STASH

STASH SyncClient Quick Start Guide

The STASH SyncClient synchronizes directories and files between your Vault and your computer. Any changes to files in your Vault from the Web interface or on your computer are automatically synchronized across the Vault and all of your computers running the SyncClient.

Pre-Requisites – see this section for information on what you need to run the SyncClient
Installation – see this section for how to install the SyncClient
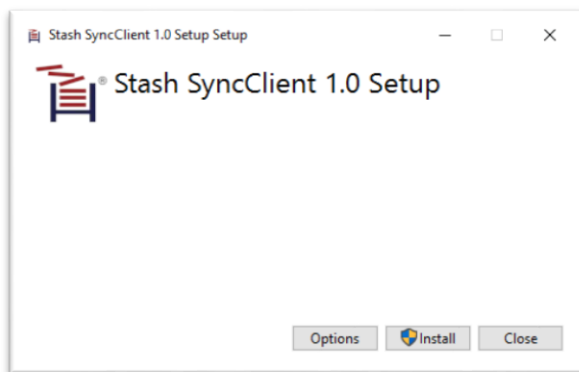Configuration – see this section for how to configure the SyncClient the first time you run it
Usage – see this section for how to use the SyncClient

Pre-Requisites:

- A STASH Vault account
- An API ID and API PW, available from within your Vault – see configuration below.
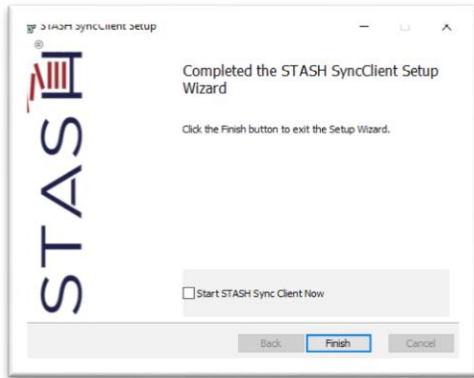- Microsoft Windows 10 or MacOS 10.13 (High Sierra) or later

Installation:

- Download the SyncClient from the STASH Help Center at
  https://www.stashbusiness.com/helpcenter/users
- Double-click the setup file

- Click "Install" and "Yes" if prompted by User Account Control to make changes.
- Follow the prompts to install SyncClient. You may change the destination directory when prompted, but is not necessary.
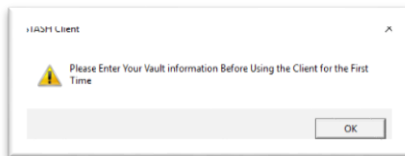
- When installation is complete, check the box to "Start STASH SyncClient Now" and click "Finish"
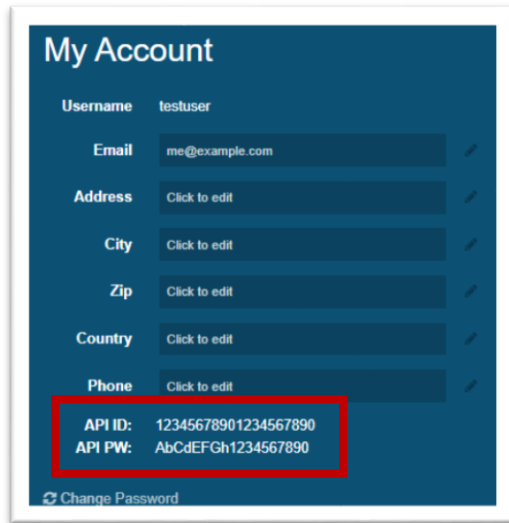

Configuration:

When running the STASH SyncClient for the first time, you'll be prompted to enter your Vault information such as your username and API keys.
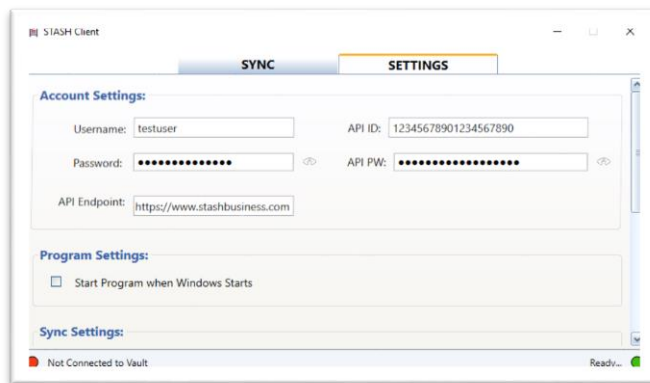
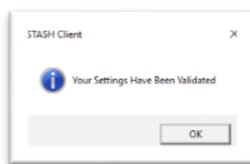- Click "OK" to the prompt to enter your vault information

- The SyncClient will display the "Settings" tab
- Enter your username, account password, API ID and API PW.
  - Your API ID and API PW are available from the account information page in your Vault. Sign into your STASH Vault account, click "Account Settings", and then click "Get Keys" if you do not have an API ID or API PW displayed. Copy the values for API ID and API PW to the SyncClient settings window.

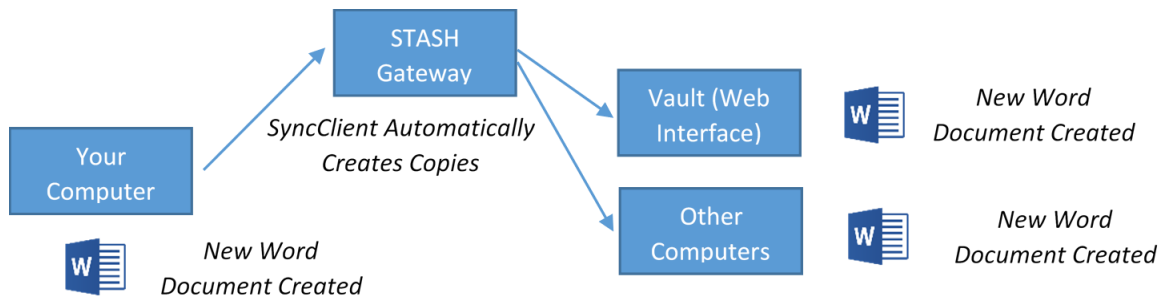- For API Endpoint – enter the URL provided by your STASH administrator, or if you don't have one, enter https://www.stashbusiness.com

- We recommend checking the box "Start Program when Windows Starts" to allow the SyncClient to run all the time even if you restart your computer.
- Leave the log settings set to Error unless you are requested to change it by Stash Support.
- Click "Save". SyncClient will verify your information and prompt you for changes if the information was entered incorrectly.
- Click "OK" to the "Your Settings Have Been Validated" box

- The lower panel of the SyncClient will change to say "Vault Online" to indicate the connection to your Vault is valid.
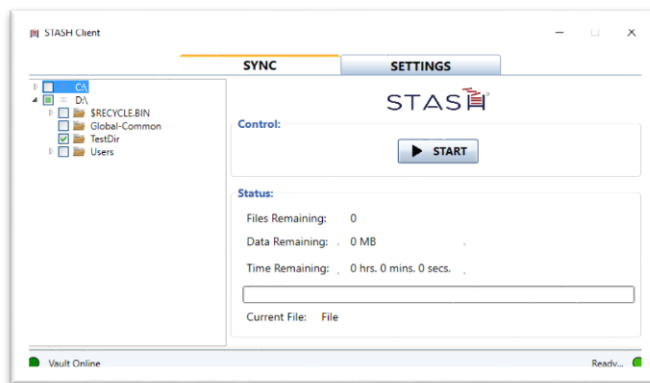
Usage:

The SyncClient will synchronize files and folders that you select with your vault. Any new files that you add via the web interface or through your operating system will be copied to the Vault and any other computers running the SyncClient. Any changes, including deleting files, will be reflected in the Vault and any other computers running the SyncClient too. To use the SyncClient, simply check the directories you want to keep synchronized, the SyncClient will detect changes and update all location automatically.

To start synchronizing a directory / create a monitored directory:
- If not on the "Sync" panel, click "Sync"
- Expand the directory trees to find the directory you want to synchronize
- Check the box next to one or more directories you want to synchronize. In the example screen below, the directory D:\TestDir is selected to be synchronized.

- SyncClient will inventory any files in the selected directory and synchronize them automatically with your vault and with other computers running SyncClient.
- The status display, including files remaining, data remaining, and time remaining will update based on the number of files in the directories you've selected and show a progress bar until all files and directories have been synchronized.
- Any new files you create, or existing files you modify in these directories will be automatically synchronized with your Vault and other SyncClient locations.

To stop synchronizing a directory:

- If not on the "Sync" panel, click "Sync"
- Expand the directory trees to find the directory you want to stop synchronizing
- Uncheck the box next to one or more directories.
- SyncClient will stop monitoring these directories for changes and new files – and any files uploaded to the Vault, or new / modified files on other SyncClient locations will NOT be updated on this computer.

Note, when you uncheck a directory, only this copy of the SyncClient will stop updating files. Any other SyncClient locations and the Vault will continue to stay synchronized. No files are deleted if you uncheck a directory.

To copy a file to your Vault or other SyncClient locations:
- Place the file in a monitored directory. SyncClient will automatically detect the file and synchronize it with your Vault and other SyncClient locations.

To delete a file from your Vault or other SyncClient locations:
- Open the directory where the file is located through Explorer.
- Select the file and delete it.
- SyncClient will detect that the file has been deleted, and automatically remove it from your Vault and other SyncClient locations.

  -OR-
- Login to the Vault web interface, select the file, and delete it. SyncClient will remove it from all SyncClient locations.

For assistance with using SyncClient, contact us at help@stash.global.