Supported Mobile Devices

The Novell Filr app is supported on the following mobile devices:

iOS phones and tablets for iOS 5.x or later (native app is available for a free download in the Apple App Store)

Android phones and tablets for Android 2.3 or later (native app is available for a free download in the Google Play App Store and the Amazon Appstore for Android)

The BlackBerry PlayBook (In this document, steps are the same as for Android devices)

Installing the App

Download the Filr mobile app from either the Apple App Store, from the Google Play App Store (formerly known as the Android Market), or from the Amazon Appstore. To locate the app, search for Filr.

After downloading the Android app, you need to manually install it.

2.2 Connecting to the Filr Site

When you first set up the app, you need to specify information for just one Filr site. After you have performed the initial setup as described in this section, launching the Filr app automatically connects you and authenticates you to your Filr server.

1. Launch the Filr mobile app on your iOS or Android device.

2. Accept the Filr license agreement.

3. On the Login page, specify the following information:

    User ID: Specify the login name that you use to log in to the Filr site.
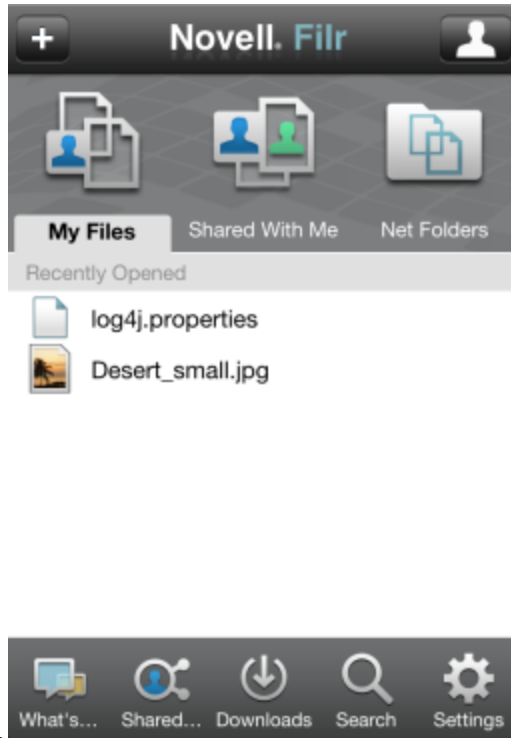   **Password:** Specify the password that you use to log in to the Filr site.
    Server: Specify the URL for the Filr site. https://Filr.lakemills.k12.wi.us
    Save Password: Select this option if you want your password to be securely

stored on your device so that you can automatically be signed in to the Filr site when you launch the app.

4. Tap *Login*.

    The home page is displaye

## 2.3 Modifying the Configuration Settings for the Filr Site

You can modify the configuration settings for the Filr site after you have already configured it in the Filr app. For example, you can modify your username, password, and server URL.

1. If you are not already on the Home page, tap the Home button (for iOS, tap , for

    Android, tap) from any page in the Filr app.

2. Tap your linked username in the upper right corner of the page, then tap *Sign In As Another User*.

3. Make the desired modifications, then tap *Sign In*.

3.0 Navigating to the Home Page of the App

Regardless of where you are in the Filr app, you can easily navigate to the home page.

1. If you are not already on the Home page, tap the Home button (for iOS, tap , for Android, tap) from any page in the Filr app.
   The home page is displayed.
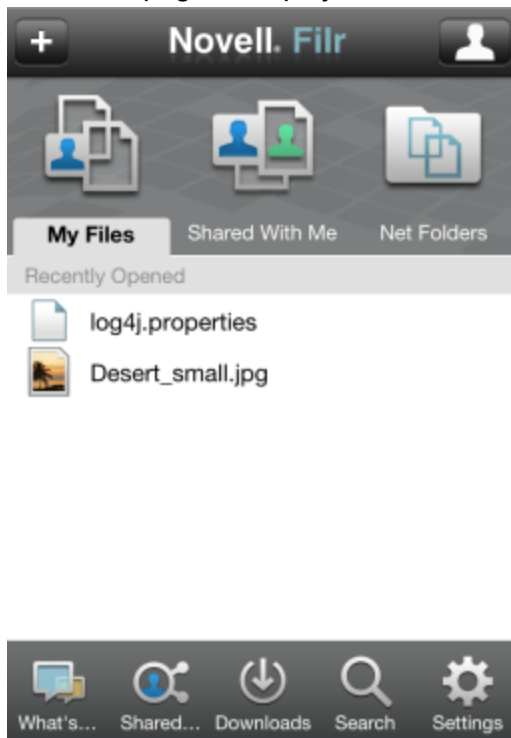
4.0 Searching the App

When you perform a search in Novell Filr, Filr searches the following content:

- Folder names.
- File names and file content.
- Comments on files.
- Net Folders. (File names. Depending on configuration settings set by the Filr administrator, file content might or might not be searched.)

In offline mode, file content is not searched for downloaded files. Only file names and comments

are searched.

4.1 Searching in a Folder

1. Navigate to the folder that you want to search.

2. **iOS devices**: Tap inside the Search field.

   Android devices: Tap the Search icon next to the folder name.

3. Choose from the following search options:

   ○ Current Folder: Searches files only in the current folder. Subfolders are not included.

   ○ Include Subfolders: Searches files in the current folder and in any subfolders.

4. Begin typing the words or phrases that you want to search for.

   Search results are displayed as you type.

   Filr supports numerous wildcards and operators that you can use to refine your search.
   When searching in the Downloads section, only wildcards with the * operator are functional.

4.2 Searching Globally

Global search searches everything on the Filr site for which you have access.

To perform a global search on your mobile device:

1. If you are not already on the Home page, tap the Home button (for iOS, tap , for Android, tap) from any page in the Filr app.

2. Tap Search.

3. In the Search field, begin typing the words or phrases that you want to search for.

   Search results are displayed as you type.

   Filr supports numerous wildcards and operators that you can use to refine your search.

Accessing Your Personal Files (My Files)

All your personal files are stored in one convenient location.

Personal files (My Files) include files that you upload to the Filr site and other personal files that are associated with your Home directory on a corporate server.

To access your My Files from your mobile device:

1. If you are not already on the Home page, tap the Home button (for iOS, tap , for Android, tap) from any page in the Filr app.

2. Tap *My Files.*

Accessing Shared Files and Folders

Files and folders that you have shared with others are stored in one convenient location. Files and Folders that others have shared with you are stored in another location.

To view files and folders that have been shared with you:

1. If you are not already on the Home page, tap the Home button (for iOS, tap , for Android, tap) from any page in the Filr app.

2. Tap *Shared With Me*.

Information specific to the share, such as who shared the item, when it was shared, and any notes associated with the share, is displayed beneath the shared item.

To view files and folders that you have shared:

1. If you are not already on the Home page, tap the Home button (for iOS, tap , for Android, tap) from any page in the Filr app.

2. Tap *Shared By Me.*

7.0 Accessing Files and Folders in the Corporate File System (Net Folders)

Net Folders are folders and files on your corporate file system. Filr gives you seamless access to these files, regardless of their location. Your corporate file system includes:

- A mapped drive
- A remote server

The corporate files that you have access to are defined by your Filr administrator.
Like all files in Filr, files in Net Folders are fully indexed and searchable in the Filr site.
Your Filr administrator can disallow access to Net Folders from the Filr mobile app. If you do not have access to files in Net Folders when using the Filr mobile app that you would normally have access to, your administrator has disabled this functionality.

To access Net Folders on your mobile device:

1. If you are not already on the Home page, tap the Home button (for iOS, tap [icon], for Android, tap [icon]) from any page in the Filr app.

2. Tap *Net Folders*.

For information about how to access Net Folders from within the Filr Web application, see Accessing Files and Folders in the Corporate File System (Net Folders) in the Novell Filr 1.0 Beta Web Application User Guide.

8.0 Viewing What's New

The Filr app enables you to see new files that have been added to the Filr site.

1. If you are not already on the Home page, tap the Home button (for iOS, tap [icon], for Android, tap [icon]) from any page in the Filr app.

2. Tap *What's New.*

The newest files that you have access to are displayed.

You can filter the list by tapping a category, such as My Files, Shared With Me, Shared By Me, and Net Folders.

9.0 Viewing Recent Files

The Home page displays the files that you have most recently viewed or modified, in chronological order.

1. If you are not already on the Home page, tap the Home button (for iOS, tap , for Android, tap) from any page in the Filr app.

   The files are displayed

   In the *My Files* column, the files that you have most recently viewed or modified are displayed.

   In the *Shared With Me* column, the files that you have most recently viewed or modified are displayed.

   In the *Net Folders* column, the files that you have most recently viewed are displayed.

2. **On a phone device:** Tap the words (not the icon) My Files, Shared with Me, or Net Folders, depending on the area where you want to view the recent files.

   Recent files for that area are displayed.

   On a tablet device: Recent files are displayed simultaneously in the My Files, Shared with Me, or Net Folders columns on the Home page.

   NOTE:If you view files via What's New or from a global search and the files have not been previously cached, those files are not displayed in the list of recent files.

10.0 Viewing Comments for a File

1. On your mobile device, navigate to and view the file for which you want to view comments.

2. **iPad and Android devices:** When viewing the file, tap the *Comment* icon .

   iPhone: When viewing the file, tap the *Actions* icon , then tap, *Show Comments*.

11.0 Commenting on a File

1. On your mobile device, navigate to and view the file that you want to comment on.

2. **iPad and Android devices**: When viewing the file, tap the *Comment* icon .

   iPhone: When viewing the file, tap the *Actions* icon , then tap, *Show Comments*.

3. Tap the *Plus* icon to add a new comment.

   or

   To reply to an existing comment, tap the *Reply* icon next to the comment that you want to reply to.

   Specify your comment, then tap *Add / Send*.

12.0 Editing or Viewing a File in an External Application

You can open files in applications external to Filr. You might want to do this for either of the following reasons:

● To edit the file.

   You can open a file in another application, edit it, then save it back to Filr.

   For example, on iOS devices, you can view a .doc document in Filr and open it in the Pages app.

● The type of file is not supported for viewing within the Filr app.

Most types of files are supported in the Filr app. For those that aren't, you can open them in another application.

If your Filr administrator has disallowed the downloading of files to mobile devices, you are not able to edit or view a file in an external application as described in this section.

To open a file in an application external to Filr:

1. Navigate to the file that you want to open in an external application.

2. **iOS devices**: Tap the *Actions* icon , tap *Open In* (iPhone only), then tap the name of the application that you want to use to open the file.

   NOTE:Filr is registered with the Open In technology to import and export all file types. Other applications also have the liberty to choose the types of files they support.
   Android devices: Long press the file name, tap *Send to*, then tap the name of the application that you want to use to open the file.

(Optional) Edit the file, then save it to the Filr site, as described in Uploading a File.

13.0 Saving a File to the Photos App (iOS Only)

You can save a file directly to the Photos app on your iOS device:

1. On your mobile device, navigate to and view the file that you want to save to the Photos app.
2. Tap the Actions icon , then tap *Save to Photo Ablum*.
3. (Conditional) Click *OK* if you are prompted to allow Filr to access your photo album.

14.0 Downloading a File

You can download files onto your mobile device to make them available to you when you are offline. Comments already made on downloaded files are also available.

Your Filr administrator can disallow the downloading of files to mobile devices from the Filr mobile app. If you cannot download files to your mobile device as described in this section, or if files that you previously downloaded are no longer there, your administrator has disabled this

functionality.

1. Navigate to the file that you want to download.

2. **iPhone**: When viewing the file on the iPhone, tap the Actions icon , then tap *Add To Downloads.*

   To remove the file from your downloads, tap the Actions icon , then tap *Remove From Downloads*

   iPad and Android devices: When viewing the file on the iPad and on Android devices, tap the *Download* icon .

   To remove the file from your downloads, tap the *Remove* icon .

The following icons indicate that a file has been downloaded:

- The download icon is overlayed on the file icon, next to the filename.
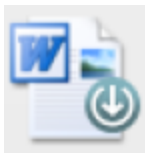
- On the iPad and on Android devices, the *Download* icon is changed to the *Remove* icon .

You can access your downloaded files by tapping *Downloads* from the home screen.

To see how much memory your downloaded files are consuming on your device:

1. Tap the Home button (for iOS, tap , for Android, tap) from any page in the Filr app, then tap *Settings > Usage*.

2. **iOS devices**: Tap *Settings > Usage*.
   The *Downloaded Files* section displays the memory usage of your downloaded files.
   Android devices: Tap *Settings*, then in the *Storage* section, the *Current Downloads* Size section displays the memory usage of your downloaded files.

15.0 Synchronizing Downloaded Files

Filr synchronizes your downloaded files on your mobile device with the files on the server at a schedule set by your Filr administrator.

To modify your synchronization settings or to synchronize your files immediately:

1.   Tap the Home button (for iOS, tap , for Android, tap) from any page in the Filr app, then tap *Settings*.

2.   **iOS devices:** Tap *General*, then look at the options in the *Synchronize Downloads* section.

Android devices: Look at the options in the *Synchronize Downloads* section.

The following options are displayed:

WiFi only: When enabled, the synchronization process occurs only when your mobile device is connected to WiFi. When disabled, the synchronization process uses WiFi when available, and uses data through your mobile provider when WiFi is not available.

Synchronize Now: Synchronizes your downloaded files immediately, regardless of the *WiFi only* setting.

16.0 Uploading a File

You can upload files to the Filr site from your mobile device.

1. From another app on your mobile device, view the file that you want to upload to Filr.

2. **iOS devices**: Tap the *Open In* icon , then tap the Filr icon.

This option is not available from the Photos app on iOS devices. Instead, tap the *Plus* icon from the Home page within the Filr app, select the files that you want to upload, then tap Upload.

NOTE:Filr is registered with the Open In technology to import and export all file types. Other applications also have the liberty to choose the types of files they support.

Android devices: Tap *Share*, then tap the Filr icon.

The Filr app is launched and the Upload File dialog box is displayed.

3. (Optional) In the *File Name* field, rename the file.

4. To save the file to the default destination (My Files), tap *Upload*.

or

To save the file to another destination on the Filr site:

iOS devices: In the Select a *destination* section, tap either *My Files* or *Net Folders*, navigate to the folder that you want to save the file to, then tap *Select > Upload*.

Android devices: Tap *Browse*, tap the location drop-down list to choose either *My Files* or *Net Folders*, tap the folder where you want to save the file, then tap *Select > Upload.*