

IBM Aspera Shares 1.10



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Shares User Guide

Introduction

IBM Aspera Shares is a web application that enables companies to share content in the form of files and directories of any size within their organization or with external customers and partners. Shares is powered by IBM Aspera High-Speed Transfer Server, which features the Aspera Node API, a daemon providing REST-enabled file operations and a transfer management API.

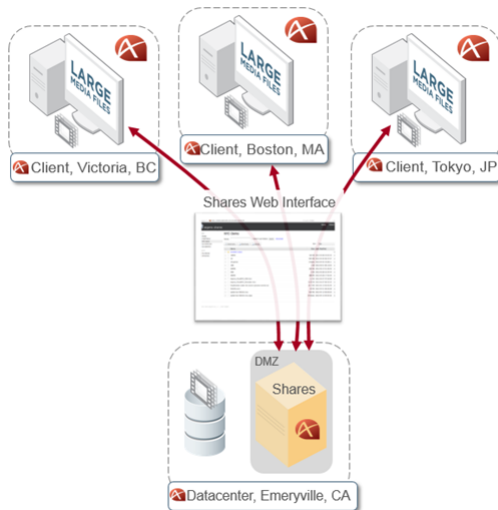
Features

- Intuitive Shares web interface provides secure access to a consolidated, location independent view of all content to which a user is authorized.
- The administrator role has complete control over user, group, and directory service access to content and can define granular permission settings over all end-user operations such as browsing, uploading, downloading, making new directories, renaming or deleting files and directories
- Transfers initiated through the Shares web interface are managed by the Aspera Connect Plug-in – users do not need to have a native client application installed.
- Transfers are powered by Aspera's unique FASP protocol. Attachments are sent securely at high speed, regardless of file size, distance, or network.

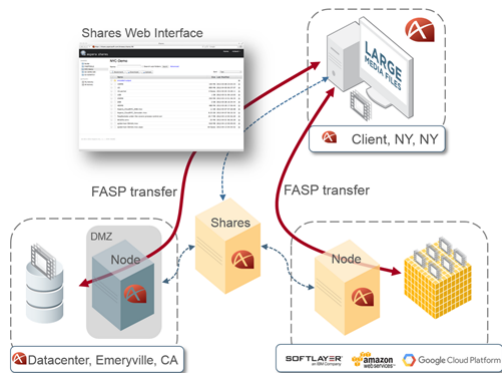
Deployment

You can deploy Shares in the following ways:

- A single server solution that enables gathering or distributing content from a single content store and transfer node.



- A separate server that consolidates multiple content nodes – local, remote, or cloud-based file systems – into a single view and enables management of user access and file transfers across all nodes.



Functionality

With Shares you can perform the following tasks:

- Use search, filtering, and sorting to find individual files or folders in content stores.
- Transfer single files, individual directories, or batches of files and directories of any size over any distance.
- Direct drag-and-drop transfers between shares to move files between globally dispersed nodes.
- Provide secure authenticated access with support for users, groups, and directory services.
- Manage access and visibility of nodes and directories.
- Manage user activities at the directory level.
- Set up a real-time activity feed that keeps track of user actions and operations such as creating, deleting, and renaming files and directories. Also keep track of all administration and management functions.
- Configure system logging levels.

Logging In

If you know your IBM Aspera Shares username and password, login using that information. If you do not yet have a Shares account, you may be able to self-register and request one.

1. Open a web browser and go to `https://Shares-ip-address/`.
2. If you have a Shares user account, log in with your username and password.

Log In

Username

Password

[Forgot your username or password?](#)

If you don't remember your password, click **Forgot your username or password?** on the login page. If you enter your password incorrectly too many times, Shares locks the account and displays a message like the following:

Too many failed login attempts in under 5 minutes
✕

Contact your administrator to unlock your account.

3. If you do not have an account and the option is available, click **Request an Account**.

Self-registration must be enabled by your Administrator. Click **Request an Account** on the login page. Complete the self registration form and click **Request Account**.

Self Registration - Request Account

Username

Email

First name

Last name

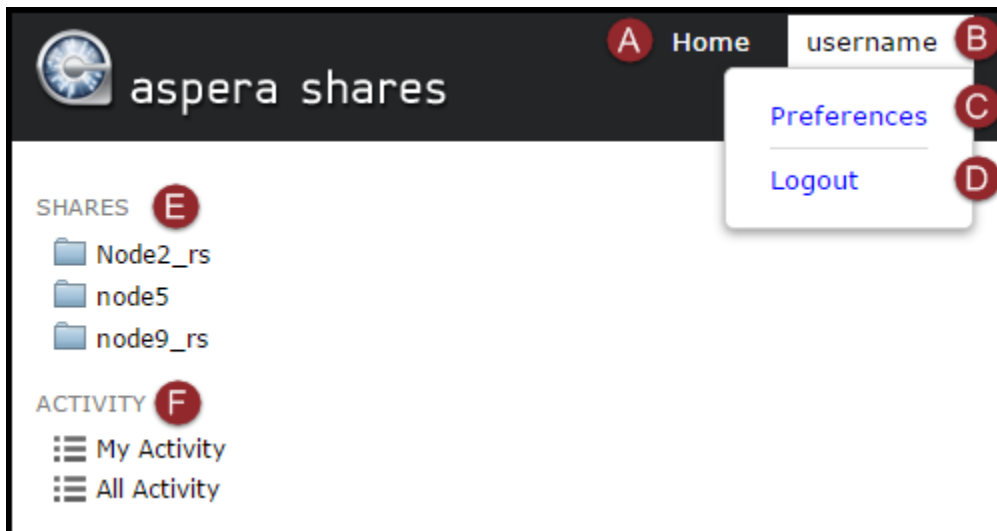
Comment

[Go to Login page](#)

Once you receive your account confirmation, log in as described above.

The Shares Home Page

When you log into IBM Aspera Shares, you land on your Shares homepage.

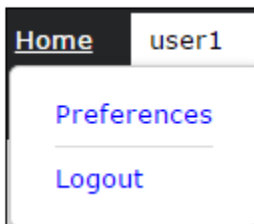


Callout	Link	Action
A	Home	Goes to your Shares home page.
B	username	Opens a drop-down menu with links for Preferences and Logout .

Callout	Link	Action
C	Preferences	Goes to the Preferences page. For more information, see “Configure User Preferences” on page 4.
D	Logout	Logs you out of Shares and goes to the Shares Log In window.
E	SHARES + Note: The + is visible only if you are authorized to create shares.	Your shares are listed below this heading. If you have authorization, click + to add a new share. For more information, see “Creating a Share” on page 8. If Home Shares are enabled, your Home Share is listed above this heading. For more information, see “Home Shares” on page 6.
F	ACTIVITY	Click My Activity to see and search your Shares activity. Click All Activity to see and search your Shares activity and activities related to your Shares.

Configure User Preferences

To configure your user account settings, click your username in the top right corner of the browser window and click **Preferences**.



Click **Edit** next to the headers to change general settings such as your first and last name, your password, and your email address, as well as change your email notification options, configure your system display, and choose to suppress the Aspera Connect install dialog.

Email Settings

Note: All notifications are enabled by default.

Setting	Description
Notify me when I am granted access to a new share	Receive an email whenever you are given access to a new share.
Notify me when a new transfer is completed to a share (and share notification is enabled)	Receive an email when new content has been added to your share. An admin must enable notifications for that share for you to receive an email.

Display

Setting	Description
Time Zone	The time zone for your system.
Date Order	The order that date, month, and year are displayed.
Date Delimiter	The punctuation used to separate the date, month, and year.
Time Format	Display a 12-hour time format or a 24-hour time format.

Setting	Description
Number Delimiter	The punctuation used to denote the thousands place in a number. For example, if a comma (,) is chosen as the delimiter then one thousand is displayed as "1,000". Note: Number delimiter and separator cannot be the same.
Number Separator	The punctuation used to denote the decimal place in a number. For example, if a period (.) is chosen as the delimiter then ten and two-tenths is displayed as "10.2". Note: Number delimiter and separator cannot be the same.
Items Per Page	The number of items Shares will display per page. The default is 50.

Connect Install Dialog

Each page of Shares checks for the presence of the Connect. If Connect is missing, Shares prompts you to download the plug-in. To suppress Shares from prompting users to install Connect on each page, set the value to **true**.

Understanding User Roles and Share Authorization

Overview:

User roles in Shares determine a user's permissions to access and perform actions on a share. There are three user roles for an account authorized to access a share: administrators, managers, and regular users. Admins have full permissions to view, modify, and remove all existing shares and users. Managers have permissions to view, modify, remove shares for which they have authorization to manage. Users have permissions depending on the authorizations given them by admins and managers. User, group, and directory service accounts must be authorized to access a share. If authorized, a user can perform the following actions on a share:

- Browse
- Upload
- Download
- Make directory
- Delete directory or file
- Rename

Note: If you do not have browse permissions but have all other permissions, you can still perform **Upload File** and **Upload Folder** operations in the user interface, though the contents of the share are not displayed.

Authorization Precedence

- Authorizations can be granted to users, groups, and directory services.
- Authorization at the user level takes precedence over the user's group or directory service authorizations.
- In the absence of user level authorization, a user is granted the union of all authorizations for the groups and directory services to which the user belongs.

Administrators

Users with the admin permission are authorized to create new shares and users, as well as to modify or remove any or all shares and users.

- Nodes are only visible to administrators.
- All administrators are authorized to create, edit, and delete any or all nodes and shares.

- Only administrators can create, edit, and delete top-level shares.

Managers

Administrators can use the manager permission to delegate the creation of shares and users to another user without giving that account full administration privileges. Like administrators, managers can view, edit, and remove share authorizations but only for shares that they manage. Assigning a user to a share as its manager gives that user administrative privileges for that share and all inherited subdirectories. If a user creates a new share within a managed share, the manager of the share has administrative rights to the new share.

Though a user with manager permissions effectively becomes the admin for that share, the following restrictions apply:

- A manager cannot modify or delete the top-level share or any shares above it.
- A manager cannot create a share at the same level of the first share.
- For a manager to administer a group, the manager must have manager permissions for all of that group's shares.
- Managers cannot edit Admin user properties, but they can edit other managers in **Admin > Users**.
- A manager cannot authorize new users or groups for shares the manager does not manage.
- For a manager to change the password or email of a user, the manager must be a manager of all the shares that user is authorized to access.


Users

Regular users can access any shares for which they have authorizations to access, but the actions they are allowed to take are set and managed by any user with administrative privileges for that share.

Home Shares

A Home Share is a private, empty share directory which is automatically created for new users when they first log into Shares (if Home Shares are enabled). Users can authorize other users to access their Home Share.

If Home Shares are enabled, Shares displays the following message when you log in for the first time.



Home Share Created

Refresh the browser to see your Home Share. By default, the share is named with your username. Home Shares can be browsed, searched, and shared with other users. For more information, see [“Browsing a Share”](#) on page 7, [“Searching Shares”](#) on page 7, [“Creating a Share”](#) on page 8, and [“Authorizing Users to a Share”](#) on page 11.

Note: If Home Share creation fails when a user first logs in, an error is logged to the activity log. The next time the user logs in, Shares tries to create the Home Share again.

Modifying a Share

Your Shares **Home** page has all of the shares with which you are authorized to interact listed under **SHARES**. Use the drop-down menu to the right of the share name to browse the share, view activity, make comments, and choose notification options.

Tip: Only the first 100 shares are shown in the left sidebar. Clicking **See all** displays all shares. When you select a share that is not one of the first 100 shares, it appears under a new section in the left sidebar called "CURRENT SHARE".

Action	Description
Browse	Explore directories and files within a share. For details, see “Browsing a Share” on page 7 .
Activity	A list of all activity that has occurred on the selected share appears. You can also search for activity based on tagged events or a date range.
Comments	A list of any comments that have been made about the share appears. You can also add your own comments.
Notifications	Set your preference for receiving notifications when new content has been added to your share.

Browsing a Share

When you browse a share, all files and directories within that share are displayed.

Note: Shares excludes files that match the `._*` pattern to hide MacOS extended attributes on file systems without native support for those attributes. File systems without native support prepend `._` to MacOS attribute names.

The search bar enables you to search for specific files or directories (for more information, see [“Searching Shares” on page 7](#)). When you select a file or directory in the share, you can click one of the buttons (for example, Bookmark) to act on the share.

Note: You can only see buttons for which you have authorization. If you believe that your authorizations are incorrect, contact your system administrator.

Total Count displays the total number of entries (files and directories) in the current share.

The buttons perform the following functions:

Button	Function
Bookmark	Create a shortcut to the selected directory. If you do not select any directory, the bookmark is the node's root directory.
Download	Download the selected directory or directories using the IBM Aspera Connect Browser Plug-In. For more information, see “Transferring Files” on page 11 .
Upload File	Upload a file from another machine to this share using the Connect. For more information, see “Transferring Files” on page 11 .
Upload Folder	Upload a folder from another machine to this share using the Connect. Users do not need permission to create new folders to upload directories.
Delete	Delete the selected directory or directories.
New Folder	Create a new directory in the share.
Rename	Rename an existing directory in the share.

Searching Shares

To search a share, select a share on your **Home** page. In the **Name** box, enter a keyword for your search. IBM Aspera Shares appends any keyword that you enter with `*`, such that if you enter the keyword **Dec**, the search actually performs as ***Dec*** and Shares return any string that contains this word. To include sub-directories in the search, select **Search sub-folders**.

Name: Search sub-folders [Advanced](#)

To limit the search results by size or date last modified, use **Advanced** search. For size values, include the unit of measure as bytes, MB, or GB. Select a date from the pop-up calendar.

Name: Search sub-folders [Advanced](#)

Size:

Last Modified:

Creating a Share

You can create a share by using one of the following methods:

- On your **Home** page, click the button next to the SHARES header.
- Browse a Node, Share, or Bookmark and select the directory to share, then click **Create Share**.
- Browse a Node, Share, or Bookmark, click the drop-down menu associated with the directory you want to share, and click **Share**.

Each of these goes to the **New Share** page.

Note: If you want to create a new share from a location on a specific share (for example, from an existing folder on a share), see [“Creating a Share from a Folder”](#) on page 9.

1. Configure your new share.

New Share

Name

Node


Directory

Bytes free - warn
For example '10G', '50 MB', '3 terabytes'

Percent free - warn

Bytes free - error
For example '10G', '50 MB', '3 terabytes'

Percent free - error

Field	Description
Name	The name of the share is only a description, which means that multiple shares can have the same name.
Node	Select a node from the drop-down list of all available nodes. If you are creating this share by clicking Create a share for a directory selected while browsing a node or share, this field is automatically populated with the node containing the selected directory.
Directory	If you are creating this share from a directory selected while browsing a node or share, this field is automatically populated with the directory. If you are creating a share using the SHARES  button, click Browse to browse directories on the node. Select the directory that you want to share, then click Select . Note: For Windows nodes, folders with names that do not follow the proper Windows folder naming convention do not open in the Shares web UI. For details on Windows folder naming conventions, see http://msdn.microsoft.com .
Bytes free - warn	Shares issues a warning message when the share has equal to or less than the specified number of bytes free. You can enter the number as G, MB, terrabytes, and bytes.
Percent free - warn	Shares issues a warning message when the share has equal to or less than the specified percent of its storage free.
Bytes free - error	Shares issues an error message when the share has equal to or less than the specified number of storage bytes free. You can enter the number as G, MB, terrabytes, and bytes.
Percent free - error	Shares issues an error message when the share has equal to or less than the specified percent of its storage free.

2. Click **Create Share** to save your entries.

The share appears under the **Shares** section on your **Home** page.

Tip: Only the first 100 shares are shown in the left sidebar. Clicking **See all** displays all shares. When you select a share that is not one of the first 100 shares, it appears under a new section in the left sidebar called "CURRENT SHARE".

To give a user permission to access a share, see [“Authorizing Users to a Share” on page 11](#).

Creating a Share from a Folder

When browsing a share, you can create a new share from a folder in the share.

1. Select the folder from which to create a share and click **Create Share**.

If you would like to create a share from a folder that does not exist, create a new folder with the **New Folder** button and select that folder.

2. Configure your new share.

Note: The **Name**, **Node**, and **Directory** fields are pre-populated with the name and location of the selected folder.

New Share

Name

Node ▼

Directory

Bytes free - warn
For example '10G', '50 MB', '3 terabytes'

Percent free - warn

Bytes free - error
For example '10G', '50 MB', '3 terabytes'

Percent free - error

Field	Description
Name	The name of the share is only a description, which means that multiple shares can have the same name.
Node	Select a node from the drop-down list of all available nodes. If you are creating this share by clicking Create a share for a directory selected while browsing a node or share, this field is automatically populated with the node containing the selected directory.
Directory	If you are creating this share from a directory selected while browsing a node or share, this field is automatically populated with the directory. If you are creating a share using the SHARES <input type="button" value="+"/> button, click Browse to browse directories on the node. Select the directory that you want to share, then click Select . Note: For Windows nodes, folders with names that do not follow the proper Windows folder naming convention do not open in the Shares web UI. For details on Windows folder naming conventions, see http://msdn.microsoft.com .
Bytes free - warn	Shares issues a warning message when the share has equal to or less than the specified number of bytes free. You can enter the number as G, MB, terrabytes, and bytes.
Percent free - warn	Shares issues a warning message when the share has equal to or less than the specified percent of its storage free.
Bytes free - error	Shares issues an error message when the share has equal to or less than the specified number of storage bytes free. You can enter the number as G, MB, terrabytes, and bytes.
Percent free - error	Shares issues an error message when the share has equal to or less than the specified percent of its storage free.

3. Click **Create Share** to save your entries.

The share appears under the **Shares** section on your **Home** page.

Tip: Only the first 100 shares are shown in the left sidebar. Clicking **See all** displays all shares. When you select a share that is not one of the first 100 shares, it appears under a new section in the left sidebar called "CURRENT SHARE".

To give a user permission to access a share, see [“Authorizing Users to a Share”](#) on page 11.

Authorizing Users to a Share

You can only authorize users to a share if you are a manager of that share. For an overview on user roles and authorizations, see [“Understanding User Roles and Share Authorization”](#) on page 5.

1. From your home page, click a share's drop-down menu, and select **Authorizations**.
2. Click **Authorize User**, **Authorize Group**, or **Authorize Directory**.
3. For users and groups, enter a user or group name and click **Search Users** or **Search Groups**.

The search functions as it does for searching shares and nodes. For more information on searching, see [“Searching Shares”](#) on page 7.

4. Click **Add** next to the user, group, or directory.
5. Select permissions for the user, group, or directory.

Permission	Description
Manage	Select manage to make the user a manager of the share. For more information about managers, see “Understanding User Roles and Share Authorization” on page 5.
Browse	Select browse to give the user permission to browse the node.
Transfer	Select download and upload to give the user download and upload permissions. Note: Users with upload permissions can upload directories even if they are not permitted to create directories (mkdir is not selected).
File Operations	Select mkdir , delete , and rename to make changes to the files on the node.
Notifications	Select content availability for Shares to send email notifications to the user whenever new content is available.

The default permission is browse. If a user does not have the browse or upload permissions, the user can only access Shares functions if the user has been made an API user.

6. Click **Update** to save your changes.
7. Remove all authorization for a user, group, or directory by clicking **Remove**.

Transferring Files

Uploading and Downloading Content

IBM Aspera Shares users may upload and download content to and from a share if they are authorized to do so by clicking the corresponding action buttons shown when browsing a share. Transfers are managed by Shares. For more information on the Connect Browser Plug-In, see [“IBM Aspera Shares and the Connect Browser Plug-In”](#) on page 12.

When initiating a transfer, Shares opens the transfer in the Connect Browser Plug-In transfer window. For more information on the Connect transfers window, see [“The Transfers Window”](#) on page 12.

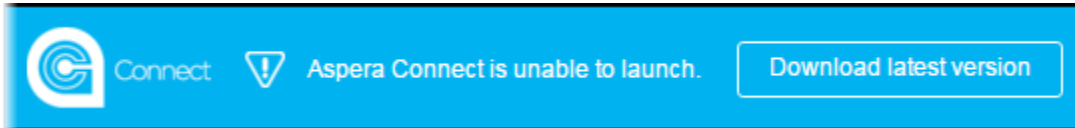
Users with sufficient permissions can adjust file transfer speed by opening the **Transfer Monitoring** window. For more information, see [“Monitoring Transfers”](#) on page 12.

IBM Aspera Shares and the Connect Browser Plug-In

Transfers initiated in the IBM Aspera Shares web application are conducted using the IBM Aspera Connect Browser Plug-in. The Connect Plug-In is an install-on-demand web browser plug-in that facilitates high-speed uploads and downloads with an Aspera transfer server.

The Connect Install Dialog

When a user first logs in, Shares checks if the Connect has been installed on their browser. If they have an outdated version or do not have the plug-in installed, Shares prompts the users to download and install the plug-in.



Clicking **Download latest version** connects the user to Aspera's CloudFront CDN from which they can download the Connect installer.

Each page of Shares checks for the presence of Connect. If Connect is missing, Shares prompts you to download the plug-in. To suppress Shares from prompting you to install Connect on each page, go to your **Preferences** page and set the value of **Suppress Connect Install Dialog** to **true**.






Transfers with Connect

For more information on transferring content with Connect, see [“Uploading and Downloading Content” on page 11](#).


The Transfers Window

You can view and manage all transfer sessions within the **Transfers** window.


The **Transfers** window contains the following controls:

-  Open the Transfer Monitor. For more information on using this feature, see [Monitoring Transfers](#).
-  Open the folder on your computer that contains this content.
-  Stop the transfer session.
-  Resume transfer.
-  Retry a failed transfer.



When the queuing option is enabled, only a certain number of concurrent transfers are allowed. The additional transfers will be queued in the **Transfers** window and initiated when a transfer is finished.

You can manually start a queued transfer by clicking the  button. You can also right-click on a started or stopped transfer to access various controls. The example below shows the right-click options for a stopped transfer.

Monitoring Transfers

You can monitor and adjust file transfer speed by clicking  to open the Connect **Transfer Monitor** dialog. If you have sufficient server privileges and your transfer server is configured to allow it, you may modify the following in this dialog:

Field	Value
Transfer progress bar	Adjust the file transfer speed by clicking and sliding the transfer progress bar.

Field	Value
	Click to view the destination folder of the transferred files.
	Click to stop the transfer session.
Transfer policy: <ul style="list-style-type: none"> • Fixed • High • Fair • Low 	Select the transfer policy from the drop-down list: <ul style="list-style-type: none"> • The transfer transmits data at a rate equal to the target rate, although this may impact the performance of other traffic present on the network. • The transfer rate is adjusted to use the available bandwidth up to the maximum rate. • The transfer attempts to transmit data at a rate equal to the target rate. If network conditions do not permit that, it transfers at a rate lower than the target rate, but not less than the minimum rate. • The transfer rate is less aggressive than Fair when sharing bandwidth with other network traffic. When congestion occurs, the transfer rate is decreased to the minimum rate, until other traffic retreats.

Note: You can only switch between High and Fair transfer policies if the host is IBM Aspera High-Speed Transfer Server version 3.0 or later.

Transferring Content Between Shares

You can transfer content from any share for which you have download permission to any share for which you have upload permission. Conversely, you can transfer content to any share for which you have upload permission from any share for which you have download permission.

1. Select one or more files or folders from a Share for which you have download permission.
2. Drag the files or folders to a Share for which you have upload permission, or to a bookmark.

When a transfer occurs, a transfer window opens showing the current status of each transfer that is being made.

In the **Transfer** dialog, you can also perform the following actions:

Action	Description
Pause	Temporarily pause a transfer.
Resume	Resume a previously paused transfer.
Clear all	Clear transfers from the list.
Remove	Remove transfer from the list. (This will also cancel any paused transfers.)

Using Bookmarks

Use bookmarks in Shares to save the location of a directory for quick and easy access. Saved bookmarks appear under the BOOKMARKS section in the left sidebar on the Home page. If you do not see BOOKMARKS, you do not have any saved bookmarks.

BOOKMARKS



Creating a Bookmark

To create a bookmark, browse the Node or Shares directory you want to bookmark. Select a directory and click the **Bookmark** button. If you do not select a directory, clicking the **Bookmark** button bookmarks the directory you are currently browsing.

Note: You can only bookmark directories. If you select a file and click **Bookmark**, Shares gives the following message: "Can only bookmark directories".

Managing Bookmarks

You can edit or delete bookmarks from the left sidebar. Hovering over a bookmark reveals the drop-down arrow that allows you to perform the following actions:

Action	Description
Browse	Go to the directory saved by the bookmark.
Edit	Change the name of the bookmark. Note: You cannot change the bookmark directory. To change the directory, you must delete this bookmark and create a new bookmark from the desired directory.
Delete	Deletes the bookmark.

Note: If you lose permission to browse a directory, bookmarks of those directories are not automatically removed. You can still access the bookmark, though you can no longer browse the directory.

Glossary

Admin user

An admin account on the Shares server that can be used in the Shares web app to add and configure users, groups, directory services, nodes, and shares.

Aspera Service Account

In Windows, an admin account that Shares uses to run Aspera services. Admins never need to log in using the Aspera Service account unless it is assigned to an existing account during installation.

Node

A transfer server that has been configured to support the IBM Aspera Node API, enabling transfers through Aspera web applications including Shares, Files, and Faspex.

Node API

A daemon that provides a single REST-inspired interface for file browsing, management, and transfers.

Node API username and password

Credentials used by the Aspera web application to authenticate to a remote node and generate token authorization for transfers between the Aspera web application user's machine and the remote node.

Share

A file or directory with which users, groups, and directories have conditional authorization to interact (browse, upload to, download from, rename).

Shares

An IBM Aspera web application that enables companies to conditionally view and share files and directories of any size within their organization or with external customers and partners.

Shares user account

The account with which a user logs into the Shares web application.

System user account

On a node, a designated account (not belonging to a Shares user) that can be configured as a transfer user.

Transfer server

Any machine running Aspera transfer server software, such as Enterprise or Connect Server.

Transfer user account

On a node, a system account that is configured with a Node API username and password, and that is set up as a user in the transfer application. This account is used to authorize and manage transfers initiated by Aspera web application users between their machines and the node.

