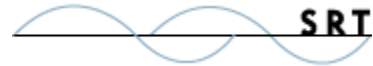


CornerstoneMFT

Web Interface User's Guide
V.8

January 2010



Notices

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South River Technologies, Inc.
2635 Riva Road
Suite 100
Annapolis, Maryland 21401
USA
Telephone: 410-266-0667
Fax: 410-266-1191
www.southrivertech.com

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Getting Started

Browser Requirements

The Cornerstone MFT Web browser interface uses industry standard HTML and JavaScript and should run properly on most browsers. However, due to the minor differences in how various browsers interpret HTML, some graphics and features may not display correctly.

The Cornerstone MFT Web User Interface has been tested on the following browsers:

- Microsoft Internet Explorer v7.0 or later
- Firefox v3.5 or later
- Safari v4.0 or later

Terminology

Directory - Refers to folders in the Cornerstone MFT user space that contain other directories (folders) and files. Your Cornerstone MFT user space may contain multiple directories. Directory is synonymous to folder.

Download - Refers to the process of copying a file from the Cornerstone MFT to your local computer. During a download, a copy of the file is stored on your local computer. The original file will remain on the Cornerstone MFT until it is manually deleted.

HTTP - Abbreviation for **HyperText Transfer Protocol**, the underlying protocol used by the World Wide Web. HTTP defines how messages are formatted and transmitted over the Internet, and what actions Web servers and browsers should take in response to various commands.

HTTPS - Abbreviation for **Secure HyperText Transfer Protocol**, the underlying secure protocol used by the World Wide Web. Cornerstone MFT uses industry standard SSL (Secure Sockets Layer) to secure data transfer between your local browser and the Cornerstone MFT.

Permissions - Refers to a predefined list of user or group permissions for files or folders, for example, **read**, **write**, etc. Permissions define the level of access granted to a file or folder object. Permissions can be set by the Cornerstone MFT Administrator or the owner of the file or folder object.

Properties - Refers to the settings and values for specific file and folder objects.

Upload - Refers to the Cornerstone MFT feature that allows you to transmit one or more files from your local computer to the Cornerstone MFT. The original file is not deleted from your local computer once it is uploaded.

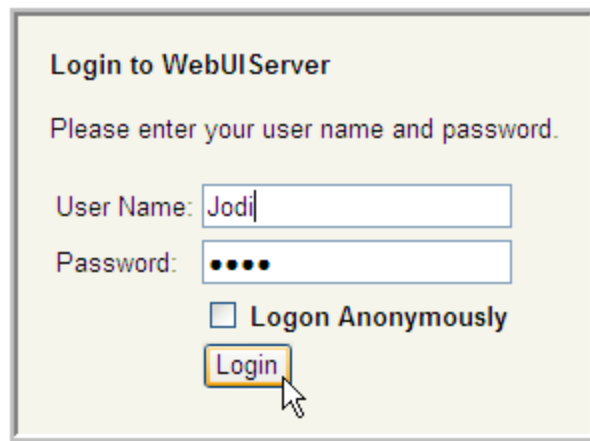
URL - Abbreviation for Uniform Resource Locator. The URL is the global address of documents and other resources on the World Wide Web. The first part of the address indicates the protocol, and the second part specifies the IP address or the domain name where the resource is located, for example, **http://www.Cornerstone MFT.net**.

Log In

Your Server Administrator will specify that you either use a user name and password to log in, or, in some cases, the Administrator may allow anonymous access to the server. Your user name and password, as well as the [URL](#), is supplied by your Cornerstone MFT Administrator.

To log In

1. Launch a browser and then type the **URL** of the Cornerstone MFT into the URL address bar and press **Enter**.
2. The main Cornerstone MFT Login screen will appear. Type your Cornerstone MFT **User Name** and your Cornerstone MFT **Password**. Click the **Login** button.

A screenshot of the 'Login to WebUI Server' form. The form has a light green background and a grey border. At the top, it says 'Login to WebUI Server' in bold. Below that, it says 'Please enter your user name and password.' There are two input fields: 'User Name:' with the text 'Jodi|' and 'Password:' with four black dots. Below the password field is a checkbox labeled 'Logon Anonymously'. At the bottom is a 'Login' button with a mouse cursor pointing to it.

Note: Your password will not be displayed when you type it. Instead, a dot (.) will be displayed for each character of your password. This is done for security purposes, so that onlookers cannot see your password.

When you click **Login**, your user credentials are submitted to the Cornerstone MFT. If you typed your user name and password correctly, the browser will update and you will see the main Cornerstone MFT browser interface. If your user name and password cannot be verified by the Cornerstone MFT, you will receive an error message prompting you to re-type your user name and password. If you believe that you typed your user name and password correctly and you still are not able to log in to Cornerstone MFT, contact your Cornerstone MFT Administrator for assistance.

To logon anonymously, select the **Logon Anonymously** check box.

Log Out

When you are finished working in the Cornerstone MFT Web interface, we recommend that you **log out** before closing your browser. This will ensure that all server resources are released and available for other users.

The **Logout** button is located on the toolbar.



Once you have successfully logged out of Cornerstone MFT, the browser screen will update and you will be returned to the main Login screen. It is now safe to close your browser, or browse to another Web site.

Navigation

Navigation

Cornerstone MFT Workspace Layout

Toolbar

The main toolbar is located at the top of your screen. Toolbar buttons become available depending upon the actions that are available for a selection and the [permissions](#) that you have for that file or folder object. For example, if you select a file, the **Download** button will become available.



Home - Use the **Home** button to return to the root directory.

Logout - Use the **Logout** button to log out of the current session. It is recommended that you use the **Logout** button rather than closing your browser window to ensure that server resources are released.

Refresh - Use the **Refresh** button to refresh the current window. Most Web browsers have their own **Refresh** button that can be used to refresh the entire Web page, but this could log you out of your Cornerstone MFT session and you would then need to log back in. To prevent this from happening, use the Cornerstone MFT **Refresh** button.

Up - Use the **Up** button to move up one level in the folder hierarchy.

New Folder - Use the **New Folder** button to create a new folder in the current directory. Use valid Windows folder names with no special characters (< > : " / \ | ? *)

Download - Use the **Download** button to download a file to your local computer.

Upload - Use the **Upload** button to upload a file to the server.

Client Upload – Use the Client Upload files or folder objects to the server.

Rename - Use the **Rename** button to rename a file or folder object.

Move - Use the **Move** button to move a file or folder object.

Delete - Use the **Delete** button to delete a file or folder object.

Properties - Use the **Properties** button to view the properties for a file or folder object.

Help - Use the Help button to launch the Cornerstone MFT Web user interface online help system.




URL Bar

The URL bar is located under the toolbar. The URL bar displays your current location within the directory structure. "/" denotes the root level of the directory. You can navigate your file and folder objects using the directory tree or you can type the location into the URL bar and click **Go**.



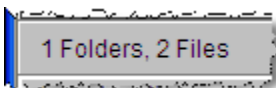
Properties Title Bar/Directory Tree

The properties title bar and directory tree are located under the URL bar. You can navigate the directory by clicking on the file or folder link. To select a file or folder object, click in the check box next to that object. To select all, click in the check box located next to the Properties title bar.

<input checked="" type="checkbox"/>	Name	Size	Type	Modified
<input checked="" type="checkbox"/>	 FAQ Notes from KB.doc	81 KBytes	File	9/5/2008 2:19:08 PM
<input checked="" type="checkbox"/>	 MyNewFolder		Folder	9/8/2008 3:37:55 PM
<input checked="" type="checkbox"/>	 Titan MFT Reviewer Guide.doc	3,569 KBytes	File	9/5/2008 9:57:13 AM

File/Folder Status Bar

The file/folder status bar is located under the directory tree. The status bar displays the number of folders and files for the current selection.



File Transfer Status Bar

The file transfer status bar is located under the file/folder status bar. The file transfer status bar displays information about the file transfer. If the file is very large, you may continue to do other tasks during the file transfer.

Local Location	Remote Location	Progress	Elapsed
----------------	-----------------	----------	---------

Local Location - The local location displays the location that the file is coming from.

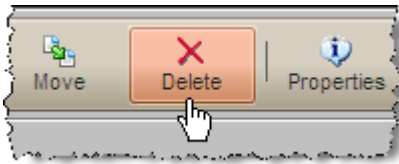
Remote Location - The remote location displays the location that the file is uploading to.

Progress - Progress displays the percentage of total upload completion.

Elapsed - Elapsed time displays the total elapsed time since the upload was initiated.

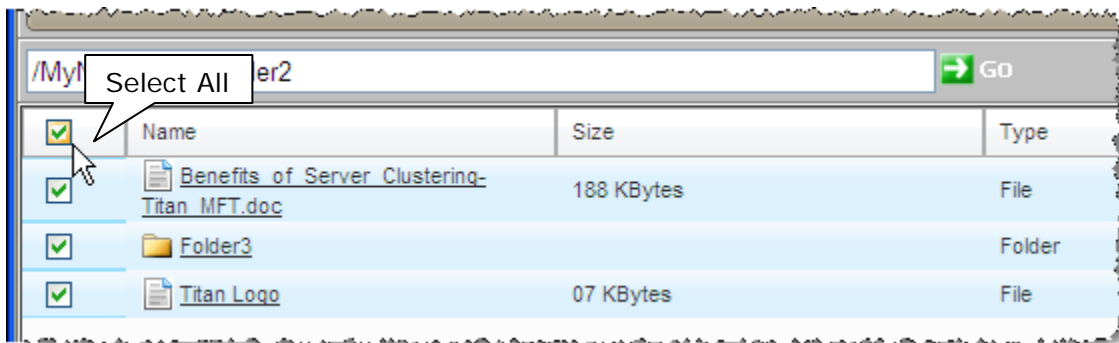
Deleting Files and Folders

Use the **Delete** toolbar button to delete or remove the currently selected file or folder object from your Cornerstone MFT directory.



To Delete a File or Folder from your Cornerstone MFT Directory

Navigate to the file or folder object that you want to delete and select the check box next to that object. Multiple files and folders can be selected or you can select all by using the **Select All** check box located on the Properties title bar. Click the **Delete** toolbar button to delete the selected file or folder object.



Uploading

The Cornerstone MFT Web interface provides two ways for you to upload files: the **Upload button** and the **Client Upload** button. To use the Client Upload button you must have Java™ enabled on your computer.

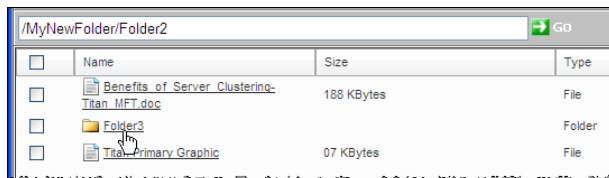
Upload Button

Use the **Upload** toolbar button to transmit files from your computer to the Cornerstone MFT. When you click on the Upload button an Upload files window will open that allows you to select up to seven files to upload at one time. Once a file is uploaded to the Cornerstone MFT, you can access it from any computer at any location by simply signing on to your Cornerstone MFT account using the Cornerstone MFT Web Interface. The original file is not deleted from your local computer once it is uploaded.

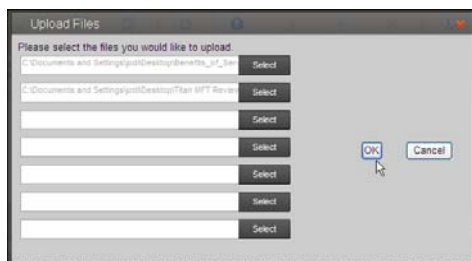


To Upload a File using the Upload button

1. Navigate to the folder where you want the uploaded file to be stored. The **URL bar** displays the location where the files will be stored.



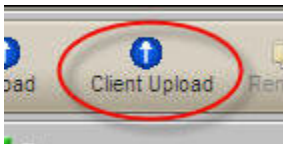
2. Click the **Upload** button to upload the file object. The **Upload** window will be displayed. Click **Select** to navigate to the file. You can upload up to seven files at one time, as long as the total upload size does not exceed two gigabytes. Click **OK** to start the upload process. If you are uploading large files you can continue working and monitor the transfer progress using the **File Transfer Status bar**.



- The **Upload** feature has a maximum upload size of **2 gigabytes**.
- Do not close your browser while the upload is in progress or the upload will be terminated.


Client Upload Button

Use the **Client Upload** toolbar button to transmit files and/or folders from your computer to the Cornerstone Server. This button requires you to have Java™ enabled on your computer. You can either upload files using the **Upload Files** window, or you can drag and drop files. To drag and drop files, simply open an Explorer window and locate the file or folder object that you would like to upload. Drag and drop the file or folder object into the **Upload** window. Once a file is uploaded to the Cornerstone Server, you can access it from any computer at any location by simply signing on to your Cornerstone account using the Cornerstone Web Interface. The original file is not deleted from your local computer once it is uploaded.



To Upload a File using the Client Upload button

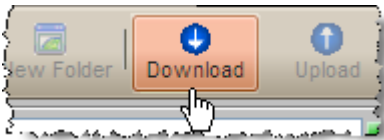
1. Click the **Client Upload** button. Java will launch and the **Client Upload** window will appear. You can either click **Add** to select files and/or folders to upload, or you can launch an Explorer window and drag and drop files/folders into the **Client Upload** window. The **Summary** status bar will display the number of files and the total size. The **Client Upload** feature has a maximum size of two gigabytes. To remove files from the **Upload** window, click **Remove**.
2. When you are finished selecting files/folders to upload, click the **Upload** button. The **Upload** status bar will appear. As the file and folder objects are uploaded, they will be removed from the **Client Upload** window. When the file and folder objects have been uploaded, click **Close** to close the **Client Upload** window.



- The **Upload** feature has a maximum upload size of **2 gigabytes**.
- Do not close your browser while the upload is in progress or the upload will be terminated.
- You must have Java™ enabled on your computer to use the **Client Upload** button. For more information about enabling Java on your computer, see the [Cornerstone MFT Web Interface Enabling Java](#) quick start guide.

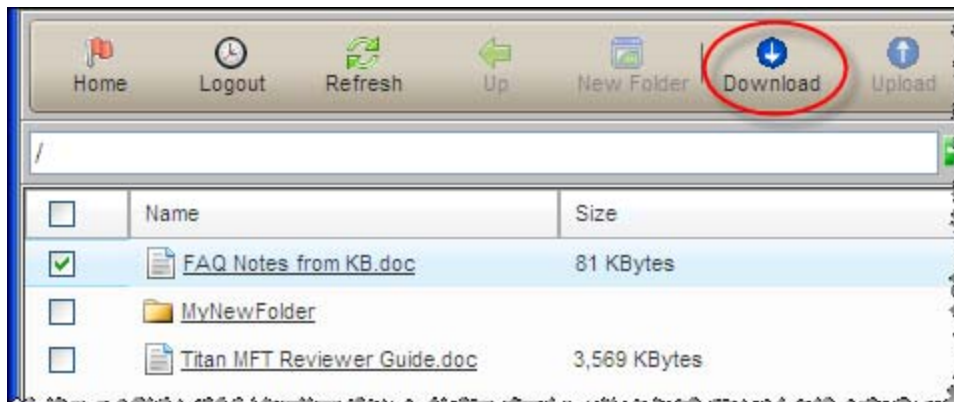
Downloading

Use the Download toolbar button to copy a file from the Cornerstone MFT to your local computer. For example, you can place a copy of a file on your computer in My Documents. When you download a file, the file is not deleted and will remain on the Cornerstone MFT. The selected file or folder will be zipped prior to downloading. You must have a minimum of **Read** permissions to the file or folder object or that file or sub-folder or file object will be excluded from the download.




To Download a File

1. Navigate to the file or folder object that you want to download.
2. Select the check box in front of the file. The **Download** button in the toolbar will become available.



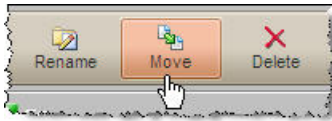
3. Click the **Download** button.
4. The **File Download** dialog is displayed. You can either **Open** the file or **Save** it to a location on your computer. When the **Save** dialog is displayed, you can either click **Save** and save the file as displayed in the File Name text box or change the name before you click **Save**.
5. When the **Download complete** dialog is displayed, you can click **Open** to display the downloaded file, or click **Open Folder** to display the downloaded file within the folder, or click **Close** to close and exit the **Download complete** dialog.



- The **Download** feature has a maximum download size of **2 gigabytes**.
- Do not close your browser while the download is in progress or the download will be terminated.

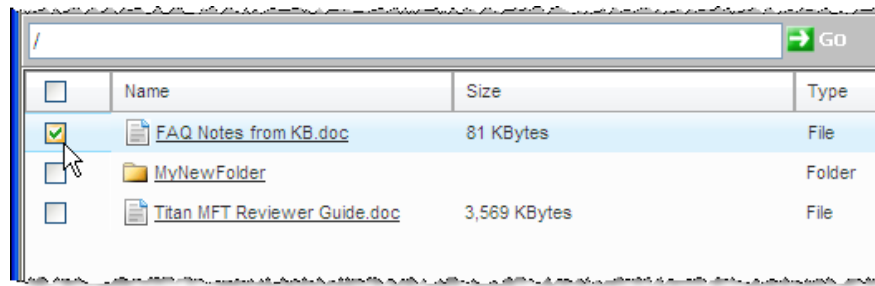
Moving Files and Folders

Use the **Move** toolbar button to move a file or folder from its current location to another location within your Cornerstone MFT workspace. For example, if you want to move a file into a newly created folder for better organization or ease of access.

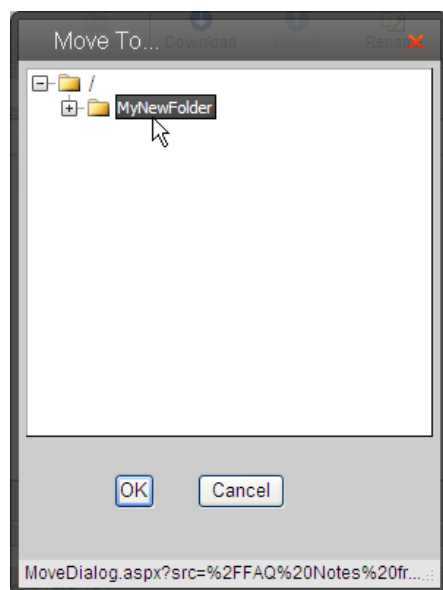


To Move a File or Folder

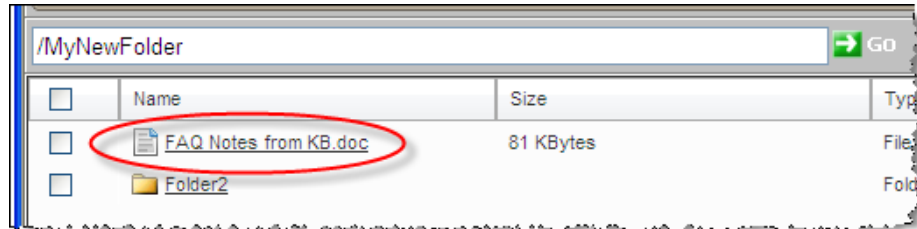
1. Navigate to the file or folder that you want to move and select the check box next to that file or folder.



2. Click the **Move** button in the Cornerstone MFT toolbar. This will launch the Move To dialog window.
3. Click the destination folder (the location you want to move the file to).

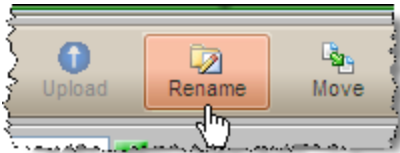


4. Click **OK**.
5. The file has been successfully moved to the new location.



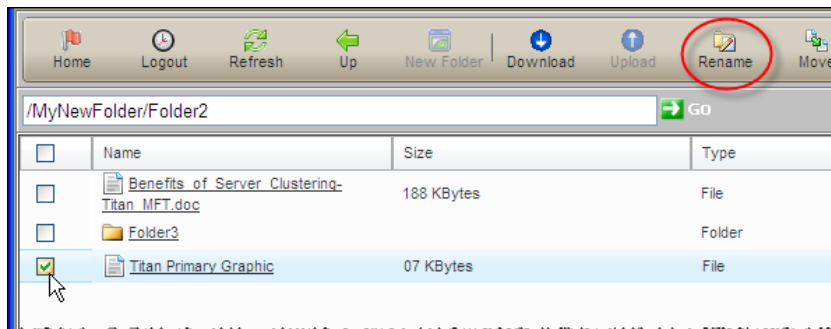
Renaming Files and Folders

Use the **Rename** toolbar button to assign a different name to file and folder objects. This feature can be useful when you have [uploaded](#) files and you want to rename the files for better identification.

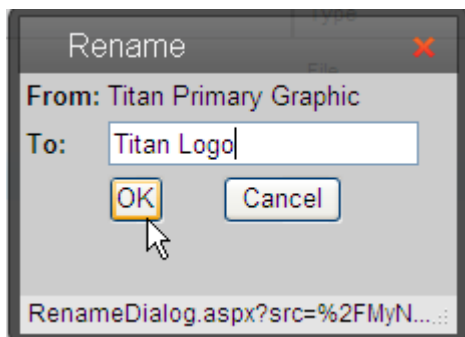


To Rename a File or Folder

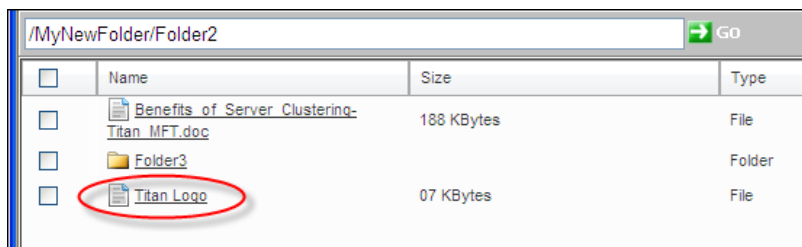
1. Navigate to the file or folder object that you want to rename and select the check box next to that object.



2. Click the **Rename** toolbar button. The **Rename** window will be displayed. Type the new name and then click **OK**.

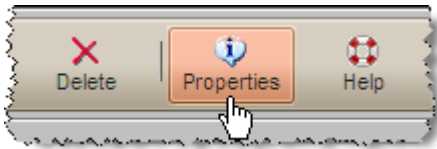


3. The file or folder object is displayed with its new name.



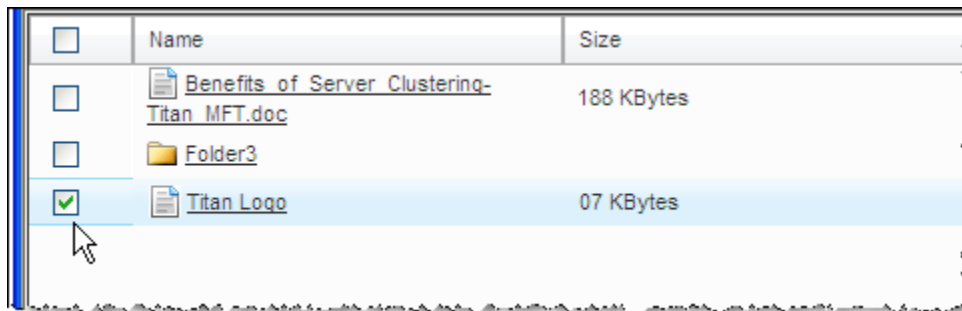
Properties

The Properties button displays the properties for the currently selected file or folder object.

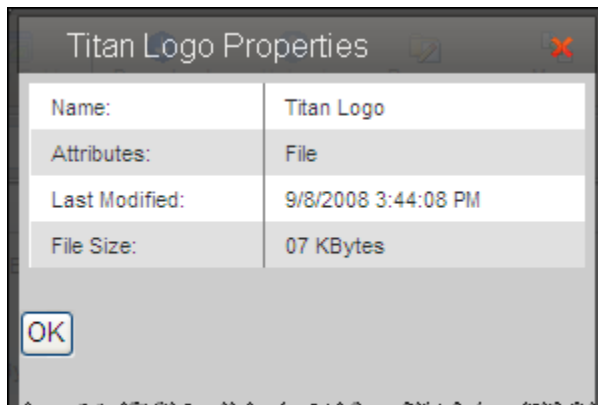


To Display Properties

1. Click the check box located next to the file or folder object.



2. Select the **Properties** toolbar button. The Properties window will be displayed. Click **OK** to close the window.



Troubleshooting

SRT Knowledgebase

Visit our [Knowledgebase](#) to read helpdesk articles and answers to frequently asked questions.

Reporting Problems

To report a problem, visit the Cornerstone MFT support site at <http://www.SouthRiverTechnologies.com/support/>.

Please furnish our Support Engineers with the following information:

1. The Windows platform you are running.
2. The version of Cornerstone MFT that you are using.
3. The [URL](#) of the server you were using when the problem occurred.
4. A detailed description of the problem. Include the file name and complete sub-directory name, if applicable.
5. Attach a copy of the log file to your e-mail.

Contact Information

South River Technologies is located in Annapolis, Maryland.

Headquarters:	South River Technologies 2635 Riva Road Suite 100 Annapolis, MD 21401 U.S.A.
Telephone:	1-410-266-0667
Fax:	1-410-266-1191
World Wide Web:	http://www.southernrivertech.com
Office hours:	Monday to Friday 8:30 A.M. to 5:30 P.M. Eastern Time, GMT-5:00
Sales Telephone:	1-410-266-0667
Sales Fax:	1-410-266-1191
Sales Email:	mailto:sales@southernrivertech.com
Online Support:	http://www.srthelpdesk.com
Support Email:	mailto:support@southernrivertech.com

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