

File Store Module

The **File Store** module is a section in UVC where files can be stored. We recommend that you upload files that are important and used on a regular basis or that need to be worked on between two or more people located in different places (ex: a word document or excel spreadsheet). You have the ability to also see the files attached to e-mails, contacts, tasks and notes on a global view.

The **File Store** module can be access by click on the **File Store** tab located on the top of the UVC window.

New Folder 🕦 Attach 🎁				Show My Day				
lnbox Contacts	置 Tasks 🛛 🖄	Calendar 💧 Notes	🔮 Project 💽 File	e Store				
File Store - Julia sharing	iles							
Folders	File Name	Description	File Stamp	Local File Path	Local File Stamp	Available on Server	Owner Name	Size
🕹 My Files								
File Store Test Folder								
📁 test 📁 Julia sharing files								
Module Type	-							
File Store Groups	-							
	-							
File Store Groups Inbox Contact	-							
File Store Groups Inbox Contact Task	-							
File Store Groups Inbox Contact Task Calendar								
File Store Groups Inbox Contact Task Calendar Note								
File Store Groups								

An easy menu will allow you to access the:

- **File Store Groups**: location where you can upload different types of documents that can be privately viewed and shared within a folder with another user(s).
- **Inbox**: view all file attachments sent from your inbox.
- Contacts: view all file attachments linked to your contacts module.
- Tasks: view all file attachments linked to the tasks module.
- Calendar: view all file attachments linked to an appointment/meeting in the calendar module.
- Note: view all file attachments linked to the notes module.
- **Project**: view all file attachments linked to the projects module.

To add a file in the File Store module please use the following steps:

1. Make sure to have selected the File Store Groups option from the Module type menu.

File	Store
Fold	ers
4	My Files
Mod	lule Type
File S	Store Groups
Inbo	x
Cont	act
Task	
Cale	ndar
Note	
Proje	ect
-l wa	nt to
Crea	te/Edit Folder List
Atta	ch a File

2. Right click on **My Files** to see the sub-menu seen below.

Create a new folder if you want to categorize the files that will be attached to the **File Store** module or if you want to share files with another user. For the purpose of this guide I will create a new folder, add a file and share that folder with another user so they can have access to it.

UVC - Universal Village File View Folder Attachr		ools Window Hel	p	
📂 New Folder 🗎	ttach 🎁 Open 🐊	Remove	Print 🔛 Email	📄 Save 🛛 Show My Day
lnbox	Contacts 🛛 🗂 Tasks	🖄 Calendar	실 Notes 🍓 P	roject 🕵 File Store
File Store				
Folders	File Nar	ne Descriptio	n File Stamp	Local File Path
E D E	lew Folder dit Folder dete Folder List efresh			

Note: the **New Folder** ... option is not mandatory. But we do recommend creating a new folder if files need to be shared between users.

3. Add a **Description** to the new folder.

🔿 Product [Detail			×
You can vi	iew and edit the	following p	references	
Description:	Shared documents			
🗹 Enable Sh	aring			
Name		Access	Allow Private	Add User(s)
				Delete
				_
			OK	Cancel

4. Click on the **Add User(s)** button to add the user(s) that need access to the file(s) within that folder. Select the **Access Level** and then click on the **OK** button.

O User Permissions	×
You can specify the level of permissions to give to this folder	
Access Level: Full	
Select Users	
🗹 🆓 Alex	
ОК С	ancel

5. Review the configurations for that new folder and click on the **OK** button to save them.

6. If any changes need to be made on a new or existing folder simply select the and right click on it. A sub-menu will show you the different options which can be applied to the selected folder.



7. Once the folder is created make sure to select it. If multiple folder already exist make sure to select which folder you want to add your file too.



8. Right click on the right side of screen (anywhere where there's empty white space) and select the option **Attach...**



9. Locate and select the file you want to add to your folder.

🔿 Open		
\leftrightarrow \rightarrow \uparrow \uparrow \land This Pi	\rightarrow Desktop \rightarrow Training \rightarrow Guides that I have made for clients \rightarrow	
Organise 🔻 New folder		
📌 Quick access	Name 112 How to add an email signature banner.odt	Date modified 2016-05-25 4:50 PM
Desktop	* B How the VoIP feature works in UVC.odt	2016-03-25 4:36 PM
Downloads	🖈 🗟 General Sync Setup in UVC.odt	2015-09-18 10:18 AM
Documents	🖈 📃 UVC - Initial Setup Guide.pdf	2016-04-07 12:38 PM
Pictures	# UVC - Best Practices.pdf	2016-04-06 4:57 PM
Guides that I have made	for client To use the Rules and Filters option.pdf	2016-04-07 2:07 PM 2014-03-11 3:36 PM
Nolan Team	How to take a screenshot.pdr How to sync your iPhone with SyncML Pro.pdf	2014-03-11 3:36 PM 2016-06-01 9:58 AM
UVC Various Test Images	How to sync VOU Prone with Syncivic Pro.pdf	2016-04-08 1:31 PM
Whats New Docs	How to sync over to an Antibilit Mobile Phone.pdf	2016-04-08 1:33 PM

10. Your selected file is now copied to the File Store.

New Folder 🕕 Attach	Open 🚿 Remove 🤍 Pr	int 🖙 Email 🔚 Save	🤝 Show My Day					
🗐 Inbox 🚺 Contacts	🗂 Tasks	🔔 Notes 🛛 😤 Project- 🛛 🕵	File Store					
File Store - Shared docu	ments							
Folders	File Name	Description	File Stamp	Local File Path	Local File Stamp	Available on Server	Owner Name	Size
 My Files Shared documents Taxes June 2016 Project 	UVC - Best Practices.pdf	UVC - Best Practices.pdf - 1.0	6-Apr-2016 4:57:04 PM	C:\Users\Alex	6-Apr-2016 4:57:04 PM	Ø	UVC Test1	1.8M
Module Type	-							
ile Store Groups								
nbox								
ontact								
ask								
alendar								
ote								
roject								
want to Treate/Edit Folder List Attach a File								

Note: Once you add a file in the **File Store** module it will make a <u>cop</u>y of it. If you delete the file from your computer **or** you access UVC on a different computer you will need to download the file back to the computer you are using before you can open it and view it.

If you want to **share a folder** with another user(s) so they could have access to the files within a specific folder please use the following steps:

 Select the folder that needs to be shared. Right click on the folder and select the option Edit Folder...



2. Make sure the option **Enable Sharing** is checked. Next click on the **Add User(s)** button.



3. Select the user(s) you want to share the folder and their Access level. Click on the **OK** Button to save your options.



4. Review the configurations for that new folder and click on the **OK** button to save them.



5. The added user(s) will now have access to that shared folder within their own **File Store** and they will be able to download the file and view it on their own workstation.

