

How To Use Projxs Files Files Update Page

Files Update Overview.

Both the actual file and the descriptive information can be updated from the Update page. There are three versions of the Update screen, depending upon ownership of the update permission.

Available

You can use the check box to lock the file upon any update. This will open up the browse button to select the updated file from your local hard drive.

project reference prints - update t-2.2.pdf

New Files

Description: T-2.2.pdf - Telcom. Riser Diagrams

Project: 33 Technology

Category: Choose a category

or New Category:

Notes:

Lock File:

Update Copy Delete Return to List

Locked by someone else

The owner of the file is listed so that you can coordinate sharing of the file.

project reference prints - update t-3.1.pdf - telcom. room plan

New Files

Description: T-3.1.pdf - Telcom. Room Plan

Locked By: Lisa Ann McPherson

Project: 33 Technology

Category: Choose a category

or New Category:

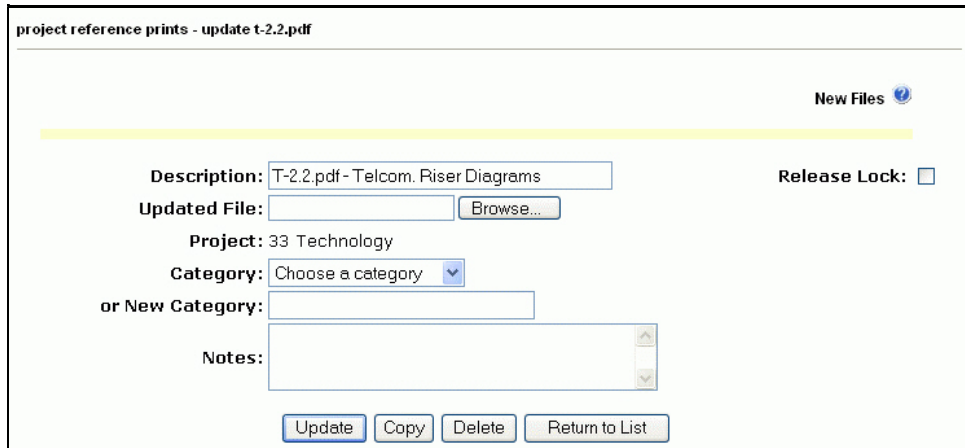
Notes: revised wire routes per safety

Update Copy Delete Return to List

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Locked by you

You and only you can update the file and file record. There is a button to browse your local hard drive for an updated file to upload, and the check box allows you to release the lock upon any update of the file record.



The screenshot shows a web interface for updating a file record. The title is "project reference prints - update t-2.2.pdf". In the top right corner, there is a "New Files" link with a blue icon. Below this is a yellow horizontal bar. The main form contains the following fields and controls:

- Description:** A text input field containing "T-2.2.pdf - Telcom. Riser Diagrams".
- Updated File:** A text input field followed by a "Browse..." button.
- Project:** A text input field containing "33 Technology".
- Category:** A dropdown menu with "Choose a category" selected.
- or New Category:** A text input field.
- Notes:** A large text area with a vertical scrollbar.
- Release Lock:** A checkbox that is currently unchecked.
- Buttons:** "Update", "Copy", "Delete", and "Return to List" are located at the bottom of the form.

If the file is updated, the old version is renamed to include "rev#-" at the beginning of the file name, where # is the revision number. All prior values, such as the description, project, category and notes, are retained for the old version. New associated values are saved with the new version.

You can update:

- Description
- Category
- Notes

Copying the file.

If you want to change the Project, you will need to copy the file to the new project and then delete it in this project. If you click on the copy button, the Copy dialog will appear.



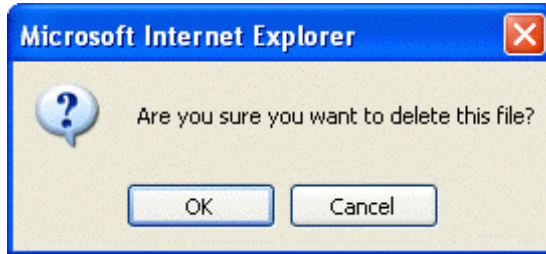
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Deleting the file.

You can delete the file and all revisions by clicking on the delete button.



The confirmation message appears.



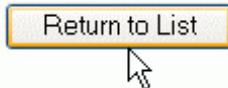
Adding a file to the folder.

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.



Returning to the files list.

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



More Help

If you would like additional information, please contact us at:

Email: support@projxs.com

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203-364-8701