

ValoonSync - Installation and Setup

This manual describes how to install the ValoonSync agent on Windows and how to set it up for the automatic synchronization of your Valoon project data.

Quick overview: ValoonSync is a local agent that automatically downloads photos and documents from your Valoon projects to a Windows computer and stores them in a structured way by project and calendar week. The connection to Valoon is established via an API key for your organization.

1. Installing the ValoonSync agent

ValoonSync is delivered as a standard Windows installer (.exe file). The installation is self-explanatory and consists of the usual steps:

- Select the language
- Accept the license terms
- Choose the installation path
- Start and complete the installation

Important: the installation must be performed once with **administrator rights**, so that the agent is correctly set up and can subsequently run in the background.

2. Creating an API key in Valoon

In order for ValoonSync to connect to your Valoon organization, an API key is required. You create this directly in the Valoon web application.

2.1 Open the company administration

Open the Valoon web application and click on your profile icon in the top right corner. Then, under your organization name, select **“Manage company”**.

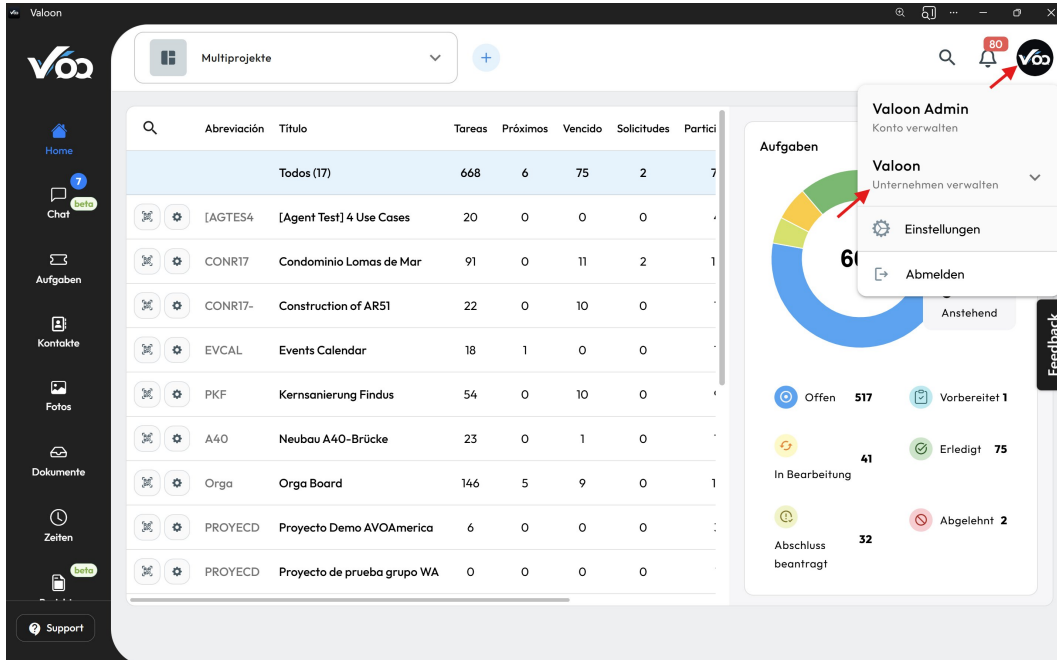


Fig. 1 – Accessing the company administration

2.2 Create a new API key

In the company administration, navigate in the left-hand menu to the **“API-Keys”** section and click **“+ Add”** in the top right corner.

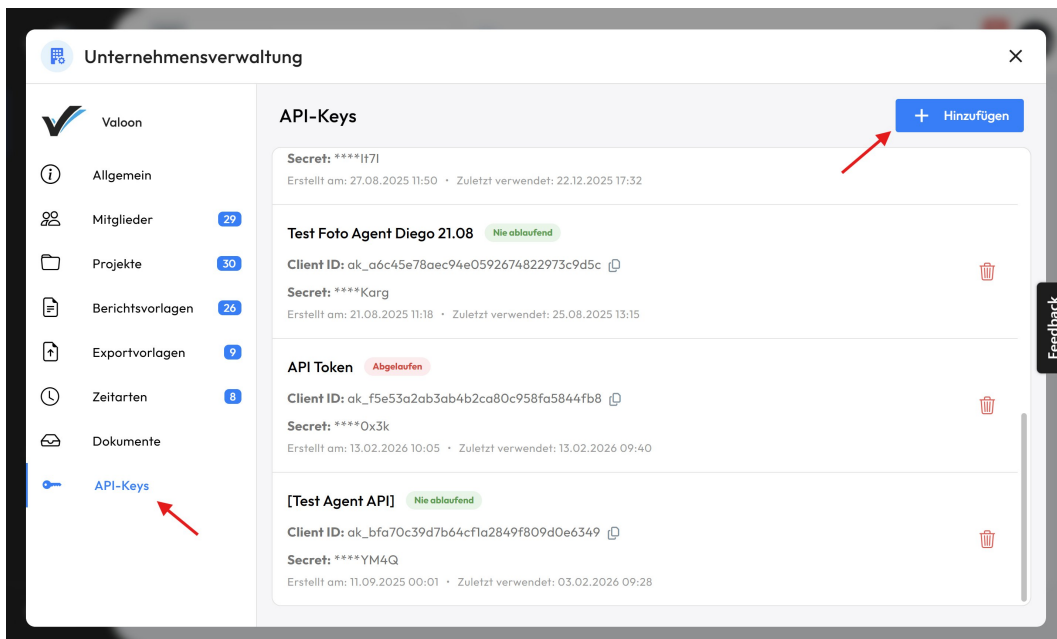


Fig. 2 – API key overview and Add button

2.3 Name the API key

In the dialog, enter a meaningful name and a user for the key. The following entries are intended as examples and can be chosen freely:

- **Name:** VooSync API Key
- **User first name:** Max
- **User last name:** Mustermann
- **Expiration date:** leave empty if the key should be valid indefinitely

Then confirm your entries with **“Add”**.

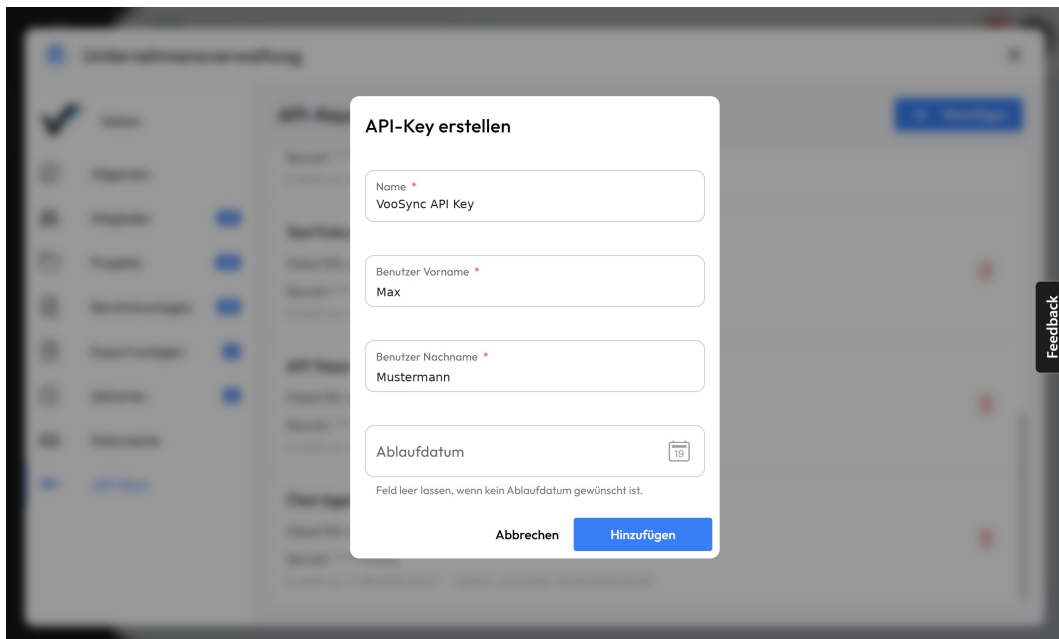


Fig. 3 - Dialog for creating a new API key

2.4 Store the credentials securely

⚠ **Important:** The credentials (Client ID and API secret) are displayed for security reasons **only once** and cannot be recovered afterwards. Please copy both values and keep them in a safe place (e.g. a password manager).

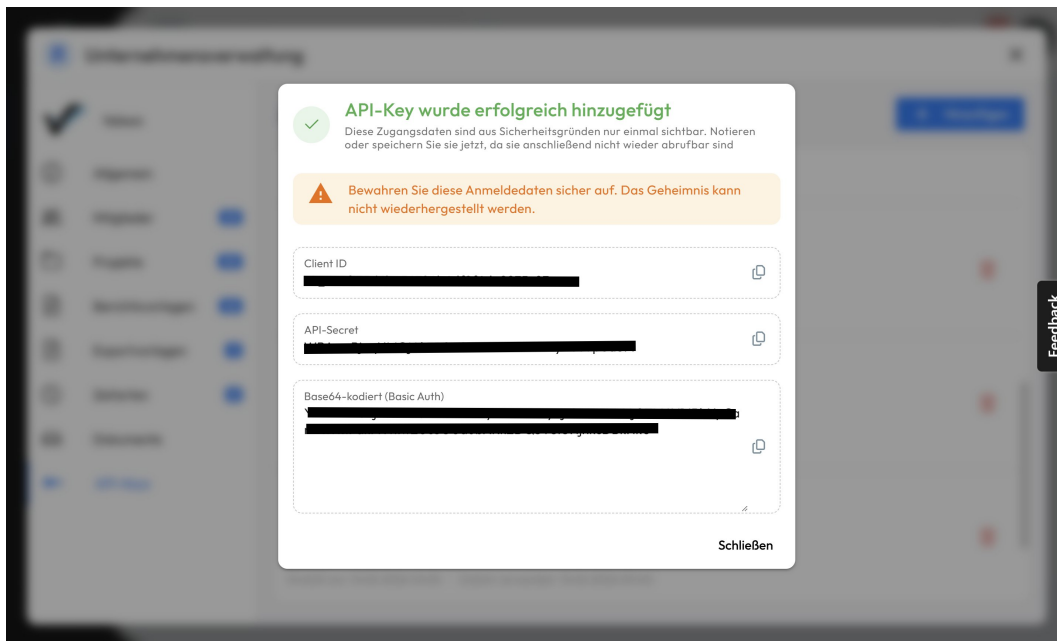


Fig. 4 - One-time display of the API credentials

4. Selecting projects and starting synchronization

After a successful login, ValoonSync displays a list of all projects your organization has access to. For each project, you can individually choose whether **media** (photos) and/or **reports** should be synchronized. Optionally, a custom **target folder** can be defined per project. The checkboxes “**All media**” and “**All reports**” at the top allow you to conveniently control the selection for all projects at once.

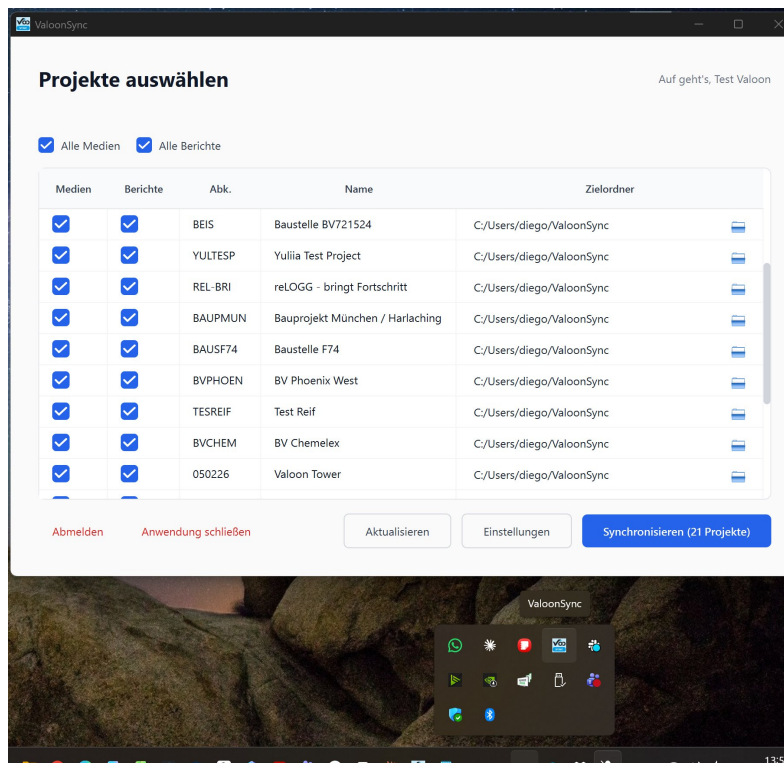


Fig. 6 - Selecting the projects to synchronize

Click **“Synchronize”** to start the download. During synchronization, ValoonSync shows the current progress as well as the number of downloaded, skipped and failed files. The agent then continues to run in the background and updates the data at regular intervals.

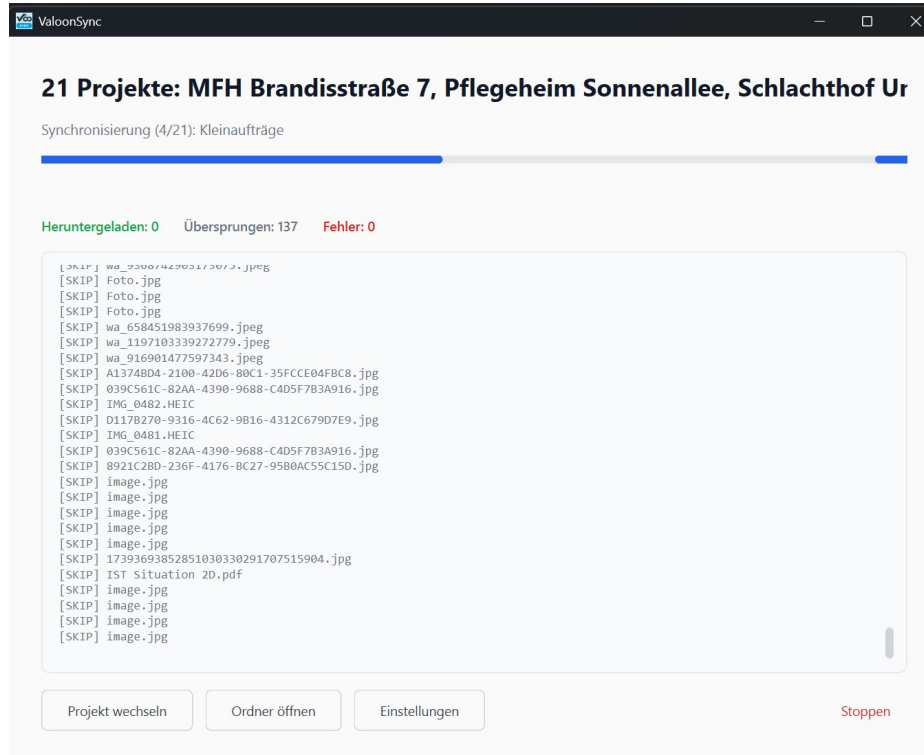


Fig. 7 – Ongoing synchronization of multiple projects

5. Adjusting the settings

The settings in ValoonSync are divided into five sections accessible via the menu on the left: **General, Storage, Synchronization, File naming** and **Account**.

5.1 General

Here you set the **language** of the user interface (Deutsch, English, Español, Français, Polski, Português, Română, Türkçe, Русский – a restart is required after changing). You also configure the **system behavior**:

- **Start ValoonSync with Windows:** The agent starts automatically when the computer boots.
- **Minimize to taskbar on start:** The window is not shown – the agent runs in the background.

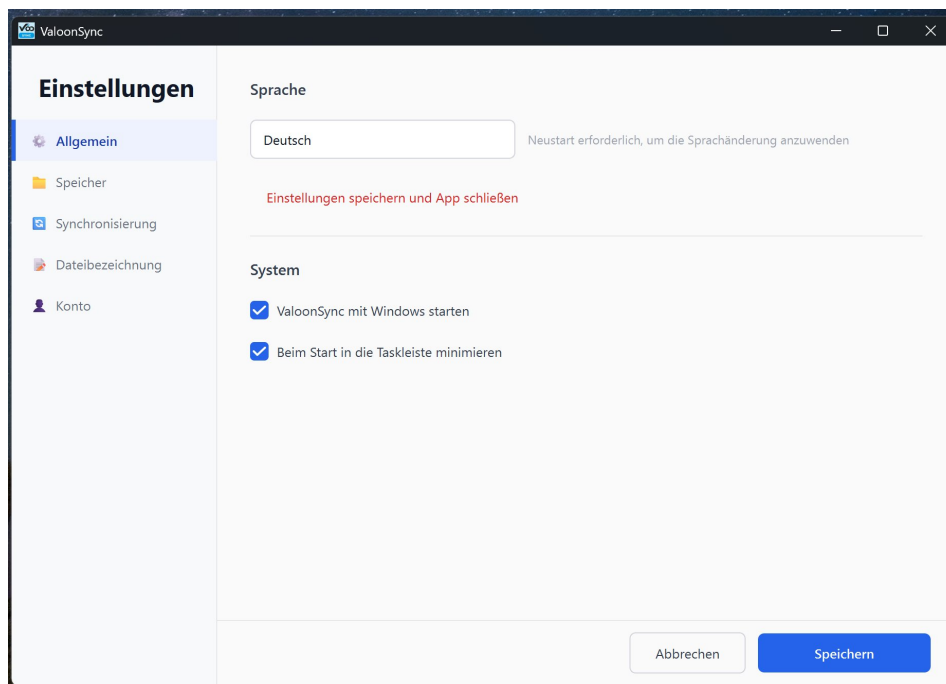


Fig. 8 – Settings: General

5.2 Storage

Set the **download folder** where synchronized files are stored. Files are automatically organized by project in the download folder.

Under **Organization**, you choose for media files and reports whether files should be sorted **by week** into subfolders or stored **all in one folder** per project.

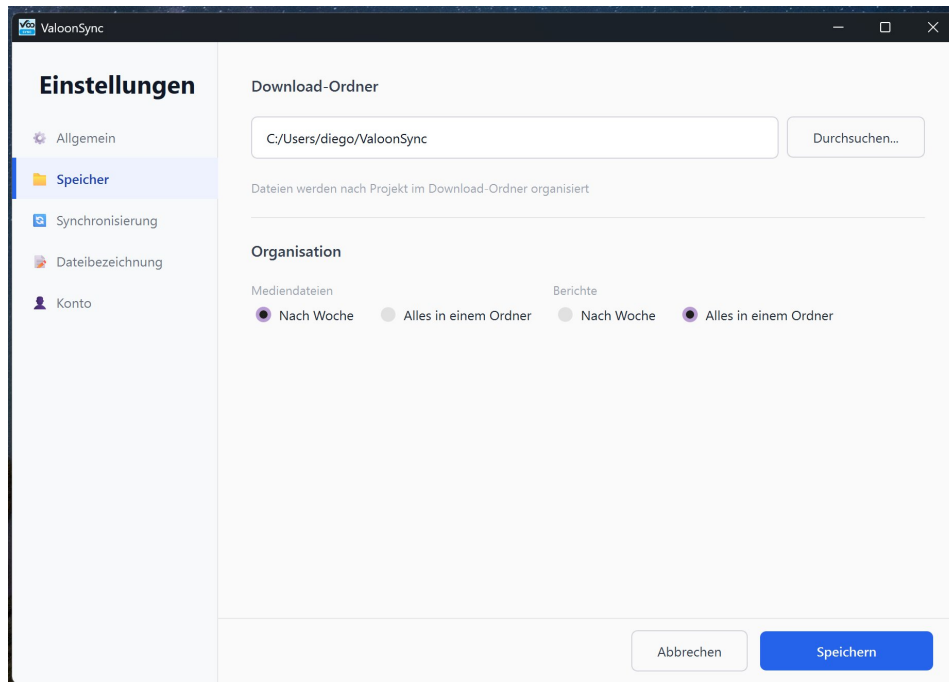


Fig. 9 – Settings: Storage

5.3 Synchronization

Here you define the **automatic synchronization interval**. The minimum value is **10 minutes**. Set the value to **0** to disable automatic synchronization and synchronize manually only.

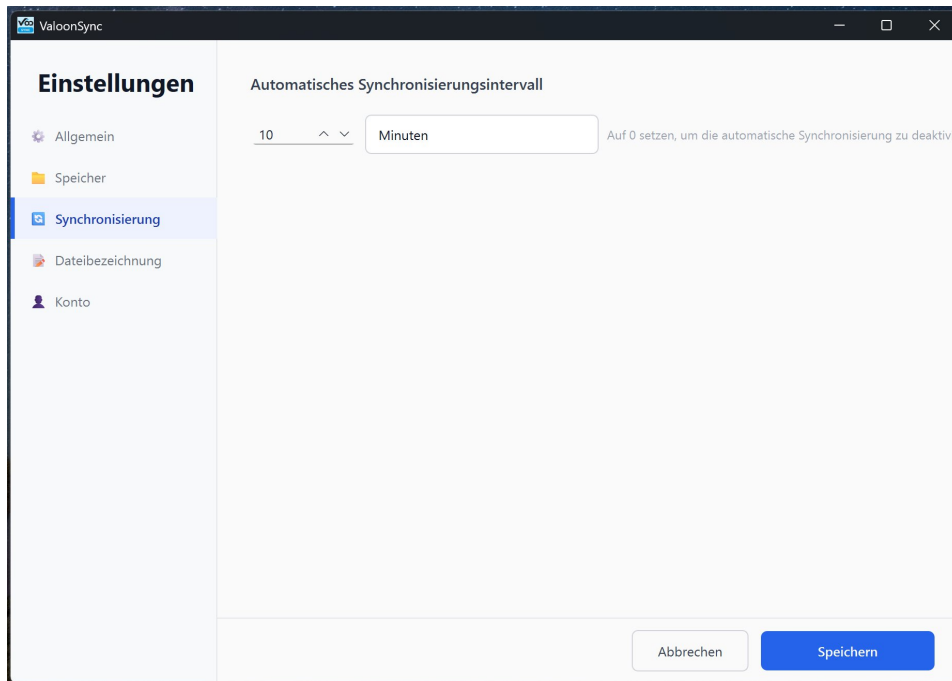


Fig. 10 – Settings: Synchronization

5.4 File naming

Define how downloaded files should be named. Using drag-and-drop or click, you can compose a custom naming pattern from available variables. For **media files**, the following are available: **File name**, **Creation date**, **Modification date**, **Year / Month / Day (Creation)**, **Year / Month / Day (Update)**, **Project**, **Project abbreviation**, **Creator** and **Week #**. Separators like - or _ can be freely inserted.

For **reports**, the additional variables **Report No.** and **Status** are available. A preview of the resulting file name is shown below the pattern.

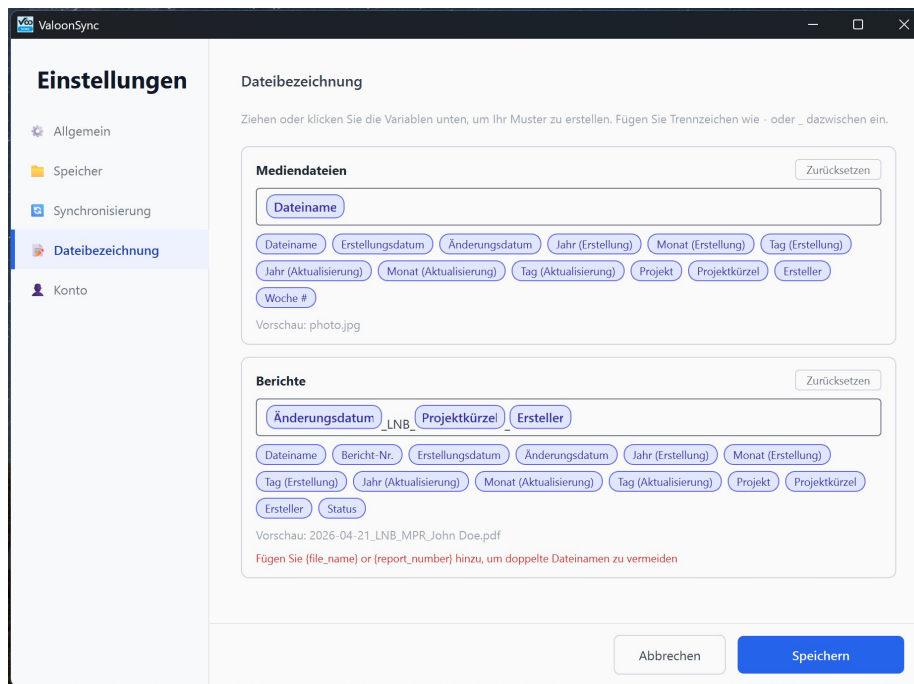


Fig. 11 – Settings: File naming

5.5 Account

Under **Account**, you can see the name of the currently connected organization and the active session (API key identifier). Click **“Log out”** to disconnect and log in with a different API key.

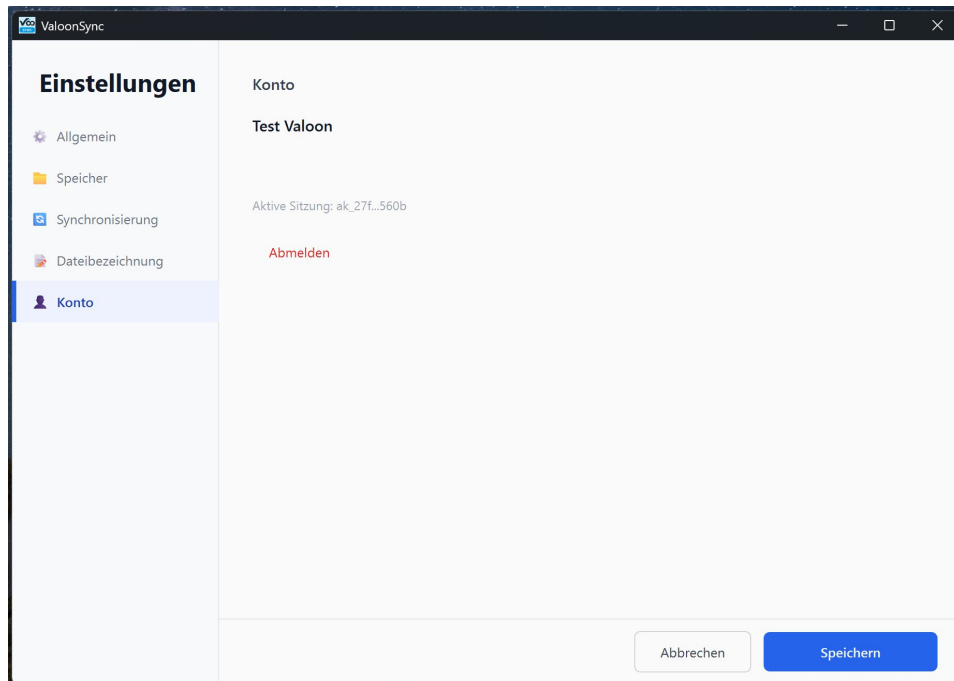


Fig. 12 – Settings: Account

6. Result: Structured file storage

The synchronized photos and documents are stored in the selected root directory and - depending on the chosen organization mode - automatically sorted by **project** and **calendar week** (e.g. 2026-KW-14). This makes the construction site data directly available in the Windows file system for further processing - for example, for storage in your ERP or document management system.

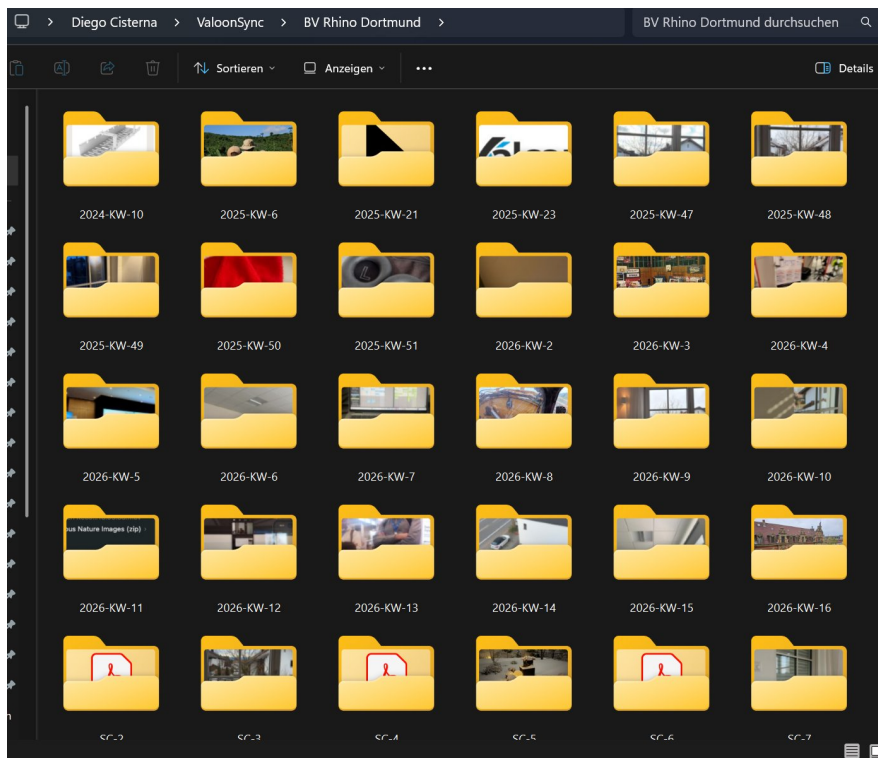


Fig. 13 - Example structure of the download folder

Support & questions

If you have any questions about installation or setup, please feel free to contact our team directly:

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