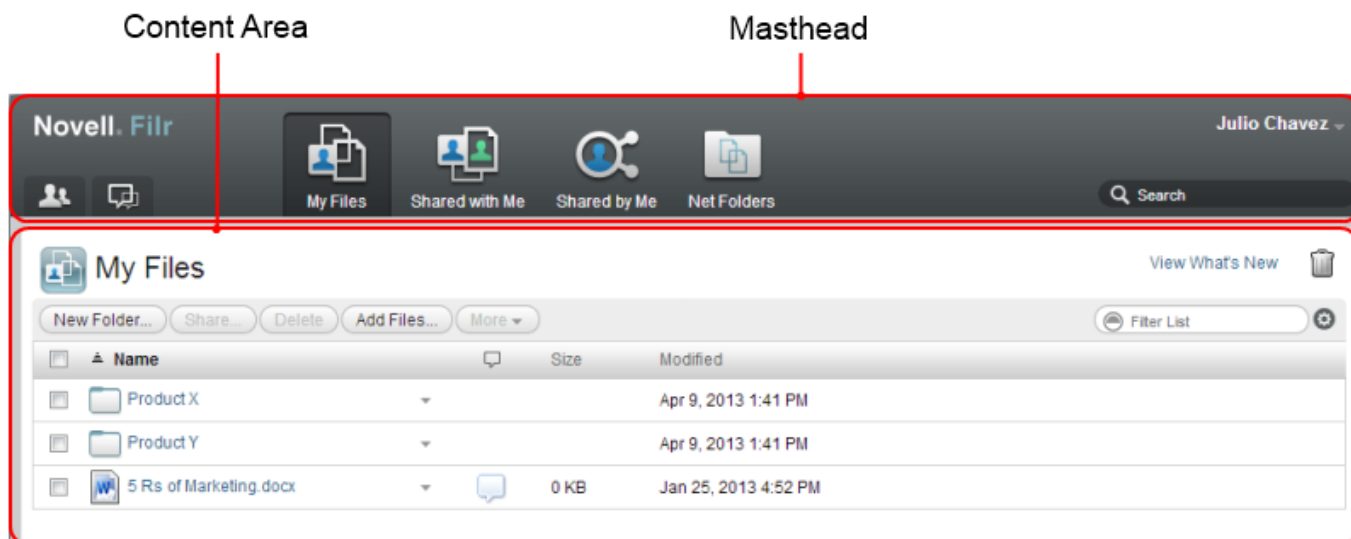


Getting to Know the Novell Filr Web Interface and Its Features


When you first launch Novell Filr in a Web browser, you see the My Files page. You can manage all of the files that you have created from this page.



Understanding the Masthead

The Masthead contains the following features:

User List: Click the *User List* icon  to see a list of all users in your system.

What's New: Click the *What's New* icon  to see an up-to-date view of the latest changes that are happening in the Filr site.

Use this area to view the latest changes to documents that you have access to. New files and modified files are displayed here, along with information about which users modified the files.

My Files: Manage all the files that you have created.

Shared with Me: View all the files that other users have shared with you.

Shared by Me: Manage all the files that you have shared with other users.

Use this area to manage the rights that other users have to the files that you have shared with them. You can revoke rights, grant additional rights, and so forth.



Net Folders: View all the files and folders that you have access to on your corporate server.

Name Link: Click your linked name in the upper right corner of any Filr page to view the following options:

- **Data Quota information:** (Conditional) Your current data quota and the amount of your quota that you have used are displayed.

If this option is not displayed, the Filr administrator has not restricted you to a data quota.

View Profile: Displays your Filr profile.

- **Personal Preferences:**  Displays your personal preferences, such as how many files you want to appear on a given page.
- **Help:**  Displays the Filr Help documentation.
- **Download Filr Desktop App:** (Conditional) Displays the Filr desktop app download page.

If this option is not available, the Filr administrator has not enabled it.

- **Sign out:** Signs you out of the Filr site.

Search Field: A global search that searches all content within the Filr site, including file metadata and content within files.

Understanding the Content Area

The Content Area in Filr is where the majority of information is displayed.