

Xopero Backup and synchronization in one application

Management Center User Manual

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MANAGEMENT CENTER

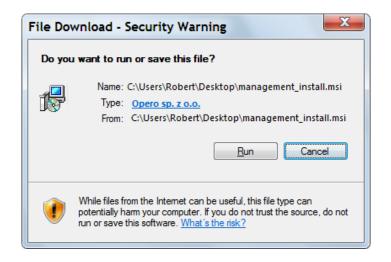
An application which allows to comprehensively manage and monitor the correctness of performed backups on all devices connected to a QNAP network drive. It allows you to remotely configure client applications and create new user accounts as well as to manage the Xopero service. It is intended for Xopero software administrators.

Key features of the application:

- Creating and managing user groups and users,
- Monitoring the Xopero system,
- Remote creating and running backup projects,
- Restoring data from any device,
- Creating project templates, which can then be sent to client applications,
- Server logs preview,
- Data storage management.

INSTALLING

In order to install the Management Center, you have to download it from the QNAP panel, shared on your QNAP device. After its launch a window may appear on your screen - *Security warning*.



Window 1 Security warning

After clicking the *Run* button, the process of installing the application will run. To confirm its launch, select the *Next* button. If for some reason you want to stop the installation, click *Cancel*, which automatically results in terminating the installer.



Window 2 Setup wizard

As soon as you start the installation process, the progress bar will appear.

Hanagement Center Setup	
Installing Management Center	
Please wait while the Setup Wizard installs Management Center.	
Status: Removing applications	
Back	Next Cancel

Window 3 Installation progress window

Once the installation is complete a final screen will be displayed. In order to close it, select the *Finish* button. The Management Center application will run automatically.

🛃 Management Center Setup	
	Completed the Management Center Setup Wizard
	Click the Finish button to exit the Setup Wizard.
	Back Finish Cancel

Window 4 Information about the installation process completion

FIRST LOGGING IN

In order to log in to the Management Center application, the user must have a system administrator's username and password system. The address of the application is always the same, as the address of the QNAP network drive and is displayed automatically when you run the login window.



The default administrative user name and password is *admin*. When you run the application for the first time, these data will be entered automatically.

User:	admin		
Password:			Remember password
Address:	192.168.0.199		
Name	IP adress	Model	
NASDBC01A	192.168.0.199	TS-470	

Window 5 Logging in to the Management Center application

When you are logging into the application, as a user, for the first time, the First Run Wizard will run, which consists of four following steps: *Administrator password, Storage, Add User, Download application.*

First Run Wizard – step 1

At the beginning, for security reasons, it has to change the administrator password, which is necessary to log on to the *Management Center* application and to the *Control Panel*.

First run wizard	×
PRIVATE CLOUD BACKUP	First run wizard
Administrator password	
R Storage	Set administrator password for Backup eXpert system. It will be used for login to Control Panel and Management Center.
Add user	Password: Confirm password:
Download application	ок

Window 6 First Run Wizard – Administrator password

First Run Wizard – step 2

If the default administrator password on QNAP device has been changed, you should define the storage in which the data will be stored. If the password has not changed, the magazine will be created automatically and thereby defining storage step in the First Run Wizard, will be skipped.



The configuration of the storage are described in the section – *Storage space management* (storage).

First run wizard	×
	First run wizard
Administrator password	Define storage where will be kept backed up data.
Storage	Description: Used space: 0 [MB]
Add user	Storage mode: Shared folder: Automatic Capacity: [GB]
Download application	Cluster size: Default [B] Priority: High
	Save

Window 7 First Run Wizard – defining storage

First Run Wizard – step 3

The next step is to create the first user account that will use the Xopero Client application.



The window for creating a new user are described in the section *Creating* user accounts.

	First run wizard		
Administrator password	Create first use	er in Backup eXpert system.	
Storage	User name: Password: Confirm password: Assign to group: admin	Choose account types: Endpoint Desktop Local data Outlook	 Server Desktop/Server Local data Outlook
Add user	Define encryption key Encryption key type: Default encryption key Encryption key:	VHD	 VHD SQL Server Firebird Network drives
Download application	Confirm encryption key:		Exchange Pre/Post Script Hyper-V Postgre SQL MySQL
			System State Create

Window 8 First Run Wizard - creating first user account

First Run Wizard – step 4

After defining the storage and creating the first user account, the administrator should download and install the Client application on the computer, on which the data is to be secured, by clicking on the button - *Get client application*.

After closing the *First Run Wizard*, to run the Management Center application you have to log in to it again.

First run wizard	
	First run wizard
Administrator password	Congratulations! You have completed the basic Xopero system configuration.
Add user	To start work: - download client application, - install it on the computer which data You want to protect, - log in as a user you have created, - define first backup.
Download application	For detailed information about working with the system, see the instructions available in the control panel.
	Close

Window 9 First Run Wizard - download the Client application

After logging into the application a window basic options of the program appears:

- *Backup Management* clicking on this button will redirect us to a window where it is possible to manage groups and user accounts. From this point we can also perform remote configurations of client applications or restore data. Additionally, we are also able to view the user logs and create backup templates.
- *Server Logs* administrator may inspect the logs of each server services, which are responsible for the proper working of the Xopero application.
- *Storage Manager* in the storage window, the user is able to configure additional application data storages, which are located on a network drive QNAP, as well as to manage the existing ones.



The following window appears only when you log in to an admin account. The reminding group administrators will be immediately redirected to the Backup Management window.



Window 10 The main dashboard of the application

STORAGE SPACE MANAGEMENT (STORAGE)

During the *.*qpkg* package installation (described in the *Xopero Installation Manual*), a data storage is created. It is used for storing data that have been backed up by the users of the Xopero application. To view information about the defined data storages, click on the *Storage Manager* button in the main dashboard of the application (*Window 10*).



Access to data storages and its related options are available only for the main administrative account - admin.



If the default administrator password on QNAP device has been changed, the application will ask for a new password.

The created storage is displayed on the list, in line with the *Auto* description. Its size depends on how much space is available on the volume, so after occupying the part of the volume by other files, the storage will be reduced automatically.

If the password was different than the default during installation process, you have to create the data storage manually.

Additional parameters of the *Storage* are *Priority and Shared folder*:

• *Priority* – in case of a larger number of data storages, information are saved in a storage, which is available and has the highest priority.

• *Shared folder* - the address of the folder is placed on a volume on the QNAP device with the data storage. It is available to read from all devices in the network.

	Description	Capacity	Used space	Cluster size	Priority	Shared folder	Progress	-
•	AUTO	1425.85 GB	129.99 GB	Default	High	backupexpe	9%	
	Test	1000 GB	0 B	Default	High	Test_Lukas	0%	=
	test low prio	50 GB	14.02 GB	Default	High	lowprioritytest	28%	
	AUTO	239 GB	224.07 GB	Default	High	BackupExpert	93%	

Window 11 Storage management

To edit or add a new storage, choose one of the options in the top right corner of the window. The configuration of the storage consists of the following fields:

- *Description* a text information about the storage, which is displayed in the Management Center application and the Control Panel,
- *Storage mode* two modes of data storage have been emphasized: automatic, where the size of the volume is adjusted automatically, depending on the available space, and manual, where the user himself defines the size of the data storage,

• *Cluster size* - should be set only if the user knows the physical size of the disk cluster. Otherwise, you should leave the default value,

• *Priority* - the order of the storages where data will be saved, it is determined according to the priority. As first, a storage with the highest priority among the available will be chosen,

• Capacity – defines how much data can be placed in storage,

• Used space - is displayed only when editing a storage. For a newly created storage, the amount of used space is 0 MB,

• Shared folder – directory name on QNAP network drive,

• Additional shared folder (replication) – additional shared folders enable data replication, which is parallel recording in several locations, thus user data security is increased. Setting the replication option is particularly recommended if you have on your QNAP network drive, two separate hard drives that do not use RAID function. If one drive fails, then it is possible to recover data from a second location.

		Add new storage
PRIVATE CLOU		
Description:		Used space:
		0 [MB]
Storage mode:		Shared folder:
Automatic	•	Add
Capacity:		
	[GB]	
Cluster size:		
Default	▼ [B]	
Priority:		
High	•	
5		

Window 12 Defining a new storage

To create a folder on the device data store QNAP, use the *Add option*.

	Shared folder	
		14
Folder name:		

Window 13 Creating a shared folder

Enter the name of the shared folder and select the disk volume on which it has to be created. After completing the form, select the *Create* option. In total, you can add up to four shared folders, including one primary and three in the context of data replication. After the procedure, select *Save* option. Added magazine appears in the list.

Cleaning the storage

User data which have been backed up are physically stored on the hard disk until they are removed by a storage cleaning tool. Only the data that has been deleted by the user in the Xopero client application are subject to removal by the aforementioned tool.

	Storage cleanup
Storage cleanup details	
s cleanup runnin <mark>g</mark> :	No
ast checked account:	abcde0000

Window 14 Storage cleanup

The Storage cleanup is launched automatically every 24 hours, however by using the options included in the *Storage Manager*, it is possible to manually run this feature.

	PRIVATE CLOUI		Used	Cluster			Shared		-
	Description	Capacity	space	size	*	Priority	folder	Progress	
•	AUTO	1425.85 GB	129.99 GB	Default		High		9%	
	Test	1000 GB	0 B	Default		High	Test_Lukas	0%	E
	test low prio	50 GB	14.02 GB	Default		High	lowprioritytest	28%	
	AUTO	239 GB	224.07 GB	Default		High	BackupExpert	93%	

Window 15 The button which launches the storage cleaning



The *Storage cleanup* option is highly overloading the QNAP drive, so it is best to run it at the time of the lowest usage.

SERVER LOGS

When we enter the main window and select *Server logs*, we gain access to the server logs of the Xopero application.



Window 16 Server log launch

Access to server logs and its associated options is available only for the main administrative account - *admin*.

	Server logs
XOPE	
PRIVATE CLO	
CleanupManager DataStores Logs	ManagementWCFServiceHost.log
Management	
Repository Validator opero-mono postgres	ManagementWCFServiceHost — Notatnik
postgres	Plik Edycja Format Widok Pomoc
	Error [2014-12-04 10:11:15.793]: Error on executing DbCommand.Dev Devart.Data.PostgreSql.ai.c (Boolean A_0) [0x00000] in <filename Error [2014-12-04 10:11:19.159]: Error on executing DbCommand.Dev Devart.Data.PostgreSql.ai.c (Boolean A_0) [0x00000] in <filename Error [2014-12-04 13:10:38.536]: The object was used after being</filename </filename
	۲
	Cancel

Window 17 Server logs view

When the application is working correctly, there is no need to use this feature. If, however, there are problems with its work, it may be necessary to ask the application provider for technical assistance and send the server logs to him.

In the event of work-related errors of the Xopero services, before contacting the technical support, you should restart the Xopero software from the *App Center*.

The process of sending the application and server logs to the software provider has been described in section *Technical Support*.

MANAGEMENT

After returning to the main window and selecting *Backup Management* option, we will be redirected to the accounts and backups management window (*Management Center*).



Window 18 Backup Management button

By default, the first view that we should see is the *Dashboard*.

In the chart below are shown information about completed and unenforced backups within the past 30 days for all users of Xopero.



Window 19 Account and backup management

If there has not been made a single backup, the application will not display any data.

When you click on chosen username, a graph showing the status of backups performed by that user will be displayed.

Displaying user accounts and groups

On the left side of the *Management Center* window there is a tree of groups and users. It has several filtering options which are useful in the later use of the application.

Above the tree, below the application logo the *Show users* field is located. The following options are described on it - *All*, *Active session*, *With active backup*.

• The *All* option displays all accounts available on the device, divided into groups created by the administrator. In each group an unrestricted number of accounts can be assigned, however, they will be visible only when you click on a particular group and expand it.

• With an *Active session* informs us which accounts are currently logged into the application on particular computers.

• The *With active backup* option indicates which of the accounts is currently sending backup.

		IME									
Show users:] 🔤 🛛 💈	& & E	2						Licence Endpoints: Servers:	
All With active back Active session	Order entries		ser) 🔹 📄 Only r	nanaged remo	otely				- 📑 -	6	6
Find Clear	Liear	Device	Remote management	Total size of backuped	Backuped files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status
🖃 🍰 admin	▲ User1	KAMILA-O		6.5 GB	11828	LOGIN	12/5/2014				
e 📽 Accounts	testtest	ROBERTS	Yes	68.81 GB	77454	PROJECT	12/4/2014	No	No	No	
Employee1	≡ tomasz	TOMASZ	Yes	0 B	0	LOGIN	12/3/2014	No	No	No	Empty
& Employee3	test0212	ROBERTS	Yes	1.07 GB	172	PROJECT	12/5/2014	No	No	No	
Employee4	User6	KAMILA-O	Yes	609.37 KB	1	PROJECT	12/4/2014	No	No	No	
🚨 Employee5	Employee2	KAMILA-O	Yes	6.72 KB	1	PROJECT	12/4/2014	No	No	No	
Employee6	Employee1	KAMILA-O	Yes	9.51 KB	1	PROJECT	12/4/2014	No	No	No	
Administration	User5	KAMILA-O	Yes	808.99 MB	92	PROJECT	12/4/2014	No	No	No	
	User4	KAMILA-O	Yes	0 B	0	LOGIN	12/4/2014	No	No	No	Empty
- B User3	User2	KAMILA-O	Yes	0 B	0	LOGIN	12/4/2014	No	No	No	Empty
🚨 User4	10k plikow2	ROBERTS	Yes	2.34 GB	15341	PROJECT	12/2/2014	No	No	No	
S User5	10k plikow	ROBERTS	Yes	1.26 GB	15169	PROJECT	12/2/2014	No	No	No	
User6	Agata	KAMILA-O	Yes	12.25 GB	14220	PROJECT	12/2/2014	No	No	No	
S Production	wilk_laptop	WILKLAPT	Yes	146.31 GB	346726	PROJECT	12/2/2014	No	No	No	
Sales	carp2	CARPPTN	Yes	198.72 GB	1019094	PROJECT	12/5/2014	Yes	No	No	
admin	devnull	LENIWIEC	Yes	15.54 GB	91886	LOGIN	12/2/2014	No	No	No	

Window 20 The view of the Xopero application users (after selecting the All option)

		Ma	anagement Ce	enter							
PRIVATE CLOUD BACKUP	-] 🔤 🛛	\$ & I	2						Licence Endpoints: Servers:	1
All With active back Active session	Order entries		ser) 🔻 📃 Only n	managed remo	otely				. . 📑 .	6	B
Find Clear	Licor	Device	Remote management	Total size of backuped	Backuped files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status
💎 With active task	User1	KAMILA-O	Yes	6.5 GB	11828	LOGIN	12/5/2014	Yes		No	
- 🚨 User3	testtest	ROBERTS	Yes	68.81 GB	77454	PROJECT	12/4/2014	No	No	No	
- S User4 - S Employee5	tomasz	TOMASZ	Yes	0 B	0	LOGIN	12/3/2014	No	No	No	Empty
2 Employee6	test0212	ROBERTS	Yes	1.07 GB	172	PROJECT	12/5/2014	No	No	No	
	User6	KAMILA-O	Yes	609.37 KB	1	PROJECT	12/4/2014	No	No	No	
	Employee2	KAMILA-O	Yes	6.72 KB	1	PROJECT	12/4/2014	No	No	No	
	Employee1	KAMILA-O	Yes	9.51 KB	1	PROJECT	12/4/2014	No	No	No	
	User5	KAMILA-O	Yes	808.99 MB	92	PROJECT	12/4/2014	No	No	No	
	User4	KAMILA-O	Yes	08	0	LOGIN	12/4/2014	No	No	No	Empty
	User2	KAMILA-O	Yes	08	0	LOGIN	12/4/2014	No	No	No	Empty
	10k plikow2	ROBERTS	Yes	2.34 GB	15341	PROJECT	12/2/2014	No	No	No	
	10k plikow	ROBERTS	Yes	1.26 GB	15169	PROJECT	12/2/2014	No	No	No	
	Agata	KAMILA-O	Yes	12.25 GB	14220	PROJECT	12/2/2014	No	No	No	
	wilk_laptop	WILKLAPT	Yes	146.31 GB	346726	PROJECT	12/2/2014	No	No	No	
	carp2	CARPPTN	Yes	198.72 GB	1019094	PROJECT	12/5/2014	Yes	No	No	
	devnuli	LENIWIEC	Yes	15.54 GB	91886	LOGIN	12/2/2014	No	No	No	

Window 21 The view of the Xopero application users (after selecting Performs backup)

The accounts in the system may also be searched by using the login. Just enter the login in the text field and click the *Find user* button.

Using the options listed above the user three, on the left you can enable or disable the filtering of some of its components. These are, from the left: *Group*, *Users*, *Show disabled groups and users*. This option allows you to disable the view on unnecessary for us elements of the tree in order to obtain a better overview of the application.



While in the tree, by clicking the right mouse button on the name of one of the users, you can use the following options - *Delete User*, *Disable user*, *Change group*, *Modify*. The last option allows you to change your user account password and reset the encryption key.

Change password	
Password:	
Confirm password:	
Reset encryption key	
Choose key type	
Operation Default encryption key	
Custom encryption key	

Window 22 The Modify user option



Resetting the user encryption key causes an irretrievable loss of all files that have been sent by him to the Xopero server.

Adding user groups

User groups allow to categorize and group users. The name and password of the group are at the same time the authorization data of its administrator, who can log into the *Control Panel* or the *Management Center* application, where he is able to manage his users.

With this solution, users can be divided into groups, which will be managed by persons responsible for them. Depending on your needs, you can set any number of groups and assign them to user accounts.



The main administrative account (*admin*) has the ability to manage all users, regardless of which group they were assigned to.





In order to create a new group, click the button highlighted in the screenshot above (*Window 23*). The *Add group* window will be displayed in which you need to define the group name and its password, which are both group administrator authorization data.

Create new group	
Group name:	
Password:	
Confirm password:	

Window 24 Adding a new group

Creating user accounts

After first logging into the Xopero system, the tree of groups and users contains only the default group, named *admin*.





To create a user account, click the *Add user* button, which has been highlighted in the screenshot above (*Window 25*). Then an *Add user* window will appear, where you must define authorization data, as well as configure additional settings:

• Choose Account type - available account types are Endpoint and additionally, depending on the purchased license version, Server. The Endpoint account allows you to backup local data and the MS Outlook mailbox, while the Server account extends these capabilities with Advanced copies and the ability to install a client application on Windows Server systems.

• *Assign to group* - defines the group to which you want to assign the user account. You can later change the group to which the account has been assigned.

• *Locked account* – defines, whether the created account should be blocked. If this happens, the user will not be able to log into the client application, but his account in the system will still exist. The account may be unblocked at any time.

• *Encryption key type* – it allows you to choose the encryption key (default or custom encryption key) for the newly created account. In case of choosing the *Custom encryption key* and adding the account, a request for typing in a series of minimum 6 signs will appear.

• *Assign device* – describes, whether after creating an account an active device should be assigned to it (only with the Windows application installed). More information on this topic is included in the *Assigning new device* chapter.

Create new user			
User name:		Choose account types:	
Password:		Indpoint	Server
		Desktop	Desktop/Server
Confirm password:		📃 🔛 Local data	Local data
Assign to group:	admin	Outlook	Outlook
Define encryption ke	ey	🚢 VHD	H VHD
Encryption key type:	Default encryption key	-	SQL Server
	Delaur enciption key		Firebird
Encryption key:			Retwork drives
Confirm encryption key	1 T		Exchange
Assign device			Pre/Post Script
			💐 Hyper-V
Get	client application		Postgre SQL
			MySQL
			📓 System State

Window 26 Adding a user

After filling in all the fields in the form, click the *Add user button*, which will create a new customer account with defined parameters.

		Choose account types:	
User name:	Client	Endpoint	C Server
Password:	••••	Desktop	Desktop/Server
Confirm password: Assign to group:	admin •	🧾 Local data	Local data
Define encryption k		Outlook	Outlook
Encryption key type: Encryption key:	This user name already exist.		Suc server Firebird Network drives
Confirm encryption key	ОК		Exchange
	client application		Hyper-V Postgre SQL
			MySQL Bystem State

Window 27 Information about adding user accounts

The user account will be displayed in the groups and users tree and it will be assigned to an earlier indicated group.



If you have not defined the type of encryption key when you add a new user account, you can do this by clicking on the name of the selected user in the users and groups tree right click and selecting the option

Define the encryption key.





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Assigning new device

The devices, which do not have any assigned account, inform the *Management Center* application, in a continuous mode (every 30 seconds), about it. Thanks to that you can easily connect a given device with the user account, without the need of having direct access to the chosen machine. All you need to do is find the account to which you wish to assign the given device.



Window 29 Assign new device

If you cannot find the device on the list, you should use the *Enter device IP* option. After clicking *Add*, the information about the completed assignment of the device will appear.

92.168.0.212(WILKLAPTOP) 92.168.0.210(AG4TA_KOMPUTER) 92.168.0.213(HP-LUKASZ) 92.168.0.64(BLYSKAWICA) 92.168.0.195(WIN-108TQSCJE8H) 92.168.0.121(CARPPTNHOST)	elect device:	
92.168.0.213(HP-LUKASZ) 92.168.0.64(BLYSKAWICA) 92.168.0.195(WIN-108TQSCJE8H) 92.168.0.121(CARPPTNHOST)	92.168.0.212(WILKLAPTOP)	
92.168.0.64(BLYSKAWICA) 92.168.0.195(WIN-108TQSCJE8H) 92.168.0.121(CARPPTNHOST)		
92.168.0.195(WIN-108TQSCJE8H) 92.168.0.121(CARPPTNHOST)		
92.168.0.121(CARPPTNHOST)		
] Enter device IP	
	Enter device IP	

Window 30 List of available devices



In case when entering the IP address of the device does not allow for proper assignment, you should check if the Xopero QNAP service has been launched on a remote computer. If it is, you should restart or try to log in again directly from the given device to the chosen account.

Device list

The list of devices in the *Management Center* application displays all the devices on which the Client application, from which the user at least once logged into his account, has been installed. The devices are assigned to user accounts.



Multiple users can log into their user accounts from a single computer. In this case, the same device will be assigned to each of them.

enu Settings Help													
YOPEPO			Ma	inagement Ce	nter								
PRIVATE CLOUD BACKUP]=== 2	6 &							Licence Endpoints: Servers:	17/ 4/	
All With active b Active session	ackup		Order entries by: Default (newest created user) 🔹 🗈 Only managed remotely										
	ind user lear filters	User	Device	Remote management	Total size of backuped files	Backuped files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status	
admin		Employee2	KAMILA-O	Yes	6.72 KB	1	PROJECT	12/4/2014	No	No	No		
Accounts		Employee1	KAMILA-O	Yes	9.51 KB	1	PROJECT	12/4/2014	No	No	No		
Employee1	=	User5	KAMILA-O	Yes	808.99 MB	92	PROJECT	12/4/2014	No	No	No		
- & Employee3		User4	KAMILA-O	Yes	0 B	0	LOGIN	12/4/2014	No	No	No	Empty	
		User2	KAMILA-O	Yes	0 B	0	LOGIN	12/4/2014	No	No	No	Empty	
🚨 Employee5		10k plikow2	ROBERTS	Yes	2.34 GB	15341	PROJECT	12/2/2014	No	No	No		
Employee6 Administration		10k plikow	ROBERTS	Yes	1.26 GB	15169	PROJECT	12/2/2014	No	No	No		
		Agata	KAMILA-O	Yes	12.25 GB	14220	PROJECT	12/2/2014	No	No	No		
		wilk_laptop	WILKLAPT	Yes	146.31 GB	346726	PROJECT	12/2/2014	No	No	No		
		carp2	CARPPTN	Yes	198.72 GB	1019094	PROJECT	12/5/2014	Yes	Yes	No		
🔓 User4		devnull	LENIWIEC	Yes	15.54 GB	91886	LOGIN	12/2/2014	No	No	No		
🚨 User5 🖧 User6		wilk_qnap	TOMASZ-PC	Yes	361.64 GB	568872	PROJECT	12/5/2014	Yes	Yes	No		
Luser7		adrian	adrian-Pre	Yes	4.57 GB	57030			No	No	No	Empty	
- 25 Production		smola	MARCIN-S	Yes	5.96 GB	36910	LOGIN	12/5/2014	Yes	No	No		
- 🍰 Sales	-	testoox	BLYSKAWI	Yes	292.82 GB	334689	PROJECT	12/2/2014	No	No	No		
dmin													
Account type: Jsed space 112	- 23.67 GB	Number of en	tries: F	Page number:									

Window 31 Device list

The screenshot above (*Window 31*) shows a list of devices of the users in the *Management Center* application. It can be arranged according to several schemes, using the *Order entries by*. It can be sorted alphabetically, from A to Z or from Z to A, by the username. The second option is default sorting by the date of account creation. At the top of the list the user device is situated, for which the account has been created as the last one.

			Ma	anageme	nt Center								
PRIVATE CLOUD BACKUP		ه ا] 🔤 🛛 🙎	6 &							Licence Endpoints: Servers:		17/3 4/1
All O With active ba Active session	ickup	Order entries Default (new	est created us	and the second se	Only managed rem	otely				•	B	B. (12
	nd user ar filters	Default (newo User name A User name Z	-Z	ote	Total size o backuped files	Backuped files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status	*
-🚜 admin		Employee2	KAMILA-O	Yes	6.72 KE	1	PROJECT	12/4/2014	No	No	No		
Accounts		Employee1	KAMILA-O	Yes	9.51 KE	1	PROJECT	12/4/2014	No	No	No		
🚨 Employee1 🍰 Employee2	=	User5	KAMILA-O	Yes	808.99 ME	92	PROJECT	12/4/2014	No	No	No		
Employee3		User4	KAMILA-O	Yes	0 E	0	LOGIN	12/4/2014	No	No	No	Empty	
-8 Employee4		User2	KAMILA-O	Yes	0 E	0	LOGIN	12/4/2014	No	No	No	Empty	
🚨 Employee5		10k plikow2	ROBERTS	Yes	2.34 GE	15341	PROJECT	12/2/2014	No	No	No		
- Semployee6		10k plikow	ROBERTS	Yes	1.26 GE	15169	PROJECT	12/2/2014	No	No	No		
- S Administration		Agata	KAMILA-O	Yes	12.25 GE	14220	PROJECT	12/2/2014	No	No	No		
User2		wilk_laptop	WILKLAPT	Yes	146.31 GE	346726	PROJECT	12/2/2014	No	No	No		E
		carp2	CARPPTN	Yes	198.72 GE	1019094	PROJECT	12/5/2014	Yes	Yes	No		
		devnuli	LENIWIEC	Yes	15.54 GE	91886	LOGIN	12/2/2014	No	No	No		
🔓 User5 		wilk_qnap	TOMASZ-PC	Yes	361.64 GE	568872	PROJECT	12/5/2014	Yes	Yes	No		
Selo		adrian	adrian-Pre	Yes	4.57 GE	57030			No	No	No	Empty	
- S Production		smola	MARCIN-S	Yes	5.96 GE	36910	LOGIN	12/5/2014	Yes	No	No		
Sales	-	testoox	BLYSKAWI	Yes	292.82 GE	334689	PROJECT	12/2/2014	No	No	No		Ļ
Imin ccount type: sed space 1123	- 3.67 GB	Number of en	tries: F	Page numb 1 🖨									



You can find the following information in the device table:

- User login (name) of the user,
- Device the user's device name,
- *Remote management* information about whether the device can be controlled remotely using the Management Center application,

• *Total size of backuped files* - the total size of files that have been sent from the device as backup,

- Backuped files the number of files,
- Last action type of the last performed action on a given device,
- Last action date the date of the last performed action,
- *Active session* marks the users who have performed any action in the client application, during the past 30 minutes,
- Backup in progress? Information about whether a backup is performed currently,
- *Restoring files?* information about whether the files from the device are currently being restored by the Management Center application,
- Backups status the status of the last five made backups.



There is also a possibility to remove a device. Just click on the selected device with the right mouse button, and an options bar will be displayed. One of these options is the removal of the device - *Delete device*. A device can only be deleted when it is inactive.



Removing a device results in deleting all data sent by it from the Xopero server.

			Ma	nagement Ce	nter								
PRIVATE CLOUD BACKUP		9] 🔤 🛛 2	6 🕹 🖲							Licence Endpoints: Servers:		17/3 4/1
All With active Active session		Order entries Default (newe		er) 👻 📃 Only n	nanaged remot	ely				- - - -	6		2
	Find user	User	Device	Remote management	Total size of backuped files	Backuped files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status	*
Second S		Employee2	KAMILA-O	Yes	6.72 KB	1	PROJECT	12/4/2014	No	No	No		
		Employee1	KAMILA-O	Yes	9.51 KB	1	PROJECT	12/4/2014	No	No	No		
	=	User5	KAMILA-O	Yes	808.99 MB	92	PROJECT	12/4/2014	No	No	No		
		User4	KAMILA-O	Yes	0 B	0	LOGIN	12/4/2014	No	No	No	Empty	
		User2	KAMILA-O	Vac	0 B	0	LOGIN	12/4/2014	No	No	No	Empty	
Employee5		10k plikow2	ROBERT	Backup sessio		15341	PROJECT	12/2/2014	No	No	No		
Employee6		10k plikow	ROBERT	List of backups		15169	PROJECT	12/2/2014	No	No	No		
Administration		Agata	KAMILA-	Add backupset		14220	PROJECT	12/2/2014	No	No	No		
		wilk laptop	WILKLAF	Device settings	•	346726	PROJECT	12/2/2014	No	No	No		Ξ.
		carp2	CARPPT	Device details		1019094	PROJECT	12/5/2014	Yes	Yes	No		T I I
		devnull		Restore data		91886	LOGIN	12/2/2014	No	No	No		-
🚨 User5		wilk gnap	TOMASZ	Delete device		568872	PROJECT	12/5/2014	Yes	Yes	No		ī II
		adrian	adrian-Pre	Yes	4.57 GB	57030			No	No	No	Empty	-
Ser/		smola	MARCIN-S	Yes	5.96 GB	36910	LOGIN	12/5/2014	Yes	No	No		
Sales 10k plikow	-	testox	BLYSKAWI	Yes	292.82 GB	334689	PROJECT	12/2/2014	No	No	No		Í.
dmin ccount type: sed space 11		Number of en	tries: P	age number:									

Window 33 The Delete device option



The reminding options - *Backup sessions*, *List of backupsets*, *Add backupsets template*, *Device settings*, *Device details*, *Restore data* are described in the following sections of the user manual.

Remote backups management

The Management Center allows you to remotely manage user backups as well as their projects.

Project templates

A project template is a set of projects which can be sent to any device user. Each project in the template must have indicated data for backup and a name given. You can also configure additional settings, such as schedule or advanced options. Backup projects are described in detail in the *Xopero User manual*. You can edit the project after sending it to a chosen device.



Please note that, the device to which a template will be sent, needs to have existing indicated data, otherwise, execution of the project will end with an error.



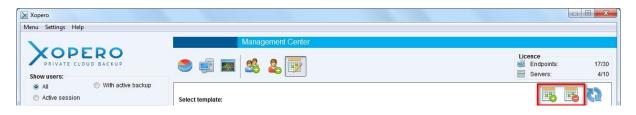
Window 34 Project templates management button

The *Manage backup templates* option is launched by clicking on the button highlighted in the screenshot above. A list of created templates will be displayed, and below a list of projects included in a chosen template.

		Mana	agement Center					
PRIVATE CLOUD BACKUP	۲) 🗊 🔤 🎎	&				cence Endpoints: Servers:	17/3 4/1
All O With active backup Active session		ect template:						5 62
Clear filt		nplate01 ckup						
Employee2 Employee3 Employee4 Employee5 Employee6 Samulaistration	E	ect backupset:						
Employee2 Employee3 Employee4 Employee5 Employee6		ect backupset: Backupset name	Schedule	Type of copy	VSS	Edit	Delete	
Employee2 Employee3 Employee4 Employee5 Employee6 Schnistration & User1 & User2 User3		•	Schedule None	Type of copy Local data	VSS Yes	Edit Edit	Delete Del	The second secon
Berployee2 Berployee3 Employee3 Employee4 Berployee5 Berployee5 Gerployee6 User1 User2 User3 User4	Sele	Backupset name						
Genployee2 Genployee3 Employee3 Employee5 Genployee6 Gen	Sele	Backupset name Project	None	Local data	Yes Yes Yes	Edit	Dei	ete
Genployee2 Genployee3 Employee4 Genployee5 Genployee5 Gentloyee5 Ge	Sele	Backupset name Project Backup Project	None None	Local data Local data	Yes Yes	Edit	Del	ete () ete ()
Bernployee2 Bernployee2 Bernployee3 Employee4 Bernployee5 Bernployee6 Suser1 Buser2 User3 User3 User4 User4 User5 User5 Suser5 Suser5 Guser6 User7 Suser6 User7	Sele	Backupset name Project Backup Project Project1	None None None	Local data Local data Local data	Yes Yes Yes	Edit Edit Edit	Del Del Del	ete ete

Window 35 Managing backup template

In order to create a project template, press the *Add backupsets template* button, and in order to remove, mark a chosen template and click *Remove selected template*.



Window 36 Buttons to create or delete a template project

After clicking on *Add backupsets template* a *Creating new backup template* window will appear, in which you also have to specify the name of the template. Further backup configuration is related to a backup project which will be included in the created template.

XOPERC		Create new backup template	
PRIVATE CLOUD BACKU ackupset name: private name: private of copy	P	Settings Image: Setting	Shutdown computer after finish
) Local data Outlook A chedule) Once) Daily) Every week) Every month) Cyclic None	dvanced SQL Server	Without files filter Without files filter Without specified files	dd Make backup on Windows user permissions Login: Password:
Select paths	Add	Permanently excluded	
Local	Predefined	Directories filter Add directory path to exclude in backup	© Days 30 👘
Delete Path			dd Without encryption Without compression Backup type: Automatic Full version after: 7

Window 37 Creating a new backup template

Currently it is only possible to create local data backup projects. For each of the created projects, the user can define its name, set up a schedule, or choose the data he wants to backup.

In case of project templates, after choosing the *Local* option, the catalog paths from our computer will be displayed. If we do not want to use this option, we can type in a chosen path in the text field, and click *Add*.

The *Local* option allows only to indicate folders, not files.

Another possibility is to employ pre-defined paths, which can be used on different operating systems. They refer to fixed system catalogs. Choosing this option is possible after clicking the *Predefined* button, and choosing an operating system (Windows XP or later).

In addition, it is possible to apply filters to a created project, applied to: files and folders, Windows permission settings according to which the project will be created, and the following advanced options:

• *Without encryption* - files included in the project will be sent to the QNAP disk unencrypted,

• Without compression - the files will not be compressed before delivery,

• *File copies stored for:* - specifying the number of versions created for a single file in the project. An alternative option is to specify the number of days to retain the backup version.

• *Backup type* - allows you to specify how the files should be sent, whether they are to be sent in a differential or incremental way, and which method will be used during this process.

After completing the configuration of the first backup within the template and the template name, you can save it by clicking the *Save* button, which is located in the lower right corner of the *Create new backup template window*.

PRIVATE CLOUD BACKUP	9		_			Licen	Ce.
		si 🔤 💐	& 🕎			🥶 E	ndpoints: 17/
	_					E S	ervers: 4/
All O With active backup Active session	Select	template:					15 16 17
Find user	Temp	late					
Clear filters		ate02 ate01					
Employee2 Employee3 Employee4 Employee5 Employee5 Administration	Select	backupset:					
- & User1 - & User2		Backupset name	Schedule	Type of copy	VSS	Edit	Delete
	•	Backupset name Project	Schedule None	Type of copy Local data	VSS Yes	Edit	Delete Delete
		Project Backup Project	None None	Local data Local data	Yes Yes	Edit Edit	Delete Delete
- 2 User2 - 2 User3 - 2 User4 - 2 User5 - 2 User5		Project Backup Project Project1	None None None	Local data Local data Local data	Yes Yes Yes	Edit Edit Edit	Delete Delete Delete
User2 User3 User4 User5		Project Backup Project	None None	Local data Local data	Yes Yes	Edit Edit	Delete Delete

Window 38 Add a new project to the template button

Each template can consist of any number of projects created by the user. In order add a new project to the template, click on the button highlighted in the screenshot above (*Window 38*).

After clicking on it, a window appears, the same as while creating a template, except that the name of the template is already defined, and editing it becomes impossible.

	Add new backupset to template	
Ackupset name: Type of copy	Settings Vuse Volume Shadow Copy Include hidden files Active backupset State	Shutdown computer after finish
Local data Outlook Advanced SQL Server Schedule Once Daily Every menth Cyclic None Select paths	Files filter Add files or extensions Without files filter Add Without specified files Add Only specified files Add Skip files older than files days Skip files modified before files days Skip files larger than 1 GB	Permissions Make backup on Windows user permissions Login: Password: Advanced File copies stored for:
Add Local Predefined	Directories filter Add directory path to exclude in backup Add Local Remove	Versions Versions Days Without encryption Without compression Backup type: Automatic Full version after: 7

Window 39 Adding a project to a template

Sending a template to the client application

Sending a template to the client application is possible via the *Devices* tab, which can be accessed by clicking on the button marked in the screenshot below.

•			Ma	anagement Ce	nter								
PRIVATE CLOUD BACKU	P	9]	§ & E	2						Licence Endpoints: Servers:		17/3 4/1
All With a Active session	active backup	Order entries Default (new	-	er) 👻 🔲 Only n	nanaged remo	otely				•	6	B	2
320	Find user Clear filters	User	Device	Remote management	Total size of backuped	Backuped files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status	ŕ
🍰 admin	*	User1	KAMILA-O	Yes	6.5 GB	11828	LOGIN	12/5/2014	Yes	No	No		
Accounts		testtest	ROBERTS	Yes	68.81 GB	77454	PROJECT	12/4/2014	No	No	No		
	=	tomasz	TOMASZ	Yes	0 B	0	LOGIN	12/3/2014	No	No	No	Empty	
- A Employee2		test0212	ROBERTS	Yes	1.07 GB	172	PROJECT	12/5/2014	No	No	No		
Employee4		User6	KAMILA-O	Yes	609.37 KB	1	PROJECT	12/4/2014	No	No	No		
		Employee2	KAMILA-O	Yes	6.72 KB	1	PROJECT	12/4/2014	No	No	No		
Employee6		Employee1	KAMILA-O	Yes	9.51 KB	1	PROJECT	12/4/2014	No	No	No		-
Administration		User5	KAMILA-O	Yes	808.99 MB	92	PROJECT	12/4/2014	No	No	No		-
		User4	KAMILA-O	Yes	0 B	0	LOGIN	12/4/2014	No	No	No	Empty	-
- & User3		User2	KAMILA-O	Yes	0 B	0	LOGIN	12/4/2014	No	No	No	Empty	
-a User4		10k plikow2	ROBERTS	Yes	2.34 GB	15341	PROJECT	12/2/2014	No	No	No		
		10k plikow	ROBERTS	Yes	1.26 GB	15169	PROJECT	12/2/2014	No	No	No		-
User6		Agata	KAMILA-O	Yes	12.25 GB	14220	PROJECT	12/2/2014	No	No	No		-
- Ser /		wilk_laptop	WILKLAPT	Yes	146.31 GB	346726	PROJECT	12/2/2014	No	No	No		-
🍰 Sales		carp2	CARPPTN	Yes	198.72 GB	1019094	PROJECT	12/5/2014	Yes	No	No		
0 10k nlikow	•	devnull	LENIWIEC	Yes	15.54 GB	91886	LOGIN	12/2/2014	No	No	No		
Imin		Number of en		Page number:									-

Window 40 A button allowing to view the devices

Next, you need to find the device to which you want to send a template on the list. By selecting a user, or a group from the tree on the left side of the application, we can view only the devices, which are assigned to the position chosen by us, for example, the devices of only one user.

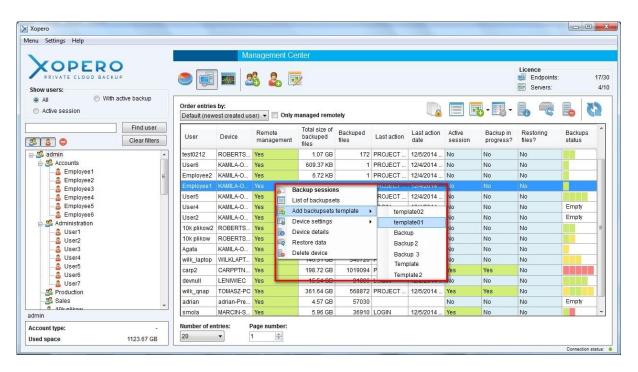


There is a possibility of sending a template to multiple devices at the same time. To do this, select multiple devices from the device list by holding down the *CTRL* key.



Project templates can be sent only to devices which have remote management enabled, and are currently synchronized.

After selecting the devices to which you want to send a template, click the right mouse button on one of them and select *Add backupsets template* from the context menu, and finally select a desired template.



Window 41 Sending a template to the device

Clicking on the name of a template causes to send the template to specified devices, except situations the projects from the template already exist on your computer.

Project management

Through the *Management Center* application you are able create new projects, as well as editing and deleting existing ones. Existing projects can be remotely started or stopped, if one of them is currently being performed. In order to view the list of projects on a given device, from where it is possible to manage them, please right-click on the selected device, and then select *List of backupsets*.

Displaying the list of projects is only possible for devices which have *Remote management* enabled and have been synchronized with the *Management Center* application.

lenu Settings Help		List of backu	psets(Device	e name: KAM	ILA-OPERO)	×.							(Inclusion)	
Show users: All O With ac O Atly session	tive backup			RO			List	of backups	ets				si 💽 🗖	atus: 🔸
3121 O	Find user Clear filters	Backupset name	Number of files	Next backup	Last backup	Status	Versions limit:	Changed files	Changed data	Sent files	Sent data	Errors	Warnings	Edit
admin		Backup	0			Not runni	30	0	0 B	0	0 B	0	0	More
Accounts		Docume	3	12/5/201	12/4/201	Not runni	30	3	26.51 KB	3	26.51 KB	0	0	More
Employee1		Project	0	12/5/201		Suspend	30	0	0 B	0	0 B	0	0	More
General Content of the second se	-		ible: nchronized ronized											
admin	4	-			_	_	_	_				_		_
Account type: Used space	- 1123.67 GB	Number of e	ntries:	Page numi	ber:									

Window 42 List of backupsets

Indicator *Status* informs whether at any given time it is possible to control the project.

The *List if backupsets* consists of the following fields:

- *Backupset name* the project name defined by the user,
- *Number of files* the number of files, which so far have been sent within a chosen project

• *Next backup* - the date of the next backup performed in accordance with the schedule,

- Last backup the date of the last performed backup project,
- Status the current status of the project,
- Version limit: a limit of versions set for the selected backup project,

• *Changed files* - the number of files that have been modified between the two previous backups,

• *Changed data* - the size of the data that have been modified between the last two backups,

- Sent files- the number of files, which were sent during the last backup,
- Sent data- the size of data that were sent during the last backup,
- *Errors* the number of errors that occurred during the last performed backup,

• *Warnings* - the number of warnings that occurred during the last performed backup,

• *Edit* - this column contains a button that allows to edit the project.

Creating and editing a project

To create a new project for a given device, go to the *List of backupsets*, and then click the *Add backupset* icon, which is displayed in the screenshot below.

												5
Backupset name	Number of files	Next backup	Last backup	Status	Versions limit	Changed files	Changed data	Sent files	Sent data	Errors	Warnings	Edit
Backup	0			Not runni	30	0	0 B	0	0 B	0	0	More
Docume	3	12/5/201	12/4/201	Not runni	30	3	26.51 KB	3	26.51 KB	0	0	More
Project	0	12/5/201		Suspend	30	0	0 B	0	0 B	0	0	More

Window 43 Create a new backupset icon

After clicking, a window for project edition will be displayed, the same as the add the project to the template window, but in this case there is no template *Backupset name*.

		Create new backup template	
PRIVATE CLOUD BACKUP ackupsetname: protocop b Local data Outlook Advanced chedule Daily Every week Devery month Ocyclic None	SQL Server V	Settings Image: Standard Copy Include hidden files Image: Standard Copy Image: Standard Copy Skip files older than Skip files older than Skip files older than Skip files larger than Skip files larger than	Add Remove Advanced Advanced
Select paths		Permanently exclude	File copies stored for:
Local Pre	defined	Directories filter Add directory path to exclude in backup	 Days 30
Delete Path			Add Without encryption Local Without compression Backup type: Automatic Full version after: 7

Window 44 Creating a new project

If the selected device is at the given time active, it is possible to remotely select a path intended for backup, that is to indicate the path directly on the device. To do this, click on the *Remote* button.

PRIVATE CLOUD BACKUP		×	
kupset name:	Please select path(s):	Selected path(s):	
			Shutdown computer after finish Remove
pe of copy			
Local data 🛛 Outlook 🕤 Advi			Permissions
hedule	ABBYY SDK 10 License Server		Make backup on
Once	Adobe Media Player	>>	Windows user permissions
Daily	Backup eXpert for QNAP		Login:
Every week	BaseBackup Bonjour	Delete	
Every month	Bullzip		Password:
Dyclic	CarStore		
None	CE Remote Tools		
	Common Files		Advanced
lect paths	DAEMON Tools Lite		File copies stored for:
	DBConvert		Versions 30
Remote	DOSBox-0.74		O Days
elete Path	• •		Without encryption
		Add paths	Without compression
			Backup type: Automatic
		Add paths	Without encryption

Window 45 Remote path selection

i The particular fields of the new project wizard are described in the *Project templates* chapter.

After setting all the parameters of the project, in order to save it, click the *Save* button in the lower right corner of the screen.

You can also edit an existing project. To do that, click the *More* button (*Window 46*) in the *Edit* column. for a chosen project from the project list.

	1				1		1	-		0		
Backupset name	Number of files	Next backup	Last backup	Status	Versions limit:	Changed files	Changed data	Sent files	Sent data	Errors	Warnings	Edit
Backup	0			Not runni	30	0	0 B	0	0 B	0	0	More
Docume	3	12/5/201	12/4/201	Not runni	30	3	26.51 KB	3	26.51 KB	0	0	More
Project	0	12/5/201		Suspend	30	0	0 B	0	0 B	0	0	More

Window 46 The button allowing project edition

When you click the aforementioned button, the project edition window will appear, which will contain the settings for a selected project. They can be freely altered except for *Backupset name* and *Type of copy* fields. After making the modifications, click the *Save* button in the lower right corner of the displayed window.

	Backupset editing
Backupset name: Backup	Settings
	V Use Volume Shadow Copy V Include hidden files Active backupset Shutdown computer after finish back

Window 4	7 Remove	backupset	button
----------	----------	-----------	--------

To remove an existing project, click the Delete button located in the upper right corner of the *Backupset editing* screen (*Window 47*).



After you create or edit a project, the client application must synchronize the introduced changes. This process takes up to 30 seconds. If after this time, the status in the upper right corner of the Project list will not change to *Synchronized*, you need to refresh the list of projects.

Performing and stopping backups

By using the *Management Center* application it is possible to manually start and stop backups on users' computers. To do this, go to the project list, and then find the project you want to run or stop.

												5
upsel Ni e of	lumber f files	Next backup	Last backup	Status	Versions limit	Changed files	Changed data	Sentfiles	Sent data	Errors	Warnings	Edit
p 0				Not runni	30	0	0 B	0	0 B	0	0	More
ne 3		12/5/201	12/4/201	Not runni	30	3	26.51 KB	3	26.51 KB	0	0	More
t O		12/5/201		Suspend	30	0	0 B	0	0 B	0	0	More
ne 3			12/4/201	Not runni	30	3	26.51 KB	3	26.51 KB	0	0	

Window 48 Start and stop button

In order to launch the project, make sure that its status is *Not running*, and click on the *Start* button.

Performing a *Running project* can be stopped at any time. To do this, simply tick a chosen project and click on the *Stop* icon.

After you stop or start the project, the client application must synchronize the introduced changes. This process takes up to 30 seconds. If after this time, the status in the upper right corner of the Project list will not change to *Synchronized*, you need to refresh the list of projects.

Restoring files

The Management Center allows administrators to restore data sent by its users as backup. Files can be restored to the administrator's or user's computer.



Data can be restored to the user's computer when the device has the *Remote management* option enabled and is *Active*.

		Má	anagement Ce	nter								
PRIVATE CLOUD BACKUP	9		& 🕹 👿							Licence Endpoints: Servers:		17/3 4/*
All O With active backu Active session	Order entrie		ser) 🔹 🔲 Only m	nanaged remo	tely				•	6 7	B. (2
Find u Clear fi	Lisar	Device	Remote management	Total size of backuped files	Backuped files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status	^
Sadmin	▲ User1	Backup sess	long.	6.5 GB	11828		12/5/2014					
Accounts	testtes	List of backur		68.81 GB	77454	PROJECT	12/4/2014	No	No	No		
	= tomas -	Add backups		0 B	0	LOGIN	12/3/2014	No	No	No	Empty	
Employee3	test02	Device setting		1.07 GB	172	PROJECT	12/5/2014	No	No	No		
	User6	Device details		609.37 KB	1	PROJECT	12/4/2014	No	No	No		-
🚨 Employee5	Emplo	Restore data		6.72 KB	1	PROJECT	12/4/2014	No	No	No		
Employee6	Emplo	Delete device		9.51 KB	1	PROJECT	12/4/2014	No	No	No		
😑 🍰 Administration	User5	Delete device		808.99 MB	92	PROJECT	12/4/2014	No	No	No		
	User4	KAMILA-O	Yes	0 B	0	LOGIN	12/4/2014	No	No	No	Empty	
	User2	KAMILA-O	Yes	0 B	0	LOGIN	12/4/2014	No	No	No	Empty	
🚨 User4	10k plikow2	ROBERTS	Yes	2.34 GB	15341	PROJECT	12/2/2014	No	No	No		
	10k plikow	ROBERTS	Yes	1.26 GB	15169	PROJECT	12/2/2014	No	No	No		1.3
Sero & User7	Agata	KAMILA-O	Yes	12.25 GB	14220	PROJECT	12/2/2014	No	No	No		
- 5 Production	wilk_laptop	WILKLAPT	Yes	146.31 GB	346726	PROJECT	12/2/2014	No	No	No		
-Sales	carp2	CARPPTN	Yes	198.72 GB	1019094	PROJECT	12/5/2014	Yes	Yes	No		
0 10k plikow	devnull	LENIWIEC	Yes	15.54 GB	91886	LOGIN	12/2/2014	No	No	No		-
Imin ccount type: sed space 1127.21	- Number of e		Yes Page number: 1 🖨	15.54 GB	91886	LOGIN	12/2/2014	No	No	No		

Window 49 The device tab - the context menu of a device

In order to run the *Data restore Wizard*, you must go to the *Devices* tab, and then find a device on the list from which you want the data to be restored. After you right-click on a given device, a context menu will be displayed, from which you need to select *Restore data*.

The screen will display the *Restore data* window, which contains a list of files uploaded by the user as a backup.

	Restore data	
PRIVATE CLOUD BACKUP		55
ackupset name:	Download filter	
I 👻	Ownload latest versions	Select date:
	Oownload latest version of files backuped before chosen date	2014-12-05
	O Download latest version of files backuped from chosen date	

Window 50 Restore data

If there are many files on the user's account, loading the window may take a while. This process is indicated by a progress bar.

The administrator has the ability to filter the File in view of the project from which they were sent, or the latest version from or before the selected date.

After selecting the files you want to restore, click the *Download* button. This will display the *Restore data details* window, where you can specify the device (the administrator's or client's computer), on which they are to be downloaded, as well as the location of the restored files. Additionally, you can specify the action that is to be taken by the application, in case when in the selected location there is a file with the same name as the restored one.

XOPER	Restore data details
PRIVATE CLOUD BACK	U P Select destination of restore
My computer Client computer	Restore to Desktop Restore to original localization Choose restore localization C:\Users\Agata\Desktop\restored data
If file exists	
Overwrite if older	
Copy overwritten files	

Window 51 Details of the restoration

After configuring the settings of the restored data location, click *OK* to begin the restoration process.

	Restore status
XOPERO	
PRIVATE CLOUD BACKUP	
Total downloaded:	
16%	
Current downloading file: JPEG High.irs	668/1880
0%	
0.49	
Status: Running	
Status: Running	

Window 52 The restore status

If the user whose data are restored, uses a personal encryption key, the application will ask to enter it. If the key is unknown for the user, downloading files will be impossible.

VODEDO			Ma	nagement Ce	nter							
PRIVATE CLOUD BACKUP		ه ا		8 & 🗉							Licence Endpoints: Servers:	17/ 4/
All With activ	ve backup	0-4						(The second				
Active session		Order entries Default (new		er) 🔻 📃 Only n	nanaged remo	tely				- 🔜 -		B (2)
3 6	Find user Clear filters	User	Device	Remote management	Total size of backuped files	Backuped files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status
∋- 🍰 admin		Employee2	KAMILA-O	Yes	6.72 KB	1	PROJECT	12/4/2014	No	No	No	
Accounts		Employee1	KAMILA-O	Yes	9.51 KB	1	PROJECT	12/4/2014	No	No	No	
	E	User5	KAMILA-O	Yes	808.99 MB	92	PROJECT	12/4/2014	No	No	No	
- A Employee3		User4	KAMILA-O	Yes	0 B	0	LOGIN	12/4/2014	No	No	No	Empty
B Employee4		User2	KAMILA-O	Yes	0 B	0	LOGIN	12/4/2014	No	No	No	
Employee5		10k plikow2	ROBERTS	Yes	2.34 GB	15341	PROJECT	12/2/2014	No	No	No	
Employee6		10k plikow	ROBERTS	Yes	1.26 GB	15169	PROJECT	12/2/2014	No	No	No	
Administration		Agata	KAMILA-O	Yes	12.25 GB	14220	PROJECT	12/2/2014	No	No	No	
User2		wilk_laptop	WILKLAPT	Yes	146.31 GB	346726	PROJECT	12/2/2014	No	No	No	=
		carp2	CARPPTN	Yes	198.72 GB	1019094	PROJECT	12/5/2014	Yes	Yes	No	
🚨 User4		devnull	LENIWIEC	Yes	15.54 GB	91886	LOGIN	12/2/2014	No	No	No	
🚨 User5 🖧 User6		wilk_qnap	TOMASZ-PC	Yes	361.64 GB	568872	PROJECT	12/5/2014	Yes	Yes	No	
User7		adrian	adrian-Pre	Yes	4.57 GB	57030	•		No	No	No	Empty
- S Production		smola	MARCIN-S	Yes	5.96 GB	36910	LOGIN	12/5/2014	Yes	No	Details	
dmin	-	testoox	BLYSKAWI	Yes	292.82 GB	334689	PROJECT	12/2/2014	No	No	No	
unin		Number of en		age number:								

Window 53 Device list with a chosen device, which data is restored

Clicking on *Details*... in the *Restore* column will cause the progress window of file restore to reappear.

User logs

Client application logs are available by clicking on the *Users logs* button, which has been marked in the screenshot below (*Window 54*).

nu Settings Help			Management Ce	nter					
PRIVATE CLOUD BACKUP		o 🗊 💽	3 & 8					icence Endpoints: Servers:	17/3 4/1
	ackup nd user ear filters	Devices filter		Show all Filter by ty Select acti All Ilter Date		Varning			65
🔏 admin	*	User name	Device	Created at	Action type	Backupset name	Backup type	Show details	*
Accounts		wilk_qnap	TOMASZ-PC	12/5/2014 12:58:23	Backupset end	dysk_c_e		Details	
Employee1 Employee2	E	NEWUSER	AG4TA_KOMPUTER	9/15/2014 11:10:41	Login				1
- & Employee3		wilk_new2	WILKLAPTOP	9/15/2014 10:48:14	Login				
Employee4		agata	AG4TA_KOMPUTER	9/15/2014 10:06:36	Login				
		wilk_gnap	TOMASZ-PC	12/5/2014 11:23:51	Backupset end	dysk_c_e		Details	
Employee6		carp2	CARPPTNHOST	12/5/2014 10:33:34	Backupset end	dc		Details	
Administration		wilk_new1	TOMASZ-PC	9/14/2014 5:40:42	Backupset start	dyski			
- & User2		wilk_new1	TOMASZ-PC	9/13/2014 6:09:49	Backupset end	dyski		Details	
		wilk11	TOMASZ-PC	9/13/2014 5:55:02	Backupset which di	dyskv			
🚨 User4		wilk_new1	TOMASZ-PC	9/13/2014 5:40:42	Backupset start	dyski			
🚨 User5 🖧 User6		carp2	CARPPTNHOST	12/5/2014 5:53:39 AM	Backupset end	dc		Details	
Liser7		wilk_qnap	TOMASZ-PC	12/5/2014 5:23:43 AM	Backupset end	dysk_c_e		Details	
- S Production		carp2	CARPPTNHOST	12/5/2014 4:58:26 AM	Backupset end	dc		Details	
- 🍰 Sales	-	wilk_gnap	TOMASZ-PC	12/5/2014 4:35:22 AM	Backupset end	dysk_c_e		Details	
10k plikow		carp2	CARPPTNHOST	12/5/2014 4:02:03 AM	Backupset end	dc		Details	
ccount type:	- 7.21 GB	Number of entries:	Page number:						

Window 54 Users logs

Application errors are marked in red. Warnings in yellow, and actions performed correctly in green.

Above the list of logs filters are located, by which you can specify which logs are to be displayed. The available filters are: type of action, type of logs (error, warning, information) and the date from which you want them to be viewed.

If the type of the log has a gray background, it means that this type of logs are not currently displayed on the list.

After selecting a desired account from the tree on the left side of the window, the device filter will be activated, which is by default set to *All*. If you clear the selection button, by clicking on the device list, you can choose the ones that interests you, and then click on *Filter*. Only selected logs will be displayed.

When you click on *Details*... in the log table, the application will display detailed information about a particular event. If the *Show details* column field is empty, this means that the log details are not available.

XOPE	'PO			Log d	etails	
PRIVATE CLOU Backupset name:			kupset:			
Canado or					-	
Files to send:		Sent files:			Errors	
Files to send: 128913		Sent files: 566			Errors	:
					1 Warnii	

Window 55 Detailed log of a performed backup

Backup sessions

Backup sessions are information about completed or currently running backups. In order to view them, go to the *Devices* tab, and then choose *Backup sessions* by right-clicking on a given device.

le: ng file:					Sent	ex [
			File status:		Sending			
kupset ne	End executing backup	Files in backupset	Changed files	Size of the files with changes	Sent files	Sent data	Errors	Warnings
up	12/4/2014 10:	92	0	0 B	0	0 B	No errors	0
up	12/4/2014 10:	92	0	0 B	0	0 B	No errors	0
up	12/4/2014 10:	92	91	808.98 MB	91	808.98 MB	No errors	0
up	12/4/2014 10:	1	1	10.28 KB	1	10.28 KB	No errors	0
1	ір 1р 1р	e e executing backup 12/4/2014 10: 12/4/2014 10: 12/4/2014 10:	upset e executing backup Files in backupset up 12/4/2014 10: 92 up 12/4/2014 10: 92 up 12/4/2014 10: 92	upset e executing backup Files in backupset Changed files up 12/4/2014 10: 92 0 up 12/4/2014 10: 92 0 up 12/4/2014 10: 92 0	upset e executing backup Files in backupset Changed files files with changes Ip 12/4/2014 10: 92 0 0 B Ip 12/4/2014 10: 92 0 0 B Ip 12/4/2014 10: 92 91 808.98 MB	upset e executing backup Files in backupset Changed files files with changes Sent files up 12/4/2014 10: 92 0 0 B 0 up 12/4/2014 10: 92 0 0 B 0 up 12/4/2014 10: 92 91 808.98 MB 91	upset e executing backup Files in packupset Changed files files with changes Sent files Sent data up 12/4/2014 10 92 0 0 B 0 0 B up 12/4/2014 10 92 0 0 B 0 0 B up 12/4/2014 10 92 91 808.98 MB 91 808.98 MB	upset eexecuting backupsetFiles in backupsetChanged filesfiles with changesSent filesSent dataErrorsup12/4/2014 109200 B00 BNo errorsup12/4/2014 109200 B00 BNo errorsup12/4/2014 109291808.98 MB91808.98 MBNo errors

Window 56 Backup session

For each backup detailed information about the number and size of changed and sent files are available. There is also a specified number of errors and warnings that occurred during the backup, in case of their presence you can display detailed information by a right-click on an entry.

	Problem details
	Problem details
	Error: Module:Server; Function:FunctionCloseUploadTask; Error:UnhandledException; ErrorCode:60F0122E9998
8 1:	
-	
	OK

Window 57 Error notification

During performing backup on the user's computer, information about the progress of the backup process (are displayed in the *Backup session* window.

XOPERO	Backup status	Dealar	in prograda:
PRIVATE CLOUD BACKUP		Backuj) in progress: (
Preparing files			0 Mb/
	47%		
Fotal files: 0 / to send 171 (1.28 GB) / sent 0 (0 B)	4/76		
Filename	File size	Progress	_

Window 58 Backup sessions during sending data

While being in the *Backup sessions* window you can stop the currently performed project by clicking the *Stop* () button.

Remote setting the core limit and the bandwidth of an account

Client applications installed on users' computers may have set bandwidth limits as well as the number of cores, which they can use during backup. In order to set the limits for the device on which the application is installed, go to the *Devices* tab, and click the right mouse button on a given device, and select *Device settings*. From the menu, which will be expanded, you are able to select the *Bandwidth limit*, or the *Core limit*.

Select parameter for bandwid	dth limit	×	Select parameter for core limit	X
Select parameter:	Kbps [Select	Select parameter:	Select

Window 59 Bandwidth limit

Window 60 Processor core Limit

Remote device relogging

The administrator has the ability to remotely relog the device to a chosen user account, which means that he can log out the device from one user account and log into another. In order to do that, you have to find a chosen device on the user account, and choose the *Relogin client* option.

nu Settings Help		_	_									
			M	lanagement Ce	nter							
PRIVATE CLOUD BACI	KUP	٩		S & E	2						Licence Endpoints: Servers:	17/ 4/
All OWith Active session	h active backup	Order entries									R @	65
0,1000,000,000	Find user	Default (new	est created u	user) 🔹 📃 Only n	5	tely		44				
	Clear filters	User	Device	Remote management	Total size of backuped files	Backuped files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status
🍰 admin	*	Employee2	KAMILA-O	Yes	6.72 KB	1	PROJECT	12/4/2014	No	No	No	
E S Accounts		Employee1	KAMILA-O	Yes	9.51 KB	1	PROJECT	12/4/2014	No	No	No	
Employee1		User5	KAMILA-O	Yes	808.99 MB	92	PROJECT	12/4/2014	No	No	No	
— B Employee2 — B Employee3		User4	KAMILA-O	Yes	0 B	0	LOGIN	12/4/2014	No	No	No	Empty
Employee4		User2	KAMILA-O	Yes	0 B	0	LOGIN	12/4/2014	No	No	No	Empty
Employee5		10k plikow2	ROBERTS	Yes	2.34 GB	15341	PROJECT	12/2/2014	No	No	No	
Employee6		10k plikow	RO 🔊 B	Backup sessions	в	15169	PROJECT	12/2/2014	No	No	No	
Administration		Agata	KAI 🔳 L	ist of backupsets.	в	14220	PROJECT	12/2/2014	No	No	No	
User2		wilk_laptop	WIL B A	dd backupsets tem	plate 🕨 B	346726	PROJECT	12/2/2014	No	No	No	
-a User3		carp2	CALC	Device settings	•	Bandwidt	n limit	12/5/2014	Yes	Yes	No	
- 🔓 User4		devnull	LEI 🙆 D	Device details		Core limit	12/2/2014	No	No	No		
- SUSer5		wilk_qnap	TO R	Restore data		Send repo	ort	12/5/2014	Yes	Yes	No	
User7		adrian	adr 🗓 🛛	Delete device		Relogin d	lient		No	No	No	Empty
- 3 Production		smola	MARCIN-S.	Yes	5.96 GB	36910	LOGIN	12/5/2014	Yes	No	No	
Sales	*	testox	BLYSKAWI.	Yes	292.82 GB	334689	PROJECT	12/2/2014	No	No	No	
Imin		J										

Window 61 Relogin the device to a chosen user account

Enter password	
Password for: User1	



If a given device is already logged into a different account, the client application will be automatically relogged, in accordance to the administrator's choice.



In case if the last logging in had place a certain time ago, it is possible that the IP address of the device has been changed. In this case you should enter a new IP address.

Device details

The Administrator, who uses the *Management Center* application has the ability to access detailed information about the user's device and the client application installed on it.

To view the details, go to the *Devices* tab, and then right-click on the selected device and choose the *Device details* option.

Application version: Operating system: Client IP: Remote management: Backup in progress: Last settings update by admin: Last settings update by user: Backuped files:	KAMILA-OPERO 3.5.90.23327 Windows 7 Workstation 192.168.0.232 Yes No - 12/4/2014 12:19:55 PM 0 0 B 0	Account details Account name: Group name: Size of processed files (with Briefcase): Actual size of stored files: Number of files versions(with Briefcase): Number of files(with Briefcase):	User4 Administration 0 B 0 0
--	--	---	--

Window 63 Device details

In the appearing window you will find information about the selected device and user account to which it is assigned.

Technical Support

In case of problems with the operation of an application, go to the *Backup Management* window, choose from the *Help* tab, the *Report problem* option. Then will open the Web page, where you can create an account on the system used for reporting bugs. After creating an account and describing the problem, the system will present you the possibility to solve the problem. However, it may be that you will need to send the server logs and\ or application logs.

Sending server logs

To send the server logs, go to the *Backup Management* window, and then select *Help* tab and choose the *Send server log* option. After downloading the required information for the application window will appear where you should put your e-mail address and a description of the problem. By clicking on the Send button, the logs will be sent to the manufacturer of the software.

Xopero - error reporting	X
PRIVATE CLOUD BACKUP	Send server logs
Your email: Message:	
Error description	

Okno 1 Error reporting

Remote sending application logs

In the case of a malfunctioning Client application of Xopero, the administrator has the ability to inform the software producer about the problems by email or by using the bug reporting system.

If it is necessary to send the Client application logs, you should:

- Find on the list the device on which the problem occurred,
- Select the option *Device settings*,
- Use the option *Send report*.

	1		Ma	anagement Ce	nter									
Show users:		9		8 & B	2							Licence Endpoints: Servers:		17/3 4/1
All O With active ba Active session	ackup	Order entries Default (new		ser) 🔹 📰 Only m	anaged	remo	tely				<mark>.</mark> • 📑 •	6	B (3
	nd user ear filters	User	Device	Remote management	Total siz backup files		Backuped files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status	-
admin 🕄		User1	KANII 4.0		6.6	5 GB	11828	LOGIN	12/5/2014	Yes	No	No		
Accounts		testtest	H	up sessions		GB	77454	PROJECT	12/4/2014	No	No	No		
	=	tomasz	1-	of backupsets		0 B	0	LOGIN	12/3/2014	No	No	No	Empty	
Employee3		test0212	-	backupsets templa	ite 🕨	GR		PROJECT	12/5/2014	No	No	No		-11
Employee4	1.00	User6	-	ce settings	•		Bandwidth li	imit	12/4/2014	No	No	No		
- a Employee5		Employee2	100	ce details			Core limit		12/4/2014	No	No	No		1
Employee6		Employee1	1	ore data			Send report		12/4/2014	No	No	No		-11
Administration		User5	Dele	te device			Relogin clie	nt	12/4/2014	No	No	No		
Series User2		User4	KAMILA-O	Yes		0 B	0	LOGIN	12/4/2014	No	No	No	Empty	-11
User3		User2	KAMILA-O	Yes		0 B	0	LOGIN	12/4/2014	No	No	No		-11
		10k plikow2	ROBERTS	Yes	2.34	4 GB	15341	PROJECT	12/2/2014	No	No	No		
S User5		10k plikow	ROBERTS	Yes	1.26	6 GB	15169	PROJECT	12/2/2014	No	No	No		-14
User6		Agata	KAMILA-O	Yes	12.25	5 GB	14220	PROJECT	12/2/2014	No	No	No		
- S Production		wilk_laptop	WILKLAPT	Yes	146.31	1 GB	346726	PROJECT	12/2/2014	No	No	No		
- 3 Sales		carp2	CARPPTN	Yes	198.72	2 GB	1019094	PROJECT	12/5/2014	Yes	Yes	No		
0 10k olikow		devnull	LENIWIEC	Yes	15.54	4 GB	91886	LOGIN	12/2/2014	No	No	No		
idmin Account type:	- 9.97 GB	Number of en	tries:	Yes Page number: 1 💠	15.54	4 GB	91886	LOGIN	12/2/2014	No	No	No		

Window 64 Send report

After displaying this option, a request for additional information, necessary to report the problem, will appear.

Error description:	
Your email:	 Send

Window 65 Request for additional information

After clicking the *Send* button, the data will be sent to the software producer.



Delivery of the report or the client application logs should be performed only at the request of employees of the support work.

GLOSARRY OF TERMS

Project template – the project template is a set of backup projects. Each project may indicate other data and have their own unique features. The project template can be sent to any user device on which an Allow remote management option is marked.

Backup project – a data set and the type of data which is to be subject to backup. For each project, it is also possible to specify the frequency of performing it, as well as additional advanced options.

Data Storage - defined space on a QNAP network drive, in which the user data sent through the Xopero application is stored.

Automatic data storage - an automatic data storage is a storage that automatically adapts its space to the space occupied on your QNAP disk. Thanks to it, if the space on the QNAP disk will be occupied and less space than it was previously defined will be available, the Xopero software will reduce the size of the storage by itself.

Active device - a device which has performed any action within the last 30 minutes. This may lead to a situation where the Management Center device will be marked as active, while in reality it was turned off in less than 30 minutes from performing his last action.

Host - the device on which the client application is installed and from which the user has at least once logged into his account. While the first login the device is being assigned to the user account.