

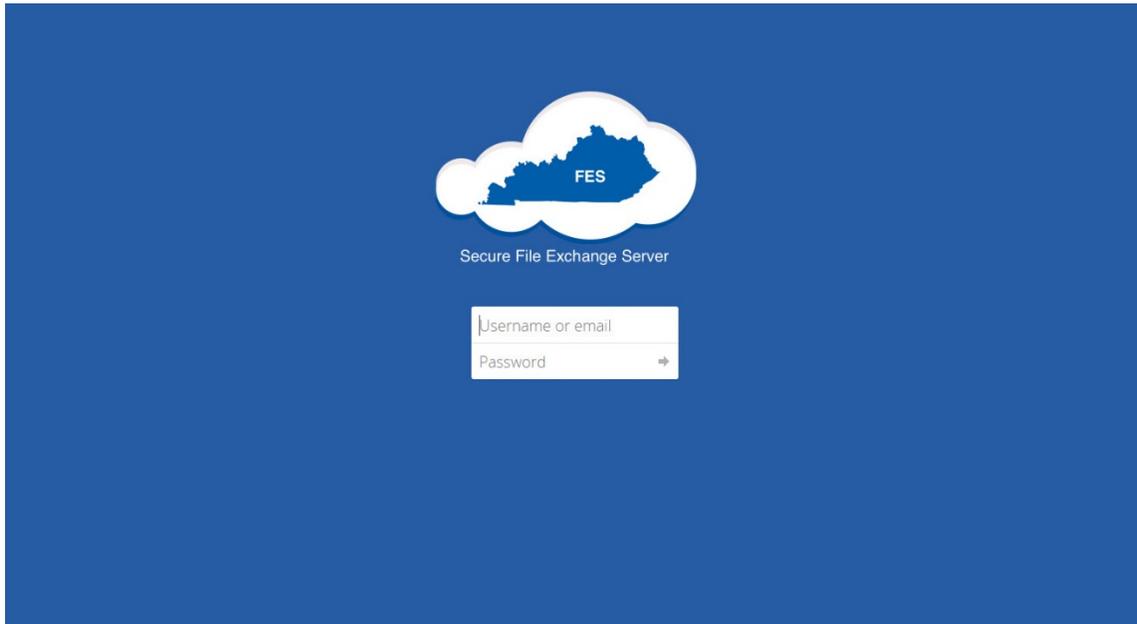
Updated FES Users Guide

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

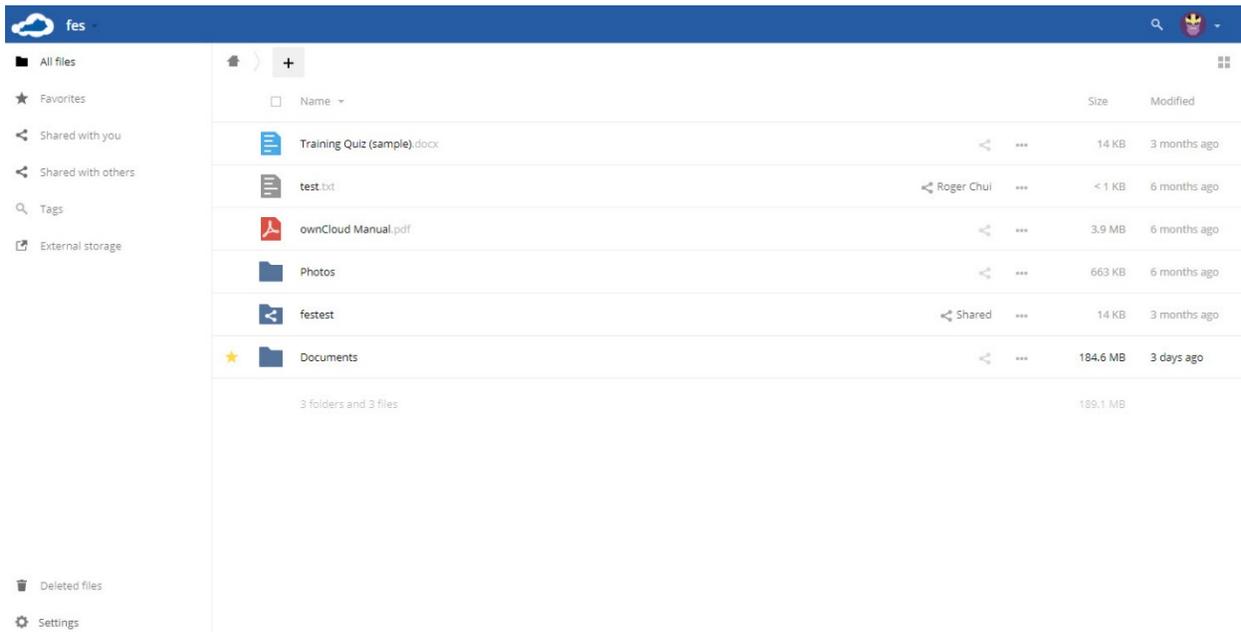
The Basics:

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

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

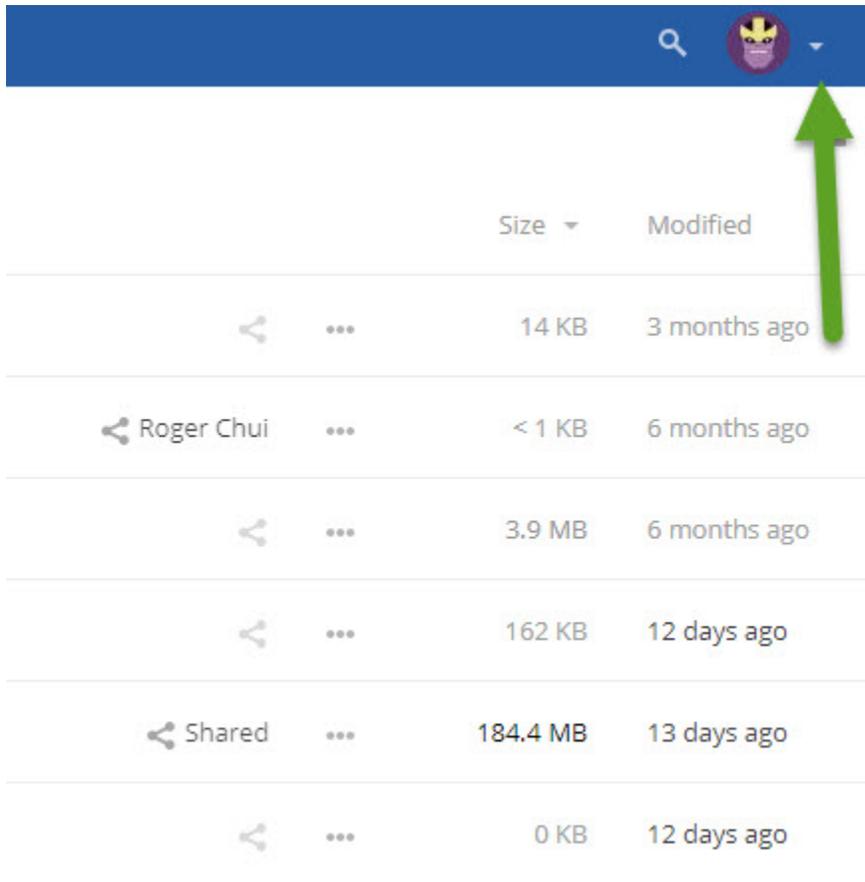


A successful login will take you to this screen:

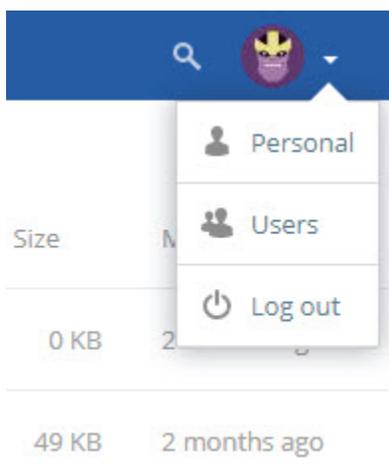


User Settings

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:

The screenshot shows the user profile page for 'fes'. The left sidebar contains navigation links: Personal info, Sessions, App passwords, Sync clients, Activity, and External Storage. The main content area displays storage usage (189.1 MB of 10 GB), profile picture, full name (Clay Campbell), email (clay@kcr.uky.edu), and groups (cpdms, owncloud-users). Below this is a 'Sessions' section with a table of active sessions.

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:

The screenshot shows the notification settings page. It includes app download buttons for Desktop app, Google Play, and the App Store. Below is an 'Activity' section with a table of notification types and their status for Mail and Stream channels. Two green arrows point to the 'Mail' checkboxes for 'A file or folder has been changed' and 'A file or folder has been deleted'.

Mail	Stream	Notification
<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

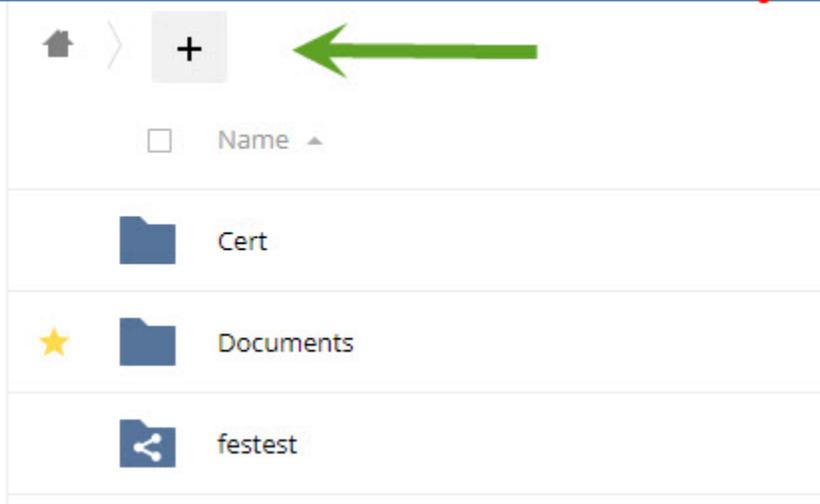
Additional options at the bottom include:

- List your own file actions in the stream
- Notify about your own actions via email
- Send emails: Hourly

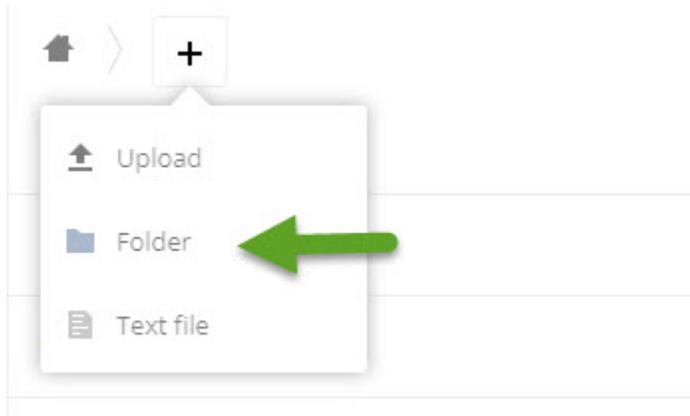
In this area, it is highly encouraged to select the 2 boxes that have the arrows next to them. This will notify you if files are changed or deleted.

Create a new folder

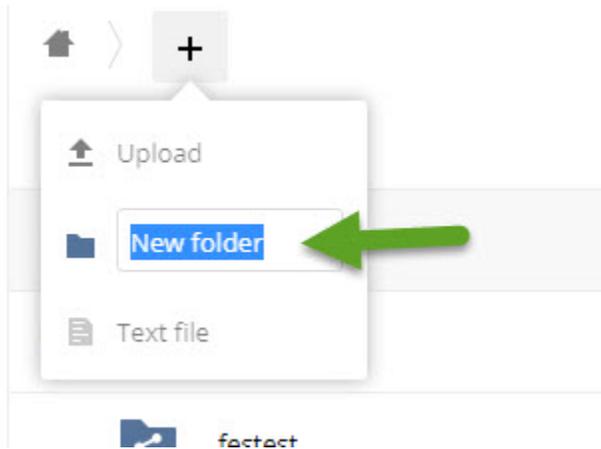
To create a new folder: click the plus sign at the top



then select folder

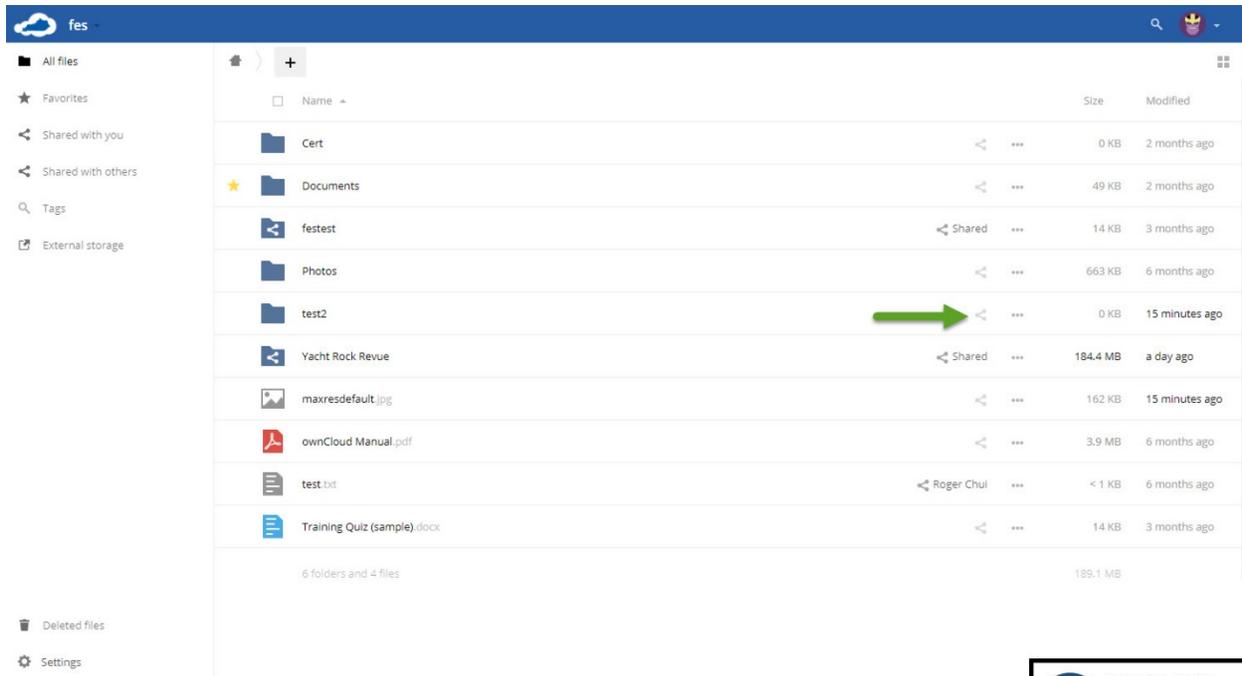


Name the folder and hit enter, this will create your new folder.

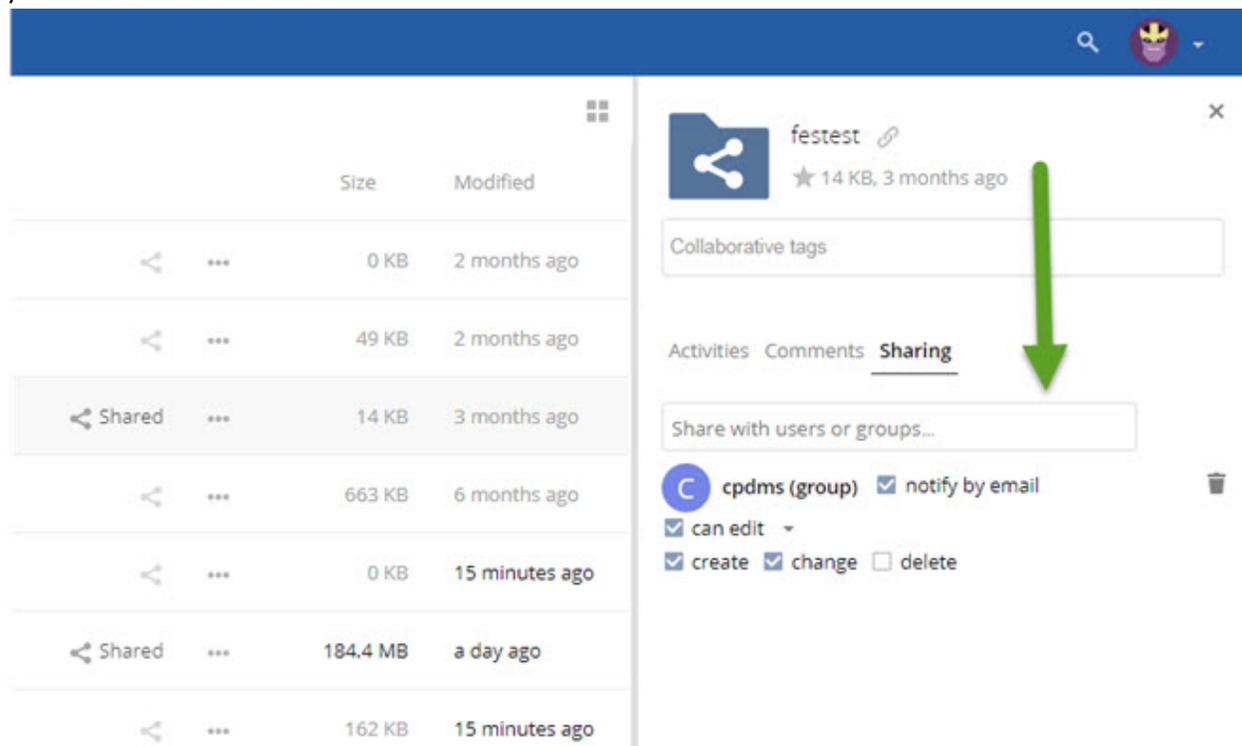


Sharing Files

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

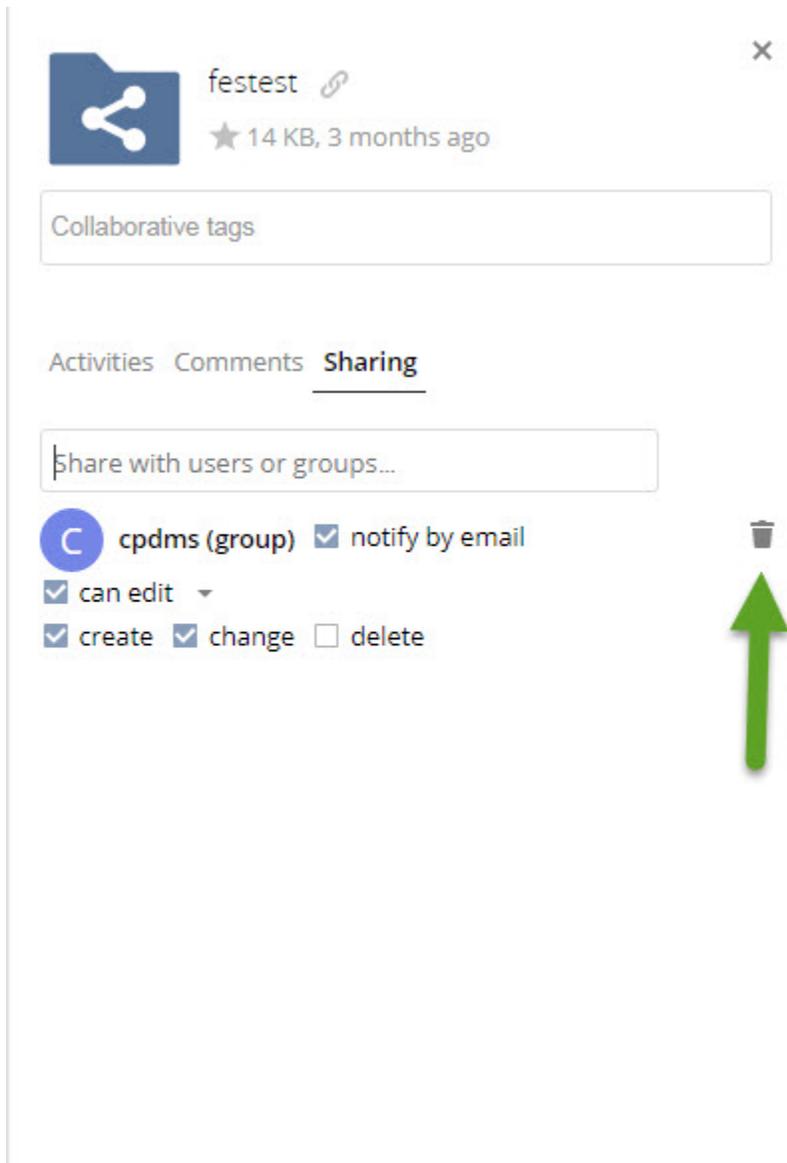


Clicking on this will open the share options. From here you will enter the name of the person or group you want to share files with



Sharing Files cont.

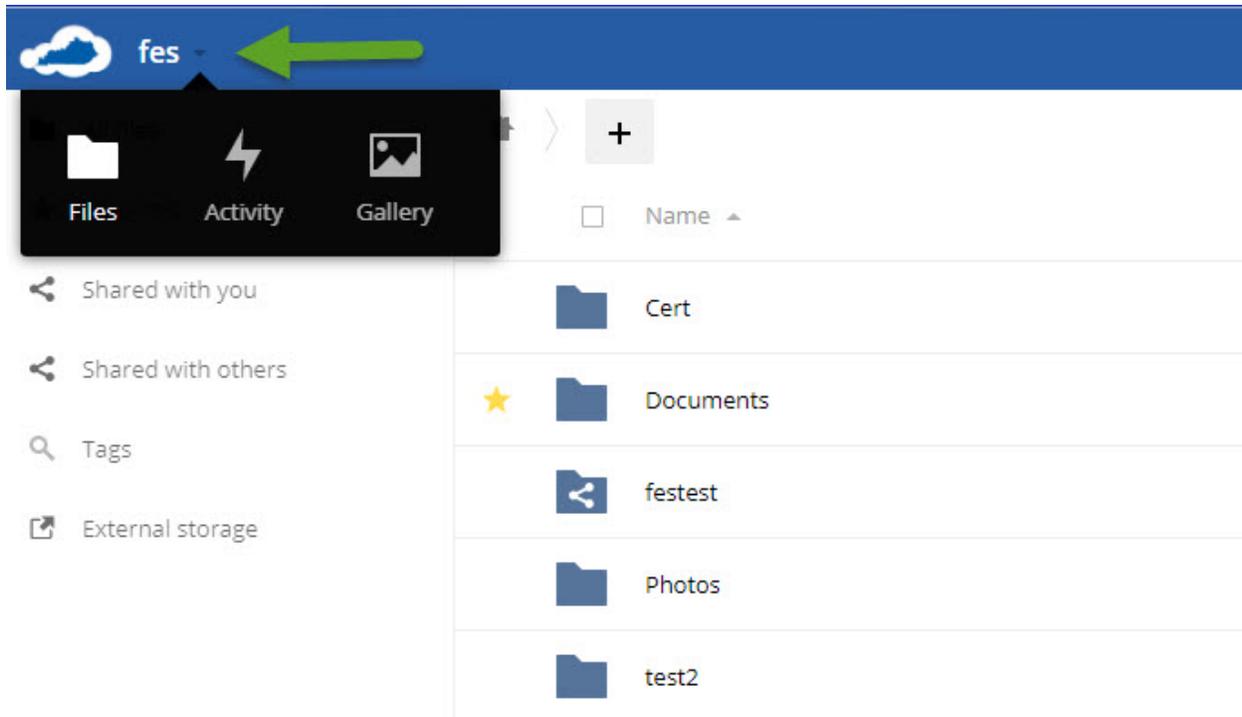
Check the “notify by email” box. If you want this to be a read only folder, uncheck can edit. To give access to upload or delete, leave can edit checked, click the little triangle next to it, and select either **create**, **change**, or **delete**. At this point you have shared the folder or item. To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



The screenshot shows a file sharing interface for a folder named "festest". At the top left is a blue folder icon with a white share symbol. To its right, the text "festest" is displayed with a small link icon. Below this, it says "★ 14 KB, 3 months ago". A close button (X) is in the top right corner. Below the folder information is a text input field labeled "Collaborative tags". Underneath are three tabs: "Activities", "Comments", and "Sharing", with "Sharing" being the active tab. Below the tabs is another text input field labeled "Share with users or groups...". Under this field, there 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, which is pointed to by a large green arrow.

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:

