

# **EaseUS**<sup>®</sup> Todo Backup Central Management Console User guide



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# Welcome

## Overview

Thanks for using **EaseUS Todo Backup Central Management Console**. As a supplementary tool of EaseUS Todo Backup, it could help administrators manage the backup of the computers on the network in the home, office or company.

## How to use this manual

The user manual is only available after our product has been installed. It is under BIN folder in the installation path of our product. If you are using free edition which doesn't include this manual, you can download it from the following link:

[http://www.todo-backup.com/download/docs/Central\\_Management\\_Console\\_User\\_Guide.pdf](http://www.todo-backup.com/download/docs/Central_Management_Console_User_Guide.pdf)

Alternatively you can obtain context-sensitive help by pressing **F1** when using our product. It's handy especially when you are confused about an option or a certain feature.

This manual consists of 4 main sections. They are briefly described, below:

### 1. Welcome

An introduction to EaseUS Todo Backup and some basic information about the new features in the latest version.

### 2. Getting started

This section lists the hardware and system requirements of EaseUS Todo Backup, supported storage devices, and the method to install/uninstall.

### 3. Using EaseUS Todo Backup

This part includes detailed step-by-step instructions for each function along with some operation examples.

### 4. Other useful information

You may find possible solutions for known BUGs/software defects in [Troubleshooting](#). If you still cannot find what you need, please contact our [Support](#) team for more information.

# Getting started

## Hardware requirements

The minimum requirements of EaseUS Todo Backup are X86 or compatible CPU with main frequency 500 MHz, a standard PC system with mouse, keyboard, color monitor, and **1GB RAM**, CD-R/RW, DVD-R/RW, DVD+R/RW or DVD+R DL drive for bootable media creation.

## System requirements

EaseUS Todo Backup supports the following operating systems: Windows 2000 SP4, Windows XP, Windows Vista, Windows 7, Windows 8 Consumer Preview, Windows Server 2003/2008, and Windows 8 Server beta.

## Supported file systems

EaseUS Todo Backup supports the following file systems: FAT12, FAT16, FAT32 and NTFS. Those partitions of other file system will be listed as **Other** in our product. EaseUS Todo Backup will backup them in Sector by sector mode

## Supported hard disk types

IDE, EIDE, SATA, ESATA, ATA, SCSI, iSCSI, USB 1.1/2.0/3.0 disk and Firewire disk are all supported by EaseUS Todo Backup. The maximum capacity of a disk compatible with EaseUS Todo Backup can be amount to **2TB**; 32 disks at most.

Backing up to CD-R/RW DVD-R/RW DVD+R/RW DVD+R DL is also supported.

## Install and uninstall

### Install EaseUS Todo Backup Central Management Console:

1. Double click EaseUS Todo Backup Central Management Console setup file. The setup wizard will be launched and click **Next** to start installation.
2. Confirm **License Agreement**. If you accept the terms, select **I accept the agreement** to continue.
3. Choose a location to install the software. Click **Next** to install to the default folder, or click **Browse** to select a specified location.
4. Determine whether to create a shortcut on desktop.

5. Click **Next** and wait for the installation complete.

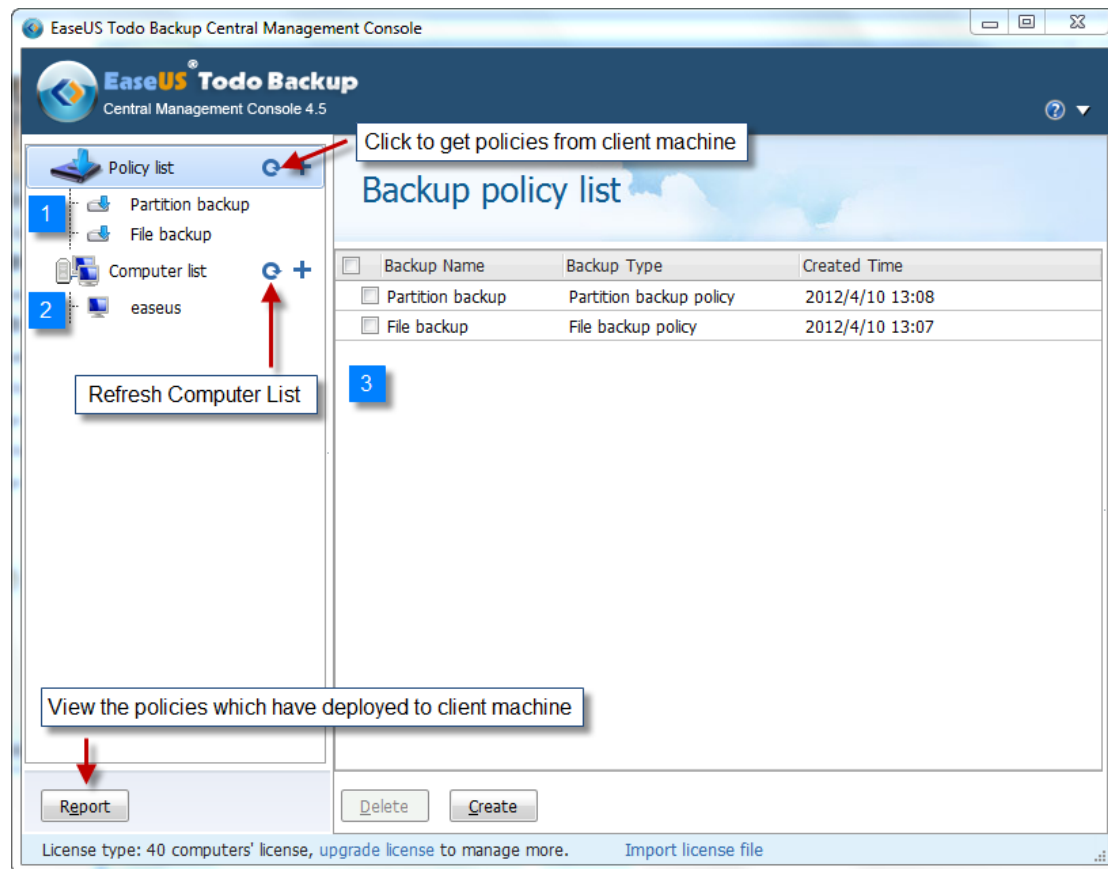
**Uninstall EaseUS Todo Backup Central Management Console:**

1. From the Windows Start menu, select **Start > Settings > Control Panel** (From the Windows Start menu, select **Start > Control Panel** in Windows 7/Vista)
2. Double-click **Add/Remove Programs**, and select **Change or Remove Programs** (Double-click **Programs and Features** in Windows 7/Vista).
3. Select EaseUS Todo Backup, and click Remove to uninstall the related components (Select EaseUS Todo Backup from the list and click **Uninstall** in Windows 7/Vista).
4. Or select **Start > All Programs > EaseUS Todo Backup Central Management Console 4.5 > Uninstall EaseUS Todo Backup Central Management Console 4.5**. Then, follow the instructions of the uninstall wizard.

# Start to manage backup

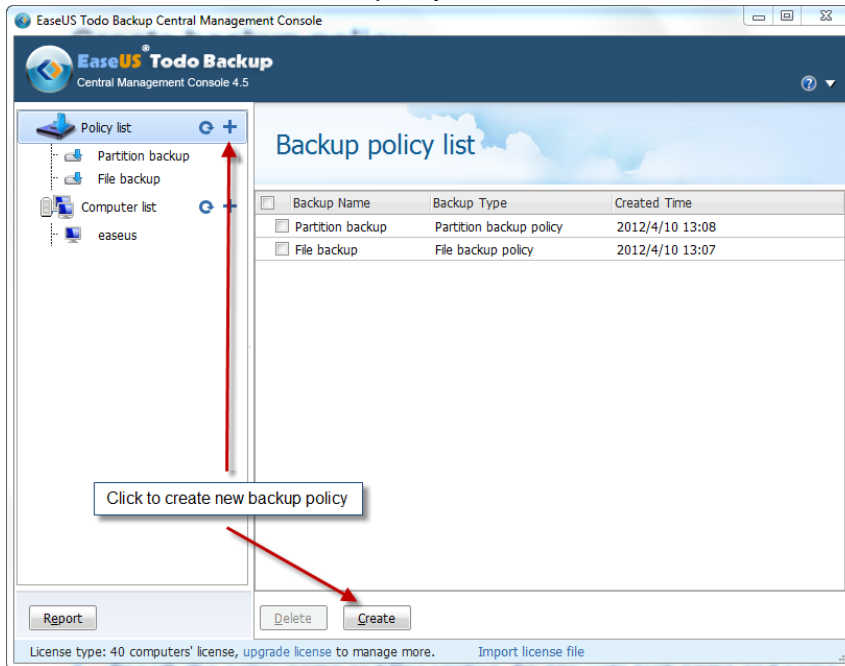
In the Home page, it would:

1. List all the backup policies which were created before. If some policies are not shown in the list, click the refresh button to get them from client machine.
2. List all the online client computers those can be managed by EaseUS Todo Backup Central Management Console.
3. Show details of the selected part. It gives you the info of policies by default and the info of client machines when click Computer list.

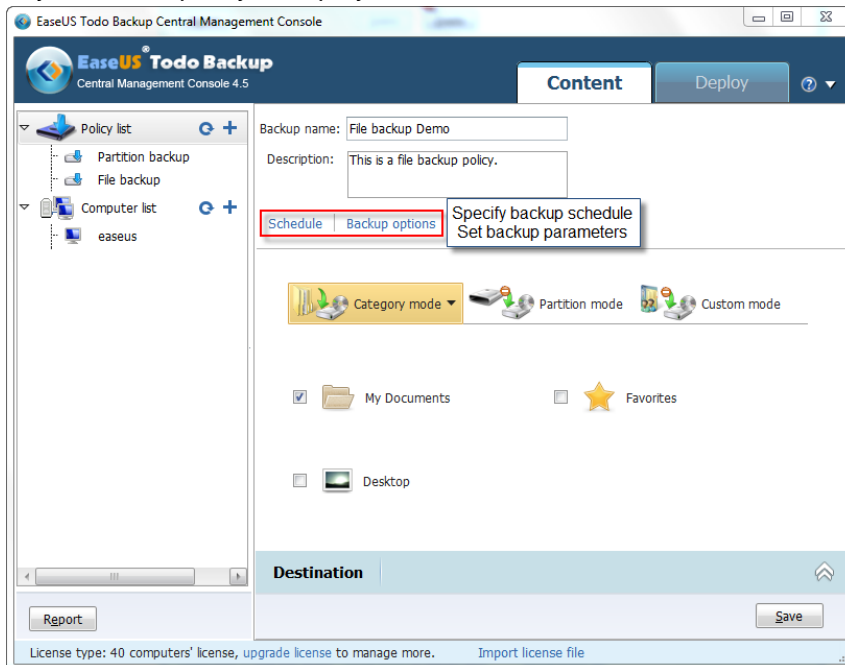


# Create backup policy

Click the + mark or **Create** to set a new policy.



1. Specify the policy name and Description. An accurate task name and some appropriate descriptions can help you to distinguish desired task from the others, especially when the policy is deployed to the client machines.



- Set advanced parameters for current backup task/plan. See [Backup options](#) for detailed information.
- Specify to run the backup in a schedule. See [Schedule settings](#) for detailed information.

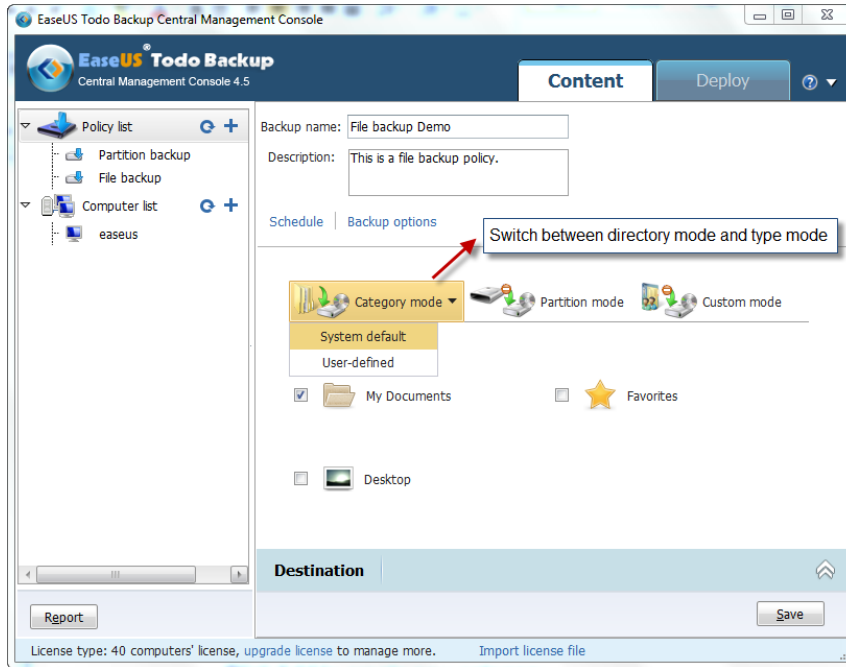
2. Specify the backup content for the policy.

There are three modes to specify the backup content, Category Mode, Disk Mode and Custom Mode.

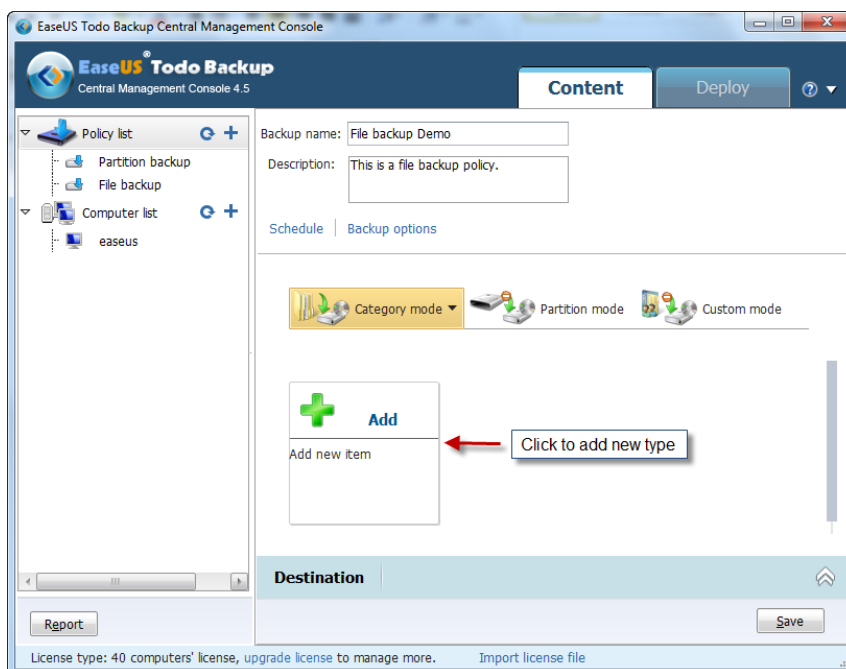
1) Category Mode

There are three categories, My Documents, Favorite and Desktop preset in this mode. Select the category which you need, EaseUS Todo Backup on the client machine would specify the corresponding directory to backup.

This mode applies to the situation when every machine has different software environment but the files need to be backed up are all located in the preset categories.

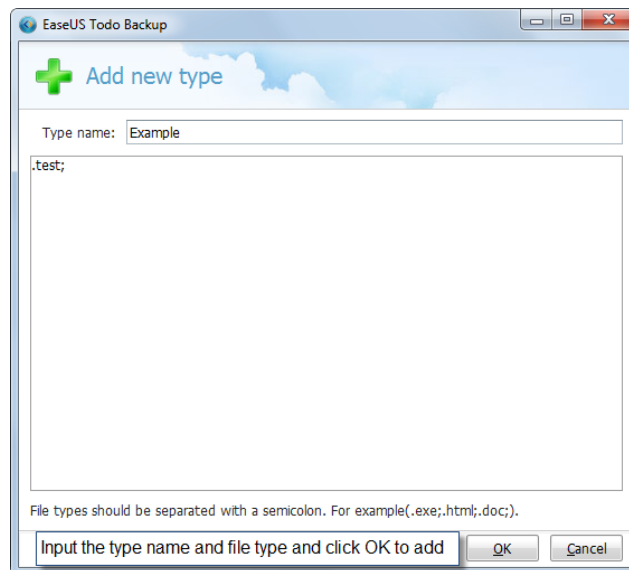


Click Add to create new category.





Add new type for the files which need to be backed up.



## 2) Partition Mode

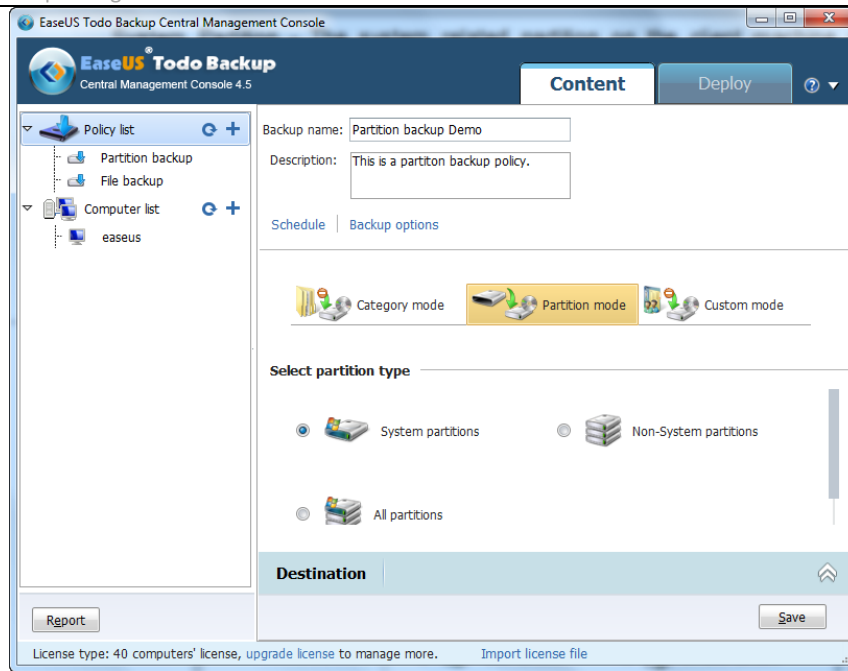
There are three types of partitions can be selected for the backup policy.

**System Partition** - The system related partition on the client machine would be selected for backup.

**Non-system Partition** - All the other partitions except system related partition on the internal disk of client machine would be selected for backup.

**Removable partitions** - All the partitions on the removable device which is connected on the client machine would be selected for backup.

This mode applies to the situation when every machine has different configuration that the partitions have different drive letter on different client machine.

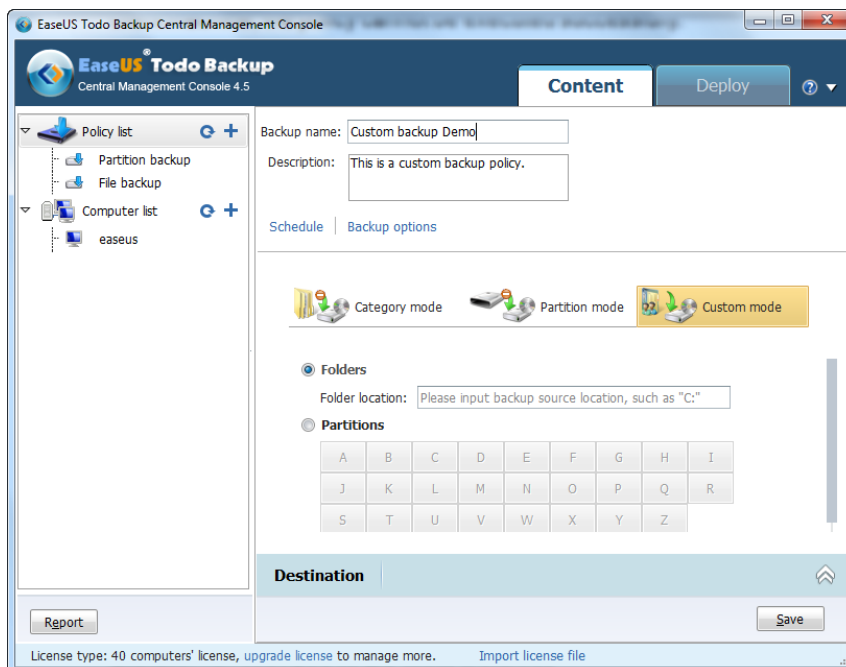


### 3) Custom Mode

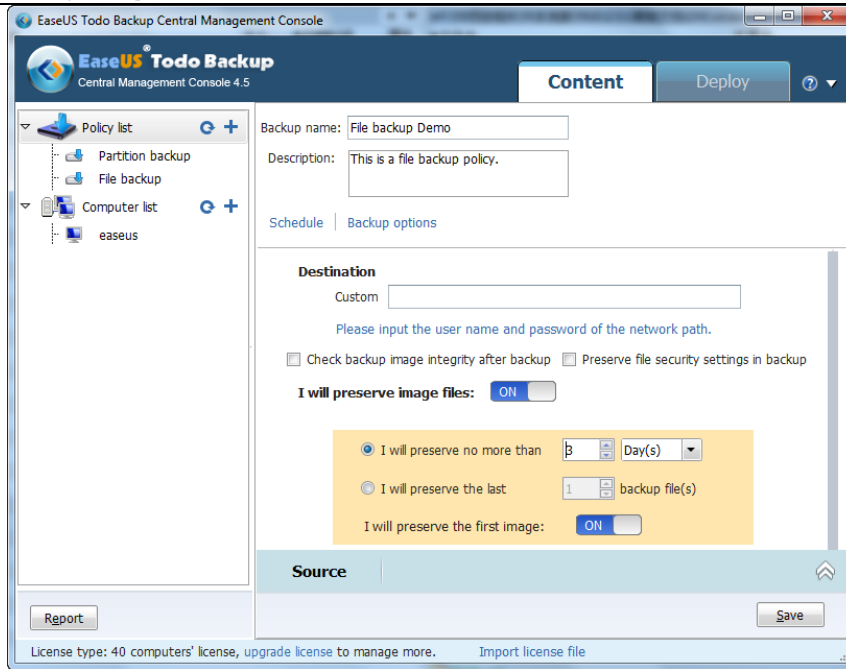
Folder - Specify a certain directory for backup.

Disk - Specify the drive letter of the partition for backup.

This mode applies to the situation when all the machines have the same software environment. With this mode, if the specified directory or partition is not existed on the client machine, the policy cannot be executed successfully.



3. Enter the full path for the backup to be created. Backup images will be saved into the directory you specified on the client machines.



- Specify [Existing images cleanup rules](#) to manage image files automatically. Click the button after "I will preserve image file" to Enable/Disable this function.
  - Set EaseUS Todo Backup to **Check backup image integrity after backup**. Check image can verify the validity of the image file after backup, and ensure whether the image file can be recovered successfully after a long time since it has been created.
  - **Preserve file security settings in backup** - The option would be available when choose to create a file mode backup. Tick this option will keep the security attribute of NTFS encrypted file. Otherwise, the security attribute will lose after the process.
4. Click **Save** to save the policy settings. It will switch to [Deploy](#) page for distributing policy.

## Schedule settings

To meet different backup needs, we provide 5 kinds of methods to run the schedule.

**Later** - appoint a specific time to execute the backup plan.

### Daily

Set some specified time point or regular time interval to perform the plan every day. And there are 2 different ways in Daily setting.

**Time** - execute the plan at specific time. Click **the + mark** to add new time points, at most 5 time points can be set. Click **the X mark** to remove them.

**Interval** - set start time, finish time and interval time for the plan. For example, if you set the start time at 6:00 am, finish time at 10:00 am, and interval time is 2 hours,

then the task will be executed three times at 6:00 am, 8:00 am and 10:00 am.  
You can specify this kind of plan run as an incremental schedule or a differential schedule.

### **Weekly**

Run the plan at specified time of each week.

**Weekly** - specify the day(s) of a week to run the plan.

**Time settings** - set the time point in specific day(s) to execute the schedule.

You can specify this kind of plan run as an incremental schedule or a differential schedule.

### **Monthly**

Run the plan on specific days every month. The plan can be set based on date or week.

**Start** - choose exact day(s) of a month to run backup task.

**Every** - schedule the time by week. For example, run backup task on the first Monday of each month.

An exact time point on chosen day(s) when to execute the schedule is also required.

You can specify this kind of plan run as an incremental schedule or a differential schedule.

### **Upon event**

Execute the plan based on some system event including system startup, system shutdown, user log on or user log off.

**System startup** - the plan will be automatically executed at system startup.

**System shutdown** - the plan will be automatically executed at system shutdown  
(Currently this option is not available for Windows Vista and later version).

**User log on** - the plan will execute when the user which you used to create the schedule log on.

**User log off** - the plan will execute when the user which you used to create the schedule log off.

**Once a day only** - only the first system event will trigger the plan in one day.

**Start date** - set a date when the plan will be available.

You can specify this kind of plan run as an incremental schedule or a differential schedule.

Besides, if you miss some schedule points due to power failure, computer power off or other reasons, our product would execute the last missed schedule automatically after computer resumes with the option **Run missed backup at system startup if computer is shutdown** checked.

Select **Appoint daily/weekly/monthly first backup as full/differential backup** option to make every first backup in the time circle as full/differential for an incremental backup, this will make the whole plan more stable and safe.

### **Tip:**

In order to avoid unexpected interruption when running a schedule, such as log off current account, switch to another user. Our product will require system administrator privilege

when creating the schedule. And the current version will automatically obtain administrator privilege. If you have ever set a password for the username which is displayed in the box **Administrator account**, then please input the matched password.

## Existing images cleanup rules

For a long-term plan calling for frequent backups, it will be very space-consuming with all images saved. You may need to delete some previous image files at a regular time intervals to free up disk space. Deleting the image manually is troublesome and might cause some unexpected problems, so we provide 2 kinds of automatic existing images cleanup rules to help users.

### **Preserve no more than X version(s)**

A backup is the result of one backup operation. Physically, it may be one single file or a set of files when you specify image splitting. A backup can be also considered as a copy of the backed up data.

After specifying how many backups you wish to preserve and scheduling the process, our product will automatically create full images at regular intervals. After the backup is created every time, our product will detect all previous images, and ensure the recent X backups can be recovered, then delete all the images which have exceeded the limitation.

This method applies to the schedules which need to be executed frequency. It will be much easier to manage the old images based on backups rather than days in this situation.

### **Preserve backup images of the last X day/week/month/year(s)**

Specifying X day/week/month/year(s) to preserve images, our product will still create full images at regular intervals, and then delete all the images which have exceeded the specified time limit.

Tip:

The day/week/month/year(s) which have no image file generated will be not included in the total specified time.

### **Preserve the first image**

Check this option and the software would always keep the original backup which is created at the first time, which means there would be one more backup image preserved that the number user specified.

## Backup options

Some advanced parameters can be specified before the backup proceed. The section below has detailed description about each parameter. All your settings would be recorded as the default value for the next task/plan.

Tips:

- All incremental & differential backups will inherit the parameter setting of the corresponding full backup.

## Compression

A backup file can be compressed. You can determine the compression level for a backup archive:

**None** - data will be imaged without any compression, which would result in much greater size of image generated than that of other compression level.

**Normal** - recommended data compression level.

**Medium** - need more time to create a compressed backup image file.

**High** - the time to create a backup would be much longer, but the generated image file maybe much smaller than other levels.

Please notice that the size of generated image file may not significantly decrease even through the **High** compression level is selected. That is because some kinds of files are essentially compressed, such as .jpg, .pdf or .mp3.

## Password

A backup file can be protected with a password. By default, there is no password for backups.

Enter the password for the backup archive into the password box. A password should be consisted of 1 symbol at least, or up to 15 symbols. All ASCII codes can input in the box. Retype the previously entered password into the **Confirm password**.

Note:

If you try to recover data from a password-protected archive, the program will ask for the password in a pop-up window, allowing access only to authorized users.

## Splitting

To fit the size of the different storage medium, the image file can be split into several files. Select a mode to split a large image file to smaller files.

**Automatic** - the split size depends on the file system on the destination storage medium.

**Manual** - select an existing size or manually input the split size, please notice that the minimum size can be set is **50MB**.

## Priority

Windows is a multitasking system. It means that various applications are running simultaneously in it. The priority of an application is a parameter that tells the system which task would be executed prior to others.

**Normal** - Operating system allocates fewer system resources for backup process. When the backup task is not urgent and some other applications need to be run simultaneously, this will be the best choice.

**Medium** - backup process shares equal priority with other application.

**High** - backup process has the highest priority and run much faster than the other priority levels, but the performance of other applications may be significantly reduced.

Please notice that the backup speed also depends on system environment and hardware configuration.

## Notification

With **Email notification** function, EaseUS Todo Backup will send an email to specified email addresses with detailed information about related task/plan.

**To** - specify email addresses to receive email. (Separate addresses with commas)

**Server name** - specify an email server to send the notification mail.

**Port** - specify a port number for the email server.

**Username** - input the username of Email account to send the notification mail.

**Password** - input the password of Email account to send the notification mail.

**Send test message** - Send a test mail to verify whether the parameters are correct and the Email address is accessible.

**SSL/TLS** - If the email server uses SSL/TLS encryption, this option is necessary.

#### Additional notification settings

**Send notification when operation succeeds** - EaseUS Todo Backup will send email notification only when the operation succeeds.

**Send notification when operation fails** - EaseUS Todo Backup will send email notification only when the operation fails.

## Commands

Execute command before or after the task/plan, EaseUS Todo Backup will execute the command automatically.

**Pre-command** - execute specified command before the backup.

**Post-command** - execute specified command after the backup.

You can type the command manually or click "**Edit**" to configure it.

**Command** - input the command manually or click **Browse** to select a batch/executable file.

**Work path** - specify a path where the batch/executable files located, or it will be automatically displayed after a batch/executable file is selected by **Browse**.

**Parameter** - indicate a **Parameter** of the command.

**Abort operation if user command fails** - automatically abort the backup if the command executes incorrectly or unsuccessfully. This option is only available in "**Pre Command**".

## Offsite copy

Create a copy of the backup image onto a FTP server. You need to tick the checkbox to enable this function.

**Enable** before setting the parameters.

**FTP address** - specify the FTP address for your network.

**Port** - specify a port number for the ftp connection. In FTP networking, a port is an application-specific or process-specific software construct serving as a communications endpoint, providing a multiplexing service.

**Username** - input the username to login the FTP network server.

Note: You can select **Anonymity** if the FTP network server is shared to all users in the network.

**Password** - input the password to login the FTP network server if it is needed.



**Retry attempts** - set the retry times. If the program fails to connect the network server, the program will try to connect the server again. It will retry X times as you set.

**Delay between retries** - set the interval between each retry. There will be a certain time delay after last failed connection.

**Connect type** - FTP has two working modes; **PORT** and **PASV**. Select the suitable connect type according to your situation.

**Test parameter** - test whether the FTP server can be connected with the parameters above.

## Speed

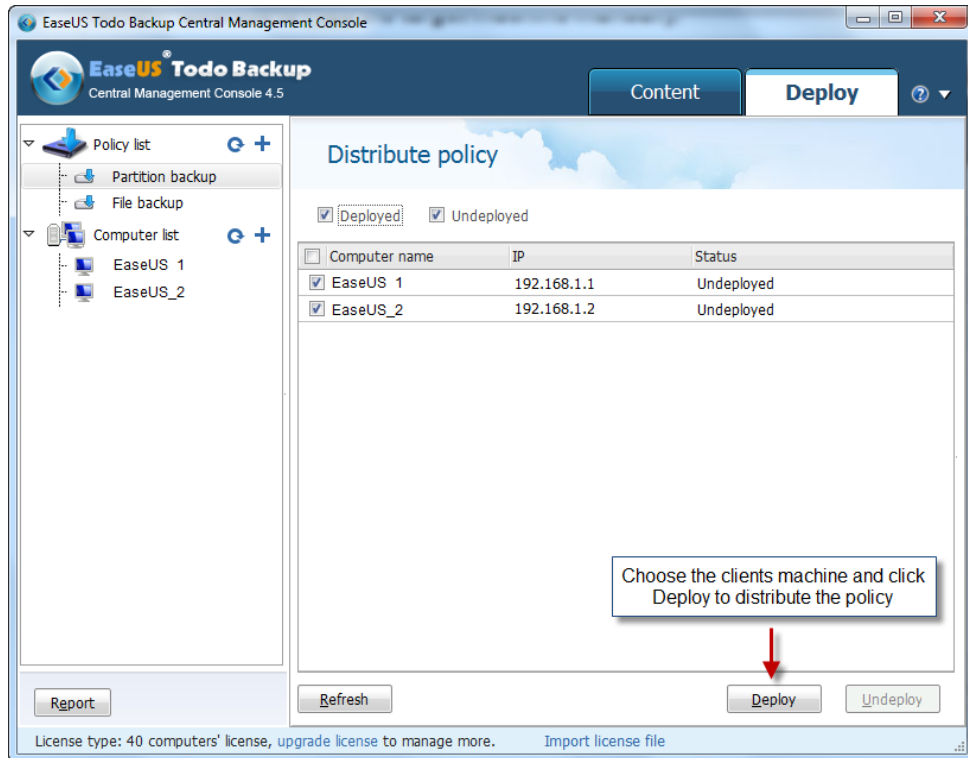
**Network transfer speed** - set the network transmit speed. 0 Mbps means there is no limits for the network transmit speed and all network connection resource will be utilized by our product in this situation.

## Deploy/Undeploy backup policy

Choose a backup policy and switch to the Deploy page to distribute the policy to client machines.

EaseUS Todo Backup Central Management Console will scan the online machines in the LAN which can be managed. Computer name, IP address and the policy distribution status of client machines will be list in this page

If the machine doesn't show in the list, click Refresh to scan again. Or input the Computer name/IP address to **Add** the target machine manually.



Choose the machine(s) in the list and click Deploy to distribute current selected backup policy. The status would become **Deployed** if the operation is successful. Or it would be shown as **Failed**, then you can try to deploy again.

Choose the machine(s) and click **Undeploy** to delete the backup policy which has been deployed from the target machine(s).

## Copy backup policy

To copy the settings of existed backup policy and create a new one, choose a policy in the list and click **Copy**. An exact same policy would be created. You can save and deploy it as a new policy.

## Delete backup policy

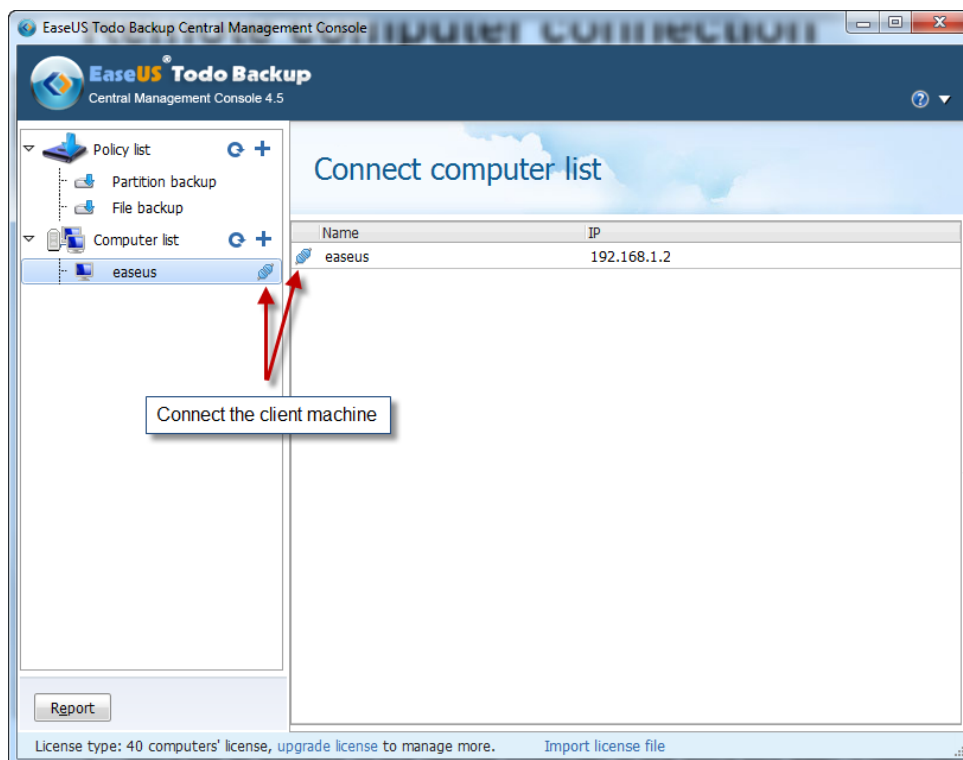
Choose a backup policy which has been created before and click the X mark to delete it.

# Remote computer connection

Besides task deployment, you can also connect to individual client and manage the backup.

This is a new feature for connecting and managing backup on the machines which have EaseUS Todo Backup installed. You can control EaseUS Todo Backup on a remote computer just like on the local machine.

1. Click  to connect the target machine.



2. Input the administrator account information of the remote computer in the Username and Password fields. (You can check "Save password" to make EaseUS Todo Backup remember the account information)



3. Click "Connect" or press Enter to connect the target machine.
4. Once the connection is established successfully, you can run the program just as if you were sitting at the remote machine.

**Tips:**

- MS SQL backup is not available in the remote console.
- The usability of Exchange backup depends on the edition of EaseUS Todo Backup installed on the target machine.
- Confirm that your firewall is set to allow inbound and outbound connections of EaseUS Todo Backup.
- You can only connect the machine which can be managed by EaseUS Todo Backup Central Management Console.

# Support

For more information about EaseUS Todo Backup, please visit our website:

<http://www.todo-backup.com>

If you cannot find what you are looking for and need further assistance, we encourage you to contact EaseUS Technical Support by [support@todo-backup.com](mailto:support@todo-backup.com).

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# Troubleshooting

## 1. How do I modify an existing backup policy?

In current version, the created backup policy cannot be modified.

To achieve the aim, you can copy the backup policy which you want to modify. Edit the new copied policy and then save and deploy it. After that, you can undeploy and delete the original policy.