



[WWW.STORGRIDEFS.COM](http://WWW.STORGRIDEFS.COM)

# Storgrid web client manual



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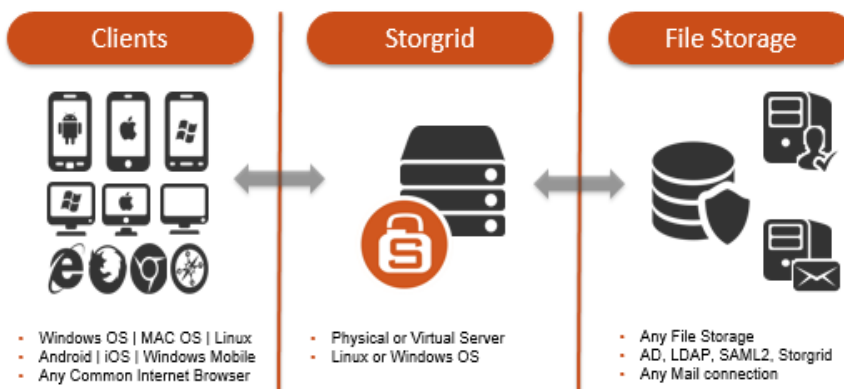
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# Storgrid Web Client

## Getting started

Storgrid is a Cloud-based Drive on your computer that works as easily as all the consumer online storage services you're familiar with. You are using your own private cloud storage environment instead of a public one. Storgrid provides access to your content anywhere, anytime, to anyone of your choice via any (mobile) internet device. Just 'dropping' the files in your Storgrid Drive and share it. Sharing is a very simple process and collaboration with other co-workers is transparent. Storgrid is easy to use, no learning curve and 'dropping' and 'sharing' all take place via secure connections (https). By using the Storgrid on your computer you will enjoy all the benefits of cloud storage.



To access your private Cloud based Storgrid environment, you will need to access the URL specified by your administrator using a modern web browser such as Internet Explorer, Firefox, Chrome and Safari.

*Example URL: <https://storgrid.mycompany.com>*

To use all Storgrid functions, your web browser must support HTML 5 & the latest JAVA desktop client must be installed (<https://java.com/en/download/index.jsp>). Storgrid recommends the use of the latest Google Chrome or Firefox browser.

## Your user credentials

There are two ways to setup the Storgrid server, with or without an Active Directory connection. When using an Active Directory connection (LDAP), please use the user credentials of your Windows Active Directory environment. When using the Storgrid local authentication, you should receive a "new user email" to setup your password. Ask your administrator what you should use.

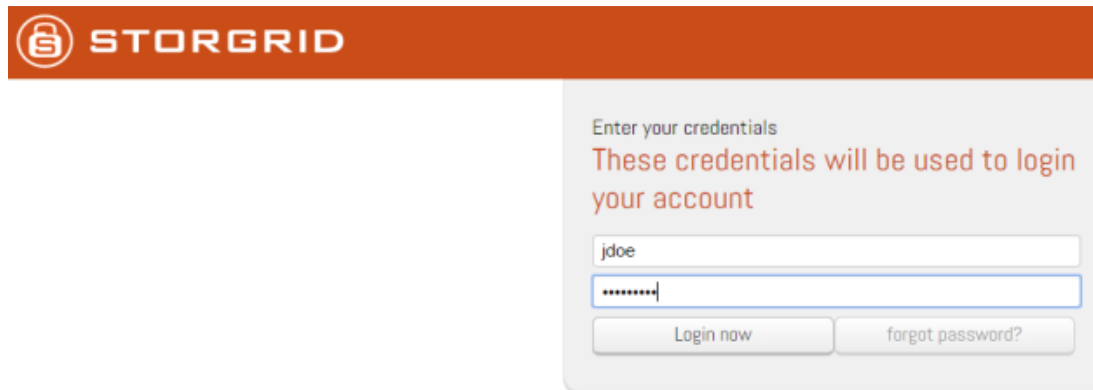


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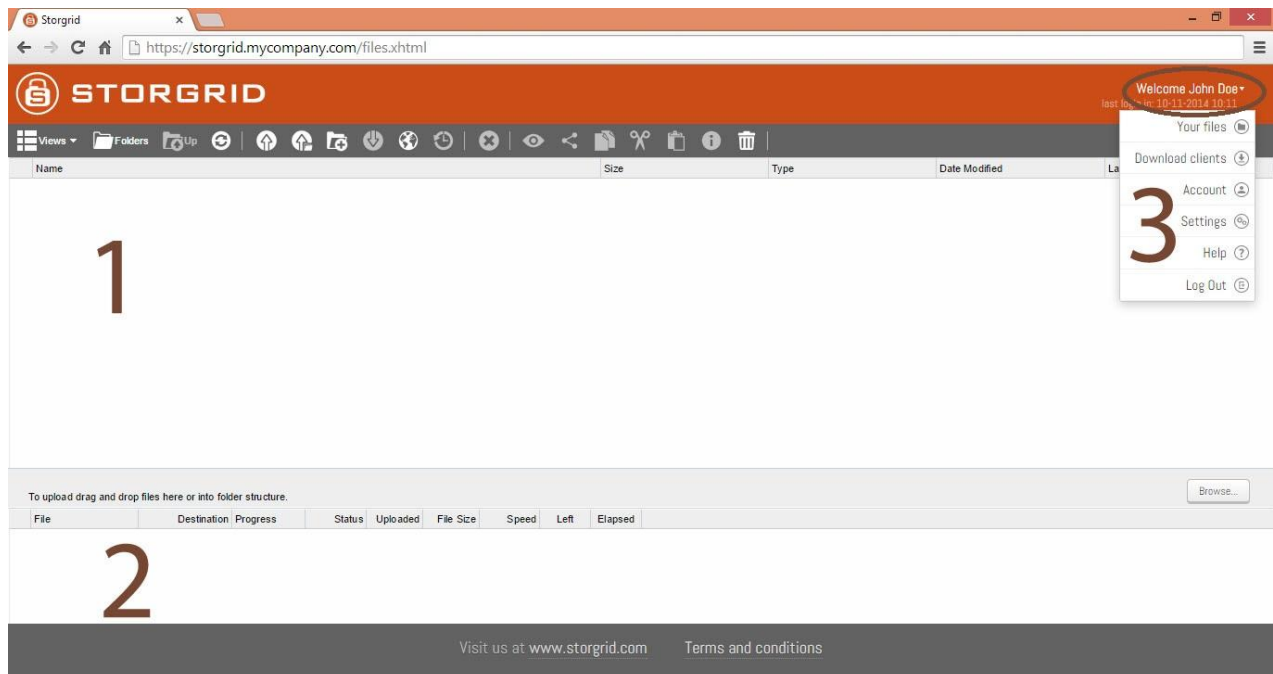
## Login to your Storgrid environment

Open your browser and type the URL specified by your administrator, example:  
<https://storgrid.mycompany.com>

*Note: By default you can type the URL without "https://", the Storgrid server makes the redirect for you.*



After accepting the terms and conditions, your "Storgrid Cloud Drive" is ready for use.



- 1** = Files and folder pane
- 2** = Up and download pane
- 3** = The dropdown menu. When clicking on "your name", Storgrid opens the dropdown menu to change the default view, change account settings or to download our clients .



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## Working with the web client

When using a web browser that supports HTML 5, you can use drag & drop to upload your files/folders to the Storgrid server. Older versions have to use the buttons in the menu bar. Double click on the file when you want to download it. You can use the right mouse button or use the menu bar to work with your files/folders and use the Storgrid functionalities. When clicking on the “Storgrid logo”, it’s like a “home” button, the web client will navigate you to “your files” directly.

## The menu bar



Change the view of the web client



Enable or disable the folder pane



Go one folder level up in your folder structure



The refresh button



Upload a file



Upload a folder



Make a new folder



Download a file



Windows users:

Shows the folder in the OS File Manager. When pressing this button the JAVA client is making a direct WebDav2 connection to the Storgrid server. The JAVA client will ask for your user credentials and will show the Storgrid folder in the Windows File Explorer. Your internet browser is building up a network connection to another computer, please remember to adjust your browser security settings. When the following command will work, please disable any software that can block the connection setup:

*“NET USE z: https://storgrid.mycompany.com:443/webdav/ /USER:username password”*

Mac OSX users:

Mac OSX will block this function by default, the button will be grade-out for OSX-users. You still can use the functionality, when using finder. From the Finder menu, select Go -> Connect to Server. This will bring up prompt for your server address. Fill in the “storgrid.mycompany.com/webdav” & Press the ‘+’ button to save it as a favorite & hit



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connect. Next fill out the prompt for your username and password. You can choose to save the password. A Finder window will appear with your Storgrid folder is mounted.



Restore a file version. When a file is saved, the latest saved file is showed in the Storgrid client. To restore a previous version, press the versions button, select a file version and press “restore”. Notice when restoring a file, a new file version is created.



Deletes the selected items.



Visibility, shows the shares on the selected file or folder.



Share the selected file or folder.



Copies the selected file or folder.



Cuts the selected file or folder.



Paste a file or folder.



Shows the properties of a file or folder.



Shows the deleted files or folders, hit the version button to restore the selected file.



## Sharing a file or folder

To share a file or folder: select the file or folder you want to share and press the share button in the menu bar or use your right mouse button and choose “Share”. The sharing screen will be opened. When you share a folder, all files and subfolders in this folder will have the same sharing rights.

**Share name:** The name of the share

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

**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.



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## 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 grayed 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.

Name	Rights	
John_Doe@mydomain.com	Download	Remove
jdoe	Download/Upload	Remove
Storgrid_users	View only	Remove

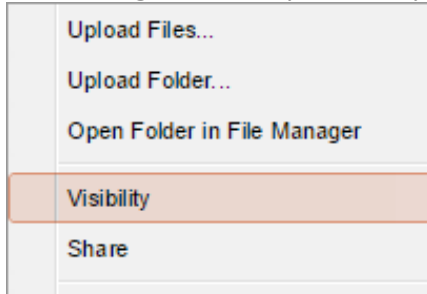




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## Visibility

When using the visibility function you can see the shares on the selected file or folder.



## 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

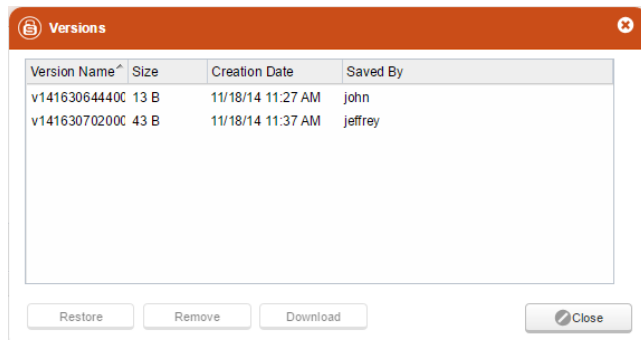


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## File versioning

Every time a file is saved, a version is saved by the Storgrid server.

To restore a version select the file and click on the version button or use your right mouse button, and choose versions.



The restore button replaces the existing file with the version you selected.

When using this option you are “saving” the file again, so a new version is created.

The remove button removes the selected version from the server.

The download button, downloads the version you have selected.

## Restore a deleted file

When a file is deleted you can restore it easily using the “show deleted” button.

By pressing one time on the button, you switch on the “show deleted” function.

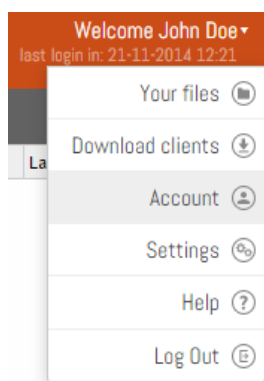
Restore the file and version you want using the file version option.

When the deleted file is restored, switch off the “show deleted” by pressing one more time on the button.



## Your account settings

To change or just view your account settings: login to your Storgrid environment, click on your name, choose “Account”.





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## Change your account password

In Account, Sign-in options section you can find how to change your password. Active Directory users must change their password in the Windows environment.

## Forgot password

When using the embedded (local) authentication, go to the login page of your Storgrid environment and press the “forgot password” button. A setup password link will be send to your email address.

## Shared content

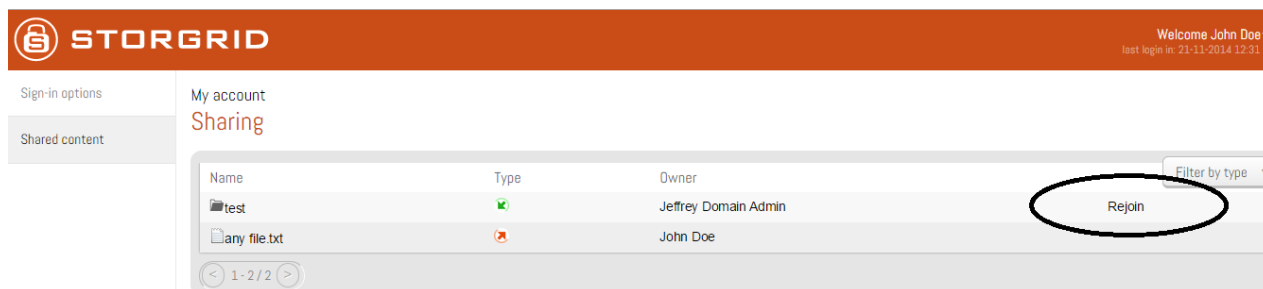
Choose this option to see all shares for you have. You can filter on incoming or outgoing shares.



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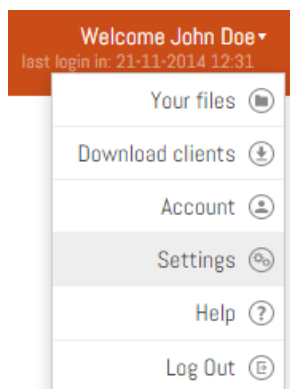
## Rejoin a deleted share

When you deleted a share made , you can easily rejoin this share, when the share is still available. Click on your name and choose Account, Shared content and rejoin any deleted share.



## Your Settings

To change or just view your settings: login to your Storgrid environment, click on your name, choose “Settings”.



### Options to set in the General settings:

- When I share files and folders, send a copy of the email to my email address.
- When somebody adds or changes files in shared folder I want to receive a notification by Email.
- Set your preferred language for the web client.

### Options to set in the Personalize settings:

- Show the address bar in the files and folder view.
- Show upload progress panel by default.
- Show access level in details view
- Set default listing for the files and folder view