

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

At UWS, WebDAV has replaced FTP (file transfer protocol) and secure shell software for web updates. As with FTP, we will mainly use the WebDAV protocol for updating those sites that aren't able to be updated via the Content Management Services (CMS). The vast majority of UWS web sites will continue to be updated via the CMS.

WebDrive is the only supported WebDAV application at UWS.

This fact sheet describes setup and use of WebDrive on a Windows based computer.

Access

WebDrive users need to apply for access to the areas they will be permitted to upload and/or modify. Complete a [User ID and Services Request Form](#), have it signed by your supervisor, and fax the form to the IT Service Desk (ext 7191). When approved, you will be given WebDrive's configuration details.

Install WebDrive

WebDrive software is licensed for staff only. You will need to log a job with the IT Service Desk to have the software installed (ext 5111 – itservicedesk@uws.edu.au), and provide your computer's MAC address (the IT Service Desk will help you obtain your MAC address).

Configuration

Once you have your software installed and access approved, you can configure WebDrive. The process will be within the skills of most web publishers. If you have difficulties after following these instructions, please log a job with the IT Service Desk.

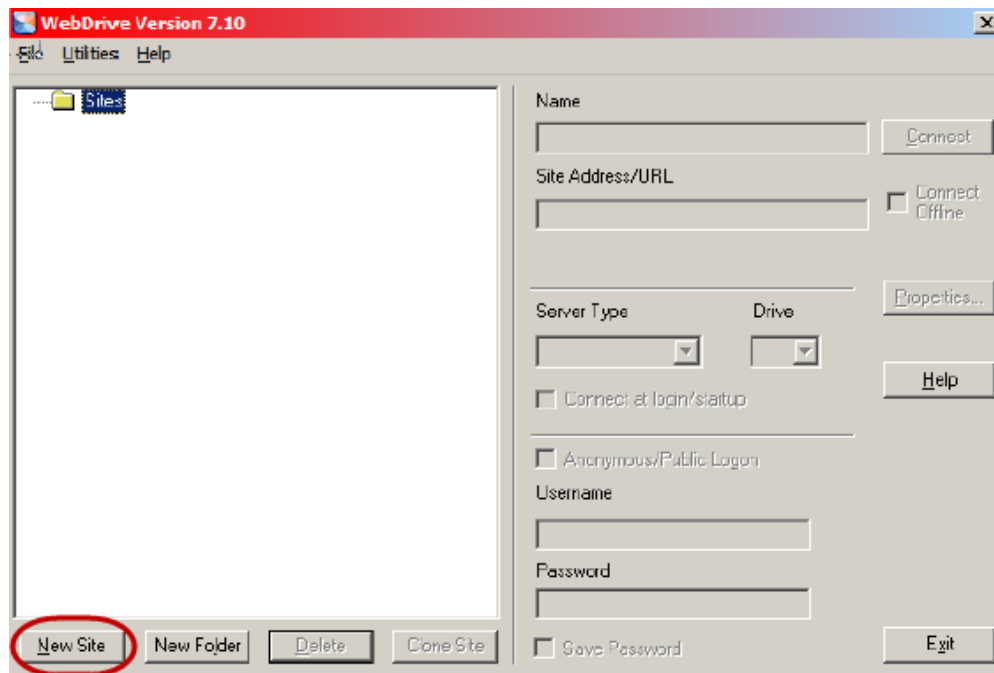


Do NOT use the server web address shown in this fact sheet. You will be supplied with the correct address(es) for the area(s) you maintain.

Setup WebDrive

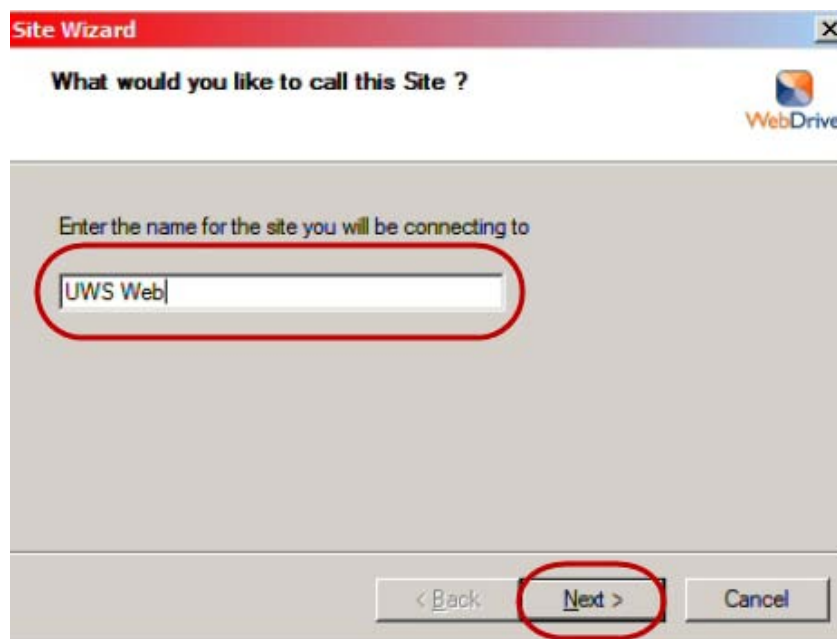
Once installed, WebDrive needs to be configured to work with our servers.

- **Open WebDrive**, and the following screen will appear:



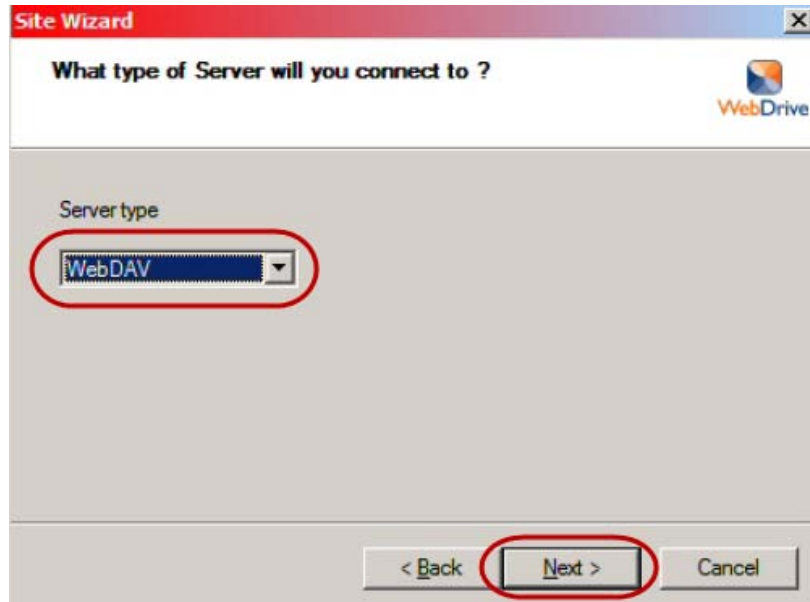
WebDrive's main window

- Press **New Site** and the Site Wizard will open:



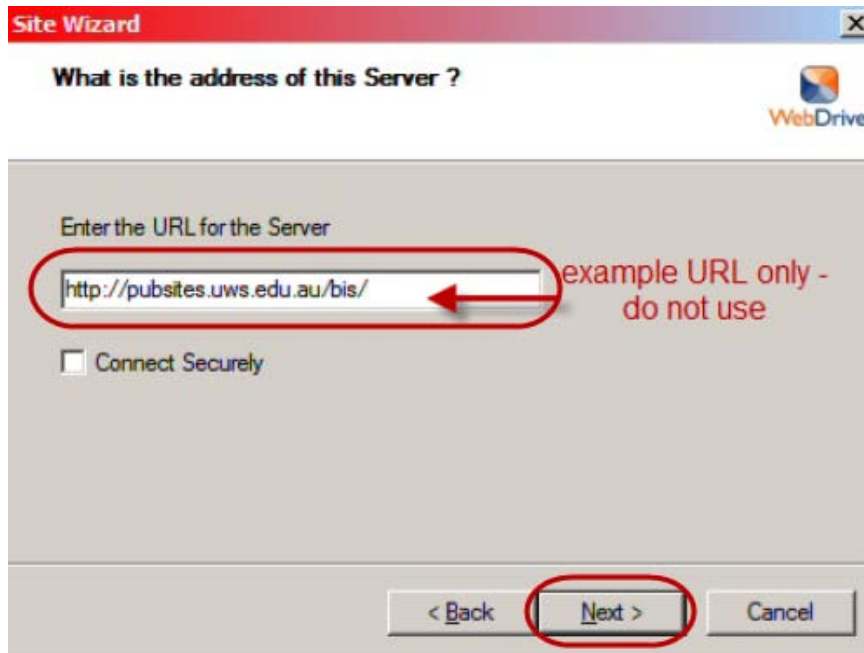
Enter a name and press Next

- Name the site something meaningful. Press **Next**.



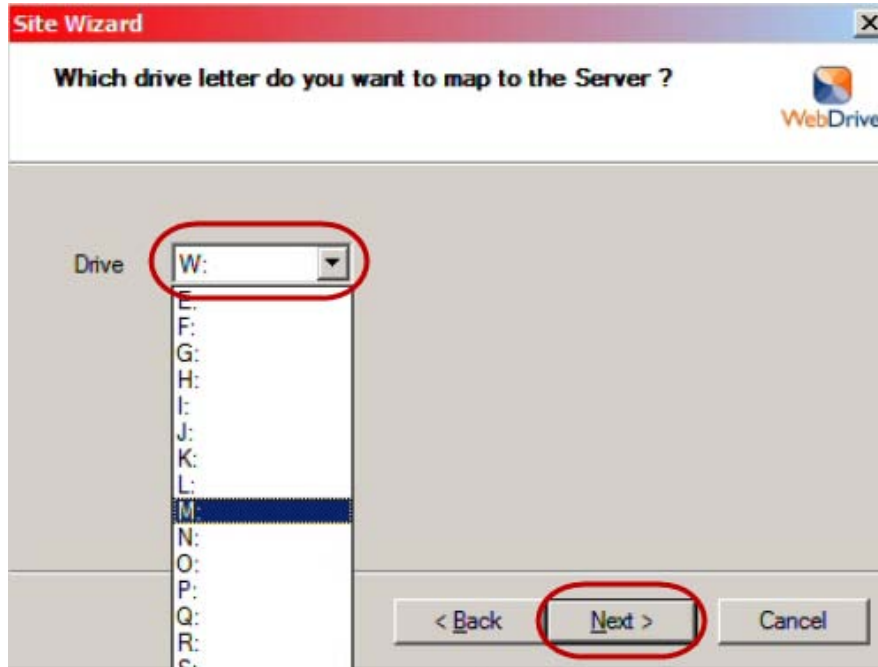
Select server type and press Next

- Choose the server type. Use the drop down menu to select **WebDAV** . Press **Next**:



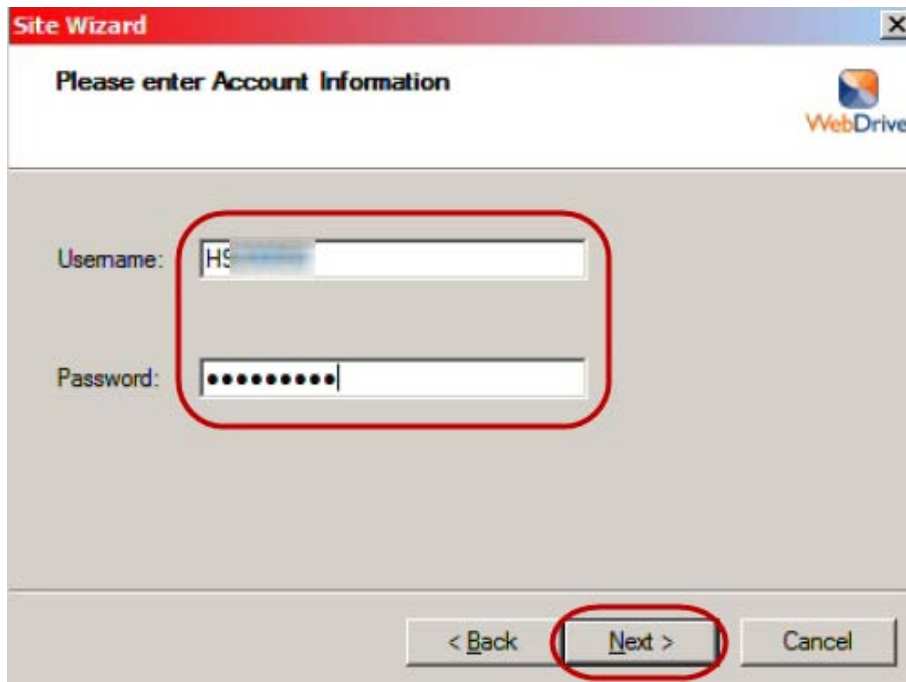
Enter the URL and press Next

- **Enter the URL** (web address) for the site you are maintaining – **the correct URL will be provided to you when access is granted**. Enter the full URL, including http://. Press **Next**:



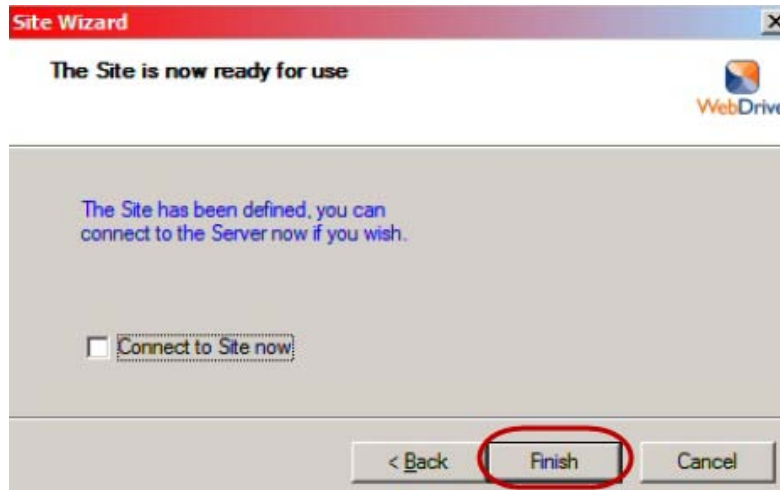
Select a letter and press Next

- **Choose an available drive letter.** The server will appear on your computer as the drive letter chosen – if you have other networked drives, your initial choice may not be available. If so, choose another letter. Press **Next**:



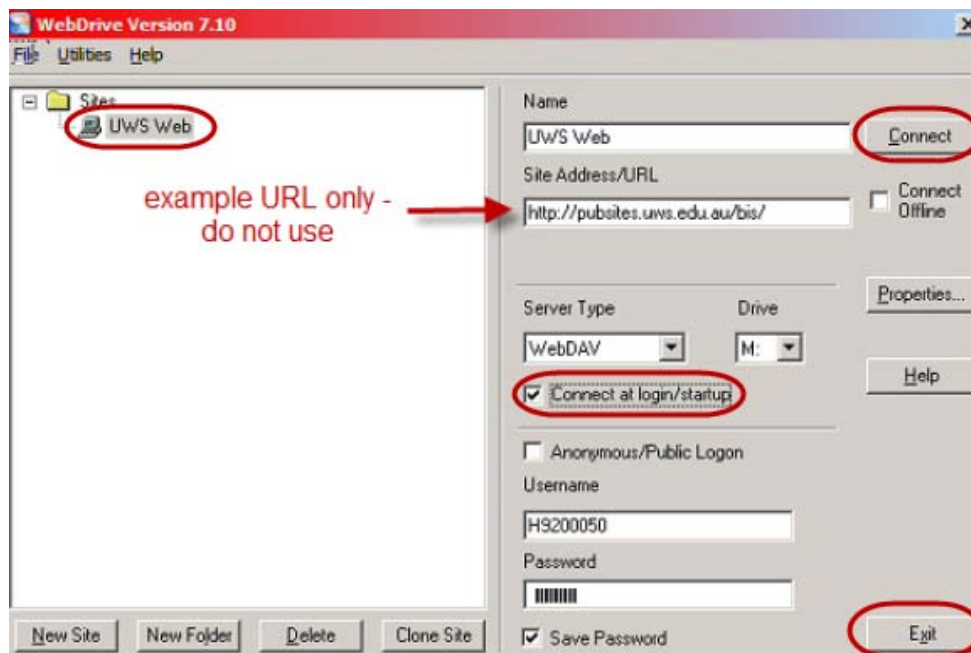
Login and press Next

- **Enter your login details** - usually your MyUWSAccount details. **Note:** unlike most UWS systems, your username is case sensitive – use the case advised when access is granted. Press **Next**:



Press Finish

- 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:



Select the site, tick connect at login/startup and press Connect

- 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**, if not, press **Exit**.

Repeat the above processes if you need to add additional sites.

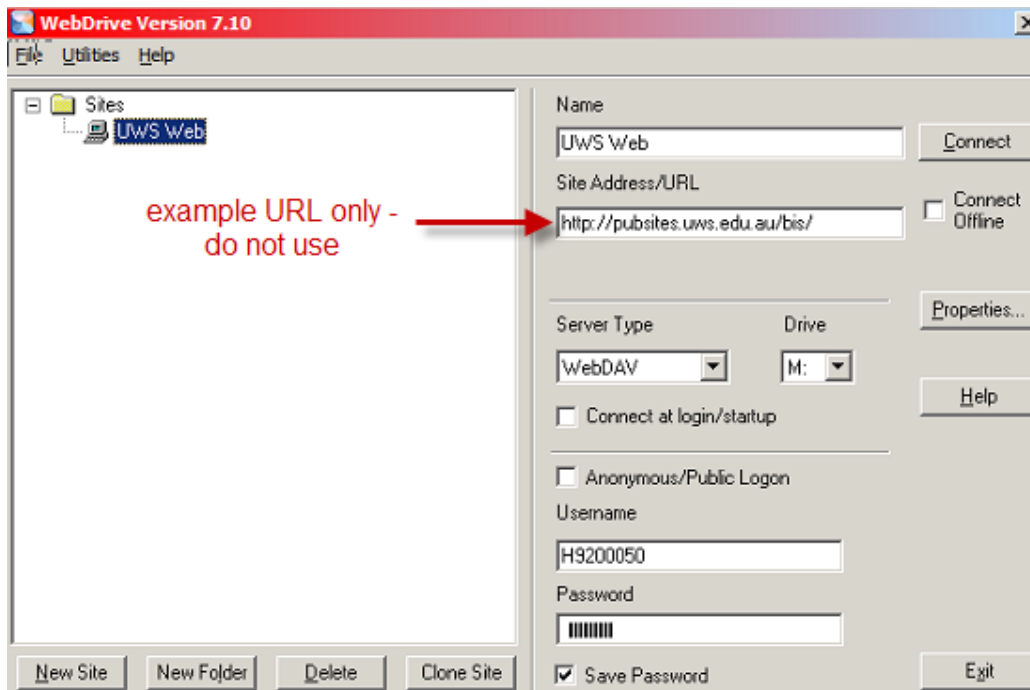
Starting WebDrive

- If you ticked Connect at login/startup, WebDrive will reconnect to the site every time your computer restarts. WebDrive's icon will appear 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.



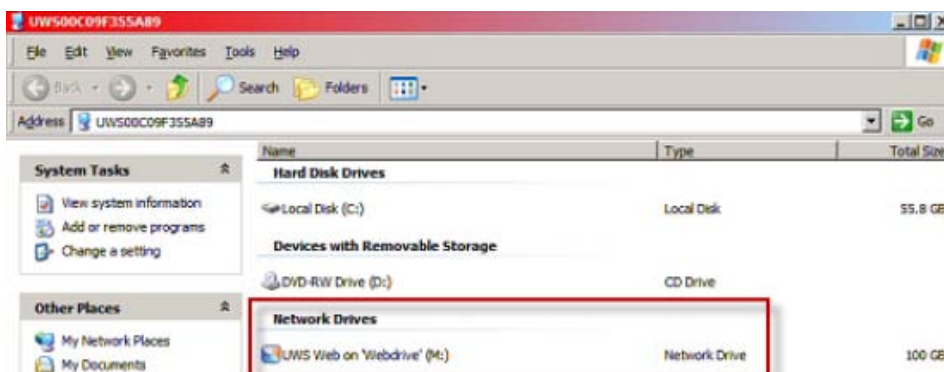
System Tray icons – WebDrive is circled

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



Select site and press Connect

- Select the correct site, and press **Connect**. Once connected, the drive you nominated for the site will automatically open. The drive also appears in your list of available drives under your My Computer icon.

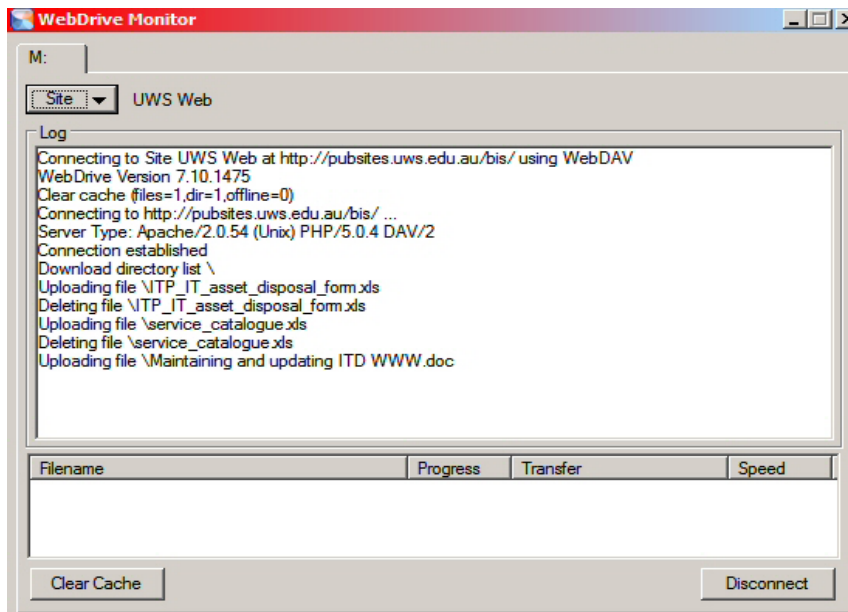


The drive appears under My Computer

Using WebDrive

When the site is connected, you use it just like any other drive or folder on your computer – you can drag and drop files into and from the site, 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.



WebDrive monitor

Further Information

Contact the IT Service Desk for further information and IT assistance.

Phone: 02 9852 5111
Ext: 5111
Fax: 02 9678 7191
Email: itservicedesk@uws.edu.au
Self Service: <http://itsm.uws.edu.au>

ITS fact sheets:

The latest version of this, and other ITS fact sheets can be found at <http://www.uws.edu.au/itfactsheets>.