SETUP GUIDE:

This setup guide was created for Albany Creek State High School to be used only for the purpose of assisting school staff and students in setting up and configuring this application or device.
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Introduction
FileBrowser can view, copy, move, upload, download, stream, and manage files between computers, servers, NAS drives and cloud storage in any direction. You don’t need to install any other software - FileBrowser will scan and locate computers on your network and connect in seconds and will connect to cloud storage quickly too.

FileBrowser is the equivalent of Microsoft’s ‘Windows Explorer’ or Apple’s ‘Finder’.

The challenge we as ‘Education Queensland Staff’ face is that we are restricted in what software we can use. This stems from the policy that blocks almost all cloud solutions. This being said we have found a solution to allow staff and students to use their existing data in the school network shares (G Drive & H Drive) with the coming BYOX project.

Please follow the following steps to guide you in setting up and using this new solution.

Installing FileBrowser or FileBrowser Business
You will require the app called ‘FileBrowser’. You can search on iTunes or the App Store or alternatively you can click the link below if you have iTunes installed on your computer the iPad is linked to.
Note: A linked computer refers to the computer your iPad has been syncing to for backups and installing applications and music.

https://itunes.apple.com/au/app/id364738545

1. Install the application from ‘iTunes’ on your computer or from ‘App Store’ on the iPad:
   Note: Either one of these will work. You do NOT need both. One or the other is all you require.

<table>
<thead>
<tr>
<th>FileBrowser</th>
<th>Standard Usage</th>
<th>$7.49</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FileBrowser Business</th>
<th>Mobile Device Management</th>
<th>$13.99</th>
</tr>
</thead>
</table>

2. Once you have clicked on ‘Install’ in the App Store it will have a small progress bar showing how long it has left. (Have Patience here.)
3. Press the Home button on the bottom of the iPad to return to the ‘Home Screen’.
4. You should see the progress of the App on your ‘Home Screen’ as well.
Setting up / Configuring the FileBrowser App

1. Once FileBrowser has been installed on the iPad, open the ‘FileBrowser’ app.
2. If you only have the menu items: (A) (B) & (C) then you will need to add the school network drives.

3. Click on the ‘+’ shown in the image above.
4. You will be presented with a new screen on the right hand side of the window showing many options to choose from.

5. Click on the first option which shows as ‘PC’.
6. It will bring up a new form window that has multiple fields to fill out.

7. Click on Address and enter (only the \ address under staff or Student).

   **Core Data (G Drive)**
   
   **Staff**
   
   \10.56.12.1\Data\Curriculum

   **Student**
   
   \10.56.12.1\Data\Curriculum

8. A small dialog box may popup advising you that if this is the only folder you need to view, you may wish to disable ‘Auto List Shares’ in ‘Advanced Settings’. Click ‘OK’.

9. Click on the ‘Display Name’ field (you need to click to the far right-hand side of the field box to get this to select.) and enter in your Full Name.

10. Click on the ‘i’ to the right hand side of the ‘Advanced Settings’ field. This will drop down a list of extra settings.

11. You should ‘Turn off’ the setting ‘Auto List Shares’. The reason for this is to help reduce the amount of folders (Network Shares) you see when you connect. A whole lot less confusing.
12. The rest of the settings should display as follows (Image shown below).

![Image of settings configuration]

13. Scroll to the top of the page and click on the ‘Save’ button in the top right hand side of the screen. (Note: if the option is ‘Done’, Click on Done first then ‘Save’)

Image Shown below.

![Image of save button]

14. This will take you back to the main ‘FileBrowser’ screen but now you should see a new icon with your name next to it.

15. Click the icon (with your name next to it) and you will be presented with an ‘Authentication Dialog Box’ asking for your ‘Username’ and ‘Password’.

(Image shown on next page).
16. Type in your ‘School Username’ and your ‘School Password’.
17. Click on the ‘Connect’ Button.
18. It will ask you if you want it to remember your login details. Optional yes or No here.
19. You will now be connected to the school ‘G Drive’ or otherwise known as the ‘CoreData’ network share. You can now browse to School Resources.

Add School Home Drive (H Drive)
This is an easy process now we have connected to the G Drive. This assumes you have connected to G Drive first or this will not be correct. Follow the steps shown below.
Note: If you are already connected and have browsed to a folder the top left-hand side will show the option ‘Select’, you will need to click on the ‘< Your Name’ to get back to the start.

1. Click on the icon with your name next to it as shown in the image below. If you are NOT connected to the share you will be prompted for your ‘School Username’ and your ‘School Password’.
2. Once you are connected to the ‘G Drive’ share it will show as highlighted and look like the share we are connected to in the image below.

3. Click on the ‘Add Share’ in the top right hand side of the window.

It will pop up with a floating dialog box asking you to enter the name of the share you wish to connect to. Enter your ‘School Username’ followed by a $ (dollar sign) and click the ‘Add’ button. (Example shown below).

**Home Drive (H Drive)**

*Staff or Student*

Where the [USERNAME] is your ‘School Username’.

**[USERNAME]$$**

**Example would be: jshep16$$**
4. After you have connected both shares you should see them listed like in the image below.

Adding more Shares
You are able to add more shares to this application, Home, Friends, etc. Follow the steps laid out in the document for adding a share and find new and innovative ways to use this application.

Cloud / Drop Box
The Education Queensland policy is clear about using ‘Cloud’ services on the school network and during school time. That is it is NOT to be done. However there is certainly no reason you can’t use these services while you’re not at school.

Incorrectly Named Remote Connections
If you didn’t read the part that said you should use your name as the Remote connection name and now have something else completely different from the documentation. Then you can remove the Remote connection and start again.
Follow the steps below:
1. Swipe from right to left on the Remote Connection name. It will now show a ‘Delete’ button. Click delete and you are back to the start of this documentation.