

AfterOffice Storage Center User Guide

(Web Storage with 2014 Interface)

Table of Contents

Content	Page
Chapter 1: An Overview to Storage Center.....	4
1.1 Accessing Storage Center.....	5
1.2 Default Folders.....	6
Chapter 2: Storage Center Basic Features & Functionalities.....	7
2.1 Switching between Grid and List View.....	9
2.2 Creating New Folder.....	10
2.3 Uploading Files.....	11
2.3.1 Choose a file and Upload.....	11
2.3.2 Drag-and-drop Upload.....	12
2.4 Deleting Files/Folders.....	13
2.5 Copying Files/Folders.....	14
2.6 Moving Files/Folders.....	15
2.7 Renaming Files/Folders.....	16
2.8 Sending Files/Folders.....	17
2.8.1 Dropping Files to External Users.....	17
2.8.2 Dropping Files to Internal Users.....	19
2.9 Encrypting and Decrypting Files.....	20
2.9.1 Encrypting Files.....	20
2.9.2 Decrypting Files.....	22
2.10 Downloading Files.....	24
2.11 Searching Files/Folders.....	25
2.12 Sorting Files/Folders.....	26
2.13 Using The Clipboard.....	27
2.13.1 Adding Files to Clipboard.....	27
2.13.2 Removing Files from Clipboard.....	28
2.13.3 Moving Files Using Clipboard.....	29

2.13.4 Copying Files Using Clipboard.....	29
2.13.5 Sending Files Using Clipboard.....	30
2.13 Using The AntiVirus Scan.....	31
2.14 Switching to Classic Mode.....	33
Chapter 3: Storage Center Advanced Features.....	34
3.1 Gallery View.....	34
3.2 Video Player.....	35
3.3 Music Player.....	36
3.4 Text Editor.....	37
3.5 HTML Editor.....	38
3.6 Contact Editor.....	39
3.6.1 Launching The Contact Editor.....	39
3.6.2 Adding New Contact Within a Contact File.....	41
3.6.3 Editing Contact Details Within a Contact File.....	44
3.6.4 Deleting Contact Within a Contact File.....	45
3.6.5 Searching Contact Within a Contact File.....	46

Chapter 1: An Overview to Storage Center

Introduction

AfterOffice Storage Center is first and foremost a reliable offsite backup and restore application. With built-in security and redundancy measures, Storage Center protects and safeguards your critical business data in case of natural disasters, break-ins, and system or hardware failure, by automatically backing it up and storing it in a world-class secure datacenter.

With Storage Center, you can access the backed-up data via a web browser anytime, anywhere. Also, a User Control Access Right (UCAR) allows group access for specific folders when sharing collaboration work.

Sending huge files via email will no longer be a problem with Storage Center in place. Other convenient features such as Public Links for upload and download also comes in handy.

The 2014 Interface

In 2014, we have completely revamped the Storage Center engine and redesigned its interface to provide a significantly improved user experience. Its enhanced user interface (UI) elements include grid view, drag-and-drop file upload and arrangement, photo album and video player, clipboard, editor tools for text, HTML and contact files.

If you prefer the classic interface, just switch it from the Storage Center Settings easily.

1.1 Accessing Storage Center

Before you can access to your Storage Center, you will need to sign into your AfterOffice Virtual Office (AVO) portal at <http://afteroffice.com/login/>.

To login, you are required to provide 3 pieces of information: (i) Host/Domain, (ii) Username and (iii) Password as shown in the figure below.

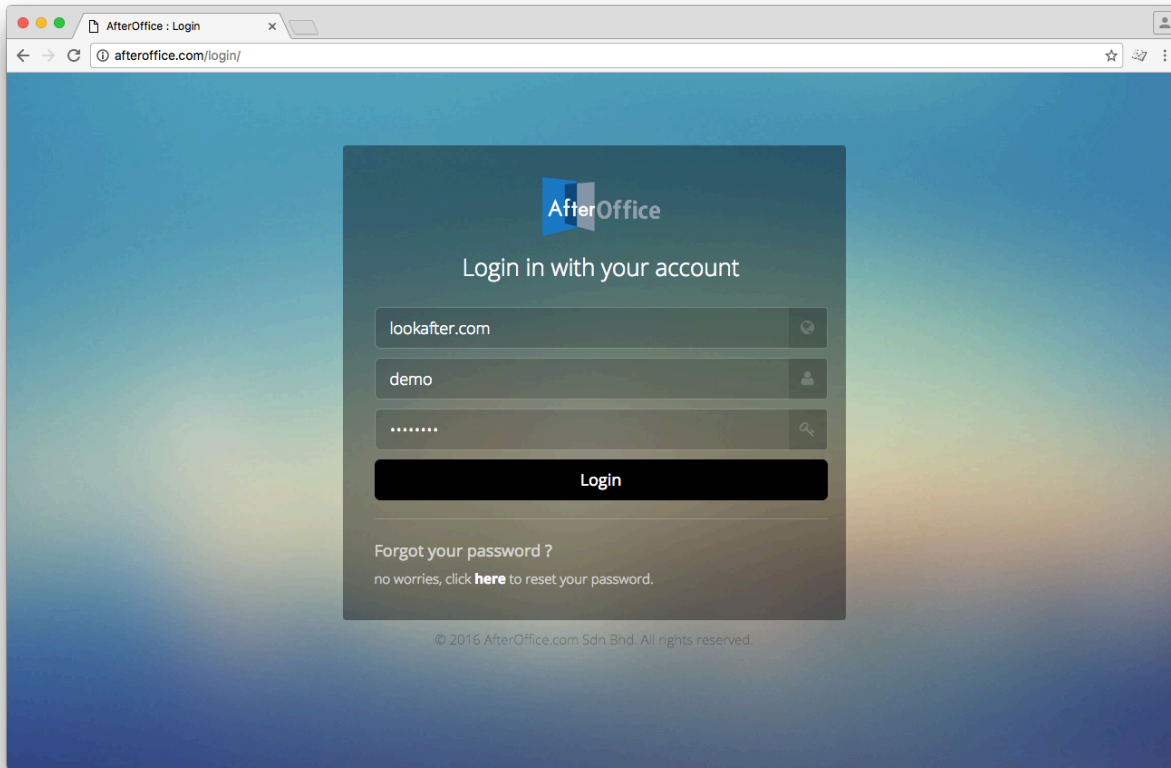


Figure 1.1: AVO Login Page

Once you have logged in, go to [Storage] from the menu panel.

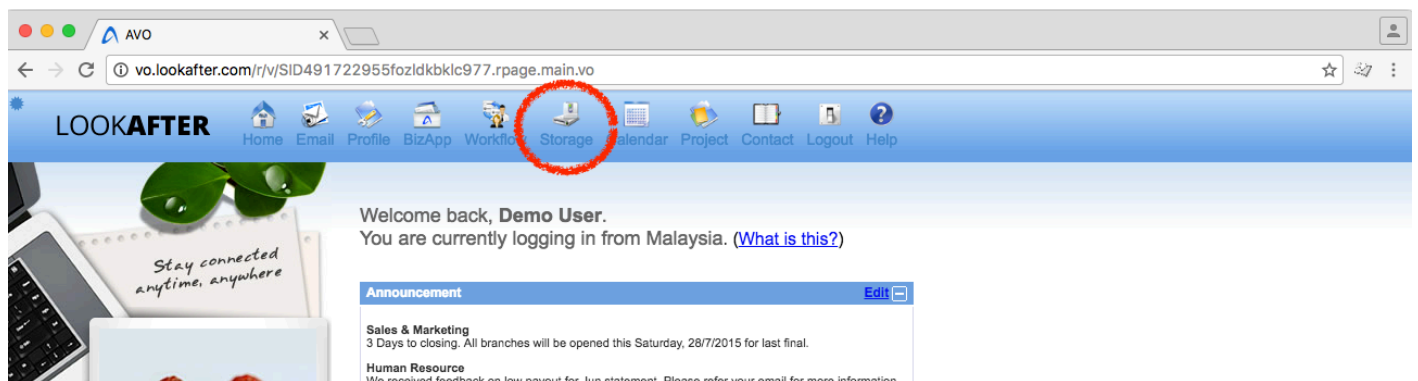


Figure 1.2: Access [Storage] from the Menu Panel

1.2 Default Folders

On Storage Center, you will notice several default folders that serve for different needs.

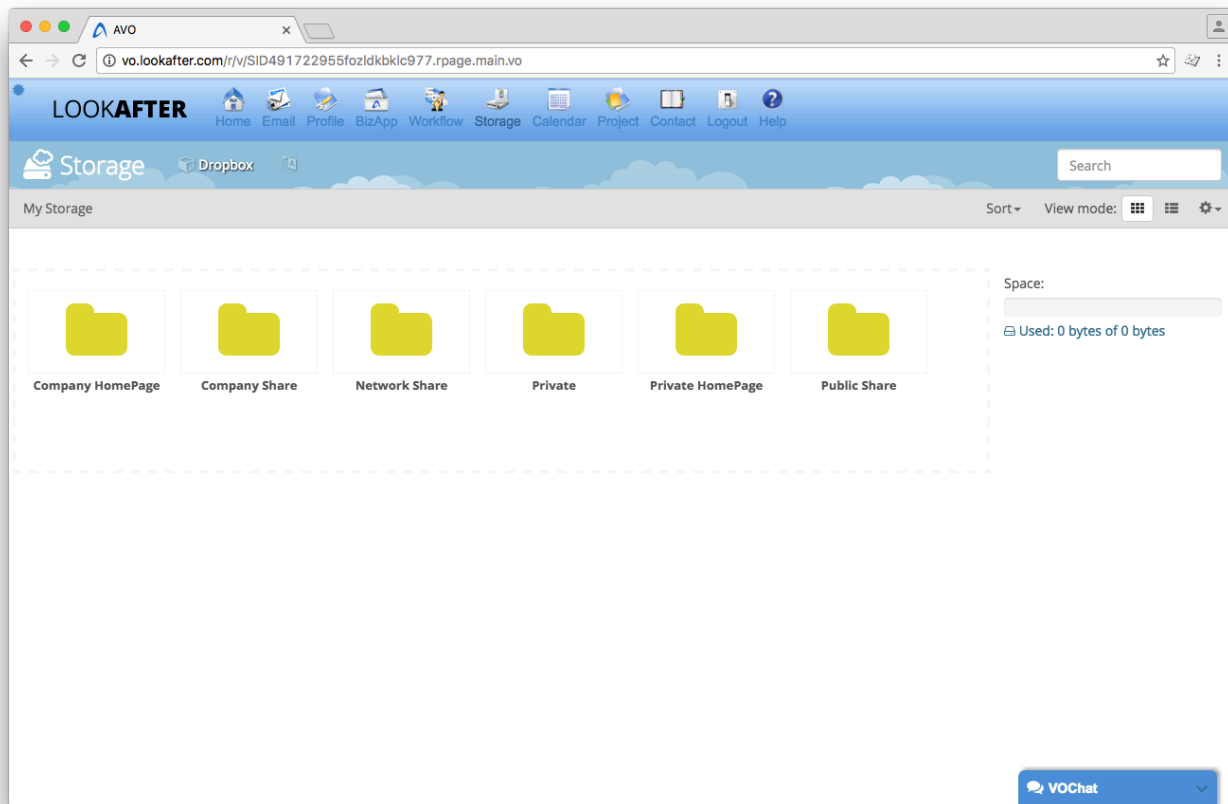


Figure 1.3: Default Folders

[Company HomePage] folder is only accessible to the administrator (admin) of your company (domain). The Administrator can build a company related homepage here.

[Company Share] is where you can share files and folders among co-workers within the company. Only the Administrator (avomaster) can create and remove sub-folders within [Company Share]. If additional folders are required, please contact the Administrator of your Storage Center.

[Network Share] folder stores all folders being shared to you by others from their Private folder. You can collaborate and share files with these individuals privately here.

[Private] is the folder where you manage all your private files and folders. This is where you should back up your personal data files to.

[Private HomePage] folder is where the user can upload his/her private homepage. Although the whole world can see your homepage, only you can manage and alter its contents.

[Public Share] folder is reserved for AfterOffice to keep software and user guides for users to download.

Chapter 2: Storage Center Basic Features & Functionalities

On Storage Center, when you navigate into any of the default folders, you can see the main action buttons on the top most position of the files and folders. The figure below shows the main action buttons.

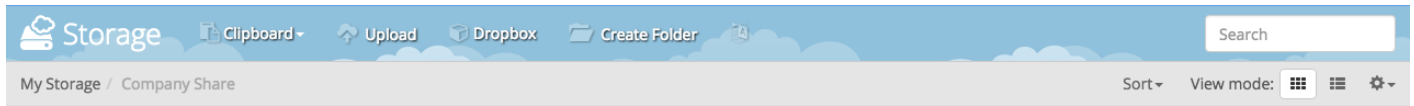


Figure 2.1: Main Actions Bar

Other actions can also be performed on the files and folders. You can right-click on a specific file/folder, then a vertical list of actions will be displayed, as shown in in *Figure 2.2*.

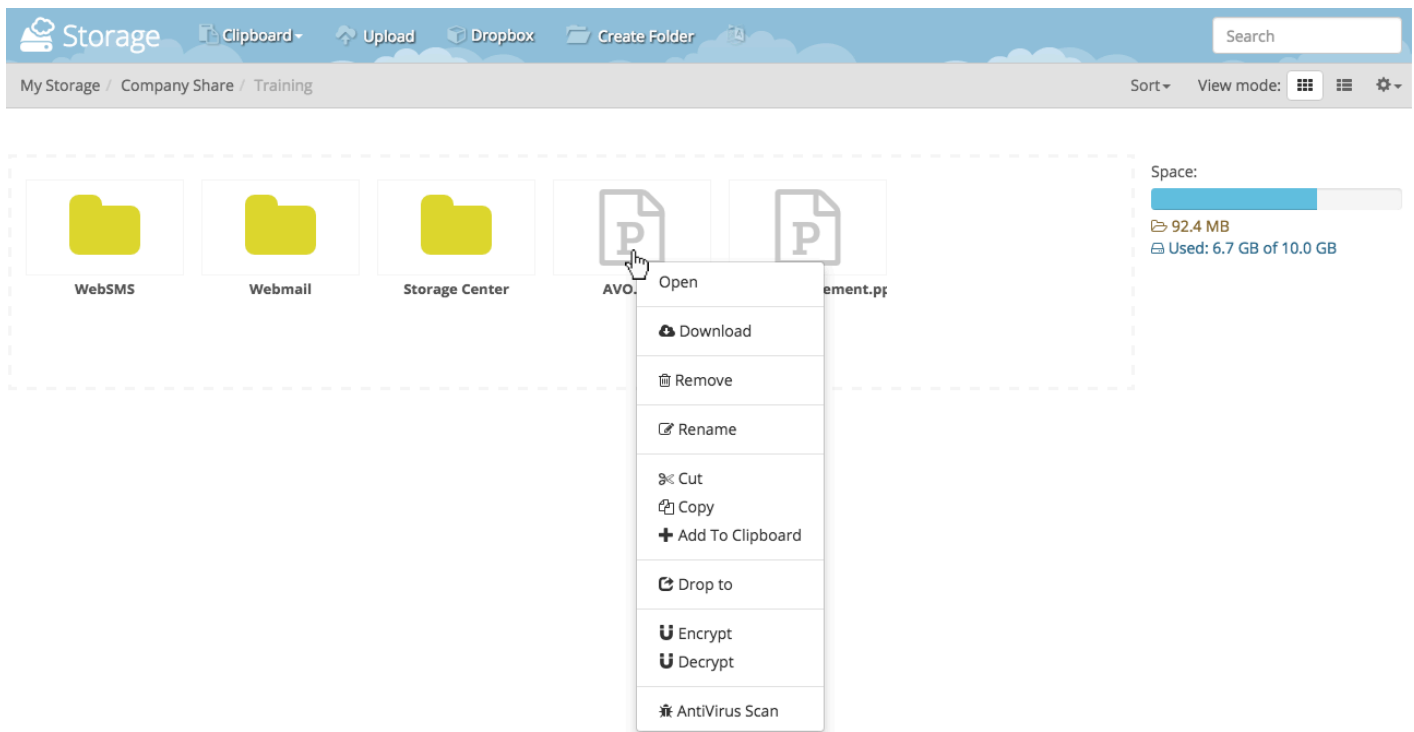


Figure 2.2: Action List

If you have more than one file to take action to, you can check the check box at the upper right corner of the files/folders, and a horizontal list of actions will be shown as *Figure 2.3*.

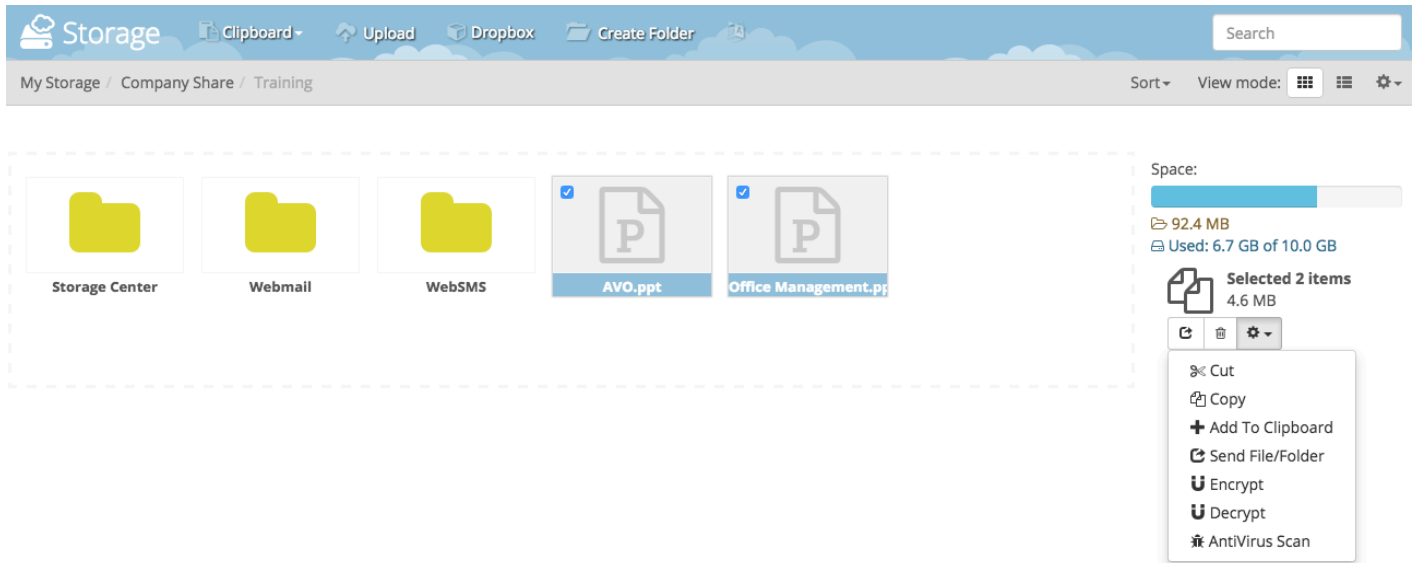


Figure 2.3: Action Column

2.1 Switching between Grid and List View

On Storage Center, you can choose to view your files and folders in grid view or list view. Your files are displayed in grid by default.

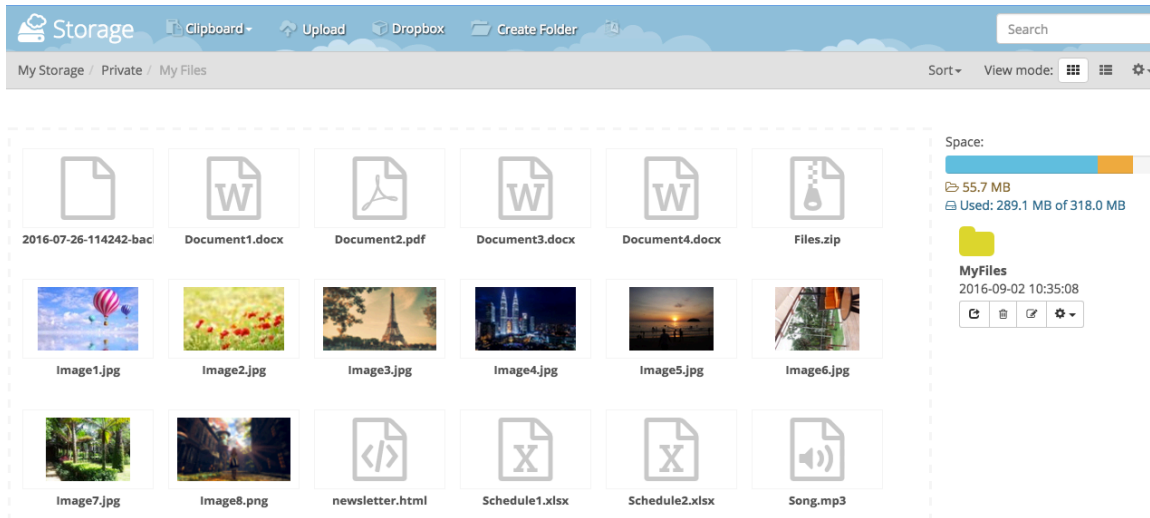


Figure 2.4: Grid View on Storage Center (Default View)

To change the view mode to List View, simply click the list icon at the “View mode:” settings on the menu bar.

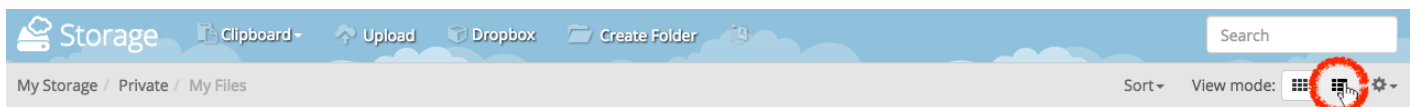


Figure 2.5: Selecting List View from View Mode Settings

The figure below shows how List View on Storage Center look like.

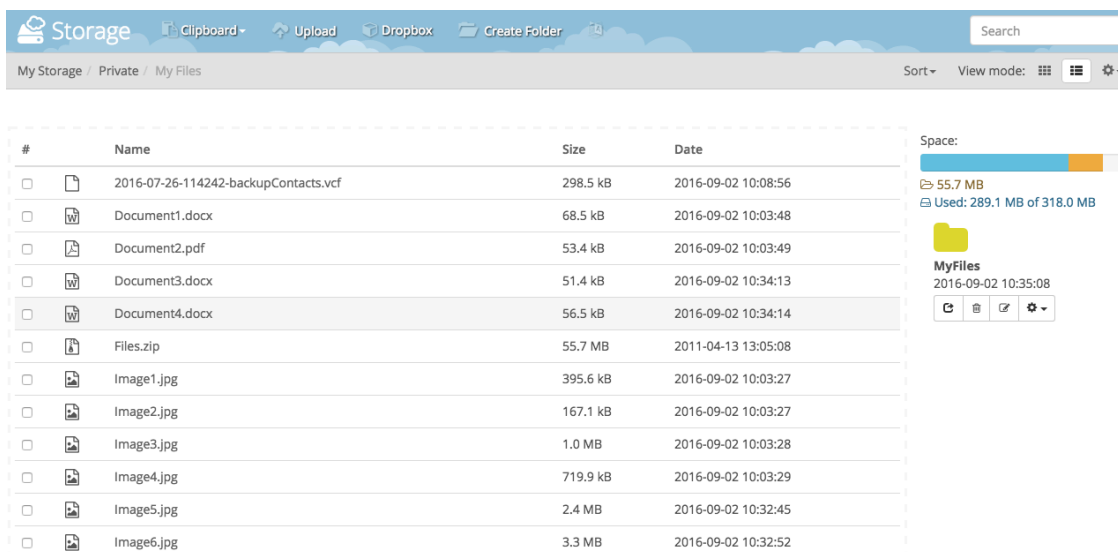


Figure 2.6: List View on Storage Center

2.2 Creating New Folder

When you have come to the desired folder under which you would like to create a new folder, click the **[Create Folder]** button from the menu bar.

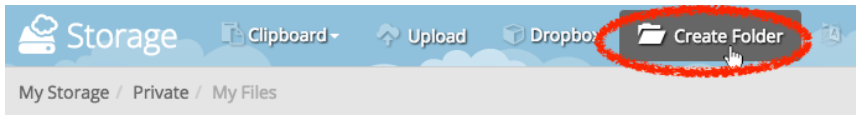


Figure 2.7: The [Create Folder] button on the Menu Bar

Alternatively, you can right-click on the storage area and select **[Create folder]** from the action list, as shown below.

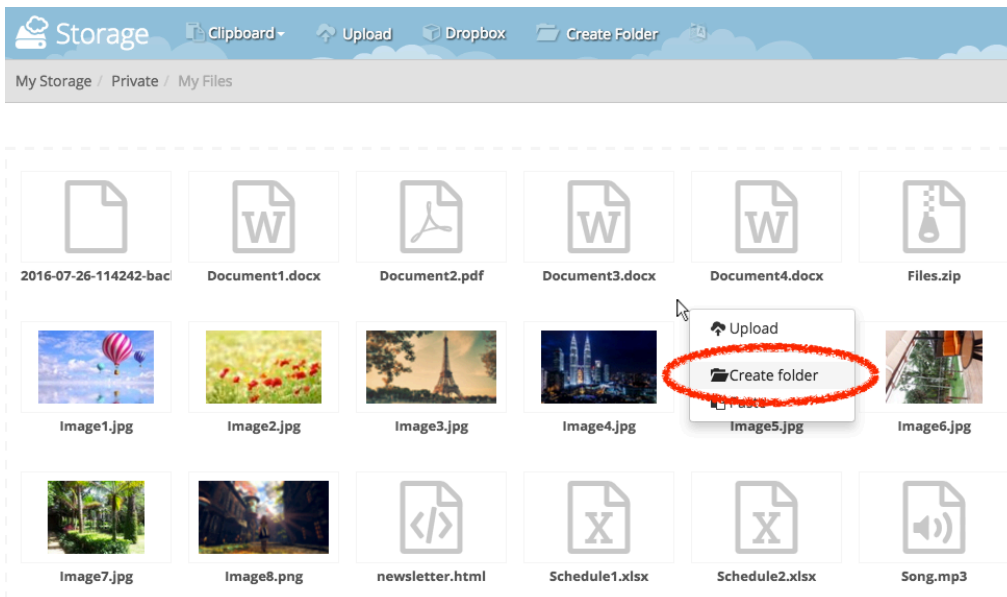


Figure 2.8: The [Create folder] action from the Right-Click Action List

On the “Create Folder” pop-up window, Enter the **Name** and its **Description**. The description will help you find the folder easily. Then, press the **[Create]** button to create the new folder.

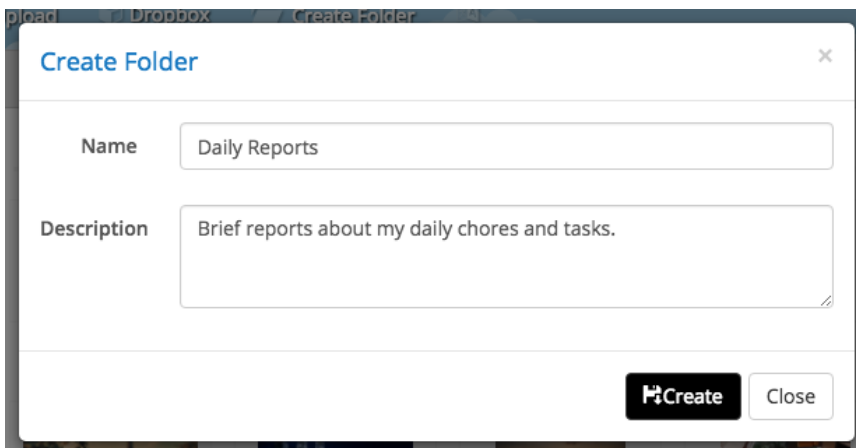


Figure 2.9: Creating new folder

2.3 Uploading Files

There are two ways to upload your files to Storage Center.

2.3.1 Choose a file and Upload

Click the **[Upload]** button from the menu bar, where you will be prompted to select a file to upload from your PC.

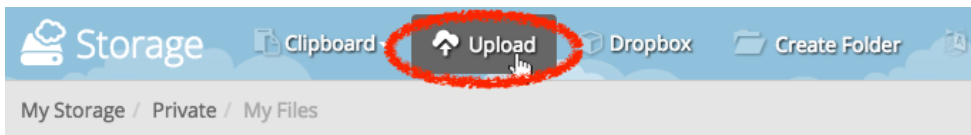


Figure 2.10: The [Upload] button on the Menu Bar

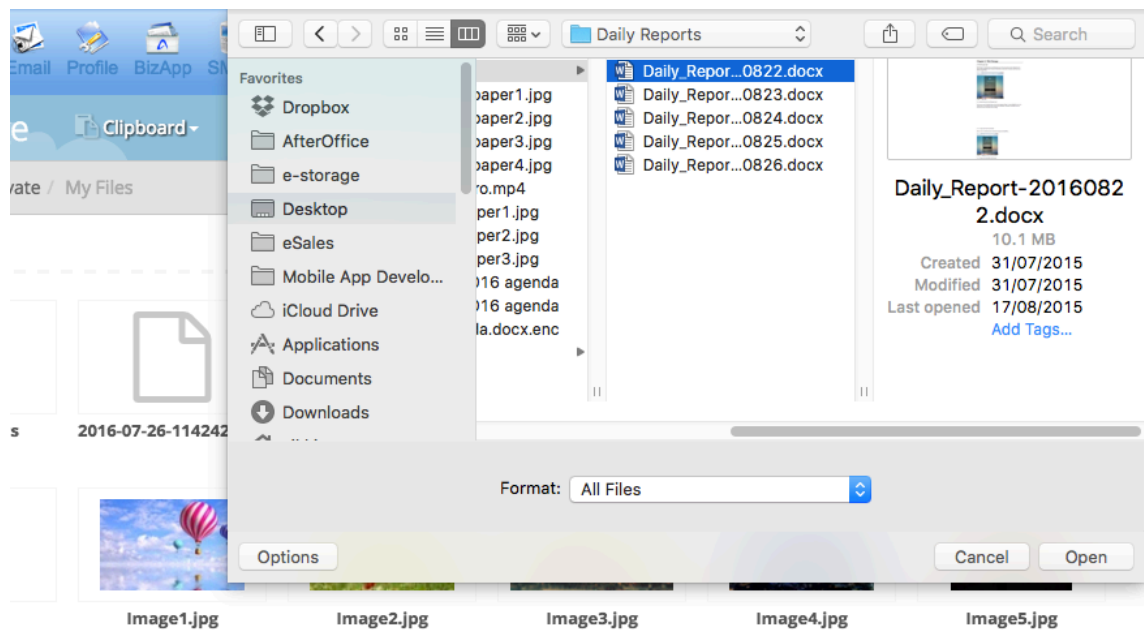


Figure 2.11: Select a file to upload from local PC

Once you have selected a file, click **[Open]**, and the selected file will be uploaded into your storage.

2.3.2 Drag-and-drop Upload

Select multiple files from your desktop or local folder and drop them into your Storage Center browser.

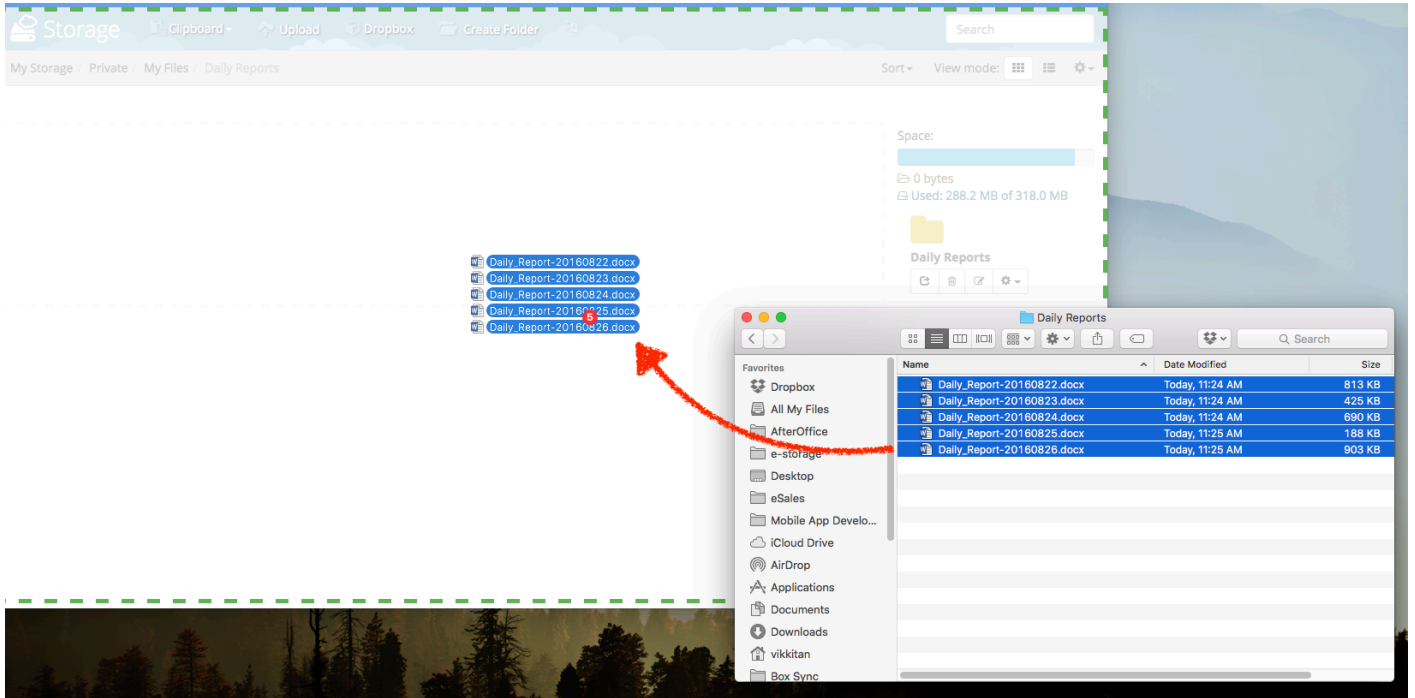


Figure 2.12: Drag-and-drop multiple files into the Storage Center browser

Your files will start to be uploaded once it is dropped into the browser area. You may view the upload progress by clicking on the [Upload] button on top.

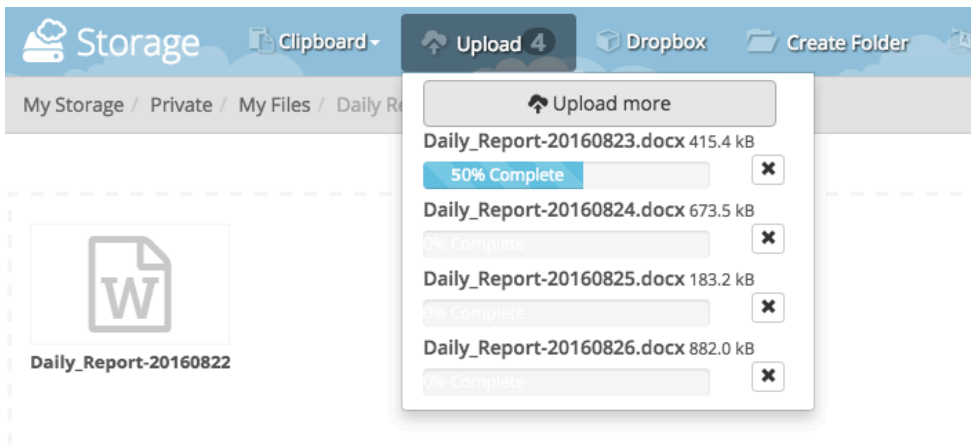


Figure 2.13: View upload progress

2.4 Deleting Files/Folders

To delete a file, right click the file and select the **[Remove]** action. If you want to delete multiple files, select them by checking the checkboxes and right click to do the same.

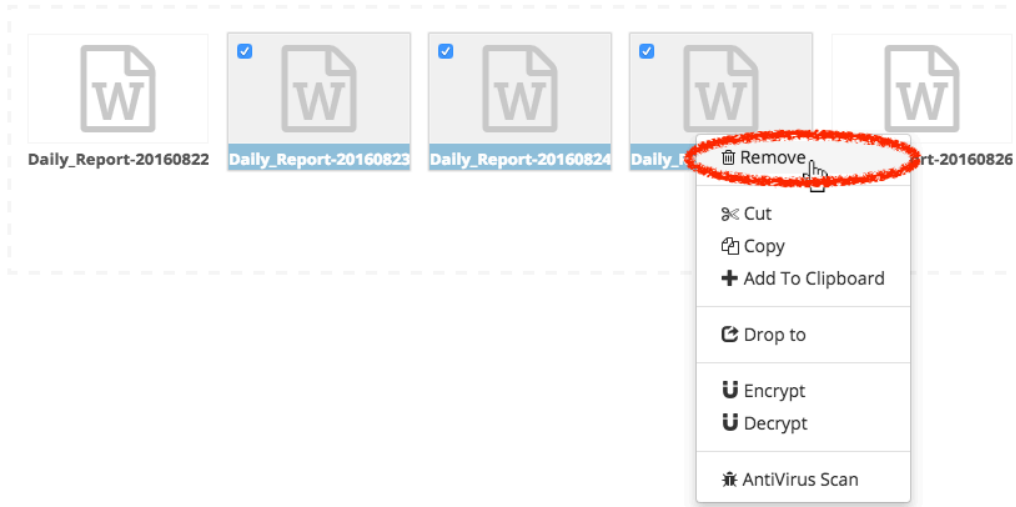


Figure 2.14: Deleting files

A popup window asking for your confirmation will be displayed. Press **[OK]** to confirm the deletion of the selected files. The same method applies for deleting folders.

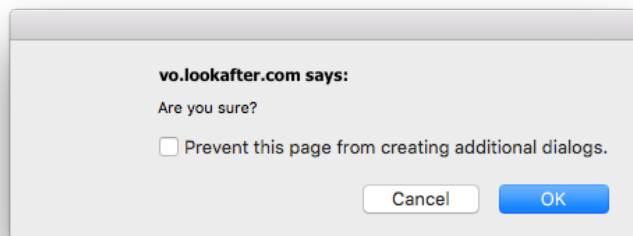


Figure 2.15: Confirm deletion of files/folders

2.5 Copying Files/Folders

To copy any files or folders, use the **[Copy]** action. Select the files/folders that you want to copy, and select **[Copy]** from the action list.

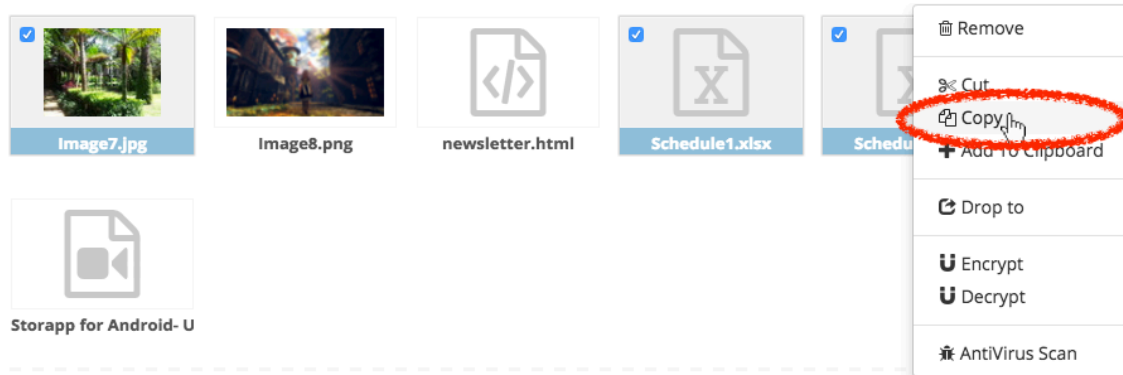


Figure 2.16: Copying files/folders

Next, navigate to the desired folder where you wish to place the files/folders. At the destination folder, right-click and any empty space and select the **[Paste]** action, as shown below. The files/folders will be copied to that particular location.



Figure 2.17: Paste copied files to destination folder

2.6 Moving Files/Folders

2.6.1 Moving Files/Folders with the Cut Action

To move any files or folders, select them and right click to choose **[Cut]** from the action list.

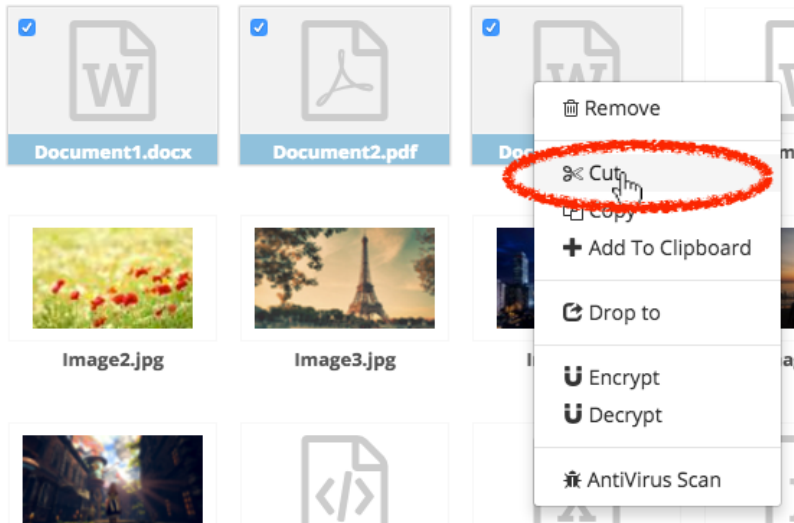


Figure 2.18: Moving files/folders

Next, navigate to the desired folder where you wish to place the files/folders. At the destination folder, right-click and any empty space and select the **[Paste]** action (similar to the steps as shown in *Figure 2.17*). The file/folders will be moved to that particular location.

2.6.1 Moving Files/Folders with Drag-and-Drop

Another alternative method of moving files/folders is by using the drag-and-drop method. Select the files that you wish to move, and drag them to the folder that you wish to move them to.

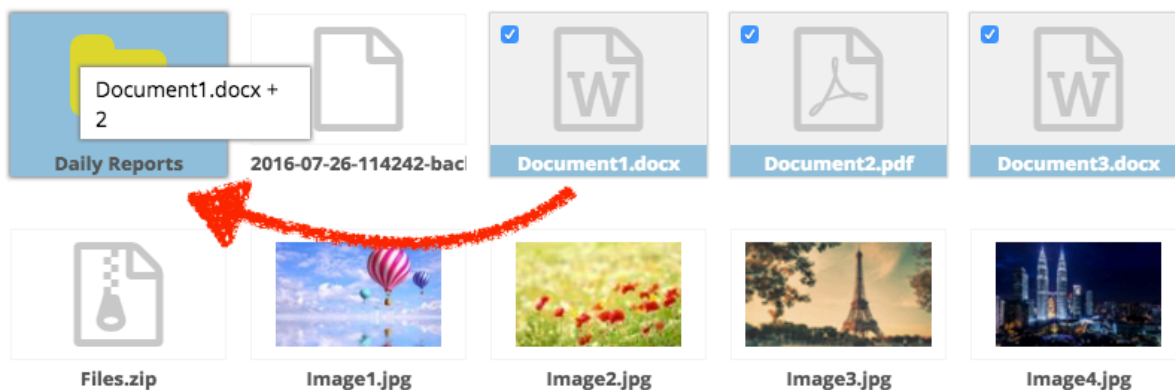


Figure 2.19: Move files by drag-and-drop

2.7 Renaming Files/Folders

To rename a file or a folder, right click on it and select the **[Rename]** action.

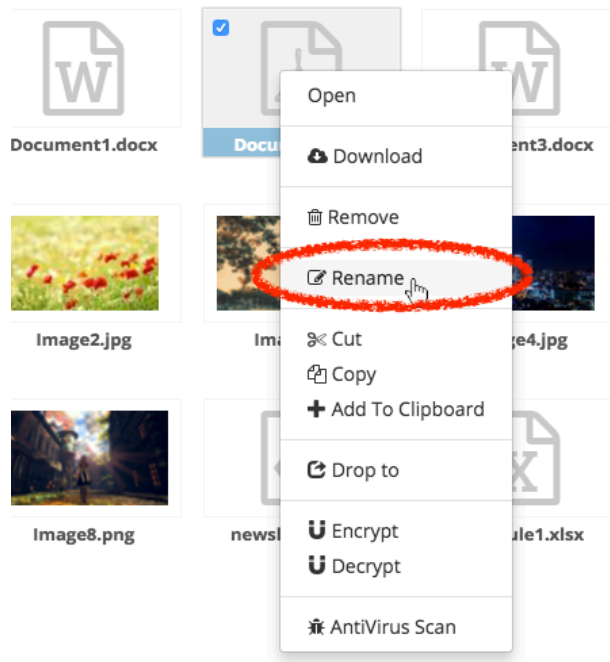


Figure 2.20: Renaming files/folders

On the “Rename” window, enter the new name and press the **[Save]** button.

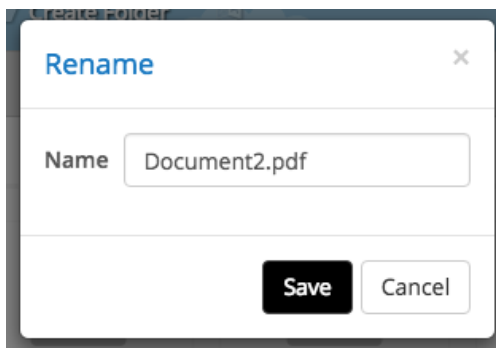


Figure 2.21: The Rename File Window

2.8 Sending Files/Folders

Storage Center **Drop To** function allows you to send huge files via email. Instead of attaching the actual file to the email, DropFile embeds URL links of the files of which the email recipient will download from.

DropTo works for both Storage Center users of the same domain and external users with an email address.

2.8.1 Dropping Files to External Users

First, select the files and folders that you would like to send. Then, right click and select the **[Drop to]** action to launch the “Send File/Folders” window.

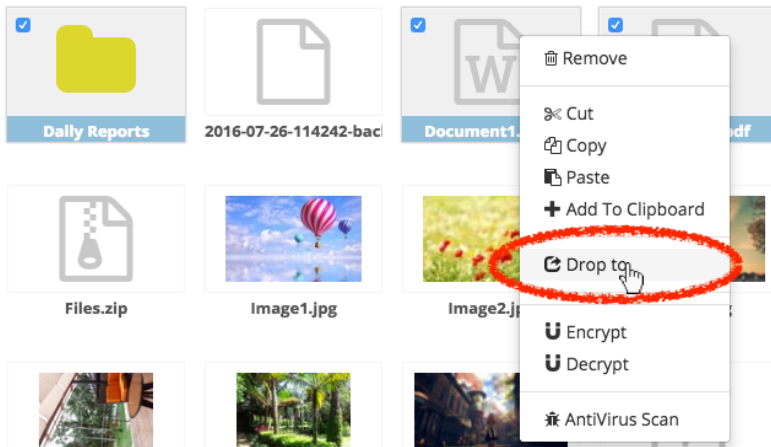


Figure 2.22: Selecting files/folders to be sent

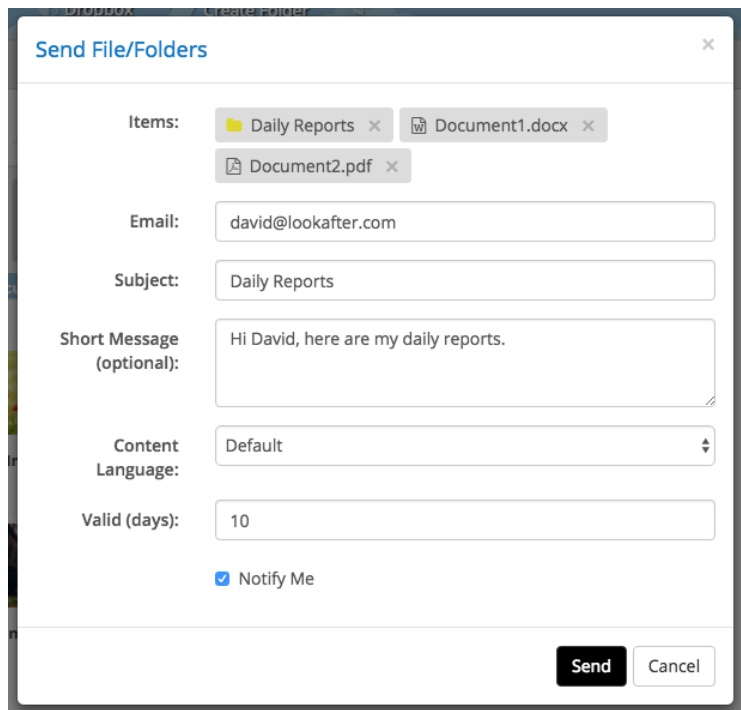


Figure 2.23: The Send File/Folders Window

At the email field, enter the email address of the recipient. If you have more than one email address, separate them with a comma. You can key in any subject and short message as you wish. Then, choose how many days the URL link will be valid for, and whether or not you want to be notified when a recipient has downloaded the files. Press **[Send]** to send the files.

Your recipient will receive an email similar to the one in Figure 2.24. Clicking on the link will lead the recipient to a Download Page as in Figure 2.25, where the recipient may click **[Download]** to download the file sent to him/her.

Daily Reports (from Demo User <demo@lookafter.com>)

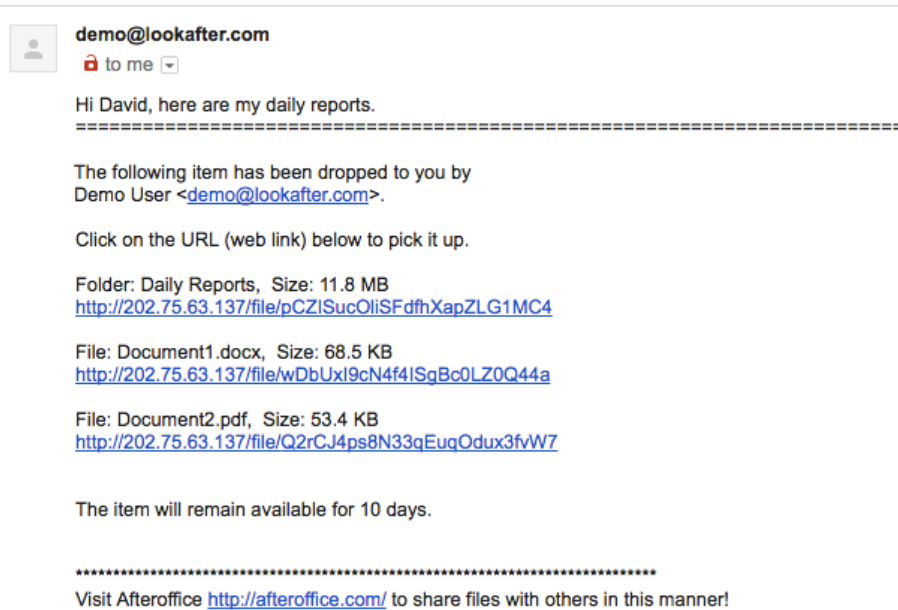


Figure 2.24: Email with the DropFile Download Links

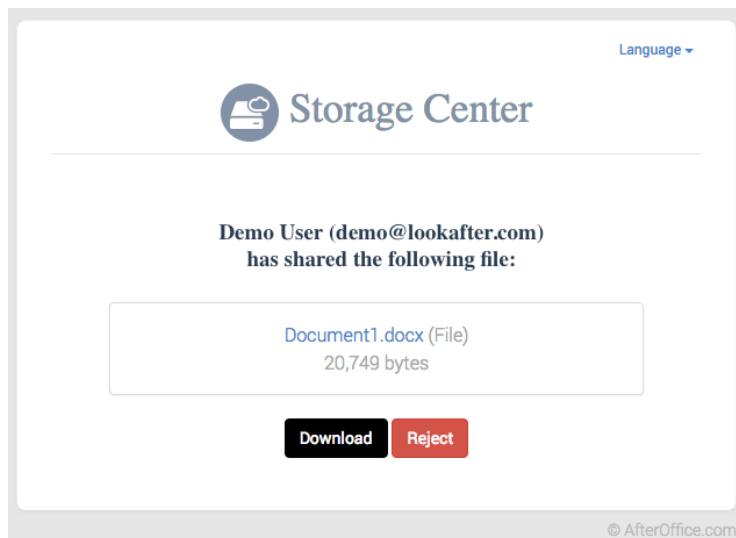


Figure 2.25: The DropFile Download Page

2.8.2 Dropping Files to Internal Users

Whenever an internal user (of the same domain/host with you) drops files/folders to you, you will see a notification on your **Dropbox** on the menu bar, as shown in Figure.

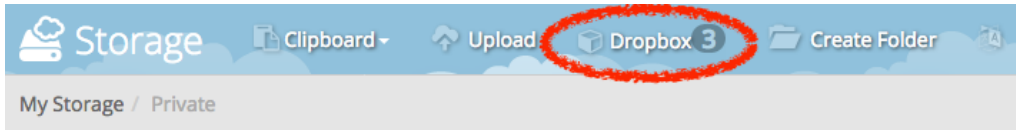


Figure 2.26: Dropbox with notification

Click the [Dropbox] button, and you will see the list of files/folders dropped to you.

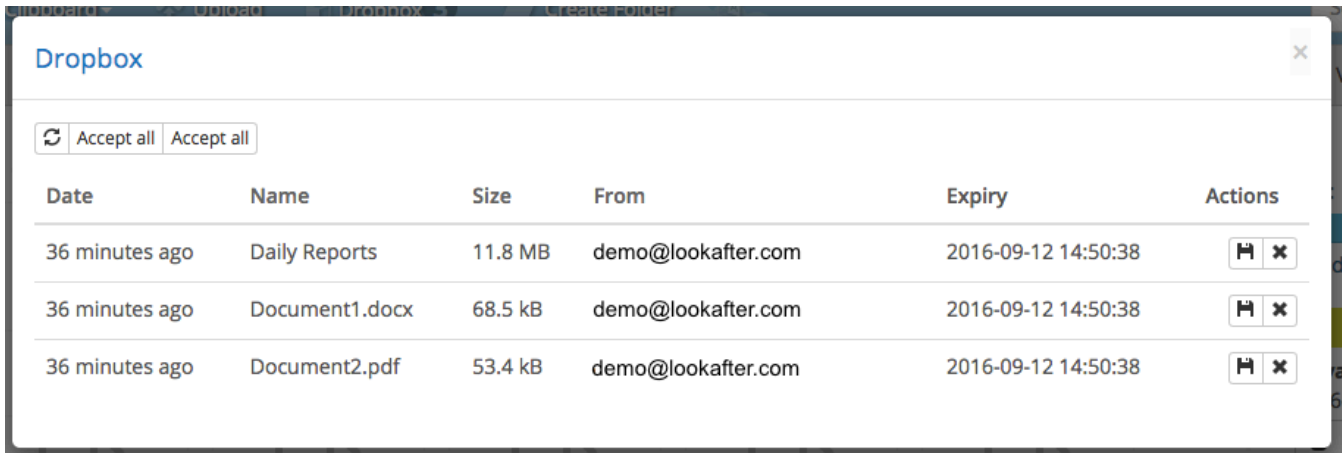


Figure 2.27: Dropbox Window

You can click the save button at the “Actions” column to accept and save the files dropped to you. Remember to navigate to your desired destination folder before accepting the files.

2.9 Encrypting and Decrypting Files

2.9.1 Encrypting Files

To encrypt a file, right click it and select **[Encrypt]** from the action list.

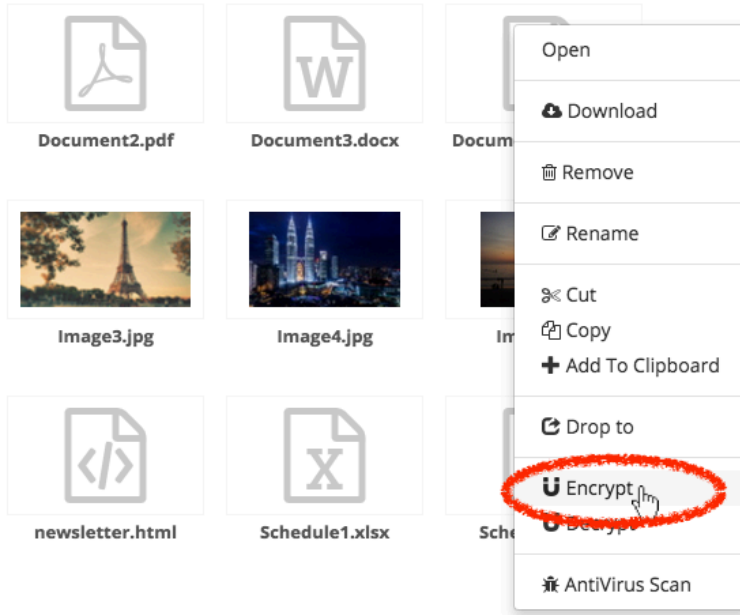


Figure 2.28: Encrypting File

On the “Encrypt” window, enter the PassPhrase twice. If you do not want to keep the unencrypted version of the file, check the “Delete Original” checkbox; otherwise, leave it unchecked. Click **[Encrypt]** to encrypt the file.

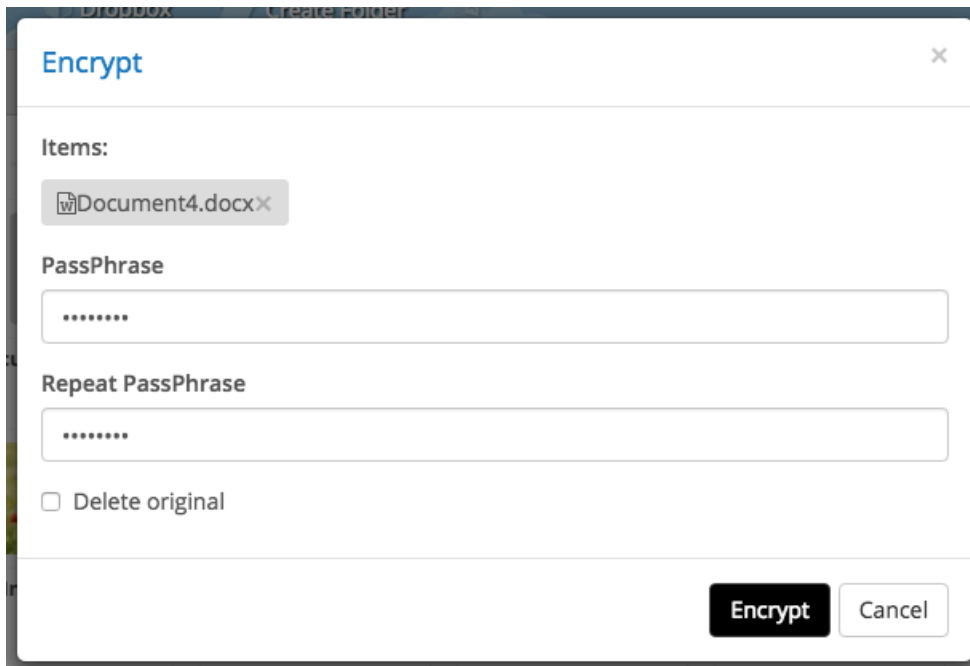


Figure 2.29: The Encrypt Window

You can also select multiple files to encrypt with the same passphrase.

Note that if you choose to use the Encrypt function, you are responsible for remembering the PassPhrase that you entered. If you forget the PassPhrase, you will not get the original file back.

Once your file is encrypted, it will be appended with a “.enc” extension, as shown in *Figure 2.30* below.

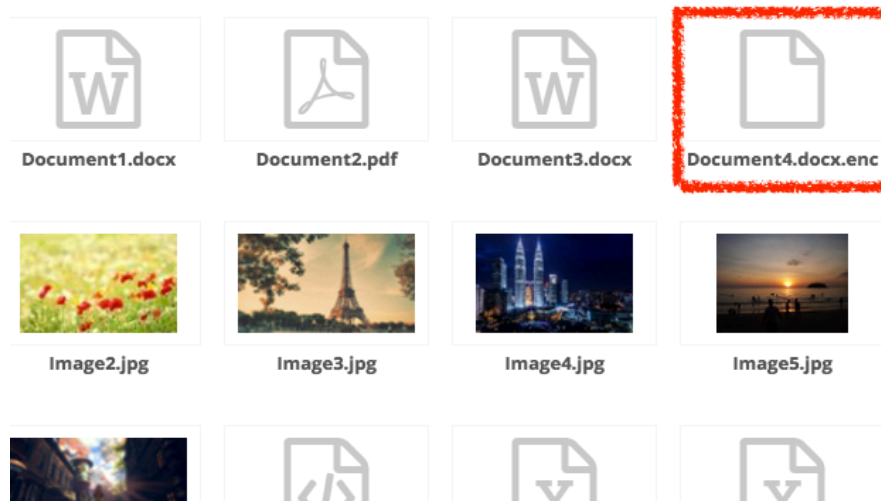


Figure 2.30: The Encrypted File

2.9.2 Decrypting Files

To decrypt an encrypted file such as that in *Figure 2.30*, select the file and select the **[Decrypt]** action, which will prompt the following pop up window.

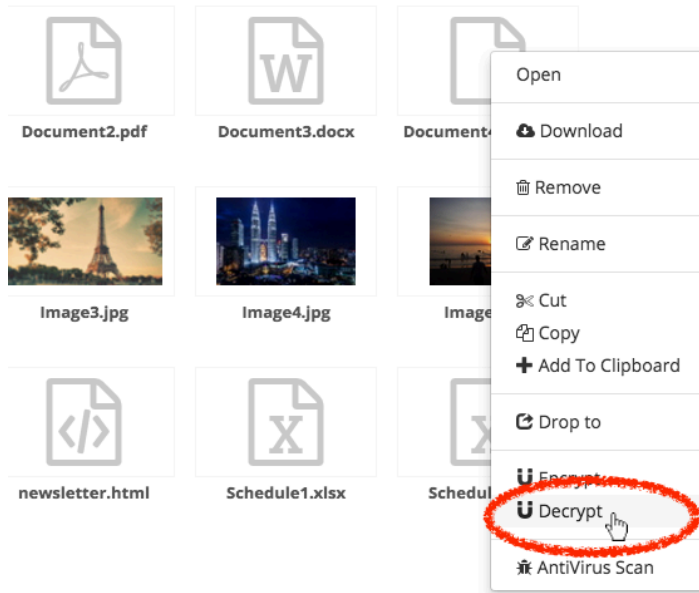


Figure 2.31: Decrypting File

Enter the PassPhrase and press **[Decrypt]**. Note that if you wish to delete the encrypted version of the file after decryption, check the “Delete original” option. Otherwise, just leave it unchecked.

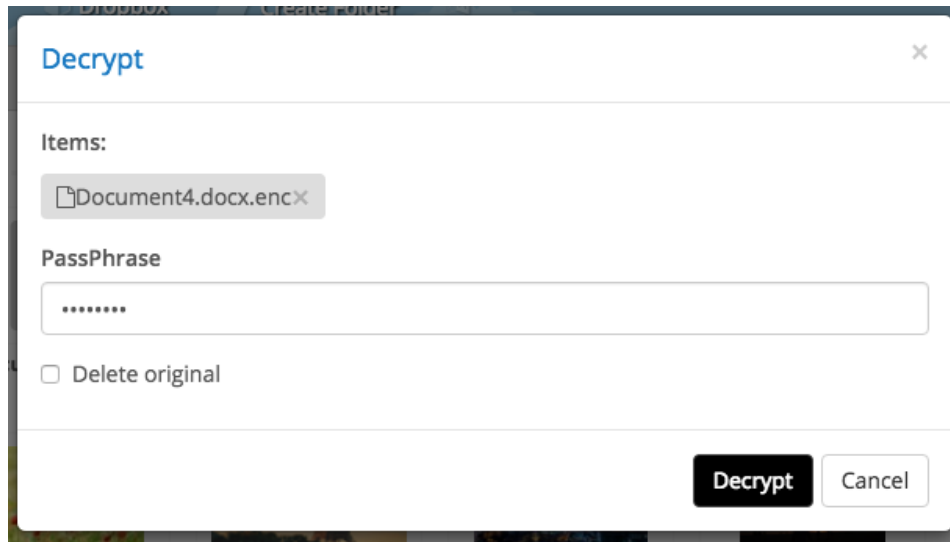


Figure 2.32: Decrypting File

The file will be restored to its original state as in *Figure 2.32* once it is decrypted.

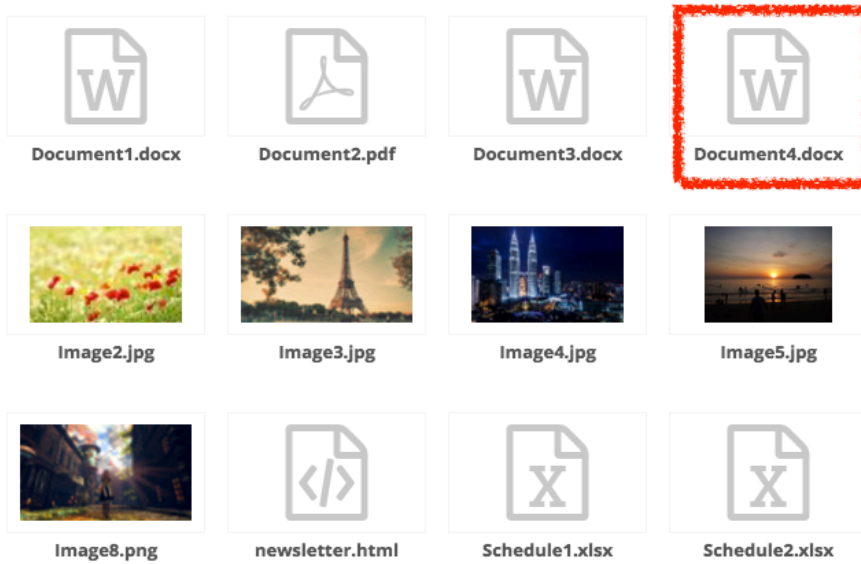


Figure 2.33: The Decrypted File

You can also decrypt multiple files that are encrypted with the same PassPhrase at a time. Simply select them and follow the steps as in *Figure 2.31*.

2.10 Downloading Files

To download a file from Storage Center to your local PC, simply right click it and select [Download] from the action list.

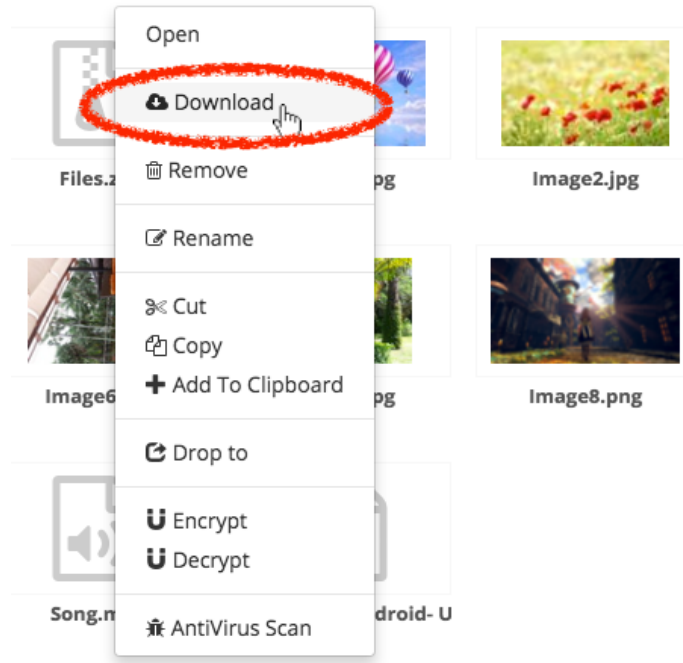


Figure 2.34: Downloading File

2.11 Searching Files/Folders

You can search for any files/folders using the **[Search]** function at the menu bar.

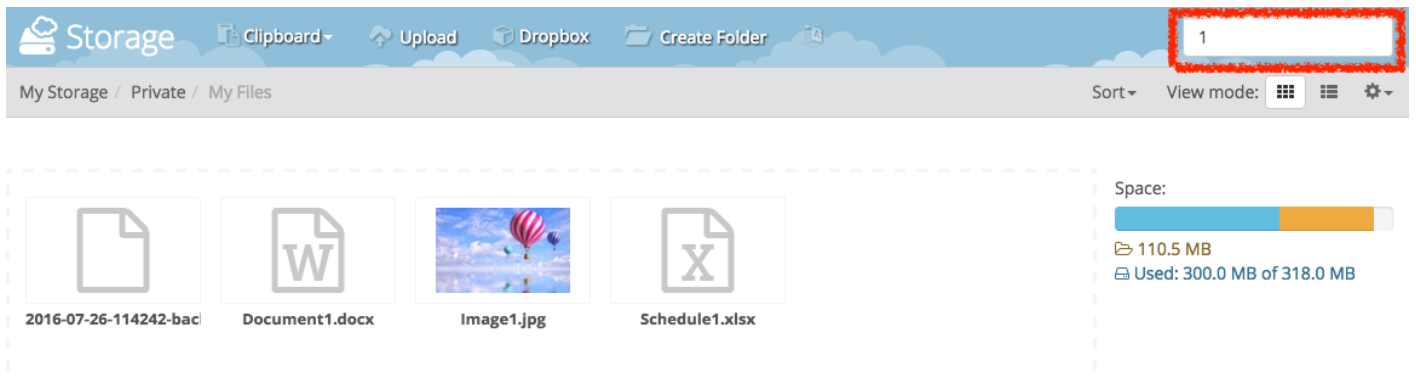


Figure 2.35: Searching Files/Folders

2.12 Sorting Files/Folders

You can sort files and folders by clicking the **[Sort]** button situated at the menu bar. The sort options available are Default, Name, Size and Date.

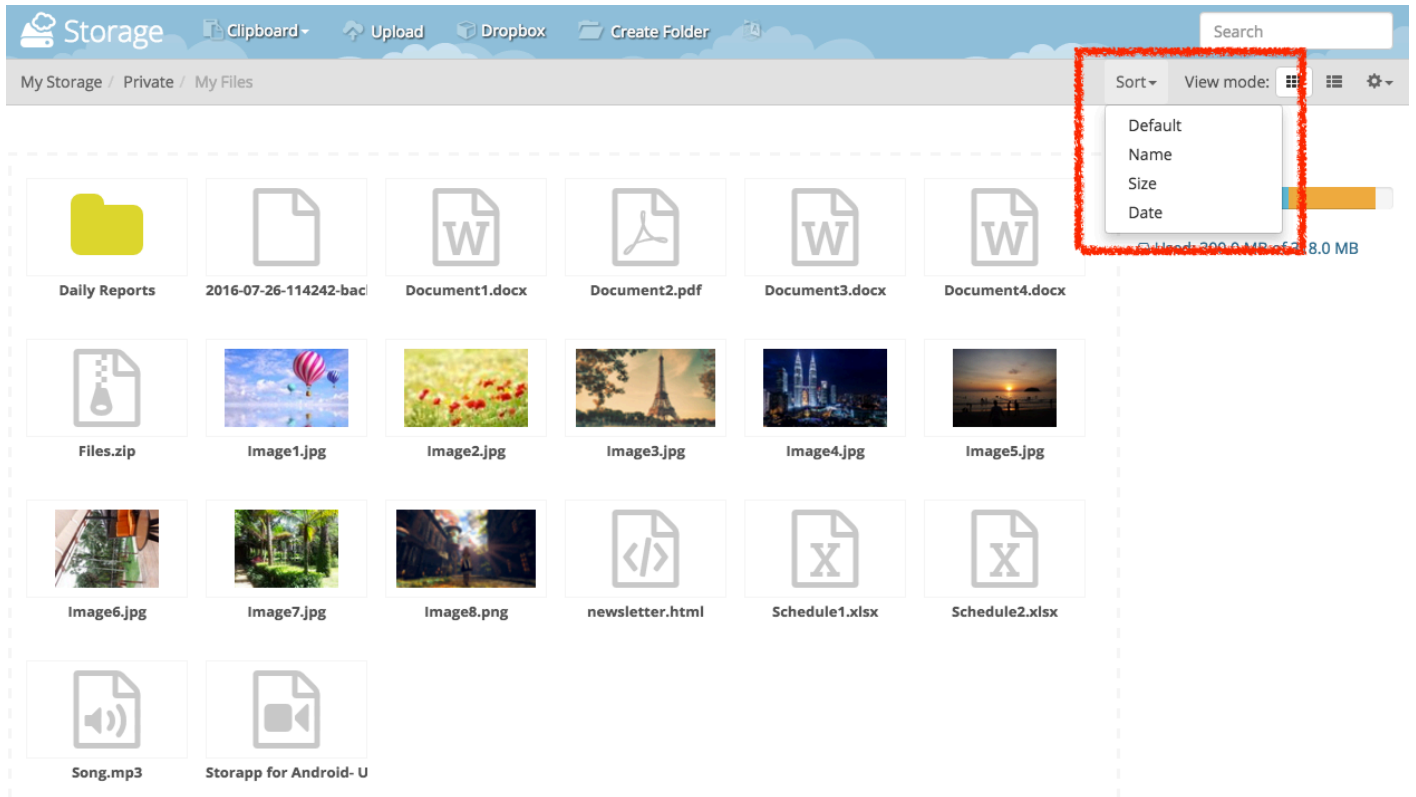


Figure 2.36: Sorting Files/Folders

2.13 Using The Clipboard

The **Clipboard** is a temporary collection of every file that you wish to copy, move or send later.

2.13.1 Adding Files to Clipboard

There are many ways to add your files to the Clipboard. Firstly, you can drag the file from the storage area and drop to the clipboard.

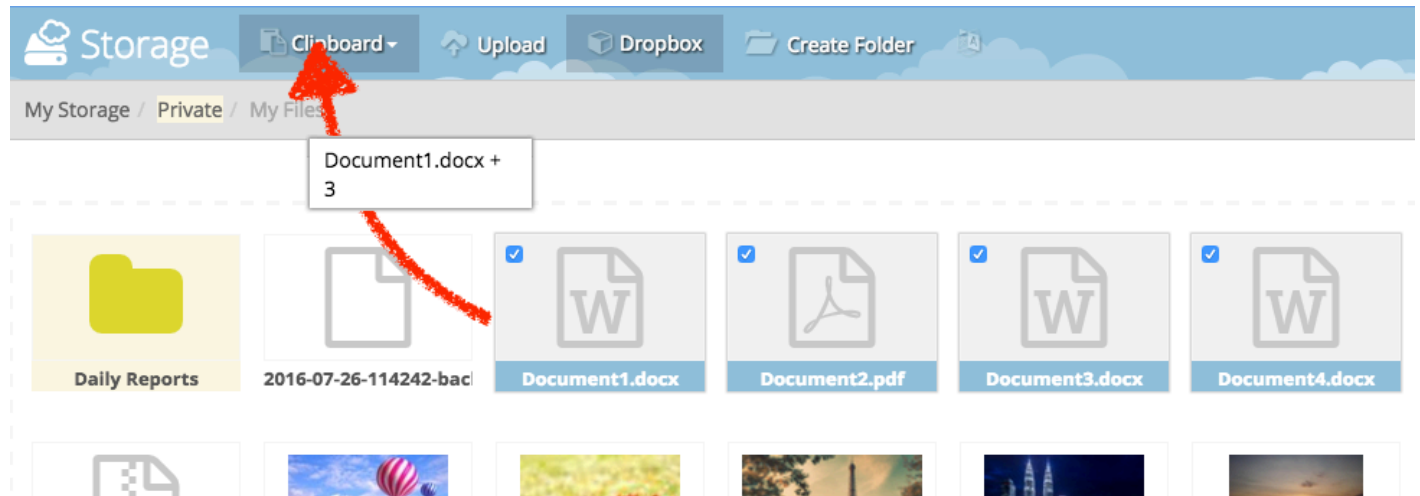


Figure 2.38: Drag-and-drop Files to Clipboard

Alternatively, select the files and choose **[Add To Clipboard]** from the action list.

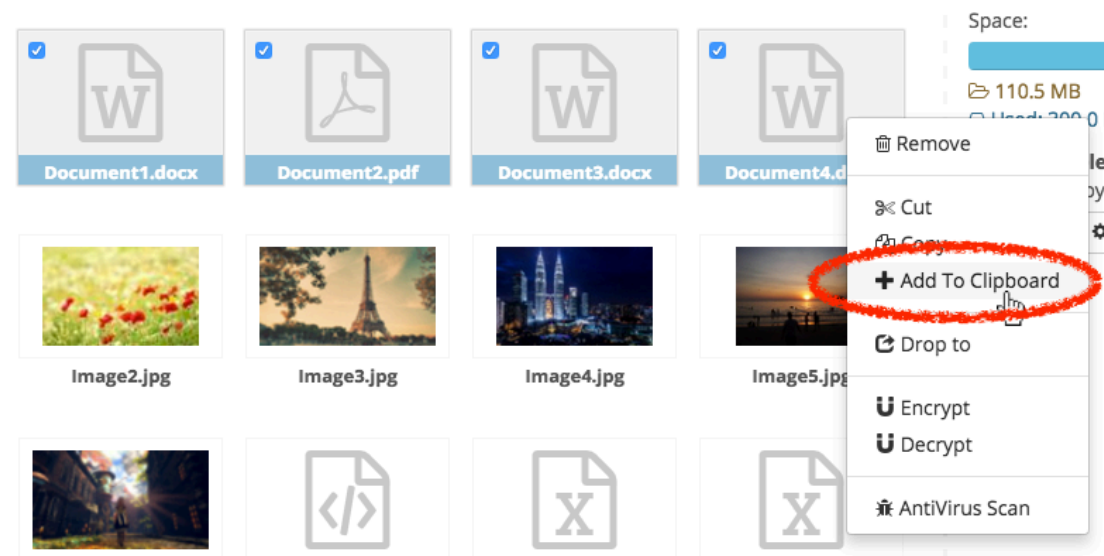


Figure 2.37: Add Files to Clipboard

You can view files that are added into your clipboard by clicking the **[Clipboard]** button, as demonstrated in the figure below.

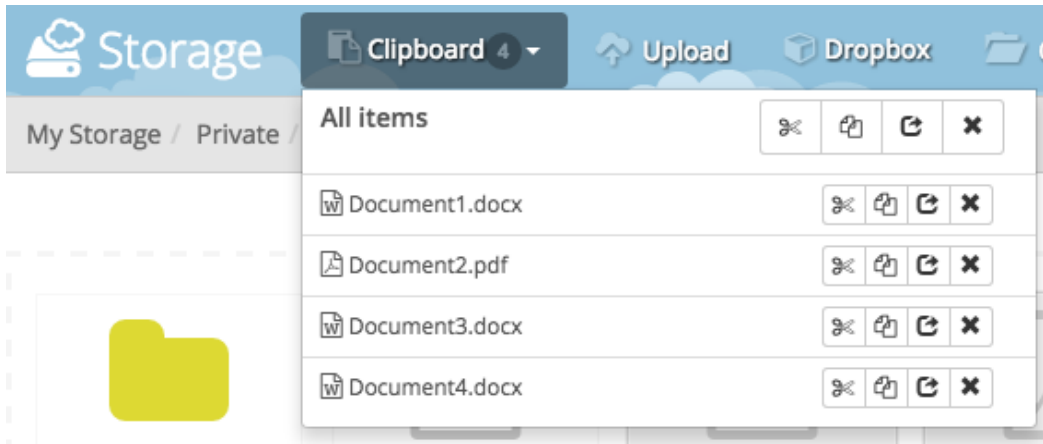


Figure 2.39: Files in Clipboard

You can collect more files from other folders into the Clipboard. You can even do other actions such as creating new folder or renaming folder before you take actions on the files in the Clipboard.

2.13.2 Removing Files from Clipboard

To remove a file from the Clipboard, click the delete icon of it.

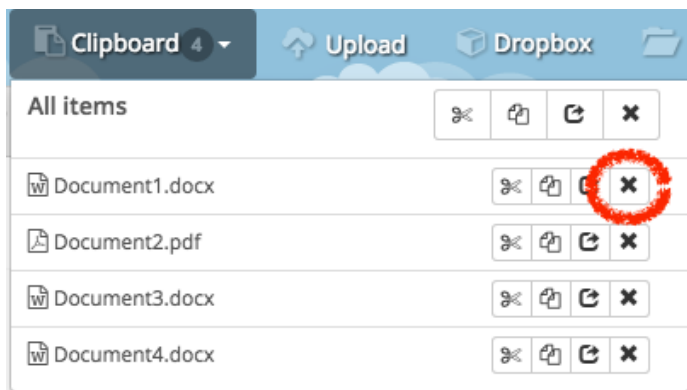


Figure 2.40: Removing a single file from Clipboard

If you wish to remove all files from the Clipboard, click the delete icon for All items.

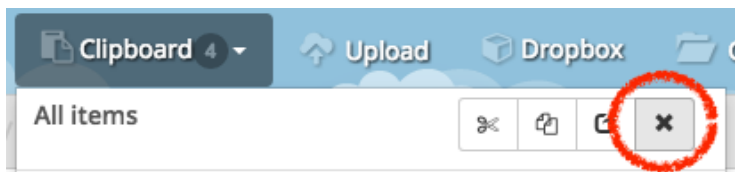


Figure 2.41: Removing all files from Clipboard

2.13.3 Moving Files Using Clipboard

To move files using Clipboard, first add them into then Clipboard. Then, navigate to the destination folder and select the cut icon.

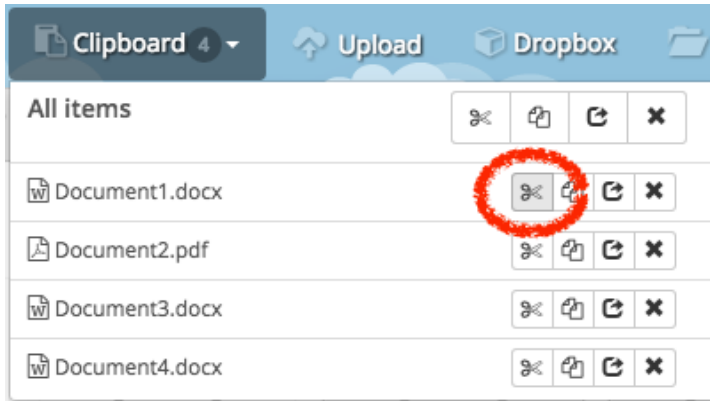


Figure 2.42: Moving a single file using Clipboard

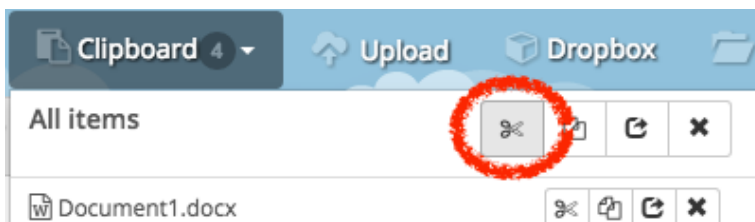


Figure 2.43: Moving all files in Clipboard

2.13.4 Copying Files Using Clipboard

To copy files using Clipboard, first add them into then Clipboard. Then, navigate to the destination folder and select the copy icon.

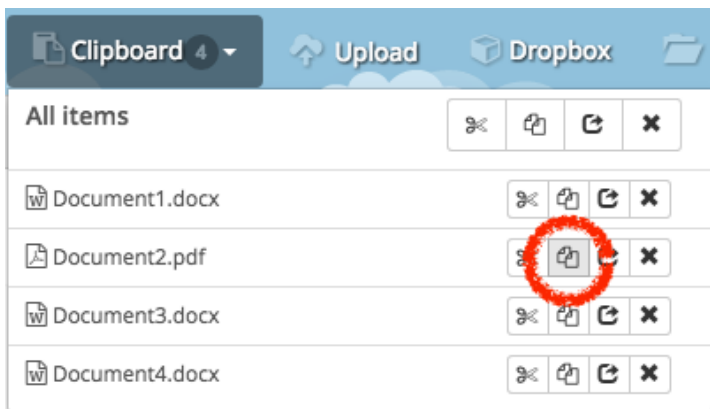


Figure 2.44: Copying a single file using Clipboard

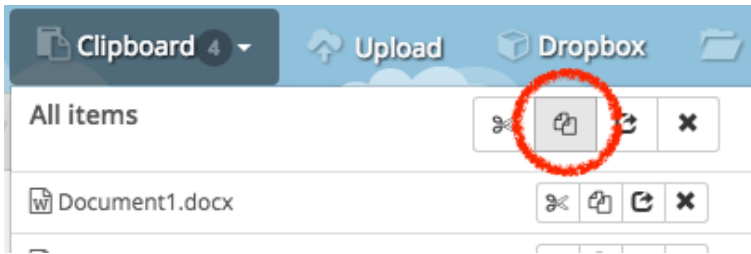


Figure 2.45: Copying all files in Clipboard

2.13.5 Sending Files Using Clipboard

To send files using Clipboard, first add them into then Clipboard. Then, select the dropfile icon.

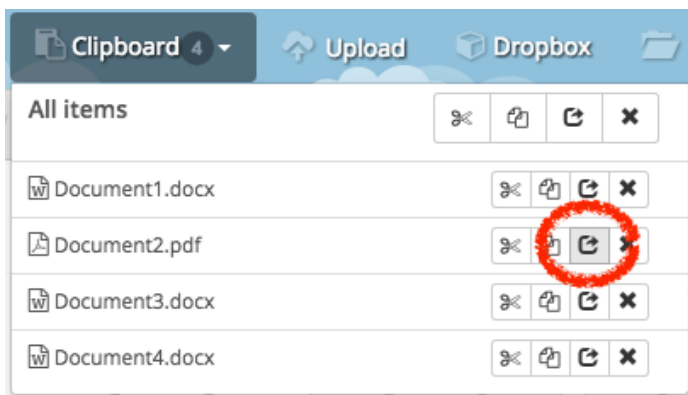


Figure 2.46: Sending single file using Clipboard

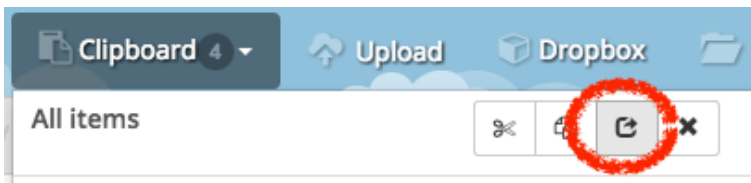


Figure 2.47: Sending all files in Clipboard

2.13 Using The AntiVirus Scan

Select the file and press the [AntiVirus Scan] action to run the AntiVirus Scan.

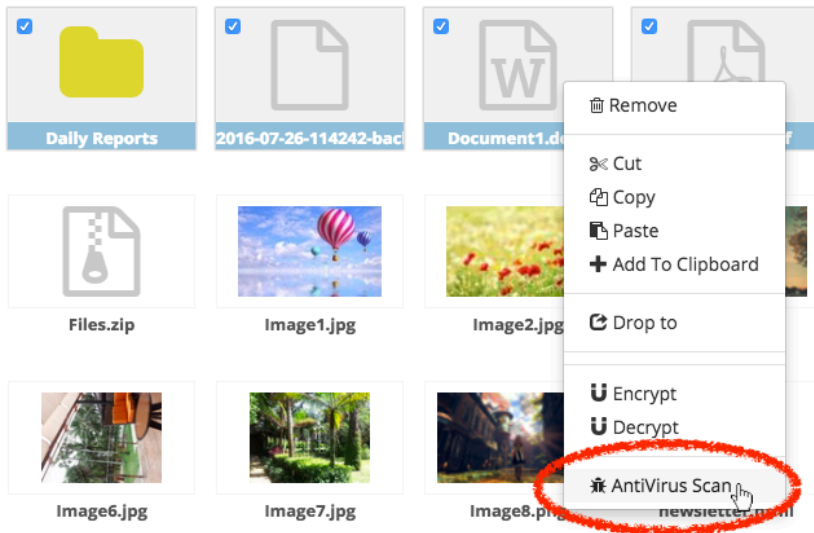


Figure 2.48: Selecting files and folders to scan with AntiVirus Scan

On the “AntiVirus Scan” pop up window, click [Scan] to start scanning the files.

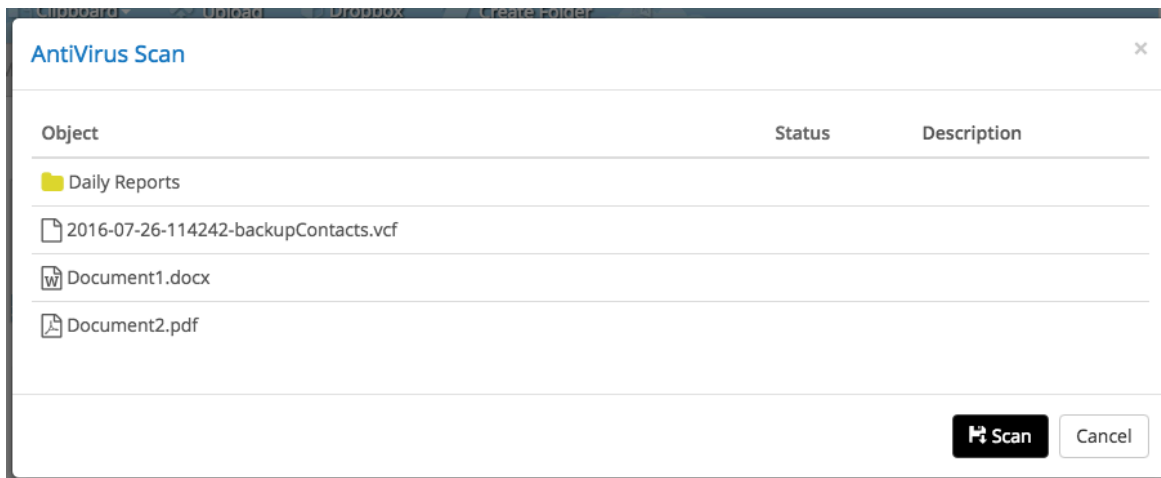


Figure 2.49: The AntiVirus Scan Window

The system will take some time to scan through all files. If the file is clean from viruses, it will show as “Clean” in its status once the scanning is completed.

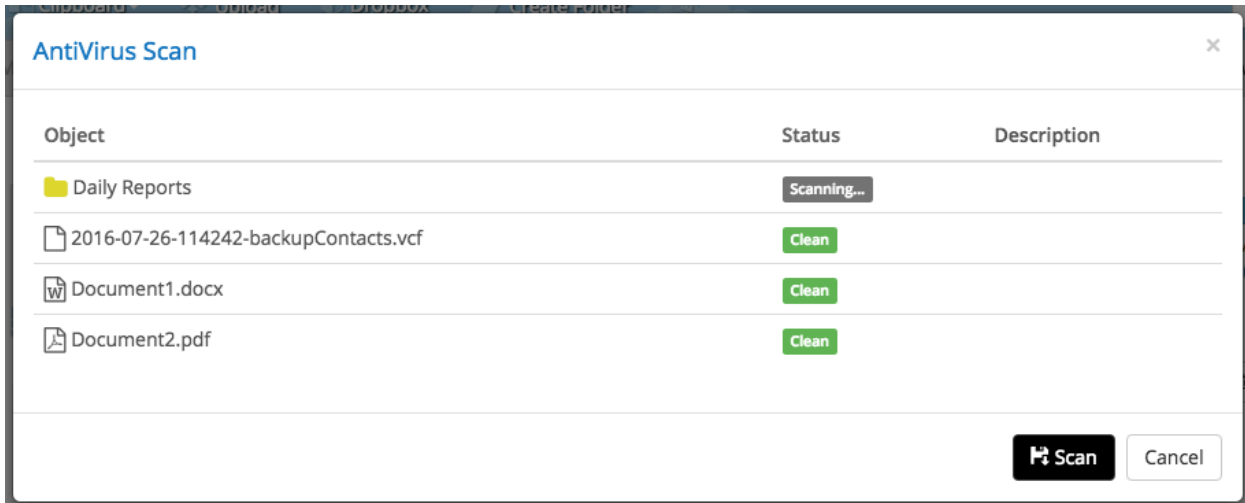


Figure 2.50: Scanning Through The Files

Note that the AntiVirus Scan will only scan for viruses but will not disinfect them. All files uploaded or backed up through Web Storage or StorageSync will undergo antivirus scanning. Web Storage will provide immediate feedback whereas StorageSync will provide a full report in the Log Report.

2.14 Switching to Classic Mode

If you wish to use the classic mode of Storage Center, just switch the mode from the main menu. Locate the small settings icon on the top right of the Storage Center screen, and click it. Then, select [Classic UI].

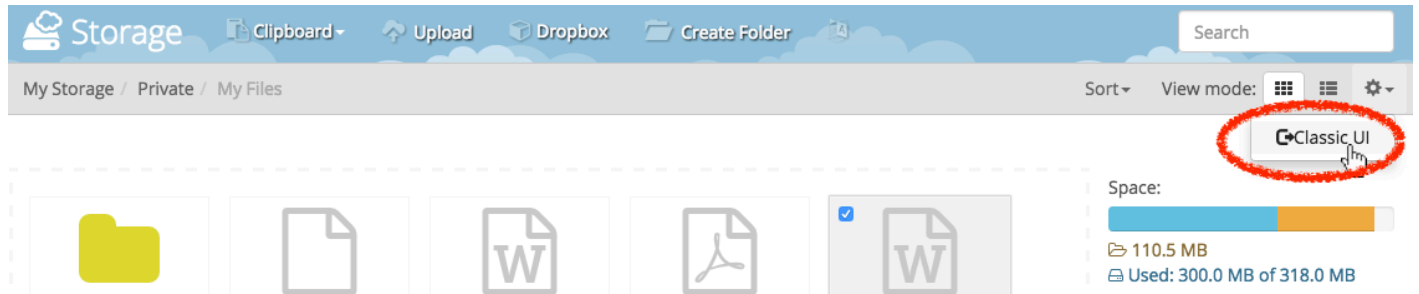


Figure 2.51: Switching to Classic Mode

Your Storage Center will be fall back to the classic version.

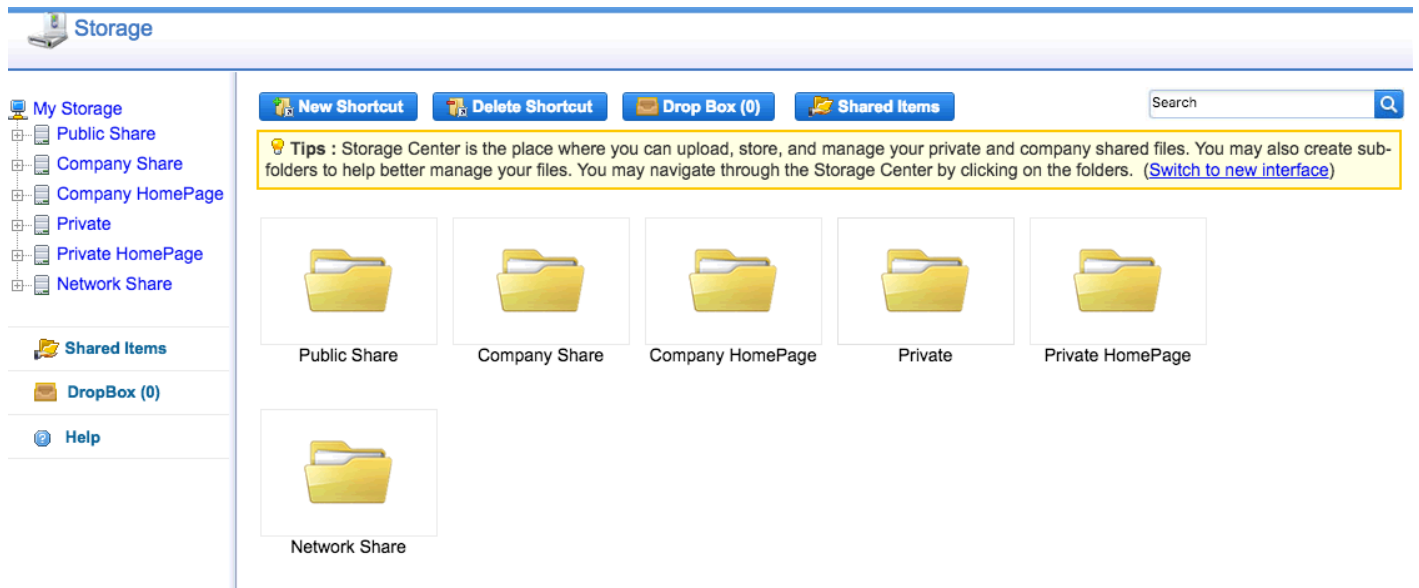


Figure 2.51: The Classic View of Storage Center

Chapter 3: Storage Center Advanced Features

Other than the basic features as we have seen in Chapter 2, the newly-designed Storage Center is also integrated with several convenient and cool features that maximize user experiences.

3.1 Gallery View

Gallery view allows you to view photos stored in your Storage Center as a digital photo album. To activate the gallery view, simply double click a photo in your Storage Center.

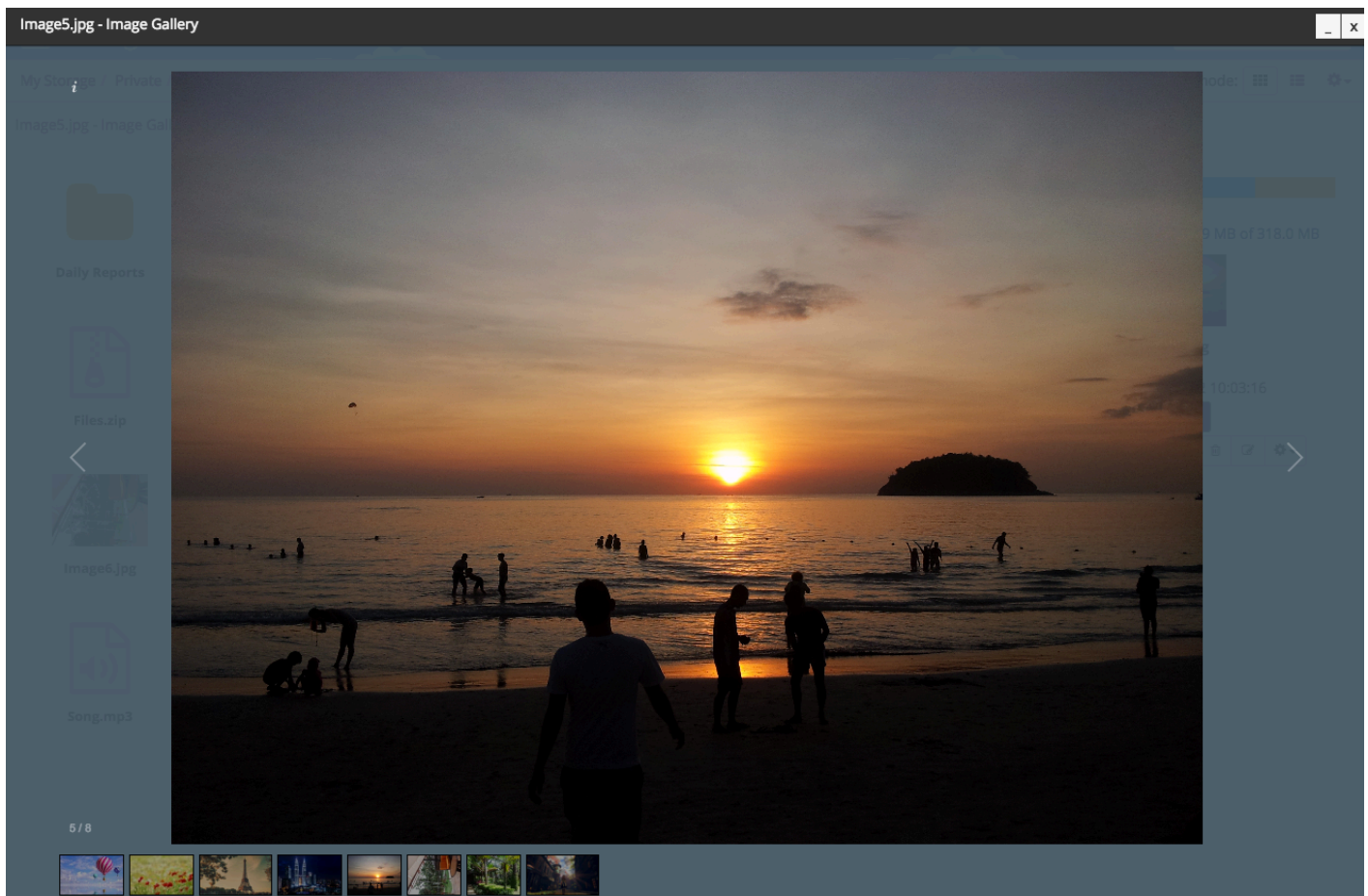


Figure 3.1: The Gallery View

You can click the right and left arrows to proceed to either the next or previous photo in the album. Click the cancel icon on top-right of the photo album to exit Gallery View.

3.2 Video Player

An integrated video player in Storage Center allows you to view MP4 files in your Storage Center. Just double click a video file and it will stream right in your browser.

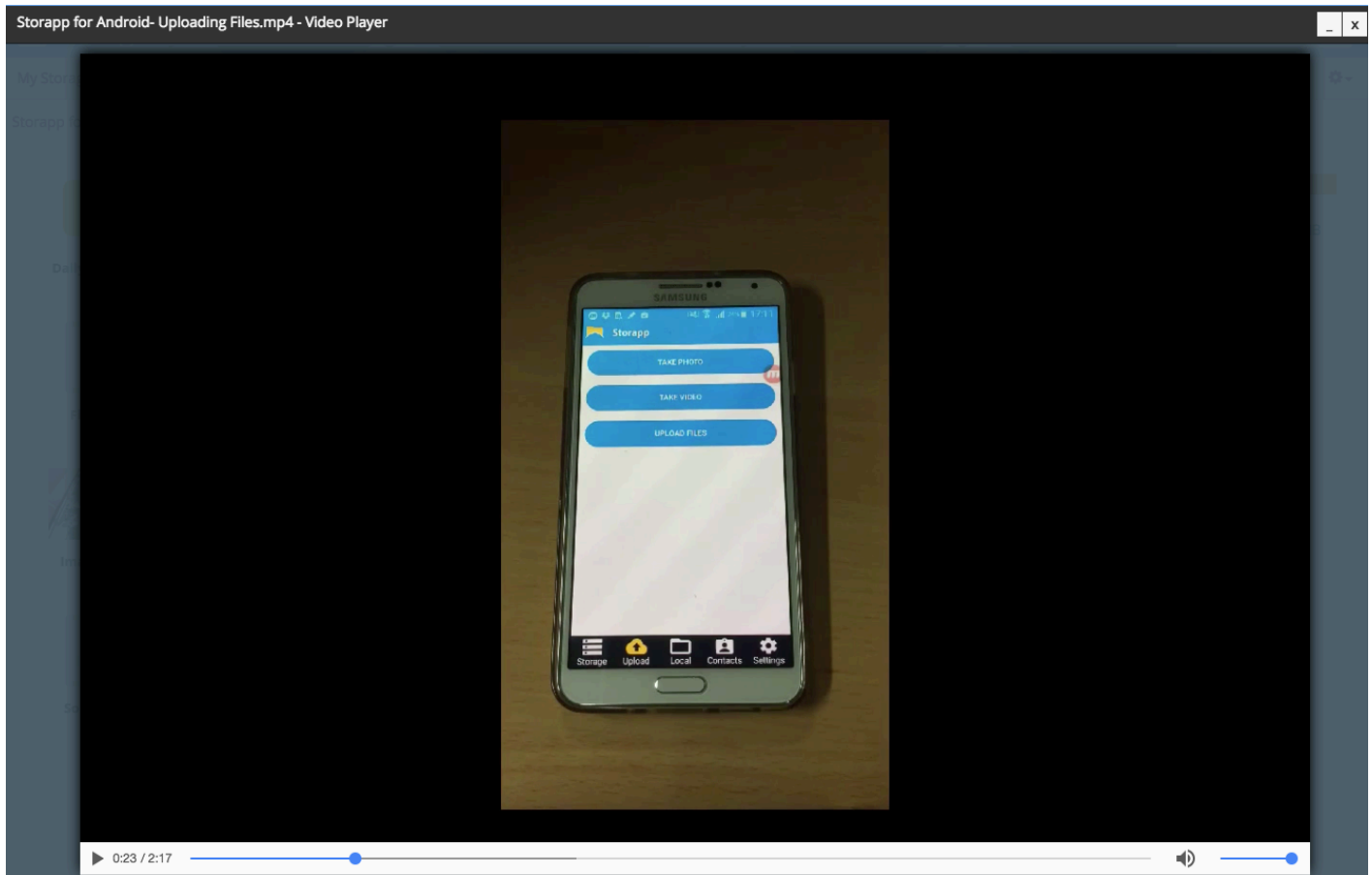


Figure 3.2: The Video Player

Click the cancel icon on top-right of the video player to exit Video Player.

*Video player is supported by browsers with HTML5 media.

3.3 Music Player

When you double click any MP3 file on Storage Center, you will be able to launch the Music Player to play the music online.

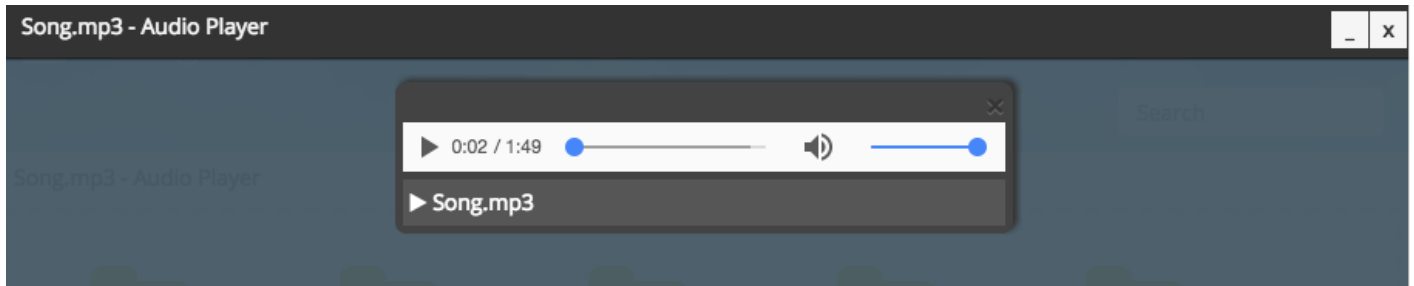


Figure 3.3: The Music Player

You can exit Music Player by clicking the cancel icon on top-right of the music player.

3.4 Text Editor

If you have a text file (.txt) in the Storage Center, you can double click it to launch the Text Editor, where you can view and make changes on its content.

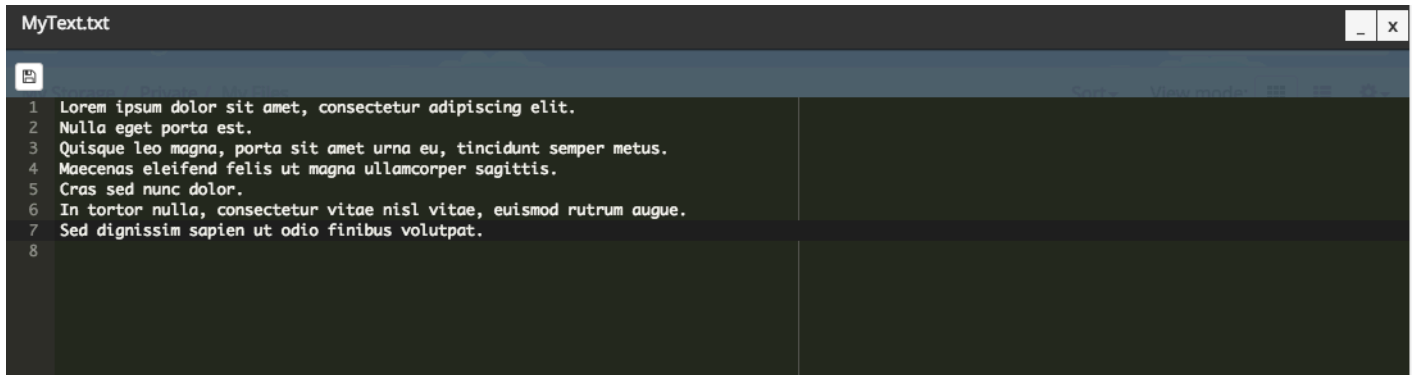


Figure 3.4: The Text Editor

You can click the save icon on top-left of the editor to save any changes done.

To exit the editor, just click the cancel icon on top-right of the editor.

3.5 HTML Editor

Storage Center is also integrated with the HTML Editor, which is easy-to-use and requires minimum programming knowledge. To launch the HTML Editor, double click any HTML file from Storage Center.



Figure 3.5: The HTML Editor

Click the save icon on top-left of the editor to save your file; or click the cancel icon on top-right to exit it.

3.6 Contact Editor

Contact Editor is a built-in tool that allows you to edit any contact files in vCard format (.vcf), which is backed up using Cloudtaq or other similar contact backup applications. With this tool, you can add contacts, remove contacts or even change the contact details within the contact files.

3.6.1 Launching The Contact Editor

To launch the contact editor, double click any .vcf files from your Storage Center.

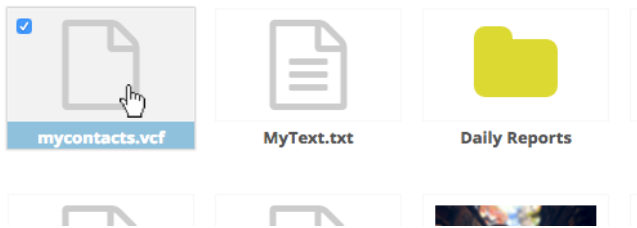


Figure 3.6: Launching the Contact Editor

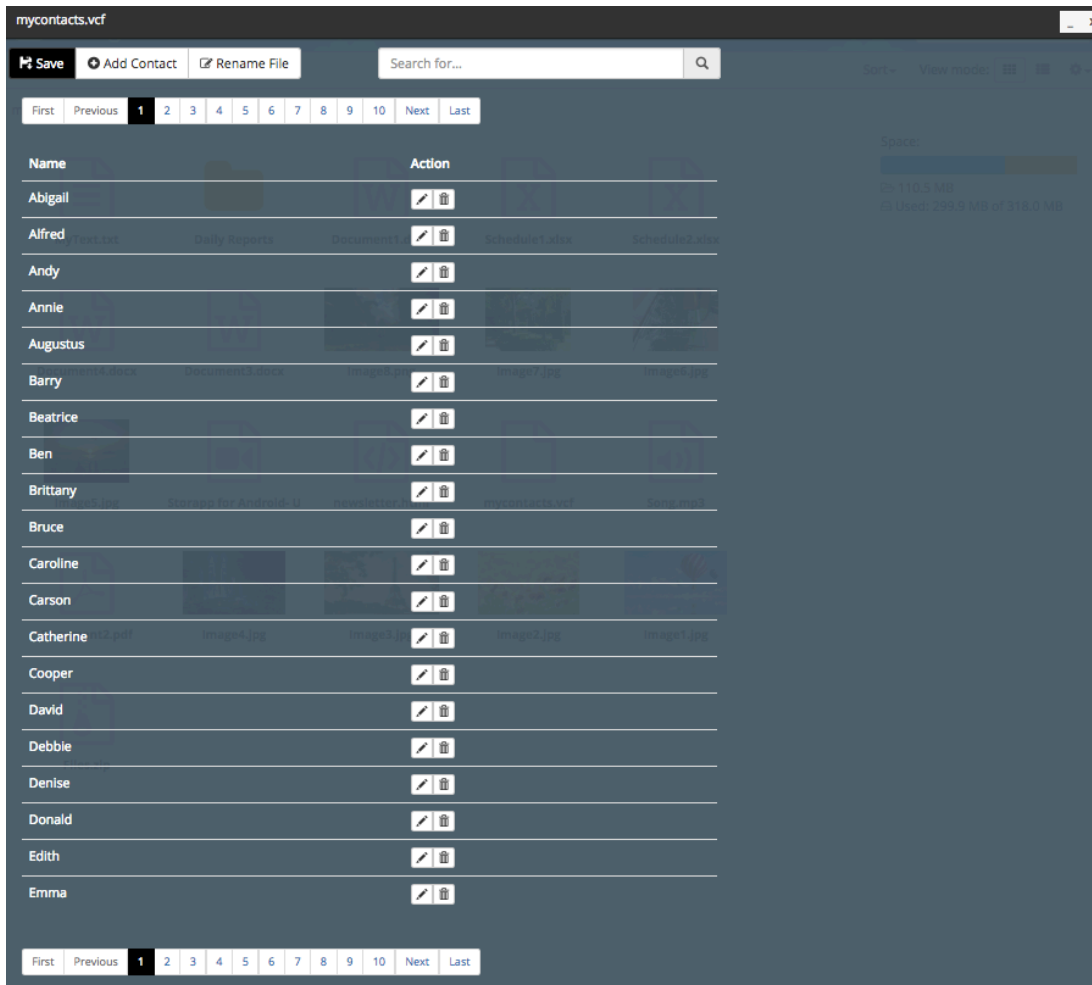


Figure 3.7: The Contact Editor

To exit Contact Editor, click the cancel icon on top-right of it.



Figure 3.8: The Minimize and Cancel icons on Contact Editor

Alternatively, you can press the minimize icon to minimize the Contact Editor window. The minimized contact file will be kept at the area between the breadcrumb trail (file path) and your storage area, as shown in the image below.

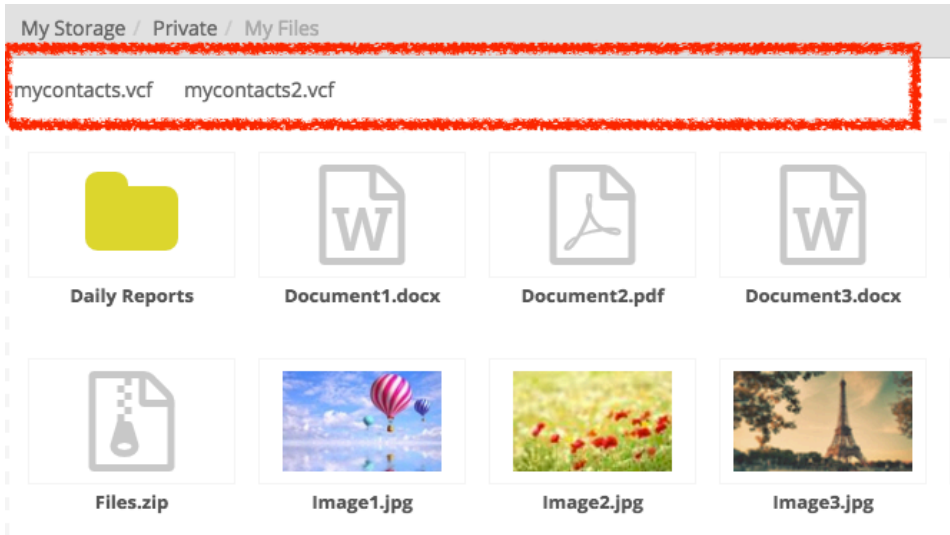


Figure 3.9: Contact File being minimized on Storage Center

You can click the contact file to maximize it anytime.

3.6.2 Adding New Contact Within a Contact File

If you wish to add a contact within the .vcf file, open it with the Contact Editor, and click the **[Add Contact]** button.

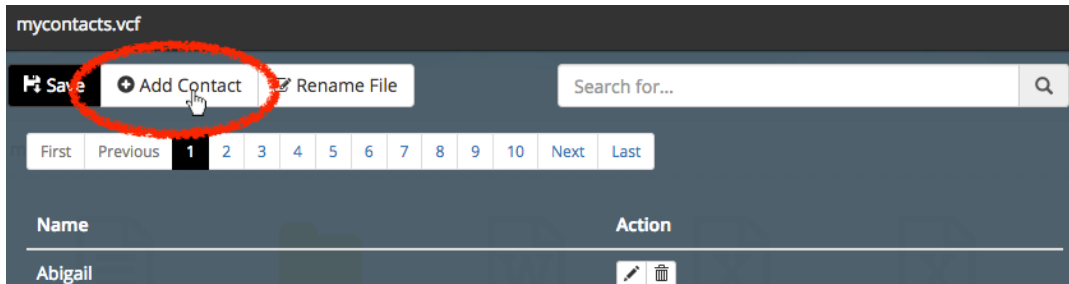


Figure 3.10: The Add Contact button in Contact Editor

A “Add Record” window will be shown. First, click the empty area at the “Name” section.

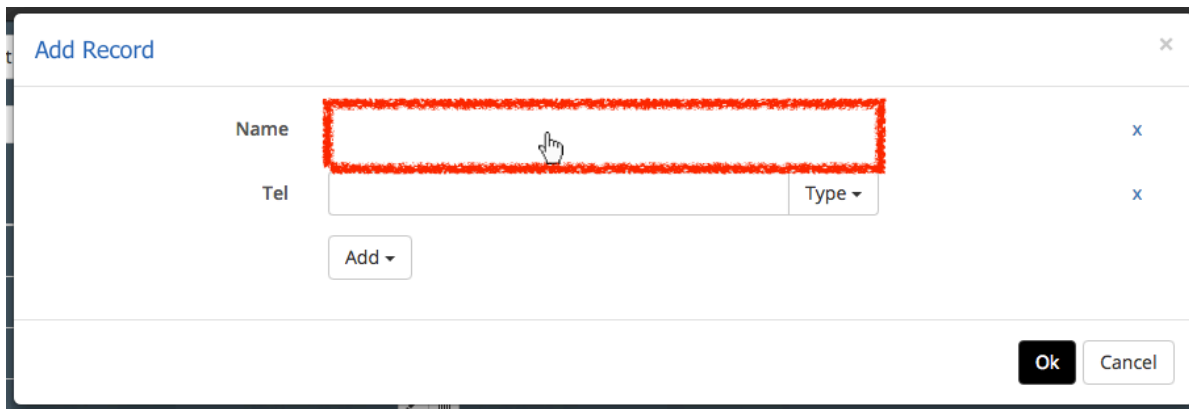


Figure 3.11: Clickable empty area at the Name section

At the second pop up box, fill in the name of your new contact and click [OK].

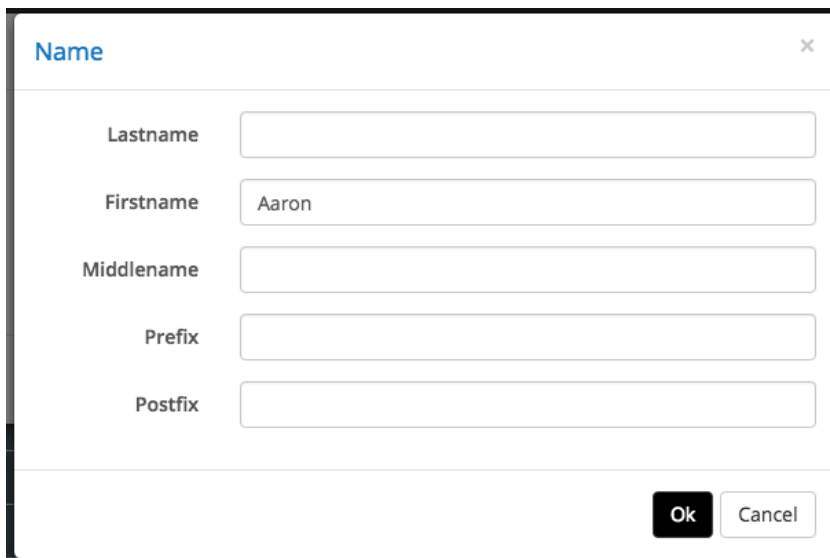


Figure 3.12: Name of the Contact

Next, you can fill in the contact’s phone number and other details. Note that you can click the [Add] button to add more fields for the contact.

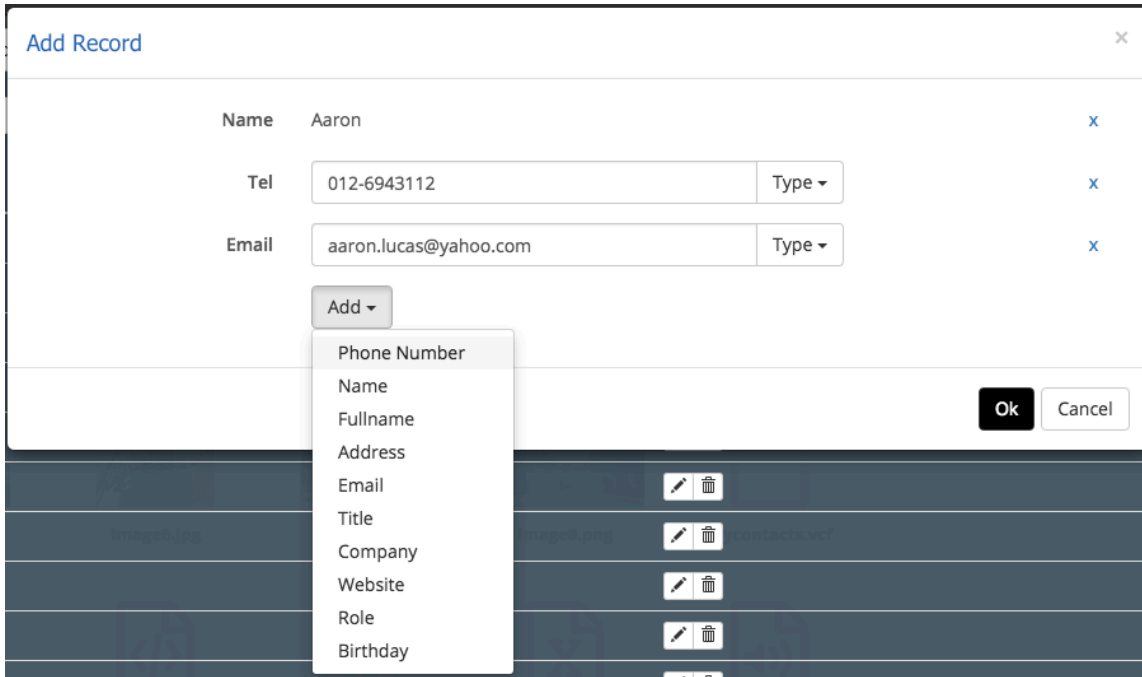


Figure 3.13: More Contact Details

You can also add tags to the phone numbers or emails if you have more than one. For example, your contact has two different phone numbers; one is his/her mobile number, and one is his/her office number. Hence, you can tag the first phone number with “MOBILE”, and the second with “WORK”. Just click the [Type] button next to the related field, and you will see a list of tags where you can choose from. You can add more than one tag for the fields.

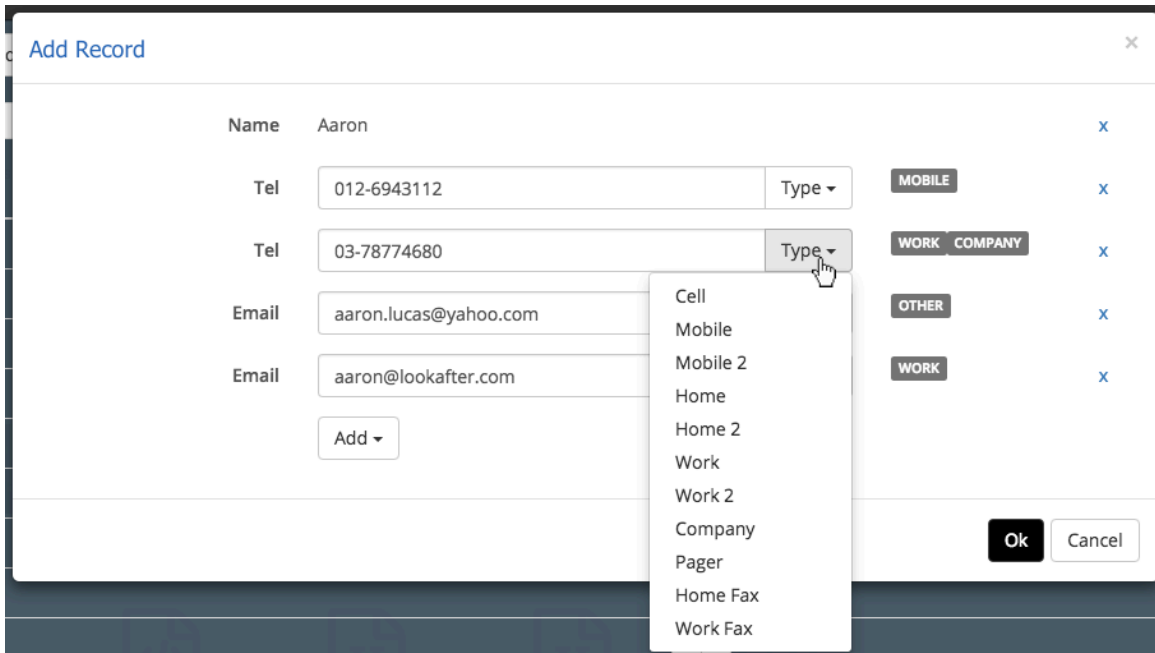


Figure 3.14: Tagging Contact Fields

Once you have entered all necessary information for the contact, click the **[OK]** button to create it.

You will see the new contact being added into the list. Before you exit the contact editor, remember to click the **[Save]** button to save the changes done on the particular contact file.

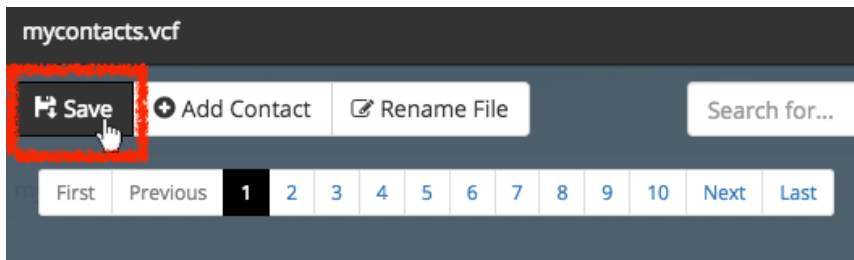


Figure 3.15: Saving the Contact File

3.6.3 Editing Contact Details Within a Contact File

To edit a contact using the Contact Editor, click the edit icon of the particular contact.









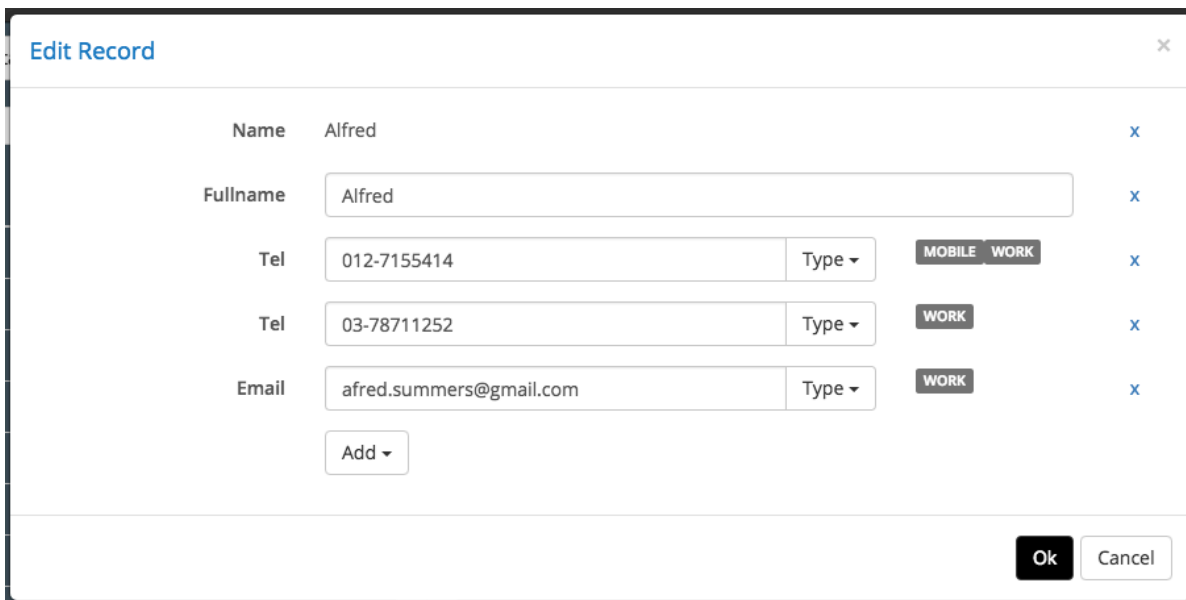
Name	Action
Abigail	 
Alfred	 
Andy	 
Annie	 

Figure 3.16: The Edit Icon in Contact Editor

An “Edit Record” window will be displayed. Here, you can make changes to the contact’s information. Click **[OK]** to save it.



Edit Record [Close]

Name: Alfred [X]

Fullname: [X]

Tel: Type: [X]

Tel: Type: [X]

Email: Type: [X]

Figure 3.17: The Edit Contact Window

Remember to save your contact file before exiting the Contact Editor.

3.6.4 Deleting Contact Within a Contact File

To delete a contact within a contact file, click the delete icon of its row.






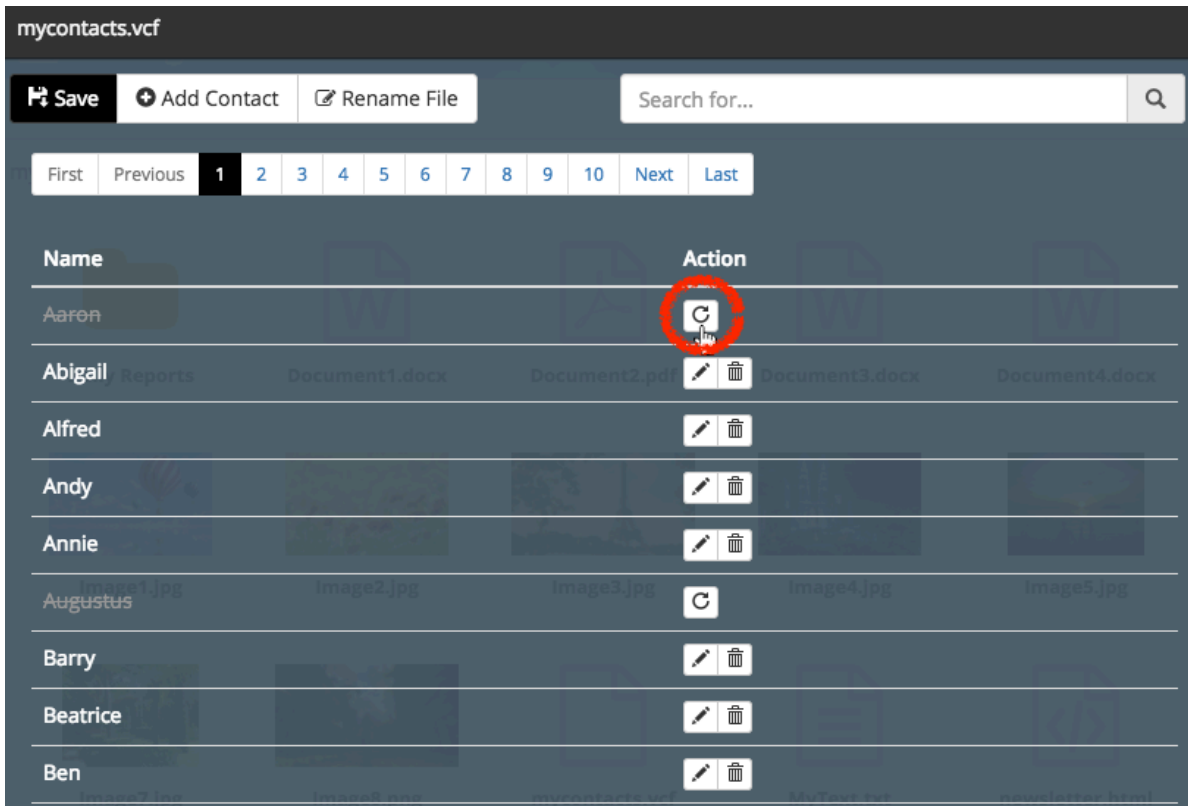
Name	Action
Aaron	
Abigail Reports Document1.docx Document2.pdf	 
Alfred	 

Figure 3.18: Deleting Contact

Once the delete icon is clicked, you will see that the particular contact is crossed out. Note that the delete action will only take effect after the contact file is saved.

You can still restore the deleted contact anytime as long as your contact file is not saved yet.



The screenshot shows the 'mycontacts.vcf' interface. At the top, there are buttons for 'Save', 'Add Contact', and 'Rename File', along with a search bar. Below these is a pagination control with buttons for 'First', 'Previous', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', 'Next', and 'Last'. The main area is a table with columns 'Name' and 'Action'. The 'Aaron' row is dimmed and has a red circle around a 'C' icon in the 'Action' column. Other rows include 'Abigail', 'Alfred', 'Andy', 'Annie', 'Augustus', 'Barry', 'Beatrice', and 'Ben', each with edit and delete icons.

Figure 3.19: Restoring Deleted Contact (Before file is saved)

3.6.5 Searching Contact Within a Contact File

You can use the Contact Editor's search function to search for contacts. Key in the keyword in the search field, and the contact list will display the related search results.

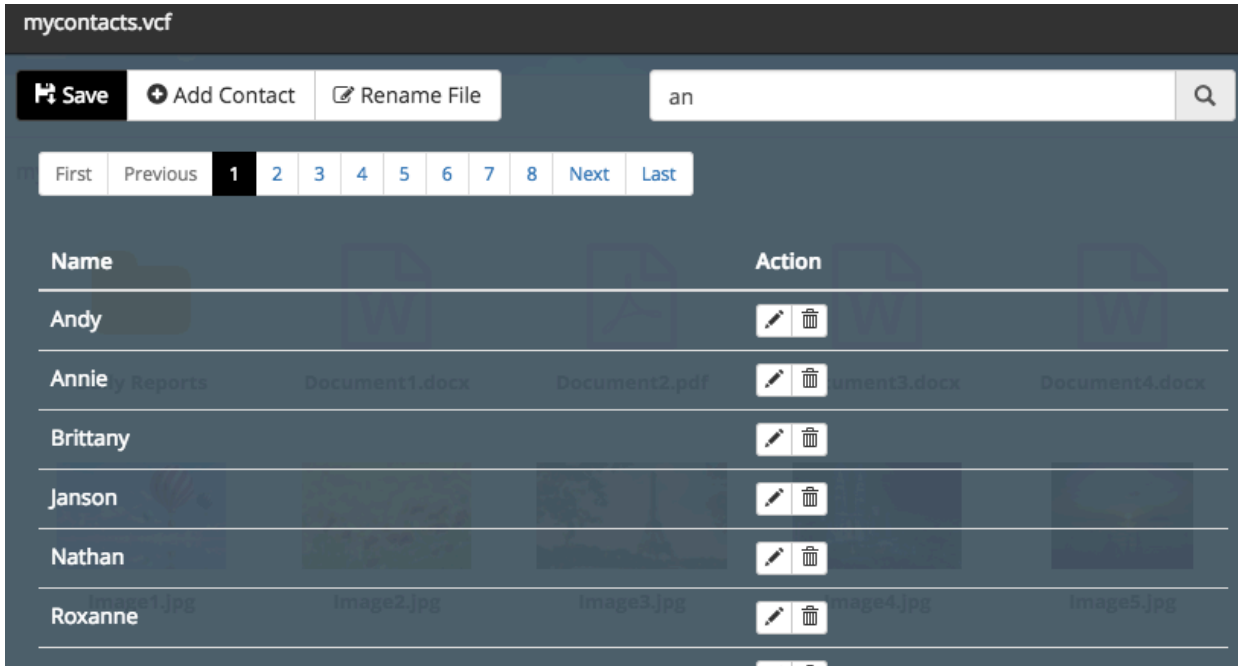


Figure 3.20: Searching Contacts