

# Filelocker

Filelocker is a web based secure file sharing application that facilitates easy file sharing between users here at Pellissippi State and promotes secure data sharing habits.

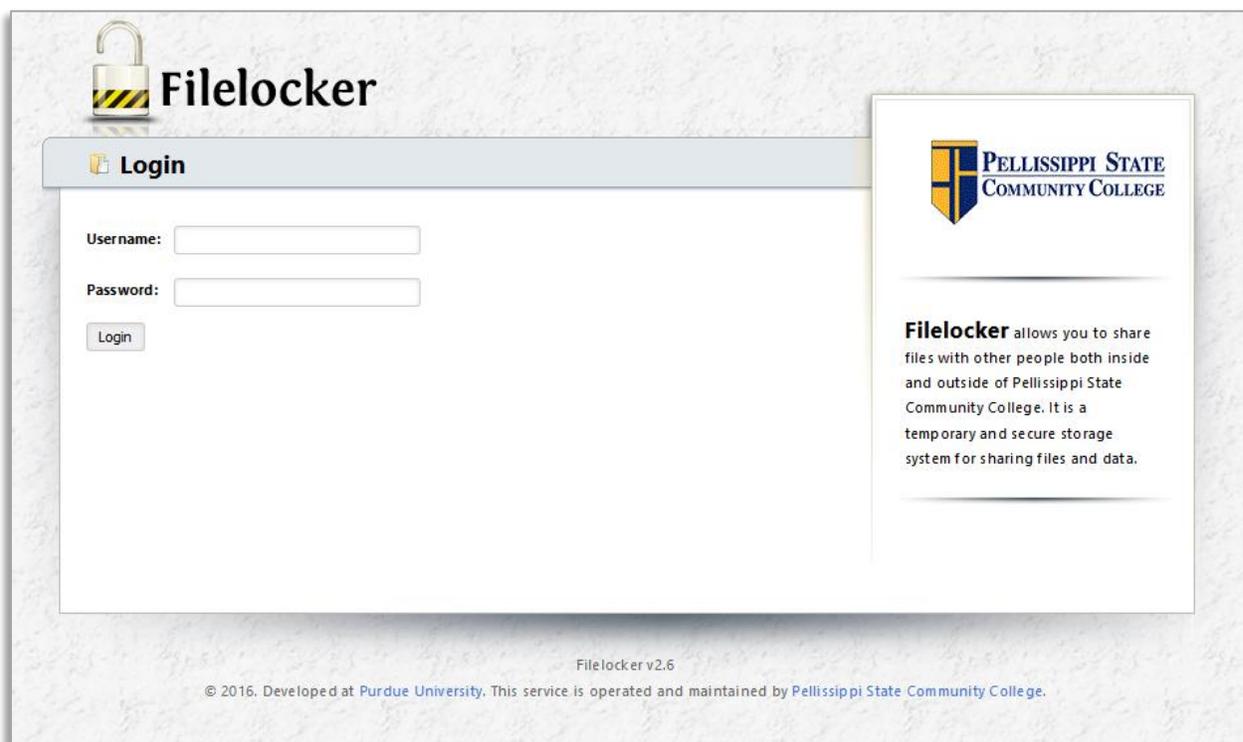
Filelocker was developed by IT Networks and Security at Purdue University for the purpose of allowing students and faculty to share files with other people both inside and outside of Purdue University. It is a secure storage system for sharing files and data temporarily. More than 20 universities worldwide are using Filelocker for HIPAA and FERPA compliant data sharing.

The features of Filelocker include:

- The ability to use a password to encrypt files in order to protect sensitive data
- Uploading electronic files to a secure storage area, storing them there for a fixed amount of time, and accessing them from anywhere with an internet connection
- Sharing files with other PSCC faculty, staff, and students
- Automatic email notifications of file sharing requests and file download activity
- The ability to securely share files with individuals who do not have a PSCC user account

NOTE: Filelocker does NOT synchronize with the PSCC Active Directory. In order to use this secure service, you must first have a Filelocker user account. To request an account, send a request to the PSCC Helpdesk. They will have your Filelocker account created and will give you a password that works only for your Filelocker account.

Once you have a Filelocker account, follow this URL to access the site: <https://filelocker.pstcc.edu/>.



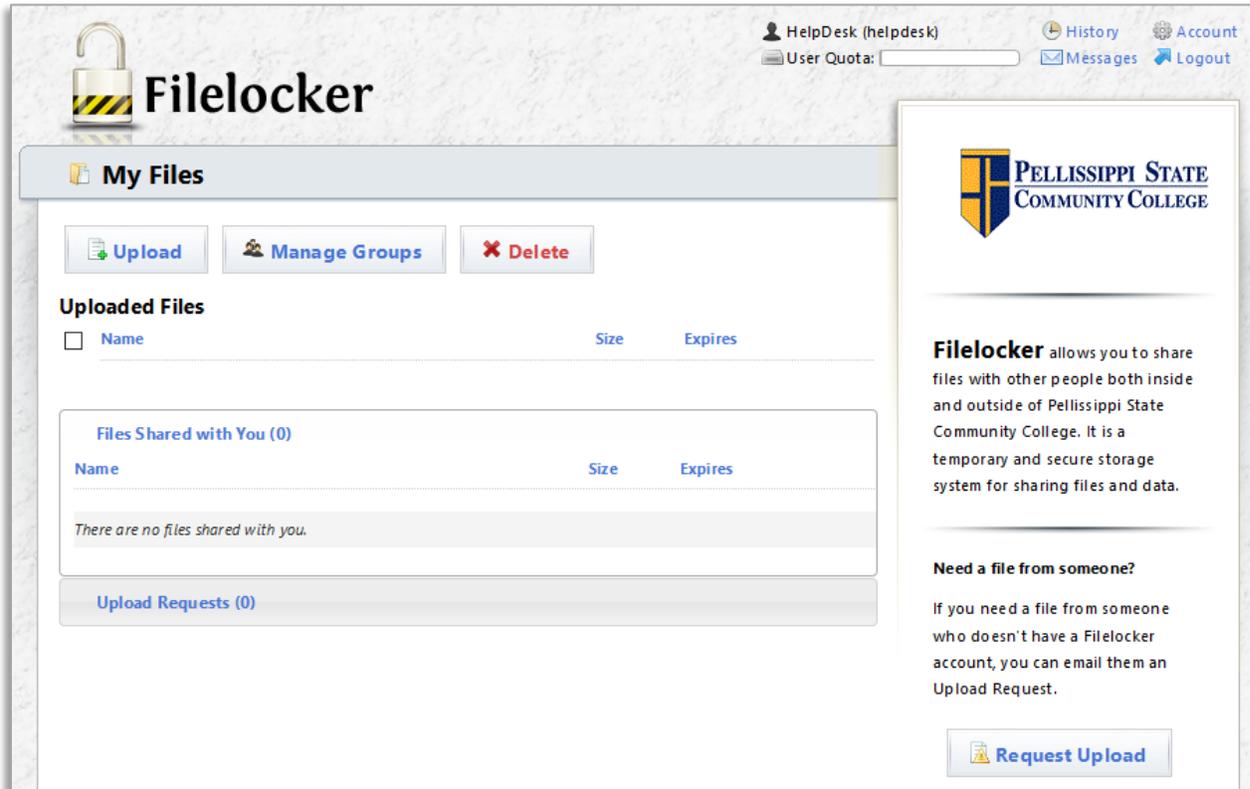
The screenshot shows the Filelocker login interface. At the top left is a padlock icon and the text "Filelocker". Below this is a "Login" header with a key icon. The main area contains two input fields: "Username:" and "Password:". Below the password field is a "Login" button. On the right side, there is a box with the Pellissippi State Community College logo and a description of Filelocker: "Filelocker allows you to share files with other people both inside and outside of Pellissippi State Community College. It is a temporary and secure storage system for sharing files and data." At the bottom, there is a version number "Filelocker v2.6" and a copyright notice: "© 2016. Developed at Purdue University. This service is operated and maintained by Pellissippi State Community College."

## To log in to Filelocker:

From the Filelocker home page, enter your PSCC username. Your password is different for this system and will be provided when you are granted access. Then click on “Login”.

*NOTE: There are many other colleges and universities using Filelocker, so be sure you are logging into the page with the PSCC logo.*

The Filelocker main page:



The screenshot shows the Filelocker main page. At the top left is a padlock icon and the text "Filelocker". In the top right corner, there are links for "HelpDesk (helpdesk)", "History", "Account", "User Quota:" with a text input field, "Messages", and "Logout". Below the header is a "My Files" section with buttons for "Upload", "Manage Groups", and "Delete". Underneath are two empty tables: "Uploaded Files" and "Files Shared with You (0)", both with columns for "Name", "Size", and "Expires". The "Files Shared with You" table contains the text "There are no files shared with you." Below these is an "Upload Requests (0)" section. On the right side, there is a box with the Pellissippi State Community College logo and text explaining Filelocker: "Filelocker allows you to share files with other people both inside and outside of Pellissippi State Community College. It is a temporary and secure storage system for sharing files and data." Below this is a section titled "Need a file from someone?" with text: "If you need a file from someone who doesn't have a Filelocker account, you can email them an Upload Request." At the bottom of this box is a "Request Upload" button.

## Change Your Password

Once logged in, you should change your password to something that is private, known only to you. Click on the “Account” link at the very top right of the page. In the window which opens, you can type a new password into the “New Password” and “Confirm Password” fields. Click the “Update Account” button and your password will be changed.

**Edit Account**

Account Settings | Hidden Shares | Filelocker CLI (Advanced Users)

**First Name:**  
Helpdesk

**Last Name:**

**Email Address:**  
helpdesk@pstcc.edu

**New Password:**

**Confirm Password:**

**Update Account**

## To Upload a File

1. From the main Filelocker page, click on the “Upload” button.

**Upload a File**

**Expiration date:**  
06/03/2016

**Add notes to file:**

**Upload a file**

2. Enter the expiration date (the default is one week from the day the file is uploaded).
3. Add any notes associated with the file.
4. Click on “Upload a file”.
5. In the “File Upload” box, select the location and specific file you want to upload. Then, click on “Open”.

*Note: You can select multiple files to upload at one time by using the “Shift” or “Ctrl” keys.*

When you choose your file(s), they will be scanned and encrypted as they are uploaded:

Uploaded Files		
<input type="checkbox"/> Name	Size	Expires
 VirtualDesktopInstructions.pdf: Scanning and Encrypting	677 kB	0 seconds

Files you have uploaded will be listed on the main Filelocker page:

Uploaded Files		
<input type="checkbox"/> Name	Size	Expires
<input type="checkbox"/>  VirtualDesktopInstructions.pdf	676 kB	06/03/2016

To see the details or options for an uploaded file, click on the small blue triangle to the right of the file name:

Uploaded Files		
<input type="checkbox"/> Name	Size	Expires
<input type="checkbox"/>  VirtualDesktopInstructions.pdf	676 kB	06/07/2016

**Files Shared with You (0)**

Name

*There are no files shared with you.*

**Upload Requests (0)**

**Notify Me on Download:**

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 **ID:** 6

 **Owner:** helpdesk

 **Virus Scan:** Passed

 **Uploaded:** 2016-05-31 16:27:38

 **Delete This File**

 **Download This File**

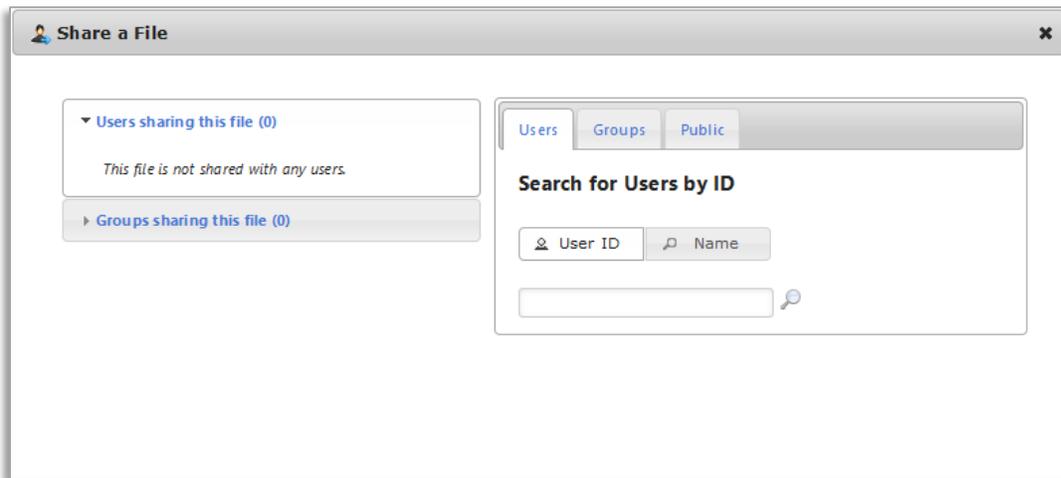
 **View Download Statistics**

 **Share This File**

From here you can see all the actions that can be performed on an uploaded file.

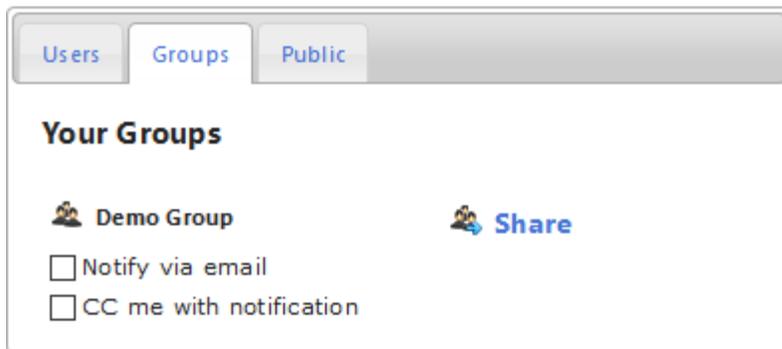
### To Share a File:

1. From the File Options (see screen shot above), click on “Share This File”.
2. On the “Users” tab, you can enter the user ID (username) of the person with whom you want to share the file, or you can search for the person by user ID or by name:



~ OR ~

On the "Groups" tab, select the group to share the file with:



~ OR ~

On the "Public" tab, enter the Expiration date, Email address(es) (non PSCC), and message to include in an email to the people you want to share this file with. Filelocker will send an email including a URL link to download the file.

*Note: If you password protect a shared file, you must also share the password with the recipient in order for them to access the file in Filelocker.*

Users Groups **Public**

By clicking "Share" below, you will make the selected file(s) publicly accessible at the generated URL.

**Expiration date:**  
06/03/2016

**Email addresses (comma separated) to be notified about this share:**

**Message to send with the notification:**

**Other options:**

- Allow multiple downloads (requires password)?
- CC me with notification?
- Password protect this public share?

 Share

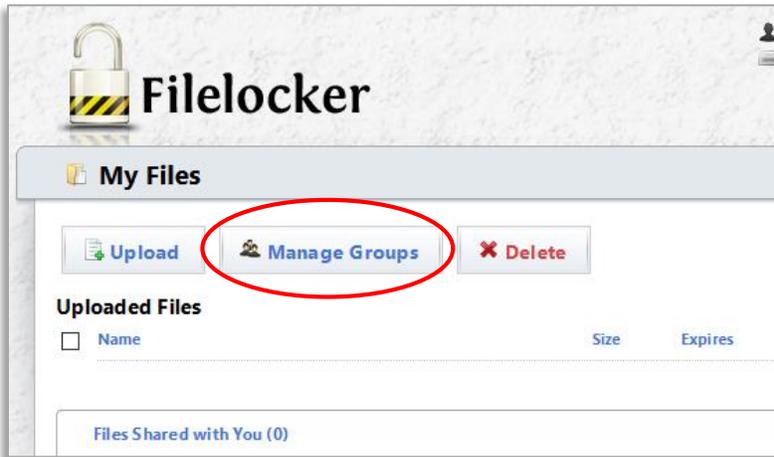
It is not necessary to password protect a file that is shared with others at PSCC through the "Users" tab. PSCC users will have to log in to Filelocker access shared files. They will however, need to have first requested a user account in Filelocker from Helpdesk.

### **Working with Groups:**

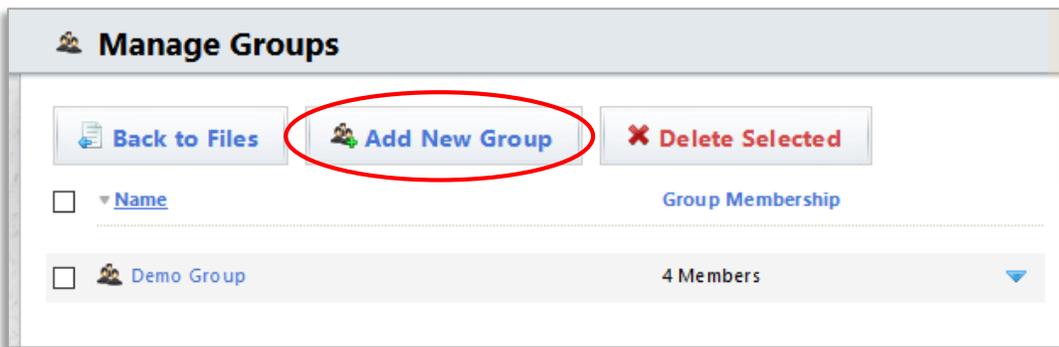
Groups in Filelocker make it possible to share a file with many users at once.

To create, edit, or delete a group:

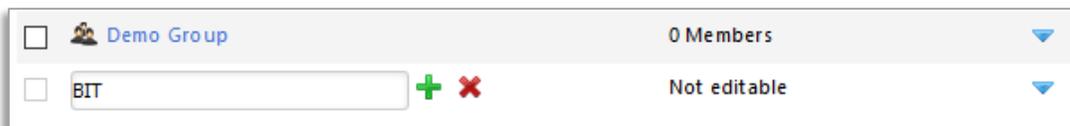
On the main Filelocker page, click on "Manage Groups"



The “Manage Groups” page:



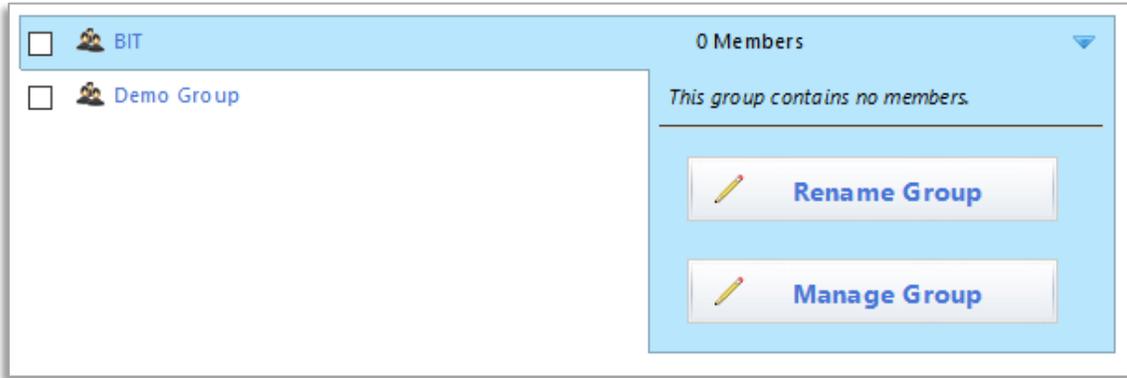
1. To add a new group, click on the “Add New Group” button.
2. Enter the name of the group:



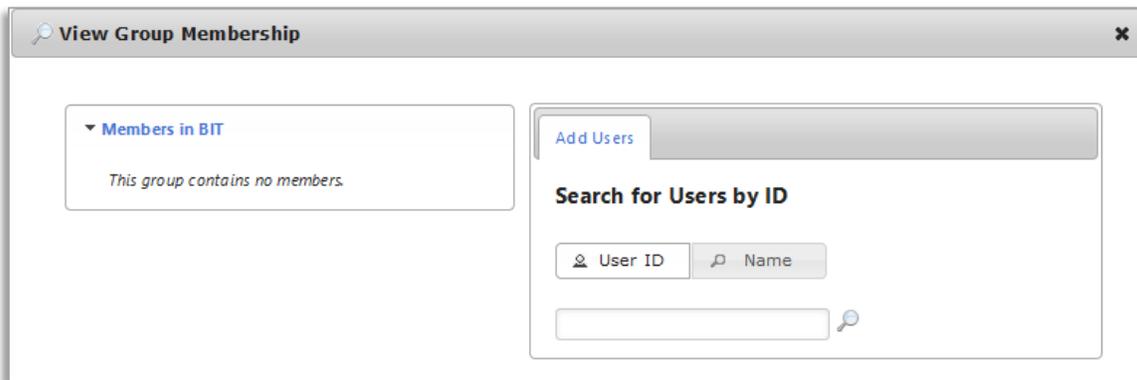
3. Click on the green plus sign (+). Your group has been created:



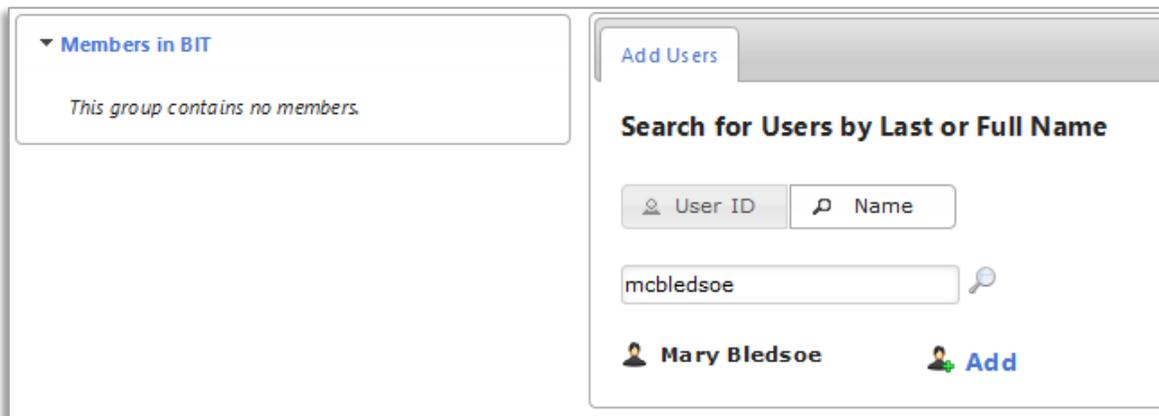
4. To add members to the group, click on the name of the group or the blue triangle:



5. Click on “Manage Group”



6. From here you can search for users by their user ID or by their name:



*NOTE: Only PSCC staff who have user accounts in Filelocker will be shown in search results.*

7. Click on “Add” once you have found the user.



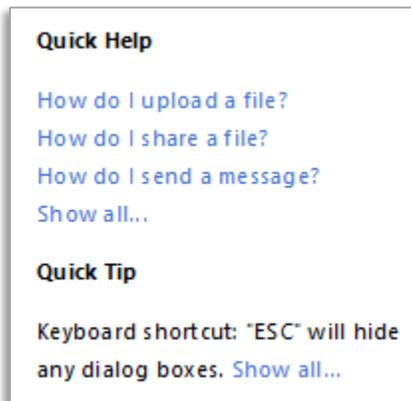
This is also where you can remove specific users from a group.

### To delete a group:

On the Manage Groups page, click the check box next to the group name, then click on the “Delete Selected” button.

### Help with Filelocker functions:

There are several other functions that you might be interested in learning about. There are shortcuts to these in the lower right corner of the main Filelocker page:



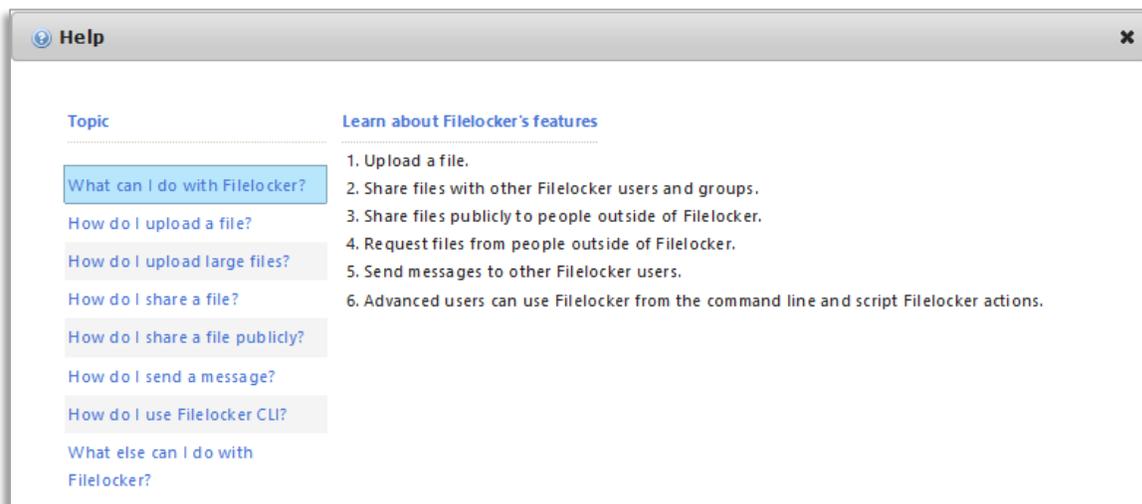
**Quick Help**

- [How do I upload a file?](#)
- [How do I share a file?](#)
- [How do I send a message?](#)
- [Show all...](#)

**Quick Tip**

Keyboard shortcut: "ESC" will hide any dialog boxes. [Show all...](#)

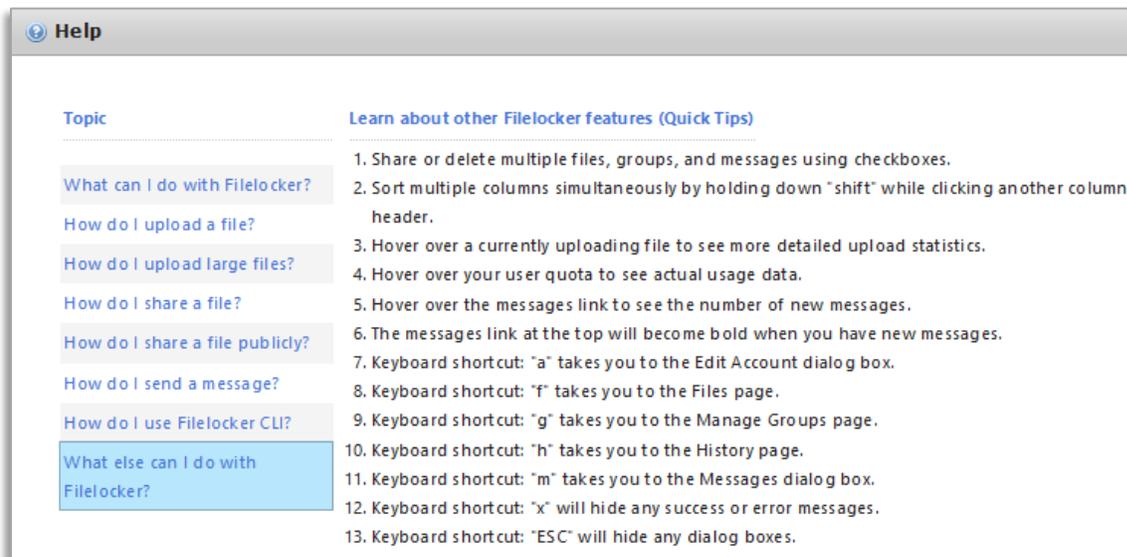
Click on “Show all...” under Quick Help for the entire list:



**Help**

Topic	Learn about Filelocker's features
<a href="#">What can I do with Filelocker?</a>	1. Upload a file.
<a href="#">How do I upload a file?</a>	2. Share files with other Filelocker users and groups.
<a href="#">How do I upload large files?</a>	3. Share files publicly to people outside of Filelocker.
<a href="#">How do I share a file?</a>	4. Request files from people outside of Filelocker.
<a href="#">How do I share a file publicly?</a>	5. Send messages to other Filelocker users.
<a href="#">How do I send a message?</a>	6. Advanced users can use Filelocker from the command line and script Filelocker actions.
<a href="#">How do I use Filelocker CLI?</a>	
<a href="#">What else can I do with Filelocker?</a>	

Or, click on “Show all...” under Quick Tip for an extended list of Filelocker features:



The screenshot shows a help page with a grey header containing a question mark icon and the word "Help". Below the header, there are two columns. The left column is titled "Topic" and contains a list of questions, each in a light blue box. The right column is titled "Learn about other Filelocker features (Quick Tips)" and contains a numbered list of 13 tips. The last item in the list, "What else can I do with Filelocker?", is highlighted with a darker blue background.

Topic	Learn about other Filelocker features (Quick Tips)
What can I do with Filelocker?	1. Share or delete multiple files, groups, and messages using checkboxes.
How do I upload a file?	2. Sort multiple columns simultaneously by holding down "shift" while clicking another column header.
How do I upload large files?	3. Hover over a currently uploading file to see more detailed upload statistics.
How do I share a file?	4. Hover over your user quota to see actual usage data.
How do I share a file publicly?	5. Hover over the messages link to see the number of new messages.
How do I send a message?	6. The messages link at the top will become bold when you have new messages.
How do I use Filelocker CLI?	7. Keyboard shortcut: "a" takes you to the Edit Account dialog box.
What else can I do with Filelocker?	8. Keyboard shortcut: "f" takes you to the Files page.
	9. Keyboard shortcut: "g" takes you to the Manage Groups page.
	10. Keyboard shortcut: "h" takes you to the History page.
	11. Keyboard shortcut: "m" takes you to the Messages dialog box.
	12. Keyboard shortcut: "x" will hide any success or error messages.
	13. Keyboard shortcut: "ESC" will hide any dialog boxes.