

NetStorage Users Guide

Using NetStorage at RMIT

October 2008

1 Launching NetStorage

1. Open a Web browser and enter the following URL: -
<http://netstorage.rmit.edu.au>

RECOMMENDATION: SAVE THIS URL TO BROWSER FAVOURITES FOR FUTURE USE.

RESULT: THE FOLLOWING SECURITY ALERT DISPLAYS WHICH IS LETTING YOU KNOW THAT YOU ARE DOWNLOADING A SECURITY CERTIFICATE:



Figure 1: Security Certificate Alert

2. Select Yes to proceed.

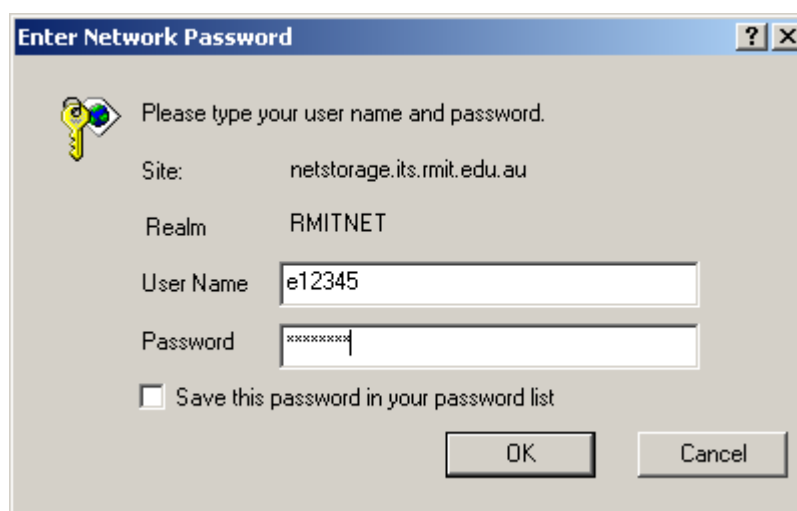
RESULT: THE FOLLOWING LOGIN SCREEN DISPLAYS:



The image shows a Windows-style dialog box titled "Enter Network Password". It contains a key icon and the text "Please type your user name and password." Below this, there are labels for "Site:" (netstorage.its.rmit.edu.au) and "Realm:" (AuthXTier). There are two input fields: "User Name" and "Password". A checkbox labeled "Save this password in your password list" is unchecked. At the bottom right are "OK" and "Cancel" buttons.

Figure 2: NetStorage Login Screen

3. In User Name enter your Staff/Student Number e.g. e12345, then in Password enter your NDS password then select OK.



The image shows the same "Enter Network Password" dialog box as in Figure 2, but with the "User Name" field containing "e12345" and the "Password" field containing "*****". The "Realm:" label now shows "RMITNET". The "OK" and "Cancel" buttons are visible at the bottom right.

Figure 3: Username and password entry screen for NetStorage

RESULT: YOU SHOULD NOW SEE THE NETSTORAGE SCREEN.

NOTE: SOME SCREENS MAY VARY DEPENDING ON ALLOCATED USER DRIVE ASSIGNMENTS.

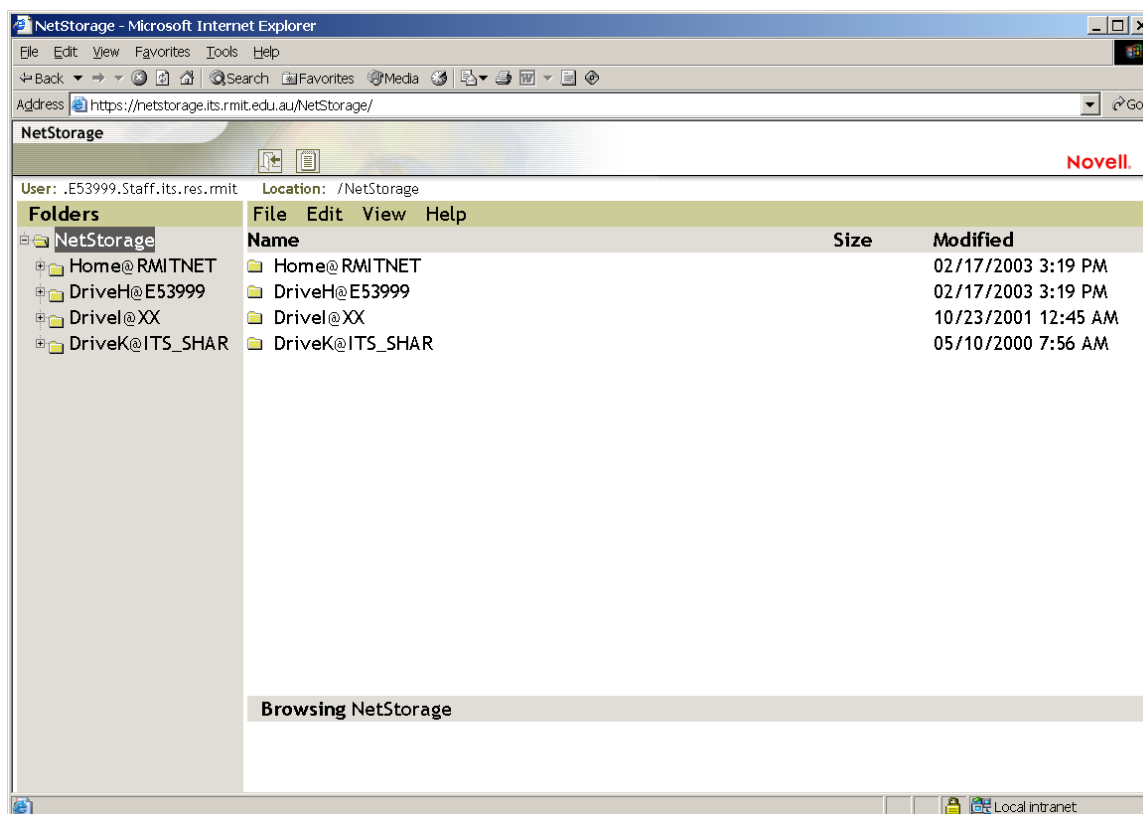


Figure 4: NetStorage Sample Screen.

4. Use the NetStorage interface to access the required files.

2 Using NetStorage

2.1 NetStorage Basics

- Double-clicking on a Folder will open the folder.
- Double clicking a File will launch the application in a browser window.
- The main menu bar as displayed below allows files to be manipulated by selecting **File**, **Edit** or **View**.



Figure 5: NetStorage Main Menu Bar

- The following options are available by selecting **File** menu option.

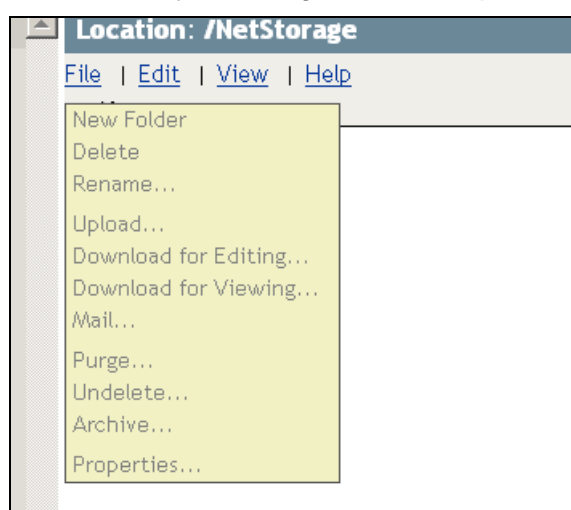


Figure 6: File Selection

- The following options are available by selecting **Edit** menu option.

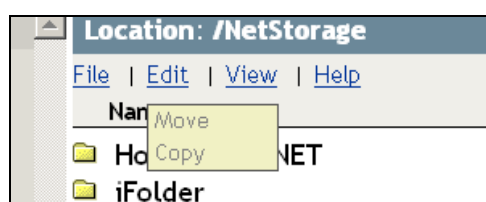


Figure 7: Edit Selection

- The following options are available by selecting **View** menu option.

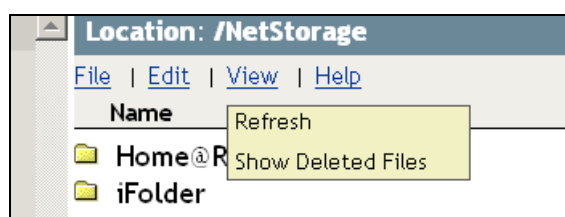


Figure 8: View Selection

NOTE: THE HOME@RMITNET DIRECTORY IS THE SAME AS THE H: DRIVE AND IS THEREFORE LISTED TWICE.

2.2 Downloading Files to the Local Machine from NetStorage

1. Select the desired file and right click the mouse button or select **File** from the menu bar above.

RESULT: THE FOLLOWING DISPLAYS.

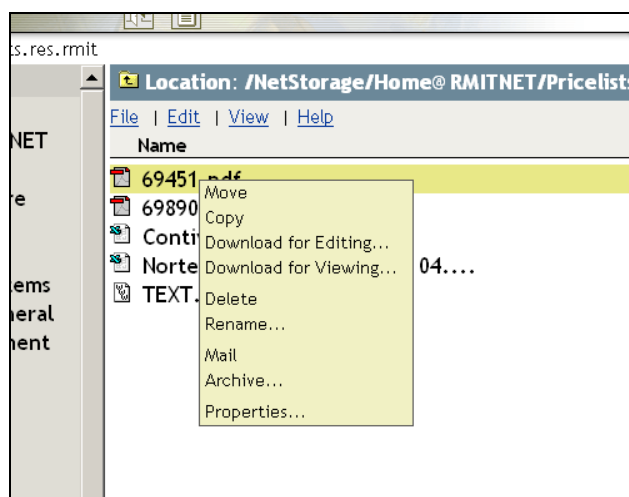


Figure 9: Working with Files

2. Select the **Download for Editing** option.

RESULT: THE FOLLOWING DISPLAYS:

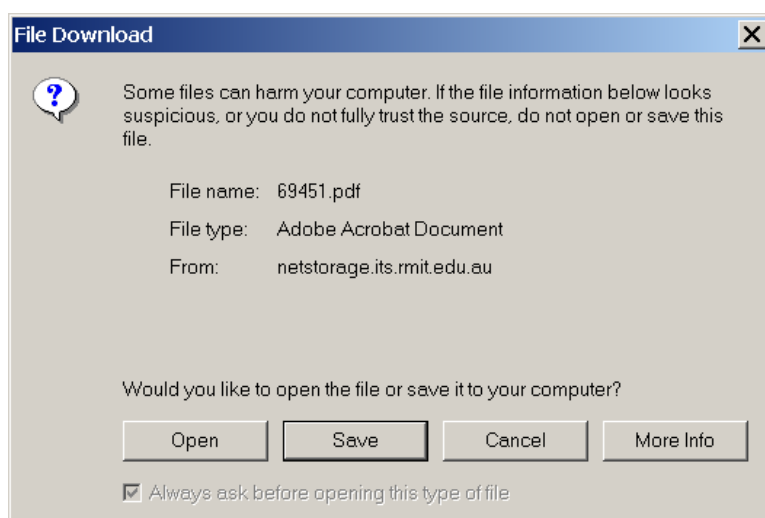


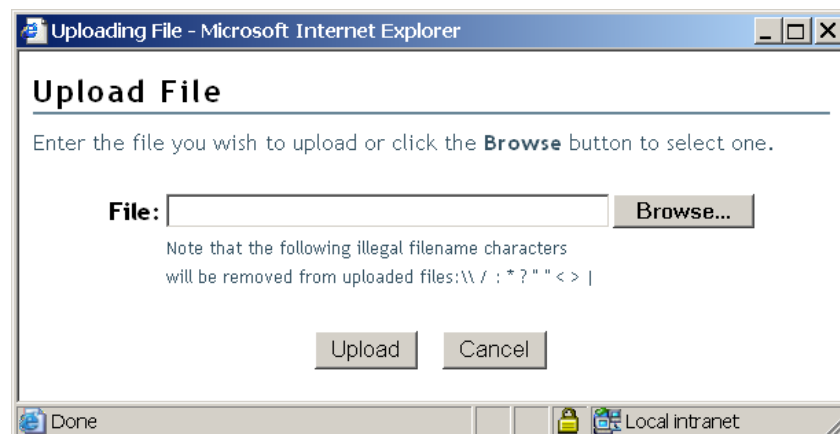
Figure 10: File Download Screenshot

3. Select **Save** and choose the location for the saved file.

2.3 Uploading a File to NetStorage from the local computer

1. From the desired destination folder on the NetStorage page select **File** then **Upload**.

RESULT: THE FOLLOWING DISPLAYS:



2. Select **Browse...** to find the file to upload on the local computer and select **Upload**.

Note:

- Attempting to drag and drop a file will only create a shortcut.

2.4 Moving or Coping Files in NetStorage

The procedure to Move or Copy files within Netstorage is the same, the step below show how to copy a file

1. Highlight the desired file to be copied (In this example the file is **69451.pdf**), select **Edit**, and then **Copy** from the NetStorage main menu bar.

Result: The follow message will appear at the bottom of the NetStorage Page

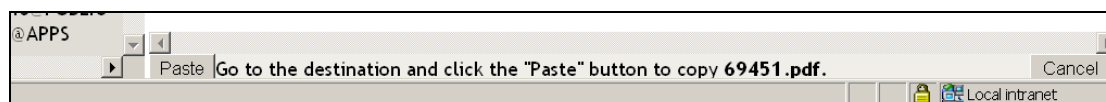


Figure 11: NetStorage Paste Message

2. Open the desire destination folder and click the **Paste** button.
3. The file will be copied to the destination folder and can be manipulated once the copy is complete.

2.5 Deleting files in NetStorage

1. Choose the file to be deleted in NetStorage and then select **File, Delete**.

Result: The following Popup will appear.

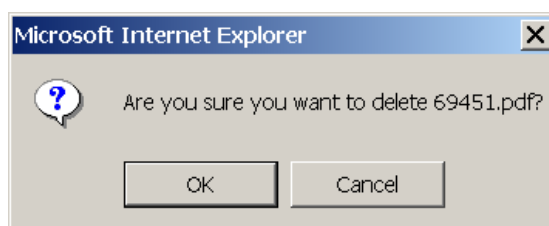


Figure 12: NetStorage Delete Notification

2. Select **OK** and file will be deleted.

3 Logging out of NetStorage

- Select the exit door icon on the main NetStorage screen.

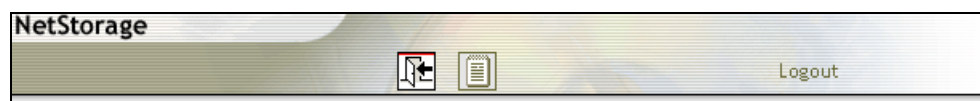


Figure 13: Logout Icon

Result: On completion of logout a successful disconnection message displays.

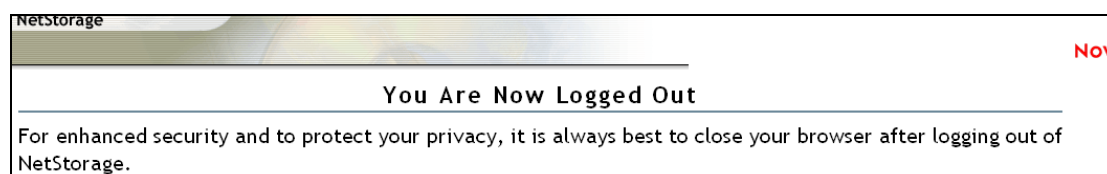


Figure 14: Logout Message

4 Appendix A: Troubleshooting

4.1 Accessing Help in NetStorage

- Help can be launched from the **Help** option on the NetStorage main menu bar.



Figure 15: Help Selection

4.2 Troubleshooting NetStorage

Q. Network Drives are not mapped correctly or are not displayed.

A. Contact the IT Helpdesk Tel. 9925 8888.