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Step 1: Accessing the account

Upon transaction, users have 2 ways of accessing the www.rsjoomla.com account and download RSFiles! (an RSJoomla! account is automatically created for unregistered users, once the purchase has been approved)

1. Login with the user and password received by email, during the transaction process, using the **Customer Login** form.
2. Login with the order number received on the user email.

Login with the order number



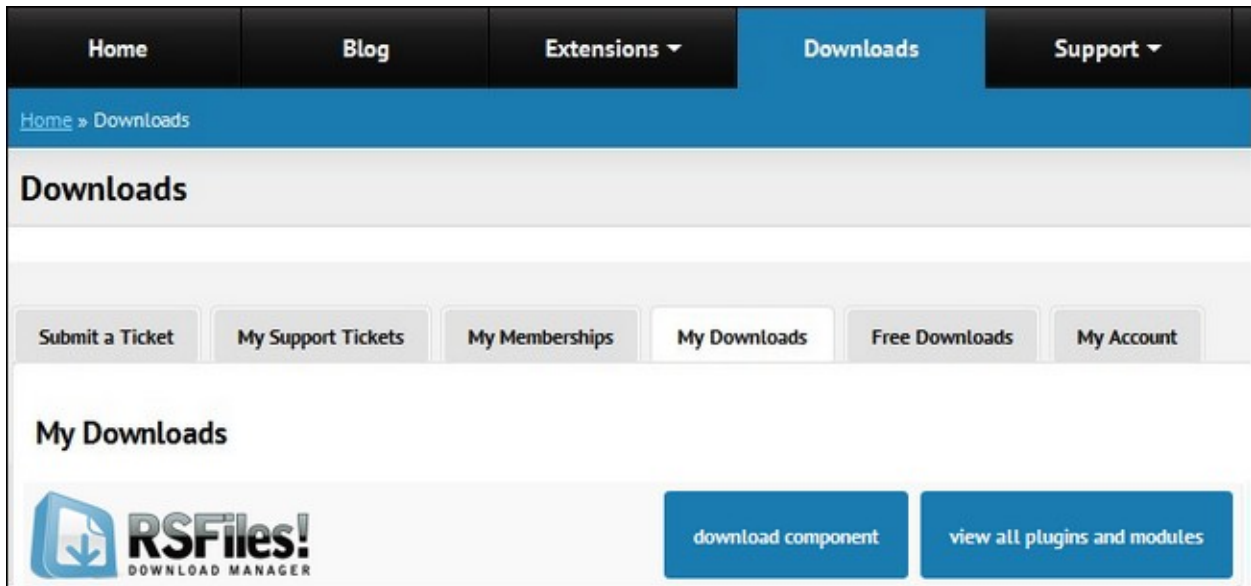
The screenshot shows a web interface with a dark navigation bar containing 'Home', 'Blog', and 'Extensions' with a dropdown arrow. Below the navigation bar is a blue breadcrumb trail: 'Home » Login with Order Number'. The main content area has a grey header with the title 'Login with Order Number'. Below the title is a text instruction: 'If you did not receive your username and password, you can login with the order number'. There are two input fields: 'Order Number:' with the value '123456' and 'Email:' with the value 'myemail@yahoo.com'. Both fields have a red asterisk icon to their right. A blue 'Login' button is positioned below the email field.

Step 2: Download RSFiles!

To download RSFiles! you need to:

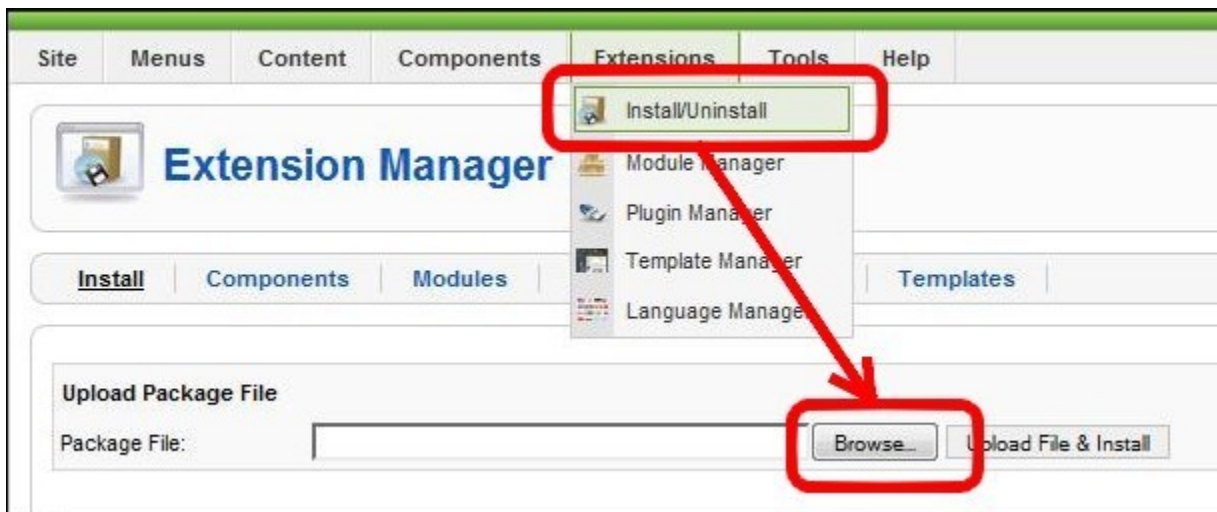
Step 1: login on www.rsjoomla.com with the user details or the order number received on email.

Step 2: Access the “Downloads” link from the main menu.



Step 3: Installing RSFiles!

RSFiles! installs like any other component – using the default Joomla! installer.
In the backend panel, head to **Extensions >> Install/Uninstall >> Browse RSFiles! from your computer >> Upload File & Install.**

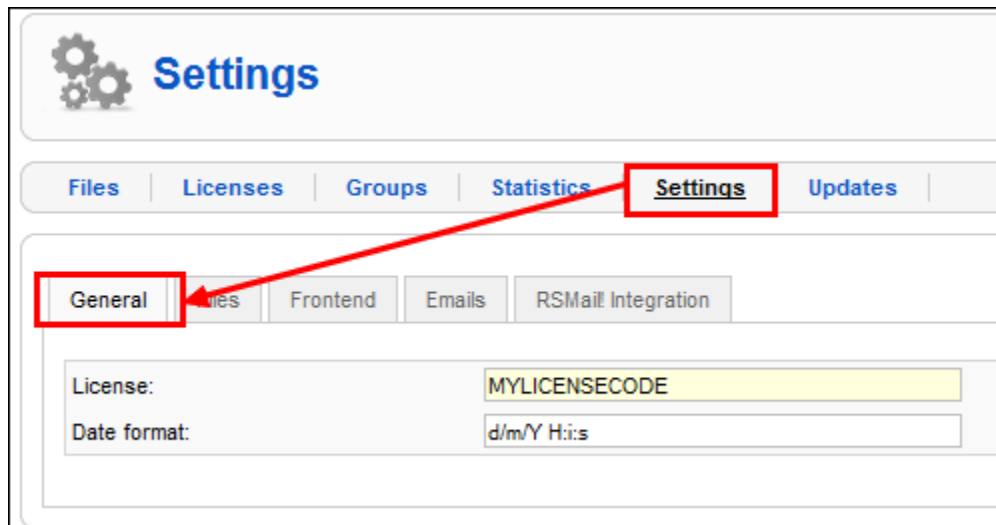


Step 4: RSFiles! settings

Path: *Joomla! backend panel >> Components >> RSFiles! >> Settings*

4.1 Add the license code in the “General” tab

In order to receive updates and download newer RSFiles! versions directly from the backend, you need to add in the “Settings” tab the license code.



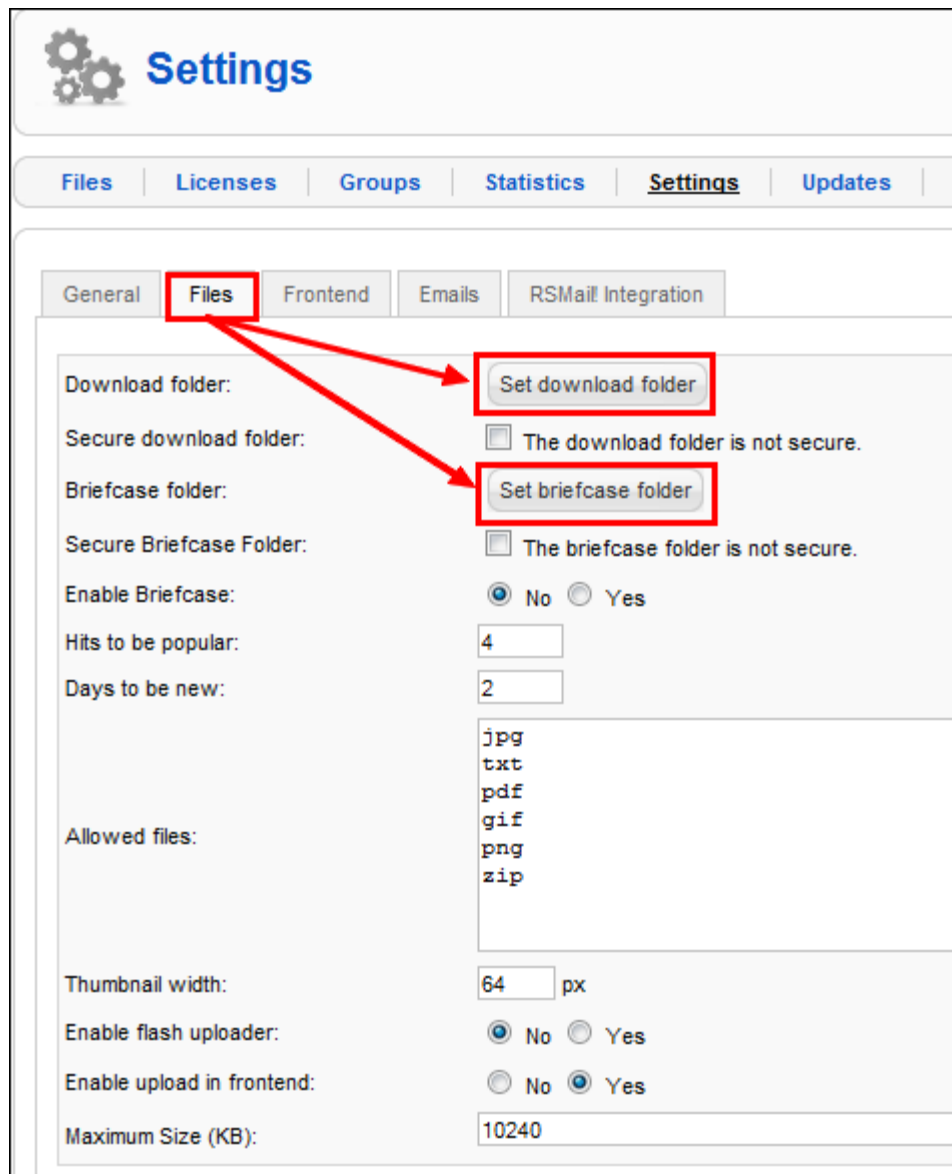
The date format configuration, allows you to set a single central point of configuration for dates that will be used throughout RSFiles!. This is essentially a mask that will be applied to all RSFiles! stored dates. A complete list of usable mask is available [here](#). By default, the *d M y H:i* mask is used.

4.2 File settings

The “Files” tab allows you to configure the files, the download & briefcase folders.

- (*) **Download folder:** allows you to set your download folder. This will become the root folder.
- (**) **Secure download folder:** creates a htaccess file that will restrict the access to the download folder.
- (*) **Briefcase folder:** allows you to set the briefcase folder. This will become the briefcase root folder.
- (**) **Secure briefcase folder:** creates a htaccess file that will restrict the access to the briefcase folder.

- **Hits to be popular:** How many visualizations are required for a file to be marked as *popular*
- **Days to be new:** For how many days (from its upload) will the file be marked as *new*
- **Allowed files:** restricts the uploaded files from the frontend.
- **Thumbnail width:** set up the thumbnail width
- **Enable flash uploader:** enable the flash uploader when uploading files
- **Enable upload in frontend:** allow users to upload via the frontend
- **Maximum Size (KB):** the maximum size of the uploaded file



Settings

Files | Licenses | Groups | Statistics | Settings | Updates

General | **Files** | Frontend | Emails | RSMail Integration

Download folder:

Secure download folder: The download folder is not secure.

Briefcase folder:

Secure Briefcase Folder: The briefcase folder is not secure.

Enable Briefcase: No Yes

Hits to be popular:

Days to be new:

Allowed files:

jpg
txt
pdf
gif
png
zip

Thumbnail width: px

Enable flash uploader: No Yes

Enable upload in frontend: No Yes

Maximum Size (KB):



Notice:

- Remember, if you change the download folder, most of the file information like description, file version, etc will be lost.
- Be careful what type of extensions you are allowing to be uploaded because some of them might compromise website security.

4.3 Frontend settings

Settings

Files | Licenses | Groups | Statistics | **Settings**

General | Files | **Frontend** | Emails | RSMail Integration

Design type: New design

Show title: No Yes

Enable file path: No Yes

Enable RSS feed: No Yes

Preview these files: jpg,txt,png,pdf,gif,mp4

Default ordering: Name Ascending

Show pagination: Down

Show search: No Yes

Show description in file view: No Yes

Number of files on page: 5

Show details link: No Yes

Enable reports: No Yes

Show bookmark link: No Yes

Show e-mail to friend link: No Yes

Show folder description: No Yes

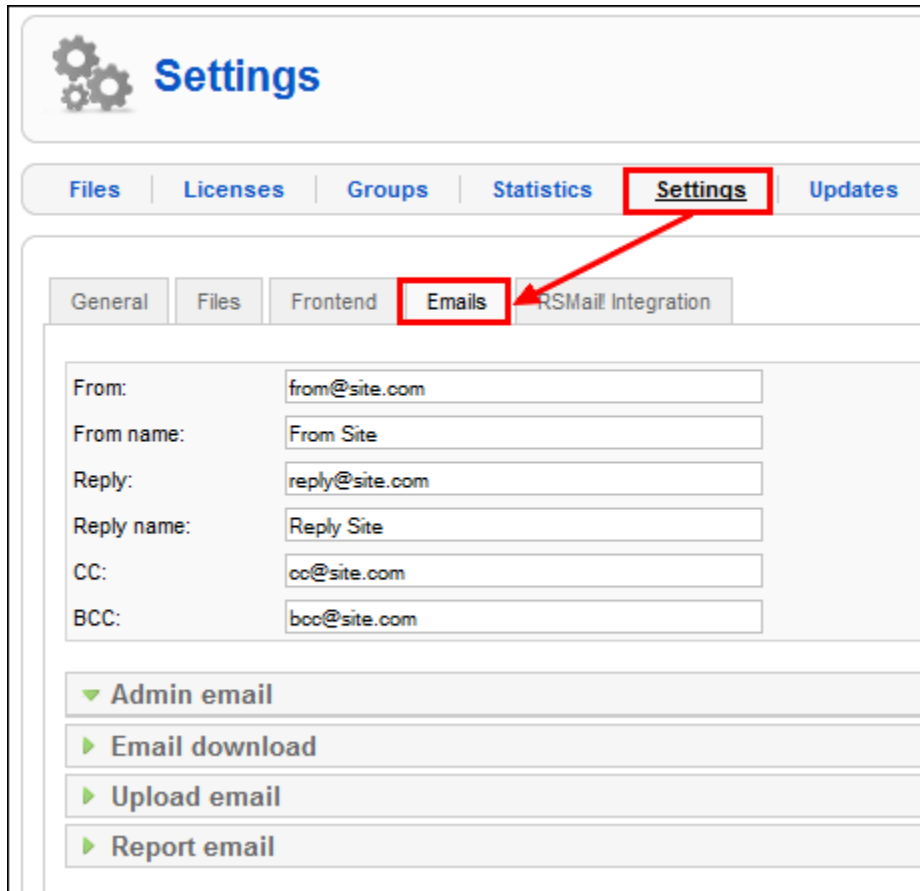
- **Design type:** Keep the old design / New design. The *New design* option presents a similar design, but it can only be edited from within the *RSFiles!* *source code* or via a *template override*.
- **Show title:** enabling this option will display the file title in the frontend.
- **Enable file path:** display file path in frontend.
- **Preview these files:** for the configured file types it will create a preview link: mp3,3gp,flv,mp4,jpg,txt,png,pdf,gif
- **Default ordering:** order of the displayed files.
- **Show pagination:** enabling this option will display the pagination.
- **Show search:** enabling this option will display a search button, that will allow you to search through the files available for download.
- **Show description in file view:** enabling this option will display the file description.
- **Number of files on page:** the number of files displayed per page.
- **Show details link:** enable or disable the Details link on the RSFiles! pages.
- **Show report link:** enable or disable the Report link on the RSFiles! pages.
- **Show bookmark link:** enable or disable the Bookmark link on the RSFiles! pages.
- **Show e-mail to friend link:** No / Yes - if enabled you can display a button that will allow you send the file to a friend (via email).
- **Show folder description:** If enabled, it will display the configured folder description (listing areas)

4.4 Emails settings

Path: Joomla! backend panel >> Components >> RSFiles! >> Settings >> Emails

In the email settings, you can configure emails that are sent to the administrator, when a user downloads/uploads or reports files (Admin email, Upload email and Report email) and to user with the download link (Email download).

The emails can be edited using the WYSIWYG editor.



4.4.1 Admin email

This is the email sent to site administrator whenever users download files.

By default, this option is active, but the admin email can be disabled in the “Enable admin email” area.

Placeholders:

To personalize and to collect user information like IP, username or the filename you can use the placeholders: *{filename}*, *{ip}*, *{username}*.

- **{filename}**: in the email sent to admin shows the downloaded filename.
- **{ip}**: shows the user IP that downloaded the file.
- **{username}**: the username that downloaded the file.

4.4.2 Email download

This email is sent to user to inform him about the file location.

Placeholders:

To personalize the email download, you can use the placeholders: *{email}*, *{downloadurl}*.

- **{email}**: the email of the downloader
- **{downloadurl}**: in the email download shows the file URL.

4.4.3 Upload email

The upload email is sent to site administrator, whenever users are uploading files.

Placeholders:

There are 2 placeholders available to personalize this email:

{username} and *{files}*.

- **{username}**: the username that downloaded the file.
- **{files}**: lists the file that has been downloaded.

4.4.4 Report email

Report email: the report email is sent whenever a user submits a report for a given file. This area offers general email configuration options: *enabled*, *to*, *subject*, *mode(text/html)* and *message (WYSIWYG text area)*.

Placeholders:

- **{username}**: the username that downloaded the file.
- **{files}**: lists the file that has been downloaded.
- **{ip}**
- **{report}**

Step 5: Set user permissions

You need to create first user groups in the “Groups” tab and then assign permissions for each file or folder in the “Files” tab.

5.1 Create user groups

Step 1: select the Joomla! User groups for which you want to assign permissions.

Step 2 (optional): you can add/remove users outside of the selected Joomla! User groups

Edit group

Files | Licenses | **Groups** | Statistics | Settings | Updates

Group name: frontend

Joomla Groups:

- Public Front-end
- Registered
- Author
- Editor
- Publisher
- Public Back-end
- Manager
- Administrator

Can Download Briefcase Files: No Yes

Can Upload Briefcase Files: No Yes

Can Delete Briefcase Files: No Yes

Can Maintain Briefcase Files: No Yes

Maximum Number of Files:

Maximum file upload size: Mb. (The maximum upload size)

Briefcase Quota: Mb

Additionally, you can select users that belong to this group

Administrator - admin

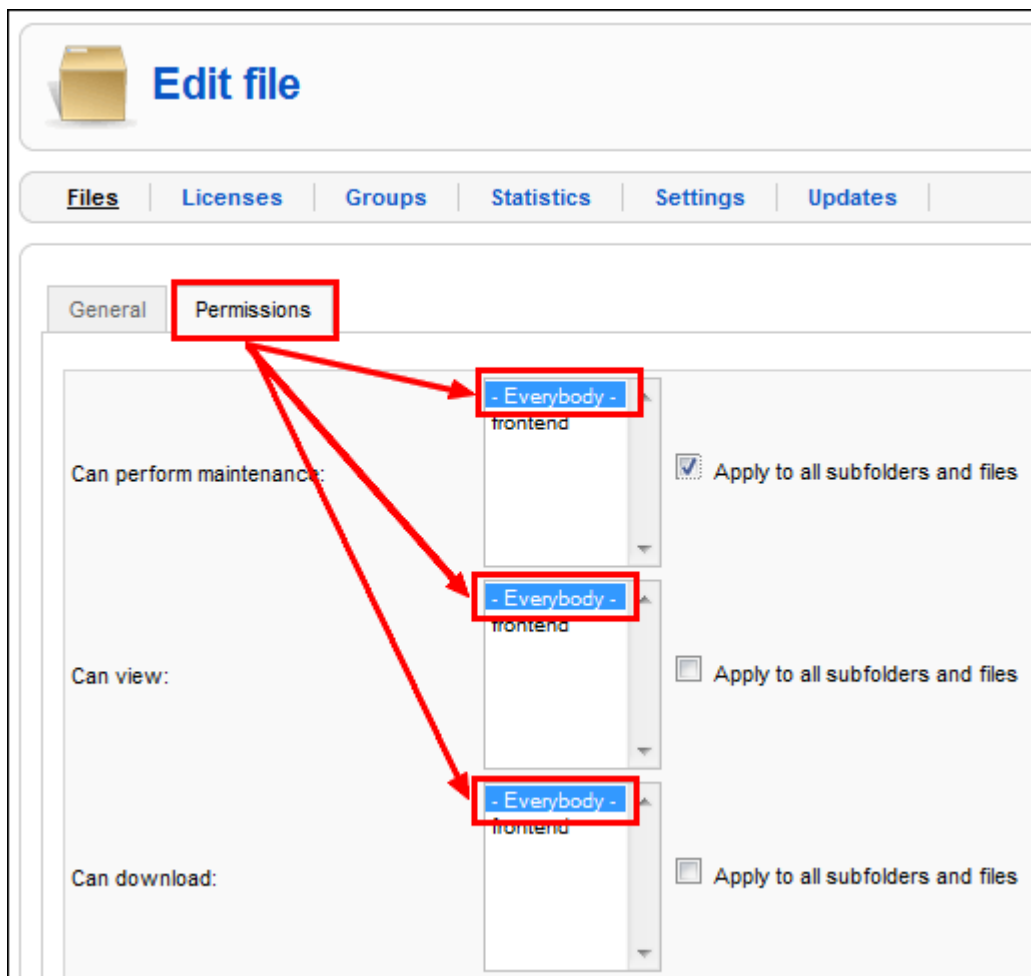
[Click here to select users](#)
[Click here to remove selected users](#)

5.2 Set folder permissions

Path: **Joomla! Backend panel >> Components >> RSFiles! >> Files >>Edit folder >> Permissions**

There are 3 types of permissions that you can assign to users:

- **maintenance permissions:** users are allowed to edit/delete/upload files – see [step 5.3.1 Assign upload, delete and edit permissions](#)
- **view permissions:** users are allowed to view files – see [step 5.3.2 Set “view” permissions](#)
- **download permissions:** users are allowed to download files – see [step 5.3.3 Set download permissions](#)

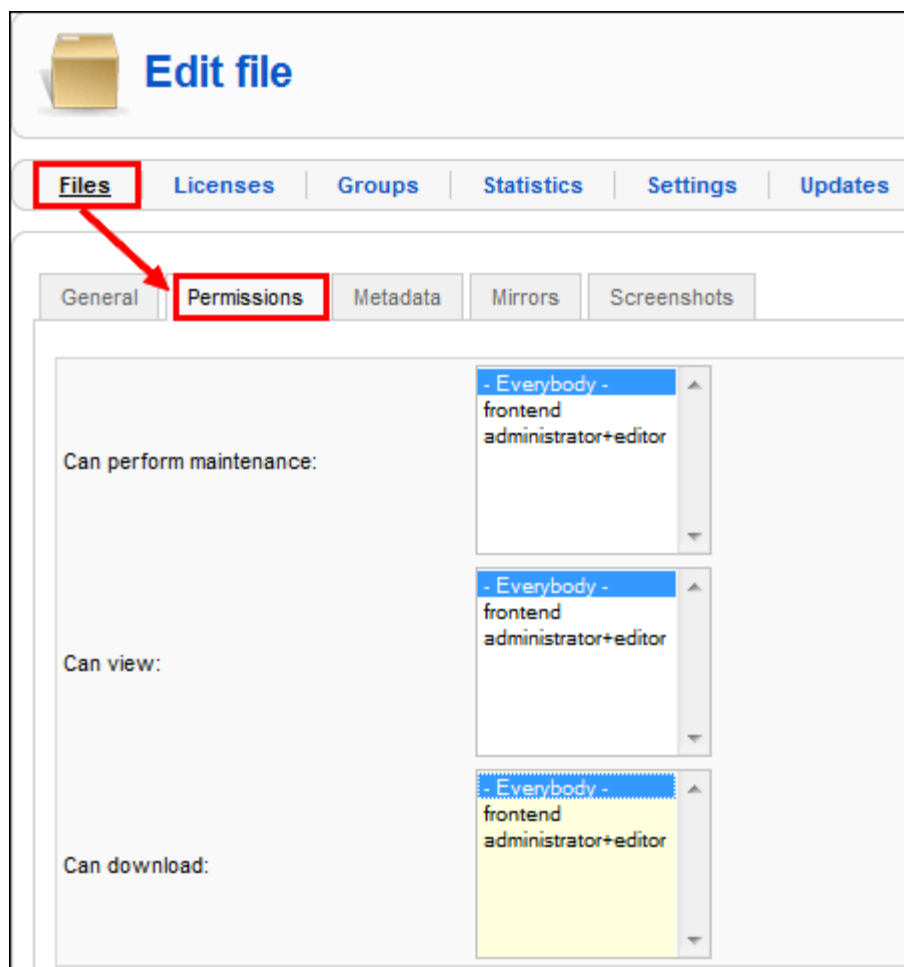


5.3 Set file permissions

Path: *Joomla! Backend panel >> Components >> RSFiles! >> Select the file >> Files >> Permissions*

There are 3 types of permissions that you can assign to users:

- **maintenance permissions:** users are allowed to edit/delete/upload files – see [step 5.3.1 Assign upload, delete and edit permissions](#)
- **view permissions:** users are allowed to view files – see [step 5.3.2 Set “view” permissions](#)
- **download permission:** users are allowed to download files – see [step 5.3.3 Set download permissions](#)



5.3.1 Allow users to upload, delete and edit files

Path: **Joomla! Backend panel >> Components >> RSFiles! >> Files >> Edit file/folder Permissions >> “Can perform maintenance”**

These permissions allow users to upload, delete and edit files in frontend.

To allow all users to view files, select the default user group - “Everybody” and assign the “Can perform maintenance” option.

To restrict users, select the group for which you want to allow upload, edit and delete permissions.

5.3.2 Allow users to view files

Path: **Joomla! Backend panel >> Components >> RSFiles! >> Files >> Edit file/folder Permissions >> “Can view”**

These permissions allow users to view files in frontend.

To allow all users to view files, select the default user group - “Everybody” and assign the “Can view” options.

To restrict users, select the group for which you want to allow to view files. Users that don't belong to the selected group won't be allowed to view files.

5.3.3 Allow users to download files

Path: **Joomla! Backend panel >> Components >> RSFiles! >> Files >> Edit file/folder Permissions >> “Can download”**

These permissions allow users to download files in frontend.

To allow all users to download files, select the default user group - “Everybody”, in the “Can download” options.

To restrict users, select the group for which you want to allow to download files. Users that don't belong to the selected group won't be allowed to download files.

Step 6: Configure files in backend

6.1. Edit files

Path: *Joomla! Backend panel >> Components >> RSFiles! >> Select the file >> Files >> General*

6.2 Add file mirrors

Path: *Joomla! Backend panel >> Components >> RSFiles! >> Select the file >> Files >> Mirrors*

6.3 Add file screenshots

Path: *Joomla! Backend panel >> Components >> RSFiles! >> Select the file >> Screenshots*

6.4 Add file licenses

Path: *Joomla! Backend panel >> Components >> RSFiles! >> Licenses >> Create a new license*

After creating file licenses, you can add them when you edit files.

6.5 Enable file statistics

Path: *Joomla! Backend panel >> Components >> RSFiles! >> Statistics*

Also, you need to check the “Enable statistics” option each time you add files, so RSFiles! can record the number of file downloads.

Step 7: List files in frontend

There are 2 ways to display the files and folders in frontend:

- using the menu links
- using the RSFiles! System Plugin.

7.1 List files using the menu link

Step 1: head to *Joomla! backend panel >> Menus >> Menu Manager >> Main Menu* and click on the right icon to edit.

Step 2:

In the Menu Item Manager, click on the “New” icon from the right panel.
In the “Internal link” menu, select RSFiles!

Step 3:

- **select: “List files”** if you want to publish all files
- **select “List files from a specific time period”** - if you want to specify a time period to publish files

7.2 Publish files/folders in articles

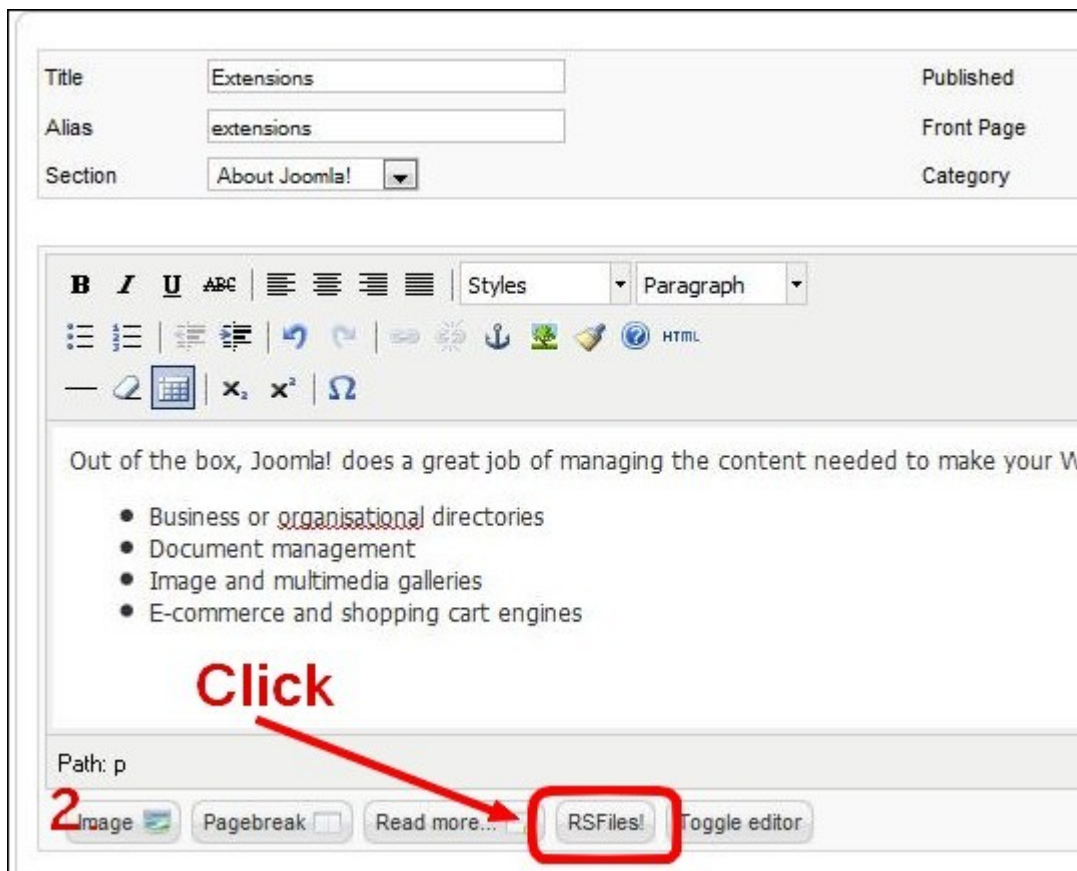
To publish files/folders in articles or third party pages, you need to use the RSFiles! System, which is included in the download package and installs along with the component.
The plugin is enabled by default.

Step 1:

In the “Article Manager”, select the article where you want to publish the file/folder.

Step 2:

Click on the RSFiles! button located at the bottom of the editor.



Step 3:

Select the file/folder which you want to publish in the article.

RSFiles! automatically adds in the article the following placeholder:

```
{rsfiles path="filename/foldername" template="default"}
```



Notice:

- If you want to publish the content of the entire download folder use the following placeholder (leave the path blank):

```
{rsfiles path="" template="default"}
```

Step 8: Frontend options

8.1. Report files

Users can easily report files in frontend with this built-in feature; it doesn't require further configuration in backend. In backend, administrators can check the reported files in the "Files" tab.

8.2 Bookmark files

This option allows users to bookmark files while browsing your website and download once multiple files as a package.

8.3 Search files

This function allows your users to search files and folders by a certain keyword.

8.4 Edit, delete and upload files

In frontend, users can edit, delete and upload files if they have maintenance permissions in the "Files" tab >> *Permissions* – see [Step 5.3.1 Assign upload, delete and edit permissions](#)

The purpose of this guide

This guide is designed to help you quickly manage files with [RSFiles!](#), by following some basic steps.

We've also created a detailed RSFiles! Guide, that explains all required steps to configure the component.

Additionally, we've launched the [RSJoomla! TV Channel](#) to support our components with a series of video tutorials and presentations.

The RSFiles! Documentation can be found [here](#).

For any other questions, please submit a ticket to the [RSJoomla! support department](#).