Novell Filr

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

Novell. Filr		
User ID:		
Password:		
Forgot your password?		

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

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Novell. Filr	Leon Van Staden ⊭
🚨 💭 🚔 My Files Shared with Me Shared by Me Net Folders	Q Search
Click the username menu to download the Filr Desktop Application	Don't Show Again 🗴
🔁 My Files	View What's New
New Folder Share Delete Add Files More -	🖲 Filter List 💿
□ ▲ Name	
My Files Accessing Your Personal Files All your personal files are stored in one convenient location. Personal files (My Files) include files that you upload to the Filr site and other personal files that are associated with your Home directory on a corporate server.	

Once successful logged in the above home screen will display.

7	Size	Moc	Add Files button:
		Mv	

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

New Folder Share Delete Add Files	. M	lore 🖛	
□ ≜ Name		\Box	Size
Google.jpg	*		25 KB

Select the file as above:

The click on Share:

Share	
Google.jpg /Home Workspace/Personal Workspaces/Leon	Van Staden (Ivanstaden)/My Files Storage
ad	× \land 0
admin (admin)	^
admingroup	
admist admini (administrator) administrator@tourism.gov.za	
Adrie Barkhuizen (abarkhuizen) abarkhuizen@tourism.gov.za	
Albert Mafanele (amafanele) amafanele@tourism.gov.za	
Albert Ratshilumela (aratshilumela) aratshilumela@tourism.gov.za	~
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	OK Cancel

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.

Share	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
Google.jpg /Home Workspace/Personal Workspaces/Leon Van Staden (Ivanstaden)/My Files Storage			
1	0		
Shared With Delete	Adrie Barkhuizen		
Adrie Barkhuizen Expires: Never Access: Viewer	Access Rights: 1		
🖲 🕢 1-1 of 1 🕩 🕨	Allow re-share with: Internal users Expires: Never Note:		
Notify: New and modified recipients -			
	OK Cancel		

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.

		\$
-1	Share With External Users	
	Enter the email addresses separated by a ',' or a space.	
	OK Cancel	

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

Share	Ť			
Google.jpg /Home Workspace/Personal Workspaces/Leon Van Staden (Ivanstaden)/My Files Storage				
Add a user, group or email address	\$ 0			
Shared With Dele	lvs3214@gmail.com			
Vs3214@gmail.com Expires: Never Access: Viewer	Access Rights:			
🕅 🕢 1-1 of 1 🕩 🕨	Expires: Never V Note:			
Notify: New and modified recipients -				
	OK Cancel			

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