



Quickstart Guide

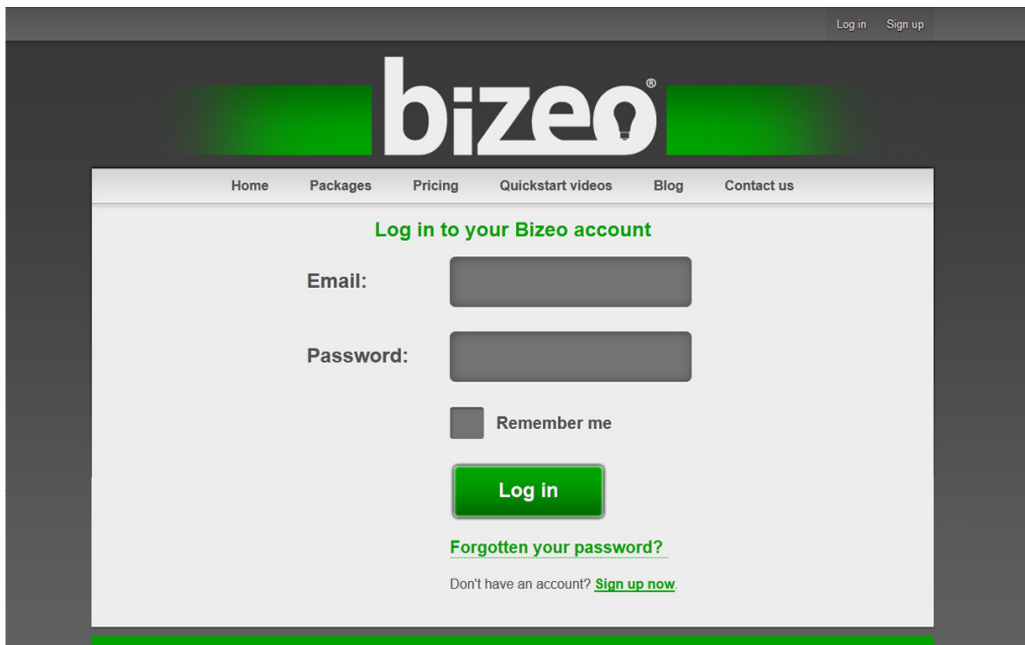
Everything you need to know getting started with Bizeo

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This guide will cover:

- » Installing a Bizeo Drone
- » Downloading Packages
- » Configuring Data Sources
- » Setting up Tasks

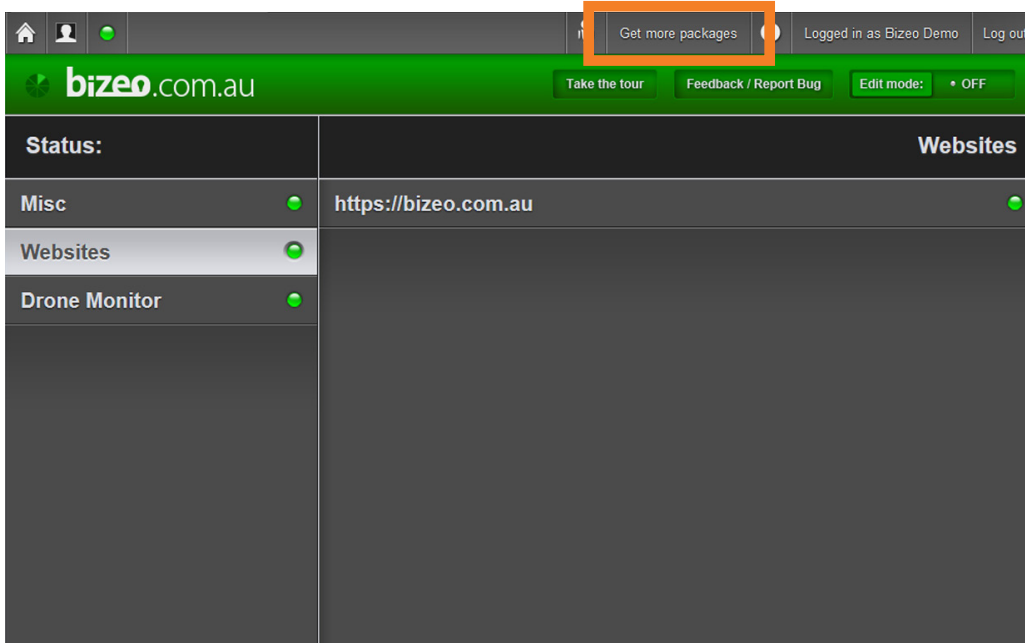
Step 1



The screenshot shows the Bizeo login page. At the top right, there are links for 'Log in' and 'Sign up'. The main header features the 'bizeo' logo. Below the logo is a navigation menu with links for 'Home', 'Packages', 'Pricing', 'Quickstart videos', 'Blog', and 'Contact us'. The central content area is titled 'Log in to your Bizeo account' and contains a form with the following elements: an 'Email:' label followed by a text input field; a 'Password:' label followed by a text input field; a 'Remember me' checkbox; a green 'Log in' button; a link for 'Forgotten your password?'; and a link for 'Don't have an account? Sign up now'.

Once you have signed up for Bizeo, log in to your account.

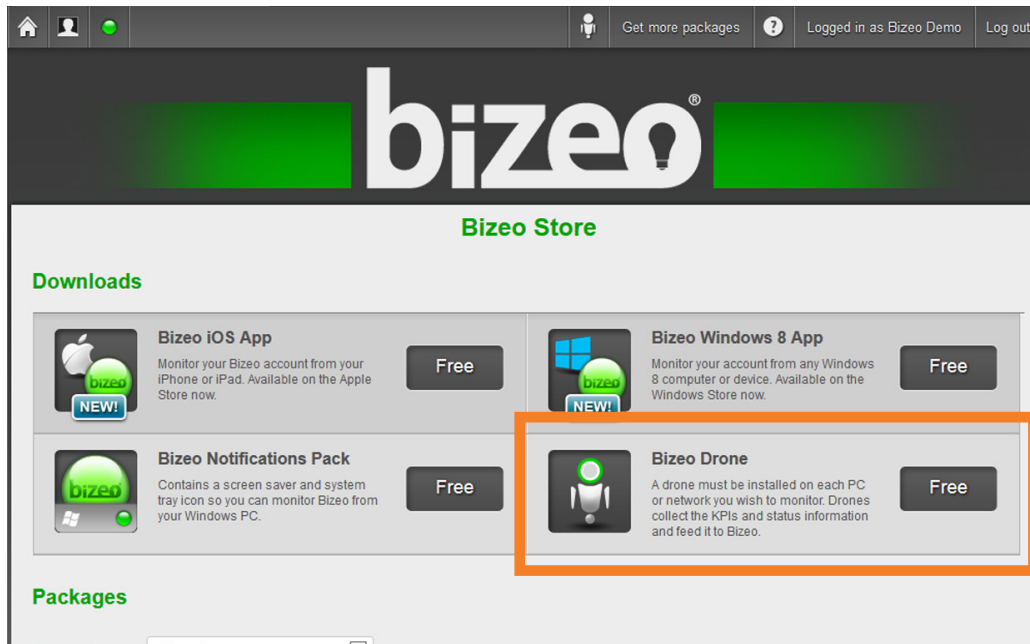
Step 2



The screenshot shows the Bizeo dashboard interface. At the top, there is a navigation bar with a home icon, a user profile icon, and a 'Get more packages' button highlighted with an orange box. To the right of the navigation bar, it says 'Logged in as Bizeo Demo' and 'Log out'. Below the navigation bar is a green header with the 'bizeo.com.au' logo and buttons for 'Take the tour', 'Feedback / Report Bug', and 'Edit mode: OFF'. The main content area is divided into two columns. The left column is titled 'Status:' and contains a list of items: 'Misc', 'Websites', and 'Drone Monitor', each with a green status indicator. The right column is titled 'Websites' and contains a single entry: 'https://bizeo.com.au' with a green status indicator.

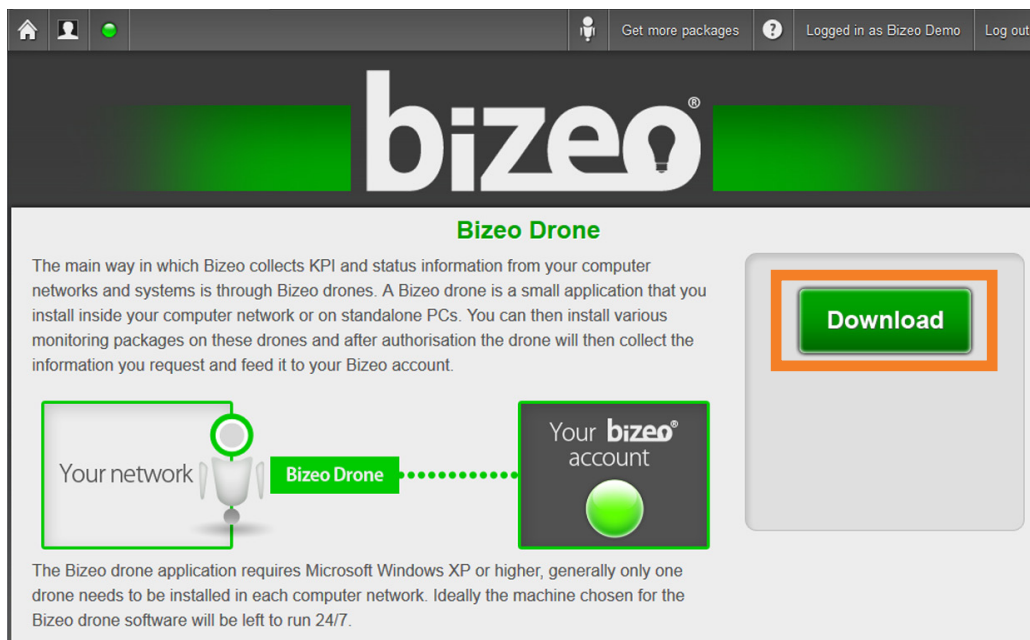
The first thing you need to do is install a drone on your PC (or relevant part of your network). You download drones from the Bizeo Store. To visit to the store, select 'Get more packages'.

Step 3



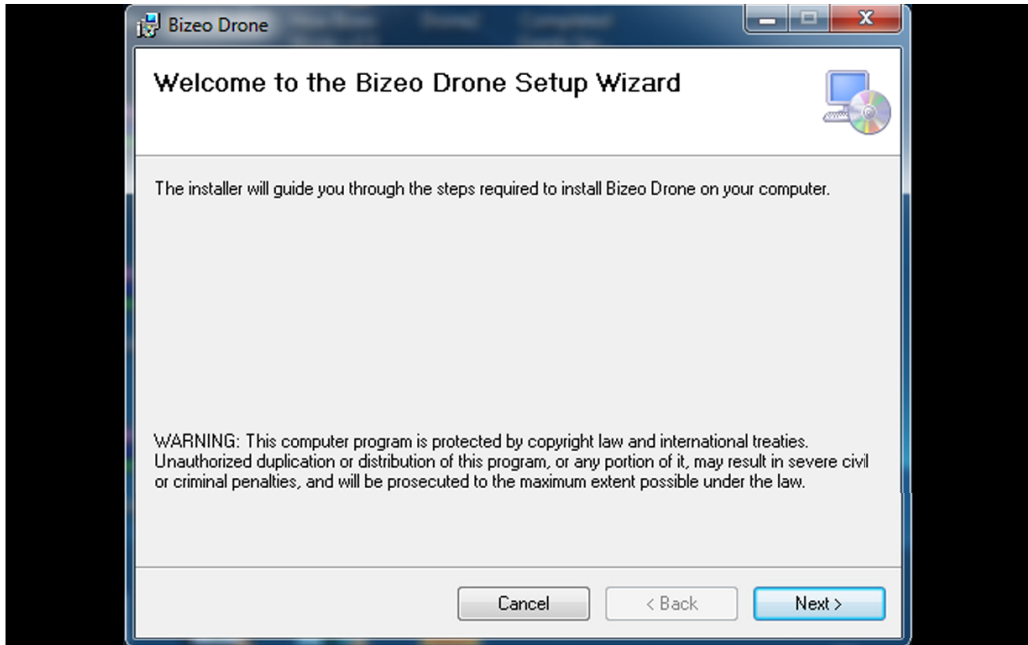
Select 'Bizeo Drone' in the store.

Step 4



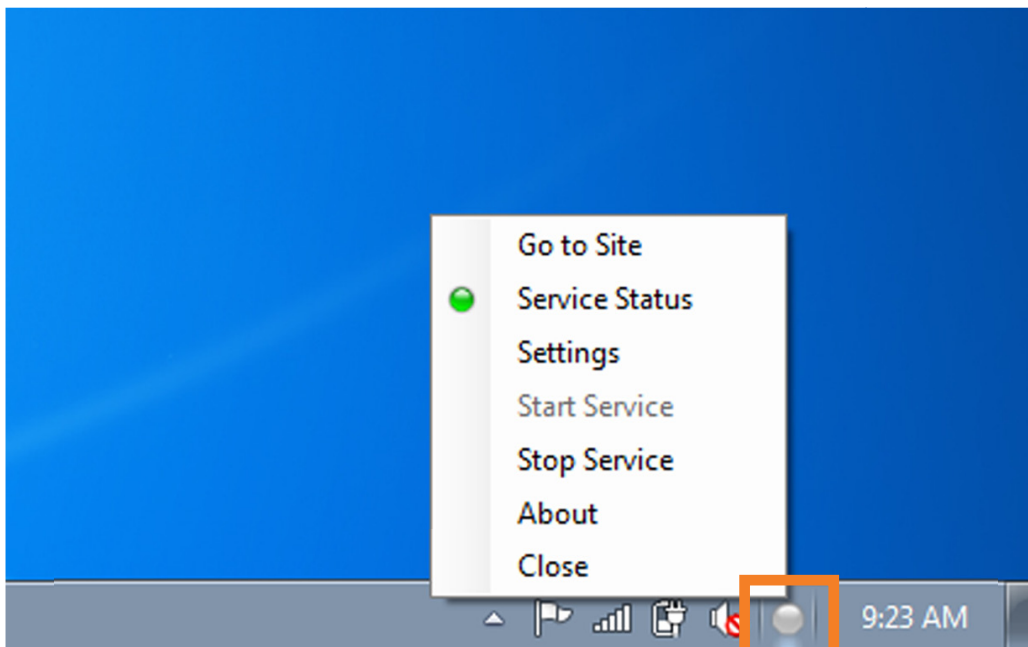
Select the 'Download' button. Your download will start automatically (within a few seconds). Some browsers may block this, so if the download does not start within 10 seconds, you can select the 'Download' button to re-launch it.

Step 5



Follow the prompts to install the Bizeo drone on to your PC.

Step 6



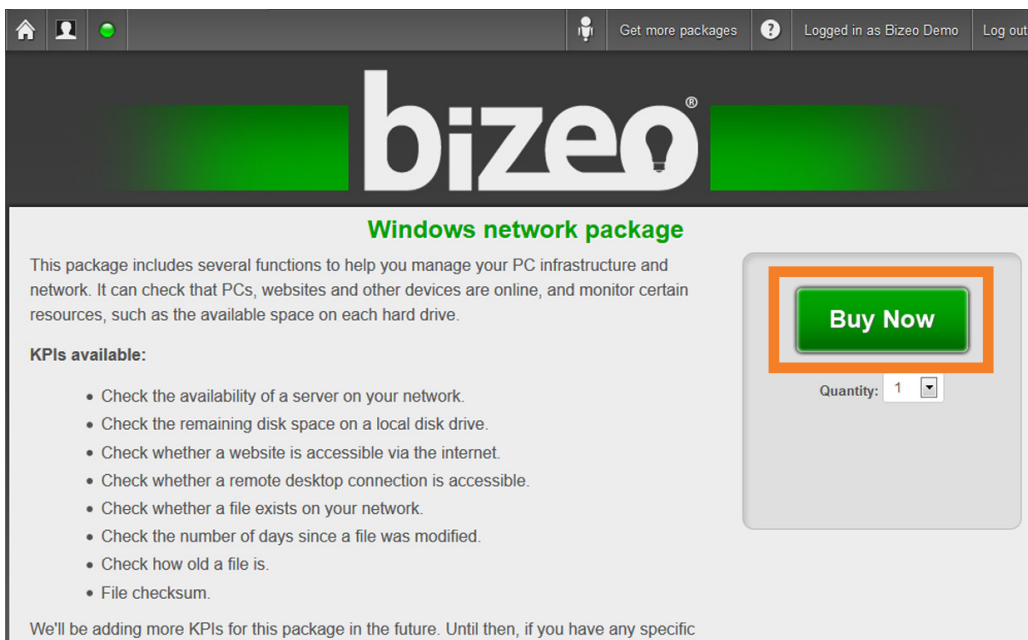
Right-click on the Bizeo Indicator on your toolbar to check your service status (For the first run, it may take several minutes to connect to your account). Once the service status displays a green light, you are good to go!

Step 7



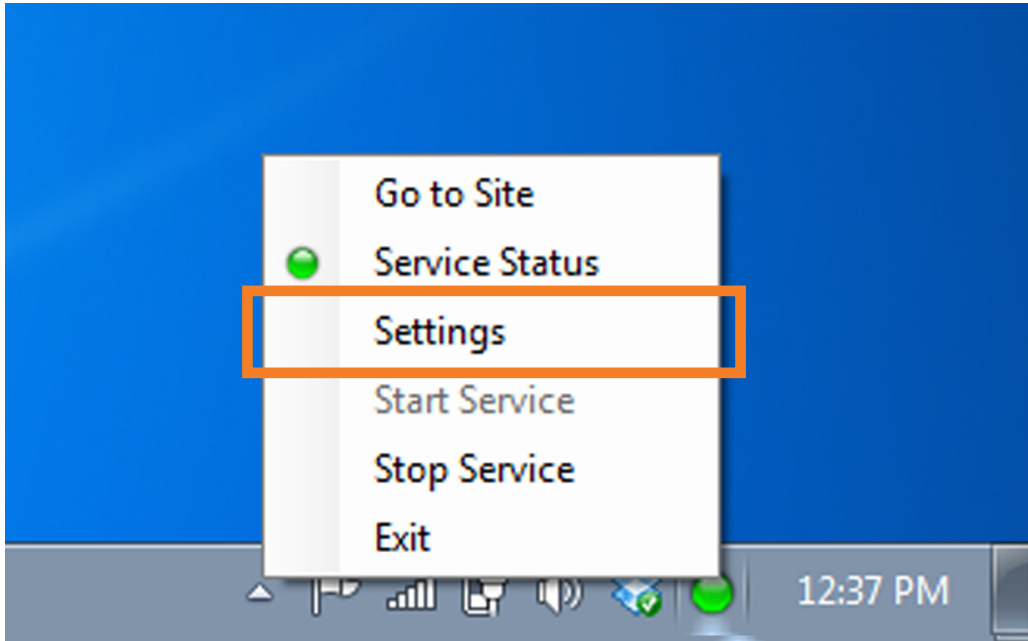
To return to the store, select 'Get more packages' located top right of the website. Browse to find packages that might be useful to you. We recommend starting off with something simple like the Windows Network package to get a feel for Bizeo.

Step 8



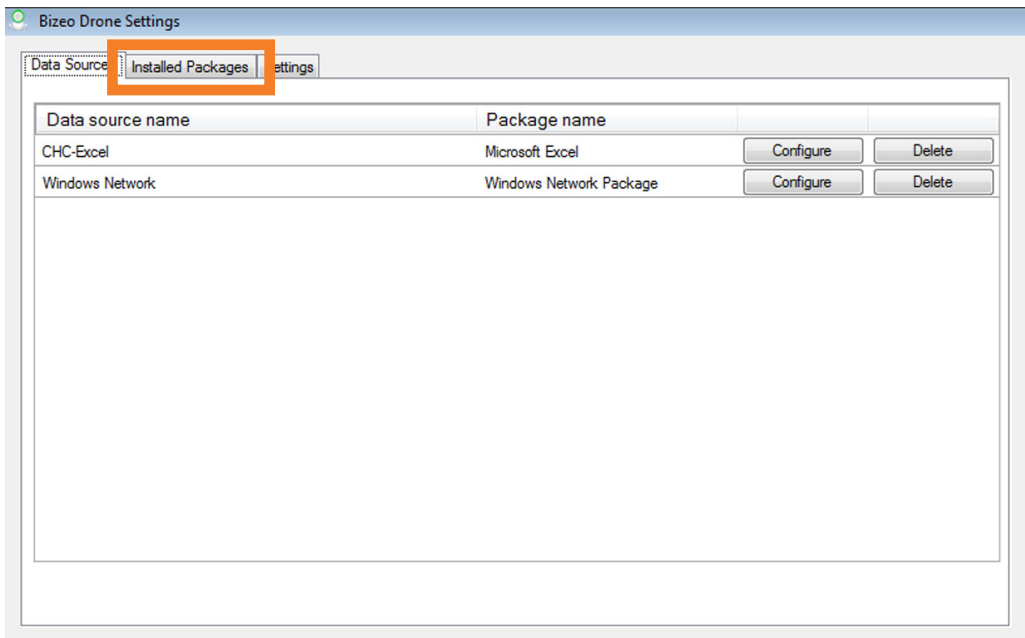
Once you have selected a package, select the 'Buy Now' button. The package will be automatically installed to the drone.

Step 9



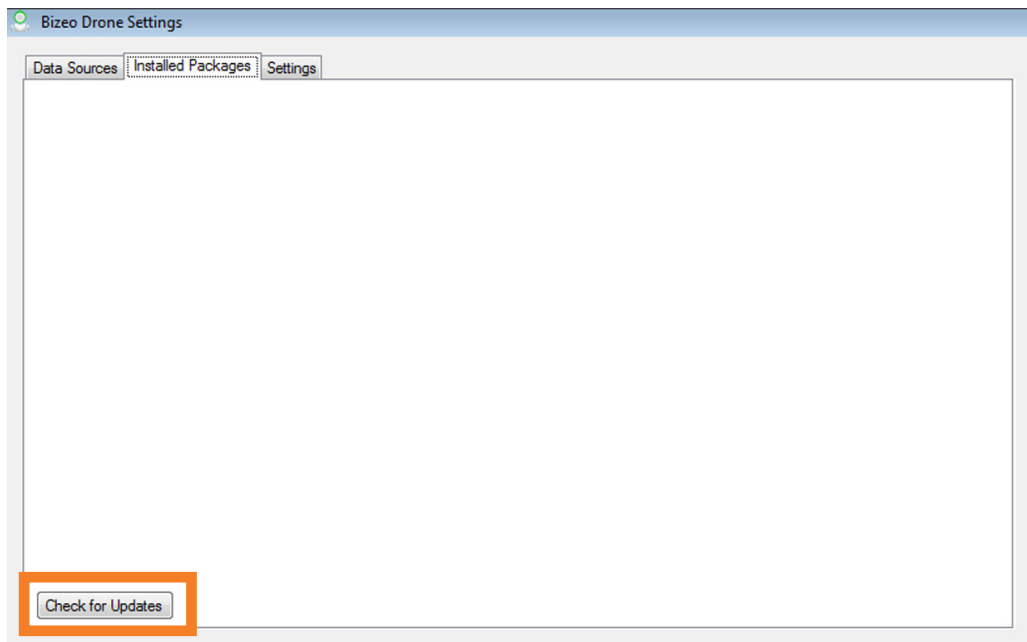
Once your package is installed, right-click on the Bizeo Indicator on your Windows toolbar and select on 'Settings' to open the drone settings on your PC.

Step 10



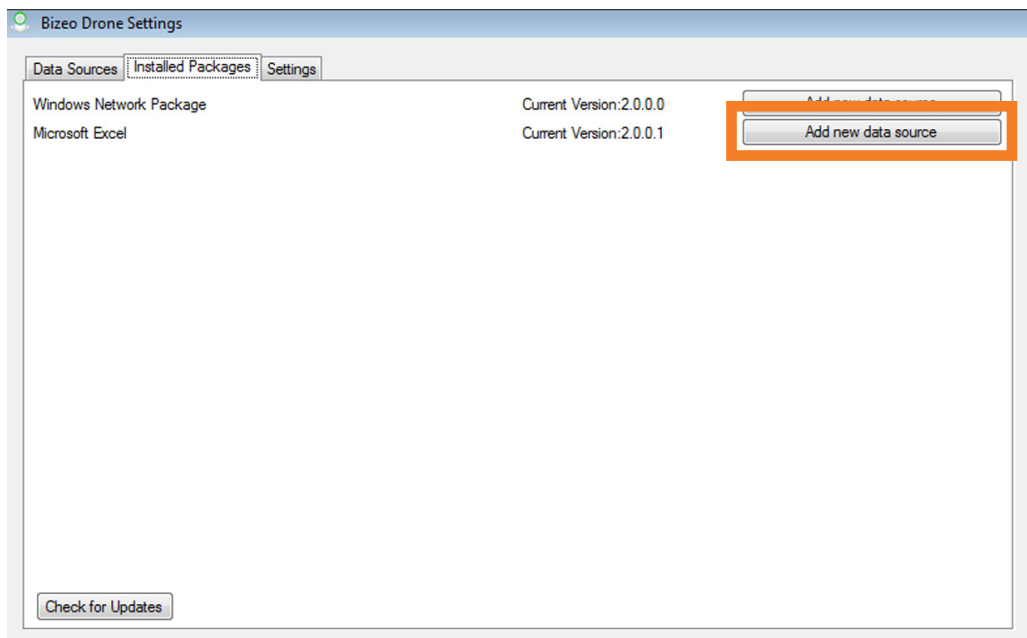
In your Bizeo window, select 'Installed Packages' tab.

Step 11



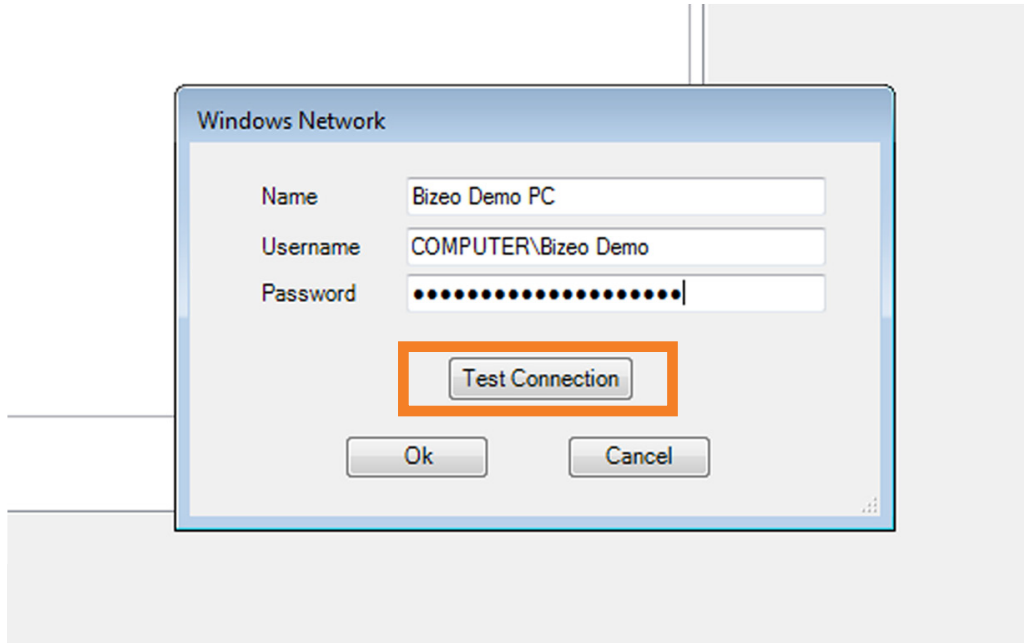
Initially, the Installed Packages tab will be empty. To populate the list, select 'Check for Updates'. Any new packages you have purchased and installed on to the drone will appear in this list.

Step 12



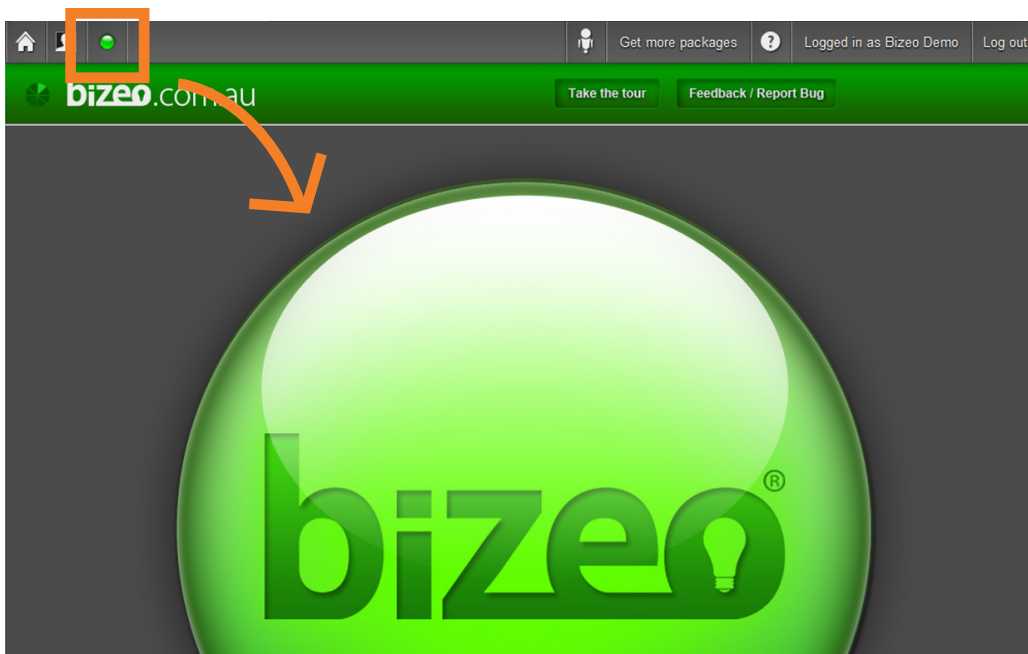
To use your package, you need to set up a data source. Select 'Add new data source' on the right of your desired package. The data source depends on what type of package you are using. e.g. Windows Network requires you to enter the credentials for your Windows user account.

Step 13



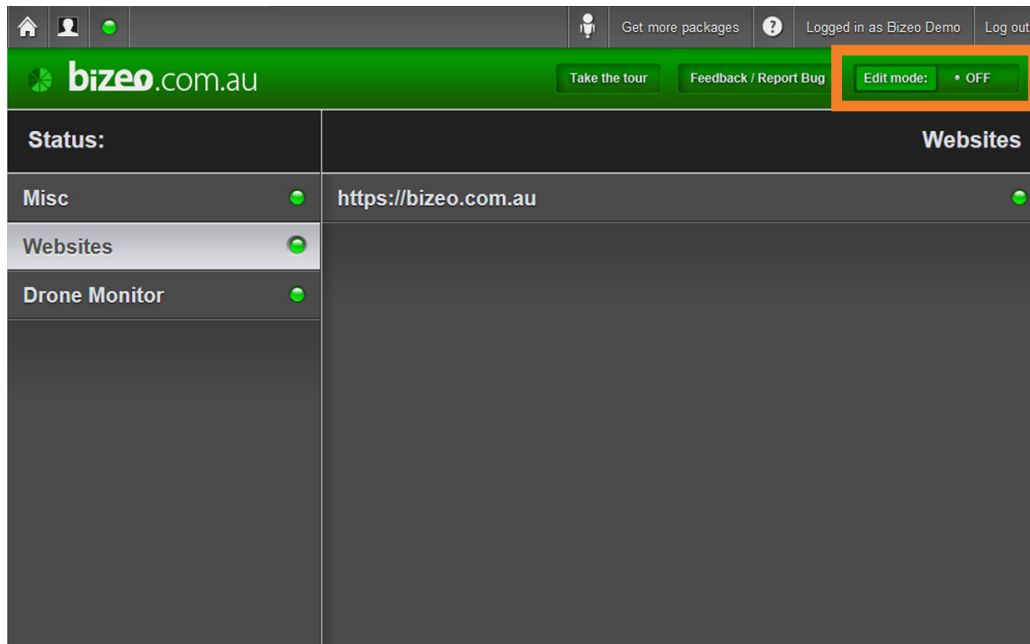
The required details will vary depending on the package you are using. In this example for the Windows Network Package, the username and password are the details you will need to log in to Windows on your computer. After the details are filled in, select 'Test Connection' to ensure the data source is functioning.

Step 14



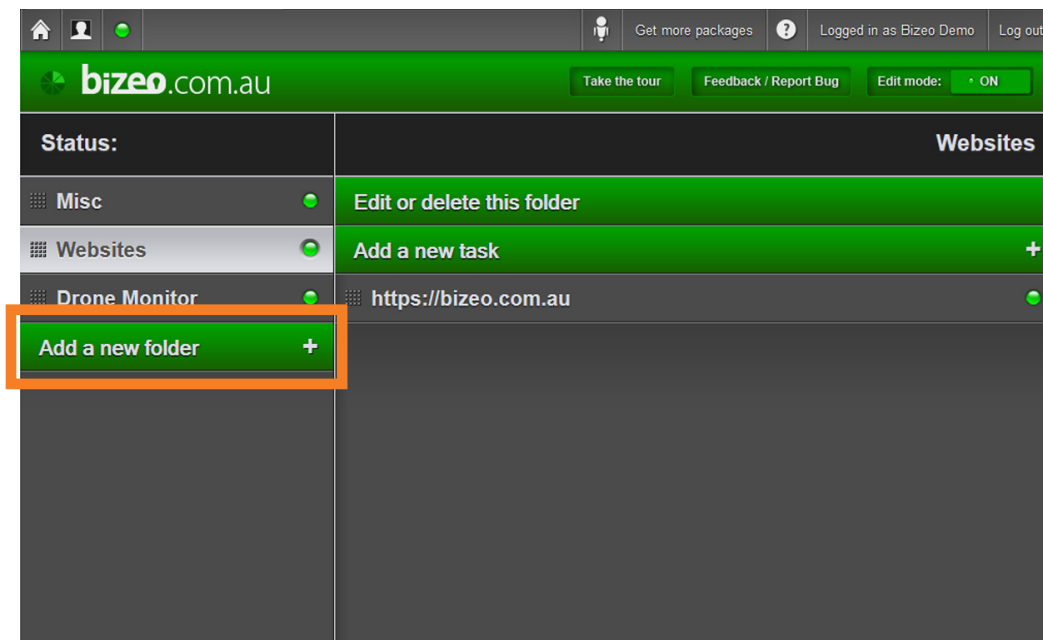
Now that you have configured a data source, the only thing left to do is set up your KPIs. To get to the Bizeo Monitor, select the indicator icon on the Bizeo website, then click on the large Bizeo Indicator.

Step 15



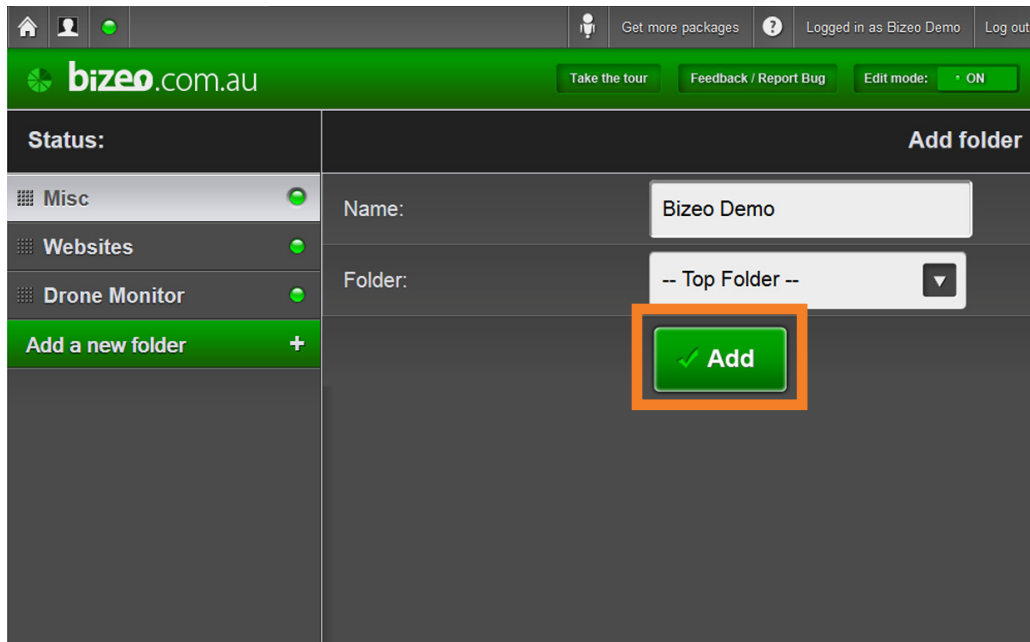
To add a new task or folder, you need to be in Edit Mode. To enable Edit Mode, select the button on the top right of the screen.

Step 16



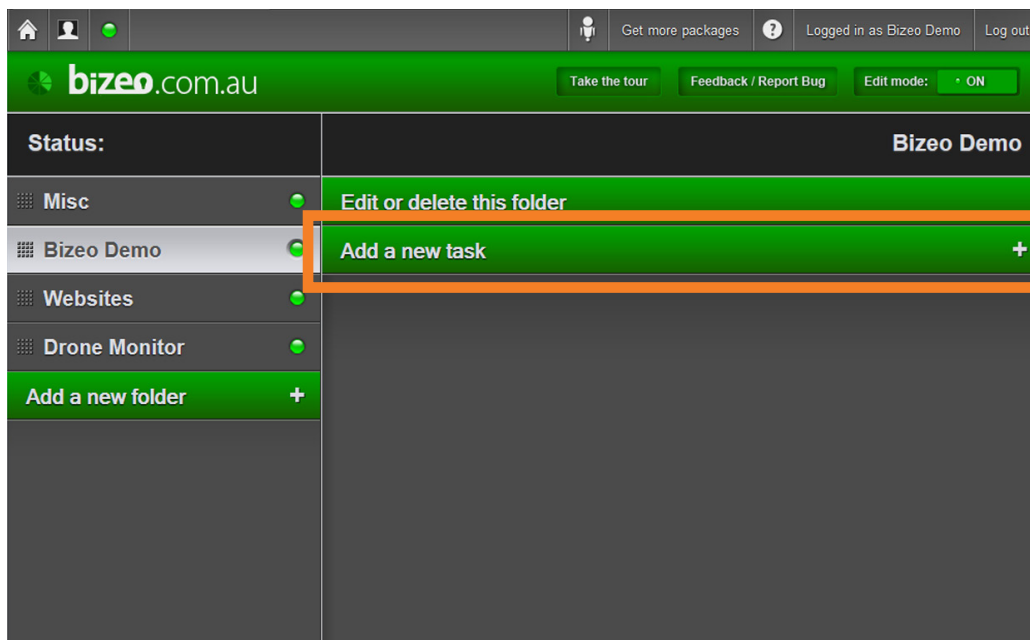
Let's start by adding a new folder. On the left panel, select 'Add a new folder'.

Step 17



Name the folder and select its location (you can have multiple levels of folders). Select 'Add' to create the folder.

Step 18



Next, we will add a task to your new folder. Select your folder on the left tree and then select "Add a new task".

Step 19

The screenshot shows the 'Add task' form in the Bizeo.com.au interface. The form is titled 'Add task' and contains several fields: Name (Disk Space), Drone (Bizeo-Demo-Drone), Data Source (Windows Network), KPI (Local Disk Space Free), KPI Description (Check the remaining disk space on a local disk drive.), Drive (C:\), Checking Period (Every 1 Minute(s)), Retain Log for (Forever), and Link. The 'Add' button is highlighted with an orange box.

Name your Task, select the Drone, Data Source and KPI the task will use, choose how often Bizeo will check this KPI, and select 'Add' to save your task.

Step 20

The screenshot shows the Bizeo.com.au dashboard. The 'Disk Space' task is listed under the 'Bizeo Demo' folder. The task is listed with a green status indicator.

To exit the Edit Mode, select 'Edit Mode' again and done!

Congratulations! You have now set up your first task in Bizeo. For more in-depth information, to help you use Bizeo, visit our [Help page](#) or [Quickstart videos](#).

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