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# Storgrid EFS

## Domain administrator manual

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## Index

Domain Setup steps .....	3
Step 1 Notification Templates .....	4
Available notification templates: .....	4
Step 2 Domain groups .....	5
Step 3 Storages.....	6
To add a new folder: .....	6
Assign Shares to Groups .....	6
Sharing rights .....	8
Share indicators.....	8



## Domain Setup steps

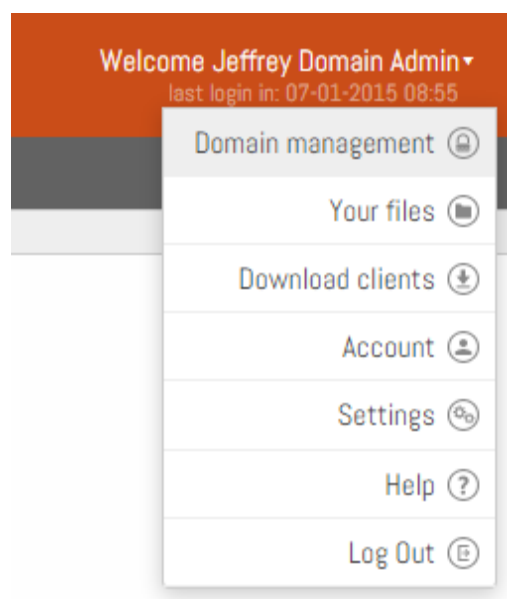
We advise you to use Chrome to access the web client. Other browsers are supported (IE, Firefox, Safari) but could give undesired results. Chrome has full JAVA support and for that reason it is advised.

Login to your POC Domain using the provided credentials and open the menu by clicking on your name in the top right of the web browser.

Configuring your Storgrid POC Domain is done following the following steps:

1. Fill in the notification templates
2. Add Groups
3. Create folders
4. Add Users

All these steps are available to the Storgrid Domain Administrator using the Domain Management option in the user menu.



*NB: The Domain Management menu option is only available for users that have their Authorization Group set to Domain Manager.*



## Step 1 Notification Templates

There are notification templates in multiple languages.  
When you don't change anything, the English templates will be used.

Available notification templates:

- New user account notification
- Forgot Password notification
- Sharing notification
- External Sharing notification
- License validity notification
- License exceeded notification
- Shared file changed notification

Per template there are Parameters available that you can use in your email text.  
Here is an example for the email message send to and external user if a file of folder is shared with him/her:

Hello,

%SHARING\_OWNER\_FULL\_NAME% has shared a file with you.

You can find the file here:

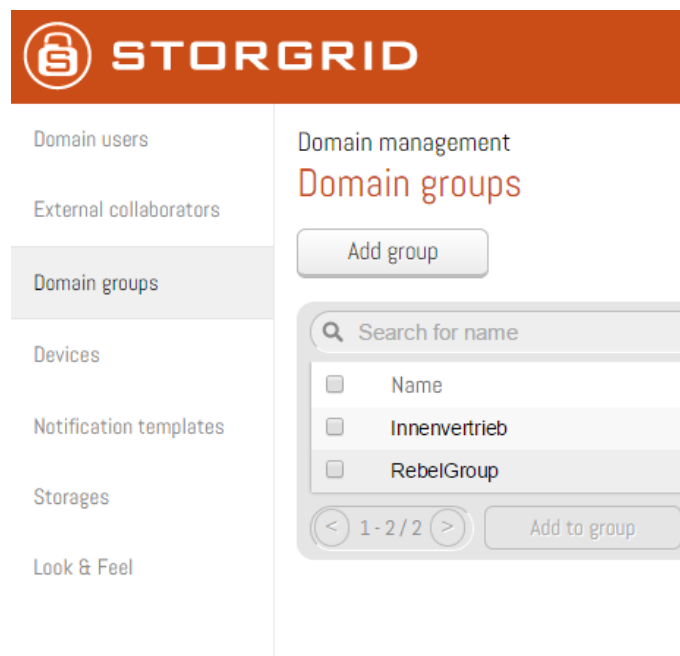
%SHARING\_EXTERNAL\_LINK%

%SHARING\_NOTE%

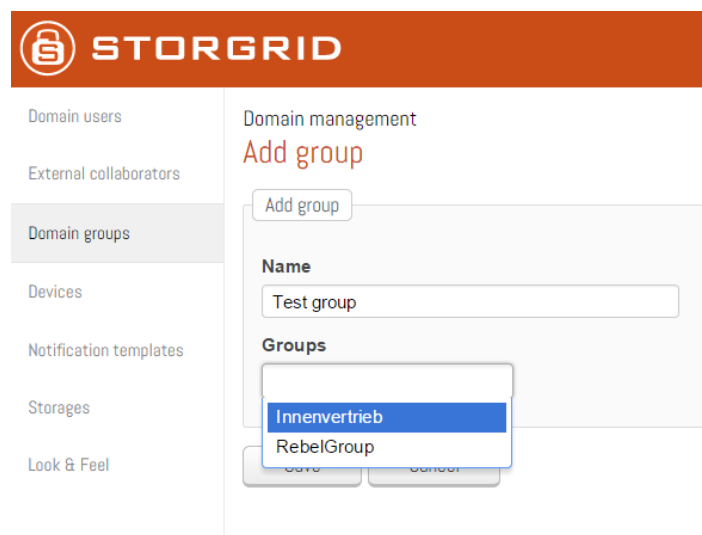


## Step 2 Domain groups

Creating a group done in the Domain groups option



1. Go to Domain groups
2. Click Add group
3. Give the group a name



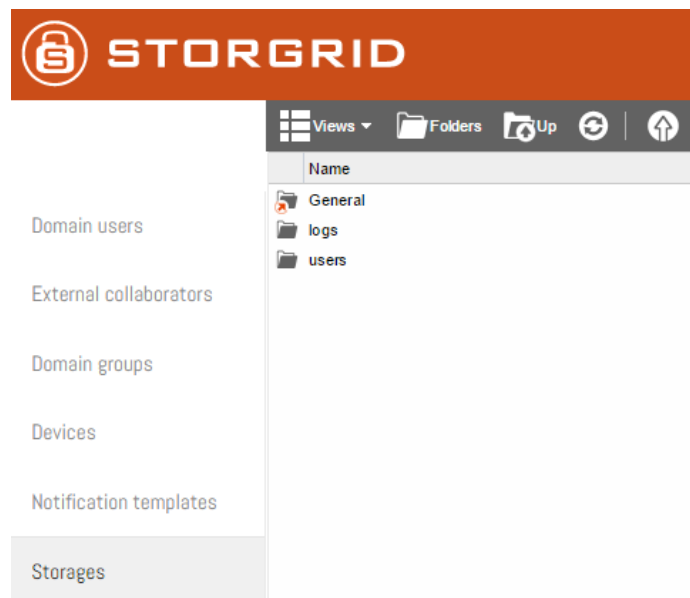
Optional you can make a group member of 1 or more other groups (For example: make IT a member of all other groups). Just Click in the Groups field and a list of available groups appear. Click a group to add it to the Group.



### Step 3 Storages

By default all users get their own folder in the /users/ folder.

You add make a folder, so your users can work in 1 folder, a “general” group-share.



To add a new folder:

1. Go to Storages
2. Right click in the folder view and select “New folder”
3. Type a name for the folder, like General in our example.
4. Click OK and the folder is created

### Assign Shares to Groups

You can assign shares to the groups created in Step 2.

1. Right click the newly created folder
2. Select “Share”
3. Type the name of the group created in step 2
4. Optional: set duration for the share
5. Select the Rights for the group



**Sharing properties** [Close]

Share name:

Share duration:  until

Invite internal:

Invite external:

External password:   One time access

Shared with:

Name	Rights	
Netapp	Download	<input type="button" value="Remove"/>

Invitation email message:

Domain manager settings

Share quota:  GB  Force encryption

**Share name:** The name of the share, this name will be the folder-name for your users.

**Share duration:** A time stamp how long the share must be available with a begin and end date.

**Invite internal:** Invite other Storgrid users or groups to collaborate, type in the name and press "Add"

**Invite external:** Invite external email users to collaborate and press "Add". The external user can access true an email link send by the Storgrid server. When the email user wants to "write/save" in the Storgrid environment he must registrar.

**External password:** For extra security you can set a password on the email access link send by the Storgrid server. The given password is NOT send by the email notification the email user receives.

**One time access:** The email access link can only be used one time.

**Show participants from higher level:** Show the shares that have been made on a higher level.

**Invitation email message:** Fill-in any text to inform your shared users.

**Share quota:** Set a quota on the share in GB.

**Force encryption:** The data will be encrypted on the server, encryption at rest.



## Sharing rights

There are four rights to set for your shared content:

1- **Owner rights:** Write access with the option to manage the shares.

External collaborators (email) users never can share, the option is greyed out.

2- **Download/Upload rights:** Write access to the shared content.

3- **Download rights:** Collaborators can download the content.

4- **View only rights:** The shared content only can be viewed and is not allowed to resist on the device of the recipient. Content shared with view rights will **not** be synced in the Windows or Mac OSX client. The file will be rendered if it's a MS Office documents to show it in the web browser. Supported files: Word, Excell, Powerpoint. A PDF file will be showed without any conversion in your browser.

## Share indicators



Folder is not shared



A person or group have shared a folder with you



I shared a folder to a person or group



In this folder a file or subfolder is shared