

TurboFTP Server
WEB FILE SYSTEM

User Manual

@ turbosoft, inc All rights reserved.

2022-02 rev. 1.05

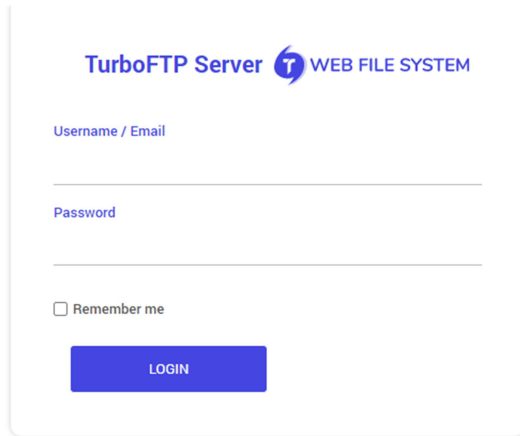
Table of Contents

1. Login to the Web UI	2
1.1. Logout from Web UI	2
2. Files	3
2.1. Create New Folder	3
2.2. Upload a File or Folder	3
2.3. File/Folder Options	4
2.4. Share a File or Folder	5
2.5. Add to Favourites	7
2.6. Change the File View	7
2.7. Preview a File	7
2.8. Copy a File/Folder	9
2.9. Move a File/Folder	9
2.10. Download a File/Folder	10
2.11. Delete a File/Folder	10
2.12. Rename a File/Folder	11
2.13. Extract a Zip File	11
3. Recents	11
4. Shared	12
5. Favourites	13
6. Trash	13
7. Search	14
7.1. Search Option by Type	15
7.2. Search Option by Date Modified	15
8. Settings	16
8.1. General	16
8.2. Security	16
8.2.1. Set Up OTP Verification	17
8.2.2. Login with OTP	18
8.2.3. Set Up Email Code Verification	19
8.3. Change Password	19
8.4. Usage	19

TurboFTP Server web UI allows users to store, retrieve, share and fully manage files and folders in their TurboFTP Server accounts. You can view your files/folders according to recently viewed, shared, favourites, and trash using the left-side navigation menu. This guide will walk you through the web UI and highlight the key features available in it.

1. Login to the Web UI

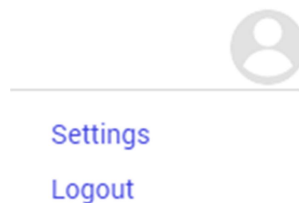
Visit the URL of the web UI, and the login page will appear. Enter a valid username or email and password to log in to the web UI. Once you enter a valid user name or email and password, you will be logged into the system and can view your files.



The screenshot shows the login page for TurboFTP Server. At the top, it says "TurboFTP Server" followed by a blue circular icon with a white 'T' and the text "WEB FILE SYSTEM". Below this, there are two input fields: "Username / Email" and "Password". Under the password field, there is a checkbox labeled "Remember me". At the bottom of the form is a blue button with the text "LOGIN".

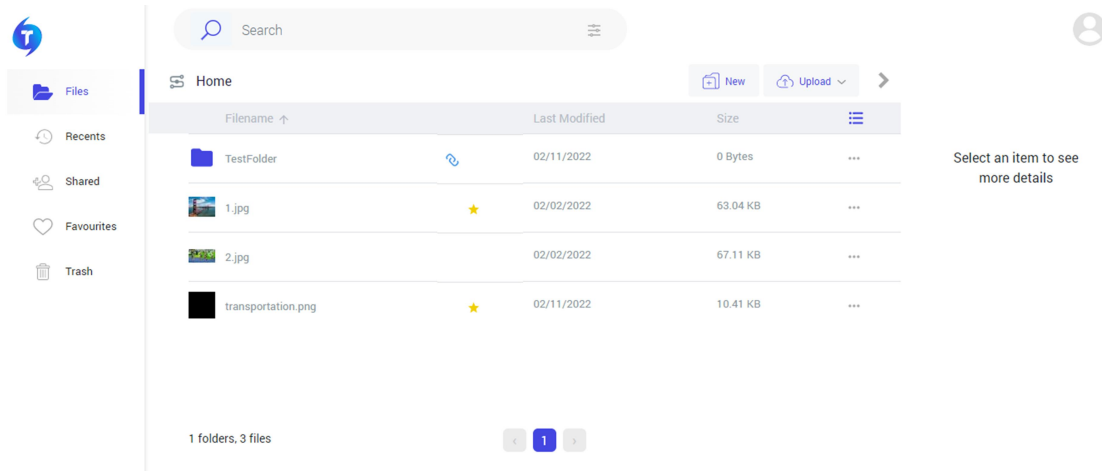
1.1. Logout from Web UI

Click the **user** icon at the top right corner and select the **logout** option to log out from the system.



2. Files

Once you have successfully logged in to the system, you will see the Files section which shows all available files.



2.1. Create New Folder



Click **New** on the top toolbar of the Files page to create a new folder.

Create New Folder

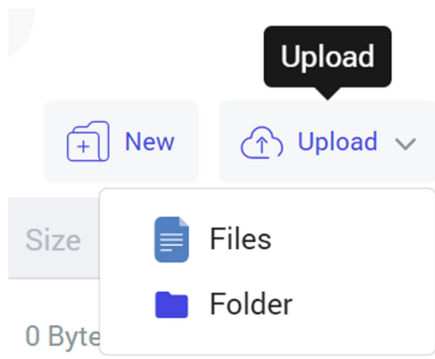
Please enter the new folder name

Cancel

Create

2.2. Upload a File or Folder

You can upload files or a folder from your local machine. Click **Upload** on the top toolbar of the Files page and select Files or Folder accordingly. You can add multiple files at one time or one folder at a time.



The status of any transfers is shown in the **Transfer Queue** located at the bottom right corner. Click the **arrow** icon top right to expand or collapse the queue window, as below.



Clear







Once an item has been successfully uploaded, a completed icon will show on the right side of the entry.



2.3. File/Folder Options

Click the **more options** icon in the right-hand corner of the file to view the options, or click on the left-hand corner to select the file.

The below pop-up item context menu will appear when you click the **more options** icon.

-  Share
-  Copy
-  Move
-  Delete
-  Rename
-  Download

If you select one or more items, available commands for the selected items will show in the toolbar above the file list.

Home

<

2.4. Share a File or Folder

Select the **Share** command in the item context menu to share a file or folder. You can share an item ad hoc through a share link by sending the recipients the link through email or by any other means. If you want to have an email sent to them, enter the recipient email addresses attach an optional message and click the **Share** button to email the link.

You can also turn the **Enable Link** option on to have the share link generated, which you can copy and use in an email, a messenger app, etc.

Sharing *Test*

✕

You can email the share link right here or just copy it.

Share with

Press enter to add email

Message (optional)

Type Message..

Enable link ☐

📄

Cancel

Share

Sharing *Test*

✕

You can email the share link right here or just copy it.

Share with

test12@email.com ✕ test13@email.com ✕

Press enter to add email

Message (optional)

Sample message

Enable link ☒ Link Settings

https://srvdemo.turboftp.com/s/twX50PVD2d0

📄

Cancel

Share

Once you have enabled the link option, you can configure link settings. You can set the expiration date, password, and downloadability of link.

Share settings for "Test"

✕

Expiration

2022-2-17

Password Protected Share

☐

Password






Allow to download shared files

☒

Cancel

Save

When an item (file or folder) is shared, a link icon will appear by the filename. In the below example, 2.jpg is shared.

 1.jpg		02/02/2022	63.04 KB	...
 2.jpg		02/02/2022	67.11 KB	...
 best-cloud-servers.jpeg		02/17/2022	193.2 KB	...

2.5. Add to Favourites

To add an item to favourites, click the **star** icon while the mouse hovers over the item.

<input type="checkbox"/>	 TestFolder	 	02/11/2022	0 Bytes	...
--------------------------	--	---	------------	---------	-----

2.6. Change the File View

You can change the file view to be details, large, or small.

Details 

Large 

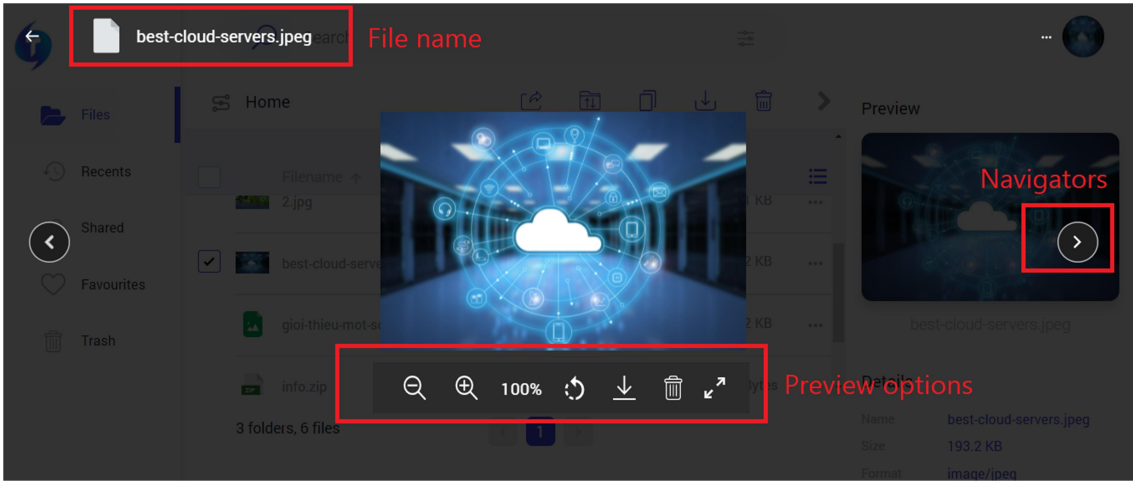
Small 

2.7. Preview a File

You can preview a file by just clicking the file name.

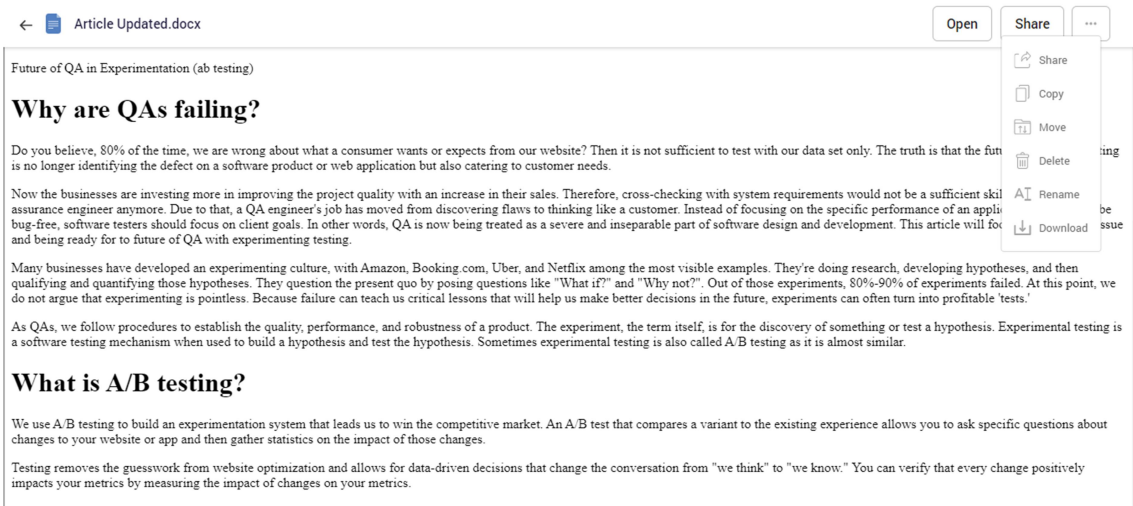
Previewing an image file

When you preview an image, the preview options appear, enabling you to zoom the image in or out, rotate image, download, delete or maximize the view of the image, as shown below.



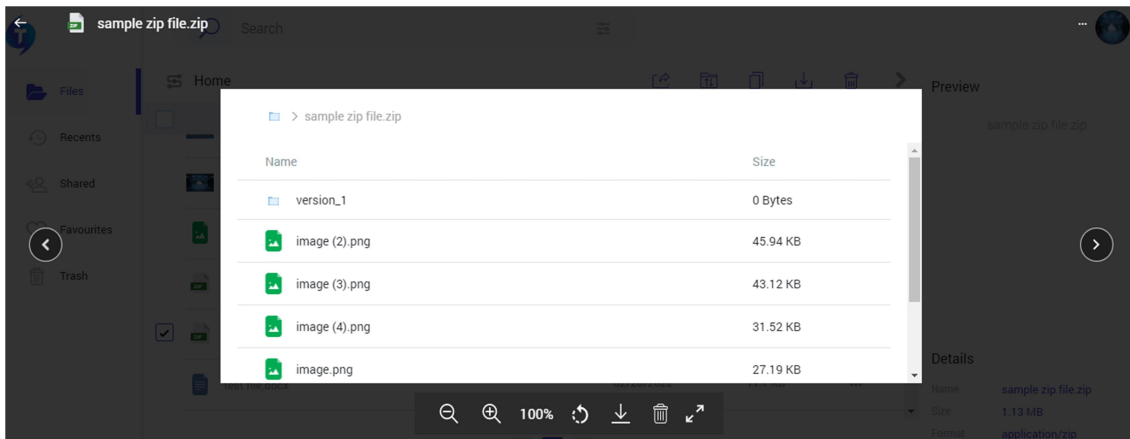
Previewing an MS Office Word document (.docx format)

The web UI allows you to preview an MS Office Word document in .docx format.



Previewing a zip archive's structure

When you click a zip file name, it displays the hierarchy of contents inside the zip archive.

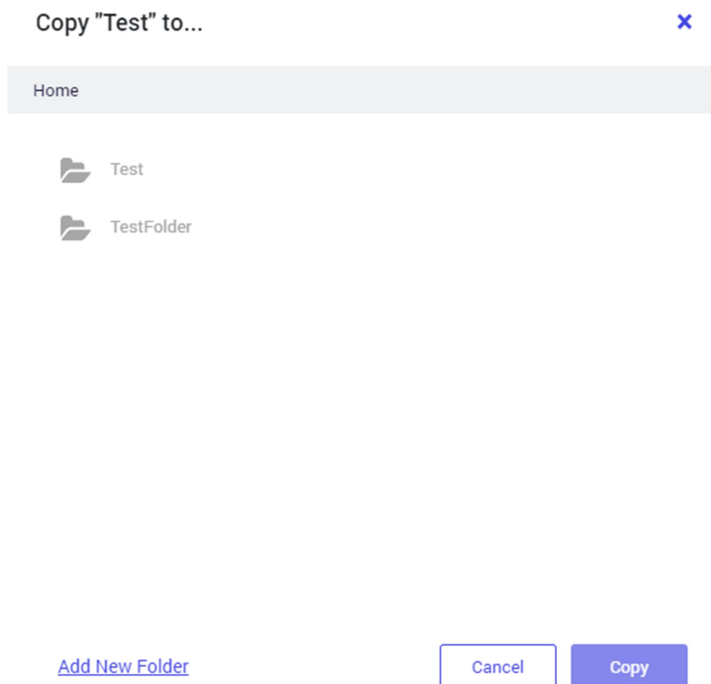


2.8. Copy a File/Folder



Copy

You can copy a file or folder to an existing folder. If you need to create a new folder, click the **Add New Folder** option available on the **Copy File** pop-up window.

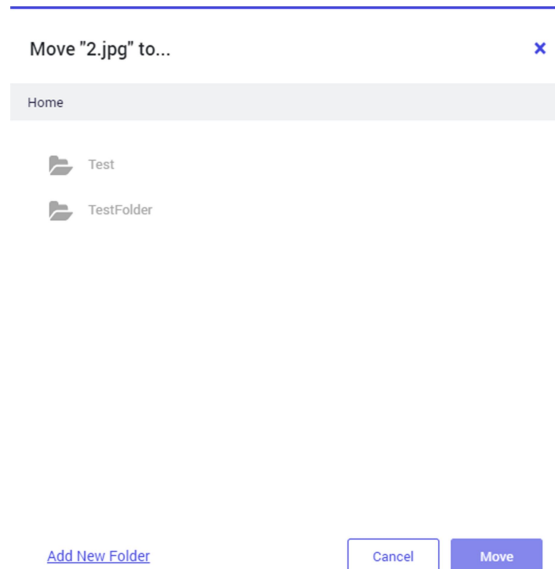


2.9. Move a File/Folder



Move

You can move a file or folder to an existing folder. If you need to create a new folder, click the **Add New Folder** option on the **Move File** dialog.



Select the destination folder and then click **Move**.

2.10. Download a File/Folder



You can download files and folders using the **Download** option from the item context menu. When you download a folder, it will be packed into a zip archive to be downloaded.

2.11. Delete a File/Folder



Select **Delete** from the item context menu to delete a file or folder. Then click **Ok** to the below question to move the item to the trash bin.

Are you sure you want to delete this item?



2.12. Rename a File/Folder



You can rename an existing file or folder using the **Rename** command from the item context menu. The filename will appear in edit mode for you to change.



Press the **Enter** key to submit the change.

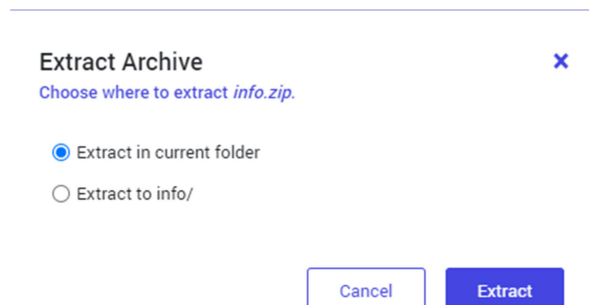
2.13. Extract a Zip File



You can do on-site extraction of a zip archive. First, go to the zip file uploaded in the Files section, then click the **More Options** icon to view the context menu of file options.



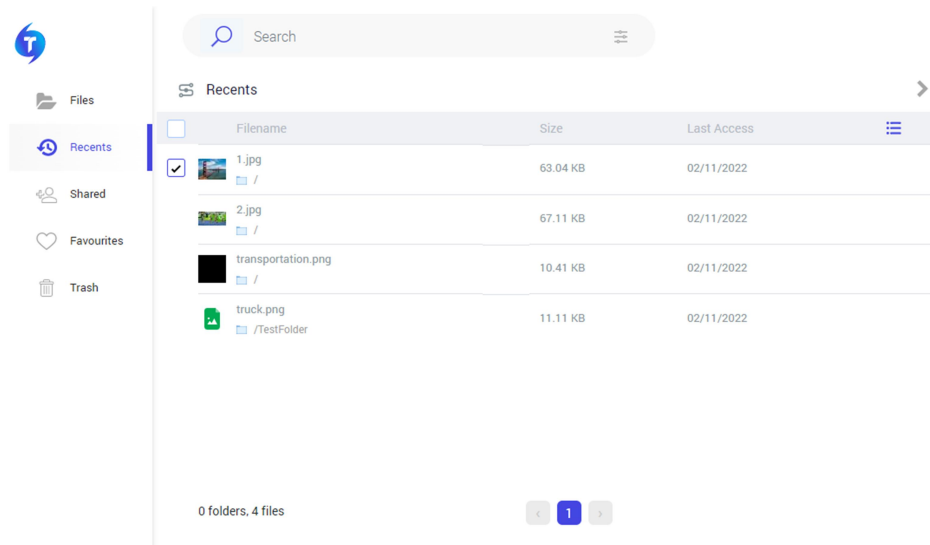
The below pop-up description will appear to verify the location to extract to. Select an option and click **Extract** to continue the process.



Once extracted, the contents will appear in the destination folder.

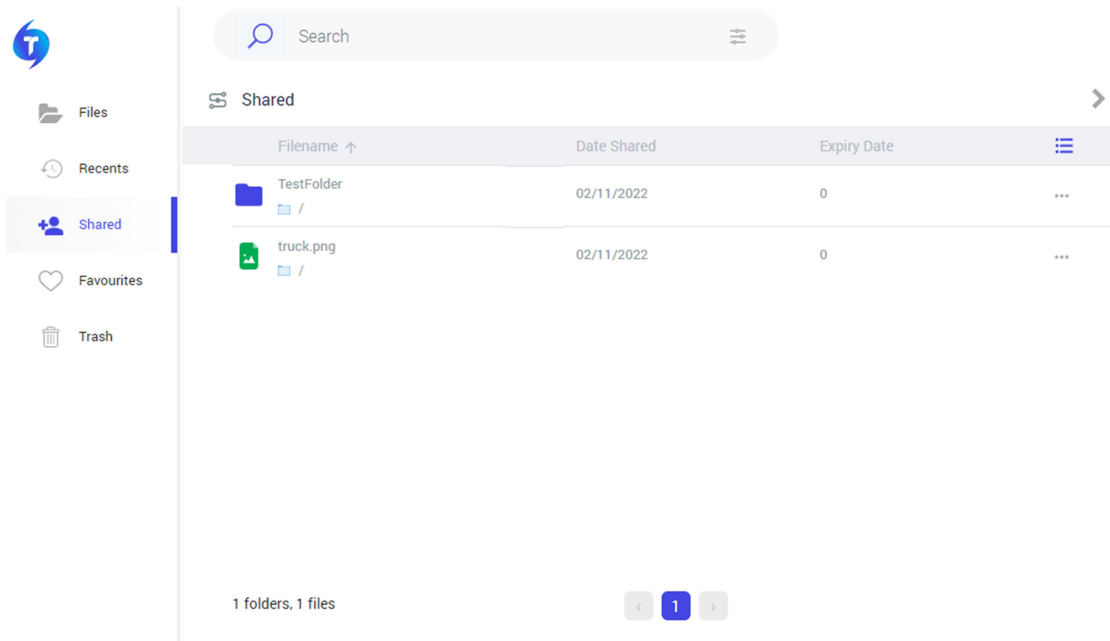
3. Recents

In the **Recents** section, you can view the recently accessed files/folders on your account.



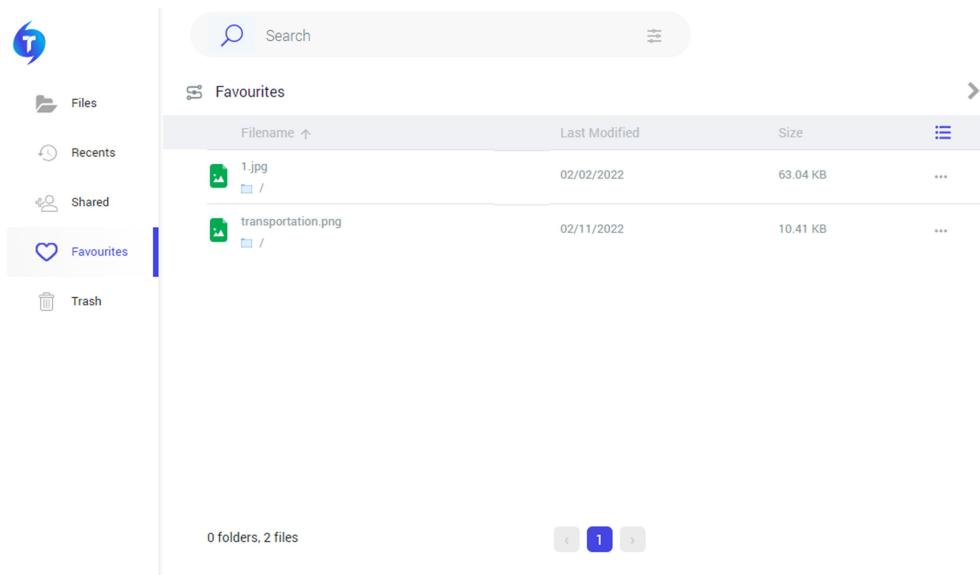
4. Shared

Once you have successfully shared a file or folder (i.e. a shared link is generated on an item), it will appear in the **Shared** section.



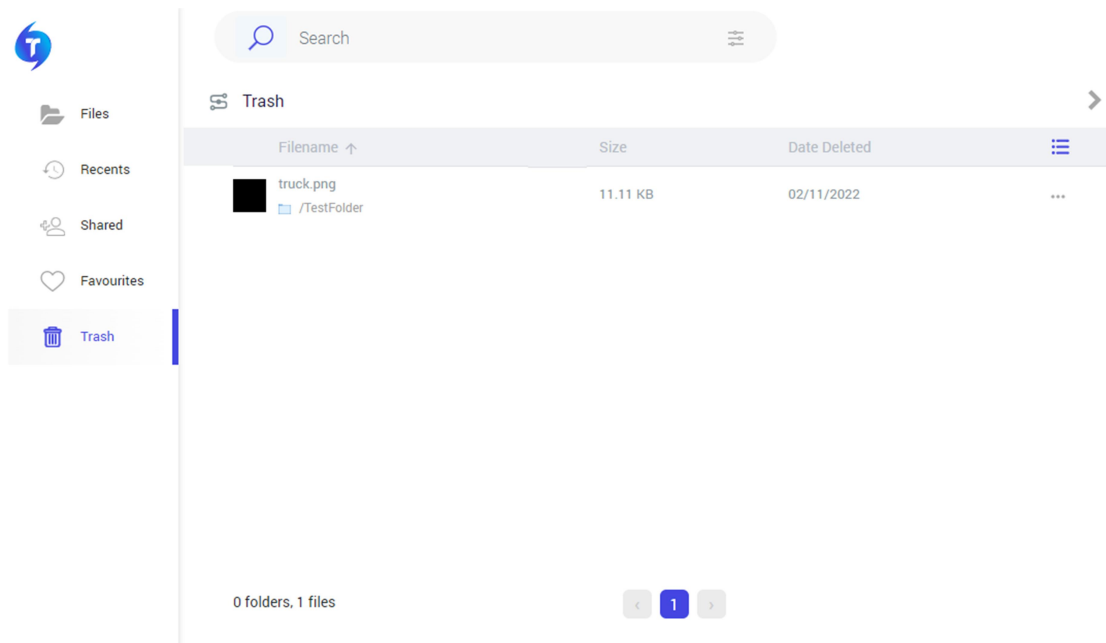
5. Favourites

Once you mark a file or folder as favourite (starred), it will appear in the Favourites section, as shown below.

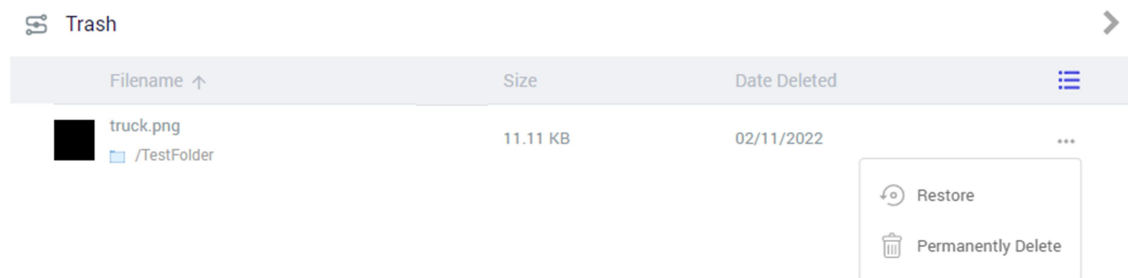


6. Trash

The deleted files are shown in the trash section as below.

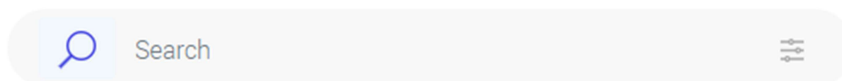


You can restore or permanently delete a trashed file from the system.



7. Search

The search function, available on the top of each page, is crucial. Users can search and apply filters to their search. Click **Search** and enter the keyword you need to explore or click the filter icon at the right side corner of the search box to apply filters.



Click the **filter** icon to bring up the search options. You can filter on type, date modified, or item name, or constrain your search only to folders, trash, or starred items.

The image shows a search filter interface with the following components:

- Type:** A dropdown menu currently set to "Any Type".
- Date Modified:** A dropdown menu currently set to "Any time".
- Item Name:** A text input field.
- Filters:** Three checkboxes labeled "Folder only", "Trash only", and "Starred only", all of which are currently unchecked.
- Buttons:** Two buttons at the bottom, "Reset" and "Search", both in blue.

7.1. Search Option by Type

Below are the file types available in the search filter options.

The image shows the "Type" dropdown menu expanded, displaying the following options with their respective icons:

- Any Type (document icon)
- Photo and Image (photo icon)
- Video (video icon)
- Audio (audio icon)
- PDF (PDF icon)
- Document (document icon)
- Spreadsheet (spreadsheet icon)
- Presentation (presentation icon)

7.2. Search Option by Date Modified

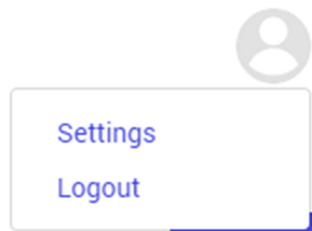
You can filter your search according to the date the item was modified.

The image shows the "Date Modified" dropdown menu expanded, displaying the following options:

- Any time
- Yesterday
- Last 7 days
- Last 30 days
- Last 90 days

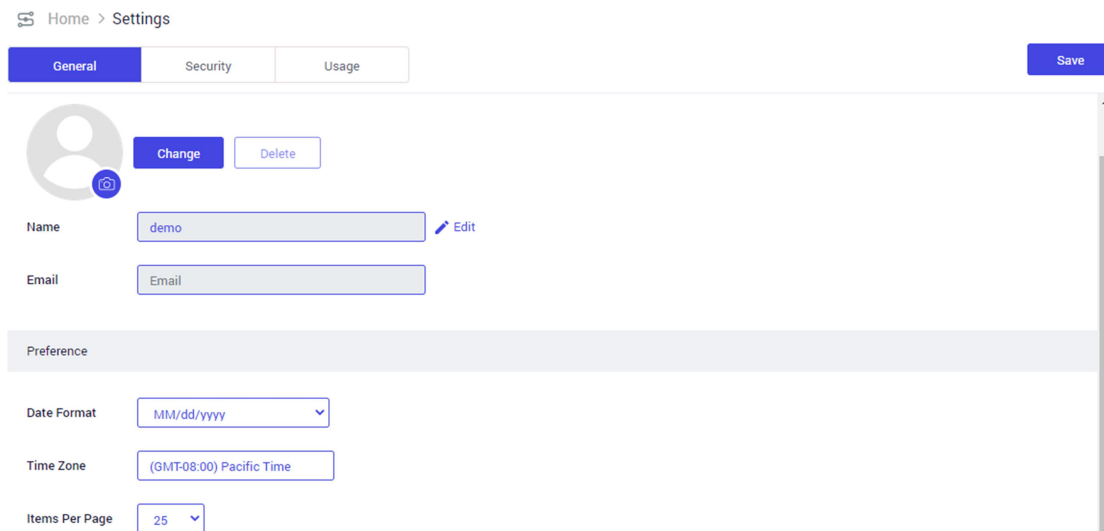
8. Settings

Click the **user** icon in the top right corner of the web UI window and select **Settings**. The settings will show the categories: General, Security, and Usage.



8.1. General

You can change profile settings such as profile image, name, and other preferences in the general tab.

A screenshot of the 'Settings' page, specifically the 'General' tab. The page has a breadcrumb 'Home > Settings' and a 'Save' button in the top right. Below the breadcrumb are three tabs: 'General' (selected), 'Security', and 'Usage'. The main content area shows a profile section with a user icon, a 'Change' button, and a 'Delete' button. Below this are input fields for 'Name' (containing 'demo') and 'Email' (containing 'Email'), each with an 'Edit' icon. A 'Preference' section follows, containing three settings: 'Date Format' (set to 'MM/dd/yyyy'), 'Time Zone' (set to '(GMT-08:00) Pacific Time'), and 'Items Per Page' (set to '25').

8.2. Security

You can change your password and enable two-factor authentication in the security tab.

Two types of two-factor authentication are supported:

- OTP verification
- Email code verification

The login traces and current login IP will be displayed in the security tab.

Home > Settings

General Security Usage Save

Password Change Password

Two-factor authentication

☒ No two-factor authentication

☐ OTP verification

☐ Email code verification

Login Traces

Application	Date	IP
Chrome 98.0.4758 / Windows 10.0.0	02-16-2022 11:14 PM	112.135.75.167
Chrome 98.0.4758 / Windows 10.0.0	02-16-2022 10:49 PM	112.135.75.167
Chrome 98.0.4758 / Windows 10.0.0	02-16-2022 10:20 PM	112.135.75.167

8.2.1. Set Up OTP Verification.

Click **OTP verification** to enable the OTP authentication option. Before being allowed to update the TFA authentication, the current password must be verified.

Verify Password X

Verify current password to proceed

Cancel Submit

The server will then generate a secret key for the user, and the **OTP Login Verification Setup** dialog will show. Use an OTP authenticator app to scan the QR code in the dialog and enter the verification to complete the setup.

OTP Login Verification Setup



TOTP(Time based one time password algorithm) is to be used. Use Your two-factor authentication app to scan the QR Code below. And submit the verification code on your app at the bottom to complete the setup.



Verification code from your authentication app



Cancel

Confirm

8.2.2. Login with OTP

Once you set up the OTP verification, you will view the OTP verification window when you sign in to web UI. Enter the OTP that appears on your Authenticator app.

TurboFTP Server WEB FILE SYSTEM

A verification code from your TOTP app is needed. Please enter it below.

|xxxxxx

VERIFY

[Or start over](#)

8.2.3. Set Up Email Code Verification

This TFA option will have the verification code sent to your email. This option requires SMTP settings to be properly configured in the server, and the user account must have a valid email address.

You can enable Email code verification for your user login. Go to **Settings** → **Security** tab and select the option **Email code verification**. To apply the change, the current password must also be verified.

Two-factor authentication

- ☐ No two-factor authentication
- ☐ OTP verification
- ☒ Email code verification

8.3. Change Password

To change the current password, click the **Change Password** button, and the below dialog will appear. Enter the current password and the new password, then click **Submit** to submit the change.

Change Password

Current Password

New Password

Re-enter Password

Cancel

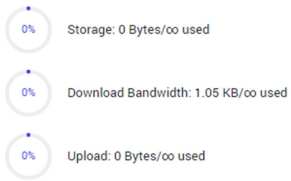
Submit

8.4. Usage

You can view a summary of usage, including storage, download bandwidth, and upload bandwidth, in the **Usage** tab. Login time restrictions will be shown if there are any.

General	Security	Usage	Save
---------	----------	-------	------

Usage



Login Time Restriction

From	To
--:--	--:--