



FoxFiles: Storing and Sharing Files

What is FoxFiles?

FoxFiles is a file management system. You can store and share your files and access your files from a web browser. It's like your H drive or departmental drive with web access.

Why use FoxFiles?

At home or any remote location, if you have Internet access and a web browser, you can access files that are stored in FoxFiles. You don't need to connect remotely to George Fox.

Use FoxFiles to share files with other people without sending an e-mail attachment. You can e-mail a link to files rather than the files themselves, saving e-mail time and space.

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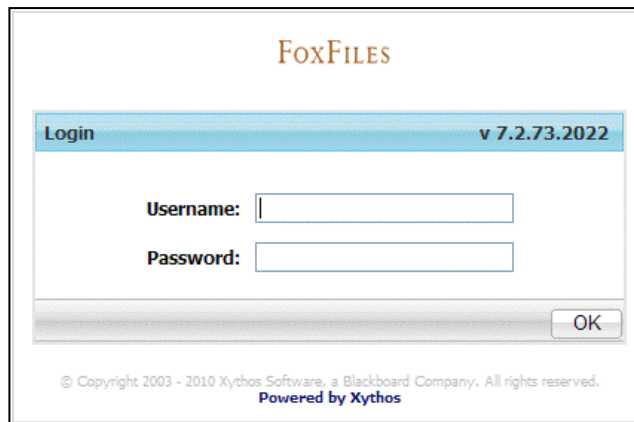
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Logging in to FoxFiles

In your browser, go to FoxFiles at foxfiles.georgefox.edu/. A link to FoxFiles is also located on your MyGFU home page in the **GFU Resources** block.

Use your George Fox (domain) username and password to log in.



Navigation

Home and Other Folders

Folders and files can be located in your **Home** (your personal files) or in another root-level folder such as a departmental or class folder to which you have access.

Click **Home** in the upper left corner to view your personal files.

Click the yellow root folder to view root-level folders to which you have access.

Home

Root-Level Folders

Double click folder name to open folder

| Name | Shared With | Created On | Last Modified On | Size |
|------------|-------------|-----------------|------------------|--------|
| ASC | | 2/16/06 4:11 PM | 4/17/06 2:49 PM | 12.5MB |
| Assessment | Some | 3/11/08 2:39 PM | 3/11/08 2:54 PM | 9.54MB |

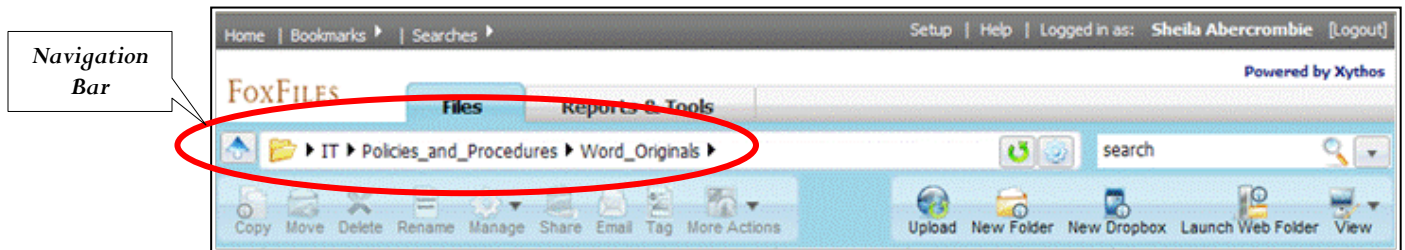
Double click on a folder name to open it and view its contents.



Navigation Bar

The navigation bar displays your current working folder as well as the folders above it.

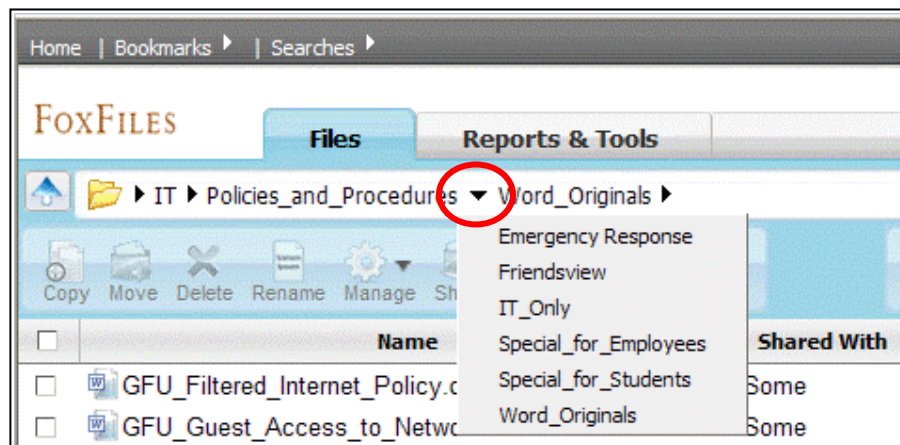
Clicking on the folder name itself will navigate you instantly to that folder. In the example below, if you were to click on the folder name **Policies_and_Procedures**, you would be brought to that folder as long as you have the appropriate access.



Click the blue **Up** button to navigate one folder above the current folder. This option is only active if you have read access to the folder above the current folder.

Clicking on the arrow to the right of the folder name will display all sub-folders for that particular folder.

- If, for example, you were to click on the arrow to the right of **Policies_and_Procedures**, you would see a drop-down menu which contains a link to **Word_Originals** and any other sub-folders beneath the **Policies_and_Procedures** folder.
- Click the sub-folder name to navigate to that sub-folder.

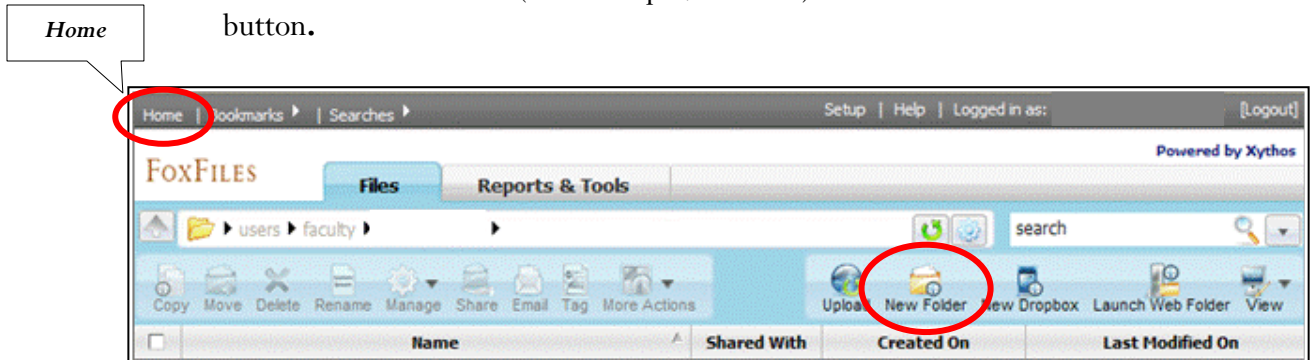




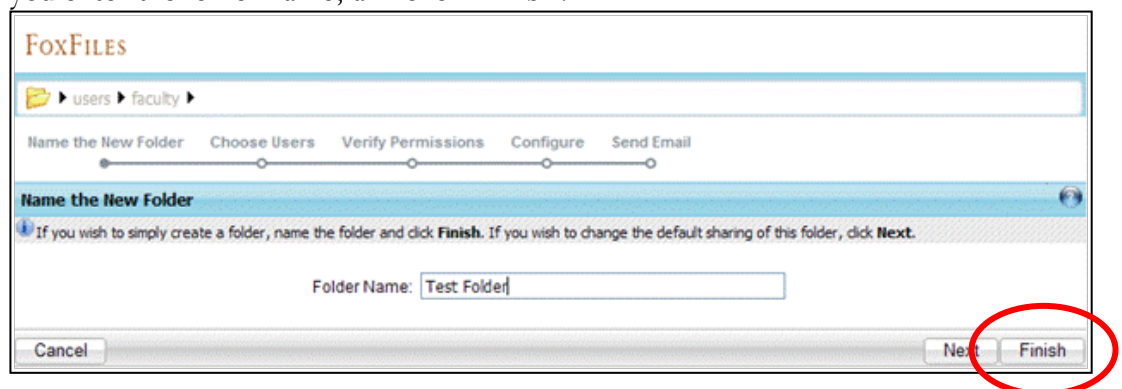
Creating Folders

Files can be organized within folders in your **Home** (your personal files) or in another root-level folder such as a departmental or class folder. To create a folder and set its permissions:

1. You are in **Document Manager**. Navigate to the location where you will create the new folder. (For example, **Home**.) Click the **New Folder** button.



2. You are now in the **New Folder Wizard**. You could follow it through to share, configure, and e-mail your new folder. However, we recommend that you enter the folder name, and click **Finish**.



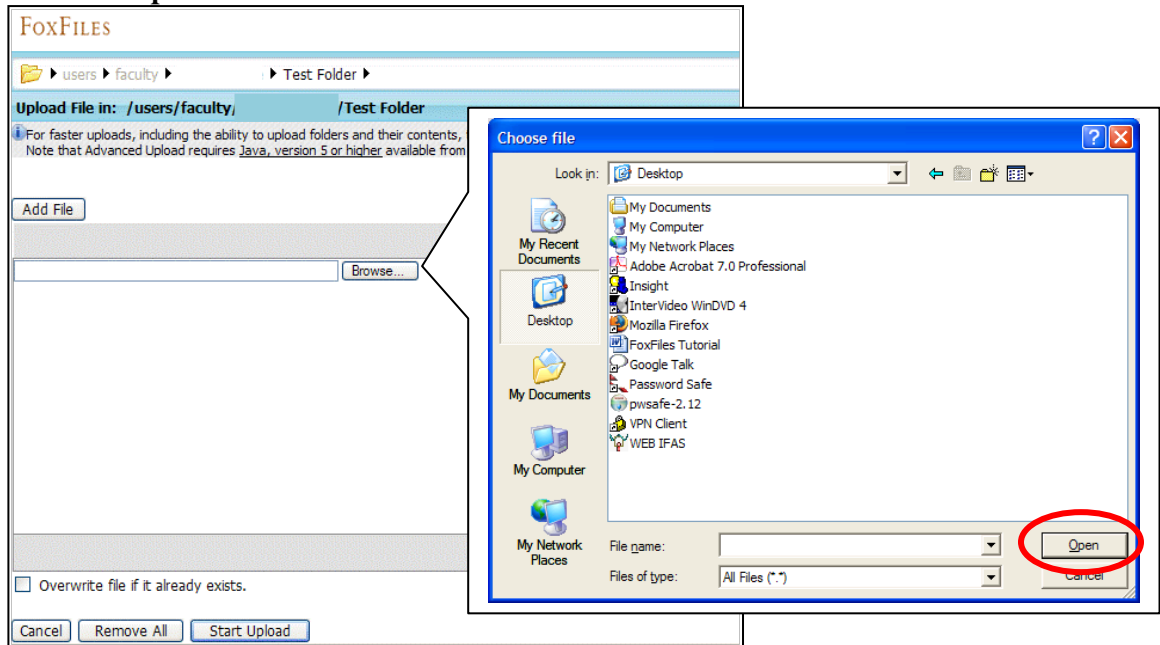
Requesting a Root-Level Folder

Contact the IT Service Desk to create a new root-level folder for a department, class, etc.



Uploading Files

1. To save files to a folder, double click the folder to open it and then click the **Upload** button.
2. Click the **Browse** button, find the file that you want to save to your folder, and click **Open**.



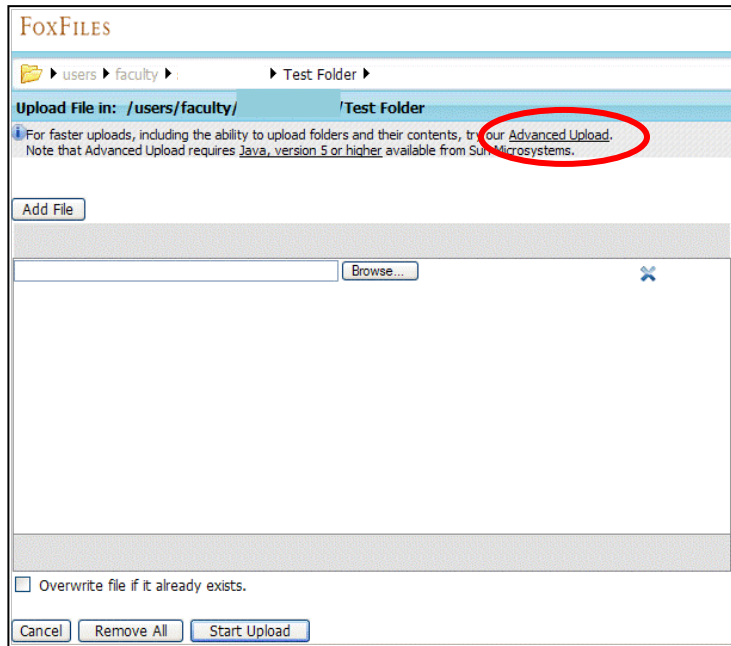
3. If you need to add more files, click the **Add File** button to add another space for uploading another file. When you have added all of the files, click **Start Upload** to upload the file(s).

Note: To replace an existing file with the same name, you must check **Overwrite file if it already exists**, or you will receive an error.

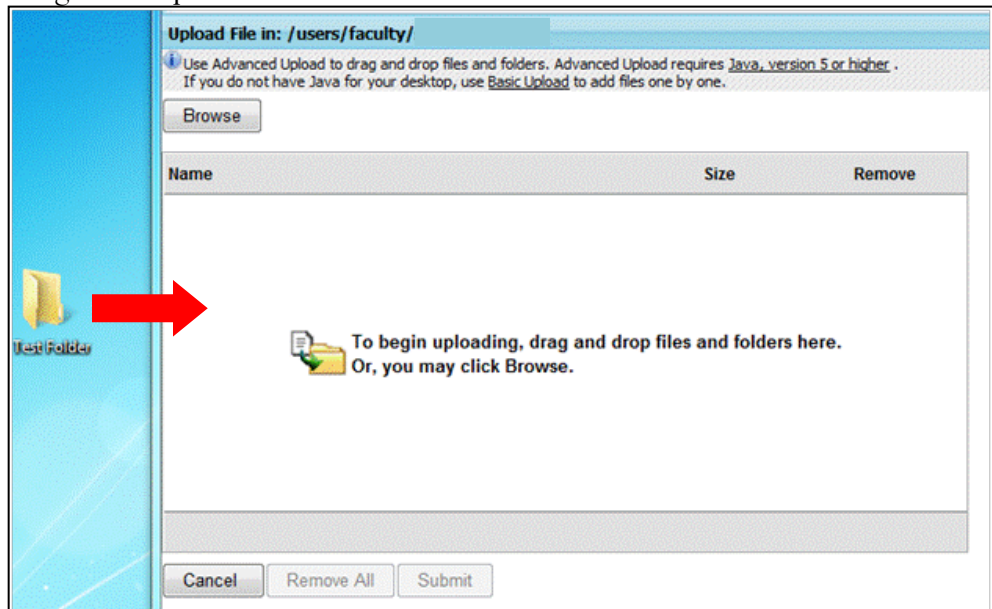


Advanced Upload

1. Click **Advanced Upload** so that you can drag files or an entire folder to be uploaded. **Advanced Upload** works in Internet Explorer on Windows computers and in Safari on Mac computers. Your results may vary, depending on your browser, operating system, and version of Java.

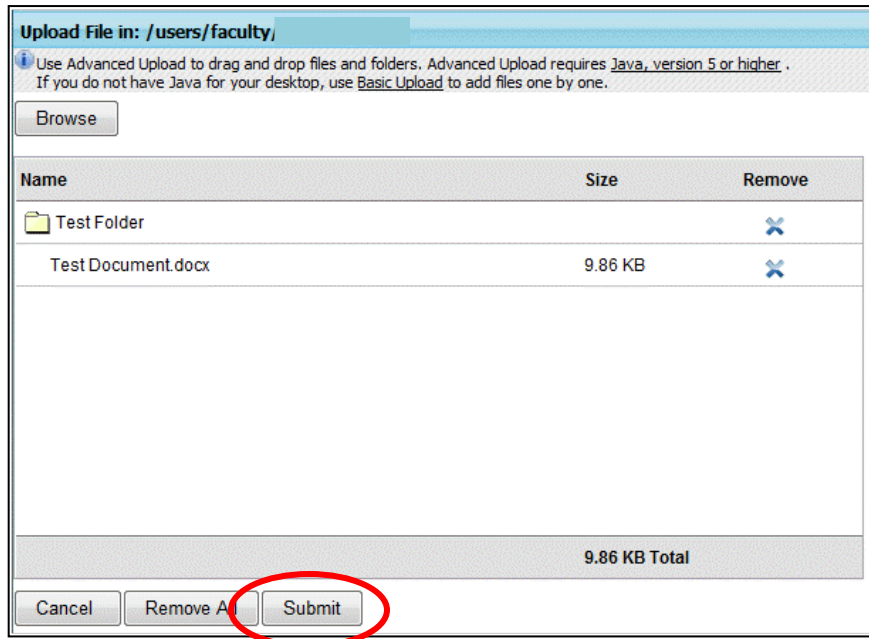


2. Drag and drop a folder or file into FoxFiles.





3. You'll see the folder and its files. Click **Submit**.



4. You'll see an upload progress bar and a success message when the upload is successful.

Sharing Files and Folders

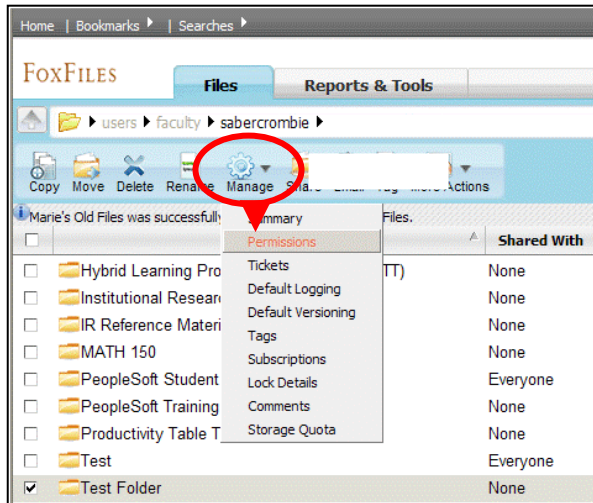
Within the **Document Manager**, there is a column labeled **Shared To**. This column identifies the following:

- **None**. This file or folder is not shared to any other user.
- **Some**. This file or folder is shared with another user, but not all users.
- **Everyone**. This file or folder is shared with the public or shared with all George Fox users.



Sharing with Others at George Fox: Assigning Permissions

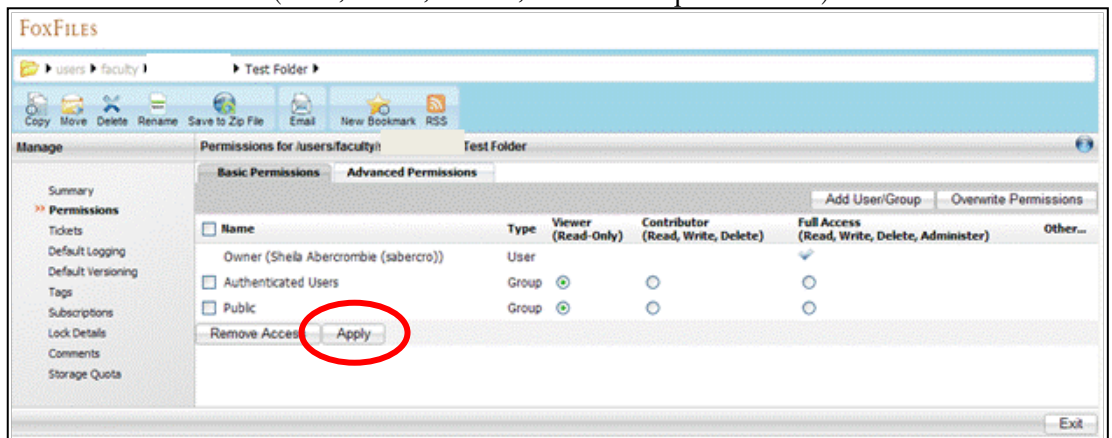
1. Right-Click (<Ctrl>-Click on Mac) on the file or folder and choose **Manage > Permissions**, or check the box to the left of the file or folder, and select **Manage > Permissions**.



2. You can grant general permissions to
 - **Authenticated Users** - George Fox login required.
 - **Public** - no login required. (For example, use this permission for documents linked to the George Fox public website or to a FoxTALE course site.)

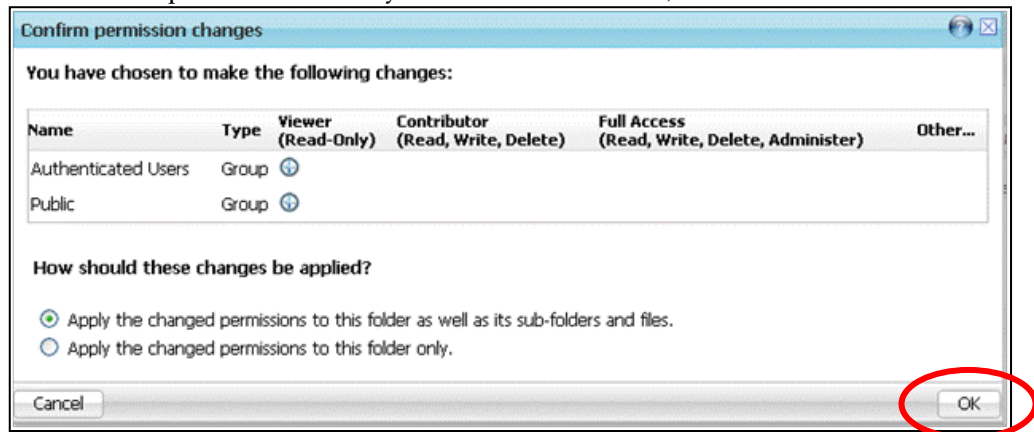
Select the permission levels for each group, and click **Apply**:

- **Viewer** (read only)
- **Contributor** (read, write, delete)
- **Full Access** (read, write, delete, administer permissions)



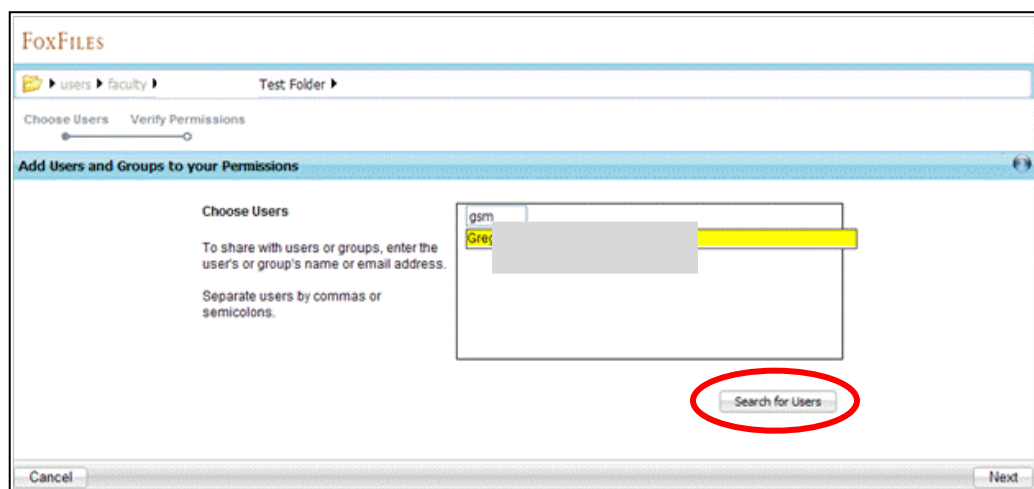


- The confirmation screen shows plus signs for permissions you are adding or minus signs for permissions you are removing. For folders, also select the radio button at the bottom, and click **OK**:
 - Apply the changed permissions to this folder as well as its sub-folders and files. (You'd usually choose this one.)
 - Apply the changed permissions to this folder only. (The person won't have permissions to any sub-folders and files.)



- To give permissions to specific individuals or groups, select the folder or file, go to **Manage > Permissions**, and click the **Add User/Group** button.

Type in part of the person's first name or e-mail address. You'll see a list of choices (the list may take a few moments to appear). Click the person to select him or her.



Alternately, you can click the **Search for Users** button to open the **Find** utility.



Type in part of the person's first name or email and click **Find**.

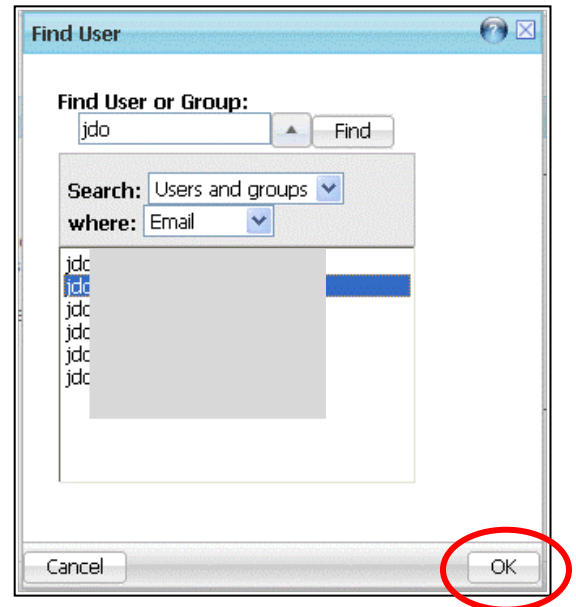
For an expanded search, click the **Expand** button (**down arrow**). (The down arrow becomes an up arrow.)

Search: Choose **users**, **groups**, or **Users and groups**.

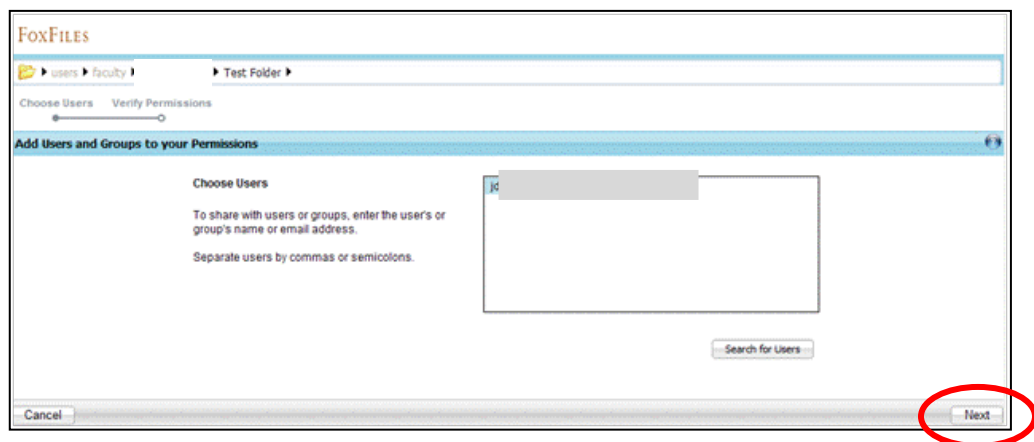
Where: Choose **Name**, **Username**, **E-mail**, or **Anything**.

Click **Find** to run the search.

Select the person or group, and click **OK**.



Continue to select individuals and groups. When you are done, click **Next**.

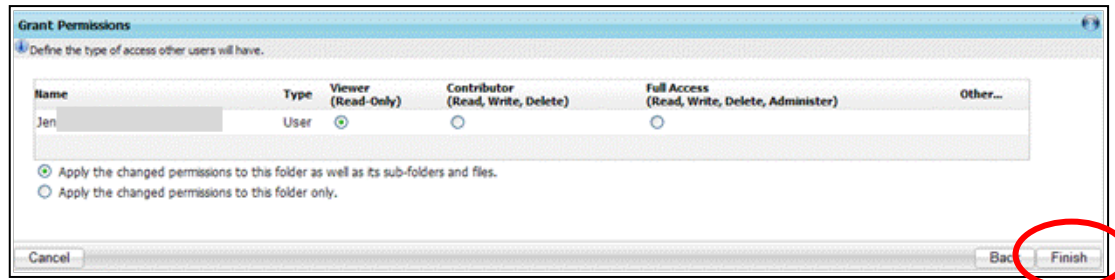


Select the permission level, and click **Finish**:

- **Viewer** (read only)
- **Contributor** (read, write, delete)
- **Full Access** (read, write, delete, administer permissions)
- Additional for folders:
 - Apply the changed permissions to this folder as well as its sub-folders and files. (You'd usually choose this one.)



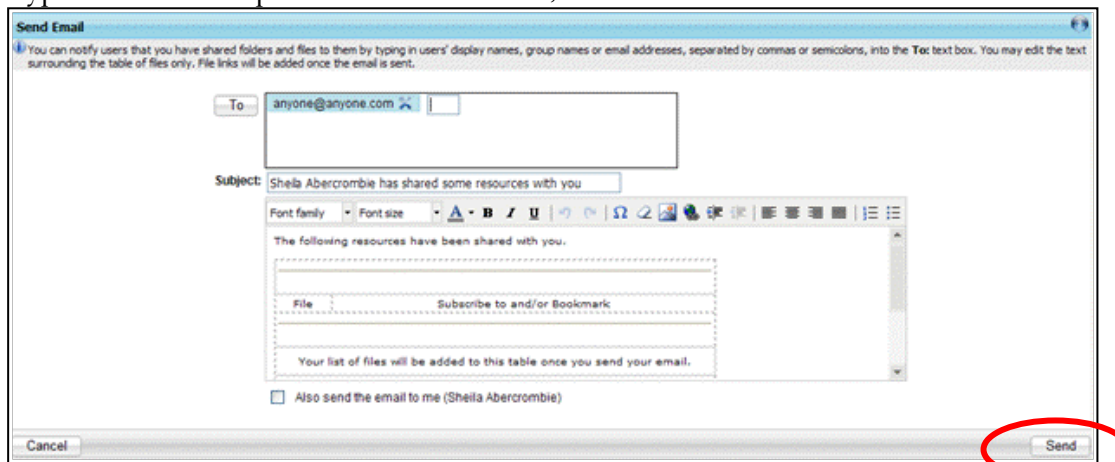
- Apply the changed permissions to this folder only. (The person won't have permissions to any sub-folders and files.)



Sharing with People outside George Fox: Tickets

Tickets allow both George Fox users and users outside George Fox to access files or folders for a specified or unlimited time period. You'll want to send an e-mail link to the recipient.

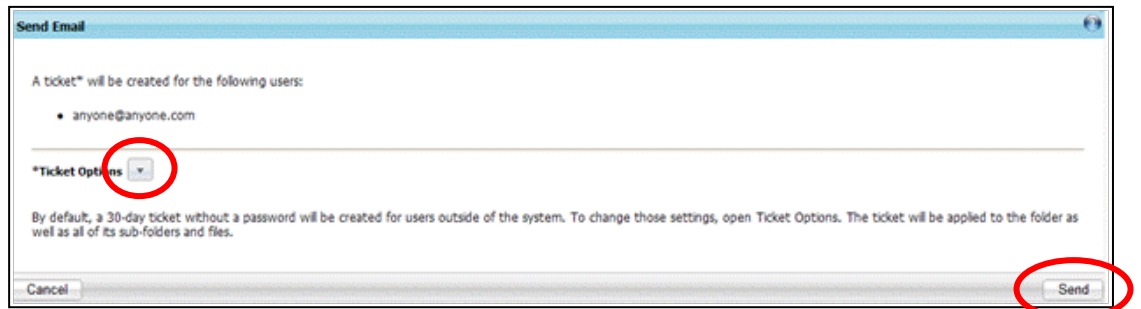
1. Select the file or folder, and click the **Email** button or Right-Click (<Ctrl>-<Click> on Mac) and choose **Email**.
2. Type in the outside person's e-mail address, and click **Send**.



3. By default, the ticket will be **Read Only** and will expire in thirty days.

Optional: Change the **Ticket Options**. (See below.)

After changing any desired options, click **Send**.



Ticket Options

Change the ticket lifetime.

AND/OR

Add a ticket password that the recipient must enter to view the file or folder.

*Ticket Options ▲

Ticket Name:

Ticket Lifetime: Limited to ▼

Unlimited

Ticket Password (Optional)

Confirm Password

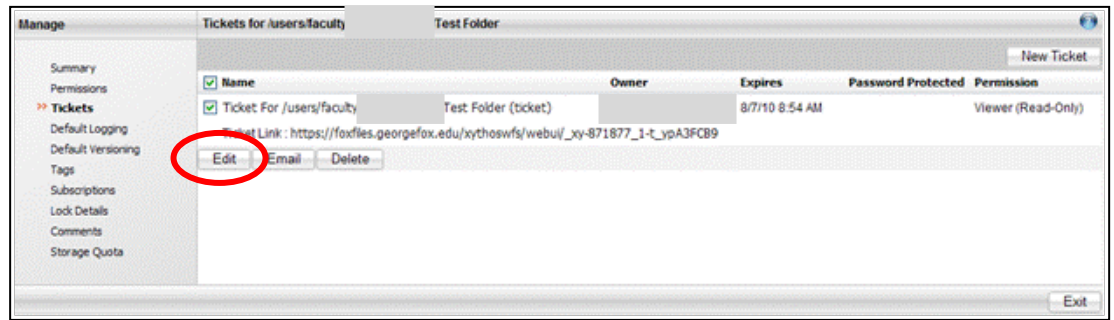
The recipient(s) will receive an e-mail with a link to the file or folder. Foxfiles automatically creates the read-only permissions.

If you have set a password, you will need to communicate the password to the recipient(s). For security purposes, FoxFiles does not automatically include the ticket password in the e-mail.

Manage > Tickets

Use the **Manage > Tickets** menu at any time to create, view, edit, e-mail, or delete tickets. Right-Click (<Ctrl>-<Click> on Mac) the file or folder or use the **Manage** button in the toolbar to access this menu.

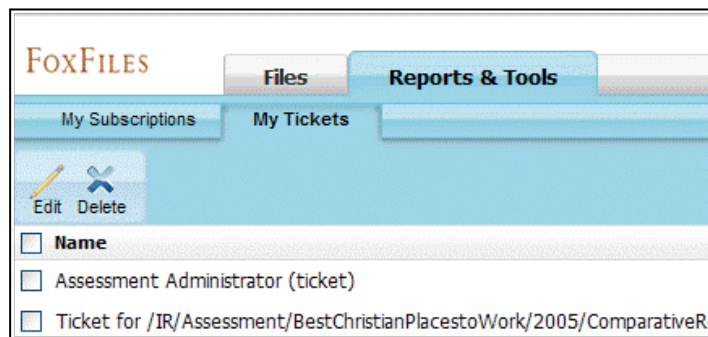
To make a ticket that allows the outside person to change or delete the file, Right-Click the file and choose **Manage > Tickets**. Check the box to the left of the existing ticket to select the ticket, and click **Edit**.



You'll be able to change the permission level, lifetime, and password.

View All of Your Tickets

You can view, edit, or delete all of your FoxFiles tickets by going to the **Reports & Tools** tab and choosing the **My Tickets** tab.



E-Mailing

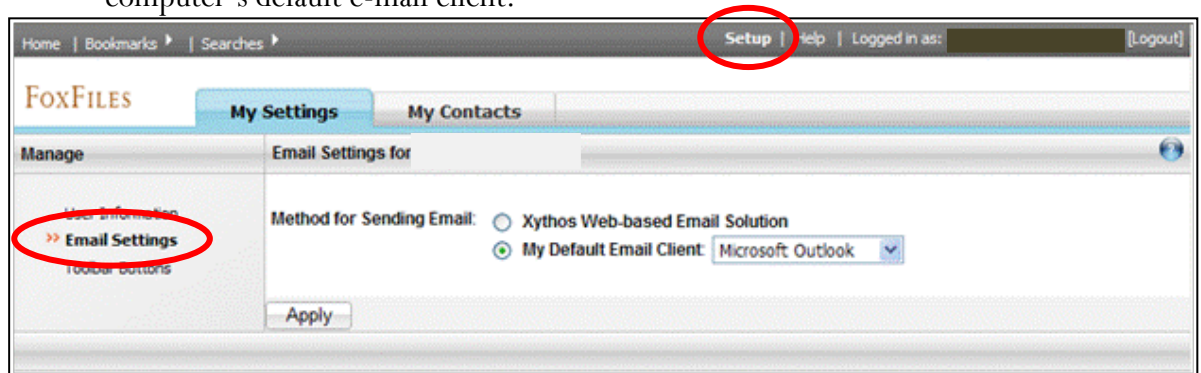
You can e-mail a link to a FoxFiles file or folder instead of attaching a file. You can send the e-mail before or after assigning permissions. If you e-mail a George Fox user without permissions, FoxFiles will assign read only permissions. If you e-mail a link to a person outside George Fox, FoxFiles will create a ticket. (For more information on tickets, see the **Tickets** section above.)

Set Up E-Mail

Before you begin, you can designate which e-mail client to use. Go to **Setup** and choose **Email Settings** on the left. Select your method for sending e-mail, and click **Apply**.

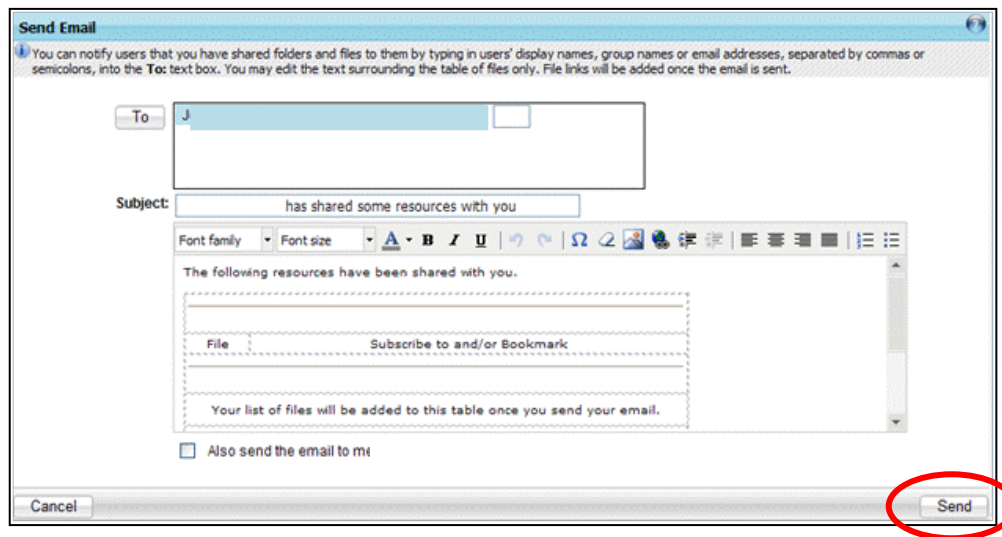


- **Xythos Web-based Email Solution** – FoxFiles creates the text of the message and sends the email.
- **My Default Email Client** – Choose from the dropdown. This is your computer's default e-mail client.



E-Mail with the Xythos Web-based E-mail Solution

1. Right-Click (<Ctrl>-Click on Mac) the selected file or folder, and select **Email**.
2. Add users by typing a person's Display Name, Username, or Group name into the **To** field separated by a comma or semicolon.
3. Click the **To** button to launch the **Find** utility to find additional people.
4. Edit the **Subject** of the e-mail if needed.
5. Edit the **Body** of the e-mail if needed, taking care not to remove the placeholder for the file/folder link which will be automatically supplied.
6. Click **Send**.



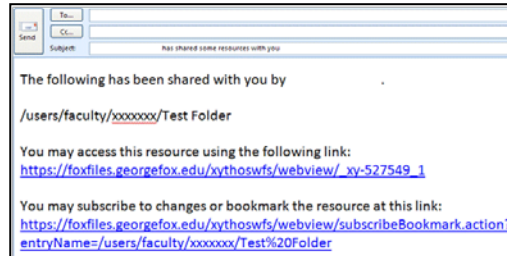
If you e-mail a George Fox user without permissions, FoxFiles will assign read only permissions. If you e-mail a person outside George Fox, FoxFiles will create a ticket. (For more information on tickets, see the **Tickets** section above.)

E-Mail with Your Default E-mail Client

1. Right-Click (<Ctrl>-Click on Mac) the selected file or folder, and select the **Email** option.
2. Select whether you will be e-mailing **Users** (George Fox people), **Visitors** (people outside George Fox), or **Both**.
3. Users and Groups with read only access will be listed. Check the selection boxes to select the users and groups who will receive the e-mail.
4. Click the **Add User/Group** button to launch the **Find** utility for adding additional users or groups.
5. Select the users or groups.
6. Click **Send**.
7. Your native e-mail client will launch with an email containing links and other pertinent information. You may personalize this e-mail, or send it without modifications.



If you e-mail a George Fox user without permissions, FoxFiles will assign read only permissions. If you e-mail a person outside George Fox, FoxFiles will create a ticket. (For more information on tickets, see the **Tickets** section above.)



Alternate Method for E-mailing a File or Folder

After assigning permissions to a file or folder, you can copy the link at any time and paste the link into an e-mail. Each file or folder has two links: a **Full URL** and an **Intellilink URL**.

The **Full URL** can help another user navigate to a file, and the **Intellilink URL** is short so that it doesn't wrap in an e-mail. When you e-mail as shown above, the **Full URL** and the **Intellilink URL** are included in the e-mail message.

1. Right-Click (<Ctrl>-Click on the Mac) the file or folder, and select **Manage > Summary**.

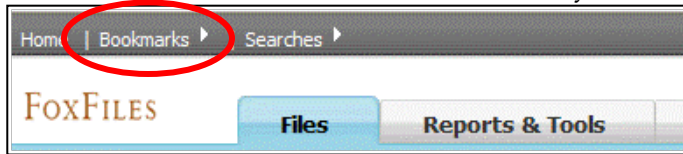
| Manage | Summary for /users/faculty, | /Test Folder |
|-------------|-----------------------------|---|
| >> Summary | Owner: | |
| Permissions | Full URL: | https://foxfiles.georgefox.edu/users/faculty, /Test Folder |
| Tickets | Intellilink URL: | https://foxfiles.georgefox.edu/xythoswfs/webview/_xy-527549_1 |

2. Drag over the **Intellilink URL** and copy it. You can then paste the link into an e-mail. You can also do the same with the **Full URL** if desired.



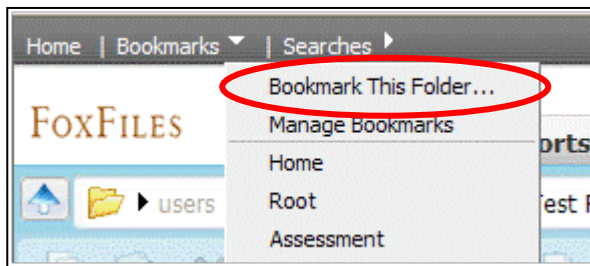
Bookmarks

You can create a bookmark as a shortcut to a folder that you frequently access. You can also create shortcuts to other users' folders if you have been given access to them.



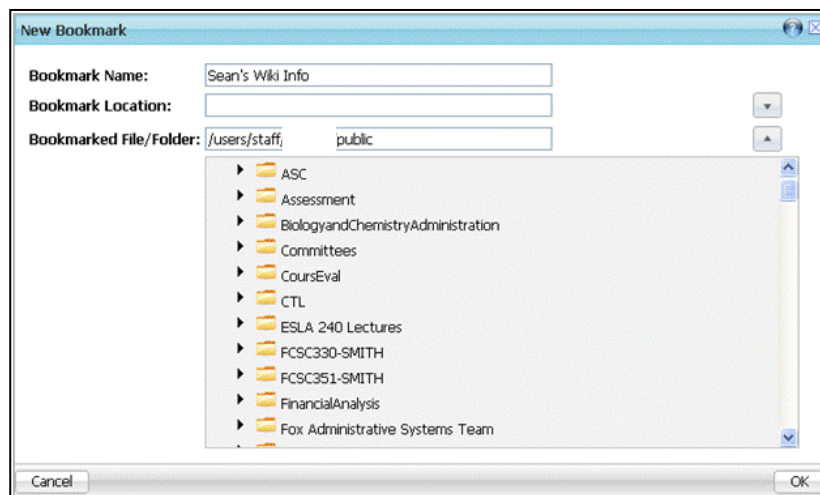
Bookmark a Folder You See in Document Manager

To bookmark a folder, Right-Click (<Ctrl>-<Click> on Mac) on the folder and choose **Bookmark**, or double click the folder to open it and click **Bookmarks > Bookmark This Folder**.



Bookmark a Folder that You Don't See in Document Manager

1. Go to **Bookmarks > Manage Bookmarks**.
2. Click **New Bookmark** in the upper right corner.

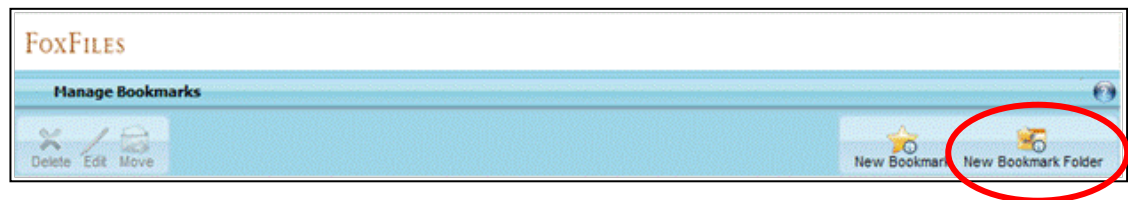




- **Bookmark Name:** Type in the name that you'll see in your list of bookmarks.
- **Bookmark Location:** If you have created bookmark folders to organize your bookmarks, select the folder. Otherwise, you can leave it blank.
- **Bookmarked File/Folder:** Type in the exact path for the directory. To bookmark another person's folder, you might have to obtain the path from the other person. Example: /users/faculty/dduck/travelphotos

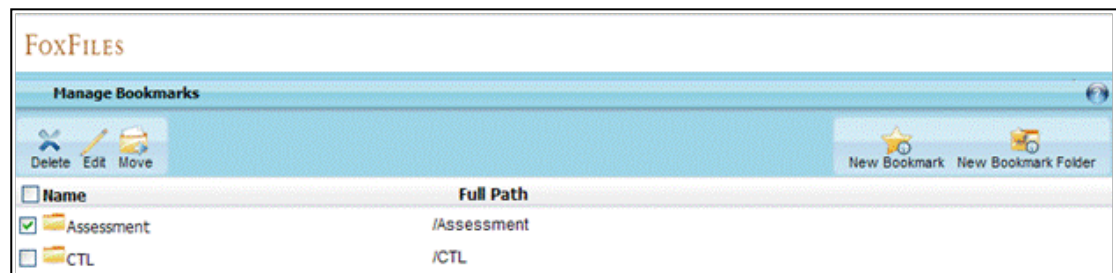
Organize Your Bookmarks

You can create bookmark folders that contain bookmarks, and you create bookmark sub-folders of bookmark folders. Go to **Bookmarks > Manage Bookmarks**. Click **New Bookmark Folder**.



Delete, Edit, or Move Bookmarks

Go to **Bookmarks > Manage Bookmarks**. You will see a list of your bookmarks. Check the box to the left of the bookmark to access the **Delete**, **Edit**, and **Move** buttons.

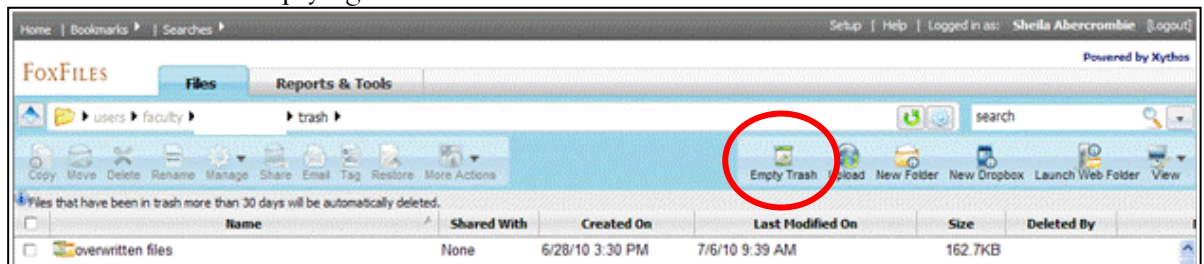




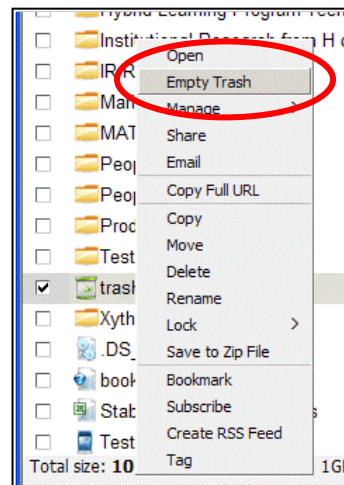
Deleting Files: Trash

When you delete a file in FoxFiles, the file is moved to your **trash** folder where the file stays until you empty the trash or for thirty days after the file is moved to trash. If you delete a file by accident, you can move or copy files out of your trash to restore them. Empty trash periodically to free up additional storage space.

1. From your **Home** folder, double click your **trash** folder to open it. You'll see a button for emptying trash.



Alternately, Right-Click (<Ctrl>-Click on a Mac) on your **trash** folder, and select **Empty Trash**.



Restore a Deleted File or Folder

1. Double click the **Trash** icon located in your home folder.
2. Right-click (<Ctrl>-Click on the Mac) on the file or folder you wish to restore.
3. Select the **Restore** option.
4. The file or folder will be restored to the original location. If the original location no longer exists, or you no longer have access to the location, you will be prompted to provide a new restore location for the file or folder.



Storage Quota

Your storage quota shows the maximum amount of data that can be stored in your folder. The bottom left corner of the Document Manager screen shows the amount of space that remains available. Please note that trash counts towards your quota, so you can free up space by emptying your trash.

The screenshot shows the FoxFiles web interface. At the top, there is a navigation bar with 'Home', 'Bookmarks', and 'Searches'. Below that, there are tabs for 'Files' and 'Reports & Tools'. The main area displays a file list with columns for 'Name', 'Shared With', 'Created On', and 'Last Modified On'. A callout box labeled 'Storage Quota Info' points to the bottom left corner of the interface, which displays 'Total size: 1015MB (Storage Quota: 1GB, Available: 9.12MB)'. The bottom right corner shows 'Displaying 1 to 27 of 27'.

| Name | Shared With | Created On | Last Modified On |
|-------------------------------|-------------|------------------|-------------------|
| CourseEval | Some | 9/2/08 4:21 PM | 9/22/09 5:40 PM |
| Documentation-CDD | None | 5/2/06 11:58 AM | 9/27/06 5:18 PM |
| Documentation-FoxFiles | Everyone | 3/2/06 10:00 AM | 2/20/07 5:00 PM |
| Documentation-FoxTALE | Everyone | 5/31/06 11:16 AM | 8/28/06 4:15 PM |
| Documentation-Templates | None | 6/1/06 9:27 AM | 6/1/06 11:22 AM |
| FoxFiles Class Public Example | Everyone | 2/22/07 8:53 AM | 6/28/10 1:00 PM |
| FoxFiles Training Class | Everyone | 2/21/07 9:08 AM | 10/24/07 12:08 PM |
| FoxTALE Backups | None | 5/19/08 1:12 PM | 6/16/10 1:00 PM |

Subscriptions

Subscriptions automatically notify you via e-mail when a file or folder has been viewed, edited, or commented.

Subscribe to a File or Folder

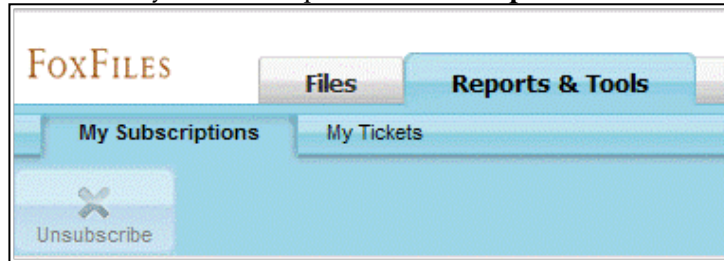
Right-Click (<Ctrl>-Click on Mac) on the file or folder name and choose **Subscribe**, or use the **More Actions** > **Subscribe** button on the toolbar.

Select the desired subscription settings, and click **OK**.



View All Subscriptions

View all of your subscriptions under **Reports & Tools > My Subscriptions**.



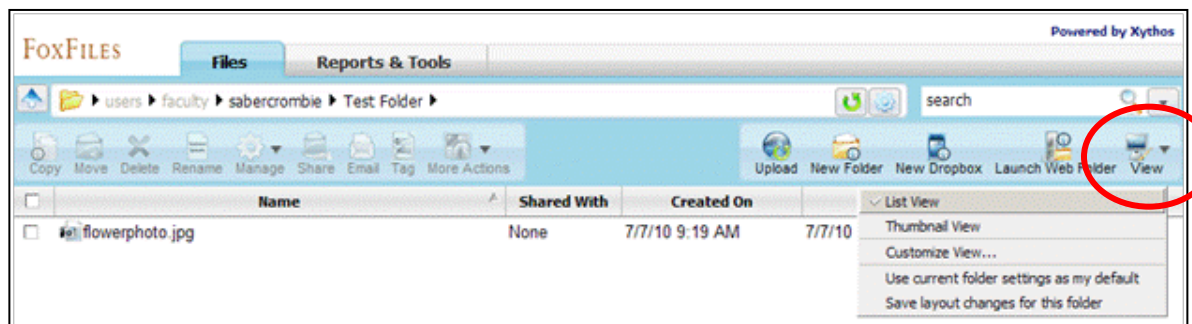
Cancel a Subscription (Unsubscribe)

Go to **Reports and Tools > My Subscriptions**. Check the box to the left of the subscription, and click the **Unsubscribe** button.

If a subscribed file or folder is deleted, the subscription is automatically canceled.

Views of Your Files or Folders

Change the view via the **View** button. Choose between **List View**, **Thumbnail View**, and **Customize View**.



List View

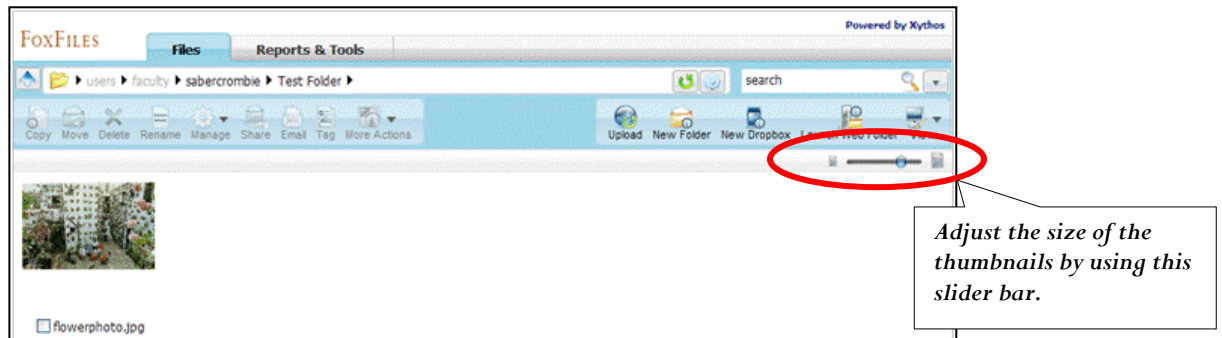
List View is the standard view that lists your folders and files.

Thumbnail View of Photos/Images

View thumbnails of your files and folders to easily see small images of supported file

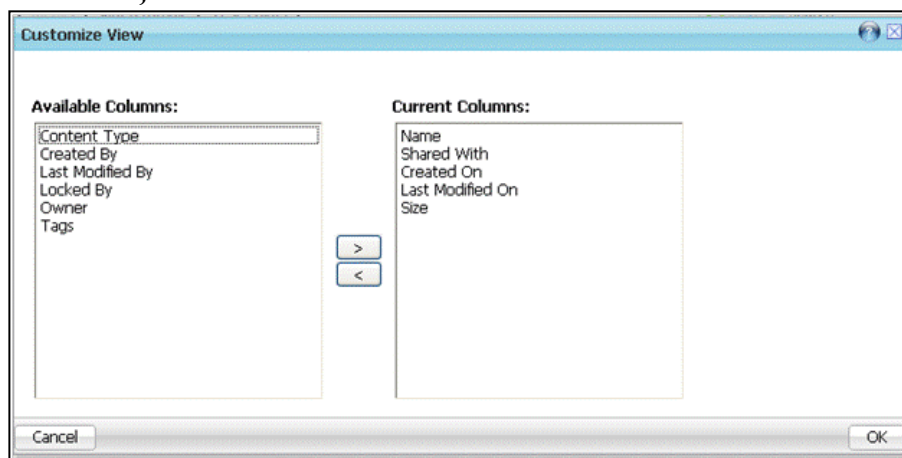


types (png, gif, tif, jpg, pdf). Expand or contract the size of the thumbnails by using the available slider bar.



Customized View

Add or remove columns to the current folder view. Use the right and left arrow buttons to move columns back and forth between **Available Columns** and **Current Columns**, and click **OK**.



You can also reorder columns by dragging and dropping them.

The new view is not saved, and only applies to the current viewing of the folder. When you navigate away from the folder, and then return, the columns will be returned to their original state. To save the new view, choose **View > Save layout changes for this folder**.

The changes will be applied to this folder only and not to its sub-folders.

You can also choose **View > Use Current Folder Settings As My Default** to apply the current folder view settings to all new and existing folders and sub-folders that you own.