

# Sitelok User Files Plugin



V1.6

## **Sitelok User Files Plugin**

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# Chapter 1 Introduction

## What is the Sitelok User Files plugin?

The Sitelok User Files plugin allows you to upload files for access by a specific user. So for example if you are a graphic designer you can upload the latest revision of a logo file so that your client can login and access it securely. The download links are secured so that they don't reveal the location of the file on the server, they can't be modified and only work for the user logged in. You can optionally allow users to delete the files and to upload files for you to access too. An email can be automatically sent to the user when you upload to notify them of the new files. Similarly you can receive an email each time a user uploads files. The download page that users see can be completely customized to fit in with your site.

Please note that the plugin requires all files to be stored on your server and doesn't currently support Amazon S3. Hosting companies set a limit on the maximum file size that can be uploaded to your site so you should check that this is sufficient for your use. Most hosting companies allow this to be changed as required.

This plugin is not designed for sharing files between users. Files are accessible only by the user that the admin uploaded the files for. If you allow users to upload files they will only be accessible by the admin and that user.

## Chapter 2 Installation

### Installing for the first time or upgrading

- 1) Extract the contents of the zip file to your PC.
- 2) Upload the plugin\_userfiles folder to your existing Sitelok slpw folder using FTP. There are no special permissions required on most servers.
- 3) Upload the two example email templates [uploadedfilesadmin.htm](#) and [uploadedfilesuser.htm](#) to the [slpw/email](#) folder.
- 4) Login to the Sitelok control panel.
- 5) Open the following URL in the browser

[http://www.yoursite.com/slpw/plugin\\_userfiles/install.php](http://www.yoursite.com/slpw/plugin_userfiles/install.php)

which will start the installation process. If all is well you will be taken to the plugin preferences page where you will see the plugin listed.

If you have any problems with installation please let us know so that we can help you.

### Setting up the plugin

Now that you have installed the plugin you need to set it up. You can access the user files plugin configuration by selecting **User files** from the **Plugins** menu. This will display a page like this.

#### User files plugin

Settings

File Location to use  The user files will be stored in folders inside this location

Upload notification email  A notification will be sent to this email address when a user uploads a file. Leave blank for no notification.

Email Template  Email template to send to the above email (if set) when a user uploads a file

Admin upload max size  Maximum file size (in bytes) that the admin can upload. The server maximum is 32M

Admin upload file types  List of file extensions allowed to be uploaded by the admin. Separate each one using a space.

User upload max size  Maximum file size (in bytes) that users can upload. The server maximum is 32M

User upload file types  List of file extensions allowed to be uploaded by users. Separate each one using a space.

Delete files after days  Files old than this many days will be deleted. Set to 0 to never expire

#### File Location to use

This is the folder that is used to store the user files. Each user will have their own folder within this folder location. The Default location is the downloads folder created when you installed Sitelok. In most cases this is fine. If you prefer to use a different location you can create the folder where you wish on the server and add it as an extra location in the Sitelok configuration page.

#### Upload notification email

If you wish to receive an email notification when users upload files for you (if you allow this) then enter the email address. If not just leave this field blank.

#### Email template

This is the email template that is sent to you when a user uploads a file (if you allow this). We have included an example called [uploadedfilesadmin.htm](#). This template can include a list of files uploaded using the email template variable `!!!uploadedfiles!!!`.

### **Admin upload max size**

This is the maximum file size in bytes you can upload as admin for users. The field comment shows the maximum size allowed by the server.

### **Admin upload file types**

This is a list of file types (file extensions) you can upload as admin for users. Separate each extension by a space. For example  
`.jpg .gif .png .pdf`

### **User upload max size**

This is the maximum file size in bytes users can upload. The field comment shows the maximum size allowed by the server.

### **User upload file types**

This is a list of file types (file extensions) users can upload. Separate each extension by a space. For example  
`.jpg .gif .png .pdf`

### **Delete files after days**

If you wish you can have files deleted after a set number of days. Set to 0 to leave files until manually deleted

Click the **Save** button when the settings are as required.

## **Disabling the Plugin**

To disable the User files plugin select **Plugin Preferences** in the **Plugin** menu option of Sitelok. Uncheck the enable box for the plugin and click the **Save** button.

You can enable it again in the same way.

## **Uninstalling the plugin**

To permanently remove the plugin and its settings follow these steps.

- 1) Disable the plugin as above.
- 2) Click the delete icon next the plugin in the disabled plugins section.

3) Confirm the action in the alert box.

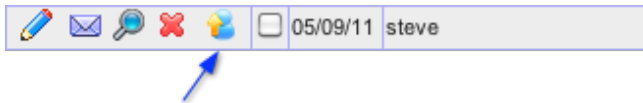
If the plugin is uninstalled successfully you will be returned to the plugin preferences page.



# Chapter 3 Managing user files

## The user files page

To manage files for a user just login to the Sitelok control panel and click the Upload user files icon next to the user.



This will open the user files page for that user.

### User Files (steve)

Existing Files in [location]/userfiles\_9595/

Sort file list by **Filename ascending** ▾

<input type="checkbox"/>	<a href="#">bonus.pdf</a>	70 KB	05/09/2011
<input type="checkbox"/>	<a href="#">employment contract.pdf</a>	74 KB	05/09/2011

Selected

Upload files

Email user after uploading?  Template **uploadedfilesuser.htm** ▾

**Choose File** no file selected

**Upload**

**Cancel**

which shows you any files that you have uploaded for that user and any files that they have uploaded for you as well (if you allow them to upload as well).

### Downloading files

To download a file just click the filename link.

### Uploading files

To upload files click the **Choose File** button and select the file you want to upload. You can repeat this for up to 10 files.

If you want the user to be automatically emailed when you upload the file(s) click the **Email after uploading** check box and select the email template you want to send. The email template can include a list of the filenames uploaded if you wish by using the email template variable **!!!uploadedfiles!!!**. We have included an example email template called `uploadedfilesuser.htm`.

When you are ready to upload the file(s) click the **Upload** button.

### Deleting files

If you no longer need the user to have access to certain files you can select them and click the **Delete Selected** icon.

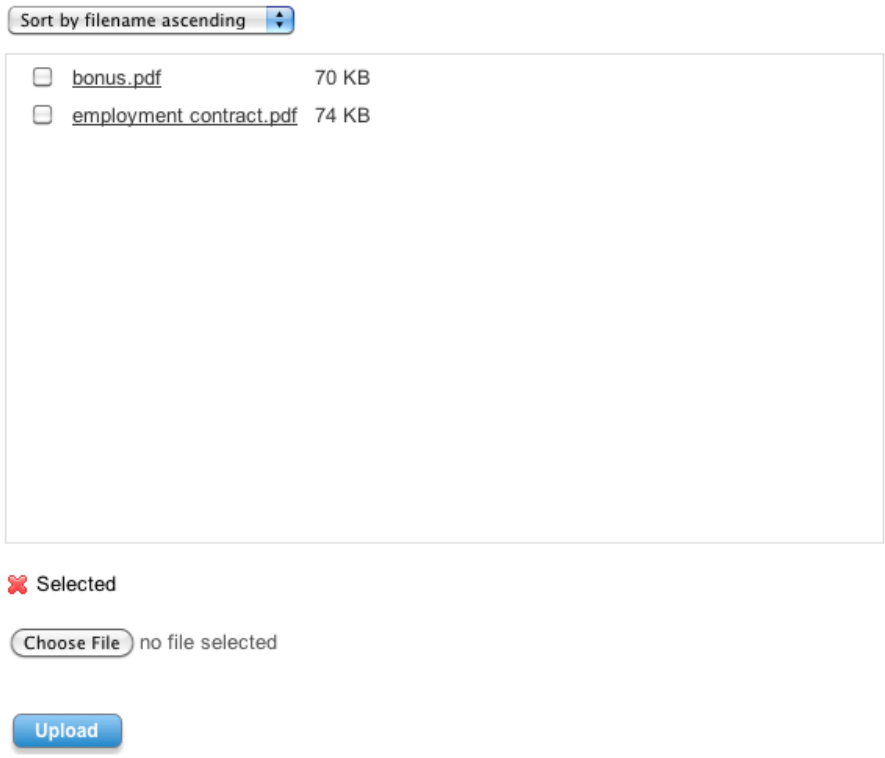
### Sorting the file list

You can change the order files are displayed in the list using the drop down sort control.

# User access to files

## The user files page

You can easily create a members page accessible by any or all usergroups that will provide users with access to the files you have uploaded for them. With all the options enabled the file access area of the page will look like this



You can control what is included in the file access area. You can disable the delete function, upload function, file sort and also hide the file sizes and dates if required as described later. This depends on your application.

## Downloading files

The user can download a file by clicking the filename link. The location of the file is not revealed and the links are secured so no access is possible to other user files.

## Uploading files

The user can upload files by clicking the **Choose File** button and selecting the file to upload. This can be repeated for up to 10 files and the **Upload** clicked to submit them.

If enabled in the plug in settings the admin is sent an email when a user uploads files.

You can disable the ability for users to upload files if you wish.

## Deleting files

The user can delete files by selecting them and clicking the **Delete Selected** icon. You can disable the ability for users to delete files if you wish.

## Sorting the file list

If enabled the user can change the order files are displayed in the list using the drop down sort control.

## Adding the file access area to a members page

You can add the file access area to a members page secured as required. Here are the steps required to add it to a members page. See the example [userfiles.php](#) in the zip which should be uploaded to a folder on your site to use it.

- 1) Create a secured page in the usual way.
- 2) At the bottom of the Sitelok code snippet add this line

```
require_once($SitelokLocation."plugin_userfiles/sluserfiles.php");
```

3) In the <HEAD> section of the page add these lines

```
<link href="<?php echo $SitelokLocationURL;
?>plugin_userfiles/sluserfiles.css" rel="stylesheet" type="text/css">
<script type="text/javascript" src="<?php echo $SitelokLocationURL;
?>plugin_userfiles/sluserfiles.js"></script>
```

4) At the point in the page where you want to insert the file access area place this line

```
<?php sl_userfiles(true,true,true,true,true); ?>
```

Here is an example page. The relevant parts are in bold compared to the rest of the existing members page.

```
<?php
$groupswithaccess="ALL";
require_once("../slpw/sitelokpw.php");
require_once($SitelokLocation."plugin_userfiles/sluserfiles.php");
?>
<html>
<head>
<title>User files</title>
<link href="<?php echo $SitelokLocationURL; ?>plugin_userfiles/
sluserfiles.css" rel="stylesheet" type="text/css">
<script type="text/javascript" src="<?php echo
$SitelokLocationURL; ?>plugin_userfiles/sluserfiles.js"></script>
</head>
<body>
<?php sl_userfiles(true,true,true,true,true); ?>
</body>
</html>
```

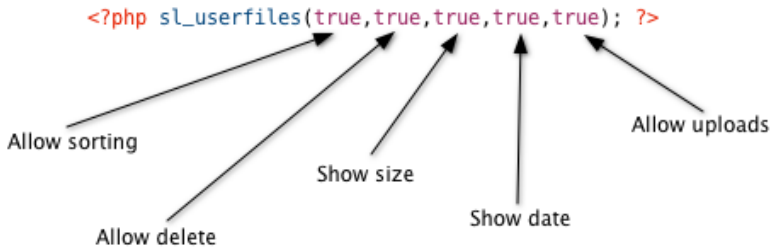
## Disabling file access area features

As we have seen above the line

```
<?php sl_userfiles(true,true,true,true,true); ?>
```

displays the file access area on the page. The five parameters here (all set to true for our example) control various features. Each of them can be set to false instead to disable them. The following diagram shows what each parameter controls. You can if you wish have several pages for different groups of users and set different features on each. This is useful if only

some groups of users are allowed to upload files for admin access for example.



### Adjusting the style of the file access area

The styles used for the file access area are defined in [slpw/plugin\\_userfiles/sluserfiles.css](#) and can be adjusted as required.

### Translating English text

You can change or translate the text seen by users by adding the following lines to your `slconfig.php`.

```
define("MSG_SLUF_NOTDEL"," files could not be deleted");
define("MSG_SLUF_INVALIDCHAR"," has invalid characters in the filename.");
define("MSG_SLUF_TOOLARGE"," was too large to upload.");
define("MSG_SLUF_MAXSIZE"," Max size ");
define("MSG_SLUF_BYTES"," bytes.");
define("MSG_SLUF_INVALIDTYPE"," is not a file type allowed to be uploaded");
define("MSG_SLUF_UPLOADERERROR","File upload error ");
define("MSG_SLUF_SORTASC","Sort by filename ascending");
define("MSG_SLUF_SORTDESC","Sort by filename descending");
define("MSG_SLUF_SORTNEW","Sort by file date newest first");
define("MSG_SLUF_SORTOLD","Sort by file date oldest first");
define("MSG_SLUF_NOFILES","No files currently available");
define("MSG_SLUF_SELECTED","Selected");
```

## Chapter 5 Support

Hopefully if you have followed this manual carefully everything will be working fine. However sometimes things don't go quite so smoothly so if you have any questions or problems then please check the FAQ on the support page or email us.

Support area: <http://www.vibralogix.com/support/>

Email: [support@vibralogix.com](mailto:support@vibralogix.com)