

## How to create a public upload-able folder on my website?

Login with your avomaster account, or the VO admin account.

Create a new "guest" Group by going to Profile -> Admin Tasks -> **Group**.

Enable the "guest" group and "use as Group in UCAR" (as shown below).

<b>Group: guest</b>
<input checked="" type="checkbox"/> Enabled (use as Group in UCAR)

Create a new user "storageuser" by going to Profile -> Admin Tasks -> **Account**.

Make sure "storageuser" carries the Group of "guest", as below:

User Account Settings	
Email	storageuser@lookafter.com
Full name	storageuser
Alternate Email	
Password	(not shown)
Enable	<input checked="" type="checkbox"/> VO Login (web) <input checked="" type="checkbox"/> POP3 Access
Expire Date	MM/DD/YYYY
Last access	N/A ( ago) on N/A
Group	<input type="checkbox"/> 38group <input checked="" type="checkbox"/> <b>guest</b> <input type="checkbox"/> marketing <input type="checkbox"/> salesteam <input type="checkbox"/> support <input checked="" type="checkbox"/> user <input type="checkbox"/> admin <input type="checkbox"/> hr <input type="checkbox"/> sales <input type="checkbox"/> storage <input type="checkbox"/> team_a <input type="checkbox"/> voadmin <input type="checkbox"/> ecat <input type="checkbox"/> info <input type="checkbox"/> salesadmin <input type="checkbox"/> storageadmin <input type="checkbox"/> testgroup <input type="checkbox"/> workflowadmin
Level	10
Email Disk usage	1.50 MB
Email Disk Limit	5.00 MB <input type="text" value="No change"/> MB
GB unit	0 <input type="text" value="New"/>
Storage Center disk space limit	10.00 MB <input type="text" value="No change"/> MB
SMS Balance:	0 :: Topup: <input type="text" value="New"/>
<input type="button" value="Update"/>	

Create a new "Incoming" folder in Storage's **Company Share** folder, as below:

The screenshot displays a web application interface. At the top, there is a navigation bar with icons for Home, Email, Profile, Meeting, BizApp, Workflow, Sales, and Leave. Below this is a 'Storage Center' sidebar on the left, showing a tree view of folders: My Storage, Public Share, Company Share, Company HomePage, Private, Private HomePage, and Network Share. The main content area is titled 'Folder Contents' and shows the contents of the 'Company Share' folder. It lists several subfolders: ForTestGroup, Incoming (circled in red), Marketing, Raylex, read, sales, and Team\_A\_Folder. There is also a PDF file named 'quo\_wellnessslab\_webmailpackage-april06.pdf'. At the bottom of the folder list, there are options to 'Select All', 'Total items: 8', and 'Size: 125,433 bytes'.

Make sure the access control (the i icon) for the "Incoming" folder is set accordingly, as below:

**Storage Center**

- My Storage
- Public Share
- Company Share
- Company HomePa
- Private
- Private HomePage
- Network Share
- Shared Items
- DropBox (0)
- Help

**Item Properties**

Name: Company Share  
 Type: FOLDER  
 Modified: 06-Aug-2009, 12:28am  
 Size: 492.2KB (503,979)  
 Location: /  
 Owner: [system]  
 Description:

**Access Control**

Task	Group
Update UCAR Setting	<input type="checkbox"/> team_a <input type="checkbox"/> testgroup <input type="checkbox"/> storage <input type="checkbox"/> workflowadmin <input type="checkbox"/> support <input type="checkbox"/> stor <input type="checkbox"/> user <input type="checkbox"/> marketing <input type="checkbox"/> guest
List Folder Content	<input checked="" type="checkbox"/> team_a <input checked="" type="checkbox"/> testgroup <input checked="" type="checkbox"/> storage <input type="checkbox"/> workflowadmin <input type="checkbox"/> support <input type="checkbox"/> stor <input type="checkbox"/> user <input type="checkbox"/> marketing <input checked="" type="checkbox"/> guest
Delete Folder	<input type="checkbox"/> team_a <input type="checkbox"/> testgroup <input checked="" type="checkbox"/> storage <input type="checkbox"/> workflowadmin <input type="checkbox"/> support <input type="checkbox"/> stor <input type="checkbox"/> user <input type="checkbox"/> marketing <input type="checkbox"/> guest
Rename Folder	<input type="checkbox"/> team_a <input type="checkbox"/> testgroup <input checked="" type="checkbox"/> storage <input type="checkbox"/> workflowadmin <input type="checkbox"/> support <input type="checkbox"/> stor <input type="checkbox"/> user <input type="checkbox"/> marketing <input type="checkbox"/> guest
See Folder (Visible)	<input type="checkbox"/> team_a <input checked="" type="checkbox"/> testgroup <input checked="" type="checkbox"/> storage <input type="checkbox"/> workflowadmin <input type="checkbox"/> support <input type="checkbox"/> stor <input type="checkbox"/> user <input type="checkbox"/> marketing <input type="checkbox"/> guest
Create Subfolder	<input type="checkbox"/> team_a <input type="checkbox"/> testgroup <input checked="" type="checkbox"/> storage <input type="checkbox"/> workflowadmin <input type="checkbox"/> support <input type="checkbox"/> stor <input type="checkbox"/> user <input type="checkbox"/> marketing <input checked="" type="checkbox"/> guest
Create Files in Folder	<input type="checkbox"/> team_a <input type="checkbox"/> testgroup <input checked="" type="checkbox"/> storage <input type="checkbox"/> workflowadmin <input type="checkbox"/> support <input type="checkbox"/> stor <input type="checkbox"/> user <input type="checkbox"/> marketing <input type="checkbox"/> guest
Upload Files into Folder	<input type="checkbox"/> team_a <input type="checkbox"/> testgroup <input checked="" type="checkbox"/> storage <input type="checkbox"/> workflowadmin <input type="checkbox"/> support <input type="checkbox"/> stor <input type="checkbox"/> user <input type="checkbox"/> marketing <input checked="" type="checkbox"/> guest

Go to Profile -> Admin Tasks -> **Public Access** to setup the access point like below:

**Admin**

**Public Access**

	Access name	User	Access point
1.	<a href="#">ecatalogue</a>	guest	[ref].view.cat.1

**New access point**

Access name: Customer Upload

As user: storageuser (storageuser)


Access point:  File Upload - Company Share/Incoming

Options:  Single session for all access  
 Require name  
 Require email

Important: "As user" must set to "storageuser".

Click "New", and look for "Customer Upload" in the list.  
 Click on the "Customer Upload" link to verify the setup.

In order to use the link, right click on it to get the URL of it, like below:

 Admin

**Public Access**

	Access name	User	Access point
1.	<a href="#">ecatalogue</a>	guest	[ref].view.cat.vo
2.	<a href="#">Customer Upload</a>	storageuser	http://vo21.afteroffice.cc

New access

(euser)

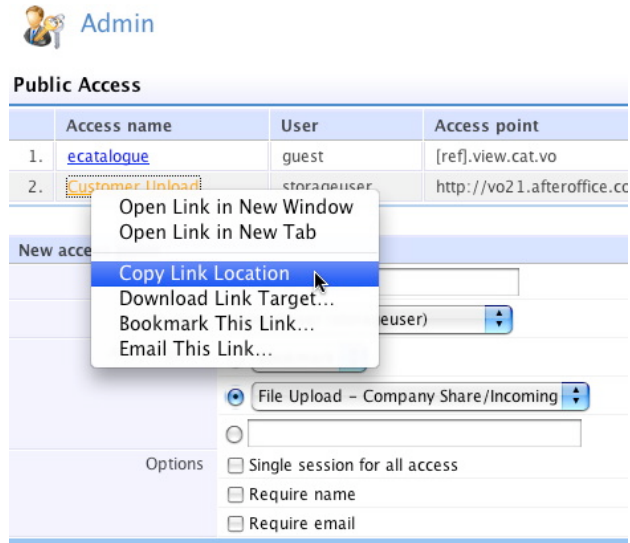
File Upload – Company Share/Incoming

Options

Single session for all access

Require name

Require email



Import: Do not use the link presented on the browser AFTER you've click on it.

You can use this link on your website to offer public user to gain access to the Storage's upload page by single-click.