



## **Manual**

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## **What is Notifybox?**

Notifybox enables teams and projects to use Dropbox as an easy to use document management solution. The solution keeps track of documents in shared folders and provides check-in, check-out (lock/unlock) functionality to facilitate collaboration between team members.

Notifybox also maintains a log of events that has occurred in each monitored folder showing who has worked with what document when. Every check-out, check-in, and canceled check-out is logged with time stamp, user and computer.

Notifybox also enhance security by enabling users to encrypt and password protect files and documents before they are synchronized with Dropbox and other users.

## Installation and configuration

### System requirements

Windows XP with Service Pack 2 or later

Windows Vista

Windows 7

Windows Server 2003 with Service Pack 1 or later

Windows Server 2008

.NET Framework 2.0 or later

### Installation

You must be a local administrator on the computer to run the Notifybox installation.

- 1) Download the Notifybox setup MSI package from the Notifybox website.
- 2) Run the Setup.msi, and follow the instructions in the install wizard
- 3) **IMPORTANT: After install – start the application from the Start menu and do the base configuration**

### Base configuration

When Notifybox is first started it should show a Notifybox configuration window with a few tabs. The only information needed to get started is the information in the 'Account' tab.

Fill in the following information in the 'Account' tab

- 1) Your name
- 2) Your e-mail address
- 3) Select Dropbox path – the root folder of your Dropbox installation (for example D:\My Dropbox or similar)
- 4) Select what 'Folder to watch and monitor' – When using the free edition of Notifybox you can only monitor one folder. Select what folder to monitor.
- 5) Select 'Notifybox folder location', i.e. where Notifybox should store temporary opened files etc.
- 6) 'Start Notifybox when Windows starts' – should preferably be checked
- 7) Internet timeout (ms) – set to a value around 1000-3000. When Notifybox tries to check-out a file, it checks if the computer is connected to the Internet so that Notifybox can mark the document as checked-out to other users. If you have a slow Internet connection you can increase this value.
- 8) Press the Save button to save your settings

And that's it! Notifybox will work in the background. If you want to change the Notifybox properties again you can right click on the Notifybox icon in the Windows icon-tray and selecting 'Properties'.

You test if everything works by saving a MS Office file to the folder you are monitoring, and then open the file. If everything works ok you will then get a question if you want to 'check-out' the file.

## Get started with the basics

### Check-out document

Notifybox captures the event when you open a MS Office (Word, Excel, Powerpoint) document, or a .notify file in one of your monitored folders. So just open the document using Windows explorer or from within Office.

You will then get a question if you want to 'Check-out' the file. Answer Yes, if you want to mark this file as checked-out to other Dropbox users sharing the same folder. Answer No, if you just want to open and read the content of the document.

If you are offline, there is now way for Notifybox to know if a file is marked as 'checked-out'. You can open a file when you are offline, but you will get a warning message saying that you are offline and that there is a risk of Dropbox file version conflicts if you do changes to the document.

### Check-in document

If you have checked-out the document you can work with the file as normal in for example Excel. When you close the close the file, the file will be marked as checked-in, and other users can start working with the file without the risk of Dropbox version conflicts.

### Logging

In each folder monitored by Notifybox there is a small log file called "Notifylog.txt". This file contains a record of all check-in, check-out and canceled check-out events that have occurred to different files. This file is also synchronized to all users of the shared folder and stored by Dropbox available on the web.

### Force check-in

In each monitored folder there is a small text file called "Notifybox.txt" that contains information regarding what files in that folder that is currently checked-out, and by who. One row for each currently checked-out document. This small text file is synchronized by Dropbox to all the other users of the folder. This is the mechanism that Notifybox uses to communicate what files currently marked as checked-out. If – for some reason, a document is recognized by Notifybox to be checked-out, and you are sure that it is not in use by someone else, you can force a 'check-in' by just remove the appropriate row in this text file.

## Manage subscriptions

### Introduction

A subscription enables these features;

- Monitoring of multiple folders
- Monitoring of all sub-folders, sub-sub-folders etc. within monitored folders
- Encryption of files (.notify)
- Compression of files (.notify)
- Handling of non-MS Office documents

To enable subscription you must have a valid 'Subscription ProfileID'. You can buy a ProfileID-key from the Notifybox website ([www.notifybox.com](http://www.notifybox.com)), or someone in your team might already have purchased a valid subscription.

### Enable subscription features

To enable subscription features - follow these instructions:

- 1) Open the Notifybox window (by right clicking on the Notifybox icon in the Windows icon-tray and selecting 'Properties')
- 2) Go to the 'Subscription' tab.
- 3) Check the check-box 'I have a valid Notifybox Subscription ProfileID'.
- 4) Enter your Subscription ProfileID in the ProfileID field.
- 5) Press the 'Attach' button

Notifybox will then connect to the Notifybox server and verify that it's a valid subscription, and attach your computer to this subscription.

### Administration of subscriptions

A subscription is valid for a specified number of computers. When a new computer is attached to a ProfileID the Notifybox application checks how many computers have been previously attached. If you have a purchased subscription with for example 10 computers, and you try to add the 11<sup>th</sup> – you will get a message saying that you have attached too many computers to the subscription. You will then also get a list of attached computers and you are then able to 'unattach' some computer that you might not want to be attached to the subscription.

And – of course – you can always buy a new subscription supporting more computers!

## Monitoring multiple folders and sub-folders

(Require a valid Notifybox subscription)

- 1) Right-click on the Notifybox icon in the Windows icon-tray
- 2) Select Properties in the pop-up menu, and in Notifybox select the 'Folders' tab
- 3) Add one or as many folders as you want to monitor to the list of monitored folders.
- 4) Click the Save button

Please note that not only the selected folder will be monitored, but also all sub-folders, and sub-sub-folders etc. will be monitored. This implies that if you select your root Dropbox folder, you will monitor all your Dropbox folders.

## Working with Encryption and non-Office documents

(Require a valid Notifybox subscription)

### Objective

Sometimes you want to enhance security by password protecting and encrypting documents and files before you add them to Dropbox and share them with other users. We have therefor added a mechanism for 'encrypting and checking-in' files from your harddrive or network to Dropbox.

When you encrypt a file using Notifybox it will be stored in your Dropbox folder as a .notify file. This file format is a secure 256-bit AES encrypted and compressed file (you also save Dropbox space). The .notify file extension is associated with the Notifybox application that handles the decryption-check-out-check-in-encryption cycle.

Sometimes you want to use check-in/out also of non- Office documents. It can be drawings, text files etc. Notifybox cannot capture the event when a user open non-Office document files. But by using encryption and converting these files to .notify files, Notifybox can also handle non-Office documents.

Please note that a Dropbox shared folder can contain a mix of 'normal files' (docx, pptx etc), and .notify files.

### Encrypt files

- 1) Right-click on the Notifybox icon in the Windows icon-tray
- 2) Select 'Encrypt files' in the pop-up menu
- 3) Select one or many files that you want to encrypt, click Open
- 4) Select a Dropbox folder where you want the encrypted files to be stored, click Open
- 5) Enter the password you want to when encrypting the files, and click OK

The file/files will now be encrypted and stored in the selected target Dropbox folder.

**IMPORTANT1:** Do not first copy these files to a Dropbox folder. If you do so, Dropbox has already synchronized the source files to all other users of the shared folder without password protection.

**IMPORTANT2:** Do not forget the password you have entered!. Ifront Software AB and Notifybox don't take any responsibility to recover any encrypted data and take no responsibility for any loss of data.

### Check-out / Check-in

To check-out an encrypted .notify file, just double click the file in Windows explorer to open the file. Notifybox will react on this and ask for the password. If the password is correct, Notifybox will check-out the document and open the document in the appropriate associated application.

When checked-out, the temporary decrypted file is stored in the Notifybox Temp-foder (configured in the Notifybox Account-tab).

If it is an Office document inside the .notify file that is checked-out, Notifybox will then again encrypt and check-in the file back to its original Dropbox folder (with the original password) when the office file is closed.



## Check-in non-MS Office document

If the encrypted file contained within the .notify file is not an Office document there is no way Notifybox can know when the editing of the file finished and the file is closed by the user. This kind of files needs to be checked-in manually.

- 1) You do this by open Notifybox (Windows icon-tray), and select the 'Encryption' tab
- 2) Here you will find the files that you have decrypted and checked-out.
- 3) Select the file you want to check-in and click the "Check-in" button.

## Backup of files before encryption / Check-in

Every time a file is encrypted Notifybox takes a snapshot backup of the file before the encryption and stores the backup in the Notifybox-folder called 'Backup'. The filename is a combination of the original filename and the date and time when the backup was taken.

## Decrypt files

Sometimes you might want to extract and decrypt a .notify file back to your hard drive or network. You can do this by checking-out the file and copy the file from the Notifybox Temp folder when you have the file checked out.

But if you do not have a valid subscription, or you just want to decrypt a file, you can do this:

- 1) Open the Notifybox Encryption tab (Windows icon-tray->Notifybox->Properties->Encryption tab)
- 2) Click the 'Decrypt file' button.
- 3) Select the .notify file you want to decrypt
- 4) Enter the password
- 5) Select the folder where you want to restore the decrypted file

## Other ways to decrypt files

A .notify file is a 256-bit AES encrypted .zip file.

This implies that you can decrypt (or encrypt) these files using other software such as '7-Zip' or similar. Just rename the .notify file to .zip, and open the file using software that can unzip encrypted zip-files.

## Uninstall

If you would like to un-install Notifybox – follow these instructions.

- 1) Go to Start->Control Panel->Uninstall program
- 2) Find 'Notifybox' in the list of installed software
- 3) Right-click on Notifybox and select 'Uninstall'
- 4) Follow the instructions in the un-install wizard