

# AfterOffice Storage Center User Guide



# TABLE OF CONTENT

Chapter 1: Storage Center Overview	1
Introduction	1
Features	
3 Ways to Access Storage Center	
3 Methods to Share Files	
Chapter 2: Web Storage	5
2.1 Web Storage Login	5
2.1.1 Domain Name for Your Storage Center	5
2.1.1.1 Login with Your Own Domain	5
2.1.1.2 Login with AfterOffice Domain	6
2.1.2 Landing Page for Storage Center	
2.1.3 Change Your Password	7
2.1.4 Help 😢 on Web Storage	
2.2 Default Folders in Storage Center	
2.3 Web Storage Common Applications	
2.3.1 Create New Folders	12
2.3.2 Upload Files	
2.3.3 Delete Files or Folders	
2.3.4 Move Files or Folders	14
2.3.5 Copy Files or Folders	15
2.3.6 Rename Files or Folders	17
2.3.7 Edit Text Files	17
2.3.8 Lock and Unlock Files	18
2.3.9 DropTo	19
2.3.10 Search for Files or Folders	22
2.3.11 Create Short Cuts	23
2.3.12 Encrypt and Decrypt Files	
2.3.13 AVScan	26
Chapter 3: Off-site Backup with StorageSync	27
3.1 System Requirements	27
3.2 Where to Download Storage Sync?	
3.3 How to Install StorageSync.	
3.3.1 Login Account Setup	

3.4 How to Log In or Change My Login Account.343.5 Menu Bar.36



3.5.1 File	36
3.5.2 Edit	37
3.5.3 Help	37
3.6 Create Profiles to Backup/Restore/Synchronize	38
3.6.1 What is a Profile?	38
3.6.2 Select the Local Folder	
3.6.3 Select the Remote Folder	38
3.6.4 Select the Direction Mode (Backup/Restore/Synchronize)	38
3.7 Schedule your Off-site Backup	39
3.8 Manually Run a Backup	40
3.9 Backup/Restore/Synchronize Log Report	42
3.10 Files and Folders Selection	42
3.11 Options Setting Tab	45
3.11.1 SSL Transfer	
3.11.2 Verify After Transfer	45
3.11.3 Send Log Report by Email	45
3.11.4 Do Not Abort.	45
3.11.5 Encrypt & Compress Remote Files (*.enc)	46
3.11.6 Antivirus Scan.	46
3.11.7 Enable Resumption of Transfers (*.part)	
3.11.8 Use Delta-transfer, If Possible	46
3.12 How Do I Restore My Data	47
3.12.1 Restore Profiles	47
3.12.2 Set the Profile to Restore Mode	49
3.12.3 Start the Restore Process.	50
3.12.4 Set the Direction Mode back to Backup Mode	50
3.13 Video Tutorial for Backup with StorageSync	50
Chapter 4: Files and Folders Sharing with StorageSync	51
Chapter 4. Thes and Folders Sharing with StorageSyne	51
4.1 Share Files and Folders from One to Many, Many to One, and One to One	51
4.1.1 One To Many	51
4.1.1.1 One: Direction Setting at Local-To-Remote (Backup/Upload)	51
4.1.1.2 Many: Direction Setting at Remote-To-Local (Restore/Download)	
4.1.1.3 Email Notification	
4.1.2 Many to One	
4.1.2.1 One: Direction Setting at Remote-To-Local (Restore/Download)	
	55 55
4.1.3 One to One.	
<ul><li>4.1.3.2 The Other One: Direction Setting at Remote-To-Local (Restore/Backup)</li><li>4.1.3.3 One To One Synchronization</li></ul>	
	51



4.1.3.4 Email Notification	57
4.2 Share Files and Folders among All.	
4.2.1 Direction Setting at Bi-Directional (Synchronize)	57
4.2.2 Email Notification	57
Chapter 5: Access Storage Center via WebDAV	58
5.1 Understanding of WebDAV	58
5.2 Setup Web Folder on Windows Explorer	58
5.3 Video Tutorial for Access via WebDAV	63
Chapter 6: 3 Ways to Share Files with Storage Center	64
6.1 Share via Company Share Folder	64
6.1.1 Setup Folders with Group Access Rights	
6.1.2 The use of Lock and Unlock in Company Share	65
6.2 DropFile using DropTo Function	66
6.2.1 Solution for Sending Huge Files	66
6.2.2 Solution for Sending Encrypted Huge Files	
6.2.3 Dropbox in Web Storage	67
6.3 Network Share	
6.3.1 View the Private Sharing Folders	
6.3.2 Create Network Share Folders	
6.3.3 Receive/Reject Network Share Folders	70
Chapter 7: Convenient Features for the Public	71
7.1 Public Link for External User to Download	71
7.2 Public Link for External User to Upload	72
Chapter 8: User Control Access Rights (UCAR)	77
8.1 Understanding of UCAR	77
8.2 Create User Accounts for Storage Center	
8.3 Create the UCAR Group	
8.4 Group Access Right for the Storage Center	80
8.5 Group Access Right for the Default Folders	81
8.6 Group Access Right at the Company Share Folder	82
Chapter 9: Optional Modules to Storage Center	86
9.1 Webmail	86
9.2 Bulk Email Marketing.	
	-



9.3 E-Catalog	88
9.4 WebSMS Marketing (Bulk SMS)	89
9.5 Calendar Sharing with Email/SMS Reminder	90
Chapter 10: Frequently Asked Questions	91
10.1 How to prevent someone in the same group from modifying a file while I am editing?	91
10.2 How secure is Storage Center?	91
10.3 Does StorageSync come in MAC or Linux version?	91
10.4 How do I backup my Outlook emails (PST files)?	91
10.5 How do I backup my Outlook Express emails (.dbx files)?	93
10.6 How do I backup my UBS/MYOB software accounting data?	94
10.7 Can I backup my Oracle/MsSQL/MySQL data?	94
10.8 I have many files in 100GB or more. How long will it take to backup online?	94



# Chapter 1: Storage Center Overview

# Introduction

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

With the Web Storage, you can access the backed-up data via a web browser anytime anywhere. Also, the User Control Access Right (UCAR) allows the 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 come in handy.

Storage Center consists of mainly the Web Storage and StorageSync, which will be explained in details later.



# Features

- Automatic backup of your critical business data off-site
- Central file and backup storage
- Antivirus scan on all files being backed up
- Built-in encryption for additional files protection
- No hardware and software to purchase hence no system administrator necessary
- Keep a daily, weekly and monthly version if you wish
- Resume ability allows you to resume the backup after an Internet disconnection
- Incremental backup allows the transfer of only the modified portion of the files
- Restore files and folders to their original paths
- Synchronize your files and folders in all your computers
- Synchronization among multiple branches
- With Web Storage, you can access your files and folders anytime anywhere
- You can still access the files via Web Storage during a restoration
- Share files and folders with your colleagues or business associates
- UCAR allows folder access and actions of specific groups
- DropFile makes sending huge files so easy and problem free
- Receive files from the public
- Public link available for external users to download files or web pages
- Your business partners or customer can upload file via a Public Link



# **Three Ways to Access Storage Center**

1. Web Storage

Access the Storage Center via a web browser. It can be any browser of your choice.

2. StorageSync

StorageSync is the software you install and run on your desktop or server to backup your data off-site.

3. WebDAV

WebDAV allows you to create a web folder in your Windows Explorer. The web folder displays exactly the same files and folders as you find in Web Storage.



# **Three Methods to Share Files and Folders**

1. Company Share Folder

This is the common folder where all the Storage Center users can access and share files and folders. However, the Administrator (avomaster) is able to setup the access permission to allow certain groups of user to open or view certain folders, enabling a more secure and control environment for collaboration.

2. DropFile and DropFolder

This is feature can be applied to both Storage Center and external users. Instead of emailing with file attachment, the email contains only links that allow the recipient to download the files intended to share.

Storage Center users have the added advantage of receiving the files in their Dropbox and moving them to their desired folders.

3. Network Share or Private Share Folder

When group sharing is not an option, you can choose to use Network Share to privately share the folder with other individuals on Storage Center.

For more details, please refer to Chapter 4 and Chapter 6.



# Chapter 2: Web Storage

### 2.1 Web Storage Login

Web Storage is essentially the user interface that you will see once login via the web browser. To login, you are required to have 3 pieces of information, namely Host, Username, and Password as shown in figure below.

Host :	afteroffice.com	Enter the domain name
Name :	sjng	
Password :	•••••	Forgot password??
	Login	



### 2.1.1 Domain Name for Your Storage Center

You can use your own domain name, just like the example in Figure 1, where afteroffice.com is the domain name, if your domain name is hosted with AfterOffice. Alternately AfterOffice can also provide you with a sub domain, free of charge.

### 2.1.1.1 Login with Your Own Domain

Below is how it should look like with domain hosted with AfterOffice.

Host :	yourdomain.com	Enter the domain name
Name :	david	
Password :	•••••	Forgot password??
	Login	

Figure 2. Logging In with Your Own Domain



### 2.1.1.2 Login with AfterOffice Sub Domain

If you have a domain but not hosted with AfterOffice or choose not to host with AfterOffice, that is perfectly fine as AfterOffice will provide you with a Sub Domain of your choice. Currently, AfterOffice is offering Sub Domain on vo.com.my, meaning if your company name is ABC Enterprise Sdn. Bhd., you can choose to have abc.vo.com.my as your sub domain if it has not been taken. When you login, it will be as follows.

Host :	abc.vo.com.my	Enter the domain name
Name :	david	
Password :	•••••	Forgot password??
	Login	

Figure 3. Logging in with AfterOffice Domain

### 2.1.2 Landing Page for Storage Center

R	Home	Email	Profile	Bulletin	An A	BizApp	Sales	SMS	Storage	Calendar	Proje	ect	Contact	Logou	t Help	
		STA any	Y CONNE <b>time, a</b>	nywher	e		nnouncem ccount Stat	tus		Θ	Caler	ndar	Octobe	or 2010		
Virtual Office!						Online us	ers: <u>1</u> ant Messag	<u>e to online us</u>	ers.	s <u>3</u> 10	M <u>4</u> • <u>11</u> •	T W	• <u>7</u> • <u>14</u> •			
				Gro	oup :	ecat_admin hradmin, lea managemen root, sales, salesmana smaccess, support, us	nt, marketing, salesadmin, ger, service, storageadmir ser, voadmin,	rd, rep,	17 24 31 Toda	<u>18</u> <u>25</u> ay is: <u>O</u>	19 🧆 20 26 🧼 27 ctober 30	<ul> <li><u>21</u></li> <li><u>28</u> </li> </ul>	22 🔶 23 29 <b>30</b>			
							vel :	1 sjng@after	, webdesigna	idmin	Sear P	Enter	here		Search	]
						Sp		4.08 GB / 5			Help Ø	<u>User G</u>	uide	(	E Help	3

# Figure 4. The Landing Page Once You Login

Figure 4 shows a full-fledge Storage Center at work with all possible modules plugged in. [Storage] and [Profile] are the menu items you will be using.



Clicking on [Storage] leads to the Web Storage as below.

/ly Storage	况 New Shortcut	h Delete Shortcut 🛛 🔤 Drop	Box (0) 🛛 💋 Shared	Items	Search
Company Share Company HomePage Private		is the place where you can upload r files. You may navigate through			īles. You may also create su
Private HomePage Network Share					
💆 Shared Items					
DropBox (0)	Company Share	Company HomePage	Private	Private HomePage	Network Share
) Help					

Figure 5. Web Storage

### 2.1.3 Change Your Password

Click on [Profile] at the menu, then [Password] to change your password.

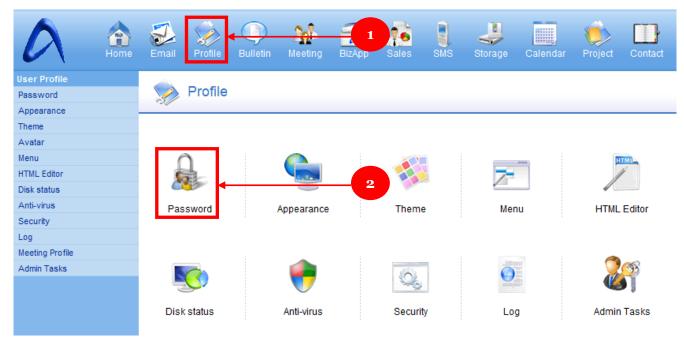


Figure 6. Profile



Change Password		😰 Help
Current Password	•••••	
New Password		
Verify New		]
	Update Close	

### Figure 7. Change Password

Enter your current password at the [Current Password] field, then enter the new password at the [New Password] field and enter the new password again at the [Verify New Password] field. Click the [Update] button and you can close the window (click the cross at the upper right).

# 2.1.4 Help **?** on Web Storage

A A	Email Profile Bulletin Meeting BizApp Sales SMS Leave Storage Calendar Project Contact Logout Help
Storage	
My Storage Company Share Company HomePage Private Rivate HomePage Network Share	Image: Second state       Image: Second state<
Shared Items	Sort by: Name A Date Size Admin / Created 06-Jul-2006, 11:29am •
E DropBox (0)	Created 06-Feb-2011, 11:27am
	ax-host /         Created 13-Feb-2011, 12:06pm         Brochure /         Created 25-May-2011, 03:53pm

### Figure 8. Help Available on Web Storage

The red circles above are where you can get help on Web. The <sup>(2)</sup> icon will also appear on each section's upper-right corner of the action selected. For example, on [Delete] action, the <sup>(2)</sup> icon is shown as circled in the below figure.



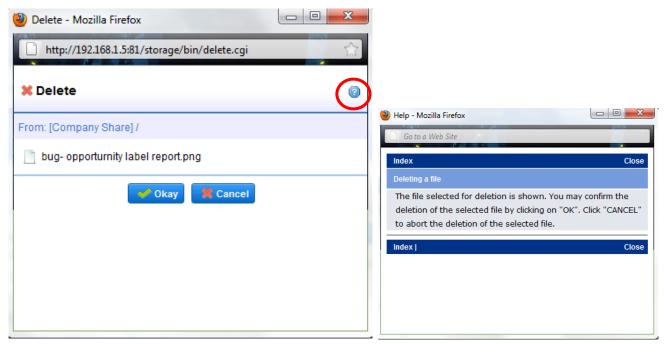
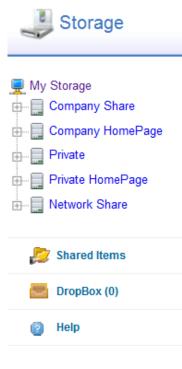


Figure 9. The [Help] available on [Delete] action

# 2.2 Default Folders in Storage Center



*Figure 10.* Default Folders

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

[**Company Share**] is where you may 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 folder is required please contact the Administrator of your Storage Center.

[**Company Homepage**] folder is only accessible to the Administrator (admin) of your company (domain). The Administrator can build a company related homepage here. Link to this homepage is:

http://vo.[yourdomain].com/storage/homepage/[yourdomain].com/ind ex.html

or

http://vo.[yourdomain].vo.com.my/storage/homepage/[yourdomain].v v.com.my/index.html.

Alternately, a public link for a file or image can be generated by replacing "index.html" with the file name.



[**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 content. Link to this home page is

http://vo.[yourdomain].com/storage/homepage/[yourdomain].com/~username/index.html or

http://vo.[yourdomain].vo.com.my/storage/homepage/[yourdomain].vo.com.my/~username/index.html.

Alternately, a public link for a file or image can be generated by replacing "index.html" with the file name. [**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.

[**Shared Items**] is where you can view the folders you already shared to others, as well as folders being shared with you by others. Unsuccessful sharing can occur as a result of incorrect shared-to email address. Such entry will have the targeted email address displayed in a strike-through manner. The trashcan icon next to each entry can be used to remove a shared item.

[**DropBox**] contain files dropped to you by others. When there is a "new" drop item, the animated traybeing-filled icon is shown next to the DropBox('N') link. 'N' is the number of files in the DropBox. Once the DropBox has been listed, the icon is changed to a non-animated empty tray.



### 2.3 Web Storage Common Applications

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.

👍 Upload	📕 New Folder	👘 New File	🔤 Drop Box (0)	📙 Shared Items	Sear	ch Q	
Figure 11	The main esti-	on huttons					

Figure 11. The main action buttons.

Other actions can also be performed on the files and folders. You can either click or right-click on a specific file/folder, then a vertical list of actions will be displayed, as shown in Figure 12.

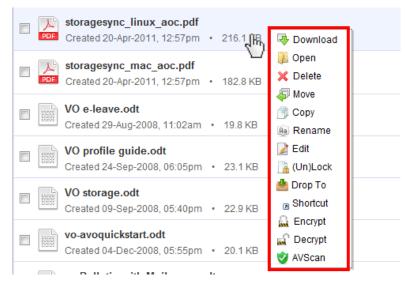


Figure 12. The action list is displayed in vertical when you click or right-click a file.

If you have more than 1 file to take action to, you can check the check box of the file(s)/folder(s), and a horizontal list of actions will be shown as Figure 13.

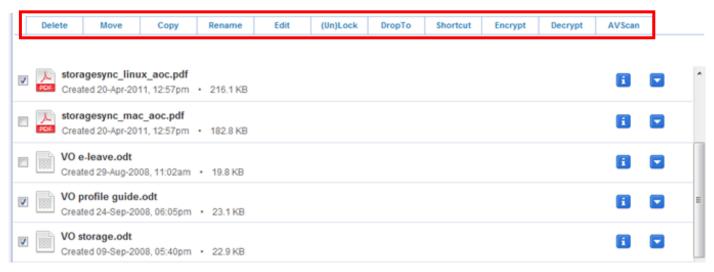


Figure 13. The action column is shown when you check the check box of the file(s)



### 2.3.1 Create New Folders

Click on the [New Folder] button when you have come to the desired folder under which you like to create a new folder.

Enter the [New Folder] name and its [Description]. The description will help you find the folder easier if it is accurate.

Press on the [Create] button once filling up the fields, then your new folder will be created like the following example.

🥹 New Folder - Mozilla Firefo	x		x
http://vo.afteroffice.com	n/storage/bin/newfolder.cgi		☆
🌄 Create New Folder			2
Location : [Private] /			
New Folder:	Human Resources		
Description:	All staff particulars, salary, and EPF		
	CREATE		

Figure 14. Create a New Folder



# 2.3.2 Upload Files

Navigate to your desired folder then click on the [Upload] button.

🕘 Upload	- Mozilla F	irefox	Contraction of the second		
A http:/	A http://vo.afteroffice.com/storage/bin/upload.cgi				
📌 Uple	oad File	•			Ø
To: [Priv	vate] /				
	No	File to Upload		Description	
	1.		Browse		
	2.		Browse		
	3.		Browse		
	4.		Browse		
	5.		Browse		
		Replace existing file.	🗹 Sc	an files for viruses	
		UPI	LOAD		
Done	41	inal WY Stand		o 🖄	ne paused download

*Figure 15*. Upload Window

Click on [Browse] to select the file to be uploaded. By default, the file selected for upload will replace any file with the same filename. If you do not wish to replace any existing files, uncheck [Replace existing file].

By default, the upload window only shows up to 5 upload fields. If you have more files to be uploaded, click on the [Add] button.

Press on the [Upload] button to upload the browsed files.

# 2.3.3 Delete Files or Folders

To delete a file, select the [Delete] action.

Once you select the delete action, a Delete Window will display. Press [Okay] to confirm the delete of the selected files. Figure 16 below shows an example of the Delete Window. Folders can be deleted in the same way.



🥹 Delete - Mozilla Firefox	x
http://vo.afteroffice.com/storage/bin/delete.cgi	☆
🗱 Delete	2
From: [Company Share] /Manual/	
<pre>storagesync_linux_aoc.pdf</pre>	
💙 Okay 🛛 🗮 Cancel	

Figure 16. Delete Window

### 2.3.4 Move Files or Folders

To move any file or folder, use the [Move] action. You will see a similar window screen shot as below after selecting this action.

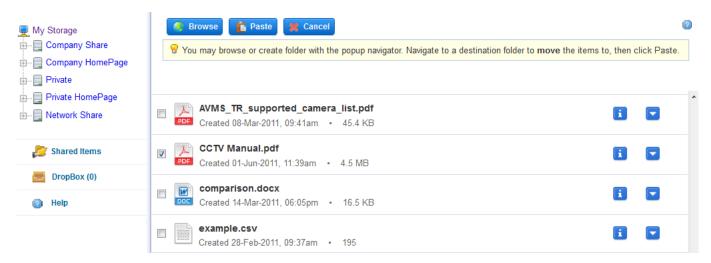


Figure 17. After selecting the file and clicking on the [Move] action.

Next, navigate to the desired folder where you want to place the file. You can either click on the [Browse] button, or select the destination folder from the side panel. In Figure 17 example, the PDF file is being moved to the /Company Share/Manual folder. Figure 18 below shows the navigation to the /Company Share/Manual folder.

# Afteroffice

		Storage		🌍 Browse 👔 Paste 💓 Cancel		2
Þ	:	Company Share		$_{ m e}$ You may browse or create folder with the popup navigator. Navigate to a destination folder t	to <b>move</b> the items to, then clic	ck Paste.
	Τ.	Admin				
	T	ax-host		/ Company Share / Manual /	Disk Usage: 29%	^
	<b>-</b>	Brochure	=	Sort by: Name ▲ Date Size	3	3GB / 10GB
	<b>₽</b> - <b>6</b>	CCTV		Son by . Name > Date Size		
	<b>b</b> - <b>E</b>	Dev 🗧		Created 05-Feb-2011, 09:34pm •	i.	
	<b>₽</b> - <b>E</b>	lncoming		Created 05-Peb-2011, 09.34pm •		
	<b>•</b> - <b>•</b>	Junk		👝 VO User Manual /		
	<b>₽</b> - <b></b>	Manual		Created 05-Feb-2011, 09:19pm •		-
	<b>-</b>	🗧 Man 🛄 Ig		storagesync.odt		
	÷	Operation		Created 30-Oct-2008, 02:36pm • 20.5 KB	1	

Figure 18. Navigate to the folder "Manual" under "Company Share".

Click into the desired folder (i.e. the Manual folder). Then click on the [Paste] button and you will be prompted to confirm the move action as in Figure 19.

Paste - Mozilla Firefox       A http://vo.afteroffice.com/storage/bin/paste.cgi	
	/ Company Share / Manual / Disk
From: [Private] / To: [Company Share] /Manual/	Sort by : Name 🔺 Date Size
	Created 05-Feb-2011, 09:34pm •
	Created 05-Feb-2011, 09:19pm •
	CCTV Manual.pdf Created 01-Jun-2011, 11:39am • 4.5 MB
	storagesvnc.odt

Figure 19. Click [OK] to confirm and the file is moved to /Company Share/Manual.

Folders can be moved in the same way too.

# 2.3.5 Copy Files or Folders

Select the file or folder and click on the [Copy] action. Then you will come to a similar screen shot as below.



💻 My Storage	Paste Kancel	2
Company Share     Company HomePage	<b>9</b> You may <b>Browse</b> or create folder with the popup navigator Navigate to a destination folder to <b>copy</b> the items to, then click P	aste.
Private Private HomePage	Created 22-Sep-2008, 06:27pm • 18.8 KB	
Shared Items	Vo-project manager.odt Created 11-Nov-2008, 04:05pm • 19.6 KB	
DropBox (0)	Created 10-Oct-2008. 05:09pm • 22.1 KB	
(2) Help	Created 10-Oct-2008, 05:09pm • 22.1 KB	

Figure 20. After selecting the file and clicking the copy action.

Next, navigate to the desired folder you would like to place the file (i.e. /Private/Manual). Then click on the [Paste] button and confirm by pressing [OK] when prompted.



Figure 21. Navigate to /Private/Manual/ and press the [Paste] button.

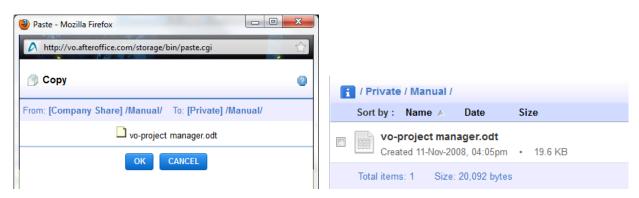


Figure 22. Click [OK] to confirm and the file is copied to /Private/Human Resources/

Folders can be copied in the same way too.



### 2.3.6 Rename Files or Folders

To rename a file, select the [Rename] action. The Rename window in Figure 23 will then pop up. Enter the new name and press the [Okay] button.

	한 Upl	oad 🛛 🛃 New Folder	Mew File 🛛 🔤 D	rop Box (0) 🛛 🛃 Share	ditems
	🖁 Tips	s : Move mouse over the f	iles or folders and righ	<u>t click</u> to obtain menu for s	election of action to move, n
		0104104 20 1 101 20 11, 01	🥹 Rename - Mozilla Fir	efox	
		Database1 / Created 08-Jun-2011, 09	A http://vo.afteroffi	ce.com/storage/bin/rename.	cgi 📩
		exe to service / Created 13-Jun-2011, 12	In: [Private] /	New News	
		Human Resource / Created 28-Jun-2011, 04	Old Name Manual	New Name User Manual	
		Live Demo / Created 24-Feb-2011, 0		🛩 Okay 🛛 🎽 Cance	1
<b>V</b>		<b>Manual /</b> Created 28-Jun-2011, 04			
		Network Monitoring Created 21-Jan-2011, 0			

Figure 23. Enter New Name to Rename the Folder

Files can be renamed in the same way too.

### 2.3.7 Edit Text Files

First of all the file that you select to edit MUST be a text file. Normally a text file ends with extensions such as ".txt" or ".csv".

Select the file that you want to edit, then press on the [Edit] action. The Edit Window will appear as shown in Figure 24. You can start editing the file on the body of the Edit Window. Click on the [Save] button once you have competed the modification.



🔮 Upload 🛛 🐺 New Folder	Edit - Mozilla Firefox       A http://vo.afteroffice.com/storage/bin/editfile.cgi	■ ×
Tips : Move mouse over the fil	≥ Edit File	2
i / Private / Contact List /	Folder /Private /Contact List/	
Sort by : Name ▲ Date	File Name Address-Book.csv	
Address-Book.csv Created 28-Jun-2011, 05:4	Nickname,Name,E-mail Address,Business Street,Business City,Business Postal Code,Business Country,Business State,Company,Job Title,Department,Business Phone,Company Main Phone,Business Fax,Home Fax,Mobile Phone,Pager,Web Page,Notes vivieta,Vivieta Chong,vivieta1216@vahoo.com,017-9983554,3/31/11 6:03:04 PM,3/31/11 6:03:04	
Group.odt Created 11-Nov-2008, 04:0	PM,1301565784610 tan,Tan Cheng Lock,tan@cliffmach.com.my,,,,016-3366991,,,,3/31/11 6:03:04 PM,3/31/11 6:03:04 PM,1301565784611 fin,Yen Ping Fin,fin@venus-tech.com.my,,,012-2128793,,,3/31/11 6:03:04 PM,3/31/11 6:03:04	E
Select All Total items	PM,1301565784612 Jara, Lara Leong Yi Ching, yclara85@hotmail.com,016-7756223,,3/31/11 6:07:04 PM,3/31/11 6:07: PM,1301565784613	:04
	katinah,Katinah Yusof,kartinah@gbcathem.net,,017-5792661,,3/31/11 6:03:04 PM,3/31/11 6:03: PM,1301565784614	
	khew.Rachel Khew Yean,khew@gbcathem.net,,012-2693451,,3/31/11 6:06:52 PM,3/31/11 6:	2
	Lim Lim Ae Ron,aeron_lim@gmail.com,017-5128779,3/31/11 6:06:44 PM,3/31/11 6:06:44 PM,1301565784619	• 
	SAVE Edit as HTML CANCEL	

Figure 24. Edit the text file. Press [Save] to save directly to Storage Center.

### 2.3.8 Lock and Unlock Files

The Lock/Unlock function is only useful in Company Share folder where group sharing is available. A file can be locked and unlocked through this function. Generally used while a file is shared and worked on by a group of users.

You can lock the file while it is downloaded for update. Once updated and uploaded you can unlock the file so that other users can work on it.



Figure 25. Before the file is locked

### User Guide: AfterOffice Storage Center



E	/ Company Share / Manual / VO	User Man	🕘 Lock/Unlock - Mozilla Firefox 📃 📼 📼	x
	Sort by : Name 🔺 Date	Size	A http://vo.afteroffice.com/storage/bin/locktog.cgi	
<b>V</b>	Avo_quickstart.pdf Created 16-Jan-2008, 11:27am	• 415.2 ł	A Lock/Unlock	2
	Bulletin_with_MailGroup_1 Created 16-Jan-2008, 11:27am			
	bundle_item.doc Created 28-Aug-2009, 07:03pm	• 435.0	avo_quickstart.pdf	_
	ecat-quick_start.pdf Created 10-Aug-2009, 05:47pm	• 621.0		

Figure 26. Press [OK] to Lock the Checked File

Select the file you want to lock and then click on the [(Un)Lock] action to lock the file as in Figure 26. Perform the same procedure on the locked file will have it unlocked.



Figure 27. After the File is locked, notice that the lock symbol on the right end of the row.

### 2.3.9 DropTo

DropTo function is what makes the DropFile (SendFile) or DropFolder (SendFolder) feature possible. DropFile is essentially a solution for sending 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. With only URL links embedded, size of the files does not matter anymore, thus the email size remains very small. Hence you as a sender will not put strain on your broadband bandwidth and the SMTP server, your DropFile will not be rejected by the recipient's mail server because of the size quota, your DropFile will not bounce because the recipient has an inbox of limited size. Last but not least, the recipient for sure will not complain about slow download of your email if he/she is on POP or IMAP (Those who are using Outlook, Outlook Express or similar email software).

DropFile works for both Storage Center users of the same domain and external users with an email address. Storage Center users of course have an added advantage which will be revealed shortly. Now let see how a DropFile works.



First, select the file(s) that you would like to drop/send. Then click on the [DropTo] action to launch the "DropFile/Folder" window as shown in the below figure.

(	Orop File/Folder - Mozilla Firefox	
😭 Upload 🛛 💐 New Folder 🔊 🕅 New F	http://vo.afteroffice.com/storage/bin/dro	opto.cgi
Delete Move Copy R	📥 Drop File/Folder	0
· · · ·	From storage: [Private] /Manual/	
i / Private / Manual / Sort by : Name ▲ Date Siz		g " "User_Manual_for_VO_storagesync.pdf " addresses below and the recipients will receive a
AfterOffice Backup Configurat     Created 02-Jun-2011, 09:24am	To (e-mail) <u>Recent Contacts</u> <u>All Contacts</u>	david@company.vo.com.my
mail-iphone-setup.pdf Created 07-Jan-2011, 12:33pm		h.
outlook-express-trouble.png     RNC Created 13-Jan-2011, 09:51am •	Subject Short Message (optional)	Dropltem Notification Sending file without attaching.
User_Manual_for_VO_storage		ih.
Userguide for Storage Cente	Language of E-mail content	English -
Created 04-Jan-2011, 04:54pm	This drop will remain available for	5 days 🔻
Created 11-Nov-2008, 04:05pm	Notify me when recipient picks up file	Yes ▼ ✓ OK XCANCEL
Relact All Total itams: 6 Sis		

Figure 28. Launch the DropFile/Folder window and Enter the Email Address of the Recipient

At the [To (e-mail)] field, enter the email address of the recipient. If you have more than one email address, separate them by comma. Optionally, you can choose how many days the file URL link(s) will be valid for at [This drop will remain available for]. Also if you would like to be notified once the recipient has downloaded the file(s), select "Yes" at [Notify me when recipient picks up file]. Now, press [OK] to send the file(s).

The recipient will receive an email similar to the one in Figure 29. Clicking on the link will lead the recipient to a Download Page as in Figure 30.

Note: In order to use the DropTo function, you must have your files and folders uploaded via Web Storage or StorageSync first. Please refer to Chapter 2.3.2 and 3, respectively.

### User Guide: AfterOffice Storage Center



Date:	Wed, 29 Jun 2011 15:29:27 +0800
Subject:	DropItem Notification
From:	"ccleong" <ccleong@company.vo.com.my> [Add to Address Book   Block]</ccleong@company.vo.com.my>
To:	david@company.vo.com.my
Sending file wit	hout attaching
The following ite ccleong@comp	em has been dropped to you by <u>any.vo.com.my</u>
Click on the UR	L (web link) below to pick it up.
	press-trouble.png, Size: 1.0 MB .20/file/69OMEpvoZk6W8VYuaE1quDqTE
	ual_for_VO_storagesync.pdf, Size: 445.2 KB 20/file/VvcbhclGHiKA9cQ27acsdsEK8
	nanager.odt, Size: 19.6 KB <u>20/file/9FtwFQiGKdBIGY14jQxFODP3m</u>
The item will re	main available for 5 days.

# Figure 29. Email Sent to the Recipient

DropFile/Folder		
A user wishes t	o share the following file/folder with you.	
	English   简体中文-Simplified   繁體中文-Traditional   Bahasa	
Sender:	ccleong <ccleong@company.vo.com.my></ccleong@company.vo.com.my>	
Item:	outlook-express-trouble.png (File)	
Size:	1,080,157 bytes	
Date Sent:	Wed 29 Jun 2011 03:29pm +0800	
Expiry Date:	Mon 04 Jul 2011 03:29pm +0800	
Download	Reject	

Figure 30. DroFile/Folder Download Page

The recipient can right click on the file link (Item with blue text) to save or press the [Download] button to let the browser open/handle it.

The DropBox

If the recipient happens to be one of the Storage Center users of the same domain, he/she will be able to find the file(s) dropped in his/her DropBox. The number in the bracket indicates the number of files inside the DropBox. The recipient can click into the DropBox and accept or reject the file(s).

Click on the [Accept] button, the recipient can choose to paste the file in any of the accessible desired folder as in Figure 33 (just like you would Move or Copy a file).



- Company Share	🛛 🕌 New Shortcut	h Delete Shortcut	rop Box (1) 🛛 💋 Shared	Items	Search	•
Company Share     Company HomePage     Private		is the place where you can up nanage your files. You may na				
- Private HomePage - Network Share						
💋 Shared Items						
DropBox (1)	Company Share	Company HomePage	Private	Private HomePage	Network Share	
Accept Reject Go Back						
Accept Reject Go Back	ccept or reject the items preser		r dropfolder) means to make a	copy of the item (and its con	itent) to a destination folder of y	our
<u>م</u>	ccept or reject the items preser		r dropfolder) means to make a	copy of the item (and its con	itent) to a destination folder of y	our

# Figure 32. Accepting the DropFile



Figure 33. Paste the File(s) to Your Desired Folder

# 2.3.10 Search for Files or Folders

You can search for any files/folders through the [Search] function.

human \* 🔍 🔍

Figure 34. Enter the File or Folder Name you are searching for



P Search Result			
Name begins with : human *	Description with :	Look in : ALL	- Find
Name	Found in		
Human Touch - Button.JPG	/Company Share/Sales	s/kit/AfterOffice Images/	
Human Touch - Web Interface.JPG	/Company Share/Sales	s/kit/AfterOffice Images/	
🔒 Human Touch	/Company Share/Sales	s/kit/AfterOffice Images/	
Total Matches: 3			

Figure 35. The Search Results

# 2.3.11 Create Short Cuts

On "My Storage", click on the [New Shortcut] button.

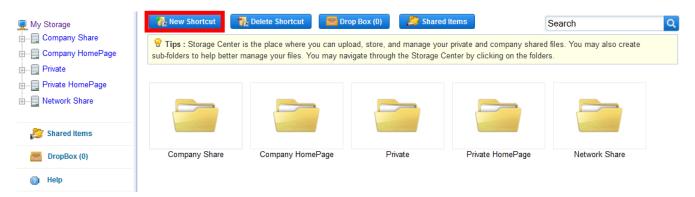


Figure 36. Click on the New Shortcut button

Navigate to parent folder in which you want to make a shortcut for. Select the folder's checkbox and click on the [Done] button. You will be brought back to "My Storage" with the new shortcut as displayed in Figure 37.

💻 My Storage		Cancel Action
tare		Tips: Navigate to a folder or file, select the item by checking the check box next to it to make a s selection. To terminate create shortcut then click cancel.
Archive		
⊕- <mark>e=</mark> ax-host		👔 / Company Share / Manual /
Brochure		
🗄 🛅 ССТV		Sort by : Name 🔺 Date Size
⊕- <mark>E</mark> Dev		ProductSheet /
incoming	E	Created 05-Feb-2011, 09:34pm •
🕀 😑 Junk		👝 👝 VO User Manual /
🕀 😑 Manual		Crest Martial / 05-Feb-2011, 09:19pm
Marketing		storagesync.odt

Figure 37. Select the folder for shortcut and click on the [Done] button.

#### User Guide: AfterOffice Storage Center



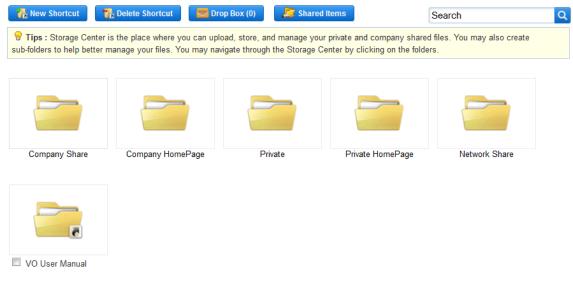


Figure 38. Shortcut is created on My Storage for the selected folder.

### 2.3.12 Encrypt and Decrypt Files

Select the file to be encrypted, then click on the [Encrypt] button to launch the below window.

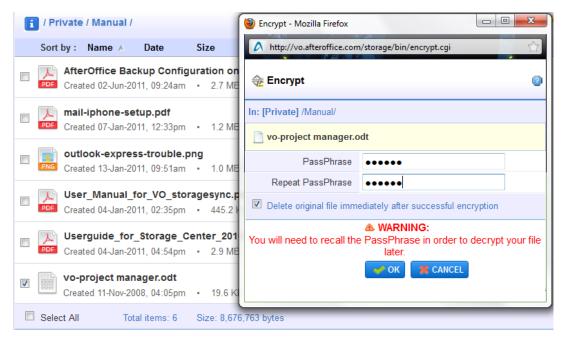


Figure 39. The Encrypt Window

Enter the passphrase twice and press [OK]. The original file will be deleted and left with the encrypted file now. If you still want the unencrypted version of the file, then uncheck the [Delete original file immediately after successful encryption].



H

-



If you choose to use the Encrypt function, you are responsible to remember the Passphrase that you entered. If you forget the Passphrase, you will not be getting back the original file before you encrypted.

### vo-project manager.odt.enc

Created 30-Jun-2011, 09:37am · 17.9 KB

Figure 40. File Encrypted with the ".enc" extension after the Entire Filename

👔 / Private / Manual /	Disk Usage: 69%	705MB / 1GB
Sort by : Name 🔺 Date Size		
AfterOffice Backup Configuration on CCTV.pdf Created 02-Jun-2011, 09:24am • 2.7 MB		i
mail-iphone-setup.pdf         Created 07-Jan-2011, 12:33pm       1.2 MB		i
outlook-express-trouble.png         Created 13-Jan-2011, 09:51am		i
User_Manual_for_VO_storagesync.pdf Created 04-Jan-2011, 02:35pm • 445.2 KB		i
Userguide_for_Storage_Center_2010.pdf Created 04-Jan-2011, 04:54pm • 2.9 MB		i
vo-project manager.odt.enc       Created 01-Aug-2011, 01:00pm       •       17.9 KB		i
Select All Total items: 6 Size: 8,674,951 bytes_		

Figure 41. File encrypted with the '.enc' extension after the Entire Filename

To decrypt an encrypted file such as that in Figure 40, select the file and press the [Decrypt] button. The following window will pop up. Enter the passphrase and press [OK]. The encrypted file will be restored to the original state as in Figure 43.



Decrypt - Mozilla Fire http://vo.afteroffic	fox e.com/storage/bin/decryp	t.cgi	<b>X</b>
Decrypt			C
In: [Private] /Manual/			_
📄 vo-project mana	ger.odt.enc		
PassPhrase	•••••		
Delete encrypted	ile immediately after suc	ccessful decryption	
	🖋 ОК 🎇 САНС	EL	

Figure 42. Decrypt Window

	vo-project manager.odt Created 30-Jun-2011, 09:44am			•	
	Created 30-Jun-2011, 09:44am	•	19.6 KB		

Figure 43. The Encrypted file is restored to the Original State

### 2.3.13 AVScan (Antivirus Scan)

Select the file by checking the checkbox of the file. Then press the [AVScan] button run the Antivirus Scan.

Note: The AVScan will only scan for viruses but will not disinfect them. All files being uploaded or backed through Web Storage or StorageSync will undergo the antivirus scanning. Web Storage will provide immediate feedback where as StorageSync will provide the full report in the Log Report.

The [AVScan] here will be useful if you are saving attachment from AfterOffice Webmail to Storage Center.



# Chapter 3: Off-site Backup with StorageSync

StorageSync is the software developed by AfterOffice that makes the off-site and online backup possible. You should install StorageSync on your notebook, desktop PC, or server so that all your critical data will be automatically backed up off-site via the Internet.

Storage Sync 1.91.0			x
<u>F</u> ile <u>E</u> dit		Н	elp
MyProfile eCat Test Outlook NOC NOC2 Avomaster	Thu 16-Jun-2011 11:31:26 AM          Settings       Logs         Local Folder       C:/AfterOffice_Manual         Remote Folder       vikki (afteroffice.com)         /Private/Manual       Selection         Selection       Schedule       Options	Browse Browse	
Manual  Manual  Profiles  New Delete	Files       Folders         Include       Include subfolders         Exclude       Include subfolders         Image: Copy empty subfolders       Image: Copy empty subfolders         Image: Copy empty empty subfolders       Image: Copy empty empty subfolders         Image: Copy empty e		
Rename Clone	"MyProfile" will run on Thu 16-Jun-2011 1:01:00 PM	Run	

Figure 44. StorageSync will backup your Critical Data Off-site automatically

### **3.1 System Requirements**

- Windows XP, Windows Vista, Windows 7, Windows Server 2008, Windows Server 2003, Mac OS, Linux.
- At least 300Mhz CPU clock speed, 128MB RAM, and 20MB of free disk space.
- Internet connection and a valid account for Storage Center with AfterOffice.



### 3.2 Where To Download StorageSync?

You can go to <u>http://www.afteroffice.com</u> and click on the [Download] button to get to the Download page or simply go to <u>http://www.afteroffice.com/download</u>.

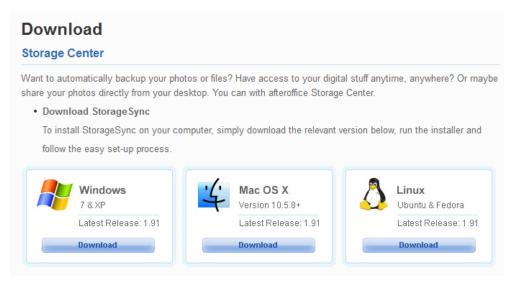


Figure 45. Download Page for StorageSync

# 3.3 How To Install And Configure StorageSync?

Once downloaded the StorageSync Program, run it and let the wizard guide you through.



Figure 46. Run the StorageSync Setup Program and Follow the Wizards



StorageSync 1.91.0 Setup				
Choose Install Location Choose the folder in which to install StorageSync 1.91.0.	<b>}</b>			
Setup will install StorageSync 1.91.0 in the following folder. To install in a different folder, dick Browse and select another folder. Click Next to continue.				
Destination Folder C:\Program Files\StorageSync Brows	e			
Space required: 6.6MB Space available: 2151GB Nullsoft Install System v2.0				
<pre></pre>	Cancel			

Figure 47. Choose Your Destination Folder or Let Wizard Chooses

It is advisable to keep the box checked for [Start StorageSync when Windows starts].

StorageSync 1.91.0 Setup	
Installation Options page Select installation options you want.	
Additional Installation Options	
V Start StorageSync when Windows starts	
Nullsoft Install System v2.0	ck Install Cancel

Figure 48. Click the [Install] Button to start the Installation



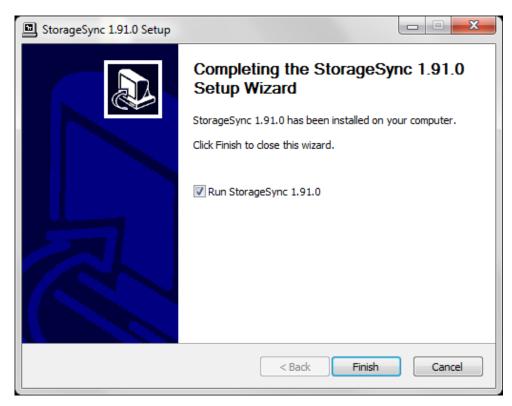


Figure 49. Click [Finish] to launch StorageSync

Click the [Finish] button to launch StorageSync. Immediately, StorageSync will prompt you to setup account as in Figure 50.



### 3.3.1 Login Account Setup



At this point, you should have gathered the information from AfterOffice on your Domain or Sub Domain, your username, and your password. If you do not have all this information, please contact your administrator or AfterOffice.

The [Server] field will normally follow the format of vo.[your domain or sub

domain].com or vo.[your domain or sub domain].com.my. Depending on your domain, it can be ".net" or ".net.my" too.

🧔 Storage Sync 1.91.0		
<u>File E</u> dit	<u>H</u> el	lp
	Thu 16Jun-2011 12:40:54 PM	
MyProfile	Login Info	
	This is the main login information that will serve as the defaults for the other login profiles.	
	Server vo.afteroffice.com << Browse	
	Login	
	Password V Save password	
	SSL login	
	Cancel Ok ders	
▼	in if not in source	
Profiles		
New Delete Rename Clone	Save	

Figure 50. Setup your Login Account

If you are using your own domain, i.e. abc.com.my, then your login information should be:

Domain "abc.com.my"  $\rightarrow$  Server: "vo.abc.com.my".

Username "user"  $\rightarrow$  Login: "user@abc.com.my".



The following example in Figure 51 shows an account with Sub Domain provided by AfterOffice.

Storage Sync 1.91.0		x
<u>File E</u> dit		<u>H</u> elp
STORAGE SYNC	Login Info	
	This is the main login information that will serve Brows as the defaults for the other login profiles.	e
	Server vo.company.vo.com.my << Brows	e
	Login david@company.vo.com.my	$\neg \parallel$
	Password XXXXXX V Save password	
	Cancel Ok ders	
	Cancel Ok ders hly in if not in source	
Profiles		
New Delete Rename Clone	Save	

Figure 51. Setup Login Account with Sub Domain from AfterOffice

In the above example, the Sub Domain provided by AfterOffice is "company.vo.com.my" and the username is "david". Therefore,

Sub Domain "company.vo.com.my"  $\rightarrow$  Server: "company.vo.com.my".

Username "david" → Login: "david@company.vo.com.my"

Make sure you check [Save password] and [SSL login] to make things convenient and safe. Then press the [OK] button. If you are installing StorageSync the first time on your computer, you will be prompted as in Figure 51.

StorageSync finds no profiles in the system, and therefore prompt the user about it in case he or she wants to perform a Restore. Since this is the first time you are installing, just click [No]. Now you are ready to create profiles for off-site backup. Refer to "Chapter 3.6: Create Profiles" for more details.



Storage Sync 1.91.0		
<u>F</u> ile <u>E</u> dit		<u>H</u> elp
Settings Logs		
Local Folder	Browse	
Remote Folder		' I.
	Browse	J
There appear to be no profiles set up. Do you wish to restore from the remote server?		
Exclude Copy empty subfolders Copy newer files only Delete in destination if not in	n source	
Profiles		
New     Delete       Rename     Clone	Run	

Figure 52. Click "No" if first time installing StorageSync

- Storage Sync 1.91.0	- • • ×
<u>File</u> <u>E</u> dit	<u>H</u> elp
Image: Synce Sync	Browse
Rename Clone Save	Run

Figure 53 Login Account Setup Successfully



# 3.4 How To Login or Change My Login Account?

Click on [Edit] on the Menu and select [Login Info] to launch the window below. You can edit on all the fields. Editing the Login Info here will change the default account of your new profiles to the newly edited one.

Login Info	e main login information that will serve			
as the defaults for the other login profiles.				
Server	vo.afteroffice.com			
Login	vikki@afteroffice.com			
Password	xxxxxxxx 💟 Save password			
	📝 SSL login			
	Cancel Ok			

### *Figure 54*. The Login Info Window

Alternately, you can select your target profile and click on the [Browse] button of the Remote Folder to launch the "Browse Remote Storage" window in Figure 54.

	Thu 16-Jun-2011 12:48:36 PM	
MuProfile	Settings Logs	
MyProfile ^	Local Folder	
Test		Browse
Outlook	Remote Folder	vikki (afteroffice.com)
NOC		Browse
NOC2		

Figure 55. Click on [Browse] of the Remote Folder

Next, click on the People Symbol circled in red in Figure 55 and launch the "Login Profile" window.



Browse Remote Storage	
\$\$ <b>6</b> \$ \$	vikki (afteroffice.com)
Company HomePage/ Company Share/ Network Share/ Private/ Private HomePage/	
•	
Folder: 5 Files: 0	
	Cancel Ok

Figure 56. Click on the People Symbol Circled in Red to Launch the Login Profile

You can now edit and change the Login Account Info for this specific profile. This is catered for users who have more than one domain or user account. For example, if you are the financial control for ABC company (abc.com.my) and the subsidiary EFG company (efg.com.my), you might want to set your default Login Account using "vo.abc.com.my" for [Server] to backup and share files among ABC, and edit some specific profiles" Login Account with "vo.efg.com.my" for [Server] to backup and shares files among EFG.

ation below
m
Save password
Ok

Figure 57. Edit the Login Account Info for a Specific Profile



# 3.5 Menu Bar

Menu bar has the following options:

- File
- Edit
- Help

# 3.5.1 File

Under File you can find: Export, Import, and Quit.

# Export

Be sure that [Automatically export to remote after settings changed] is checked so that every time after you made any changes to any profile, the profile will be exported/backed up to Storage Center of the default Login Account.

emote server. It will	ngs can be exported and saved at the appear as a archive file and can be used es using the Import function as part of data
Remote file to store	the profiles
/Private/_storages	ync_profiles.7z
✓ Automatically ex	port to remote after settings changed
Export Now	Cancel Ok

Figure 58. Export profiles to Remote (Storage Center)



# Import

This function is required when you are trying to restore the profiles from Storage Center to a newly installed StorageSync. These restored profiles will then be used to restore all the data back to the original folder paths.

ort profile	es from Remote	
emote file	to restore from	
/Private/_	storagesync_profiles.7z	
	: This action will replace ALL existing run profi iously exported set of run profiles.	les
	Cancel Ok	

Figure 59. Import Profiles from Remote (Storage Center)

# Quit

To close and exit the program.

# 3.5.2 Edit

[Login Info] is here. For more details, please refer to chapter 3.4 "How To Login or Change My Login Account?".

# 3.5.3 Help

Help consists of Help, Video Tutorial, Check for Update, and About.

Help  $\rightarrow$  Embedded user guide for StorageSync in HTML.

Video Tutorial  $\rightarrow$  Show you simple steps on backing up in animation.

Check for Update  $\rightarrow$  Check for the latest version of StorageSync.

About  $\rightarrow$  StorageSync Version and Ownership.



# 3.6 Create Profiles to Backup/Restore/Synchronize

# 3.6.1 What is a Profile?

A Profile can represent a backup, restoration, or synchronization setting. In any setting, a profile consists of a local folder (i.e. a folder in your computer) and a remote folder (i.e. a folder in the Storage Center), the Direction setting (backup, restore, or synchronize), and other optional settings such as scheduling, files selection, security, etc.To create a Profile, click on the [New] button under the "Profiles" section. Enter the name of your profile and click [OK]. The new Profile should appear the left column of StorageSync as in Figure 60.

### 3.6.2 Select the Local Folder

Øs s	TORAGI YNC	E
MyProfile eCat		*
Test		
Outlook		
Manual		
Meeting		
Live Demo		
NOC		
NOC2 Avomaster		
Avoinaster		
		Ŧ
	4	
Pro	files	_
New	Delete	:
Rename	Clone	

# *Figure 60*. Profiles

The [Local Folder] field specifies the path to a folder in your computer. It could be the source of files to be backed up to server or the destination for files from the server. The direction setting will determine this as in Figure 61.

3.6.3 Select the Remote Folder

The [Remote folder] field specifies the path to a folder on the server (Storage Center). It could be the destination folder for the files from your computer, or the source of files to be downloaded to your computer. Again the direction setting will determine this.

3.6.4 Select the Direction Setting (Backup, Restore, and Synchronize)

The icon immediately to the left of the Local Folder and Remote Folder fields shows the selected direction setting. The computer image represents your computer and the globe represents the remote server (Storage Center). A green arrow in between shows the direction of the copy, either from local-to-remote folder or remote-to-local folder. A third case of two green arrows appearing, means bi-directional transfer. This is sometimes termed as "synchronization". In this case, newer files will be transferred and they may be sourced from your local computer or from the remote server, depending on their timestamp. So, in such a run, it is possible there may be file transfer in both directions. See Figure 62 for the 3 types of direction setting. Change the setting by clicking on the icon.

-	Settings	Logs	
MyProfile ^			
eCat		Local Folder	
Test		C:/AfterOffice_Manual	Browse
Outlook		Remote Folder vikki (afteroffi	ce.com)
Manual		/Private/Manual	Browse
Meeting			

Figure 61. Local/Remote Folders and Direction Setting



Figure 62. Direction Setting: Backup, Restore, Synchronize

# 3.7 Schedule Your Off-site Backup

Once you have created the Profile and selected the Local Folder as well as the Remote Folder with the desired Direction Setting (Local-to-Remote in this case for Off-site Backup), you can then schedule your backup by checking [Active], selecting [Daily/Weekly/Monthly], and starting at your desired time as shown in Figure 63. Remember to save your setting by pressing the [Save] button. Once it is saved, the [Save] button will be grayed out as below.

Storage Sync 1.91.0		X
<u>F</u> ile <u>E</u> dit		<u>H</u> elp
MyProfile eCat Test Outlook Manual Meeting Live Demo NOC NOC2 Avomaster	Thu 16-Jun-2011 2:41:39 PM   Settings   Logs   Local Folder   C:/AfterOffice_Manual   Remote Folder   Vikki (afteroffice.com)   /Private/Manual     Selection   Schedule   Options     Image: Active in the second secon	
Profiles New Delete	Everyday at the time specified above	
Rename Clone	Save	
	"Quotes" will run on Thu 16-Jun-2011 5:54:00 PM	

*Figure 63.* Schedule the Backup. Remember to [Save] the Setting.



# **3.8 Manually Run A Backup**

To manually run a backup at anytime, just click the [Run] button as in Figure 63. A "Pre-Run" window will launch. Click the [Auto Proceed] button if you do not have to see what the items will be backed up.

Local Folder C:/	AfterOffice_Manual		
21 _		vikk	i (afteroffice.com)
Remote Folder /Pr	Remote Folder /Private/Manual		
-			
•			•

Figure 64. The "Pre-Run" after a Profile is being run

If you did not click on the [Auto Proceed] button, you would see the body of the window populated by the whole list of items. Those files and folders that required to backup will be noted with "Copy" under the "Action" column.

Pre-Run				
Local Folder C:/AfterOffice	_Manual			
			vikki (after	office.com)
<b>Remote Folder</b> /Private/Man	ual			
[Item name]	[Date]	[Size]	[Action]	[Rem ^
1				
AfterOffice Backup Configuration on CC	2-Jun-11 9:24	2827414		2-Jun
mail-iphone-setup.pdf	7-Jan-11 12:33	1303984		7Jan
outlook-express-trouble.png	13Jan-11 9:51	1080157	copy->	
User_Manual_for_V0_storagesync.pdf	4Jan-11 14:35	455869		4-Jan
Userguide_for_Storage_Center_2010.pd	4Jan-11 16:54	2989247	сору->	
				+
				+
•			-	
Folders: 1 Files: 5 Size: 8.3MB Size to tra Ready	nsfer: 3.9MB Action Items	: 2 Can	cel Pr	oceed

Figure 65. The Body Populated by Items already backed up and to be backed up



To proceed with the backup, press the [Proceed] button and the following window will be launched.

Item 1 of 2	
/outlook-express-trouble.png	
File copy progress	Elapsed Time 1 min 17 sec
Transfered 1MB of 1MB (97.8%)	Est. Remaining 1 sec
Overall progress	Elapsed Time 1 min 19 sec
Transfered 1MB of 3.9MB (26.0%) [13.1KB/s]	Est. Remaining 3 min 45 sec

# Figure 66. Transfer Progress

Once completed, information similar to the following Figure will be displayed. [Close] the window.

Time taken:	3 min 23 sec
Files transfered:	2
Subfolders created:	0
Files deleted:	0
Run result:	ALL Transfer OK, No Virus Detected
C	Check log for details.

Figure 67. Transfer Completed



# 3.9 Backup/Restoration/Synchronization Log

To check if everything is fine after a "Run" for backup, restoration, or synchronization, just click on the "Logs" tab, you will find similar report as below figure.

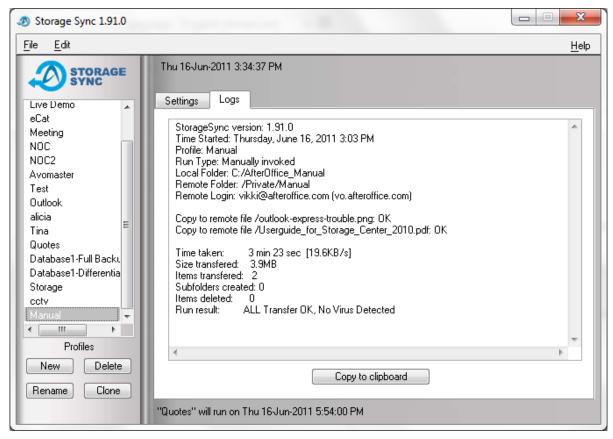


Figure 68. Backup/Restoration/Synchronization Log

# 3.10 Files and Folders Selection

As mentioned earlier in 3.6.1 "What is a Profile?", a profile also records the setting of files and folders selection. Click on the "Setting" tab to find the following figure.

Here you select what files (or folders) you wish to transfer. By checking [**Copy all**], this means to simply select ALL files in the source folder to be copied. Checking [**Include subfolders**] makes the selection span all files in subfolder, and their subfolders, etc. This has the effect of selecting an entire folder and all its content.

[**Copy empty folder**] optionally tells the program whether to copy empty subfolder or not. If unchecked, empty subfolders in the source will not be duplicated in the destination.

[**Copy newer files only**] means to effect transfer of files that have later timestamps compared to same named files on the destination. This is useful to just copy files that have been updated in the source folder, after an earlier run has taken place. In other words, this means that only older copies in the destination



will be replaced with updated ones from source. Those that do not appear to be older are not replaced, saving run time.

Files that are in the source but not in the destination are normally copied over if they are not excluded by other filtering rules. In the case of files that are in the destination but not in the source, they are normally left untouched. Sometimes you may want the destination to "mirror" the source folder exactly.



For example, after you delete a file in the source folder, you may want the obsolete copy in the destination to be deleted too. The [**Delete in destination if not in source**] option allows you to do this. (But note that this option is not applicable in case where the copy-direction is bi-directional.)

Be very careful with this option as any accidental deletion of the source file that you need might result on the removal of the backup file in Storage Center.

Settings Logs	
Local Folder C:/AfterOffice_Manual Remote Folder /Private/Manual Selection Schedule Options	vikki (afteroffice.com) Browse
Files Folders Include Exclude	<ul> <li>Copy all</li> <li>Include subfolders</li> <li>Copy empty subfolders</li> <li>Copy newer files only</li> <li>Delete in destination if not in source</li> </ul>
Save	Run

Figure 69. Files and Folders Selection

File Include/Exclude

The **File Include** field is used to list filenames that you only wish to select for transfer. The [**Copy all**] option and **File Include** field are mutually exclusive, meaning when [**Copy all**] is selected, this field is not applicable anymore.

The **File Exclude** field is used to list filenames that you wish to exclude from whatever that may be included before, from the **File Include** field or as a result of [**Copy all**] option.



Complete filenames are not normally used in the file include/exclude fields. These fields accept "patterns" that matches up to multiple filenames. For example, \*.doc would match all filenames ending with ".doc" – matching files like "mydocument.doc", "report.doc", "resume.doc".

The patterns use the following characters to represent wildcards.

Wildcard pattern	What it means
*	means to match anything number of characters.
?	means to match any one character.
[xy]	means to match character "x" or "y" only, where "x" and "y" and be any character.

### Examples:

Example pattern	What it means
*	matches all names!
*.*	matches only filenames that has a dot in it.
*.xl[st]	matches filenames that end with .xls or .xlt
a*	matches filenames that begin with "a" or "A", matching is case insensitive.
*.??	matches filenames that end with two-letter extension.
myfile.mp3	matches exactly one file named myfile.mp3

Multiple patterns can be specified to include more matches. Use a comma to separate each pattern.

### Examples:

Example pattern	What it means
*.com, *.exe, *.bin	means to match files ending with .com, .exe or .bin

### Folder Include/Exclude

The **Folder Include** and **Folder Exclude** fields works very much like the File Include/Exclude fields but it applies only to folder names. Thus you can selectively include/exclude particular folder by their names.



## 3.11 Options Setting Tab

The Options Tab lists the remaining settings controlling the behavior of the profile run. This section describes each of the optional setting. Most of the recommended settings are selected by default.

Selection Schedule Options	
SSL file transfers	Encrypt & compress remote files (*.enc) Password
<ul> <li>Verify after transfer</li> <li>Send log report by e-mail</li> <li>Only after a scheduled run</li> </ul>	Password Save
<ul> <li>Use alternative E-mail address:</li> </ul>	<ul> <li>Anti-virus scan</li> <li>Enable resumption of transfers (*.part)</li> </ul>
Do not abort even if many errors	Use delta-transfer, if possible
Save	Run

Figure 70. StorageSync Options Tab

3.11.1 [**SSL file transfers**] tells the program to employ Secure Socket Layer when transferring file content. Slight speed degradation to overall transmission speed is expected when SSL Transfer is enabled. Enable or disable SSL transfers, depending on the sensitivity of your data.

3.11.2 [Verify after transfers] tells the program to verify that the resultant file transferred is identical to the original source file. Simple file-size comparison is done first and then followed by a full MD5 checksum verification. Generally a few extra seconds will be needed at the end of a file transfer for verification. Very large files may take longer. It is recommended that this option is enabled to ensure data integrity.

3.11.3 [Send log report by e-mail] will send an e-mail containing the report on the result of a profile run. [Only after a scheduled run] further qualifies the above setting to send a report only after an automatically invoked scheduled run. [Use alternative E-mail address] allows the report to be sent to others especially for those who are sharing files and folder. For multiple email addresses, separate the email addresses with commas in between.

3.11.4 [**Do not abort even if many errors**] tells the program to continue execution even many errors occur.



3.11.5 [Encrypt and compress remote files] tells the program to encrypt and compress a copy of local file before copying this encrypted file to the server. The filename on the server has an extension ".enc" added at the end, to indicate that it is an encrypted file.



When encrypted files are copied back down from the server to your computer, it will automatically be decrypted and its original filename is restored. However, in the case of disaster recovery, you will need to enter the password twice again in the newly installed StorageSync before running the restoration. Remembering the password is your responsibility if you choose to use this security feature.

The password for encryption (and decryption) is entered in the two fields, [**Password**] and [**Repeat it**]. The requirement to repeat the password is to help ensure that you are able to recall the password later. The password can be optionally saved to disk and recalled automatically when the associated profile run is loaded.

3.11.6 [Anti-Virus scan] enables the scanning of all files that are transferred for possible virus infection. This is done with the copy of the file on remote server using the anti-virus facility there. Files that are infected will be flagged as error during transfer. No file will be deleted. Please take appropriate steps to delete or contain the infected files to prevent their use. This feature is by no means a replacement for your computer's Anti-virus software, but a security measure on the Storage Center to prevent virus files from spreading among all sharing them.



3.11.7 [Enable resumption of transfers] means the ability to resume a broken or interrupted transmission. The partially transmitted portion of a file resides on the destination as a filename with extension ".part". Only the remaining unsent portion of a file is transmitted when the profile is run again. This feature saves time and bandwidth since the file content is not transmitted from the beginning again. This option is enabled by default.

3.11.8 [Use delta-transfer if possible] enables or disables a feature called "delta-transfer". This is another time and bandwidth saving feature especially for cases when there are large files being transmitted regularly, but each update contain only small amount of changes (delta) within the file. Delta-transfer analyzes the earlier transmitted copy of a file in the destination and determines the parts that differ from the updated copy in the source. Then only the differing parts (delta) from the source file is transmitted, while the remaining parts are constructed from the old file that is already in the destination. A little extra processing time is needed to analyze the source and destination files to determine their differences. This time is usually well spent because the time to transmit just the differences is much shorter than it would take to transmit the whole file again from start.



# 3.12 How Do I Restore My Data?

You will first need to install StorageSync on your new computer or system, and setup the Login Account. Follow steps from the beginning of Chapter 3 until you reach Figure 52 or the following figure.

Storage Sync 1.91.0		x
<u>F</u> ile <u>E</u> dit		<u>H</u> elp
Settings Logs		
	Browse	1
Remote Folder	] ———	
There appear to be no profiles set up. Do you wish to restore from the remote server?	Browse	
Profiles     Image: Copy empty subfolders	in source	
New     Delete       Rename     Clone	Run	

Figure 71. Click [Yes] to Restore all your StorageSync Profiles from Storage Center

## 3.12.1 Restore Profiles

At the prompt as in Figure 71, click [Yes] to restore Profiles from Storage Center (the remote server).

lemote file to re	store from
/Private/_stora	gesync_profiles.7z
	s action will replace ALL existing run profiles
	s action will replace ALL existing run profiles y exported set of run profiles.
	v exported set of run profiles.

Figure 72. Click [OK] to restore the Profiles



Then proceed by clicking [Yes].

Warning	
	Are you sure you want to proceed?
	<u>No</u> <u>Y</u> es

Figure 73. Click [Yes] to proceed

Once profiles successfully restored or imported, click [Close this Program] and start StorageSync again.

Storage Sync 1.91.0			x
<u>F</u> ile <u>E</u> dit			<u>H</u> elp
MyProfile Requ	Thu 16-Jun-2011 3:46:05 PM          Settings       Logs         Local Folder	Browse	)
Profiles New Delete Rename Clone	Cose this Program Successful You should restart StorageSync now. Copy newer files only Delete in destination if not i Save	n source	

Figure 74. Successful Profiles Import. Restart StorageSync.

Once StorageSync is up again, you will find all your profiles are back to the Profiles Window at the left column just like the following figure.



File       Edit       Help         File       Storace       Thu 16Jun-2011 2:41:39 PM         WyProfile       Class       Local Folder         eCat       C:/AfterOffice_Manual       Browse         Dutlook       Remote Folder       vikki (afteroffice.com)         Meeting       Ive Demo       NOC         NOC       Selection       Schedule       Options         NOC2       Avomaster       Files       Folders         Include       Include subfolders       Copy empty subfolders         Exclude       Copy newer files only       Delete in destination if not in source         Frofiles       Save       Run	Storage Sync 1.91.0	x
WyProfile   eCat   Test   Dutlook     Meeting   Live Demo   NOC   NOC2   Avomaster     Profiles     New     Delete     Settings     Local Folder   C:/AfterOffice_Manual     Browse     Local Folder   C:/AfterOffice_Manual     Browse     Provides     New     Delete     Save     Profiles     New     Delete     Save     Pute     Save     Profiles     New     Delete     Save     Profiles     New     Delete     Save     Profiles     New     Delete     Save     Profiles     Delete     Save     Profiles     Delete     Delete     Delete     Delete     Delete     Delete     Delete     Delete     Delete     Delete	<u>F</u> ile <u>E</u> dit	<u>H</u> elp
"Quotes" will run on Thu 16-Jun-2011 5:54:00 PM	WyProfile       Correction         WyProfile       Correction         Cat       Correction         Test       Correction         Outlook       Remote Folder         Weeting       Correction         Live Demo       NOC         NOC       Selection         Schedule       Options         Files       Folders         Include       Include         Exclude       Copy all         Include       Include subfolders         Include       Include         Exclude       Copy newer files only         Delete       Save	se

Figure 75. All Profiles Restored at the Left Column

# 3.12.2 Set the Profile to Restore Mode

Now, for each specific backup profile that you want to restore, you must change the Direction Setting from Local-to-Remote (Backup/Upload) to Remote-to-Local (Restore/Download).

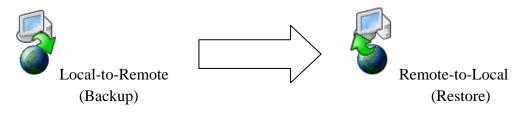


Figure 76. Change Direction Setting from Backup to Restore

For profiles that are originally and already in Bi-Directional Setting (Synchronization), just [Run] will restore all files and folders of that profile.



3.12.3 Start the Restore Process

Now press the [Run] button to start the restoration.

3.12.4 Change Direction Setting back to Backup Mode

Once the restoration of the files and folders is completed, you must remember to change the Direction Setting back to Local-to-Remote (Backup Mode) so that your data will be continued getting backed up off-site and protected.

3.13 Video Tutorial for Backup with StorageSync

Go to <u>http://www.afteroffice.com/download</u> to look for the following link:

Storage Sync Tutorial

Figure 77. Video Tutorial for StorageSync



# Chapter 4: Files and Folders Sharing with StorageSync

# 4.1 Share Files and Folders From One To Many, Many To One, and One To One

4.1.1 One To Many: To share folders and files with a group of company members where you would update the content of the files and folders, and most would just download and view.

This is applicable to the following scenarios:

1) A Sales Manager who constantly updates the sales kits with latest pricing and promotional flyers and brochures, and the Sales Team which requires them on the daily basis.

2) The Headquarter which needs to share most updated documents with the multiple branches over the country or the globe.

3) The Principal which needs to update on the distributors or resellers on the latest products information and pricing, as well as the promotions.

4.1.1.1 One: Direction Setting at Local-to-Remote (Backup/Upload)

STORAGE	Mon 8-Nov-2010 2:27:29 PM Settings Logs
AfterOffice Nutact estorage demo1.ho.my AO Sales Kit Training	Local Folder D:/afteroffice/sales/Kit Remote Folder /Company Share/Sales/kit Browse
SM database NOC NOC2 Photos and Images glocomp Futures Trading	Selection     Schedule     Options       Image: Active     Daily     Start at 01:00 AM

Figure 78. Make Sure the Direction Setting, for the "One" individual, is Local-to-Remote

In this case, the Sales Manager (One) will only need to update any files and folders under his computer D:/afteroffice/sales/Kit. The Remote Folder will be updated daily as scheduled, and any updates will be available for the Sales Team (Many).

4.1.1.2 Many: Direction Setting at Remote-to-Local (Restore/Download)

All the Sales Team (Many) need to do is to make sure the Direction Setting is correctly configured like the below figure. Their Local Folders will be updated as scheduled every morning at 8am.

	E	Mon 8-Nov-2010 2:38:23 PM	
AfterOffice Nutact estorage demo1.ho.my AO Sales Kit Training		Settings     Logs       Local Folder     D:/afteroffice/sales/Kit       Remote Folder     sing (afteroffice.com)       /Company Share/Sales/kit	Browse
SM database NOC NOC2 Photos and Images glocomp Futures Trading	III	Selection Schedule Options           Image: Active         Daily         Image: Start at 08:00 AM	

Figure 79. Make Sure the Direction Setting, for the "Many" individuals, is Remote-to-Local

## 4.1.1.3 Email Notification

By default under the Options Tab, you will be getting an email notification of the Logs after every scheduled run. However, if you like to get the email notification after all runs (manual or scheduled), just uncheck [Only after a scheduled run].

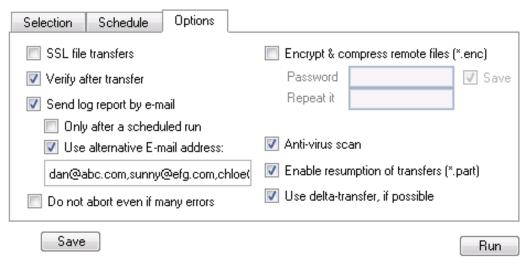


Figure 80. Email Notification at the Options Tab



As long as [Send log report by e-mail] is selected, you will be getting an email notification at your default email address.

[Use alternative E-mail address:] when you would like to receive the Logs in an alternate email address. Furthermore, if you would like to the rest of the team to know that something has been updated, you can also have your whole team's email addresses entered in the field. Separate the email addresses with comma. Make sure you [Save] the changes of the settings.

4.1.2 Many To One: To be able to view updated files and folders from different groups. This is applicable to the following scenarios:

1) A Business Owner / CEO / Manager who needs to read up reports from the Managers / Sales Teams / Production, etc.

2) The Secretary / Personal Assistant who needs to compile reports from different sources and submit to the CEO, etc.

4.1.2.1 One: Direction Setting at Remote-to-Local (Restore/Download)

A CEO might want to just receive and read the management reports from his management teams, therefore the Direction Setting should be Remote-to-Local (Download).

Nutact	Settings Logs
estorage	Local Folder
demo1.ho.my	C:/Users/User/Documents/Management Reports Browse
AO Sales Kit	Remote Folder sing (afteroffice.com)
Training	
SM database	Company Share/Management Reports Browse
NOC	
NOC2	Selection Schedule Options
Photos and Images	SSL file transfers
glocomp	
Futures Trading	Verify after transfer Password 📝 Save
Personal	Send log report by e-mail
marketing BB	Only after a scheduled run
Vanguard	
Management Report 🔻	Use alternative E-mail address: 🗹 Anti-virus scan
< <b>F</b>	Enable resumption of transfers (*.part)
Profiles	Do not abort even if many errors
New Delete Rename Clone	Save

Figure 81. CEO receiving Management Reports from the Management Teams





The CEO should take note that the files and sub folders under the Local Folder (in the figure above the Management Reports folder) will be constantly be updated or replaced with the content by his management teams. Therefore if the CEO would like to keep a copy of all the files and folders of today, to make sure the reports will not be altered or changed by anybody, he or she would have to copy and paste the Management Reports and

rename it i.e. Management Reports 11-Nov-2010. Do NOT save the new folder under the Management Reports folder.

# 4.1.2.2 Many: Direction Setting at Local-to-Remote (Backup/Upload)

In this example, the Sales Manager, representing the "Many", has set the Direction to Local-to-Remote (Upload) in order to upload and share his/her reports with the CEO or directors. Every time after a scheduled or manual [Run], the CEO or directors will receive an email notification (the Logs) informing which file has been updated, so the CEO or directors can choose to manual [Run] the Management Reports Profile to get the update.

Once the CEO's [Run] is completed, he/she will be informed by email as to which file in his/her local Management Reports folder has been modified or newly created.

Nutact	Settings Logs
estorage	Local Folder
demo1.ho.my	C:/User/Documents/Sales Reports Browse
AO Sales Kit	
Training	Remote Folder sing (afteroffice.com)
SM database	/Company Share/Management Reports/Sales Reports Browse
NOC	
NOC2	Selection Schedule Options
Photos and Images 🗉	
glocomp	SSL file transfers Encrypt & compress remote files (*.enc)
Futures Trading	Verify after transfer Password Verify after transfer
Personal	Benestit
marketing	Send log report by e-mail
BB	Only after a scheduled run
Vanguard 🔄	🔽 Use alternative E-mail address: 🛛 📝 Anti-virus scan
Management Report	ceo@abc.com, directors@abc.com
Profiles	Do not abort even if many errors Use delta-transfer, if possible
New Delete Rename Clone	Save





4.1.2.3 Email Notification

Please refer to 4.1.1.3

- 4.1.3 One To One: To share files and folder with specific individual(s) via Storage Center's Private Folder. Before these individuals are able to share via the Private Folder, they will need to setup the intended Network Share Folder, which is explained in Chapter 6.3. This is applicable to the following scenarios:
- 1) The Secretary / Personal Assistant who submits to the CEO reports compiled from multiple sources.
- 2) The CFO who needs to share financial reports with the CEO and COO.

	Tue 9-Nov-2010 2:59:29 PM	
estorage demo1.ho.my AO Sales Kit Training SM database	Settings Logs Local Folder C:/Users/User/Finance Remote Folder	Browse sing (afteroffice.com)
NOC NOC2	/Private/Finance	Browse
Photos and Images	Selection Schedule Options	
glocomp Futures Trading ≡	SSL file transfers	Encrypt & compress remote files (*.enc)
Personal marketing	Verify after transfer	Password 🛛 📝 Save
BB	Send log report by e-mail	Repeat it
Vanguard Management Report	Only after a scheduled run           Image: scheduled run	☑ Anti-virus scan
	cep@abc.com, coo@abc.com	Enable resumption of transfers (*.part)
Profiles	🔲 Do not abort even if many errors	Use delta-transfer, if possible
New Delete Rename Clone	Save	Run

Figure 83. One-To-One Individual Sharing with Private Folder in Storage Center

4.1.3.1 One: Direction Setting at Local-to-Remote (Backup/Restore)

Take the example of the CFO who needs to share financial reports with the CEO and COO. The settings will be like the one in Figure 78, where the Direction Setting is Local-to-Remote (Upload), and email addresses of the CEO and COO are entered into [Use alternate E-mail address].

# 4.1.3.2 The Other One(s): Direction Setting at Remote-to-Local (Restore/Backup)

Continue with the previous example, the CEO and COO will need to configure the Direction Setting the other way around, to the Remote-to-Local, to be able to download reports generated by the CFO. Also, the Remote Folder for the CEO and COO will be under the Network Share/Finance or Network Share/[folder name given by the CFO]. Please refer to Chapter 6.3 for more details on Network Share.

Settings Logs	
Local Folder C:/Users/User/Finance Remote Folder /Network Share/Finance	Browse sing (afteroffice.com) Browse
Selection Schedule Options          SSL file transfers         Verify after transfer	Encrypt & compress remote files (*.enc) Password Repeat it
Send log report by e-mail           Only after a scheduled run           Use alternative E-mail address	Anti-virus scan
Do not abort even if many errors	<ul> <li>Enable resumption of transfers (*.part)</li> <li>Use delta-transfer, if possible</li> </ul>
Save	Bun

Figure 84. Setting of the CEO and COO to Receive Files Updates via Network Share

### 4.1.3.3 One-To-One Synchronization

If the CFO has granted both READ and WRITE access to the CEO and COO, the sharing could be both

ways, and therefore the Direction Setting can be at Bi-Directional or Synchronization.

### 4.1.3.4 Email Notification

Please refer to 4.1.1.3



4.2 Share Files and Folders Among All

If everybody needs to be able to read and write in a shared folder, then Bi-Directional or Synchronization is the way to go.

# 4.2.1 Direction Setting at Bi-Directional (Synchronize)

Settings	Logs	
	Local Folder C:/Users/User/Documents/Manag Remote Folder /Company Share/Management Re	sing (afteroffice.com)
Selecti	on Schedule Options	
📃 🗖 SS	iL file transfers	Encrypt & compress remote files (*.enc)
🔽 Ve	rify after transfer	Password 🛛 📝 Save
🔽 Se	end log report by e-mail	Repeat it
	Only after a scheduled run Use alternative E-mail address:	🗹 Anti-virus scan
us	er1@abc.com,user2@abc.com,user	Enable resumption of transfers (*.part)
🗖 Do	Do not abort even if many errors Use delta-transfer, if possible	
	Save	Run

Figure 85. Sharing files and folders with Synchronization

### 4.2.2 Email Notification

Please refer to 4.1.1.3



# Chapter 5: Access Storage Center Via WebDAV

# 5.1 Understanding of WebDAV

You can use Microsoft Web Folders, Mac OS WebDAV or Linux Korqurer browser to open your folders in the AfterOffice Storage Center, right from your desktop. Using a WebDAV client, you may drag and drop a file or a folder from your local folder to your web folder on AfterOffice Storage Center or vice versa.

1	
딕	🔯 Pojen's WebFolder
	連 🚞 Company HomePage
	🕀 🛅 Company Share
	🚊 🙆 Private
	⊞- <mark>-</mark> ¤j¤-16×⊂∎ã¥6§°
	👘 TV Station
	🗄 🙆 Private HomePage
	🗄 🙆 Public Share 🖉 🖉
~	

5.2 Setup Web Folder on Windows Explorer

# Create a Web Folder in Windows 98 or Windows NT

1. In Windows 98 or NT, right click on the 'My Computer' icon on the desktop and then left click on 'Explore'.

- 2. Windows Explorer will open.
- 3. Locate 'Web Folders' in the left directory listing.
- 4. Click on 'Web Folders'.
- 5. Double click on the 'Add Web Folder' icon in the right directory listing.
- 6. Enter the location of the AfterOffice at this URL: http://vo.afteroffice.com:8085
- 7. Click 'Next' to continue.
- 8. A window asks for your user name and password. Enter your email address and password.
- 9. Check the 'Save this password' box for future use.
- 10. Enter a name for this Webfolder like "AfterOffice Storage Center".
- 11. Click 'Finish'.
- 12. A Web folder named "AfterOffice Storage Center" is now created and ready for use.
- 13. To access it, double click on it.



- 14. Please note: you create a shortcut of this folder on your desktop.
- 15. All your documents are now accessible by double clicking, drag and drop.

#### Create a Web Folder in Windows 2000 - Me

- 1. In Windows 2000, right click on the 'My Computer' icon on the desktop and then left click on 'Explore'.
- 2. Windows Explorer will open.
- 3. Locate your 'Network Places' in the left directory listing.
- 4. Click on 'My Network Places' in the left directory listing.

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- 5. Double click on 'Add Network Place' in the right directory listing.
- 6. Double click on the 'Add Web Folder' icon in the right directory listing.
- 7. Enter the location of AfterOffice Storage Center at this URL: http://vo.afteroffice.com:8085
- 8. Click 'Next' to continue.
- 9. A window asks for your user name and password. Enter your email address and password.
- 10. Check the 'Save this password' box for future use.
- 11. Enter a name for this Webfolder like "AfterOffice Storage Center".
- 12. Click 'Finish'. Your web folder is created.

13. To access it, locate 'My Network Places' with Explorer and double click on it. Your folder "AfterOffice Storage Center" is there.

- 14. Double click on "AfterOffice Storage Center" and provide your login and password.
- 15. Check the 'Save password' for more convenience.
- 16. All your documents are now accessible by double clicking, drag and drop.

#### Create a Web Folder in Windows XP

- 1. In Windows XP, click on 'Start' right-click on start and then select 'Explore'.
- 2. In the left panel of the explorer, select 'My Network places'.



3. In the explorer's right panel, select 'Add network place'.

4. When prompted, 'Where do you want to create this Network Place?', choose 'Choose Another Network Location' and click on 'Next'.

5. In the 'Add Network Place Wizard', follow the instructions to add a shortcut to AfterOffice at this URL: http://vo.afteroffice.com:8085

6. When prompted for a user name and password, type in your email address and password.

7. Click 'OK'.

8. Next, name your Network Place like "AfterOffice Storage Center".

9. When you have successfully added the shortcut, an icon for your new shortcut will appear in the My Network Places directory.

10. All your documents are now accessible by double clicking, drag and drop.

The following is a step by step guide on setting up to use AfterOffice Storage Center as a Web Folder:

(**Under Microsoft XP**). Use your browser to mount your Storage as Web Folder, open browser first (IE), and select Open from the File Menu as shown in Figure 85.

🖉 Blank Page - Windows Internet	Explorer 📃 🗖 🔀
🕞 🕞 👻 🛃 about:blank	Google Pr
File Edit View Favorites Tools	Help
New	A second seco
Open Ctrl+O	
Edit with Microsoft FrontPays Save Ctrl+S Save As	
Page Setup Print Ctrl+P Print Preview	
Send Import and Export	
Properties Work Offline Close	
	5
Done	🌍 Internet 🔍 100% 👻

Figure 86. Select File>Open on your web browser



A dialog box will appear as shown in Figure 87 after you have performed as instructed in Figure 86. Type the full URL to the VO server, in this case:

http://vo.afteroffice.com:8085/

You can also use your own domain for this:

http://vo.yourDomain.tld:8085/

where **yourDomain.tld** is the real domain with AVO. Check the box for "Open as Web Folder" and click OK.

Open	×
	Type the Internet address of a document or folder, and Internet Explorer will open it for you.
<u>O</u> pen:	http://vo.afteroffice.com:8085
	☑ Open as Web <u>F</u> older
	OK Cancel Browse

# Figure 87. Type the full URL to the VO server on the given field

After you have completed the above a dialog will appear as shown in Figure 88 Type your full email address in the "User name:" column. And proceed with your AVO password. Click OK when done.

The WebDAV client will attempt to connect to the Storage server. The Storage directory will be shown as follow:

Connect to vo.afte	roffice.com ? 🗙	
	E.F.	
The server vo.afteroff username and passwo	fice.com at WebDav Storage requires a rd.	
Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection).		
User name:	🖸 user@afteroffice.com 🛛 💌	
Password:	•••••	
[	✓ <u>R</u> emember my password	
	OK Cancel	

Figure 88. Key in your full email address and password to connect to the server



A shortcut to this Web Folder will be available in the "My Network Places". You have successfully enabled the Webdav client to connect to the Storage Server. You may double click on the shortcut to bring you to your Storage Center on the web.

<ul> <li>i e Edit View Favorites Tools Help</li> <li>Back Pavorites Tools Help</li> <li>Address Back Pavorites Tools Help</li> <li>Address Address Private Folders</li> <li>Company HomePage</li> <li>Company HomePage</li> <li>Company Share</li> <li>Network Share</li> <li>Private HomePage</li> <li>Network Places</li> <li>Network Places</li> <li>Sobjects</li> </ul>	http://vo.afteroffice.com:808	5/		- <b>D</b> X
Address Address Address Address Size	Eile Edit View Favorites Tool	s <u>H</u> elp		<b>R</b>
Other Places       Company HomePage       http://vo.afteroffice.com:8085/Company%2       http://vo.afteroffice.com:8085/Company%2         Web Folders       Company Share       http://vo.afteroffice.com:8085/Network%2       http://vo.afteroffice.com:8085/Network%2         My Documents       Private       Private HomePage       http://vo.afteroffice.com:8085/Private         My Network Places       Private HomePage       http://vo.afteroffice.com:8085/Private	🚱 Back 🝷 🕥 😁 🧊 💕 🕻	🔎 Search  🏷 Folders	<b>.</b>	
Other Places            Web Folders             My Documents             My Network Places     My Network Places http://vo.afteroffice.com:8085/Company%2 http://vo.afteroffice.com:8085/Company%2 http://vo.afteroffice.com:8085/Private http://vo.afteroffice.com:8085/Private http://vo.afteroffice.com:8085/Private http://vo.afteroffice.com:8085/Private http://vo.afteroffice.com:8085/Private http://vo.afteroffice.com:8085/Private http://vo.afteroffice.com:8085/Private http://vo.afteroffice.com:8085/Private http://vo.afteroffice.com:8085/Private http://vo.afteroffice.com:8085/Private%20 http://vo.afteroffice.com:8085/Private%20 http://vo.afteroffice.com:8085/Private%20	Address Address Address	3085/	~	🔁 🔁 Go
	🔮 Web Folders 🗎 My Documents	Company HomePage Company Share Network Share Private	http://vo.afteroffice.com:8085/Company%2 http://vo.afteroffice.com:8085/Company%2 http://vo.afteroffice.com:8085/Network%2 http://vo.afteroffice.com:8085/Private	
	5 objects	< ]		>

Figure 89. The Web Folder shortcut in "My Network Places"

# Known limitations

- Opening a document by 'double-clicking'. If your PC/Mac operates using Office 2000 or later, documents of the type Word (.doc), Excel (.xls), PowerPoint (.ppt) located on your virtual disk can be opened by a double-click on the file. You can therefore modify and save them directly to the server. If your files do not open automatically with a double click, you must save them to the hard disk of your machine (using 'drag and drop') before you can open and modify them. Similarly, you will need to copy them to your virtual disk after you have made any changes.
- Sharing documents within a group. If you place a document within a group, by accessing your virtual disk, this document will not be automatically shared and accessible by all group members. To make it accessible by any or all group members, you must login using the usual web interface, and set the access/sharing rights. This problem will be corrected in a subsequent version.
- Strange files with MacOS. With MacOS, uploading a file to the Webfolder creates a duplicate file starting with '\_'. We are working to resolve this problem.



### Security - Encryption during transfer

- Disconnecting. The connection to you Webfolder is active only as long as you are connected to the Internet and your computer is on. To close the connection manually, right click on 'My computer' and choose 'Disconnect a network drive'. Select the network drive that corresponds to your Webfolder and click 'OK'.
- SSL. If you want all your communications with your web folder to be encrypted (SSL), you simply need to create a web folder using the following standard procedure but using 'https' instead of 'http' (e.g. https://vo.afteroffice.com:8085 instead of http://vo.afteroffice.com:8085). Please note: encrypted communication can take up to 2 times longer than non-encrypted communication.

### Access rights

- All access rights defined using the web interface are applicable to your virtual disk. In other words, if you have not permitted one of the members of your groups to see a folder or document, then the particular folder or document will not been seen by this member on the virtual disk.
- 5.3 Video Tutorial for Access Via WebDAV

Go to <u>http://www.afteroffice.com/index.php/webdav</u> and click on the following link:

Tutorial how to create a Web Folder

Figure 90. Video tutorial for WebDAV



# Chapter 6: 3 Ways to Share Files With Storage Center

### 6.1 Share via Company Share Folder

As mentioned earlier at the very beginning, the Company Share Folder is the common folder where all the Storage Center users can access and share files and folders. However, the Administrator (avomaster) is able to setup the access permission to allow certain groups of user to open or view certain folders, enabling a more secure and control environment for collaboration.

### 6.1.1 Setup Folders with Group Access Rights

Location : [Co	mpany Share] /		
	New F	older: Human Resource	
	Descri	ption: For HR Staff Only	
		CREATE CANCEL	
Access Cont	rol		
Task	Group		Level
Update UCAR Setting	service support we	ebdesign 🗹 voadmin 🗖 user 🗖 guest 🗖 account 🗹 hr	1
List Folder Content	service support we	ebdesign 🗹 voadmin 🗖 user 🗖 guest 🗖 account 🗹 hr	10
Delete Folder	🗆 service 🗖 support 🗖 we	ebdesign 🗹 voadmin 🗖 user 🗖 guest 🗖 account 🗹 hr	1
Rename Folder	Service support we	ebdesign 🗹 voadmin 🔲 user 🗐 guest 🗐 account 🗹 hr	1
See Folder (Visible)	service support we	ebdesign 🗹 voadmin 🔲 user 🗐 guest 🗐 account 🗹 hr	10
Create Files in Folder	service support we	ebdesign 🗵 voadmin 🔲 user 🗐 guest 🗐 account 🗹 hr	1



Upload Files into Folder	service support webdesign voadmin user guest account rhr	10	*
Read Files in Folder	🗖 service 🗐 support 🗐 webdesign 🗹 voadmin 🗐 user 🗐 guest 🗐 account 🗹 hr	1	
Write to Files in Folder	🗆 service 🔲 support 🔲 webdesign 🗹 voadmin 🗐 user 🗐 guest 🗐 account 🗹 hr	1	
Delete Files in Folder	🗆 service 🔲 support 🔲 webdesign 🗹 voadmin 🗐 user 🗐 guest 🗐 account 🗹 hr	1	I
Rename Files in Folder	🗖 service 🗖 support 🗖 webdesign 🖉 voadmin 🗖 user 🗖 guest 🗖 account 🖉 hr	1	
			-

Figure 91. Setting Up A New Folder for the HR Group

The example in Figure 91 shows how the Administrator (avomaster) creates a new folder for the Marketing group of the company to share and collaborate. Only members of the Marketing group will be able to perform the listed tasks, under the Access Control, on the Marketing folder, except for a few critical tasks such as "Delete Folder", "Rename Folder", and "Delete Files in Folder".

i / Company Share /	Disk Usage: 29%	3GB / 10GB
Sort by : Name 🔺 Date Size		
Admin / Created 06-Jul-2006, 11:29am	3	
Archive / Created 06-Feb-2011, 11:27am	3	
Ax-host /     Created 13-Feb-2011, 12:06pm •	3	
Brochure /     Created 25-May-2011, 03:53pm •	3	
Created 09-May-2011, 03:32pm •	3	
Human Resource /     Created 15-Jun-2009, 03:54pm •	3	



#### 6.1.2 The use of Lock and Unlock in Company Share

When sharing or collaborating on the same file, you and your team might want to take advantage of the (Un)/Lock feature as it is one handy way to make sure that while you are making changes on the file, nobody will be able to perform any update to the file that you have Locked. If other users would like to update it, they will have to wait until you have unLocked the file. Then only should the next user Lock and download the file for editing. For more details on how to use the feature, refer to Chapter 2.3.8 "Lock and Unlock Files".



# 6.2 DropFile and DropFolder using DropTo Function

This feature can be applied to both Storage Center and external users. Instead of emailing with file attachment, the email contains only links that allow the recipient to download the files intended to share. Storage Center users have the added advantage of receiving the files in their Dropbox and moving them to their desired folders.

## 6.2.1 Solution for Sending Huge File

Email is still the most popular Internet communication tool, however the problem starts to arise when you are attaching huge file to the emails. Most corporate mail servers set the maximum incoming or outgoing email size at 10MB. Any size above that will be rejected.

Some email users might not have huge mailbox or their mailboxes are so full that even a tiny email with a 1MB attachment might get bounced. Also, to download a huge email with a mail client (through POP or IMAP) can be rather annoying to the recipient as the recipient will have to wait until the big email is downloaded before he/she can start receiving those probably even more critical emails at the back. Worse is if the Internet has some intermittent disconnection, then the recipient will have to go through the same agony of downloading the big email.

Hence DropFile and DropFolder present a solution for sending huge file. For more details on how to perform a DropFile or DropFolder, refer to Chapter 2.3.9 "DropTo".

### 6.2.2 Solution for Sending Encrypted Huge Files

If you would like to tighten the security of the file(s) being Dropped, you could first encrypt the file with Storage Center Encryption tools (refer to Chapter 2.3.12), then perform the DropFile with DropTo (refer to Chapter 2.3.9).

The password for the encryption/decryption can be sent via our WebSMS if you have subscribed it. Otherwise, you could just do it via your mobile sms or over a phone call.

The email recipient of the DropFile will receive and download a file with a ".enc" extension. The recipient will have to follow some easy steps below to decrypt your file.

To decrypt a .enc file from AfterOffice.com:

- 1. Save the .enc file in your desired folder.
- 2. Download GnuPG Software (Windows version) from http://afteroffice.com/download
- 3. Install the software accordingly and run it.
- 4. Click on 'Files' at the menu icons to launch the File Manager.



- 5. Click on 'Open' to browse for your .enc file saved at your desired folder.
- 6. Another window will pop up and the .enc file selected. Next click on 'Decrypt'.
- 7. You will be prompted for the passphrase. Key in the passphrase.
- 8. The original file will be saved under the same folder.

GnuPG is provided by http://www.gnupg.org/

### 6.2.3 Dropbox in Web Storage

Storage Center users will also get to receive DropFile(s) in the Dropbox besides receiving the email. To see how you can retrieve your DropFile in your Dropbox, refer to Chapter 2.3.9.

### 6.3 Network Share

Network Share allows you to share any folder under your Private Folder with specific individuals. This is often used for sharing more confidential information between or among different individuals. For example, the CEO and CFO might require a private space for sharing files and reports while other staff of different departments need to collaborate on a campaign which require the sharing the images and documents. Network Share works perfectly for both scenarios.

### 6.3.1 View the Private Sharing Folders

To see all the folders being shared to you by others, click on [Network Share]

My Storage Company Share Company HomePage Private Private HomePage	Upload Wew Folder Prop Box (0) File Drop Box (0) Shared Items Search Tips : Move mouse over the files or folders and right click to obtain menu for selection of action to move, modify , or drop. I / Network Share /		٩
th- ☐ Network Share	Sort by : Name ▲ Date Size		
Shared Items	Cisco Monitoring / Created 25-Apr-2011, 05:49pm	i	
<ul> <li>Help</li> </ul>	Treated 16-Jun-2011, 03:07pm	i	
	Simulation / Created 11-May-2011, 05:57pm •	i	
	Support /	i	

Figure 93. Privately Shared Folders under the Network Share



To view who share the private folder to you, click on the Item Property *i*, which is on the same row to the shared folder. The information of the shared folder will be displayed in the Item Property window. You can find out who the owner is and what access rights have been granted to you as shown in Figure 93.

Item Properties	
Name:	Cisco Monitoring
Size:	6.8MB (7,150,589)
Owner:	leohoo@afteroffice.com
Description:	Folder of Share
Shared folder from:	leohoo@afteroffice.com
Access rights given:	Read, Write
	Dismiss this shared folder

Figure 94. Item Property of a Privately Shared Folder

To get an overall view of who is sharing what folder with you, click on [Shared Items]  $\rightarrow$  [Items from Others]

My Storage Company Share Company HomePage Private Private HomePage Network Share	Tips: View the folders you shared out to others, as well as folders others shared with you. Unsuccessful sharing can occur as a result of incorrectly typed shared-to email address or the other user's domain is not hosted on the same vo server as your domain. Such entry will have the targeted email address displayed in a striked out manner. The trashcan icon next to each entry can be used to remove a shared item.           Items from Me         Items from Others							
			Share Name	From	Read	Write		
🗾 Shared Items	Û	1.	Cisco Monitoring	leohoo@afteroffice.com	Yes	Yes		
🗾 DropBox (0)	Û	2.	Manual	gigi@afteroffice.com	Yes			
💿 Help	Û	3.	Simulation	leohoo@afteroffice.com	Yes			
	Û	4.	Support	gigi@afteroffice.com	Yes	Yes		
	Û	5.	Test	leohoo@afteroffice.com	Yes	Yes		

Figure 95. Shared Items Showing All folders being shared to and from you

#### 6.3.2 Create Network Share Folders

To share a folder privately with other specific individuals, you will need to create a Network Share Folder. First go to your Private Folder, and click on the Item Property of the desired folder to be shared privately.



i / Private /	Disk Usage: 63%	646MB / 1GB
Sort by : Name 🔺 Date Size		
Created 12-May-2011, 01:22pm •	8	
Created 12-May-2011, 02:37pm •	i	
CCTV Camera Screenshot / Created 12-May-2011, 02:37pm •	Item Properties	
Database1 / Created 08-Jun-2011, 09:10am	3	

## *Figure 96.* Click on the Item Property **i** of the Desired Folder to Share

Next, enter the email address of the specific individual on Storage Center into [Shared to], grant [Read], [Write] access or both. Then click [Update Sharing]. This individual should be on the same domain (i.e. afteroffice.com in the following example).

						×
Item Pro	operties					*
	Name:	CCTV Camera Scre	enshot			
	Size:	4.0KB (4,096)				
	Owner:	vikki@afteroffice.com	ı			
	Description:	Screen capture or	n the cctv ca	mera.		
Share F				107.14		
-	Shared to		Read	Write	Shared As	
Û	leohoo@afteroffic	ce.com	$\checkmark$		CCTV Camera Screenshot	
Û			$\checkmark$		CCTV Camera Screenshot	
	Update Sharing					

## Figure 97. Enter the Email Address of the Specific Individual

Once updated, your folder will look like the following figure.



## Figure 98. Privately Shared Folder

To view what private folder you have shared with who, click on [Shared items] and you will be looking at [Items from Me] as in figure below.



	Items from Me Items from	n Others		
My Folder	Shared with	Read	Write	Shared As
1. /Private/CCTV Camera Screenshot	leohoo@afteroffice.com	Yes		CCTV Camera Screenshot

Figure 99. Private Folder Shared from You to Others

#### 6.3.3 Receive/Reject Network Share Folders

Private folders shared to others will appear immediately under their Network Share Folder. The receiver of a private shared folder will be informed via email too.

Reply	Reply All	Fwd	Auto	▼	Edit	Delete	N	Move to	Inbox	▼	
	Dat	e: Fri	, 17 Jun 2011	12:14:	53 +0800	)					
	Subje	ct: Ne	w Shared Fo	lder 🤜							
	Fro	n: vik	ki@afteroffice	.com [	Add to Ad	Idress Bo	<u>ok   Bl</u>	llock ]			
	Т	o: leo	hoo@afterof	ice.com	1						
New Sha	-	/Networ	or the availab k Share/CCT <u>1</u>	-			r.				
Create f	low <u>(Click h</u>	ere to go	to your Stora	ge Netv	vork Sha	<u>re) [Ju</u>	1k/Goo	od/Help De	esk] Del	<u>ete</u>	
🗹 Sho	w Images		Allow HTML		Allow	/ Scripting	9	🖾 Allo	w Externa	l Resources	Apply

Figure 100. Email Notification on New Network Share Folder

If you are using AfterOffice Webmail, you will be able to go directly to the Network Share folder by clicking on the link [Click here to go to your Storage Network Share].

To stop sharing the private folder to any specific individual for example in Figure 99, click on the Trash Can and click [OK] on the confirmation below.

Dismiss shared item number: 1 Are you sure you want to proceed?
OK Cancel

To reject a private folder being shared to you by other, click on the Trash Can as well then click [OK] to reject.

*Figure 101*. Click [OK] to Confirm



## Chapter 7: Convenient Features for the Public

Storage Center has installed features that allow the public, such as your customers, business associates, your vendors to share files with you, and vice versa.

7.1 Public Link for External Users to Download Files

Earlier we have mentioned about the Company Homepage folder as well as the Private Homepage folder. All the files stored under both folders can be viewed by the public via a URL link.

[**Company Homepage**] folder is only accessible to the Administrator (admin) of your company (domain). The Administrator can build a company related homepage here. Link to this homepage is:

http://vo.[yourdomain].com/storage/homepage/[yourdomain].com/index.html

or

http://vo.[yourdomain].vo.com.my/storage/homepage/[yourdomain].vo.com.my/index.html.

Alternately, a public link for a file or image can be generated by replacing "index.html" with the file name.

For example, if you have a file called icon\_Living1.JPG under /Company Homepage/property/CasaDesa/, you just have to replace the "index.html" with /property/CasaDesa will do, as shown in Figure 102 and 102.

i / Company HomePage / property / CasaDesa /	Disk Usage: 30%	3GB / 10GB
Sort by : Name 🔺 Date Size		
Created 08-May-2009, 05:55pm • 10.3 KB		<b>i</b> =
icon_Living3.JPG Created 08-May-2009, 05:55pm • 11.6 KB		i
icon_MB2.JPG     Created 08-May-2009, 05:55pm • 10.0 KB		i
icon_MB3.JPG Created 08-May-2009, 05:57pm • 10.6 KB		i
image_Living1.JPG     Created 08-May-2009, 05:55pm • 39.9 KB		i

Figure 102. Get the Name of the File that you would like to publish



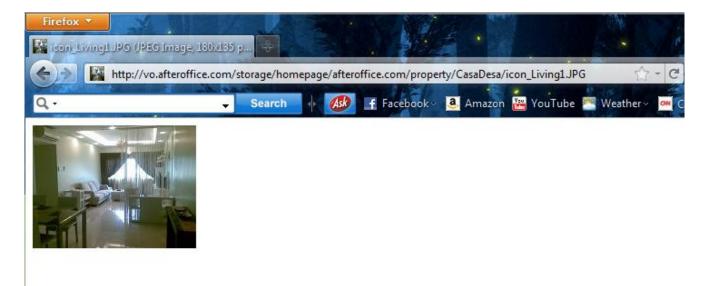


Figure 103. The Public URL Link for View or Download

[**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 content. Link to this home page is:

http://vo.[yourdomain].com/storage/homepage/[yourdomain].com/~username/index.html

or

http://vo.[yourdomain].vo.com.my/storage/homepage/[yourdomain].vo.com.my/~username/index.html.

Alternately, a public link for a file or image can be generated by replacing "index.html" with the file name.

#### 7.2 Public Link for External Users to Upload Files

While you are able to send huge files easily with DropFile to your customers, business partners, etc, are they able to do so with their current email system? Most email server will set a limitation of how big a file can be attached to the email. If that is the case for your customers, then with Storage Center you can create a Public Link for Upload, and send this URL link to your customers, or have this URL link on your website. Your customers will be able to upload huge files to your /Company Share/Incoming/ folder or sub folders.

The following steps will guide you how to create a Public Link for Upload:

Step 1. Login with your avomaster account or the voadmin account. Normally, step 2 and 3 has already been performed by default. If so, then just move on to Step 4.

Step 2. Go to [Profile]  $\rightarrow$  [Admin Tasks]  $\rightarrow$  [Group] and create a new group named "guest".



Step 3. Enable the "guest" group at [use as Group in UCAR" as shown in Figure below.



Step 4. Go to [Profile] -> [Admin Tasks] -> [Account] and click [New]

Account List						
New   Show	<u>/ usaqe</u> » <u>Hide usaqe</u>					

Step 5. Enter the preferred username or "customerupload". Check [Edit profile after account created] then click the [Create] button.



#### Create new user at company.vo.com.my

[?] Please specify user preferred name	customerupload	@company.vo.com.my
	Rules for name:	-
	1. must not begins with:	
	2. no spaces are allowed	
	3. characters allow: abcdefghijk	Imnopqrstuvwxyz1234567890
	4. at least 2 characters length, m	nust not over 20 characters
	5. not case sensitive	
Password	7d2210a5fee19	]
Recommended Group	Administrator (voadmin)	General user (user)
Edit profile after account created	$\checkmark$	
	Create	

Step 6. Click on [# more] link to expand the groups.



User Account Settings	
Email	customerupload@company.vo.com.my
Full name	customerupload
Alternate Email	
Password	(not shown)
Enable	VO Login (web) VOP3 Access
Expire Date	MM/DD/YYYY Last access Today 10:07 AM (1 seconds ago) on create
Group	In the second s
Level	10
Email Disk usage	33.4 K
Email Disk Limit	5.00 MB No change - MB GB unit 0 - 7
Storage Center disk space limit	✓ Access Storage (∞/∞) 10.00 MB No change ▼ MB
SMS Balance:	0 :: Topup:
Bulk email balance:	0 :: Торир:
	Update

Step 7. Select [guest] so the user account belongs to a member of this group. Click [Update].

Group	🗸 user		
	cctv	guest	🔲 voadmin
		15	

Step 8. Now, go to [Storage]  $\rightarrow$  [Company Share] and create a new folder named "Incoming". Do NOT click on [CREATE] yet.

🌄 Create New Folder					
Location : [Company Share	ē] /				
New Folder:	Incoming				
Description:					
	CREATE CANCEL				

Step 9. Check on the access control task for "guest" group accordingly as below. Now, you can press the [CREATE]



#### Access Control

Task	Group	Level
Update UCAR Setting	🗹 voadmin 🔲 user 🗐 guest 🗐 cctv	1
List Folder Content	🗹 voadmin 🗹 user 🔽 guest 🔲 cctv	10
Delete Folder	🗹 voadmin 🔲 user 🗐 guest 🗐 cctv	1
Rename Folder	🗹 voadmin 🔲 user 🗐 guest 🗐 cctv	1
See Folder (Visible)	🗹 voadmin 🗹 user 🔲 guest 🔲 cctv	10
Create Subfolder	🗹 voadmin 🔲 user 🔽 guest 🔲 cctv	1
Create Files in Folder	🗹 voadmin 🗹 user 🔲 guest 🔲 cctv	10
Upload Files into Folder	🗹 voadmin 🗹 user 🔽 guest 🔲 cctv	10
Read Files in Folder	🗹 voadmin 🗹 user 🔲 guest 🔲 cctv	10
Write to Files in Folder	🗹 voadmin 🔲 user 🗐 guest 🗐 cctv	1
Delete Files in Folder	🗹 voadmin 🔲 user 🗐 guest 🗐 cctv	1
Rename Files in Folder	🗹 voadmin 🔲 user 🗐 guest 🗐 cctv	1

Step 10. Now, go to [Profile]  $\rightarrow$  [Admin Task]  $\rightarrow$  [Public Access] to setup the access point like below. Enter your preferred [Access name] or just follow below. [As user] has to be "customerupload", and choose "File Upload – Company Share/Incoming" as highlighted in the figure. Click [New] and look for "Customer Upload" in the Access Name list.



Access nam	е	User	Access point	S
New access point				
Access name	Customer Uploa	d		
As user	customerupload	(customeruplo	ad) 🔻	
Access point	Bookmark -			
	File Upload -	Company Sha	re/Incoming 👻	
	0			
Options	Single sessio	n for all access	3	,
	Require name	9		
	🔲 Require emai	I		
			New	



Step 11. If you are using Firefox, right click on the Access Name [Customer Upload] and select [Copy Link Location]. If you are using Internet Explorer, the equivalent function is called [Copy Shortcut].

Pub	lic Access								(	2) Help
	Access nan	ne User			Access point	S	Ν	E	Α	
1.	Customer "	Open l	ink in New <u>T</u> ab ink in New <u>W</u> indow		http://vo22.afteroffice.com/storage/bin/uploa					Û
New	/ access po	Bookm	ark This <u>L</u> ink							
	Acces	Save Li	n <u>k</u> As	L						
		Sen <u>d</u> L			•					
	Acce		ink Loc <u>a</u> tion							
	L.	T <u>h</u> is Fr	Tile Opioad - Com	pany S	hare/Incoming 👻					
		(								
	0	ptions	Single session for a	ll acce	SS					
			Require name							
			Require email							
					New					

With the link that you have just copied, you can save it in a text file and store it in your Storage Center. Email to your customers or business associates when they need to send you huge files but email has failed.

Alternately, you can also put the link up on your website where your customer and business associates can easily click on and come to the upload page like below.

Upload File			?
To: [Company Sl	hare]/Incoming/		
1	If you wish to upload more files in o	ne go, click here FIRST.	
	File to Upload	Description	
1.	Browse		]
☑ Replace existing file	e.		
Scan files for virus	es		
	UPLOAD	NCEL	



# Chapter 8: User Control Access Right (UCAR)

## 8.1 Understanding of UCAR

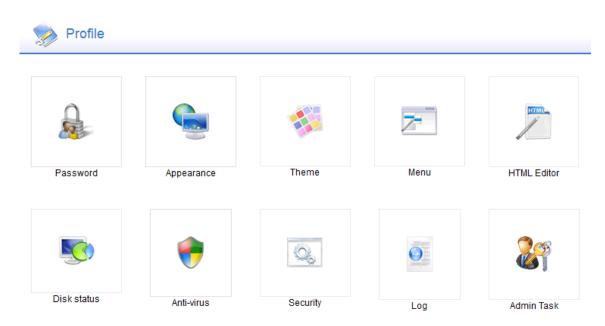
In order to make sure the data is protected from being accessible by everybody or to specific groups of people, access rights control is necessary. In **AfterOffice Storage Center**, we have UCAR which stands for **User Control Access Rights**. UCAR allows the Storage Center administrator to determine which group of users can access the Storage Center application and the default folders as well as the sub folders. In additional, the administrator can also determine which group of users can perform certain actions on each folder.

Once you logon to your Virtual Office or Storage Center portal, you will see the following menu items. Don't get worry if you do not see all of them below. The important ones that you should at least have are [Profile] and [Storage].

#### 8.2 Create User Accounts for Storage Center



When you click on the Profile menu item, it will lead you to the following screen. If you are the **avomaster** or have the **voadmin** privilege, you should be able to access the 'Admin Tasks'. If not, please refer to the User Manual for VO AVOMaster 1.1.PDF file at AfterOffice  $\rightarrow$  Support  $\rightarrow$  Documentations, or click on the following link: <u>http://afteroffice.com/index.php/support/documentations</u>.





Once you are have accessed 'Admin Tasks', the following step-by-step instructions will guide you through the configuration of the Group Administration and UCAR settings for the Menu Items, Storage Default Folders, and the Company Share Folder along with its sub folders. However, as the Administrator, it is your responsibility to test out thoroughly on all the group access for all folders and sub folders that you like to customize for a particular group of users. AfterOffice provides the two default groups, namely the **voadmin** and **user**.

## **Step 1. Create All the Users**

The default landing page is 'Account', which is where you will create all the user accounts.

UCAR Account	🔜 🎻 Admi	n								
Monitor	Account Usage	•								(2) H
Group				_						
Portal		User	Package: VO				Disk Reso			
Meeting	Quota		Created		Email L	isk space)		Storage	Disk Space	
Logo	Created		GB Uni	-	Quota: 50.00 MB			Quota: 5.00 GB		
Vebstats	Balance		Quota restriction							
MTP settings	SMS Balance	e 0 (Allocated: 0)	Bulk email balance	: 0	Allocated: 16.00 MB		_	Allocated: 40.00 MB		
OP3 settings										
TP info					Consumed: N/A			Share: 1.00 GB		
CTV FTP										
AMP info										
ublic Access	Account List									
ilobal Junk control		usage » <u>Hide usage</u>								
Public Access Slobal Junk control unk expiry HumanTouch		usage » <u>Hide usage</u>								
Global Junk control unk expiry	New   Show									
Slobal Junk control unk expiry IumanTouch Slobal Email Rules Iail Footer	New   Show	usage » <u>Hide usage</u> Search								
Slobal Junk control unk expiry IumanTouch Slobal Email Rules Iail Footer Ianage DNS	New   Show		Nan	ne	Email Quota	Storage	SMS	Group	Level	Expire
Global Junk control unk expiry łumanTouch	New   Show	Search		ne master	Email Quota 30.00 MB	Storage 10.00 MB	<b>SMS</b> 0	Group cctv, voadmin	Level 1	Expire
ilobal Junk control unk expiry lumanTouch ilobal Email Rules Iail Footer Ianage DNS	New   Show	Search ull name	vo.com.my avor							Expire
ilobal Junk control unk expiry lumanTouch ilobal Email Rules Iail Footer Ianage DNS	New   Show	Search Full name AVO Master - company.	vo.com.my avor	master	30.00 MB	10.00 MB	0	cctv, voadmin	1	Expire
ilobal Junk control unk expiry lumanTouch ilobal Email Rules Iail Footer Ianage DNS	New         I Show.           I · Export         ·           I.         I           I.         I	Search Full name AVO Master - company. sctv-alert	vo.com.my avor	naster -alert tomerupload	30.00 MB 5.00 MB	10.00 MB 10.00 MB	0	cctv, voadmin user	1	Expire

Clicking on the 'New' button will lead you to the following page. This is where you enter the username and password of the individual user. As you can see, the two default groups, **voadmin** and **user** are present. If you would like the user to become the Admin, check **voadmin**. For a general company members, check only **user**.

Create new user at company.vo.com.my	
[?] Please specify user preferred name	@company.vo.com.my
	Rules for name:
	1. must not begins with:
	2. no spaces are allowed
	3. characters allow: abcdefghijklmnopqrstuvwxyz1234567890
	4. at least 2 characters length, must not over 20 characters
	5. not case sensitive
Password	c8863a770c3b7
Recommended Group	C Administrator (voadmin)
Edit profile after account created	
	Create



Note: If you are creating a user for external group, do NOT check on any of the recommended groups, as that would allow the external users to access your company files. You will have to create a different group for the external users.

## 8.3 Create the UCAR Group

## Step 2. Create All the Groups

Click on 'Group' under Admin Tasks on the left most column, you will be led to the following page.

Admin Task	Θ			
UCAR	🛛 🎎 Admin			
Account	<b>W</b>			
Monitor	Group Edit			
Group				
Portal	Group:	Group: sales		
Meeting		Enabled (use as Group in UCAR)		
Logo	account admin	Member List		
Webstats	bigmail	adam (Adam Apple)	kmlee (kmlee)	
SMTP settings	finance	alankum (alankum)		
FTP	forum test forumadmin	✓ avomaster (AVO Master)	Iisun (lisun)	
Public Access	quest	b2badmin (b2badmin)	Iogisticmember (logisticmember)	
Global Junk control	hr info	b2bmember (b2bmember)	manager (manager)	
Junk expiry	logistic	bobby (Bobby Steward)	meeijen (meeijen)	
HumanTouch	logistic cust	🔲 <u>brwizna</u> (brwizna)	🔲 <u>mun</u> (mun)	
Global Email Rules	management manymore	<u>christ</u> (Christopher John)	📝 <u>pojen</u> (pojen)	
	marketing	<u>christie</u> (christie)	samcsm (samcsm)	
	member logi	chunyi (chunyi)	sctan (sctan)	
	order root	✓ <u>cptan</u> (cptan)	sing (sjng)	
	sales	<u>customerupload</u> (customerupload)	sschan (sschan)	
	storageadmin test1	derek (Derek)	staff (staff)	
	test9	designer (designer)	staff1 (staff1)	
	user	dummy (dummy)	staff2 (staff2)	
	voadmin webmaster	ecatquest (eCatGuest)	✓ tcloo (tcloo)	
	meenader	eleen (eleen)	test (test)	
	Create	eric (eric)	test100 (test100)	
		esther (esther)	test11 (test11)	
		esther1 (esther)	test12 (test12)	

This is where you will create all the groups you need and where you will select the users who belong to those groups. At the bottom of the Group column (second left column), you will find a field where you enter the group name and a 'Create' button to create as shown in the following image.

<u>test1</u> <u>test9</u> <u>user</u> <u>voadmin</u> <u>webmaster</u>	
	Create

Once you have created the group and selected all the members, make sure you check the 'Enabled' button on top so that this group will show up on the following steps that you will perform.



## 8.4 Group Access Rights for the Storage Center Module

#### Step 3. Configure UCAR for Menu

Next click on 'UCAR' under Admin Tasks, then click 'Menu' under Modules, you will see the Menu Items as displayed below on the right side. The 'Storage' row shows all the groups (checked) which can access the Storage Center Application. So if you have a group that you want to be able to access Storage Center, make sure you check it and save the configuration. The group **user** is by default selected for all Menu Items.

Admin Tasks	Ξ							
UCAR	🏾 🎎 Admin							
Account	<b>W</b>							
Monitor	UCAR							👩 Help
Group								
Portal	Modules	Access Control: Men	u - Top Level Menu	Access Control				-
Meeting	Special	Teels	C					
Logo	SalesTrk	Task	Group					
Webstats	Menu		38group	📃 guest	marketing	storage	🔲 team_a	VC
SMTP settings	Antivirus B2B	<b>UCAR</b> Settings	backup	🔲 haha	sales	storage1group	testgroup	🗆 w 🗉
POP3 settings	Backup		cctv	l hr	salesadmin	storageadmin	testingabc	
FTP in fo	Bulkmail Bulletin		🔲 ecat	🔲 info	🔲 salesteam	🔲 support	🔲 user	
CCTV FTP	Calendar		🔲 38group	🔲 guest	marketing	<b>v</b> storage	🔲 team_a	VC
LAMP info	Catalog Contact	∰Home Menu	🔲 backup	🔲 haha	sales	<b>V</b> storage1group	🔲 testgroup	🔳 w
Public Access	Contact2		cctv	🔽 hr	📃 salesadmin	🔲 storageadmin	🔲 testingabc	
Global Junk control	Database		📃 ecat	🔽 info	📃 salesteam	support 📃	🔽 user	
Junk expiry	Flow Leave		38group	🔽 guest	marketing	🗸 storage	🔲 team_a	🔲 vc
HumanTouch	Logistic	DW/shareil	backup	🔲 haha	sales	storage1group	testgroup	w
Global Email Rules	Meeting Profile	⊠Webmail	Cctv	🔲 hr	<b>v</b> salesadmin	🔲 storageadmin	testingabc	
Mail Footer	Project		🔲 ecat	🔽 info	🔲 salesteam	🔲 support	🔽 user	
Manage DNS	Project2 Sales		38group	🔲 quest	marketing	✓ storage	team_a	□ vc
Make Payment	SMS		backup	haha	sales	storage1group	testgroup	l w
	Storage UCAR	Profile	C cctv	l hr	salesadmin	storageadmin	testingabc	
	WebDAV		ecat	✓ info	salesteam	support	vuser	
	Webmail					<u> </u>		□ vc
	WebStats		38group	🔲 guest	marketing	<b>v</b> storage 🔲 storage1group	🔲 team_a	w vc
		Bulletin	cctv	nana 🗌 hr	sales 🗸 🗸 sales sadmin	storage Igroup	testingabc	W
			ecat	Info	salesteam	support	v user	

As for external groups, you will need to provide them access to at least a few Menu Items such as

- i. Storage
- ii. Logout
- iii. Help
- iv. Profile (if you want to allow the external user to change his/her password)



8.5 Group Access Rights for the Default Folders

## Step 4. Configure Group Access for Storage Default Folders

Now click on 'Storage' under Modules, and you will see all the Default Folders in Storage Center and which group can access them.

Admin Tasks	Ξ						
UCAR	🧟 🎊 Admin						
Account	<b>W</b>						
Monitor	UCAR						😰 He
Group							
Portal	Modules	Access Control: Storage - Storag	e General Contro	l.			
leeting	Special	<b>T</b> . 1	0				
.ogo	SalesTrk	Task	Group				
Vebstats	Menu		38group	🔲 guest	marketing	storage	🔲 team_a
MTP settings	Antivirus B2B	UCAR Setting	backup	📃 haha	sales	storage1group	testgroup
OP3 settings	Backup	<u> </u>	cctv	l hr	salesadmin	storageadmin	testingabc
TP in fo	Bulkmail Bulletin		ecat	🔲 info	🔲 salesteam	support 📃	🔲 user
CTV FTP	Calendar		38group	📝 guest	marketing	🔲 storage	🔲 team_a
AMP info	Catalog Contact	Access Public Share	🔲 backup	🔲 haha	sales	storage1group	🔽 testgroup
ublic Access	Contact2	Access Fublic Stidle	cctv	🔲 hr	📃 salesadmin	🔲 storageadmin	🔲 testingabc
lobal Junk control	Database		ecat	🔲 info	📃 salesteam	support	🔽 user
ink expiry	Flow Leave		38group	🔲 guest	marketing	storage	V team a
umanTouch	Logistic		backup	🔲 haha	sales	storage1group	testgroup
lobal Email Rules	Meeting Profile	Access Company Share	cctv	🔽 hr	salesadmin	storageadmin	testingabc
ail Footer	Project		ecat	🔲 info	salesteam	support 📃	✓ user
anage DNS	Project2		38group	🔲 quest	marketing	storage	Team a
ake Payment	Sales SMS		backup	haha	sales	storage1group	testgroup
	Storage UC <sup>III</sup> R	Access Company HomePage	Cctv	la hana	salesadmin	storageadmin	testingabc
	WebDAV		ecat	info	salesteam	support	vuser
	Webmail						
	WebStats		38group	🔽 guest	marketing	storage	🔲 team_a
		Access Own Private	backup cctv	🔲 haha	🔲 sales	storage1group	testgroup 🔲 testingabc
			ecat	info	salesteam	storageadmin support	v user
					_		
			38group	✓ guest	marketing	storage	team_a
		Access Own Private HomePage	backup	🔲 haha	sales	storage1group	testgroup
			cctv	🔲 hr	salesadmin	storageadmin	testingabc
			ecat	🔲 info	📃 salesteam	support	🔽 user
			38group	<b>v</b> guest	marketing	storage	🔲 team_a
		Using Netshare	🔲 backup	🔲 haha	sales	storage1group	🔲 testgroup
		Congressiare	cctv	🔲 hr	🔲 salesadmin	storageadmin 📃	testingabc
			🔲 ecat	🔲 info	📃 salesteam	🔲 support	🔽 user
				Save	Reset		

For external groups, you will need to allow them to have access to the Company Share, so you can create a folder there which the external groups can collaborate with your company groups.

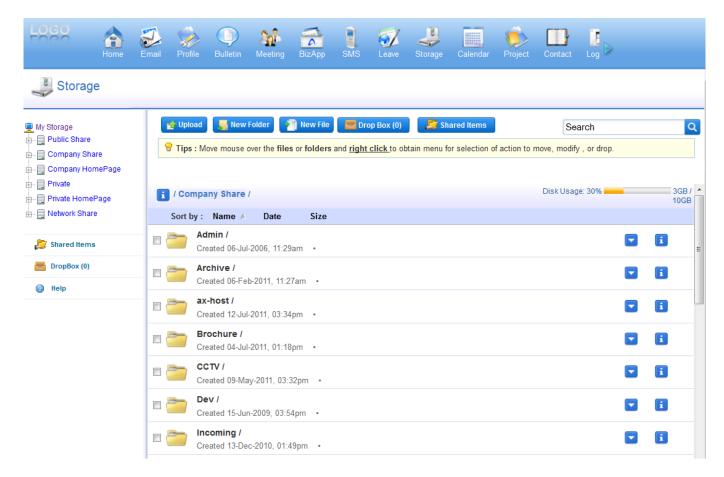
Note: Company files should NOT be stored directly under the root of Company Share Folder as they will be exposed to the external groups.



8.6 Group Access Rights at the Company Share Folder

#### Step 5. Configure Group Actions for Company Share Folder (default folder)

The group actions are the actions the selected groups can perform at the Company Share Folder.



Click on the blue round icon with an 'i' in the middle, at the same row of /Company Shar e/, you will come to the following page. As you can see, there are 8 tasks a group can perform. You will have to be very careful which group can perform these tasks.

'Update UCAR Setting' is the most critical one which should be strictly controlled by **voadmin** only. The selected group will be able to control which group can perform the tasks. The following example shows you the flexibility of the system which allows you to appoint any other group to perform this task as well. Therefore, be very careful with the group selection for this task.



## Step 5.1 Actions and Access Control under Items Properties (Company Share Folder)

				⊠
Item Propertie	es			^
	Name:	Company Share		=
	Size:	160.7MB (168,510,067)		_
	Owner:	[system]		_
D	escription:			- 11
		Update Description		
Access Contro	ol			
Task	Group		Level	
Update UCAR		n 🛛 webmaster 🗋 logistic_cust 🗋 member_logi 🗐 storageadmin 🗐 root 🗐 hr 📄		
Setting	-	🗌 forumadmin 🔲 info 🔲 finance 💭 order 💭 admin 💭 user 💭 guest 💭 sales 💭	1	
	account	management		-
				_
				×
List Folder		in webmaster logistic_cust member_logi storageadmin root hr	10	^
Content		🗖 forumadmin 🔲 info 🔲 finance 🔲 order 💭 admin 🗹 user 🔲 guest 🔲 sales 🔲 management	10	-
		in 🗌 webmaster 🔲 logistic_cust 🗐 member_logi 🗐 storageadmin 🗐 root 🗐 hr 🗐		-
Delete Folder		forumadmin info finance order admin guser guest sales	1	
	_	management		
Rename	🔽 voadmi	in 🗌 webmaster 🔲 logistic_cust 🗐 member_logi 🔲 storageadmin 🗐 root 🗐 hr 🗐		Ξ
Folder	-	🗖 forumadmin 🔲 info 🔲 finance 🔲 order 🔲 admin 🗐 user 🗐 guest 🔲 sales 🗐	1	
		management		-
See Folder		in 🗌 webmaster 🔲 logistic_cust 💭 member_logi 💭 storageadmin 💭 root 💭 hr 💭 💭 forumadmin 💭 info 💭 finance 💭 order 💭 admin 📝 user 💭 guest 💭 sales 💭	10	
(Visible)		analyze and a mance in order in admin to user in guest in sales in management	10	-
	🔽 voadmi	in 🗖 webmaster 🗖 logistic cust 🗖 member logi 🗖 storageadmin 🗖 root 🗖 hr 🗖		
Create Subfolder	marketing	🗆 forumadmin 🔲 info 🔲 finance 🔲 order 🔲 admin 🗐 user 🗐 guest 🔲 sales 🔲	1	
		management		_
Create Files in		in webmaster logistic_cust member_logi storageadmin root hr	10	-
Folder	_	🗖 forumadmin 🔲 info 🔲 finance 🔲 order 💭 admin 🗹 user 🔲 guest 💭 sales 💭 management	10	+
				$\mathbf{X}$
	Voadm	in 🗌 webmaster 🗐 logistic_cust 🗐 member_logi 🗐 storageadmin 🗐 root 🗐 hr 🗐		•
Read Files in Folder		In a weomaster a rogistic_cust a memoer_ogr a storageadmin a root a m a	10	
1 older	account 🗌	] management		
Write to Files in		in 🗌 webmaster 🔲 logistic_cust 🗌 member_logi 🗐 storageadmin 🗐 root 🗐 hr 📃		
Folder		forumadmin info finance order admin user guest sales	1	
		] management		
Delete Files in		in 🔲 webmaster 🔲 logistic_cust 💭 member_logi 💭 storageadmin 💭 root 💭 hr 💭 💭 forumadmin 💭 info 💭 finance 💭 order 💭 admin 💭 user 💭 guest 💭 sales 💭	1	
Folder		a normadhin a mo a maice a order a adhin a dser a guest a sales a I management		
		in 🗌 webmaster 🔲 logistic_cust 🗐 member_logi 🗐 storageadmin 🗐 root 🗐 hr 🗐		
Rename Files in Folder	marketing	🔲 forumadmin 🔲 info 🔲 finance 🔲 order 🔲 admin 🔲 user 🔲 guest 🔲 sales 🔲	1	
	account 🗌	management		Ξ
		Update UCAR		
				-

## Step 6. Configure Group Actions for Sub-Folders under Company Share

account management       Imagement         Create Subfolder       Imagement         Create Subfolder       Imagement         Create Subfolder       Imagement         Create Files in Folder       Imagement         Imagement       Imagement         Create Files in Folder       Imagement         Imagement       Im					$\mathbf{\boxtimes}$
Size:       40K8(4,096)         Owner:       avomaste@company.vo.com.my         Description:       update Description         Access Control	Item Propertie	95			
Owner:         avenaster@company.vo.com.my           Description:			-		=
Description:           Update Description           Access Control           Task         Group         Level           Update UCAR         Setting         Access Control           List Folder         Ovoadmin webmaster   togistic_cust   member   togi   storageadmin   tool   fin ance   order   admin   user   guest   sales   1           Content         account   management         marketing   forumadnin   info   finance   order   admin   user   guest   sales   1           Delete Folder         I voadmin   webmaster   togistic_cust   member   togi   storageadmin   root   nr   1         narketing   forumadnin   info   finance   order   admin   user   guest   sales   1           Delete Folder         I voadmin   webmaster   togistic_cust   member   togi   storageadmin   root   nr   1         narketing   forumadnin   info   finance   order   admin   user   guest   sales   1           Set Folder         I voadmin   webmaster   togistic_cust   member   togi   storageadmin   root   nr   1         narketing   forumadnin   info   finance   order   admin   user   guest   sales   1           Create Files in marketing   forumadnin   info   finance   order   admin   user   guest   sales   1         narketing   forumadnin   info   finance   order   admin   user   guest   sales   1           Create Files in marketing   forumadnin   info   finance   order   admin   user   guest   sales   1         narketing   forumadnin   info   finance   order   admin   user   guest   sales   1           Create Files in marketing   forumadnin   info   finance   order   admin   user					
Access Control           Itsk         Group         Level           Update UCAR         ravedmin   webmaster   logistic_cust   member_logi   storageadmin   root   hr   account   management         1           List Folder         I voadmin   webmaster   logistic_cust   member_logi   storageadmin   root   hr   marketing   forumadmin   info   finance   order   admin   user   guest   sales   10         I           List Folder         I voadmin   webmaster   logistic_cust   member_logi   storageadmin   root   hr   marketing   forumadmin   info   finance   order   admin   user   guest   sales   10         I           Delete Folder         marketing   forumadmin   info   finance   order   admin   user   guest   sales   1         I           Rename         Roodmin   webmaster   logistic_cust   member_logi   storageadmin   root   hr   marketing   forumadmin   info   finance   order   admin   user   guest   sales   1         I           See Folder         marketing   forumadmin   info   finance   order   admin   user   guest   sales   10         I           Subfolder         marketing   forumadmin   info   finance   order   admin   user   guest   sales   10         I           Subfolder         marketing   forumadmin   info   finance   order   admin   user   guest   sales   10         I           Creader         I voadmin   webmaster   logistic_cust   member_logi   storageadmin   root   hr   marketing   forumadmin   info   finance   order   admin   user   guest   sales   10         I           Creader         I voadmin   webmaster   logistic_cust   member_logi   stora	D				
Access Control           Itsk         Group         Level           Update UCAR         ravedmin   webmaster   logistic_cust   member_logi   storageadmin   root   hr   account   management         1           List Folder         I voadmin   webmaster   logistic_cust   member_logi   storageadmin   root   hr   marketing   forumadmin   info   finance   order   admin   user   guest   sales   10         I           List Folder         I voadmin   webmaster   logistic_cust   member_logi   storageadmin   root   hr   marketing   forumadmin   info   finance   order   admin   user   guest   sales   10         I           Delete Folder         marketing   forumadmin   info   finance   order   admin   user   guest   sales   1         I           Rename         Roodmin   webmaster   logistic_cust   member_logi   storageadmin   root   hr   marketing   forumadmin   info   finance   order   admin   user   guest   sales   1         I           See Folder         marketing   forumadmin   info   finance   order   admin   user   guest   sales   10         I           Subfolder         marketing   forumadmin   info   finance   order   admin   user   guest   sales   10         I           Subfolder         marketing   forumadmin   info   finance   order   admin   user   guest   sales   10         I           Creader         I voadmin   webmaster   logistic_cust   member_logi   storageadmin   root   hr   marketing   forumadmin   info   finance   order   admin   user   guest   sales   10         I           Creader         I voadmin   webmaster   logistic_cust   member_logi   stora					-
Task       Group       Level         Update UCAR       I voadmin   webmaster   logistic_cust   member  ogi   storageadmin   root  h r   marketing   roumadmin   nfo   finance   order   admin   user   guest   sales   1       1         Setting       account   management       Imagement       Imagement         Ust Folder       I voadmin   webmaster   logistic_rust   member_logi   storageadmin   root  h r         1         Delete Folder       in voadmin   webmaster   logistic_rust   member_logi   storageadmin   root  h r         1         Delete Folder       in voadmin   webmaster   logistic_rust   member_logi   storageadmin   root  h r         1         Rename       forumadmin   info   finance   order   admin   user   guest   sales         1         Rename       forumadmin   info   finance   order   admin   user   guest   sales         1         See Folder       in voadmin   webmaster   logistic_rust   member_logi   storageadmin   root   h r         1         Greale       in voadmin   webmaster   logistic_rust   member_logi   storageadmin   root   h r         1         Grealer       in voadmin   webmaster   logistic_rust   member_logi   storageadmin   root   h r         1         Greale       in voadmin   mebmaster   logistic_rust   member_logi   storageadmin   root   h r         1         Greale       in voadmin   mebmaster   logistic_rust   member_logi   storageadmin   root   h r         1         Greale Filies i			update bescription		
Update UCAR Voadmin   webmaster   logistic_cust   member  ogi   storageadmin   root   hr r   marketing   forumadmin   info   finance   order   admin   user   guest   sales   1 List Folder Content   voadmin   webmaster   logistic_cust   member  ogi   storageadmin   root   hr   marketing   forumadmin   info   finance   order   admin   user   guest   sales   1 Delete Folder   voadmin   webmaster   logistic_cust   member  ogi   storageadmin   root   hr   marketing   forumadmin   info   finance   order   admin   user   guest   sales   1 account   management   Polder   voadmin   webmaster   logistic_cust   member  ogi   storageadmin   root   hr   marketing   forumadmin   info   finance   order   admin   user   guest   sales   1 account   management   See Folder   voadmin   webmaster   logistic_cust   member  ogi   storageadmin   root   hr   marketing   forumadmin   info   finance   order   admin   user   guest   sales   1 account   management   See Folder   voadmin   webmaster   logistic_cust   member  ogi   storageadmin   root   hr   marketing   forumadmin   info   finance   order   admin   user   guest   sales   1 account   management   See Folder   voadmin   webmaster   logistic_cust   member  ogi   storageadmin   root   hr   marketing   forumadmin   info   finance   order   admin   user   guest   sales   1 create Files in   voadmin   webmaster   logistic_cust   member  ogi   storageadmin   root   hr   folder   marketing   forumadmin   info   finance   order   admin   user   guest   sales   10 account   management	Access Contro	DI			
Update UCAR setting account management Delete Folder account management account management account management bit of finance order admin user guest sales account management account management account management account management account management account management bit of finance order admin user guest sales account management account management account management account management account management bit of finance order admin user guest sales account management account management account management account management account management bit of finance order admin user guest sales account management account management account management account management bit of finance order admin user guest sales account management account management bit of finance order admin user guest sales account management account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user guest sales account management bit of finance order admin user gues	Task	Group		Level	
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			Update UCAR		



Finally, at the sub folder level (all folders under Company Share), clicking on the blue round 'i' icon, you will see the above screen. For sub folders' properties, there are 12 tasks that can be performed by selected groups. Once you have decided the tasks to be performed by the groups, make sure you test it thoroughly before going live especially when involving external groups.



# Chapter 9: Optional Modules for Storage Center

## 9.1 Webmail

The professional webmail is highly integrated to the Storage Center. Email attachment can be easily saved to the Storage Center. You will also be notified of any newly created Network Share folder being shared to you, and there will be links that allow you one click to get to the particular folder.

0	Home En	nail I	Profile	Bulle	tin Meeting	BizApp	<b>Pie</b> Sales	<b>S</b> MS	Storage	Calendar	<b>Project</b>	Contact	Logout			
Compose [Text][HTML	1					Filter									@ H	lelp
olders	Add / Edit	Folde	r: Inbo	x	-							🤌 Compose	🍵 SMS 🍃	Folder Setting	🔹 🔹 Upda	ate
Linbox Inbox Read Index Read Inbox														Tota	al: 1-104/104	4
Sent				8 😼	Subject						En	nail		Date 🔻	Size	I
m Trash	Delete Delete		*		(info) info@loo	kafter.com	Rolex For	You 99%	OFF!		Rol	ex.com		2:33 PM	3.7 K	
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onfiguration	Θ		<b>\$</b>		Sales Manager	nent - Sale	s Report: I	Ekowood	Internationa	l Berhad	est	nerchan@aft	eroffice.com	2:26 PM	0.4 K	
V Folders			*	5	RE: Online Stor	age: After(	Office Stor	age Cente	er 🔍		ICT	Support IDN	IS	2:25 PM	44.7 K	
Address			*	Ø	FW: Hrdware P	rice					» S	ia Soon Aun		2:24 PM	283.4 K	
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🧭 General			*	5	Re: [dev] Stora	he new UI I	BUG - Gigi's	s schedul	e 🤜		Poj	en		2:07 PM	1.8 K	
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📗 Bookmark 👳 To Do List			•		Sales Manager	nent - Sale	s Report: I	Pusat Con	nputer RT		lily(	gafteroffice.c	om	1:18 PM	0.3 K	
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## 9.2 Bulk Email Marketing (BEM)

	Home Send History
Paste your contact list here	Email Detail 🕼
email,full_name,tel,id service@company.vo.com.my,Service & Support,603-1111,888 guest@lookafter.com,Mr Foo,7777888,889	Bounce : david@company.vo.com.my
	From : service@company.vo.com.my
	"[full_name]" [email]
	Subject :
	Email subject here 1312267689
	Text :
	(Sample) Dear [full_name],
h.	Please be informed that your phone number is: [tel], and login ID is [id], and your email is [email]
Upload CSV File	Regards, 👻 Service.
Use CSV file in Storage Center	⊌ HTML (optional)
Field sep	Attachment 🗐
Auto 👻	

BEM allows you to send hundreds of thousands of promotional emails or newsletters at one shot without bringing down your email servers or getting suspended by your email service provider.

The BEM is integrated with Storage Center in such a way that BEM is able to allow you to select the contact list file (in CSV format) from your Private or Company Share folder. Similarly, marketing brochures or files can also be attached from your Private or Company Share folder.

A practically scenario is where the Sales Team can upload their contact list from their desktop or Private Folder (or Company Share) while attaching the brochure, from /Company Share/Brochure, which is prepared earlier by the Marketing Team.



## 9.3 E-Catalog

R	Home	Email	Profile	Dulletin	<b>See</b> Meeting	BizApp	Sales	SMS	Storage	Calendar	<b>Project</b>	Contact	<b>B</b> Logout		
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Main Index		Edit C	ategory												
Congfiguration															
Basic Setting		Setting	nsize												
Field Setting			ategory												
Edit Category		Luitos	atequiy												
Edit Item															<u>&lt;&lt; 1 &gt;&gt;</u>
View Catalogue			Icon		Sort Order			Categor	y Name		Produ	cts	Subcateg	ories	Action
B2C			中文组		1			中文	组		0		<u>0</u>		Modify   Delete
B2B Payment		Doma	ain Registr Service	ation	100		Dom	ain Regis	tration Servic	<u>e</u>	2		<u>0</u>		Modify   Delete
Bank-in setting		E	mail Servio	ce	100			Email S	Service		0		<u>0</u>		Modify   Delete
		Sto	orage Servi	ice	100			<u>Storage</u>	<u>Service</u>		0		<u>0</u>		Modify   Delete
					100			<u>PS</u>	<u>P</u>		0		1		<u>Modify</u>   <u>Delete</u>
		New	Category	<u>Settingsiz</u>	e										



This is an electronic catalog display system that allows the website owner to display and promote their services or goods on the Internet. Visitors to the merchant's site can browse, search, and make enquiries.

The owner can change or update the pricing, description, information, display priority, pictures and so on of the product any time, through a web based control panel. Besides immediate updates on your website's product page, you will also save a fortune having hire web designer or webmaster to perform frequent updates.

The e-Catalog is required to run on top of the Storage Center, as all the images of the products will be kept under the Company Homepage folder. StorageSync, in this case, will help you to upload your images in one go to the Company Homepage folder once you have done organizing the folders and product images according to your categories.



## 9.4 WebSMS Marketing (Bulk SMS)

Companies and Individuals who wants to stay in touch with their staff and customers for regular updates of information such as announcements, stock quotes, price alerts, news headlines, exchange rates, product availability, sales & marketing campaigns promotional activities etc, can easily do so whenever the users are connected to the net.

🥹 SMS Box - N	Mozilla Firefox
Go to a W	Veb Site
Send SMS	Help
Gateway	International Gateway 💌
Quota:	114 (SMS Available: 114)
From:	AfterOffice ALERT [Limit]
Country	Malaysia 👻
Phone:	Address Book
Message	
	160 characters allow or 70 characters allow for Unicode (Chinese etc.) Celcom, Digi and Maxis allow 153 characters only, and 63 characters for Unicode.
	160 Send Close Window



#### 9.5 Calendar Sharing with Email/SMS Reminder

Manage your private and group schedules efficiently and prioritize your work. Create and share calendars with various project teams or departmental personnel. Coupled with the WebSMS, you can step up your customer relationship management by periodically remind your customers of the necessary maintenance to their benefits, events or appointments.

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## Chapter 10: Frequently Asked Questions

10.1 How to prevent someone in the same group from modifying a file while I am editing it?

Before you download or start editing the file, make sure you have Locked the file (refer to Chapter 2.3.8 on how to Lock a file). That will ensure that nobody besides yourself can update that particular file as long as you keep it Locked.

**10.2 How secure is Storage Center?** 

We setup our own proprietary firewall, which is not commercially available; hence nobody knows how it operates except us.

Your login username and password are all transferred via SSL which is what all the banks use for their Internet banking customers.

Furthermore, we provide built-in encryption/decryption feature for your data privacy as another layer of security (refer to Chapter 2.3.12). However, you will have to remember the passphrase for encryption as AfterOffice will not be able to restore the encrypted files to their original state.

We practice server redundancy at AfterOffice, therefore there is always fail-over storage servers backing up the Storage Center Servers. The server backup is performed on a daily basis.

All servers are located at world-class data centers spread around Klang Valley.

10.3 Does StorageSync come in MAC or Linux version?

Yes. You can download them from afteroffice.com/download.

10.4 How do I backup my Outlook emails (PST files)?

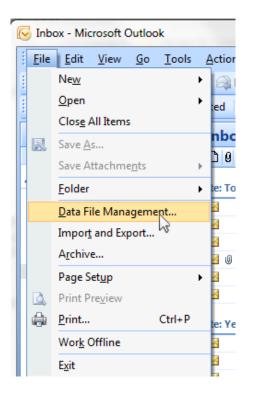
Microsoft Office Outlook program stores all its data in special files called Personal Folders with .PST file extension. The data files are used by almost all version and editions of Outlook products, including Outlook 2000, 2002 (XP), 2003 and 2007. The .PST files are hidden inside a deep rooted nested folder under respective user directory. Below are 2 options to locate your Outlook PST files.



Option 1: For Outlook 2007 and previous versions

If you're using Outlook 2007, simply go to **File** menu, then select **Data File Management**. You will see a list of all data files used by Outlook, including archives, if any. Simply click on the data file you want to know its location path, and then click on **Open Folder...** button. A Windows Explorer window will open and go directly to the storing folder.

Select 'File | Data File Management...' from the menu in Outlook



#### Double click on the 'Personal Folders'

A Dialog Box for Personal Folders will be launched. Select the Filename and Copy (Ctrl-C or right click and select copy).

Create a Profile by the name of "Outlook" (or any name you are comfortable with) in your StorageSync, and make sure the Green Arrow Direction setting is Local-to-Remote by moving the mouse over it.

Now you can paste the Filename at the Local Folder field of StorageSync as the source folder to backup (refer to Chapter 3 for more details). However, please remove "Outlook.pst" at the end after pasting to the Local Folder. User Guide: AfterOffice Storage Center Copyright

Options 2: For Outlook 2010

File-> Account Settings-> Account Settings-> tab Data Files (Outlook 2010). Then follow the same procedure as the **Double click on the 'Personal Folders'**.



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Name		Filename		Comment
Archive Fo		archive.pst in C: \Users\user\AppData\Local\Microsoft\Ou		
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Select a da folder that	Personal Fold General Name: Filename: Format: Change Pa Compare Comment	Personal Folders         C:\Users\user\AppData\Local\Microsoft\Outlook\Outli         Personal Folders File         assword         Changes the password used to access the personal folder file         Reduces the size of your personal	play the Outlook.	Tell Me More

10.5 How do I backup my Outlook Express emails (.dbx files)?

Outlook Express stores emails in .dbx files and there might be several different dbx files depending on how many email folders you have created in Outlook Express. If you are using Windows 98, you can probably locate your emails somewhere in the Windows directory. In Windows 2000 and XP, emails are usually stored somewhere in the user data or application data folder. The easiest way to find out exactly where your emails are stored is to start Outlook Express, go to the [Tools] menu, and open the [Options] dialog box. In the Options dialog box, select the [Maintenance] page and click the [Store Folder] button. Here you can find the path to the folder containing your emails.

To backup the folder, create a new Profile in StorageSync and name it 'My Outlook Express' or 'My OE'. Then copy the path of the folder that you have found and paste in the [Local Folder] field of the StorageSync. As for the \*Remote Folder+, create a new folder by the name of 'My Outlook Express' or 'My OE' under your Private folder and select this new folder. Make sure the Direction Setting is Local-to-Remote or Backup, schedule it on daily or weekly basis (if you want a daily version as well as a weekly



version, create another profile and named it 'My weekly OE' and schedule the backup on weekly basis in case of file corruption). Lastly, make sure you [Save] the settings you have made.

10.6 How do I backup my UBS/MYOB accounting data?

First of all you will need to find out where the software stores the data on your computer.

Security	Details	Previous Versions
General	Shortcut	Compatibility
<b>BS</b> U	BS Accounting System 9.4	
Target type:	Application	
Target location	: UBSACC90	
Target:	C:\UBSACC90\daccoun	t2.exe
Start in:	C:\UBSACC90	
Shortcut key:	None	
Run:	Normal window	•
Comment:		
Open File L	ocation Change Icor	n Advanced

For UBS, you just right click on the application  $\rightarrow$  [Properties] and pull out the following dialog box. The folder you find at [Start in:] is the one that you will want to copy and paste in to the [Local Folder] of the StorageSync to backup.

## MYOB

By default, MYOB saves its data file within the program folder ie c:\myob<version>\<filename> .myo or \<filename>.dat depending on version for example, C:\MYOB15.

So in the case of the example, you will select C:\MYOB15 as your Local Folder and back up everything under this folder to a Remote Folder. You will need to create a new folder (i.e. MYOB15) under the Remote Folder to contain all the files and data you are backing from C:\MYOB15.

10.7 Can I backup my Oracle/MSQL/MySQL data?

10.8 I have many files of 100GB or more. How long will it take to backup online?

It depends on the broadband connection that you have subscribed to. While High Speed Broad Band might take from 15 hours to 2 days, normal broadband can take up to weeks or months depending on your bandwidth.

However, we do offer a one-time physical data transfer to our Storage Center. That can be done via any storage medium (external HDD, USB thumb drive, CD/DVD, etc). Please call to check for the physical data transfer service rate.