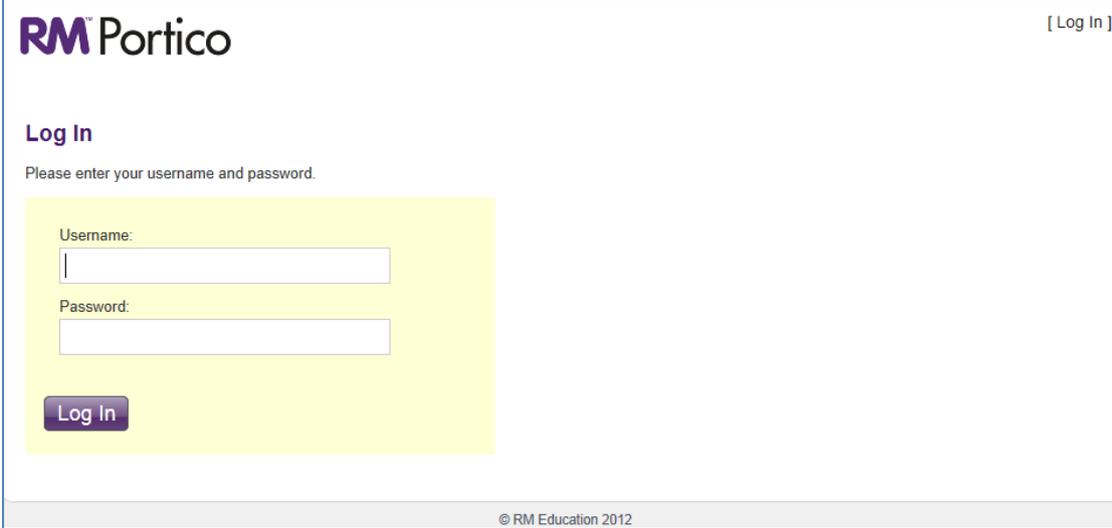


## RM Portico – Quick User Guide

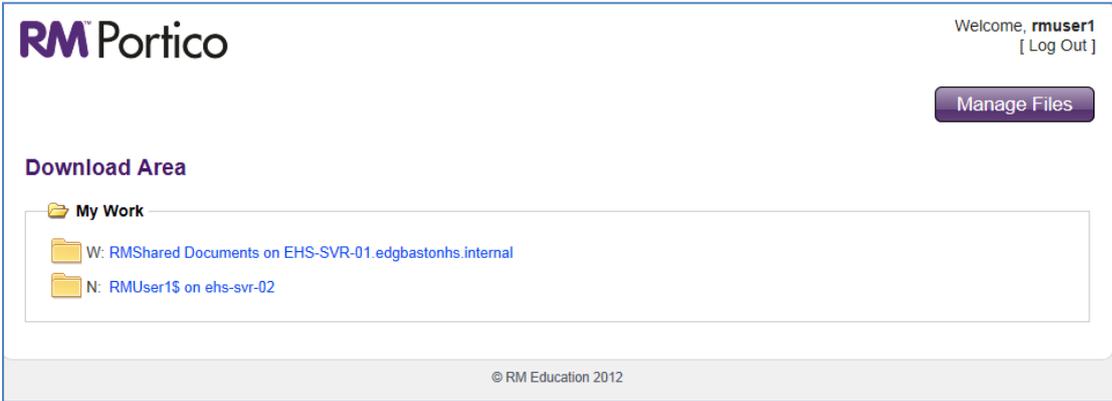
RM Portico is replacing RM Easylink as the method to give staff and pupils remote access to files. Both staff and pupils can access their 'My Documents' folder and their relevant shared areas on a wide range of internet browsers and operating systems.

The URL for the school's Portico website is <https://portico.edgbastonhigh.co.uk>



The image shows the login screen for RM Portico. At the top left is the 'RM Portico' logo, and at the top right is a '[ Log In ]' link. Below the logo is a 'Log In' heading followed by the instruction 'Please enter your username and password.' A yellow-shaded box contains two input fields: 'Username:' and 'Password:'. Below these fields is a purple 'Log In' button. At the bottom center of the page is the copyright notice '© RM Education 2012'.

At the login screen, enter your school network username and password and click 'Log In'. When you login to RM Portico, you will be presented with a basic folder structure including the 'My Documents (N:) drive; and any other shared areas you are allowed access to.



The image shows the home screen of RM Portico after a successful login. At the top left is the 'RM Portico' logo. At the top right, it says 'Welcome, ruser1' with a '[ Log Out ]' link below it. A purple 'Manage Files' button is located in the upper right area. Below this is a 'Download Area' section with a 'My Work' folder icon. Underneath, two folder links are listed: 'W: RShared Documents on EHS-SVR-01.edgbastonhs.internal' and 'N: RMUser1\$ on ehs-svr-02'. At the bottom center is the copyright notice '© RM Education 2012'.

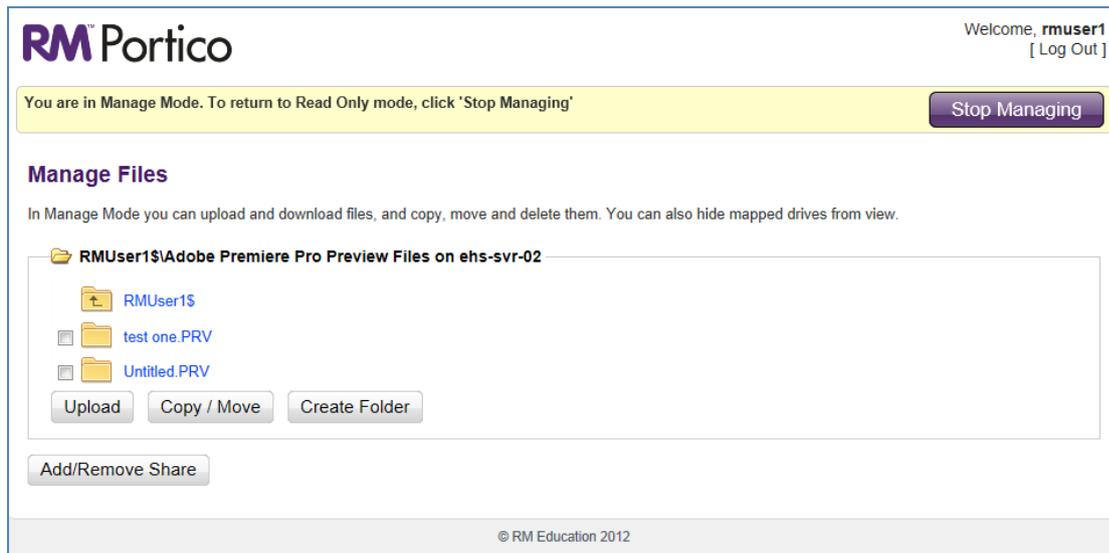
Click on any of the folder links to open a folder, and it displays its contents. Clicking on an individual file will prompt users to 'Save' or 'Open' it on your home computer. **Users cannot edit the documents unless they download them first.**

Users can navigate back to the previous folder by clicking on the top folder icon.

### Managed Features

Users can **Create folders**, **Upload** files and **Copy/Move** files or folders. You can only do this in areas where you have permission to do so. Click on **Manage Files** (the purple button at the

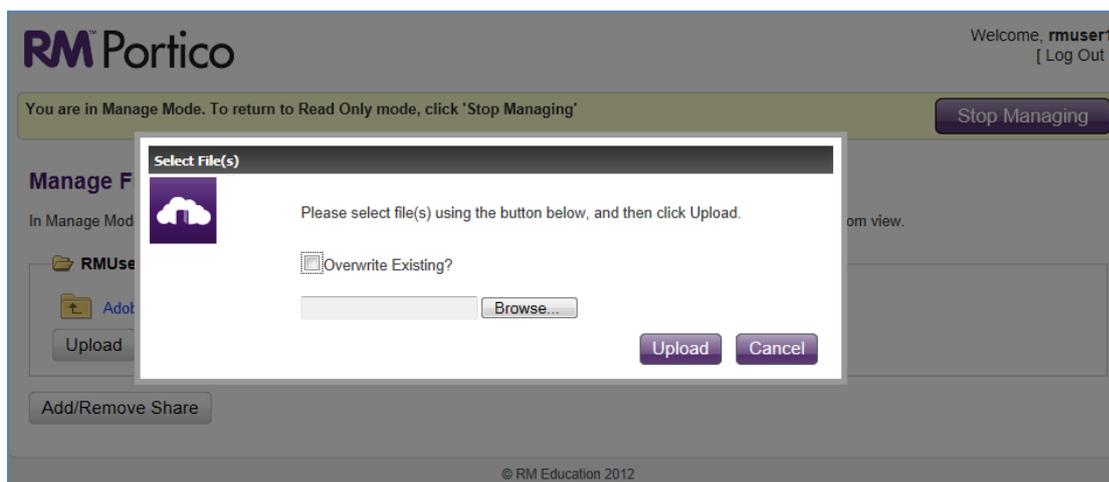
top right hand corner). The button changes to “**Stop Managing**”. Now you are in file and folder **Manage** mode.



**Care must be taken to avoid accidentally overwriting files already on the school network. If you accidentally overwrite a file, you have to see the ICT department to have your old file restored, if you need it.**

**To upload a file –**

- You must first be in **Manage** mode.
- Then open the folder you want to upload the file to in RM Portico.



- Click on ‘**Upload**’ and browse to the location of the file on your home computer.
- You can choose whether or not they want to overwrite a file of the same name at school (if a user has just downloaded a file to edit from home then tick ‘**Overwrite Existing**’)

**Copy/Move**

- To copy or move a file in RM Portico you need to be in **Manage** Mode as above.
- Tick the file or folder you wish to move or copy.

- Click on '**Copy/Move**' - If you want to copy the file then select 'Copy' or to move the file or folder then select 'Move'.
- If you want to overwrite any file or folder in the destination that has the same name, tick the 'Overwrite Existing' check box.
- Browse to the folder or drive in RM Portico where you want to move or copy the file/folder. Then click 'OK' to close it.
- Click 'OK' on the confirmation message to close it.

**Creating a folder** To create a folder browse within RM Portico to where you want to create a new folder and click 'Create Folder'. Give the new folder a name and click 'OK'. **Pupils will not be able to create folders in Shared Documents.**

**Customising Shares which are viewed** You can customise the list of file shares visible so that you can cut down the list to only those ones which you use most frequently. In Manage Files Mode, Click on Add/Remove Share. You can tick the shares you want to see and leave those that you don't unticked. You can change your Portico view at any time by following the same process.

**Stop Managing** When you have finished managing your files and folders, clicking on 'Stop Managing' in the top right corner of the screen, will return them to the standard folder view.

**Log Out** When you have finished working with RM Portico, you simply click on 'Log Out' at the top right of the RM Portico window.

#### **Limitation of RM Portico** ..

1. Currently, the maximum upload file size is 10 MB.
2. Certain file types are restricted from being uploaded, such as software installers and script files. This is because they could potentially contain harmful code like viruses.
3. **Users won't be able to delete files or folders within RM Portico, so should take care that they have the correct target folder open in RM Portico when uploading files.**