

## Advanced File management instructions.

Log in to your user account (e.g. username: client, password: access)

### Uploading

1. Click on the “Upload File” button.



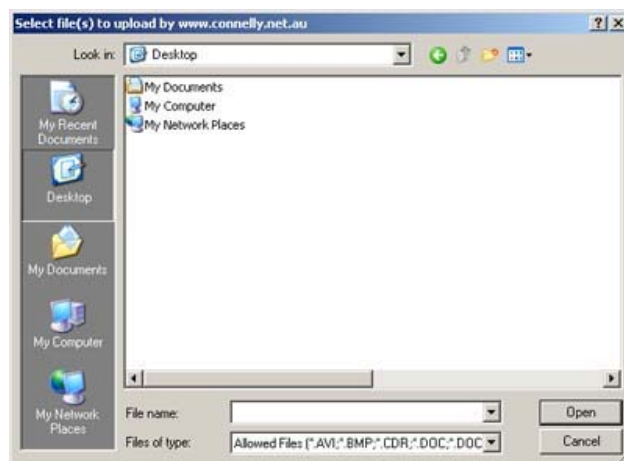
2. This will take you to the “Upload File” page.



If you have disabled javascript or you are having troubles with this uploader you can upload files with [old form here](#)

Click the “Upload” button (circled in red).

3. A browser window will open



4. Find the file you wish to upload, click on the file and then click “Open”

5. The file will begin to upload. Upload time may vary depending on the size of the file.

6. When the upload has completed this message will appear (circled in red).

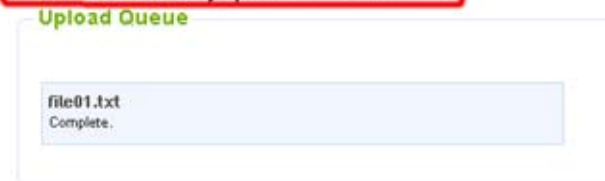
## Upload File

Your total upload limit: **10000 MB**

Your maximum filesize: **10000 MB**

Allowed extensions: **AVI,BMP,CDR,DOC,DOCX,DWG,DXF,FLV,GIF,JPEG,JPG,MP3,PDF,PNG,RAR,TXT,XLS,XLSX,ZIP**

**You have successfully uploaded file file01.txt**



1 file uploaded.



If you have disabled javascript or you are having troubles with this uploader you can upload files with [old form here](#)

Please note: If you would like to upload multiple files at once, you must first create a folder on your computer that contains all the files you wish to upload.

- Find the folder with the files you wish to upload and double click on the folder to view the files contained.
- Click on the first file in the list, hold the “Shift” key on your keyboard then click on the last file in the list.
- Now all of the files should be highlighted. Click “Open” and the files will begin to upload.

## Sending files

1. Click on the “Your files” button.




## Your Files

2. This will take you to a list of all files you have uploaded.

## Your Files

Title	Size	Extension	Uploader	Date Uploaded	Share Link
file01.txt	0.01 KB	txt	demo	04 Nov 2009, 15:28	  

3. To send files to your contact click on the “Share Link” button. 

4. This will take you to the “Share Link” page.

## Share Link

### Copy/Paste Link

Selected file: file01.txt.txt

Link: <http://www.connelly.net.au/filemanager/download.php?path=/filemanager/uploads/file01.txt>

### Email Link

You can easily send an email to your friend using following form.

From:demo

To:

Message: Hello, I am sending you a link from S J CONNELLY  
CPP PTY LTD Advanced File Management System.  
Click on the following link to download the file:  
<br />  
<a href="http://www.connelly.net.au  
/filemanager/download.php?path=/filemanager

5. Type the email address of the person you would like to send the file to in the “To” input field and click the “Send Link” button.
6. When the file has been sent, this message will appear (circled in red).

### Email Link

You can easily send an email to your friend using following form.

**Thank you, your link was sent to test@test.com**

From:demo

To:

Message: Hello, I am sending you a link from S J CONNELLY  
CPP PTY LTD Advanced File Management System.  
Click on the following link to download the file:  
<br />  
<a href="http://www.connelly.net.au  
/filemanager/download.php?path=/filemanager

To download a file to your computer, click on the small disk button.



To change the title of a file you have uploaded, click on the small pencil button



Type in the new title and click the “Submit Changes” button.