



Aurora 2.5

Guest User Guide

Condrey Corporation
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Introduction

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1. INTRODUCTION

For details on the File Management interface, refer to section [11 Accessing the File Management Interface](#).

As a Guest user, you may have received a Guest Share email notification similar to the one below.



CCTEC Incorporated
5/15/2016 12:42 AM

A Shared Folder 'Catapult' is ready for you
To: bsmith@outsideorg.com

CCTEC Incorporated

A Shared Folder is ready for you.

Hello bsmith@outsideorg.com,

You are receiving this email because Alice Jones at CCTEC Incorporated has setup an Aurora Share for you at <https://aurora-ext.cctec.org>.

Share Name:	Catapult
Shared From:	5/14/2016 4:00:00 AM (Eastern Daylight Time)
Shared Until:	5/21/2016 4:00:00 AM (Eastern Daylight Time)
Description:	Please review the Catapult project specifications by next Friday.

[Access the Share](#)

Access Instructions:

If you have already registered with CCTEC Guest Access, you may login and access the provided share from your "My Shares" list.

If you are a first-time guest, you must [register your email address](#) before being able to login and access the Aurora Share.

Powered by [Aurora](#) © 2016 [Condrey Corporation](#).

To access the shared folder, click on the link provided in the email notification. This will direct you to a sign-in page for the Aurora .Ext web application.

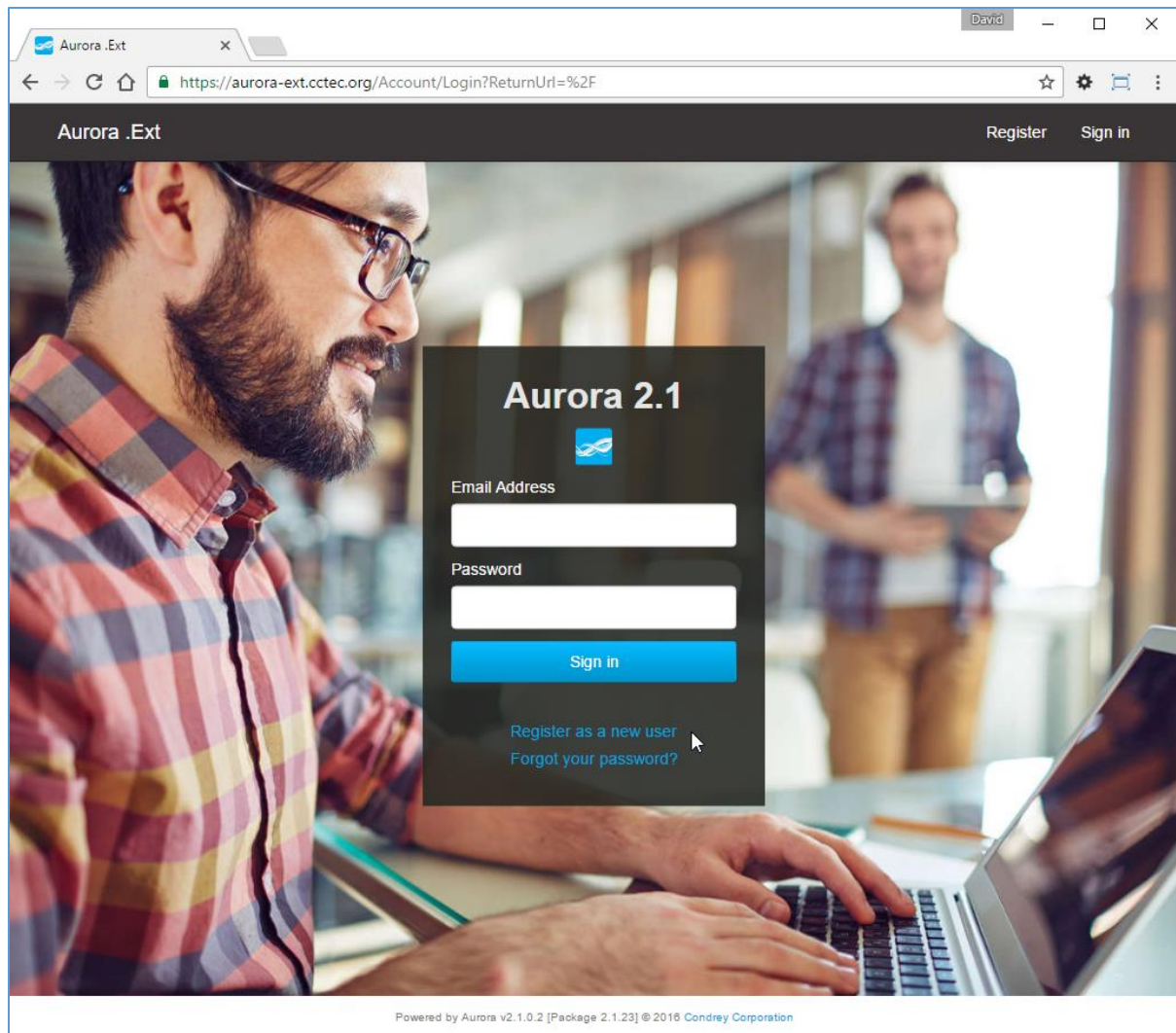


Figure 1 - Aurora sign-in screen

2. REGISTERING A NEW ACCOUNT

Before you can access the shared content, you will need a registered account with the Aurora .Ext system. To register a new account:

1. Click on the *Register as a new user* link at the bottom of the sign-in dialog
2. Enter the required fields, then click *Register* to continue.

The *Email* address field will also be used as the registered account name.

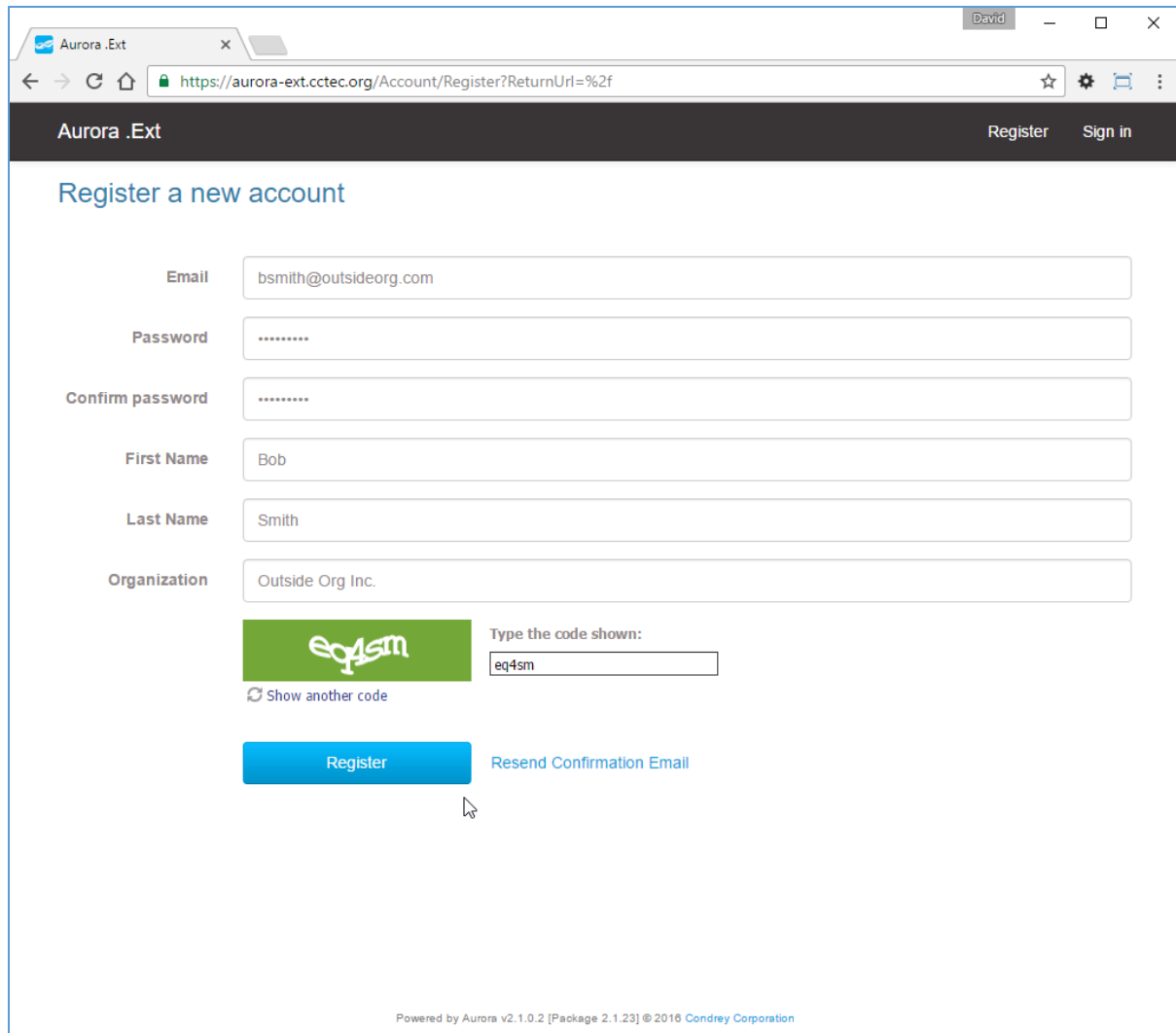
A screenshot of a web browser window showing the registration page for Aurora .Ext. The browser's address bar displays the URL https://aurora-ext.cctec.org/Account/Register?ReturnUrl=%2f. The page has a dark header with the text "Aurora .Ext" and links for "Register" and "Sign in". The main content area is titled "Register a new account" and contains several input fields: "Email" (filled with bsmith@outsideorg.com), "Password" (masked with dots), "Confirm password" (masked with dots), "First Name" (filled with Bob), "Last Name" (filled with Smith), and "Organization" (filled with Outside Org Inc.). Below these fields is a green box with a QR code and the text "eq4sm". To the right of the QR code is a label "Type the code shown:" and a text input field containing "eq4sm". Below the QR code is a link "Show another code". At the bottom of the form is a blue "Register" button and a link "Resend Confirmation Email". The footer of the page reads "Powered by Aurora v2.1.0.2 [Package 2.1.23] © 2016 Condrey Corporation".

Figure 2 - Registering a new guest account

3. A confirmation will appear that registration is complete.

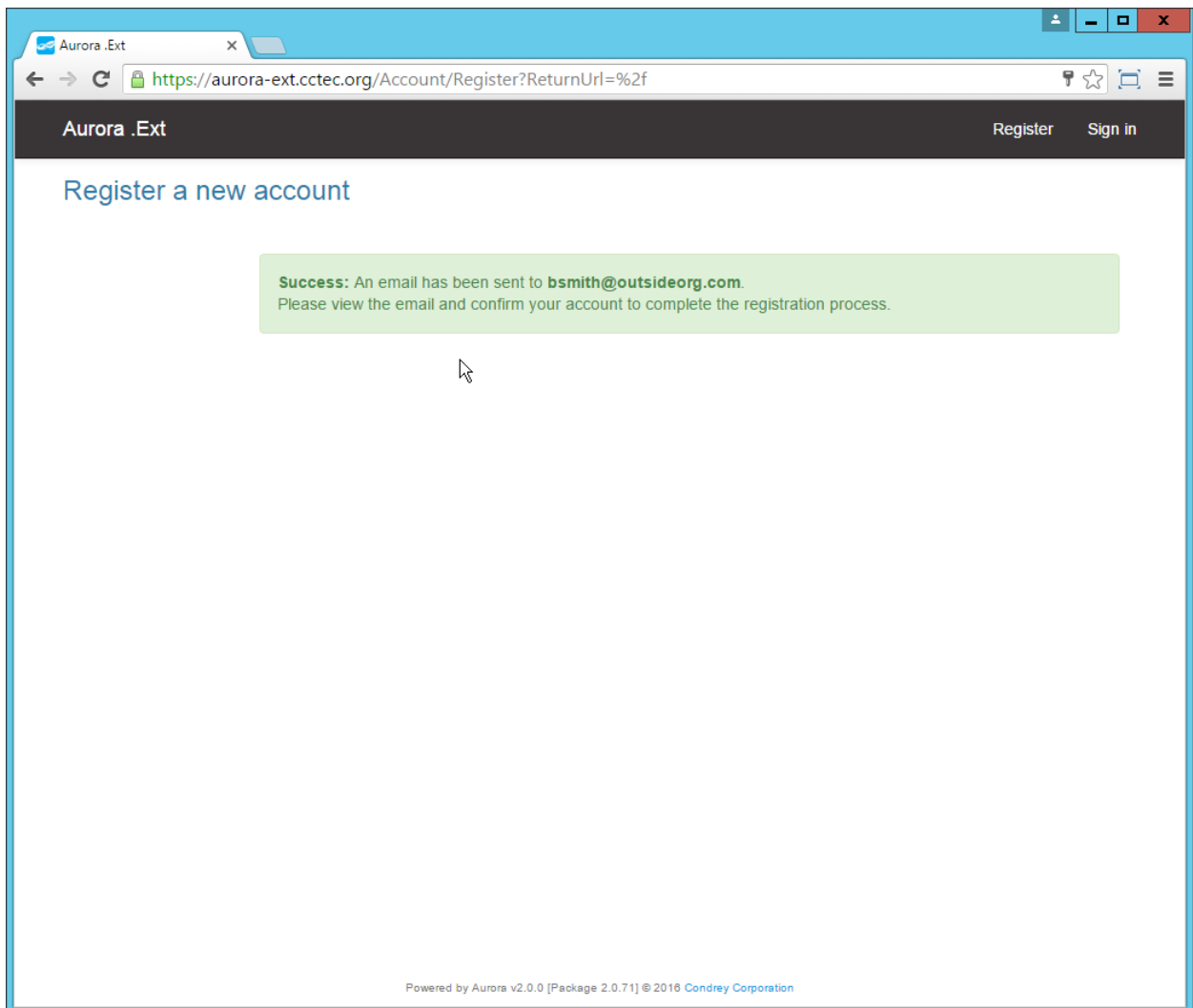
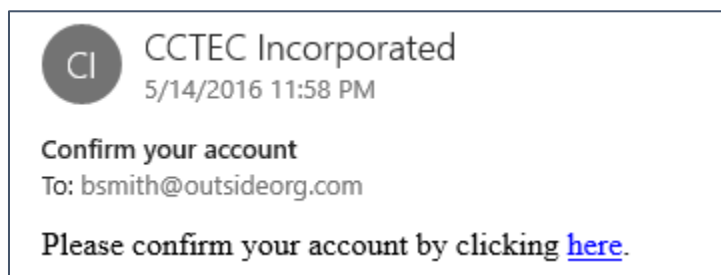


Figure 3 - Registration continued

4. As part of the registration process, an email is sent to the registered email address to provide confirmation.



Registering a New Account

5. Click on the confirmation link to be redirected to confirmation page.

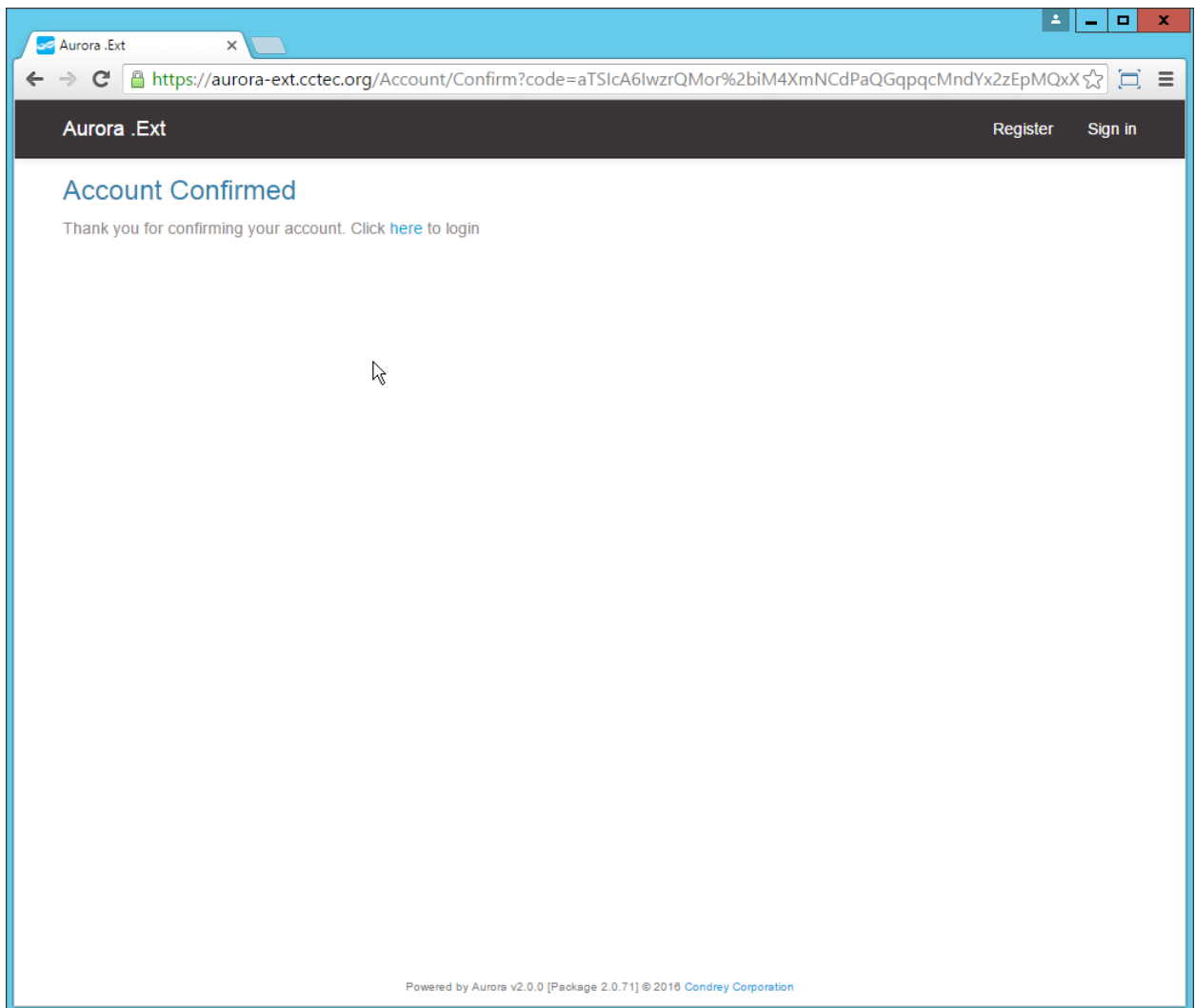


Figure 4 - Registration complete

6. Click on the provided link to be redirected back to the sign-in page.

3. RESETTING A FORGOTTEN PASSWORD

If you need to reset your password:

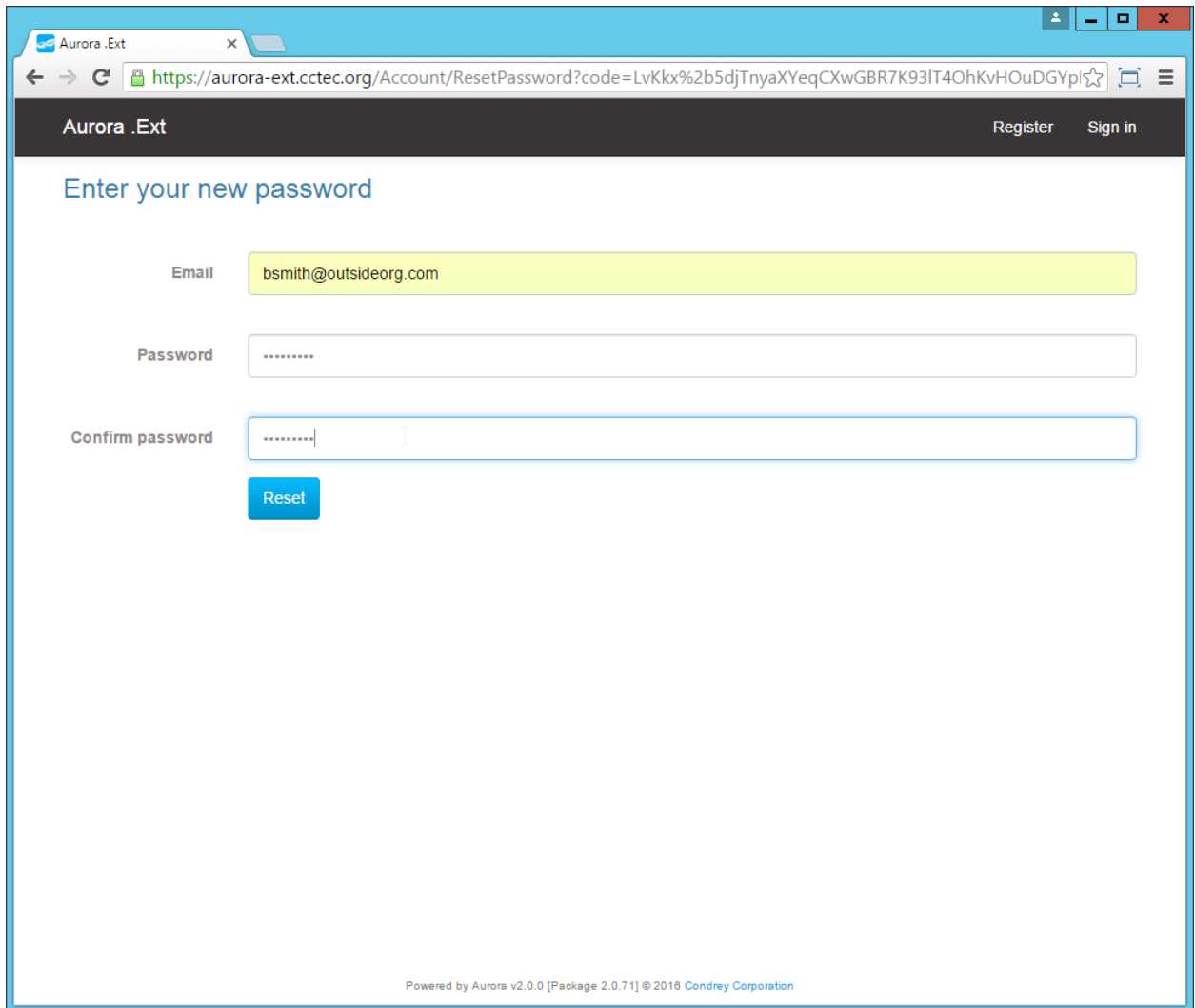
1. Click on the *Forgot your password?* link at the bottom of the sign-in dialog.
2. Enter your email address and the required CAPTCHA, then click *Email Link*.

The screenshot displays a web browser window with the title 'Aurora .Ext'. The address bar shows the URL 'https://aurora-ext.cctec.org/Account/Forgot'. The page header includes the 'Aurora .Ext' logo and links for 'Register' and 'Sign in'. The main heading is 'Forgot your password?'. Below this, there is an 'Email' label and a text input field containing 'bsmith@outsideorg.com'. A CAPTCHA image shows the code '657y9'. To the right of the CAPTCHA is the text 'Type the code shown:' and a corresponding text input field containing '657y9'. Below the CAPTCHA image is a link that says 'Show another code'. At the bottom of the form is a blue button labeled 'Email Link'. The footer of the page states 'Powered by Aurora v2.0.0 [Package 2.0.71] © 2016 Condrey Corporation'.

Figure 5 - Resetting forgotten password

Resetting a Forgotten Password

3. You should receive an email with a link to the password reset page. Click the link to access the page.



The screenshot shows a web browser window with the title "Aurora .Ext". The address bar displays the URL: <https://aurora-ext.cctec.org/Account/ResetPassword?code=LvKkx%2b5djTnyaXYeqCXwGBR7K93IT4OhKvHOuDGYpl>. The page header includes the "Aurora .Ext" logo and links for "Register" and "Sign in". The main heading is "Enter your new password". Below this, there are three input fields: "Email" (containing "bsmith@outsideorg.com"), "Password" (masked with "*****"), and "Confirm password" (masked with "*****"). A blue "Reset" button is positioned below the "Confirm password" field. At the bottom of the page, a small footer reads: "Powered by Aurora v2.0.0 [Package 2.0.71] © 2016 Condrey Corporation".

Figure 6 - Resetting forgotten password continued

4. Enter your email address and the new password in the *Password* and *Confirm Password* fields, then click *Reset*.
5. The password reset confirmation will be displayed.

6. Click the link to access the sign-in page.

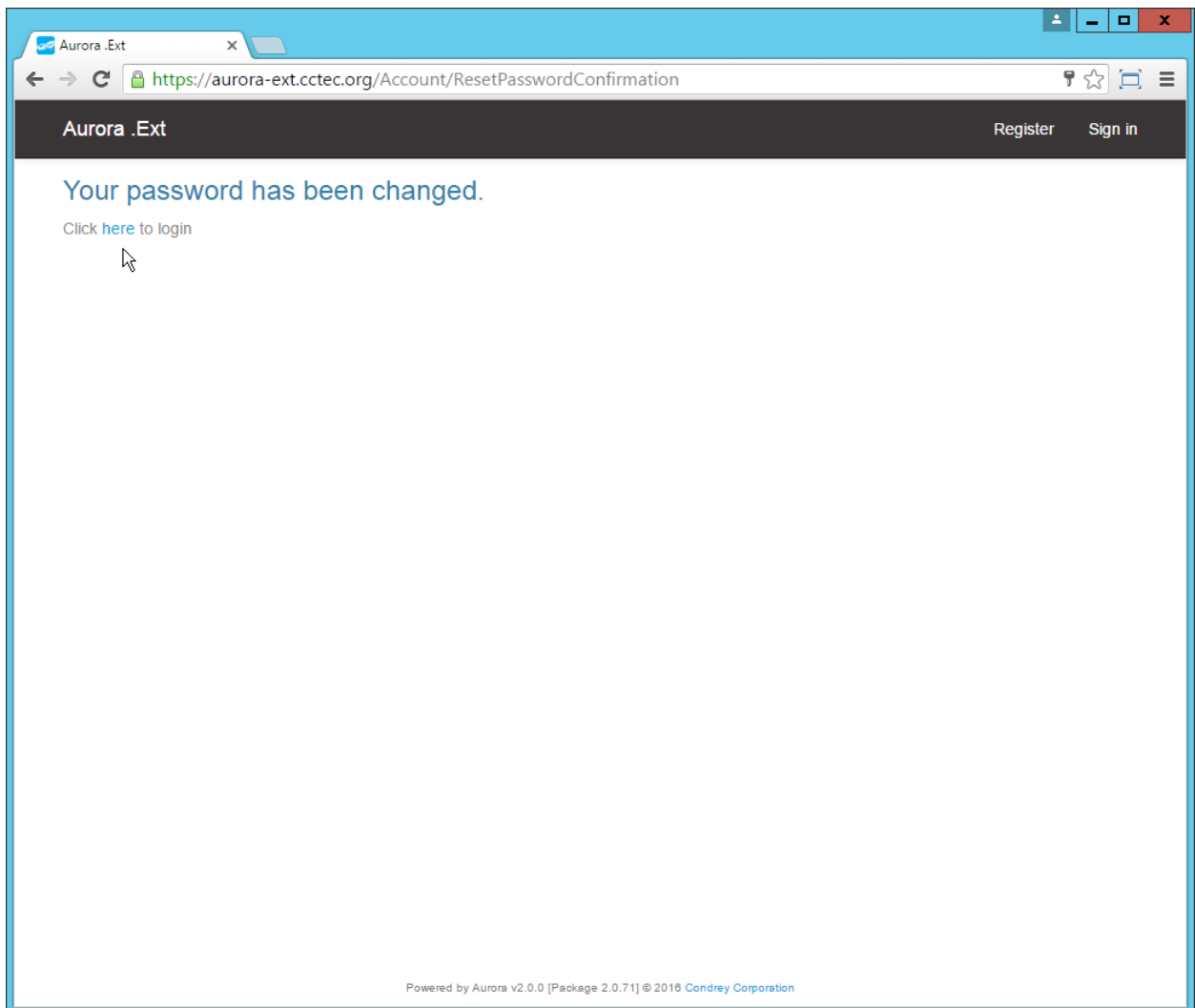


Figure 7 - Resetting forgotten password complete

4. SIGNING IN TO AURORA .EXT

Enter the email address and password used during the registration process, then click *Sign in* to continue.

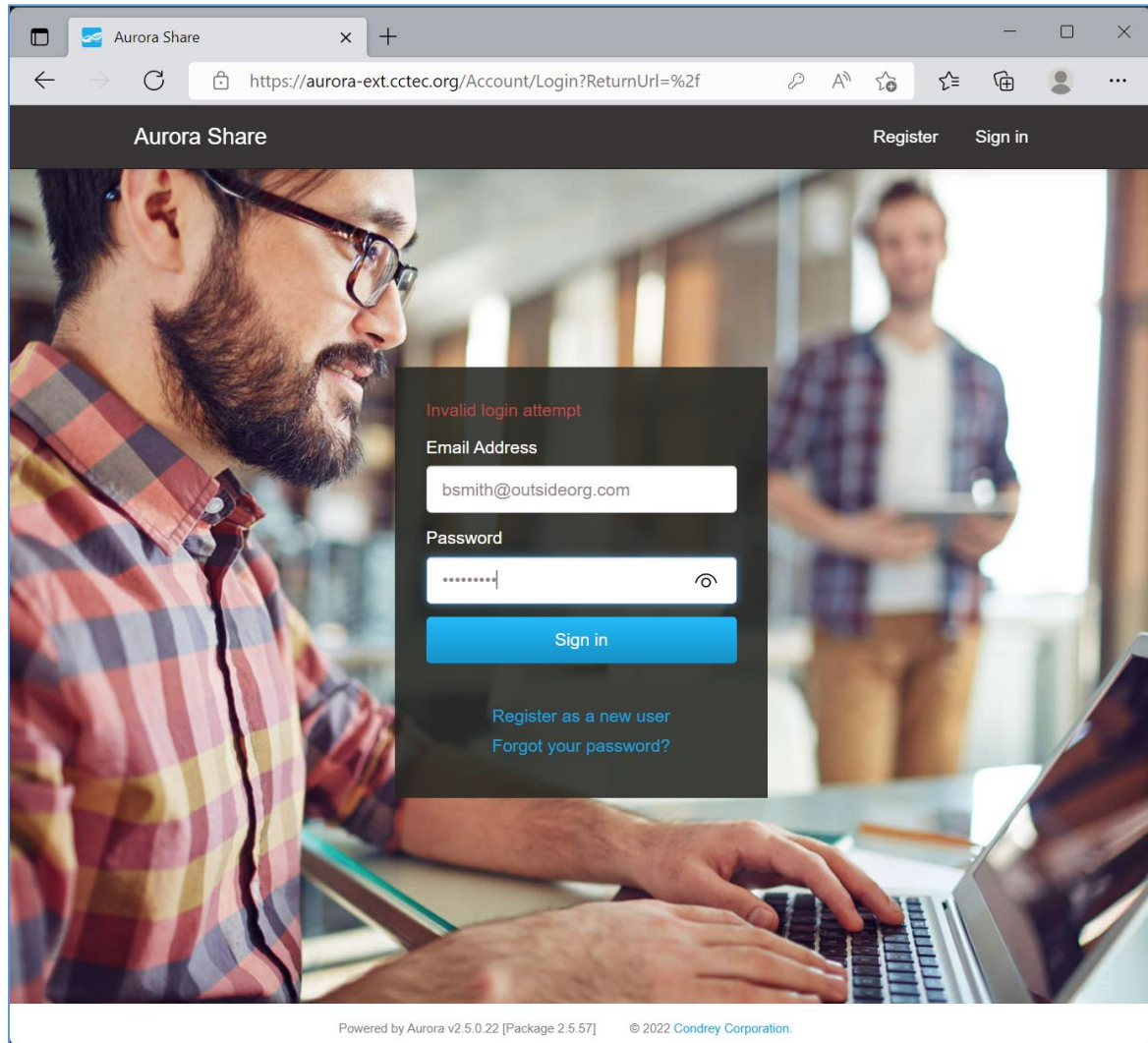
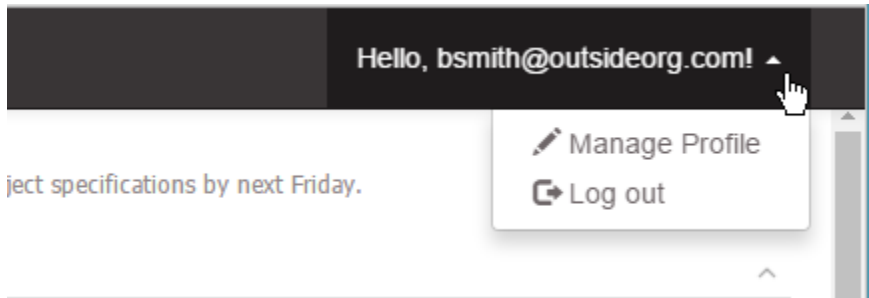


Figure 8 - Signing into Aurora .Ext

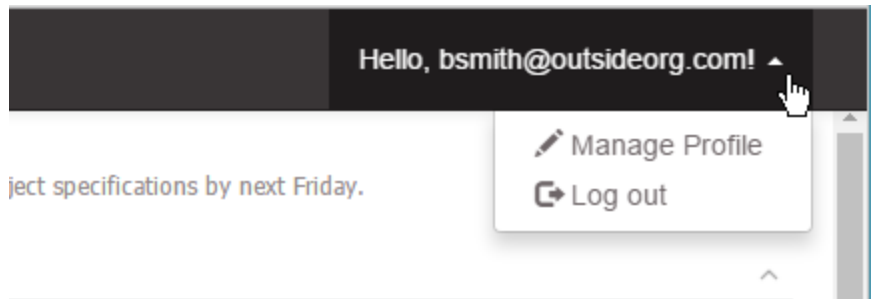
5. Signing Out

To sign out of Aurora .Ext, simply select *Log out* from the drop-down menu in the upper right-hand corner of the web screen.



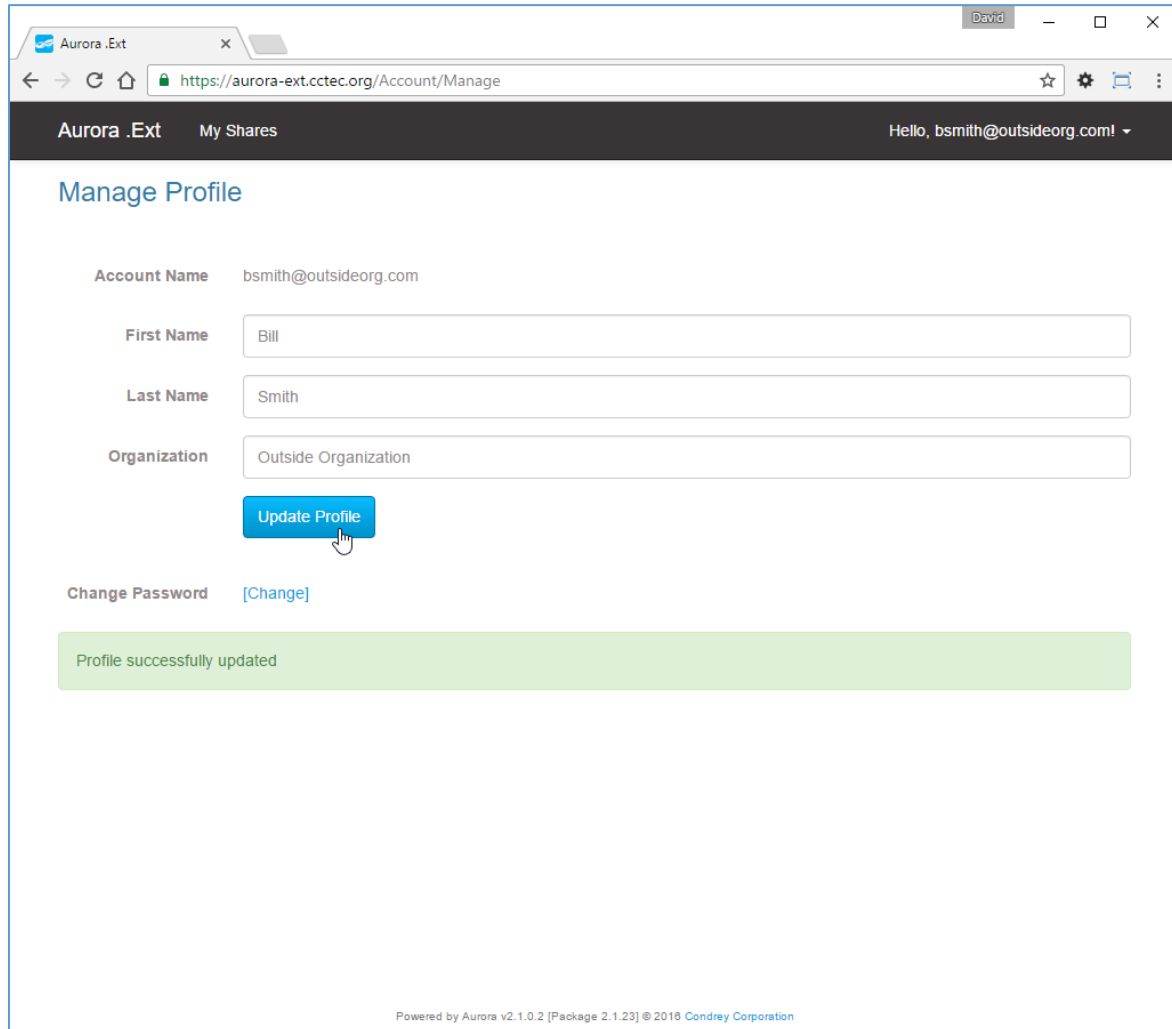
6. MANAGING YOUR PROFILE

To access the profile management page, select *Manage Profile* from the drop-down menu in the upper right-hand corner of the web screen.



7. Editing Your Profile Properties

To modify profile attributes, make the appropriate changes in the *Manage Profile* page, then click *Update Profile* to commit the changes.



The screenshot shows a web browser window with the title "Aurora .Ext" and the address bar displaying "https://aurora-ext.cctec.org/Account/Manage". The page header includes "Aurora .Ext", "My Shares", and a greeting "Hello, bsmith@outsideorg.com!". The main content area is titled "Manage Profile" and contains the following fields:

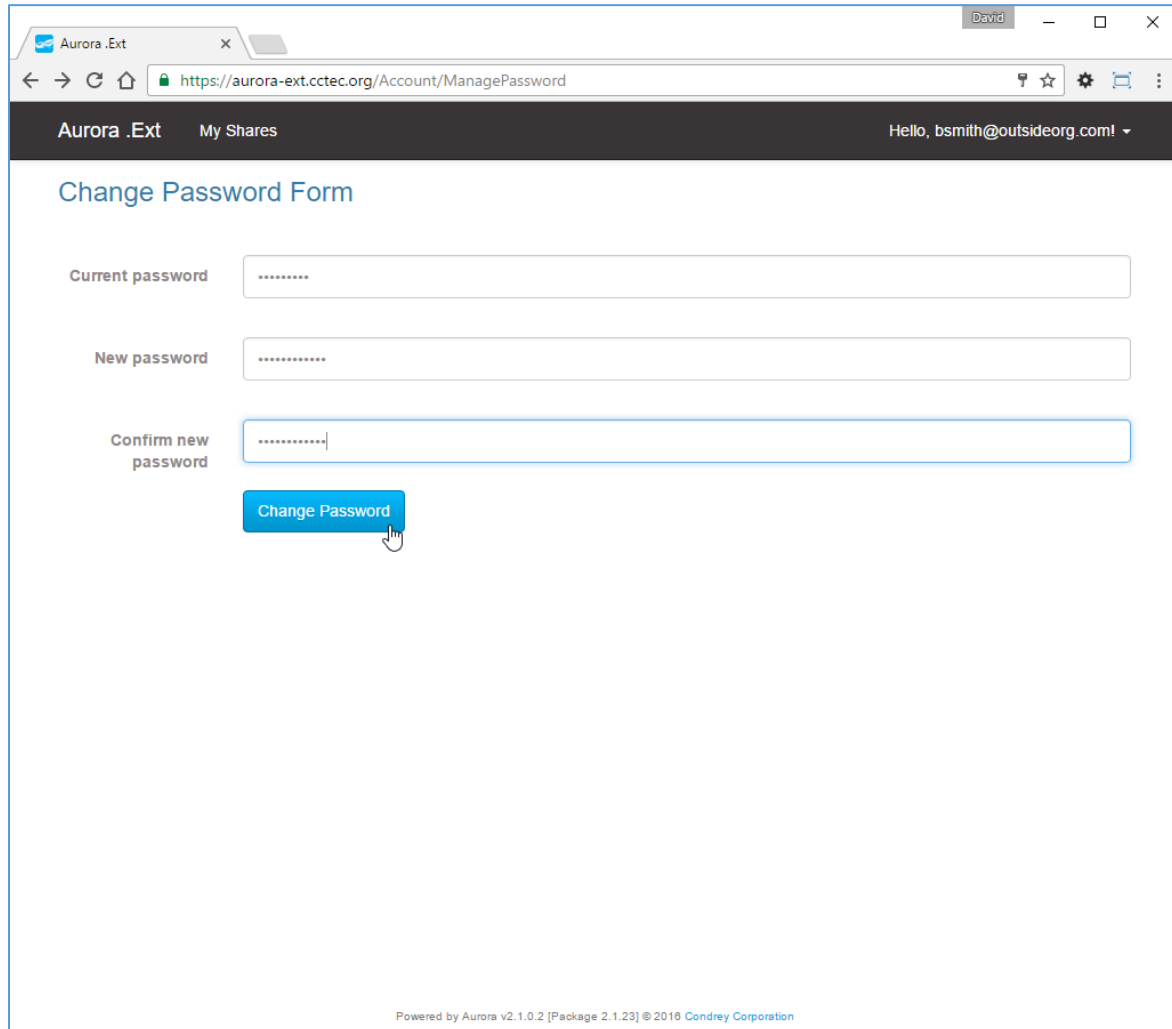
- Account Name:** bsmith@outsideorg.com
- First Name:** Bill
- Last Name:** Smith
- Organization:** Outside Organization

Below these fields is a blue "Update Profile" button, which is being clicked by a mouse cursor. Underneath the button is a "Change Password" link with the text "[Change]". A green success message banner at the bottom of the form area reads "Profile successfully updated". The footer of the page states "Powered by Aurora v2.1.0.2 [Package 2.1.23] © 2016 Condrey Corporation".

Figure 9 - Updating user profile

8. Changing Your Password

To change your password, access the *Manage Profile* page, then click *[Change]* next to the *Change Password* field.



The screenshot shows a web browser window with the address bar displaying `https://aurora-ext.ctec.org/Account/ManagePassword`. The browser's address bar also shows the text "Aurora .Ext" and "My Shares". The page title is "Change Password Form". The form contains three input fields: "Current password" (with 7 asterisks), "New password" (with 8 asterisks), and "Confirm new password" (with 8 asterisks). Below the fields is a blue button labeled "Change Password". A mouse cursor is hovering over the button. The footer of the page reads "Powered by Aurora v2.1.0.2 [Package 2.1.23] © 2016 Condrey Corporation".

Figure 10 - Updating user password

Enter your current password, then enter the new password in the *New password* and *Confirm new password* fields.

Click *Change Password* to save the changes.

9. BROWSING THE GUEST SHARES

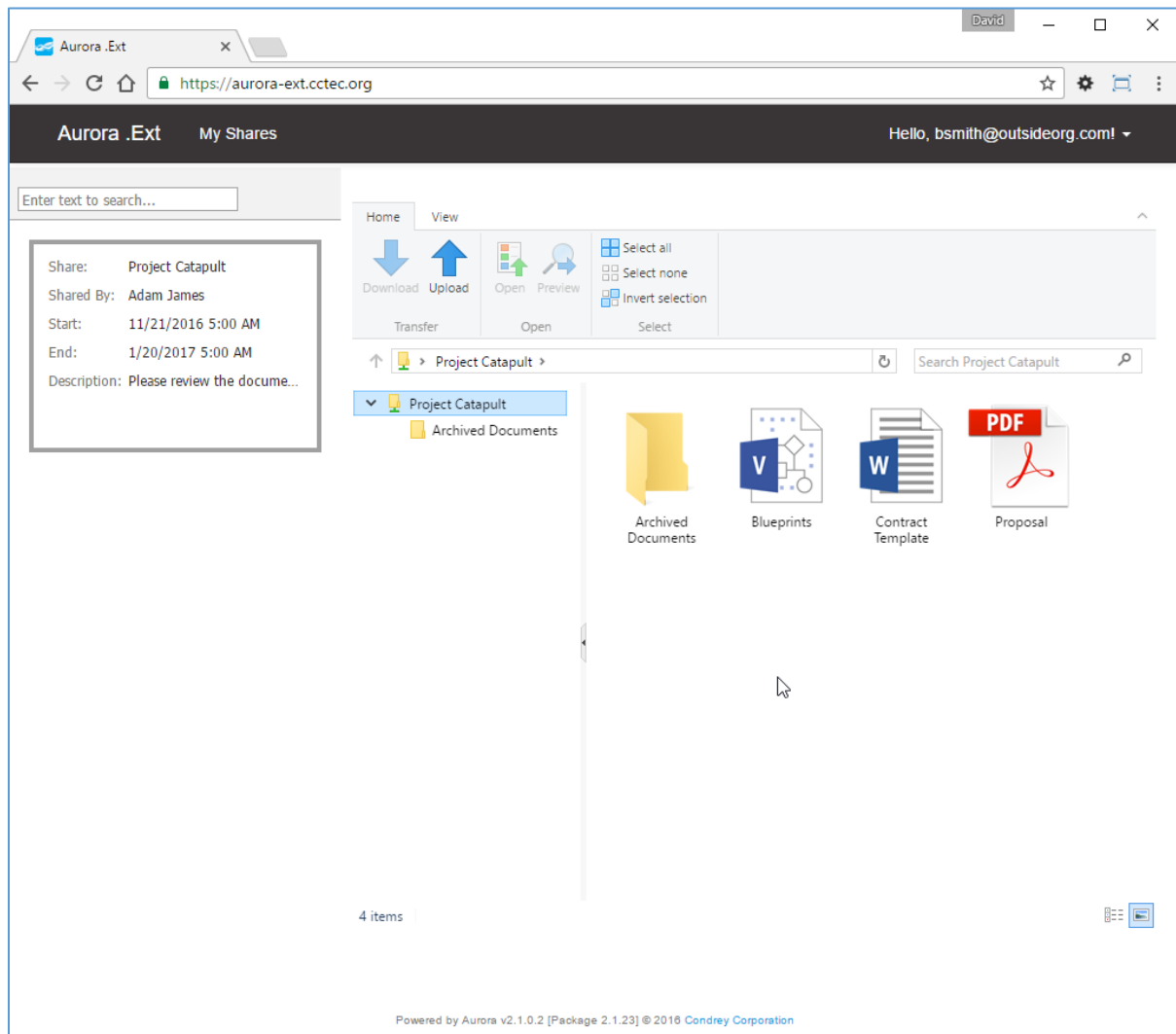


Figure 11 - Viewing contents of a guest share

The main display contains a list of Guest Shares and a File Management interface.

Each card in the Guest Share list displays the following information about each share:

- *Share* – the friendly name of the share given by the user who provided the share
- *Shared By* – the name of the user who provided the share
- *Start* – the start date when the share is first available
- *End* – the expiration date after which the share is no longer available
- *Description* – an optional description given by the share's provider

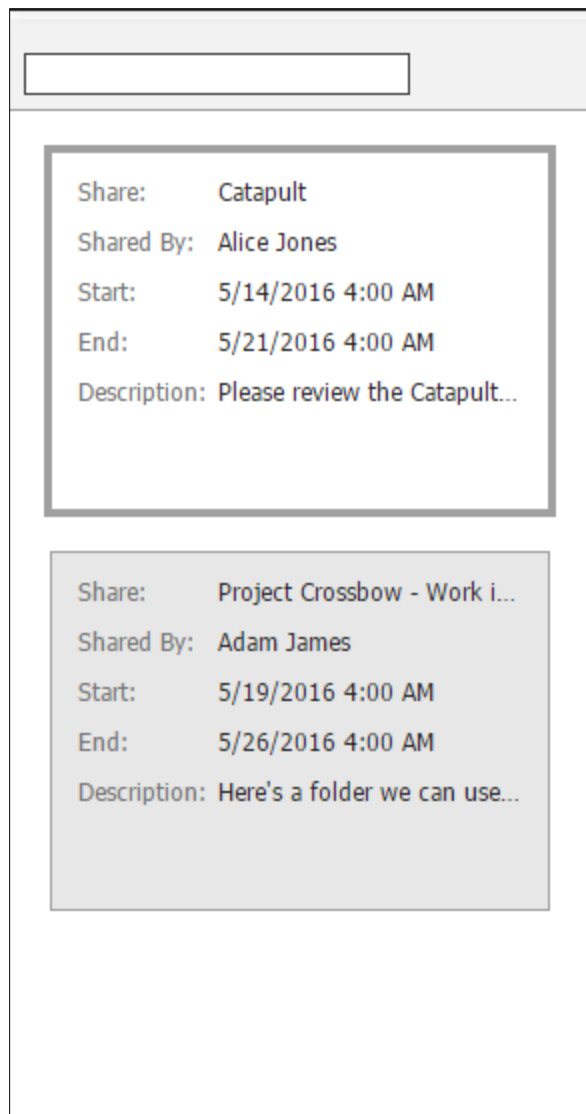
To select a particular Guest Share, click on the card in the Guest Share list.

10. Search Guest Shares

In addition to simply browsing the list of Guest Shares, shares may be searched by matching text in any of the Guest Share fields.

To search for matching shares:

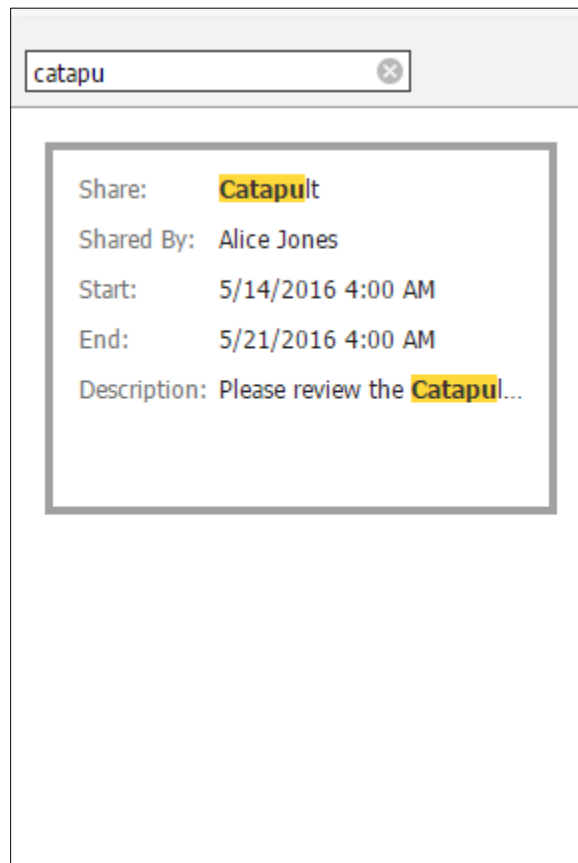
1. Click in the Guest Share search text box at the top of the share list.
2. Enter the text to search by.
This can be any text that matches any of the displayed share fields, such as the *Share* name, who it was shared by, the description, or even the display text of the start and end dates.



The screenshot shows a web interface for searching guest shares. At the top, there is a search text box. Below it, two search results are displayed, each in a separate box. The first result is for a share named 'Catapult', shared by Alice Jones, with a start date of 5/14/2016 4:00 AM and an end date of 5/21/2016 4:00 AM. The description is 'Please review the Catapult...'. The second result is for a share named 'Project Crossbow - Work i...', shared by Adam James, with a start date of 5/19/2016 4:00 AM and an end date of 5/26/2016 4:00 AM. The description is 'Here's a folder we can use...'.

Share:	Shared By:	Start:	End:	Description:
Catapult	Alice Jones	5/14/2016 4:00 AM	5/21/2016 4:00 AM	Please review the Catapult...
Project Crossbow - Work i...	Adam James	5/19/2016 4:00 AM	5/26/2016 4:00 AM	Here's a folder we can use...

3. As you type, the list of shares will be filtered to just those containing the matching text.



4. Select your share from the filtered list by clicking on the share card.

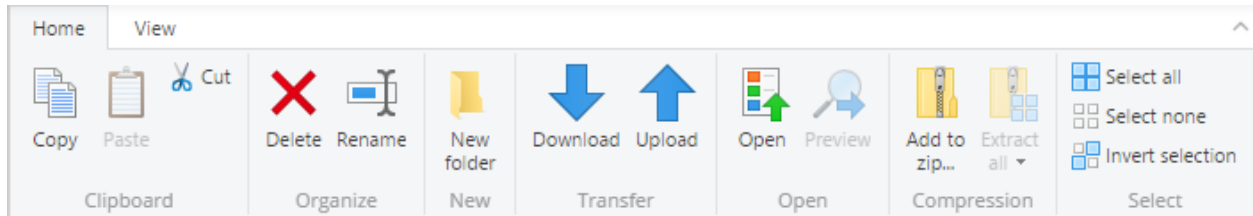
11. ACCESSING THE FILE MANAGEMENT INTERFACE

12. Layout

The File Management interface is designed to have a similar look and feel as Windows Explorer.

A folder navigation pane is presented on the left, and a detail pane on the right.

As with modern versions of Windows Explorer, the File Management interface has a ribbon menu with items organized in groups.



13. Options Availability

Depending on the share permissions setup for a given share, one or more of the following operations may not be available.

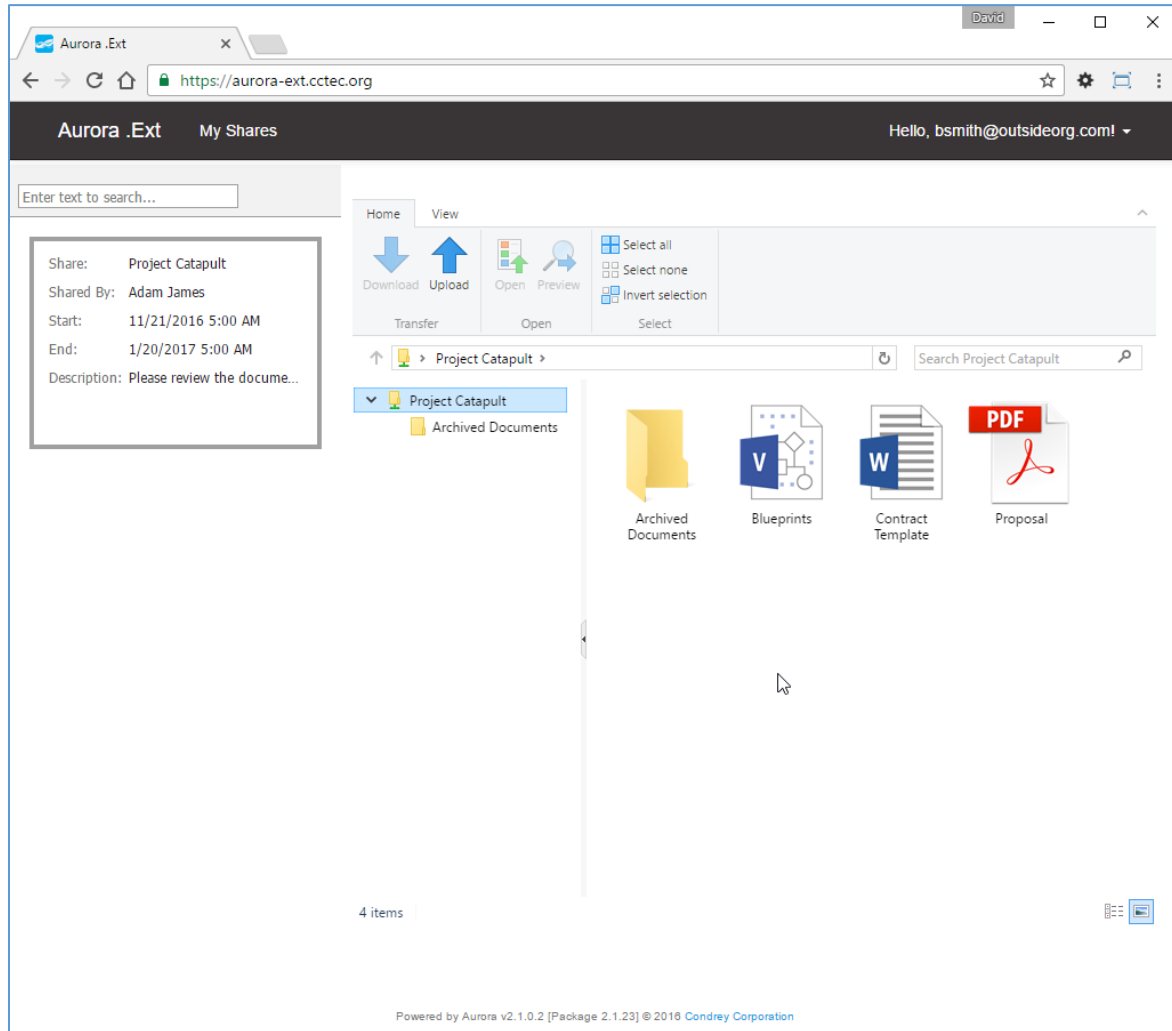














Figure 12 - Guest Share with limited permissions


Operations that are not available are hidden from view, as shown in the example above. In this case, only *View* and folder navigation permissions are available for the share named *Catapult* shown above.



14. Basic Operations

 Download	Download a file or folder
 Upload	Upload a file
 Preview	View a document or media file
 Open	Open a folder or compressed file
 Add to zip	Add files or folders to a compressed file
 Extract all	Extract files and folders from a compressed file
 Copy	Copy a file or folder
 Cut	Cut a file or file (for use as part of a move operation)
 Paste	Paste a copied file (copy operation) or cut file (move operation)
 New folder	Create a new folder
 Rename	Rename a file or folder
 Delete	Delete a file or folder

15. Download

To download a file or folder:


1. Select one or more files and folders from the navigation or detail pane.
2. Select  *Download* from the ribbon toolbar or context menu to download the selected entries.

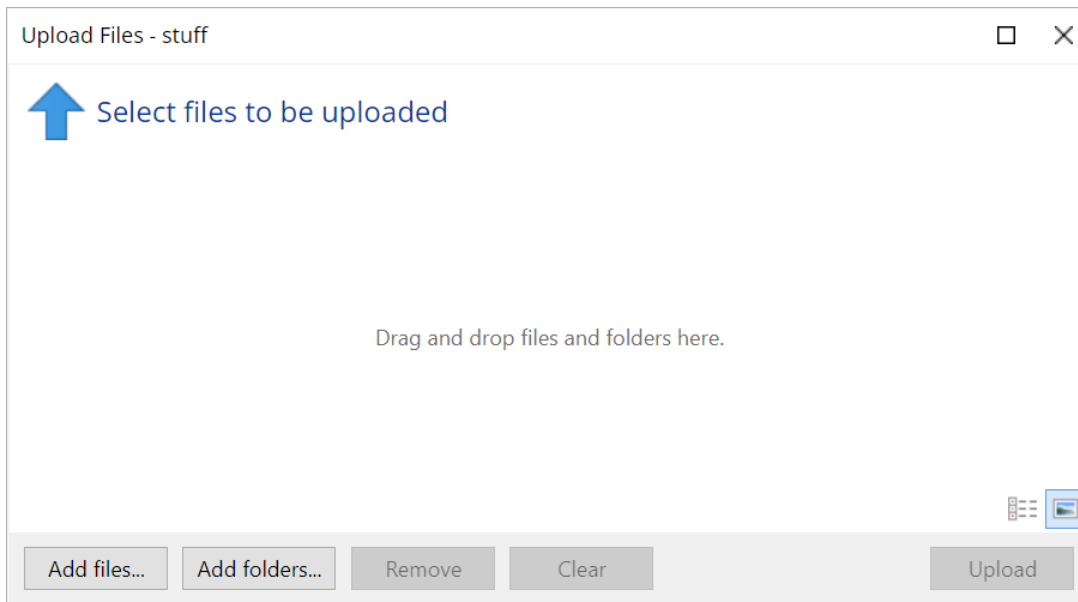
-  Downloading a folder retrieves a zip archive of all of that folder's content. The download is named based on the folder.
-  Downloading multiple selections at the same time retrieves a zip archive of all those contents. The zip is named based on the first selected item.

16. Upload

To upload a file or folder, use the Upload Dialog (Option 1) or simply drag-and-drop selected entries from Windows File Explorer into the browser (Option 2):

Option 1

1. Select  *Upload* from the ribbon toolbar or context menu.



2. Add one or more files and folders to be uploaded by dragging files from the Desktop or Windows Explorer into the file drop area, or by clicking *Add* in the upload dialog.
3. Click *Upload* to send the files to the selected folder.

Option 2



Alternatively, files and folders may be directly copied via drag-and-drop.

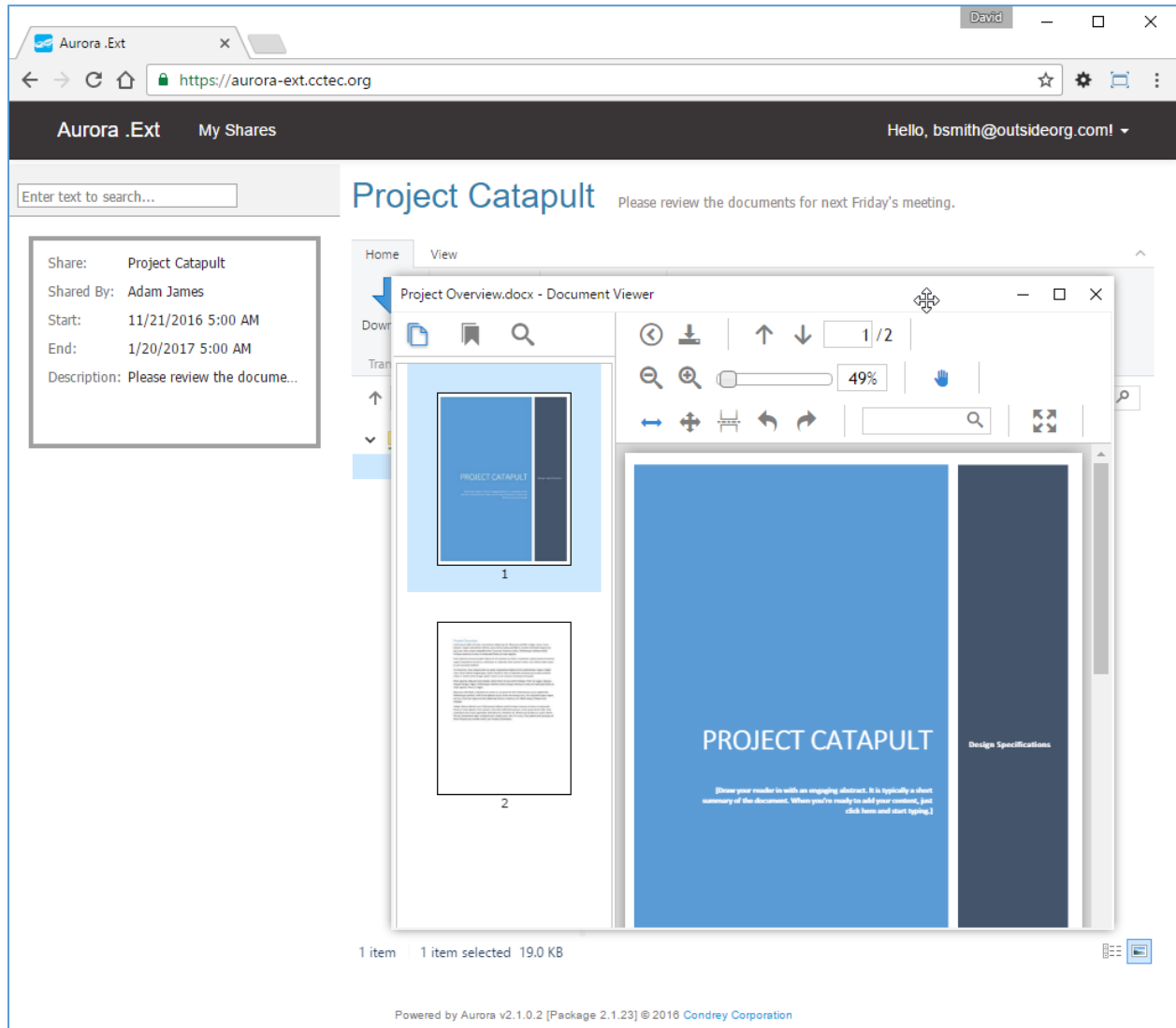
1. Navigate to the desired target folder in a Guest Share.
2. Using Windows Explorer, select one or more files and folders.
3. Drag the selected items onto a folder in the navigation pane or into the folder's detail pane.

17. Preview

Many common document and media types may be viewed directly in the browser.

To preview a document or media file:


1. Select the file to preview. If it is a valid preview type, the  *Preview* ribbon item and context menu will be enabled.
2. Select  *Preview* from the ribbon toolbar or context menu.



For documents, depending on the document type, the previewed document may be printed or saved as a PDF.


18. Open

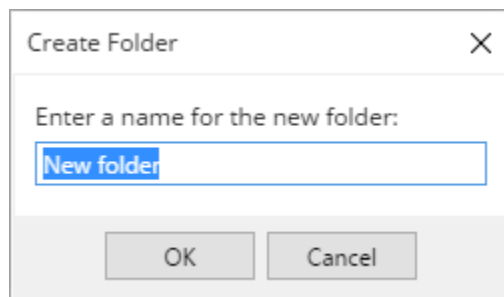
The *Open* operation opens or expands a folder or zip file. To open a folder or zip file:

1. Select a file or folder from the navigation or detail pane.
2. Select  *Open* from the ribbon toolbar or context menu.

19. Create a New Folder

To create a new folder:


1. Select  *New Folder* from the ribbon toolbar or the context menu.
2. Enter the name of the new folder in the *New Folder* dialog.

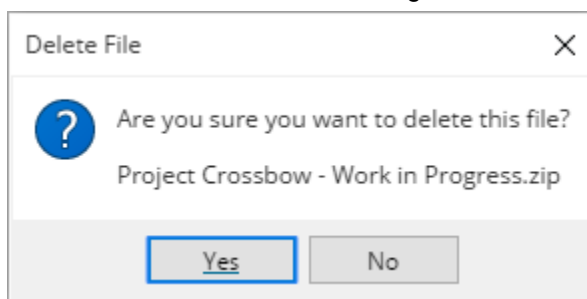


3. Click *OK* to save the name.

20. Delete


To delete a file or folder:

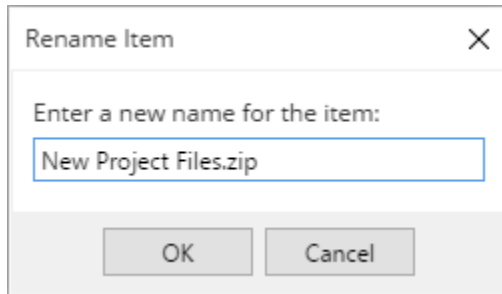
1. Select a file or folder from the navigation or detail pane.
2. From the ribbon toolbar or context menu select  *Delete*.
3. Click *Yes* in the confirmation dialog.



21. Rename

To rename a file or folder:



1. Select a file or folder from the navigation or detail pane.
2. From the ribbon toolbar or context menu select  *Rename*.



3. Enter the new name, then click *OK*.

22. Copy (Copy-and-Paste)

To copy a file or folder:

1. Select one or more files and folders to copy.
2. Select  *Copy* from the ribbon toolbar or context menu.
3. Navigate to or select the target folder.
4. Select  *Paste* from the ribbon toolbar or context menu to copy the contents to the target location.

23. Move (Drag-and-Drop)

To move a file or folder via Drag and Drop:

1. Select a file or folder from the navigation or detail pane.
2. While keeping the item selected, drag the file or folder to another folder in the detail pane or the navigation pane.

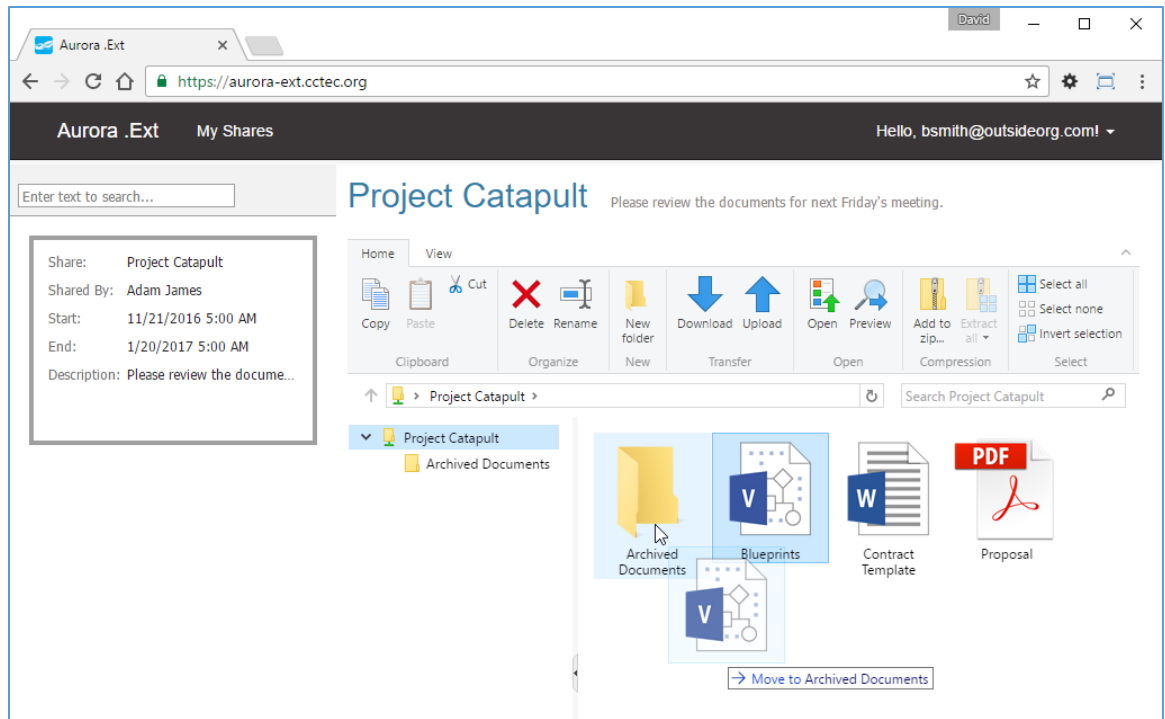
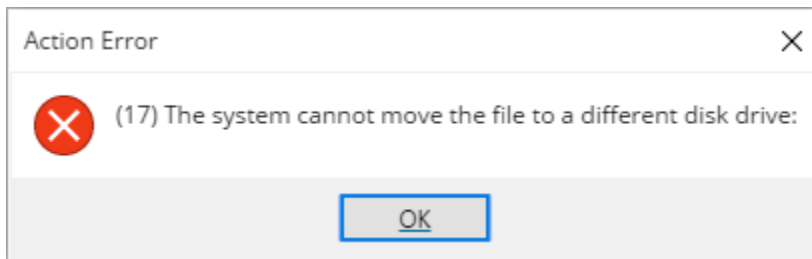




Figure 13 - Moving files via drag-and-drop

3. Release the selection when the target folder is activated.

In some cases, you may see this error:



A cut-and-paste or move operation is treated as a single file system operation, so in cases where the source and target paths are on separate drives or volumes, a different approach must be taken.



1. Select a file or folder to move from the navigation or detail pane.
2. Select  Copy from the ribbon toolbar or context menu.
3. Navigate into the target folder or right-click on the folder from the detail or navigation pane, then select  Paste.

Accessing the File Management Interface

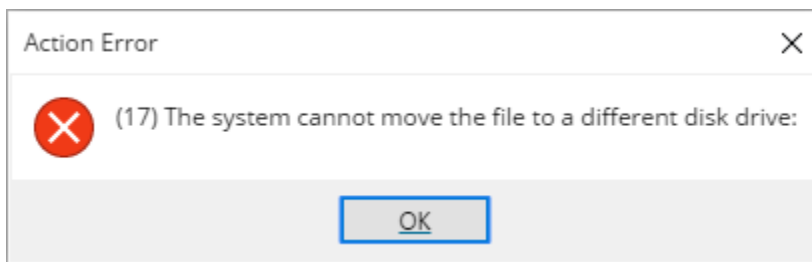
4. Navigate back to the original folder.
5. Reselect the source object, then select  *Delete* from the ribbon toolbar or context menu.

24. Move (Cut-and-Paste)




To move a file or folder via Cut-and-Paste:

1. Select a file or folder from the navigation or detail pane.
2. Select  *Cut* from the ribbon toolbar or context menu.
3. Navigate into the target folder or right-click on the folder from the detail or navigation pane, then select  *Paste*.

In some cases, you may see this error:




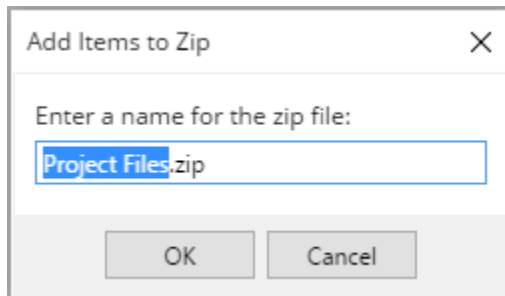
A cut/paste or move operation is treated as a single file system operation, so in cases where the source and target paths are on separate drives or volumes, a different approach must be taken.

6. Select a file or folder to move from the navigation or detail pane.
7. Select  *Copy* from the ribbon toolbar or context menu.
8. Navigate into the target folder or right-click on the folder from the detail or navigation pane, then select  *Paste*.
9. Navigate back to the original folder.
10. Reselect the source object, then select  *Delete* from the ribbon toolbar or context menu.

25. Add to Zip




To add one or more files and folders to a new zip archive:

1. Select the files and folders to be added.
2. Select  *Add to zip* from the ribbon toolbar or context menu.




3. Specify the name of the zip file, then click *OK*.

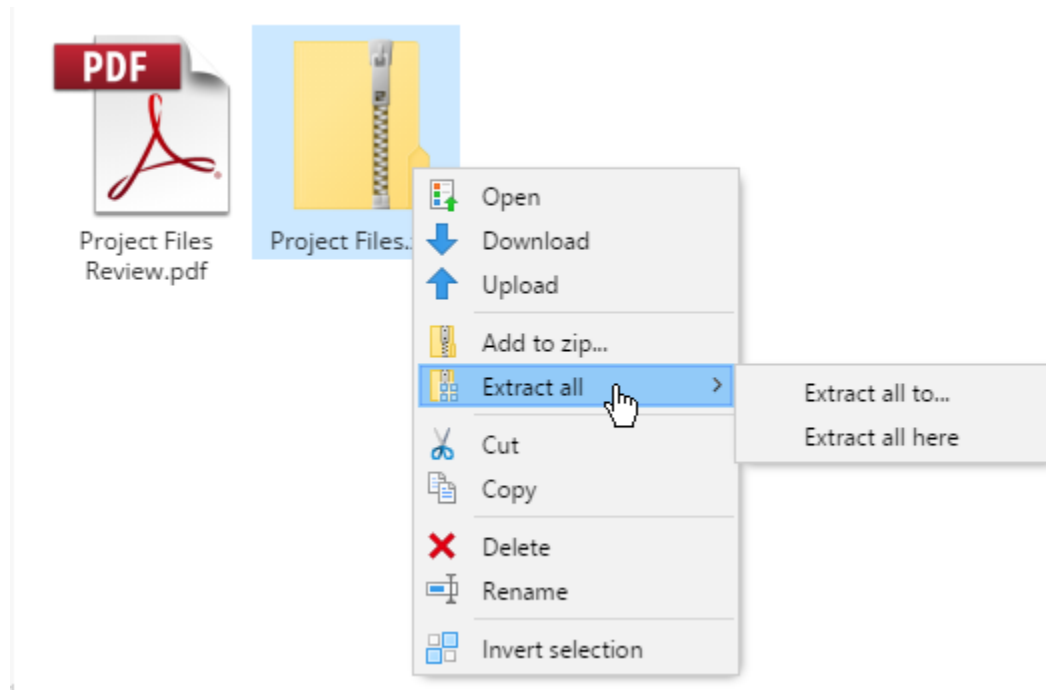
Note that this process only creates a new zip file. To add files or folders to an existing zip file:

1. Select the files and folders to be added.
2. Select  *Copy* or  *Cut* from the ribbon toolbar or context menu.
3. Navigate into the target zip file, then select  *Paste*.

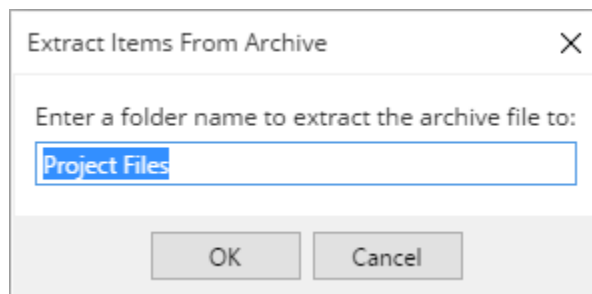
26. Extract from Zip

To extract a zip file:

1. Select the zip file to extract.
2. Select  *Extract all* from the ribbon toolbar or context menu.
3. In the sub-select menu, choose *Extract all to* or *Extract all here*



4. If *Extract all to* was selected, specify the name of a sub-folder to create and extract the contents into.



27. View Options

28. Navigation Pane

The navigation pane may be collapsed or expanded by using the splitter bar toggle option.

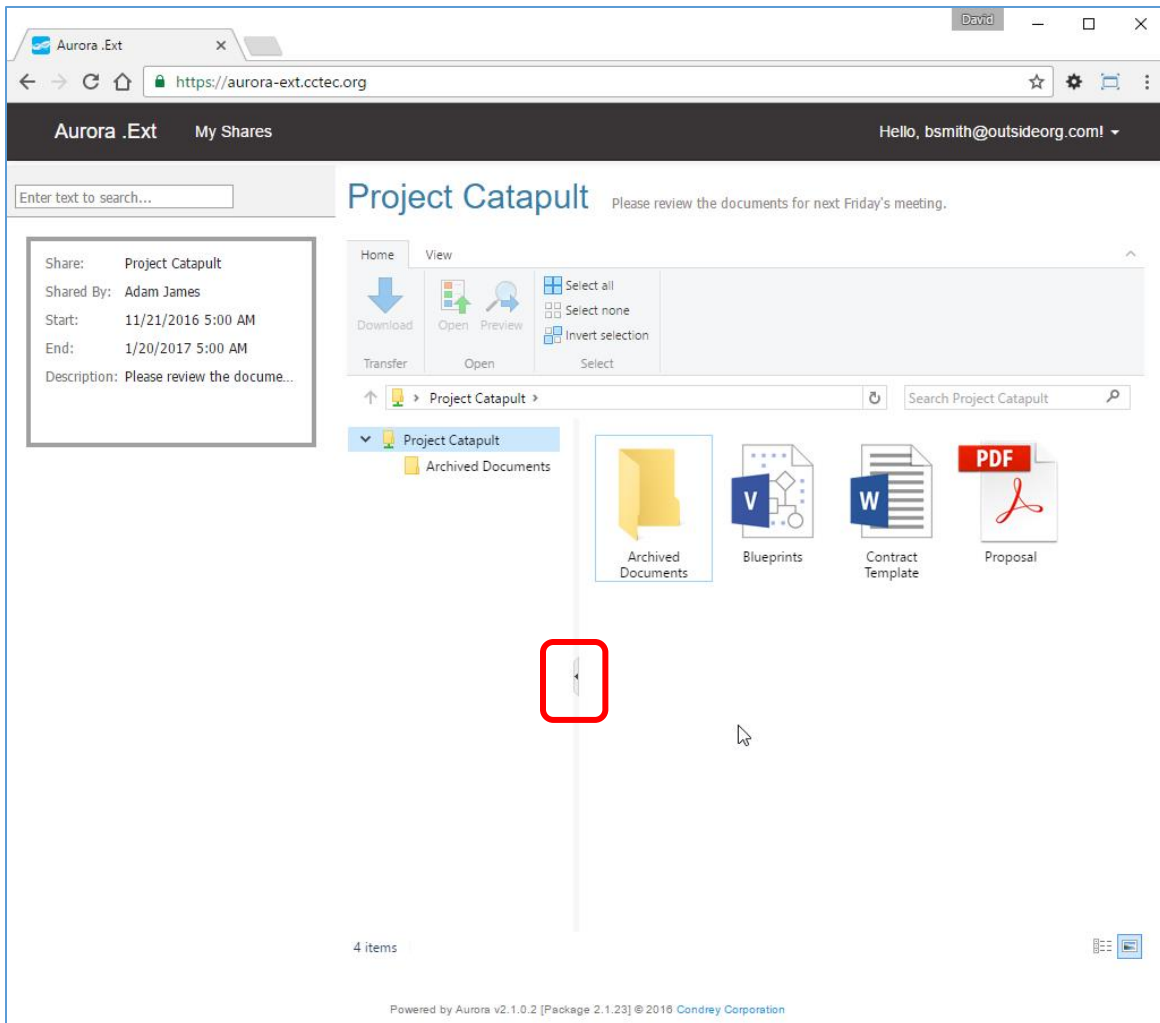


Figure 14 - Navigation panel splitter bar collapse option

Accessing the File Management Interface

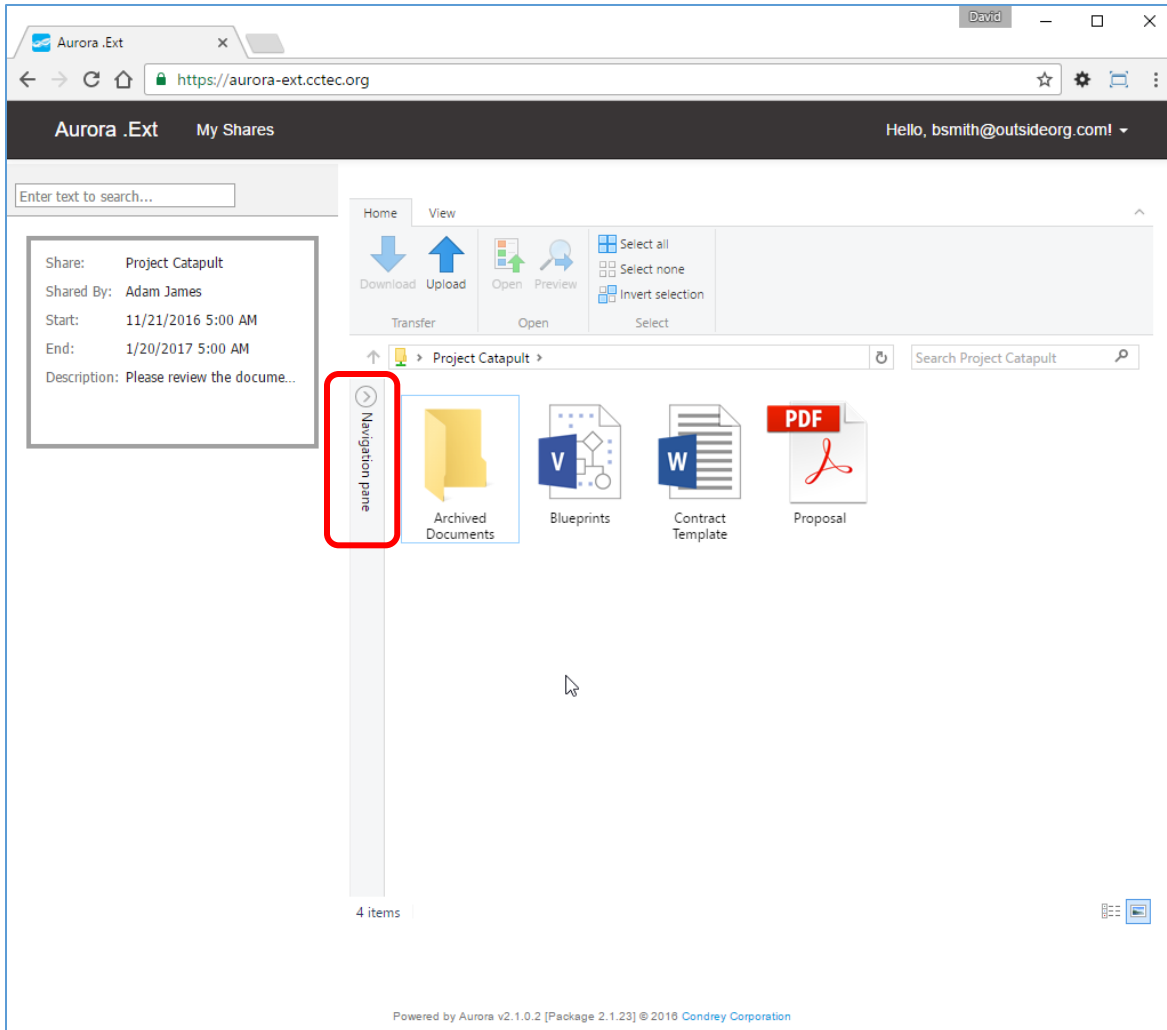



Figure 15 - Collapsed navigation pane

In addition, the navigation pane may be hidden altogether:

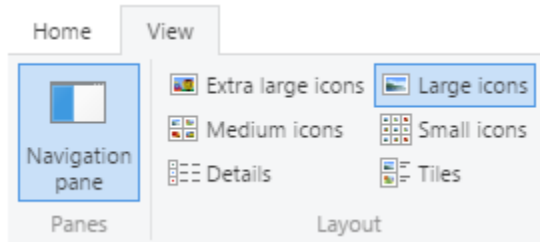
1. Select the *View* tab on the ribbon toolbar.
2. Click the  *Navigation pane* button to toggle the visibility of the navigation pane.

29. Detail Pane

The items in the detail pane may be displayed as icons or as a detail list.

To change the detail display:

1. Select the *View* tab on the ribbon toolbar.
2. Click the display option in the *Layout* ribbon group.



Alternately, a simple toggle between the current icon size and the detail view is available in the bottom right corner of the detail pane:

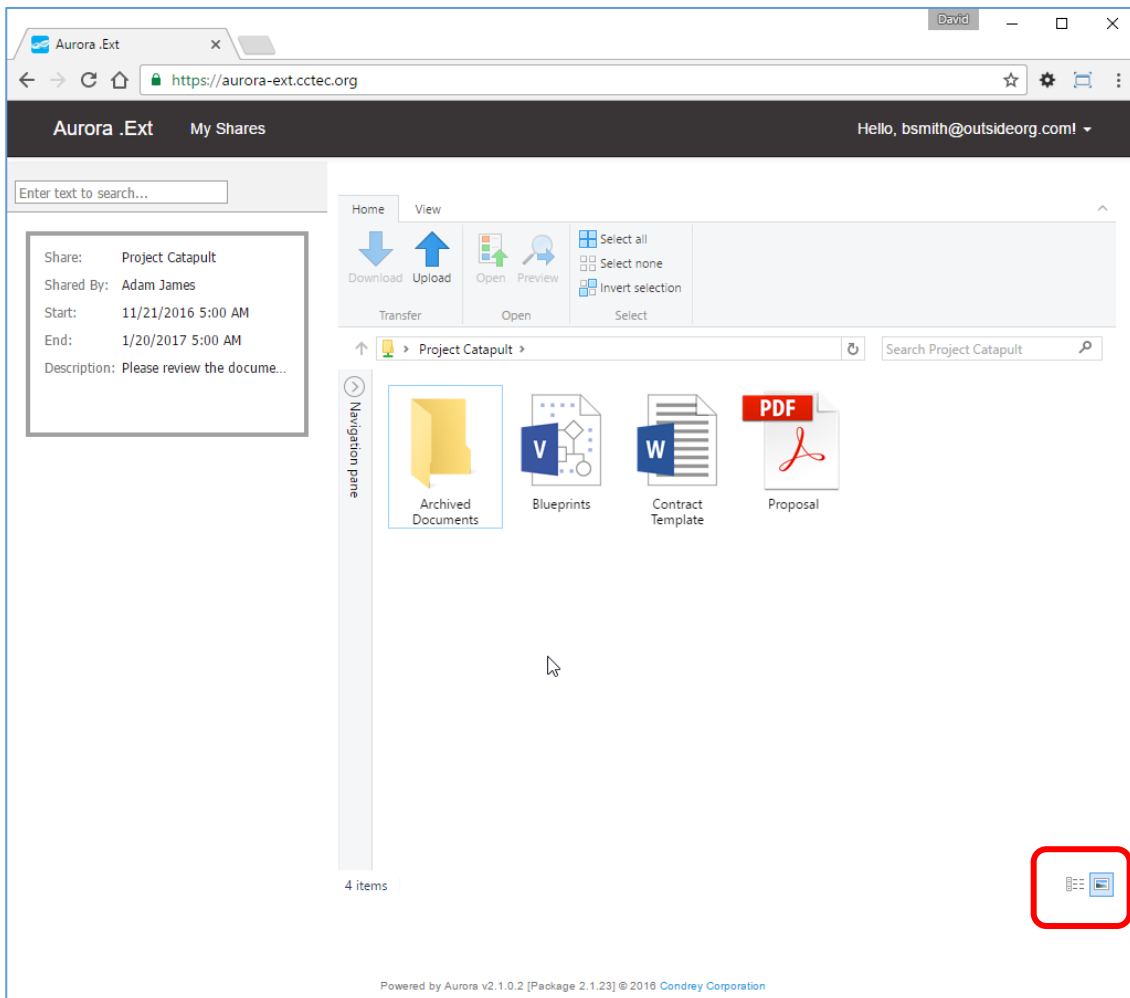


Figure 16 - Toggle detail pane view