



Website File Store for Registered Users

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Introduction

The Coastal Academies Trust (CAT) Website File Store system allows digital media to be shared on-line.

Features

- Dedicated “CAT information“ page displaying files available.
- Categorised structure to help users locate the files they require.
- Public area containing file visible to all visitors.
- Secure areas accessible only by authorised visitors.
- *Preview files in the browser.
- *Download files.

*Optional features or features dependant on access level

Public visitors (not logged in)

Visit <http://coastalacademiestrust.co.uk> and click the **CAT INFORMATION** menu item.

The screenshot shows the Coastal Academies Trust website's file store interface. At the top, there is a navigation menu with 'HOME', 'SUCSESSES', 'OUR ACADEMIES', 'ABOUT US', and 'CAT INFORMATION'. The 'CAT INFORMATION' menu item is highlighted. Below the navigation is the Coastal Academies Trust logo, which includes a stylized bird icon and the text 'COASTAL ACADEMIES TRUST'. The main content area is titled 'CAT documents' and is divided into two sections: 'Categories' and 'Documents'. The 'Categories' section lists 'Financial accounts and reports' and 'Policies'. The 'Documents' section shows a list of files with columns for file name, size, and date. A dropdown menu for 'Order by' is set to 'Most Recent First'. A sidebar on the left shows a tree view of the file structure under 'CAT documents', with 'Financial accounts and reports' and 'Policies' listed. Red annotations with arrows point to various elements: 'Current category' points to the 'CAT documents' header; 'Subcategories' points to the 'Categories' section; 'Category structure (varies depending on user's access level)' points to the sidebar tree view; 'Files available in the current category' points to the list of documents; and 'Set the number of files to show per page' points to a dropdown menu set to '100'.

Annotations:

- Current category:** Points to the 'CAT documents' header.
- Subcategories:** Points to the 'Categories' section.
- Category structure (varies depending on user's access level):** Points to the sidebar tree view.
- Files available in the current category:** Points to the list of documents.
- Set the number of files to show per page:** Points to the dropdown menu set to '100'.

- Click a category or subcategory to see a list of files available.
- Click a file to open a preview (Google Chrome Browser only) or download the file to view on your computer.

Authorised users (logged in)

Users with permission to view secure areas of the file store will be sent a username and password via email.

Click the blue **LOG IN** button and enter your credentials.

Use the **Forgot your username?** or **Forgot your password?** link if you need help logging in.

Once logged in, a new menu item appears at the top of the screen. **EDIT MY PROFILE** allows the current user to change certain details.

Please note that new passwords must meet the following requirements;

- At least 8 characters
- At least one capital letter
- At least one number

Click the **CAT INFORMATION** menu item.

The screenshot shows the Coastal Academies Trust website interface. At the top, there is a navigation menu with items: HOME, SUCCESSES, OUR ACADEMIES, ABOUT US, CAT INFORMATION (highlighted in blue), and EDIT MY PROFILE. On the left, the Coastal Academies Trust logo is displayed. Below the logo, a sidebar shows a file tree structure: CAT documents > Safeguarding > DSL. The main content area displays the 'Safeguarding' category, with a subcategory 'DSL' selected. Below this, a 'Documents' section shows a list of files, including 'SAMPLE SECURE SAFEGUARDING DOCUMENT (pdf, 638 KB)' dated '26 May 2019'. A dropdown menu for 'Order by' is set to 'Most Recent First'. A pagination control shows '100' files per page. Red arrows and boxes point to various elements with the following annotations:

- Current category**: Points to the 'Safeguarding' category header.
- Subcategories**: Points to the 'DSL' subcategory header.
- Category structure (varies depending on user's access level)**: Points to the 'DSL' subcategory in the sidebar.
- Files available in the current category**: Points to the 'Documents' section.
- Set the number of files to show per page**: Points to the '100' pagination control.

- Click a category or subcategory to see a list of files available.
- Click a file to open a preview (Google Chrome Browser only) or download the file to view on your computer.