

# On-line File Exchange

## Program Features

- Upload files for other HCS Employees to download over the web!
- Provides a secure login to your files.
- You get to decide who can access your material via a directory code.
- Download content provided by other users.

## Logging In

1. Navigate to the HCS Portal. From the HCS Web Page, click on For Staff -> Online Applications -> HCS Portal.
2. Log into the Portal with your district user name and password. This will be your e-mail address and district password.
3. Click on the icon for the On-line File Exchange.
4. Welcome!

For Uploaders

05/05/2008

## Creating Directories and Uploading Files



1. Click on the [Upload](#) link on the Navigation Bar on the left side of the screen.
2. To create a new Directory to store your files in, click on the New Directory button.
3. Give the Directory a name and click submit.
4. To place some files in the directory, click on the manage button underneath the directory on your screen.
5. To add a new File, click on the Add File button.
6. Enter the path of the file into the File Name box. You can use the *browse* button to navigate your computer and look for the file. Once you have selected a file, click the Submit button.
7. It may take some time to upload the file depending on the size. You can minimize your browser and perform other tasks while it uploads. Do not close your browser, press the back button, or cancel while the upload is in progress. The file upload will be finished once you are returned to the Directory screen.

Your Upload Directories				
Directory:	Access Code:	Last Renewal:	# Files:	# Downloads:
Test Dir 4	27701646	05/05/2008	0	0
<input type="button" value="Manage"/> <input type="button" value="Renew"/> <input type="button" value="Remove"/>				

**DIRECTORY MANAGEMENT**  
Displayed below are the files attached to the selected directory. You can add new files or remove the ones listed here. Also listed are the downloads that have occurred from this directory.

Files			<a href="#">Download Details</a>
File Name:	# Downloads:	Size:	
<a href="#">test.csv</a>	0	13.11966 MB	
<input type="button" value="Remove"/>			

## Directory Access Codes

1. Directory Access Codes are used by individuals who want to download your files to access your Directory. You will issue these codes via e-mail, phone, or other simple communication to anyone you wish. They can then use that code to access your directory and download files.
2. Click on the Upload link.
3. The Directory Access Code is located next to each directory.

Your Upload Directories				
Directory:	Access Code:	Last Renewal:	# Files:	# Downloads:
Test Dir 4	27701646	05/05/2008	0	0
<input type="button" value="Manage"/> <input type="button" value="Renew"/> <input type="button" value="Remove"/>				

## Directory Renewal and File Policy

The On-line File Exchange utilizes a renewal policy to ensure that directories which are not being used are cleaned up and removed. Directories which are not renewed within 14 days will be deleted and all files removed.

To renew your directories:

1. Click on the [Upload](#) link.

2. Click the Renew button next to the directory you wish to renew.

Directories are automatically renewed each time a user downloads a file or you manage the directory.

You will be sent two e-mail notifications at 7 and 12 days before your directory is removed.

### File Policy:

The On-line File Exchange should not be treated as the primary storage facility for your documents and files. Always keep a backup of all files that you upload. Files that are lost or deleted *can not be recovered*.

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## Public Directories and Downloads

Public Directories are directories which are made available to the public website for downloaders. Public Directories will still require the Directory Access Code, but people with your code will not have to log into OFE to retrieve the files. They can apply their code straight from the HCS Website. A directory is only made public when you decide to make it that way. Using Public Directories, you can share files with non-HCS employees.

Your Upload Directories				
Test Directory				
Access Code:	Last Renewal:	# Files:	# Downloads:	# Sub Dirs
79697208	08/22/2008	1	0	1
<input type="button" value="Manage"/>	<input type="button" value="Renew"/>	<input type="button" value="Public"/>	<input type="button" value="Password"/>	<input type="button" value="Remove"/>

1. Click on the [Upload](#) link on the Navigation Bar on the left side of the screen.
2. Click the Public button underneath any directory you wish to make public. That's it!
3. To make the directory no longer public, just click the public button again. Remember, even for someone accessing OFE via our public website, they will still need your Directory Access Code to find the directory.

## Sub Directories

Sub directories are directories which exist below other directories. In other words, sub directories are attached to other directories. Sub directories are useful because they will allow you to better organize your files in OFE. Using the same Access Code as their parent directories, sub directories can be accessed by downloaders using the quick links found on the download page after supplying your access code.

Sub directories are useful for organization. For example, let's say you create a directory to hold some team information about teachers in your school that is non-sensitive. You may want to create various sub directories to represent each teacher beneath your main directory to actually store those files by teacher. This way, it's much easier for downloaders to locate your file. Remember, everyone will access your main directory and all sub directories attached to it with the same access code.