User Guide

Version 8.0

Contents

1 Getting Started

1.1 About

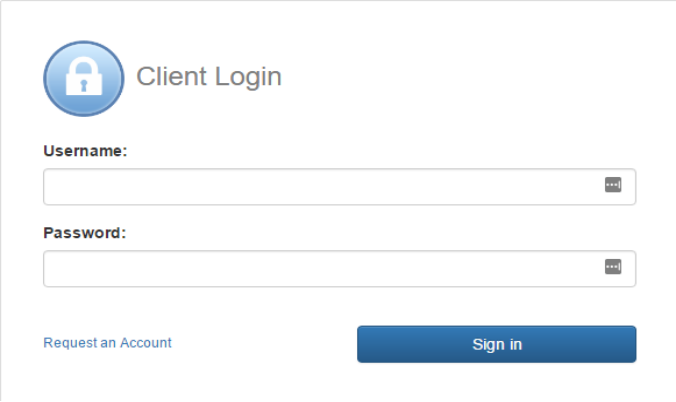
The Cerberus FTP Server HTTP/S web client is a built-in secure web service that allows any user with access to a standard desktop or mobile browser to easily connect to the server and perform file operations (uploading, downloading, deleting, renaming, creating directories, and zipping and unzipping files and directories).

Administrators can also grant users the ability to generate a public link to a file or an email a link to someone directly within the web client. This feature provides a way for a user to send large files to external users over email without concern for email file attachment sizes. It also provides the administrator with visibility into what files are being shared within the organization, and with whom those files are being shared. Users can optionally password protect their file links to provide an additional layer of security.

The web client is a native web application that requires no plug-ins or external tools to use. The web client relies on HTML and JavaScript for all of its functionality, and runs on any modern web browser.

2 Logging In

Your administrator will provide you with the URL to log into your account. After navigating to the login page, you will see an option to enter a username and password.

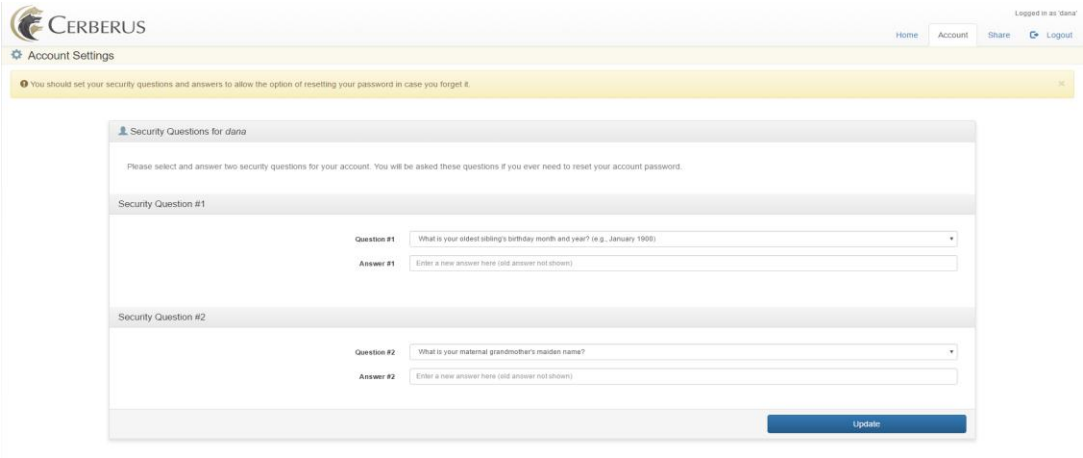


2.1 Choosing Security Questions

When you first log into the web client, you may be presented with a page to choose two security questions for your account. This page will be displayed if your administrator has enabled the option to allow users to reset their own passwords.

[Logging in for the first time]

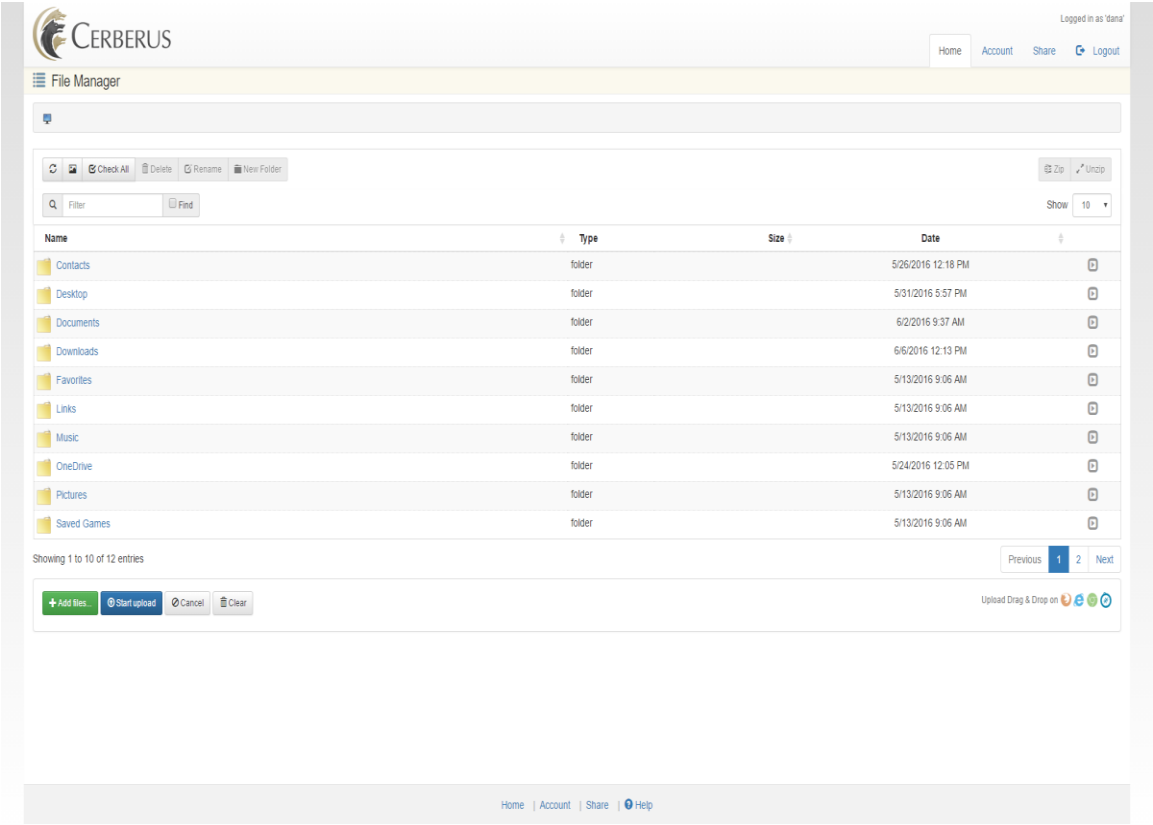
1. Enter a username and password
2. Choose two security questions and answers for your account
3. Click Update



These questions will be presented to you if you ever need to reset your password. If you answer correctly, an email with a link to reset your account password will be mailed to the email address associated with your account.

3 The File Manager

The File Manager allows you to upload, download, copy, rename, delete, move, or share files and folders. The administrator may only allow a subset of the above operations for your account. Options on the toolbar will be disabled if your administrator has not granted your account permissions to carry out those operations.

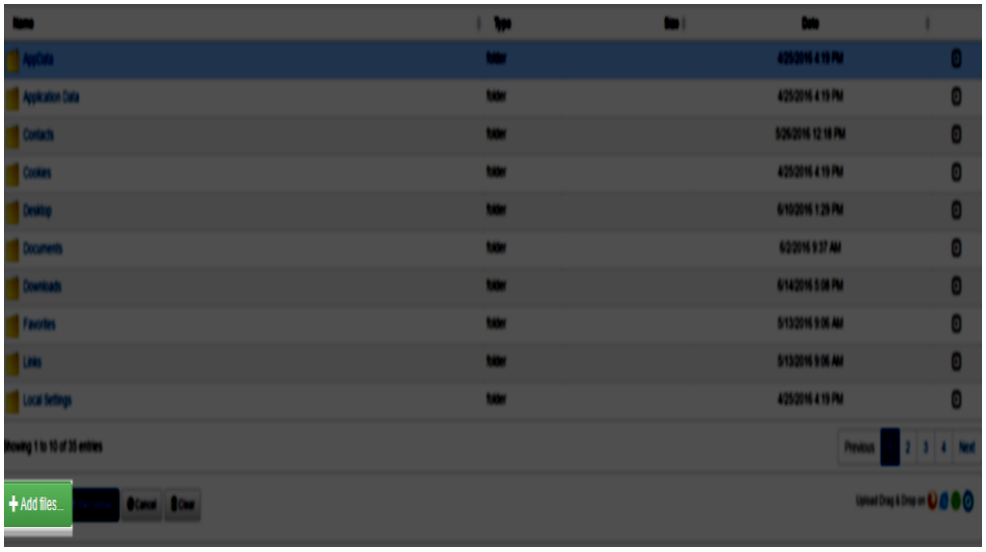


Note: When navigating the file manager. Be sure to right-click ***next*** to the file or folder name, not on it. If you right-click on the file or folder name you will see a different set of options.

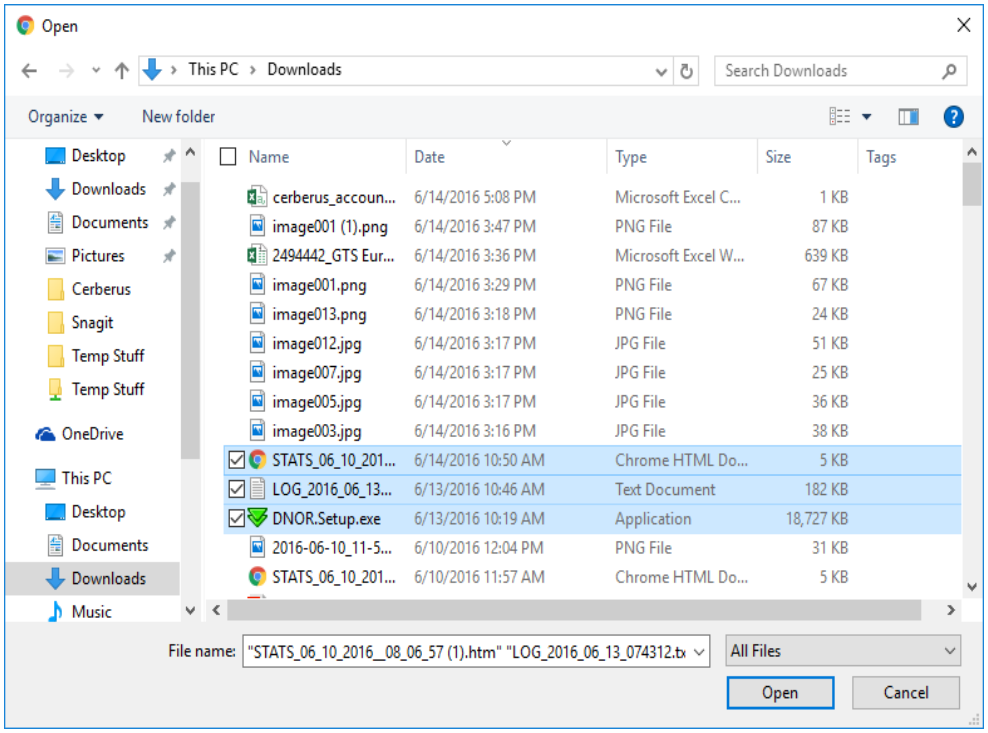
3.1 Uploading a file

You can upload files from your computer to the web client. You can upload any file and copy it over to the client where it will be accessible by other users that have permission to access it.

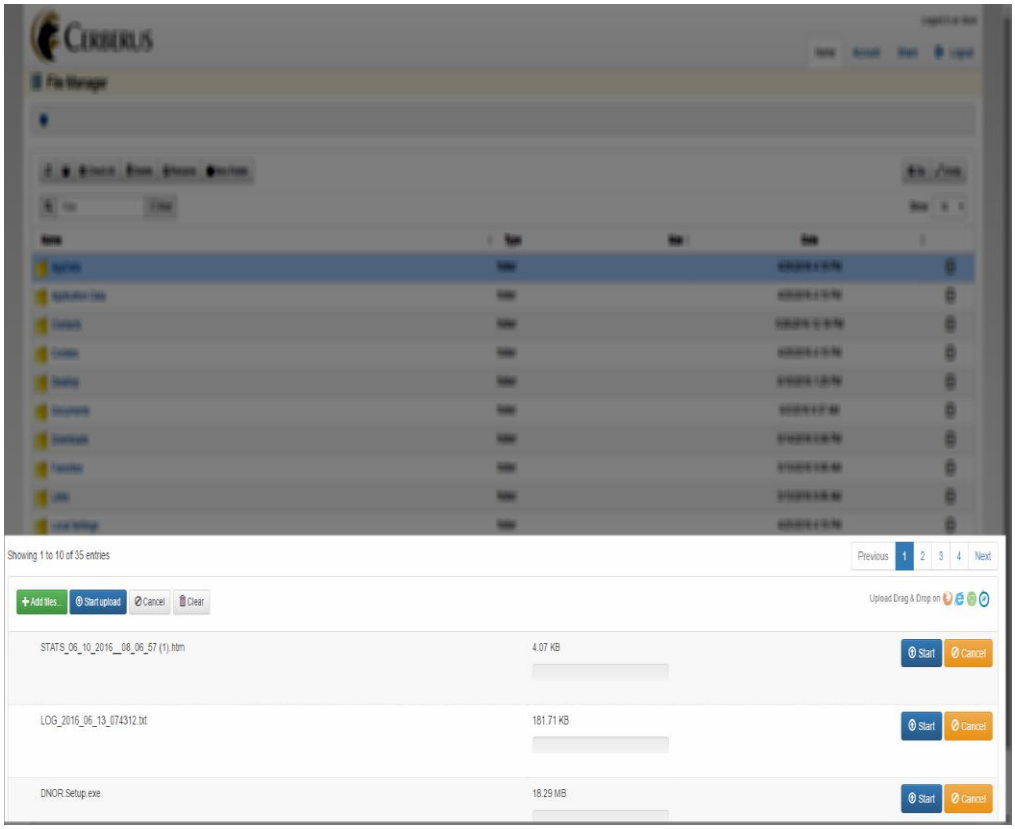
1. Click the **Add files** button.



2. A window will appear. Select the files you wish to upload and then click **Open.**



3. If you have selected multiple files, you can upload them all at once by clicking the **Start Upload** button. If you would prefer to upload one a time, click the **Start** button next to the corresponding file.



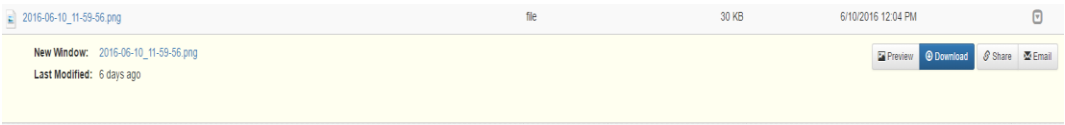
Alternatively, you can drag a file from your desktop directly into a folder or subfolder.

If you're using the latest version of Chrome, you also have the option to drag and drop a folder onto the page. Folder uploading is currently only available in the Chrome web browser.

3.2 Downloading a file

You can download a file from the Web Client using a computer or mobile device using the Cerberus web client file manager. To download a file in the current directory.

1. Navigate to the file you want to download.
2. Select the grey expand button to the far right of the file name. This will open an options section.



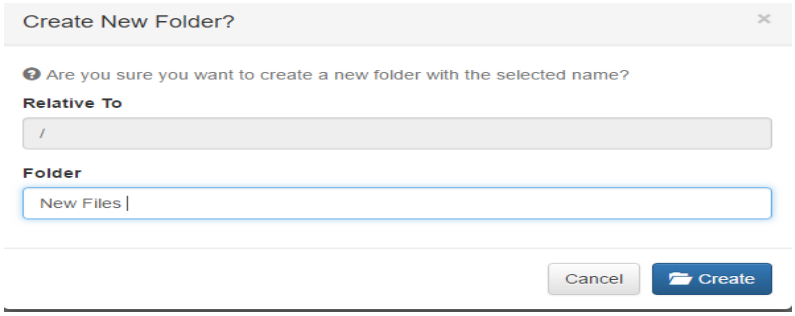
3. Click the **Download** button and the browser will start the download. You can also click on the file name link in the file manager to invoke the default web browser action for that file type (usually either open or download).

3.3 Creating a new folder

You can create a new folder in the current directory by either selecting the New Folder button from the toolbar, or right-clicking in the file manager and selecting the New Folder menu option. To create a new folder in the current directory.

1. Click the **New Folder** button from the action bar.

2. A dialog box will appear.



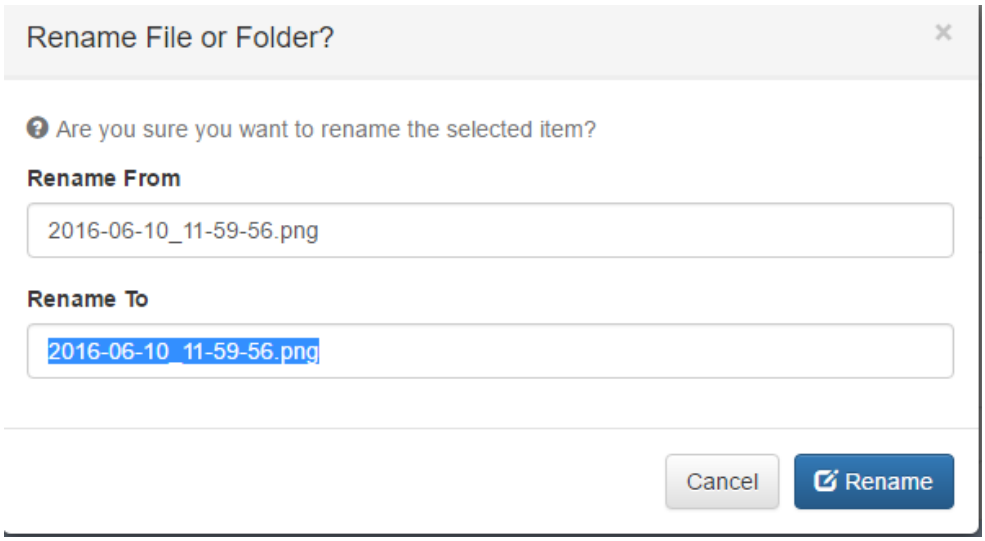
3. Enter a name for the new folder and click the **Create** button.

3.4 Renaming file or folder

You can rename a file or folder in the current directory by either selecting the Rename button from the toolbar, or right-clicking in the file manager and selecting the Rename menu option.

1. Navigate to the file or folder you wish to rename.
2. Click on the file or folder row in the file manager to select the item.
3. Click the **Rename** button from the toolbar.

4. A dialog box will appear.

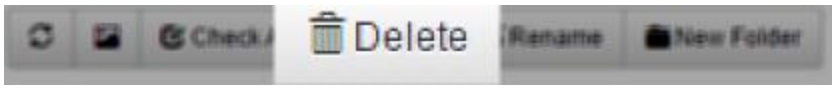


5. Enter the new file or folder name in the Rename To text box and click the **Rename** button once done.

3.5 Deleting a file or folder

You can delete a file or folder in the current directory by either selecting the **Delete** button from the toolbar or right-clicking in the file manager and selecting the **Delete** menu option.

1. Click on the empty space to the right of the file's name to select it.
2. Click the **Delete** button from the action bar.

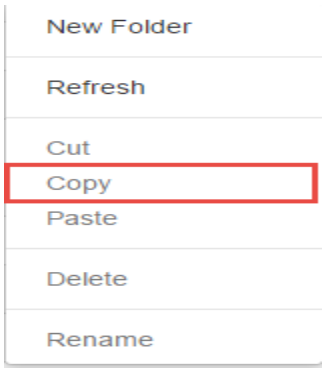


Note: Files are permanently deleted from the server. This action cannot be undone.

3.6 Copying/Moving a file

You can copy or move a file from one directory to another directory by copying or cutting it from one directory and pasting it in the new directory.

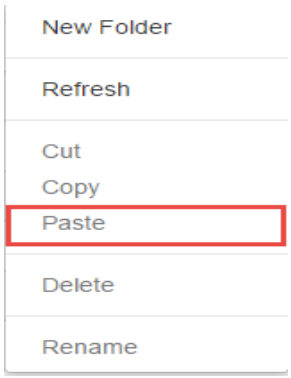
1. Right-click on the file you want to copy and select **Copy**.



Note: If you click **Cut** instead of **Copy**, you will move your file from its current directory to another.

2. Next, use the file manager to navigate to the directory where you want to copy the file to.

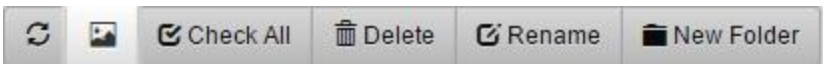
3. Right-click anywhere inside the folder and select **Paste**.

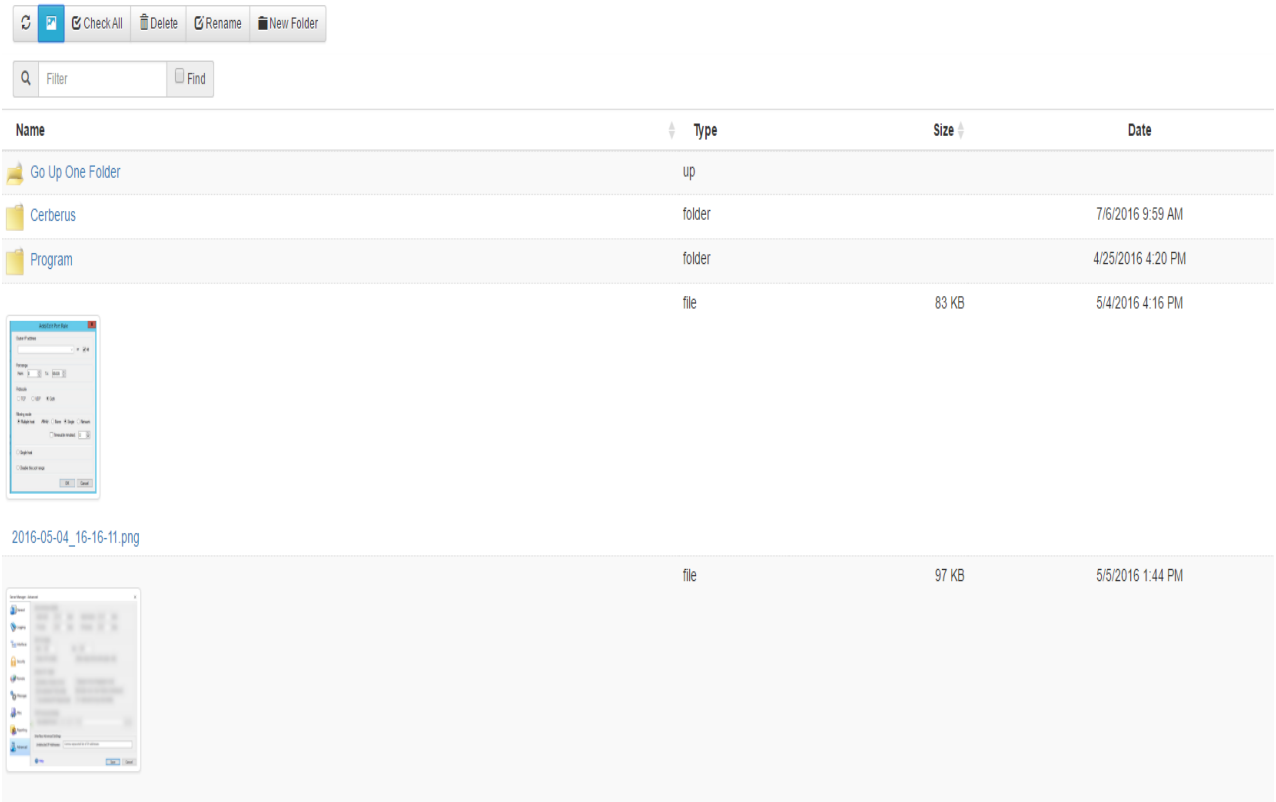


3.7 Enabling Thumbnail View

The Thumbnail View shows the thumbnails of all the images in a folder.

1. Navigate to the folder where your image files are located.
2. Click on the Thumbnail icon in the action bar at the top of the file manager.

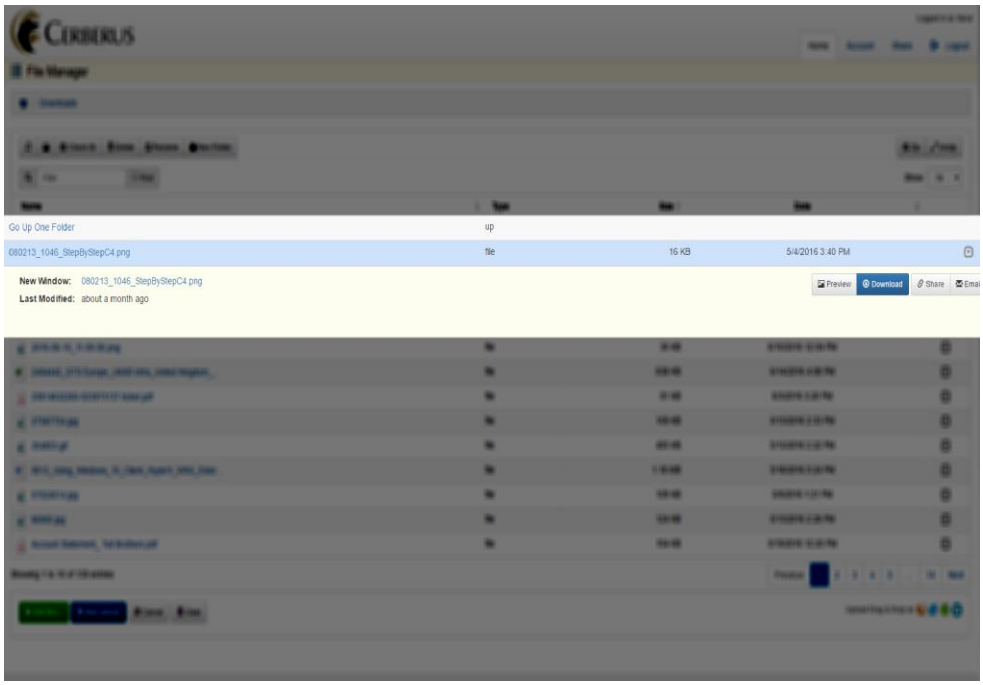




3.8 Previewing a file

The Preview feature allows you to preview certain file types in a preview window.

1. Navigate to the file you wish to preview.
2. Select the grey expand button to the far right of the file name. This will open an options section.



3. Select Preview.

3.9 Editing a file

You can edit plain text files directly from the File Manager. This feature will work with plain text files, like TXT and CSV files, or source code files.

1. Navigate to the file you want to edit.
2. Select the grey expand button to the far right of the file name. This will open an options section.

3. Press the **Edit** button to open the text editor and edit the file.

4. Make changes and press Save to apply changes to file.

4 Public file sharing

Public file sharing, also known as ad-hoc file transfer or person-to-person file transfer, allows a user to take any file or folder and generate a unique, time-limited, public link to that item and share it with anyone.

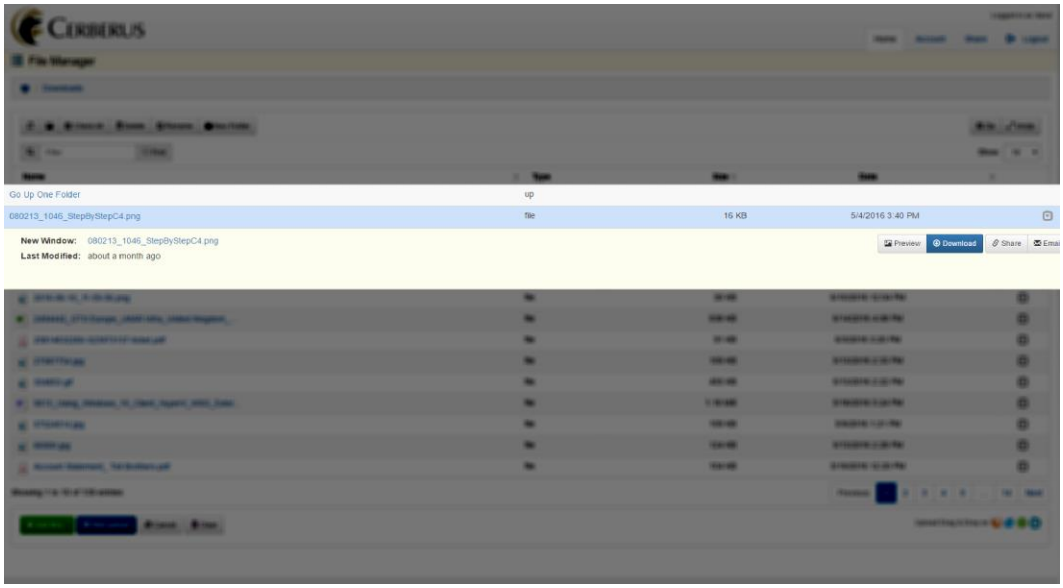
The user can optionally password protect a public file share link so that access to the link requires a password. The administrator can mandate this requirement if they wish

In addition, public folder shares can be granted upload permission as well. This will allow anyone with access to the link to upload files or folders to the public share. The administrator must grant this permission for the user's folders before a folder can be publicly shared and allow uploads.

4.1 Creating a Public File or Folder Link

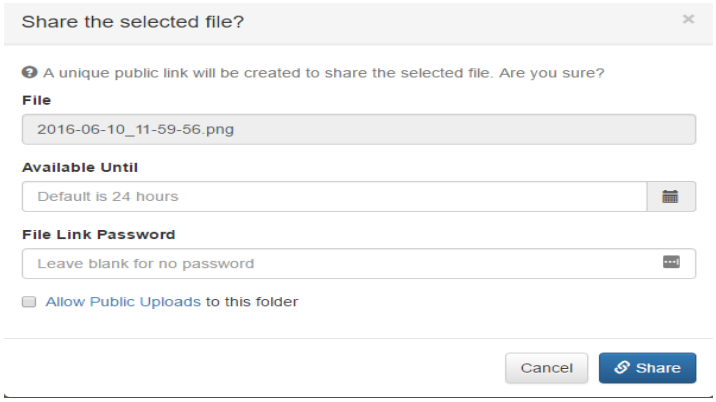
If the administrator has granted your account permission to share files and folders, then you can generate a unique link to a file or folder.

1. Navigate to the file you want to share.
2. Select the grey expand button to the far right of the file name. This will open an options section.



3. Press the **Share** button to bring up the public file sharing dialog.

4. Specify a password required for access after clicking the file or folder link (optional). . The administrator can mandate that all public file and folder shares be password protected.

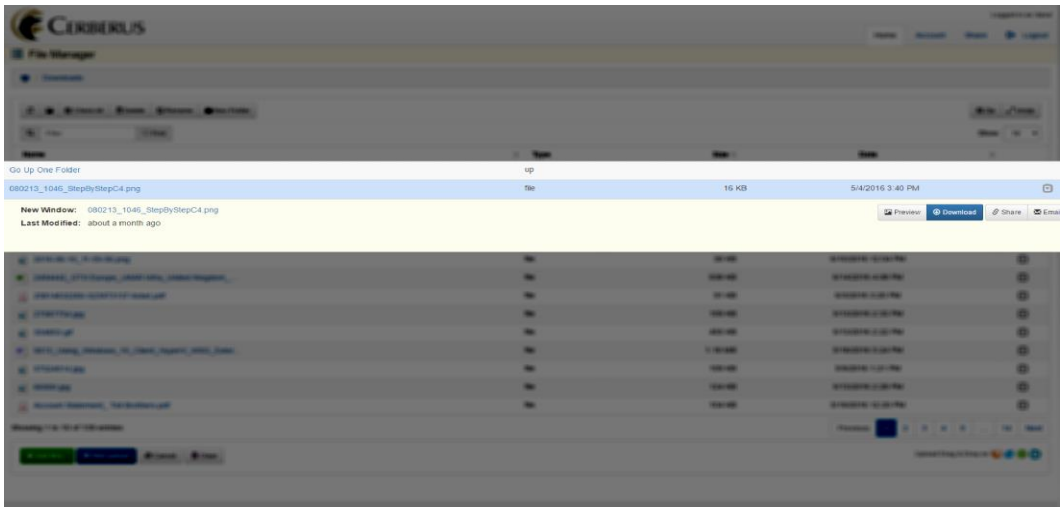


5. Press the **Share** button to generate a unique URL to the file or folder.

4.2 Public Uploads

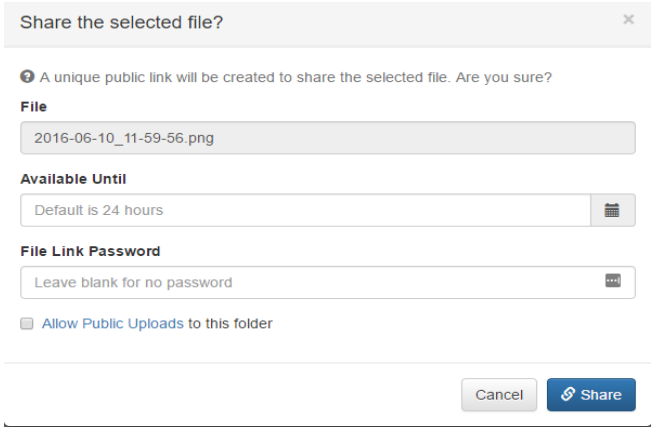
The Allow Public Uploads option lets you receive a file from someone by sending a link to a page where the other party can upload the file to.

1. Navigate to the folder you want to share.
2. Select the grey expand button to the far right of the folder name. This will open an options section.



3. Press the **Share** button to bring up the public file sharing dialog.

4. Specify a password required for access after clicking the file or folder link (optional).

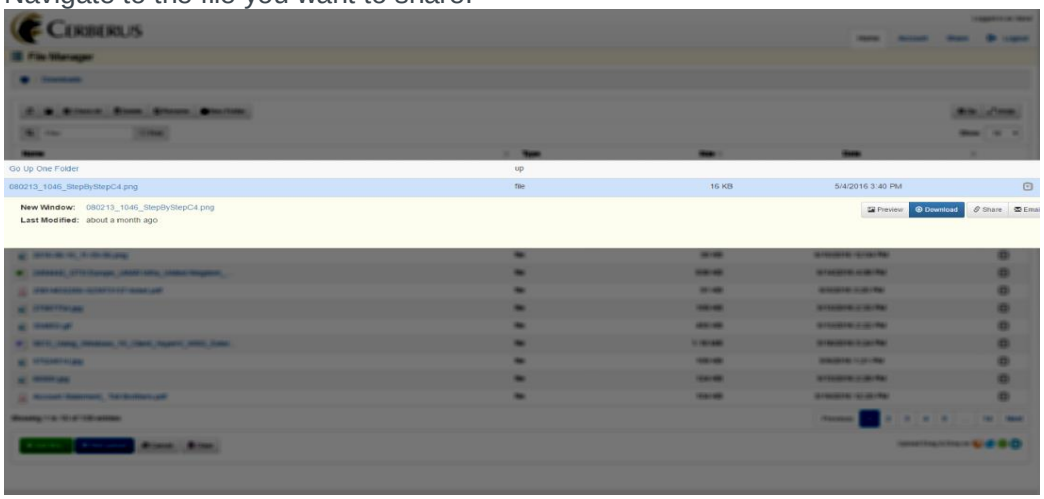


5. Select **Allow Public Uploads** to this folder.
6. Press the **Share** button to generate a unique URL to the file or folder

4.3 Emailing a link to a Public File

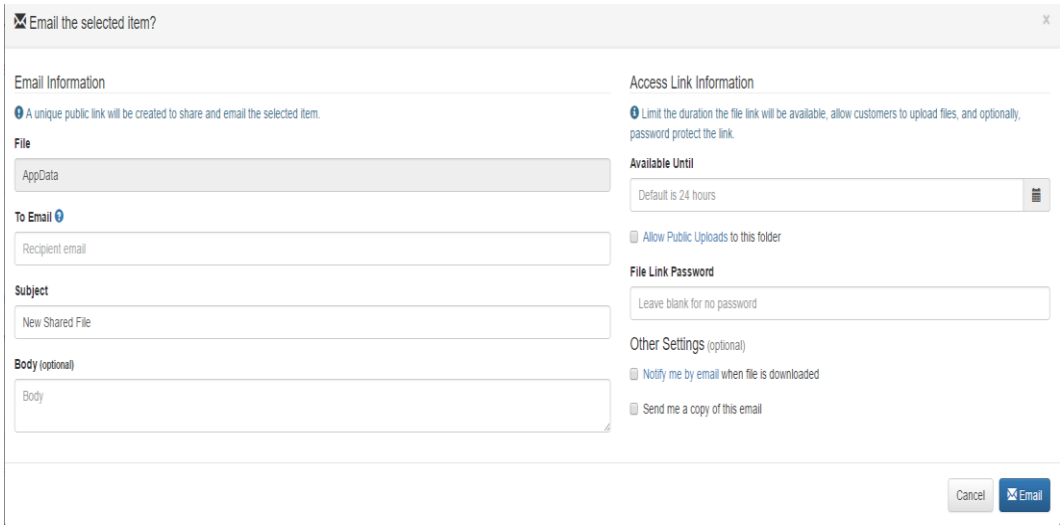
In addition to public file sharing, users can also email a link to a public file directly from within the web client. (You must a have the appropriate folder permissions granted by the administrator for sharing)

1. Navigate to the file you want to share.



2. Select the grey expand button to the far right of the file name. This will open an options section.

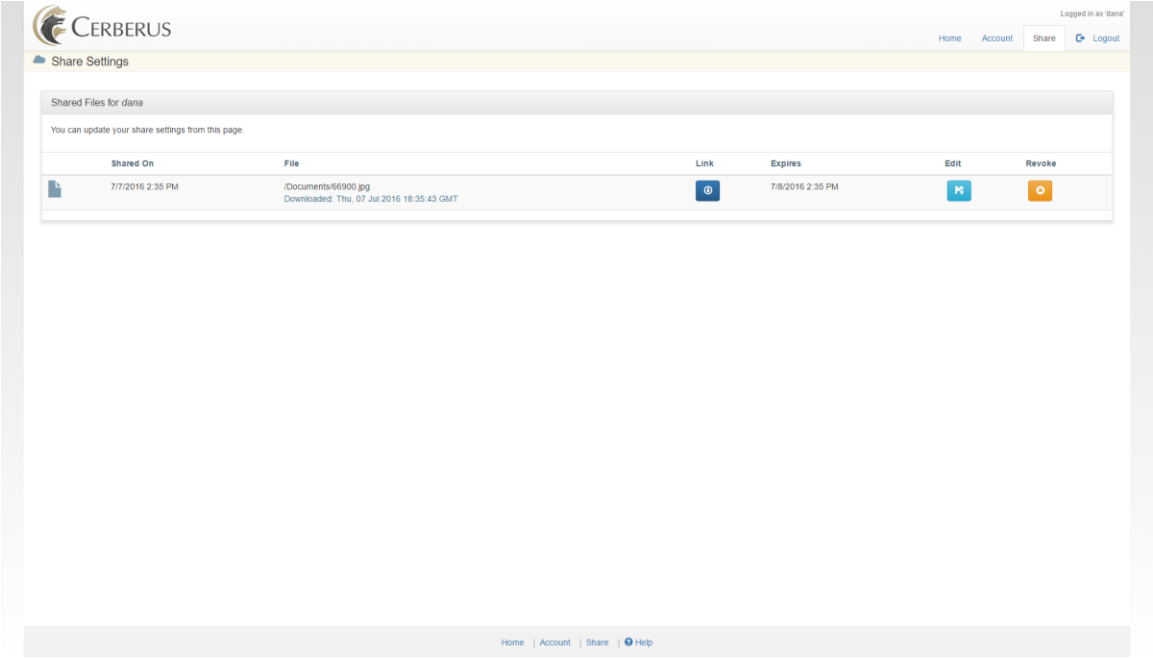
3. Press the **Email** button to open a message dialog for emailing the file.



4. Fill in details and press **Email** to send.

5 Public Share Settings

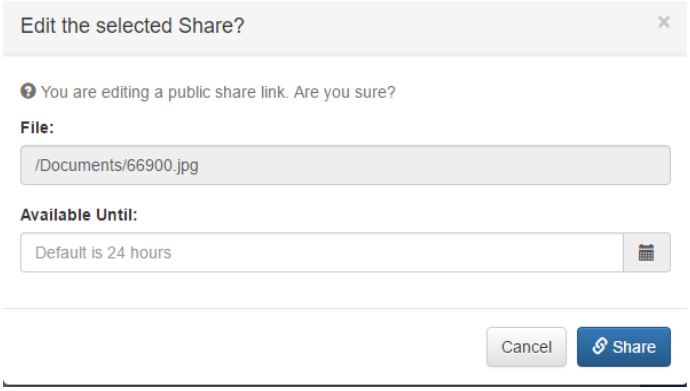
This dashboard allows you view, manage, and edit all file and folder shares.



5.1 Editing the Expiration Date on a Publicly Shared File or Folder

You can extend the expiration date on a shared link up to the maximum share time allowed by the administrator.

1. Click the **Edit** button.

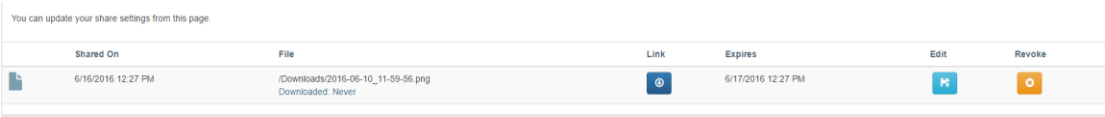


2. Click on the calendar icon and select a new date.
3. Click **Share** to confirm new date.

5.2 Revoking Public File Access

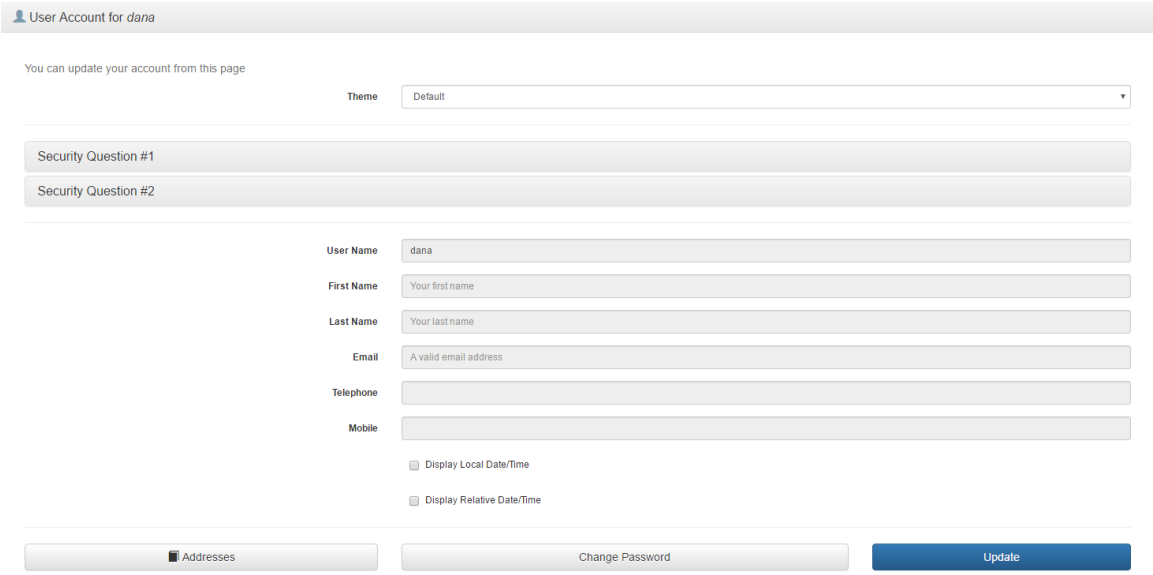
If your conditions warrant a change in accessing a file. You can instantly revoke access to a shared file. All changes take effect immediately.

1. To revoke access to a previously shared file, just click the **Revoke** button.



6 The Account Manager

Manage your account settings, view your contact information, edit themes and set security questions in the Account Manager.



6.1 Setting a Theme

Setting up your theme lets you change the web client's overall look.

1. Log into the web client and select the Accounts page to access the Account Manager.
2. Click on the drop down menu next to Theme.
3. Select a Theme from the menu.
4. Press Update to apply changes.

6.2 Setting your Security Questions

You can reset a forgotten password if your administrator allows you to reset it. You can reset your password by answering a security question that you previously chose. You can change the security question and its answer in the Account Manager.

1. Select Security Question you would like to change.
2. From the Security Question drop-down menu, select a question.
3. Enter your answer to the question in the Answer field.
4. Click Update

6.3 Controlling Date/Time Formatting

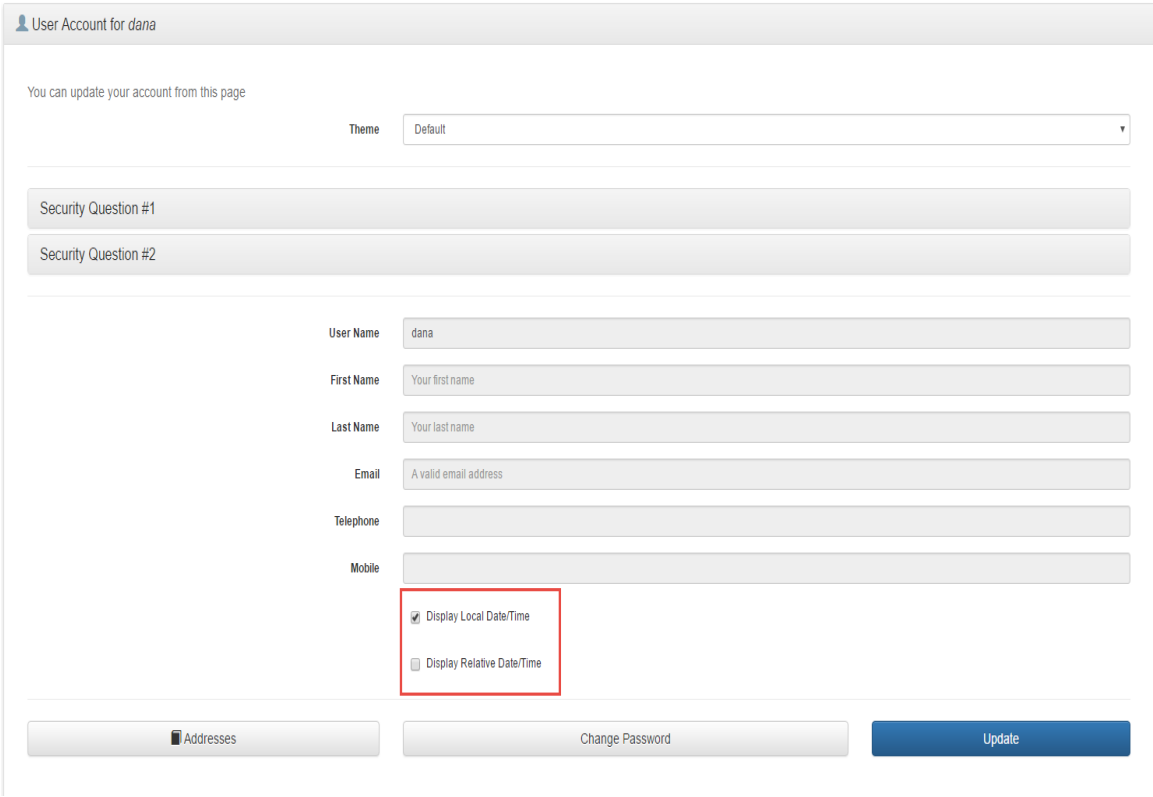
Choose an appropriate date/time format for timestamps in the File Manager.

Display local Date/Time

Will display timestamps with local Date/Time **Ex: 07/07/17 5:00PM**

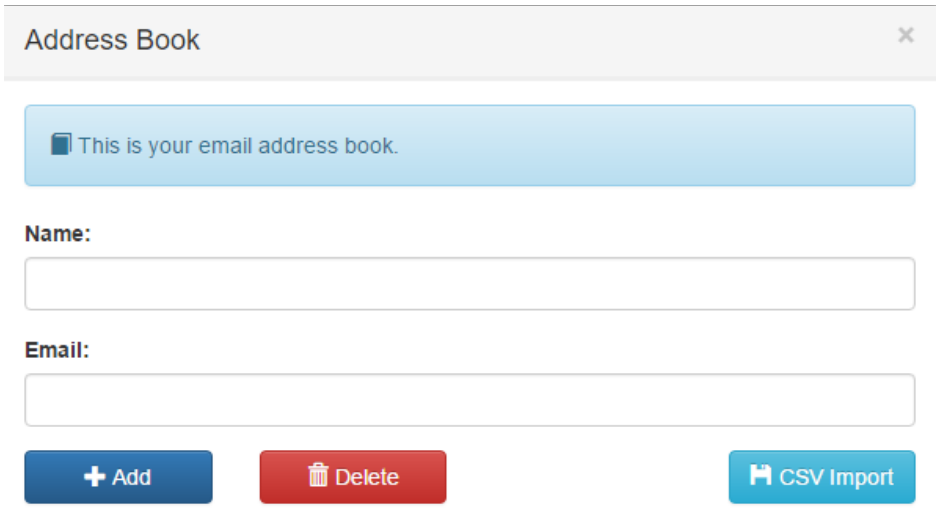
Display Relative Date/Time

Will display timestamp in a Relative Format **Ex: 30 Minutes ago**

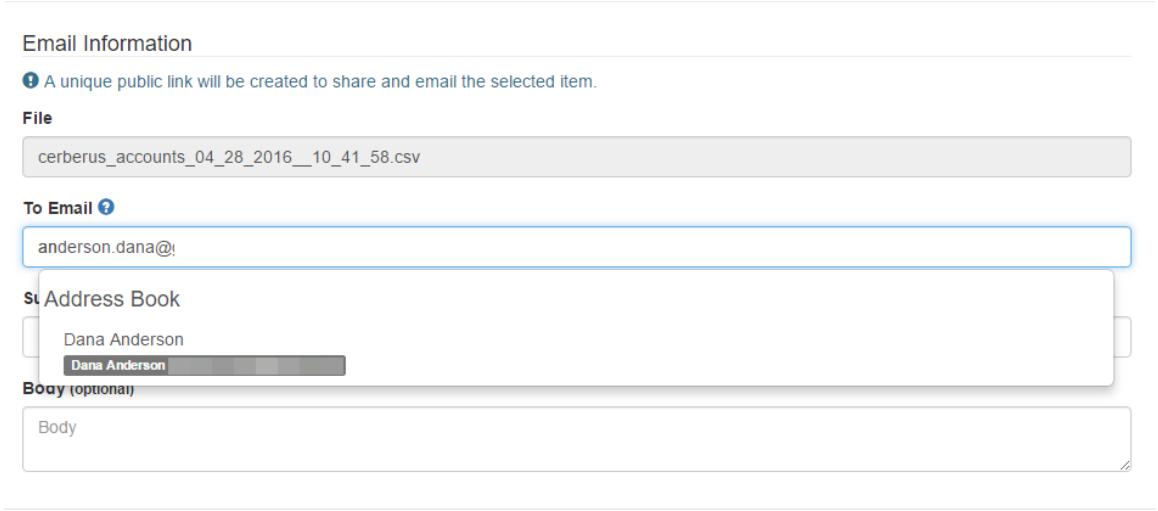


7 User Address Book

The address book enables you to store lists of recipients and their email address. Email addresses from the address book can be selected when using the share by email feature.



Email a Public Link Dialog:



7.1 Adding an Address

1. Input Name and Email Address of user and press **Add**.

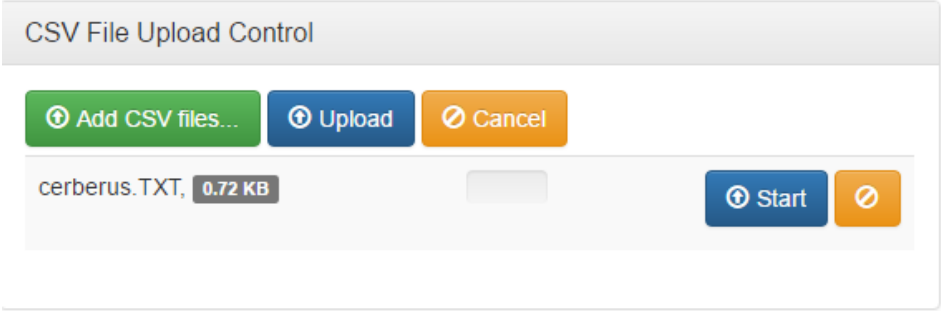
7.2 Deleting an Address

1. Select name from Address book.
2. Press Delete.

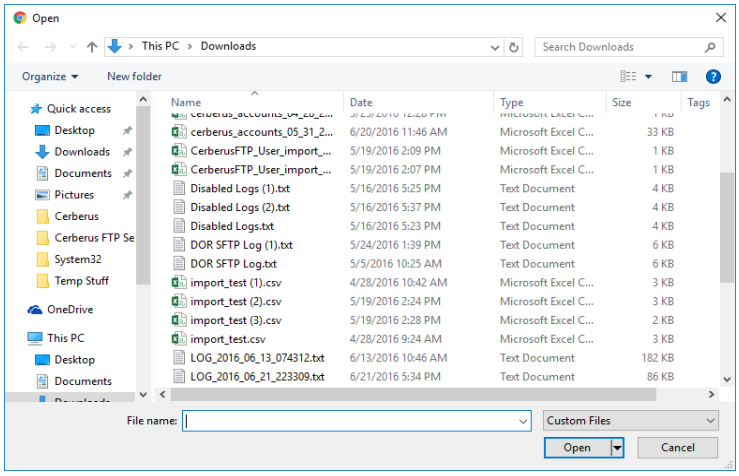
7.3 Importing Contacts with a CSV File

If you have contact lists in other accounts that you want to use, you can import them into the web client. You can create a CSV file to import contacts into your address book with the appropriate First Name, Last Name, and Email Address column headers.

1. Select CSV **Import**
2. The CSV file upload control will appear.



3. Select Add CSV files
4. Choose the CSV file from your computer. Click the **Open** button.



5. Press **Start** to Upload your CSV file.