




# User Guide

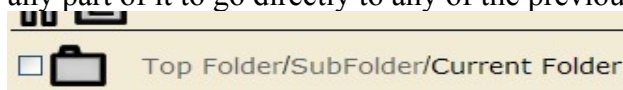
## Main Page


There are two kinds of pages that the WebbyFiles software will show you: the main page and the “action” pages. The main page is the page that you see once you login and it allows to navigate through the folders and download files. The action pages include forms that require that you to enter some data to perform some operation. You will access the action pages through the buttons on top of the main page.

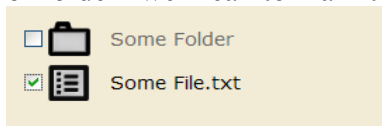
On the WebbyFiles main page you can :

- Navigate the folders tree :

- click any folder icon  or folder name to show the content of that folder
- click on  to go to your home (top-level) folder
- click on  to go to the previous folder of the current one.
- The first folder on top shows the full path to reach the current folder. You can click on any part of it to go directly to any of the previous folders.



- Download files. Click on the file icon  or name
- Perform a number of actions (operations or functions). Those are accessed through the buttons on top of the page. Some of the actions work on specific files or folders. In those cases you should select first the file(s) and/or folder(s) that will be affected by the action. By “select a file or folder” we mean to mark the check box that is next to the file or folder icon.







Tip: for the actions that can operate on a folder, if you don't select any file or folder, the current folder will be used. For instance, the “Edit Notes” or the “Folder Permissions”. If you just click on the corresponding button they will operate on the current folder.




## Action Pages (top buttons)

The actions available to you on a each available folder may be different depending on the access level that has been set by the administrators to the user groups that you belong to. The lower Permission Level is “Read”. If you don't have at least “Read” permission level on some folder you won't even know that it exists as it won't show. Higher permission levels are: “Append”, “Change” and “Administer”. The higher the level is, more buttons will show allowing you to perform more actions.





### Actions always available

- **Receive a new password.** From the login page, if you forgot your password there is a link to a page where you can request a new one by providing your e-mail.
-  **“My Account”**: It allows to modify you login name or e-mail, or to change your password.
-  **“Logout”** : Disconnect from the system.
-  **“Download”**: alternative way for file download. You should first select one file.
-  **“Notify”**: Use this button to send an e-mail to other users that have access to the current folder. You can select a file or folder to indicate that the message is related to it.


### Actions available in folders with “Append”, “Change” or “Administer” Permission Level

-  **“Edit Notes”**: Every file or folder can have some description or comments attached to it. They are shown below it. Select one file or folder and use this button to create, edit or delete its notes.
-  **“New Folder”**: Use this button to create a new folder inside the current folder. The new folder will inherit the permission settings of the containing (current) folder.
-  **“Upload”**: Use this button to upload files to the current folder. There are two possible cases:
  1. It's a new file. Just press the button. You can store the file with a different name.
  2. It's an update of an already existing file in WebbyFiles. In this case select first the file to update and press the upload button. The newly uploaded file will replace the selected file.

## Actions available in folders with “Change” or “Administer” Permission Level

-  “**Copy**” : With this function you can copy any number of files or folders. Select them, press the button, and you will be presented with a list of possible destination folders for the copy (only those in which you have enough access rights). If you select only one, you can also set a different name for the copied file or folder.
-  “**Move**” : Similar to copy, this button allows to move a number of files or folders to another folder, so they are no longer available in the original folder.
-  “**Rename**” : Change the name of one file or folder.
-  “**Delete**” : Completely remove the selected files or folders.

## Actions available in folders with “Administer” Permission Level

-  “**Folder Permissions**” : Manage the permission settings for the selected folder. You may give access to the folder to new groups of users, set the permission level that each group will have, or disallow access by removing any group from the list. **CAUTION:** If you remove your own group you won't be able to access the folder any more !.

The users and users groups themselves are created and managed by the WebbyFiles system administrator.