Installing and Configuring the Filr App

Open the App Store and Search for "Micro Focus Filr".

Click install.
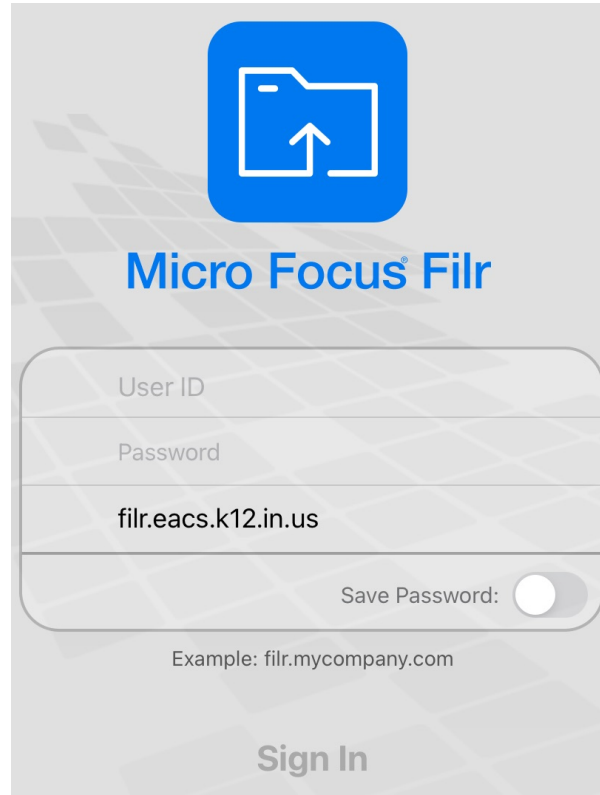
Micro Focus Filr [4+]

Micro Focus Software Inc.

★★★★☆ 4.5 • 4 Ratings

Free

Once the app is installed, click **Open**.

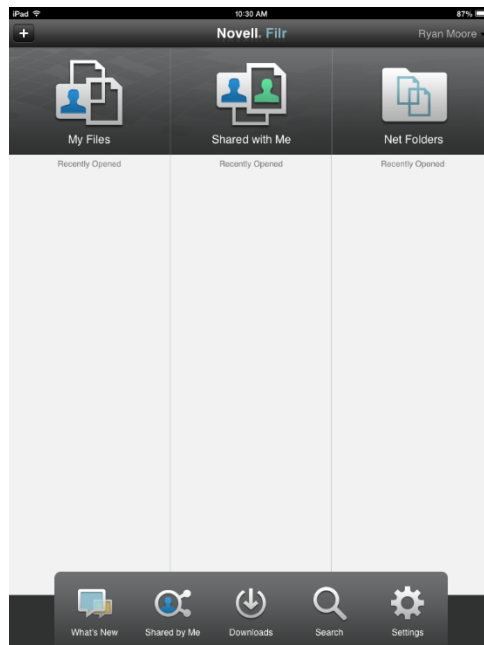**Micro Focus Filr**

Business

★★★★☆ 4

OPEN
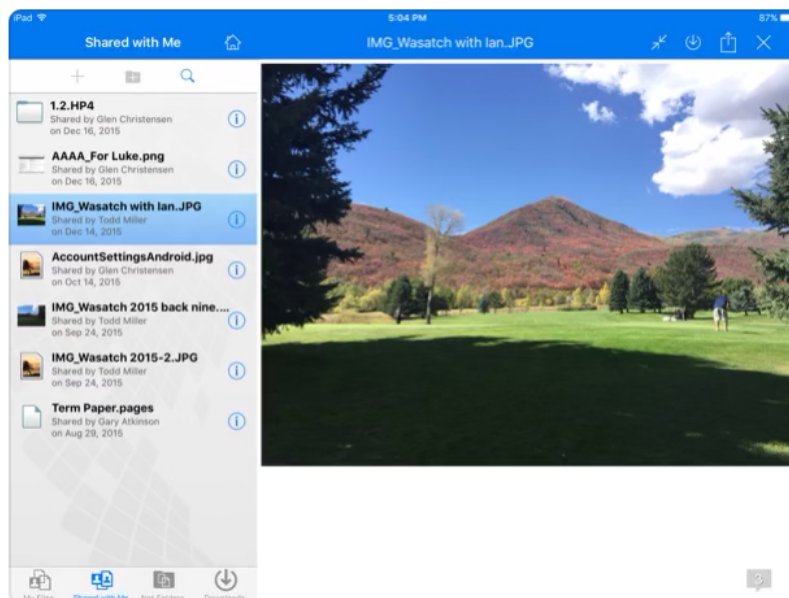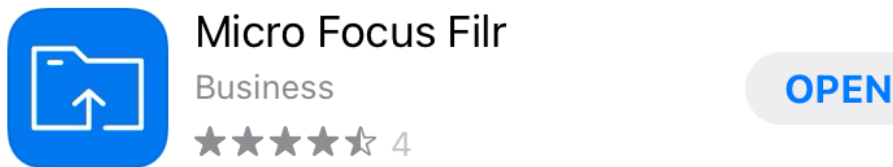
Enter your *EACS User Name* for **User ID.** Enter your school password.

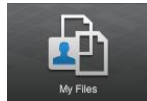Enter filr.eacs.k12.in.us for **Server IP Address**

Tap **Sign In**

This will bring up the Filr App Main Screen

Navigating the Filr App
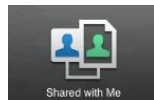
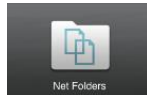From the main screen you will see recently viewed documents under the three main headers:

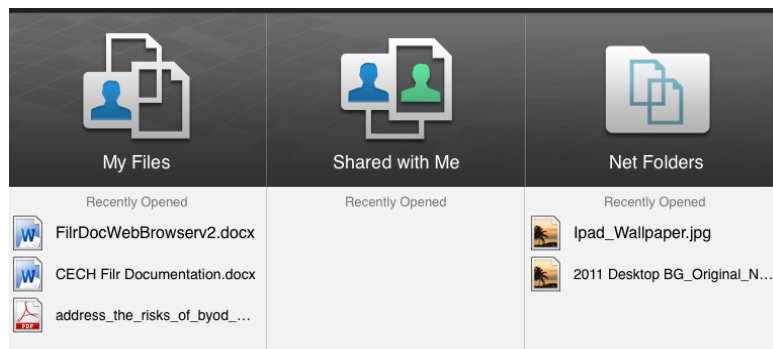**My Files** are files located in your *H: Drive.*

Share with Me are files other users have shared with you.

Net Folders contain files from the *Shared drives* you have access to.
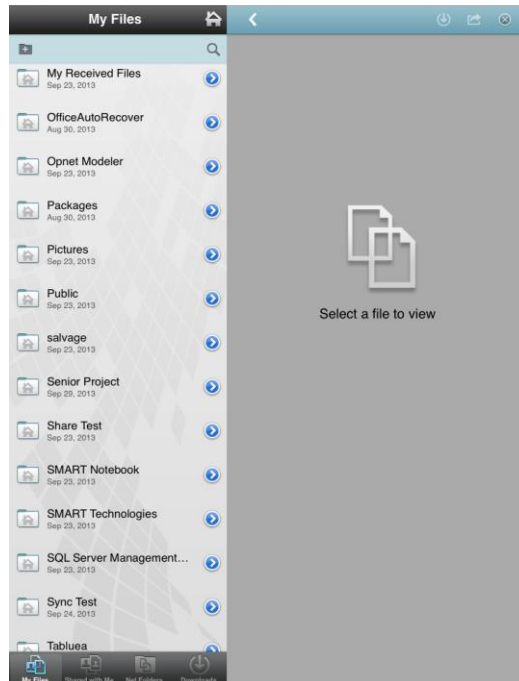

On the bottom of the main screen there are Four Options:

- **What's New** – Shows newly added or edited files.
- **Downloads** – Files you have downloaded to your device
- **Search** – Allows you to search for Files with key words.
- **Settings** – Change application settings.

Tap the icon for the location you would like to browse.

This will bring up a list of Folders and Files for that location.

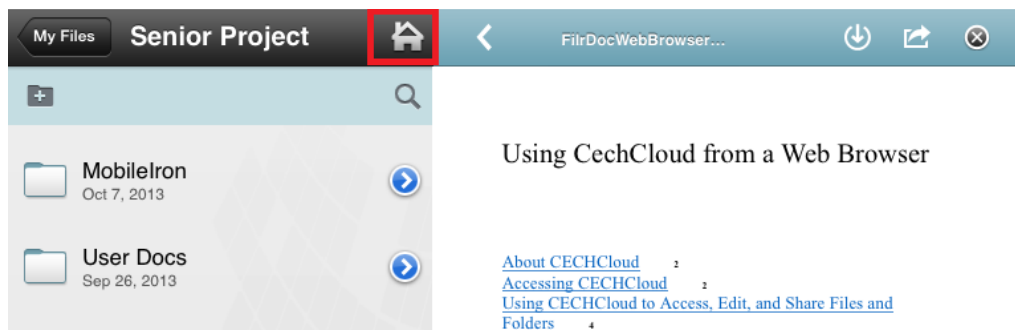Simply tap a folder to view the contents of that folder

Tap a file name to bring up a preview of that file.

Tap the back arrow in the top left corner to move up a level.

Tap the Home Icon to return to the main screen.

To move to another file location, use the icons at the bottom left of the page to navigate between My Files, Shared With Me, Net Folders, and Downloads.
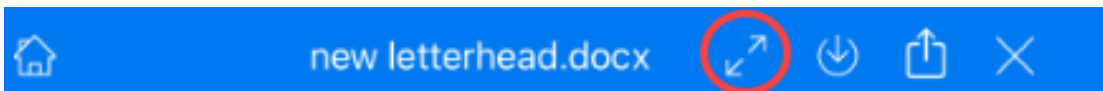
Working with Files

Viewing Files

When you have located the file you would like to view, simply tap the file to open a preview of the file.
NOTE: Not all file types can be viewed from the app. Microsoft Office Files, Adobe PDF, and Images can all be viewed.
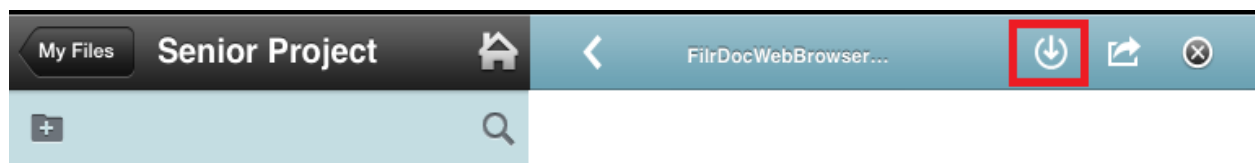
To expand the preview size, tap the arrow at the top of the preview window.

## Downloading a file to work with offline

If you would like to save a file to your device, so that you can access it when not connected to the internet, select the file you would like to download.

Tap the **download** ⏻ icon at the top of the preview window.

The file will be downloaded to the device's local memory.

To view or edit the downloaded files, go to the download location from either the file browsing window or the main screen.
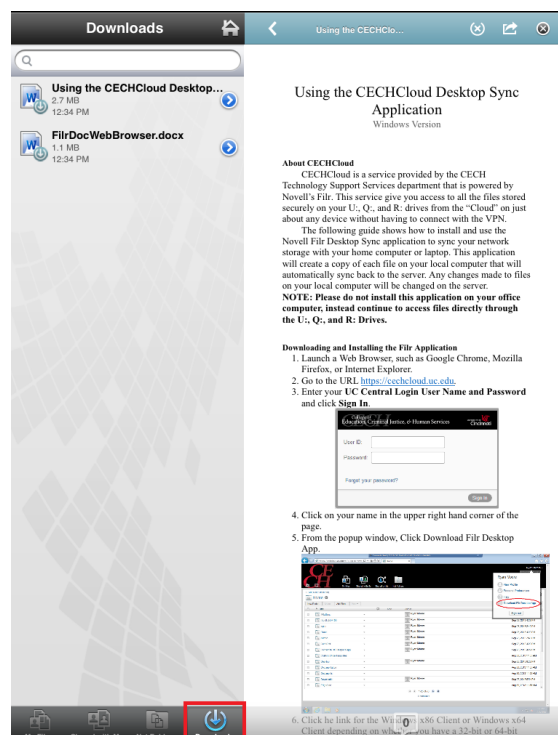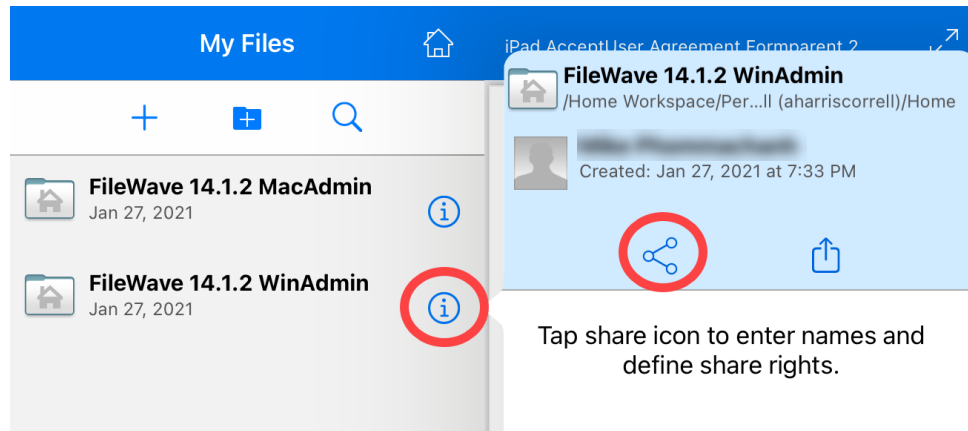

From here, you can view or open the file in another application, even when offline.

Sharing files

Browse to the file you would like to share.

Tap the (i) next to the file name.

Tap the **Share** button.

Tap share icon to enter names and define share rights.

Begin typing the name of the person you want to share the file with, then select their name from the list or type in the e-mail address of an external user.
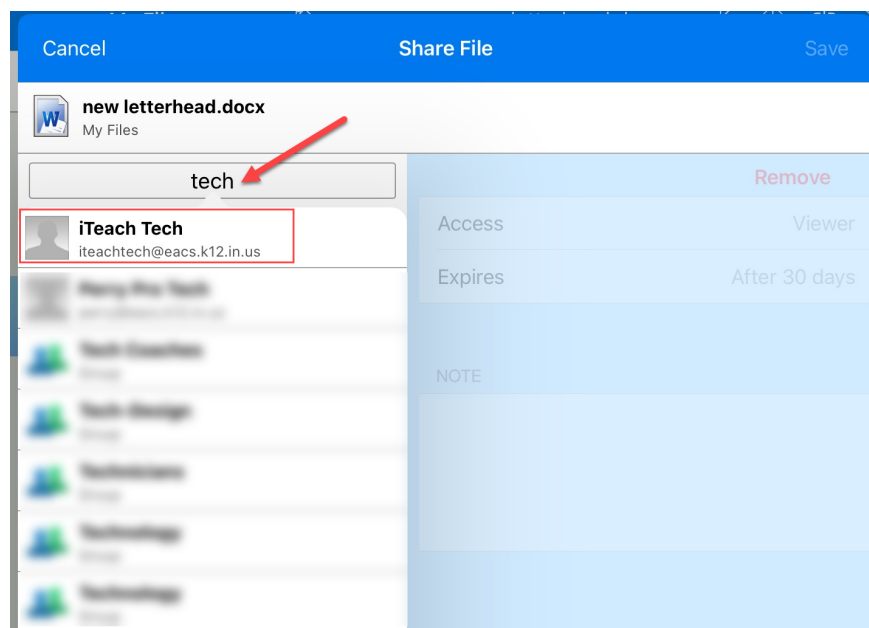
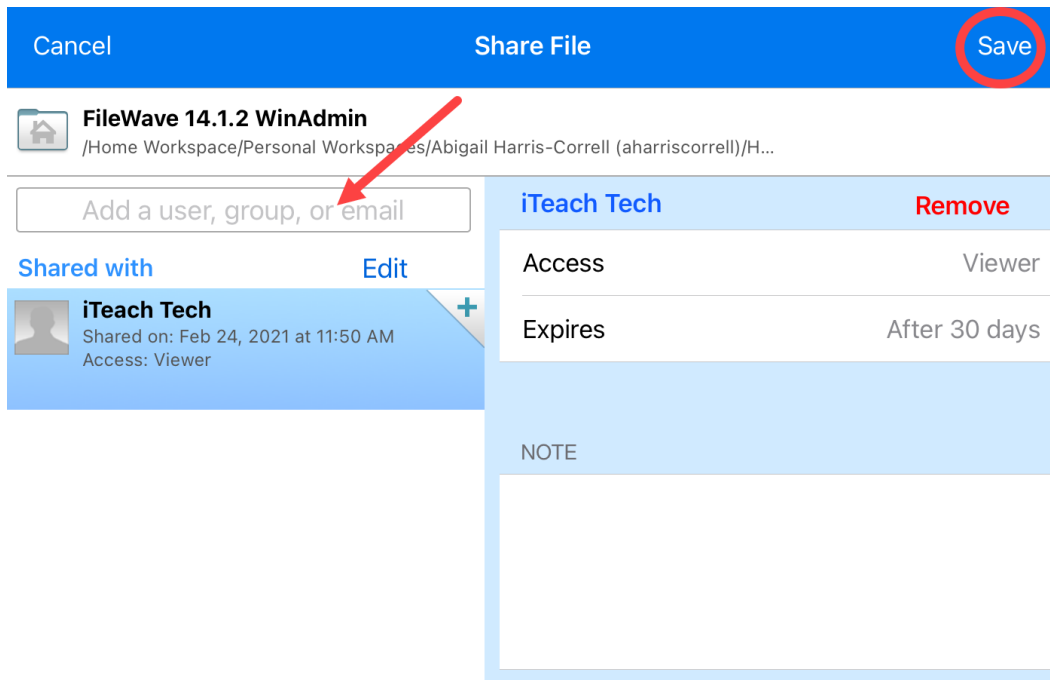Highlight each user to set Access rights and Expiration times.

Tap **Access** to select from **Viewer or Editor**.

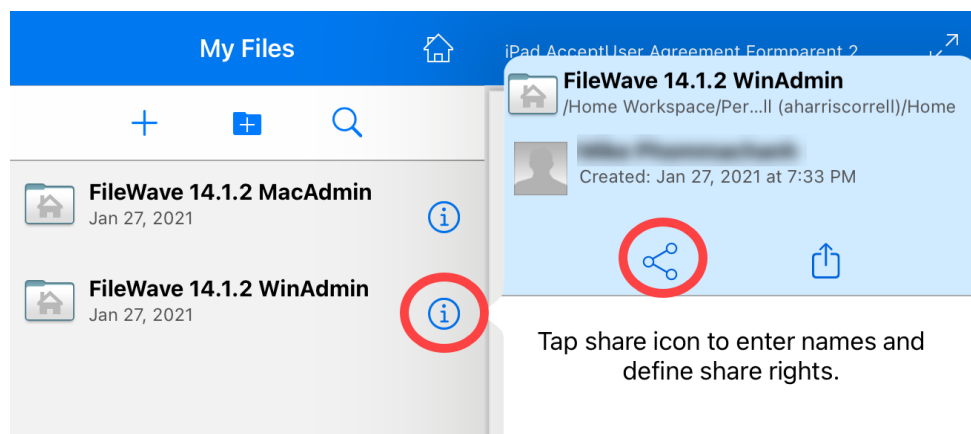Tap **Expires** and choose an expiration time.
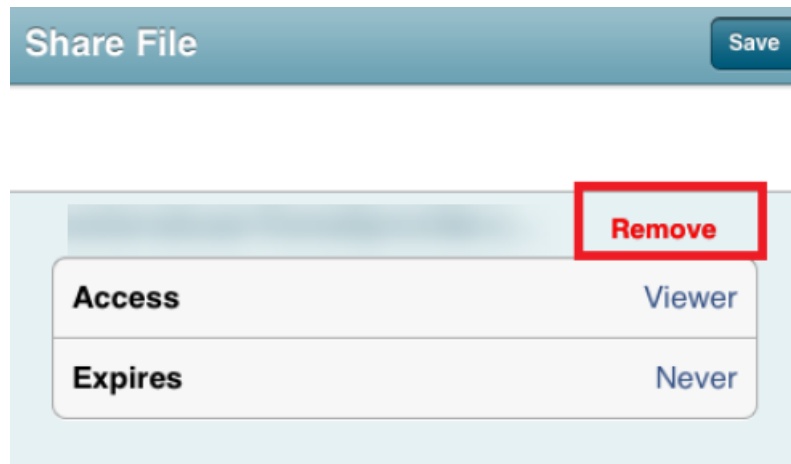
Enter a **Note** if desired.

Tap **Save** to save the share. An e-mail will be sent to all share users notifying them of the shared item.

To remove a share, tap the next to the file name,

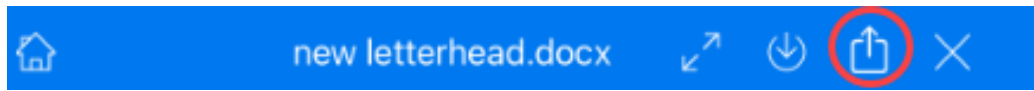Tap the **Share** button.

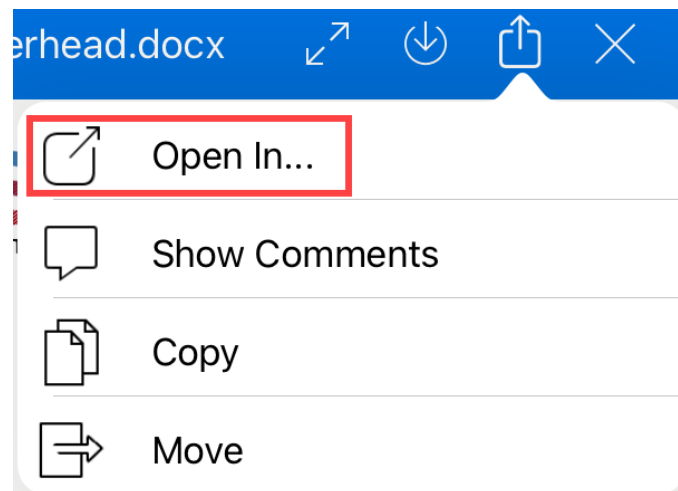Tap **Remove** next to the user name.

Tap **Save**.

Open a file with another application

NOTE: To edit a file, you must have an app installed that can edit the file type.
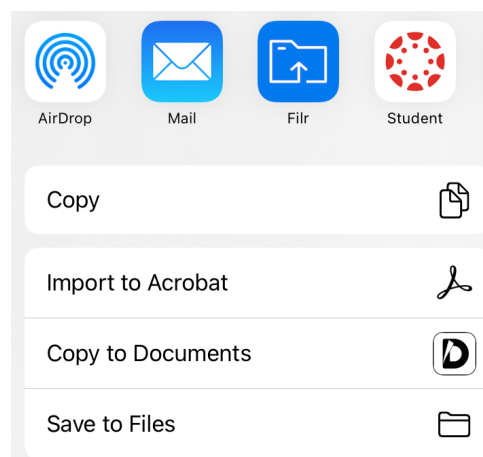
To open the file with another application, tap the **actions** icon.

Choose **Open in.**

This will bring up a list of available apps that can open this file type, tap the icon of the app you would like to use. The file will then be opened by that application.
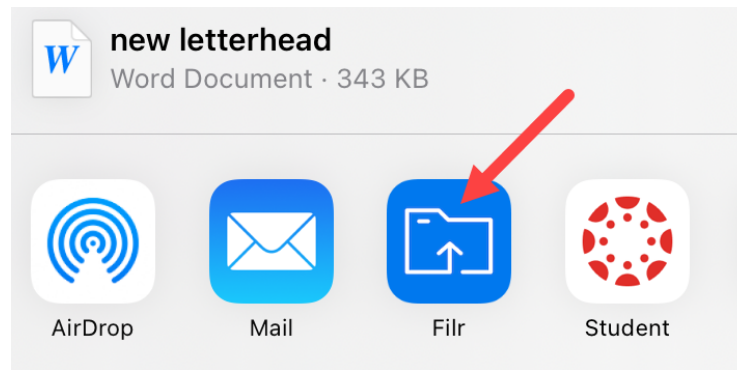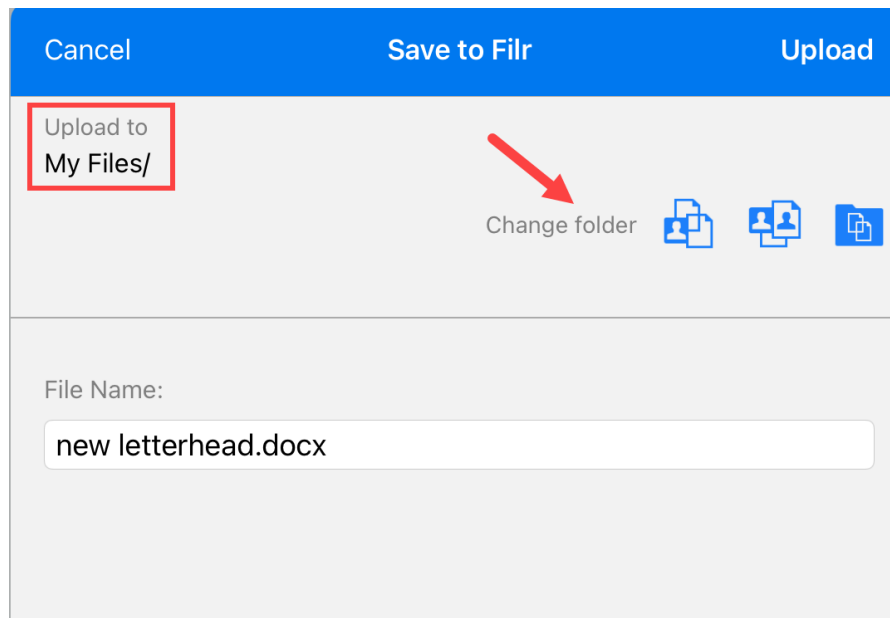

Make any edits with the app and then Save.

Use the **Action** icon and choose **Open In**.
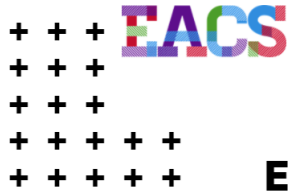
Select **Open in Filr**.

Select the destination of the original file or another location where you would like to save the new file.

Tap **Upload.**

Setting Up Filr for Desktop

East Allen County Schools

User ID

Password

LOGIN

Can't login ?

Go to filr.eacs.k12.in.us and log in using your EACS credentials

Home will take you back to the dashboard

**My Files will show all the files and folders in your Home Folder (i.e. your H: drive)**

NetFolders is how you access the Shared Drive

If you do a lot of work remotely you might want to install Filr to your computer. Otherwise, the remainder of this doc is ancillary information.
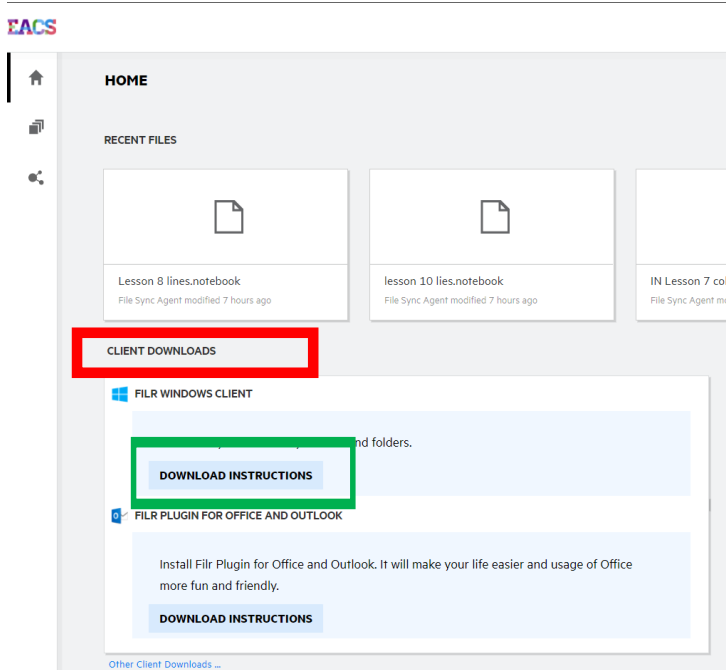
When you're on the Filr website Click Client Downloads at the middle-bottom of the screen

Click on Download Instructions
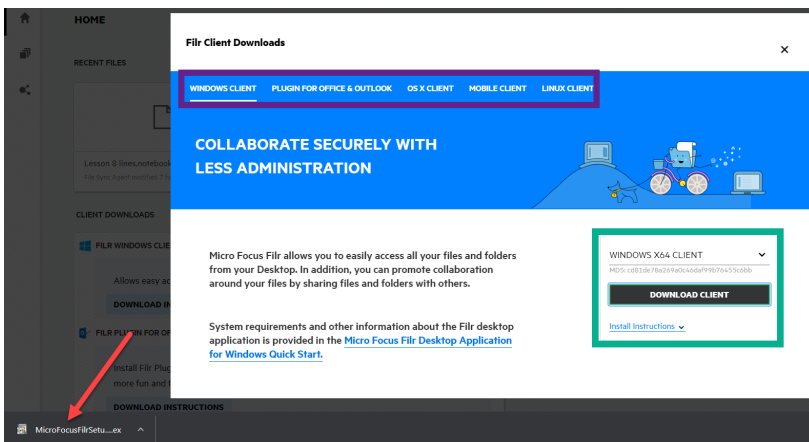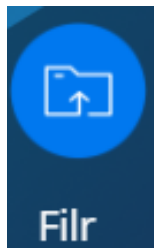

Click on the link appropriate for your platform

Click on **Download Client**

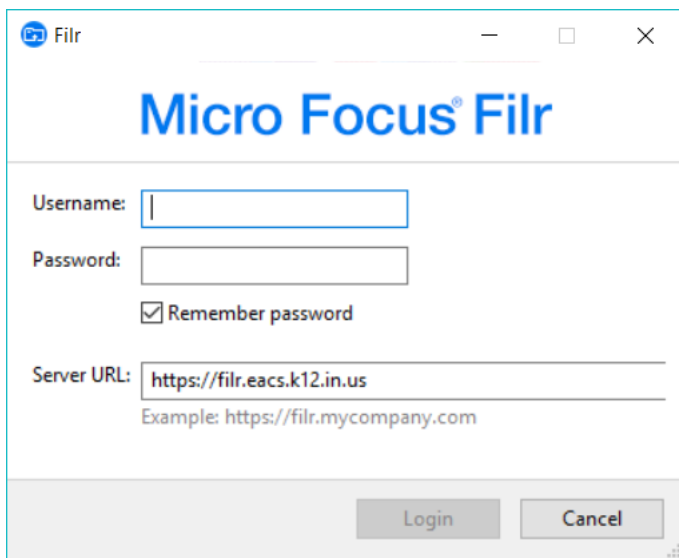The file will download. **Click on the download** to begin installation

Installation Instructions: EACS Computer

Open ZENworks Application on your Desktop

Double click on the Filr icon

Use your EACS credentials for Username and Password.

Server URL:
https://filr.eacs.k12.in.us

Installation Instructions: Non-EACS Device
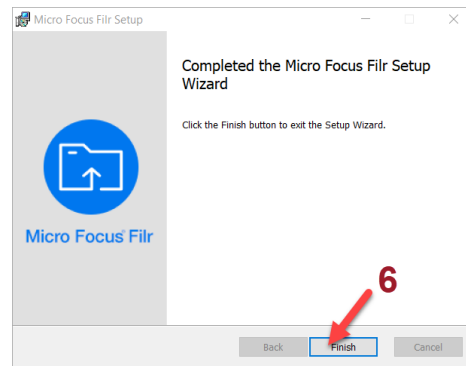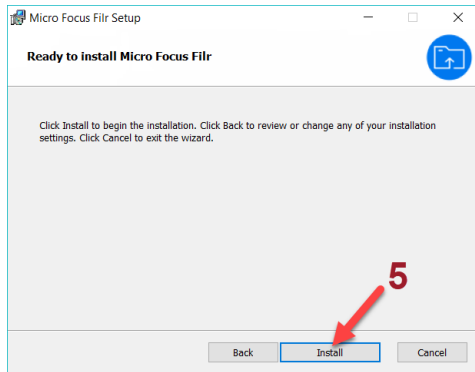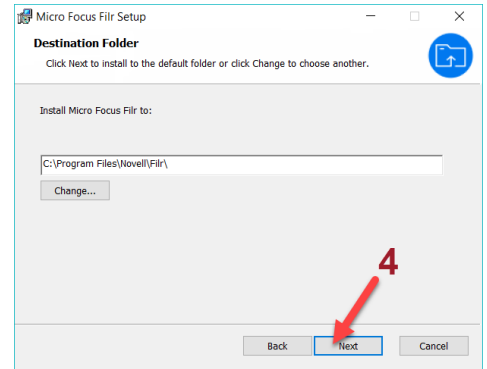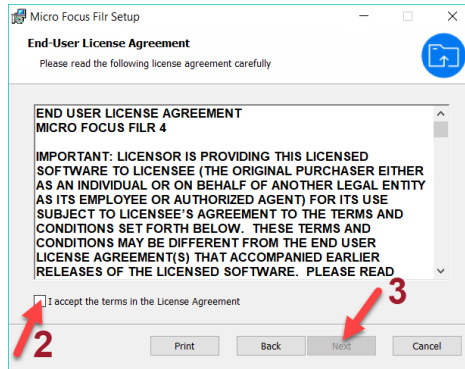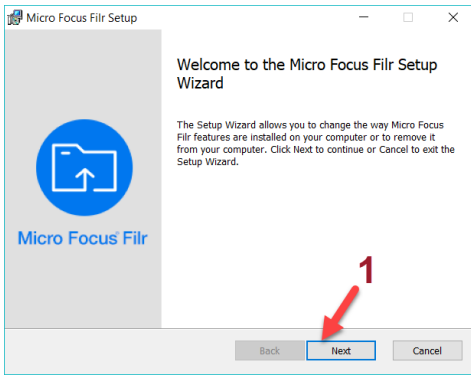
1. Click Next
2. Check the box accepting terms
3. Click Next
4. Confirm location and click Next
5. Click Install
6. Click Finish

Use your EACS credentials for Username and Password.

Server URL:
https://filr.eacs.k12.in.us