

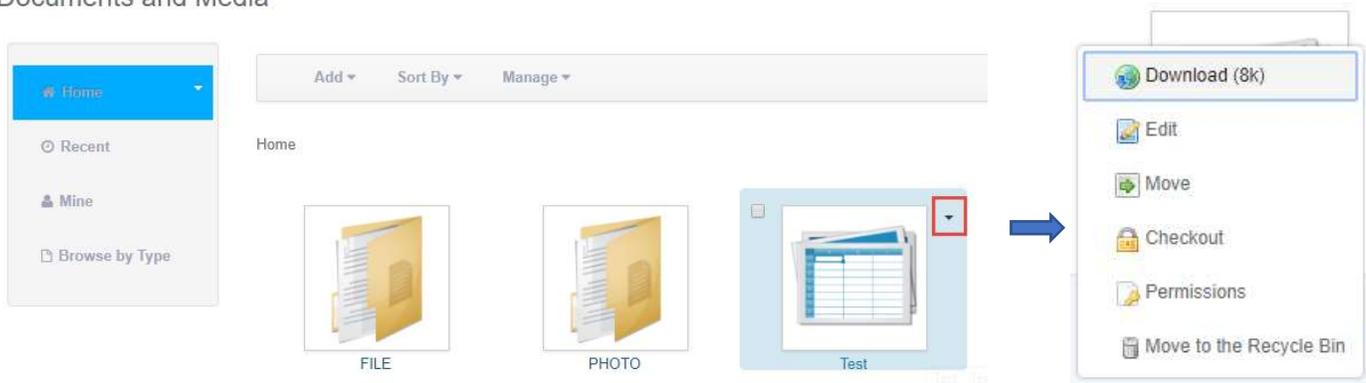
File Management

Once a file is uploaded to the site, several actions can be performed with the proper permissions:

- Download file
- Edit file properties
- Move file to another location
- Checkout/Check In document
- Set file permissions

1. Click on the **Content** link in the site navigation menu to view the file manager
2. Locate the desired file, mouse over, and click on the down arrow button in the top right corner to view menu

Documents and Media



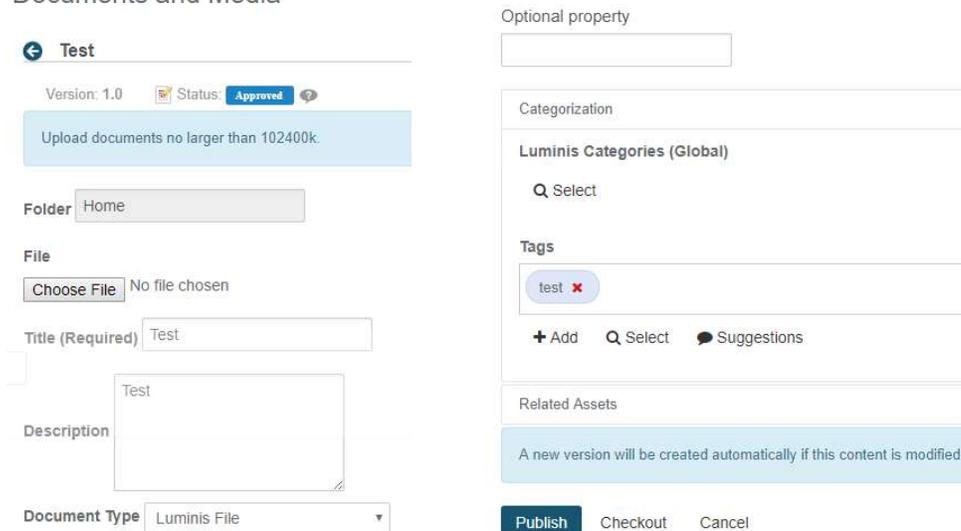
Download File

Selecting this option will automatically download the file to your computer. The downloaded file will be in the Downloads folder unless you specified another folder in your browser settings.

Edit File Properties

Selecting this option will bring up the file properties page. From there, you can add, edit, or remove any item of the file properties for informational purposes.

Documents and Media

The image shows a 'Documents and Media' page for editing the properties of a file named 'Test'. The file is version 1.0 and has an 'Approved' status. A message indicates that uploads are limited to 102400k. The 'Folder' is set to 'Home'. The 'File' section has a 'Choose File' button and shows 'No file chosen'. The 'Title (Required)' is 'Test'. The 'Description' field contains 'Test'. The 'Document Type' is 'Luminis File'. On the right, there is an 'Optional property' field, a 'Categorization' section with 'Luminis Categories (Global)' and a search button, and a 'Tags' section with a tag 'test' and buttons for '+ Add', 'Select', and 'Suggestions'. A 'Related Assets' section contains a message: 'A new version will be created automatically if this content is modified.' At the bottom, there are 'Publish', 'Checkout', and 'Cancel' buttons.

Note: This is similar to the file properties page previously seen when uploading a file.

Move File

Selecting this action will relocate a file from one location to another. Follow the steps below to do this:

1. Click on the **Content** link in the site navigation menu to view the file manager
2. Locate the desired file, mouse over, and click on the down arrow button in the top right corner to view menu
3. Select the **Move** option in the menu

Depending on where the file is located, different options will be available in the below subsections. If the file is located in the home folder screen, then follow the directions in the below **Home Folder** section. Otherwise follow the directions in the **Subfolder** section.

Home Folder

1. Click on the **Select** link in the next page that appears

Documents and Media

← Move Sample Presentation.pptx

Current Folder
Home

New Folder Home

Select

Move Cancel

2. Find the desired folder and click on the title or the **Choose** button beside the title

Folder	# of Folders	# of Documents	
FILE	0	1	Choose
PHOTO	0	2	Choose
VIDEO	0	1	Choose

3. The Move File confirmation screen will appear. Verify the current and new folder information is correct. Click on the **Move** button to complete the action.

Documents and Media

← Move Sample Presentation.pptx

Current Folder
Home

New Folder VIDEO

Select

Move Cancel

4. The folder screen will appear. Open the folder where the file was relocated and verify.

Subfolder

1. Click on the Select link in the next page that appears

Documents and Media

[←](#) Move Test

Current Folder

FILE

New Folder FILE

Select

Move Cancel

2. There are three choices available on the subfolder file page that appears
 - Add Subfolder
 - Select an existing subfolder
 - Choose another folder outside of the current subfolder

Home

Home / FILE

Add Subfolder Choose This Folder

Folder	# of Folders	# of Documents	
 Archive	0	0	Choose

Add Subfolder

1. Click on the **Add Subfolder** button

[←](#) New Folder

Name (Required)

Description

Permissions

Viewable by

Site Members [More Options »](#)

Save Cancel

2. Type in the subfolder name, description, and viewing permissions in the appropriate fields
3. Click **Save** to confirm. The new subfolder should appear in the subfolder file page and be accessible

Select Existing Subfolder

1. Click on the **Choose** button to the right of the target subfolder
2. Verify the **Current Folder** and **New Folder** locations are correct

Documents and Media

← Move Test

Current Folder
FILE

New Folder Archive

Select

Move Cancel

3. Click the **Move** button to complete the file action

Choose Another Folder

1. Click on the **Home** link in the breadcrumbs trail

Home

Home / FILE ← **Breadcrumbs Trail**

Add Subfolder Choose This Folder

2. If the destination folder appears in the home folder area that appears, click the **Choose** button next to the title. Skip to Step 5.
3. If the destination folder is within another folder (a subfolder), click the titles of each folder till the correct one is found and opened. See the below example of an opened subfolder.

Select Folder

Home

Home / FILE / Archive

Add Subfolder Choose This Folder

4. Click the **Choose This Folder** button
5. Verify the *Current Folder* and *New Folder* locations are correct

Documents and Media

← Move Sample Document.docx

Current Folder
VIDEO

New Folder Archive

Select

Move Cancel

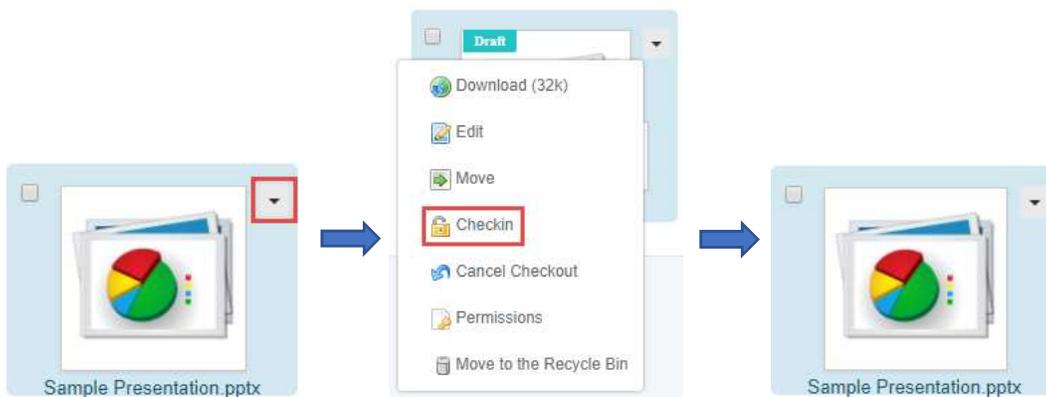
6. Click the **Move** button to complete the file action

Checkout File

Selecting this option will check out and lock the file to the user who is making changes. The icon will be updated with an added padlock image.



To check the file back in and remove the lock, select the **Checkin** option.



Permissions

Each file has a set of default permissions, with more that can be added by user role. To view/edit a file's permissions, click on the down arrow button (see the examples in the previous section above) and select the **Permissions** option. A sample of the permissions page is shown below.

Note: Although it is not shown here, the *Owner* role (site admin) has all permissions checked. The *User* role has the *Add Discussion* and *View* permissions checked.

Role	Add Discussion	Delete	Delete Discussion	Override Checkout	Permissions	Update	Update Discussion	View
ACADEMIC_COMPUTING_USERS-LP-12709	<input type="checkbox"/>							
AR_USERS-LP-12708	<input type="checkbox"/>							
ATHLETE-LP-8326	<input type="checkbox"/>							
Adjunct-LP-8325	<input type="checkbox"/>							
AdminServerAccessGroup-LP-90	<input type="checkbox"/>							
Alumni-LP-100	<input type="checkbox"/>							
CHANCELLOR-LP-8327	<input type="checkbox"/>							

To set a permission, locate the affected user role (*User* for all site members) and check the box in the desired permission column to enable. Once complete, click the **Save** button at the bottom of the page to confirm.