




Administrator Guide

This manual is intended for the **WebbyFiles System Administrator** (“admin” user by default). Don't mistake the system administrator with the folder administrators. The WebbyFiles system administrator is a special user (not an user group) that cannot be removed and that doesn't have any limitation on any folder. This is the only user allowed to create and manage groups and users.

Please read first the User Guide so you become familiar with the system.

Additional actions available to the WebbyFiles administrator

-  **“Groups”**: Gives access to manage user groups and (add, edit, delete) and also to define the users that belong to each group.
-  **“Users”**: Allows complete user management : create users, edit their data, enable/disable them, send a new password to the user / remove it, define to which groups the user belongs, delete users. It allows also to edit the administrator data.
-  **“Folders”**: When in the groups or users page, this button brings you back to the main page that shows the files and folders.

Initial tasks after installation

“Users” , “My Account” buttons

Set the administrator e-mail and change the default password. You may also change the administrator log name and full name.

Understanding the Permission Levels

By default there are the following permission levels :

- **Read**. Means that some information can be retrieved but not altered in any way. It allows the following operations: browse certain folders, download any file in those folders, send notices to other users with access to those folders.
- **Append**. Means that new information can be added by the user on certain folders , but they are not allowed to alter the existing information on those folders. Includes the operations of the “Read” level, plus: upload files, create folders, create copies of files or folders, edit notes attached to files or folders.
- **Change**. Means that the information can be modified in any way on certain folders. Includes the operations of the “Append” level, plus: move, rename or delete files or folders.
- **Administer**. Includes all the operations of the “Change” level, and it also allows to manage the permission settings on certain folders.

By default all users are allowed to manage their account in the following ways: change their log name or e-mail, change their password or obtain a new one if they forgot it.

These four permission levels are general-purpose defaults. In order to meet your specific needs they can be changed in several ways by editing the configuration files. Please send us a support request if

you wish to perform some change.

It is very important to understand the following: The permission system works on a **per folder basis** and permissions levels are assigned to **groups** of users. Therefore the folders that an user can access and the operations that the user can perform on those folders depend on the group or groups that the user belongs to. For each specific folder, the permission level that has been set for the groups on that folder determines what the user is allowed to do. Therefore, when an user enters some folder there will be only the buttons corresponding to the operations that he or she is allowed to perform.

Prepare your folders & permissions

This is a suggested way to set up your WebbyFiles system:

Create Groups of users

“Groups”, “Add” buttons

Create some groups of users that will have different access rights. For instance you can create several groups for users that will be allowed only to download in certain folders, several groups for users that will allowed also to upload files in certain folders, and so on, depending on your needs. Just create one or several groups of each possible case.

Note that if you want to give permission on some folder only to one user you still have to create a group for him/her.

Create an initial folder & permissions structure

“New Folder” button

Create the basic folder structure you're going to use. Start with some folders at the home level, then create some subfolders.

Once the folder is created, you will see the “Permissions” page. Add all the groups that should have access to the folder, with the appropriate permission level. You can access this page later on by using the “Folder Permissions” button.

Note that sub folders that you may create will inherit the parent folder permissions settings, so it is interesting to have them set from the start.

Create users

“Users”, “Add” buttons

Create at least one user for each group. Enter at least log name, full name and e-mail. Press “Save” and then “Enable”. Then use the group drop-down list and the “Add” button to add the user to their group.

You can change some of the user data later by using the “Users”, “Edit” buttons.

Verify the result

Log out as administrator, then login as one of the users you created (no password needed) . Verify that the folders available to this user are the ones you expected. Navigate through the folders and pay attention on which buttons show on each folder. The buttons shown depend on the permission level that has been set for the user group on the folder.

Do the same for at least one user of each group you created.

Complete your system

Complete the folder & permissions structure

Create rest of groups & folders you will initially need.

Add Users

Create the rest of users. Don't forget to assign them to their groups. You will normally need also to Enable them and send a new password to each of them, so they can access the system properly. For those already created, enter to the user page by using the Edit button, then press the Send New Password button.

Add Content

In relatively complex scenarios, once you have created the basic folder structure, there will be a number of users that will add and manage the content (files and sub folders). They must have “Append” permission or higher. The User Guide provides information for them.

In simple schemes such a centralized download area, you, as the administrator, provide the files to the system. Use the Upload button to add the files to the system, and the rest of functions as needed to organize files and folders. See the User Guide for details.