

morning by Green Invoice is not part of the interaction between the
business and its customers, and is not liable for the goods & services
offered by the business, and/or the business' use of the customer's
credit cards.

Choose payment method

Pay With PayPal

On the Paypal page, you can also pay
by credit, without the need for a user
account

Monthly

Similarly, if there was a problem with your monthly subscription payment, the status will look as follows:

Cloud-to-Cloud Backup

Payment Failed: Unable to charge your credit card.

Updated on Nov 07, 2022

bob.smith@ca4software.onmicrosoft.com Bob Smith Log Out

Homepage

Billing

Jobs

Recovery

Billing

Activity

Settings

Billing > Status

Note: The billing status is updated once a day. If you made any recent payments it will be reflected in the next 24 hours.

Subscription

Monthly

Payments status

Amount Due \$51.52

Update credit card details





Unpaid Bills

Issue Date	Due Date	Effective Date	Total Amount
Jun 20, 2022	Jun 20, 2022	Jul 1, 2022	\$12.88
May 20, 2022	May 20, 2022	Jun 1, 2022	\$12.88
Apr 20, 2022	Apr 20, 2022	Mar 1, 2022	\$12.88
Mar 20, 2022	Mar 20, 2022	Apr 1, 2022	\$12.88

From here, click **Update credit card details** and provide the new information.

8.4 History

This page displays the history of payments.

Billing			
Billing >> History			
Monthly subscription, next payment: Dec 13th 2020			
Reference Number	Issue Date	Due Date	Amount
68277 	November 13, 2020	November 13, 2020	\$143.45
67599 	October 13, 2020	October 13, 2020	\$44.65
67134 	September 13, 2020	September 13, 2020	\$48.40
66837 	August 13, 2020	August 15, 2020	\$44.65
Page 1 of 1			Showing 1-4 of 4

By clicking on the reference number, you can download the receipt, which provides details about the number of backed-up accounts or the amount of stored data, and the total amount paid. It also displays the payment method used.

An example of a receipt is displayed below.

To: pizza-perfecto.com – PPV001

Pizza Perfecto Ltd
18 Mozarella Lane
United Kingdom ID 307 123 08

Backup Service, Inc.

Tax ID: 5145966667
123 Commerce Lane
Anytown, USA 12345

www.backupservice.com

Invoice / Receipt 51646

Certified Copy

26 April 2023

Invoice / Receipt for admin@pizza-perfecto.com, 1 year backup starting April 22, 2021, GBP

QTY	Description	Price	Total
70	Dropbox 696.56 GB	16.25 GBP	1,137.50 GBP
Subtotal			1,137.50 GBP
VAT 0%			0.00 GBP
Total payable			1,137.50 GBP

Payments Details

Type	Description	Date	Amount
PayPal	Account 12345678 / Transaction # 987654321	26 April 2021	1,137.50 GBP

Total **1,137,50 GBP**



Invoice / Receipt for Proforma Invoice 11392
Paid with PayPal
Merchant Account: KQMTW2PHR5CUG

Signature: *Joseph Mozarella*

Secured Electronic Signature
Digital Document Signed by **Green Invoice #**

Created 26/04/2021 16:29 | Invoice / Receipt 51646 | page 1 of 1

8.5 Billing Notification Messages

Administrators can define whether individual users will see the Billing Notification Messages on their screens (e.g., Payment Due, Payment Overdue, Payment Failed).

To turn notifications on or off:

1. From the Navigation Panel, click **Settings > User Management**.
2. For an existing user, click the pencil icon next to the user's name.
For a new user, the notification options will appear when you define the new user's details.
3. Click **View billing notification messages** on or off.

The screenshot shows the 'Settings > User Management > New user' page in the Google Workspace Admin console. The page has a left-hand navigation panel with icons for Homepage, Jobs, Recovery, Billing, Activity, and Settings. The main content area is divided into two columns. The left column is titled 'Operations' and contains a 'General' subsection with several checkboxes: 'View Account setting page', 'View billing page and manage payment details', 'View billing notification messages' (which is checked), 'View support page', 'View account activity', 'Show all your support tickets', 'Manage Notifications', and 'View backups page'. Below this is a 'Backup Tasks' subsection with checkboxes for 'Activate new backup tasks', 'Modify backup tasks', 'Delete backup tasks', and 'Restore backup tasks'. The right column is titled 'Services' and contains an 'All' subsection with checkboxes for various services: Microsoft Exchange, Microsoft Groups / Teams, Microsoft SharePoint, Microsoft OneDrive, Google Account, Salesforce, Dropbox Business, Box, Google Workspace, Google Shared Drives, and IMAP. At the top of the main content area, there are fields for 'Email' (containing 'bob.smith@ca4software.onmicrosoft.com'), 'Password' (masked with dots), 'Type' (set to 'Email'), and 'Role' (set to 'Custom').