V.10

Cerberus, LLC

Cerberus **FTP Server**

Web Client User Guide

The secure and reliable file transfer solution that **you** control.

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1 Getting Started

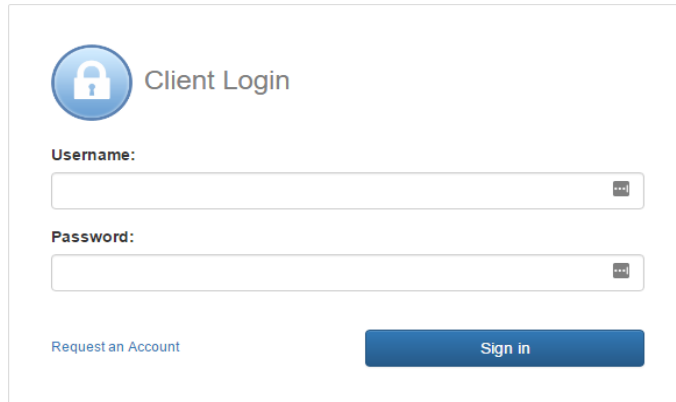## 1.1   About the Cerberus FTP Server web client

The Cerberus FTP Server HTTP/S web client is a built-in web service that allows any user with access to a common web browser to easily connect to the server to perform file operations (uploading, downloading, deleting, renaming, creating directories, and zipping and unzipping files and directories) using a desktop or mobile web browser. Users can securely upload and download files from Cerberus FTP Server through their web browser.

Administrators can grant users the ability to generate a public link to a file or, and email that link to someone from 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 from within the organization, and with whom those files are being shared. User 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 its functionality and will run on any modern web browser.

2 Logging In

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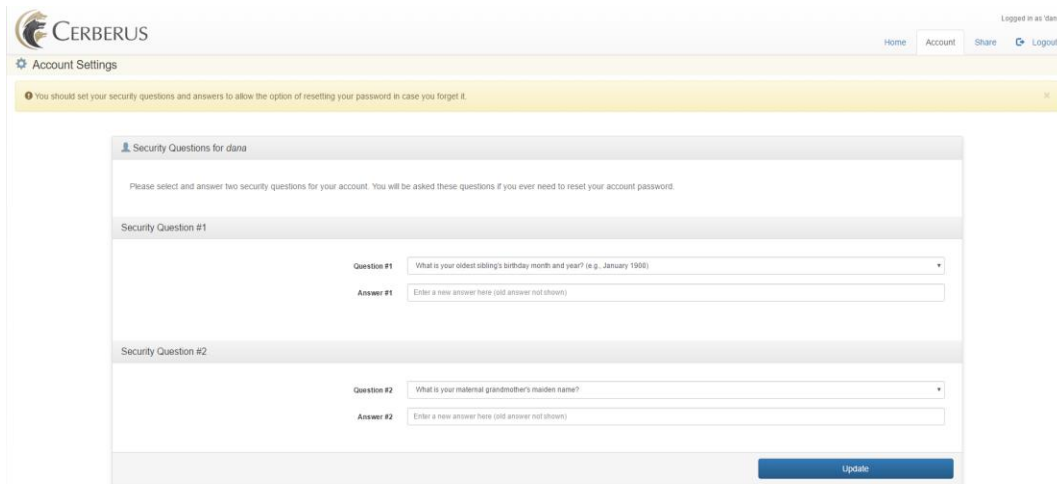

2.1 Choosing Security Questions

When you first login to 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 for users to reset their own passwords and will only appear when you're logging in for the first time

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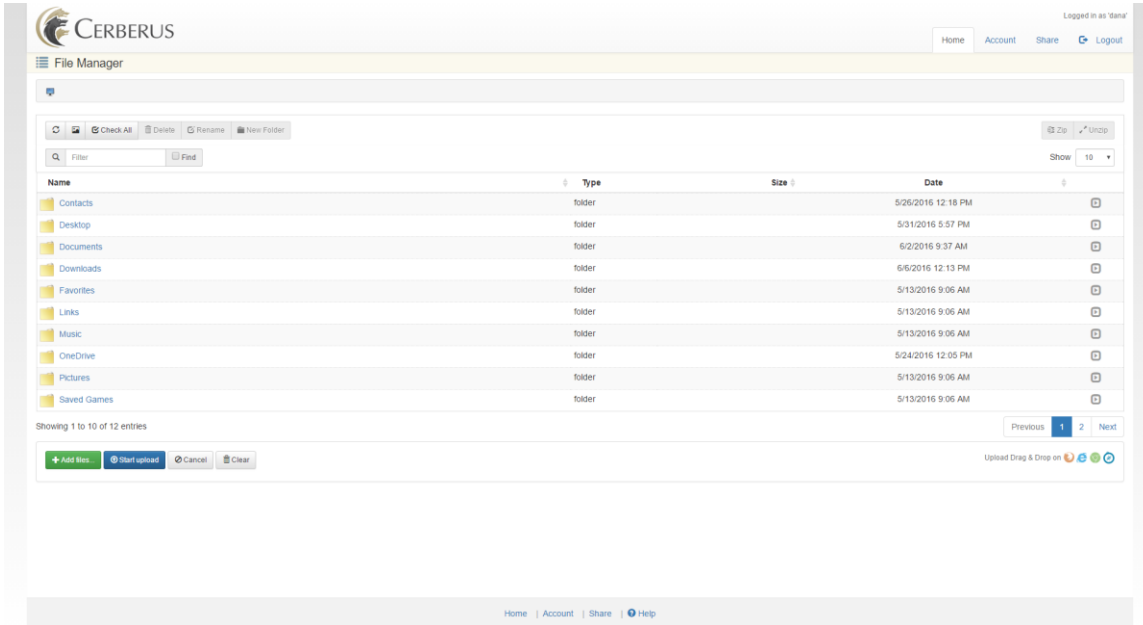3. Click Update

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

3 File Manager

The File Manager allows you to upload, download, copy, rename, delete, or move, or share files.

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 take just about any file and copy it over to the client, where it will be accessible by other users that have permission.

1. Click the add files button.
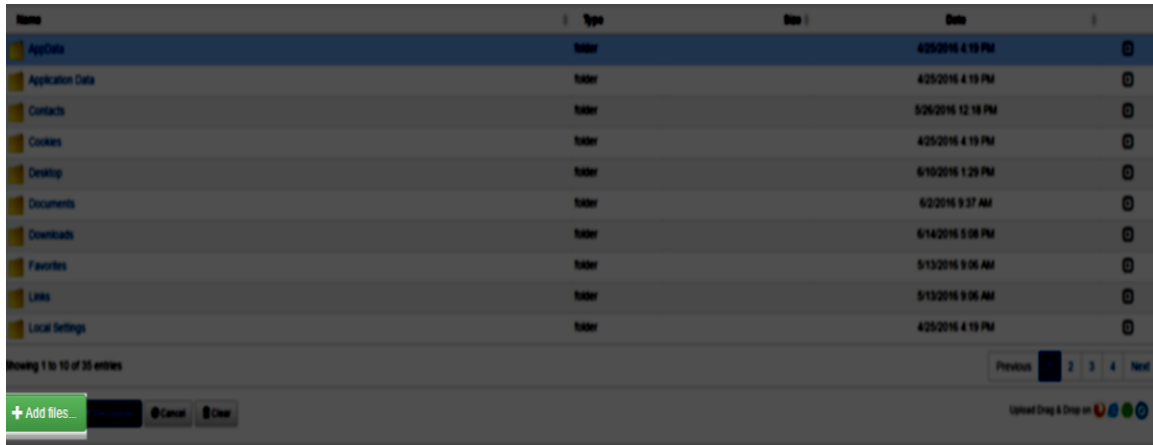
2. A window will appear. Select the files you wish to upload and then click **Open**.
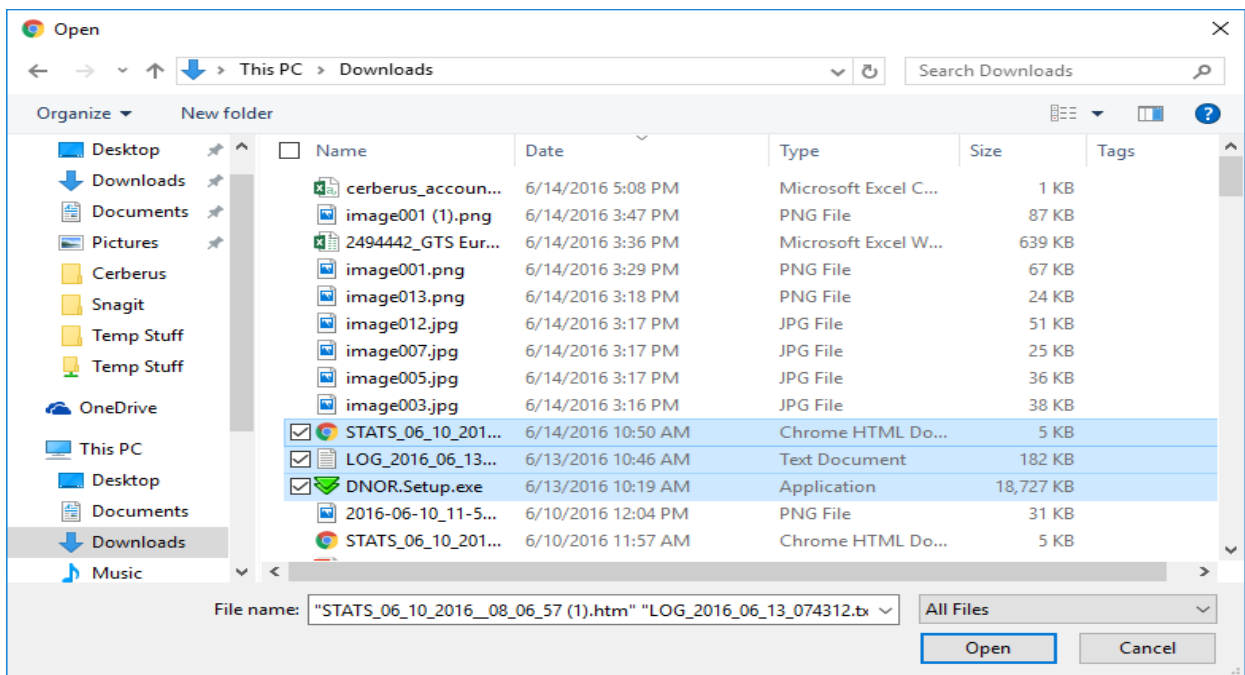
3. If you have selected multiple files you can upload them all at once by clicking the **Start Upload** button. If you would prefer to upload one a time you can click the **Start** button next to the corresponding file.
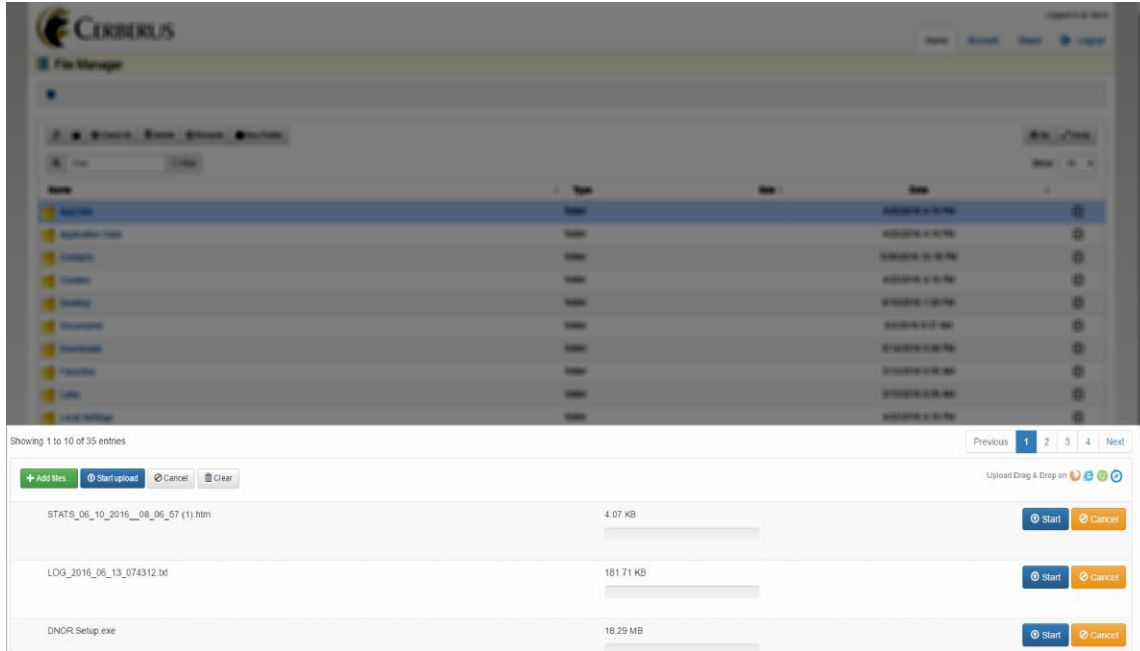
Alternately, you can drag a file from your desktop directly into a folder or subfolder.

If using the latest version of Chrome, you also have the option you can drag and drop a folder onto the page.

3.2 Download a file

Download a file from the Web Client using a computer or mobile device.

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.
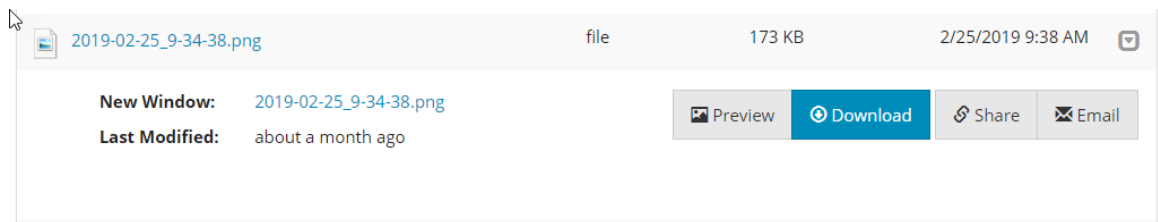

3. Click the **Download** button and the browser will start the download. You can also just click on the file name link in the file manager to invoke the default web browser action for that file type (usually either open or download).
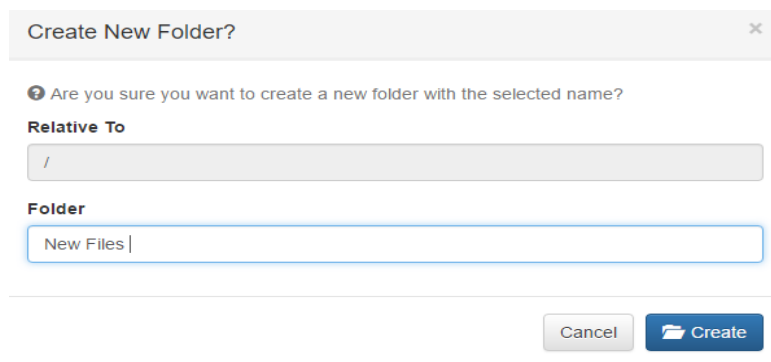
3.3 Create a new folder

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.

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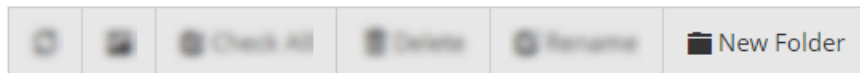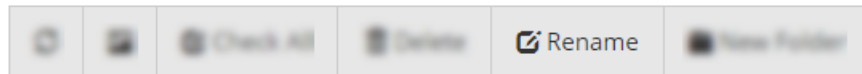

2. A dialog box will appear.

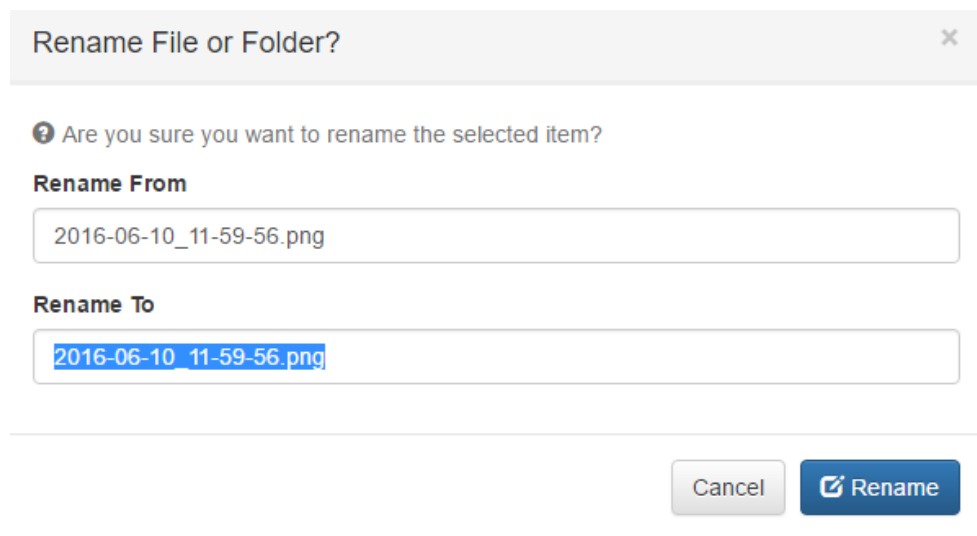3. Enter a name for the new folder and click the **Create** button.

3.4   Rename 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.

3.5   Delete file or folder

To delete a file from the web client.

1. Navigate to the file or folder you wish to rename.
2. Click on the empty space to the right of the file's name to select it.
3. Click the **Delete** button from the action bar.
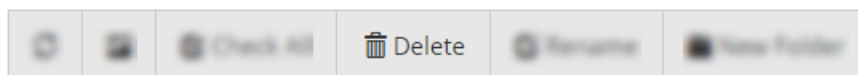
3.6 Copying a file

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

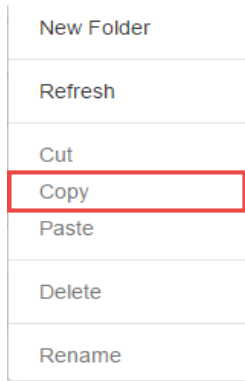1. Hover your mouse over the file you want to copy and Right-click. Select **Copy**.

New Folder

Refresh

Cut
Copy
Paste

Delete

Rename

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

2. Next, navigate to where you'd like to store a copy of the file.
3. Right-click anywhere inside the folder and select **Paste**.

New Folder

Refresh

Cut
Copy
Paste

Delete

Rename
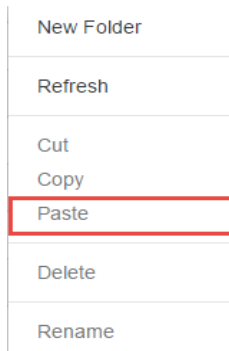
3.7 Thumbnails and Preview

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.
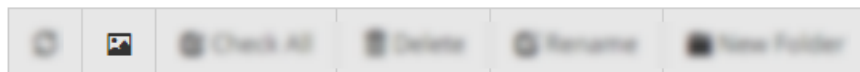
3.8 Preview

The Preview feature shows images, html and pdf files with one click. Certain file types you can also edit directly in the client.

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

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.

4.1 Creating a Public File or Folder Link

The administrator has full control over public file sharing. Before a user can share a file publicly, the administrator must grant explicit sharing privileges to that user's virtual folder. Once granted permission, users can share files or entire folders.

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 that anyone clicking on the link must enter before being allowed access (optional).
5. Press the **Share** button to generate a unique URL to the file or folder.

   Note: The unique URL generated is full public and cannot be limited by user, other than by setting a password. Care should be taken when sharing a public share URL
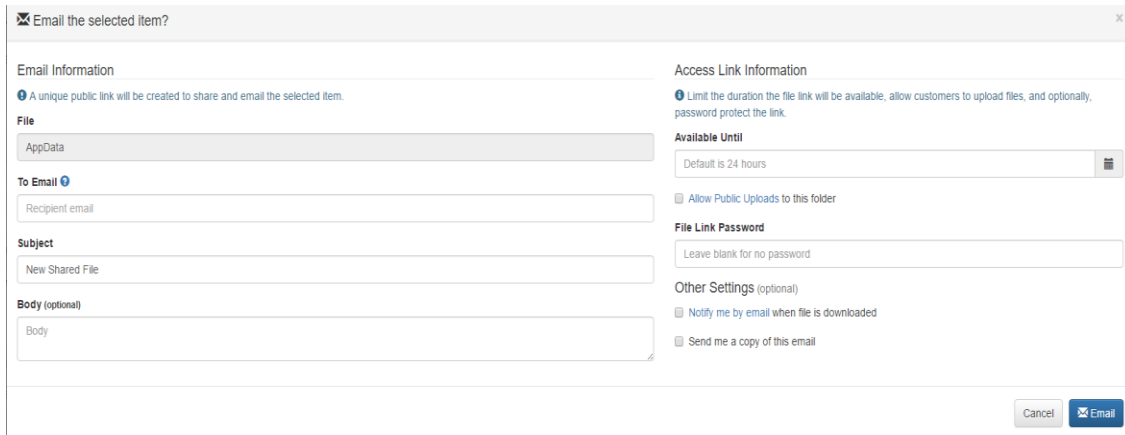
4.2 Emailing a link to a Public File

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.

Note: Cerberus FTP Server will use the <u>first</u> SMTP server configured in the Event Manager's Targets page as the email server for sending emails.

4.3 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 instantly.

1. To revoke access to a previously shared file, navigate to 'Share' and click the down arrow. Click the **Revoke** button to revoke the share.
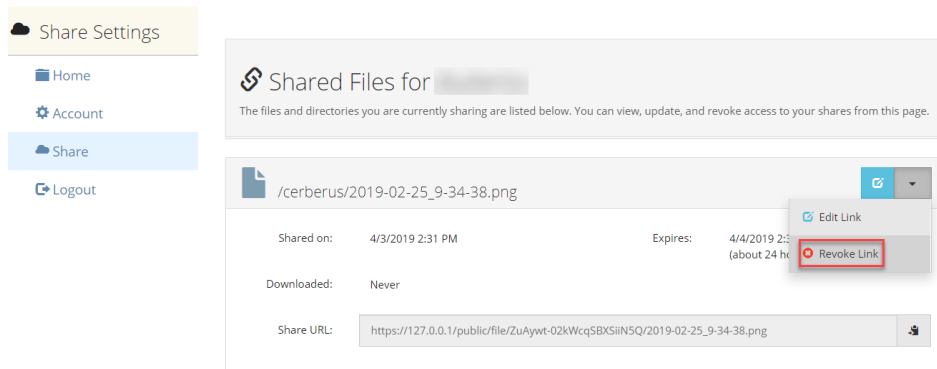
5 Account Manager

To view your contact info, edit themes and set security questions.

User Account for *ibutteriss*
You can update your account settings from this page.

User Name	ibutteriss	Email	A valid email address
First Name	Your first name	Last Name	Your last name
Telephone		Mobile	

Theme   Default ▼

☐ Display Local Date/Time   ☐ Display Relative Date/Time

☐ Display File Table Condensed   ☑ Display File Table Striped

Security Question #1

Security Question #2

🖫 Addresses   Update

5.1 Set a Theme

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

1. Log in to your 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.

5.2 Security questions

If you forget your password and need to reset, it and your administrator allows you to reset your password. You can reset by answering a security question that you previously chose. You can change the security question and 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

5.3 Date/Time

Choose an appropriate date/time format

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

5.4 Address Book

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

Address Book   ✕

You can save frequently used names and email addresses in your address book for use in public file sharing.

Full Name:

Email:

+ Add   **🗑 Delete**   **💾 CSV Import**