

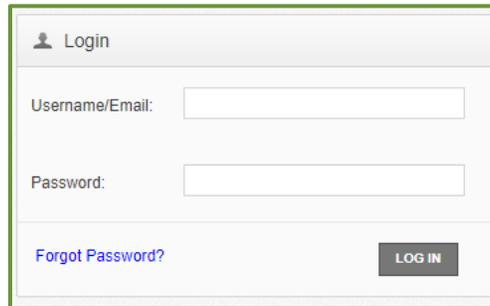
HBizzSync KB Article HB-SYNC-003- Getting Started

Purpose:

The purpose of this document is to provide guidance on how to complete the initial setup of your end user account with HBizzSync

How to log into the Web Portal

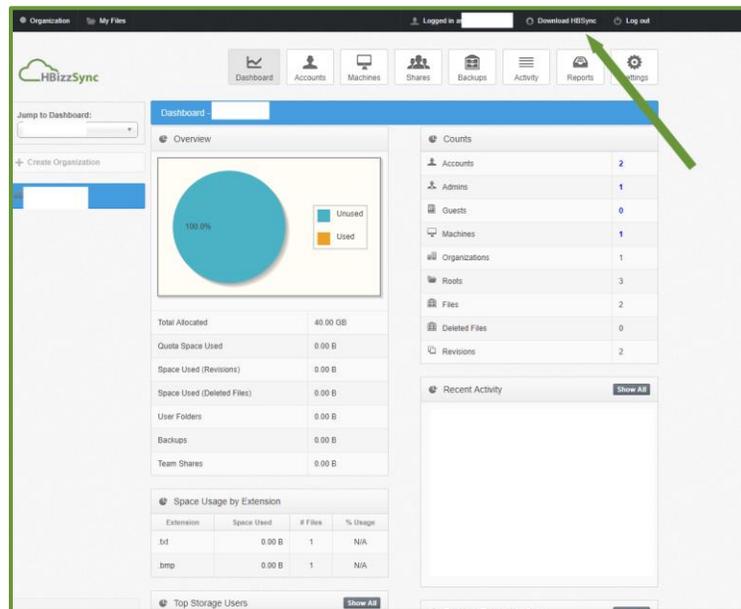
Please open a browser and navigate to <http://filesync.vmcloud.ca>, you will be prompted to enter your user credentials



The image shows a login form with the following fields and elements:

- Username/Email:
- Password:
- Forgot Password? (link)
- LOG IN (button)

Once you have logged into the web portal you will see a dashboard of statistics about your organizations usage on HBizzSync, at the top of the page you will see a black header bar as per the image below:



The screenshot shows the HBizzSync dashboard with a navigation bar at the top. A green arrow points to the "Download HBizzSync" link in the top right corner of the navigation bar. The dashboard includes a "Dashboard" section with a "Jump to Dashboard" dropdown, a "Create Organization" button, and a "Counts" table. The "Counts" table lists various metrics:

Category	Count
Accounts	2
Admins	1
Guests	0
Machines	1
Organizations	1
Roots	3
Files	2
Deleted Files	0
Revisions	2

Below the "Counts" table is a "Recent Activity" section with a "Show All" button. The main content area features a "Space Usage" section with a pie chart showing 100.0% usage (all blue, indicating 0% unused). Below the chart are several statistics:

- Total Allocated: 40.00 GB
- Quota Space Used: 0.00 B
- Space Used (Revisions): 0.00 B
- Space Used (Deleted Files): 0.00 B
- User Folders: 0.00 B
- Backups: 0.00 B
- Team Shares: 0.00 B

At the bottom, there is a "Space Usage by Extension" table:

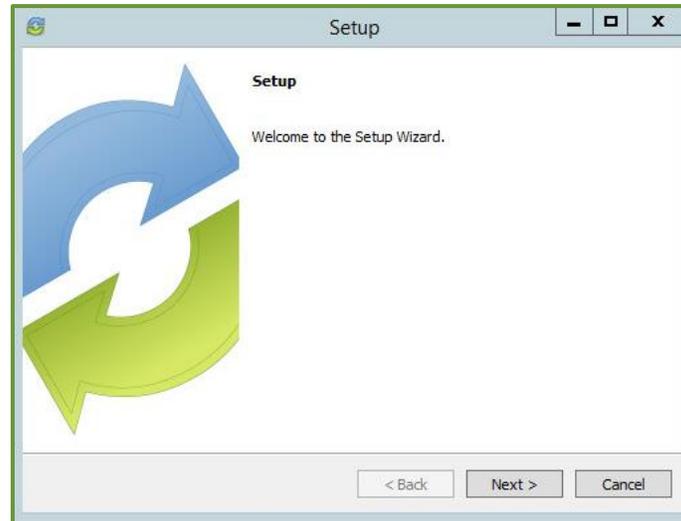
Extension	Space Used	# Files	% Usage
txt	0.00 B	1	N/A
bmp	0.00 B	1	N/A

Finally, there is a "Top Storage Users" section with a "Show All" button.

Please click on the link to “Download HBizzSync”

Installation

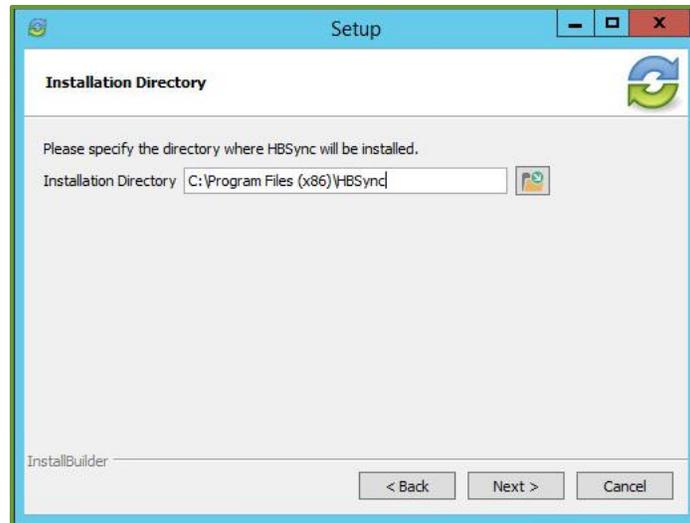
Once the application has been downloaded, please run the installer and follow the steps indicated below:



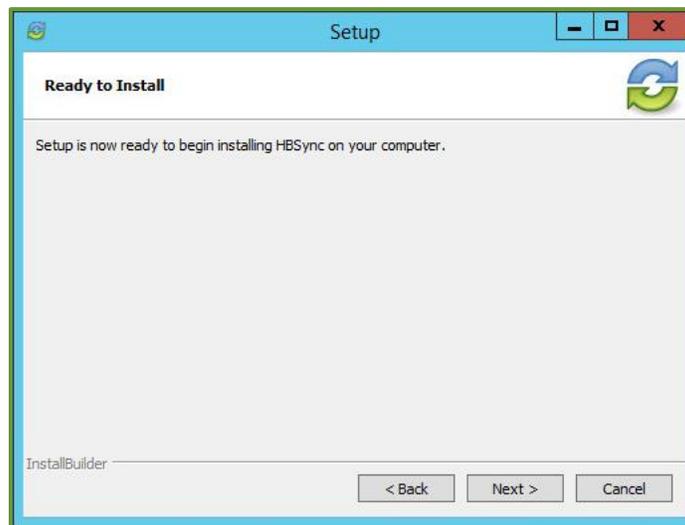
Please click next



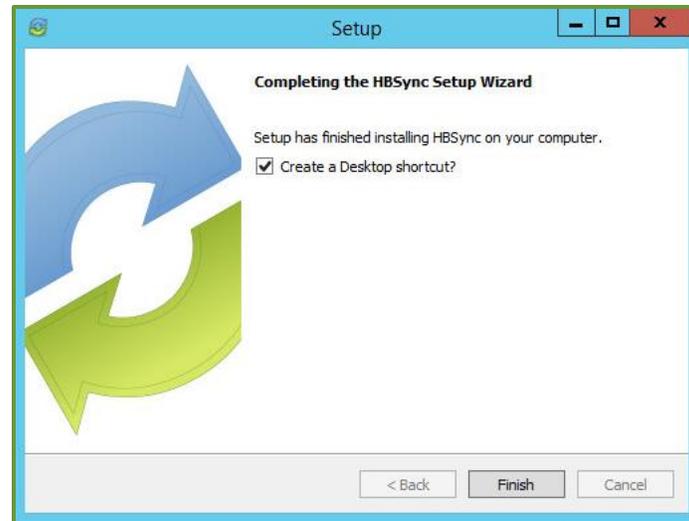
Please choose to accept the agreement and click next



The default location should be left as is, please click next



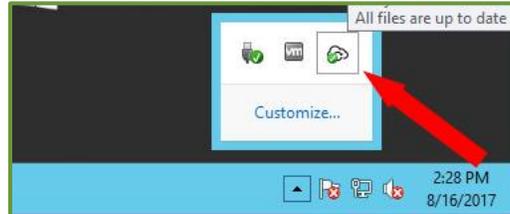
Please click next



The installation is now complete, if you would like a desktop icon please check the box beside “Create a Desktop shortcut?” if not leave the box unchecked and click finish

Account Registration

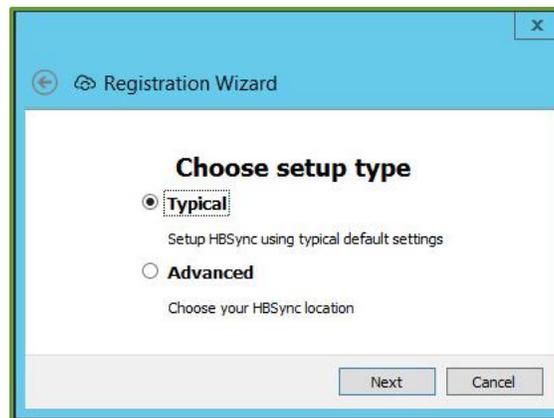
Once the installation is complete you will need to register your user account with the agent, please follow the steps below to complete the registration:



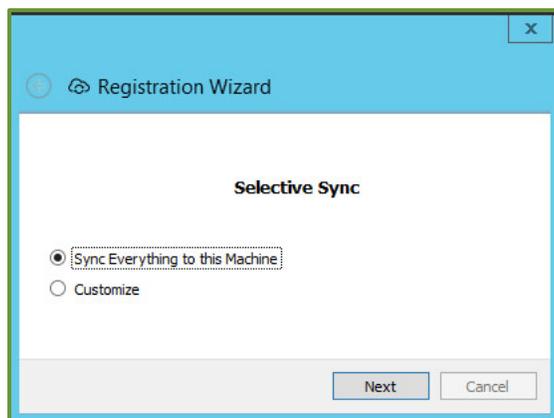
Please go to your system tray and click on the small arrow and a small box should appear, please right click on the black cloud icon and you will be presented with a menu of options, please choose “Register”



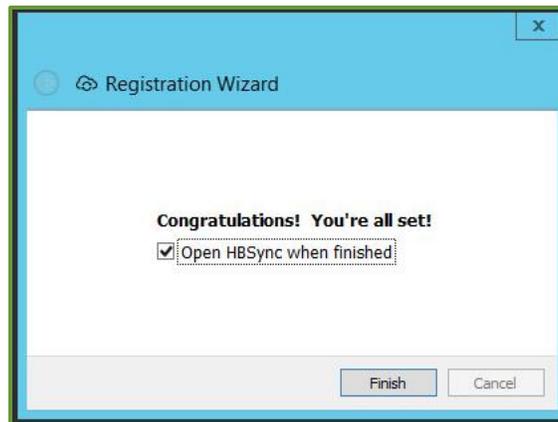
You are now in the registration window, please click next



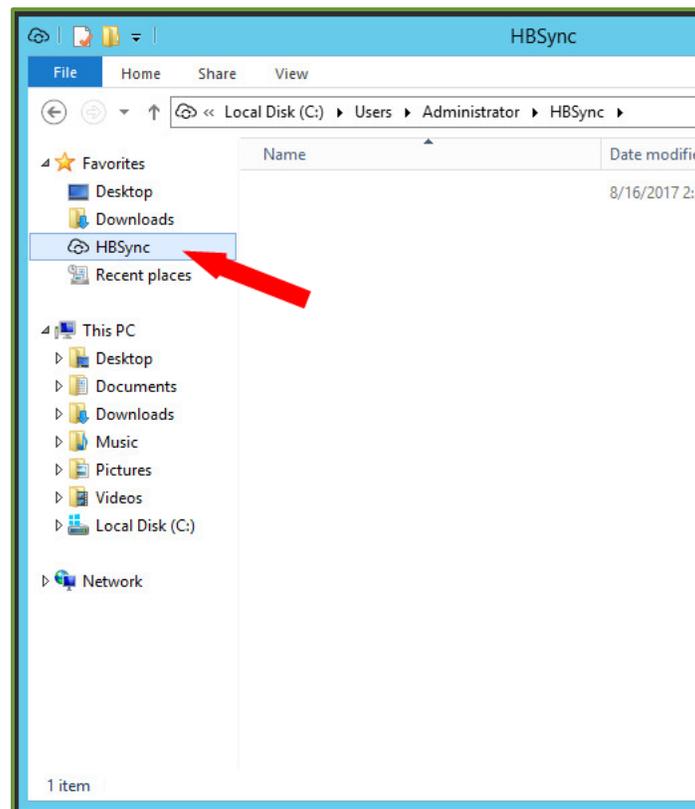
Please choose "Typical" setup type, unless you would like to store the local cache elsewhere, if so please click advanced and enter the path and then click next



You now have the opportunity to choose what is synchronized to your machine, please choose "Sync everything to this Machine" and click next



The registration is now complete, please click finish



If you now open a file explorer you should see an icon for HBSync, this can now be leveraged as a file storage location.