

Access and Navigate the Web View

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I: Access and Navigate the Web View

The Web View Layout

The web view is broken down into **six sections** (as shown below in *figure 1.0.0*).

Section one: The **Main Menu** is located at the top of the screen provides a link to your Home folder, account options, and help.

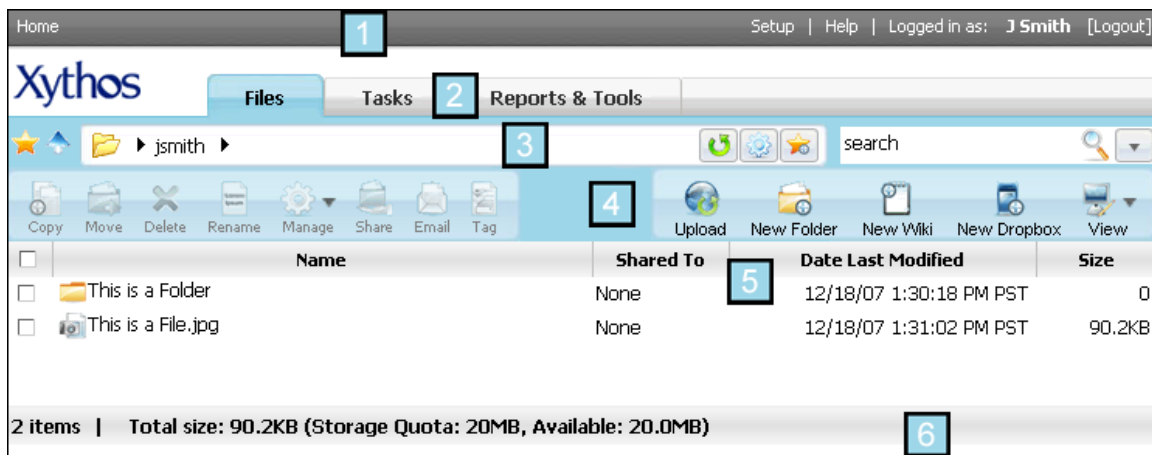
Section two: The **Main Tabs (Secondary Menu)** provides navigation links to various account and file management functions, and is located beneath the Main Menu.

Section three: The **Navigation Toolbar** contains bookmarks and saved searches, the breadcrumb trail, and file navigation options, and is located beneath the Main Tabs.

Section four: The **Toolbar Buttons** contains all buttons appropriate to the screen you are currently viewing, and those you have selected from within your **My Settings** screen, and is located beneath the Navigation Toolbar.

Section five: The **Document Manager Grid** contains all of the contents of the current folder with information pertaining to each item, and is located beneath the Toolbar Buttons.

Section six: The **Footer** contains file size information, number of files, and storage quota information.



(Figure 1.0.0)

Main Menu

The main menu provides account options and assistance in using Xythos. Within the main menu are links to: **Home, Setup, Help, Logout.**



(Figure 1.0.1)

- **Home**
Clicking on the Home link will return you to your home folder.
- **Setup**
Clicking the Setup link will bring you to your account and module management.

- **Help**
Clicking the Help link will display all available help topics. This user friendly help also has an index keyword search available so that you may quickly and easily find what you are looking for. You may also view content specific help by clicking on the help icon on any screen.
- **Logged In as / Logout**
Clicking the Logout link will log your account out of the current Xythos session.

The Navigation Bar



(Figure 1.0.2)

The navigation bar displays your current working folder as well as the folders above it. For example, if you are in the */home/Organization/Users/jsmith/plant/flower/orchid* folder, your navigation bar will show as follows:

› **home** › **Organization** › **Users** › **jsmith** › **plant** › **flower** › **orchid**



Clicking on the black arrow to the left of the folder name will list the folder name as well as all folders on the same level. Clicking on the black arrow to the right of the folder name will display all sub-folders for that particular folder. If, for example, you were to click on the arrow to the right of *flower*, you would see a drop-down menu which contains a link to *orchid* and any other sub-folders beneath the *flower* folder.

Clicking on the folder name itself will navigate you instantly to that folder. If, for example, you were to click on the folder name *jsmith*, you would be brought to that folder as long as you have the appropriate access.

Search





























Searches allow you to search for files within your Xythos account. You may search for files you own as well as files which are not owned by you but for which you have access permission. There are three types of searches: Quick Search, Search and Advanced Search. Quick searches are based on the file name and file contents only, Search includes expanded options and Advanced Searches can be conducted based on multiple file criteria. You may both save and edit searches.



(Figure 1.0.3)

Toolbar Buttons

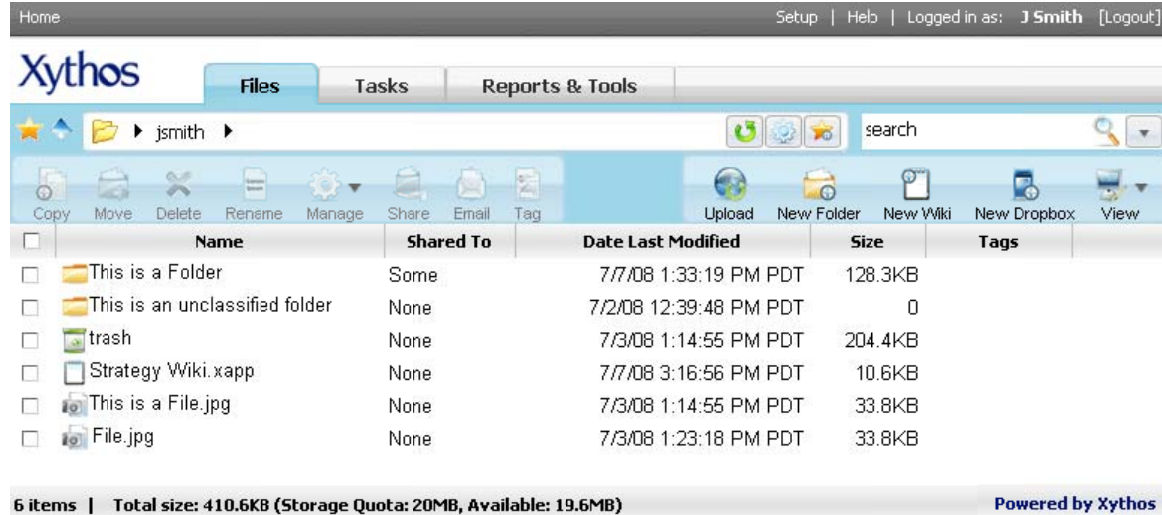
The most commonly used buttons are listed, by default, in the Document Manager. In order to modify the current buttons, visit **My Settings**, and then click on the **Toolbar Buttons** link and select up to 12 buttons**.

	**Bookmarks and Saved Searches: View your existing bookmarks and Searches.		**Quick Search: Perform a quick search of your files and folders.
	Copy: Create a copy of the file or folder.		**Refresh: Update the current view/return to Home.
	Create Bookmark: Add a Bookmark for quick reference.		Rename: Modify the name of the file or folder.
	Delete: Move the file or folder to Trash.		**Restore: Restore a file or folder from the trash.
	Email: Send an email notification once a resource has been shared.		RSS: Create and Receive an RSS feed.
	**Expand: Expand allows for additional options.		**Save to Desktop: View or Save the file.
	Manage: View and edit the file or folder's configuration.		Save to Zip File: Copy files or folders to your local computer.
	Move: Modify the location of the file or folder.		Share: Share with other users.
	**New Dropbox: Create a new dropbox.		Subscribe: Notification of changes via e-mail.
	**New Folder: Create a new folder.		Tag: Create keywords.
	**New Wiki: Create a new wiki.		**Trash: Empty the Trash.
	**Open: View the file.		**Up: Navigate one folder above the current folder.
	**Overwrite: Overwrite the existing file.		**Upload: Using either basic or advanced upload, add files and folders.
	**Cannot be modified in the Toolbar Button options screen.		**View: Modify the current folder view.

(Figure 1.0.4)

Document Manager Grid

The Document Manager Grid shows the contents of the current folder with information pertaining to each item. Each file or folder is listed on a separate row and, by default, contains the item's **Name**, **Share status**, **Lock status**, **Date of last modification**, and **Size**.



The screenshot shows the Xythos Document Manager interface. At the top, there is a navigation bar with 'Home', 'Setup', 'Help', and 'Logged in as: J Smith [Logout]'. Below this is the Xythos logo and a menu with 'Files', 'Tasks', and 'Reports & Tools'. The main area shows a folder named 'jsmith' with a search bar and various action buttons like 'Copy', 'Move', 'Delete', 'Rename', 'Manage', 'Share', 'Email', 'Tag', 'Upload', 'New Folder', 'New Wiki', 'New Dropbox', and 'View'. A table lists the contents of the folder:


<input type="checkbox"/>	Name	Shared To	Date Last Modified	Size	Tags
<input type="checkbox"/>	This is a Folder	Some	7/7/08 1:33:19 PM PDT	128.3KB	
<input type="checkbox"/>	This is an unclassified folder	None	7/2/08 12:39:48 PM PDT	0	
<input type="checkbox"/>	trash	None	7/3/08 1:14:55 PM PDT	204.4KB	
<input type="checkbox"/>	Strategy Wiki.xapp	None	7/7/08 3:16:56 PM PDT	10.6KB	
<input type="checkbox"/>	This is a File.jpg	None	7/3/08 1:14:55 PM PDT	33.8KB	
<input type="checkbox"/>	File.jpg	None	7/3/08 1:23:18 PM PDT	33.8KB	

At the bottom, it shows '6 items | Total size: 410.6KB (Storage Quota: 20MB, Available: 19.6MB)' and 'Powered by Xythos'.

(Figure 1.0.5)

You may customize the information displayed, by clicking the **View** button.

Folder View Settings



Also available for modification are the columns displayed in the Document Manager. By default, Xythos displays the **Name**, **Share status**, **Lock status**, **Date of last modification**, and **Size** of each item. However, by clicking on the **View** button, and then clicking on the **Add/Remove columns** link, you may display alternate information for each file and folder. The view option allows the owner of a folder or sub-folder to set the way the folder or sub-folder appears to all users. As the owner, you may select the visible columns, the order of those columns, and the sorting order of each column. Depending on your ownership of the folder and/or your role in the system, you may see different options.

<input type="checkbox"/>	Name	Shared To	Date Last Modified	Size	Tags
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(Figure 1.0.6)

Move a column by clicking the column header and dragging the column into a new position. Resize a column by mousing over the columns border and dragging left or right.

Sorting Your Files and Folders

The order of your file and folders may be sorted according to name, owner, creation date, created by user, size, last modification date, last modification user or content type. In other words, any available column may be used for sorting.

By clicking on the title of each of these columns, files and folders will automatically sort in ascending order, grouping folders separately from files. To sort in descending order, click the column title again.

The "up" arrow indicates that the contents are sorted in ascending order while the "down" arrow indicates descending order.

Footer

The footer contains the total number of items in the folder listing and the current folder's quota and size information.

2 items | Total size: 90.2KB (Storage Quota: 20MB, Available: 20.0MB)

(Figure 1.0.7)

- **Item count** - The total number of files and folders within the current folder.
- **Total Size** - The sum of the size of all files and the size of all sub-folders, including each sub-folder's contents.
- **Quota** - The maximum amount of information that can be saved in the current folder.
- **Available** - The difference between the total size and the quota, i.e. how much space remains available for you to use for saving files and folders within the current folder.
- **None** - The current folder does not have a Quota set and is instead inheriting the parent folder's Quota setting.

The Right-Click Menu

Each file and folder has a **Right-Click** menu featuring the following actions (depending on your access):

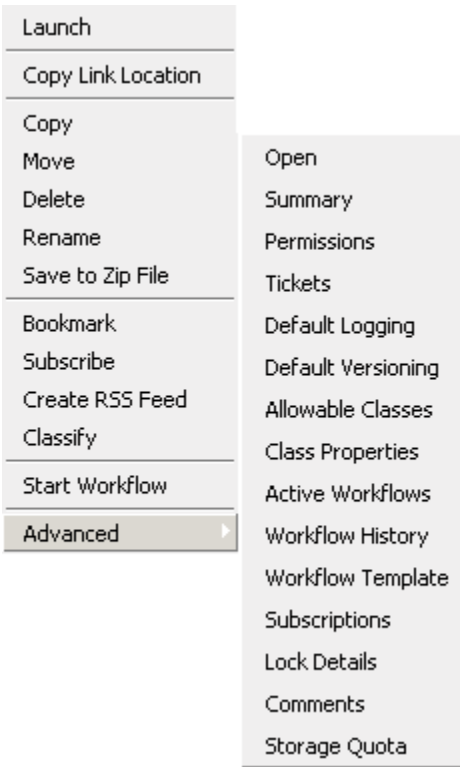
File	
Open in Xythos Drive	
Save to Desktop	
Open in Browser	
Manage	Summary
Share	Permissions
Email	Tickets
Copy Link Location	Logging
Copy	Versioning
Move	Class Properties
Delete	Retention
Rename	Tags
Save to Zip File	Active Workflows
Bookmark	Workflow History
Subscribe	Subscriptions
Create RSS Feed	Lock Details
Tag	Comments
Start Workflow	Content Type

(Figure 1.0.8)

Folder	
Open	
Manage	Summary
Share	Permissions
Email	Tickets
Copy Link Location	Default Logging
Copy	Default Versioning
Move	Allowable Classes
Delete	Class Properties
Rename	Active Workflows
Save to Zip File	Workflow History
Bookmark	Workflow Template
Subscribe	Subscriptions
Create RSS Feed	Lock Details
Classify	Comments
Start Workflow	Storage Quota

(Figure 1.0.9)

Xythos Application (.xapp)



(Figure 1.1.0)