MEDIA FILES APPLICATION
INSTRUCTIONS FOR USE

SUMMARY:

The Media Files Application can be used to share files, especially some of the larger files, with other people. It is accessible outside of the corporate network, so it is ideal for sharing files with people outside of Feld. This application is meant to replicate the functionality of YouSendit and FTP sites. It provides more options for viewing and downloading files, but it is not always going to be significantly faster. Large files can still take a long time to upload and download via internet connections with limited capacity.
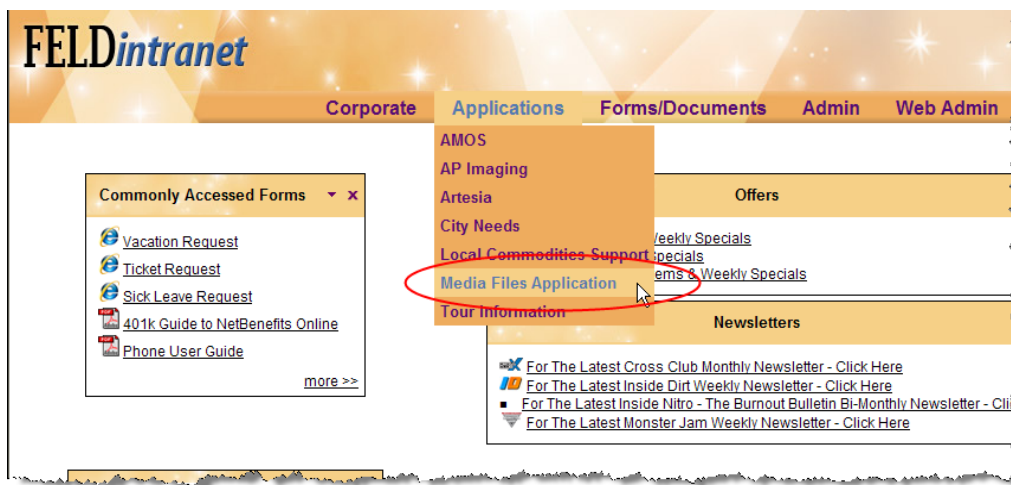
Files are uploaded to and retrieved from an online workspace that you create. When viewing a workspace, all files in the workspace are listed, along with links to preview the file (if applicable) and to download the file. Only a user with the admin rights to the workspace can add files to a workspace using the workspace's admin URL (the web address) of the workspace. If you do not want to allow a person to change the files in a workspace, send them the link to the read-only view of the workspace instead.

Notes before you begin:

- You should have Silverlight installed. If you don't already, there will be a prompt to install it. You have other options in case you don't have Silverlight, but to take advantage of all the features on the MFA, it is better to have Silverlight installed.
- You can use any browser: Internet Explorer, Firefox, Chrome, etc.

Steps to create a workspace:

1. On the Feld intranet, access the Media Files Application from the Applications menu:

Or type in this URL in the address bar of any internet browser:

http://mediafiles.feldentertainment.com/CreateWorkspace.aspx.

2. The workspace can be associated with a show engagement:

3. If you do not want a show association, choose "Corporate" as the show type.

4. The workspace **requires** a description, which will be displayed whenever you view the workspace.

5. Once you create the workspace, you will be shown the admin view of the workspace.

   Note: *This view is using Google Chrome browser. Your view may be different using a different browser.*

6. Click on "Add Files" to browse to the file you want to upload.

7. You will see the file name, date added, file size, links to open/save, copy the file or delete the file option.
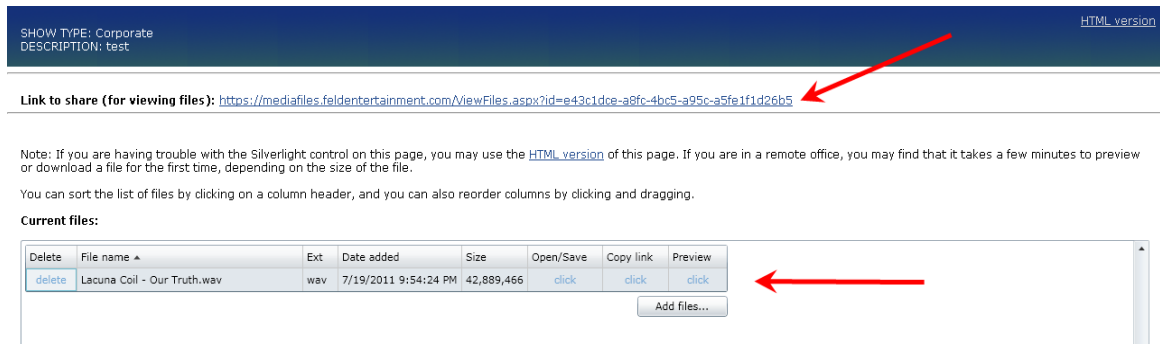
8. The "Link to share" is a read-only view of the workspace. People using that link can download or stream the files, but can not add or remove files from the workspace.

9. To send the read-only link to someone, right-click on the link, select Copy Shortcut from the menu and then Paste the shortcut in an email or the like.
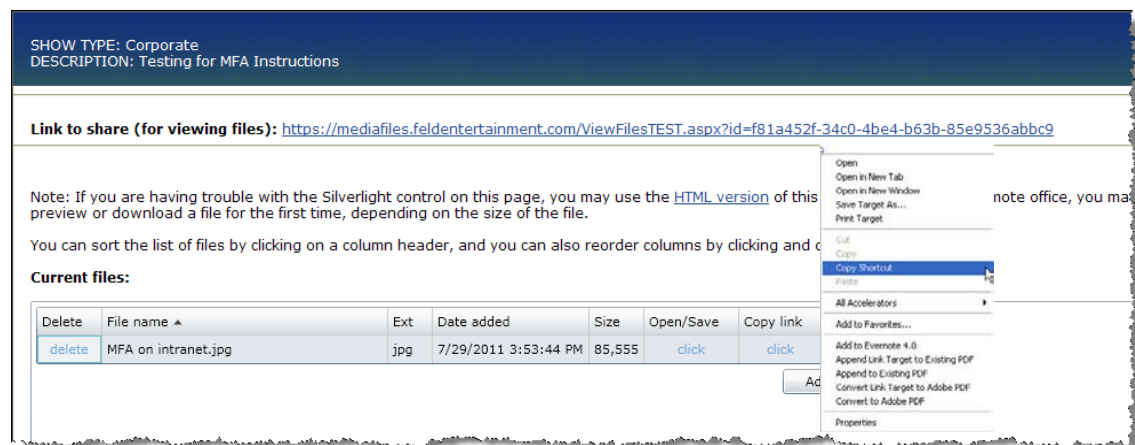
Helpful Hints:

10. Each workspace has two views: admin and read-only. A link to the read-only view of the workspace is displayed on the admin view.
11. If you want to give a person admin access to a workspace, which would allow them to upload files, go to the admin view of the workspace, copy the page address (URL) from the address bar, and send that address.
12. Be sure to bookmark or record the URL of the workspace so you can get to it again.
13. The workspace and all files in the workspace **will be deleted two years** after the creation of the workspace. An email will be sent to the Point of Contact email address (if that information is provided) 30 days before the deletion date.
14. It is recommended that each file should not be greater than 2 or 3 GB. Otherwise, the performance may be slow and your browser may time out.