# InfoVaultz

## InfoVaultz End User Guide:

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November 25, 2013

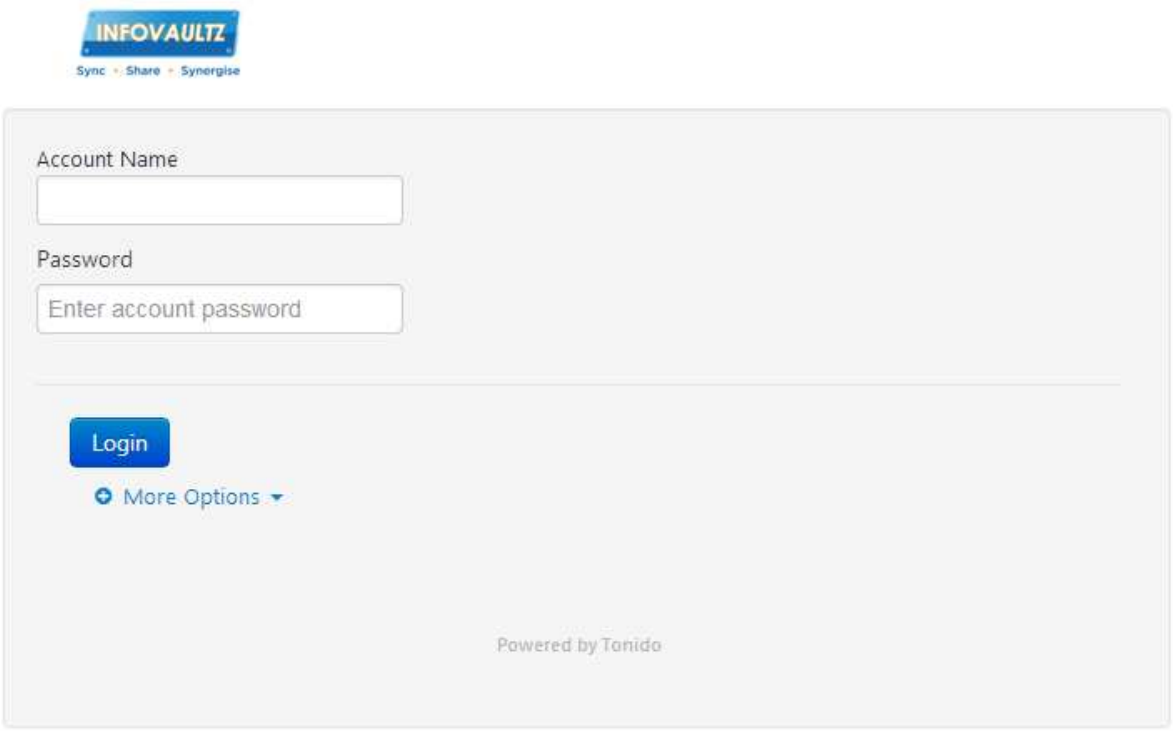
## Getting Started

Congratulations and welcome to the InfoVaultz Cloud! The InfoVaultz allows you to store, access and edit your entire collection of documents, view pictures, listen music and watch videos from anywhere!

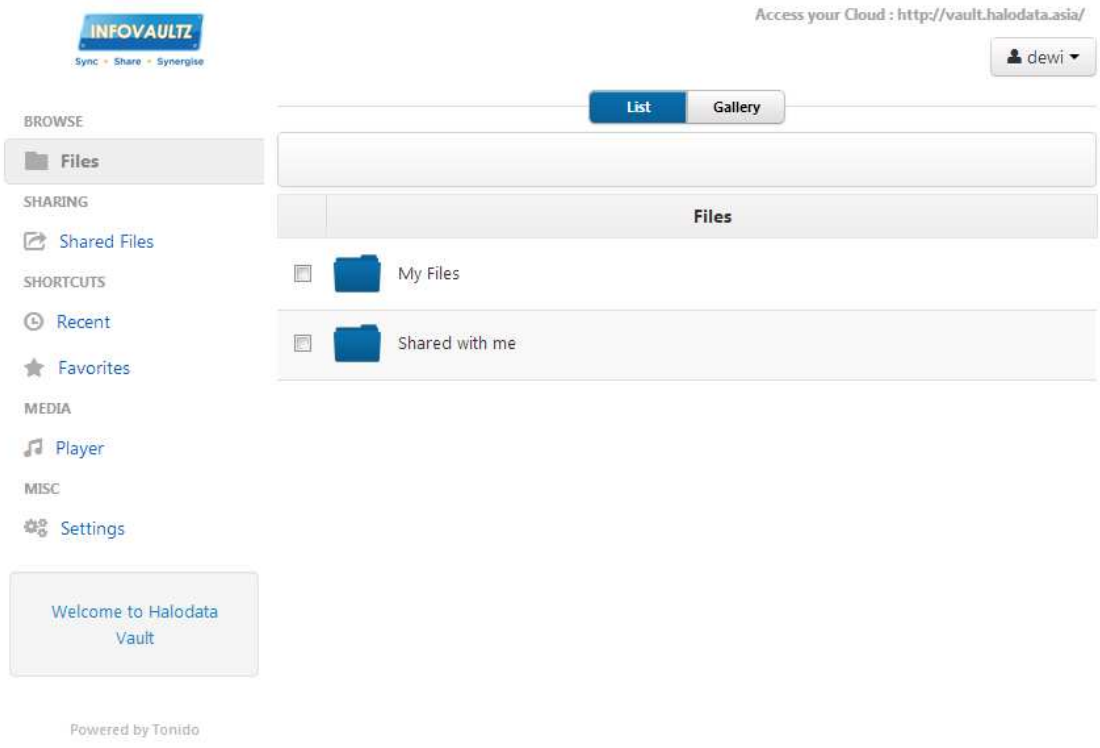
Start by accessing your InfoVaultz account. Your administrator should provide you with the necessary login information. The screenshots may differ from your instance of InfoVaultz depending on local customization.

## Login Page

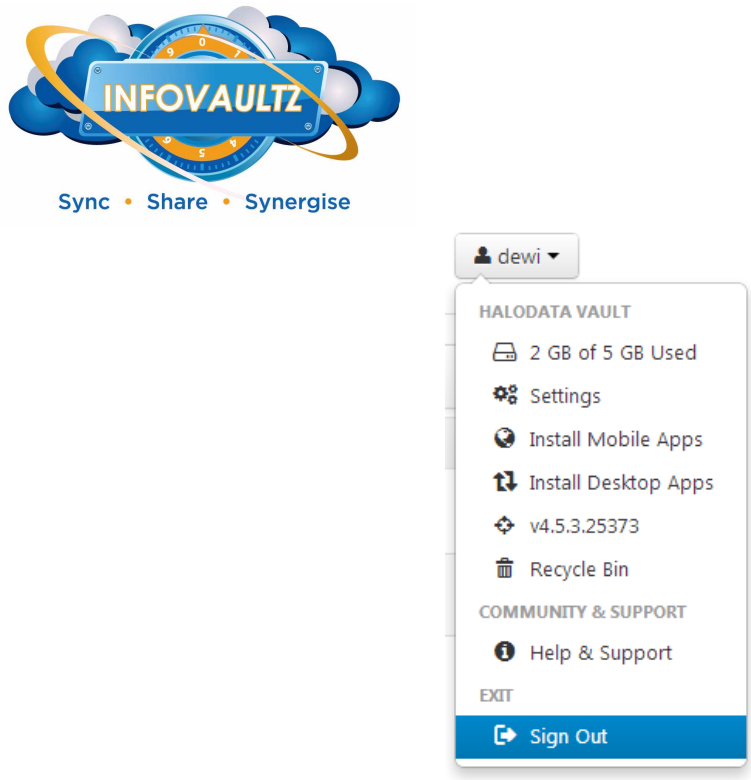
It is a good idea to bookmark this address in your browser. Enter in your provided Account Name and Password and click on login, if you have difficulty with logging in, contact your InfoVaultz administrator for assistance.



From within your browser (Firefox, Chrome, Safari, etc.), click on the account button in the upper right hand portion of the screen:




After you click on the Account button a drop down menu will open:

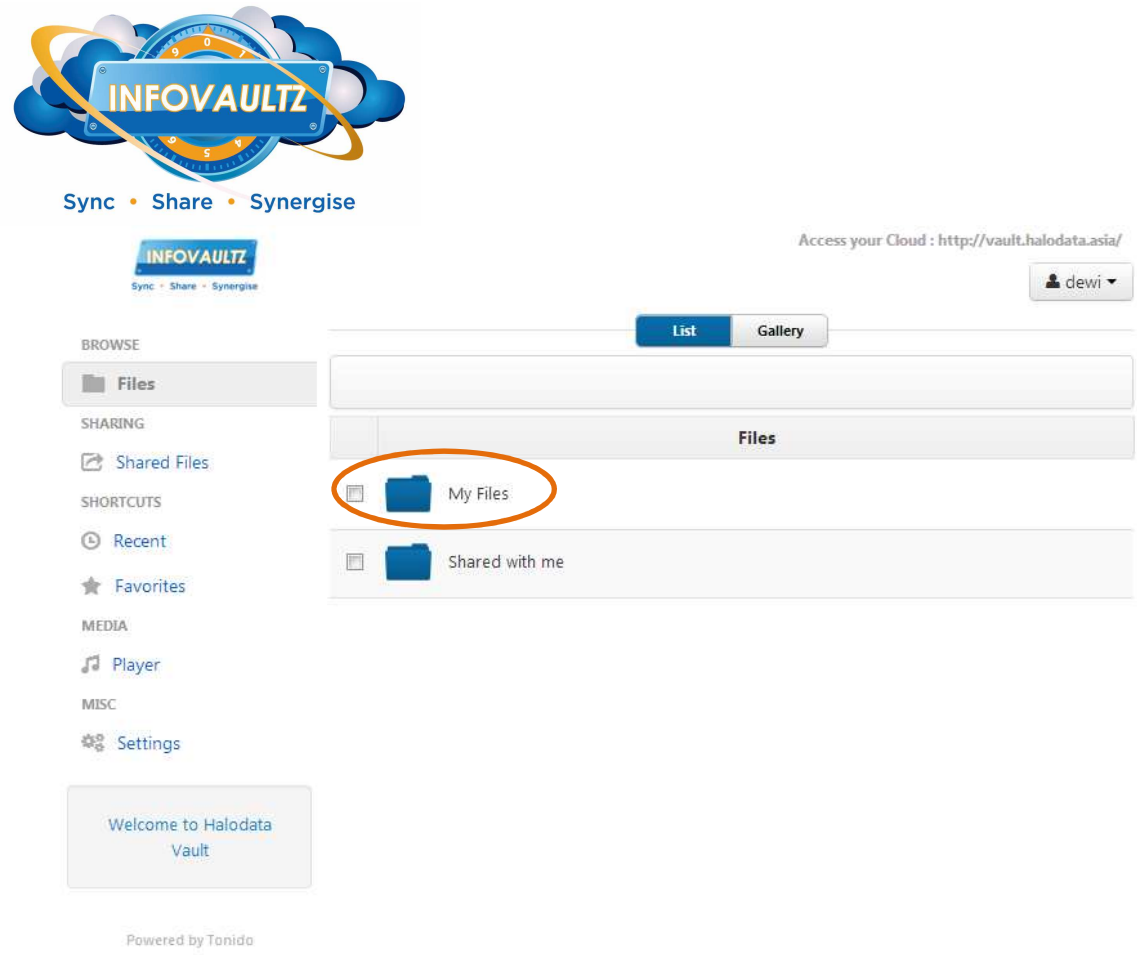



This account button will display the following:

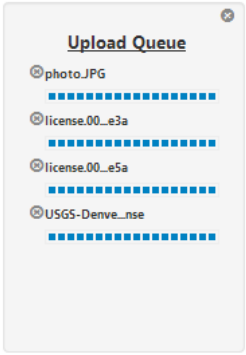
- Amount of consumed space out of your maximum provisioned space
- Settings button allows you to change your display name and password (if allowed by administrator)
- Instructions on installation of Mobile Apps for iOS and Android devices
- Download location for Desktop Sync Applications
- Software revision number
- Your deleted items or Recycle Bin
- Help & Support
- Facebook Page
- Sign Out button

## Uploading data to the InfoVaultz

You can put files directly into your InfoVaultz account by opening a web browser and logging into your account. Once logged in, double-click on “My Files” directory to see your sync folder. This location is where your data will be stored. You can copy (upload) data directly into your My Files folder by simply dragging and dropping files into the My Files directory. At the top of the page you can change view from list to gallery mode, which is useful when perusing photos.



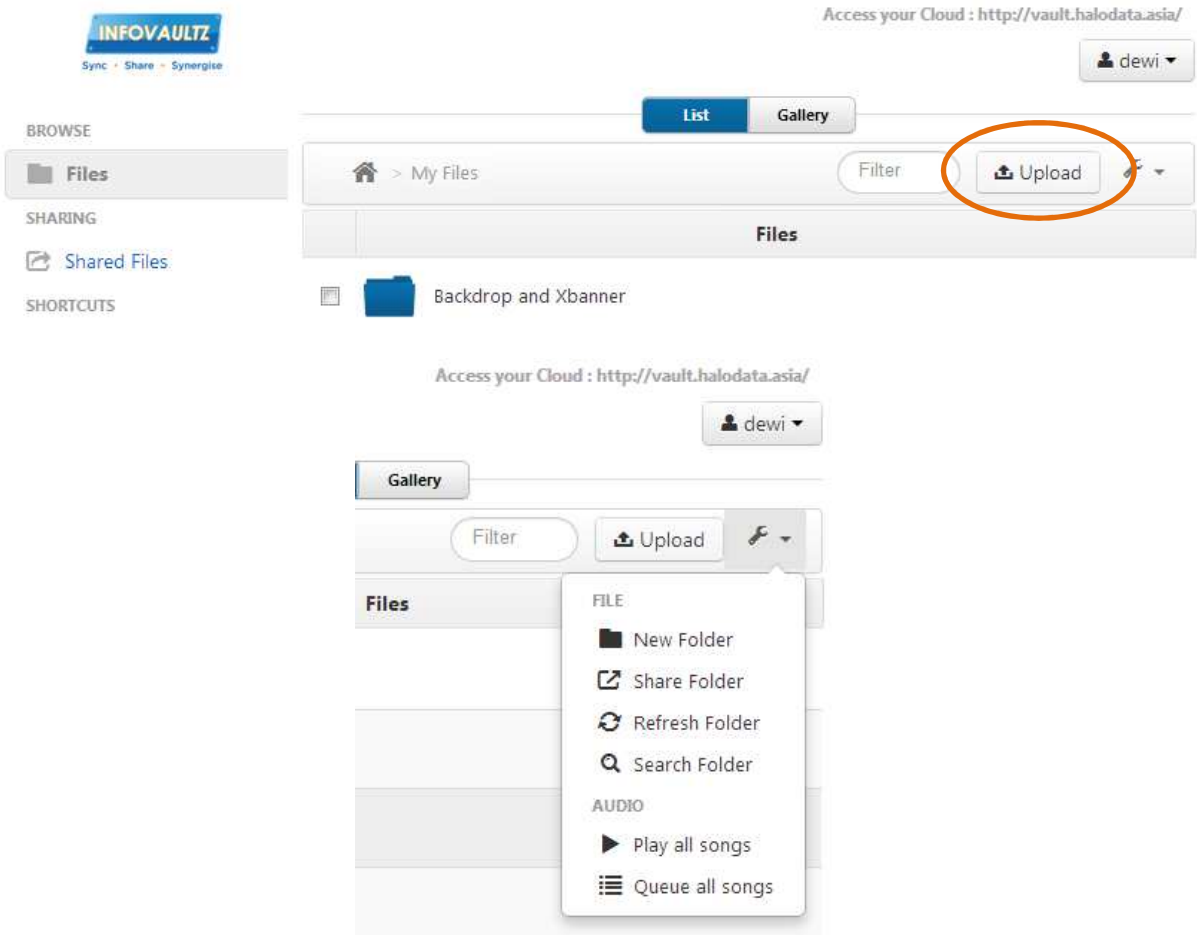

An upload progress meter will be displayed as you copy one or more items to your My Files directory.




Once in you're My Files directory you can choose to upload files using the upload button which will open up a file explorer window. You can select one or more files to upload.

## Toolbox

The toolbox icon allows you access to the options for the current folder.

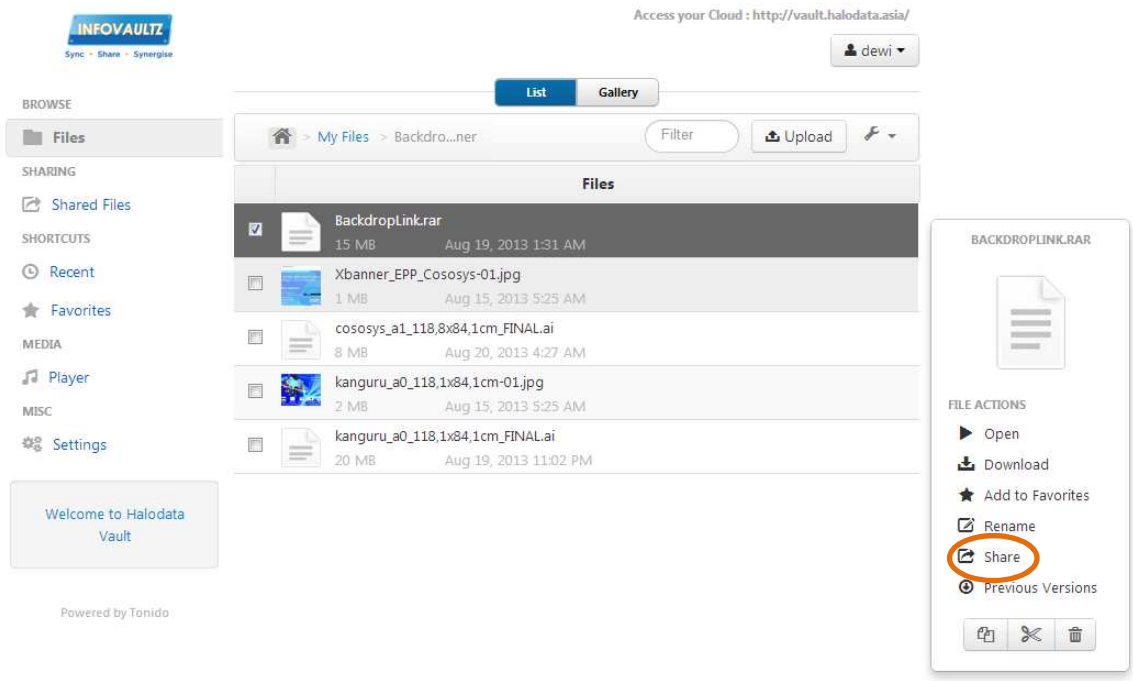



From the tool box you can:

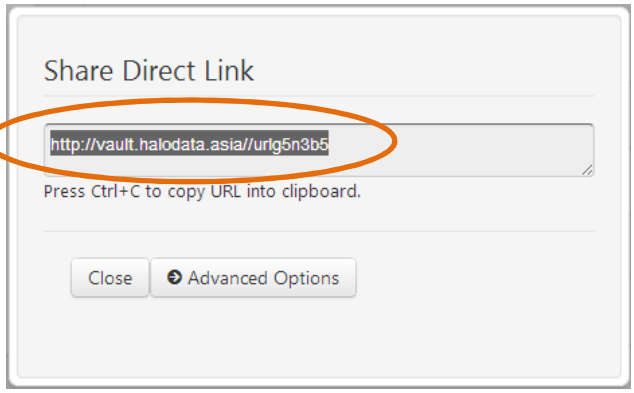
- Create a new folder
- Share the current folder with others
- Force an refresh of folder contents
- Search for a specific item within the folder
- Play audio files from within the current folder (if administrator has player enabled)
- Queue all audio files within the current folder to be added to the player play list (if administrator has player enabled)

## Sharing files

To share files that you have uploaded into your My Files directory, simply select the file(s) you want to share by click on the checkbox then click on share to open the share dialogue box.



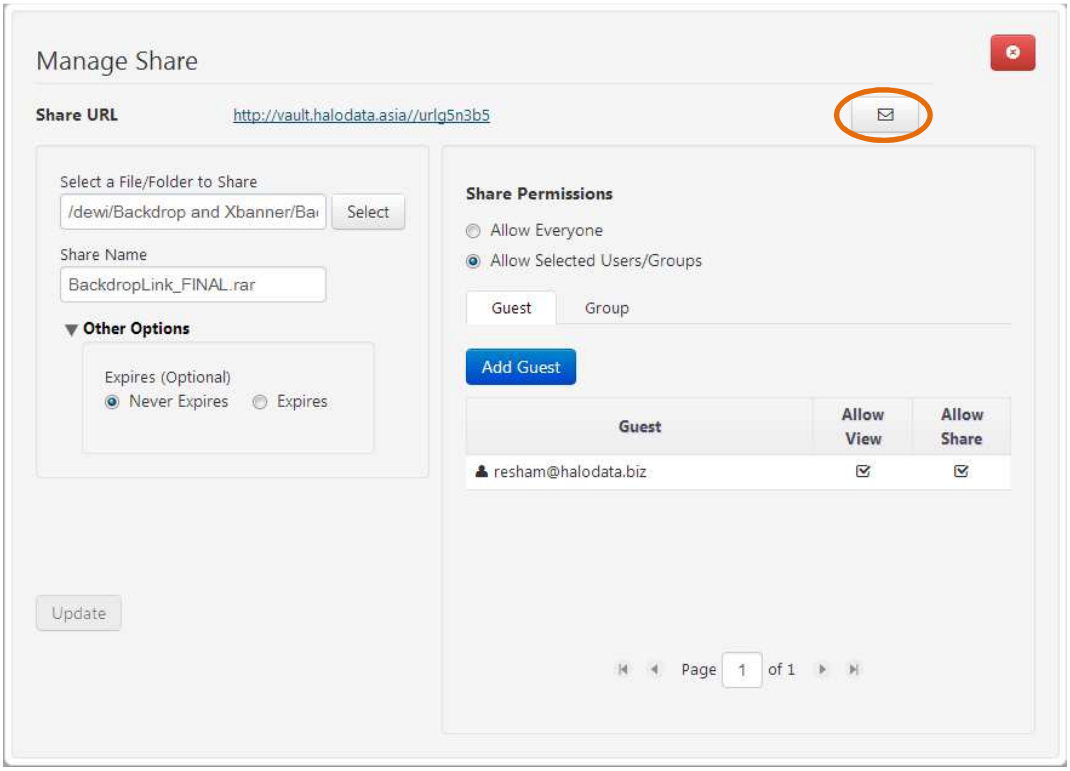

The dialogue box will create a browser URL which will allow access to the selected file(s) or directories you want to share.




From this page you can copy and paste the link so that you can provide it to the person you are sharing it with as well as additional options that can be accessed from clicking on the Advanced Options button.

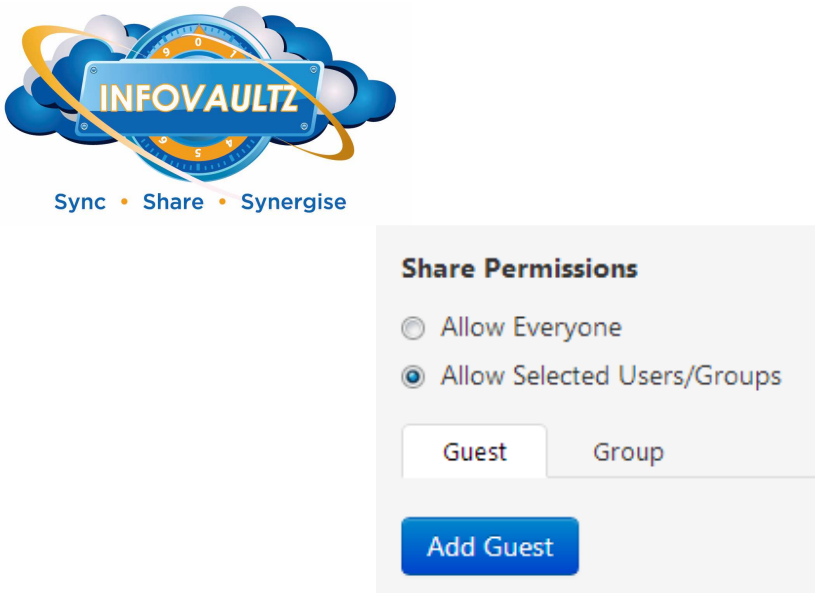
## Advanced Share Options

From this dialogue box you can also set time limits on access to the file by clicking on “Modify Share Options”. You can also allow guests who have access to this file/folder to upload and limit the size of files as well.



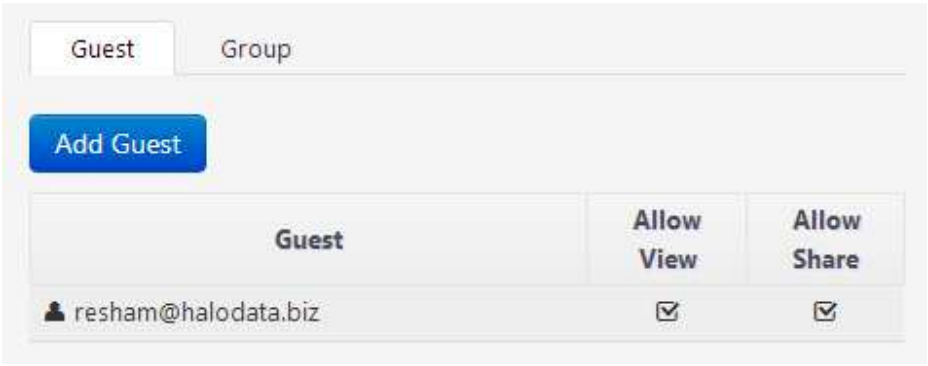

You can also set permissions for that specific file or folders by clicking on the user and changing his access. By default the file is set for “everyone” to view the file.

Once you have shared the folder or files you wish. You can send an e-mail to the people you have shared with by clicking on the e-mail button in the upper right of the window.

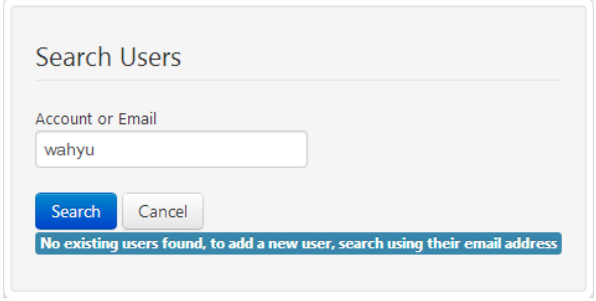



If you set share permissions to selected users, you will need to add a user by searching for them.

Once they are found you can give permissions for their user to write or change the file as well as "re-share" the file. By default they are given "read" permissions.

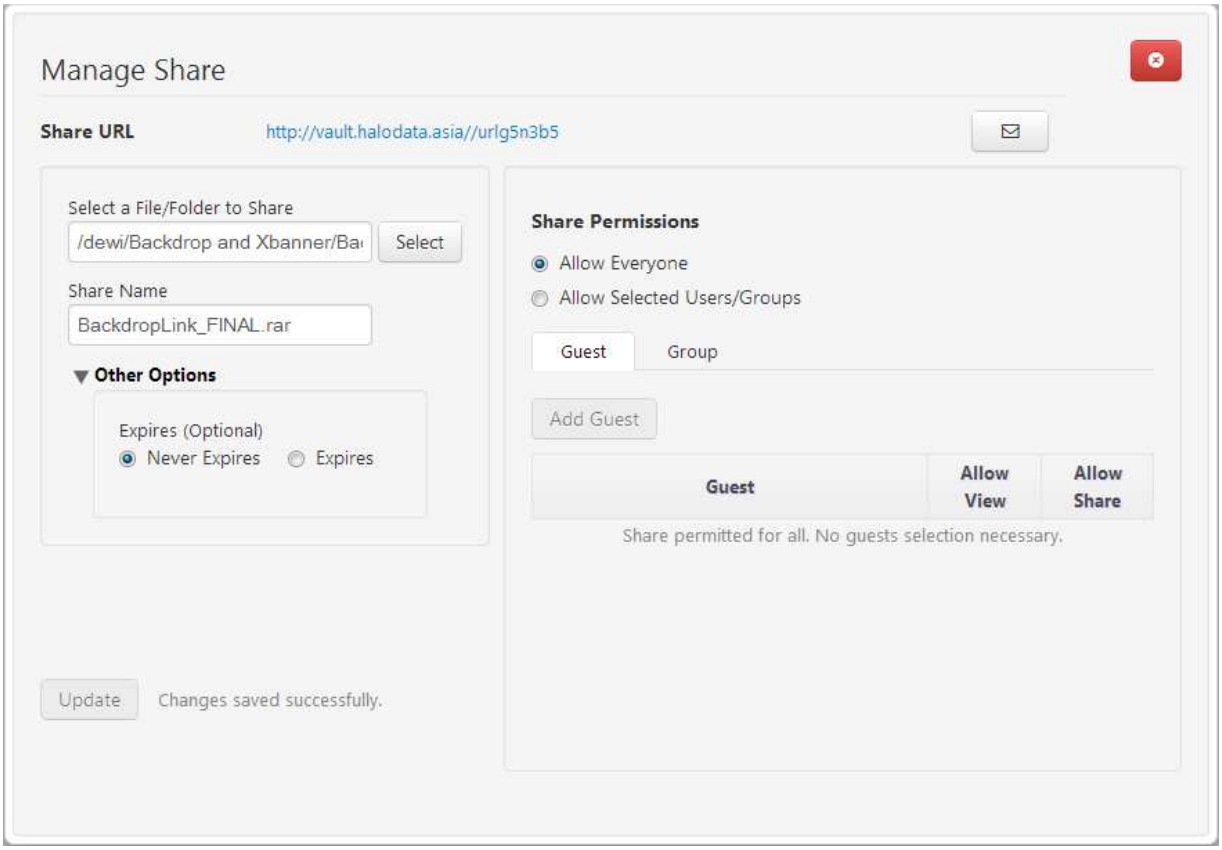



**NOTE: If the user does not have an InfoVaultz account, you can choose to invite them, however your InfoVaultz administrator will need approve the account creation.**

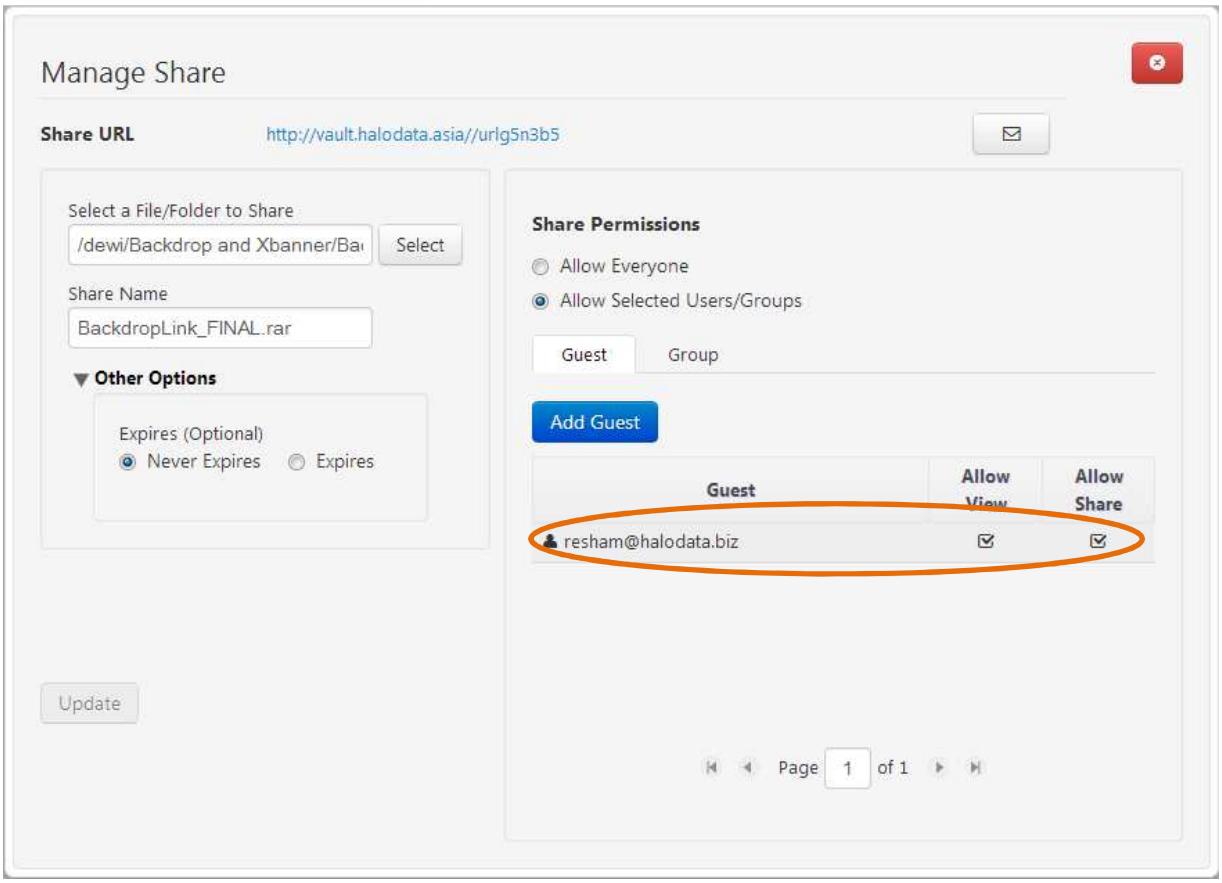


## Sharing Folders

Sharing folders is much like sharing files, however you can allow other users access to all contents within that folder as well as provide them access to upload data to that folder.

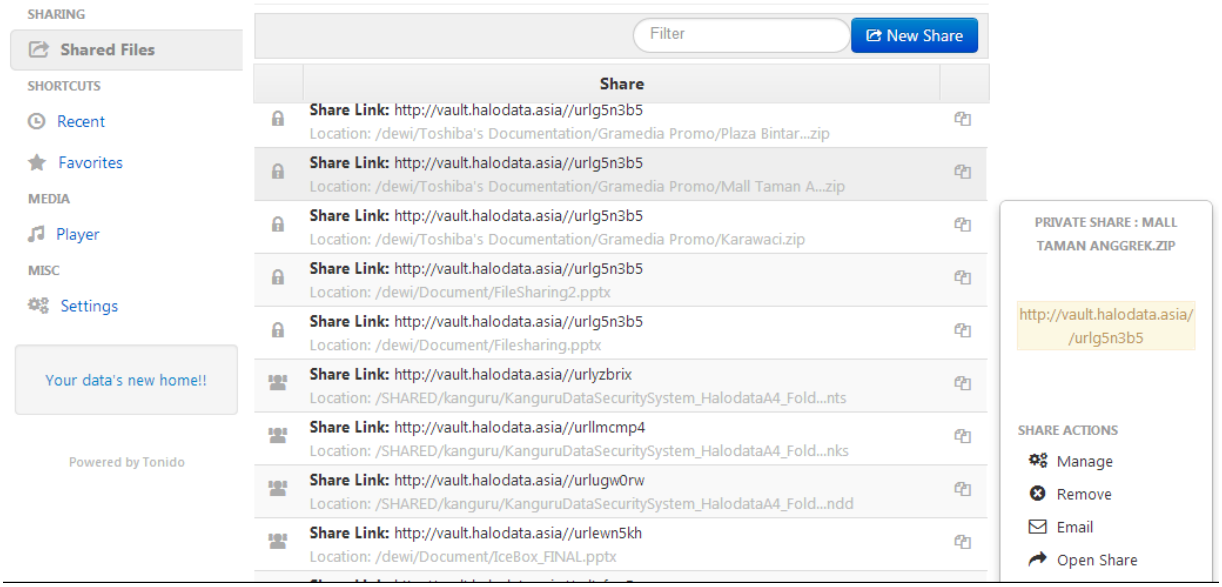



Adding other InfoVaultz users also allows them to share and sync the data within that folder which is helpful in collaborative efforts, e.g. editing a document offline.


Manage Share
Share URL
http://vault.halodata.asia//urlg5n3b5
Select a File/Folder to Share
/dewi/Backdrop and Xbanner/Ba
Select
Share Name
BackdropLink_FINAL.rar
Other Options
Expires (Optional)
Never Expires
Expires
Update
Share Permissions
Allow Everyone
Allow Selected Users/Groups
Guest
Group
Add Guest
Guest
Allow View
Allow Share
resham@halodata.biz
Page 1 of 1

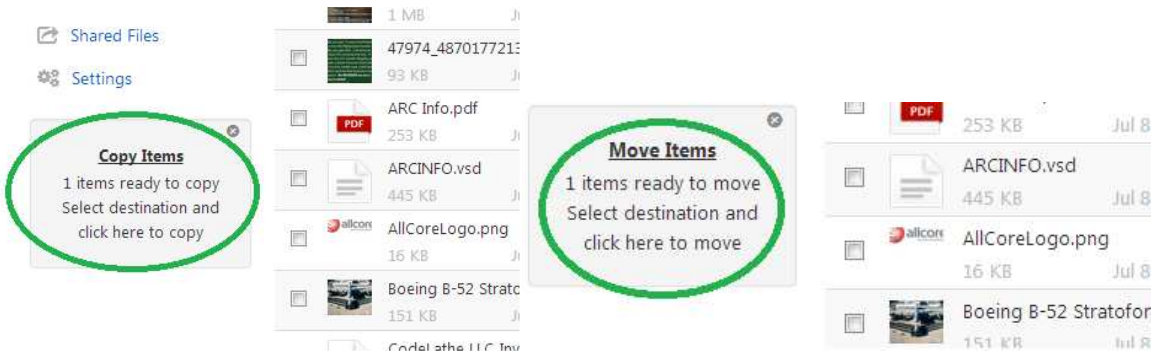
## Shares that you have created

You can always review all the active shares you have available to InfoVaultz users by clicking on “Share Files” on the navigation pane. By selecting a share on this page you can also edit, change permissions, remove, email and open the share to see its contents.




## Advanced File and Folder Management

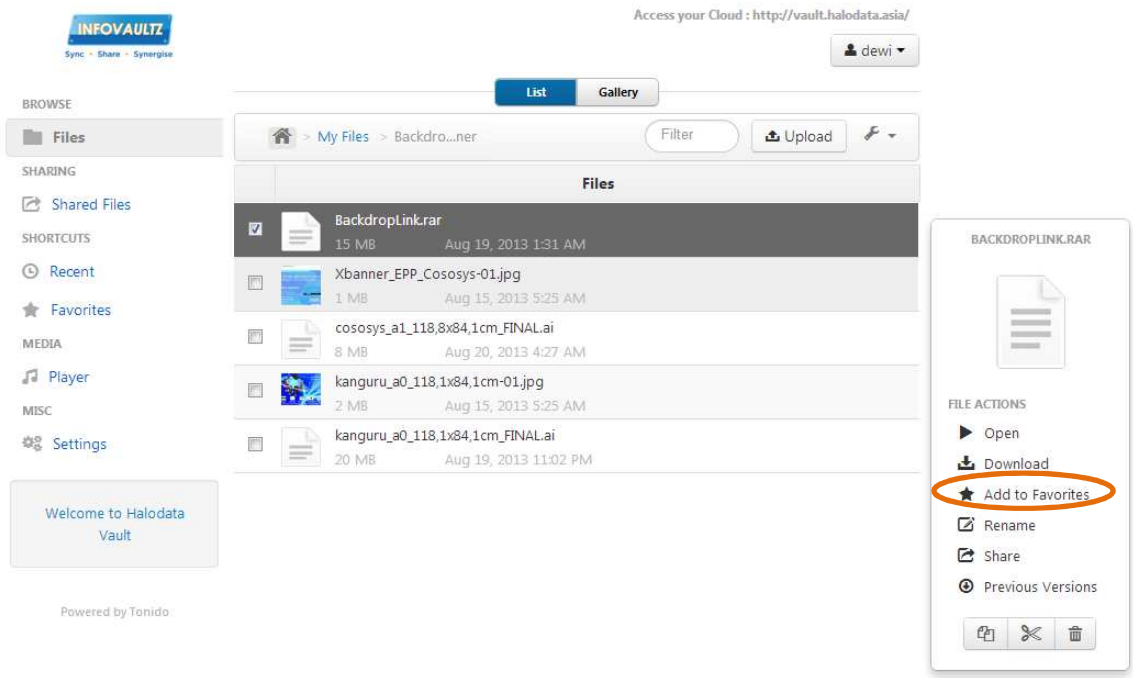
When working with files you will also see options to allow you to copy, move and delete. It is important to note that when using copy and move a status window will open to confirm the operation. The status window, let’s you know that there is an open operation pending. Simply select copy or move for the file, select a subfolder or alternate location and then click on the status window again to complete.



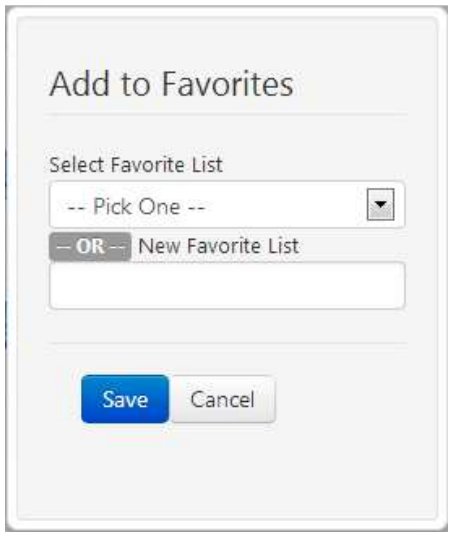

To cancel pending operations click on the “X” in the top right of the status window.

# Working with Favorites

If you work with a file often you can also mark it as a favorite for quick access. This is as simple as selecting a file and clicking on favorites. Favorites show up under the favorite folder is readily available at the root folder of



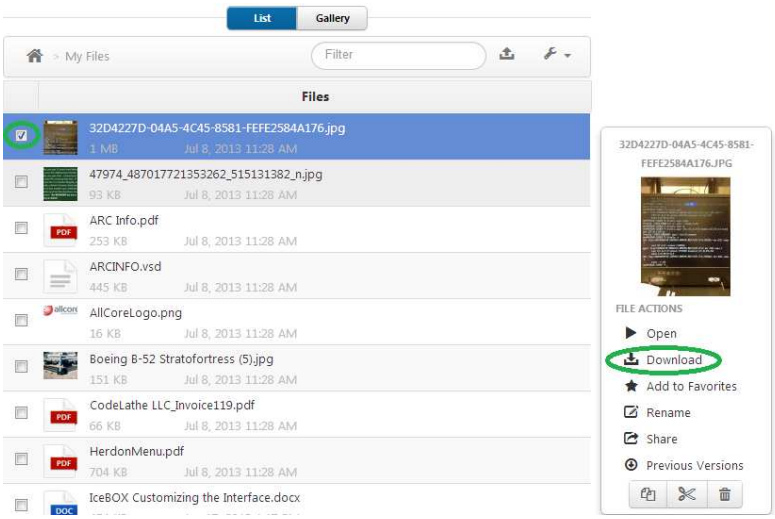

After clicking add to favorites you will be prompted to select a favorites list or to create a new favorite list.



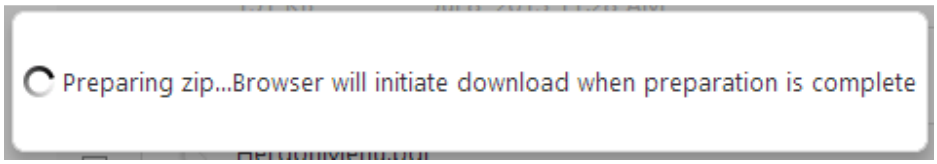

With your file saved to your Favorites folder you can easily retrieve them by navigating over to your Favorites folder and selecting the appropriate list.

## Downloading files from InfoVaultz

Downloading a local copy of the file is as simple as selecting the file and clicking on download as shown below:

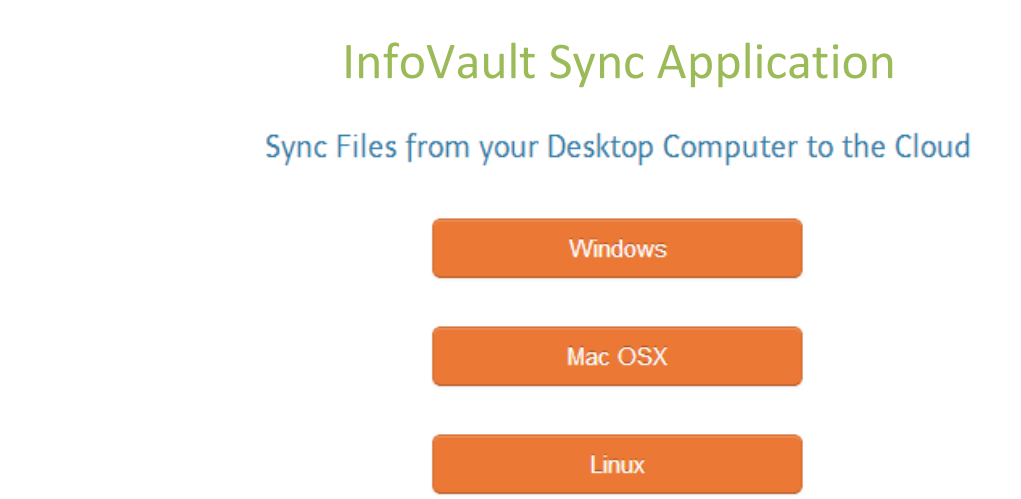


You can select more than one file to download by selecting the check boxes of the files.  This will queue the file for download, if you are downloading more than one file, the download will create a zip file first then download the file.



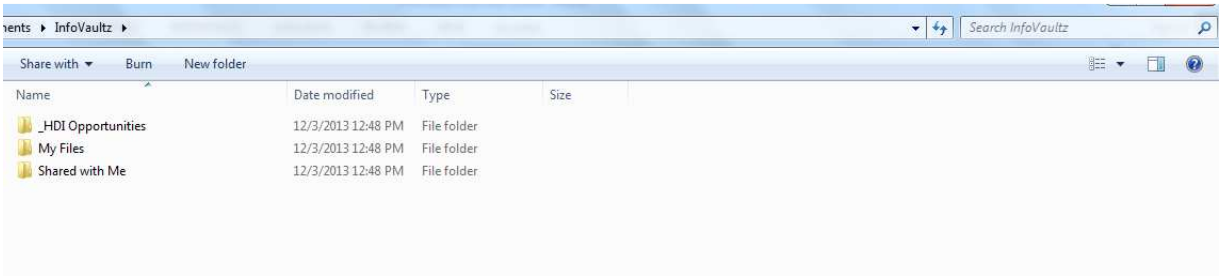
## Syncing to your desktop

You will want to download and install the InfoVaultz Sync application onto your computer and install it.



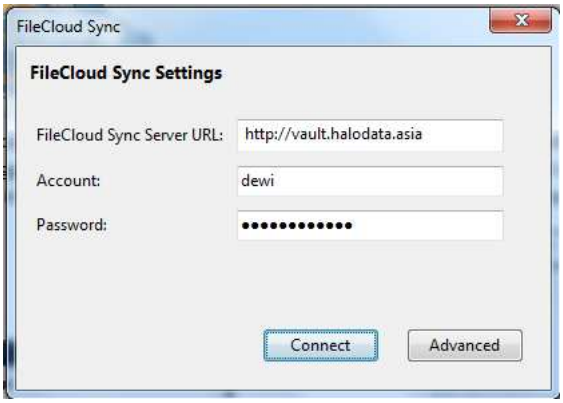

NOTE: At this time SANS Technology would *recommend against* the InfoVaultz Drive Application.

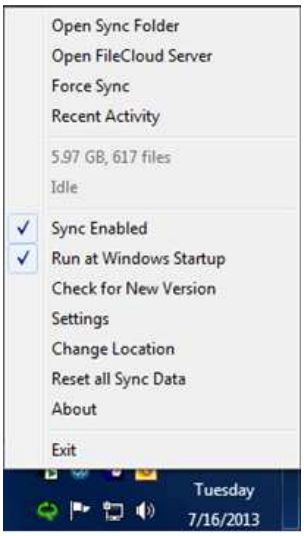
Using the Sync Application is intuitive as it represents the "My Files" directory in your OS's explorer window. Working with files in the Sync App allows you a familiar interface to your cloud drive. You can treat it exactly the same as you would a regular directory when manipulating files. The Sync App allows you to drag and drop directly into your My Files directory, drag files or folders directly out of the My Files directory as well. You can open and edit files directly from the Sync App folder as well.



Sync • Share • Synergise

Once the Sync App is downloaded and installed you will need to provide login information the same info you use when logging in via a web browser. Once supplied and logged in, a File Cloud icon will appear in your task bar which you can access readily by right clicking on it to access the Sync App menu.



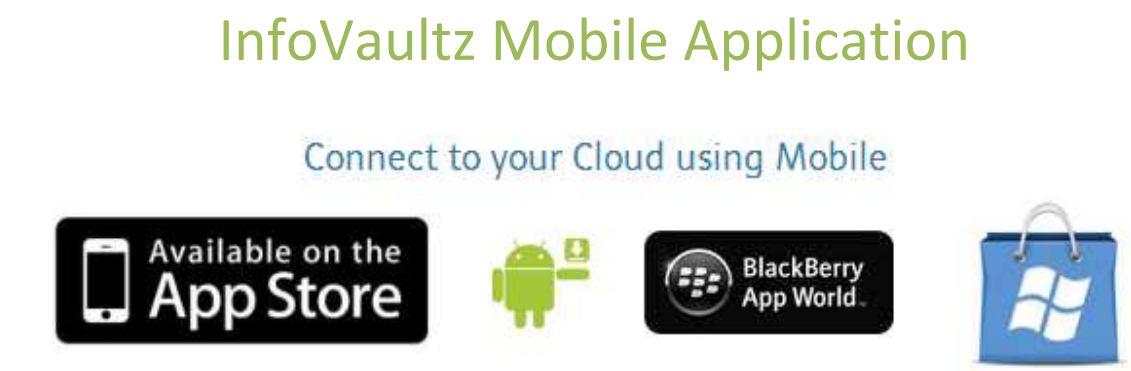



From within the Sync App menu, you can do several operations:

- Open Sync Folder: opens up your InfoVaultz folders
- Open InfoVaultz Server: opens up the web-browser interface
- Force Sync: forces that sync to occur immediately
- Recent Activity: displays newly added or changed files
- Total amount of space used, file count
- Current status of the Sync App
- Sync Enabled: enables or disables the sync app's connection to InfoVaultz
- Run at Startup: executes the sync app when you log in
- Check for New Version: periodically there are new versions, this allow you check for them
- Settings: allows you to change login information
- Change Location: let's you specify where you want to save your "My Files" directory
- Reset all Sync Data: deletes all locally stored synchronized files and re-sync from the InfoVaultz
- About: displays version information
- Exit: terminates the Sync App

## Syncing to your mobile device

You can find the appropriate mobile device download by searching for the InfoVaultz application




Just as you would in the Sync Application above: install the app, provide the proper login information and start using the app to access, view, and modify your data off the InfoVaultz!