




File Delivery Service (FDS)

Create and Manage Packages

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 =Shortcut  =Advice  =Caution

Introduction


Towson University’s File Delivery Service is an outlet for TU users to securely share files too large to send as attachments through conventional delivery services such as email. This self-help document will step you through how to create packages with meta-information. That meta-information may be used later to search for a specific package when creating a report. Packages in FDS are available for retrieval for seven days.

Process Summary

- Introduction**
- Access the File Delivery Service**
- Create a Package**
- View Reports**

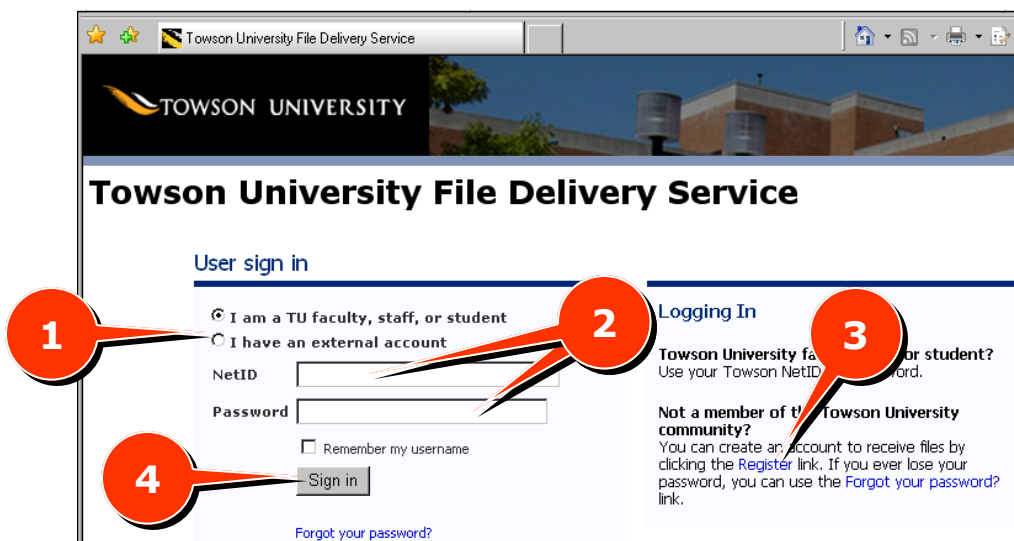
Access the File Delivery Service

1. Access the File Delivery Service by typing **fds.towson.edu** in your Internet Browser address bar or by clicking the link in the email if you are a receiver.
2. The **User sign in** page will appear. You will be asked to select your affiliation with Towson University (Fig 1, 1).
3. If you are TU faculty, staff or student, select that radio button and type your **NetID** (user name) and **Password** (Fig 1, 2).
 - If you do not have a TU NetID, you will need to create an account by clicking the **Register** link (Fig 1, 3).
 - The **User Registration** page will appear. Fill in the required fields and click the **Register** button. You will receive an email confirming your account activation.

 **Note:** Students and external accounts only have the ability to receive files through the file delivery service. Please note that Faculty/Staff may send a **blank** package to a user outside the Towson network. Recipient non-senders will then have the ability to upload a document, modify and respond to the package.

4. Click **Sign in** (Fig 1, 4).

Figure 1

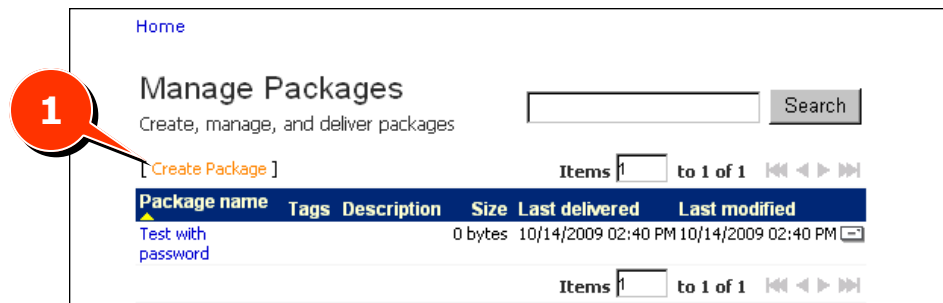


Create a Package

Packages are groups of files and documents along with meta-information that are delivered to recipients. Additional options are available when creating a package, such as including tags and a description. This meta-information may be used later to search for a specific packages when creating a report. The contents of a package may also be updated by other users depending on their responsibilities.

1. On the FDS homepage, select **Manage Packages**.
2. The **Manage Packages** screen will appear. Any packages that you have sent previously will be listed here. Select **Create Package** (Fig 1, 1).

Figure 1



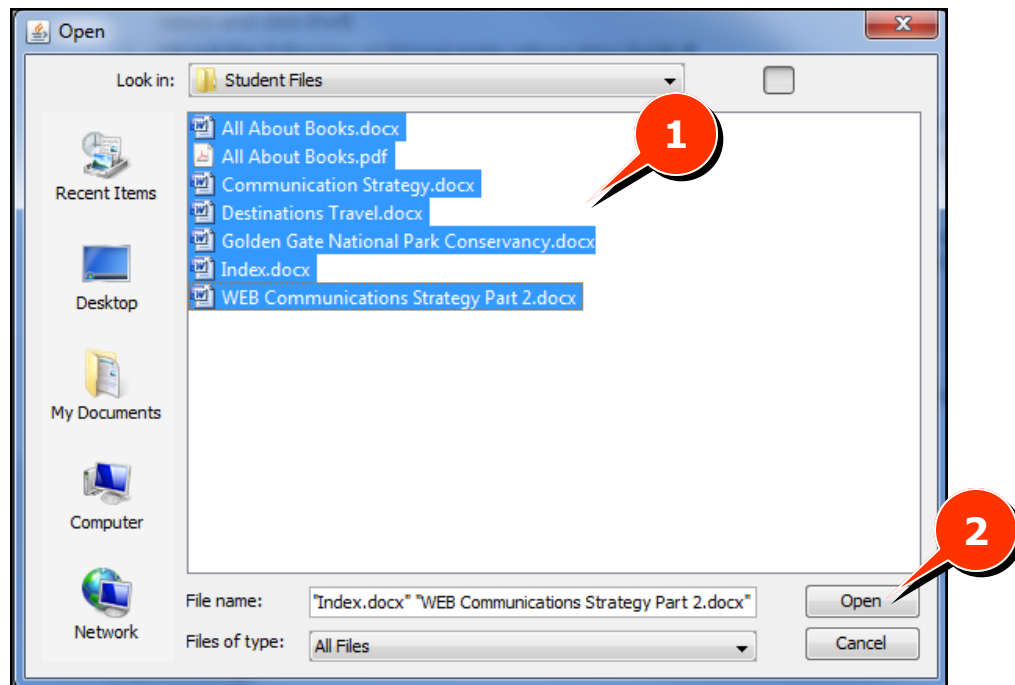
3. The **Create Package** screen will appear (Fig 2).
4. Give your package a name by typing it in the box beside **Package name*** (Fig 2, 1). Any field with an * beside it is required.

Figure 2

The screenshot shows the 'Create Package' form. The heading is 'Create Package' with the subtitle 'Enter package information and upload your files'. There is a link '[Upload without applet]'. The 'Package name*' field is highlighted with callout 1. Below it are 'Files' and 'Add file' and 'Delete' buttons. A table with columns 'File name' and 'Size' is highlighted with callout 3. The 'Tags' field is empty. The 'Description' field is highlighted with callout 4. The 'Additional owners' field is highlighted with callout 5. The 'Senders' field is highlighted with callout 6. At the bottom, there is a '* Required fields' note and 'Save' and 'Cancel' buttons.

- Click **Add file** (Fig 2, 2). The **Open** dialog box will appear (Fig 3). Maneuver to the correct drive and directory. Select the files you wish to add (Fig 3, 1) (you may select several files at one time) and click the **Open** button at the bottom right of the dialog box (Fig 3, 2).

Figure 3

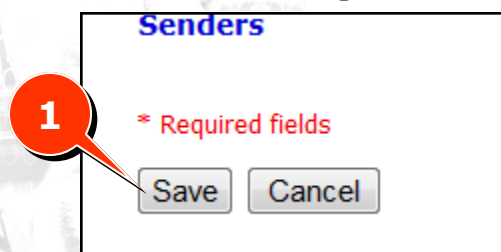


- Fill out the following additional meta-information fields if desired. This information may be used later to search for packages by a keyword or description.
 - **Tags** - Enter keywords that would be used to search for this package (Fig 2, 3).
 - **Description** - Enter a description of what is included in the package (Fig 2, 4).
- You may also add **Additional Owners** (Fig 2, 5) and **Senders** (Fig 2, 6) . Additional owners have the ability make modifications to the package such as add fields, change the package information and delete the package. Senders can deliver packages but cannot make any modifications. Either type the email address in the box or click on **Additional owners** or **Senders** and search for the contact.

★ Additional owners and Senders need to have a registered FDS account to have full access to the package.

- Click **Save** (Fig 4, 1) when you have filled in the desired fields.

Figure 4



9. The files will upload. A page will appear with the project name at the top and all related information below it (Fig 5).
10. You may edit the package before sending by clicking on the **Edit** link (Fig 5, 1) at the top of the page.

Figure 5

Package: Word 2007 workshop files

Package Information [[Edit](#) - [History](#) - [Delete package](#)]

Description Files to be used for various Word 2007 classes

Tags Word 2007

Owners Caravello, Cyndi K.

Senders

Auto delete date 03/31/2010 03:55 PM

Deletion reminder date 03/29/2010 03:55 PM

Date created 03/24/2010 03:55 PM

Last updated 03/24/2010 03:56 PM by Caravello, Cyndi K.

Last delivered

Files [[Add](#) - [Re-order](#)] [[Download with applet](#)]

File name	Description	Date Created	Size
<input type="checkbox"/> Employee of the Month Form.docx		03/24/2010 03:55 PM	9.8 KB
<input type="checkbox"/> Performance Evaluation.docx		03/24/2010 03:55 PM	12.7 KB
<input type="checkbox"/> All About Books.docx		03/24/2010 03:55 PM	17.8 KB
<input type="checkbox"/> All About Books.pdf		03/24/2010 03:55 PM	69.0 KB
<input type="checkbox"/> Communication Strategy.docx		03/24/2010 03:55 PM	13.0 KB
<input type="checkbox"/> Destinations Travel.docx		03/24/2010 03:55 PM	18.2 KB
<input type="checkbox"/> Golden Gate National Park Conservancy.docx		03/24/2010 03:55 PM	18.8 KB
<input type="checkbox"/> Index.docx		03/24/2010 03:55 PM	117.1 KB
<input type="checkbox"/> WEB Communications Strategy Part 2.docx		03/24/2010 03:55 PM	11.2 KB
			Total: 287.7 KB

11. When you are ready to deliver the package, click Deliver package now (Fig 5, 2). The Delivering Package page will appear (Fig 6). Enter your recipients email address in the To (Fig 6, 1) box and any additional options in the fields provided.
12. Click the Send button at the bottom of the screen.
13. You will receive the message - **Delivery created!**

Figure 6

Delivering Package: Word 2007 workshop files

Enter recipients, delivery subject, and delivery parameters

To

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View Reports

1. From the **File Delivery Service home page**, click **View Reports** (Fig 7, 1).

Figure 7

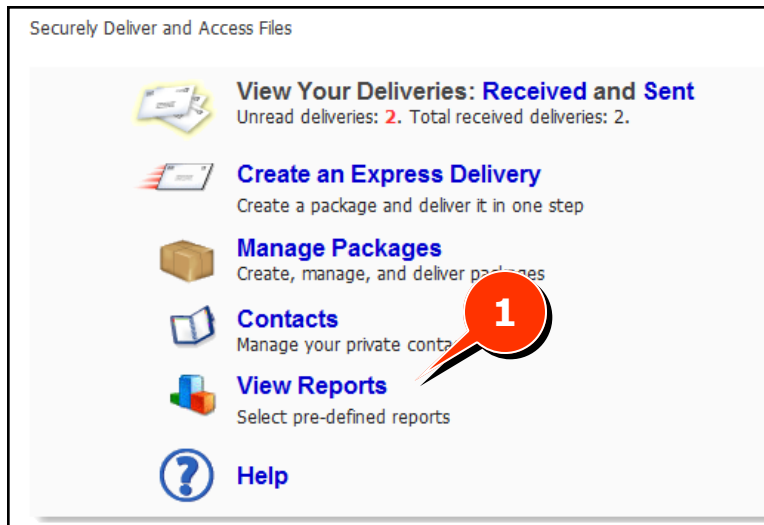
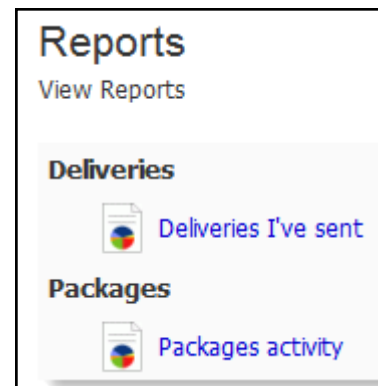
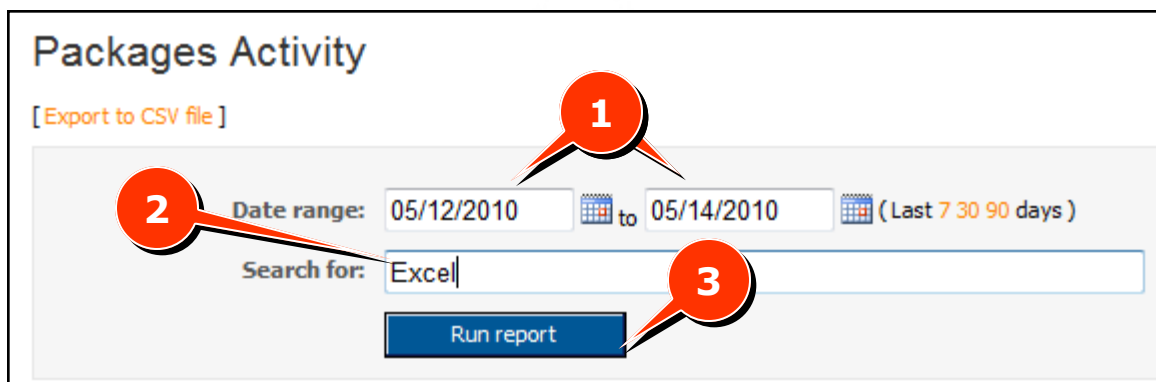


Figure 8



2. From the **Reports** page, click either **Deliveries I've sent** or **Packages activity** (Fig 8).
3. From either selection, the following options are available:
 - **Date range:** enter a beginning and ending date to between (Fig 9, 1).
 - **Search for:** enter keywords to help find a package (Fig 9, 2).

Figure 9



4. Click **Run report** (Fig 9, 3). Any package matching your criteria will appear.