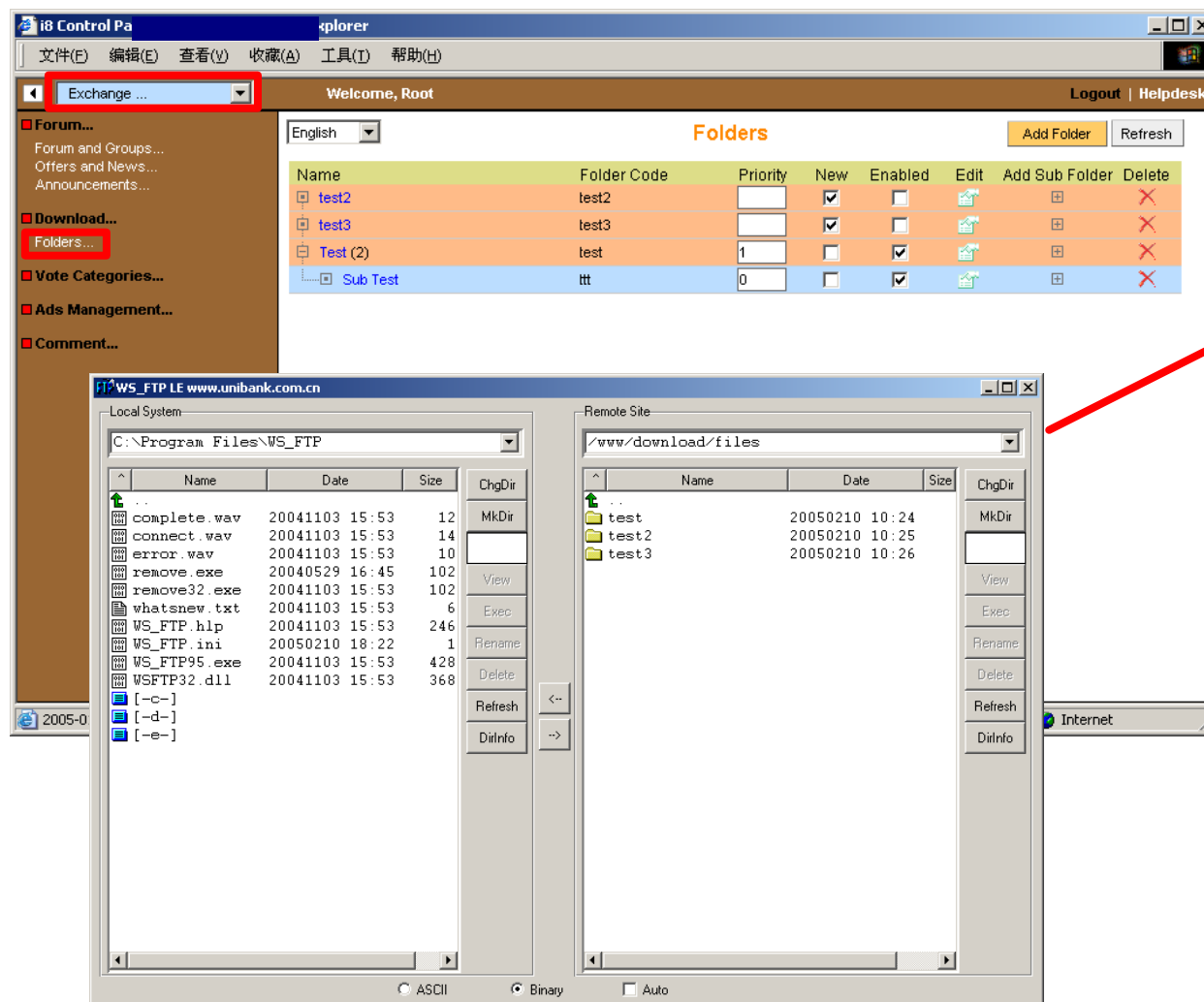


10. File management

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For some application deployments of i8, there is file download center, using FTP and our file-naming management system, this can administrators an efficient file management tool.

UPLOAD FILE & CREATE FOLDERS (FTP)



LOC: : Exchange > Folders ...

Connect to the server using FTP tools (You must have a ftp account, if don't, please get one from your service provider and learn how to use the FTP tool) , then change your ftp path to www/download/files. You can create folders here or upload files. On the left there are several folders already been created as example. **Test2** and **Test3** folders are created using WS FTP and the **Test** folder is created through the web. Folders created through FTP tools will be marked as **not enabled** and **NEW** in the web admin.

Using WS FTP, folder view of /www/download/files.

- **Name:** Name of the folder (If created using FTP tools, the name of the folder will be the same as its code). The number next to the folder name is the number of files within the folder
- **Folder code:** The real folder name in file system (suggested using alphanumerical characters)
- **Priority:** The displaying order of folder in web admin
- **New:** This folder is newly created using FTP tools
- **Enabled:** Enable or disable the folder content to be displayed for some system
- **Edit:** Edit the folder property
- **Add sub folder:** Add sub level folder
- **Delete:** Remove a folder and its content files

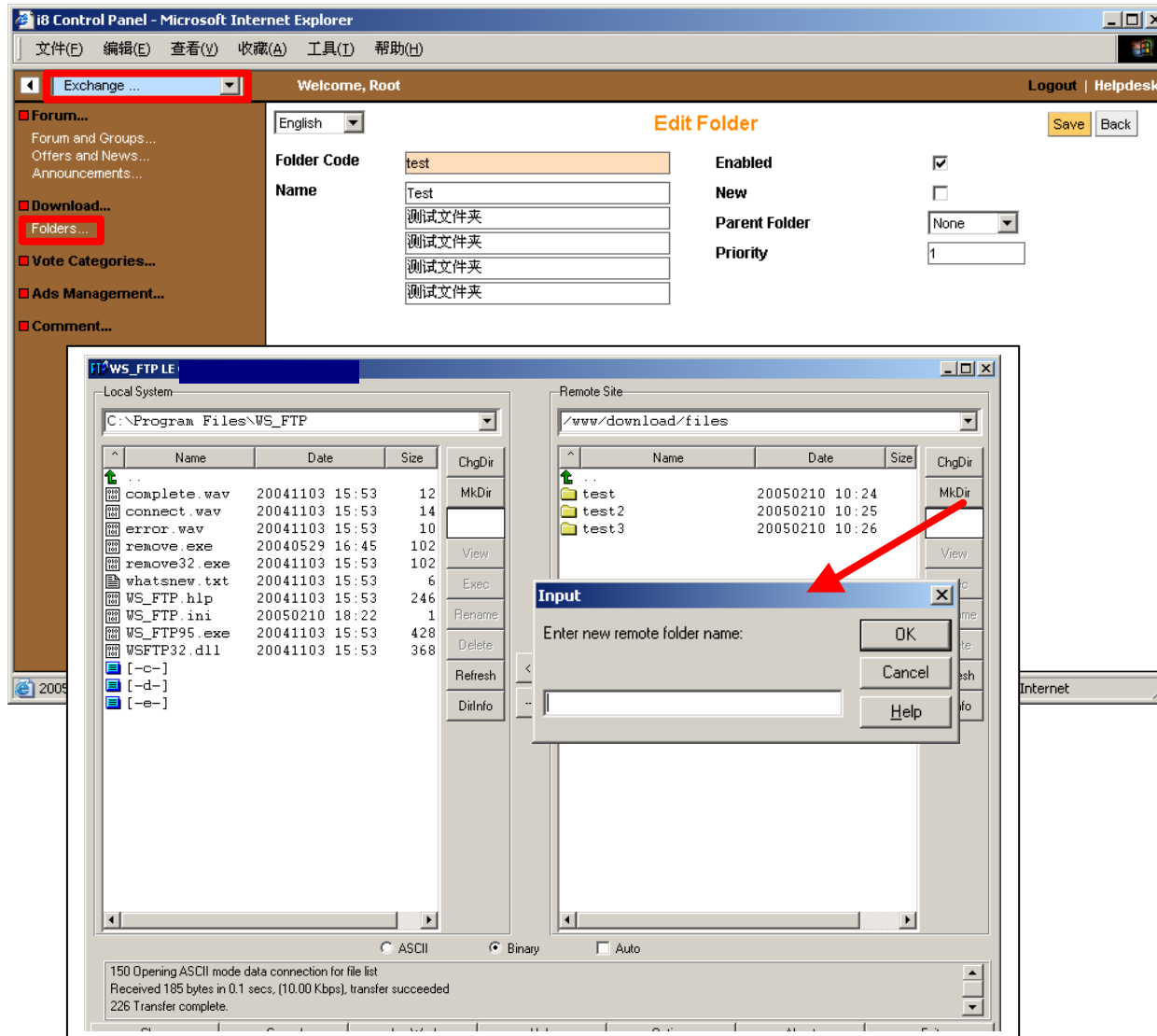
ADD / EDIT FOLDER

LOC:: Exchange > Folders ...

Click "Add New Folder" or "Edit Folder" button/icon

- **Folder code:** The real folder name in file system (Use alphanumerical characters)
- **Folder name:** The caption of the folder in i8 systems
- **Enabled:** Enable or disable the folder
- **New:** The folder is newly created using FTP tool
- **Parent folder:** Parent folder of current folder
- **Priority:** Display priority

You can also use FTP tool to create folders as illustrated on the left



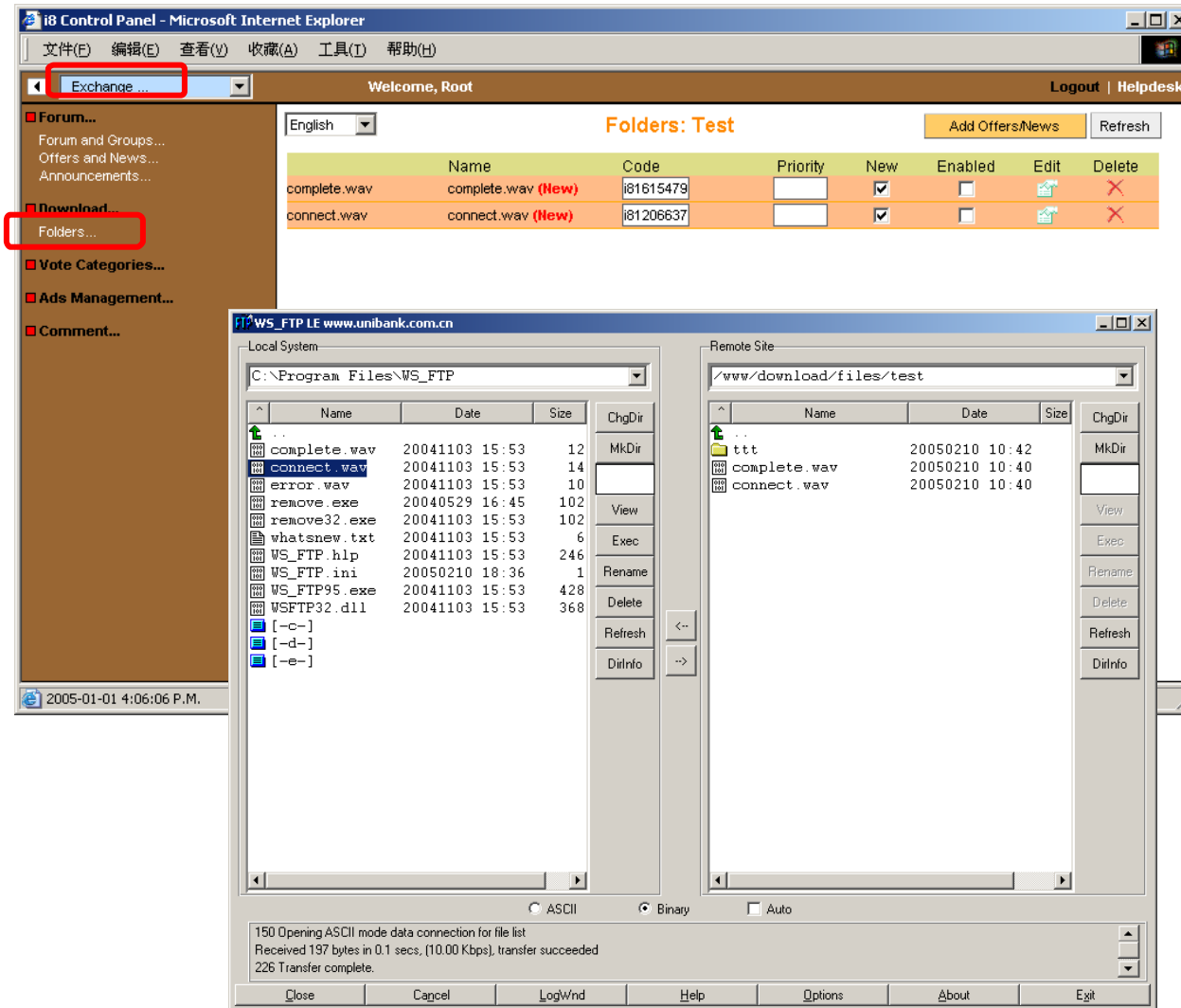
FOLDER CONTENT / FILE LIST

LOC:: Exchange > Folders ...

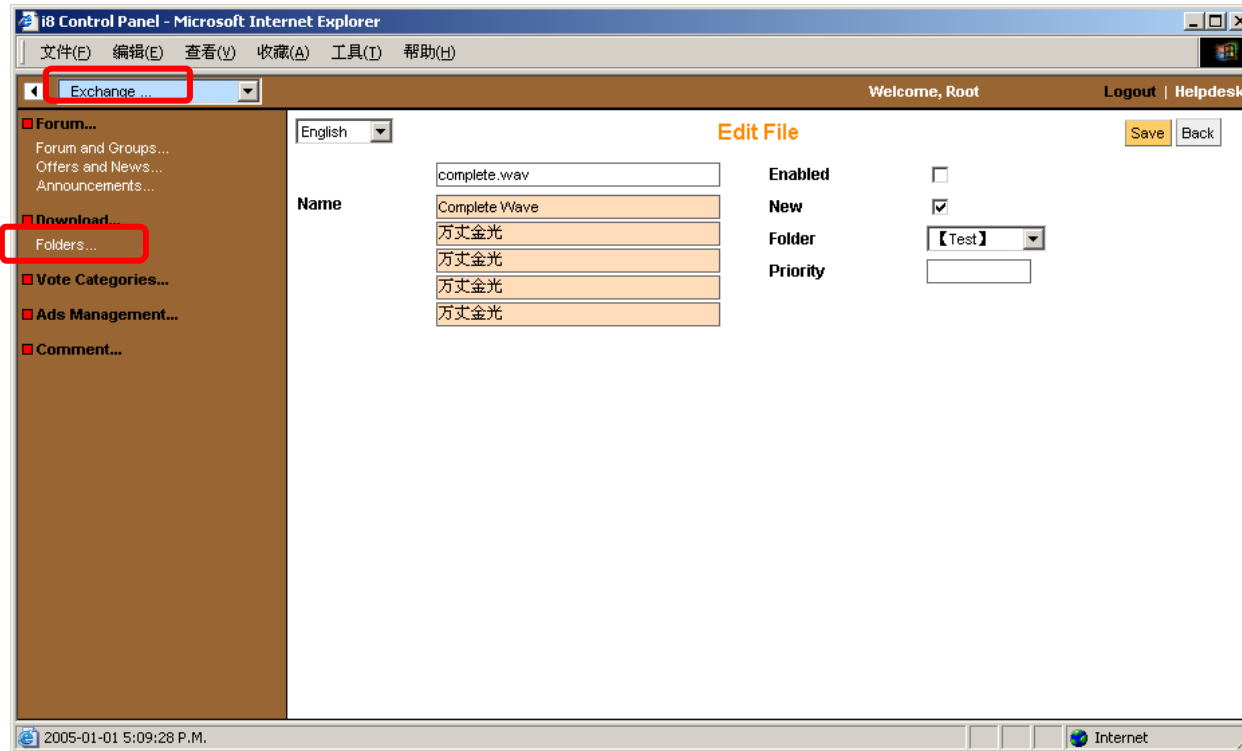
Click the folder name to view folder content/file list

- **Caption:** Caption of the file (FTP uploaded file captions are the same as its file system name)
- **Name:** File system filename
- **Code:** Access code of the file. (Some systems do not release its file name to the public for security purpose)
- **Priority:** Display priority of the file in front end
- **New:** The file is newly created
- **Enabled:** Enable or disable the file from displaying in front end
- **Edit:** Edit the file property, such as file caption
- **Delete:** Remove file

Left hand side shows the interface of the FTP tool while transferring files



ADD / EDIT FILE



LOC:: Exchange > Folders ...

Click folder name then edit a selected file

- **FS name:** Name of the file in file system
- **Name:** Caption of a file that displays in front end
- **Enabled:** Enable or disable a file
- **New:** The file is newly created using FTP tool
- **Folder:** The file containing folder
- **Priority:** The order of displaying of the file