

Instructions for Logon and Use of SUNY Press FileManager

URL: <http://fm.sunypress.edu>

2-step process...

- 1) Logon, after creating an account, then
- 2) Upload/Download files/documents to the SUNY Press website.

This website is used for uploading (deposit) files to a “USER” account by a SUNY Press “EMPLOYEE.” The USER will automatically be sent an email notifying them that a file has been uploaded by that EMPLOYEE with the name of the file and date/time when it was uploaded. The USER can then logon to download/retrieve the file to save/use on their personal computer.

The USER can also upload files to his/her account, select an EMPLOYEE @ SUNY Press from a list to automatically notify by email the name and date/time when a file was uploaded.

USERS can upload, download, and delete files. They can edit their profile and change their password.

EMPLOYEES can upload, download and delete files. In addition, EMPLOYEES can “create” and “edit” user accounts.

1) Logon:

- From any Internet browser type in the following address: <http://fm.sunypress.edu>

The Logon screen:

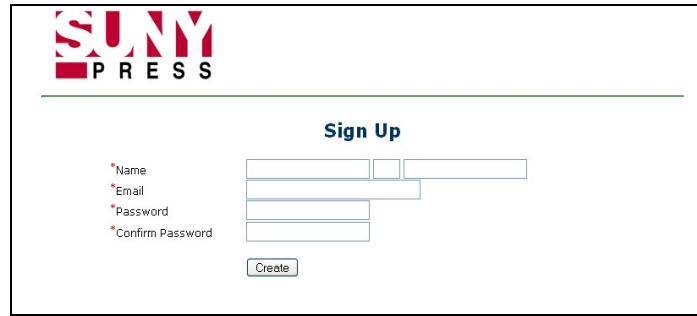


Enter your Username and Password, if you already have one, and click Logon button.

OR

- Click on: [New User?](#) To create/sign up for a new account.

The Sign Up screen:



- Complete the following fields:
 - Name, First Middle Last
 - Email address
 - Password
 - Confirm Password
 - Click the **Create** button to complete account.

The next screen will prompt you to...

Account Created, Click [here](#) to login

Which will bring you back to the original Logon screen.

- Enter your “Username” **As your Email** address and “Password” to enter the site to manage files.

2) File Manager:

- Logging on opens your file management screen where you can download and upload files/documents to SUNY Press.
- From this screen the USER can Upload Document, Download a file, Delete a File, Edit Profile, Change Password, and Logout.

File Manager Screen:

[Upload Document \(New\)](#)

No of Records per page 1000

Sort order: FullName ASC

<input type="checkbox"/>	No.	File Name	Date Uploaded	File Size		
<input type="checkbox"/>	1	Baldwin Angel 00 raw.docx	1/13/2020	0.062 Mb	DownLoad	
<input type="checkbox"/>	2	Baldwin Angel 01 raw.docx	1/13/2020	0.078 Mb	DownLoad	
<input type="checkbox"/>	3	Baldwin Angel 02 raw.docx	1/13/2020	0.067 Mb	DownLoad	
<input type="checkbox"/>	4	Baldwin Angel 03 raw.docx	1/13/2020	0.070 Mb	DownLoad	
<input type="checkbox"/>	5	Baldwin Angel 04 raw.docx	1/13/2020	0.072 Mb	DownLoad	
<input type="checkbox"/>	6	Baldwin Angel 05 raw.docx	1/13/2020	0.046 Mb	DownLoad	
<input type="checkbox"/>	7	Baldwin Angel 06 raw.docx	1/13/2020	0.031 Mb	DownLoad	

Delete Selected File(s)



- Click on [Upload Document](#) to bring up this screen:

The Upload screen:

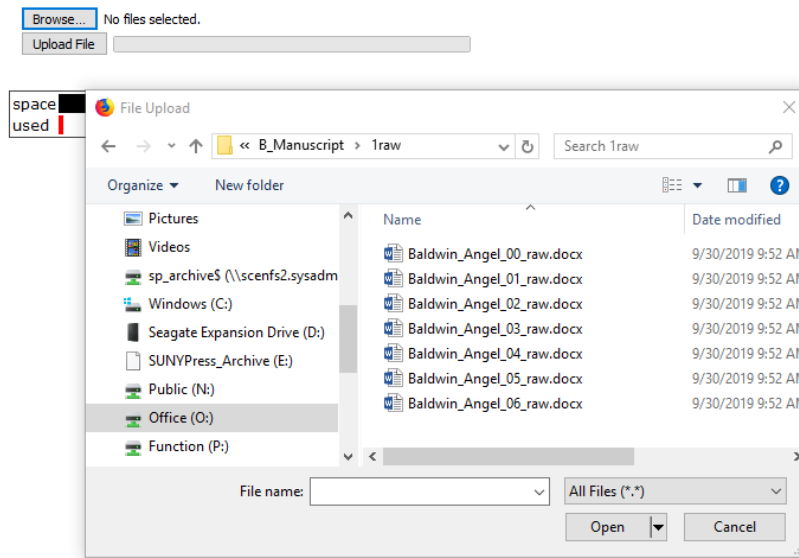
** A MAXIMUM of 15 files are allowed at this moment.

No files selected.



- Click on Browse to search for files on your computer to submit for uploading on to the SUNY Press website:

** A MAXIMUM of 15 files are allowed at this moment.



This is Files upload screen which allows you to upload files to SUNY Press.

Browse... - Click on the "Browse..." to select the file(s) on your computer to submit for uploading the SUNY Press website. Selected file(s) will appear below the "Browse..." button. Note, a maximum of 15 files allowed to upload at this moment.

Remove - The "Remove" button will remove the selected file from the list (NOT from your computer). Basically this option helps you remove un-wanted files from upload after being added accidentally.

Clear list - Clears the list of files added using "Browse..." button.

Upload - The "Upload" button is disabled initially. It is available when you select atleast one file to upload. Note, Files are NOT uploaded unless the "Upload" button is clicked.

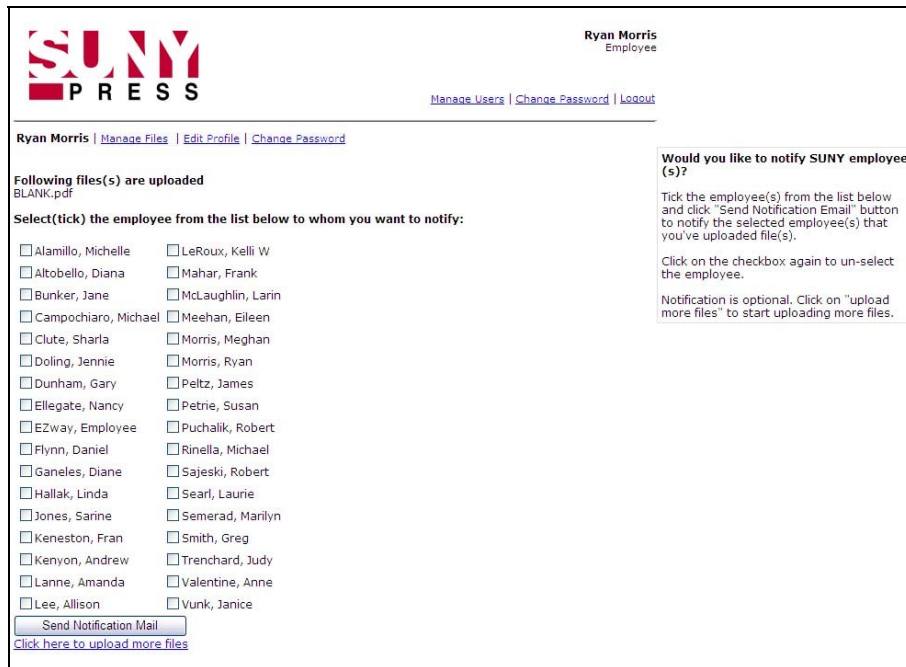
After upload, you shall be provided SUNY Employees list to choose one / many / all employee(s) to whom you want to notify.

- Navigate to the file/s to be uploaded, click the Open button, and finally the Upload button.

(You will see a status window open during the uploading process, as follows, indicating the percent of file uploaded and the elapsed time it is taking.)

PLEASE NOTE: The Following feature has been disabled.

- Check off the EMPLOYEE name who you want to automatically be notified of the file being uploaded.



SUNY PRESS

Ryan Morris
Employee

[Manage Users](#) | [Change Password](#) | [Logout](#)

Ryan Morris | [Manage Files](#) | [Edit Profile](#) | [Change Password](#)

Following files(s) are uploaded
BLANK.pdf

Select (tick) the employee from the list below to whom you want to notify:

<input type="checkbox"/> Alamillo, Michelle	<input type="checkbox"/> LeRoux, Kelli W
<input type="checkbox"/> Altobello, Diana	<input type="checkbox"/> Mahar, Frank
<input type="checkbox"/> Bunker, Jane	<input type="checkbox"/> McLaughlin, Larin
<input type="checkbox"/> Campochiaro, Michael	<input type="checkbox"/> Meehan, Eileen
<input type="checkbox"/> Clute, Sharla	<input type="checkbox"/> Morris, Meghan
<input type="checkbox"/> Doling, Jennie	<input type="checkbox"/> Morris, Ryan
<input type="checkbox"/> Dunham, Gary	<input type="checkbox"/> Peltz, James
<input type="checkbox"/> Ellegate, Nancy	<input type="checkbox"/> Petrie, Susan
<input type="checkbox"/> EZway, Employee	<input type="checkbox"/> Puchalik, Robert
<input type="checkbox"/> Flynn, Daniel	<input type="checkbox"/> Rinella, Michael
<input type="checkbox"/> Ganeles, Diane	<input type="checkbox"/> Sajeski, Robert
<input type="checkbox"/> Hallak, Linda	<input type="checkbox"/> Searl, Laurie
<input type="checkbox"/> Jones, Sarine	<input type="checkbox"/> Semerad, Marilyn
<input type="checkbox"/> Keneston, Fran	<input type="checkbox"/> Smith, Greg
<input type="checkbox"/> Kenyon, Andrew	<input type="checkbox"/> Trenchard, Judy
<input type="checkbox"/> Lanne, Amanda	<input type="checkbox"/> Valentine, Anne
<input type="checkbox"/> Lee, Allison	<input type="checkbox"/> Vunk, Janice

[Click here to upload more files](#)

Would you like to notify SUNY employee(s)?

Tick the employee(s) from the list below and click "Send Notification Email" button to notify the selected employee(s) that you've uploaded file(s).

Click on the checkbox again to un-select the employee.

Notification is optional. Click on "upload more files" to start uploading more files.

You are done, so click logout, unless you wish to upload or download another file.

Note: to facilitate fast uploading and downloading, please use a file compressing software to zip your files into one file.

Also, use a consistent naming convention:

[AU Last Name]_[First word of Title]_[Chapter # expressed "###"]_[Manuscript stage]

- here's an example of the individual file: **Wilson_Order_00_Raw**
- here's an example of the zipped files: **Wilson_Order_Raw.zip**

There are three manuscript stages for copyeditors:

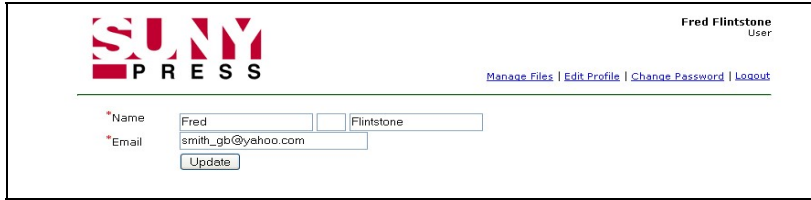
- "Raw" – files from author
- "Edited" – First edit from copyeditor
- "Final" – copyeditor cleaned files after author review

There are two manuscript stages for typesetters:

- "Pages" – typeset pages without index
- "PagesFinal" – final typeset pages with index

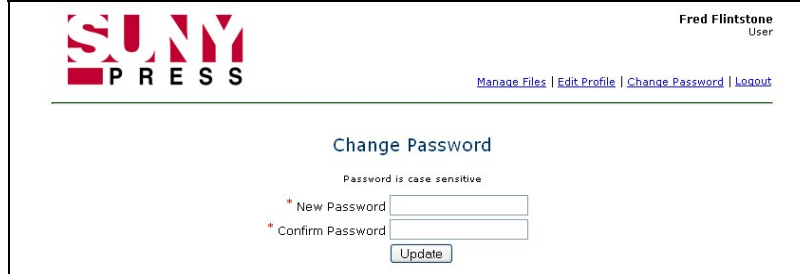
Click on these links on the navigation toolbar and they will bring you to the following screens...

Edit profile:



The screenshot shows the user profile page for Fred Flintstone. At the top left is the SUNY PRESS logo. At the top right, it says "Fred Flintstone User". Below the logo and name are navigation links: "Manage Files", "Edit Profile", "Change Password", and "Logout". The main content area contains two form fields: "Name" with "Fred" in the first input and "Flintstone" in the second, and "Email" with "smith_gb@yahoo.com" in the input. An "Update" button is located below the email field.

Change password:



The screenshot shows the "Change Password" page for Fred Flintstone. At the top left is the SUNY PRESS logo. At the top right, it says "Fred Flintstone User". Below the logo and name are navigation links: "Manage Files", "Edit Profile", "Change Password", and "Logout". The main content area is titled "Change Password" and includes the text "Password is case sensitive". There are two form fields: "New Password" and "Confirm Password", both with asterisks indicating they are required. An "Update" button is located below the "Confirm Password" field.