



Xopero

Backup and synchronization in one
application

Management Center User Manual

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MANAGEMENT CENTER

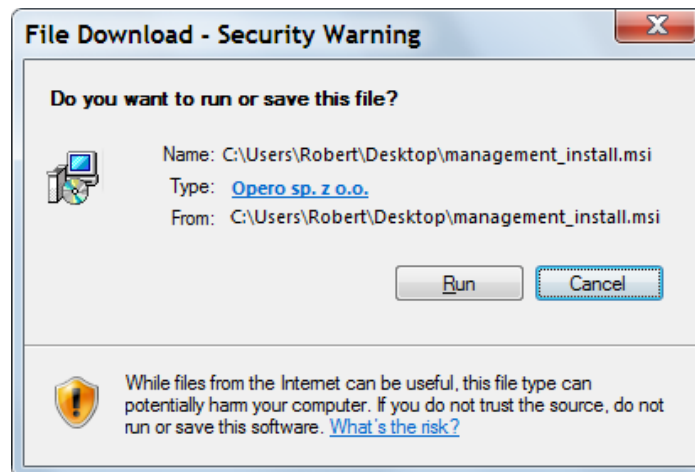
An application which allows to comprehensively manage and monitor the correctness of performed backups on all devices connected to a QNAP network drive. It allows you to remotely configure client applications and create new user accounts as well as to manage the Xopero service. It is intended for Xopero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



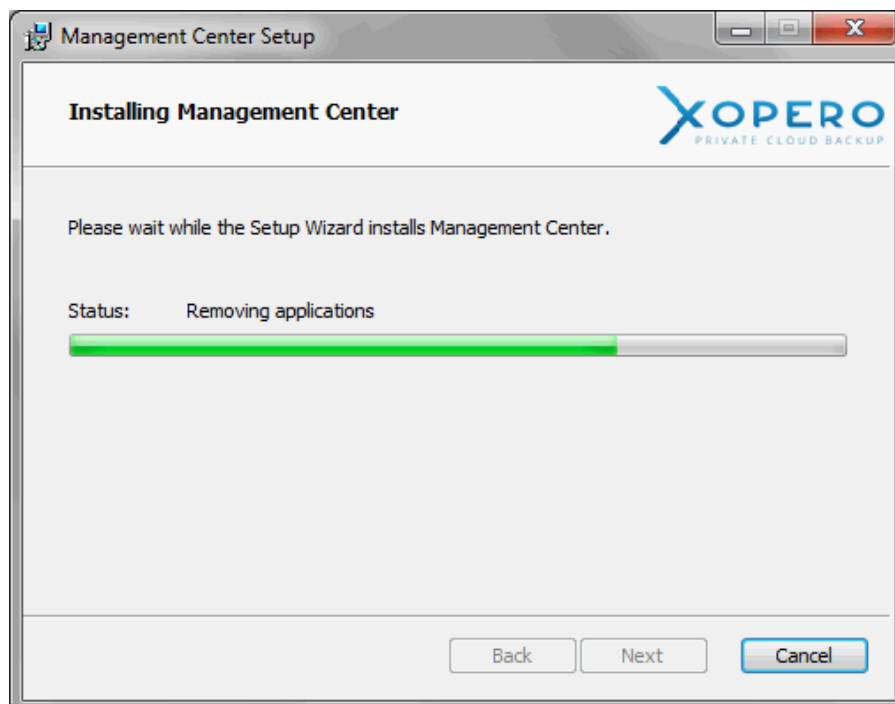
Window 1 Security warning

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.



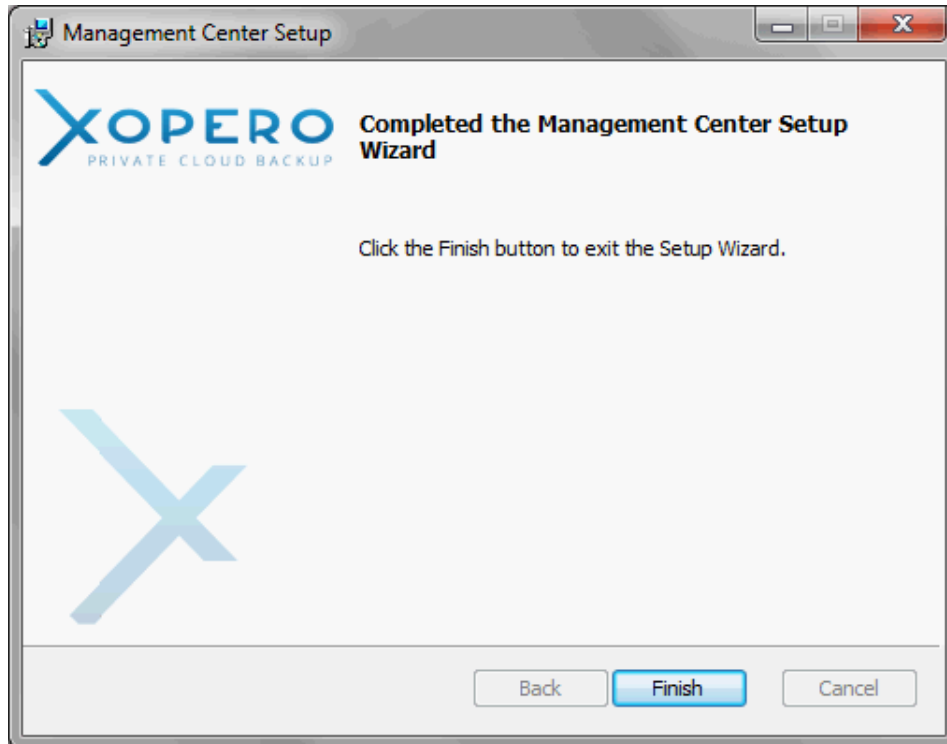
Window 2 Setup wizard

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



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.



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.

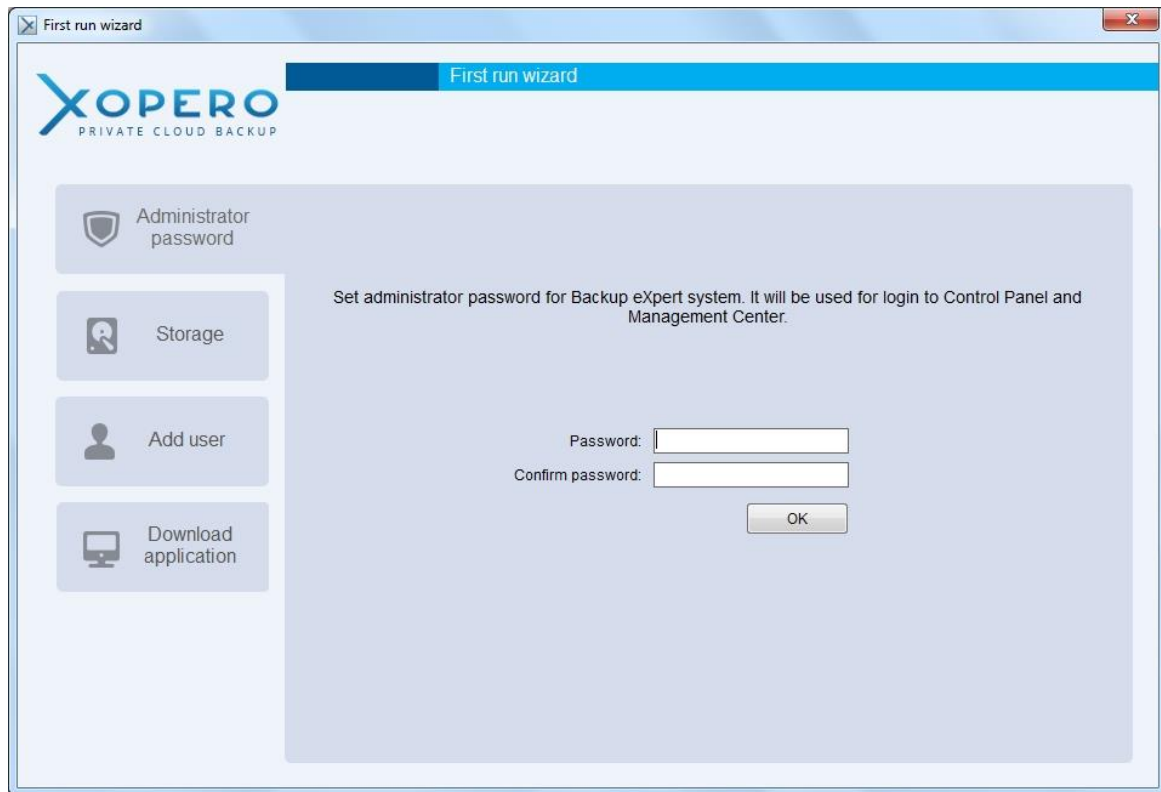
Name	IP address	Model
NASDBC01A	192.168.0.199	TS-470

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*.



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).



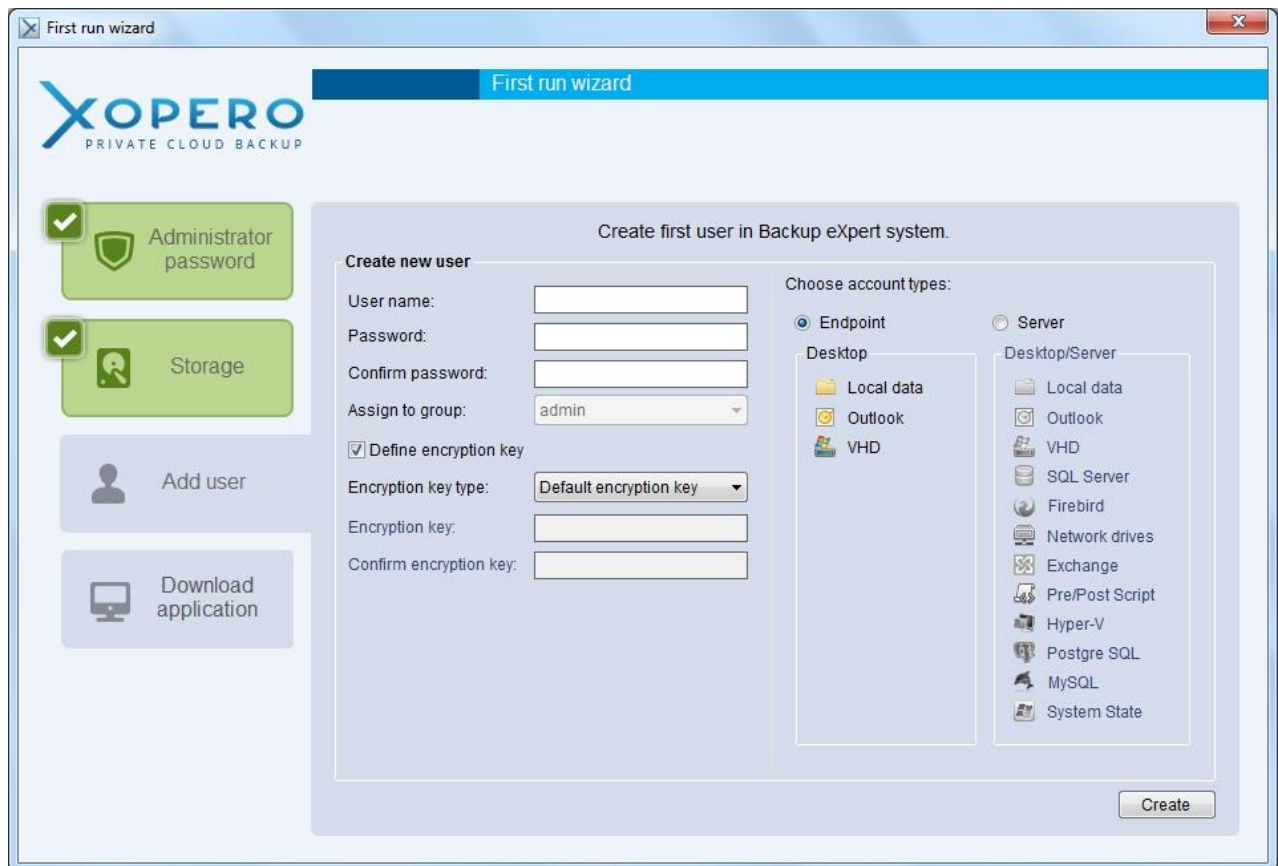
Window 7 First Run Wizard – defining storage

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](#).

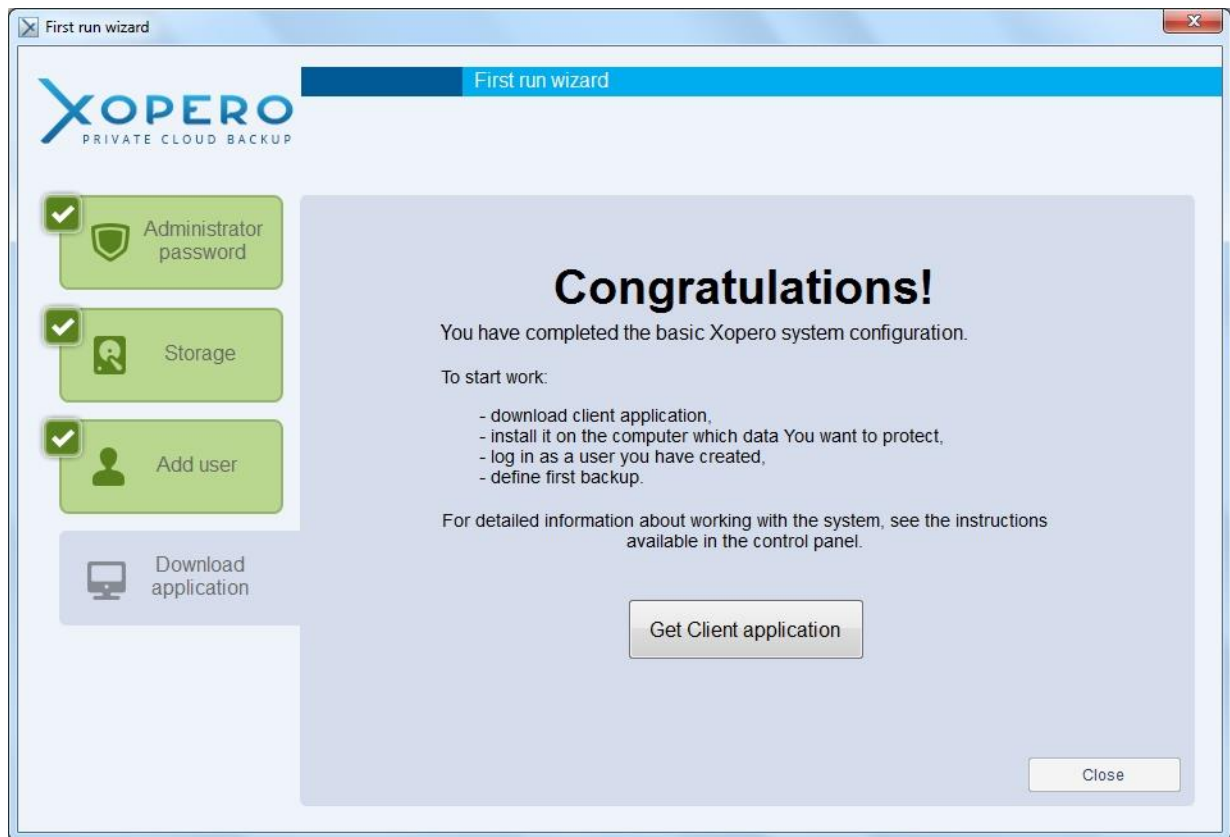


Window 8 First Run Wizard - creating first user account

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.



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.

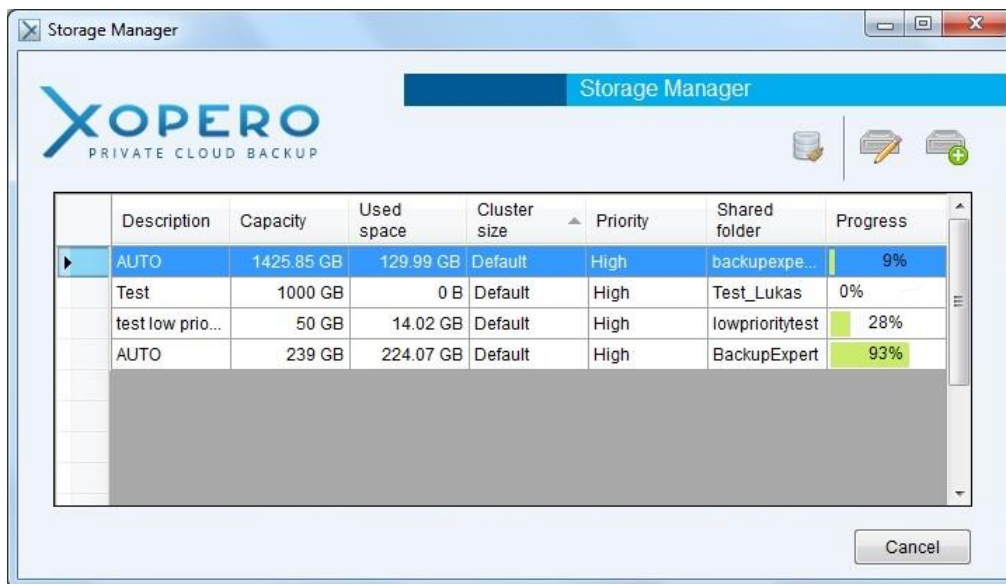
The created storage is displayed on the list, in line with the *Auto* description. Its size depends on how much space is available on the volume, so after occupying the part of the volume by other files, the storage will be reduced automatically.



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.



The screenshot shows the 'Storage Manager' window with the XOPERO logo and a table of storage configurations. The table has columns for Description, Capacity, Used space, Cluster size, Priority, Shared folder, and Progress. The data is as follows:

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.



The screenshot shows a window titled "Add new storage" with the XOPERO logo and "PRIVATE CLOUD BACKUP" text. The window contains the following fields and controls:

- Description:
- Used space: [MB]
- Storage mode: (dropdown)
- Capacity: [GB]
- Cluster size: [B] (dropdown)
- Priority: (dropdown)
- Shared folder: (with an "Add" button)
- Buttons: "Save" and "Cancel" at the bottom right.

Window 12 Defining a new storage

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

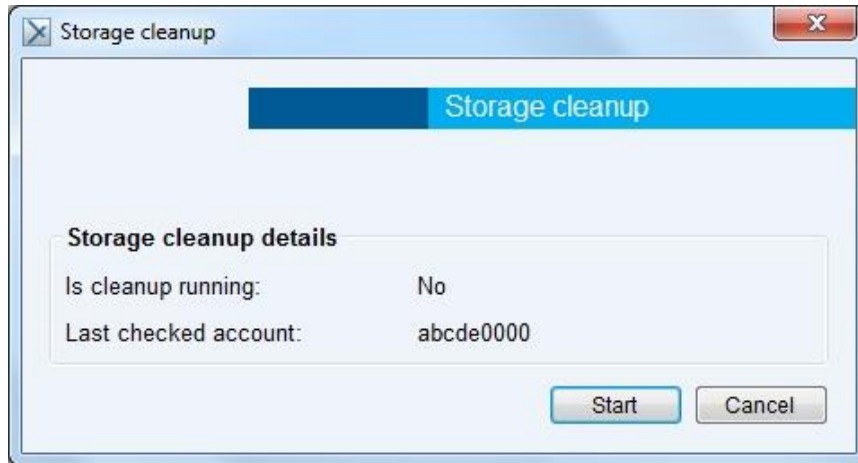


Window 13 Creating a shared folder

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.

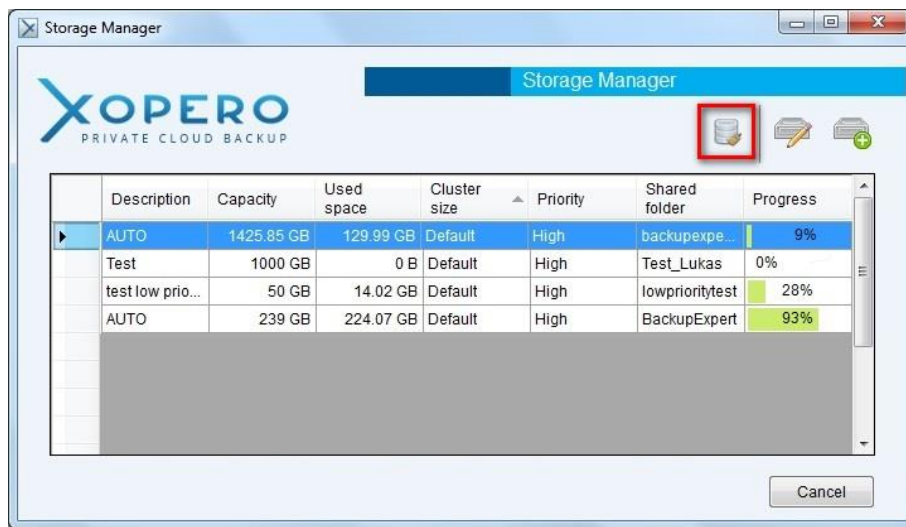
Cleaning the storage

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.



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.



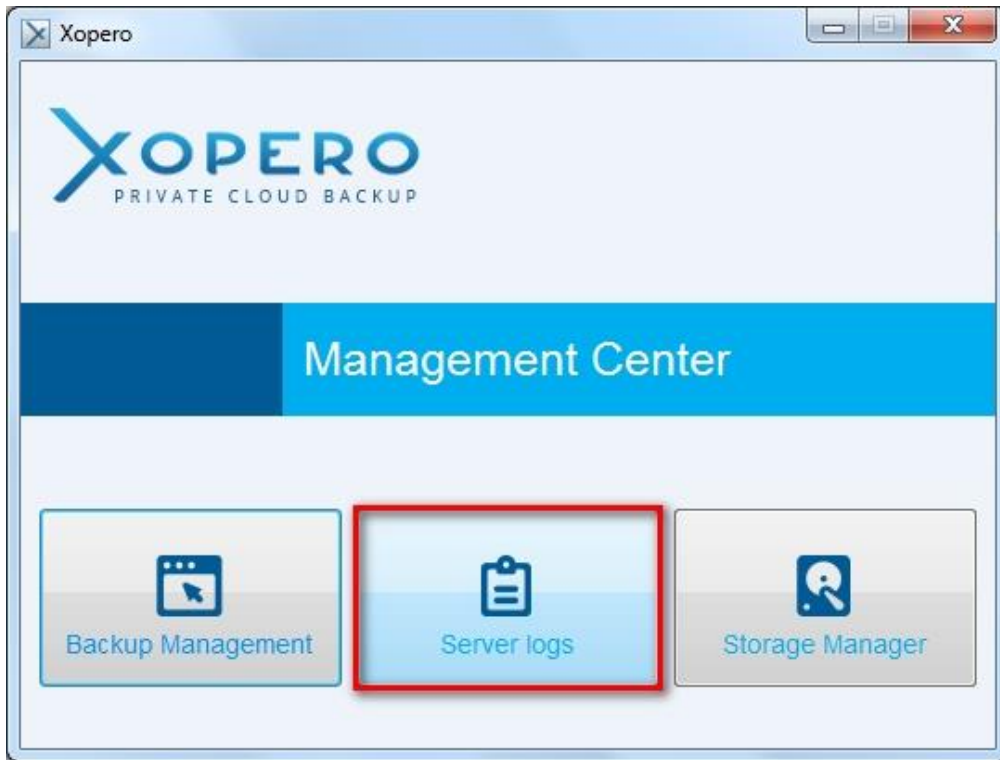
Window 15 The button which launches the storage cleaning



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

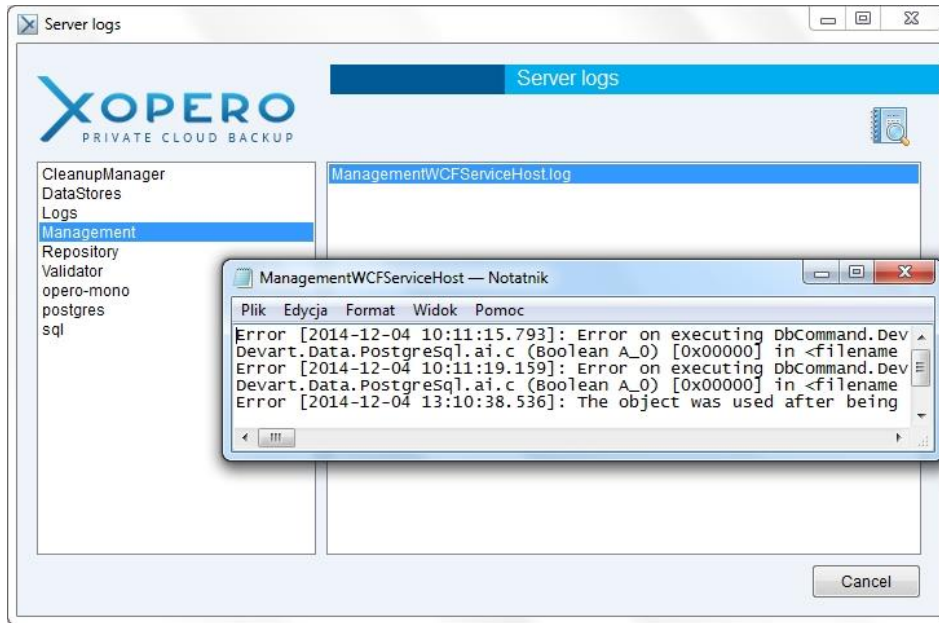
When we enter the main window and select *Server logs*, we gain access to the server logs of the Xopero application.



Window 16 Server log launch



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



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

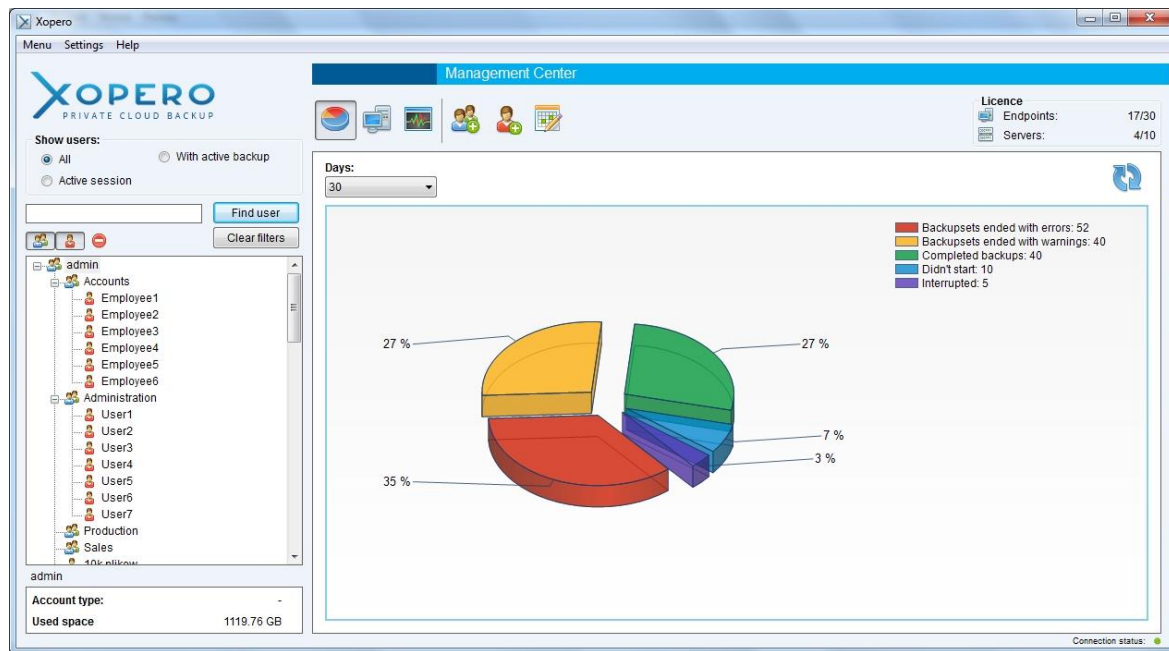
After returning to the main window and selecting *Backup Management* option, we will be redirected to the accounts and backups management window (*Management Center*).



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.

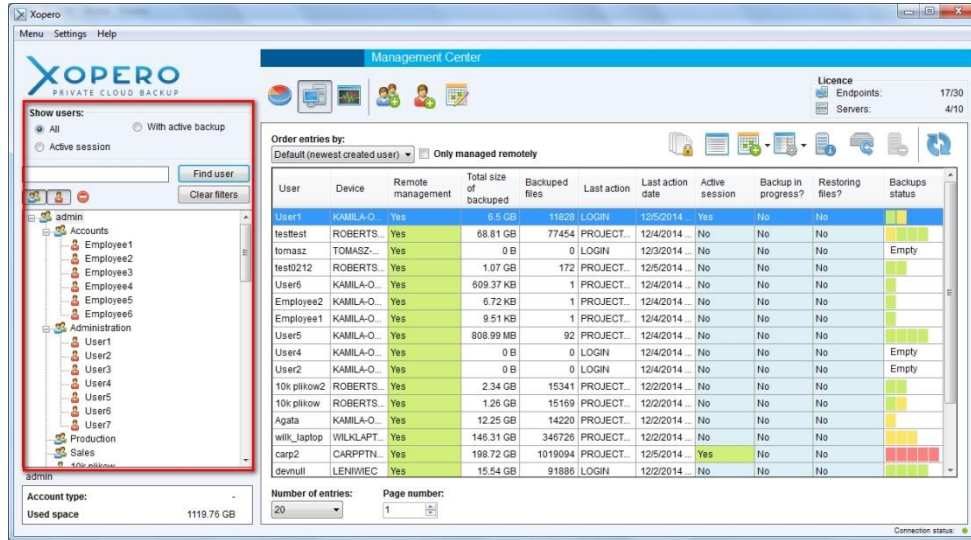
Displaying user accounts and groups

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.

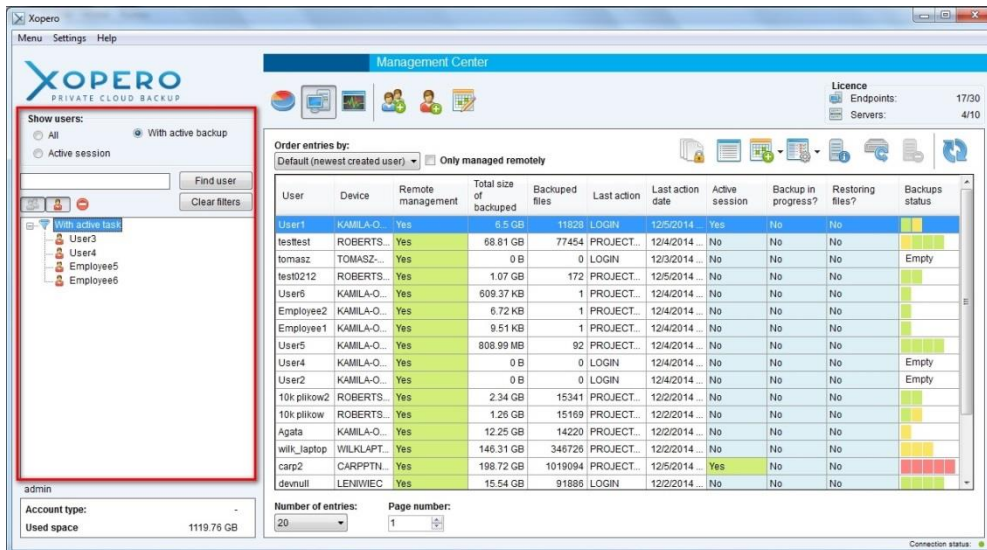
Above the tree, below the application logo the *Show users* field is located. The following options are described on it - *All*, *Active session*, *With active backup*.

- 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.





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



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.



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.

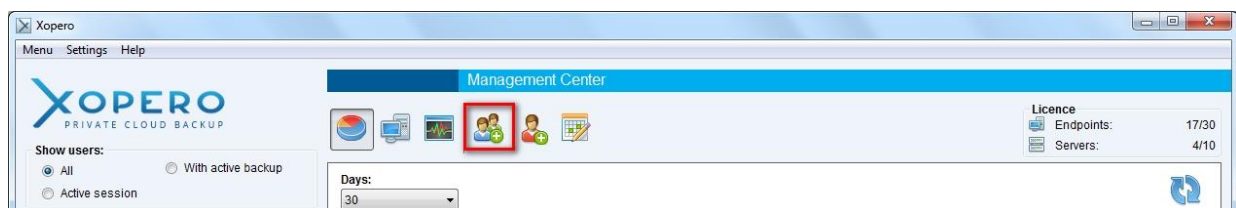
Adding user groups

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.



Window 23 Add a new group button

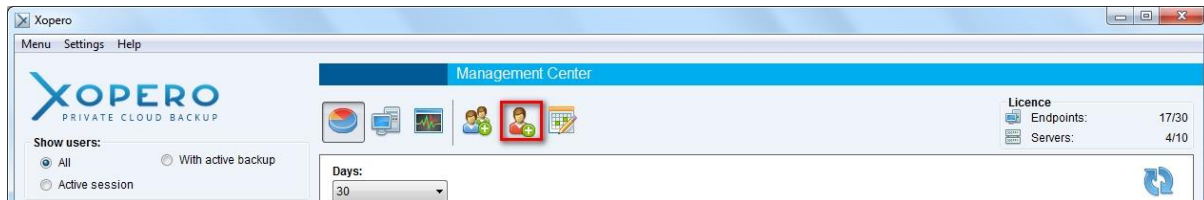
In order to create a new group, click the button highlighted in the screenshot above (*Window 23*). The *Add group* window will be displayed in which you need to define the group name and its password, which are both group administrator authorization data.

A screenshot of a dialog box titled 'Add group'. It contains a section titled 'Create new group' with three input fields: 'Group name:', 'Password:', and 'Confirm password:'. An 'Add group' button is located at the bottom right of the dialog.

Window 24 Adding a new group

Creating user accounts

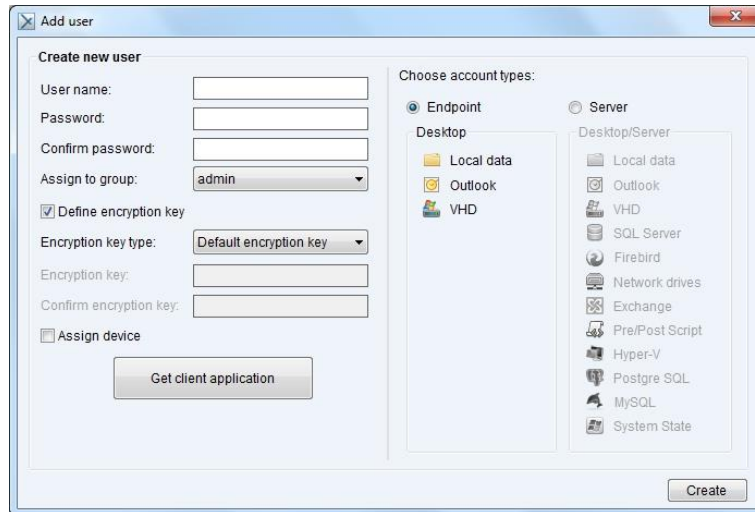
After first logging into the Xopero system, the tree of groups and users contains only the default group, named *admin*.



Window 25 Add user button

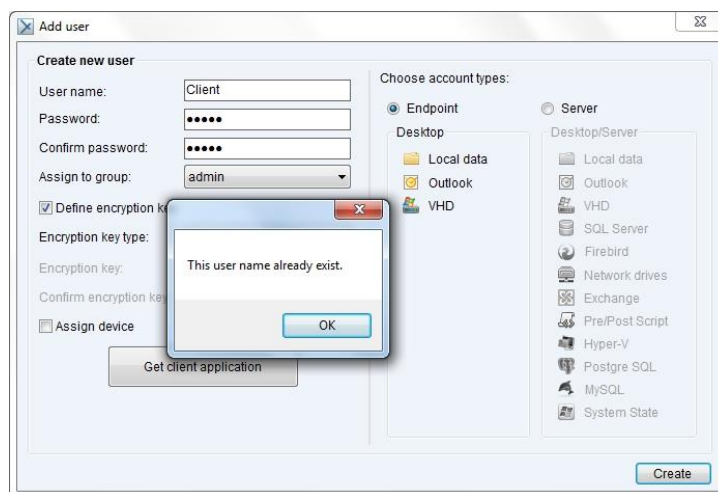
To create a user account, click the *Add user* button, which has been highlighted in the screenshot above (*Window 25*). Then an *Add user* window will appear, where you must define authorization data, as well as configure additional settings:

- *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.



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.



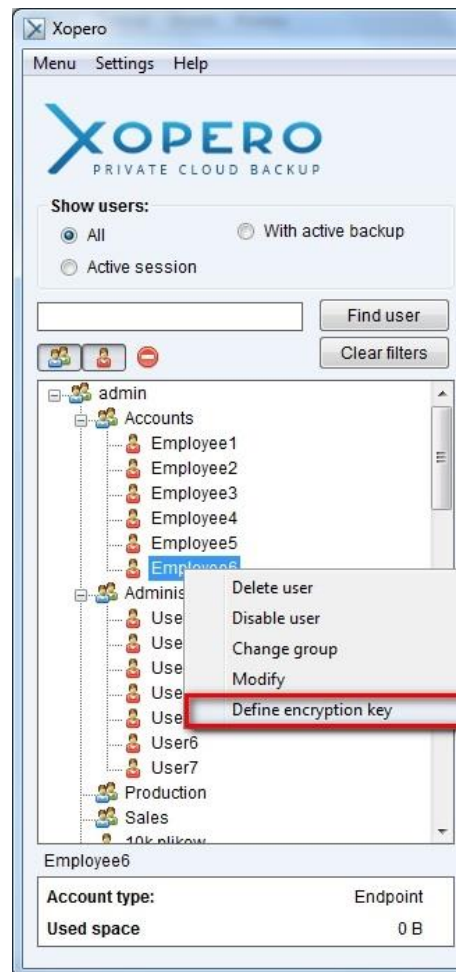
Window 27 Information about adding user accounts

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

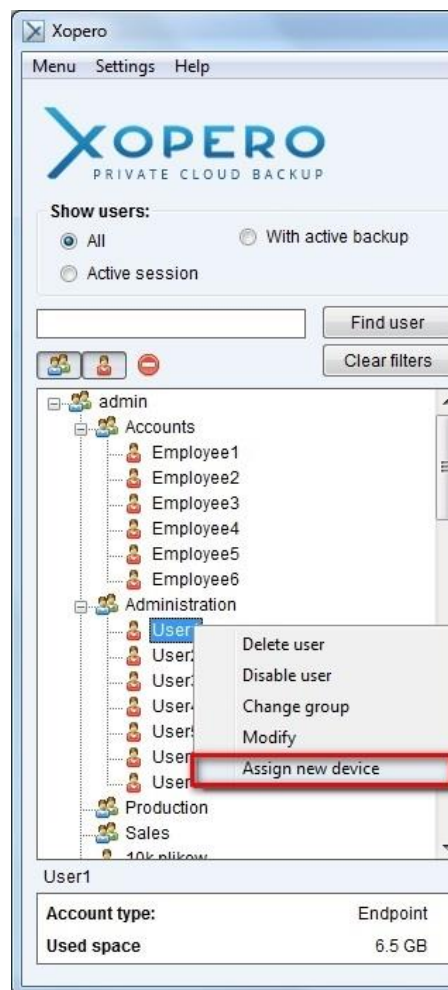
Define the encryption key.



Window 28 Defining the encryption key

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.



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.

The screenshot shows the Xopero Management Center interface. On the left, there is a tree view of users and accounts. The main area displays a table of devices. The table has the following columns: User, Device, Remote management, Total size of backedup files, Backedup files, Last action, Last action date, Active session, Backup in progress?, Restoring files?, and Backups status. The '10k plikow' user's device 'ROBERTS...' is highlighted with a red box.

User	Device	Remote management	Total size of backedup files	Backedup files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status
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...	Yes	0 B	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	CARPPPTN...	Yes	198.72 GB	1019094	PROJECT ...	12/5/2014 ...	Yes	Yes	No	
devnull	LENIWIEC	Yes	15.54 GB	91886	LOGIN	12/2/2014 ...	No	No	No	
wilk_qnap	TOMASZ-PC	Yes	361.64 GB	568872	PROJECT ...	12/5/2014 ...	Yes	Yes	No	
adrian	adrian-Pre...	Yes	4.57 GB	57030			No	No	No	Empty
smola	MARCIN-S...	Yes	5.96 GB	36910	LOGIN	12/5/2014 ...	Yes	No	No	Empty
testbox	BLYSKAWI...	Yes	292.82 GB	334689	PROJECT ...	12/2/2014 ...	No	No	No	

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.

The screenshot shows the Xopero Management Center interface. On the left, there is a tree view of users and devices. The main area displays a table of device entries. A dropdown menu is open over the table header, showing sorting options: 'Default (newest created user)', 'User name A-Z', and 'User name Z-A'. The table columns include User, Device, Remote management, Total size of backed up files, Backups files, Last action, Last action date, Active session, Backup in progress?, Restoring files?, and Backups status.

User	Device	Remote management	Total size of backed up files	Backups files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status
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...	Yes	0 B	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	Yes	No	
devnull	LENIWIEC	Yes	15.54 GB	91886	LOGIN	12/2/2014 ...	No	No	No	
wilk_qnap	TOMASZ-PC	Yes	361.64 GB	568872	PROJECT ...	12/5/2014 ...	Yes	Yes	No	
adrian	adrian-Pre...	Yes	4.57 GB	57030			No	No	No	Empty
smola	MARCIN-S...	Yes	5.96 GB	36910	LOGIN	12/5/2014 ...	Yes	No	No	
testbox	BLYSKAWI...	Yes	292.82 GB	334689	PROJECT ...	12/2/2014 ...	No	No	No	

Window 32 Sorting the device list

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 backed up files* - the total size of files that have been sent from the device as backup,
- *Backups 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.

The screenshot shows the Xopero Management Center interface. On the left, there is a tree view of users and accounts. The main area displays a table of devices with columns for User, Device, Remote management, Total size of backedup files, Backups files, Last action, Last action date, Active session, Backup in progress?, Restoring files?, and Backups status. A context menu is open over the 'User2' row, with 'Delete device' highlighted in red. Other options in the menu include 'Backup sessions', 'List of backupsets', 'Add backupsets template', 'Device settings', 'Device details', and 'Restore data'.

User	Device	Remote management	Total size of backedup files	Backups files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status
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...	Yes	0 B	0	LOGIN	12/4/2014 ...	No	No	No	Empty
10k.plikow2	ROBERT	Yes	15341	1	PROJECT ...	12/2/2014 ...	No	No	No	
10k.plikow	ROBERT	Yes	15169	1	PROJECT ...	12/2/2014 ...	No	No	No	
Agata	KAMILA-O...	Yes	14220	1	PROJECT ...	12/2/2014 ...	No	No	No	
wilk_laptop	WILKLA...	Yes	346726	1	PROJECT ...	12/2/2014 ...	No	No	No	
carp2	CARPPT	Yes	1019094	1	PROJECT ...	12/5/2014 ...	Yes	Yes	No	
devnuil	LENIWI...	Yes	91886	1	LOGIN	12/2/2014 ...	No	No	No	
wilk_qnap	TOMASZ	Yes	568872	1	PROJECT ...	12/5/2014 ...	Yes	Yes	No	
adrian	adrian-Pre...	Yes	4.57 GB	57030	LOGIN	12/5/2014 ...	No	No	No	Empty
smola	MARCIN-S...	Yes	5.96 GB	36910	LOGIN	12/5/2014 ...	Yes	No	No	
testbox	BLYSKAWI...	Yes	292.82 GB	334689	PROJECT ...	12/2/2014 ...	No	No	No	

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

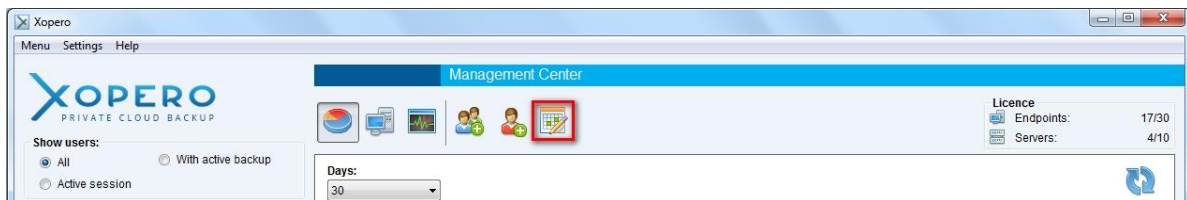
The Management Center allows you to remotely manage user backups as well as their projects.

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.

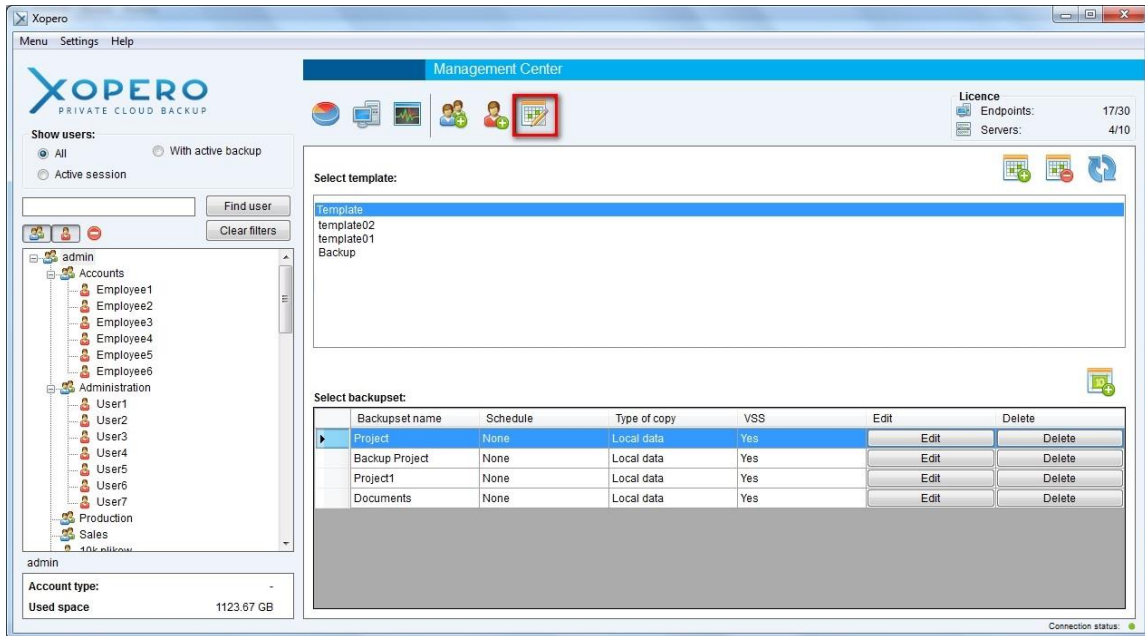


Please note that, the device to which a template will be sent, needs to have existing indicated data, otherwise, execution of the project will end with an error.



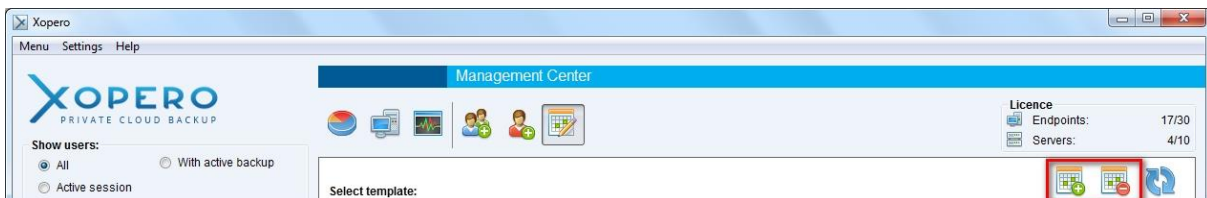
Window 34 Project templates management button

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.



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.

The screenshot shows the 'Create new backup template' window. The 'Type of copy' is set to 'Local data'. The 'Schedule' is set to 'None'. The 'Settings' section has 'Use Volume Shadow Copy', 'Include hidden files', and 'Active backupset' checked. The 'Files filter' is set to 'Without files filter'. The 'Directories filter' is empty. The 'Permissions' section has 'Make backup on Windows user permissions' checked. The 'Advanced' section has 'File copies stored for' set to 'Versions' and 'Backup type' set to 'Automatic'.

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*.



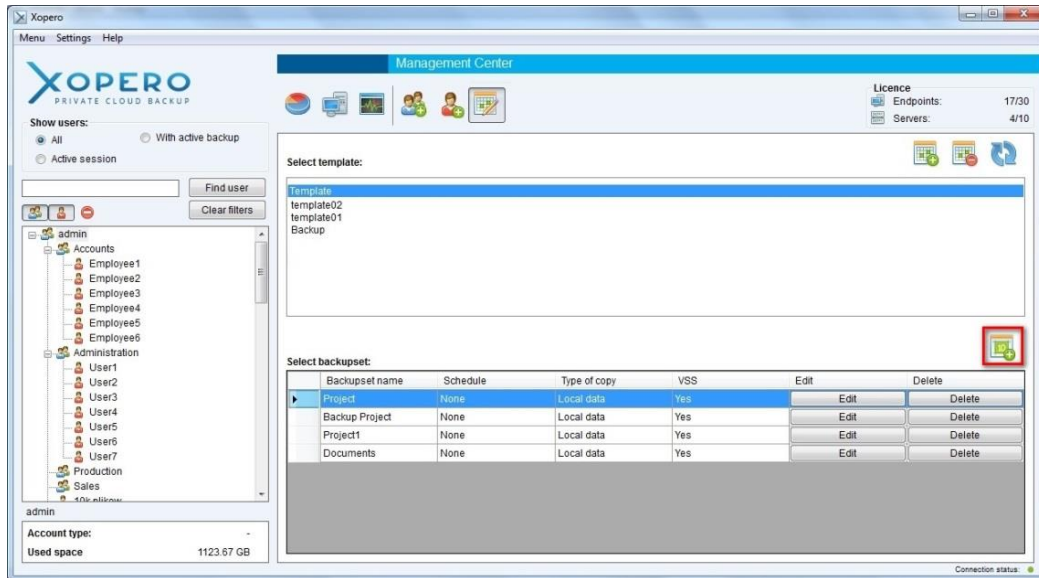
The *Local* option allows only to indicate folders, not files.

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.

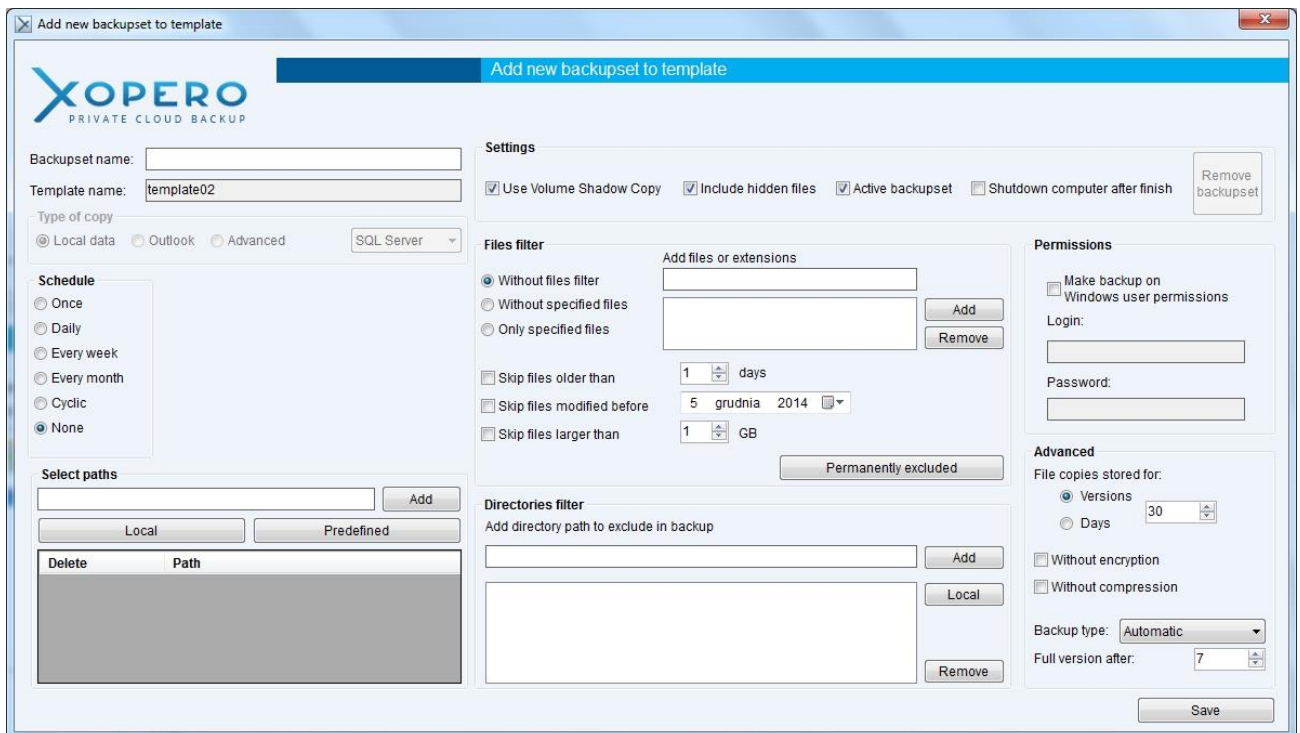
After completing the configuration of the first backup within the template and the template name, you can save it by clicking the *Save* button, which is located in the lower right corner of the *Create new backup template window*.



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 to add a new project to the template, click on the button highlighted in the screenshot above ([Window 38](#)).

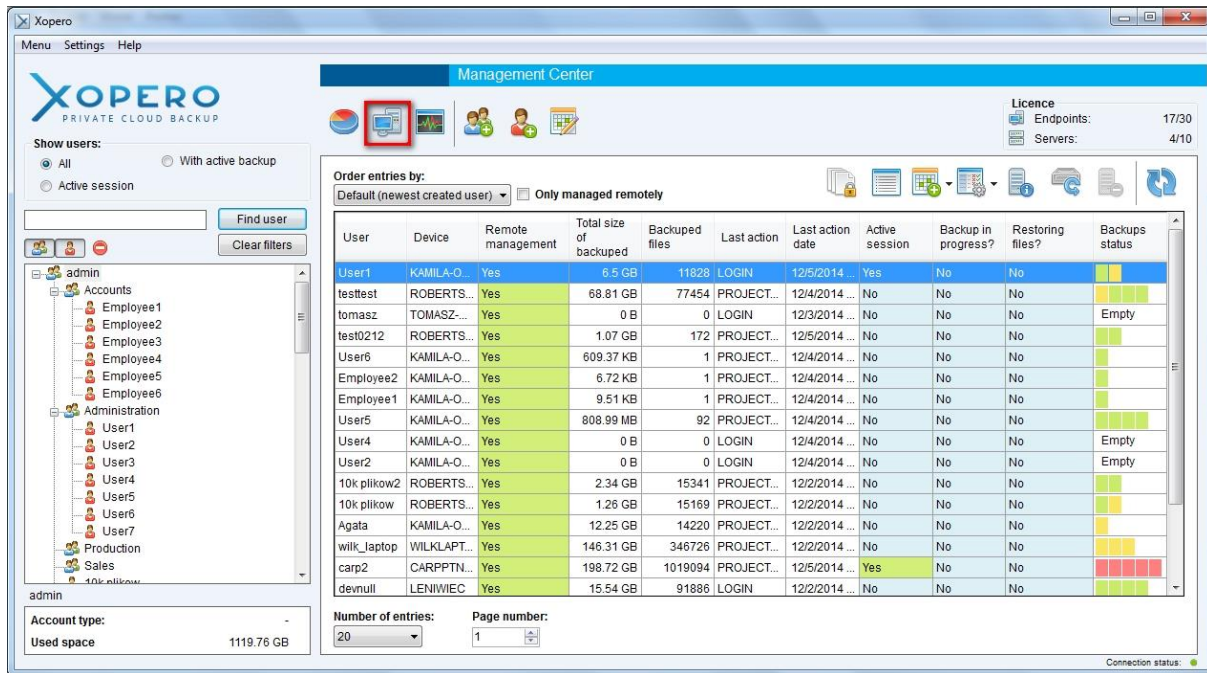
After clicking on it, a window appears, the same as while creating a template, except that the name of the template is already defined, and editing it becomes impossible.



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.





The screenshot shows the Xopero Management Center interface. On the left, there is a tree view of users and groups. The main area displays a table of users and their devices. The 'Devices' tab is selected and highlighted with a red box. The table has the following columns: User, Device, Remote management, Total size of backed up, Backed up files, Last action, Last action date, Active session, Backup in progress?, Restoring files?, and Backups status.

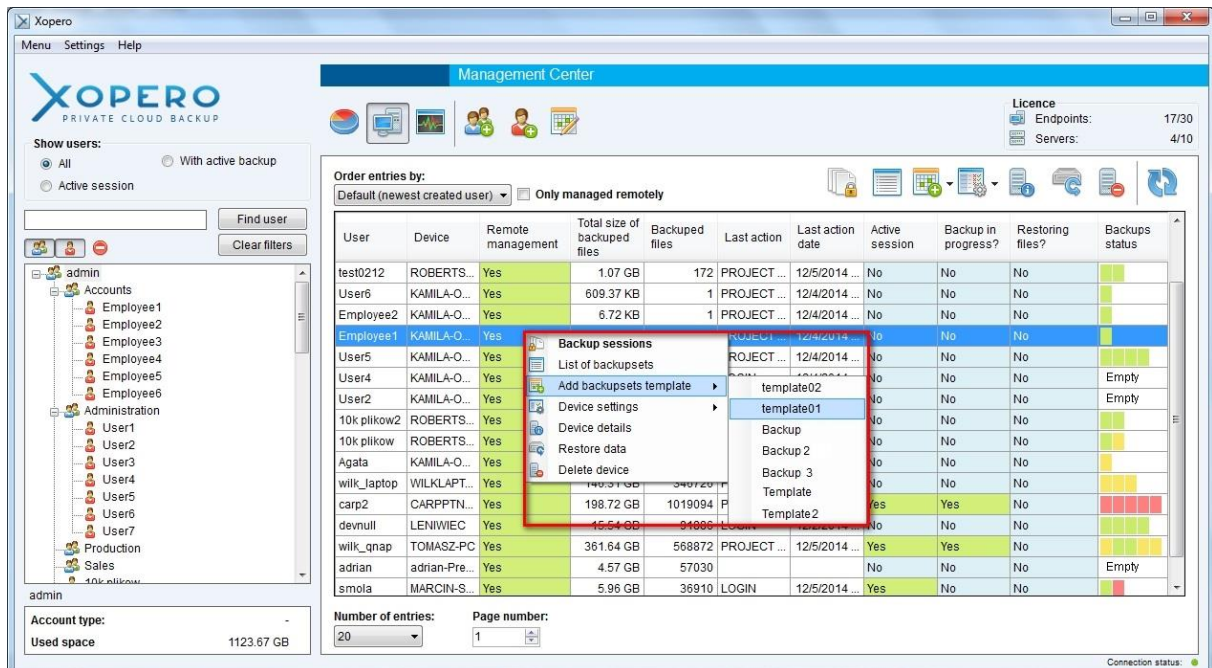
User	Device	Remote management	Total size of backed up	Backed up files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status
User1	KAMILA-O...	Yes	6.5 GB	11828	LOGIN	12/5/2014 ...	Yes	No	No	Full
testtest	ROBERTS...	Yes	68.81 GB	77454	PROJECT...	12/4/2014 ...	No	No	No	Full
tomasz	TOMASZ...	Yes	0 B	0	LOGIN	12/3/2014 ...	No	No	No	Empty
test0212	ROBERTS...	Yes	1.07 GB	172	PROJECT...	12/5/2014 ...	No	No	No	Full
User6	KAMILA-O...	Yes	609.37 KB	1	PROJECT...	12/4/2014 ...	No	No	No	Full
Employee2	KAMILA-O...	Yes	6.72 KB	1	PROJECT...	12/4/2014 ...	No	No	No	Full
Employee1	KAMILA-O...	Yes	9.51 KB	1	PROJECT...	12/4/2014 ...	No	No	No	Full
User5	KAMILA-O...	Yes	808.99 MB	92	PROJECT...	12/4/2014 ...	No	No	No	Full
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
10k plikow2	ROBERTS...	Yes	2.34 GB	15341	PROJECT...	12/2/2014 ...	No	No	No	Full
10k plikow	ROBERTS...	Yes	1.26 GB	15169	PROJECT...	12/2/2014 ...	No	No	No	Full
Agata	KAMILA-O...	Yes	12.25 GB	14220	PROJECT...	12/2/2014 ...	No	No	No	Full
wilk_laptop	WILKLAPT...	Yes	146.31 GB	346726	PROJECT...	12/2/2014 ...	No	No	No	Full
carp2	CARPPTN...	Yes	198.72 GB	1019094	PROJECT...	12/5/2014 ...	Yes	No	No	Full
demull	LENIWIEC	Yes	15.54 GB	91886	LOGIN	12/2/2014 ...	No	No	No	Full

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.

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

Legend to table:
 Not synchronized
 Synchronized

Window 42 List of backupsets



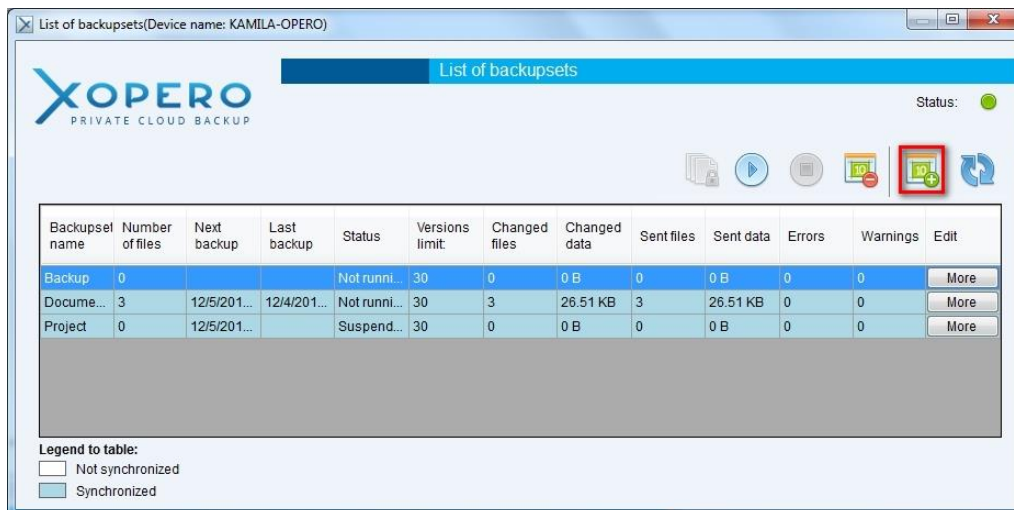
Indicator *Status* informs whether at any given time it is possible to control the project.

The *List of 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.

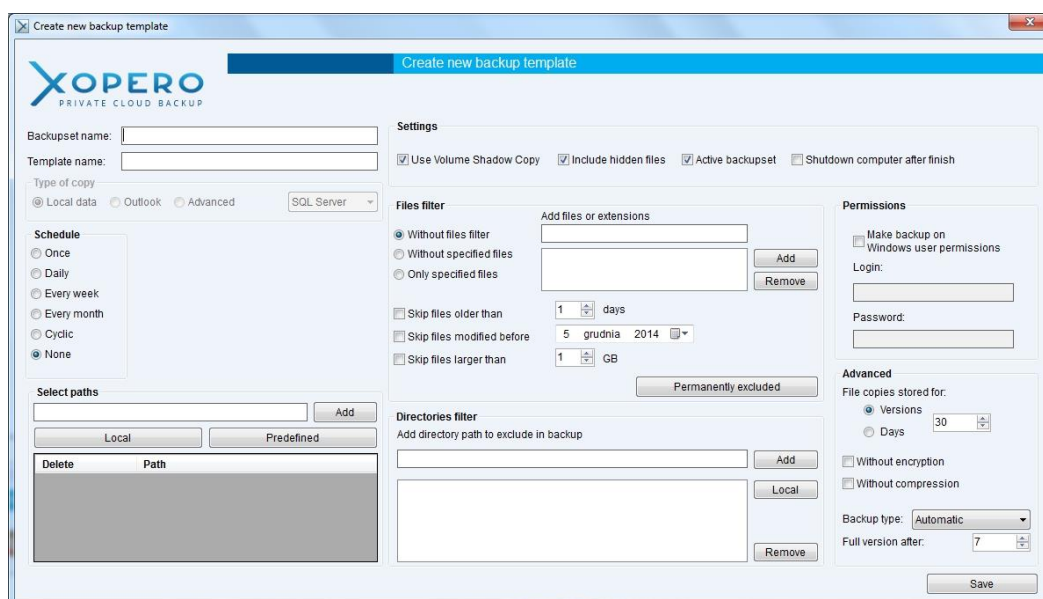
Creating and editing a project

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.



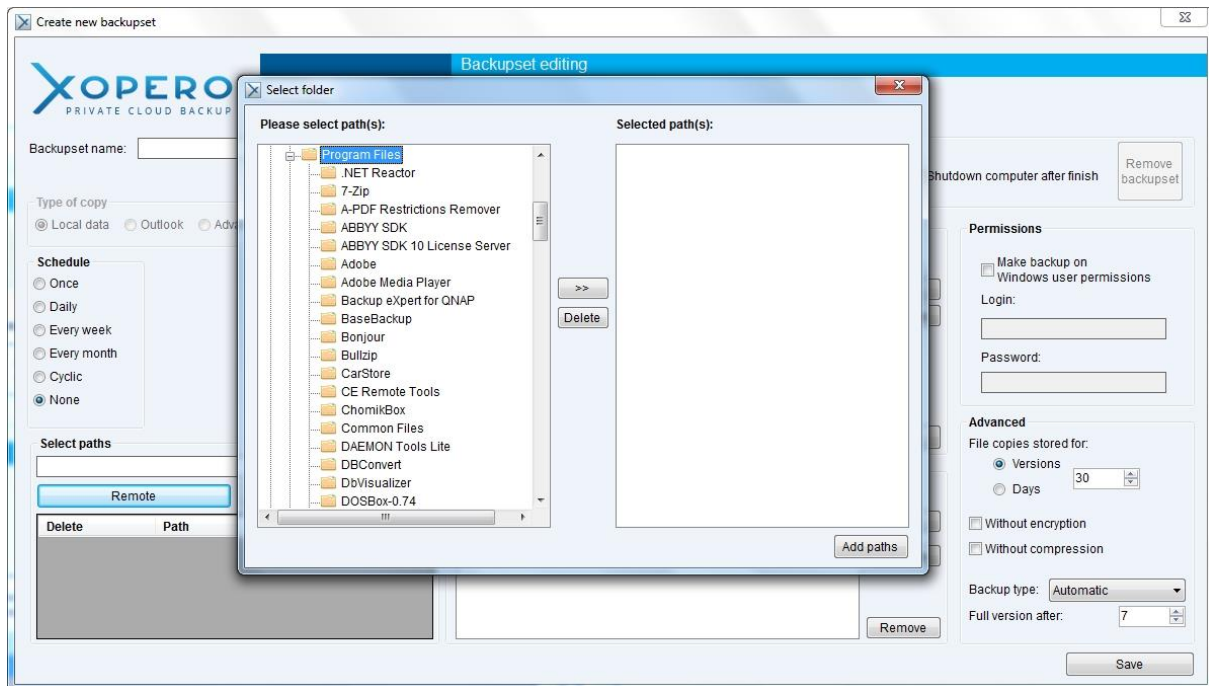
Window 43 Create a new backupset icon

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](#).



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.

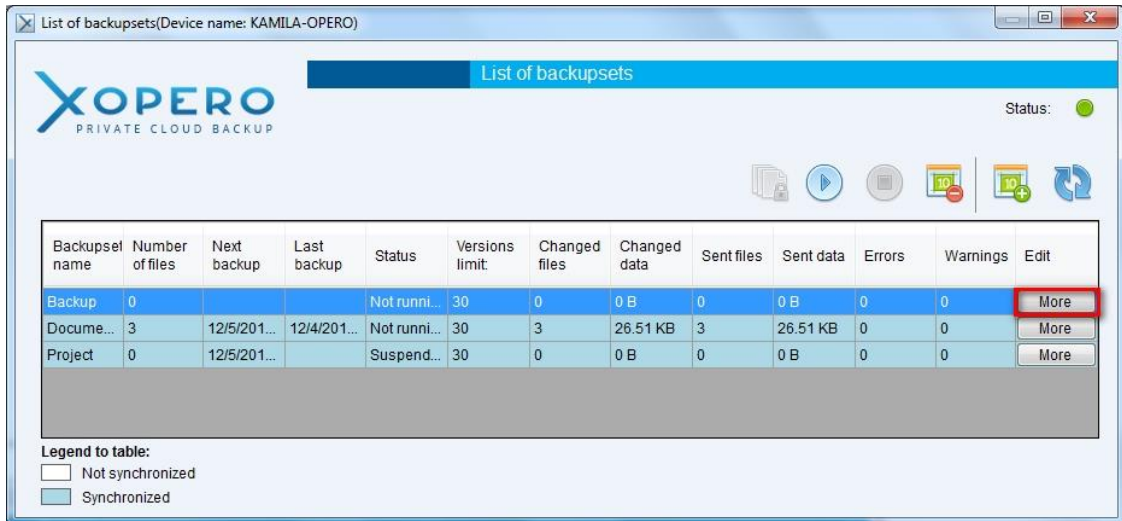


Window 45 Remote path selection

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.



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.



Window 47 Remove backupset button



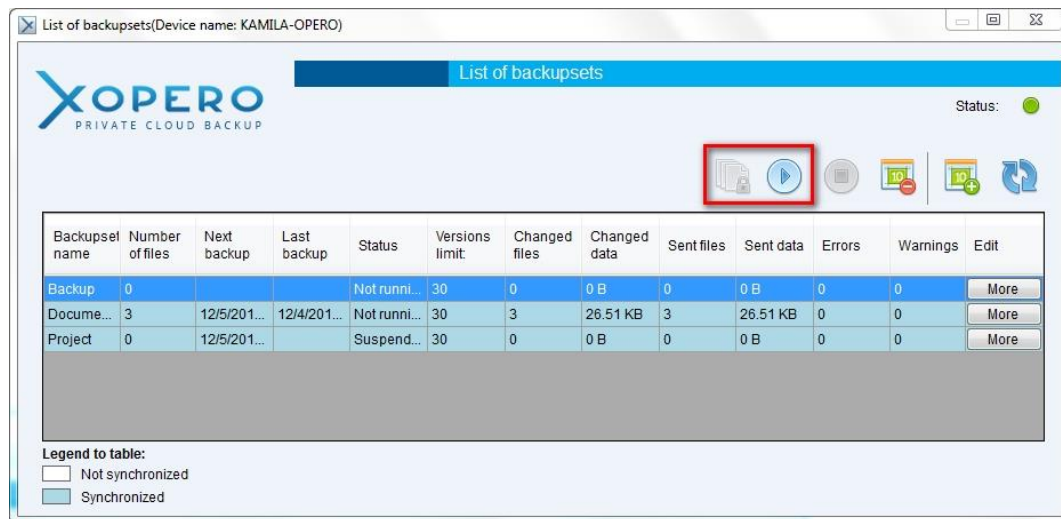
To remove an existing project, click the Delete button located in the upper right corner of the *Backupset editing* screen (*Window 47*).



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.



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.



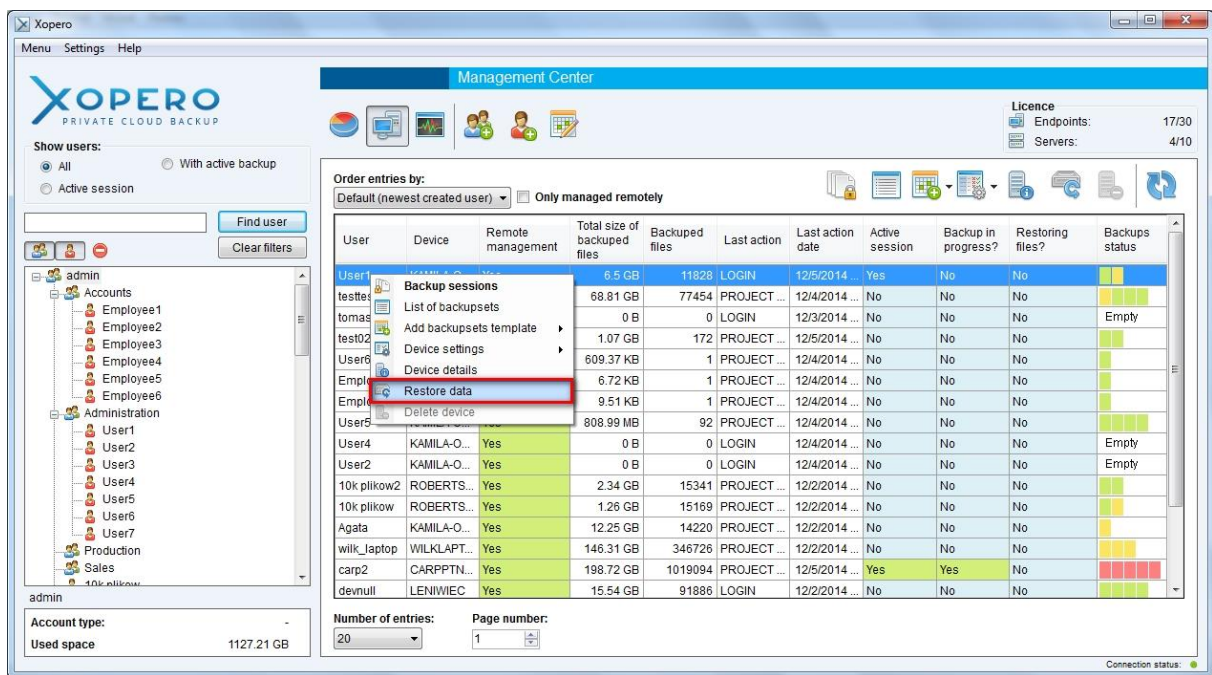
After you stop or start the project, the client application must synchronize the introduced changes. This process takes up to 30 seconds. If after this time, the status in the upper right corner of the Project list will not change to *Synchronized*, you need to refresh the list of projects.

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.



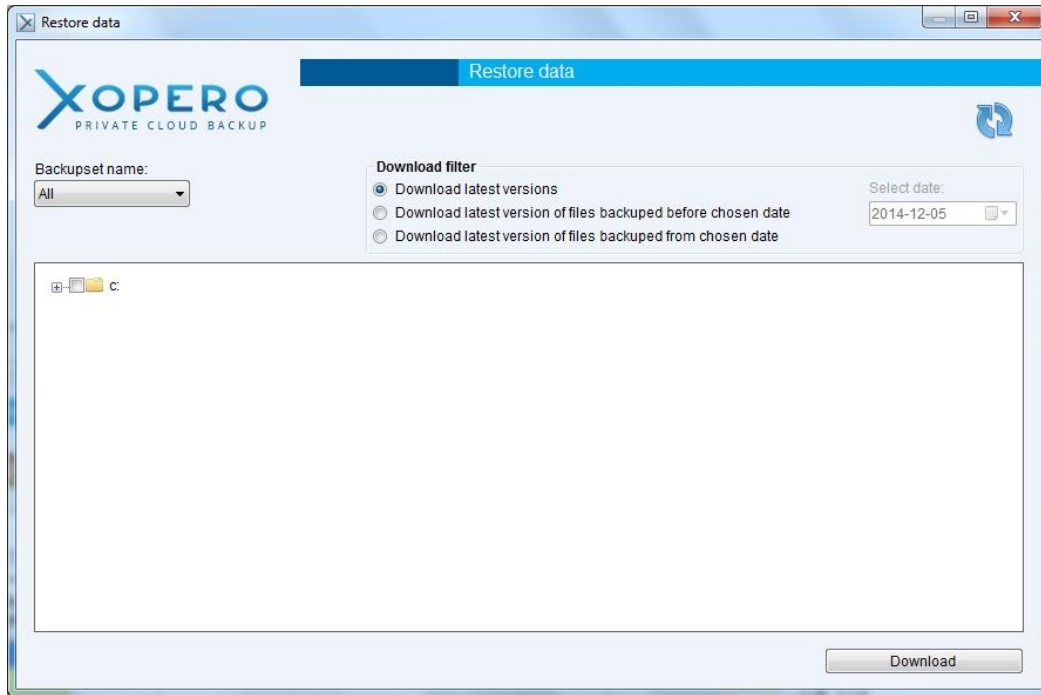
Data can be restored to the user's computer when the device has the *Remote management* option enabled and is *Active*.




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.



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.

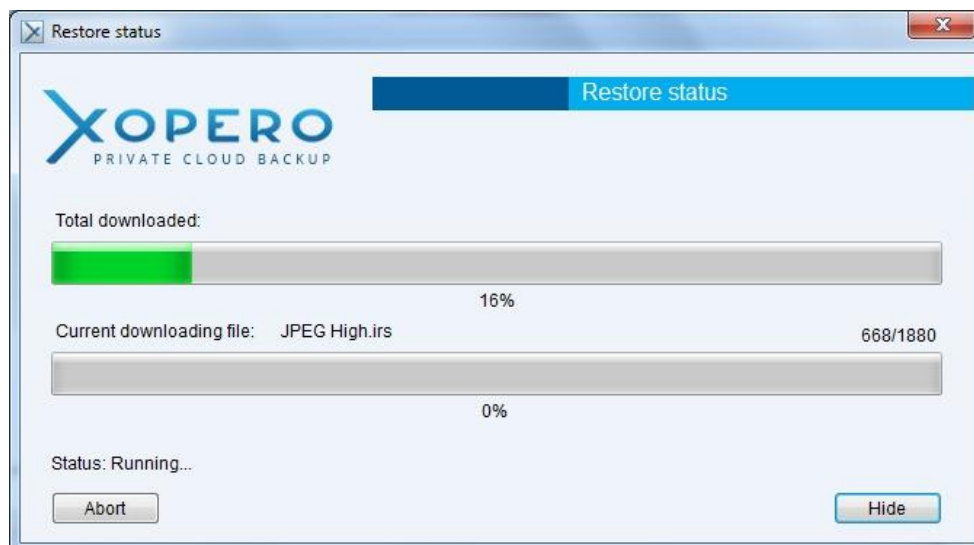
The administrator has the ability to filter the File in view of the project from which they were sent, or the latest version from or before the selected date.

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.



Window 51 Details of the restoration

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



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.

The screenshot shows the Xopero Management Center interface. On the left, there is a tree view of users under the 'admin' account. The main area displays a table of users with their backup status. The 'Restore' column for the user 'smola' has a 'Details...' link highlighted with a red box.

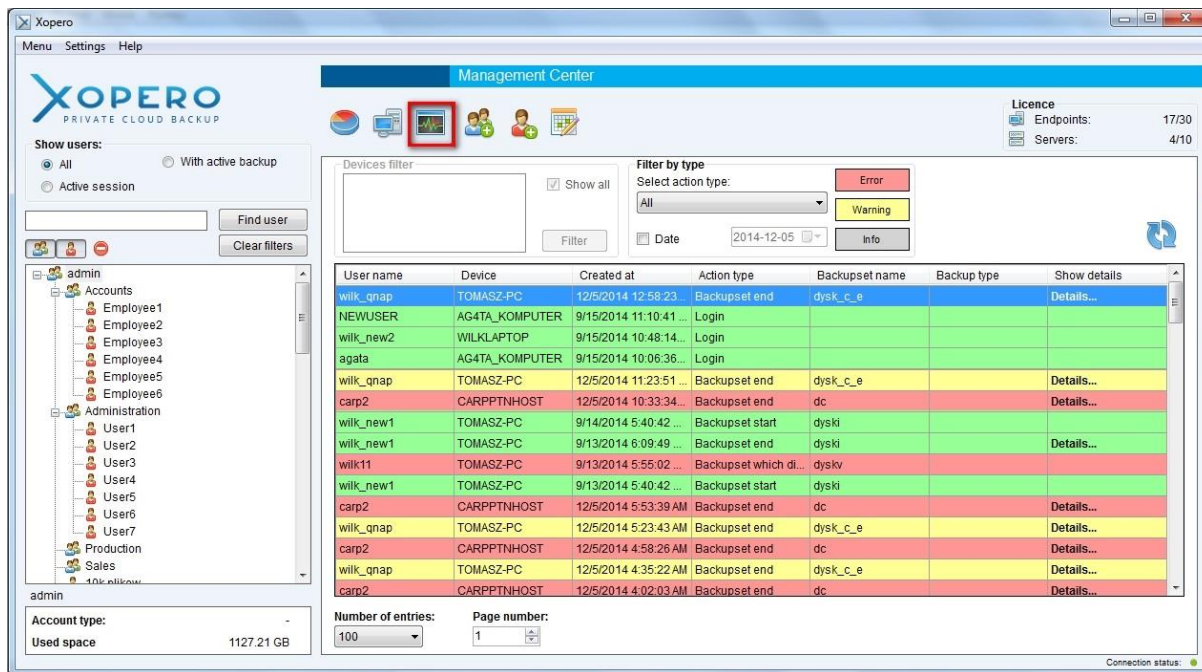
User	Device	Remote management	Total size of backed up files	Backed up files	Last action	Last action date	Active session	Backup in progress?	Restoring files?	Backups status
Employee2	KAMILA-O...	Yes	6.72 KB	1	PROJECT ...	12/4/2014 ...	No	No	No	
Employee1	KAMILA-O...	Yes	9.51 KB	1	PROJECT ...	12/4/2014 ...	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...	Yes	0 B	0	LOGIN	12/4/2014 ...	No	No	No	
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	CARPPPTN...	Yes	198.72 GB	1019094	PROJECT ...	12/5/2014 ...	Yes	Yes	No	
devnull	LENIWIEC	Yes	15.54 GB	91886	LOGIN	12/2/2014 ...	No	No	No	
wilk_qnap	TOMASZ-PC	Yes	361.64 GB	568872	PROJECT ...	12/5/2014 ...	Yes	Yes	No	
adrian	adrian-Pre...	Yes	4.57 GB	57030			No	No	No	Empty
smola	MARCIN-S...	Yes	5.96 GB	36910	LOGIN	12/5/2014 ...	Yes	No	Details...	
testbox	BLYSKAWI...	Yes	292.82 GB	334689	PROJECT ...	12/2/2014 ...	No	No	No	

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*).



The screenshot shows the Xopero Management Center interface. The 'Users logs' button is highlighted with a red box. The interface displays a list of users on the left, a table of log entries in the center, and filter options on the right. The log entries are color-coded: green for successful actions, yellow for warnings, and red for errors.

User name	Device	Created at	Action type	Backupset name	Backup type	Show details
wilk_qnap	TOMASZ-PC	12/5/2014 12:58:23	Backupset end	dysk_c_e		
NEWUSER	AG4TA_KOMPUTER	9/15/2014 11:10:41	Login			
wilk_new2	WILKLAPTOP	9/15/2014 10:48:14	Login			
agata	AG4TA_KOMPUTER	9/15/2014 10:06:36	Login			
wilk_qnap	TOMASZ-PC	12/5/2014 11:23:51	Backupset end	dysk_c_e		Details...
carp2	CARPPTNHOST	12/5/2014 10:33:34	Backupset end	dc		Details...
wilk_new1	TOMASZ-PC	9/14/2014 5:40:42	Backupset start	dyski		
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		
wilk_new1	TOMASZ-PC	9/13/2014 5:40:42	Backupset start	dyski		
carp2	CARPPTNHOST	12/5/2014 5:53:39 AM	Backupset end	dc		Details...
wilk_qnap	TOMASZ-PC	12/5/2014 5:23:43 AM	Backupset end	dysk_c_e		Details...
carp2	CARPPTNHOST	12/5/2014 4:58:26 AM	Backupset end	dc		Details...
wilk_qnap	TOMASZ-PC	12/5/2014 4:35:22 AM	Backupset end	dysk_c_e		Details...
carp2	CARPPTNHOST	12/5/2014 4:02:03 AM	Backupset end	dc		Details...

Window 54 Users logs

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

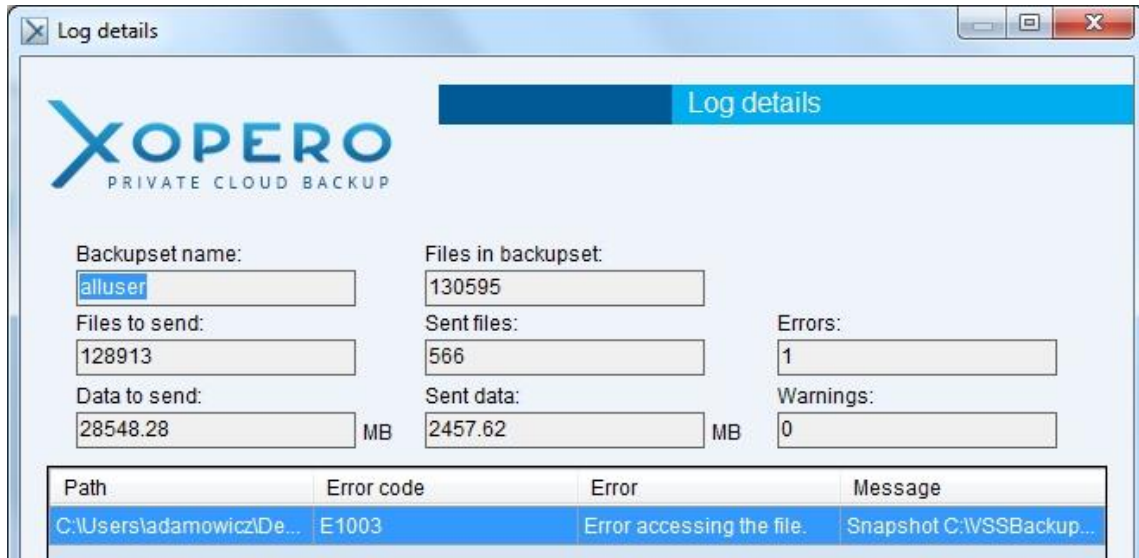
Above the list of logs filters are located, by which you can specify which logs are to be displayed. The available filters are: type of action, type of logs (error, warning, information) and the date from which you want them to be viewed.



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.



Window 55 Detailed log of a performed backup

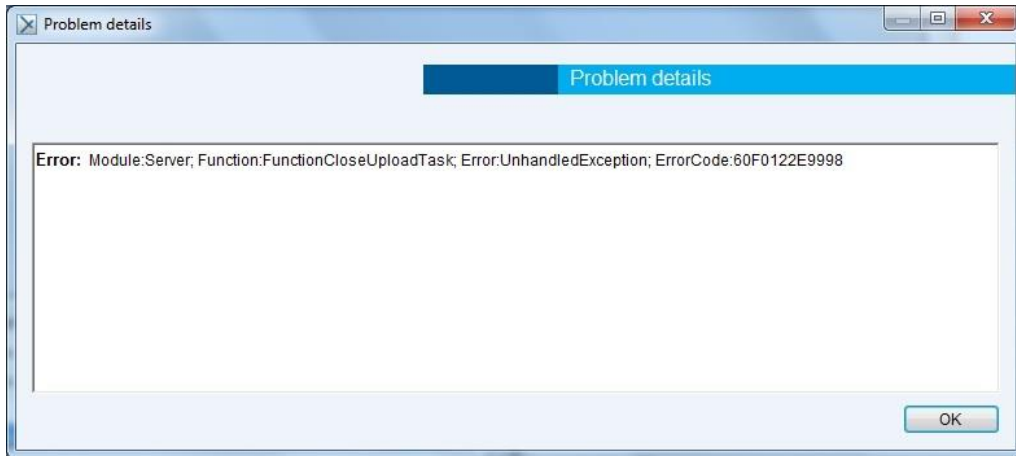
Backup sessions

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.

Backupset name	End executing backup	Files in backupset	Changed files	Size of the files with changes	Sent files	Sent data	Errors	Warnings
Backup	12/4/2014 10:...	92	0	0 B	0	0 B	No errors	0
Backup	12/4/2014 10:...	92	0	0 B	0	0 B	No errors	0
Backup	12/4/2014 10:...	92	91	808.98 MB	91	808.98 MB	No errors	0
Backup	12/4/2014 10:...	1	1	10.28 KB	1	10.28 KB	No errors	0

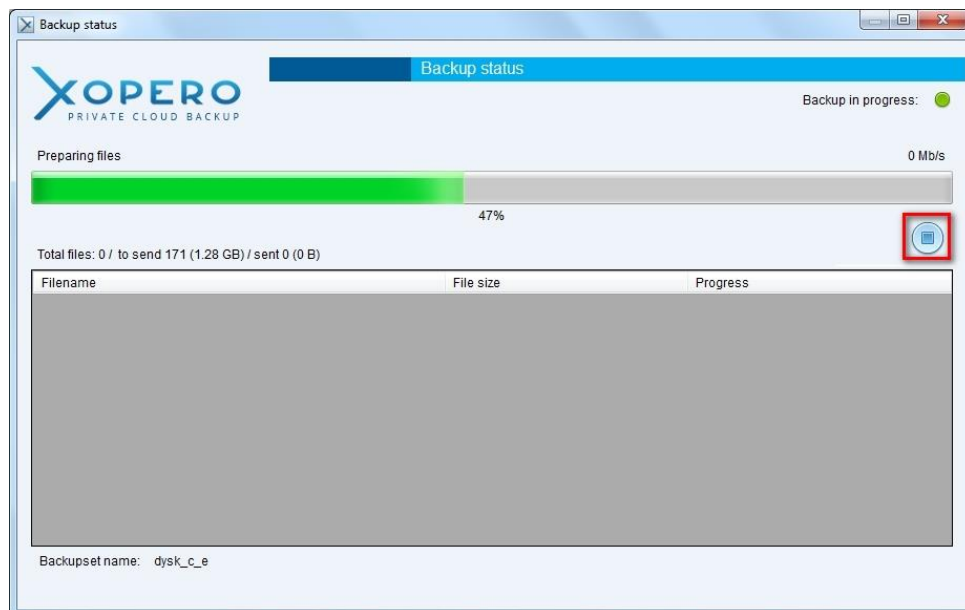
Window 56 Backup session

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.




Window 57 Error notification

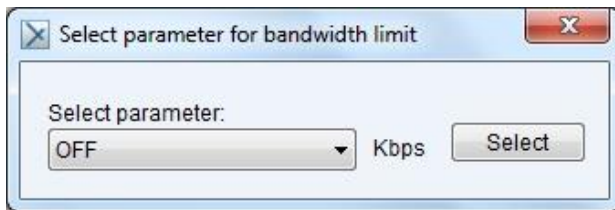
During performing backup on the user's computer, information about the progress of the backup process (are displayed in the *Backup session* window.



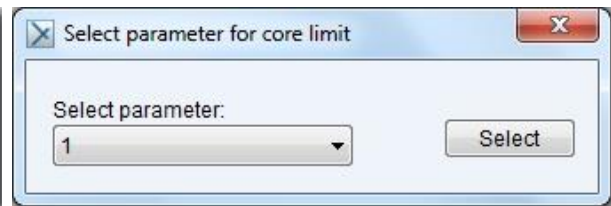
Window 58 Backup sessions during sending data

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*.



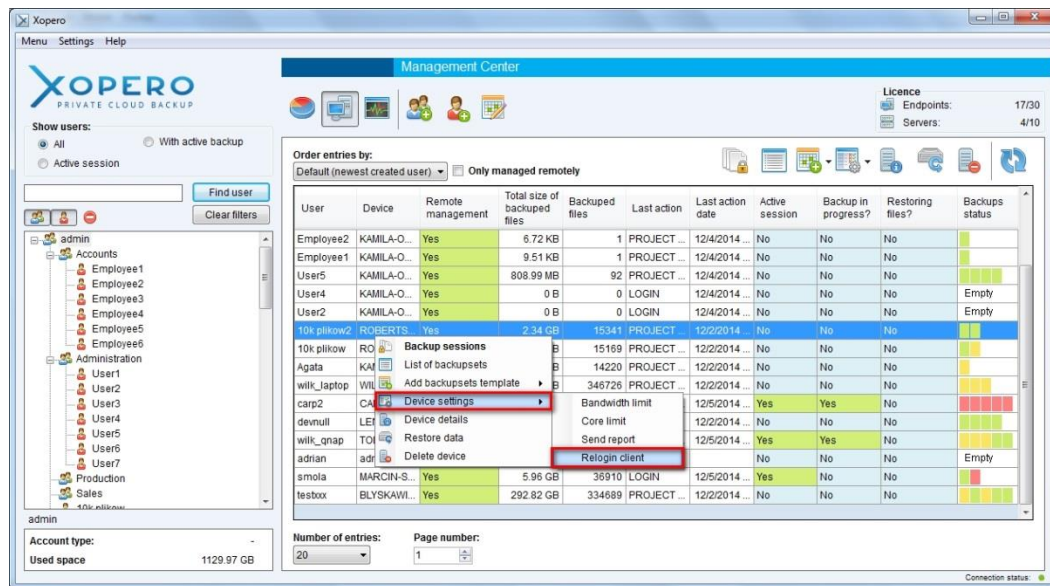
Window 59 Bandwidth limit



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.



Window 61 Relogin the device to a chosen user account



Window 62 Enter the password

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.

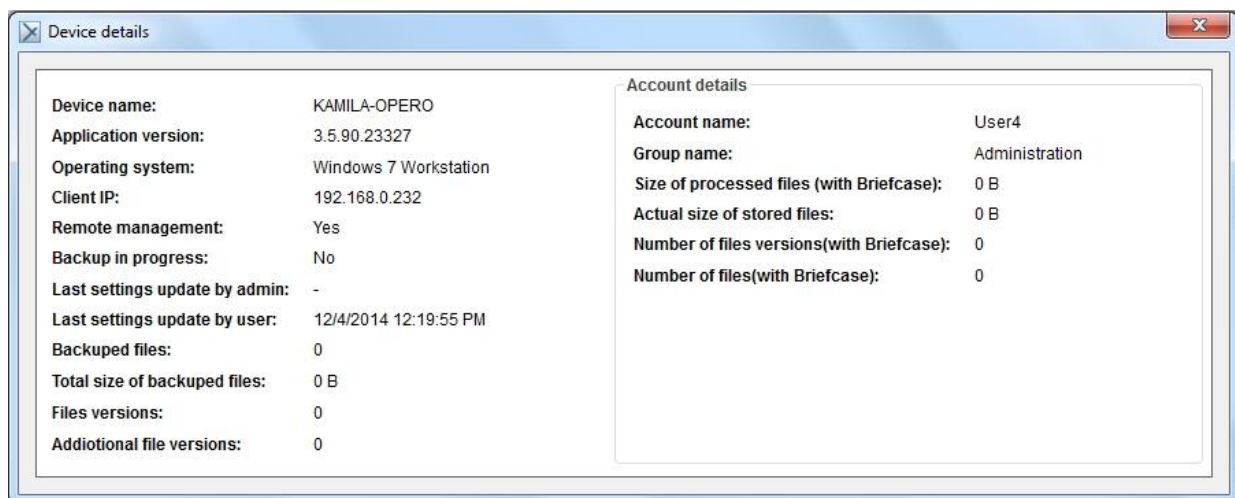


In case if the last logging in had place a certain time ago, it is possible that the IP address of the device has been changed. In this case you should enter a new IP address.

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.



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.



The image shows a Windows-style dialog box titled "Xopero - error reporting". The dialog has a blue header bar with the Xopero logo on the left and a "Send server logs" button on the right. Below the header, there is a text input field labeled "Your email:" and a larger text area labeled "Message:" with the placeholder text "Error description". At the bottom right, there are two buttons: "Send" and "Cancel".

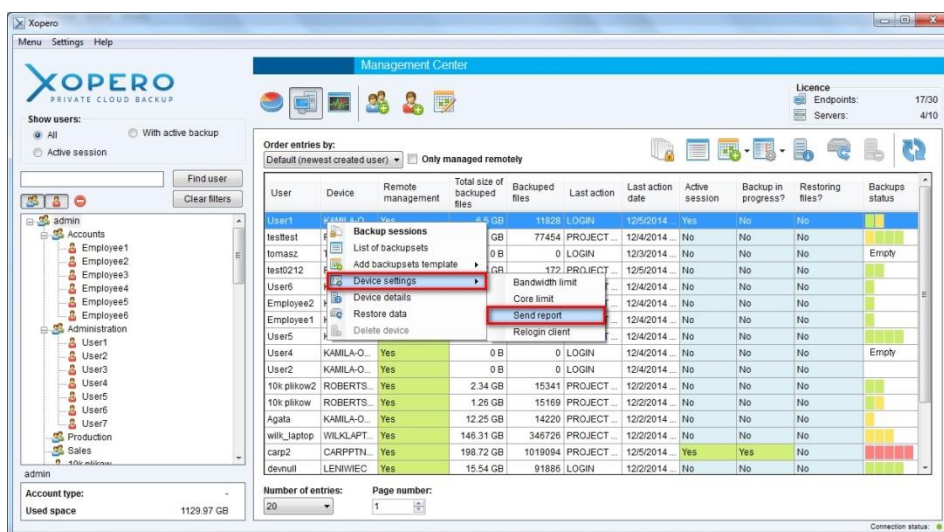
Okno 1 Error reporting

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*.



Window 64 Send report

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



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.