

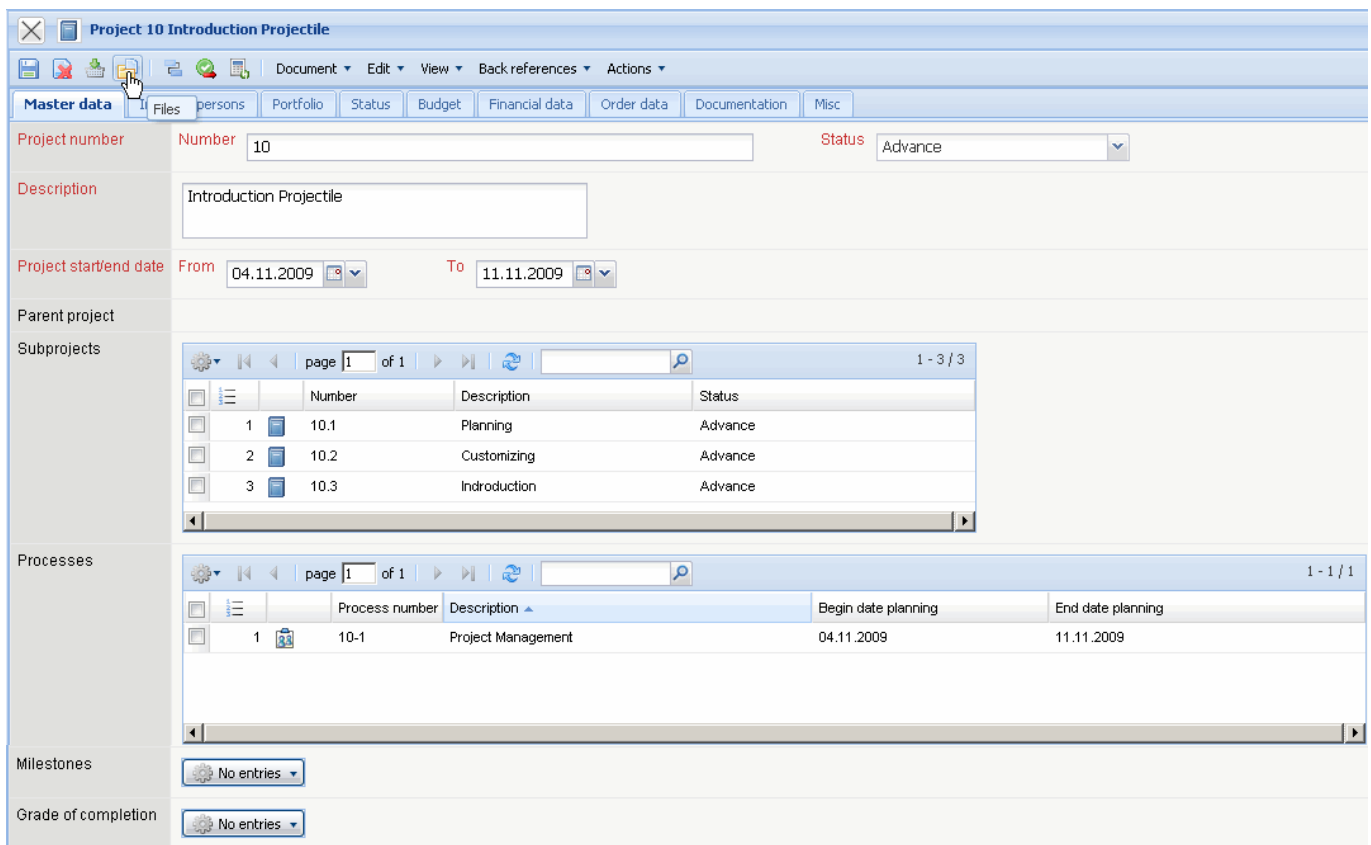
[previous](#) [Home](#) [next](#)

## 3.04.2 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 shows the 'Project 10 Introduction Projectile' web interface. The 'Files' tab is selected in the top navigation bar. The main area displays project details for project number 10, including a description 'Introduction Projectile', start/end dates (04.11.2009 to 11.11.2009), and a status of 'Advance'. Below the details, there are two tables: 'Subprojects' and 'Processes'.

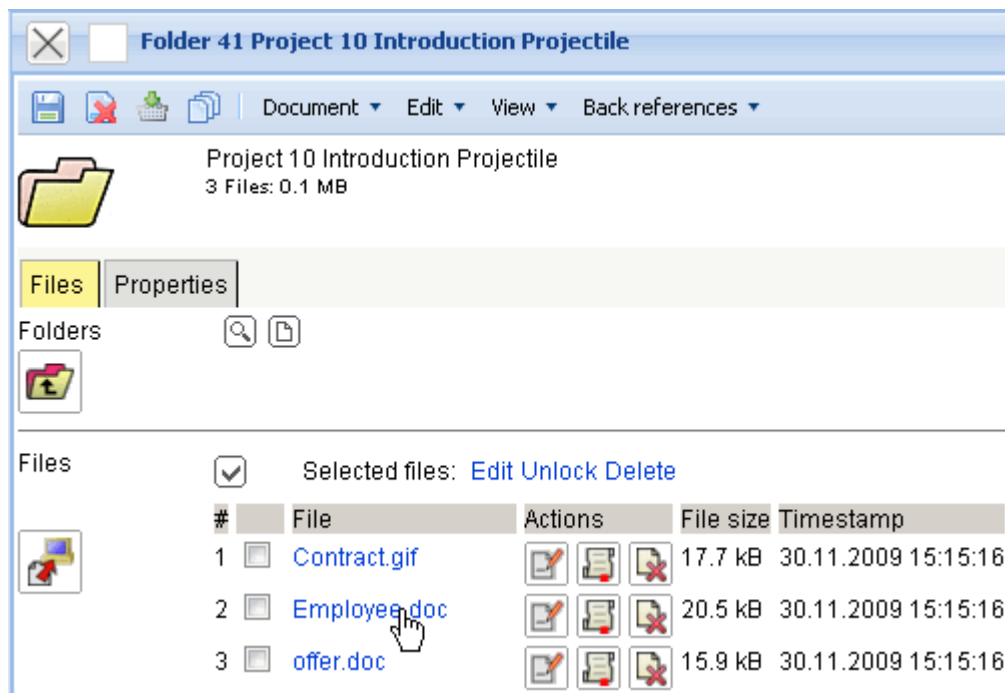
| Number | Description  | Status  |
|--------|--------------|---------|
| 10.1   | Planning     | Advance |
| 10.2   | Customizing  | Advance |
| 10.3   | Introduction | Advance |

| Process number | Description        | Begin date planning | End date planning |
|----------------|--------------------|---------------------|-------------------|
| 10-1           | Project Management | 04.11.2009          | 11.11.2009        |

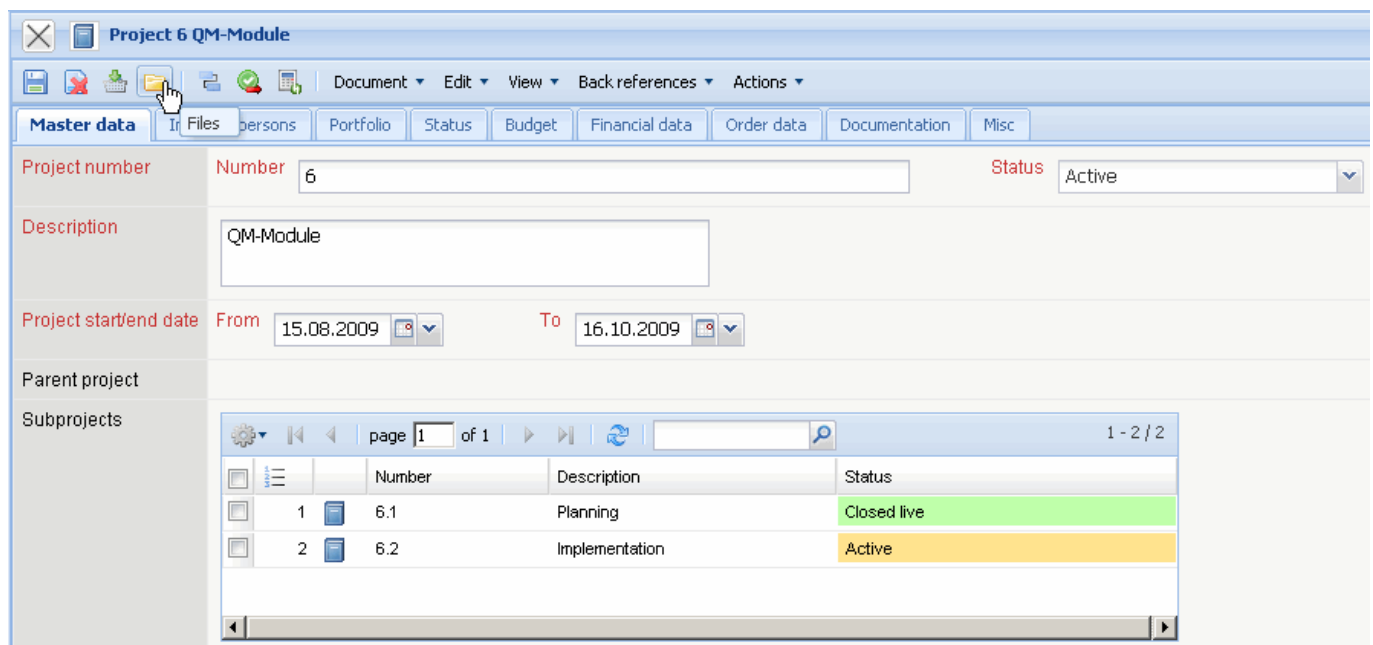
The 'Milestones' and 'Grade of completion' sections show 'No entries'.

In the example the project folder for the project 106 (BS06) opens with three documents.

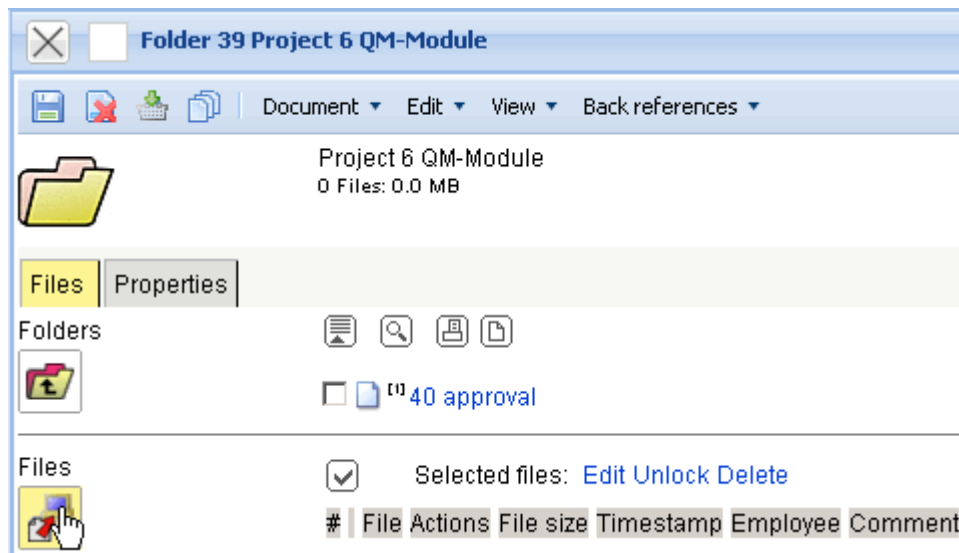


## Using document administration

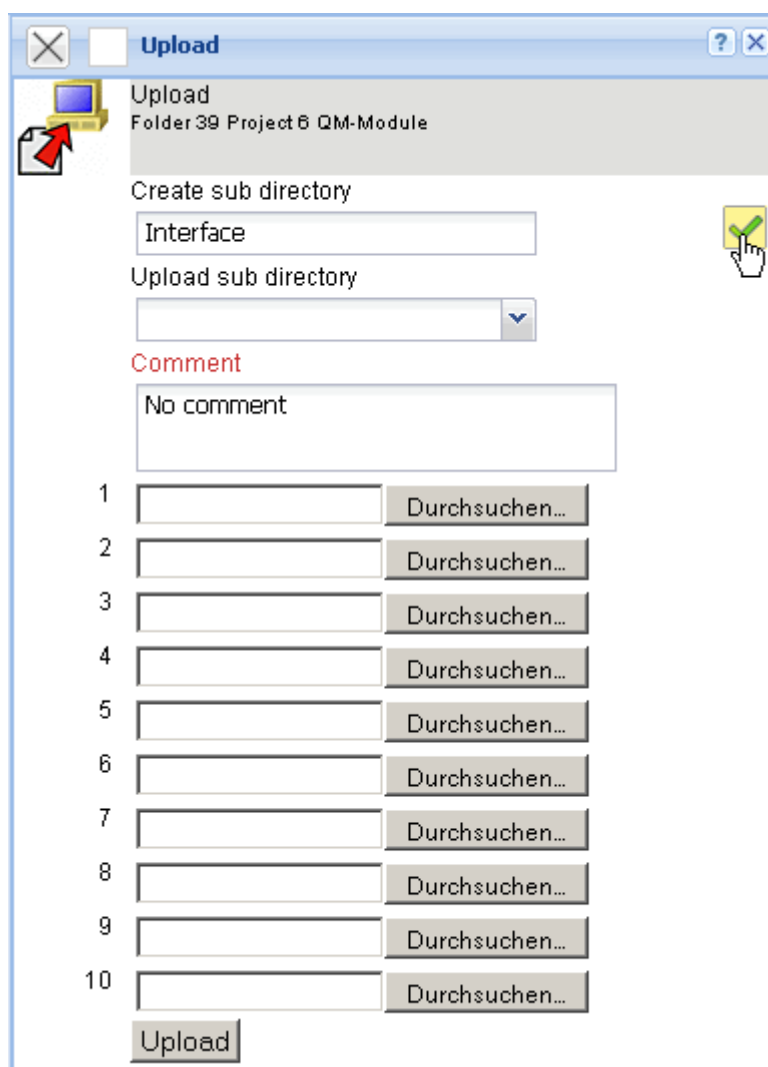
In the following example, four files are copied in the web-server for the project 92 QM-Modul by using Flyer .



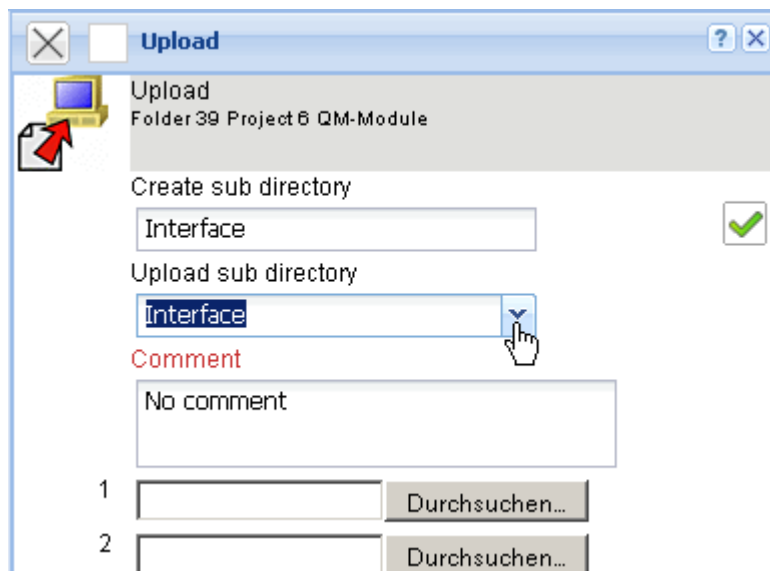
The button "Upload" opens a dialog ...



... 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.



Upload  
Folder 39 Project 6 QM-Module

Create sub directory  
Interface ☒

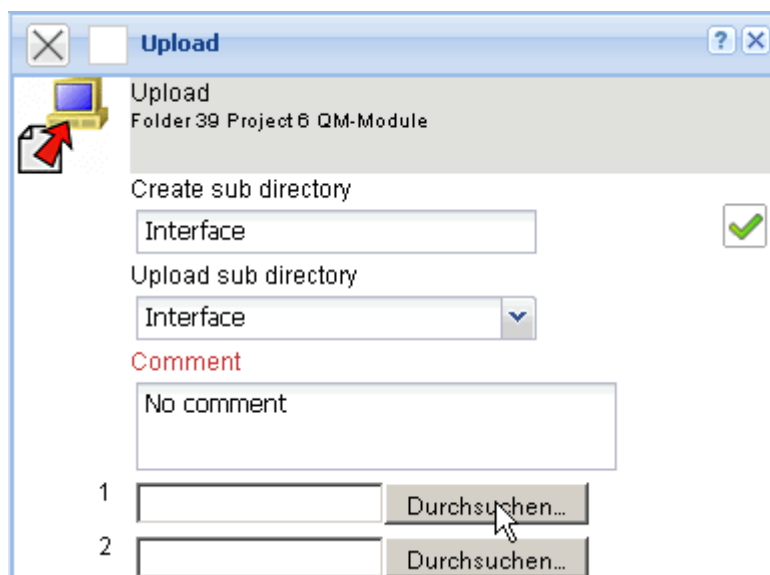
Upload sub directory  
Interface

Comment  
No comment

1

2

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.



Upload  
Folder 39 Project 6 QM-Module

Create sub directory  
Interface ☒

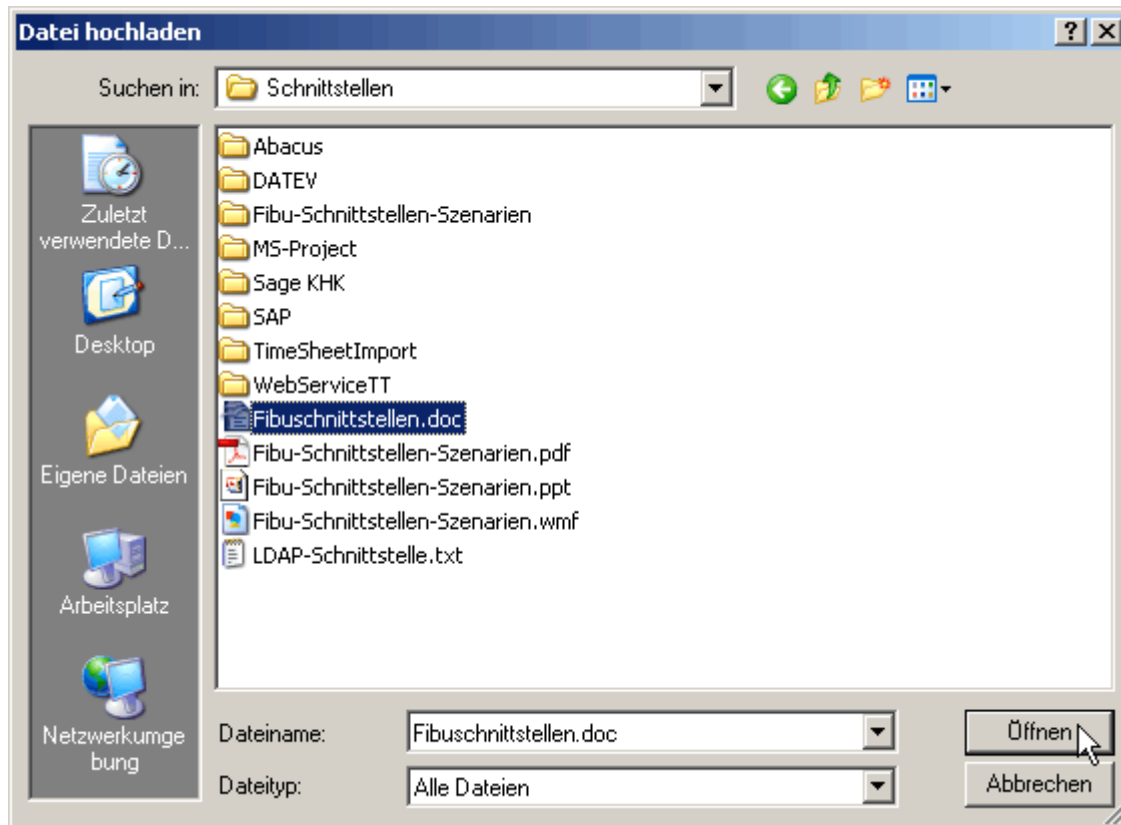
Upload sub directory  
Interface

Comment  
No comment

1

2

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.

Upload

Folder 39 Project 6 QM-Module

Create sub directory

Interface

Upload sub directory

Interface

Comment

No comment

1 Fibuschnittstellen.doc Durchsuchen...

2 Durchsuchen...

3 Durchsuchen...

4 Durchsuchen...

5 Durchsuchen...

6 Durchsuchen...

7 Durchsuchen...

8 Durchsuchen...

9 Durchsuchen...

10 Durchsuchen...

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).

Upload

Folder 39 Project 6 QM-Module

Create sub directory

Interface ☒

Upload sub directory

Interface

Comment

No comment

|    |                        |                |
|----|------------------------|----------------|
| 1  | Fibuschnittstellen.doc | Durchsuchen... |
| 2  | LDAP-Schnittstelle.txt | Durchsuchen... |
| 3  | Schnittstelle-Sage.doc | Durchsuchen... |
| 4  | SAP-Schnittstelle.doc  | Durchsuchen... |
| 5  |                        | Durchsuchen... |
| 6  |                        | Durchsuchen... |
| 7  |                        | Durchsuchen... |
| 8  |                        | Durchsuchen... |
| 9  |                        | Durchsuchen... |
| 10 |                        | Durchsuchen... |

Upload

The folder of the project 92 QM-Modul contains now four files. The transfer of the files into the web-server is accordingly journalized.

**Folder 39 Project 6 QM-Module**

**4 Files were successfully uploaded**  
[Hide these messages](#)

File 'Fibuschchnittstellen.doc' was successfully loaded up and renamed to 'Interface/Fibuschchnittstellen.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'

Document ▾ Edit ▾ View ▾ Back references ▾

**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/Fibuschchnittstellen.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 the Flyer, can be deleted with . In the example the file Parameter.xls ist marked and ...

**Folder 39 Project 6 QM-Module**

**4 Files were successfully uploaded**  
[Hide these messages](#)

File 'Fibuschchnittstellen.doc' was successfully loaded up and renamed to 'Interface/Fibuschchnittstellen.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'

Document ▾ Edit ▾ View ▾ Back references ▾

**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/Fibuschchnittstellen.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 Flyer.

Folder 39 Project 6 QM-Module

Project 6 QM-Module  
3 Files: 0.5 MB

Files Properties

Folders

Files

Selected files: Edit Unlock Delete

| # | File                                      | Actions | File size | Timestamp           | Employee    | Comment    |
|---|-------------------------------------------|---------|-----------|---------------------|-------------|------------|
| 1 | Interface/Beispiele SAP-Schnittstelle.doc | [Icons] | 259.0 kB  | 30.11.2009 16:48:06 | Conner Jane | No comment |
| 2 | Interface/Fiberschnittstellen.doc         | [Icons] | 219.5 kB  | 30.11.2009 16:48:06 | Conner Jane | No comment |
| 3 | Interface/LDAP-Schnittstelle.txt          | [Icons] | 9.9 kB    | 30.11.2009 16:48:06 | Conner Jane | No comment |

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

Ordner 234 Projekt 92 QM-Modul

Projekt 92 QM-Modul  
8 Dateien: 0.5 MB

Dateien Eigenschaften

Bezeichnung Projekt 92 QM-Modul

Dokument 92 QM-Modul [Icons]

Schlagworte

Text1

Text2

Text3

Siehe auch

Max. Speicherplatz MB

Max. Anzahl Dateien

Speicherplatz 0,32799339 MB

Dateien 7

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

✕ ? Ordner 234 Projekt 92 QM-Modul

📄 📁 📄 📄 Dokument Bearbeiten Ansicht



**Projekt 92 QM-Modul**  
 8 Dateien: 0.5 MB

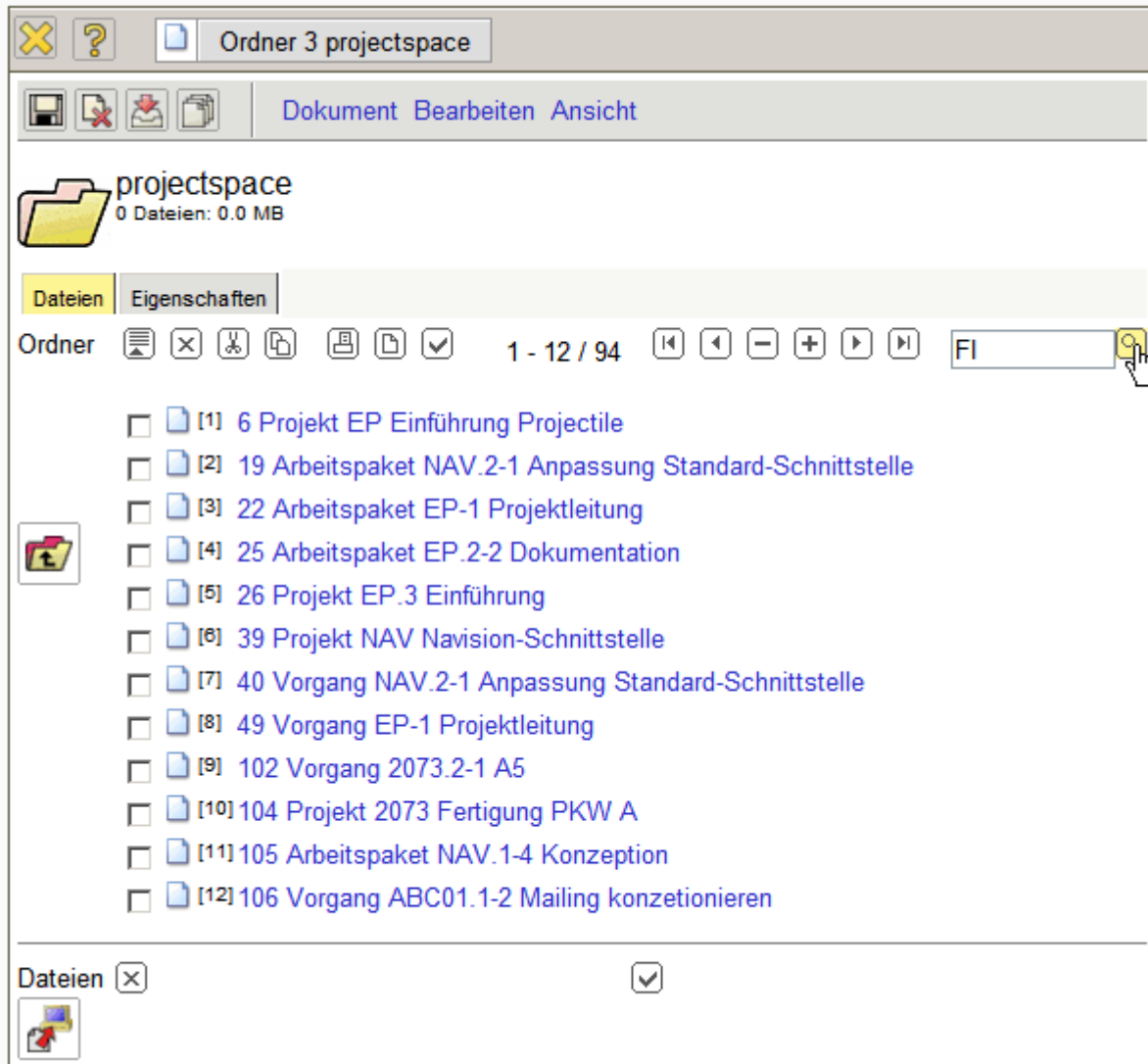
Dateien Eigenschaften

|                     |                                                                                                              |    |  |
|---------------------|--------------------------------------------------------------------------------------------------------------|----|--|
| Bezeichnung         | Projekt92 QM-Modul                                                                                           |    |  |
| Dokument            | 92 QM-Modul  <span>✕</span> |    |  |
| Schlagworte         | CO, SD, FI, HR, PS, Termine, Kontakte, Aufträge, Kosten, Rechnung <span>▲</span> <span>▼</span>              |    |  |
| Text1               | Dokumente für die MS Exchange-Server- und SAP-Schnittstellen <span>▲</span> <span>▼</span>                   |    |  |
| Text2               | <span>▲</span> <span>▼</span>                                                                                |    |  |
| Text3               | <span>▲</span> <span>▼</span>                                                                                |    |  |
| Siehe auch          |                                                                                                              |    |  |
| Max. Speicherplatz  | <input type="text" value="5"/>                                                                               | MB |  |
| Max. Anzahl Dateien | <input type="text" value="20"/>                                                                              |    |  |
| Speicherplatz       | <input type="text" value="0,32799339"/>                                                                      | MB |  |
| Dateien             | <input type="text" value="7"/>                                                                               |    |  |

The documents, which are administrated in the Flyer, 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 Flyer 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.

| Liste bearbeiten ablegen Report     |                                                         |        |                            |
|-------------------------------------|---------------------------------------------------------|--------|----------------------------|
| 1 - 2 / 2                           |                                                         |        |                            |
| <input checked="" type="checkbox"/> |                                                         | Nummer | Bezeichnung                |
| 1                                   | <input type="checkbox"/> 162 Projekt 36 Einführung Fibu | 162    | Projekt 36 Einführung Fibu |
| 2                                   | <input type="checkbox"/> 234 Projekt 92 QM-Modul        | 234    | Projekt 92 QM-Modul        |
| =                                   |                                                         | 396    |                            |

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