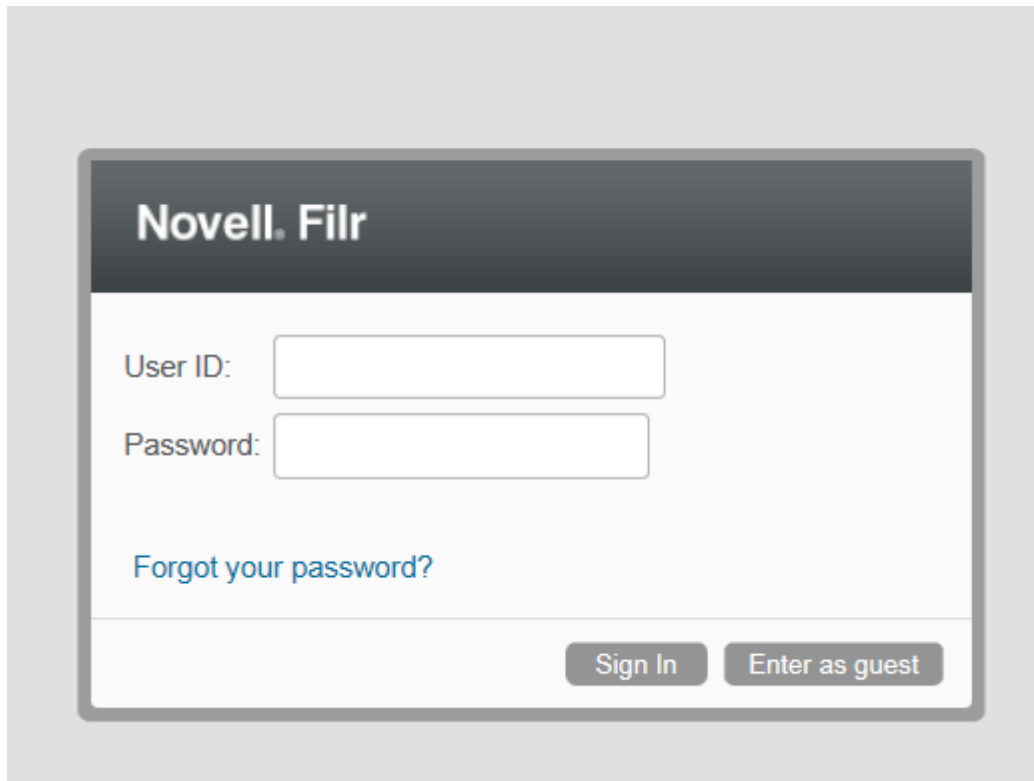
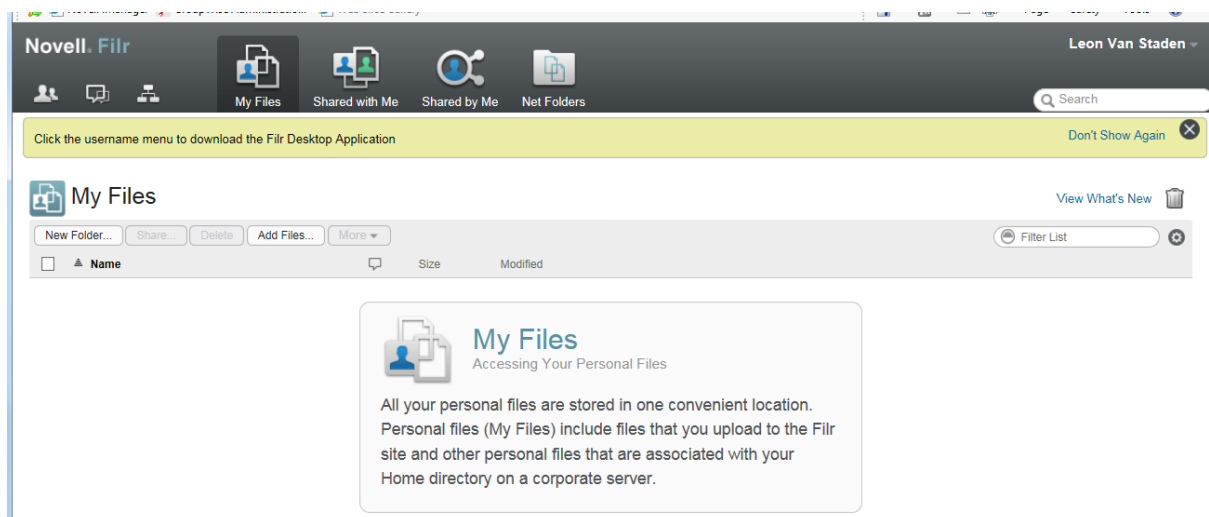


Novell Filr

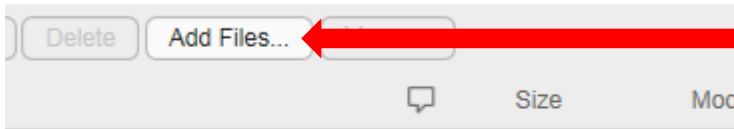
The official link is: <https://filr.tourism.gov.za:8443>



Login with your username details, your network username and password.



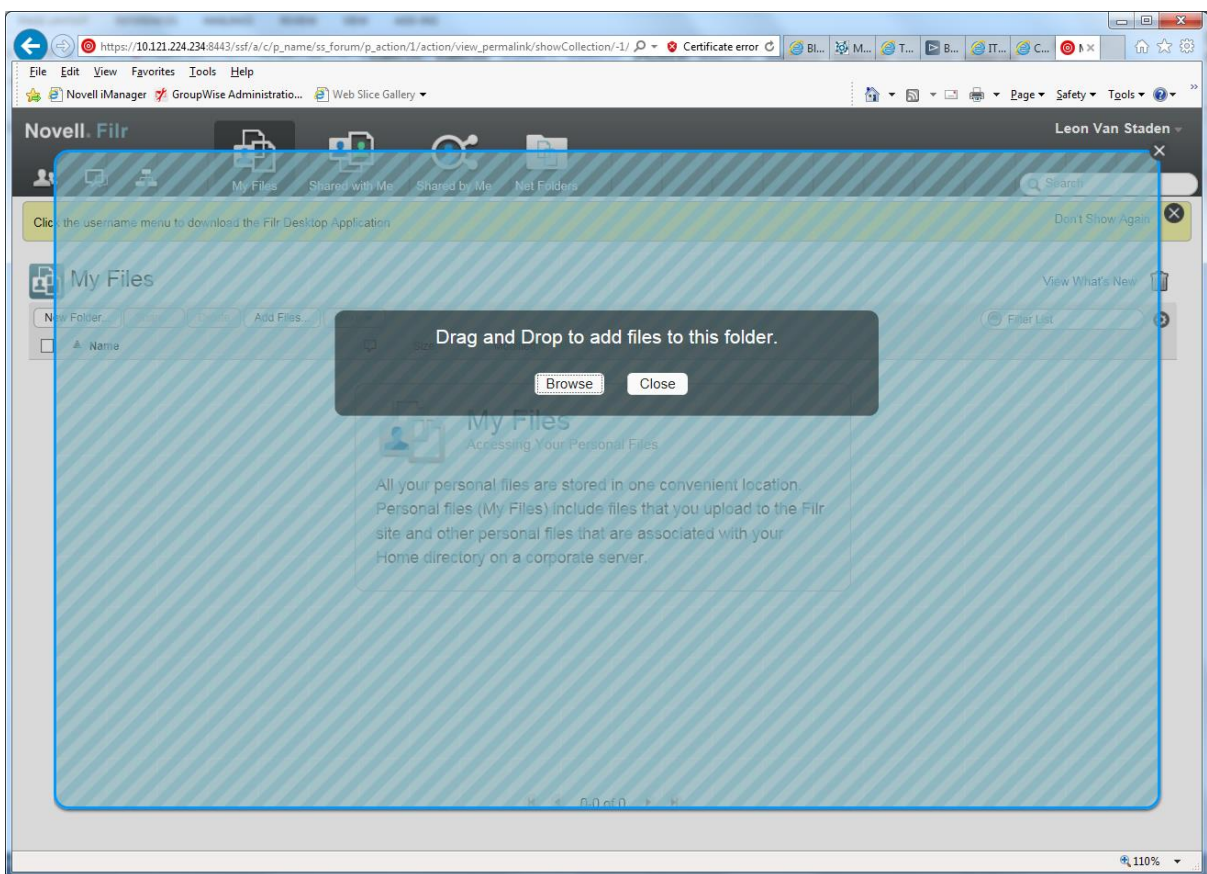
Once successful logged in the above home screen will display.



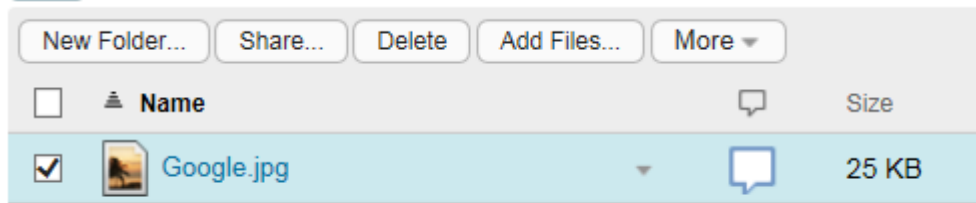
To add a file just click on the Add Files button:



To add files just drag and drop the file to be shared to the area indicated in the popup window.

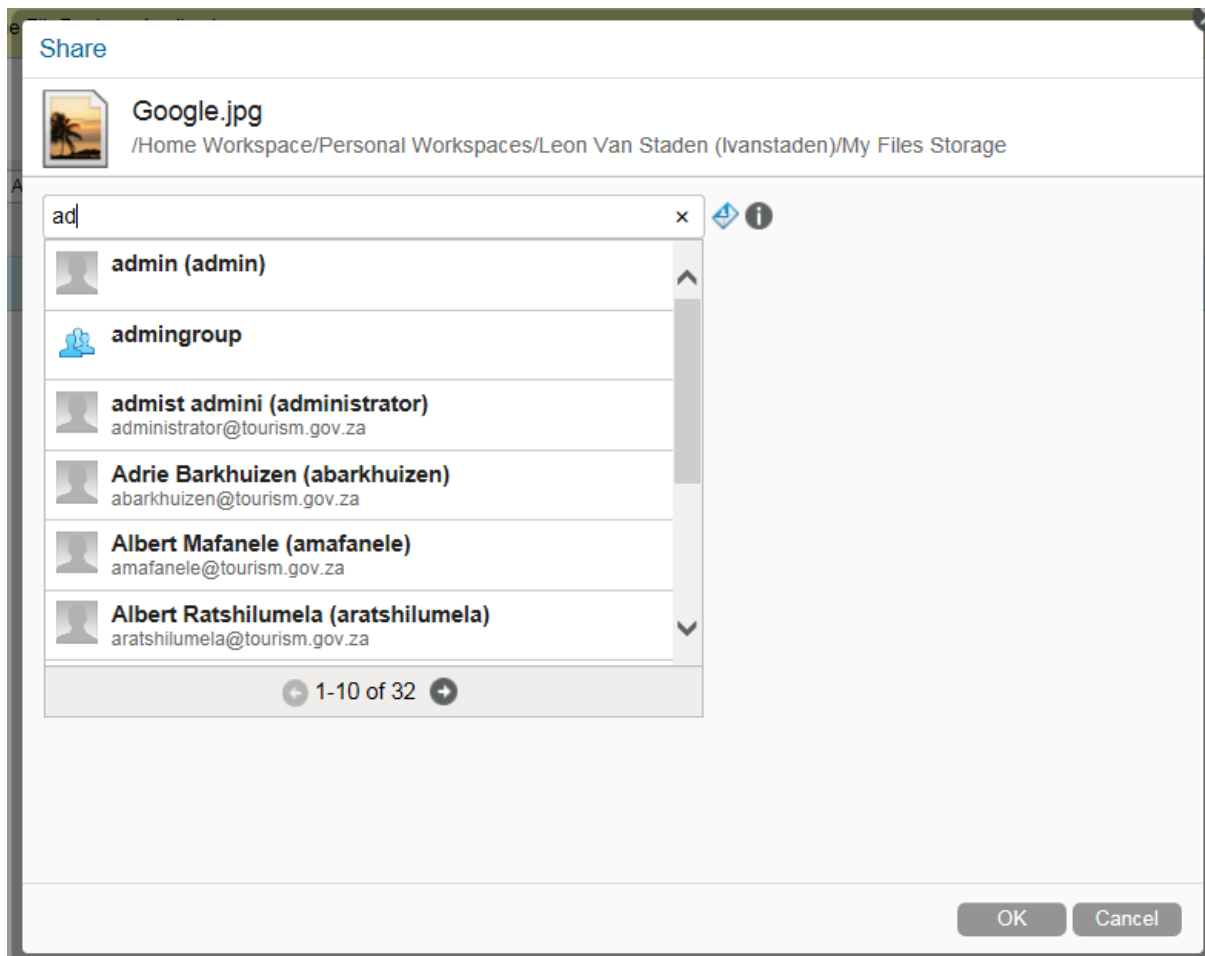


Once the file is uploaded to the server

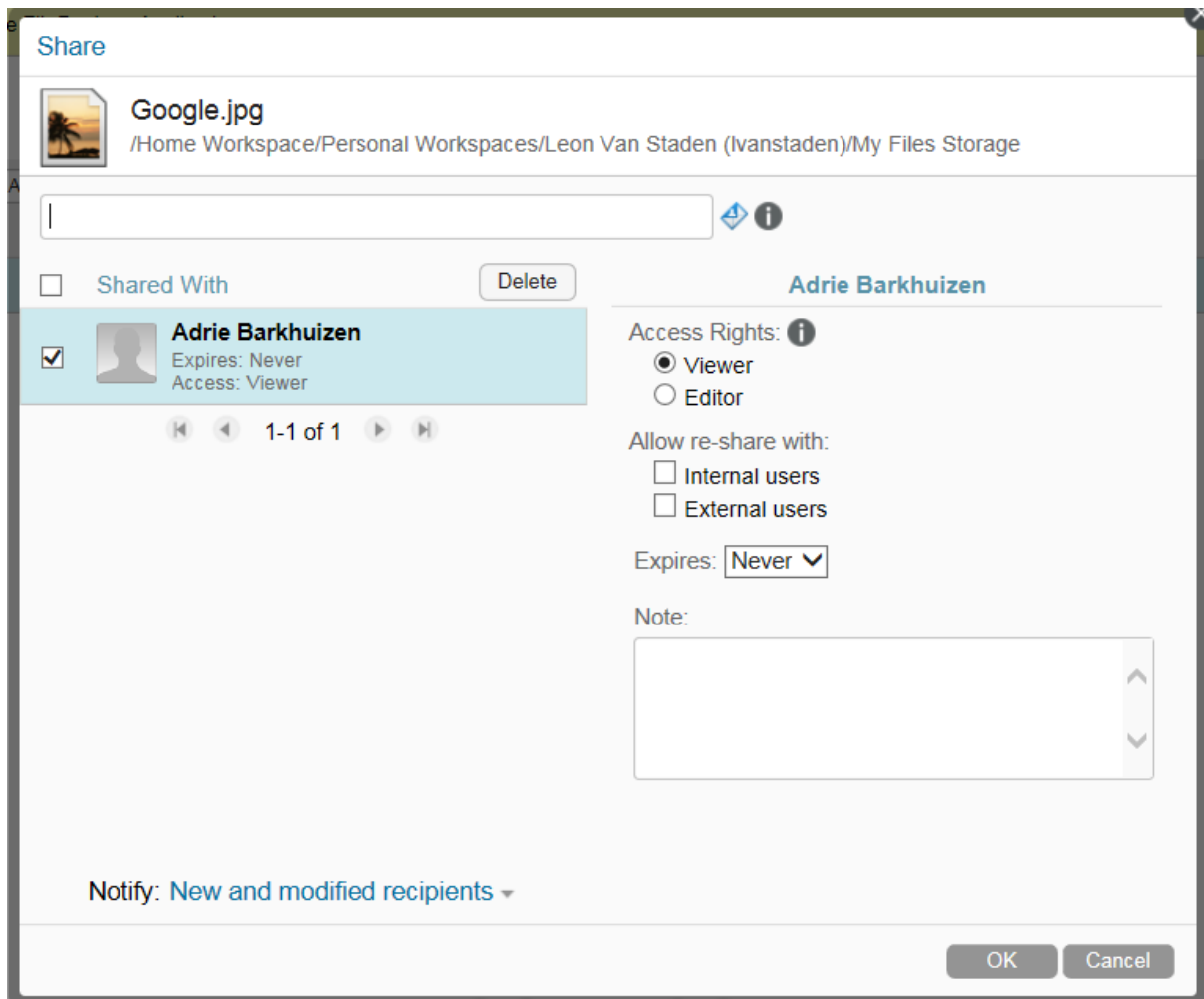


Select the file as above:

The click on Share:

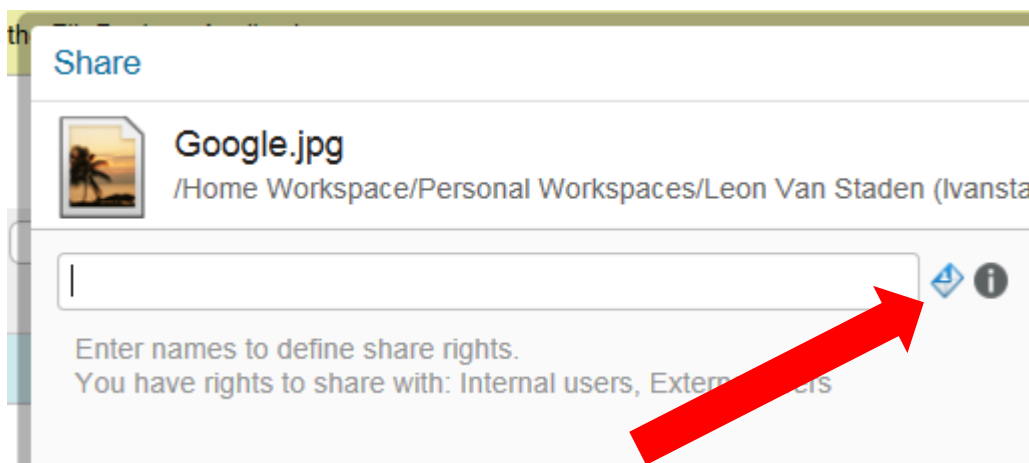


Now type the person's name you would like to share the file with and select the user form the list for sharing with internal users, as below.



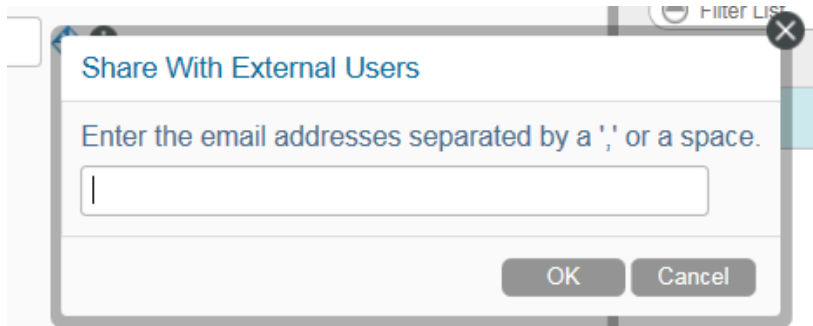
Here you can select the options you wish to set for the file you are planning to share. Then click ok, an automatic link will be send to the user whom you share the file with informing the user that you shared a file with them.

To share the file with an external person.



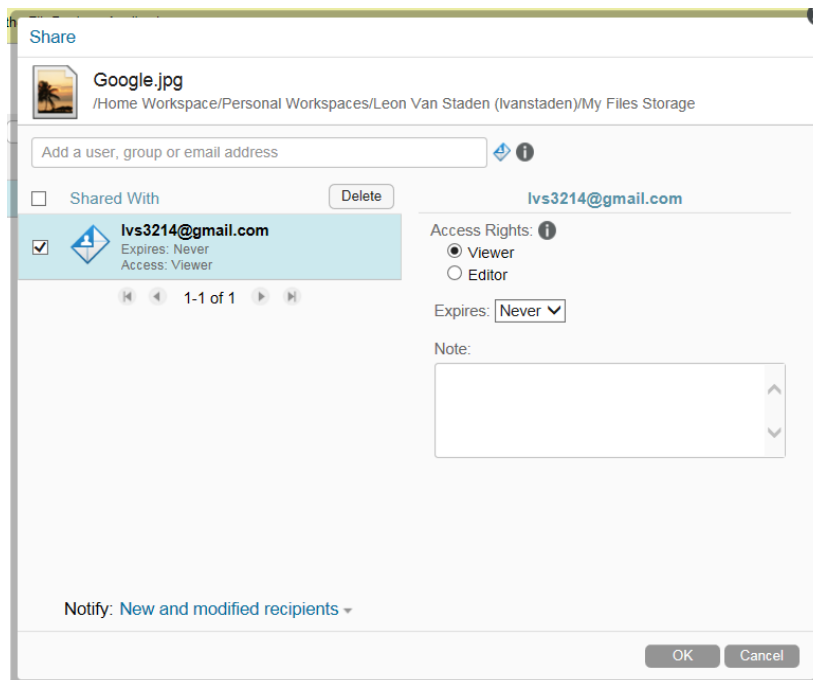
Click on the external share as indicated above.

Now type the email address for the person you want to share the file with.



Then click OK.

The same windows pops up that will allow you to set permissions on the file you are sharing for the user you selected as below



A link will be sent to the user's e-mail address to inform him or her that you shared a file with them.