

Trio Offset FTP Site User Guide

Client Users Version

Registering

1. In your web browser go to the following address:
https://files.triooffset.co.uk/trio_register.php
2. Fill in your details.
3. Click Register

Trio Offset Staff Register - Windows Internet Explorer

https://files.triooffset.co.uk/trio_register.php

File Edit View Favorites Tools Help

Trio Offset Staff Register

Wednesday 28th March 2007 15:18:33

Trio Login Client Login

First Name:

Last Name:

Email Address:

Confirm Email:

Username: Letters and numbers only.

Password: Letters and numbers only.

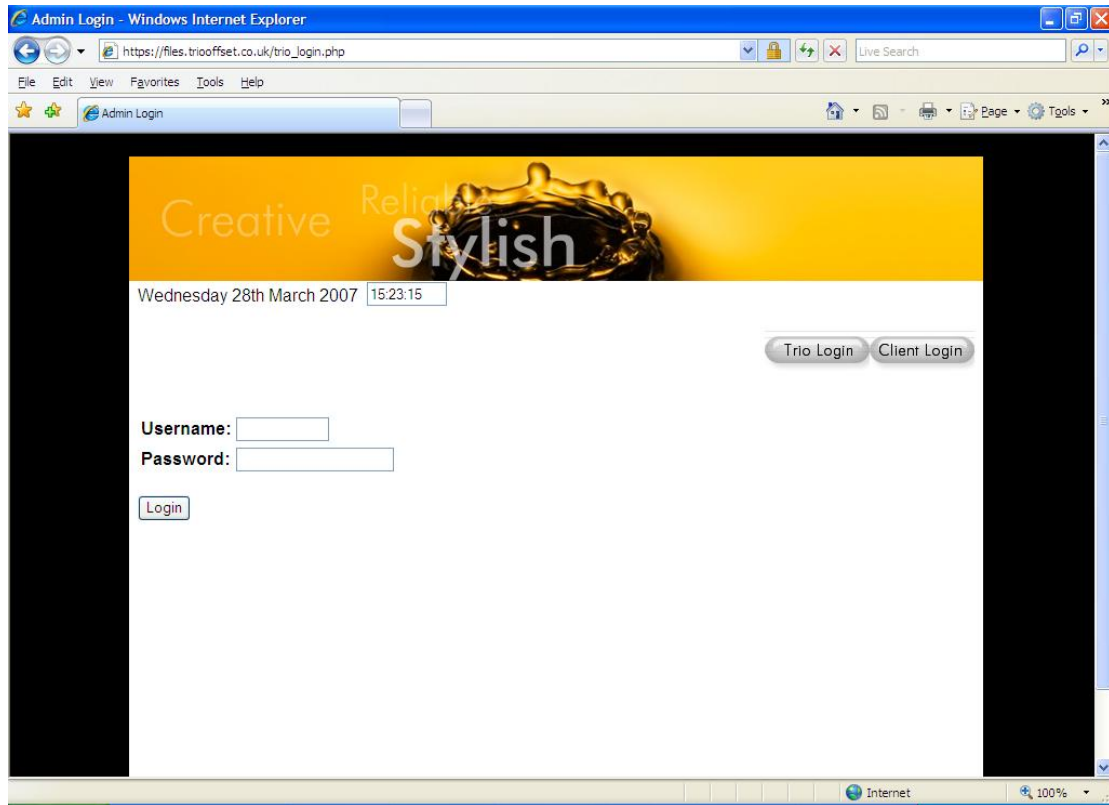
Confirm Password:

Register

Done Internet 100%

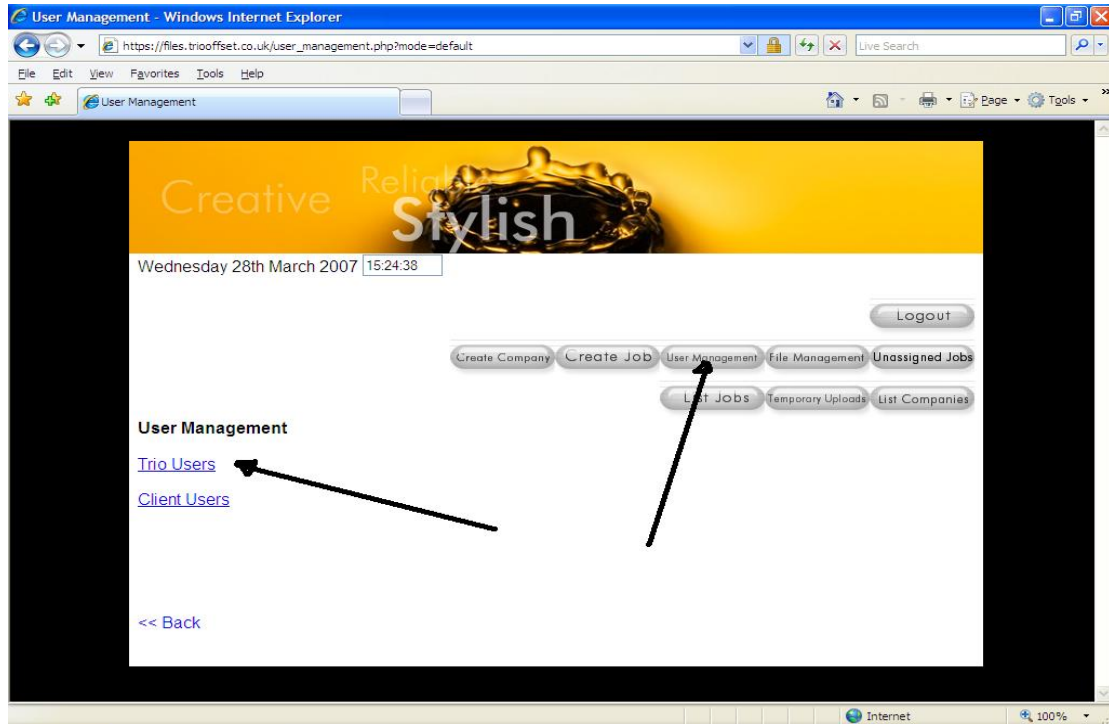
Logging in

1. In your web browser go to the following address:
https://files.triooffset.co.uk/trio_login.php
2. Enter your Username and Password.
3. Click Login

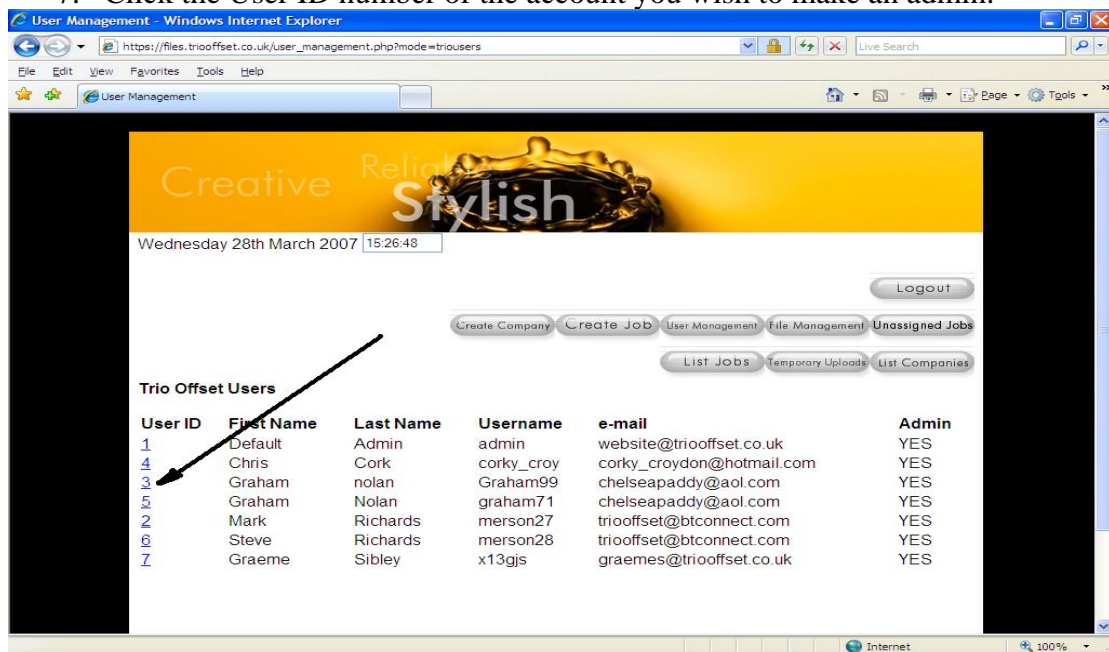


Creating Admin accounts

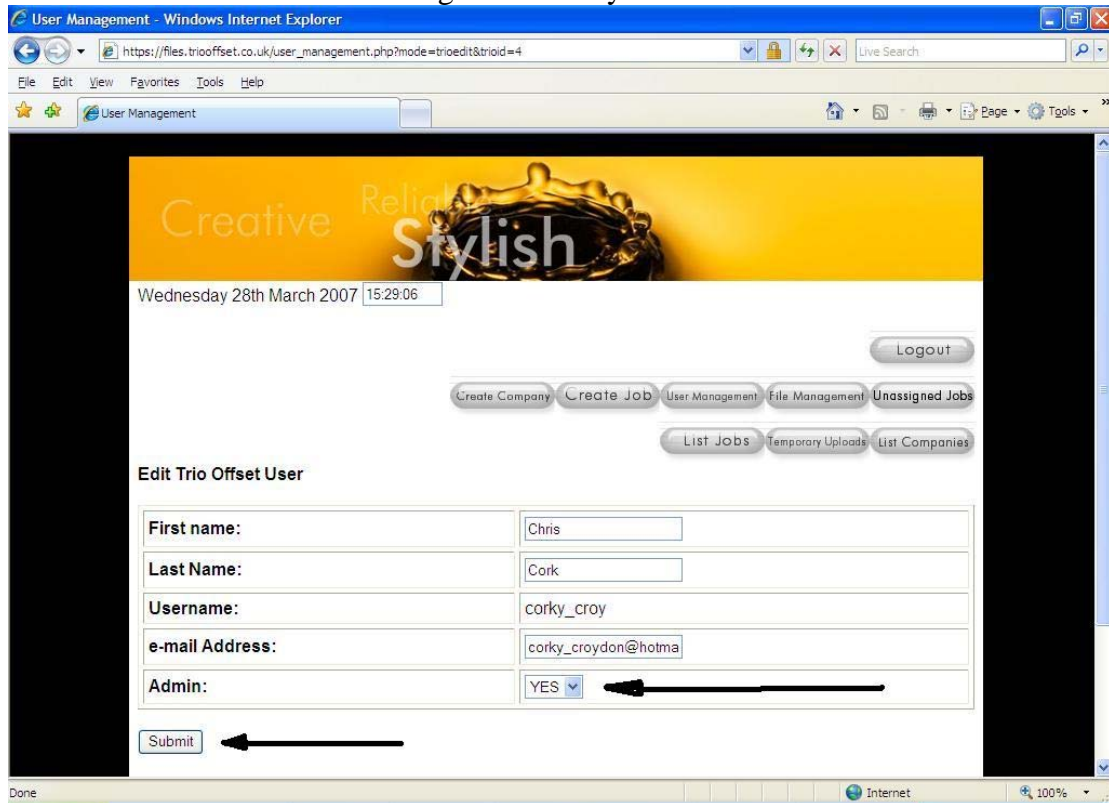
1. First make sure an account has been created as detailed above in Registering Staff Accounts.
2. In your web browser go to the following address:
https://files.triooffset.co.uk/trio_login.php
3. Enter the Username: admin and Password: admin
4. Click Login
5. Click on the User Management button that is located on the second row, third from the right.
6. Click on Trio Users



7. Click the User ID number of the account you wish to make an admin.



8. In the Admin drop down box, select YES
9. Click Submit
10. When this account next logs in normally it will be set as an Admin.



Creating Companies

1. While logged in with an account that has Admin permissions, click the Create Company button that is on the second row, furthest to the left.
2. Fill in the company details. The contact name and email address are who the first email from the FTP site will be sent to, detailing how they create users on the site. The security identifier is their unique company key, this can be anything of your choice.
3. Click create.
4. The company will be created and details emailed to the address you specified as the contact email.

Company Creation - Windows Internet Explorer

https://files.trioffset.co.uk/company_create.php

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Company Creation

Logout

Create Company Create Job User Management File Management Unsigned Jobs

List Jobs Temporary Uploads List Companies

Create Company

Company Name: * Do NOT use apostrophes in the company name.

Address Line 1: *

Address Line 2:

Town/City: *

County:

Postcode: *

Phone: * No spaces in phone number.

Contact Name:

Contact Email:

Security Identifier: *

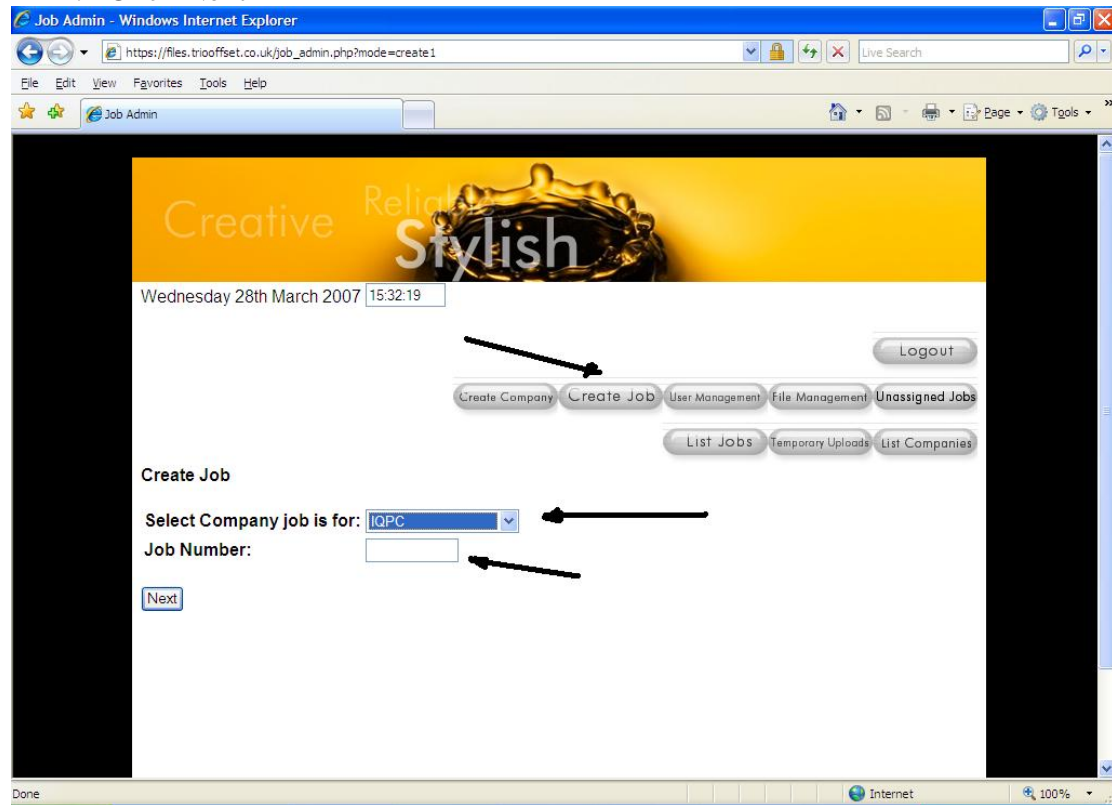
Confirm Identifier: *

* = required.

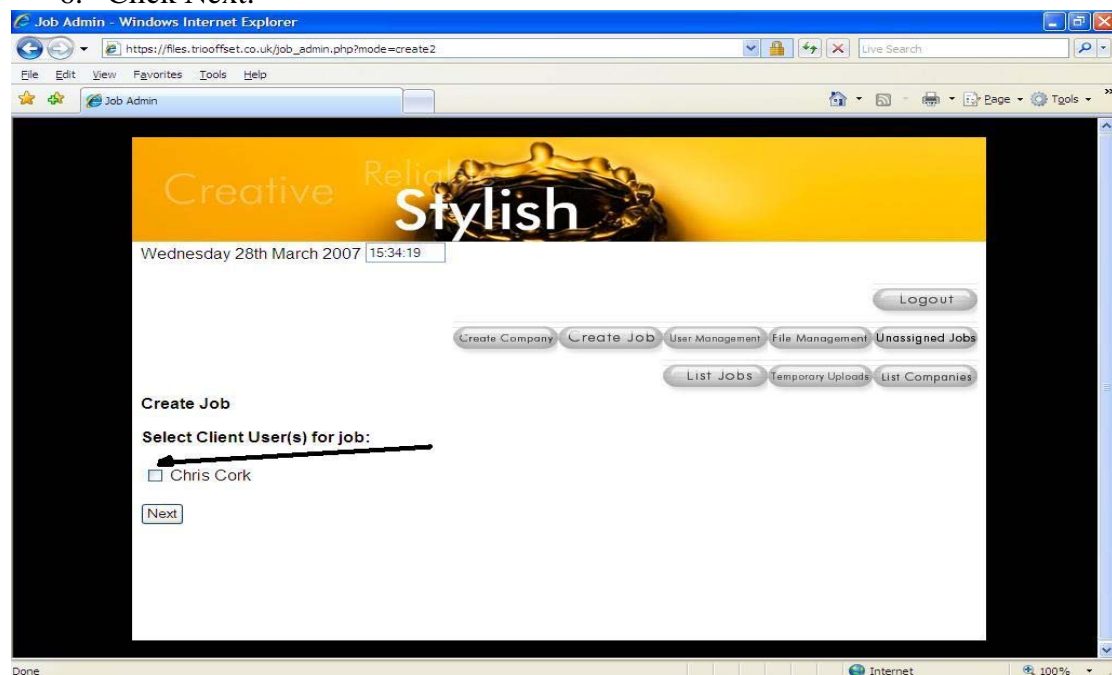
Internet 100%

Creating Jobs

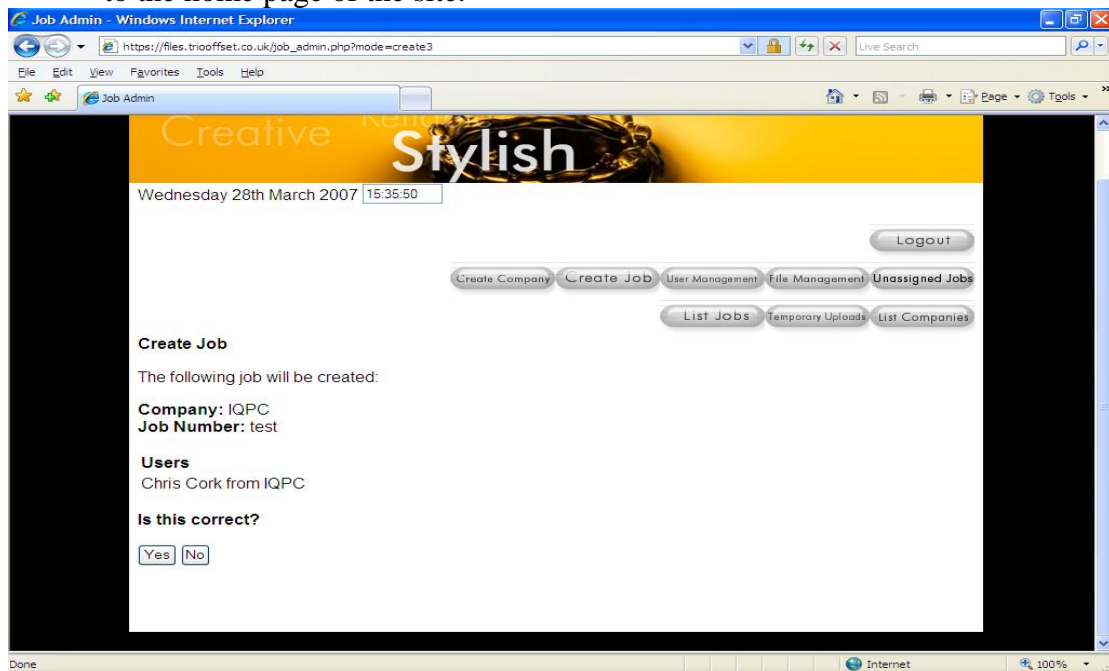
1. While logged in with an account that has Admin permissions, click the Create Job button that is on the second row, second from the left.
2. Select the Company the job will be for from the drop down menu.
3. Enter the job number this job will receive.
4. Click Next



5. Tick the names of the users from the list for that company that will need access to this job.
6. Click Next.



7. You will now be presented with information you selected and have the option to confirm the job or to abandon the creation.
8. Click Yes to continue, or No to cancel. If you click No you will be taken back to the home page of the site.

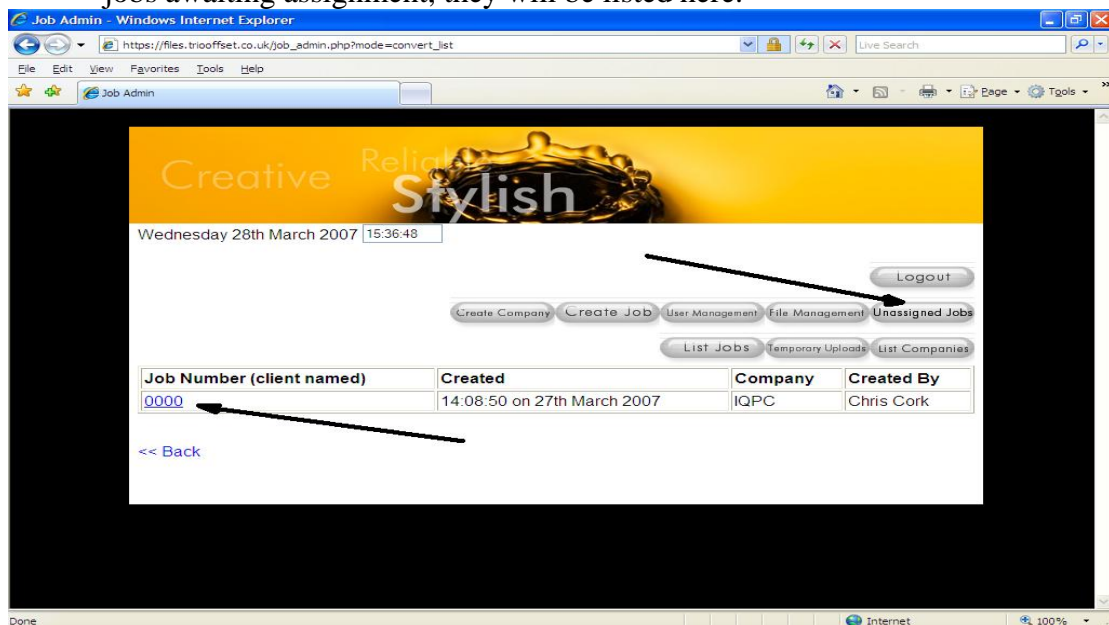


9. If you clicked Yes the job will be setup. Click Finish to return to the home page for the site.

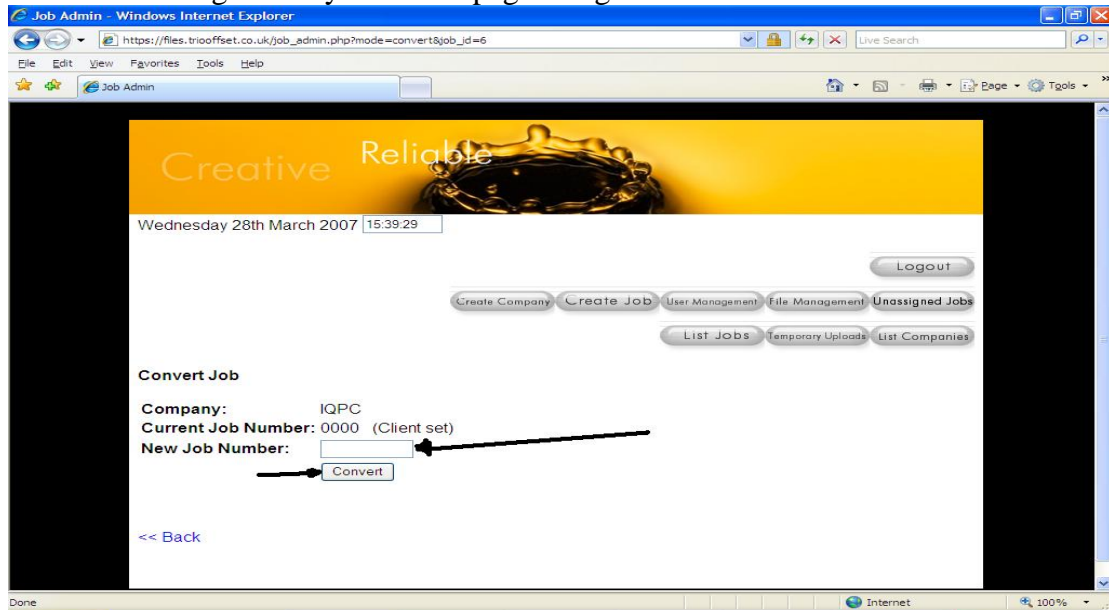
Client Submitted Jobs

When a user creates a job it is held in a temporary area, awaiting you to change the client set job number to your own. To accomplish this do the following:

1. While logged in with an account that has Admin permissions, click the Unassigned Jobs button that is on the second row, furthest to the right.
2. If there are no client created jobs, you will be informed of this. If there are jobs awaiting assignment, they will be listed here.



3. Click the name of the job you wish to assign a job number.
4. Enter the correct job number in the box.
5. Click Convert.
6. You will be returned to the Unassigned Jobs page to convert more if any. You can navigate away from this page using the menu buttons.

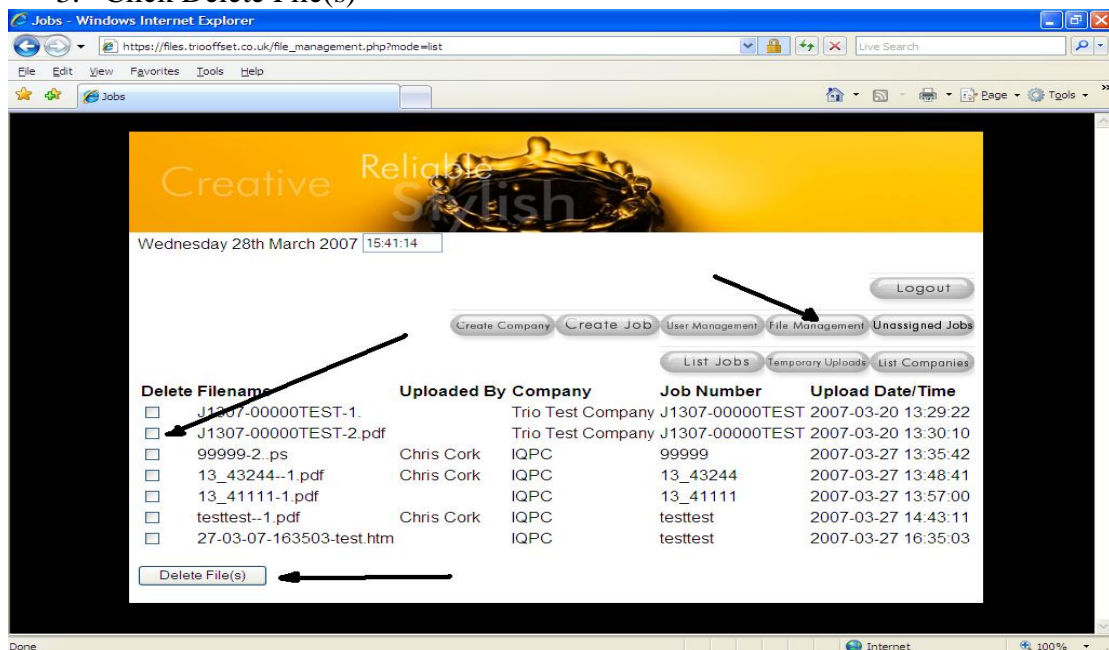


When you convert a job, all settings the client set such as who should have access, and the files they have uploaded will be moved to the correct place and the names updated to reflect the job number you entered.

Deleting Files

Here you are able to delete files if you need to.

1. While logged in with an account that has Admin permission, click the File Management button that is on the second row, second from the right.
2. Tick the box or boxes of the files you wish to delete.
3. Click Delete File(s)



4. You will be prompted to confirm the delete. Click Yes to delete, or No to return to the home page of the site.
5. If you click Yes the file(s) will be deleted and you will be returned to the home page of the site.

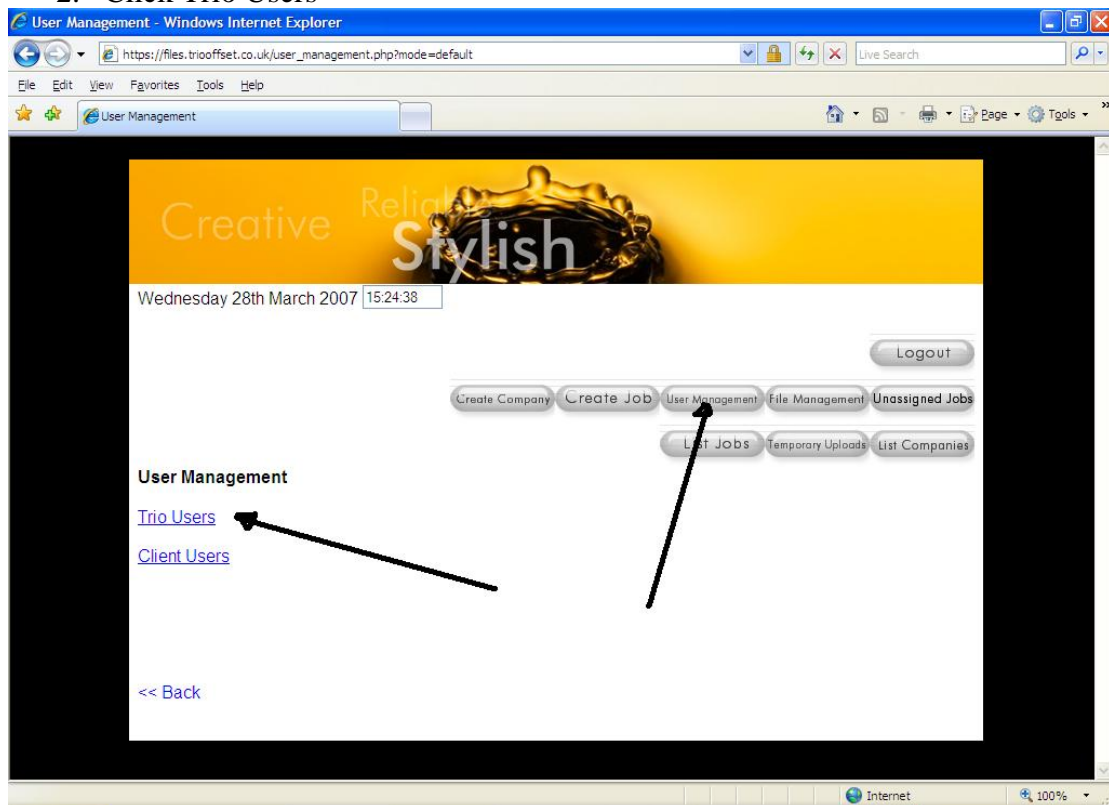
Deletes can not be undone, so please use with caution.

User Management

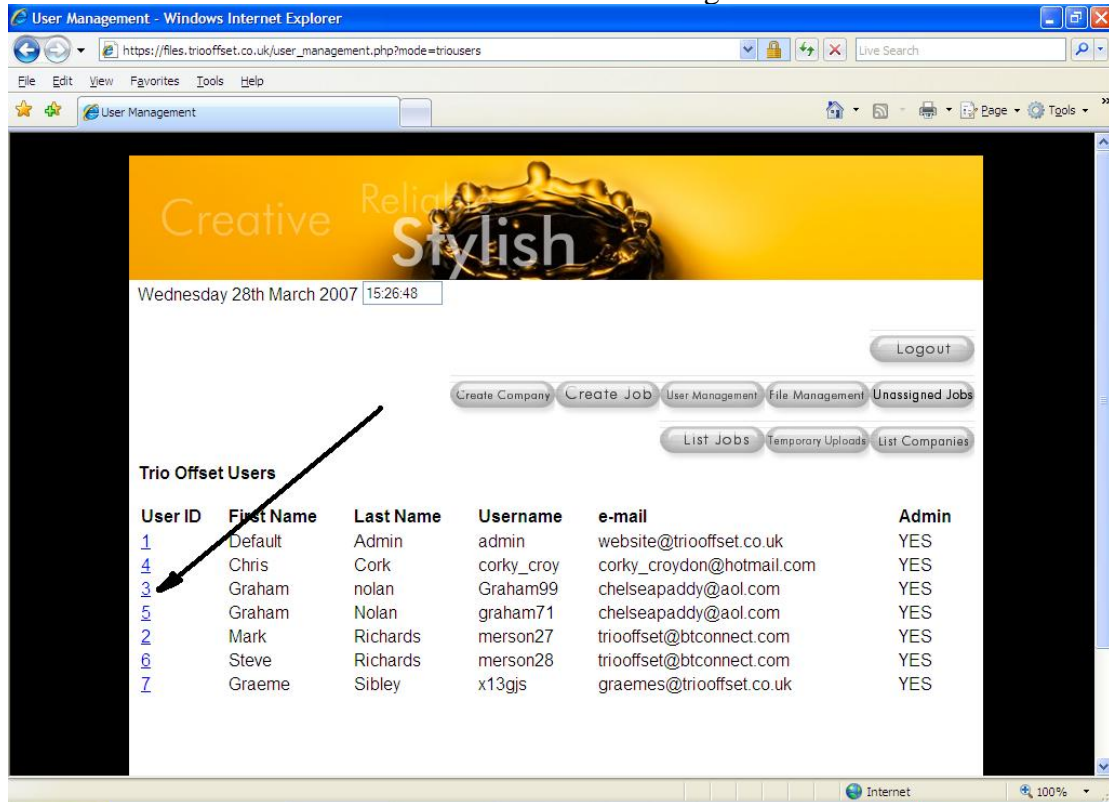
Trio Users

This allows you to view details of the Trio staff members accounts, and edit them if needed.

1. While logged in with an account that has Admin permissions, click the User Management button that is on the second row, third from the right.
2. Click Trio Users



3. To edit a users details click the ID number assigned to the account.



4. Make any changes you wish in the editable boxes or the admin drop down menu.
5. When you're happy with the new details click Submit.
6. The user's details will be updated and you will be returned to the user listing.

Client Users

This allows you to view, edit, and lock/unlock individual user accounts. You are also able to see when each account has logged in and the IP address they have logged in from

To Edit:

1. While logged in with an account that has Admin permissions, click the User Management button that is on the second row, third from the right.
2. Click Client Users
3. To edit a user's details click the Edit link that is to the left of the users first name.
4. Make any changes you wish in the editable boxes.
5. When you're happy with the new details click Submit.
6. The user's details will be updated and you will be returned to the user listing.

To View Logins:

1. While logged in with an account that has Admin permissions, click the User Management button that is on the second row, third from the right.
2. Click the View Logins link that is to the right of the company name.
3. Click the back link at the bottom to return to the user listing.

To Lock and Unlock a user account:

1. While logged in with an account that has Admin permission, click the User Management button that is on the second row, third from the right.
2. If an account is locked you will have an Unlock link to the far right of the user's details. If the account is unlocked you will have a Lock link to the far right instead.
3. Click this link to Lock or Unlock the account.

Temporary Uploads

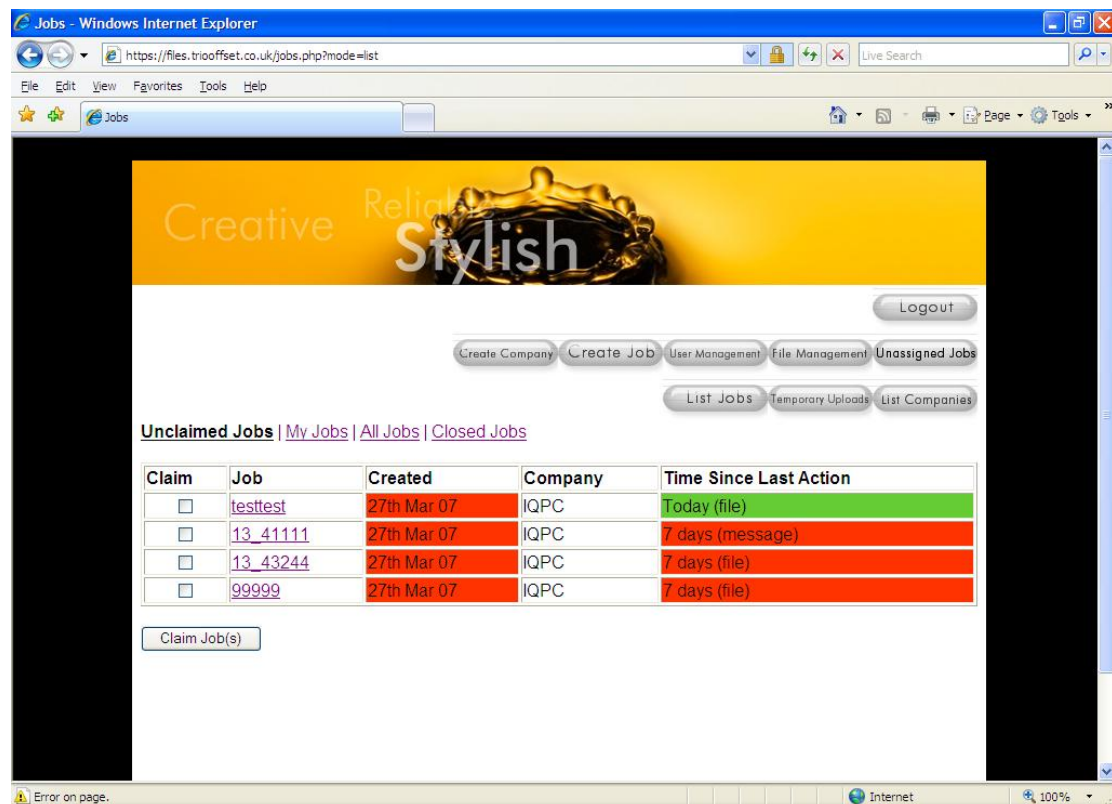
The button on the bottom row, second from right will take you to the page that shows single files that have been uploaded to temporary storage area by clients. You can download these files by clicking on the name of the file.

Listing Jobs

When you login to the site you will be taken to the List of Unclaimed Jobs page by default. This page lists all jobs that have been assigned a job number by Trio and are unclaimed.

These are listed with the most recent at the top.

The time since last action will tell you how long since something was done on the job, and what this action was.



Jobs - Windows Internet Explorer
https://files.trioffset.co.uk/jobs.php?mode=list

File Edit View Favorites Tools Help

Jobs

Creative Reliable Stylish

Logout

Create Company Create Job User Management File Management Unsigned Jobs

List Jobs Temporary Uploads List Companies

Unclaimed Jobs | [My Jobs](#) | [All Jobs](#) | [Closed Jobs](#)

Claim	Job	Created	Company	Time Since Last Action
<input type="checkbox"/>	testtest	27th Mar 07	IQPC	Today (file)
<input type="checkbox"/>	13_41111	27th Mar 07	IQPC	7 days (message)
<input type="checkbox"/>	13_43244	27th Mar 07	IQPC	7 days (file)
<input type="checkbox"/>	99999	27th Mar 07	IQPC	7 days (file)

Claim Job(s)

Error on page. Internet 100%

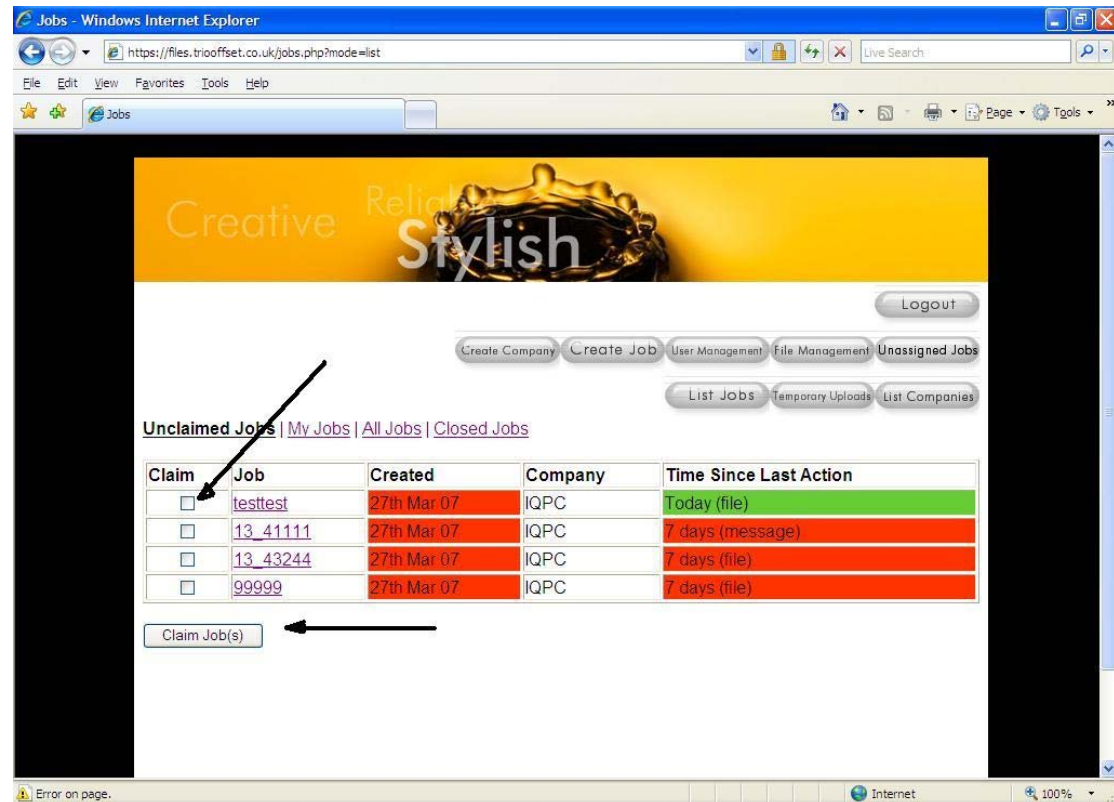
To view a jobs details click on the job number that is on the far left.

Here you are able to upload and download files to the job.

You are also able to leave messages on the job from here.

Claiming Responsibility for a job

1. On the Unclaimed Jobs page (default page displayed once you login) tick the boxes to the left of the jobs you wish to claim.
2. Click the Claim Job(s) button to claim the job.



Uploading Files

1. Click on the job number of the job you wish to upload a file to.
2. Click 'Click Here to upload a file to this job' button.
3. Click the Browse button.
4. In the window that appears browse to the location of the file you wish to upload, select it and click open.
5. Click Upload File.
6. A window will open showing progress of the upload, once it has finished uploading you can close the progress window.
7. The uploaded file will now be listed on the job.

Downloading Files

1. Click on the job number of the job you wish to download a file from.
2. Click the filename of the file you wish to download.

Leaving messages

1. Click on the job number of the job you wish to leave a message for.
2. Scroll down to the bottom of the page to the messages section.
3. Click Leave Message.
4. Enter your message.
5. Click Submit.

Listing Companies

The list companies button, located on the bottom row furthest right, gives you access to functions related to companies on the system.

Every Trio user is able to view companies, clicking the company ID number that is furthest left will give the full details of the company that were entered during creation. This can be useful for finding contact details, or if you need to re-advise someone of their security identifier.

Admin accounts will have other options as well. These are listed on the next page.

Editing Company details

1. While logged in with an account that has Admin permissions, click the List Companies button that is on the bottom row, furthest right.
2. Click the Edit link that is to the right of the contact email.
3. Make any changes you wish in the editable boxes.
4. When happy with your changes click Update.

Resending the welcome email

If you need to resend the original email that contains the registration details and security identifier do the following:

1. While logged in with an account that has Admin permissions, click the List Companies button that is on the bottom row, furthest right.
2. Click the Resend link that is to the right of the Edit link for the company.
3. An email will be sent to the contact email address with the registration details and security identifier.

Locking and Unlocking Companies

If you need to lock ALL accounts for a company, or unlock them, do the following:

1. While logged in with an account that has Admin permissions, click the List Companies button that is on the bottom row, furthest right.
2. If a company is locked the link on the far right of the company details will say Unlock, and if unlocked the link will say Lock.
3. To lock or unlock, click the link.
4. You will then be told if the company has been locked or unlocked and returned to the companies list.