

Using RM Portico

RM Portico gives you access to your files on your school or college network from a browser on any computer (including desktops, laptops, tablets, netbooks and smartphones; for more information see 'Appendix B: Browser and Device Compatibility'). You can use it at your school or college, or from anywhere you can connect to the Internet.

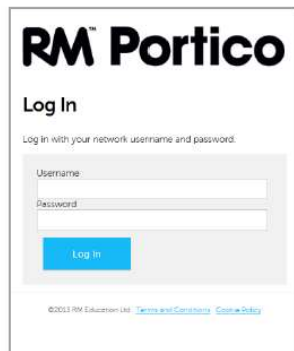
You can use RM Portico to download files to read or print. If you have permission you can also update files stored on the network and upload new files (if your browser allows uploading).

Logging onto RM Portico

► To log onto RM Portico from within the network

Follow these instructions if you are working on a school/college computer that is part of the network.

1. Open a browser program (e.g. Internet Explorer® or Safari).
2. Type **http://portico** in the browser's address bar (or **https://portico** if it has been configured securely) and press Return.



3. At the logon page, enter your network username and password and click 'Log In'.

► To log onto RM Portico from outside the network

Follow these instructions if you are working on a computer that is not part of the network (e.g. a computer at home, or your own personal computer at your school or college).

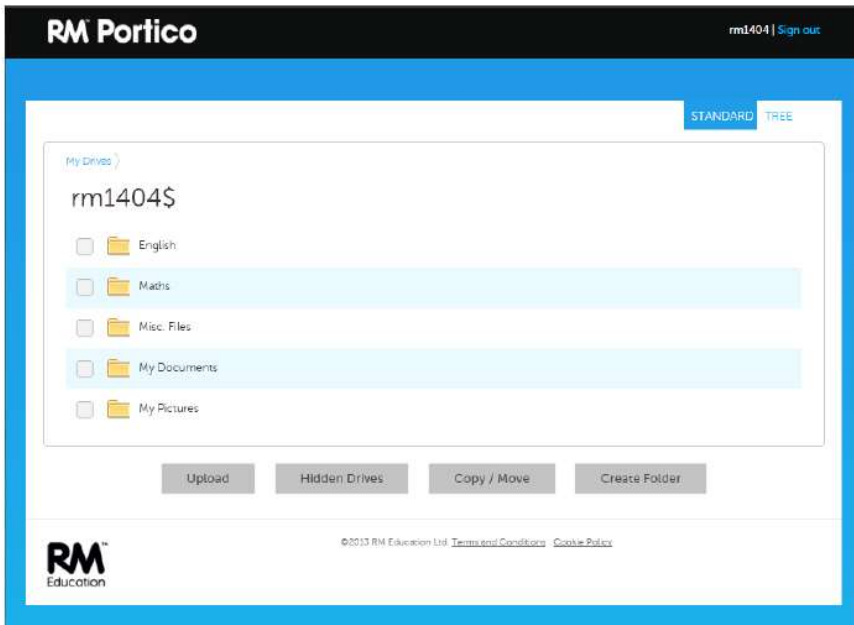
You will need the address for external access to your school or college's RM Portico website. Your network administrator or teacher can give you this information.

1. Open a browser program (e.g. Internet Explorer or Safari).
2. Type the address for your RM Portico website in the browser's address bar and press Return.
3. At the logon page, enter your network username and password and click 'Log In'.

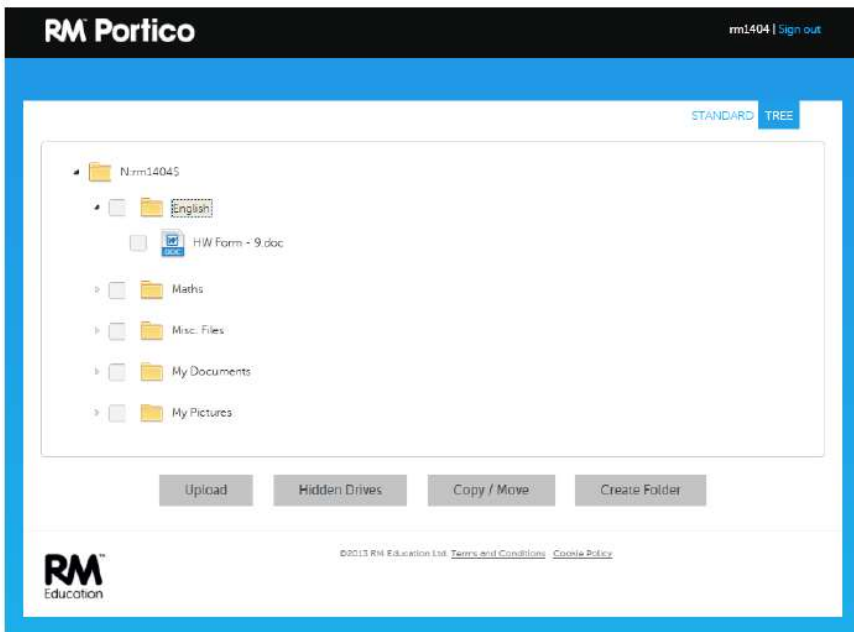
The RM Portico Web application

When you log on to RM Portico, a top-level (My Drives) page is displayed. Here you can see a list of shared network folders you can browse. You can look at this page in either Standard view or Tree view: click the tabs on the right to switch between them.

The **Standard view** is better for smaller screen formats, e.g. smartphones and small tablets.



In the **Tree view** you can click the triangles to expand the contents of each folder. This lets you move folders and files by dragging and dropping, even between shares.

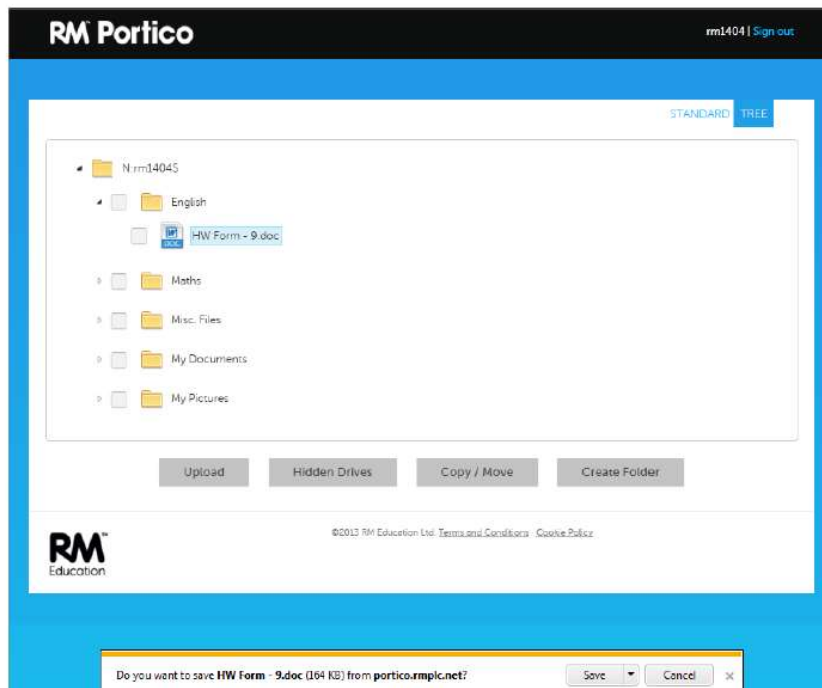


Note This list may be quite long and it may include shared folders you don't need to use. If it's a nuisance to be shown so many folders each time you use RM Portico, you can hide the ones you don't usually need; see 'How to change which shared folders are displayed' on page 26.

Downloading files

► To download or read a file from RM Portico

1. Browse to the folder you want and click its name to open it.



2. Click the file you want. Depending on your browser, it may download automatically or you may be given a choice either to 'open' the file or to 'save' / 'download' it.

- If you want to edit the file or keep the file on your computer, choose to 'save' or 'download' it (**don't** choose 'open'). Choose a convenient location to save it to (you can create a new folder if necessary). At the 'download complete' message, click Open to view the file. (If you see a security warning, you will need to click Allow to open the file.)
- If you only want to read the file and not to keep or edit it, you can choose to 'open' it, if given the option. (If you see a security warning, you may need to click Allow to open the file.)

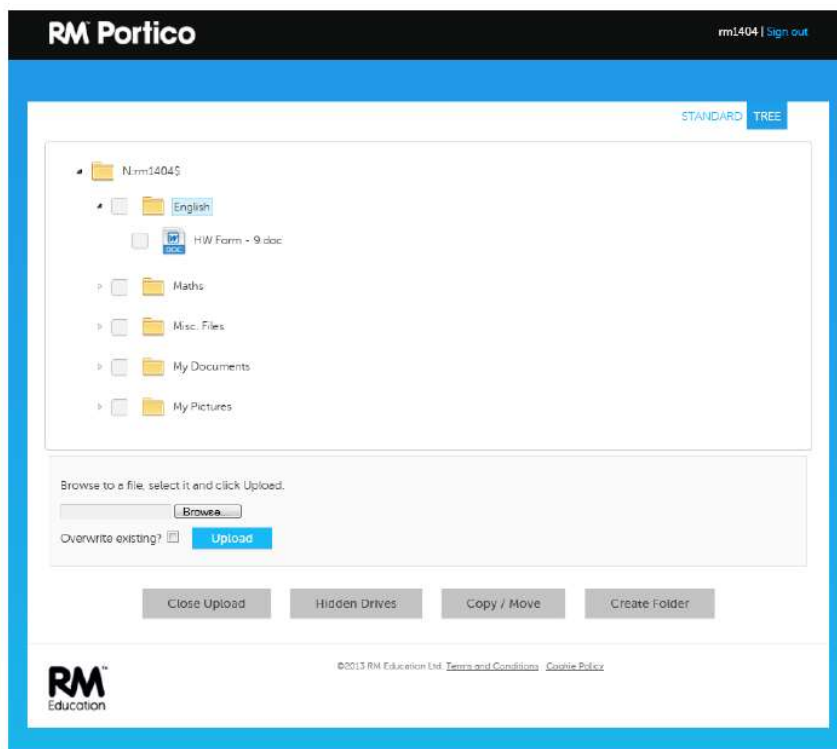
Uploading files

You can use RM Portico to upload a new version of an existing file you've downloaded and edited, or to upload a completely new file.

► To upload a file to RM Portico using the Upload button

This is a good method if you're using a small screen.

1. In RM Portico, browse to the folder where you want to upload the file to. Click the folder name to open it.
2. Click Upload.
(If you can't see the Upload button, you may not have permission to upload files to this folder.)
The page expands to reveal the upload controls.



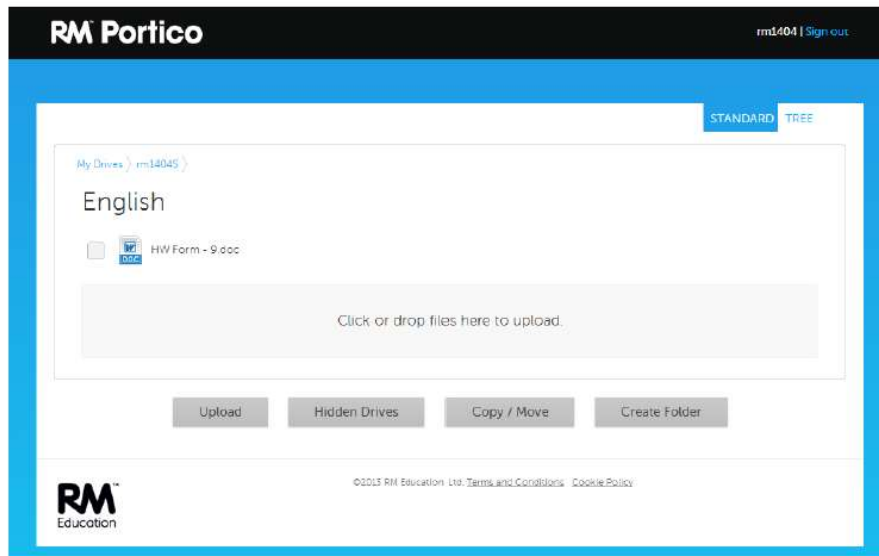
3. Click Browse. Locate and select the file you want to upload and click Open.
If you want to overwrite any file in the destination folder that has the same name, tick the 'Overwrite Existing?' box. (Don't do this unless you're sure!)
If the 'Overwrite Existing?' box is **not** ticked, RM Portico will not allow you to upload a file with the same name as an existing file in the folder.
4. Click Upload to upload the file. When the upload is finished, click OK.

► **To upload a file to RM Portico by drag and drop**

This method is quick and easy, but not all browsers support it. If you are using a browser that does not support this method, the Upload button will be displayed but not the 'drop zone'.

Note You cannot drag and drop a file into a folder where there is already a file with the same name.

3. In RM Portico browse to the folder where you want the file to be uploaded. Click the folder name to open it.



2. Use Windows Explorer to browse to the file on your computer that you want to upload.
3. Click and drag the file across into the 'drop zone' on the RM Portico page – the grey area labelled 'Click or drop files here to upload'.

An icon in the drop zone shows the progress of the upload. When the upload is finished, it shows a green tick for a few seconds. The uploaded file is now listed in folder contents.



If there was already a file in this folder with the same name, you will see an error message when you release the mouse button.

Moving and copying files and folders

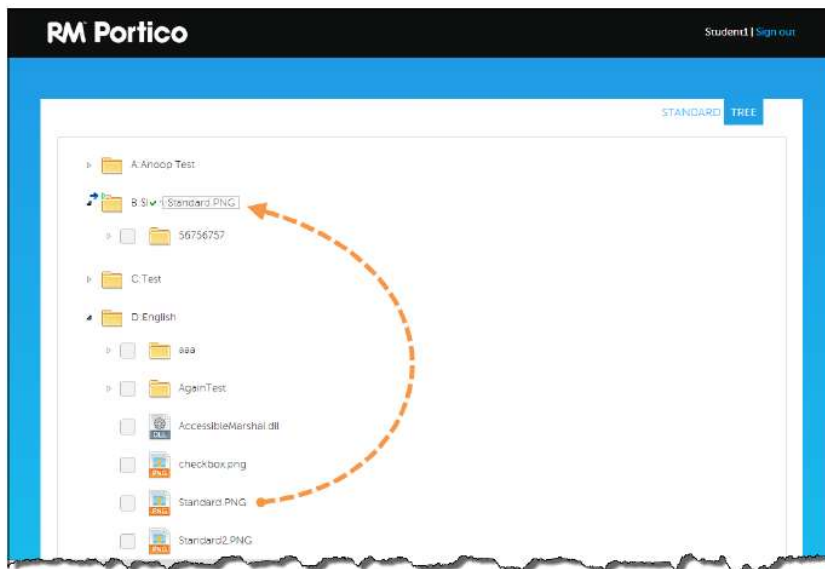
Some users may not have permission to move or copy files to some folders.

► To move a file in RM Portico using drag and drop

This method is quick and easy, but not all browsers support it.

Note You cannot drag and drop a file into a folder where there is already a file with the same name.

1. Choose Tree view.
2. Browse to the file that you want to move.
3. Click and drag the file into the folder where you want to move it. By holding the pointer over a folder, you can expand that folder to get to folders inside it. Release the pointer.

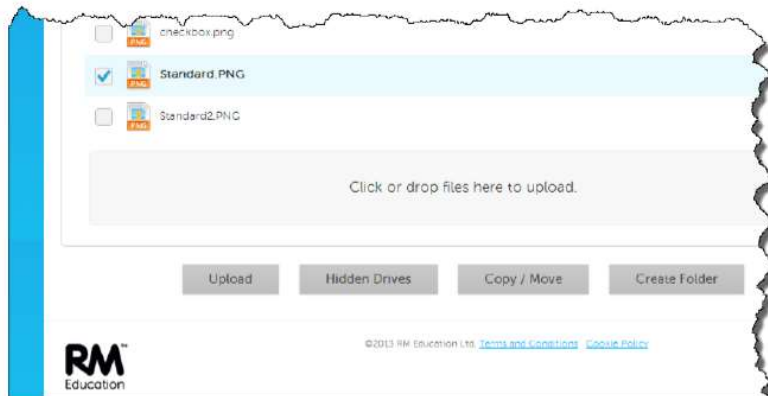


Following a successful move, a 'Succeeded' message is displayed. If there was already a file in this folder with the same name, or if you do not have permission to move files into this folder, you will see an error message when you release the pointer.

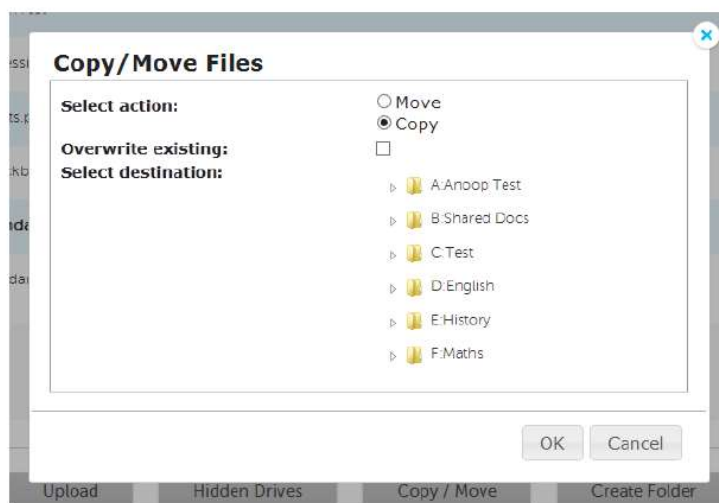
► To move or copy a file in RM Portico using the Copy/Move button

Use this method if you want to copy the file, or if you're using a small screen.

1. Browse to the file you want to move or copy.
2. Click the box next to the file. (If you want to move or copy more than one file, just click the boxes for all the files you want.)

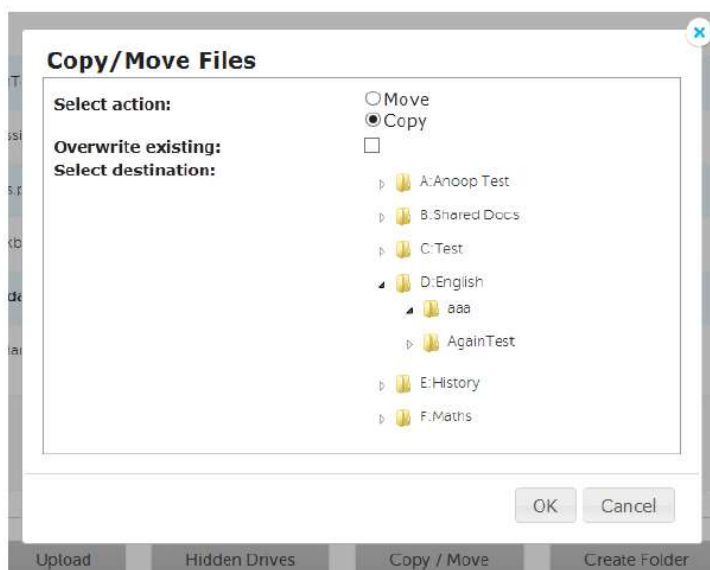


3. Click Copy/Move.



4. If you want to copy the file, leave 'Select Action' set to Copy.
If you want to move the file instead, click the Move radio button.

If you want to overwrite any file in the destination folder that has the same name, tick the 'Overwrite Existing' box. (Don't do this unless you're sure!)



5. Browse to the folder where you want to move or copy the file. Select the folder and click OK to move or copy the file.

A confirmation message tells you what has been done.

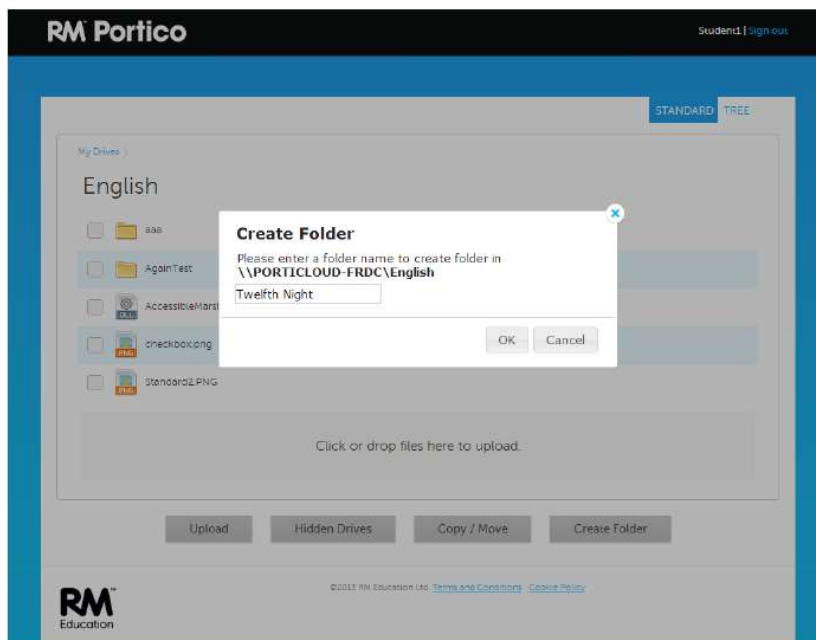


You can move and copy folders in the same way.

Creating folders

► To create a new folder

1. Browse to where you want to make a new folder.
2. Click Create Folder.
If you can't see the Create Folder button, you may not have permission to write files to this folder.



3. Type in the name of the new folder and click OK.

A confirmation message tells you what has been done.

