

# 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 <u>www.narbulut.com</u> for further information about co-working space.)

| <b>finarbulut</b>     | 0 | ≡ 👘 narbulut                | Q Search        | Only in this folder | 📕 English 🛃 | • | 0 | G | Û | William | Marsh - | Clien<br>Admin | WM    |
|-----------------------|---|-----------------------------|-----------------|---------------------|-------------|---|---|---|---|---------|---------|----------------|-------|
| B My Drive            |   | Add New                     | ← Common Spaces |                     |             | 0 |   |   |   |         | ð       | ᠬ              | 88    |
| My Installation Files |   | My Drive                    |                 |                     |             |   |   |   |   |         |         |                |       |
| Organization          | > | Common Spaces               |                 |                     |             |   |   |   |   |         |         |                |       |
| License               | > | <ul> <li>Archive</li> </ul> |                 |                     |             |   |   |   |   |         |         |                |       |
| ■) Notifications      | > | P Flagged files             |                 |                     |             |   |   |   |   |         |         |                |       |
| PRODUCTS              |   | ← Folder shortcut           |                 |                     |             |   |   |   |   |         |         |                |       |
| 层 Backup Now          | > | 创 Trash                     |                 |                     |             |   |   |   |   |         |         |                |       |
| 皆 Workspace           | > | Labels Office Documents     |                 |                     |             |   |   |   |   |         |         |                |       |
| HELP                  |   | Images                      |                 |                     |             |   |   |   |   |         |         |                |       |
| A Help                |   | Uideos                      |                 | Your Folde          | r is Empty  |   |   |   |   |         |         |                |       |
|                       |   | J Audio & Music             |                 |                     |             |   |   |   |   |         |         |                |       |
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|                       |   |                             |                 |                     |             |   |   |   |   |         |         |                |       |
|                       |   | Storage Status              |                 |                     |             |   |   |   |   |         |         |                |       |
|                       |   | Workspace / 100 GB          |                 |                     |             |   |   |   |   |         |         |                |       |
|                       |   |                             |                 |                     |             |   |   |   |   |         |         | nart           | pulut |

## 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.

| marbulut              | 0 | ≡                                |             |                       | 🍯 English 🛃         | 😍 [] & Ļ <sup>William</sup> | Marsh - Client Ad<br>Admin |
|-----------------------|---|----------------------------------|-------------|-----------------------|---------------------|-----------------------------|----------------------------|
| My Drive              | _ | My Installation Files-Backup Now | Dashboard » | My Installation Files |                     |                             | 🗈 Exports 🧔                |
| My Installation Files | > |                                  |             |                       |                     | 50 v Q                      |                            |
| License               | > | ld 🔶 File                        | 🔶 Size      | 🔶 Status              | Created Date        |                             | Download                   |
| Notifications         | > | 79 Narbulut 2.2.3.60.msi         | 109.43 MB   | Active                | 18/10/2022 11:30:22 | 18/10/2022 11:30:22         |                            |
| PRODUCTS              |   | 66 Narbulut SQL Restore Now.exe  | 178.99 MB   | Active                | 01/09/2022 14:39:57 | 01/09/2022 14:39:57         | £.0                        |
| <u> </u> Backup Now   | > |                                  |             | First                 | Last                |                             |                            |
| Workspace             | > |                                  |             |                       |                     |                             |                            |
| HELP                  |   |                                  |             |                       |                     |                             |                            |
| A Help                |   |                                  |             |                       |                     |                             |                            |
|                       |   |                                  |             |                       |                     |                             |                            |
|                       |   |                                  |             |                       |                     |                             |                            |
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|                       |   |                                  |             |                       |                     |                             |                            |
|                       |   |                                  |             |                       |                     |                             |                            |
|                       |   |                                  |             |                       |                     |                             |                            |
|                       |   |                                  |             |                       |                     |                             | narbulut                   |

## 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**.

| 🚯 narbulut 💿  | =   | Eng | Add user                               |            | ×          |
|---|---|-----|--|------------|------------|
| <ul> <li>My Drive</li> <li>My Installation Files</li> </ul> | Users Organization » Users  |     | Profile Role                           | s Groups   | Q          |
| Organization 🗸  | Filter  | _   |  |            |            |
| 💄 Users   | Actions ~ + Add   |     |  |            |            |
| Sroups  | License Name Surname E-mail   |     |  |            |            |
| 🛎 Address book  | WM William Marsh - Client Admin Account     william.marsh@ontosso.com |     |  |            |            |
| License >   | G Michael Specter - End User Account michael.specter@ontosso.com      |     |  |            |            |
| Notifications   | First 1 Last  |     | Name Surname*                          |            |            |
| PRODUCTS  |   |     | E-mail*                                |            |            |
| 且 Backup Now >  |   |     | ellen.bagshaw@ontosso.com              |            |            |
| 🖹 Workspace >   |   |     | Let the user set his/her own Password* | i password |            |
|   |   |     |  |            | <b>%</b> • |
| ΠELP  |   |     | Two-Factor Autenticaton                |            |            |
|   |   |     | English                                |            | ~          |
|   |   |     | Phone                                  |            |            |
|   |   |     | +445434579792                          |            |            |
|   |   |     |  |            |            |
|   |   |     | « Previous                             | li⇒ Next   | E Save     |

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**.

| 🚯 narbulut 💿       | =  | 📕 Enç | Add user        |       |        | ×    |
|--------------------|--|-------|-----------------|-------|--------|------|
| My Drive           | Users Organization » Users   |       | Profile         | Roles | Groups | R    |
| Organization Files | Filter   |       | Add Client User |       |        |      |
| Lusers             | Actions v + Add  |       | Add Enduser     |       |        |      |
| Sroups             | License Name Sumame  |       |                 |       |        |      |
| 🔹 Address book     | WIM William Marsh - Client Admin Account     william.marsh@ontosso.com   |       |                 |       |        |      |
| License >          | G     Michael Specter - End User Account     michael.specter@ontosso.com |       |                 |       |        |      |
| Notifications      | For 🚺 Lat  |       |                 |       |        |      |
| PRODUCTS           |  |       |                 |       |        |      |
| Backup Now         |  |       |                 |       |        |      |
|                    |  |       |                 |       |        |      |
| HELP               |  |       |                 |       |        |      |
|                    |  |       |                 |       |        |      |
|                    |  |       |                 |       |        |      |
|                    |  |       |                 |       |        |      |
|                    |  |       | « Previous      |       | Next 🗎 | Save |

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 "<u>Groups</u>" for further information.)

| Anarbulut                               | 0        | =  | 📕 Enç | Add user  | ×       |
|---|----------|--|-------|---|---------|
| My Drive                                |          | Users Organization » Users   |       | Profile Roles Groups  | R       |
| Organization                            | ~        | Filter   |       | • When choosing a group, be careful not to create contradio | ctions. |
| 💄 Users                                 |          | Actions v + Add  |       | Select enduser group  | +       |
| Sroups                                  |          | License Name Surname   |       | default_end_user ×  | ×       |
| 🛎 Address book                          |          | WM William Marsh - Client Admin Account     william.marsh@ontosso.com          |       |   |         |
| License                                 | >        | O     O     Michael Specter - End User Account     michael.specter@ontosso.com |       |   |         |
| Notifications                           | >        | Fix 1 Lat  |       |   |         |
| PRODUCTS                                |          |  |       |   |         |
| 💂 Backup Now                            | >        |  |       |   |         |
| Workspace                               | >        |  |       |   |         |
| HELP                                    |          |  |       |   |         |
| A Help                                  |          |  |       |   |         |
|   |          |  |       |   |         |
|   |          |  |       |   |         |
|   |          |  |       |   |         |
|   |          |  |       |   |         |
| https://blade.narbulut.com/organization | n/users# | steps-uid-0-h-2  |       | « Previous 🕒 Next   | 2       |

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

| Anarbulut                               | 0        | =   | 📕 Enç | Add user            | ×              |
|---|----------|---|-------|---------------------|----------------|
| My Drive                                |          | Users Organization » Users  |       | Profile Roles       | Groups License |
| Organization                            | ~        | Filter  |       | O Mallana fund      |                |
| Lusers                                  |          | Actions v + Add   |       | U No license louid. |                |
| Sroups                                  |          | License Name Surname  |       |                     |                |
| 🛎 Address book                          |          | WM William Marsh - Client Admin Account     william.marsh@ontosso.com |       |                     |                |
| License                                 | >        | G Michael Specter - End User Account michael.specter@ontosso.com      |       |                     |                |
| Notifications                           | >        | For 1 Las   |       |                     |                |
| PRODUCTS                                |          |   |       |                     |                |
| 💂 Backup Now                            | >        |   |       |                     |                |
| Workspace                               | >        |   |       |                     |                |
| HELP                                    |          |   |       |                     |                |
| A Help                                  |          |   |       |                     |                |
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| https://blade.narbulut.com/organization | √users#s | tess-ud-0-h-3   |       | « Previous » Nex    | Save           |

#### \*\*\* 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.

| arbulu <del>t</del>     | 0 | ☰ English 🖲 😲 C & 央 William   |                                |                                      |   |        | Admin WM |
|-------------------------|---|---|--------------------------------|--------------------------------------|---|--------|----------|
| 🕄 My Drive              |   | Settings My Account   |                                |                                      |   |        | 0        |
| 🛃 My Installation Files |   |   |                                |                                      |   |        |          |
| Organization            | > | My Account Info   |                                | Name Surname                         |   |        |          |
| License                 | > | You can change your account information using the form on the side      |                                | William Marsh - Client Admin Account |   |        |          |
| Notifications           | > |   |                                | E-mail                               |   |        |          |
|                         |   |   | VVIVI                          | william.marsngontosso.com            |   |        |          |
| PRODUCTS                |   |   |                                | 0044543457972                        |   |        |          |
| Backup Now              | > |   |                                | Two-Factor Autenticaton              |   |        |          |
| Workspace               | > |   | Update profile photo           |                                      |   |        |          |
| HELP                    |   |   |                                |                                      |   | -      |          |
| 📕 Help                  |   |   |                                |                                      |   | رالم   | ive      |
|                         |   |   |                                |                                      |   | $\cup$ |          |
|                         |   |   |                                |                                      |   |        |          |
|                         |   | Notification Settings   |                                | Sms Mail                             |   | Mob    | lle      |
|                         |   | You can adjust your notification settings using the options on the side | Bulk Notification Setting      | gs Change Change                     | ~ | Change |          |
|                         |   |   | ces territoritesioni secongs o | Change                               |   |        |          |
|                         |   |   | Group created.                 |                                      | P |        | 0        |
|                         |   |   | License Assigned               |                                      |   | M      | 0        |
|                         |   |   | Liconeo Acelanmont Conco       | listion                              |   |        |          |
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|                         |   |   | License Renewed                |                                      |   |        | 0        |
|                         |   |   |                                |                                      |   |        |          |

#### 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 "<u>Policies</u>" for further information.) Click on "**Add**" button to create a group.



| 🚯 narbulut 💿                                  | =                            | 📰 Ens 🛛 Add Grou                   | o ×              |
|---|------------------------------|------------------------------------|------------------|
| My Drive                                      | Groups Organization » Groups |                                    |                  |
| My Installation Files                         | Filter                       | Profile Name                       | e Features Users |
| Lusers  | (****)                       | Work Group                         |                  |
| at Groups                                     | Name Description Organizatio | Creator Sales depart               | ment.            |
| Address book                                  |                              | No data to display<br>Organization |                  |
| License >                                     |                              |                                    |                  |
| PRODUCTS                                      |                              |                                    |                  |
| 品 Backup Now >                                |                              |                                    |                  |
| 🖺 Workspace >                                 |                              |                                    |                  |
| HELP  |                              |                                    |                  |
| Help  |                              |                                    |                  |
|   |                              |                                    |                  |
|   |                              |                                    |                  |
| https://blade.narbulut.com/organization/group | ss#steps-uid-0-h-0           | « F                                | revious Save     |

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 "<u>Policies</u>" for further information.) Click on **Next**.

| Anarbulut                    | 0      | =                                       | ing Eng | Add Group               | ×     |
|------------------------------|--------|---|---------|-------------------------|-------|
| My Drive                     |        | Groups Organization » Groups            |         | Profile Features        | Users |
| Organization                 | ~      | Filter                                  |         | Workspace Policy Group  |       |
| Lusers                       |        | + Add Hame © Description © Organization | Creator | Backup Now Policy group |       |
| Address book                 |        | No data to di                           | splay   | Default Policy Group    | ~     |
| License<br>(小) Notifications | ><br>> |   |         | Authorization group     |       |
| PRODUCTS                     |        |   |         |                         |       |
| 🖳 Backup Now                 | >      |   |         |                         |       |
| Workspace                    | >      |   |         |                         |       |
| HELP                         |        |   |         |                         |       |
| A Help                       |        |   |         |                         |       |
|                              |        |   |         |                         |       |
|                              |        |   |         |                         |       |
|                              |        |   |         |                         |       |
|                              |        |   |         | « Previous 🔊 Next       | Save  |

| An arbulut            | 0 | ≡                              | Eng                         | Add Group X                                |
|-----------------------|---|--------------------------------|-----------------------------|--|
| My Drive              |   | Groups Organization » Groups   |                             |  |
| My Installation Files |   | Filter                         |                             | Profile Features Users                     |
| Organization          | Ť |                                |                             | Search                                     |
| a Users               | - | + Add                          |                             | Select all                                 |
| Address book          | - | Name Crganization Crganization | Creator  No data to display | Ellen Bagshaw<br>ellen bagshaw@ontosso.com |
| License               | > |                                | First Last                  | Michael Specter - End User Account         |
| Notifications         | > |                                |                             |  |
| PRODUCTS              |   |                                |                             |  |
| 💂 Backup Now          | > |                                |                             |  |
| Workspace             | > |                                |                             |  |
| HELP                  |   |                                |                             |  |
| THelp                 |   |                                |                             |  |
|                       |   |                                |                             |  |
|                       |   |                                |                             |  |
|                       |   |                                |                             |  |
|                       |   |                                |                             | « Previous » 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.

| <b>Anarbulut</b>  | 0     | ≡   |                          | 🎫 English 🍐 😲 📋      | C Q William Marsh - Client Ad<br>Admin |
|---|-------|---|--------------------------|----------------------|--|
| My Drive My Installation Files Organization   | *     | Groups Organization » Groups Filter                                       |                          |                      | Exports                                |
| Users Users Users Users Users Users Users Users Userse Us | > > > | + Add<br>Name<br>Work Droup<br>Work Droup<br>C Detail<br>C Edit<br>Delete | Organization     EndUser | Creator Creator Date | 50 v Q<br>v Status<br>v Active         |
|   |       |   |                          |                      | narbulut                               |

## 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.

| 🚯 narbulut 💿   | English 🙆 🎨 🕄 🌜 🗛 William Marsh - Client Ad Admin   |
|--|---|
| ស្រី My Drive  | License Transactions Dashboard >> License Transactions  |
| My Installation Files                                | Type         Definition         Status         Auto Ren_         User R_         Created Date         Start Date         Expiry Date         Id           All         v         All         v         All         v         Trilter         ## All  |
| License 🗸  | R License Assignment Transactions   |
| License Transactions                                 | T Licenses to Assign         T Assigned Licenses         T Assigned Licenses  |
| <ul> <li>License History</li> <li>Reports</li> </ul> | 10      1 |
| (1) Notifications                                    | 5310         04/11/2022         Package         Backup Now 1000B Professional Edition +<br>nDocs Workspace - Bundle User         2/2         1 Year         364         04/11/2022         04/11/2023         Assigned         Admin         ONTOSSO -<br>CLIENT  |
| PRODUCTS   | The 📵 Las   |
| Backup Now   |   |
| HELP   |   |
| A Help   |   |
|  |   |
|  | narbulut  |

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.

| 🖚 narbulut 💿   | =   | English 🔮 😍 了 🦕 William Marsh - Client Ad<br>Admin   |
|--|---|--|
| My Drive   | License Transactions Dashboard >> License Transactions  | 🖺 Exports 🧿  |
| My installation Files     Organization >     License ~ | Organization to assign Ellen Bagshaw (ellen.bagshaw@ont_ × * Blackbagshaw (ellen.bagshaw@ontosso.com) Backup: 0 B   |  |
| Dashboard     License Transactions                     | Upre: 0 B<br>Dyrek: 5 Gb<br>[12869] & nDocs Workspace - Bundle User<br>InDocs 1000B Workspace   |  |
| · D License History                                    |   |  |
| PRODUCTS   | Type         Definition         Status         Auto Ren_         User R_         Created Date         Status           All          All          All          Admin   | Start Date Expiry Date Id  |
| Workspace >  | Other actions  V  | (50 v) Q   |
| <u>I</u> Help  | T Licenses to Assign         T Assigned Licenses         T Expired Licenses         T All Licenses           Id         Created         License         License Name         Package         Period         Re to but   | amaining Quota Start Expiry Status Assigned Assigned Bucket<br>organization Organization Id<br>Type  |
|  | □ 5313         04/11/2022         Package         ■ nDocs 100GB Workspace         1/6 30 Day         25           □ 5310         04/11/2022         Package         ■ Backup Now 100GB Professional Edition + nDocs Workspace - Bundle User         2/2         1 Year         36 | 9         04/11/2022         Assigned         Admin         ONTOSSO-<br>CLIENT           54         04/11/2022         04/11/2023         Assigned         Admin         ONTOSSO -<br>CLIENT |
|  | BDocs         BinDocs Workspace - Bundle User           12869         04/11/2022         User         MinDocs 1000B Workspace         5313         30 Day         21  | 9 5 08 04/11/2022 04/12/2022 Active Admin ONT00500- 4245   |

**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 <u>www.narbulut.com</u> 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.





#### The general information about the installation will be shown instantly.

| 🖚 narbulut 💿          | =                             | R Installation Detail   | ×                          |
|-----------------------|-------------------------------|---|----------------------------|
| My Installation Files | Backup Now -                  | Michael Specter - End User Account ( michael.specter@ontosso.com )  |                            |
| License >             | Other filters                 | 🛓 General 👬 Monitored Folder Index 💖 Heartbeats 😂 SQL Files 🜘 SQL Tasks 👿 Outlook Backups 🖕 Disk Details  | ·                          |
| Notifications         | Active Installation           | ■ Properties ♥ Last Heartbeat Info  |                            |
| PRODUCTS              | Installation List SQL         | Operating System > windows 🖏 19.09.2022 14:43 Computer Name   | Michael Specter            |
| Rockup Now Y          |                               | 2000 09579ef2-a5e54b24-968f-14fdfe2633db Domain Name  |                            |
|                       | T Heartbeat S                 | EndUser michael.specter@ontosso.com Operating System  | Windows 10 Pro/X64         |
| Dashboard             | Heartbeat Created<br>Status 🔻 | Created Date 19.09.2022 14:43 Local IP  | 192.168.1.152              |
|                       | 19/09/2                       | Update Date 04.11.2022 14:08 Remote IP  | 10.42.192.18               |
| Policies              | 11.13.0                       | Heartbeat Status 18 seconds Connected 🎧 Installation Version  | 2.2.3.60                   |
| Reports               |                               | Quota Status 1 GB / 200 GB Monitored File Count   | 652                        |
| Activity Logs         |                               | File usage size     Sol usage size  | 659                        |
| 🕫 Settings            |                               | Occusage size     Occusag | 04.11.2022 14:08           |
| 🖺 Workspace >         |                               | Created Time  | 04.11.2022 14:08           |
| HELP                  |                               | Status Active Policy  | No policy assinged to user |
| T Help                |                               | S No ransomware detected  |                            |
|                       |                               |   |                            |
|                       |                               |   |                            |

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.

| Anarbulut                             | 0        | =                           | (Installation D | etail                                 |           |                    |                            |                            | ×        |
|---------------------------------------|----------|-----------------------------|-----------------|---------------------------------------|-----------|--------------------|----------------------------|----------------------------|----------|
| 🛓 My Installation Files               |          | Backup Now -                | Michael Specter | - End User Account ( michael          | specter@c | ntosso.com )       |                            |                            |          |
| Organization                          | ><br>>   | Other filters               | ا 👫 General ا   | Ionitored Folder Index 🛛 🍄 Heartbeats | SQL File  | s 🚺 SQL Tasks      | 🖌 Outlook Backups 🛛 🚔 Disk | Details                    |          |
| Notifications                         | >        | Active Installation         |                 | Search                                | Cur       | rent Backup Status | *                          | Y Filter                   |          |
| PRODUCTS                              |          | Installation List SQL       | Database name   | File path                             | Task name | Update Time        | Size Last Backup Status    | Current Backup Status      | Versions |
| 🚊 Backup Now                          | ~        |                             | test_5.bak      | C:\BackupTemp\TEST_5.bak              |           | 04.11.2022 12:00   | 3 MB 🔵 Active              | <ul> <li>Active</li> </ul> | æ.       |
| Dashboard                             |          | T Heartbeat S               | mrp_4.bak       | C:\BackupTemp\MRP_4.bak               |           | 04.11.2022 12:00   | 3 MB 🔵 Active              | <ul> <li>Active</li> </ul> | €.       |
|                                       |          | Heartbeat Created<br>Status | erp_3.bak       | C:\BackupTemp\ERP_3.bak               |           | 04.11.2022 12:00   | 3 MB 🔵 Active              | <ul> <li>Active</li> </ul> | <u>ه</u> |
|                                       | -        | (I)/09/2<br>14:43:0         | crm_2.bak       | C:\BackupTemp\CRM_2.bak               |           | 04.11.2022 12:00   | 12 MB 🔵 Active             | Active                     | ۵.       |
| E Policies                            |          |                             | budatest_1.bak  | C:\BackupTemp\budatest_1.bak          |           | 04.11.2022 12:00   | 3 MB 🔵 Active              | Active                     | æ,       |
| Reports                               |          |                             |                 |                                       | <<        | < Previous 1 N     | lext > >>                  |                            |          |
| Activity Logs                         |          |                             |                 |                                       |           |                    |                            |                            |          |
| 🕸 Settings                            |          |                             |                 |                                       |           |                    |                            |                            |          |
| B Workspace                           | >        |                             |                 |                                       |           |                    |                            |                            |          |
|                                       |          |                             |                 |                                       |           |                    |                            |                            |          |
| HELP                                  |          |                             |                 |                                       |           |                    |                            |                            |          |
| THelp                                 |          |                             |                 |                                       |           |                    |                            |                            |          |
|                                       |          |                             |                 |                                       |           |                    |                            |                            |          |
|                                       |          |                             |                 |                                       |           |                    |                            |                            |          |
| https://blade.narbulut.com/backup/fel | ement-id | =tab-sol)                   |                 |                                       |           |                    |                            |                            |          |

| 🚯 narbulut 💿                               | ≡                              | Reference installation Detail  |                            |                                      |                       |                       |               |                 |                   |                 | ×               |
|--|--------------------------------|--|----------------------------|--------------------------------------|-----------------------|-----------------------|---------------|-----------------|-------------------|-----------------|-----------------|
| 🛓 My Installation Files                    | Backup Now -                   | Michael Specter - End  | User Account               | t ( michael.specter@o                | ntosso.com )          |                       |               |                 |                   |                 |                 |
| Organization >                             | Other filters                  | i General Monitored رواند<br>نام المحالي الم | d Folder Index             | 😻 Heartbeats 🛛 🛢 SQL File:           | s 🕔 SQL Tasks         | S 🛛 Outlook B         | ackups 🕴      | 🖿 Disk Detai    | ls                |                 |                 |
| ■) Notifications >                         | Active Installation            | Folder Detail Folders  |                            |                                      |                       |                       |               |                 |                   |                 |                 |
| PRODUCTS                                   | Installation List SQ           | Folder Path To   | otal File Trac<br>ount Cou | cked File Backed Up File<br>nt Count | Ignored File<br>Count | Deleted File<br>Count | Total<br>Size | Tracked<br>Size | Backed Up<br>Size | lgnored<br>Size | Deleted<br>Size |
| 🚊 Backup Now 🗸                             |                                | C:\Users\Michael Spec 62   | 6 620                      | 620                                  | 6                     | 570                   | 1.16 GB       | 1.16 GB         | 1.16 GB           | 2.87 MB         | 711.38 MB       |
| Dashboard                                  | Heartbeat S  Heartbeat Created | D:\ForeignCorrespond 33  | 32                         | 32                                   | 1                     | 29                    | 948.4 KB      | 948.24 KB       | 948.24 KB         | 165 B           | 4.07 MB         |
| Installations                              | 19/09/2                        |  |                            |                                      |                       |                       |               |                 |                   |                 |                 |
| Policies                                   | (III) 14:43:0                  |  |                            |                                      |                       |                       |               |                 |                   |                 |                 |
| Reports                                    |                                |  |                            |                                      |                       |                       |               |                 |                   |                 |                 |
| Activity Logs                              |                                |  |                            |                                      |                       |                       |               |                 |                   |                 |                 |
| 🕫 Settings                                 |                                |  |                            |                                      |                       |                       |               |                 |                   |                 |                 |
| Workspace >                                |                                |  |                            |                                      |                       |                       |               |                 |                   |                 |                 |
| HELP                                       |                                |  |                            |                                      |                       |                       |               |                 |                   |                 |                 |
| T Help                                     |                                |  |                            |                                      |                       |                       |               |                 |                   |                 |                 |
|  |                                |  |                            |                                      |                       |                       |               |                 |                   |                 |                 |
| https://blade.narbulut.com/backup/[element | -id=tab-monitoredFolders]      |  |                            |                                      |                       |                       |               |                 |                   |                 |                 |

**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.

| Anarbulut                                | 0         | ≡                |                  |                     |                      |                     |                     |                |                         | 藍 English 🛃     | 🎨 🖯                 | βĴ                  | William Marsh           | - Client Ad<br>Admin  | WM       |
|--|-----------|------------------|------------------|---------------------|----------------------|---------------------|---------------------|----------------|-------------------------|-----------------|---------------------|---------------------|-------------------------|-----------------------|----------|
| B My Drive                               |           | Backup N         | low - Ins        | stallation          | S Dashboar           | d » Installa        | ation List          |                |                         |                 |                     |                     |                         | Exports               | ۲        |
| My Installation Files                    |           | Other filt       | ers              |                     |                      |                     |                     |                |                         |                 |                     |                     |                         |                       | ~        |
| Urganization                             | ><br>>    | Active Inst      | allation Coun    | ıt: 1 İnsta         | allation Count:      | Not Co              | nnected: ()         | Never Insat    | talled: 0               |                 |                     |                     |                         |                       | 0        |
| Notifications                            | >         | Installation Lis | st SQL Setu      | p Summary           |                      |                     |                     |                |                         |                 |                     |                     |                         |                       |          |
| PRODUCTS                                 |           |                  |                  |                     |                      |                     |                     |                |                         |                 |                     |                     | Sta                     | tus                   | *        |
| 🖳 Backup Now                             | ~         | Task<br>name     | Database<br>type | Last runtime        | Last runtime         | Next runtime        | Update Time         | Completed      | Installation<br>Version | n Status        | Active /<br>Passive | Last Task<br>Detail | Last SQL Task<br>Detail | Last Error<br>Message |          |
| Dashboard                                |           |                  |                  |                     |                      | Mich                | ael Specter - End U | ser Account (m | nichael.spect           | er@ontosso.com) |                     |                     |                         |                       |          |
|  |           | SQLBackup        |                  | 05.11.2022<br>16:33 | 56 minutes<br>before | 05.11.2022<br>20:00 | 19.09.2022<br>15:42 | 5/5            | 2.2.3.60                | ⊘<br>Success    | Active              | æ                   | Ē                       |                       |          |
| Policies                                 |           |                  |                  |                     |                      |                     |                     |                |                         |                 |                     |                     |                         |                       |          |
| Reports                                  |           |                  |                  |                     |                      |                     |                     |                |                         |                 |                     |                     |                         |                       |          |
| Activity Logs                            |           |                  |                  |                     |                      |                     |                     |                |                         |                 |                     |                     |                         |                       |          |
| Workspace                                | >         |                  |                  |                     |                      |                     |                     |                |                         |                 |                     |                     |                         |                       |          |
| HELP                                     |           |                  |                  |                     |                      |                     |                     |                |                         |                 |                     |                     |                         |                       |          |
| A Help                                   |           |                  |                  |                     |                      |                     |                     |                |                         |                 |                     |                     |                         |                       |          |
|  |           |                  |                  |                     |                      |                     |                     |                |                         |                 |                     |                     |                         |                       |          |
|  |           |                  |                  |                     |                      |                     |                     |                |                         |                 |                     |                     |                         | r                     | narbulut |
| https://blade.narbulut.com/backup/instal | llations# | summary          |                  |                     |                      |                     |                     |                |                         |                 |                     |                     |                         |                       |          |

You can see more details by clicking "Last Task Detail" and "Last SQL Task Detail" buttons.

| <b>R</b> narbulu <del>t</del> | 0 | ≡              |                  |                     |                      |                     |                     |                 | 1                       | 💵 English 🛃     | <b>%</b> ::                | ςĴ                  | William Marsh           | - Client Ad<br>Admin  | WM       |
|-------------------------------|---|----------------|------------------|---------------------|----------------------|---------------------|---------------------|-----------------|-------------------------|-----------------|----------------------------|---------------------|-------------------------|-----------------------|----------|
| My Drive                      |   | Backup I       | Now - In         | stallation          | S Dashboar           | d » Installa        | ation List          |                 |                         |                 |                            |                     |                         | Exports               | ۲        |
| My Installation Files         |   | Other filt     | ters             |                     |                      |                     |                     |                 |                         |                 |                            |                     |                         |                       | -        |
| Organization                  | > |                |                  |                     |                      |                     |                     |                 |                         |                 |                            |                     |                         |                       |          |
| License                       | > | Active Ins     | tallation Cour   | nt: 1 insta         | allation Count:      | Not Co              | nnected: 0          | Never Insat     | talled: 0               |                 |                            |                     |                         |                       | 0        |
| Notifications                 | > | Installation L | ist SQL Setu     | Ip Summary          |                      |                     |                     |                 |                         |                 |                            |                     |                         |                       |          |
| PRODUCTS                      |   |                |                  |                     |                      |                     |                     |                 |                         |                 |                            |                     | State                   | us                    | •        |
| Rackup Now                    | ~ | Task<br>name   | Database<br>type | Last runtime        | Last runtime         | Next runtime        | Update Time         | Completed       | Installation<br>Version | n Status        | Active /<br>Passive        | Last Task<br>Detail | Last SQL Task<br>Detail | Last Error<br>Message |          |
| Dashboard                     |   |                |                  |                     |                      | Mich                | ael Specter - End U | Jser Account (m | nichael.specte          | er@ontosso.com) |                            |                     |                         |                       |          |
| Installations                 |   | SQLBackup      |                  | 05.11.2022<br>16:33 | 56 minutes<br>before | 05.11.2022<br>20:00 | 19.09.2022<br>15:42 | 5/5             | 2.2.3.60                | Success         | <ul> <li>Active</li> </ul> | Q                   | E                       |                       |          |
| Policies                      |   |                |                  |                     |                      |                     |                     |                 |                         |                 |                            |                     |                         |                       |          |
| Reports                       |   |                |                  |                     |                      |                     |                     |                 |                         |                 |                            |                     |                         |                       |          |
| Activity Logs                 |   |                |                  |                     |                      |                     |                     |                 |                         |                 |                            |                     |                         |                       |          |
| B Workspace                   | > |                |                  |                     |                      |                     |                     |                 |                         |                 |                            |                     |                         |                       |          |
| HELP                          |   |                |                  |                     |                      |                     |                     |                 |                         |                 |                            |                     |                         |                       |          |
| A Help                        |   |                |                  |                     |                      |                     |                     |                 |                         |                 |                            |                     |                         |                       |          |
|                               |   |                |                  |                     |                      |                     |                     |                 |                         |                 |                            |                     |                         |                       |          |
|                               |   |                |                  |                     |                      |                     |                     |                 |                         |                 |                            |                     |                         |                       |          |
|                               |   |                |                  |                     |                      |                     |                     |                 |                         |                 |                            |                     |                         |                       | harbulut |

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

| <b>Anarbulut</b> | 0      | ≡                 |                    |            |             |           |                        |                   | Er                   | nglish 🛃 🖣 | 🕆 C: C C        | William Ma            | r <b>sh - Client Ad.</b> .<br>Admi | WM       |
|------------------|--------|-------------------|--------------------|------------|-------------|-----------|------------------------|-------------------|----------------------|------------|-----------------|-----------------------|------------------------------------|----------|
| 🐻 My Drive       |        | Backup Now        | r - Insta<br>etail | allations  | Dashboar    | rd ≫ In   | stallation List        |                   |                      |            |                 | × Expo                | rts 🕒 Export                       |          |
| Organization     | ><br>> | Task status:      | Success            |            |             |           |                        |                   | Task st              | atus 💌     | <b>T</b> Filter |                       |                                    | C        |
| Notifications    | >      |                   |                    |            |             |           |                        |                   |                      | 50 🛩       |                 |                       |                                    |          |
| PRODUCTS         |        | Backup Task<br>ID | File 🔶             | Database d | Real size   | Completed | Last runtime           | Last runtime      | Active / Or Active / | Task \$    | Last Error 🔶    |                       | Status                             | *        |
| 💂 Backup Now     | ~      | 1449              | 98684              | budatest   | 3.24 MB     | 5/5       | 05/11/2022<br>16:34:26 | 2 hours<br>before | Active               | 🖉 Success  | null            | Last SQL Ta<br>Detail | k Last Error<br>Message            |          |
| Dashboard        |        | 1449              | 98687              | CRM        | 12.35<br>MB | 5/5       | 05/11/2022<br>16:34:30 | 2 hours<br>before | Active               | Success    | null            |                       |                                    |          |
| Installations    |        | 1449              | 98695              | MRP        | 3.24 MB     | 5/5       | 05/11/2022<br>16:34:35 | 2 hours<br>before | Active               | Success    | null            | E.                    |                                    |          |
| Policies         |        | 1449              | 118344             | TEST       | 3.24 MB     | 5/5       | 05/11/2022<br>16:34:40 | 2 hours<br>before | Active               | Success    | null            |                       |                                    |          |
| Reports          |        | 1449              | 98689              | ERP        | 3.43 MB     | 5/5       | 05/11/2022<br>16:34:34 | 2 hours<br>before | Active               | Success    | null            |                       |                                    |          |
| Activity Logs    | >      |                   |                    |            |             |           |                        |                   |                      |            | First 1 Last    |                       |                                    |          |
| HELP             |        |                   |                    |            |             |           |                        |                   |                      |            |                 |                       |                                    |          |
| T Help           |        |                   |                    |            |             |           |                        |                   |                      |            | ок              |                       |                                    |          |
|                  |        |                   |                    |            |             |           |                        |                   |                      |            |                 |                       |                                    | narbulut |

#### "Last SQL Task Detail" button will show you the history of executions of the selected task.

| <b>R</b> ne    |                  |               | G                          | ) Last SQL Task Detail |            |               |                  |                 | Î           |
|----------------|------------------|---------------|----------------------------|------------------------|------------|---------------|------------------|-----------------|-------------|
| 🛃 My I         | Agent Status     | File Status   | <ul> <li>Active</li> </ul> | ▼ File name            |            | Database Name |                  | <b>T</b> Filter |             |
| Orga           |                  |               |                            |                        |            |               |                  |                 | 50 🗸        |
| Lice           | ID 🚽 Database Na | ame File name | Start Time                 | End Time               | Duration 🖕 | Size 💧        | Active / Passive | Agent Status    | File Status |
| 🜒 Noti         | 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      |
| PRODUCT        | 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      |
| <u> 吊</u> Back | 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      |
| 🔳 Das          | 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      |
| 🖵 Ins          | 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      |
| ≣ Poli         | 76334859 TEST    | test_5.bak    | 04/11/2022 12:00:22        | 04/11/2022 12:00:22    | 00:00:00   |               | Active           | Success         | Active      |
| 🖀 Rep          | 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      |
| E Acti         | 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      |
| ¢n Set         | 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      |
| Work 🖿         | 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      |
| HELP           | 76334697 MRP     | mrp_4.bak     | 04/11/2022 12:00:16        | 04/11/2022 12:00:16    | 00:00:00   |               | Active           | Success         | Active      |
| T Help         | 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 <u>www.narbulut.com</u> for further information about policies). Click on "**Add**" button to create a new policy.

| Anarbulut                   | 0 | ≡                   | 📰 English 🧕   | <b>%</b> C             | βÔ      | William Mars | <b>h - Client Ad</b><br>Admin | avata   |
|-----------------------------|---|---------------------|---|------------------------|---------|--------------|-------------------------------|---------|
| My Drive                    |   | Backup Now-Policies | Dashboard » Policies  |                        |         |              | Exports                       | 0       |
| My Installation Files       |   |                     |   |                        |         |              |                               |         |
| Organization                | > | Add                 |   |                        | 50 🗸    | ۹            |                               |         |
| License                     | > | Policy Name         | Description   | Created Date           | Creator | Ali          | Details                       |         |
| Notifications               | > | 3 adipisci          | Est quaerat doloribus et architecto. In cum aut unde. Et fuga ea sint dolores. Sit sint cupiditate sed esse<br>cupiditate autem magnam.         | 26/10/2021<br>13:05:26 |         | Active       | ٩                             |         |
|                             |   | 2 illum             | Mollitia voluptatem quos occaecati et ipsa ea labore. Repellat qui odit asperiores molestiae. Qui aliquid<br>hic explicabo vero eum sint nihil. | 26/10/2021<br>13:05:26 |         | Active       | ٩                             |         |
| PRODUCTS                    |   | 1 Default           | This is default policy  | 26/10/2021<br>13:05:26 |         | Active       | ٩                             |         |
| B Workspace                 | , |                     | The 🚺 Las   |                        |         |              |                               |         |
| E Workspace                 | ŕ |                     |   |                        |         |              |                               |         |
| HELP                        |   |                     |   |                        |         |              |                               |         |
| A Help                      |   |                     |   |                        |         |              |                               |         |
|                             |   |                     |   |                        |         |              |                               |         |
|                             |   |                     |   |                        |         |              |                               |         |
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|                             |   |                     |   |                        |         |              |                               |         |
|                             |   |                     |   |                        |         |              | na                            | arbulut |
| api.narbulut.com bekleniyor |   |                     |   |                        |         |              |                               |         |

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.