

# **Hands-on Guide for Open Enterprise Server**

## **Novell Filr 1.1**

July 2014

**Novell.**

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# Contents

<b>About This Guide</b>	<b>5</b>
<b>1 Filr Hands-on Evaluation Paths</b>	<b>7</b>
<b>2 System Requirements</b>	<b>9</b>
<b>3 Filr Hands-on Administration Exercises</b>	<b>11</b>
3.1 Overview of Filr Administration Exercises	11
3.2 Starting the Virtual Machines	12
3.2.1 If You Are Running the VMs on NODS	12
3.2.2 If You Are Using the .Zip Files from Download.Novell.Com	13
3.3 Connecting to the Wireless Router	13
3.4 Before You Begin, Consider Taking a Snapshot	15
3.5 Securing LDAP Communications between the Filr VA and the OES Server	15
3.5.1 Accessing iManager	15
3.5.2 Enabling Pop-Ups for iManager	16
3.5.3 Generating an eDirectory Root Certificate	16
3.5.4 Importing the Root Certificate into the Java Keystore	16
3.6 Synchronizing LDAP Users	18
3.7 Setting Up Users' My Files Folders	23
3.8 Enabling Sharing	24
3.9 Setting Up Net Folders	25
3.9.1 Specifying Net Folder Servers	26
3.9.2 Setting Net Folder Access and Sharing Rights	30
3.10 Allowing the Desktop Application to Be Deployed	32
3.11 (Optional) Setting Up Email Communication with the Filr VM	32
3.11.1 (Email Only) Configuring the Exercise Workstation to Recognize Filr's DNS Name	33
3.11.2 (Email Only) Entering an Email Address for User red	34
3.11.3 (Email Only) Synchronizing red's Change with Filr	34
3.11.4 (Email Only) Adjust the Outgoing Email Interval	35
<b>4 Filr Hands-on End User Exercises</b>	<b>37</b>
4.1 Overview of Filr End User Exercises	37
4.2 Accessing Filr to Do the Filr End User Exercises	37
4.2.1 Connecting to Filr through the Browser and Installing the Filr Desktop Application	37
4.2.2 Starting the Filr Desktop Application	38
4.2.3 Installing and Starting a Filr Mobile App	38
4.3 filrlab Users and Roles	38
4.4 Before You Begin the End User Exercises	39
4.5 Exploring Filr Functionality for End Users	39
4.5.1 My Files—Home Directories and Personal Storage	39
4.5.2 About the Folders and Files That Are on the OES Server and Are Accessible through Filr	41
4.5.3 Internal Sharing	42
4.5.4 (Email Only) External Sharing	44
4.5.5 File Link Sharing	47
4.5.6 Re-sharing and Searching	47
4.5.7 More Things You Can Try	48



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# About This Guide

This guide is designed to help you understand and evaluate Novell Filr by doing basic administration and end-user tasks on pre-configured VMs.

It contains the following sections:

- ♦ [Chapter 1, “Filr Hands-on Evaluation Paths,” on page 7](#)
- ♦ [Chapter 2, “System Requirements,” on page 9](#)
- ♦ [Chapter 3, “Filr Hands-on Administration Exercises,” on page 11](#)
- ♦ [Chapter 4, “Filr Hands-on End User Exercises,” on page 37](#)
- ♦ [Appendix A, “Documentation Updates,” on page 51](#)

## Using the Guide

Work through the guide sequentially. Each task depends on completion of the tasks that precede it.

## Audience

This guide is for network administrators and others who want a direct experience with Novell Filr as part of their product evaluation.

## Feedback

We want to hear your comments and suggestions about this guide and the other documentation included with Novell Filr. To submit your comments, use the User Comments feature at the bottom of each page of the online documentation.

## Documentation Updates

For the most recent version of this guide, see the [Novell Filr Documentation Web site \(http://www.novell.com/documentation/novell-filr1/filr1\\_hands-on/data/front.html\)](http://www.novell.com/documentation/novell-filr1/filr1_hands-on/data/front.html).

## Additional Documentation

For other Novell Filr documentation, see the [Novell Filr Documentation Web site \(http://www.novell.com/documentation/novell-filr1/\)](http://www.novell.com/documentation/novell-filr1/).



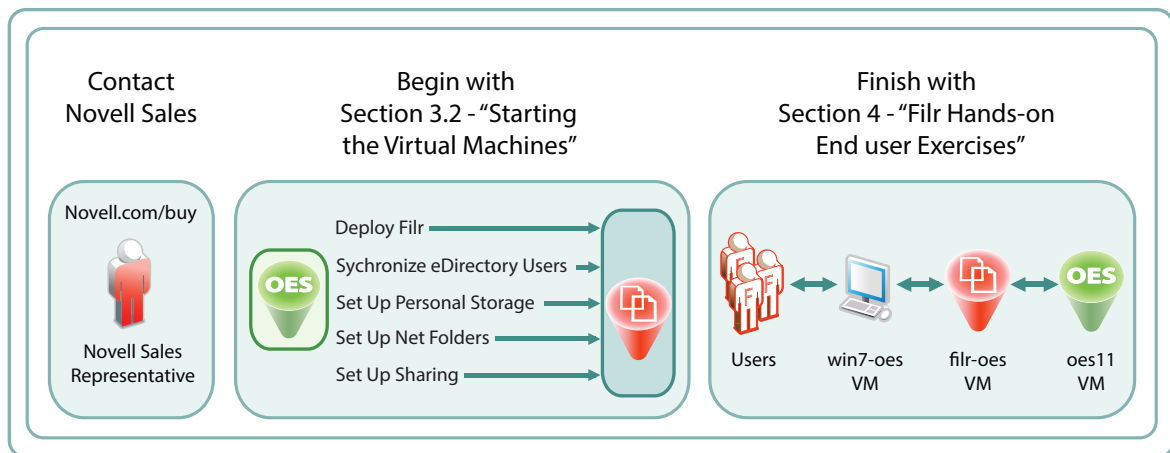
# 1 Filr Hands-on Evaluation Paths

You can access the Filr hands-on VMs in two ways:

- ♦ [Novell Online Demonstration System \(NODS\)](#)
- ♦ [Downloadable Run-ready Virtual Machines](#)

## Novell Online Demonstration System (NODS)

**Figure 1-1** *Doing the Exercises on Novell's Online Demo System*



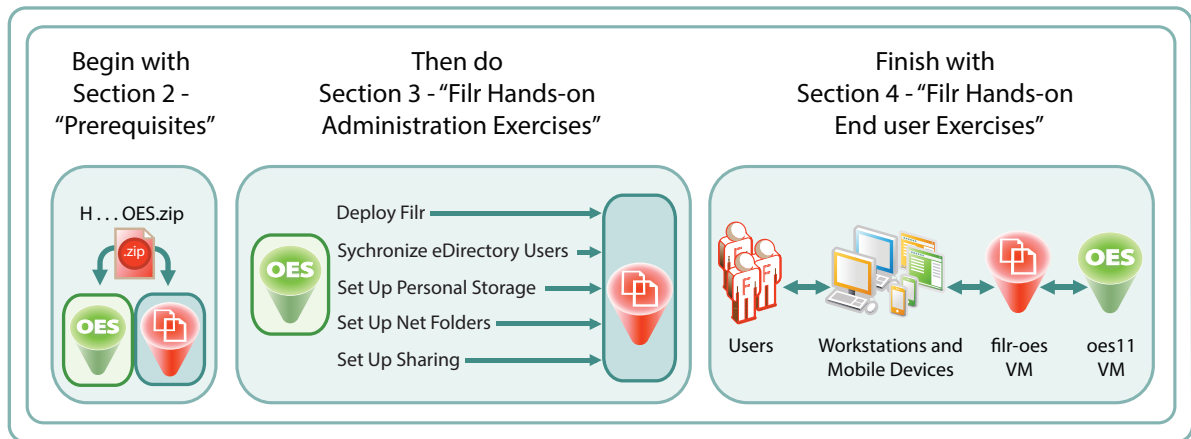
Novell hosts the Filr hands-on VMs on the Novell Online Demonstration System (NODS).

If you are interested, go to the [Novell.com How to Buy page \(http://www.novell.com/products/howtobuy.html\)](http://www.novell.com/products/howtobuy.html) and request that a Novell Sales Representative contact you.

If you are working on NODS, start with [Section 3.2, "Starting the Virtual Machines,"](#) on page 12.

## Downloadable Run-ready Virtual Machines

**Figure 1-2** Downloading the Hands-on VMs and Doing the Exercises



You can download the Filr hands-on VMs and run them in your own environment.

No previous OES experience is required for using the exercises in this guide.

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**IMPORTANT:** The Filr VM is a [Small Installation](#) Filr appliance.

Novell recommends [Large Filr Installations](#) for production environments. Small installations have scalability and performance limitations and cannot be migrated to large installations.

---

If you are downloading the hands-on VMs, continue with [Chapter 2, "System Requirements,"](#) on [page 9](#).



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# 2 System Requirements

If you are downloading and running the Filr hands-on VMs in your own environment, you need the following:

- ☐ A wireless router (home network varieties are fine)
- ☐ VMware Workstation 8 or later

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**IMPORTANT:** The use of VMware Workstation 8 is intended for Novell Filr evaluation purposes only. It is *not* supported for Novell Filr running in a production environment.

---

- ☐ A 64-bit host workstation that meets the following conditions:
  - ♦ Has the VMware platform of your choice (above) installed and ready to use
  - ♦ Has the following resources available for running VMware:

Component	Minimum	Recommended
RAM	6 GB	8 GB
Hard drive free space	50 GB	
Network card	Ethernet 100 Mbps	
Mozilla Firefox	latest version	

- ☐ An exercise workstation (VM or physical) that meets the following conditions:
  - ♦ Is connected to the wireless router for doing the administrative and end-user exercises.  
The instructions in this guide assume that the exercise workstation is running Windows 7, but Filr also supports Windows 8 and later and Mac OSX 10.7 and later.
  - ♦ Has a version of LibreOffice installed.
  - ♦ Has the latest Java Runtime Environment from java.com installed.

---

**IMPORTANT:** The Windows VMware Workstation host can double as the exercise workstation if it meets the conditions specified above.

---

- ☐ Two Web-based email addresses for receiving invitations and notifications.
- ☐ At least one mobile device (iOS 5.X or later, Android 2.3 or later, BlackBerry PlayBook and Z10) that is capable of connecting to the wireless router.
- ☐ Hands-on software downloaded from [download.novell.com](http://download.novell.com).

---

**IMPORTANT:** The hands-on exercise image files are delivered in .zip format.

---

For the Filr 1.1 Beta releases, the hands-on exercise files are hosted on the Novell Documentation web site at the following location:

- ♦ [http://www.novell.com/beta/documentation/novell-filr-1-1/hands-on-zips/Hands-On\\_Filr\\_1-1\\_OES.zip](http://www.novell.com/beta/documentation/novell-filr-1-1/hands-on-zips/Hands-On_Filr_1-1_OES.zip)

The MD5sum for verifying the integrity of the latest download (10 June 2014) is  
58ff326395b7e92aab66c99d9eb5ee76.

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Download the Hands-on VMs from the Web:

1. If you don't already have a Novell account, register for one on the [Novell website \(https://secure-www.novell.com/selfreg/jsp/createAccount.jsp?\)](https://secure-www.novell.com/selfreg/jsp/createAccount.jsp?).
2. Access the [Novell Downloads Web page \(http://download.novell.com\)](http://download.novell.com).
3. Do a keyword search for *Novell Filr*.
4. In the *Results* section, click *Novell Filr Evaluation*.
5. Click the *proceed to download* button (upper-right corner of the first table).
6. If you are prompted to log in, type your *Novell Account > username* and *password*, then click *login*.
7. Accept the *Export Agreement* (required for first downloads only), and answer the survey questions about your download (optional).
8. Print the download page. You need the listed MD5 verification numbers for verifying your download.
9. Download the `Hands-on_Filr_1-1_OES.zip` file to your VMware host workstation.

---

**IMPORTANT:** This file is approximately 5.1 GB.

We strongly recommend that you use a download manager, such as those recommended in the *how to use a download manager* link on the download page.

- 
10. Verify the integrity of the downloaded file by running an MD5-based checksum utility on it and comparing the value against the list that you printed above.

For example, on a Linux system you can enter the following command:

```
md5sum Hands-on_Filr_1-1_OES.zip
```

For a Windows system, you need to obtain a Windows-compatible MD5-based checksum utility from the Web and follow its usage instructions.

11. Continue with [Filr Hands-on Administration Exercises](#).

# 3 Filr Hands-on Administration Exercises

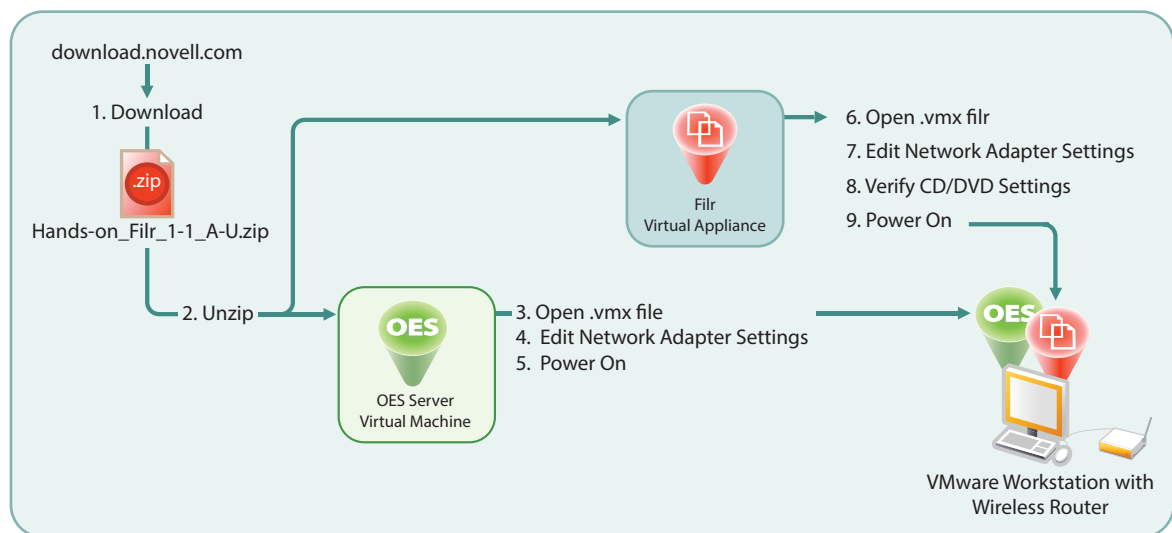
This section guides you through the following tasks:

- Section 3.1, “Overview of Filr Administration Exercises,” on page 11
- Section 3.2, “Starting the Virtual Machines,” on page 12
- Section 3.3, “Connecting to the Wireless Router,” on page 13
- Section 3.4, “Before You Begin, Consider Taking a Snapshot,” on page 15
- Section 3.5, “Securing LDAP Communications between the Filr VA and the OES Server,” on page 15
- Section 3.6, “Synchronizing LDAP Users,” on page 18
- Section 3.7, “Setting Up Users’ My Files Folders,” on page 23
- Section 3.8, “Enabling Sharing,” on page 24
- Section 3.9, “Setting Up Net Folders,” on page 25
- Section 3.10, “Allowing the Desktop Application to Be Deployed,” on page 32
- Section 3.11, “(Optional) Setting Up Email Communication with the Filr VM,” on page 32

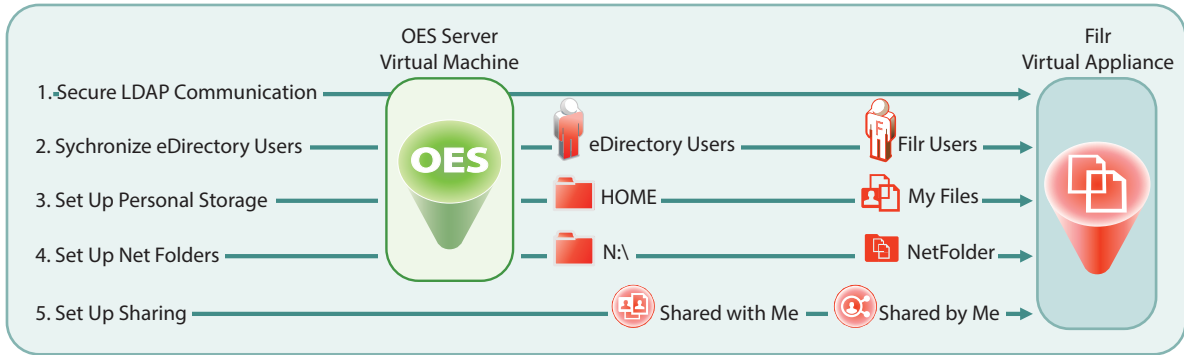
## 3.1 Overview of Filr Administration Exercises

The Filr administration exercises can be summarized as follows:

### 1. Downloading and Starting the Administration-Ready Virtual Machines



## 2. Configuring Filr and Connecting It to the OES Server



Make sure you have reviewed the system and software requirements that are outlined in [Chapter 2, “System Requirements,” on page 9](#) before proceeding.

## 3.2 Starting the Virtual Machines

- [Section 3.2.1, “If You Are Running the VMs on NODS,” on page 12](#)
- [Section 3.2.2, “If You Are Using the .Zip Files from Download.Novell.Com,” on page 13](#)

### 3.2.1 If You Are Running the VMs on NODS

Start the pre-configured virtual appliances on NODS as follows:

- 1 Click the *win7-oes* tab and power on the VM.  
This is the “exercise workstation” mentioned in the sections that follow.
- 2 Log in as user *Admin* with password *novellfilr*.
- 3 Click the *oes11* tab and power it on as well.
- 4 On the OES server desktop, log in as user *root* with password *novellfilr*.
- 5 Click the *filr-oes* VM and power it on.

The Filr appliance is automatically configured with settings found in two files in the *filr\_oes\_h-o-autoinst.iso* image file:

- ♦ **vaauto.conf**: Sets the passwords, network configuration, disk assignments, and so on.
- ♦ **appliance.conf**: Configures the appliance as an all-in-one, Small Deployment installation, and sets up communications between the Filr and MySQL servers running in the appliance.

For more information on automatically installing Filr appliances, see “[Installing Filr in Silent Mode](#)” in the *Novell Filr 1.1 Beta Installation and Configuration Guide*.

- 6 When the *filr-oes* login: terminal prompt displays on the Filr console, continue with “[Securing LDAP Communications between the Filr VA and the OES Server](#)” on page 15.

### 3.2.2 If You Are Using the .Zip Files from Download.Novell.Com

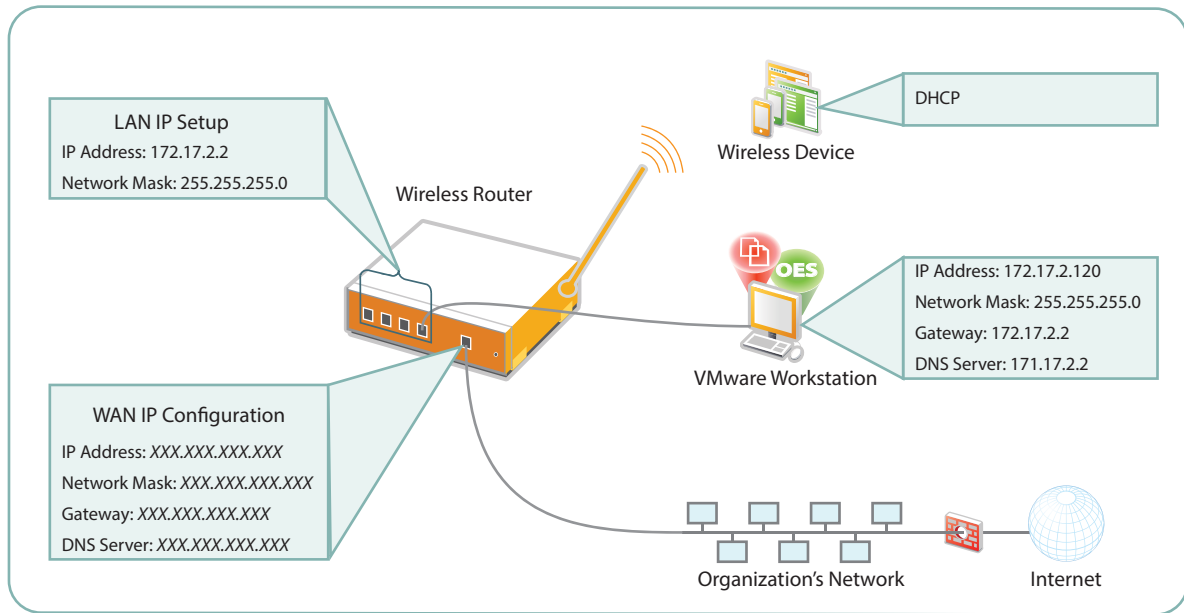
Start the downloaded, pre-configured virtual appliances by doing the following:

- 1 If you haven't already downloaded the `Hands-on_Filr-1-1_OES.zip` file, review and follow the instructions in [Chapter 2, "System Requirements,"](#) on page 9.
- 2 After the .zip archive file is downloaded, extract the files and folders until you have a folder named `Filr-ho-VMs`.
- 3 (Recommended for Windows) Place the `Filr-ho-VMs` folder at the root of Drive C.  
The folder and its contents can be placed in another location if desired. Having it at the root of Drive C simply prevents having to adjust the CD-ROM setting in [Step 9e](#) below.
- 4 Start your chosen VMware Workstation platform.
- 5 In Windows Explorer, browse to `Filr-ho-VMs\oes11`, and open the OES 11 VM configuration file, `oes11.vmx`.
- 6 Select the `oes11` tab, click *Edit Virtual Machine Settings*, click *Network Adapter*, select *Bridged* and the *Replicate physical network connection state* option, then click *OK*.
- 7 Click *Power on this virtual machine*.
- 8 Browse to `Filr-ho-VMs\filr-oes` and open the Filr VM configuration file, `filr-oes.vmx`.
- 9 Select the `filr-oes` tab.
  - 9a Click *Edit Virtual Machine Settings*.
  - 9b Click *Network Adapter*.
  - 9c Select the *Bridged* and *Replicate physical network connection state* options.
  - 9d Click *CD/DVD (IDE)*.
  - 9e Ensure that *Use ISO image file* is selected, and that the path points to the `filr_oes_h-o-autoinst.iso` image file that you downloaded with the `oes-11` and `filr-oes` VMs.  
If the path doesn't match where you placed the downloaded files, browse to the `filr_oes_h-o-autoinst.iso` file and select it.
  - 9f Click *OK*.
- 10 Verify that the `oes-11` VM is running, then select the `filr-oes` VM and click *Power on this virtual machine*.  
The Filr appliance is automatically configured with settings found in two files in the `filr_oes_h-o-autoinst.iso` image file:
  - ♦ **vaauto.conf:** Sets the passwords, network configuration, disk assignments, and so on.
  - ♦ **appliance.conf:** Configures the appliance as an all-in-one, Small Deployment installation, and sets up communications between the Filr and MySQL servers running in the appliance.For more information on automatically installing Filr appliances, see "[Installing Filr in Silent Mode](#)" in the [Novell Filr 1.1 Beta Installation and Configuration Guide](#).
- 11 When the `filr-oes login: terminal` prompt displays on the Filr console, continue with [Connecting to the Wireless Router](#).

## 3.3 Connecting to the Wireless Router

When you have completed the instructions in this section, your wireless router configuration should resemble [Figure 3-1](#).

**Figure 3-1** Wireless Router Setup



Set up your wireless router, and connect to it by doing the following:

- 1 Disconnect the VMware workstation from your organization's network, and connect it to one of the LAN ports on the wireless router.

---

**IMPORTANT:** Do not connect the router to the Internet at this point.

---

- 2 Start the router.
- 3 Using the instructions for your router, access the administration console and do the following:
  - 3a Set the router to obtain its WAN IP configuration through a DHCP service.  
If DHCP is not available, configure it with a static IP address, network mask, gateway, and so on, for your network.
  - 3b Set the router to communicate with devices that are attached to it by ensuring that its LAN IP setup uses IP address 172.17.2.2 and network mask 255.255.255.0.
  - 3c Ensure that the router is set to act as a DHCP server for wireless device connectivity.
  - 3d For the wireless configuration, assign an easily identifiable SSID, such as Filr\_Lab.
  - 3e If possible, disable wireless security to make it simpler to connect through a wireless connection.
  - 3f Save the settings.

---

**IMPORTANT:** If your router's LAN IP address configuration changed, then remember to use 172.17.2.2, rather than the previous address, when reconnecting to the router's management console.

---

- 4 Configure the VMware Workstation host's network adapter that is connected to the wireless router, with the following IP address settings:

IP address	172.17.2.120
Network Mask	255.255.255.0
Default Gateway	172.17.2.2
DNS Server Addresses	172.17.2.2

For example, on Windows 7, access the workstation's Control Panel. Then in the Network Sharing Center, configure the Local Area Connection adapter with the address information.

- 5 (Optional) If you are using a separate workstation to perform the administrative and end-user exercises, set its network adapter with the following IP address settings:

IP address	172.17.2.118
Network Mask	255.255.255.0
Default Gateway	172.17.2.2
DNS Server Addresses	172.17.2.2

- 6 Open a browser on the workstation and the mobile device, and ensure that you can connect to the Internet through them, then continue with the next section.

## 3.4 Before You Begin, Consider Taking a Snapshot

If you want the ability to repeat the exercises that follow, consider taking a snapshot in VMware before you begin. That way you can always restore the VMs to their original states without risking ripple effects from previous sessions.

## 3.5 Securing LDAP Communications between the Filr VA and the OES Server

- ♦ [Section 3.5.1, "Accessing iManager," on page 15](#)
- ♦ [Section 3.5.2, "Enabling Pop-Ups for iManager," on page 16](#)
- ♦ [Section 3.5.3, "Generating an eDirectory Root Certificate," on page 16](#)
- ♦ [Section 3.5.4, "Importing the Root Certificate into the Java Keystore," on page 16](#)

### 3.5.1 Accessing iManager

iManager is the main browser-based tool that is used to manage eDirectory and the OES services.

To start iManager and prepare your browser for future sessions:

- 1 On your exercise workstation, open the OES 11 SP2 Welcome page in your Web browser by entering the following URL:  
`http://172.17.2.116`
- 2 If you receive a security alert, such as a warning that the connection is not trusted, select the options to continue, such as *I Understand the Risks > Add Exception*. Ensure that the option to permanently store the exception is selected if available, then confirm the exception.


- 3 Click the *Management Services* tab.
- 4 On the Available Services page, click *iManager*.  
You can also start iManager directly by including */nps* after *IP\_or\_DNS* in the access URL. For example, enter `http://172.17.2.116/nps`.
- 5 Log in as the eDirectory Admin user:
  - 5a In the *Username* field, type `admin`.
  - 5b In the *Password* field, type `novellfilr`.
  - 5c In the *Tree* field, type `172.17.2.116`.  
If SLP services were configured and working properly, you could enter the tree name, but they are not.
  - 5d Click *Login*.
- 6 Do not close iManager. Continue with the next section, "[Enabling Pop-Ups for iManager](#)."

## 3.5.2 Enabling Pop-Ups for iManager

Some iManager plug-ins use pop-up dialog boxes that are blocked by most browsers.

- 1 In the browser you are using, enable pop-ups that originate from the server where iManager is running (`https://172.17.2.116`).
- 2 Do not close iManager. Continue with "[\(Email Only\) Entering an Email Address for User red](#)."

## 3.5.3 Generating an eDirectory Root Certificate

- 1 Generate a root certificate for the eDirectory tree:
  - 1a In iManager, click the *Roles and Tasks* icon .
  - 1b Click *NetIQ Certificate Server > Configure Certificate Authority*.
  - 1c Click the *Certificates* tab, then select the check box for the *self-signed certificate*.
  - 1d Click the *Validate* sub-tab.
  - 1e Select the *self-signed certificate* check box again, then click the *Export* sub-tab.
  - 1f Deselect *Export Private Key*.  
The *Export Format* changes to DER.
  - 1g Click *Next*.
  - 1h Click *Save the Exported Certificate > OK*, then save the file to disk. Change the file name to something that you'll remember and note the location.

---

**IMPORTANT:** If you have a download manager installed, the steps involved in saving the certificate are different. The point is to identify the name of the `.der` file and where it is saved.

---

- 1i Click *Close > OK*.

## 3.5.4 Importing the Root Certificate into the Java Keystore

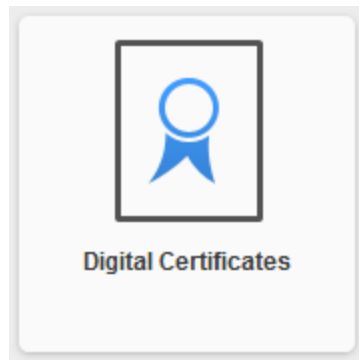
- 1 In your management browser, open a new tab and access the Filr Console by entering the following URL:  
`https://172.17.2.111:9443`



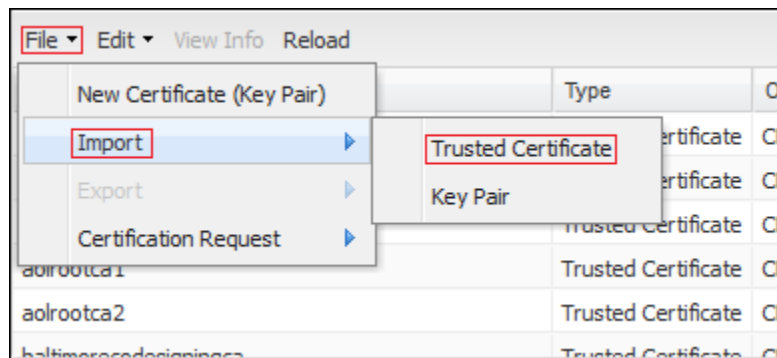
- 2 If prompted, accept and trust the certificate.
- 3 Log in as the vaadmin user with novellfilr as the password.
- 4 Import the certificate into the Java Keystore:
  - 4a Click the *Appliance Configuration* icon.



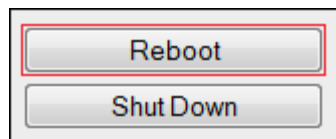
- 4b Click the *Digital Certificates* icon.



- 4c Click *File > Import > Trusted Certificate*.



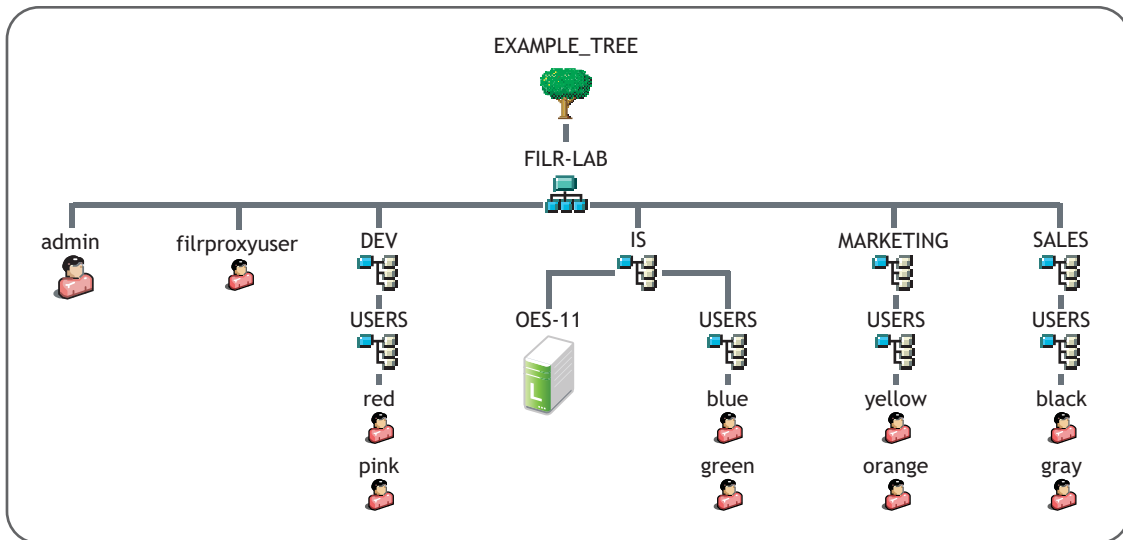
- 4d Browse to the certificate file that you saved in [Step 1h on page 16](#), then click *Open*.
- 4e Click *OK > OK > Close*.
- 4f Click *Reboot > OK > OK*.



## 3.6 Synchronizing LDAP Users

Your OES 11 server is pre-configured with the eDirectory users shown in [Figure 3-2 on page 18](#).

**Figure 3-2** The Pre-configured eDirectory Tree and the Users That It Contains



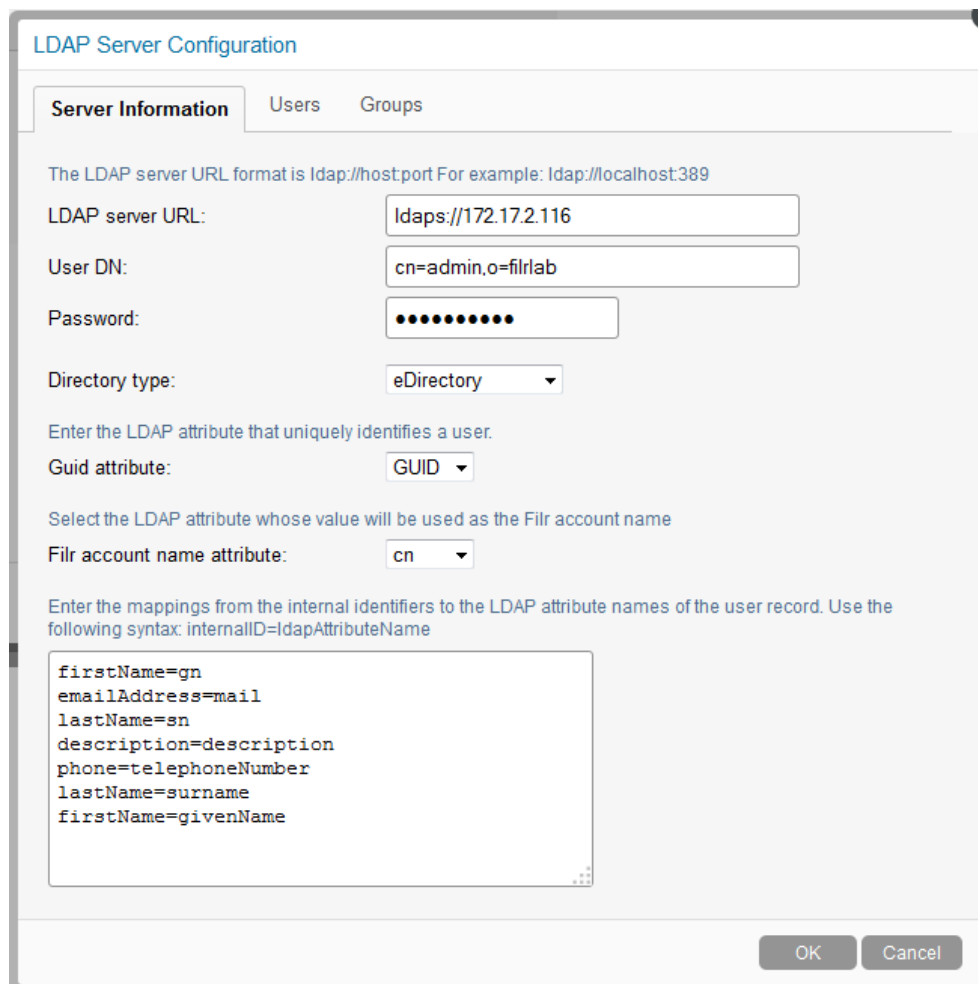
Importing users to Filr is accomplished by setting up LDAP synchronization with the eDirectory tree as follows:

- 1 Ensure the Filr appliance VM has restarted.
- 2 Using your administrative browser, access Filr through the following URL:  
`https://172.17.2.111:8443`
- 3 If prompted, accept and trust the certificate.
- 4 Sign in as User: admin with Password: admin.
- 5 When prompted, change the password to novellfilr.

A screenshot of a 'Change Password' dialog box. The title bar is 'Change Password'. The main text says: 'You are currently using the default password. For security reasons, you should change your password.' There are three input fields: 'Current password:' with 'admin' entered, 'New password:' with 'novellfilr' entered, and 'Confirm new password:' with 'novellfilr' entered. At the bottom right are 'OK' and 'Cancel' buttons.

- 6 Click *admin* (upper right), then select *Administration Console*.
- 7 Under *System*, click *LDAP*.
- 8 Click *Add*.

- 9 Make sure that the *Server Information* tab is selected.
- 10 Enter the information to connect Filr with the oes11 server.



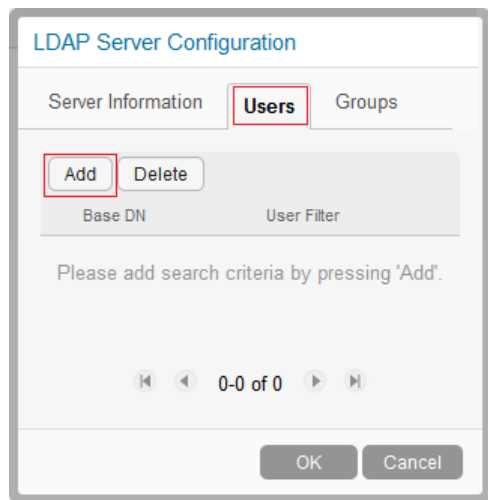
The LDAP Server Configuration dialog box is shown with the 'Server Information' tab selected. It contains the following fields and options:

- LDAP server URL:** ldaps://172.17.2.116
- User DN:** cn=admin,o=filrlab
- Password:** (masked with dots)
- Directory type:** eDirectory (selected in a dropdown)
- Guid attribute:** GUID (selected in a dropdown)
- Filr account name attribute:** cn (selected in a dropdown)
- Mappings:** A text area containing the following mappings:

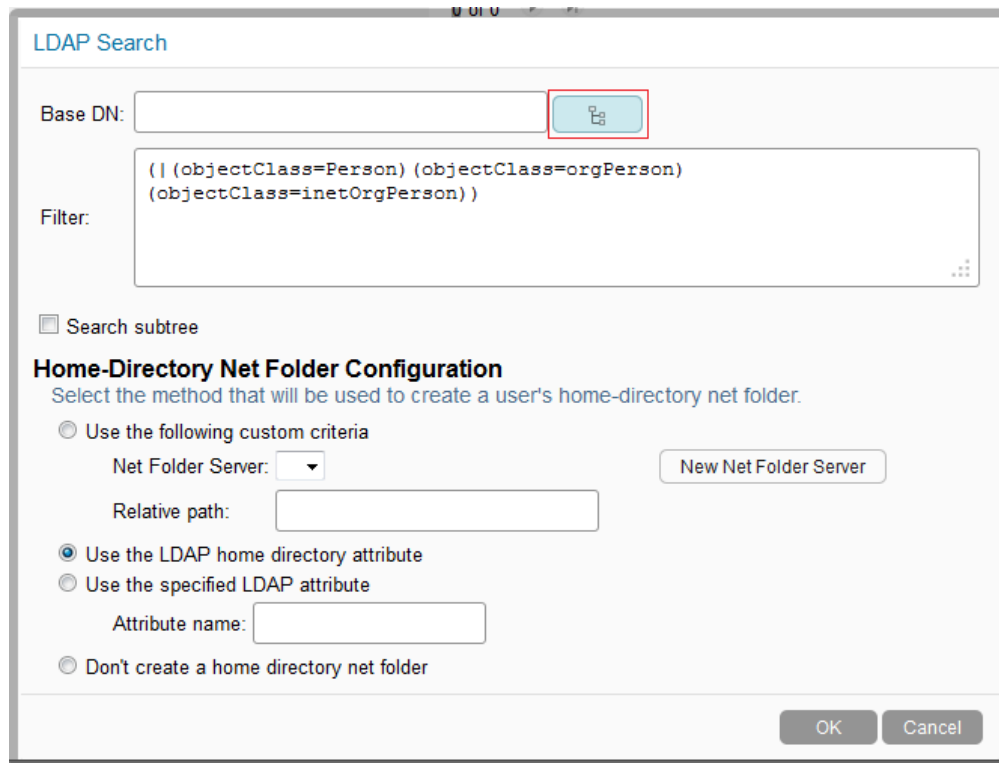
```
firstName=gn
emailAddress=mail
lastName=sn
description=description
phone=telephoneNumber
lastName=surname
firstName=givenName
```

At the bottom right are 'OK' and 'Cancel' buttons.

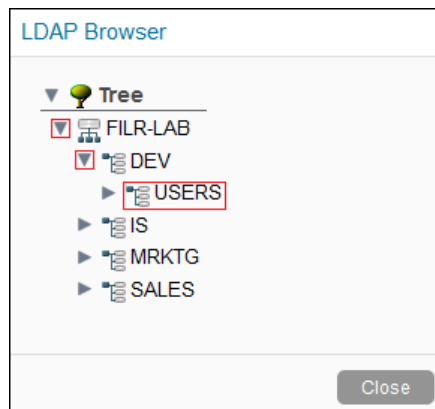
- 10a In the *LDAP server URL* field, type `ldaps://172.17.2.116`.  
This is the IP address of the OES server (oes-11 in [Figure 3-2 on page 18](#)).
  - 10b In the *User DN* field, type `cn=admin,o=filrlab`.  
This is the eDirectory tree Admin ([Figure 3-2 on page 18](#)).
  - 10c In the *Password* field, type `novellfilr`.
  - 10d Make sure the *Directory Type* has *eDirectory* selected.
  - 10e Verify that the *Guid Attribute* field is set to `GUID`.
  - 10f Verify that the *Filr Account Name Attribute* field is set to `cn`.
- 11 Select the *Users* tab, then click *Add*.



12 Click the LDAP browse icon.



13 Browse to *DEV* and select *USERS*.



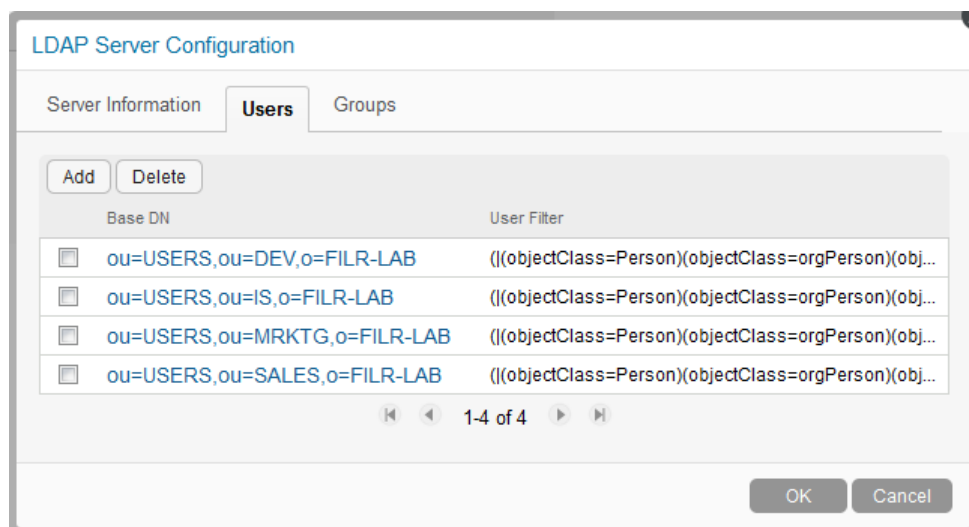
14 Click OK.

The DEV/USERS container is added. (This is where users *red* and *pink* are located.)



15 With the Users tab still selected, click *Add*, then return to [Step 12 on page 20](#) and add the following Base DN entries by using the LDAP browser.

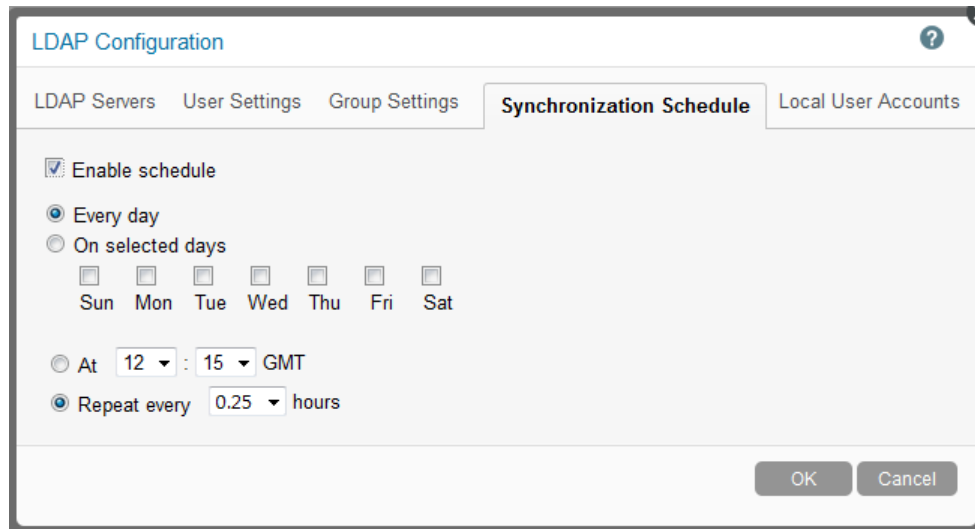
- ◆ ou=USERS,ou=IS,o=filrlab
- ◆ ou=USERS,ou=MRKTG,o=filrlab
- ◆ ou=USERS,ou=SALES,o=filrlab



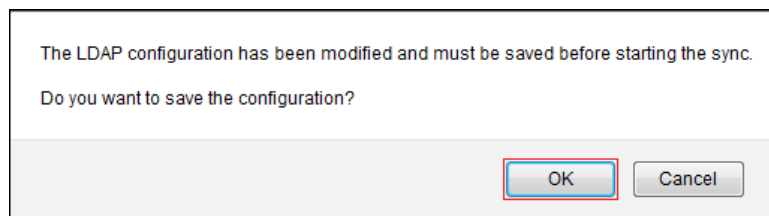
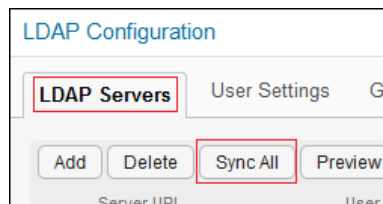
16 Click OK.

17 Select the *Synchronization Schedule* tab and then select the following options:

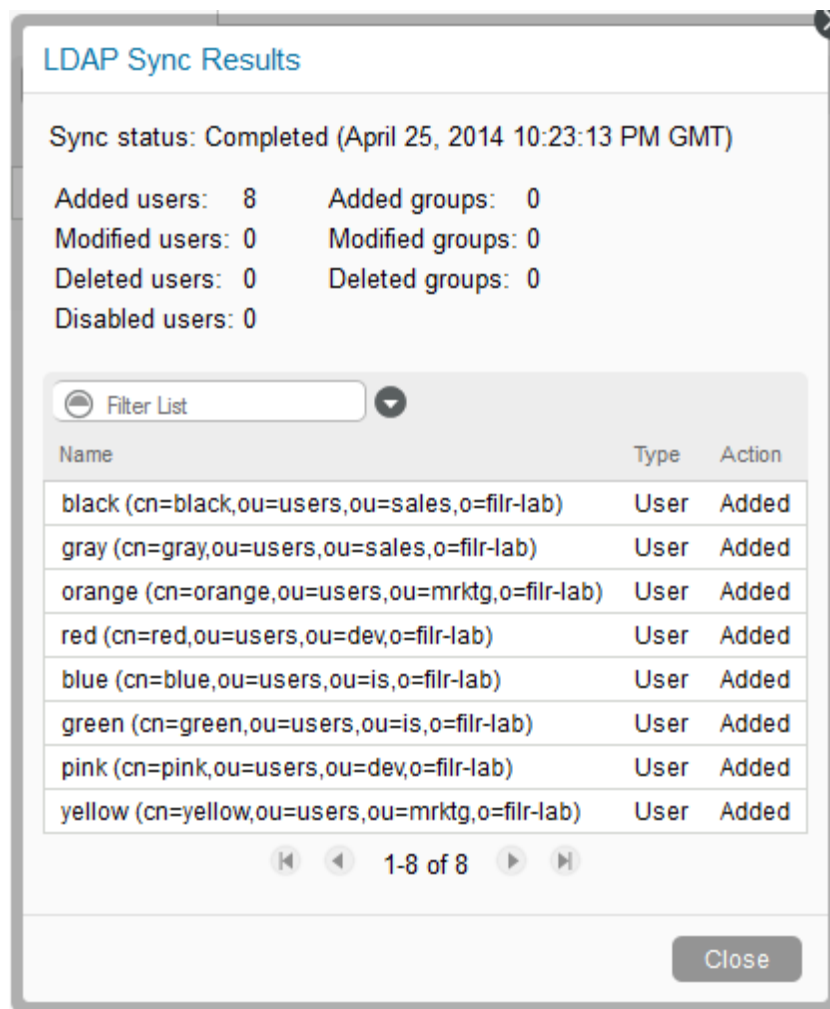
- ♦ *Enable Schedule*
- ♦ *Every Day*
- ♦ *Repeat Every 0.25 Hours*



18 Click the *LDAP Servers* tab, click the *Sync All* button, then click OK to save the configuration.



The eight users in the four USERS containers are added.



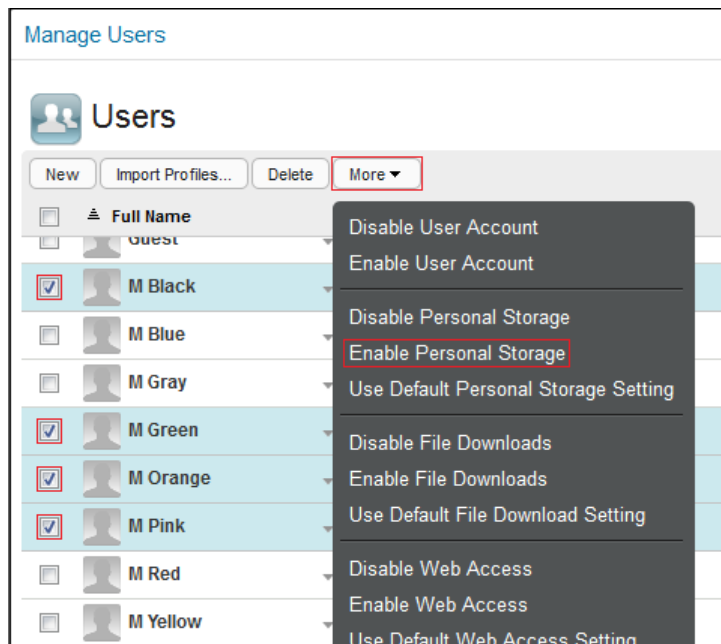
19 Click *Close* > *OK*.

20 Do not close the Administration Console. Continue with [Section 3.7, “Setting Up Users’ My Files Folders,”](#) on page 23.

For complete instructions on using Filr LDAP synchronization, see “[Synchronizing Users and Groups from an LDAP Directory,](#)” in the *Novell Filr 1.1 Beta Administration Guide*.

## 3.7 Setting Up Users’ My Files Folders

- 1 Under *Management*, click *Users*.
- 2 Select the check boxes next to the names of the following users that you synchronized from eDirectory, then click *More* > *Enable Personal Storage*.
  - ♦ M Black
  - ♦ M Green
  - ♦ M Orange
  - ♦ M Pink

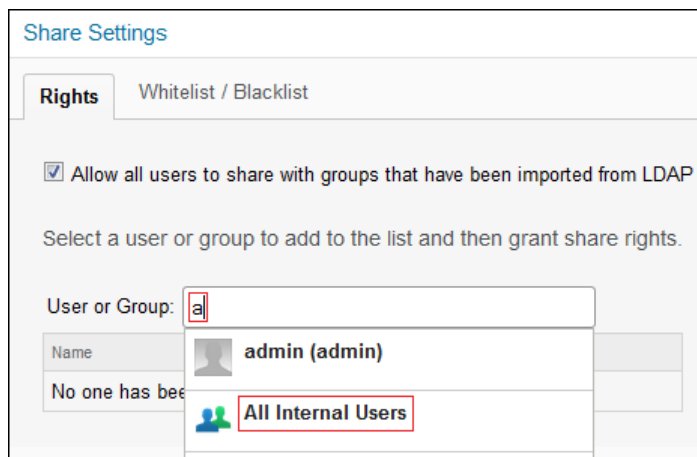


- 3 Click *Close*.
- 4 Do not close the Administration Console. Continue with [Enabling Sharing](#).

## 3.8 Enabling Sharing

Allowing users to share files and folders requires that you enable sharing for the Filr site.

- 1 Under *System*, click *Share Settings*.
- 2 Ensure that *Allow All Users to Share with Groups that Have Been Imported from LDAP* is selected.
- 3 In the *User or Group* field, start to type *all*, then select *All Internal Users*.



If the list is empty, do the following:

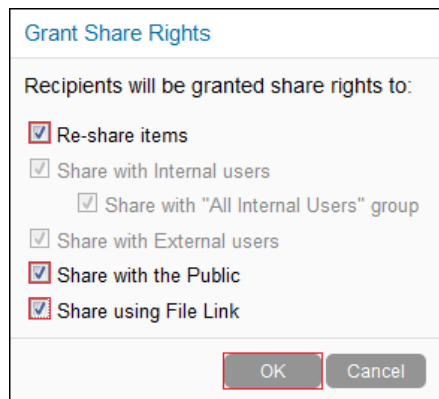
- 3a Under *Management*, click *Search Index*.
- 3b Select *Re-Index Everything*, then click *OK*.



On most installations, reindexing would take some time. However, because this is such a small installation, the process happens very quickly.

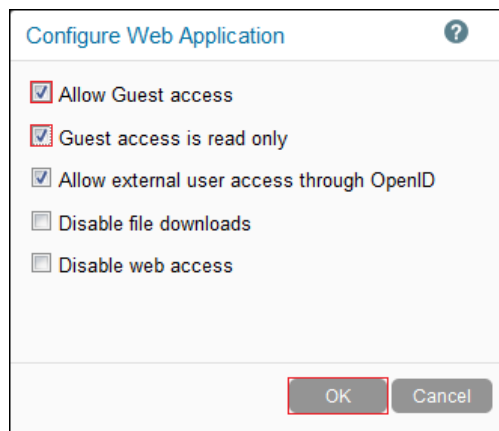
**3c** Repeat from [Step 1](#).

**4** Click *Re-share Items*, *Share with the Public*, and *Share using File Link* then click *OK > OK*.



This sets the maximum sharing rights that can be granted anywhere on the system. Re-sharing, public access, and file-link sharing are only available if they are actually enabled on the Net Folders.

**5** Under *System*, click *Web Application*, select *Allow Guest access* and *Guest access is read-only*, then click *OK*.



The *read-only* option prevents public (guest) users from logging comments. This is generally a good idea in light of the risk of “spam” comments. Comments cannot be removed in this version of Filr.

**6** Continue with [Setting Up Net Folders](#).

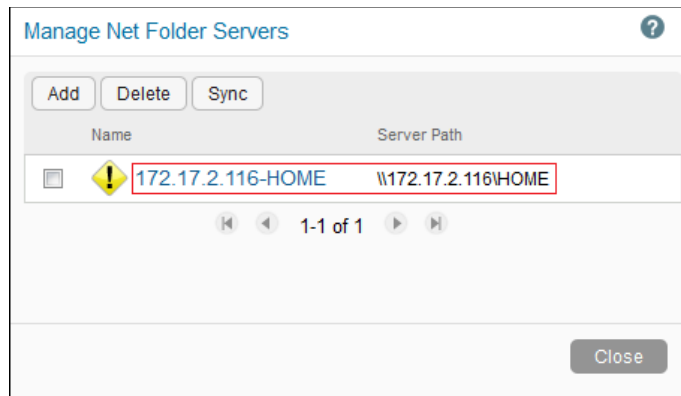
## 3.9 Setting Up Net Folders

- ♦ [Section 3.9.1, “Specifying Net Folder Servers,” on page 26](#)
- ♦ [Section 3.9.2, “Setting Net Folder Access and Sharing Rights,” on page 30](#)

### 3.9.1 Specifying Net Folder Servers

Net Folder Servers are connections to NSS volumes on NetWare and OES file servers, and to shares on Windows file servers. You can set up as many connections to each file server as needed. For the hands-on lab, you create one Net Folder Server for each NSS volume.

- 1 Under *Management*, click *Net Folder Servers*.
- 2 Four of the users that you synchronized with the OES-11 server have Home directories on the server. Therefore, the Net Folder Server *172.17.2.116-HOME* is already created and listed.

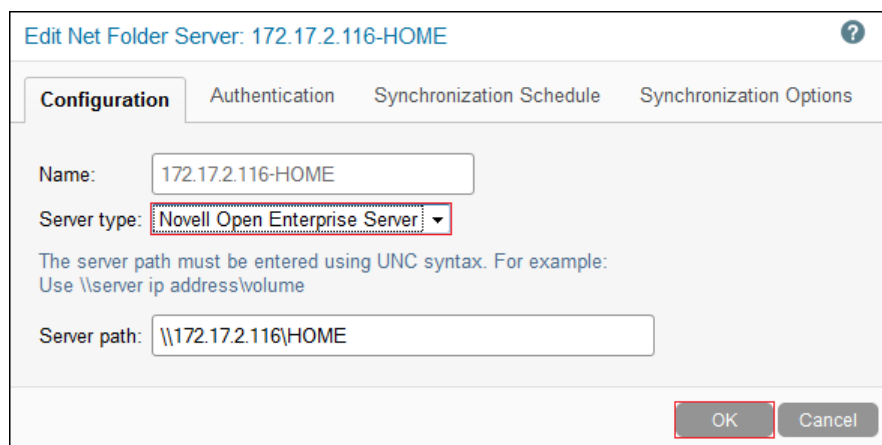


---

**IMPORTANT:** Although Home folders are technically like other Net Folders in Filr, their primary role is personal storage. Therefore, users access them through *My Files* rather than through *Net Folders*.

---

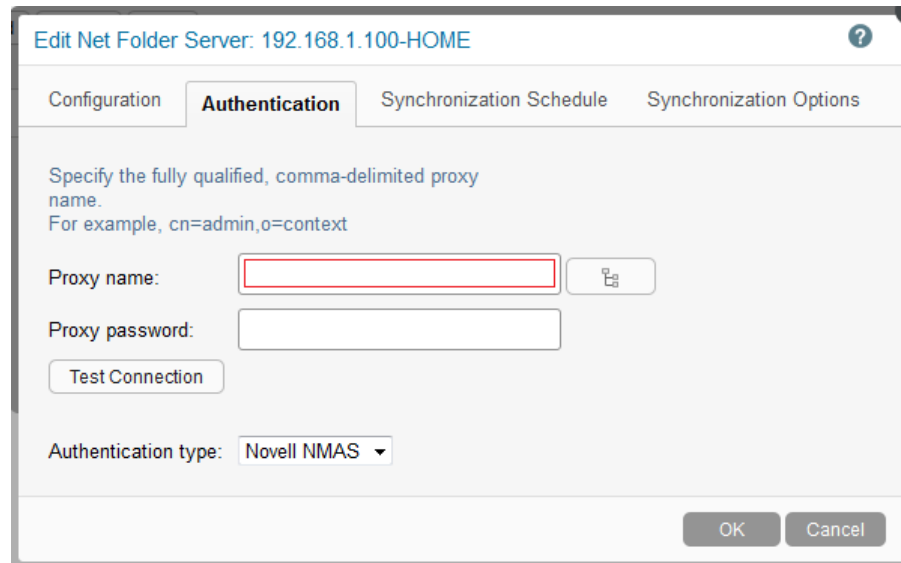
- 3 The Home Net Folder Server is marked with an icon that indicates that its configuration needs attention.  
In the Name column, click the *172.17.2.116-HOME* link.
- 4 With the Configuration tab selected, select *Novell Open Enterprise Server* as the *Server Type*.



- 5 Click *OK*.  
The OES server is running OES 11 SP2 and has the latest updates applied.
- 6 Click *OK*, then click *172.17.2.116-HOME* again.
- 7 Select the *Authentication* tab.

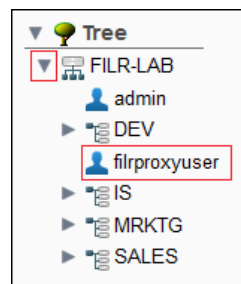
- 8 A chief feature of Filr is the ability to share files and folders with others who do not have native file system rights. This sharing functionality is provided through Filr proxy users—system-level users who log into server file systems on behalf of Filr users.

Notice that the Home Net Folder Server has no Proxy user assigned.

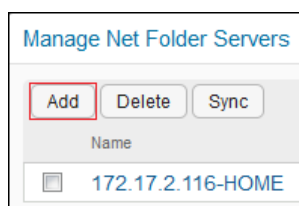


- 9 The proxy user for these exercises (filrproxyuser) is shown in the filrlab organization in [Figure 3-2 on page 18](#).

Click the LDAP browser icon next to the Proxy Name field, then browse to and select the *filrproxyuser* object.



- 10 In the Proxy Password field, type  
novellfilr
- 11 Click *Test Connection*.  
You should see a message that the test succeeded.
- 12 Click *OK* > *OK*.  
The yellow icon next to the *HOME* Net Folder server is no longer displayed.
- 13 Click *Add*.



**14** Add the following Net Folder servers, beginning with DEV:

Volume	Field	Text
DEV	Name	Development
	Server Type	Novell Open Enterprise Server
	Server Path	\\172.17.2.116\DEV
	Proxy Name	cn=filrproxyuser,o=filrlab
	Proxy Password	novellfilr
IS	Name	IS
	Server Type	Novell Open Enterprise Server
	Proxy Path	\\172.17.2.116\IS
	Proxy Name	cn=filrproxyuser,o=filrlab
	Proxy Password	novellfilr
MRKTG	Name	Marketing
	Server Type	Novell Open Enterprise Server
	Server Path	\\172.17.2.116\MRKTG
	Proxy Name	cn=filrproxyuser,o=filrlab
	Proxy Password	novellfilr
SALES	Name	Sales
	Server Type	Novell Open Enterprise Server
	Server Path	\\172.17.2.116\SALES
	Proxy Name	cn=filrproxyuser,o=filrlab
	Proxy Password	novellfilr

Notice that the Net Folder Server names do not necessarily need to mirror the server and volume information.

**14a** Click *Add*.

**14b** Using the information in the table, type the Net Folder Server *Name*, select the *Server Type* (Novell Open Enterprise Server), and type the *Server Path*.

**New Net Folder Server** ?

Configuration Authentication Synchronization Schedule Synchronization Options

Name:

Server type:

The server path must be entered using UNC syntax. For example:  
Use \\server ip address\volume

Server path:

OK Cancel

- 14c** Select the Authentication tab and add the filrproxyuser like you did beginning in [Step 13 on page 27](#). Make sure to click *Test Connection* to ensure that everything is entered correctly.

**New Net Folder Server** ?

Configuration **Authentication** Synchronization Schedule Synchronization Options

Specify the fully qualified, comma-delimited proxy name.  
For example, cn=admin,o=context

Proxy name:

Proxy password:

Authentication type:

OK Cancel

- 14d** Under *Synchronization Schedule*, select
- ♦ *Enable Scheduled Synchronization*
  - ♦ *Every Day*
  - ♦ *At 0:00 GMT*

**New Net Folder Server**

Configuration   Authentication   **Synchronization Schedule**   Synchronization Options

☒ Enable scheduled synchronization

☒ Every day

☐ On selected days

☐ Sun   ☐ Mon   ☐ Tue   ☐ Wed   ☐ Thu   ☐ Fri   ☐ Sat

☒ At 0 : 00 GMT

☐ Repeat every 12 hours

OK   Cancel

- 14e Click *OK*.
- 14f Repeat from [Step 14a on page 28](#) until all of the NSS volumes have been defined as Net Folder servers.
- 15 Make sure that all of the Net Folder server are selected, then click *Sync*.  
When the sync operation completes, Filr has metadata for each Net Folder Server in its database.
- 16 Click *Close*.
- 17 Continue with [Setting Net Folder Access and Sharing Rights](#).

## 3.9.2 Setting Net Folder Access and Sharing Rights

Net Folders are connections to specific directories on Net Folder Servers. You can set up as many Net Folders as needed. You can also specify a separate and independent synchronization schedule for each Net Folder.

- 1 Under *Management*, click *Net Folders*.  
Notice that there are no Net Folders displayed.  
Although four of the users have Home folders and the HOME volume was listed as a Net Folder Server in the previous section, Home folders are displayed and managed under *My Files* rather than *Net Folders*.
- 2 Click *Add*, then use the information in [Table 3-1](#) to complete the sub-steps for each Net Folder listed.

**Table 3-1** Net Folder Configuration Information

Name	Net Folder Server	Relative Path	Users with Rights to Net Folder	Sharing Rights
reviews	Development	personnel\reviews	red	Allow Access Internal Users
comp planning	Development	personnel\salaries	red	Allow Access
projects	Development	projects	red	Allow Access Internal Users External Users
training	IS	training\quick_starts	blue	Allow Access Internal Users Re-share
cool stuff	Marketing	advertising\brochures	yellow	Allow Access Public File Link Re-share
projections	Sales	revenue\projections	black	Allow Access Internal Users
2015 tracking	Sales	revenue\quotas	black	Allow Access Internal Users

- 2a** In the *Name* field, type a name from [Table 3-1](#) (*reviews* is first).
- 2b** In the *Net Folder Server* drop-down list, select the Net Folder Server listed for the Net Folder (*Development* is first).
- 2c** In the *Relative Path* field, type the relative path shown for the Net Folder (*personnel\reviews* is first).
- 2d** Click *Test Connection* and verify that the information is entered correctly.
- 2e** Click *Use the Index Content Setting Defined Below > Index the Contents of This Net Folder*.

☐ Use the index content setting defined on the Net Folder Server  
☒ Use the index content setting defined below  
☒ Index the content of files within this Net Folder

Although content indexing carries significant processing overhead and should, therefore, probably not be applied to all Net Folders, the content used in these exercises is so small that the overhead involved with indexing it is miniscule.

- 2f** Click *Use the Just-in-Time Settings Defined Below > Enable Just-in-Time Synchronization*.

Again, the content used in these exercises is small, and this option ensures that the folder's content is synchronized between OES and Filr each time a user accesses it.

- 2g** Click the *Rights* tab.
- 2h** In the *User or Group* field, begin typing, and then select the first user listed for the Net Folder (*M Red* is first.)
- 2i** In the *Grant Rights* dialog, set the sharing rights as listed (the first choices are: *Allow Access to the Net Folder* and *Internal Users*), then click *OK*.
- 2j** Click *OK > OK*, then return to [Step 2a](#) for the next Net Folder.
- 2k** When all of the Net Folders have been specified, click *Close* and continue with [Allowing the Desktop Application to Be Deployed](#).

## 3.10 Allowing the Desktop Application to Be Deployed

Some of the Filr end user exercises are done through the Desktop Application. To enable the Desktop Application to be deployed through the Web application:

- 1** Under *System*, click *Desktop Application*.
- 2** Select *Be Deployed > Deploy Files Contained Locally*.
- 3** Click *OK*.
- 4** Continue with [\(Optional\) Setting Up Email Communication with the Filr VM](#).

## 3.11 (Optional) Setting Up Email Communication with the Filr VM

The hands-on exercises leverage two of your personal email addresses:

- ♦ One is assigned to user red for demonstrating Filr's notification capabilities.
- ♦ The other is used for inviting an external user to collaborate on a project.

If you are not interested in email notifications or external sharing as part of the end user exercises, you can skip all of the remaining sections and steps in this guide that are marked (Email Only).

If you want to experiment with email notifications that originate from Filr, you must complete the following sections:

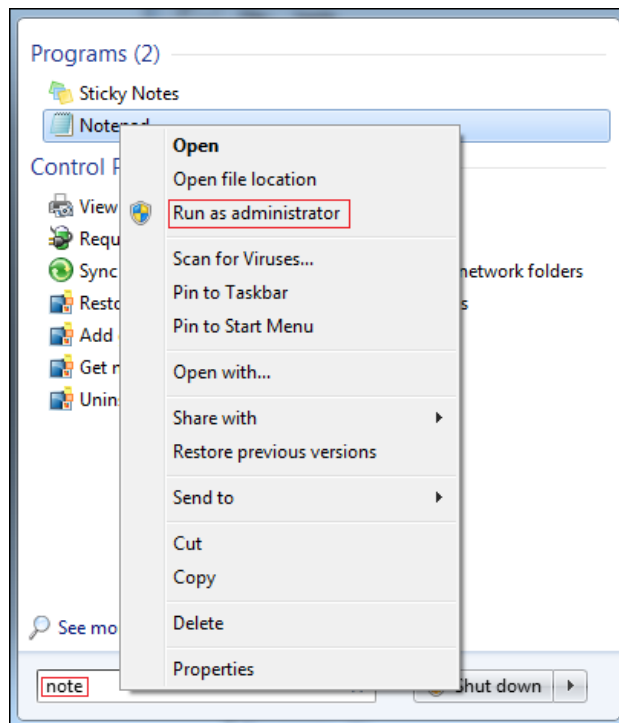
- ♦ [Section 3.11.1, "\(Email Only\) Configuring the Exercise Workstation to Recognize Filr's DNS Name," on page 33](#)
- ♦ [Section 3.11.2, "\(Email Only\) Entering an Email Address for User red," on page 34](#)
- ♦ [Section 3.11.3, "\(Email Only\) Synchronizing red's Change with Filr," on page 34](#)
- ♦ [Section 3.11.4, "\(Email Only\) Adjust the Outgoing Email Interval," on page 35](#)



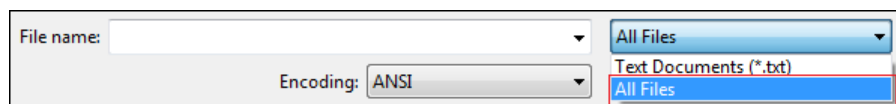
### 3.11.1 (Email Only) Configuring the Exercise Workstation to Recognize Filr's DNS Name

**NOTE:** If you are doing the exercises on the Novell Online Demonstration System (NODS), the exercise workstation VM is already configured to recognize the DNS name. Skip to [Section 3.11.2, “\(Email Only\) Entering an Email Address for User red,”](#) on page 34.

- 1 On your exercise workstation, click *Start > Control Panel > Folder Options*.
- 2 Click the *View* tab, then click *Show hidden files, folders, and drives > Apply > OK*.
- 3 Click *Start*, begin typing *notepad* in the search box, then right-click *Notepad* and select *Run as Administrator*.





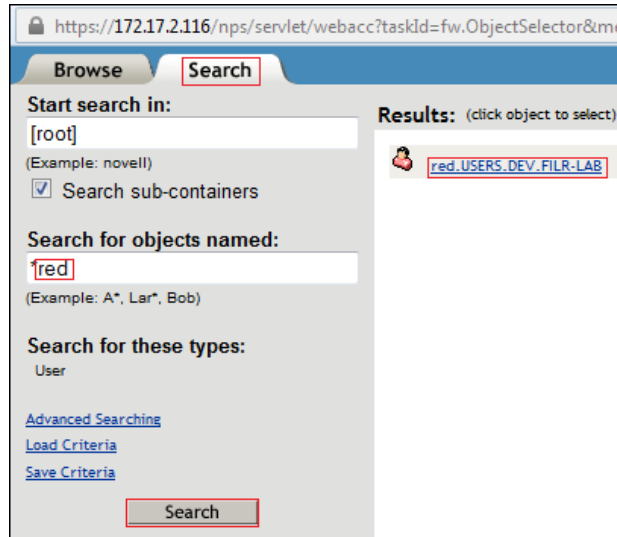
- 4 In Notepad, click *File > Open*.
- 5 Select *All Files*.



- 6 Browse to *Windows > System 32 > drivers > etc > hosts*, and click *Open*.
- 7 Add the following line:  
`172.17.2.111 filr-oes.filrlab.example.com.`
- 8 Save and close the file, then continue with “[\(Email Only\) Entering an Email Address for User red.](#)”

### 3.11.2 (Email Only) Entering an Email Address for User red

- 1 If your [iManager](#) session has expired, log in again.
- 2 Ensure that the *Roles and Tasks* icon  is selected.
- 3 In the left panel, click *Users > Modify User*.
- 4 Click the *Browse* icon  next to the *Username* field.
- 5 Click the *Search* tab.
- 6 In the *Search for objects named* field, type red. Then click *Search*, and under *Results*, click the link for user red.



- 7 Click OK.
- 8 Click the chevron or plus icon next to the *Internet E-mail address* field.
- 9 Under *Add Item*, type the email address you have chosen to use with these exercises, for example myusername@exampleemail.com.
- 10 Click OK, close iManager, then continue with “[\(Email Only\) Synchronizing red’s Change with Filr.](#)”

### 3.11.3 (Email Only) Synchronizing red’s Change with Filr

- 1 In the [Filr Administration Console](#), under *System*, click *LDAP*.
- 2 Click *Sync All*.  
User red’s profile is modified.

**LDAP Sync Results**

Sync status: Completed (June 4, 2014 10:54:03 PM GMT)

Added users: 0      Added groups: 0  
 Modified users: 1      Modified groups: 0  
 Deleted users: 0      Deleted groups: 0  
 Disabled users: 0

Filter List

Name	Type	Action
red (cn=red,ou=users,ou=dev,o=filr-lab)	User	Modified

1-1 of 1

- 3 Click *Close* > *OK*.
- 4 Continue with “(Email Only) Adjust the Outgoing Email Interval.”

### 3.11.4 (Email Only) Adjust the Outgoing Email Interval

- 1 Under *System*, click *Email*.
- 2 Click *Repeat Every .25 Hours*.

☒ Enable Outgoing Email (including Share and Subscribe Notifica

Default Digest Schedule (Subscribe Notification)

☒ Every Day

☐ Weekly (on selected days)

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

☐ At Time 00 : 15 GMT

☒ Repeat Every 0.25 Hours

- 3 Click *Apply* > *Close*.
- 4 Continue with [Chapter 4, “Filr Hands-on End User Exercises,”](#) on page 37.



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# 4 Filr Hands-on End User Exercises

This section guides you through the following tasks:

- ♦ [Section 4.1, “Overview of Filr End User Exercises,” on page 37](#)
- ♦ [Section 4.2, “Accessing Filr to Do the Filr End User Exercises,” on page 37](#)
- ♦ [Section 4.3, “filr Users and Roles,” on page 38](#)
- ♦ [Section 4.4, “Before You Begin the End User Exercises,” on page 39](#)
- ♦ [Section 4.5, “Exploring Filr Functionality for End Users,” on page 39](#)

## 4.1 Overview of Filr End User Exercises

The Filr end user exercises can be summarized as follows:



## 4.2 Accessing Filr to Do the Filr End User Exercises

- ♦ [Section 4.2.1, “Connecting to Filr through the Browser and Installing the Filr Desktop Application,” on page 37](#)
- ♦ [Section 4.2.2, “Starting the Filr Desktop Application,” on page 38](#)
- ♦ [Section 4.2.3, “Installing and Starting a Filr Mobile App,” on page 38](#)

### 4.2.1 Connecting to Filr through the Browser and Installing the Filr Desktop Application

To connect through the browser and install the Filr Desktop Application:

- 1 In the [Filr Administration Console](#), sign out as admin, then sign back in again.
- 2 In the upper-right corner, click *admin*, then select *Download Filr Desktop App*.
- 3 Click the appropriate link for the host workstation, for example, *Windows X64 Client*.
- 4 Save the file, then install the client and any supporting software you are prompted to install, such as the Microsoft .NET Framework.  
For help, see the applicable Quick Start on the [Novell Filr online documentation site](#).
- 5 Continue with [Starting the Filr Desktop Application](#).

## 4.2.2 Starting the Filr Desktop Application

- 1 On the Novell Filr welcome screen, click *Start*.
- 2 In the *Server URL* field, type `https://172.17.2.111:8443`.
- 3 Log in as *Username: pink* with *Password: filrrocks*.

---

**IMPORTANT:** This registers the Filr installation on the exercise workstation to user *pink*, irrespective of the username that was used to log in to the workstation.

---

- 4 Continue through any security warnings.
- 5 Click *Next > Next > Finish*.

The Filr folder is now available in Windows Explorer or Macintosh Finder.

## 4.2.3 Installing and Starting a Filr Mobile App

Filr mobile apps are available as free downloads in the Apple App Store, the Google Play App Store, and the Amazon Appstore for Android.

Download and install the Filr mobile app on the mobile device as you would any other device app.

---

**NOTE:** For Beta releases, iOS devices require a code that Novell shares with Beta participants.

---

To access the Filr Mobile App:

- 1 Start the app in the same way that you start other apps on your mobile device.
- 2 Log in as *Username: black* with *Password: filrrocks*.
- 3 Continue with [filrlab Users and Roles](#).

## 4.3 filrlab Users and Roles

[Table 4-1](#) lists eight users that have been synchronized from the OES 11 server to Filr.

As you can see, there are differences in their Home directory and personal storage allocations (third column). We will briefly explore these in [Section 4.5.1, “My Files—Home Directories and Personal Storage,”](#) on page 39.

Only the manager-level users, such as *red*, *blue*, and so on, have file system rights on the OES 11 server (fourth column). However, the server contains files that need to be accessed by non-manager internal users, such as *pink*, *green*, and so on, who do not have file system rights. Some files also need to be reviewed by external users.

We will explore how Filr facilitates your organization’s review and input processes in [Section 4.5.3, “Internal Sharing,”](#) on page 42 and the sections that follow it.

**Table 4-1** User Roles and Tasks

User Name	Role in the filrlab organization	Home Directory and Personal Storage	File System Rights on the OES 11 Server
<i>red</i>	Development Manager	HOME	Supervisor on volume DEV
<i>pink</i>	Developer	Personal	None

User Name	Role in the filrlab organization	Home Directory and Personal Storage	File System Rights on the OES 11 Server
<i>blue</i>	IT Manager	HOME	Supervisor on volume IT
<i>green</i>	Filr Administrator	Personal	None
<i>yellow</i>	Marketing Manager	HOME	Supervisor on volume MRKTG
<i>orange</i>	Product Line Manager	Personal	None
<i>black</i>	District Manager	HOME	Supervisor on volume SALES
		Personal	
<i>gray</i>	Account Manager		None

## 4.4 Before You Begin the End User Exercises

If you want the ability to repeat the exercises that follow, consider taking a snapshot in VMware before you begin. That way you can always restore the VMs to their original states without risking ripple effects from previous sessions.

## 4.5 Exploring Filr Functionality for End Users

After you have completed the setup and administrations instructions in this guide that pertain to the Path you are following, the Filr and OES 11 VMs are ready for the exercises in the following sections:

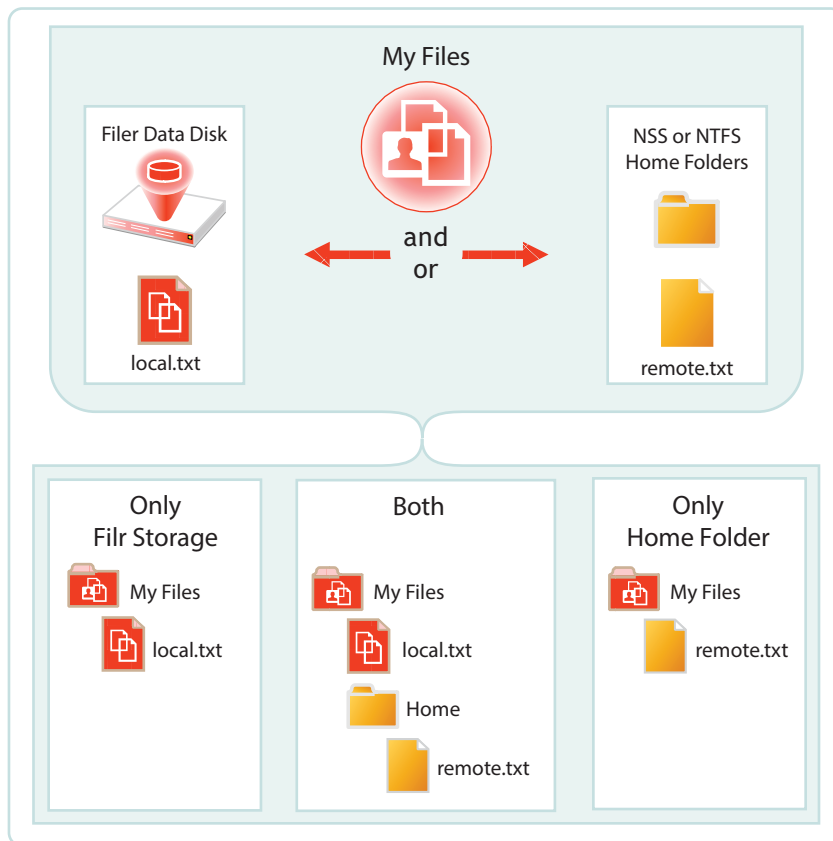
- ♦ [Section 4.5.1, “My Files—Home Directories and Personal Storage,” on page 39](#)
- ♦ [Section 4.5.2, “About the Folders and Files That Are on the OES Server and Are Accessible through Filr,” on page 41](#)
- ♦ [Section 4.5.3, “Internal Sharing,” on page 42](#)
- ♦ [Section 4.5.4, “\(Email Only\) External Sharing,” on page 44](#)
- ♦ [Section 4.5.5, “File Link Sharing,” on page 47](#)
- ♦ [Section 4.5.6, “Re-sharing and Searching,” on page 47](#)
- ♦ [Section 4.5.7, “More Things You Can Try,” on page 48](#)

### 4.5.1 My Files—Home Directories and Personal Storage

[Table 4-1](#) lists the different storage locations assigned to users for their personal storage needs and accessed through Filr’s My Files functionality.

The files and folders that users see when they access My Files are illustrated in [Figure 4-1](#) and demonstrated in the steps that follow.

**Figure 4-1** What Filr Users See in My Files Depends on What Is Set Up for Them



In the following steps, take the role and do the steps of the users that are indicated.

- 1 User *black* is a fan of the Hubble telescope and especially likes [this image \(http://hubblesite.org/gallery/wallpaper/pr2007041a\)](http://hubblesite.org/gallery/wallpaper/pr2007041a).

Open the link in your exercise browser, click the 1280X1024 link, right-click the image, and use the *Save Image As* option to save the displayed image to the desktop.

- 2 Copy the image to *black*'s home folder on the OES server.

For example, on Windows 7:

- 2a Open Windows Explorer (not Internet Explorer) and enter the following URL in the Address Bar:

\\172.17.2.116\HOME

- 2b Log in as *User Name: black* with *Password: filrrocks*.

Notice that although users *red*, *blue*, and *yellow* each have home directories, *black* only sees the *black* directory.

- 2c Open the *black* folder.

- 2d Copy the downloaded image to the folder.

- 3 Access the Filr Web application (<https://172.17.2.111:8443>), sign out as user admin if still signed in, then sign in as *User ID: black* with *Password: filrrocks*.

Notice that My Files includes a sub-folder named Home. This is *black*'s home directory on the OES server.



Refer to [Table 4-1](#) and notice that user *black* has a home directory and is also assigned personal storage. In other words, user *black* is an example of the section labeled “Both” in [Figure 4-1](#).

- 4 Open the Home folder. The Hubble image file is there as you would expect it to be.
- 5 Sign out as user *black*, then sign in as *User ID: admin* with *Password: novellfilr*.
- 6 Access the *Administration Console* (upper-right corner), then under *Management* click *Users*.
- 7 Select *M Black*, then click *More* and select *Disable Personal Storage*.
- 8 Click *Close*.
- 9 Sign out as user *admin*, then sign in as user *black*.
- 10 Notice that the Home folder has disappeared from user *black*’s My Files folder and the Hubble image file is now directly listed as a child.

Because you disabled user *black*’s ability to have Personal Storage on Filr, user *black* now fits the definition in the section of [Figure 4-1](#) that is labeled “Only Home Folder.”

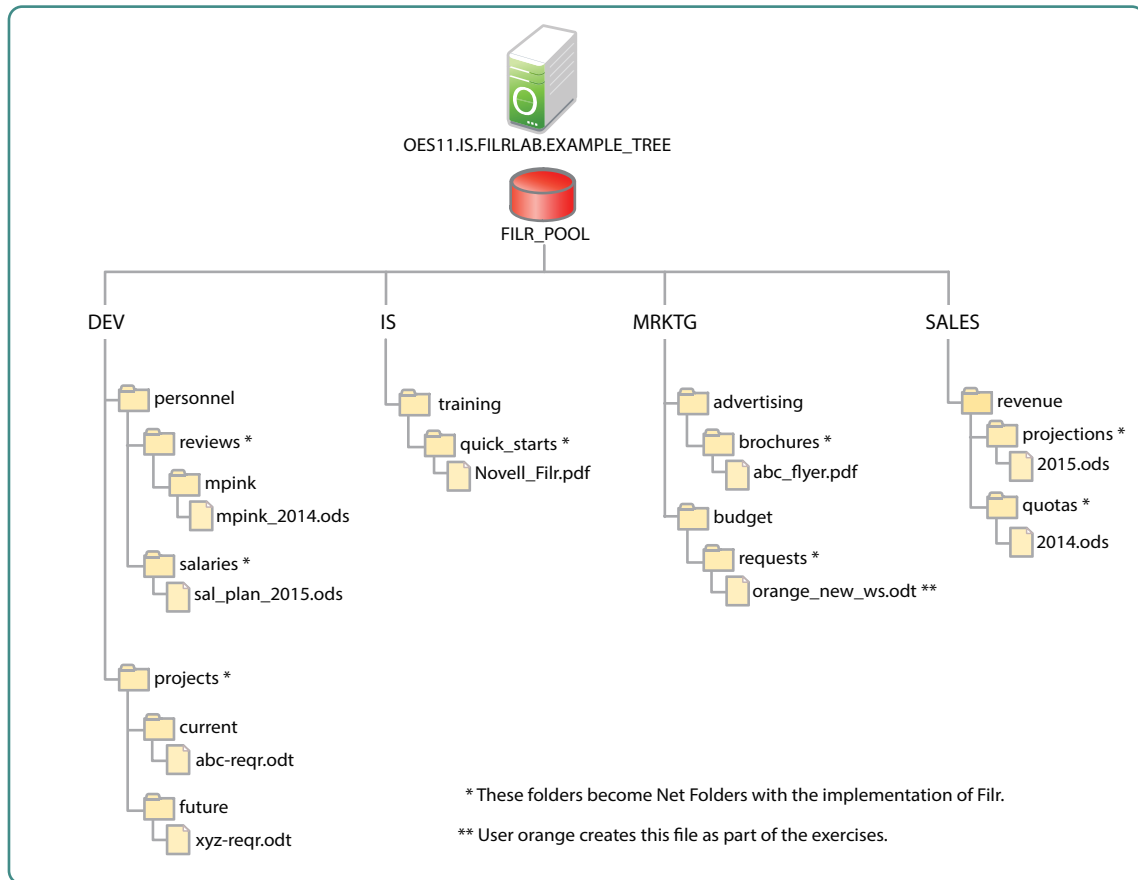
- 11 Click the down-arrow next to the image, then select *Share File*.
- 12 In the *Add a user, group, or email address* field, type *a*, then select *All Internal Users*.  
Notice that *black* has the ability to assign the Editor role as well as all re-share rights.
- 13 Click *OK*.
- 14 Feel free to explore further if you want to get more experience with Filr’s *My Files* functionality and the role that traditional home folders play in that context. For more information, see “[Setting Up Sharing](#)” and “[Setting Up Personal Storage](#)” in the *Novell Filr 1.1 Beta Administration Guide*.

After you have finished exploring, continue with [About the Folders and Files That Are on the OES Server and Are Accessible through Filr](#).

## 4.5.2 About the Folders and Files That Are on the OES Server and Are Accessible through Filr

[Figure 4-2](#) shows a visual summary of the files and folders on the OES server.

**Figure 4-2** Files and Folders on the Hands-on OES 11 Server



The remaining end user exercises deal primarily with these files and folders.

### 4.5.3 Internal Sharing

The exercises in this section demonstrate how Novell Filr users can share files with users who are internal to your organization.

- ♦ [“User red Initiates User pink’s Annual Review” on page 42](#)
- ♦ [“User pink Responds to the Annual Review Request” on page 43](#)
- ♦ [“User red Approves pink’s Annual Review” on page 44](#)

#### User red Initiates User pink’s Annual Review

User *red* needs to complete the annual review for user *pink*, but *pink* doesn’t have file system access to the review file (*mpink\_2014.odt*). Rather than sending the file in email or assigning *pink* the required file system trustee rights on the OES server, *red* simply shares the review file with *pink* and assigns *pink* Editor privileges. First, however, *red* optionally ensures that email notifications will be sent when the file changes.

- 1 Sign in to the Web application as user *red*. (This requires that you sign out as user *black* first.)
- 2 Click *Shared with Me* and notice that the image that *black* shared is listed.

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**IMPORTANT:** If you are not experimenting with email notifications, skip to [Step 4](#) and skip all subsequent steps that are marked (Email only).

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- 3 (Email only) Click *M Red* in the upper-right corner, then select *View Profile*.

When the profile displays, notice that the email address you configured in eDirectory for user *red* is listed.

- 4 Click *Net Folders > reviews > mpink*.

- 5 Click the check box for *mpink\_2014.odt*, then click the file drop-down arrow ▼ to the right of the file and select *Share File*.

- 6 In the *Add a user, group, or email address* field, type *p*, then select *M Pink*.

- 7 Select *Editor*, then click *OK*.

- 8 (Email only) Click the file drop-down arrow for *mpink\_2013.odt* again, then click *Subscribe*.

- 9 (Email only) Expand the *Email Only* option, then select the email address that you entered for user *red* in eDirectory and click *OK*.

- 10 Click the comment icon .

- 11 Add a comment, such as

Hi pink.

Would you please enter your objectives and achievements, then add a comment in Filr to report when you have finished?

Thanks.

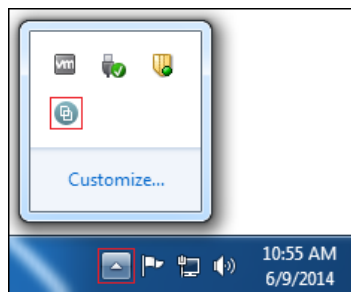
red

- 12 Click *Send* and close the Comments dialog.

## User pink Responds to the Annual Review Request

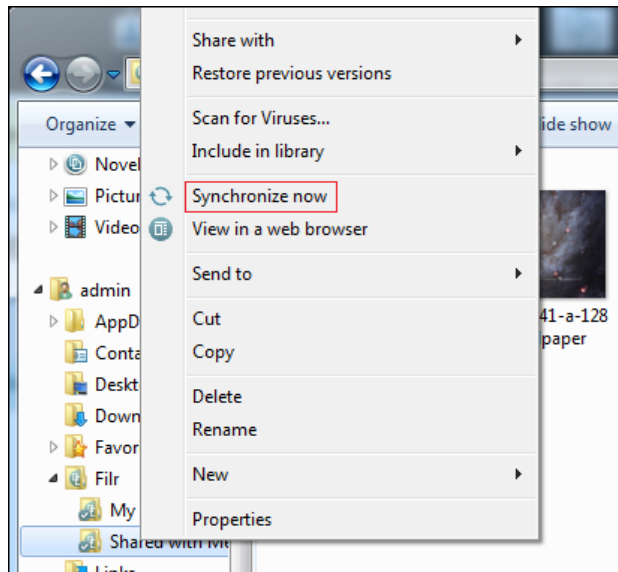
Remember that in [Step 3 on page 38](#) the Filr client installed on the VMware Workstation host was registered to user *pink*.

- 1 On the desktop in the notifications area, right-click the Filr icon (it might be hidden as shown).



- 2 Select *Open Filr folder*, then open *Shared with Me*.

- 3 Right-click the *Shared with Me* folder in the left frame and select *Synchronize now*.



- 4 Right-click the *mpink\_2014.odt* file, then select *Open*.  
The file opens in LibreOffice Writer.
- 5 Acting as user *pink*, enter a few comments in the document, then save and close the file.  
You can be as verbose or brief as you want.
- 6 In the Shared with Me folder on the workstation, right-click the file you just edited and select *Synchronize now*, then click *Comment*.
- 7 Sign in to the Web application as user *pink*, then click *Shared with Me*.
- 8 Type a comment indicating that you are finished, then click *Send*.
- 9 Close the Comment dialog.

## User red Approves pink's Annual Review

- 1 Log in to the email account that you assigned to user *red*.
- 2 Open the notification message from *filtr-admin*. (The message might be in your SPAM folder.)
- 3 Sign in to the Web application as user *red* and view *pink*'s comment in either Net Folders or Shared By me. (Click the comment box to view all comments.)
- 4 In the new comment box, type a comment indicating that the review is approved, then click *Send*.
- 5 Close the view.
- 6 Continue with [\(Email Only\) External Sharing](#).

### 4.5.4 (Email Only) External Sharing

The exercises in this section demonstrate how Filr users can share files with users who are external to your organization.

- ♦ [“About External Users” on page 45](#)
- ♦ [“User red Gathers Input for the Next Release” on page 45](#)

- ♦ “User opaque Self-Provisions and Responds to the Review Request” on page 45
- ♦ “User red Responds to User opaque’s Input” on page 46

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**IMPORTANT:** Completing the instructions in [Section 3.11, “\(Optional\) Setting Up Email Communication with the Filr VM,”](#) on page 32 is required for the exercises in this section.

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## About External Users

External users are those who receive share invitations through email and subsequently provision themselves as system users. They can then log in to the system using the credentials they establish with Filr, or they can elect to be authenticated through a Google or Yahoo Open ID account.

For more information about the different kinds of users who can access Filr, see “Users and Groups with Filr” in the *How Filr Works—Overview Guide*.

## User red Gathers Input for the Next Release

User *red* managed the ABC product release and is responsible for gathering input for the upcoming XYZ product. User *red* also wants to invite input from a key partner named M Opaque. Inviting M Opaque to participate requires using the second email address mentioned in [Chapter 2, “System Requirements,”](#) on page 9 and further explained in [Section 3.11, “\(Optional\) Setting Up Email Communication with the Filr VM,”](#) on page 32.

- 1 If you aren’t already signed in to the Web application as user *red*, do so now.
- 2 Click *Net Folders > projects > current*.
- 3 Click the check box for `abc_reqr.odt`, then click the file drop-down arrow ▼ to the right of the file and select *Share File*.
- 4 Click the envelope icon  to the right of the *Add a user, group, or email address* field, type your second email address, then click OK.
- 5 With `abc_reqr.odt` still selected, click the file drop-down arrow again, then click *Subscribe*.
- 6 Expand the *Email Only* option, then select the email address you entered for user *red* in eDirectory and click OK.
- 7 Click the comment icon  to the right of the down-arrow.
- 8 Add a comment, such as  

```
It's time to gather input for the next release.
```

```
Please log comments to let us know which features we need to include this time.
```
- 9 Then click *Send* and close the Comments dialog.

## User opaque Self-Provisions and Responds to the Review Request

- 1 Log in to the email account that you used to invite user *opaque* to participate in the review.
- 2 Open the message from the email address you assigned to user *red* (it might be in your SPAM folder.)
- 3 Click the `abc_reqr.odt` link.  
Assuming that you configured the workstation to [recognize `filr-oes.filr.example.com`](#), a dialog to register as an external user displays.
- 4 The email address is the automatic User ID assigned to M Opaque and cannot be changed.

We suggest you type *First name: M, Last name: Opaque, Password: filrrocks*, and *Re-enter password: filrrocks*, but you are free to customize these fields as you wish.

Of course, the two password field values must match.

- 5 Click *Register*.
- 6 Allow the Postfix email server cycle (15 minutes) to elapse and then proceed.
- 7 Open the confirmation email, then click *Sign in and access shared items*.
- 8 Type the password you chose for user *opaque*, then click *Sign in*.
- 9 Read the comment from user *red*.
- 10 In the comment from M Red, click *Actions*, then click *Subscribe*.
- 11 Expand the *Email Only* option, then select the email address you entered for user *opaque* and click *OK*.

Emails will now be sent to user *opaque* as other reviewers comment on the document, and so on.

- 12 Read the HTML view of ABC Project displayed in the window, then log the following comment:  
Competing products have had morning coffee functionality for over 18 months now.

If the next release doesn't include this feature, we will be forced to switch to one of your competitors.

- 13 Click *Send*.

## User red Responds to User opaque's Input

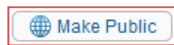
User *red* receives notification of user *opaque*'s comment (you can check *red*'s email if you wish) and remembers that the requested feature has been discussed. It should already be in the next requirements document (*xyz\_reqr.odt*), but *red* isn't certain that it is.

- 1 Log in to the Web application as user *red*.
- 2 Click *Net Folders > projects > future*.
- 3 Click the file drop-down arrow ▼ for *xyz\_reqr.odt* and select *View HTML*.  
The file has not been updated to reflect the new feature.
- 4 Click the file drop-down arrow ▼ again, then select *View details*.
- 5 Click *Edit this file*, then continue past the security warning and other messages until you are prompted to log in.
- 6 Log in as user *red*.
- 7 Insert the following text before the period:  
, and it will make the morning coffee
- 8 Save the file and close LibreOffice.
- 9 Navigate to *xyz\_reqr.odt* again and view its details to confirm that the change has been made.
- 10 Log and send a comment indicating that the file has been updated.
- 11 Share the file with user *opaque*.

## 4.5.5 File Link Sharing

User *yellow* wants to get the word out about the abc version of the organization's product and elicits user *orange*'s help with the effort.

- 1 Log in to the Web application as *User ID: yellow* with *Password: filrrocks*.
- 2 Click *Net Folders > cool stuff*.
- 3 Click the file drop-down arrow ▼ for *abc\_flyer.pdf*, then select *Share File*.
- 4 In the *Share with* field, type *o*, then select *M Orange*.
- 5 Select *Public* and *File Link*, then click *OK*.
- 6 Log in as *User ID: orange* with *Password: filrrocks*.
- 7 Click *Shared with Me*.
- 8 Select the *abc\_flyer.pdf* file, then click *Share File*.
- 9 Click *Make Public > OK*.



- 10 Click the file drop-down arrow ▼ for *abc\_flyer.pdf*, then select *Copy Link*.
- 11 Click *Get File Link*.
- 12 View the URLs that can be shared in social media, and so on.
- 13 Copy and paste one of the URLs in a separate browser window or tab to see what Internet users who access the URL will see.

## 4.5.6 Re-sharing and Searching

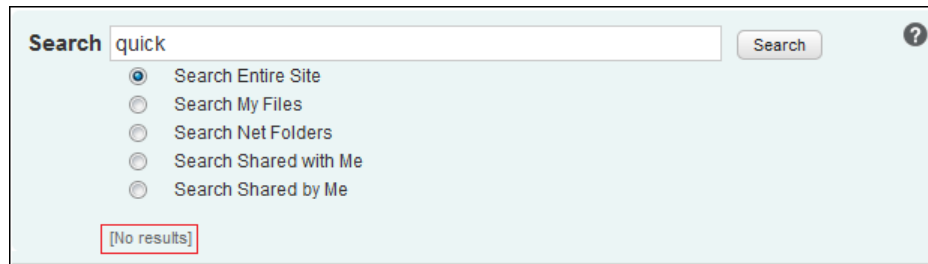
User *red* hears from user *pink* that there's a Filr quick start available, but user *red* can't find it.

- 1 Log in to the Web application as *User ID: blue* with *Password: filrrocks*.
- 2 In *Net Folders*, navigate to *training* and select *Novell-Filr.pdf*.
- 3 Click the file dropdown arrow, select *Share File*, and share the file with *green* as a *Viewer* with rights to reshare the file with internal users.
- 4 Log in as user *green* and click *Shared with Me*.
- 5 Select *Novell-Filr.pdf*, click the dropdown arrow, select *Share File*, and add the following users to the list:
  - ♦ *pink*
  - ♦ *yellow*
  - ♦ *orange*
  - ♦ *black*
  - ♦ *gray*
- 6 Click the *Shared With* link to select the users, then use the drop-down lists to change *Access Rights* to *Viewer* and *Allow re-share with Internal users* to *Yes*.
- 7 Click *OK*.

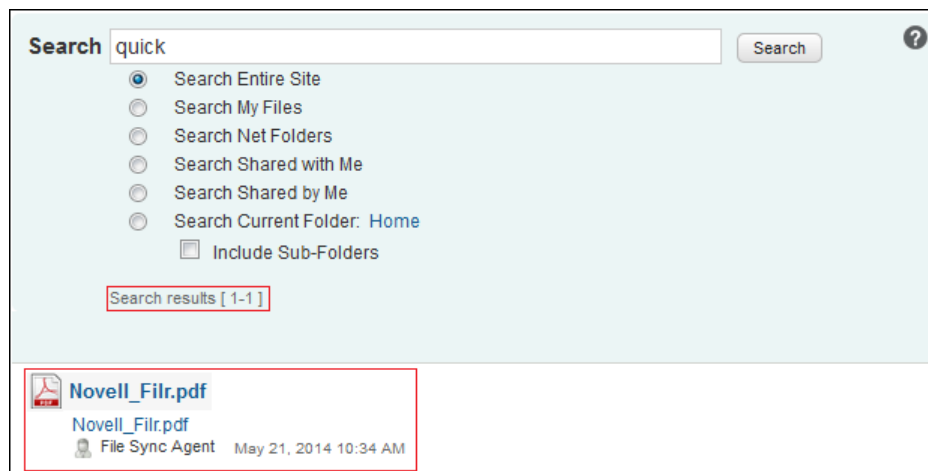
At this point, user *pink* comments on the quick start to user *red* in the hallway.
- 8 Log in as user *red*, then in the *Search* field type *quick* and press *Enter*.



The file is not found.



- 9 Because the file is not found, user *red* asks *pink* to share the file.
- 10 Log in as user *pink* and share the file with *red*.
- 11 Log in as user *red* and search for *quick* again.  
The file is listed in the search results window.



## 4.5.7 More Things You Can Try

There are a few additional files in the other Net Folders that you can experiment with as indicated below. You can also experiment with your own files.

Activity Type	Net Folder	File Location	Task Descriptions
Planning	comp planning	2015.ods	1. User <i>red</i> opens the file in LibreOffice and plans a 5.5% increase for <i>pink</i> 's 2014 salary.
Planning	projections	fy_2015.ods	1. User <i>black</i> shares the file with user <i>gray</i> as a viewer and asks whether the goals are realistic. 2. User <i>gray</i> comments that the Q3 estimate is low and the Q4 estimate is high. <i>gray</i> asks that \$10,000 be transferred from Q4 to Q3. 3. User <i>black</i> adjusts Q3 and Q4 estimates, thanks <i>gray</i> , and acknowledges the change.



Activity Type	Net Folder	File Location	Task Descriptions
Reporting	quotas	fy_2014.ods	<ol style="list-style-type: none"> <li>1. User <i>black</i> shares this file with user <i>gray</i> as an Editor and requests that <i>gray</i> update it with Q4 actual results.</li> <li>2. User <i>gray</i> opens the file, enters \$110,900, and saves the file.</li> <li>3. User <i>gray</i> comments that the file is now ready for review.</li> </ol>



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# A Documentation Updates

This section summarizes the changes that have been made to this guide since the initial release of Novell Filr 1.1.

## **No Changes Yet**

