

User manual

WebShare Manager G8

(Version 5.0.0)

User manual

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1 HELIOS WebShare Manager

1.1 Introduction

WebShare Manager adds web-based “drag & drop” workflow support and file synchronization to HELIOS WebShare, the web-based file access and management solution. Using any web browser, remote users can view server content in HELIOS WebShare, and drag and drop files and folders between the WebShare sharepoint and the desktop, with automatic two-way synchronization of changes.

Remote workflows – with remote file management via drag and drop, remote workflows are much easier because users can work in their preferred manner. In a typical network environment, users can drag and drop files from network volumes onto their local workstation hard disk. WebShare Manager adds exactly this capability to WebShare web-based file access.

Remote project collaboration – is greatly facilitated because of the two-way file synchronization. For example, while one user is designing a document, another could be retouching the images at an entirely different site. When a file on the server gets updated by another user your local copy automatically gets updated as well. Or, when you make changes to your local copy, the server version can get automatically updated. Automatic synchronization of the content ensures that all parties are working with the same versions.

Note: WebShare Manager does work with older WebShare servers, thus you will only need the latest WebShare Manager when logging on to different WebShare server versions.

Remote backups – another significant benefit of WebShare Manager file synchronization is that it can automatically backup files from a workstation to a remote WebShare server, allowing remote offices and laptops to be integrated into your corporate backup system.

1.2 New WebShare Manager features

For new features in the WebShare Manager software see the HELIOS website: www.helios.de Go to *HELIOS Product Versions – New Features*

For HELIOS Base, the foundation used by all HELIOS products, see the HELIOS Base product web page: www.helios.de Go to *Products > Base*

1.3 WebShare Manager installation

1.3.1 System requirements

See the client requirements for WebShare Manager in the HELIOS Base manual, chapter 4.1.3 “Client requirements”.

1.3.2 Get WebShare Manager

Download via Internet

If the WebShare Manager application is available on one of your WebShare sharepoints, download the appropriate version for your platform. Otherwise, contact your WebShare administrator to request WebShare Manager.

LAN connection – Windows

- Mount the “HELIOS Applications” volume, go to “Windows > WebShare Tools” and double-click the “HELIOS WebShare Manager Setup.exe” icon. Follow the instructions of the setup program.

Note: Use the Windows control panel “Add or Remove Programs” to uninstall older versions of the “HELIOS WebShare Manager” tool.

LAN connection – OS X

- Open the network volume “HELIOS Applications”, go to “MacOS > WebShare Tools” and double-click the “HELIOS WebShare Manager” icon to start the program, or copy it to your local “Applications” folder.

LAN connection – UNIX/Linux

- Copy “/usr/local/helios/public/Java/HELIOS WebShare Manager.jar” to a UNIX/Linux workstation and enter the command:

```
# java -Xmx1024m -jar <path>/HELIOS\ WebShare\ Manager.jar
```

1.4 Create a project in WebShare Manager

Before WebShare Manager can manage project files, with the related downloads, uploads, and synchronization, it is necessary to create a project. You may define a project either manually or have it done automatically.

1.4.1 What is a project?

A WebShare Manager project is simply a list of files (and optionally folders) on a WebShare server, conveniently viewed in a single WebShare Manager project window. It is in effect a “virtual directory” that can list files residing in any sharepoint or directory on a WebShare server. This makes it easy to

work with a group of files related to a project, even though the files might be scattered in many directories on the WebShare server. For example, a project to create a financial report might require spreadsheets, artwork, financial analyses, document templates, etc. These would typically be saved to many different directories on the server, but can conveniently be collected in a single project list.

Each project consists of a list of files. Each file entry in the list is similar in some respects to a Windows *Shortcut*, or a Mac *Alias*. But, there is a significant difference, in that each file name in a project list actually references two files: the version on the server, and a local copy.

Files from a WebShare server are added to a project by means of drag and drop, or via the WebShare Manager “File Chooser”. These files are automatically downloaded to the project folder (specified when creating the project) on your local workstation. At the same time, the files are added to the file list in the WebShare Manager project window. The project list shows the file name, status, size, and modification date.

Note: On OS X and Windows you can move local files to any working directory within the same volume. WebShare Manager recognizes the file ID and volume ID, and hence preserves all links in a project.

Local files can also be added to a project, via drag and drop onto a file in the project window. Since the file already exists on the local workstation it is not copied into the local project folder. This can be verified in the `Local File` path list in the project window (it may be necessary to activate the column as described in 1.6 “Customize the WebShare Manager project list”). In addition, local files added to a project are immediately uploaded to the WebShare server.

So once a project is created and files are added, there is always a copy on the WebShare server and a copy on the local workstation. A project synchronize plan (see 1.11.2 “Create or modify a synchronize plan”) can be configured so that, when the file on the WebShare server gets updated by other users, the

local file is updated as well. Or, the synchronization can work the other way so that changes that you apply to a local file are updated to the copy on the WebShare server.

1.4.2 Define a project automatically

If you drag and drop a file from the desired WebShare sharepoint into the WebShare Manager main window, a “New Project” dialog window opens, with all fields but the project name already filled-out (Fig. 1.1). If a project with the same WebShare URL, the same WebShare File Server and the same user already exists, this project is used and the file is added to it, even if it already exists in another matching project. In that case, the file is not downloaded to the project folder, instead the project entry is tagged with a link to the existing local file. To cause the *automatic* creation of a new, different project, detach any matching projects first (see 1.7.1 “Detach a project”). When defining a project manually, this is not required (see 1.4.3 “Define a project manually”).

- State a project name and select the desired synchronize options.

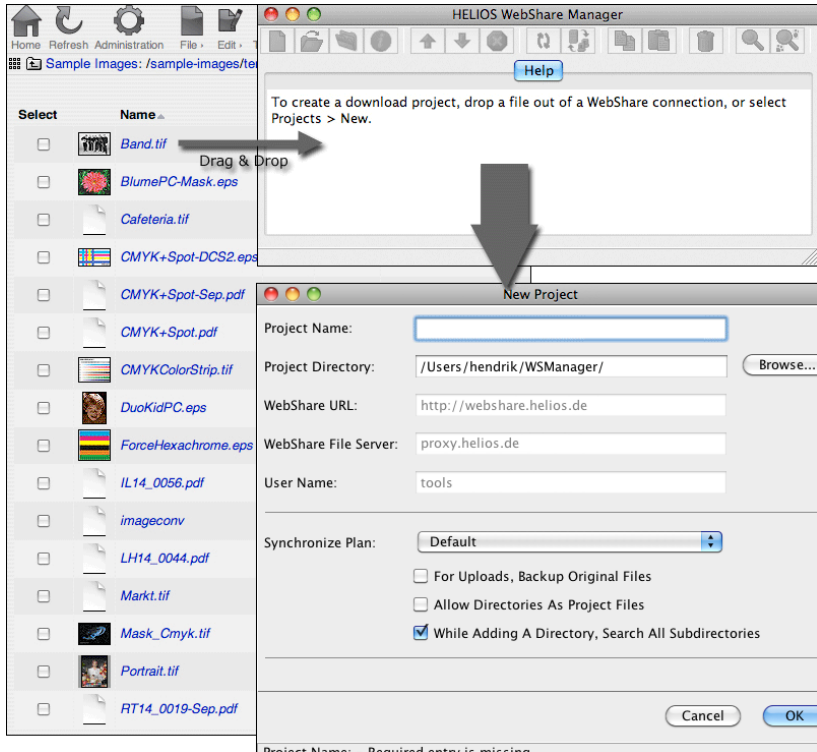


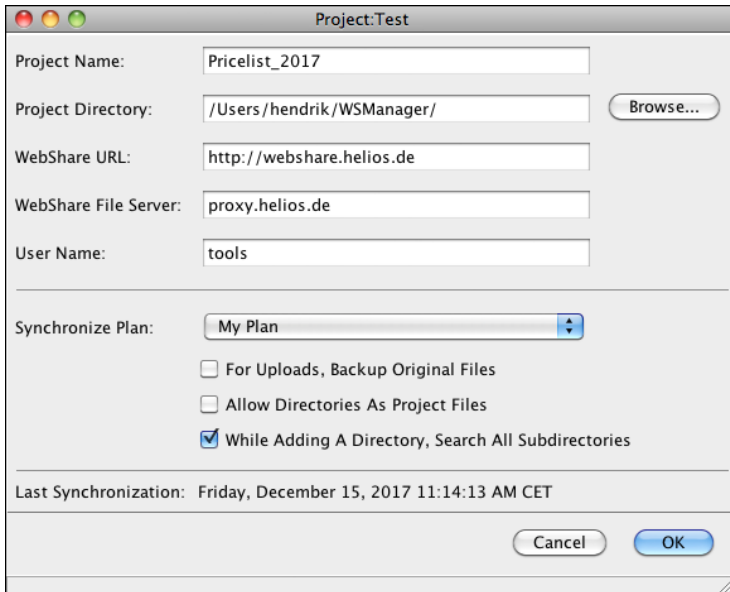
Fig. 1.1: Defining a project automatically

1.4.3 Define a project manually

- Start WebShare Manager and select `Projects > New` from the menu. Then fill in the fields with the desired data.

`Project Directory` is the location to which all downloaded files will be saved. Files will be created with the same directory tree as in the WebShare sharepoint.

If the `For Uploads, Backup Original Files` option is checked, files that are uploaded from the local project folder to the WebShare server do not overwrite existing older files with the same name. Instead, the existing files are renamed to “.sav”, “.sav1”, “.sav2”, and so on.



The screenshot shows a dialog box titled "Project:Test" with the following fields and options:

- Project Name: Pricelist_2017
- Project Directory: /Users/hendrik/WSManager/ (with a "Browse..." button)
- WebShare URL: http://webshare.helios.de
- WebShare File Server: proxy.helios.de
- User Name: tools
- Synchronize Plan: My Plan (dropdown menu)
- For Uploads, Backup Original Files
- Allow Directories As Project Files
- While Adding A Directory, Search All Subdirectories
- Last Synchronization: Friday, December 15, 2017 11:14:13 AM CET
- Buttons: Cancel, OK

Fig. 1.2: Defining a project manually

After clicking `OK`, the project (“Pricelist_2017” in Fig. 1.2) has been created and can be utilized.

1.4.4 Define synchronization of directories

When synchronizing/downloading a whole directory from a WebShare share-point into a WebShare Manager project, only the files currently within the specified directory are downloaded into the local project, and subsequently synchronized. However, if the `Allow Directories As Project Files` option has been enabled, the directory itself is added to the project as a synchronization object. When this is set, any new files added thereafter to that directory are added to the project and synchronized.

If the `While Adding A Directory, Search All Subdirectories` is enabled, the directory content is searched recursively, i.e. all subdirectories with their content are also included in the synchronization/download.

WebShare Manager receives file names from the server in HELIOS-UTF8 encoding. By default it converts them to UTF8 on Mac clients, and preserves HELIOS-UTF8 on Windows clients because Windows does not allow special characters in file names.

1.5 Toolbar

The WebShare Manager toolbar contains the following items:



Choose a new file for upload/download



Open selected files in their default application













Open directories of selected files



Show enhanced info for selected files



Open “Log Window”

-  Start upload immediately for selected files
-  Start download immediately for selected files
-  Stop selected file transfers and lock files
-  Refresh window and update synchronization status icons;
does no file synchronization
-  Start synchronization immediately, all other synchronization plan
settings apply as usual
-  Copy a URL list of the local copies of the selected project lines to
the clipboard
-  Paste URLs from the clipboard:
 1. If it is a local project file (“*.wspro”) the project is attached
 2. If it is a file on the WebShare server it is downloaded
 3. If it is a local file it is uploaded to the server directory that
belongs to the project line
-  Remove selected files
-  Search for a string in local file names
-  Find last search string again

The toolbar can be toggled hidden and visible by use of the key shortcut **Ctrl+alt+T** (Mac: **⌘+alt+T**). All toolbar icons have a counterpart in the menu. The related function can be called via the shortcuts shown there.

1.6 Customize the WebShare Manager project list

The WebShare Manager project list view can be customized according to your needs (Fig. 1.3):

- Right-click on any column header.
- In the contextual menu select (or deselect) the items that should be available (or hidden) in the project window.

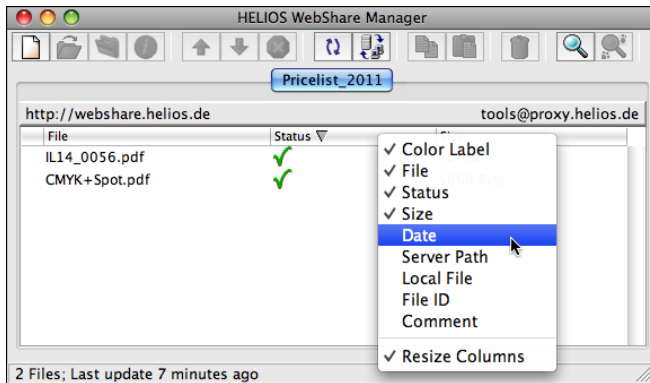


Fig. 1.3: Customizing the project list view


1.6.1 Project list column descriptions

Color Label	Color label (used by Mac, WebShare, and “HELIOS Meta” PCShare plug-in)
File	File name on the server (can be modified locally)
Status	File status – Get more information from the tooltip
Size	File size (synchronized)
Date	File modification date (synchronized)
Server Path	Path to the file on the WebShare server
Local File	Path to the local file
File ID	Internal file ID (local, synchronized)
Comment	File comment (synchronized)
Resize Columns	Resize columns. Columns are resized to fit window

1.6.2 Rearrange columns

<i>Show/hide columns</i>	Right-click on the column title. Check the columns that should be displayed.
<i>Rearrange column headings</i>	Click on a column title and drag it to new position.
<i>Adjust column width</i>	Click and drag the vertical divider between column headings.
<i>Sort column</i>	Click on a column title to sort by that column, or to reverse the sort.

1.7 Manage projects and the project list

File management in the project list is done by selecting one or more files. A right-click opens the contextual menu, which allows selecting items from the `File` menu (Fig. 1.4). By setting the file status to “locked” (choose ) , you can exclude it from being synchronized.

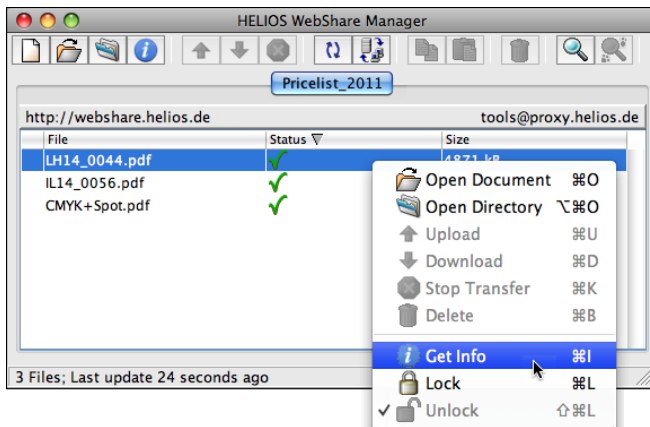


Fig. 1.4: Opening the contextual menu

Selecting `Get Info` opens a window (Fig. 1.5) containing information about the file status and path (both local and on the server), creation and modification date. It allows setting, modifying and deleting color labels and comments.

The project list shows the synchronization status (see Fig. 1.3 and Fig. 1.4) while the “Info” window (Fig. 1.5) shows the current local file compared to the corresponding server file.

Comments that were modified via the WebShare Manager “Info” window are displayed in the WebShare project list upon the next synchronization. Color labels inherit the base color from the synchronization. A colored arrow

pointing upwards signalizes a local change, an arrow pointing downwards indicates a change on the server.

If the file information window is opened for a folder, the `Also Add New Subdirectories` option becomes available. This allows adding folders recursively.

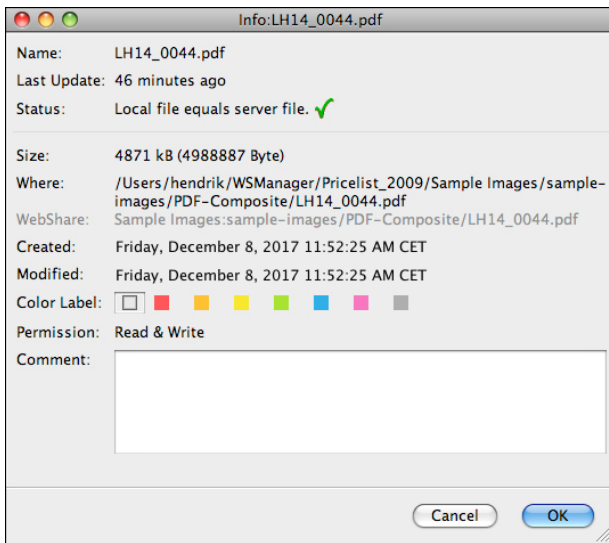




Fig. 1.5: File information window

- To open a document with a particular application, drag it onto the program icon of the application. To open the document with the specified standard application, highlight it in the project window and click on the  icon, or simply double-click on the file name.
- Click on the  icon to remove a file from a project. The referenced file on the WebShare server is not deleted but the corresponding local file *will be deleted* if you select `Delete file and reference`. Click on `Remove reference only` (or hold down the `alt` or `⌘` key while clicking on the icon) to make

the file disappear from the WebShare Manager project window, however it will remain in the project folder.

Important: Local files that are added to the project (via upload) are not copied to the project folder. On confirming the deletion (“Delete file and reference”), the local original files are deleted from the file system! In this case an additional confirmation query is displayed.

1.7.1 Detach a project

When a project is detached, the project is no longer shown in WebShare Manager, and the project files are no longer synchronized with the corresponding files on the WebShare server. However, the local project files are not deleted, they remain in the local project folder.

- To detach a project, select it in WebShare Manager and choose `Projects > Detach Project` from the menu.

1.7.2 Attach a project

To attach an already defined project to WebShare Manager do the following:

- Open `Projects > Attach Project`. In the file browser open the respective project folder and select “*.wspro”.

You may also to drag the “*.wspro” file directly from your local file manager (e.g. Finder, Windows Explorer) onto the WebShare Manager project window.

1.7.3 Delete a project

There are two ways to delete a project from WebShare Manager:



- If it is still running, quit WebShare Manager.
- Navigate to your user directory and open the “WSManager” folder.
- Delete the desired project folder from your computer.

Or, without the need to quit WebShare Manager first:

- Detach the desired project (`Project > Detach Project`).
- Navigate to your user directory and open the “WSManager” folder.
- Delete the desired project folder from your computer.

1.8 Download files and folders from a sharepoint using WebShare Manager

There are two ways to download files or even whole folders from a WebShare sharepoint to a WebShare Manager project:

- In the WebShare Manager project list, click on the  icon, which opens the “File Chooser”, displaying a list of sharepoints. Double-click any sharepoint to show its directories. Select a file or folder from within the desired sharepoint – or select the whole sharepoint – and click either the `OK` button or the  button (see Fig. 1.6). All selected items are then downloaded into your WebShare Manager project.
- Alternatively, drag and drop them from the file chooser (see Fig. 1.6) or the web browser into the WebShare Manager project list, but this means

that the WebShare URL, the WebShare File Server and the user name for source and destination must be identical.

If the current project is not suitable, WebShare Manager selects an appropriate, already attached project. If no suitable project can be found it opens the “New Project” window, allowing a new project to be defined. Or, if you wish to add the files to an existing but unattached project, use `File > Open Document` to select that project’s “.wspro” file. The “New Project” window will then be filled in; click `OK` and the existing project will be reattached.

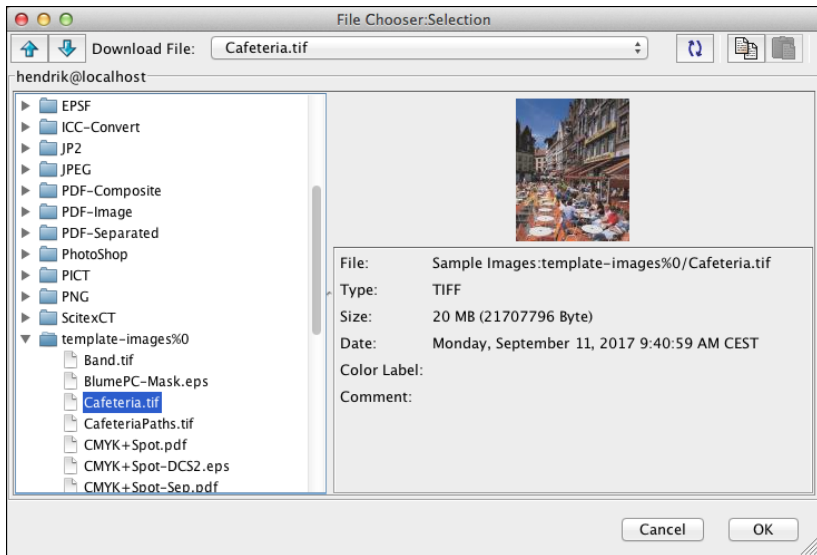




Fig. 1.6: Selecting the file “Cafeteria.tif” for download

1.9 Upload local files to the WebShare server

There are two ways to select the target directory on the WebShare server:

- Click on the  icon to open the “File Chooser” window and drag the local files and/or folders that you wish to upload into the desired directory or folder or sharepoint. Or, still being in the “File Chooser” window, click on the  icon, select the file or folder to upload from the “Upload to:” dialog window and confirm your selection with the `Upload` button.

Note: If you are not connected to the WebShare server, a login dialog opens.

- Or, if any of the files have a server path that matches the desired upload target directory, select the local files and/or folders that you wish to upload, drag them into the WebShare Manager project window, and drop them over a file with the desired server path. The files will then be uploaded into that server path on the WebShare server.

Note: For this method *you need not* be connected to the WebShare server.

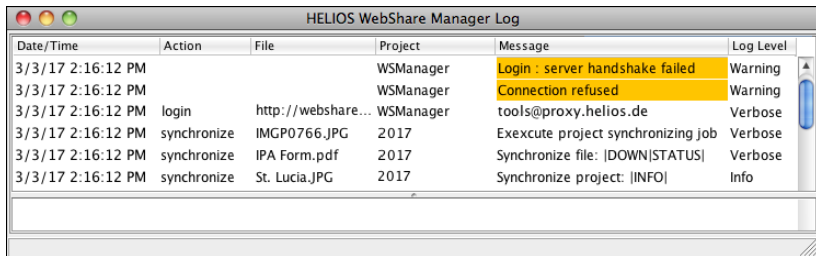
As soon as local files are added to a project, the upload process to the WebShare server will start immediately. If the `Reject Updates on` option has been activated (see 1.11.7 “Synchronize interval”), the upload will start after expiry of the lock wait. The synchronize plan assigned to the project will then manage the synchronization of file changes.

Note: Even if the synchronize plan does not synchronize uploads, local files can be added to the project.

1.9.1 WebShare Manager logging window

The log window (Fig. 1.7) is automatically opened if the program detects an error situation. You can also open it manually:

- Go to `File > Open Logging Window` to open the “HELIOS WebShare Manager Log” window.



Date/Time	Action	File	Project	Message	Log Level
3/3/17 2:16:12 PM			WSManager	Login : server handshake failed	Warning
3/3/17 2:16:12 PM			WSManager	Connection refused	Warning
3/3/17 2:16:12 PM	login	http://webshare...	WSManager	tools@proxy.helios.de	Verbose
3/3/17 2:16:12 PM	synchronize	IMGPO766.JPG	2017	Exexcute project synchronizing job	Verbose
3/3/17 2:16:12 PM	synchronize	IPA Form.pdf	2017	Synchronize file: DOWN STATUS	Verbose
3/3/17 2:16:12 PM	synchronize	St. Lucia.JPG	2017	Synchronize project: INFO	Info

Fig. 1.7: Logging window

Log levels:

Error	Severe failure messages, e.g. <i>programmatic errors</i>
Warning	Warnings, e.g. <i>process interferences</i>
Info	Informative messages, e.g. <i>project synchronization, file transfer</i>
Verbose	Progress messages, e.g. <i>file synchronization</i>
Extensive	More detailed progress messages
Debug	Provides debugging information (for experts only)

Logging settings can be specified in the `Logging` tab of the WebShare Manager preferences. See section 1.12.4 “Logging”.

1.10 Remote backups using WebShare Manager

WebShare Manager makes it easy to use a WebShare server as a remote backup repository. Local files and folders can easily be backed up to the WebShare File Server by adding them to a project (as described above). It makes sense to configure a project or projects specifically for backup purposes, so that the project settings and the synchronize plan can be set accordingly. For example, to provide a “versioning” control, the option `For Uploads, Backup Original Files` could be checked. The synchronize plan should be defined to synchronize uploads.

Note that if the `Allow Directories As Project Files` option is switched off, which is the default behavior, and you add a folder of files to the project, all existing *files* in this folder will be added to the project list. Any new files subsequently added to this folder will not be added to the list. To make such additional files available in the project list, the folder must be dragged anew onto the project window.

On the other hand, if the `Allow Directories As Project Files` option is activated, and you add a folder to a project, then *this folder* itself will be added to the project as a synchronization object. Any new files that are subsequently copied to this folder will be added to the project list.

Once the local files have been uploaded to the WebShare server, you can then access them from any computer with internet access. This ensures that critical files are preserved and available even in the case of loss or failure of the original system or files.


1.11 Synchronization

Each WebShare Manager project has a synchronize plan, which specifies whether and how to synchronize changes between project files on the WebShare server, and the corresponding local copies.

Various synchronize plans can be created or changed via the `Settings > Synchronize Plan` menu. Each synchronize plan allows you to define the time interval, days, and direction in which the content of the WebShare sharepoint, and of the WebShare Manager project, is synchronized (see Fig. 1.8). Each project can have its own synchronize plan, as selected when creating a project, or via the `Projects > Settings` menu.

1.11.1 What gets synchronized?

- Only files listed in the project
- Data file and resource file
- Renamed server file updates the server file name in the project file list (but the local file itself *does not get not renamed!*)
Renamed local file is not synchronized with server file name (but can be viewed e.g. in `File > Get Info`)
- Creation date
- Modification date
- HELIOS file comment
- Color label

Note: By setting the status of a file to “locked” (click on the  icon), you can exclude it from being synchronized.

1.11.2 Create or modify a synchronize plan

- From the `Settings > Synchronize Plan` menu select `New` to create a new plan or select an existing plan you wish to modify. Projects that use this synchronize plan are listed in `Projects` (Fig. 1.8).

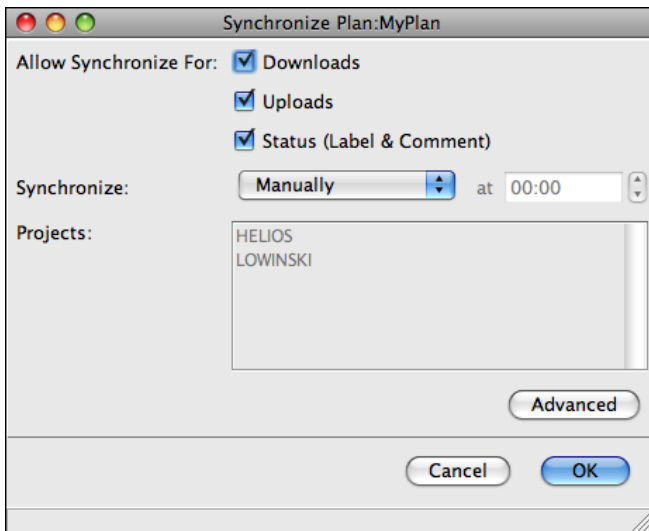


Fig. 1.8: Synchronize Plan

1.11.3 Delete a synchronize plan

- Open the synchronize plan that you want to delete via `Settings > Synchronize Plan`. Then select `File > Delete` from the menu and confirm the deletion.

Important: If a synchronize plan is currently in use, it cannot be deleted. The `Delete` item in the `File` menu is then grayed-out!

Detached projects that had the deleted synchronize plan assigned will – if re-attached – display the deleted plan’s name in red but follow the “Default” synchronize plan unless an existing synchronize plan is assigned to the project. The project window opens if the synchronize plan is missing upon project activation.

1.11.4 Synchronize direction

The `Allow Synchronize For` options specify in which direction file changes get synchronized. Note that only the files listed in the project list get synchronized.

Downloads

With the `Downloads` option checked for a synchronize plan, files on the WebShare server that have been modified will be downloaded during the next file synchronization process, replacing the prior local version. That way when content on the WebShare server has been updated by other users, the synchronize plan can update your local project content as well.

Note: To protect the local version of a file against being overwritten, it must be *copied* to a backup folder. *Moving* the file is not sufficient because WebShare Manager tolerates moving and renaming, and hence would overwrite the file in the backup folder.

Files *removed* from the WebShare server will not affect the corresponding files in the local project folder. If the project synchronize plan enables uploads (`Uploads` option), then the local file will be uploaded to the WebShare server during the next file synchronization process, to replace the missing file, and keep them in sync.

Note: Files added to the WebShare server (e.g. by other users) are only downloaded to the local project folder by the file synchronization process if the folder is subject to synchronization (`Allow Directories As Project Files` option. See also 1.10 “Remote backups using WebShare Manager”).

Uploads



The `Uploads` option is used to ensure that changes to the local copies of project files get changed on the WebShare server as well. That way when you update your local project content, the synchronize plan can update the corresponding files on the WebShare server. Not only does this facilitate remote collaboration, but it can also be used as a remote backup method.













Local copies of project files that have been modified will be uploaded to the WebShare server during the next file synchronization process, replacing the prior version there. If the project option `For Uploads, Backup Original Files` is enabled, existing files are renamed to “.sav”, “.sav1”, “.sav2”, and so on (see 1.4.3 “Define a project manually”).

Note: If the local copy of a project file is deleted, it will not affect the corresponding file on the WebShare server. If the project synchronize plan enables downloads (`Downloads` option), then the corresponding file on the WebShare server will be downloaded to the local project folder during the next file synchronization process, to replace the missing file, and keep them in sync.

1.11.5 Synchronization status

The status of files in the project window is represented by icons. The following table lists all available status icons and their meaning:



-  Server file is being downloaded to the project folder
-  Local file is in sync with that on the server

-  Local file is missing
-  Local file is *newer* than that on the server
-  Local file is *older* than that on the server
-  Local file is locked and excluded from synchronization actions
(Used in combination with other upload or download status icons. Or, if standalone, the local file is in sync but locked)
-  Local file and server file do not match, i.e. both have been modified. No automatic synchronization possible; the user needs to synchronize the file manually, by use of the / buttons (see 1.11.6 “Upload/Download conflicts”)
-  Server file is missing
-  Removed file found in trash
-  Upload/download action is stopped (e.g. due to disconnected server)
(Only in combination with other upload or download status icons)
-  Local file is being uploaded to the server
-  Wait ...
(Only used in combination with other status icons)

Note: These icons do not show the comments synchronization status. But the “Info” window will show both versions if they do not match. If the color label of a file on the server differs from that in the local project folder, non-matching colors are indicated by use of small triangles in the color label.


1.11.6 Upload/Download conflicts

It can happen that a user modifies a file on the WebShare server, while another user is also changing that file as a local project file. In this case automatic

synchronization is switched off and you must decide manually which file should be used, the local file or the one on the server. This is done by selecting the  or  button in the toolbar of the project window.

Note: Likewise, if the `Uploads` and `Downloads` checkboxes are both enabled, and a color label (or comment) of a file on the WebShare server is changed, and there is a conflicting change to the corresponding local project file label (or comment), then synchronization of the conflicting data will not occur. If you wish to synchronize the conflicting label or comment, it must be manually changed via WebShare, or the WebShare Manager “File > Get Info” window.

1.11.7 Synchronize interval

It makes sense to have different synchronize intervals for different projects. A current project with many collaborators might call for a frequent synchronization schedule (perhaps every few minutes), while other projects would need less frequent synchronization (perhaps once a week). Of course, in addition to the automated synchronize plan schedule for each project, a user can simply click on the  icon in the WebShare Manager toolbar to initiate that project's synchronize plan at once.

The `Synchronize` pop-up list (see Fig. 1.8) allows selecting a time interval in minutes, or hourly, daily, or on a particular day of the week. In case of daily or weekly synchronizations, the desired time can be specified.

➤ Choose `Manually` from the pop-up list if you do not want automatic synchronization at all.

A click on the `Advanced` button reveals additional options to fine tune the intervals. For example, if `Synchronize` is set to every day, but you want to skip certain days and time ranges, e.g. from 01:00 to 02:30. The `Use Default` option causes the `Reject Updates on` settings from the `Default` synchronize plan to be used for the synchronize plan you are editing. That saves the trouble of

entering these defaults for each synchronize plan. Uncheck `Use Default` to specify custom settings for a synchronize plan.

1.11.8 Save and apply a synchronize plan

- When you have finished configuring a custom synchronize plan, click `OK` to make it available in the `Settings > Synchronize Plan` menu.


It can then be applied to a project by clicking on the project name in the WebShare Manager window, and then on the `Projects > Settings` menu. The synchronize plan can be selected from the pop-up list.

1.11.9 Automatic synchronization

Project files are automatically synchronized according to the synchronize plan specified for that project. If a synchronize plan cannot be performed when scheduled, e.g. due to an interrupted internet connection, the files in the project window will be synchronized with those on the WebShare server as soon as the connection has been reestablished.



Note: When dragging and dropping folders from a server or the desktop into the WebShare Manager project window, all files within the dragged folder will be added to the upload/download synchronization. Files that have been added subsequently to that folder are only downloaded to the local project folder if the `Allow Directories As Project Files` option was activated and the folder subject to synchronization was not deleted.

1.11.10 Manual synchronization



- Click on the  icon in the toolbar. The files on the specified WebShare server will be synchronized with the WebShare Manager project files.

This is the way to synchronize a project if the synchronization interval is set to `Manually`.

Note: When synchronizing manually, the defined sync interval is overruled, however the advanced options are taken into account.

- Click on the  icon in the toolbar to download selected files.
- Click on the  icon in the toolbar to start uploading previously selected files immediately, regardless of the selected synchronize plan.

1.11.11 Download/Upload reconnect

In case a file transfer is aborted, e.g. internet disconnection, PC shutdown/pause, all running transfers will be resumed with the next server reconnect. A manually stopped transfer is resumed by clicking on the  or  button.

1.12 Preferences

Mac: “WebShare Manager > Preferences ...”

Windows: “Settings > Preferences”

1.12.1 General

WebShare Manager Directory

Allows you to specify a default WebShare Manager directory, i.e. the path to the project folder(s). Here, the single project folders and the log file (see 1.12.4 “Logging”) are stored (can be changed in the project management).

Size of Preview Images

This pop-up menu allows you to choose the preview image size used in the “File Chooser” window (1.8 “Download files and folders from a sharepoint using WebShare Manager”).

1.12.2 Proxy

Depending on your network configuration, you may use a proxy server to connect to the WebShare File Server. The proxy configuration of WebShare Manager should match your browser proxy configuration:

No Proxy

Use this option if no proxy server is used. This will likely be the case if you are connecting to network internal WebShare servers only or if you are using a DSL connection without the need for a proxy server.

Manual Proxy Configuration

HTTP Proxy

Specify the host name (or IP address) and the port number of your HTTP proxy server.

SSL Proxy (HTTPS)

Specify the host name (or IP address) and the port number of your HTTPS proxy server. This is only required if you are using an encrypted connection, and only if the HTTPS proxy server differs from the HTTP proxy server.

No Proxy for

This field allows specifying a proxy exception list for WebShare servers that do not require a proxy server for being accessed (e.g. internal servers).

Separate multiple host names or IP addresses by a pipe character (“|”). You may also use wildcards, e.g.:

```
server1.mycompany.com|server2.mycompany.com|*.subnet.mycompany.com
```

Here, advanced users can also use a regular expression (“Regex”).

PAC (Proxy Auto-Config) URL

Use this option if the proxy information is provided by a PAC file in your network. Enter the full URL under which the PAC file is available, e.g.:

`http://server.mycompany.com/proxy.pac`

1.12.3 Security

The `Security` tab allows entering keys and passwords that are meant to improve the WebShare Manager security. With the default settings, everything should work “out-of-the-box”.

The `CACerts File Password` is a means of protection against a tampered `CACerts` file, which is the system-wide Java keystore file. If a password is entered in this field, WebShare Manager will only run if the password matches the password stored in the `CACerts` file. If the password is left empty, `CACerts` is read without any password check.

The actual file name of the `CACerts` file can be “`jssecacerts`” or “`cacerts`”, and WebShare Manager looks for it in “`<user.home>`” (the home directory of the logged-in user) and in “`<java.home>/lib/security`” (where “`<java.home>`” is the Java runtime installation directory). The first file found will be used.

The `CACerts` file contains trusted certification entries that are used to verify the server certificate for HTTPS/SSL connections. If no trusted certification entry

is used (e.g. if the server uses a self-signed certificate), WebShare Manager brings on a dialog (similar to most web browsers) requesting the user to allow establishing the connection. If the certificate has not expired, the user has the option to add it to the keystore, so that WebShare Manager will not request a confirmation for this server anymore.

Trusted certification entries created by WebShare Manager are not stored in the Java keystore file `CACerts` but in the `“.wsmanager.keystore”` file, where also the saved passwords for establishing connections are stored. The saved passwords are protected by a key (`User Password Key` field). The `“.wsmanager.keystore”` file is, similar to `CACerts`, also password-protected as a whole (`User KeyStore Password` field). If this field is empty, the `CACerts` file password is used. If this field is also empty, the default password “changeit” is used.

All passwords specified in the `Security` tab are encrypted with some simple algorithm and are stored in `“.wsmanager.prefs”`. Thus, anyone who has access to `“.wsmanager.prefs”` and `“.wsmanager.keystore”` may theoretically retrieve the saved passwords for the connections. By specifying a `User KeyStore Path` the `“.wsmanager.keystore”` file can be saved to a path different from the user home directory, e.g. on a USB stick.

1.12.4 Logging

The `Logging` tab allows specifying the logging behavior of WebShare Manager. If `Automatically open Logging Window for Warnings` is checked, the “HELIOS WebShare Manager Log” window will open if a warning message is issued by WebShare Manager.

If it is desired to save all log records in a text file, `Save Log records to file “HELIOS WebShare Manager Log.txt”` must be checked. The file is stored in the “WebShare Manager” folder (see 1.12.1 “General”). The path is displayed in the tooltip.

The “Logging Detail” section allows you to specify which log level should be applied:


- Normal
- Extended
- Debug Mode (May slow down your WebShare Manager)

The log levels are described in 1.9.1 “WebShare Manager logging window”.

1.12.5 Locale

The `Locale` tab allows choosing the WebShare Manager user interface language. Currently supported are: *English*, *French*, *German*, and *Japanese*.


1.13 FAQ

- If I have upload synchronization enabled, how can I remove single files from a project, without having them deleted from the server?*
Just delete them in the WebShare Manager project window. The corresponding local files in the project folder may be deleted if selected in the upcoming window, which asks for confirmation of deletion.
- Is there a way to enable full download synchronization of a WebShare server directory, so that any files added to that WebShare directory (e.g. by another user) get added to a project?*
Yes. Activate the `Allow Directories As Project Files` option (see 1.4.3 “Define a project manually”) in the project settings and select then the desired server directory for the download. It gets its own entry in the project data list, which adds new files to the project upon manual or automatic synchronization, or by clicking .

- *Upon launching WebShare Manager or attaching a project, a login window is presented. If the login is canceled, the project list is shown, but in offline mode (no status updates or synchronization). Is there a way to subsequently login to bring the project online?*

Yes. Click the `File > New Up-/Download...` menu or icon, which will open a login window. After login, the file chooser window can be closed.

- *Can I access and use the local project files directly (e.g. via the Mac Finder or Windows Explorer) instead of via the WebShare Manager file list?*

Yes. Open the directory of the selected file(s) via the  button in the toolbar.

- *Can WebShare Manager be set up as a hidden process, so that the project synchronize plans run as scheduled?*

Working on a Mac, you can close all windows while the scheduler continues to run. On Windows and UNIX the log list installs in the taskbar as soon as the last WebShare Manager window has been closed; only closing the log window will quit the application. The menu item `File > Open` allows opening the WebShare Manager main window anew.

- *Can WebShare Manager be set up to launch automatically upon system startup so that the project synchronize plans run as scheduled?*

Windows:

- Drag WebShare Manager into the “Startup” folder.

Mac:

- Place WebShare Manager in the Dock and activate `Open at Login`.

- *I get a “java.lang.OutOfMemoryError” if a project contains many thousands of files. What can I do to avoid this?*

By default, the maximum memory usage of WebShare Manager is limited to 1024 MB. You can increase this value by starting the HELIOS WebShare Manager program with your own Java parameters (see your Java documentation for details).

Increase the memory limit to 2048 MB with Oracle Java:

```
# java -Xmx2048m -jar "HELIOS WebShare Manager.jar"
```

The example above applies to UNIX and when starting the WebShare Manager program via command line on Mac or Windows. However, on Mac and Windows, we recommend to modify the corresponding starter programs to maintain client specific functionality of WebShare Manager.

Windows:

- Open the Windows Registry Editor (“regedit”).
- Open “HKEY_LOCAL_MACHINE > SOFTWARE > HELIOS Software GmbH > HELIOS WebShare Manager” and double-click the “VMOptions” entry.
- Edit the corresponding entry to the desired value, e.g. “-Xmx2048m” and click `OK`.

Mac:

- Right-click on the “HELIOS WebShare Manager” program icon and select `Show Package Contents` from the menu.
 - Open “Contents > Info.plist” in a text editor, e.g. TextEdit, and locate the “<key>VMOptions</key>” entry.
 - Edit the corresponding entry to the desired value, e.g. “-Xmx2048m” and save the document.
- *File names including control characters show an unpredictable behavior in WebShare Manager.*
File names that include control characters (0x00 ... 0x1F) are not supported, so affected files must be renamed.

1.13.1 Feedback welcome

We appreciate your feedback to improve WebShare Manager or this documentation. Please use the feedback form on the HELIOS website:

www.helios.de/contact.html

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