



# USER MANUAL

## for Uploader HTML version 3.0

Uploader is available in two versions; Standard and Premium.

This manual is for the standard version which is HTML.  
It requires a standard browser and no extra plug-in installations.

## Table of Contents

<b><u>Versions of Uploader</u></b> .....	1
HTML.....	1
Premium.....	1
<b><u>Installing Uploader</u></b> .....	1
<b><u>Opening Uploader</u></b> .....	1
<b><u>Choosing your Language</u></b> .....	2
<b><u>Logging in</u></b> .....	2
<b><u>Trouble accessing your subscription</u></b> .....	3
<b><u>Disk space remaining</u></b> .....	3
<b><u>Changing your password</u></b> .....	3
<b><u>Sending files</u></b> .....	4
<b><u>Files exceeding two gigabyte</u></b> .....	9
<b><u>Downloading files via Uploader</u></b> .....	9
Files already expired.....	11
<b><u>Creating a Temporary user</u></b> .....	11
If you are a permanent user.....	11
If you are an admin user.....	12
Accessing Uploader as a temporary user.....	13
<b><u>Adding new contacts to your address book</u></b> .....	14
<b><u>Editing and deleting contact details</u></b> .....	16
<b><u>Logging out</u></b> .....	17
<b><u>Administration – Rights and Procedures</u></b> .....	17
USERS Tab.....	18
Adding users.....	18
Editing user details.....	19
Changing user access rights.....	20
Granting user access to shared contacts.....	21
Deleting users.....	21
UPLOADS Tab.....	22
STATISTICS Tab.....	23
Graph 1: Amount of data uploaded by all users over selected interval.....	23
Graph 2: Amount of data downloaded by all users over that interval.....	24
Pie chart: Percentage of server disk usage being utilised by users.....	25
Table: Uploads & downloads during the selected time period.....	26
<b><u>Further queries and updates</u></b> .....	27

## Versions of Uploader

### **HTML**

Uploader is available in two versions; standard (HTML) and Premium (Applet). The significant difference between both versions is that in the standard version, file size is restricted to two gigabytes per upload. This is still ample compared to the four to eight megabyte file size restriction imposed by Email servers.

### **Premium**

The Premium version is a Java™ Applet<sup>1</sup> version which was designed to allow for unlimited file size upload. The premium version requires Java Runtime which is an extra plugin available as a free download from the Sun website.

In both the standard and premium versions, all traffic is transferred through the secure HTTP (Hypertext Transfer Protocol) protocol using SSL (Secure Socket Layer). In addition, in the Premium version, all files are encrypted via the AES (Advanced Encryption Standard) system.

## Installing Uploader

To install Uploader:

1. Copy the Uploader package to your web server
2. Point your browser to Uploader URL
3. An installation wizard will appear to guide you through the installation process if this is the first time you are running Uploader. The installation wizard issues step-by-step instructions.

## Opening Uploader

To open Uploader:

1. Open an Internet browser and enter the URL address of Uploader as given by your IT administrator. It will be similar to: <http://<address of the server>/Uploader<sup>2</sup>/>

---

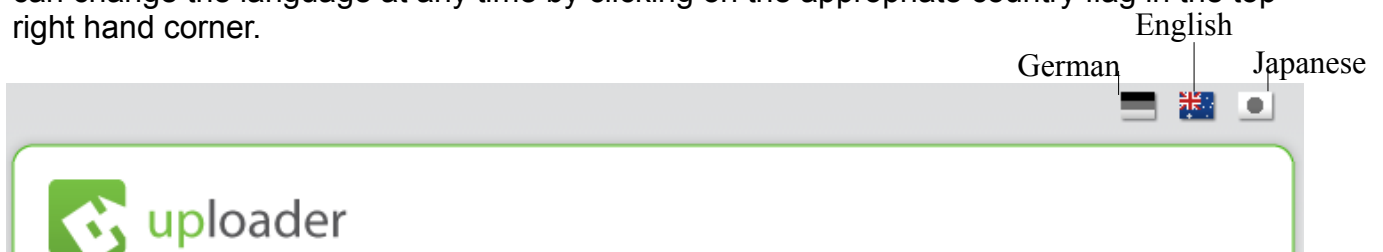
<sup>1</sup> A small application program that can be accessed while working in another application.

<sup>2</sup> Your company may have decided to modify the web application name. Please see your company IT department or representative if you experience any difficulties accessing Uploader.

## Choosing your Language

Currently you have a choice of accessing Uploader in three languages; German, English and Japanese<sup>3</sup>. To switch to your preferred language:

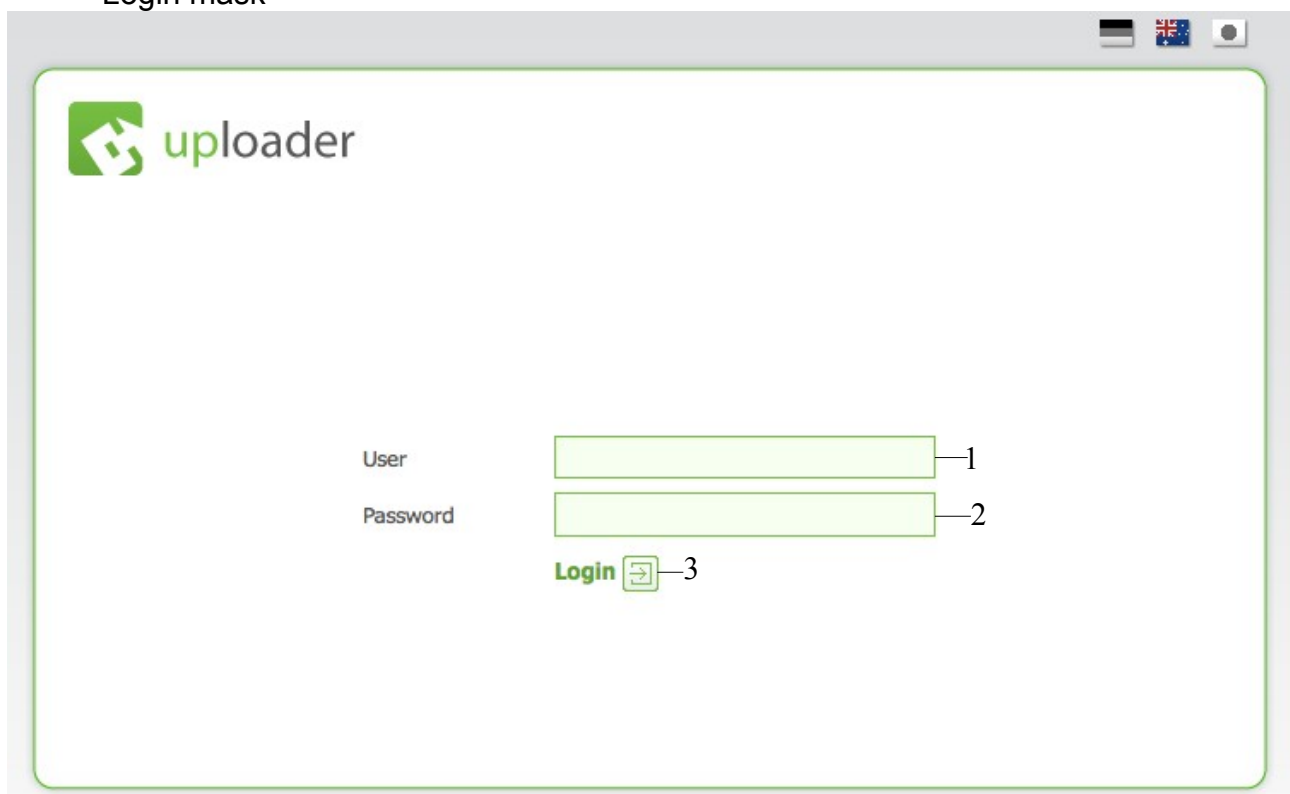
1. Click on the associated country flag on the Login mask in the top right hand corner. You can change the language at any time by clicking on the appropriate country flag in the top right hand corner.



## Logging in

Once you have opened Uploader, you will be presented with the mask below:

Login mask

A screenshot of the Uploader login mask. It features the 'uploader' logo in the top left. In the center, there are two input fields: 'User' (labeled 1) and 'Password' (labeled 2). Below these fields is a 'Login' button with a right-pointing arrow icon (labeled 3). In the top right corner, there are three small flags representing German, English, and Japanese.

1. In the *User* field, type in the username you have been allocated by the IT Admin department.

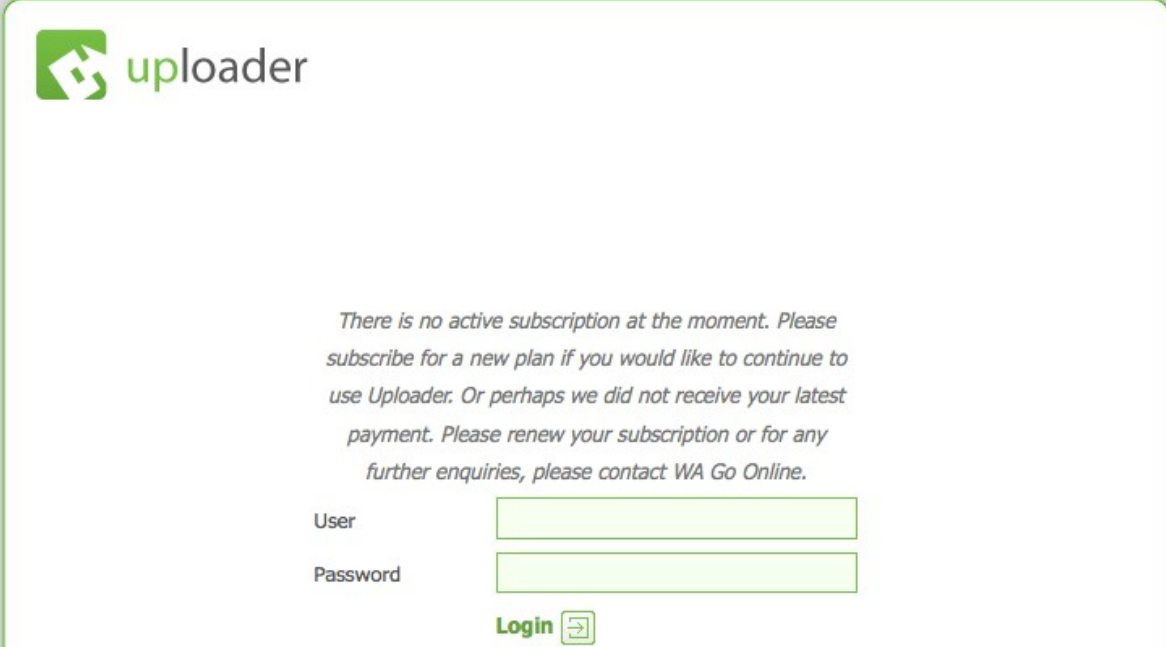
2. In the *Password* field, type the password you have been allocated.


3. Click on the *Login* button or strike the *Enter/Return* key on your keyboard.

<sup>3</sup> If your company would prefer to use Uploader in a language that is not currently available, please contact Software Achkar/WA Go Online.

## Trouble accessing your subscription

If the message below appears on your screen, it means your Uploader subscription has expired or WA Go Online has not received your latest subscription payment. Please renew your subscription or contact WA Go Online if you are still experiencing problems.




 uploader

*There is no active subscription at the moment. Please subscribe for a new plan if you would like to continue to use Uploader. Or perhaps we did not receive your latest payment. Please renew your subscription or for any further enquiries, please contact WA Go Online.*

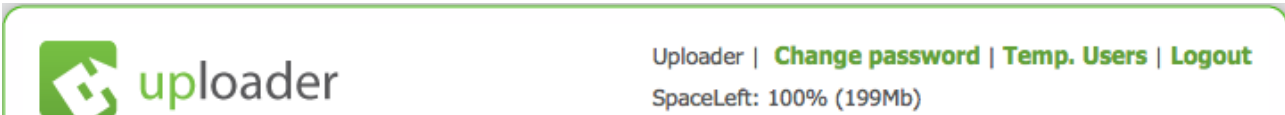
User


Password

Login 

## Disk space remaining

Underneath the navigation commands in the right hand corner, there is a message conveying how much disk space is remaining according to the parameters of your subscription.



 uploader

Uploader | [Change password](#) | [Temp. Users](#) | [Logout](#)

SpaceLeft: 100% (199Mb)

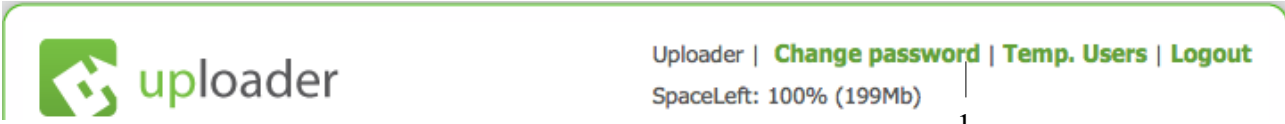
In the screenshot above, the subscriber has 81% or 160 Mb (megabyte) of their prepaid disk space left to use.


It is recommended that the subscription holder monitors the remaining disk space and if desired, purchases another subscription well before the remaining disk space runs out to avoid any unnecessary delays.

## Changing your password

To change your password:

1. Click on *Change password* in the top right hand corner of the Uploading files mask.



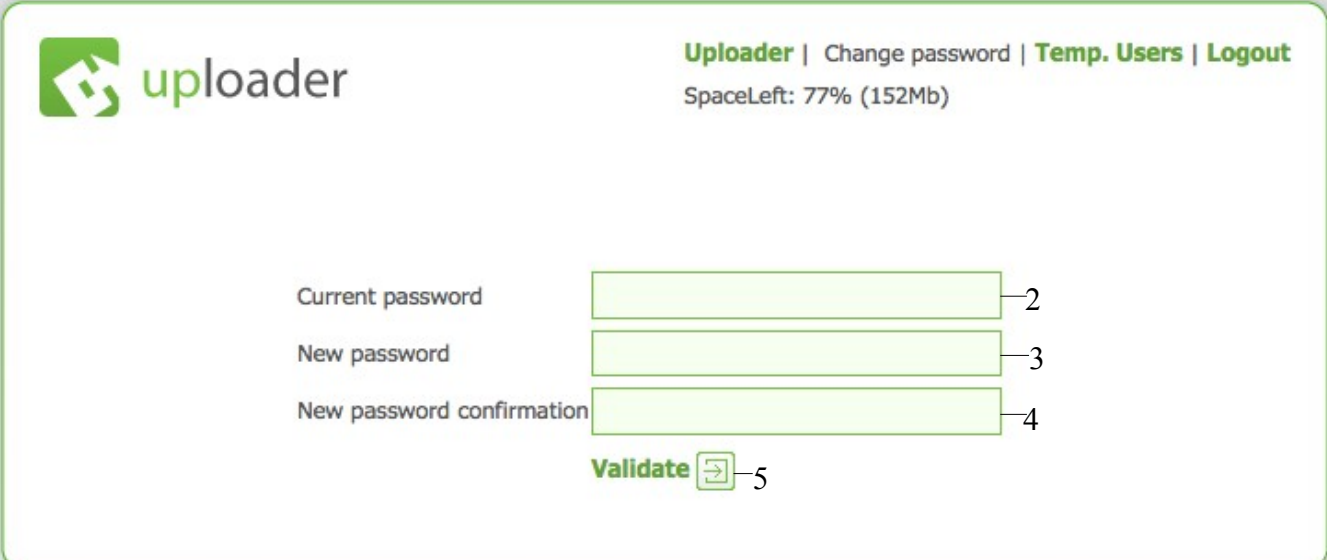
 uploader

Uploader | [Change password](#) | [Temp. Users](#) | [Logout](#)


SpaceLeft: 100% (199Mb)

The screen below will appear.

Changing password mask



2. Enter your current password.
3. Enter your new password.
4. Re-enter your new password.
5. Click on *Validate*.
6. A message will appear on your screen - *Your password has been changed successfully* – confirming your password has been changed.
7. To return to the *Uploading files* mask, click on *Uploader* in the top right hand corner of the window.

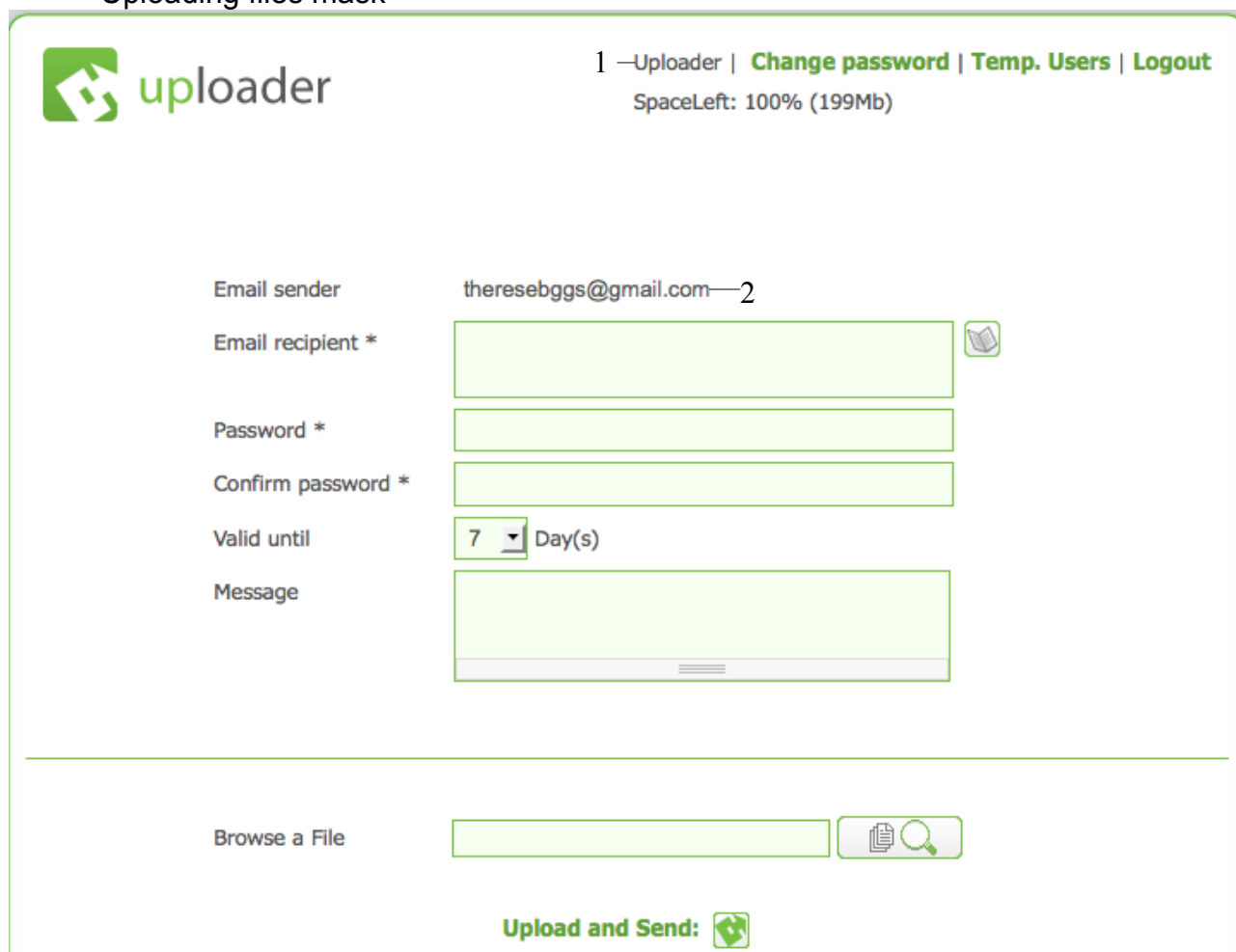


## Sending files



To send files to recipient(s):


1. Ensure you are in the *Uploading Files* mask by clicking on *Uploader* in the top right corner.
2. The *Email sender* field is automatically populated with your (the user's) email address. This cannot be changed for reporting and security purposes.

## Uploading files mask



The screenshot shows the 'uploader' interface. At the top left is the 'uploader' logo. At the top right, there are links: '1 —Uploader | Change password | Temp. Users | Logout' and 'SpaceLeft: 100% (199Mb)'. The main form has the following fields:

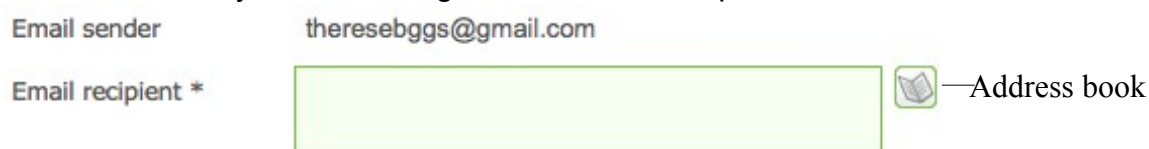
- Email sender: theresebggs@gmail.com—2
- Email recipient \*: [text input field] 
- Password \*: [text input field]
- Confirm password \*: [text input field]
- Valid until: 7  Day(s)
- Message: [text area]


At the bottom, there is a 'Browse a File' button, a file input field, and a search icon. Below that is the 'Upload and Send: 

3. Enter recipient email addresses. You can do this by using the address book or manually:

a) To insert an email address **from your address book**:

- Click on the address book symbol to the right of the Email recipient field.



This screenshot shows the 'uploader' interface with the 'Email sender' field set to 'theresebggs@gmail.com'. The 'Email recipient \*' field is empty, and to its right is the address book icon  with the text '—Address book' next to it.

- Your address book will appear. It should contain email addresses of your work colleagues<sup>4</sup>

4 If this is not the case, please contact your IT department or representative to clarify whether they have chosen not to utilise this function or if it has not been activated. If they have chosen not to utilise this function, you can add the email addresses of work colleagues to your address book.

## Address book

[Contacts](#)
[Contact editor](#)

### Contacts

(🔒 shows your private contacts.)

Name	Email	Add Email
Albert Brant	albert@hololu.org	<input type="checkbox"/>
louis	louis@clippin.com	<input type="checkbox"/>
marcelle	marcelle@wagoonline.com	<input type="checkbox"/>
Matthew	matthew@bigapple.com	<input type="checkbox"/>
richard	richard@clippin.com	<input type="checkbox"/>
therese	theresebggs@gmail.com	<input type="checkbox"/>
Tyrone	tyrone@locomotive.com	<input type="checkbox"/>
Yuri	yuri@wagoonline.om	<input type="checkbox"/>

[Validate](#)

[Cancel](#)


- Check the boxes beside the desired recipients' email addresses. A tick will appear in the box confirming their addresses have been added to the *Email recipient* field. You can add as many recipients as desired.
- Click on *Validate* to confirm the recipients you have selected, or
- Click on *Cancel* to delete recipients from *Email recipient* field.

#### b) To enter email addresses **manually**:

- Type the email recipient's email address in the *Email recipient* field. The address will appear in red font until it is recognised as the appropriate format for an email address, then it will change to grey.

Email sender

John@clippinoverseas.org

Email recipient \*

3b)

rebeccadodds@bigapple.c



- For multiple recipients, separate each email address with an Enter/Return key so that every email address is on a separate line.

#### Continuation of instructions for uploading files

- Once you have successfully added the recipients' email addresses, enter the password you would like the recipient/s to enter to download the files in the *Password* field.
- In the *Confirm password* field, enter the password again. The password should be communicated to the recipient via email or phone.
- In the *Valid until* field, select the number of days you would like the file/s to remain available for download (from 1 – 30 days).
- In the *Message* field, you can write a message to the recipient/s concerning the file/s you are sending but this is not a required field.



## Upload files mask

Email sender John@clippinoverseas.org

Email recipient \*   
albert@hololu.org

Password \*  4

Confirm password \*  5

Valid until 3 Day(s) 6

Message  7

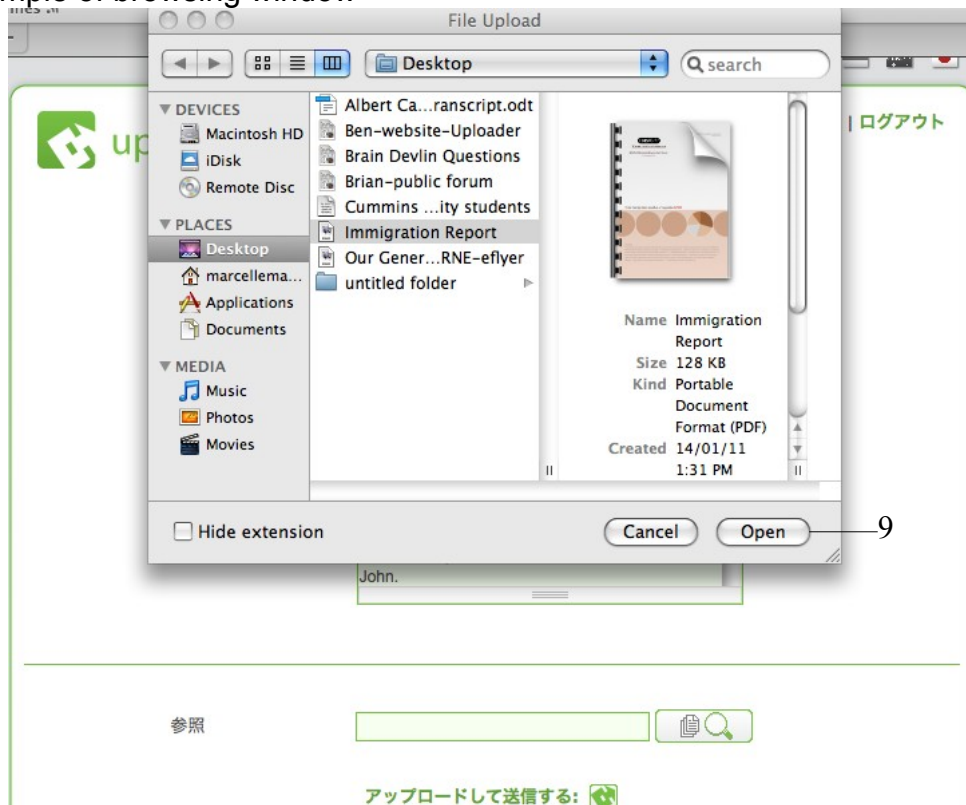
8.To select the file/s you would like to send, click on the symbol to the right of the *Browse a file* field.

Browse a File   8

Upload and Send: 

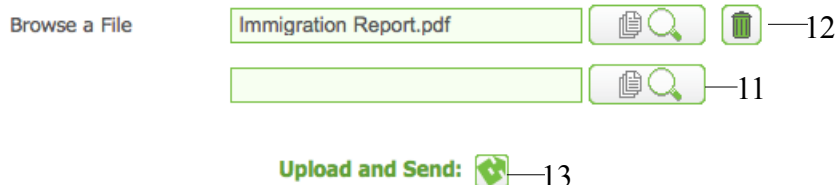
9.As you can see below, once you have located the file, either double click on it or highlight the file and click on *Open* in the bottom right of the pop-up window.

## Example of browsing window



**10.** You can send as many files as you wish per execution (up to two gigabyte) but when you click on the *Browse a File* symbol, you can only select one file at a time.

**11.** Each time you select a file, another line will appear giving you the option of adding another file.

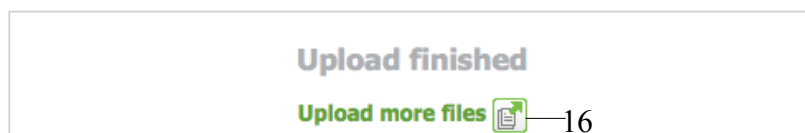
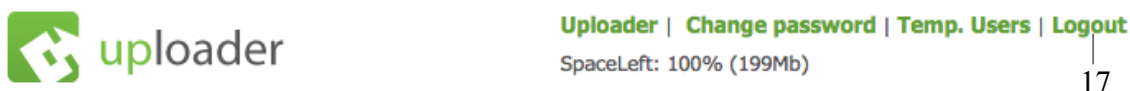


**12.** A *rubbish bin* symbol is located to the right of the *Browse a File* symbol. If at any time before you click on *Upload and Send*, you would like to delete any of the files you have selected, click on the *rubbish bin* beside the unwanted file. The file will disappear.

**13.** Once you have selected your file/s, you are ready to send them to the recipient/s. Click on *Upload and Send*.

**14.** A receipt will appear on your screen confirming the files have been sent – see below.

Confirmation mask



The following files have been uploaded

No.	Filename	Size
1.	Immigration Report.pdf	124.14 KB

Email sent to:

• theresebggs@gmail.com
• rebeccadodds@bigapple.com
• matthew@magicmachinery.com
• richard@clippin.com
• albert@hololu.org
• marcelle@wagoononline.com

**15.** You (the sender) will also receive a confirmation email in your inbox confirming the file/s have been sent.

**16.** If you would like to send more files, click on *Upload more files*, or

**17.** If you have finished, click on *Logout* in the top right hand corner.

## Files exceeding two gigabyte

- 1.If you attempt to send file/s that exceed the two gigabyte limit, the files will not be sent and a notification message will appear on your screen after you click on *Upload and Send*.
- 2.If this occurs, simply click on *Upload more files* and upload the desired files in two different executions. Or if it is one file over two gigabyte, you might like to consider upgrading to the *Premium* version of Uploader which does not limit the size of files.

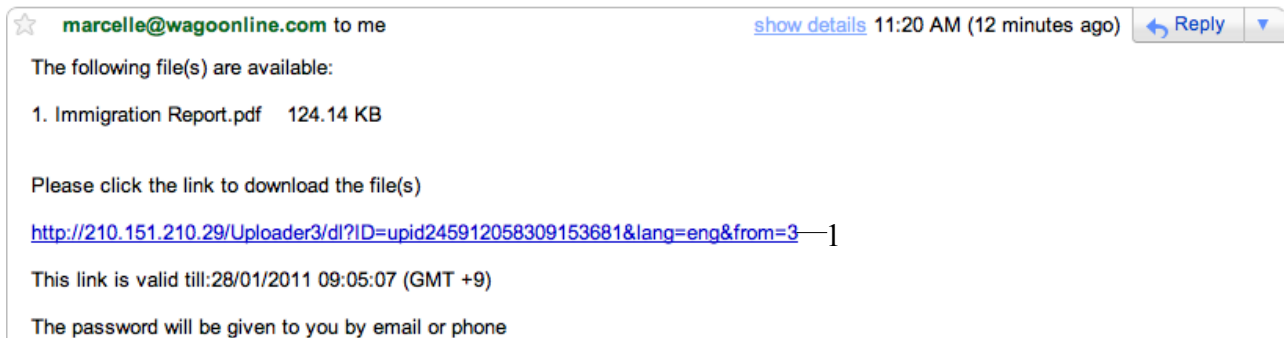
## Downloading files via Uploader

If a file has been sent to you via Uploader you will receive an email in your inbox entitled “(Name) has sent you a file via Uploader” sent from the email address of the person who sent the files. The contents of the email appears as follows:

Email notification

**Marcellene has sent you a file via Uploader**

Inbox | X



☆ marcelle@wagoononline.com to me [show details](#) 11:20 AM (12 minutes ago) [Reply](#)

The following file(s) are available:

1. Immigration Report.pdf 124.14 KB

Please click the link to download the file(s)

<http://210.151.210.29/Uploader3/dl?ID=upid245912058309153681&lang=eng&from=3>

This link is valid till:28/01/2011 09:05:07 (GMT +9)

The password will be given to you by email or phone

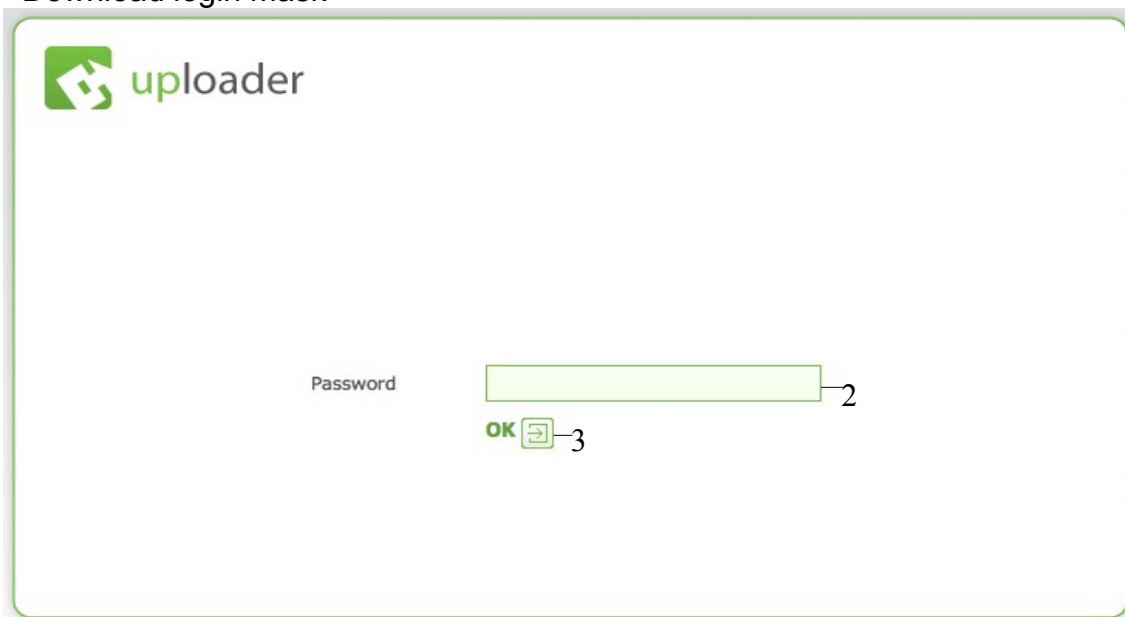
As you can see above, the contents of the email includes:

- a list of the file/s available for download
- a hyperlink for the recipient to click on to download the files,
- an expiry date to notify them when the link will expire (and the files will no longer be available for download), and
- a message informing the recipient the password to access the files will be communicated to them via phone or email.

To download the file/s:

- 1.Click on the hyperlink in the email notification (see above) to go to the Uploader download login mask. The below page will appear.

### Download login mask



2. The password will be communicated to you by phone or email. Enter the password.
3. Click on *OK* or strike the *Enter/Return* key on your keyboard.
4. You will be presented with the Download File mask containing:
  - a message if included by the sender
  - a list of the file/s they have sent you
  - the size of each file
  - the time and date until which the files will remain available for download.

### Download File mask



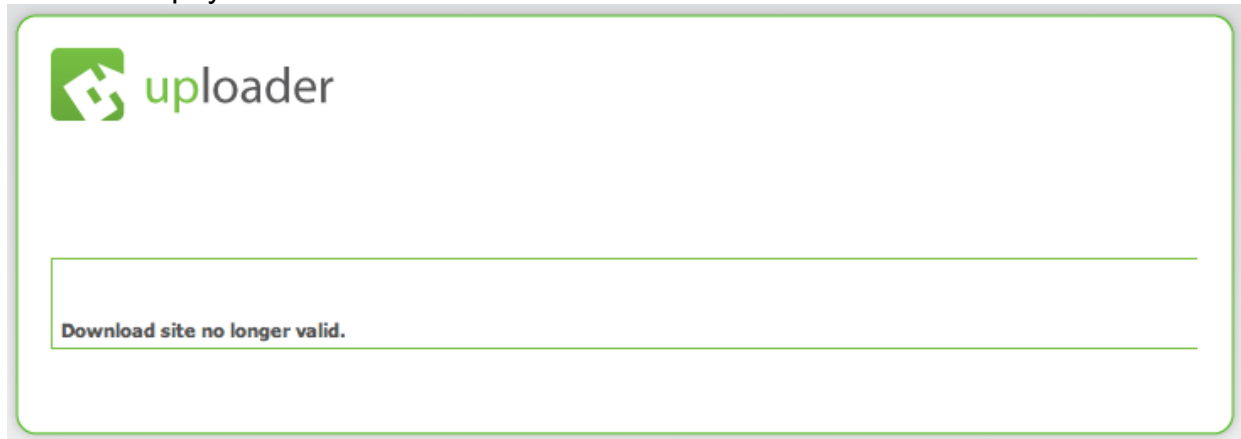
file name	size	delete date (GMT +9)	Download
Immigration Report.pdf	124.14 KB	21/01/2011 11:16:28	 5

5. To download the file/s, click on the *download* symbol in the row of the desired file.

## ***Files already expired***

If the file/s have already expired<sup>5</sup>, after clicking on the link and entering the password, you will be presented with the following message:

File expiry screen



1.If this occurs, contact the sender and request that they upload the file/s again.

## **Creating a Temporary user**

If you have permanent or administrative user status, you can create a temporary user account for a person such as a client or business associate. This enables the client or business associate to use Uploader to send files to the user who created their account, guaranteeing the same high file transfer security.

Please note, for security purposes, the permanent or administrative user can only grant a temporary user access for a maximum of 30 days and the temporary user can only send files to the person who created their account. If the permanent or administrative user would like to extend their access period, they must re-register them.

### ***If you are a permanent user***

To register a temporary user:

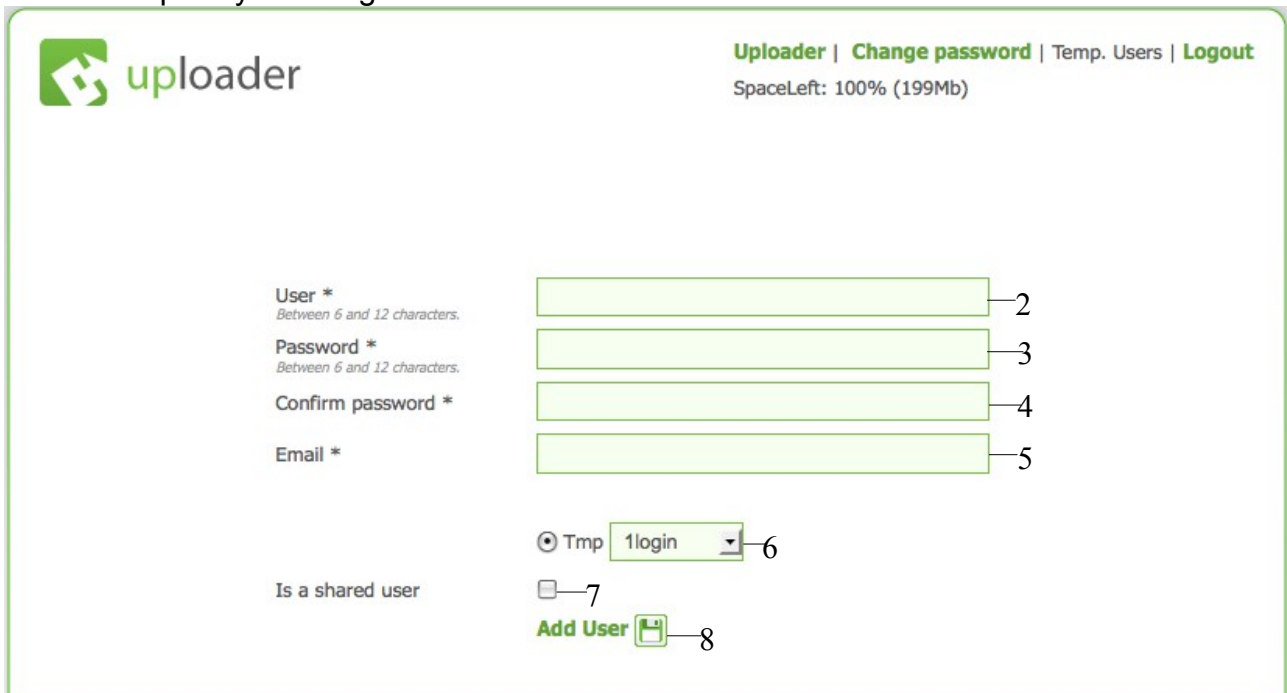
1.Click on *Temp. Users* to the left of *Logout* in the top right hand corner.



You will be presented with this screen.

<sup>5</sup> The date of expiry is set by the sender when uploading the file/s and can be anywhere between 1 and 30 days.

## Temporary user registration mask



Uploader | [Change password](#) | [Temp. Users](#) | [Logout](#)  
SpaceLeft: 100% (199Mb)

**User \***  
Between 6 and 12 characters.  2


**Password \***  
Between 6 and 12 characters.  3

**Confirm password \***  4

**Email \***  5

☒ Tmp  6

☐ 7  
Is a shared user

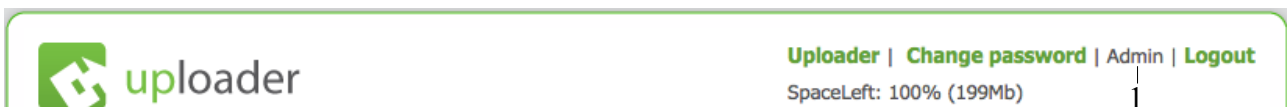
[Add User](#)  8

2. Enter the user's name. It must be between six and 12 characters.
3. Enter the user's password. It must be between six and 12 characters.
4. Confirm the user's password.
5. Enter the user's email address.
6. Select the number of times you would like the temporary user to have access to Uploader to send files. You can grant them one login only or a period of days ranging from one to 30. Remember they will only be able to send files to you, and for security purposes it is advisable to grant the minimum number of days necessary.
7. If you would like the temporary user's name and email address to appear in the *Shared Contacts* list so that permanent and admin users can access their email address, check the *Is a shared user* box.
8. Click on *Add User*. This person has now been granted temporary access for the allocated period.

### ***If you are an admin user***

To register a temporary user:

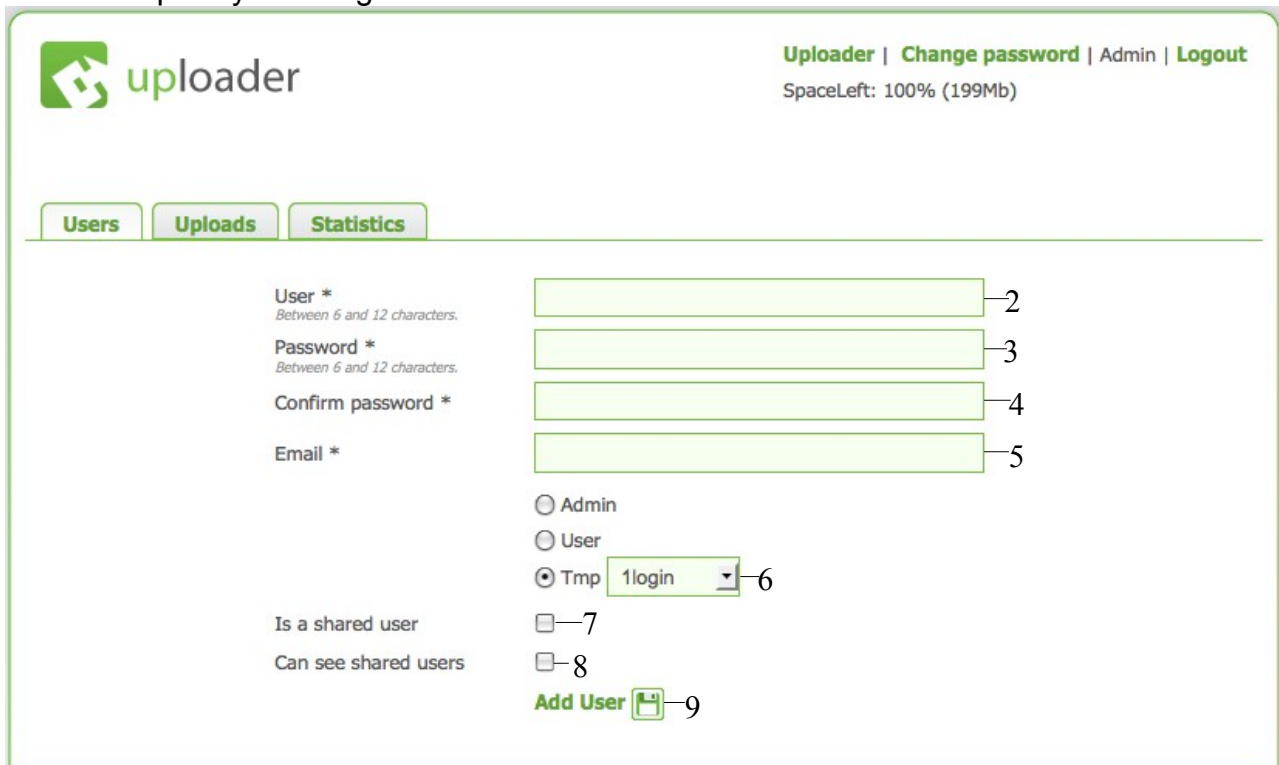
1. Click on *Admin* to the left of *Logout* in the top right hand corner.



Uploader | [Change password](#) | [Admin](#) | [Logout](#)  
SpaceLeft: 100% (199Mb)

You will be presented with this screen.

## Temporary user registration mask



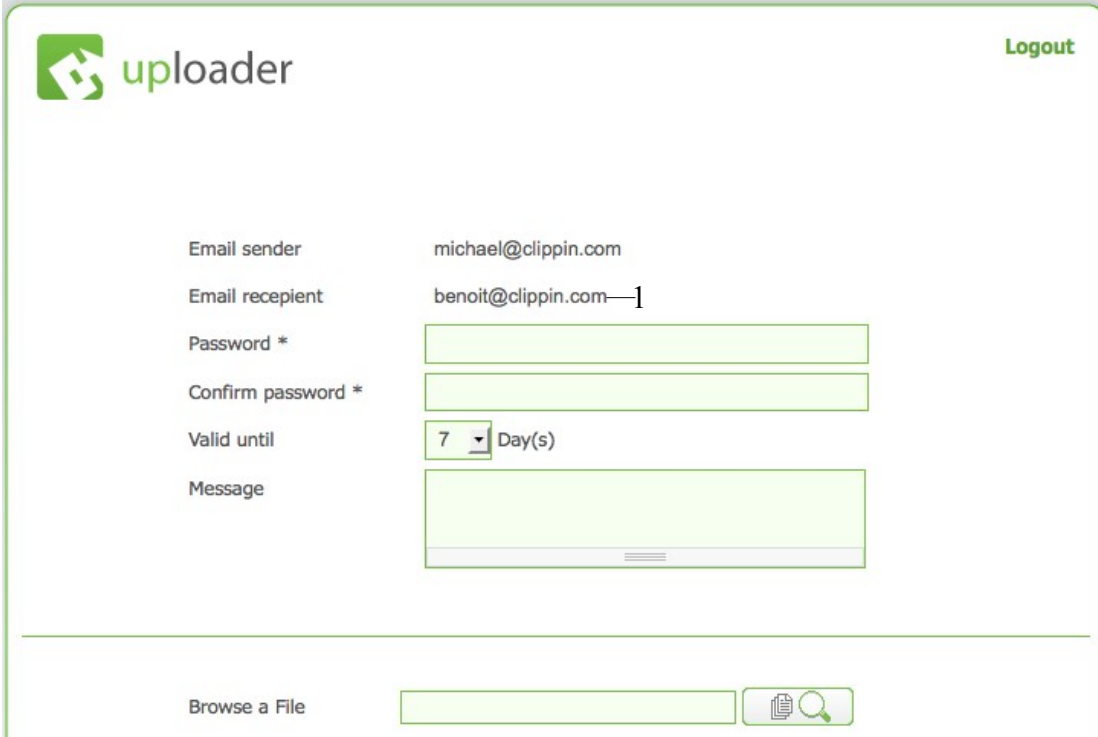
2. Enter the user's name. It must be between six and 12 characters.
3. Enter the user's password. It must be between six and 12 characters.
4. Confirm the user's password.
5. Enter the user's email address.
6. Select *Tmp*. Once you select *Tmp*, a drop down box will appear asking whether you would like to grant the the Temporary User only one access (default setting) or a number of days from one to 30. Select the desired access period. Remember they will only be able to send files to you, and for security purposes, it is advisable to grant the minimum access period necessary.
7. If you would like the temporary user's name and email address to appear in the *Shared Contacts* list so that permanent and admin users can access their email address, check the *Is a shared user* box.
8. When a temporary user accesses Uploader to send files, the recipient field is automatically populated with the permanent or admin user who created their account. Therefore, the *Can see shared users* is irrelevant.
9. Click on *Add User*. This person has now been granted temporary access for the allocated period.

## Accessing Uploader as a temporary user

Permanent or admin users must notify temporary users of the Uploader website address as well as their login details and how long they have access to Uploader. For security reasons, this would be best done over the telephone. The temporary user will be presented with the same login mask as other users.

After they have entered their login details, they will be presented with the following screen:

Uploading files mask

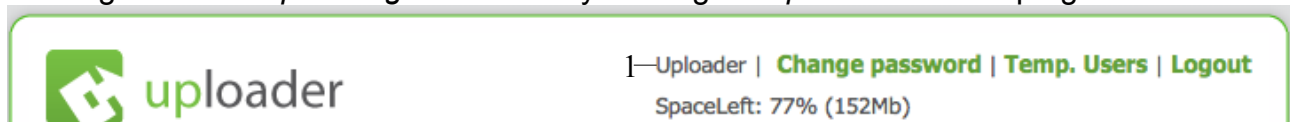


- 1.As the screenshot demonstrates above, the *Email recipient* field is automatically populated with the permanent or admin user who created their account.
- 2.Other than that difference, a temporary user follows the same steps to send files as other users.
- 3.The temporary user's account will automatically terminate after the period of access time assigned and they will not be able to access Uploader again to send files unless they are re-allocated a temporary account.

## Adding new contacts to your address book

To add new email addresses to your address book:

- 1.Navigate to the *Uploading files mask* by clicking on *Uploader* in the top right corner.



- 2.Click on the *address book* symbol beside the *Email recipient* field on the *Uploading Files mask*





3. Your *Contacts* list will appear. Click on the tab to the right of the *Contacts* tab entitled *Contact Editor*.



4. The screen below will appear.

**Contact Editor Mask**


**Contacts** **Contact editor**

---

**Add email**

Name \*

Email \*

**Add Contact** 

---

**Edit Contact**  
(🔒 shows your private contacts.)

Name	Email	Edit
------	-------	------



5. Enter the name of the new recipient in the *Name* field.

6. Enter their email address in the *Email* field.

7. Click on *Add Contact* or strike the *Enter/Return* key on your keyboard.

8. The new contact's details will appear on same mask underneath *Edit Contact* with a padlock beside the name to signify that it is a personal contact. This also means you can edit their details.

**Edit Contact**  
(🔒 shows your private contacts.)

Name	Email	Edit
🔒 Matthew	matthew@magicmachinery.com	 

9. The new contact's details will also appear in your Address book. To view their details in your address book, click directly on the *Contacts* tab.

**Contacts**  
(🔒 shows your private contacts.)

Name	Email	Add Email
David Public	david@nomorefat.org	
marcella	marcella@clippin.com	
🔒 Matthew	matthew@magicmachinery.com	
michael	michael@clippin.com	

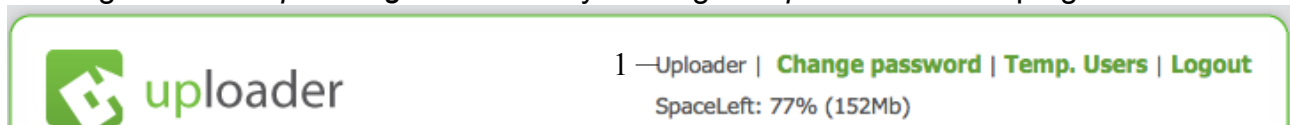
## Editing and deleting contact details

To edit and delete contact details of your work colleagues:

1. Contact your IT department or administrator. They will effect the change company wide.<sup>6</sup>


To edit the contact details of your private contacts:

1. Navigate to the *Uploading files mask* by clicking on *Uploader* in the top right corner.



2. Click on the *address book* symbol beside *Email recipient* field on Uploading Files mask

Email sender John@clippinoverseas.org

Email recipient \*   2

3. Your Contacts list will appear. Click on the tab to the right of the *Contacts* tab entitled *Contact Editor*.



4. The below screen will appear. To edit any of the contacts within your private contact/s list, click on the *pencil* symbol to the right of the contact.


Contact Editor Mask

**Contacts** **Contact editor**


**Add email**



Name \*

Email \*

**Add Contact** 

---

**Edit Contact**  
( shows your private contacts.)




Name	Email	Edit
 Matthew	matthew@magicmachinery.com	 

4

5. The name and email field will become available to edit. Make the necessary changes to the name or email or both.

<sup>6</sup> The contacts list is a pool of employee email addresses which is automatically populated by your company. Any changes will be executed by the IT department so that changes take effect company wide.

**Edit Contact**  
(🔒 shows your private contacts.)

Name	Email	Edit
Matthew	matthew@magicmachinery.com	  

5

6

6. Click on the *floppy disk* symbol to save the changes.


To delete the details of any of your private contacts:

1. Follow the instructions above until you arrive at the Contact Editor mask. Instead of clicking on the *pencil* symbol to edit the contact, click on the *rubbish bin* symbol of the record you would like to delete.

Matthew	matthew@magicmachinery.com	 
---------	----------------------------	---

1

2. A pop-up window will appear asking if you are sure you want to delete the details of the selected contact. Click on *OK*. The contact will disappear from your private contacts list.




The page at https://210.151.210.29 says:  
Are you sure you want to delete the email address  
matthew@magicmachinery.com?

Cancel OK

2

## Logging out

1. To log out of Uploader at any time, click on *Logout* in the top right hand corner of any of the masks. This will take you back to the Login screen.

 uploader	Uploader   <a href="#">Change password</a>   <a href="#">Temp. Users</a>   <a href="#">Logout</a> SpaceLeft: 100% (199Mb)
--	--

1

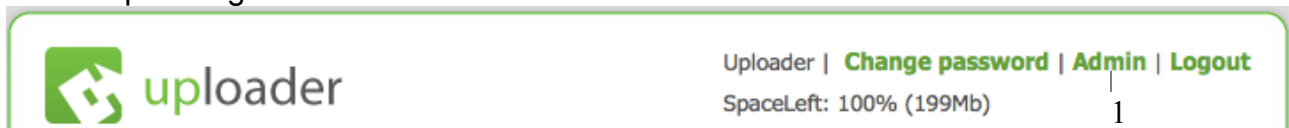
## Administration – Rights and Procedures

Personnel who have been granted Administration rights can add users to the shared company contacts list, delete users from the shared contacts list, edit a user's name and email address, grant them access to the shared contacts list and change user access rights (temporary, permanent, admin). They can also access statistical information regarding how much Uploader has been utilised over different time intervals.

To access the Administration mask:

1. If you have Admin rights, you will find an *Admin* hyperlink on the top right corner of the Uploading files mask. Click on *Admin*.

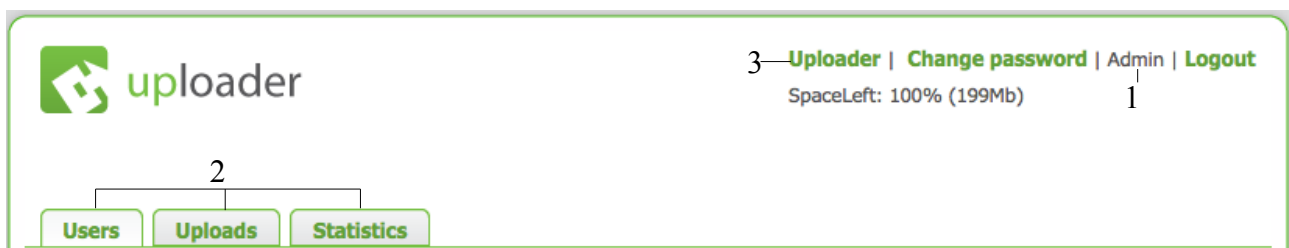
## Uploading Files Mask



### **USERS Tab**

Adding and deleting users, changing user details and altering the level of user access is done via the *Users* tab on the Administration mask.

1. Once you have clicked on *Admin*, the administration mask will appear. There are three sections, *Users*, *Uploads* and *Statistics*, each containing different administration functions.



2. You can navigate between the three Administration sections by clicking directly on the tabs.

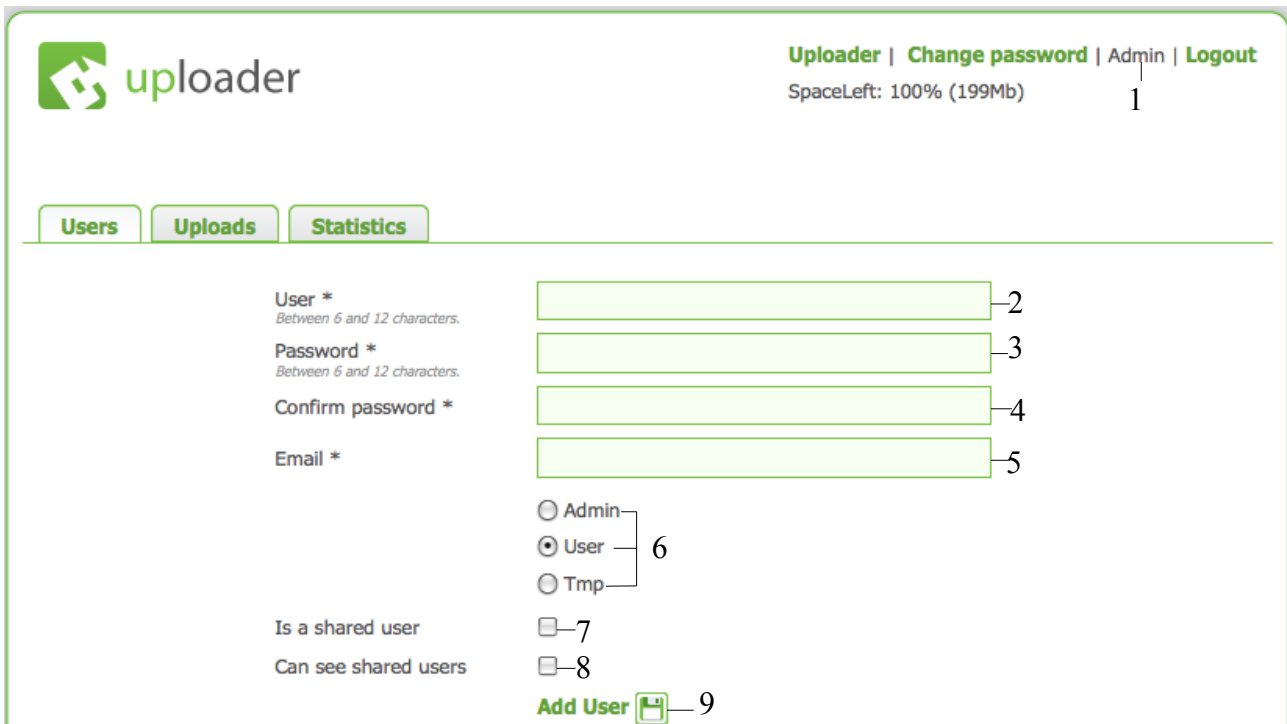
3. To return to the *Upload files* mask at any time after you have accessed the Administration mask, click on *Uploader* in the top right hand corner.

### **Adding users**

To add a user:

1. Ensure you are in the *Users* tab by clicking on it directly.

## Admin mask – Users tab



2. Type the new user's username in the *User* field. It must be between six and 12 characters.
3. Enter their password in the *Password* field. It must be between six and 12 characters.
4. Re-enter their password.
5. Enter their email address in the *Email* field.
6. Select the desired user access type;
  - *Admin*: allowing the user to perform administrative tasks such as adding new users and viewing usage and statistical reports,
  - *User*: permanent employee or
  - *Temp* (temporary): usually allocated to client or business associate.
7. If you would like the user's name and email address to appear in the company contacts list, check the box *Is a shared user*.
8. If you would like the new user to have access to the company contacts list (reserved for admin and permanent users only), check the box *Show shared Contacts*.
9. Click on *Add User*. A message will appear on your screen – *The user has been created successfully* – confirming the new user's details have been added to application's database.

## Editing user details

Admin can edit the details of any type of user (admin, permanent and temporary). Details such as the user's username, email address, password, access rights (except for temporary user), and access to the shared contacts list can be modified. All current users (admin, permanent and temporary) are listed in the *Users* tab below *Edit user* halfway down the page.

To change User details:

1. Click on the pencil symbol in the row of the record you would like to update. The details of the record will change to edit mode:

Edit user:

User	Email	Password	Admin	Shared	See Shared	Last login	Edit
Jacinta	jacinta@transportdirect.org	*****	Tmp	<input type="checkbox"/>	<input type="checkbox"/>	21/01/11 13:12	 
john	John@clippinoverseas.org		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	23/01/11 06:58	  

2. Update any of the necessary fields (username, email address, password) by clicking inside the applicable field box and correcting the current information or entering new information.

3. To save any changes you have made to the record, click on the *floppy disk* symbol.

4. To cancel any changes you have made to the record, click on the *crossed out floppy disk* symbol.



## Changing user access rights

User status can either be upgraded to the level of Administration rights or downgraded to the level of permanent user.

To upgrade a permanent user to an administrative user and to downgrade an administrative user to a permanent user:

1. Click on the pencil symbol in the row of the user's access rights you would like to change.

Edit user:

User	Email	Password	Admin	Shared	Last login	Edit
Alex	alex@clippin.com	*****	<input type="checkbox"/>	<input checked="" type="checkbox"/>		 

2. If the user is permanent and you would like to give them administrative rights, check the box labelled *Admin*. If the user has administrative rights and you would like to minimise their access rights to permanent user, uncheck the box labelled *Admin*.


Edit user:

User	Email	Password	Admin	Shared	Last login	Edit
Alex	alex@clippin.com		<input checked="" type="checkbox"/>	<input type="checkbox"/>		  

3. Click on the *floppy disk* symbol to save the changes to the user's access rights.

4. A message will appear on your screen – *The user has been edited successfully* – confirming the changes to the user's details have been saved.



Please note, if a user has been allocated temporary access, it cannot be changed.

michael	michael@clippin.com		Tmp	<input checked="" type="checkbox"/>	15.01.11 13:00	  
---------	---------------------	--	-----	-------------------------------------	----------------	---

## Granting user access to shared contacts

To give admin and permanent users access to the shared contacts list<sup>7</sup>:

1. Click on the pencil symbol in the row of the record you would like to update.

User	Email	Password	Admin	Shared	Last login	Edit
Alex	alex@clippin.com	*****	<input type="checkbox"/>	<input type="checkbox"/>		 

1

2. Check the box underneath the column entitled *Shared*.

3. To save the changes, click on the *floppy disk* symbol.

4. To cancel the changes, click on the *crossed out floppy disk* symbol

User	Email	Password	Admin	Shared	Last login	Edit
Alex	alex@clippin.com		<input type="checkbox"/>	<input checked="" type="checkbox"/>		  

2 3 4



5. A message will appear on your screen – *The user has been edited successfully* – confirming the changes to the user's details have been saved.

## Deleting users

Admin can delete any users from the Uploader database and thereby cancel their access to Uploader.

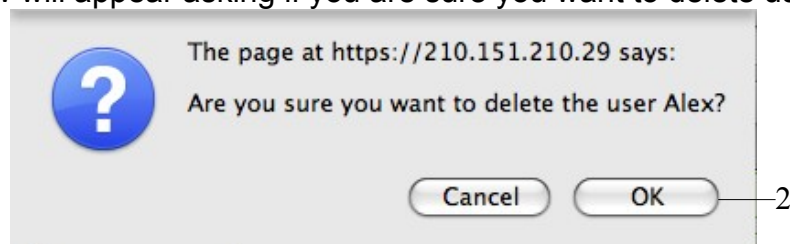
To delete a user:

1. Click on the rubbish bin symbol at the end of the applicable record.

User	Email	Password	Admin	Shared	Last login	Edit
Alex	alex@clippin.com	*****	<input type="checkbox"/>	<input type="checkbox"/>		 

1

2. A pop-up window will appear asking if you are sure you want to delete user. Click on OK.



3. A message will appear on your screen – *The user has been deleted successfully* – confirming the user has been deleted from the application's database.

Please note, once a user's details have been deleted, they cannot be restored. To re-register a past user, their details must be re-entered in the *User* tab.

<sup>7</sup> For security purposes, temporary users can only send files to the user who issued them with a temporary account.

## UPLOADS Tab

To go to the *Uploads* section,

1. Click directly on the *Uploads* tab.



The *Uploads* tab presents a list of files that have been uploaded by month. Each time a user uploads a file/s, the following information is recorded:

- date and time
- user
- recipient/s
- names of files uploaded and their size, and
- expiry date are recorded.

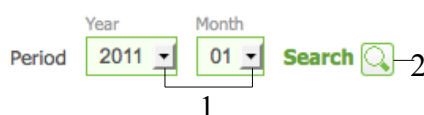
Uploads for the current month will automatically be shown.

Admin mask – Uploads



[Uploader](#) | [Change password](#) | [Admin](#) | [Logout](#)

SpaceLeft: 100% (199 MB)



Upload date	User	Recipient	Files	Expire date
12/01/11 13:05	therese	marcellemackintosh@hotmail.com	Closing the gap in Indigenous education - Workshop Report.pdf - 1 MB Both-ways_learning from yesterday_Bachelor.pdf - 1 MB	19/01/2011
12/01/11 12:58	therese	marcellemackintosh@hotmail.com	Bilingual forum brochure.odt - 8 KB	19/01/2011
13/01/11 14:01	louis	kwinsdon@nomorefat.net	Activities.odt - 14 KB	20/01/2011
13/01/11 13:59	richard	therese@hotmail.com John@clippinoverseas.org	Letter of Diappointment.doc - 19 KB	20/01/2011
13/01/11 13:58	therese	albert@hololu.org	Details.doc - 10 KB	20/01/2011
13/01/11 13:51	therese	richard@clippin.com	DETYAReport2000.pdf - 117 KB	20/01/2011
13/01/11 13:49	therese	albert@hololu.org John@clippinoverseas.org	newsletter July 09.pdf - 677 KB xmas_newsletter_2010.pdf - 4 MB	20/01/2011
21/01/11 19:32	louis	albert@hololu.org	myfiles.txt - 0 x	26/01/2011
21/01/11 19:20	louis	albert@hololu.org	myfiles.txt - 0 x	26/01/2011

To view the details of files uploaded in other months:

1. Click on the drop down boxes of the year and month and select the desired year and month.
2. Click on *Search*.



## STATISTICS Tab

The *Statistics* tab allows you to view how much Uploader has been utilised over set periods of time including the last 24 hours, the last week, the last month and the last year.

To go to the Statistics section,

2. Click directly on the *Statistics* tab.



To view the usage information for one of the indicated periods (24 hours; 1 week, 1 month and 1 year):

1. Click on the desired interval period.

Admin mask – *Statistics* tab

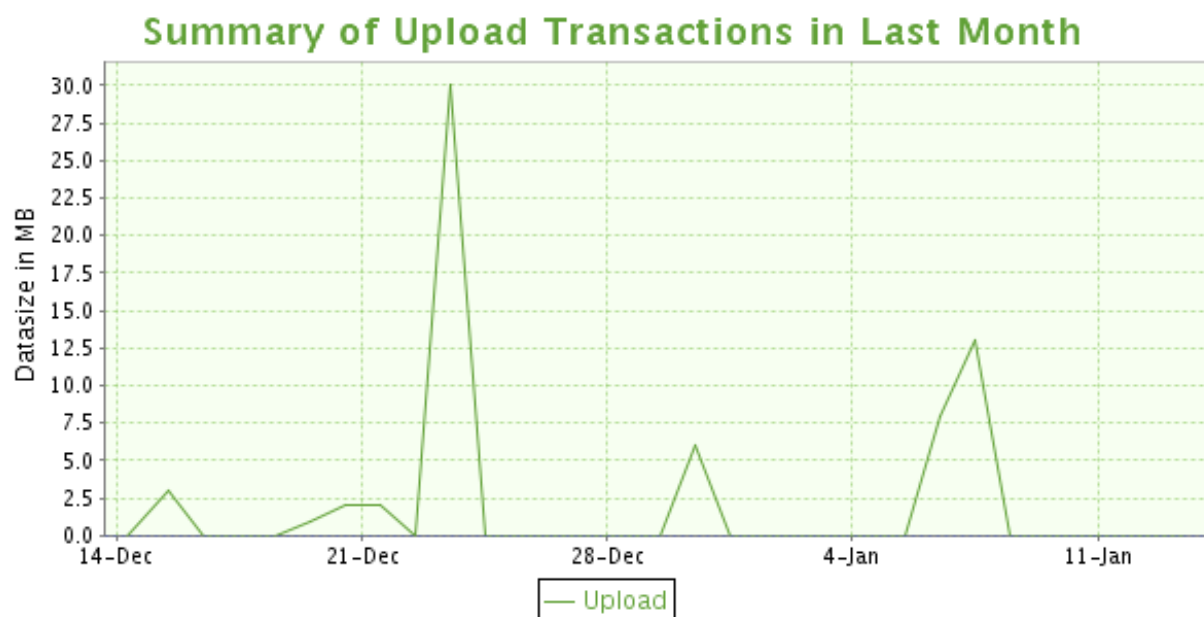


Interval: 24 Hours | 1 Week | 1 Month | 1 Year

1

For each of the set intervals, you will be presented with two graphs, a pie chart and a table. The graphs and pie chart are set out in the same way for each time interval. The following describes how to read each of the graphs, the pie chart and the table for 24 hours, one week, one month and one year.

**Graph 1:** Amount of data uploaded by all users over selected interval.



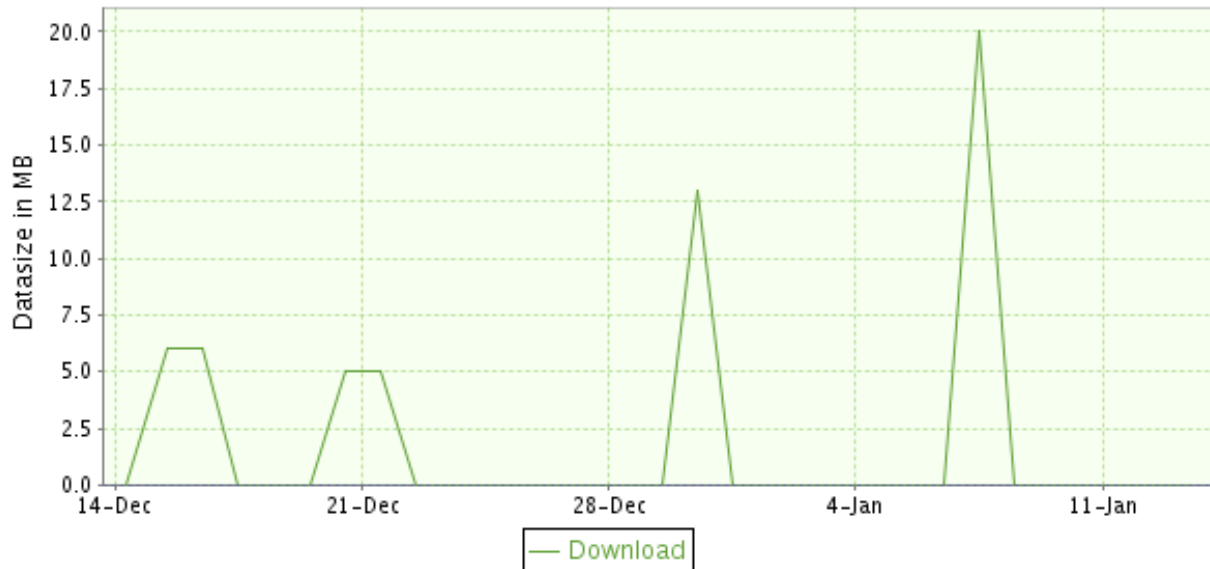
Example of graph - Uploads (1 month)

•The **vertical or Y axis** is called *Datasize in MB* and represents the size of all the files sent in megabytes during the selected interval.

- The **horizontal or X axis** is called – *Upload* and indicates the time period/interval.

**Graph 2:** Amount of data downloaded by all users over that interval

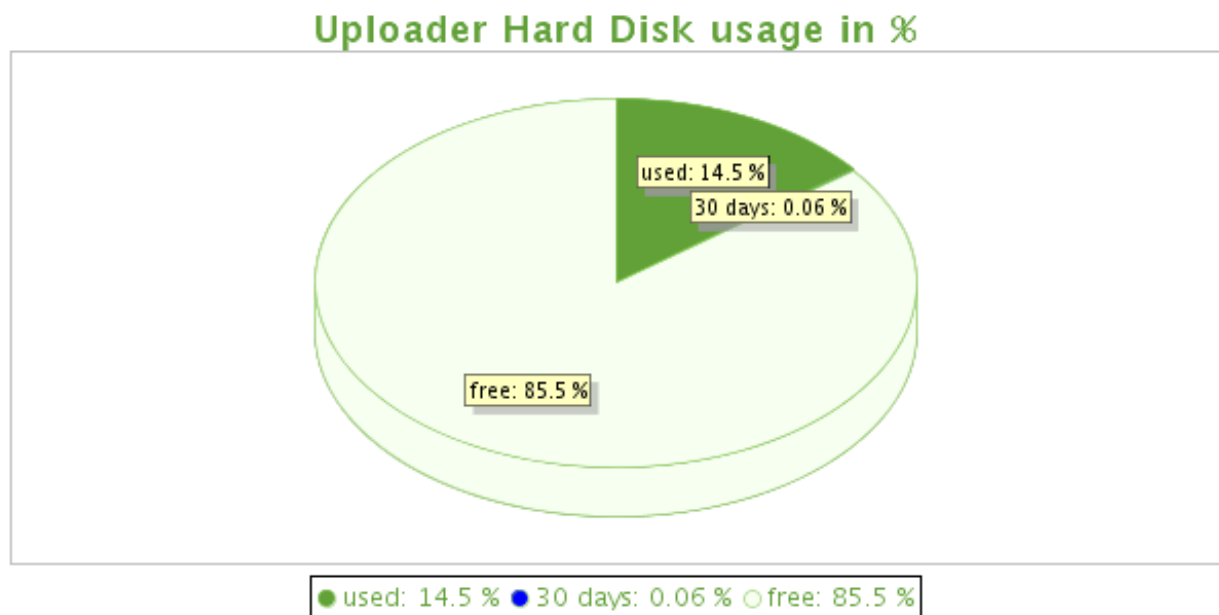
### Summary of Download Transactions in Last Month



Example of graph - Downloads (1 month)

- The **vertical or Y axis** is called *Datasize in MB* and represents the size of the files downloaded in megabytes by recipients during the interval selected.
- The **horizontal or X axis** is called – *Download* and indicates the time period/interval.

## Pie chart: Percentage of server disk usage being utilised by users



Example of Pie Chart – measurement of server disk usage at any moment

- Please note, the pie chart will give you the same reading no matter which interval you access.
- The *green* piece of the pie chart indicates the total amount of the server disk being used to store files uploaded via Uploader.
- The label *used*: --.--% (in the above case 14.5%), gives you an exact percentage reading of the server disk being used.
- The label *30 days*: --.--% (in the case above 0.06%), gives you an exact percentage reading of how much of the server disk has been used in the last 30 days for uploading files.
- The label *free*: --.--% (in the case above 85.5%), indicates how much of the server disk is still available.

**Table:** Uploads & downloads during the selected time period.

**Data Statistic Table**

Time	Upload in MB	Download in MB	Files uploaded	Files downloaded
13.01.2011 from: 16:00 to: 00:00	0	0	0	0
13.01.2011 from: 08:00 to: 16:00	0	0	0	0
13.01.2011 from: 00:00 to: 08:00	0	0	0	0
12.01.2011 from: 16:00 to: 00:00	0	0	0	0
12.01.2011 from: 08:00 to: 16:00	0	0	1	2
12.01.2011 from: 00:00 to: 08:00	0	0	0	0
11.01.2011 from: 16:00 to: 00:00	0	0	0	0
11.01.2011 from: 08:00 to: 16:00	0	0	2	2
11.01.2011 from: 00:00 to: 08:00	0	0	0	2
10.01.2011 from: 16:00 to: 00:00	0	0	0	0
10.01.2011 from: 08:00 to: 16:00	0	0	1	1
10.01.2011 from: 00:00 to: 08:00	0	0	0	0
09.01.2011 from: 16:00 to: 00:00	0	0	0	0
09.01.2011 from: 08:00 to: 16:00	0	0	0	0
09.01.2011 from: 00:00 to: 08:00	0	0	0	0
08.01.2011 from: 16:00 to: 00:00	0	0	0	0
08.01.2011 from: 08:00 to: 16:00	0	0	0	0
08.01.2011 from: 00:00 to: 08:00	0	0	0	1
07.01.2011 from: 16:00 to: 00:00	0	0	0	0
07.01.2011 from: 08:00 to: 16:00	13	13	3	1
07.01.2011 from: 00:00 to: 08:00	0	7	0	29
<b>Overall:</b>	<b>13</b>	<b>21</b>	<b>7</b>	<b>38</b>

Example of Table – Uploads/downloads listed for 1 week interval

For each of the uploads/downloads it lists the following information:

**1. Time** (files were uploaded or downloaded)

- For the *24 hour* time interval time, uploads/downloads are measured and listed in one hour gaps e.g. *13.01.2011 from: 22:00 to: 23:00*

- For the *1 week* time interval, uploads/downloads are measured and listed in eight hour gaps e.g. *13.01.2011 from: 08:00 to: 16:00*

- For the *1 month* time interval, uploads/downloads are measured and listed in gaps of 1 day or 24 hour period e.g. *12.01.2011 from: 00:00 to: 00:00*

- For the *1 year* time interval, uploads/downloads are also measured and listed in gaps of 1 day or 24 hour period e.g. *14.01.2010 from: 00:00 to: 00:00*

**2. Upload in MB** (size in megabytes)

**3. Download in MB** (size in megabytes)

**4. Files uploaded** (number of files)

**5. Files downloaded** (number of files)

**6.** The last row of the table is an **Overall total**. It gives the sum value of each data field except Time for the selected interval. This includes the sum value of files uploaded (MB), the sum value of files downloaded (MB), the total number of files uploaded, and the total number of files downloaded.

## **Further queries and updates**

For further developments, updates or if you have any additional queries, please do not hesitate to contact us via our website. On our website, you can also find a Trouble Shooting guide and Frequently Asked Questions.

[www.uploader-san.jp](http://www.uploader-san.jp)