

How To Use Projxs Files Download/Edit Page

Download/Edit Page Overview.

The download/edit page lists the files to be downloaded or edited. The difference between downloading and editing is that you both download and lock the files when you edit them. Associated with each file are:

- File Description
- Auto Download Directory
- File Name
- Size

project reference prints - download			
New Files			
file description	Auto Download Directory	file name	size (KB)
cordis 2nd half.zip	c:\projxs\Cordis FM Portal\Project Reference Prints	Cordis 2nd half.zip	3.5 MB
T-0.pdf - Telecommunications Systems	c:\projxs\33 Technology\Project Reference Prints	T-0.pdf	171.8
T-1.01.pdf - Garage Outlets - East	c:\projxs\33 Technology\Project Reference Prints	T-1.01.pdf	53.4

Downloading to the default directories.

If you select the "Auto Download" button, the files will immediately be downloaded to your local hard drive.



A default directory for each file will be created, if it does not currently exist. The directory listed on the listing is based on the following Projxs components, which will help you easily find files on your hard drive:

- C: (the C drive)
- \projxs (the base directory)
- \Project Name (or the Job Name, if the file is associated with a job)
- \Folder Name (the project sub tab name)

Auto Download Directory
c:\projxs\Cordis FM Portal\Project Reference Prints
c:\projxs\33 Technology\Project Reference Prints
c:\projxs\33 Technology\Project Reference Prints

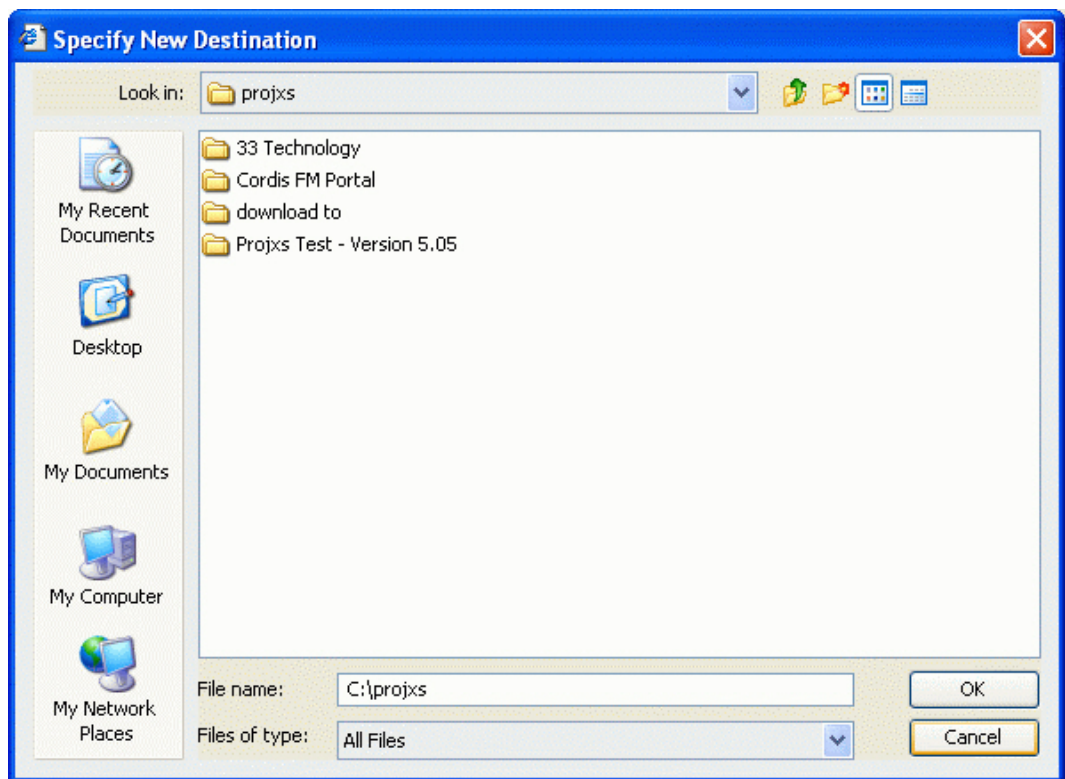
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Selecting a download directory.

If you select the "Download To" button, a directory selection window will open for you to browse.

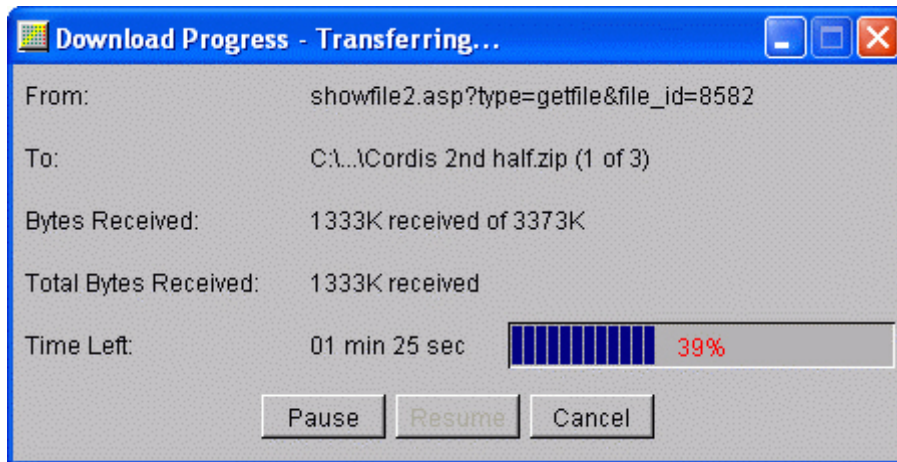


All files will be downloaded to the directory you select, when you hit the "OK" button. If you select the "Cancel" button, each file will be saved in the default directory listed on the download page.

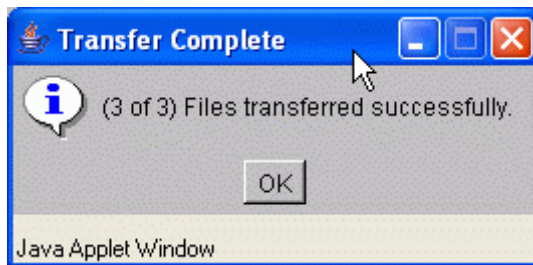


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You can pause or cancel the download at any time by selecting the "Pause" or "Cancel" button on the download progress window.

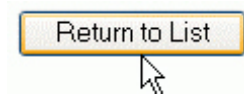


At the completion of the download, a completion message appears.



Returning to the files list.

Select the "Return to List" button to return to the file folder.



Adding a file to the folder.

To add a file to the folder, click the "New Files" link in the right top corner, and the "New Files" dialog page will appear.

