Sitelok User Files Plugin

V2.5

Sitelok User Files Plugin

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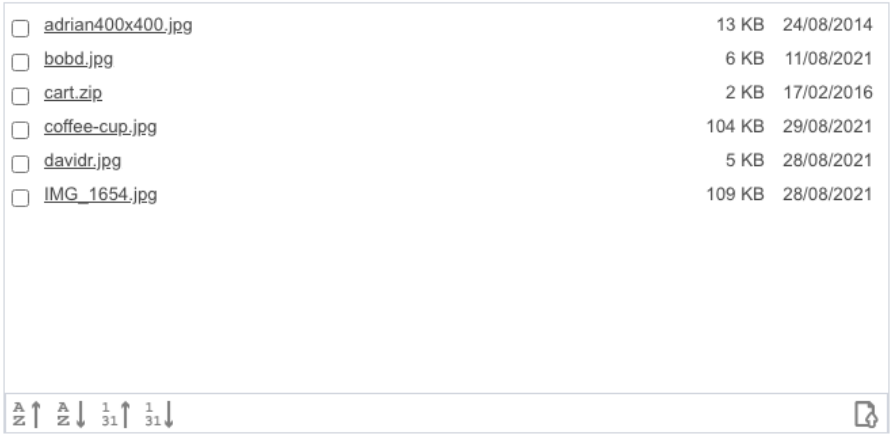
Chapter 1 Introduction

What is the Sitelok User Files plugin?

Private files shared between user and admin

The Sitelok User Files plugin provides a secure file folder for each user where they can upload, download and delete files, depending on the permissions set. The admin can also access and upload the users files from the dashboard. An example use would be where you wish to receive user files for processing and return such as for translation services or graphic design etc.



User access to other users files

Normally a users files are private and only accessible by the user themselves and admin. However it is also possible to have a file box displayed for a specific user to allow other users to download or upload files to or from that user. For example you could have a file box on a users member profile page when using the Messaging & Profile plugin. The plugin is not designed as a full file sharing system though.

Shared files for a usergroup or other use

As well as having a file folder for each user you can also create shared folders for other uses. For example you could create a folder for a usergroup or for specific types of files etc. The file box to access the folder can be added to members pages where you can control who has access.

When files are uploaded an email can be sent to the user / admin to notify them of the new files.

Please note that the plugin requires all files to be stored on your server and doesn't support Amazon S3 or other third party storage systems. 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.

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) Login to the Sitelok control panel.
4) Open the following URL in the browser

   https://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.
5) You can optionally upload the to example emails templates uploadedfilesadmin.html and uploadedfilesuser.html using the email manager.

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 and then clicking the Settings button at the bottom.

File Location to use
This is the folder that is used to store the user files. Each user will have their own sub folder within this folder location. The Default location is the downloads folder created when you installed Sitelok (usually slfiles_xxxxxx) which is fine for most cases. 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.

Send email to admin when user uploads files
Check this box if you wish to receive an email notification when users upload files. You will need to select an email template to use. The example email template uploadedfilesadmin.html could be used. There are a number of variables that can be used in the email template which will be described later.

Admin upload notification email
This is the email address the email notification is sent to.

Admin upload max size
This is the maximum file size in bytes you can upload as admin for users. The field comment show 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 with 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 show 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

Initial sort order
This is the initial sort order for the default file box.

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.

Store files uploaded via contact forms (requires Sitelok V6.4+)
If you check this box then files uploaded by users via a contact form will be saved in their files folder too. Using a contact form allows a user to upload a file together with a note as well.

Default style
In this section you can set the style of the default file box. If you prefer to simply adjust sluserfiles.css instead you can check the Use styles from sluserfiles.css only checkbox.

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 it's 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.

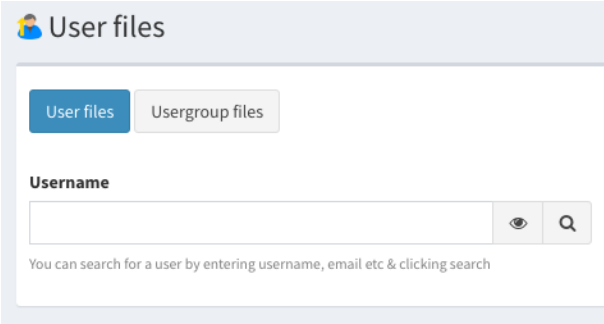
If the plugin is uninstalled successfully you will be returned to the plugin preferences page.

Chapter 3 Managing user files

There are two ways to access user files from the dashboard.

From the plugin page

From the main plugin page accessible by clicking Plugins - User files from the main menu.

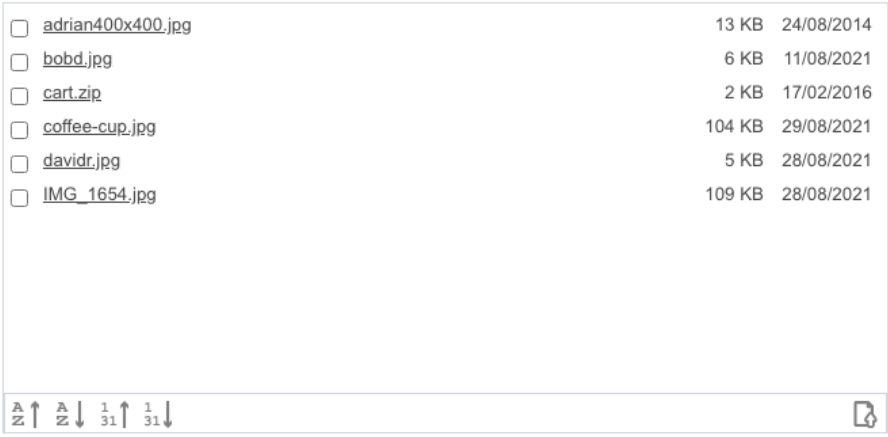


Click the User files button to access files for a specific user or Usergroup files for shared files.

User files

Enter the username for the user and click the view icon. You can search for a user by entering the user id, name, email or profile nickname and clicking the icon. You can then choose the user from the matches found.

Once you have selected the user you will see the user file box appear.



Click the sort buttons to change the sort order.

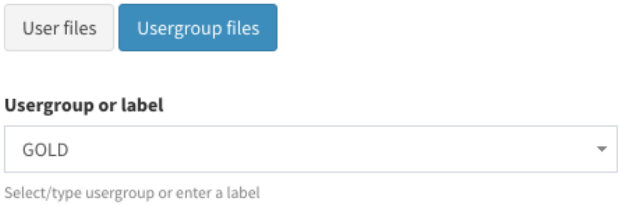
To upload you can either drag and drop files on to the file area or click the to select files. You can upload up to 5 files at a time. You can set an email template to send to the user when you upload if required.

To delete files select them and click the ✕ icon.

Usergroup or shared files

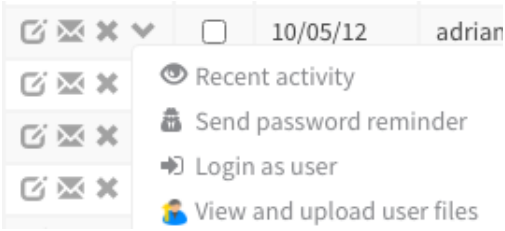
This section allows you to create and access shared file folders. These could be for a usergroup or any other use (label).

Enter or select a usergroup or the label for a file folder.



From a users upload page

The other way to access a users files is from the man dashboard page. Find the user required and then click the drop down arrow on the left of the user. Then click View and upload user files.



Email templates

You can set email templates to be sent to the admin when a user uploads files. By default the template sent and the email address used are set in the plugin settings. When using the snippet generator you can override these and also set an email template to be sent to a user when files are uploaded. This is most useful when you allow users to upload files to another user.

Email variables

These are the additional email variables you can use in the email templates sent by the plugin.

File information

!!!uploadedfiles!!!
This displays a list of the filenames uploaded without download links.

!!!uploadedlinks!!!
This displays a list of filenames upload with direct download links. The links expire after 24 hours.

!!!userfilescp!!!
Inserts a link to the dashboard to directly access the users files. This should only be used in admin email templates of course.

Information about the user who uploaded the files

!!!uploadedbyusername!!!
The username of the uploader.

!!!uploadedbyuserid!!!
The numeric userid of the uploader.

!!!uploadedbyemail!!!
The email address of the uploader.

!!!uploadedbyname!!!
The full name of the uploader.

!!!uploadedbyfirstname!!!
The first name of the uploader.

!!!uploadedbylastname!!!

The last name of the uploader.
!!!uploadedbynickname!!!

The nickname of the uploader if you have the Messaging & Profile plugin installed.

Information about the user who sent the files

These variables would normally only be used if you have setup the ability for users to upload files for other users.

!!!uploadedtousername!!!
The username of the user receiving the files.

!!!uploadedtouserid!!!
The numeric userid of the user receiving the files.

!!!uploadedtoemail!!!
The email address of the user receiving the files.

!!!uploadedtoname!!!
The full name of the user receiving the files.

!!!uploadedtofirstname!!!
The first name of the user receiving the files.

!!!uploadedtolastname!!!
The last name of the uploader.

!!!uploadedtonickname!!!
The nickname of the user receiving the files if you have the Messaging & Profile plugin installed.

Chapter 4 User access to files

You can easily add a user file box to a members page by pasting this snippet where you wish the file box to appear.

```
<?php if (function_exists('sl_userfiles'))
{ sl_userfiles(true,true,true,true,true); } ?>
```

If you use the Rapidweaver Sitelok stacks you can use those instead.

The default box will display the logged in users files and allow them to download, upload and delete files. When a file is uploaded by the user you, as admin, will receive an email notification if enabled in the plugin settings. The default file box styles will be used.

There are many options and settings available including the ability to set the styling and also to set the file box to show other users files where needed. We have an easy to use snippet generator which you can access from the main menu Plugins - User files and then clicking the Snippets button at the bottom of the page.

There are two types of snippets available.

User files box

This generates the snippet to show the user files box as you see it in the dashboard.

User files list
This generates the snippet for a simple file list. This is useful if you prefer a simpler file list instead of the file box. The file list doesn't have delete or upload options.

Translating English text

You can change or translate the text seen by users by adding the following lines to your slconfig.php new you other settings. The text is set this way instead of via the dashboard as it enables multi language sites to adjust the text programmatically based on the currently URL or a cookie setting etc.

```
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 an allowed file type");
define("MSG_SLUF_UPLOADERROR","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_UPLOAD","Click to upload or drag & drop files above");
define("MSG_SLUF_DELSEL","Delete the selected files");
define("MSG_SLUF_MAXFILES","Maximum 5 files per upload");
define("MSG_SLUF_MAXFILES","Maximum 5 files per upload");
define("MSG_SLUF_NOUSER","User doesn't exists");
```

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