

Filestore User Guide

Alcoholics Anonymous GB

Electronic Communications Sub-Committee (ECSC)

How to use the AA-GB Filestore.

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Introduction

Alcoholics Anonymous GB provides an online storage space where a wide range of documents can be stored and shared. The facility is provided for various parts of the service structure to store and share information.

The filestore consists of an online repository which is accessible via a browser and an internet connection. The filestore is subdivided by the creation of folders and sub-folders, primarily at the level of Intergroup or Region. Sub-Committees of the General Service Board, and other committees providing AA service, can also be set up in the filestore.

It is important to note that the primary purpose for storing documents and files in the Filestore is for sharing and dissemination of information rather than secure archival storage.

When you access a document stored in the Filestore, a copy of the document will be downloaded to your computer where you can open and read it.

Filestore Structure

A parent folder is set up at the request of an officer of an Intergroup, Region, Sub Committee or other service committee. Once the parent folder is available, sub-folders can be created as required at the discretion of the officers of the Intergroup, Region, Sub Committee or service committee. Sub-folders can be created by person(s) with administrative permissions for the parent folder (see access permissions below).

Access Permissions

The filestore can be reached using this URL <https://afiles.org> . In keeping with best practice to maintain information security for the Filestore, access permissions are granted to AA members who have been verified and authorised as existing AA members currently holding a service position at Intergroup, Region or with the General Service Board.

Authorisation for access can be readily confirmed by an up-to-date listing in the AA-GB Confidential Directory. In some cases, typically in the case of someone just taking up a service position where they may not yet be listed in the Confidential Directory, additional verification will be requested from an existing AA member of the same Intergroup or Region. Preferably, this additional verification will be requested from, but not limited to, the Chair, Secretary or Treasurer.

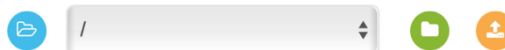
Access can also be set up for people who are in AA service positions but are not listed in the Confidential Directory i.e. Group Service Representatives and Regional Reps. Additional verification will also be required to authorise these requests.

Access permission are granted to a parent folder and cascade down to subfolders and files stored in those sub-folders.

Filestore Access Levels

The level of access you have been granted governs what you are able to do in the filestore and what you can see.

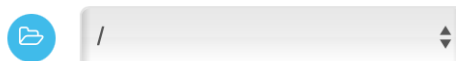
Superuser - can download documents, create new folders, upload files and delete files and will see the following icons.



User - can download documents and upload files and will see the following icons



Read Only - can download documents and will see the following icons



Access Requests as a New User

If you are a new user of the Filestore, requests for access to the filestore can be made by one of the following methods :-

1. By submitting a “new user” request from the home page of the Filestore at <https://afiles.org/login-aa.do>
2. By submitting a request through the Helpdesk page of the AA-GB website at <https://www.alcoholics-anonymous.org.uk/Members/Service/Helpdesk>
3. By sending an email directly to filestoreadmin@aamail.org with the relevant details

You will need to include the following information with your request :-

1. First name and initial of your surname
2. Email address – if you are in a service position with an *@aamail.org* email address, this is the preferred email address to use to maintain unity and continuity
3. Access Level required
4. The person or Service Position providing authorisation for the request.
5. The exact name of the Parent Folder you require access to.

Access Requests as a Previous User

If you have previously had access to the filestore and forgotten your logon details, or if you are taking over a service position with existing access to the filestore :-

1. Select the “previous user” link from the home page of the Filestore at <https://afiles.org/login-aa.do>
2. Enter your first name and initial of your surname
3. Select the name of the Parent Folder you need to access from the drop-down dialogue
4. Enter the email address associated with your existing account
5. Confirm the email address
6. Enter the security code shown on screen
7. Submit the access request

Once you have completed and submitted your request by one of the methods listed above, the ECSC Filestore Administrator will verify the request, create the filestore user account and communicate the details to you in an email. This email will also contain an Access token. The following steps require completion to gain access to the Filestore.

- open the email
- copy the access token
- click on the link in the email to open the password reset page
- paste the token in the box on the page
- click on the button to validate the token
- change the password by entering a new one twice
- a strong password of a mix of upper car, lower case, numbers and special characters is recommended

Logging in to the Filestore

1. Via a Web Browser

The file store is readily accessible using Chrome, Internet Explorer, Edge or Safari. Other browsers should also work but may not have been fully tested.

Navigate to <https://afiles.org> and press enter to bring up the Filestore log in page

2. Via the Alcoholics Anonymous website

Links to the Filestore are available via the AA-GB website by navigating directly to : - <https://www.alcoholics-anonymous.org.uk/Members/Logons/Filestore>

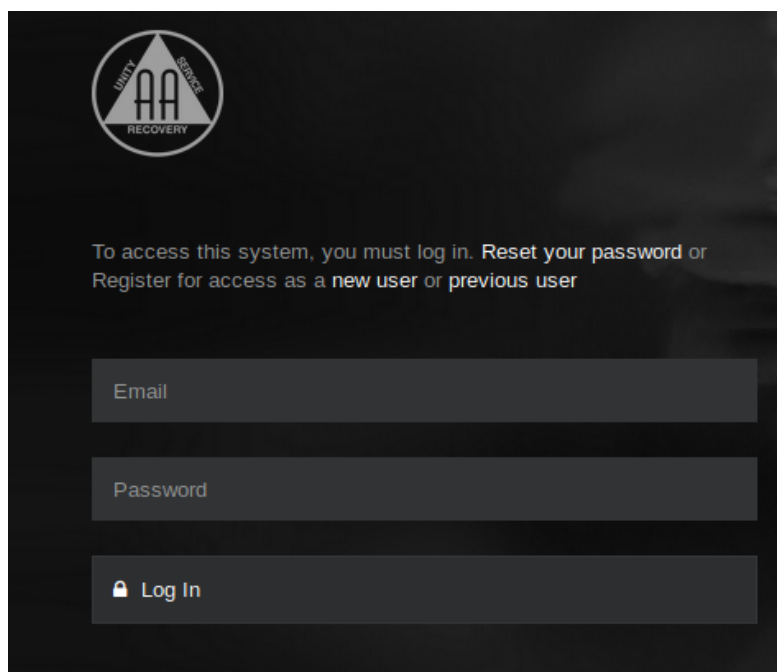
Alternatively, you can navigate to the link through the Home page > Members > Menu > Members > Logons > Filestore

The link shown in the screenshot below will take you to the Filestore login page

This facility is provided for various parts of the service structure to store and disseminate information.

It can be found by [clicking here.](#)

Accessing the Filestore either directly or through the Alcoholics Anonymous website will bring you to the Login page.



To access this system, you must log in. Reset your password or Register for access as a new user or previous user

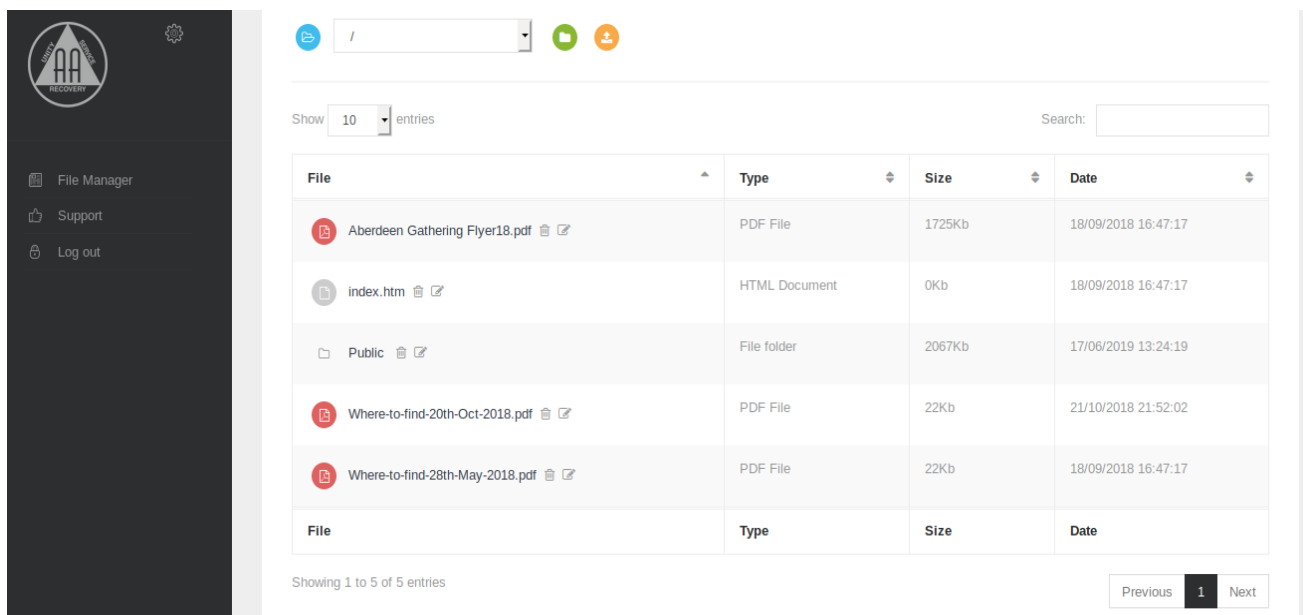
Email

Password

Log In

Enter your email address and your password where indicated then click on the Log In button

Once logged in you will then be presented with the following Filestore web page :-



The screenshot shows the Filestore web interface. On the left is a dark sidebar with a logo and navigation links: File Manager, Support, and Log out. The main area features a breadcrumb path, a search bar, and a file listing table. The table has columns for File, Type, Size, and Date. It lists five entries: 'Aberdeen Gathering Flyer18.pdf', 'index.htm', 'Public' (a folder), and two other PDF files. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

File	Type	Size	Date
Aberdeen Gathering Flyer18.pdf	PDF File	1725Kb	18/09/2018 16:47:17
index.htm	HTML Document	0Kb	18/09/2018 16:47:17
Public	File folder	2067Kb	17/06/2019 13:24:19
Where-to-find-20th-Oct-2018.pdf	PDF File	22Kb	21/10/2018 21:52:02
Where-to-find-28th-May-2018.pdf	PDF File	22Kb	18/09/2018 16:47:17

A function panel is available on the left. At the top of the page is a facility to navigate through the folder structure, manage files and folders (if you have the appropriate rights to do so) and also upload files to the store.

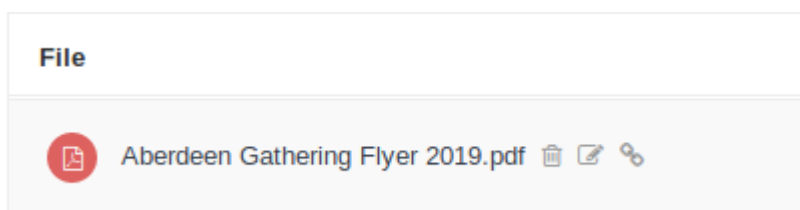
The main panel displays the files and folders you have access to. If the available files are listed on more than one page, you can also navigate through the pages using the buttons at bottom right.

Understanding the Public folder

Every top-level folder includes a Public Folder by default. The public folder allows you to share a document link to other users who might not have access to the Filestore. Take care what you put in this folder as anyone who has the link to a document can access the document and share the link with others. Therefore, this folder is not intended for sharing minutes or other documents which contain personally identifiable information.

For Public facing documents, i.e., Convention Fliers, please ensure that the person(s) whose contact information is included on the document has agreed to their details being available on the internet.

To provide access to a document in this folder, open the folder and locate the document you wish to share. An example is shown in the screenshot below.



The screenshot shows a close-up of a file entry in the Public folder. The file is named 'Aberdeen Gathering Flyer 2019.pdf' and has a red PDF icon. To the right of the filename are three icons: a trash can, a document with a pencil, and a link icon.

Note the link icon at the end of the file name. When you click on this icon it saves a link to the file on your clipboard. This can then be pasted into another document or notepad, can be sent to others via email or social media or can be used to link to the document from another website or micro-site. The link will look something like this:

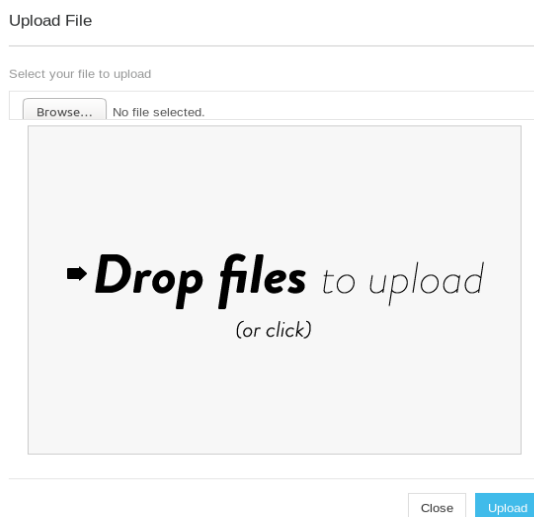
<https://afiles.org/file?xnx5FAvcwqI21hQMY1PWUn4Jh2SZDMXo>

To upload new files

Log into the Filestore and navigate to the directory where you want to store the file.



This will open a new dialogue window, as shown.



Click on 'Browse' button to navigate to, and select, a file on your computer for upload

OR

drag files from your computer to the "Drop files" panel.

Click on the Upload button which moves the files you have selected into the folder you are currently in on the file store.

To create a new folder

With the appropriate permissions, you can create a folder by clicking on the green folder symbol. This opens a dialogue box



Create Folder

×

Enter the name of the folder below

Close

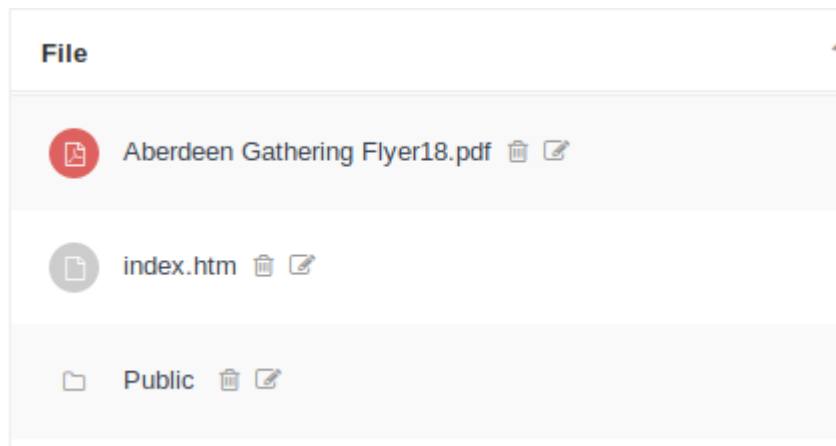
Create

Enter the name for your new folder here.

Click on the Create button.

Deleting and renaming files and Folders: -

The Superuser can rename or delete files and folders.



Click on the trash can icon to delete files or folders.

Click on the notepad and pencil to rename a file or folder.

Please Note: The Public folder should never be renamed or deleted.