

Safeora

Installation and User Guide

For Mac and Windows · Version 2.1

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1. What Safeora does

Safeora tracks where every wedding and shoot is backed up. It tells you which ones aren't safe, and what to do about it.

- **Backup health:** every event gets a score and a plain warning, such as “only 1 copy”.
- **Search every drive:** find a shoot by name, date, place or tag, even when the drive is unplugged.
- **Copy Check:** prove a backup really holds every file.
- **Cloud Backup:** send the finished exports you choose to Google Drive or another cloud.
- **Workflow:** follow each event from shoot to album, with tasks and reminders.

> **Your files are safe.** Safeora only reads your drives. It never changes, moves or deletes your photos and videos. Your records stay on your computer.

What you need

Mac	macOS 12 or later, on Apple Silicon or Intel
Windows	Windows 10 or 11, 64-bit
Space	About 500 MB, plus roughly 150 MB for every 100,000 files on your drives

You don't need to use Terminal or the command prompt at any point.

2. Install on a Mac

1. Double-click **Safeora-2.1.0.pkg**.
2. If macOS says it can't verify the app, click **Done**. Open **System Settings › Privacy & Security**, scroll down, and click **Open Anyway** next to the Safeora message. Enter your Mac password if asked.
3. In the installer, click **Continue**, then **Install**, and enter your Mac password.
4. Safeora opens by itself when it's finished. Later, you'll find it in **Applications** and Launchpad.

> Step 2 appears because the installer isn't signed with an Apple Developer ID. You only need to do it once.

The first time Safeora reads a drive, macOS may ask for permission to access removable volumes. Click **Allow**, or Safeora can't list that drive.

3. Install on Windows

1. Double-click **Safeora-Setup-2.1.0.exe**.
2. If a blue “Windows protected your PC” message appears, click **More info**, then **Run anyway**.
3. Setup installs by itself in a few seconds, with no questions, and opens Safeora.
4. Later, open it from the desktop shortcut or the Start menu.

> Step 2 appears because the installer isn't signed with a Windows code-signing certificate. You only need to do it once.

Activate Safeora

Safeora asks for your licence key the first time it opens, on Mac and on Windows.

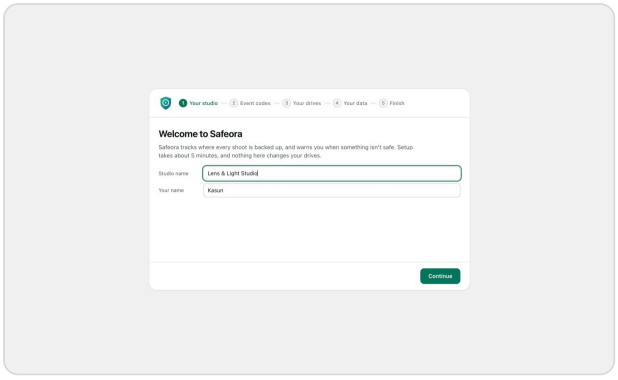
1. Enter the licence key you received from VELQORA LABS (SFR-XXXX-XXXX-XXXX).
2. Click **Activate**. This needs the internet.

> One licence works on 2 computers at a time. On a third computer, Safeora shows the other two so you can choose one to sign out. Safeora works offline for 7 days at a time. To free a computer's place yourself, go to **About › Sign out of this computer**.

4. First-time setup

Safeora guides you through setup the first time it opens. It takes about 5 minutes, and you can change anything later. To run it again, go to **Settings › Run setup again**.

Step 1: Your studio. Enter your studio's name and your own name.



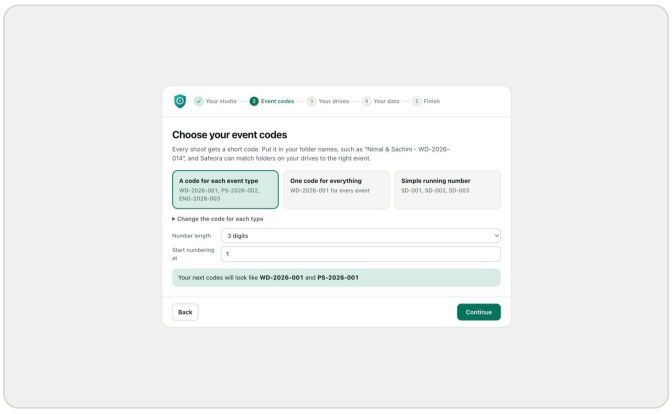
The setup screen. Pictures in this guide are from a Mac, and Windows looks the same.

5. Choose your event codes

Every shoot gets a short code. Choose the style you prefer:

Style	Looks like	Best for
A code for each event type	WD-2026-001, PS-2026-002, ENG-2026-003	Studios with many kinds of shoot
One code for everything	WD-2026-001	Mostly weddings
Simple running number	SD-001, SD-002	Keeping it short

You can change the letters and number length. If you've already reached number 300, set **Start numbering at** to 301.



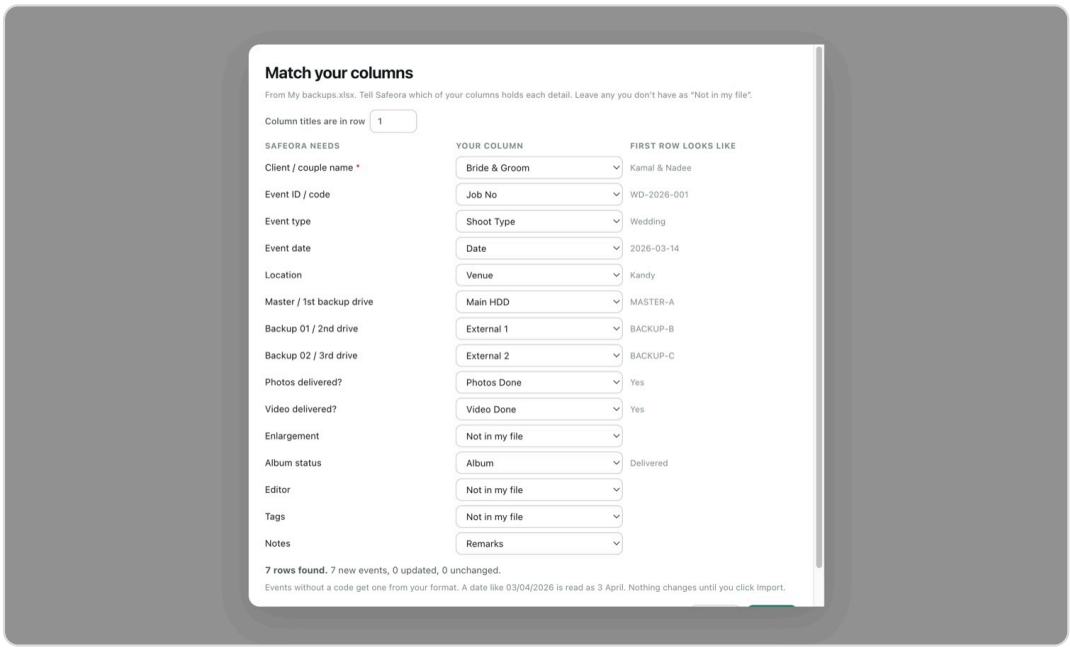
The preview shows your next codes.

> **Tip:** put the code in your folder names, such as `Nimal & Sachini – WD-2026-014`. Safeora then matches the folders on your drives to the right event.

6. Bring in your existing records

If you already track backups in another system, a notebook or a spreadsheet, you don't need to type it all again.

1. **Get your records into Excel.** Most systems can export to Excel or CSV. For Google Sheets, choose **File › Download › Microsoft Excel**. Starting from nothing? Click **Download a blank Excel template** in setup and fill it in.
2. **Save the file** as .xlsx or .csv. Old .xls files need **Save As** .xlsx in Excel first.
3. **In setup, click Import my Excel or CSV file**, and choose your file. After setup, this is under **Settings › Import file**.
4. **Match your columns.** Safeora guesses which of your columns holds each detail. Check them, and fix any it got wrong. Only the client or couple name is required.
5. **Read the summary,** then click **Import**. Nothing changes until you do, and you can click **Undo** right after.



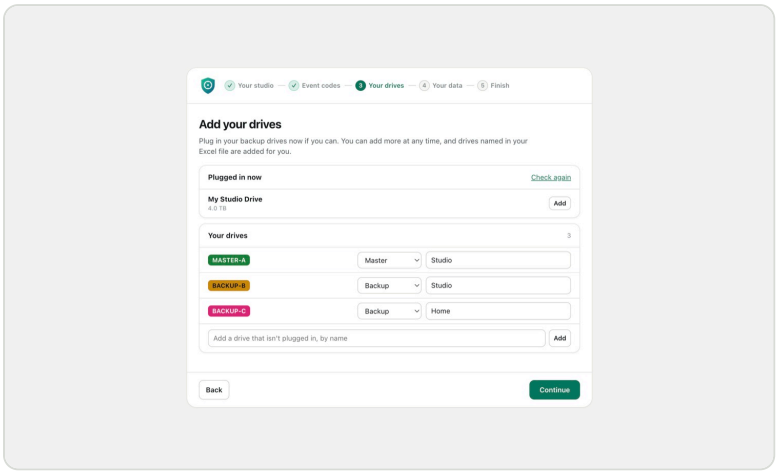
Your column names can be anything. You choose which is which.

Good to know

- Events without a code get one from your chosen format.
- A date like 03/04/2026 is read as 3 April, day first.
- Yes, Done and Finished count as Delivered. No and Waiting count as Pending. N/A counts as No Need.
- Drive names in your file are added to your drive list, each with its own colour.
- You can import the same file again after updating it. Matching rows are updated rather than added twice.

7. Add and scan your drives

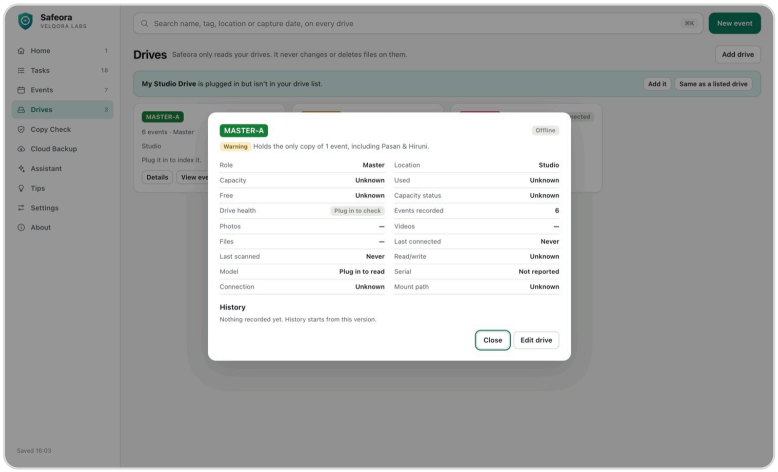
Plug in your backup drives during setup and click **Add** beside each one. For each drive, choose its role and where it's kept, such as Studio or Home.



Where a drive is kept matters: Safeora warns you if all copies of a shoot are in one place.

Scanning lists a drive's files so you can search it later. It only reads the drive. The first list usually takes under a few minutes, then capture dates are read in the background, which can take an hour or two on a large hard drive. You can keep working, and it carries on next time if interrupted.

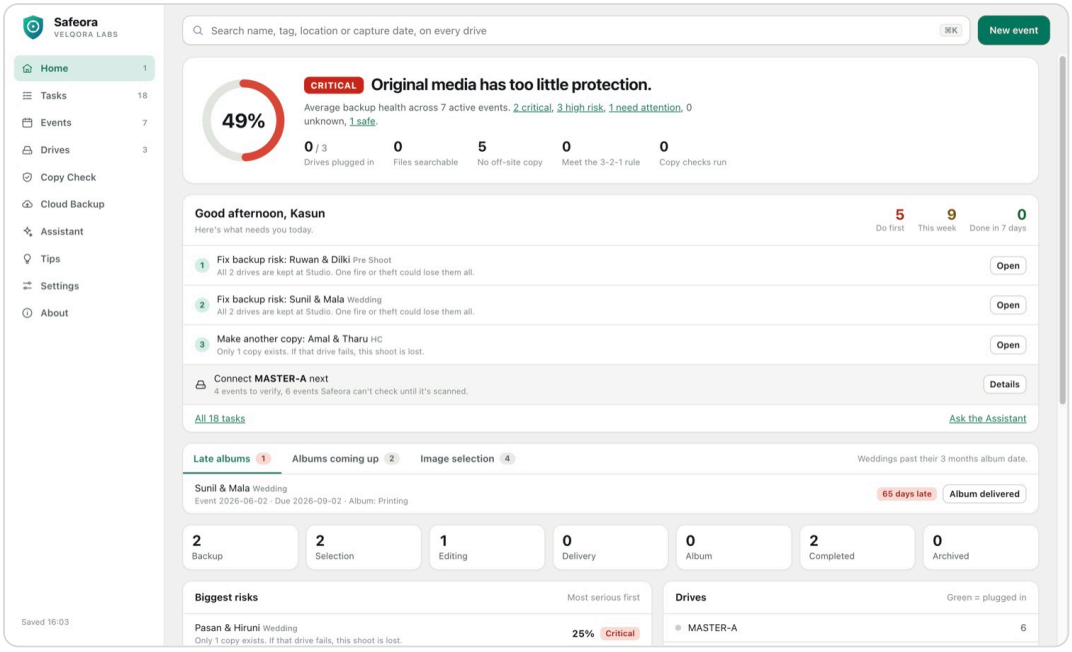
When you plug in a drive Safeora doesn't know, it asks what the drive is. Click **Details** on any drive to see its free space, contents and history.



Drive details.

8. Your daily work

Home shows how safe your studio is and what to do today.

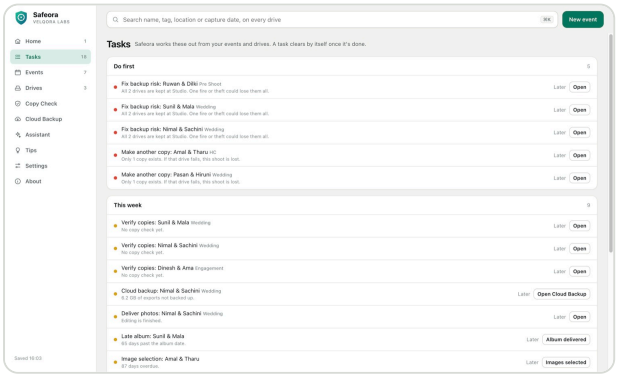


Home: overall status, today's priorities, which drive to connect next, and reminders.

Status	What it means
Critical	Only one copy, or none
High risk	A copy check failed, or every drive is kept in one place
Attention	Copies exist, but something is missing, such as verification or a third copy
Unknown	Copies are recorded, but the drives aren't named
Safe	85% or more, with nothing outstanding

How the score adds up: Master 25, Backup 01 25, Backup 02 20, Cloud 15, Copy Check 10, Off-site 5. A shoot with only a Master and one backup scores 50%, so a low score at first is normal.

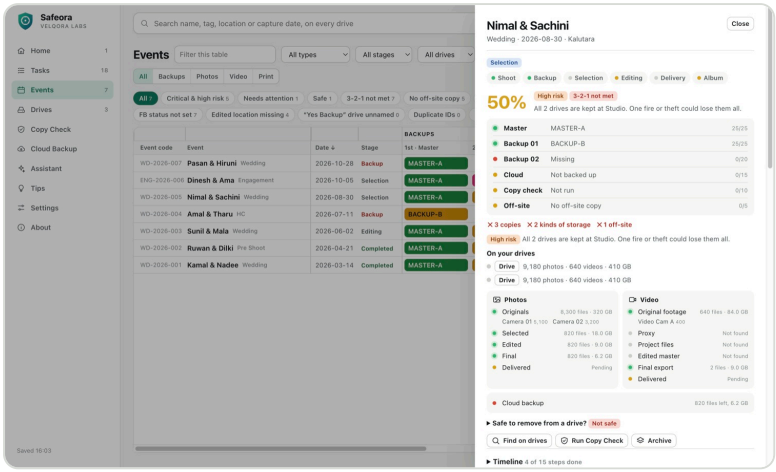
Tasks lists what to do, worked out from your records. A task disappears by itself once it's done. Click **Later** to hide one for 7 days.



Tasks.

9. The event page

Click **New event** to add a shoot. Click any event to see everything about it.



An event: its stage, health score, the 3-2-1 check, and what's on your drives.

- **The 3-2-1 rule:** 3 copies, on 2 kinds of storage, with 1 off-site. Cloud counts as a kind of storage and as off-site.
- **Timeline:** dates fill in by themselves as you update the event.
- **Safe to remove from a drive?** Shows when you could safely clear one copy yourself. Safeora never deletes media.
- **Archive:** tidies a finished event out of your daily lists. It only opens when the event is fully safe and delivered.

The **Events** page shows every event in a table. Drag the edge of a section heading to resize it, or click **Fit to window**. **Drive history** shows where events used to be stored.

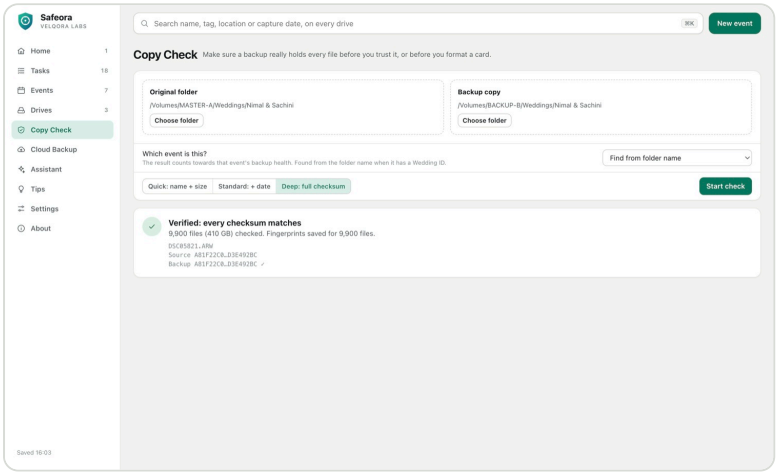
10. Search

Click the search bar at the top, or press ⌘K on a Mac or Ctrl K on Windows. Type a name, a place, a tag, a file name, or a date such as `2026-08` or `August 2026`. Drives that were scanned are searched even when unplugged, and Safeora tells you which one to plug in.

11. Copy Check

Use this after copying a shoot, and always before you format a memory card.

1. Open **Copy Check**, and choose the original folder and the backup copy.
2. Choose a level: **Quick** (name and size), **Standard** (also the date) or **Deep** (a full checksum of every file, the safest and slowest).
3. Click **Start check**. Safeora lists anything missing or different.



A passed check counts towards the event's health score.

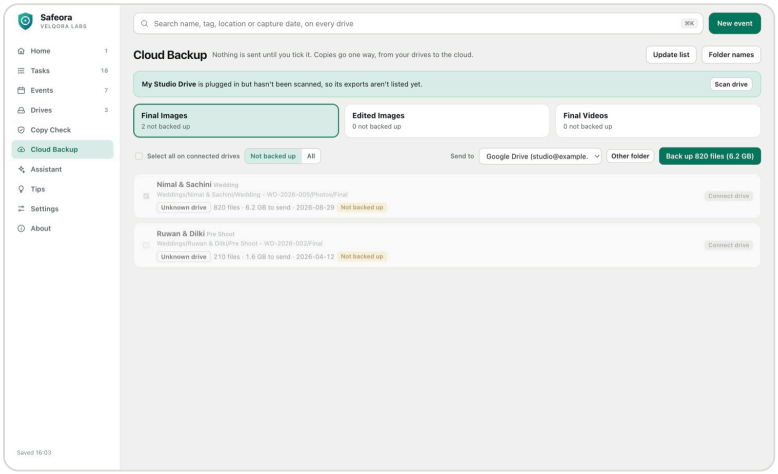
> **Tip:** plug in both drives, then open the event and click **Run Copy Check**. Safeora fills in the folders for you.

12. Cloud Backup

Safeora copies the exports you choose into your cloud app's folder, and that app uploads them. **Nothing is sent until you tick it,** and RAW files are never included.

Set up Google Drive

1. Install **Google Drive for desktop** and sign in. There's a link in Cloud Backup.
2. Plug in your drive and open **Cloud Backup**. Click **Scan drive** or **Update list**.
3. Choose **Final Images, Edited Images** or **Final Videos**. Exports on connected drives can be ticked. Others are greyed out and show which drive to connect.
4. Tick what you want, choose Google Drive under **Send to**, and click **Back up**.



Cloud Backup.

Other clouds

Dropbox, OneDrive, Box and iCloud Drive appear by themselves once their app is installed and signed in. For pCloud, MEGA or a network drive, click **Other folder**.

Good to know

- Safeora finds exports by folder name, such as Final or Soft Copys. Add your own names under **Folder names**.
- Check your cloud plan has space. Safeora can't see it.
- Files wait on your computer until they upload. Safeora stops if less than 20 GB is free.
- Your computer needs internet for the cloud app to upload.

13. Reminders

Home shows **Late albums, Albums coming up** and **Image selection**. By default, image selection is due 1 month after an event and a wedding album 3 months after. Change this in **Settings › Reminders**.

A notification also comes on the due day and before it, through a small daily check at 9:00, so Safeora doesn't need to be open. Your computer must be on. Click **Send test** in Settings to make sure notifications work.

- **Mac:** notifications appear under the name Script Editor. If you see none, allow Script Editor in **System Settings › Notifications**.
- **Windows:** if you see none, allow Safeora in **Settings › System › Notifications**.

14. The Assistant (optional)

Ask questions like “Which drive should I connect today?” in English, Singlish or Sinhala. It's off until you set it up, and everything else in Safeora works without it.

- It needs internet and your own API key from the Claude Console, where you pay Anthropic for what you use and can set a limit.
- Event names, dates, drive names, locations, status and your questions are sent to Anthropic. Click **See what's sent** to check, or turn on **Hide client names**.
- Photos, videos, file names, folder paths and notes are never sent.
- It can't change anything. Check important answers before you act on them.

15. Back up Safeora and move computers

Safeora keeps one automatic copy of your records per day, for 60 days, on the same computer. To protect them from a computer failure:

1. Go to **Settings › Save backup**, and keep the file on a drive or in your cloud. Do this regularly.
2. On a new computer, install and activate Safeora, and choose **Restore a Safeora backup** in setup. Send us the new Device ID on WhatsApp to get its key.
3. Scan your drives again so they can be searched. Backup files work between Mac and Windows.

16. Troubleshooting

Problem	What to do
Mac says the app can't be opened or verified	See section 2, step 2: **Privacy & Security › Open Anyway**.
Windows says it protected your PC	Click **More info**, then **Run anyway**.
A drive isn't recognised	Check it opens in Finder or File Explorer. Then go to **Drives › Edit** and enter its exact name under **Name in Finder**.
“Folder not found on the drive”	Put the event code or couple's name in the folder name, then click **Scan drive**.
An export isn't listed in Cloud Backup	Add its folder name under **Folder names**, then click **Update list**.
Google Drive doesn't appear	Open Google Drive for desktop and sign in, then reopen Cloud Backup.
Excel file won't import	Save it as .xlsx or .csv. Check the column titles row number on the matching screen.
A date imported wrongly	Dates are read day first. Change it on the event page, or use 2026-03-14 style dates in the file.
The Assistant says the key wasn't accepted	Check the key in the Claude Console, then enter it again under **Settings › Assistant**.

17. Uninstall

- **Mac:** move Safeora from Applications to the Trash.
- **Windows:** go to **Settings › Apps**, find Safeora, and click Uninstall.

Your records stay on the computer, so a reinstall picks up where you left off. Your photos and videos are never affected. To see the records folder, go to **Settings › Show in Finder** or **Show in File Explorer**.

> **Need help?** VELQORA LABS: hello.velqoralabs@gmail.com