USER GUIDE

INCLUDES BOTH VIDEO AND STEP BY STEP INSTRUCTIONS

Table of Content

Access Files Always	3
Adding File Cabinets/Drawers/Emails	3
Adding File	4
Adding File Expenses	4
Adding File Deadlines	5
File Lookup	5
File Activity Log	6
Emailing Files	6
Adding Users and Assigning User Access	7
Changing Loging Credentials	8
Generating File Expenses Reports	8
Accessing User Guide	9
Exporting File Data	9
Signing Out	10

Accessing Files Always

1. Enter URL: www.filesalawys.com
2. Enter Login
3. Enter Password
4. Click Video link to review: https://www.screencast.com/t/EiUCSnv2

Adding File Cabinets/Drawers/Emails

1. From the Home Page select the File Cabinet option from the drop-down menu
2. Select Add New Cabinet button
3. Click the Cabinet Information Tab
4. Enter Cabinet name (all other fields are optional)
5. Click the Cabinet Drawer Tab
6. Enter File Drawer Parameters or Name (From AC 100-200,Dept A,etc.)
7. Click the Email Notifications Tab and enter one or more email addresses you wish to assign
8. Select the Save button
9. Click Video link to review: https://www.screencast.com/t/BYUMc37nKap

Adding File Deadlines

1. Select the File Deadline option from the drop-down menu
2. Click the Add File Deadline Button
3. Enter the name of the File Deadline
4. Select the Email Notification Parameters you wish to assign
5. Select the Save button
6. Click Video link to review: https://www.screencast.com/t/PibbzGJa

Adding Files

1. From the Home Page, click on the name of the Cabinet where files are to be added
2. Click the Upload File Tab
3. Select one or more file from your computer or external drive
4. Drag-Drop the selected files inside the dialogue box
5. Click the Save button (Note Files automatically be stored inside corresponding File Drawers
6. Click Video link to review: https://www.screencast.com/t/PLFVVk07J1

Adding File Expenses

1. From the Home Page click on the Cabinet Name f rom the options available
2. Click the File Drawer where expenses will be added
3. Click the Add File Expenses Tab
4. Enter the Name of the Expense
5. Enter the Expense Amount
6. Enter the Date of Expense
7. Add Comment inside the Note section (Optional)
8. Click Video link to review: https://www.screencast.com/t/cZMXf205QfY

File Lookup

1. From the Home Page click on the Cabinet name you wish to search
2. Click the File Lookup Tab
3. Enter a the name of the File
4. Click the search button
5. Select the File name from the list of available options
6. Click the home page logo to return to exit
7. Click Video link to review: https://www.screencast.com/t/L5jmjcD7O

File Activity Log

1. From the Home Page click on the File Cabinet Activity Log you wish to review
2. Click the File Activity Log Tab
3. Click the Envelope left of File Activity
4. Click the Cancel Button once review is completed
5. Click the Home Page icon to exit
6. Click Video link to review: https://www.screencast.com/t/3WEJZIPw

Emailing Files

1. From the Home Page click the on the Cabinet name where Files are located
2. Select the File Drawer that contains File(s)
3. Click the mail icon next to the File
4. Enter the sender email address
5. Enter the recipient email address
6. Enter message inside dialogue box (optional)
7. Click the send button
8. Complete steps 2 thru 7 to send additional f iles
9. Click the video link to review: https://www.screencast.com/t/qvDZgRdRxGk

Adding Users and Assigning User Access

1. From the Home Page select the User option from the drop-down menu
2. Select the Add User button
3. Enter the Login and Password you wish to assign
4. Re-enter the Password
5. Confirm User Access by leaving the Active button checked
6. Enter the User Contact Name, Email and Phone Number (Optional)
7. Select User Rights Option (Read Only Y/N)
8. Click the Save button
9. Locate the User Login from the list displayed
10. Click on the Assign Cabinet Label across from the User Login
11. Select the Cabinet Name(s) you wish to assign
12. Select the Cabinet(s) name the File Drawers you wish to assign
13. Click the Save button
14. Login using User assigned credentials to confirm access
15. Select the Logout button f rom the drop-down menu
16. Click Video Demo link: https://www.screencast.com/t/oXetIlQLWJKM

Changing Login Credentials

1. From the Home page Select the Change Credential option from the drop down menu
2. Enter new Login
3. Enter new Password
4. Confirm new Password
5. Click the Save New Credentials
6. Click Video Demo link: https://www.screencast.com/t/IeeBK10qOAmm

Generating File Expense Reports

1. From the Home Page select the Expense Reports option from the drop-down menu
2. Select the from the List of Cabinet options
3. Select from the Drawer options
4. Enter the starting and ending date parameters
5. Select the Expense Report output option (PDF/Excel)
6. Click the Generate Report button
7. Click Video link to review: https://www.screencast.com/t/C6Hl7Igpk

Accessing User Guide

1. From the drop-down menu, select the User Guide option
2. Review the table of contents to locate the section of interest
3. Review the step by step instruction
4. Click the Video Link displayed under the Computer Monitor
5. Click Video Demo link: https://www.screencast.com/t/i2gqC6wZCue

Exporting File Data

1. From the Home page select the Export File option from the drop-down menu
2. To review the list of files exported, click on the zip file located in the left bottom of your computer screen
3. Click Video Demo link: https://www.screencast.com/t/WEGHYENu

Signing Out

1. From the Home Page select the Logging out option User option from drop-down menu
2. Click Video Demo link: https://www.screencast.com/t/2NqzeAq6k2

files always