

# MyFiles - User Guide

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*MyFiles* is a web service for secure data exchange between GEPARD and its partners.

It is easy to use, and you will only need an up-to-date web browser.



## **For your safety**



- Please **Log-out** after finishing your up- und downloads
- Sensitive data should stay in this web area only for a very short time

- [Back to MyFiles Overview](#)
- [Quick Guide \(English\)](#)

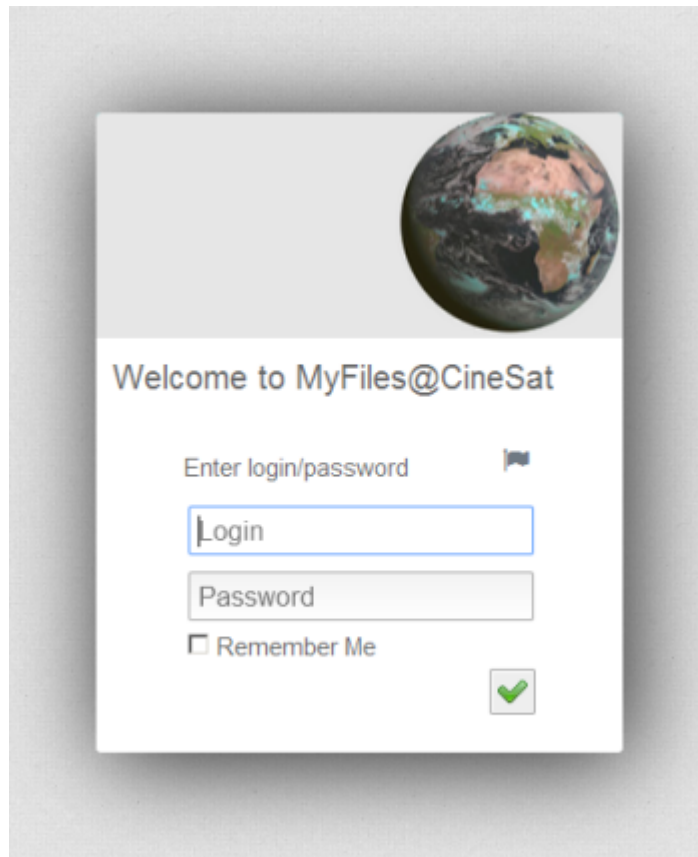
## 1. Login

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Open the web adress:

-  <https://www.gepard.at/myfiles> or
-  <https://www.cinesat.com/myfiles>

This link opens a login window (start-up may take a few seconds):

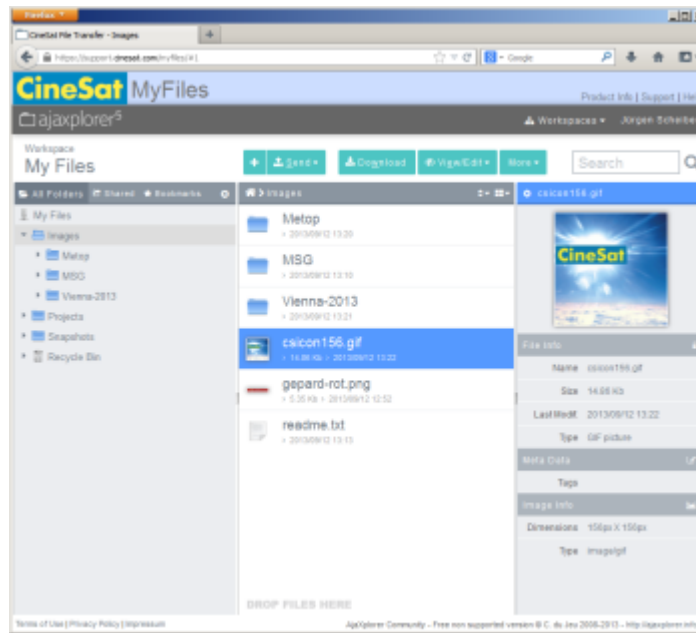


Please note that user name and password are both case sensitive.  
After successful login you will get an application window with upload, download, and standard file browser functionality.

## 2. Your MyFiles Window

Your *MyFiles* application window consists of

- Three color-coded tool bars, the
- Browsing area (file list and navigation panels), and a
- Bottom info line with links to legal documents



## Window Layout

<b>Banner</b>		
<b>MenuBar</b>		
<b>ActionBar</b> (Send, Download, View, ...)		
<b>Folder Tree</b>	<b>File List</b>	<b>File Details</b>
	...	
	...	
Bottom Info Links		

## Three color-coded tool bars

Toolbar Name	Bar Color	Description
<i>Banner</i>	steel blue	Links to CineSat sites and <i>MyFiles</i> Help
<i>MenuBar</i>	dark gray	<i>Workspace</i> selection and <i>Account / Logout</i> menu
<i>ActionBar</i>	white	<i>Workspace</i> name and action buttons/menus (Send, Download, View, Edit, ...)

## Browsing Area

Panel Name	Where	Description
<i>Folder Tree</i>	Left (gray)	Directory tree to navigate through the current workspace
<i>File List</i>	Center (white)	File name display and selection list; also the drag-and-drop target area for quick uploads
<i>File Details</i>	Right (gray)	Details of selected files

## Bottom Info Links

- Legal info documents (Terms of Use, Privacy Policy, Impressum)
- Link to AjaxPloer website

### 3. Choose Your Workspace

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Most partners have only one up- and download area named “*My Files*”. For general data exchange please always use this “*My Files*” workspace.

As a project partner you may have access to more than one workspace area for software and data exchange.

You find the name of your current workspace in the **ActionBar**. The start-up workspace is your personal folder “*My Files*”. If necessary choose another workspace from the “*Workspaces*” drop-down list in the **MenuBar**.

### 4. Download files to your computer

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Downloading files is easy, intuitive, and standard:

- select the file(s) for download
- click on *Download*
- select your local storage location

#### Download Steps

- Select your download area:
  - *MyFiles* starts in your personal directory “*My Files*”
  - Other download areas can be selected in the “*Workspaces*” drop-down list (**MenuBar**)
- Change to the desired sub-directory in left-side folder tree
- Select requested files in center panel
  - **Note:** Multiple selected files will automatically be packed into a single ZIP file for download
- Click action button “*Download*” (**ActionBar**)
- As with any other Internet file download, your browser will either store the data in a fixed download directory or open a window to select your local storage place.
- In pop-up window: Select destination folder on your computer > “*Ok*”
- Logout: Menu “*Your User Name*” > “*Log out*” (**MenuBar**)

### 5. Upload files from your computer

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There are two easy ways for uploading file depending on your browser's capabilities:

- Use the *Send* button or
- Drag-and-drop your file(s) from your local file browser (e.g. Windows Explorer) to the *MyFiles*

destination folder

**Note:** The 2nd option is not supported by all browsers.

- Drag-and-drop is not supported in IE8
- Tested with IE10 and recent Firefox (Windows)

### Upload steps

- Select your upload area:
  - *MyFiles* starts in your personal directory "*My Files*"
  - Most external users will upload files into their "*My Files*" Workspace
  - Other upload areas can be selected it in the "*Workspaces*" drop-down list ([MenuBar](#))
- Open target sub-directory in left-side [Folder Tree](#)
- If your browser supports drag-and-drop:
  - simply drag-and-drop the file from your local file browser into the white background of the *MyFiles* [File List](#)
- If drag-and-drop does not work:
  - Click action button "*Send*" > "*From computer*" ([ActionBar](#))
  - Press "*Select files on your computer*" button in the *Send* pop-up window
  - Select the local files to be uploaded
  - The selected files will be uploaded
- Depending on your browser it may be necessary to refresh the *MyFiles* file list to properly see all uploaded files:
  - Right-click on the white [File List](#) panel and
  - Select *Refresh*
- Logout: Menu "*Your User Name*" > "*Log out*" ([MenuBar](#))

## 6. Deleting Files

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### Delete

- You can delete files only if you have the necessary access permissions.
- To delete one or more files or directories:
  - Select them in the [File List](#)
  - Right-click > *Delete*

Note: Deleted files are moved to the wastebasket (*Recycle Bin*).

### Restore deleted files

To recover a file from *Recycle Bin*:

- Go to directory *Recycle Bin* by selecting it in the left-side [Folder Tree](#)

- Right-click on the file to be restored ([File List](#))
- From the context popup menu select *Restore*

### Empty wastebasket

To empty *Recycle Bin*:

- Go to directory *Recycle Bin* by selecting it in the left-side [Folder Tree](#)
- Right-click on the white panel background of the [File List](#)
- From the context popup menu select *Empty*

## 7. Further Functions

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The web-based “*MyFiles*” service offers all functions of a standard desktop file browser (like Windows Explorer) including

- Create, delete, and rename files and directories
- Copy and move files
- View images and some other file formats
- Directly view and edit text files


These functions can be accessed from the [ActionBar](#) or from the context menu that pops up with a right-click in the [File List](#), i.e.

- for file operations right-click on a file or file selection
- for directory operations right-click on the white background

## 8. Changing Password

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We strongly recommend to change your password with first login.

- Move mouse pointer over your user name (top right)
- In drop-down menu > Select **Change Password**
- In *Change Password* dialog window:
  - Enter old password
  - Enter new password (2 times)
  - Click on 

## 9. Logout

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### **For your safety**

- Please **Log-out** after finishing your up- und downloads
- Sensitive data should stay in this web area only for a very short time

You need to log out after finishing the file transfers. Simply closing the browser does not log you out and may leave a security hole open that allows other users or hackers to use your login and to access your data.

To log out click on "*Your User Name*" > "*Log out*" on the right side of the **MenuBar**.