



# User Manual

v2

This user manual is divided into two main parts "**Basic User**" and "**Advanced User**". The Basic User section provides step-by-step instructions with annotated images to help new users navigate and operate the core features of the software with ease. The Advanced User section explores deeper functionalities, custom settings, and power-user tips designed for advanced users who want to unlock the full potential of **CLONE**.

# BASIC USER MANUAL

## Interface

Once the app is opened, a several tabs will appear in the left-side panel. By default, the Dashboard tab (indicated by number 1) will be selected, and its interface will be displayed as follows.

It contains the area where the source and destination folders can be browsed (indicated by number 2), the start button to initiate the sync and backup process (indicated by number 3), progress indicators to view sync and backup progress (indicated by number 4), the backup history displaying the record of successful or failed backups (indicated by number 5), and the status indicator showing whether the backup process is currently running or not (indicated by number 6).

For basic usage, parameters in the "Advanced" and "Settings" tabs typically do not require modification. As such, they are not covered in this basic user manual.

However, they are explained in detail in the "Advanced User Manual" section of this guidance document. To access that section, scroll down.

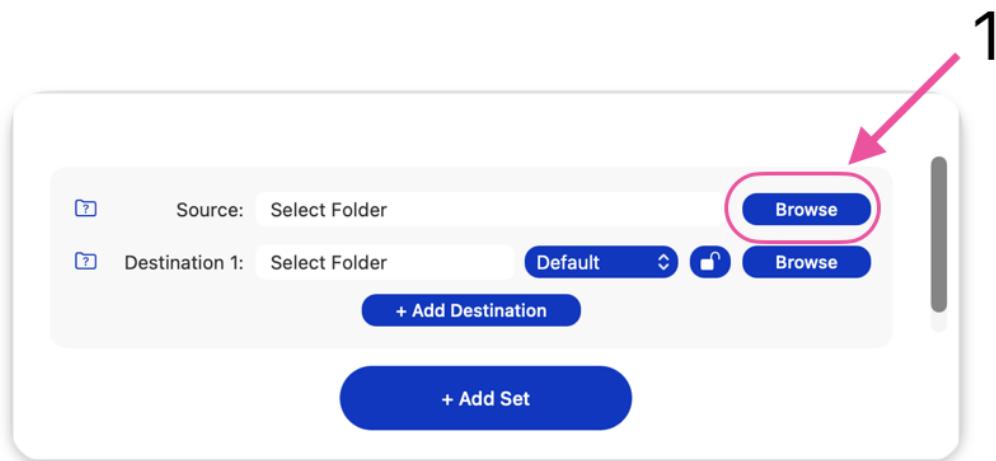


## Starting the Backup Process

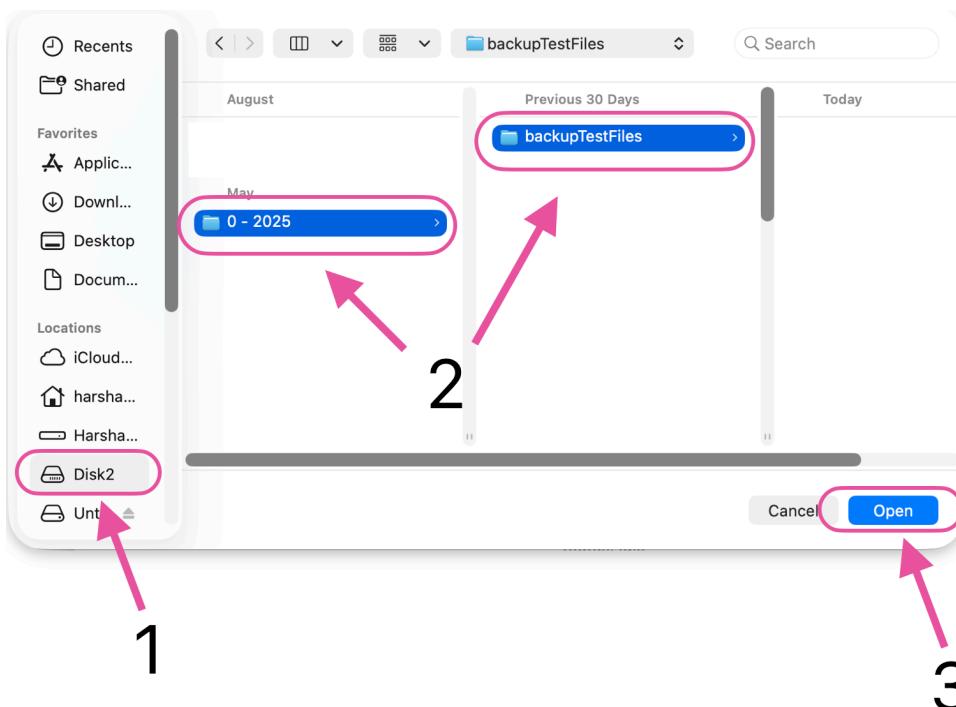
Starting the backup process is very simple and straightforward. It requires selecting the source folder (the location of the original files to be backed up) and the destination folder (where the files will be backed up). The steps are as follows,

Steps:

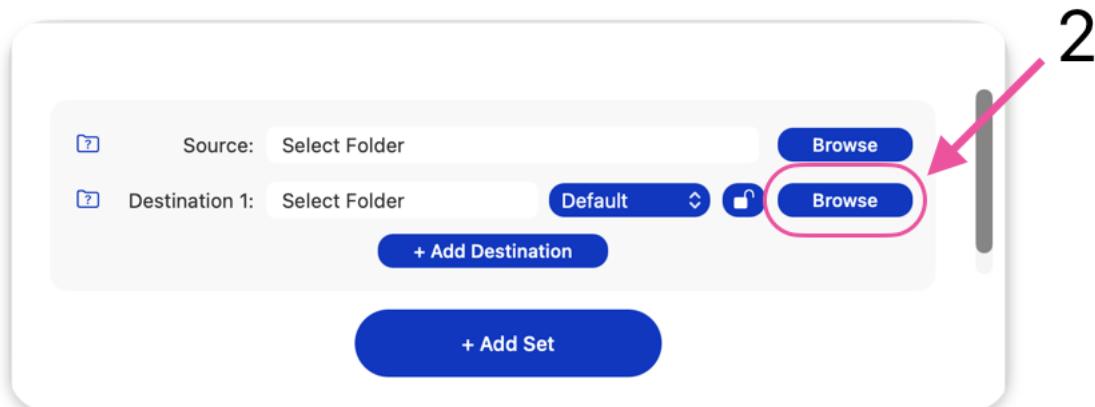
1. Click the "Browse" button next to the source field to locate the source folder (indicated in number 1).



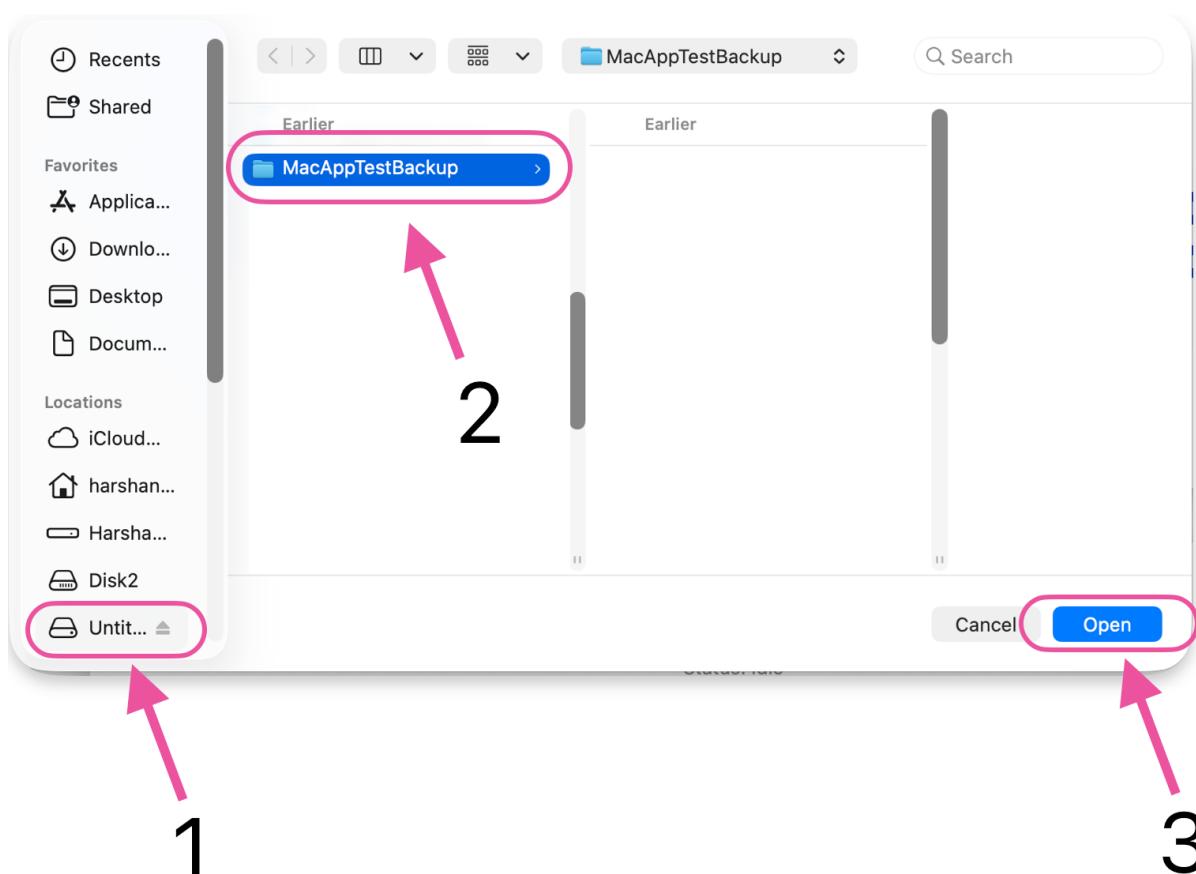
2. A dialog box will appear. Click on the preferred source drive (indicated in number 1), and then select the folder (and any subfolders if needed) where the original files are located (indicated in number 2). Finally, click the "Open" button (indicated in number 3).



3. Click the "Browse" button next to the destination field to locate the destination folder (indicated in number 2).



4. A second dialog box will appear. Select the preferred backup drive (indicated in number 1), then select the destination folder (indicated in number 2), and click "Open" (indicated in number 3).



5. Click the "Start Sync & Backup" button to begin the backup process.

Start Sync & Backup

Status: Sync & Backup stopped.

## **During Backup**

### Once the Process Has Started,

- The Status at the top-right corner of the CLONE interface will change to green.
- The “Start Sync & Backup” button will change to “Stop Sync & Backup” (Note: Do not click this button unless the backup process needs to be stopped.)

Status:

Stop Sync & Backup

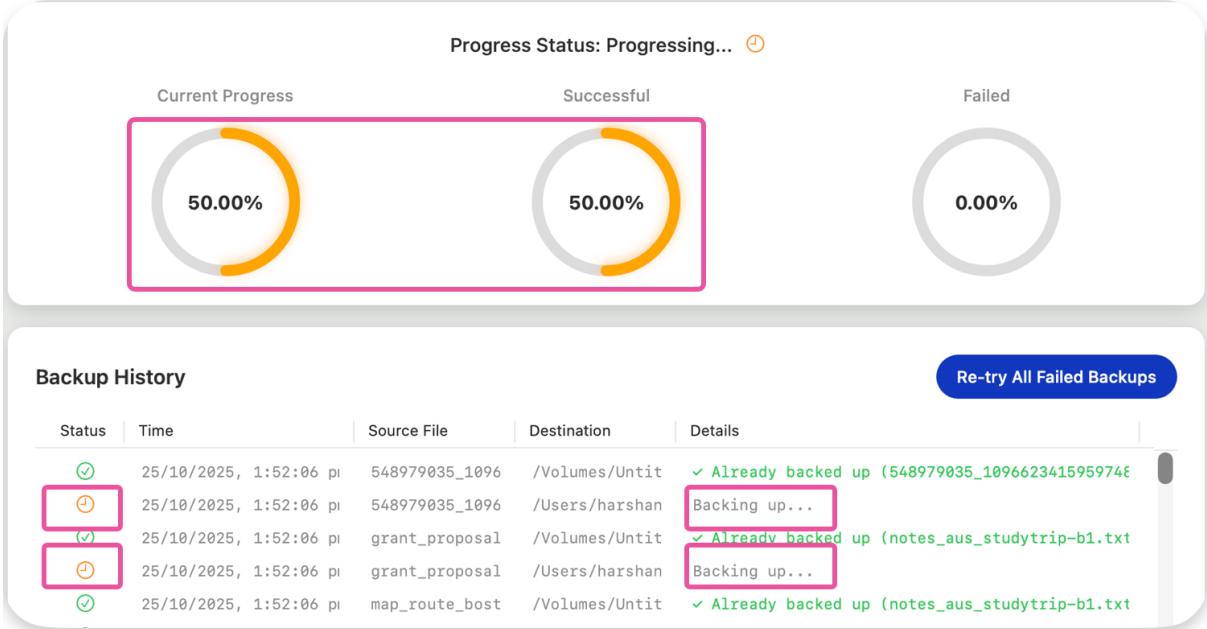
Status: No changes.

### At This Point,

- Progress indicators will display real-time updates.
- The backup history will show completed backups and any files currently being backed up.

### Progress Indicators Explained

- **Current Progress:** Shows the progress of the current backup session. A new session will automatically begin when CLONE detects new files or changes in existing files.
- **Successful:** Displays the number of successfully backed-up files. This is a cumulative count from all sessions since the app was launched.



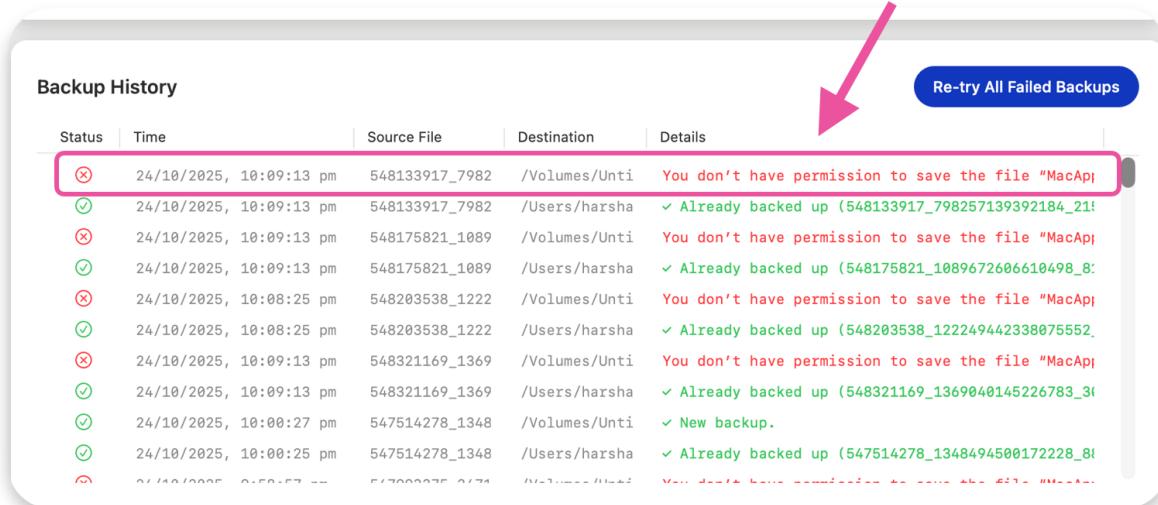
- **Failed:** Displays the number of failed backup operations. This is also cumulative across all sessions since the app was launched.

If failed backups are shown, check whether the source or destination drives are properly connected. Once any drive-related errors are resolved, CLONE will automatically retry backing up the failed files.

Further, you'll be notified immediately via a notification if any backups fail (a red dot will also appear on the menu icon).

If issues persist, refer to the Troubleshooting section of this guide.

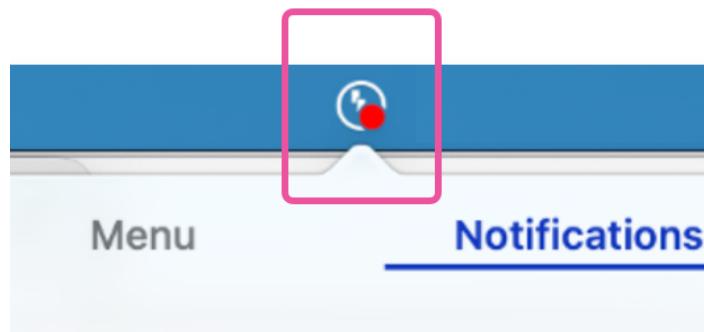
# Failed Backup



Backup History

Status	Time	Source File	Destination	Details
✗	24/10/2025, 10:09:13 pm	548133917_7982	/Volumes/Untitled	You don't have permission to save the file "MacApp"
✓	24/10/2025, 10:09:13 pm	548133917_7982	/Users/harsha	✓ Already backed up (548133917_798257139392184_21)
✗	24/10/2025, 10:09:13 pm	548175821_1089	/Volumes/Untitled	You don't have permission to save the file "MacApp"
✓	24/10/2025, 10:09:13 pm	548175821_1089	/Users/harsha	✓ Already backed up (548175821_1089672606610498_8)
✗	24/10/2025, 10:08:25 pm	548203538_1222	/Volumes/Untitled	You don't have permission to save the file "MacApp"
✓	24/10/2025, 10:08:25 pm	548203538_1222	/Users/harsha	✓ Already backed up (548203538_122249442338075552)
✗	24/10/2025, 10:09:13 pm	548321169_1369	/Volumes/Untitled	You don't have permission to save the file "MacApp"
✓	24/10/2025, 10:09:13 pm	548321169_1369	/Users/harsha	✓ Already backed up (548321169_1369040145226783_3)
✓	24/10/2025, 10:00:27 pm	547514278_1348	/Volumes/Untitled	✓ New backup.
✓	24/10/2025, 10:00:25 pm	547514278_1348	/Users/harsha	✓ Already backed up (547514278_1348494500172228_8)
✗	24/10/2025, 01:00:57 pm	547000075_0174	/Volumes/Untitled	✗ You don't have permission to save the file "MacApp"

Re-try All Failed Backups



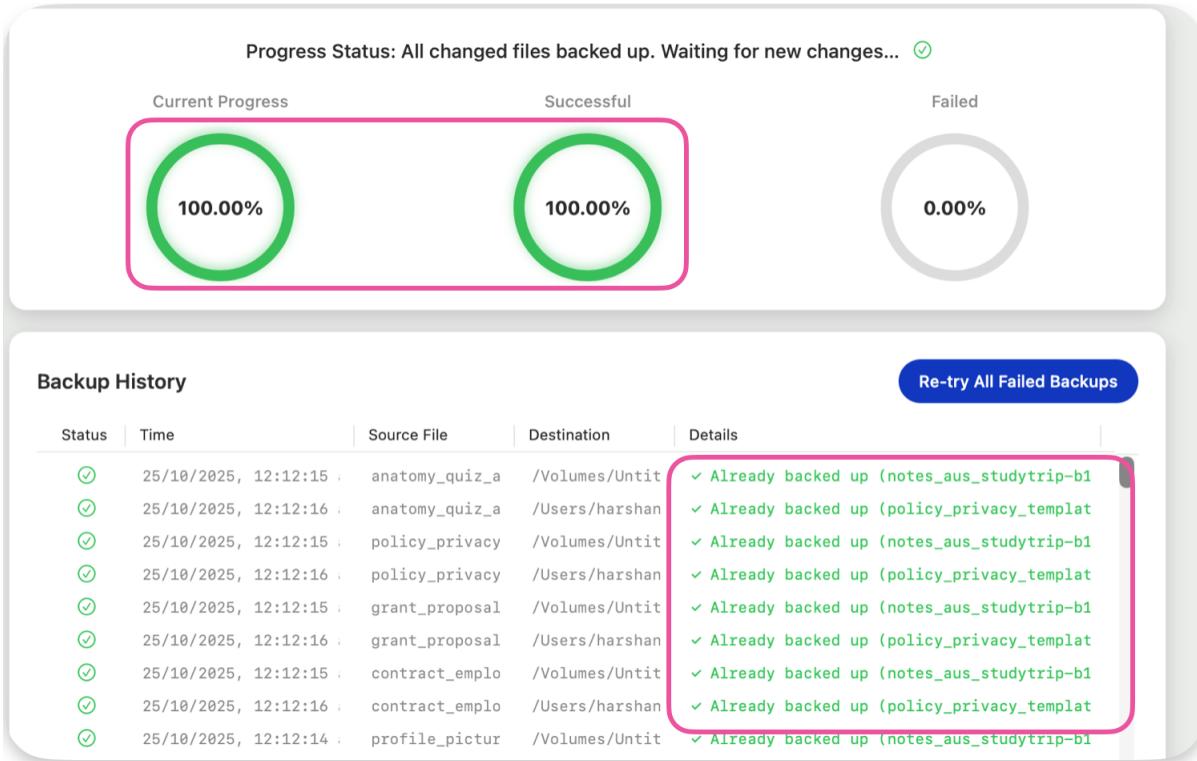
Receive critical notifications.

## After Successful Backup

Once the backup process is complete, files will be marked as either "New backup" or "Already backed up", depending on whether they were newly added or previously backed up.

The interface should appear as shown in the screenshots, with 100% indicators for both Current Progress and Successful, and 0% for Failed, if there were no issues.

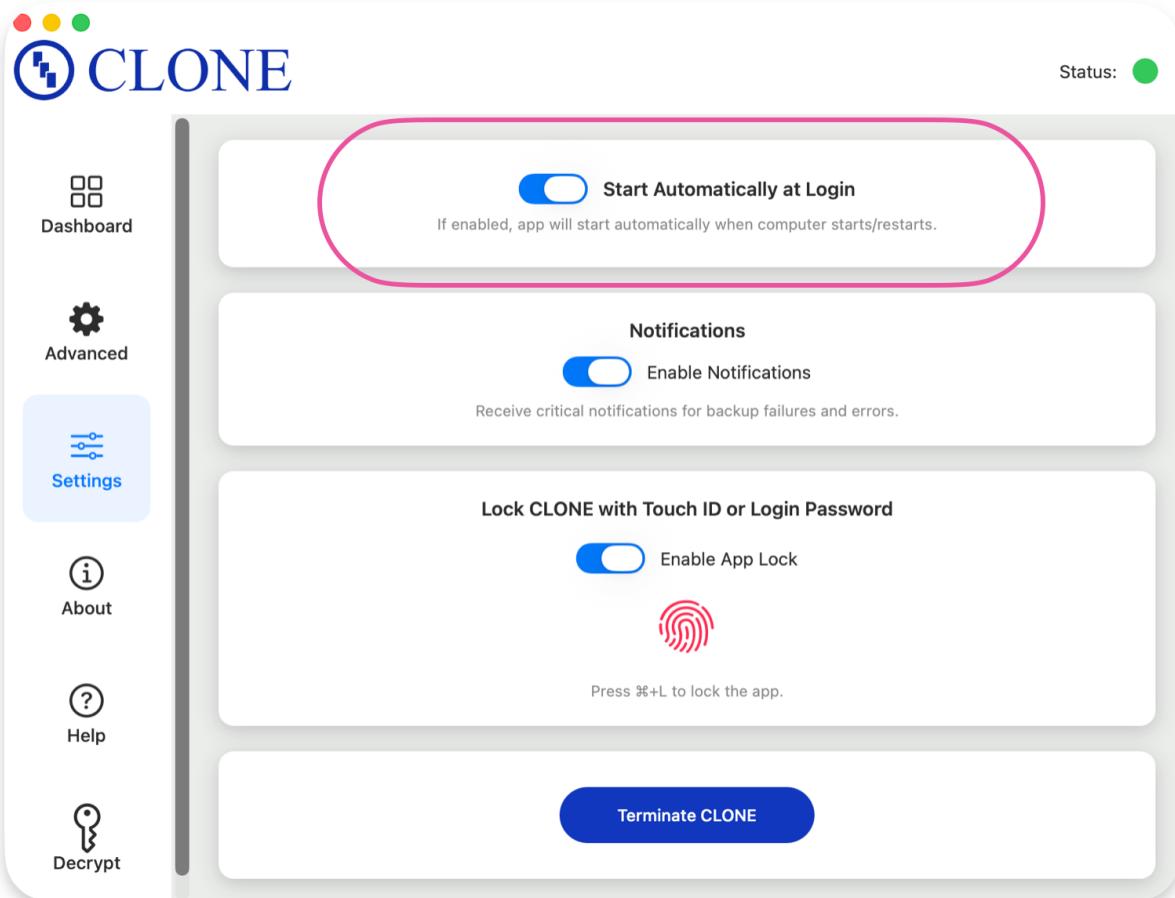
CLONE will now continuously monitor the source folder and automatically back up any newly detected changes.



## Start Automatically at Login / Restart

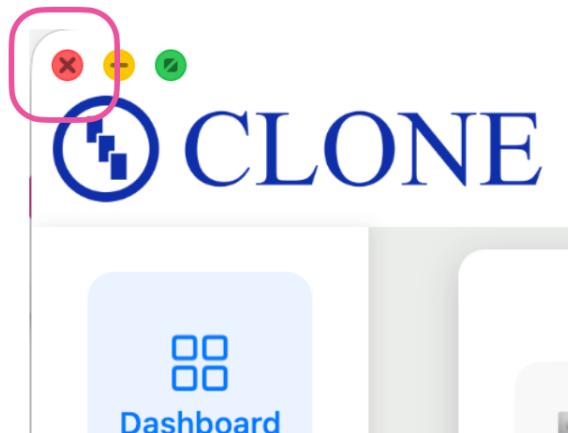
CLONE can be configured to start automatically when your Mac restarts and will resume all sync and backup processes without any user intervention. To enable this, turn on the "Start automatically at login" toggle shown below. CLONE remembers whether you previously started the backup process, and if so, it will automatically continue after a restart.

However, if your backup drives were disconnected or if errors occurred before the restart, the backup process must be started manually by pressing the "Start Sync & Backup" button. This safeguard is intentional to ensure data integrity and prevent unintended backup actions.



## Quit CLONE

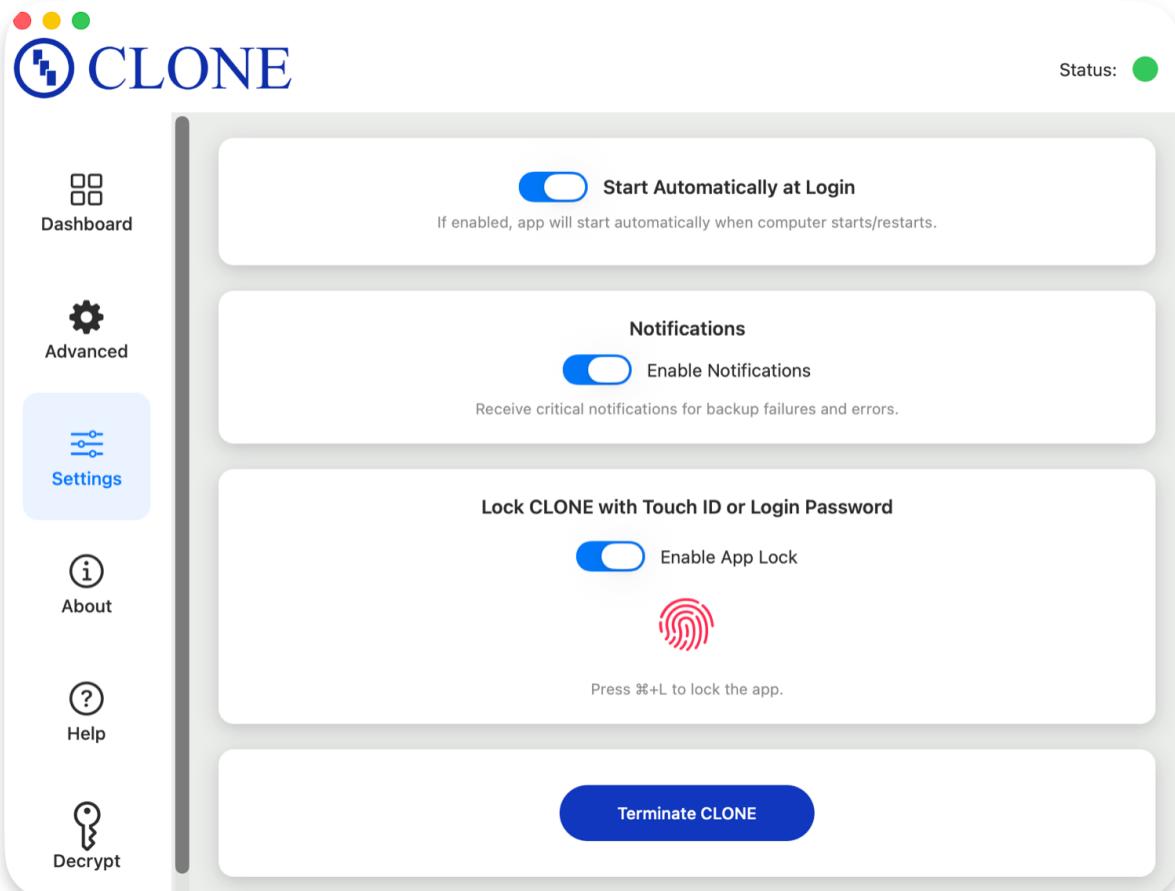
It is safe to quit the CLONE window at any time. The CLONE will continue running in the background, and backups will remain active.



## Terminating CLONE (Not Recommended)

If there is a need to fully terminate CLONE (not recommended, as this will stop all backup services).

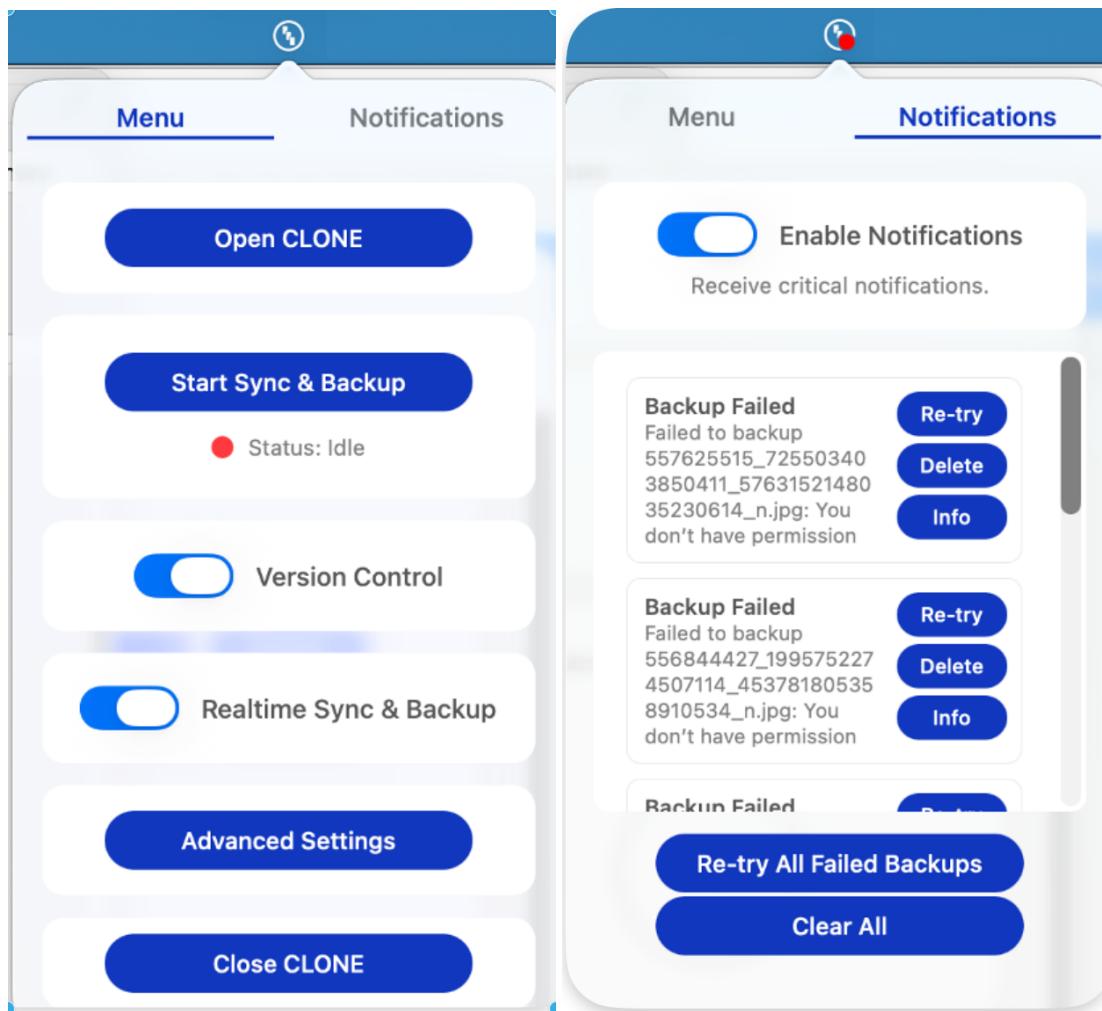
- Go to the "Settings" Tab.
- Click the "Terminate CLONE" button.



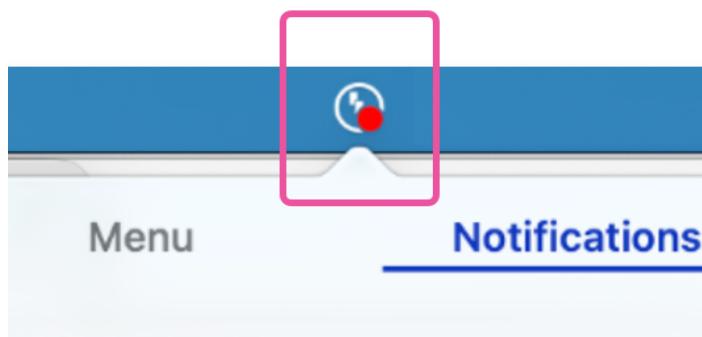
## The CLONE Quick Access Menu

This is located in the top menu bar of macOS and provides several quick-access action buttons that make it easy to perform common tasks, such as opening the CLONE app or turning version control on and off.

In addition, it includes a Notifications tab, which displays various types of alerts, such as drive failures, backup errors, and other important status updates.



When there are any notifications, the icon will display a red dot as shown below.



## **Backup Drive Preferences**

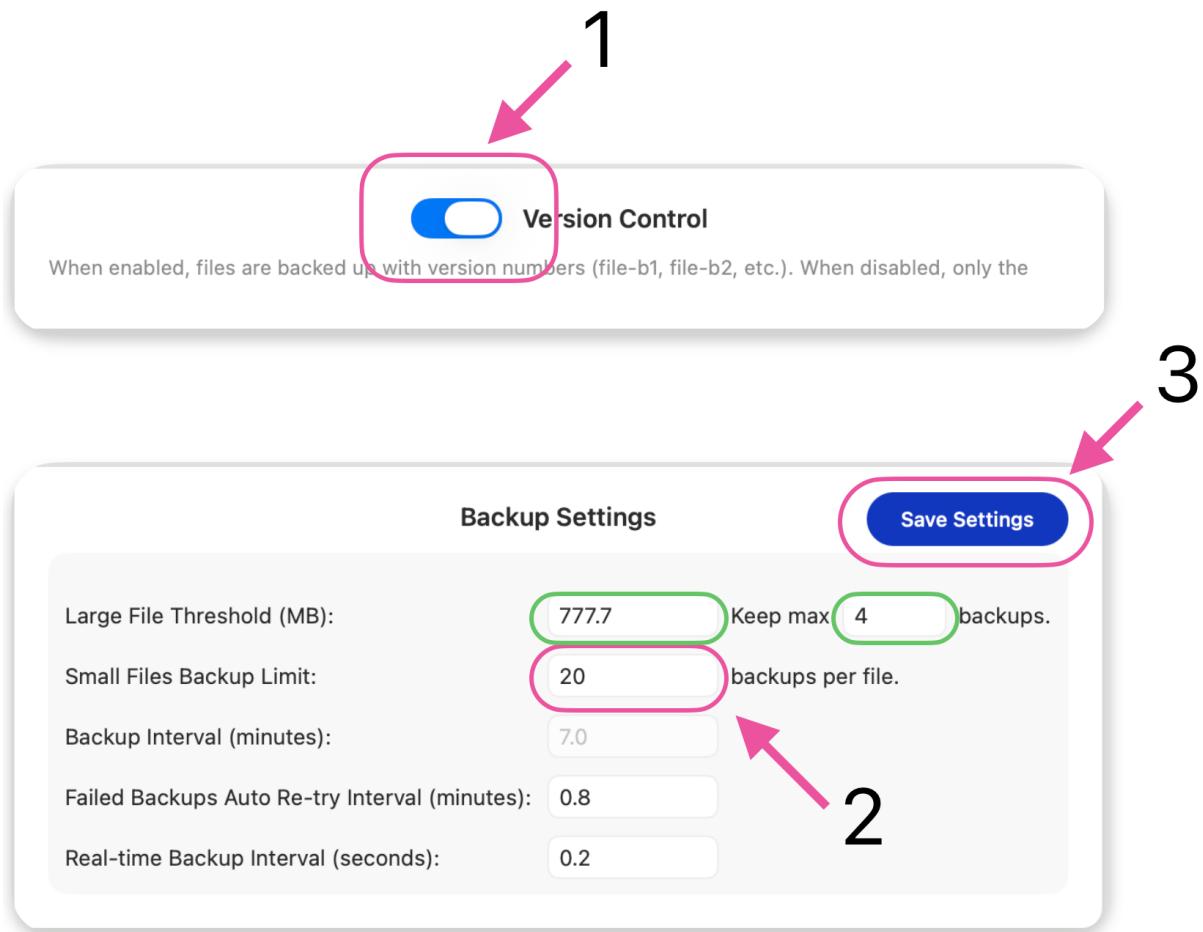
Backing up to both local and online cloud drives is possible. However online drives can be slower compared to using local storage devices. This is primarily due to internet upload speeds, which are typically much slower than the read/write speeds of local drives. Additionally, cloud services often introduce sync delays, bandwidth limitations, or file-locking during upload, which can further slowdown the backup process. For faster and more reliable performance, local external drives (for instance, USB or SSD) are generally recommended as the primary backup destination.

# ADVANCED USER MANUAL

## Version Control

This mode acts like a time machine for your files. It safely stores a limited number of past versions, allowing you to recover a file from a specific point in time.

### When Version Control is ON



### How It Works:

The software will keep a set number of old versions for each file (the "Small Files Backup Limit" or for large files, "Keep max x number of backups" you configure). When a file is backed up and the version limit is reached, the oldest version is automatically deleted to make room for the new one.

This ensures you have a rolling history of your files without using unlimited storage space.

**Example:** Let's say you have Version Control ON and the Small Files Limit set to 4.

You back up Report.doc for the first time. The CLONE creates: Report\_b1.doc.

You edit and back it up again. Now you have: Report\_b1.doc and Report\_b2.doc.

This continues until you have four versions: Report\_b1.doc, Report\_b2.doc, Report\_b3.doc, Report\_b4.doc.

When you back it up a fifth time, the software deletes the oldest version (b1) and adds the new one. You will now have:

Report\_b2.doc

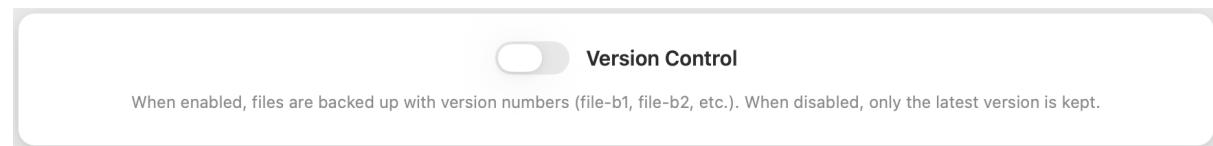
Report\_b3.doc

Report\_b4.doc

Report\_b5.doc (the newest)

You will always have the 4 most recent versions of your file.

### **When Version Control is OFF**



This mode is for when you only need to keep the latest copy of a file. It saves storage space by not keeping a history of changes.

### **How It Works:**

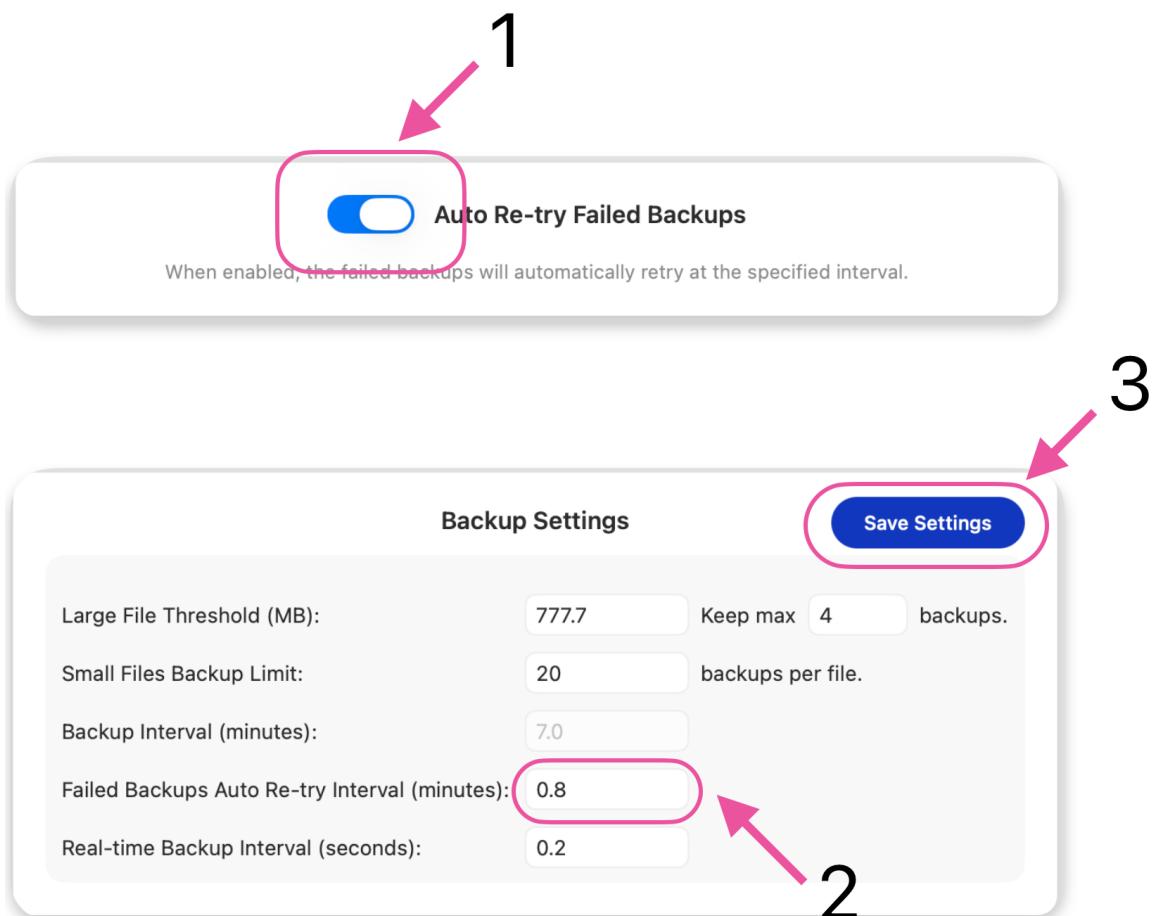
When version control is disabled, the CLONE will not maintain file versions (for instance, b1, b2, etc.). Only one file will be maintained. However, if existing version backup files are already present in the destination folder (such as b1, b2, etc.), they will not be deleted. Instead, the software will delete the latest version backup (for

example, b10) to make space, and the new backup file will be saved with the next version label (e.g., b11).

## **Auto Re-try Failed Backups**

Sometimes, files may fail to back up due to various reasons, for instance, the backup drive being ejected during the process, drive errors, or other interruptions. When Auto Re-Try Failed Backups is enabled, CLONE will continuously attempt to back up any failed files until the process is successful, ensuring that all files are eventually backed up. The time interval between each retry is controlled by the "Failed Backups Auto Re-Try Interval" setting.

The recommended setting is 1 minute for a good balance between performance and responsiveness.



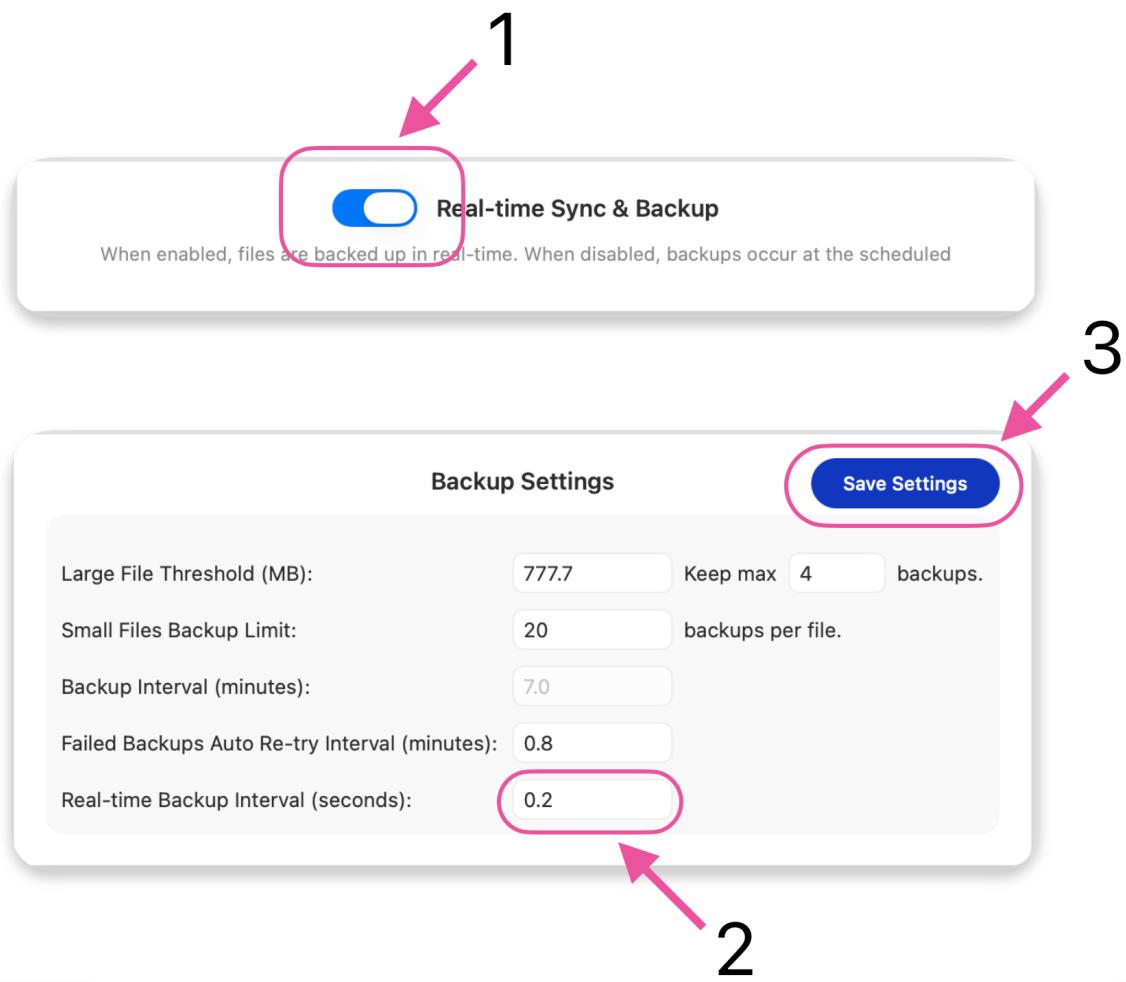
## Real-time Sync & Backup

When Real-Time Sync is enabled, CLONE will automatically monitor your files for changes at regular interval, as set in the "Real-Time Backup Interval" setting.

For example, if you edit a document and click save, CLONE will automatically detect that change and create a backup of the updated version. This helps ensure your most recent changes are always safely backed up without needing to press any buttons manually.

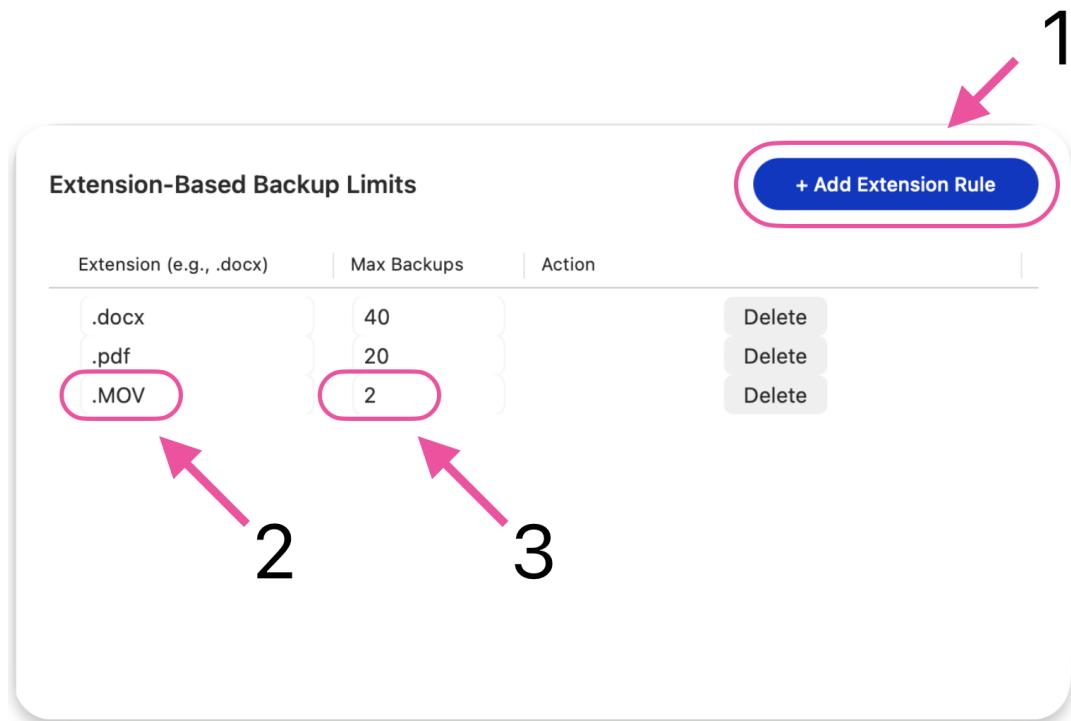
You can set the interval to a fraction of a second or a few seconds, depending on your preference. However, keep in mind that setting the interval too low may increase the load on your computer's processor.

The recommended setting is 1 second for a good balance between performance and responsiveness.



## Extension Based Backup Limits

Specific backup limits can be set for individual file types using this feature. For example, if a limit of 20 is set for ".pdf" files, the general "Small Files Backup Limit" and "Large File Threshold" settings will be ignored for PDFs. Instead, the CLONE will follow this custom limit just for that extension.



The screenshot shows a table titled "Extension-Based Backup Limits" with three rows. The columns are "Extension (e.g., .docx)", "Max Backups", and "Action". The rows are: ".docx" (Max Backups 40, Action Delete), ".pdf" (Max Backups 20, Action Delete), and ".MOV" (Max Backups 2, Action Delete). A blue button at the top right says "+ Add Extension Rule". Three pink arrows point to the table: arrow 1 points to the ".MOV" row, arrow 2 points to the "Max Backups" column for the ".MOV" row, and arrow 3 points to the "Max Backups" column for the ".pdf" row.

Extension (e.g., .docx)	Max Backups	Action
.docx	40	Delete
.pdf	20	Delete
.MOV	2	Delete

+ Add Extension Rule

## Ignored File Types & Patterns

**CLONE** can be configured to skip certain files and folders during backup to avoid copying system-related or temporary files that are not typically useful for most users. This helps keep backups clean, efficient, and free from unnecessary clutter. The skip list is fully customizable, and you can add or remove any file type or pattern to suit your needs.

**Ignored File Types & Patterns**

These file types will be ignored during backup and won't be backed up. This helps avoid unwanted hidden or system files. You can add or remove file types as needed.

Search ignored file types & patterns... 20 types & patterns

Exact Names Enter file type or pattern Add

Delete Selected Item(s)

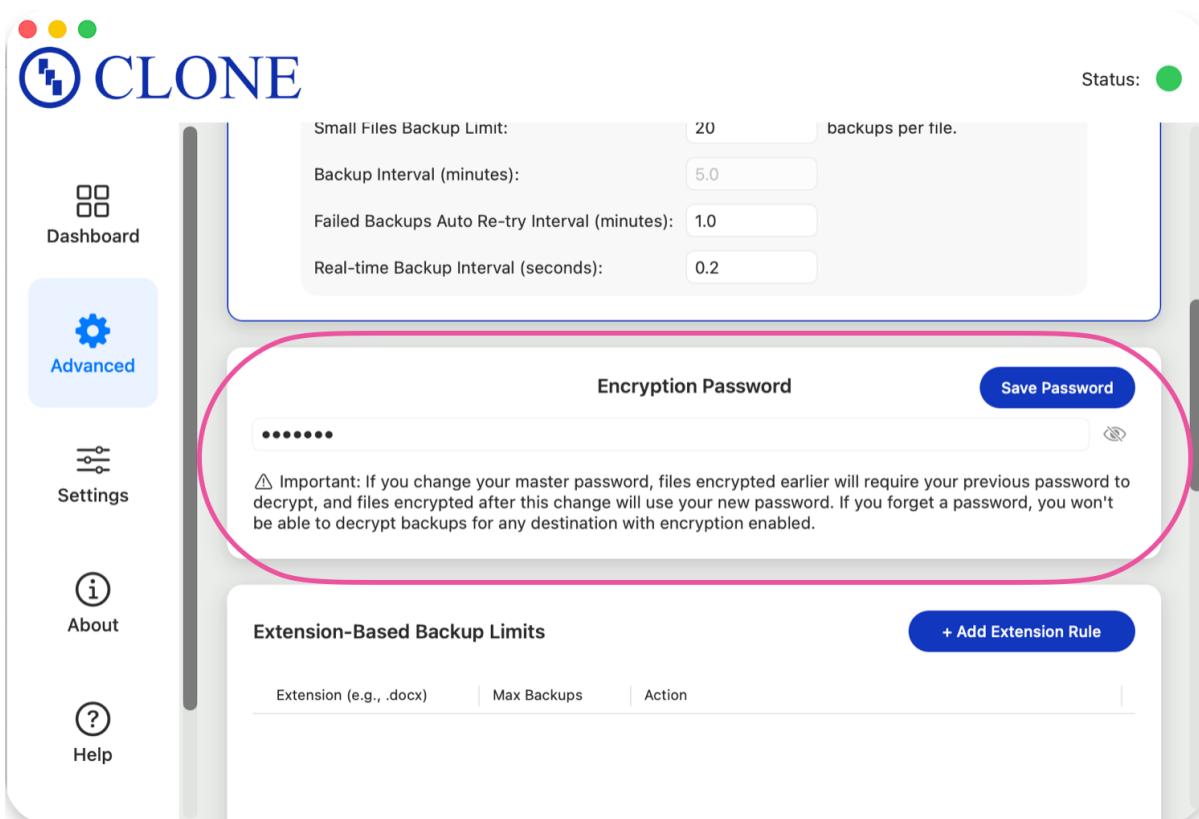
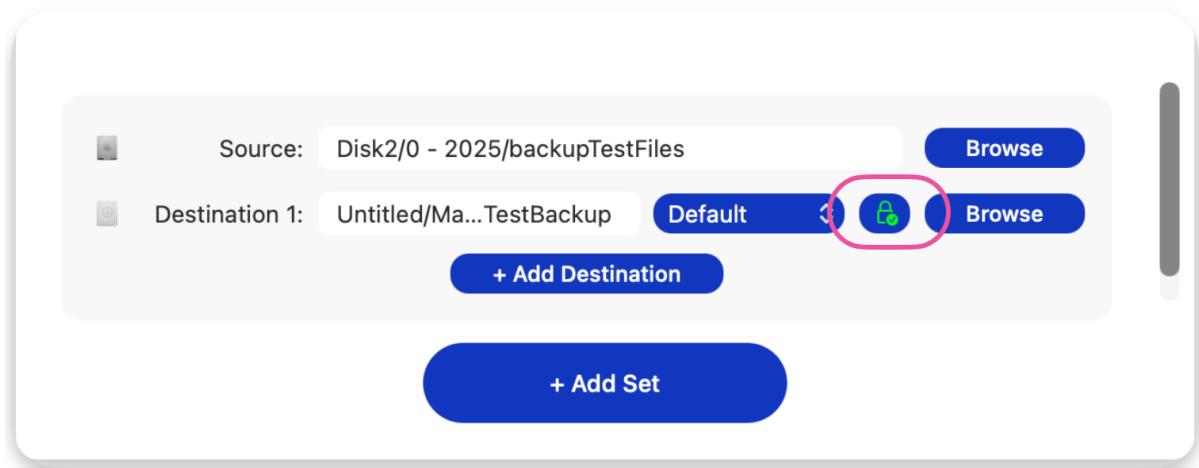
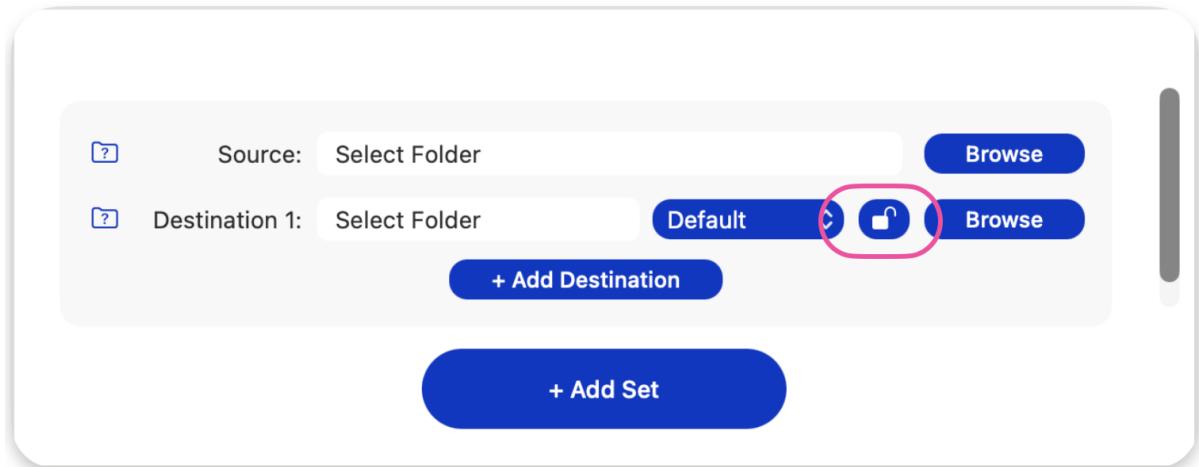
Exact Names	Directories	Prefix Patterns	Suffix Patterns
.CFUserTextEncoding			
<b>.DS_Store</b>	.Spotlight-V100	~	.partial
.DocumentRevisions-V1	.MobileBackups		
.HFS+ Private Directory			
.Spotlight-V100	.fsevents	~\$	.crdownload
<b>.TemporaryItems</b>	.DocumentRevisions-V1		
.Trashes	.Trashes	~	.tmp
.VolumeIcon.icns			
.apdisk			
.broken			
.clean			
.com.apple.timemachine	Previous Systems.locali		
.com.apple.timemachine			
.fsevents	.TemporaryItems		.temp
.fsevents-uuid			

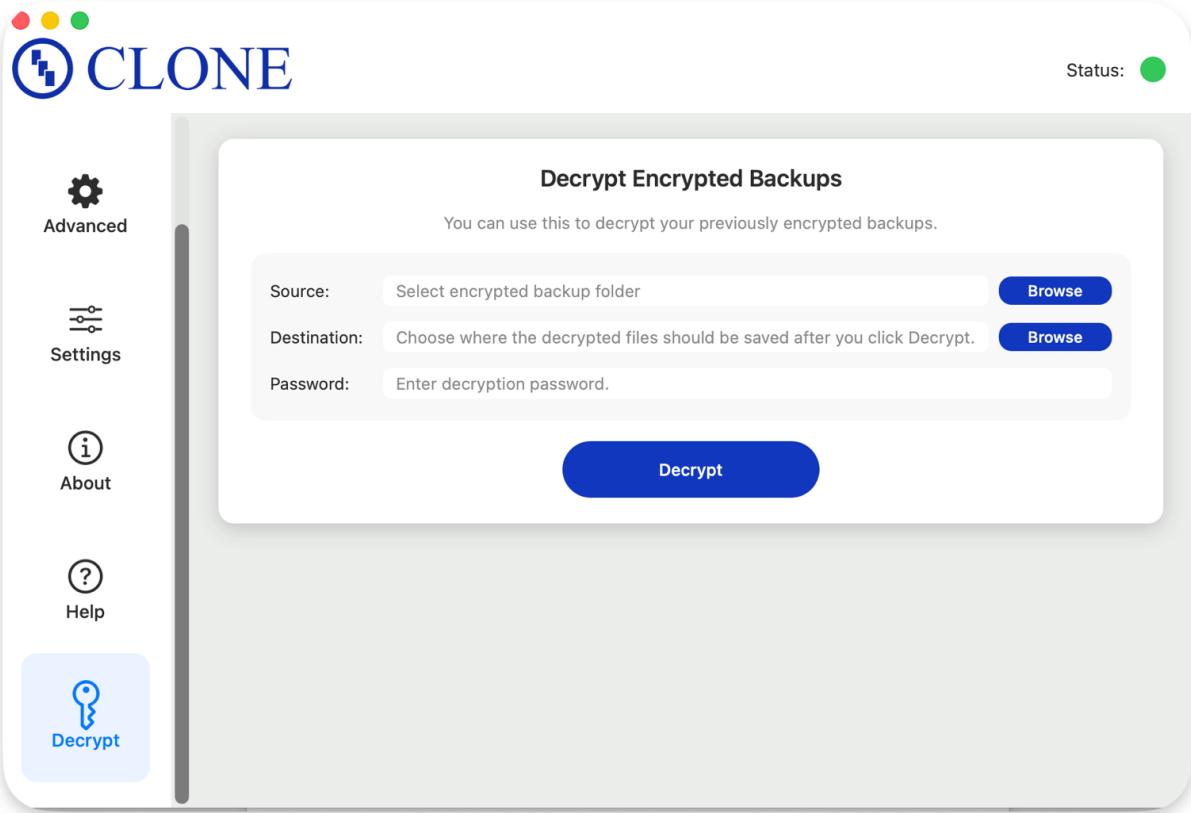
## File Encryption

File encryption is useful when backing up your data to external drives, ensuring that even if someone gains access to your backup, they cannot read or view the contents. When encryption is enabled and a password is set, **CLONE** encrypts your files before backing them up to the destination. Only you can decrypt them whenever needed.

You can enable or disable encryption for specific destinations by pressing the encryption button as shown below.

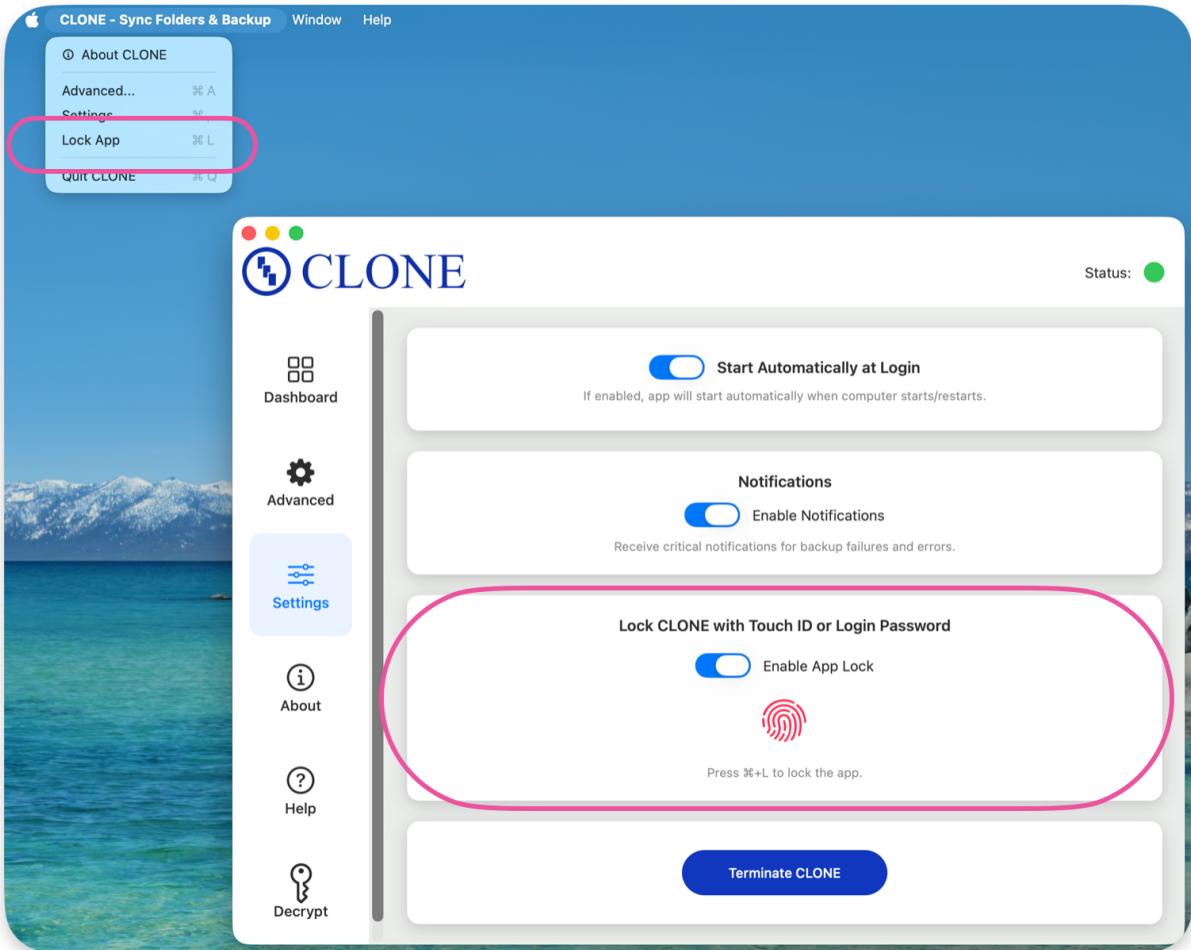
Please note: If you forget your encryption password, there is no way to recover your encrypted files. Use a strong but memorable password. You will need it to decrypt your files in the future.





## Lock CLONE with Touch ID or Login Password

**CLONE** can be configured to lock using Touch ID or your macOS login password. To enable this feature, turn on the toggle switch as shown below. You can lock the app at any time using the keyboard shortcut “⌘ + L”, or by selecting “Lock App” from the menu.

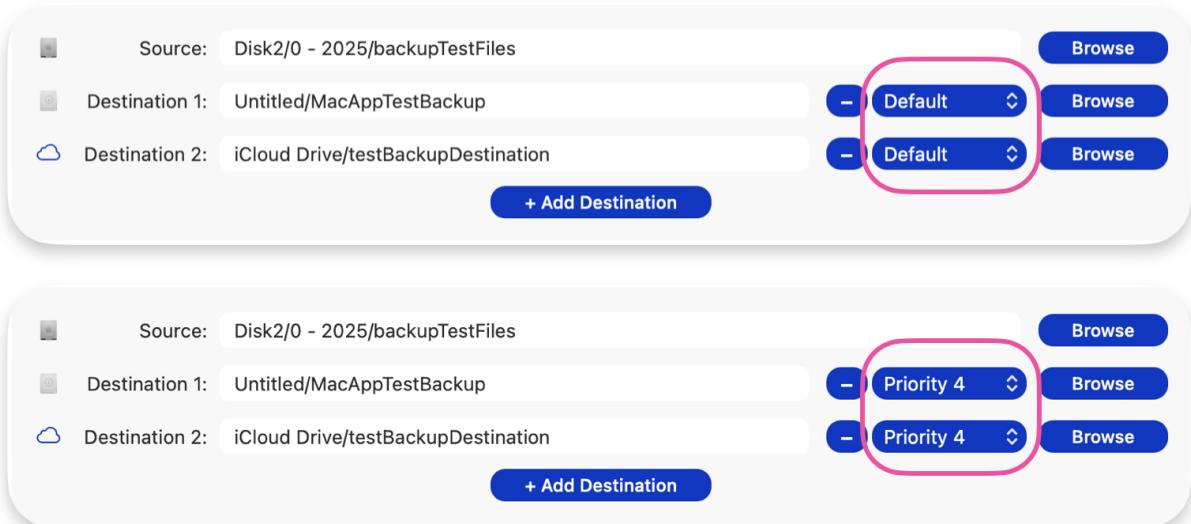


## Sync & Backup Priority

The priority you select tells CLONE which destinations to back up first. By setting priorities strategically, you can make sure your most critical or time-sensitive backups finish first.

### Same Priority (Parallel)

If two or more destinations share the same priority level, they back up at the same time, this is called parallel backup. Fast and efficient!

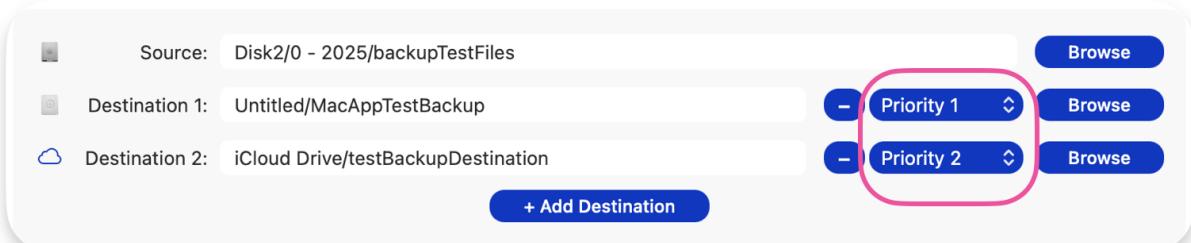


The image contains two screenshots of the CLONE software interface. Both screenshots show a source selection (Disk2/0 - 2025/backupTestFiles) and two destination options (Destination 1: Untitled/MacAppTestBackup and Destination 2: iCloud Drive/testBackupDestination). In the top screenshot, the priority dropdowns for both destinations are set to 'Default' and are highlighted with a pink oval. In the bottom screenshot, the priority dropdowns are set to 'Priority 4' and are also highlighted with a pink oval. A blue 'Browse' button is visible to the right of each priority dropdown. A blue '+ Add Destination' button is located at the bottom of each interface.

### Different Priorities (Sequential)

Higher-numbered priorities wait until lower ones finish completely.

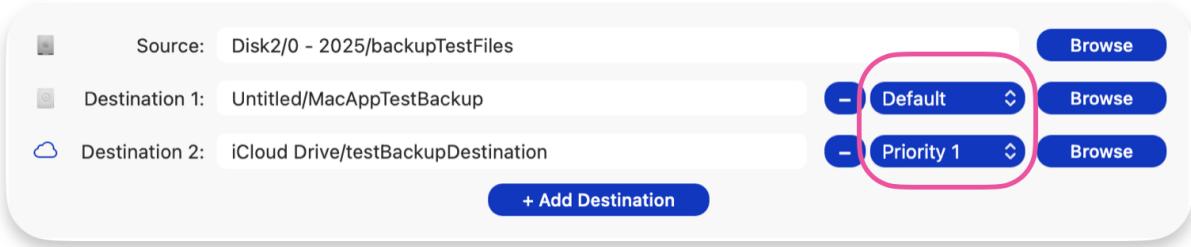
Example: All Priority 1 backups must finish before any Priority 2 starts.



The image shows a screenshot of the CLONE software interface. It includes a source selection (Disk2/0 - 2025/backupTestFiles) and two destination options (Destination 1: Untitled/MacAppTestBackup and Destination 2: iCloud Drive/testBackupDestination). The priority dropdown for Destination 1 is set to 'Priority 1' and highlighted with a pink oval. The priority dropdown for Destination 2 is set to 'Priority 2' and also highlighted with a pink oval. A blue 'Browse' button is to the right of each priority dropdown. A blue '+ Add Destination' button is at the bottom.

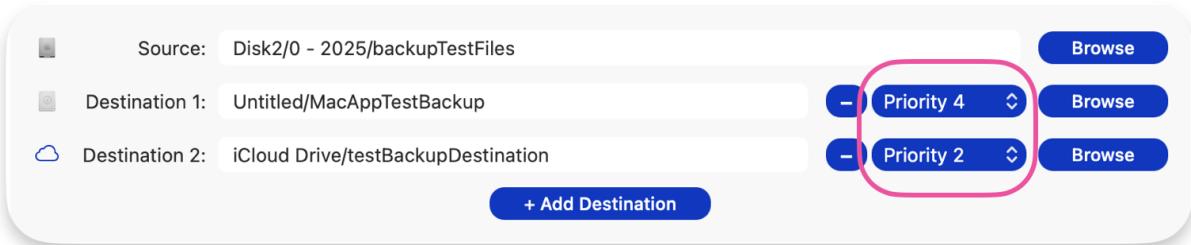
## Default = Priority 1

"Default" and "Priority 1" are on the same level and start together. Pick your favorite!



## Gaps Don't Matter

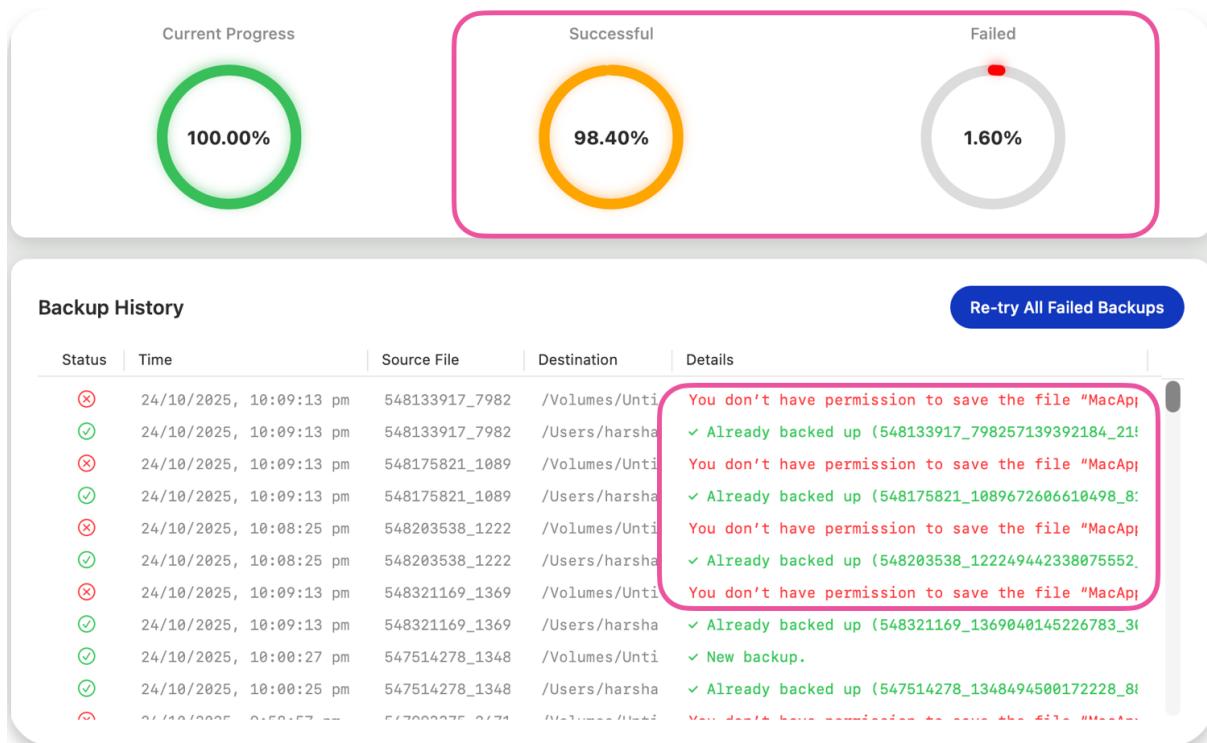
If you skip numbers (for example, using only Priority 2 & 4), the **CLONE** is intelligent enough to understand that you meant to start the 2nd one first, then the 4th one later.



# Troubleshooting

## Permission Errors

This error appears when CLONE is unable to back up files due to drive accessibility issues. There are several possible causes for this type of error, most commonly, the backup drive may have been ejected or has a loose connection.



However, if the "Auto Re-try Failed Backups" toggle is turned on, CLONE will automatically attempt to back up the failed files once the drive is properly reconnected. This will occur based on the interval defined in the "Failed Backups Auto Re-try Interval" setting.

Once the backup is successful, both the "Current Progress" and "Successful" indicators will display 100% in green, as shown below.

Progress Status: All changed files backed up. Waiting for new changes... 

Current Progress

Successful

Failed

100.00%

100.00%

0.00%

### Backup History

**Re-try All Failed Backups**

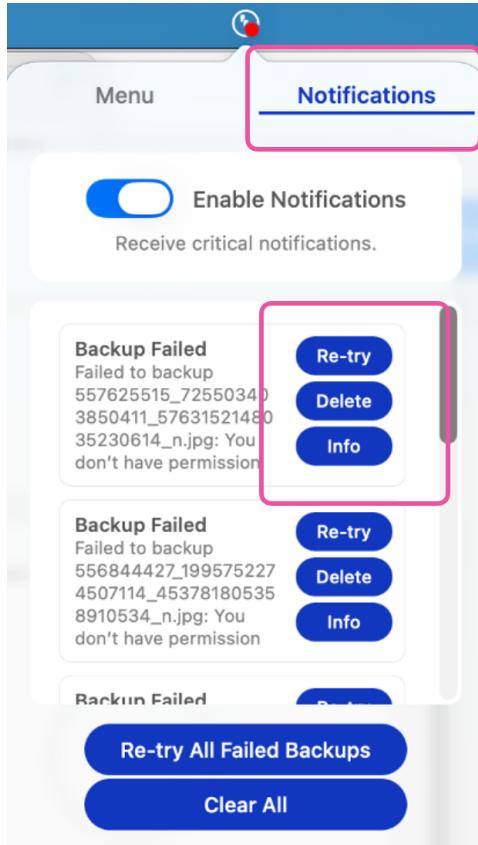
Status	Time	Source File	Destination	Details
	25/10/2025, 12:12:15	anatomy_quiz_a	/Volumes/Untitled	 Already backed up (notes_aus_studytrip-b1)
	25/10/2025, 12:12:16	anatomy_quiz_a	/Users/harshan	 Already backed up (policy_privacy_template)
	25/10/2025, 12:12:15	policy_privacy	/Volumes/Untitled	 Already backed up (notes_aus_studytrip-b1)
	25/10/2025, 12:12:16	policy_privacy	/Users/harshan	 Already backed up (policy_privacy_template)
	25/10/2025, 12:12:15	grant_proposal	/Volumes/Untitled	 Already backed up (notes_aus_studytrip-b1)
	25/10/2025, 12:12:16	grant_proposal	/Users/harshan	 Already backed up (policy_privacy_template)
	25/10/2025, 12:12:15	contract_emplo	/Volumes/Untitled	 Already backed up (notes_aus_studytrip-b1)
	25/10/2025, 12:12:16	contract_emplo	/Users/harshan	 Already backed up (policy_privacy_template)
	25/10/2025, 12:12:14	profile_pictur	/Volumes/Untitled	 Already backed up (notes_aus_studytrip-b1)

You can also manually trigger CLONE to attempt backing up by clicking the "Re-try Failed Backups" button. The same action is also available through the Notifications menu.

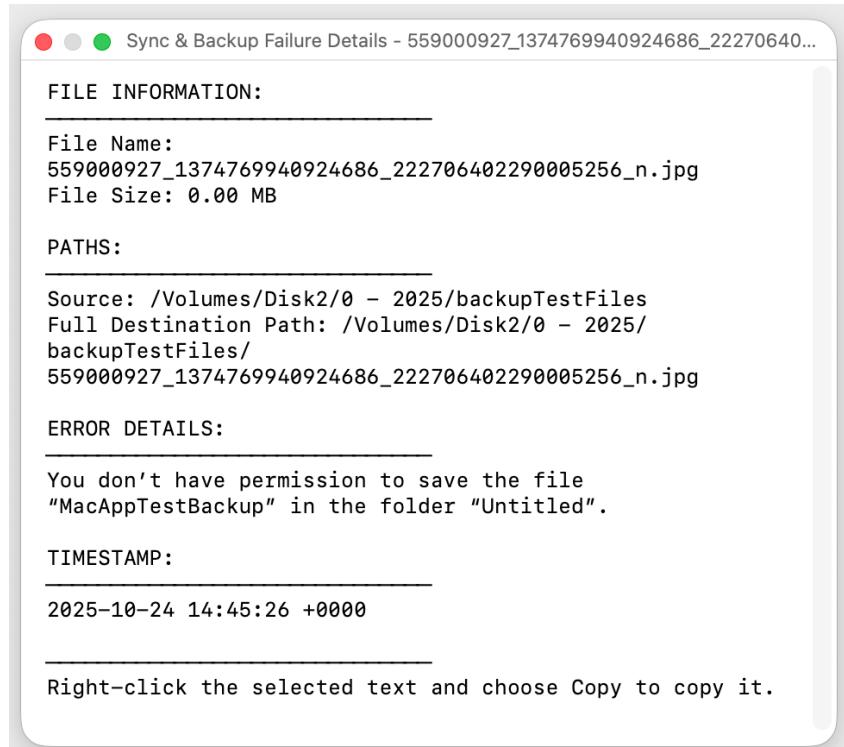
### Backup History

**Re-try All Failed Backups**

Status	Time	Source File	Destination	Details
	24/10/2025, 10:09:13 pm	548133917_7982	/Volumes/Untitled	You don't have permission to save the file "MacApp"
	24/10/2025, 10:09:13 pm	548133917_7982	/Users/harsha	 Already backed up (548133917_798257139392184_21)
	24/10/2025, 10:09:13 pm	548175821_1089	/Volumes/Untitled	You don't have permission to save the file "MacApp"
	24/10/2025, 10:09:13 pm	548175821_1089	/Users/harsha	 Already backed up (548175821_1089672606610498_8)
	24/10/2025, 10:08:25 pm	548203538_1222	/Volumes/Untitled	You don't have permission to save the file "MacApp"
	24/10/2025, 10:08:25 pm	548203538_1222	/Users/harsha	 Already backed up (548203538_122249442338075552)
	24/10/2025, 10:09:13 pm	548321169_1369	/Volumes/Untitled	You don't have permission to save the file "MacApp"
	24/10/2025, 10:09:13 pm	548321169_1369	/Users/harsha	 Already backed up (548321169_1369040145226783_3)
	24/10/2025, 10:00:27 pm	547514278_1348	/Volumes/Untitled	 New backup.
	24/10/2025, 10:00:25 pm	547514278_1348	/Users/harsha	 Already backed up (547514278_1348494500172228_8)
	24/10/2025, 10:00:27 pm	547514278_1348	/Volumes/Untitled	 Failed to save file "MacApp" to destination.



Moreover, the "Info" button in the notification will display more details about the failed file, for instance, the full file path, destination folder, reason for failure, and other relevant information, as shown below.



If the problem persists, try re-browsing the source or destination location using the “Browse” button. Then click “Stop Sync & Backup” and press the same button again to Start Backup.

If unknown errors or abnormal behaviour continue even after restarting the backup, try terminating the app by clicking “Terminate CLONE”, and then reopen the app. This will usually resolve any remaining issues.

If errors still occur, please contact us via the support email provided in the CLONE app.

