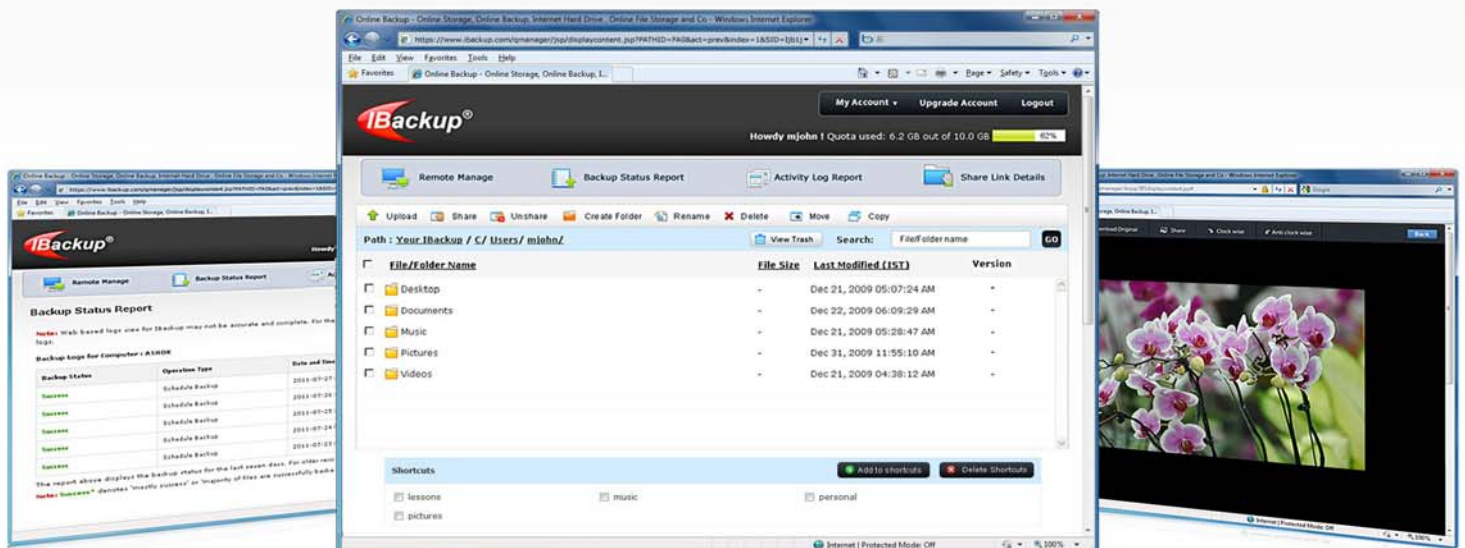


Access, manage and share backed up files and folders via the web

Features backup and restore, file search, image gallery and versioning options



For any assistance, call us at

1 800 949 3555

On business days from 6:00 AM to 6:00 PM PST

Web-Manager - User Guide

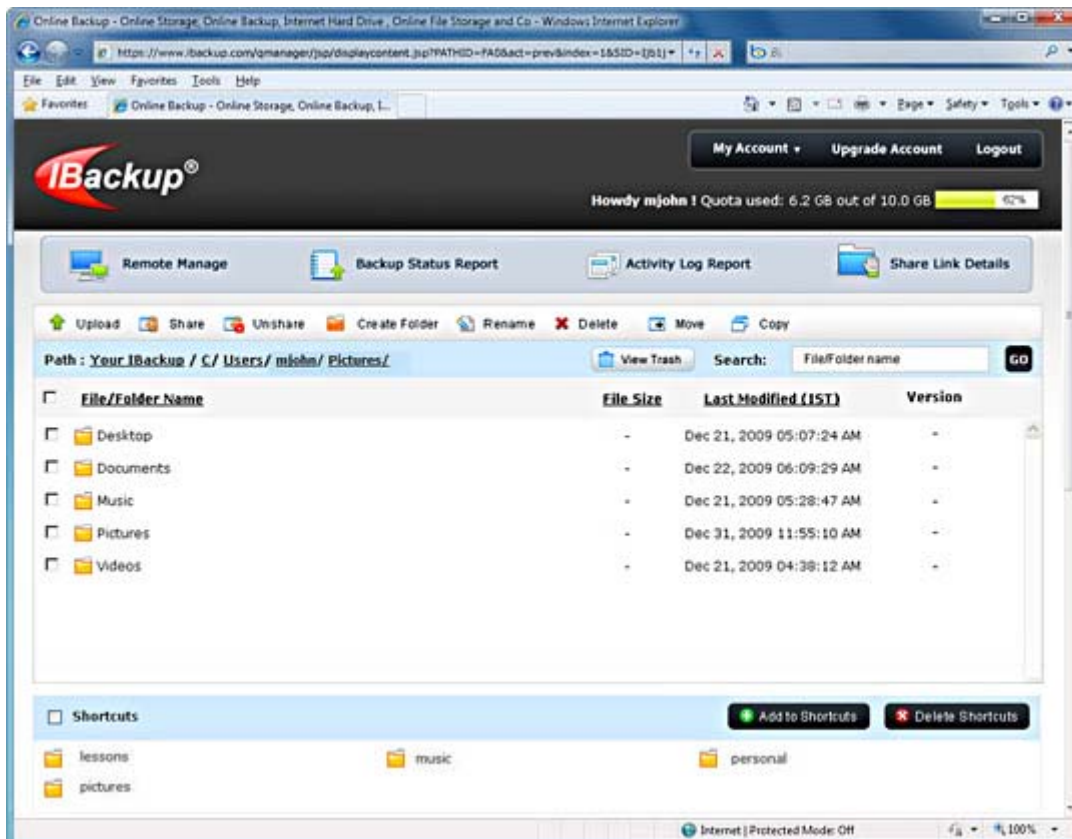
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Introduction

Web-Manager, IBackup's browser based application makes it easy to access, manage, share and restore files / folders backed up from your desktop application or via the web.

Via any browser, login to your account at <http://www.ibackup.com/> with your IBackup Username and Password.



From the web, you can do the following:

- File and folder operations
- Share with associates
- Account Maintenance
- View log reports for your IBackup account

File folder operations

Download File

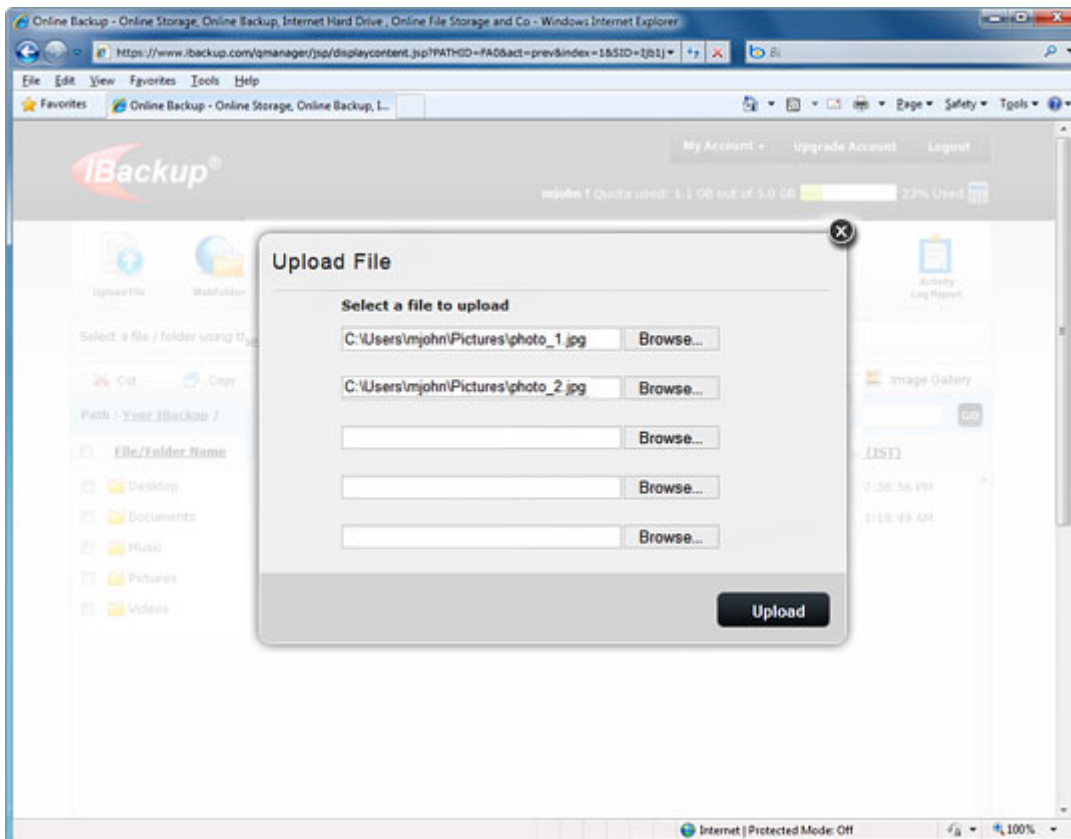
You can download files from your IBackup account to your local computer.

Just click the file that you want to retrieve to your machine. You are prompted to save it to your computer or open it directly in your online account using the appropriate application.

Upload File

You can upload files from your computer to your IBackup account.

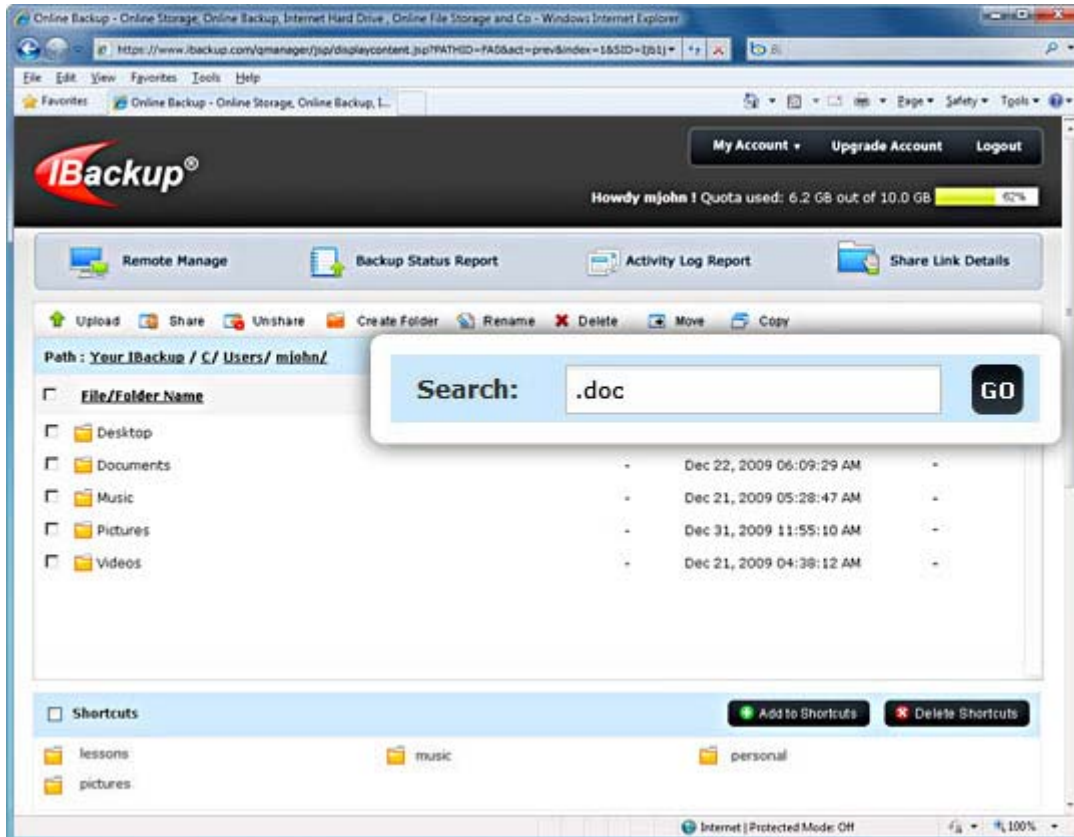
Click the 'Upload File' icon, browse to select the file(s) that you want to upload and click the 'Upload' button.



Search

You can easily locate files and folders backed up to your online account.

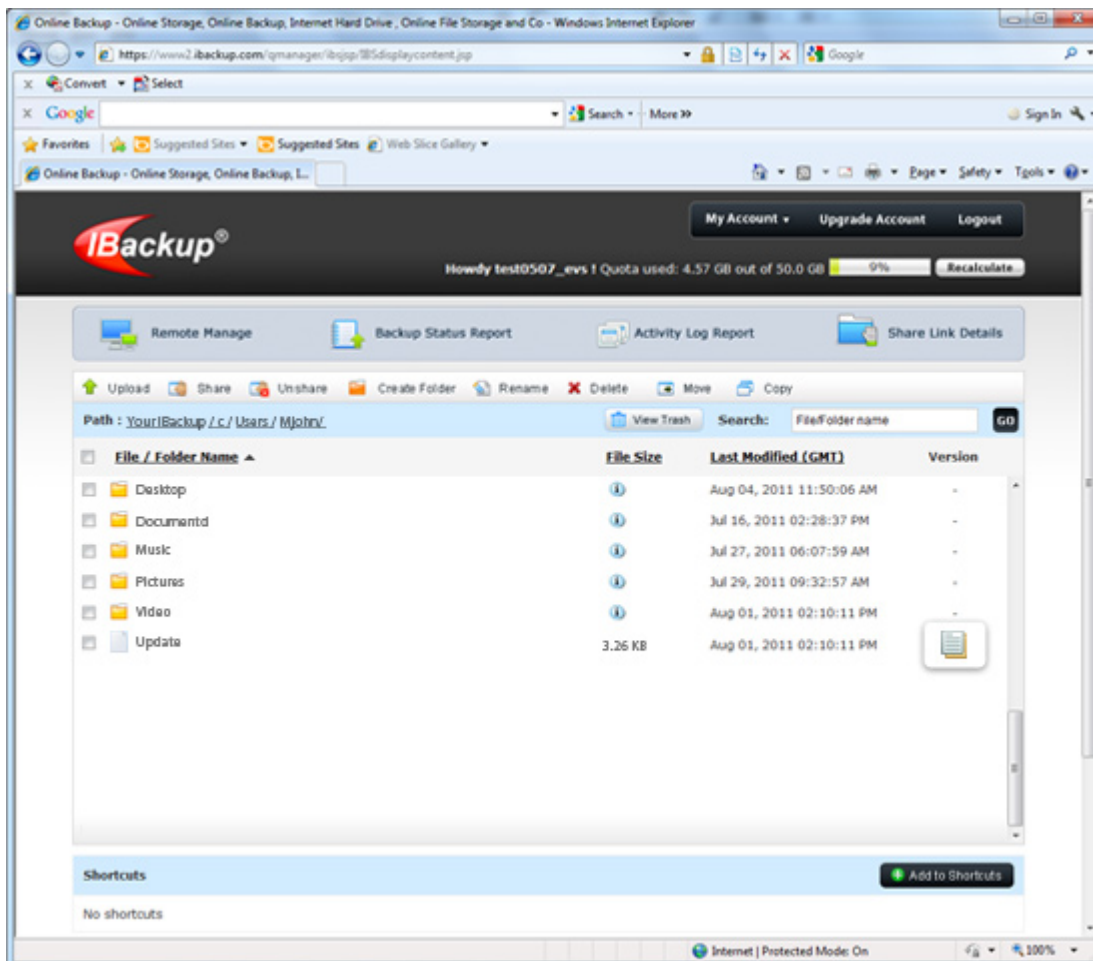
Enter the search criteria and click the 'GO' button. All relevant files and folders are displayed.



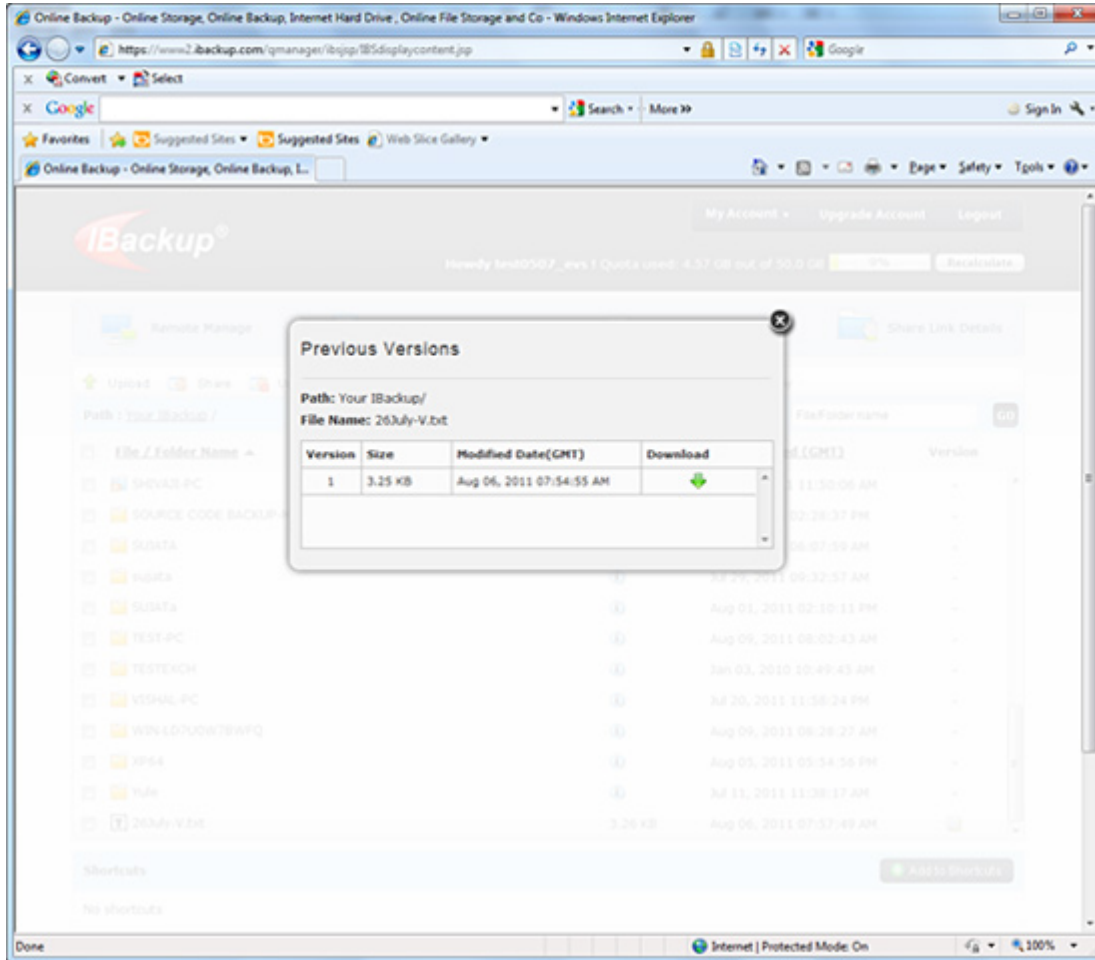
Versioning

IBackup retains previous versions of all files backed up to your account. Currently, you can restore 30 previous file versions to any location on your local computer.

The latest file version is listed in Web-Manager interface. To restore previous versions of a file, click on the version icon.



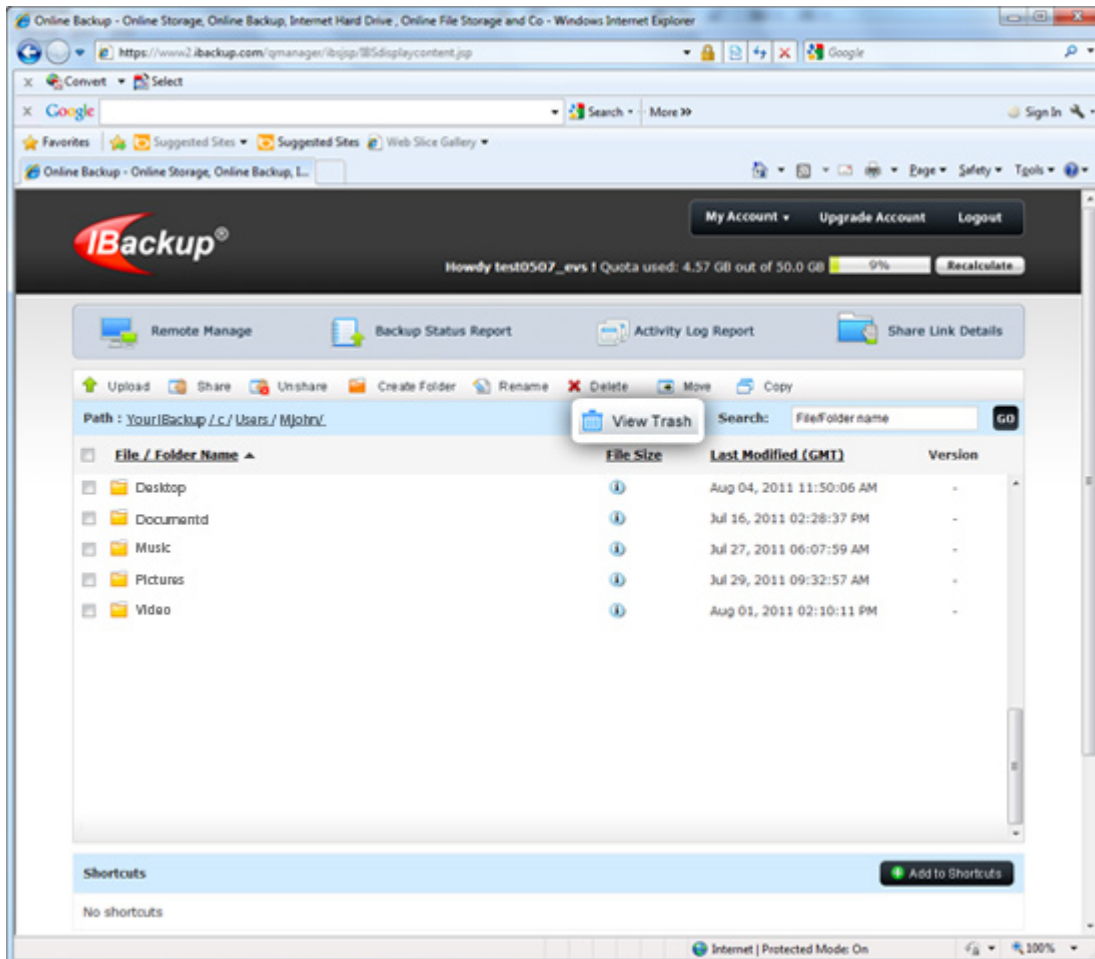
Select a particular version from the 'Previous Versions' screen displayed and click on the 'Download' icon.



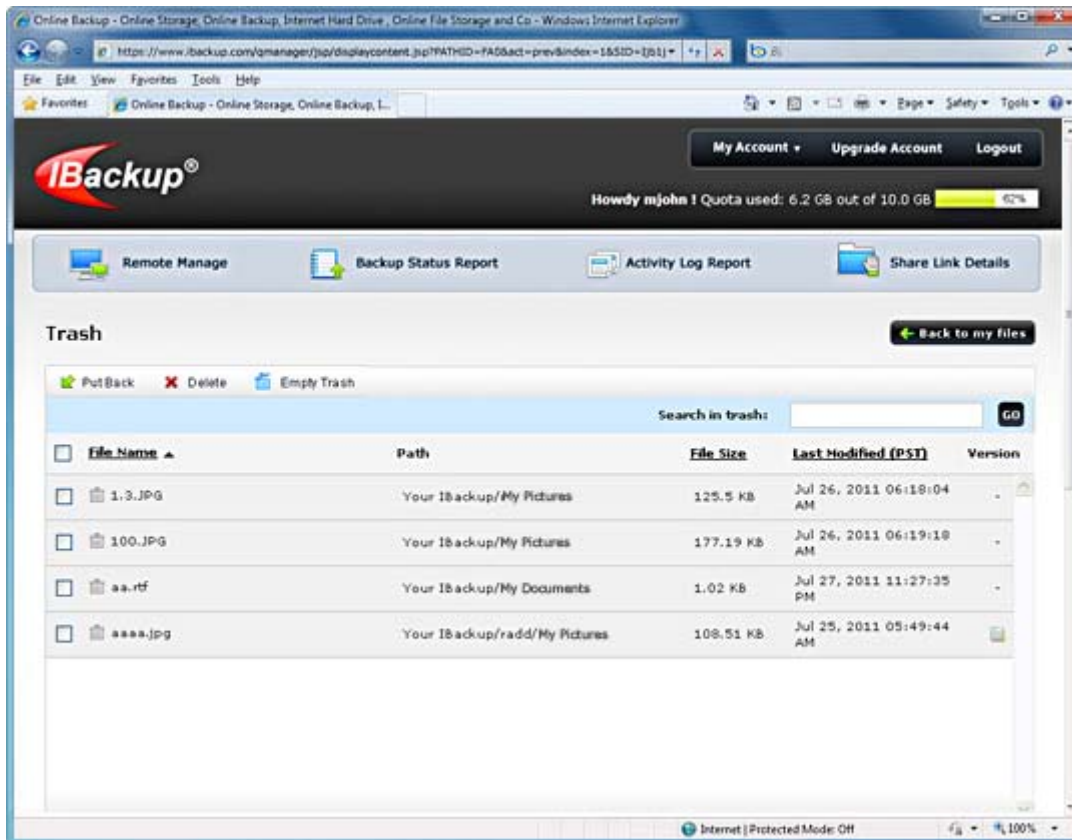
Trash

Web-Manager allows you to restore all deleted files from trash. The files in trash are automatically deleted after 30 days.

To retrieve your files from Trash, click the 'View Trash' button.



The files deleted from your IBackup account are listed.



Select the check box to retrieve the desired files. Click on the 'Put Back' icon on the menu bar. A confirmation message is displayed. Click on 'Yes' to restore the file to the original location in your IBackup account or click 'No' to cancel.

To delete files permanently from Trash, select the desired files and click on the 'Delete' icon. A confirmation message is displayed. Click on 'Yes' to delete or click 'No' to cancel.

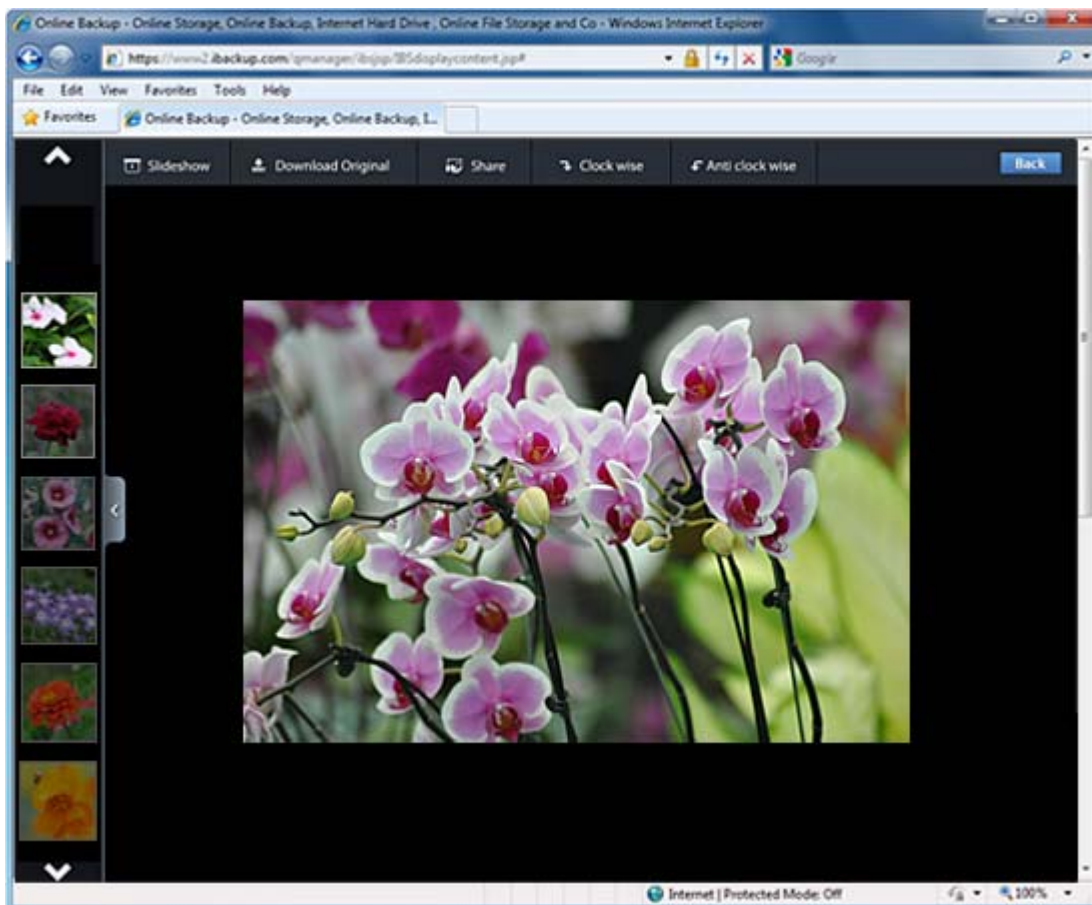
To clear all the files / folders in your Trash, click 'Empty Trash'.

Image Gallery

Image Gallery displays images including photos backed up to your IBackup account. Login to your IBackup account at <http://www.ibackup.com/> and click 'Image Gallery'. If there are images present in your account, the 'Image Gallery' icon is displayed. Click on the icon to open up the gallery and view the images.

The Image Gallery feature has the below options:

- **Slideshow** - see the images as an automated slide show.
- **Download original** - download the image and save it on your local machine.
- **Share** - share an image with friends /associates.
- **Clock wise / Anti clock wise** - change the images orientation. (This feature is currently not supported in Internet Explorer)



Move/Copy

Move or copy a file / folder from one location in your IBackup account to another.

Delete

To delete a file / folder from your IBackup account, select it and click the 'Delete' icon. The deleted files are moved to Trash.

Create Folder

You can create a new folder in your online account.

Click 'Create Folder', provide a suitable name for the folder and click the 'Create Folder' button. To create a new folder under an existing one, browse to it and click the 'Create Folder' icon.

Rename

You can rename files and folders in your IBackup online account.

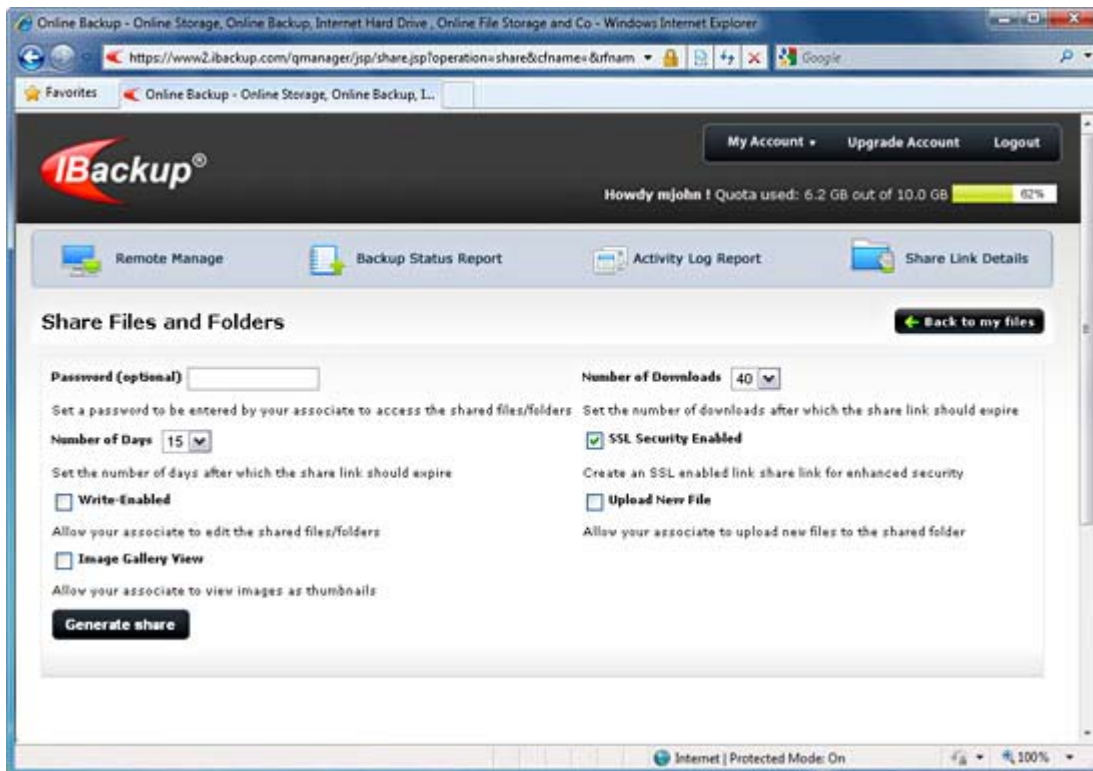
Select the file / folder that you want to rename and click 'Rename'. Provide a suitable name for the file / folder and click the 'Rename' button.

Share Files/Folders

Share

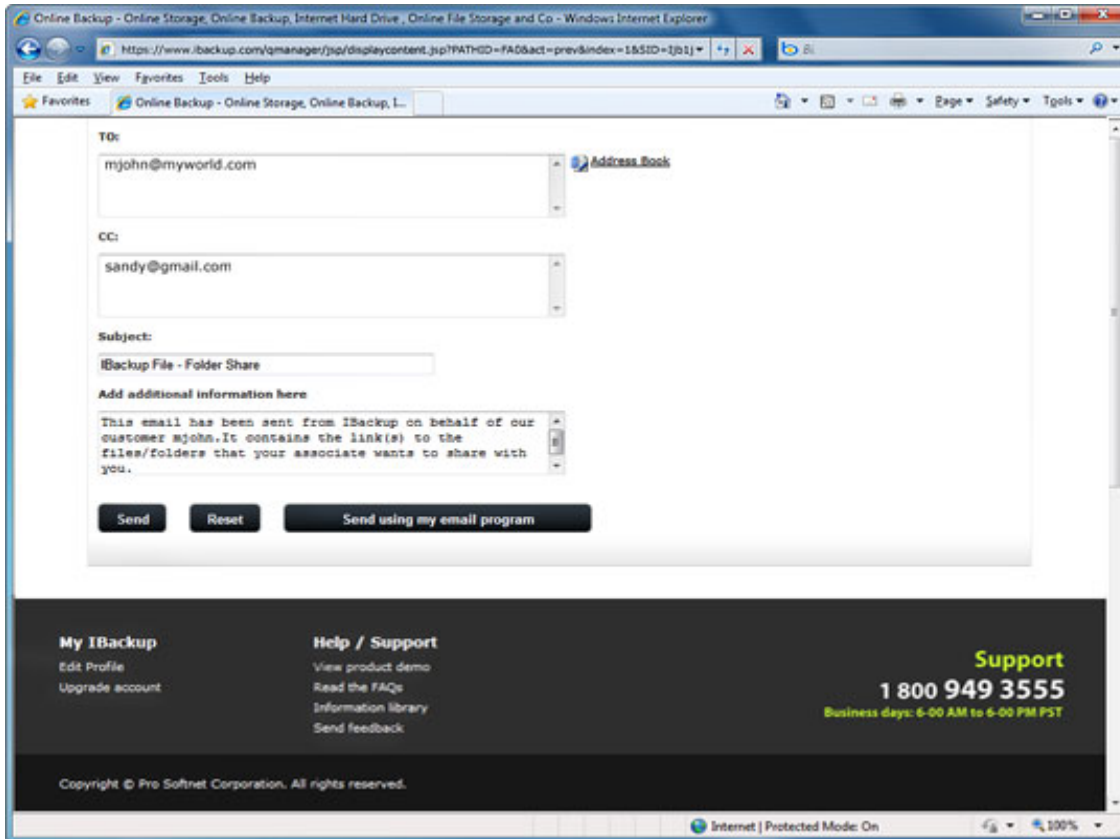
You can collaborate with your associates by generating share links to files and folders backed up to your account and emailing the same to your associates.

To do this, select the file(s)/folder(s) that you want to share and click 'Share' icon. On the share screen that is displayed you can choose from the share permissions.



- **Password (optional):** Set the password to be entered by your associate to access the shared file/folder.
- **Number of Downloads:** Set the number of downloads allowed before the share link expires.
- **Number of Days:** Set the number of days for which the shared file/folder can be accessed by your associates.
- **SSL Security Enabled:** Create an SSL enabled link.
- **Write-enabled:** Allow your associate(s) to modify and upload the shared files.
- **Upload New File:** Allow your associate(s) to upload files to the shared folder.
- **Image Gallery View:** Allow your associate(s) to view the images as thumbnails and slideshow.

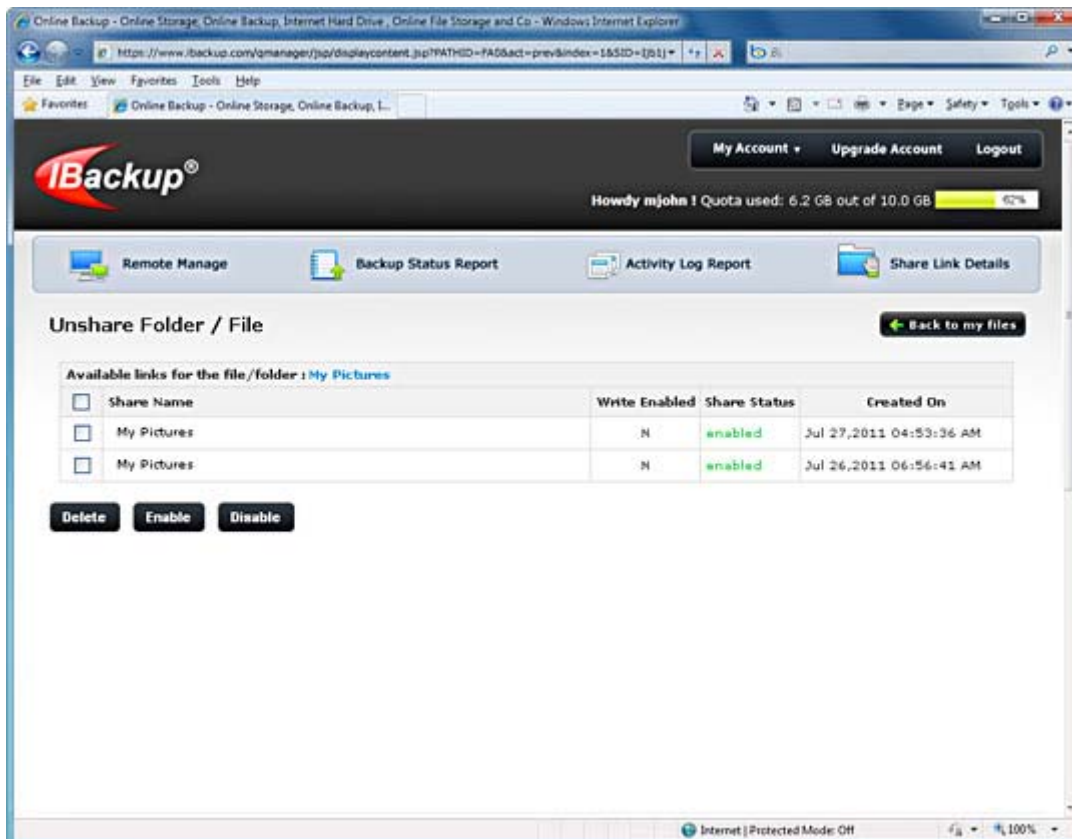
Enter the email address of your associate(s) and click the 'Send' button.



Unshare

You can unshare the files and folders that you have shared without moving them to another location or renaming them.

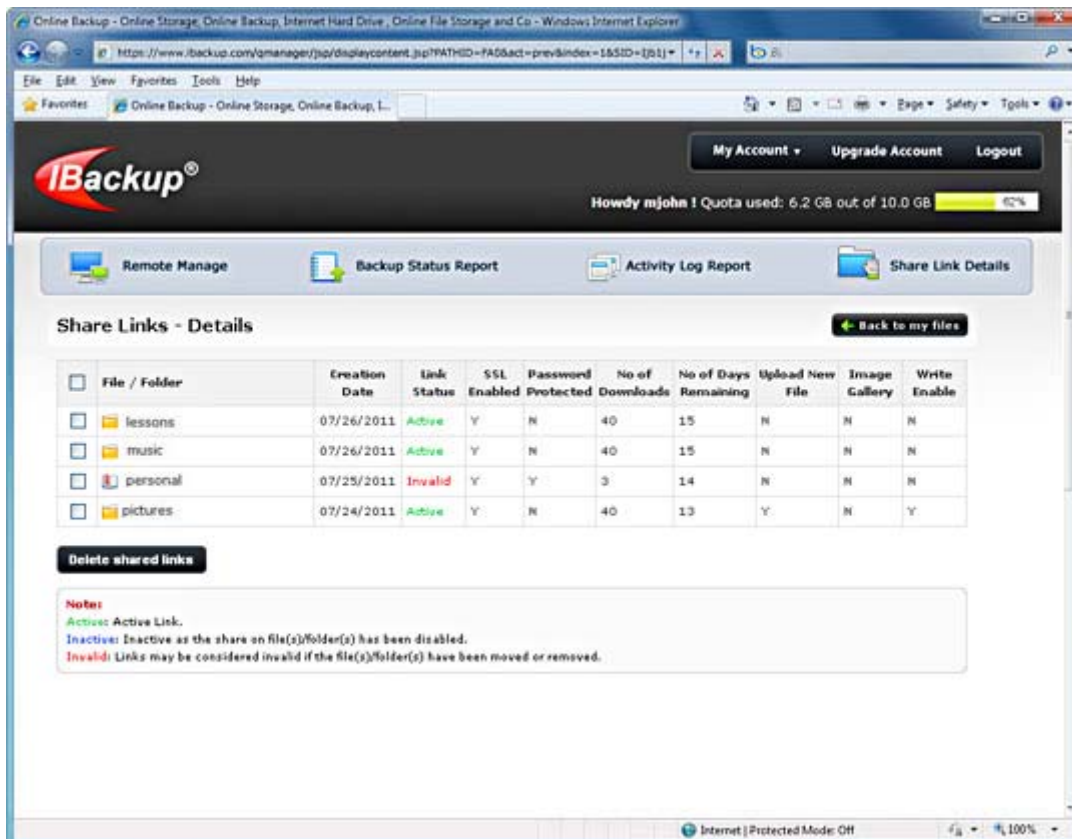
For this, select the file/folder that you have shared and click 'Unshare' icon. On the page that is displayed, use the check box to select the shared resource that you want to disable and click the 'Disable' button. You can also delete the share link.



Share Link Details

You can view your shared files and folders along with their status, share permissions etc. Further, you can delete your files/folders from being available for share.

For these operations, click 'Share Link Details' icon on the tool bar. You can view the file/folder creation date, number of downloads and the number of days remaining for share along with other share permissions.



To delete, select the desired file/folder and click the 'Delete shared links' button.

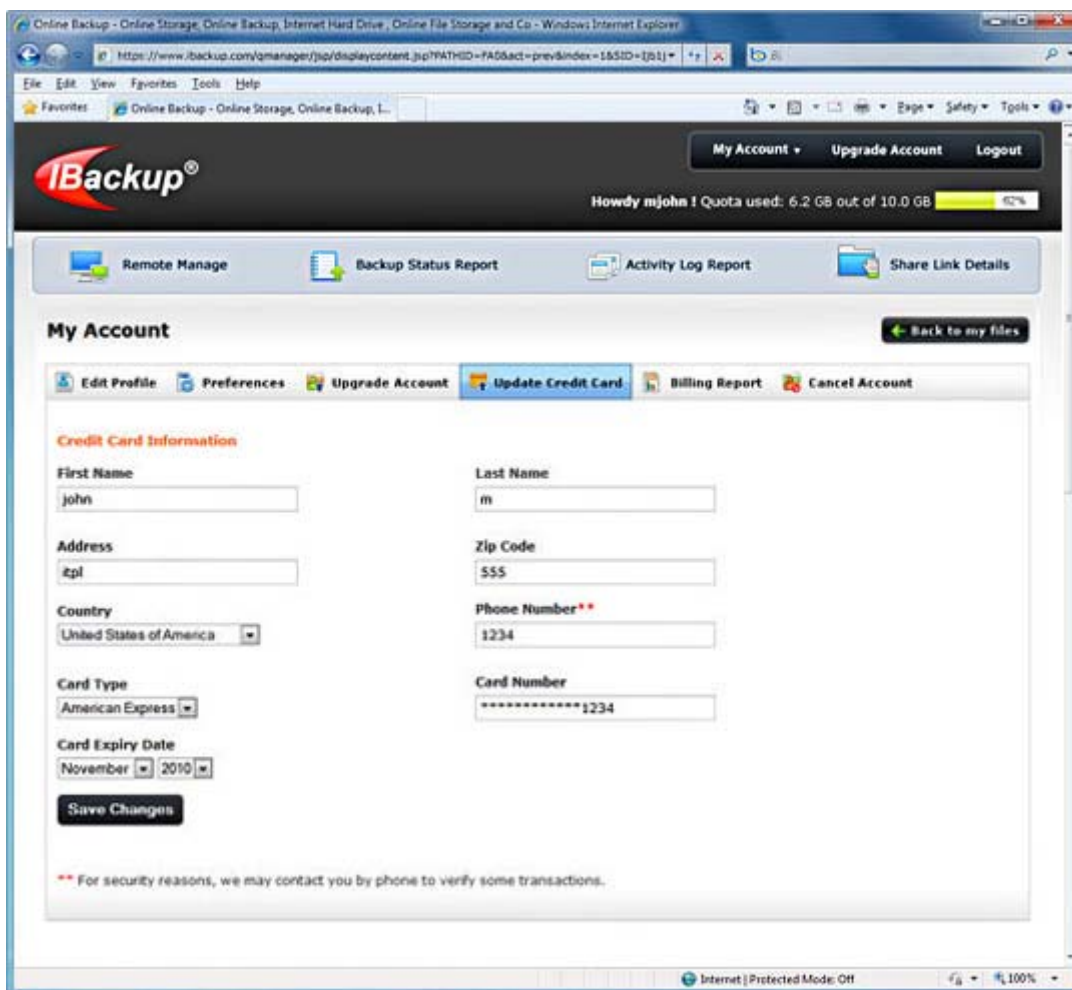
Account Maintenance

Upgrade Account

Use the 'Upgrade Account' option to upgrade to a higher IBackup plan. Select a plan of your choice and click 'Purchase'.

Update Credit Card

You can update your credit card details and clear any dues towards your IBackup subscription.



The screenshot shows the IBackup user interface in a web browser. The browser address bar displays the URL: <https://www.ibackup.com/qmanager/jsp/displaycontent.jsp?PATHID=FA56act=prev&index=1&SID=1231>. The page header includes the IBackup logo, navigation links for 'My Account', 'Upgrade Account', and 'Logout', and a user status bar showing 'Howdy mjohn ! Quota used: 6.2 GB out of 10.0 GB'. Below the header, there are several utility links: 'Remote Manage', 'Backup Status Report', 'Activity Log Report', and 'Share Link Details'. The main content area is titled 'My Account' and contains a sub-menu with options: 'Edit Profile', 'Preferences', 'Upgrade Account', 'Update Credit Card' (which is highlighted), 'Billing Report', and 'Cancel Account'. The 'Update Credit Card' form includes the following fields:

Credit Card Information	
First Name	Last Name
<input type="text" value="john"/>	<input type="text" value="m"/>
Address	Zip Code
<input type="text" value="zpl"/>	<input type="text" value="555"/>
Country	Phone Number**
<input type="text" value="United States of America"/>	<input type="text" value="1234"/>
Card Type	Card Number
<input type="text" value="American Express"/>	<input type="text" value="*****1234"/>
Card Expiry Date	
<input type="text" value="November"/> <input type="text" value="2010"/>	

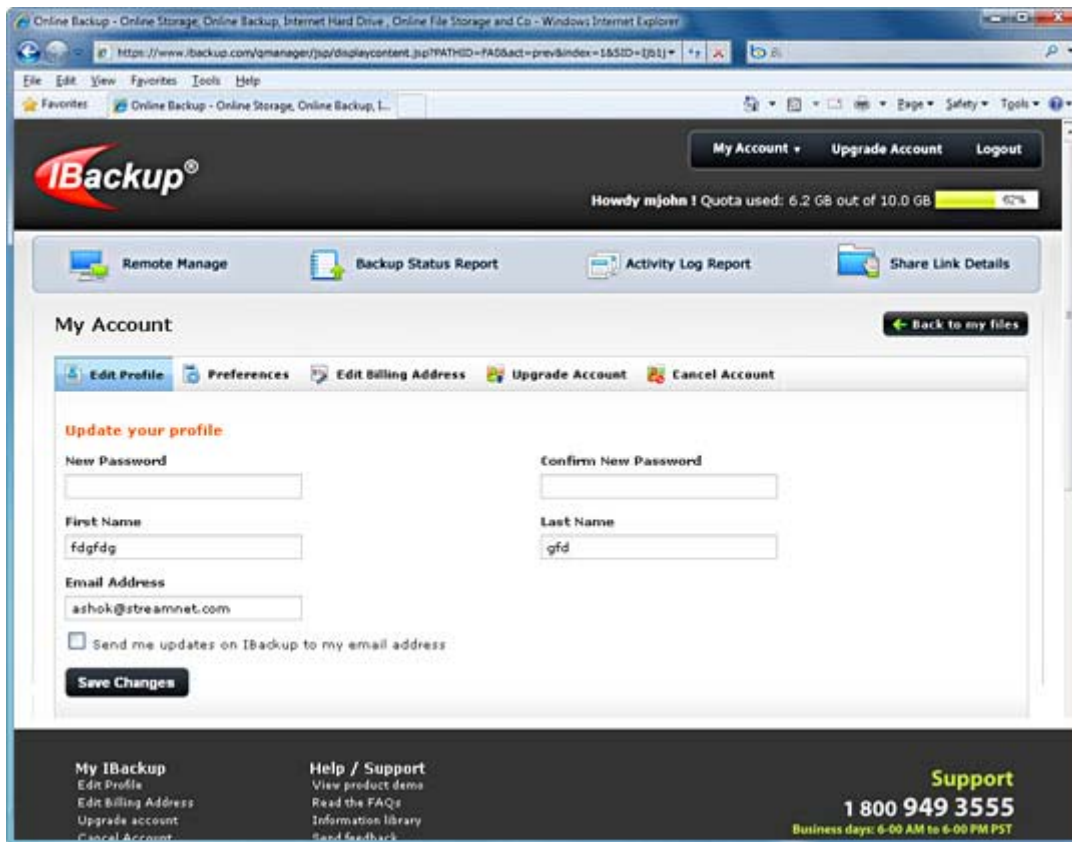
At the bottom of the form is a 'Save Changes' button. A note at the bottom of the page states: '** For security reasons, we may contact you by phone to verify some transactions.'

My Account

It has the below options:

Edit Profile

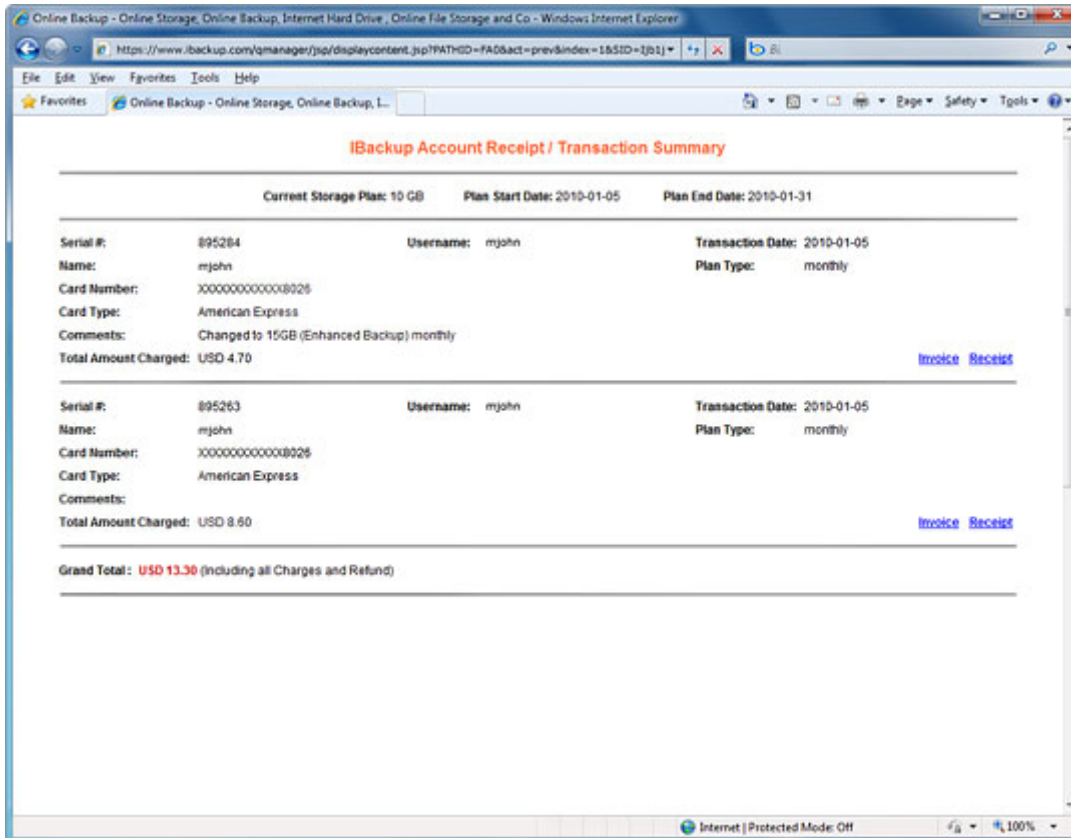
Update your password, first and last name, email address etc.



You can also opt to receive email updates on your backup status.

Billing Report

View payments made towards your IBackup subscription and generate a receipt/invoice as required.

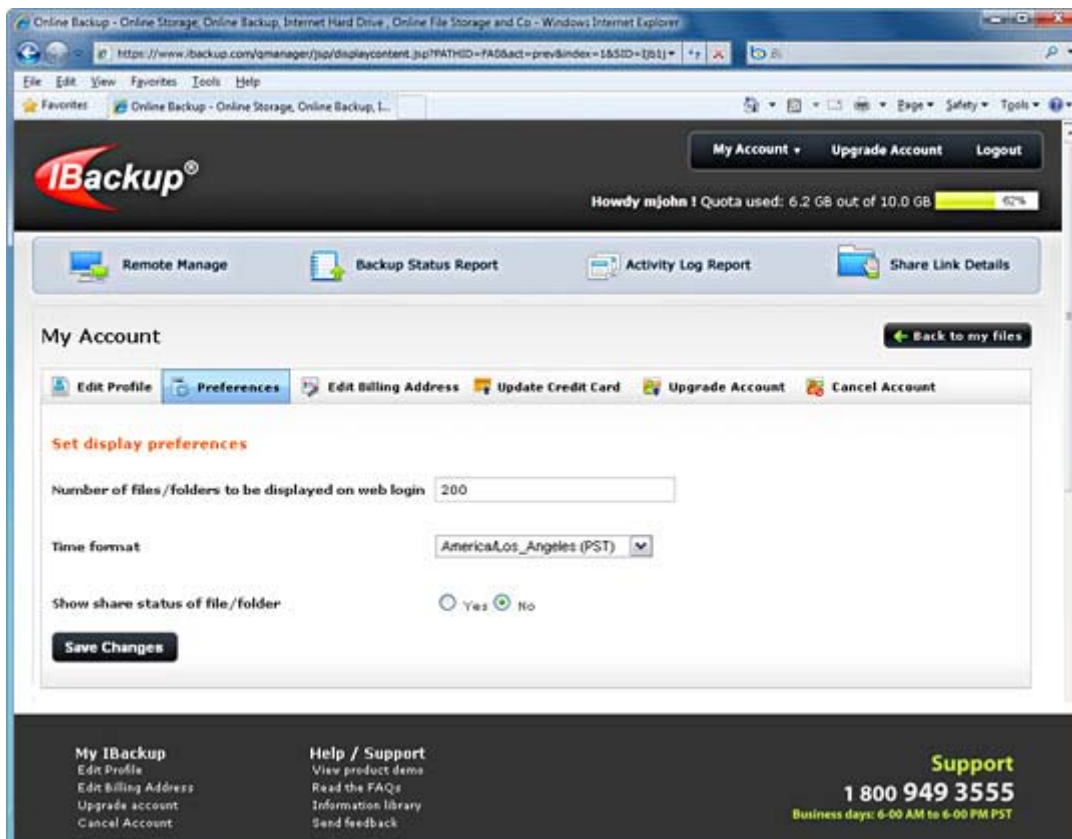


The screenshot shows a web browser window displaying an "IBackup Account Receipt / Transaction Summary". The page includes a header with the title, a sub-header for the current storage plan, and two transaction entries. Each entry lists details such as serial number, name, card number, card type, transaction date, and amount charged. A grand total is provided at the bottom.

IBackup Account Receipt / Transaction Summary			
Current Storage Plan: 10 GB		Plan Start Date: 2010-01-05	Plan End Date: 2010-01-31
Serial #:	895284	Username: mjohn	Transaction Date: 2010-01-05
Name:	mjohn		Plan Type: monthly
Card Number:	XXXXXXXXXXXX8928		
Card Type:	American Express		
Comments:	Changed to 15GB (Enhanced Backup) monthly		
Total Amount Charged:	USD 4.70		Invoice Receipt
Serial #:	895283	Username: mjohn	Transaction Date: 2010-01-05
Name:	mjohn		Plan Type: monthly
Card Number:	XXXXXXXXXXXX8928		
Card Type:	American Express		
Comments:			
Total Amount Charged:	USD 8.60		Invoice Receipt
Grand Total: USD 13.30 (including all Charges and Refund)			

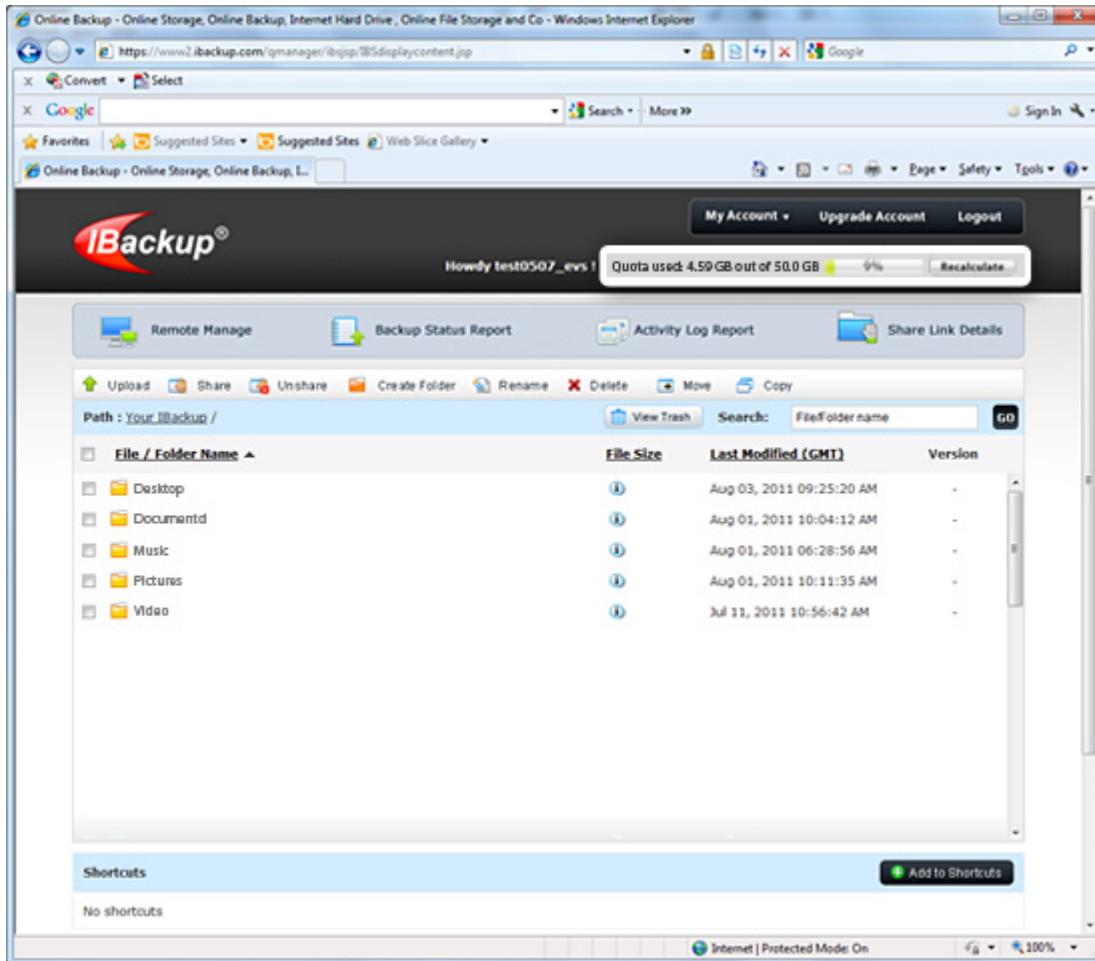
Preferences

- **Number of files/folders to be displayed on web login:** The number of file and folder entries to be displayed when you login to your account.
- **Time format:** Set the time zone in which you want to view your files and folders. By default, the files and folders are displayed in Pacific Standard Time (PST).
- **Show share status of file/folder:** You can customize the appearance of shared files/folders through this option. Select 'Yes' to indicate if a file/folder is shared. Select 'No' if you do not wish to view the share indicator on your files/folders.



Quota Usage

The updated information on the space used up by your backed up files and folders is displayed on the quota indicator on the menu bar. Click the 'Recalculate' button to calculate the quota used.



Cancel Account

Click 'Cancel Account' and fill the form that is displayed to cancel your online backup and storage account.

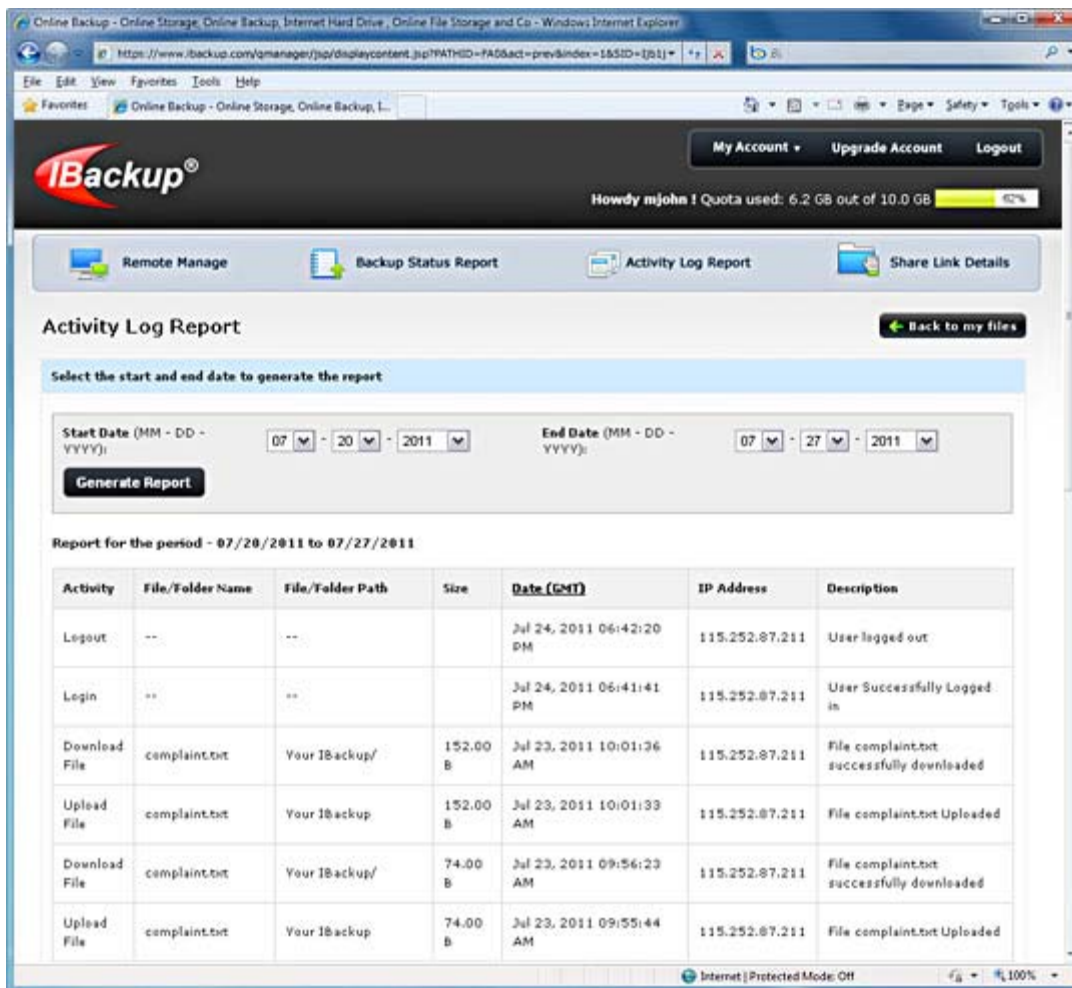
Logout

Log you out from the Web-Manager interface.

Reports

Activity Log Report

Click 'Activity Log Report' to view a record of all activities performed in a browser session, in your account. You can track activities like login / logout and other file/folder operations like upload, download, date and time of the activity and the IP Address from where the activity originated.



Activity Log Report

Select the start and end date to generate the report

Start Date (MM - DD - YYYY): 07 - 20 - 2011 End Date (MM - DD - YYYY): 07 - 27 - 2011

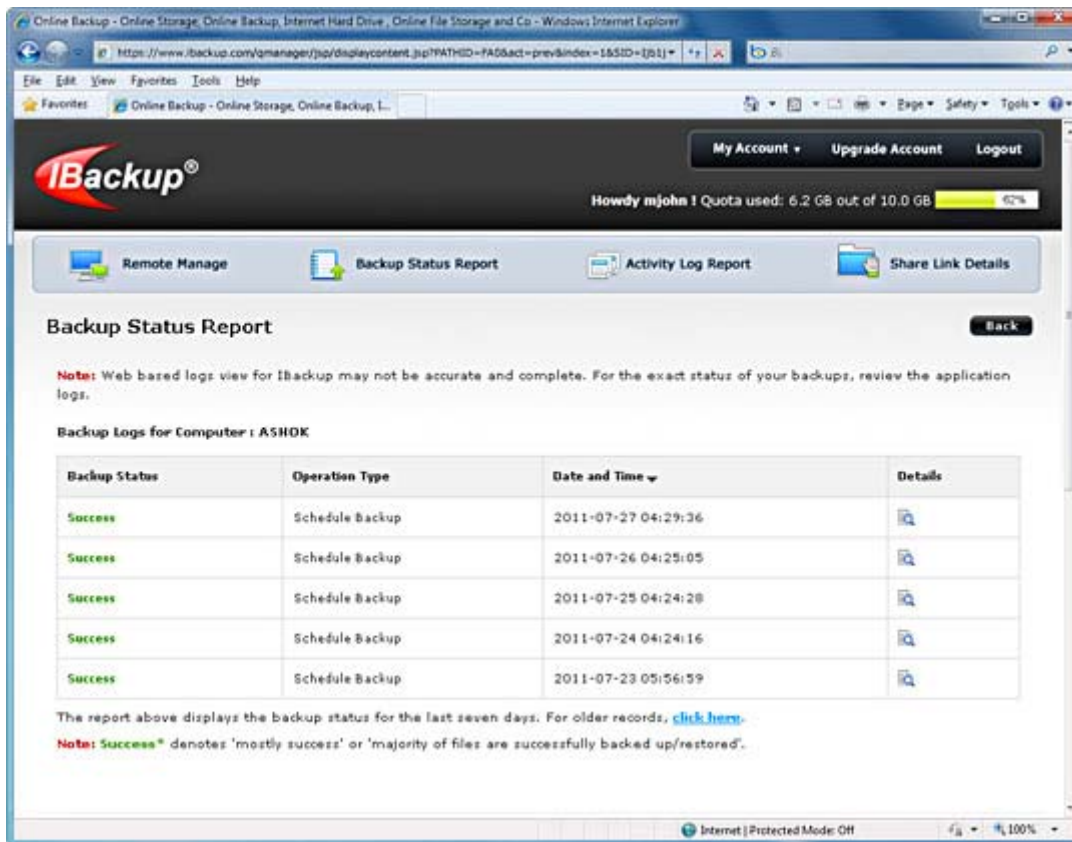
Generate Report

Report for the period - 07/20/2011 to 07/27/2011

Activity	File/Folder Name	File/Folder Path	Size	Date (GMT)	IP Address	Description
Logout	--	--		Jul 24, 2011 06:42:20 PM	115.252.87.211	User logged out
Login	--	--		Jul 24, 2011 06:41:41 PM	115.252.87.211	User Successfully Logged in
Download File	complaint.txt	Your IBackup/	152.00 B	Jul 23, 2011 10:01:36 AM	115.252.87.211	File complaint.txt successfully downloaded
Upload File	complaint.txt	Your IBackup	152.00 B	Jul 23, 2011 10:01:33 AM	115.252.87.211	File complaint.txt Uploaded
Download File	complaint.txt	Your IBackup/	74.00 B	Jul 23, 2011 09:56:23 AM	115.252.87.211	File complaint.txt successfully downloaded
Upload File	complaint.txt	Your IBackup	74.00 B	Jul 23, 2011 09:55:44 AM	115.252.87.211	File complaint.txt Uploaded

Backup Status Report

This option gives a detailed report of all your backups, restores and deletions performed from the IBackup application. By default, this report displays the last seven entries. You can view earlier logs also.



Online Backup - Online Storage, Online Backup, Internet Hard Drive, Online File Storage and Co - Windows Internet Explorer

https://www.ibackup.com/qmanager/jsp/displaycontent.jsp?PATHID=FA5&act=prev&index=1&SID={B1}

File Edit View Favorites Tools Help

Online Backup - Online Storage, Online Backup, L...

My Account Upgrade Account Logout

Howdy mjohn ! Quota used: 6.2 GB out of 10.0 GB 62%

Remote Manage Backup Status Report Activity Log Report Share Link Details

Backup Status Report

Back

Note: Web based logs view for IBackup may not be accurate and complete. For the exact status of your backups, review the application logs.

Backup Logs for Computer : ASHOK

Backup Status	Operation Type	Date and Time	Details
Success	Schedule Backup	2011-07-27 04:29:36	Details
Success	Schedule Backup	2011-07-26 04:25:05	Details
Success	Schedule Backup	2011-07-25 04:24:28	Details
Success	Schedule Backup	2011-07-24 04:24:16	Details
Success	Schedule Backup	2011-07-23 05:56:59	Details

The report above displays the backup status for the last seven days. For older records, [click here](#).

Note: Success* denotes 'mostly success' or 'majority of files are successfully backed up/restored'.

Internet | Protected Mode: Off 100%

Support

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