

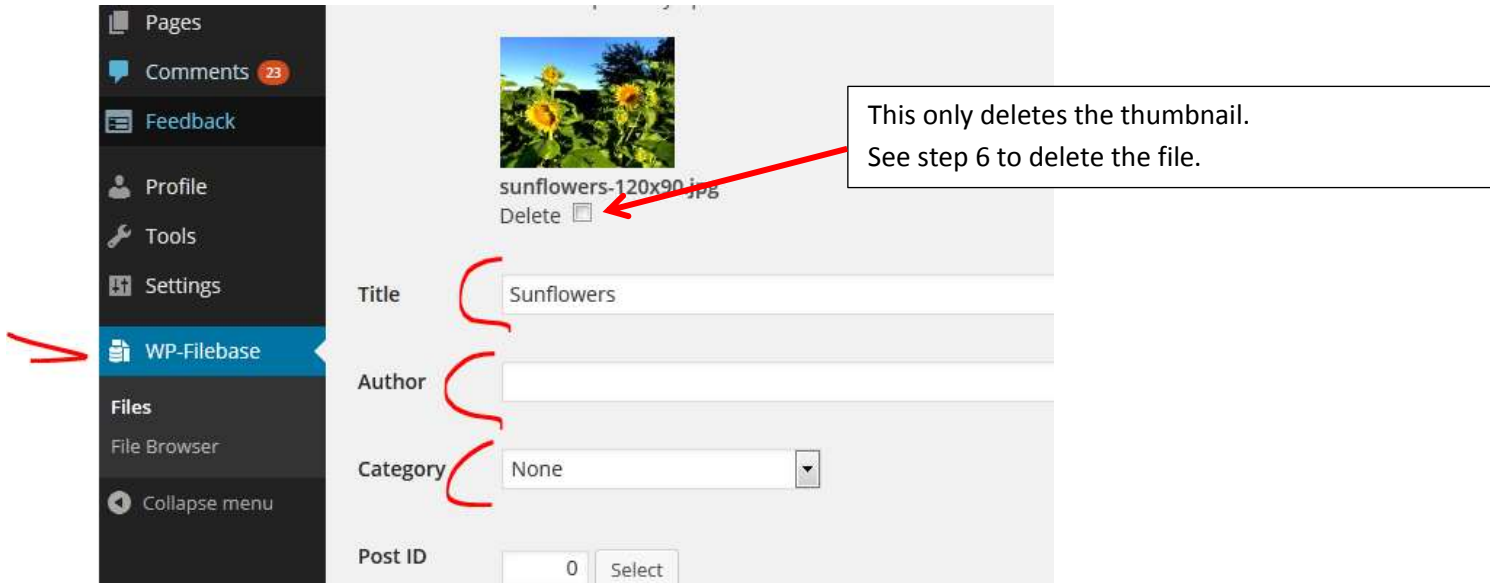
How to Limit Access or Delete Documents in the UUFEE Web File Archives

For more information or help, contact the Communications Team, web@uufeaston.org.

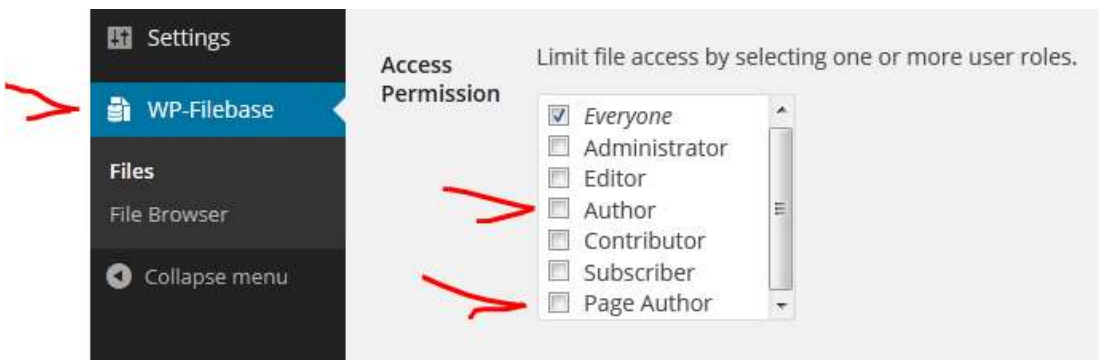
1. Log in to the UUFEE web site. (If you're not a Page Author, contact the Communications Team to request a username and password.)
2. When logged in, your Dashboard appears. Click **Filebase > Files**.
3. Mouse over the file item to see the *Edit – Delete – Download* options. Click *Edit* to make changes to the document description.

The screenshot displays the 'Manage Files' interface in WP-Filebase. The sidebar on the left contains navigation links: Posts, Events, Media, Pages, Comments (23), Feedback, Profile, Tools, Settings, WP-Filebase, and Files. The main content area is titled 'Manage Files' and includes buttons for 'add new' and 'Batch Upload'. Below this, there are filters for 'All (2)', 'Own Files (2)', 'Offline (0)', 'Not Attached (2)', and 'Local Files (2)'. A 'Bulk Actions' dropdown menu is set to 'Apply'. A table lists files with columns for 'Name' and 'Filename'. The first row shows a file named 'Featured - Sunflowers' with ID 1041 and filename 'featured - sunflowers.jpg'. The second row shows a file named 'Sunflowers' with ID 1040, a thumbnail image, and filename 'sunflowers.jpg'. Below the 'Sunflowers' entry, there are links for 'Edit', 'Delete', and 'Download'. A red arrow points to the 'Edit' link. At the bottom, another 'Bulk Actions' dropdown menu is set to 'Apply'.

4. Be sure that your document has a Category selected (typically your committee name) , so that the file will appear in your committee’s section of the file archive.



5. You can limit access to just UUFU members with logins to the UUFU web site by checking one or more of these options. *Authors* are UUFU blog authors. *Page Authors* also publish web pages. Typically, you will want to check both.



6. To delete the file from the archive, mouse over the item name to make the *Edit – Delete – Download* appear. Click *Delete*.

Manage Files [add new](#) [Batch Upload](#)

All (2) | Own Files (2) | Offline (0) | Not Attached (2) | Local Files (2) | Cl

Bulk Actions

<input type="checkbox"/>	Name	Filename
<input type="checkbox"/>	Featured - Sunflowers 1041	./ featured - sunflowers.jpg
<input type="checkbox"/>	Sunflowers 1040 Edit Delete Download	./ sunflowers.jpg

Name **Filename**

Bulk Actions