



Aurora 2.5

Internal User Guide

Condrey Corporation
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Signing in to Aurora

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CONTENTS

1 SIGNING IN TO AURORA	4
2 NAVIGATING THE SITE	5
2.1 My Files.....	5
2.1.1 Selected Folder Sharing Info	6
2.2 My Shares	6
2.3 My Profile	7
2.4 Signing Out	8
3 ACCESSING THE FILE MANAGEMENT INTERFACE	9
3.1 Layout.....	9
3.2 Options Availability.....	10
3.3 Basic Operations	11
3.3.1 Download.....	11
3.3.2 Upload.....	12
3.3.3 Preview	13
3.3.4 Open.....	14
3.3.5 Create a New Folder	14
3.3.6 Delete.....	14
3.3.7 Rename.....	15
3.3.8 Copy (Copy-and-Paste)	15
3.3.9 Move (Drag-and-Drop)	16
3.3.10 Move (Cut-and-Paste).....	17
3.3.11 Add to Zip.....	18
3.3.12 Extract from Zip	19
3.4 View Options	20
3.4.1 Navigation Pane	20
3.4.2 Detail Pane.....	22
4 SHARING CONTENT WITH GUESTS.....	23
5 TWO-FACTOR AUTHENTICATION (2FA).....	26
5.1 Access 2FA Registration and Status.....	26
5.2 Register 2FA Device or Application	27
5.3 Clear 2FA Registration	29
5.4 Re-register 2FA Device or Application.....	30

6 MANAGING EXISTING SHARES	31
6.1 Access Share Content	32
6.2 Modify a Share	33
6.3 Resend Notification Email	34
6.4 Delete a Share	34
6.5 Review Guest Account Status.....	35
6.6 Review Share Status	36
6.7 Review Share Activity	37

1 SIGNING IN TO AURORA

Navigate to the Aurora site URL provided by your administrator.

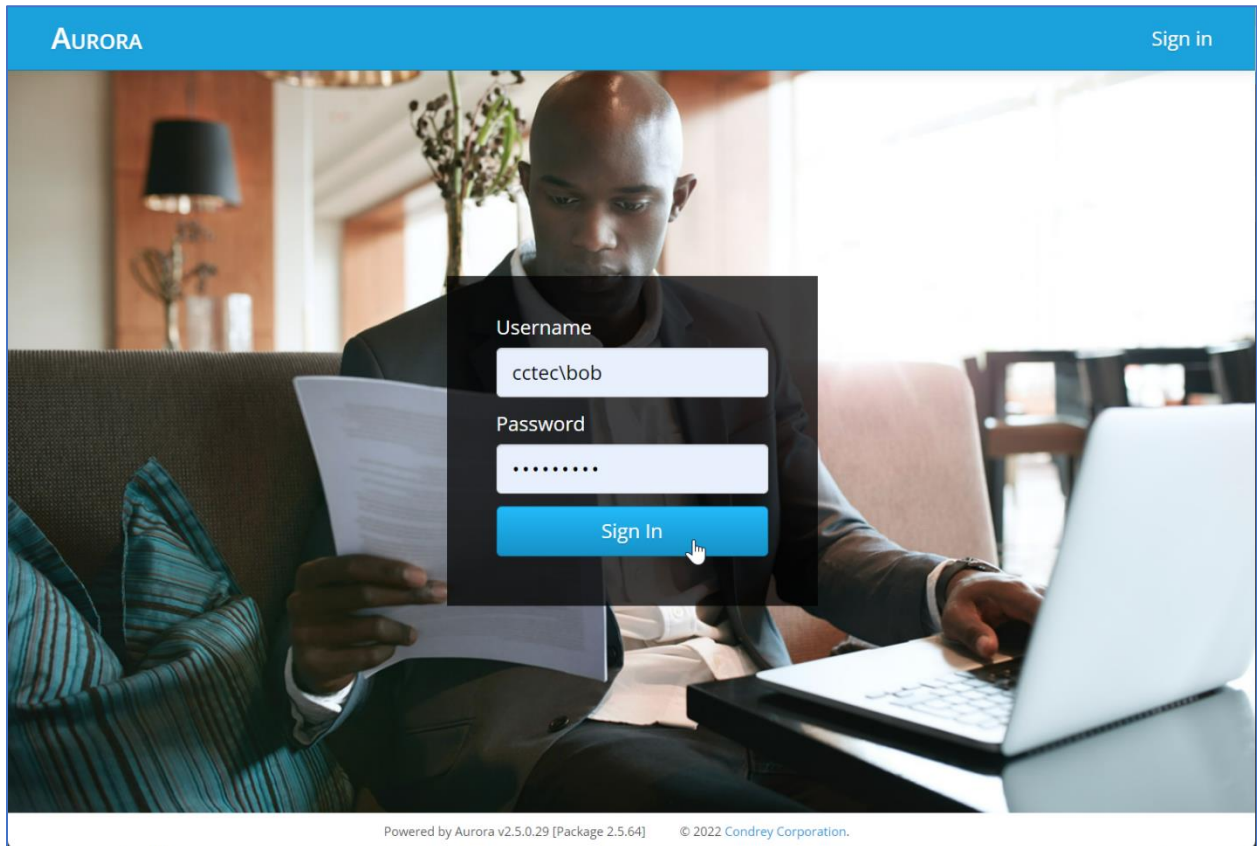


Figure 1 - Aurora sign-in screen

Enter the username using one of the following formats:

- Domain\Name – for example, **CCTEC\bob**
 - User Principal Name – for example, bob@corp.cctec.org
 - Simple name format – for example, **Bob**
- Names in this format assume the domain of the Aurora server.*

Enter your password, then hit *Enter* or click *Sign in* to authenticate into Aurora.

2 NAVIGATING THE SITE

2.1 My Files

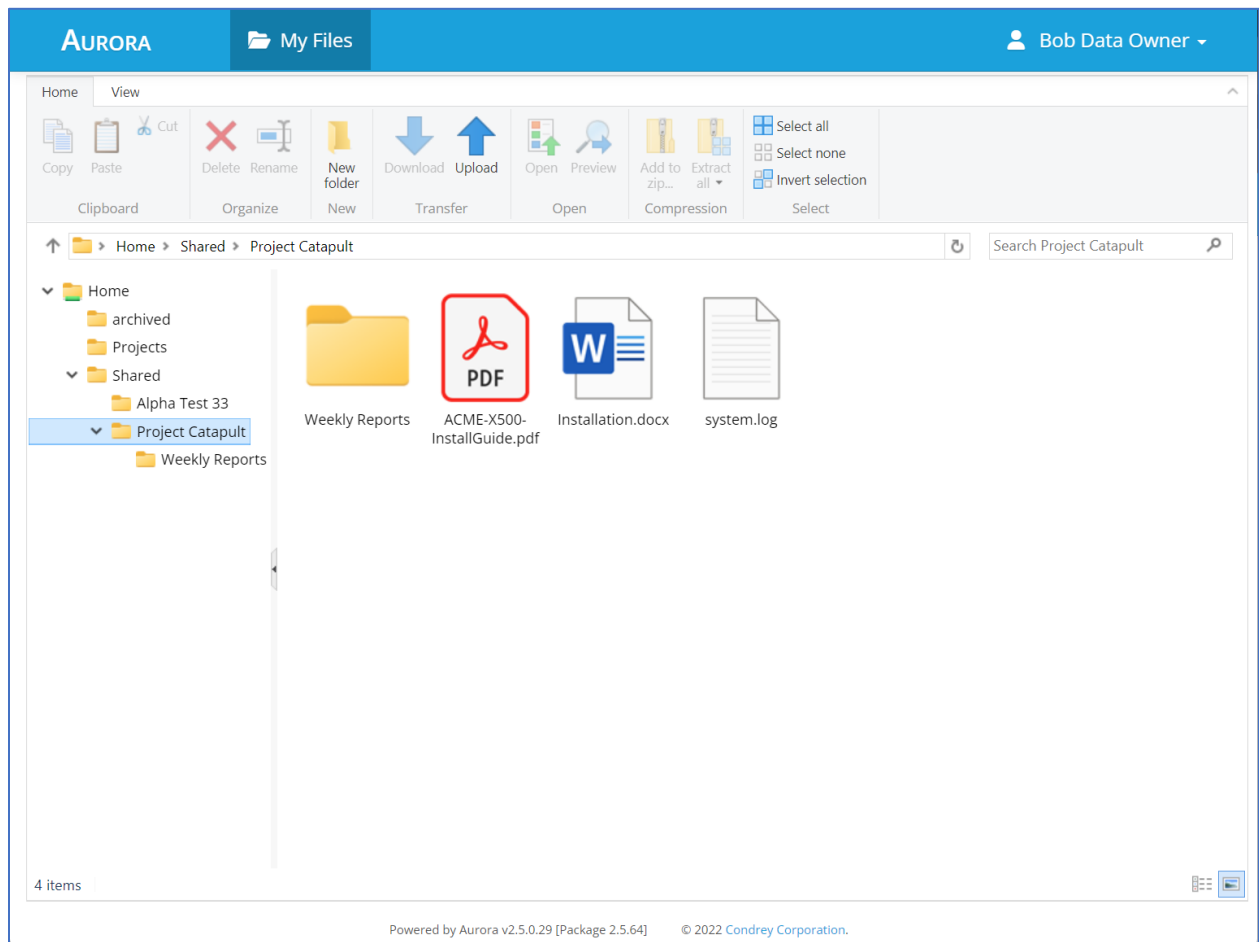


Figure 2 - Main page without Sharing enabled

By default, without Sharing enabled, the interface contains just the *My Files* file management interface. This interface is presented in a similar fashion to Windows Explorer.

For details on the File Management interface, refer to section [3 Accessing the File Management Interface](#).

2.1.1 Selected Folder Sharing Info

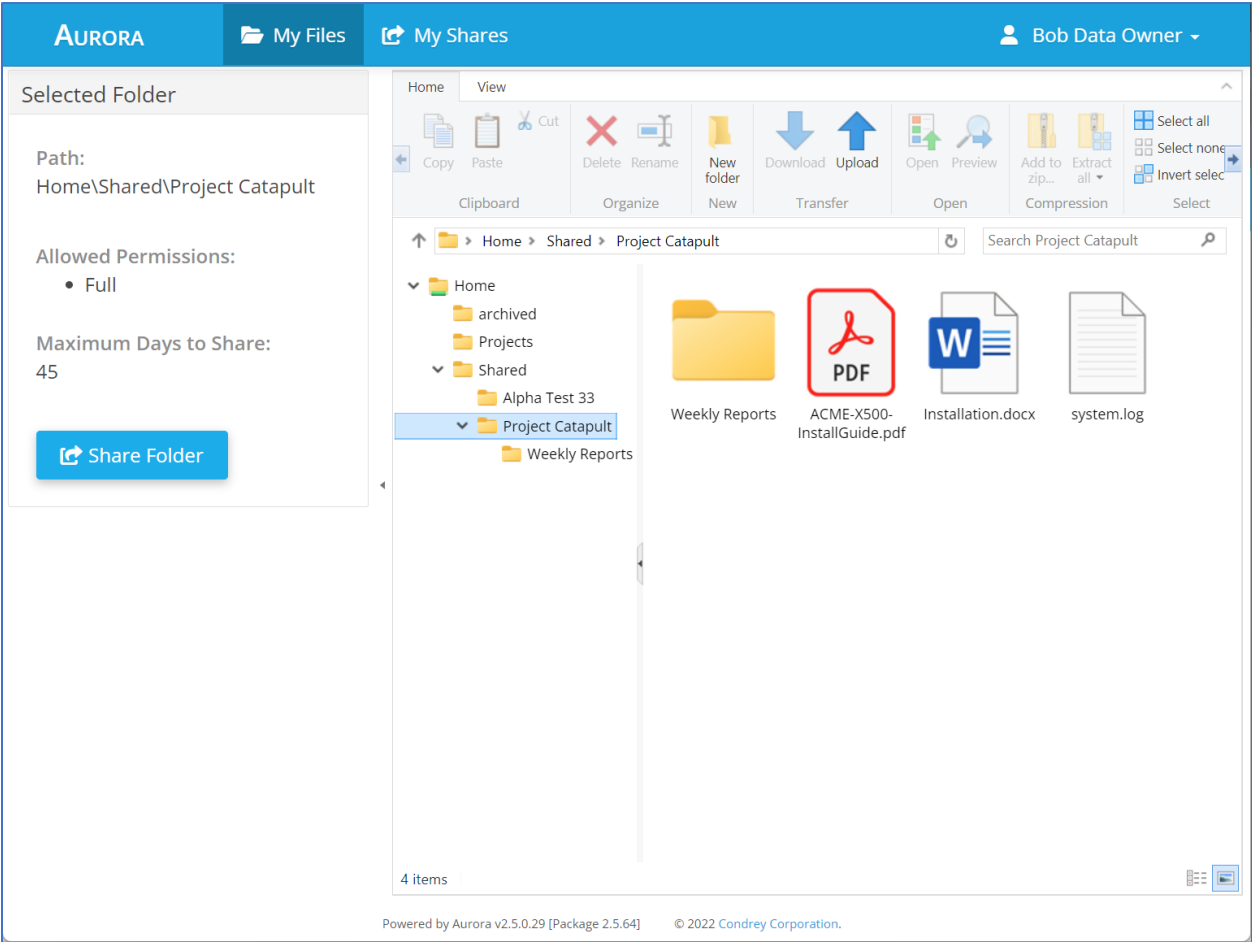


Figure 3 - Main page with Sharing enabled

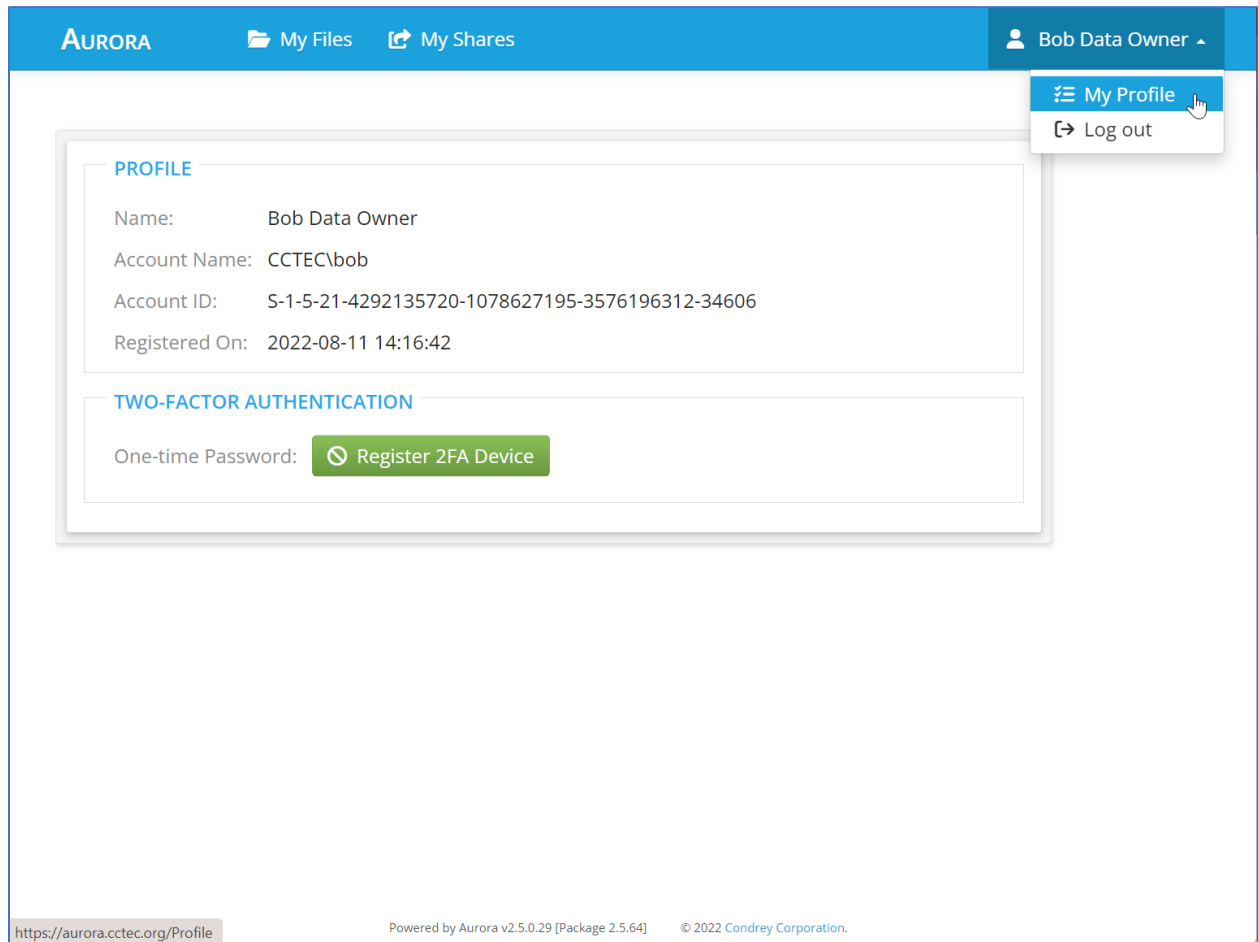
If sharing has been enabled, users will also be presented with a *Selected Folder* sharing info panel. For details on sharing folders with Guest users, see [4 Sharing Content with Guests](#).

2.2 My Shares

When sharing is enabled, the *My Shares* menu option is also available. See section [6 Managing Existing Shares](#) for information on managing existing shares.

2.3 My Profile

To view profile data for your account and to setup or modify two-factor authentication, select the *My Profile* menu option at the upper right-hand corner of the page:



For details on managing your two-factor authentication, see section [5 Two-Factor Authentication \(2FA\)](#).

2.4 Signing Out

To sign out of Aurora, select the *Log out* menu option at the upper right-hand corner of the page:

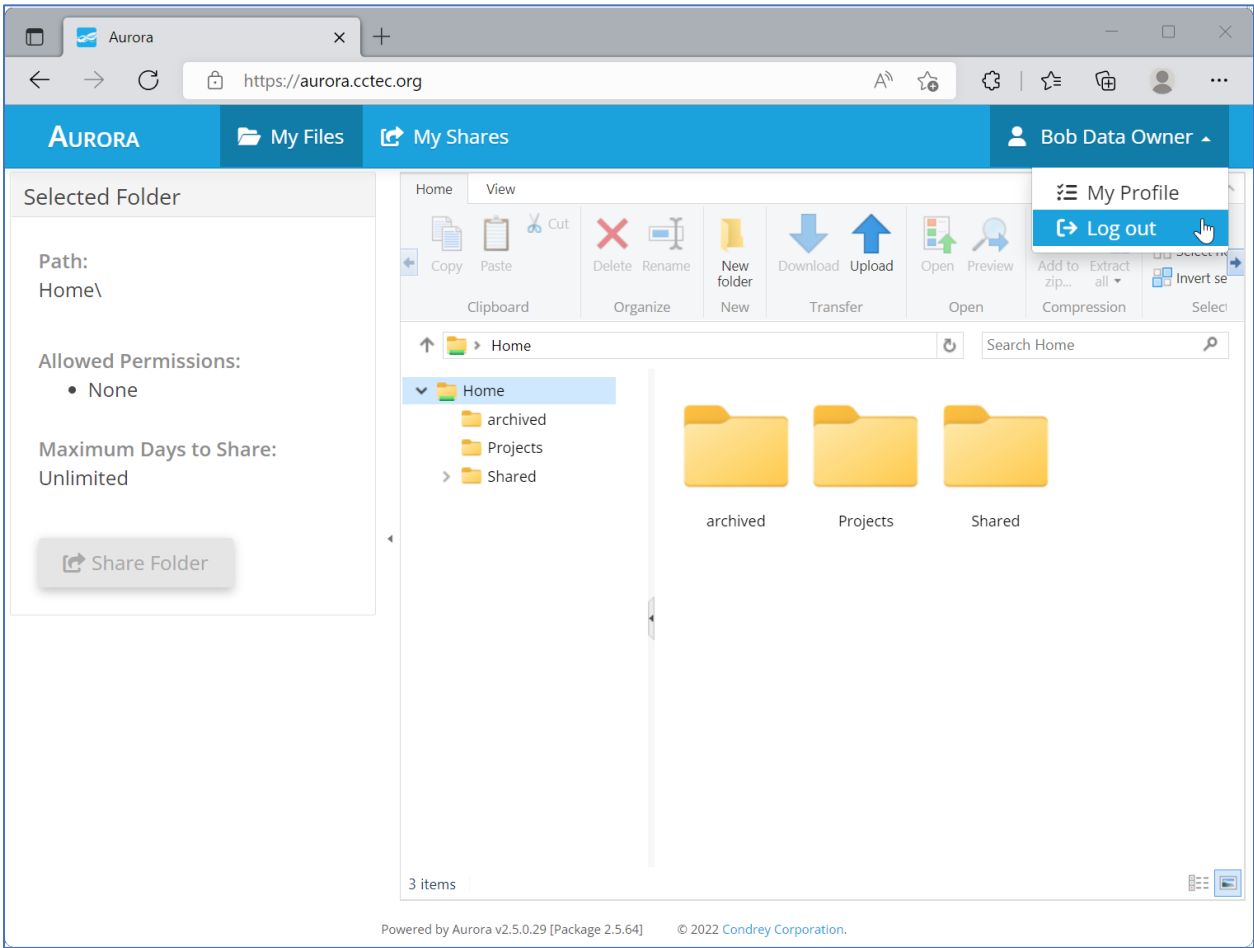


Figure 4 - Logging out

3 ACCESSING THE FILE MANAGEMENT INTERFACE

3.1 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.

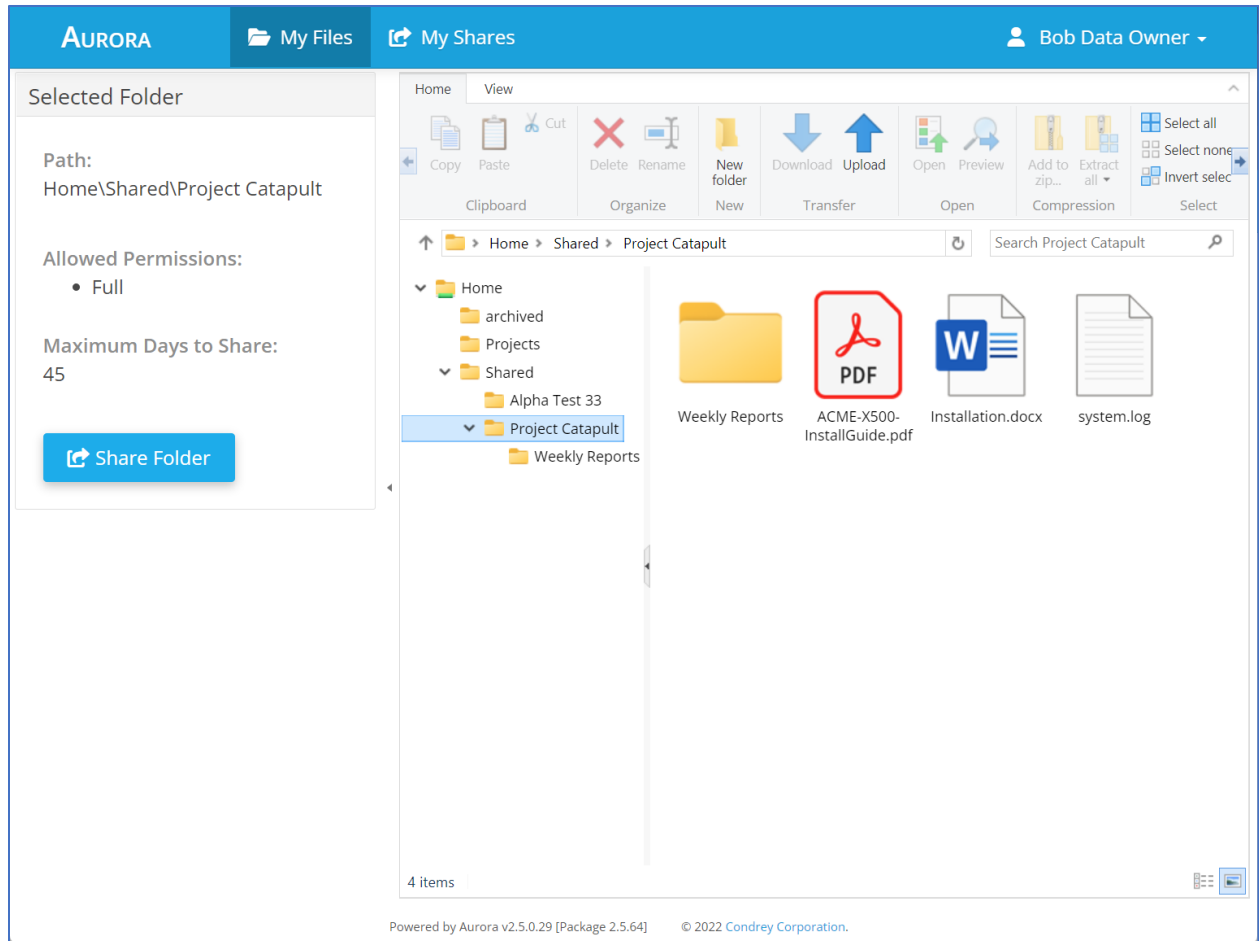
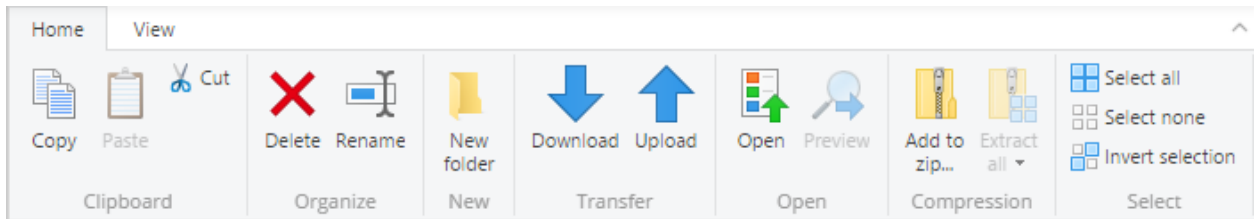


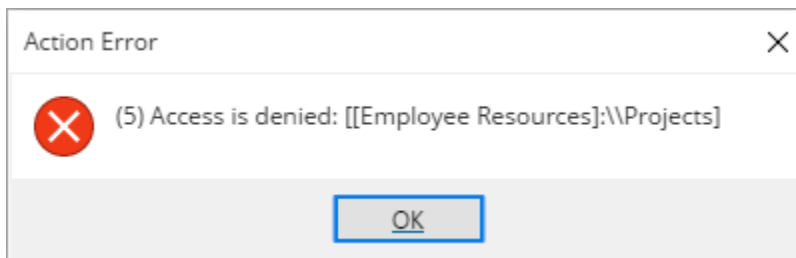
Figure 5 - Layout

3.2 Options Availability

For internal users, all operations are shown as available. However, depending on the assigned permissions in the file system, not all operations will work successfully.















For example, if you try creating a new folder in a read-only share, you will see an error message like the following:




Since you as an internal user are authenticating to Aurora using your Active Directory credentials, all existing Windows share and file system permissions still apply.



3.3 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

3.3.1 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.

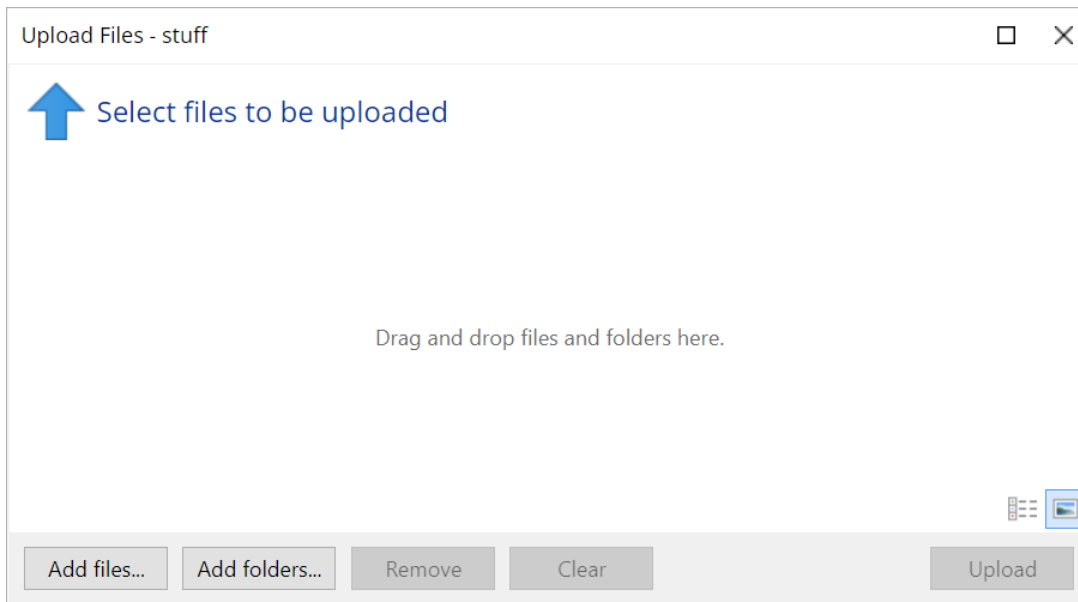
-  Downloading a folder retrieves a zip archive of all that folder's content. The download is named based on the folder.
-  Downloading multiple selections at the same time retrieves a zip archive of all those contents. The zip is named based on the first selected item.

3.3.2 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 files* or *Add folders* 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.

Accessing the File Management Interface

3.3.3 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.

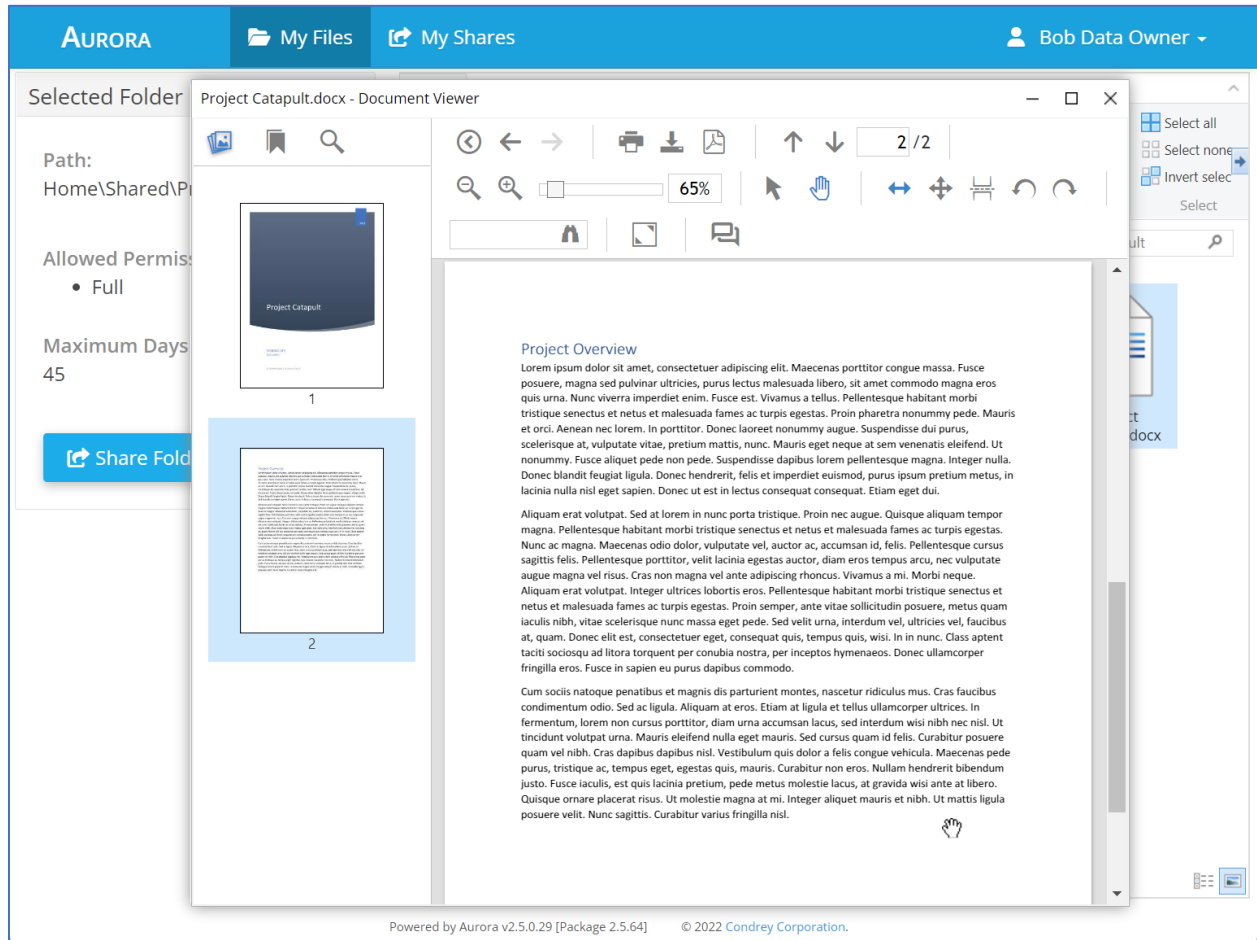



Figure 6 - Preview a document using the built-in viewers

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


3.3.4 Open

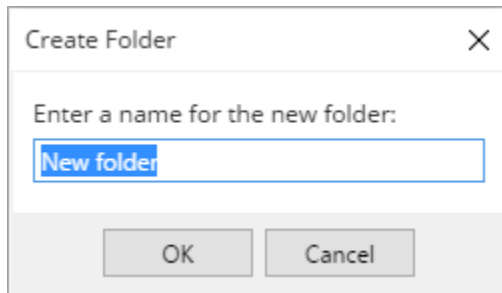
The *Open* operation opens or expands a folder or zip file. To open a folder or zip file:

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

3.3.5 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.

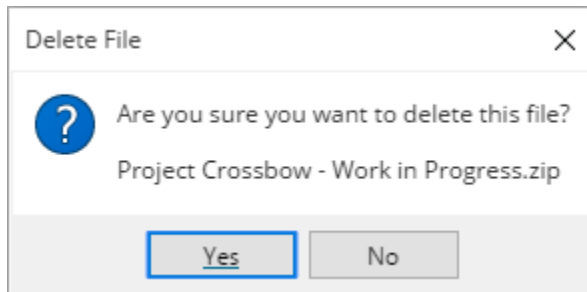


3. Click *OK* to save the name.

3.3.6 Delete


To delete a file or folder:

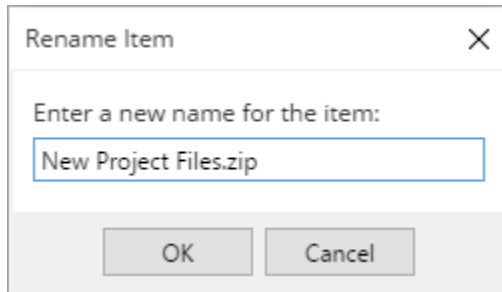
1. Select a file or folder from the navigation or detail pane.
2. From the ribbon toolbar or context menu select  *Delete*.
3. Click *Yes* in the confirmation dialog.



3.3.7 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*.

3.3.8 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.

3.3.9 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.

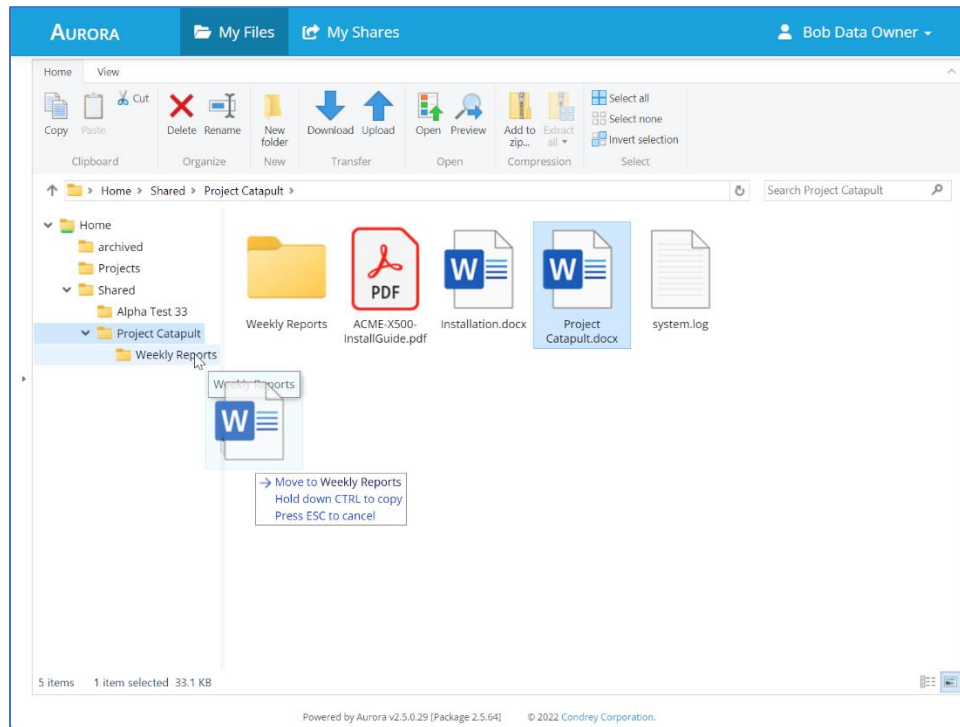
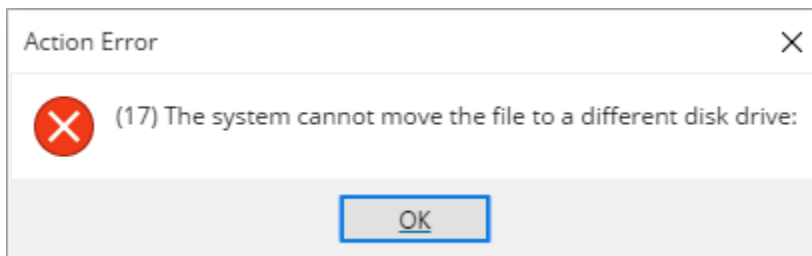


Figure 7 - Moving files via drag-and-drop




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.

Accessing the File Management Interface

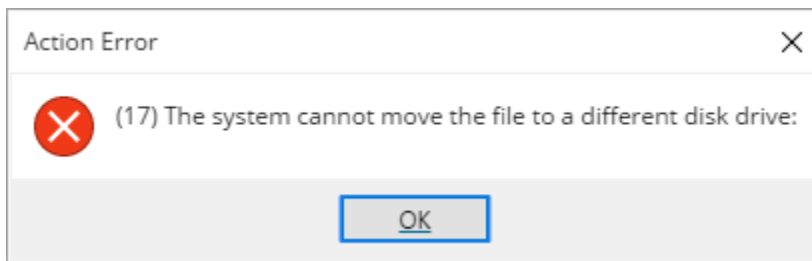
1. Select a file or folder to move from the navigation or detail pane.
2. Select  *Copy* from the ribbon toolbar or context menu.
3. Navigate into the target folder or right-click on the folder from the detail or navigation pane, then select  *Paste*.
4. Navigate back to the original folder.
5. Reselect the source object, then select  *Delete* from the ribbon toolbar or context menu.

3.3.10 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:




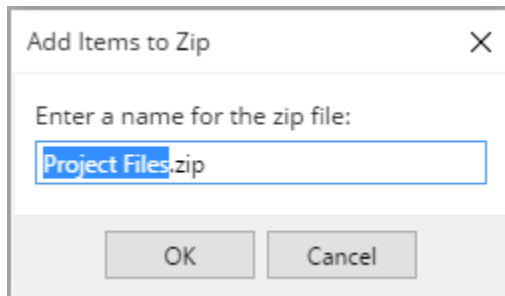
A cut/paste or move operation is treated as a single file system operation, so in cases where the source and target paths are on separate drives or volumes, a different approach must be taken.

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

3.3.11 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*.

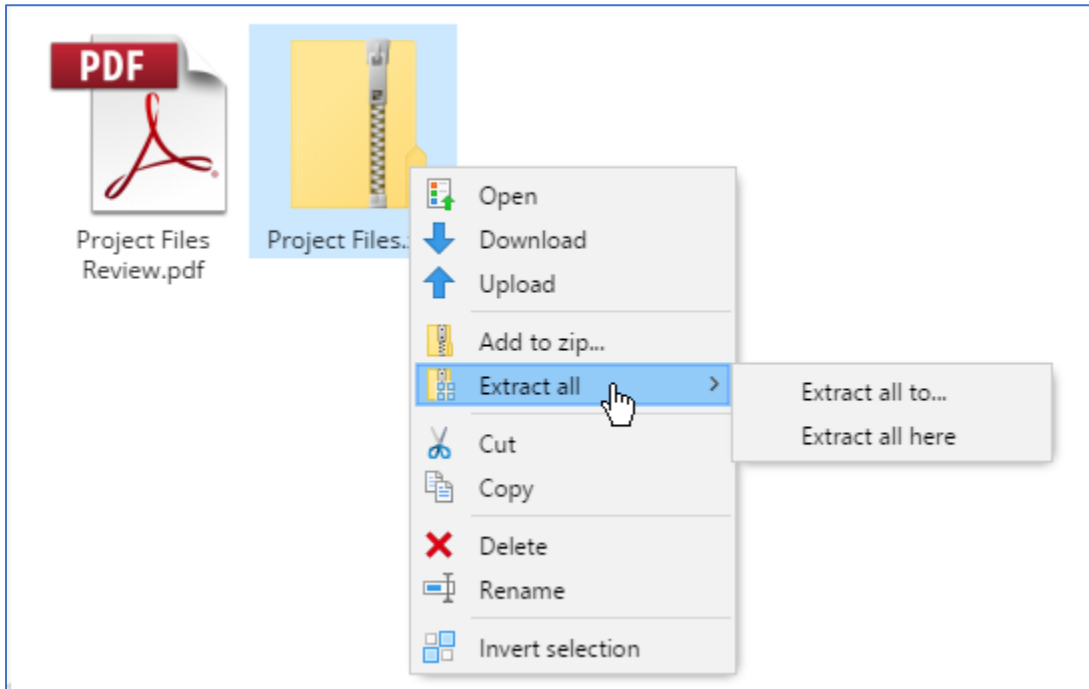
Note that this process only creates a new zip file. To add files or folders to an existing zip file:

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*.

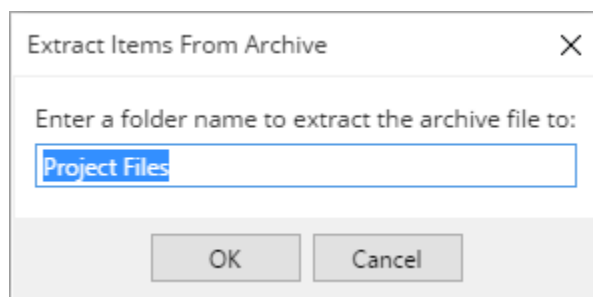
3.3.12 Extract from Zip

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.



3.4 View Options

3.4.1 Navigation Pane

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

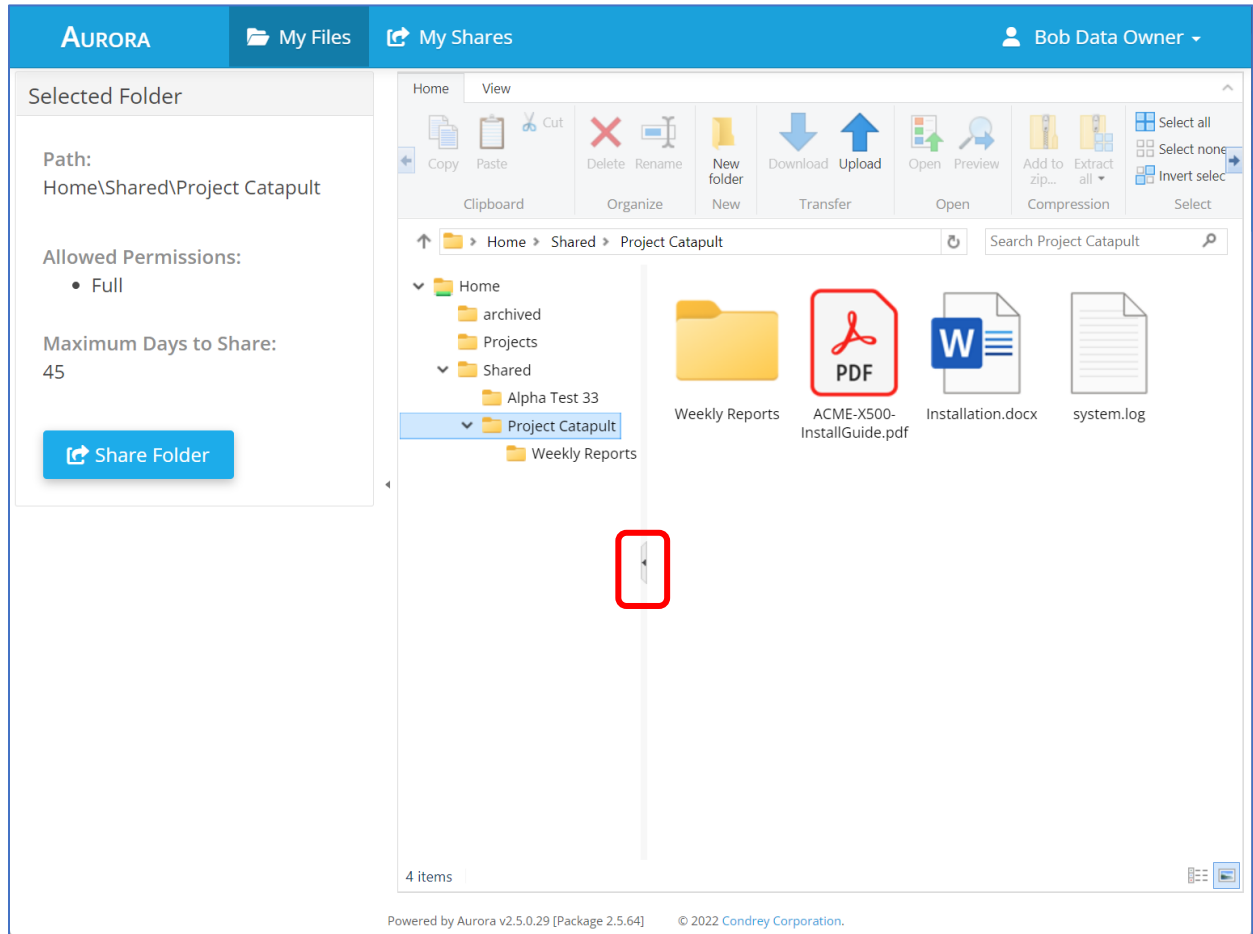


Figure 8 - Navigation panel splitter bar collapse option

Accessing the File Management Interface

In addition, the navigation pane may be hidden altogether:

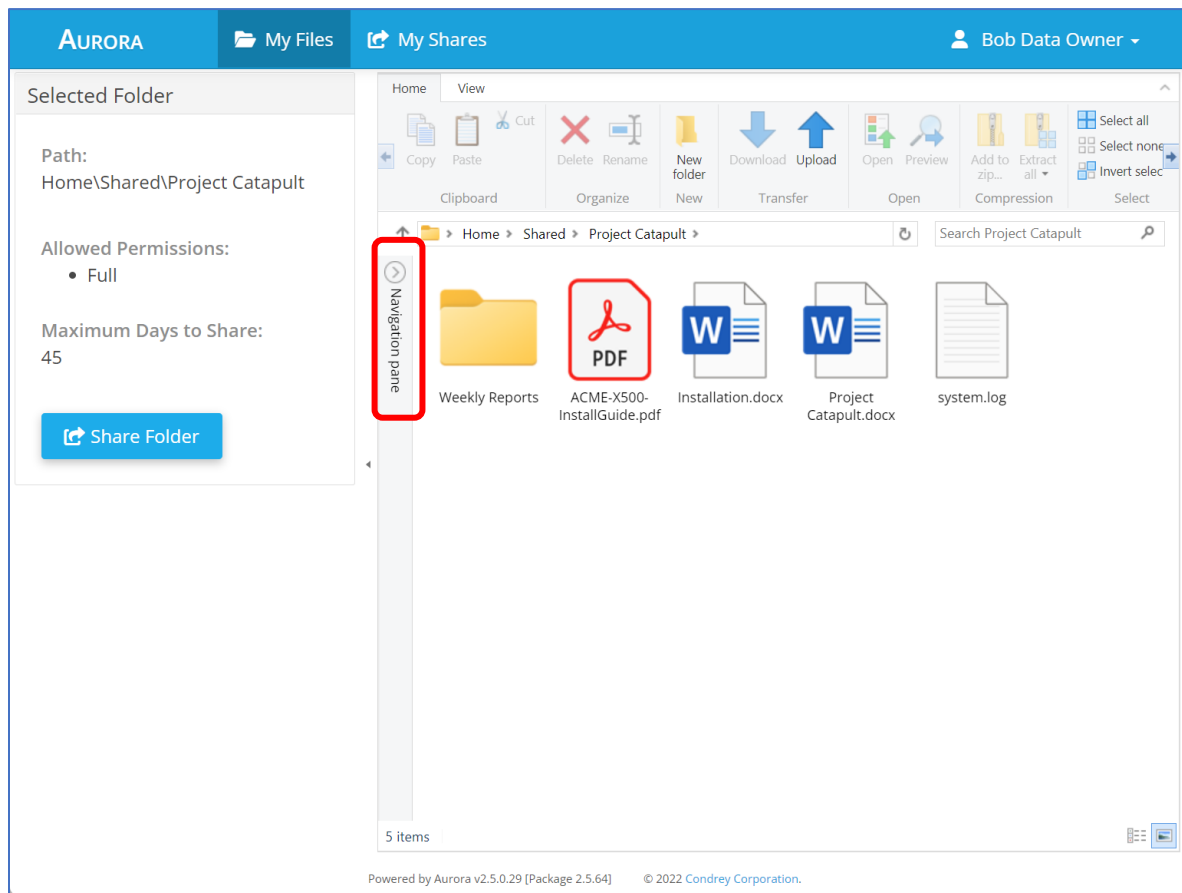



Figure 9 - Collapsed navigation pane

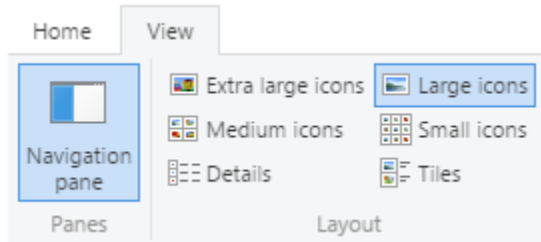
1. Select the **View** tab on the ribbon toolbar.
2. Click the  **Navigation pane** button to toggle the visibility of the navigation pane.

3.4.2 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:

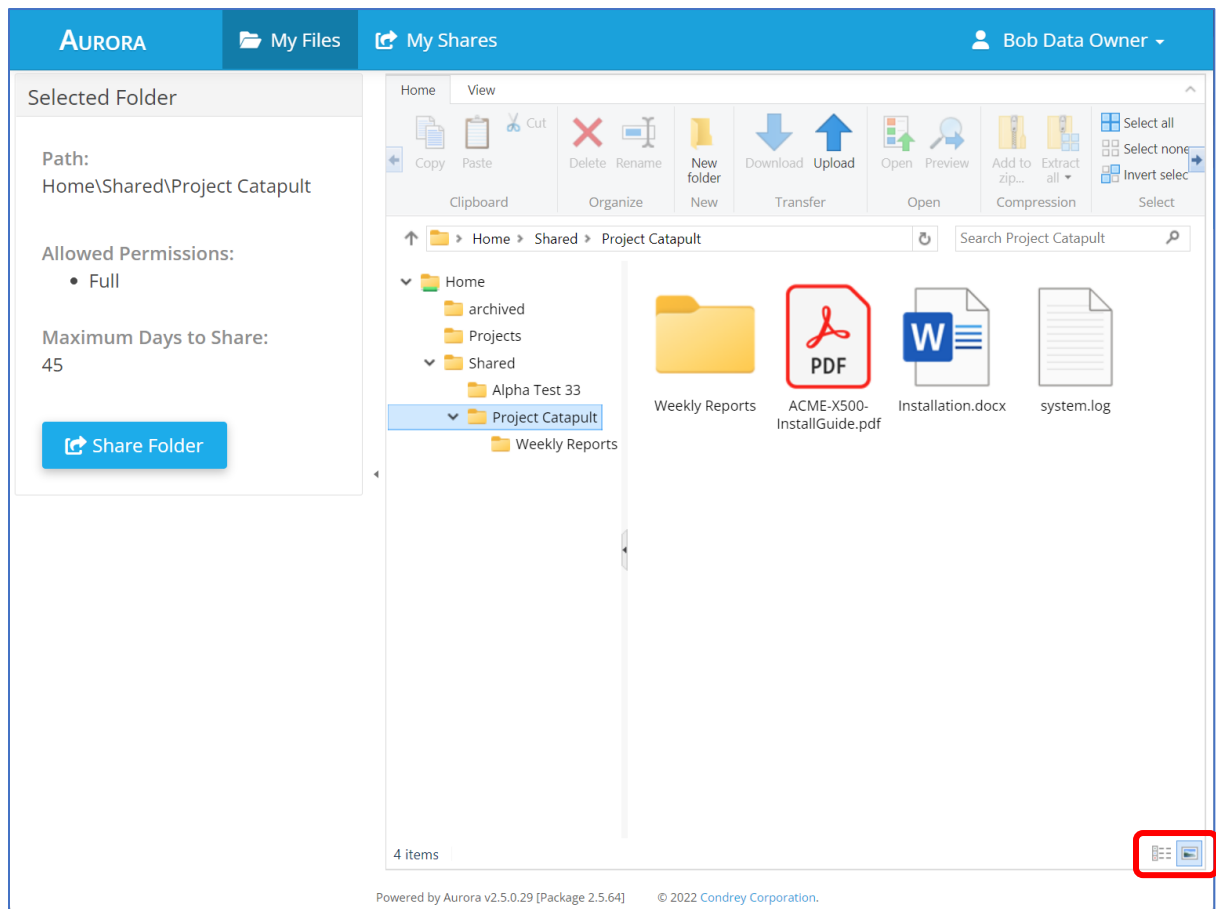


Figure 10 - Detail pane view toggle

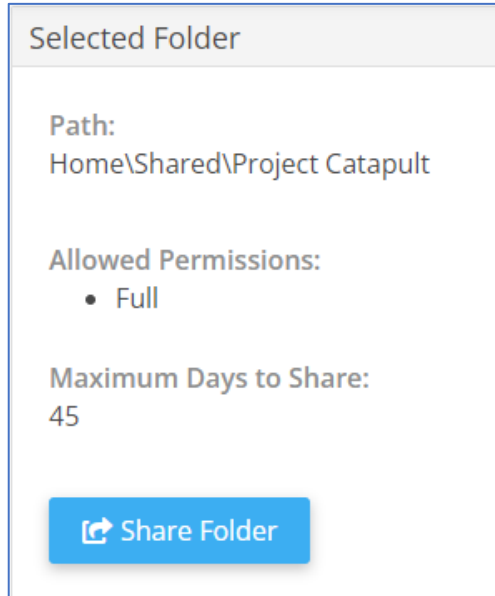
4 SHARING CONTENT WITH GUESTS

If Aurora has been setup for Sharing, Internal Users may be able to share certain folders with Guest users. Guest users are identified by their email address and may exist outside the organization.

Depending on the allowed share permissions setup by the Aurora administrator, users may be allowed to give full access to a particular folder or may be restricted to a limited set of permissions, such as just Download or View.

To share a folder with Guest user:

1. Select the folder to share from the folder navigation tree.
2. Verify the selected folder name in the Share Info panel. Also, note that the *Allowed Permissions* and *Maximum Days to Share* will vary based on rules established by the Aurora administrator.

A screenshot of a software interface titled "Selected Folder". It displays the following information: "Path: Home\Shared\Project Catapult", "Allowed Permissions:" followed by a bullet point "Full", and "Maximum Days to Share: 45". At the bottom is a blue button with a share icon and the text "Share Folder".

Selected Folder

Path:
Home\Shared\Project Catapult

Allowed Permissions:
• Full

Maximum Days to Share:
45


 Share Folder

Figure 11 - Selected folder share options

3. Click *Share Folder* from the Share Info panel.

Share a Folder

Path:

\cct-2016.corp.cctec.org\HOME\bob\Shared\Project Catapult

Share Name:*

Project Files - 20220811

Email Address:*

bsmith@outsideorg.com

Enter one or more email addresses separated by a comma [,] or semicolon [;].

Permissions:*

Basic

☐ Full Control

Provides full control of files and folders

☐ Upload

Provide files

☒ Download

Retrieve files

☒ View

View documents and media in the browser

Advanced

Start Time:*

8/11/2022 12:00 AM

Stop Time:*

8/18/2022 12:00 AM

Maximum share time: 45 days

Description:

Characters remaining: 1000

SUBMIT

Figure 12 - Creating a new share

Sharing Content with Guests

4. Modify the share name (Optional). A default share name is provided based on the selected folder, but this may be modified as desired.
5. Enter one or more target email addresses. Multiple addresses may be separated by a comma (,) or a semicolon (;).
6. Select the desired share permissions.
Optionally, click *Advanced* to define a more specific set of permissions, such as *Delete* or *List Files* and *List Folders*.
Note that some permissions may be disabled if they are not part of the *Allowed Permissions* list for this folder.
7. Select the start and stop share times.
Note that the share time may be limited based on the rules in place for this folder.
8. Enter a description. (Optional)
9. Click *Submit* to save the settings and send the Share notification.

Once a new share has been defined, a notification email is sent to the email target defined in the share providing the Guest user the URL for accessing the Aurora Guest Share.

5 TWO-FACTOR AUTHENTICATION (2FA)

5.1 Access 2FA Registration and Status

To view or modify two-factor authentication (2FA) registration, select the *My Profile* menu option from the user menu at the upper right-hand corner of the page:

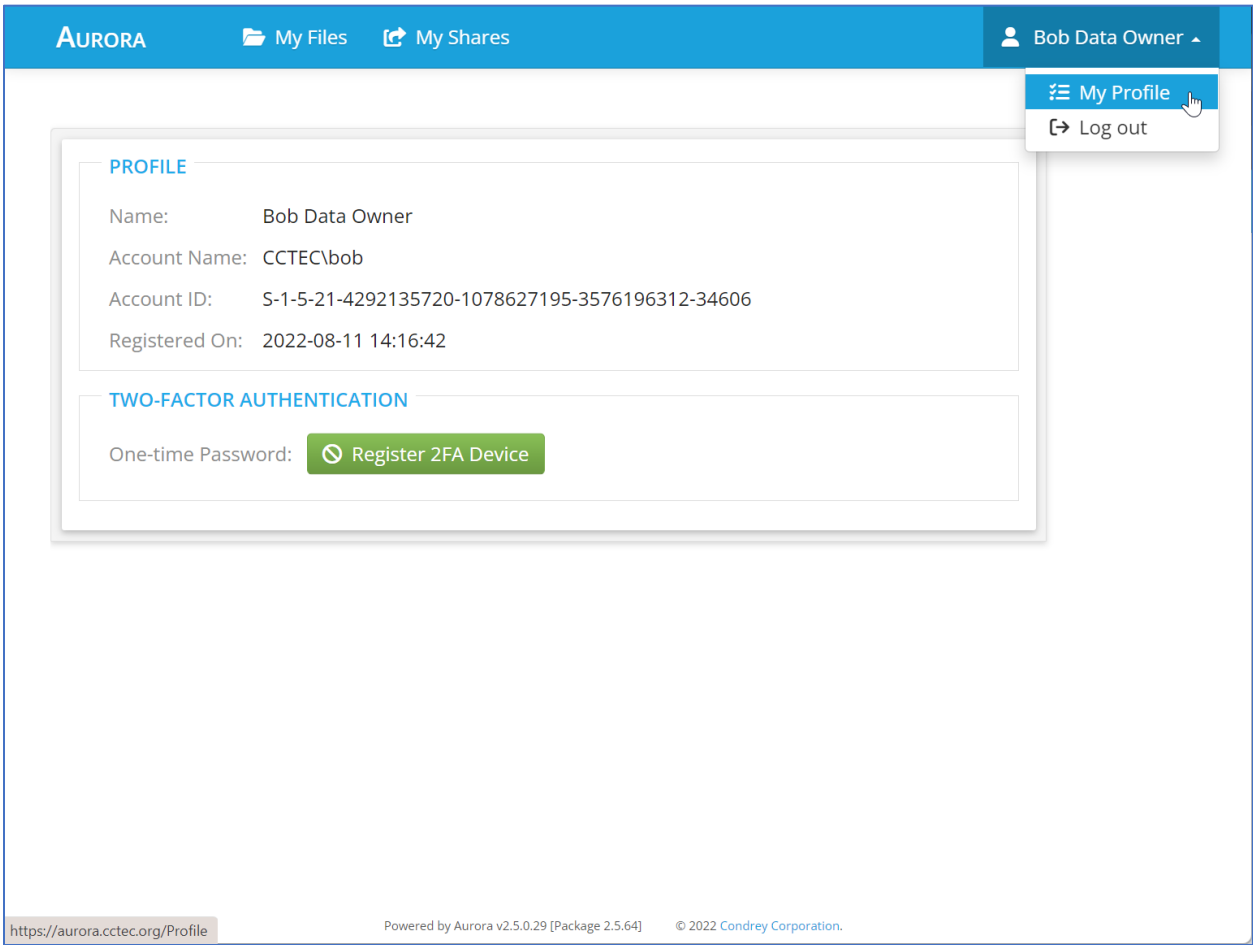


Figure 13 – Viewing account and 2FA registration status

5.2 Register 2FA Device or Application

To register a 2FA device or application:

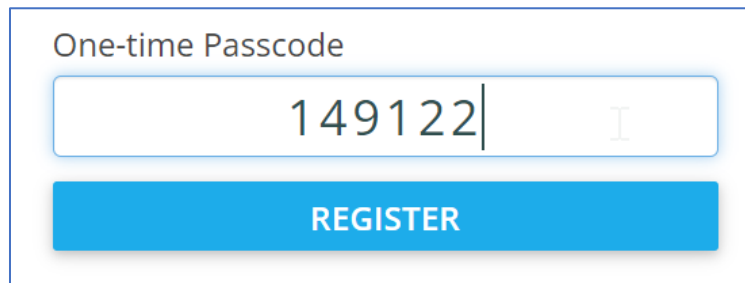
1. In the *Two-Factor Authentication* section of the *My Profile* page, click **Register 2FA Device**.

The screenshot displays the 'REGISTER TWO-FACTOR AUTHENTICATION' interface within the AURORA system. The top navigation bar includes the 'AURORA' logo, 'My Files', 'My Shares', and a user profile for 'Bob Data Owner'. The main content area features a large QR code for scanning. Below the QR code is the registration key 'MJFTKB55PZZ7VEKRMVYIMAQVACK7V5MF' and a 'One-time Passcode' input field. A blue 'REGISTER' button is positioned below the input field. Instructions at the bottom of the page guide the user through the registration process: scanning the QR code or entering the registration key, and then entering the one-time passcode and clicking 'Register'. The footer indicates the system is powered by Aurora v2.5.0.30 and is copyrighted by Condrey Corporation in 2022.

Figure 14 – Registering a 2FA device or application

2. Follow the instructions in the registration page to scan the QR code or entry the registration key into a 2FA mobile or desktop application.

3. From your 2FA application, select the registered application, then copy the six-digit code into the One-Time Passcode field.



4. Click **Register** to confirm the registration of the 2FA application.

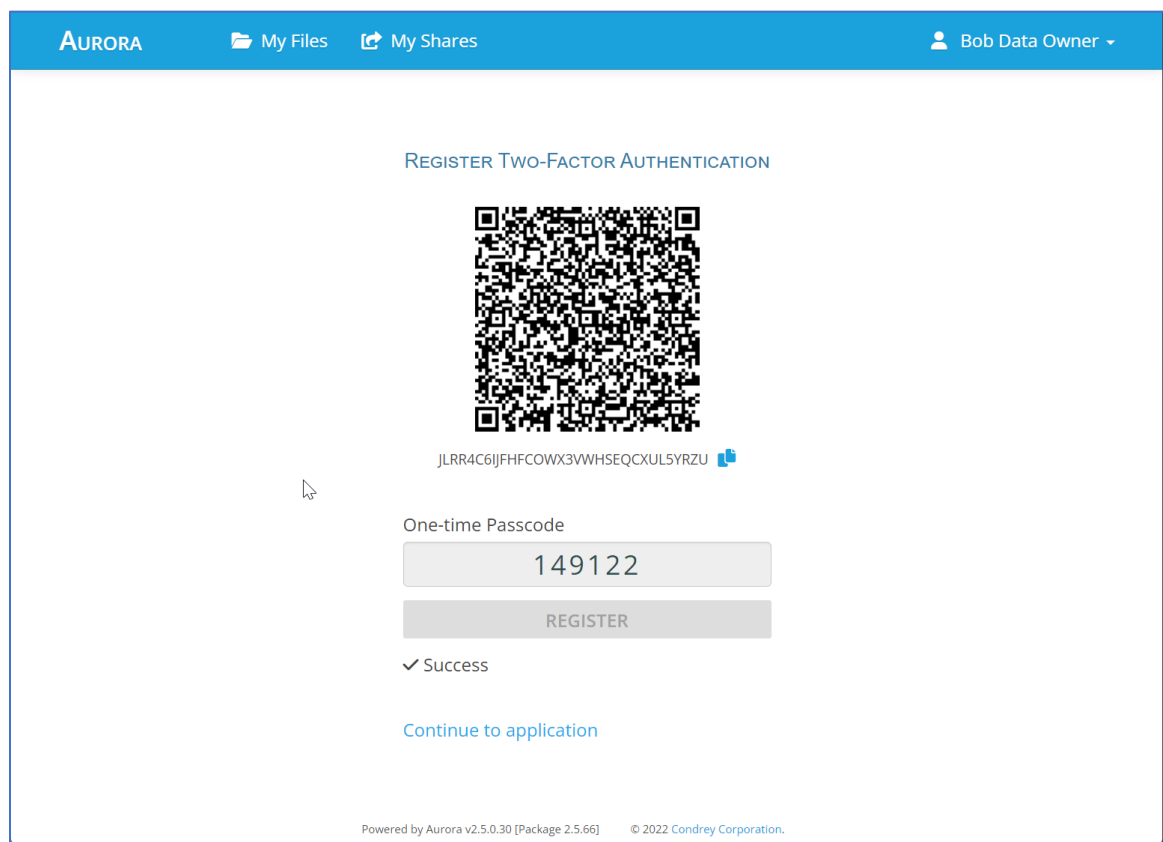


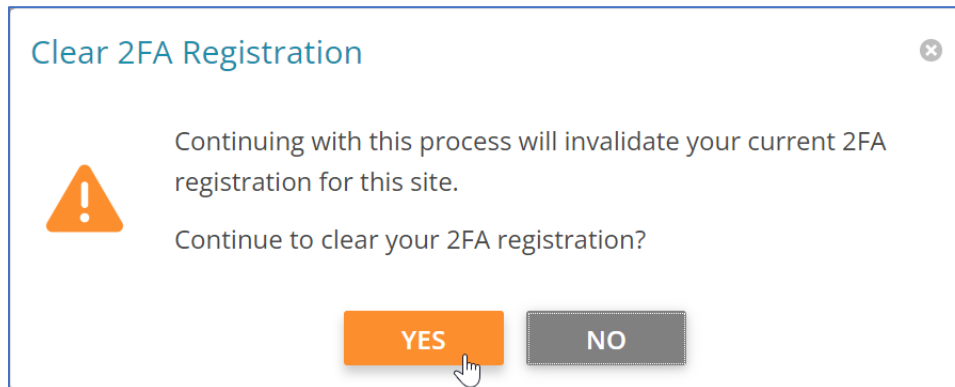
Figure 15 – Successfully cleared 2FA registration

5. In the confirmation screen click *Continue to application* to return to the application.

5.3 Clear 2FA Registration

To clear an existing 2FA registration:

1. Select the *My Profile* menu option from the user menu at the upper right-hand corner of the page.
2. In the Two-Factor Authentication section, select **Clear 2FA Registration**.
3. In the confirmation dialog click **Yes** to clear the 2FA registration or **No** to cancel the operation.



4. If **Yes** was selected the screen will refresh with a confirmation.

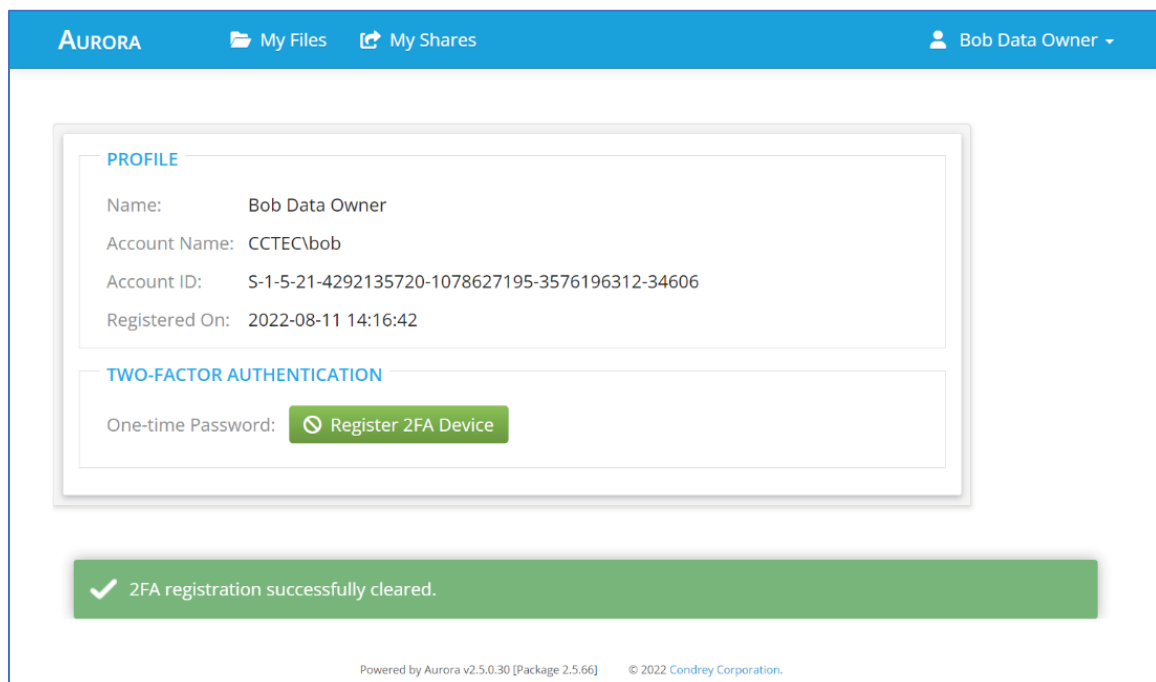


Figure 16 – Successful Clear of 2FA Registration



You may be directed to re-register for two-factor authentication on the next sign-in if Aurora policy requires it for your account.

5.4 Re-register 2FA Device or Application

To register two-factor authentication with a different application or device:

1. Clear any existing 2FA registration following the instructions in section [5.3 Clear 2FA Registration](#).
2. Register a 2FA device or application using the instructions in section [5.2 Register 2FA Device or Application](#).

6 MANAGING EXISTING SHARES

Click *My Shares* in the menu at the top.

Share Name	Shared With	Shared Path	Last Activity	Last Access Time	Start Time
Project Files - 20220811	bsmith@outsideorg.com	\\cct-2016.corp.cctec.org\\HOME\\bo...	Download	8/12/2022 9:47:36 AM	8/11/2022

Figure 17 - Viewing the list of existing shares

Management options for existing shares include:

- Edit the share
- Resend the email notification
- Delete the share
- Review Guest Account status via tooltip
- Review share status
- Review share activity

6.1 Access Share Content

To access the content of an existing share, click the link represented by the Share Name, which opens the share in a limited pop-out window.

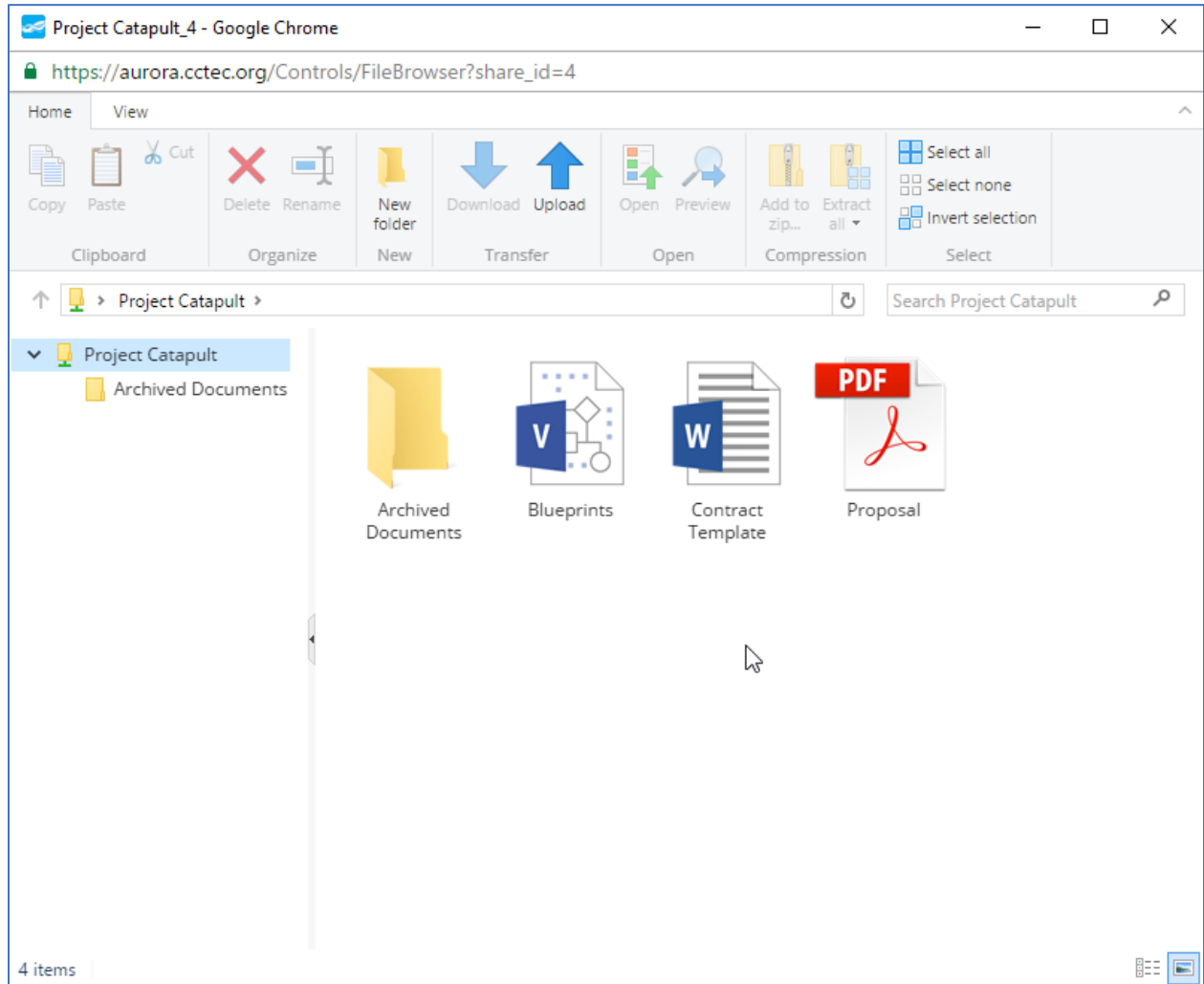



Figure 18 - Pop-out View of a Share

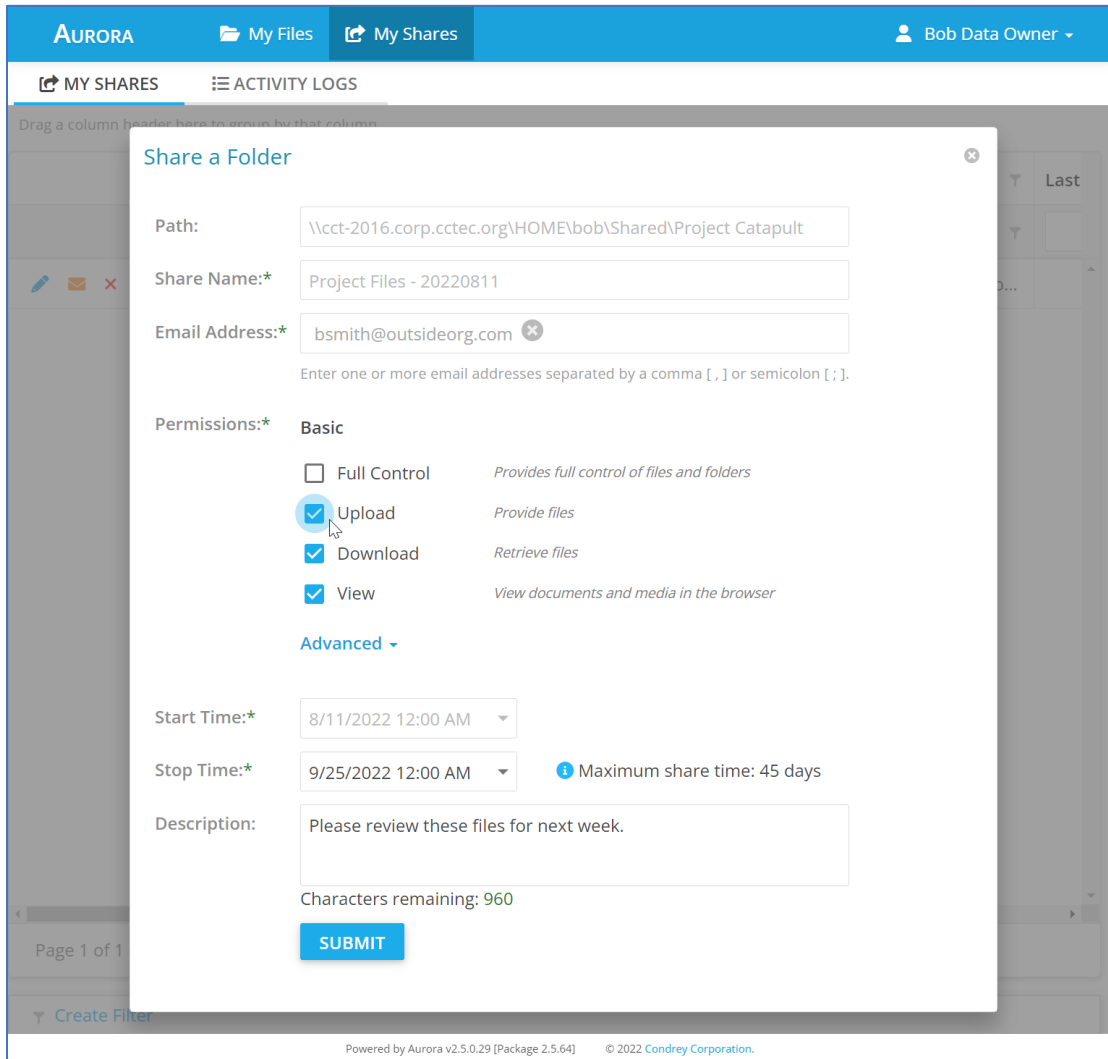
Multiple shares may be accessed simultaneously, enabling the user to see the provided content for each.

Note that the rules defined in the Guest Share are not represented in this view.

6.2 Modify a Share

To modify an existing share:

1. Click the pencil icon  next to the share to modify.
2. Edit the Guest Share parameters. (Note that only the *Permissions*, *Start Time*, *Stop Time*, and *Description* may be modified after the share is initially created.)



The screenshot shows the Aurora web interface with a modal dialog titled "Share a Folder". The dialog contains the following fields and options:

- Path:** \cct-2016.corp.cctec.org\HOME\bob\Shared\Project Catapult
- Share Name:** Project Files - 20220811
- Email Address:** bsmith@outsideorg.com (with a plus icon for adding more addresses)
- Permissions:**
 - Basic**
 - ☐ Full Control (Provides full control of files and folders)
 - ☒ Upload (Provide files)
 - ☒ Download (Retrieve files)
 - ☒ View (View documents and media in the browser)
 - Advanced** (expanded)
- Start Time:** 8/11/2022 12:00 AM
- Stop Time:** 9/25/2022 12:00 AM (with a note: Maximum share time: 45 days)
- Description:** Please review these files for next week.
- Characters remaining:** 960
- SUBMIT** button


The background shows the Aurora interface with tabs for "MY SHARES" and "ACTIVITY LOGS", and a user profile for "Bob Data Owner".

Figure 19 - Modifying an existing share

3. Click *Submit* to save any changes to the share.
4. The Guest account specified in the *Email Address* will be notified via email that an update to the share has taken place.


6.3 Resend Notification Email

To resend the notification email:

1. Click the email icon  next to the share to resend.
2. Click *OK* in the confirmation dialog to resend the email.

6.4 Delete a Share

To delete an existing share:

1. Click the delete icon  next to the share you wish to delete.
2. Click *OK* in the confirmation dialog to delete the share.

6.5 Review Guest Account Status

To review the status of a Guest Account associated with a share, simply hover over the share name.

The screenshot shows the AURORA interface with the 'My Shares' tab selected. A table lists shares, and a tooltip is displayed over the 'bsmith@outsideorg.com' entry. The tooltip contains the following information:

BSMITH@OUTSIDEORG.COM	
Email	bsmith@outsideorg.com
Name	Bob Smith
Organization	ACME Organization
Last Login	8/12/2022 12:06:37 PM
Status	✓ Active

The table in the background has the following columns: Share Name, Shared With, Shared Path, and Last Ac. The row being hovered over has the following values: Project Files - 20220811, bsmith@outsideorg.com, \\cct-2016.corp.cctec.org\HOME\bo..., and Download.

Figure 20 - Guest Account Status

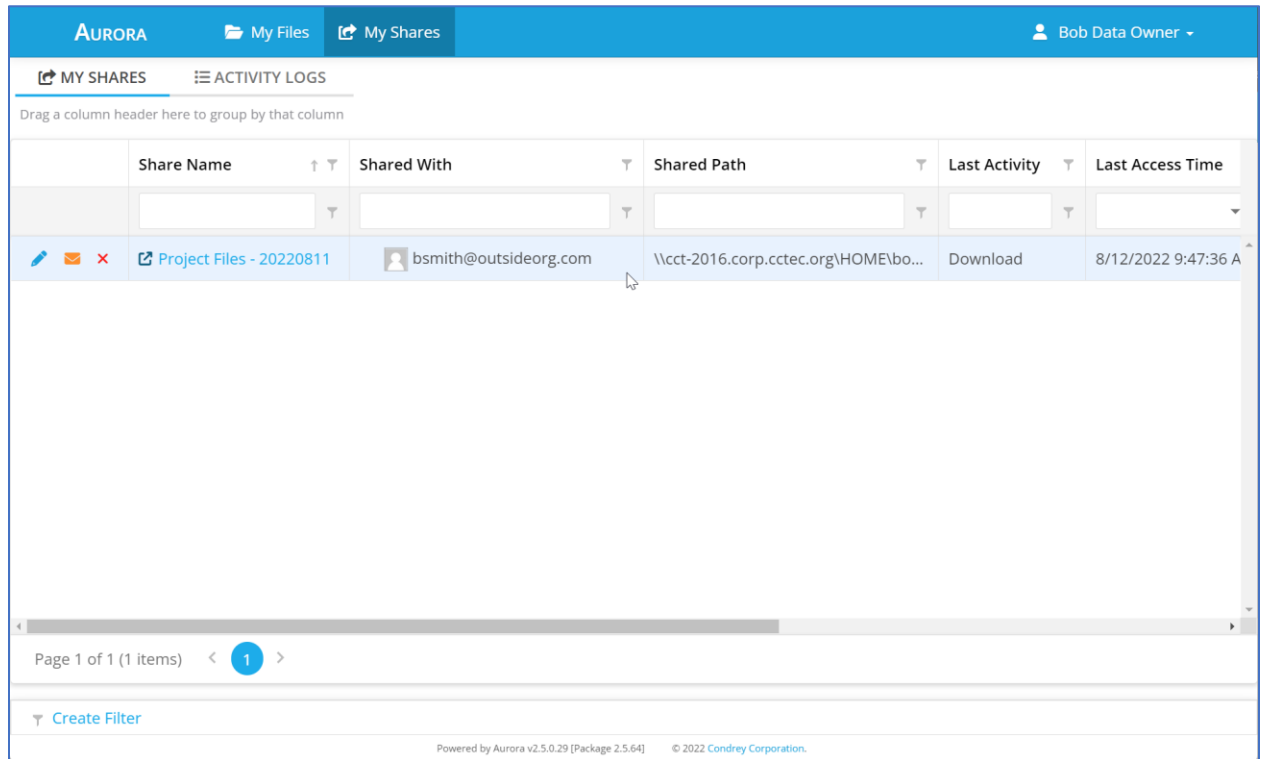
A tooltip with the following information on the Guest Account will display:

- Gravatar image, if available (defaults to anonymous user image)
- Username / email address
- First Last name
- Organization
- Last login time
- Current status (Active, disabled, locked out, expired, etc.)



Avatar images are based on the Gravatar public avatar service which ties a user's avatar image to an email address. For more information, see <http://gravatar.com>.

6.6 Review Share Status



The screenshot shows the 'My Shares' section of the Aurora application. The interface includes a top navigation bar with 'AURORA', 'My Files', and 'My Shares' tabs. The user 'Bob Data Owner' is logged in. Below the tabs, there are links for 'MY SHARES' and 'ACTIVITY LOGS'. A table displays the share status for one item, 'Project Files - 20220811', which is shared with 'bsmith@outsideorg.com'. The table columns are Share Name, Shared With, Shared Path, Last Activity, and Last Access Time. The last activity was a 'Download' on '8/12/2022 9:47:36 A'. The page shows 'Page 1 of 1 (1 items)' and a 'Create Filter' button at the bottom.

Share Name	Shared With	Shared Path	Last Activity	Last Access Time
Project Files - 20220811	bsmith@outsideorg.com	\\cct-2016.corp.cctec.org\HOME\bo...	Download	8/12/2022 9:47:36 A

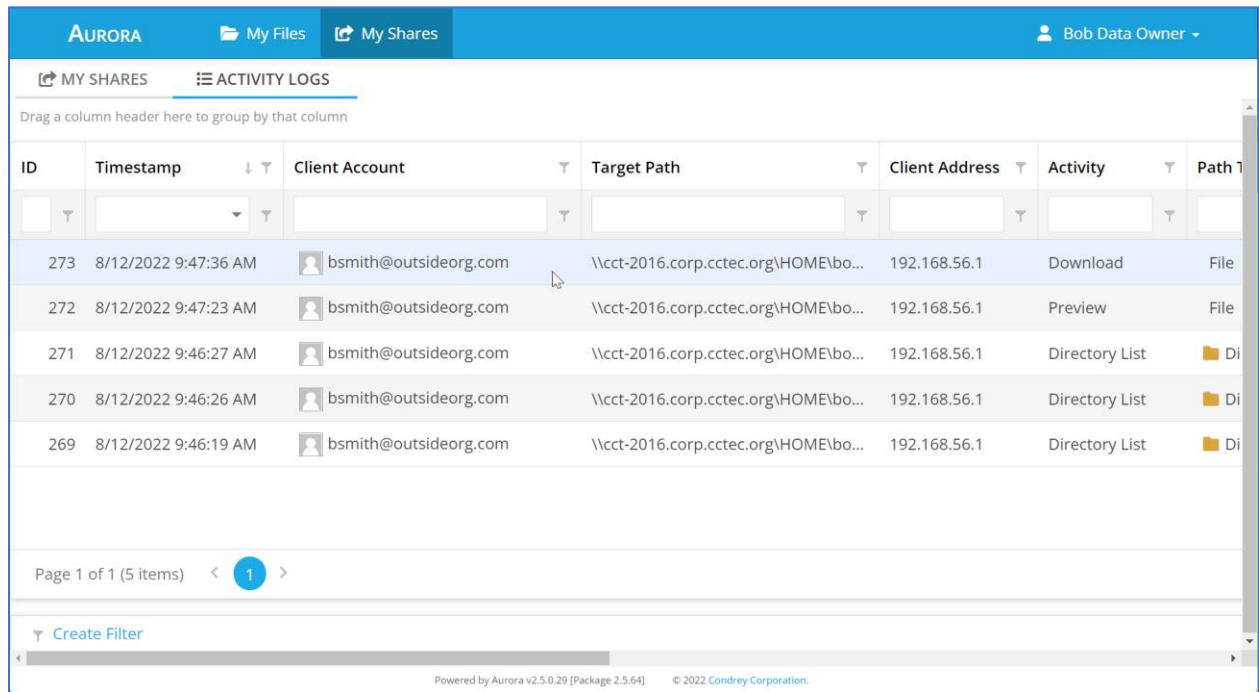
Figure 21 – Share Status

The *My Shares* page includes the following status information for each share:

- Share Name
- Shared With
- Share Path
- Last Activity
- Last Access Time
- Start Time
- Stop Time
- Share Permissions

6.7 Review Share Activity

To access activity audit logs for provided shares, click the *Activity Logs* tab in the *My Shares* page.



ID	Timestamp	Client Account	Target Path	Client Address	Activity	Path
273	8/12/2022 9:47:36 AM	bsmith@outsideorg.com	\\cct-2016.corp.cctec.org\HOME\bo...	192.168.56.1	Download	File
272	8/12/2022 9:47:23 AM	bsmith@outsideorg.com	\\cct-2016.corp.cctec.org\HOME\bo...	192.168.56.1	Preview	File
271	8/12/2022 9:46:27 AM	bsmith@outsideorg.com	\\cct-2016.corp.cctec.org\HOME\bo...	192.168.56.1	Directory List	Di
270	8/12/2022 9:46:26 AM	bsmith@outsideorg.com	\\cct-2016.corp.cctec.org\HOME\bo...	192.168.56.1	Directory List	Di
269	8/12/2022 9:46:19 AM	bsmith@outsideorg.com	\\cct-2016.corp.cctec.org\HOME\bo...	192.168.56.1	Directory List	Di

Page 1 of 1 (5 items) < 1 >

Create Filter

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Figure 22 - Share Activity Audit Logs

Activity may be grouped by dragging column headers to the top of the grid area or filtered using the filter row or filter icons at the top of each column.

Share activity audit logs are available for the lifetime of the share and may continue to be available for a limited time thereafter based on the system configuration.