

Sharing Your Files and Folders

Although WFS can be used for anytime, anywhere access to your own files, the greatest advantage of WFS lies with its Sharing functionality. You can share your files and folders with any other user with an account on your WFS site. You can even grant viewing permission to users who do not have a WFS account.

What makes WFS Sharing so powerful is its ability to allow multiple users access to a file which only exists in one place in the WFS system. WFS does not make multiple copies of a file. Instead, it allows multi-user access to a single instance of a file helping to maintain the integrity of every file within its system.

By default, every item is created with 3 sets of permissions:

- **Owner** - You are the owner of the items within your own WFS account.
- **Users with Accounts** - These are any other users within the same WFS site as you. Users falling into this category must be logged into WFS to see the files and folder to which access has been granted. Use this category for making your files and folders available to all users within WFS.
- **Public** - Any user accessing the WFS site without an account or those users with WFS accounts who have not logged into WFS. Use this category for making your files and folders public to the outside world.

WFS enables you to control access to your files in four different ways, represented by the four columns of permissions: Read, Write, Delete, and Administer.

Read Permission

Read permission allows the user or group of users to view the file or directory only. Because read permission pertains to reading or viewing the *contents* of a file or folder, users who have read permission only are not allowed to move or rename the item and will also not be able to see the action icons of the item.

Write Permission

Write permission allows the user or group of users to edit the file or directory. Write permission permits renaming, and viewing of the properties and contents of that item, including the lock status and each property listed in the item's Information page.

Delete Permission

Delete permission allows the user or group of users to move the file or directory to the trash subdirectory.

Administer Permission

Administer permission allows the user or group of users to change all permissions as if they were the owner of the file or directory. Administer also allows users to edit the properties of a file or folder which include all those listed in the item's information page.

Inheritable Permissions

You also have the option to create a set of default Permissions under [Inheritable Permissions](#). Inheritable permissions are the permissions that you grant a contact on all additional directories created within the directory whose Inherit Permissions are being set. Your contact can have different Inheritable and Regular Permissions. Note this upon creation of a new contact: if you want the permissions to apply to just one directory, change the Regular Permissions. If you want a contact's permissions to be applied to future directories created, change the Inheritable Permissions.

Contacts

Your Contacts are the users you wish to allow access to your files and folders. Whether through the Contacts link or through the Sharing link, you must add another user as a Contact before you can individually allow them access to your files. Additionally, another user must include you as a Contact before they can share access to their files with you.

The only exception to the above rules are the process of sharing files with the "Public" or creating a Ticket. To share your files or folders with the Public, use the "Public" entry in a file's or folder's permissions table under the Sharing link. To create a ticket, refer to [Tickets](#) within this help.

To add a new Contact:

1. Click on the "Contacts" link under Utilities. Clicking on "Contacts" opens your current Contacts.
2. Click the "Add New Contact" link next to "My Contacts".
3. Search for a user either by using that user's WFS user login ID or by that user's full name. Type in the appropriate string and click "OK".
4. You will then be prompted to choose the correct user(s). Check each user you would like to add as a Contact. Click "Add Contact".
5. Click "Done" to close your Contacts and return to the File and Folder Management screen.

Later you will specify the files and folders this user may access, via the Sharing icon which appears in line with the individual file or folder in the File and Folder Management screen.

To delete a Contact:

1. Click on the "Contacts" link under Utilities. Clicking on "Contacts" opens your current Contacts.
2. Check off the Delete checkbox which corresponds to the Contact you wish to delete. The Contact is deleted right away.
3. Click "Done" to close your Contacts and return to the main WFS window.

In addition to adding single users as Contacts, you can add Contact Lists. For more information about contact lists, refer to [Contact Lists](#).

Inheritable Permissions

The Inheritable permissions determine the default regular permissions (as described in [File and Folder Sharing](#)) for all child folders and files of an existing folder. The Inheritable Permissions are simply the *default* permissions for all new folders and uploaded files.

Upon the creation of a file or directory, WFS looks to the Inherit Read, Inherit Write, Inherit Delete, and Inherit Administer values of the parent directory to create the Read, Write, Delete, and Permission permissions for the child directory.

For example, suppose you want to grant Read and Write access to User B for all files within your home directory. You would make your User B's Read and Write home directory permissions "Yes". However, suppose you do not want User B to have Read and Write access to files within any future directories created within your home directory. You would, thus, make User B's Inherit Read and Inherit Write home directory permissions "No". Any new folders created within your home directory will be invisible to User B.

To grant Inheritable Permissions on a folder

1. Navigate to the folder's Sharing page.
 - a. Either click on the "Share" icon of the folder.
 - b. Or click on the "Info" icon and then choose the "Sharing" link for the folder.
2. Click on the "Change" link.
3. Click on the "Inheritable Permissions" link.
4. Adjust the inheritable permissions to "Yes" or "No" according to how you future files and folders permissions to be created.
5. Click "Apply Now" to accept the changes.
6. Click "Back" to return to the Information screen.

Contact Lists

You may sometimes wish to make your files available to a customized *group* of users rather than to individual users or to the entire WFS "Public". Contact Lists are a convenient way for you to organize groups of users that need to access the same files.

By granting the Contact List permission to access a file or folder, you allow every user in that list to access it.

To add a new Contact List:

1. Click on the "Contacts" link under Utilities which shows your current Contacts.
2. Click the "Add New List" link next to "My Lists".
3. Type the name you wish to give this Contact List into the "New List Name" text box. Click "Ok".
4. Once you are taken back to the Contact Lists page, click on the name of the new Contact List that you added and then click on "Add New Members".
5. Either find the users you wish to add to this list using Find Users or choose users from your current list of Contacts (your Operating System's multi-select functionality will work).
6. When you are finished, click the "Ok" button. Click on the "Add New Members" link as many times as you need to add additional users to your list. Once complete, click the "Back" link at the top of the page.
7. Click "Done" to close your Contacts Lists and return to the File and Folder Management screen.

To add or remove users to an existing Contact List:

1. Click on the "Contacts" link under Utilities which opens your current Contacts.
2. Click on the name of the Contact List to which you wish to add or remove users.
3. You can delete any of the existing users from the list by clicking on the delete icon located to the right of the user's name.
4. Or to add a new member, click on "Add New Members" and find and add the users you wish to add to this Contact List.
5. Click on the "OK" button when finished.
6. Once finished with the Contact List changes, click "Back" and then "Done" to return to the File and Folder Management screen.