Welcome to Xythos WFS. This program allows you to share files with others over the Internet. When you store a file within your WFS account, you can make it selectively available to be viewed, edited, deleted, or managed by other users.

Upon logging into your account, you will first see your home directory's contents listed. From here, you can work directly with the files listed or navigate to other directories using a number of WFS navigation tools.

As a first-time user, when you log in you won't have any files in your directory yet.

To add files to your directory you will: Click on the "Upload" button on the navigation tool bar. If you are uploading one file, either type in the exact path or browse to find the file. Click the "OK" button. To upload multiple files, change the "Change the number of files to upload" option to be the number of files that you wish to upload, not to exceed twenty files. Then, either type in the exact path or browse to find the file and click the "OK" button.

Each file added to your directory will be listed on a separate row and will contain columns for the item's name, size, and date of last modification. The order of your file and directory listing may be sorted by any of these fields, simply by clicking on the column title. The first click will place them in ascending order and a second click into descending order. The bottom gray bar on the file and directory management screen shows you the total size, Quota, and available space. Total size gives you the sum of the size of all the files and subdirectories, which includes each subdirectory's contents. Quota tells you the maximum amount of information that can be saved in the current directory. All directories on a WFS site can have storage quotas applied and enforced by WFS. If granted permission to change the quota of a directory, you regulate how much information can be added to that directory. When an action is attempted which would cause a quota to be exceeded, the action is aborted by WFS and an error message is returned. Available space is the difference between the total size and the quota.

File Management: Place a check in the checkbox to the left of each row to perform basic operations on the item via the Navigation Toolbar that is found at the top of the screen.

> **Move button:** Moves selected files from their current location to another location. One or more files may be moved at a time. (Requires delete permission on the file you wish to move and write permission on the directory to which you are moving.) After checking the box to the left of each file that you want to move, click the "Move" button from the Navigation Tool Bar. You are now in the "Move Files" screen. Each file that you want to move will be displayed at the top of this screen. Enter the destination to where you wish to move the file(s). Type in the exact path of the directory or browse for the intended directory. Once you've indicated the destination, click "ok" to move the files. You will be taken back to the original directory from where you moved the file(s).

Copy button: Copies selected files to another location, leaving the original in place. (Requires read permission on the file and write permission in the directory to which you are copying.) For each file you wish to copy, check off the file's checkbox. You may select as many files as you wish to copy. However, you can only copy files to one destination at a time. Click the "Copy" button from the Navigation Toolbar. You are now in the "Copy files" screen. Each file you wish to copy will be displayed at the top of this screen. Enter a destination to where you wish to copy the file(s). The destination displayed by default is the current location of the file(s). Type in the exact path for the directory or browse for the intended directory. Click "Ok" to copy the file(s). You will be taken back to the original directory from where you copied the file(s).

Delete: Deletes selected files to trash. To permanently delete files, you must empty your trash. For each file you wish to delete, check off the file's checkbox. You may select as many files as you wish to delete. Click the "Delete" button from the Navigation Toolbar. The files chosen are immediately deleted to your home directory's trash can. If you wish to restore these files, navigate to your trash directory and follow the above instructions to move those deleted items back to another directory

Rename: Renames selected files. One or more files may be renamed at a time. (You must be the owner of a file to rename it.) For the file(s) you wish to rename, check off each file's checkbox. Click the "Rename" button from the Navigation Toolbar. The current name(s) appears. Enter a new name for each file. Click "Ok". You will be taken back to the original directory from where you began. Notice the chosen file(s) has been renamed

To Edit a File: If you are using Xythos Client with Intellittach, you may edit the file as you wish and save it by choosing Save from the file's native application. If you are not using Xythos Client with Intellittach, you must save the file locally to edit. After clicking on the file, you will be prompted to either open the file or save it. Save the file locally to your machine. Once you've saved the file to your local hard drive, you may then edit it and upload the file back to WFS.

To View a File: Click on the file name once. If you are using Xythos Client with Intellittach, you may be asked to re-enter your username and password. Use the same username and password you use to log into WFS. If you are not using Xythos Client with Intellittach, you will be prompted to either open the file or save it. Choose to open the file in order to view.

Each row also contains action icons that are to the right of the file name. You can use these action icons both to get a quick look at the item's lock and sharing status as well as to perform the action represented:

Info: If you click on the information "i" icon, the item's information page will be displayed. Here you can view and manage an item's access permission simply by

clicking the appropriate selection. The toolbar is the same as the one on the previous screen except that this one has "Overwrite" and "Student/Staff ID Email" icons. The "Overwrite" icon is used for directly overwriting the selected file with another of your local files. Click on the "Overwrite" button, then enter the local path and file name or use the browse button to explore your local files to locate the file that you want to overwrite with. When you click OK, the file is overwritten immediately. The Email icon allows you to email the URL of the selected file. One or more files may be emailed at a time. (Requires read permission on the file.) Functions that are managed from this page include: Sharing, Comments, Tickets, Locks, Versions, Event Logging, and Properties.

Sharing: A click on this word link will take you to the Sharing page that displays the current permissions on the chosen file or directory. **To add a user** or group that you want to share the file or directory with, click the "Add User/Group" link at the bottom of the page. The Find a User page displays both your personal contact list and also provides a means for you to search for a specific user or group. Either choose a user or user group from Your Contacts and click "Ok" or search for a user either by that user's WFS user login id or by that user's full name. Type in the appropriate string and click "Ok". If more than one user fits your search criteria, you will be prompted to choose the correct user. Adjust the permissions to "Yes" or "No" according to how you want this user to be able to access your data. Click "Apply Now" to affect the changes in permissions. Click "Back" in the upper right-hand corner to exit the Sharing screen. **To change permissions** for a user or group, click the "Change" link and adjust the permissions according to how you want other users to be able to access your data. Choose a scope for your permissions. **When changing access to a directory**, you will have three choices. You can choose to apply the changed settings to sub-directories and files, which will affect this directory and any future file and directory created within it, or you can choose to overwrite all permissions on all sub-directories and files where the permissions set will be applied to all future and currently existing sub-directories and files within this directory, or you can choose to apply the changes only to this directory. Also found on the change screen is a link to set Ineritable Permissions. The Inheritable Permissions are simply the *default* permissions for all new directories and uploaded files. **To set Inheritable Permissions:** Click on the "Inheritable Permissions" link. Adjust the inheritable permissions to "Yes" or "No" according to how you want your future files and directories permissions to be created. Click "Apply Now" to accept the changes. Click "Back" to return to the Information screen. **To remove a user** or group that you no longer want to share the file with, click the "Remove User/Group" link at the bottom of the page.

Comments: Comments offer users the ability to create notes about a particular file or direcory without altering the contents of that file or

directory. A click on this word will take you to a page where you can enter comments pertinent to this file. You can also delete comments at this location. Click on "Back" to return to the previous screen.

Tickets: Tickets allow both non-WFS and WFS users access to your WFS files. By using the WFS Ticket functionality, you may allow specific access to your files with both an expiration date and a limit on the number of visits to that file. Tickets are useful in providing temporary access to users without requiring the editing of a file's permissions. **To Create a Ticket:** Click on the word "tickets" and then on the "Create a ticket for this resource" link. Create your ticket with the attributes you choose, and click "Ok". After submitting your ticket creation, WFS provides you with a hyperlink which you can copy and paste into the application of your choice. There is also a convenient email link that you can use to email this ticket information. Click "Back" to return to the main Tickets screen. Your ticket now displays in the table of tickets for this particular file.If you want to delete a ticket, this can be done by clicking on the delete "x" button on the right of the screen. Click "Back" to return to the File Management screen.

Locks: Locking files and directories prevents other users from editing or saving changes to a particular file for a particular period of time. WFS enables you to control who is able to write to any item (file or directory) at any specific time. A lock stays locked until you release it. Simple locks are applied to one file or one directory, whereas a recursive lock applies to a directory and all of its contents, including both files and subdirectories. For instance, if you are working on several files within a particular directory, you may wish to lock the whole directory for a time to prevent anyone else's writing to any document in that directory. Such a situation requires an recursive lock. It is important to note that you can only place a recursive lock on a directory which has no current locks on its contents. If you attempt to create a recursive lock on a directory which has some locked content, you will receive an error. **To lock a file:** Click on "Lock this resource" and then click on the "Back" link to return to the File Management screen. **To lock the current directory and every item within it (a recursive lock):** Click on "Lock this directory and everything it contains". You can only place this type of lock on a directory with all unlocked content. **To lock only the current directory:** so that no other user can upload files to it but other users may edit current files within the directory, click on "Lock this resource". Click on the "Back" link to return the directory listing.

Versions: The Versioning function in WFS is a useful way to keep track of the changes made to any file. Versioning is a useful function for any file with multiple users making changes because it allows you to see just which changes were made each time a file was saved. When you turn on

the Versioning option for a file, WFS automatically keeps a copy of each file that is updated. If you, or another user, edits your file and saves the changes made, Versioning allows you to go "back" to the older copy before the changes were made, providing an automatic backup for overwritten files. Versioning also includes the ability to Checkin and Checkout a file. This functionality allows you to make multiple edits to a file for which versioning is on, without saving multiple versions of that file to WFS. In this manner, you can control exactly which versions are saved in a file's history. **To Checkout a file:** Navigate to the file you wish to check out. Click on the Info icon for the respective file. Click on the "Versions" link. Click the "Checkout" button. Automatically, a temporary version of this checked out file is created. Click "Back" to return to the Information screen. You may now edit this file as you wish and no additional versions of it will be created in WFS. **To Checkin a file:** Navigate to the file you wish to check in. Click on the Info icon for the respective file. Click on the "Versions" link. Click the "Checkin" button. The checked in version overwrites the temporary version that was created when the file was checked out. Click "Back" to return to the Information screen. **To Uncheckout a file:** Navigate to the file you wish to uncheckout. Click on the Info icon for the respective file. Click on the "Versions" link. Click the "Uncheckout" button. The temporary version that was created when the file was checked out is automatically deleted. Click "Back" to return to the Information screen. **To enable/disable versioning:** Click the Versions link, then the on/off button to turn versioning on or off. Click "Back" to exit the Versioning screen.

Event Logging: The Logging option in WFS allows you to keep a record of who accesses your files and when they do so. The Logging screen displays the history of who has accessed the file for the time period in which Logging is On. Note that Logging can only be applied to files, not to folders. Therefore, the logging link does not appear in the Information Screen for folders. **To turn event logging on or off or to view a history of file access:** Click on the "Event Logging" link in the Information screen and use the Logging on/off button to turn logging on or off.

Properties: Under "Properties" you can view all the statistics regarding this item including address, owner, content type, size, who created it and when, last date modified and who modified it, and any custom properties that may apply**.** Also under "Properties" you will find an email link that will enable you to send a link for this file/directory to any email address. Simply click on the email link and enter the email address(s) you want it sent to. **To Create a new custom property:** Click on the Custom Properties link at the bottom of the screen's displayed information. Click on "Add New Custom Property". Give the custom property a name and then assign it an actual value. For example, the name of the property could be "author" and the value would be the name of the person who wrote the

article. Click "Ok". The new custom property now lists in the table of custom properties. Click "Back" to return to the Information screen. **To edit a custom property:** Click on the Custom Properties link. Click on "Change" link in line with the custom property you wish to edit. Change the value of the custom property accordingly. Click "Ok" and "Back" to return to the Information screen. **To delete a custom property:** Go to the Information screen of the item for which you wish to delete a custom property. Click on the Custom Properties link. Click on the "Delete" icon or the small x for the property you wish to delete. Click "Ok". Click "Back" to return to the Information screen. Custom properties are very useful for searching purposes as well. You can search on any custom property you create for a file or directory.

Lock: To lock or unlock an item, you can simply click on the lock icon. If the file is locked, the lock icon appears green and closed. If the file is unlocked, the icon lock is open.

Share: You can share your files and directories by permitting certain actions to other users by clicking on the share icon. This will take you to a screen where you can add/remove users and select what level of access you want to grant each of them.

Delete: Deletes the item and places it in the trash. There is no confirmation question asked before the deletion takes place.

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Directory Navigation: The first three buttons of the Navigation Toolbar, "Up", "Go To", and (optionally) "Web Folder" allow you to navigate to your other directories within WFS, as well as create Web Folders mapped to your WFS directories when using Internet Explorer Tool Bar.

Up: Allows you to navigate up one directory from the currently selected directory. First, determine where in your WFS directory structure you currently are. The gray bar directly above the directory listing displays your current path after the "Directory:" label. The first directory is the top-level directory. If no other directory name appears after the top-level directory, you are in the highest directory within your current path and the Up button is disabled. If a sub-directory does appear after the top-level directory, clicking the Up button brings you to the parent of the current sub-directory.

Go To: Enables you to move directly to a different directory within WFS. When you click on the "Go To" button in the Navigation Toolbar, you are brought to the "Find a directory..." screen. Type in the exact path for the directory or browse for the intended directory. If you choose to directly type in the path, you must include the home directory within this path and the path must be exact. If you do not know the exact directory name, find it using the "Browse" button. If you would

like to bookmark the directory to which you are navigating, check the "Save as Bookmark" checkbox. Bookmarking the directory creates a link to the directory under "My Bookmarks" which will remain for all future WFS sessions. Click "OK". The contents of this directory immediately appear in your directory listing. Also, notice the directory path reflects the chosen directory.

Web Folder: This button will only appear if using Internet Explorer. It enables you to create a Web Folder mapped to your WFS directory from within the Web application. Find the folder for which you wish to create a Web Folder and check off the checkbox directly to the left of that folder. Click on the Web Folder button. Use Windows Explorer to access the new folder under "My Network Places" (Windows 2000) or "Web Folders" (Windows 98 and NT). You can access the folder you've just created as if it were a local directory on your machine. Save files, open files, and delete files to and from this directory through any WebDAV-enabled application. You can also drag and drop files or cut and paste them directly into your WebDAV-enabled Folder. You can also "mount" other WFS users' directories if you have the correct permissions to their directories. If you do not have write permission to a directory and you attempt to drag or copy a file to it, Windows may give you a confusing error message. Thus, be sure you have the correct access rights to a directory before making it a Web Folder. To create a WebDAV Folder to another user's directory, simply follow the above directions replacing *<username>* with the other WFS directory's name.

To the left of your directory screen you will see additional tools for navigating and managing your account. These include:

My Bookmarks: Are a convenient way to create shortcuts to more commonly used directories within your WFS account and also to other users' directories for which you have been granted permission to access. Simply click on the add bookmark icon and browse for the file that you want a bookmark to and click "ok".

My Searches: There are 2 types of searches: Advanced and Basic. Advanced Searches can be conducted based on multiple file criteria, including a case-insensitive search on file contents. Basic Searches are file searches based on the file name only. You may both save and edit advanced searches. **To perform a Basic Search,** click on "Search for files..." under My Searches. Enter the directory or directory path in which you wish to search. Should you not know the exact path, you may also Browse to the directory from which you wish to search. Enter the word or partial word in the name of the file you wish to find. Be sure to choose "Contains" if not entering the exact name of the file. Click "Find". The search results display a list of the files matching your criteria. From here, you may open the file or perform any other WFS option available to you. **To perform an Advanced Search:** Click on "Search for files..." under My Searches. Next, click on "Advanced Search". Create your Search based on the desired criteria. If you want to save your search, check the "Save this search as:" checkbox and enter a

name in the adjacent field. Click "Find". The search results display a list of the files matching your criteria. From here, you may open the file or perform any other WFS option available to you. Searches can be based on the following file and directory properties: Search From, File Name, Size, Principals, Date, Contains, or Custom Properties.

Utilities: Allows you to maintain your Contacts and contact lists, manage your Subscriptions (if available), set your account Preferences, and empty your Trash can.

> **Preferences:** Click on Preferences to set up how you want your Display Name, Email, Language, Time Zone, Date/Time Style, and Password.

> **Contacts:** Click on Contacts to add or delete contacts and to create/maintain contact lists.

> **Empty Trash:** When you choose to delete files, the files are not immediately deleted, but are instead moved into your Trash. In case you delete a file by accident, you can move or copy files out of your trash to restore them. **To permanently delete all files within your trash,** click the "Empty Trash" icon located in Utilities. You will be prompted to confirm the action. Confirm that you wish to empty trash by clicking "Yes" or click "No" if you do not wish to empty trash at this time. **To restore a deleted file**, click the "trash" directory located in your home directory listing. Displayed is the list of files you have previously deleted. Find the file, files, or directory you wish to restore. Check the checkbox to the direct left of the item to be restored. Click the "Move" button from the Navigation Toolbar. Enter the destination directory to where you wish to restore your file, files, or directory. Removing "/trash" from the default destination path restores the item to your home directory. Click "Ok" to restore your data.