ISecUre (Xythos): Getting Started

The following abbreviated instructions will help you to get started using **ISecUre** (Xythos). For more details on any topic, or for other topics not covered here, please use the Help feature within **ISecUre** (Xythos).

What does ISecUre (Xythos) enable me to do?

ISecUre (Xythos) allows you to store files on a server and access them via the Internet using a web browser. You can also grant access to others, either as read-only or as read-write for collaborative purposes. A file too large to attach to an e-mail message could be stored in your **ISecUre** account; you could then send the URL to others so they can access the file.

Request an ISecUre Account

ISecUre accounts are available free to current ISU faculty, staff and students. Contact the OIT Help Desk, x2910 or cchelp@isugw.indstate.edu, to request an **ISecUre** account.

Log in to ISecUre

1. Open a web browser and go to http://files.indstate.edu.
2. On the left side, login with your **ISecUre** username and password (normally the same as your Sycamore Login).

Create a Directory

1. On top toolbar, click the New Directory icon.
2. Name the directory; click the OK button.
3. Open the directory by clicking on the directory name.

Upload a File

1. On the toolbar, click the Upload icon.
2. Browse to the desired file.
3. Click the "Overwrite file if it already exists" checkbox if desired.
4. Click the OK button.

Share a file or directory

... With the General Public

1. In the **Public** line, click to check permissions you want to give anyone who will access your file (read, write, delete, administer). For example, if you want others

to be able to read your file but not modify or delete it, click to check the Read box only.
2. Click the **Apply** button.

… With All Other ISecUre Users

1. In the **Users with accounts** line, click to check permissions you want to give anyone who will access your file (read, write, delete, administer).
2. Click the **Apply** button.

… With Another ISecUre User

1. Click the **Add User/Group** icon.
2. Select the user or group from the top dropdown list.
3. Click the **OK** button.
4. In the line showing the user's name, click to check permissions you want to give anyone who will access your file (read, write, delete, administer). For example, if you want collaborate with a user on authoring a document, you might check the Read and Write boxes only.
5. Click the **Apply** button.

… By Creating a Ticket

Tickets identify a URL where the uploaded file can be accessed directly via the Web.

1. On the top toolbar, click the **Tickets** icon.
2. On the top toolbar, click the **Create Ticket** icon.
3. In the top dropdown list, selecting **Basic** allows you to:
    a. Define permissions (read only or read and write) and
    b. Set the lifetime of the access period (minutes, hours, days, weeks, months, years).
4. In the top dropdown list, selecting **Advanced** allows you to:
    c. Define permissions (read only or Read and Write),
    d. Set the Lifetime of the access period (minutes, hours, days, weeks, months, years; or unlimited),
    e. Modify the name of the ticket (to notify users to whom you want to give access), and
    f. Set a ticket password (optional).
5. Click the **OK** button.

The URL to access the file appears on the screen. You may send the URL (copy and paste it into an e-mail message) to users to whom you want to give access. (If you set a password for the file, you will need to send that to users as well.)

Locks

- A file may be locked, preventing anyone else from writing to that file.

- A directory may have a **simple** lock on it, allowing authorized readers to edit current files within that directory but preventing them from uploading files to it.
- Or a directory may have a **recursive** lock on it, preventing anyone else from writing to any document in that directory.

 A Lock icon showing an open padlock means the file or directory is not locked.

 A Lock icon showing a closed **green** padlock means the file or directory is locked but you have rights to unlock it.

 A Lock icon showing a closed **red** padlock means the file or directory is locked and you do not have rights to unlock it.

<u>Lock a single file</u>

1. In the line containing the file item, click the **Lock** icon.
   OR
   See procedures under **Managing Files and Directories, Collaboration, Locks**.

<u>Create a **simple** lock on a directory</u>

1. In the line containing the directory item, click the **Lock** icon.
   OR
   See procedures under **Managing Files and Directories, Collaboration, Locks**.

<u>Create a **recursive** lock on a directory</u>

See procedures under **Managing Files and Directories, Collaboration, Locks**.

<u>Remove a lock from a file or directory</u>

1. In the line containing the file or directory item, click the **Lock** icon.

WebFolders

Enabling Web Folders and WebDAV Support

In order to take advantage of the full properties of the WebDAV protocol when using the Xythos interface, you need Internet Explorer 5.0, Office 2000, Mac OS or another "WebDAV-enabled" application or operating system.

Note: Microsoft calls its support of WebDAV "Web Folders" and in order to run Web folders correctly, you need to have your "security cookie" set.

To set your security cookie:
Log into your account using Internet Explorer 5.0 or higher. This enables your security cookie for all Microsoft's products including IE, Windows Explorer, and Office 2000. If you do not login, WebDAV will only be able to access files whose "Public" user access has been granted.

To create a Microsoft Web Folder when using Internet Explorer

1. From within the Xythos interface, find the folder for which you wish to create a Web Folder and check off the checkbox directly to the left of that folder.
2. Click on the "Web Folder" button.
3. Your computer may be set to then automatically open that web folder. Or you can use Windows Explorer to access the new folder under "My Network Places" (Windows 2000 and XP) or "Web Folders" (Windows 98 and NT).

To create a Web Folder in Windows 98 or Windows NT:

1. In Windows 98 or NT, right click on the "My Computer" icon and then left click on "Explore".
2. Windows Explorer will open. Locate your Web Folders in the left directory listing.
3. Click on "Web Folders".
4. Double click on the "Add Web Folder" icon in the right directory listing.
5. Enter the location of the directory to which you wish the Web folder to access. The address of that directory will be "http://www.sitename.com/*<directory_name>*", replacing *<directory_name>* with the directory path of the directory for which you are creating this Web Folder. Click "Next" to continue.
6. Provide your Web folder with a name and then click "Finish".

To create a Web Folder in Windows 2000:

1. In Windows 2000, right click on the "My Computer" icon and then left click on "Explore".
2. Windows Explorer will open. Locate your Network Places in the left directory listing.
3. Click on "My Network Places " in the left directory listing.
4. Double click on "Add Network Place" in the right directory listing.
5. Enter the location of the directory to which you wish the folder to access. The address of that directory will be "http://www.sitename.com/*<directory_name>*", replacing *<directory_name>* with the directory path of the directory for which you are creating this Web Folder. Click "Next" to continue.
6. Provide your new Web folder with a name and then click "Finish".

To create a Web Folder in Windows XP:

1. In Windows XP, click on "Start" and then click on "My Network Places".
2. Under Network Tasks, click Add Network Place.
3. When prompted, "Where do you want to create this Network Place?", choose "Choose Another Network Location" and click on "Next".
4. In the Add Network Place Wizard, follow the instructions to add a shortcut to a directory. The address of that directory will be "http://www.sitename.com/ *<directory_name>*", replacing *<directory_name>* with the directory path of the directory for which you are creating this Web Folder.
5. When prompted for a user name and password, type in your user name and password. Click "OK".
6. Next, name your Network Place and select "Next". When you have successfully added the shortcut, select "Finish". An icon for your new shortcut will appear in the My Network Places directory.

To create a WebDAV Directory in Mac OS:

1. In Mac OS, choose "Go" from the main menu and "Connect to Server..." from the Go sub-menu.
2. Under Connect to Server, add your directory's address. The address of that directory will be "http://www.sitename.com/ *<directory_name>*", replacing *<directory_name>* with the directory path of the directory for which you are creating this Web Folder.
3. Click on "Connect".
4. Under WebDAV File System Authentication, type in your user name and password. Click "OK".
5. For future use, go to your Recent Directories where your directory will appear for continued access.

You can access the folder you've just created as if it were a local directory on your machine. Save files, open files, and delete files to and from this directory through any WebDAV-enabled application. You can also drag and drop files or cut and paste them directly into your WebDAV-enabled Folder.

You can also "mount" other users' directories if you have the correct permissions to their directories. If you do not have write permission to a directory and you attempt to drag or copy a file to it, Windows may give you a confusing error message. Thus, be sure you have the correct access rights to a directory before making it a Web Folder.

To create a WebDAV Folder to another user's directory, simply follow the above directions replacing *<directory_name>* with the path to and name of that directory.

Managing Files and Directories

On the line containing the file item, click the **Manage** icon. The following features appear in the **Collaboration** section of the screen.

Locks

<u>Create a lock on a file</u>
1. Click the **Locks** link.
2. On the toolbar, click the **Lock Resource** icon.

<u>Create a simple lock on a directory</u>
1. Click the **Locks** link.
2. On the toolbar, click the **Lock Resource** icon.

<u>Create a resursive lock on a directory</u>
1. Check that all files in the directory are unlocked.
2. Click the **Locks** link.
3. On the toolbar, click the Lock Directory and Everything in it icon.

<u>Remove a lock from a file or a directory</u>
1. Click the **Locks** link.
2. On the toolbar, click the **Remove** icon.

Logging

Logging allows you to keep a record of who accesses a file and when they do so.
NOTE: These instructions apply to files only, not to directories.

<u>Turn on Logging for a File</u>
1. Next to the **Logging** link, click the dropdown list and choose **On**.

OR
1. Click the **Logging** link.
2. On the toolbar, click the **Enable Access Logging** icon.

<u>View the Logging Information for a File</u>
1. Click the **Logging** link.
2. On the toolbar, click the **Refresh Log** icon, if necessary.

<u>Turn off Logging for a File</u>
1. Next to the **Logging** link, click the dropdown list and choose **Off**.

OR
1. Click the **Logging** link.
2. On the toolbar, click the **Disable Access Logging** icon.

<u>Sharing</u>

Click the **Sharing** link.

… With the General Public

1. In the Public line, click to check permissions you want to give anyone who will access your file (read, write, delete, administer). For example, if you want others to be able to read your file but not modify or delete it, click to check the Read box only.
2. Click the Apply button.

… With All Other **ISecUre** Users

1. In the Users with accounts line, click to check permissions you want to give anyone who will access your file (read, write, delete, administer).
2. Click the Apply button.

… With Another **ISecUre** User

1. Click the **Add User/Group** icon.
2. Select the user or group form the top dropdown list.
3. Click the **OK** button.
4. In the line showing the user's name, click to check permissions you want to give anyone who will access your file (read, write, delete, administer). For example, if you want collaborate with a user on authoring a document, you might check the Read and Write boxes only.
5. Click the **Apply** button.

… By Creating a Ticket

(Tickets identify a URL where the uploaded file can be accessed directly via the Web.)

1. On the top toolbar, click the **Tickets** icon.
2. On the top toolbar, click the **Create Ticket** icon.
3. In the top dropdown list, selecting **Basic** allows you to:
   a. Define permissions (read only or read and write) and
   b. Set the lifetime of the access period (minutes, hours, days, weeks, months, years).
4. In the top dropdown list, selecting **Advanced** allows you to:
   a. Define permissions (read only or Read and Write),
   b. Set the Lifetime of the access period (minutes, hours, days, weeks, months, years; or unlimited),
   c. Modify the name of the ticket (to notify users to whom you want to give access), and
   d. Set a ticket password (optional).
5. Click the **OK** button.

The URL to access the file appears on the screen. You may send the URL (copy and paste it into an e-mail message) to users to whom you want to give access. (If you set a password for the file, you will need to send that to users as well.)

Versions

Turn on Version Control for a File
1. In the dropdown list to the right of the **Versions** link, select **On**.

Viewing Available Versions of a File
2. To view versions, click the **Versions** link.

Turn off Version control for a File
1. In the dropdown list to the right of the **Versions** link, select **Off**.

Files using the Versions feature must be checked out and checked in.

Check out a File
1. Click on the **Versions** link.
2. On the toolbar, click the **Checkout** button.

You may now edit this file as you wish and no additional versions of it will be created.

Check in a File
1. Click on the "Versions" link.
2. Click the "Checkin" button.

Un-check out a file
Unchecking out a file essentially reverses the entire checkout process. No changes made to the file while the file was checked out are kept after the file is unchecked out.
1. Click on the **Versions** link.
2. Click the **Uncheckout** button.

Tickets

(see above)

Comments

Comments can be added to a file entry without altering the contents of the file.

Add Comments to a File
1. Click the **Comments** link.
2. On the top toolbar, click the **Create Comments** icon.
3. Enter comments.
4. Click the **OK** button.

Subscriptions

Subscriptions allow you to track events related to a file.

Create a Subscription

1. Click the **Subscriptions** link.
2. On the top toolbar, click the **Create Subscription** icon.
3. Check the desired buttons or boxes for the options you want.

    Notify me of

    - ○ change events
    - ○ read events
    - ○ comment events

    Frequency

    - ☐ When events occur
    - ☐ Daily report
4. Click the **OK** button.

Contacts and Groups

Add a New Contact

To add a new Contact:

1. Click on the "Contacts and Groups" link under Utilities. Clicking on "Contacts and Groups" opens your *existing* contacts.
2. Click the "Add New Contact" button from the top toolbar.
3. Search for a user either by using that user's login ID or by using that user's display name. Type in the appropriate string and click "OK".
4. You will then be prompted to choose the correct user(s). Check each user you would like to add as a Contact. Click "Add Contact".
5. Click "Back" to close your Contacts and return to the File and directory Management screen.

To delete a Contact:

1. Click on the "Contacts and Groups" link under Utilities. Clicking on "Contacts and Groups" opens your existing Contacts.
2. Click on the Delete icon, which corresponds to the Contact you wish to delete. The Contact is deleted right away.
3. Click "Back" to close your Contacts and return to the File and directory Management screen.

Add a New Group (Distribution List)

To add a new Group:

1. Click on the "Contacts and Groups" link under Utilities which shows your existing contacts and groups.
2. Click the "Create Group" button from the top toolbar.
3. Type the name you wish to give this group into the "New Group Name" text box.
4. Click "OK".
5. Once you are taken back to the Contact Group's properties page, click on the "Add New Members" button in the top toolbar.
6. Either find the users you wish to add to this group using Find Users or if available, choose users from your current list of Contacts (your Operating System's multi-select functionality will work).
7. When you are finished, click the "OK" button. Click on the "Add New Members" button as many times as you need to add additional users to your group. Once complete, click the "Back" link at the top of the page.
8. Click "Done" to close your Contacts.

To add or remove users to an existing Group:

1. Click on the "Contacts and Groups" link under Utilities.
2. Click on the name of the Group to which you wish to add or remove users.
3. You can delete any of the existing users from the group by clicking on the delete icon located to the right of the user's name.
4. Or to add a new member, click on the "Add New Members" button and find and add the users you wish to add to this Group.
5. Once finished with the Group changes, click "Back" and then "Back" again to return back to your home directory listing.

Set a Password for a Group

To password-enable a Group, or edit or retrieve a Group's password:

Password-enabled groups can be used in conjunction with Directory Tickets. Specifically, if you would like to share a directory with Xythos and/or non-Xythos users, you may share the directory to the group and then allow those users to *join* your Group. By password-enabling the group, you can limit the users accessing the directory by requiring a password be entered before access to a directory is granted.

If password-enabling a group, you must tell other users the password to this group in some manual or verbal form. Once those users receive the invitation to join your group, they must then enter the password before gaining access.

1. Click on the "Contacts and Groups" link under Utilities.
2. Click on the name of the Group which you wish to password-enable.
3. Click on the "Change/Set Group Password" button.
4. Check off the "Password Enable this Group" checkbox.
5. Enter a password into the "Change this Group's Password:" field and confirm the password entered in the "Confirm the New Password" field.
6. Click on the "Change Password" button. Note that once the group is password-enabled, you will see "Assigned" which represents the status of password-protection. The actual password will never be displayed. Therefore, if you forget the password, you must change it in order to regain the correct password.
7. Once finished with the Group changes, click "Back" until you return to your directory listing.

Expire a Group

To expire a Group, or edit or retrieve a Group's expiration date:

A group's expiration date is used to limit access to files and directories through to a particular date. You may set the expiration date of that group so that at some point in the future, the members of that group no longer have access to any file or directory to which that groups had been previously granted access. This is beneficial because you do not have to know all the file and directories associated with that group in order to stop others from accessing them.

1. Click on the "Contacts and Groups" link under Utilities.
2. Click on the name of the Group which you wish to expire.
3. Click on the "Change/Set Expiration Date" button.
4. Check off the "Enable Group Expiration" checkbox.
5. Fill in the requirements for the expiration date.
6. Click on the "Change Expiration Date" button.
7. Once finished with the Group changes, click "Back" until you return to your directory listing.

Delete an existing Group

To delete an existing Group:

1. Click on the "Contacts and Groups" link under Utilities.
2. Click on the "x", delete, icon next to the group you wish to delete.
3. Click "Back".

Bookmarks

You must have "read" access on a directory in order to bookmark it. Once you bookmark a directory, it appears in your list of bookmarks every time you login. The name that appears is the name of the bookmark but you may view the entire path of the bookmarked directory by mousing-over the bookmark's name.

To bookmark a directory:

1. Click on the "Manage bookmarks" icon in the title of the Bookmarks section.
2. Select the Add Bookmark button from the top toolbar.
3. Type in the *exact* path for the directory or browse for the intended directory. If you choose to type in the path, you must include the top-level directory within this path and the path must be exact. If you do not know the exact directory name, find it using the "Browse" button.
4. After choosing the directory to bookmark, click on "OK".

To edit a bookmark:

1. Click on "Manage bookmarks" icon in the title of the Bookmarks section.
2. Select the edit icon for the bookmark you wish to edit.
3. You may edit either the directory that has been bookmarked or the name of the bookmark.
4. When finished, choose "OK" to save your changes.

To delete a bookmark:

1. Click on "Manage bookmarks" icon in the title of the Bookmarks section.
2. Select the delete icon for the bookmark you wish to delete.

Searches

Perform a Basic Search

To perform a Basic Search:

1. To search within your current directory listing, click on the search button in the top toolbar.
   OR
   To search within another directory, click on the "Manage searches" icon in the title of the Searches section. Next, click on the "Add Search" button from the top toolbar.
2. Enter the word or partial word in the name of the file you wish to find in the **All or part of the file name** field. Enter the word or partial word in the content of the file you wish to find in the **A word or phrase in the file** field.
3. Enter the directory or directory path in which you wish to search. Should you not know the exact path, you may also Browse to the directory from which you wish to search.
4. You may also, optionally, save the search so that it appears in your list of searches from now on.
5. Click "Search".

Perform an Advanced Search

Advanced Search allows you to search for a file based on each individual file property or a combination of those properties.

When selecting criteria for your search, keep in mind that the results returned must match ALL of the chosen criteria. The only exception is when choosing to search based on a file's document class properties. In this case, you can choose whether or not you want to search based on all or any of the document class criteria. This only holds true for the document class properties themselves. Therefore, if you are choosing to search based on a mixed criteria of file properties and that file's document class properties, all of the file properties will be used and you decide whether the system should use all or any of the file's document class properties.

For example, if you choose to search for files with a particular word in the name, files that were created after a particular date, and files that have document class property A equivalent to a particular value and document class B equivalent to a particular value, under **Use the following classification criteria**, you must select **where all of these conditions are met** or **where any of these conditions are met**. If you choose **where any of these conditions are met**, the results will display those files that have the chosen word in the file name and were created after the chosen date and have either document class property A equal to the chosen value or document class property B equal to the chosen value. If you choose **where all of these conditions are met**, the results will only display those files that have the chosen word in the file name and were created after the chosen date and have both document class property A equal to the chosen value and document class property B equal to the chosen value.

To perform an Advanced Search:

1. To search within your current directory listing, click on the search button in the top toolbar.

OR</CENTER
To search within another directory, click on the "Manage searches; icon in the title of the Searches section. Next, click on the "Add Search" button from the top toolbar.

2. Next, click on the Search Mode drop-down box and choose "Advanced Search".
3. To add advanced criteria, choose from the **Add Criteria** drop-down list. Add as many criteria as you wish.
4. Once you add the desired criteria, you must fill in the values of those criteria to be searched against.
5. If you want to save your search, check the "Save this search as:" checkbox and enter a name in the adjacent field.
6. Click "Search".

The search results display a list of the files matching your criteria. From here, you may open the file or perform any other option available to you.

Advanced Search criteria is as follows:

Property Name	Property Search Choice	Description
Size	less than, equals, greater than	You can specify an exact size match (equals) or specify one which is larger or smaller than a particular size. The file size in question is measured in bytes.
Creation Date	before, on, or after	You can specify a date on, before, or after which the file was created. Use the calendar icon to find the specific date.
Last Modified Date	before, on, or after	You can specify a date on, before, or after which the file was last modified. Use the calendar icon to find the specific date.
Created by		You can choose to find a file based on the user who created the file.
Last Modified by		You can choose to find a file based on the user who last modified the file.
A word or phrase in the comments		You can search on a word or phrase which the file contains in its comments. This field is case-insensitive. Therefore, you can search on an all lowercase word, for example, and the search will find that word whether or not the word is all lowercase, all uppercase, or a mix of lowercase and uppercase letters.
Custom Property	with value equal to, with value containing	You can search on any custom property you create for files. For more information about Custom Properties, refer to Custom Properties.

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