

Organizing and listing files

IMCOM Enterprise Web

Tutorial 3

Version 1.2

Contents and general instructions

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General instructions:

Every file should be in at least one set. Period. Files not in sets tend to get lost.

Create sets to display lists of files. Careful use of this capability results in better looking pages that are easier to manage.

IMCOM GUIDELINES:

The dark gray boxes are policy reminders.

Blue boxes offer helpful explanations

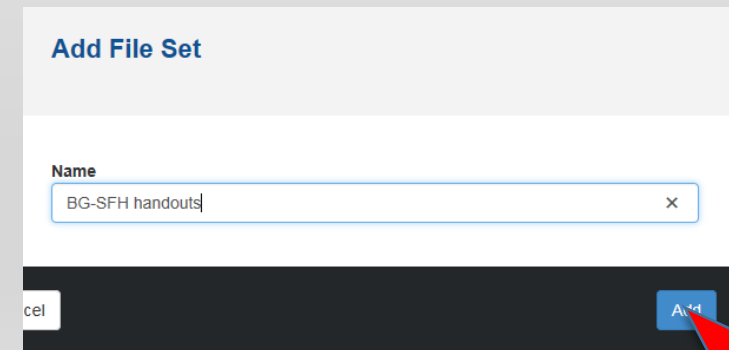
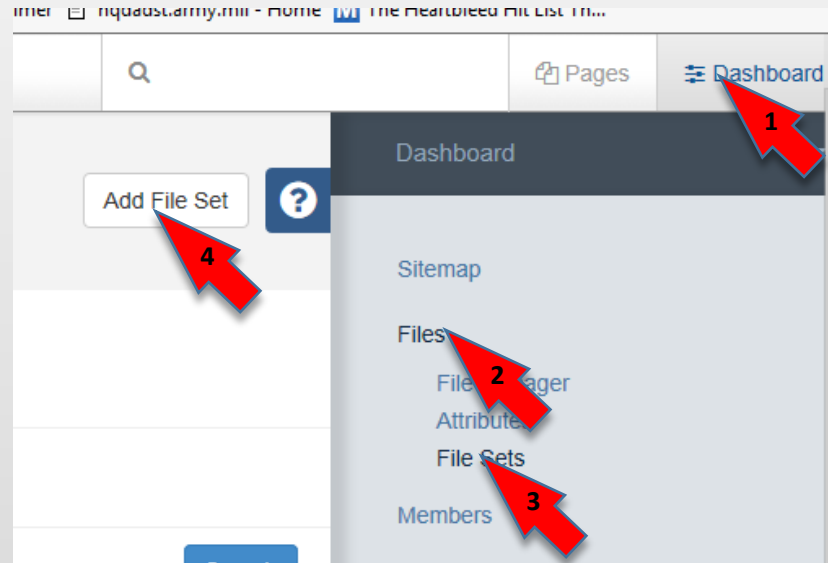
Creating a file set

- Go to Dashboard → Files → File Sets
- Click “Add File Set”
- Name the set

FOLLOW THE NAMING CONVENTION:

Always begin with the last two letters of your garrison unit ID. In this case, Fort Bragg is IMBG, so the prefix is “BG-”

- Click “Add”



Adding files to sets as you upload

- Name each file the way you want it to appear on the page (especially important when adding multiple files)
- In Concrete5, go to Dashboard → Files (File Manager)
- Simultaneously, in Windows, open the folder containing the files.
- Select the files to upload and drag them over the browser window.
- Wait for the files to upload. When they're done, the "Upload Complete" pop-up window will appear.
- Click on Add/Remove Sets.
- Select the set(s) for the file(s) just uploaded.
- Click Save
- Click the X in the upper-right corner of the Upload Complete box.
- To confirm upload, wait for the page to refresh or manually refresh the page
- If you are using a "List Files From Set" block, go to the page and check your work.

The screenshot shows the Concrete5 File Manager interface. The main window displays a table of files with columns for Thumbnail, Type, Title, Added, and Actions. A file named 'Doug-M CPAC ICARE_Brief.pdf' is highlighted. An 'Upload Complete' dialog box is open, showing '2 files uploaded' and an 'Add/Remove Sets' button. A 'Sets' dialog box is also open, showing a list of sets with checkboxes. A Windows File Explorer window is open in the background, showing the source folder. Red arrows numbered 1, 2, and 3 point to the 'Add/Remove Sets' button, the 'Save' button in the 'Sets' dialog, and the 'X' button in the 'Upload Complete' dialog, respectively.

Enterprise Web tutorials

- Tutorial-Adding text and images
- Tutorial-Building pages and using blocks
- Tutorial-Making a Facebook page plugin

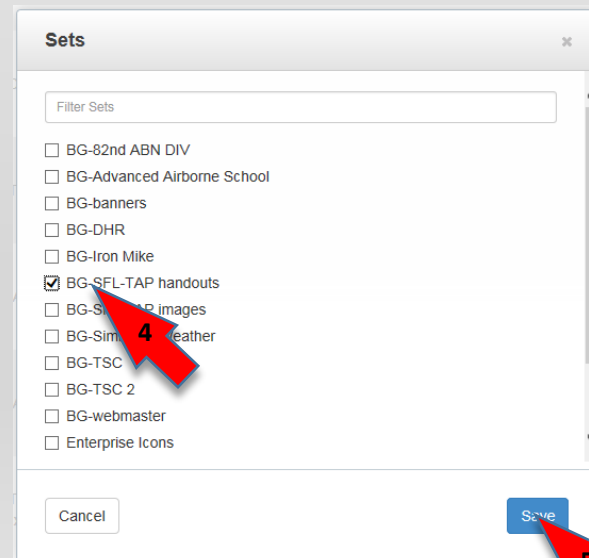
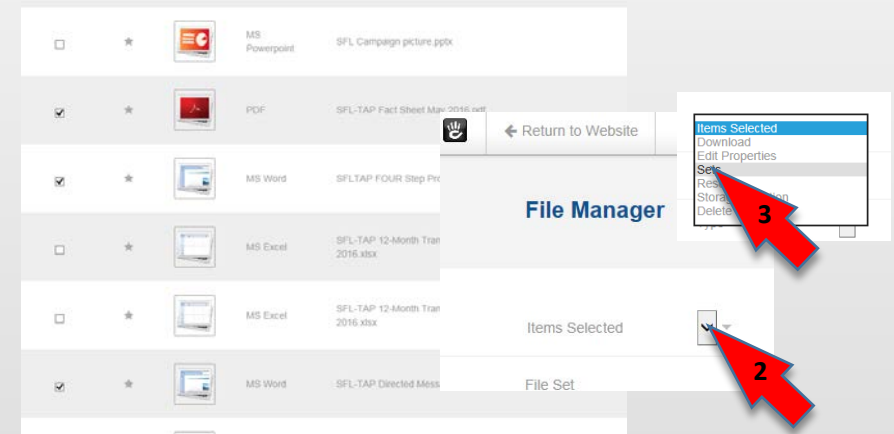
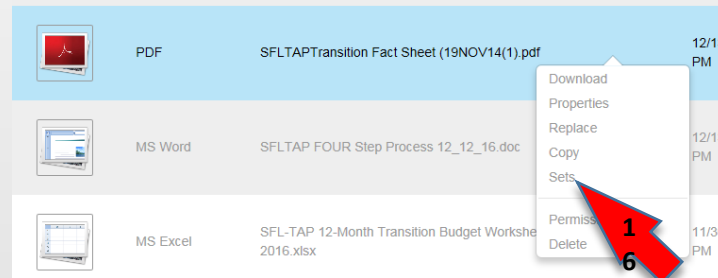
Enterprise Web tutorials

- Tutorial - Phonebook
- Tutorial-Adding text and images
- Tutorial-Building pages and using blocks
- Tutorial-Making a Facebook page plugin
- Tutorial-Page Type recipes

Training pages

Adding existing files to a set

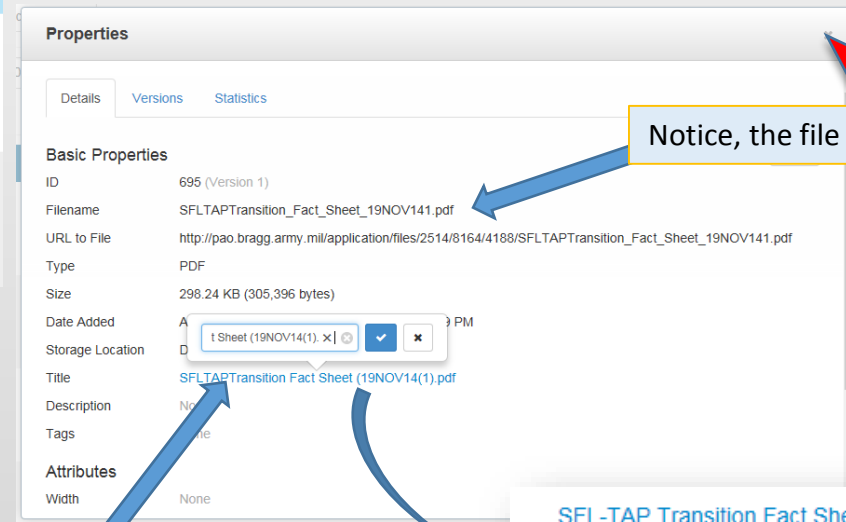
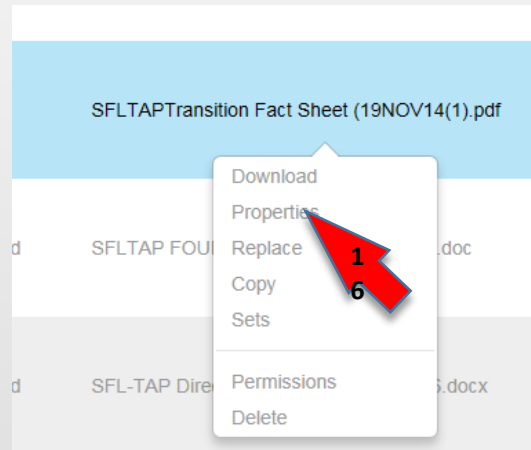
- Go to Dashboard → Files
- Select individual files by locating the file in the File Manager.
 - Click somewhere in the file row
 - Select Sets from the dropdown menu (1)
 - Check the set name(s) (4)
 - Click Save (5)
- Select groups of files in the File Manager.
 - Click the check box next to the file icon for each file you wish to add.
 - Scroll to the top of the file manager
 - Click the down arrow next to “Items Selected” (2)
 - Select Sets from the dropdown menu (3)
 - Check the set name(s) (4)
 - Click Save (5)



Clean up the file's title

- In the File Manager, find the file and click in the band.
- In the dropdown menu, click "Properties"
- In the Properties popup Details tab, click on the Title text (in blue).
- Edit the text in the popup window. Click the checkmark.
- Click the x in the upper left corner of the popup to close it.
- Refresh the file manager to see your change.

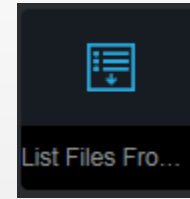
The file will appear in your list pretty much as it appears in your file manager



Notice, the file name doesn't change.

The circle x will erase the entire title. The x in the square will cancel your changes.

Block: List Files From Set



Use List Files From Set to organize a group of files – for example, all files from a specific program

- Go to the page where you would like to place your file list
- Click the pencil icon to enter Edit Mode
- Click the + icon to add content
- Make sure you are in the Blocks menu
- Find the List Files From Set block
- Drag the block to the area where you want to place it and release.

List Files From Set options

Leave unchecked and the file will display in the browser window if it has the plugin to handle the format.

Edit List Files From Set

Select File Set

Display files from:

(leave blank or enter zero for all files in set)

Display pagination interface if more items are available than are displayed.

Force files to download

Ordering

Display options

Edit List Files From Set

Display options

Display name of set

Replace underscores in titles with spaces

Uppercase first letter of title (lowercase rest)

Display file size

Display date added

File extension:

Empty file set message (optional)

Title Override (optional)

(will replace title/filename, e.g. 'latest file')

Working with the File Manager

Working with File Sets

End of tutorial

Backup material follows