

FileGenius 3.0 Changes Guide



This document will provide you with information on the changes that have been incorporated into the latest version of FileGenius (3.0, Phase 2).

IMPORTANT: Upon logging in for the first time, please click the “Refresh” or “Reload” button on your browser to make sure you’re seeing the new changes.

Numbers in orange circles correspond to the user interface screen found on page 2.

Batch Download

FileGenius now has the ability to download many files and/or folders at one time. To use, simply select one or more files or folders by checking the box to the left of their name(s) **1** and then choose “Download” from the Batch options across the top of the file listing. **2** You will receive a notice that a ZIP file containing your selected files and folders is being created. Be patient. Depending on the number and size of the files selected, this may take awhile.

When the ZIP file has been created, you’ll see a “Download Your Files” button along with a note informing you of the size of the download. **Do not attempt to open or extract the ZIP file until your download has finished!**

After you click “Download your files...,” you’ll be asked if you want to open the file or save it. Select “Save”.

- **If you’re using Internet Explorer or Safari on the PC,** it will then ask you to navigate to where you want to save the file (hint: saving it to your desktop can make it easier to find). Then click “Save” again. After download is complete, right-click on the downloaded ZIP file, select “Extract All...” and follow the instructions.
- **If you’re using Firefox (on the PC or Mac),** the file will save to your default downloads folder. After download is complete, right-click on the downloaded ZIP file, select “Extract All...” and follow the instructions (PC) or double-click the downloaded ZIP file (Mac).
- **If you’re using Safari on the Mac,** the file will save to your default downloads folder and automatically unzip.

NOTE: The ZIP file you download will named “Batch_Download-” followed by a string of letters and numbers. In Internet Explorer and Safari on the PC, you can rename this file prior to download if you wish.

IMPORTANT: If you select multiple files/folders for Batch Download but choose “Download” from the Actions menu to the right, **ONLY THAT FILE OR FOLDER WILL BE DOWNLOADED**, not all of the files you have checked. You must use the Batch Download button at the top of the file listing to ensure that all of your selected items get downloaded.

Batch Download is also available in the Files Only view as well as on Search results. However, when batch downloading from either of these two views, the Workspaces and folder hierarchy where the files reside will remain intact in the downloaded ZIP file. For example, if one of the files you download is named “photo_1.jpg” and resides in the “Photographers” workspace inside a folder called “Buildings”, the downloaded ZIP file will contain “photo_1.jpg” inside a folder called “Buildings” which is inside another folder called “Photographs_group”.

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Interface Changes

Folder Comments **3**

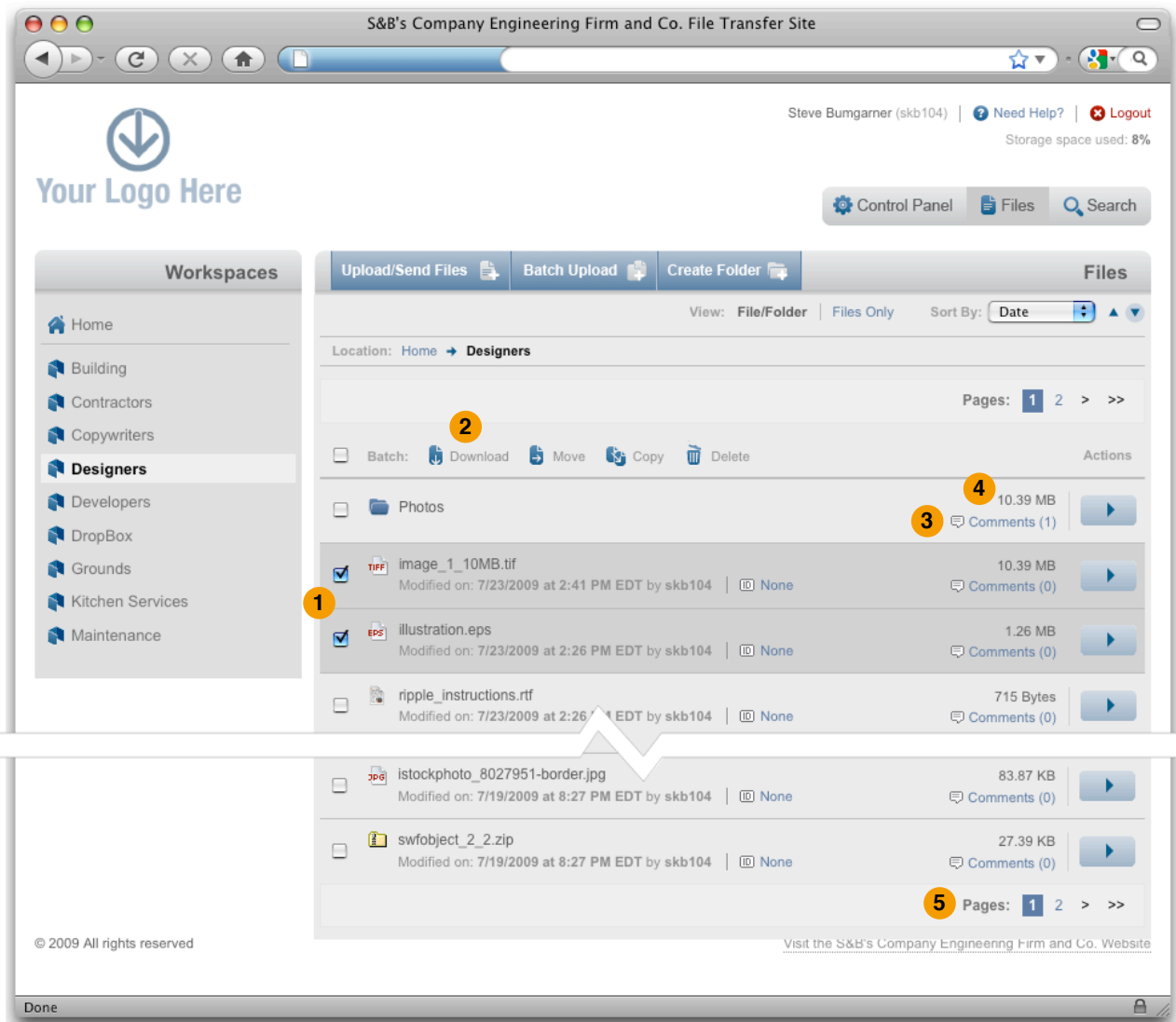
Comments can now be added to folders. This works the same way as comments for files.

Folder Size **4**

All folders now show the total size for all files contained within those folders (including sub-folders). This information is displayed to the right of the folder name (above the Comments).

Pagination Numbers on Screen Bottom **5**

For pages that exceed 25 items, the pagination numbers and arrows will now also appear at the bottom of the screen instead of just the top, so you no longer need to scroll back up to the top to click to the next page of files.



Functionality Changes

Commas in File Names

Commas are now an acceptable character in a file name and will no longer produce the “Illegal Character in File Name” warning.