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SPSyncPro

User Manual

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Introduction

Welcome to SPSyncPro, your solution for seamlessly transferring data from SharePoint document libraries to Azure Blob Storage. This manual will guide you through the steps required to configure and operate SPSyncPro effectively.

1. Registering a New Account

To start using SPSyncPro, you need to create an account. Follow these steps to register:

1. Open the SPSyncPro application in your web browser.
2. Click on the Register button/link on the login page.
3. Fill in the registration form with the following details:
    - Username: Choose a unique username.
    - Email: Enter your email address.
    - Password: Create a strong password.
    - Confirm Password: Re-enter your password to confirm.
4. Click Register to create your account.

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Register Login

Register

Username:

Username

Email:

Email

Password:

Password

Password confirmation:

Confirm Password

Register

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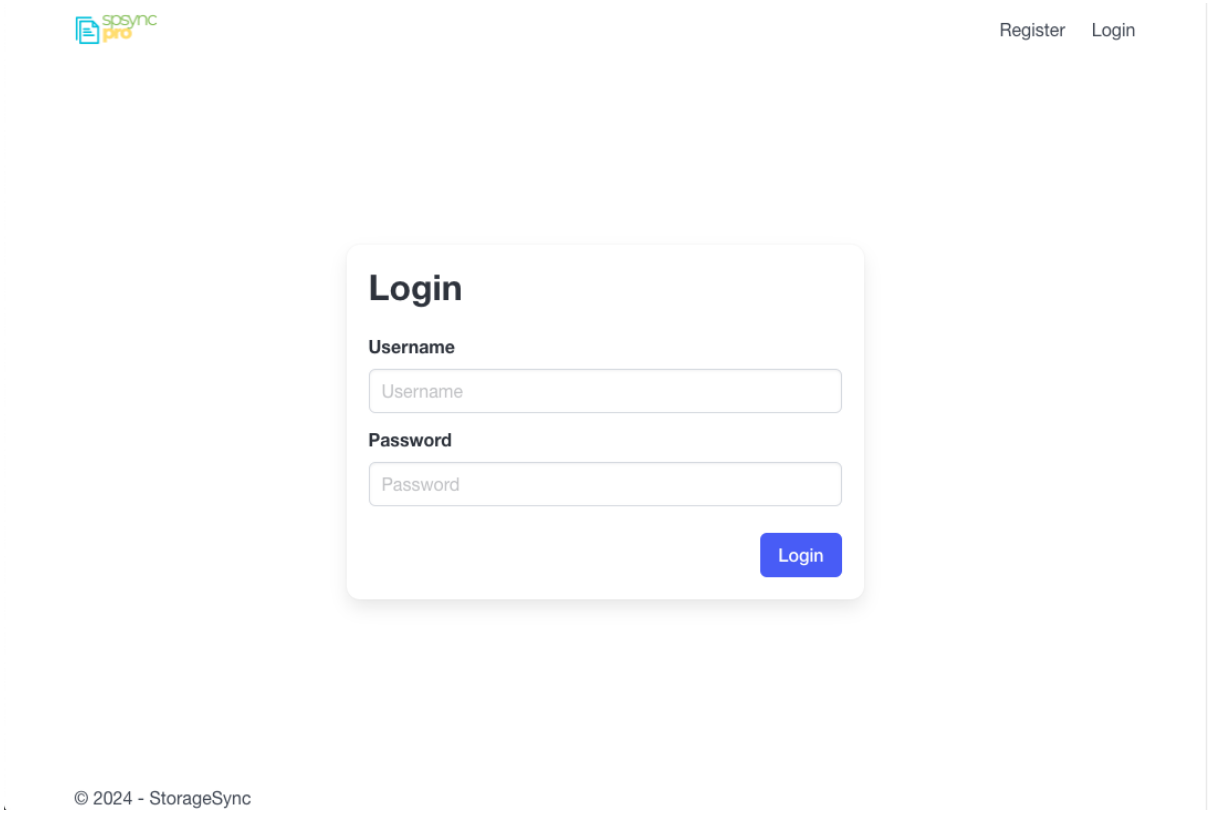
2. Logging In

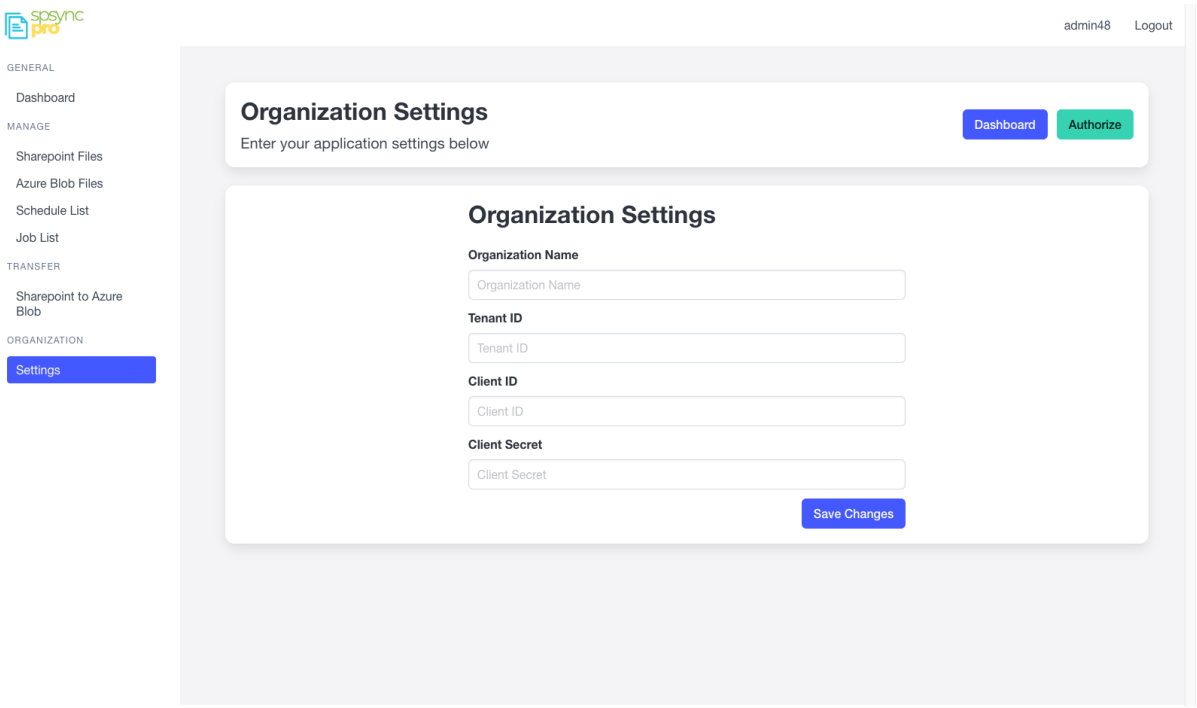
1. Open the SPSyncPro application in your web browser.
2. Enter your username and password.
3. Click the Login button.



3. Setting Up Your Organization

1. Navigate to the Settings section under ORGANIZATION.
2. Enter your organization details:
    - Organization Name: Name of your organization.
    - Tenant ID: Your Azure Tenant ID.
    - Client ID: Your Azure Client ID.
    - Client Secret: Your Azure Client Secret.
3. Click Save Changes.
4. Then Click on Authorize button.

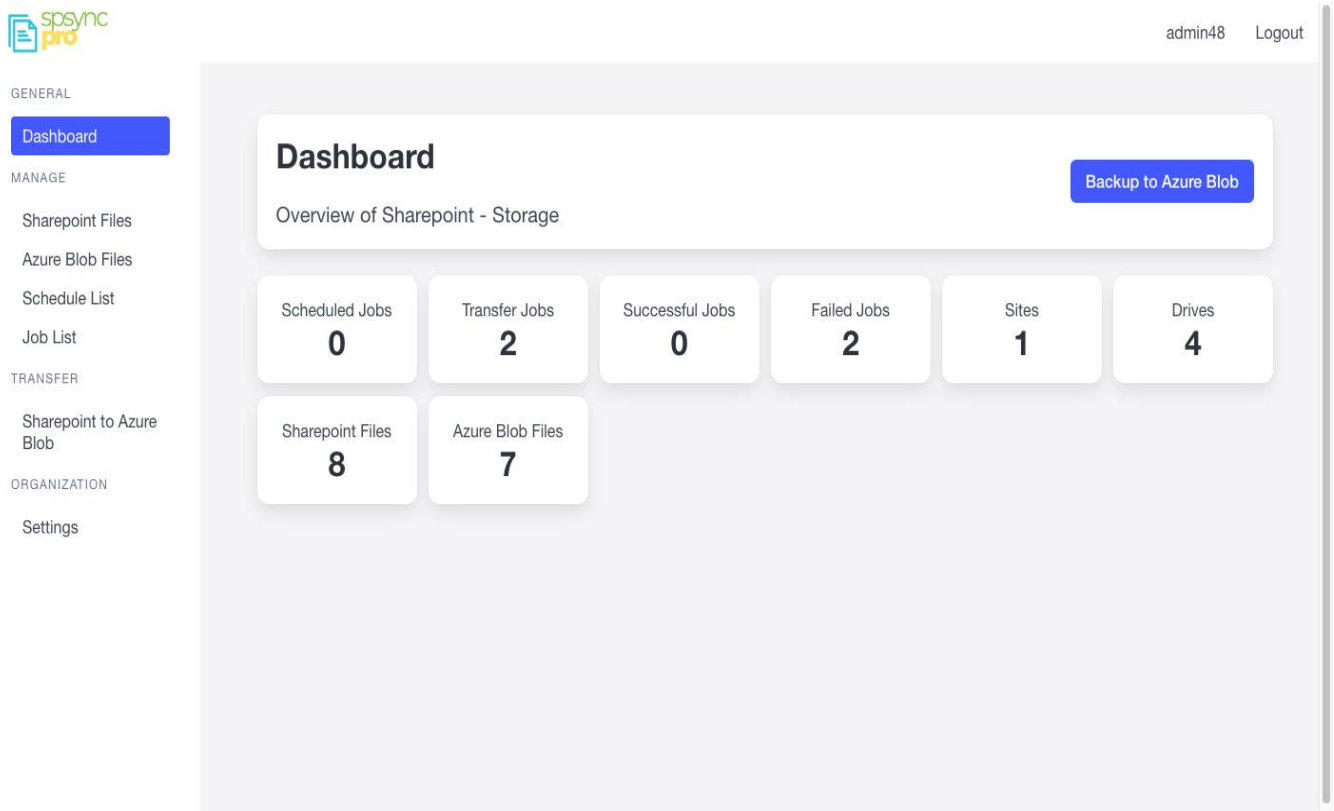
This will create a notification in the Microsoft account for the organization admin to authorise the app. Approve the app from the account to complete the authorization.



4. Dashboard Overview

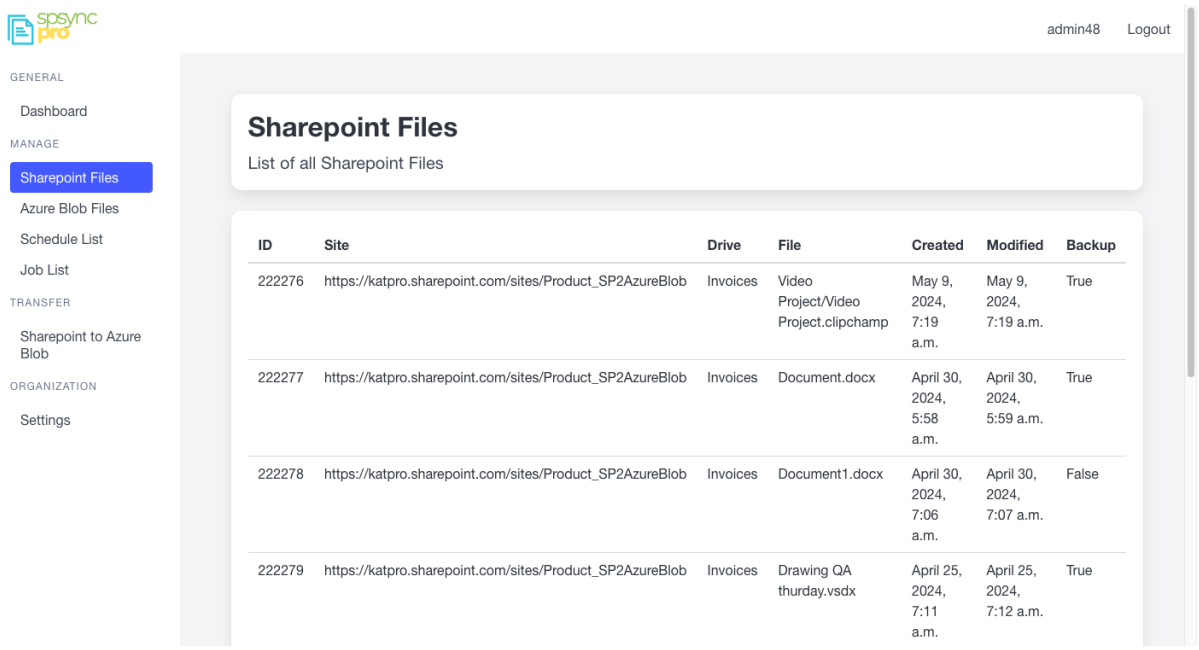
The dashboard provides a quick overview of your SharePoint and Azure Blob files, as well as the status of your transfer jobs.

- Scheduled Jobs: Number of jobs scheduled to run.
- Transfer Jobs: Number of transfer jobs.
- Successful Jobs: Number of successfully completed jobs.
- Failed Jobs: Number of failed jobs.
- SharePoint Files: Number of files in SharePoint.
- Azure Blob Files: Number of files in Azure Blob Storage.
- Sites: Number of SharePoint sites.
- Drives: Number of drives in SharePoint.



5. Viewing SharePoint Files

1. Click on SharePoint Files under MANAGE.
2. This section displays a list of your SharePoint files.



6. Viewing Azure Blob Files

1. Click on Azure Blob Files under MANAGE.
2. This section displays a list of your Azure Blob files.

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GENERAL

Dashboard

MANAGE

Sharepoint Files

Azure Blob Files

Schedule List

Job List

TRANSFER

Sharepoint to Azure Blob

ORGANIZATION

Settings

Azure Blob Files

List of all Azure Blob Files

ID	File	Container	Transferred At	Created (in sharepoint)	Updated (in sharepoint)
175542	Invoices/Video Project/Video Project.clipchamp	httpskatprosharepointcomsitesproductsp2azureblob	May 16, 2024, 9:15 a.m.	May 9, 2024, 7:19 a.m.	May 9, 2024, 7:19 a.m.
175543	Invoices/Document.docx	httpskatprosharepointcomsitesproductsp2azureblob	May 16, 2024, 9:15 a.m.	April 30, 2024, 5:58 a.m.	April 30, 2024, 5:59 a.m.
175544	Invoices/Drawing QA thurday.vsdx	httpskatprosharepointcomsitesproductsp2azureblob	May 16, 2024, 9:15 a.m.	April 25, 2024, 7:11 a.m.	April 25, 2024, 7:12 a.m.
175545	Invoices/new lib doc.docx	httpskatprosharepointcomsitesproductsp2azureblob	May 16, 2024, 9:15 a.m.	April 8, 2024, 4:46 p.m.	April 11, 2024, 5:37 a.m.
175546	Invoices/QA 001.pptx	httpskatprosharepointcomsitesproductsp2azureblob	May 16, 2024, 9:15 a.m.	April 24, 2024, 8:13 a.m.	April 24, 2024, 8:13 a.m.
175547	Invoices/Ram Test Data.docx	httpskatprosharepointcomsitesproductsp2azureblob	May 16, 2024, 9:15 a.m.	May 9, 2024, 7:20 a.m.	May 9, 2024, 7:20 a.m.
175548	Invoices/test.txt	httpskatprosharepointcomsitesproductsp2azureblob	May 16, 2024, 9:15 a.m.	April 11, 2024, 5:38 a.m.	April 11, 2024, 5:38 a.m.

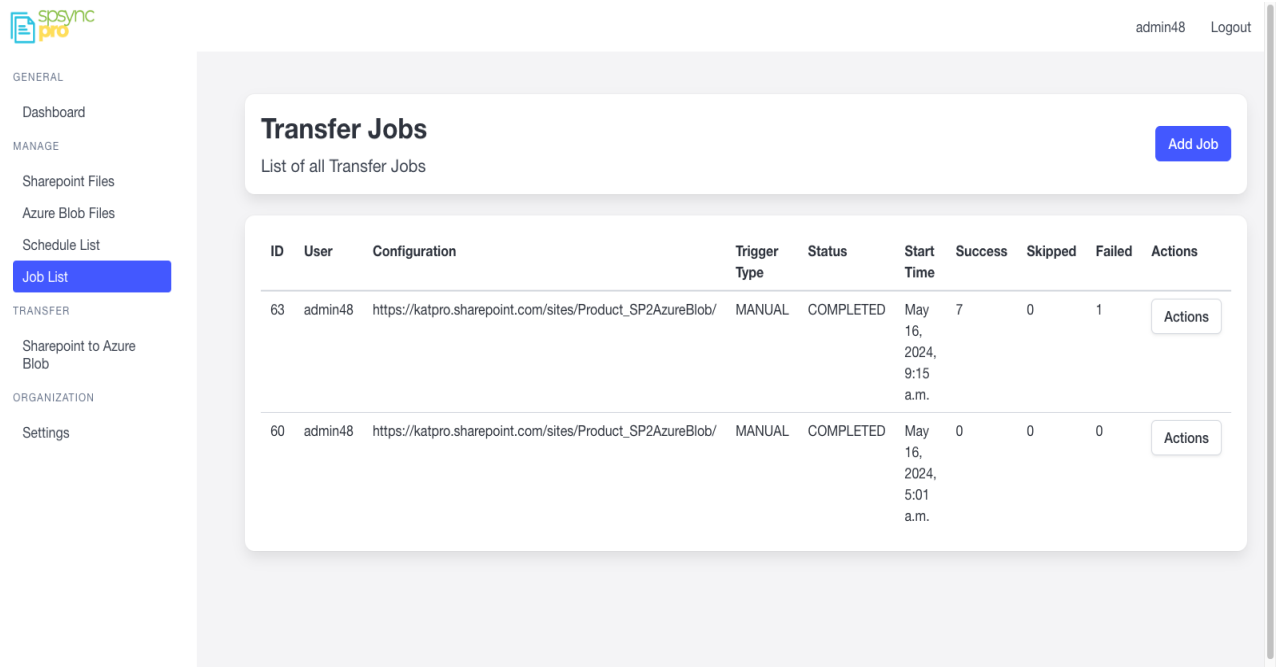
7. Scheduling and Managing Jobs

Schedule List

1. Click on Schedule List under MANAGE to view all scheduled jobs.
2. You can see details like job ID, user, configuration, trigger type, status, start time, success, skipped, and failed counts.

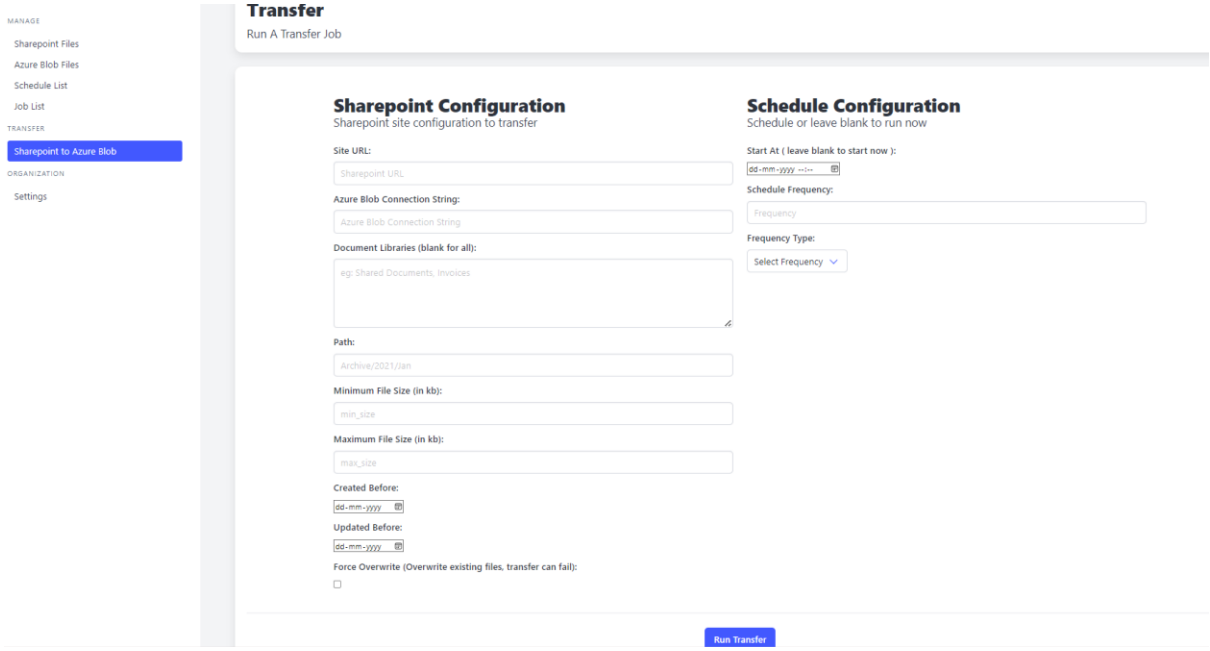
Job List

1. Click on Job List under MANAGE to view all transfer jobs.
2. Like the schedule list, it displays detailed information about each job.



8. Running a Transfer Job

1. Navigate to SharePoint to Azure Blob under TRANSFER.
2. Fill in the SharePoint Configuration:
    - Site URL: URL of the SharePoint site.
    - Azure Blob Connection String: Connection string for your Azure Blob Storage.
    - Document Libraries: Specify document libraries (leave blank for all). Multiple document libraries can be specified separated by a comma.
    - Path: Specify the path within the sharepoint library.
    - Minimum File Size: Minimum size of files to transfer.
    - Maximum File Size: Maximum size of files to transfer.
    - Created Before: Only transfer files created before a specific date.
    - Updated Before: Only transfer files updated before a specific date.
    - Force Overwrite: Check to overwrite existing files.
3. Fill in the Schedule Configuration: (Fill this portion only if you want to schedule the transfer for a particular time or frequency)
    - Start At: Specify the start time (leave blank to start immediately).
    - Schedule Frequency: Set how often the job should run.
    - Frequency Type: Select the type of frequency (e.g., daily, weekly).
4. Click Run Transfer to start the job.



9. Logout

1. Click on the Logout button at the top right corner of the page to log out of SPSyncPro.

Thank you for using SPSyncPro. If you need further assistance, please contact our support team (support@katprotech.com).