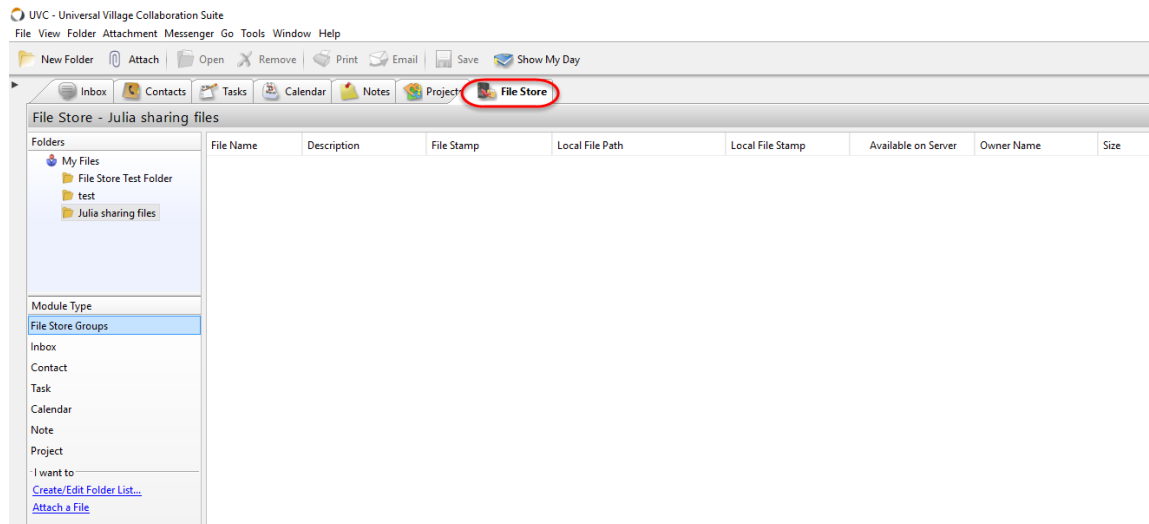


File Store Module

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.

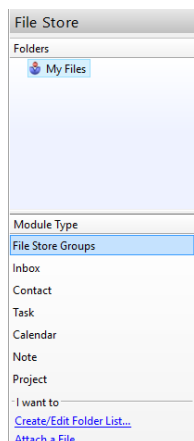


An easy menu will allow you to access the:

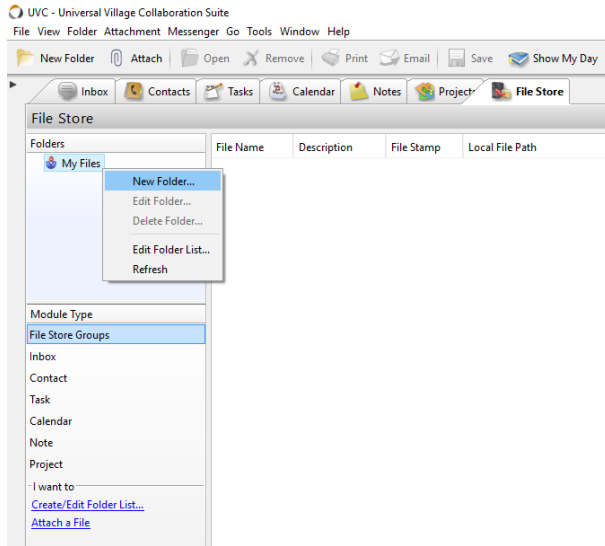
- **File Store Groups:** location where you can upload different types of documents that can be privately viewed and shared within a folder with another user(s).
- **Inbox:** view all file attachments sent from your inbox.
- **Contacts:** view all file attachments linked to your contacts module.
- **Tasks:** 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.

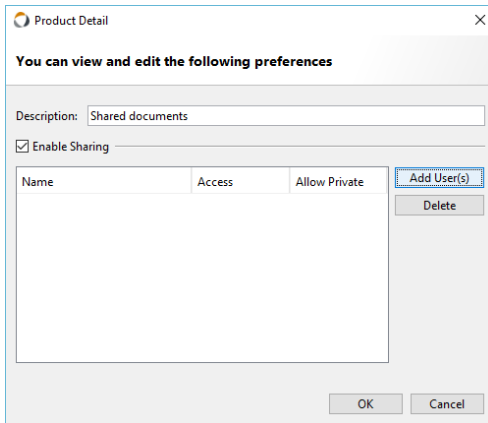


- Right click on **My Files** to see the sub-menu seen below.
Create a new folder if you want to categorize the files that will be attached to the **File Store** module or if you want to share files with another user. For the purpose of this guide I will create a new folder, add a file and share that folder with another user so they can have access to it.

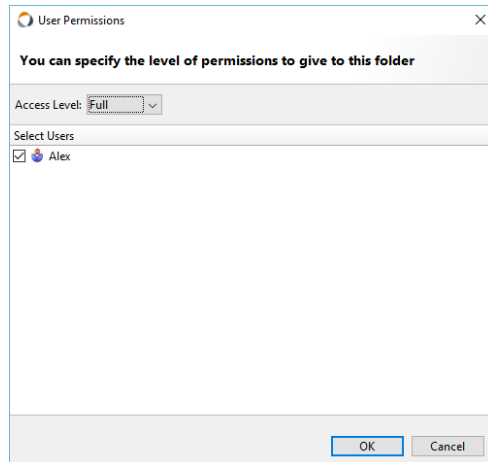


*Note: the **New Folder ...** option is not mandatory. But we do recommend creating a new folder if files need to be shared between users.*

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

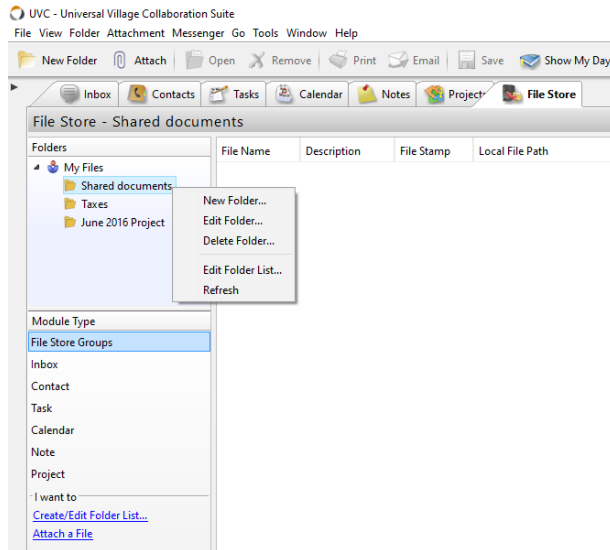


- Click on the **Add User(s)** button to add the user(s) that need access to the file(s) within that folder. Select the **Access Level** and then click on the **OK** button.

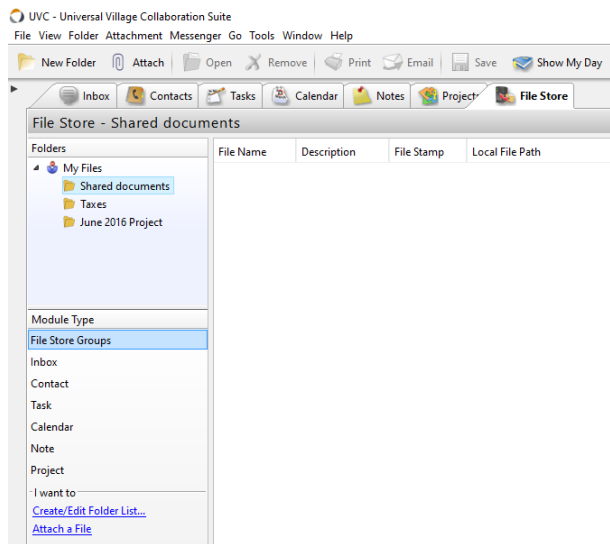


- Review the configurations for that new folder and click on the **OK** button to save them.

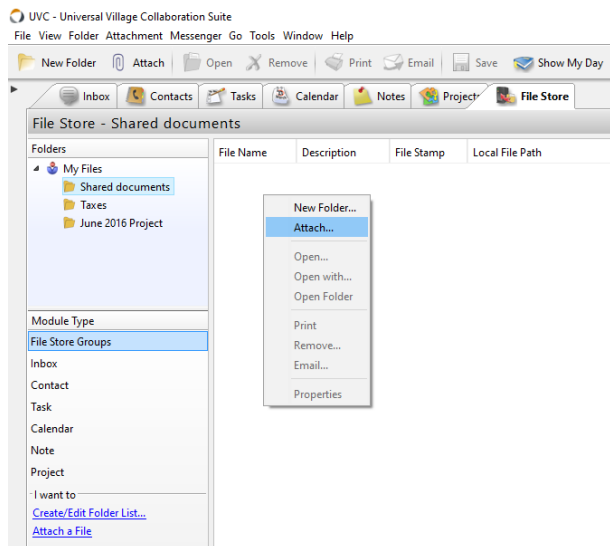
6. If any changes need to be made on a new or existing folder simply select the and right click on it. A sub-menu will show you the different options which can be applied to the selected folder.



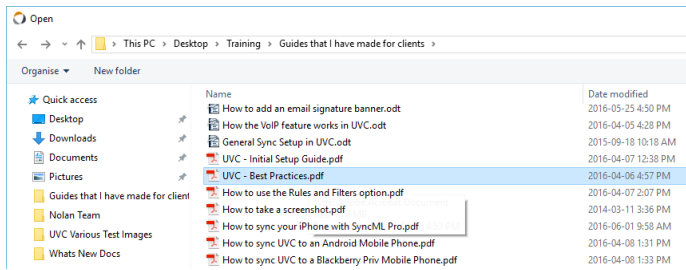
7. Once the folder is created make sure to select it. If multiple folder already exist make sure to select which folder you want to add your file too.



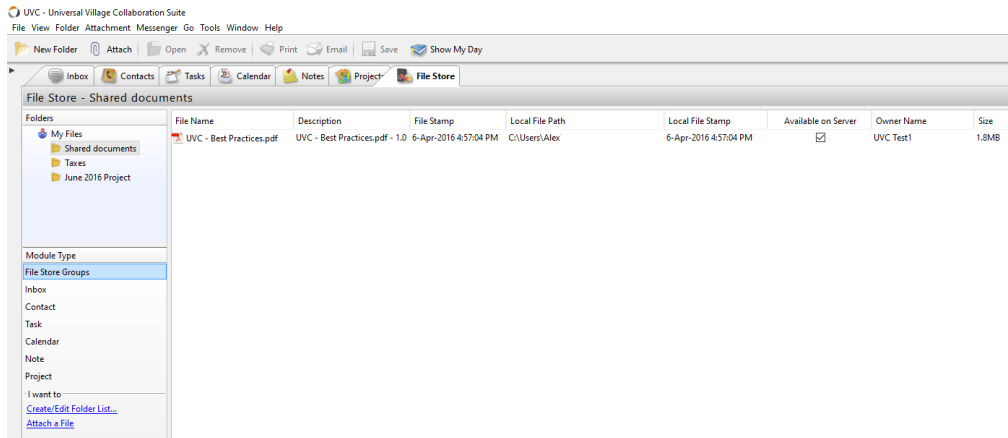
8. Right click on the right side of screen (anywhere where there's empty white space) and select the option **Attach...**



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



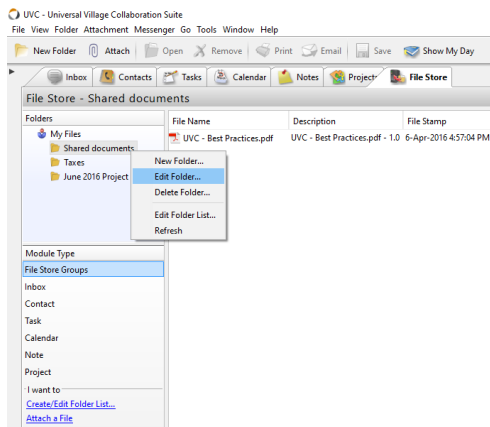
- Your selected file is now copied to the **File Store**.



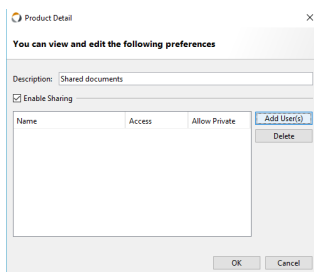
*Note: Once you add a file in the **File Store** module it will make a copy of it. If you delete the file from your computer **or** you access UVC on a different computer you will need to download the file back to the computer you are using before you can open it and view it.*

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:

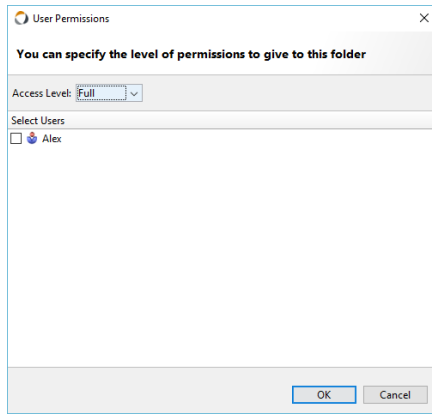
- Select** the folder that needs to be shared. Right click on the folder and select the option **Edit Folder...**



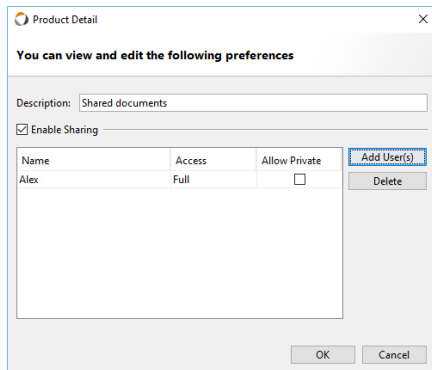
- Make sure the option **Enable Sharing** is checked. Next click on the **Add User(s)** button.



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.

