

Working with files

IMCOM Enterprise Web

Tutorial 3

Version 1.3

Contents and general instructions

PAGE:

3. Creating a file set
4. Adding files to sets as you upload
5. Adding existing files to a set
6. Clean up the file's title
7. Block: List Files From Set
8. List Files From Set options
9. Working with the File Manager
10. Working with File Sets

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

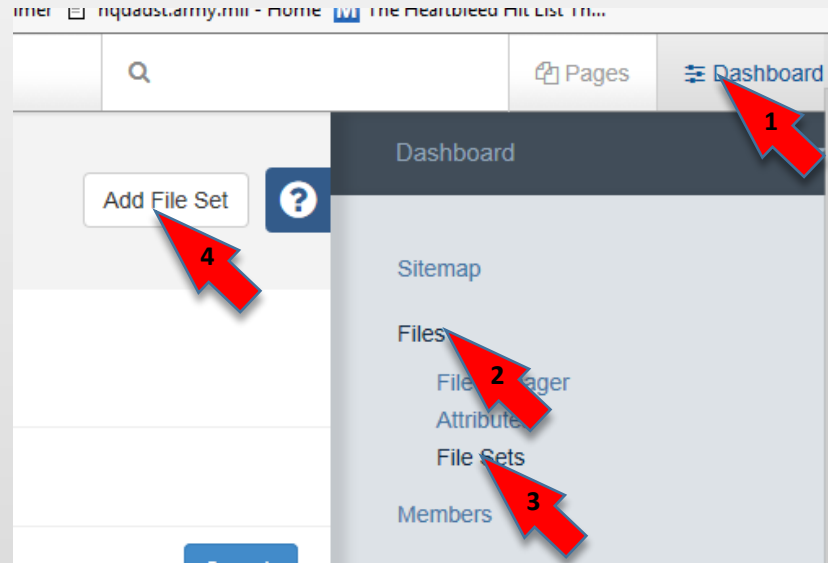
Creating a file set

- 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”



A screenshot of the 'Add File Set' form. The form has a title 'Add File Set' and a 'Name' input field containing the text 'BG-SFH handouts'. At the bottom right of the form, there is a blue 'Add' button. A red arrow labeled '5' points to this button.

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)
- 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 image is a collage of screenshots illustrating the file upload process in Concrete5. It includes:

- A browser window showing the File Manager interface with a search bar and a list of files.
- A Windows File Explorer window showing a folder named "history" containing various files and folders.
- A "Properties" window for a file named "patton.jpg" showing its URL, tracked URL, thumbnails, title, description, and tags.
- A "Sets" window showing a list of sets with checkboxes, including "Fort Chowder" which is selected.
- An "ADD FILES" window with a dashed box and the text "Drop files here or click to upload."
- A "1 file uploaded" notification box.
- A "Deleting pages.PNG" notification box.

A blue arrow points from the "patton.jpg" file in the File Explorer to the "patton.jpg" file in the File Manager.

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 illustrates the process of uploading files to Concrete5. It shows the File Manager interface with a table of files. A Windows File Explorer window is open, showing a folder named '9-web standardization' with several PDF files selected. A blue arrow points from the selected files to the 'Upload Files' button in the File Manager. The File Manager interface shows a table of uploaded files with columns for Thumbnail, Type, Title, Added, and Actions. A red arrow points to the 'Add/Remove Sets' button in the 'Upload Complete' dialog box. Another red arrow points to the 'Save' button in the 'Sets' dialog box. A third red arrow points to the 'X' button in the upper-right corner of the 'Upload Complete' dialog box.

Thumbnail	Type	Title	Added	Actions
	PDF	Doug-M CPAC ICARE_Briet.pdf	1/6/17, 2:41 PM	
	JPEG	Doug-M CPAC index_clip_image002.jpg	1/6/17, 2:41 PM	
	PDF		1/6/17, 12:54 PM	
	PDF		1/6/17, 12:54 PM	
	PDF		1/6/17, 12:54 PM	

Upload Complete

2 files uploaded

Properties

Properties like name, description and tags are unavailable when uploading multiple files.

Sets

None

Custom Attributes

Width	None
Height	None
Duration	None

Sets

Filter Sets

- Command Photos
- Conversation Messages
- Conversation Messages (Pending)
- Enterprise Logos
- Enterprise Photos
- EW Tutorials
- Fort Notional
- Fort Notional Photos
- Housing the Force 2016
- HTF 16 Day 1
- HTF 16 Day 2
- HTF 16 Day 3

Enterprise Web tutorials

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

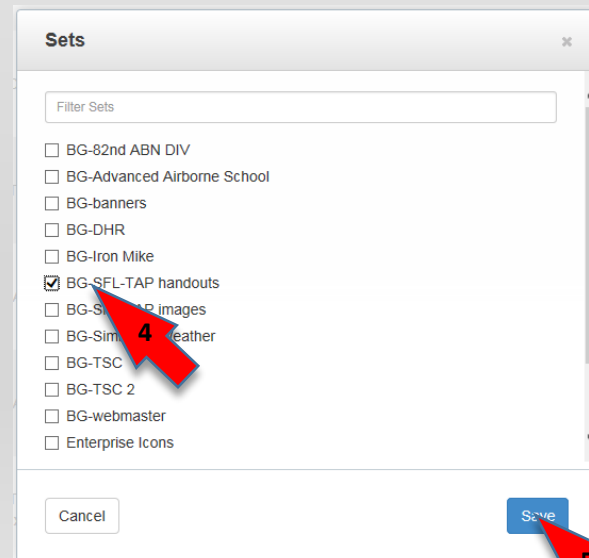
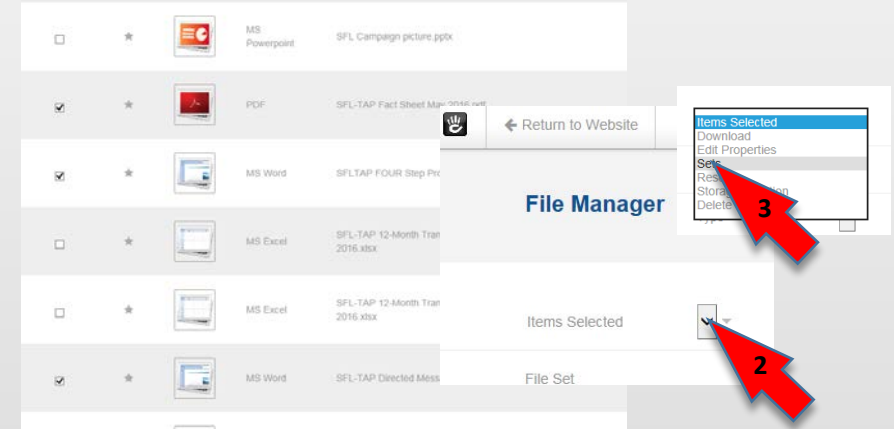
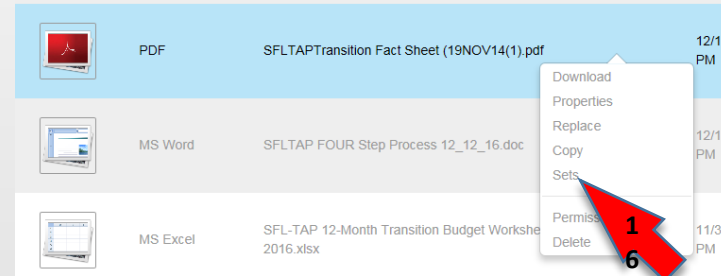
Enterprise Web tutorials

- 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)



Adding a file from the page

- 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

The screenshot shows a web editor interface with a top navigation bar containing 'Exit Edit Mode', 'Composer / Page Settings', 'Add Content', and a U.S. Army logo. The main content area is titled 'ABOUT' and contains a 'Redirect block' and a 'Page Footer'. A 'File Manager' window is open, showing a table of files:

Name	Type
IMG_4687.JPG	Image
patton.jpg	Image
Brook_School.PNG	Image
Images	Folder

The 'Add Image' dialog is open, showing the selected file 'IMG_4687.JPG' with a thumbnail. Below the file list, there is an 'Image Link' dropdown menu set to 'None' and an 'Alt. Text' input field. The 'Add' button is highlighted in blue.

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

1
6

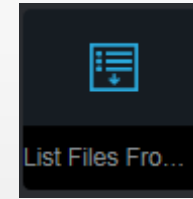
2

Notice, the file name doesn't change.

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

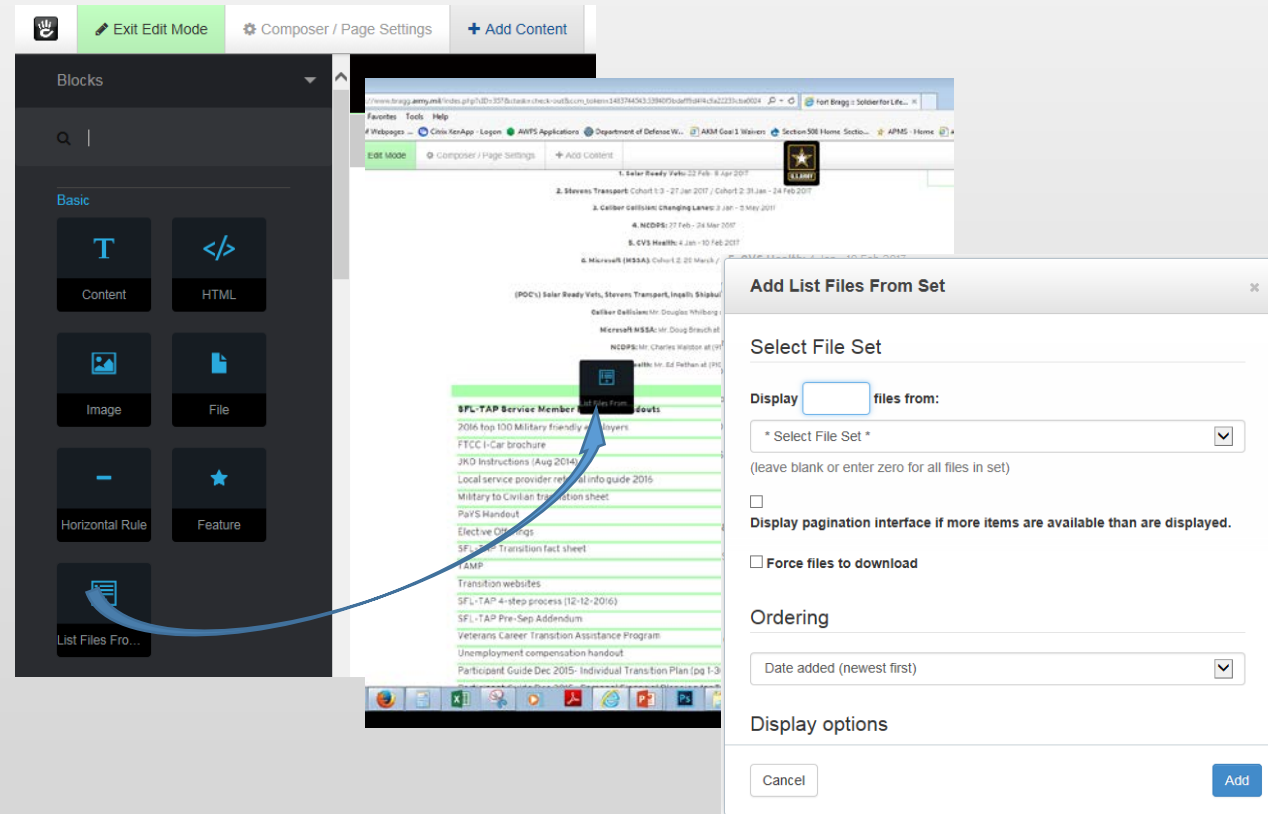
The circle x will erase the entire title. The x in the square will cancel your changes.

Block: List Files From Set



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.



The screenshot illustrates the process of adding a 'List Files From Set' block to a page. On the left, the 'Blocks' menu is open, showing various content types. The 'List Files From Set' block is highlighted. A blue arrow indicates the block being dragged to the main content area. The main content area shows a list of files, including 'SFL-TAP Service Member', '2016 Top 100 Military friendly', 'FTCC I-Car brochure', 'JKO Instructions (Aug 2014)', 'Local service provider referral info guide 2015', 'Military to Civilian transition sheet', 'PayS Handout', 'Elective ODFRags', 'SFL-TAP Transition fact sheet', 'TAMP', 'Transition websites', 'SFL-TAP 4-step process (12-12-2016)', 'SFL-TAP Pre-Sep Addendum', 'Veterans Career Transition Assistance Program', 'Unemployment compensation handout', and 'Participant Guide Dec 2015- Individual Transition Plan (pg 1-3)'. A modal dialog titled 'Add List Files From Set' is open, showing options to select a file set, display a number of files, and choose ordering and display options. The 'Add' button is visible at the bottom right of the dialog.

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

The screenshot displays a web-based File Manager interface. At the top, there is a navigation bar with a "Return to Website" button and a "Pages" dropdown menu currently set to "Dashboard". Below this is the "File Manager" header, which includes a search bar, a "New Folder" button, and an "Upload Files" button. The main content area is a table listing files and folders. The table has columns for "Name", "Type", "Date Modified", and "Size".

Name	Type	Date Modified	Size
Brook_School.PNG	Image	11/28/17, 3:05 PM	101.52 KB
Images	Folder	11/9/17, 3:53 PM	
Documents	Folder	11/9/17, 3:52 PM	
US-Army-Flag.jpg	Image	9/20/17, 5:10 PM	188.39 KB
US_81st_Infantry_Division.png	Image	7/6/17, 11:14 PM	45.18 KB
Search File Sets	Saved Search	6/29/17, 6:26 PM	
Image Search	Saved Search	6/29/17, 5:24 AM	
Facebook_Code.txt	Text	5/5/17, 1:00 AM	0.92 KB

On the right side of the interface, a navigation menu is visible, listing various system components such as "Welcome", "Sitemap", "Files", "Members", "Reports", "Pages & Themes", "Conversations", "Stacks & Blocks", "Extend concrete5", "System & Settings", "Express", and "Calendar & Events". The "Files" section is currently expanded, showing sub-items like "File Manager", "Attributes", and "File Sets".

Working with File Sets

End of tutorial

Backup material follows