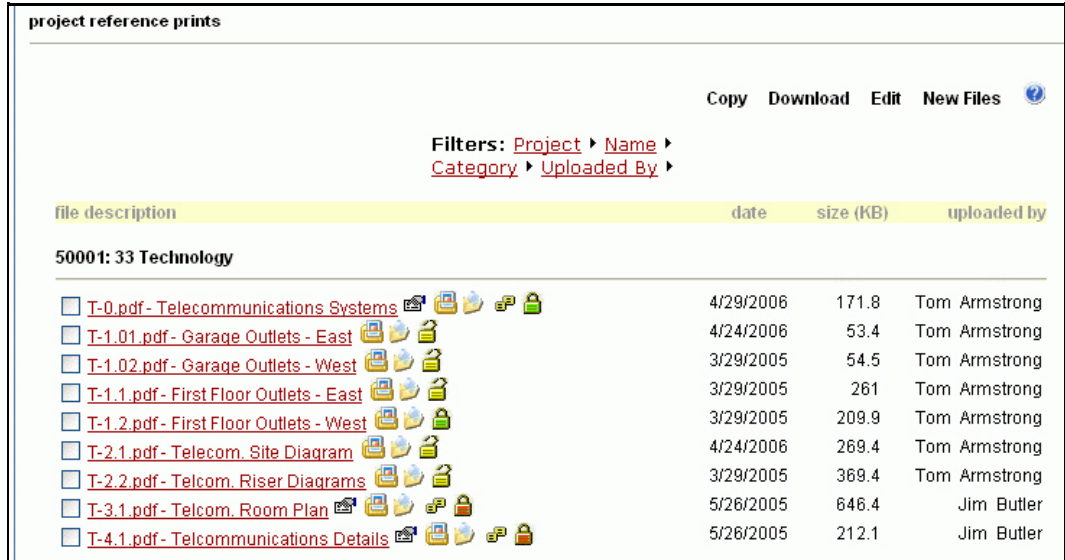


How To Use Projxs Files Main Page

Main Page Overview.

The main page for each file folder lists all of the files. You can see the date and size of the latest revision, the name of the person that uploaded the file and the availability of the file for updating the version.



file description	date	size (KB)	uploaded by
50001: 33 Technology			
<input type="checkbox"/> T-0.pdf - Telecommunications Systems	4/29/2006	171.8	Tom Armstrong
<input type="checkbox"/> T-1.01.pdf - Garage Outlets - East	4/24/2006	53.4	Tom Armstrong
<input type="checkbox"/> T-1.02.pdf - Garage Outlets - West	3/29/2005	54.5	Tom Armstrong
<input type="checkbox"/> T-1.1.pdf - First Floor Outlets - East	3/29/2005	261	Tom Armstrong
<input type="checkbox"/> T-1.2.pdf - First Floor Outlets - West	3/29/2005	209.9	Tom Armstrong
<input type="checkbox"/> T-2.1.pdf - Telecom. Site Diagram	4/24/2006	269.4	Tom Armstrong
<input type="checkbox"/> T-2.2.pdf - Telecom. Riser Diagrams	3/29/2005	369.4	Tom Armstrong
<input type="checkbox"/> T-3.1.pdf - Telecom. Room Plan	5/26/2005	646.4	Jim Butler
<input type="checkbox"/> T-4.1.pdf - Telecommunications Details	5/26/2005	212.1	Jim Butler

A green lock indicates that you own the file; a red lock shows that someone else controls the file and a yellow open lock means that the file is available for you to add a revision.

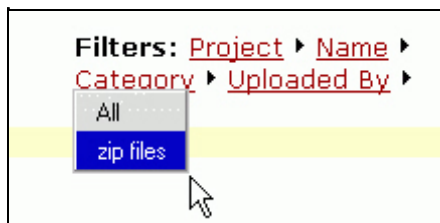
Using Filters.

You can use the filter capability to limit the files in your list by:

- Project (project number)
- Name (project name)
- Category
- Uploaded By

The Project and Name filters may not be shown, unless project tracking is being used and you are a team member of at least one active project.

When your mouse rolls over the filter name, a pull down message is displayed. Select the filter value and your file folder list is refreshed showing only the filtered files.



How To Use Projxs Files Main Page

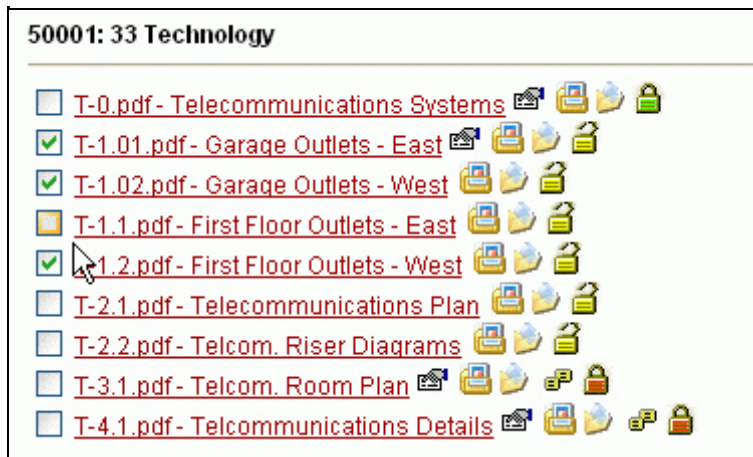
Adding a file to the folder.

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.



Using the file check boxes.

The file check boxes allow you to copy or download multiple files at one time. Check all of the files you want to copy, download or edit.



Copying, downloading or editing checked files.

Then click the "Copy", "Download" or "Edit" link in the right top corner, and the appropriate dialog page will appear.



All checked files will be included in the copy, download or edit dialogs and will be processed together.

How To Use Projxs Files Main Page

Using the file icons.

A group of icons is associated with each file. This allows you to directly request an action, such as update, view, download, etc. for that file.

Update

The link on the file name takes you to the file update dialog. If you have previously locked the file for edit, you can upload a new version. Otherwise, you will have to Lock or Edit the file first. See the "Lock", "Unlock" and "Locked" icons below to manage Edit authority.



With sufficient permissions you can change the file values.

- Description
- Category
- Notes
- Lock (Edit)
- Unlock (Release)
- Copy (including all revisions, if you choose)
- Delete (the file and all revisions)

Notes

You can show the notes for a file using the "Notes" icon. Close the note window to view another.



How To Use Projxs Files Main Page

View

To view a file, select the "View" icon.



Many files display in a browser window, others require viewers on your local computer, such as Acrobat for PDF files and MS Word for Word documents.

Download

To download a single file, select the "Download" icon. The Download dialog will appear.



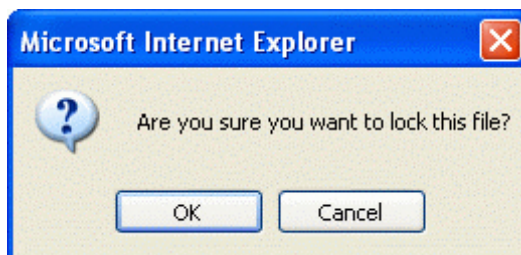
History

If there are multiple revisions, the "History" icon is shown. When you select it, the History list will appear.



Lock

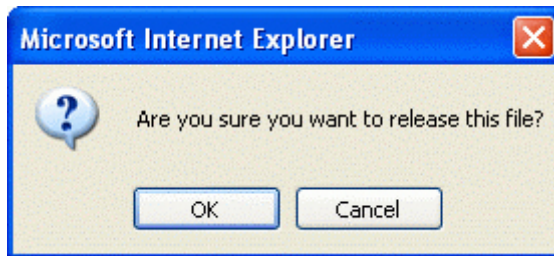
If the file is available to edit, there is an open yellow lock at the end of the file icons. Click the "Lock" icon to secure the file. Then confirm your selection. The lock is changed to green to indicate that only you can upload a new version.



How To Use Projxs Files Main Page

Unlock

If you own the file update rights, there is a green lock at the end of the file icons. Click the "Unlock" icon to release the file for someone else to update. Then confirm your selection. The lock is changed to an open yellow lock allowing another user to secure upload permission.



Locked

If the file is locked, there is a red lock at the end of the file icons. When you position your mouse over it, the current owner of the file is shown in the lower left border of the browser window.

