

# FTP-Stream User Guide



## FTP-Stream Overview

FTP-Stream is a user friendly advanced global data transfer service. It allows users to upload, download, manage and share files using the site. Depending on the account subscriptions and permissions assigned to you by the site administrator, some of the functionality described in the document might not be applicable to you.

### FTP-Stream user guide

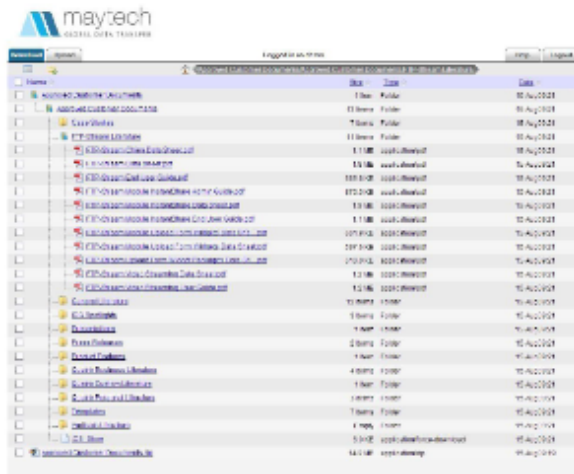
[Download FTP-Stream User Guide pdf](#)

## Links to your site and login

There are two ways to access your site:

- Go to your site's URL and enter your login and password credentials provided by your administrator
- You may have been given a quick passwordless login link which logs you in directly without further challenge. In this case, the link is unique to you and no one else can access your login. It saves you having to enter login credentials each time you sign on.

The screenshot below shows how your site might look. If you don't see one or more of the tabs grouped on the left it means the underlying functionality is not available to you and you can skip the related sections in this document.



## List or Tree View

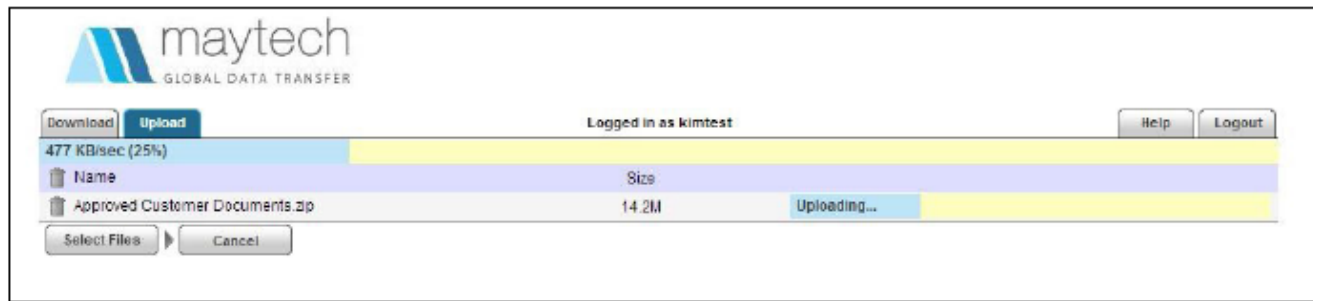
Click on the list/tree view icon in the toolbar to toggle between list and tree view of the folder structure. The default is list view, the screenshot on page 2 shows tree view. Click on any folder to list its contents.

## Downloading

Click on any file to download it. To download a folder and all its contents right click on the folder listing and select download or use the overhead navigation icon. The folder and contents will be zipped on the server and a zip file offered for download. You can change or accept the name of the zip file offered for download. On completion of the download the zip will either be saved or expanded, depending on your local settings.

## Uploading

Navigate to the folder you would like to upload to. Click on the upload tab, then the Select Files button, this fires up Windows Explorer on a PC or Finder on a Mac. Select the files you want to upload, use shift-click or ctrl-click to select multiple files. Select OK, to return to the upload page.



To add more files to the queue click Select Files again. If the Optional Message button is present you can add notes which will be sent to the site administrator. Click on the Start Upload button to initiate the upload, you will be able to view progress per file and overall upload.





## Managing Files and Folders

Subject to the permissions assigned to you by your site administrator there are a number of operations you can perform on files and folders. Tick the check box against any file to activate the relevant toolbar icons.



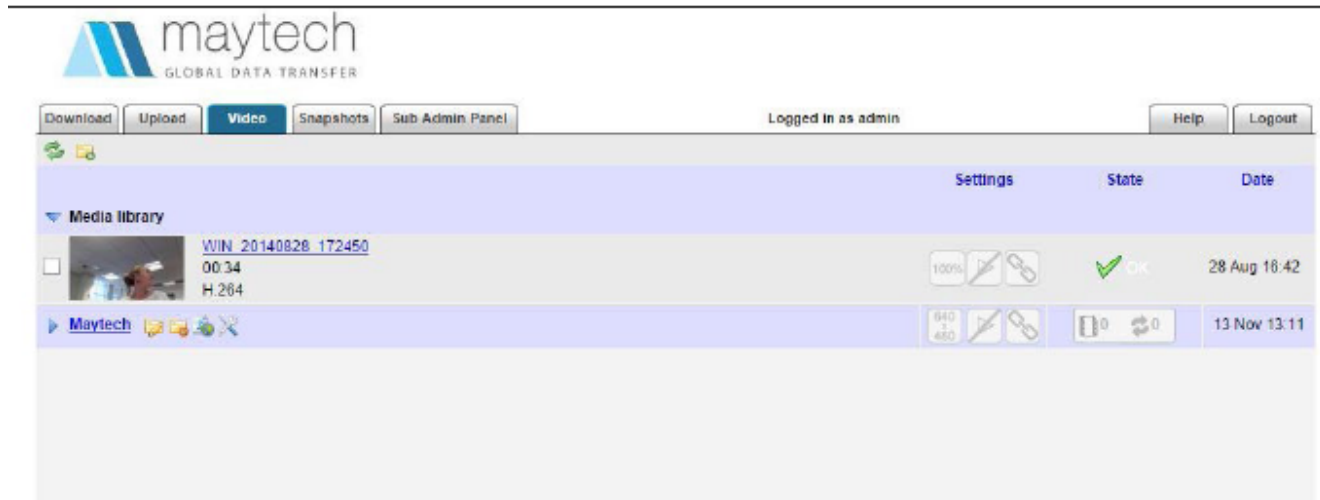
The functions available (from left to right) are:

	Download
	Toggle list/tree view
	Create a new folder
	Rename a file or folder.
	Create a zip file
	Explode a zip file (this will expand the original folder structure which was compressed into the zip file)
	Cut a file or folder - click the scissor icon, then navigate to another folder and click Paste to move the selected file or folder
	Copy a file or folder - click the copy icon, then navigate to another folder and click Paste to copy the selected file or folder

	Delete a file or folder
	Get a Direct Download Link to a file. Every file on your site has a unique URL, you can obtain this URL and send in an email or use as a link on a web page. This will allow the recipient to download this file only
	Get a Quick Access folder download link. Every folder has a unique download only link, you can obtain this link and paste into an email
	Add a media file to your video streaming library

## The Video Tab

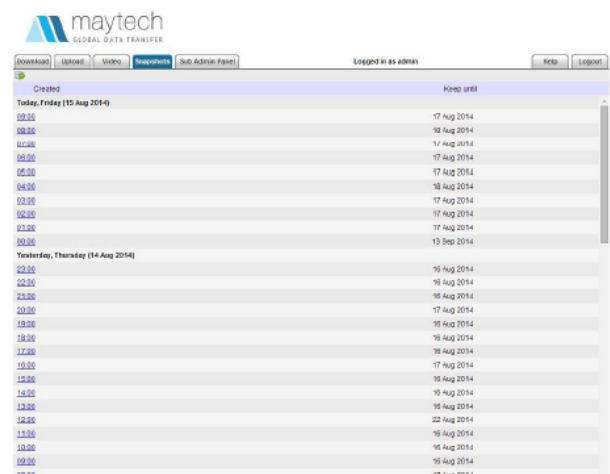
If your account is subscribed to video streaming, you can manage media players and playlists here.



The screenshot shows the Maytech Global Data Transfer interface. At the top, there's a navigation bar with buttons for 'Download', 'Upload', 'Video', 'Snapshots', and 'Sub Admin Panel'. The 'Video' button is highlighted. To the right of the navigation bar, it says 'Logged in as admin' and 'Help' and 'Logout' buttons. Below the navigation bar, there's a 'Media library' section. It contains a table with columns for 'Settings', 'State', and 'Date'. There are two entries in the table. The first entry has a thumbnail of a person, a label 'WIN\_20140828\_172450', and a duration '00:34 H.264'. The second entry has a thumbnail of the Maytech logo and a label 'Maytech'. Both entries have a '100%' progress bar and a 'OK' status.

## Snapshots

A backup (snapshot) is taken of your site hourly.

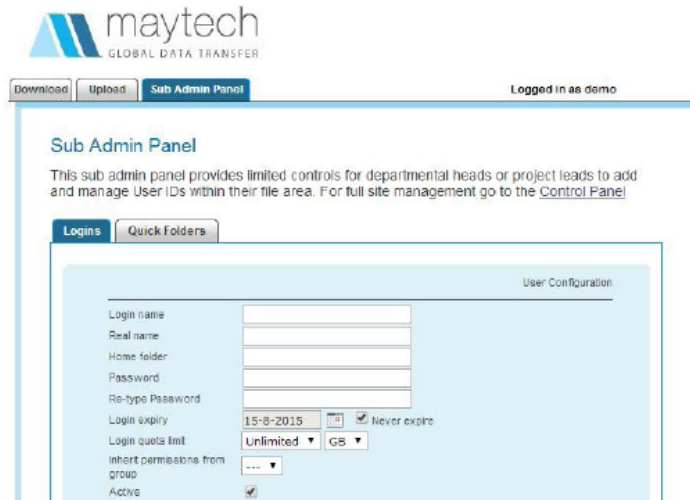


The screenshot shows the Maytech Global Data Transfer interface with the 'Snapshots' tab selected. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there's a 'Snapshots' section. It contains a table with columns for 'Created' and 'Keep until'. The table lists snapshots for 'Today, Friday (15 Aug 2014)' and 'Yesterday, Thursday (14 Aug 2014)'. Each snapshot has a 'Created' timestamp and a 'Keep until' timestamp. The 'Created' timestamps are in the format 'HH:MM' and the 'Keep until' timestamps are in the format 'DD Aug 2014'.

To restore files that have been deleted or overwritten click on the most recent snapshot likely to contain the files, navigate to the desired files, tick their check boxes and press the Restore button.  
You can restore the files to their original location or a new location.

## Sub-Admin Panel

If you have sub-administrator rights, you can add and manage users within your file area.



The screenshot shows the Maytech Sub Admin Panel interface. At the top, there is a logo for Maytech Global Data Transfer and a navigation bar with buttons for Download, Upload, and Sub Admin Panel. The Sub Admin Panel is currently selected, and the user is logged in as 'demo'. Below the navigation bar, there is a section titled 'Sub Admin Panel' with a description: 'This sub admin panel provides limited controls for departmental heads or project leads to add and manage User IDs within their file area. For full site management go to the [Control Panel](#)'. There are two tabs: 'Logins' and 'Quick Folders'. The 'Logins' tab is active, showing a 'User Configuration' form. The form includes fields for Login name, Real name, Home folder, Password, and Re-type Password. It also has a date picker for Login expiry (set to 15-8-2015) and a checkbox for 'Never expire'. There are dropdown menus for Login quota limit (set to Unlimited) and Inherit permissions from group (set to ---). An 'Active' checkbox is at the bottom.

## Notifications

Your site administrator may have applied notification rules so that an email is generated whenever an upload or download takes place in a certain folder. Note that the email is triggered either on logout or after 15 minutes inactivity.