

Quick Start

Bocconi Cloud Service, based on Novell Filr, allows you to easily access all your files and folders from your desktop, browser, or a mobile device. In addition, you can promote collaboration around your files by sharing files and folders with others.

This Quick Start describes how to use Bocconi Cloud Service, called Filr in the rest of the document, from your Windows desktop.

In addition to accessing Filr from your desktop, you can also access it in the following ways:

- ◆ From a web browser on your workstation
- ◆ From a mobile device

You can synchronize your Novell Filr files with your computer and then modify the files without accessing the Filr site directly. Additions, modifications, and other actions are synchronized between Filr and your computer.

Supported Environments

The Filr desktop application for Windows is supported on Windows 7, 8.1 and 10.

Getting Started

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- ◆ “Logging in the First Time” on page 3
- ◆ “Understanding Synchronization” on page 3

DOWNLOADING AND INSTALLING THE FILR DESKTOP APPLICATION

- 1 On your workstation, access the Filr web application from a browser.
- 2 Click your linked name in the upper-right corner of the page, then click Download Filr Desktop App.
- 3 Click either the *Windows x86 Client* link or the *Windows x64 Client* link to download the application appropriate for your operating system.
- 4 After the download completes, open the MicroFocusFilrSetup-x86-3.0.exe file or the MicroFocusFilrSetup-x64-3.0.exe file, depending on whether you have a 32-bit or 64-bit operating system.
- 5 Click *Next*.
- 6 Accept the license agreement, then click *Next*.
- 7 Change the installation location for the Filr desktop application, or click *Next* to accept the default location.
- 8 Click *Install*.
- 9 Click *Finish* when the installation is complete, then continue with “Logging in the First Time” on page 3.

LOGGING IN THE FIRST TIME

After you download and install the Filr desktop application, you are prompted to log in to the application.

To log in to the Filr Desktop Application:

1. In the Micro Focus Filr Login dialog, specify the following informations
 - a. **Server URL:** `https://cloud.unibocconi.it`
 - b. **Username:** Specify the Filr user name that you use to log in to the Filr site.
 - c. **Password:** Specify the Filr password that you use to log in to the Filr site.
 - d. **Remember password:** Select this option to have the Filr desktop application remember your password.
2. Click **Login**. The Filr desktop application is now running, and the **Filr** icon  is visible in the notification area.

UNDERSTANDING SYNCHRONIZATION

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When Synchronization Occurs

Synchronization from the Filr desktop application to the Filr server occurs immediately after the file is saved and closed; synchronization from the Filr server to the Filr desktop application occurs every 5 minutes. If the server becomes unavailable, the desktop client attempts to contact the server every minute until a connection is re-established.

You can manually synchronize files if you do not want to wait for the scheduled synchronization. For more information, see “Manually Synchronizing Files” on page 5.

Which Folders Are Synchronized

Filr synchronizes files to your workstation when the files are located in the following locations in Filr:

My Files: Files that are located in your *My Files* area on the Filr site are synchronized to your workstation by default. They represent content of your Home Directory (G: Drive).

When you add files to the My Files folder from your workstation (`/Users/userid/Filr My Files`), the files are automatically synchronized to Filr at the next synchronization.

Shared with Me: Files that are located in your *Shared with Me* area on the Filr site are synchronized to your workstation by default. You can edit files in your Shared with Me area and the edits are synchronized to Filr.

However, you cannot add files to the root of the *Shared with Me* folder from the Filr desktop application on your workstation (`/Users/userid/Filr/Shared with Me`). If you do, the files are not synchronized to Filr. You can add files to folders that have been shared with you, if you have Contributor rights to the folder.

Net Folders: Files that are located in *Net Folders* are not synchronized to your workstation by default. You can configure Net Folders to be synchronized, as described in “Configuring Folders to Synchronize” on page 4. They represent your Shared Network Drive (I:, S, Drives etc.)

Net Folders are folders and files on your corporate file system. Corporate files can be files on your home directory, files on a mapped drive, or files on a remote server. Filr gives you seamless access to these files, regardless of their location.

Files located at the root of the */Users/userid/Filr* folder cannot be synchronized. Instead, add files to one of the appropriate subfolders (My Files or Net Folders). You cannot add files to the *Shared with Me* folder.

What Actions Are Supported

When you perform any of the following actions on folders and documents within the Filr folder on your file system, the action is synchronized between your computer's file system and the Filr server at the next synchronization:

- ◆ Create documents and folders
- ◆ Share documents and folders
- ◆ Comment on documents
- ◆ Modify documents
- ◆ Move documents
- ◆ Rename documents and folders
- ◆ Delete documents and folders

Documents and folders that you delete from the Filr desktop application are also deleted on the server, as long as you have rights to delete it. However, this is not always true when deleting documents from the *Shared with Me* area.

If you delete a document or folder from the *Shared with Me* area and that document or folder has been directly shared with you, it is no longer synchronized to the Filr desktop application and the documents and folders remain on the server.

If you delete a document or folder that is a subfolder of a folder that was shared with you, or if the document is located in a folder that was shared with you, the document or folder is deleted if you have sufficient rights to delete it.

Configuring Folders to Synchronize

If you want to change folders to synchronize, you have to make them *Available-offline*:

1. navigate to the folder you want to synchronize.
2. Right-click the file or folder.
3. Click *Make Available Offline*

If you want to stop folders to synchronize, you have to make them *Available Online-Only*:

1. navigate to the folder you want to stop synchronize.
2. Right-click the file or folder.
3. Click *Make Available Online-Only*.

Viewing Filr Files from Your Computer

Click the *Filr* icon  in the notification area, then click *Open Filr folder*.

You can access the Filr folder directly from your file system. The Filr folder is in the *Places/userid* directory.

Manually Synchronizing Files

You can manually synchronize files between Filr and your computer if you do not want to wait for the scheduled synchronization. Files must be closed before they can be synchronized.

To manually synchronize all your files: Click the Filr icon  in the notification area, then click *Synchronize now*.

To manually synchronize an individual file or folder:

- 1 Navigate to the file that you want to synchronize.
- 2 Right-click the file, then click *More Filr Options->Synchronize Now*.

Sharing a File or Folder

Understanding Sharing Options

One of the Filr features is to provides methods of making files and folders available to others.

Sharing allows you to share files and folders with specific users and groups internal to your organization or with specific users external to your organization.

When you share a file or folder, you define the level of access users have to the item. For example, you might give a user Viewer access only. Or, you might give a user Editor access to a file and allow them to re-share the file with others.

Users receive a notification about the shared item and the item is displayed in their *Shared with Me* area.

You can share files and folders directly from the Filr desktop application:

- 1 Navigate to the file or folder that you want to share.
- 2 Right-click the file or folder, then click *Share*
The Filr Share dialog box is displayed.
- 3 In the *Add a User, Group, or Email* field, begin typing the name of a user or group that you want to share with, then click the name when it appears in the drop-down list
or
Specify the complete email address of the external user that you want to share with, then press Return.

- 4 Choose the access level to give to the user, let re-share and write note
 - a. **Access:** Grant one of the following access roles to the user or group:
 - ◆ **Viewer:** Users can view individual files that are shared with them or all files within the folder that is shared with them.
 - ◆ **Editor:** Users can view and modify individual files that are shared with them or all files within the folder that is shared with them.
 - ◆ **Contributor:** (Applies only when sharing folders). Users can create files in the folder, rename existing files, modify files, move files, and delete files inside the folder. Users cannot perform actions on the folder itself.
 - b. **Expire:** Set a date when the share will expire.

You can configure the share to expire either after a given number of days (each day is counted as a 24-hour period from the time that you set the expiration) or on a specific day (rights expire at the beginning of the day that you select).
 - c. **Allow re-share with:** you may decide that user may re-share
 - ◆ **Internal Users:** Allow share recipients to re-share the item with internal users.
 - ◆ **External Users:** Allow share recipients to re- share the item with external users.
 - d. **Note:** Include a personal note to the share recipients. Only share recipients can read the note.
- 5 (Optional) In the Notify section, click the drop-down list and choose from the following notification options:

None: Send no notifications.

All recipients: All recipients in the share list are notified.

Only newly added recipients: Only recipients that you add to the share list are notified.

New and modified recipients: Only new recipients and those whose share rights you are modifying are notified.
- 6 Click *Save*.
- 7 Repeat Step 3 to share with additional users, if any.

Viewing Filr Properties for a File or Folder

You can view the following Filr properties that are associated with your files and folders:

- ◆ File name
- ◆ File path (this is the path to the file or folder from within the Filr system)
- ◆ File size (applies to files only, not folders)
- ◆ User who created the file or folder
- ◆ Date the file or folder was created
- ◆ Date the file or folder was modified
- ◆ User who shared the file
- ◆ Users who the file is shared with

To view Filr properties for a file or folder:

1. Right-click the file or folder for which you want to view the Filr properties.
2. Click *Get Filr Info*.
The Filr properties for the file or folder are displayed in the Filr Info dialog box.
3. (Optional) If you have rights to share the file or folder, you can click *Share* to launch the Filr Share dialog box.

Viewing Recent Activity

You can view activity that has recently taken place in the Filr desktop application. For example, you can see the date and time that Filr folders were synchronized, which files were modified, and information about any synchronization issues you might be experiencing.

To view recent activity:

1. Click the *Filr* icon  in the notification area, then click *Open Filr console*.
2. Click *Recent Activity*.

Viewing System Alerts

The Filr desktop application might need to make you aware of various alerts, such as new software updates, expired passwords, server downtime, and so forth.

When system alerts are available, this information icon  flashes over the *Filr* icon .

To view system alerts:

1. Click the *Filr* icon  in the notification area, then click *Open Filr console*.
2. Click *System Alerts*.

Understanding and Resolving Synchronization Issues

Most synchronization issues can be resolved through the Pending Actions section of the Filr Console. If issues require further investigation, you can check the desktop logs.

- ♦ “Understanding Pending Actions” on page 8
- ♦ “Resolving Document Conflicts” on page 9

UNDERSTANDING PENDING ACTIONS

You might encounter any of the following synchronization issues, indicated by one of the following icons:

-  : There is an upload error.
-  : There is an upload warning.
-  : There is a download error.
-  : There is a download warning.
-  : There are upload and download errors.
-  : There are upload and download warnings.
-  : The client has not yet attempted to upload or download the file.

If you are unsure why a document is not downloading or uploading, view the recent activity, as described in “Viewing Recent Activity” on page 7.

RESOLVING DOCUMENT CONFLICTS

If a document is edited at the same time from various locations, conflicts can arise.

To resolve document conflicts:

1. Click the *Filr* icon  in the notification area.
2. Click *Open Filr console*.
3. Click *Pending Changes*.



4. Next to the conflict that you want to resolve, click *Resolve*, then choose one of the available options:

Keep your version: Replaces the file on the Filr server with your version.

Keep the server version: Discards your file and replaces it with the version on the Filr server.

Keep both files: The file on the Filr server is saved as the original file and your version of the file is renamed.

