CineSat

MyFiles - Quick Guide

Window Layout

Banner		
MenuBar		
ActionBar (Send, Download, View, …)		
Folder Tree	**File List**	**File Details**
	…	
	…	
Bottom Info Links		

File Download

- Login at:
    - 🌐 https://www.gepard.at/myfiles or
    - 🌐 https://www.cinesat.com/myfiles

- Select your download area:
    - *MyFiles* starts in your personal directory *"My Files"*
    - Other download areas can be selected in the *"Workspaces"* drop-down list (MenuBar)

- Change to the desired sub-directory in left-side Folder Tree

- Select requested files in center panel
    - **Note:** Multiple selected files will automatically be packed into a single ZIP file for download

- Click action button *"Download"* (ActionBar)

- In pop-up dialog: Select destination folder on your computer > *"Ok"*

- Logout: Menu *"Your User Name" > "Log out"* (MenuBar)

File Upload

- Login at:
    - 🌐 https://www.gepard.at/myfiles or
    - 🌐 https://www.cinesat.com/myfiles

- Select your upload area:
    - *MyFiles* starts in your personal directory *"My Files"*

- Most external users will upload files into their "*My Files*" Workspace
- Other upload areas can be selected it in the "*Workspaces*" drop-down list (MenuBar)

- Open target sub-directory in left-side Folder Tree

- If your browser supports drag-and-drop:
  - simply drag-and-drop the file from your local file browser into the white background of the *MyFiles* File List

- If drag-and-drop does not work:
  - Click action button "*Send*" > "*From computer*" (ActionBar)
  - Press "*Select files on your computer*" button in the *Send* pop-up window
  - Select the local files to be uploaded
  - The selected files will be uploaded

- Logout: Menu "*Your User Name*" > "*Log out*" (MenuBar)

Logout

For your safety

- Please **Log-out** after finishing your up- und downloads
- Sensitive data should stay in this web area only for a very short time

More …

- MyFiles - Help
- User Guide (English)
- Benutzer-Anleitung (Deutsch)