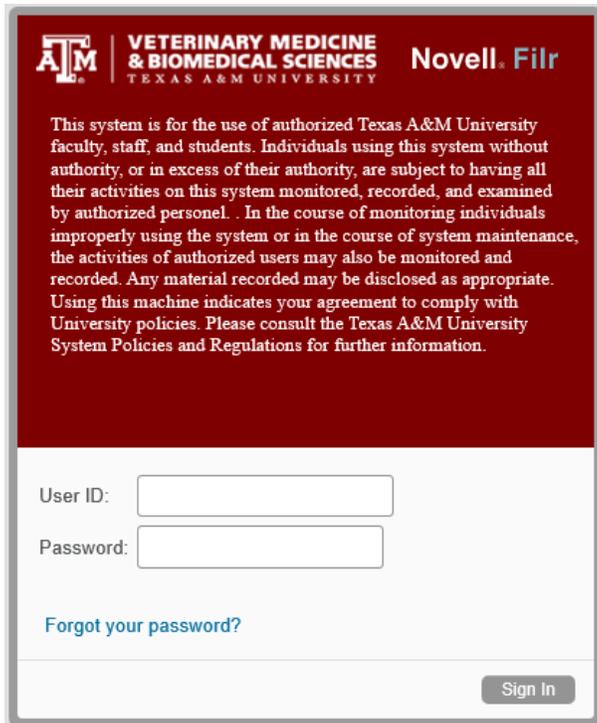


# CVM Filr

## Remote Access & File Sync

- Open a browser, and in your URL bar enter <https://filr.cvm.tamu.edu>
- You are prompted to enter your credentials, enter your CVM login and password.



**VETERINARY MEDICINE & BIOMEDICAL SCIENCES**  
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**Novell Filr**

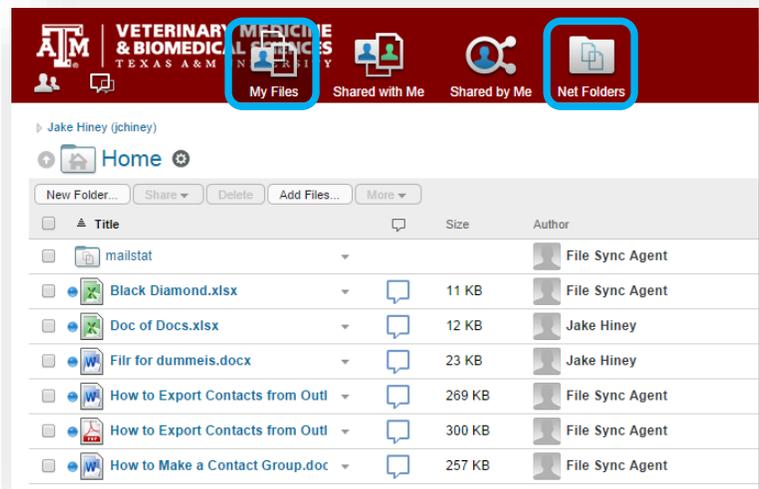
This system is for the use of authorized Texas A&M University faculty, staff, and students. Individuals using this system without authority, or in excess of their authority, are subject to having all their activities on this system monitored, recorded, and examined by authorized personnel. In the course of monitoring individuals improperly using the system or in the course of system maintenance, the activities of authorized users may also be monitored and recorded. Any material recorded may be disclosed as appropriate. Using this machine indicates your agreement to comply with University policies. Please consult the Texas A&M University System Policies and Regulations for further information.

User ID:

Password:

[Forgot your password?](#)

- Once logged in to FILR, Click the My Files icon  in the maroon menu bar will present you with your “Home” folder. The Home file is your U: drive. Double click “Home” to open it.
- This will allow you access to your private files stored on the CVM Network from anywhere, as long as you have an internet connection.



| Title                            | Size   | Author          |
|----------------------------------|--------|-----------------|
| mailstat                         |        | File Sync Agent |
| Black Diamond.xlsx               | 11 KB  | File Sync Agent |
| Doc of Docs.xlsx                 | 12 KB  | Jake Hiney      |
| Filr for dummeis.docx            | 23 KB  | Jake Hiney      |
| How to Export Contacts from Outl | 269 KB | File Sync Agent |
| How to Export Contacts from Outl | 300 KB | File Sync Agent |
| How to Make a Contact Group.doc  | 257 KB | File Sync Agent |

Getting to Know the Filr interface, additional documentation:

[https://www.novell.com/documentation/novell-filr-1-1/filr-1-1\\_user/data/bjxkczb.html](https://www.novell.com/documentation/novell-filr-1-1/filr-1-1_user/data/bjxkczb.html)

Accessing Files and Folders in the CVM Network, the NetFolders icon  will allow access to other Network locations like the V:, X: or Y: drives. They are represented by the department acronym, ie VTMD, VSCS, DCVM. The web interface allows you Upload and Download files or folders from your network storage areas.

The Shared by Me  and Shared with Me  icons allow you to see additional files shared by you to others or files shared to you by other users.

- Video showing Sharing files and folders with Filr..
- [https://www.novell.com/documentation/novell-filr-1-1/filr-1-1\\_user/data/b11h8rrd.html](https://www.novell.com/documentation/novell-filr-1-1/filr-1-1_user/data/b11h8rrd.html)

# CVM Filr

## Remote Access & File Sync

- Instruction on Sharing files or Folders to Internal and External users.
  - [https://www.novell.com/documentation/novell-filr-1-1/filr-1-1\\_user/data/b11v1e8b.html](https://www.novell.com/documentation/novell-filr-1-1/filr-1-1_user/data/b11v1e8b.html)

### Mobile Client Support:

- The FILR client is available for all devices and operating systems. To download, click your name in the upper right hand corner for the main Filr Home Page, then “Download Filr”



### Note:

#### Windows and MAC clients:

Provide active synchronization of files to/from your Desktop/Laptop to the CVM File servers whenever an internet connection is available.

- More information Below.

#### Mobile Clients:

Provide an easy to navigate interface for access all personal storage as well as accessible Departmental files on the CVM file servers for all mobile devices.

### Desktop/Laptop Synchronization:

The Mac and Windows clients provide full active synchronization of your network files. This allows us to secure your files while providing a “Safer than Dropbox” solution for remote access and sharing.

#### Two safety notes before getting started:

1. The “My Files” folder is automatically added to your “Synchronized folders” list. This is your entire U: drive. If your U: drive is larger than 20 gigabytes or you know you do not need access to all files remotely, we suggest removing “My Files” from the list and adding back just the folders you would like synced to your personal device. While we cap the synchronized storage at 50 gigs, performing a sync of large amounts of data may adversely affect the performance of your computer.
2. If you need to sync folders from other volumes (ie. **Dept, Labs** or **Classes**), be selective. Verify how large an entire directory tree is before applying your changes. Your performance may be better if you select only the folders you need or create “Work” folders that you move files into to sync them and have them available while you are away.

# CVM Filr

## Remote Access & File Sync

### Configuring Folders to Synchronize

When you first configure the Filr desktop application, you can choose which folders you want to synchronize. My Files and Shared with Me are synchronized by default; Net Folders and Public must be manually configured to synchronize. You can configure folders to be synchronized during the initial configuration or any time after the initial configuration.

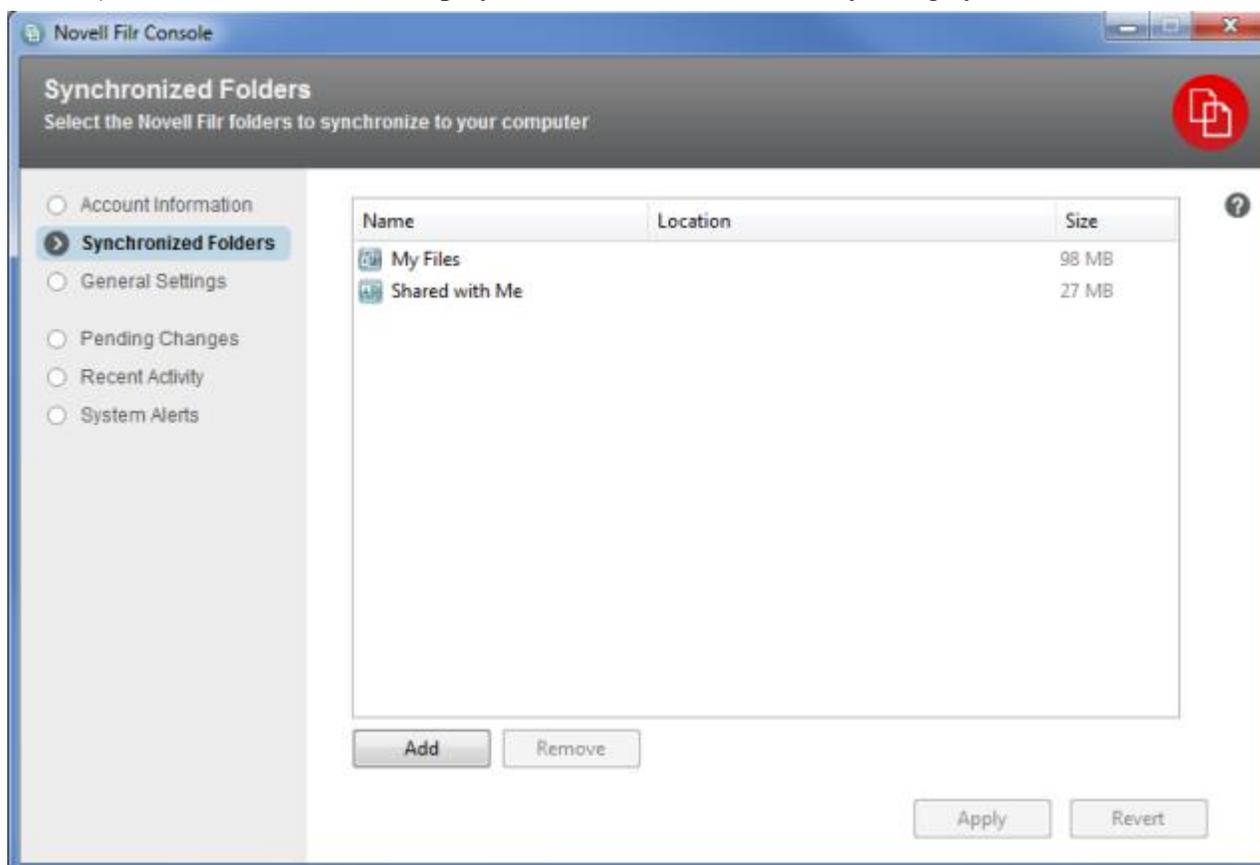
Select and remove “My Files” if you are not sure you want all of your U: drive to sync to your local device.

You must have appropriate View rights on a Net Folder in order to synchronize it.

For optimal performance, the Filr desktop application should not be configured to exceed the synchronization limits. Currently set at 50gb /user .

To configure Net Folders in Filr to be synchronized to your computer:

1. Right-click the *Filr* icon  in the notification area of your desktop, then click *Open Filr console*.
2. Click *Synchronized Folders* to display the folders that are currently being synchronized.



3. Click *Add*.

The Add Novell Filr Folders dialog box is displayed.

4. Select the *My Files*, *Shared with Me*, *Net Folders*, or *Public* tab, depending on the location of the folder that you want to synchronize.
5. (Optional) Click a folder name to navigate to subfolders.

# CVM Filr

## Remote Access & File Sync

6. Click the *Download* icon  next to the folder that you want to synchronize.  
or

Click the *Download* icon  at the top of the folder list to synchronize all folders.

When you select a folder to synchronize, subfolders are also synchronized.

The Filr administrator must enable Net Folders and files that have been shared with the public to be synchronized to the Filr desktop application. If the administrator has not enabled a Net Folder to be synchronized, a red icon is displayed next to the folder and you cannot synchronize it.

Files in a Net Folder might not synchronize immediately, depending on the way your Filr administrator implemented file synchronization. If there are files in a Net Folder that are not synchronized, try accessing those files first from the Filr web application or the Filr mobile app. If files still fail to synchronize to the Filr desktop application, contact your Filr administrator.

7. Repeat [Step 4](#) through [Step 6](#) to synchronize additional folders in your *My Files*, *Shared with Me*, *Net Folders*, or *Public* locations.

8. (Optional) Click the *Synchronized* icon  next to any folder that you want to stop synchronizing.

You cannot stop synchronizing a subfolder if the parent folder is being synchronized; you must stop synchronizing the parent folder.

or

Click the *Synchronized* icon  at the top of the folder list to stop synchronizing all folders.

9. Click *OK*.

The folders that you have selected to be synchronized are listed on the Synchronized Folders page. The size of the folder is displayed next to the folder, in the *Size* column.

10. Ensure that you want to synchronize the folders that are listed, then click *Apply*.

If you have selected a folder that is over 500 MB, you are warned before proceeding.

### Viewing Filr Files from Your Computer

Double-click the *Filr* icon  in the notification area.

or

Right-click the *Filr* icon  in the notification area, then click *Open Filr folder*.

You can access the Filr folder directly from your file system. The Filr folder is typically in the following location:

**Windows 8, 7, or Vista:** `c:\Users\username\Filr` or under Favorites in the File Explorer.

On Windows Vista, the Filr folder is also located in your Favorites.

On Windows 7 and 8, the Filr folder is also located in your Favorites and in your Libraries.