



# **Narbulut Backup Now Admin Panel**

November 2022

WELCOME TO  
NARBULUT BACKUP NOW ADMIN PANEL  
GET STARTED GUIDE!

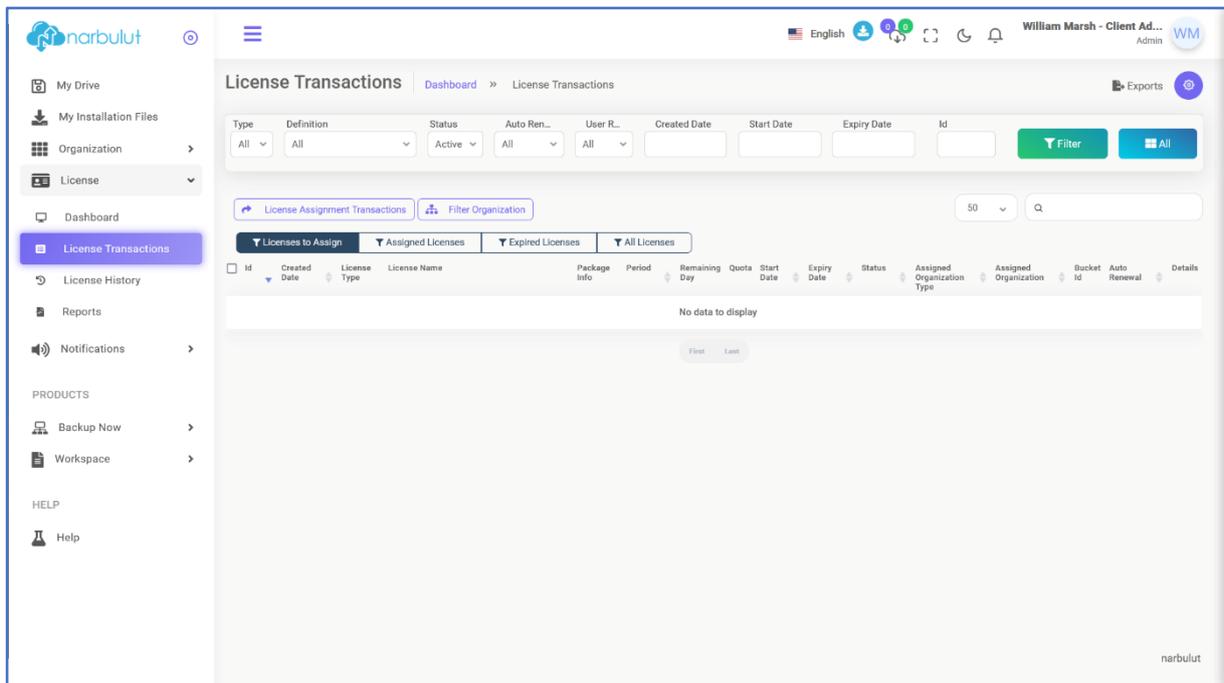
This guide includes brief information about the basic matters.

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# Overview

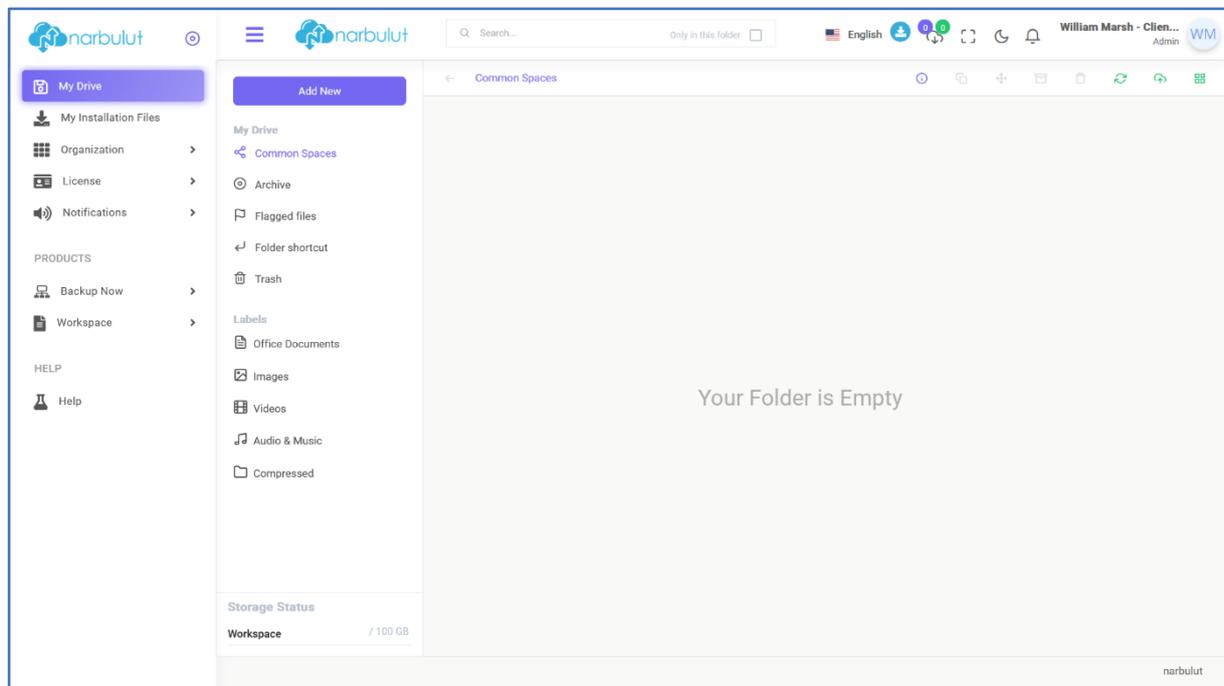
This is what the admin panel looks like:



Once you are logged in to the panel “**License Transactions**” page welcomes you. (If you have one of the Narbulut nDocs Workspace licenses, the “**My Drive**” area will meet you. For more information, you can see the Narbulut nDocs Workspace User Guide.)

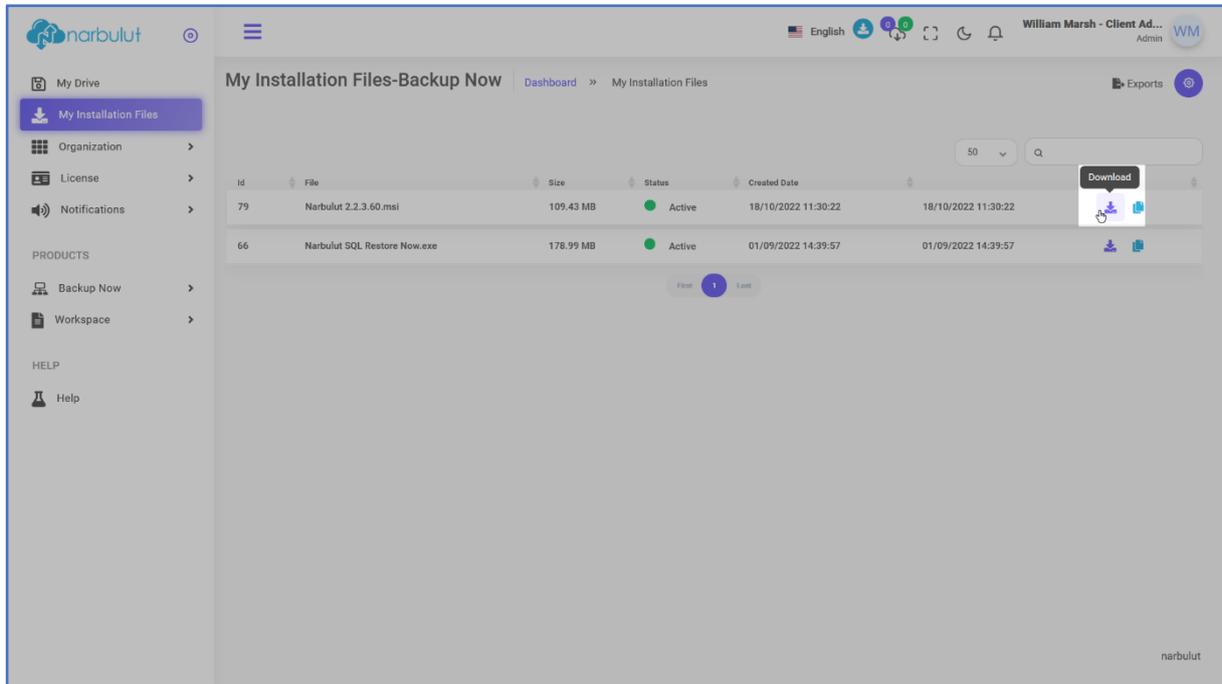
# 1. My Drive

On this menu you can manage your “**Common Spaces**” that “**Narbulut nDocs Workspace**” product provides you. (See also Narbulut nDocs Workspace User Guide and our website [www.narbulut.com](http://www.narbulut.com) for further information about co-working space.)



## 2. My Installation Files

From this page, you can install the latest version of **"Narbulut Backup Now Agent"** by simply clicking the download icon. Installation will be initiated right after. Using the **copy** button next to, you can copy the download link and share it via any application.

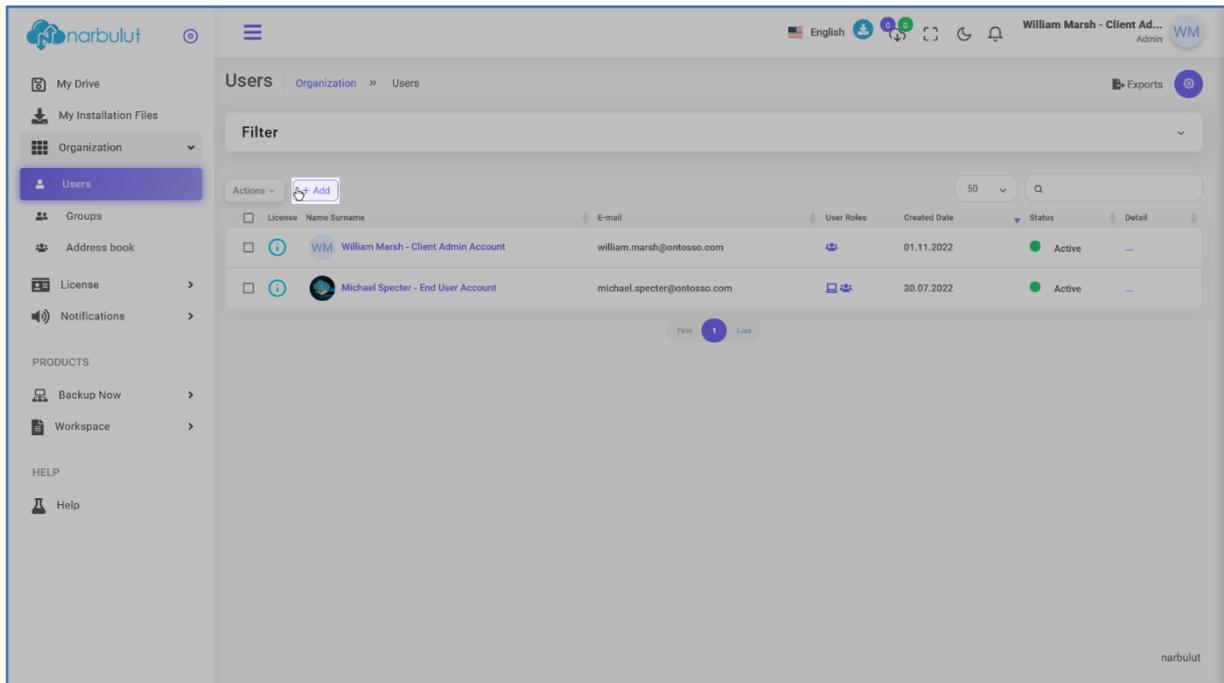


### 3. Organization

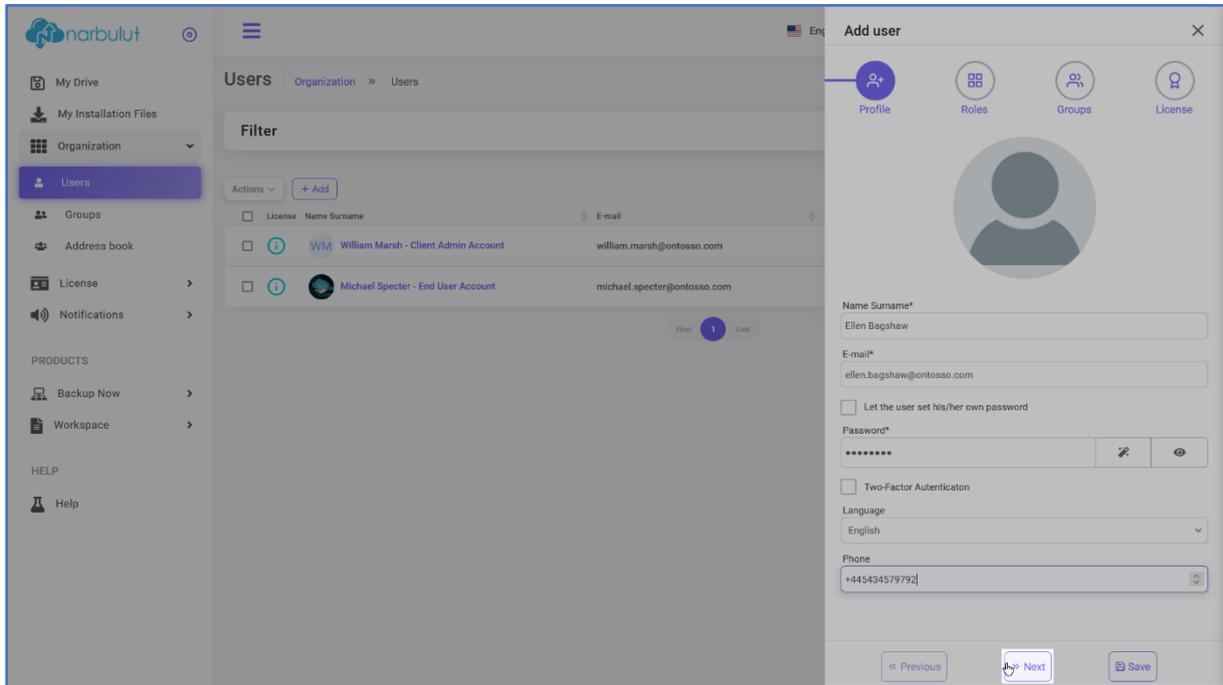
This menu has 3 submenus: Users, groups and address book. This guide will cover **Users** and **Groups**.

#### A. Users

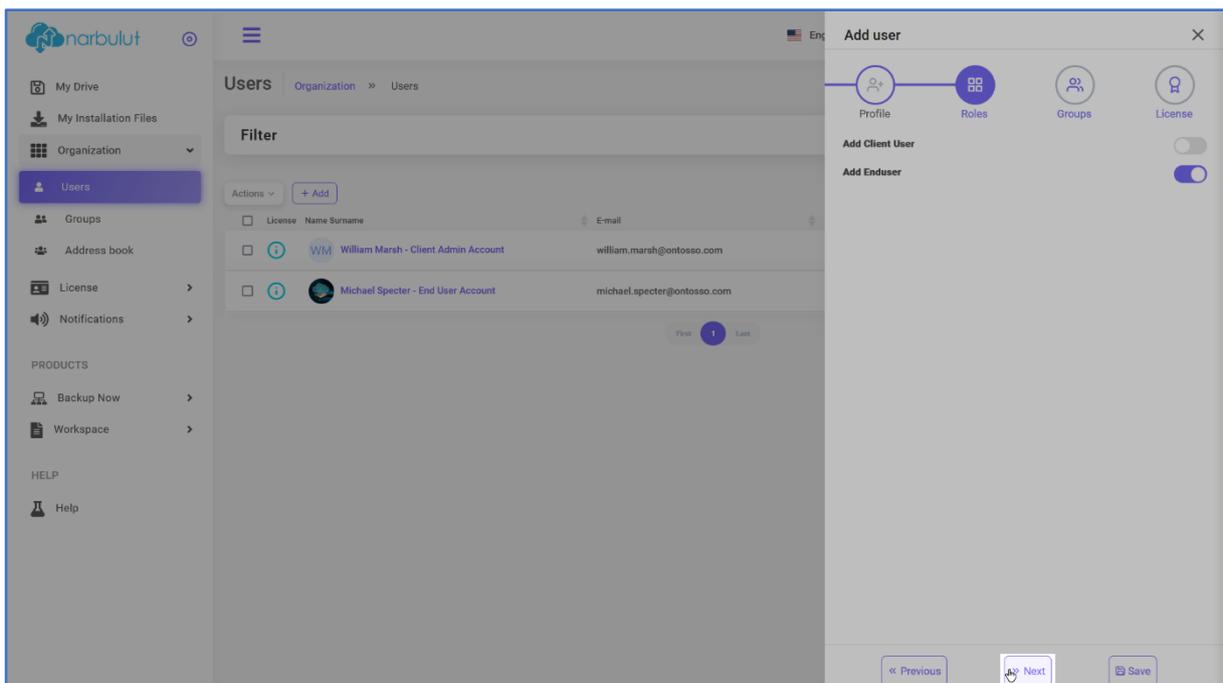
On this page, you can add new users and manage your existing users. To add a new user, click on the **"Add"** button.



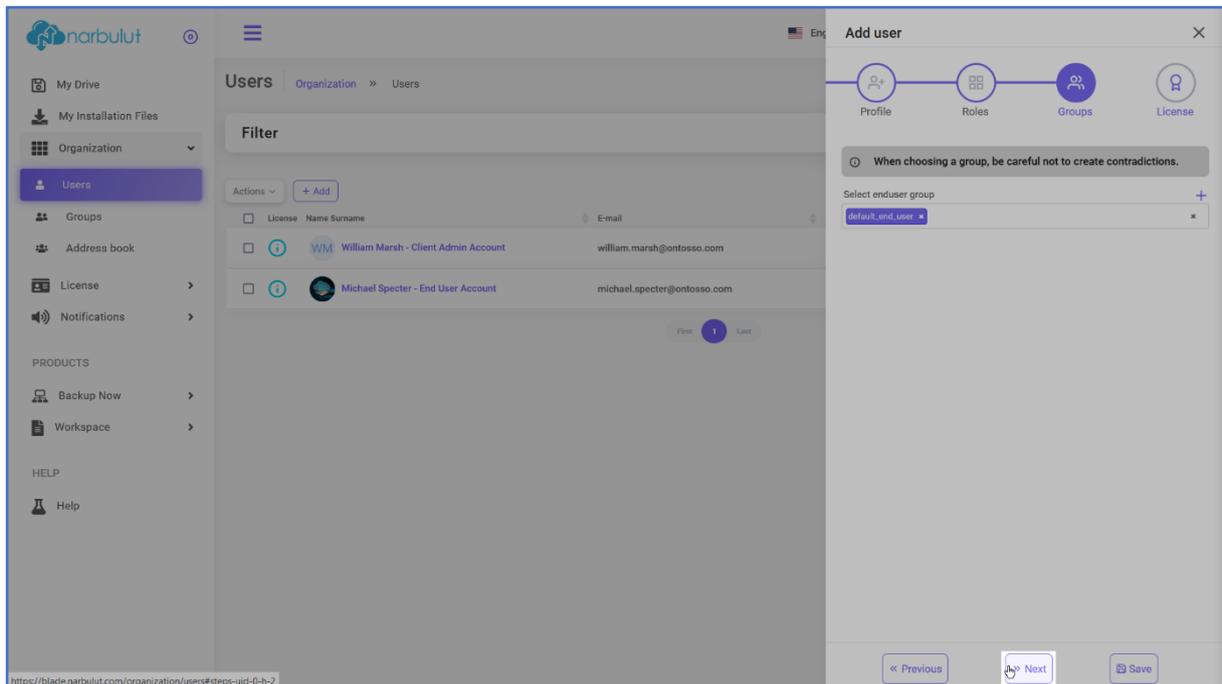
Fill in the requested information of the user. If you check **"Let the user set own password"** option, the user will receive an e-mail to create own password. Click on **"Two-Factor Authentication"** checkbox if you wish to provide double security for the user to access Narbulut panel. Click on **Next**.



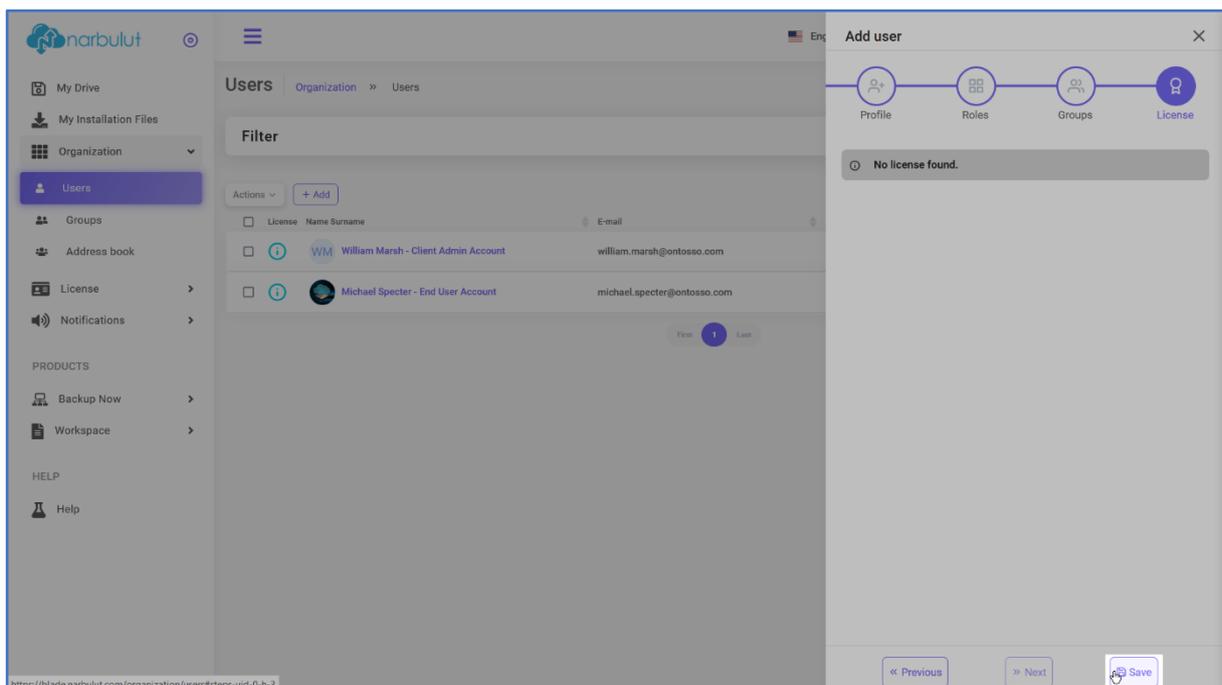
Determine the roles\* that you want to give to the user on this step pay attention to the buttons enabled, if you enable **"Add Client User"** that option will create a new client admin user to your own client account, thus both new and your existing client admin users will have the same authorizations. If you enable only **"Add Enduser"**, this option will create a new end user under the selected client and click on **Next**.



If you want to make the user a member of a certain group which you have created, you can define it on this tab and click on **Next**. (See also "[Groups](#)" for further information.)



On this last page you will see the licenses this user has, which is none because you have just created it. (See also "[License](#)" for further information.) Click on "**Save**" button to end the process.



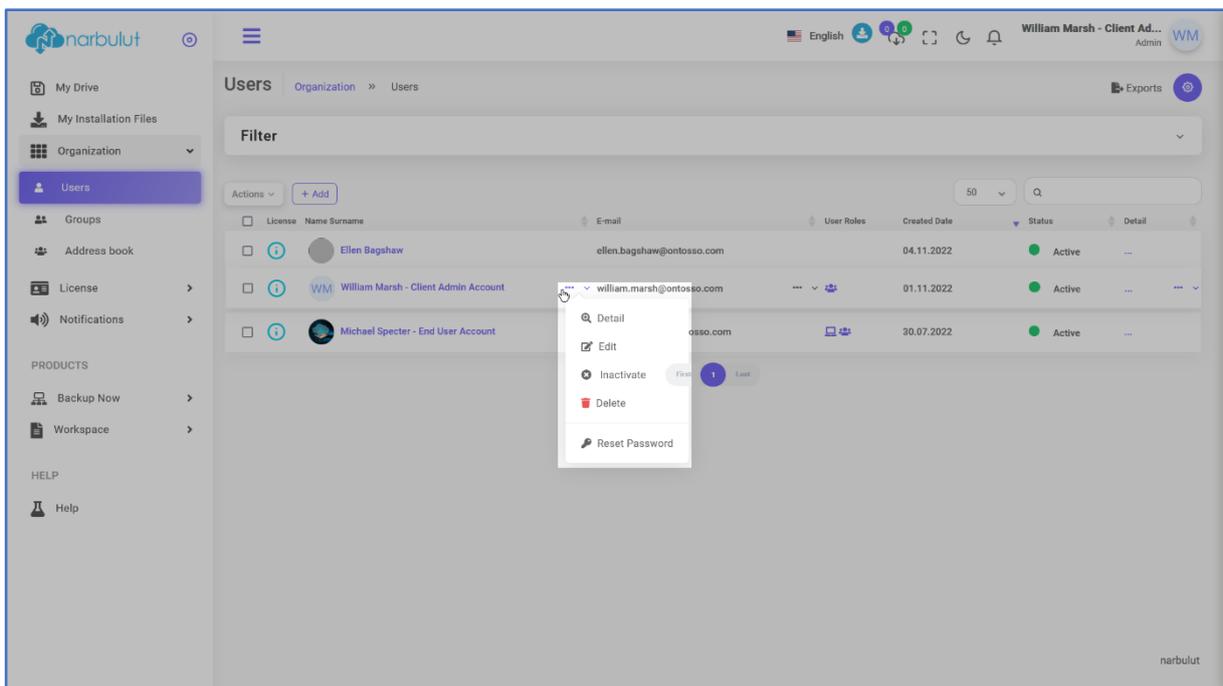
### \*\*\* Roles :

There are 2 roles a user can have:

**Admin** : Admin controls end users and assigns licenses to end users. Admin can affect end users with policies.

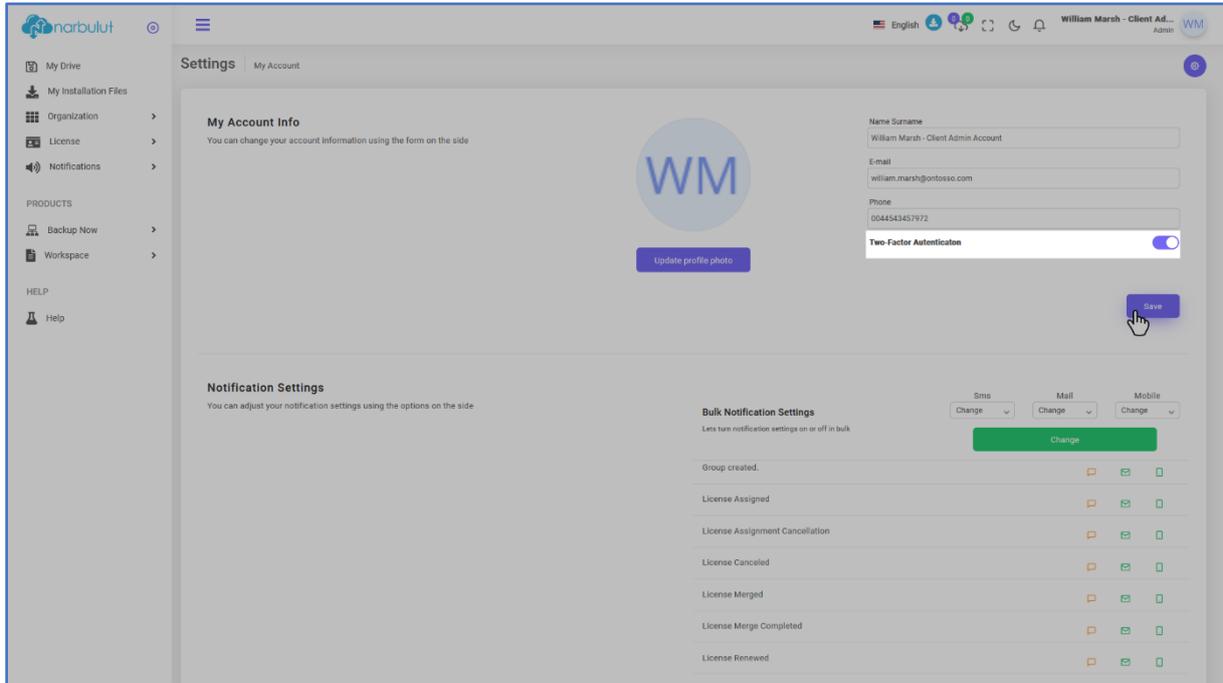
**End User** : End user conducts the agent and backs up data. And only the end user can download the data from the panel. (See also Narbulut Backup Now End User Panel Get Started Guide for further information.)

To manage an existing user, hover over the user you want to manage and click on **...** button.



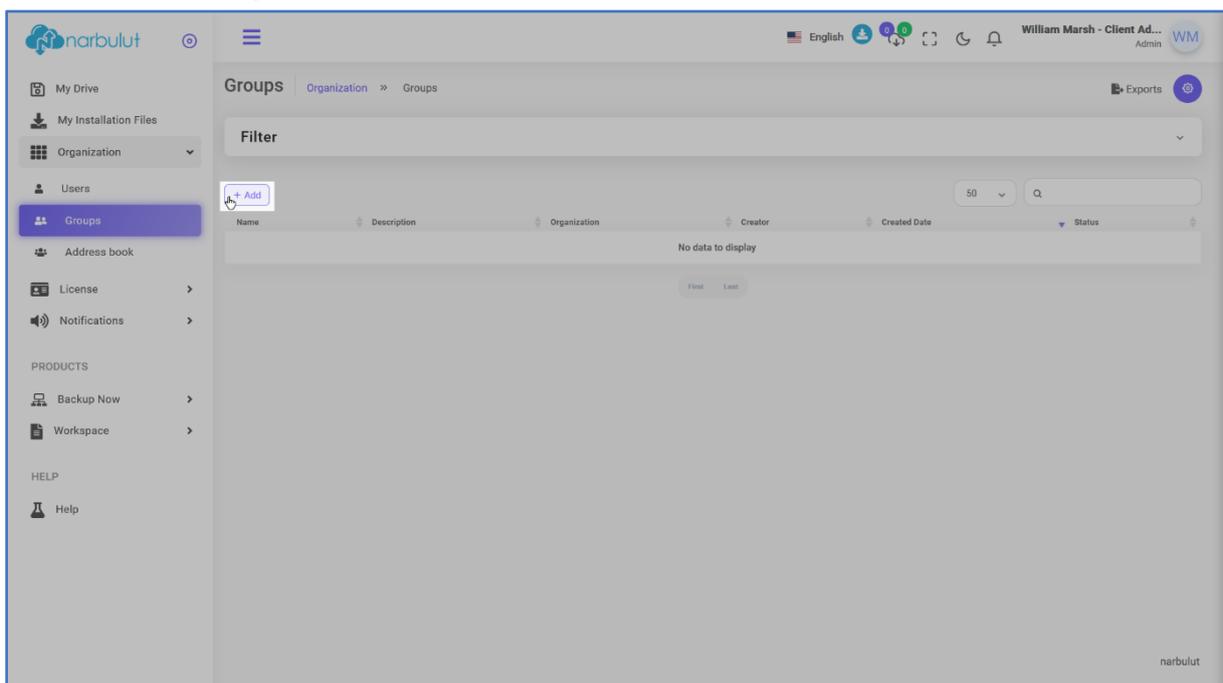
## Two-Factor Authentication

If you want to activate 2FA feature for your own account, click on your account name at top right and then select **"Edit My Profile"**. You will see the Two-factor Authentication feature, type the phone number that will receive the one-time password and click on **Save** after enabling the button.

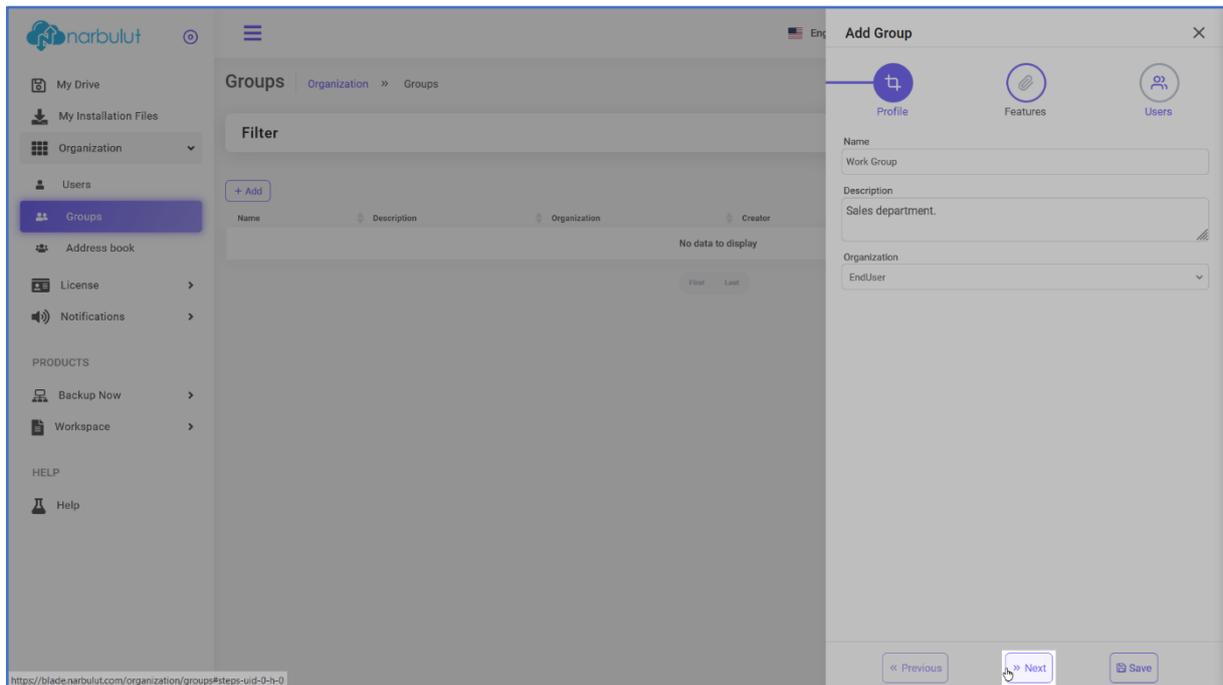


## B. Groups

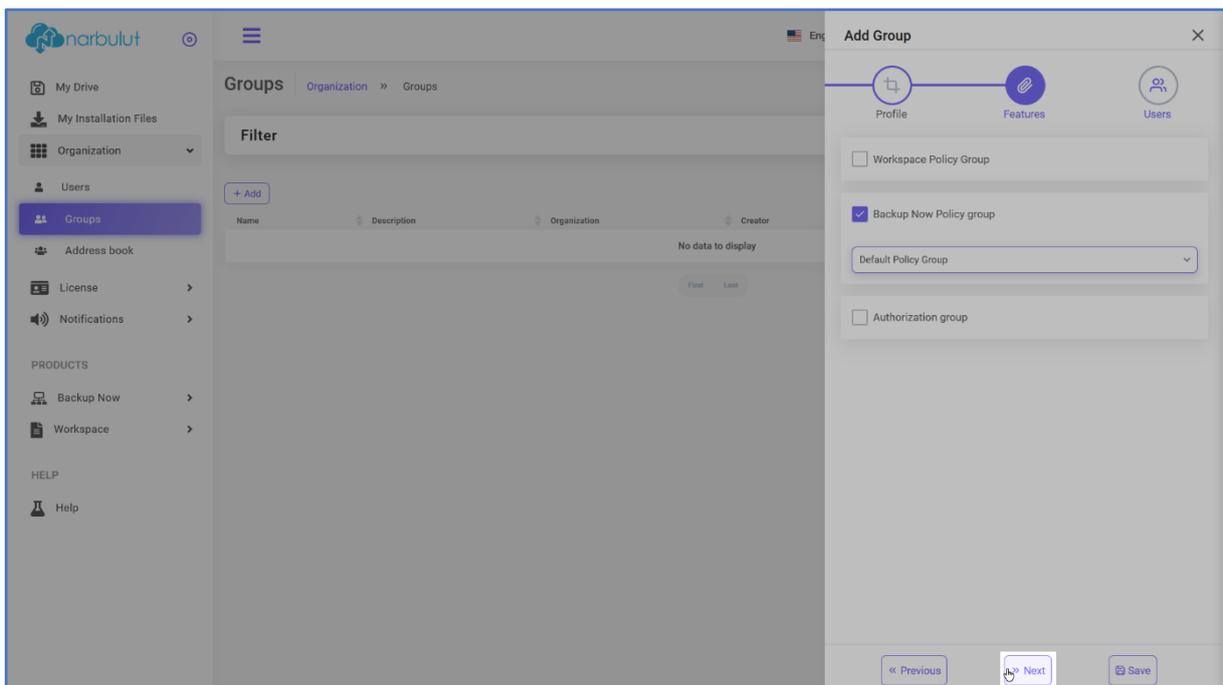
On this menu you can create and manage end user groups. Groups are useful for affecting the end users with certain policies. (See also ["Policies"](#) for further information.) Click on **"Add"** button to create a group.



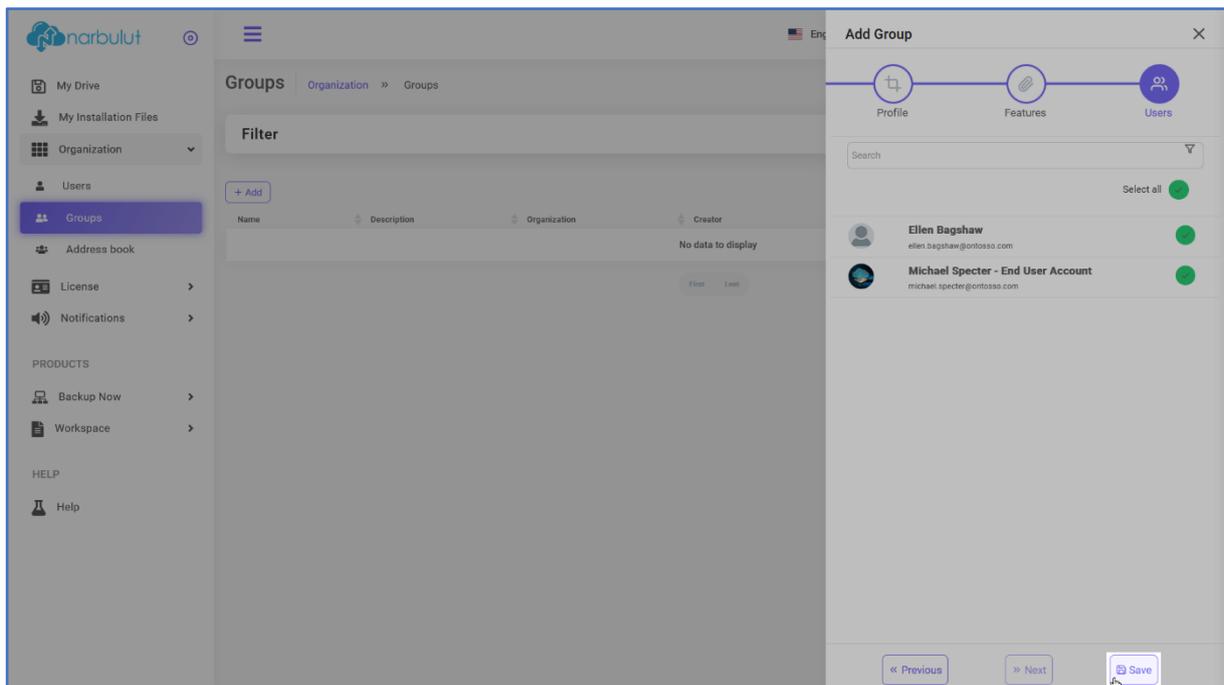
First give your user group a name and add a description if you wish. Click on **Next**.



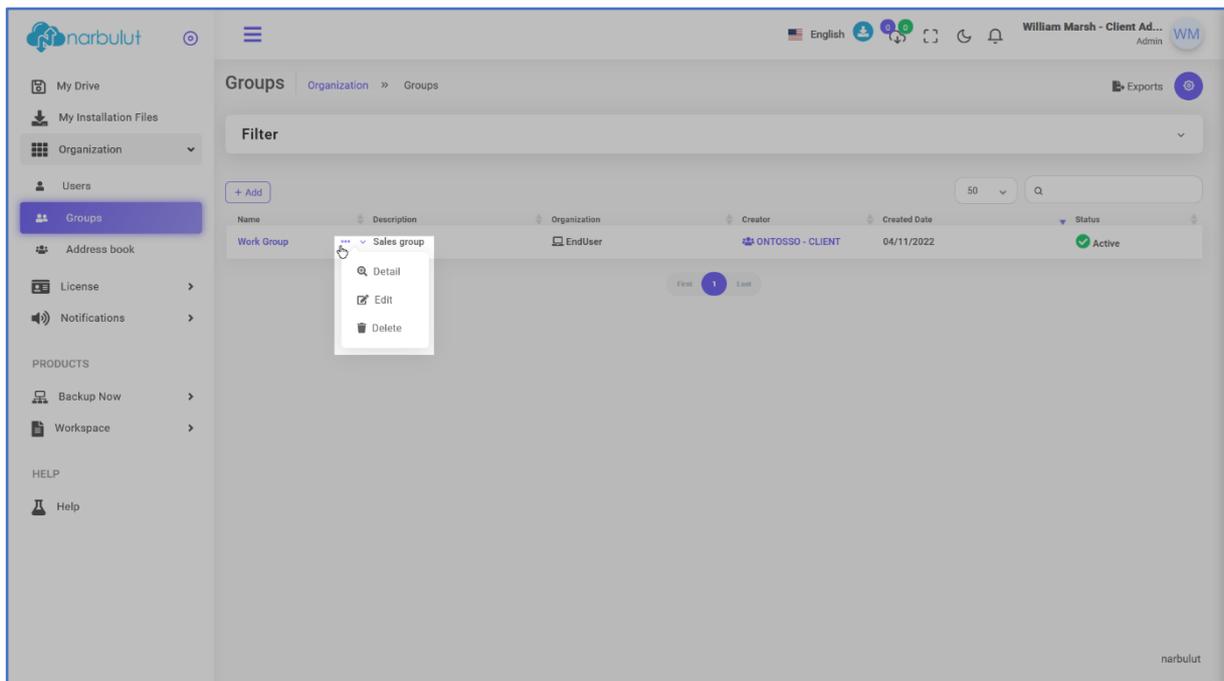
Select the policies you want to affect the group with. (See also "[Policies](#)" for further information.) Click on **Next**.



Select the members of the group and click **"Save"** to end the process.



To manage an existing group, hover over the group you want to manage and click on **...** button.

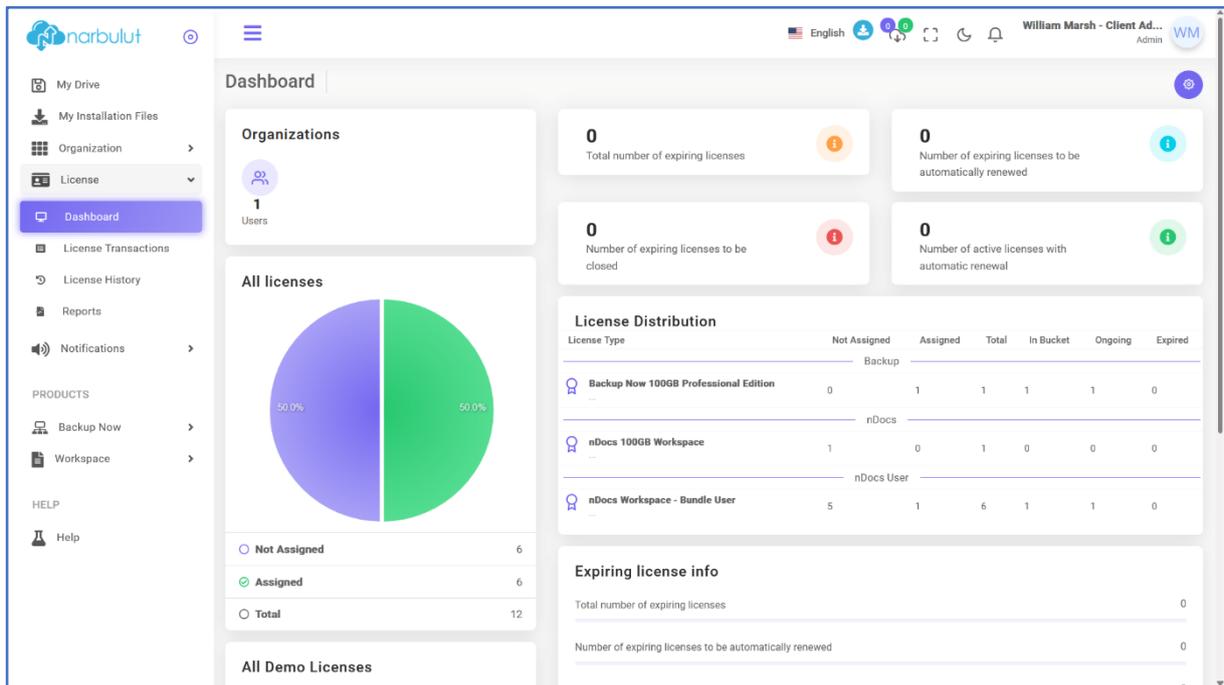


## 4. License

This menu has 4 submenus: Dashboard, license transactions, license history and reports. This guide will cover **Dashboard** and **License Transactions** menus.

### A. Dashboard

On the dashboard page, you can view the licenses that you have and you can see the statistics about them. Like how many of them are expired, how many of them are assigned and so on.



## B. License Transactions

On this page you can view the licenses you have, assign them and manage the ones you have assigned. To assign a license click on **"License Assignment Transactions"** button.

Id	Created Date	License Type	License Name	Package Info	Period	Remaining Day	Quota	Start Date	Expiry Date	Status	Assigned Organization Type	Assigned Organization	Bucket Id
5313	04/11/2022	Package	nDocs 100GB Workspace		1/6 30 Day	29		04/11/2022	04/12/2022	Assigned	Admin	ONTOSSO - CLIENT	
5310	04/11/2022	Package	Backup Now 100GB Professional Edition + nDocs Workspace - Bundle User		2/2 1 Year	364		04/11/2022	04/11/2023	Assigned	Admin	ONTOSSO - CLIENT	

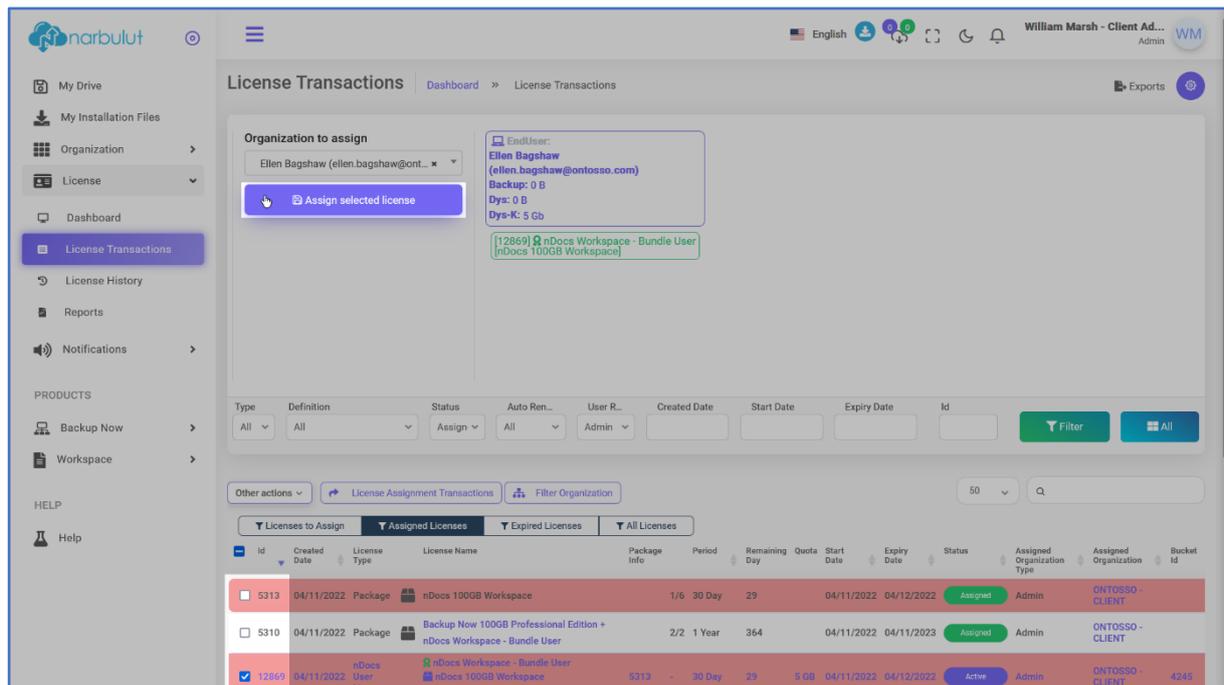
For assigning license(s) to an organization follow the steps below:

**Step 1:** Click on **“Assigned Licenses”** to view licenses.

**Step 2:** Select the organization you want to assign the license(s) to at **“Organization to assign”** section.

**Step 3:** Select the license(s) you want to assign at **“Assigned Licenses”** section.

**Step 4:** Click on **“Assign selected license”** button.



**Note:** All the licenses of admin are displayed in the **“Assigned Licenses”** tab because they have been activated and their countdown has started. You can assign the licenses to the end user by selecting them under this tab.

(Please visit our website [www.narbulut.com](http://www.narbulut.com) for the further information about License Types and details.)

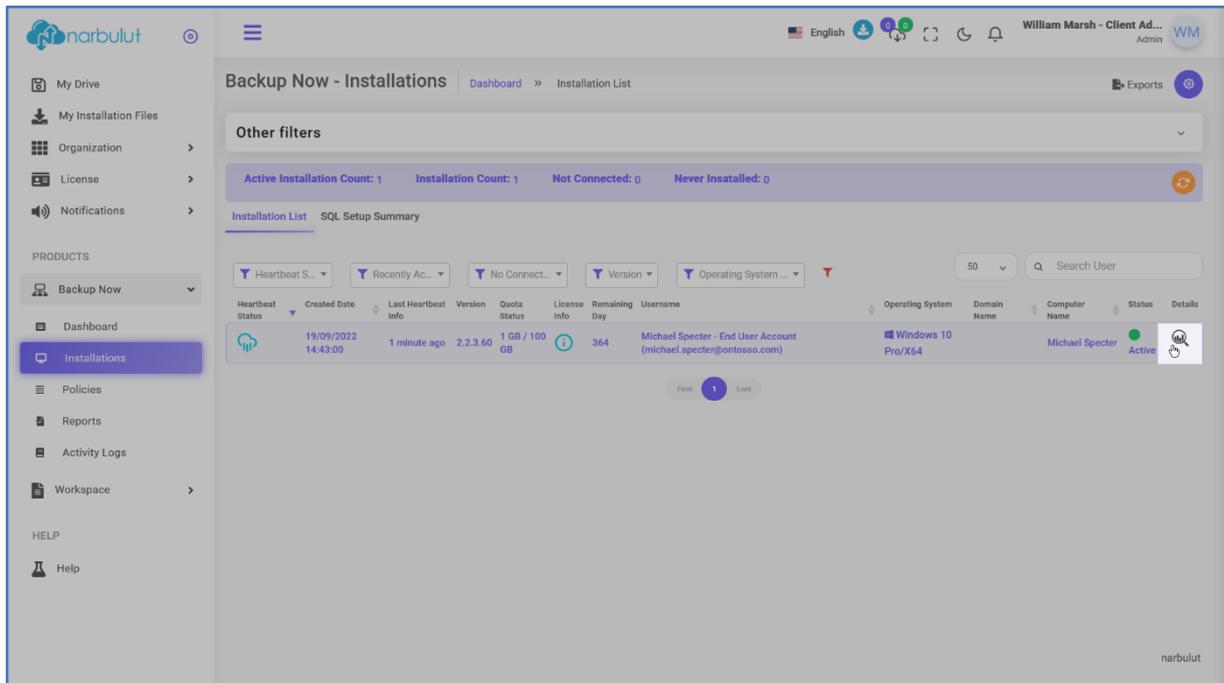
## 5. Backup Now

This menu is directly linked to Narbulut Backup Now agent and has 5 sub menus: Dashboard, installations, policies, reports and activity logs. This guide will cover **installations** and **policies** menus.

## A. Installations

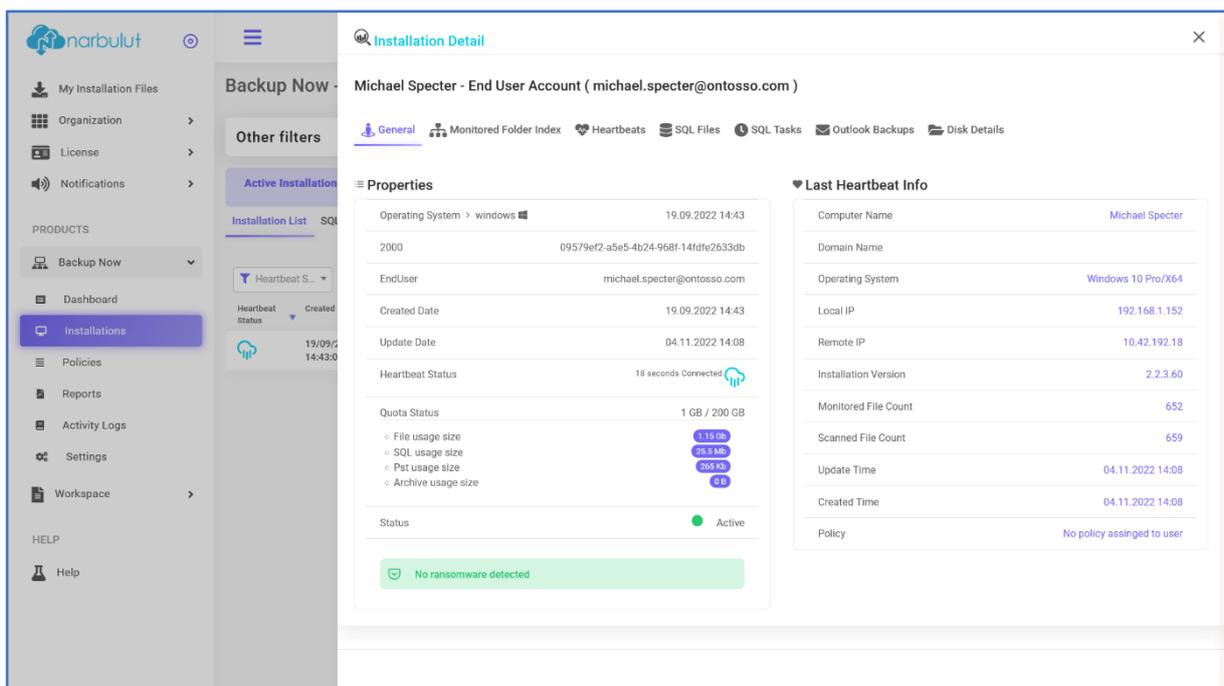
On this page, you can view the Narbulut Backup Now installations that has been done by the end users of your organization. You can also see the details of the installations and statuses of them.

You can use the “**Details**”  button to see even more details.



The screenshot shows the 'Backup Now - Installations' dashboard. It features a sidebar with navigation options like 'My Drive', 'My Installation Files', 'Organization', 'License', 'Notifications', 'PRODUCTS', 'Backup Now', 'Dashboard', 'Installations', 'Policies', 'Reports', 'Activity Logs', 'Workspace', and 'HELP'. The main content area displays a table of installations. The table has columns for Heartbeat Status, Created Date, Last Heartbeat Info, Version, Quota Status, License Info, Remaining Day, Username, Operating System, Domain Name, Computer Name, Status, and Details. One installation is listed for Michael Specter - End User Account (michael.specter@ontosso.com) on Windows 10 Pro/X64, with a status of Active. A 'Details' button is visible next to the installation.

The general information about the installation will be shown instantly.



The screenshot shows the 'Installation Detail' view for Michael Specter - End User Account (michael.specter@ontosso.com). The page is divided into two main sections: 'Properties' and 'Last Heartbeat Info'. The 'Properties' section includes details such as Operating System (windows), Created Date (19.09.2022 14:43), Update Date (04.11.2022 14:08), Heartbeat Status (18 seconds Connected), Quota Status (1 GB / 200 GB), and File usage size (1.15 GB). The 'Last Heartbeat Info' section includes details such as Computer Name (Michael Specter), Domain Name, Operating System (Windows 10 Pro/X64), Local IP (192.168.1.152), Remote IP (10.42.192.18), Installation Version (2.2.3.60), Monitored File Count (652), Scanned File Count (659), Update Time (04.11.2022 14:08), Created Time (04.11.2022 14:08), and Policy (No policy assigned to user).

You can also see the **SQL databases** that have been backed up, **folders that are being monitored** and so on, switch between tabs to check relevant info.

The screenshot shows the 'Installation Detail' page for Michael Specter. The 'SQL Files' tab is selected, displaying a table of backed-up SQL databases. The table includes columns for Database name, File path, Task name, Update Time, Size, Last Backup Status, Current Backup Status, and Versions.

Database name	File path	Task name	Update Time	Size	Last Backup Status	Current Backup Status	Versions
test_5_bak	C:\BackupTemp\TEST_5.bak		04.11.2022 12:00	3 MB	Active	Active	
mvp_4_bak	C:\BackupTemp\MVP_4.bak		04.11.2022 12:00	3 MB	Active	Active	
erp_3_bak	C:\BackupTemp\ERP_3.bak		04.11.2022 12:00	3 MB	Active	Active	
crm_2_bak	C:\BackupTemp\CRM_2.bak		04.11.2022 12:00	12 MB	Active	Active	
budatest_1_bak	C:\BackupTemp\budatest_1.bak		04.11.2022 12:00	3 MB	Active	Active	

The screenshot shows the 'Installation Detail' page for Michael Specter. The 'Monitored Folder Index' tab is selected, displaying a table of monitored folders. The table includes columns for Folder Path, Total File Count, Tracked File Count, Backed Up File Count, Ignored File Count, Deleted File Count, Total Size, Tracked Size, Backed Up Size, Ignored Size, and Deleted Size.

Folder Path	Total File Count	Tracked File Count	Backed Up File Count	Ignored File Count	Deleted File Count	Total Size	Tracked Size	Backed Up Size	Ignored Size	Deleted Size
C:\Users\Michael Spec...	626	620	620	6	570	1.16 GB	1.16 GB	1.16 GB	2.87 MB	711.38 MB
D:\ForeignCorrespond...	33	32	32	1	29	948.4 KB	948.24 KB	948.24 KB	165 B	4.07 MB

**Note:** You must remember that you cannot download the files via reseller or admin panels, you must be logged in to the end user panel to download the files. (See also Narbulut Backup Now End User Panel Get Started Guide for further information.)

## SQL Setup Summary

On this tab, you can see the details about SQL tasks of the installations. Click on **“SQL Setup Summary”** button.

The screenshot shows the narbulut interface with the 'Backup Now - Installations' section. The 'SQL Setup Summary' tab is selected, displaying a table of installation tasks. The table has columns for Task name, Database type, Last runtime, Next runtime, Update Time, Completed, Installation Version, Status, Active / Passive, Last Task Detail, Last SQL Task Detail, and Last Error Message. A single task is listed: 'SQLBackup' with a status of 'Success' and 'Active'. The user 'Michael Specter - End User Account (michael.specter@ontosso.com)' is associated with this task.

Task name	Database type	Last runtime	Last runtime	Next runtime	Update Time	Completed	Installation Version	Status	Active / Passive	Last Task Detail	Last SQL Task Detail	Last Error Message
Michael Specter - End User Account (michael.specter@ontosso.com)												
SQLBackup		05.11.2022 16:33	56 minutes before	05.11.2022 20:00	19.09.2022 15:42	5/5	2.2.3.60	Success	Active			

You can see more details by clicking **“Last Task Detail”** and **“Last SQL Task Detail”** buttons.

This screenshot is identical to the one above, but the 'Last Task Detail' and 'Last SQL Task Detail' buttons are visible in the table row, indicating that more information can be accessed for this task.

Task name	Database type	Last runtime	Last runtime	Next runtime	Update Time	Completed	Installation Version	Status	Active / Passive	Last Task Detail	Last SQL Task Detail	Last Error Message
Michael Specter - End User Account (michael.specter@ontosso.com)												
SQLBackup		05.11.2022 16:33	56 minutes before	05.11.2022 20:00	19.09.2022 15:42	5/5	2.2.3.60	Success	Active			

“Last Task Detail” button will show you the status of the last execution of the selected task.

**Last Task Detail**

Task status: ✔ Success

Task status  Filter

50

Backup Task ID	File ID	Database name	Real size	Completed	Last runtime	Last runtime	Active / Passive	Task status	Last Error Message
1449	98684	budatest	3.24 MB	5/5	05/11/2022 16:34:26	2 hours before	Active	Success	null
1449	98687	CRM	12.35 MB	5/5	05/11/2022 16:34:30	2 hours before	Active	Success	null
1449	98695	MRP	3.24 MB	5/5	05/11/2022 16:34:35	2 hours before	Active	Success	null
1449	118344	TEST	3.24 MB	5/5	05/11/2022 16:34:40	2 hours before	Active	Success	null
1449	98689	ERP	3.43 MB	5/5	05/11/2022 16:34:34	2 hours before	Active	Success	null

First 1 Last

OK

“Last SQL Task Detail” button will show you the history of executions of the selected task.

**Last SQL Task Detail**

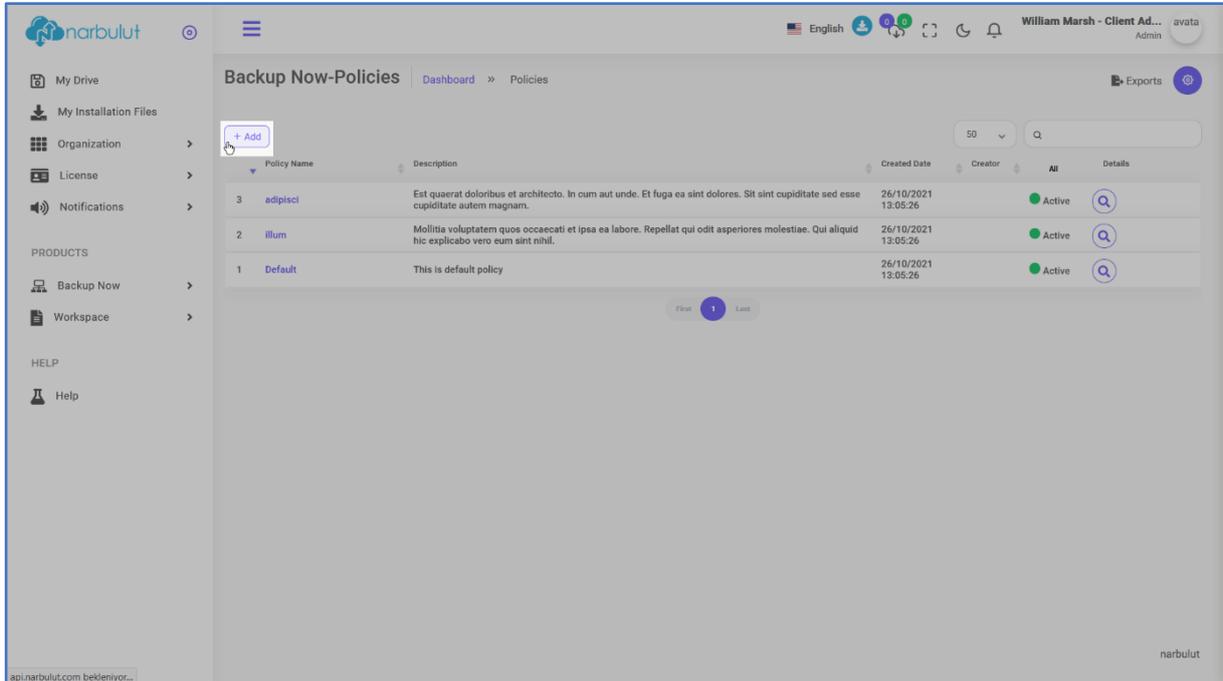
Agent Status  File Status  Active  File name  Database Name  Filter

50

ID	Database Name	File name	Start Time	End Time	Duration	Size	Active / Passive	Agent Status	File Status
76335043	TEST	test_5.bak	04/11/2022 12:00:25	04/11/2022 12:00:27	00:00:02	3.24 MB	Active	Success	Active
76334954	TEST	test_5.bak	04/11/2022 12:00:25	04/11/2022 12:00:25	00:00:00	464.79 KB	Active	Success	Active
76334936	TEST	test_5.bak	04/11/2022 12:00:23	04/11/2022 12:00:23	00:00:00	464.79 KB	Active	Success	Active
76334915	MRP	mrp_4.bak	04/11/2022 12:00:20	04/11/2022 12:00:22	00:00:02	3.24 MB	Active	Success	Active
76334886	TEST	test_5.bak	04/11/2022 12:00:22	04/11/2022 12:00:22	00:00:00	3.24 MB	Active	Success	Active
76334859	TEST	test_5.bak	04/11/2022 12:00:22	04/11/2022 12:00:22	00:00:00		Active	Success	Active
76334828	MRP	mrp_4.bak	04/11/2022 12:00:20	04/11/2022 12:00:20	00:00:00	142.92 KB	Active	Success	Active
76334794	MRP	mrp_4.bak	04/11/2022 12:00:17	04/11/2022 12:00:19	00:00:02	142.92 KB	Active	Success	Active
76334732	MRP	mrp_4.bak	04/11/2022 12:00:16	04/11/2022 12:00:16	00:00:00	3.24 MB	Active	Success	Active
76334701	ERP	erp_3.bak	04/11/2022 12:00:14	04/11/2022 12:00:15	00:00:01	3.43 MB	Active	Success	Active
76334697	MRP	mrp_4.bak	04/11/2022 12:00:16	04/11/2022 12:00:16	00:00:00		Active	Success	Active
76334663	ERP	erp_3.bak	04/11/2022 12:00:14	04/11/2022 12:00:14	00:00:00	166.47 KB	Active	Success	Active
76334652	ERP	erp_3.bak	04/11/2022 12:00:13	04/11/2022 12:00:14	00:00:01	166.47 KB	Active	Success	Active
76334635	CRM	crm_2.bak	04/11/2022 12:00:10	04/11/2022 12:00:12	00:00:02	12.35 MB	Active	Success	Active
76334616	ERP	erp_3.bak	04/11/2022 12:00:12	04/11/2022 12:00:12	00:00:00	3.43 MB	Active	Success	Active

## B. Policies

On this page, you can define policies to affect your end users with and manage them. (See Narbulut Backup Now User Guide and our website [www.narbulut.com](http://www.narbulut.com) for further information about policies). Click on “**Add**” button to create a new policy.

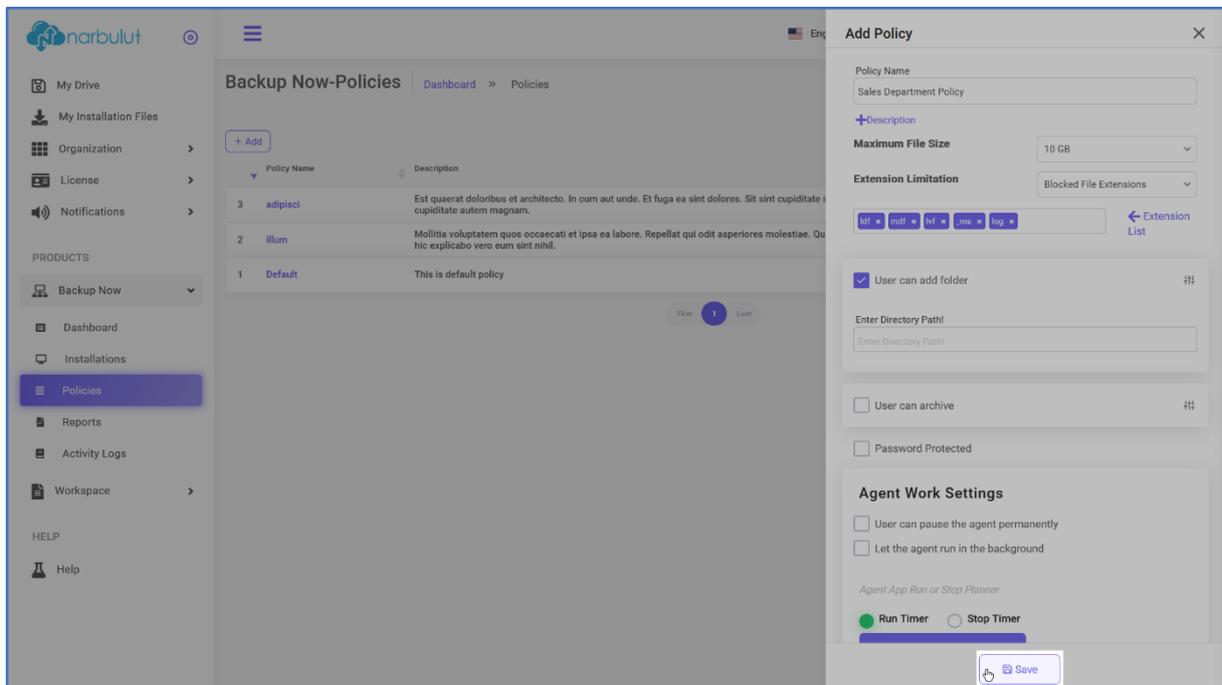


The screenshot shows the 'Backup Now-Policies' management page in the Narbulut interface. The page title is 'Backup Now-Policies' and the breadcrumb is 'Dashboard » Policies'. A '+ Add' button is highlighted with a red box. The table below lists the existing policies:

Policy Name	Description	Created Date	Creator	Att	Details
3 adipsaci	Est queraat doloribus et architecto. In cum aut unde. Et fuga ea sint dolore. Sit sint cupiditate sed esse cupiditate autem magnan.	26/10/2021 13:05:26		Active	Q
2 illum	Mollitia voluptatem quos occaecati et ipsa ea labore. Repellat qui odit asperiores molestiae. Qui aliquid hic explicabo vero eum sint nihil.	26/10/2021 13:05:26		Active	Q
1 Default	This is default policy	26/10/2021 13:05:26		Active	Q

At the bottom of the table, there are 'First' and 'Last' navigation buttons. The page footer includes 'api.narbulut.com bekeniyor...' on the left and 'narbulut' on the right.

You can determine file size limit and allow or block file extensions for backup operations, authorize users on adding or archiving folders and setting e-mail or SQL backup operations, enter folder directories to be backed up that cannot be removed, define a password to access the Narbulut Agent interface, define running time for the Narbulut Agent, adjust bandwidth settings for the agent, determine backup method and period for e-mail backup operations. Adjust the policy as you like and click on **"Save"** button to end the process.



*These are the main operations you can use the admin panel for. You can also look into other guides we published for further information.*