

How to use webfile for moving data

The manual has only been tested on a Sund computer

Open a web browser and log in to webfile.sund.ku.dk

Use your KU username and password

This will open webfile



P-drev is your private drive and J-drev is the top drive on Sund, click the J-drev to find ISIM and your Q-drev.

To upload files to the network

Choose the folder where the data goes

Click Upload

| < 🔪 🖌 📜 Folders 🖭 View 🗸 | ☆ Favorites → 📠 Search 📄 File - 📵 Upload |
|-----------------------------------|---|
| 🔤 View / edit 🗸 🕓 Download 睯 New | w 🛛 📼 Rename 🗙 Delete 📳 Copy 🛶 💼 Paste 🔓 Details 📔 Select all 🛛 🏠 Refresh |
| 🕀 💆 J-drev | root\P-drev |
| 🕀 💆 P-drev | Name 🔺 |
| | t |
| | 🚘 .Spotlight-V100 |
| | 🔚 .TemporaryItems |
| | Extop Desktop |
| | E Documents_at_personal_network_drive |
| | 🔚 Downloads |
| | FlowJo |
| | HP_SI_7ef5f914-a8e1-4f35-8b91-5f5a3ea16c55 |
| | ie.fav |
| | 🔚 Library |
| | 늘 MyAppsense |
| | 🗁 Naw folder |

A new window is opened for upload

| Uploading of r | | | | |
|---|-------------------------------|--|--|--|
| Standard | Drag & drop + images | From URL | | |
| Note! Your browser supports multiple files selection at once. | | | | |
| | | Browse | | |
| | | Browse | | |
| | | Browse | | |
| > 2 GB: | | Browse | | |
| Vpload | folder 🗌 Place all files in a | one folder (ignore paths) Select folder | | |
| | | Reset Upload | | |

Notice that you have to choose between < 2 GB or > 2 GB

Click the browse bottom and choose the files

Click upload

Alternatively, click the checkbox next to Upload folder, then you can select a folder



To download files from the network

Select the files you need to download

Click the download bottom

| | | .y | |
|--|---|----|--|
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| View / edit 🛛 🕒 Download 📔 New | v 📲 Rename 🗙 Delete 🗐 Copy 🗸 🔏 Cut 🗸 📔 Paste 🔒 Details 🏢 Select all 🛛 🍊 Refresh | | |
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| | Cownloads | | |
| | FlowJo | | |
| | HP_SI_7ef5f914-a8e1-4f35-8b91-5f5a3ea16c55 | | |
| | IE.FAV | | |
| | Library | | |
| | MyAppsense | | |
| | - New folder | | |

A new window is opened for download

| Downloading of multiple files | | |
|---|--|--|
| | | |
| S Install Chrome extension to keep folder structure during download | | |
| Compress and download You can drag-n-drop files to your desktop | | |
| Path | | |
| P-drev/Documents_at_personal_network_drive/Test af webfile/ | | |
| P-drev/Documents_at_personal_network_drive/Test af webfile/ | | |
| P-drev/Documents_at_personal_network_drive/Test af webfile/ | | |
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If you have a single file click download, if you have many files click compress and download

The program will now ask where to put the files

Choose a folder and you are done