



APPLICATION USER GUIDE

FileManager 

Application: FileManager

Version: 3.2

File Manager allows you to take full control of your website files. You can copy, move, delete, rename and edit files, create and remove directories, change file permissions and upload files from your local computer to the server.

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Introduction

File Manager allows you to take full control of your website files. You can copy, move, delete, rename and edit files, create and remove directories, change file permissions and upload files from your local computer to the server.

File Manager is best used to manipulate files that have been previously uploaded to your website. To upload more than one file at a time, an FTP client is generally more efficient.

To launch File Manager Pro:

- Click on the **File Manager Pro** icon.
The application opens in a new window.

The screenshot displays the File Manager Pro web interface. At the top, it shows statistics: "Sub Directories: 4 Files: 0 Total Size: 0 B (Disk Space: Total: 60000 MB Used: 609 B Free: 59391 MB) Support Feedback". The "File Manager" logo is on the left, and a "File Manager" button is on the right. Below the header, there are buttons for "Remove Dir", "New File", "New Directory", "Upload", and "Restore". A "Location" field shows the root directory "/".

The main content area is divided into two panes. The left pane, titled "Directory structure", shows a tree view with folders: "cgi-bin", "logs", "private", and "public". The right pane shows a table of items with columns for "name", "size", "date modified", and "permissions".

name	size	date modified	permissions
cgi-bin	-	2012.11.07 2:53 pm	rwX-----
logs	-	2012.11.07 3:25 pm	rwX-----
private	-	2012.11.07 2:53 pm	rwX-----
public	-	2012.11.07 2:53 pm	rwX--X---

At the bottom right, there are buttons for "Paste", "Copy", "Cut", and "Delete".

Navigation

The main menu is located on the top-right corner of File Manager Pro:

- **File Manager:** Links you to the page where you can manipulate your files.
- **Support:** Opens online help files for File Manager Pro in a new window.
- **Feedback:** Allows you to send feedback concerning File Manager Pro.

File Manager Pro

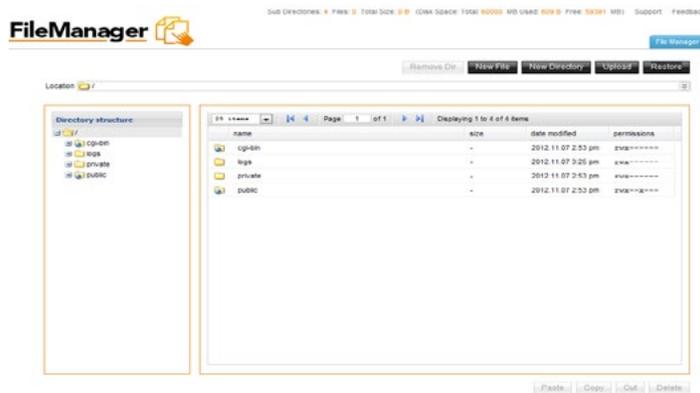
File Manager Pro allows you to copy, move, delete, rename and edit files, create and remove directories, change file permissions, restore files from the backup and upload files from your local computer to the server.

Changing Directories

To Change the Directory:

1. Double-click on the directory name that you want to access.

The following page opens:



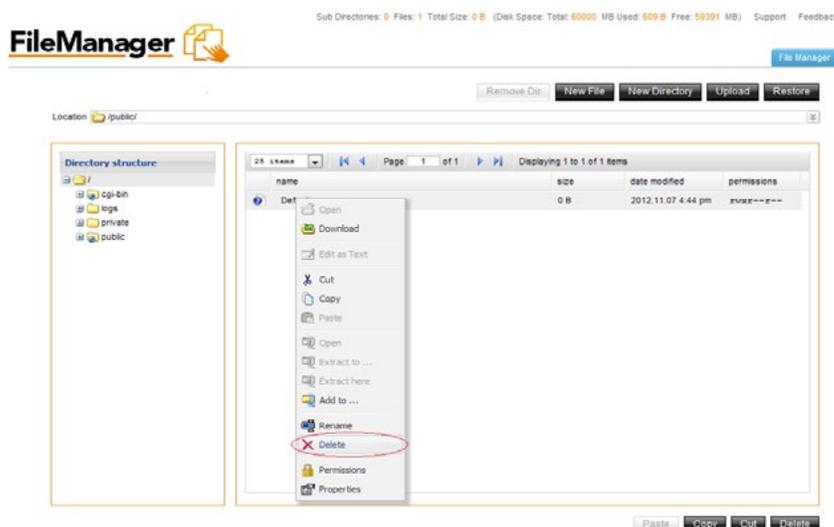
2. The content of the chosen directory will display in the right panel.

Please Note: You may move a file from one directory to another by dragging it to the wanted directory.

Deleting Files

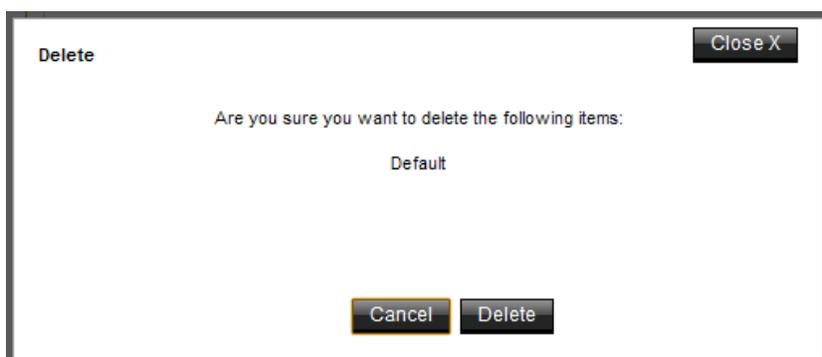
To Delete Files:

1. Select the filename in the right panel.
2. Right-click and click **Delete**.



Please Note: Multiple files can be deleted in one operation using standard windows selection methods (control and click).

3. Click **Delete**.



Renaming Files

To Rename Files:

1. Select the file.
2. Right-click and click **Rename**.

Sub Directories: 0 Files: 1 Total Size: 0 B (Disk Space: Total 60000 MB Used 609 B Free 59391 MB) Support Feedback

FileManager

File Manager

Remove Dir New File New Directory Upload Restore

Location /public/

name	size	date modified	permissions
Default	0 B	2012.11.07 4:51 pm	rw-r--r--

25 items Page 1 of 1 Displaying 1 to 1 of 1 items

Open Download Edit as Text Cut Copy Paste Open Extract to ... Extract here Add to ... **Rename** Delete Permissions Properties

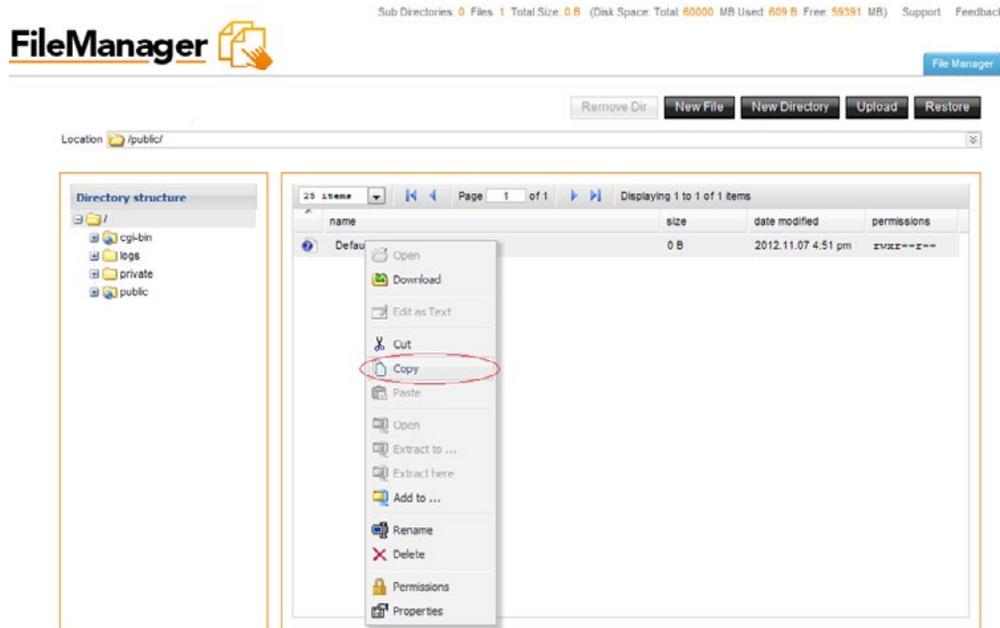
Paste Copy Cut Delete

3. Enter the new name.
4. Click **Rename**.

Copying Files

To Copy Files:

1. Select the file.
2. Right-click and click **Copy**.

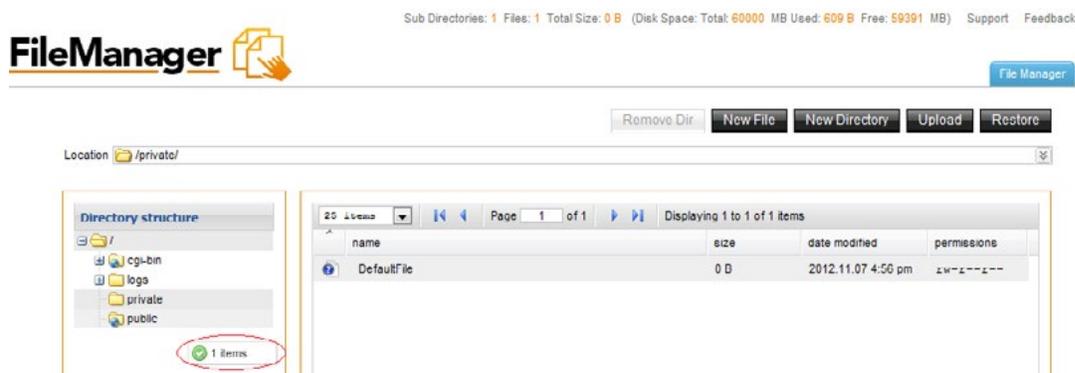


3. Select a target directory in the left panel and click **Paste**.

Moving Files

To Move Files:

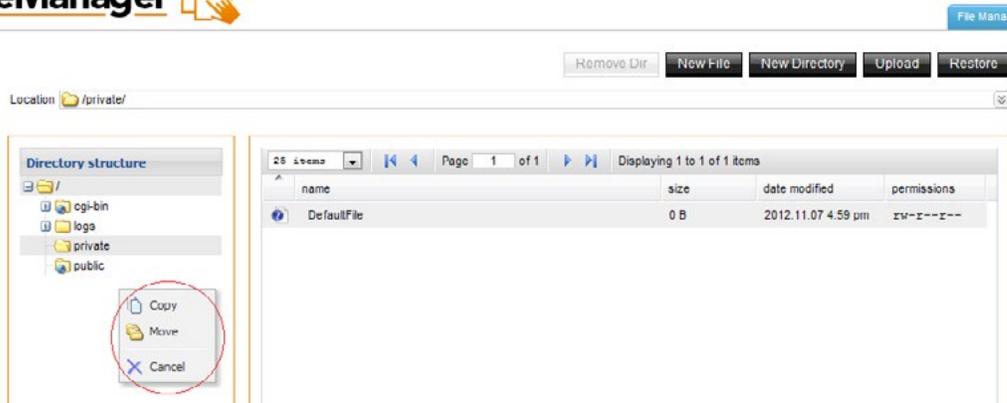
1. Select the file.
2. Click and drag it to the chosen directory.



3. Once you are about to place it into the new directory, a small menu pops up. Select the **Move** option to move the selected file into the directory.



Sub Directories: 1 Files: 1 Total Size: 0 B (Disk Space: Total: 60000 MB Used: 609 B Free: 59391 MB) Support Feedback



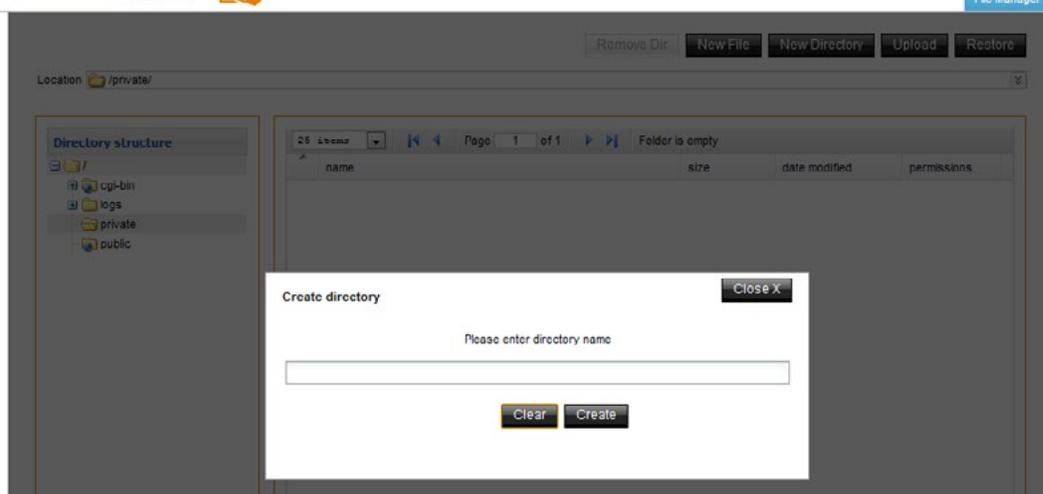
Create a Directory

To Create a Directory:

1. Click **New Directory**.
2. Enter a name for your directory.



Sub Directories: 1 Files: 0 Total Size: 0 B (Disk Space: Total: 60000 MB Used: 609 B Free: 59391 MB) Support Feedback

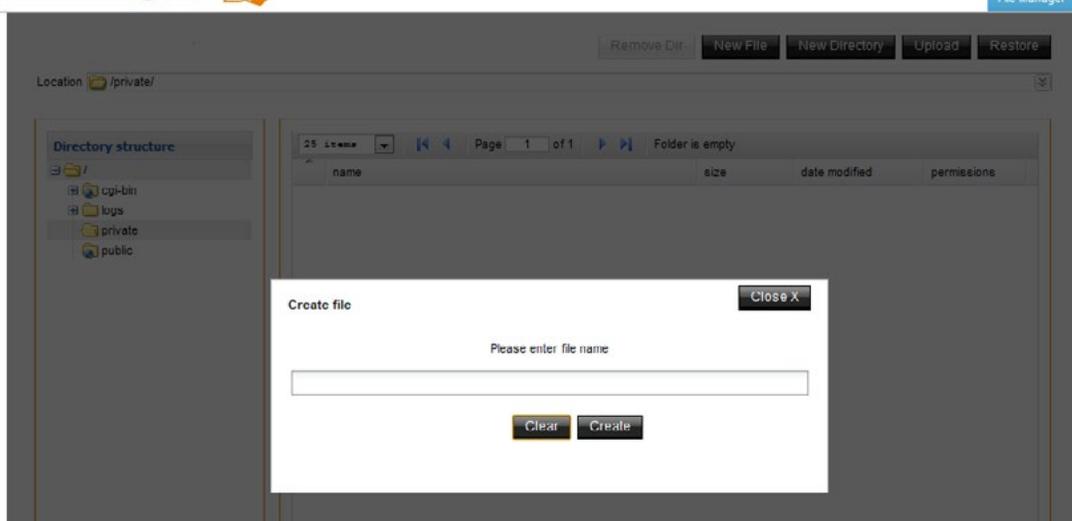


3. Click **Create**.

Create a File

To Create a File:

1. Click **New File**.
2. Enter a name for your file.



3. Click **Create**.

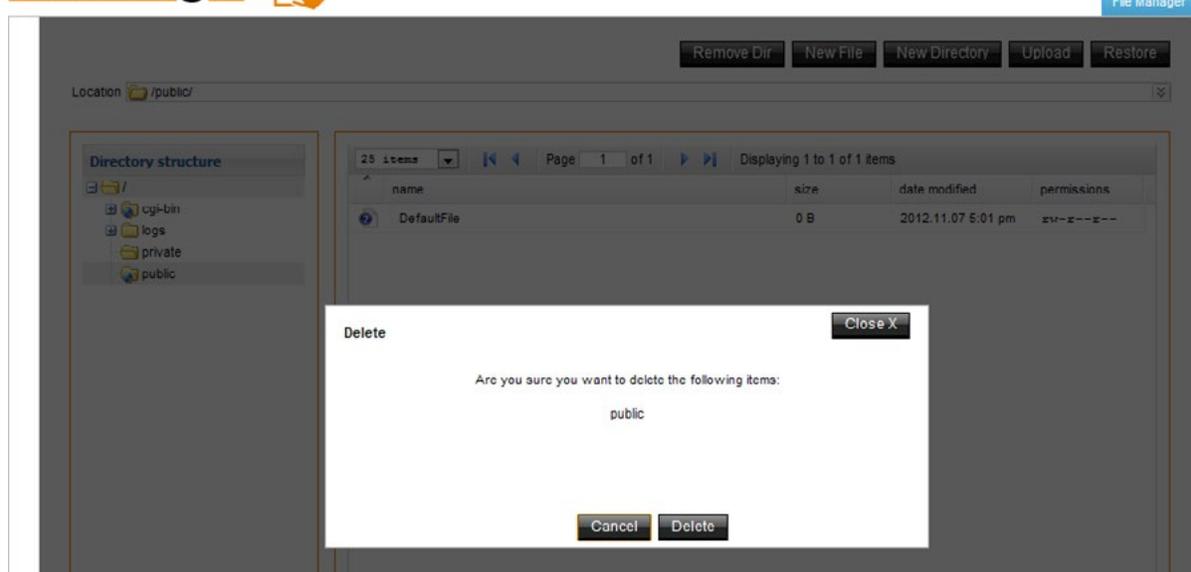
Removing a Directory

To Remove a Directory:

1. Select the directory.
2. Click **Remove Dir**.

Please Note: All the content of your directory will be deleted.

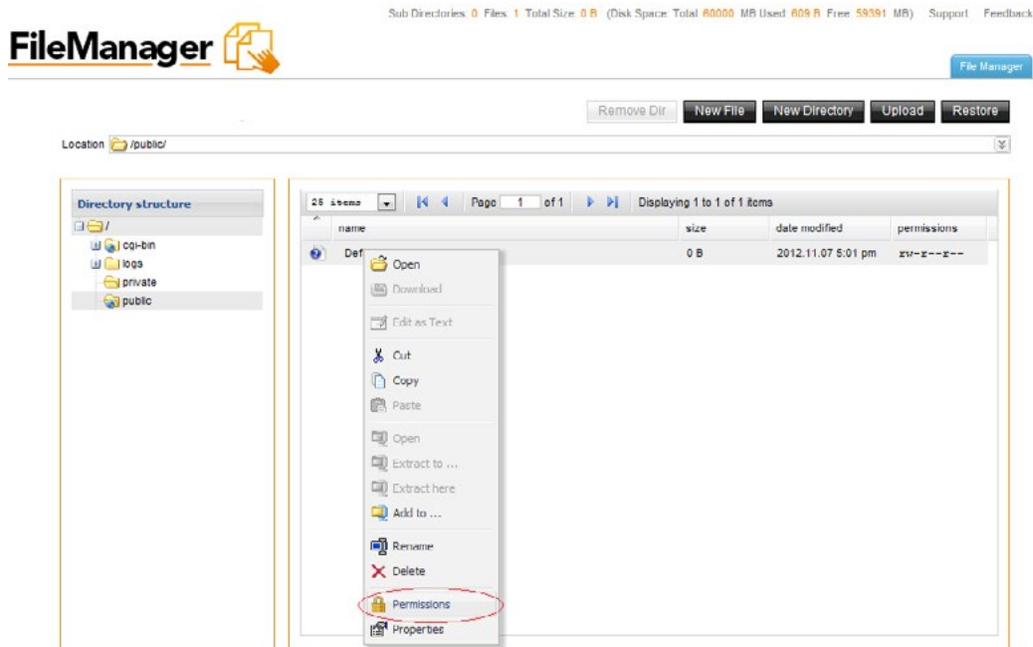
3. Click **Delete**.



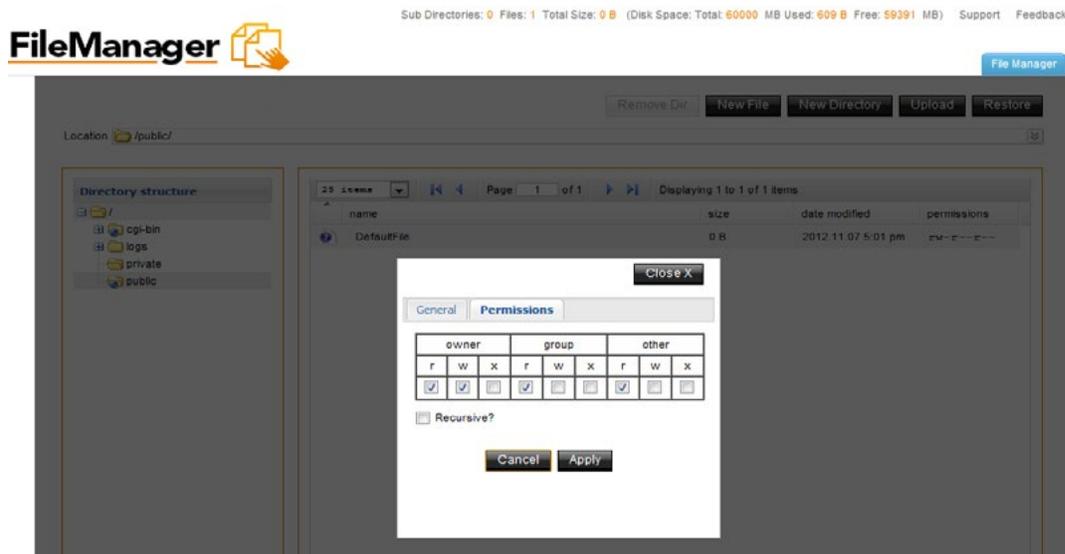
Setting File Permissions

To Set File Permissions:

1. Select the file.
2. Right-click and then click **Permissions**.



3. In the Permissions dialog, select the desired permissions for each group.
 - R – Applies read-only permissions for users assigned to that group.
 - W – Applies read and write permissions for users assigned to that group.
 - X – Applies read, write and delete permissions for users assigned to that group.



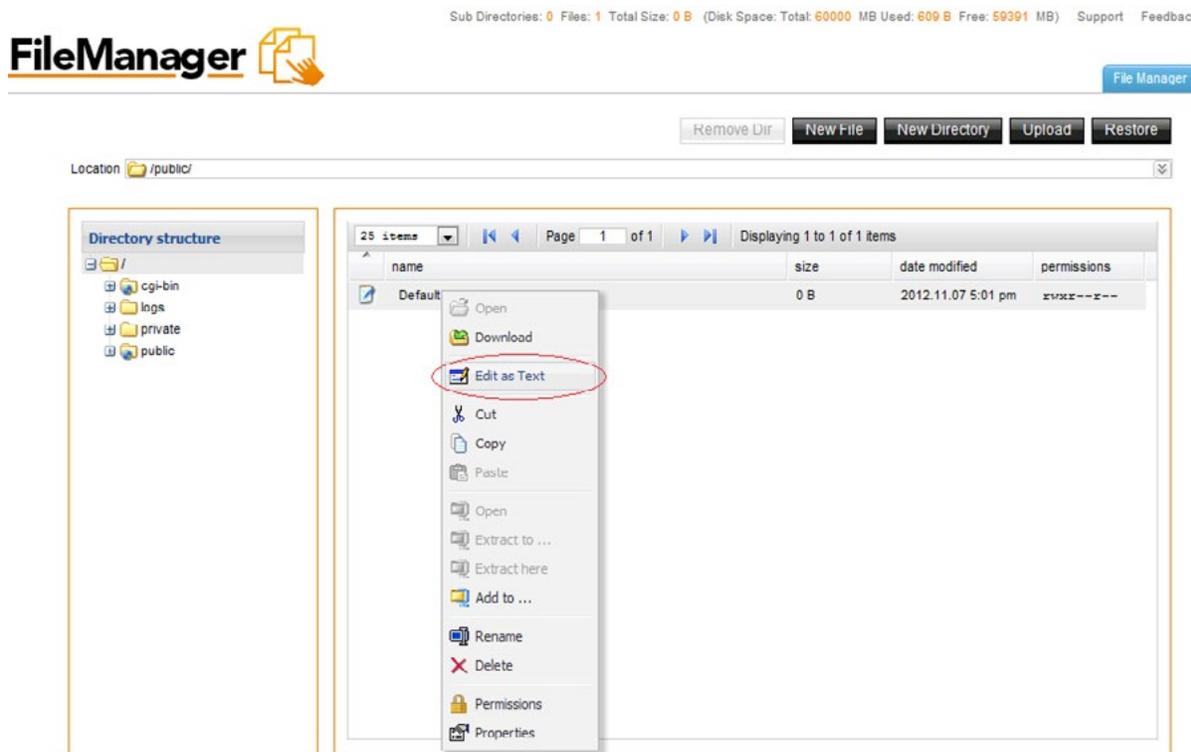
4. Click **Apply**.

Editing Files

File Manager Pro allows you to edit text files on the server. This is convenient since you do not have to edit the file on a local machine, and then upload it to the server.

To Edit Files:

1. Select the file.
2. Right-click and select **Edit as Text**.



3. Edit the file.
4. Click **Save**.

Downloading Files

File Manager allows you to download files from the server to your local machine.

Please Note: You cannot download files from the cgi-bin directory using this function.

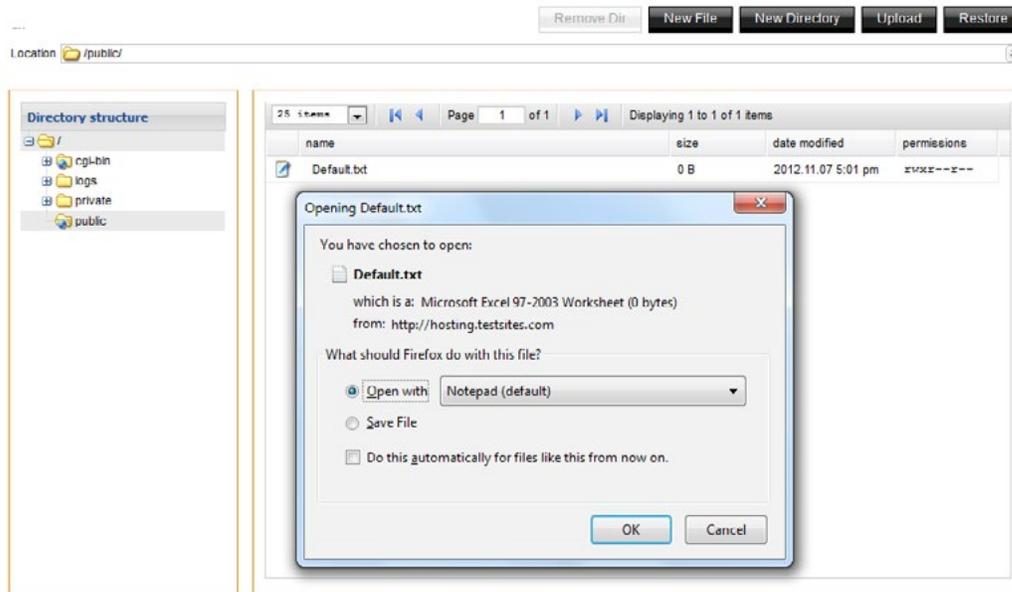
To Download Files:

1. Choose the file.
2. Right-click and select **Download**.

FileManager 

Sub Directories: 0 Files: 1 Total Size: 0 B (Disk Space: Total: 60000 MB Used: 609 B Free: 59391 MB) Support Feedback

File Manager



3. Specify the local directory where you want to save the file.

The file will be downloaded to the specified directory on your machine.

Downloading Multiple Files

Only one file at a time can be downloaded. To download more than one file at a time, it is more efficient to use an FTP client.

Using the Upload Function

To Upload Files:

1. Click **Upload**.
- Please Note:** Make sure that the target directory is open.

2. Select a file from your local machine by clicking **Browse**.
3. Click **Upload**.
4. The file will be uploaded to the directory.

Please Note: You may upload multiple files at the same time to the same directory.

Using the Restore Function

The File Restore application allows you to restore your site content from time-based periods. While File Restore is convenient and easy to use, it is not possible to ensure that all files will be recoverable. There is no guarantee or warranty of any kind, either express or implied, that a backup of your site content will be available at any given time.

To Restore Files:

1. Click **Restore**.



Sub Directories: 4 Files: 0 Total Size: 0 B (Disk Space: Total: 60000 MB Used: 609 B Free: 59391 MB) Support Feedback

File Manager

Progress 1 2 3 Restore

Next >

File Restore

Welcome to File Restore. This application allows you to restore your site content from time based periods. While File Restore is convenient and easy to use, it is not possible to ensure that all files will be recoverable. There is no guarantee or warranty of any kind, either express or implied that a backup of your site content will be available at any given time.

We strongly recommend that you always keep local backups of your site content. Below are our recommended backup strategies for working in conjunction with File Restore:

1. Make backups of your site content and store them locally or at an off-site storage location.
2. Create a backup schedule and adhere to it
3. Use an FTP client with recursive directory traversing capabilities to make your local backups.
4. File Manager's download function can be used for small backup jobs
5. Make frequent backups of crucial/rapidly changing data in addition to your regular backup schedule.

Please note that when restoring content, File Restore will overwrite existing files if they have the same filenames as the restored content. Click the "Next" button to continue.

This application gives you access to several time based backups. Please select one from the list below and click "Next" to continue

Select a backup:

2. Select a time-based backup from the drop-down menu.
3. Click **Next**.
4. Select the file(s) you want to restore.
5. Select a directory to restore the file(s) to.
6. Click **Next**.
A list of files that will be restored is displayed.



Sub Directories: 4 Files: 0 Total Size: 0 B (Disk Space: Total: 60000 MB Used: 609 B Free: 59391 MB) Support Feedback

File Manager

< Go Back

Progress 1 2 3 Restore

Next >

File Restore

Select the file(s) you want to restore from the list on the left. Select a directory to restore the file(s) to from the list in the right. Click the "Next" button to start the operation.

Select Files to restore:

- ..
- Default.bt

Restore files to:

- cgi bin
- logs
- private
- public

7. Click **Next**.
Please Note: Any files being copied will overwrite existing files with the same filenames.

[< Go Back](#)

Progress **1** **2** **3**: Restore

File Manager

[Next >](#)

File Restore

These files will be restored to:

25: /Default.txt



Warning

Any files being copied will overwrite existing files, with the same filenames. Please confirm the restoration of files by clicking "Next" below.



Connecting and Protecting
the Networked WorldSM

ABOUT LEVEL 3

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