

Triofox Web Portal Guide

Triofox Server Version 13.4.9785.53973

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Getting Started

Introduction

Welcome to the Triofox Web Portal User Guide. This guide describes the functionality of the web portal for Triofox users.

Triofox helps businesses mobilize their file servers by enhancing existing Windows file servers with secure remote access, mobile file sharing, data protection and cloud migration, while addressing business concerns about security, privacy, compliance, and control.

Triofox adds ransomware protection and automatic alerting mechanism to your file servers. It continuously monitors all Triofox clients for unusual activity and automatically shuts them down when it detects a potential attack.

With Triofox, companies no longer need to rely on a VPN or a corporate computer to securely access files. Triofox eliminates data sprawl by keeping data on local file servers, and balances mobile productivity with centralized management and access control.

Triofox integrates natively with Active Directory and retains all existing NTFS permissions, eliminating the need to create new user identities. With military-grade encryption and secure connections, you can leverage existing users and permissions, saving time and money during setup. Files remain on local file servers and are encrypted in the endpoint cache.

Triofox includes the backend Triofox server running on the Windows Server platform, front-end client applications for Microsoft Windows, Mac OSx, and mobile clients for Android and Apple iOS operating systems.

The Web Portal is an integral part of the solution for the following reasons:

- most of the management work is done on the web portal.
- downloading other native client agent software starts from the web portal.
- web browser file manager has a rich and responsive feature to manage files, sharing, and collaboration.

Other essential features and functions of the web portal are also covered in this document.

Brower Requirements

The web portal runs inside compatible web browsers. We recommend using the following web browsers.

- Google Chrome (Latest)
- Firefox (Latest)
- Safari (Latest)
- Windows Edge (Latest)
- Opera (Latest)
- Internet Explorer (11)

Warning

For administrative work, the Web Portal no longer supports Internet Explorer 8.

Note

Google Chrome and Firefox have self-updating features, so in most cases you use the latest version. It is OK if these web browsers are not the latest as long as they were released after 2011.

For the best user experience, we recommend the latest version of the web browser.

Different Scope of Users

Administrator

Administrator is a management scope that typically maps to a company or a group of users collaborating on a set of documents. In Triofox, it is referred to as the Cluster Administrator count as well.

In this scope you can see the published shares, your website URLs, system statistics, reports, and other aspects that help you manage your solution.



Access File Servers to manage all servers and their respective shares.

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Published Shares	FILE SERVERS			
File Servers				
Devices	+	• 00	• 00	
Users	Add New Server	Cloud File Server	win-Bangjeiuijv	
Reports				
Settings				
Client Downloads				
Triofox > DASHBOARD > CLOUD FILE SEI	RVER		ENTERPRISE EDITION	<u>ه</u> ۲
CLOUD FILE SERVER				+
AWS S3 Cloud Storage (hadroncloud-azama-triofox				O>

Delegated Administrator

A delegated administrator is a normal user most of the time. However, delegated administrators can be elevated to cluster administrators by adding them under System Info -> Administrators. To create this type of administrator, follow these steps as Cluster Admin. Click the "System Info" icon in the upper right corner. Then select "Administrators".

Triofox > DASHBOA	ARD > SYSTEM INFO 30) trial day(s) left. 🃜	<u>1 Hanni</u>		🔉 System Info	æ
Cluster Info						
Product Name	Triofox	>			Administrators Cluster Branding	>
Assigned License Count	Trial ends in 30 days	>		t <u>Č</u> i	Cluster Settings	>
Cluster ID	PzYkgZa+mWwmlsKysosfuH9GpQcr9lvLpOT7suYnUc4w+pUH0Y3VCaS2	RLBjM5Pi		\bigoplus	Languages	>
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DEFA	ULT ADMINISTRATOR				
				EDIT	
	Cluster Admin			EDIT	
	ahsana@triofox.com		EDIT RES	SET PASSWORD	
Ado	itional Cluster Administrators (add other users to administrators) (e	email1;email2):			
				EDIT	

Then add the user email address(es) for additional cluster administrators

Native User

Native users are users that have credentials to log into Triofox and are not in Active Directory. They can be added manually under Access Control for various folders to grant them access.

Active Directory (AD) Users

AD users are users who are added once you have integrated Active Directory into your Triofox environment. You can add users via groups in your Active Directory domain controller or you can add individual users.

Web Portal Login

To get started, point your web browser at the Triofox server.

If you are the system administrator for the Triofox server and are in the server's console, you can point your web browser to http://localhost.

If you are on the Local Area Network, you can point your web browser to the IP address of the Triofox server - http://<ip-address>

Usually and in production, you will point your web browser to the DNS name of the Triofox server, e.g. https://<DNS-Name-Of-Server>

<pre>ftriofox</pre>	
±[
Forgot your password?	
©2008-2021 (SLADINET, INC. ALL RIGHTS RESE

Once you are in the web portal, you will first see the login page.

The Web Interface

The web client interface has three panels from left to right, the left tree panel, the middle

file and folder panel, and the right information panel. Many of the management functionality are done over the web portal. The web client also has the files and folder's view.

Normal Web Portal View

> FILE BROWSER				&▼
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All my files Quick access	Übungsblätter111	התמנה בתיקייה		
$\gamma_{\lambda}^{\Lambda}$ My favorites ∞_{0}^{0} Shared files/folders	angrana.cenamed §			
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		test003.ppt test004	1.1.htm test004.2.html	
	And a second sec			
	test005.txt.txt	test010.abc testTxt0	006.txt testTxt0008.txt	Đ

Left Tree View

The left-tree view can be toggled by clicking the tree icon.

S FILE BROWSER		
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All my files	European Characters ren	fileType
$\stackrel{\bullet}{\longrightarrow}$ My favorites	FolderX	FolderX
Shared files/folders Install Windows Client	LargeFile	Level + 1 folder
Storage 0 Byte of Unlimited (24 folders, 11 files - 4.8 MB)	Special_Test & #+-@,(Copy)S!'~'Folder' A	Special & Char
	Team	targetFolder
	test folder01 test folder02 test folder03	test files
	test folder04	test folder02

More Actions

You can click on the three stacked dots on the top right to see more options, e.g., upload file or folder, create a new file or folder, etc.

S FILE BROWSER		
۹	All my files > AWS	Refresh Current Folder
All my files	folder1	T Sort Ascending
Quick access		↓ Z Sort Descending
☆ My favorites	folder3	1 Upload File
Shared files/folders		1 Upload Folder
Install Windows Client	Zoltan Folder	Request a File
Storage 0 Byte of Unlimited		Rew Folder
(5 folders, 2 files - 72.77 MB)		Wew Microsoft Word Document
		New Microsoft Excel Document
	FinalTriofox_v9.mp4 Tr	io Rew Microsoft PowerPoint Document
		New Text Document

Switch between Icon and List view

B All my files > hadroncloud-yuening-cstack			Large Icon View
renamed			Medium Icon View
			Small Icon View
中文-II目录Dir01	日文文件Fld		Detail List View
	Create now the Value and Value and State from the State from the	Sladinet	Sladinet
	test003.ppt	test004.1.htm	test004.2.html
All my files > hadroncloud-yuening-cstack			e Icon View
		Sma	Il Icon View
		Deta	I List View
中文-1目录Dir01			5/13/2022 2:41:04 PM
			5/13/2022 2:41:04 PM
Café ren.jpg		114.2 KB	jpg 7/29/2020 1:42:14 PM
keyboard.jpg		4.4 MB	jpg 7/29/2020 12:04:08 PM
test003.ppt		101 KB	ppt 5/11/2022 1:50:21 PM

If you switch to the list view, you get detailed information about the file.

Right Info Panel

You can access the Info Panel by clicking on the (i) icon in the upper right

Activities Sharing and Collaboration

pud-yuening-cstack		8	
cters ren	fileType	Activities Sharing and Control	ollaboration
	FolderX	UPLOADED FILE	You
	Level + 1 folder	test003.ppt	
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~'Folder' A	targetFolder	(ME) ACCESS FILE	You
	test files	2 Days ago test003.ppt	
	test folder02	ACCESS FILE	You
		test003.ppt	

All current activities regarding the content are displayed here.

The "Sharing and Collaboration" tab displays the list of existing shares for the file or folder, and if it is a folder the devices is linked to.

	Activities Sharing and Collaboratio		
AWS			
Ś	Folder Shared with 0	people	Ø

Icons in Web Interface

After you log in, you will see all the folders and files you have access to in your web portal file browser. The folders can be on the local file server on your company's network or folders for files in the cloud, for example, Amazon AWS S3 or Microsoft Azure Blob.

There are many different icons in the web interface. Here is a list of them.

Folders

Mounted Storage



This folder represents mounted/attached storage. For example, a mounted file server network share or a connected Amazon S3 bucket looks like this.

Sync From Remote



This folder represents synchronization folders from remote PCs or Server Agents.

Received Shares



This folder represents the root folder of all the shared files and folders from other users.

Regular Folder



This folder represents a regular folder.

Other Icons

Upload File/Folder



New Folder



New Word Document



New Excel Document



New PowerPoints Document



New Text Document



File Browser

You can double-click any folder to see all subfolders and files inside.

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Q	程 All my files	000	8 (i
All my files	AWS			
Quick access				
$\stackrel{\wedge}{\searrow}$ My favorites				
\propto_0° Shared files/folders				
📆 Install Windows Client				

The file browser view has some additional options on the left panel, which are listed below:

- All my files, displays all files and folders.
- Quick access, displays all files that have been accessed recently.
- My favorites, displays all files that have been marked as favorites.
- Shared files/folders, shows all shared files and folders.
- Device backups, displays all devices that have been backed up.
- Install Windows/Mac client, once clicked, it will open a window to download the client.

Plus Icon

You can also use the plus icon at the bottom right to see more options, such as upload a file or folder, create a folder, and new documents.

Zoltan Folder		
FinalTriofox_v9.mp4	Triofox final.wmv	Image: Constraint of the state of the s

Create Folders

You can create folders in Triofox web portal.

To create a folder, go to the parent folder and click **New Folder** in the drop-down menu or right-click in the folder background and select **New Folder** in the context menu.

😚 > FILE BROWSER			
٩	B All my files > hadroncloud-yuening-cstack		:
All my files Quick access	European Characters ren	fileType	
$\stackrel{\Lambda}{\searrow}$ My favorites	folder1	FolderX	
Install Windows Client	LargeFile	Level + 1 folder	
Storage D Byte of Unlimited (24 folders, 11 files - 4.8 MB)	Renamed Übungsblätter	Special & Char	Upload File
	Special_Test_/~Folder/A	targetFolder	Upload Folder
	Team	test files.	New Microsoft Word Document
	test folder01	test folder02	
	test folder03	test folder04	New Text Document

B All my files > hadroncloud-yuening-cstack		:
European Characters ren	fieType	
folder1	Refresh Current Folder	
LargeFile	$\uparrow \frac{1}{2}$ Sort Ascending $\downarrow \frac{1}{2}$ Sort Descending	
Renamed Ubungsblätter	① Upload File ① Upload Folder	
Special_Test!~Folder' A	Request a File	
Team	New Microsoft Word Document	
test folder01	New Microsoft Excel Document New Microsoft PowerPoint Document	
	All my files > hadroncloud-yuening-ostack	European Dharacters ren Image: Start Image: Start Start Image: Start Start Image: Start Start Start Image: Start Start Start Image: Start St

Upload Files/Folders

In Triofox, you have various options for uploading files and folders. Using the "Upload file" option under **Upload**, you can upload one file at a time. Using the option "Upload folder" under **Upload**, you can also upload folders. Last but not least, you can also use the "Upload Folders and Files" option to upload multiple files at once, or you can drag and drop files from a local desktop to the Triofox Cloud web portal to start the upload.

It is possible to upload multiple files at once. This is supported by all browsers. The same applies to the **Upload Folder**. To access these options, click on the "+" icon (1) or right-click on the portal background (2) and select your upload option there.

	windows folder				
	renamed_התמונה בתיקייה				
	日文文件Fld				
Sladinet	test004.2.html	test005.txt.t	Upla Upla Upla New New New New New New	pad File pad Folder v Folder v Microsoft Word Document v Microsoft Excel Document	
() > FILE B <u>RO</u> WSER	9		(2
q	Renamed Übuncsblätter	Special & Char		Special_Test_/~Folder/A	: 🖼 🕕
 Quick access 					
☆ My favorites ≪ Shared files/folders	targetrooper	leam		test files	
Install Windows Client	test folder01	test folder02		test folder03	
Storage 0 Byte of Unlimited (24 folders, 11 files - 4.8 MB)	test folder04	TriofoxDrive		Refresh Current Folder	
	Obungsblätter111	התמונה בתיקייה			
		中文-]目录Dir01		E Upload File	
		test003.ppt Statiset	st004.1.htm	Request a File Request a File Reverse Folder New Folder New Microsoft Word Boournent New Microsoft Excel Document	Constant Constant
		ananyan ana ang ang ang ang ang ang ang ang a	nana ¹	8 New Microsoft PowerPoint Document	
	test010 abc test7xt0006 txt	testTxt0008.txt			0

After clicking on the upload option, you can browse to the file or folder you want to upload. Use the Ctrl key to select multiple items.



Drag and Drop Upload

Latest web browsers that support HTML5 drag and drop upload will see "Drop Files Here" in an empty folder. These web browsers allow you to drag & drop multiple files directly into the Triofox Cloud. In the latest Google Chrome, Drag and drop folder is also supported, while the other HTML5-based web browsers support drag and drop of multiple files.

🛞 > FILE BROWSER		á	2	
	Q B All my files >hadroncloud yuening-catack > LargeFile	000	000	
All my files				
Oulck access				
My favorites	Folder is empty			
Co Shared files/folders	(Drag & drop files here to upload)			
install Windows Client				
C Storage DByte of Unimited (0 Bytes)				
			Ð	

Renaming/Deleting Folders

To rename and delete files and folders, right-click on the file in the "File Browser" and select the appropriate context menu item or use the small icons in the Detailed View bar of the selected item.

😚 > FILE BROWSER					& ·
٩.	All my files > hadroncloud-yuening-cstack				
All my files Quick access	ThofosDrive	windows folder			Activities More Info
$\chi^0_{\rm LT}$ My favorites $\chi^0_{\rm S}$ Shared files/folders	Übungablätter111	Open with Document Viewer			
Install Windows Client	הייקייה מייקייה 🖉	Open with Default Image Editor Open with Local Application			G ⁰ This file is not shared externally. Edit Click 'Edit' to send links to share with anyone.
Storage OByte of Universed (24 folders. 11 files - 48 MB)		Download Download using downloader			
		Copy Cut		Stadinet	
		Move	den	test004.2.html	
		Tags			
	Sept005.bx.by	Favorite Share	a text	testTix10008.txt	
	Vale av en ether hands mark In en eine in eine eine die eine eine ein	Public Link : Copy Direct URL		•	

Downloading Files

There are several ways to download files in Triofox:

When you select a file in the "File Browser", you can use the download icon (1) in the top bar. You can also right-click on a file and select "Download" (2) in the context menu. When you are in the "Detailed View" (3), you can select a file and download it in the same way as in the icon view.



Sharing

Sharing vs Access to File Server Shares

There are two ways to share files and folders in Triofox:

• File Server Shares Access:

Available only to the administrator, who can enable remote access to any existing file server shares or folders created in Triofox. An administrator can enable access to shares for native Triofox users or existing Active Directory users.

• Sharing:

Both the administrator and users can share files and folders with anyone who has an email address. The recipient of the share will receive an email with a link to open the folder or download the file. If the recipient of the email is also a Triofox user, he/she can access the shared file or folder directly from his/her account.

Administrators can prevent users from sharing if needed.

Sharing Files and Folders

File Sharing

To share a file, highlight the file and click the 3 dots to bring up the context menu from which you can select the **Share** option, revealed in the file header. You can also rightclick the file and select the **Share** option from the context menu. When the file is selected and the right panel is open, you will also find a **Share** link there.

> FILE BROWSER				
Q	B All my files > hadroncloud-yuening-cstack			: 📰 (1
All my files	Renamed Übungsblätter	Special & Char	Special_Test_1~Folder'A	
Quick access An My favorites	targetFolder	Team	test files	
cc₀ Shared files/folders	Test folder01	te Open with Document Viewer Open with Microsoft Office Online	103	
Storage D Byte of Unimited (24 folders, 11 files - 4.8 MB)	test folder04	Deen with Local Application	folder	
	Übungsblatter111	Pownload using downloader	ann, renamed	
		Copy	Fid	
		Rename		TT an og som Stat valm Stat valm Stat Miller Stat Miller
		tes Carlos	mi test005 txt.txt	MAXAMUSE 1 International to it human 8 BARK 1 BARK 0 BARK 0
		∱ Favorite		
	test010 abc testTixt0006.txt	Public Link test Copy Direct URL		
				0

After clicking "Share" above, in "Invite People" window, click the email field and enter the email address(es) separated by semicolons (;) for all people who need access to the file. You can also add notes if required. Click CONTINUE.



The second share window gives you access to the sharing options panel where you can make important decisions, such as how long the share should be active and how much control you want to give the user (e.g., read-only, full-control access). You can also make this share available to the public by getting a public link. If desired, you can also subscribe to notifications for the share.



You can access previously shared items by clicking on the share icon on a folder or file. You can access other shares by opening the right panel and clicking the "Edit" button next to the "File Shared with people" option.

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All my files	- mananatric						Activition More Inf
Quick access	Obungsblätter111	התמונה בתיקייה			test003.ppt		Activities More in
My favorites					⊉ ≪		File is not lock
Shared files/folders Install Windows Client					File Shared with Click 'Edit' to send links to a	2 people hare with anyone	
Storage 0 Byte of Universited					shareuser@test.com shareuser@share.com	Full Control True Full Control True	1 Day(s) 3 Hour(s) 6 Day(s) 23 Hour(s)
(24 felders: 11 files - 4 8 MB)			Stadinet	Stadinet			
		test003.ppt	test004.1.htm	test004,2.html			
			and a second				
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Folder Sharing

In this example, the icon view has been changed to a detailed view of the files in this folder. To share a folder, mouse-over it and select the Share icon in the corresponding row. You can also right-click on the file and select "Share" from the context menu.

😚 > FILE BROWSER						
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All my files	0	Narra	Version	Size	Type	Last Modified
(③) Quick access 각소 My favorites	•	European Characters ren				5/17/2022 9:47:17 AM
☆ Shared files/folders Install Windows Client		fieType				5/17/2022 9:47:17 AM
Storage	• 🖻	folder1	Downic	ad		1
0 Byte of United (24 folders, 11 files - 4 B MB)		FolderX.	Downlo	ad using downloi	ider	1
		LargeFile	Сору			
		Level + 1 folder	Cut			1
		Renamed Übungsblätter	Move	e		1
	•	Special & Char	Delete			3
	•	Special_Test & #+qp.(Copy)SI'~Folder' A	Favorit			1
	•	targetFolder	Share			1
	• 🛅	Team	Copy D	Link irect URL		1
		test files				0/11/2022 9. UM

Removing Shares

When setting up a share, a user can specify an expiration date. Once the share expires, other users can no longer access the share.

Users can also delete the share manually. To delete a user's access to a share, open the right panel and click the "Edit" icon for shared items. In the next panel, select the item you want to change, and then click the Delete icon in the pop-up window to remove that user's permission to the share.



S FILE BROWSER > EDIT SHARE	:					&▼
Bhared with the users listed below	w:					~ <i>6</i>
User Email	Full Control	Expiration	Download Notification	Change Notification	Notify User	
shareuser@share.com	True	6 Day(s) 23 Hour(s)				10/200

Get Public Link

In the Web Portal, you can retrieve the public link for a file with "Read-only" access by right-clicking on a file or folder.



Request a File

: Q B All my files > hadroncloud-yuening-ostacl All my files European Characters ren fileType folder1 Quick access A My favorites Level + 1 folder FolderX LargeFile Shared files/folders I Pa. Renamed Übungsblatte Special & Char Install Windows Client Download Storage 0 Byte of Unlimited (24 folders, 17 files - 4.8 MB) Download using down targetFolder Team Request a File test folder01 test folder02 Сору X Cut test folder04 TriofoxDrive Rename Move Ubungsblätter111 התמונה בתיקייה Delete 中文-1日录Dirot 🔍 Tags Savorite Share Constant option With S Public Link Copy Direct UR х Request File Send a file upload request email to the following address: SEND EMAIL OR Copy the link below so you can send it to your users manually:

GENERATE LINK

You can request a file for folders via the Web Portal.

S & 8

CLOSE

Accessing 'Files/Folders Shared with Me'

When a file or folder is shared with the user, he/she will receive an email. The link in the email can be used to open the file or folder.

If the user has a Triofox account with the specified email address, the shared files and folders will appear under the "Files shared with me" folder in both the Triofox Web Portal and the Triofox Desktop App.

Web Portal

You can access the shared files by clicking the "Shared files/folders" button in the File Browser view of the Web Portal.

😚 > FILE BROWSER		
۹.	Files/Folders shared by me:	(
¹ All my files ¹ Outlick access ¹ My favorites ¹ My favorites ¹ My favorites ¹ Install Windows Client		

Desktop Clients

In the Desktop Clients you can access shared files by navigating to the Triofox drive using the Explorer. There you will find all shared files listed with information about who shared the file with you.



User Menu

Color Themes

Users can customize the theme of their web portal by clicking the user settings icon and then the down arrow icon. There are 12 predefined color themes and an option for a custom theme.

Ø	> FILE BROWSER							&▼]
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な ~	My favorites Shared files/folders		folder1	FolderX		Settings Encrypted Emails Storage Usage Details			
Ē] Install Windows Client		LargeFile	Level + 1 folder	0 († 8		desktop or server client		
0	Storage 0 Byte of Unlimited (24 folders, 11 files - 4.8 MB)		Renamed Übungsblätter	Special & Char	ان ل)	Change Password .ogout yueningliu19951@	þyahoo.com		
			Special_Test!'~'Folder' A	targetFolder					
Ø	> FILE BROWSER								
		Q	H All my files > hadroncloud-yuening-cstack				Orange	~	1
2	All my files		European Characters ren	fileType			Blue Sky Blue Steel Blue	Ţ	·
☆	My favorites		folder1	FolderX			Olive Green Teal Green		1
	Shared files/folders		LargeFile	Level + 1 folder			Orange Pink Red Gray		
0	Storage 0 Byte of Unlimited (24 folders, 11 files - 4.8 MB)		Renamed Übungsblätter	Special & Char			Classic Triofox Default		

Subscribing To Change Notifications for Folders

Users can subscribe to change notifications for folders. Once subscribed, whenever a file or folder in that folder is changed, the user will receive an email with a list of the changes. This notification only applies if the change was made by other users. No notification email is sent if the changes were made by the user himself/herself.

Q	All my files > hadroncloud-yuening-cstack			Follow Browser Locale	
All my files	European Characters ren	fieType	folder1	My Devices	
Quick access My favorities	FolderX	LargeFie	Level + 1 folder	My Guest Users Settings Encrypted Emails	
Shared files/folders	Renamed Ubungsblätter	Special & Char	Special_Test_/~Folder A	Scorage Usage Details	
Storage D Byte of Unimited (24 folders, 11 files - 4.8 MB)	1argetFolder	Team	test files	Change Password	
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	test folder04	TriofosDrive	windows folder		
	Obungsblätter111	התמנה בתיקייה 📑	renamed התמונה בתיקייה		
		中文	Extens		
		Leston applications and the second se	Zadmet .	NeptodStatu	
> FILE BROWSER > SETT	INGS				

×

BE CLOSE

Select folder

Name hadroncloud-yuening-cstacl

Visit the settings of the files page. Then go to the "Folder Change Subscriptions" tab and click the "+" icon. This will take you to a menu that shows which folders the user is subscribed to and gives the option to change whether or not they want to be notified of changes.