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., jdoe) 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.

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.

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.

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 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
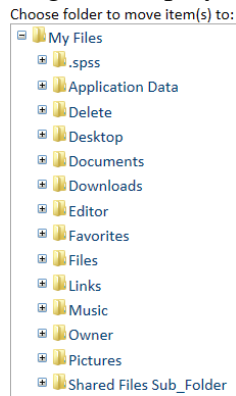
- click **Create Folder**

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.

Choose folder to move item(s) to:
- 📁 My Files
  - 📁 .spss
  - 📁 Application Data
  - 📁 Delete
  - 📁 Desktop
  - 📁 Documents
  - 📁 Downloads
  - 📁 Editor
  - 📁 Favorites
  - 📁 Files
  - 📁 Links
  - 📁 Music
  - 📁 Owner
  - 📁 Pictures
  - 📁 Shared Files Sub_Folder

- 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.

Choose folder to copy item(s) to:
- 📁 My Files
  - 📁 .spss
  - 📁 Application Data
  - 📁 Delete
  - 📁 Desktop
  - 📁 Documents
  - 📁 Downloads
  - 📁 Editor
  - 📁 Favorites
  - 📁 Files
  - 📁 Links
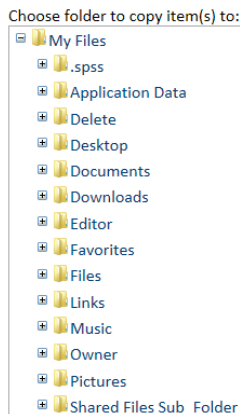 - 📁 Music
  - 📁 Owner
  - 📁 Pictures
  - 📁 Shared Files Sub_Folder

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

Renaming Files/Folders

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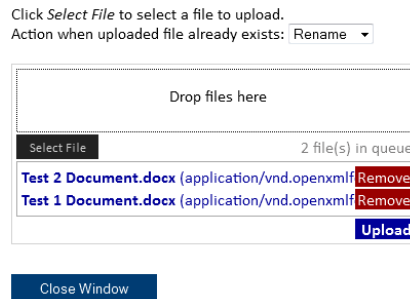- click **Rename** on WFS main toolbar

undefined

Rename	Cancel

- 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.

Click *Select File* to select a file to upload.
Action when uploaded file already exists: Rename ▾

Drop files here

Select File	2 file(s) in queue.

Test 2 Document.docx (application/vnd.openxmlf Remove
Test 1 Document.docx (application/vnd.openxmlf Remove

Upload

Close Window

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**

Click *Select File* to select a file to upload.
Action when uploaded file already exists: Rename ▾

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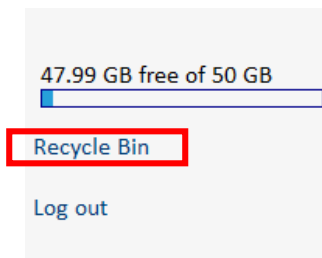- click **Upload**
- click **Close Window**

<u>Downloading a File</u>

- 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

47.99 GB free of 50 GB

Recycle Bin

Log out

- 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	
https://wfsdev.pace.edu/browse/7PuR	\\pace.edu\shares\users\charris\Files	PACE\dsamuel	Read	Delete
https://wfsdev.pace.edu/browse/E-ndT5	\\pace.edu\shares\users\charris\Owner	PACE\dsamuel	Owner	Delete
https://wfsdev.pace.edu/browse/UWx6M51g	\\pace.edu\shares\users\charris\View Only.docx	Password-protected Link	Modify	Delete
https://wfsdev.pace.edu/browse/7S42whp	\\pace.edu\shares\users\charris\ViewUpload	PACE\dsamuel	Create	Delete

Items Shared with Me:

Share URL	Path	Shared By	Permission
https://wfsdev.pace.edu/browse/mK5w-	\\pace.edu\shares\users\dsamuel\Files\Editor	PACE\dsamuel	Modify
https://wfsdev.pace.edu/browse/d1	\\pace.edu\shares\users\dsamuel\Files\Owner	PACE\dsamuel	Owner
https://wfsdev.pace.edu/browse/FN	\\pace.edu\shares\users\dsamuel\Files\View Only	PACE\dsamuel	Read
https://wfsdev.pace.edu/browse/7qD	\\pace.edu\shares\users\dsamuel\Files\View Upload	PACE\dsamuel	Create
https://wfsdev.pace.edu/browse/ghAB_	\\pace.edu\shares\users\dsamuel\Share Folders\Editor	PACE\dsamuel	Modify
https://wfsdev.pace.edu/browse/umkV	\\pace.edu\shares\users\dsamuel\Share Folders\Owner	PACE\dsamuel	Owner
https://wfsdev.pace.edu/browse/YYby6eP	\\pace.edu\shares\users\dsamuel\Share Folders\View	PACE\dsamuel	Read
https://wfsdev.pace.edu/browse/cmEXr	\\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
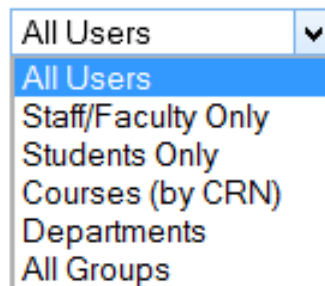
To share a file/folder with others:

- 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.

Share

Add User/Group

Create Public Link

Shared with

No one
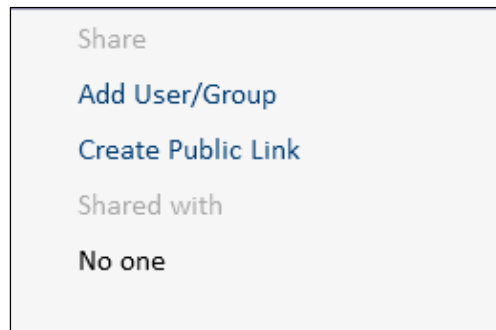
To share a file/folder with a specific user or group:

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

All Users

All Users
Staff/Faculty Only
Students Only
Courses (by CRN)
Departments
All Groups

- 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.

- 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:

- 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.
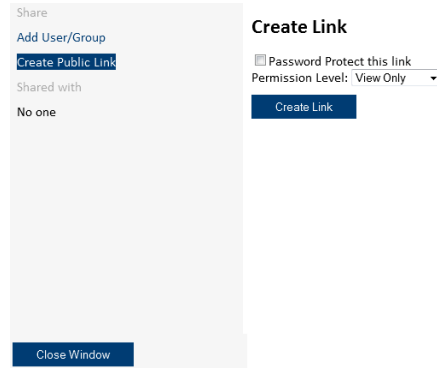
- click **Create Public Link** under Share

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**
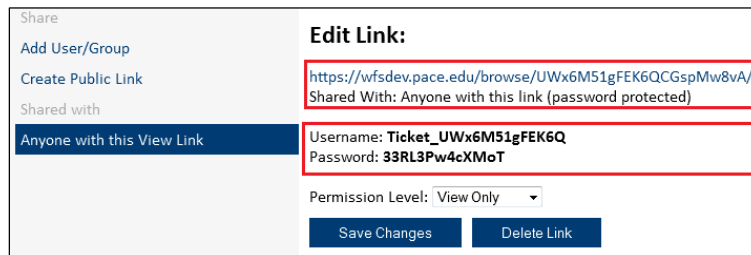- select your desired *Permission Level*

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