

**USD WEB SERVICES  
FILE MANAGER  
DELETING WEB SITE FILES**



INFORMATION TECHNOLOGY SERVICES  
UNIVERSITY OF SAN DIEGO

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SEPTEMBER 2007

## Deleting Files: File Manager

This tutorial will help you delete files in your Web site using the online File Manager tool.

1. Open your Internet browser (Internet Explorer, Firefox, Safari, etc.) and go to the following URL: <http://www.sandiego.edu/unet/files.php> and click on Departmental File Manager or Personal File Manager depending on the type of site you are working on.
2. You will see a login area on the resulting page. Enter your username and password for your account.
  - ❖ This can either be your MySanDiego username if you are editing files for a personal site or your Web account username if you are working on a departmental site.
  - ❖ If you do not know your departmental site information, please e-mail Jerry Stratton at [jerry@sandiego.edu](mailto:jerry@sandiego.edu) to reset the login credentials. Please note that you must be an authorized contact on that Web account in order to do so.

### USD Unet File Manager: Login

[Return to UNET Page](#)

Your login has expired.

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**Please log in:**





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UNet account	<input type="text" value="jts"/>
UNet password	<input type="password" value="*****"/>

- Once you are logged in, click **Sites** for a departmental site or **public\_html** for a personal site.

**USD Unet File Manager: its**

UNET / HOME





Item	Size	Last Modified	Permissions
 <a href="#">assistantaccess</a>	1 item	May 18, 2004	rwxr-xr-x
 <a href="#">Documents</a>	2 items	Feb 18, 2006	rwxr-xr-x
 <a href="#">Network Trash Folder</a>	2 items	Mar 26, 2004	rwx--rwx
 <a href="#">Sites</a>	5 items	February 5 5:11 AM	rwxr-xr-x
 <a href="#">TheVolumeSettingsFolder</a>	empty	Mar 26, 2004	rwxrwxrwx

Upload a file:

- In the Sites folder you will see your site. Click on the name of your site.

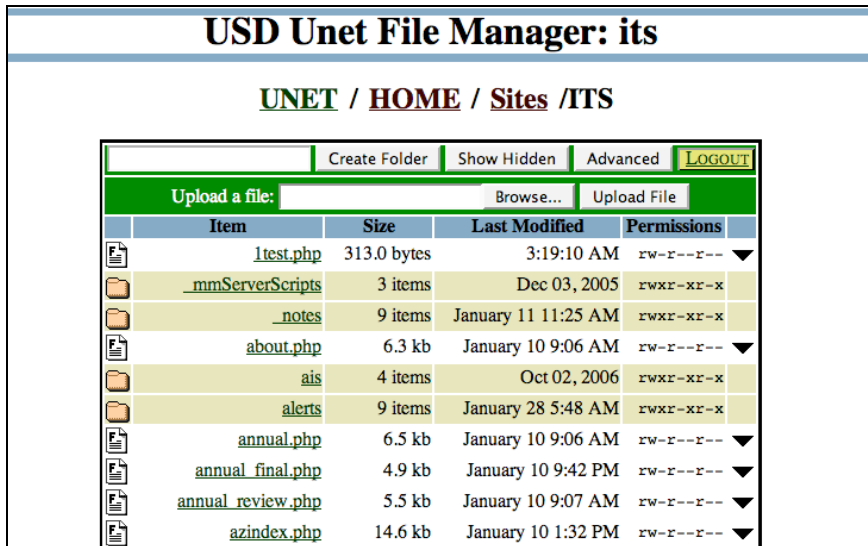
**USD Unet File Manager: its**

UNET / HOME / Sites

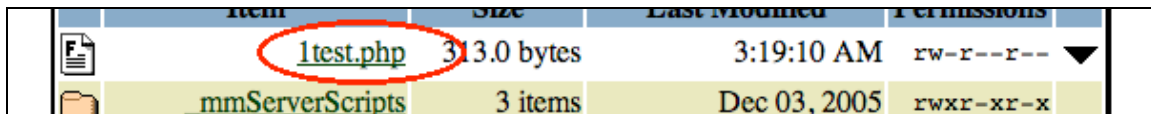
Item	Size	Last Modified	Permissions
 <a href="#">azindex</a>	7 items	February 1 12:54 AM	rwxr-xr-x
 <a href="#">images</a>	1 item	Apr 07, 2004	rwxr-xr-x
 <a href="#">InstructTechServices</a>	5 items	Feb 25, 2006	rwxr-xr-x
 <a href="#">ITS</a>	56 items	3:07:26 AM	rwxr-xr-x

Upload a file:

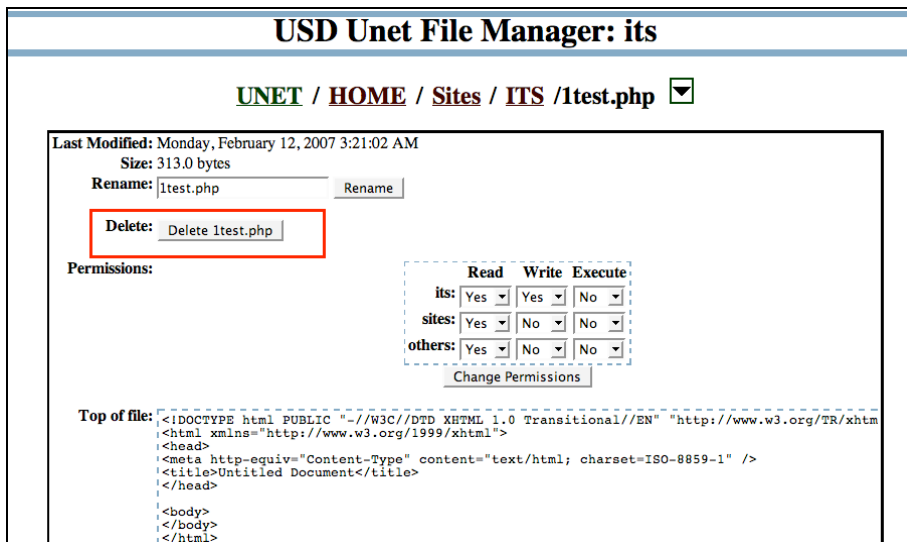
- Now you will see all the folders and files that currently under your site account. The folders are highlighted in brown, so when clicked on will lead you to subdirectories with more files.



- To delete files, click on the file name. For purposes of this documentation, we have used the file 1test.php to delete from the account.



- Ensure that this is the file you want to delete and then click the **Delete** button to delete that file from your site.



8. Repeat this process for any other files you need to delete from your Web site.
9. Once you have successfully deleted files using File Manager, please log out of your account. To do this, click the **Logout** button to the right of your screen.

**USD Unet File Manager: its**

[UNET](#) / [HOME](#) / [Sites](#) / [ITS](#)

	Item	Size	Last Modified	Permissions
	<a href="#">ltest.php</a>	313.0 bytes	3:19:10 AM	rw-r--r--
	<a href="#">_mmServerScripts</a>	3 items	Dec 03, 2005	rwxxr-xr-x
	<a href="#">_notes</a>	9 items	January 11 11:25 AM	rwxxr-xr-x
	<a href="#">about.php</a>	6.3 kb	January 10 9:06 AM	rw-r--r--
	<a href="#">ais</a>	4 items	Oct 02, 2006	rwxxr-xr-x
	<a href="#">alerts</a>	9 items	January 28 5:48 AM	rwxxr-xr-x
	<a href="#">annual.php</a>	6.5 kb	January 10 9:06 AM	rw-r--r--
	<a href="#">annual_final.php</a>	4.9 kb	January 10 9:42 PM	rw-r--r--
	<a href="#">annual_review.php</a>	5.5 kb	January 10 9:07 AM	rw-r--r--
	<a href="#">azindex.php</a>	14.6 kb	January 10 1:32 PM	rw-r--r--