Cylon Backup Help Guide

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## Introduction

The Cylon Backup application serves two primary functions:

1. **Backup and Restore of Cylon Files**: Allows manual or automatic backups of Cylon sites. The system can identify updated sites and back them up automatically.
2. **Managing Cylon Sites During Engineering**: Ensures no conflicting changes are made to sites being engineered remotely. The application locks the site on the server until the engineered version is restored.

## Getting Started

##### **System Requirements**

PC with the following minimum specifications

* **Processor**: i3 or higher
* **RAM**: 4GB
* **Storage**: 10GB available
* **Java Version**: Java 17
* **Cylon Server Access**: Can be installed on the Cylon server
* **Backup Server Access**: Can be installed on the backup server

##### **Installation**

1. Extract the application files to a folder (e.g., C:\CylonBackup).
2. Run the CylonBackup.bat file.
3. Open the web interface in a browser: http://localhost:8080 or http://[IP Address]:8080.
4. Configure the default user and settings as described in the "Users" and "General Settings" sections.

## Users

##### **The default user is ‘Admin’ and password is ‘Optimised1234’. For security this should be changed during setup**

Name: The full name of the user

Username: The name the user uses to log into the application. Note this is case sensitive.

Password: Minimum of 8 characters

Dark Mode: Check this box to set the initial mode to dark mode for the user.

##### **Roles:** Users have access based on their roles. At least one user must have the **Administrator** role.

|  |  |
| --- | --- |
| **Role** | **Menu Access** |
| Administrator | Users, General Settings, Email Settings, Logs |
| Supervisor | Sites, Engineers, Backup, Restore, Check in |
| Engineer | Check out |

#### **Add User:**

1. Click the **Add User** button.
2. Fill in the required fields:

* Name
* Username (case-sensitive)
* Password (minimum 8 characters)
* Role(s)

1. Click Save to add the user*.*

#### **Delete User:**

1. Select the user to delete.
2. Click the **Delete** button.

**Note**: You cannot delete yourself.

#### **Edit User:**

1. Select the user to edit.
2. Update the required fields.
3. Click **Save**.

## General Settings

**These settings must be configured before use:**

|  |  |  |
| --- | --- | --- |
| **Setting** | **Description** | **Default Value** |
| Cylon Path | The path to and including the UnitronUC32 direction | C:\UnitronUC32 |
| Backup Path | The path to the backup directory | C:\Backup |
| Backup time | The time of day when the application will backup changed sites if auto backup is selected | 03:00am |
| Auto backup | Will enable the automatic backup of the sites | Checked |
| Exclude files | File to exclude when backup up a site. | All unchecked |
| System files | These files will be backed up to the following directory [Backup path]/System/yyyy-mm—dd. When yyyy id the current year, mm is the current month and dd is the current year. If required these files will have to be manually restored. | All checked |
| Update site time | The time of day when the application will update the list of sites from Cylon to its database. This only needs to be done if a site is added or deleted from the Cylon system. Therefore, advisable to run this manually. Note if automatic is required it is recommended that time be set before the backup time. | 02:00am |
| Auto update sites | Will enable the automatic updates of the site database. | Unchecked |

## Email Settings

Configure email settings for sending and receiving notifications. If using Gmail, generate an app password ([instructions](https://support.google.com/mail/answer/185833?hl=en-GB)).

|  |  |
| --- | --- |
| **Setting** | **Description** |
| Username | The username for the email server |
| Password | The password for the email server |
| Pop3Host | The Pop3 host for sending emails |
| Pop3Port | The Pop3 port for sending emails |
| SMTP Host | The SMTP host for receiving emails |
| SMTP Port | The SMTP port for receiving emails |
| From | The email address which sent emails will show as from |
| SMTP Auth | Check this to use SMTP authentication |
| SMTP StartTls Enable | Check this to enable StartTLS |
| SMTP StartTLS Req | Check this if StartTLS is required |

## Sites

The application stores the site backup information in a database and required that site information be imported from the Cylon system. The Cylon system does not store the store number, there required it will be necessary to add this manually.

#### **Importing Sites**

* **Manual Import**:
  1. Select **Sites** from the menu.
  2. Click **Update Sites**.
* **Automatic Import**:
  1. Enable in settings.
  2. The application updates the site database at the set time daily.

#### **Set Store Number:**

1. Select the site.
2. Enter the store number in the "Store Number" field.
3. Press **Save**.

#### **Reset Read-Only:**

* **Administrator Only**: If a site is editable within the Cylon system after being checked in, reset it by selecting the site and pressing the **Reset Read only** button.

## Backup

#### **Manual Backup**

1. Select one or more sites.
2. Click the **Backup** button.
   * Existing backups are moved to the "Old Backups" folder.

#### **Auto Backup**

* Automatically backs up changed sites if enabled in settings. Older backups are moved to the "Old Backups" folder.

**Note** Any site that is checked out to an engineer will not be available for backup.

## Restore

#### **Restore from File**

1. Click **Restore from File**.
2. Navigate to the backup file location and select it.
3. Press **Open**.
   * The site will be backed up before restoration.

#### **Restore Selected**

1. Select sites using the checkboxes.
2. Click **Restore Selected**.
   * Restores sites to the latest version.

#### **Single Site Restore**

1. Check the **Single Site** box.
2. Select the site and desired backup version.
3. The site will be backed up before restoration.
4. **Note** Any site that is checked out to an engineer will not be available for backup.

## Checkout

**Steps:**

1. Select a site.
2. Choose an engineer from the drop-down list.
3. Set a return date (within 2 weeks).
4. Click **Checkout**.

* The site is emailed to the engineer and locked on the server.
* If the return date is exceeded, application will send and reminder email to the engineer every other day.
* If the engineer requires more time to engineer the site, the operator can change the due date to two weeks from the current date.
* This can be done by going to the check-in page and selecting the site and pressing the checkout button.

## Check-in

#### **Operator Check-In**

1. Select the site.
2. Click **Check-In**.
3. Navigate to the backup file location and select it.
4. The site is backed up before restoration.

#### **Engineer Check-In**

1. Engineer emails the backup to the application’s email address.
2. The application monitors the inbox and restores the site if valid.

## Logs

Logs provide detailed records of application operations and should be reviewed regularly for troubleshooting and audit purposes.