# Hands-on Guide for Windows Novell Filr 1.1

October 2014



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### A Documentation Updates

# **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
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- Chapter 7, "Administering Filr," on page 49
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### 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).

### **Additional Documentation**

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

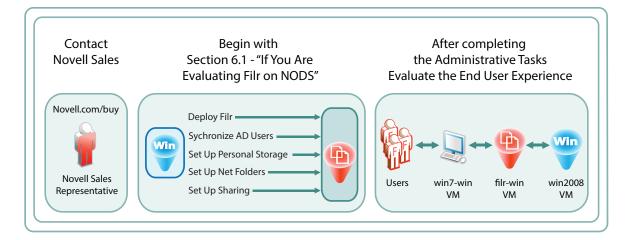
# **1** Hands-on Evaluation Options

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) 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.

	Small Deployment	Large Deployment
Production Capabilities	<ul> <li>Designed for evaluation environments. Not recommended for any but the smallest production environments.</li> </ul>	<ul> <li>Supports all production environments.</li> </ul>
Capacity and Scale	<ul> <li>Capacity is fixed because it cannot be upgraded to a large deployment.</li> </ul>	<ul> <li>Can "grow" to include multiple, clustered Filr appliances.</li> </ul>
Software Required	<ul> <li>Requires downloading two files:</li> <li>A zip file that contains the exercise files</li> <li>Filr appliance software</li> </ul>	<ul> <li>Requires downloading four files:</li> <li>A zip file that contains the exercise files</li> <li>Filr appliance software</li> <li>Search appliance software</li> <li>MySQL appliance software (unless using an existing SQL database)</li> </ul>
Deployment Effort Required	<ul> <li>Offers a streamlined, quick installation and configuration of Filr that is documented in this guide.</li> <li>Test user creation and test file and folder setup are the same as a large deployment.</li> </ul>	<ul> <li>Requires a more involved installation and configuration of Filr that is summarized in <i>Quick</i> <i>Start: Filr Hands-on for Windows</i>.</li> <li>Test user creation and test file and folder setup are the same as a small deployment.</li> </ul>
Integration with Existing Systems	<ul> <li>Cannot leverage an existing MySQL database (all functionality is contained within the single appliance).</li> </ul>	<ul> <li>Can leverage an existing MySQL or Microsoft SQL database in place of the MySQL appliance provided with Filr.</li> </ul>

• Detailed comparison of Small and Large Deployment Types

• **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.

Item	Details
	A Windows 2003 R2, 2008 R2, or 2012 R2 server that is attached to an Active Directory domain
Windows Server	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)
zip Exercise Files/Folders	
	One of the three virtualization platforms listed in "Filr Server Requirements" in the Novell Filr 1.1 Installation and Configuration Guide:
	◆ Hyper-V
Virtualization Server	VMware
	<ul> <li>Xen</li> </ul>
	The virtualization server should have at least the following resources available for the Filr virtual machines:
	• 12 GB RAM
	125 GB free hard drive space
Filr	One IP address on the Active Directory domain network, including:
	DNS host name
<b>Y</b>	The subnet mask
One IP Address on	<ul> <li>The primary gateway IP address</li> </ul>
Your network	A DNS server IP address
my-email1@example.com	Two Web-based email addresses for receiving invitations and notifications
my-email2@example.com	
Two Email Addresses	

Table 2-1 Small Deployment System Requirements

Item	Details
	A Windows workstation for administering the appliances and testing the Filr Windows application:
Windows Workstation	<ul> <li>Enterprise-level (non-home) version of Windows 7 or Windows 8</li> </ul>
	<ul> <li>Joined to your Active Directory domain</li> </ul>
	<ul> <li>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</li> </ul>
	Microsoft Office or LibreOffice
	<ul> <li>The latest Java Runtime Environment (JRE) from Java.com</li> </ul>
	Wireless connectivity on your network
Wireless Connectivity	
	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
Mobile Devices	

# **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?).
- 2 Access the Novell Downloads website (http://download.novell.com).
- **3** Do a keyword search for *Novell Filr*.

Basic Search	Advanced Search	My Restricted Downloa	ads
Product or Techr			
Please Select		•	Clear Selections
Select Version -	-	۲	
All Dates		•	
Keyword (option	al)		
Novell Filr Eval			
Submit			

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

1 Results Found - 1-1 Results per pa	age: 100 💌 🥵	ort By: Relevanc	y 💌
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	Filr.x86_64-version.ovf.zip
Hyper-V	Filr.x86_64-version.vhd.zip
Xen	Filr.x86_64- <i>version</i> .xen.tar

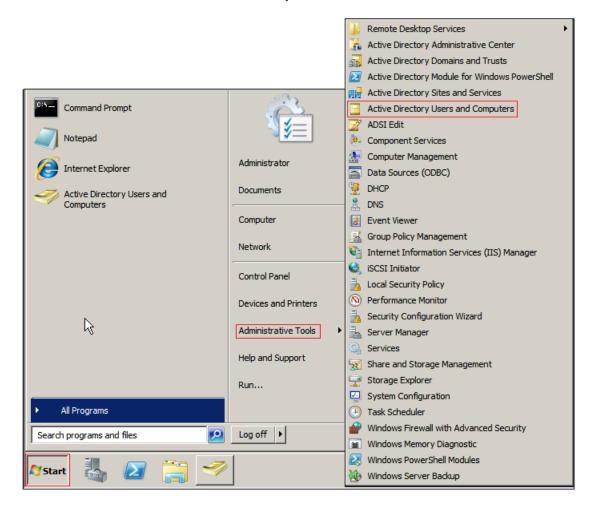
6 Continue with Chapter 4, "Creating Test Users," on page 13.

# 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.

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	agreen	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
	nly the <i>Full</i> filrproxyuser	filrproxyuser	n/a	novellfilr	No

Table 4-1 Test Users to Create

- 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.

Active Direct	tory Users and Comput	Name Type
🕀 📔 Saved C	Queries	
🖃 🏥 filr-lab.l	ocal	
🕀 📔 Built	tin	
🕀 📔 Con	nputers	
🕀 🖬 Dom	nain Controllers	
🕀 📔 Fore	eignSecurityPrincipals	
🕀 🚞 Mar	naged Service Accounts	
🕀 🧮 Use	rs	
📋 tes		
	Delegate Control	
	Move	
	Find	
	New	Computer
	All Tasks	<ul> <li>Contact</li> </ul>
	View	Group
	view	InetOrgPerson
	Cut	msImaging-PSPs
	Delete	MSMQ Queue Alias
	Rename	Organizational Unit
Refresh		Printer
	Export List	User
		Shared Folder
	Properties	

New Object - User		×
🧏 Create in: fil	-lab.local/testusers	
First name: A	Initials:	
Last name:	d	
Full name:	Red	
User logon name:		
ared	@filr-lab.local	•
User logon name (pre-Win	dows 2000):	
FILR-LAB\	ared	
	< Back Next >	Cancel

ew Object - User X				
Create in: filr-lab.local/testusers				
Password: Filrrocks				
Confirm password: Filrrocks				
User must change password at next logon				
User cannot change password				
Password never expires				
Account is disabled				
< Back Next > Cano	el			

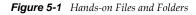
New Object - User	×
Create in: filr-lab.local/testusers	
When you click Finish, the following object will be created:	
Full name: A Red	<b>A</b>
User logon name: ared@filr-lab.local	
	~
< Back Finish	Cancel

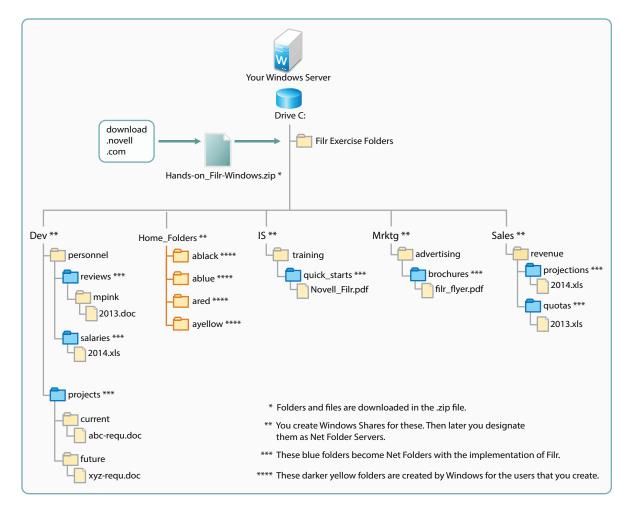
**3** Ensure that you create all of the users.

Active Directory Users and Comput	Name	Туре
🕀 🚞 Saved Queries	گ A Black	User
filr-lab.local	گ A Blue	User
🕀 🚞 Builtin	گ A Gray	User
Computers	🥈 A Green	User
Domain Controllers	👗 A Orange	User
ForeignSecurityPrincipals	👗 A Pink	User
Managed Service Accounts	A Red	User
testusers	👗 A Yellow	User
	filrproxyuser	User

**4** Continue with Chapter 5, "Preparing Folders and Files," on page 17.

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.

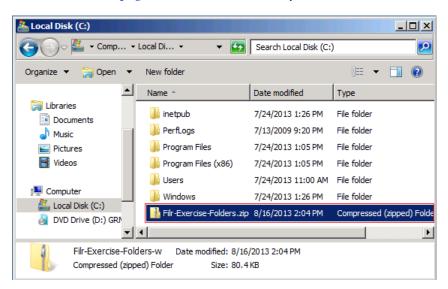




- Section 5.1, "Unzipping the Exercise Folders and Files," on page 18
- Section 5.2, "Setting Up the Home\_Folders Share," on page 19
- Section 5.3, "Assigning Home Folders," on page 26
- Section 5.4, "Setting Up the Other Hands-on Exercise Folders and Files," on page 28

## 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.



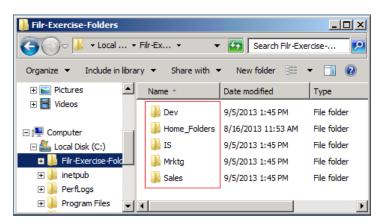
2 Right-click the zip file, then select *Extract All*.

Name *		Date modifie	d	Туре
退 inet	pub	7/24/2013 1	:26 PM	File folder
📗 Perf	logs	7/13/2009 9	20 PM	File folder
📗 Prog	gram Files	7/24/2013 1	:05 PM	File folder
📗 Prog	gram Files (x86)	7/24/2013 1	:05 PM	File folder
📗 Use	rs	7/24/2013 1	1:00 AM	File folder
📕 Win	dows	7/24/2013 1	:26 PM	File folder
Filr	Evercise Eoldersow Open Open in new wind		04 PM	Compressed (
ders-w ved) Folder	Extract All Open with Restore previous	versions		

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

🚺 Extract Compressed (Zipped) Folders	×
🕞 🎍 Extract Compressed (Zipped) Folders	
Select a Destination and Extract Files	
Files will be extracted to this folder:	
	Browse
Show extracted files when complete	
	Extract Cancel

**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.

Home_Fold		
Thome_Fold	Open	
	Open in new window	
	Share with	۲
	Restore previous versions	
	Include in library	F
	Send to	۲
	Cut	
	Сору	
	Create shortcut	
	Delete	
	Rename	
	Properties	

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

Home_Folders Properties	X
General Sharing Security Previous Versions Customize	
Network Path: Not Shared Share	
Advanced Sharing Set custom permissions, create multiple shares, and set other advanced sharing options.	
OK Cancel Apply	

**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.

Advanced Sharing	x
Share this folder	
Settings	-
Share name:	
Home_Folders\$	
Add Remove	
Limit the number of simultaneous users to: 16777;	
Comments:	
Permissions Caching	
OK Cancel Apply	
	_

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

Permissions for Home_Folde	rs\$	X
Share Permissions		
Group or user names:		
Street Everyone		
	Add	Remove
Permissions for Everyone	Allow	Deny
Full Control		
Change		
Read		
Learn about access control and p	emissions	
ОК	Cancel	Apply
		, -12 bis

**4b** Click *Add*.

Permissions for Home_Folder	rs\$	x
Share Permissions		
Group or user names:		
No groups or users have permission to access this object. However, the owner of this object can assign permissions.		
	Add	Remove
Permissions	Allow	Deny
Full Control Change Read		
Leam about access control and pe	ermissions	
ОК	Cancel	Apply
		Арру

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

Select Users, Computers, Service Accounts, or Groups	<u>? ×</u>
Select this object type:	
Users, Groups, or Built-in security principals	Object Types
From this location:	
filr-lab.local	Locations
Enter the object names to select ( <u>examples</u> ):	
Domain Users	Check Names
Advanced OK	Cancel

### 4d Click OK.

Select Users, Computers, Service Accounts, or Groups	? ×
Select this object type:	
Users, Groups, or Built-in security principals	Object Types
From this location:	
filr-lab.local	Locations
Enter the object names to select ( <u>examples</u> ):	
Domain Users	Check Names
Advanced	Cancel

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

Permissions for Home_Folde	rs\$	×
Share Permissions		
Group or user names:		
& Domain Users (FILR-LAB\Do	main Users)	
	Add	Remove
		Heinove
Permissions for Domain Users	Allow	Deny
Full Control	N	
Change Read	N N	
Read		
Learn about access control and p	emissions	
ОК	Cancel	Apply

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*.

📙 Home_Folders Properties	×
General Sharing Security Previous Versions Customize	
Object name: C:\Home_Folders	
Group or user names:	
& CREATOR OWNER	
& SYSTEM	
& Administrators (FILR-LAB\Administrators)	
& Users (FILR-LAB\Users)	
To change permissions, click Edit. Edit	
Permissions for CREATOR	-
OWNER Allow Deny	- I
Full control	4
Modify	
Read & execute	
List folder contents	
Read	
Write	<u>-</u>
For special permissions or advanced settings, Advanced click Advanced.	
Leam about access control and permissions	
Close Cancel Apply	,

**1b** Click *Change Permissions*.

Туре	Permission entries:           Type         Name         Permission         Inherited From         Apply To					
Allow	SYSTEM	Full control	C:\	This folder, subfolders and		
Allow	Administrators (FILR-LAB\	Full control	C:\	This folder, subfolders and		
Allow	Users (FILR-LAB\Users)	Read & execute	C:\	This folder, subfolders and		
Allow	Users (FILR-LAB\Users)	Special	C:\	This folder and subfolders		
Allow	CREATOR OWNER	Special	C:\	Subfolders and files only		
Allow	CREATOR OWNER	Special	C:\	Subfolders and files only		

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

🕌 Advanced Security Setti	ings for Home_Folders	×
Permissions		
	permission entry, select the entry and then click Edit.	
Object name: C:\Home Permission entries: Type Name Allow SYSTEM Allow Administrators Allow Users (FILR-L/ Allow Users (FILR-L/ Allow CREATOR OW	Warning: If you proceed, inheritable parent permissions will no longer propagate to this object. - Click Add to convert and add inherited parent permissions as explicit permissions on this object. - Click Remove to remove inherited parent permissions from this object. - Click Cancel if you do not want to modify inheritance settings at this time.	
Include inheritable permi	Edit       Remove         ssions from this object's parent         ermissions with inheritable permissions from this object         OK       Cancel       Apply	

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

Permission entries:				
Туре	Name	Permission	Inherited From	Apply To
Allow	SYSTEM	Full control	<not inherited=""></not>	This folder, subfolders a
Allow	Administrators (FILR-LA	Full control	<not inherited=""></not>	This folder, subfolders a
Allow	Users (FILR-LAB\Users)	Read & execute	<not inherited=""></not>	This folder, subfolders a
Allow	Users (FILR-LAB\Users)	Special	<not inherited=""></not>	This folder and subfolders
Allow	CREATOR OWNER	Special	<not inherited=""></not>	Subfolders and files only
Add.	Edit	Remove		

1e Click Add.

Permission entries:					
Туре	Name	Permission	Inherited From	Apply To	
Allow	SYSTEM	Full control	<not inherited=""></not>	This folder, subfolders a	
Allow	Administrators (FILR-LA	Full control	<not inherited=""></not>	This folder, subfolders a	
Allow	CREATOR OWNER	Special	<not inherited=""></not>	Subfolders and files only	
Add Edit Remove					

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

Select User, Computer, Service Account, or Group	<u>? ×</u>
Select this object type:	
User, Group, or Built-in security principal	Object Types
From this location:	
filr-lab.local	Locations
Enter the object name to select ( <u>examples</u> ):	
filrproxyuser	Check Names
	<b></b> (
Advanced OK	Cancel

### **1g** Click OK.

Select User, Computer, Service Account, or Group	<u>? ×</u>
Select this object type:	
User, Group, or Built-in security principal	Object Types
From this location:	
filr-lab.local	Locations
Enter the object name to select ( <u>examples</u> ):	
Filr Proxyuser (filrproxyuser@filr-lab.local)	Check Names
Advanced OK	Cancel

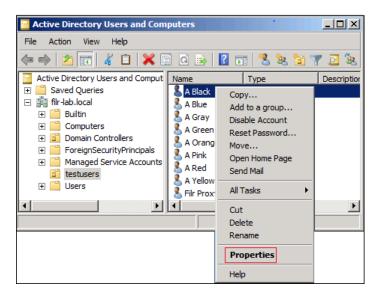
**1h** Allow full control, then click *OK* > *OK* > *OK* > *Close*.

Permission Entry for Home_Fold Object	lers	ļ	×
Name: voxyuser (filrproxyuser@fi		Change	
Apply to: This folder, subfolders a	and files	▼	
Permissions:	Allow	Deny	
Full control Traverse folder / execute file List folder / read data Read attributes Read extended attributes Create files / write data Create folders / append data Write attributes Write extended attributes Delete subfolders and files Delete Delete		Clear All	
Managing permissions			
	ОК	Cancel	

**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.

A Bla	ck Properties				<u>? ×</u>
	Dial-in	Environment	Sessions	Remote	e control
	Remote Desktop		Personal Virtua	al Desktop	COM+
Ge	neral Address	Account Profile	Telephones (	Organization	Member Of
	User profile Profile path: Logon script:				
	Home folder • Local path: • Connect:	To:	<b></b>		
		ОК	Cancel	Apply	Help

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

A Black Propert	ies			<u>?</u> ×
Dial-in	Environment	Sessions	Remote	e control
Remote Desktop Services Profile		Personal Virtua	Desktop	COM+
General Addre	ess Account Profile	Telephones	)rganization	Member Of
User profile		-		_
Profile path:				
Logon scrip	t:			
Home folder				
C Local pa	ath:			
Connect	t: Z: 💌 To:			
	<u>D:</u>			
	E: F: G:			
	G: H:			
	J:	Cancel A	pply	Help

**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.filr-lab.local\Home\_Folders\$\%username%.

Home folder	
C Local path:	
Connect:	H: To: b.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.

Home_Folders					
O → ↓ • Computer • Local Disk (C:) • Filr-Exercise-Folders • Home_Folders •					
Organize ▼ Include in library ▼ Share with ▼ New folder					
	Name ^	Date modified	Туре		
□ p Computer □ ▲ Local Disk (C:)	鷆 ablack	6/17/2014 10:42 AM	File folder		
E Filr-Exercise-Fold	퉬 ablue	6/17/2014 10:44 AM	File folder		
🛨 퉬 Dev	퉬 ared	6/17/2014 10:44 AM	File folder		
😐 퉬 Home_Folders	퉬 ayellow	6/17/2014 10:44 AM	File folder		
🕀 📗 IS 👘					
+ Mrkta					

**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.

Folder Name	Users to Assign Full Share Permissions	
Dev	<ul> <li>ared</li> </ul>	
	<ul> <li>filrproxyuser</li> </ul>	
IS	<ul> <li>◆ ablue</li> </ul>	
	<ul> <li>filrproxyuser</li> </ul>	
Mrktg	◆ ayellow	
	<ul> <li>filrproxyuser</li> </ul>	
Sales	<ul> <li>ablack</li> </ul>	
	<ul> <li>filrproxyuser</li> </ul>	

 Table 5-1
 Share Permission Assignments

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*.

Filr Exercise Folders			
G O ↓ • Local • Filr Exe	<ul> <li>Search Filr Exercise Fold</li> </ul>		
Organize 🔻 溒 Open 🛛 Include in libr	rary 🔻 Share with 🔻 » 🔠 👻 🚺 🔞		
Name *	Date modi		
Local Disk (C:)	Open 7/10/2015		
Home_Folders	Share with		
inetpub Sal PerfLogs Program Files	Restore previous versions 7/10/2013		
Dev Date modified: 7/	Send to		
File folder	Cut Copy		
	Create shortcut Delete Rename		
	Properties		

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

📙 Dev Properties	×
General Sharing Security Previous Versions Customize	
□ Network File and Folder Sharing	
Dev Not Shared	
Network Path: Not Shared	
Share	
Advanced Sharing	
Set custom permissions, create multiple shares, and set other advanced sharing options.	
Advanced Sharing	

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

Advanced Sharing	×
Share this folder	
Settings	1 I
Share name:	
Dev	
Add Remove	
Limit the number of simultaneous users to: 16777:	
Comments:	
Permissions Caching	
OK Cancel Apply	
OK Cancel Apply	

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

	×
Add Remove	
	Add Remove

**5** Click *Add*.

📙 Permissions for Dev	×
Share Permissions	
Group or user names:	
No groups or users have permission to access this object. However, the owner of this object can assign permissions.	A F
Add Remove	

**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.

Select Users, Computers, Service Accounts, or Groups	<u>? ×</u>
Select this object type:	
Users, Groups, or Built-in security principals	Object Types
From this location:	
filr-lab.local	Locations
Enter the object names to select ( <u>examples</u> ):	
ared,filrproxyuser	Check Names
Advanced OK	Cancel

**7** Click *OK*.

Select Users, Computers, Service Accounts, or Groups	<u>?</u> ×
Select this object type:	
Users, Groups, or Built-in security principals	Object Types
From this location:	
filr-lab.local	Locations
Enter the object names to select ( <u>examples</u> ):	
A Red (ared@filr-lab.local): Filr Proxyuser (filrproxyuser@filr-lab.local)	Check Names
Advanced OK	Cancel

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

Permissions for Dev			×
Share Permissions			
Group or user names:			
A Red (ared@filr-lab.local)	MILL IN		
Filr Proxyuser (filrproxyuser@	tiir-lab.local)		
	Add	Remove	
Permissions for Filr Proxyuser	Allow	Deny	
Full Control			
Change			
Read		Ц	
Learn about access control and p	emissions		
ОК	Cancel	Apply	

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

📔 Permissions for Dev		x
Share Permissions		
Group or user names:		
A Red (ared@filr-lab.local)		
👗 Filr Proxyuser (filrproxyuser@	Pfilr-lab.local)	
	Add	Remove
Permissions for A Red	Allow	Deny
Full Control		
Change		
Read		
Learn about access control and p	permissions	
ОК	Cancel	Apply

- **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

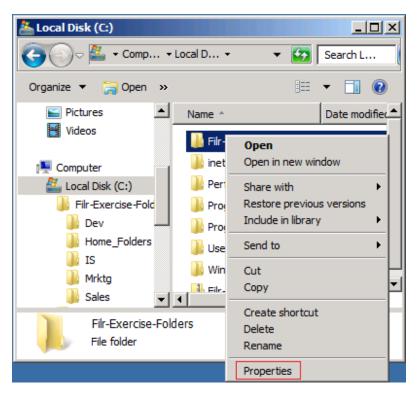
Table 5-2 lists the Filr exercise folder names and the users to assign full NTFS permissions.

Table 5-2	NTES	Darmiccion	Accionmente
Table 5-2	INTES	Permission	Assignments

Folder Name	Users to Assign Full NTFS Permissions	
Filr Exercise Folders	filrproxyuser	
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*.

Filr Exercise Folders Properties	x		
General Sharing Security Previous Versions Customize			
Object name: C:\Filr Exercise Folders			
Group or user names:			
A CREATOR OWNER			
SYSTEM			
& Administrators (FILR-LAB\Administrators)			
& Users (FILR-LAB\Users)			
To change permissions, click Edit.	i I		
Permissions for CREATOR			
OWNER Allow Deny			
Full control			
Modify			
Read & execute			
List folder contents			
Read	1		
Write			
For special permissions or advanced settings, Advanced			
Learn about access control and permissions			
OK Cancel Apply			

**3** Click Change Permissions.

1	Advance	d Security Settings for Filr E	xercise Folders			X
	Permissions	Auditing Owner Effective F	emissions			
	To view details of a permission entry, double-click the entry. To modify permissions, click Change Permissions. Object name: C:\Filr Exercise Folders					
	Permission		-			
	Туре	Name	Permission	Inherited From	Apply To	
	Allow	SYSTEM	Full control	C:\	This folder, subfolders and	
	Allow	Administrators (FILR-LAB\		C:\ C:\	This folder, subfolders and	
	Allow	Users (FILR-LAB\Users)	Read & execute	C:\	This folder, subfolders and This folder and subfolders	
	Allow	Users (FILR-LAB\Users) CREATOR OWNER	Special Special	C:\	Subfolders and files only	
	Change Permissions					
	Include inheritable permissions from this object's parent					
	Managing	permission entries				
				OK	Cancel Apply	

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

Advanced Security Settings	for Filr Exercise Folders	×			
Permissions					
	Windows Security	×			
To view or edit details for a per	Warning: If you proceed, inheritable parent permissions will no longer propagate to this object.				
Object name: C:\Filr Exerc	<ul> <li>Click Add to convert and add inherited parent permissions as explicit permissions on this object.</li> </ul>				
Type Name	- Click Remove to remove inherited parent permissions from this object.				
Allow SYSTEM Allow Administrators (F:	- Click Cancel if you do not want to modify inheritance settings at this time	.			
Allow Users (FILR-LAB) Allow Users (FILR-LAB)	Add Remove Cancel				
Allow CREATOR OWNER					
Add Edit	Remove				
Include inheritable permissions from this object's parent					
Replace all child object permissions with inheritable permissions from this object					
Managing permission entries					
	OK Cancel Apply	,			

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

Advance	d Security Settings for Filr	Exercise Folders		
ermissions				
To view or Object nar	edit details for a permission en me: C: \Filr Exercise Folder:		and then dick Edit.	
ermission	entries:			
Туре	Name	Permission	Inherited From	Apply To
Allow	SYSTEM	Full control	<not inherited=""></not>	This folder, subfolders a
Allow	Administrators (FILR-LA	Full control	<not inherited=""></not>	This folder, subfolders a
Allow	Users (FILR-LAB\Users)	Read & execute	<not inherited=""></not>	This folder, subfolders a
Allow	Users (FILR-LAB\Users)	Special	<not inherited=""></not>	This folder and subfolders
Allow	CREATOR OWNER	Special	<not inherited=""></not>	Subfolders and files only
Add	Edit,	Remove		
Include	e inheritable permissions from t	his object's parent		
Replace all child object permissions with inheritable permissions from this object				
Managing permission entries				
			OK	Cancel Apply

6 Click *Add*.

📗 Advance	d Security Settings for Filr	Exercise Folders		X	
Permissions					
To view or Object nar	To view or edit details for a permission entry, select the entry and then dick Edit.				
Permission					
Туре	Name	Permission	Inherited From	Apply To	
Allow	SYSTEM	Full control	<not inherited=""></not>	This folder, subfolders a	
Allow	Administrators (FILR-LA	Full control	<not inherited=""></not>	This folder, subfolders a	
Allow	CREATOR OWNER	Special	<not inherited=""></not>	Subfolders and files only	
Add	Edit	Remove			
	Include inheritable permissions from this object's parent				
Replace all child object permissions with inheritable permissions from this object					
Managing permission entries					
			ОК	Cancel Apply	

7 Type filrproxyuser, then click *Check Names*.

Select User, Computer, Service Account, or Group	<u>? ×</u>
Select this object type:	
User, Group, or Built-in security principal	Object Types
From this location:	
filr-lab.local	Locations
Enter the object name to select ( <u>examples</u> ):	
filrproxyuser	Check Names
Advanced OK	Cancel

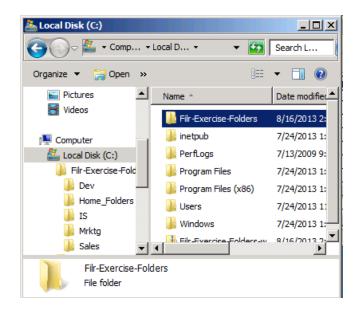
8 Click OK.

Select User, Computer, Service Account, or Group	?×
Select this object type:	
User, Group, or Built-in security principal	Object Types
From this location:	
filr-lab.local	Locations
Enter the object name to select ( <u>examples</u> ):	
Filr Proxyuser (filrproxyuser@filr-lab.local)	Check Names
Advanced OK	Cancel

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

🐌 Permission Entry for Filr Exercise	e Folders		×
Object			
Name: Vroxyuser (filrproxyuser@fil	r-lab.local)	Change	] [
Apply to: This folder, subfolders a	nd files		•
Permissions:	Allow	Deny	
Full control Traverse folder / execute file List folder / read data Read attributes Read extended attributes Create files / write data Create folders / append data Write attributes Write extended attributes Delete subfolders and files Delete			
Apply these permissions to object containers within this container on		C <u>l</u> ear All	
Managing permissions			
	OK	Cano	el

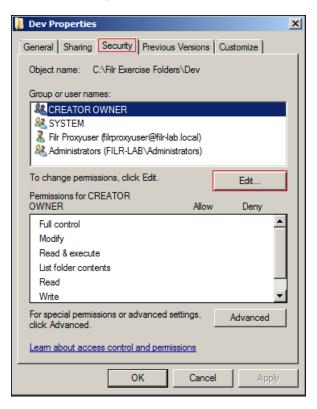
**10** Double-click *Filr-Exercise-Folders*.



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

📗 Dev	_	7/10/2013 9:34 A
📗 IS	Open Open in new window	7/10/2013 9:34 A
🐌 Mrk'	· · · · · · · · · · · · · · · · · · ·	7/10/2013 9:34 A
🐌 Sale	Share with Restore previous versions	7/10/2013 9:34 A
	Include in library	
	Send to	
	Cut	
	Сору	
	Create shortcut	
	Delete	
	Rename	
	Properties	

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



Click *Add*.

Permissions for Dev		×
Security		
Object name: C:\Filr Exercise Fo	olders\Dev	
Group or user names:		
& CREATOR OWNER		
SYSTEM		
Filr Proxyuser (filrproxyuser@f		
& Administrators (FILR-LAB\Ad	ministrators)	
·	· · · · ·	
D	Add	Remove
Permissions for CREATOR OWNER	Allow	Deny
Full control		
Modify		
Read & execute		
List folder contents		
Read		
Learn about access control and p	emissions	
ОК	Cancel	Apply

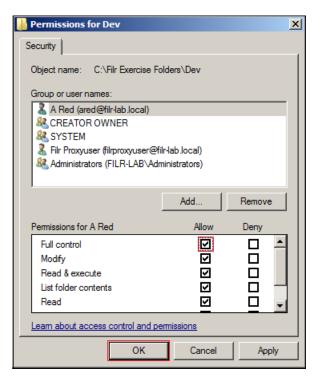
**14** Referring to Table 5-2 on page 33, type the user (object name) to assign full permissions to the directory (ared is for Dev), then click *Check Names*.

Select Users, Computers, Service Accounts, or Groups	<u>?</u> ×
Select this object type:	
Users, Groups, or Built-in security principals	Object Types
From this location:	
filr-lab.local	Locations
Enter the object names to select ( <u>examples</u> ):	
ared	Check Names
Advanced OK	Cancel

15 Click OK.

Select Users, Computers, Service Accounts, or Groups	? ×
Select this object type:	
Users, Groups, or Built-in security principals	Object Types
From this location:	
filr-lab.local	Locations
Enter the object names to select ( <u>examples</u> ):	
A Red (ared@filr-lab.local)	Check Names
Advanced OK	Cancel

**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 *filr-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.

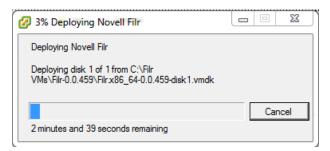
1 On a workstation with the vSphere client installed, extract the Filr.x86\_64-version.ovf.zip file that you downloaded in Chapter 3, "Downloading Filr Software," on page 11 until you have a folder containing three files with .mf, .ovf, and .vmdk extensions.



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

(	2 19	2.168	.1.50	- vSphere C	lient
	File	Edit	View	Inventory	Adminis
l		New			•
l		Depl	oy OVI	F Template.	•
		Ехро	rt		•
	[	Repo	urt .		

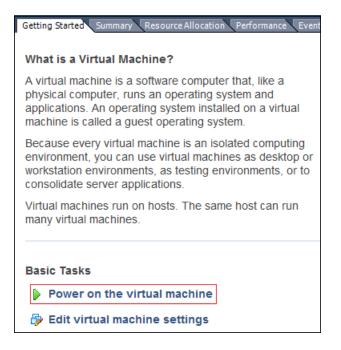
**3** Browse to and open the Filr .ovf file, then proceed through the various dialogs as you normally would until the virtual machine is deployed.



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

Capacity Disk Size: 20 + GB -	
Disk Provisioning         Image: Allocate and commit space on demand (Thin Provisioning)         Image: Support clustering features such as Fault Tolerance	
Location     Store with the <u>vi</u> rtual machine     Specify a <u>d</u> atastore:     Browse	
≤Back Next ≥ Cancel	

- 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.

		-	01
English	•	english-us (English (US))	•
manner prohibited by the United Sta applicable export laws, restrictions o		ation or any	
21. You have the rights expressly set other. All rights in and to the Font So rights, are reserved under the copyrig and other jurisdictions. All rights rese foregoing, to the extent that any law,	ftware, including un ht laws of the Unite rved. Notwithstandi	npublished d States	
governmental regulation shall be de jurisdiction to provide you with any a from those provided herein and such	emed by a court of dditional or differen	nt rights	
non-waiveable as a matter of law an specifically provided herein, then su governmental regulation shall be de	d to supersede the r ch law, statute, trea	ights ty, or	
Agreement. To the extent that any su statute, treaty or governmental regul	ich rights created by ation are waiveable	y any law, , you agree	
that your acceptance of the Agreem and irrevocable waiver of such rights by AMT or by an authorized dealer a	. The Agreement m	ay be enforced	
22. If this product is acquired under contract - use, reproduction or disclo	sure is subject to th	e	
restrictions set forth in the applicable DOD contract - use, duplication or di subject to the applicable restrictions	sclosure by the Gov		
252.277-7013; (iii) Civilian agency of disclosure is subject to FAR 52.277-1 restrictions set forth in the Agreemen	9(a) through (d) and		
"Monotype" is a trademark of Agfa M U.S. Patent and Trademark Office ar	and the second state of th		

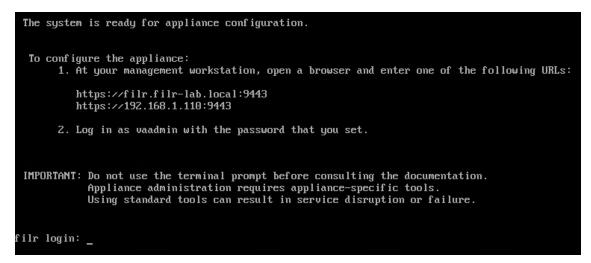
8 Complete the initial configuration settings, substituting the IP address and other settings that you identified in Chapter 2, "Hands-on System Requirements," on page 9 for the Filr appliance on your network.

**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:
novellfilr	novellfilr
Vaadmin Password:	Confirm Vaadmin Password:
novellfilr	novellfilr
<u>H</u> ostname (e.g. server.domain.com):	
filr.filr-lab.local	
<u>I</u> P Address (e.g. 10.0.0.1):	
192.168.1.110	
N <u>e</u> twork Mask (e.g. 255.255.255.0):	
255.255.255.0	
<u>G</u> ateway (e.g. 10.0.0.2):	
192.168.1.1	
<u>D</u> NS Server (e.g. 10.0.0.3):	<u>A</u> lternate DNS Server (e.g. 10.0.0.3):
192.168.1.200	
N <u>T</u> P Server/s (e.g. time.domain.com):	
time-a.nist.gov	
<u>R</u> egion:	Time <u>Z</u> one:
USA	Mountain (Denver) 👻

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



**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-IPaddress: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.

Novell₀ Novell Filr Appliance
Administration
Copyright 2011-2013 Novell, Inc. All rights reserved.
Username: vaadmin
Password: password Log in O

**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.

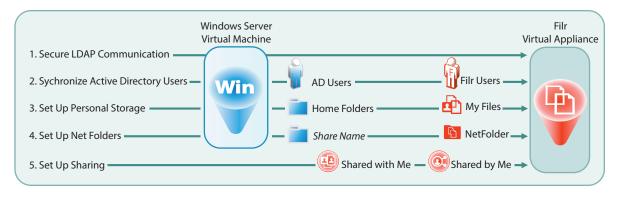
Database	
Set the MySQL admin	istrator password on the database.
User Name:	root
User Password:	N0v3llfi!r
Confirm Password:	N0v3llfi!r
Previous	Next

#### 7 Click Finish.

Default Local	9	
Select the prime	ry language of the Filr server.	
Default Locale:	English (United States) -	
Previous		Next Finish

**8** Skip to Chapter 7, "Administering Filr," on page 49.

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.

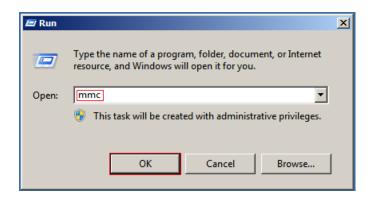
This section guides you through the following tasks:

- 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.

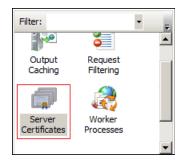
**1d** With IIS selected, click *Add*, then click *OK*.

Add or Remove Snap-ins			X
You can select snap-ins for this console from the extensible snap-ins, you can configure which e			
Available <u>s</u> nap-ins:		Selected snap-ins:	
Snap-in Vendor	<b></b>	Console Root	Edit Extensions
Folder Microsoft Cor		Internet Information Services (	
Group Policy Manag Microsoft Cor		_	<u>R</u> emove
Group Policy Manag Microsoft Cor			
Group Policy Object Microsoft Cor			Move Up
Group Policy Starter Microsoft Cor			11010 20
Internet Information Microsoft Cor			Move <u>D</u> own
IP Security Monitor Microsoft Cor	<u>A</u> dd >		
IP Security Policy Ma Microsoft Cor			
Remote Desktop Ser Microsoft Cor			
Remote Desktop Ses Microsoft Cor	<b>•</b>	<b>▲</b>	Ad <u>v</u> anced
			OK Cancel

**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.

Console Root	() () () () () () () () () () () () () (
	Connections

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*.

Actions
Import
Create Certificate Request
Complete Certificate Request
Create Domain Certificate
Create Self-Signed Certificate

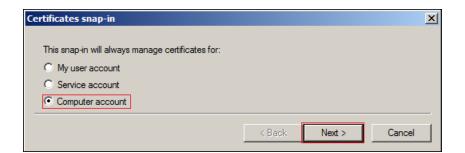
**1h** Name the certificate with a name you can remember, such as the server name, then click *OK*.

Create Self-	Signed Certificate	? ×
<b>D</b>	Specify Friendly Name	
Specify a for signing	file name for the certificate request. This information can be sent to a certificate authority	
Specify a f	friendly name for the certificate:	
win2008		
	OK Cance	9

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

Available <u>s</u> nap-ins:			
Snap-in	Vendor		
Active Directory Do	Microsoft Cor		
Active Directory Site	Microsoft Cor		
Active Directory Use	Microsoft Cor		
🛁 ActiveX Control	Microsoft Cor		
📝 ADSI Edit	Microsoft Cor		
Authorization Manager	Microsoft Cor		
Certificates	Microsoft Cor		<u>A</u> dd >
A DNS	Microsoft Cor		
Event Viewer	Microsoft Cor	-	

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



1k Click Finish.

Select Computer	×
Select the computer you want this snap-in to manage. This snap-in will always manage: C Local computer: (the computer this console is running on)	]
C Another computer: Browse	
Allow the selected computer to be changed when launching from the command line. This only applies if you save the console.	
< Back Finish Cancel	

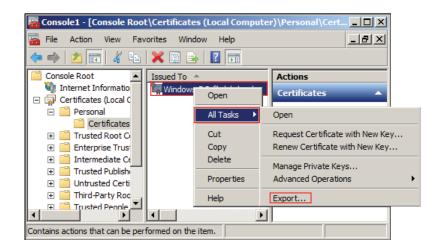
**1I** In the Snap-ins dialog, click *OK*.

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

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

🐺 Console1 - [Console Root	t\Certificates (Local Com	puter)\Personal\Certificate	
🚡 File Action View Fav	orites Window Help		_ 8 ×
🧢 🔿 📩 📅 🗋 🧕	📑 🛛 🖬		
Console Root	Issued To 🔺	Actions	
Internet Information S Certificates (Local Com	🛱 Win2008. filr-lab.local	Certificates	-
🗣 📄 Personal		More Actions	
Certificates     E      Trusted Root Certi		Win2008.filr-lab.local	-
⊞		More Actions	•
⊞ ≦ Trusted Publishers     ⊡ Untrusted Certifica			
🕀 🧮 Third-Party Root C			
🕀 🚞 Trusted People		1	
🕀 🚞 Certificate Enrollme		1	
🗄 🚞 Smart Card Trusted			
<b>I</b>	T F	1	

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



**10** In the Certificate Export wizard, click *Next*.

Certificate Export Wizard		×
	Welcome to the Certificate Export Wizard	
	This wizard helps you copy certificates, certificate trust lists and certificate revocation lists from a certificate store to your disk.	
	A certificate, which is issued by a certification authority, is a confirmation of your identity and contains information used to protect data or to establish secure network connections. A certificate store is the system area where certificates are kept.	
	To continue, click Next.	
	< Back Next > Cancel	

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

ertificate Export Wizard	X
Export Private Key	
You can choose to export the private key with the certificate.	
Private keys are password protected. If you want to export the private key with the certificate, you must type a password on a later page.	
Do you want to export the private key with the certificate?	
O Yes, export the private key	
No, do not export the private key	
< Back Next > Cance	

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

Certificate Export Wizard	×
Export File Format Certificates can be exported in a variety of file formats.	
Select the format you want to use: DER encoded binary X.509 (.CER)	
Base-64 encoded X.509 (.CER) Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)	
Include all certificates in the certification path if possible	
< Back Next > Can	:el

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

Certificate Export Wizard	×
File to Export	
Specify the name of the file you wa	nt to export
-1	
File name:	
windows2008-cert	Browse
	< Back Next > Cancel

**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.

Kovell Filr Appliance     Administration	
Username: vaadmin Password: novellfilr	Log in

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

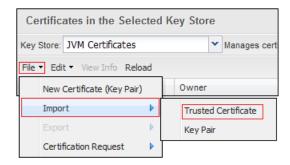


If you have accessed the console previously, you might need to click the *Home* link in the upper-right corner to see the icon.

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



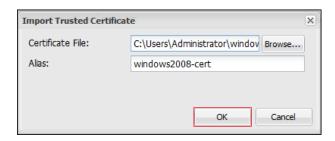
**2f** Click *File* > *Import* > *Trusted Certificate*.



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

Organize 🔻 New folder		:== -	•
Documents	Name *	Date modified	Туре 🔺
Music     Pictures	Downloads	6/11/2014 4:21 PM	File folder
Videos	🚡 Favorites	6/11/2014 4:21 PM	File folder
	闝 Links	6/11/2014 4:21 PM	File folder
🖳 Computer	My Documents	6/11/2014 4:21 PM	File folder
🕌 Local Disk (C:)	📗 My Music	6/11/2014 4:21 PM	File folder
Filr-Exercise-Fold	崖 My Pictures	6/11/2014 4:21 PM	File folder
inetpub PerfLogs	📔 My Videos	6/11/2014 4:21 PM	File folder
Program Files	D Saved Games	6/11/2014 4:21 PM	File folder
Program Files (x8	📝 Searches	6/11/2014 4:21 PM	File folder
Users	🟹 windows2008-cert	6/18/2014 2:48 PM	Security 두
🔒 Administrator 💌	<b>▲</b>		
File n	ame: windows2008-cert	▼ All Files (*.*)	•
		Open	Cancel

**2h** Click *OK* > *OK*.



2i Click Close.



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

Reboot	
Shutdown	

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

testusers		
Name	Туре 🔺	Description
گ A Black	User	
🚨 A Blue	User	
시 Gray	User	
Å A Green	User	
گ A Orange	User	
🚨 A Pink	User	
Å A Red	User	
گ A Yellow	User	
گ 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.

Novell. Filr	
Sign in using OpenID	
User ID: admin Password: admin	
Forgot your password?	
	Sign In

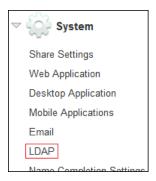
**5** When prompted, change the password to novellfilr.

Change Password
You are currently using the default password. For security reasons, you should change your password.
Current password:
•••••
New password:
•••••
Confirm new password:
•••••
OK Cancel

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



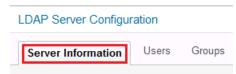
7 In the left navigation panel under *System*, click *LDAP*.



#### 8 Click Add.

LDAP Configuration		
	Servers	Us
Add	Delete	Syı
Server URL		
No LDAP servers have		

**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	ldaps://windows-server-IP-address	
	On NODS this is	
	ldaps://172.17.2.117 or ldaps://win2008.filr-lab.local	
User DN	<b>IMPORTANT:</b> 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.	
	<b>TIP:</b> If you aren't certain of the syntax, open a terminal prompt on the server and enter the dsquery user command.	
	On NODS this is:	
	cn=Administrator,cn=users,dc=filr-lab,dc=local.	
Password	The password of the user above	
	On NODS this is novellfilr.	
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 Gr	oups	
The LDAP server URL format is Idap://ho	st:port For example: Idap://localhost:389	
LDAP server URL:	Idaps://172.17.2.117	
User DN:	cn=Administrator, cn=users, dc=filr-lab, dc=local	
Password:	novellfilr	
Directory type:	Active Directory	
Enter the LDAP attribute that uniquely ide	ntifies a user.	
Guid attribute:	objectGUID 👻	
Select the LDAP attribute whose value wi	II be used as the Filr account name	
Filr account name attribute:	sAMAccountName -	
Enter the mappings from the internal identifiers to the LDAP attribute names of the user record. Use the following syntax: internalID=IdapAttributeName		
<pre>firstName=gn emailAddress=mail lastName=sn description=description phone=telephoneNumber lastName=surname firstName=givenName</pre>		
	OK Cancel	

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

LDAP Server Configuration		
Server Information Users Groups		
Add Delete Base DN User Filter		
Please add search criteria by pressing 'Add'.		
🕪 🔍 0-0 of 0 🕩 🕨		
OK Cancel		

Click the LDAP browse icon.

LDAP Sea	arch		
Base DN:	E		
Filter:	( (objectClass=Person)(objectClass=orgPerson) (objectClass=inetOrgPerson))		
Search	subtree		
Home-Directory Net Folder Configuration Select the method that will be used to create a user's home-directory net folder.			
◯ Use t	the following custom criteria		
	et Folder Server:		
Re	elative path:		
Use t	the LDAP home directory attribute		
🔘 Use t	the specified LDAP attribute		
At	ttribute name:		
On't	t create a home directory net folder		
	OK Cancel		

Browse to *testusers* and select it.

LDAP Browser	
▼ <b>♀ Tree</b> ▶ •⊜ Builtin ▶ •⊜ Computers	
<ul> <li>The second second</li></ul>	
<ul> <li>► Program Data</li> <li>► System</li> <li>► Estusers</li> <li>► Users</li> </ul>	
. 50010	Close

#### **14** Click *OK*.

LDAP Search		
Base DN:	ou=testusers.dc=filr-lab.dc=local	
Filter:	(&(!(objectClass=computer))( (objectClass= (objectClass=orgPerson)(objectClass=inetOr	
Search	subtree	
	rectory Net Folder Configuration e method that will be used to create a user's home-dire	ectory net folder.
O Use t	he following custom criteria	
Ne	et Folder Server: 👻	New Net Folder Server
Re	elative path:	
Use t	he LDAP home directory attribute	
O Use t	he specified LDAP attribute	
At	tribute name:	
Don't	create a home directory net folder	
		OK Cancel

The testusers container is added, so click *OK*.

LDAP Server Configuration			
Server Information Users	Groups		
Add Delete Base DN		User Filter	
ou=testusers,dc=filr-lab	b,dc=local	(&(!(objectClass=comp	uter))( (objectClass=Person)
		1-1 of 1 🕟 🕑	
			OK Cancel

- **15** Select the *Synchronization Schedule* tab, then select the following options:
  - Enable Schedule
  - Every Day
  - Repeat Every 0.25 Hours

LDAP Configuration		0
LDAP Servers User Settings Group Settings	Synchronization Schedule	Local User Accounts
<ul> <li>Enable schedule</li> <li>Every day</li> <li>On selected days</li> <li>Sun Mon Tue Wed Thu Fri Sat</li> <li>At 12 •: 15 • GMT</li> <li>Repeat every 0.25 • hours</li> </ul>		
	(	OK Cancel

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

LDAP Configuration	
LDAP Servers User Settings G	
Add Delete Sync All Preview Server URI User I	
The LDAP configuration has been modified Do you want to save the configuration?	d and must be saved before starting the sync.
	OK Cancel

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:9Added groups:0Modified users:0Modified groups:0Deleted users:0Deleted groups:0Disabled users:00			
Filter List			
Name	Туре	Action	
ablack (cn=a black,ou=testusers,dc=filr-lab,dc=local)	User	Added	
ayellow (cn=a yellow,ou=testusers,dc=filr-lab,dc=local)	User	Added	
ared (cn=a red,ou=testusers,dc=filr-lab,dc=local)	User	Added	
apink (cn=a pink,ou=testusers,dc=filr-lab,dc=local)	User	Added	
ablue (cn=a blue,ou=testusers,dc=filr-lab,dc=local)	User	Added	
filrproxyuser (cn=filrproxyuser,ou=testusers,dc=filr-lab,dc=local)	User	Added	
aorange (cn=a orange,ou=testusers,dc=filr-lab,dc=local)	User	Added	
agray (cn=a gray,ou=testusers,dc=filr-lab,dc=local)	User	Added	
agreen (cn=a green,ou=testusers,dc=filr-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*.

Vanagement
Users
Groups
Shares
Personal Storage
File Upload Limits

**18b** Select *filrproxyuser*.

≜ Full Name
A Gray
A Green
A Orange
A Pink
A Red
A Yellow
Email Posting Agent
File Sync Agent
filrproxyuser
Guest

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

Users				
New Import Profiles	elete More -			
■ É Full Name	Type Email			
A Gray	LORP			
🔲 📃 A Green	Delete Users			
A Orange				
A Pink	<ul> <li>Move user workspaces to trash</li> <li>Delete user workspaces</li> </ul>			
A Red	Delete user objects			
A Yellow	Deleting cannot be undone.			
Email Posting Age				
File Sync Agent	OK Cancel			
Filr Proxyuser	LORP			
Cuent	0			

**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*.

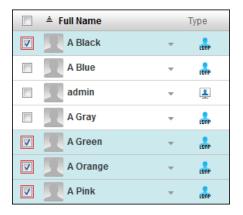
# 7.3 Setting Up Users' My Files Folders

**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



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

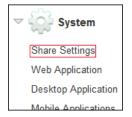


**3** Click *Close,* then continue with **Enabling Sharing**.

# 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.

Share Settings			
Rights	Rights Whitelist / Blacklist		
Allow	v all users to share with groups that have been import	ed fi	
Select a user or group to add to the list and then grant shar			
User or	Group: a		
Name	A Black (ablack)	1	
No one	A Blue (ablue)	-	
	admin (admin)		
	A Gray (agray)		
	A Green (agreen)		
	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.

S	Share Settings	0	
	Rights Whitelist / Blacklist		
	I Allow all users to share with groups that have been imported from LDAP		
	Select a user or group to add to the list and then grant share rights.		
	User or Group:		
	Name Rights	Туре	
	All Internal Users Internal / External / Public / Re-share / Share with all Internal users / Share File Link -	Group	0
•			1
	ок	Cancel	)

## 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.

~	Anagement
	Users
	Groups
	Shares
	Personal Storage
	File Upload Limits
	Mobile Devices
	Net Folders
	Net Folder Servers
	Net Folder Settings

**2** 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*.

**3** 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\$

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

Configuratio	n Authentication	Synchronization Schedule	Synchronization Options
Name:	Win2008.filr-lab.local-	Home_Folde	
	Contraction of the Contraction of the		
Server type:	Microsoft Windows	<b>•</b>	
The server pa		ing UNC syntax. For example:	

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

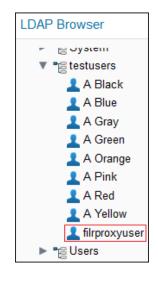
This sharing functionality is provided through Net Folder proxy users. However, the "Home" Net Folder Server has no Net Folder proxy user configured. That is why the yellow icon is displayed.

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.

**5a** Click the Authentication tab, then click the LDAP browser icon.

Edit Net Folder Server: Win2008-Home_Folders\$			
Configuration	Authentication	Synchronization Schedule	Synchronizati
	dministrator or cn=/	≝ delimited proxy name. Administrator,cn=users,dc=domai	n,dc=com or
Proxy name:	(		Ľ
Proxy passwore	d: (		
Test Connecti	on		
Authentication	type:	Auto detect (Kerberos then NTLM	) 🔻

**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.

Edit Net Folder Server: Win2008-Home_Folders\$		
Configuration Authentication	Synchronization Schedule Synchronization Options	
Specify the fully qualified, comma For example, Administrator or cn domain\user or user@domain <b>Proxy name</b> :	a-delimited proxy name. =Administrator,cn=users,dc=domain,dc=com or no space cn=FilrProxyuser]ou=testusers,dc=	
Proxy password:	•••••	
Test Connection		
Authentication type:	Auto detect (Kerberos then NTLM) 🔻	
	ОК	Cancel

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

Test succeeded
ОК

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

Then click OK.

Synchronization Schedule	
Enable scheduled synchronization	
Every day	
On selected days	
Sun Mon Tue Wed Thu Fri Sat	
<ul> <li>At 0 ▼: 00 ▼ GMT</li> <li>Repeat every 0.25 ▼ hours</li> </ul>	
	OK Cancel

**8** Click *OK* > *OK*.

The warning icon is removed.

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

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

**2** Use the information in Table 7-1 as you add a Net Folder server for each share.

Share	Field	Text	
Dev	Name	Development	
	Server Path	\\ <i>windows-server-IP-address</i> \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	\\ <i>windows-server-IP-address</i> \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	\\ <i>windows-server-IP-address</i> \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	\\ <i>windows-server-IP-address</i> \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.

New Net Folde	r Server		0
Configuration	Authentication	Synchronization Schedule	Synchronization Options
Name:	Development		
Server type: N	Aicrosoft Windows	-	
The server path Use \\server ip		ng UNC syntax. For example:	
Server path:	\172.17.2.117\Dev		
			OK Cancel

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*.

New Net Folder Server		0
Configuration Auther	ntication Synchronization Schedule Synchronization Options	
	l, comma-delimited proxy name. tor or cn=Administrator,cn=users,dc=domain,dc=com or main	
Proxy name:	cn=filrproxyuser,ou=testusers,dc=fi	
Proxy password:	•••••••	
Test Connection		
Authentication type:	Auto detect (Kerberos then NTLM) 🝷	
	ОК	Cancel

2c Click OK.

Test succeeded
ОК

- 2d Click the Synchronization Schedule tab, then select
  - Enable Scheduled Synchronization
  - Every Day
  - Repeat every 0.25 hours

Then click OK.

Synchronization Schedule	
Enable scheduled synchronization	
Every day	
On selected days	
Sun Mon Tue Wed Thu Fri Sat	
○ At 0 ▼ : 00 ▼ GMT	
Repeat every 0.25 ▼ hours	
ОКСа	ncel

**2e** Repeat from Step 2 to create Net Folder Servers for the IS, Marketing, and Sales shares.

3 Click Sync.

Manage Net Folder Servers		
Add	Delete Sync	
	Name	
<b>V</b>	Sales	
<b>V</b>	Marketing	
<b>V</b>	IS	
<b>V</b>	Development	
	Win2008-Home_Folders\$	

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.

Manage Net Folde	rs
Add Delete	Sync Stop sync
Name	Sync status
	No Net

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.

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

 Table 7-2
 Net Folder Configuration Information

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	0
Configuration	Rights Synchronization Schedule Data Synchronization
Name:	reviews
Net Folder Server:	Development   New Net Folder Server
Relative path:	personnel\reviews
	Test Connection

2c Click OK.

Test succeeded
ОК

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

<ul> <li>Use the index content setting defined on the Net Folder Server</li> <li>Use the index content setting defined below</li> <li>Index the content of files within this Net Folder</li> </ul>
<ul> <li>Use the Just-in-Time settings defined on the Net Folder Server</li> <li>Use the Just-in-Time settings defined below</li> <li>Enable Just-in-Time synchronization</li> </ul>
Maximum age for Just-in-Time results: 60 Seconds
Maximum age for ACL Just-in-Time results: 3600 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			0
Configuration	Rights	Synchronization Schedule	Data Synchronization
Define user and	group righ	ts to files in this Net Folder.	
User or Group:	ar		
Name	AF	Red (ared)	
No one has been			
	-		
			OK Cancel

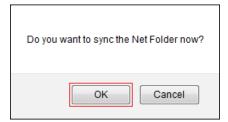
2f In the *Grant Rights* dialog, set the sharing rights as listed for the folder, then click OK.

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				



New Net Folder					0
Configuration	Rights	Synchronization S	Schedule	Data	Synchronization
Define user and	group righ	ts to files in this Net I	Folder.		
User or Group:					
Name		Rights	Туре		
ared		Internal/Access -	User	8	
					OK Cancel

**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.

ge Net Folders			6
Delete Sync Stop s	ync		Filter List
Name	Sync status	Server Name	Relative Path
reviews	×	Development	personnel\reviews
comp planning	×	Development	personnel\salaries
projects	×	Development	projects
training	×	IS	training\quick_starts
cool stuff	×	Marketing	advertising
projections	×	Sales	revenue\projections
2014 tracking	×	Sales	revenue\quotas
	Delete Sync Stop s Name reviews comp planning projects training cool stuff projections	Delete       Sync       Stop sync         Name       Sync status         reviews       •         comp planning       •         projects       •         training       •         cool stuff       •         projections       •	Delete       Sync       Stop sync         Name       Sync status       Server Name         reviews       Image: Development       Development         comp planning       Image: Development       Development         projects       Image: Development       Image: Development         training       Image: Development       Image: Development         projects       Image: Development       Image: Development         training       Image: Development       Image: Development         projections       Image: Development       Image: Development

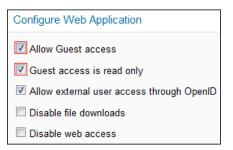
# 7.6 Setting Guest Access

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.

Share Settings
Web Application
Desktop Application
Mobile Applications
Email

**2** Select *Be deployed* > *Deploy files contained locally* > *OK*.

Configure Desktop Application				
Allow desktop applications to:				
✓ Access Filr				
Cache the user's password				
Be deployed				
Deploy files contained locally				
Deploy files accessed via a URL to another location				

**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.

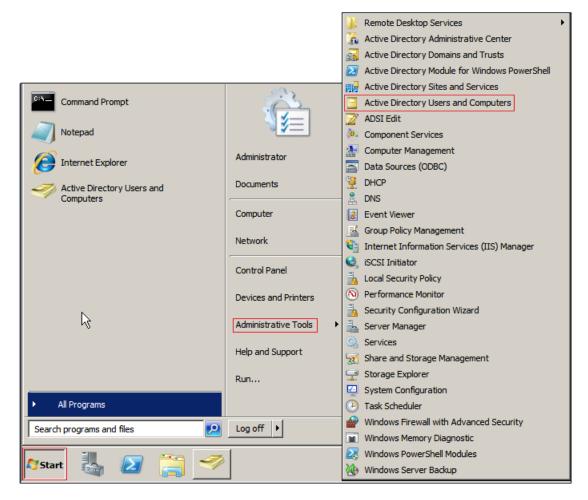
If you are not interested in email notifications or external sharing as part of the end user exercises, you can skip all of the remaining sections and steps in this guide that are marked (Email Only).

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

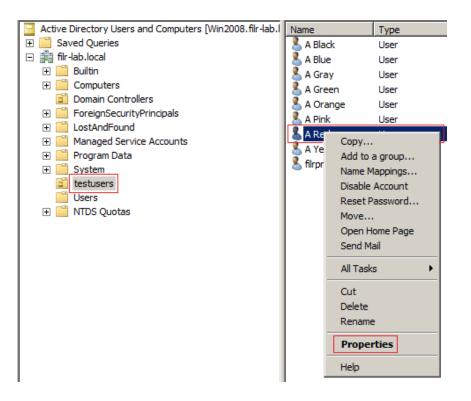
- Section 7.8.1, "(Email Only) Entering an Email Address for User ared," on page 81
- Section 7.8.2, "(Email Only) Synchronizing User ared's Change with Filr," on page 82

# 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.

A Red Properties		? ×
Remote Desktop Se	nvironment Sessions Remote ( nvices Profile Personal Virtual Desktop .ccount Profile Telephones Organization 1	COM+
First name:	A Initials:	
Last name:	Red	
Display name:	A Red	
Description:		
Office:		
Telephone number:	Other	
E-mail:	myworkemail@mycompany.com	
Web page:	Other	
	OK Cancel Apply	Help

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*.

LDAP Configuration		
LDAP Servers	User Setti	ngs
Add Delete	Sync All	Pre
Server URL		Us
Idaps://17	2.17.2.117	cr

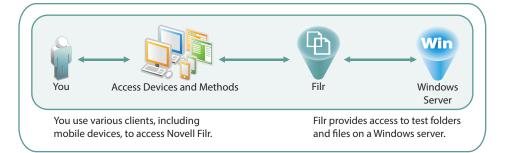
*ared's* changes are synchronized.

LDAP Sync Results			
Sync status: Completed (June 20, 2014 8:16:33 PM GMT)			
Added users:0Added groups:0Modified users:1Modified groups:0Deleted users:0Deleted groups:0Disabled users:00			
Filter List			
Name	Туре	Action	
ared (cn=a red,ou=testusers,dc=filr-lab,dc=local)	User	Modified	
🖲 💽 1-1 of 1 🕑 🖻			
	(	Close	

- **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.

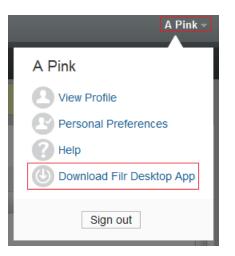
admin
admin
Administration Console
View Profile
Personal Preferences
Help
Download Filr Desktop App
Sign out

Otherwise, on your exercise workstation, start a browser and access the following URL: https://Filr-appliance-IP-address:8443

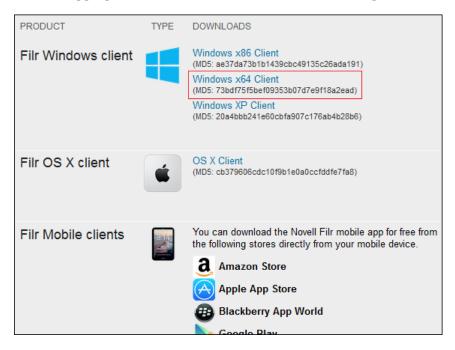
- **2** If prompted, accept and install the certificate.
- **3** Sign in as *User ID*: apink with the password filrrocks.

Novell. Filr	
🔲 Sign in using OpenID	
User ID: apink	
Password:	
Forgot your password?	
	Sign In Enter as guest

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



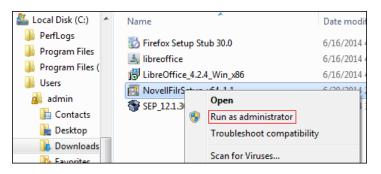
5 Click the appropriate link for the host workstation. For example, *Windows X64 Client*.



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*.

Novell Filr     Welcome to Novell Filr	
	Synchronize Novell Filr files between your computer and Filr Work on Novell Filr files offline from anywhere
	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	s to log in to the Novell Filr server.	Φ
<ul> <li>Account Information</li> <li>Synchronized Folders</li> <li>General Settings</li> </ul>	Server URL: https://172.17.2.112:8443 Example: https://filr.mycompany.com Username: apink Password: filrrocks Remember password < Prev Next > Ca	ncel

- **3** Continue through any security warnings.
- 4 Click Next.

Account Information	Synchronize folders to your	desktop by clicking "Add".		
Synchronized Folders	Name	Location		Size
) General Settings	My Files Shared with Me			0 bytes 0 bytes
	Add Remo	ve <pre></pre>	Next >	Cancel

**5** Click *Next*.

General Settings Select the folder on your com	puter where you want Novell Filr files to be synchronized
<ul> <li>Account Information</li> <li>Synchronized Folders</li> </ul>	Filr Folder C:\Users\admin\Filr Browse
Seneral Settings	Start Novell Filr at login
	< Prev Next > Cancel

6 Click Finish.

Summary Select the Novell Filr folders t	o synchronize to you	ır computer		Þ
<ul> <li>Account Information</li> <li>Synchronized Folders</li> <li>General Settings</li> </ul>	Server URL: Username: Filr Folder: Start at login: Novell Filr Folder	https://172.17 apink C:\Users\adm Yes rs to Synchronize		
	Name		Location	Size
	My Files Shared with	Me		0 bytes 0 bytes
			< Prev Finish	Cancel

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.

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

Table 8-1 User Roles and Tasks

# 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.

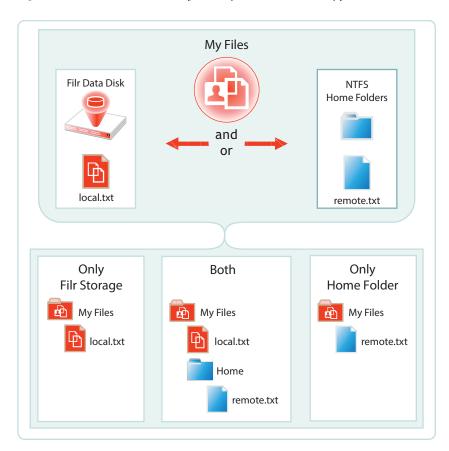
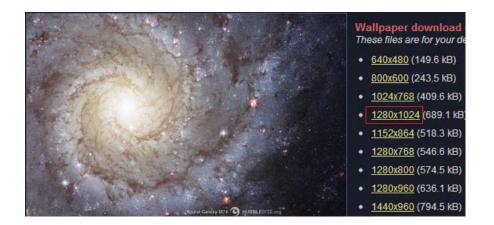


Figure 8-1 What Filr Users See in My Files Depends on What Is Set Up for Them

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).

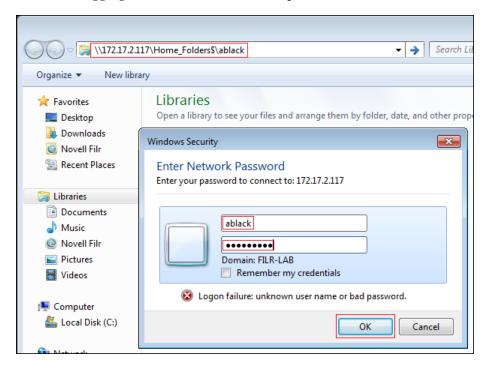
On the exercise workstation, open a browser, then click the 1280X1024 link.



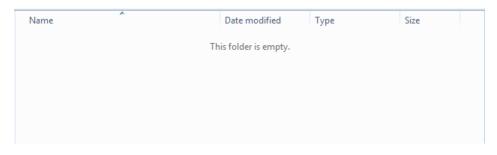
**2** Right-click the displayed image, then save it to the desktop.



- **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.

Recycle Bin		
hs-2007-41-a-1280_wallpap Item type: JPEG image Rating: Unrated Dimensions: 1280 x 1024		
Size: 689 KB	Downloads     Novell Filr     Recent Places	

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

Novell	. Filr
🔲 Sign in u	ising OpenID
User ID:	ablack
Password:	filrrocks
Forgot you	r password?
	Sign In Enter as guest

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

Nove	II₊ Filr	<b>F</b>	<b>.</b>		Ъ
<b>1</b> 0	Ģ	My Files	Shared with Me	Shared by Me	Net Folders
	My Files				
New	Folder Share	Delete Add F	iles More 🔻		
	≜ Name		$\Box$	Size	Modified
	🚡 Home		~		Jul 19, 2013 10:34 AM

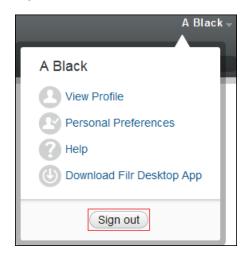
Refer to Table 4-1 and notice that user *ablack* has a home Folder and is also assigned personal storage. In other words, user *ablack* is an example of the section labeled "Both" in Figure 8-1.

**8** Open the Home folder.

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

Size
690 KB

**9** Sign out as user *ablack*.



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

Novell. Filr	
Sign in using OpenID	
User ID: admin	
Password: *******	
Forgot your password?	
	Sign In Enter as guest

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

admin -
admin
Administration Console
View Profile
Personal Preferences
Help
Sign out

12 Under Management, click Users.



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

Manage Users	
💶 Users	
New Import Profiles	Delete More -
📄 🔺 Full Name	Disable User Account
🔽 📃 A Black	<ul> <li>Enable User Account</li> </ul>
🗖 🔟 A Blue	Disable Personal Storage
admin	Enable Personal Storage
A Gray	Use Default Personal Storage Setting
	Disable File Downloads

- **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.

▷ A Black (ablack)		
Home 🞯		
New Folder Share Add Files More -		
□ ≜ Title	$\Box$	Size
🔲 🛛 🕞 hs-2007-41-a-1280_wallpaper.jpg 🗸 🗸	$\square$	690 KB

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*.

hs-2007-41-a-1280_wallpaper.jpg	_	690 KB
	Share File	
	Copy Link	

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

Share	
hs-2007-41-a-1280_wallpaper.jpg /Home Workspace/Personal Workspaces/A Black (ablack	/Home
all All Internal Users	<b>◆ ①</b>
😋 1-1 of 1 💽	
	OK Cancel

- **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.)

Novell	. Filr
🔳 Sign in u	sing OpenID
User ID:	ared
Password:	*****
Forgot you	r password?
	Sign In Enter as guest

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

Shared with Me			
Share More -			
□ ≜ Name		$\nabla$	Shared by
🔲 🛛 📄 hs-2007-41-a-1280_wallpaper.jpg	*		A Black

**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*.

A Red ⊸ ▲
A Red
View Profile
Personal Preferences
() Help
Oownload Filr Desktop App
Sign out

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

Profile	
A Red	
Personal Information	
Job Title:	
Contact Information	
Email:	myworkemail@mycompany.com
Phone:	
Text Messaging Email:	
Photos And Images	
Browse_ No file sele	cted.

**4** Click *Net Folders > reviews > apink.* 

Novell <sub>*</sub> Filr	<b>b</b>	<b>.</b>	<u>o</u>	<b>B</b>
<b>*</b> 🕫	My Files	Shared with Me	e Shared by N	le Net Folders
▷ Net Folders ▷ reviews				
o 🕞 apink 🛛				
New Folder Share   Delet	e Add Files.	More 🔻		
☐ ≜ Title		$\Box$	Size	Author
apink_2014.doc		• 📮	12 KB	File Sync Agent

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



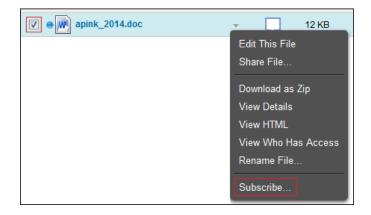
**6** In the *Share with* field, type p, then select *A Pink*.

Share		
W	apink_2014.doc /Home Workspace/Net Folders/reviews/apink	
P A	A Pink (apink)	0

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

Shared With	Delete	A Pink
A Pink Expires: Never Access: Viewer		Access Rights: Viewer Editor
🖲 🔍 1-1 of 1 🕩 🖻		Expires: Never -
		Note:
Notify: New and modified recipier	nts 🗸	
		OK Cancel

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*.

Subscribe
Novell Filr will send an email or text message when activity occurs in a file, folder, or comment. Select addresses to subscribe.
apink_2014.doc /Home Workspace/Net Folders/reviews/apink
Notification Type: 🕐
Email only (one email for each change)
wyworkemail@mycompany.com
▷ Email with Attachments
▷ Text Message
OK Cancel

- **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

apink_2014.doc	(0) Comments
me know when you have finished?	
Thanks. red	•
Comments are viewable by all users with access rights	Send

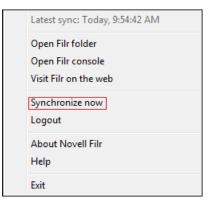
**12** Click *Send*, then close the Comments dialog.

#### 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.

	Latest sync: Today, 9:54:42 AM
	Open Filr folder
	Open Filr console
	Visit Filr on the web
	Synchronize now
	Logout
	About Novell Filr
	Help
	Exit

**4** Double-click *Shared with Me*.

Name	Date modified
🛃 My Files	6/26/2014 9:54 AM
🔊 Shared with Me	6/26/2014 9:54 AM

**5** Right-click *apink\_2013.doc*, then select *Open*.

*	Date m
<b>Open</b> New Print	20
	New

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*.

📄 apink_2014			126 1201	4 10:10 AM
is hs-2007-41		Open		4 11:55 PM
13 2007 41		New		.4 11.00 P W
		Print		
		Scan for Viruses		
		Open with		
		Share with	•	
		Restore previous versions		
	<	Share		
	O	Get File Link		
	Ģ	Comment		
	Ð	Synchronize now		
	0	View in a web browser		
		Send to	•	

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

Novell. Filr				
🔲 Sign in (	using OpenID			
User ID:	apink			
Password:	•••••			
Forgot you	ir password?			
	Sign In Enter as guest			

**9** Click *Shared with Me*.



**10** Click the drop-down arrow for apink\_2013.doc, then click View HTML.

• apink_2013.doc	Ŧ
• ks-2007-41-a-1280_wallpaper.jpg	View Details
	View HTML
	View Who Has Access
	Subscribe

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.

M ap	bink_2014.doc	(1) Comments
	A Red Jun 25, 2014 2:37:59 PM MDT Hi pink. Would you please edit this with your objectives and achievements and when you have finished? Thanks. red	Actions 👻
	I've included my input. pink Comments are viewable by all users with access rights	Send

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.

A Pink Jun 26, 2014 11:18:56 AM MDT	Actions 👻
 I've included my input. pink	

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

Looks good. Thanks. red	
Comments are viewable by all users with access rights	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*.

▶ Net Folders ▶ projects				View V	Vhaťs New
O □ current O					
New Folder Share 🕶	Delete Add	Files	More 💌	Filter List	
📄 📥 Title	$\Box$	Size	Author	Date	
e     e     abc_reqr.doc	• 🖵	9 KB	File Sync Agent	May 21, 2014	10:34 AM

- Image: Weight of the second second
- **4** Click the envelope icon next to the search field.

Share			
abc_reqr.doc /Home Workspace/Net Folders/projects/current			
Add a user, group or email address	<b>0</b>		
Enter names to define share rights. You have rights to share with: Internal users, External users			

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

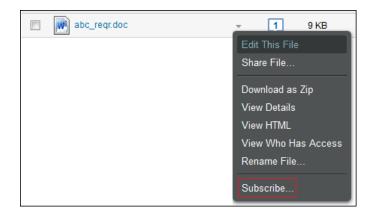


6 Click OK.

**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*.

Share					
abc_reqr.doc /Home Workspace/Net Folders/projects/current					
Add a user, group or email address	<b>4 0</b>				
Shared With     Delete	mopaque@example.com				
Impaque@example.com         Expires: Never         Access: Viewer         Image: Comparison of the second seco	Access Rights: © Viewer © Editor Expires: Never • Note:				
Notify: New and modified recipients -					
	OKCancel				

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*.

Subscribe
Novell Filr will send an email or text message when activity occurs in a file, folder, or comment. Select addresses to subscribe.
abc_reqr.doc /Home Workspace/Net Folders/projects/current
Notification Type: 🕜
Email only (one email for each change)
vared@example.com
Email with Attachments
▷ Text Message
OK Cancel

- **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.

💌 at	oc_reqr.doc	(1) Comments
	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 inclu release. Thank you.	de in the next
	Comments are viewable by all users with access rights	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.

A Re	ed has invited you to access an item (abc_red	qr.doc)		Inbox x	ē	7
+	A Red <ared@example.com> to</ared@example.com>	1:30 PM (	(8 minu	tes ago) 🔀	*	•
	A Red shared <u>abc_reqr.doc</u> This share never expires Novellø Filr					
•	Click here to <u>Reply</u> or <u>Forward</u>					

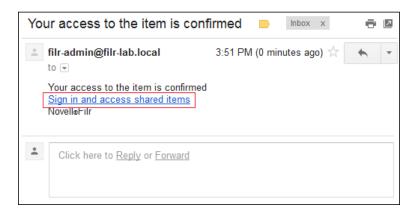
**3** The Filr registration dialog lets external users register or log in as a guest.

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

The User ID (email address) cannot be changed.

	been shared with you. To access it, p ation information and click Register.	lease
User ID:	mopaque@example.com	
First name:	M	
Last name:	Opaque	
Password:	••••••	
Re-enter passwo	rd:	
	Or	
To authenticate u	sing google, click on this image	gle
	Register Enter a	is 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*.

Sign in	using OpenID
User ID:	mopaque@example.com
Password:	filrrocks
Forgot you	ır password?

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*.

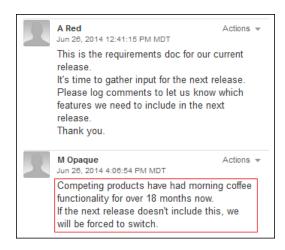
Emails will now be sent to user *opaque* as others comment on the document or perform other actions.

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.

▶ Net Folders ▶ projects	Opening xyz_reqr.doc	×
o 🔖 future 🛛	You have chosen to open:	
New Folder Share -	xyz_reqr.doc which is: Microsoft Word 97-2003 Document (9.0 KB) from: https://172.17.2.112:8443	
xyz_reqr.doc	What should Firefox do with this file?	
	Open with     LibreOffice Writer (default)	•
	<ul> <li>Save File</li> <li>Do this <u>a</u>utomatically for files like this from now on.</li> </ul>	
	OK Canc	el

**4** Insert the following text before the period:

, and it will make the morning coffee

# XYZ Project Requirement 1 This product will do everything that ABC does<mark>, and it will make the morning coffee</mark>.

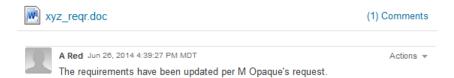
- **5** Save the file to the Desktop, then close LibreOffice.
- **6** Drag the file from the desktop to the browser.

Recycle Bin	€ future + ← ▲ https://172.17.2.112:8443/ssf/a/c/p_name	:/ss_forum/p_action/
hs-2007-41	Novell. Filr	Shared with Me
	<ul> <li>Net Folders ▷ projects</li> <li>         Inture ③     </li> <li>New Folder Share → Delete Add File</li> <li>         Inture → Title     </li> </ul>	es More 🔻
	xyz_reqr.doc	• [J

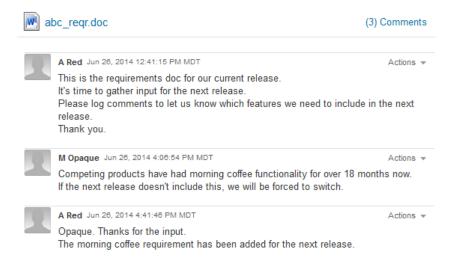
7 Click Overwrite Files.

File Conflicts				
Files with the same name already exist in this folder. Do you want to continue and overwrite the existing files?				
Home Workspace/Net Folders/projects/				
Conflicting Files:				
xyz_reqr.doc				
Overwrite Files Cancel Copying				

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



**9** Log a comment for the abc\_reqr.doc file that Opaque's requirement has been included in the next version.

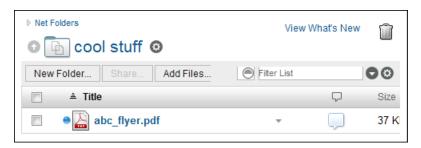


**10** Continue with Public Sharing.

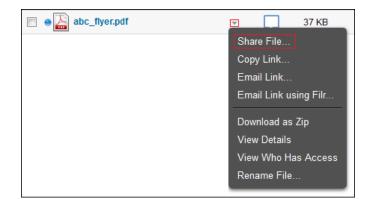
#### 8.3.4 Public Sharing

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.*



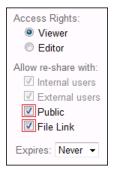
**3** Click the file drop-down arrow  $\neg$  for abc\_flyer.pdf, then select *Share File*.



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

0	
A Orange (aorange)	

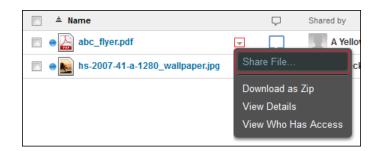
**5** Click *Public* > *File Link* > *OK*.



- **6** Log in as *User ID*: aorange.
- **7** Click *Shared with Me*.

E Shared with Me	
Share More -	
■ ≜ Name	
abc_flyer.pdf	~
hs-2007-41-a-1280_wallpaper.jpg	Ŧ

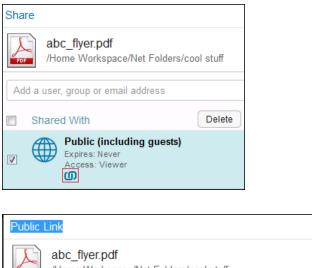
8 Click the action drop-down for the abc\_flyer.pdf file, then click *Share File*.



**9** Click *Make Public*.

Share		
PDF	<b>abc_flyer.pdf</b> /Home Workspace/Net Folders/cool stuff	Make Public

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



abc_flyer.pdf /Home Workspace/Net Folders/cool stuff	
View File Link https://172.17.2.112:8443/ssf/a/c/p_name/ss_forum/p_action/1/ac	
Download File Link https://172.17.2.112:8443/ssf/s/readFile/folderEntry/5/2c9182f046c	
	Close

**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.

Novell. Filr	
🔲 Sign in using OpenID	
User ID:	
Password:	
Forgot your password?	
	Sign In Enter as guest

**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*.

Vanagement
Users
Groups
Shares
Personal Storage
File Uplead Limite

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

Add Group		9
Name:	filr_SIG	
Title:	Friends of Filr	
Description:		
	p is for those interested in using ar the use of Novell Filr.	nd
	embership is static embership is dynamic	
	ок	Cancel

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

Static membership for group: filr_SIG			
Allow external users and groups			
Users Groups			
User:			
Remove			
Name			
✓ A Orange			
A Gray			
A Yellow			
A Pink			
A Black			
🕪 🔍 1-5 of 5 🕩 🕨			
OK			

**5** Click *Close*.

Manage Groups	0
Add Delete More -	Filter List
Type Title	Name
Friends of Filr	✓ filr_sig
📧 🕢 1-1 of 1 🕨 🕨	0
	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*: ablue.
- **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.

▷ Net Folders		
o 🕞 training 🙁		
New Folder Share   Delete Add Files	More 🕶	
☐ ≜ Title	$\Box$	Size
Novell Filr.pdf		34 KB
	Share File	
	Download as	: Zip
	View Details	
	View Who H	as Access
	Rename File	

filr	
filrproxyuser (filrproxyuser)	
filr_sig This group is for those interested in u	sing and promoting the use of Nove

Access Rights:		
Viewer		
Editor		
Allow re-share with:		
Expires: Never -		

**3** Close the Group Management dialog.

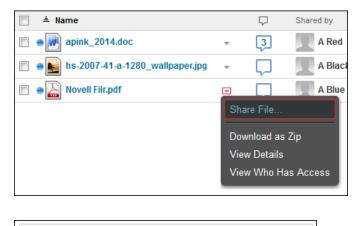
A few days after user *ablue* shared the file, user *apink* is talking with user *ared* in the hallway and mentions the Filr quick start.

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

Q quid	*	A Red -	
Search	quick		Search
	۲	Search Entire Site	
	$\bigcirc$	Search My Files	
	$\bigcirc$	Search Net Folders	
	$\bigcirc$	Search Shared with Me	
	$\bigcirc$	Search Shared by Me	
	$\bigcirc$	Search Current Folder: Home	
		Include Sub-Folders	
	[No res	ults]	

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*.



ar	
A Red (ared) myemail@example.com	



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

Search	quick					
	۲	Search Entire Site				
	$\bigcirc$	Search My Files				
	$\bigcirc$	Search Net Folders				
	$\bigcirc$	Search Shared with Me				
	$\bigcirc$	Search Shared by Me				
	Search Current Folder: Home					
	Include Sub-Folders					
Search results [ 1-1 ]						
Novell Filr.pdf						
	ile Sync					
1						

## 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> <li>User ared opens the file in LibreOffice and plans a 5.5% increase for user apink's 2015 salary.</li> </ol>
Planning	projections	fy_2015.xls	<ol> <li>User ablack shares the file with user agray as a viewer and asks whether the goals are realistic.</li> </ol>
			<ol> <li>User agray comments that the Q3 estimate is low and the Q4 estimate is high. User agray asks that \$10,000 be transferred from Q4 to Q3.</li> </ol>
			<ol> <li>User ablack adjusts the Q3 and Q4 estimates, thanks user agray, and acknowledges the change.</li> </ol>
Reporting	quotas	fy_2014.xls	<ol> <li>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.</li> </ol>
			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.