



Online Storage, Backup and Cloud Content Management

Mac App Guide

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1. Log In Using the OpenDrive Application

After installing the OpenDrive application, you will be prompted to login for the first time. Login to your OpenDrive account with your email (username) and password.

Select Save Password to store your password for quicker login. The Auto Login option will automatically log you into your account whenever your computer starts.



OpenDrive Drive

Log In **Sign Up**

Welcome to the **Cloud Workplace**

Online Storage, Backup & Cloud Content Management

Email

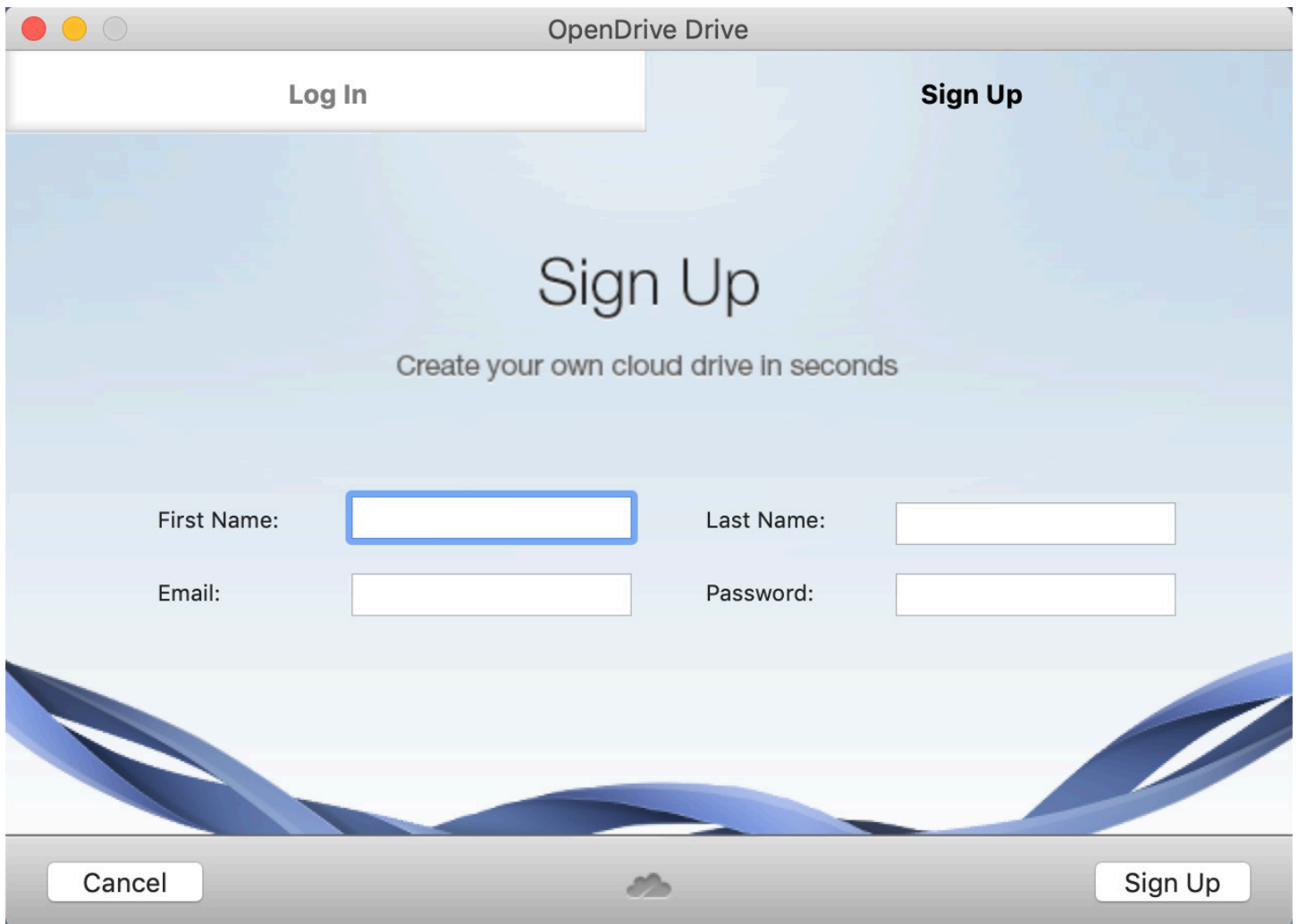
Password

Save Password

Auto Login

1.1. Sign Up Using the OpenDrive Application

To Sign Up for an account, click on the Sign Up tab, fill in all of the fields, and click on the Sign Up button.

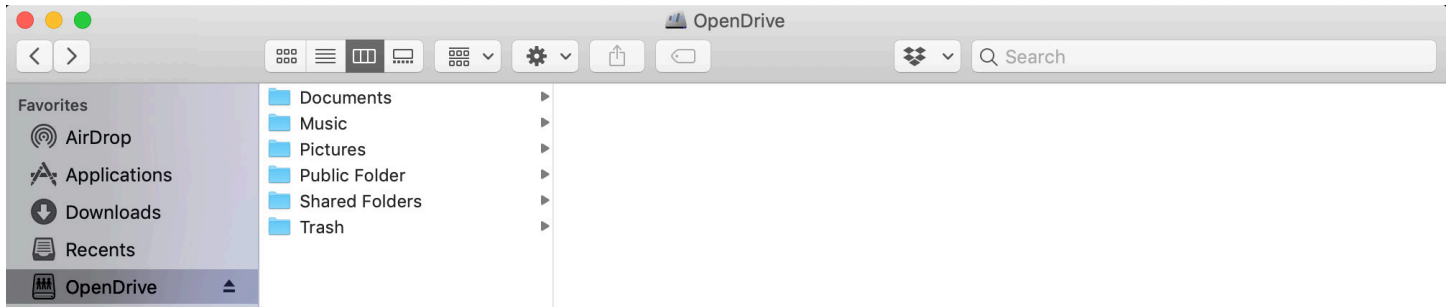


The image shows a macOS-style dialog box titled "OpenDrive Drive". At the top, there are two tabs: "Log In" and "Sign Up", with "Sign Up" being the active tab. The main content area has a light blue background with a large "Sign Up" heading and the subtext "Create your own cloud drive in seconds". Below this, there are four input fields arranged in a 2x2 grid: "First Name:", "Last Name:", "Email:", and "Password:". The "First Name" field is currently selected with a blue border. At the bottom of the dialog, there are three buttons: "Cancel" on the left, a small cloud icon in the center, and "Sign Up" on the right.

2. Access the OpenDrive Application

The OpenDrive application will be accessible as a drive in Finder.

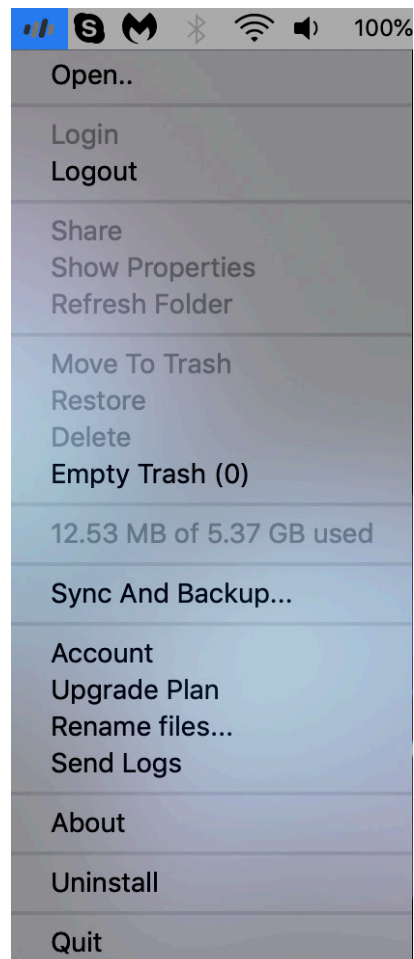
OpenDrive as a mounted drive:



2.1. Application Icon in the Menu Bar

The application icon in the menu bar provides access to the following options:

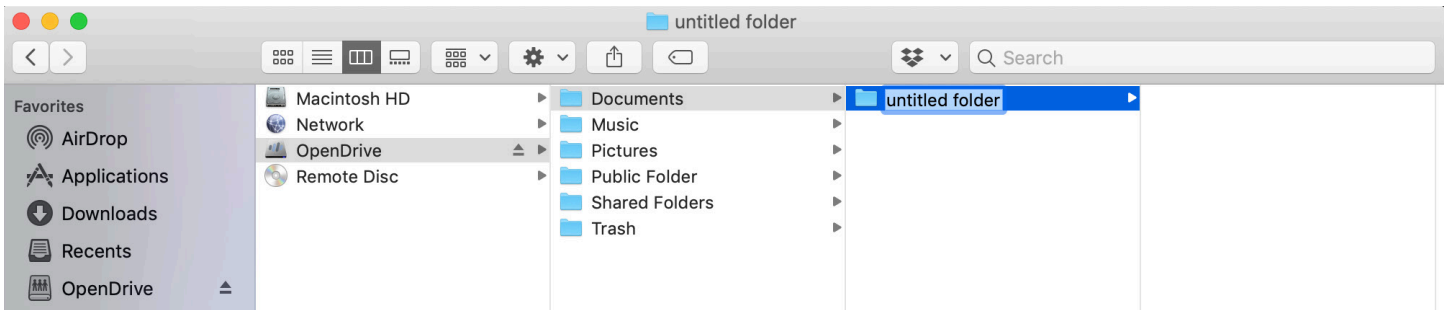
1. **Open** the OpenDrive disk to work with folders and files.
2. **Login** to the OpenDrive application.
3. **Logout** of the OpenDrive application.
4. **Share** a selected folder or a file.
5. **Show Properties** to review the setting of a selected folder or file.
6. **Refresh Folder** to refresh the selected folder.
7. **Move to Trash** to remove selected folders or files to the trash.
8. **Restore** to restore the selected files or folders to trash.
9. **Delete** to remove the selected file or folder from the trash.
10. **Empty trash**
11. Information about available and used disk space.
12. **Sync And Backup** to access the Sync and Backup Manager.
13. **Account** to review account information. Note: redirects to the corresponding web page.
14. **Upgrade Plan** to upgrade the current plan. Note: redirects to the corresponding web page.
15. **Rename Files**
16. **Send Logs**
17. **About** provides application version information.
18. **Uninstall** to remove the application from your computer.
19. **Quit** to shutdown the application.



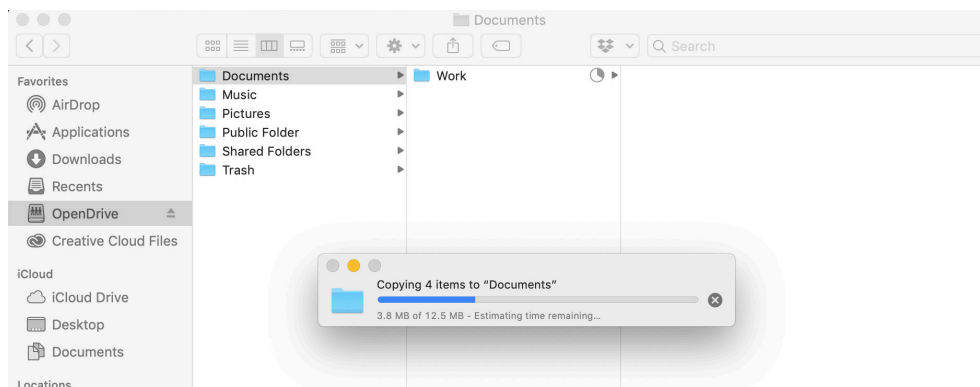
3. Create Files and Folders

You can create folders and subfolders in the OpenDrive application the same way that you would any other drive in Finder. You can also copy items by drag and drop.

While you are working with files, prior to upload, the application always creates copies of your files in a temporary folder on your computer to prevent file locking by the system. Temporary files are deleted after successful upload. The temporary file location is /tmp/ so there always needs to be enough room in this location to copy the largest file that needs to be uploaded.



After dragging files from your computer and dropping them into OpenDrive, files are uploaded to OpenDrive servers. You can see the overall status and remaining time in the upload status window.



4. Manage and Share Folders

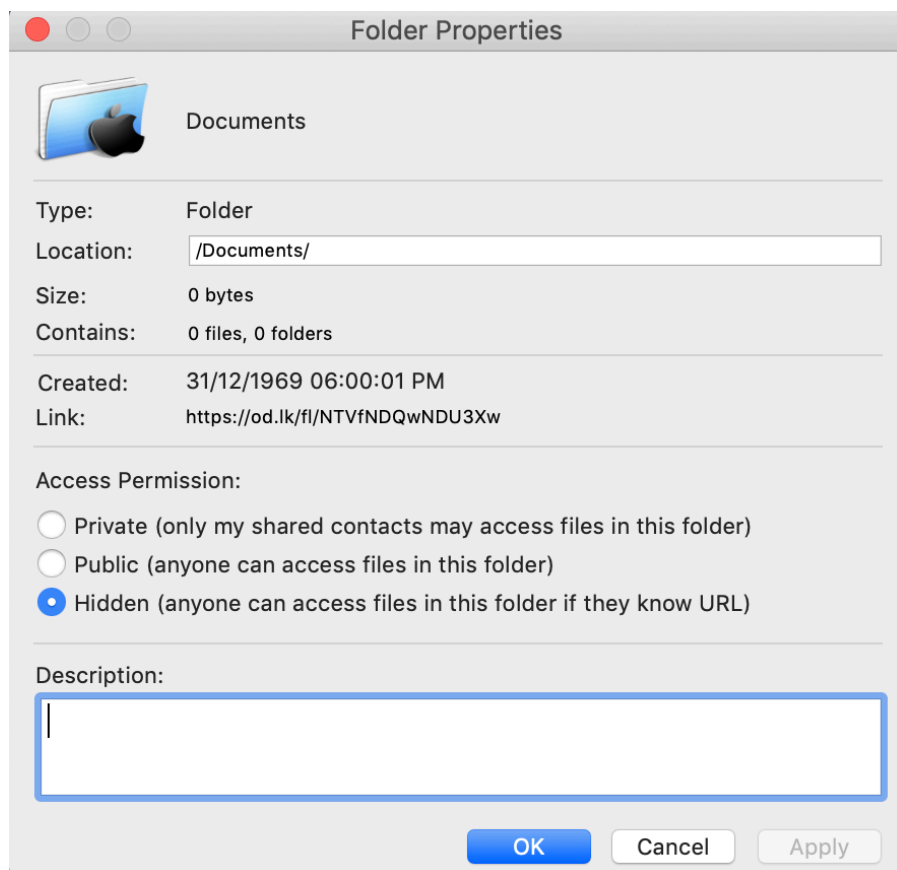
Folder Properties allows you to change the folder name, copy the folder link, set up access permissions, or enter a folder description.

To access Folder Properties, first select the necessary folder. Next, click the application icon in the menu bar. Then, from the drop-down menu, select Show Properties.

You can share folders with anyone by providing the folder link. The recipient of the shared URL of the hidden or public folder can upload files into the folder by default.

Public upload can be turned off by accessing your account through a web browser, the option is located in Folder Properties.

You can enable or disable access to this folder for public users. Uploaded files and subfolders have the same access permissions as the main folder. By selecting multiple files or folders, you can change access permissions for selections, in bulk, in the Properties window.



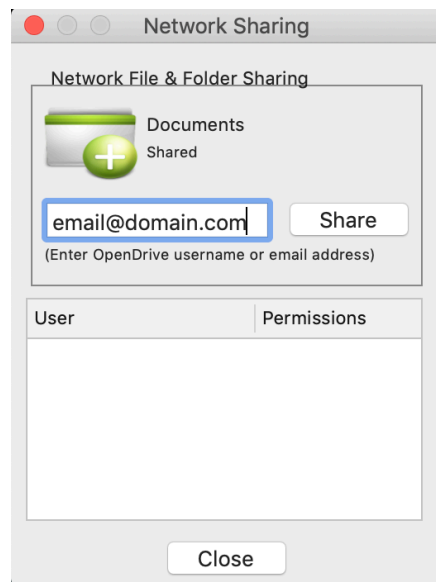
5. Share Folders with Other OpenDrive Users

The Share option enables privately sharing folders with other users.

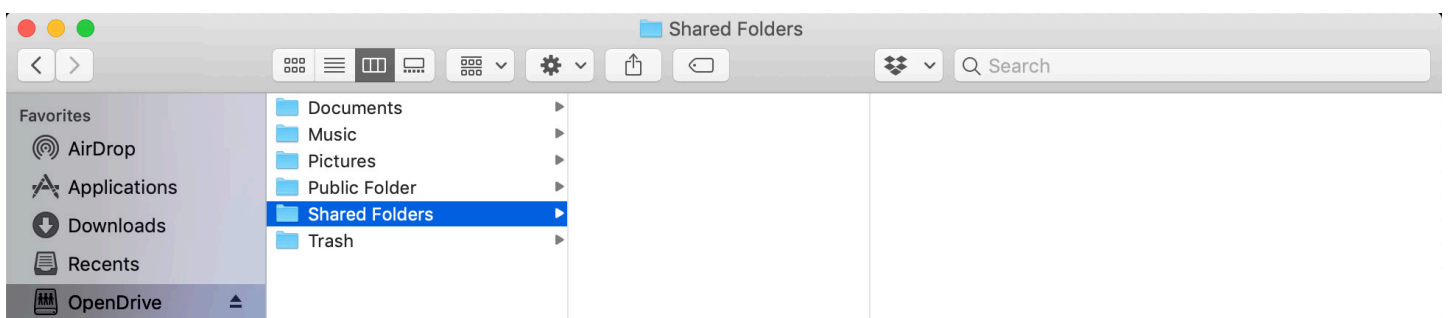
To share a folder, first select the folder you wish to share. Next, click the application icon in the menu bar. Then, select Share from the drop down menu.

Enter the email address of the recipient you wish to share the folder with. The user list helps you modify or remove permissions for existing users.

If the recipient's email address is not registered with OpenDrive, an invitation email will be sent to the recipient.



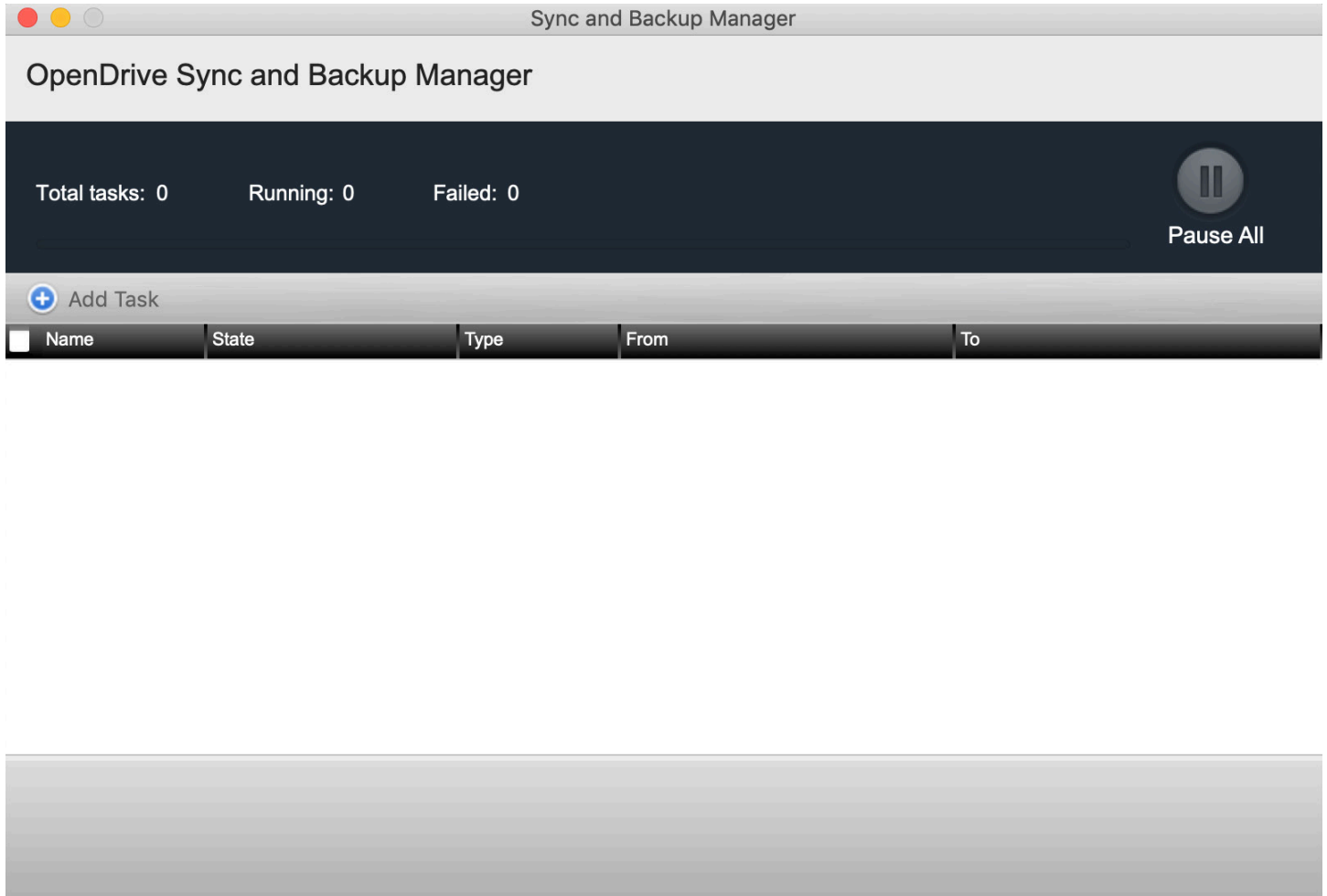
If the recipient is registered with OpenDrive, the shared folder will be instantly available in the recipient's account in Shared Folders > Username > Shared Folder name.



6. Add Task in Sync And Backup

To create a Sync and Backup Manager task, click the application icon in the menu bar and select Sync and Backup from the drop down menu.

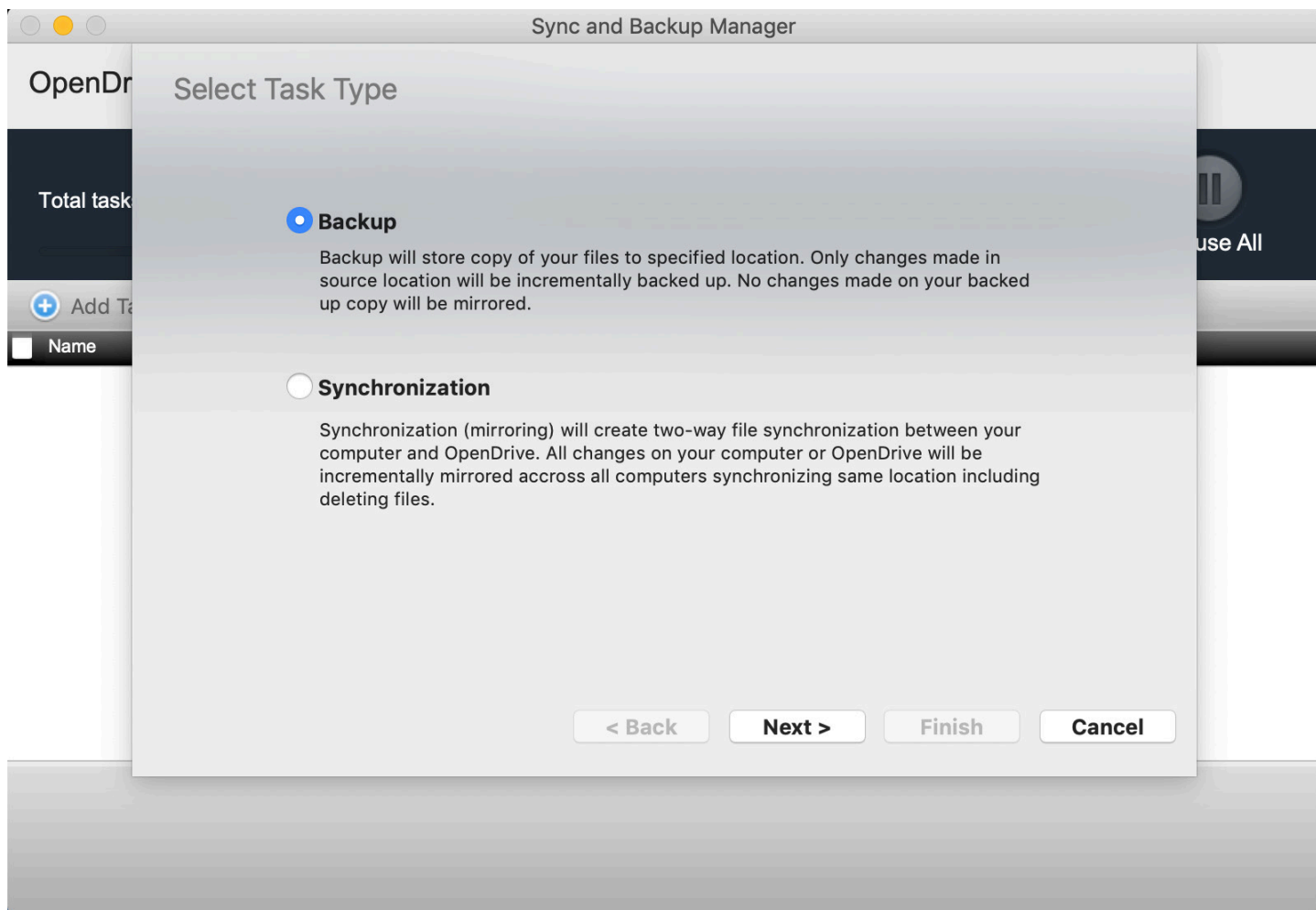
When the Sync and Backup Manager opens, click Add Task to start the wizard.



6.1. Select Task Type

The Backup option will copy the selected file(s) to your OpenDrive account. If any changes are made to the file(s) on your local computer, the backup file(s) in your OpenDrive account are *not* changed as well.

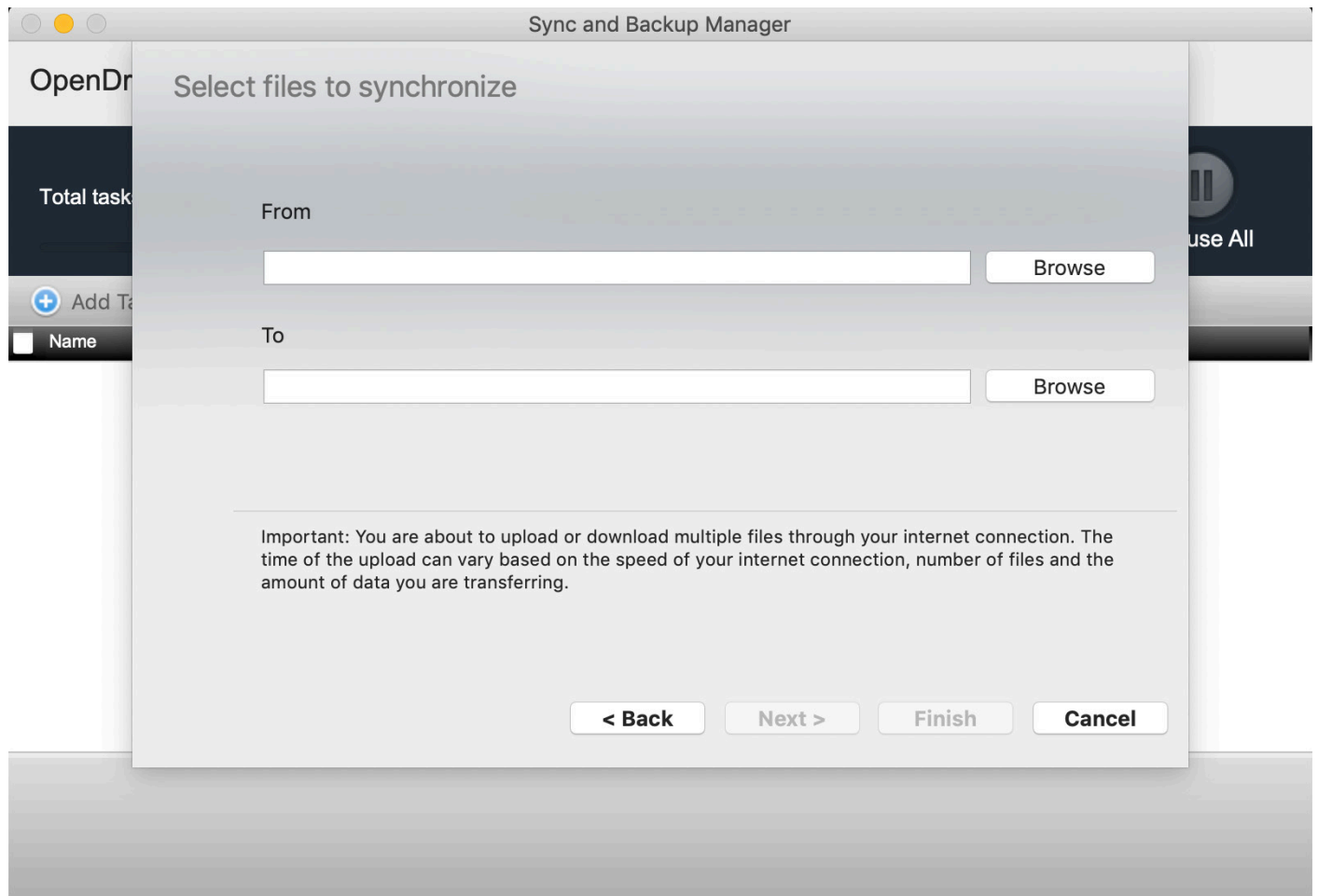
The Synchronization option will also copy the selected file(s) to your OpenDrive account. This option is different than the backup option in that if any changes are made to the file(s) on your local computer, the backup file(s) in your OpenDrive account *are* changed as well.



6.2. Select Source and Destination Path

The From source is where you will choose the folder on your computer that you wish to sync or backup.

The To destination is where you will choose the folder in your OpenDrive account that you wish to store the copy in.



6.3. Scheduling Sync and Backup Manager

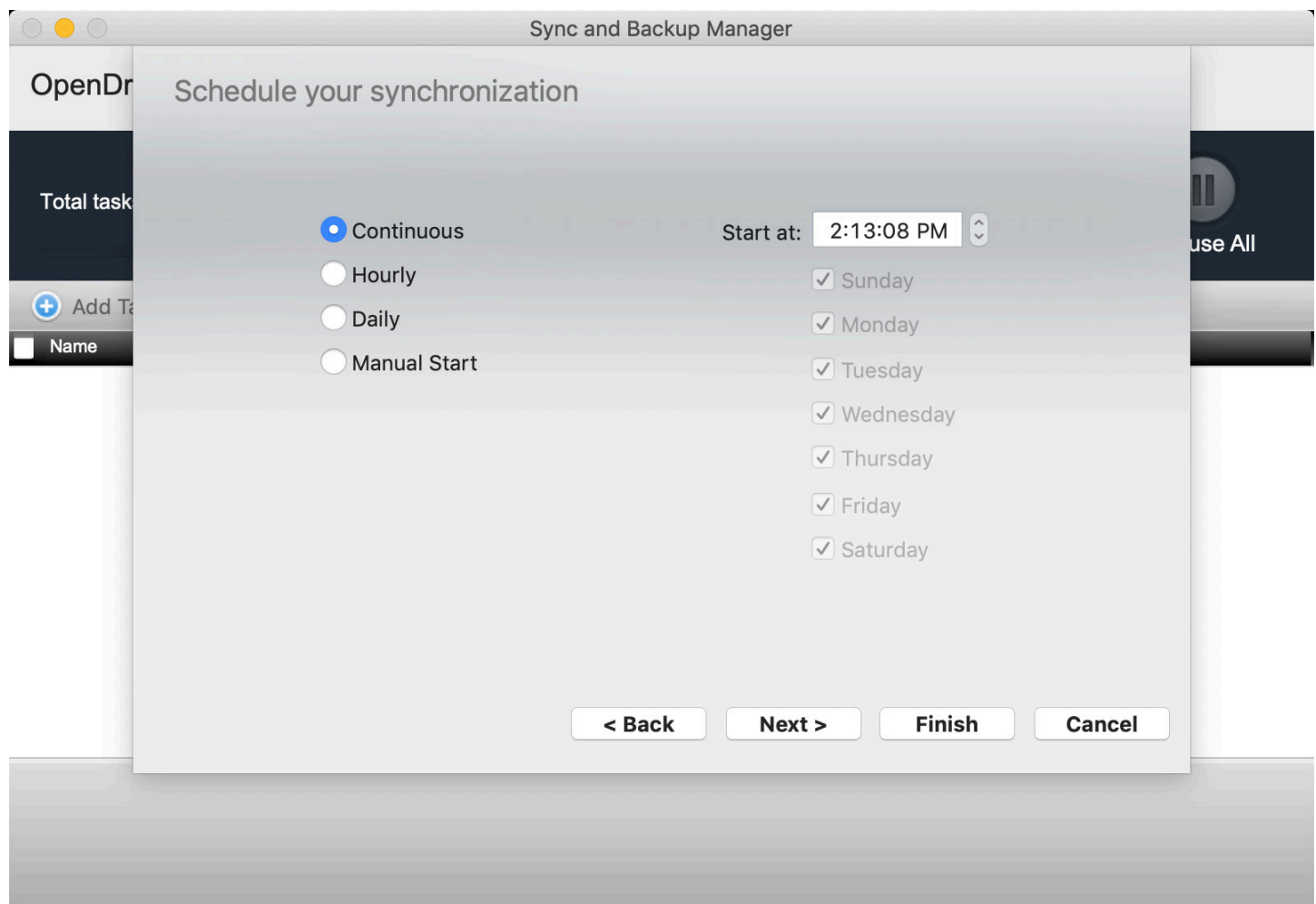
The Continuous option will sync or backup files every 30 seconds.

The Hourly option will sync or backup files every 1 hour.

Daily will sync or backup files on selected days and at a specified time.

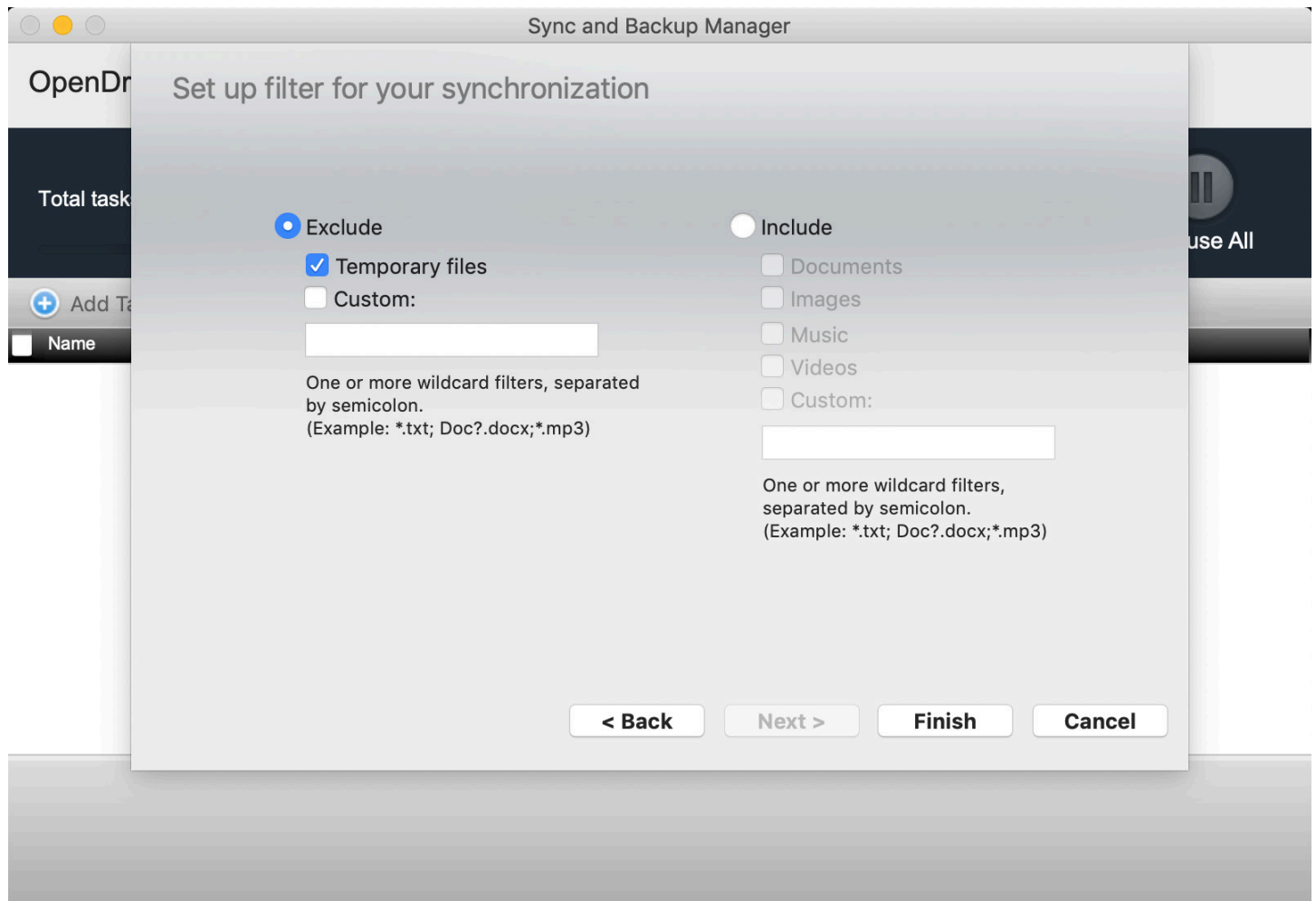
Manual start requires you to start the sync or backup tasks manually in the OpenDrive Sync and Backup Manager by clicking the task and selecting the Start option in the context menu.

Scheduling a sync or backup is possible by creating a new task, or through the context menu of each task in the Sync and Backup Manager.



6.4. Filter (Exclude or Include Files)

Filtering enables the ability to specify the file(s) that you wish to be excluded or included in the sync or backup task.



7. OpenDrive Sync and Backup Manager

The Sync and Backup Manager creates and manages sync and backup tasks and displays the status of each task. The Sync and Backup Manager can be accessed by clicking the application icon in the menu bar and selecting Sync and Backup.

Sync and Backup Manager

OpenDrive Sync and Backup Manager

Total tasks: 2 Running: 1 Failed: 0

Pause All

+ Add Task ■ Stop || Pause ↻ Edit - Remove

Name	State	Type	From	To
✓ ▶ Work	<div style="width: 100%;"></div>	Backup	/Users/jane/Work	/OpenDrive/Documents/Work
□ ▶ Documents	Idle	Backup	/Users/jane/Documents	/OpenDrive/Documents/Documents

Task Name: Work Last Start: Never [View Log](#)
Scheduling: Manual Next Start: Never
Filter: All Files(Except Temporary Files, and hidden files.)

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