

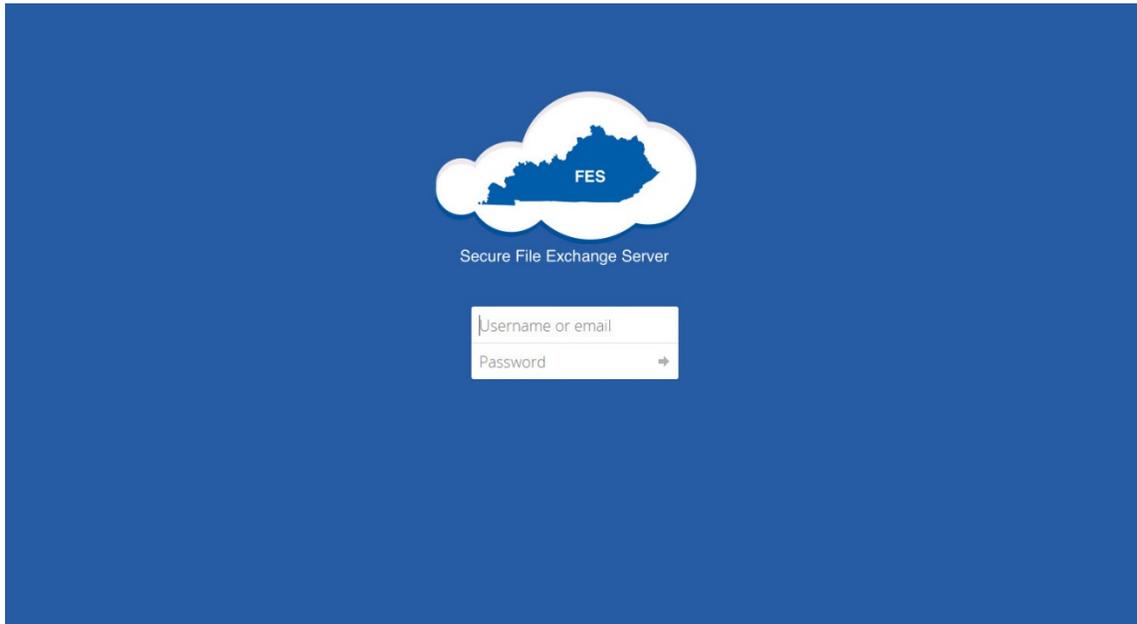
# Updated FES Users Guide

Welcome to the users guide to our updated FES system. If you are familiar with sites like Dropbox or Google Drive, FES now shares some of those features, like drag and drop copy function for files, and sharing via email. A lot of people have put much effort into developing, maintaining, and updating FES over the past 13 years. It is our hope that your user experience continues to improve, and that this transition goes as smoothly as possible. As always, if you have any concerns or problems with FES, please call us at 859-218-2222 or email [fes\\_support@kcr.uky.edu](mailto:fes_support@kcr.uky.edu)

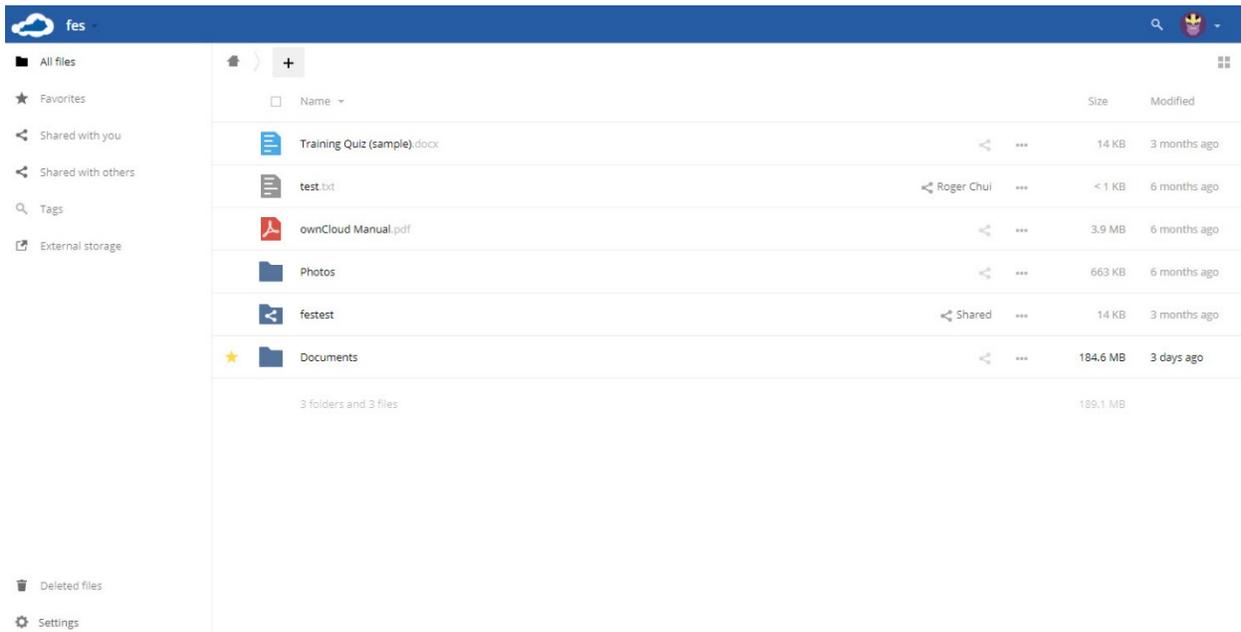
# The Basics:

Go to <https://fes.uky.edu>

Your user ID and password will be the same as you use for CPDMS access

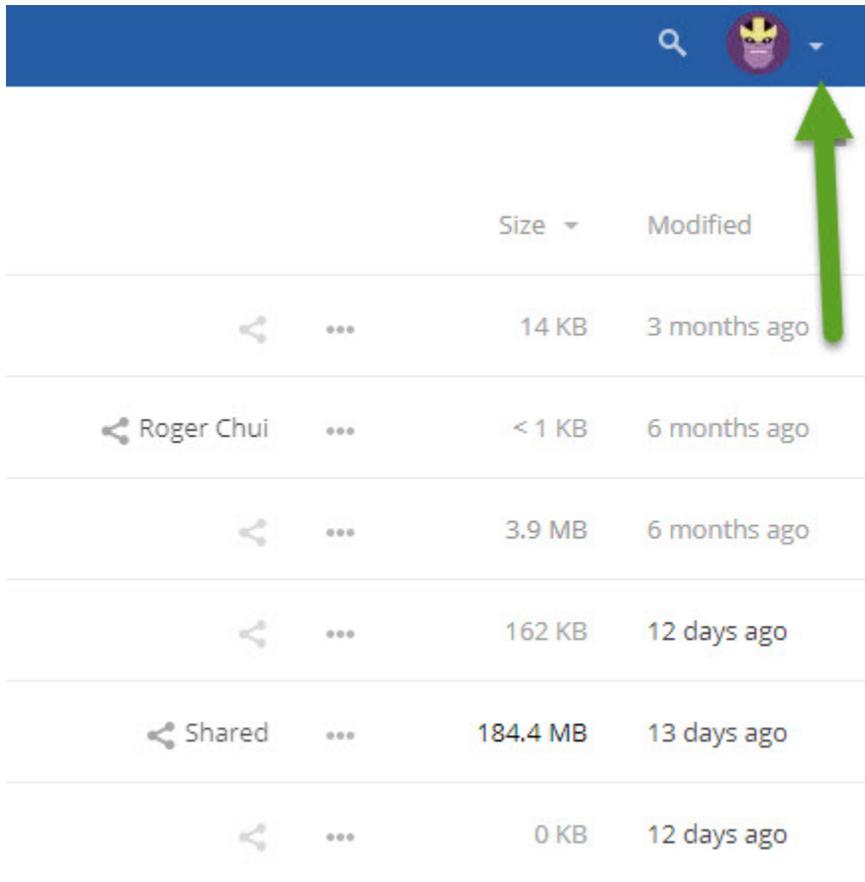


A successful login will take you to this screen:

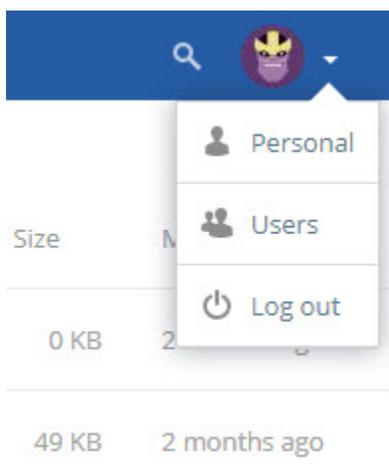


# User Settings

To set or adjust your user settings, go over to the top right corner and click the downward arrow:



From there, select personal



This will take you to the following screen:

fes

Personal info

Sessions

App passwords

Sync clients

Activity

External Storage

You are using 189.1 MB of 10 GB

Profile picture

Full name  
Clay Campbell

Email  
clay@kcr.uky.edu

Groups  
You are member of the following groups:  
cpdms, owncloud-users

Language  
English

Sessions  
These are the web, desktop and mobile clients currently logged in to your ownCloud.

Browser	Most recent activity
Mozilla/5.0 (Windows NT 6.1; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/59.0.3071.1...	seconds ago

Scroll down from here, and you will come to a section that deals with alerts that you can customize:

fes

Personal info

Sessions

App passwords

Sync clients

Activity

External Storage

Get the apps to sync your files

Desktop app  
Windows, OS X, Linux

ANDROID APP ON  
Google Play

Download on the  
App Store

Show First Run Wizard again

Activity

Mail	Stream	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A new file or folder has been created
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been changed
<input type="checkbox"/>	<input type="checkbox"/>	Limit notifications about creation and changes to your favorite files (Stream only)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been deleted
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been restored
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been shared
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder was shared from another server
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A public shared file or folder was downloaded
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comments for files (always listed in stream)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	System tags for a file have been modified

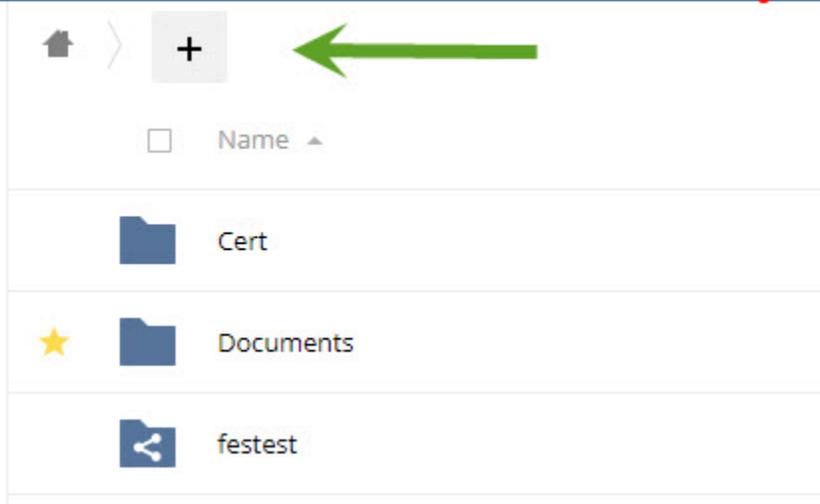
List your own file actions in the stream  
 Notify about your own actions via email

Send emails: Hourly

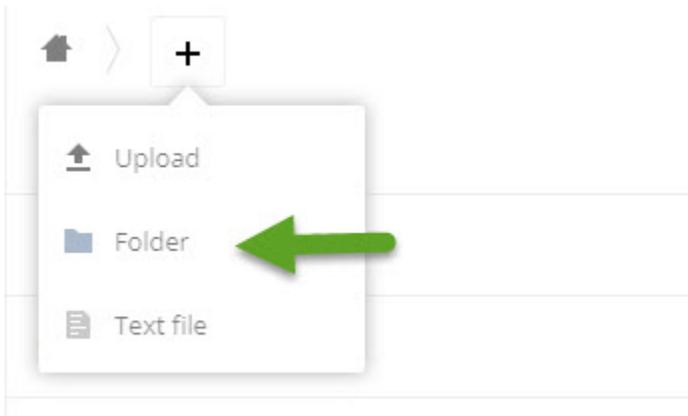
In this area, it is highly encouraged to select the 2 boxes that have the arrows next to them. This will notify you if files are changed or deleted.

# Create a new folder

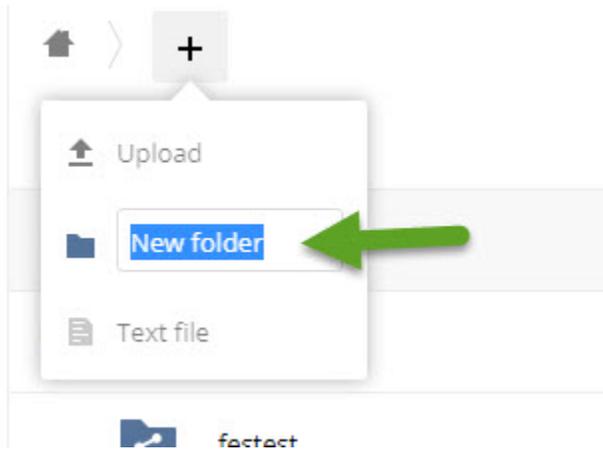
To create a new folder: click the plus sign at the top



then select folder

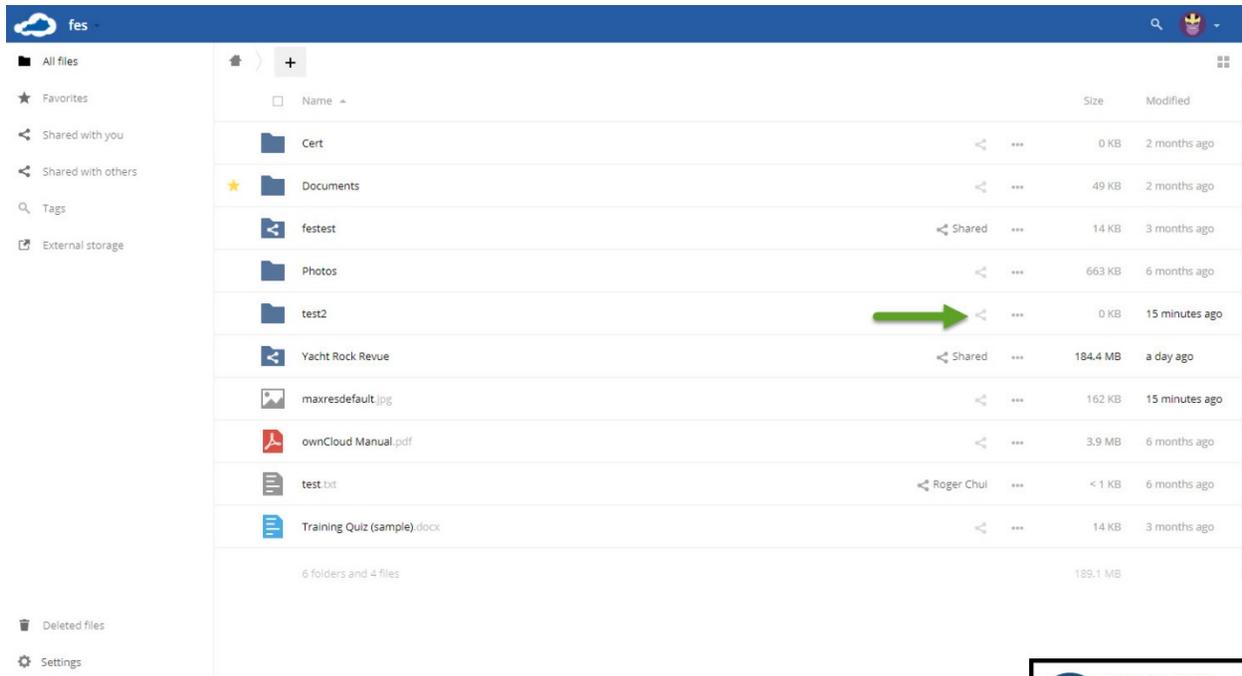


Name the folder and hit enter, this will create your new folder.

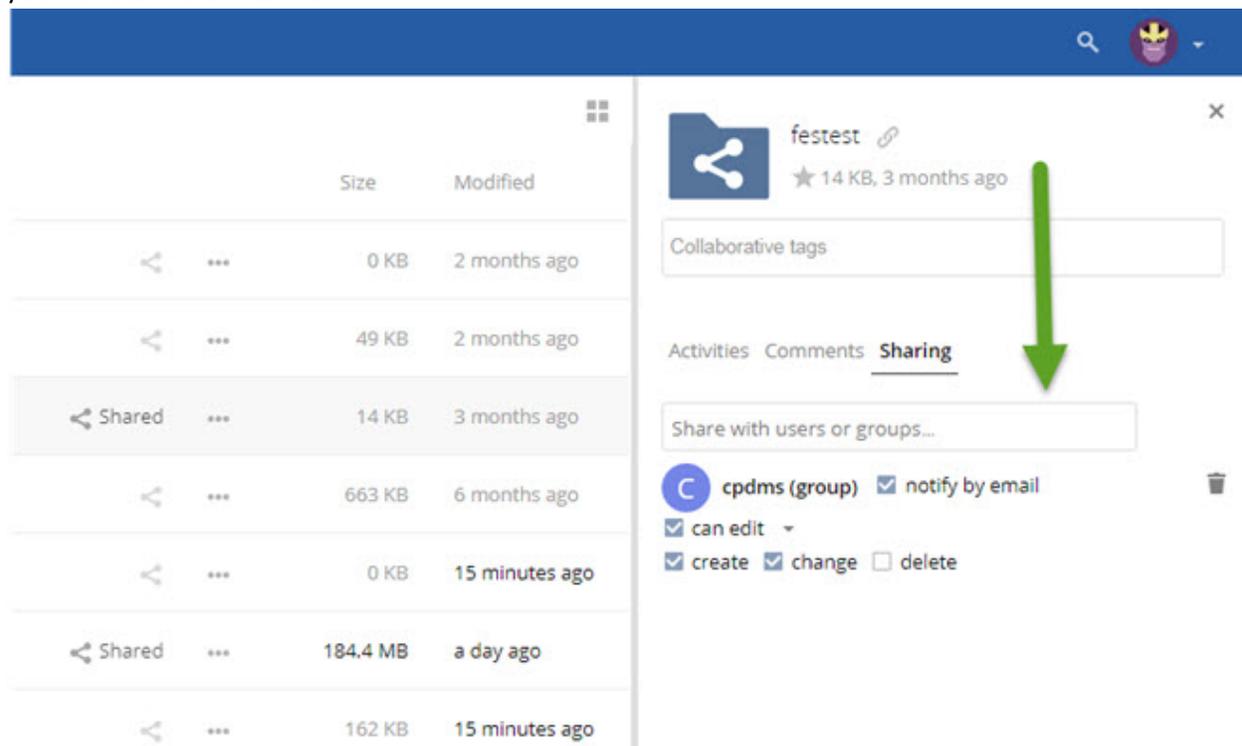


# Sharing Files

To share a folder or file, select the triangle to the right of the file or folder name:

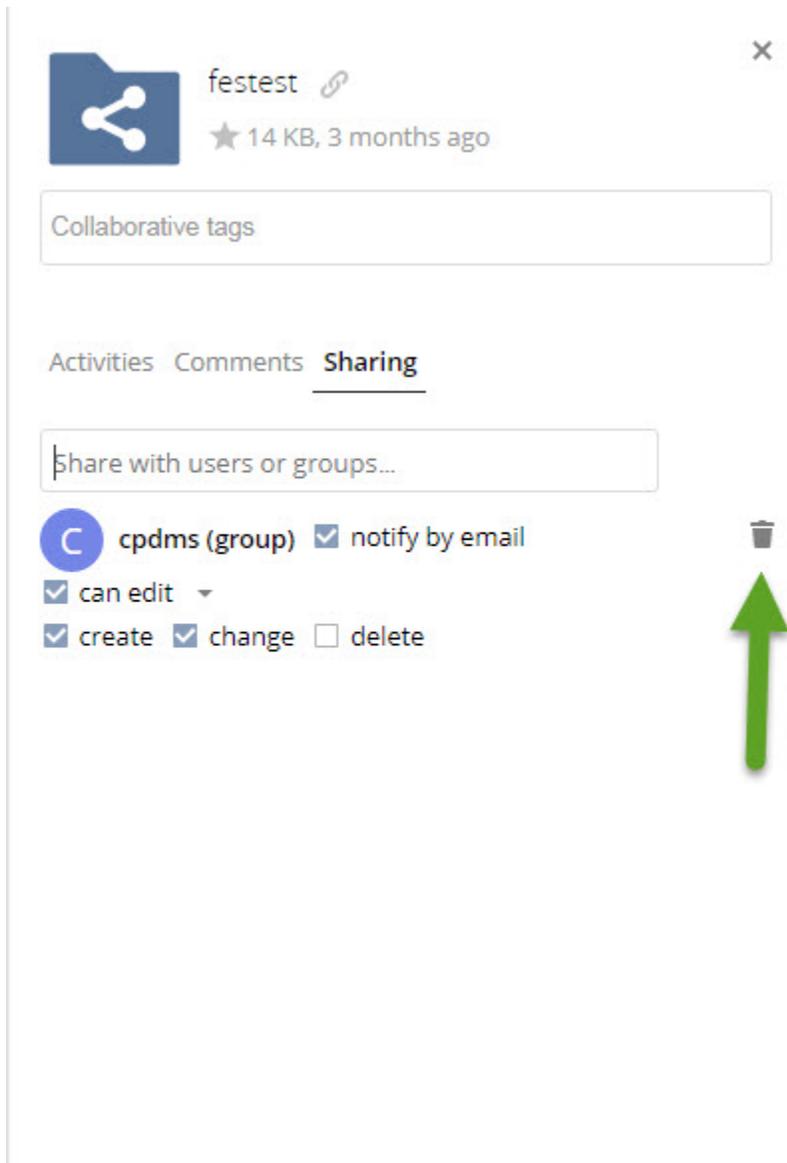


Clicking on this will open the share options. From here you will enter the name of the person or group you want to share files with



## Sharing Files cont.

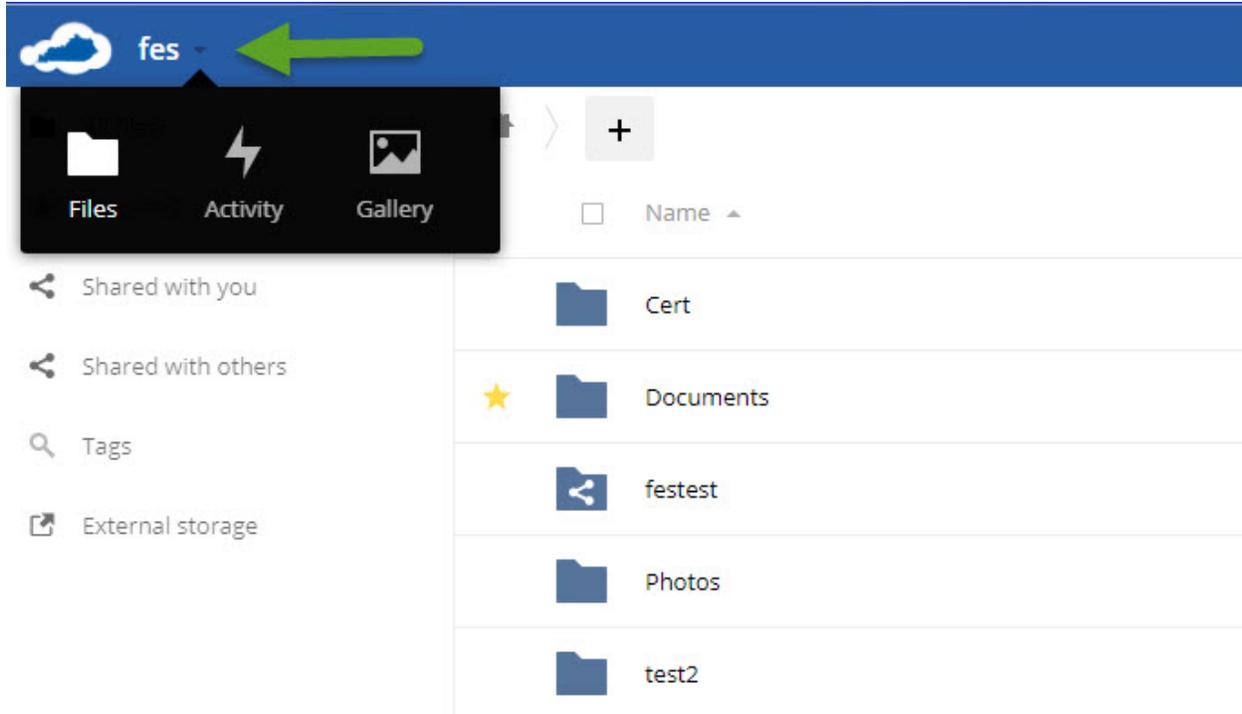
Check the “notify by email” box. If you want this to be a read only folder, uncheck can edit. To give access to upload or delete, leave can edit checked, click the little triangle next to it, and select either **create**, **change**, or **delete**. At this point you have shared the folder or item. To cancel the share, click the trashcan to the right in the share option area.



The screenshot shows a sharing interface for a folder named "festest". At the top left is a blue folder icon with a white share symbol. To its right is the text "festest" followed by a link icon. Below this is "★ 14 KB, 3 months ago". A search box labeled "Collaborative tags" is below that. There are three tabs: "Activities", "Comments", and "Sharing" (which is underlined). Below the tabs is a text input field with the placeholder "Share with users or groups...". Underneath is a list of sharing options for the group "cpdms (group)". The options are: "notify by email" (checked), "can edit" (checked with a dropdown arrow), "create" (checked), "change" (checked), and "delete" (unchecked). To the right of these options is a trash can icon, with a large green arrow pointing upwards towards it.

# See activity on your account

To see files you have shared, ones that have been shared to you or edited/deleted activity, click the arrow to the right of fes in the left corner of your screen:



Then select **Activity** to take you to activity page. This will show you any activities by you or others to you, and can also list all the shared files or folders you have access to:

