

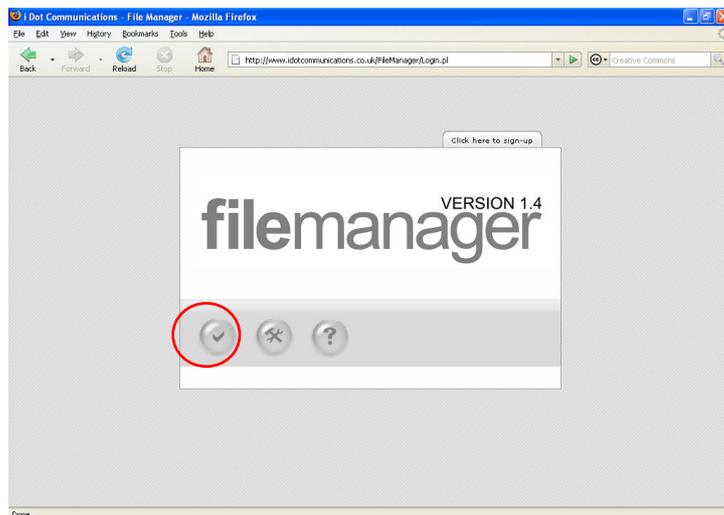
Logging in

Authorized users can quickly and easily access documents via iDC File Manager 24 hours a day, 7 days a week from anywhere in the world via either a Mac or PC running an Internet Browser with JavaScript enabled.

To access iDC File Manager the user must first enter the File Manager URL or IP address into the browsers address bar.

When the File Manager has loaded users will initially be greeted by a Login Screen.

Login Screen



The Login screen has 3 taskbar icons:



Login

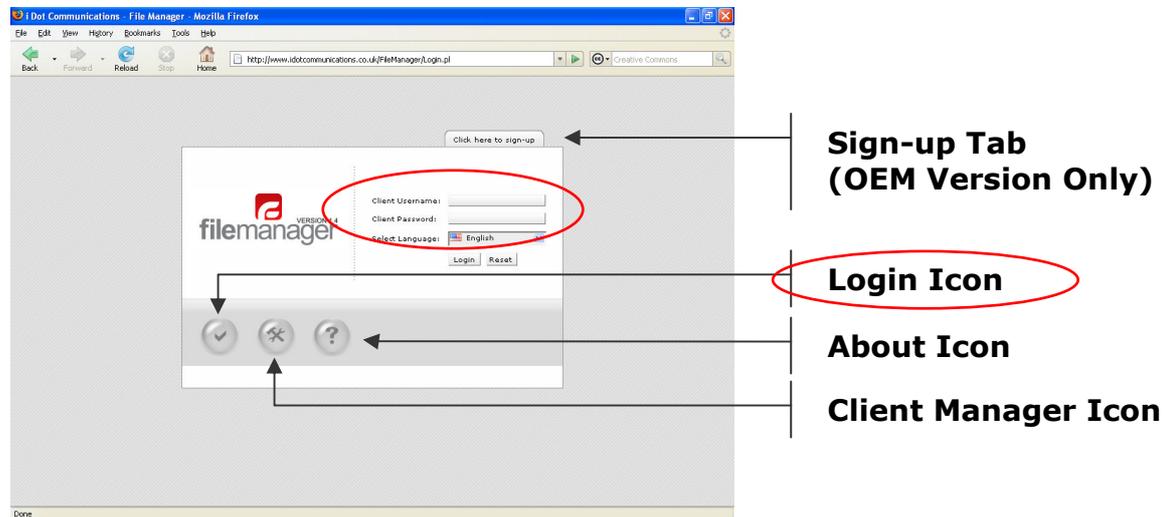


Client Manager



About

Clicking the Login icon will display the login window:



Here the user will be prompted to enter their Client Username, Client Password and select the language they would like the File Manager interface to be displayed in. These login details will have been generated by the File Manager system administrator prior to the user attempting to login.

Alternatively, if the File Manager has iDC Account Creation enabled (default in the OEM version) the user will be able to click the "Sign-up tab", complete a short application form and then create their own user account.

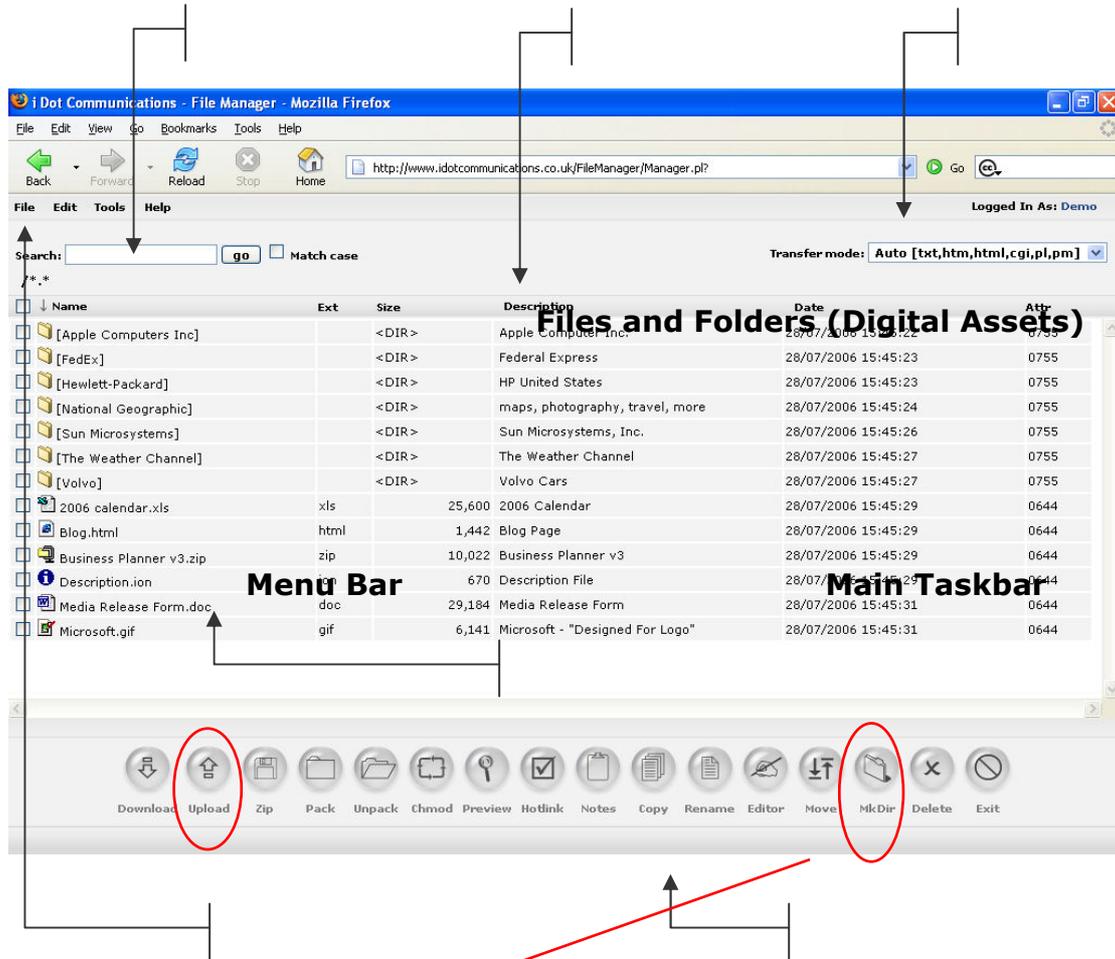
If a user enters an incorrect username and password they will not be permitted access to the Main File Manager interface. Instead they will remain on the login page and will be shown the error message "Error: Account Not Yet Activated Or Incorrect Username And Password Entered!" and asked to try again.

When a user successfully logs in, they will be automatically directed to the Main File Manager Interface screen.

The additional icons on the Login page allow the Administrator to access iDC Client Manager via the Client Manager icon and the About icon opens a pop-up window which provides information about the registered License holder and the version of the File Manager.

Main Interface

iDC File Manager has been designed to have a simple, user friendly interface with straightforward intuitive controls.

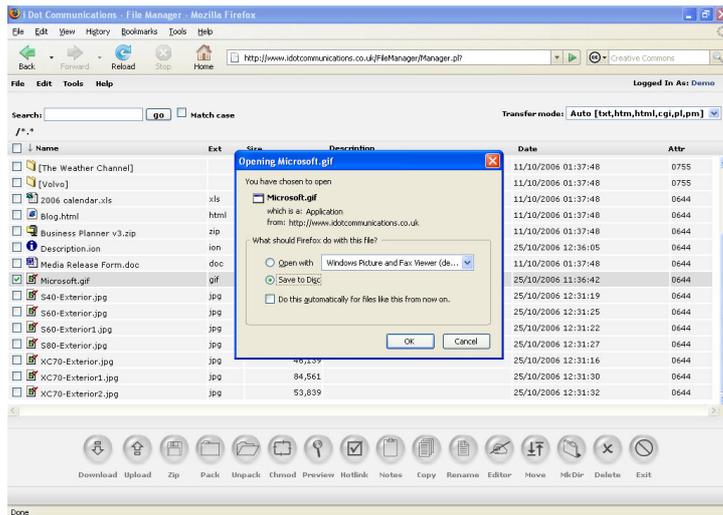


First Make a Folder

Second click the Upload

Main Taskbar

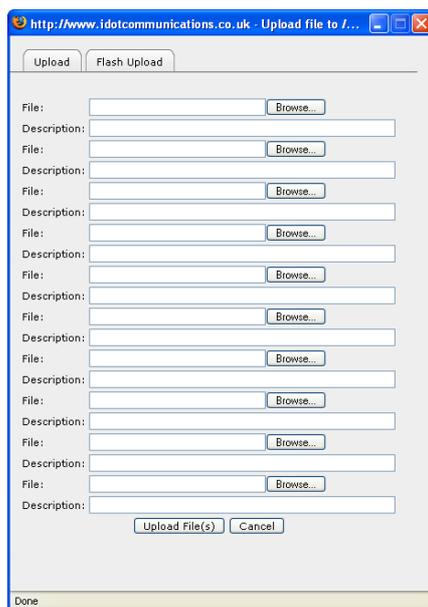
Download: To Download a file, select the file by clicking the check box at the left of the file name and then click the button in the main taskbar marked "Download".



This will then prompt the "Save to disk" dialogue window to open. Click OK and the file will be saved to your specified download location, usually your desktop.

Upload: To Upload a file, click the button in the main taskbar marked "Upload". When the upload window opens you will be presented with two upload options.

The default tab is "Upload".

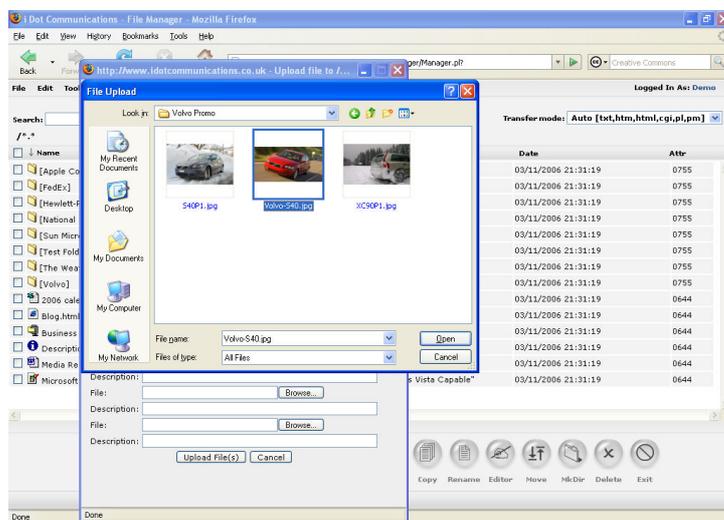


This upload function allows you to upload up to 10 files in one go and add an individual description against each file.

To add a file to the upload list you must click the "Browse" button.

This will then display the dialogue window, allowing you to choose your file.

When your file has been selected, click "open" and the file will be added to the upload list.



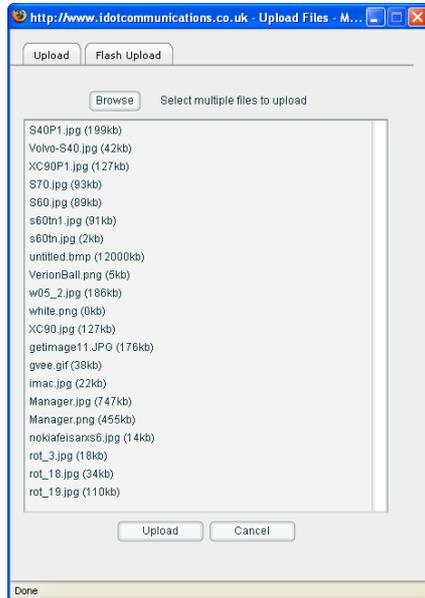
You can then add a short description against each file by using the Description field.

You can then click the "Upload files(s)" button at the bottom of the upload window.

This will then upload the files into the File Manager. If you are uploading particularly large files, an upload progress bar will be displayed and will indicate the current status of the upload.

Alternatively, to select the contents of entire folders hold down the CTRL key and the "A" key (CTRL + A).

When all your files have been selected, click "open" and the files will be added to the upload list.



You can then click the "Upload" button at the bottom of the upload window.

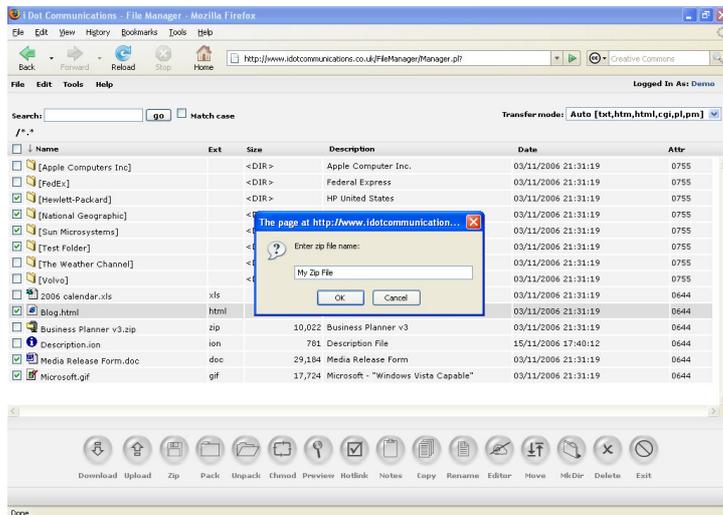
This will then upload the files into the File Manager. If you are uploading particularly large files, an upload progress bar will be displayed and will indicate the current status of the upload.

Zip: The Zip function is designed to allow you to download the contents of whole folders or multiple files to your desktop, which is not possible via the conventional "Download" function.

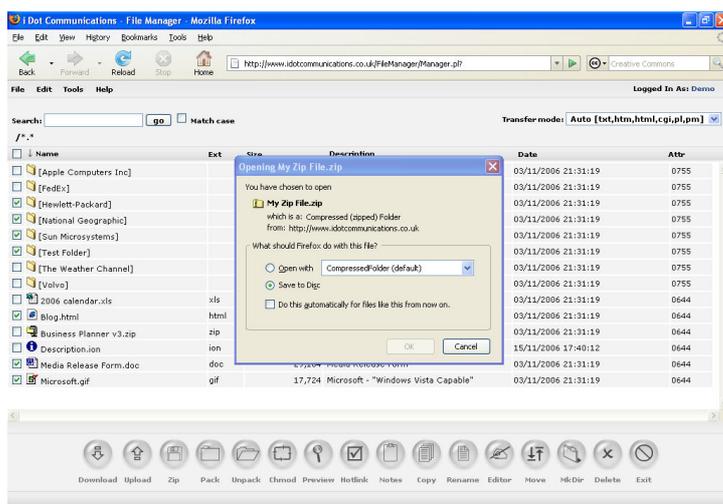
Please note this function may not be available in your copy of iDC File Manager.

To Create a Zip file, select the file or folders your require by clicking the check box at the left of the file names and then click the button in the main taskbar marked "Zip".

You will then be prompted to enter a Zip file name.



After entering a new Zip file name and clicking OK, the Zip file will be created and the "Save to disk" dialogue window to open. Click OK and the zip file will be saved to your specified download location, usually your desktop.



Pack: The Pack function is designed to be an archiving tool, allowing you to compress multiple files and folders directly on the server. It also allows you to Save and download the compressed archives to your desktop in a similar way to the Zip function.

Please note this function may not be available in your copy of iDC File Manager.