

Hands-on Guide for Windows

Novell Filr 1.1

October 2014

Novell.

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1800 South Novell Place
Provo, UT 84606
U.S.A.
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About This Guide

This guide steps you through the following tasks:

1. Setting up Novell Filr with test users and data on a Windows/Active Directory network.
2. Briefly exploring Novell Filr administration and user functionality.

A lab network is the assumed target environment, but the instructions can be adapted for installing Filr on a production network if desired.

- ♦ [Chapter 1, “Hands-on Evaluation Options,”](#) on page 7
- ♦ [Chapter 2, “Hands-on System Requirements,”](#) on page 9
- ♦ [Chapter 3, “Downloading Filr Software,”](#) on page 11
- ♦ [Chapter 4, “Creating Test Users,”](#) on page 13
- ♦ [Chapter 5, “Preparing Folders and Files,”](#) on page 17
- ♦ [Chapter 6, “Deploying and Configuring the Filr Appliance,”](#) on page 41
- ♦ [Chapter 7, “Administering Filr,”](#) on page 49
- ♦ [Chapter 8, “Using Filr,”](#) on page 85
- ♦ [Appendix A, “Documentation Updates,”](#) on page 123

Audience

This guide is for administrators of Windows/Active Directory networks who want to evaluate Novell Filr.

Feedback

We want to hear your comments and suggestions about this guide and the other Filr documentation. Please use the *comment on this topic* link at the bottom of each page of the online documentation.

Documentation Updates

For the most recent version of this guide, access [it on the web \(http://www.novell.com/documentation/novell-filr1/filr1_hands-on_w/data/bookinfo.html\)](http://www.novell.com/documentation/novell-filr1/filr1_hands-on_w/data/bookinfo.html).

Additional Documentation

For additional Novell Filr documentation, see the [Filr Documentation web page \(http://www.novell.com/documentation/novell-filr1\)](http://www.novell.com/documentation/novell-filr1).

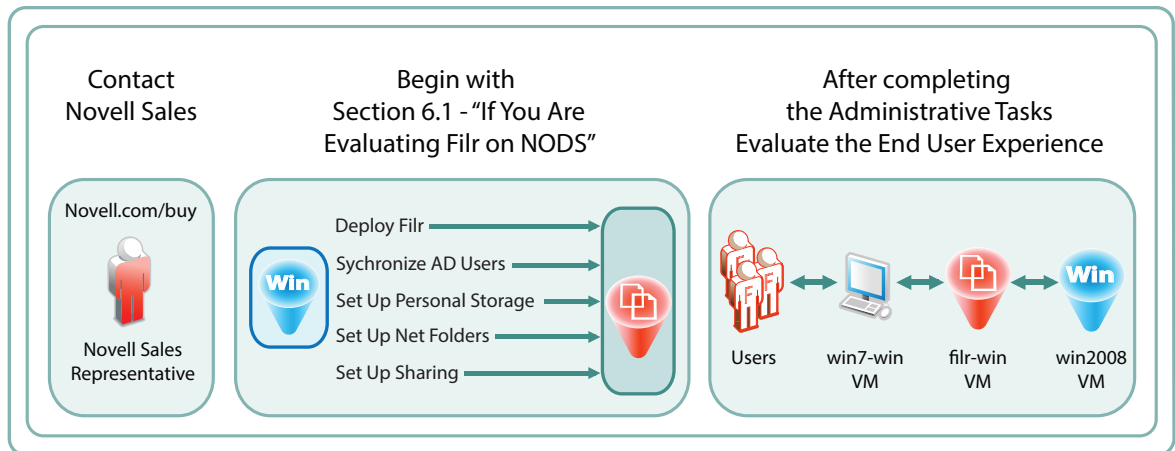
1 Hands-on Evaluation Options

You have two options for evaluating Novell Filr in a Windows AD environment:

- ◆ On the Novell Online Demonstration System (NODS)
- ◆ On your own network

Novell Online Demonstration System (NODS)

Figure 1-1 Evaluating Filr on the 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 6.1, "If You Are Evaluating Filr on NODS,"](#) on [page 41](#).

Your Own Network—Choosing a Deployment Type

To evaluate Filr on your network, you must choose a deployment type.

- ◆ **Small Deployment:** Might be your best option if
 - ◆ Your interest in Filr is casual.
 - ◆ You want to invest minimal time and effort.
- ◆ **Large Deployment:** Definitely your best option if
 - ◆ You might want to deploy Filr inside your organization.
 - ◆ You want to investigate what that requires.

♦ Detailed comparison of Small and Large Deployment Types

	Small Deployment	Large Deployment
Production Capabilities	<ul style="list-style-type: none"> ♦ Designed for evaluation environments. Not recommended for any but the smallest production environments. 	<ul style="list-style-type: none"> ♦ Supports all production environments.
Capacity and Scale	<ul style="list-style-type: none"> ♦ Capacity is fixed because it cannot be upgraded to a large deployment. 	<ul style="list-style-type: none"> ♦ Can “grow” to include multiple, clustered Filr appliances.
Software Required	<ul style="list-style-type: none"> ♦ Requires downloading two files: <ul style="list-style-type: none"> ♦ A zip file that contains the exercise files ♦ Filr appliance software 	<ul style="list-style-type: none"> ♦ Requires downloading four files: <ul style="list-style-type: none"> ♦ A zip file that contains the exercise files ♦ Filr appliance software ♦ Search appliance software ♦ MySQL appliance software (unless using an existing SQL database)
Deployment Effort Required	<ul style="list-style-type: none"> ♦ Offers a streamlined, quick installation and configuration of Filr that is documented in this guide. ♦ Test user creation and test file and folder setup are the same as a large deployment. 	<ul style="list-style-type: none"> ♦ Requires a more involved installation and configuration of Filr that is summarized in Quick Start: Filr Hands-on for Windows. ♦ Test user creation and test file and folder setup are the same as a small deployment.
Integration with Existing Systems	<ul style="list-style-type: none"> ♦ Cannot leverage an existing MySQL database (all functionality is contained within the single appliance). 	<ul style="list-style-type: none"> ♦ Can leverage an existing MySQL or Microsoft SQL database in place of the MySQL appliance provided with Filr.







- ♦ **This Guide Covers a Small Deployment:** Because the purpose of this guide is to provide a simple hands-on experience, it only covers a small Filr deployment. If you want to set up a large deployment for the exercises, see the [Quick Start: Filr Hands-on for Windows](#).




Continue with [Chapter 2, “Hands-on System Requirements,”](#) on page 9.

2 Hands-on System Requirements

To set up Filr for the hands-on exercises, ensure that your system meets the requirements shown in [Table 2-1](#).

Table 2-1 *Small Deployment System Requirements*

Item	Details
 Windows Server	A Windows 2003 R2, 2008 R2, or 2012 R2 server that is attached to an Active Directory domain Administrative rights on the server
 Filr Software	Software for the Filr appliance and the hands-on exercise files (see Chapter 3, “Downloading Filr Software,” on page 11)
 Exercise Files/Folders	
 Virtualization Server	One of the three virtualization platforms listed in “ Filr Server Requirements ” in the Novell Filr 1.1 Installation and Configuration Guide : <ul style="list-style-type: none">◆ Hyper-V◆ VMware◆ Xen The virtualization server should have at least the following resources available for the Filr virtual machines: <ul style="list-style-type: none">◆ 12 GB RAM◆ 125 GB free hard drive space
 One IP Address on Your network	Filr One IP address on the Active Directory domain network, including: <ul style="list-style-type: none">◆ DNS host name◆ The subnet mask◆ The primary gateway IP address◆ A DNS server IP address
 Two Email Addresses	Two Web-based email addresses for receiving invitations and notifications my-email1@example.com my-email2@example.com

Item	Details
 <p>Windows Workstation</p>	<p>A Windows workstation for administering the appliances and testing the Filr Windows application:</p> <ul style="list-style-type: none"> ◆ Enterprise-level (non-home) version of Windows 7 or Windows 8 ◆ Joined to your Active Directory domain ◆ Mozilla Firefox 9, Mozilla Firefox 10, Microsoft Internet Explorer 8, or Microsoft Internet Explorer 9 for configuring and managing the appliance after the initial setup ◆ Microsoft Office or LibreOffice ◆ The latest Java Runtime Environment (JRE) from Java.com
 <p>Wireless Connectivity</p>	<p>Wireless connectivity on your network</p>
 <p>Mobile Devices</p>	<p>At least one mobile device (iOS 5 or later or Android 2.3 or later) that is capable of connecting to your network's wireless connection</p>

3 Downloading Filr Software

- 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 website \(http://download.novell.com\)](http://download.novell.com).
- 3 Do a keyword search for *Novell Filr*.

Basic Search Advanced Search My Restricted Downloads

Product or Technology (optional)
 Novell NetIQ SUSE

-- Please Select --
-- Select Version --
All Dates

Keyword (optional)
Novell Filr Eval

Submit Clear Selections

- 4 In the *Results* section, click the *Novell Filr Evaluation* Download button.

1 Results Found - 1-1 Results per page: 100 Sort By: Relevancy

Name - click for description	File Name	Date	Download
Novell Filr 1.1 Eval	12 files	2 Oct 2014	12 files ▶

1-1

- 5 Continue the download process until you have successfully downloaded the following:
 - ♦ The `Filr-Exercise-Folders.zip` file
 - ♦ The file for your virtualization platform:

VMware	<code>Filr.x86_64-version.ovf.zip</code>
Hyper-V	<code>Filr.x86_64-version.vhd.zip</code>
Xen	<code>Filr.x86_64-version.xen.tar</code>

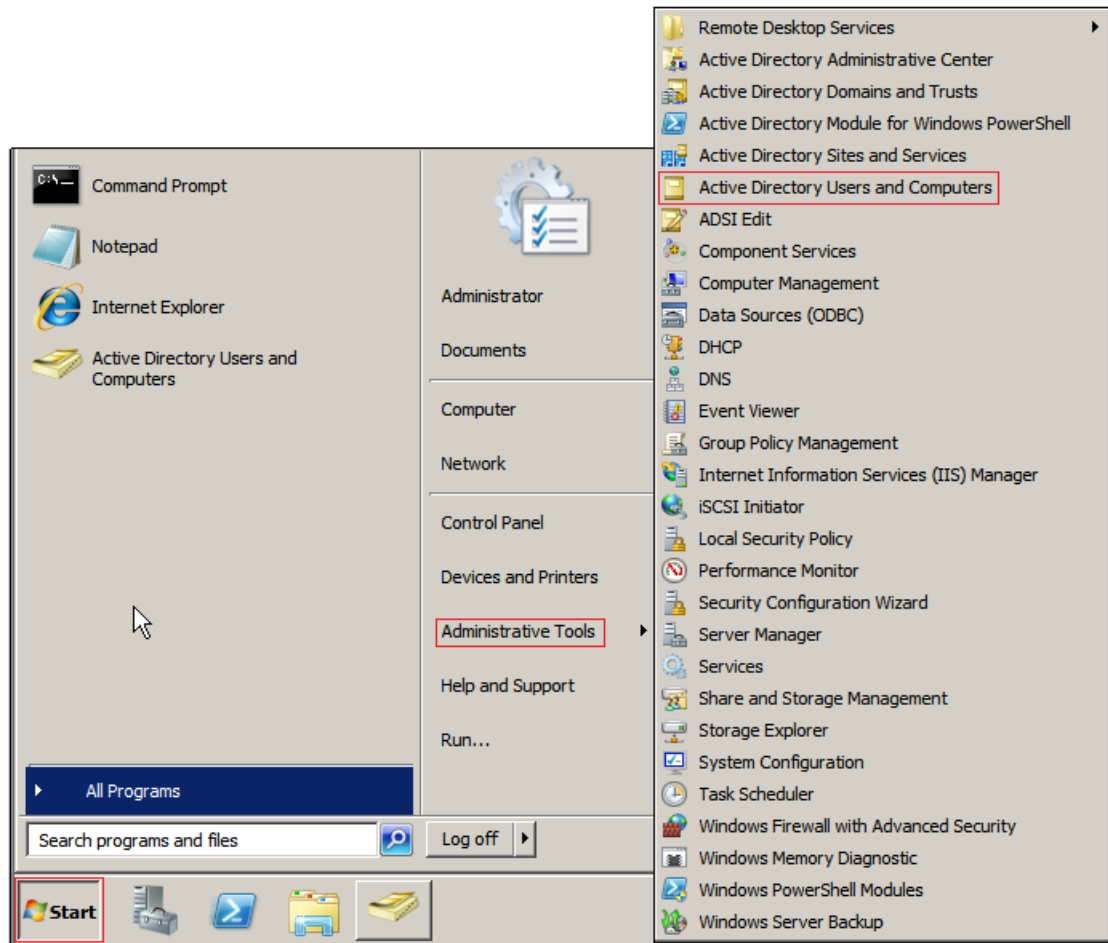
- 6 Continue with [Chapter 4, "Creating Test Users,"](#) on page 13.

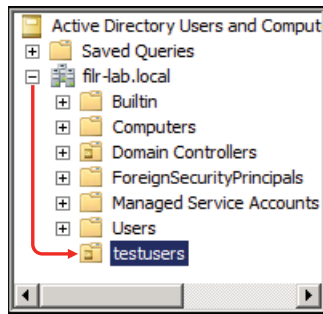
4 Creating Test Users

For information about users and groups in Filr, see “[Users and Groups with Filr](#)” in the *How Filr Works—Overview Guide*.

The tasks in this guide involve test users that you create in a separate test container.

- 1 Create an ou container named `testusers` in your AD domain.





TIP: Locating the container at the top of the domain isn't required, but it makes the path shorter during the LDAP import.

The use of a separate container simplifies the LDAP import process and the removal of users when your evaluation concludes.

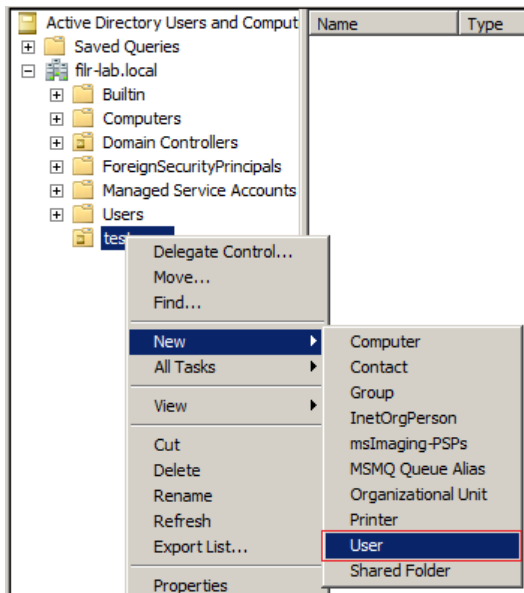
- 2 Create the users listed in [Table 4-1](#) in the *testusers* container and assign them passwords as indicated in the table and shown in the screen shots that follow.

Table 4-1 Test Users to Create

First Name	Last Name	User Logon Name	Role in Organization	Example Password	Home Folder
A	Red	ared	Development Supervisor	filrrocks	Yes
A	Pink	apink	Developer	filrrocks	No
A	Blue	ablue	IT Supervisor	filrrocks	Yes
A	Green	agreeen	Network Technician	filrrocks	No
A	Yellow	ayellow	Marketing Supervisor	filrrocks	Yes
A	Orange	aorange	Marketing Administrative Assistant	filrrocks	No
A	Black	ablack	Director of Sales	filrrocks	Yes
A	Gray	agray	Sales Representative	filrrocks	No
Specify only the <i>Full Name</i> as filrproxyuser		filrproxyuser	n/a	novellfilr	No

- ◆ If the simple passwords don't meet your password policy requirements, specify passwords that do.
- ◆ Using the same password for all users simplifies the evaluation test process.
- ◆ Using the "administrative" password for the filrproxyuser user highlights its role as a Filr system user.

IMPORTANT: Ensure that you deselect *User must change password at next login* as shown.



New Object - User

Create in: filr-lab.local/testusers

First name: Initials:

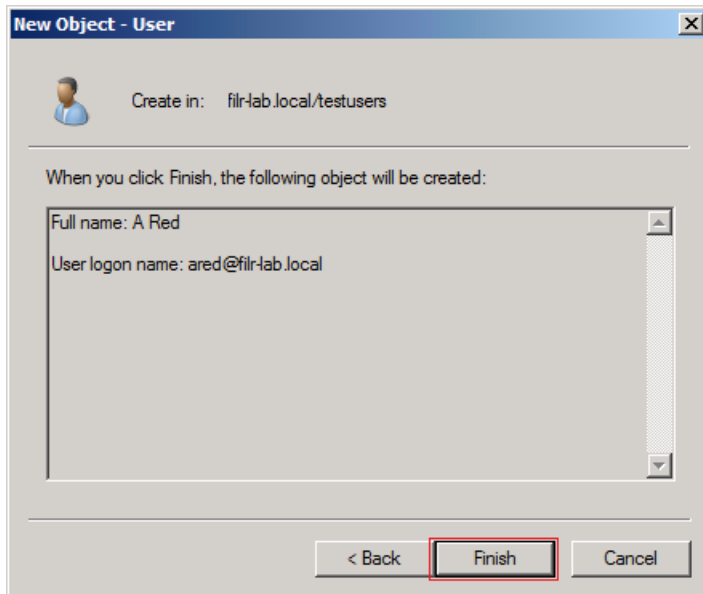
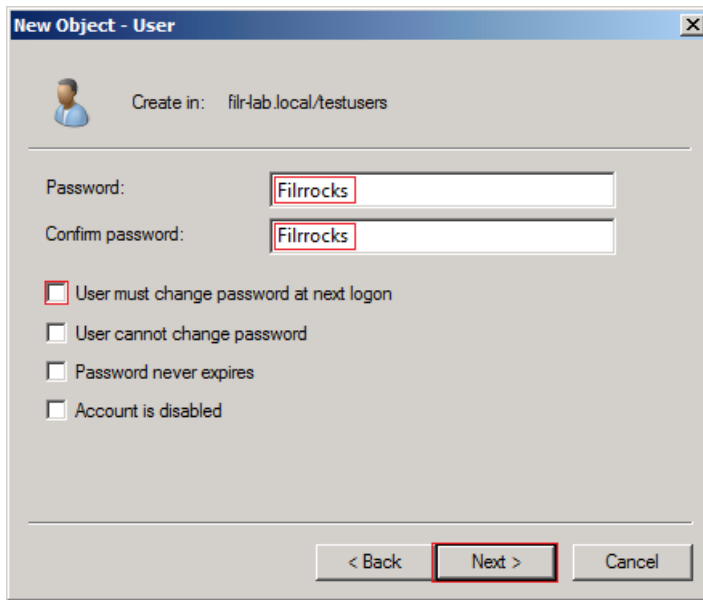
Last name:

Full name:

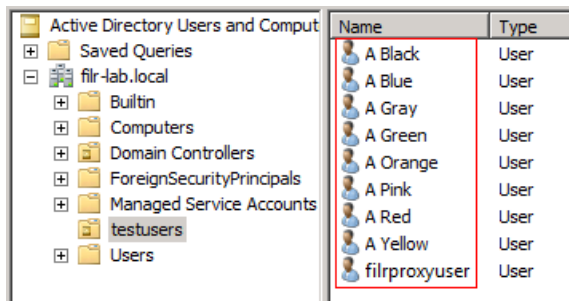
User logon name: @filr-lab.local

User logon name (pre-Windows 2000):

< Back **Next >** Cancel



3 Ensure that you create all of the users.

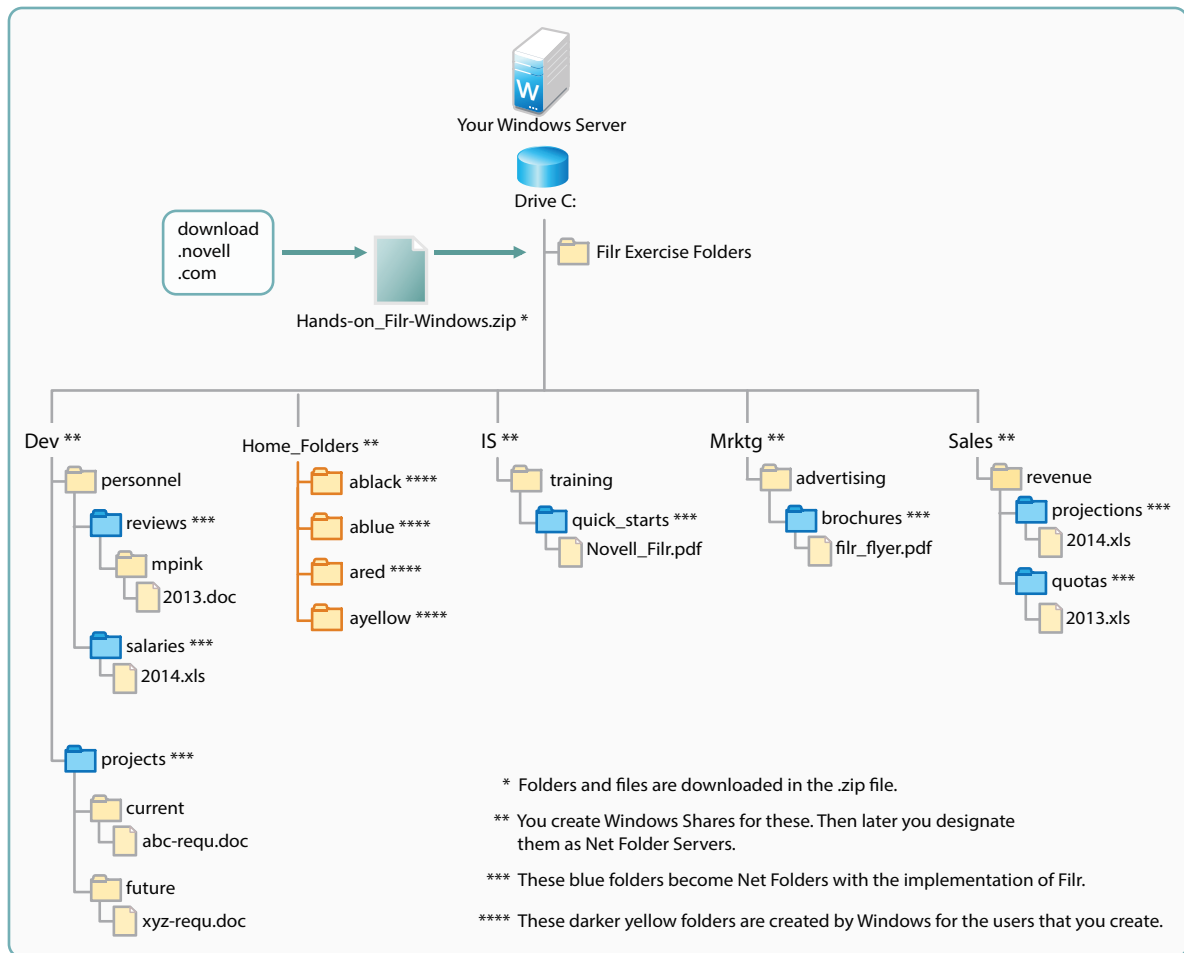


4 Continue with [Chapter 5, "Preparing Folders and Files,"](#) on page 17.

5 Preparing Folders and Files

Figure 5-1 illustrates the folders and files that are contained in the zip that you downloaded in Chapter 3, “Downloading Filr Software,” on page 11.

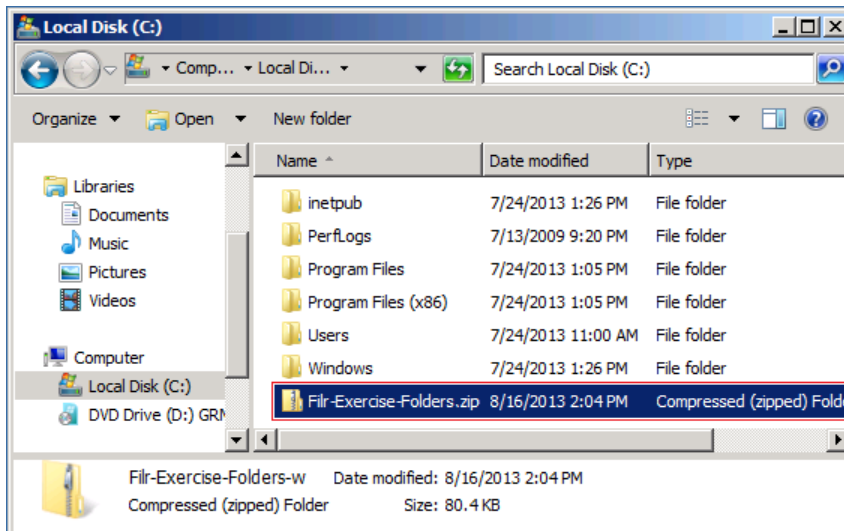
Figure 5-1 Hands-on Files and Folders



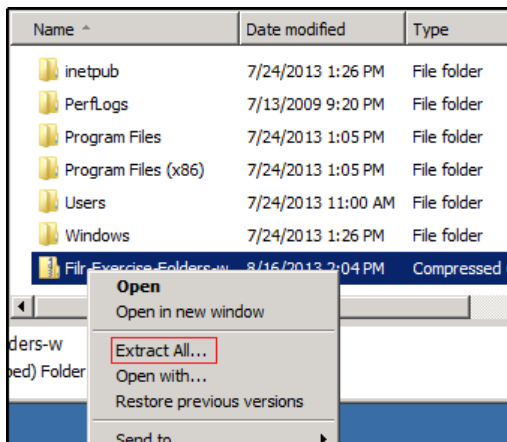
- ◆ Section 5.1, “Unzipping the Exercise Folders and Files,” on page 18
- ◆ Section 5.2, “Setting Up the Home_Folders Share,” on page 19
- ◆ Section 5.3, “Assigning Home Folders,” on page 26
- ◆ Section 5.4, “Setting Up the Other Hands-on Exercise Folders and Files,” on page 28

5.1 Unzipping the Exercise Folders and Files

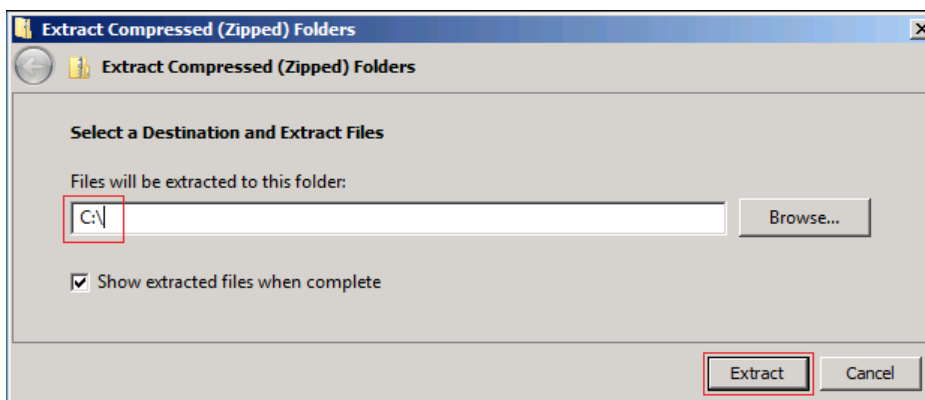
- 1 Copy the Filr-Exercise-Folders.zip file that you downloaded in [Chapter 3, “Downloading Filr Software,”](#) on page 11, to *Local Disk (C:)* on your Windows server.



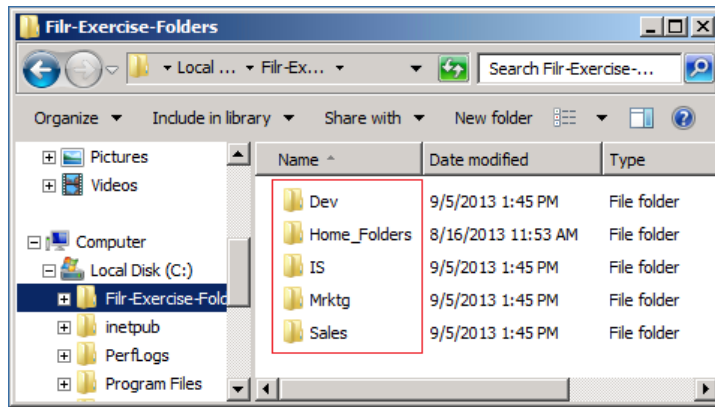
- 2 Right-click the zip file, then select *Extract All*.



- 3 Change the extraction path to *c:*, then click *Extract*.



- 4 Double-click the extracted Filr-Exercise-Folders folder to reveal the five directories used in the exercises that follow.




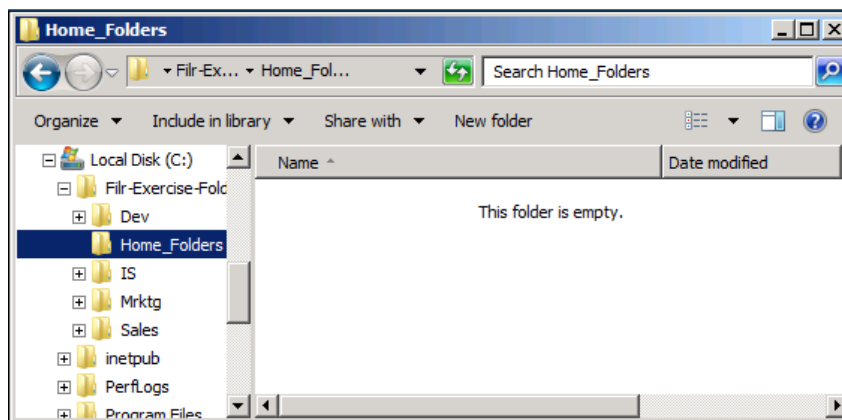
- 5 Continue with [Setting Up the Home_Folders Share](#).

5.2 Setting Up the Home_Folders Share

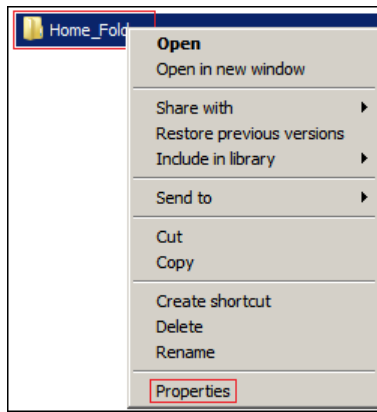
- ♦ [Section 5.2.1, "Configuring Home_Folders Share Permissions,"](#) on page 19
- ♦ [Section 5.2.2, "Configuring Home_Folders NTFS Permissions,"](#) on page 23

5.2.1 Configuring Home_Folders Share Permissions

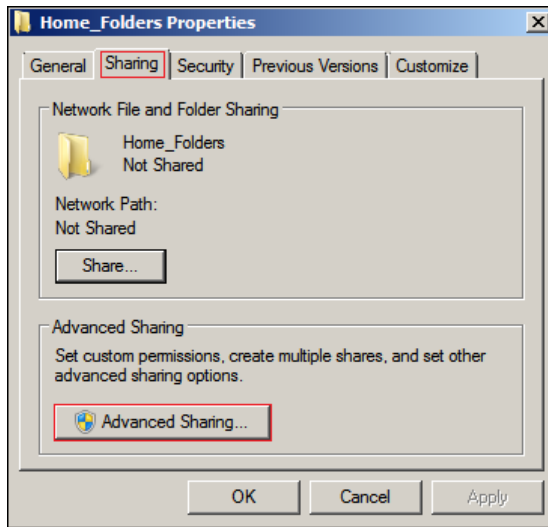
- 1 On the Windows server, click the Windows Explorer icon .
- 2 Navigate to the Home_Folders folder that you downloaded and extracted in [Section 5.1, "Unzipping the Exercise Folders and Files,"](#) on page 18.



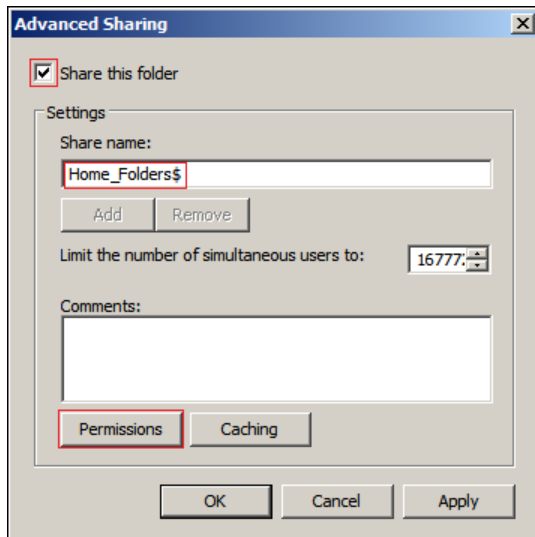
- 3 Share Home_Folders by doing the following:
 - 3a Right-click the folder.
 - 3b Click *Properties*.



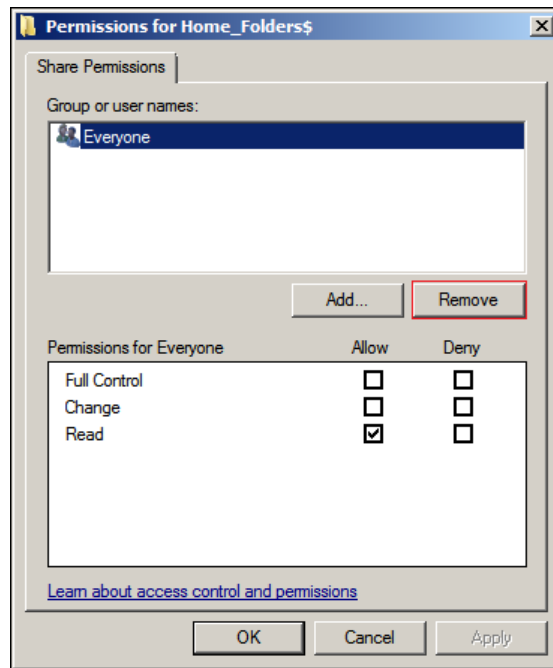
3c Click the *Sharing* tab, then click *Advanced Sharing*.



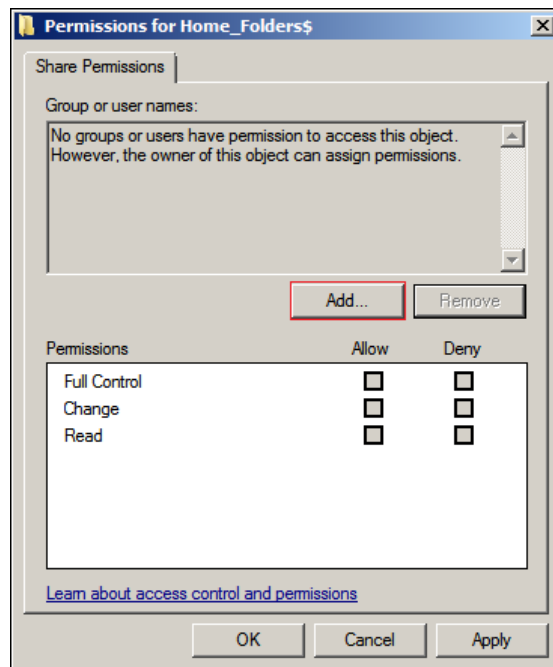
3d Select the *Share this folder* option, name the share `Home_Folders$`, then click *Permissions*.
As you probably know, the dollar sign (\$) hides the folder from users browsing the network.



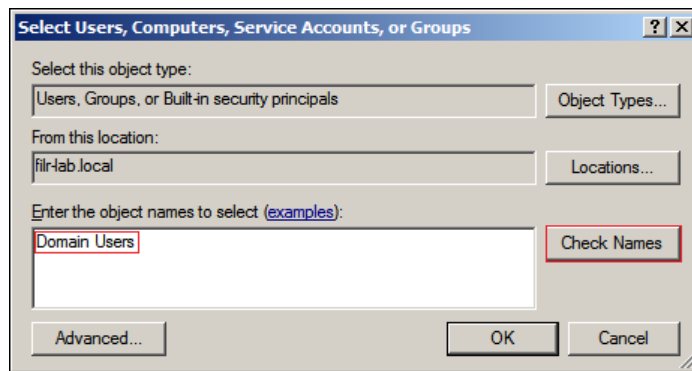
- 4 Configure group permissions by doing the following:
- 4a Click *Remove* to remove access by the *Everyone* group.



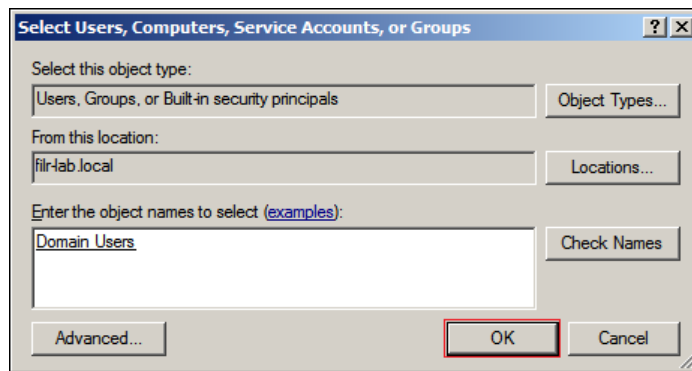
- 4b Click *Add*.



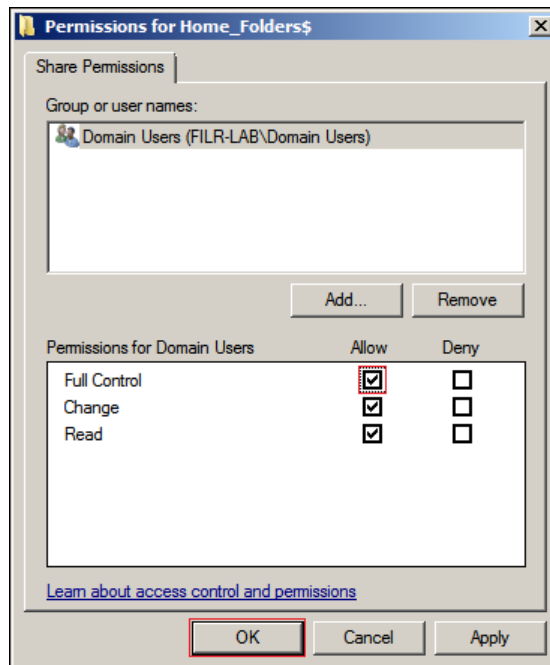
- 4c In the *Enter the object names to select* field, type *Domain Users*, then click *Check Names*.



4d Click OK.



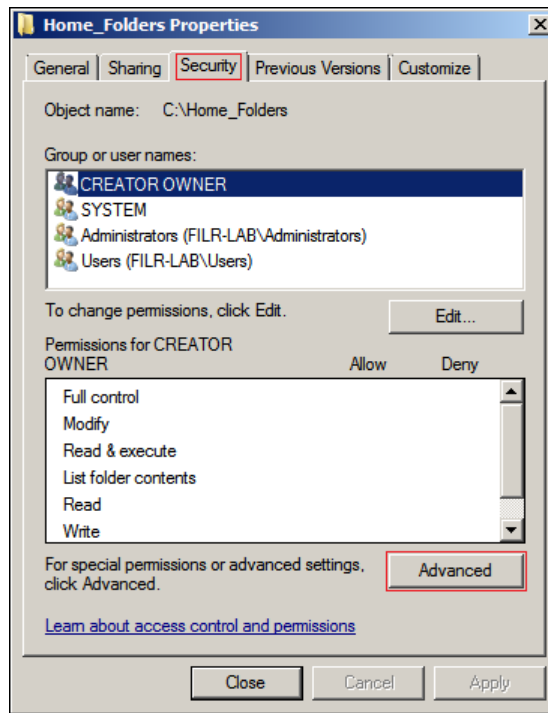
4e Under *Permissions for Domain Users*, Allow full control, then click OK > OK.



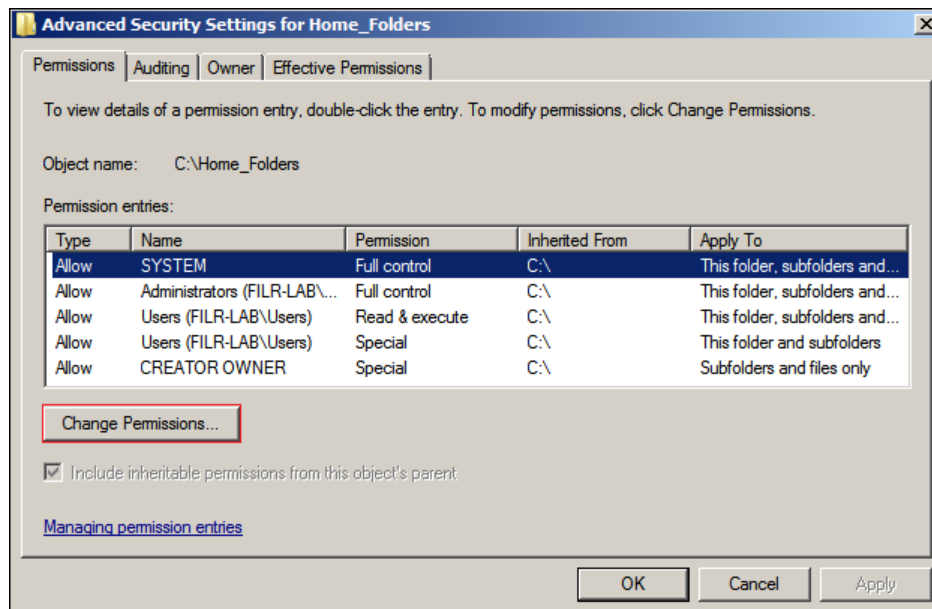
4f Continue with [Configuring Home_Folders NTFS Permissions](#).

5.2.2 Configuring Home_Folders NTFS Permissions

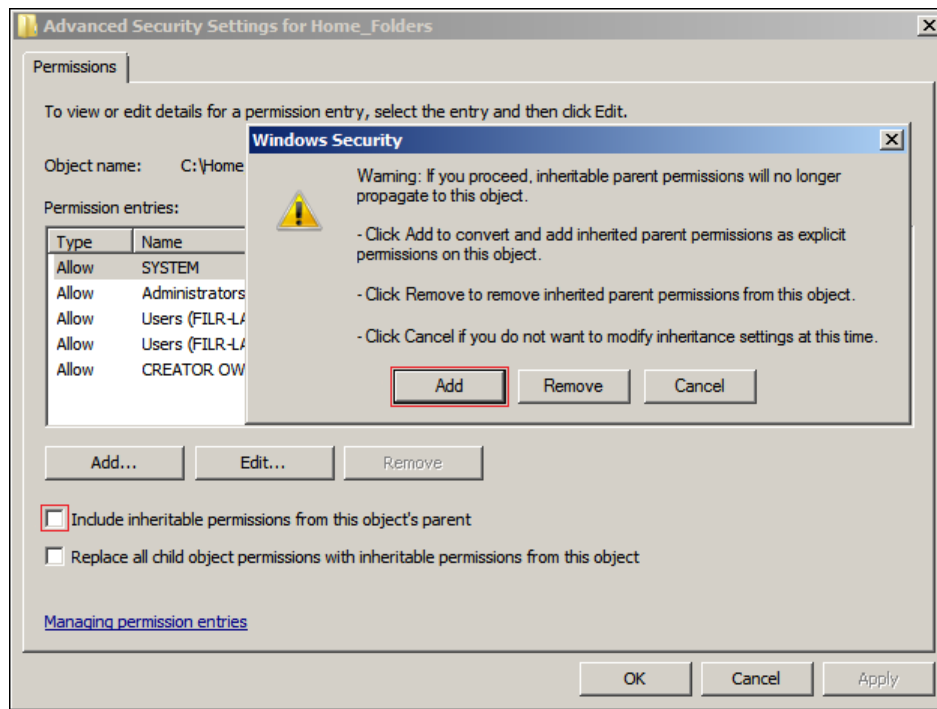
- 1 Configure file permissions by doing the following:
 - 1a Click the *Security* tab, then click *Advanced*.



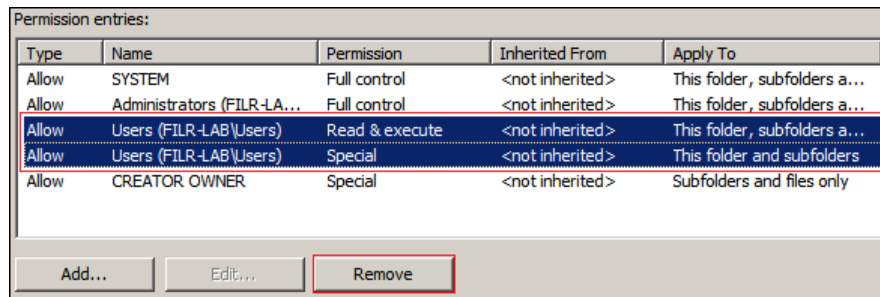
- 1b Click *Change Permissions*.



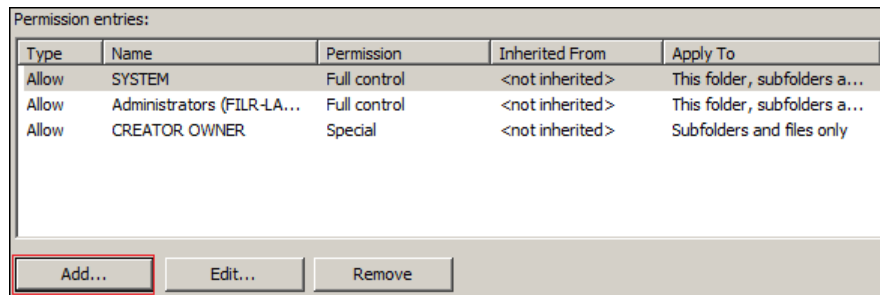
- 1c Deselect *Include inheritable permissions from this object's parent*, then on the warning, click *Add*.



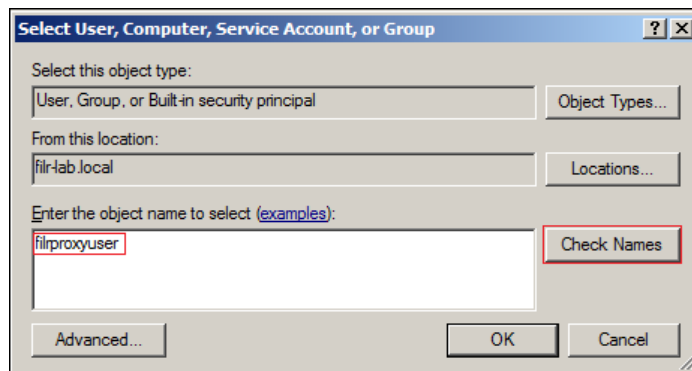
1d In the *Permission entries* list, Shift-click to select the two *Users* entries, then click *Remove*.



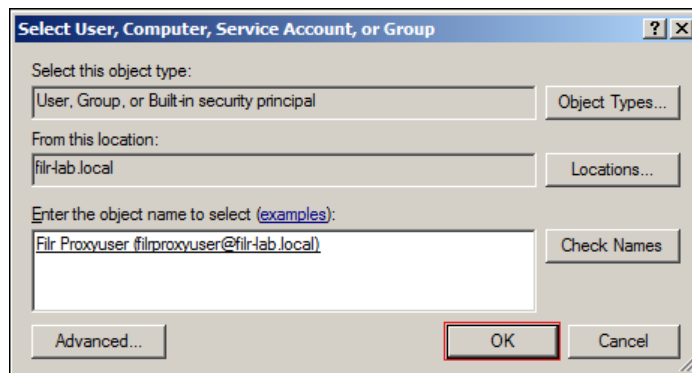
1e Click *Add*.



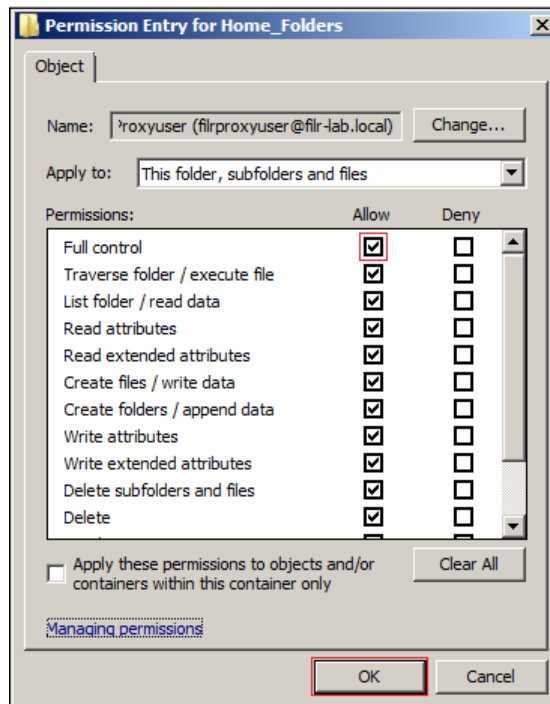
1f Type `filrproxyuser`, then click *Check Names*.



1g Click *OK*.



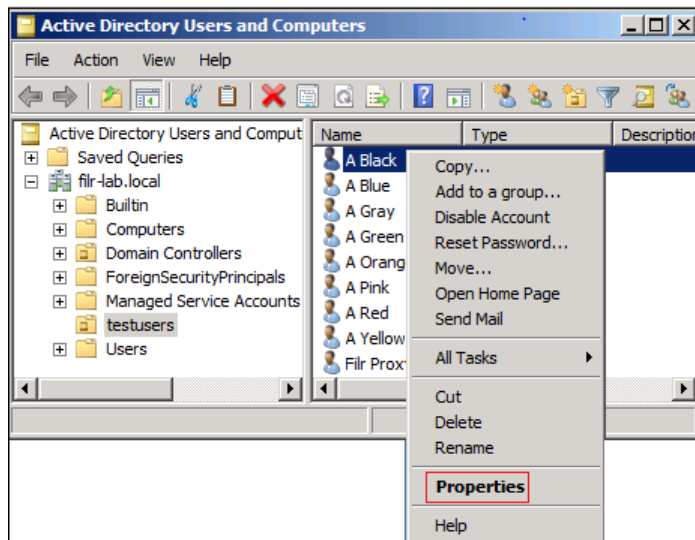
1h Allow full control, then click *OK > OK > OK > Close*.



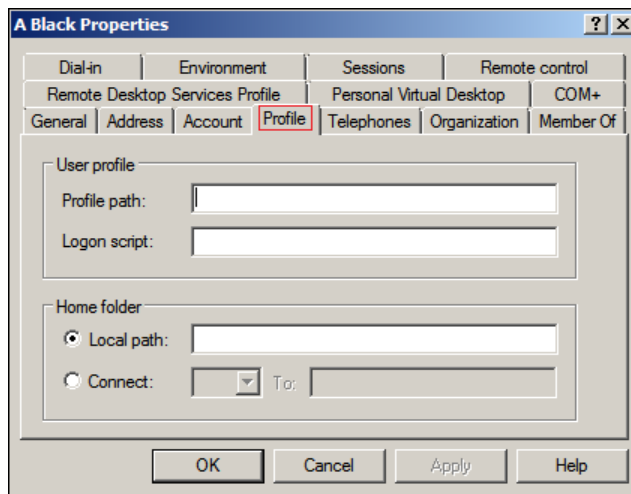
2 Continue with [Assigning Home Folders](#).

5.3 Assigning Home Folders

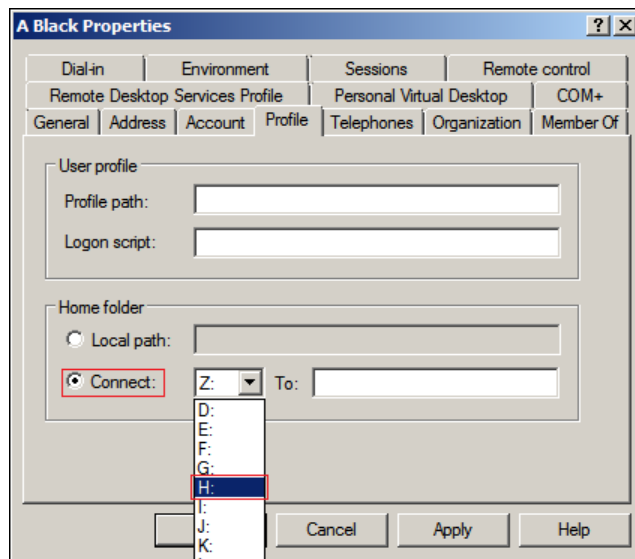
- 1 In *Administrative Tools > Active Directory Users and Computers*, right-click *A Black*, then select *Properties*.



- 2 Click the *Profile* tab.

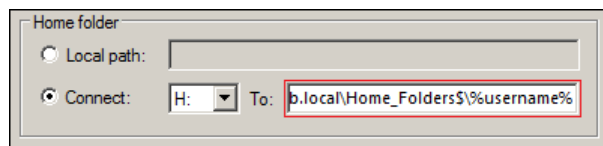


- 3 Under *Home folder*, select *Connect*, then click the *Connect* drop-down list and select *H:*.

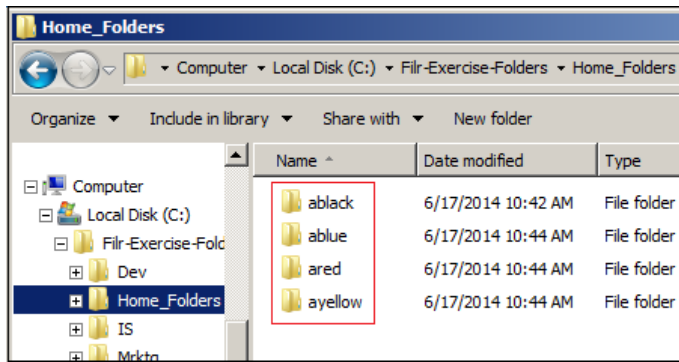


- 4 For the first user, in the *To* field, type the full UNC path to the HOME_Folders share on your Windows server, followed by %username%.

For example, the share path on the Windows server used for the development of this guide is \\Win2008.filir-lab.local\Home_Folders\$\%username%.



- 5 Select the string and copy it to the clipboard by using Ctrl+C.
For the second and subsequent users, you can use Ctrl+V to paste the string into the *To* field.
- 6 Click OK.
- 7 Repeat from [Step 1](#) for each of the following users:
 - ♦ A Blue
 - ♦ A Red
 - ♦ A Yellow
- 8 After configuring the home folders indicated, verify that the home folders have been created by accessing the Home_Folders folder in Windows Explorer.



9 Continue with [Setting Up the Other Hands-on Exercise Folders and Files](#).

5.4 Setting Up the Other Hands-on Exercise Folders and Files

- ◆ [Section 5.4.1, “Creating Shares and Changing Share Permissions,”](#) on page 28
- ◆ [Section 5.4.2, “Changing the NTFS Permissions,”](#) on page 33

5.4.1 Creating Shares and Changing Share Permissions

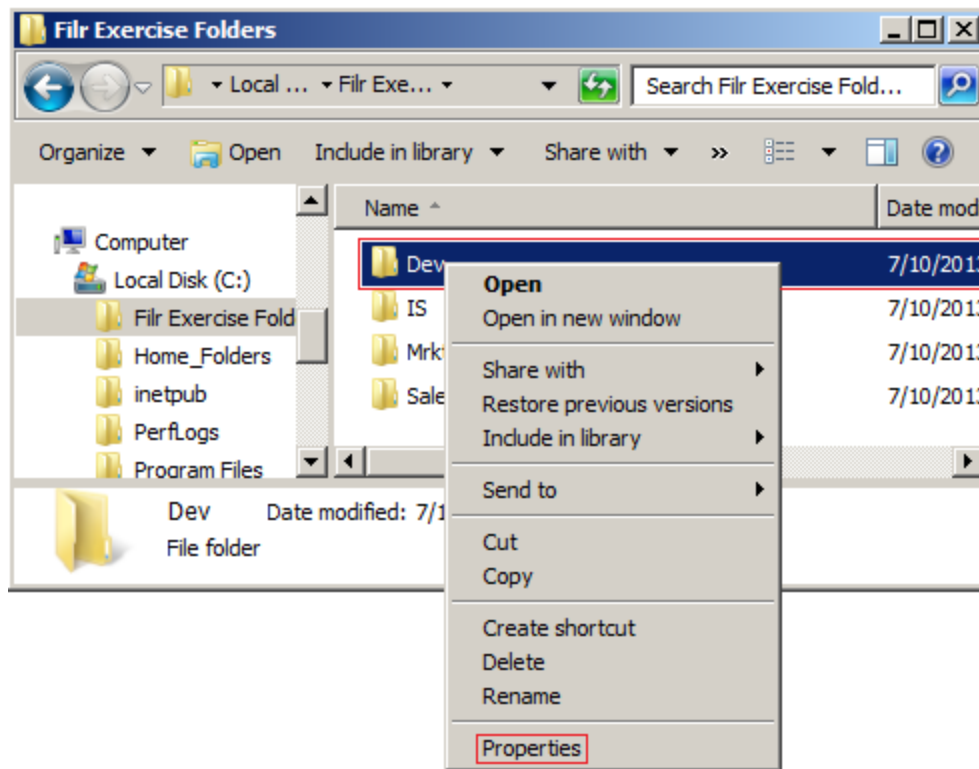
[Table 5-1](#) lists the rest of the Filr exercise folder names and the users to assign full share permissions.

Table 5-1 Share Permission Assignments

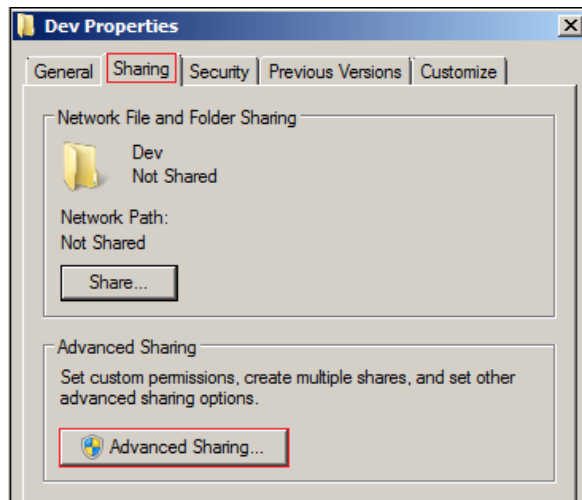
Folder Name	Users to Assign Full Share Permissions
Dev	<ul style="list-style-type: none"> ◆ ared ◆ filproxyuser
IS	<ul style="list-style-type: none"> ◆ ablue ◆ filproxyuser
Mrktg	<ul style="list-style-type: none"> ◆ ayellow ◆ filproxyuser
Sales	<ul style="list-style-type: none"> ◆ ablack ◆ filproxyuser

Create shares and assign share access by doing the following for each folder listed.

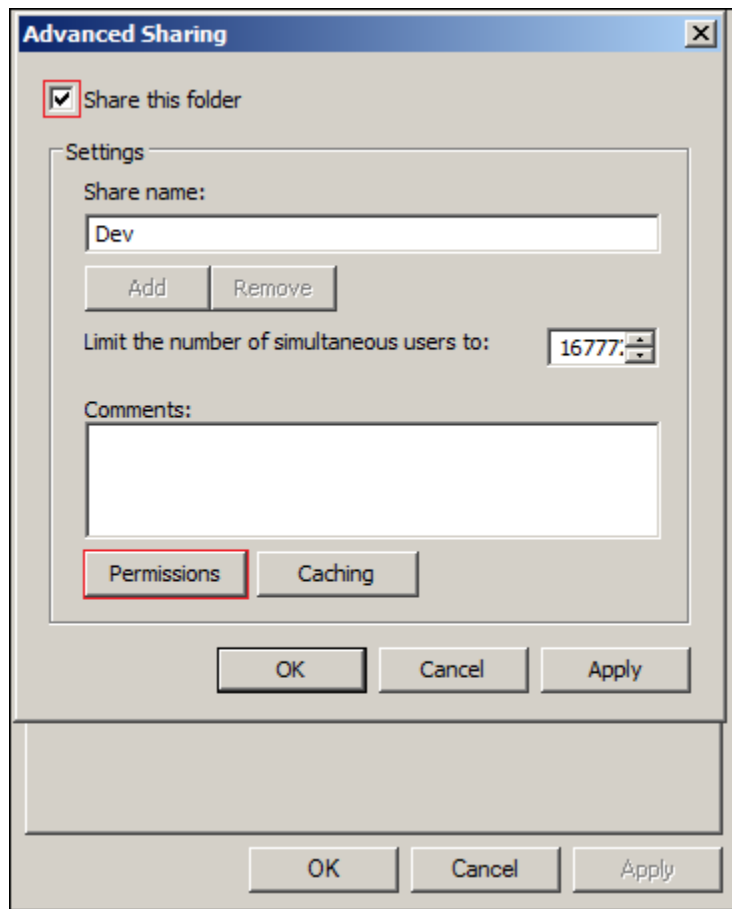
- 1 In Windows Explorer, right-click one of the four folders in [Table 5-1](#), starting with Dev, then click *Properties*.



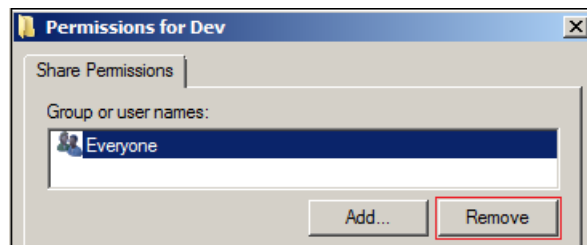
2 Click the *Sharing* tab, then click *Advanced Sharing*.



3 Select the *Share this folder* option, then click *Permissions*.



- 4 Click *Remove* to remove access by the *Everyone* group.

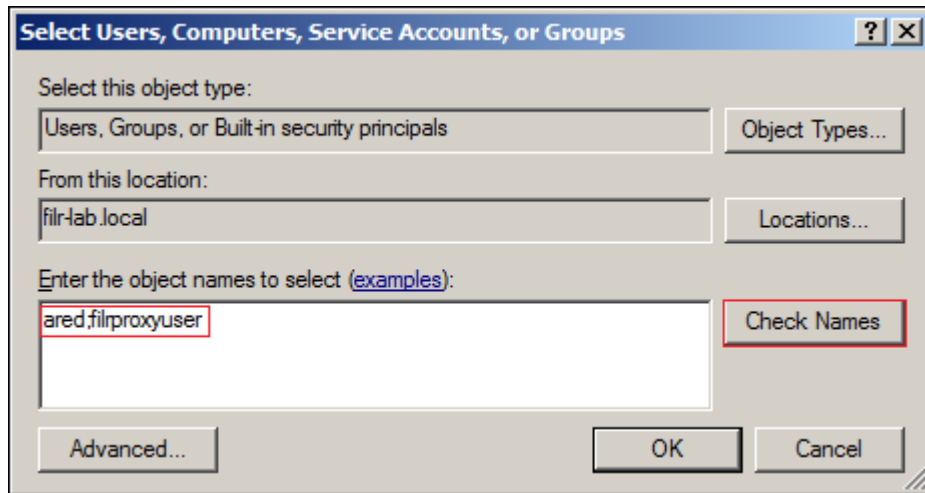


- 5 Click *Add*.

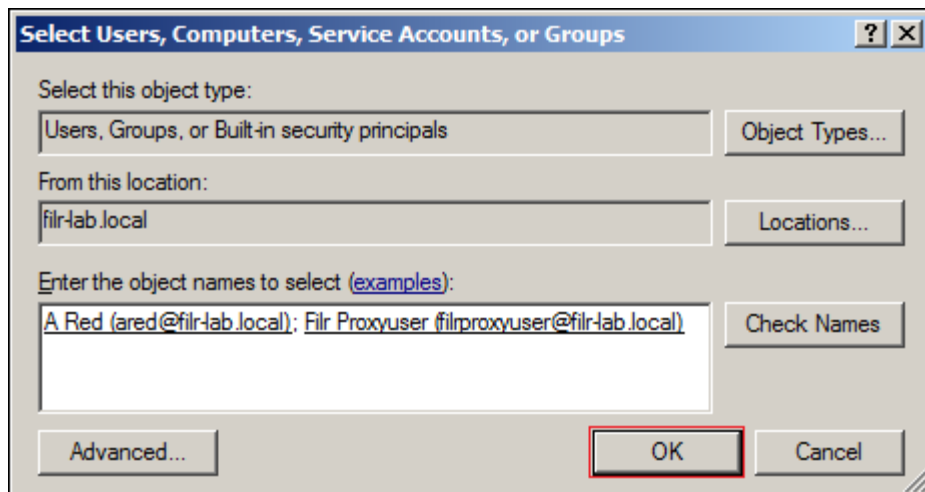


- 6 In the *Enter the object names to select* field, type the users listed in the second column of [Table 5-1 on page 28](#), separated by a semicolon.

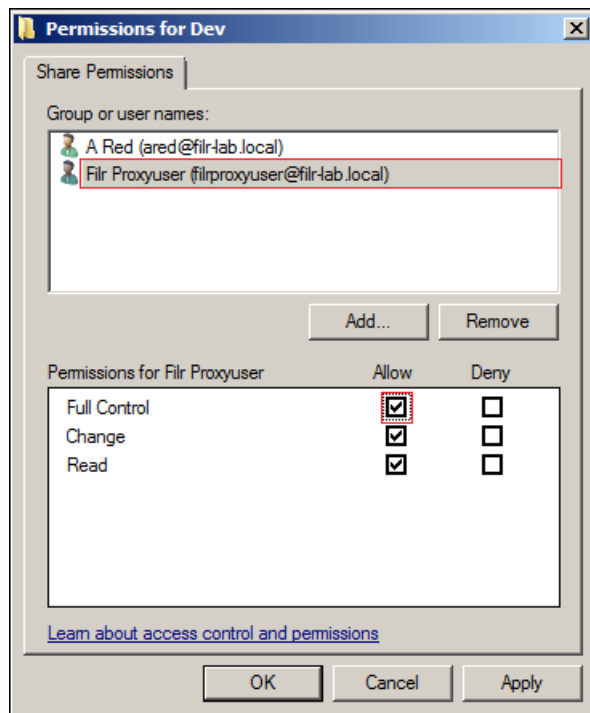
For example, for the Dev folder, type `ared;filrproxyuser`, then click *Check Names* to validate your entries.



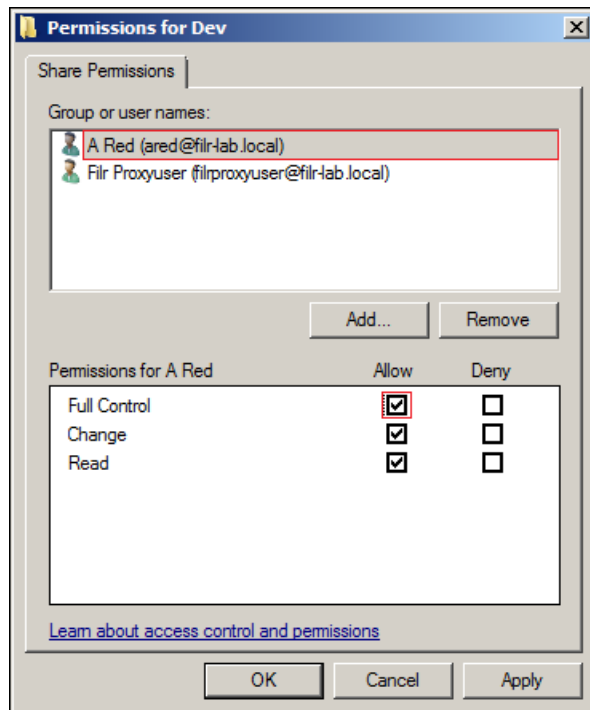
- 7 Click *OK*.



- 8 With *Filr Proxyuser* selected, under *Permissions for Filr Proxyuser > Full Control*, select *Allow*.



- 9 Select the other user and assign it *Full Control* as well.



- 10 Click *OK* > *OK* > *Close*.
- 11 Right-click the next folder (skipping *Home_Folders*), then repeat from [Step 1](#) until all of the folders have been shared and secured.
- 12 Continue with [Changing the NTFS Permissions](#).

5.4.2 Changing the NTFS Permissions

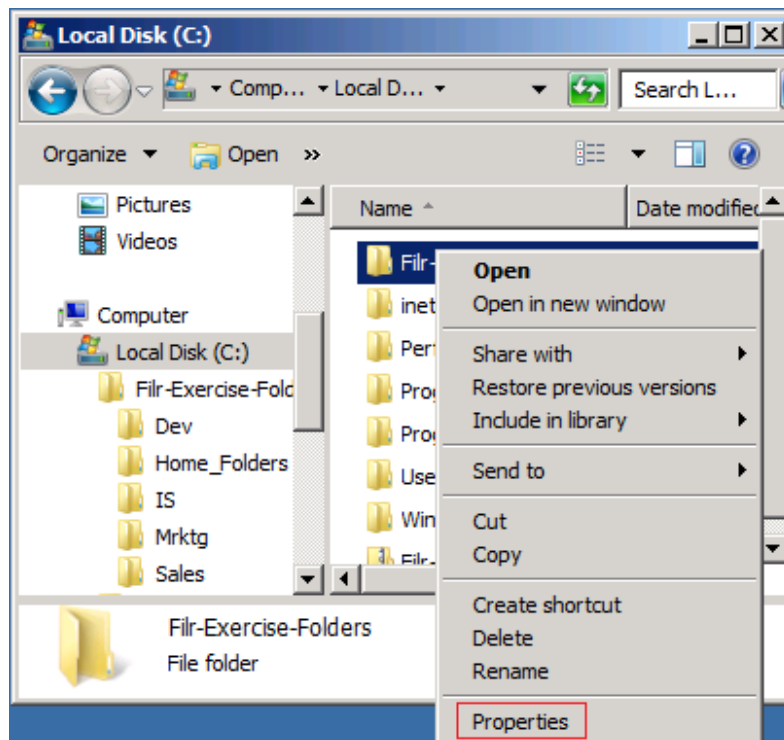
Table 5-2 lists the Filr exercise folder names and the users to assign full NTFS permissions.

Table 5-2 NTFS Permission Assignments

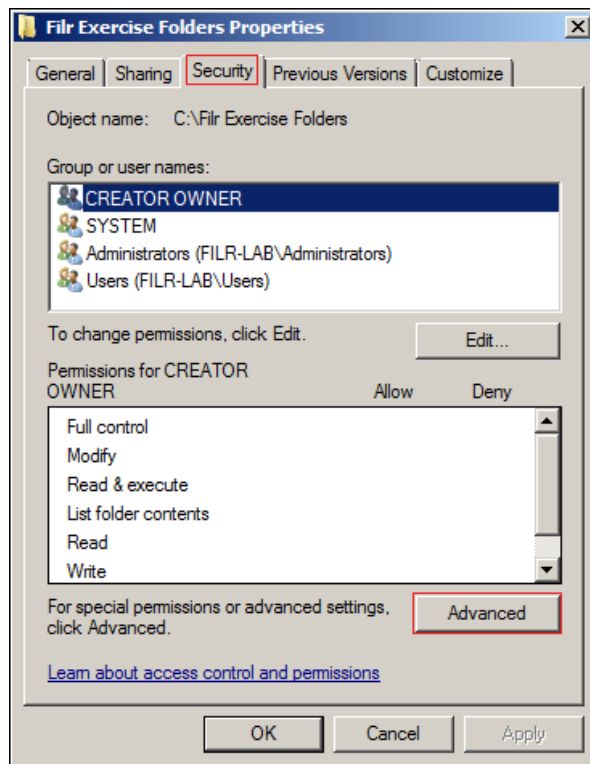
Folder Name	Users to Assign Full NTFS Permissions
Filr Exercise Folders	filproxyuser
Dev	ared
IS	ablue
Mrktg	ayellow
Sales	ablack

Adjust NTFS permissions to the `Filr_Exercise_Folders` folder by doing the following:

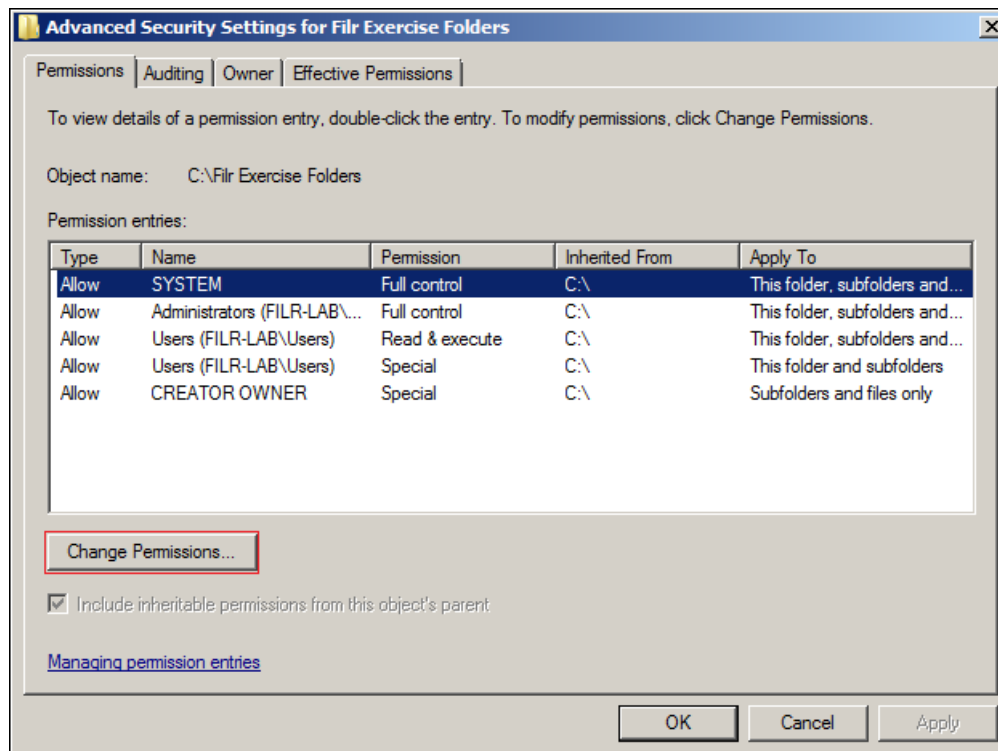
- 1 In Windows Explorer, right-click `Filr_Exercise_Folders` and select *Properties*.



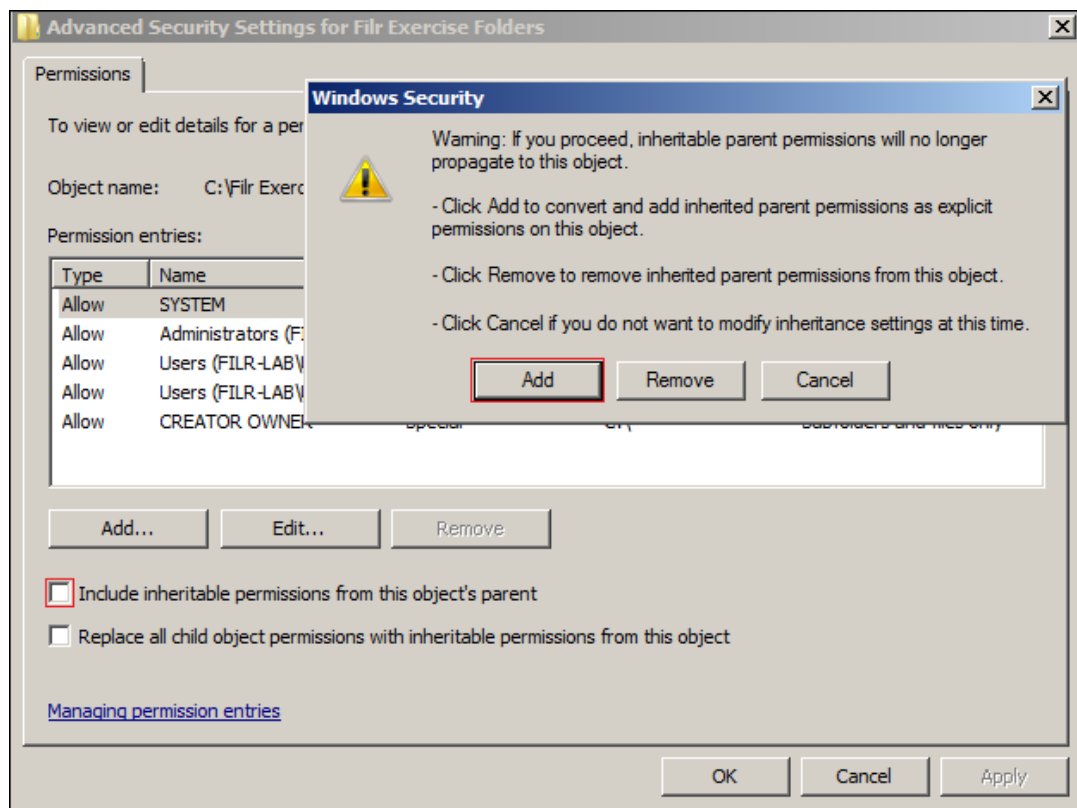
- 2 Click the *Security* tab, then click *Advanced*.



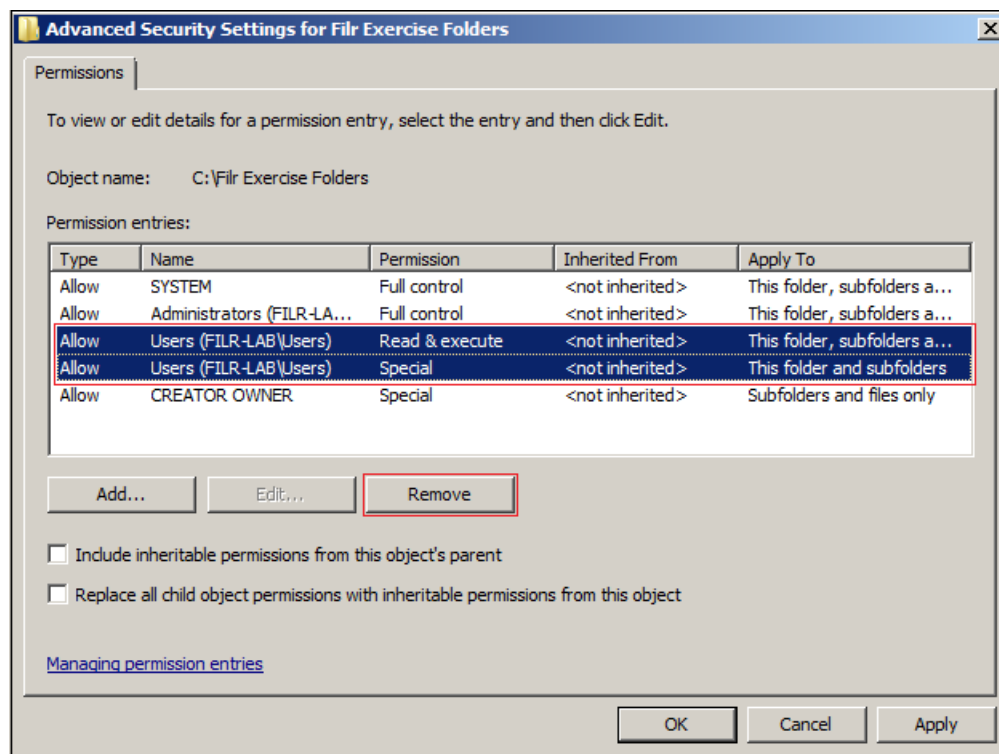
3 Click *Change Permissions*.



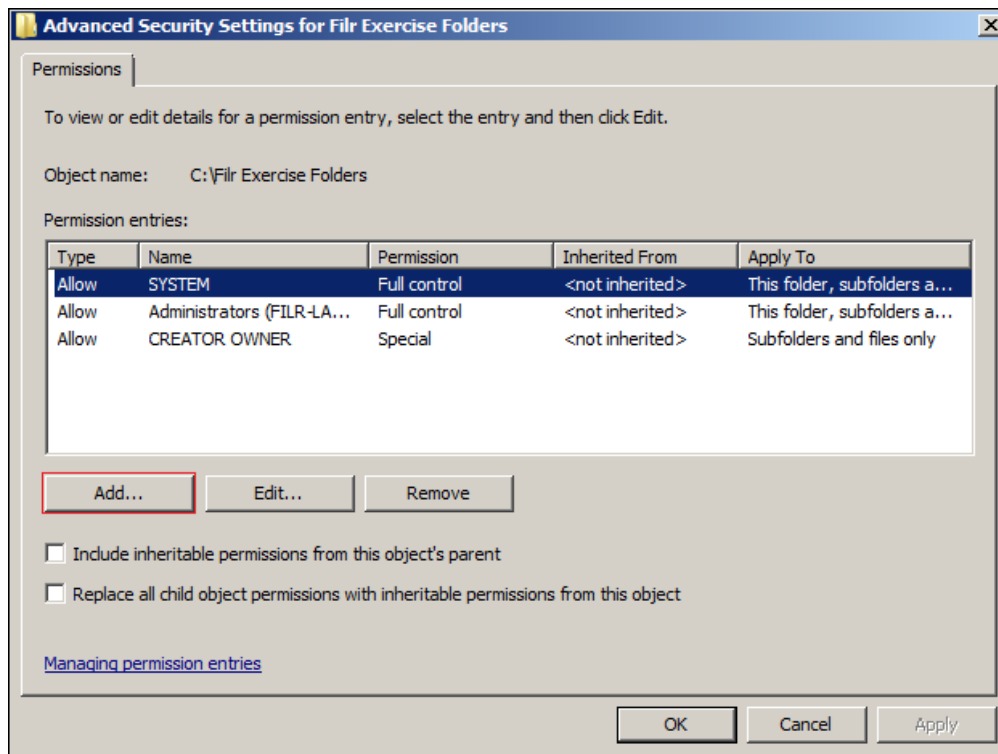
4 Deselect *Include inheritable permissions from this object's parent*, then click *Add*.



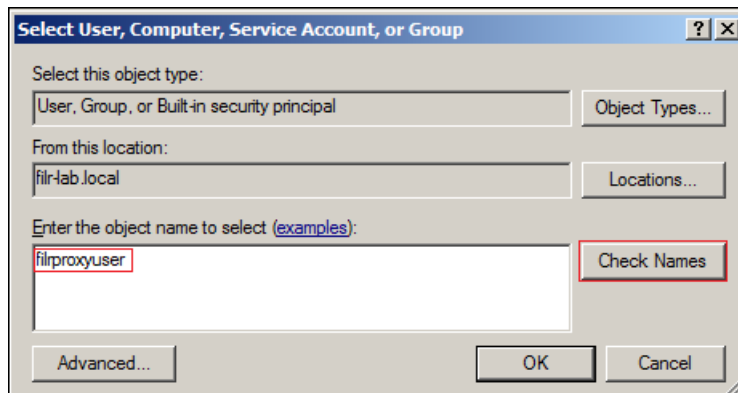
5 In the *Permission entries* list, select the *Users* entries, then click *Remove*.



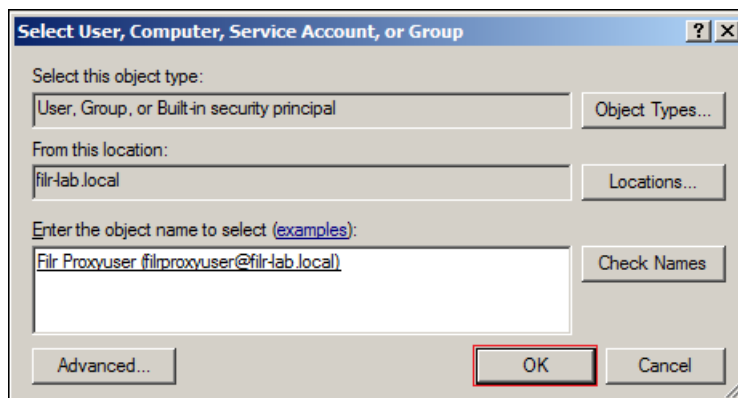
6 Click *Add*.



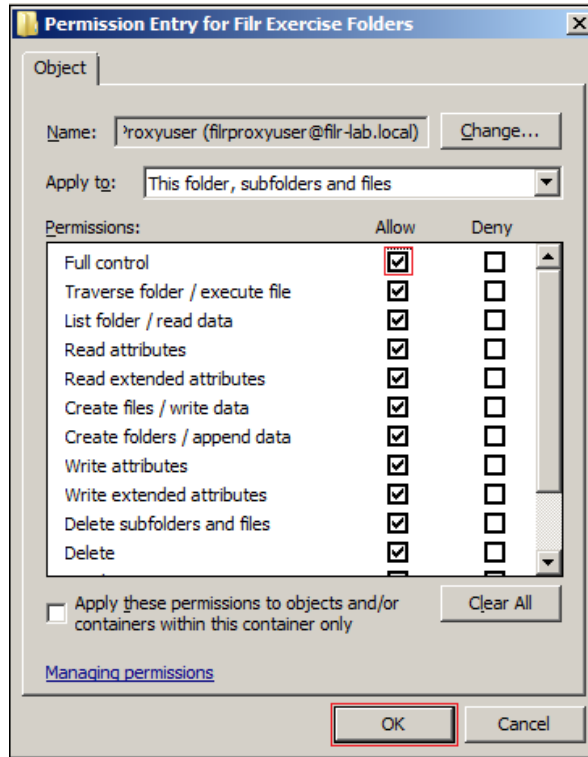
7 Type `filproxyuser`, then click *Check Names*.



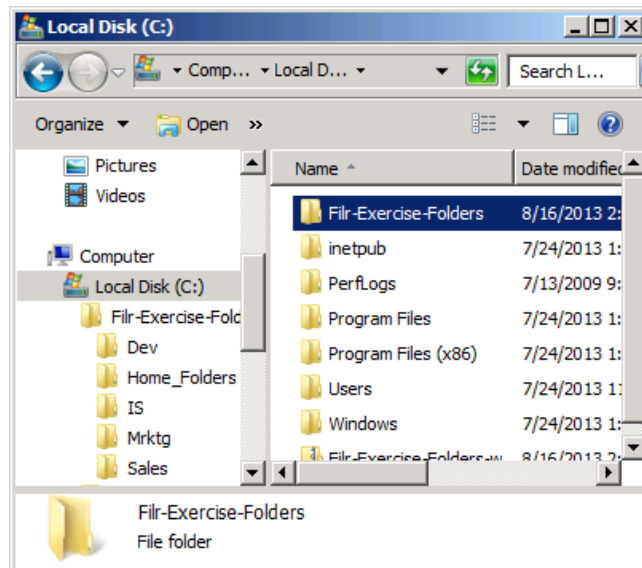
8 Click *OK*.



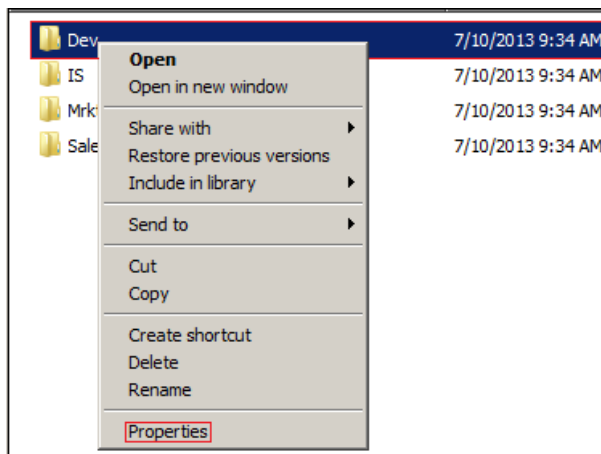
- 9 Allow full control, then click *OK* > *OK* > *OK* > *OK*.



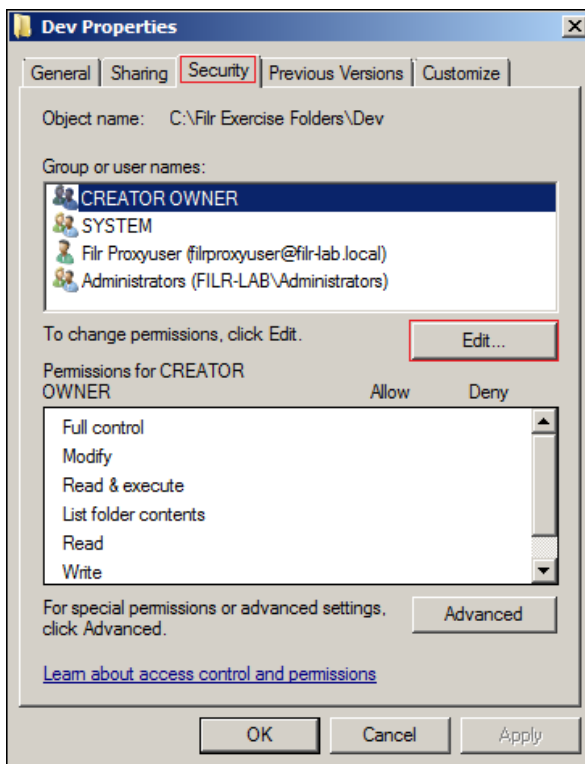
- 10 Double-click *Filr-Exercise-Folders*.



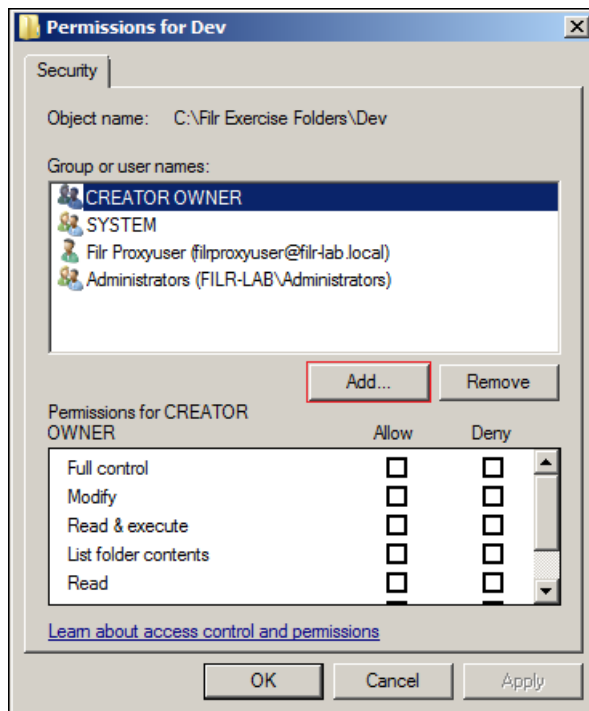
- 11 Right-click the *Dev* folder listed in the right frame, then select *Properties*.



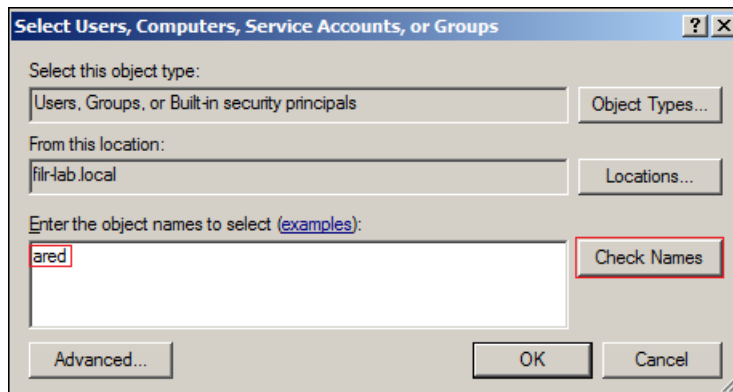
12 Click the *Security* tab, then click *Edit*.



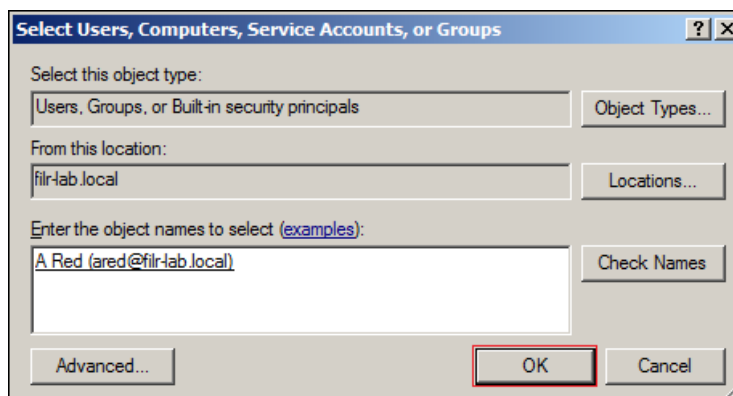
13 Click *Add*.



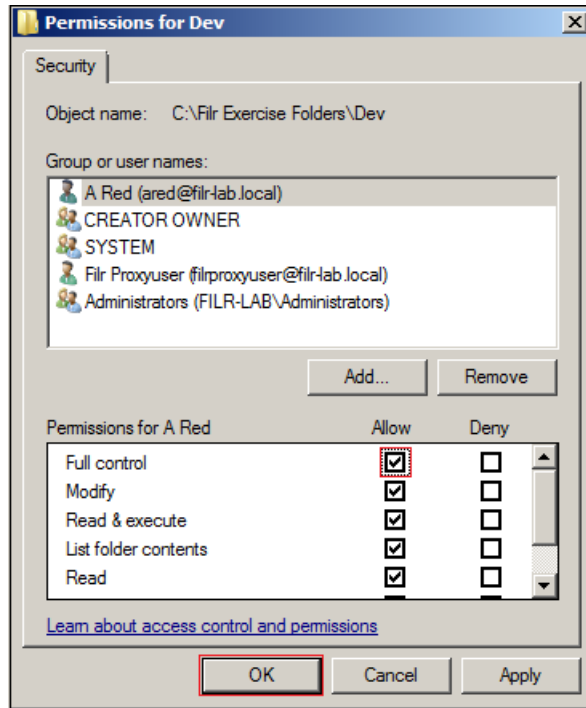
- 14 Referring to [Table 5-2 on page 33](#), type the user (object name) to assign full permissions to the directory (ared is for Dev), then click *Check Names*.



- 15 Click OK.



16 Allow full control, then click *OK* > *OK*.



17 Right-click the next folder name listed in [Table 5-2 on page 33](#), click *Properties*, then repeat from [Step 12 on page 38](#) until full rights have been assigned as indicated in the table.

When all of the folders have been assigned, continue with [Chapter 6, “Deploying and Configuring the Filr Appliance,” on page 41](#).

6 Deploying and Configuring the Filr Appliance

- ♦ [Section 6.1, “If You Are Evaluating Filr on NODS,” on page 41](#)
- ♦ [Section 6.2, “If You Are Evaluating Filr on Your Own Network,” on page 41](#)

6.1 If You Are Evaluating Filr on NODS

Start the pre-configured virtual appliances on Novell Online Demonstration System (NODS) as follows:

- 1 Click the *win2008* tab and power it on.
This is the Windows AD server and provides DNS services for the exercises.
- 2 When the Windows server is running, log in as user *Administrator* with password *novellfilr*.
- 3 Click the *win7-win* tab and power on the exercise workstation VM.
- 4 Log in as user *admin* with password *novellfilr*.
- 5 Click the *flr-win* VM and power it on.

The Filr appliance is automatically configured with settings found in two files in the *filr_win_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 Installation and Configuration Guide*.

- 6 When the *filr-win login:* terminal prompt displays on the Filr console, continue with [Chapter 7, “Administering Filr,” on page 49](#).

6.2 If You Are Evaluating Filr on Your Own Network

- ♦ [Section 6.2.1, “Deploying Filr on Your Network,” on page 41](#)
- ♦ [Section 6.2.2, “Configuring the Filr Appliance,” on page 45](#)

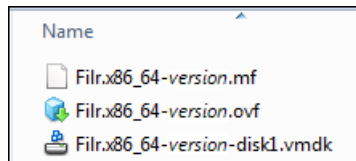
6.2.1 Deploying Filr on Your Network

IMPORTANT: The instructions in this section assume that Filr is being deployed on a VMware server.

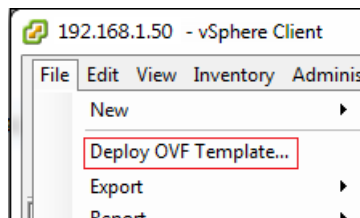
If you are deploying Filr on Hyper-V, follow the instructions in “[Hyper-V Configuration](#)” in the *Novell Filr 1.1 Installation and Configuration Guide* to the point that you power on the appliance. Then resume these instructions at [Step 6 on page 43](#).

If you are deploying Filr on Xen, follow the instructions in “[Xen Configuration](#)” in the *Novell Filr 1.1 Installation and Configuration Guide* to the point that you power on the appliance. Then resume these instructions at [Step 6 on page 43](#).

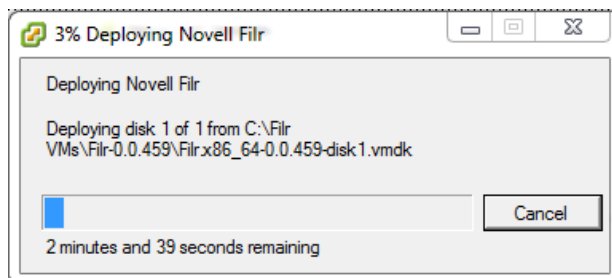
- 1 On a workstation with the vSphere client installed, extract the `Filr.x86_64-version.ovf.zip` file that you downloaded in [Chapter 3, “Downloading Filr Software,” on page 11](#) until you have a folder containing three files with `.mf`, `.ovf`, and `.vmdk` extensions.



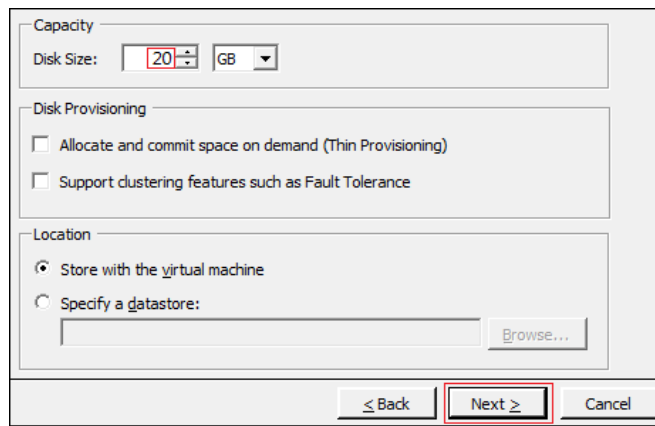
- 2 Using the vSphere client, attach to your VMware ESX server, then click *File > Deploy OVF Template*.



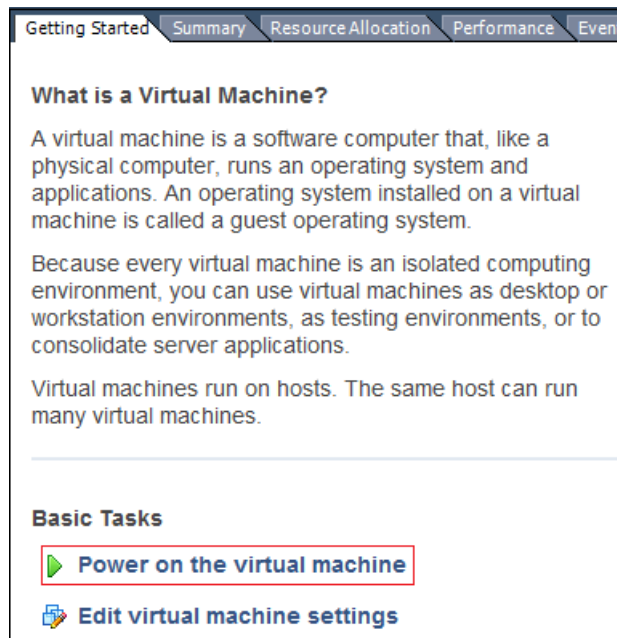
- 3 Browse to and open the Filr `.ovf` file, then proceed through the various dialogs as you normally would until the virtual machine is deployed.



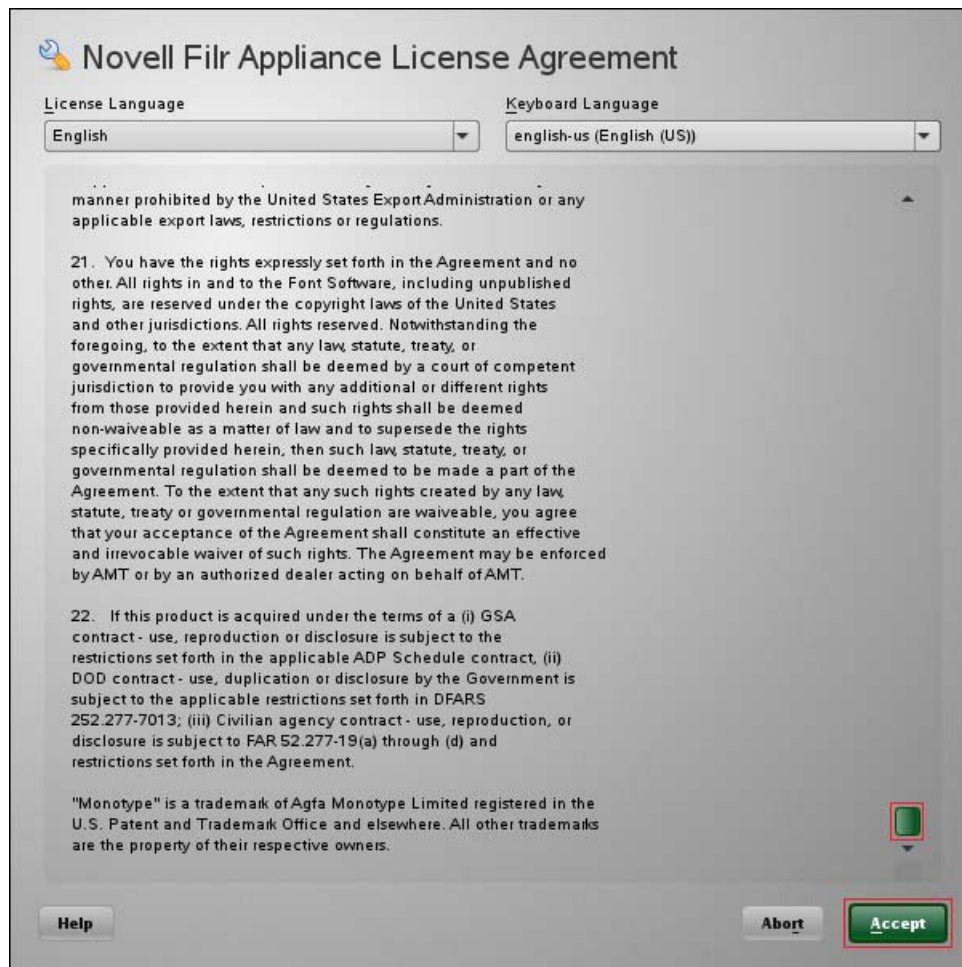
- 4 Edit the virtual machine settings and add a 20 GB hard disk.



- 5 Repeat [Step 4](#) and add a second 20 GB hard disk.
- 6 After the hard disks have been added, click *Power on the virtual machine*.



- 7 After the appliance starts, accept the license agreement.



- 8 Complete the initial configuration settings, substituting the IP address and other settings that you identified in [Chapter 2, “Hands-on System Requirements,”](#) on page 9 for the Filr appliance on your network.

IMPORTANT: Ensure that the *Time Zone* settings match the settings of your Windows environment.

For example, the following screen shows the IP addresses and the other information that was used for the Filr appliance that was deployed in a private network when this guide was developed.

Root Password:	Confirm Root Password:
<input type="text" value="novellfilr"/>	<input type="text" value="novellfilr"/>
Vaadmin Password:	Confirm Vaadmin Password:
<input type="text" value="novellfilr"/>	<input type="text" value="novellfilr"/>
Hostname (e.g. server.domain.com):	
<input type="text" value="filr.filr-lab.local"/>	
IP Address (e.g. 10.0.0.1):	
<input type="text" value="192.168.1.110"/>	
Network Mask (e.g. 255.255.255.0):	
<input type="text" value="255.255.255.0"/>	
Gateway (e.g. 10.0.0.2):	
<input type="text" value="192.168.1.1"/>	
DNS Server (e.g. 10.0.0.3):	Alternate DNS Server (e.g. 10.0.0.3):
<input type="text" value="192.168.1.200"/>	<input type="text"/>
NTP Server/s (e.g. time.domain.com):	
<input type="text" value="time-a.nist.gov"/>	
Region:	Time Zone:
<input type="text" value="USA"/>	<input type="text" value="Mountain (Denver)"/>

- 9 Proceed through the screens, accepting the defaults, until the configuration process completes.

```

The system is ready for appliance configuration.

To configure the appliance:
  1. At your management workstation, open a browser and enter one of the following URLs:

      https://filr.filr-lab.local:9443
      https://192.168.1.110:9443

  2. Log in as vaadmin with the password that you set.

IMPORTANT: Do not use the terminal prompt before consulting the documentation.
Appliance administration requires appliance-specific tools.
Using standard tools can result in service disruption or failure.

filr login: _

```

- 10 Continue with [Configuring the Filr Appliance](#).

6.2.2 Configuring the Filr Appliance

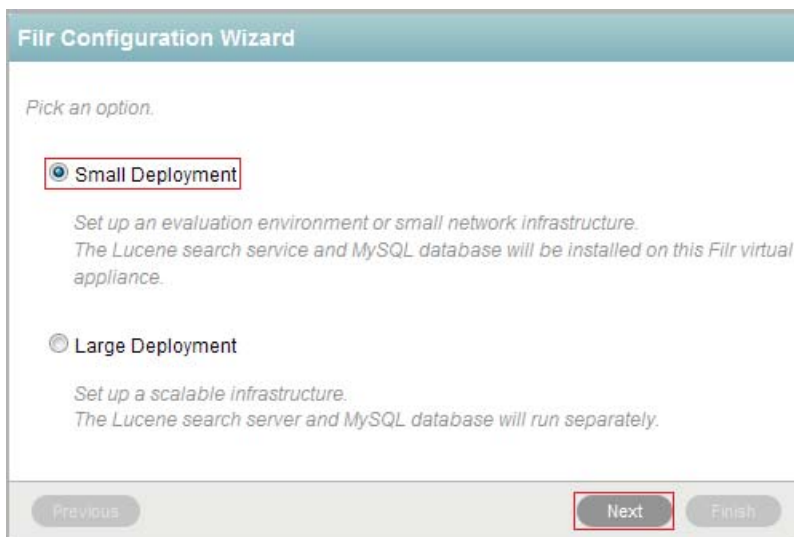
- 1 In your management browser, enter the following URL: `https://Filr-appliance-IP-address:9443`.
- 2 Click through the security warnings and accept the certificate if needed.
- 3 Log in with Username: `vaadmin` and the password you set in [Step 8 on page 44](#).



- 4 Click the *Novell Appliance Configuration* icon.



- 5 Ensure that *Small Deployment* is selected, then click *Next*.



- 6 Specify and confirm novellfilr as the root password.

Database

Set the MySQL administrator password on the database.

User Name: root

User Password:

Confirm Password:

7 Click *Finish*.

Default Locale

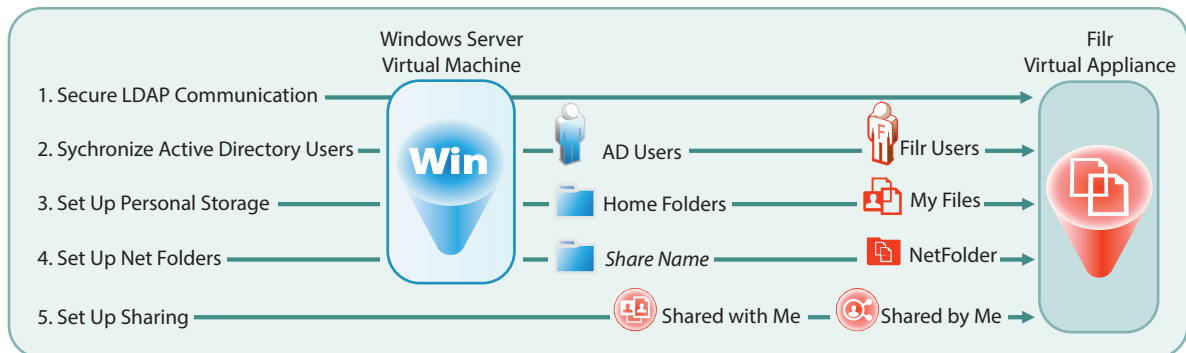
Select the primary language of the Filr server.

Default Locale:

8 Skip to [Chapter 7, "Administering Filr,"](#) on page 49.

7 Administering Filr

The Filr administration exercises covered in this section are summarized in the following graphic.



NOTE: If you want the ability to repeat the exercises that follow, consider taking a snapshot of the Filr VMs before you begin. That way you can always restore the VMs to their original states without risking ripple effects from previous steps that you have completed.

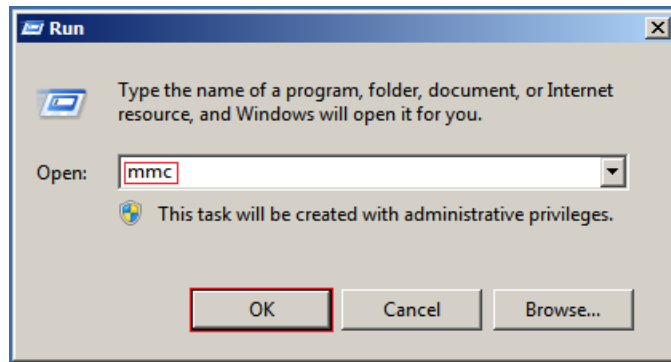
This section guides you through the following tasks:

- ♦ [Section 7.1, “Securing LDAP Communications between Filr and Active Directory,” on page 49](#)
- ♦ [Section 7.2, “Synchronizing LDAP Users,” on page 57](#)
- ♦ [Section 7.3, “Setting Up Users’ My Files Folders,” on page 65](#)
- ♦ [Section 7.4, “Enabling Sharing,” on page 66](#)
- ♦ [Section 7.5, “Setting Up Net Folders,” on page 68](#)
- ♦ [Section 7.6, “Setting Guest Access,” on page 79](#)
- ♦ [Section 7.7, “Allowing the Desktop Application to Be Deployed,” on page 80](#)
- ♦ [Section 7.8, “\(Optional\) Setting Up Email Communication with the Filr VM,” on page 81](#)

7.1 Securing LDAP Communications between Filr and Active Directory

IMPORTANT: On NODS, all administrative passwords are `novellfilr`.

- 1 Generate a self-signed certificate for Active Directory.
 - 1a On the Windows server, click *Start > Run*, then enter `mmc`.

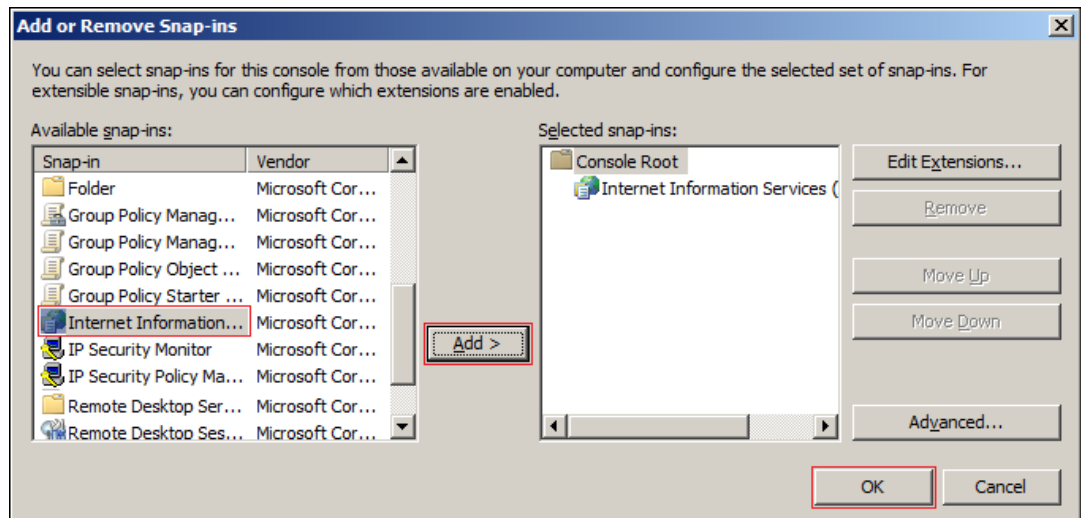


1b In MMC, type `Ctrl+M`.

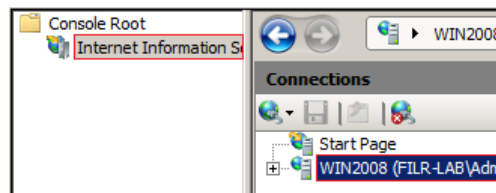
1c In the Add or Remove Snap-ins dialog, select the *Internet Information Services (IIS) Manager* snap-in.

If the snap-in is not installed on your Windows server, install it.

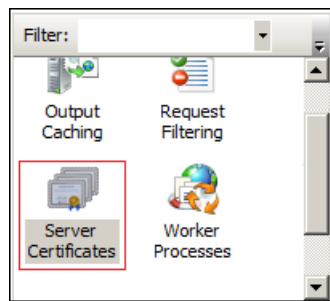
1d With IIS selected, click *Add*, then click *OK*.



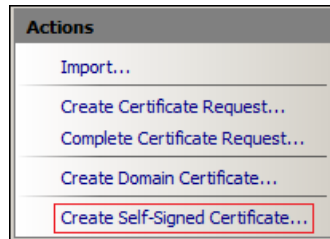
1e In the left frame, click *Internet Information Services*, then click a Windows server that Filr can connect to for synchronizing the test users that you created in [Chapter 4, "Creating Test Users,"](#) on page 13.



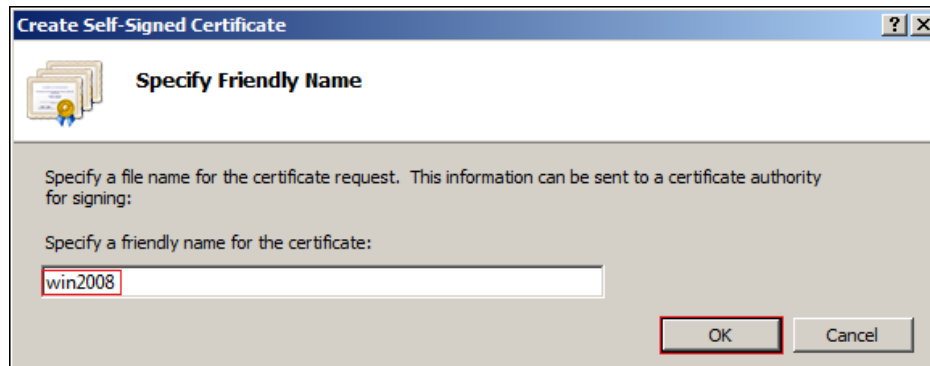
1f In the Filter list, scroll down to *Server Certificates* and double-click the icon.



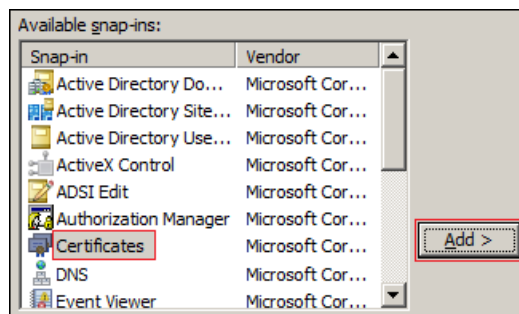
1g In the *Actions* list (on the right), click *Create Self-Signed Certificate*.



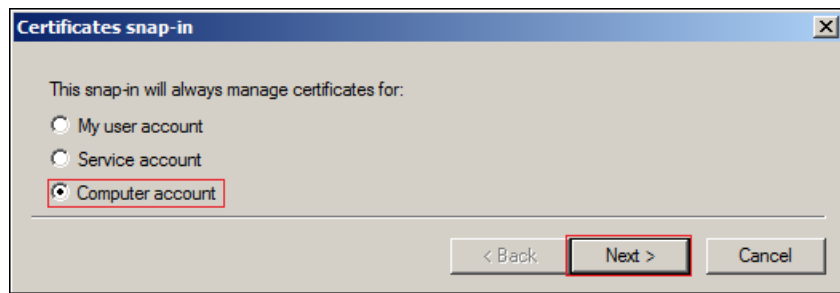
1h Name the certificate with a name you can remember, such as the server name, then click *OK*.



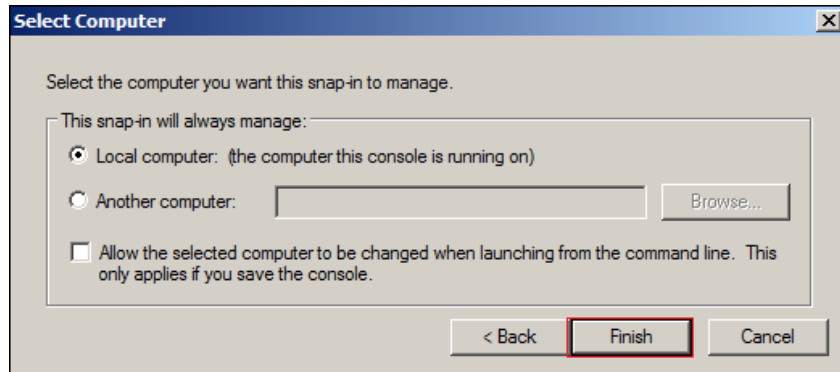
1i Type *Ctrl+M*, select the *Certificates* plug-in, then click *Add*.



1j Select *Computer account*, then click *Next*.



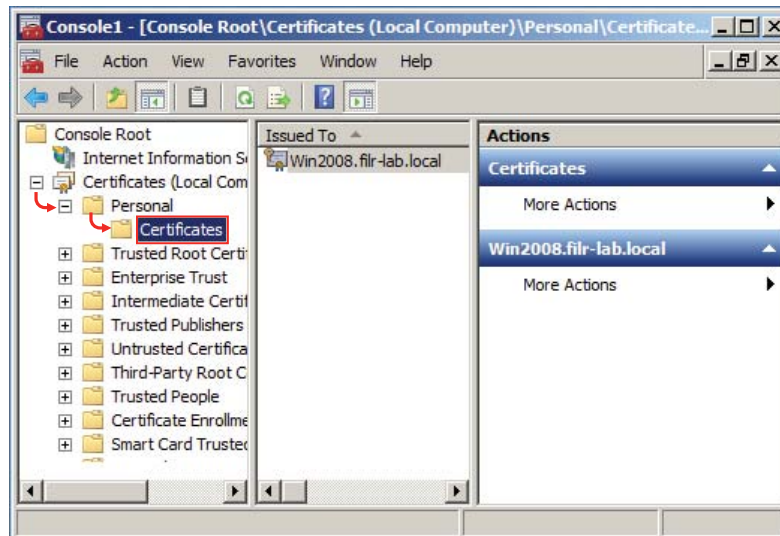
1k Click *Finish*.



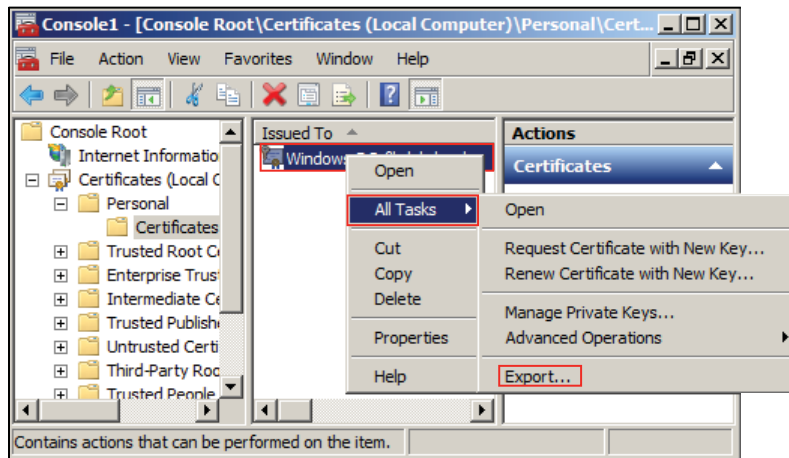
1l In the Snap-ins dialog, click *OK*.

If you get a plug-in error, click *Cancel*.

1m In MMC, expand the *Certificates* plug-in, expand *Personal*, then click *Certificates*.



1n Right-click the certificate you created, select *All Tasks*, then click *Export...*



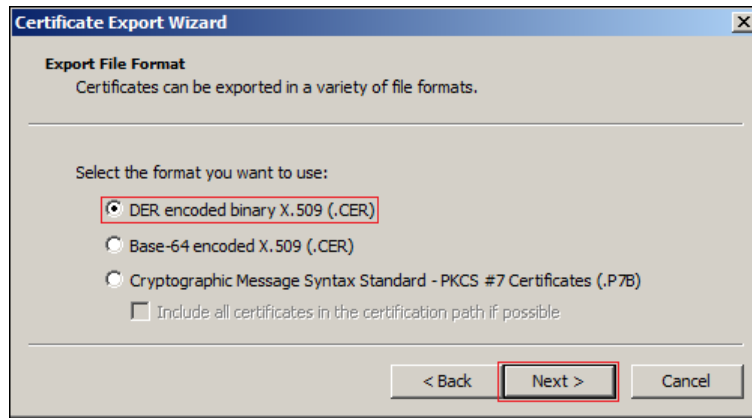
1o In the Certificate Export wizard, click *Next*.



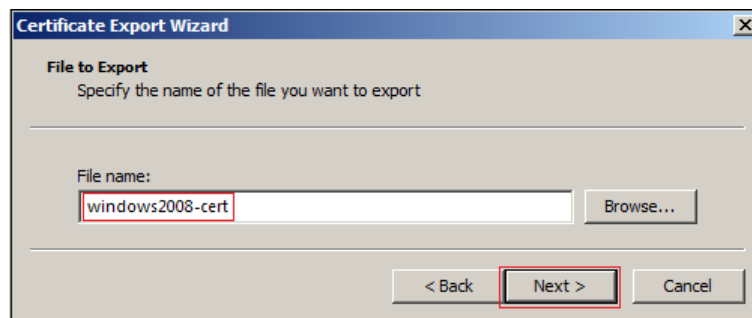
1p Ensure that *No, do not export the private key* is selected, then click *Next*.



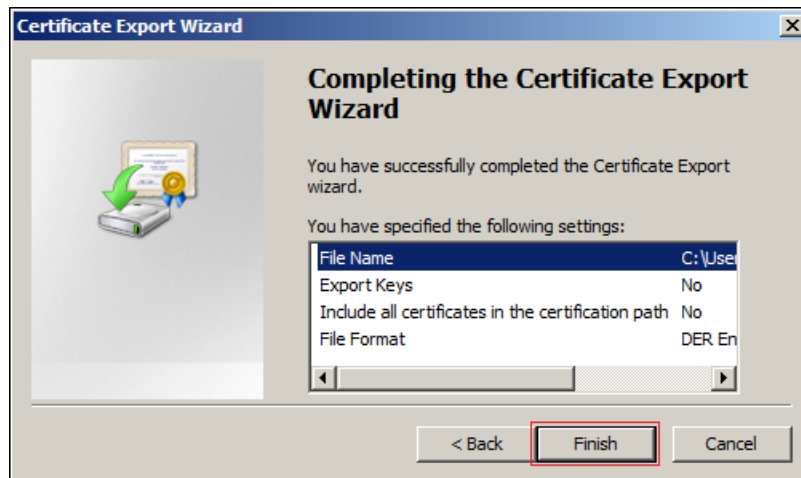
1q Ensure that *DER encoded binary* is selected, then click *Next*.



1r Name the certificate, then click *Next*.



1s Click *Finish* > *OK*.



By default, the certificate is saved in `C:\Users\Your-User-Name`.

On NODS, the directory is `C:\Users\Administrator`.

2 On the Windows server, open a browser and import the server's certificate into the Filr appliance's Java Keystore:

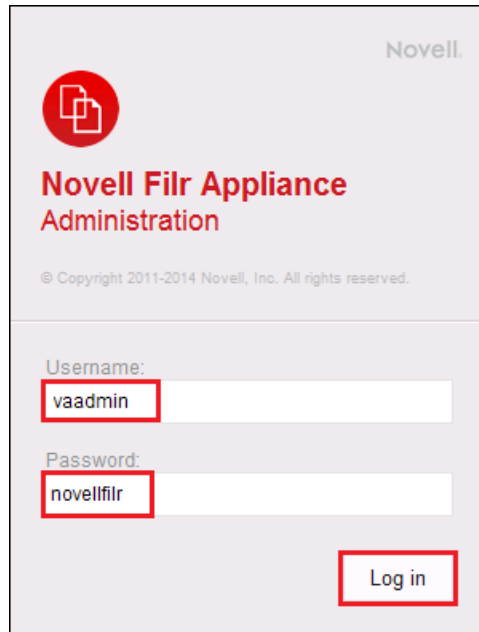
2a In the Windows server browser, launch the Filr Console through the following URL:

`https://Appliance_IP_Address:9443`

For example, on NODS this is

https://172.17.2.112:9443

- 2b** Click through all of the security warnings, add certificates, etc., here and later, and verify that you want to access the server.
- 2c** Log in as vaadmin with the password novellfilr.



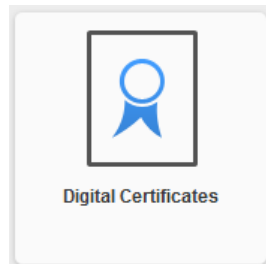
The image shows the login interface for the Novell Filr Appliance Administration console. At the top right, the word "Novell." is displayed. Below it is a red circular icon containing a white document symbol. The main heading reads "Novell Filr Appliance Administration" in red. A copyright notice states "© Copyright 2011-2014 Novell, Inc. All rights reserved." Below this, there are two input fields: "Username:" with the value "vaadmin" and "Password:" with the value "novellfilr". A "Log in" button is located at the bottom right of the form area.

- 2d** Click the *Appliance System Configuration* icon.

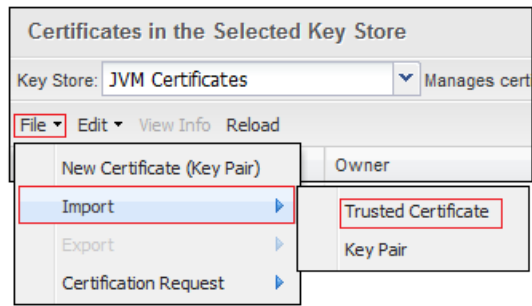


If you have accessed the console previously, you might need to click the *Home* link in the upper-right corner to see the icon.

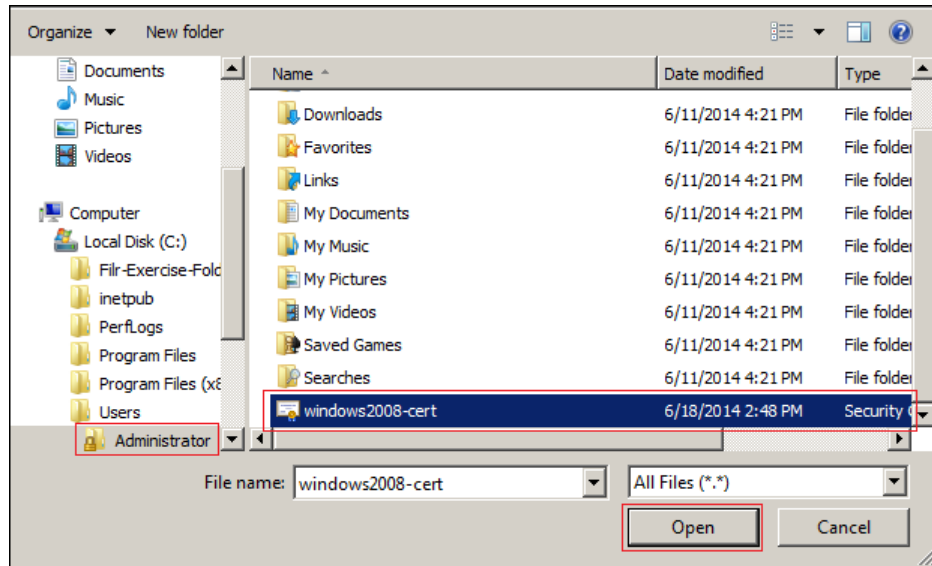
- 2e** Click the *Digital Certificates* icon.



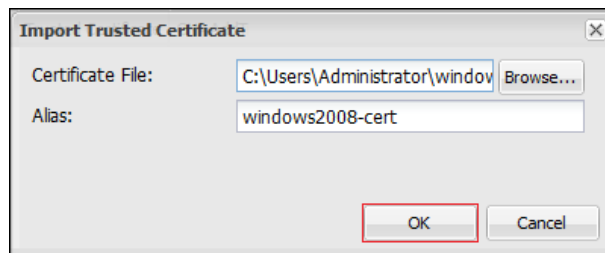
- 2f** Click *File > Import > Trusted Certificate*.



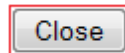
2g Browse to the certificate file that you saved in [Step 1s on page 54](#), then click *Open*.



2h Click *OK* > *OK*.



2i Click *Close*.



2j Click *Reboot* > *OK* > *OK*.



2k Close the browser on the Windows server.

As soon as the Filr appliance restarts, both the Windows server and Filr are prepared for the exercises in [Section 7.2, “Synchronizing LDAP Users,”](#) on page 57.

7.2 Synchronizing LDAP Users

In [Section 4, “Creating Test Users,”](#) on page 13, you populated Active Directory with the users shown in [Figure 7-1](#). (For NODS, the users already exist on the Win2008 server.)

Figure 7-1 Users Created for the Filr Exercises

Name	Type	Description
A Black	User	
A Blue	User	
A Gray	User	
A Green	User	
A Orange	User	
A Pink	User	
A Red	User	
A Yellow	User	
Filr Proxyuser	User	

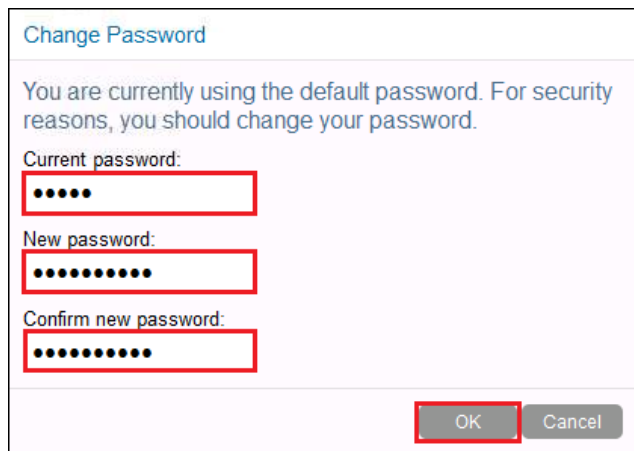
You import AD users to Filr by setting up LDAP synchronization with Active Directory.

- 1 Ensure that the Filr appliance VM has restarted.
- 2 Open a browser on your exercise workstation (the win7-win VMm on NODS) and access Filr through the following URL:
`https://Appliance_IP_Address:8443`
For example, on NODS this is
`https://172.17.2.112:8443`
- 3 If prompted, accept and trust the certificate.
- 4 Sign in as User: admin with Password: admin.



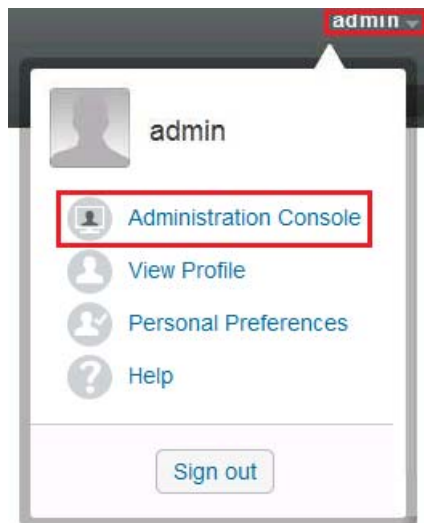
The image shows the Novell Filr login interface. At the top, the text "Novell. Filr" is displayed in a dark header. Below this, there is a checkbox labeled "Sign in using OpenID". The "User ID:" field contains the text "admin", and the "Password:" field also contains "admin". A blue link "Forgot your password?" is positioned below the password field. At the bottom right, there is a "Sign In" button.

- 5 When prompted, change the password to novellfilr.



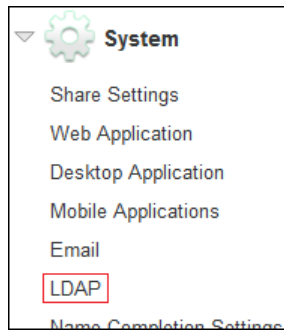
The image shows a "Change Password" dialog box. The title is "Change Password". The main text reads: "You are currently using the default password. For security reasons, you should change your password." There are three input fields: "Current password:" with five dots, "New password:" with ten dots, and "Confirm new password:" with ten dots. At the bottom right, there are "OK" and "Cancel" buttons.

- 6 Click *admin* (upper right), then select *Administration Console*.

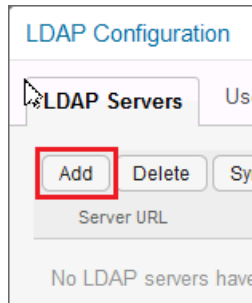


The image shows a user profile dropdown menu. At the top, the name "admin" is displayed with a small downward arrow. Below this, there is a profile picture icon and the name "admin". A list of options is shown: "Administration Console" (highlighted with a red box), "View Profile", "Personal Preferences", and "Help". At the bottom of the menu, there is a "Sign out" button.

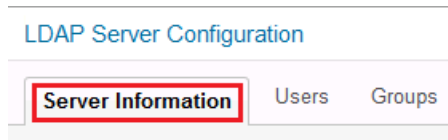
- 7 In the left navigation panel under *System*, click *LDAP*.



8 Click *Add*.



9 Ensure that the *Server Information* tab is selected.



10 Enter the information to connect Filr with your Windows server.

Field Name	Value to Enter
LDAP Server URL	<code>ldaps://windows-server-IP-address</code> On NODS this is <code>ldaps://172.17.2.117</code> or <code>ldaps://win2008.filr-lab.local</code>
User DN	<p>IMPORTANT: This is the distinguished name of an Active Directory user who has sufficient rights to access the information for the test users that you created in Chapter 4, "Creating Test Users," on page 13. For example, it could be the user name that you used for that task.</p> <p>TIP: If you aren't certain of the syntax, open a terminal prompt on the server and enter the <code>dsquery user</code> command.</p> On NODS this is: <code>cn=Administrator,cn=users,dc=filr-lab,dc=local.</code>
Password	The password of the user above On NODS this is <code>novellfilr</code> .
Directory Type	Active Directory

Field Name	Value to Enter
LDAP Unique Identifier	objectGUID
LDAP Attribute for Filr	sAMAccountName

For example, the NODS LDAP server information is reflected in the following screen shot.

LDAP Server Configuration

Server Information | Users | Groups

The LDAP server URL format is ldap://host:port For example: ldap://localhost:389

LDAP server URL:

User DN:

Password:

Directory type:

Enter the LDAP attribute that uniquely identifies a user.

Guid attribute:

Select the LDAP attribute whose value will be used as the Filr account name

Filr account name attribute:

Enter the mappings from the internal identifiers to the LDAP attribute names of the user record. Use the following syntax: internalID=ldapAttributeName

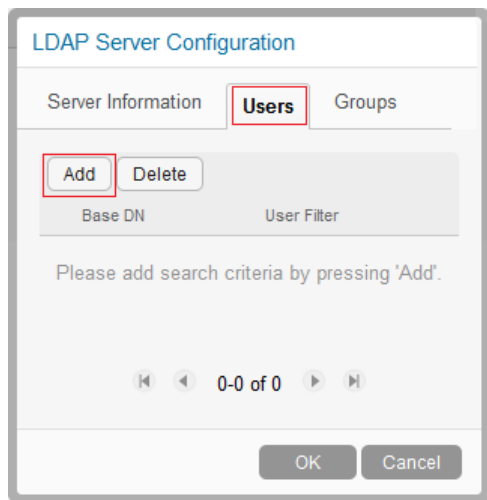
```

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

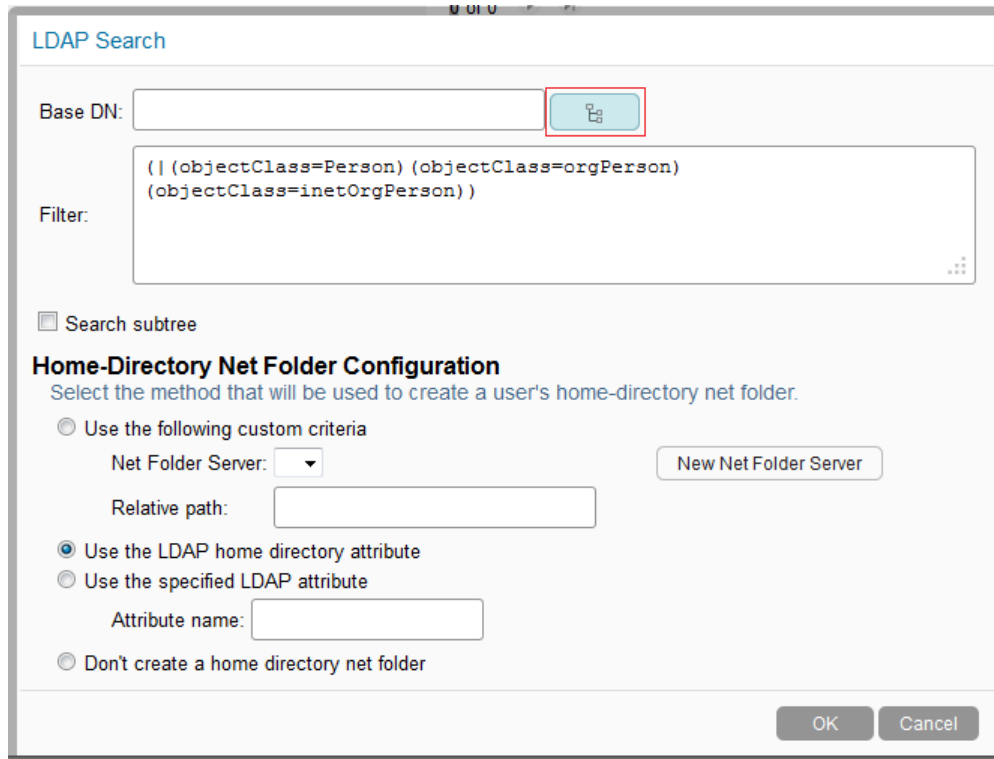
```

OK Cancel

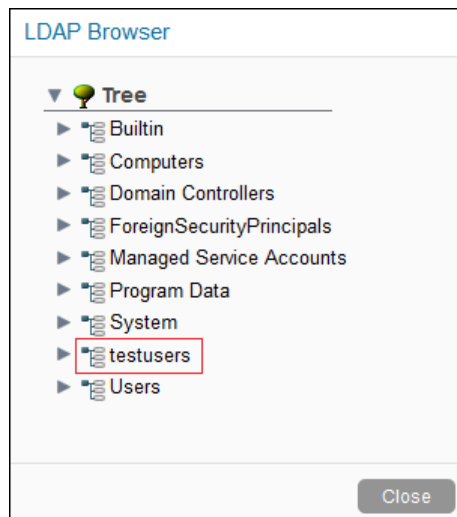
- 11 Select the *Users* tab, then click *Add*.



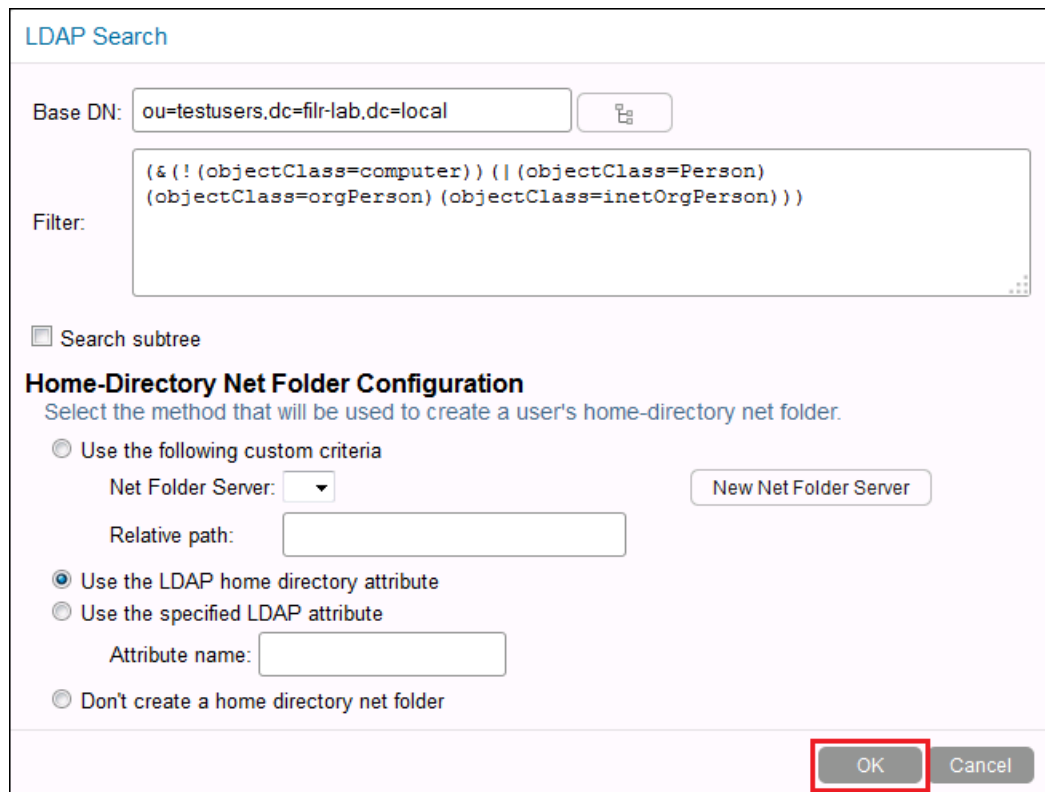
12 Click the LDAP browse icon.



13 Browse to *testusers* and select it.



14 Click OK.

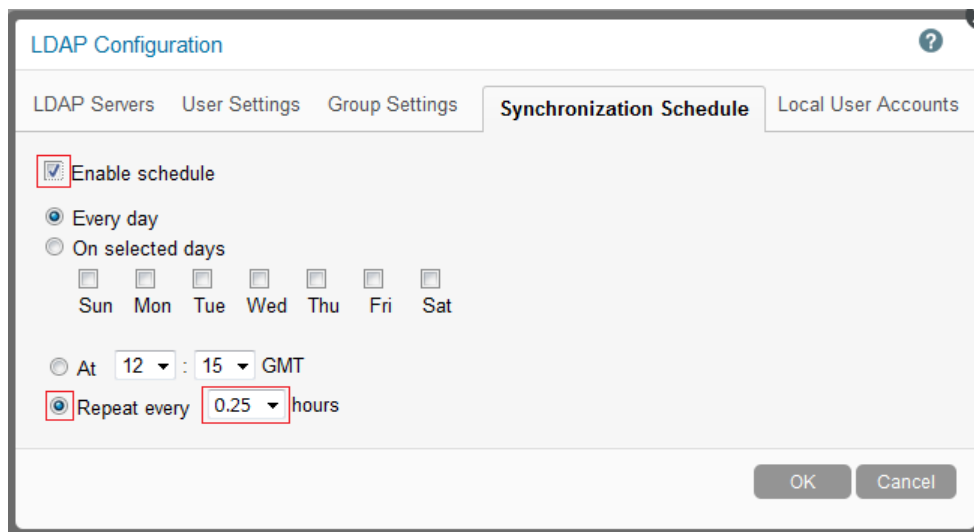


The testusers container is added, so click OK.

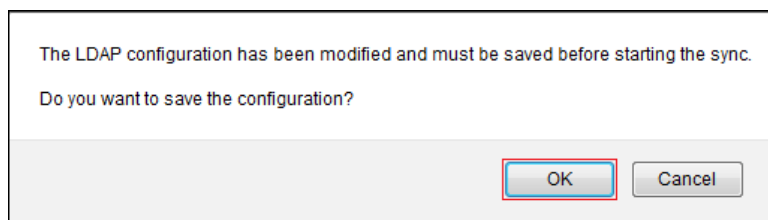
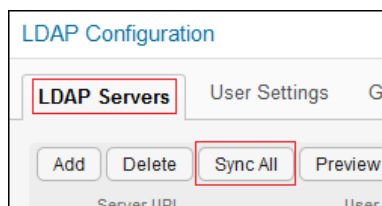


15 Select the *Synchronization Schedule* tab, then select the following options:

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



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



The nine users in the *testusers* container are added.

LDAP Sync Results

Sync status: Completed (June 20, 2014 6:38:04 PM GMT)

Added users: 9 Added groups: 0
 Modified users: 0 Modified groups: 0
 Deleted users: 0 Deleted groups: 0
 Disabled users: 0

Filter List

Name	Type	Action
ablack (cn=a black,ou=testusers,dc=filir-lab,dc=local)	User	Added
ayellow (cn=a yellow,ou=testusers,dc=filir-lab,dc=local)	User	Added
ared (cn=a red,ou=testusers,dc=filir-lab,dc=local)	User	Added
apink (cn=a pink,ou=testusers,dc=filir-lab,dc=local)	User	Added
ablue (cn=a blue,ou=testusers,dc=filir-lab,dc=local)	User	Added
filrproxyuser (cn=filirproxyuser,ou=testusers,dc=filir-lab,dc=local)	User	Added
aorange (cn=a orange,ou=testusers,dc=filir-lab,dc=local)	User	Added
agray (cn=a gray,ou=testusers,dc=filir-lab,dc=local)	User	Added
agreeen (cn=a green,ou=testusers,dc=filir-lab,dc=local)	User	Added

1-9 of 9

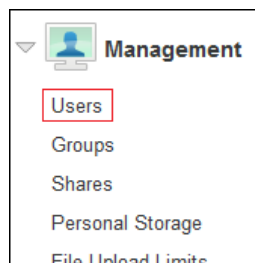
Close

17 Click *Close* > *OK*.

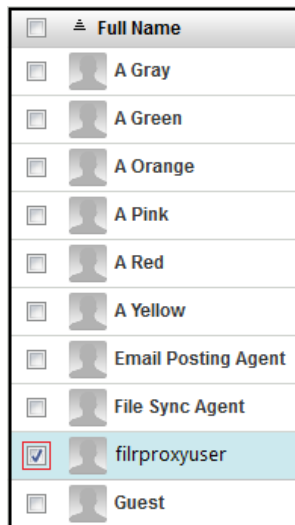
18 The proxy user is among those added to Filr. However, it is a system-only user.

Remove the *filrproxyuser* by doing the following:

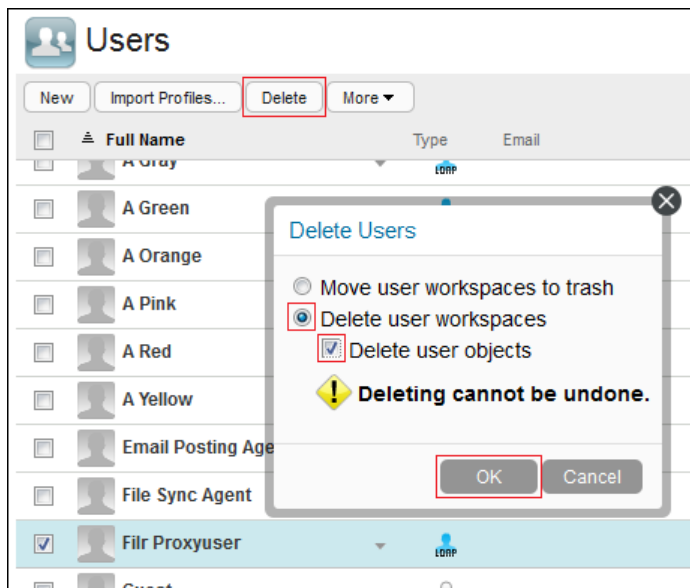
18a In the left frame, click *Users*.



18b Select *filrproxyuser*.



18c Click *Delete*, then select *Delete user workspaces* > *Delete user objects* > *OK*.



19 Click *Close*.

20 Do not close the Administration Console. Continue with [Section 7.3, “Setting Up Users’ My Files Folders,”](#) on page 65.

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

7.3 Setting Up Users’ My Files Folders

1 Some of the LDAP users that you imported need personal storage space on the Filr appliance itself.

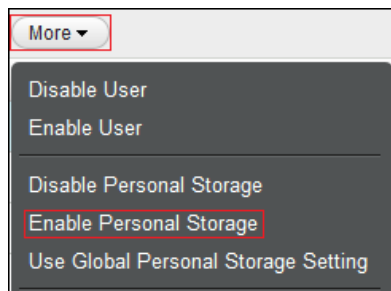
Under *Management*, click *Users*, then select the check boxes next to the names of the following users:

- ♦ A Black

- ◆ A Green
- ◆ A Orange
- ◆ A Pink

<input type="checkbox"/>	Full Name	Type
<input checked="" type="checkbox"/>	A Black	LDAP
<input type="checkbox"/>	A Blue	LDAP
<input type="checkbox"/>	admin	LDAP
<input type="checkbox"/>	A Gray	LDAP
<input checked="" type="checkbox"/>	A Green	LDAP
<input checked="" type="checkbox"/>	A Orange	LDAP
<input checked="" type="checkbox"/>	A Pink	LDAP

2 Click *More* > *Enable Personal Storage*.

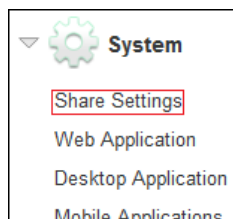


3 Click *Close*, then continue with [Enabling Sharing](#).

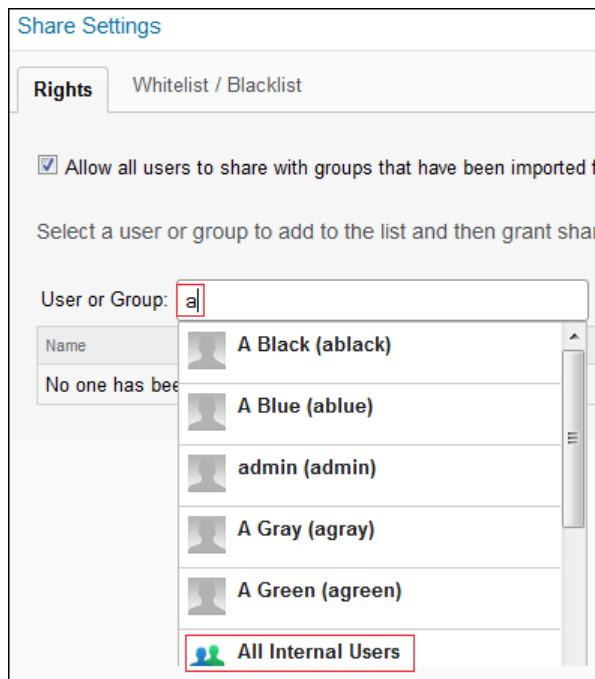
7.4 Enabling Sharing

Before granting sharing rights to users, you must enable sharing for the Filr site.

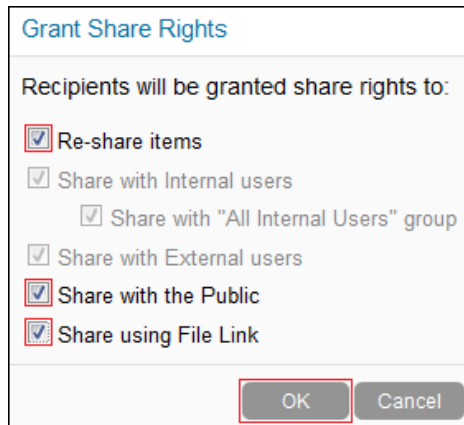
1 Under *System*, click *Share Settings*.



2 In the *User or Group* field, start to type *all*, then select *All Internal Users*.

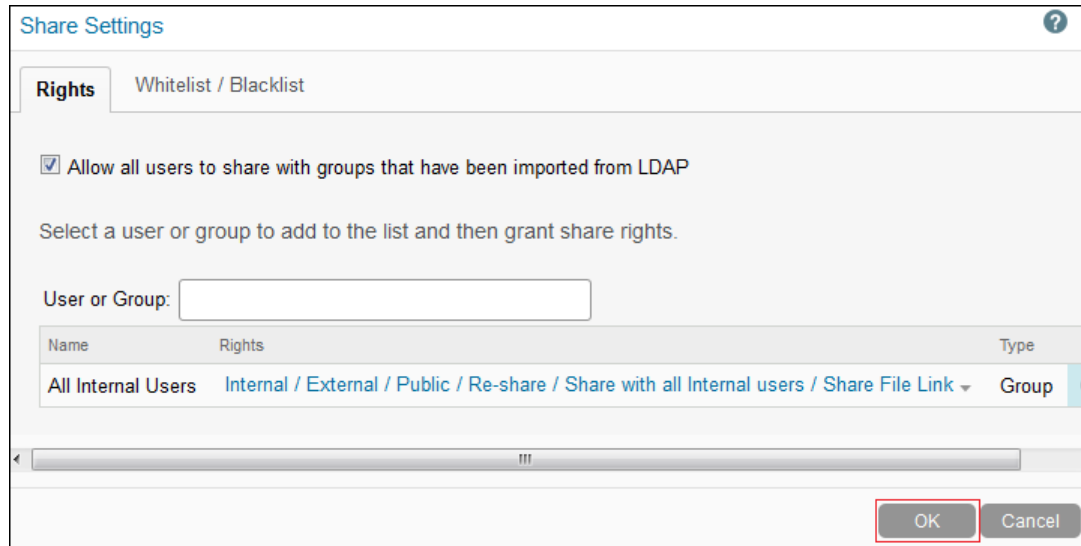


- 3 Click *Re-share items*, *Share with the public*, and *Share using Filr Link*, then click *OK*.



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

4 Click OK.



7.5 Setting Up Net Folders

- ♦ [Section 7.5.1, “Specifying Net Folder Servers,” on page 68](#)
- ♦ [Section 7.5.2, “Creating Net Folders and Setting Net Folder Access and Sharing Rights,” on page 75](#)

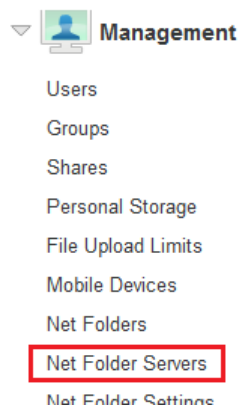
7.5.1 Specifying Net Folder Servers

Net Folder Servers are connections 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 Share defined in [“Setting Up the Other Hands-on Exercise Folders and Files” on page 28](#).

- ♦ [“Configuring the Home_Folders Net Folder Server” on page 68](#)
- ♦ [“Configuring the Other Net Folder Servers” on page 72](#)

Configuring the Home_Folders Net Folder Server

1 Under *Management*, click *Net Folder Servers*.




- Four of the users that you synchronized with the Windows server have Home directories on the server. Therefore, the Net Folder Server for the Home_Folder\$ share on your Windows server (for example, on NODS this is *Win2008_Folders\$*) is already created and listed.

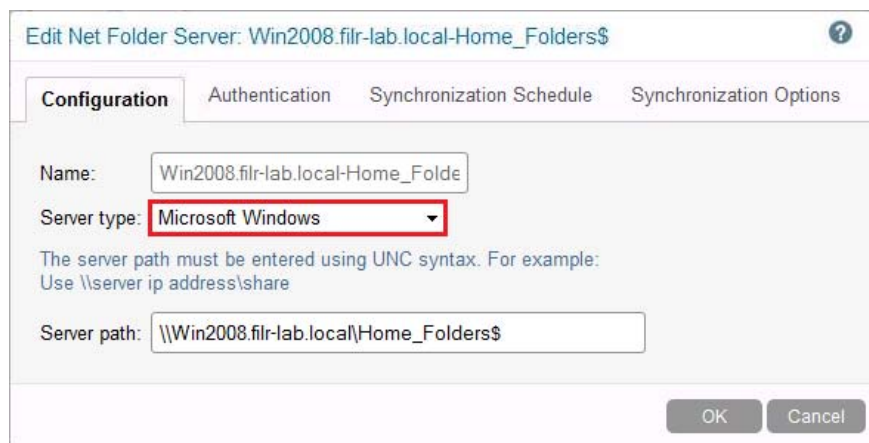
IMPORTANT: Although Home folders are technically like other Net Folders in Filr, their primary role is personal storage. Therefore, they are accessed through *My Files* rather than through *Net Folders*.

- The Home Net Folder Server is marked with an icon that indicates that its configuration needs attention.

In the Name column, click the *Win2008-Home_Folders\$* server link.

Name	Server Path
 Win2008.filr-lab.local-Home_Folders\$	\\Win2008.filr-lab.local\Home_Folders\$

- Click the *Server Type* drop-down list, then select *Microsoft Windows*.



Edit Net Folder Server: Win2008.filr-lab.local-Home_Folders\$

Configuration Authentication Synchronization Schedule Synchronization Options

Name: Win2008.filr-lab.local-Home_Folde

Server type: Microsoft Windows

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

Server path: \\Win2008.filr-lab.local\Home_Folders\$

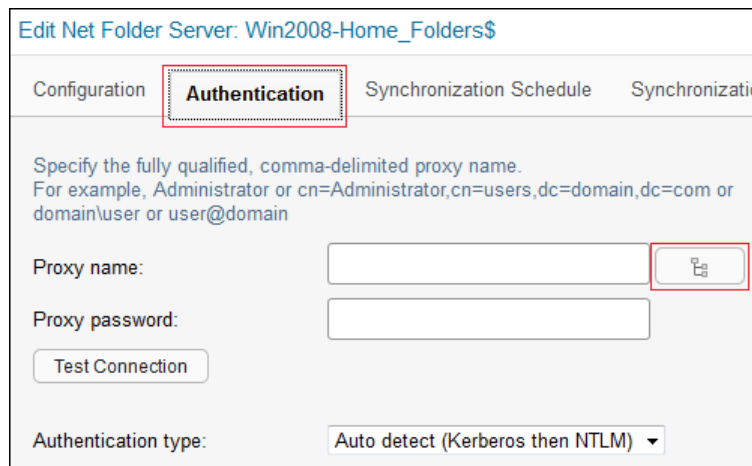
OK Cancel

- One valuable Filr feature is the ability to share files and folders with others who do not have native file system rights.

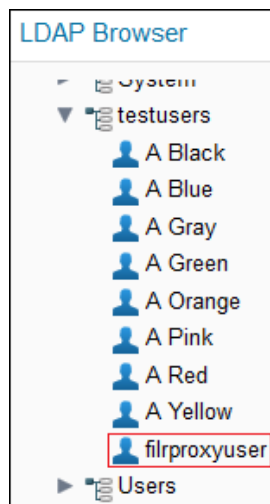
This sharing functionality is provided through Net Folder proxy users. However, the “Home” Net Folder Server has no Net Folder proxy user configured. That is why the yellow icon is displayed.

You granted the Net Folder proxy user (filrproxyuser) full control of the Home_Folders\$ share in [Step 2 on page 14](#). You simply need to make Filr aware of that assignment.

- Click the Authentication tab, then click the LDAP browser icon.



5b Open the *testusers* container, then select the Filr proxy user.



5c Do the following in the *Proxy Password* field:

- ◆ Remove any spaces from the proxy user name.
This is only an issue if you have specified a first and last name for your Filr proxy user.
- ◆ In the *Proxy Password* field, type the password specified for the proxy user.
On NODS, the password is `novellfilr`.

- ◆ Click *Test Connection*.

- 6 When you click *Test Connection*, you should see a message that the test succeeded.
Click *OK*.

- 7 Click the *Synchronization Schedule* tab, then select
 - ◆ *Enable Scheduled Synchronization*
 - ◆ *Every Day*
 - ◆ *Repeat every 0.25 hours*

Then click *OK*.



- 8 Click *OK > OK*.

The warning icon is removed.

Name	Server Path
 Win2008.filir-lab.local-Home_Folders\$	\\Win2008.filir-lab.local\Home_Folders\$

Configuring the Other Net Folder Servers

- 1 To add Net Folder Servers for the other shares on the Windows server, click *Add*.

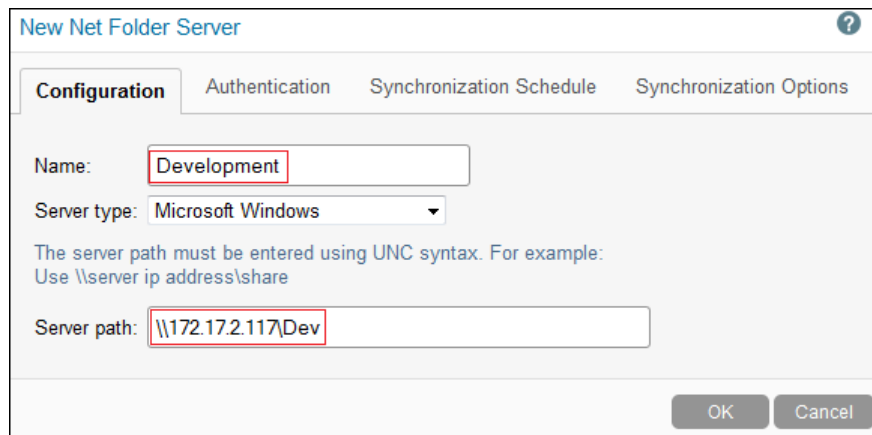
  	
Name	Server Path
 Win2008.filir-lab.local-Home_Folders\$	\\Win2008.filir-lab.local\Home_Folders\$

- 2 Use the information in [Table 7-1](#) as you add a Net Folder server for each share.

Table 7-1 Net Folder Servers to Add

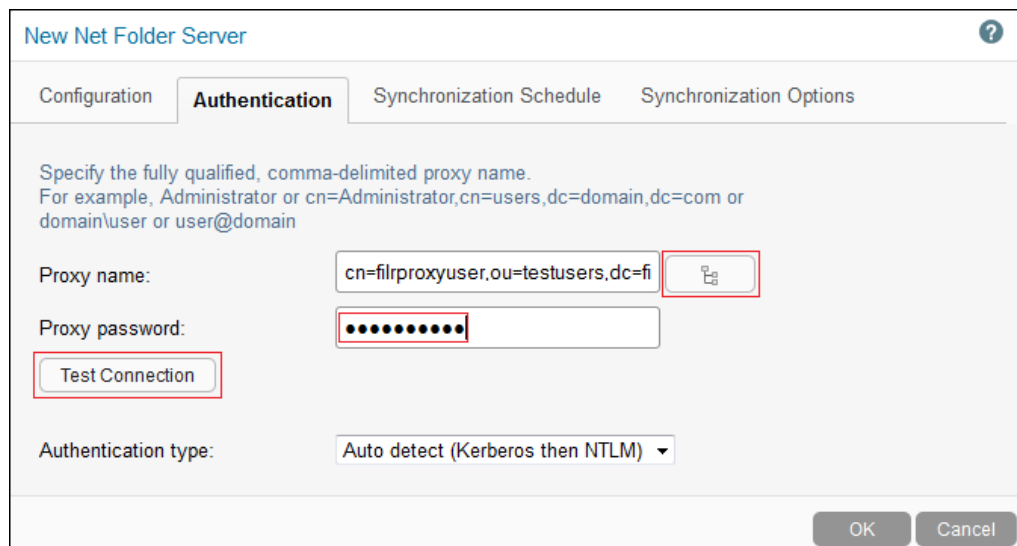
Share	Field	Text
Dev	Name	Development
	Server Path	\\windows-server-IP-address\Dev On NODS: \\172.17.2.117\Dev
	Proxy Name	filrproxyuser DN On NODS: cn=filrproxyuser,ou=testusers,dc=filr-lab,dc=local
	filrproxyuser Password	For example: novellfilr
IS	Name	IS
	Server Path	\\windows-server-IP-address\IS On NODS: \\172.17.2.117\IS
	Proxy Name	filrproxyuser DN On NODS: cn=filrproxyuser,ou=testusers,dc=filr-lab,dc=local
	Proxy Password	For example: novellfilr
Mrktg	Name	Marketing
	Server Path	\\windows-server-IP-address\Mrktg On NODS: \\172.17.2.117\Mrktg
	Proxy Name	filrproxyuser DN On NODS: cn=filrproxyuser,ou=testusers,dc=filr-lab,dc=local
	Proxy Password	For example: novellfilr
Sales	Name	Sales
	Server Path	\\windows-server-IP-address\Sales On NODS: \\172.17.2.117\Sales
	Proxy Name	filrproxyuser DN On NODS: cn=filrproxyuser,ou=testusers,dc=filr-lab,dc=local
	Proxy Password	For example: novellfilr

2a In the Configuration tab dialog, type the *Name* and *Server Path* for the Share, starting with Dev.

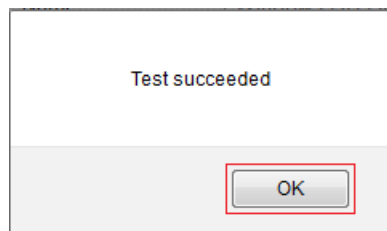


Notice that the Net Folder Server names do not necessarily need to mirror the server and share names.

- 2b** Click the Authentication tab, use the LDAP browser to select the *filrproxyuser*, then type its password and click *Test Connection*.



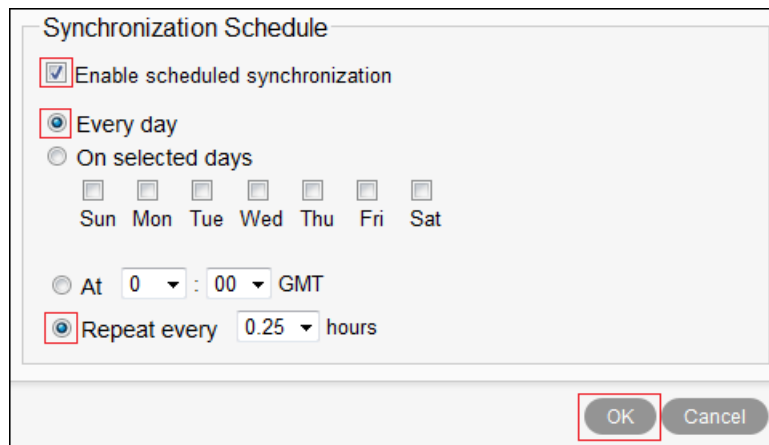
- 2c** Click *OK*.



- 2d** Click the *Synchronization Schedule* tab, then select

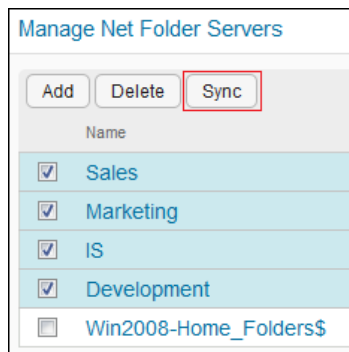
- ◆ *Enable Scheduled Synchronization*
- ◆ *Every Day*
- ◆ *Repeat every 0.25 hours*

Then click *OK*.



2e Repeat from [Step 2](#) to create Net Folder Servers for the IS, Marketing, and Sales shares.

3 Click *Sync*.



When the sync operation completes, Filr has metadata for each Net Folder Server in its database.

4 Click *Close*.

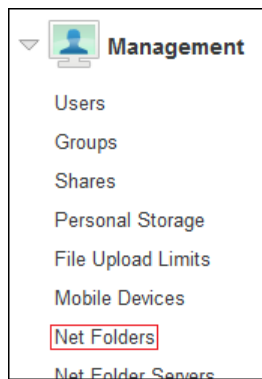


5 Continue with [Creating Net Folders and Setting Net Folder Access and Sharing Rights](#).

7.5.2 Creating Net Folders and Setting Net Folder Access and Sharing Rights

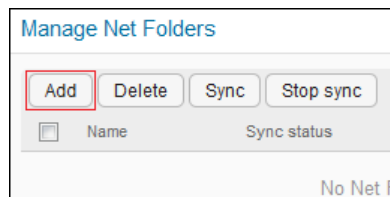
Net Folders are connections to specific directories on Net Folder Servers. You can set up as many Net Folders as needed. You can also specify a separate and independent synchronization schedule for each Net Folder.

1 Under *Management*, click *Net Folders*.



2 Create the Net Folders needed for the hands-on exercises.

2a Click *Add*.



Notice that although the Home_Folders\$ share is Net Folder Server and four users have Home folders, there are no Net Folders displayed.

Home folders are displayed and managed under *My Files* rather than *Net Folders*.

2b Referring to [Table 7-2](#), in the New Net Folder dialog type a name (starting with *reviews*). Select the appropriate Net Folder Server, type the relative path for the Net Folder, then click *Test Connection* to verify that the information is entered correctly.

Table 7-2 Net Folder Configuration Information

Name	Server	Relative Path	Users with Rights to Net Folder	Sharing Rights
reviews	Development	personnel\reviews	ared	Allow Access Internal
comp planning	Development	personnel\salaries	ared	Allow Access
projects	Development	projects	ared	Allow Access Internal External
training	IS	training\quick_starts	ablue	Allow Access Internal Re-share

Name	Server	Relative Path	Users with Rights to Net Folder	Sharing Rights
cool stuff	Marketing	advertising\brochures	ayellow	Allow Access Internal External Public Share File Link Re-share
projections	Sales	revenue\projections	ablack	Allow Access Internal
2014 tracking	Sales	revenue\quotas	ablack	Allow Access Internal

New Net Folder ?

Configuration Rights Synchronization Schedule Data Synchronization

Name:

Net Folder Server:

Relative path:

2c Click *OK*.

Test succeeded

2d Select the index and Just-in-Time synchronization options shown below.

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

Use the Just-in-Time settings defined on the Net Folder Server
 Use the Just-in-Time settings defined below
 Enable Just-in-Time synchronization
 Maximum age for Just-in-Time results: Seconds
 Maximum age for ACL Just-in-Time results: Seconds

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 is miniscule.

2e Click the *Rights* tab.

In the *User or Group* field, begin typing the user listed in the table, then select the correct user.

New Net Folder

Configuration **Rights** Synchronization Schedule Data Synchronization

Define user and group rights to files in this Net Folder.

User or Group:

Name A Red (ared)

No one has been selected

OK Cancel

2f In the *Grant Rights* dialog, set the sharing rights as listed for the folder, then click *OK*.

Grant Rights

Grant recipient rights for this Net Folder.

**** Note **** You must set the appropriate rights in the Share Settings dialog in order for the recipient to perform share operations

Allow access to the Net Folder

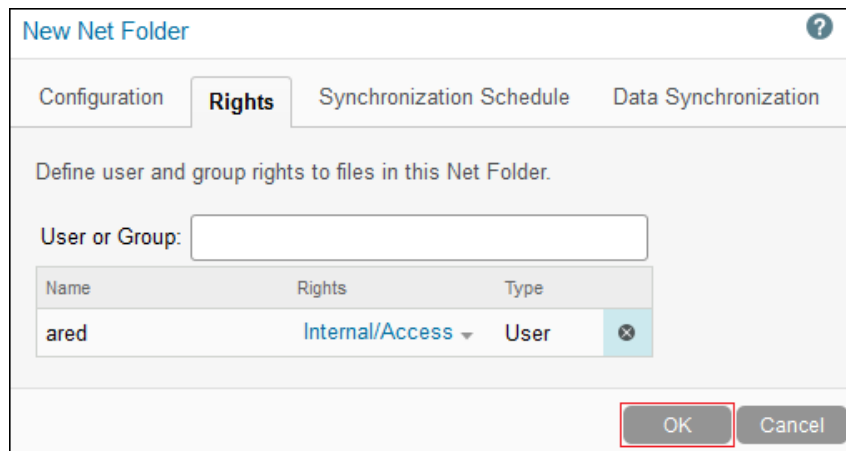
Recipient can share items in this Net Folder with:

Internal users
 External users
 Public
 Share using File Link

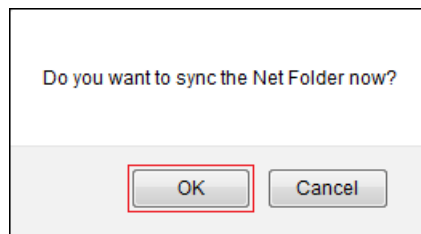
Allow the recipient to grant re-share privilege

OK Cancel

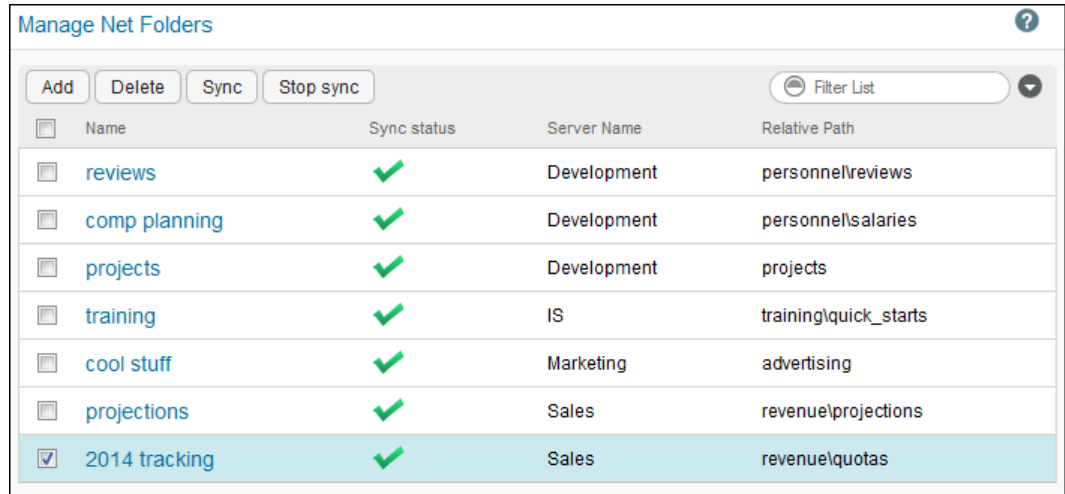
2g Click *OK*.



2h Click *OK*, then return to [Step 2](#) for the next Net Folder.



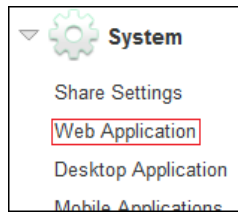
2i When all of the Net Folders have been specified, click *Close*, then continue with [Setting Guest Access](#).



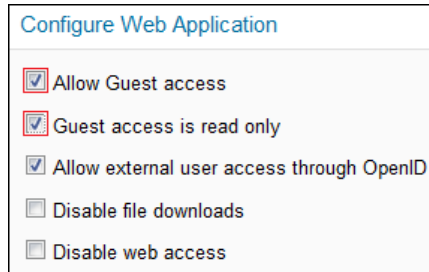
7.6 Setting Guest Access

The hands-on exercises let you access Filr as a user who doesn't have an account in Filr.

- 1 Under *System*, click *Web Application*.



- 2 Select *Allow Guest access* and *Guest access is read-only*, then click *OK*.



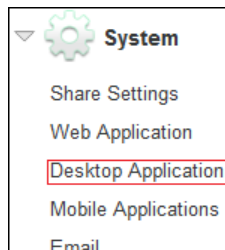
The *read-only* option prevents public (guest) users from logging comments. This is generally a good idea in light of the risk of “spam” comments. Comments cannot be removed in this version of Filr.

- 3 Continue with [Allowing the Desktop Application to Be Deployed](#).

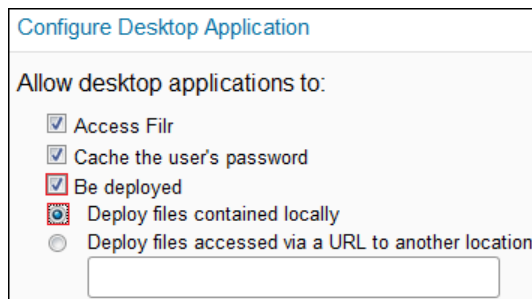
7.7 Allowing the Desktop Application to Be Deployed

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* > *OK*.



- 3 Continue with [\(Optional\) Setting Up Email Communication with the Filr VM](#).

7.8 (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 *ared* for demonstrating Filr’s notification capabilities.
- ♦ The other is used for inviting an external user to collaborate on a project.

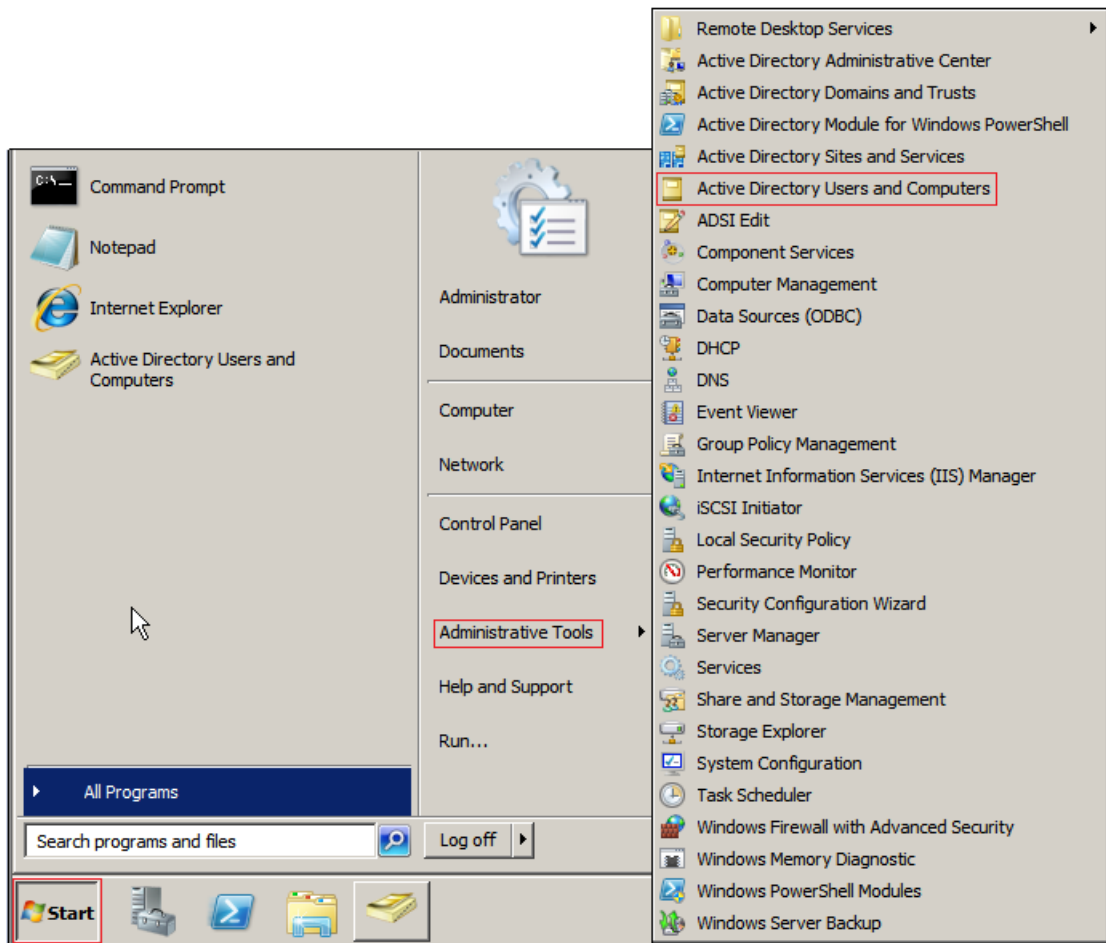
If you are not interested in email notifications or external sharing as part of the end user exercises, you can skip all of the remaining sections and steps in this guide that are marked (Email Only).

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

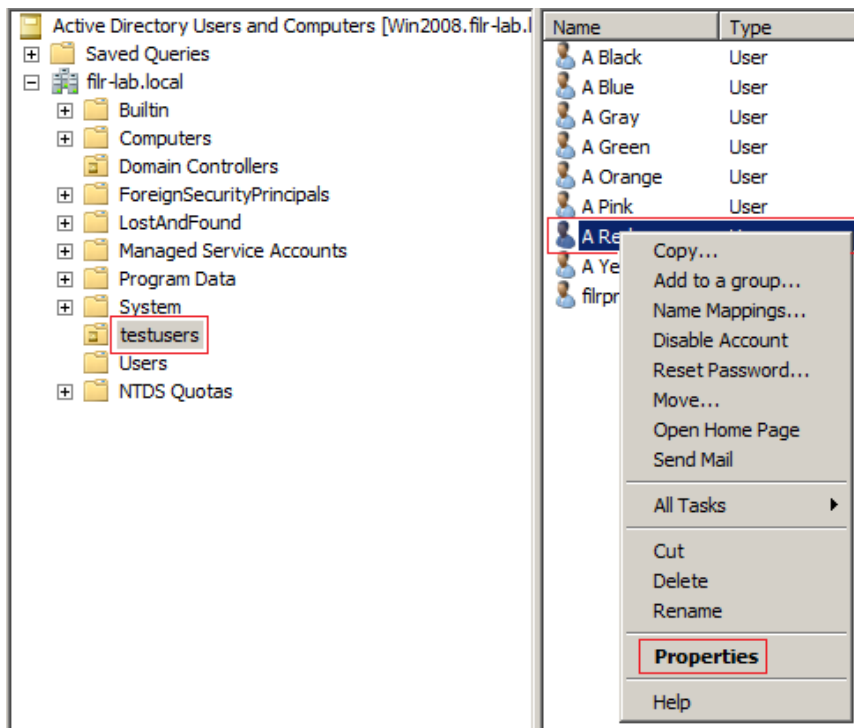
- ♦ [Section 7.8.1, “\(Email Only\) Entering an Email Address for User *ared*,” on page 81](#)
- ♦ [Section 7.8.2, “\(Email Only\) Synchronizing User *ared*’s Change with Filr,” on page 82](#)

7.8.1 (Email Only) Entering an Email Address for User *ared*

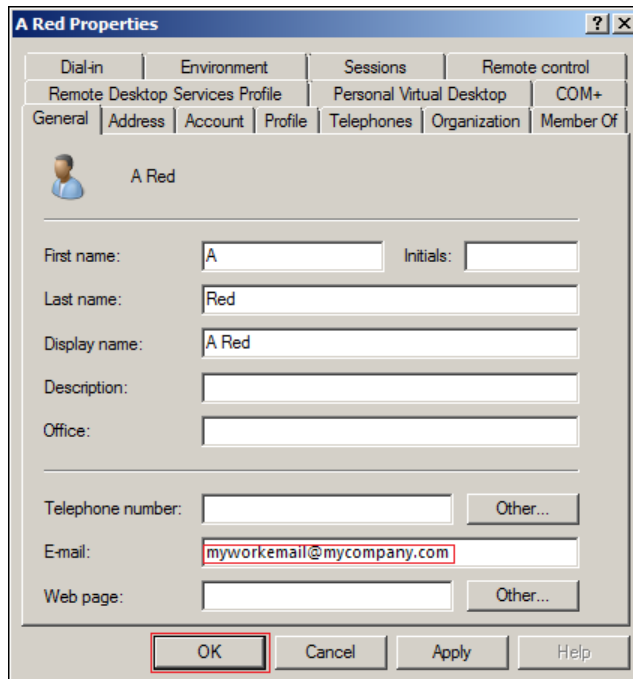
- 1 On the Windows server, click *Start > Administrative Tools > Active Directory Users and Computers*.



- 2 Click the *testusers* container, then right-click user *ared* and select *Properties*.



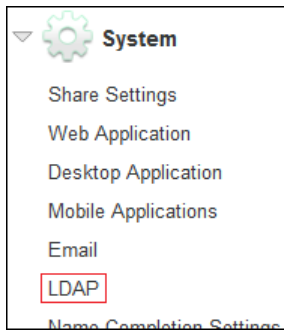
- 3 Type the email address you have chosen to use with these exercises, for example `myworkemail@mycompany.com`.



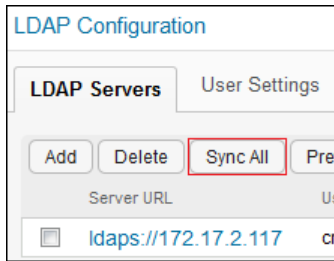
- 4 Click OK, then continue with [\(Email Only\) Synchronizing User ared's Change with Filr](#).

7.8.2 (Email Only) Synchronizing User ared's Change with Filr

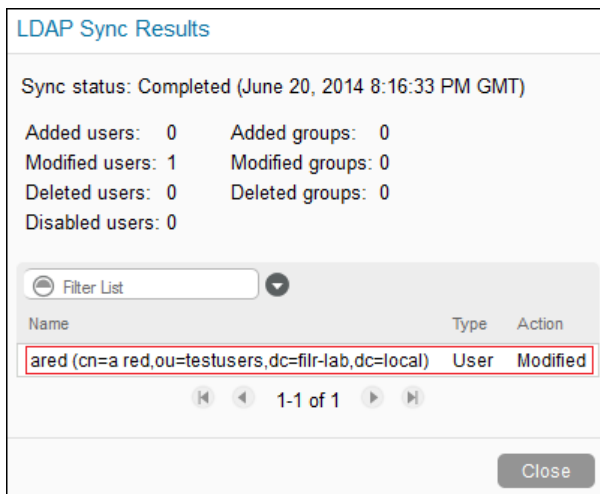
- 1 On the Windows workstation, in the *Administration Console* under *System*, click *LDAP*.



2 Click *Sync All*.



ared's changes are synchronized.

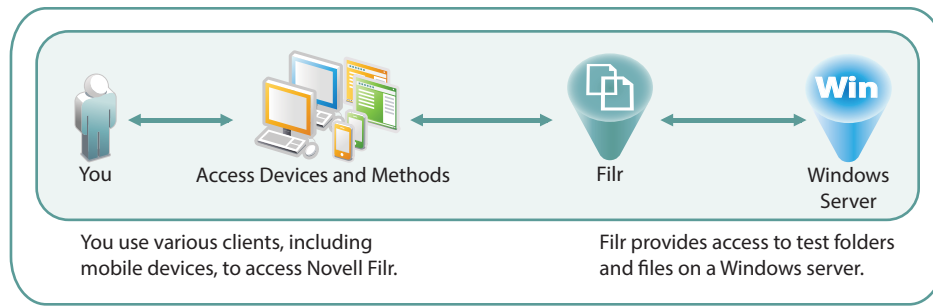


3 Click *Close* > *OK*.

4 Continue with [Chapter 8, "Using Filr,"](#) on page 85.

8 Using Filr

The Filr end user exercises can be summarized as follows:



This section guides you through the following tasks:

- ♦ [Section 8.1, “Accessing Filr to Do the Filr End User Exercises,” on page 85](#)
- ♦ [Section 8.2, “Understanding Test Users and Their Roles,” on page 91](#)
- ♦ [Section 8.3, “Exploring Filr Functionality for End Users,” on page 91](#)

IMPORTANT: On NODS, all administrative passwords are `novellfilr`; all user passwords are `filrrocks`.

8.1 Accessing Filr to Do the Filr End User Exercises

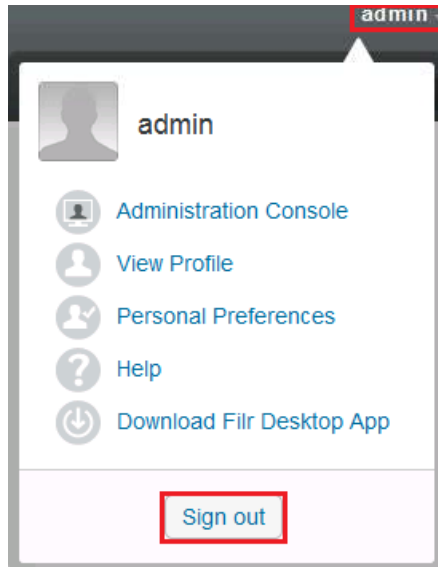
You need connections to Filr through the following access points to complete the Filr End User Exercises:

- ♦ A browser
- ♦ The Filr Desktop Application
- ♦ A mobile device (optional and not applicable on NODS)
- ♦ [Section 8.1.1, “Connecting to Filr through a Browser and Installing the Filr Desktop Application,” on page 86](#)
- ♦ [Section 8.1.2, “Starting the Filr Desktop Application,” on page 88](#)
- ♦ [Section 8.1.3, “Installing and Starting a Filr Mobile App \(Optional\),” on page 90](#)

8.1.1 Connecting to Filr through a Browser and Installing the Filr Desktop Application

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

- 1 If you are continuing from the Administrator exercises, sign out as user Admin, then skip to [Step 3](#).



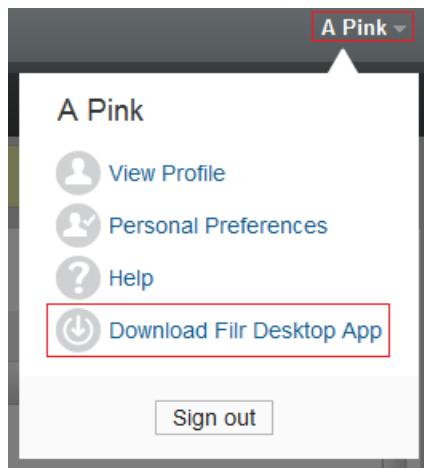
Otherwise, on your exercise workstation, start a browser and access the following URL:

`https://Filr-appliance-IP-address:8443`

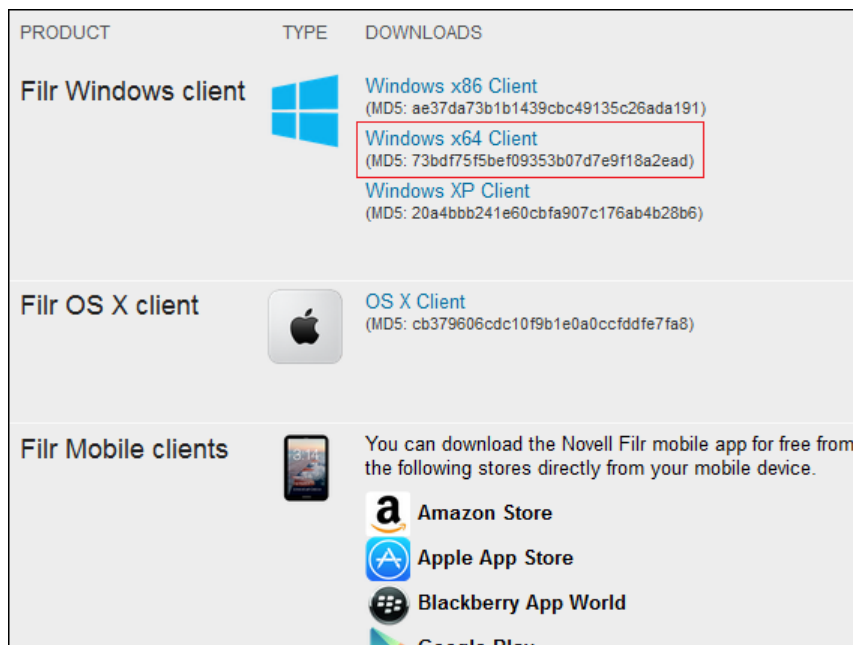
- 2 If prompted, accept and install the certificate.
- 3 Sign in as *User ID*: `apink` with the password `filrrocks`.



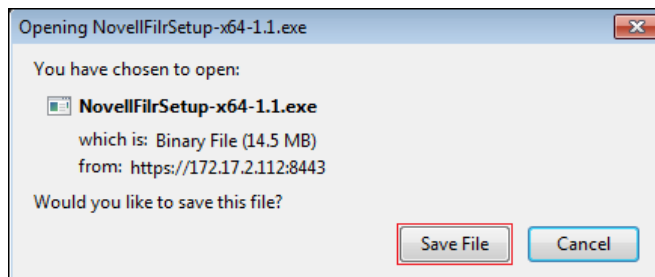
- 4 In the upper-right corner, click *apink*, then select *Download Filr Desktop App*.



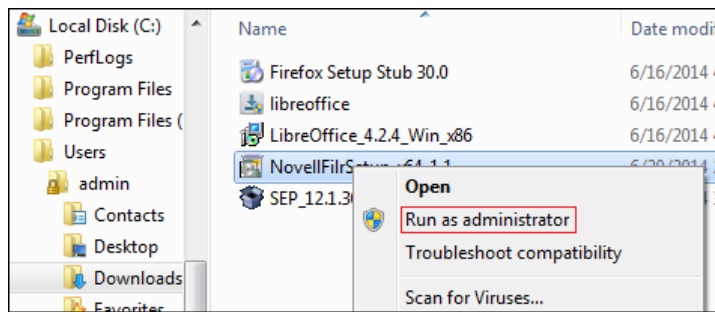
5 Click the appropriate link for the host workstation. For example, *Windows X64 Client*.



6 Save the file.



7 After the file is saved, open the saved location, then right-click the file and select *Run as administrator*.



- 8 Run the installation, accepting the licenses, rebooting the workstation, and so on until the desktop application is installed.

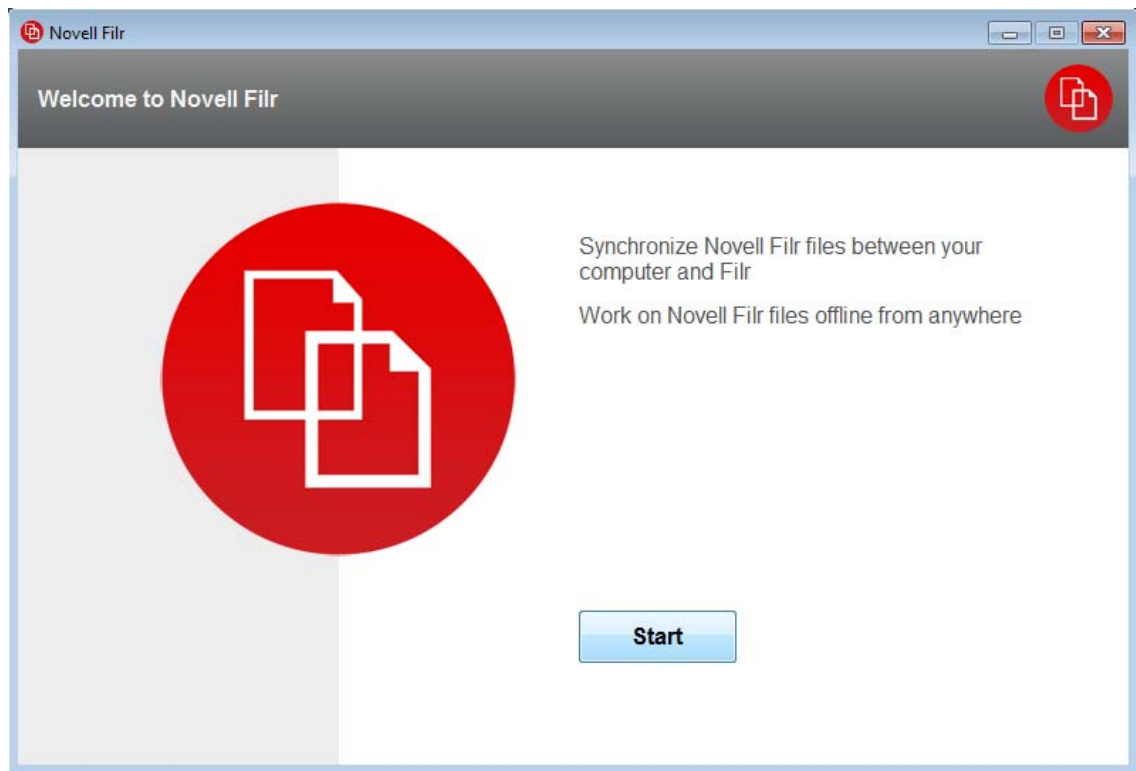
Depending on your download speed, downloading and installing Microsoft .NET can take a while.

For additional information, see the applicable Quick Start on the [Novell Filr online documentation site](#).

- 9 Close the browser and continue with [Starting the Filr Desktop Application](#).

8.1.2 Starting the Filr Desktop Application

- 1 On the Novell Filr welcome screen, click *Start*.



- 2 In the *Server URL* field, type `https://Filr-appliance-IP-address:8443`, type *Username:* apink and user apink's *Password*, then click *Next*.

Account Information

Provide your user credentials to log in to the Novell Filr server.

Account Information
 Synchronized Folders
 General Settings

Server URL:
Example: https://filr.mycompany.com

Username:

Password:
 Remember password

< Prev **Next >** Cancel

3 Continue through any security warnings.



4 Click *Next*.

Synchronized Folders

Select the Novell Filr folders to synchronize to your computer

Account Information
 Synchronized Folders
 General Settings

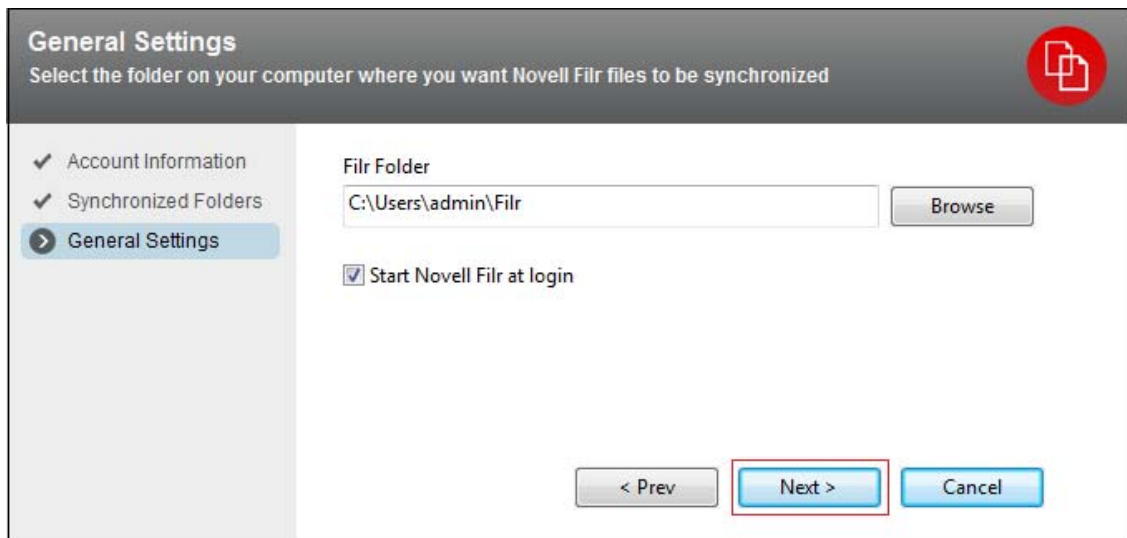
Synchronize folders to your desktop by clicking "Add".

Name	Location	Size
 My Files		0 bytes
 Shared with Me		0 bytes

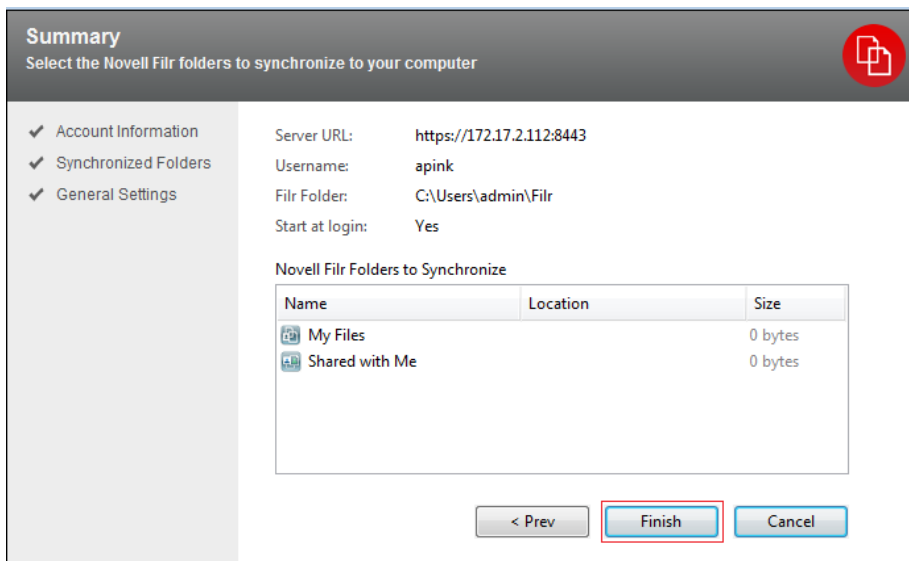
Add Remove

< Prev **Next >** Cancel

5 Click *Next*.



6 Click *Finish*.



A Filr folder is now available in on the workstation (in Windows Explorer or Macintosh Finder).

8.1.3 Installing and Starting a Filr Mobile App (Optional)

NOTE: On NODS, skip to [Section 8.2, “Understanding Test Users and Their Roles,”](#) on page 91.

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.

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*: ablack.
- 3 Continue with [Understanding Test Users and Their Roles](#).

8.2 Understanding Test Users and Their Roles

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

As you can see, there are differences in their Home Folder and personal storage allocations (third column). Most have one or the other, but user *ablack* has both and user *agray* has no personal storage. We will briefly explore what this means in [Section 8.3.1, “My Files—Home Folders and Personal Storage,”](#) on page 92.

Notice also that only the manager-level users (*ared*, *ablue*, and so on) have file system rights on the Windows server (fourth column). Nevertheless, the hands-on exercises require that files be accessed by internal and external users who do not have file system rights. We will explore how this is accomplished in the “sharing” sections, starting with [Section 8.3.2, “Internal Sharing,”](#) on page 98.

Table 8-1 *User Roles and Tasks*

User Name	Role in the FILR-LAB organization	Home Folder and Personal Storage	File System Rights on the Windows Server
<i>ared</i>	Development Manager	Home folder	Full control of Dev share and directory
<i>apink</i>	Developer	Personal	None
<i>ablue</i>	IT Manager	Home folder	Full control of IT share and directory
<i>agreen</i>	Filr Administrator	Personal	None
<i>ayellow</i>	Marketing Manager	Home folder	Full control of Mrktg share and directory
<i>aorange</i>	Product Line Manager	Personal	None
<i>ablack</i>	District Manager	Home folder Personal	Full control of Sales share and directory
<i>agray</i>	Account Manager		None

8.3 Exploring Filr Functionality for End Users

After you have completed the setup and administration instructions in this guide, the Filr VMs and your Windows server are ready for the exercises in the following sections:

- ♦ [Section 8.3.1, “My Files—Home Folders and Personal Storage,”](#) on page 92
- ♦ [Section 8.3.2, “Internal Sharing,”](#) on page 98
- ♦ [Section 8.3.3, “\(Email Only\) External Sharing,”](#) on page 106
- ♦ [Section 8.3.4, “Public Sharing,”](#) on page 114

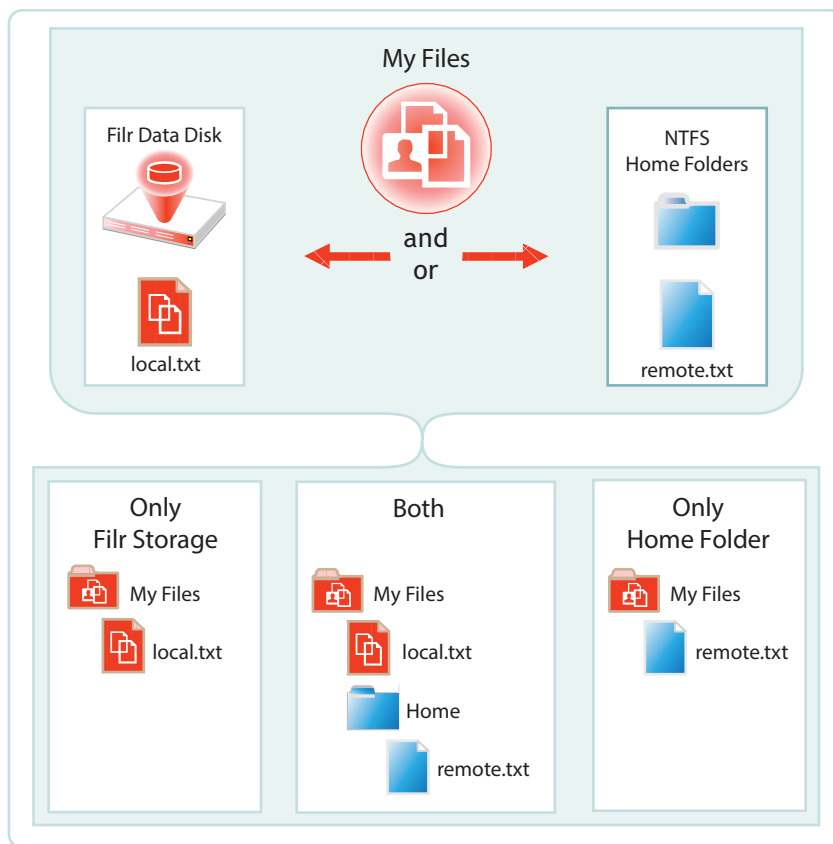
- ♦ Section 8.3.5, “Creating a Filr Group,” on page 117
- ♦ Section 8.3.6, “Re-sharing and Searching,” on page 118
- ♦ Section 8.3.7, “More Things You Can Try,” on page 120

8.3.1 My Files—Home Folders and Personal Storage

The files and folders that users see when they access My Files are illustrated in [Figure 8-1](#) and demonstrated in the steps that follow the figure.

- ♦ The top half shows that two storage locations can be assigned to users for their own use—personal storage on the Filr data disk and/or home storage on a Windows file server.
- ♦ The bottom half shows how the assigned storage is displayed in My Files, depending on what a user is assigned.

Figure 8-1 What Filr Users See in My Files Depends on What Is Set Up for Them



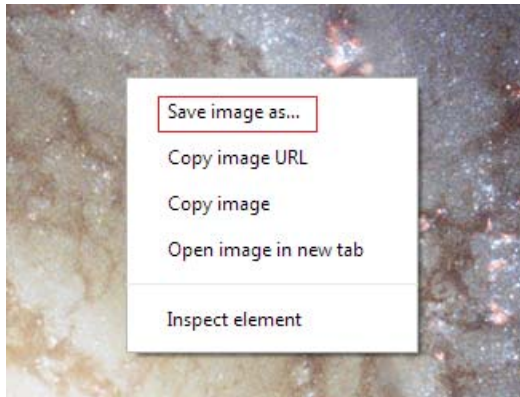
In the following steps, take the role and do the steps of the users that are indicated.

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

On the exercise workstation, open a browser, then click the *1280X1024* link.

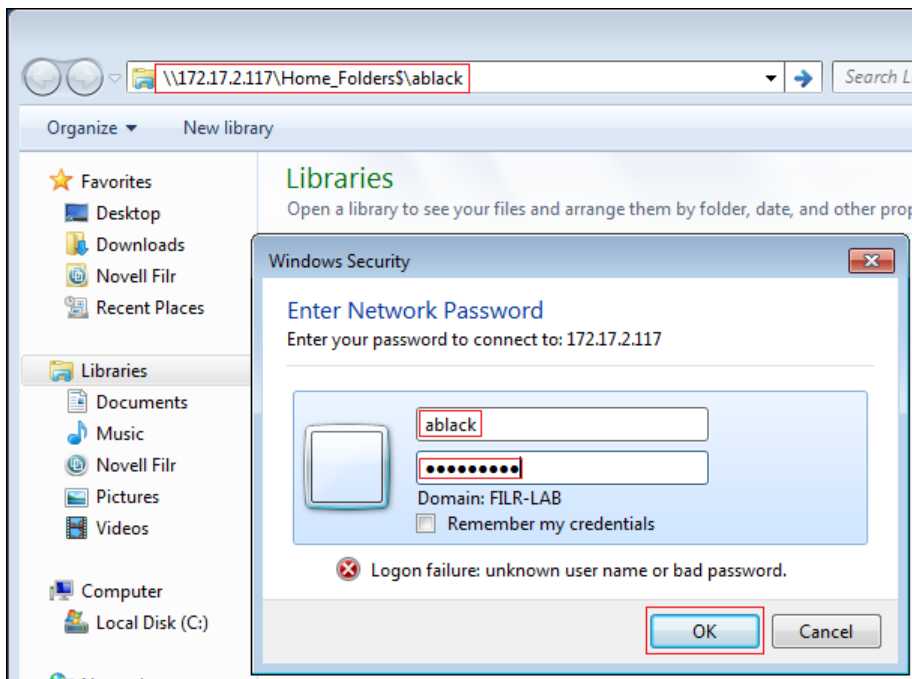


2 Right-click the displayed image, then save it to the desktop.

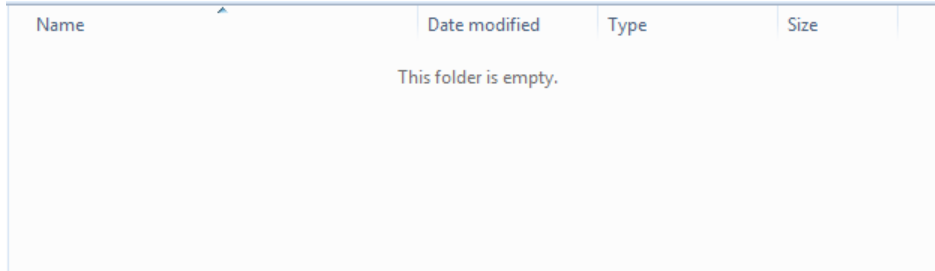


3 Close the browser.

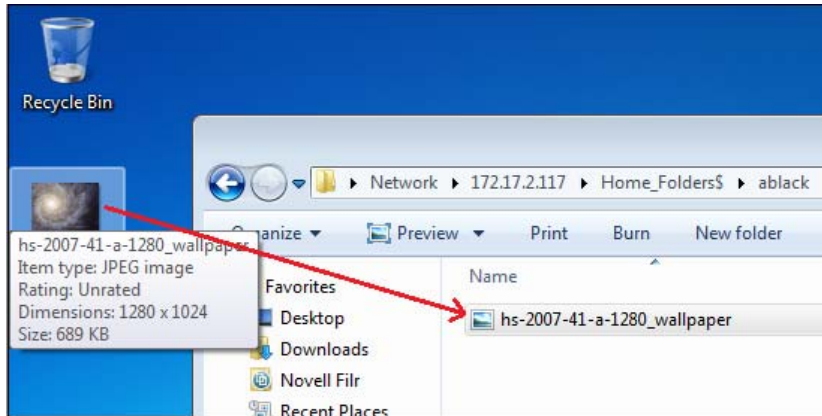
4 Open Windows Explorer and access user ablack's home folder by entering the UNC path to the folder and logging in as user ablack with the password filrrocks.



The folder is empty.



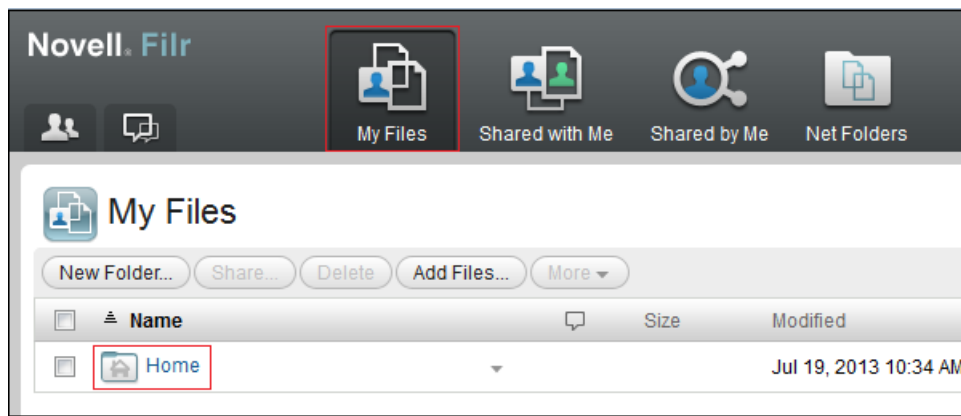
- 5 Drag and drop (copy) the image from the desktop to user *ablack*'s home folder.



- 6 Open the web browser, access Filr on port 8443 (<https://172.17.2.112:8443>) and sign in as user *ablack*.



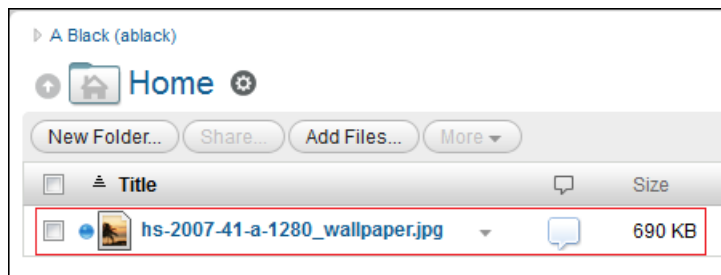
- 7 Click MyFiles and notice the folder named Home. This is user *ablack*'s home folder on the Windows server.



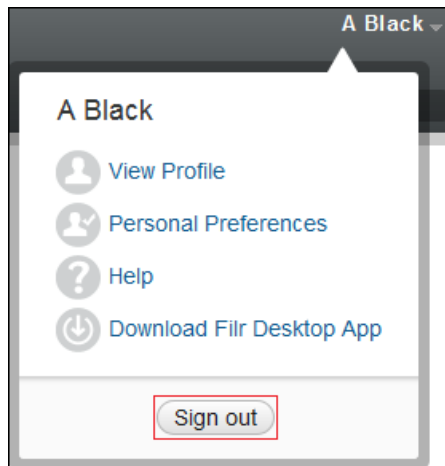
Refer to [Table 4-1](#) and notice that user *ablack* has a home Folder and is also assigned personal storage. In other words, user *ablack* is an example of the section labeled “Both” in [Figure 8-1](#).

- 8 Open the Home folder.

The Hubble image file is there as you would expect it to be.



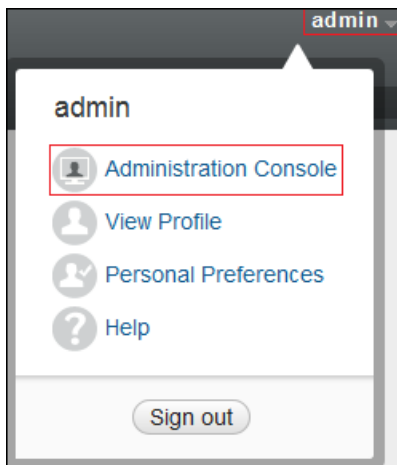
- 9 Sign out as user *ablack*.



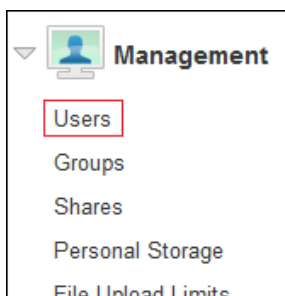
- 10 Sign in as *User ID: admin*.



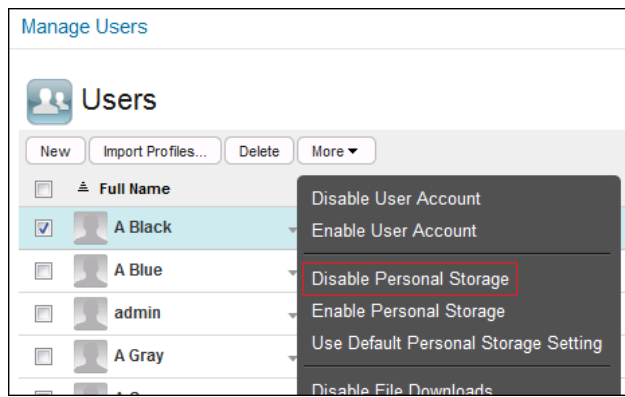
11 Access the *Administration Console* (upper-right corner).



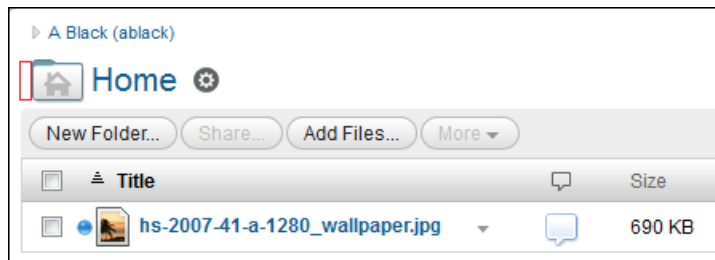
12 Under *Management*, click *Users*.



13 Select *A Black*, then click *More* and select *Disable Personal Storage*.



- 14 Sign out as user *admin*, then sign in as user *ablack*.
- 15 Notice that the Home folder has disappeared from user *ablack*'s My Files folder (the up-arrow left of Home has disappeared) and the Hubble image file is now directly listed as a child.

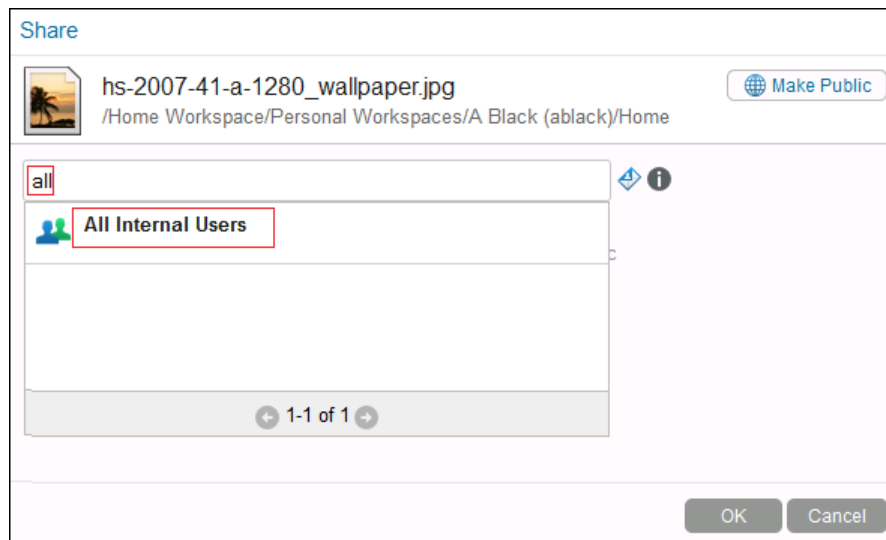


Because you removed the Personal Storage that was assigned to user *ablack*, user *ablack* now fits the definition in the section of [Table 4-1](#) that is labeled “Only Home Folder.” (Purging user *ablack*'s personal storage had no effect on the Windows server's file structure or files.)

- 16 Click the down-arrow next to the image, then select *Share*.



- 17 In the *Share with* field, type *all*, then select *All Internal Users*.



18 Click OK.

19 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. Then continue with [Internal Sharing](#).

8.3.2 Internal Sharing

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

- ♦ [“User ared Initiates User apink’s Annual Review” on page 98](#)
- ♦ [“User apink Responds to the Annual Review Request” on page 102](#)
- ♦ [“User ared Approves User apink’s Annual Review” on page 105](#)

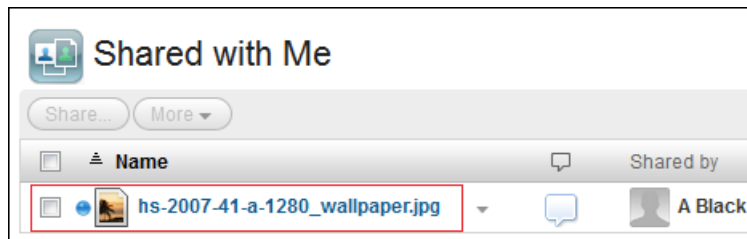
User ared Initiates User apink’s Annual Review

User *ared* needs to complete the annual review for user *apink*, but user *apink* doesn't have file system access to the review file (*apink_2014.doc*). Rather than sending the file in email or assigning user *apink* the required file system trustee rights on the Windows server, *ared* simply shares the review file with user *apink* and includes Editor privileges. First, however, *ared* optionally ensures that email notifications will be sent when the file changes.

- 1 Sign in to the Web application as user *ared*. (This requires that you sign out as user *ablack* first.)

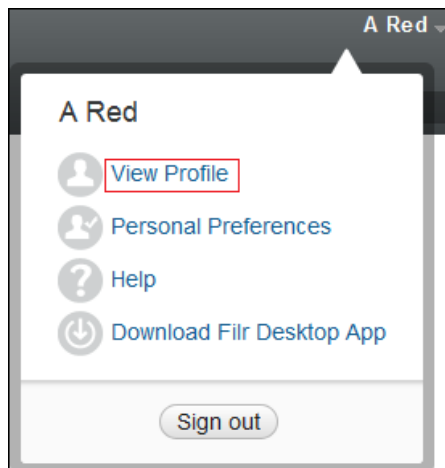


- 2 Click *Shared with Me* and notice that the image that *ablack* shared is listed.

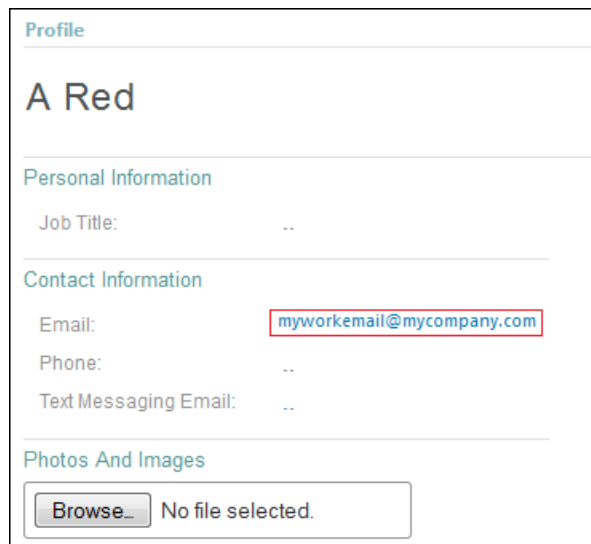


IMPORTANT: If you are not experimenting with email notifications, skip to [Step 4](#) and skip all subsequent steps that are marked (Email only).

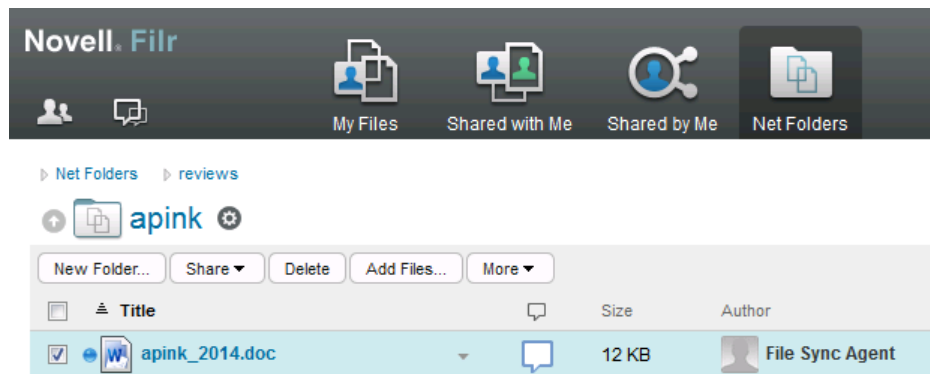
- 3 (Email only) Click *A Red* in the upper-right corner, then select *View Profile*.



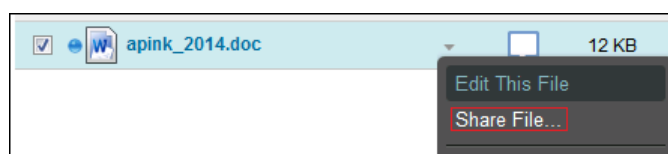
When the profile displays, notice that the email address you configured in Active Directory for user *ared* is listed.



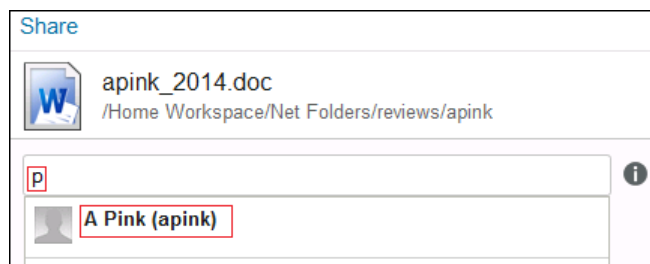
4 Click *Net Folders > reviews > apink*.



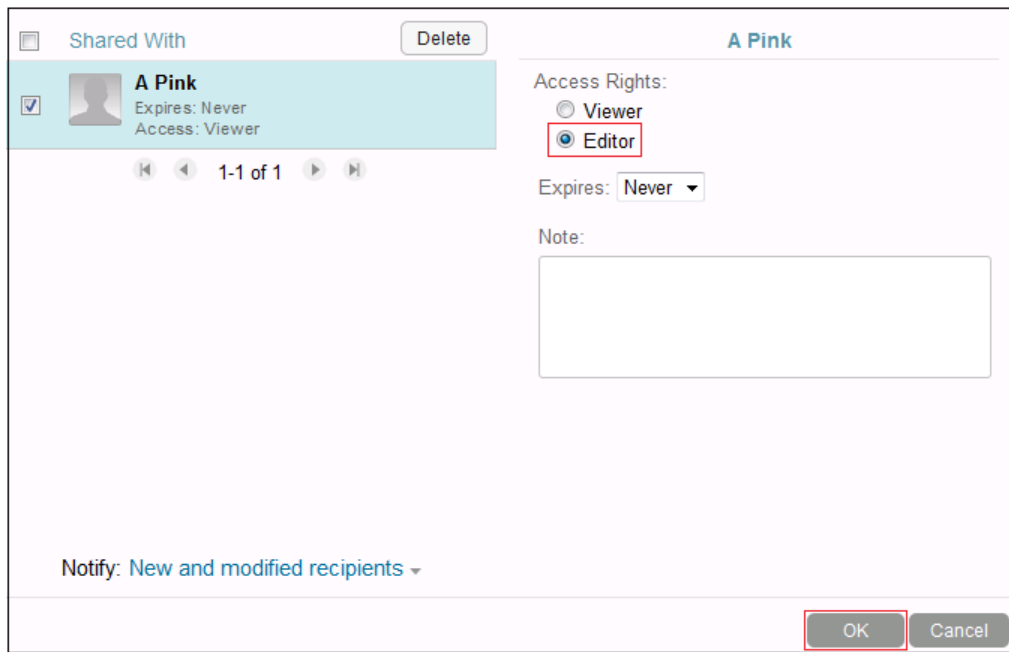
5 Click the check box for `apink_2014.doc`, then click the file drop-down arrow \blacktriangledown to the right of the file and select *Share File*.



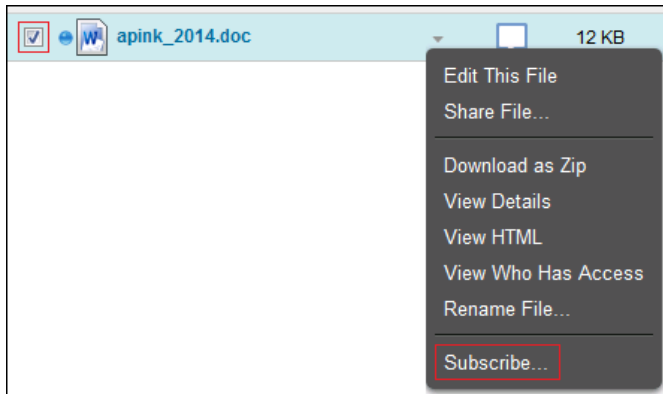
6 In the *Share with* field, type `p`, then select *A Pink*.



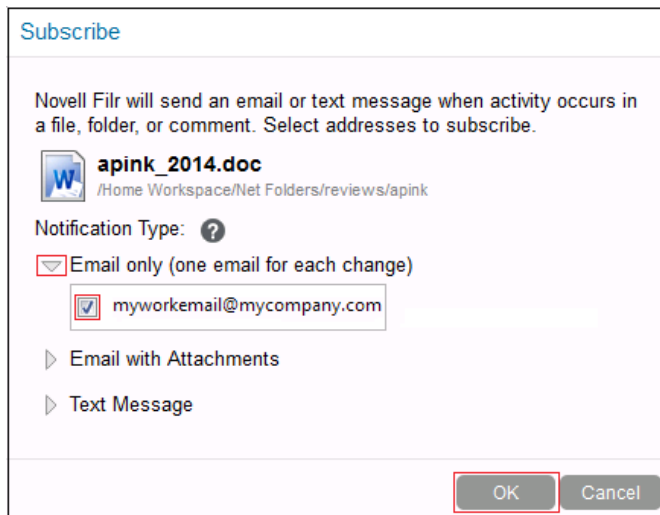
7 Select *Editor*, then click *OK*



- 8 (Email only) Click the check box for `apink_2013.doc` and the file drop-down arrow again, then click *Subscribe*.



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



10 Click the comment icon .

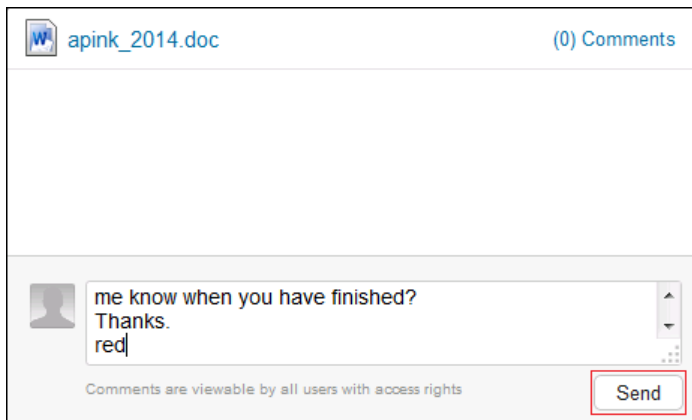
11 Add a comment, such as

Hi pink.

Will you please edit this with your objectives and achievements and let me know when you have finished?

Thanks.

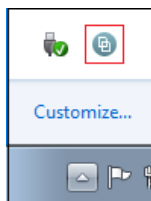
red



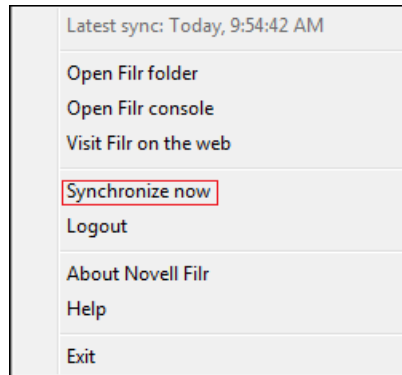
12 Click *Send*, then close the Comments dialog.

User apink Responds to the Annual Review Request

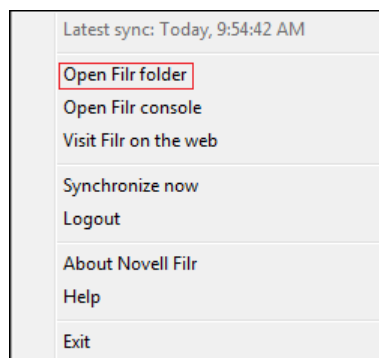
1 On the Windows 7 VM desktop in the notifications area, right-click the Filr icon.



2 Select *Synchronize Now*.



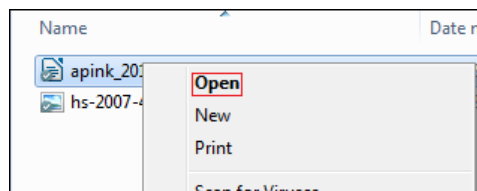
3 Select *Open Filr folder*.



4 Double-click *Shared with Me*.



5 Right-click *apink_2013.doc*, then select *Open*.

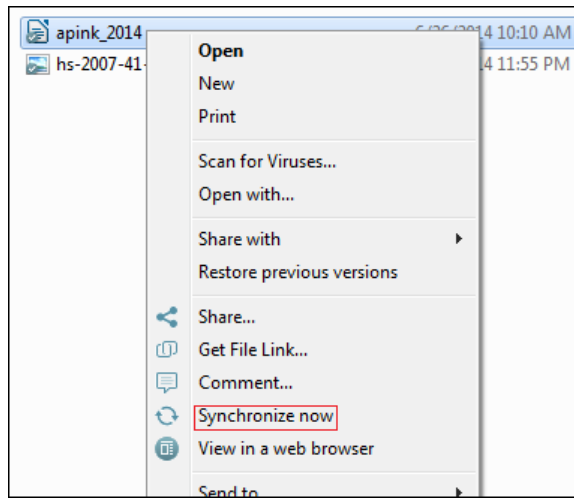


The file should open in LibreOffice Writer, assuming the [prerequisites](#) are met for the Windows workstation.

6 Make a few changes, then save and close the file.

You can be as verbose or brief as you want.

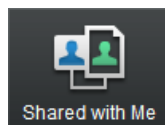
7 In the Shared with Me folder on the workstation, right-click the file you just edited and select *Synchronize now*.



8 Sign in to the Web application as user *apink*



9 Click *Shared with Me*.



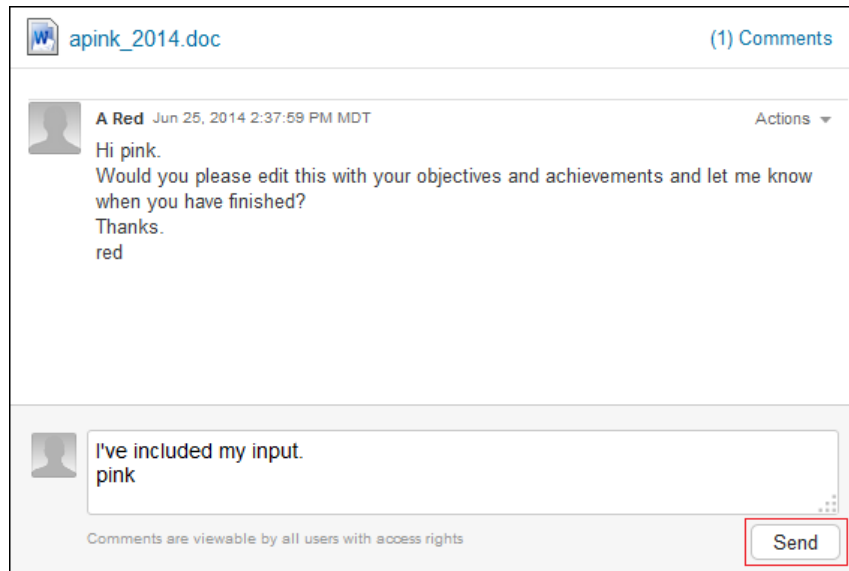
10 Click the drop-down arrow for *apink_2013.doc*, then click View HTML.



Your changes are reflected in the view.

11 Close the HTML view.

- 12 Click the review file's comment icon, type a comment indicating that the review is ready, then click *Send* and close the comment panel.



- 13 Continue with [User ared Approves User apink's Annual Review](#).

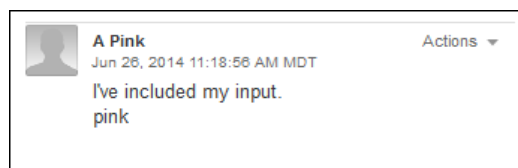
User ared Approves User apink's Annual Review

- 1 (Email only) In the Windows VM, log in to the email account that you assigned to user *ared*, open the message from *filr-admin* (it might be in your SPAM folder), then click the *Visit Message* link.



- 2 Sign in to the Web application as user *ared*.

If you accessed it through the email link, the message from user *apink* is displayed. Otherwise, click *Shared By Me*, then click the message icon for *apink's* review document.



- 3 In the new comment box, type a comment indicating that the review is approved, then click *Send*.



- 4 Close the view.
- 5 Continue with [\(Email Only\) External Sharing](#).

8.3.3 (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 106](#)
- ♦ [“User ared Gathers Input for the Next Release” on page 106](#)
- ♦ [“User opaque Self-Provisions and Responds to the Review Request” on page 109](#)
- ♦ [“User ared Responds to User opaque’s Input” on page 112](#)

IMPORTANT: Completing the instructions in [Section 7.8, “\(Optional\) Setting Up Email Communication with the Filr VM,” on page 81](#) is required for the exercises in this section.

About External Users

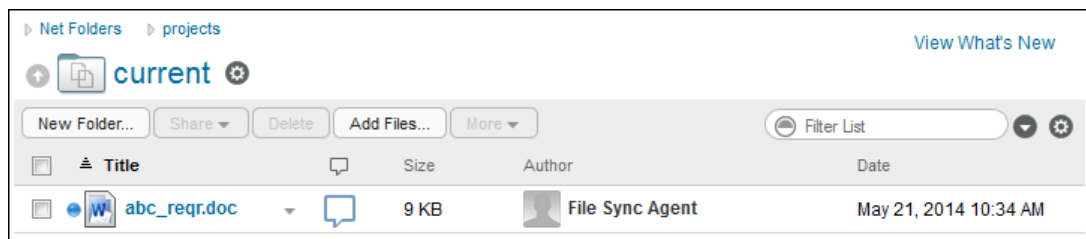
External users are those who receive share invitations through email and subsequently provision themselves as system users. They can then log in to the system using the credentials they establish with Filr, or they can elect to be authenticated through a Google or Yahoo Open ID account.

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*.

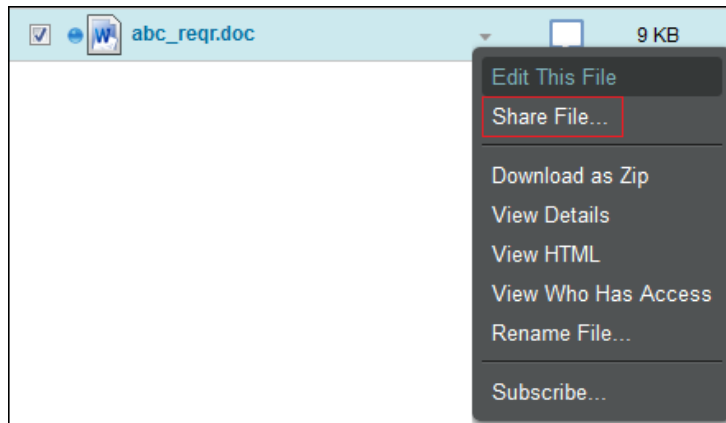
User ared Gathers Input for the Next Release

User *ared* managed the ABC product release and is responsible for gathering input for the upcoming XYZ product. User *ared* 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, “Hands-on System Requirements,” on page 9](#) and further explained in [Section 7.8, “\(Optional\) Setting Up Email Communication with the Filr VM,” on page 81](#).

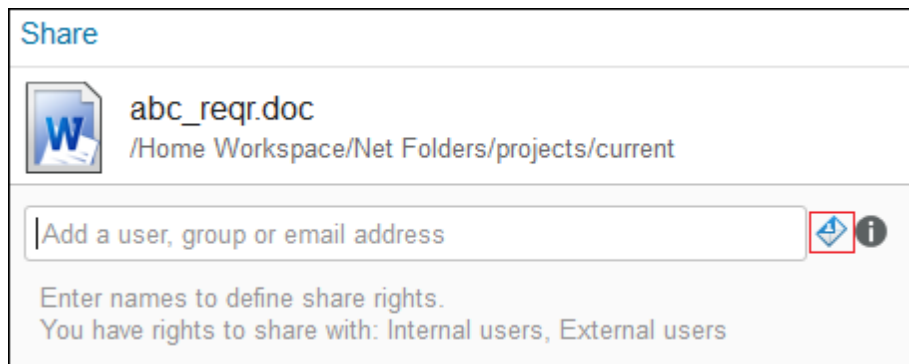
- 1 If you aren’t already signed in to the Web application as user *ared*, do so now.
- 2 Click *Net Folders > projects > current*.



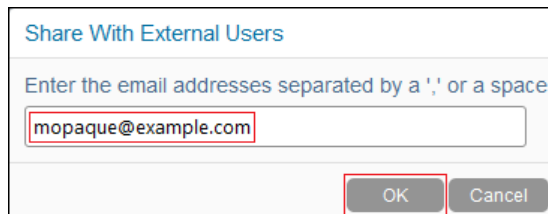
- 3 Click the check box for `abc_reqr.doc`, then click the file drop-down arrow ▼ to the right of the file and select *Share File*.



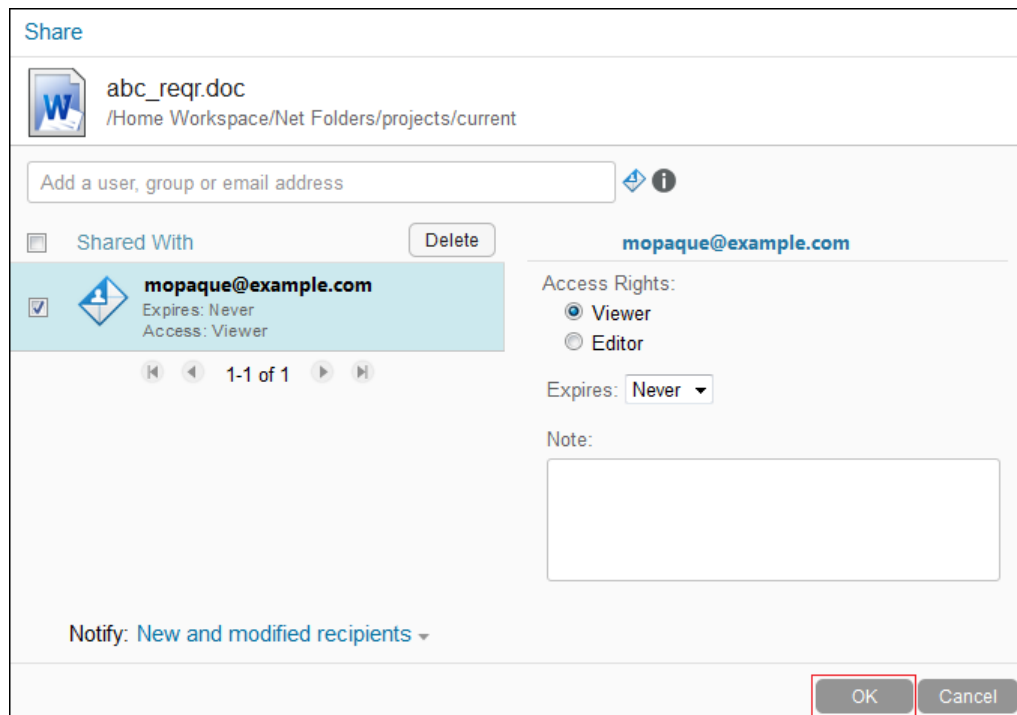
- 4 Click the envelope icon next to the search field.



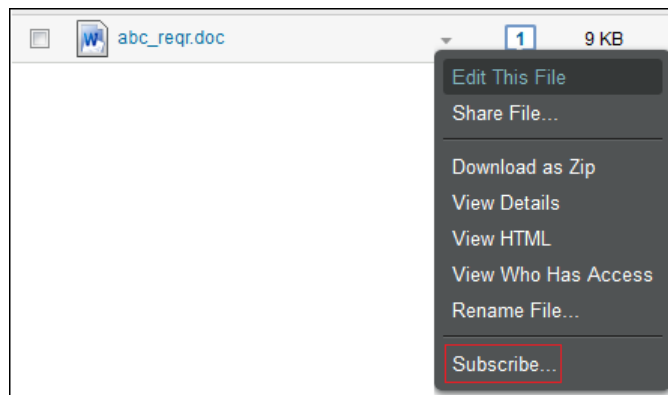
- 5 In the *Share with External Users* field, type your second email address, then click the plus sign (+) to add the external user.



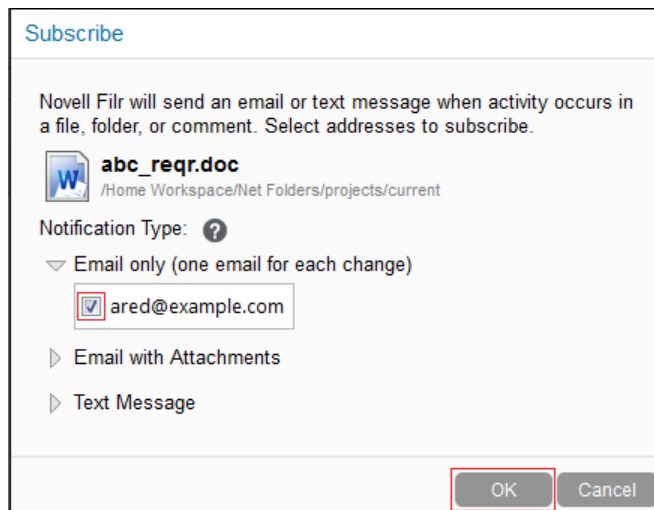
- 6 Click OK.




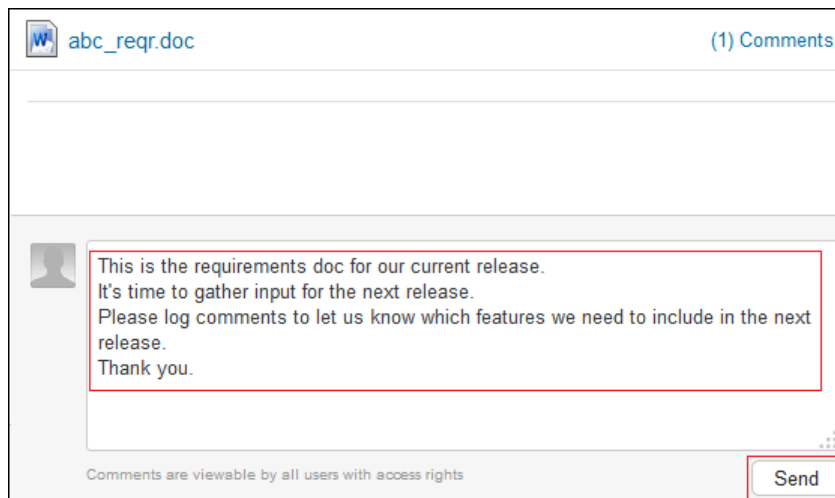
- 7 Click the check box for *abc_reqr.doc* and the file drop-down arrow again, then click *Subscribe*.



- 8 Expand the *Email only* option, then select the email address you entered for user *ared* and click *OK*.



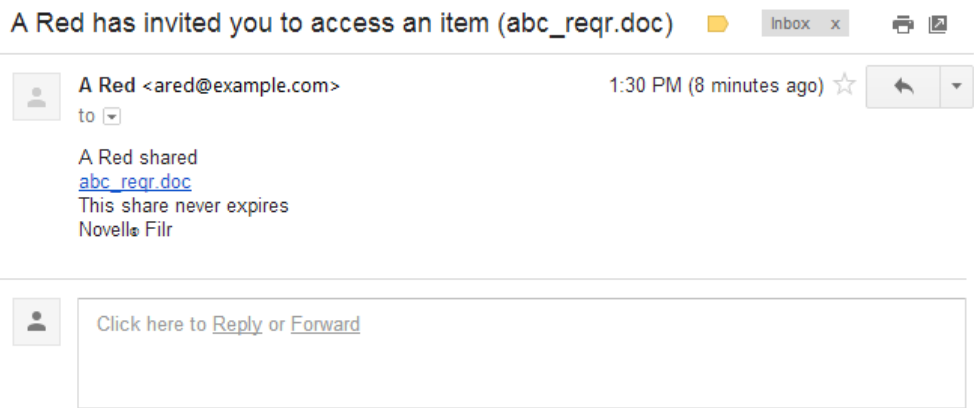
- 9 Click the comment icon  to the right of the down-arrow.
- 10 Add a comment, such as
This is the requirements doc for our current release.
It's time to gather input for the next release.
Please log comments to let us know which features we need to include in the next release.
Thank you.
Then click *Send*.



- 11 Close the Comments dialog.
- 12 Continue with [User opaque Self-Provisions and Responds to the Review Request](#).

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 that you assigned to user *ared*, then click the *abc_reqr.doc* link.



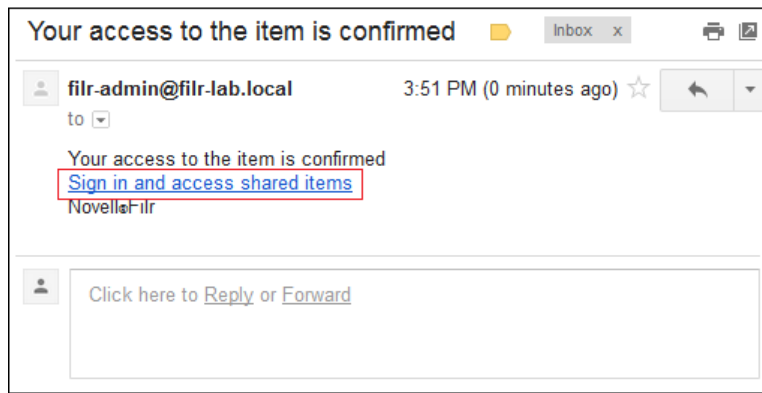
3 The Filr registration dialog lets external users register or log in as a guest.

Register as M Opaque by typing *First name: M, Last name: Opaque, Password: filrrocks, and Re-enter password: filrrocks.*

The User ID (email address) cannot be changed.

A registration dialog box titled 'Novell. Filr'. It contains the following text: 'A file or folder has been shared with you. To access it, please enter your registration information and click Register.' Below this are five input fields: 'User ID:' with 'mopaque@example.com', 'First name:' with 'M', 'Last name:' with 'Opaque', 'Password:' with ten dots, and 'Re-enter password:' with ten dots. Below the fields is the word 'Or'. Underneath is the text 'To authenticate using google, click on this image' followed by a small Google logo. At the bottom are two buttons: 'Register' and 'Enter as guest'.

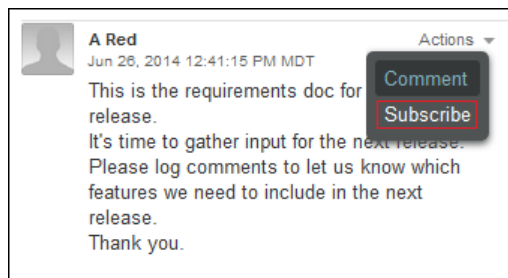
4 Open the confirmation email, then click *Sign in and access shared items.*



- 5 Type the password that you registered for M Opaque, then click *Sign in*.



- 6 Read the comment from user *ared*, click the *Actions* down arrow, then click *Subscribe*.



- 7 Click the arrow by *Email only*, then select M Opaque's email and click *Ok*.

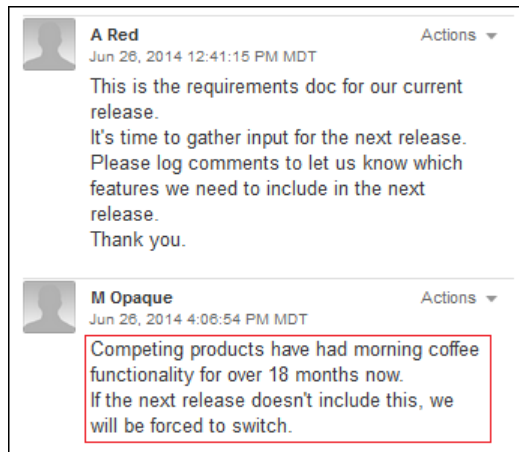
Emails will now be sent to user *opaque* as others comment on the document or perform other actions.

- 8 Log the following comment, then click *Send*.

Competing products have had morning coffee functionality for over 18 months now.

If the next release doesn't include this, we will be forced to switch.

The comment is included.

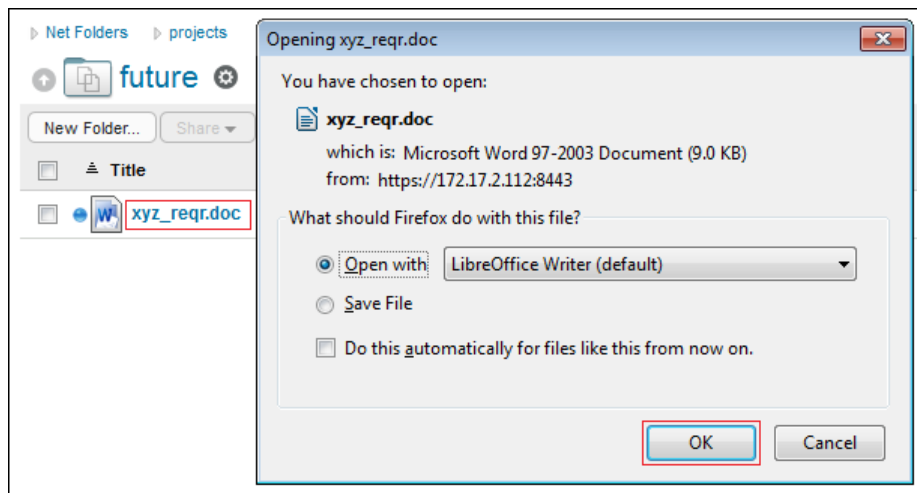


- 9 Continue with [User ared Responds to User opaque's Input](#).

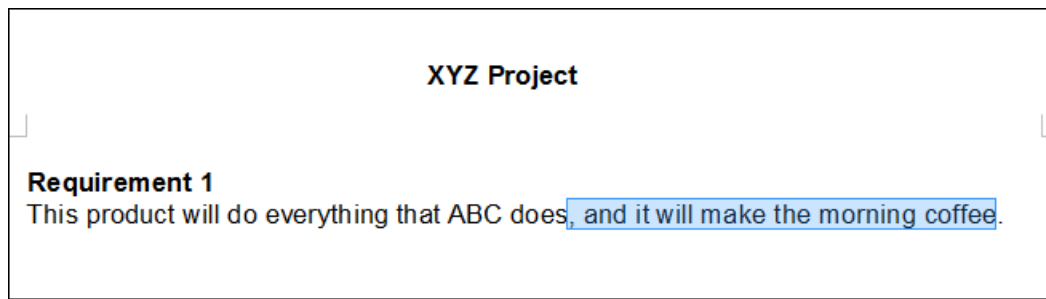
User ared Responds to User opaque's Input

User *ared* receives notification of user *opaque's* comment (you can check *ared'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.doc`), but *ared* isn't certain that it is.

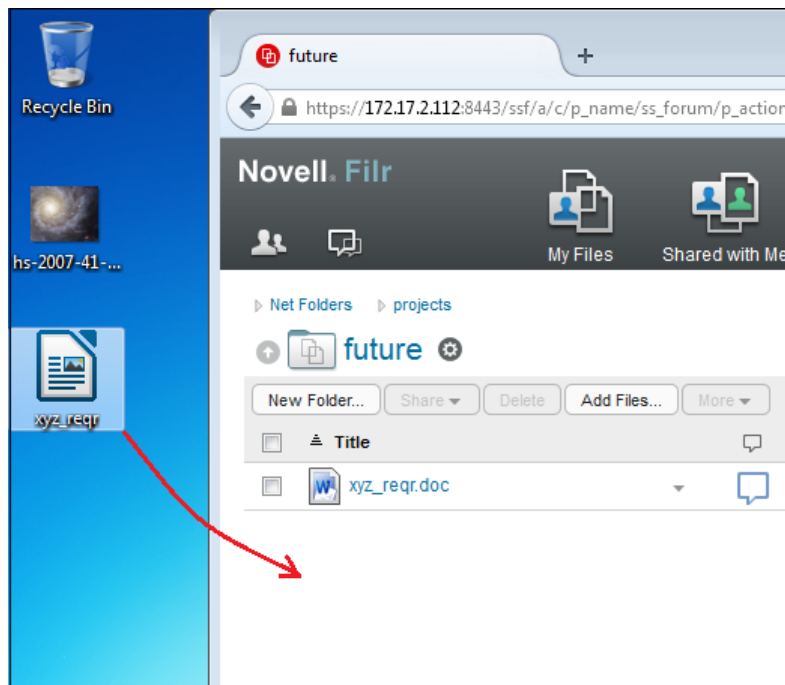
- 1 Log in to the Web application as user *ared*.
- 2 Click *Net Folders > projects > future*.
- 3 Click `xyz_reqr.doc`, then click *OK*.



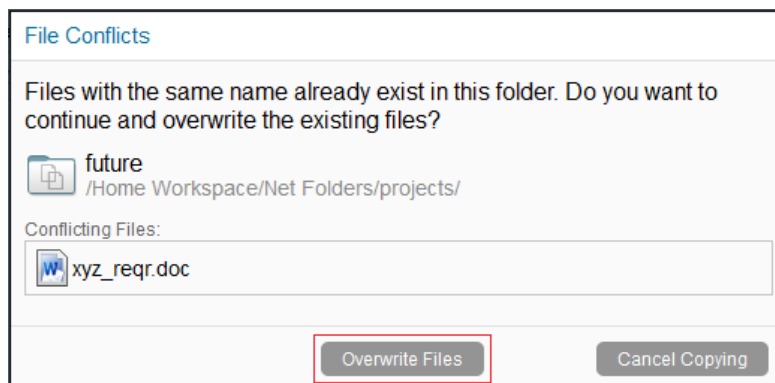
- 4 Insert the following text before the period:
, and it will make the morning coffee



- 5 Save the file to the Desktop, then close LibreOffice.
- 6 Drag the file from the desktop to the browser.



- 7 Click *Overwrite Files*.




- 8 Send a comment indicating that the file has been updated.


 xyz_reqr.doc (1) Comments


 **A Red** Jun 26, 2014 4:39:27 PM MDT Actions ▾
The requirements have been updated per M Opaque's request.

- 9 Log a comment for the abc_reqr.doc file that Opaque's requirement has been included in the next version.

 abc_reqr.doc (3) Comments

 **A Red** Jun 26, 2014 12:41:15 PM MDT Actions ▾
This is the requirements doc for our current release.
It's time to gather input for the next release.
Please log comments to let us know which features we need to include in the next release.
Thank you.

 **M Opaque** Jun 26, 2014 4:06:54 PM MDT Actions ▾
Competing products have had morning coffee functionality for over 18 months now.
If the next release doesn't include this, we will be forced to switch.

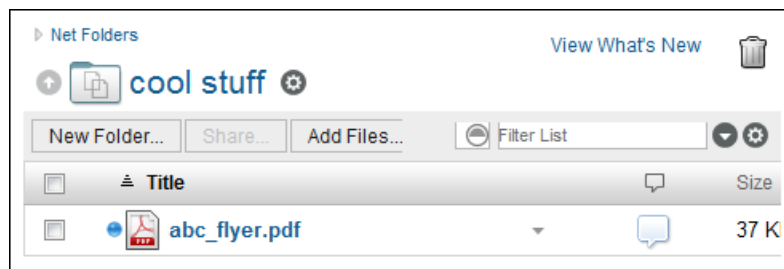
 **A Red** Jun 26, 2014 4:41:46 PM MDT Actions ▾
Opaque. Thanks for the input.
The morning coffee requirement has been added for the next release.

- 10 Continue with [Public Sharing](#).

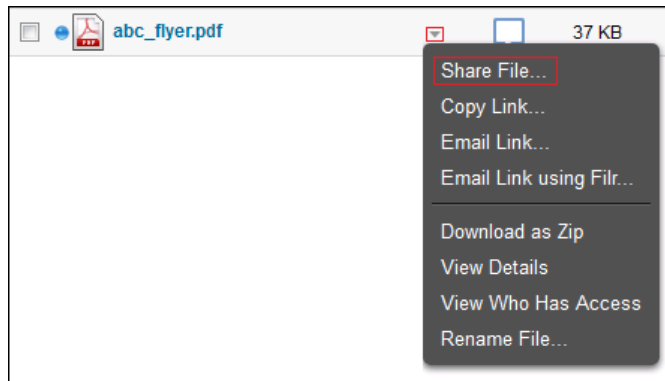
8.3.4 Public Sharing

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

- 1 Log in to the Web application as *User ID: ayellow*.
- 2 Click *Net Folders > cool stuff*.



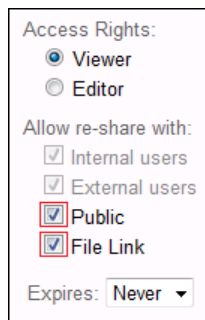
- 3 Click the file drop-down arrow ▾ for abc_flyer.pdf, then select *Share File*.



4 In the *Add a user ...* field, type *o*, then select *A Orange*.

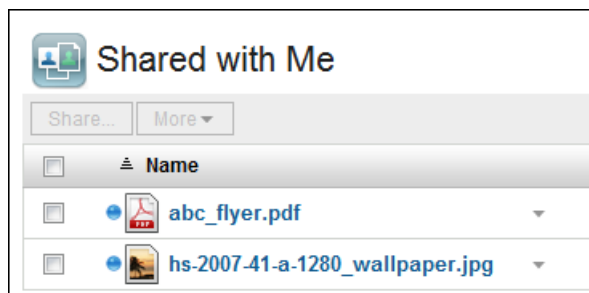


5 Click *Public > File Link > OK*.

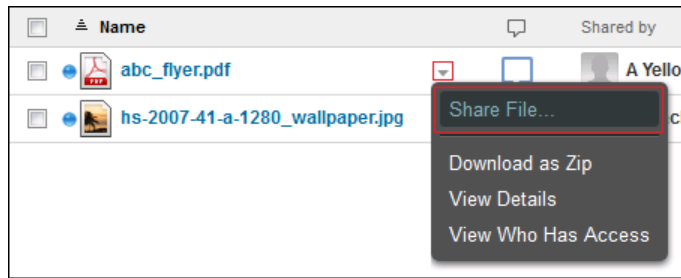


6 Log in as *User ID: aorange*.

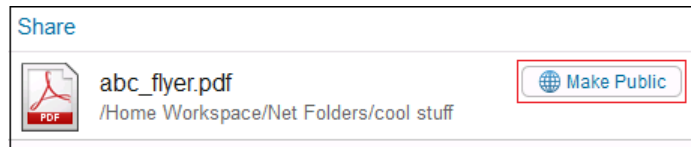
7 Click *Shared with Me*.



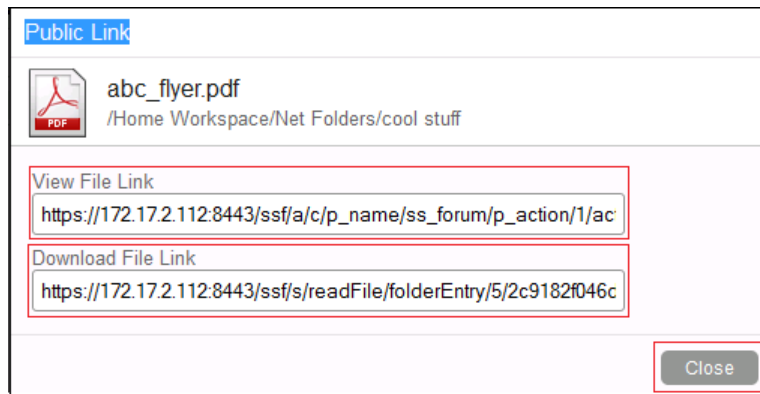
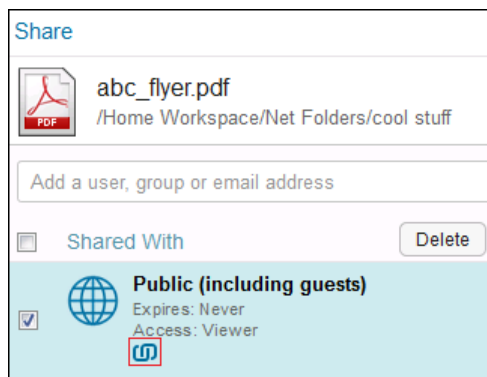
8 Click the action drop-down for the *abc_flyer.pdf* file, then click *Share File*.



9 Click *Make Public*.



10 Click the link for exposing the public links to the file.



11 Enter one of the URLs in a separate browser window or tab, then click *Enter as Guest* to see what Internet users who access the URL will see.

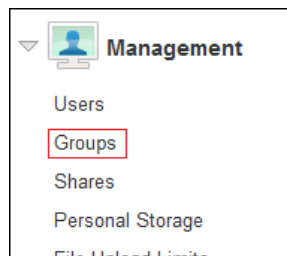


The image shows the Novell Filr login interface. At the top, it says "Novell. Filr". Below that, there is a checkbox labeled "Sign in using OpenID". Underneath, there are two input fields: "User ID:" and "Password:". A link "Forgot your password?" is located below the password field. At the bottom, there are two buttons: "Sign In" and "Enter as guest", with the latter being highlighted with a red box.

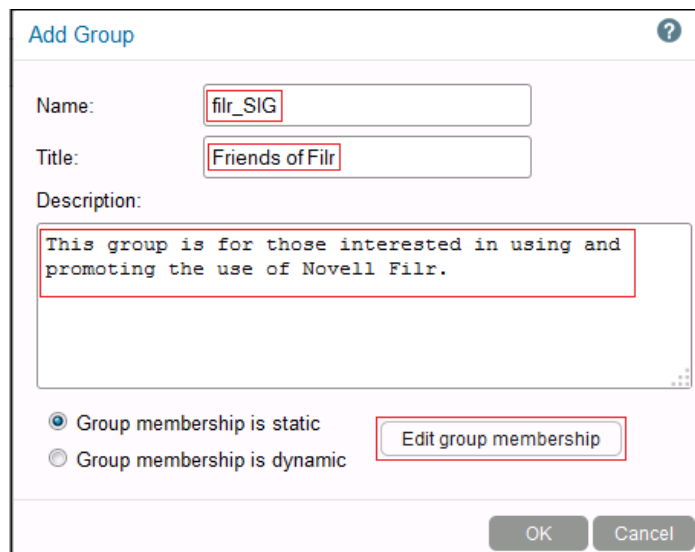
12 Continue with [Creating a Filr Group](#).

8.3.5 Creating a Filr Group

- 1 Log in to the Web application as *User ID: admin*.
- 2 Open the Administration Console and under *Management* click *Groups*.



3 Type the *Name*, *Title*, and *Description* shown below, then click *Edit group membership*.

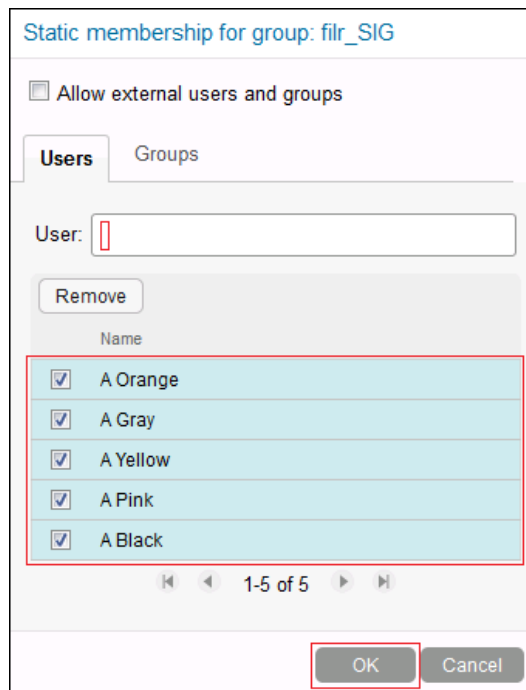


The image shows the "Add Group" dialog box. It has a title bar "Add Group" with a help icon. The form contains the following fields:

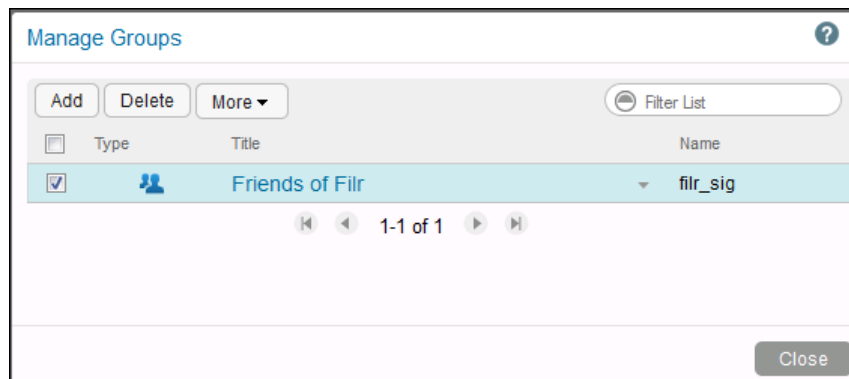
- Name:** Input field containing "filr_SIG" (highlighted with a red box).
- Title:** Input field containing "Friends of Filr" (highlighted with a red box).
- Description:** Text area containing "This group is for those interested in using and promoting the use of Novell Filr." (highlighted with a red box).
- Group membership is static** (selected radio button).
- Group membership is dynamic** (unselected radio button).
- Edit group membership** button (highlighted with a red box).

 At the bottom, there are "OK" and "Cancel" buttons.

4 Type user names in the *User:* field and press Enter to add the users listed below to the group, then click *OK > OK*.



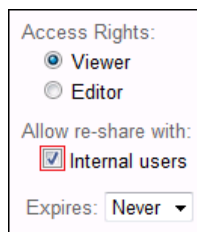
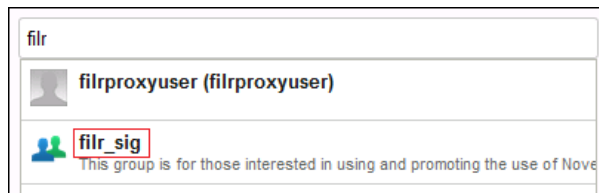
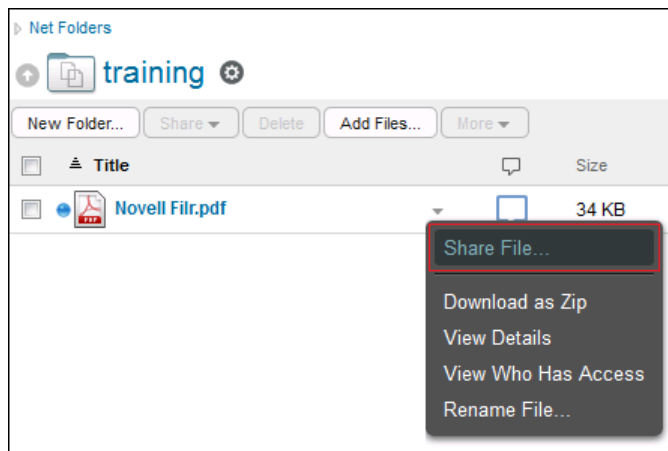
5 Click *Close*.



6 Continue with [Re-sharing and Searching](#).

8.3.6 Re-sharing and Searching

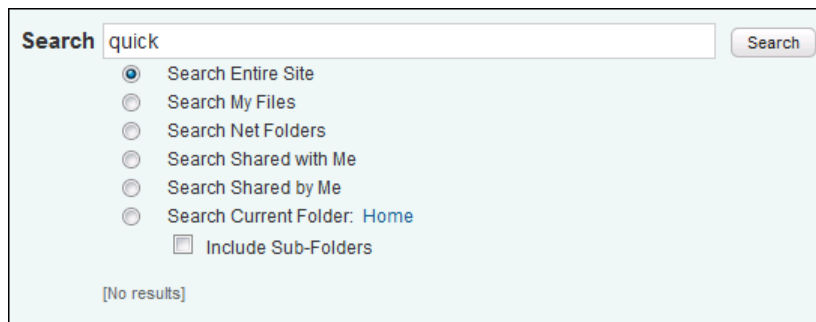
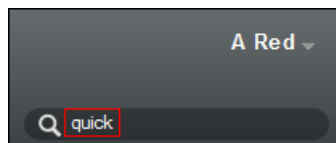
- 1 Log in to the Web application as *User ID: ab1ue*.
- 2 In Net Folders, navigate to *training > Novell-Filr.pdf*, then share the file with the *filr_sig* group with *Viewer* rights and rights to reshare the file with internal users.



3 Close the Group Management dialog.

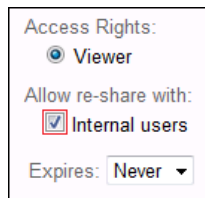
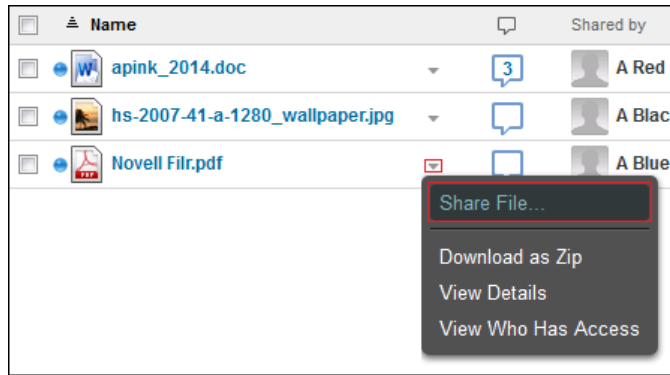
A few days after user *ablue* shared the file, user *apink* is talking with user *ared* in the hallway and mentions the Filr quick start.

- 1** Log in as user *ared*, then in the search field, type quick and press Enter.

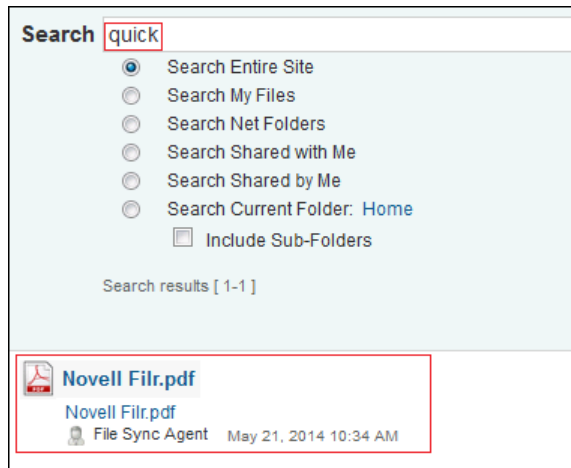


Because the file is not found, user *ared* asks user *apink* to share the file.

- 2 Log in as user *apink* and share the file with user *ared*.



- 3 Log in as user *ared* and search for the file again.
The file is listed in the search results window.



8.3.7 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.xls	<ol style="list-style-type: none"> 1. User <i>ared</i> opens the file in LibreOffice and plans a 5.5% increase for user <i>apink</i>'s 2015 salary.
Planning	projections	fy_2015.xls	<ol style="list-style-type: none"> 1. User <i>ablack</i> shares the file with user <i>agray</i> as a viewer and asks whether the goals are realistic. 2. User <i>agray</i> comments that the Q3 estimate is low and the Q4 estimate is high. User <i>agray</i> asks that \$10,000 be transferred from Q4 to Q3. 3. User <i>ablack</i> adjusts the Q3 and Q4 estimates, thanks user <i>agray</i>, and acknowledges the change.
Reporting	quotas	fy_2014.xls	<ol style="list-style-type: none"> 1. User <i>ablack</i> shares this file with user <i>agray</i> as an Editor and requests that user <i>agray</i> update it with Q4 actual results. 2. User <i>agray</i> opens the file, enters \$110,900, and saves the file. 3. User <i>agray</i> comments that the file is now ready for review.

A Documentation Updates

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

October 10, 2014

Section	Details
Administrator and User Tasks	Minor clarifications and additional details.

