



Seagate Dashboard

User Manual



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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.

What's New?

- **Thumbnail generation.** Seagate Personal Cloud customers can generate video thumbnails with Seagate Dashboard. When you access your Personal Cloud or Personal Cloud 2-Bay with the Seagate Media app, you can easily discover your videos with these thumbnails.
- **Cloud backup.** Target a cloud service as a backup destination.

Seagate Dashboard Features

- **Data backup (Windows only):** Protect your data continuously or on a schedule by backing it up to a Dashboard-enhanced storage drive.
- **Cloud backup:** Protect your data continuously or on a schedule by backing it up to a cloud service.
- **Media backup:** Copy your media files to your Personal Cloud storage drive using Smart Copy. Optionally generate video thumbnails.
- **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.

Your storage drive might not support all features. For more information, visit [Seagate Support](#).

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, Windows 8, or Windows 8.1
- 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

Download Seagate Dashboard

Seagate Dashboard comes preloaded on some Seagate storage drives. If your Seagate drive doesn't include the Dashboard, you can download and install it by visiting [Seagate Dashboard Support](#).

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**.

Open 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.

Backing Up Your Files to Seagate Storage

You can protect your important files by backing them up from your computer to your Dash-board-enhanced storage drive with a single click. You can also customize a plan to back up selected files to your storage drive and [to the cloud](#).

A drive backup plan lets you save multiple versions of files so that you can 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.

The backup feature is available on the Windows version of Seagate Dashboard. For Mac users, Seagate recommends that you use Apple Time Machine to back up your system files. Cloud storage works only with specific storage drives. To learn which features your drive supports, visit [Seagate Dashboard Support](#).

Back Up Windows Content to Your Storage Drive

You can back up all your personal files from Windows to your Seagate storage drive with a few clicks or you can back up specific files by creating a customized plan. Your personal files include all non-system files on Windows.

Back up all of your files with a few clicks

This backup method is available if you have not created a custom plan. If you have created a custom plan, you can create a plan that backs up all of your personal files by following the steps in [Back up selected files](#) and accepting the default settings.

1. On the Home page, click **PC backup**.
2. On the PC Backup page, click **Back up Now**. You do not see Back up Now if you have already created a backup plan.

Seagate Dashboard begins backing up all your personal files and backs up files as soon as they change or are added to Windows.

Back up selected files

1. On the Home page, click **PC backup**.
2. On the PC Backup page, click **Custom backup Plan** or **Create Plan**.
3. Select personal folders to copy from the Personal folders tab or select specific folders and files from the Specific folder tab, and then click **Continue**.
4. Select a storage drive, and then click **Continue**.

If you are backing up to a network attached storage drive, you can back up to the Public folder or sign in

and back up to your private folder.

5. Select a frequency, and then click **Start backup**.

A continuous backup plan saves a file every time you change the file. While this option gives you the most options to restore specific data, it can use more system resources.

Seagate Dashboard begins backing up your selected folders and files and runs at the scheduled time.

For a backup plan to run continuously or at the scheduled time, your PC must be on, the Seagate Dashboard must be running, and your storage drive must be connected to your computer or network and detected by the Dashboard.

Change a Backup Plan

You can change what to back up, the destination, and the schedule of your 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. Select personal folders to copy from the Personal folders tab or select specific folders and files from the Specific folder tab, and then click **Continue**.
4. Select a storage drive, and then click **Continue**.
If you are backing up to a network attached storage drive, you can back up to the Public folder or sign in and back up to your private folder.
5. Select a frequency, and then click **Start backup**.

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

Manually Start a Backup Plan

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.

Restore Content

You can retrieve files that you have backed up to your storage drive or the cloud service through a backup plan.



Note: Your drive might not support the cloud feature. For more information, visit [Seagate Dashboard Support](#).

1. On the Home page, click **Restore**.
2. Select the backup plan to use for restoring files, and then click .



Note: You can restore files from a plan that is not active or deleted.

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.

Delete a Backup Plan

- On the Home page, click **PC backup**.
- Click  next to the plan you want to delete and select **Delete**.
- If you want to delete the files backed up by this plan, select the box next to **Delete backed up files**.
- Click **Delete**.

Backing Up Your Files to the Cloud

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.

Windows and Mac computers can target the cloud as a backup destination. Seagate recommends that you back up content to your Seagate storage drive using Seagate Dash-board (Windows) or Time Machine (Mac OS) as a primary backup, and target the cloud as a secondary backup.



Important info: A cloud backup differs from a computer backup in that it does not provide versions of backups. Each cloud backup replaces all data in the cloud.

Backing Up Mac OS Files to the Cloud

You can sign into an existing cloud service, add a new cloud service, or add cloud storage while you create a backup plan.

Add a cloud service

1. On the Home page, click **Add Cloud** in the Storage Devices panel.
2. Select a cloud service.
3. Sign in to your cloud service. Optionally, create a new account with a cloud service and then sign in.

Create a backup plan

1. On the Home page, click **Back up to cloud**.
2. Select specific folders and files and then click **Continue**.
3. Select a cloud storage service, and then click **Continue**.



Important info: Make sure that you have enough space in your cloud storage before you complete your backup plan.

4. Select a frequency, and then click **Start backup**.

Seagate Dashboard begins backing up your selected folders and files and runs at the scheduled time.

Backing Up Windows Files to the Cloud

You can sign into an existing cloud service, add a new cloud service, or add cloud storage while you create a backup plan.

Add a cloud service

1. On the Home page, click **Add Cloud** in the Storage Devices panel.
2. Select a cloud service.
3. Sign in to your cloud service. Optionally, create a new account with a cloud service and then sign in.

Create a backup plan

If you have an existing backup plan that is running, you must pause the plan to create a new plan.

1. On the Home page, click **PC Backup**.
2. Click **New Backup Plan** to create a custom backup plan.
3. Select personal folders to copy from the Personal folders tab or select specific folders and files from the Specific folder tab, and then click **Continue**.

4. Select a cloud storage service, and then click **Continue**.



Important info: Make sure that you have enough space in your cloud storage before you complete your backup plan.

5. Select a frequency, and then click **Start backup**.

Seagate Dashboard begins backing up your selected folders and files and runs at the scheduled time.

Backing Up Your Mobile Content

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 cloud service and your Seagate storage drive.



Note: Your drive might not support this feature. For more information, visit [Seagate Dashboard Support](#).

Back Up Your Mobile Content

1. Set up your computer.
 - Connect the storage drive to your computer or network.
 - On the Seagate Dashboard Home page, click **Mobile backup**.
 - Sign in to your Seagate account.
2. Set up your mobile device.
 - Download the Seagate Backup app from your app store.
 - Open the app and sign in using the same account that you used for Seagate Dashboard.
 - Create and run a backup plan.
 - Use a Wi-Fi backup plan when your mobile device is connected to the same network as your Seagate storage device.
 - Use a cloud backup plan specifying your Seagate storage drive when you want to back up to your storage drive remotely.
3. After your cloud plan has backed up your files to the cloud, return to the Mobile Backup page in Seagate Dashboard on your computer.
You should see the plan listed on the page.
4. If you see a note that you need to sign in to your cloud service, click Login and sign in with your cloud account name and password.
The cloud copies the backed up files to your drive.



Note: If you keep Dashboard running, you don't need to sign in again, and your cloud service can continue to send your future mobile backups to your storage drive.

For more information on using Seagate Backup, consult the Help section in the app on your mobile device.

Backing Up Your Media Files With Smart Copy

Use the Smart Copy option to copy your media files from your computer to your storage device. If your videos don't have thumbnails, Smart Copy will automatically create them for you.

Copy Media to Your Storage Drive

You can copy your files from your user folder on your computer to your storage drive with a few clicks or you can copy specific folders by creating a customized plan.

Copy all of your files

This method is available if you have not created a custom plan. If you have created a custom plan, you can create a plan that copies all of your media by following the steps in [Copy selected files](#) and accepting the default settings.

1. On the Home page, click **Smart Copy**.
2. On the Smart Copy page, click **Copy now**.
You do not see Copy now if you have already created a backup plan.

Seagate Dashboard copies all personal files in your user folder, except those from the My Documents folder on a PC or the Documents folder on a Mac, and continuously copies files as soon as they change or are added to your computer.

Copy selected files

1. On the Home page, click **Smart Copy**.
2. On the Smart Copy page, click **Copy now** or **Custom smart copy**.
By default, Smart Copy automatically selects your Music, Photos, and Videos folder for your smart copy. The Documents folder is not selected.
3. Select the folders you want to copy:
 - **Personal folders**. Modify standard folder content.
 - **Specific folder**. Select specific folders and files.
4. (Optional) Click **Advanced Options** (you must select the Specific folder tab to see this option) to set filters and select whether or not you want to generate video thumbnails.
5. Click **Continue**.
6. Select a storage drive.
If you are copying to a network attached storage drive, you can back up to the Public folder or sign in, and then click **Advance options** and type a folder name as the destination folder.
7. Click **Start copy**.

Seagate Dashboard copies your selected folders and continuously copies files as soon as they change or are added to your computer.



Note: For a Smart Copy plan to run continuously, your computer must be on, the Seagate Dashboard must be running, and your storage drive must be connected to your network and detected by the Dashboard.

Change a Smart Copy Plan

You can change which folders and file types to copy to your storage drive.

1. On the Home page, click **Smart Copy**.
2. On the Smart Copy page, click  to the right of the plan you want to change.
3. Select the folders you want to copy.
4. Choose the type of files to copy by selecting filters and decide whether or not you want video thumbnails.
5. Click **Continue**.
6. Select a storage drive.
If you are copying to a network attached storage drive, you can back up to the Public folder or sign in, and then click **Advance options** and type a folder name as the destination folder.
7. Click **Start copy**.

Pause a Smart Copy Plan

- On the Home page, click **Smart Copy**.
- On the Smart Copy page, click  on the plan you want to pause.

Delete a Smart Copy Plan

- On the Home page, click **Smart Copy**.
- On the Smart Copy page, click  and select **Delete**.
A confirmation window opens.
- To delete the files copied by this plan to your Seagate Central drive, select the box next to **Delete sync up files**.
- Click **Delete**.

Backing Up and Sharing Your Social Media

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 [Seagate Dashboard Support](#).

Save Media from Your Social Network

1. On the Home page, click **Social**.
2. Click **Save**.
3. Click the box of the social network you want to back up.
If necessary, sign in and then click the box again to activate the backup.
4. To have the Dashboard automatically back up your media, select **Auto Save** below the social network box.

The Seagate Dashboard copies your media files to the My Online Documents folder on the drive. If you have Auto Save checked, the Dashboard scans your social network every hour checking for new photos and videos and saves them to your drive.

Share Media on Your Social Network

Share your pictures and videos with friends and family on your favorite social network by up-loading them from your computer through the Dashboard.

1. On the Home page, click **Social**.
2. Click **Share**.
3. Click the box of the social network you want to upload media to.
If necessary, sign in and then click the box again to continue.
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 .

The Dashboard begins uploading the files to your social network.

Sign Out of a Social Network

1. On the Home page, click **Social**.
2. Click **Share** or **Save**.
3. If a share or save is running for the social network, wait for the process to end, pause it, or cancel it
4. 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.

Managing Drives, the Cloud, and Software

You can manage your drives and the cloud from Seagate Dashboard and control the Dash-board 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
 - Generate thumbnails

A smart copy plan automatically generates thumbnails the first time you set up a plan. However, you can also [generate video thumbnails manually](#).

Manage Your Cloud Account

You can manage your cloud account through Seagate Dashboard.

1. 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.
2. 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.



Note: Your drive might not support this feature. For more information, visit [Seagate Dashboard Support](#)

1. Click .
2. On the Settings page, you can:
 - Change the language
 - Enable and disable the backup features
 - Enable and disable social networks
 - Enable and disable shortcut desktop icons
 - View the download log
 - Check for software updates