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# InfoVaultz Administration Guide

The InfoVaultz Administration Guide provides information for managing InfoVaultz v4.0 and above. Click on the following topics to learn more.

Do not start this section without completing InfoVaultz installation and ensuring that Basic and Extended checks pass without any errors

### InfoVaultz Site Setup

### InfoVaultz Site

Æ

#### **Maintenance InfoVaultz**

**Troubleshooting InfoVaultz** 

**Best Practices** 

### Audience This guide is intended for InfoVaultz Administrator

## InfoVaultz Site Setup

Once InfoVaultz is installed successfully and started, Administrative tasks need to be performed to allow InfoVaultz users to log in and use InfoVaultz efficiently. InfoVaultz ships with most common settings as default.

Administrator should configure and enable each piece of functionality needed for a specific installation.

Refer to the following sections to setup your InfoVaultz site.

- Logging as Administrator
  - Logging In
  - Changing Admin Password
- · Basic Server Settings
- Setting up InfoVaultz Managed Storage
- Setting up User Access
  - InfoVaultz User
    - InfoVaultz User Authentication
      - InfoVaultz Default
      - Authentication Active Directory
      - Authentication LDAP Based
        - Authentication
    - Enable new account creation requests
    - Account Approval
    - Preload data for new accounts
- Creating User Groups Setting
- up Network Shares Setting up
- InfoVaultz Branding
  - Labels and Logos
  - UI Messages
  - Email Templates
  - News Feed
  - Terms of Service
  - Customize Product URLs
- Configuring Email Integration
- Enable Antivirus Scanning
- Enable WebDAV
- Setting up Document Preview

- Ubuntu/Debian Instructions
- Redhat/CentOS Instructions
- Windows Instructions
- Enable File Change Notifications

## Logging as Administrator

This section describes how an administrator can access InfoVaultz management user interface.

- Logging In
- Changing Admin Password

### Logging In

After InfoVaultz is installed, you need to log in using your admin account to perform administrative tasks.

Administrator Web UI

In a supported web browser, open the following link depending on whether or not you are using SSL connection.

O.	Admin URLs	
-	http:// <your address="" infovaultz="" ip="" or="">/ui/admin/index.html</your>	(or)
	https:// <your address="" infovaultz="" ip="" or="">/ui/admin/index.html</your>	

Admin Portal		
Name		
Enter admin name		
assword		
Enter password		
Sign in		
Sign in		

**Default Credentials** 

If the credentials were not changed during InfoVaultz install, admins can use the following information to login into admin UI.

Field	Default
Name	admin
Password	password

## **Changing Admin Password**

InfoVaultz Admin can change the Admin password using the Administration Portal. The steps are

- 1. Log into the Administration Panel
- 2. Select "Settings" in the left hand navigation menu

3. Select "Admin" tab

4. Set the Admin Password.

Slogan Company I	Logo			
HOME	Settings			Reset All
Dashboard USERS/GROUPS	Server Storage Aut	hentication Admin Database Email	Misc	
<ul> <li>Manage Users</li> <li>Manage Groups</li> <li>NETWORK SHAPES</li> </ul>	Admin Settings	admin		
Anage Shares		Admin User Name for Login		
DEVICES Manage Devices	Admin Password	Admin Password	]	
MISC. Multi	Re-Confirm Admin			
SETTINGS	Password	Re-Confirm Admin Password		
CUSTOMIZATION	Stats API Key	api12345 API Key for getting stats		

## **Basic Server Settings**

This section explains the basic settings needed for every InfoVaultz

installation. The settings can be accessed by

- 1. Log into InfoVaultz Administration Portal
- 2. Click on Settings in the left navigation panel
- 3. Click on Server tab (The default view)
- 4. Change settings as needed
- 5. Click Save.

1 is very important that the "Server URL" is a valid externally accessible URL. This URL will be used for creating shares

Settings Name	Description
Service Name	The name to be used when referring to your InfoVaultz service. This will be used in email messages etc
Server URL	This is your DNS entry registered with DNS service. example xyz.company.com . This is the URL by which users will access InfoVaultz service.
Session Timeout	The default value is 0. This means, everytime an user closes the browser and reopens, the login credentials will be needed to log back into the system. Alternatively, you can enter a number indicating the number of days the authentication is valid even if the browser window is restarted.

WebDAV	You can enable WebDAV support for your InfoVaultz installation. If you enable this function, users can mount their InfoVaultz home folders as a windows or mac or linux drives.
Allow Old Devices to Login	InfoVaultz supports Remote Client Management(RCM) of various clients. As of v4.5 onwards, All the InfoVaultz clients are RCM compliant.
	However, you can allow access using older InfoVaultz (non RCMcompliant) clients by enabling this setting.

compan	У	
HOME	Settings	Reset All
USERS/GROUPS	Server Storage Aut	nentication Admin Database Email Misc
Manage Groups	Server Settings Service Name	FileCloud Development Build
Manage Shares  DEVICES		Specify the Service Name to be used to refer FileCloud
Manage Devices MISC.	Server URL	http://dev1.codelathe.com Server URL is the url via which Users Access FileCloud.
Audit SETTINGS	Session Timeout (Days)	0 How long a Liter is Longed in via a Web Browser without baying to Re-Authenticate
Settings	WebDAV	
Customization	Allow Old Devices to	Enable to allow WebDAV Access to Server
✓ Checks	Login	Enable to allow Devices without Device Management Support to Login
Upgrade	Save Reset	

## Setting up InfoVaultz Managed Storage

InfoVaultz supports storing of user data in different types of storage devices. This type of InfoVaultz storage is called "Managed Storage".

#### **Managed Storage**

This is the default storage where the user files are stored in a filesystem that can accessed directly by InfoVaultz. The Managed Storage provides InfoVaultz complete control over the management of user content. The storage can be on filesystems on a local harddisk, SAN or NAS

The following steps should be followed to setup the Managed Storage

- 1. Log into the Administration portal
- 2. Click on "Settings" on the left hand navigation panel
- 3. Click on "Storage" tab and enter the appropriate information
- 4. Click Save

Setting	Description
Storage Path	This is the location where all the InfoVaultz data is to be stored. Be sure to allow enough options to expand storage in future

Default User Storage Quota	This is the storage quota that will be provided for every user of the InfoVaultz. Note that, this is only a "Quota" and does not require physical storage until the user actually consumes the space.
Recycle Bin	Enable this setting if you wish to provide "Recycle Bin" support to your users. When this option is enabled and user deletes a file/folder, the deleted item gets moved into his/her personal recycle bin. Then the user can restore files from recycle bin or empty recycle bin completely. Note: Files in recycle bin count towards user's storage quota.
Skip Recycle Bin for Files Greater than	Set this value in bytes. Any file larger than this setting will be permanently deleted instead of getting moved into recycle bin.
Number of old versions to keep for each file	If a file with the same path and name is uploaded, InfoVaultz versions the file. This setting determines number of recent versions that InfoVaultz should retain. To disable versioning completely, set the number of versions to 0. <b>NOTE: Versioned files count towards the user's storage quota.</b>
Number of Files Per Container	Internal setting. Please do not change unless recommended by InfoVaultz Engineers
Number of Folders Per Container	Internal setting. Please do not change unless recommended by InfoVaultz Engineers
Network Share Display Name	The label to be displayed to user when accessing a network share. Read more about Network shares.
Users can share Network Shares	Check this setting if you wish to allow users the ability to share files/folders from these Network shares with other users.

HOME	Server Storage Au	thentication Admin Database Email Misc
# Dashboard		
USERS/GROUPS	Managed Storage Settin	ngs
🛔 Manage Users	Storage Path	/epr/tonidocloud/data
🔮 Manage Groups		Specify the Location to Store Cloud Files, this must be writable by Webserver
NETWORK SHARES		Check Path
🔒 Manage Shares		
DEVICES	Default User Storage Quota	2147483648
Manage Devices		Default Storage Quota per user (in bytes), you can adjust this per user
MESC.	Recycle Bin	*
Audit 👁	rever reputering	Click to Enable Recycle Bin
SETTINGS	China December 21 and the	
O <sup>A</sup> Settings	Files Greater than	104857800
CUSTOMIZATION		Files Greater than this size(in bytes) are deleted instead of being moved into the recycle bin
Customization	Number of old	0
SYSTEM	versions to keep for	Number of Old Versions to keep around
Checks	COLD THE	
1 Upgrade	Number of Files Per	5000
	Container	(Advanced) Number of Files per Storage Container
	Number of Folders Per	5000
	Container	(Advanced)Number of Folders per Storage Container
	Network Storage Setting	gs
	Network Shares	Network Shares
	Display Name	Label to be used for Network Shares display
	Users can share	*
	Network Shares	Enable to allow User Sharing of Network Shares
	Save Reser	
	The Court of the	has theids

## Setting up User Access

InfoVaultz allows users to store and use files. Every user of InfoVaultz needs an user account before he/she can store and/or consume files from InfoVaultz.

This section describes various ways user account(s) can be created and managed under InfoVaultz.

- InfoVaultz User
- InfoVaultz User Authentication
  - InfoVaultz Default
  - Authentication Active Directory
  - Authentication LDAP Based
  - Authentication
- Enable new account creation requests
- Account ApprovalPreload data for new accounts

## InfoVaultz User

Introduction

Files stored in InfoVaultz are access restricted by means of user accounts. Every user who likes to use InfoVaultz storage needs an user account.

**Creating User Accounts** 

A new InfoVaultz user can be :

- 1. Created using "Default Authentication", where the user credentials are stored and authenticated within InfoVaultz.
- 2. Imported using "LDAP or AD Authentication", where the user credentials are stored and authenticated from an external LDAP or AD server.

Creating or importing a user will count towards license.

The default user storage quota for every new user is set in Managed Storage.

• An optional sample set of files can be preloaded for every user on creation.

#### **User Access Levels**

 $^{\odot}$ 

Once an user account is created, it can be assigned different access levels. There are three different access levels for an user account.

- Admin Access: An account with admin access level has complete control over the InfoVaultz system. This account will be used to manage the InfoVaultz server instance. In the current InfoVaultz version, there can be only one admin user account.
- Full Access: An account with full access level has its own private cloud storage space. These user accounts can store files in their own private cloud storage space, view/download files stored in their storage space and view/download files shared with them by other user accounts.
- Guest Access: An account with guest access level have restricted access to the InfoVaultz system. These user accounts do not have a private cloud storage. These user accounts can only view/download files shared to them by other user accounts.

Both Full and Guest users accounts are counted towards licensing units.

#### Comparison

User Access Feature	Guest Access	Full Access
Web UI Access	Permitted Not all functions available	Permitted Fully functional
Mobile App Access	Permitted Not all functions available	Permitted Fully functional
Personal storage in InfoVaultz	Not Available	Available
Share files with other users	Permitted	Permitted
View shared files	Permitted	Permitted
View Network Shares	Permitted	Permitted
Access storage using Cloud Drive	Permitted	Permitted
Sync storage using Cloud Sync	Permitted	Permitted

**Checking User Access Level** 

The access level of any user account can be checked by the Administrator using the Administration Portal.

The steps are as follows:

1. Log on to Administration Portal

- 2. Click on "Manage Users" on the left hand navigation menu
- 3. In the "Filter Users", Enter the name or the email of user
- 4. The Access for the user will be listed in the "Status" column.

Managa Oster						O AM Dies Allegert
former literation	(rad	Ratus Filter: Al	in .			
Ners		freat	Last Logie	Sintar	Olsk Usege	Actions
etual .		animologicalizer	20 New 2013 25:19	87777773	405 MB / 13 dt	ALL REPORT

## InfoVaultz User Authentication

InfoVaultz provides multiple ways of authenticating an user account. This is applicable for both full and guest user

accounts. InfoVaultz supports the following Authentication modes

- Default Authentication
- Active Directory based Authentication
- LDAP based Authentication

#### Passwords for LDAP user can only changed in the LDAP server

	Default Authentication	AD	LDAP
Authentication	Performed by InfoVaultz Server	In AD Server	In LDAP Server
Allowing Users to Create Accounts	Permitted	Not Permitted	Not Permitted
Bulk User creation	using CSV files	Import from AD group	Not Available
Can Admin Change Password	Password change for all users allowed	Passwords for AD user can only changed in the active directory.	Passwords for LDAP user can only be changed in LDAP server.
Can user change/reset password	Yes	Passwords for AD user can only changed in the active directory	Passwords for LDAP user can only be changed in LDAP server

🔥 Note

• An user account can have only single type of authentication mechanism.

This section describes these different authenticating methods.

- InfoVaultz Default
- Authentication Active Directory
- Authentication LDAP Based
   Authentication

InfoVaultz Default Authentication

#### Introduction

This is the default authentication of InfoVaultz. User accounts created with this authentication type will have their credentials stored and managed within InfoVaultz.

The user accounts with this type of authentication is also known as local users.

#### Prerequisites

As this authentication mechanism is fully managed by InfoVaultz, there are no prerequisites for this mechanism.

#### Enabling InfoVaultz Managed Authentication

- 1. Log into the InfoVaultz Administration Portal
- 2. Navigate to Settings in the left navigation panel
- 3. Click on Authentication tab
- 4. Under Authentication Settings, change the Authentication Type to "DEFAULT" using the dropdown box.
- 5. Administrator can either create new user or enable self creation of user accounts

Slogan	Logo	
HOME	Settings	
Dashboard USERS/GROUPS	Server Storage Aut	hentication Admin Database Email
Manage Users Manage Groups Network shares	Authentication Settings Authentication Type	DEFAULT
Manage Shares DEVICES     Manage Devices	Active Directory Settings	AD Test
MISC. MISC. Audit SETTINGS	AD Host	
Settings	AD Port	Specify the AD host name
Customization SYSTEM Checks	Use TLS	Specify the AD port name
✤ Upgrade	Use SSL	Enable to use SSL for the connection
	AD Account Suffix	Specify the user login name suffix
	AD Base DN	Specify the user search DN

#### **Active Directory Authentication**

#### Introduction

In this type of authentication mechanism, an user account is authenticated against an external Active Directory server. Accounts with this type of authentication are also known as external accounts.

#### Prerequisites

- 1. Active Directory service must be accessible from InfoVaultz (IP and Port must be accessible)
- 2. Active Directory must support Simple Authentication Method (Anonymous or Name/Password Authentication Mechanism of Simple Bind)
- 3. Active Directory users must have email attribute.
- 4. InfoVaultz version must be 4.0 or higher.

## A Note

• If AD Authentication is enabled, then Automatic User creation cannot be enabled (i.e, All user creation should be done in AD

#### server).

• The AD user will count towards InfoVaultz License only after the user account logs into InfoVaultz. or if users of a AD group is explicitly imported by Admin.

#### Enabling AD Authentication in InfoVaultz

- 1. Log into the InfoVaultz Administration Portal
- 2. Click on Settings in the left navigation panel
- 3. Click on Authentication tab
- 4. Under Authentication Settings, change the Authentication Type to "ACTIVEDIRECTORY" using the dropdown box. This will enable the "Active Directory Settings" group.

5. Enter the following information and be sure to hit "Save" once all the settings are entered.

MI	Settings		
Dashboard	Server Storage Aut	heritization Admin Database Email	Mise
Manage Users			
Manage Groups	Authentication Settings Authentication Type	ACTIVEDIRECTORY	
Manage Shares		Specify the Authentication Type	-
OBE +			
Mahage Devices	Active Directory Settings	And a state of the	
DK.	Dheck AD Test	AD Test	
5 Audit	AD Host	ave codelatibe.com	
TTROSE	0.105.2923	County the AD heat mate	
\$ Settinge.		oblicity out, why worst counter	
showgwinew	AD Port	389	
Customization		Specify the 4D port name	
\$72.9ak	11.1.1.1.1.1	-	
Checks	032 (15	Eachile to use TLS for the appointion	
Upgrade		and the second second second	
	Use SSL	10	

#### AD Configuration Parameters

Setting	Description
AD Host	This is the IP address or host name of the AD server.
AD Port	This is the port to be used to connect to AD server. The default is 389
Use TLS	Enable this checkbox if your AD server requires clients to use TLS to connect
Use SSL	Enable this checkbox if your AD server requires clients to use SSL to connect
AD Account Suffix	The full account suffix for your domain

Base DN	<ul> <li>The base dn for your domain. This is generally the same as your account suffix,</li> <li>but broken up and prefixed with DC=. Your base dn can be located in the extended attributes in Active Directory Users and Computers MMC.</li> <li>For example if your account suffix is @mydomain.local then your base DN is usually DC=mydomain,DC=local</li> <li>If you can authenticate users ok, but searching doesn't work, it's generally because you have specified an incorrect Base DN.</li> </ul>
Mail Attribute	InfoVaultz requires use account to have an associated email id. Typically the name of this attribute in AD is "mail". If a user account has no mail attribute associated, then login will be disallowed
Limit Login to AD Group	If you want to limit the login to a specific AD group, specify the group members here (Typically this is left blank)
Use Admin Account for Binding	Enable this checkbox if your AD does not allow Anonymous Binding. Enabling this checkbox will enable the "AD Admin Account Name" and "AD Admin Account Password" text boxes
AD Admin Account Name	Provide the service account name to be used to bind with the AD server
AD Admin Account Password	Service account password to be used to bind with the AD server

#### Test AD Connectivity

Once all data is entered and saved, the AD settings can be validated using the AD Test button.

The following tests can be done.

- 1. Test if a specific AD user login/password (This will verify if the user will be able to login into InfoVaultz using the AD login/password)
- 2. Read email id associated with a specific AD user login
- 3. Get all groups that can be read by the InfoVaultz server
- 4. Get group members of a specific AD group
- 5. Enter a valid AD user name and password and try each of the function to verify AD connectivity.

Server Storage Au	entication Admin Detabase Email Misc	
Authentication Settings		
Authentication Type	AC <sup>-</sup>	
	Spece Active Directory Test	
Active Directory Settings	User name	
Check AD Test	AD anisad Password	
AD Host	xy2.	
	Speci Test Login Get Email ID Get AD Grou	pt.
AD Port	389 Group name	
Use TLS	Get AD Group Members	
Use SSL	Close	

#### **LDAP Based Authentication**

#### Introduction

In this type of authentication mechanism, an user account is authenticated against an external LDAP server. Accounts with this type of authentication are also known as external accounts.

#### Prerequisites

0

- 1. LDAP service must be accessible from InfoVaultz (IP and Port must be accessible)
- 2. LDAP must support Simple Authentication Method (Anonymous or Name/Password Authentication Mechanism of Simple Bind)
- 3. LDAP users must have email attribute.
- 4. InfoVaultz version must be 4.0 or higher.
  - If LDAP Authentication is enabled, then Automatic User creation cannot be enabled (i.e, All user creation should be done in LDAP server).
    - The LDAP user will count towards InfoVaultz License only after the user account logs into InfoVaultz

#### Enabling LDAP Authentication in InfoVaultz

- 1. Log into the InfoVaultz Administration Portal
- 2. Click on **Settings** in the left navigation panel
- 3. Click on Authentication tab
- 4. Under Authentication Settings, change the Authentication Type to "LDAP" using the dropdown box. This will enable the "LDAP Settings" group.
- 5. Enter the required information and be sure to hit "Save" once all the settings are entered.

HOME	Settings			
Dashboard	Server Storage Aut	hentication Admin Database	Email	Misc
Anage Users	Authentication Cattings			-
Manage Groups	Authentication detungs	T reactair	2247	- 1
NETWORK SHARES	Authentication Type	LDAP	2	- 1
🔒 Manage Shares		Specify the Authentication Type		
MOHILE				_
🖞 Manage Devices	Active Directory Settings			
MISC.	Chock AD Tool	AD THE		
Audit	Check Advies	Add attai		
	AD Host			
SETTINGS		Specify the AD Host Name		
O <sup>®</sup> Settings				i.
CUSTOMIZATION	AD Port			2
Customization		Specify the AD Port Name		
SYSTEM	Use TLS	8		
Checks		Enable to use TLS for the connection	e1.	

## LDAP Settings

Setting	Description
LDAP Host	The hostname or IP address where the LDAP server is running
LDAP Port	The port to be used to connect to LDAP server (typically 389)
LDAP User DN Template	The LDAP Distinguished Name(DN) template. Every entry in the directory has a DN that uniquely identifies an entry in the directory. This is usually a combination of CN, OU, DC. Refer to your specific LDAP settings to uniquely identify an user. Use the token ^USER^ in place of user name Example : cn=^USER^,ou=someorg,dc=company,dc=com
LDAP Search DN	Enter the search DN (Specifies the set of resources to search for an user). If there is a ou encompassing all users, then the search DN would be pointing to that DN. For example, if all users are under "employees" ou, then the search DN would be ou=employees,dc=company,dc=com

LDAP User Filter Template	Entery the filter to be used to identify a user entry record from results. For example, if the object class is inetOrgPerson, then you would enter (&(objectClass=inetOrgPerson)(cn=^NAME^))
Mail Attribute	In InfoVaultz environment, Every user requires a email id . Enter the attribute name used in the LDAP's user record to refer to the email id.

HOME	LDAP Settings	
# Dashboard	LDAP Host	127.0.0.1
USERS/GROUPS		Specify the LDAP Host Name
🏭 Manage Users		- (3 - 28 - Fazer)
Manage Groups	LDAP Port	389
NETWORK SHARES		Specify the LDAP Port Name
🕞 Manage Shares	LDAP User DN Template	cn=^NAME^,ou=codelathe-test.dc=vm.dc=
MODILE		Specify the LDAP User DN Template
Manage Devices		
MESC.	LDAP Search DN	ou=codelathe-test,dc=vm,dc=com
Idudit 🛞		Specify the LDAP Search DN
🛧 Upgrade	LDAP User Filter	(&{objectClass=inetOrgPerson)(cn=^NAME
SETTINGS	Template	Specify the LDAP User Filter Tomplate
Q <sup>0</sup> <sub>0</sub> Settings		and a second second second second
CUSTOMIZATION	Mai Attribute	mail
Customization		Specify the LDAP Mall attribute
SYSTEM	Sauce	
<ul> <li>Checks</li> </ul>	Java	

### Enable new account creation requests

#### Introduction

User accounts with InfoVaultz managed authentication mechanism can also created by user themselves.

User created InfoVaultz access accounts are available only for DEFAULT Authentication mechanism. User cannot create accounts when the authentication mechanism is set to "ACTIVEDIRECTORY" or "LDAP".

#### Steps

Here are the steps to create a new account by user:

- 1. User clicks on "New Account" button in user portal.
- 2. User enters details in the account creation fields.
- 3. If "Automatic Account Approval" setting is disabled,
  - a. Admin will be notified of new account creation request.
  - b. Admin will approve the account and will set the user account type to "Full User" or "Guest User".
- 4. User will receive account creation email to the mail id provided during account creation.
- 5. User is required to verify the email account to complete the account creation process

Administrator can control various aspects of this account creation process. These control points are discussed further.

## Controlling Step 1: Show/Hide "New Account" Button In User Portal

Administrator can choose to show or hide "New Account" button in user portal.

Account Name	& New	Account
Password		
Cates assessed assessed		
Enter account password		
Enter account password		
Enter account password  Login  More Options -		
Enter account password Login O More Options -		

To do that, use the following steps:

- 1. Log into the dministration Portal
- 2. Navigate to "Customization" in the left navigation menu panel
- 3. In the "General" Tab, Check "Show New Account Button" to allow the "New Account" button to be displayed to the user login page.
- 4. Once the New account Creation is enabled, InfoVaultz server will display "New Account" button in user portal.

Slogan Company	y Logo	
HOME Dashboard USERS/GROUPS Manage Users Manage Groups NETWORK SHARES	Customization         General       Labels And Logos       URL       UI Messages       Email Templates       News Feed       TOS         General       Customization Options         Enable       UI Customizations       Image: Customization Section S	Reset All
Manage Shares DEVICES     Manage Devices	Show New Account III Button Whether new account button is shown in login screen	
MISC.  MISC.  MISC.  SETTINGS	Show Install Desktop 🛛 Apps Whether Desktop clients Link is shown in account menu	
CUSTOMIZATION	Show Install Mobile Apps 🛛 Whether Mobile clients Link is shown in account menu	
Customization	Show Document Preview  Whether to show Document Preview	
Upgrade	Disable Music Playback 🔲 Whether Music Playback is disabled	

Controlling Step 3: Enable/Disable Automatic Account Approval

When an user account is created by the user, by default, the created account has to be approved by the administrator. For large organizations, this might not be optimal as admin intervention is needed for every account created. One option is to enable automatic account approval.

Approval Code	Description
0 (default)	In this mode the account created will be DISABLED by default. It requires Admin approval to assign FULL or GUEST access to the account.
1	This mode allows the user to create account and automatically approve it to FULL access.
2	This mode allows the user to create account and automatically approve it to GUEST access. The access level can be changed to FULL at any later point in time.

Use the following steps to set the automatic approval mode:

- 1. Log into the Administration Portal
- 2. Navigate to Settings in the left navigation menu panel
- 3. Open the "Admin" Tab

4. Select the appropriate account approval mode in the "Automatic Account Approval" dropdown box.

Slogan Company	Logo	
HOME  Manage Users  Manage Groups	Settings Server Storage Aut Admin Settings	Reset All
NETWORK SHARES	Admin Login Name	admin Admin User Name for Login
DEVICES Manage Devices MISC.	Admin Password	Admin Password
Audit SETTINGS	Re-Confirm Admin Password	Re-Confirm Admin Password
CUSTOMIZATION	Stats API Key	api12345       API Key for getting stats
SYSTEM ✓ Checks ↑ Upgrade	Automatic Account Approval	0       Set Admin Approval for creating new accounts       0 - No Automatic approval, Admin has to approve account       1 - Automatically approved to Full User       2 - Automatically approved to Guest User
	Send Approval Pending Emails	Enable to send new account approval emails

#### **Account Approval**

#### Account Approval

This feature is used to allow Automatic Account Creation by user on clicking the "New Account" button in user UI page.

The Admin can set this mode in the following 3 ways:

0 - In this mode the account can be created by the user but cannot Login . It requires Admin approval for the user to access the account.

1 - This mode allows the user to Create Account and access InfoVaultz without waiting for Admin 's approval. This mode lets user create account in FULL USER Permission.

2 - This mode also allows the user to Create Account and access InfoVaultz without waiting for Admin 's approval. This mode lets user create account in GUEST USER Permission only. Later If the Admin wants the user to have Full User Permission It can be managed by the Admin.



#### Account Approval on mode '0'

In this mode the user can Create an Account to access InfoVaultz but cannot Login . To Login it requires Admin's approval, so the system sends a Approval Pending Email to the Admin. Once Admin approves the user and sets the required Permission like Full User or Guest User. The user receives a email of Approval , and can Login and access InfoVaultz.



#### Account Approval on mode '1'

In this mode, user can Create Account and can access InfoVaultz. User does not need to wait for approval. The system automatically approves and allows Login.

User is logged in the System as FULL USER in this mode.



#### Account Approval on mode '2'

In this mode, user can Create Account and can access InfoVaultz. User does not need to wait for approval. The system automatically approves and allows Login.

User is logged in the system as GUEST USER in this mode. To know more about Guest User check User Access page.



## Preload data for new accounts

It is possible to preload user account with a set of sample data folder

Setup sample data folder when creating user account

This can be done using the following steps

- 1. Log on to Administration Portal
- 2. Click on "Settings" in the left navigation panel
- 3. Click on "Misc" tab
- 4. User "Misc" Settings, Enter the path containing the folder to preload in "Import Files from Folder on User Creation"
- 5. Click Save

HOME	Settings	Reset All
Dashboard	Server Storage Aut	hentication Admin Database Email Misc
💄 Manage Users		
曫 Manage Groups	Misc Settings	
NETWORK SHARES	Import Files from Folder	
🔒 Manage Shares	on oser creation	Sample data Folder to Import from when Creating a User Account
DEVICES		Check Path
Manage Devices	Temporary Folder	/tmp
MISC.	Location	Specify a tamp Folder pame (useful for updates)
Audit		Check Path
SETTINGS		
🔅 Settings	Enable File Change	V
CUSTOMIZATION	Notifications	Enable to send Email Notifications on File Change
Customization	Allow Partial Match for	V
SYSTEM	Username search	Allow partial Search for Account name (disable for exact account name search)
Checks	Minimum Password	8
✤ Upgrade	Length	Minimum acceptable length of Password

## **Creating User Groups**

InfoVaultz allows you to create groups of users. Creating groups allows setting network shares access and sharing of files and folders

An automatic group called "EVERYONE" is created by default for every InfoVaultz installation. This is a special group that contains all active users in the InfoVaultz system.

Be sure to set a valid email address for the group in the group details OR delete the group if "EVERYONE" is not needed)

#### **Group attributes**

Every group contains the following attributes

- 1. Group Name Name assigned by the Administrator
- 2. Group Members List of users that are part of the group
- 3. Group Email Email address associated with the group

#### Creating new group

A InfoVaultz group can be created using the following steps

- 1. Log on the Administration Panel
- 2. Click on "Manage Groups" on the left hand control Panel
- 3. Click on "Add Group" tab
- 4. Enter the name of the group and a unique email associated with the group

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Manage Groups	EVERYONE	Group Email			
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#### Adding users to group

Once a group is created, they can be populated with users using one of the two methods

- 1. Manually adding users that are already in the InfoVaultz system.
- 2. Importing members of a group from an external AD server.

Adding users already in local InfoVaultz system

Admin can add existing InfoVaultz users into a InfoVaultz group using the following steps:

- 1. In the Administration Panel, select "Manage Groups" in the left navigation panel
- 2. Select the group to add users
- 3. Click on "Manage Members"
- 4. Select the users to add from "Available Users" and move it to the "Group members" view.

Manage Groups				
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Importing members from external Active Directory server

Admin can also import users from an Active Directory into a InfoVaultz group using the following steps:

- 1. Setup and Verify Active Directory Settings
- 2. Select "Manage Groups" in the left navigation panel
- 3. Select the group to import members
- 4. Click on "Manage Members"
- 5. Click on "AD Group Import"
- 6. Enter "AD Login", "AD Password", "AD Group Name" information
- 7. Click "Import" to import the members of the AD Group.

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## **Setting up Network Shares**

Network Shares in InfoVaultz are special entities that allows the InfoVaultz users to access pre-existing (Legacy) files on your corporate windows, linux servers.

It can be viewed as a pointer to an existing folder in the system that runs InfoVaultz.

Network share location should have write permissions for the userid used by InfoVaultz server

The Network shares have special restrictions

Operation	Allowed (Y/N)
Sync	Ν
Share	Y
Mount as Drive	Y
Copy from/to Managed Storage	Ν
Move from/to Managed Storage	Ν

When a Network share is given user access permission, it will show up in the "Network Shares" folder when the user logs into the InfoVaultz server.

A The label "Network Shares" can be customized by the administrator in Managed Storage Configuration panel.

Administrator can also control if a network shared folder can be shared by InfoVaultz user in Managed Storage Configuration panel.

Recent		Files	
🛊 Favorites	•	My Files	
C Shared Files		Network Shares	
FleCloud now available		Shared with me	
on a server near your			

#### Setting up a Network Share

This refers the action of configuring a existing folder in the filesystem of InfoVaultz server and adding user permission for

access. The steps are

- 1. Creating a network share
- 2. Granting access to a network share

**Creating a Network Share** 

To create a network share, the steps are

- 1. Login to the Administration Portal
- 2. Navigate to "Manage Shares" in left navigation panel
- 3. Click on "Add Share" Button to launch the "New Network Share" dialog box
- 4. Enter the required information
- 5. Click on "Add" Button

Field	Description
Network Share Name	This will be the name shown to the user to access this network share resource. For example, "TrainingMaterial". This can have only alpha numeric characters (no spaces etc)
Network Share Path	This is the actual path in the filesystem to mount
Smart Mount	Read more .

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Granting access to a Network Share (non Smart Mount)

Once the share is created, the next step is to add access to the share.

#### For setting up permissions for "Smart Mount" Network Share, please read this section.



The network share access can be granted to

- 1. Guest User
- 2. Full Access User
- 3. User Group

To grant access to a share, the following steps should be performed

- 1. Click on "Manage Share" in the left navigation menu to display the list of available network shares
- 2. Select the network share entry to add the user or group access
- 3. Click on "Users" or "Groups" in the Network Share Details panel
- 4. Set the appropriate Access level

#### The Access level for a user or group can be

Access	Description
Full Access	This allows the user to read, write and share the contents of the share
Read Access	The user can only read (no write and share) the Network share contents.



Filter Users : Filter by name or ema	Stat	tus Filter : All	•	
Available liters		Permitted Users	Ac	C055
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auto10@a.com		Full Access	Full Acc	ess 🔝
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### **Smart Mounts**

Smart mounts are special type of Network share whose file system paths contain variables. The variables will be translated to get to the actual filesystem path. This will greatly simplify setting access to a network share as long as certain criteria is met.

For example, take a look at the following image showing a folder structure in the filesystem



In the folder structure shown in the image above, the Administrator can setup the Network share in such a way that when user "joe" logs in, he will be able to see c:\storate\share\Joe folder and no other folder and when user Nancy logs into InfoVaultz, she will only be able to see and access C:\storage\shared\Nancy folder.

So the "Smart" mount path will look something like C:\storage\shares\%USERID% . The system will automatically replace the "%USERID% variable with the actual user name and mount it to the Network Share for the user to access.

PATH PATTERN SPECIAL VARIABLESNOTES%USERID%User id as a variable in path%EMAILID%Email id as a variable in path%DISPLAYNAME%User display name as a variable in path

The following special tokens can be inserted in the smart mount parameter

To create a smart mount network share, the steps are

- 1. Navigate to "Manage Shares" in the Administration panel and Click on the "Add Share" button
- 2. In the "New Network Share" dialog, enter the Network Share Name and select the "Smart Mount" checkbox. IGNORE THE "Network Share Path" textbox
- 3. Set the "Smart Mount Type" to "Path Pattern" using the dropdown box
- 4. Enter the "Smart Mount" path in the "Smart Mount Parameter" text box
- 5. Click "Add" to create the smart mount
- 6. Select the newly created smart mount entry and assign access by clicking "Users" or "Groups" in the Network Share Details

If you want to assign this to all users in the system, simply assign it to the EVERYONE group. The EVERYONE group is a special group which has all the members in the InfoVaultz system

Network Share Name	UserHome
Network Share Path	
Smart Mount	
Smart Mount Type	Path Pattern
Smart Mount Parameter 1	/mount/storage/%USERID%

	Available Groups		Permitted Groups	Access
	CodeLathe		EVERYONE	Full Access
	Marketing1			
	Sales	>		
	autogroup 💌 auto@a.com	*		
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## Setting up InfoVaultz Branding

InfoVaultz provides facilities to customize the branding of InfoVaultz

service. The following items can be customized in InfoVaultz using the

Admin Portal

- Labels and Logos
- UI Messages
- Email Templates
- News Feed
- Terms of Service
- Customize Product URLs

## Labels and Logos

InfoVaultz supports customization of company logo.

The following Labels and Logos can be customized

Туре

Description

Login Logo	This is the image that will be displayed to all users in the login page. Image must be of png format and must be less than or equal to 200x50
Main Logo	This is the image that will be displayed on top left of every page when logged in. This is also the log that will be displayed in Mobile Apps when connecting to the InfoVaultz server Image must be of png format and must be less than or equal to 200x50
WebBrowser Title	тво
Product Name	This is the name that will be sent as a part of email subjects and other notifications. Enter your custom service name here.

Setting the logo files will change the logo displayed in the login page and the logo displayed on the top left of every page. Mobile apps will also use this logo when connecting to the InfoVaultz server.

#### To change the logo, follow steps

- 1. Login to Administration portal
- 2. Click on Customization on the left navigation menu panel
- 3. Click on Label And Logos Tab
- 4. Select the the Login Logo and/or Main Logo and upload your company logo.

The logo must be 200x50 or smaller. If the size is not correct, UI will have problems with layout.

OME	Customization	Report A
Dashacard	General Labels And Ly	gos UPL VI Messages Email Templates News Feed TOS
Manago Users		
Manage Groups	Custom Label/Logos	
TWORK SHARES	Login Logo	C generic lago
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## **UI Messages**

InfoVaultz generates a number of messages for user actions. InfoVaultz comes with default messages and these can be customized.

As of InfoVaultz v4.0, the UI Messages should be entered as HTML. Incorrect HTML will cause rendering issues.

The following messages can be changed

Message Type	Description
404 Error	This is the HTML response shown to user in browser when URL requesting invalid received by InfoVaultz
Email Subscribe Failure	This is the error if a user email could not be subscribed for notifications
Email Subscribe Success	This is the message that will be displayed when user email is subscribed successfully
Email Unsubscribe Failure	This is the error displayed when user email unsubscribe fails.
Account Verification Failure	This is the error shown when a user email verification fails
### **Account Verification Success**

- 1. Log into Administration Portal
- 2. Click on "Customization" on the left navigation panel
- 3. Click on "UI Messages" tab
- 4. Change the entries as needed.
- 5. Click on save button

	ny	
HOME	Customization	Reset All
A Dashboard		
USERS/GROUPS	General Labels And Logos URL UI Messages Email Templates News Feed TOS	
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# **Email Templates**

InfoVaultz has various messages to send to user on different user actions. These messages can be customized (overridden from the default messages that come with InfoVaultz)

O As of InfoVaultz v4.0, the Email templates should be entered	as HTML. Incorrect HTML will cause rendering issues.
Message Template	Description
Add Group To Share	When a share is created for a Group, This is the message that will be sent to all users of that group.

Add New User To Share	When a new share is created this is the message to be sent to a user who is currently NOT a InfoVaultz user. This will contain
	instructions for the non-InfoVaultz user to first create an account before attempting to access the shared resource
Add User To Share	When a new share is created this is the message to be sent to a user who is already a InfoVaultz user.
File/Folder Share	When a public share is created by a user, the user can send that shared link using email. This message will be used for reporting that share link.
Account Approval	This is the email message to the user that will be sent when Admin approves a user account .
Forgot Password	This is the email message sent when user does password reset
Waiting For Approval	This is the email message that will be sent when a user registers for a new Account in InfoVaultz (and if automatic account approval is not turned on).
Welcome	This is the email message that will be sent when a new user account is approved into InfoVaultz system.
FileChange Notification	This is the email message that will be sent if a share is modified.

1. Log into Administration Portal

2. Click on "Customization" on the left navigation panel

3. Click on "Email Templates" tab

4. Change the required entries

5. Click on save button.



## **News Feed**

InfoVaultz supports RSS feed to be displayed in the front page of user web UI when the user logs into the InfoVaultz

server. This feed can be modified by Administrator.



#### To change the RSS feed ,

- 1. Log into Administration Portal
- 2. Click on "Customization"
- 3. Click on "News Feed"
- 4. Change the feed
- 5. Click on save button.



## **Terms of Service**

Creating an account in InfoVaultz requires the user to accept to the Terms of Service. This can be modified by the InfoVaultz Administrator.



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To change the Terms of service,

- Log into the InfoVaultz Administration portal
   Click on "Customization" in the left navigation panel
- 3. Click on "TOS" tab
- 4. Change the terms of service

#### 5. Click "Save" button



## **Customize Product URLs**

InfoVaultz allows changes to a number of URLs used in the system to customize your user experience.

The following URLs can be customized.

URL	Description
Install Desktop Apps URL	This is the URL that will be opened when user clicks on "Install Desktop Apps" in the dropdown menu (See attached picture). The desktop apps refer to Cloud Sync, Cloud Drive, WebDAV client etc that the user can install in their computer to connect with InfoVaultz. If you are using InfoVaultz's default apps, then no changes is necessary

Install Mobile Apps URL	This is the URL that will be opened when user clicks on "Install Mobile Apps" in the dropdown menu (See attached picture). The Mobile apps refer to iOS, Android, Windows Store App, BB10 apps. If you are using InfoVaultz's default apps, then no changes
UI Launch URL	This is an advanced option and requires redirection to be setup in webbrowser's htaccess file. If there is a redirect setup in htaccess (some url> /ui/core/index.html), then the "some url" can be entered here to allow browsers to connect. Do not change this if you are not sure. Incorrect setting will cause failure in connecting to InfoVaultz instance.
Social Media Sharing	When a resource is shared by user, the shared resource can be posted to social media (Facebook and Twitter). This can be turned off by unchecking this setting. See attached picture
Product Facebook URL	If this is set, the user UI will contain a link to open this URL in the account dropdown menu.
Product Tech Support URL	This is the url that will be opened when user clicks on "Help & Support" in the drop down menu.
Product Website URL	This is the url that will be opened when a user clicks on "Powered by" url.

compan	y				* Dezine 🛎
CIN DANKS			List Gallery	1	mitcioup
III Files	*	My Tiles		(Fitter ) de 1	Uplot
RIARNS 21 Shared Hies			Files		Instal Mobile Apps     Instal Desktop App
HORTOUTS	E 🚺	HD			
Favoritos	n 🗐	New Wallpapers	COMMUNITY & SUPFORT		
HEDRA	E 🚺	New folder			<ul> <li>Help &amp; Support</li> <li>Facebook Page</li> </ul>
MISC.	5	boost 1-46			Dar Ge Sign Out
9§ Settings	11	02 - Rack Onimpil 71-6/0 Prov 10-2017	ti-in Þvi		
FleCloud now available on a nice server near		1010-MPEN/S-DS-EN.pcF 284 /01 Nov 19, 2012	11:11.9M		
You	в =-	2012-09-15_075140.png			

Select a File/Folder to Share	Share Permissions		
/anisad/New Wallpapers/Blizzard Select	Allow Everyone		
Share Name	Allow Selected Users/Groups		
Blizzard.jpg			
Tother Options	Guest Group		
Expires (Optional)	Add Guest		
Never Expires  Expires	Guest	Allow View	Allow
lpdate	Share permitted for all. No gue	ests selection necessa	ry.

To perform customizations, follow the following steps

- 1. log into the Administration portal
- 2. Click on "Customizations" on the left navigation panel
- 3. Click on "URL" tab
- 4. Do the changes for the appropriate customization item
- 5. Click on "Save" button

IOME	Customization	Reset Al
Dashboard	General Labels And Lo	gos URL UI Messages Email Templates News Feed TOS
Manage Users Manage Groups	Custom URLs	
NETWORK SHARES	Install Desktop Apps URL	http://www.tonido.com/cloudsync
A Manage Shares		Custom Desktop Apps URL
DEVICES	Install Mobile Apps URI	http://www.tonido.com/cloud/cloud_downlog
] Manage Devices	That an another type one	Custom Mobile Apps URL
Audit	UI Launch URL	/ui/core/index.html
ETTINGS		Custom UI Launch URL
Settings	Social Media Sharing	I Dermit weger to chara filer uit Earchaold/Twitter
Customization		
SYSTEM	Product Facebook URL	https://www.facebook.com/tonidopage
Checks		Custom Product Facebook URL
1 Upgrade	Product Tech Support	http://www.tonido.com/support/display/clou
	UKL	Custom Product Tech Support URL
	Product Website URL	http://www.getfilecloud.com
		Custom Product Website URL

# **Configuring Email Integration**

InfoVaultz sends messages to its users via email. The messages range from share notifications, File change notification to error

notifications. In order for the email system to work, the InfoVaultz administrator must setup the mail configuration.

Setting	Description
Email From Address	This is the address from which the email messages will be sent to users.
Email From Name	This is the display name used when sending the email message
Email Reply to Address	This is the address that the recipient will use when they click "Reply" to a message sent from InfoVaultz system.
Email Reply to Name	This is the display name used when recipient replies to a email sent from InfoVaultz system
Email Type	Specify the email facility to be used . The type can be "SMTP", "Mail" or "SendMail". Note that "Mail" and "SendMail" use underlying QS's function
	(Available only for Debian/Ubuntu installation).
	The recommended setting is to use SMTP.

You need an SMTP account to setup email using SMTP type.

SMTP Setting	Description
SMTP Host	SMTP Server to use for sending email
SMTP Port	The SMTP port to use to connect to SMTP Host (This will be given by your SMTP Provider
SMTP Security	If your SMTP provider uses SSL or TLS security then select as appropriapriate
SMTP Auth Enabled	If SMTP requires authentication using username/password, then enable this to enter the user/password
SMTP Auth User	If SMTP Auth is enabled, then enter the authentication username
SMTP Auth Password	If SMTP Auth is enabled, then enter the password for SMTP Auth User.

To Setup the Email,

- 1. Log into the administration portal
- 2. Click on "Settings" on the left navigation panel
- 3. Click on "Email" tab
- 4. Enter the required information
- 5. Click Save
- 6. Click on "Test Email->Send Email" to try the setting (The email will send to the admin's email)

compan	y				
HOME	Settings				Reset A
USERS/GROUPS	Server Storage Aut	hentication Admin Database	Email	Misc	
🚨 Manage Users					
🖀 Manage Groups	Email Settings				
NETWORK SHARES	Test Email	Send Email			
Anage Shares	Email From Address	support@codelathe.com			
Manage Devices		From Address for Emails			
MISC.	Email From Name	FileCloud1			
Audit		From Address Name for Emails			
SETTINGS	Email Reply to Address	support@codelathe.com			
🕸 Settings		Panki Address for Escala			
		Kepiy Address for Emails			
SVSTEM	Email Reply to Name	FileCloud1			
Checks		Reply Address Name for Emails			
Ungrade	Email Type	smtp	-		
- opgrade		Set type of email to be sent			
	SMTP Host	smtpcorp.com			
		SMTP Hostname			
	SMTP Port	2525			
		SMTP Port			
	SMTP Security	none	-		
		SMTP connection security			
	SMTP Auth Enabled				
		Enable to set SMTP Auth			
	SMTP Auth User	tcloud			
		SMTP Auth User Name			
	SMTP Auth Password	•••••			
		SMTP Auth Password			
	Save Reset				

# **Enable Antivirus Scanning**

InfoVaultz supports scanning of uploaded files using ClamAV (an opensource antivirus software).

**Antivirus Scanning of Uploaded Files** 

It is possible to use the OpenSource Free ClamAV Antivirus to scan uploaded files automatically.

ClamAV is available for Windows and Linux.

0

The instructions are for Ubuntu Linux only, but can be used for other Linux systems using equivalent commands

Note: Currently, Antivirus scanner can only be setup on a Linux server. This Antivirus scanner can be used by a Windows install of InfoVaultz as well, by setting the HOST to the remote Linux server.

### Installing ClamAV in Ubuntu

1. Install the ClamAV package

sudo apt-get install clamav-daemon

2. You might need to run 'freshclam' to update the antivirus database files

sudo freshclam

3. Update the ClamAV-Daemon mode to use TCP, by running the sudo dpkg-reconfigure clamav-base

sudo dpkg-reconfigure clamav-base

- 4. In the reconfigure wizard, choose Socket Type TCP and Interface as localhost to listen to.
- 5. After reconfigure finishes, verify the clamd.conf file is setup correctly (/etc/clamav/clamd.conf)

TCPSocket 3310 TCPAddr localhost StreamMaxLength 100M

6. Start ClamAV-Daemon

```
sudo /etc/init.d/clamav-daemon start \
```

### Integrating ClamAV with InfoVaultz

Once the ClamAV is setup and started, The next step is to add details of the ClamAV service to InfoVaultz server

- 1. Log into InfoVaultz Administration Portal
- 2. Click on Settings in the left navigation panel
- 3. Click on Misc tab
- 4. Locate the group of settings under Anti-Virus Scanning
- 5. Enter the following information
- 6. Click the save button
- 7. Click on ClamAV Test button to verify connectivity

A Once AV configuration is setup , every file uploaded to InfoVaultz will be scanned before being added to InfoVaultz storage. If a file fails AV check (a virus detected) then the file will be deleted and an entry will be added to the Audit log with the details of the file

Setting	Description
Enable ClamAV Scan	Check this setting to enable AV scanning

ClamAV Host	Enter the URL or IP of the system where Clam AV is running. This can be local or remote system.
	In the case of Windows version of InfoVaultz, the AV will be running on a different linux system and in the Windows InfoVaultz setting, enter the linux system's IP
ClamAV Port	The port used by ClamAV (This is set when ClamAV is installed in the previous section)
Skip scanning for files greater than	This is the file limit in bytes that will be scanned. For example, very large files can be excluded from scanning. default value 25MB
Stream Chunk Size	This is a advanced setting used to stream the file content to AV server for scanning. Default is 8k.

HOME	Notifications	— Enable to send Email Notifications on File Change
প Dashboard	Allow Partial Match for	V
SERS/GROUPS	Username search	Allow partial Search for Account name (disable for exact account name search)
Manage Users	Minimum Password	8
Manage Groups	Length	Minimum acceptable length of Password
Manage Shares	Document Preview Suppo	ort
EVICES	Open Office Location	/opt/openoffice4/program
Manage Devices		Specify Location for Open Office Program Folder
Audit		Check Path
TTINGS	Anti-Virus Scanning	
Settings	Check ClamAV	ClamAV Test
USTOMIZATION		
Customization	Enable ClamAV Scan	V
YSTEM		Enable to set ClamAV Scanning of Uploaded Files
V Checks	ClamAV Host	dev1.codelathe.com
🛧 Upgrade		Specify the ClamAV Server Hostname
	ClamAV Port	3310
		Specify the ClamAV Server Port
	Skip scanning for files	25048576
	greater than	Skip Files Greater than this size(bytes)
	Stream Chunk Size	8192

# **Enable WebDAV**

InfoVaultz has support to allow InfoVaultz users to access their storage using WebDAV clients.

### **Enable WebDAV**

#### To enable WebDAV,

- 1. Log on to Administration Portal
- 2. Click on "Settings" on the left navigation panel
- 3. Click on "Server" Tab
- 4. Check the "WebDAV" checkbox
- 5. Click Save

	Sattings		Conception of the local division of the loca
Dashtaard	Seconds		
SERSZGROUM	Server Storage Aut	herbsatan Admin Databate Email Mac	
Manage Users			
Manage Groups	Server Settings		
ETWANDE SHARES	Service Name	FielCourt Development Built	
Manage Shares		Specify the Service Name to be used to refer FileCloud	
WERS	Sarver URL	http://dev5.codelathe.com	
Manage Devices		Server URL to the url via which users Access Flectoud.	
b Audit	Session Troeout (Days)	0	
1794GB		How long a User is Logged in via a Web Browser without hiring to Re-Authenticate	
Ç Seriege	WebSWV	2	
stolacoution	- Alexandre	Enable to allow WebDAV Access to Server	
U Customation	Allow Old Devices to		
Chiefa	Login	Enable to allow Devices without Device Management Support to Login	
e manual a			

Accessing storage using WebDAV

Read about it here.

# **Setting up Document Preview**

This section explains the process to setup document preview to allow the user to view pdf, doc, docx, ppt, pptx, xls,xlsx documents directly in the webbrowser.

InfoVaultz supports the capability to preview documents starting from Version 4.0. This feature allows to preview document types such as word, excel, text, power point.

InfoVaultz uses OpenOffice as a converter to convert these different document into PDF and presents them in a viewable format in the browser. O penOffice is the main component in the document preview support and it should be run in server mode for converting the documents on the fly. This article describes how to run openoffice in server mode.

- Ubuntu/Debian Instructions
- Redhat/CentOS Instructions
- Windows Instructions

## **Ubuntu/Debian Instructions**

1) Download OpenOffice

Download the latest version of OpenOffice from here applicable for your platform.

2) Setup OpenOffice On Ubuntu/Debian

1. Install necessary prerequisites for OpenOffice. Install OpenOffice Prereqs

```
# sudo apt-get install libxt6
# sudo apt-get install libxrender1
# sudo apt-get install openjdk-6-jre-headless
```

2. Install OpenOffice Install OpenOffice

```
# sudo tar zxvf Apache_OpenOffice_4.0.0_Linux_x86-64_install-deb_en-US.tar.gz //name of the file mi
# sudo cd en-US/DEBS
# sudo dpkg -i *.deb
```

3. Setup permissions for OpenOffice Running OpenOffice Server In Linux

```
# sudo chown www-data:www-data /var/www
# sudo su - www-data -c 'mkdir .openoffice'
```

4. Start OpenOffice in server mode using same user id that runs apache server. Running OpenOffice Server In Linux

```
# sudo cd /var/www
# sudo su - www-data -c '/opt/openoffice4/program/soffice -headless -accept="socket,host=127.0.0.1,po"
```

#### 3) Configure InfoVaultz

There are two steps to enable Preview.

- 1. Log into Administration Portal
- 2. Click on "Settings" on the left navigation panel
- 3. Click on "Misc" Tab
- 4. Enter the path to the open office program folder
- 5. Click on "Customization" on the left navigation panel
- 6. Click on "General Tab
- 7. Check the "Show Document Preview" checkbox

HOME	Settings Reset A	u
Dashboard USERS/GROUPS	Server Storage Authentication Admin Database Email Misc	
Manage Users Manage Groups NETWORK SHARES Manage Shares DEVICES	Misc Settings Import Files from Folder on User Creation Sample data Folder to Import from when Creating a User Account Check Path	
Manage Devices MISC.  Audit SETTINGS	Temporary Folder Location Specify a temp Folder name (useful for updates) Check Path	
CUSTOMIZATION	Enable File Change IV Notifications Enable to send Email Notifications on File Change	
Customization	Allow Partial Match for IV Username search Allow partial Search for Account name (disable for exact account name search)	
<ul><li>Checks</li><li>Upgrade</li></ul>	Minimum Password Length Minimum acceptable length of Password	
	Document Preview Support         Open Office Location       /opt/openoffice4/program         Specify Location for Open Office Program Folder         Check Path	
	Anti-Virus Scanning Check ClamAV ClamAV Test	

Enable ClamAV Scan

Enable to set ClamAV Scanning of Uploaded Files

company	/		
HOME	Customization	Reset All	
Dashboard USERS/GROUPS	General Labels And Lo	gos URL UI Messages Email Templates News Feed TOS	
Manage Users Manage Groups	General Customization O	ptions	
NETWORK SHARES	Enable UI Customizations	Whether UI Customizations are enabled	
DEVICES	Show New Account Button	☑ Whether new account button is shown in login screen	
MISC.	Show Install Desktop Apps	V Whether Deskton clients Link is shown in account menu	
SETTINGS	Show Install Mobile Apps	Whether Mobile clients Link is shown in account menu	
Customization SYSTEM	Show Document Preview	☑ Whether to show Document Preview	
<ul><li>✓ Checks</li><li>↑ Upgrade</li></ul>	Disable Music Playback	Whether Music Playback is disabled	
	Save		

# Redhat/CentOS Instructions Windows Instructions

### 1) Download OpenOffice

Download the latest version of OpenOffice from here applicable for your platform.

### 2) Setup OpenOffice for Windows

- 1. Install OpenOffice for windows.
- 2. Open OpenOffice once and finish the registration.(Skip step 2 if already Registered)
- 3. Start Open Office service. Open Command Prompt in Windows and run the following Command.
- 4. To verify successful installation check if soffice is running in Task Manager.

### Start OpenOffice Server In Windows (Assuming Open office is installed in C:\Program Files (x86)

C:\>"C:\Program Files (x86)\OpenOffice 4\program\soffice.exe" -headless -accept="socket,host=127.0.0.1,port=

### 3) Configure InfoVaultz

There are two steps to enable Preview.

- 1. Log into Administration Portal
- 2. Click on "Settings" on the left navigation panel
- 3. Click on "Misc" Tab
- 4. Enter the path to the open office program folder
- 5. Click on "Customization" on the left navigation panel
- 6. Click on "General Tab
- 7. Check the "Show Document Preview" checkbox



Enable ClamAV Scan 🛛 📝

Enable to set ClamAV Scanning of Uploaded Files

company	/	
НОМЕ	Customization	Reset All
Dashboard USERS/GROUPS	General Labels And Lo	gos URL UI Messages Email Templates News Feed TOS
Manage Users Manage Groups	General Customization O	ptions
NETWORK SHARES	Enable UI Customizations	Whether UI Customizations are enabled
DEVICES Manage Devices	Show New Account Button	V Whether new account button is shown in login screen
MISC.	Show Install Desktop Apps	Whether Desktop clients Link is shown in account menu
SETTINGS	Show Install Mobile Apps	Whether Mobile clients Link is shown in account menu
Customization	Show Document Preview	☑ Whether to show Document Preview
<ul> <li>✓ Checks</li> <li>↑ Upgrade</li> </ul>	Disable Music Playback	Whether Music Playback is disabled
	Save	

# **Enable File Change Notifications**

Users can automatically receive notifications through email when files are added, updated or deleted.

In order for users to get notifications through email, InfoVaultz administrators must enable File Change Notification emails to be sent whenever files have been changed.

Additionally, Users can disable notification emails on a specific folder.

A Email configuration must be done for this feature to work

### How does File Change Notifications Work?

When multiple users have access to the same files and folders any change made by a user to the file or folder will trigger email notifications to all users that have access to that file or folder. In InfoVaultz, multiple users can have access to the same file or folder when:-

- Files from network storage are shared with different users.
- Files from network storage are shared with different groups.
- Folders from managed storage or network storage has been shared with other users.
- · Folders from managed storage or network storage has been shared with other groups.

It must be noted that the users will receive email notifications even when a subfolder within a shared folder has file changes.

All file change notifications are consolidated and emails are are sent by InfoVaultz at regular notification frequency (15 minutes, 1 hour, 1 day etc) as set by your InfoVaultz administrator.

Set up File Change Notification Cron in Linux

#### Prerequisite

To run from a cron job, mongodb extension should be enabled in PHP CLI mode. To enable mongodb, the following line should be added to the end of PHP ini file.

#### **Enabling mongodb**

extension=mongo.so

In Linux, PHP ini file should be under /etc/php5/cli/php.ini

How to set up Cron for File Change Notifications in Linux:

1. Open the crontab

crontab -e

2. At the end of the crontab file add the following line to schedule Notifications every 60 minutes.

\*/60 \* \* \* \* php /var/www/core/framework/cron.php

The above command assumes your InfoVaultz installation is under /var/www/ folder.

3. Save and Exit

Set up File Change Notification Scheduled Task in Windows

Use Notepad or similar program to create a new file named "fccron.vbs" in a location like c:\xampp\htdocs\resources\backup folder.

On "fccron.vbs" enter the contents from the code block below and save the file. Additionally, in the code block below ensure that paths to php.e and cron.php files are correct.

CreateObject("Wscript.Shell").Run "C:\xampp\php\php.exe -f ""c:\xampp\htdocs\core\framework\cron.php"" ", 0,

1. Click Start

2. Type "Task Scheduler" in the search programs and files text box.



3. Click Create Task in the right menu under Actions

### General Tab

Set the Name "InfoVaultz Notifications" Under Security options, select run whether user is logged on or not.

**Triggers Tab** 

legin the task:	On a schedule
Settings	
One time	Start: 10/11/2013 🗐 🔻 1:59:45 PM 👘 🖾 Synchronize across time zones
Weekly     Monthly	Recur every: 1 days
Advanced setti	ngs
🔲 Delay task	for up to (random delay): 1 hour 🚽
🔽 Repeat tas	k every: 5 minutes 👻 for a duration of: Indefinitely 👻
🗌 Stop	all running tasks at end of repetition duration
📃 Stop task i	f it runs longer than: 3 days 👻
Expire: 10	/11/2014 4:49:49 PM Synchronize across time zones
👿 Enabled	
	OK Cancel

Click New Trigger Select "On a Schedule"from Begin the task drop down In Settings->Select "Daily"and select a time and then select "Recur every 1 days" Under Advanced Settings - Check Repeat Task every 5minutes (you can adjust ifyou want more frequent n Select "indefinitely"forthe duration of dropdown. Check Enabled. Click OK

Actions Tab

ction:	Start a program		-
Setting	5		
Progra	am/script:		
C:\xan	npp\htdocs\resources\backup\fccron.vbs	Browse	Ē.
Add a	rguments (optional):		
Start in	n (optional):		Ī

Click New Action From the Action drop down, select "start a program" Enter the path to fccron.vbs file in the Program/Script text box. (e.g. c:\xampp\htdocs\resources\bac Click OK

All other settings can be default, unless you need to change them for a different reason.

### **Enabling File Change Notification**

Once the cron jobs are properly setup as described in the previous sections, enable the file change notifications setting using the following steps

- 1. Log on to InfoVaultz Administration Portal
- 2. Click on Settings on left navigation panel
- 3. Click on "Misc"
- 4. Check "Enable File Change Notifications" checkbox

Compa	ny		Account.
OW.	liettings:	Chever Ad	
It Ourboard Intercement	Samer Storage Aut	entration Admin Emolary (mail) (Mac	
Marlage Usars	Misc Settings		
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A Marage States Emile		Langue dans Locker to import from your Cherning a User Account Chern Rich	
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		Speedy Location for Open Office Program Tokter	

# InfoVaultz Site Maintenance

- Managing Users
- Managing Groups
- Managing User Folders and Files
- Managing Disk space Usage
- Managing Client Devices
- Upgrading InfoVaultz
- Audit Logs
- Backing up InfoVaultz Data

# **Managing Users**

This section provides information on managing InfoVaultz users. Click on the appropriate title to learn more.

- Create new InfoVaultz user
- Import a InfoVaultz user from AD or LDAP
- Service Bulk creation of InfoVaultz users from
- CSV File Bulk import of InfoVaultz Users from AD
- Server Listing InfoVaultz Users
- Viewing User Properties
- Disabling InfoVaultz User
- Deleting a InfoVaultz
- User Reset User
- Password

## Create new InfoVaultz user

Create InfoVaultz user with Default Authentication

- 1. Log on to Administration Portal
- 2. Click on "Manage Users" on the left navigation panel
- 3. Click on "Add User" button
- 4. Set the required account information as shown and click save

Settings	Description
Authentication	Set to "Default Authentication"
User name	Name to be used to log into the system (ASCII alphanumeric)
Password	Password for the user (Should adhere to Password length and strength requirements for your organization)
Email	The email id should be unique in the InfoVaultz system

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101042	Manage Illum					0	Ala Line Linear
Patheard Datharang	the lines.)	The lynese sea	Status Filter : Ad	(m)		-	11.1
A Mesophies	Hanye		Seal	Last Legis	Status	Disk Usage	Actors
Manage Groupe	*1.00	atami740	005gnal.com	22 Bev 2023 00 20	The Access	6.540/3.00	Fine Alberto
WEIWERF SOLARS	tate .	riadáca	Selathe-com	÷	(Unerstations)	3.945/2.08	The Last Sector
E Marage Planes	amitoitt	animal	salencere	03 Nev 2013 38-43	Toll Access	318 1/6 / 2 08	Million
DOWERS .	testamilast.	tettedid	code Male 2016	40 0 m JUL 10 10 00	(Description)	3.08//3.68	a termine
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Eal Durtonitation	ativ4	satyaa	schrafte ((m	<u>.</u>	Citized Access	6-84E/2-08	ALL ALLOW
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w. Chena				* * Page 1 of 4 # #			
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		Status	Disk Usage
New User	Full Access	6 MB / 2 GB	
	Guest Access	3 MB / 2 GB	
Authentication	Default Authentication	Full Access	335 MB / 2 GB
User name		Guest Access	3 MB / 2 GB
D		Guest Access	3 MB / 2 GB
Password		Guest Access	3 MB / 2 GB
Email		Guest Access	3 MB / 2 GB
	_	Guest Access	6 MB / 2 GB
	Save Close	Guest Access	6 MB / 2 GB
		Full Access	3 MB / 2 GB
	A Page 1 of 4 b	Full Access	3 MB / 2 GB

# Import a InfoVaultz user from AD or LDAP Service

Import a InfoVaultz user from AD or LDAP Service

- 1. Log on to Administration Portal
- 2. Setup AD configuration ot DAP configuration depending on your requirements.
- 3. Click on "Manage Users" on the left navigation panel
- 4. Click on "Add User" button
- 5. Set the required account information as shown and click save

Settings	Description
Authentication	Set to "Active Directory or LDAP"
AD/LDAP User name	AD/LDAP User name to import
AD/LDAP Password	AD/LDAP User name's Password
Email	Disabled: This will be imported from AD/LDAP service

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retects.	44603	tecelaro	TelthBitelLoom		Oliverst Mirror	5.545/2.08	STAR. STAR
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## Bulk creation of InfoVaultz users from CSV File

InfoVaultz allows bulk creation of InfoVaultz users using Comma Seperated Files (CSV)

A The users created by method will have

- 1. Default Authentication
- 2. Will be created as "Guest Access" user. The Administrator can change this access once the user account is created.
- 3. Will be marked as "Email Verified" (i.e, the account can be immediately used with the correct password

#### Format of CSV file for creating user

The CSV file must have the following structure

userid, emailid, password

Field	Description
Userid	This is the user id to be created in the system
emailid	This must be a unique email id to be associated with the user
password	Password for the user. Must follow password requirement (like minimum length etc)

**Importing CSV File** 

To import a CSV File, follow the steps listed

- 1. Log on to the Administration Portal
- 2. Click on "Manage Users" in the left navigation panel
- 3. Click on "Import" button on top right corner to launch the import dialog window
- 4. Select the CSV file containing the entries of users to be created and click "Import"
- 5. Once the process is complete, a report will be generated indicating the status of each user account creation

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	If you are using directly from a	Active Directory, you o specific AD group	can also import users
		Imp	ort Close

# Bulk import of InfoVaultz Users from AD Server

InfoVaultz allows creation of user accounts by importing existing accounts of a AD group from your AD server.

The steps to import users from AD server is

- 1. Log on to Administration Portal
- 2. Setup AD configuration olcDAP configuration depending on your requirements.
- 3. Click on "Manage Users" on the left navigation panel
- 4. Click on "Import" button to launch the Import dialog window
- 5. Under "Import Users from Active Directory", click "Import"
- 6. Enter the required credentials and AD group name and Click "Import" button

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# Listing InfoVaultz Users

To list all users in InfoVaultz system,

- 1. Log on to Administration Portal
- 2. Click on Manage User on the left navigation Panel to list all user
- 3. For finding a specific user(s), use the Filter box

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# **Viewing User Properties**

InfoVaultz administrator can see user properties and change as needed.

To see a property of a user, the steps are

- 1. Log on to Administration Portal
- 2. Click on "Manage Users" in the navigation panel
- 3. Locate the user in the users list
- 4. Click on "Edit to display the properties of the user

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Property Name	Description
Name	The user id
Email	Email id associated with the account (This can be changted using the " <b>Email</b> " text box
Last Login	Last login attempted on this account
Total Space	Quota allocated for this account (This can be changed using "Size in GB" text box
Used Space	This is the size of data this user has access to. For example, Guest access users have this value calculated from the amount of data shared to that account
Free Space	Space available
Committed	Space taken by all this user content. This includes space used for <b>mu</b> <b>Itiple file versions</b> , <b>files in Recycle bin</b> contents, <b>Partial files in</b> <b>progress</b> and <b>Shared files</b> .
User Status	This is the access level set for this user. This can be changed between "Full Access" and "Guest Access" as well as "Disabled State"
Display Name	This can be set to a user readable name that will be used in various places such as email notifications etc
Expiration Date	If this is date is set, then once the date is past, the account will be disabled automatically.

Email Verified	Indicates if the entered email has been verified. If email is not verified, then account cannot be logged in until the verification is completed.
Local User	Indicates if the user authentication is using "Default Authentication" or "AD/LDAP Authentication"
Manage Mobile Devices	Launch Device Management Portal. Read more here.
Manage Files	Launch user file management portal. Read more here.
Delete Account	Delete this user account. Read more here
Reset Password	Reset the user's password. Read more here

## **Disabling InfoVaultz User**

**Disabled User Status** 

A user account can be disabled by Administrator.

If a user account is disabled, then the following rules apply

	Description
Login using user id from Browser or other clients	Disallowed. User will see explicit message when attempting to log in
User files	Not deleted.
License count	Disabled users count towards consumed license count

### **Disabling a User**

A user can be disabled by Administrator by following the steps listed below

- 1. Log on to Administration Portal
- 2. Click on "Manage Users" on the left navigation panel
- 3. Locate the user using Filter box or by browsing the Users list
- 4. Click on "Edit" button in the user row
- 5. Using the drop down box of User Status, change the status to "Disabled"
- 6. Click Save.

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## Deleting a InfoVaultz User

Administrator can delete a InfoVaultz user account.

Mhen a user account is deleted

- · All data stored by that user is deleted
- User can no longer log in via browser or connect using sync client or drive client
- · License account consumed by the account is released to "Available License" count
- All data shared to that user will no longer be shared
- All data shared by the user will no longer be available

Account Type	Effect			
User with "Default Authentication" (Local User)	Local user account is deleted.			
User with "AD or LDAP Authentication"	Only the InfoVaultz account will be deleted. No change will be done to the user in the AD or LDAP server.			

To delete a user, follow these steps

- 1. Log on to Administration Portal
- 2. Click on "Manage Users" on the left navigation panel
- 3. Locate the user to be deleted (using Filter or by paging)
- 4. Click on "Delete" under "Actions" column
- 5. Click "OK" in confirmation dialog

It is also possible to delete an account using the account properties panel.

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## **Reset User Password**

InfoVaultz Administrator can reset password for accounts with Authentication Type set to "Default"

For user accounts with "Authentication Type" set to "AD or LDAP", the password management must be done in AD or LDAP admin portal.

To reset password for user account using "Default" Authentication Type,

- 1. Log on to Administration Portal
- 2. Click on "Manage Users" on left navigation panel
- 3. Locate the user to reset the password using "Filter Users" or from the user list
- 4. Click on "Edit" for the user row under the "Actions" column to launch the Account Properties

5. Click on "Reset Password" Button

- 6. Click on "Ok" for the confirmation dialog
- 7. A new password will be generated and displayed for that user.

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# **Managing Groups**

InfoVaultz Administrator can manage User Groups

Once a user group is created,

The following operations can be performed

- 1. Change group details
- 2. Delete a group
- 3. View and Change Group members

### **Change User Group Details**

InfoVaultz Administrator can change a group's detail using the following steps

- 1. Log on to Administration Portal
- 2. Click on "Manage Groups"
- 3. Click on the desired user group from the list of groups
- 4. In The Group details panel, you can
  - a. Change group name
    - b. Change group email
- 5. Click "Update" once the change is complete
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## **Delete User Group**

InfoVaultz Administrator can change a group's detail using the following steps

- 1. Log on to Administration Portal
- 2. Click on "Manage Groups"
- 3. Click on the desired user group from the list of groups
- 4. In The Group details panel, Click "Remove Group"
- 5. Click " $\ensuremath{\text{OK}}$ " in the confirmation dialog to complete the operation.

Once a group is removed, network shares shared with that removed group will no longer be available to the former members of the group

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## View and Change Group Members

InfoVaultz Administrator can change a group's detail using the following steps

- 1. Log on to Administration Portal
- 2. Click on "Manage Groups"

.

- 3. Click on the desired user group from the list of groups
- 4. Click on "Manage Members" to launch the members list dialog
- 5. You can view, add or remove members using the dialog

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# Managing User Folders and Files

Admin user has complete control on any user file/folder in the InfoVaultz

system. The Admin user can View, Download, Copy, Delete, Paste any of the

user files.

The Admin user can also perform copy, move of files and folders between two InfoVaultz users as well.

To manage user folder and files,

- 1. Open the user's properties panel
- 2. Click on "Manage Files" to launch the files management portal for that user

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## Downloading user files and folders

In the files management portal, click on the "Download" button of the file or folder to download it.

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## Copying, Moving User files

The Administrator can copy or move files between

- 1. Two folder locations of the same user account or
- 2. Two folder locations of two different user account

The steps to copy or move files are

Λ

- In the user files management portal, select the desired files and folders and hit "Copy" or "Move" button, The buttons will then change to "Paste" and "Cancel Paste".
- Navigate to target folder to paste using one of the two ways
  - Navigate to the target folder to paste either in the same user's storage space (or)
  - open the user files management portal of a different user and navigate to the target folder to paste
- Click on "Paste" button to paste the previously selected files

This action will be logged in Audit log as "Action performed by ADMIN"

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## **Deleting user files**

InfoVaultz Administrator can delete any user's file

To delete a user's file(s) and/or folder(s)

- 1. Launch the user's file management portal
- 2. Select the file(s) and/or folder(s)
- 3. Click "Delete"
- 4. Click "YES" on confirmation dialog to complete the operation.

A This action will be logged in Audit log as "Operation performed by ADMIN"

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# Managing Disk space Usage

Administrator can manage the space usage of any InfoVaultz user in the system

The following actions are available

- 1. View space usage of any user
  - 2. Change space usage quota of any user

# **Managing Client Devices**

InfoVaultz supports administrator management of various clients connecting to the InfoVaultz instance. This feature is called Remote Client Management (RCM)

The following devices can be managed from the Admin Panel

- InfoVaultz iOS App InfoVaultz
- Android App InfoVaultz
- Windows Store App
- InfoVaultz Sync
- InfoVaultz Drive

By Default InfoVaultz will not allow non RCM Compliant clients to connect into InfoVaultz service. You can change this behavior in Basic Server Settings page.

Admin user will be able to see all devices that connected to a InfoVaultz server using the Admin Control Panel.

The number of devices are shown in the Summary and the actual list of devices can be seen from the "Manage Devices" menu.

# Listing Devices using Admin Control Panel

Admin can open the list of devices to manage using one of the two ways.

- 1. Log on to Administration Panel
- 2. Click "Manage Devices" on the Admin left control panel (or) Click on "Manage Mobile Devices" on a User Properties Panel.

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**Supported Device Operations** 

The following operations are available from the Device Management panel.

- · View details of a client device
- · View and manage actions queued for a client device
- · Add a message to display in the client device
- Remove a previously queued message
- Block a device from logging in
- · Block a device and force wipe of application data
- Remove client record from the InfoVaultz system

View Details of a client device

Column	Details
Column 0	Checkbox to check the client device record to add message or remove the client
Column 1	Client device icon
User name	The user id used by the client device to connect
Device name	The device name setup by the client device. This can be generic like "Cloud Sync" or "Client Drive" or specific like "Anis' iPhone 5"
Device Details	This field provides OS type, OS version and the Client App's version.
Last Login	The last time this device connected to the InfoVaultz server
Permissions	The current enforced login permission. This can be changed to block or block and remote wipe
Pending Actions	The list of queued actions for that client device (A number of messages etc)

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View and Manage Actions queued for a client device

If a message is queued to a device, it is possible to view them using the Admin panel

- 1. Log on to Administration Panel
- 2. Click on the "Manage Devices" on the left navigation panel
- 3. Locate the record to view the queued action
- 4. Click on the button in "Pending Actions" column
- 5. This will display the list of pending actions for that device
- 6. Any queued action can be deleted from the pending actions list by clicking the "trash can" icon under Actions column in that list

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Add message to display in the client device

Admin can display a short message on the remote client using the "Add message" feature.

The entered message(s) will be displayed when the remote client is connected to the InfoVaultz instance. If more than one message is queued to a device, they will be

displayed in the order it was entered. The messages will be shown only once per client and during

Message will be shown

- When the client connects to the InfoVaultz server (as a part of login operation)
- If the client is already connected, then it will retrieve the message periodically and display it to the user

## Steps to add message

- 1. Log on Administration Panel
- 2. Select one or more device using the checkbox on the left most column of a device record
- 3. Click on "Add Message" button

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#### **Blocking and Remote Wiping Client Device**

InfoVaultz's RCM function allows the Administrator to selectively block a specific client device from logging into the InfoVaultz

server. In addition to Blocking a Client Device from logging in, Administrator can also wipe InfoVaultz folders in the remote device.

## 0

When a client device is blocked (or blocked with remote wipe action), it will be executed one of the following two ways

- 1. If the client is not connected, the block (and remote wipe) will happen when it tries to log into the server
- 2. If the client is connected, the block and remotiv wipe will occur and the client will automatically exit out.

#### Steps to block (but no wipe remote data) in a client device

- 1. Log on to Administration Portal
- 2. Click on "Manage Devices" on the left navigation panel
- 3. Locate the client device to be blocked and under the "Permissions" column, Change the value to "Blocked"
- 4. In the "Confirm" dialog, select "NO" to just block but not remote wipe the client device

#### Steps to block and wipe remote data in a client device

- 1. Log on to Administration Portal
- 2. Click on "Manage Devices" on the left navigation panel
- 3. Locate the client device to be blocked and under the "Permissions" column, Change the value to "Blocked"
- 4. In the "Confirm" dialog, select "YES" to just block but not remote wipe the client device

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**Remove Client Device Record from the system** 

It is possible to remove a client record from the InfoVaultz system.

This can be due a a number of reasons such as the userid is no longer valid and the associated client record is no longer needed to be manage etc

1. Log on to Administration Portal

- 2. Click on the "Manage Devices"
- 3. Locate the device record(s) to remove and select them
- 4. Click on the "Remove" button on top right.

#	M	mag	re Devloes								_
Dashboard .	1 m	1112	tie Mittie (	(Income)		Permission: Filter: All				0.	dd Metsage 🔽 🗢 Re
Manage Users			User name	Dev	ice Name	Device	Details	Last Login	Permissia	***	Pending Actions
Manage Groupe	15	c	mantored	Cloud Syne		G5: Wednes N7 -App: =4.71.0.233	0.1 (Bolid 1900)) 9	3713-11-25 12/04/03	Alzmett		I Actions Enterone
Manage Stores	10	σ	hisknad	Cloud Sync		(08: 10449-3.2.0-2 y4,71.0.25502	-generic, itali	2013-11-22-08-21-07	Allowed		1 Actions Enformed
22		٥	jerry	Coud Syne		05:1064320-2 9471035339	Egeneric App	2713-11-22 03:2502	Allowett		Teami Imaa
ovage Devizii	10	c	jerry	Clouid Syria		05: Windows N1 4pp: v4710.258	6,2 (8u)(1 (200)). 9	2010-11-00 11-01-07	Allowell		D Azton Enlose
Audit niii	8	6	locatinod	Cloud Drive		CS: Windows 7/5 9.1 (840) 7601 5 App: v871.0.252	erner 3006 193- n vice Park 1), 7	2011-11-18 10:08:50	Alprived		1 Actions Enforce
leftings NULLICE	81	3	keralman	Cloud Sym.		05: Linux-1.3.0-7 vit.71.0.25504	rgenen, App	2011-11-01-00 (08:40)	Alowell	1	© Bellin Comm
Customustary.	0	-	mind	Codel after die	21	OS: Windows # # V1000	атау. Арр	30113-11-12 01:57:11	Rowell		O Action United
u.	0	٠	309	android-googl	e-blevas 4	08: Andmirt-4.3	App: +3.0.2	2013-11-12 (3:59-40	Alswell		G Actions Entropy
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	17		result	anit-surface		OS: Wedows 8-7	anily, App	2013-13-06 13:58:38	Allowed		il Actoria Listerior

# **Upgrading InfoVaultz**

### Introduction

Updates to InfoVaultz containing bug fixes, security patches and new features are released as necessary. These updates can be applied to an existing installation from within the administrator UI.

## Getting notified of new InfoVaultz releases

Generally, new InfoVaultz release availability will be notified in two ways:

- 1. By subscribing to the InfoVaultz Mailing List
- 2. By seeing the version update available in the InfoVaultz Admin Dashboard

ompar	лу		
	Dashboard		
davri es	Summary		
e Usera	Managed Storage Quota	License Information	Stats
e Shares Devices	Visit         Storage Allocated           Vised Space         Visued Space	Licensed Accounts Contents License Expiry Licensed To	Total Users     Full Access Users     Guest Access Users
	Disk Usage	Update Information	Managed Files
pi IDH Nuusion	Storage Disk Free           Extran         Log Folder Size           Log Disk Free	Update(s) Available	Network Shares     User Shares     Devices     Audit Records

## Step 1: Backup

A Before any updating current InfoVaultz installation, it is important to backup your data

Based on the installation environment, choose one of the following links to perform backup:

InfoVaultz installation environment	Backup steps
Linux OS and installation with backup tool	Linux tool backup
Linux OS and installation without backup tool	Linux manual backup
Windows OS and installation without backup tool	Windows manual backup

# Step 3: Performing update

1. Login into the admin UI. Select "Upgrade" from the left-side navigation panel.

Compan	У	🖨 Account
mande	Upgrade	Release Notes
B Dashboard Useiby/cacitars		
🌲 Manage Users		
🐨 Manage Groups		
NETWORK SHARES		
🗐 Manage Shares		
DEVICES		
Managa Devices		
MBSC.		
() Audit		
SETTINGS		
O <sub>0</sub> Settings		
CUSTOMIZATION.		
Customization		
SYSTEM		
🗸 Checks		
- Upgrade		

- 2. In the upgrade screen, click on "Click here to upgrade" button.
- 3. If there are no new updates available, no additional actions required.
- 4. If there are any new updates available, a popup will be shown with new update information.

HOME	Upgrade 🖉 Release Notes	Cichinese in counide
	UPDATE AVAII ABI E New update available: (Tick tos 'Upgrasie Cove	
Chooles		

5. Click on the "Click here to Upgrade" button to start the upgrade process.

6. The upgrade process will check for perform the upgrade and a report will be generated after the update process is completed

IOME	Upgrade			🗐 Release Notes	Click here to upgrade	
Dashboard	Update completed without	t errors. Make sure to open the ins	tall check page and verify	all the checks are OK before pr	oceeding.	
SERS/GROUPS						
Manage Users	Filter Message :	Message Type : All				
Manage Groups			Message			
ETWORK SHARES	===== Downloading u	odate =======				
Manage Shares	Using override url for up	date : http://patch.codelathe.com/	tonidocloud/qa/installer,	/file_cloud.zîp		
paces	===== Unpacking upd	ate =======				
EVICES	====== Cleaning updat	====== Cleaning update ========				
Manage Devices	====== Checking permissions ========					
IISC.	======Applying update=======					
Audit	Copying file /var/www/resources/ui/pdfjs.zip					
TTINGS	Copying file /var/www/resources/ui/core.zip					
Cattinger	Copying file /var/www/resources/ui/admin.zip					
en settings	Copying file /var/www/index.php					
USTOMIZATION	Copying file /var/www/webdav/index.php					
Customization	Copying file /var/www/webdav/davfile.php					
STEM	Copying file /var/www/webdav/davlockscloud.php					
Checks	Copying file /var/www/we	Copying file /var/www/webdav/.htaccess				
	Copying file /var/www/webdav/autoload.php					
Upgrade	Copying file /var/www/we	bdav/davdirectory.php				
	Copying file /var/www/we	bdav/Sabre/DAVACL/PrincipalCol	lection.php			
	Copying file /var/www/we	bdav/Sabre/DAVACL/Plugin.php				
	Copying file /var/www/webdav/Sabre/DAVACL/Principal.php					
	Copying file /var/www/we	bdav/Sabre/DAVACL/Version.php				
		н	Page 1 of 15	ы		
			288 rows			

- 7. Once the upgrade is completed, you will be redirected to the install verification page at http://site/install
- 8. Once it is verified that the checks are complete, refresh the browser UI (Ctrl + F5) to get the latest updated User Interface.

# Audit Logs

InfoVaultz has extensive Auditing support and every operation in InfoVaultz is logged into the Audit logs

The following actions are logged in Audit Logs

ctions
ew Account creation
lient Login operation
older browse
earch actions
pload file
ownload file/folder
ile/Folder Creation
ile/Folder Share

File/Folder Copy

File/Folder Move

#### File/Folder Delete

All other APIs (Such as thumbnail reads, Setting Favorites, Listing Shares)

## **Viewing Audit Logs**

To view the audit log, the steps are

- 1. Log into Administration portal
  - 2. Click on "Audit Logs" on the left navigation panel

A The Operation Filter can be changed from "Common" to "All" to see more fine grained list of all audit logs. The "Common" filter option will list common operations such as "new account creation, account login, file/folder create, upload/download file or folder "

íć.	Aadit Loga			Ma
Dashboard	Hiter Audit Logo	Operation Filter : Common	0	
Managa Usias	Message	p	Agent	Created On
Manage Groups	jerry toggest will GK	223 196 291 88	Cleved Spec	2015-9409-29 11:19 444
MINE SHARES	admini loggest in 1948.	72.182.127.39	Web howser	2013-Min-29 09-84 3M
Startage Staries	admin loggest in : Fill,	77.182.127.58	Web browler	2011-Nov-39 09:44 4M
danoge Devices	jerry lagged as : OK	122.174.102.141	Cloud Spic	2011-Nov-38 11:01 PM
	annual logged in : OK	73.342.137.54	Cloud Spec	2013-Nov-38 09:75 PM
Autor	annual logged in : OK	73.382.337.98	Cloud Sync	2013-Nov-38 08:20 PM
Settings	aretaid downloadkd filw The Government Data Jandscope (n. Austraka.pdf - OK	73.382.127.88	Cloud Spec	2017-1929 22 09:15 334
COMPLEX TO PR	jerry to oaked directory (jerry ) OK	323.374.102.141	Wells browner	2013-5629-38 02:34 354
Customization	jerry browsed devotory /SH/RED/medhael : OK	122.374.102.141	Web browner	2013-Nev-20 12:41 AM
24	jerry broated directory /SHARED : OC	122.374.102.141	Web brooser	2013-560-20 12:41 AM

## **Audit Record Details**

Every audit record will have the following information

Value	Description
Message	The descriptive message for the audit record
IP	The IP from which the call was performed
Agent	Indicates wether it was from a Webbrowser, or iOS app etc
Created On	The timestamp when the call was performed

Message	IP	Agent	Created On
jerry browsed directory /SHARED : OK	122.174.102.141	Web browser	2013-Nov-28 12:41 AM
anisad logged in : OK	72.182.127.58	Cloud Sync	2013-Nov-28 08:25 PM

## **Exporting Audit Logs**

The audit logs can be exported as CSV files. To export the audit logs

- 1. Log on to Administrator portal
- 2. Click on "Audit" in the left navigation portal
- 3. Click on "Manage" button to launch the audit logs management dialog
- 4. Enter the Start and end date and click "Export"button

W.	Audit Logi				
Dashboard Isseilikows	Hite Ault Logo	Operation Filter : Common	0		
Manage Users	Message	р	Agent	Created On	
Managa Groups	jerry toggett will GK	323.195251.88	Circuit Spit:	2015-94/v-29 11:19 JM	
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Startage Shares	where loggest in : F.U.	72.182.127.58	Web browter	2011-140x-29 09:44 4M	
Wanoge Devices	jerry logged in : OK	122.374.302.141	Cloud Spic	2011-Nov-38 11/11 PM	
E	arread logged in : CK	73.342.327.54	Cloud Sync	2013-Nov-38 08:75 PM	
Auto	arruad logged in : OK	73.382.337.58	Cloud Sync	2013-Nor-35 08:20 PM	
¢ Settings	ansad downloaded file The Government Data Landscape (#, Australia.pdf - OK	72.127.12	Cloud Sync	2017-Nov 22 09:15 XM	
TONE CALIFIC ALL CONTRACTOR	jerry to sweet directory /jerry : OK	123.374.102.341	Web browner	2013-Nov-38 0224 3M	
Custometation	jerry trouted descripty/SH/RED/Hadfael : OK	122.374.102.141	Web browser	2013-Nev-28 12:41 AM	
2.06	jerry broased directory (SHARED : OK	122.374.102.141	Web Erstonet	2013-Nov-20 12:41 AM	

Compar	ıy				& Amount
Rectain W Dashboard 1905-1900-19	Autilit Loga				
	Chie Santa Legis (Chie by Second ) Operature Febre Lineman (💽 😶				
🎄 Manage Liters	Message		IP	Agent	Created On
Monage Groups     Monage Groups     Monage Shares     powers     Monage Devices     Monage Devices     Monage Devices	jerry /ogged in : OK		223.190.231.88	Clease Syrai	2012-Nov-29 11(19 AM
	admin logged in: 142				2015-Nor-29 09-44 AM
	admin logged in HAL			3012-Nov-29 09-44 AM	
	jeny logged in : 0k.	Manage Audit Lo	igs		2013-MOV-28 11.01 PM
	aticad logged in : OK	Start Date (Optional)			2013-1409-28 08:25 PM
(1) Audi	anicad logged in 104	V252 V12550	22111722		20153-Nov-38 08:30 PM
Ci) Settings	anned downloaded the The Bovernment Oats Lands	the late (sequed)	2012-11-22		2013-Nov-20-09-45 AM
(Indomitatel)	jeny braveed directory jen		toport Delever Delever		2015-Nov-20 02:24 AM
Custemization	jerry braveed directory /544				3015-Nov-29 12141 AM
VISTON Chieldo	jerry browsed directory /SHAR	60 : OK	122.174.102.141	Web thousay	2013-New-20 12:31 AM
<ul> <li>Depode</li> </ul>	H = Papp( ⇒ 07.124 ⊛ ₩ Metrin rows				

## **Trimming Audit Logs**

The audit logs can be trimmed (Typically after exporting it to CSV) to reduce size taken up in the database. To trim the audit logs

- 1. Log on to Administrator portal
- 2. Click on "Audit" in the left navigation portal
- 3. Click on "Manage" button to launch the audit logs management dialog
- 4. Enter the Start and end date and click "Delete" button to trim the logs

WF.	Aadit Loga					
Dashboard	Hiter Audit Logo: Thile by Bease	Operation Filter : Common	0			
Manage Users	Message	p	Agent	Created On		
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TWO IS NOT	admin loggest in : File,	72.182.127.39	Web browser	2013-1409-29 09:44 334		
WITE .	adress loggest in: F.U.	72.182.127.58	Web browler	2017-Nov-29 09:44 4M		
Manage Devices	jerry lagged in : Ok	122.374.102.141	Cloud Spic	2011-Nov-38 11:01 PM		
na: B: Autil Llana X: Settings	annad logged in : CK	73.342.137.54	Cloud Sync	2013-Nov-38 08:75 PM		
	annual logged in : CK	73.382.327.98	Cloud Sync	2013-Nov-38 08:20 PM		
	aretaid downloaded file The Government (Data Londscope ) (Australia odf = OK	73.182.127.58	Claud Spec	2017-Nov 20 DBH1 XM		
strong carriers	jery transes destroy /jery : OK	123.374.102.341	Web browner	2013-0499-38 02234 354		
Customization	jerry troubed deatary /SH/RED/mediael : OK	122.374.102.141	Web browser	2013-Nev-28 12:41 AM		
(TTD)	jerry toosited directory /SHARED : OK	122.374.102.141	Web Ersteinet	2013-Nov-20 12:41 AM		

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	admin logged in HAL	Manage Audit Logs		3212-140r-29 09-44 AM	
	jeny logged in : 08.				2013-MOV-28 11.01 PM
4	arkad logged in : OK	Start Date (Optional)			2013-140v-28 08:25 PM
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HIRKSMON	jeny bravsed directory jerr		topo Delese Come		2015-Nev-20 02.24 AM
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DM.	pring browned directory /S-MR	RD : OK	122.174.302.141	Web thouser	2013-Neti-20 12:41 AM

# **Backing up InfoVaultz Data**

## InfoVaultz Backup and Restore - Linux Tool

InfoVaultz is bundled with necessary tool to perform full backups of your cloud installation ie., both files and

database. Some of the features of these backup scripts:

- can be run at anytime manually from command line
- can be part of an automated system like cron job.
- can be run on a live cloud installation (though its safer to do backup of cloud in maintenance mode).
- can backup to local or remote linux targets.

In this section you can learn some basic tasks such as

- 1. Initializing backup system
- 2. Adding a new host to the backup system
- 3. Removing a target
- 4. Creating new backups
- 5. Removing existing backups
- 6. Listing existing backups
- 7. Restoring a backup

#### Terminologies

Here are some basic terminologies used to explain the backup tool.

Backup Target: Host where the backups are stored.

Backup Directory: Directory under which the backups are stored.

#### **Initializing Backup Tool**

Backup tool has to be initialized before it can be used to backup your cloud installation. This initialization needs to be done only once and tool will automatically initialize itself upon first use. During this initialization process, the tool performs an important routine that the user needs to be aware of.

**SSH Key Generation**: The tool generates a RSA ssh key pair during initialization. This key pair will be used to communicate between the tool and backup targets. This enables tool to communicate with the backup target without prompting for password every time. These are encrypted keys and are safer than entering passwords everytime for communication. Also the tool exchanges the key with the localhost and will be used to run even commands on the local host.

When the backup tool is run without any options, it initializes the tool on first run and then displays help. Further runs only displays help. Following section shows a session initializing the backup tool.

#### Initializing backup tool

```
madhan@li111-150:~$ cd /var/www/resources/backup
madhan@lill-150:/var/www/resources/backup$ sudo chmod +x backup.sh
madhan@li111-150:/var/www/resources/backup$ sudo ./backup.sh
Feb 18 01:26:05 : Initializing backup system
Feb 18 01:26:05 : Generating ssh encryption keys
Generating public/private rsa key pair.
Your identification has been saved in ./keys/id_rsa.
Your public key has been saved in ./keys/id_rsa.pub.
The key fingerprint is:
f4:cd:e8:ff:le:db:e6:b4:7f:f7:da:d4:02:16:dd:ba root@li111-150
The key's randomart image is:
+--[ RSA 2048]----+
| . . |
 . . . .|
 . . + . . |
| S o = . |
 . . . . . .
 . E +|
 . 0=|
.0==@|
+----+
Feb 18 01:26:06 : Please enter local user to store backups :
madhan
Feb 18 01:26:22 : Exchanging ssh keys with host 127.0.0.1
madhan@127.0.0.1's password:
Feb 18 01:26:30 : Successfully initialized localhost to store backups
Script to backup infovaultz data
Usage :
sudo /path/backup.sh <command>
where <command> could be on of the following:
 addtgt <user> <host> <tgtdir> - Adds the <tgtdir> in machine <user>@<host> as a
valid backup directory
rmtgt <index>
               - Removes the backup target at specified index.
       If index parameter is missing, a list of available targets will be shown to
choose one from.
 lstgts - Lists available backup directories
crtbkup <index> - Create a new backup of infovaultz at specified backup target
index.
       If index parameter is missing, a list of available targets will be shown to
choose one from.
                  - List all backups under the specified target index.
lstbkups <index>
      If index parameter is missing, a list of available targets will be shown to
choose one from.
rmbkup <index1> <index2> - Removes index2 directory from index1 backup target.
         If index parameters is missing, a lists of available targets and directories
will be shown to choose one from.
resbkup <index1> <index2> - Restores index2 directory from index1 backup target.
       If index parameters is missing, a lists of available targets and directories
will be shown to choose one from.
```

#### Add Backup Target

The backup tool has to have atleast one backup target before it can create and store backups. Even if you plan to store the backups on the local

system, you still need to the local host as a backup target. When multiple backup target directories are added to the tool, the ssh keys are exchanged only the first time.

To add a backup target you need

- a user
- · ip address of the remote host.
- · a directory to store backups ( and the above user should have write permissions)

Use the option addtgt to add a new backup target to the tool. The following snippet shows commands to add 2 backup targets.

Local host (madhan, 127.0.0.1, /backup)

### Adding a localhost target

```
madhan@lill1-150:/var/www/resources/backup$ sudo ./backup.sh addtgt madhan 127.0.0.1
/cloudbackup/
Feb 18 02:20:23 : Adding backup target : madhan@127.0.0.1:/cloudbackup/
Feb 18 02:20:25 : Added backup target : madhan@127.0.0.1:/cloudbackup
```

#### Remote host (cloud, 192.168.1.148, /backup)

#### Adding a remote host target

```
madhan@lill1-150:/var/www/resources/backup$ sudo ./backup.sh addtgt cloud
192.168.1.148 /cloudbackup/
Feb 17 18:31:47 : Adding backup target : cloud@192.168.1.148:/cloudbackup/
Feb 17 18:31:47 : Exchanging ssh keys with host 192.168.1.148
cloud@192.168.1.148's password:
Feb 17 18:31:51 : Added backup target : cloud@192.168.1.148:/cloudbackup
```

**Remove Backup Target** 

To remove a backup target use the option rmtgt. This option lists the available backup targets and prompts for the target to be deleted. Upon entering the target number, the tool deletes the target. When a target is deleted, the tool just removes pointer to the target from its internal list. The physical directory is not deleted. This allows admins to add the same target at later point of time with all the backups intact.

Note: The target number can also be specified from the command line

#### Removing a target

**List Backup Targets** 

To list the available backup targets in the tool use the option lstgts.

```
Listing targets
madhan@lill1-150:/var/www/resources/backup$ sudo ./backup.sh lstgts
No Targets
0) madhan@l27.0.0.1:/cloudbackup
```

#### **Create New Backup**

To create a new backup use the option crtbkup.

```
Create Backup
```

```
madhan@lill1-150:/var/www/resources/backup$ sudo ./backup.sh crtbkup
Feb 18 03:22:19 : Creating backup
No Targets
                             _____
0) madhan@127.0.0.1:/cloudbackup
_____
Select a backup target from the above list : 0
Feb 18 03:22:21 : Selected backup target madhan@127.0.0.1:/cloudbackup
sending incremental file list
5108a8b6bff4d/
5108a8b6bff4d/5108a8b6c26d2/
5108a8b6bff4d/5108a8b6c26d2/510d2ecb07217.dat
42.55K 100% 9.33MB/s 0:00:00 (xfer#1, to-check=54/57)
5108a8b6bff4d/5108a8b6c26d2/510d2ecb08d48.dat
. . . . .
5108a8b6bff4d/5108a8b6c26d2/51132eeb6a45a.dat
174.84K 100% 241.84kB/s 0:00:00 (xfer#55, to-check=0/57)
sent 60.89M bytes received 1.06K bytes 24.36M bytes/sec
total size is 60.88M speedup is 1.00
tonidobak.log 100% 20KB 19.8KB/s 00:00
```

Note: The target number can also be specified from the command line.

#### List Backups

To list backups available on a particular backup target directory use the option lstbkups .

#### **Listing Backups**

```
madhan@lill-150:/var/www/resources/backup$ sudo ./backup.sh lstbkups
No Targets
  _____
0) madhan@127.0.0.1:/cloudbackup
_____
Feb 18 03:26:39 : Select a target from above to list available backups :
0
Feb 18 03:27:03 : Selected backup target madhan@127.0.0.1:/cloudbackup
No
       Date
                         Files
                                 Size
                                            Status
Path
_____
    _____
 0)
       03:22:21 2013-02-18
                        59M
                                44
                                           COMPLETE
/cloudbackup/1361157741
 _____
                  _____
```

Note: The target number can also be specified from the command line.

#### **Delete Backup**

To delete a backup target directory use the option rmbkup.

#### **Deleting Backups**

```
madhan@lill1-150:/var/www/resources/backup$ sudo ./backup.sh rmbkup
No Targets
        _____
_____
0) madhan@127.0.0.1:/cloudbackup
_____
Feb 18 03:31:25 : Select a target from above to list available backups
0
Feb 18 03:31:28 : Selected backup target madhan@127.0.0.1:/cloudbackup
 No
       Date
                         Files
                                  Size
                                              Status
Path
 _____
_____
 0)
       03:22:21 2013-02-18
                         59M
                                 44
                                             COMPLETE
/cloudbackup/1361157741
                 _____
  _____
Feb 18 03:31:30 : Select a backup directory
0
Feb 18 03:31:34 : Selected backup path /cloudbackup/1361157741
madhan@lill1-150:/var/www/resources/backup$ sudo ./backup.sh lstbkups 0
Feb 18 03:32:01 : Selected backup target madhan@127.0.0.1:/cloudbackup
No
                         Files
      Date
                                  Size
                                              Status
Path
_____
_____
_____
_____
```

Note: The backup target number and backup target directory number can also be specified from the command line.

**Restore Backup** 

To restore a backup from a particular backup target directory use the option resbkup.

Note: When a backup is restored, the cloud service will be stopped to restore the backup. Upon restoring the snapshot the service will be started again.

#### **Restoring Backups** madhan@lill1-150:/var/www/resources/backup\$ sudo ./backup.sh resbkup Targets No \_\_\_\_\_ 0) madhan@127.0.0.1:/cloudbackup \_\_\_\_\_ Feb 18 03:42:00 : Select a target from above to list available backups 0 Feb 18 03:42:05 : Selected backup target madhan@127.0.0.1:/cloudbackup Files No Date Size Status Path \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ 0) 03:40:16 2013-02-18 59M 44 COMPLETE /cloudbackup/1361158816 \_\_\_\_\_ \_\_\_\_\_ Feb 18 03:42:07 : Select a backup directory 0 Feb 18 03:42:15 : Selected backup path /cloudbackup/1361158816 Rather than invoking init scripts through /etc/init.d, use the service(8) utility, e.g. service mongodb stop Since the script you are attempting to invoke has been converted to an Upstart job, you may also use the stop(8) utility, e.g. stop mongodb mongodb stop/waiting Rather than invoking init scripts through /etc/init.d, use the service(8) utility, e.g. service mongodb start Since the script you are attempting to invoke has been converted to an Upstart job, you may also use the start(8) utility, e.g. start mongodb mongodb start/running, process 17363

Note: The backup target number and backup target directory number can also be specified from the command line. InfoVaultz Backup and Restore - Linux Manual

InfoVaultz can be backed up and restored on Linux following these manual steps.

While performing the backup/restore, these are the important file categories that should be backed up/restored:

- cloud cloud files.
- cloud database.
- cloud user files.

Backup

High level steps to backup InfoVaultz in windows:

1. Stop webserver

- 2. Backup configuration files
- 3. Backup database.
- 4. Backup user files.
- 5. Start webserver

Stop Webserver and MongoDB

Before backup is performed, stop the apache webserver and mongodb. This prevents any client from adding/removing files while the backup is in progress.

#### **Stopping services**

```
# sudo /etc/init.d/apache2 stop
# sudo /etc/init.d/mongodb stop
```

Please use equivalent commands applicable for your OS distro.

#### **Backup InfoVaultz installation**

Once the apache server is stopped, make a copy of entire cloud installation. The cloud installation is typically under /var/www/ directory.

#### Backing up InfoVaultz installation

```
# mkdir -p /InfoVaultzbackup/www
```

# sudo cp -dprv /var/www/\* /InfoVaultzbackup/www

If your installation uses a different directory, update the above commands accordingly.

#### **Backup database**

Once the mongodb is stopped, backup the database files.

#### Backing up InfoVaultz database.

```
# mkdir -p /InfoVaultzbackup/db
# sudo cp -dprv /var/lib/mongodb/* /InfoVaultzbackup/db
```

Check your mongodb installation to make sure /var/lib/mongodb is the correct database path.

#### **Backup user files**

To backup user files, make a copy of the entire directory specified for the property 'TONIDO\_LOCALSTORAGE\_TOPLEVELFOLDER' in /var/www/config/localstorageconfig.php.

Note: In the following case, the entire "/opt/InfoVaultz/data" directory has to be backed up.

```
Sample localstorage config file
```

Use the following commands, to backup user files.

#### Backing up user data files

```
# mkdir -p /InfoVaultzbackup/userdata
# sudo cp -dprv /opt/InfoVaultz/data/* /InfoVaultzbackup/userdata
```

#### Start Webserver and MongoDB

After the above backup steps are performed, start the apache webserver and mongo db processes.

#### Starting services

```
# sudo /etc/init.d/mongodb start
# sudo /etc/init.d/apache2 start
```

Please use equivalent commands applicable for your OS distro.

#### Restore

High level steps to restore InfoVaultz in windows:

- 1. Stop webserver
- 2. Restore configuration files
- 3. Restore database.
- 4. Restore user files.
- 5. Start webserver

#### Stop Webserver and MongoDB

Before restore is performed, stop the apache webserver and mongodb. This prevents any client from adding/removing files while the backup is in progress.

#### **Stopping services**

```
# sudo /etc/init.d/apache2 stop
```

```
# sudo /etc/init.d/mongodb stop
```

Please use equivalent commands applicable for your OS distro.

**Restore InfoVaultz installation** 

Restore the InfoVaultz installation files using the following command.

Note: Check your apache installation to ensure /var/www/ is the document root directory.

#### **Restoring InfoVaultz installation**

# sudo cp -dprv /InfoVaultzbackup/www/\* /var/www/

**Restore database** 

Restore the database using the following command.

Note: Check your mongodb installation to ensure /var/lib/mongodb is the database path.

#### **Restoring InfoVaultz installation**

# sudo cp -dprv /InfoVaultzbackup/db/\* /var/lib/mongodb/

**Restore user files** 

To restore user files, restore the user files to the directory specified in the property 'TONIDO\_LOCALSTORAGE\_TOPLEVELFOLDER' in in /var/www/config/localstorageconfig.php.

Note: In the following case, the entire "/opt/InfoVaultz/data" directory has to be restored.

```
Listing targets
```

<?php

Use the following commands, to restore user files.

#### Backing up user data files

# sudo cp -dprv /InfoVaultzbackup/userdata/\* /opt/InfoVaultz/data

Check your mongodb installation to make sure /var/lib/mongodb is the correct database path.

#### Start Webserver and MongoDB

After the above restore steps are performed, start the apache webserver and mongodb process.

#### **Starting services**

```
# sudo /etc/init.d/mongodb start
# sudo /etc/init.d/apache2 start
```

Please use equivalent commands applicable for your OS distro.

## InfoVaultz Backup and Restore - Windows Manual

InfoVaultz can be backed up and restored on windows following these manual steps.

While performing the backup/restore, these are the important file categories that should be backed up/restored:

- cloud cloud files.
- · cloud database.
- cloud user files.

Backup

High level steps to backup InfoVaultz in windows:

- 1. Stop webserver
- 2. Backup configuration files

- 3. Backup database.
- 4. Backup user files.
- 5. Start webserver

Stop Webserver and MongoDB

Before backup is performed, stop the apache webserver and mongodb. This prevents any client from adding/removing files while the backup is in progress. To stop the apache webserver, open the Tonido InfoVaultz control panel and hit stop for Apache. Also stop the Mongo DB process.

**Backup cloud files** 

Once the apache server is stopped, make a copy of entire cloud installation. The cloud installation can be found under the installation directory under htdocs. (e.g. c:\xamp\htdocs)

**Backup database** 

To backup the database, copy the mongodb database files under c:\xampp\mongodb\bin\data

## Backup user files

To backup user files, make a copy of the entire directory specified for the property 'TONIDO\_LOCALSTORAGE\_TOPLEVELFOLDER' in <cloud\_install\_dir>\config\localstorageconfig.php.

Note: In the following case, the entire "c:\infovaultz\userdata\" directory has to be backed up..

#### Sample config file

<?php

Start Webserver and MongoDB

After the above backup steps are performed, start the apache webserver and mongo db processes.

#### Restore

High level steps to restore InfoVaultz in windows:

- 1. Stop webserver
- 2. Restore configuration files
- 3. Restore database.
- 4. Restore user files.
- 5. Start webserver

Stop Webserver and MongoDB

Before restore is performed, stop the apache webserver and mongodb. This prevents any client from adding/removing files while the restore is in progress.

**Restore cloud files** 

Once the apache server is stopped, restore copy of entire cloud installation files to <cloud\_install\_dir>. (c:\xampp\htdocs)

**Restore database** 

To restore the database, copy the mongodb files into the mongodb data directory. (c:\xamp\mongodb\data)

## **Restore user files**

To restore user files, restore the user files to the directory specified in the property 'TONIDO\_LOCALSTORAGE\_TOPLEVELFOLDER' in <cloud\_install\_dir>\config\localstorageconfig.php.

Note: In the following case, the user files had to be copied to "c:\infovaultz\userdata\".

Start Webserver and MongoDB

After the above restore steps are performed, start the apache webserver and mongodb process.

# InfoVaultz Troubleshooting

- Known Issues
- Reporting problems in InfoVaultz
- Accessing InfoVaultz from an external location fails
- Active Directory Setup Issues

## **Known Issues**

InfoVaultz Known Issues List

- Folders downloaded as ZIP do not open properly on Mac OSX
- · File names with left bracket or right bracket do not upload via the Web browser

Folders downloaded as ZIP do not open properly on Mac OSX

Problem

• The compression method (NO COMPRESSION) isn't recognized by Mac OSX, therefore it keeps trying to create compressed archive again (.cpgz).

#### Workaround(s)

- · Install a different zip utility rather than the built-in zip utility to extract zip files. ie Unarchiver Mac OSX application
- Unzip using the command prompt (unzip filename.zip)
- Zip files downloaed via Safari are extracted correctly

## File names with left bracket or right bracket do not upload via the Web browser

#### Problem

• This is a known issue with PHP.

Workaround: Rename the file and upload or upload via the Sync Client

# **Reporting problems in InfoVaultz**

#### Introduction

When administrators run into issues with the InfoVaultz installation, they will be requested to collect the debug logs when the problem occurs. This document discusses how to capture the logs and send them to InfoVaultz development team.

### **Enable Debug Logging**

By default Tonido InfoVaultz installation operates in "PROD" mode. This is the production mode, in which the amount of logging generated is very little. So admins have to enable debug mode to increase the logging information. To enable debug mode, edit the configuration file WEBROOT/config/cloudconfig.php and change the following property.

#### Enable debug mode

Change from: Current define("INFOVAULTZ\_OP\_MODE", "PROD" ); // < VALID values are DEV | PROD

To: Current define("INFOVAULTZ\_OP\_MODE", "DEV" ); // < VALID values are DEV | PROD

After this property change, there is no need to restart any services. The change should be picked up automatically.

#### (Optional): Recreate Issue

If the issue on hand is re-creatable, perform the steps to recreate the issue. If the issue is not reproducible, then keep running InfoVaultz in "DEV" mode.

#### **Collect Logs**

Once the problem to report occurs again, collect the following logs and send to support@codelathe.com with a short description of the problem.

1. InfoVaultz Logs:

2. Apache Logs:

Windows and Linux: WEBROOT/scratch/logs/log\_<timestamp>.txt. Collect the file with the latest <timestam

Windows: <XAMPPROOT>/apache/logs/error.log Linux: /var/log/apache2/access.log and /var/log/apache2/error.log

## InfoVaultz Debug Log File Locations

**Debug Log File Locations** 

Debug Log File Locations

- InfoVaultz Log
- PHP Error Log
- InfoVaultz Sync Client Log:
- InfoVaultz Drive Client Log: (Windows Only)

InfoVaultz Log

Windows: <DriveLetter>\xampp\htdocs\scratch\logs\log\_YYYY-MM-DD.txt

Example: c:\xampp\htdocs\scratch\logs\log\_2013-08-27.txt (Select the latest date)

Linux: /var/www/scratch/logs/log\_YYYY-MM-DD.txt

#### **PHP Error Log**

Windows: <DriveLetter>\xampp\php\logs\logs\php\_error.log

Linux: Only if PHP Error logging is enabled

InfoVaultz Sync Client Log:

#### Windows:

%APPDATA%\InfoVaultzSyncData\client\syncclient.log Linux:

~/InfoVaultzSyncData/client/syncclient.log

Mac:~/InfoVaultzSyncData/client/syncclient.log

InfoVaultz Drive Client Log: (Windows Only)

Windows: %APPDATA%\TonidoDrive\data\TonidoDrive.log

# Accessing InfoVaultz from an external location fails Active Directory Setup Issues

- Fails to connect to Active Directory Server
- Unable to find an AD User
- Unable to find an AD Group

## Fails to connect to Active Directory Server

## Unable to find an AD User

Unable to find an AD Group

# **InfoVaultz Best Practices**

Security

Changing default config and log directory for InfoVaultz

## Security

## Security

InfoVaultz can be secured using multiple methods:

• The InfoVaultz install can be made to run under SSL (HTTPS). This ensures all data transmitted on transit is secure.

- The Apache webserver needs to have SSL enabled and additionally a SSL certificate valid for the domain needs to be installed.
- The port that will be used will be 443 instead of 80
- The clients will need to use https://domain instead of the normalittp://domain
- Make user passwords stronger by changing the required strength using the TONIDO\_MIN\_PASSWORD\_STRENGTH parameter in the config.php file
- Make default login cookie session length shorter using the INFOVAULTZ\_SESSION\_TIMEOUT\_IN\_DAYS config.php file parameter
- Passwords are never stored in plain text by client apps and stored encoded
- Coming soon: Support for Server side file encryption
- Coming soon: Remote Data Wipe

## Changing default config and log directory for InfoVaultz

#### Introduction

Out of the box, InfoVaultz has the configuration and log directories under the WEBROOT. This is not a secure practice for production installation. This document discusses how to move these directories to different location.

#### **Changing Config Directory**

By default configuration files for InfoVaultz installation will be under WEBROOT/config. To change this directory, move the WEBROOT/config directory to the new location and then update the WEBROOT/localconfig.php file to notify this change to InfoVaultz.

#### Enable debug mode

**Change from:** define("INFOVAULTZ\_CONFIG\_PATH", TONIDO\_CLOUD\_ROOT\_DIR.DIRECTORY\_SEPARATOR."config"); // < VALID config directory path, needs to be read/write by www-data

**To:** define("INFOVAULTZ\_CONFIG\_PATH", "/home/infovaultz/config"); // < VALID config directory path, needs to be read/write by www-data

Note: As the comment says, the new path should have read/write permissions for the user account that is used to run apache. For instance, www-data in Linux.

#### **Changing Log Directory**

By default InfoVaultz log files will be placed under WEBROOT/scratch. To change this directory, update the WEBROOT/localconfig.php file to notify the new log path to InfoVaultz.

#### Enable debug mode

**Change from:** define("INFOVAULTZ\_SCRATCH\_PATH", TONIDO\_CLOUD\_ROOT\_DIR.DIRECTORY\_SEPARATOR."scratch"); // < VALID scratch directory path, needs to be writable by www-data

To: define("INFOVAULTZ\_CONFIG\_PATH", "/home/infovaultz/config"); // < VALID config directory path, needs to be readable by www-data

Note: As the comment says, the new path should have write permissions for the user account that is used to run apache. For instance, www-data in Linux.