

## INTRODUCTION

The Home Access Plus system is available to all Staff and Pupils in Tonyrefail Community School that have a network login account in the school. The system allows you access to the files in your user area and public drive.

This guide explains the basic functions of HAP. If you require more detailed information about the facilities in HAP please consult the help functions within the system.

## ACCESSING HAP

Open Internet explorer.

Goto <https://www.tcs.cymru>

Scroll to the bottom right of the page and click on Home Access+ .

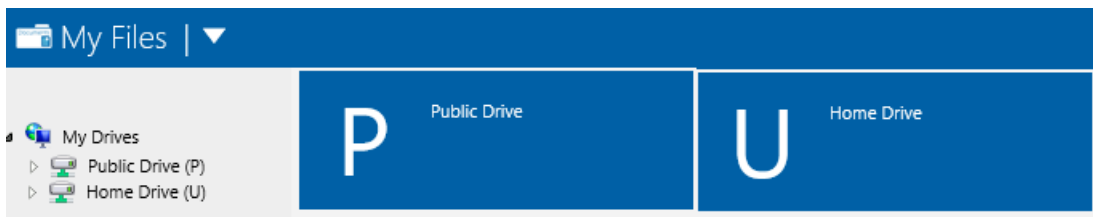
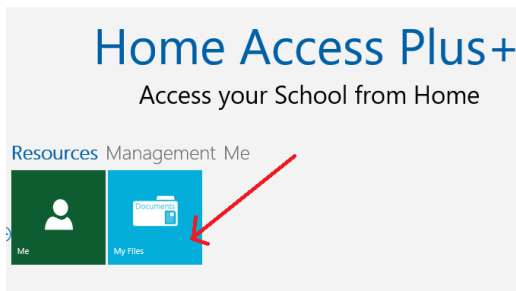
Login with your usual network details. DO NOT put @tcs.cymru on the end of your username.

The first time you login you will see a help screen. You can look through this now or close the window by clicking on Close at the bottom of this page.

You can return to this screen at any time by clicking on Help? in the top right of the screen.

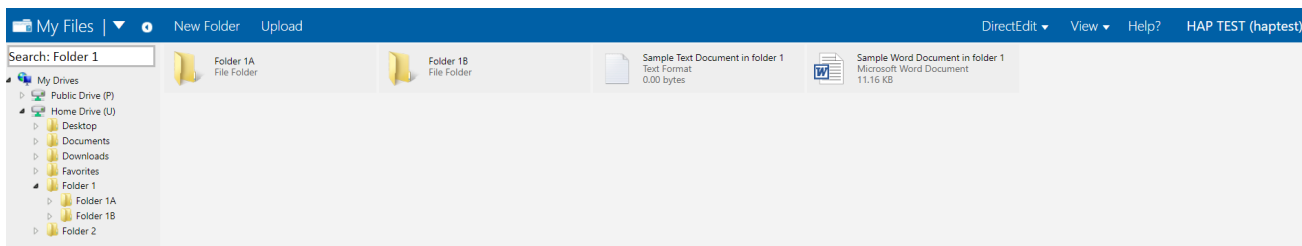
## NAVIGATING TO YOUR FILES

Click on My Files



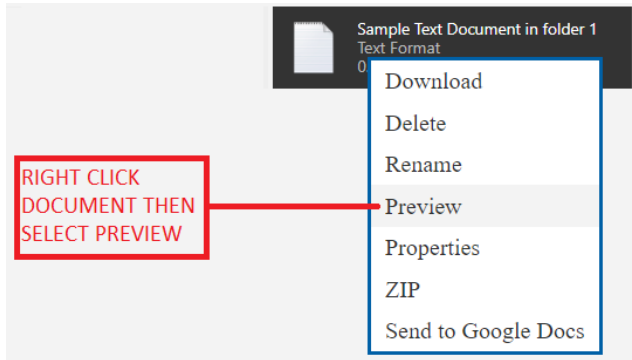
You can see all your school files and folders from here.

Click on Home Drive (U) The folders in your Home Drive will be expanded.



## PREVIEWING FILES

If you just want to view a file right click on it and select preview.

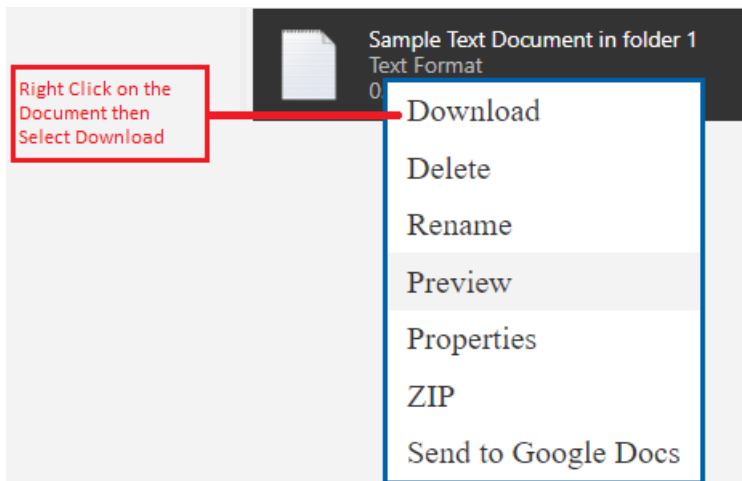


You will then see a preview of the file. NB You can only preview some files such as MS Office and text files.

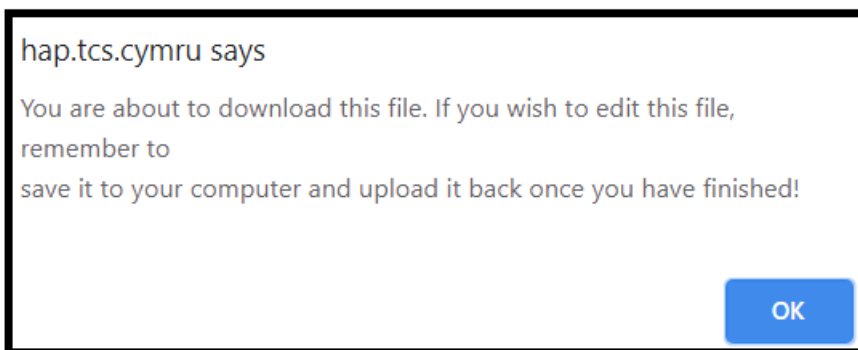
## DOWNLOADING FILES

You cannot edit files directly you must download them to your home PC if you want to edit them.

To edit a file right click on the file and select download.



You will see the following warning message click on OK.



At the bottom of your screen you may be asked if you want to open or save the file. If so select Save.

The file will be saved to your Downloads Folder on your laptop.

You can now edit the file which will normally be saved into your downloads folder but you must remember to save it and then upload it to the school network when you have finished editing it.

## UPLOADING FILES

When you have finished editing a file. Make certain you have saved and closed the file and you know exactly where the edited file has been saved to.

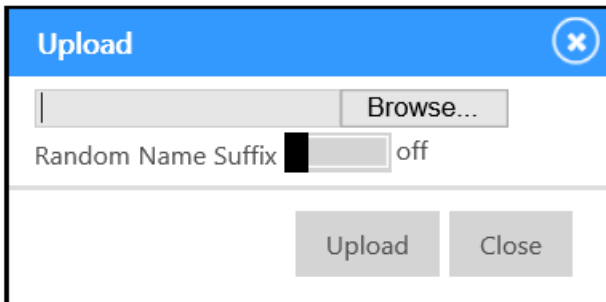
Until you are familiar with the system you may prefer to save the file with a new name. For example if the file you originally downloaded was called "sample word document.doc" you could save the new file with the date at the end of the name i.e

"sample word document ddmmyy.doc"

Within the HAP screen navigate to the folder you want to upload the file to on the school server.

At the top of the HAP screen click on the **Upload** button.

The Upload screen will be displayed.



Click Browse, the file explorer window will open.

Navigate to the folder you saved your document to. Select the file and click open. Now click Upload.

The upload screen should clear and the file will be uploaded from your PC to your current network directory.

## Additional Functions



The toolbar also has the following functions.

New Folder, Cut, Copy, Delete, ZIP & View. These are used in the same way as in File explorer.

The Direct Edit function requires additional software on your PC and is not recommended.

Within the **Help?** section there are further links to a full guide to the system.