

File Manager Pro User Guide

Version 3.0





Contents

Int	roduc	tion	. 3
	1.1.	Navigation	. 3
2.	File	Manager Pro	. 5
2	2.1.	Changing directories	. 5
2	2.2.	Deleting files	. 5
2	2.3.	Renaming files	. 6
2	2.4.	Copying files	.7
2	2.5.	Moving files	.7
2	2.6.	Create a directory	. 8
2	2.7.	Create a file	
2	2.8.	Removing a directory	. 9
2	2.9.	Setting file permissions	10
2	2.10.	Editing files	11
2	2.11.	Downloading files	11
2	2.12.	Downloading multiple files	12
	2.13.	Using the upload function	12
3.	Apli	cation Changes	13



Introduction

The File Manager function allows you to take full control of your website files. It is a safe alternative to full shell access for sophisticated users. You can copy, move, delete, rename and edit files, create and remove directories, change file permissions and upload files from your local computer to the server.

File Manager is best used to manipulate files that have been previously uploaded to your website. To upload more than one file at a time, an FTP client is generally more efficient.

To launch "File Manager Pro" take the following steps:

- 1. Log into the Control Panel
- 2. Select "Websiteos Applications" from the main menu
- 3. Click on the File Manager Pro icon located in the sub-menu The application will open in a new window:

		Flemow Dit.	New File New Direct	lory Uplead
acation 😂 /				
Directory structure	21 11-11 V 14 4 Page 1 011	F FI Displaying 1 to	16 of 16 dema	
3- <u>3</u> /	name	size	date modified	permissions
B C announcer	announcer	÷.	2009.01.09.11:35	rwsss /
anotto	anonfip		2009.03.05 11:26	21/8
±ا 😱 cgi-bit	🙀 cg-be	-	2010.05.20.09:45	25/22
🗟 🛄 datahases	atabases	<u>i</u>	2010.09.10.09:41	IVX
B C fycounter	i esindowinibad	(4)	2010.05.20.09:45	198R
ш 🛄 loge	i flycounter		2010.01.15 10:06	TWEE-MENN.
III _ private	🔁 togs	2	2010 09 02 22:29	25/88
🗄 🎧 public 🗄 🦲 searchdata	🔄 private		2010.01.15 10:03	IV88
B accure	a public	(e)	2010.09.10 12:33	TWEEVES-B
B a secure-cgi-bin	asarchdata	147	2010.01.15 10:06	21/22+82-8
B textcounter	aecure .	5	2010/06/30 10:40	THE
	4			3

1.1. Navigation



There is only one way to navigate within File Manager Pro. You may navigate using the Main Menu.

1.1.1. Main Menu

The main menu is located on the top right corner of File Manager Pro:

- File Manager: links you to the page where you can manipulate your files.
- Support: opens online help files for File Manager pro in a new window
- **Feedback:** allows you to send feedback concerning File Manager Pro





2. File Manager Pro

Within this section you will be able to copy, move, delete, rename and edit files, create and remove directories, change file permissions and upload files from your local computer to the server.

2.1. Changing directories

1. To change the directory that you are currently viewing, double click on the directory name that you want to access within the left panel. The following page will be displayed:

eManager [Tio
			Remove Dir	ew File. New Ores	tory Upload
ecation 📴 /announcer/					
Directory structure	25 items M [4 4 Page 1	ors 🕨 H	Deplaying 1 to 1 of 1	tema	
9 9)	name		size	date modified	permissions
anneuncer	Default.ist		32 B	2009.01.09 11.35	20-22
🗃 🥁 anorfip 18 💽 og-bin 19 💭 detabases 19 🛄 eamdownload					

2. The content of the chosen directory will be displayed in the right panel. You may move a file from one directory to another simply by dragging it to the wanted directory.

2.2. Deleting files

- 1. Select the filename in the right panel.
- 2. Right click and from the menu choose the "Delete" button.



	😬 Download			entrove Dit	ew File New Direc	tory Upload
	CH Building Text					
25 items		ot 1 🕨	H 1	Deploying 1 to 1 of 1	teme	
nane	Copy			oize	date modified	permissions
😑 Defai	C Paste			32.6	2009.01.09 11:35	29-22
	60 mil					
	Add to					
	Record					
		_				
	X Delete	2				
	A Permissions					
	and the second second	28 steam 👗 Cut name 🗋 Copy	25 trems A Cut et 1 name Copy Image: Copy	23 Inexes X Cut of 1 F H 1 name C Copy Defai C Puese Defai C Puese Defai C Puese Add to Rename X Decise Permissions	25 Lisens X Cut of 1 M Deploying 1 to 1 of 1 name Copy size Image: Copy size	25 tream Add to name Copy O Defail Particle Defail Particle

Note: Multiple files can be deleted in one operation using standard windows selection methods (control and click).

3. You will be warned before the operation occurs. A dialog box gives you the option of aborting the procedure.

re recent a rage - off v v	Displaying 1 to 1 of 1 items
Delete	Close X
Are you sure you want to delete the following items:	
Default.Ist	
Cancel Delete	

Note: Once a file is deleted, it cannot be recovered.

4. Click "Delete" in order to remove the file.a. Click "Cancel" to dismiss the changes.

2.3. Renaming files

- 1. Select the file to be renamed
- 2. Right click and from the menu choose the "Rename" button.



ecation 🔁 lannounceri		Connection	Rans	SHEDI	lew File New Direc	tory Uploa
Directory structure	25 items	👗 Cut	oft 🕨 🛃 Dep	leying f to 1 of 1	i dema	
3 <mark>-0</mark> /	name	Copy		size	date modified	permissions
😸 🛄 store	😦 Defai	C Paster		32.6	2009.01.09 11.35	29-22
annsuncer		40 coes				
# 🙀 og-bin		TB Ereact to				
😑 🛄 databases		- Extraction				
B _ fycsunter		Add to				
🖬 🛄 logs		A CONTRACTOR OF A CONTRACT				
D private		Rename	>			
iii 🙀 pubic iii 😳 searchdata		× Delete	1			
B ascure		A Pennissions				
🔐 😱 secure-ogi-bin 🔐 💟 textcounter		Properties				

- 3. Enter the new name in the field provided
- 4. Click the "Rename" button to finish the operation.

2.4. Copying files

- 1. Select the file to be copied
- 2. Right click and choose "Copy".

scation 👸 lannouncerl		🔁 Open 📇 Download		.Ramova.Dit	New File New Direc	dory Uplea
		tint mitting Res				
Directory structure	25 Ltems	👗 Cut	of 1	Deplaying I to 1	of 1 deme	
1 <u>0</u> 1	10	Copy	>	size	date modified	permissions
acontancer acontancer acontancer acontancer acontancer acontancer acontance cp-bin databases forceurier fogs private private private searchaft secure secure secure	9 Deta	C Press C Press C Press C Press C Press C Press C Press C Press C Press C Press C Press C Press C Press C Press C Press C Press C Press C Press C Press C		32. 8 -	2009.01,09.11.35	20-22+-

3. Select a target directory in the left panel and paste the file into the new directory.

2.5. Moving files

- 1. Select the file to be moved
- 2. Click and drag it to the wanted directory.



			Remove Dir N	ew File New Direc	tory Upload
cation 边 /announcer/					14
Directory structure	29 avene 💌 14 4	Page 1 of 1 b b]	Displaying 1 to 1 of 1	terns	
9.3/	name	direction and provide the	aizu	date modified	permiseiona
announcer	O Defaultist		32.8	2009 01.09 11:35	EN-E++
B Cp-bin databases Co Co	1.804				
📾 🛄 loga					
📾 🧱 private					

3. Once you are about to place it into the new directory a small menu will pop up. Select the "Move" option in order to move the selected file into the directory.

						Flambol Die	lew File New Direc	tog Uplead
scation 边 /announcel/							<i>10</i> ,	į
Directory structure	25 Ltess	* 14 4	Page 1	eft	- 11	Deplaying 1 to 1 of 1	terns	
301	name					size	date modified	permissions
acore anote anote anote acorto acorto	9 Defa	ut at				32.8	2008 01.09 11.25	

- 2.6. Create a directory
 - 1. Click on the "New Directory" button on top of the page.
 - 2. You will be prompted to enter a name for your directory in the field provided.



	Commenter Division Division Division Division
nation 🔂 Westmanner	
Greatury structure.	an owner of the other and the discount of the second secon
	Create directory Close x and the second seco
a la entente	Please enter directory name
A Galanter	- united music managed remain
a Contrations	Clear Create
a Carlotweeter	

3. Click "Create" to create the new directory.

2.7. Create a file

- 1. Click on the "New File" button on top of the page.
- 2. You will be prompted to enter a name for your file in the field provided.

		I There I have a little and	terr Station (1)
ulin 👸 Semanter			
Desiliey straiters -	antine with a logic second	(* * F. St. Underrighter (of theme	
	Create file	Close X	Antik International
	Please enter \$1e name		
a Catalana			
The management	Clear	Create	

3. Click "Create" to create the new file.

2.8. Removing a directory

- 1. Select the directory that you want to delete
- 2. Select the "Remove Dir" button on top of the page. All the content of your directory will be deleted.
- 3. A pop up window will ask you to confirm the deletion.



ileManager (Sub Directories. U Files: 1 Total Size: 32 B (Disk Space: Telat 85865 MB Used: 67.74	US Fine: 84833 WB) Support Feed
Lacates 🕲 remainder	Therefore Co	
Mentale Martine	Delete	name produce
	Are you sure you want to delete the following items: announcer	19139 H.M. propietore
	Cancel Orteste	
in Constants in Constants in Constants		

2.9. Setting file permissions

- 1. Select the file
- 2. Right click and from the menu select the "Permissions" option.

cation 🔁 /announcer/		Com Download		4	Rentsove Die	lew File New Direc	tory Uptoar
Directory structure	25 Ltens	Lad contact-sent	ot 1 k J	н	Depleying I to 1 of 1	teme	
1 <u>-</u> 1	name	Copy			size	date modified	permissions
B C store	😧 Defai	C Parte			32.8	2009.01.09.11.35	29-22
🕒 급 aronftp		TQ open					
# G cgi-bit		FR Estact to					
😹 🤤 esimdowinioad		The Extractions					
H C fycsunter		🔍 Add to					
iii 🛄 logs iii 🛄 private		Rename					
a public		× Delete					

3. You will be displayed with a pop up window where you can check the desired permission check boxes.



FileManager 🔞	Sub Directories: ⁰ Mers: 1 Total Sce: <mark>32 8</mark> (Dail Space: Total	2000 MB User: 87.74 MB Pres (64032 MB) Support Feedback File Wateger
ranne 💭 Service .	LANNE	- Hardin Hardindst (Guider)
	Close x Concert Permissions Evener group other T W X T W X T W X V V V V V V V V V V V V V V V V V V V	in (41) New A Antoine provided B 2000 STATIST Statements

4. Once done click on "Apply" to save the changes a. Click "Cancel" to dismiss all the changes.

2.10. Editing files

File Manager Pro allows you to edit text files on the server. This is convenient since you do not have to edit the file on a local machine, then upload it to the server.

- 1. Select the file you want to edit
- 2. Right click and from the menu select the "Edit as text" option. An editing window will appear.

scation 🔁 /announcer/		🔁 Open 😬 Download	Ramo	n.Dr	ew File New Direc	tory Uplea
	<	The section from				
Directory structure	25 Ltem#	👗 Cut	of 1 🕨 🛃 Deple	ring 1 to 1 of 1	terra	
3 <mark>-0</mark> /	name	Copy		aize	date modified	permissions
iii 🛄 store	 Defai 	(2) Parts		32.8	2009.01.09.11.35	29-22
🗃 🛄 anonftp		Coperi				
😸 🎧 ogi-bin 😥 🦳 databases		RE Expected				
E C esmoswnicad		Constant and				
🔟 🛄 flycsunter		Add to				
in Carlogs		Rename				
a pubic		× Delete				
🗃 🧰 searchdata		O. 100 M				
🖻 🥁 secure 🔐 🙀 secure-ogi-bin		Pennissions				

- 3. Edit the file as necessary and click the "Save" button.
 - a. To cancel the editing and not save the changes, click the "Close" button.

2.11. Downloading files



File Manager's "Download" function allows you to download files from the server to your local machine.

Note that you cannot download files from the "cgi-bin" directory using this function.

- 1. Choose the file you want to download
- 2. Right click and select the "Download" option. The "File Download" dialog box will be displayed.

	You have chosen to open			Fiel
scation 边 /ani	Default.ist which is a: .Sorpt Sorpt file from: http://warpcore.websiteos.com What should Firefox do with the file?	Hamove Da	Vew File filew Dirac	dory Upload
Directory str	Qpen with growse	Displaying 1 to 1 of	1 tems	
10/	O Save File	size	date notified	permissions
anneu anneu anneu anner ar anner ar anner ar anner ar anner	Do this gutonatically for files like this from now on.	32.8	2009.01.09 11 25	28+2++2++
H C fycsur H C fycsur H C fys H C fy	late			

3. Specify the local directory where you want to save the file. The file will be downloaded to the specified directory on your machine.

2.12. Downloading multiple files

Only one file at a time can be downloaded. To download more than one file at a time, it is more efficient to use an FTP client.

2.13. Using the upload function

- 1. To upload a file to the server, ensure that the target directory is open.
- 2. Click on "Upload" button on top of the page.
- 3. Select a file from your local machine by clicking the "Browse" button or enter the full path into the text box.
- 4. When the file has been selected, click the "Upload" button. The file will be uploaded to the directory. You may upload multiple files at the same time to the same directory.



3. Aplication Changes

File Manager Pro 3.0 does not contain new functionality compared to File Manager 2.0. The changes in the new version of this application pertain to GUI changes.

The new version has been incorporated into the Accord Framework. The look and feel of this new version has been modified but all functionality found in version 2.0 remains the same in this new version. The screenshots within this document illustrate the GUI changes.

	New functionality	Accord Framework
File Manager Pro 3.0	NO	YES

<< DOCUMENT END >>

