

## 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

- Go to <https://wfs.pace.edu> in the Address box and press Enter
- click **Log in here**
- type *username* in the **Username** box
- type *password* in the **Password** box

**Note:** Username and password are the same as the user's MyPace Portal account (i.e., *jd*oe) and password. Problems with a user account should be addressed to the Pace Help Desk at 914-773-3333 or at <https://help.pace.edu>.

- click **OK**

The Pace University Web File Storage page displays.

The screenshot shows the Pace University Web File Storage interface. At the top, there is a header with 'PACE UNIVERSITY Web File Storage' and buttons for 'Create Folder' and 'Upload'. Below the header, there is a breadcrumb trail: 'My Files > charris's files'. A 'Show Details' link is visible on the right. The main content area displays a table of files and folders:

File Name	Type	Date Modified	Size
.spss	File Folder	3/19/2014 10:29:24 AM	n/a
Application Data	File Folder	3/19/2014 10:29:27 AM	n/a
Desktop	File Folder	6/15/2015 12:21:43 PM	n/a
Documents	File Folder	6/15/2015 1:12:51 PM	n/a
Downloads	File Folder	2/20/2014 2:38:44 PM	n/a
Favorites	File Folder	7/6/2015 12:01:04 PM	n/a
ITS Documents	File Folder	7/8/2015 12:22:50 PM	n/a
Links	File Folder	6/15/2015 12:06:17 PM	n/a
Music	File Folder	6/15/2015 1:12:51 PM	n/a
Pictures	File Folder	6/15/2015 1:12:51 PM	n/a
Videos	File Folder	6/15/2015 1:13:41 PM	n/a
emuser.properties	PROPERTIES File	2/27/2015 12:38:05 PM	959 Bytes

A 'Refresh' button is located at the bottom of the file list.

Within Web File Storage, a breadcrumb of folders visited appears horizontally across the top of the page. To go back up a level in the folder hierarchy, click on folder hyperlink.

This close-up screenshot shows the breadcrumb trail: 'My Files > dsamuel's files > Files'. The 'Files' link is highlighted with a red box, indicating it is the current location.

## Navigating the WFS Toolbar

Create Folder Upload Download Move To Copy To Delete Rename Share Open

**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.

<u>Option</u>	<u>Description</u>
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 file or folder.

## Using Files and Folders

Folders are used for file management. Within **wfs.pace.edu**, the user can create, move, copy, delete, rename and share folders.

### Creating Folders

- click **My Files** under **Web File Storage** in the left Navigation pane
- click **Create Folder**

### Name of folder to be created

New Folder

Create Folder Cancel

- type *new foldername* in the **New Folder** text box

- click **Create Folder**

### Deleting Files/Folders

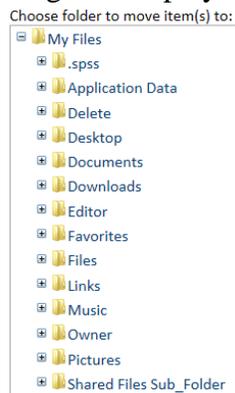
- click  to place a checkmark next to the file/folder to delete
- click **Delete** on the Main WFS Toolbar to delete all selected items

**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

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

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

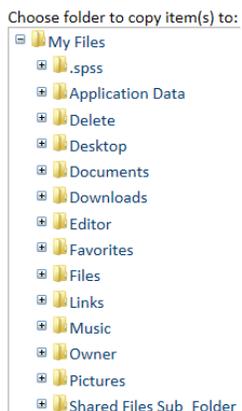


- click on folder to move to under **My Files**

### Copying Files/Folders

- click  to place a checkmark next to the file/folder to copy to another folder
- click **Copy To** on the Main WFS Toolbar

The *Choose folder to copy item(s) to:* dialog box displays.



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

### Renaming Files/Folders

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



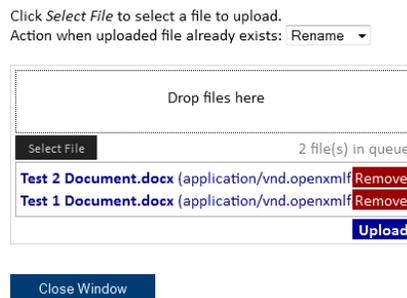
- type *new filename* in text box and click **Rename**

### Uploading and Downloading Files

Files can be uploaded to or downloaded from the user's Web File Storage account.

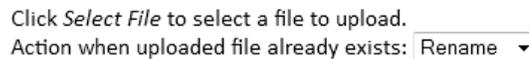
#### Uploading a file

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

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



- select **Rename, Overwrite, or Skip**
- click **Upload**
- click **Close Window**

## Downloading a File

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

The *File Download* dialog box displays.

- click **Save**

## **Using the Recycle Bin**



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

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

[Empty Recycle Bin](#) [Delete Selected Item\(s\)](#) [Restore Selected Item\(s\) to Original Location](#)

To empty the Recycle Bin:

- click **Empty Recycle bin**

To delete selected files or folders:

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

To restore files/folders from the Recycle Bin:

- click **Restore Selected Item(s) to Original Location**

## **Viewing Shared Files/Folders**

Sharing allows other users access to a user's file/folder. It also allows multi-user access to a single file/folder. This is a simple process where permissions must be set first for the file/folder and then shared.

- click **Shared Files** under **Web File Storage** in the left Navigation pane

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

Items I've Shared:				
Share URL	Path	Shared With	Permission	
<a href="https://wfsdev.pace.edu/browse/7PuRi">https://wfsdev.pace.edu/browse/7PuRi</a>	\\pace.edu\shares\users\charris\Files	PACE\dsamuel	Read	Delete
<a href="https://wfsdev.pace.edu/browse/E-ndT5">https://wfsdev.pace.edu/browse/E-ndT5</a>	\\pace.edu\shares\users\charris\Owner	PACE\dsamuel	Owner	Delete
<a href="https://wfsdev.pace.edu/browse/UWx6M51g">https://wfsdev.pace.edu/browse/UWx6M51g</a>	\\pace.edu\shares\users\charris\View Only.docx	Password-protected Link	Modify	Delete
<a href="https://wfsdev.pace.edu/browse/7542whp">https://wfsdev.pace.edu/browse/7542whp</a>	\\pace.edu\shares\users\charris\ViewUpload	PACE\dsamuel	Create	Delete

Items Shared with Me:			
Share URL	Path	Shared By	Permission
<a href="https://wfsdev.pace.edu/browse/mK5w">https://wfsdev.pace.edu/browse/mK5w</a>	\\pace.edu\shares\users\dsamuel\Files\Editor	PACE\dsamuel	Modify
<a href="https://wfsdev.pace.edu/browse/d1">https://wfsdev.pace.edu/browse/d1</a>	\\pace.edu\shares\users\dsamuel\Files\Owner	PACE\dsamuel	Owner
<a href="https://wfsdev.pace.edu/browse/FN">https://wfsdev.pace.edu/browse/FN</a>	\\pace.edu\shares\users\dsamuel\Files\View Only	PACE\dsamuel	Read
<a href="https://wfsdev.pace.edu/browse/7qD">https://wfsdev.pace.edu/browse/7qD</a>	\\pace.edu\shares\users\dsamuel\Files\View Upload	PACE\dsamuel	Create
<a href="https://wfsdev.pace.edu/browse/ghAB_">https://wfsdev.pace.edu/browse/ghAB_</a>	\\pace.edu\shares\users\dsamuel\Share Folders\Editor	PACE\dsamuel	Modify
<a href="https://wfsdev.pace.edu/browse/umkV">https://wfsdev.pace.edu/browse/umkV</a>	\\pace.edu\shares\users\dsamuel\Share Folders\Owner	PACE\dsamuel	Owner
<a href="https://wfsdev.pace.edu/browse/Yyby6eP">https://wfsdev.pace.edu/browse/Yyby6eP</a>	\\pace.edu\shares\users\dsamuel\Share Folders\View	PACE\dsamuel	Read
<a href="https://wfsdev.pace.edu/browse/cmEXr">https://wfsdev.pace.edu/browse/cmEXr</a>	\\pace.edu\shares\users\dsamuel\Share Folders\View Upload	PACE\dsamuel	Create

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

- highlight the **Share URL** link found under **Items I've Shared**
- right-click on the highlight link and click **Copy**
- right-click with an opened email and click **Paste**

To open items being shared with you:

- 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 Username and Password to open files/folders. With a public link, a password can be generated with custom permissions set by the originator. In addition, a Public Link can be set without requiring a password for the recipient to open the file or folder.

## Setting Permissions and Sharing Files

WFS enables the user to control access to their files and folders with four different permission levels: *View Only*, *View/Upload*, *Editor* and *Owner*.

### Permissions

### Descriptions

View Only

View Only has read access and can download a file/folder.

View/Upload

View/Upload has read access, can upload a new file/folder but cannot modify existing files/folders.

Editor

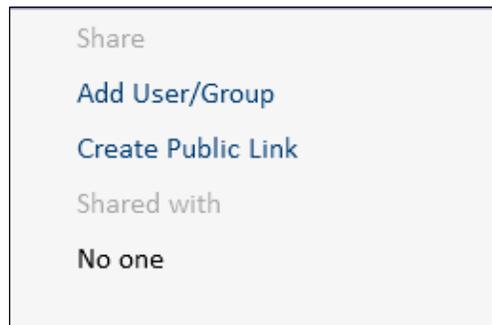
Editor has read and write access to a folder. They will be able to upload, download, move, copy, delete, and rename files. They will be able to create folders but not delete them.

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:

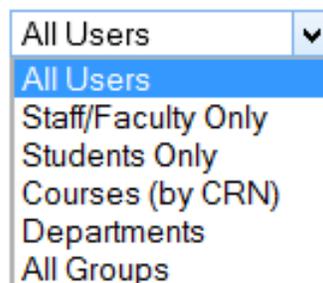
- click **My Files** under **Web File Storage** in the left Navigation pane
- click  to place a checkmark next to the folder or file
- click **Share** on the main WFS toolbar

The following dialog box displays.



To share a file/folder with a specific user or group:

- click **Add User/Group** under **Share**
- select *User or Group* under **Add User/Group** from drop down list



- type *Full Name* of user or group in **Search** textbox
- click **Search**
- click **Select** next to **User/Group**
- click **Add User/Group**
- click **Save Changes**
- click **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.**

Account Name	Display Name	
dsamuel	Samuel, Mr. Danny Dominic	Select

Permission Level: View Only

Add User/Group

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

Share

Add User/Group

Create Public Link

Shared with

PACE\dsamuel (View Only)

**Edit Link:**

<https://wfsdev.pace.edu/browse/R55BBTRF>

Shared With: PACE\dsamuel

Permission Level: View Only

Save Changes Delete Link

- click **Save Changes**
- click **Close Window**

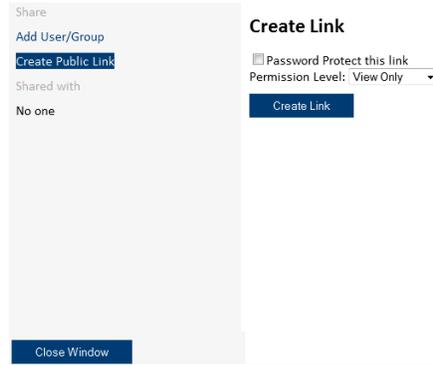
### Sharing a Public Link (Non-wfs.pace.edu User)

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

To grant access to non-account members:

- click  to place a checkmark next to folder or file to share
- click **Share** on the main WFS toolbar

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*

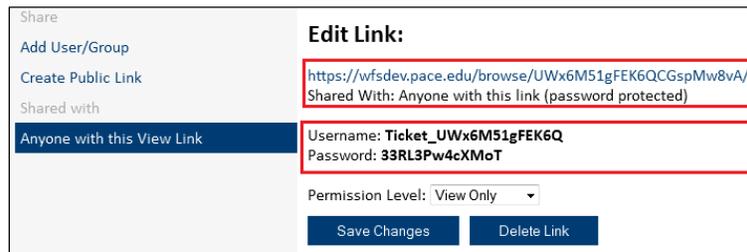
To share the folder/file with password protection:

- 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