Micro Focus Filr

Micro Focus Filr is a service offered by MLC IT Services to give students, faculty, and staff access to their files stored on the campus file servers wherever they are … on (almost) whatever device they want!

The Basics

You'll need to know what your MLC Account login credentials are, so have those handy. When you are ready, then do the following:

- visit http://filr.mlc-wels.edu in your browser
- provide your MLC Account username and password when prompted

That's it! You are now logged into MLC's Filr instance and can take a look around. Here is a brief look at what you have access to:

My Files

This is a look at your personal files stored on campus. You can find `WINDATA`, which is also know as the *I: drive*, where you have been storing things when logged into the campus network. You can also create folders and add new files as well. Click around into folders, on files, download files, view information, and much more!

Shared with Me

Sharing is one feature of Filr, so you can share files with those a part of the campus family. This is where you will find the files that have been shared with you from other people.

Share by Me

Here you can find all of the files you have shared with me. Check to see who you have shared them with, what their status is, and share new files as well.

Net Folders

Here are the folders usually found in the `Groups` folder, or the *G: drive*. These folders are shared with many individuals and need to be explicitly setup but IT Services. If you feel you are missing access to key folders and files here, please contact IT Services so that they can look into it.

Filr Applications

Filr is not just a website, it is also a number of applications available on a number of computing platforms to give you access to your files from a number of devices.

Desktop Applications

Filr is available for Microsoft Windows and Apple OS X. This application provides access directly from your computer wherever you have an internet connection. You are then able to download those files explicitly, or access them only the you need them.

To install the application, do this:

- log into the Filr website (see above)
- click on your name in the upper-right of the page
- click on Download Filr Desktop App
- choose your platform, download, and install

That's it. Follow the instructions from there. The one piece of information you will need is the site URL:

- https://filr.mlc-wels.edu

Otherwise, it is pretty straight forward.

Password Changes

When your MLC Account's password is changed, you also need to change the password for Filr or else it will not work properly. Often this will mean that all of your files will not show up and that files will not be synchronized back to the server or changes moved either. Here are some basic steps to change your password on the desktop applications:

1. Right-click on the Filr icon in the status bar
2. Click on Logout

3. Right-click on the Filr icon in the status bar
4. Click on Login
5. Enter the new password when prompted

You will need to be connected to the internet for this to work properly. If you continue to run into issues, please contact IT Services.

Mobile Applications

You can find the Filr app on your mobile app stores for iOS, Android, and Windows Phone. Visit those app stores and search for Filr to download and install.

he one piece of information you will need is the site URL:

- https://filr.mlc-wels.edu

If you have any questions, please contact IT Services.

Frequently Asked Questions

Should I use my Microsoft Access database with Filr?

We utilize Microsoft Access at MLC to view, modify, and work with the data stored in CWDB. These databases can often be found within the Filr folder on your machine. However, here is a word of warning:

DO NOT USE MICROSOFT ACCESS DATABASES FROM YOUR FILR FOLDER

That's a simple warning. Access files do not work well with synchronization engines (like Google Docs, Micro Focus Filr, Microsoft OneDrive, etc.) unless you are extremely careful. If you share a database with someone else, it can cause even more problems.

Often, these issues will show up as copies of the Access files in the same folder (sometimes 10s of copies). This should not cause issues with the correct file, but it will use of valuable space on the file servers.

If you have a need to use Microsoft Access files, please contact IT Services so that they can help you.

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