

WebDAV with WebDrive – PC

WebDAV (Web-based Distributed Authoring and Versioning) is a protocol for transferring files across networks, including the Internet. The protocol is very easy to use, its “drag and drop” methods being very familiar to users of most modern computers.

At UWS, WebDAV will replace FTP (file transfer protocol) and secure shell software for web updates, and we have chosen WebDrive as the software that will be installed on PCs to make it all work. As with FTP, we will mainly be using the WebDAV protocol for uploading files to the server.

UWS will only be using WebDrive to update those web sites that aren't able to be updated via the Content Management Service (CMS). The CMS will continue to be used for the vast majority of UWS corporate web sites.

WebDrive will be the only supported WebDAV application at UWS.

Access

All users of this system will need to be granted access to the areas they are permitted to upload and/or modify. You'll need to complete a User ID and Services Request Form, have it signed by your supervisor, and fax the form to the Helpdesk (ext 7191). When access is granted, you will be provided with the details you will need to access the system.

Note: Do not use the “pubsites” Site address/URL used as an example throughout this fact sheet. You will be given the details of the site(s) you are able to update using WebDrive when your access is approved.

Install WebDrive

The WebDrive software licence is available for staff only. Staff will need to log a job with the Helpdesk to have the software installed (ext 5111 – helpdesk@uws.edu.au), and provide their computer's MAC address at the time (the Helpdesk will help you obtain your MAC address).

Configuration

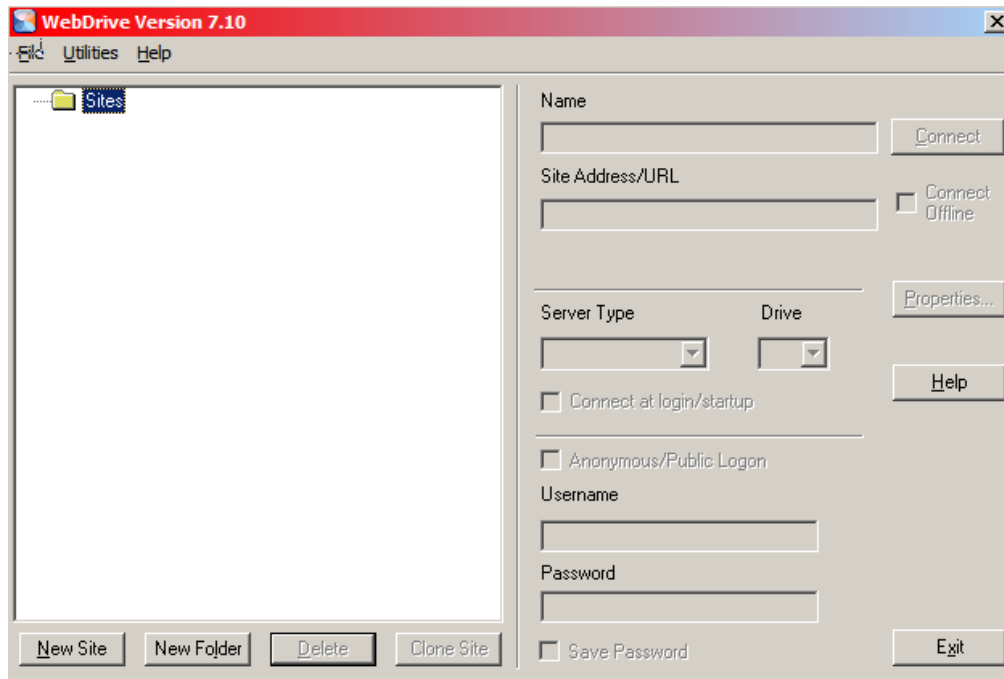
Once you have your access details and software installed, you will be able to configure your machine appropriately. The process is fairly simple, and will be within the skills of most web publishers. If you have difficulties after following these instructions, please log a job with the Helpdesk (ext 5111).

it fact sheet #5

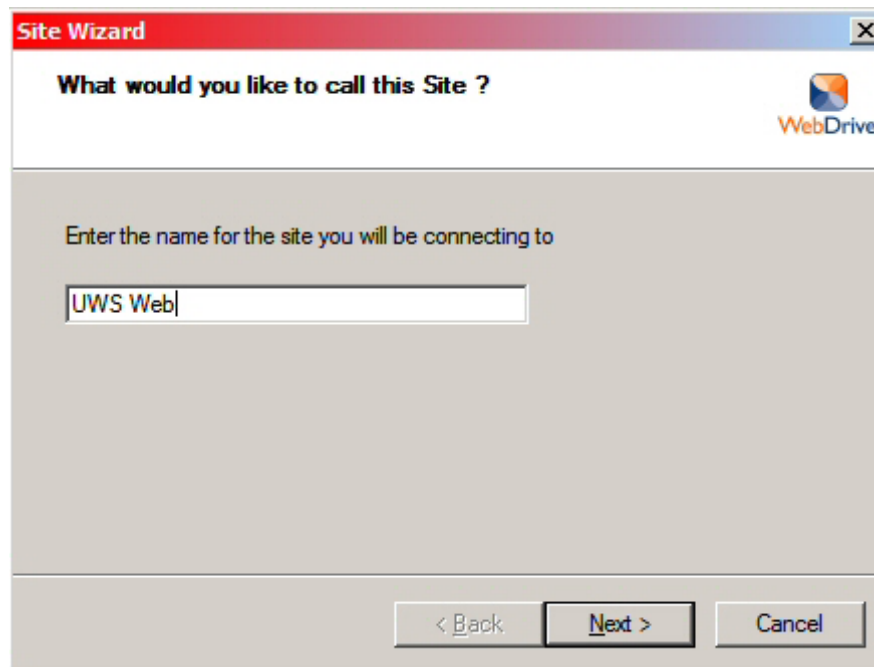
Setup WebDrive

Once installed, WebDrive needs to be configured to work with our servers.

- **Open WebDrive, (Start → Programs → WebDrive → WebDrive)** and the following screen will appear:

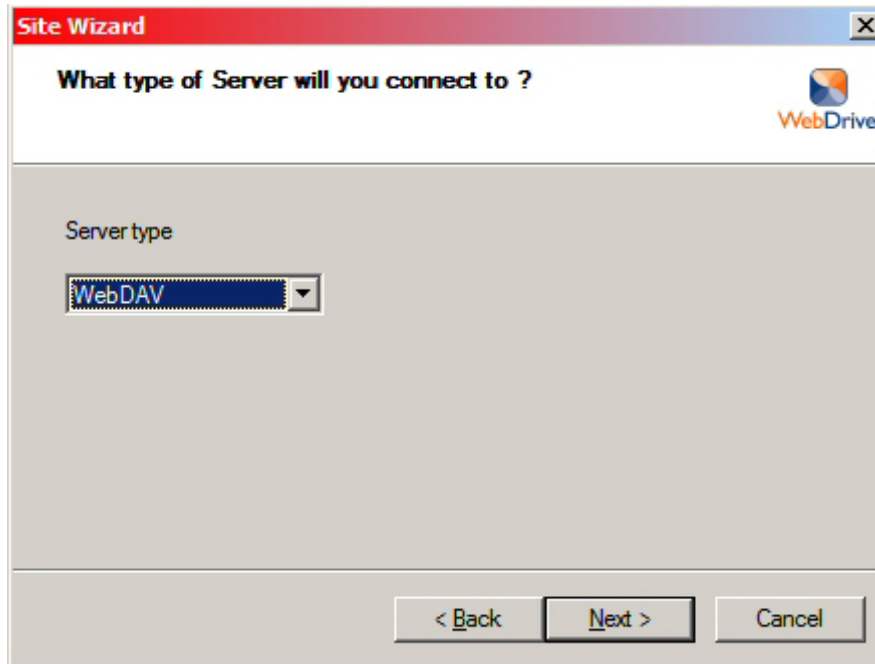


- Click on **New Site** and the Site Wizard will open:

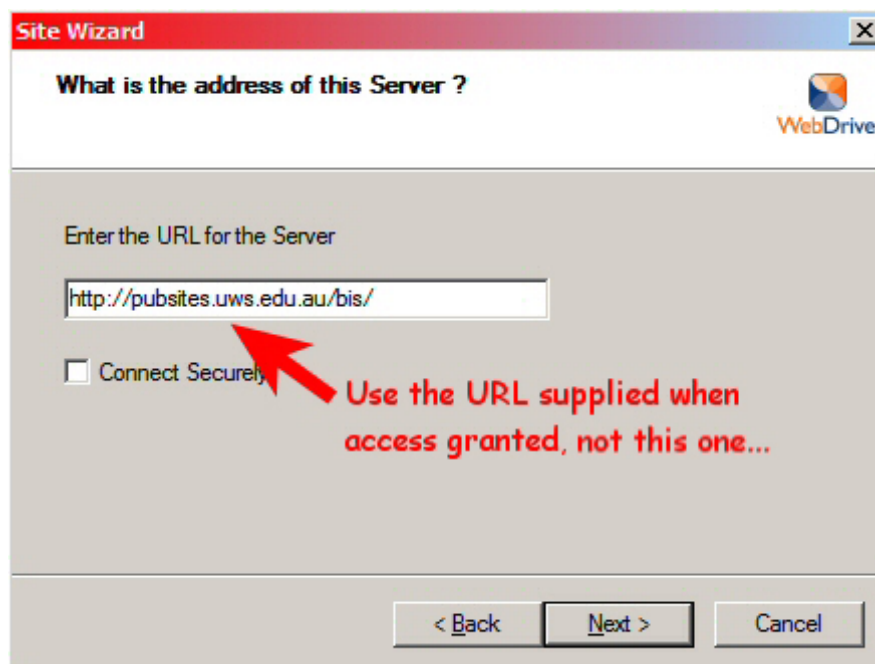


- Name the site. You can use any name you like for this site. Press **Next** to choose the type of server you'll connect to:

it fact sheet #5

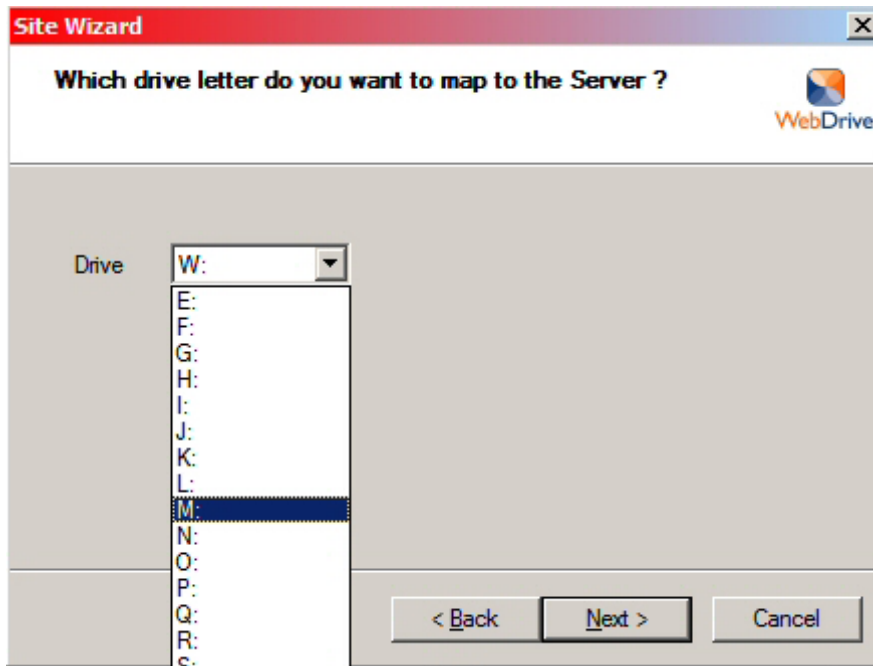


- Choose the server type. We will choose **WebDAV**, which should be the default setting. If not, select WebDAV from the drop down menu. Press **Next**:

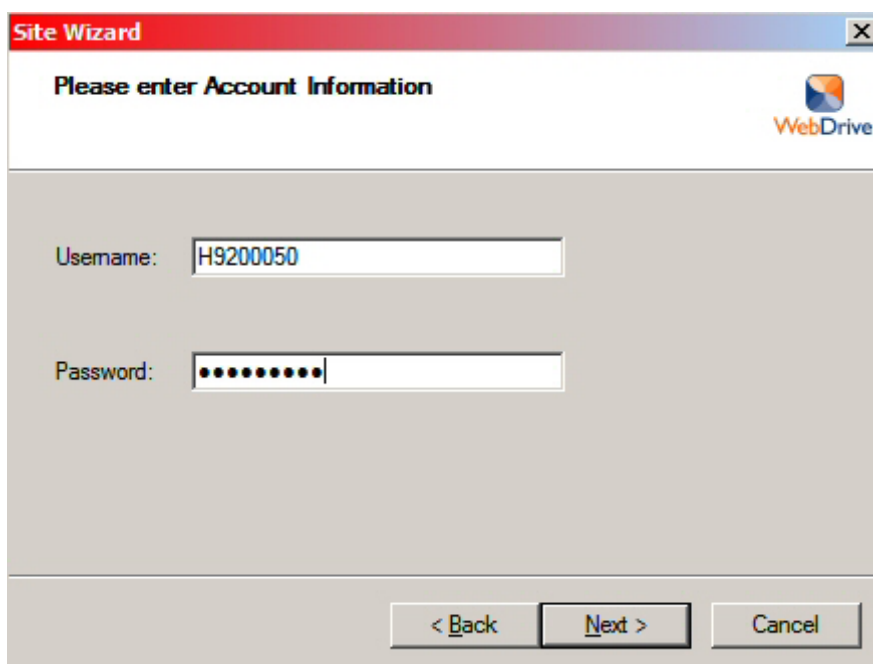


- **Enter the URL** (web address) for the site you are maintaining – this will be provided to you once access is granted – **do not use the site shown** in the example. Be sure to include the full URL, including http://. Press **Next**:

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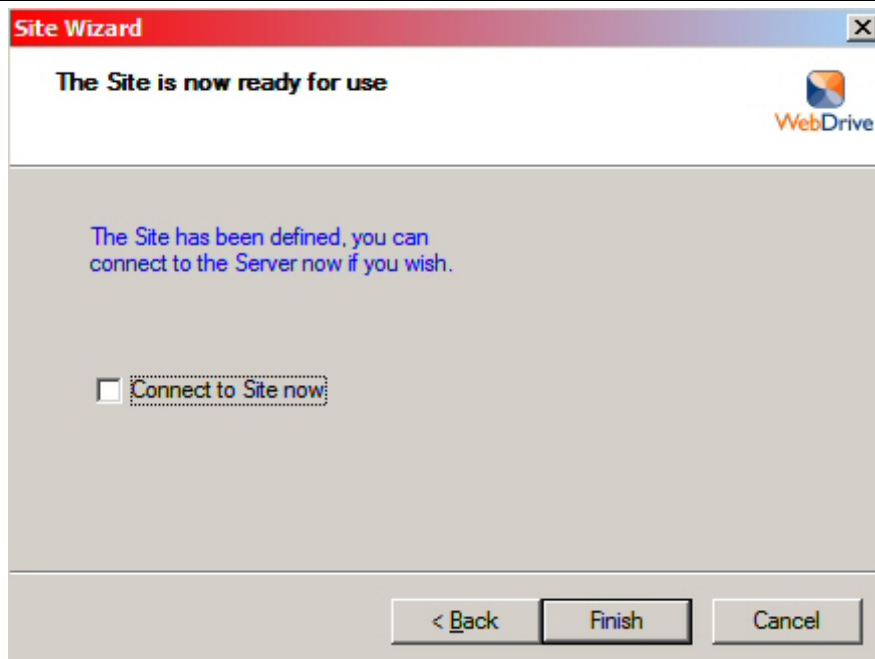


- **Choose an available drive letter** – if you have other networked drives, your initial choice may not be available. If so, choose another letter. Press **Next**:

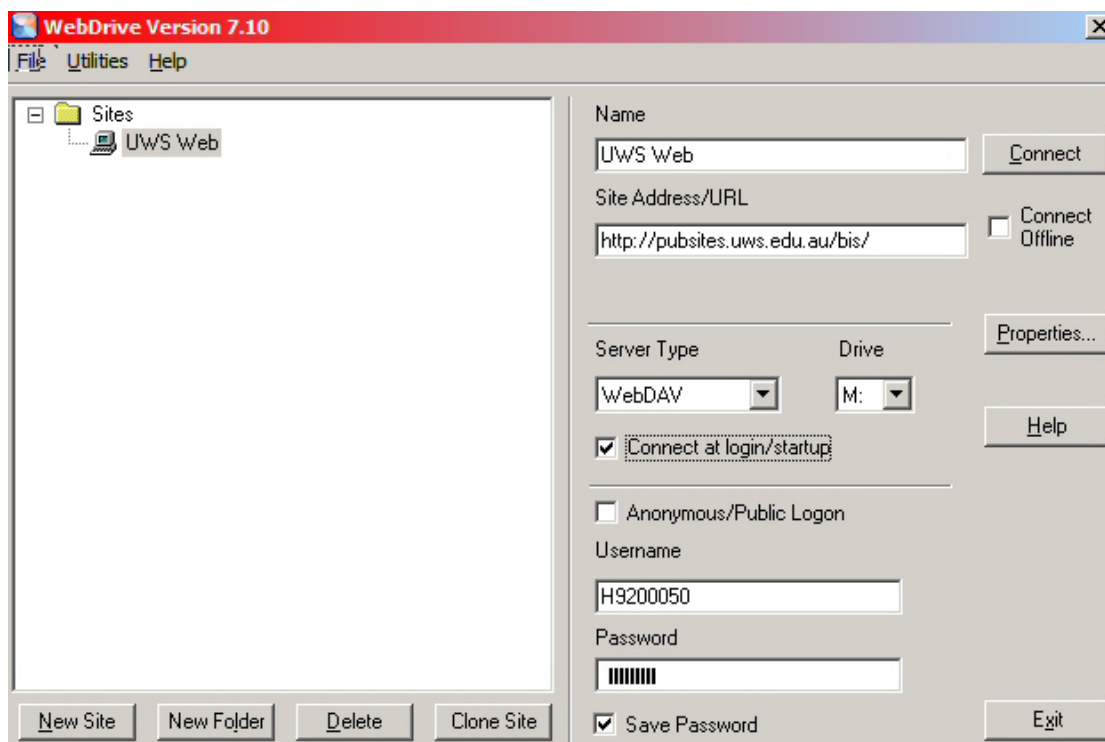


- **Enter your login details**, which will generally be your MyUWSAccount details. **Note:** unlike many UWS systems, your username will be case sensitive – use the exact case advised when access is granted. Press **Next**:

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- If you don't tick **Connect to Site now**, you will be able to configure WebDrive to automatically connect to the site every time your computer starts. Press **Finish**, and the Main WebDrive window will re-appear:



- Ensure the site you have just created is highlighted, and tick **Connect at login/startup**. This completes the configuration process.
- If you want to connect to the site now, press **Connect**.

it fact sheet #5

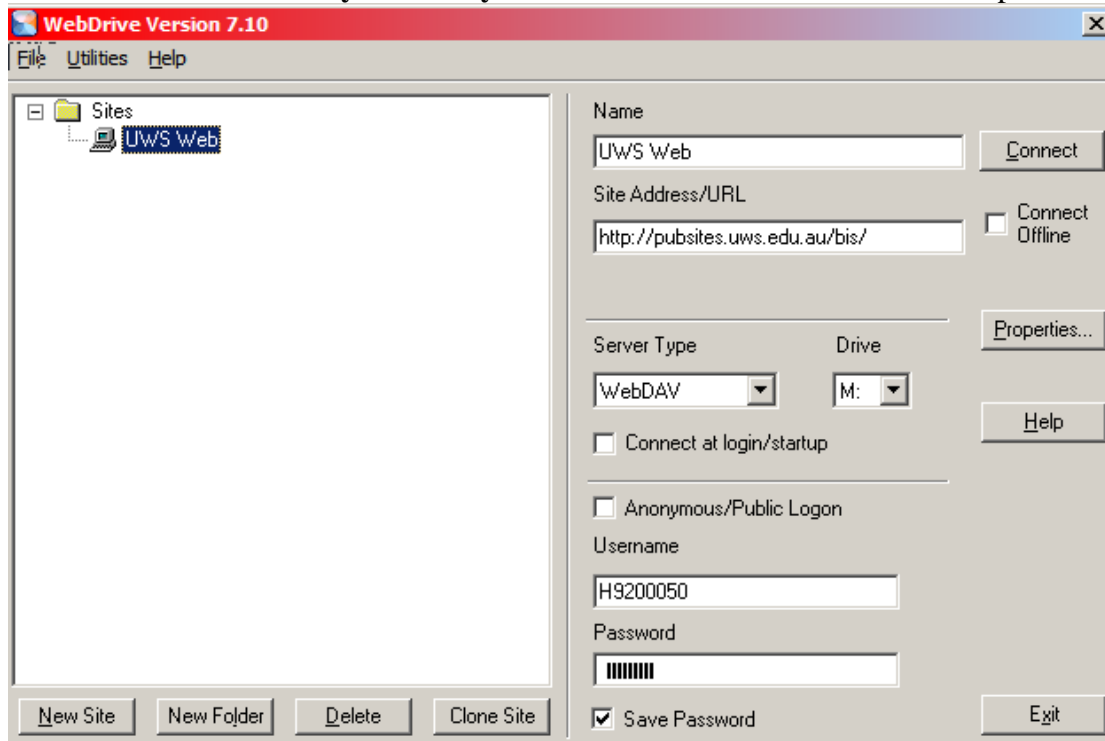
Using WebDrive

- If you ticked Connect at login/startup, WebDrive will automatically reconnect you to the site every time your computer restarts. You should notice WebDrive's icon in your System Tray (the icons at the bottom right of your screen).
- If you didn't tick Connect at login/startup WebDrive won't automatically connect on restart, but the icon still appears in your System Tray, allowing you to easily connect to the server.



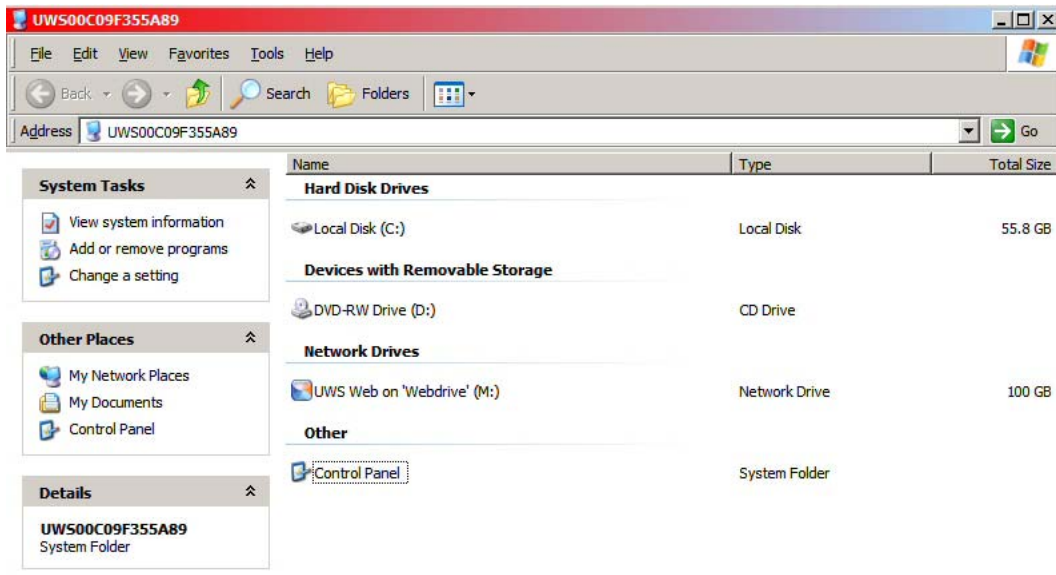
System Tray icons – WebDrive is circled

- Double click the **System Tray icon** and the WebDrive window will open:



- Select the site you want to connect to, and press **Connect**. Once connected, the drive you nominated for the site will automatically open. The drive will also appear in your list of available drives under your My Computer icon (labelled UWS and a series of numbers and letters on UWS computers).

it fact sheet #5



Using WebDrive

When the site is connected, it will appear as a new drive – the same as any other drive or folder on your computer. Open the new drive from your My Computer, and you will see your uploaded files and folders are available for use. You can now drag and drop files into and from the site (drive), copy/cut and paste, delete, rename, etc.

When connected, the system tray icon has a new function – double click the icon and the WebDrive monitor opens. The WebDrive monitor logs activity on the connection – transferred files, errors, etc, and can be useful when diagnosing problems. You can also disconnect the site using the monitor window.

