
iDC File Manager - Knowledge Base

How To Guides Category

Guides on how to perform specific actions in iDC File Manager.

Contents

How To Guides	1
<i>How to change the default admin password</i>	1
<i>How to modify the File Manager Logos</i>	1
<i>How to create Shared Folders and Groups</i>	1
<i>Version 1.4 Manual Installation Guide / User Manual</i>	3
<i>How do you modify the required fields in the Application page?</i>	3
<i>How do you modify the main login page?</i>	4

How To Guides

Guides on how to perform specific actions in iDC File Manager.

How to change the default admin password

Log in to the Client Manager through a Web browser using the default username and password. When successfully logged in, you should then be presented with the user account listings page. After clicking on the username "admin" you will then be directed to the account details page for the admin account.

At the bottom of this page is a button marked "Edit" which will allow you to modify the account details.

Choose a suitable password based on industry standard guidelines and enter the new password in the "Client Password" input box, and then re-enter the same password a second time in the "Re-type password" input box.

This dual entry process stops you from entering the new password incorrectly the first time around. It is also advisable at this stage to update the "Contact details" section to include your first and last names, as well as your main email address.

To save the changes, click the "Add Client" button at the bottom of the page.

Your new password and any other account details you have entered will then be updated.

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How to modify the File Manager Logos

If you hold either an OEM or Developer version license for iDC File Manager you are permitted to replace the default logo blanks with your own companies logo or trademark.

To do this please access your server using your FTP Client and navigate into the /FileManager/FileManagerData/FileManagerLogos/ folder located in your public_html | httpdocs | wwwroot folder or similar.

This folder contains the following files:

aboutfilemanager.png

ClientManagerLogo.png

Copyright.png

FileManagerLogo.png

LargeFileManagerLogo.png

All images are PNG-24.

aboutfilemanager.png (Width: 384px x Height: 321px)

ClientManagerLogo.png (Width: 220px x Height: 88px)

Copyright.png (Width: 258px x Height: 142px)

FileManagerLogo.png (Width: 220px x Height: 88px)

LargeFileManagerLogo.png (Width: 502px x Height: 128px)

Each file can then be downloaded and modified where applicable in a package such as Photoshop to include your companies logo or trademark.

When you have successfully modified all of the above files they can then be re-uploaded into the /FileManager/FileManagerData/FileManagerLogos/ folder.

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How to create Shared Folders and Groups

To run through the basic steps of creating Shared folders and Groups...

To allow users to share files with other users they need to belong to a Group and this group needs to

have a Shared folder attached.

For the purposes of this example we will setup a Group named "Company Group" and there will be an existing admin account "admin" and a user account, "User1".

However first we must create a Shared folder to be used with the group we plan to create.

To create a Shared folder you need to login to the Client Manager and in the left hand toolbar, under the heading "User Management" you will see the caption "Create Shared Folder".

After clicking the "Create Shared Folder" caption you will be taken to the "Create Shared Folder" screen.

Here you can enter a Shared folder name - in this instance we will enter the name "Company Shared", and a personal description for the Shared folder. There is also a check box marked "Disabled", which will instantly disable the Shared folder after creation, but this is not required for the purposes of this example.

After you have entered these details you should then click the button marked "Create New Shared Folder" to create the Shared folder.

The Shared folder will then be created and the page will refresh to show you a Shared folder details summary page.

The Shared folder details summary page allows you to see details of the Shared folder you have created and the option to either edit or delete the folder.

After you have created the Shared folder you then need to create a new Group.

To create a Group you need to return to the main Client Manager screen and in the left hand toolbar, under the heading "User Management" you will see the caption "Create New Group".

After clicking the "Create New Group" caption you will be taken to the "Create New Group" screen.

Here you can enter a Group name - in this instance we will enter the Group Name "Company Group", a Group Email address which will effectively be the Group admin address and will receive any upload notifications for files uploaded into the group and personal description for the group. There is also a check box marked "Disabled", which will instantly disable the group after creation, but this is not required for the purposes of this example.

After you have entered these details you should then click the button marked "Create New Group" to create the Group.

The Group will then be created and the page will refresh to show you a Group details summary page.

The Group details summary page allows you to see details of the Group you have created, edit or delete the group and add a new Shared folder.

To add the shared folder you created earlier you need to click the "add new" link.

The page will then refresh to show you the "Add new folder to group" screen.

You then need to select the shared folder named "Company Shared" from the drop down select box.

With the "Company Shared" folder selected you can then specify specific custom file protection options which will prevent files with the extension you detail from being uploaded into the Shared folder.

To do this, check the "use custom file protection" box and in the "Disabled files" input box enter the file extensions you do not want users to be able to upload.

The Shared folder function rights can then be selected by checking the various function check boxes. Any function you check will then be available to all users in the group as soon as they access the Shared folder.

After you have configured the Shared folder option you can then click "Save" to add the Shared folder to the group.

To add the admin account and "User1" to the group you need to return to the "User list" page

which can be accessed via the left hand toolbar, under the heading "User Management".

The user accounts will then be displayed in a list and you will need to click on the username "User1" which will then take you to User1 details page. At the bottom of this page is the button marked "Edit" which you then need to click to edit the account settings.

When the Edit screen opens you will see under the heading "Groups" the option to add "User1" to the new group "Company Group" by checking the "Company Group" check box.

With the "Company Group" checked you then need to apply the changes by clicking "Add Client" at the bottom of the page.

This will then add "User1" to the group "Company Group" .

This process should then be repeated for "admin" or any other users you want to add to the "Company Group".

When admin or User2 logs into their File Manager account a new Shared folder called "Company Shared" will appear and can be accessed to share files to other group members.

Note: The same physical Shared folder can be added to multiple groups each with individual Rights or Disabled file extensions.

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Version 1.4 Manual Installation Guide / User Manual

The original manual installation guides for version 1.4 can be downloaded [here](#).

The original user guide for version 1.4 can be downloaded [here](#).

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How do you modify the required fields in the Application page?

To modify the fields in the iDC Account Creation Application page you need to access your server and navigate into the /FileManager/Templates folder where you will see a file named "Application.html"

This is the main template for the application page.

At the head of this page is the script:

```
function error(){
if (document.inst.first.value=="") {alert("%MESS#pleaseenter%: %MESS#first_name%");
document.inst.first.focus();return false;}
if (document.inst.last.value=="") {alert("%MESS#pleaseenter%: %MESS#last_name%");
document.inst.last.focus();return false;}
if (document.inst.address.value=="") {alert("%MESS#pleaseenter%: %MESS#address%");
document.inst.address.focus();return false;}
if (document.inst.city.value=="") {alert("%MESS#pleaseenter%: %MESS#city%");
document.inst.city.focus();return false;}
if (document.inst.state.value=="") {alert("%MESS#pleaseenter%: %MESS#state%");
document.inst.state.focus();return false;}
if (document.inst.zip.value=="") {alert("%MESS#pleaseenter%: %MESS#zip%");
document.inst.zip.focus();return false;}
if (document.inst.country.value=="") {alert("%MESS#pleaseenter%: %MESS#country%");
document.inst.country.focus();return false;}
if (document.inst.email.value=="") {alert("%MESS#pleaseenter%: %MESS#email%");
document.inst.email.focus();return false;}
```

```
if (document.inst.phone.value=="") {alert("%%MESS#pleaseenter%%: %%MESS#phone%%");
document.inst.phone.focus() ;return false;}
if (document.inst.login.value=="") {alert("%%MESS#pleaseenter%%:
%%MESS#client_username%%"); document.inst.login.focus() ;return false;}
if (document.inst.password.value=="") {alert("%%MESS#pleaseenter%%:
%%MESS#client_password%%"); document.inst.password.focus() ;return false;}
return true;
}
```

When you submit the form it checks that each input contains a value and if it does not then returns an error message.

You simply need to remove or edit the lines for the inputs you do not require.

You may also want to remove the "*" in front of the fields which were required and now are not.

When you have made the required changes simply save and re-upload the "Application.html" file.

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How do you modify the main login page?

PLEASE NOTE: You are only permitted to modify the login page if you hold an OEM or Developer license.

To modify the Login page you need to access your server using your FTP client and navigate into the "/FileManager/Templates" folder where you will see a number of html templates.

You need to locate the file named "tmpLogin.html".

This file controls the main login page and can be modified in a html or text editor to meet your requirements.

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