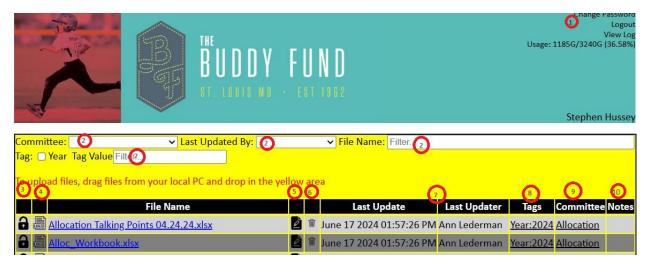Buddy Fund File Storage

User's Guide

URL to access: https://files.buddyfund.org
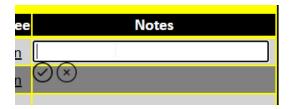
If you are not a user on the RO website, we have set up your login as your **first initial and last name (ex. alederman) and the initial password is the same as the login**. Please change your password once you access to file storage. New users can be requested by contacting one of the administrators for the RO website.

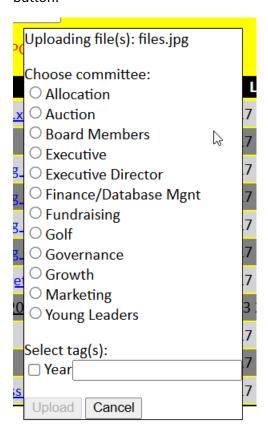The main page looks like the image below. Referring to each of the red circles, details follow.

1) You can change your password for logging on, logout, view the log of ALL file activity, and view the amount of space being used for files.
2) Using the various filtering options, you can narrow the list of files based on the criteria specified. The options are 1) committee associated with the file (column 9), 2) the user that last updated the file (column 7), 3) a portion of the file name (column 3), or 4) the tags and values associated with the file (column 8).
3) Click to view or change the protection on the file. See details below about how the protection works.
4) Click to view the log of activity for a specific file.
5) Click to rename a file.
6) Click to delete a file.
7) View who and when a file was last updated.
8) View and change the tags associated with the file. Click to change the tags or tag values.
9) View and change the committee that uses the file. Click to change the committee.
10) View and change notes about the file. Click to edit.

When editing Notes, click the checkmark to save or the X to cancel

To upload files, drag and drop them into the area in yellow, including the table that has the yellow background with light/dark gray rows. When uploading, the following pop-up will appear and you must choose a committee. You optionally can choose tags and values, then click the Upload button.

Uploading file(s): files.jpg

Choose committee:
○ Allocation
○ Auction
○ Board Members
○ Executive
○ Executive Director
○ Finance/Database Mgnt
○ Fundraising
○ Golf
○ Governance
○ Growth
○ Marketing
○ Young Leaders

Select tag(s):
☐ Year

Upload   Cancel

The file protection scheme is that all files are open for viewing and updating by everyone by default. If you deem a file needs protection, then click the padlock icon, and the following pop-up will appear. The changes are saved as you click the radio button. Click Done when you have made a needed changes. If anyone was defined access (update or read), then everyone that does NOT have defined access has NO access. To revert to no protection (everyone having access), change the access level for everyone to None by checking the first checkbox. If you want most people to have READ access and a few to have Update, you can use the second checkbox to mark everyone with READ, then change the few that need Update. The padlock will be open (unlocked) if no protection exists, and closed (locked) if protection is defined.

Permissions for: Annual Allocation Budget Planning 2024.xlsx

To reset permissions to default (open access to everyone), check this box: ☐

To set READ permissions for everyone, check this box: ☐

Name	None	Update	Read
Amy Tipton	○	○	○
Ann Lederman	○	○	○
Anne Brauer	○	○	○
Barb Hussey	○	○	○
Bill Lawson	○	○	○
Cale Prokopf	○	○	○
Carol Dohrman	○	○	○
Cassie Bianculli	○	○	○
Chris Ferrari	○	○	○
Corey LeSure	○	○	○
Ethan Townzen	○	○	○
George G Kriegshauser	○	○	○
George W Kriegshauser	○	○	○
Jayme Bertish	○	○	○
Joan Rejda-Heath	○	○	○
John Randall	○	○	○
Jonathan Babcock	○	○	○
Justin Diecker	○	○	○
Kate Labbe	○	○	○
Mark McCabe	○	○	○
Nate Kulla	○	○	○
Rodney Jackson	○	○	○
Sam Norton	○	○	○
Stephen Hussey	○	○	○
Sully Erger	○	○	○
Tim Murch	○	○	○
Tom Wesolowski	○	○	○

Done