# FILE-WORKS

# Documentation for File-Works Users

## The File Tree

Here's an example of the File Tree display that a File-Works user will see after logging in:

**Select a File or Folder, then click one of the buttons below:**

open all   close all

- **Acme Widgets**
  - Administration
    - Contact Information
    - Sample PDF File.pdf
  - General Information
    - Branch Office Information
    - Employee Handbook & Forms
    - Mission Statement
    - MS Word Sample File.doc

Buttons: Download | Upload | New Folder | Delete | Rename | Move | Extract | Zip & Download

The Tree display is very much like that of the left pane of the Windows Explorer. The ⊞ symbol to the left of a folder indicates that there are files and/or other folders inside. Clicking on the ⊞ will open the folder.

For example, clicking on the ⊞ to the left of "Employee Handbook & Forms" will open the folder and display its contents:

**Select a File or Folder, then click one of the buttons below:**

open all   close all

- **Acme Widgets**
  - Administration
    - Contact Information
    - Sample PDF File.pdf
  - General Information
    - Branch Office Information
    - Employee Handbook & Forms
      - Employee Benefits
      - Expense Report Forms
      - Timecards and Timesheets
    - Mission Statement
    - MS Word Sample File.doc

Buttons: Download | Upload | New Folder | Delete | Rename | Move | Extract | Zip & Download
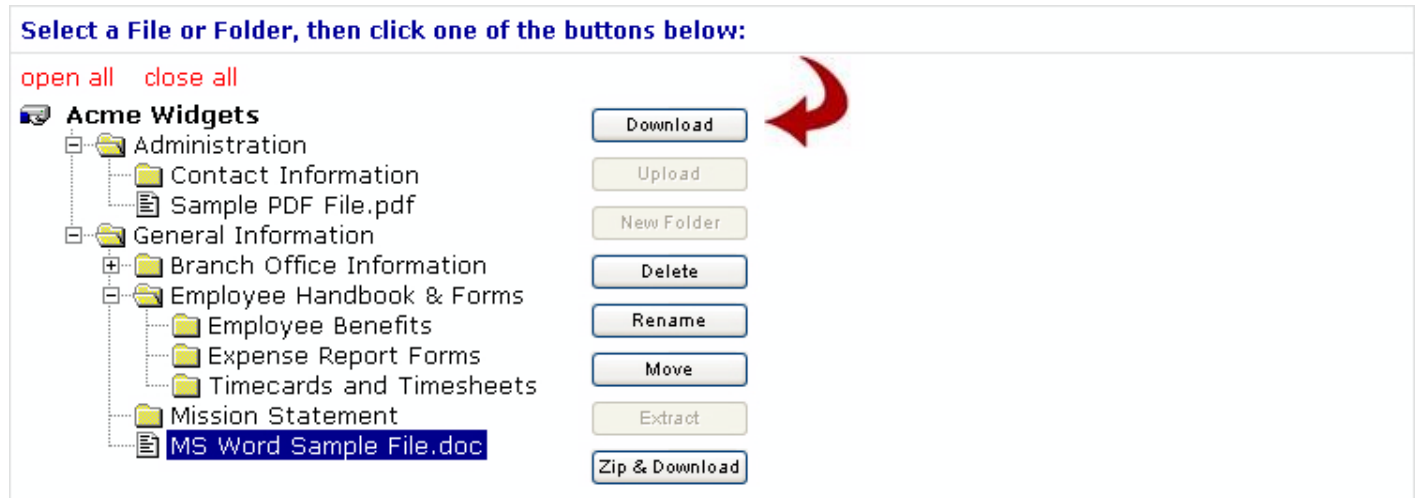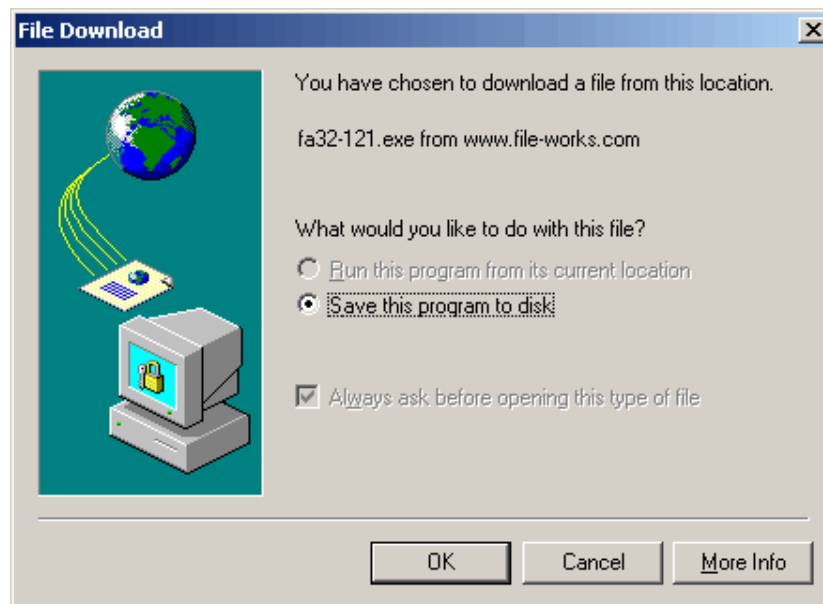
Closed folders without a ⊞ to their left are empty. Open folders can be closed by clicking on the ⊟ to their left.

## Downloading Files

To Download a file, navigate through the tree to find the file and click on its name to select it.  The "Download" button will become active if you have download rights to the file you have selected:

**Select a File or Folder, then click one of the buttons below:**

open all   close all

- Acme Widgets
  - Administration
    - Contact Information
    - Sample PDF File.pdf
  - General Information
    - Branch Office Information
    - Employee Handbook & Forms
      - Employee Benefits
      - Expense Report Forms
      - Timecards and Timesheets
    - Mission Statement
    - MS Word Sample File.doc

[ Download ]
[ Upload ]
[ New Folder ]
[ Delete ]
[ Rename ]
[ Move ]
[ Extract ]
[ Zip & Download ]

If the "Download" button does not become active, then your account has not been granted the right to download files in this branch of your company's tree.  If it is important for you to be able to download files in this area, please consult your company's File-Works administrator.

To download and view documents, highlight the document you wish to access, either left-click on the "Download" button and follow prompts, or right-click on the "Download" button, select "Save target as..." and save to your hard drive. The latter is especially recommended for certain file types like zipped files.

If you left-click on "Download" and if the highlighted file is a file type that is registered with your operating system, the file will download and open up in the program that it is registered for (an XLS file will open up in Microsoft Excel, a PDF file will open up in Adobe Acrobat Reader, a QBB file will open up in QuickBooks, etc.).  If it's a text file, it will open up in your web browser.

If the file you are downloading is not of a type that is registered with your operating system, it will bring up the Windows download dialog, and you'll be able to save it anywhere you like on your hard drive.
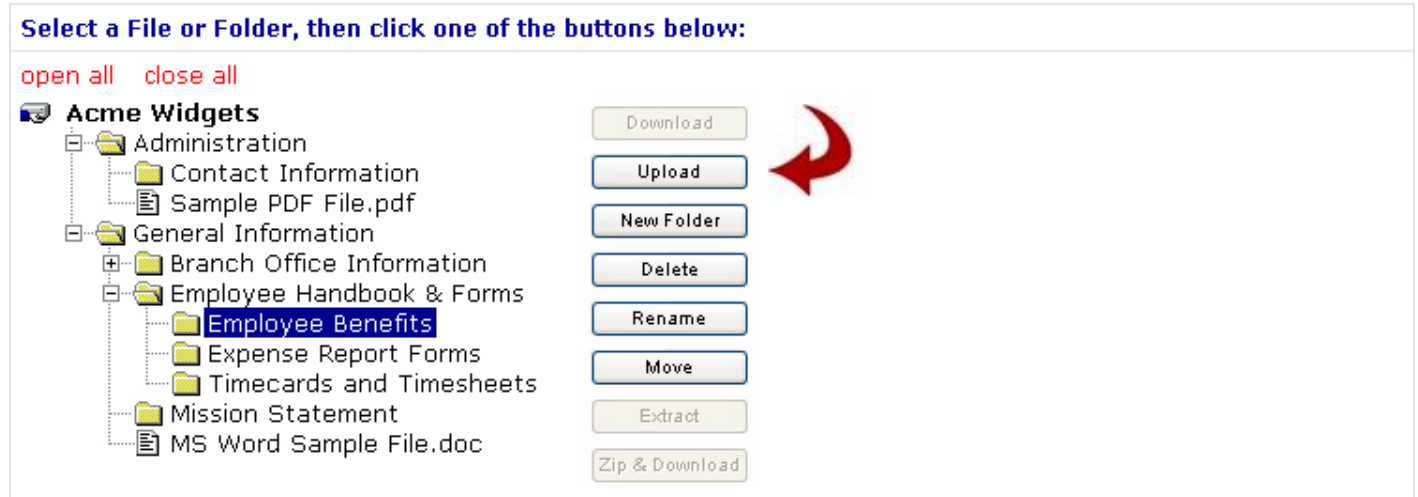
**File Download**

You have chosen to download a file from this location.

fa32-121.exe from www.file-works.com

What would you like to do with this file?

○ Run this program from its current location
● Save this program to disk

☑ Always ask before opening this type of file

[ OK ]   [ Cancel ]   [ More Info ]

If you right-click on "Download" and select select "Save target as..." the Windows "Save As" dialog box will open and you will be able to select a location on your hard drive or on your network into which the file will be copied. Note that these instructions apply to Internet Explorer 6. Other browsers and versions may behave slightly differently.

## Uploading Files

To Upload a file, navigate through the tree to find the folder into which the file should be placed.  Click on the folder's name.
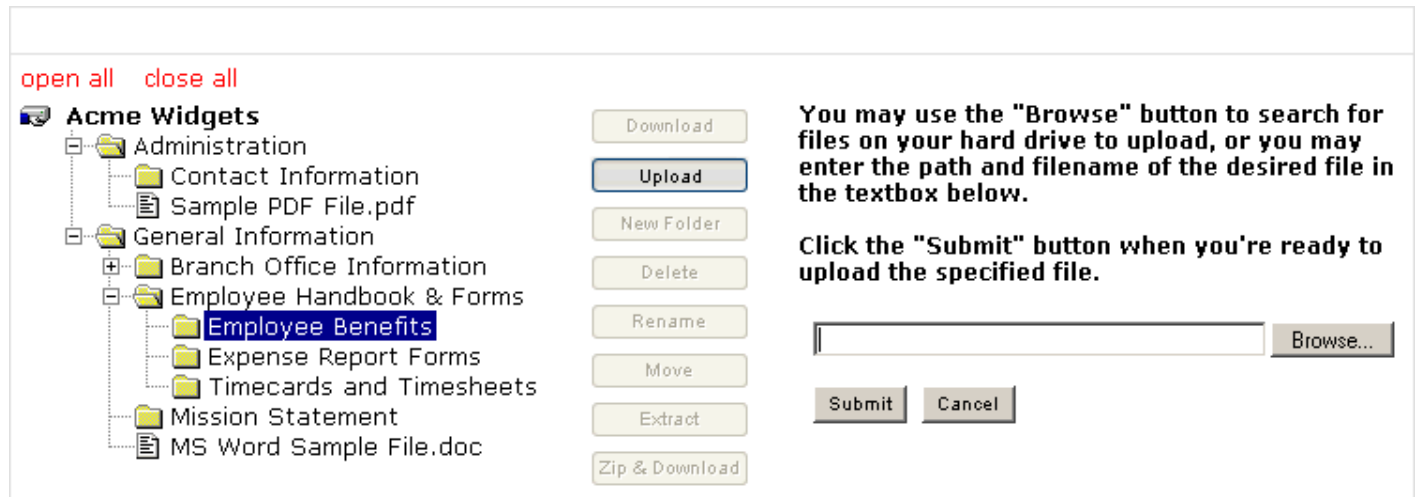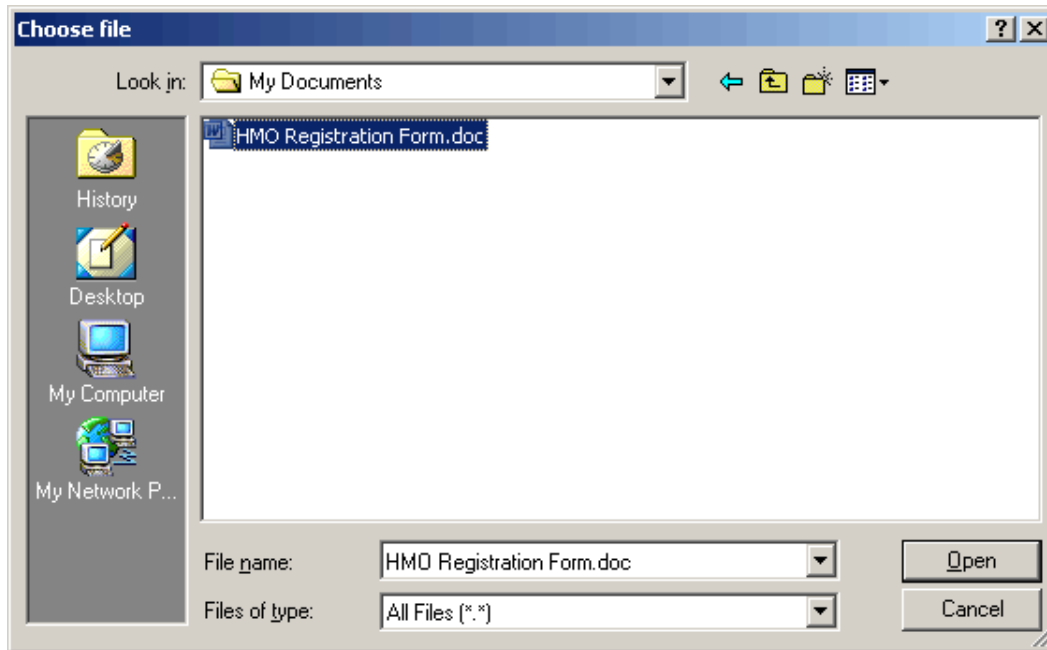If you have permission to upload files into the folder you selected, the "Upload" button will become active:



If the "Upload" button does not become active when you click on a Folder Name, then your account has not been granted
the right to upload files in this branch of your company's tree.  If uploading files into this branch is important to you, please
consult your company's File-Works administrator.

Next, click the "Upload" button.  An upload dialog will open in the right half of the window:

You can type in the full path and filename of the file on your computer that you would like to upload or, more easily, you can use the Windows "Choose file" dialog box that appears when you click on "Browse" to locate the file:



and fill in the information for you:



Click on "Submit" to upload the file.  When the upload is complete, you'll see your file in the tree — right where you put it:



Note:  If you attempt to upload a file with the same file name as a file that already exists in a folder, you may be asked if you want to replace the existing file.  If you are not given this option, then you don't have "Delete" rights in this branch of your company's tree.  If overwriting files in this branch is important to you, please consult your File-Works administrator.

# E-mail Notification of Uploaded Files

If your company has enabled E-mail Notification of Uploaded Files, after you upload a file you will see a dialog like this:
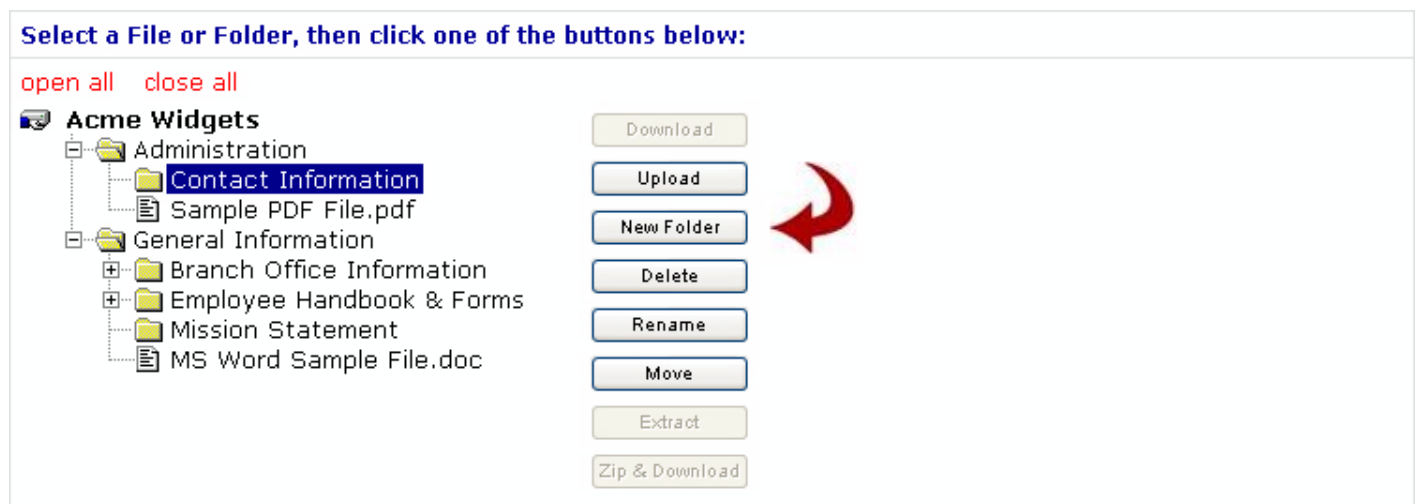


The list on the right contains the names of every user who has access to the file that you just uploaded.  Check next to the names of those users who should receive a notification of the file upload, enter a message in the box under the list if you like, and then click "Continue".  If no E-mail Notifications are needed, click "Continue" with no names in the list checked.

# Adding Folders

To Add a Folder, click on the name of the folder that will contain the new folder and click on the "New Folder" button.
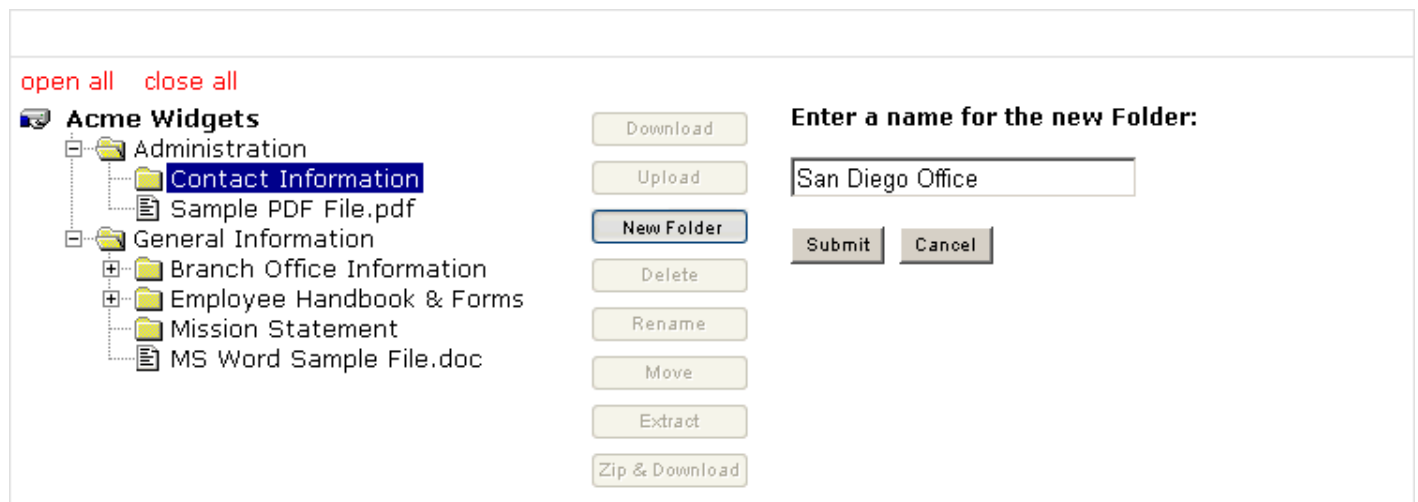


If the "New Folder" button does not become active when you click on a Folder Name, then your account has not been granted the right to add folders in this branch of your company's tree.  If adding folders in this branch is important to you, please consult your company's File-Works administrator.

Type in a name for your new folder in the dialog that opens up on the right and click "Submit":
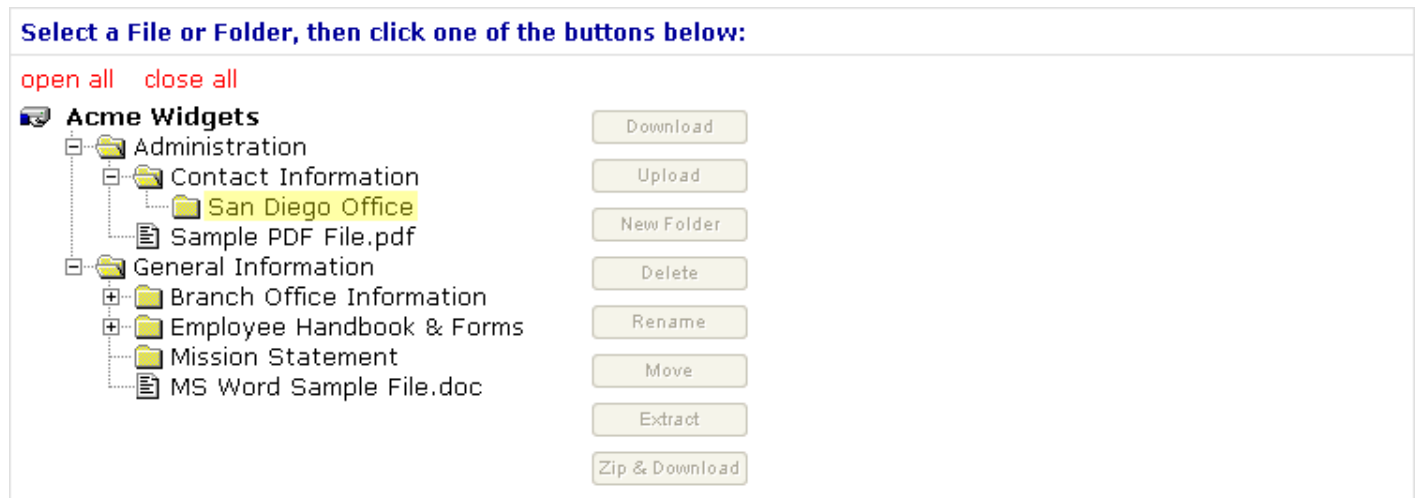


After your new folder is added, it will show up in the tree right where you placed it:
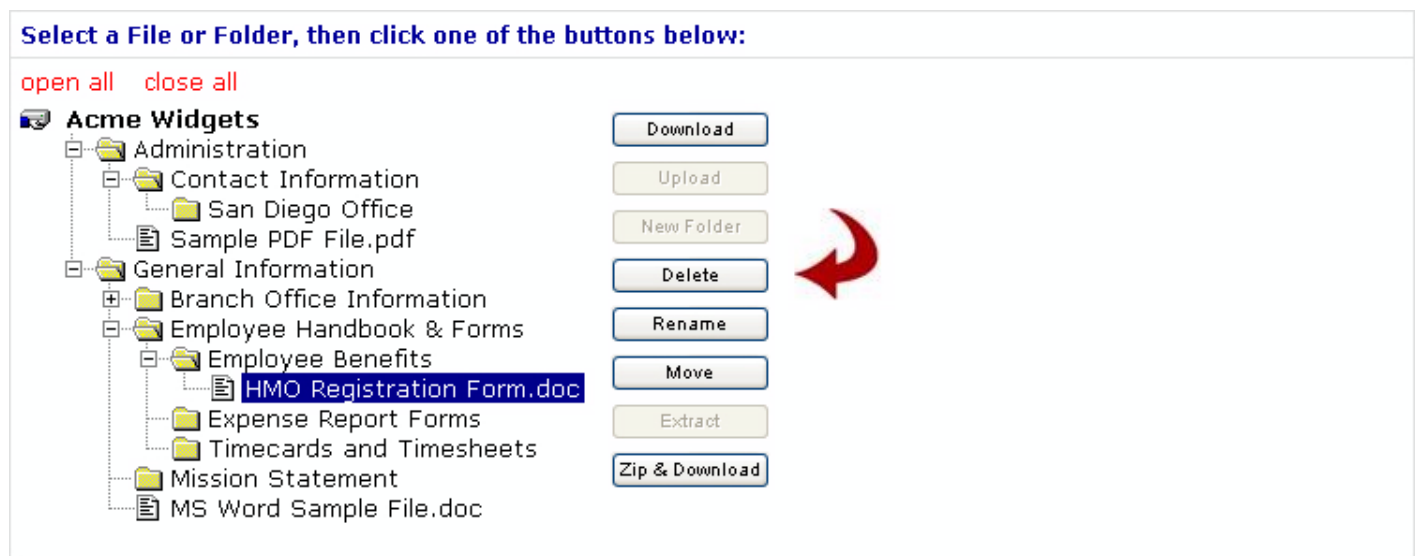
# Deleting Files

To Delete a File, locate it in the tree and click on its name.  Hopefully, the "Delete" button will become active:



If the "Delete" button does not become active, then your account has not been granted the right to delete files in this branch of your company's tree.  If it is important for you to be able to delete files in this area, please consult your company's File-Works administrator.

To delete the file, click on the "Delete" button, and then on "Yes" button in the dialog on the right side:
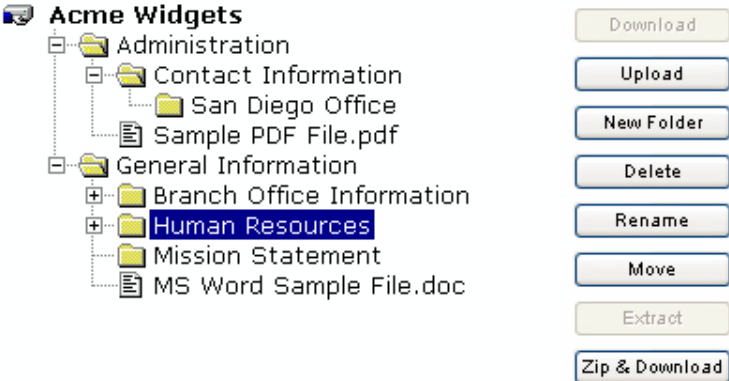
## Deleting Folders

To Delete a Folder, locate it in the tree and click on its name. Hopefully, the "Delete" button will become active:



If the "Delete" button does not become active, then your account has not been granted the right to delete folders in this branch of your company's tree. If it is important for you to be able to delete folders in this area, please consult your company's File-Works administrator.

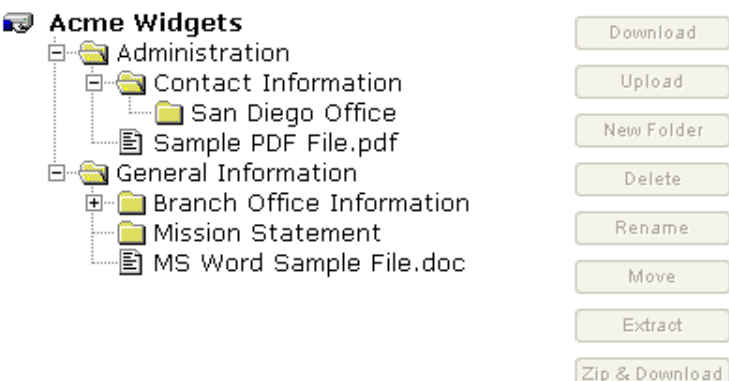To delete the folder, click on the "Delete" button, and then on "Yes" button in the dialog on the right side:



Your folder will be removed from the tree:



**Important Note:**  Use caution when deleting folders, as any sub-folders or files within the folder you are deleting will also be deleted!
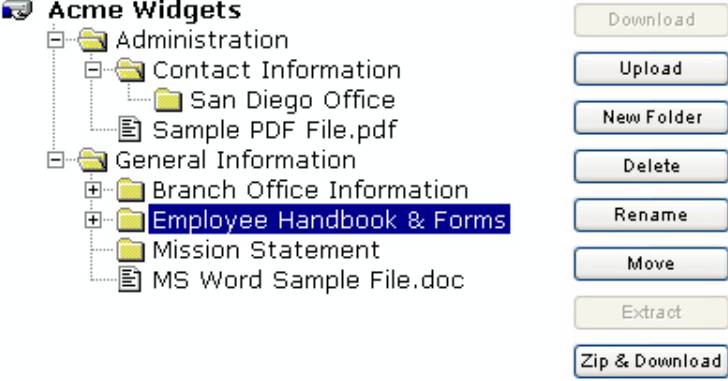
## Renaming Files and Folders

The procedure for renaming files and renaming folders is the same.

To Rename a File or Folder, locate it in the tree and click on its name. Hopefully, the "Rename" button will become active:
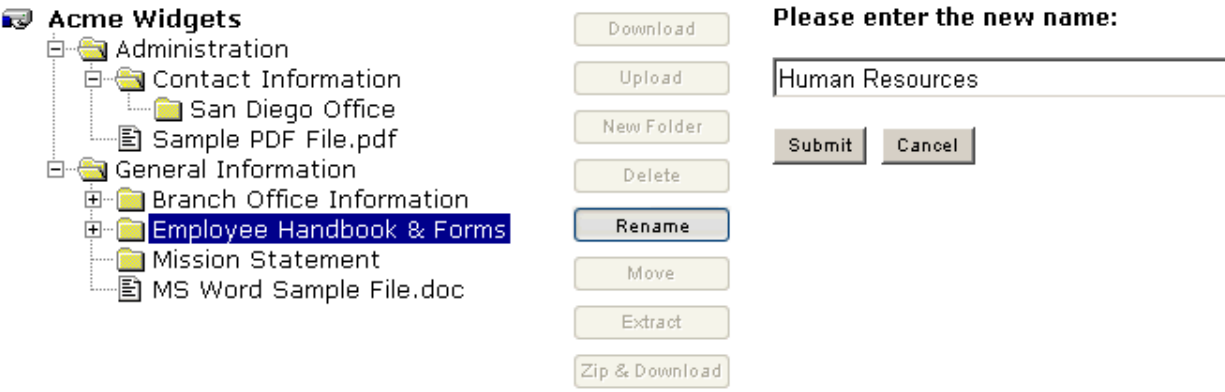


If the "Rename" button does not become active, then your account has not been granted the right to rename files and folders in this branch of your company's tree. If it is important for you to be able to rename files in this area, please consult your company's File-Works administrator.

Click the "Rename" button and enter your new name in the text box that appears to the right. Then click "Submit"
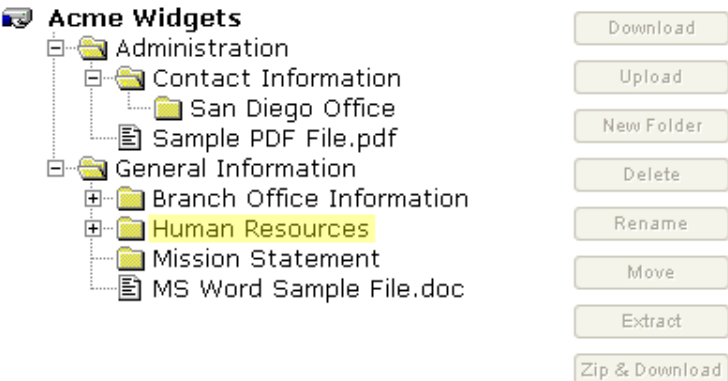


The file or folder that you renamed will now appear in the tree with its new name:

## Moving Files and Folders

By moving files and folders, you can re-organize your company's tree. For this example, we've asked our company's File-Works administrator to set up a new Root Folder, called "Employment Information", and we want to move the existing "Human Resources" folder (and all of its contents) into this new "Employment Information" folder.



First, we click on the "Human Resources" folder name to highlight it. Hopefully, the "Move" button will become active:



If the "Move" button does not become active, then your account has not been granted the right to move files and folders in this branch of your company's tree. If it is important for you to be able to rename files in this area, please consult your company's File-Works administrator.

Click the "Move" button:



A second tree will open on the right side, showing all of the folders into which you may move your highlighted file or folder. Folders that are "grayed out" may not be selected as your target folder.

Highlight your target folder (in this case, "Employment Information") and click "Submit":



As you can see, the "Human Resources" and all of its contents have been moved into the "Employment Information" folder.

The procedure is the same for moving files.

# Extracting Archive Files

If you have upload rights to files in a root folder containing an archive (zip) file, and you highlight that file, the "Extract" button will become active. FileWorks currently supports the following archive file types:

| | | | |
|---|---|---|---|
| zip | gzip | bzip2 | tar |
| rar | cab | iso | arj |
| lzh | chm | z | cpio |
| rpm | deb | nsis | 7z |

Highlighting an archive file and clicking on the "Extract" button will extract all of the folders and files inside the archive into the archive file's current location.  Folders and paths within the archive file will be preserved.  If a file being extracted already exists, the characters "_1" will be added to the end of the filename of the file being extracted, and the original file will be left intact.

We've created and uploaded a zip file containing a few folders and a few files into a new Root Folder named "Policies and Procedures".  We'll hightlight this file and click the "Extract" button:
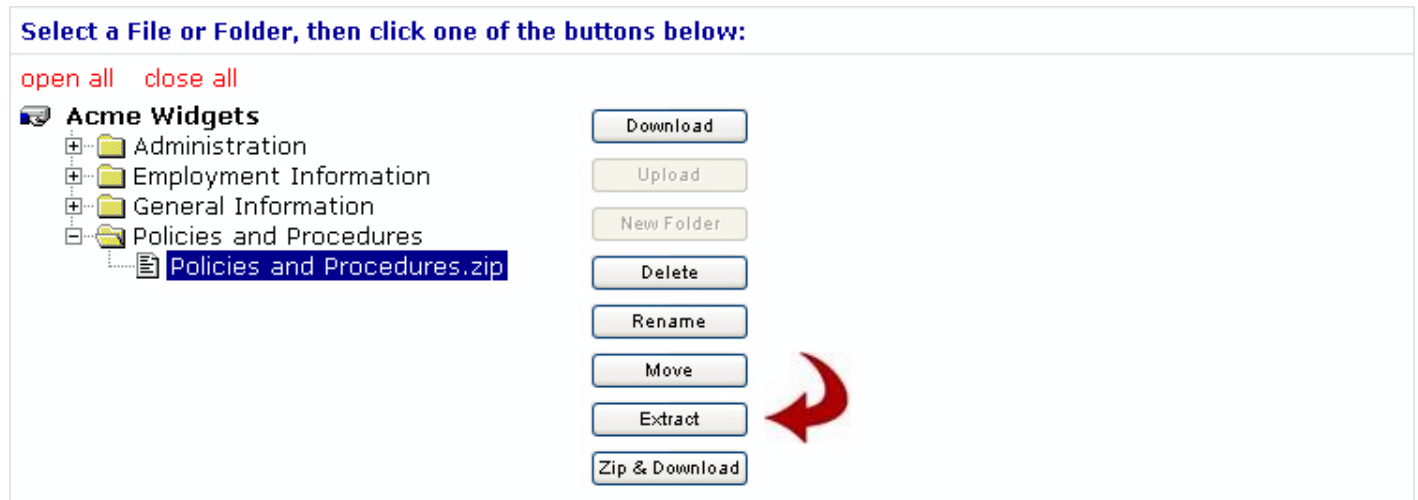


After confirming that we do, in fact, want to extract this file, the extraction is performed on the server, after which the folders and files that were contained in the archive are visible in our tree.  Note that the archive file is still present, so if you are going to use this method to populate your File-Works tree, you may want to delete the archive file when you have finished the extract operation.
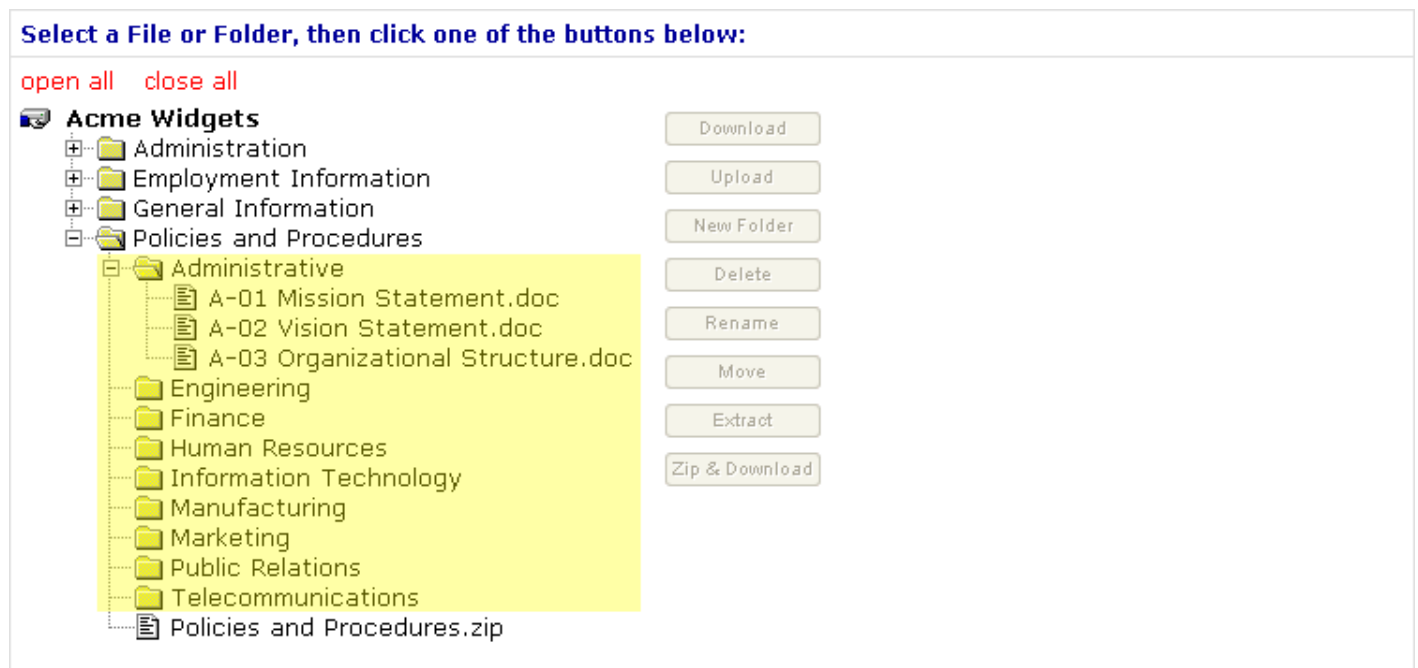
## Zip and Download Files

You may create an archive (zip) file containing any of the folders or files in your File-Works tree by using the "Zip & Download" button.  If you archive a folder, all of the files and folders within that folder will be included in your archive file. First, highlight the file or folder that you wish to archive and download, then click the "Zip & Download" button:



When you click the "Zip & Download" button, a window like this will pop up while your archive is being created:
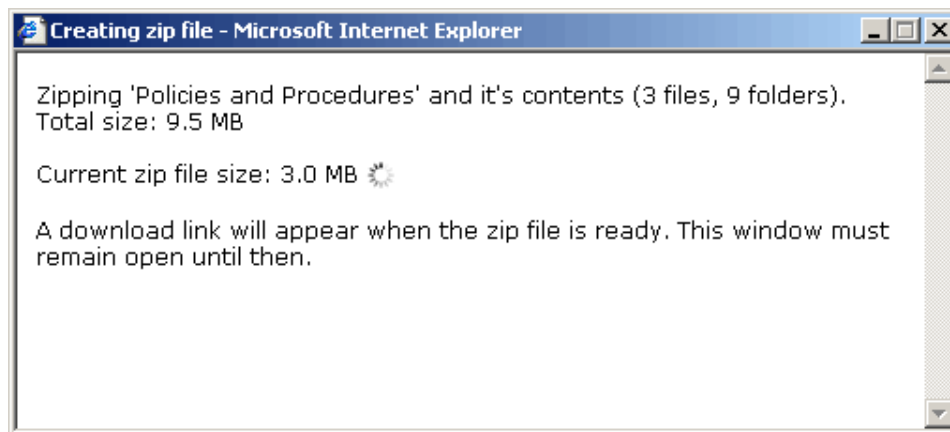


It displays the total size of your original files as well as the estimated size of your archive file.  When the creation of the archive file is finished, you'll see something like this (unless you're using Firefox, in which case your download will begin automatically):

You are logged in as: acmeadmin                          (Admin) (Help) (Log Out)
There are 8 days, 1 hour, and 39 minutes remaining in your Test Drive.

**Select a File or Folder, then click one of the buttons below:**

open all    close all

**Acme Widgets**
    Administration
        Contact Information
        Sample PDF File.pdf
    Employment Information
        Human Resources
    General Information
        Branch Office Information
        Mission Statement
        MS Word Sample File.doc
    Policies and Procedures
        Administrative
            A-01 Mission Statement.doc
            A-02 Vision Statement.doc
            A-03 Organ
        Engineering
        Finance
        Human Resourc
        Information Te
        Manufacturing
        Marketing
        Public Relation:
        Telecommunica

Download
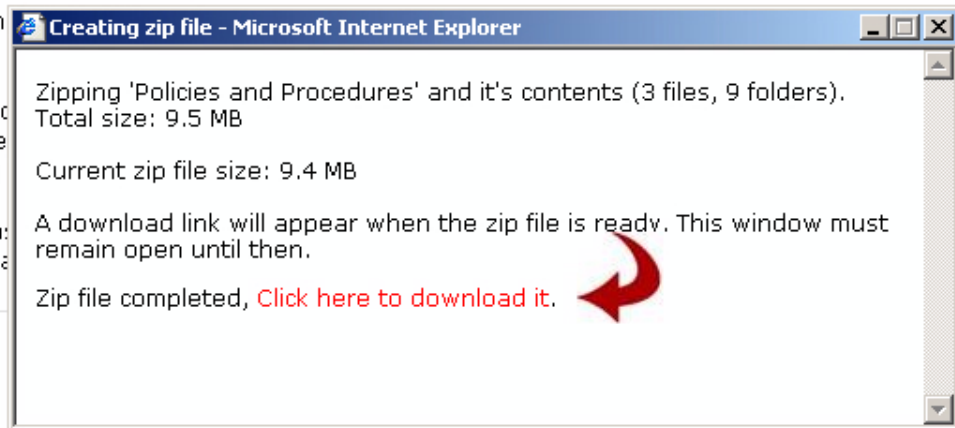Upload
New Folder
Delete
Rename
Move
Extract
Zip & Download

**Creating zip file – Microsoft Internet Explorer**

Zipping 'Policies and Procedures' and it's contents (3 files, 9 folders).
Total size: 9.5 MB

Current zip file size: 9.4 MB

A download link will appear when the zip file is ready. This window must remain open until then.

Zip file completed, Click here to download it.

Click either of the download links to download your archive file.

Please note that the archive file is not saved or stored in your File-Works tree.

Thank you for using File-Works!

Although the design and operation of File-Works is quite powerful and complex, we've tried to create an easy-to-use administrative interface.  We greatly value your input.  If you find something that doesn't work the way you think it should, if you have any suggestions to improve the operation of the site or the clarity of the Help system, or if there is a new feature that you'd like to see, please     let us know .