



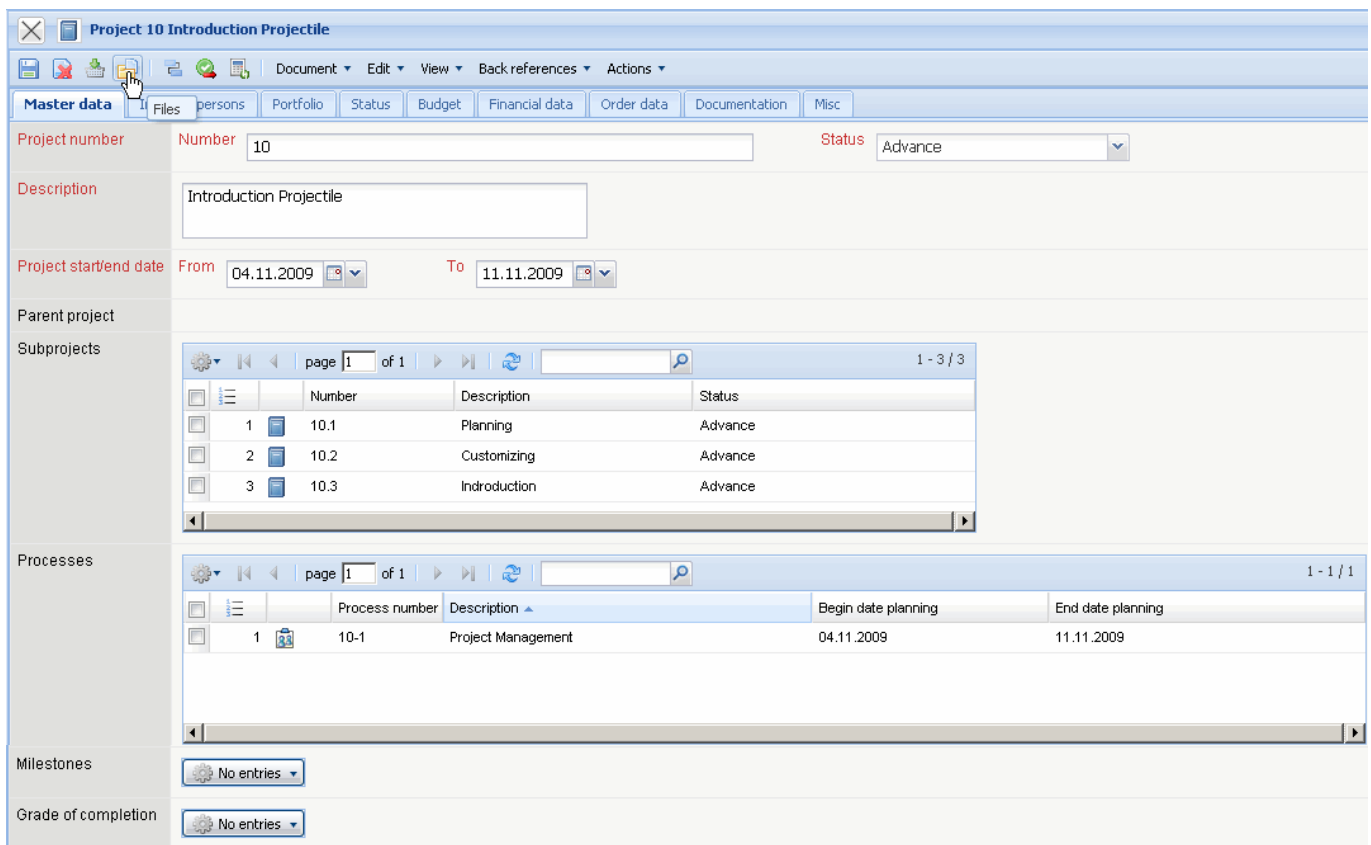
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## 3.04.02 Document Administration "Files"

Projectile contains in the optional Groupware-Module an integrated document administration. By using document administration, index structure can be created in the web-server and files can also be transferred and administrated. The document administration contains personal folders and project folders. This folder-structures are completely liable to the authority of the system.

### Accessing Document Administration

Files are either accessed directly from the function bar in the work area or over a project by using the button  (if there are no files in the project folder) or  (if there are files).



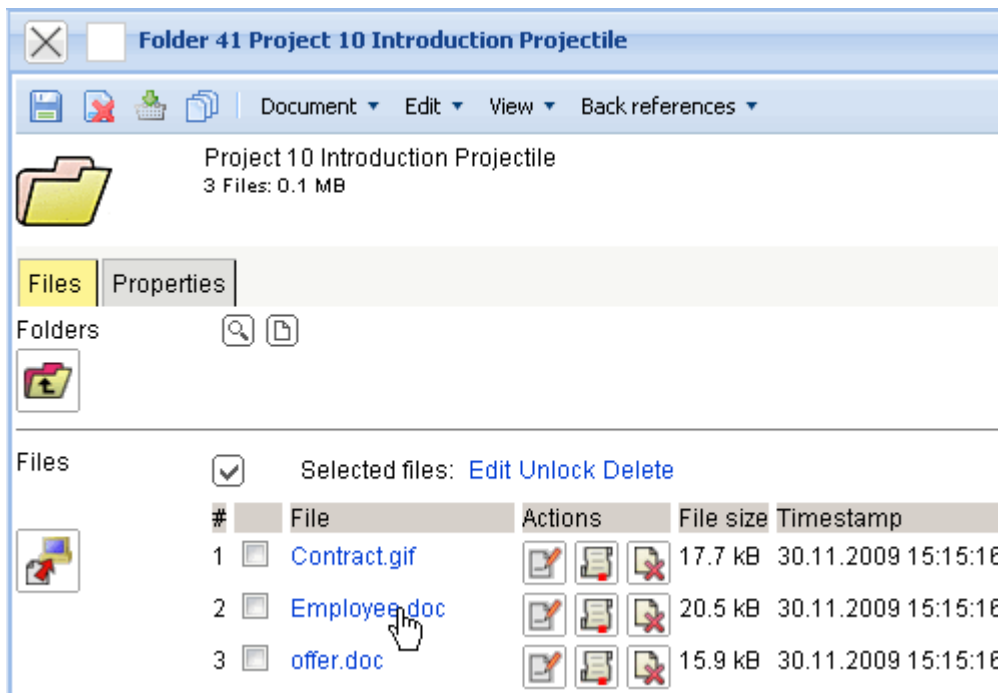
The screenshot displays the 'Project 10 Introduction Projectile' interface. The 'Master data' tab is active, showing the following information:

- Project number:** 10
- Status:** Advance
- Description:** Introduction Projectile
- Project start/end date:** From 04.11.2009 to 11.11.2009
- Parent project:** (empty)
- Subprojects:** A table with 3 entries:


	Number	Description	Status
<input type="checkbox"/>	10.1	Planning	Advance
<input type="checkbox"/>	10.2	Customizing	Advance
<input type="checkbox"/>	10.3	Introduction	Advance
- Processes:** A table with 1 entry:

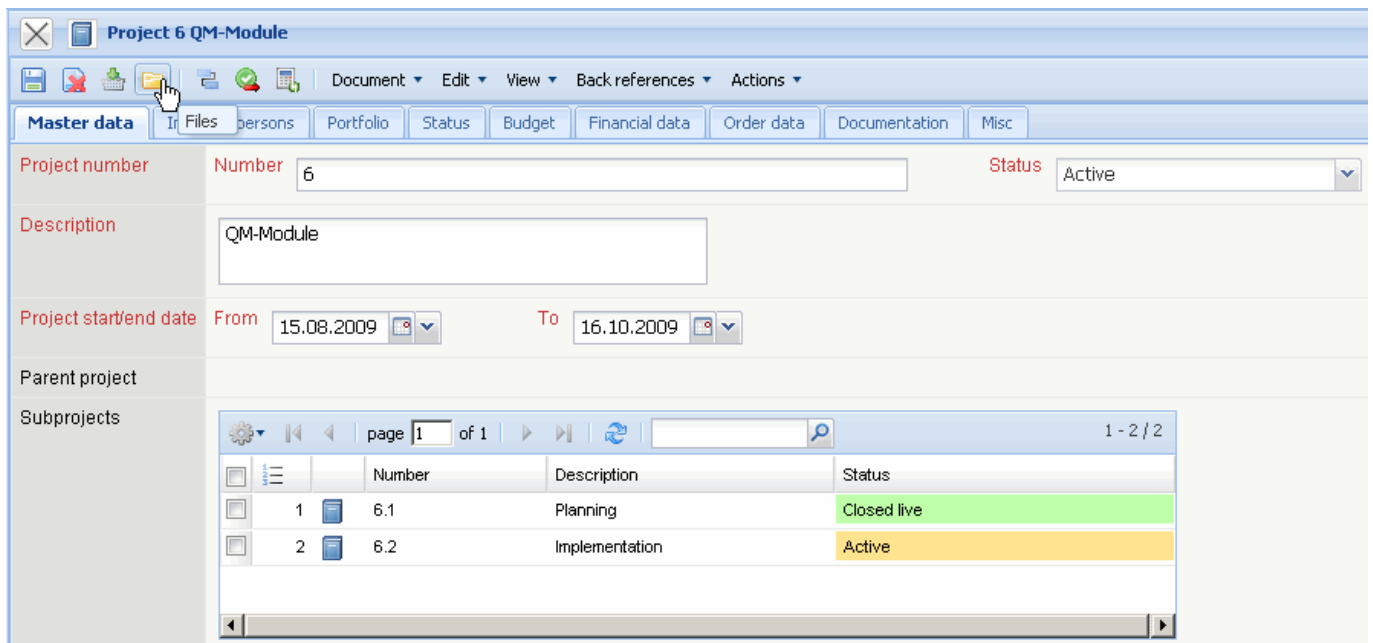
	Process number	Description	Begin date planning	End date planning
<input type="checkbox"/>	10-1	Project Management	04.11.2009	11.11.2009
- Milestones:** No entries
- Grade of completion:** No entries

In the example the project folder for the project 10 (Introduction Projectile) opens with three documents.

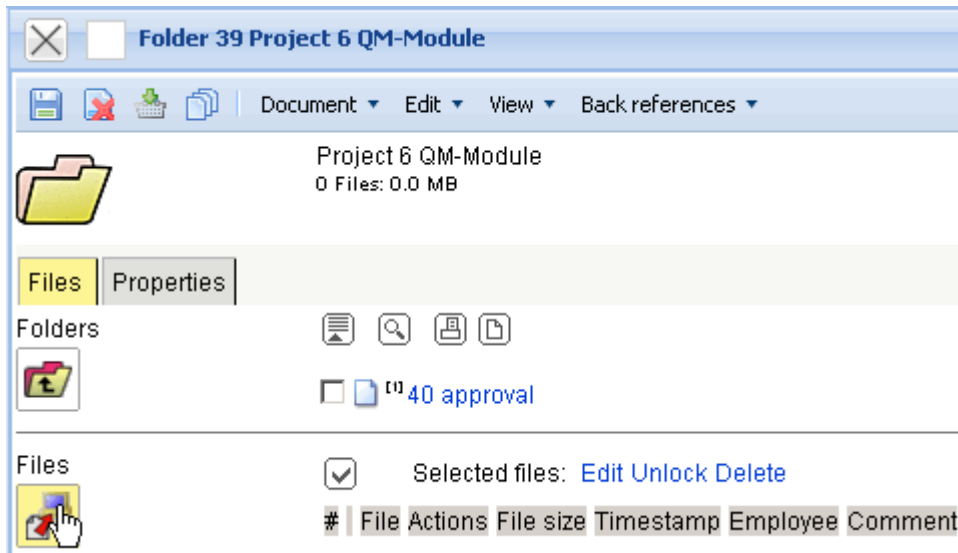


## Using document administration

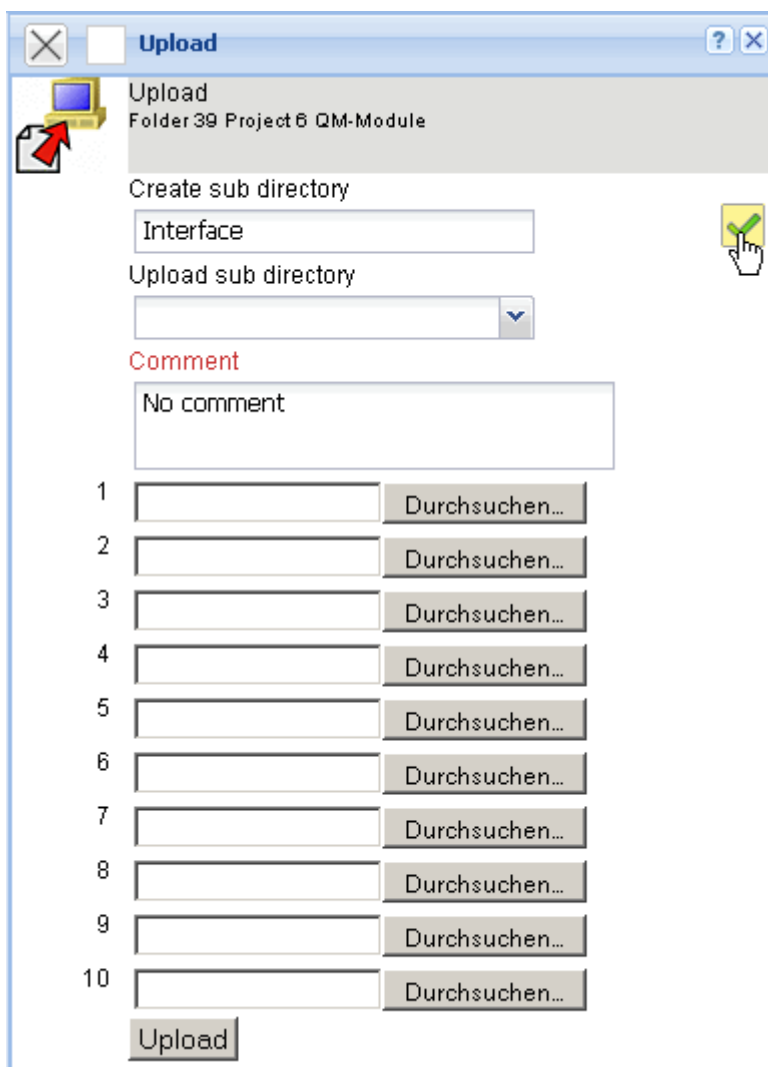
In the following example, four files are copied in the web-server for the project QM-Module by using File .



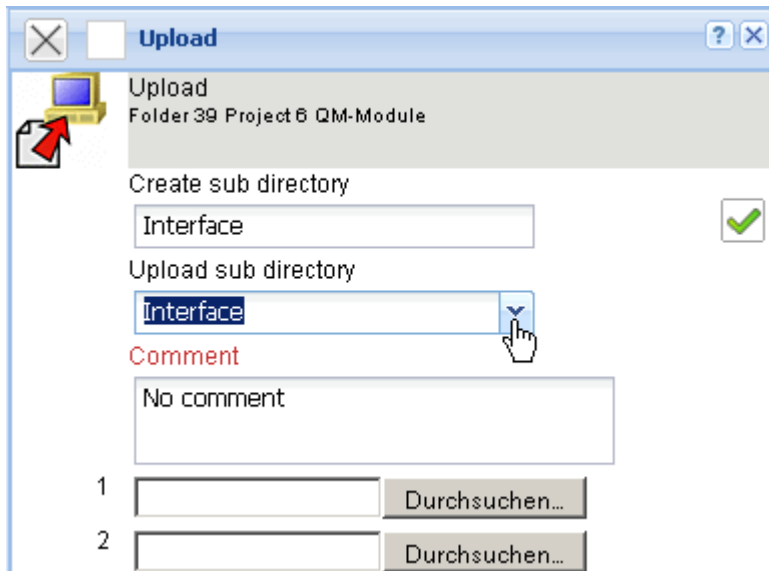
The button "Upload" opens a dialog ...



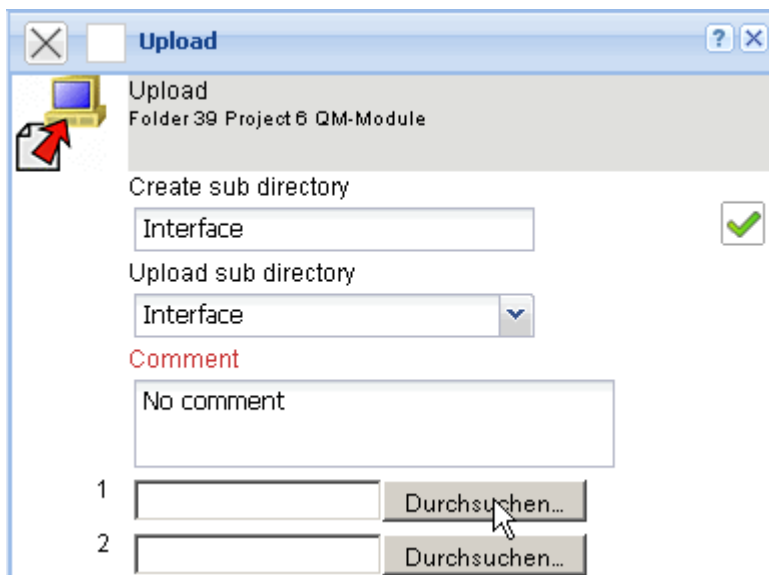
... to choose local files and to copy and administrate them in the web-server. In the upload dialog indexes can be created. In the following example, in the folder of the project ...



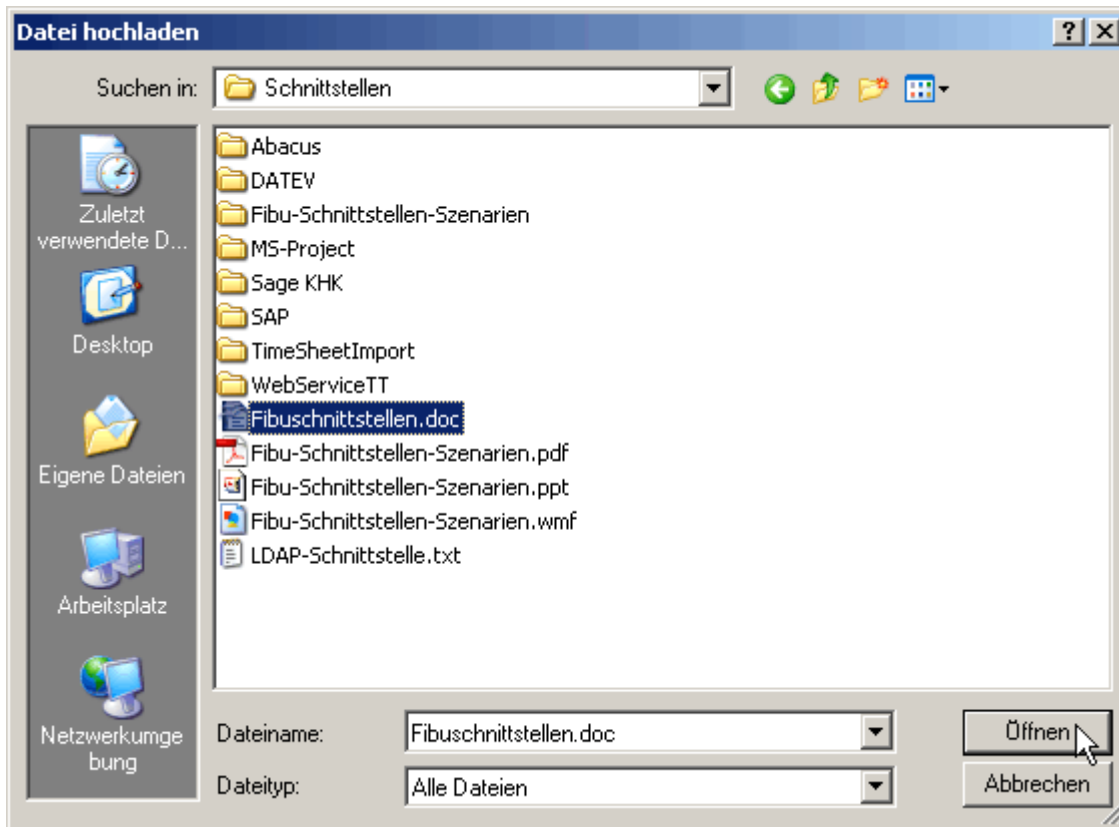
... an index "Interface" is created.



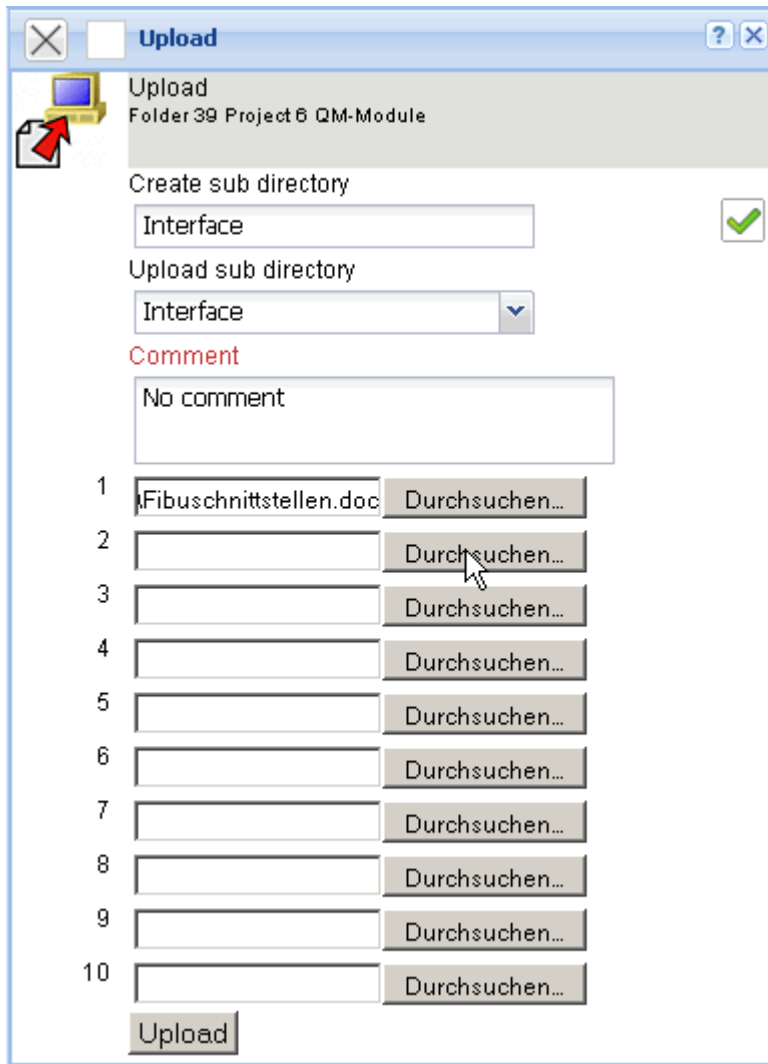
In the new index (Element Upload Directory) any files can be now copied. If this index is not chosen, the selected files are directly copied in the folder. By using the button "Search", files for the upload can be selected in the following step.



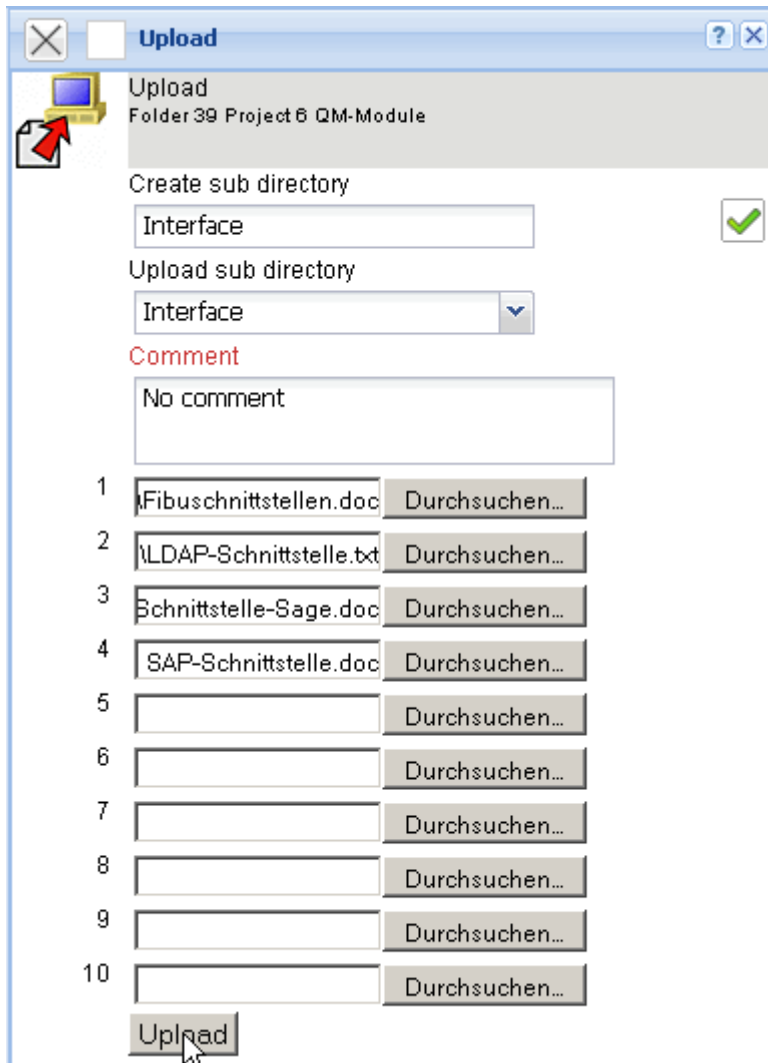
At first a standard dialog for opening files is opened.



Afterwards the desired file is marked and it is transferred by clicking on "Open". In the example the file exchange-interface.doc is chosen. Further files can be analogously selected for the upload.



After this selection, the copying process is operated with "Upload". The selected files are transferred by the system into the web-server in the folder (or into the associated index).



The folder of the project 6 QM-Module contains four files now. The transfer of the files into the web-server is journalized accordingly .

Folder 39 Project 6 QM-Module

4 Files were successfully uploaded

[Hide these messages](#)

- File 'Fibuschnittstellen.doc' was successfully loaded up and renamed to 'Interface/Fibuschnittstellen.doc'
- File 'LDAP-Schnittstelle.txt' was successfully loaded up and renamed to 'Interface/LDAP-Schnittstelle.txt'
- File 'Fibu-Schnittstelle-Sage.doc' was successfully loaded up and renamed to 'Interface/Fibu-Schnittstelle-Sage.doc'
- File 'Beispiele SAP-Schnittstelle.doc' was successfully loaded up and renamed to 'Interface/Beispiele SAP-Schnittstelle.doc'

Project 6 QM-Module  
4 Files: 0.6 MB

Files Properties

Folders

40 approval

Files  Selected files: [Edit](#) [Unlock](#) [Delete](#)

#	File	Actions	File size	Timestamp	Employee	Comment
1	<a href="#">Interface/Beispiele SAP-Schnittstelle.doc</a>		259.0 kB	30.11.2009 16:48:06	Conner Jane	No comment
2	<a href="#">Interface/Fibu-Schnittstelle-Sage.doc</a>		77.5 kB	30.11.2009 16:48:06	Conner Jane	No comment
3	<a href="#">Interface/Fibuschnittstellen.doc</a>		219.5 kB	30.11.2009 16:48:06	Conner Jane	No comment
4	<a href="#">Interface/LDAP-Schnittstelle.txt</a>		9.9 kB	30.11.2009 16:48:06	Conner Jane	No comment

Files, which are not needed in Files, can be deleted with . In the example the file Interface/Fibu-Schnittstelle-Sage.doc ist marked and ...

Folder 39 Project 6 QM-Module

Project 6 QM-Module  
4 Files: 0.6 MB

Files Properties

Folders

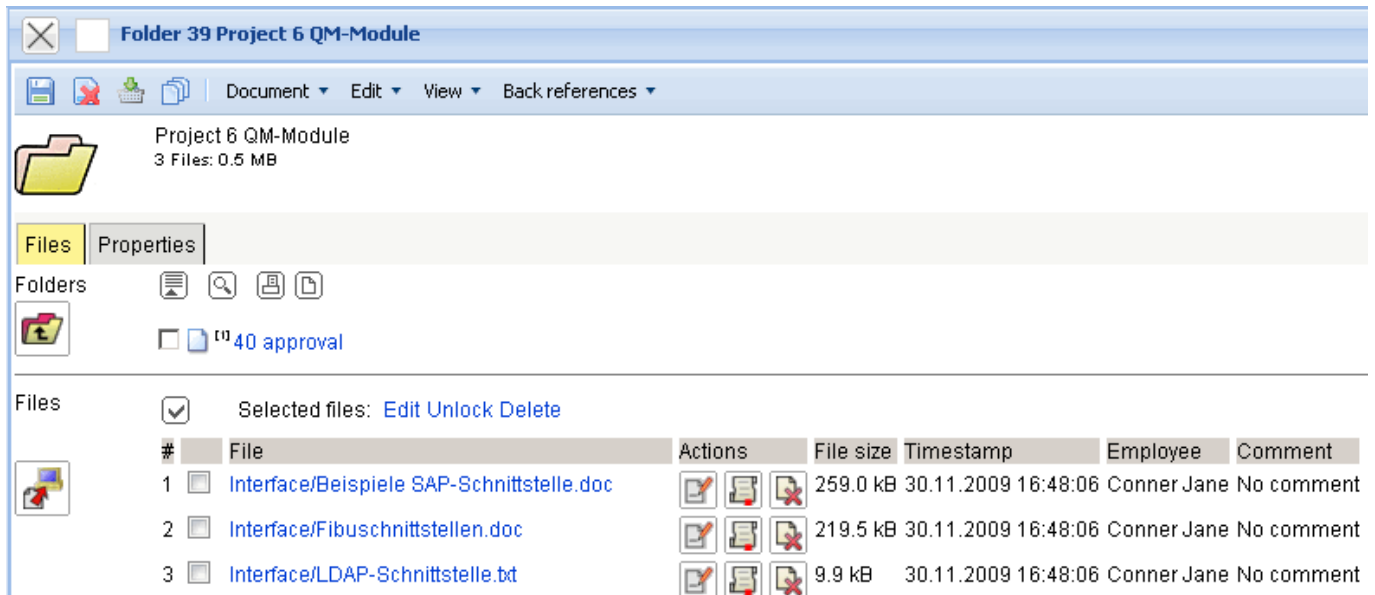
40 approval

Files  Selected files: [Edit](#) [Unlock](#) [Delete](#)

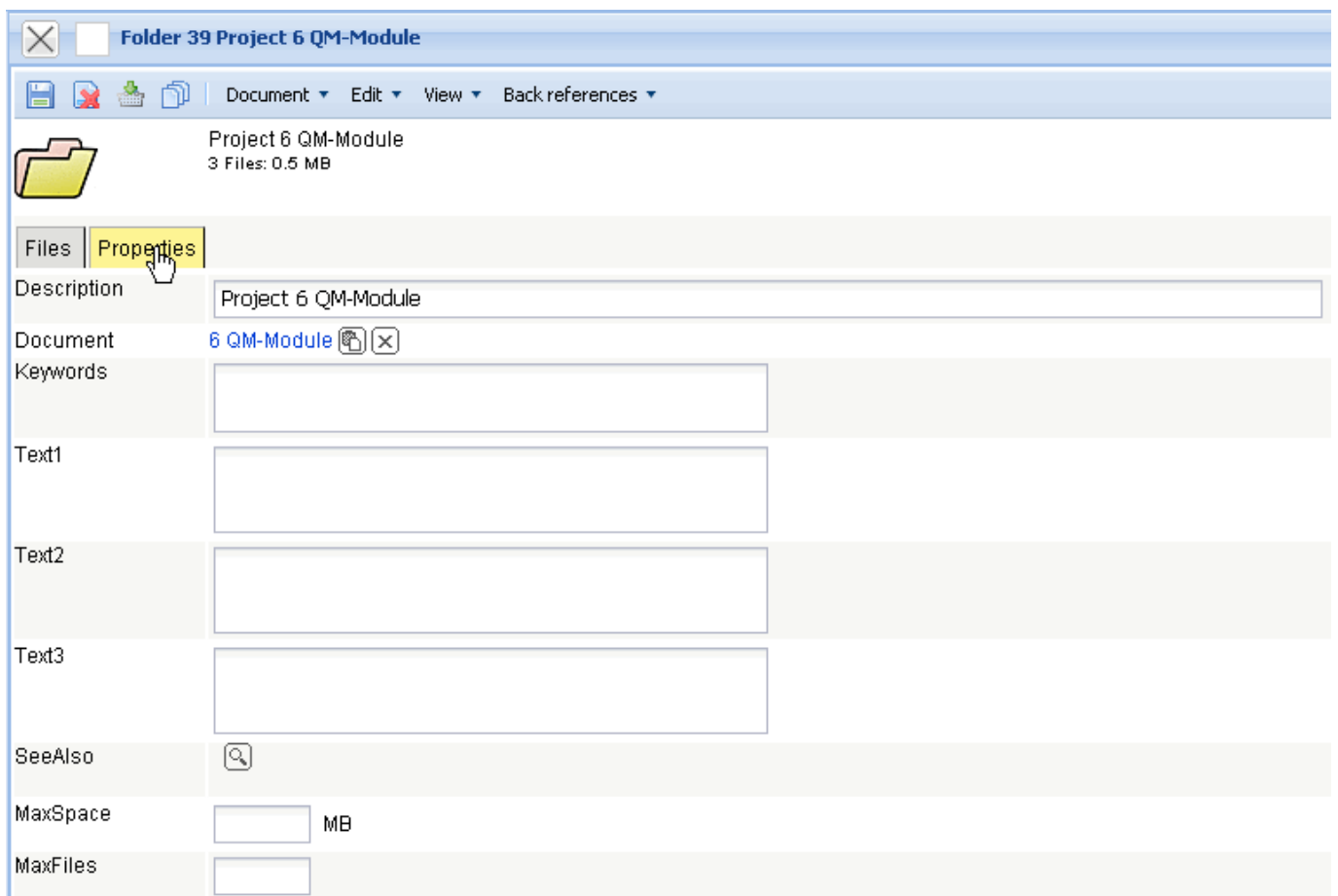
#	File	Actions	File size	Timestamp	Employee	Comment
1	<a href="#">Interface/Beispiele SAP-Schnittstelle.doc</a>		259.0 kB	30.11.2009 16:48:06	Conner Jane	No comment
2	<input checked="" type="checkbox"/> <a href="#">Interface/Fibu-Schnittstelle-Sage.doc</a>		77.5 kB	30.11.2009 16:48:06	Conner Jane	No comment
3	<a href="#">Interface/Fibuschnittstellen.doc</a>		219.5 kB	30.11.2009 16:48:06	Conner Jane	No comment
4	<a href="#">Interface/LDAP-Schnittstelle.txt</a>		9.9 kB	30.11.2009 16:48:06	Conner Jane	No comment

... deleted out of the File.

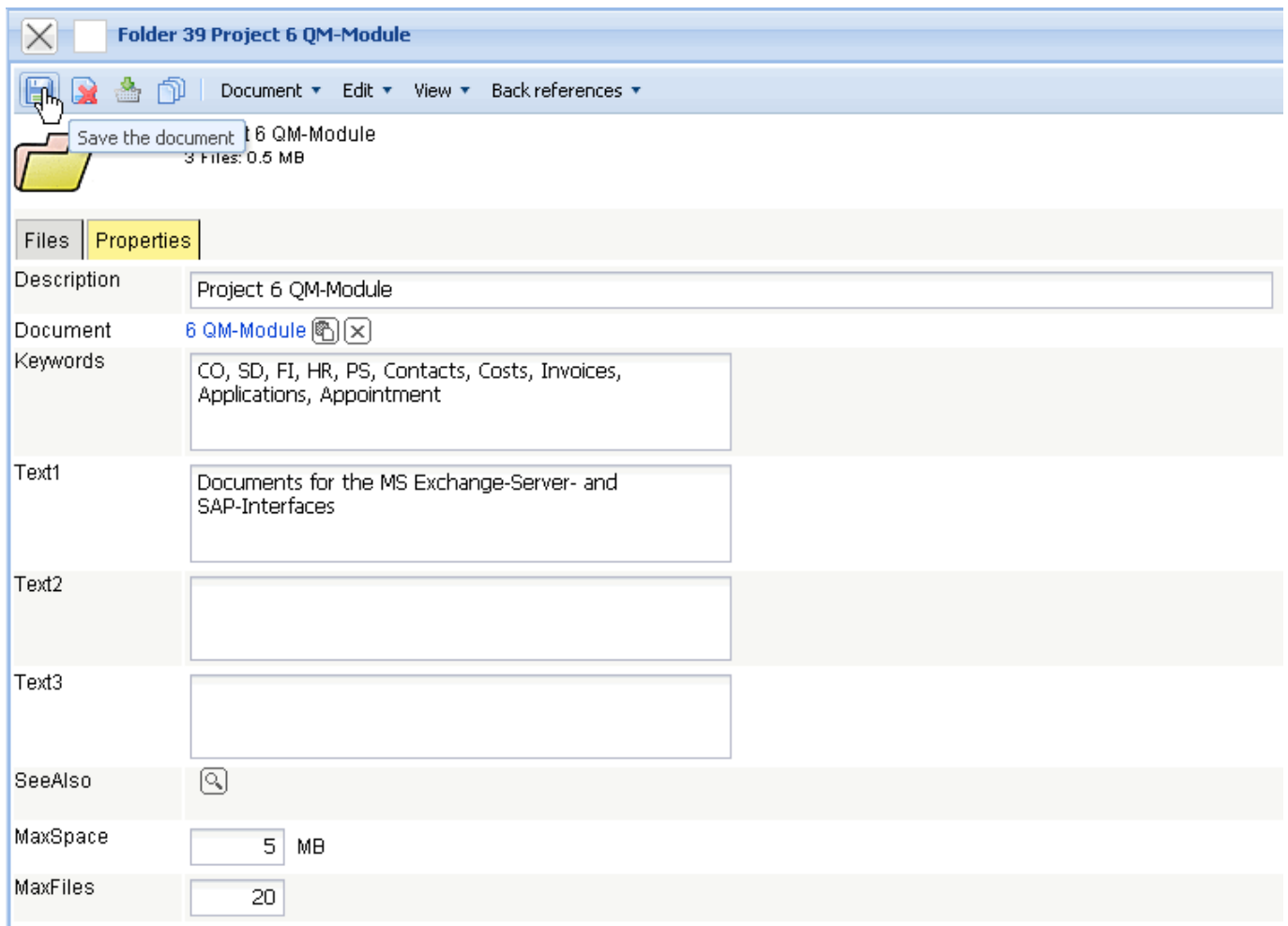




In the link characteristics the files can be provided and described with keywords.



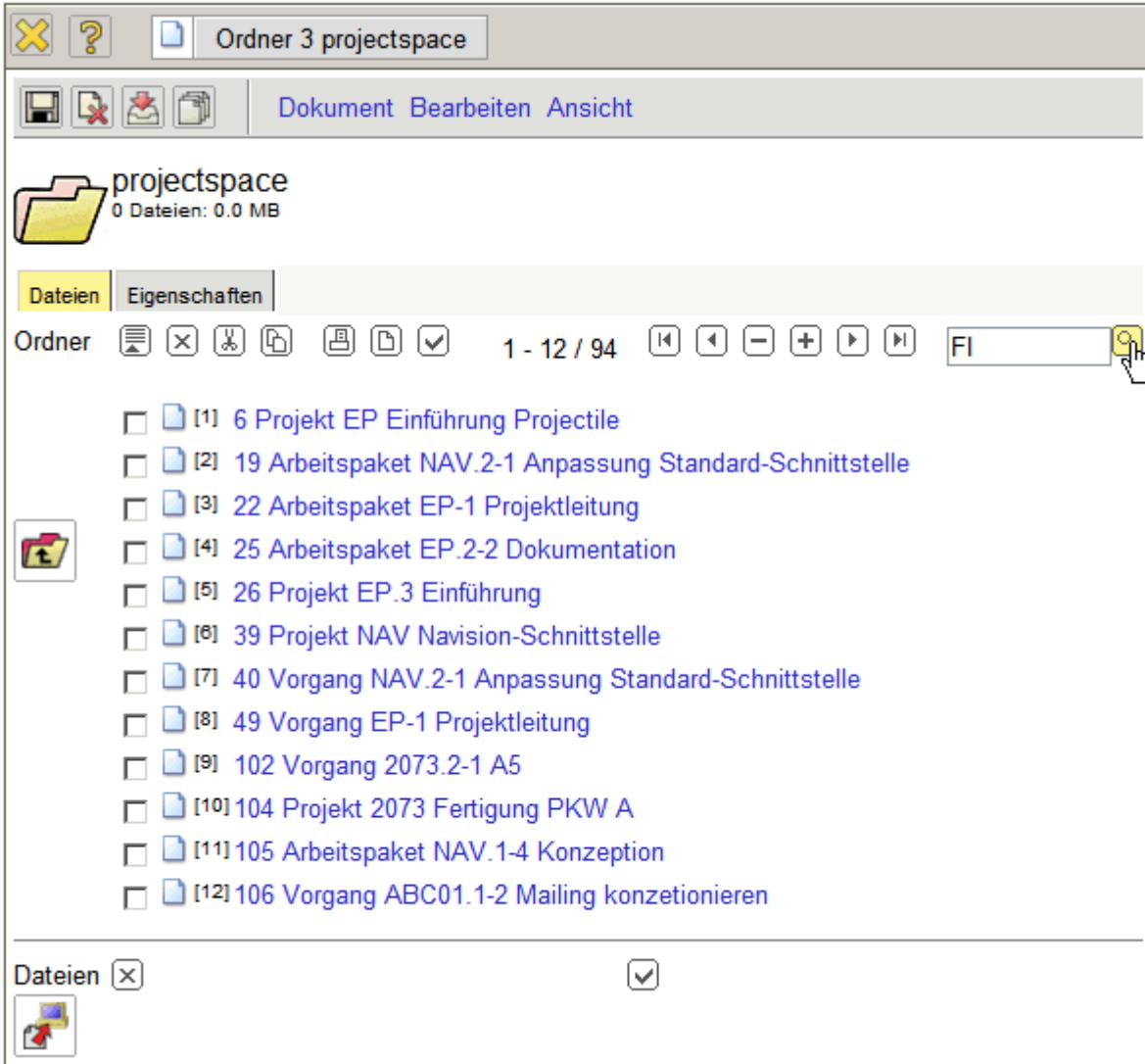
Moreover, so-called quotas can be assigned. Quotas limit the number of files per folder and the disk space



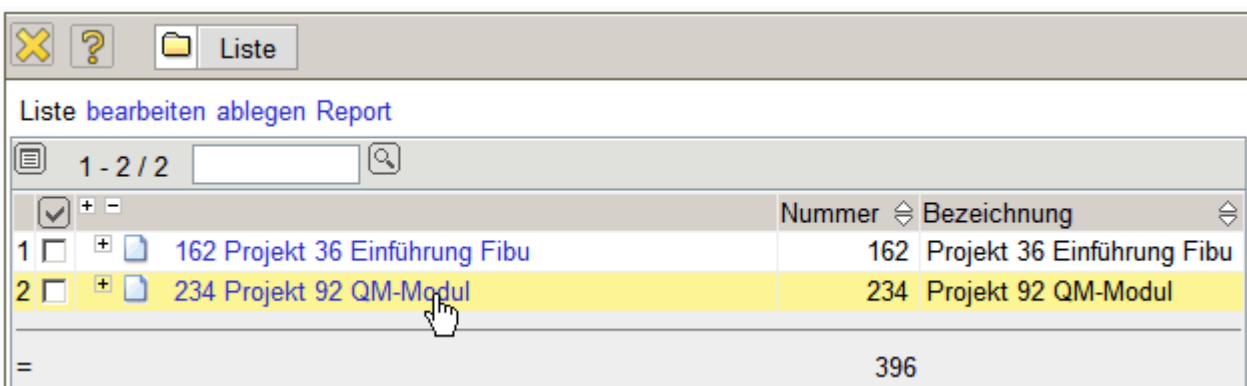
The documents, which are administrated in the Files, can usually be opened directly or stored locally.

Note: Depending on the operating system and used browser, some file types can not be displayed usefully (in MS Internet Explorer for example CSV- and MS Project-Files).

In Files a folder-structure can also be searched by using the magnifying glass.



All file names and characteristics (key-words, descriptions,...) are searched. The administrated files can not be searched by the contents.



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Last update: **2019/10/25 14:11**

