



## Staying Connected from Home

**eFiles** gives you the ability to access your campus network drives (individual and shared) from home (i.e., outside the Northside network). You will be able to upload, download, and organize your files.

*Please keep in mind that once you download a file, you will only be able to view or modify that file if you have the application needed on the PC you are working on; e.g., You will need the Microsoft Publisher application on your home computer to modify a Microsoft Publisher document from school.*

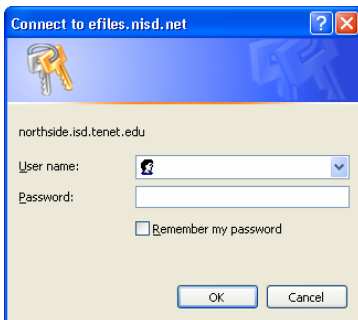
### What will I be able to do?

- Upload files
- Download files
- Delete files
- Create new files and folders
- Rename files and folders
- Cut, Copy, and Paste files and folders
- Search for files

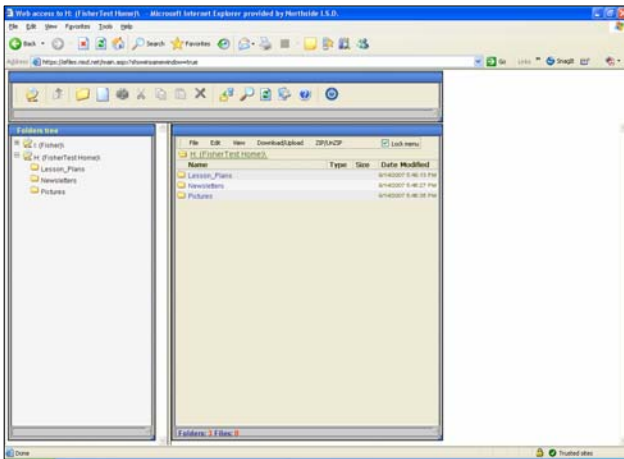
### Getting Started:

Go to: <https://eFiles.nisd.net>

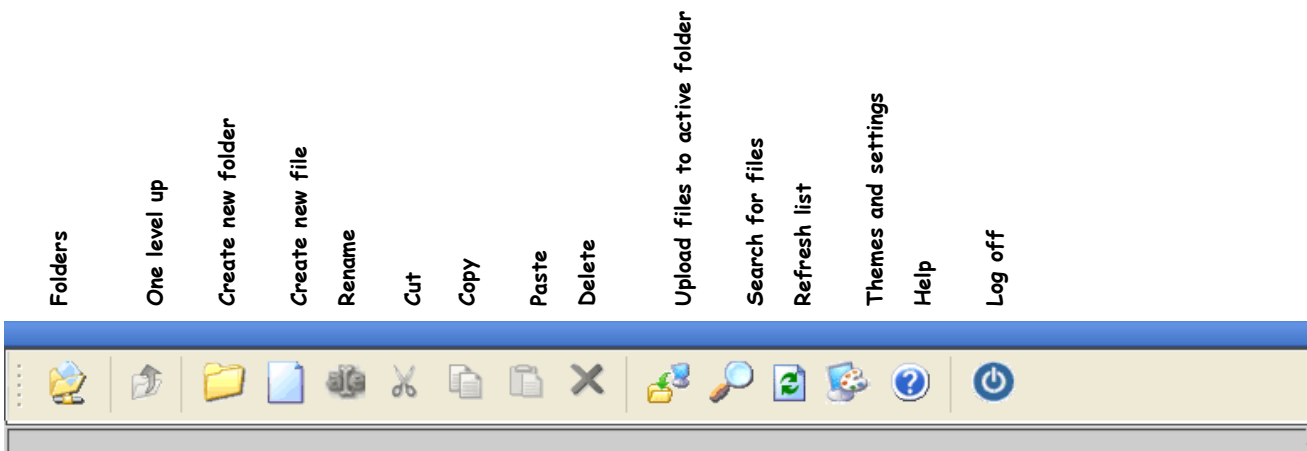
You will see a login window for **eFiles**. Use your network User name (e#) and Password. Click **OK**.



Once logged into eFiles, you will see your **I** network drive (Campus Share drive) and your **H** network drive (Home drive).

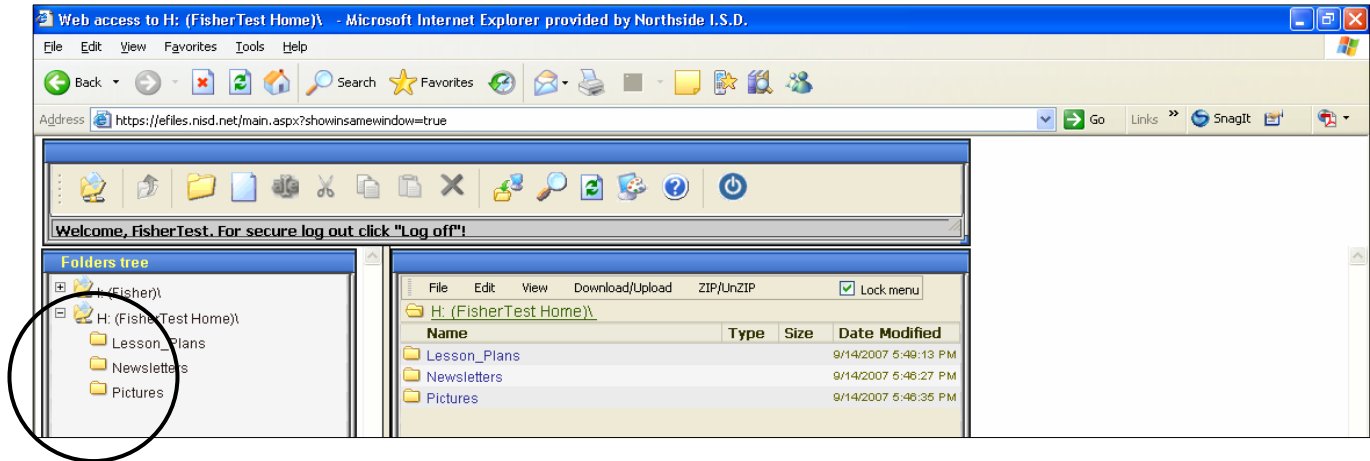


Getting to know the eFiles Toolbar:

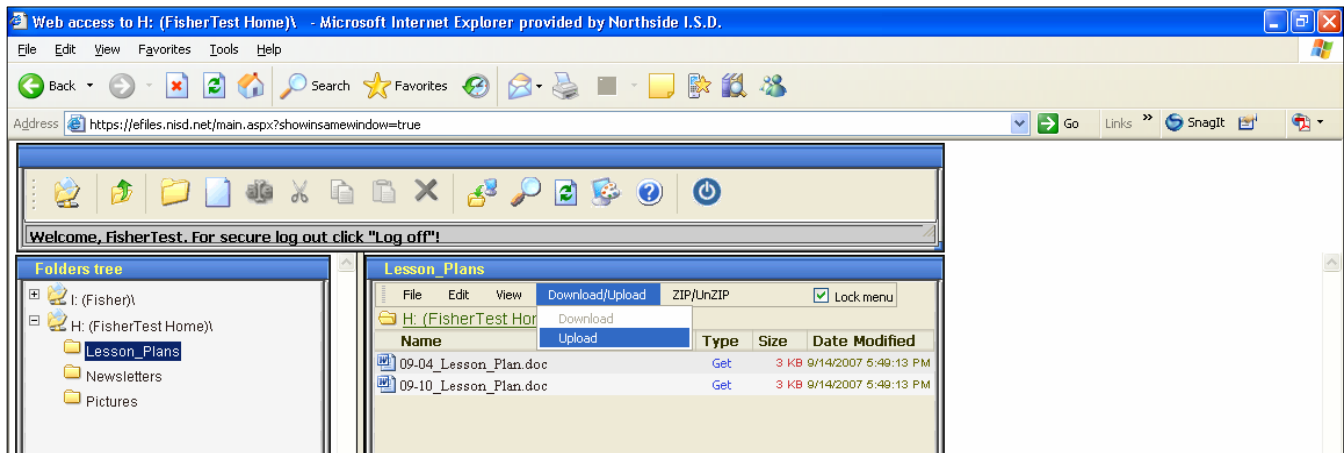


## How to Download a File:

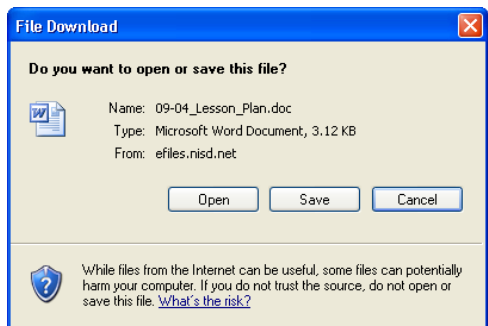
Under the Folder tree on the left, click on the node (+) button to see the file structure. Click on a folder within the drive to view the contents on the right.



To download a file, highlight the file. From the menu bar, click on **Download/Upload** and select **Download**.

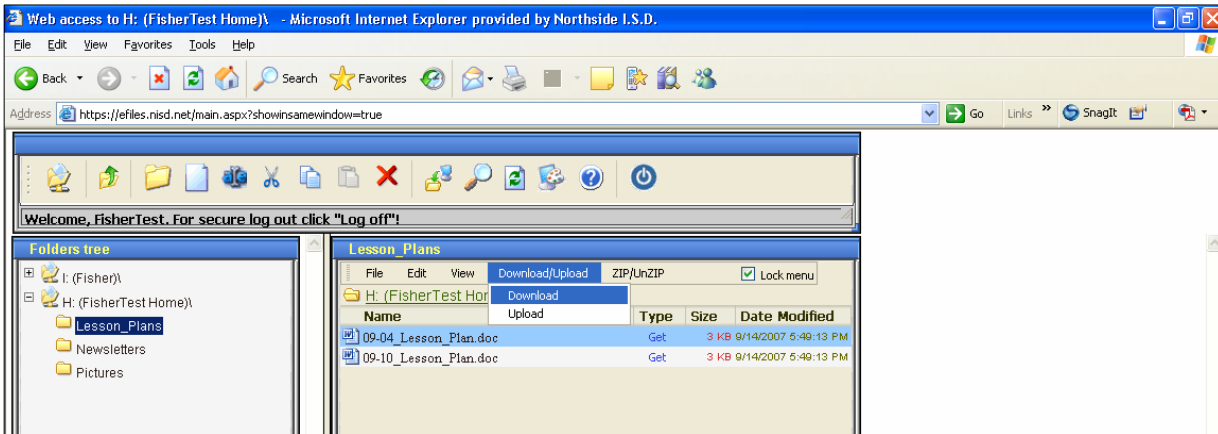


You will get the File Download window to Open, Save, or Cancel.

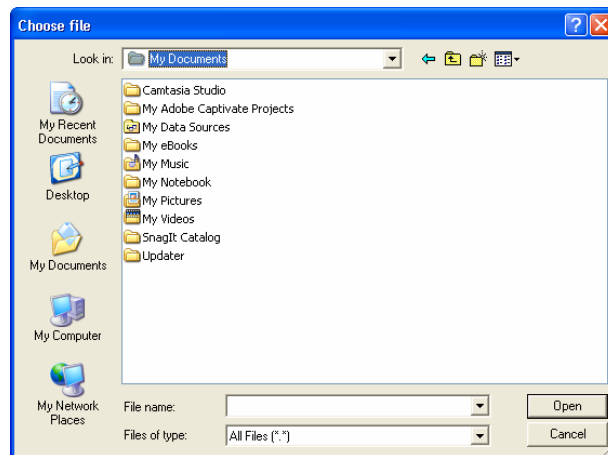
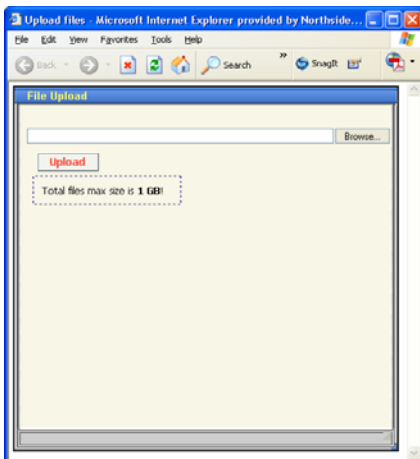


## How to Upload a File:

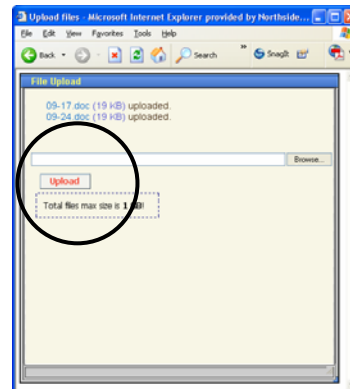
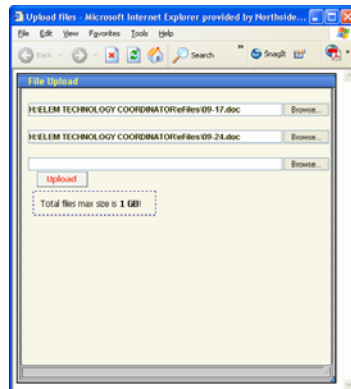
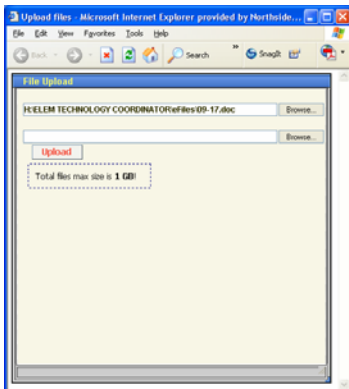
From the menu bar, click on **Download/Upload** and select **Upload**.



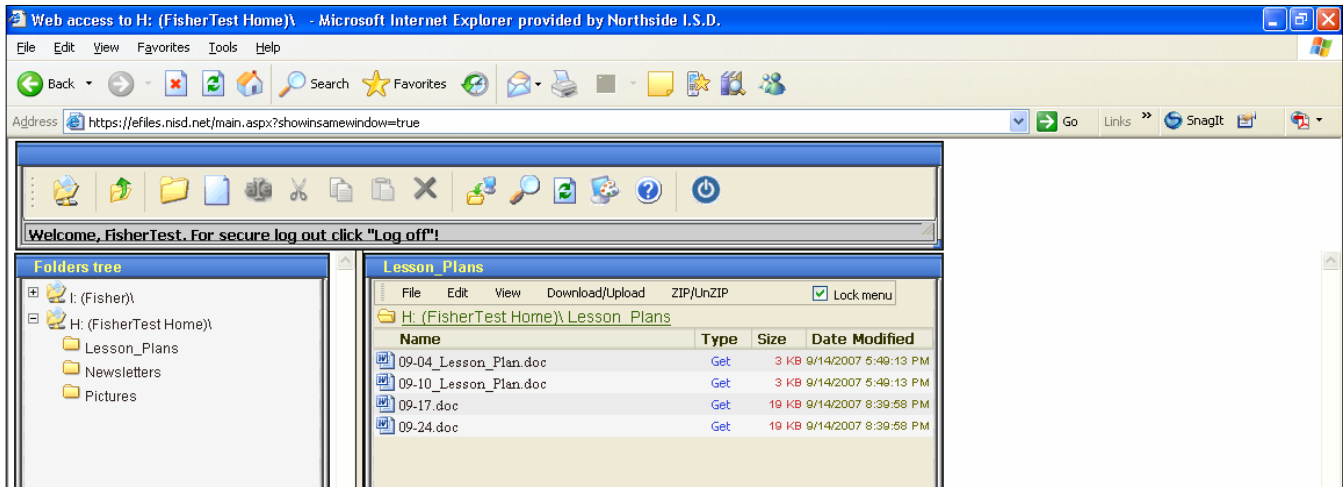
You will see a File Upload window. Click the **Browse** button. You can now choose the file you want to upload by navigating your computer.



Notice you are able to upload multiple files. When you are finished, click **Upload**.



You will now notice that your files are uploaded to your network drive.

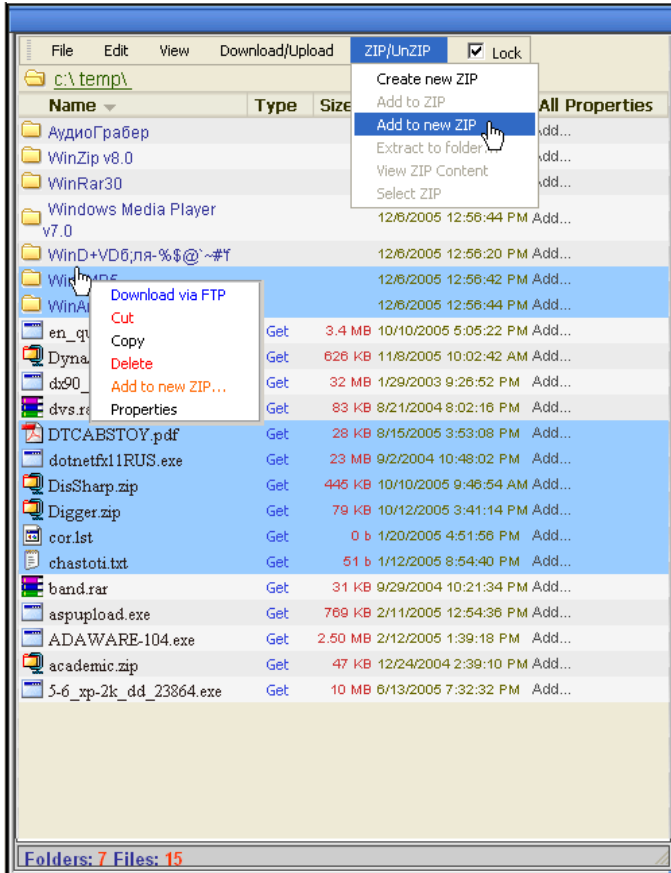


When you are finished working with your eFiles, make sure to **Log off**.



# Web File Manager Help

## Files/Folders List:



On the bottom left part of the screen you can see list of files and folders. Double-click left mouse button will open subfolder or single-click selects a single item. You can use left mouse button and Ctrl and Shift keys combinations to select multiple items.

You can sort folder listing by clicking at Name, Type, Size or Date modified section of the top bar. Right-mouse button click will allow you to see the context menu or select needed action in drop-down menu. You can download any selected file by clicking blue "Get" hyperlink.

**Menu Items:** On the left part of the task panel you can find these options:

**File & Edit** - file/folders operations. You can create new folders, create new files, rename files/folders, cut files/folders, copy files/folders, paste files/folders, delete files/folders, view properties files or folders and change attributes if you have permissions to do so, edit text files. Select appropriate items to complete actions. Be careful in deleting - once a file or folder is deleted, it can't be recovered.

**View** - Refresh list or view some files types including Graphical Images, HTML and PDF documents in separate window.

**Download/Upload** - Actions which allows you to upload files from your local PC to the currently selected web folder or download. Upload/Download via FTP features allows users to do action with multiple files and folders. Upload via Flash 8 movie allows users to upload multiple files.

**ZIP/UnZIP** - This section has a set of items for ZIP/Unzip operations. Use these items to compress/uncompress multiple files and folders. This is helpful when you have a slow Internet connection or want to upload multiple files or folders with large structure. You can compress your files before moving them from your local PC to the web folder or vice versa. You can add files to existing files on server ZIP archive or create new files.

**Drag and Drop:** In addition to the menu items mentioned above, you can also quickly copy or move selected files and folders using drag and drop. Click left or right mouse button on one of the selected file and move cursor to needed folder or ZIP archive. Also you can drop items to folders in tree. Leave cursor on folder's plus for 1 second and it will be open automatically. In Mozilla/Firefox 1.5 use only the right mouse button to drag items. In previous versions of Mozilla/Firefox and their based browsers while dragging to folder in tree, first Mouse up in tree frame and then move mouse arrow to needed folder!