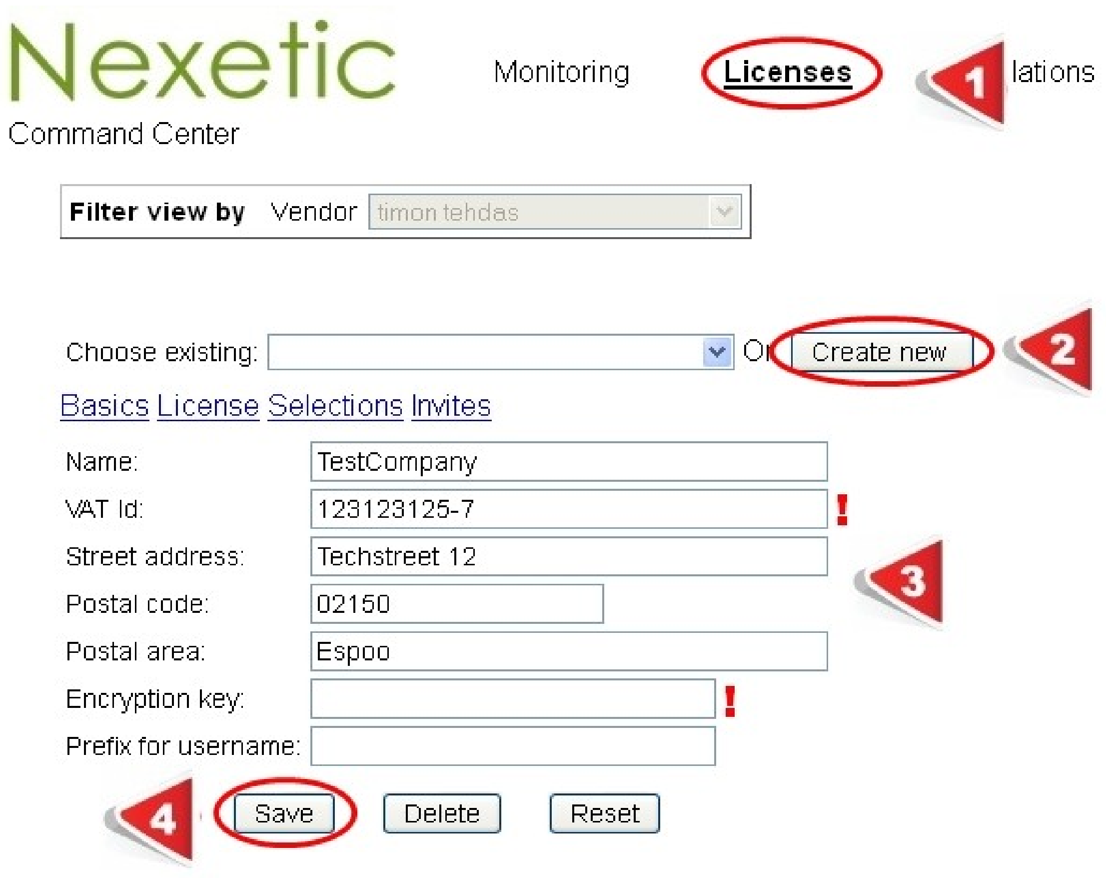
COMMAND CENTER – ADDING A NEW CUSTOMER

1. ENTERING THE BASICS



1. Choose “Licenses” from the top menu

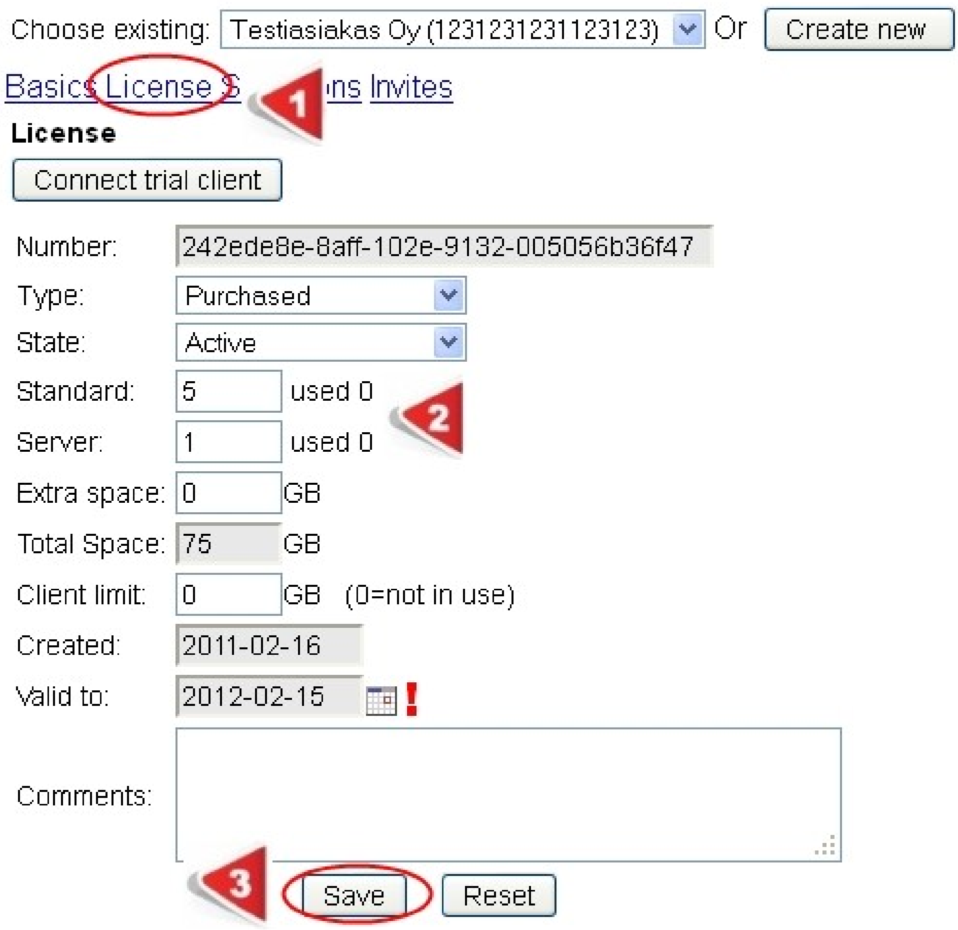
2. Choose “Create new”

3. Enter the customers information

4. Lastly save.

	In the **business ID** field it is recommended to enter the company’s real business ID. You can find out you costumers business ID from www.finder.fi or www.ytj.fi,
	In the encryption key – field you can define a common encryption key for the customer. When a encryption key has been defined at this stage the program will not give the option of entering n encryption key in the installation phase. For security reasons we recommend encryption keys that are long and versatile, for example 10-15 signs long. The encryption key is defined once after this it should not be changed. This leads to the encrypted data would be secured with different encryption keys, which makes the restoring of the data harder. If you connect a trial user to the account the encryption key will be the trial users own key entered while the trial user were created.

2. ENTERING LICENSE INFORMATION



1. Choose "License" from the sub menu.

2. Enter the customers information
Use defaults in state- and type-fields.

Standard = Workstations license

Server = Server license

Extra space = Extra space needed by the customer in addition to the standard and server license space.

3. Lastly save.

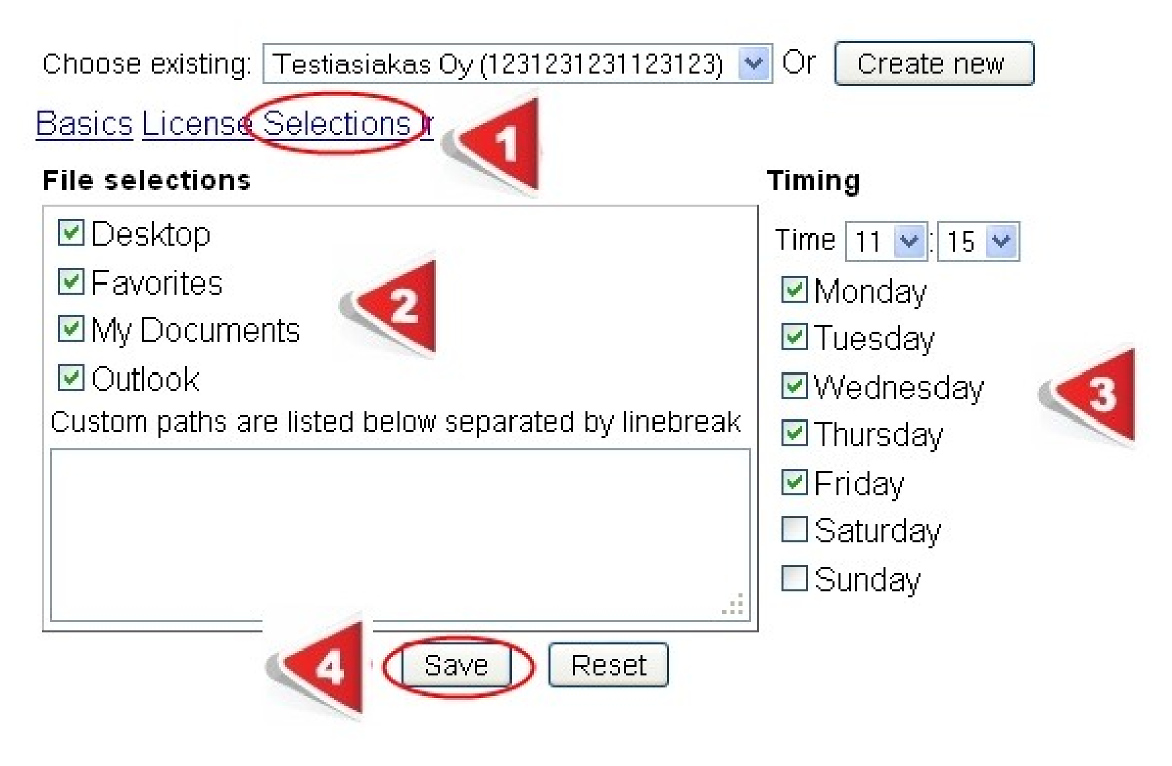
The **Standard**-license includes 5GB of disk space and the **Server**-license includes 50GB disk space.
The program will automatically count the costumers disk space in the total space field. When you have entered the license amount and chosen save the total space will update itself.

The disk space will be shared among the licenses. For example 5 standard licenses and one server license equals 75GB, however one workstation can have over 5GB backups as long as the total amount of all the licenses doesn't exceed 75GB

The **Valid to** date is as default set to be one year later than the registration date.

Nexetic will send their partners a bill for one year before the valid to date has expired. At the same time Nexetic will add one more year to the valid to date. This only applies to the Nexetic reseller model partners.

3. DEFINING SELECTIONS



1. Choose "Selections" from the sub menu.

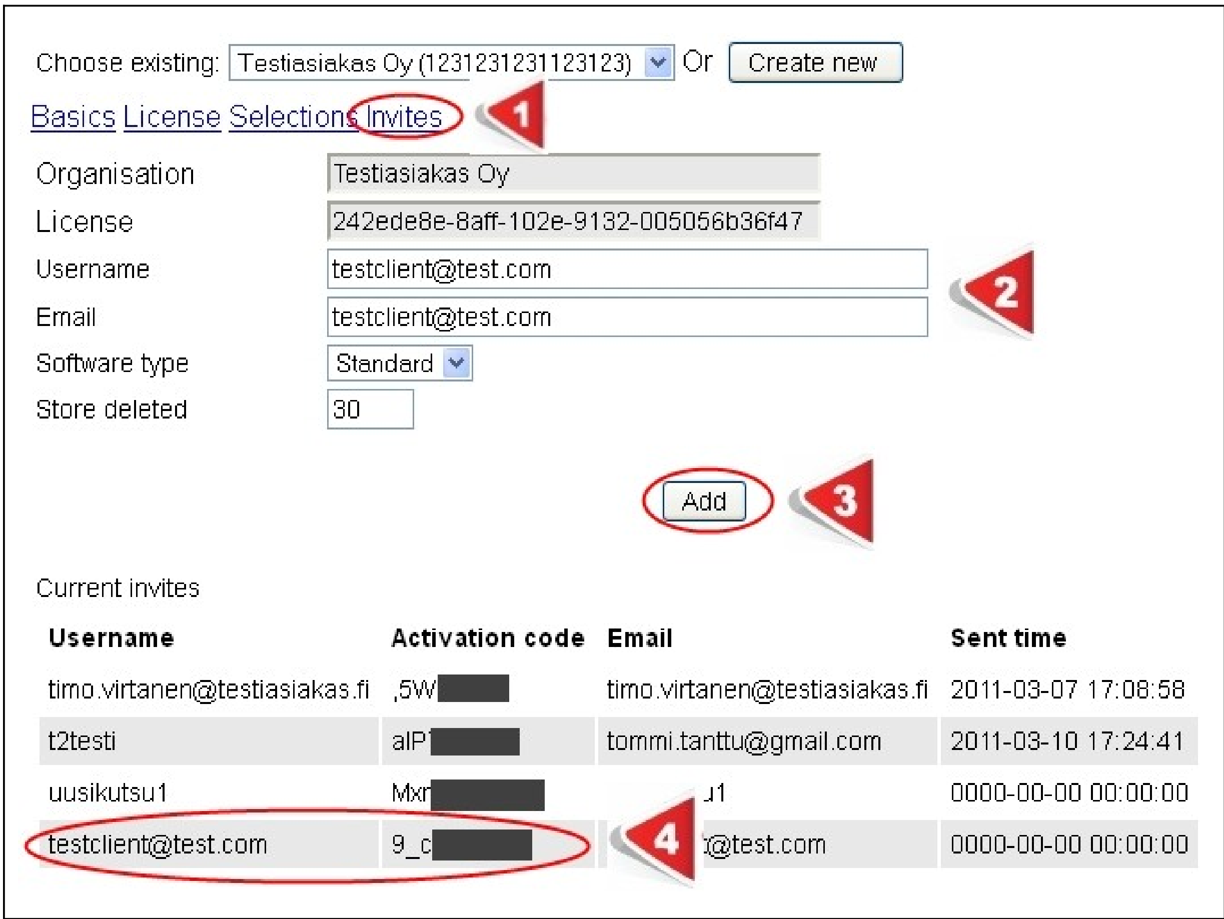
2. Define file selections that will be shown as defaults when installing the program.
The user can change the selection during the installation.

3. Define when the automatic backup should be done.

4. Lastly save.

	Defining selections is optional, however it is a good way to choose the most common object for the user in advance, especially when the costumer has several tens of or hundreds of workstations. The selections for the server versions can not be defined in the command center.
	Filters can also be used as help in addition to file selections. With the filters all certain types of files can be secured regardless of in which index they're in on the computer or which indexes has been chosen to the backup. *For example, you can define filter for a customer where all the work files (Office-documents) are include while video- or picture files are not in the backup.* The filters can be applies per user or per costumer. The filters can be changed after the installation and can be updated to the users automatically by the command center. The filters can not, at this moment, be defined in the command center. The defining is possible through Nexetic though.

4. INVITATIONS



1. Choose ”Invites” from the sub menu.

2. Insert user information

Standard = workstation version

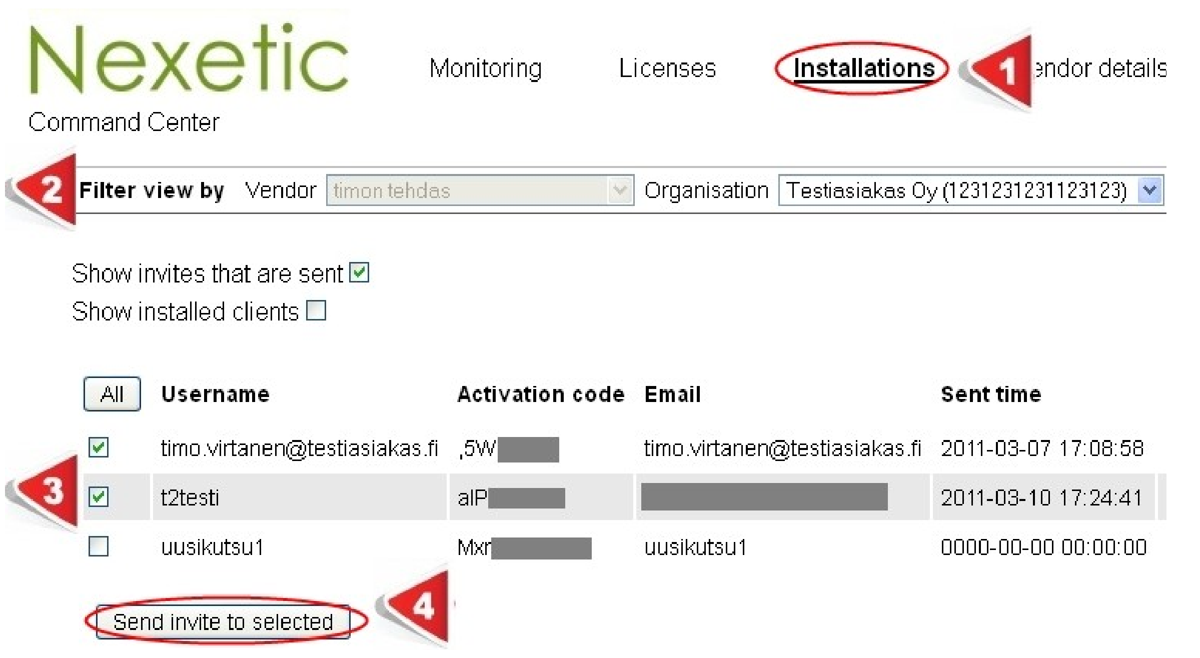
Server = server version

3. Choose ”Add”

Using the activation code and user name the program can be installed to the user.

	For the workstation version it is recommended to use the users e-mail as user name.
	For the server version it is recommended to use the e-mail of the person, who is making the installation, as user name.
	At this stage the command center hasn’t sent out any invitations. The invitations will be sent in the 5th stage.

5. SENDING E-MAIL INVITES



1. Choose “Installations” from the top menu.

2. Choose the costumer from the drop-down menu.

3. Choose “All” or only certain users.

4.Choose “Send invites”

The message base used for the invitations can be changed by going to Vendor details -> Invitation

The sent time column will be updated with the time that the invitation was sent, however if the column states 000… the invitation hasn’t been sent.

NOTE! The sent time won’t be updated right away after sending the invitations. The sent time will be seen next time when checking the invites.