

# Interlace File Collaboration

– Operating Instructions –

BaysideNetworks.com, Inc.  
*Version 20090115*

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# Chapter 1

## About Interlace

### 1.1 What is Interlace?

Interlace is web based file sharing application developed by Bayside Networks.

- Simple reliable way to transfer files with business partners and clients.
- Large files can be transferred safely up to 500mb is practical.
- Can be used to send or receive files.
- File deliveries are confirmed immediately via email.
- Simple to use, does not require advanced technical skills.

### 1.2 Usage Example

Typical scenario, employee inside your firm wants to share a large file with an outside party Posting the file for the outside party, getting it ready for pickup

- Login as the employee within your firm that wishes to share data  
`https://interlace.<your domain name>.com`
- Upload a file to be shared, place the file in the appropriate folder
- Grab the link for the uploaded file, either right-click / copy to get the link, or use the notification link you receive when you upload the file

Send link via email to the person that you wish to share the file with.

The outside picks up the file

- The outside party receives an email, notifying them that the file is ready
- Outside person clicks on the link, logs into Interlace, then their file is delivered automatically
- The outside persons notification partner is notified of the pick-up

- Note that the outside party can also upload files, and will receive a notification email

The main idea sharing files safely, with delivery confirmations.

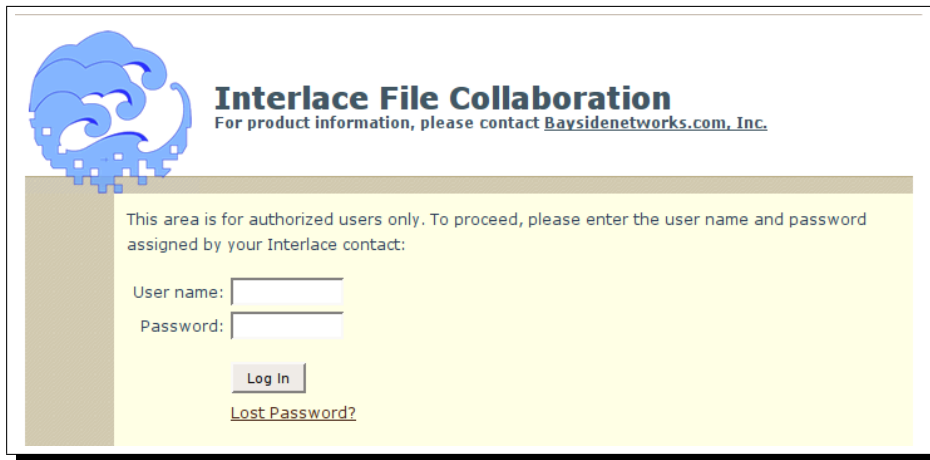
## Chapter 2

# User Access

### 2.1 Log in

Since Interlace is a web application, you will be accessing it via your web browser. It doesn't matter which browser you use (IE, Firefox, etc..), so load up your favorite one and lets go. Usually Interlace is available at the following URL (you'll have to replace <your domain here> with your actual domain) <https://interlace.<your domain here>.com> You will be presented with the Login page. Just enter the User name and Password provided to you by your local Interlace administrator. The click 'Log In' when your ready.

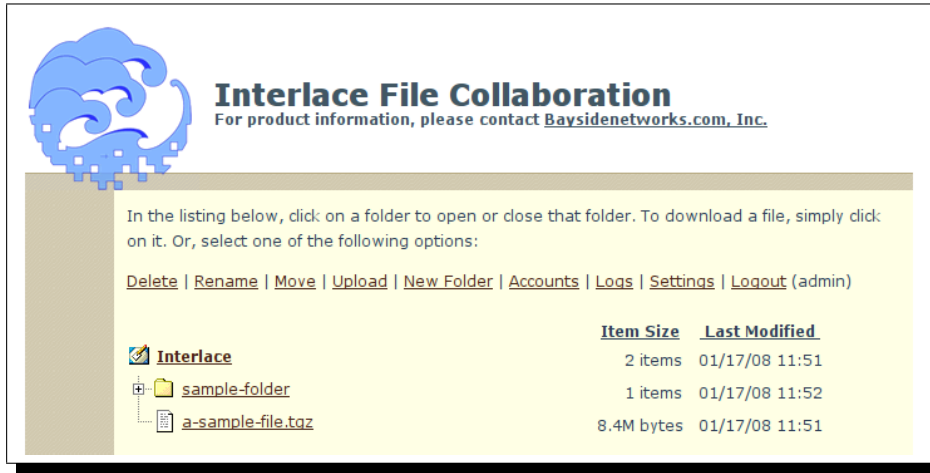
If the password recovery feature is enabled you will have the 'Lost Password?' link, this link will have the system generate a new password that is emailed to the address that is associated with the user profile.



The screenshot shows the login interface for Interlace File Collaboration. At the top left is a blue logo consisting of stylized waves. To the right of the logo, the text reads "Interlace File Collaboration" in a bold, dark blue font, with a smaller line below it stating "For product information, please contact [Baysidenetworks.com, Inc.](http://Baysidenetworks.com, Inc.)". Below this header is a light yellow rectangular area containing the login instructions: "This area is for authorized users only. To proceed, please enter the user name and password assigned by your Interlace contact:". Underneath the instructions are two input fields: "User name:" followed by a text box, and "Password:" followed by a text box. Below the password field is a grey "Log In" button. At the bottom of the yellow area is a blue underlined link labeled "Lost Password?".

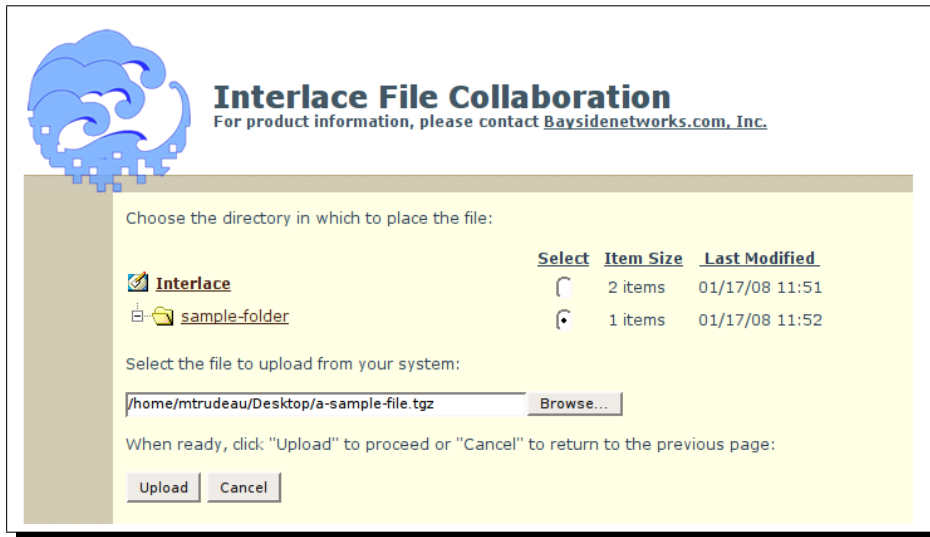
### 2.2 Downloading Files

When you first login you will be presented with the initial screen. From here you can navigate to the file you need and initiate the download by clicking on the file name. Navigate into the sub folders by clicking on folder names.



## 2.3 Uploading Files

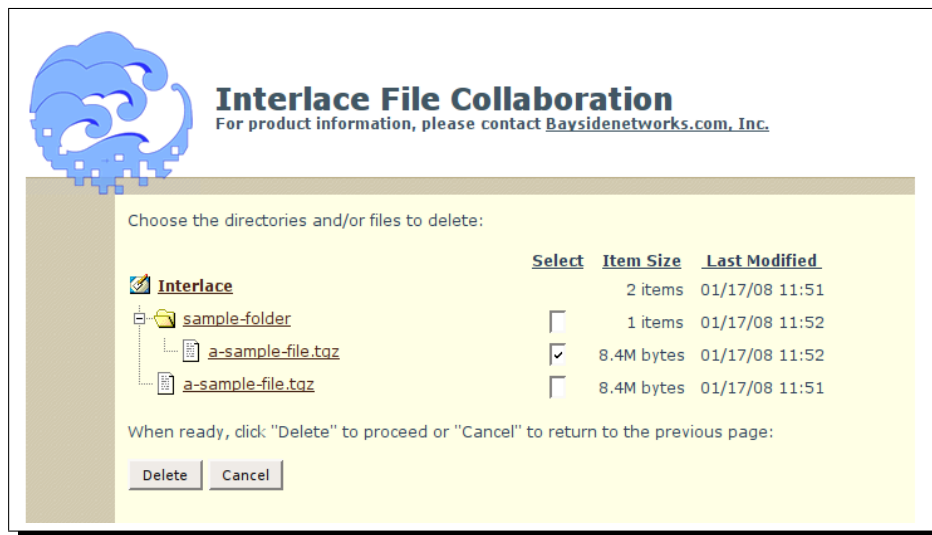
To upload a file, click the 'Upload' link from the options menu. You will be presented with the upload screen. You will need to 'Select' which folder the file is to be placed into. Then 'Browse' to the file on your local machine. When your ready to start the upload, click on the 'Upload' button. If you decide that you do not want to upload the file, click on the 'Cancel' button to return to the initial screen.



## 2.4 Deleting Files/Directories

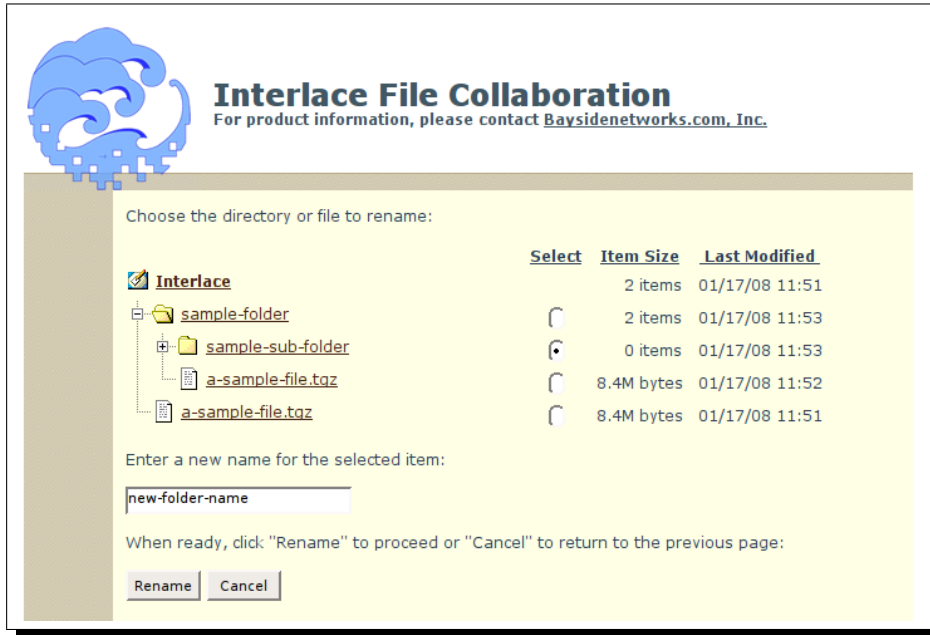
To delete a file, click the 'Delete' link from the options menu. You will be presented with the Delete screen. You will need to select which file/directory you wish to delete. You can delete several files/directory's at a time

with this function, simply check the box in the 'Select' column for any file/directory you wish to delete. When your ready to delete the selected file/directory click on the 'Delete' button (warning: there is no confirmation, so be sure that what you have selected is what you want to delete..). If you decide that you do not want to delete the selected file/directory click on the 'Cancel' button to return to the initial screen. You must have an account type of Advanced User or greater to use this function.



## 2.5 Renaming Files/Directories

To rename a file/directory, click on the 'Rename' link from the options menu. You will be presented with the Rename screen. You will need to 'Select' which file or directory you wish to rename. Then enter the new name into the text box provided. When you are ready to rename the file or directory click on the 'Rename' button. If you decide that you do not want to rename the selected file or directory, click on the 'Cancel' button the return to the initial screen. You must have an account type of Advanced User or greater to use this function.



**Interlace File Collaboration**  
For product information, please contact [Baysidenetworks.com, Inc.](http://Baysidenetworks.com, Inc.)

Choose the directory or file to rename:

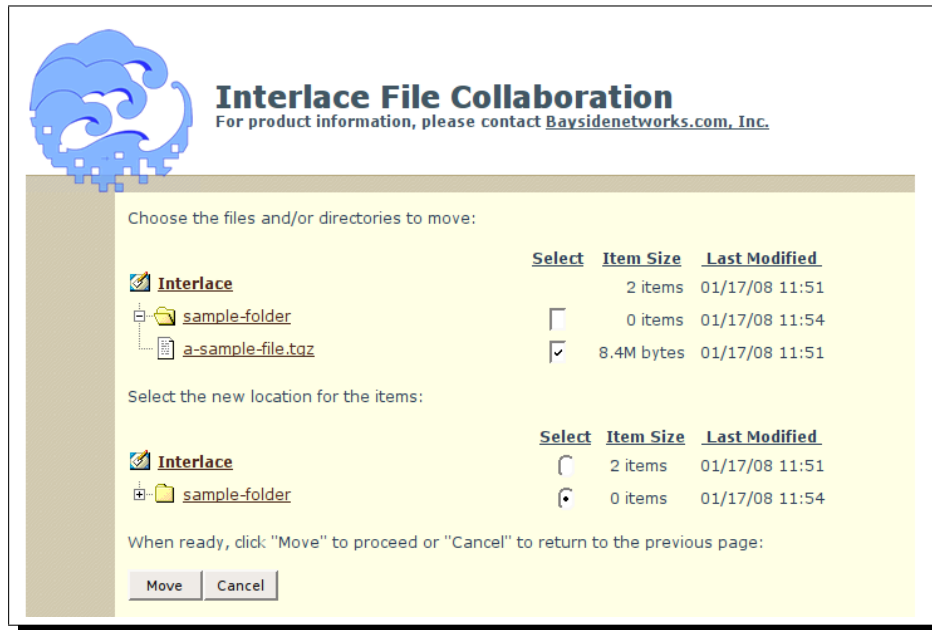
	Select	Item Size	Last Modified
<input checked="" type="checkbox"/> Interlace		2 items	01/17/08 11:51
<input type="checkbox"/> sample-folder	<input type="checkbox"/>	2 items	01/17/08 11:53
<input type="checkbox"/> sample-sub-folder	<input checked="" type="checkbox"/>	0 items	01/17/08 11:53
<input type="checkbox"/> a-sample-file.tgz	<input type="checkbox"/>	8.4M bytes	01/17/08 11:52
<input type="checkbox"/> a-sample-file.tgz	<input type="checkbox"/>	8.4M bytes	01/17/08 11:51

Enter a new name for the selected item:

When ready, click "Rename" to proceed or "Cancel" to return to the previous page:

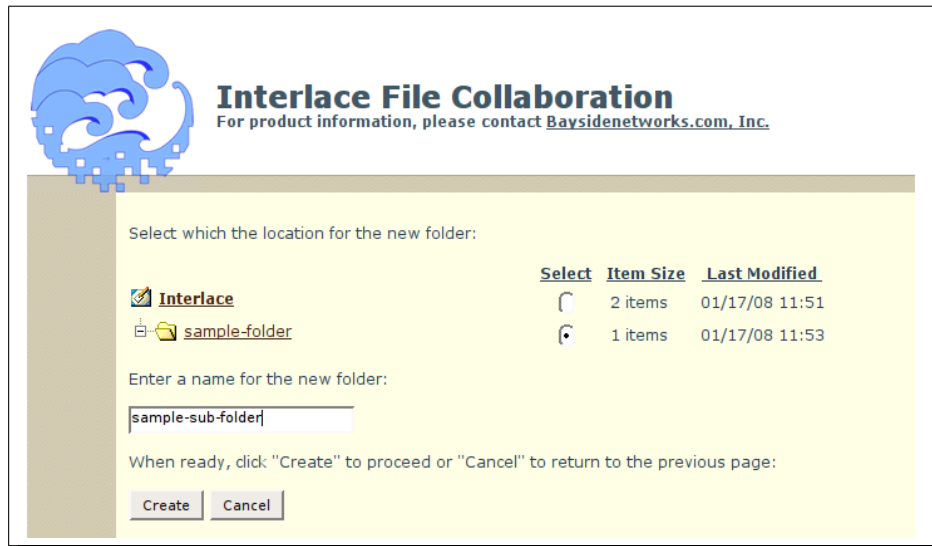
## 2.6 Moving Files/Directories

To move files/directories, click on the 'Move' link from the options menu. You will be presented with the Move screen. You will need to 'Select' which files/directories that you wish to move from the top portion of the screen, and then 'Select' the destination directory. When you are ready to move the selected files/directories click on the 'Move' button. If you decide that you do not want to move the selected items, click on the 'Cancel' button to return to the initial screen. You must have an account type of Advanced User or greater to use this function.



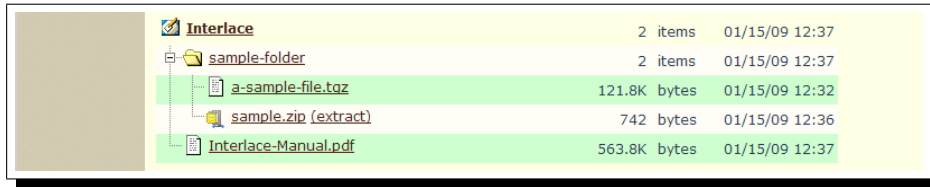
## 2.7 Creating A New Folder

To create a new folder, click on the 'New Folder' link from the options menu. You will be presented with the New Folder screen. You will need to 'Select' the folder you want to create the new one under, then enter a name for the new folder into the text box provider. When you are ready to create the new folder click on the 'Create' button. If you decide that you do not want to create the new folder, click on the 'Cancel' button to return to the initial screen.



## 2.8 Extracting Zip Archives

To extract uploaded Zip archives you need to click the 'extract' link (located to the right of the Zip file's name). When you click 'extract' the contents will be extracted into the directory that the Zip file is located in preserving any directory structure in the Zip archive and overwriting any existing files. Use this function with care. You must have an account type of Advanced User or greater to use this function.



Item Name	Size	Date/Time
Interlace	2 items	01/15/09 12:37
sample-folder	2 items	01/15/09 12:37
a-sample-file.tgz	121.8K bytes	01/15/09 12:32
sample.zip (extract)	742 bytes	01/15/09 12:36
Interlace-Manual.pdf	563.8K bytes	01/15/09 12:37

## 2.9 Viewing Logs

Logs can be viewed by Administrators only. Simply choose the log file you want to display, and the number of line you wish to view.



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LogFile: 2009-01 | Display: 25 | Go | ([exit log viewer](#))

Date	Time	User	Action	Details	Remote Address
01/17/2008	11:54:26	admin	move	a-sample-file.tgz:sample-folder/a-sample-file.tgz	192.168.48.159 (cpq500.trudeau.local)
01/17/2008	11:54:17	admin	delete	./files/sample-folder/a-sample-file.tgz	192.168.48.159 (cpq500.trudeau.local)
01/17/2008	11:53:41	admin	delete	./files/sample-folder/sample-sub-folder	192.168.48.159 (cpq500.trudeau.local)
01/17/2008	11:53:16	admin	create	sample-folder/sample-sub-folder	192.168.48.159 (cpq500.trudeau.local)
01/17/2008	11:52:01	admin	upload	sample-folder/a-sample-file.tgz	192.168.48.159 (cpq500.trudeau.local)
01/17/2008	11:51:52	admin	delete	./files/sample-folder/shallalist.tar.gz	192.168.48.159 (cpq500.trudeau.local)
01/17/2008	11:51:47	admin	download	sample-folder/shallalist.tar.gz	192.168.48.159 (cpq500.trudeau.local)
01/17/2008	11:51:42	admin	upload	/a-sample-file.tgz	192.168.48.159 (cpq500.trudeau.local)
01/17/2008	11:50:51	admin	delete	./files/test3	192.168.48.159 (cpq500.trudeau.local)

## 2.10 Logout

To logout of the Interlace system click on the 'Logout' link from the options menu. You will be redirected to the login page.

Next to the Logout link, the id of the user that is currently logged in is displayed.

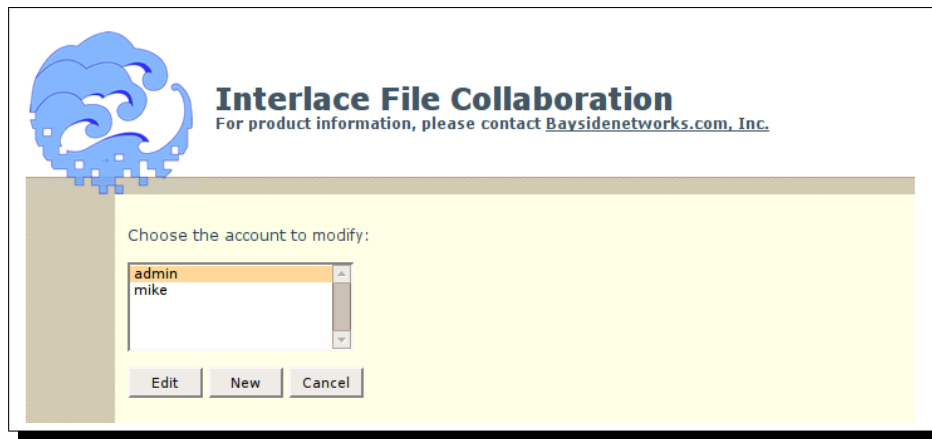
## Chapter 3

# Administrative Functions

### 3.1 Account Management

#### 3.1.1 Account Selection

To perform account management you will need to click on the 'Accounts' link from the options menu. You will be presented with the account selection page. Select the user you wish to modify/delete and click on the 'Edit' button. Or To create a new account click on the 'New' Button.

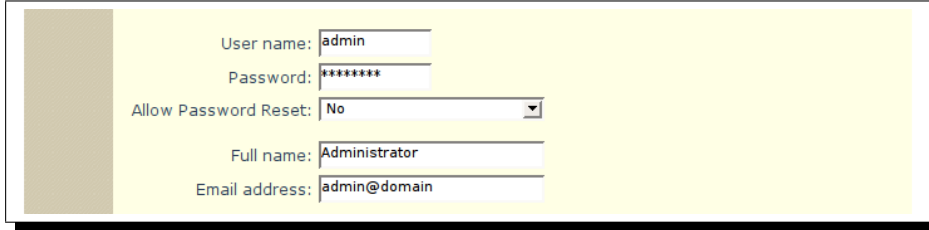


#### 3.1.2 Account Settings

When you are creating a new account or modifying an existing one you are presented with the same page of account settings.

The first two sections describe the end user.

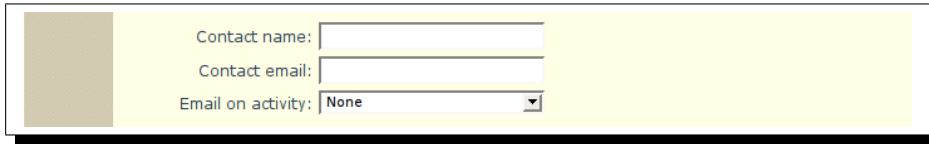
If the password recovery feature is enabled you will be allowed to enable/disable the user's ability to reset their password. We recommend disabling the feature for the system administrator account, and any group type accounts that are used by more than one end user.



A screenshot of a user account settings form. The form has a light yellow background and a dark grey sidebar on the left. The fields are as follows:

User name:	<input type="text" value="admin"/>
Password:	<input type="password" value="*****"/>
Allow Password Reset:	<input type="text" value="No"/>
Full name:	<input type="text" value="Administrator"/>
Email address:	<input type="text" value="admin@domain"/>

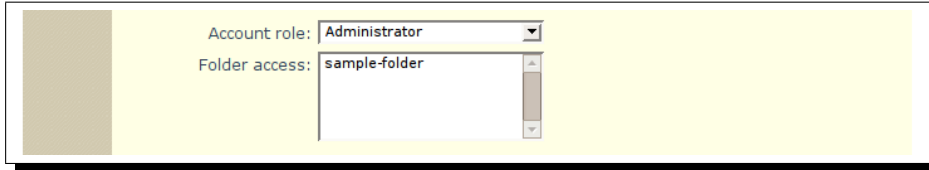
The next section is used by the email notification system. The contact name/email is for the person that will receive upload/download activity notifications for this user.



A screenshot of an email notification settings form. The form has a light yellow background and a dark grey sidebar on the left. The fields are as follows:

Contact name:	<input type="text"/>
Contact email:	<input type="text"/>
Email on activity:	<input type="text" value="None"/>

The final section is used to define the users access level. The account role defines the level of access the user is granted. If you select a folder in the 'Folder access' section you will limit the end user to the selected folder or folders.



A screenshot of an account role and folder access settings form. The form has a light yellow background and a dark grey sidebar on the left. The fields are as follows:

Account role:	<input type="text" value="Administrator"/>
Folder access:	<input type="text" value="sample-folder"/>

### 3.1.3 Remove Account

To delete an existing account, choose the account from the account selection screen and then click on the 'Edit' button. Within the account settings page click on the 'Remove' button. You will be prompted to confirm the deletion

### 3.1.4 Account Roles

There are four different levels of access (roles) that you can assign to a user. You can only assign one role to an account.

	Read Only User	Regular User	Advanced User	Super User	Administrator
Download	X	X	X	X	X
Upload		X	X	X	X
New Folder		X	X	X	X
Delete			X	X	X
Rename			X	X	X
Move			X	X	X
Extract Zip			X	X	X
View All				X	X
Account Maint.					X
System Settings					X
Download:	Can download files.				
Upload:	Can upload files.				
New Folder:	Can create new folders.				
Delete:	Can delete files and folders.				
Rename:	Can rename files and folders.				
Move:	Can move files and folders.				
View All:	By default this account type can view all folders/files in system. The other types of accounts can only see what is in the root folder and any folder that they are granted specific access to.				
Account Maint:	Can perform account Maintenance (new/edit/remove users).				
System Settings:	Can change system settings.				

## 3.2 System Settings

You can change the system settings by clicking the 'Settings' link on the options menu. You will be presented with the settings screen. The system settings affect the overall operation of Interlace, and are usually only modified during system installation. Once you are done modifying the system settings you will click on the 'Update' button to activate the new settings. You can cancel your changes by clicking on the 'Cancel' button.

### 3.2.1 File Paths

Database/File system paths: Define locations for user account data and the actual data content. Neither should be accessible through the web nor within each other.

Icons URI path: URL path prefix relative to the page that includes these scripts for where the icons can be found. This must either be empty or end with a slash, as it is prefixed "raw" to the icon names.

**The following specify server filename locations:**

Database path:

File system path:

**The following specifies a URI path location:**

Icons URI path:

### 3.2.2 Visible labels

Root folder name: The visible name for the root of the file tree.

**The following changes user visible labels:**

Root folder name:

### 3.2.3 Email Addresses

Notification sender/email: the name and email address that will be used for the return address on emailed notifications.

Extra notification to/email: An optional name and email address that will receive an extra copy of all upload and download notifications.

**The following change email addresses:**

Notification sender:

Notification email:

Extra notification to:

Extra notification email:

### 3.2.4 Access Permissions

Maximum directory levels: This option allows you to specify how deep in the directory tree permissions can be set.

**The following change access permission assignments:**

Maximum directory levels:

### 3.2.5 Password Recovery

Enable recovery: allows you to enable/disable the password recovery feature. When it is enabled the 'Lost Password?' link will be displayed on the log-in page and allow the end users to have a new password created

and sent to the email address on record.

Recovery text: this is the text that is displayed after the password is created and sent to the user, you may customize it to include any local information that you require (like a help-desk number, email address)..

The following change password recovery options:

Enable recovery: Yes

Recovery text: An email containing your new password has been sent to the address listed within your account. If you do not receive an email within 1hr please contact the Interlace system administrator

### 3.2.6 Logging Options

Logfile Path: the location that the log files are to be created.

Log Verbosity Level: Disable/Set logging verbosity.

Level	Description
None	No logs are kept
Normal	Most actions are logged (upload/download/move/rename..)
Debug	Includes all Normal actions plus some internal actions used for troubleshooting.

Logfile Rotation: How often the logging system should create a new file.

The following change logging options:

Logfile path: ./logs

Log Verbosity Level: Normal

Logfile Rotation: Monthly

### 3.2.7 Host-Specific Options

Theme: Select which theme you want to use.

Interlace running on windows: Define whether or not Interlace is running on a windows host.

Force use of SSL/SSL URL: If this is set to "force" and a connection is made that is not HTTPS, we will redirect to the URL specified.

The following changes host-specific options:

Theme: Bayside

Interlace running on Windows: No

Force use of SSL: Disable

SSL URL: