Seagate Dashboard User Guide

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1. Introducing Seagate Dashboard

Seagate® Dashboard is a powerful, easy-to-use utility for backing up your content and sharing and saving media on your social networks.

Seagate Dashboard Features

- **Data protection (Windows only):** Protect your data continuously or on a schedule by backing it up to a Dashboard-enhanced storage drive or to a cloud storage account.
- **Mobile backup:** Use Seagate Dashboard on your computer in tandem with the Seagate Mobile Backup app on your mobile device to back up your mobile content.
- **Media sharing:** Upload your pictures and videos from your computer to popular social networking services, such as Facebook, Flickr®, and YouTube.
- **Media saving:** Download photos and videos from your social networking services to your storage drive.

Note: Your storage drive might not support all features. For more information, visit *www.seagate.com/support/software/dashboard*.

System Requirements

Seagate Dashboard runs on Windows and Mac computers that meet the following requirements.

Windows Requirements

- 2 GHz AMD® or Intel® processor
- Windows® XP, Windows Vista®, Windows 7, or Windows 8
- 1 GB RAM (512 MB RAM for Windows XP)
- Internet Explorer® 6 or later, Firefox® 2.x or later, or Chrome 4.x or later

Mac Requirements

- Mac OS® X 10.6.8 or later
- Safari® 3.1 or later

Cloud Storage Requirements (Windows only)

To use a cloud storage service, you need:

- Windows computer.
- Internet connection (for best results, the connection speed should be broadband DSL or faster).
- Registered Dashboard-enhanced storage drive, such as one of the Backup Plus family.

Note: Your storage drive might not support cloud storage. For more information, visit *www.seagate.com/support/software/dashboard*.

- Cloud storage account. After you register your storage drive, you will receive a confirmation email that includes an invitation to create a cloud account. Click the link in the invitation and follow the online prompts to create your account.

Open Seagate Dashboard on Windows

Do one of the following:

- Double-click the Seagate Dashboard icon on your desktop.

- Right-click the Seagate Dashboard icon in the system tray, and select **Open Seagate Dashboard** from the menu.
- From the list of programs on the Start menu, click **Seagate Dashboard**.

Opens Seagate Dashboard on a Mac

- In your Applications folder, double-click **Seagate Dashboard** app. For easy access, add the Seagate Dashboard icon to your Dock.

2. Protecting Your Computer Files (Windows only)

With Seagate Dashboard, you can start protecting your important files by backing them up from your computer to your Dashboard-enhanced storage drive with a single click. You can also customize a backup plan to protect your content according to a set schedule and save it to your storage drive and to the cloud.

A drive backup plan lets you save multiple versions of files so that you can easily restore the version you need. A cloud backup plan adds another level of protection when used in conjunction with your drive by keeping the latest copy of your files. Saving to the cloud also lets you retrieve files while away from home.

Note: The Protect feature is only available on the Windows version of Seagate Dashboard. For Mac computers, Seagate recommends that you back up your system using Apple Time Machine.

Cloud storage works only with specific storage drives. To learn which features your drive supports, visit *www.seagate.com/support/software/dashboard*.

Protect All of Your Content All of the Time

To create this backup plan perform these steps *before* you create any other plan. Protect all non-system files on your computer now and whenever they change. This backup plan does the following:

- Copies all non-system files from your computer to your storage drive. The plan does not back up these files:
  - Files in the Windows and Program Files directories
  - System files
  - Hidden files
  - Files on detachable USB drives
- Backs up a non-system file as soon as you change it

If you have already created a custom plan, you can replicate it by creating another drive backup plan using the default settings as described in “Create a Drive Backup Plan”.

1. On the Home page, click **PC backup**.
2. On the PC Backup page, click **Protect Now** (only available if you have not created any plans).

Seagate Dashboard creates the plan and sets it to back up non-system files every time you change them. Your storage drive must be connected, and you must be signed in to Seagate Dashboard to use continuous backup.

Create a Drive Backup Plan

Control which files to back up to your storage drive and when to back them up.

1. On the Home page, click **PC backup**.
2. On the PC Backup page, click **New Backup Plan**.
3. Select what you want to back up.
   - Check or uncheck file types.

   or

   - Click **Select Files** and select specific folders and files to back up.
4. Click .
5. Select the storage drive to use, and then click .
6. Choose how often to back up files, and then click .

   TIP: A continuous backup plan saves a file to your storage drive every time you change the file.
7. To back up your files now, click to the right of the backup plan.

For the automatic backup schedule to work, you must have your computer on and have the Dashboard open at the scheduled time.

Create a Cloud Backup Plan

A cloud backup plan offers another layer of protection for your files and gives you access to your files when you are away from home. To start a one-year, free subscription to the cloud, you must first register your storage drive. After registering, you will receive an email that includes an invitation to activate your cloud account. Click the link and follow the online instructions.

Note: Your drive might not support this feature. For more information, visit *www.seagate.com/support/software/dashboard.*

1. Click **Cloud Sign in** on the left side of the Seagate Dashboard Home page and use the same email address and password that you used to register your storage drive.

2. On the Home page, click **PC backup**.
3. On the PC Backup page, click **New Backup Plan**.
4. Select what you want to back up.
   - Check or uncheck file types.

   or

   - Click **Select Files** and select specific folders and files to back up.
5. Click .
6. Click the **Cloud** box, and then click .

   You can also add a drive to this plan and back up your files to both the cloud and your storage drive at the same time.
7. Choose how often to back up files, and then click .

   TIP: A continuous backup plan saves a file to your storage drive every time you change the file.
8. To back up your files now, click to the right of the backup plan.

   To perform scheduled backups, your computer must be on and the Dashboard must be open.

Edit a Backup Plan

You can change what to back up, the destination, and the schedule of any plan.

1. On the Home page, click **PC backup**.
2. On the PC Backup page, click to the right of the plan you want to change.
3. Change what you want to back up.
   - Check or uncheck file types.

   or

   - Click **Select Files** and select specific folders and files to back up.
4. Click .
5. Select the backup destination to use, and then click .
6. Choose how often to back up files, and then click .

Your changes are saved, and the Dashboard immediately starts the backup plan.

Manually Start a Backup Plan

Your backup plan automatically starts as scheduled, and you can manually start a schedule whenever you like.

1. On the Home page, click **PC backup**.
2. On the PC Backup page, click to the right of the backup plan you want to start.

   A green bar below the plan name indicates the backup progress.
3. To pause the backup, click .
4. To stop the backup, click and select **Stop Backup**.

Stop a Backup

You can pause or stop a backup on either the Home page or PC Backup page. The Home page indicates when a backup is in progress. You can click anywhere on the indicator (except the pause and stop icons) to open the PC Backup page.

- To pause a backup, click ⏸ on the Home page, or click on the PC Backup page.
- To stop a backup, click ✖ on the Home page, or click and select **Stop Backup** on the PC Backup page.

Delete a Backup Plan

1. On the Home page, click **PC backup**.
2. Click next to the plan you want to delete and select **Delete**.

Restore Content

You can restore content from your storage drive or the cloud back to your computer. Your storage drive keeps multiple versions of each file, so you can restore the most recent version or a previous version. The cloud keeps only the latest version.

Note: Your drive might not support the cloud feature. For more information, visit *www..seagate.com/support/software/dashboard*.

1. On the Home page, click **Restore**.

2. Select the backup plan to use for restoring files, and then click .

   Note: You cannot restore files from a plan that is running or paused.

3. Select the files to restore, and then click .

4. Indicate where to put the restored files, and then click .

   TIP: You can skip this step if you want the files restored to their original folder.

3. Protecting Content on Your Mobile Device

Use Seagate Dashboard on your computer together with the Mobile Backup app on your Android or Apple mobile device to save your mobile content to your storage drive and cloud service.

Note: Your drive might not support this feature. For more information, visit *www.seagate.com/support/software/dashboard*.

Set Up Your Computer

1. Connect the storage drive to your computer.
2. On the Seagate Dashboard Home page, click **Mobile backup**.
3. Sign in to your Seagate account.

Set Up Your Mobile Device

1. Download the Seagate Mobile Backup app from Google Play or the Apple App Store.
2. Open the app and sign in to your Seagate account.
3. Create a Wi-Fi backup plan for your drive or a cloud backup plan as instructed in the Mobile Backup Help located on the app on your mobile device.

After you create a backup plan, the plan appears on your Seagate Dashboard Mobile Backup page and in the Mobile Backup app on your device.

For information on backing up and restoring content on your mobile device, see the Mobile Backup Help on the app on your mobile device.

4. Protecting and Sharing Media on Your Social Network

The photos and videos on your social networks, such as Facebook and Flickr, are important to you. Seagate Dashboard protects this media by backing it up to your storage drive. The Dashboard is also a convenient way to upload photos and videos from your computer to your social network.

Note: Your drive might not support this feature. For more information, visit *www.seagate.com/support/software/dashboard*.

Save Media from Your Social Network

Protect your pictures and videos from your social network by using Seagate Dashboard to back them up to your storage drive.

1. On the Home page, click **Social**.
2. Click **Save**.
3. Click the social network you want to access. If requested, sign in and give Seagate permission to access your social network account.
4. To back up your media, click the social network box.

   Seagate Dashboard copies your media files to the My Online Documents folder on the drive. You can easily view this folder by clicking on the Save page.
5. To have Seagate Dashboard automatically back up your media, select **Auto Save** below the social network box.

   Seagate Dashboard scans your social network every hour checking for new photos and videos and saves them to your drive.

Share Media to Your Social Network

Share your pictures and videos with friends and family on your favorite social network by uploading them through Seagate Dashboard.

1. On the Home page, click **Social**.
2. Click **Share**.
3. Click the social network box you want to access. If requested, sign in and give Seagate permission to access your social network account.

4. Select the photos and videos you want to share, and then click .
5. Select a location for the media on your social network, and then click .

   Seagate Dashboard begins uploading the selected files.

Disconnect from a Social Network

1. On the Home page, click **Social**.
2. Click **Share** or **Save**.
3. Move the cursor to the upper-right corner of the network box and click the icon that appears.

   Seagate Dashboard signs you out of the network.

Disable a social network

1. Click .
2. On the Features tab, select the social network you want to disable. To disable all networks, select **Disable Share and Save features** from the drop-down menu.

   The Dashboard hides the Share and Save features of the selected networks.

   To show these features again, return to the Settings page and change the settings.

5. Managing Drives, the Cloud, and Software

You can manage your drives and the cloud from Seagate Dashboard and control the Dashboard features.

Manage Your Storage Drives

You can have multiple storage drives connected to your computer and managed through Seagate Dashboard.

- To view the storage capacity of a drive, move the cursor over a drive image on the left side of the Home page. An information window appears.
- To manage the drive, click the drive image on the left side of the Home page. The drive's Info, Manage, and Support tabs appear. Here you can:
  - Control the LED light
  - Set the power-saving mode
  - Access support for your drive

Manage Your Cloud Account (Windows only)

You can manage your cloud account through Seagate Dashboard.

- To view the storage capacity of the cloud, move the cursor over the cloud image on the left side of the Home page. An information window appears.
- To manage your cloud account, click the cloud image on the left side of the Home page. The cloud's Info, Manage, and Support tabs appear. Here you can:
  - Access the Web portal where you can download and delete files
  - Manage your cloud account
  - Access support for your cloud account

Manage Seagate Dashboard Settings

You can manage the Seagate Dashboard software through the Settings page.

1. Click .
2. On the Settings page, you can:
   - Change the language

- Enable and disable the Protect features
- Enable and disable social networks
- View the download log
- Check for software updates

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