

UC Import Folders

Version 1.7

for Worksite 8.x



UC Import Folders

**Imports documents
and folders**

**for FileSite 8.x and
Desksite 8.x**

www.uclogic.com

- Imports folders and subfolders directly into existing workspaces
- Imports multiple documents at the same time
- Filter just those extensions needed to be imported
- Integrated into Filesite and Desksite clients
- Customisable limit for number of files to be imported

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1. Support

For support, please contact support@uclogic.com

2. Installation

First ensure all Worksite clients are closed. This includes Outlook, Desksite and any integrated applications (e.g. Word, Excel, Powerpoint, Acrobat)

The installation process updates registry keys in HKEY_LOCAL_MACHINE, so you need to install the application as a user that has rights to update this part of the registry.

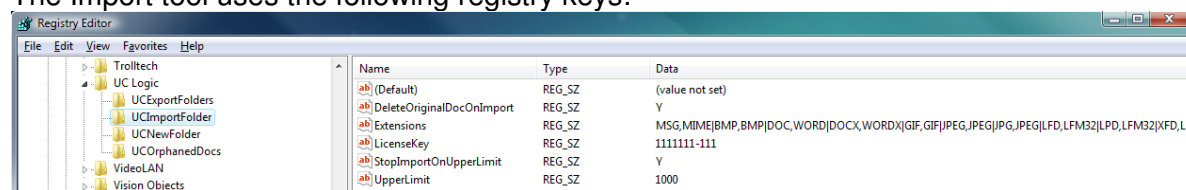
Run the setup.exe and follow instructions

When prompted for the licence key, enter the supplied code. If you enter any other code, you will install a trial version only. The trial version can be changed to a full version at a later date by adding the full licence code. Instructions on how to do this will be supplied with the licence code.

3. Configuration

The installation sets a number of registry keys that determine the way the application operates.

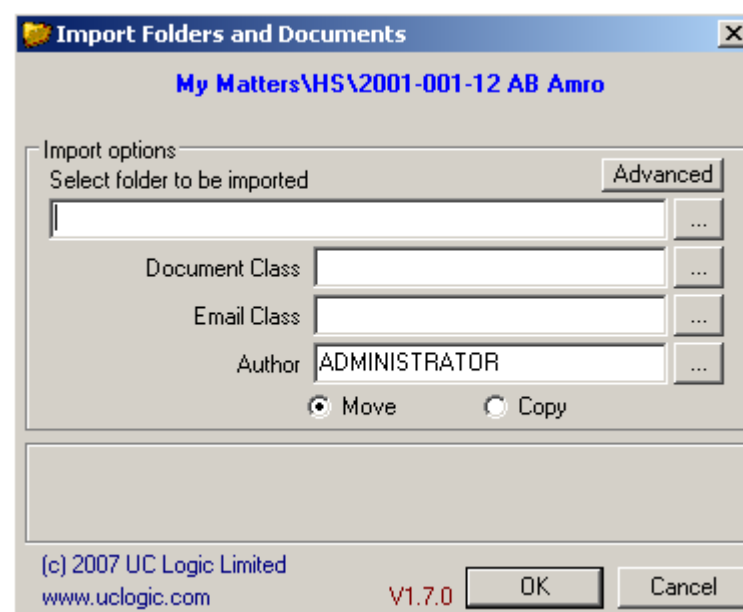
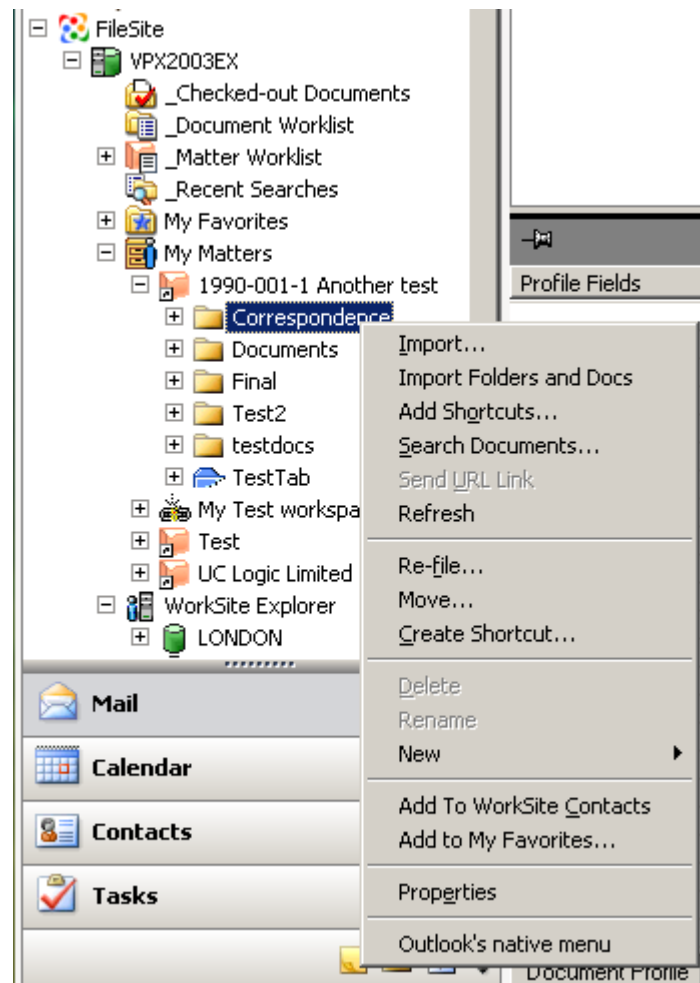
The Import tool uses the following registry keys:



| Registry Key | Description |
|---------------------------|--|
| DeleteOriginalDocOnImport | Determines if the import tool moves or copies the docs (this just sets the default for the check box on the dialog) |
| Extensions | Determines the file extensions to imports and the associated application code in Worksite database. These are entered as pairs separated by commas, e.g. DOC,WORD. Multiple entries are separated by symbol, e.g, DOC,WORD XLS,EXCEL |
| LicenseKey | License key, any number other than the proper code will result in the application running in trial mode |
| StopImportOnUpperLimit | Determines if the import process should allow the user to still import docs if the total number of docs to import is greater than the UpperLimit value |
| UpperLimit | Determines how many docs can be imported before a warning message is displayed. |

4. Usage

Restart Outlook/Desksite and the menu should now be available when right clicking on a document folder



You will need to select the folder to import, the document class to use, the author and whether you want to move or copy the documents.

When importing a folder the following applies:

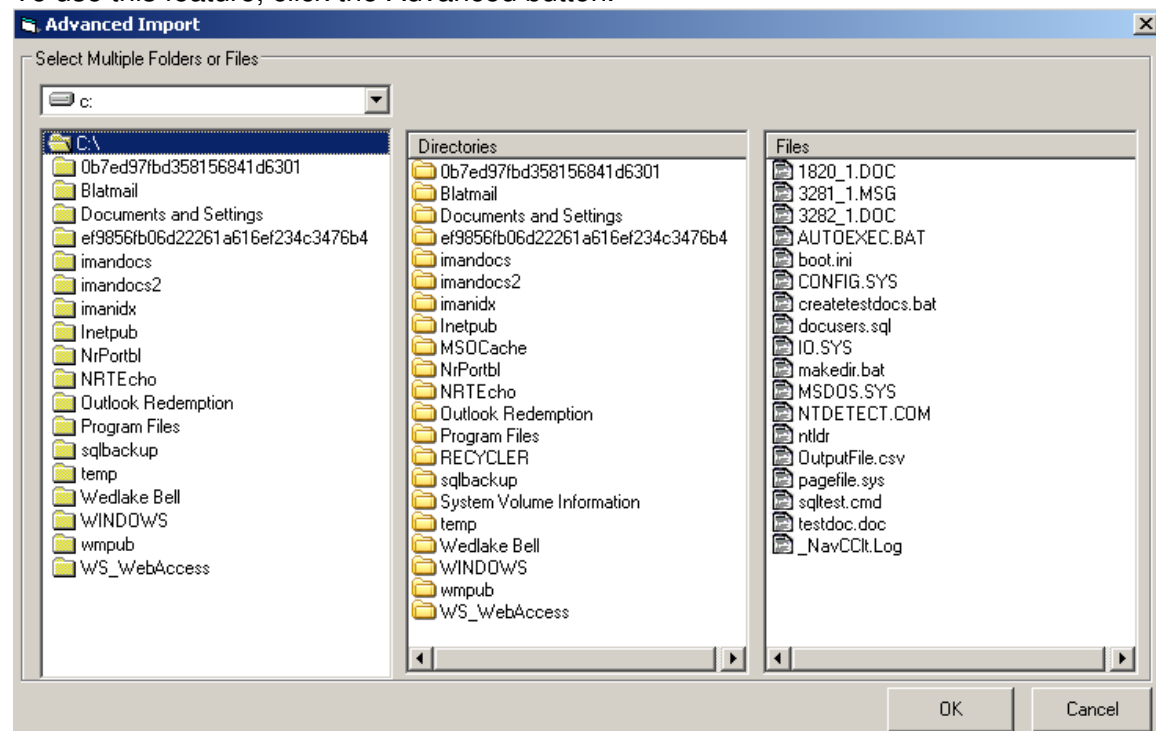
- All subfolders of the selected folder will be included in the import.
- Only files matching the extension filter list will be imported. These are configurable (see section on configuration)
- If the root folder selected for import matches an existing folder below the worksite folder initially clicked, then this folder will be used for the starting place. If the folder does not exist, it will be created.
- There is a limit to the number of files that can be imported. If the import is going to import more than this limit, a message will be shown to warn the user. Depending on how the application is configured, the user can either proceed, or will be prevented from importing that many files. (See section on configuration).

Single Folder Import

To import a single folder and all its sub folders, just select the folder from the main dialog, using the lookup button. Then complete the document class, email class and author fields and select whether to move or copy these files.

Multiple Folders or Multiple Files Import – Advanced Import

New to version 1.7 is the ability to select multiple folders or multiple files to be imported. To use this feature, click the Advanced button.



Browse to the drive and subfolder required and either select the directories you want to import or select the files you want to import. You can only select one or multiple directories or one or multiple files. You cannot select directories and files together in one import run. When you click OK you will be returned to the main dialog, where you can select document class, email class, author and move or copy and start the import.