

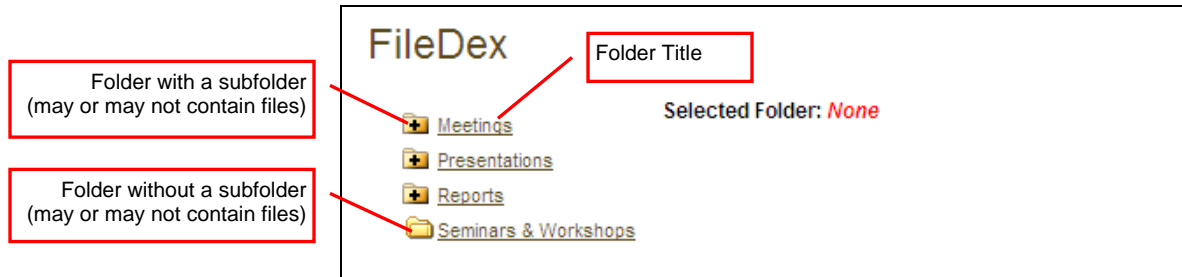
How to Use FileDex

Overview

FileDex is a web-based file management and sharing system equipped with convenient control and communication features. Uploaded files are organized in folders, and comments from the FileDex administrator regarding a specific file or folder may also be viewed.

Navigate Folders

Folders are organized in a “navigation tree” structure. Folders may contain subfolders, files, or both.

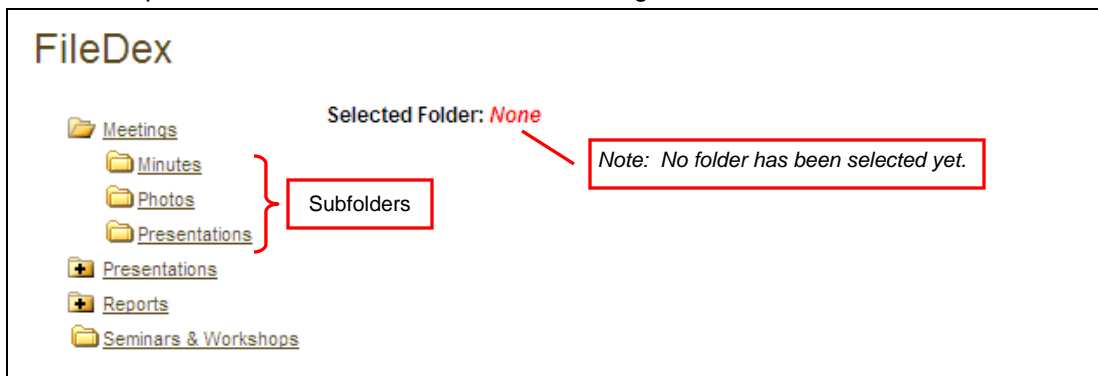


Tip: Any folder – (Folder), (Folder with Subfolder), or (Folder Open) – may or may not contain files. You must click on the folder's **Title** to see if there are files within the folder.

1. To **select** a folder and display its files, click on the folder's **Title**.
2. To **expand** a folder with subfolders, click on the (Folder with Subfolder) icon.

When the folder opens, the icon changes to (Folder Open) and all associated subfolders display in alphabetical order. Notice, however, that the folder has only been *expanded* to display the subfolders below it. A folder has not actually been selected yet. You must click on the folder's **Title** to select the folder and display its files.

In the example below, the icon next to the “Meetings” folder has been clicked.



3. To **collapse** a folder, click on the (Folder Open) icon.

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Open or Save Files

When a folder has been selected, its list of files displays in alphabetical order by file **Name**. The **Size** and last **Modified** date of each file also displays.

FileDex

Selected Folder: **Meetings**

Name	Size	Modified	Other Actions
Annual Meeting photo.jpg	14.00 KB	11/06/2009	Folder Comments
Business Plan.ppt	81.00 KB	11/05/2009	Folder Comments
Conference Agenda.doc	109.00 KB	11/05/2009	Folder Comments
Itinerary.docx	17.00 KB	11/05/2009	Folder Comments
Roberts Rules of Order.pdf	68.00 KB	11/05/2009	Folder Comments
Schedule.xls	181.00 KB	11/05/2009	Folder Comments



Tip: If a filename is too long to fit within the middle section of the page, the entire list of files will display below the “navigation tree”.

1. To **Open** or **Save** a copy of a file (download a file), click on the file's **Name**.

FileDex

Selected Folder: **Meetings**

Name	Size	Modified	Other Actions
Annual Meeting photo.jpg	14.00 KB	11/06/2009	Folder Comments
Business Plan.ppt	81.00 KB	11/05/2009	Folder Comments
Conference Agenda.doc	109.00 KB	11/05/2009	Folder Comments
Itinerary.docx	17.00 KB	11/05/2009	Folder Comments
Roberts Rules of Order.pdf	68.00 KB	11/05/2009	Folder Comments
Schedule.xls	181.00 KB	11/05/2009	Folder Comments

2. The **File Download** pop-up box displays. Select the **Open**, **Save**, or **Cancel** button.

File Download

Do you want to open or save this file?

Name: Roberts_Rules_of_Order.pdf
Type: Adobe Acrobat Document
From: www.work.com


While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

- **Open** – Opens the file in the corresponding program (i.e., Adobe Reader for .pdf files, MS Excel for .xls files, etc.).
- **Save** – Downloads and saves a copy of the file to a location you specify on your computer.
- **Cancel** – Exits without opening or saving the file.

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Other Features

The FileDex Administrator may occasionally add comments to files or folders.

1. To view comments associated with a file, click on the  (View File Comments) icon.



The screenshot shows the FileDex interface with a sidebar on the left containing folders like Meetings, Minutes, Photos, Presentations, Reports, and Seminars & Workshops. The main area displays a table of files under the selected folder 'Meetings'. The table has columns for Name, Size, Modified, and Other Actions. The 'Other Actions' column contains a magnifying glass icon for each file, which is circled in red in the image.

Name	Size	Modified	Other Actions
Annual Meeting photo.jpg	14.00 KB	11/06/2009	
Business Plan.ppt	81.00 KB	11/05/2009	
Conference Agenda.doc	109.00 KB	11/05/2009	
Itinerary.docx	17.00 KB	11/05/2009	
Roberts Rules of Order.pdf	68.00 KB	11/05/2009	
Schedule.xls	181.00 KB	11/05/2009	

The **File Comments** pop-up box displays:



The screenshot shows a pop-up box titled 'File Comments:'. The text inside the box reads: 'This file contains proprietary information and is for internal use only.' At the bottom of the box are two buttons: 'Save' and 'Cancel'.

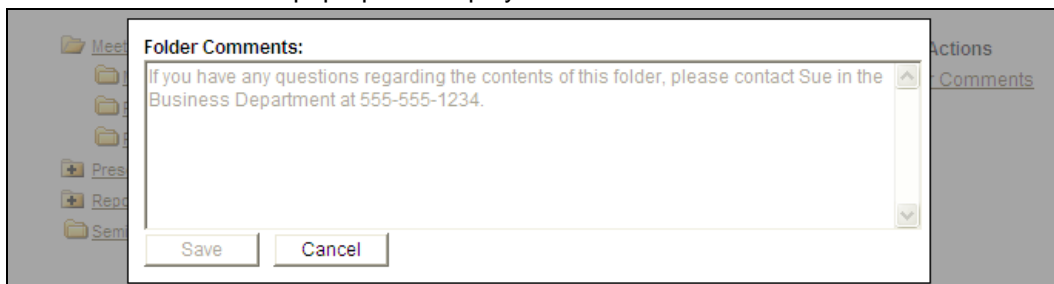
To close the pop-up box, click the **Cancel** button.

2. To view comments regarding a folder, click on the **Folder Comments** link.



The screenshot shows the FileDex interface similar to the first one, but the 'Folder Comments' link in the 'Other Actions' column is circled in red.

The **Folder Comments** pop-up box displays:



The screenshot shows a pop-up box titled 'Folder Comments:'. The text inside the box reads: 'If you have any questions regarding the contents of this folder, please contact Sue in the Business Department at 555-555-1234.' At the bottom of the box are two buttons: 'Save' and 'Cancel'.


To close the pop-up box, click the **Cancel** button.

How to Use FileDex

Folder and File Icons

 Folder

 Folder with Subfolder


 Folder Open

 MS Excel file

 MS Word file

 MS PowerPoint file

 PDF file

 Image file (i.e., .jpg or .gif)

 Text file

 Other file type (or unknown)