Ready Reference 091715

Web File System: wfs.pace.edu

The basics of the Internet file management system, **wfs.pace.edu**, are outlined in this document. Some of the features of this product are: file sharing and storage, ability for multiple users to read and edit files, and control of user access levels.

Getting Started

x go to https://wfs.pace.edu in the Address box and press Enter

Navigating the WFS Toolbar

Note: The WFS main toolbar default view displays options to Create Folder and Upload. Once you have selected a file/folder, additional commands will display on the toolbar.

Option	Description
Create Folder	Create a new folder within your directory.
Upload	Allows you to upload documents into your web file storage space. You can use the drag and drop feature to upload multiple files at one time.
Download	Allows you to download documents from your web file storage space.
Move To	Move selected files to another folder location within the system. Multiple files may be moved at the same time.
Copy To	Copy selected files to another folder location. Multiple files may be copied at the same time.
Delete	Delete selected files and places it into the recycle bin. Remember, in order to permanently delete the file, you have to empty the recycle bin.
Rename	Rename selected file or folder.
Share	Share a selected file or folder with other users.
Open	Open selected

x click **Create Folder**

Deleting Files/Folders

x click   to place a checkmark next to the file/folder to delete
x click **Delete** on the Main WFS Toolbar to delete all selected items

Note: The deleted file/folder is moved to the Recycle Bin and remains there until the Recycle Bin is emptied. See Using the Recycle Bin for further information.

Moving Files/Folders

x click   to place a checkmark next to the file/folder to move to another folder
x click **Move To** on the Main WFS

The Choose folder to move item(s) to dialog box displays) to

x click on folder to copy to under **My Files**

<u>Renaming Files/Folders</u>

x click to place a checkmark next to the file/folder to rename
x click **Rename** on WFS main toolbar

x type new filename in text box and click **Rename**

Uploading and Downloading Files

Web File Storage account.

<u>Uploading a file</u>

x navigate to the desired folder
x click **Upload** on the Main WFS Toolbar to upload file
x In the box that appears, drag and drop the files to where it shows **Drop files here**.
 -or-
x click **Select File** to select files manually.

**Note: The drag and drop option is not supported in all browsers. If your browser does not display
the feature, click select file and navigate to the location of your files to upload.**

x click next to **Action when uploaded file already exists**

x select **Rename, Overwrite**, or **Skip**
x click **Upload**
x click

<u>Downloading a File</u>

       x click   to place a checkmark next to the file/folder to download
       x click **Download**

The File Download dialog box displays.

       x click **Save**

Using the Recycle Bin

       x click the **Recycle Bin** link located on the bottom/left pane
       x click   to place a checkmark next to the folder or file

Within the Recycle Bin additional options display on the main WFS toolbar

To empty the Recycle Bin:

       x click **Empty Recycle bin**

To delete selected files or folders:

       x click **Delete Selected Item(s)**

To restore files/folders from the Recycle Bin:

There are two tables that display titled *Items I've Shared* and Items Shared with Me The Items
section show files/folders you have shared with others. The Items Shared with Me
section show files/folders being shared with you.

To provide other users with access to files/folders you have shared:

    x highlight the **Share URL** link found under **Items** , ¶ Y H 6 K D U H G
    x right-click on the highlight link and click **Copy**
    x right-click with an opened email and click **Paste**

To open items being shared with you:

   x click **Share URL link** under **Items Shared with Me**

    **Note: WFS provides password protection for files and folders sent to users. In most cases, users will
    have to authenticate with their MyPace M n EMC /P AMCID 18BD(a)-5ceMi6T( )]TJETBT/F1 12Tf1 01 115EM13**

Owner   Owner has all privileges as an editor. In addition, they can delete folders
                         and change sharing permissions

To share a file/folder with others:

       xclick **My Files** under **Web File Storage** in the left Navigation pane
       xclick ☐ to place a checkmark next to the folder or file
       xclick **Share** on the main WFS toolbar

The following dialog box displays.
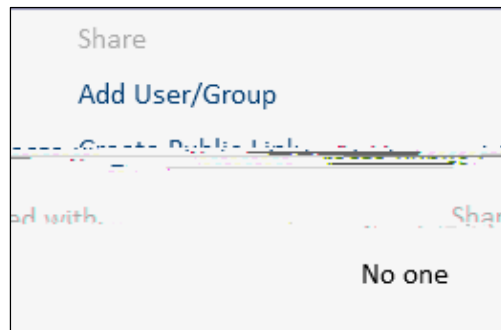
To share a file/folder with a specific user or group:

       xclick **Add User/Group** under **Share**
       xselect User or Group under **Add User/Group** from drop down list
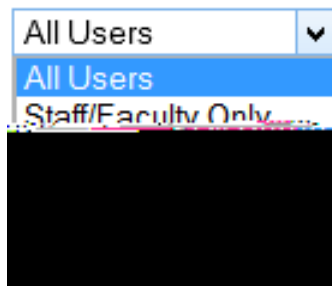
       xtype Full Name of user or group in **Search** textbox
       xclick **Search**
       xclick **Select** next to **User/Group**
       xclick **Add User/Group**
       xclick **Save Changes**
       xclick **Close Window**

Note: If a single user/group is found in a search query, the user/group will automatically be selected. The row selected will be highlighted in blue.

x select View Only, View/Upload, Editor, or Owner
next to Permission Level from drop down list

x click **Add User/Group** button

Note: Review the User/Group and permissions that was created. Additional modification to the permission level can be made

The shared link and user/group shared with box displays:

x click **Save Changes**
x click **Close Window**

Sharing a Public Link (Non-**wfs.pace.edu** User)

An individual who does not have a **wfs.pace.edu** account can be granted access to a file/folder. Your **wfs.pace.edu** account lets you create Public Links to share your files and folders

The following dialog box displays.

> ✗ click **Create Public Link** under Share

Permissions must first be set to the desired file/folder before you share the file/folder. When creating a Public Link, you will have three permission level options: View Only, View/Upload, and Editor.

> ✗ click drop-down list next to **Permission Level**
> ✗ select your desired Permission Level

To share the folder/file with password protection:

> ✗ click ☐ to place a checkmark next to **Password Protect this link**

To create Public Link:

> ✗ click **Create Link**

The following dialog box displays:

IMPORTANT! The recipient will need the URL, username and password to access file. You must copy the information from the dialog box and paste and send to user via email.

> ✗ click **Save Changes**
> ✗ click **Close Window** on the bottom/left corner