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2.11.02 Document Administration "Flyer"

Projectile contains, in the optional groupware module, an integrated document administration functionality. Using the document administration, directory structures can be created, as well as files created and administered on the web server. The document administration contains a personal folder and project folder. Access permission is required for usage in the complete folder structure.

Tip: For more on this subject see chapter [3.04.2 Document Administration "Files"](#)

The screenshot shows a web-based file management interface. At the top, there is a title bar for 'Folder 68 Project 160 Indroduction Projectile' and a menu with options: Document, Edit, View, and Back references. Below the title bar, a folder icon is shown with the text 'Project 160 Indroduction Projectile' and '3 Files: 0.0 MB'. There are two tabs: 'Files' (selected) and 'Properties'. Under the 'Files' tab, there is a 'Folders' section with a folder icon and the text '[1] 69 Invoices'. Below that is a 'Files' section with a table of files. The table has columns for '#', 'File', 'Actions', 'File size', 'Timestamp', 'Employee', and 'Comment'. Three files are listed: 'Agenda_Training_23875.pdf' (7.7 kB), 'Projectile_D.odt' (8.5 kB), and 'Report.ott' (8.5 kB). Each file has a checkbox, a file icon, and three action icons (edit, delete, and another). A small icon is visible at the bottom left of the file list area.

#	File	Actions	File size	Timestamp	Employee	Comment
1	Agenda_Training_23875.pdf		7.7 kB	02.05.2012 12:13:00	Carter Simon	No comment
2	Projectile_D.odt		8.5 kB	02.05.2012 12:13:00	Carter Simon	No comment
3	Report.ott		8.5 kB	02.05.2012 12:13:00	Carter Simon	No comment

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