

# **Data Manager**

User's Manual



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## Apacer

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## **1. Introduction**

Thank you for choosing Apacer's external hard drives and USB flash drives as data storage devices!

Apacer Data Manager is a user-friendly backup management utility that offers backup and sync solutions to prevent data loss. With Data Manager installed on your computer, it allows you to not only back up data locally to your computer and externally to Apacer's storage device, but also perform unilateral file synchronization as well as bilateral sync between your computer and the device attached to your computer.

### **1.1 System Requirements**

Data Manager can only work with Apacer's external hard drive or USB drive. See below for more detailed information.

ltem	Description
Operating system	Windows 10, Windows 8.1, Windows 8, Windows 7
File system	NTFS, FAT32, FAT, exFAT, ReFS





## **2. Getting Started with Data Manager**

Being a backup management tool, Data Manager provides an intuitive backup and synchronization solution to help you retain and retrieve copies of your precious data. It supports backing up and syncing data stored on your computer and an external storage device attached to your computer. Before using Data Manager, make sure the device attached to your computer is Apacer's external hard drive or USB flash drive.

This chapter explains how to install and launch Data Manager.

### 2.1 Installing Data Manager

Before managing files with Data Manager, you need to download it from <u>Apacer's website</u> and install it on your computer. Follow the steps below to install the utility.

#### To install Data Manager:

- 1. Go to <u>Apacer's website</u>, and go to **Support > Downloads**.
- 2. Click **Utility** > **External Storage**. Find Data Manager and click to download the utility. The compressed file will be downloaded to your computer.
- 3. Extract the zipped file. Find and double click the setup.exe file, then follow the onscreen

instructions to install the utility. Once the installation is complete, the app icon will appear on the desktop of your computer.

### 2.2 Launching Data Manager

Once the installation is complete, follow the steps below to launch Data Manager and you may start managing your files.

#### To launch Data Manager:

- 1. Double click to launch Data Manager.
- 2. Depending on whether any Apacer's storage device is detected, do either of the following:
  - **No device detected**: The error message below will appear. Click **OK** and check if the attached device is Apacer's product or if it is properly attached. Once the problem is solved, launch Data Manager again.

Data Manager	×
No Apacer device	
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Device detected: You will see the Data Manager interface below. Click any of the tabs on the left side to start manage backup/sync tasks or view the information of your attached device. See "3. Managing Files with Data Manager" for more information.





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## **3. Managing Files with Data Manager**

Unexpected data loss from hard drive failures, natural disasters, and ransomware attacks pose potential threats to your paramount data. To avoid data loss caused by such unfortunate situations, Data Manager offers backup and sync features to maintain multiple versions of backup data, thereby providing extra protection in case the current version crashes or gets infected by ransomware.

This chapter introduces you to the interface of Data Manager and guides you through the process of creating and managing backup/sync tasks and viewing information of the attached storage device.

### 3.1 Navigating Home Screen

When Data Manager is launched, you can see three main tabs on the left side and the language switcher at the top displayed on the home screen.

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Backup	Task Name	Description		
Sync				
Davies late				
Device Info	Task description			
Device Info	The second second second second	File size		
Device Info	Task description	File size		
Device Info	Task description	File size		

Below is a general introduction to Data Manager:

No.	Item	Description
1.	Backup	Click to create and manage backup tasks. See "3.2 Backing up Data" for more information.
2.	Sync	Click to create and manage sync tasks. See "3.3 Syncing Files" for more information.
3.	Device Info	Click to view information of the storage device attached to your computer. See "3.4 Viewing Device Info" for more information.
4.	Language switch	Click to switch display languages for Data Manager. Supported languages include English, Traditional Chinese and Simplified Chinese.





### 3.2 Backing up Data

This section explains how to create and manage backup tasks on your computer and external storage device.

Under the **Backup** tab, multiple backup tasks can be created as a contingency plan to avoid data loss. Files to be backed up and the backup destination can be altered whenever you want.

#### To create a backup task:

1. Click Add task (+) to launch the three-step backup wizard.

Apacer			iglish v − × ta Manager
Backup	Backup Task  Task name	Acces	is the best
Sync			
	Task Description     Total number of files	File size	
	× =	Execute	Edit
	© Apacer	Technology Inc. All Rights Reserv	ved.

2. In the window that appears, name the backup task and give it a description. Then click **Next**.

Apa	Step1 Step2 Step3	ager.
ЭB.	Task Name Data Manager	
÷) s	Description	
D D	UI design	
	Next Cancel	



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3. Select the data you want to back up by clicking **Select folder** 1 or **Select file**. To remove any item from the backup list, select the item(s) and click **Delete selected items** 1 or **Delete all** 1.

Next, choose a backup destination by clicking **Browse**. The destination folder can be chosen from either your computer or the attached device. Once finished, click **Next**.

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€ s	D:\UM\Data Manager\image\home-cht.PNG D:\UM\Data Manager\image\home-cht.PNG D:\UM\Data Manager\image\home-enu.PNG D:\UM\Data Manager\UI Flow\		
O D	Total number of files 5 File size 12MB	in X 1	-
	Destination Folder		-
	E:\Data Manager\Backup		
	Browse		

- 4. Check the overview information of the backup task just created and do any of the following:
  - Click **Back** if you want to modify task name, task description or destination folder.
  - Click **Complete** to create the backup task. The task will appear in the **Backup Task** section.
  - Click **Cancel** to cancel the backup task. You will be directed back to the home screen.

Apa	Step1 Step2 Step3	- × nager
О в. С 5	Task Name     Data Manager       Description     UI design       D\UM\Data Manager\image\home-chs.PNG       D\UM\Data Manager\image\home-cht.PNG       D\UM\Data Manager\image\home-enu.PNG	F
	D:\UM\Data Manager\UI Flow\ Total number of file 5 File size 12MB Destination Folder E\Data Manager\Backup	H
	Back Complete Cancel	



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### To perform a backup task:

1. Once a backup task is created, select the task from the **Backup Task** section and click **Execute**.

Apacer	ENGLISH 🗸 — 🗙
	Backup Task
Backup	Task name Description 07172019 Version 1
ှေ Sync	COMTUPEX 2019 Marketing doc Data Manager UI design
Device Info	Task Description
	Total number of files File size
	22 20MB
	E Edit
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2. You can monitor the backup progress with the progress bar and the percentage of completion indicated below. Click **Pause/Cancel** if you wish to pause/cancel the backup task.

Once the backup is complete, click **Complete** to close the window.

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	Loading	22%		_		100%
Ø	Spent time: 0 Day 0 Hours 0 Min 3 Sec Estimated time: 00 Hours 00 Min 19 Sec				r 0 Hours 0 Min 8 Sec surs 00 Min 00 Sec	F
	Pause	Cancel			Complete	Cancel



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#### To edit a backup task:

Select the backup task you want to edit from the **Backup Task** section and click **Edit**. Then you can modify the task name, task description or destination folder.

			Data Man	ager
Backup Task			Access the best	
Task name	Des	scription		
	Version 1			
COMTUPEX 2019 Data Manager	Marketing doc UI design			
Task Descript	ion			
Total number of files	Fi	ile size		
3	ЗМВ			
E E	acer Technolog	Execute ay Inc. All Rights		
	Task name 07172019 COMTUPEX 2019 Data Manager • Task Descript Total number of files 3 • E	Task name     Des       07172019     Version 1       COMTUPEX 2019     Marketing doc       Data Manager     UI design       Task Description     Total number of files       Total number of files     File       3     3MB	Backup Task       Task name     Description       07172019     Version 1       COMIDPEX 2019     Marketing doc       Data Manager     UI design         Task Description       Total number of files     File size       3     3MB   Execute	Backup Task

### To delete a backup task:

Select the backup task you want to delete from the **Backup Task** section and click **Delete task** (-).

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	Apacer	Backup Task	2	Data Ma Access the best	
	D Backup	Task name 07172019	Description Version 1		
	Cy Sync	COMTUPEX 2019 Data Manager	Marketing doc UI design		
NNNNNN	Device Info	Task Descrip	tion		
		Total number of files			
		3	ЗМВ		
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		© Ap	acer Technology Inc. All I	Rights Reserved.	



### 3.3 Syncing Files

This section explains how to sync data between your computer and external storage device.

Under the **Sync** tab, files stored in two different locations, i.e. source and destination folders, can be synced unilaterally and bilaterally according to your setting.

#### To sync files:

1. Select source and destination folders by clicking **Browse**. Both folders can be selected locally or externally from the attached device.

Depending on your needs, choose either of the following for syncing:

- One-way Sync : Files in the source folder will be synced to the destination folder.
- **Two-way Sync** : Files in both source and destination folders will be bilaterally synced.

Apacer		English 🛩 — 🗙
Backup	Source:	Data Manager Access the best
Sync	X X	Browse
Device Info	Destination:  E:\Data Manager	
	[ The Delivery of ]	Browse
	Synchronize	
	© Apacer Technology Inc. All Rig	nts Reserved.

2. Once the source and target folders are chosen, click **Synchronize** to start syncing.



 You can monitor the progress of syncing files with the progress bar and the percentage of completion indicated below. Click **Pause/Cancel** if you wish to pause/cancel the sync task.
 Once the sync is complete, click **Complete** to close the window.



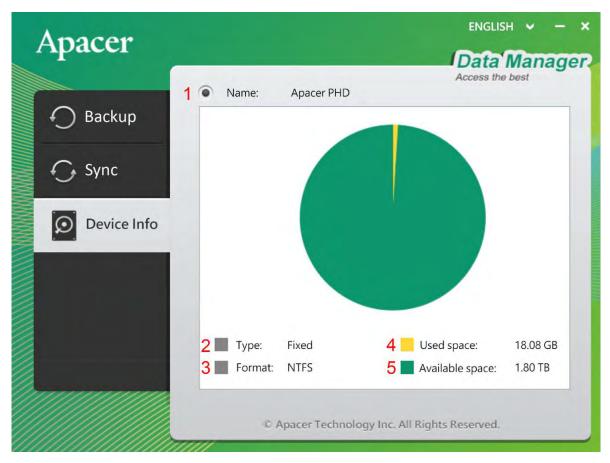


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### 3.4 Viewing Device Info

Under the **Device Info** tab, you can view the general information of Apacer's storage device attached to your computer.



No.	ltem	Description	
1.	Name	Displays the name of the device attached to your computer.	
2.	Туре	<ul> <li>Depending on the type of the attached device, either of the following will appear:</li> <li>Fixed: Indicates that the attached device is external hard drive.</li> <li>Removable: Indicates that the attached device is USB drive.</li> </ul>	
3.	Format	Displays the supported file system of the attached device.	
4.	Used space	e Displays the storage space that has already been used on the attached device.	
5.	Available space	Displays the available storage space of the attached device.	







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