



Software602 Groupware Server 6.0

WebDAV and FTP Manual

Table of Contents

Table of Contents	2
Introduction	3
WebDAV Protocol	3
WebDAV Address	4
Network Places	5
Windows Vista	5
Windows XP/2003	5
Windows 2000	5
Limitations	6
Internet Explorer	6
Microsoft Office	7
FTP Protocol	8
FTP Address	8
FileZilla	9

Introduction

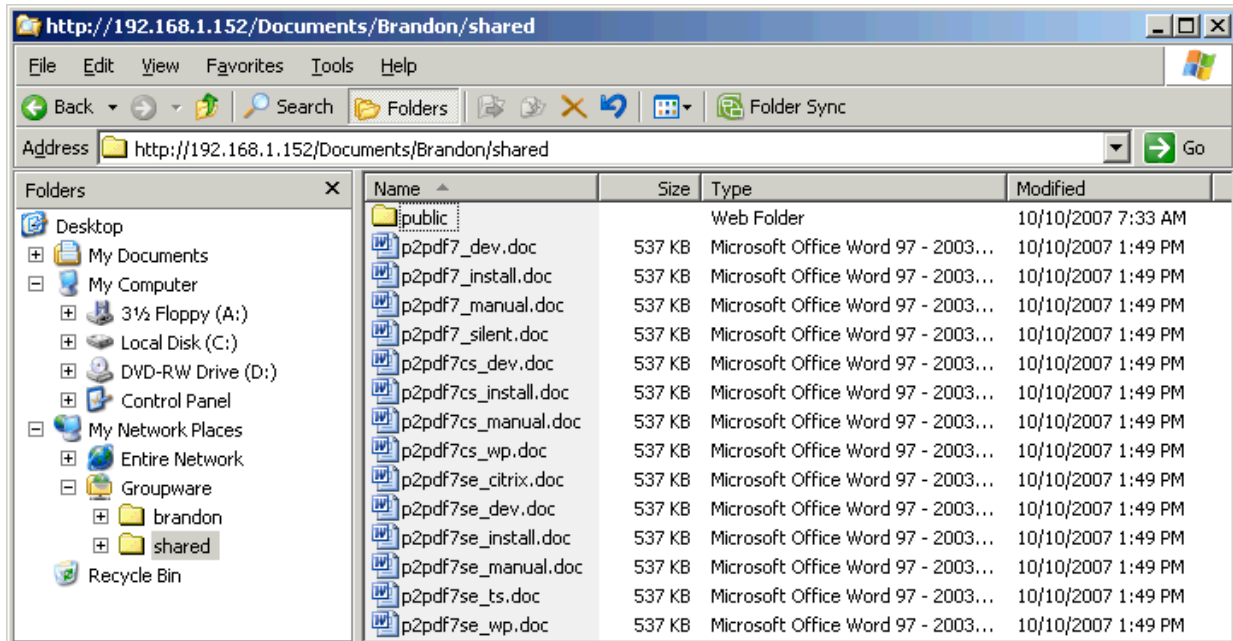
There are several ways to access the Software602 Groupware Server document repository. The most basic method is via a web browser. The advantage to this method is that no additional software is needed. However, working with multiple files, editing the directory structure, and other operations can be cumbersome from the web interface.

This document will provide information on configuring access to the Groupware document repository using WebDAV, FTP, and FTPS. These protocols provide a more natural way to access documents compared to the web interface.

WebDAV Protocol

[WebDAV](#) (World Wide Web Distributed Authoring and Versioning) is a standard for remote management of files that are hosted or made available via web servers. Microsoft Windows XP, 2003, and Vista provide native support for WebDAV using the Software Update for Web Folders, [KB907306](#) from Microsoft. Windows 2000 provides WebDAV support using the Software Update for Web Folders, [KB892211](#) from Microsoft. There are also a number of applications with their own implementation of the protocol.

This document provides instructions for accessing the WebDAV repository via **Network Places** in the Windows Operating System as well as from Microsoft Office.



WebDAV Address

Regardless of the method of access to the Groupware folders, you must always know the folder URL. WebDAV URLs are in the following format:

```
http://server:port/Documents/User[/Path]
```

- **Server:** IP address (or DNS name) of the Software602 Groupware Server.
- **Port:** Port number for WebDAV access. This is the port used by the web server.
- **User:** Your user name for Groupware access.
- **Path:** Optional part specifying a particular folder that you want to access.

Groupware WebDAV example:

```
http://groupware.software602.com:8080/Documents/Brandon/
```

The easiest way to determine the WebDAV address in Groupware is as follows:

1. Login to Groupware via the web browser and click the `Documents` icon.
2. Find and select the folder you want to make available.
3. Select `Actions -> Properties` and click the `Anchors` tab in the opened window.
4. The required address can be found under the heading `Web folder anchor`.



Network Places

On Microsoft Windows, the easiest way to make web folders available using WebDAV is to add it to Network Places. This will make web folder available in Windows Explorer and in all applications that use the system dialog boxes to open/save files.

Windows Vista/2008

The procedure to add the Groupware document folder to Windows Vista is as follows:

1. From the desktop, open Computer.
2. Click Map Network Drive.
3. On the Map Network Drive screen, click Connect to a Web site that you can use to store your documents and pictures, and then click Next.
4. Click Choose a custom network location, and then click Next.
5. In the Internet or network address field, enter the URL that points to the [WebDAV address](#), and then click Next.
6. Enter your User name and Password to Groupware, and click the OK button.
7. Enter a unique name to identify the folder and click Next.

Windows XP/2003

The procedure to add the Groupware document folder to Windows XP/2003 is as follows:

1. From the desktop, open My Network Places.
2. From the Network Tasks pane, click Add a network place.
3. On the Add Network Place Wizard, click Next.
4. Select Choose another network location, and then click Next.
5. In the Internet or network address field, enter the URL that points to the [WebDAV address](#), and then click Next.
6. Enter your User name and Password to Groupware, and click the OK button.
7. Enter a unique name to identify the folder and click Next.

Windows 2000

The procedure to add the Groupware document folder to Windows 2000 is as follows:

1. From the desktop, open My Network Places.
2. Open Add a network place.
3. In the Type the location of the Network place field, enter the URL that points to the [WebDAV address](#), and then click Next.
4. Enter your User name and Password to Groupware, and click the OK button.
5. Enter a unique name to identify the folder and click Finish.

Limitations

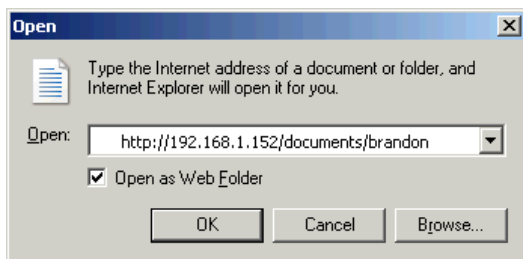
Despite the fact that you access Groupware documents as if you were working on a local disk, individual files are stored on the server. If you browse to a Groupware folder using Windows Explorer, it is not possible to open some file types directly due to this fact. One exception is Microsoft Office files. These applications have custom support for WebDAV, and due to that fact, it is possible to open and modify documents directly from the server.

If an application does not support WebDAV, you must copy the file to a local disk and open it. You may also open the file from Network Places directly from the application, but if you modify the file, you must manually copy it back to the server after saving it to a local disk.

Internet Explorer

The procedure to open the Groupware document folder in Internet Explorer is as follows:

1. From Internet Explorer, click **File** -> **Open...**
2. In the window that appears, click the checkbox next to **Open as Web folder**.
3. In the **Open:** field, enter the URL that points to the [WebDAV address](#), and then click **OK**.
4. Now you will be prompted to enter your **User name** and **Password** for login to Groupware. Enter this information and click the **OK** button.



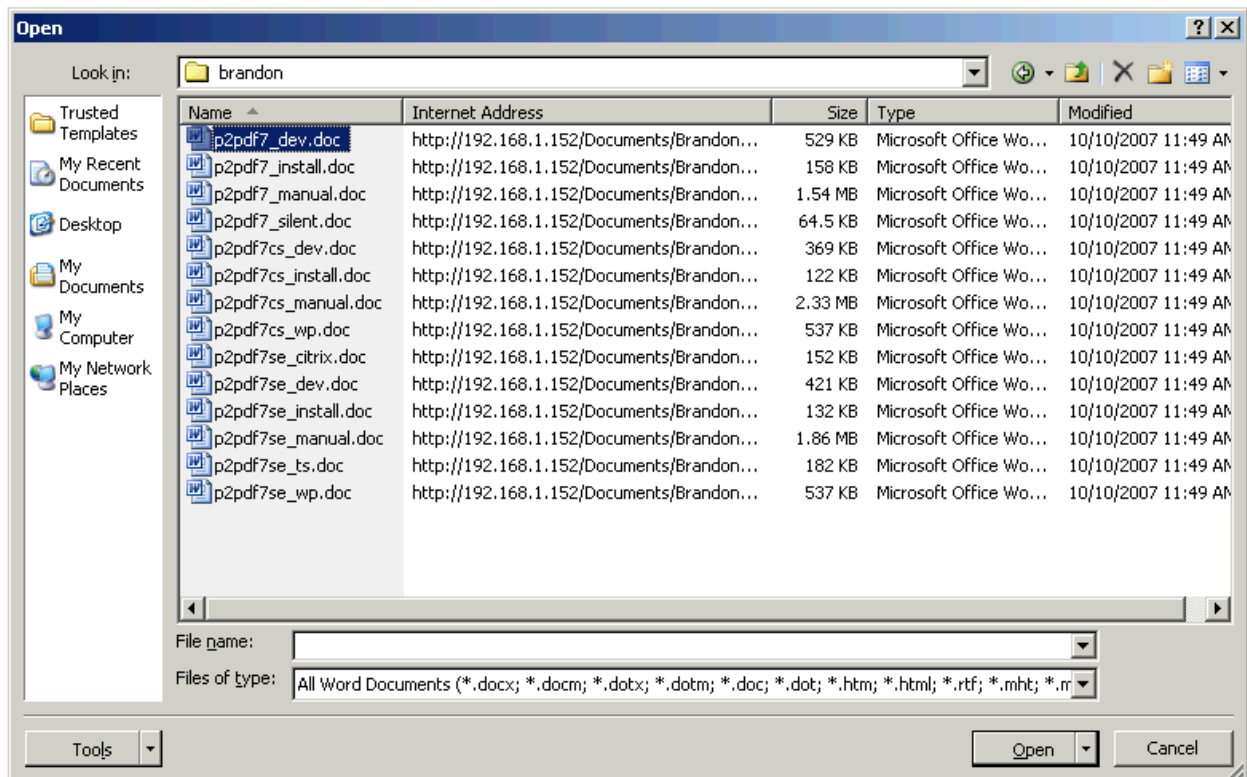
The contents of the destination folder will appear in a window where you can open individual files, browse to other folders on your computer, and transfer files between folders.

Microsoft Office

Microsoft Office has its own WebDAV client implementation. Due to this, it is possible to modify documents directly on the server without creating a local copy and then copying the file back to the server once it has been modified.

There are no steps required to use the WebDAV client in Microsoft Office. To access documents in Microsoft Office via WebDAV, simply enter the URL that points to the [WebDAV address](#) for the file in the File name: field.

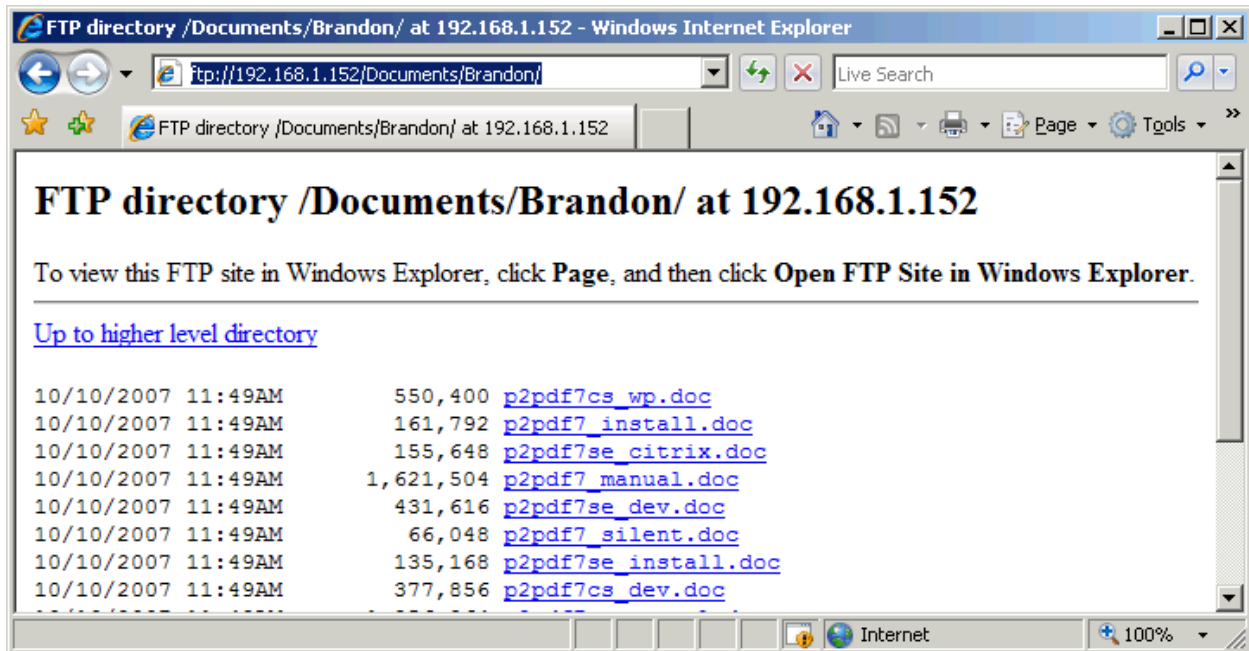
If you have added the WebDAV folder to [Network Places](#), it is not necessary to browse to the relevant Groupware folder and enter the address. You can use the My Network Places button to access the document.



FTP Protocol

[FTP](#) (File Transfer Protocol) is a standard protocol for file transfers within a network or on the Internet. It is a popular protocol that offers similar file operation capabilities as the WebDAV protocol described previously.

You can access the FTP server (in this case, the FTP server is the Groupware document repository) directly using a web browser. Simply enter the FTP server address in the Address field and then enter your user name and password for access when prompted.



Software602 Groupware Server also supports [FTPS](#) (also referred to as FTP/SSL).

FTP Address

You can find the FTP server address very easily in Groupware, the procedure is similar to finding the WebDAV address, as follows:

1. Login to Groupware via the web browser and click the `Documents` icon.
2. Find and select the folder you want to make available.
3. Select `Actions` -> `Properties` and click the `Anchor` tab in the opened window.
4. The required address can be found under the heading `FTP anchor`.

If you are using a web browser, you can browse the directory structure and documents on the server, and even download or open them directly from your browser. Specialized FTP clients offer substantially more features.

FileZilla

[FileZilla](#) is an FTP client for Microsoft Windows operating system that is available free of charge. To connect to the Groupware document repository using FileZilla, do the following:

1. Start FileZilla and select File -> Site Manager from the menu.
2. A window displaying a list of defined connections will open. Click the New Site button and assign a name to the new connection.
3. Enter the following data into the window:
 - **Host:** Address of the Groupware Server.
 - **Port:** The port number where the FTP server is running (default value is 21).
 - **Logon type:** The login type, select the Normal option here.
 - **User:** Your login user name for Groupware.
 - **Password:** Your login password for Groupware.
4. Click the Connect button. The connection is established and you are logged in to the Groupware Documents using FTP. The defined connection will be saved and you can return to it any time using File -> Site Manager.

