IBM Aspera Drive User Guide 3.1.7

Windows

Contents

Introduction

IBM Aspera Drive is a data transfer client application that you run on your desktop or mobile device, to move files or folders quickly and securely through your Aspera transfer server.

Features at a Glance

Drive provides the following services:

- Integrated desktop browsing of remote files.
- Drag-and-drop high-speed upload and download from cloud storage and traditional storage.
- Background synchronization of files.
- Sending and receiving of large files and data sets at global distances.

Installation

Installing Drive

To install Drive, follow the instructions in this section. To upgrade an existing Drive installation, see Upgrading Drive on page 4.

Before installing Drive, obtain from your system administrator the URL and username/password credentials for at least one transfer server for use with Drive.

1. Download the Drive installer:

    AsperaDrive-*version*.msi

2. Install Drive by running **AsperaDrive-*version*.exe**. Follow the onscreen instructions.

    Note: During installation, the installer closes Windows Explorer.

    You can select the checkbox in the setup wizard to start Drive automatically after installation, or you can start it

    manually from the Windows **Start** menu. When Drive is running, the Drive icon appears in the system tray.

3. To begin using Drive, use the wizard's onscreen instructions to add an account for use with an Aspera transfer server.

    For instructions on using the wizard, see the sections in this guide that describe adding and modifying accounts. The Drive functions available to you depend on the type of server you connect to. See

    - Adding a Drive Account for IBM Aspera on Cloud

      or
    - Adding a Drive Account for IBM Aspera Faspex

      or
    - Adding a Drive Account for IBM Aspera Shares

      or
    - Adding a Drive Account for Cloud Storage

Upgrading Drive

To determine whether Drive updates are available, do the following:

1. Check the release notes for information on new features and fixes since your last installation.
2. In the Windows system tray, right-click the Drive icon and select **Check for updates**.
3. If a newer release is available, download the Drive installer from the **Check for updates** link.
4. Install Drive by running **AsperaDrive-*version*.exe**. Follow the onscreen instructions.

   Note: The installer closes Windows Explorer, and if it finds a version of Drive already running on your system, it shuts it down.

Uninstalling Drive

To remove the Drive application from your system, do the following:

Note: The uninstallation process closes Windows Explorer.

Either

- Select **Start > All Programs > Aspera > Uninstall Aspera Drive**.

or

- Select **Start > Control Panel > Uninstall a program**. Locate Drive in the list of installed programs; right-click it and select **Uninstall**.

Working with IBM Aspera on Cloud

Drive with Aspera on Cloud

You can use Drive in conjunction with IBM Aspera on Cloud, a SaaS platform for file transfer and collaboration. When Aspera on Cloud is integrated into Drive, you can do the following:

- See all your Aspera on Cloud workspaces, files, and packages (sent, received, and archived) in a single view in the file browser.
- Share content with members of your organization.
- Send packages to an Aspera on Cloud inbox.
- See previews of image files.
- Check in and check out files for collaboration with a team.
- Transfer files and folders between your client computer and the server using the Windows Explorer file browser interface, with the following standard Windows Explorer functions:
  - browsing files and folders
  - transferring files to and from your transfer account
  - drag-and-drop [1]
  - creating new folders
  - copy-and-paste

Note: Drive does not currently support adding metadata to packages that it sends. Therefore, ensure that Aspera on Cloud is not configured to have any required metadata fields when sending packages. You can configure optional metadata fields, but Drive will ignore them.

For detailed information on using Aspera on Cloud, see the Help Center within the Aspera on Cloud application.

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[1] You may not download an entire shared folder by drag-and-drop. Instead, select contents of the folder to download.

Adding a Drive Account for Aspera on Cloud

Use Drive's account setup wizard to configure a new transfer account. Have the following information available before configuring an account:

- The URL of your Aspera on Cloud platform.
- The username and password that you have on Aspera on Cloud.

The steps below assume that you have Drive installed and running.

To add an Aspera on Cloud account to Drive, do the following:

1. Choose one of the following methods to open Drive's **Accounts** preferences:

   - Right-click the Drive icon in the system tray and select **Preferences > Accounts**.
   - If you have the Drive **Activity** window open, select ☰ > **Preferences > Accounts**.

2. Click to add a transfer account.
   The **Account Wizard** opens.

3. Fill in the fields with the following information about the Aspera on Cloud platform:

Field	Description
Account name	A name for the account. This name is used only by Drive.
Server address	The URL for the server that is running Aspera on Cloud.

   Click **Next**.

4. On the **Authentication** screen, with **SAML Authentication** selected, click **Next**.

5. Enter your Aspera on Cloud credentials:

Field	Description
Username	The username that you have on Aspera on Cloud.
Password	The password that you have on Aspera on Cloud.

6. If your Aspera on Cloud platform is configured for synchronization, either

   - Set up syncing. To do so, either accept the default directory shown for **Place my files in**, or click **Change** to browse for a different folder (or create a new one).

     or
   - Click **I'd rather not set up file syncing now**.

   By default, the sync folder is created inside the user's **Documents** folder. The name of the folder is the description text you entered for the account.

   For example, the default folder for an account named *My Company Server* would be the following:

   C:\Users*username*\Documents\My Company Server

   If you choose to use the default folder, it is created automatically. If you want to change the sync folder, click **Change** to browse for a different folder or create a new one.

7. If you opted to set up syncing on the previous screen, the **Account Wizard** prompts you to choose folders to sync. You can either

   - Select **Synchronize with the selected remote folders** and then select the folders on Aspera on Cloud to sync.

Click the arrows to expand or collapse the folder view, and select the check boxes for the folders you want to sync.

Choose the sync direction:

- **Two-Way**
- **Remote to Local** (default)
- **Local to Remote**

or
- Select **I'll choose the folders to sync later.**

8. Set up package downloading:

- Choose **Automatically download my packages to** and enter or browse to a location where you'd like to store your downloaded packages.

or
- Choose **I'd rather not set up automatic downloading now.** You can change this setting later if you wish.

9. If you opted to set up package downloading in the previous step, now select a timeframe:

- Choose to download packages from a date in the past.

Select **Download my packages from date sent** and choose an option from the drop-down:

- **Yesterday** (default)
- **A week ago**
- **A month ago**
- **The beginning of time**

or
- Choose to download packages from now on.

10. Set up how you will check for new packages:

- Choose **Check for new packages** and select an automated time interval from the drop-down list.

or
- Choose to check for packages manually.

11. Click **Finish** to complete your Aspera on Cloud account setup.

Checkin/Checkout of Aspera on Cloud Content

You can use Drive to collaborate across your team, with clear "ownership" while a user is editing a document. With the checkin/checkout feature, users check out a copy of a file, make local changes, and then check in the edited file. While the first user has the file checked out, other users can view but not modify the master copy.

Note: The checkin/checkout feature is available in Drive if it has been enabled in Aspera on Cloud at the *organization* level.

Basic Checkin/Checkout Workflow

With Drive running, do the following:

1. In Windows Explorer, navigate to **Aspera Drive** > *AsperaOnCloudAccountName* > *workspaceName* to the file you want to work on.
2. Right-click the file and select **Check out**.

When you do this, Drive downloads a copy of the file to your local computer and places a lock on it, so that others can't edit it until you check it back in.

The file opens in the default application for that file type.

3. Edit the file and save your changes.
4. Back in Windows Explorer, check in the file. There are two ways to do this:

- In the Aspera on Cloud location where you checked out from, right-click the file and select **Check in**.
- In **Aspera Drive > My Checkouts**, right-click the file and select **Check in**.

  Note: If **My Checkouts** does not appear in Explorer, either

  - You do not have any files checked out.

    or
  - You need to refresh the Explorer window.

When you check in the file, Drive uploads your edited copy to the Aspera on Cloud workspace and releases the lock. Now others can see or check out the version with your changes.

Checking Out Files from Within an Application

In addition to checking out files from Windows Explorer, you can also check out files while you are working in an application (such as Word, Photoshop, Notepad, or any other common application).

To check files out from within an application, do the following:

1. Select **File > Open**.
2. Browse to **Aspera Drive >** *account_name* and navigate to the file you want to work on.
3. Click **Open**.

When you open a file in this way, you are also checking it out through Drive.

Reverting a Checkout

Once you have checked out a file, you might need to release the lock you hold on it — for example, so that another team member can edit it. Reverting a checkout removes the file lock and deletes your local copy.

Note: If you revert a checkout on a file you have edited, *you lose the changes you have made to the file*. In the Aspera on Cloud workspace, Drive restores the version of the file that you checked out.

To revert a checkout, do the following:

1. Go to **My Checkouts**.
2. Right-click the checked-out file and select **Revert**.

Drive alerts you that reverting will discard any changes you have made to the file.
3. Click **Yes** to finish.

Checkout Versus Open

Opening a file through Drive and *checking it out* look very similar in behavior: in both cases, Drive downloads a local copy to your computer and opens it in the default application. But with checkout, Drive also places a lock on the file so that other users cannot edit it.

If you double-click a file, this opens it but does not check it out. Take care to note the difference in your collaboration workflow.
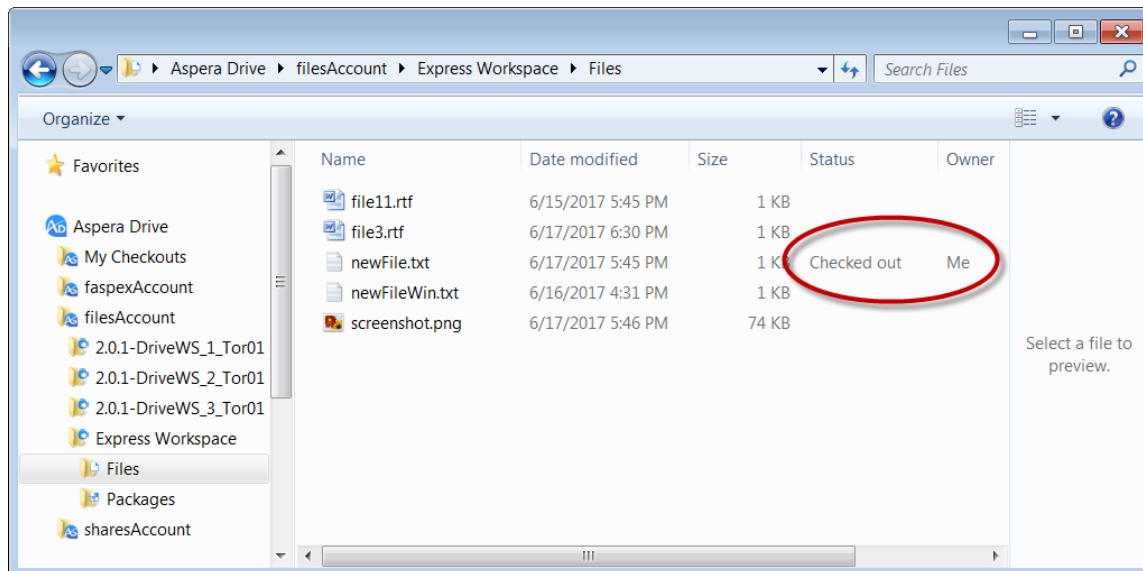
Viewing File Locks

You can use Drive to see who has a particular file checked out from the Aspera on Cloud repository.

Do the following:

1. In Windows Explorer, navigate through Aspera on Cloud to the location of the content you want information about.
2. Select it.

The entry in Windows Explorer shows you which user has checked out the file.


My Checkouts

In the course of your work, it may be easy to lose track of your checkouts, especially if

- You check out a large number of files.
- Your checked-out content comes from several different locations in Aspera on Cloud.
- Some time passes between checking out a file and checking it in.

The most convenient way to keep track of your checked-out content is to use the **My Checkouts** area of Windows Explorer.

To see all of your current checkouts, click **My Checkouts**.
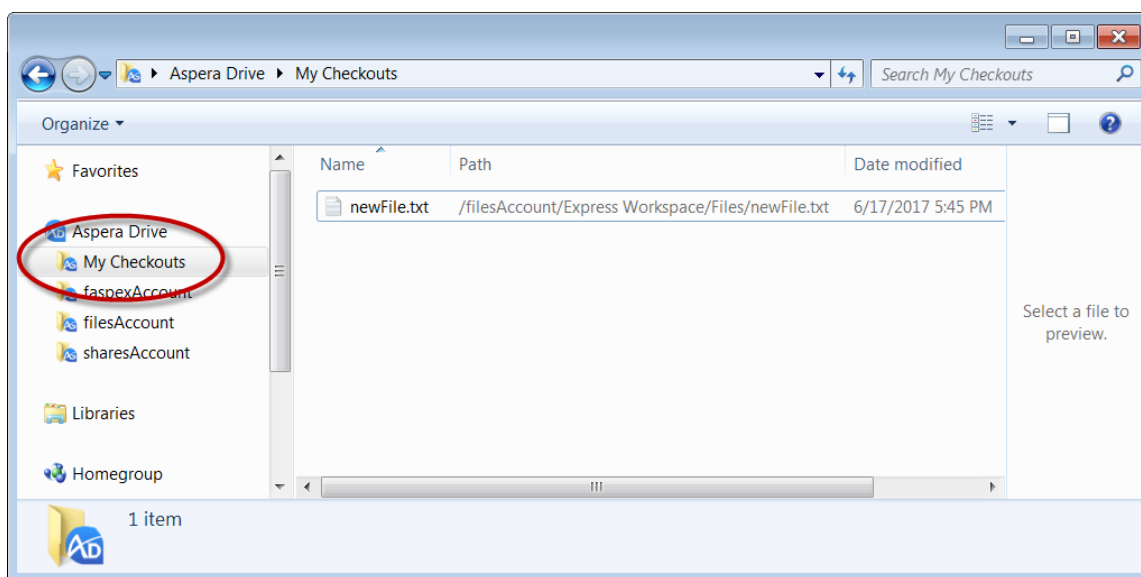
Moving, Renaming, and Deleting Checked-Out Content

You cannot move, rename, or delete a file or its parent folder while you (or any other user) has it checked out. This limitation prevents misalignments in the master repository in Aspera on Cloud.

Instead, you can

1. Check the content back in (or revert your checkout).
2. Move, rename, or delete the content in Aspera on Cloud, once the file lock has been released. (That is, once the content is not checked out by you or another user.)

Full Paths in My Checkouts

For convenience, the **My Checkouts** area uses a flat structure (a simple list) to show the content you have checked out.

But you can also see the full path to the content's location in Aspera on Cloud through the **Path** column in Windows Explorer. If the **Path** column is not shown, right-click in the Explorer window and select **View > Details**. If Explorer is already in **View > Details** mode but does not show the **Path** column, refresh the Explorer window.

Troubleshooting the Checkin/Checkout Process

How do I find my checked-out content?

To see all of your current checkouts, click **My Checkouts**.

For more information, see My Checkouts on page 9.

How do I open a file someone else has checked out?

If another user has checked out a file, you can *open* it; but keep in mind that the copy you are viewing is local only, and any changes you make to it cannot be committed to the Aspera on Cloud repository.

See Checkout Versus Open on page 8.

How do I see who has checked out a file I need?

In Windows Explorer, navigate through Aspera on Cloud to the content you want information about.

See Viewing File Locks on page 8.

I can't find the My Checkouts area.

In Windows Explorer, **My Checkouts** appears as an entry under **Aspera Drive** if all of the following are true:

- Your Drive installation is of version 3.0.2 or higher.
- You are using Drive with an Aspera on Cloud repository.
- You have checked out content from the Aspera on Cloud repository.

If all of the above are true, try refreshing the Explorer window:

In the lefthand pane of the Windows Explorer window, right-click **Aspera Drive** and select **Refresh**.

How do I know where my checkin will go in Aspera on Cloud?

When you check content back in, it returns to the Aspera on Cloud location where you checked it out from.

Also see Full Paths in My Checkouts on page 10.

I've reverted a checkout, but the file still appears in My Checkouts.

If you check out a file from one computer, then release the file lock (that is, revert the checkout) from a different computer, the file still appears in the **My Checkouts** area on the computer where you checked it out.

The file in **My Checkouts** is a *local copy* of the file, on the computer where you checked it out. Drive retains this copy because you might have made changes to it that you need to retain. To remove it from the **My Checkouts** area, right-click it and select **Revert**.

Working with IBM Aspera Faspex

Managing Drive Accounts for Faspex

An *account* in Drive allows you to use the browsing and transfer features between your client computer and the Faspex transfer server. Managing accounts involves adding, modifying, and deleting accounts.

Before you can set up and manage accounts, you must obtain the credentials for your Faspex user account from your system administrator. You will use these credentials to connect to the transfer server.

Adding a Drive Account for Faspex

Use Drive's account setup wizard to configure a new package transfer account. Have the following information available before configuring an account:

* The address of the server where Faspex is installed and running.
* The username and password that you have on the Faspex server.

The steps below assume that you have Drive installed and running.

To add a Faspex account to Drive, do the following:

1. Choose one of the following methods to open Drive's **Accounts** preferences:

    * Right-click the Drive icon in the system tray and select **Preferences > Accounts**.
    * If you have the Drive **Activity** window open, select ≡ > **Preferences > Accounts**.

2. Click + to add a transfer account.
    The **Account Wizard** opens.

3. Fill in the fields with the following information about the Faspex transfer server:

Field	Description
Account name	A name for the account. The name is used only by Drive.
Server address	The URL for the server that is running Faspex.

    Click **Next**.

4. Enter your credentials on the transfer server:

Field	Description
Username	The username that you have on the Faspex server.
Password	The password that you have on the Faspex server.

    Drive then validates the connection.

5. If you are prompted to confirm the server's security certificate, indicate whether you trust the server.

6. Set up package downloading:

- Choose **Automatically download my packages to** and enter or browse to a location where you'd like to store your downloaded Faspex packages.

  or

- Choose **I'd rather not set up automatic downloading now.** You can change this setting later if you wish.

7. If you opted to set up package downloading in the previous step, now select a timeframe:

   - Choose to download packages from a date in the past.

     Select **Download my packages from date sent** and choose an option from the drop-down:

     - **Yesterday** (default)
     - **A week ago**
     - **A month ago**
     - **The beginning of time**

     or

   - Choose to download packages from now on.

     Click **Next**.

8. Set up how you will check for new packages:

   - Choose **Check for new packages** and select an automated time interval from the drop-down list.

     or

   - Choose to check for packages manually.

9. Click **Finish** to complete creating the package transfer account.

Modifying a Drive Account for Faspex

You can modify the following aspects of a package transfer account:

- The local destination directory for downloading received packages.
- How often Drive should look for new packages.
- Whether to overwrite packages that have the same title.
- Whether to automatically decrypt downloaded packages.

The steps below assume that you have Drive installed and running, and that you have created at least one Drive account that you want to modify.

1. Choose one of the following methods to open Drive's **Accounts** preferences:

   - Right-click the Drive icon in the system tray and select **Preferences > Accounts**.
   - If you have the Drive **Activity** dialog open, select ☰ > **Preferences > Accounts**.

2. On the left side of the dialog, select the transfer server account you want to modify.

3. Under **Account**, you can change the connection settings for the account:

Field	Description
Account name	The name of the account. The name is used only by Drive.
Server address	The URL for the server, and the port number (if applicable).
Username	The username that you have on the transfer server.
Password	The password that you have on the transfer server.
Do not verify host's SSL certificate	If selected, Drive will bypass the validation of your server's SSL certificate.

Field	Description
	Select this option if your server's certificate is not valid, but you trust the server.

4. In the **Services** area of the tab, click **Packages: Settings**.
   The **Packages** dialog appears.
5. Modify the fields as needed:

Field	Description
Download received packages to	Specify the folder where downloaded packages will be saved.
	You can download packages to the default folder: **C:\Users *windowsUsername*\Aspera Drive*driveAccountName* Inbox**, or you can click **Change** to provide a different folder name.
Overwrite packages that have the same title	When a received package has the same title as an existing package, Drive can either reuse the same folder (overwriting the existing package), or create a new folder for the received package.
	If you select this check box, packages with the same name as an already existing downloaded package will be downloaded into the existing folder. If a file being downloaded has the same name as an existing file, that file from the older package is overwritten.
	If you do not select this check box, Drive will create a new folder for the new package, so that the existing one is not overwritten.
	For example, if you have already downloaded a package with a title of **My_Files**, and then download another package with the same title, the files will be placed in **My_Files(2)**.
	If you select this check box, Drive will place the new package into the existing **My_Files** folder instead of creating a new **My_Files(2)** folder. If **My_Files** already contains a file with the same filename, the existing file will be overwritten.
	By default, this check box is not selected.
Do not download packages sent by me	If this check box is selected, packages that you send to yourself or to work groups that you belong to are not downloaded.
	If this check box is not selected, packages that you send to yourself or to work groups that you belong to are downloaded. (By default, it is not selected.)
Packages are downloaded from **Note:** This field is not configurable.	Displays the date since which Drive will search for packages to download.
	For example, if this field displays **05/06/2014**, Drive downloads any packages that have arrived since May 6, 2014.
Check for new packages	Select the interval in which to check for newly arrived packages.
Automatically unlock encrypted files on download	If you have configured encryption for your packages, you can set Drive to automatically decrypt them when they are downloaded. To do so, select this checkbox and enter the decryption passphrase in the **Passphrase** field.

6. Click **OK** to apply and save your settings, or click **Cancel** to cancel your selections.

Package Transfer: Overview

IBM Aspera Faspex is a file-exchange application. With a Web-based GUI, Faspex offers advanced management options for *fasp* high-speed data transfer to match your organization's workflow.

When working with Faspex, you can perform the following tasks:

- Send packages.
- Receive packages.

Before you can send and receive packages using Drive, you must obtain the credentials for a user account from your system administrator. You will use these credentials to connect to Faspex.

Sending Faspex Packages with Drive

1. Open the **Send Files** dialog by doing one of the following:

   - In Windows Explorer, right-click the files or folders you want to send and select **Aspera Drive > Send files** .
   - If you have the Drive **Activity** window open, click ≡ and select **Send files**.

2. In the **Send Files** dialog, enter the following:

Field or Button	Description
Email or Group	The recipient of the package (required).
Title	A short, relevant title for the package (required).
Notes	A short message to the recipient of this package.
Files	A list of the files and folders in the package that will be sent. To add items to this list, click **Add files** or drag and drop from Windows Explorer into this dialog. **Note:** If the content is a *shortcut* to a folder, the behavior is different with **Add Files** versus drag-and-drop: If you use **Add Files** to add a shortcut to the package, the package contains the folder itself (and its contents). If you use drag-and-drop to add the shortcut to the package, the package contains a shortcut to the folder.
Encrypt sent files	Select this check box if you want to encrypt files before sending them. When you select **Encrypt sent files** and click **Send Package**, you are prompted to enter and confirm a passphrase. When you send encrypted packages, you must provide the recipients with the encryption passphrases so that they can decrypt packages after they receive them.
Add files	Click **Add files** to add a file or files to the package for transfer. You can also drag and drop from Windows Explorer into this dialog.
Add folder	Click **Add folder** to add a folder to the package for transfer. You can also drag and drop from Windows Explorer into this dialog.
Remove	To remove an item from the package to be sent, select it in the **Files** list and click **Remove**.

3. Click **Send** to send the package.

The Drive **Activity** window's **Transfers** tab opens to display the progress of the transfer.

Receiving Faspex Packages with Drive

- **Getting More Information About a Transferred Package**

  a) Right-click the Drive icon in the system tray, and select **Activity**.

  b) Click **Transfers** to view a list of the recent packages that you have sent or downloaded.

  c) With the buttons in the **Transfers** tab, you can perform the following additional tasks:

	Opens the **Transfer Monitor** for more in-progress detail about the transfer. In the **Transfer Monitor**, you can adjust the transfer rate (if settings allow).
	Opens an Explorer window to the transfer destination folder (the "containing folder").
	Stops an in-progress transfer.
	Resumes a stopped or suspended transfer.

  In addition to those actions, you can also right-click a package and select **Remove** to remove it from the list.

- **Clearing a Transfer**

  If a transfer is not currently queued or running, you can remove it from the list:

  On the **Transfers** tab, right-click a transfer in the list and select **Remove**.

- **Looking for New Packages**

  If you have configured Drive to look for new packages at a certain interval, click the **Inboxes** tab to see when Drive will next check for newly arrived packages.

  You can also do the following:

  - To stop checking for packages, click .

  - To resume automatic checking for packages, click .

  - To check for packages immediately, right-click an inbox and select **Check now**.

  Note: When you click the **Check now** button at the bottom right, Drive checks for new packages for all Faspex accounts in Drive. When you right-click an individual Faspex account and select **Check now**, Drive only checks for new packages for the selected account.

- **Decrypting Received Packages**

  If you receive an encrypted package, see Decrypting Packages on page 20.

Working with IBM Aspera Shares

Managing Drive Accounts for Shares

An *account* in Drive allows you to use the browsing and transfer features between your client computer and the Shares transfer server. Managing accounts involves adding, modifying, and deleting accounts.

Before you can set up and manage accounts, you must obtain the credentials for your Shares user account from your system administrator. You will use these credentials to connect to the transfer server.

Adding a Drive Account for Shares

To set up a transfer account, make sure you have the following information from the system administrator who manages your Shares transfer server:

- A URL for the Shares transfer server, including a port and path (if applicable).
- A username and password that was set up on your Shares transfer server.

The steps below assume that you have Drive installed and running.

To add a Shares account to Drive, do the following:

1. Choose one of the following methods to open Drive's **Accounts** preferences:

   - Right-click the Drive icon ![icon] in the system tray and select **Preferences > Accounts**.

   - If you have the Drive **Activity** window open, select ![icon] > **Preferences > Accounts** .

2. Click ![+] to add a transfer account.
   The **Account Wizard** opens.

3. Fill in the fields with the following information about the Shares transfer server:

Field	Description
Account name	A name for the account. The name is used only by Drive.
Server address	The URL for the server that is running Shares.

4. If you are prompted to confirm the server's security certificate, indicate whether you trust the server.

5. Set your Shares server's authentication method:

   - SAML Authentication

     If you choose **SAML Authentication**, log in to the Shares server with this user's SAML credentials.

     or
   - Basic Authentication

     If you choose **Basic Authentication**, enter the username and password for this user on the Shares server.

6. If the transfer server supports synchronization, either

   - Set up syncing. To do so, either accept the default directory shown for **Place my files in**, or click **Change** to browse for a different folder (or create a new one).

     or
   - Click **I'd rather not set up file syncing now**.

   By default, the sync folder is created inside the user's **Documents** folder. The name of the folder is the description text you entered for the account.

   For example, the default folder for an account named *My Company Server* would be the following:

   C:\Users*username*\\Documents\\My Company Server

   If you choose to use the default folder, it is created automatically. If you want to change the sync folder, click **Change** to browse for a different folder or create a new one.

7. If you opted to set up syncing on the previous screen, the **Account Wizard** prompts you to choose folders to sync. You can either

   - Select **Synchronize with the selected remote folders** and then select the folders on the server to sync.

     Click the arrows to expand or collapse the folder view, and select the check boxes for the folders you want to sync.

Choose the sync direction:

- **Two-Way**
- **Remote to Local** (default)
- **Local to Remote**

or

- Select **I'll choose the folders to sync later.**

8. When the screen displays a success message, click **Finish** to exit the **Account Wizard**.

Modifying a Drive Account for Shares

The steps below assume that you have Drive installed and running, and that you have created at least one Drive account that you want to modify.

To modify a transfer account, do the following:

1. Choose one of the following methods to open Drive's **Accounts** preferences:

   - Right-click the Drive icon in the system tray and select **Preferences > Accounts**.
   - If you have the Drive **Activity** window open, select ≡ > **Preferences > Accounts** .

2. On the left side of the dialog, select the transfer server account you want to modify.

3. Under **Account**, you can change the connection settings for the account:

Field	Description
Account name	The name of the account. The name is used only by Drive.
Server address	The URL for the server, and the port number (if applicable).
Username	The username that you have on the transfer server.
Password	The password that you have on the transfer server.
Do not verify host's SSL certificate	If selected, Drive will bypass the validation of your server's SSL certificate. Select this option if your server's certificate is not valid, but you trust the server.

4. If your transfer server supports sync, you can modify sync settings under **Services > Settings**.

   The **Sync Settings** dialog opens.

Field	Description
Synchronize with the selected remote folders	Add or remove server folders to sync.
Local Folder Path	Select an alternate sync folder location on your computer.
Direction	Select the direction of the sync.

   Click **OK** to put into effect any changes you have made.

5. Back in the **Preferences** dialog, click **Save** to put into effect any changes you have made.

Content Transfer: Overview

With a file-transfer account on Drive, you can transfer files and folders between your computer and the server, using drag-and-drop and copy-and-paste in the Windows Explorer interface. Additional Windows Explorer capabilities with a Drive transfer account include: creating, renaming, and deleting files and folders, and browsing the file system.

Before you can transfer files using Drive, you must obtain the credentials for a user account from your system administrator. You will use these credentials to connect to the accounts server.

Note: In order for Drive to run transfers, a Connect Server license is required on the node.

Transferring Content

Drive is accessible as a location in Windows Explorer. You can use standard Windows Explorer functions for moving and copying files between the server and your local computer.

1. In Windows Explorer, navigate to **Aspera Drive**. The folders under that entry represent the accounts you have created.
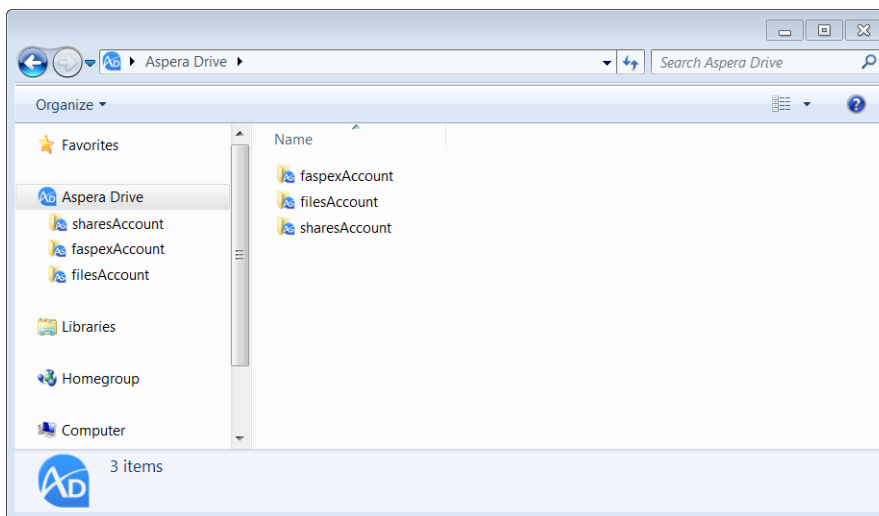

2. Use standard Windows Explorer functions for browsing through files and folders of each account, transferring files to and from your transfer account, or creating new folders.

   Note: Depending on your account's permissions on the file transfer server, you might encounter limitations on the following actions on the transfer server:

   • browsing
   • transfers
   • file operations
   • context menu options

3. Verify the status of your transfer:

   If it is not already open, open the Drive **Activity** window. On the **Transfers** tab, in the list of transferred files and folders, view the status of your transfer.
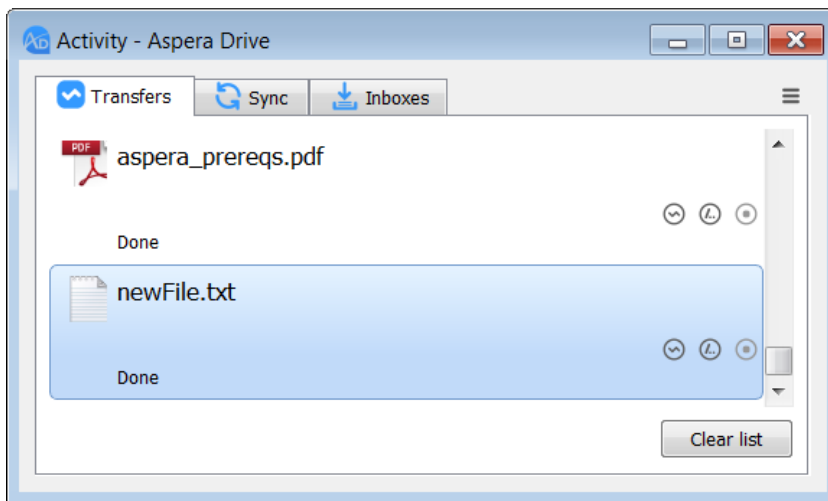
You can see its status during a transfer, or after it has completed.

The buttons on the **Activity** window's **Transfers** tab have the following meanings:

⊙	Opens the **Transfer Monitor** for more in-progress detail about the transfer. In the **Transfer Monitor**, you can adjust the transfer rate (if allowed).
⊘	Opens a Windows Explorer window to the transfer destination folder (the *containing folder*).
⊙	Stops an in-progess transfer.
▶	Resumes a stopped or suspended transfer.

Note: If a transfer is reported as complete but the file or folder does not appear in Windows Explorer, refresh the Windows Explorer window.

Synchronization

Sync Capability: Overview

With Drive transfer accounts for Aspera on Cloud or Aspera Shares, you can set up Drive to sync folders automatically on your client computer and the server whenever the folder's content changes in either location. Content changes include

- modification of file contents
- changes in file and folder names
- creation and deletion of files and folders

Before you can sync files and folders using Drive, you must obtain the credentials for a user account from your system administrator. You will use these credentials to connect to the transfer server.

Syncing Content

Monitoring Sync Status

You can monitor the status of a sync operation on the **Activity Window > Sync** tab.

A progress bar shows in-progress synchronizations, and a countdown timer shows when the next synchronization will take place.
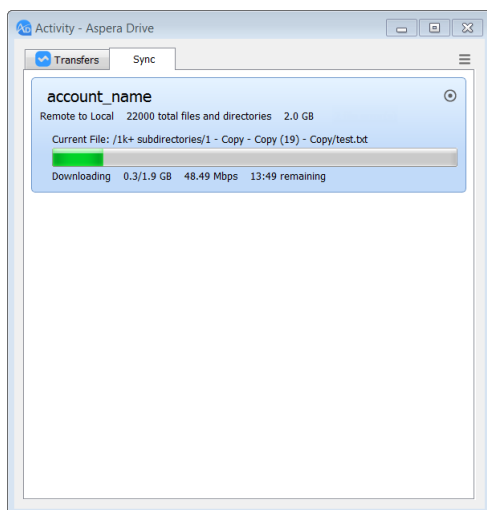
Stopping and Starting Sync

You can stop and resume file syncing with these buttons on the **Activity Window > Sync** tab:

⊙	Stops an in-progress synchronization.
⊙	Resumes a stopped synchronization.

Resolving Sync Conflicts

A sync conflict occurs when the file on one side does not match the file on the other side. Files and folders may not be synchronized for reasons such as insufficient permissions for the destination folder on the local computer.

If a file or folder cannot be synchronized, a conflict warning appears on the **Activity Window > Sync** tab.

To resolve the conflict, do the following:

1. Click the red **conflict** link.
2. In the dialog that appears, select the file or folder that is in a conflict state.
3. Click **Resolve Selected Conflicts**.

   Drive renames the content on the local file system, appending the phrase **conflict-mine**. For example, the file **log.txt** is renamed as **log.conflict-mine.txt**.

Working with Aspera Encrypted Files

Decrypting Packages

Encrypting a file protects it from unwanted access. When an encrypted file arrives after transfer, you must decrypt it before you can use it.

Note: Decrypting files requires a *passphrase* — a sequence of text that the sender of the package used to encrypt the package. Before decrypting files, ensure that you have the necessary passphrase.

IBM Aspera Crypt works with Drive to decrypt downloaded files.

To decrypt files you have downloaded, do the following:

1. Go to **Activity > Transfers** and select the encrypted package you want to decrypt.

2. Select ≡ > **Unlock encrypted files**.

   The encrypted files are automatically loaded into Crypt. The **Aspera Crypt** dialog appears.

3. Select a package or browse to the encrypted content.

   When the encrypted content is loaded into Crypt, a status message appears at the bottom of the application, displaying the number of items ready for decryption.

4. Type the passphrase into the field and click **Decrypt**.

   You can also choose to decrypt the content later.

5. View the output in the **Aspera Crypt** viewing window.

   The decrypted contents appear in the same directory as the original encrypted contents.

   If the decrypted file (without the **.aspera-env** extension) already exists in the same folder, "*(decrypted)*" is added to the filename.

   If your **Aspera Crypt** viewing window has multiple decrypted items listed, you can use the **View** drop-down list to sort the items by **latest**, **finished**, or **failed**.

Automatic Decryption

As an alternative to the manual process above, you can set Drive to automatically decrypt the packages that it downloads.

Choose one of the following ways to set up automatic decryption:

• When you create the Drive account for Faspex or Aspera on Cloud, select the option to **Automatically unlock encrypted files on download**.

• Modify an existing account to enable this option. For instructions, see Modifying a Drive Account for Faspex on page 12.

Configuring Your Decryption Settings

You can adjust the settings that are used when packages are decrypted. In the Crypt window, do the following:

1. Click **Settings**.

2. Configure the following:

   • **Delete encrypted files when finished**

     When this check box is selected, Crypt removes the encrypted files from your system after the destination (decrypted) content has been created.

   • **Number of concurrent threads for decryption**

     Select the number of threads that are decrypting at any given time. A higher setting means that files will be decrypted more quickly, but this may slow down the rest of your computer while it is running. The options are **1** (default), **2**, **4** and **8**.

Drive Preferences

Setting Your Preferences in Drive

Through the **Preferences** dialog, you can set your preferences for the following areas:

* general settings
* accounts
* transfers
* network
* bandwidth

To set your preferences, open the **Preferences** dialog by doing one of the following:

* With Drive running, right-click the Drive icon in the system tray and click **Preferences**.
* If you have the Drive **Activity** window open, select ☰ > **Preferences**.

General Preferences

You can set the following preferences at **Preferences > General**:

Field	Description
Automatically launch Aspera Drive when Windows starts	Select this check box to automatically launch Drive when you log into your Windows account.
Remove transfer list items	Select whether to remove the entry automatically from the transfer view after it has completed, or to manually remove items. **Manually** is selected by default.
Logging Level	Choose the level of information to be recorded in the Drive logs. Options are: • **Info** • **Debug** • **Trace** **Note:** Do not change this setting unless Aspera Technical Support asks you to do so.

Click **Apply** or **OK** to apply and save your settings, or click **Cancel** to cancel your selections.

Account Preferences

Select **Preferences > Accounts** to create, configure, modify, and remove accounts.

Adding an Account

* For instructions on adding Drive accounts for use with a Shares transfer server, see Adding a Drive Account for Shares on page 16.
* For instructions on adding Drive accounts for use with a Faspex transfer server, see Adding a Drive Account for Faspex on page 11.
* For instructions on adding Drive accounts for use with cloud storage, see Adding a Drive Account for Cloud Storage.

Modifying an Account

* For Shares, see Modifying a Drive Account for Shares on page 17.

- For Faspex, see Modifying a Drive Account for Faspex on page 12.
- For cloud accounts, see Modifying a Drive Account for Cloud Storage.

Removing an Account

To remove an account and manage the account's files after removal, do the following:

1. In the list of accounts, select an account to be removed.
2. Click ⬚ to remove the account.

   When you remove an account, all account transfers and services associated with that account are stopped and removed.
3. Click **Yes** to confirm the account removal, or click **No** to cancel the account removal.

Configuring Sync Settings

For Drive accounts that are set up with Aspera on Cloud or Shares as the transfer server, you can configure synchronization settings, such as which remote folders to sync with, and the direction of the synchronization relationship.

For instructions on using synchronization features, see Syncing Content on page 19.

Configuring Faspex Account Settings

For Drive accounts that are set up with Faspex as the transfer server, you can configure the following:

- The local directory for received packages.
- Whether to overwrite packages.
- How often Drive should look for new packages.

For instructions, see Modifying a Drive Account for Faspex on page 12.

Transfer Preferences

Select **Preferences > Transfers** to set your transfer preferences.

1. Configure settings on the **Transfers** tab:

Field	Description
Enable queuing	When this check box is selected, Drive limits the number of concurrent transfers to the number specified in the **Maximum concurrent transfers** field.
	Any transfers above this value are queued and then started once the number of concurrent transfers drops below the specified value.
	Note: When transfers are queued, you can start them manually from the **Activity > Transfers** window.
Maximum concurrent transfers	If queuing is enabled, you can enter a maximum number of concurrent transfers in this field.
	By default, a maximum of three concurrent transfers are allowed.
	When queuing is not enabled, this field is not available.
Automatically retry failed transfers • **Attempts** • **Interval**	When this check box is selected, Drive retries failed transfers. It will make the specified number of retry **Attempts** in a specified time **Interval**.

Field	Description
	If you want Drive to retry failed transfers, specify the number of attempts and the interval in which Drive will try to resend in seconds, minutes, or hours. By default, this feature is enabled, with three retry attempts and at 30-second intervals.
Sync: Interval	Specify the interval between synchronizations for each account that has the sync feature enabled. By default, synchronizations are set for 30-second intervals.

2. Click **Apply** or **OK** to apply and save your settings, or click **Cancel** to cancel your selections.

Network Preferences

Select **Preferences > Network** to set your network preferences.

1. In the **HTTP Proxy** area, set the following preferences:

Field	Description
Obtain proxy configuration from	Select whether to obtain the proxy configuration from the system, or to provide a manual proxy configuration. By default, **System** is selected. **Note:** If you select **System** and your system settings have changed since you last used system proxy configurations with Drive, you must restart Drive. If you select **Manual**, the **Use HTTP Proxy** fields become available. See below for a description of these fields.
Use HTTP Proxy • **Username** • **Password** • **Address** and **Port**	If you selected **Manual** from the previous drop-down list, use these fields to define your proxy configuration. Type the following information: • your username • your password • your server's URL or IP address, and port number **Note:** For some proxies, username and password are optional.

2. If you will use a FASP proxy for your transfers, set the following preferences in the dialog's **FASP Proxy** area:

Field	Description
Use FASP Proxy (DNAT)	If your transfers will use an IBM Aspera FASP Proxy server, select this check box.
Secure (DNATS)	Select this check box if your FASP Proxy uses a secure connection.
• **Username** • **Password** • **Address** and **Port**	Use these fields to define your FASP Proxy configuration. Type the following information: • your server username • your server password • your server's URL or IP address, and port number **Note:** These fields are enabled only if **Use FASP Proxy (DNAT)** is selected.

3. Click **Apply** or **OK** to apply and save your settings, or click **Cancel** to cancel your selections.

Bandwidth Preferences

Transfer speeds depend on server settings and your network connectivity. To limit transfer rates, go to **Preferences > Bandwidth**.

Take care to click **Apply** or **OK** to make your settings take effect.

Manual Versus Automatic Transfers

The limits you set on the **Bandwidth** tab can be different for transfers that are initiated *manually* versus those that are *automatically* triggered. Automatic transfers can include sync-initiated transfers, script-initiated transfers, or any other kind of background method of starting a Drive transfer.

Settings

Area	Field Name	Description
Manual Transfers	**Downloads: Limit to**	When the **Limit to** check box is selected, you can set the download rate in either megabits per second (Mbps) or kilobits per second (Kbps). The limit you set here will apply to downloads that users initiate manually.
	Uploads: Limit to	When the **Limit to** check box is selected, you can set the upload rate in either megabits per second (Mbps) or kilobits per second (Kbps). The limit you set here will apply to uploads that users initiate manually.
Automatic Transfers	**Background downloads: Limit to**	When the **Limit to** check box is selected, you can set the download rate in either megabits per second (Mbps) or kilobits per second (Kbps). The limit you set here will apply to downloads that are initiated programmatically.
	Background uploads: Limit to	When the **Limit to** check box is selected, you can set the upload rate in either megabits per second (Mbps) or kilobits per second (Kbps). The limit you set here will apply to uploads that are initiated programmatically.