

Welcome to FunctionFox! Questions or comments? Contact us at 1.866.369.8463 or email staycreative@functionfox.com. We are here to help!

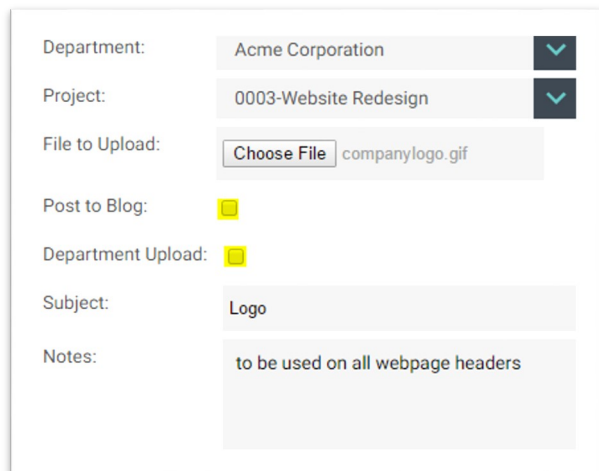
Flink File Upload

Flink is our file upload and sharing feature (**Projects > Flink**) that allows users to upload Project-related documents into FunctionFox, and gives the ability to share these uploaded files with non-FunctionFox users as well. Flink is included in the In-House platform, and can be added on the both FunctionFox Classic and FunctionFox Premier for \$10 USD/month per 10GB.

To upload a file, select the Client/Department and Project that the file is associated with. Next, choose the file from your computer. You can then give the file a name by filling in the Subject field, and include any important information in the Notes field.

If *Post to Blog* is selected (Premier & In-House only), the file will also be uploaded into the Project Blog for that Project. Other users can then view and comment on whatever has been uploaded. Checking the Post to Blog box will also allow the person uploading to mail this file directly to other users.

If *Department Upload* is selected, and this file is emailed out to a non-FunctionFox user, this email will also contain a link that will allow that person to upload a file back into FunctionFox without needing a login of their own. This is useful when collaborating with clients, or needing approval on proofs and drafts.



The screenshot shows a form for uploading a file. It includes fields for Department (Acme Corporation), Project (0003-Website Redesign), File to Upload (Choose File companylogo.gif), Post to Blog (checked), Department Upload (checked), Subject (Logo), and Notes (to be used on all webpage headers).

Edit	Delete	Subject	Note	Download Link	Email	Created	Size (MB)	Owner
		Logo	to be used on all webpage headers	companylogo.gif		09/15/2016 09:18:00AM	0	Johnny

When a file is uploaded to Flink, it appears in the table at the bottom of the screen. Here you'll have an at a glance view of how many files are associated with each project, and you also have the ability to download the file to your computer, or send it out via email. Typically, only Admin users or the owner of a file have the ability to edit or delete files uploaded to Flink.

We recommend uploading files under 100mb—anything larger could cause FunctionFox to run slow, unless you have a fast internet connection. To view a list of recently uploaded files, or to access additional Flink settings, click the Tips/Links box on the right-hand side of the page..