

File Exchange User Guide

1. [How do I login VML File Exchange?](#)
2. [How can I access a folder?](#)
3. [How can I upload a file?](#)
4. [How Can I download a file?](#)
5. [I've selected a file to upload but I change my mind, how do I remove it?](#)
6. [How do I create a folder?](#)
7. [How can I delete files I've already uploaded?](#)
8. [How do I move file/files to a different folder?](#)
9. [How do I create a bulk/.zip file?](#)
10. [Why don't I see my file/folder?](#)
11. [How do I rename a file/folder?](#)
12. [How do I get back to the Main folder?](#)

Access

1. How do I login VML File Exchange?

After logging into www.vmlins.org with your username and password:

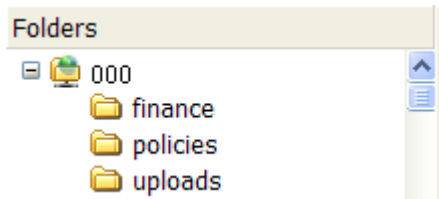
- Click Member Home Page
- Hover over “Get Information”
- Click “File Exchange”

Navigation

2. How can I access a folder?


There are 3 folders available: Finance, Policy and Uploads

- Select a folder on the main page or left panel
- Double click on the folder to Open the folder



3. How can I download a file?


Once a folder is selected and opened you will see files to select and the download button enabled.

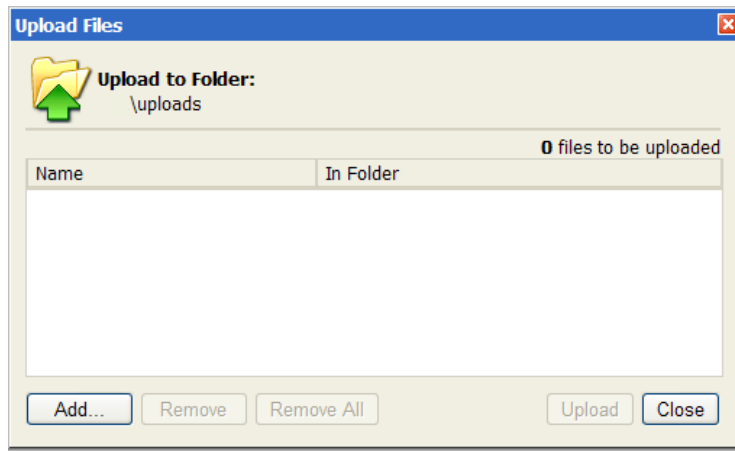
- Highlight or select the file
- Click on the “Green Down Arrow” icon 
- You can also right click on the selected/highlighted file
- Select “Download”
- Choose Save or Open

File Exchange User Guide

4. How can I upload a file?

Navigate through the folders, and select the “Uploads” folder. Files can only be uploaded to the Uploads folder only.

- Select a folder
- Open the folder
- Click on the “Green Up Arrow” icon 
- Upload box will display
- Click on “Add” in the upload files box
- Locate file that you want to upload
- Click “Open”
- To add another item, click “Add” again on Upload box
- Click on “Upload” button



5. I've selected a file to upload but I change my mind, how do I remove it?


Once the files are listed on the Upload Files box, you have options to remove it from the list.

- Select the file in Upload Files box
- Click “Remove” button at the bottom
- To remove all, click on “Remove All” to remove all files

File Exchange User Guide


6. How do I create a folder?

Folders can only be created in the Uploads folder. There are three ways to create a folder:

- Click on “Create a New Folder” icon on the top toolbar 
 - Enter the name of the folder
 - Click Okay
 - To upload a file, Refer to Question 3.
- Right click on Name of the folder
 - Select “New”
 - Hover and select “Folder”
- Click on Task icon (green small arrow)
- Select “New”
- Hover and select “Folder”

7. How can I delete files I’ve already uploaded?

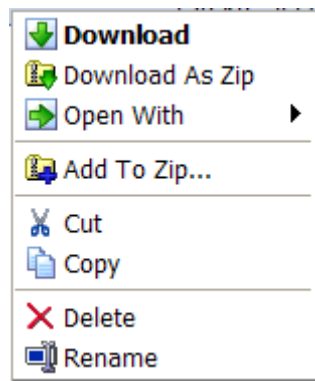
You have an option to keep the files in your “Uploads” folder or delete them.

- Select “Task” icon 
- Select All
- Right click on selected/highlighted files
- Click “Delete”

8. How do I move file/files to a different folder?

Files can also be copied or moved to another folder you’ve created within the Uploads folder.

- Right click on file/files
- Select “Cut” or “Copy”
- Navigate to folder you want to place the file/files into
- Select “Task”
- Click “Paste”



File Exchange User Guide

9. How do I create a .zip file?

If there are multiple files you would like to compress into a .zip file. Do the following:

- Select the file/files you want to add to .zip file
- Right click
- Select “Add to .zip”
- Enter name of the .zip file
- Click “Okay”

10. What do I do if I don't see my file or folder?

Refreshing the page or panel can reveal the files and folders.


- Click on “Task”
- Select “Refresh”

11. How do I rename a file/folder?

- Right click on selected/highlighted file or folder
- Rename the file/folder
- Click Okay

12. How do I get back to the Main folder?

To get back to the main folder, you can view folders from the left panel and browse through there or do the following:

- Click on the “Up One Level” icon on the toolbar 
- This should bring you to Main folder