



Everyware Client-Side User's Guide

www.everywaresolutions.com

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Everyware Client-Side User's Guide
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Introduction

What is Everyware?

You must have secure, remote access to current company data. You also need to share essential files with clients or colleagues without using insecure email or floppy disks. And these files must be backed-up securely. Your solution is *Everyware*.

Away from the office, *Everyware* allows you secure data access and controlled collaboration from almost any Internet-enabled device. All files are encrypted and compressed using state-of-the-art technology. Plus you have the 'Exit Without A Trace' option to erase all record of your transactions when using a remote workstation.

With *Everyware* you get automatic backup to your server of all files that you create or change on any remote computer. Only newly created or changed files get backed up, and complex algorithms in the *Everyware* software ensure that only the changes to changed files are compressed and securely transferred, making *Everyware* the most efficient way to protect and access your valuable data.

Installing the Everyware Client Application

Before you can install the *Everyware Client* application, you must log on to the computer using an account that has privileges to install software. To begin installing the *Everyware Client* software, insert the *Everyware Installation* CD in the CD-ROM drive. Follow the instructions on your screen and, whenever asked, select *Client* (not *Server*). By selecting *Client*, you will install only the *Everyware Client* software, as opposed to the *Everyware Server* components.

- ▶ **To install the Everyware Client application:**
 1. Log on to the computer using an account that lets you install software.
 2. Insert the *Everyware Client Installation* CD in the CD-ROM drive.
 3. When asked, select *Client* (do not select *Server*).
 4. The *Everyware Client* software is installed.

System Requirements

The *Everyware Server* application can be run on the following minimum computer configuration:

- Windows NT Workstation or Server 4.0 with Service Pack 4 or later (Server recommended).

- Windows 2000 Pro or Server (Server recommended).
- Pentium II 300 or better (PIII 500 recommended).
- 128 MB RAM (256Mb recommended).
- 50 Mb free disk space (for program files only).
- Internet Explorer 4.0 SP1 or higher.

The *Everyware Client* application can be run on the following minimum computer configuration:

- Windows NT 4.0 with Service Pack 4 or later.
- Windows 98, Windows 2000, or Windows XP.
- Pentium 233 or higher (PIII 500 recommended).
- 64Mb RAM (128 recommended).
- 20Mb Disk space (for program files only).
- Internet Explorer 4.0 SP1 or higher.

If you are installing the software on a Windows NT machine, you must install Internet Explorer 4.01, Service Pack 1 or later. Do NOT select *Active Desktop* when installing Internet Explorer 4.

Using the Everyware Client Application for the First Time

When you execute the *Everyware Client* application for the first time, you will be asked to type your user name, password, and server name. The server name is the name of the server to which you will be connecting.



Figure 1: Everyware Client Login Window

- ▶ **To log on to the Everyware Client application:**
 1. In the *Username* field, type your user name.
 2. In the *Password* field, type your password.
 3. In the *Server* field, type the name of the server to which you will connect.
 4. If you want the *Everyware Client* to remember your password automatically when you log on in future, select the *Remember my password?* Check box. The next time you log on, you will not need to type your password.

5. Click **Login**.

After typing your log on information, click **Login** to tell the *Everyware Client* application to connect to your server. The application will then create a list of Virtual Hard Disks (VHDs) you can access. For each accessible VHD, you will be asked to specify a working directory (or folder) for that disk. The default working directory is *c:\disk_name*. If you want to use a different directory, select a new directory. Click **OK** to retrieve the existing data from the target directory to your VHD.

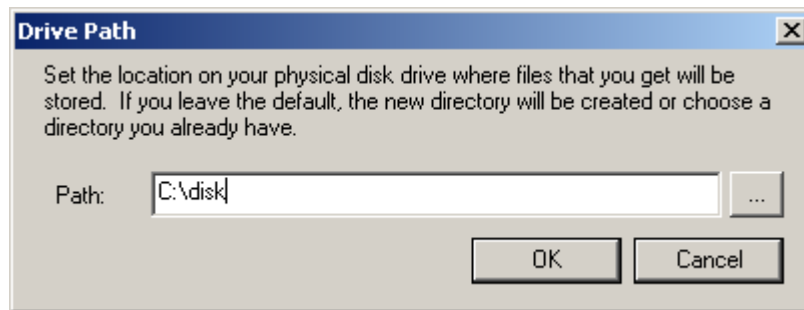


Figure 2: Virtual Disk Path Window

► **To connect to the server:**

1. To connect the *Everyware Client* application to your server, select the disk in the **Virtual Disk Path** window.
2. If you wish to select a different disk than the one shown in the *Path* field, click the "...” button and select the disk.
3. Click **OK**.

Understanding the Everyware Client's Main Window

When you have successfully logged on to the *Everyware Client* application and are connected to the appropriate server, you will see the application's **Main** window:

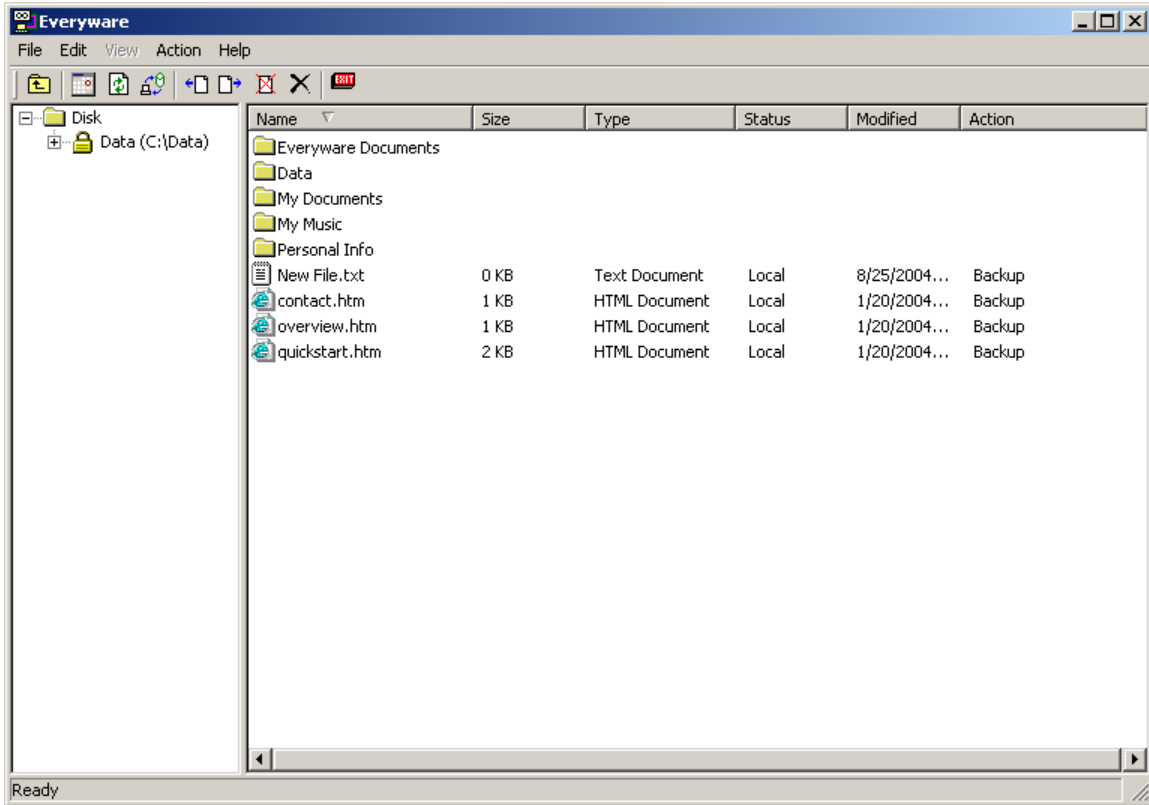


Figure 3: Everyware Client's Main Window

The *Everyware Client's Main* window lists your VHDs and their corresponding directories in the left pane. The remaining portion of the **Main** window shows information about the files stored in the selected directory. For each file, the application shows the file's name, size (in bytes), status, modified state, and the action to be performed.

The *Everyware Client's Main* window consists of a menu bar, a toolbar, and working area. The menu bar lets you navigate through the application while the toolbar provides a group of icons you can click as an alternative to selecting commands from the menu bar. The working area lists the files you have added to your VHD and the synchronizing actions that will be performed on those files.

The menu bar on the **Main** window displays four menus: *File*, *Edit*, *Action*, and *Help*. Clicking one of these menus displays a list of menu commands, as follows:

The File Menu

Click the *File* menu item to see the **File** menu, shown here:

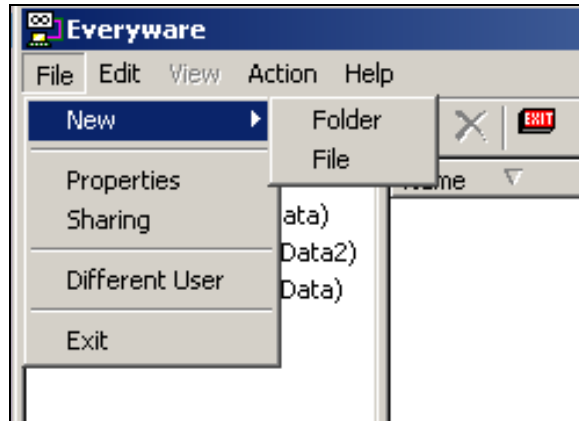


Figure 4: The File Menu

The **File** menu contains four menu commands, as follows:

- New** Displays a menu containing two items: *Folder* and *File*. Select the folder menu item to create a new folder (or directory) in the selected folder. To create a text file, select the *File* menu item. The text file is created in the selected folder.
- Properties** Opens the **VHD Drive Properties** window (see below).
- Sharing** Displays a window where you select the sharing access settings for your virtual disks.
- Different User** Login as a different User
- Exit** Terminates (or exits) the *Everyware Client* application.

The Edit Menu

Click the *Edit* menu item to see the **Edit** menu, shown here:

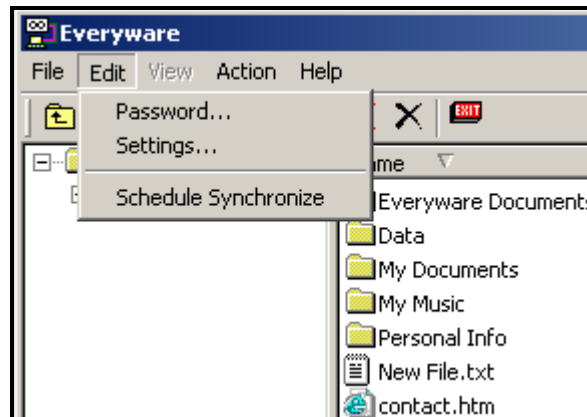


Figure 5: Tools Menu

The **Edit** menu contains three commands, as follows:

- Change Password Lets you change your password for the server you connect to.
- Settings Modify your personal settings for the particular Everyware. Settings include: auto startup, auto login, clean up after exiting, logging level.
- Schedule Lets you specify your personal preference for synchronizing files and folders and maintaining log files.

The Action Menu

Click the *Action* menu item to see the **Action** menu, shown here:

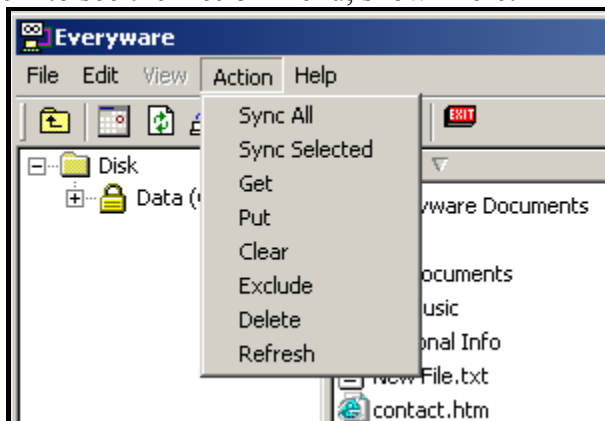


Figure 6: Action Menu

The **Action** menu contains eight commands: *Sync All*, *Sync Selected*, *Get*, *Put*, *Clear*, *Exclude*, *Delete*, and *Refresh*, as follows:

- Sync All** Synchronizes files stored on the server and on the local or remote computer. New files stored on the local disk are copied to the server. If a newer copy of a file stored on the server is also stored locally, then the newer copy on the server is copied over the local file. All *Get*, *Put*, and *Delete* commands queued for files and folders are executed when the *Synchronize* command is run.
- Sync Selected** Synchronizes files stored on the server and on the local or remote computer. New files stored on the local disk are copied to the server. If a newer copy of a file stored on the server is also stored locally, then the newer copy on the server is copied over the local file. All *Get*, *Put*, and *Delete* commands queued for files and folders are executed when the *Synchronize* command is run. This command is performed on the selected (highlighted) files.
- Get** The *Get* command flags the specified file(s) for copying. When the *Synchronize* command executes, all remote files flagged with the *Get* command are copied from the server to the local computer's disk and placed in the same directory as that used on the server.

Put	The <i>Put</i> command flags the specified file(s) for copying and then deleting. When the <i>Synchronize</i> command executes, all local file marked with the <i>Put</i> command are copied to the server. The local files are then deleted from the local computer's disk.
Clear	This command clears the action of all selected files (including directories and all of their contents).
Exclude	All files marked with the <i>Exclude</i> command will not be synchronized. The <i>Get</i> , <i>Put</i> , and <i>Delete</i> commands will not be executed on these excluded files.
Delete	All files marked with the <i>Delete</i> command are deleted when the <i>Synchronize</i> command is executed. Deleted files cannot be recovered.
Refresh	Refreshes the list of files stored on the local computer's disk.

The Toolbar

The toolbar on the *Everyware Client* application's window provides a set of icons that execute commands. Using the toolbar is an alternative to using the menu bar. Simply click the icon that corresponds to the command you want to execute.

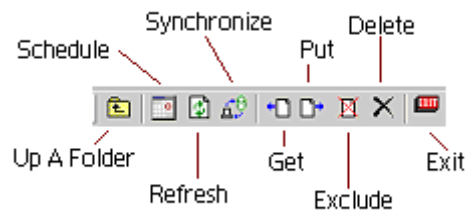


Figure 7: The Toolbar

Synchronizing Your Files

Selecting VHD Drive Properties

You can tell the *Everyware Client* application the directory you want to synchronize. You can also specify how the directory should be synchronized. To do so, select the **File** menu and choose **Properties**. The **VHD Drive Properties** window appears:

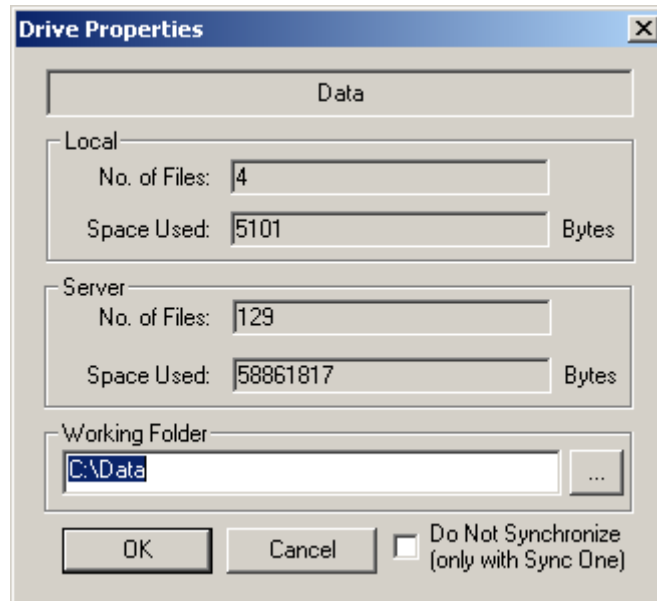


Figure 8: VHD Drive Properties Window

The **VHD Drive Properties** window displays information about the selected VHD. The window shows the name and number of files stored in the VHD (both local and server side). The size of the data stored in the local and server computers is also shown. Finally, the name of the working directory is displayed in the *Working Folder* field.

The files in the selected VHD will be synchronized when the *Synchronize* command is executed. If you do not want these files to be synchronized, select the *Do Not Synchronize (only with SynchOne)* check box. The icon that represents the VHD will change to red. However, selected files will be synchronized with the *SynchOne* function.

► **To select VHD drive properties:**

1. From the **File** menu, choose **Properties**. The **VHD Drive Properties** window appears.
2. Select the *Do Not Synchronize (only with SynchOne)* box if you do not want these files to be synchronized.
3. Type the path in the *Working Folder* field or click the ‘...’ button to find the path.
4. Click **OK**.

Specifying the Files to Synchronize

Once you have selected a VHD to work with, you need to copy (or move) the files you want to incorporate into your VHD. These are the files that will be synchronized with your server.

To copy your files, use Windows Explorer to drag and drop the files into the right pane of the *Everyware Client* application's **Main** window. After copying the files, select the **Action** menu and choose **Refresh**. The *Refresh* command lets you verify that the *Everyware Client* application contains the latest view of the files and folders in your VHD.

The *Everyware Client* application shows the file's name, size, status, modified state, and actions to be performed on the file. For each file, the *Status* column shows the file as being Local while the *Action* column displays a word such as "Backup". The *Status* and *Action* columns, therefore, tell you these files are new to the VHD and will be backed up (synchronized) to your server at a future specified time.

► **To specify the files to synchronize:**

1. Execute Windows Explorer and select the directory containing the files you want to synchronize.
2. Select and then drag and drop the files from Windows Explorer to the right pane of the *Everyware Client*'s **Main** window.

Excluding Files from Everyware Actions

You may have certain files (such as temporary or log files) on your local or remote computer that you do not want to synchronize or perform other actions on. To exclude a file or group of files from action commands, select the file(s) and then choose the **Exclude** menu item on the **Action** menu. The next time the *Synchronize* command executes, no actions will be performed on these files.

► **To prevent files from being synchronized:**

1. In the right pane of the *Everyware Client*'s **Main** window, select the files to exclude.
2. From the **Action** menu, choose **Exclude**.

Synchronizing Your Files with the Server

When you select the *Synchronize* command from the **Action** menu, the *Everyware Client* application executes the pending actions (shown in the *Action* column) on each file in your VHD. The first time you execute the *Synchronize* command, all files in your VHD are copied to the server. Subsequent synchronizations will copy only new or modified files to the server.

- ▶ **To synchronize files with the server:**
 - From the **Action** menu, choose **Synchronize**.

Retrieving Remote Files from the Server

You can use the *Everyware Client* application's **Get** command to retrieve a file from the server. This command copies the remote file to your local computer's disk to the same directory as on the server.

- ▶ **To retrieve files from a remote computer:**
 1. Select the file in the *Everyware Client's* **Main** window.
 2. From the **Action** menu, choose **Get**.

Saving Local Files to the Server

You can store a file saved on your local computer's disk to the server. To do so, select the **Put** menu item from the **Action** menu. The file is first copied to the server and then deleted from the local computer's disk.

- ▶ **To save a file to a server:**
 1. Select the file in the *Everyware Client's* **Main** window.
 2. From the **Action** menu, choose **Put**.

Removing files from the Server or Local Computer

You may use the **Delete** command to remove files from the server or local computer. It is important to realize that you cannot recover a file once it has been deleted. To delete a file, select the file and then choose the **Delete** menu item on the **Action** menu. When your files are next synchronized, the selected items will be deleted from the local computer or the server.

- ▶ **To remove a file:**
 1. Select the file in the *Everyware Client's* **Main** window.
 2. From the **Action** menu, choose **Delete**.

Configuring the Everyware Client Application

Setting the Sharing Access for Virtual Disks

The **Modify Sharers** window lets you modify the sharing access to your virtual disks. The *Everyware Client* application will generate an error message if you attempt to access a disk that you do not own. To modify the sharing access for a virtual disk, choose **Sharing** from the **File** menu. The **Modify Sharers** window appears:

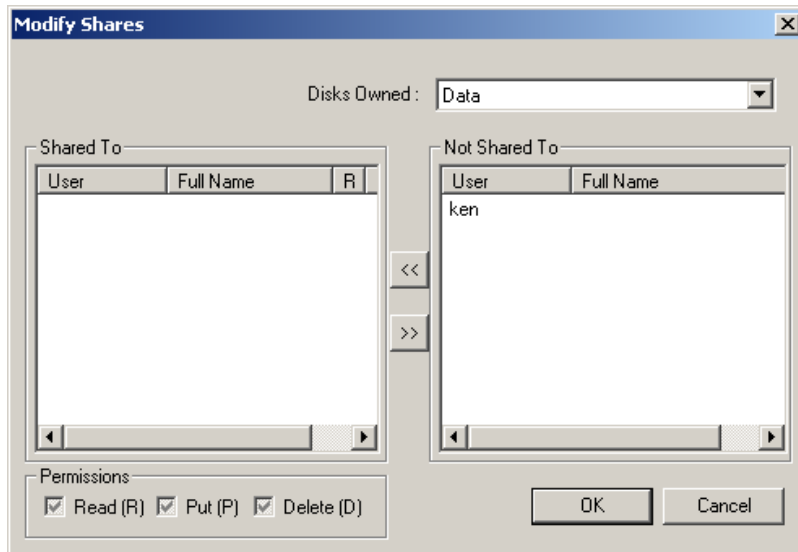


Figure 9: Modify Sharers Window

The **Modify Sharers** window shows the name of the owned disk. The owned disk is the virtual disk you are modifying. You can click the DOWN ARROW to see a list of all virtual disks owned by your account. The *Shared To* panel lists the accounts that are sharing this virtual disk while the *Not Shared To* panel lists the accounts on the server that are not sharing this virtual disk.

The *Shared To* panel shows the account/user name, the user's full name, and the access permissions granted to the account. You can remove an account from sharing this virtual disk by selecting an account and then clicking the > button to move the account to the *Not Shared To* panel.

The *Not Shared To* panel shows the accounts on the server that are not sharing the owned disk. You can remove an account from the *Not Shared To* list by selecting the account and then clicking the < button to move the account to *Shared To* panel.

The *Permissions* section of the **Modify Sharers** window lets you modify the permissions the selected account has for the shared virtual disk. To modify the permission, select an account in the *Shared To* panel and then select the permission boxes required. The permissions are *Read*, *Put*, and *Delete*.


The *Read* permission gives the account the ability to read, but not add, change, or delete data from the virtual disk. The *Put* permission gives the account read-only access and the ability to copy new or changed data to the virtual disk, but data cannot be deleted from the virtual disk. The *Delete* permission gives full access to the virtual disk, meaning that data can be read, modified, and deleted from the virtual disk.

► **To modify the sharing access permissions:**

1. From the **File** menu, choose **Sharing**. The **Modify Sharers** window appears.
2. In the *Owned Disks* field, select a disk account from the dropdown list.
3. Select an account in the *Shared To* panel and click > to remove sharing access. To add sharing access to this disk account, select an account in the *Not Shared To* panel and click <.
4. Select the appropriate permissions for sharing in the *Preferences* panel.
5. Click **OK**.

Scheduling a Synchronize

The *Scheduler* tells the *Everyware Client* application to synchronize your files at a scheduled time and frequency for a selected disk.

To schedule a Synchronize, choose **Schedule** from the **Edit** menu or click on the **Schedule**  toolbar icon. The **Schedule** window appears:

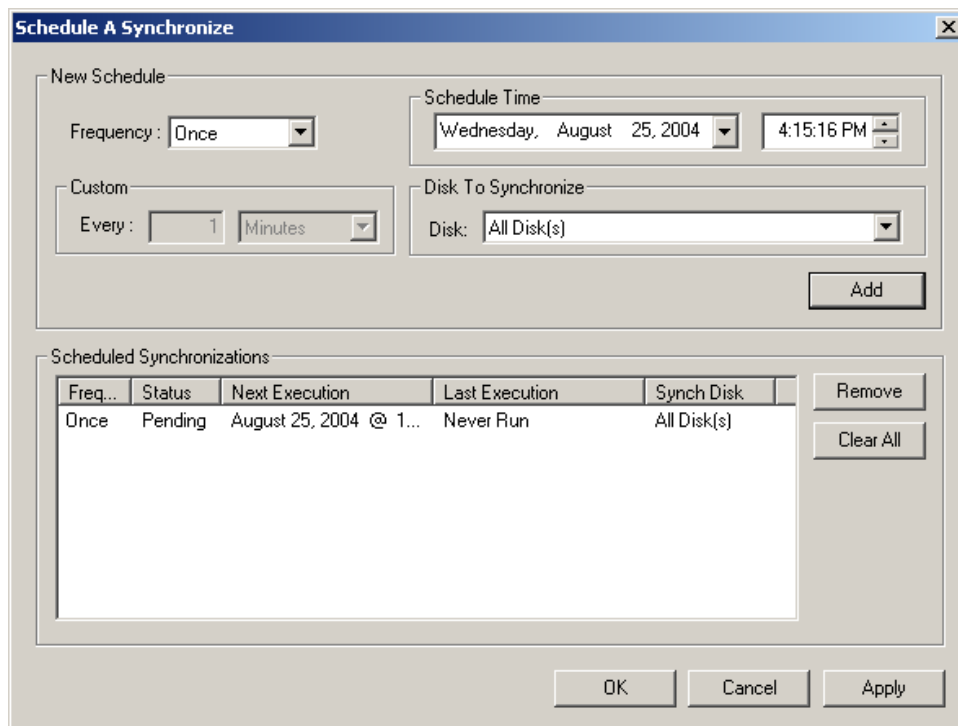


Figure 10: Preferences Window

Setting the Schedule to Synchronize Files

The **Scheduler** window lets you specify the frequency, time, and disk you want the *Synchronize* command to execute. The *Everyware Client* application must be loaded and executing on your computer when synchronizing is to occur. The *Synchronize* command executes at the specified interval automatically as long as the application is running.

You can tell the *Everyware Client* application to synchronize your files at a specific time for today only or specific days for a particular disk. The frequency setting can be set to once, daily, weekly, monthly, or custom beginning on a specified date and time.

The following describes the frequency settings you can select when synchronizing your files:

Frequency Setting	Description
Once	The <i>Synchronize</i> command is executed one time only.
Hourly	The <i>Synchronize</i> command is executed once each hour.
Daily	The <i>Synchronize</i> command is executed at the specified time each day.
Weekly	The <i>Synchronize</i> command is executed at the specified time once each week.
Monthly	The <i>Synchronize</i> command is executed at the specified time once each month.
Custom	The <i>Synchronize</i> command is executed every <i>X</i> minutes or hours.

► **To schedule a new synchronize:**

1. From the **Tools** menu, choose **Preferences**. The **Preferences** window appears.
2. Click the *Scheduler* tab to see the **Scheduler** window.
3. In the *Frequency* field, click the DOWN ARROW and select a setting.
4. In the *Next Scheduled Synchronize* field, click the DOWN ARROW and select the date to synchronize the files.
5. Click the DOWN ARROW in the *Time* field and select a time.
6. Click on *Disk* field to specify the disk to synchronize.
7. Click **Add**. The frequency event appears in the scheduled event list.

► **To remove a scheduled synchronizes:**

1. In the **Scheduler** window, select an event from the scheduled event list.
2. Click **Remove**.

► **To remove all scheduled synchronizes:**

1. In the **Scheduler** window, select an event from the scheduled event list.
2. Click **Clear All**.

Setting Login Preferences

Each time you execute the *Everyware Client* application, you must provide your user name and password. You can instruct the *Everyware Client* application to remember (and save) all your login accounts and servers used on your computer system. To do so, choose **Settings** from **Edit** menu and click on the **View** button. The **Login User List** window appears:

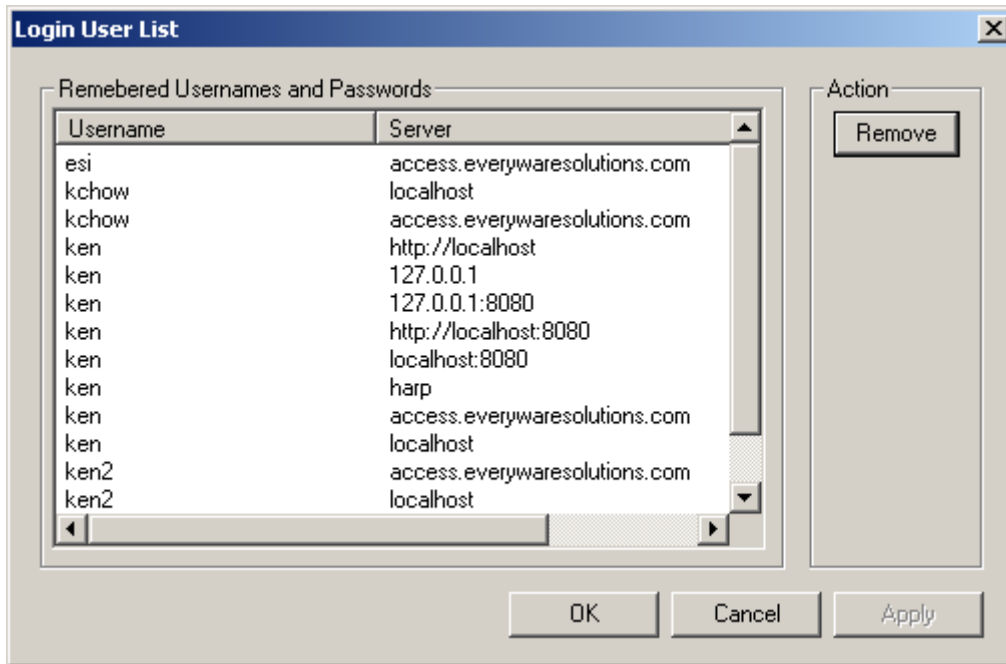


Figure 11: Login Preferences Window

The **Login User List** window shows a list of user and server accounts on this computer system. To remove an account from the list, select the account and then click **Remove**.

Setting Preferences

If you are using the *Everyware Client* application on a public computer, you may want to instruct the application to delete all traces of your files on that computer after synchronizing. When you exit the *Everyware Client* application, the files will be synchronized with your VHD and will then be removed from the public computer.

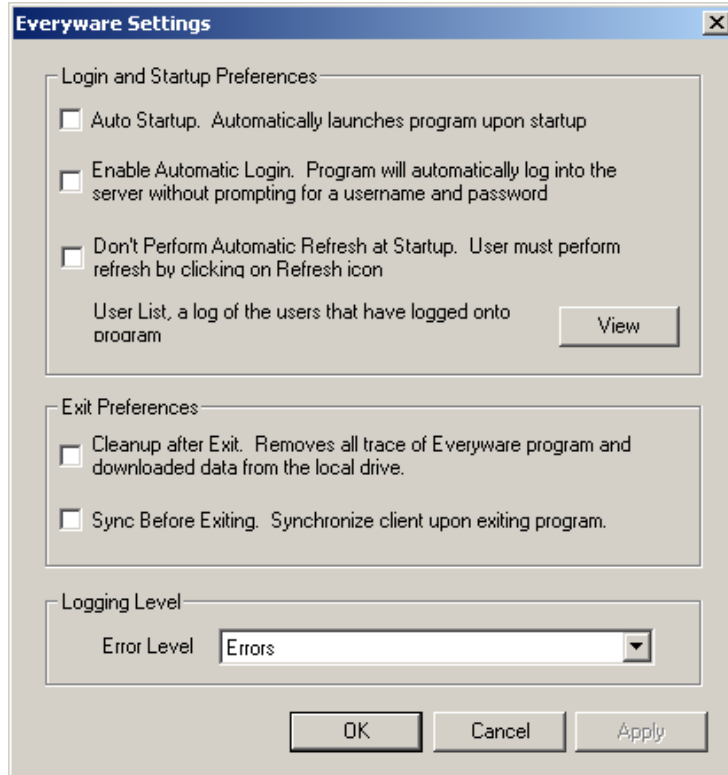


Figure 12: Settings Window

Auto Startup

The *Everyware Client* automatically starts itself when you start Windows. Users do not have to click on the *Everyware Client* shortcut or executable to invoke the program: program is automatically launched upon windows startup.

► **To auto start Client application:**

1. From the **Edit** menu, choose **Settings**. The **Settings** window appears.
2. Select the *Auto Startup* box.
3. Click **Apply** or **OK**.

Automatic Login

Upon launching the *Everyware Client* the user is automatically logged onto the server. Username and password is automatically sent to the server for verification.

► **To automatically log onto the Client application:**

1. From the **Edit** menu, choose **Settings**. The **Settings** window appears.
2. Select the *Enable Automatic Login* box.
3. Click **Apply** or **OK**.

Do Not Perform Automatic Refresh At Startup

Allow the user to only manually refresh the *Everyware Client* upon startup. The user refreshes the client by pressing the *Refresh* button on the toolbar.

► **To Set The Client To Not Perform An Automatic Refresh:**

1. From the **Edit** menu, choose **Settings**. The **Settings** window appears.
2. Select the *Don't Perform Automatic Refresh At Startup* box.
3. Click **Apply** or **OK**.

Cleaning Up After Exiting the Application

If you use the *Everyware Client* application on a public computer, you can tell the application to delete all traces of your files from the computer when you exit the program. The *Cleanup After Exit* preference setting removes all traces of your personal files on the local computer. Your files are synchronized and stored in your *Everyware VHDs* when you terminate the application.

► **To clean up after exiting the Client application:**

1. From the **Edit** menu, choose **Settings**. The **Settings** window appears.
2. Select the *Cleanup After Exit* box.
3. Click **Apply** or **OK**.

Synchronize Before Exiting the Application

When you terminate the *Everyware Client* application, you can specify that your files be automatically synchronized with the server before the application actually terminates. The *Sync Before Exiting* preference setting, when selected, forces the *Client* application to synchronize your files each time the application is exited.

► **To synchronize files before exiting the Client application:**

1. From the **Edit** menu, choose **Settings**. The **Settings** window appears.
2. Select the *Sync Before Exiting* box.
3. Click **Apply** or **OK**.

Logging Level

Each time the *Synchronize* command executes, the application creates a log file. Log files are store in the *C:\Logs\Client* directory with names such as *log20021126.txt*, where 2002 is the year, 11 is the month, and 26 is the day the log file was created. You can also select the level of detail for your log files. The error level options you can select track the least amount of error information to the most amount of error information, as shown in the following table:

Error Level	Description
Errors	Logs all critical events that should not be ignored. The <i>Client</i> application will stop functioning after an error event such as this occurs.
Warning	Logs all non-critical events that can usually be ignored. The <i>Client</i> application will continue to function normally after this error event occurs.
Comfort Tracing	Logs all low-volume debug tracing for Everyware use only.
Debug	Logs all medium-volume debug tracing for Everyware use only.
More Debug	Logs all high-volume debug tracing for Everyware use only.

- ▶ **To select the level of detail for log files:**
 1. From the **Edit** menu, choose **Settings**. The **Settings** window appears.
 2. Click the DOWN ARROW in the *Error Level* field and select the error level.
 3. Click **Apply** or **OK**.

Changing Your Password

At any time, you can change your log on password for the server you connect to. To change your password, select **Edit**, and then choose **Password**. The **Change Password** window appears:



Figure 13: Change Password Window

Type your old password and your new password. In the *Confirm Password* field, type your new password to make sure it matches the text you typed in the *New Password* field. Click **OK** to tell the *Everyware Client* application to update your password for the server.

- ▶ **To change your password:**
 1. Select **Edit** and choose the **Password** menu item. The **Change Password** window appears.
 2. Type your old password in the *Old Password* field and press tab to move to the next field.
 3. In the *New Password* field, type the new password you would like to use.
 4. Type your new password a second time in the *Confirm Password* field.
 5. Click **OK** to change your password.

Getting Help and Product Support

Getting Help

While using the *Everyware Client* application, you can ask for help at any time or view information about the application itself. To view the **Help** system, select the **Help** menu item and then choose **Contents**. To view information about the application, choose the **About Everyware Client** menu item.

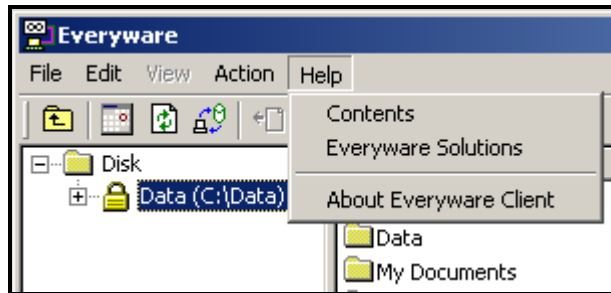


Figure 14: Everyware Client Help Menu

Glossary

- Local** A Local file is a file that is present on the server and on the local computer hard disk. You can view and edit a local file without initiating a connection to the server. When you select the *Refresh* command, the *Everyware Client* application labels the file as Backup in the *View* pane. This means the *Everyware Client* will back up this file to the server at the appropriate time.
- Remote** A Remote file is a file that is stored on the server but is not stored on your local computer's hard disk. You cannot view or edit a remote file unless you first execute a *Get* command for the file and then select the *Synchronize* command. Should you want to make a file a Remote file (such as when you want to save hard disk space), you will be able to view the file in future. You can execute the *Put* command on the file. The *Put* command copies the file to the server and then deletes the file from your local computer's hard disk when the *Synchronize* command is executed.
- Server** Refers to *Everyware Server* application. The *Server* is an application that runs on a highly available computer and communicates with Everyware clients. The server follows instructions from the clients when files need to be copied to or from a VHD. The server computer should be a robust computer with enough disk space to support all clients' VHD disks. The server computer should also have a backup system in place to ensure that users files are backed up.

VHD Virtual Hard Disk. When an account is created on an *Everyware Server*, you are automatically given a VHD. The virtual hard disk is a disk you can access from anywhere. The files are not only stored on the server, but they may also be stored on your local computer's hard disk.

Product Support

If you require further assistance with any *Everyware* product, visit our website at <http://www.everywaresolutions.com/>. Use the Product Support Key provided by your System Administrator to access the support information you require. For toll-free, registered support, please call our customer support team at 1-866-273-8376.