

## Using RM Portico

Portico gives you access to your files on your school or college network from a browser on any computer (including desktops, laptops, netbooks and smartphones). You can use it at your school or college, or from anywhere you can connect to the Internet.

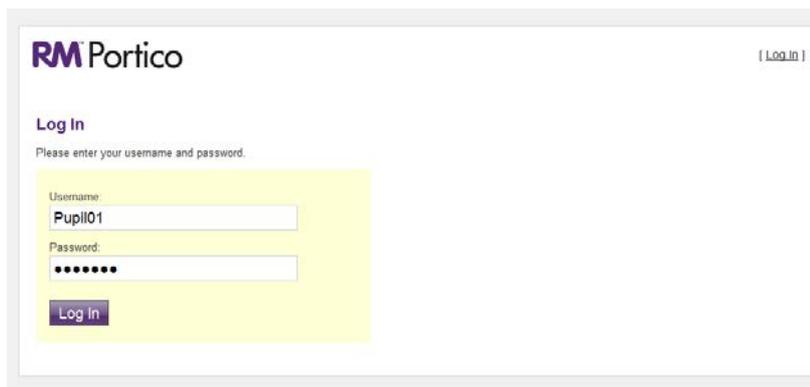
You can use Portico to download files to read or print, and if you have permission you can also edit files on the network and upload new files.

### Logging into RM Portico

#### ► To log into RM Portico from within the network

Follow these instructions if you are working on a school/college computer that is part of the network.

1. Open a browser program (e.g. Internet Explorer or Safari).
2. Type **http://portico** in the browser's address bar (or **https://portico** if it has been configured securely), and press Return.



3. At the login page, enter your network username and password and click 'Log In'.

#### ► To log into RM Portico from outside the network

Follow these instructions if you are working on a computer that is not part of the network (e.g. a computer at home, or your own personal computer at your school or college).

You will need the address for external access to your school or college's Portico website. Your network administrator or teacher can give you this information.

1. Open a browser program (e.g. Internet Explorer or Safari).
2. Type the address for your Portico website in the browser's address bar, and press Return.
3. At the login page, enter your network username and password and click 'Log In'.

## Manage Files mode

In Read Only mode, users can only use RM Portico to open and download files.

In Manage Files mode, controls are displayed to let users upload, copy and move files, and to change which shared folders are displayed in their account. Users who have been given access to delete files can also do this in Manage Files mode.

To move between these modes, click the **Manage Files** or **Stop Managing** button. (You won't see these buttons if you have only been given Read Only access to RM Portico.)

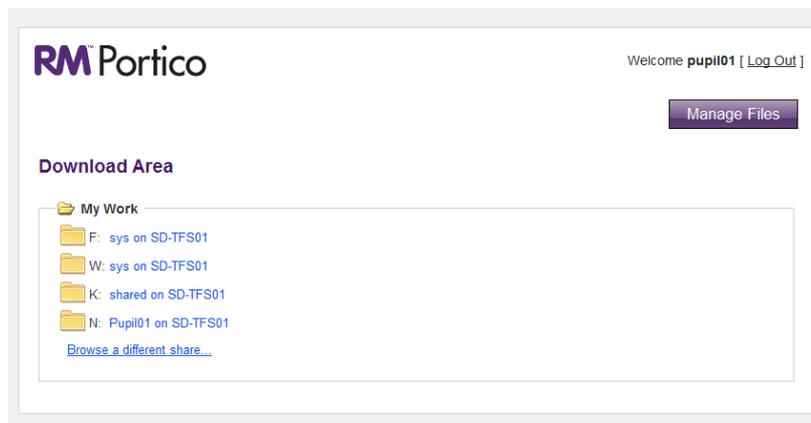
## Downloading files

When you log in to RM Portico, a 'Download Area' page is displayed. Here you can see a list of shared network folders you can browse.

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**Note** This list may be quite long, and it may include shared folders you don't need to use. If it's a nuisance to be shown so many folders each time you use RM Portico, you can hide the ones you don't usually need; see 'How to change which shared folders are displayed' on page 18.

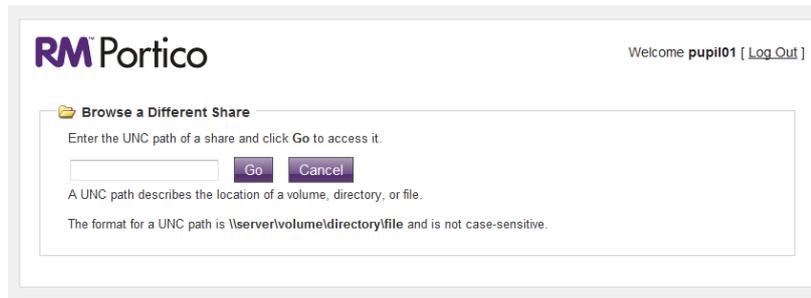
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### ► To download or read a file from RM Portico

1. From the list of shared folders on the Portico 'Download Area' page, browse to the folder you want and click its name to open it.

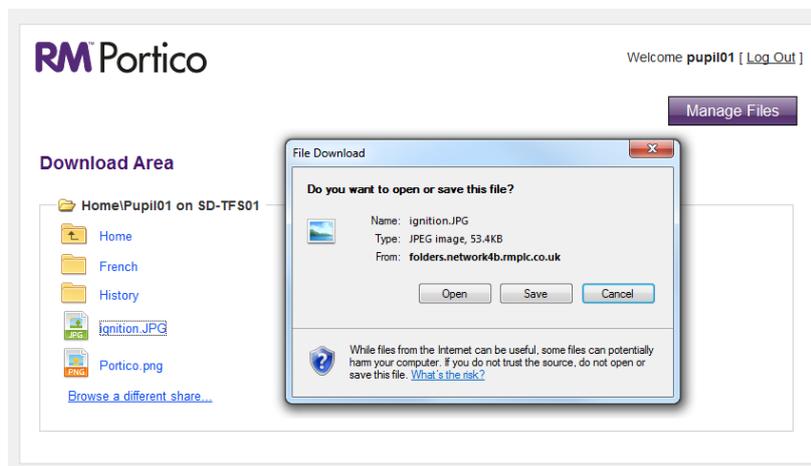
If you cannot find the folder you want and your teacher or administrator has given you its UNC (Universal Naming Convention) path, click the 'Browse to a Different Share' text link.



Type in the UNC path and click Go.

**Note** If you cannot see the 'Browse to a Different Share' text link, then you have not been given permission to enter UNC paths. This access is set by your network administrator.

2. Click on the file you want. Depending on your browser, you will probably be given a choice either to 'open' the file or to 'save'/'download' it.



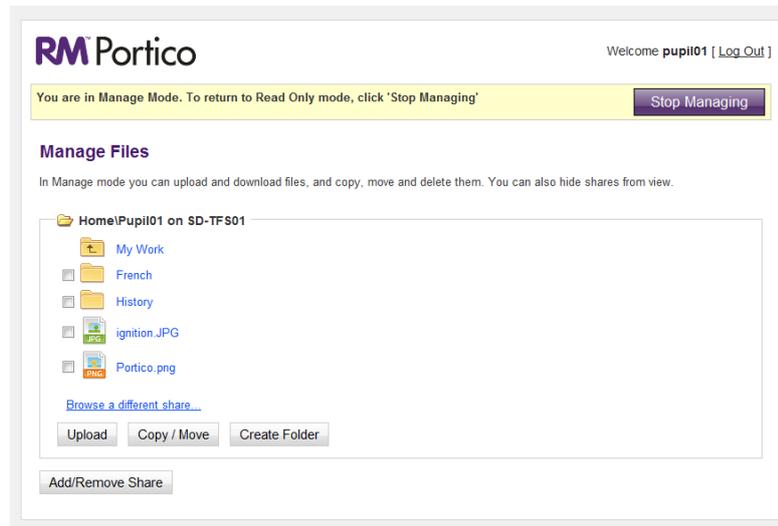
- If you want to keep the file on your computer, choose to 'save' or 'download' it.  
Choose a convenient location to save it to (you can create a new folder if necessary).  
At the 'download complete' message, click Open to view the file.  
(If you see a security warning, you will need to click Allow to open the file.)
- If you just want to read the file and not to keep or edit it, choose to 'open' it.  
(If you see a security warning, you may need to click Allow to open the file.)  
The file will be downloaded to a temporary location and then deleted when you've finished reading.

## Uploading files

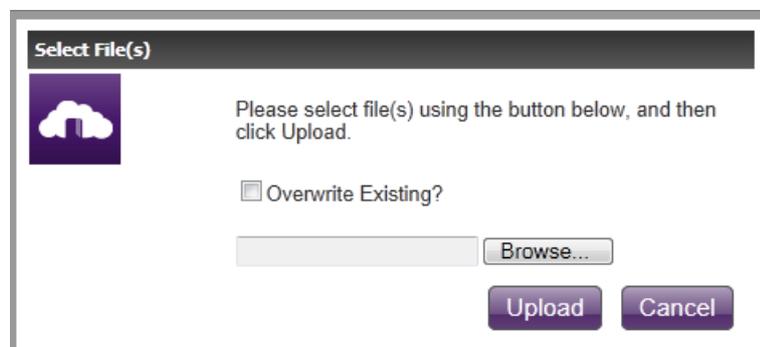
### ► To upload a file to RM Portico

You can use RM Portico to upload a new version of an existing file you've downloaded and edited, or to upload a completely new file.

1. Click the Manage Files button, to enable Manage Files mode and display controls for uploading and editing files.



2. From the list of shared folders on the Download Area page, browse to the folder where you want the file to go. Click the folder name to open it.
3. Click Upload.
4. Click Browse. Browse to the file you want to upload, and select it. If you want to overwrite any file in the destination folder that has the same name, tick the 'Overwrite Existing?' check box. (Don't do this unless you're sure!) If the 'Overwrite Existing?' check box is **not** ticked, Portico will not allow you to upload a file with the same name as an existing file in the folder – you will have to change the name of either the old file or the new one.

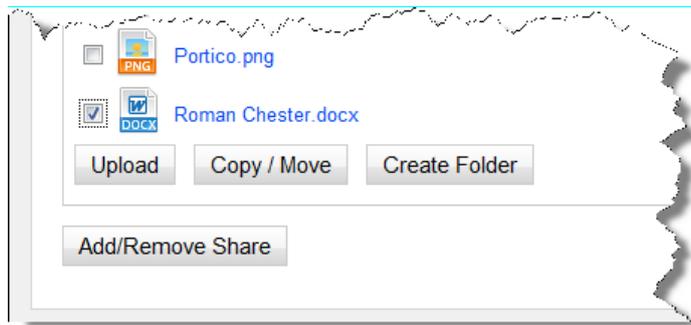


5. Click Upload to upload the file. When the upload is finished, click OK.

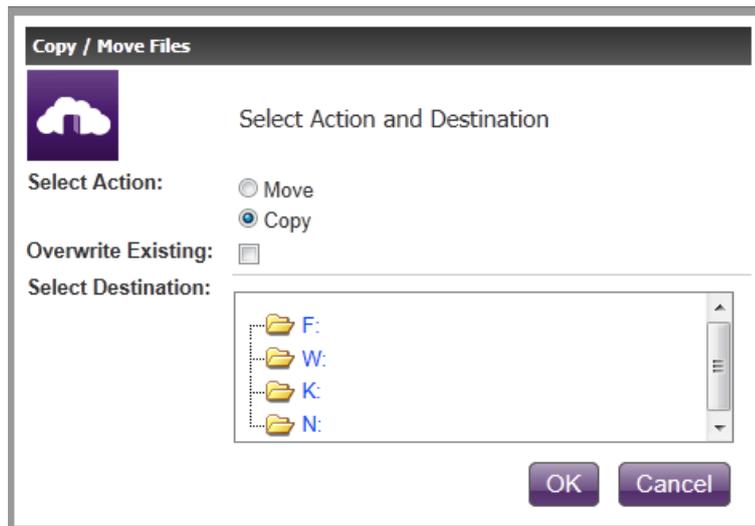
## Moving and copying files and folders

► **To move or copy a file in RM Portico**

1. Click the Manage Files button, to enable Manage Files mode and display controls for uploading and editing files.
2. From the list of shared folders on the Download Area page, browse to the file you want to move or copy.
3. Click in the check box next to the file. (If you want to move or copy more than one file, just click the check boxes for all the files you want.)

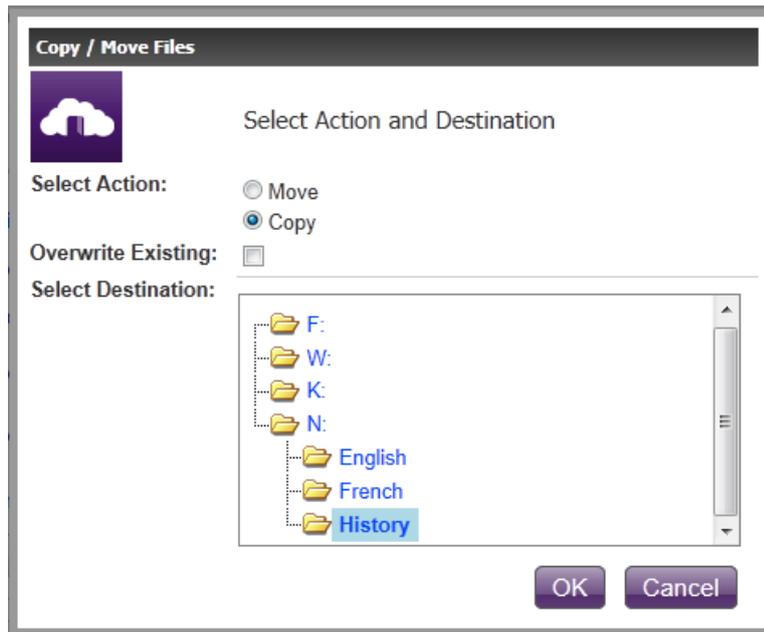


4. Click Copy/Move.

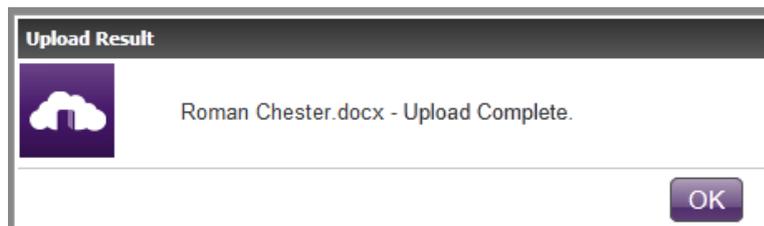


5. If you want to copy the file, leave 'Select Action' set to Copy. If you want to move the file instead, click the Move radio button.

If you want to overwrite any file in the destination folder that has the same name, tick the 'Overwrite Existing' check box. (Don't do this unless you're sure!)



6. Browse to the folder where you want to move or copy the file. Select the folder, and click OK to move or copy the file.
7. A confirmation message tells you what has been done. Click OK to close it.

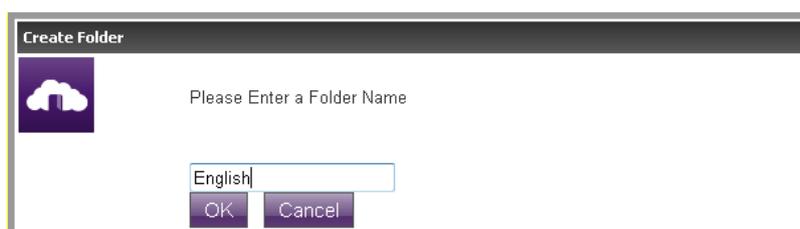


You can move and copy folders in the same way.

## Creating folders

### ► To create a new folder

1. Click the Manage Files button, to enable Manage Files mode and display controls for uploading and editing files.
2. From the list of shared folders on the Download Area page, browse to where you want to make a new folder.
3. Click Create Folder.



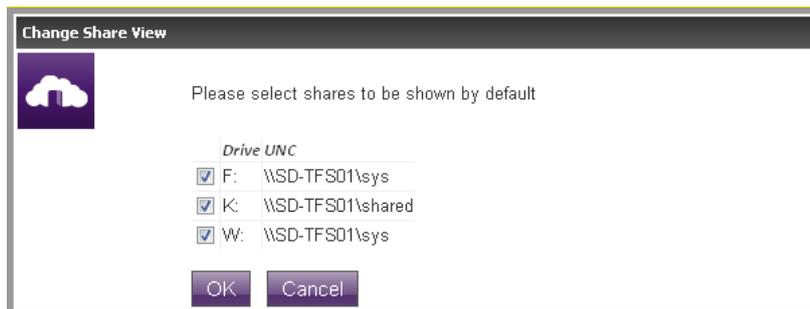
4. Type in the name of the new folder and click OK.

## Customising your RM Portico account

### ► How to change which shared folders are displayed

If it's a nuisance to be shown so many shared folders each time you use RM Portico, you can customise the list so that it only shows the ones you use. You can turn the display of any shared folder on or off at any time, if you change your mind.

1. Click the Manage Files button, to enable Manage Files mode and display controls for uploading and editing files.
2. Click Add/Remove Share.



3. Clear the tick from the check box for each folder you do **not** want to see. (If you want to see a folder that isn't ticked, tick it.)
4. Click OK.  
To check which shared folders are now displayed in the Download Area, click Stop Managing. To return to the top level you may also need to click My Work.