

MyFiles - User Guide

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

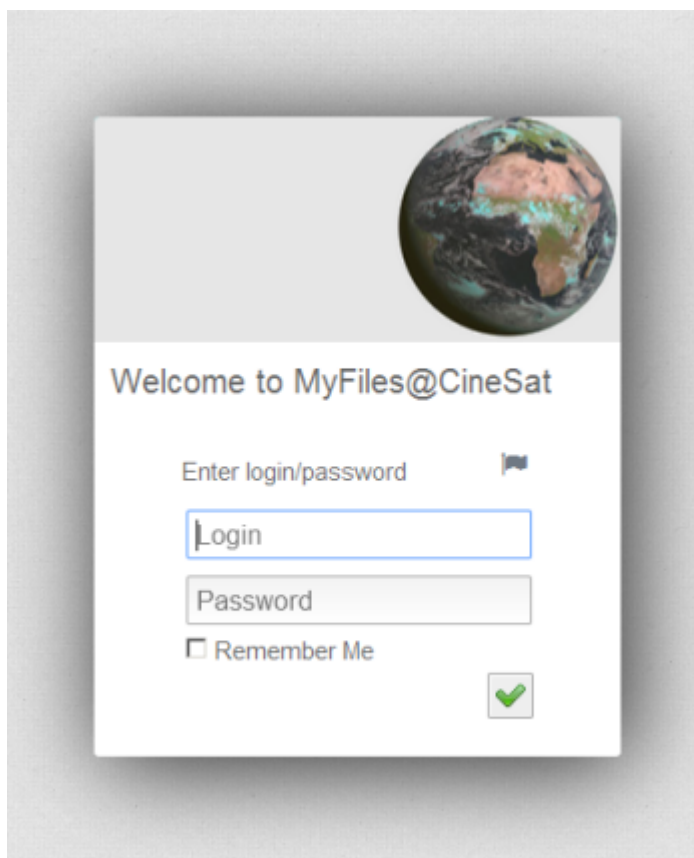
- [Back to MyFiles Overview](#)
- [Quick Guide \(English\)](#)

1. Login

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):



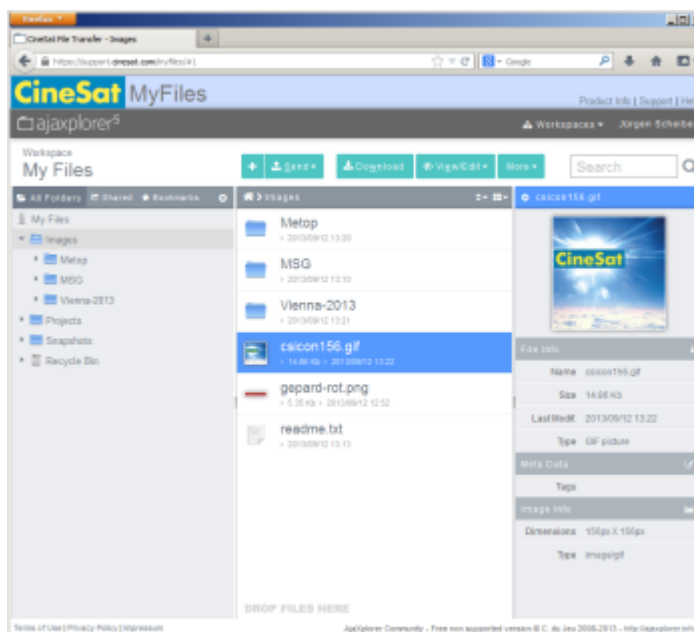
Please note that user name and password are both case sensitive.

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

Banner		
MenuBar		
ActionBar (Send, Download, View, ...)		
Folder Tree	File List	File Details
	...	
	...	
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

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

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

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

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

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

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



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**.