

Introduction

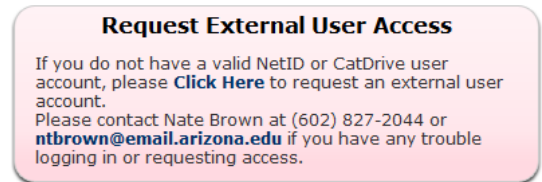
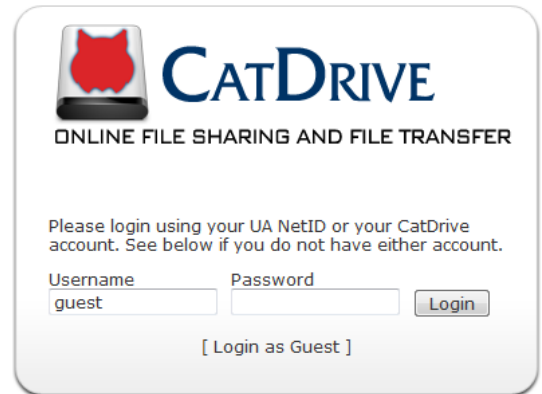
What is CatDrive?

CatDrive is an online file sharing and file transfer tool that allows COM Phoenix faculty, staff, students, and external constituents exchange files with each other.

Accessing CatDrive

CatDrive can be accessed by going to <http://transfer.medicine.arizona.edu/catdrive>. No user account is required to access the “Public Files” area of the website, but users logged in as a guest have limited download ability and no upload privileges.

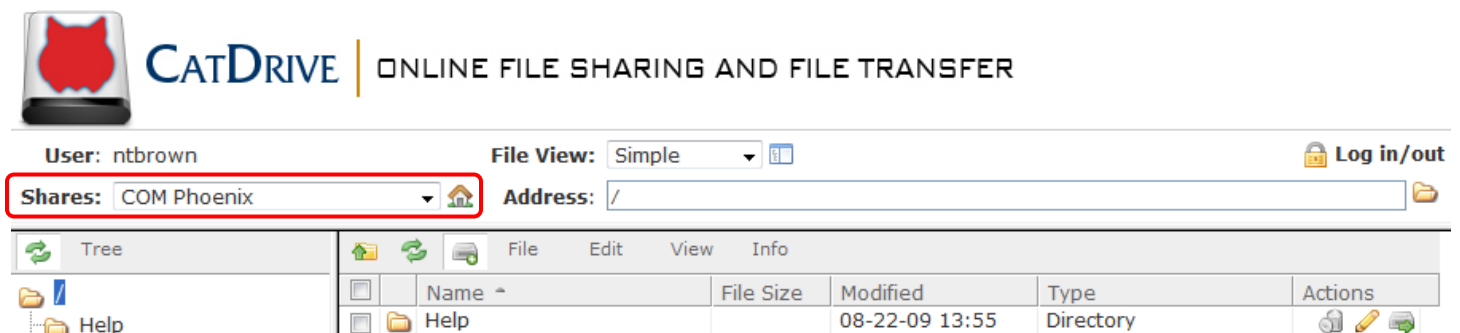
In order to gain full access to CatDrive and all of its features, you must login using your UA NetID or CatDrive account. If you have neither, you can follow the directions in the “Request External User Access” box.



Functionality

Shares

The main component of CatDrive is the **Share**. A CatDrive Share is a shared directory of files/folders. Each Share has a different set of permissions and not all users can access all Shares. You can switch between your Shares by using the “Shares:” drop-down list on the upper left-hand corner of the page.



Navigation, Menus, and Actions

The gray Menu Bar above the list of files/folders links to all the necessary actions. It offers a familiar Windows Explorer interface with common file/folder actions.

The first three buttons (  ) are for **moving up** one folder, **refreshing** the current folder, and creating a **new Share**, respectively.

The **File** menu contains links to create new folders, upload/download/email files, and logout.

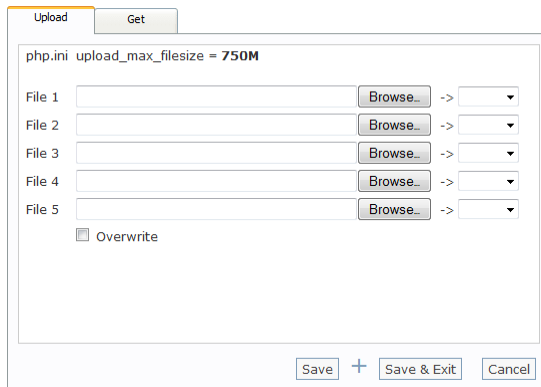
The **Edit** menu contains copy and paste, delete, and edit (rename, view contents, crop, etc.) functions.

The **View** menu allows you to switch between the Simple view and Thumbnail view.

The **Info** menu links to the contact information for the website administrator.

The **Actions** column of the list of files/folders provides shortcuts for **deleting**, **editing**, and **downloading** files.



Uploading Files



To upload a single file (up to 5 at a time), navigate to File->Upload to open the File Upload popup. Use the “Browse...” buttons to select the files to upload. The drop-down boxes beside each line is to optionally specify what action to take after the upload is complete. You can check the “Overwrite” box to allow the new files you upload to overwrite current files with the same name.

If you need to upload more than 5 files, or need to upload an entire folder and preserve its entire directory structure, you can upload a ZIP (also referred to as compressed or archived) file containing the files you would like to upload. After selecting the ZIP file to upload, select “Edit” from the drop-down box. You will be prompted to extract the files after the ZIP file has been uploaded.

Downloading Files


CatDrive allows you to selectively download individual files, multiple files, or even entire folders (as ZIP files). You can use the  icon in the Actions column to download a single file. You can also use the checkboxes to select the files you would like to download, and then navigate to File->Download to bring up the download files popup. From there you can specify a name for your ZIP file (don't forget the '.zip') and choose to download it. To download an entire folder, simply click on the  icon in the Actions

column beside the folder you would like to download and the download folder popup will appear where you can specify a name for your ZIP file and choose to download the file.

Emailing Files

A quick and easy option for sharing files is the “Email As Link” feature. You can send the selected files (not folders) to anyone else, regardless of whether they have a NetID or CatDrive user account. Navigate to File->Email As Link to open the Email popup. You can enter multiple email addresses and specify a subject and a message. If you leave the subject or message text empty, CatDrive will send the email with a default subject or body.

Creating A New Share

All registered users are allowed to create new shares and choose which other users are allowed to have access to the new share. Start by clicking the New Share button () to bring up the New Share popup. Enter a name for the new share (cannot contain any special characters). You can specify who should have access by using any combination of the following:

- Manually enter NetID/CatDrive user names
- Select users from the list of current users
- Select groups from the list of current groups

The final permissions will be an inclusive list of all the above. If you leave all fields blank, the new share will become publicly accessible by anyone (not recommended). Click “Create Share” when done. The new Share will be available immediately.