Working with files

IMCOM Enterprise Web

Tutorial 4

Version 1.7

Standard Operating Procedures

17 November 2020

Contents and general instructions

PAGE:

General instructions:

FORMERLY TUTORIAL 3. 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 Enterprise Web documentation can be found on IEW Pro Central, https://homeadmin.army.mil/imcom/index.php/contact/webmaster-1/ These tutorials also serve as SOP for IMCOM Enterprise Web.

IMCOM GUIDELINES:
The dark gray boxes are policy reminders.

Blue boxes offer helpful explanations

Files, Sets and Folders

**In the File Manager, files can be placed in folders and sets. A file can be in one folder but many sets.**

Files can be arranged in a hierarchy – you can have subfolders. You cannot have subsets. You can apply permissions and other restrictions to a folder.

Sets make searching faster and more intuitive. Folders help separate one groups' files from another. You must put every file in at least one set when you upload.
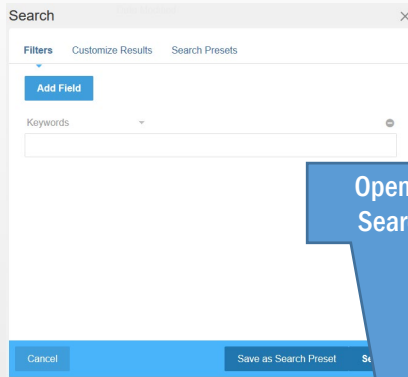
The File Manager

Open Advanced Search window
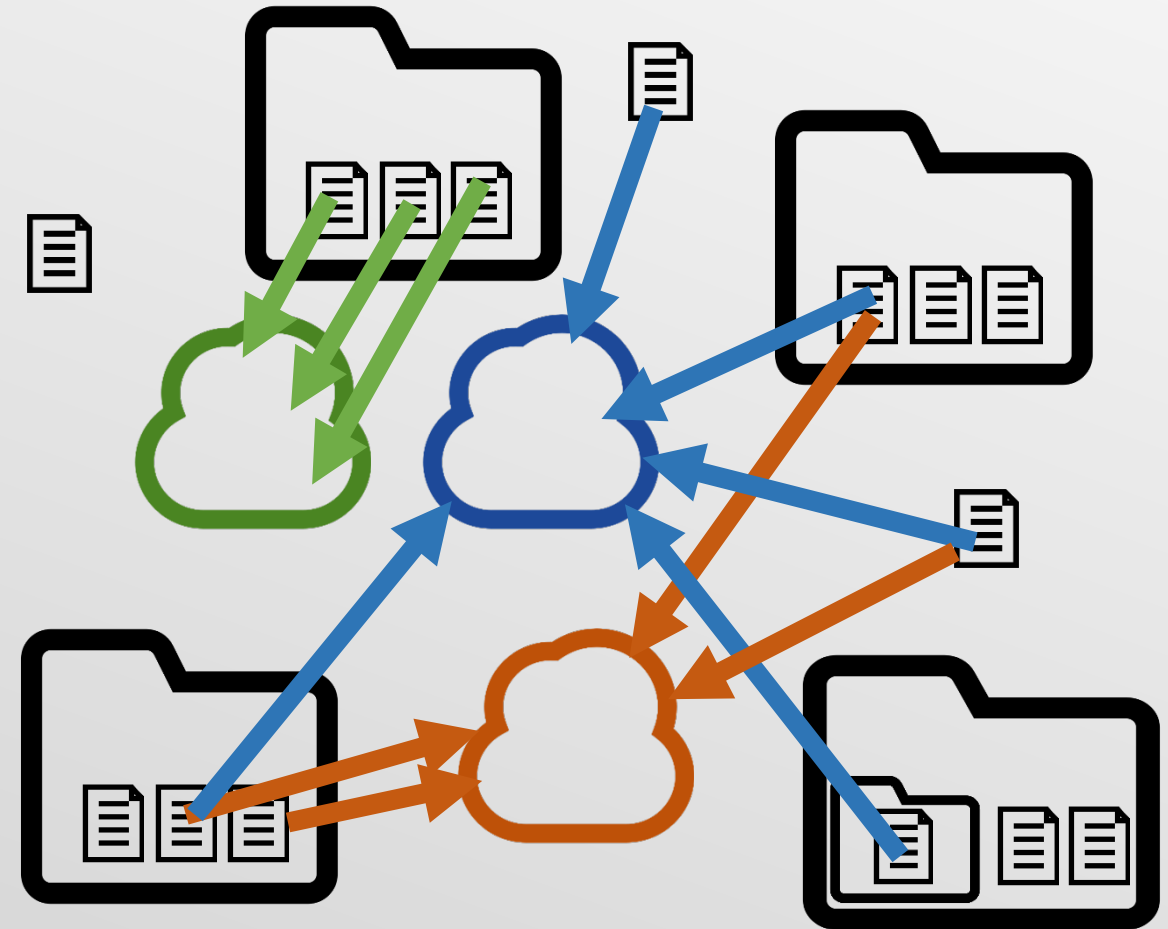
Number of fies to display

Breadcrumb navigation displays current folder Can be used to navigate back up the hierarchy.
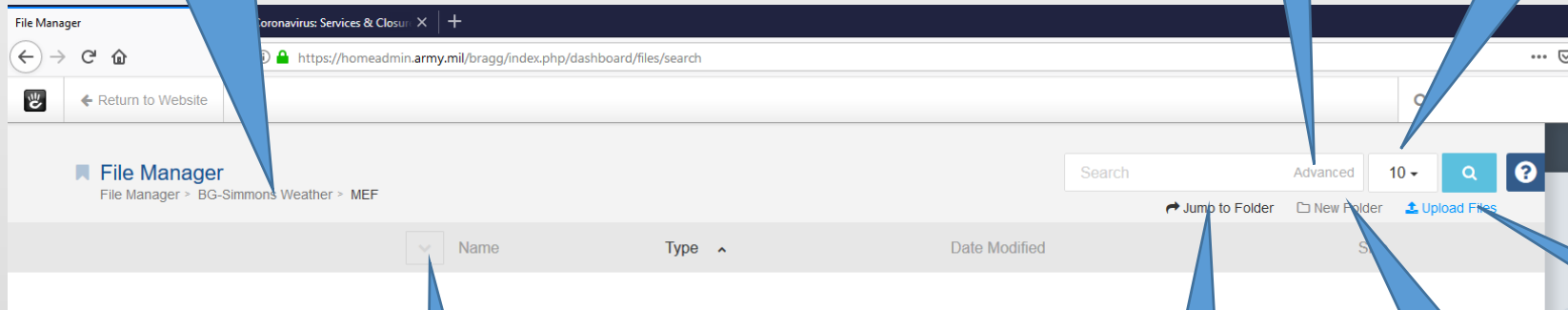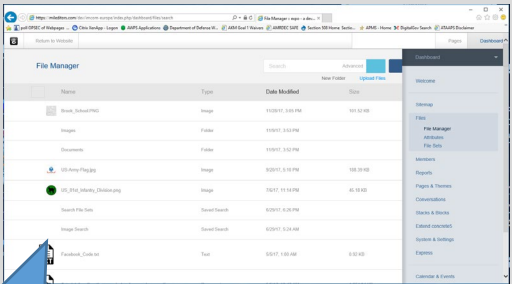
Take action on multiple selected files
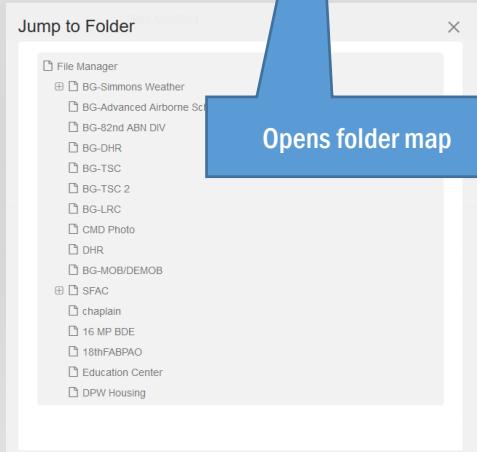
Opens folder map

Create a subfolder to the one you are using

Add files

Icons don't appaear in MS Internet Explorer

Search

Filters   Customize Results   Search Presets

Add Field

Keywords

Cancel   Save as Search Preset

File Manager

Coronavirus: Services & Closur   ×   +

https://homeadmin.army.mil/bragg/index.php/dashboard/files/search

← Return to Website

File Manager
File Manager > BG-Simmons Weather > MEF

Search   Advanced   10 ▾

↪ Jump to Folder   ▢ New Folder   ⬆ Upload Files

Name   Type   Date Modified   S

Jump to Folder   ×

File Manager
⊞ BG-Simmons Weather
▢ BG-Advanced Airborne Sc
▢ BG-82nd ABN DIV
▢ BG-DHR
▢ BG-TSC
▢ BG-TSC 2
▢ BG-LRC
▢ CMD Photo
▢ DHR
▢ BG-MOB/DEMOB
⊞ SFAC
▢ chaplain
▢ 16 MP BDE
▢ 18thFABPAO
▢ Education Center
▢ DPW Housing

Uploading files and adding them to sets

Get into the habit of putting every file into at least one set. Sets are more flexible than folders – A file can be in one folder but in many sets – therefore, it is associated with more than one topic
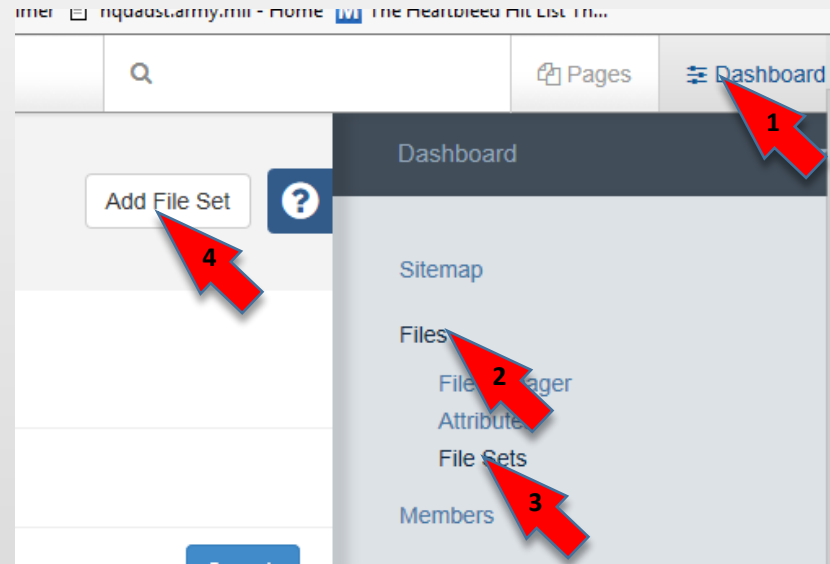
- Name each file the way you want it to appear on the page (especially important when adding multiple files)

- In Concrete5, go to Dashboard→Files (File Manager)

- If you are working in a particular folder, navigate to it and open the folder.

- Simultaneously, in your Windows computer, open the desktop folder 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.

Creating a file set

- Go to Dashboard → Files → File Sets

- Click "Add File Set"

- Name the set

- 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.

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)
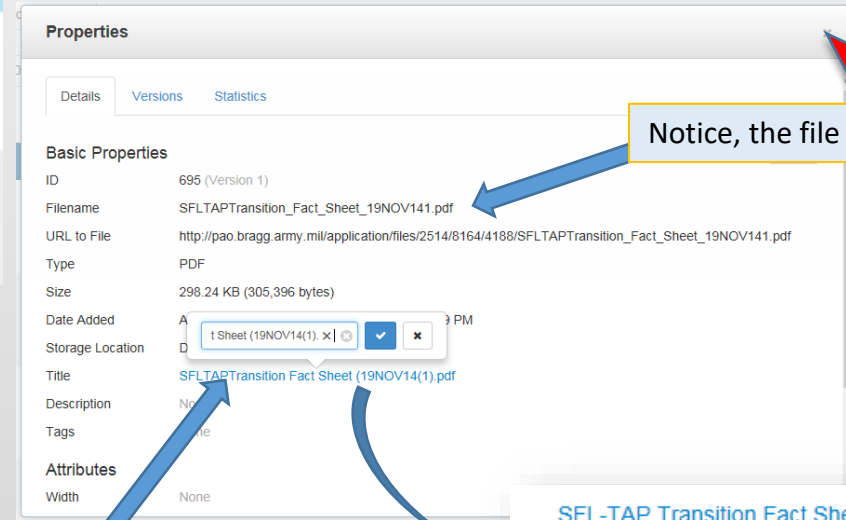 - Click Save (5)

- 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)
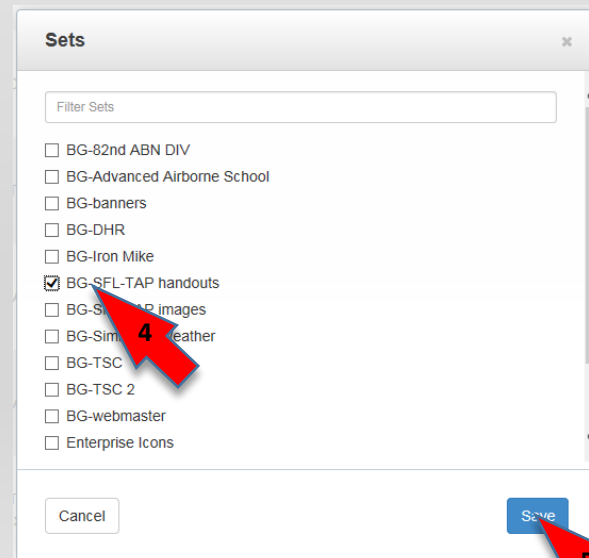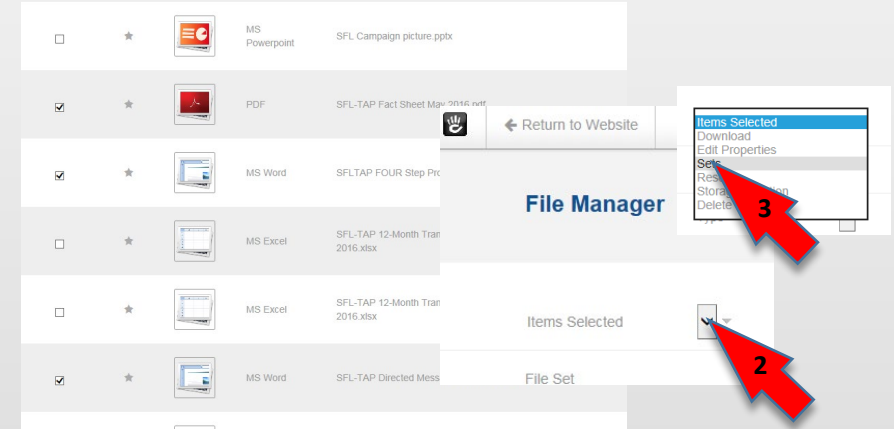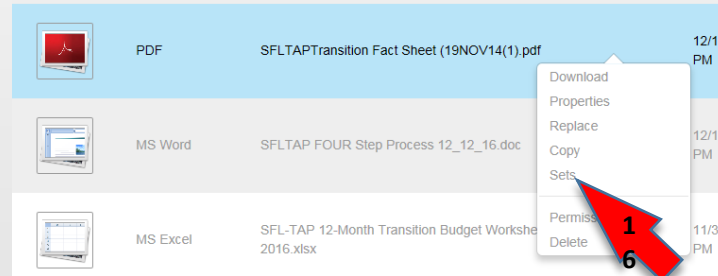
Clean up the file's title

- 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

SFLTAPTransition Fact Sheet (19NOV14(1).pdf

Download
Properties
Replace
Copy
Sets

Permissions
Delete

1
6

Properties

Details   Versions   Statistics

Basic Properties

ID	695 (Version 1)
Filename	SFLTAPTransition_Fact_Sheet_19NOV141.pdf
URL to File	http://pao.bragg.army.mil/application/files/2514/8164/4188/SFLTAPTransition_Fact_Sheet_19NOV141.pdf
Type	PDF
Size	298.24 KB (305,396 bytes)
Date Added	
Storage Location	
Title	SFLTAPTransition Fact Sheet (19NOV14(1).pdf
Description	
Tags	

Attributes

Width	None

t Sheet (19NOV14(1). ✗ ⊗   ✓   ✗

2

Notice, the file name doesn't change.

SFL-TAP Transition Fact Sheet, Nov. 19, 2014.pdf

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

Block: List Files From Set
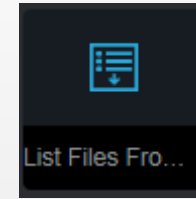
List Files Fro...

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 [0]   files from:

[EW Tutorials   ▾]

(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

[Alphabetical   ▾]

Display options

[Cancel]   [Save]

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:

[Hide   ▾]

Empty file set message (optional)

[   ]

Title Override (optional)
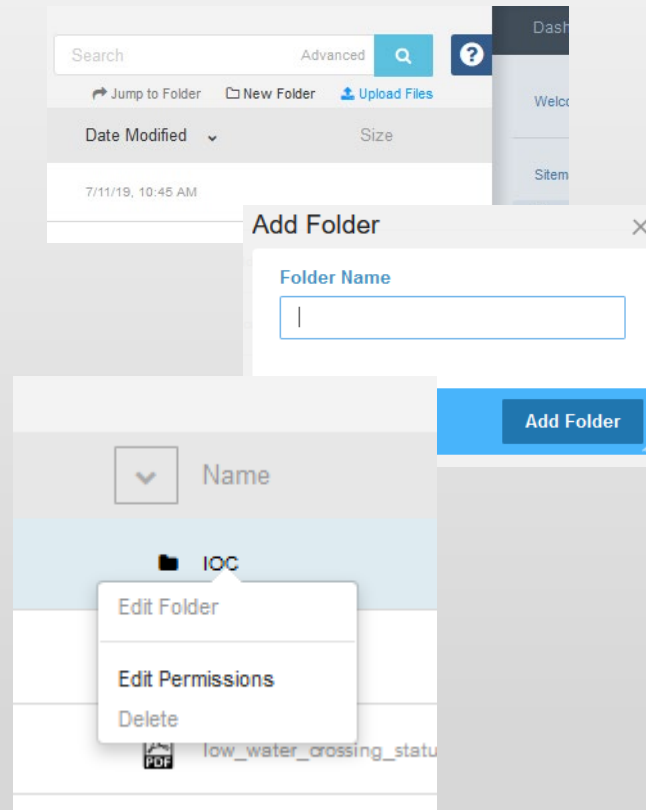
[   ]

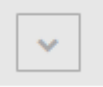(will replace title/filename, e.g. 'latest file')

Adding new folders

- To add a folder, go to Dashboard → File Manager and click "New Folder."

- Enter a folder name and click "Add."

- To adjust the permissions, right-click on the folder name and select "Edit Permissions."

To add a subfolder, enter the folder by clicking on the icon and follow the process above.

Adding files to folders

- Option 1: Files can be dragged/dropped into a folder within the file manager
- Option 2: Right-click on the file, click "Move to Folder" within the dropdown menu
- Option 3: Select more than one folder, then click on the bulk action button and select "Move to Folder"
- Option 4: When adding a new file, simply open the folder where it belongs.

Finding files

- Click on Advanced search (1)

- Change the parameters of your search by clicking "Keywords." (2) A dropdown will appear with a list of the different properties you can search through.

- Add more fields to narrow your search: Click on the Add Field button (3)

- Select a property for the new field(4)

- Each search item (at least in keywords) needs to be an exact word or phrase. To search for "word" and "this phrase," you need to use two fields.

- For example, a document named "SFL-TAP info video" can be found by the following keyword fields: SFL, SFL-TAP, sfl-tap info. It can't be found by SFL info, SFL Video, if they are in the same field. However, if you put "info" in one keyword field and "sfl" in another, it will be part of the results.
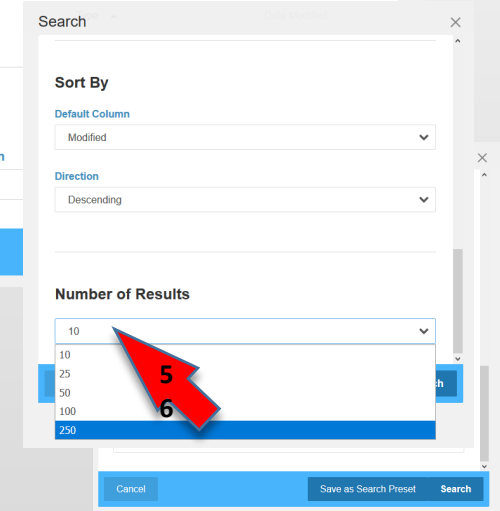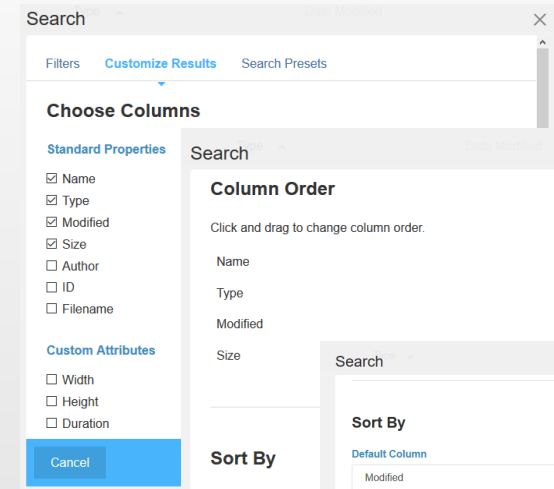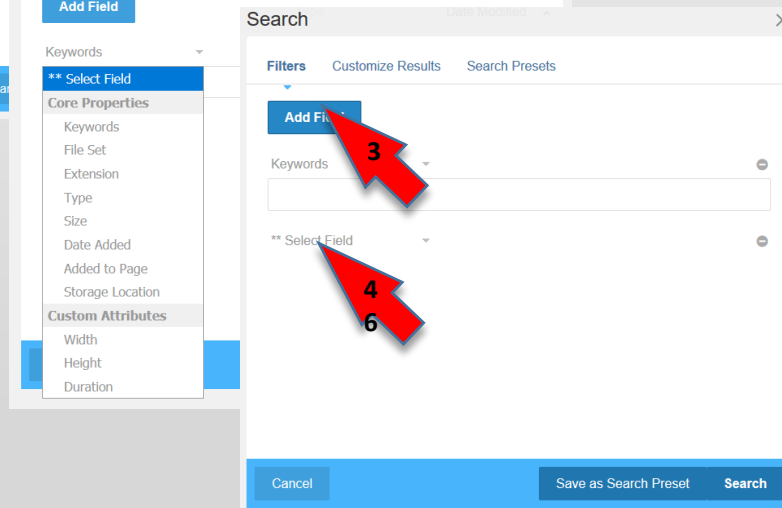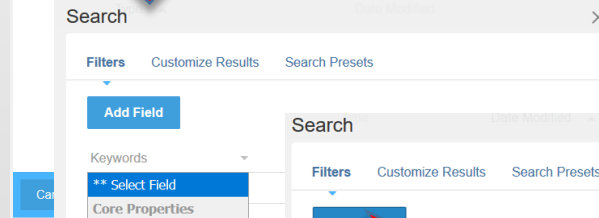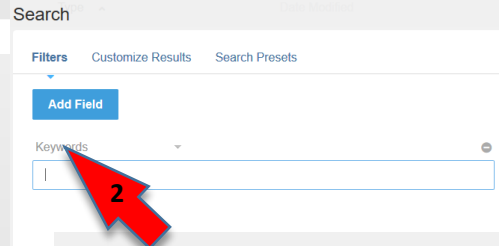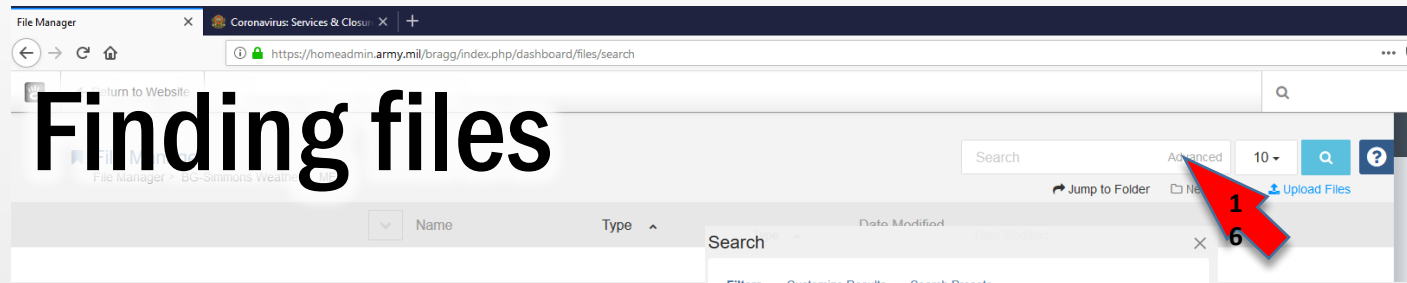
It might make things go faster to choose a large number of results on a page(6)

Moving many files at once

- Create the destination folder if it doesn't already exist (1, 2).

- Select the number of files you need to view.

- Use the control or shift key to select the files to move.

- Click on the bulk action dropdown

- Select Move to Folder.

- Select destination folder

- Click Save
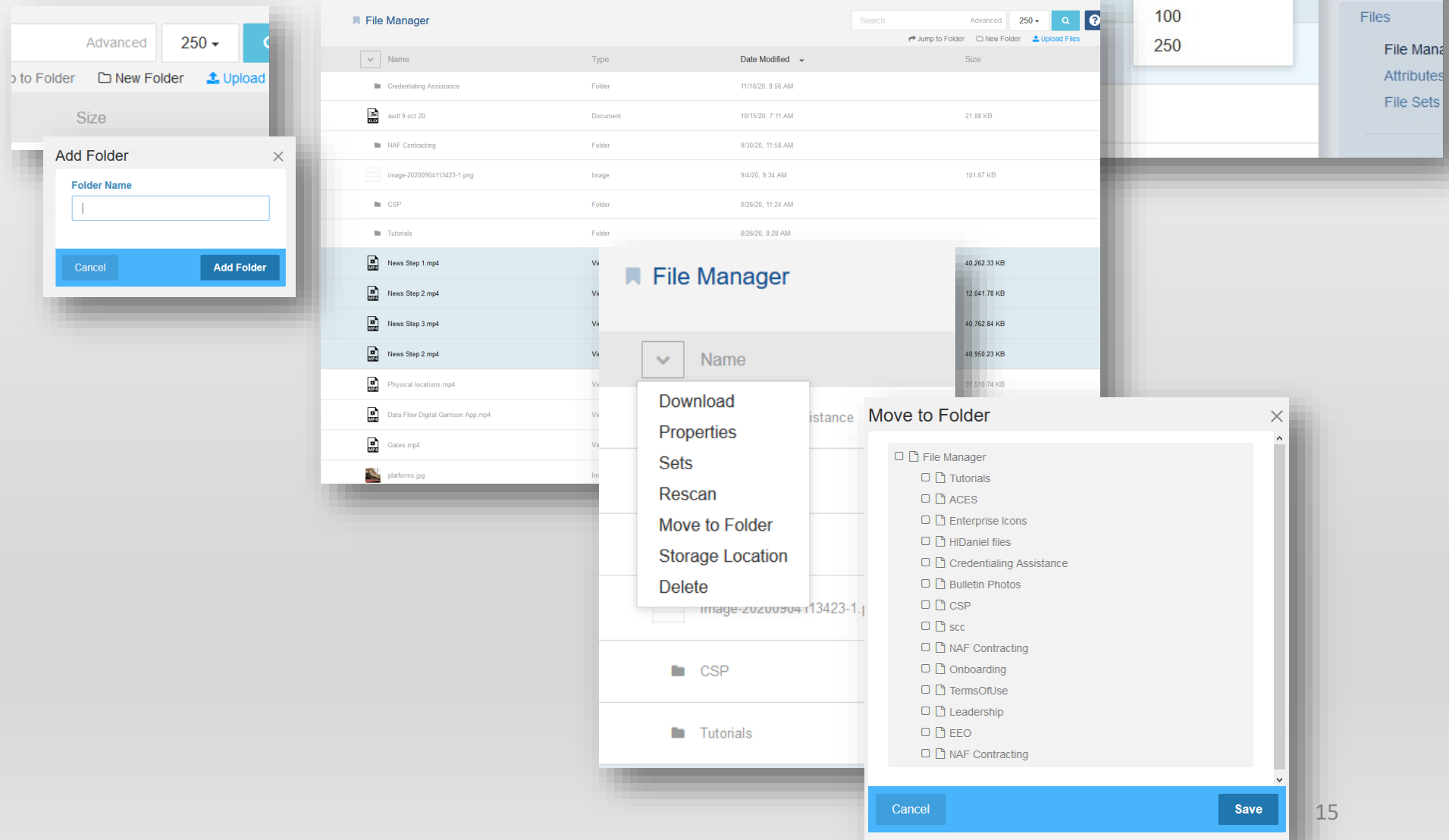
-30-

IEW SOP/Tutorials:

1. Getting Started; Adding Text, Images and Links
2. Adding and working with pages
3. Adding and working with blocks
4. Working with files
5. Accounts

6. Permissions
7. Site management operations
8. Phonebook and special features
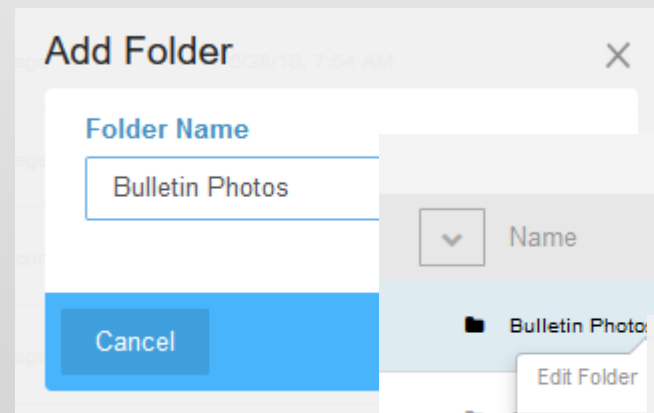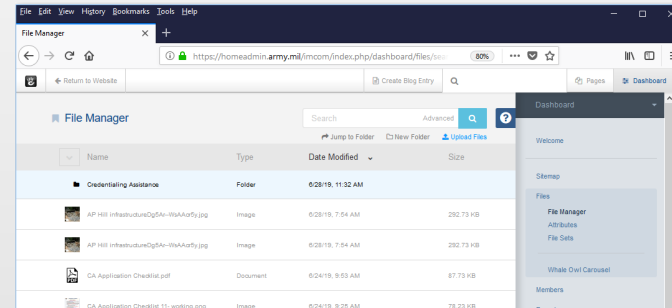9. Advanced site management, design and standards
10. General policies

End of tutorial

Backup material follows

Making and opening folders, making subfolders

- In the File Manager, click on Add Folder.

- Name the folder.

- Click Save

- Double-click on the folder to open it and see its contents.

- Within the folder, click "Add Folder" and enter a name to create a subfolder.
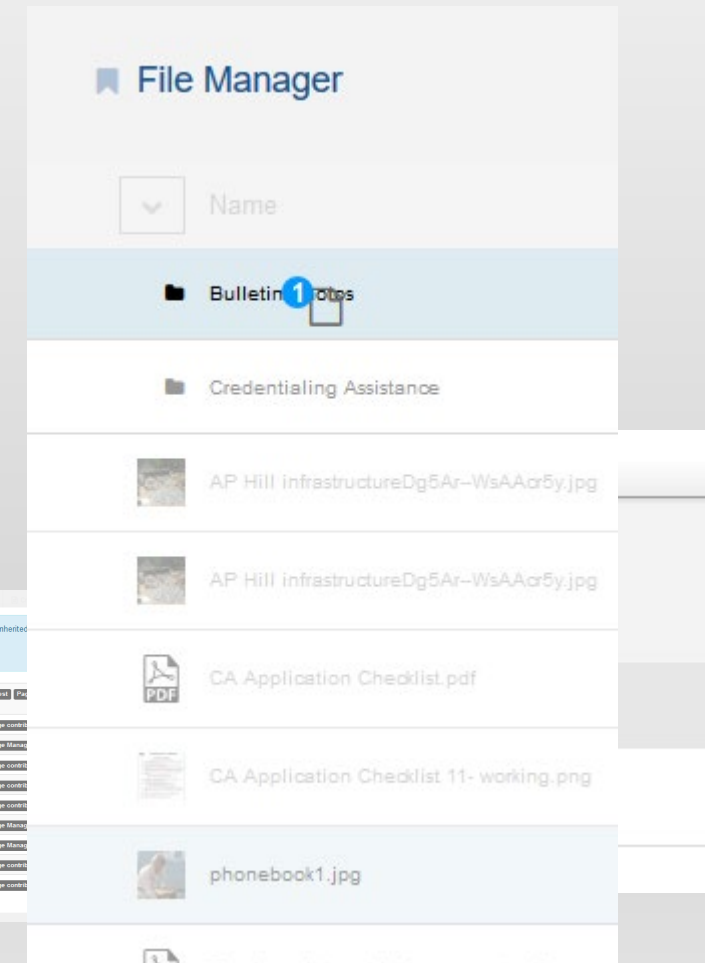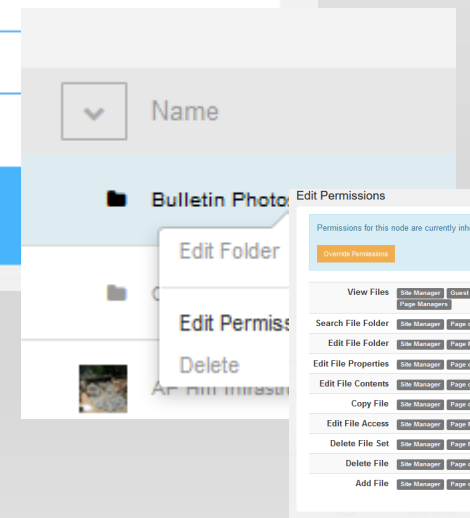
Adding files to folders

- If the file and folder appear on the same screen, you can drag and drop the file into the folder.

- If not, right-click on the document name.

- Select "Move to Folder"

- In the dialog box, select the folder and click Save.

- For new files, navigate to the folder first, then upload.
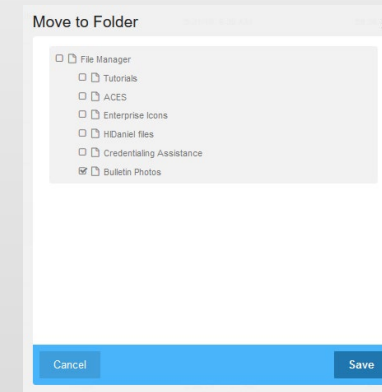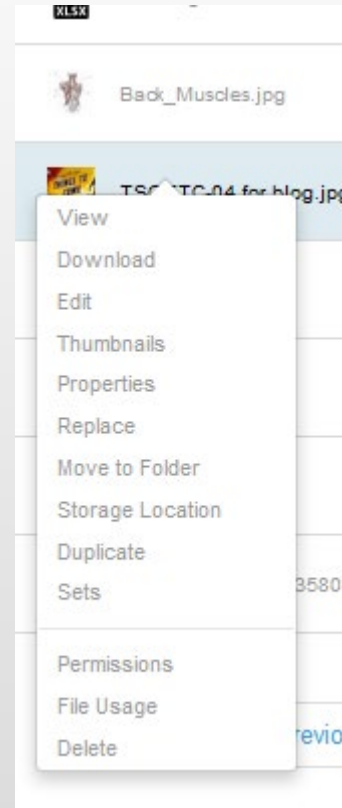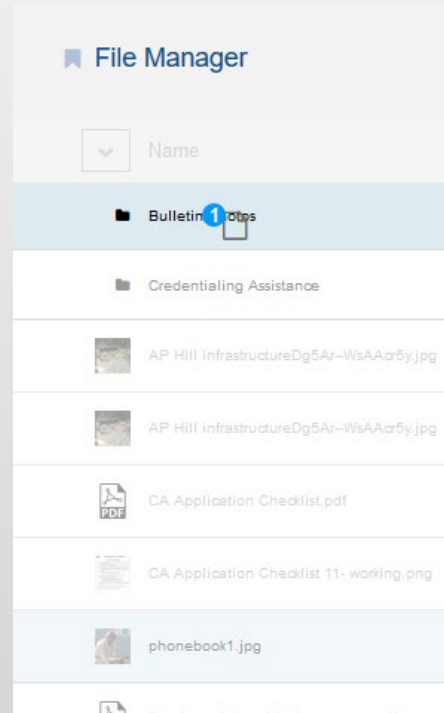
Working with File Sets

Adding a file when working with a block

Many blocks offer the ability to add files and images. Most follow this pattern.

- In edit mode, click Add Content. Choose what you'd like to add (photo and video that can be shot

- Pretty much follow the process on the Adding Files page. Once you're done, it will take you back to the file manager, but it will not give you much of a clue that it's not working