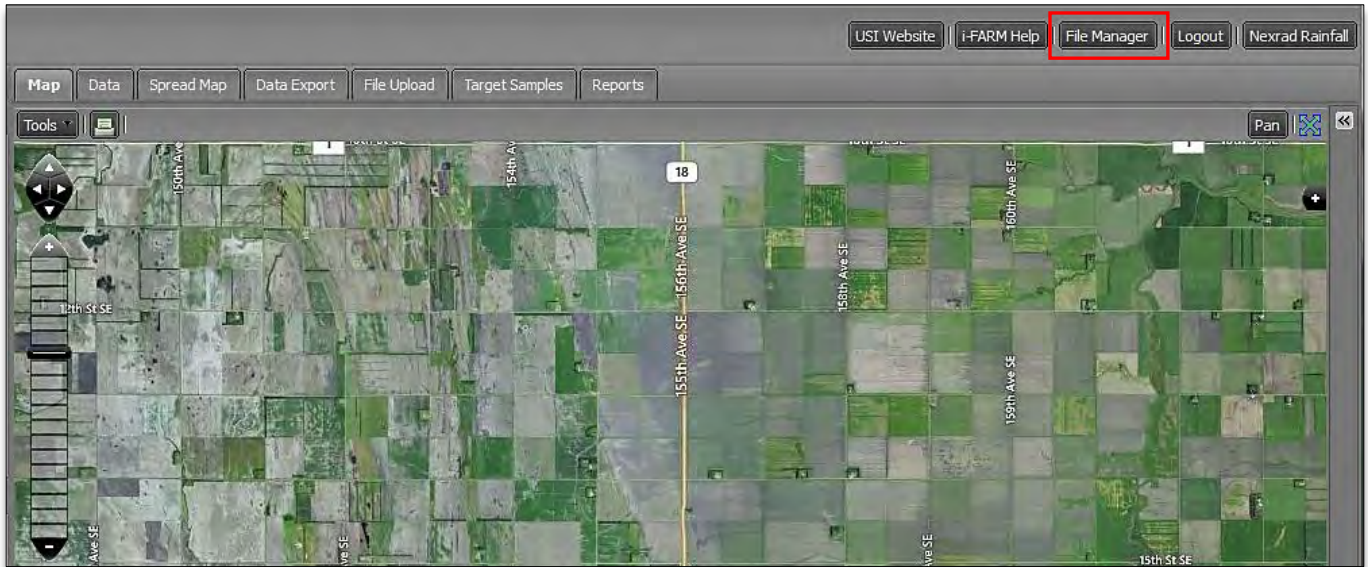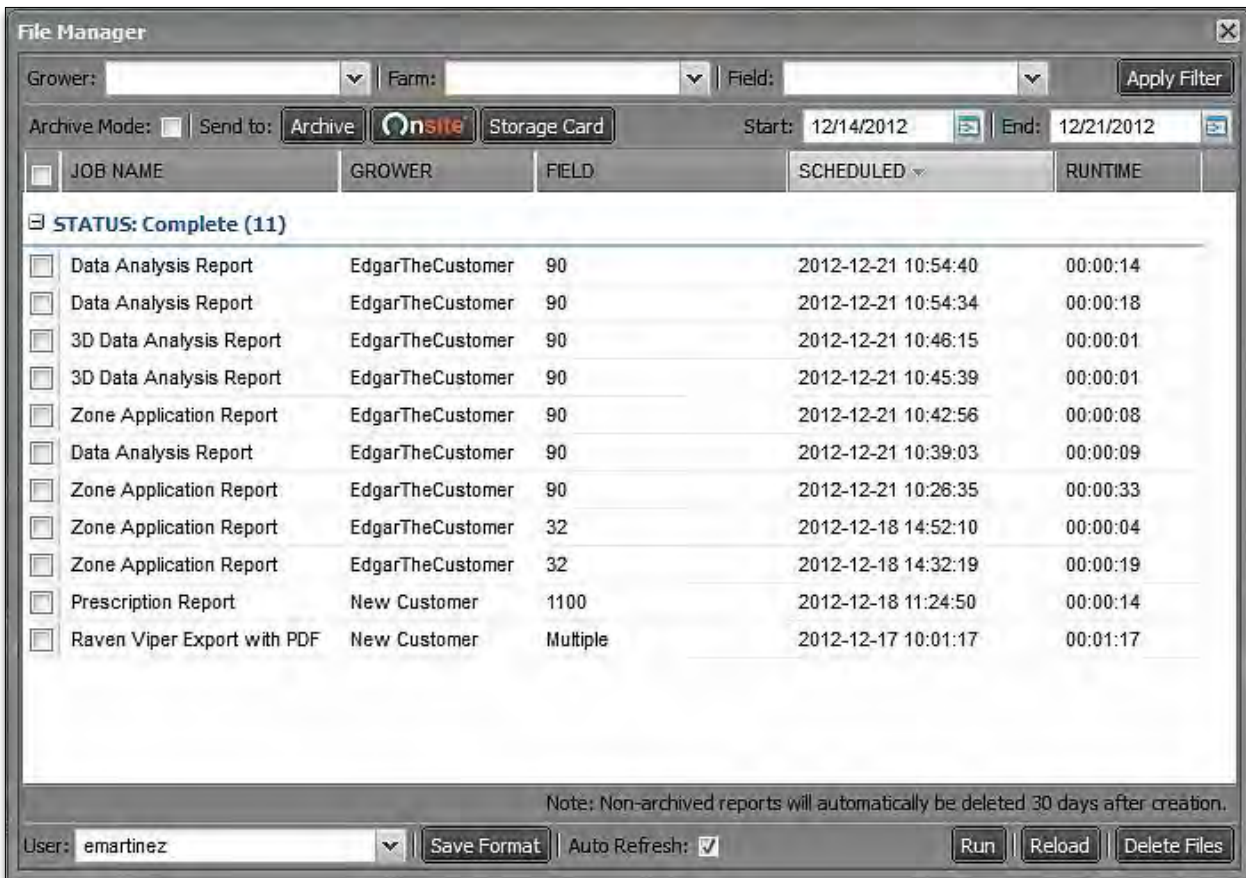## File Manager Review

The File Manager is in integral part of I.F.A.R.M., serving as an electronic storage location for all generated files or reports.

1. To view the **File Manager**, click on the tab in the upper right series of buttons on the main page.
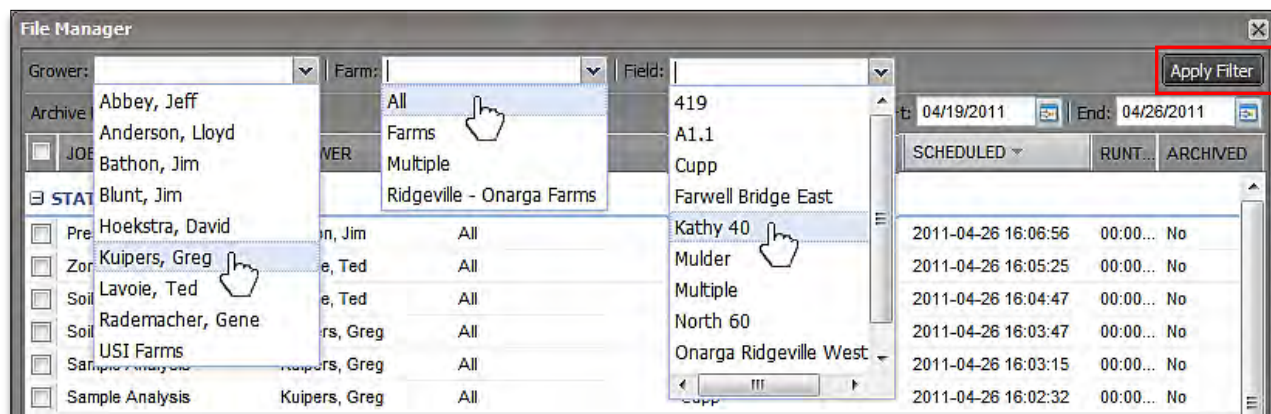

2. The File Manager will display.

File Manager continued…

A. All files / reports generated in i-FARM are stored in the File Manager:

- Profile Reports
- Print Profile Reports
- Data Analysis Reports
- VRT Spread Maps
- Soil Analysis Reports
- Spreader/Controller Files
- Booklet Reports

- Sample Summary Reports
- Sample Analysis Reports
- Yield Analysis Reports
- Zone Rate Spread Maps
- Soil Type Spread Maps
- Batch Processing Reports
- Field Summary Reports

B. The File Manager offers multiple search features. Users can search the saved files/reports by:

- Grower
- Field

- Farm
- Date Range

- To search under a given menu, simply click on the drop-down arrow for the grower-farm-field, click on the desired selection, then click on the **Apply Filter** button (right).


- The File Manager will adjust to show only those files/reports that match your selection.
- If the **Auto Refresh** button is selected, the File Manager will revert back and show all files after 20 seconds.
- Users can force all files to display by selecting the **Reload** button as well.

3. The File Manager display configuration can also be adjusted. The column tabs are dynamic, meaning the tab sequence can be changed.

A. To adjust the columns, left click and hold on a column and drag it left or right to its new position (below).

Note: A column indicator will move along with your cursor, and small arrows will appear indicating where the column is to be repositioned. Release the mouse button to secure the column.
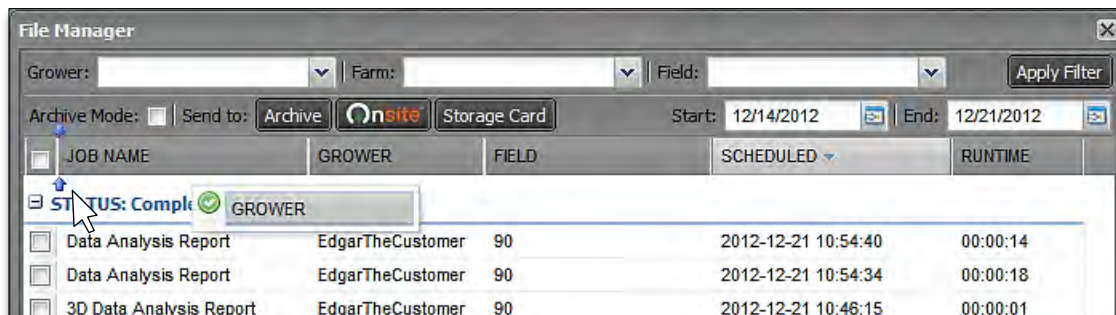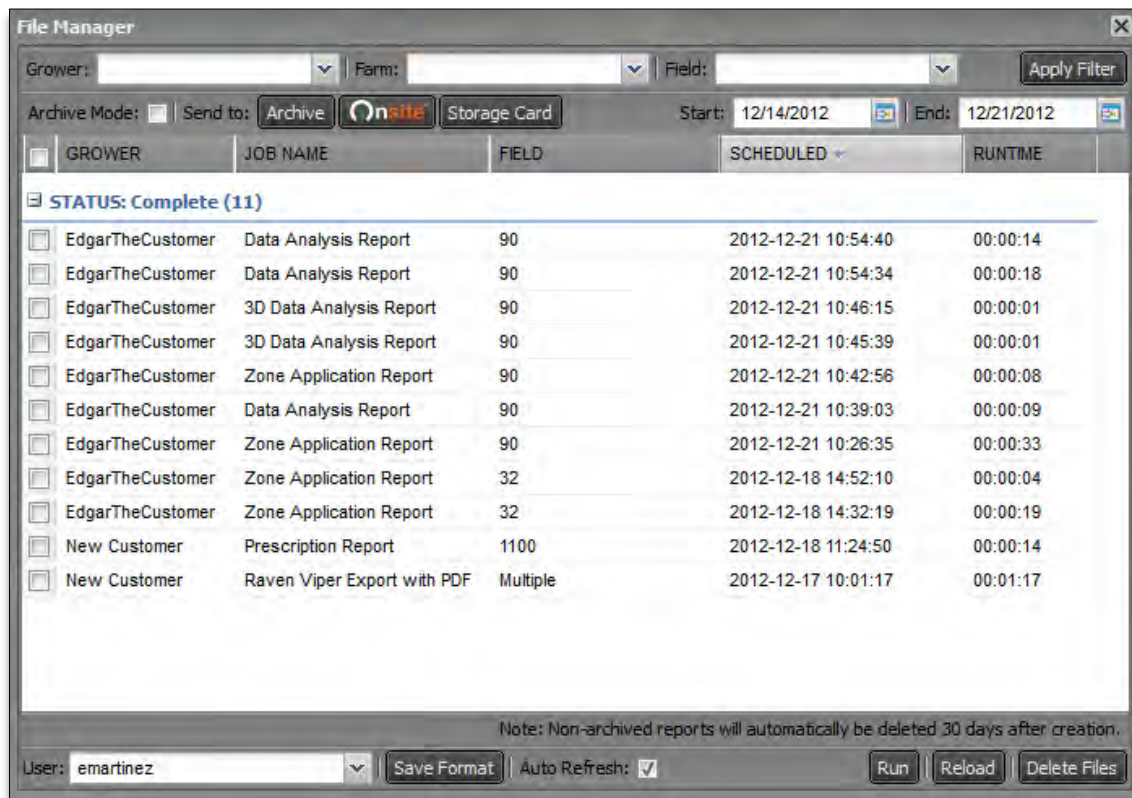
File Manager continued…

B. The column will now display in its new location.

**C.** Follow the same moves to customize the File Manager as needed.

 Note: The File Manager will hold this display view for the duration the user is logged into the program.

4. The File Manager's column widths are adjustable as well.

A. The column widths can be adjusted by clicking on the column separation lines and dragging it left or right to expand / reduce the width.

 - Left click on a column separation line and drag it to see the effect. Directional arrows will display.
 - Adjust columns as needed.
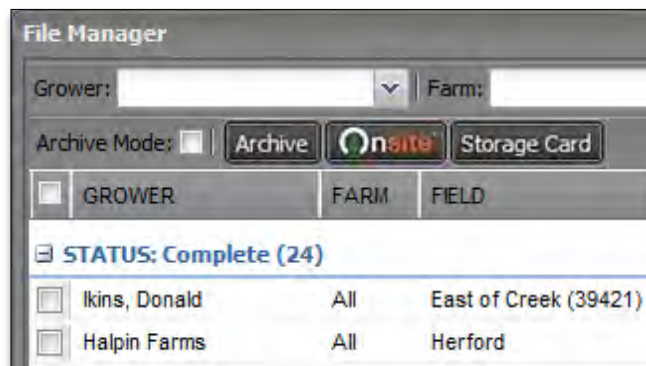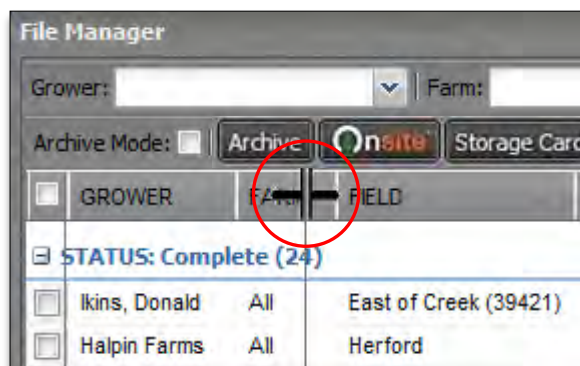
File Manager continued…

B. By clicking on the column headings, the files/reports will toggle from either alphabetical (a-to-z / z-to-a) or by date / time (most recent-to-oldest entry).

- Click on a column heading and note the effect (right).

- Note how the file/report list under the grower has been adjusted alphabetically (a-to-z).
- Clicking the column heading again will transpose the list (z-to-a).
- Clicking on the **Scheduled** column heading will adjust the files/reports by date (most recent-to-oldest entry) and vice-versa.

File Manager continued…

C. Users can also remove / hide columns if desired.

- Left click on any column arrow.

- Hover the mouse over the Columns selection. A list of all columns will display.

- Clicking on the check boxes will remove or add needed columns.

- The columns will disappear or reappear every time a box is checked or unchecked (below).

File Manager continued…

D. If you have a preference in how the File Manager is configured (column order / width, dates, etc.); these settings can be saved as the default view by clicking the **Save Format** button.

- The File Manager will open with these saved conditions every time, until you change the configuration and save the format again.

5. File/Report Options in File Manager.

A. To open files/reports, right click on the chosen selection.

- The following menu of choices will appear.
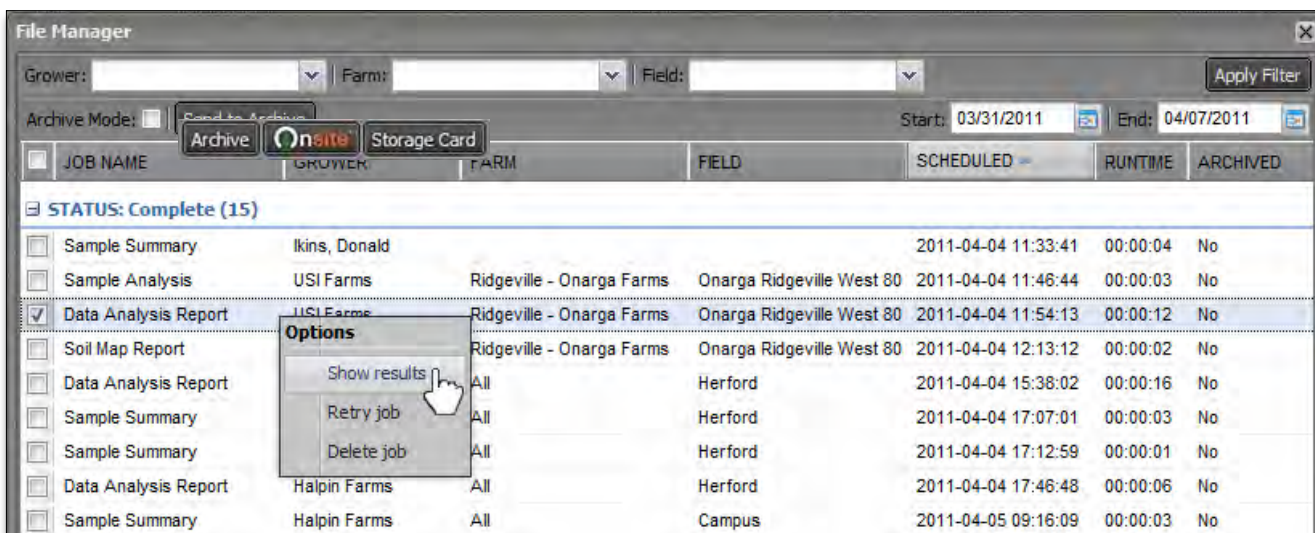
- Select **Show Results**.
- Depending on what kind of file you open, an indicator will display allowing you to view the files / reports, and from there downloading, saving or printing as needed.

File Manager continued…

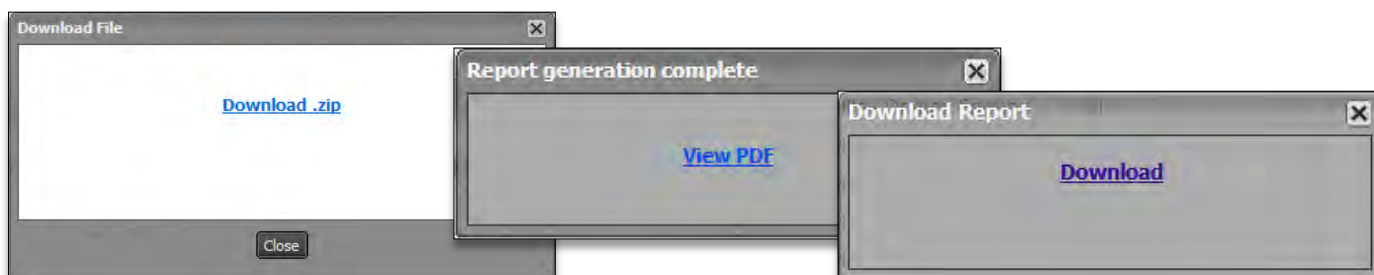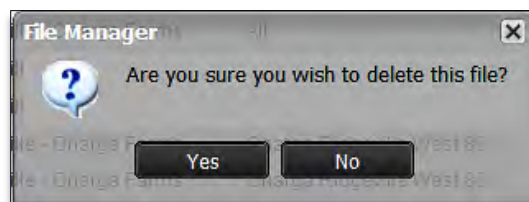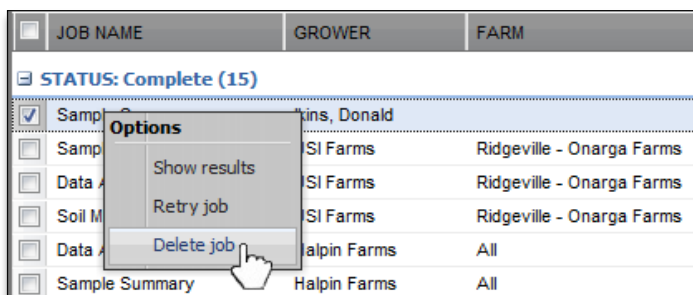**B.** Files can be deleted two different ways:

- Right-click on the file and select **Delete Job** from the drop-down menu.

- An indicator will appear confirming your desire to delete the selected files. If so, click **Yes**.

- The File Manager provides selection boxes to easily choose multiple files for deletion.
- Users can simply go through the list of files/reports and click in the boxes of those that are to be deleted.
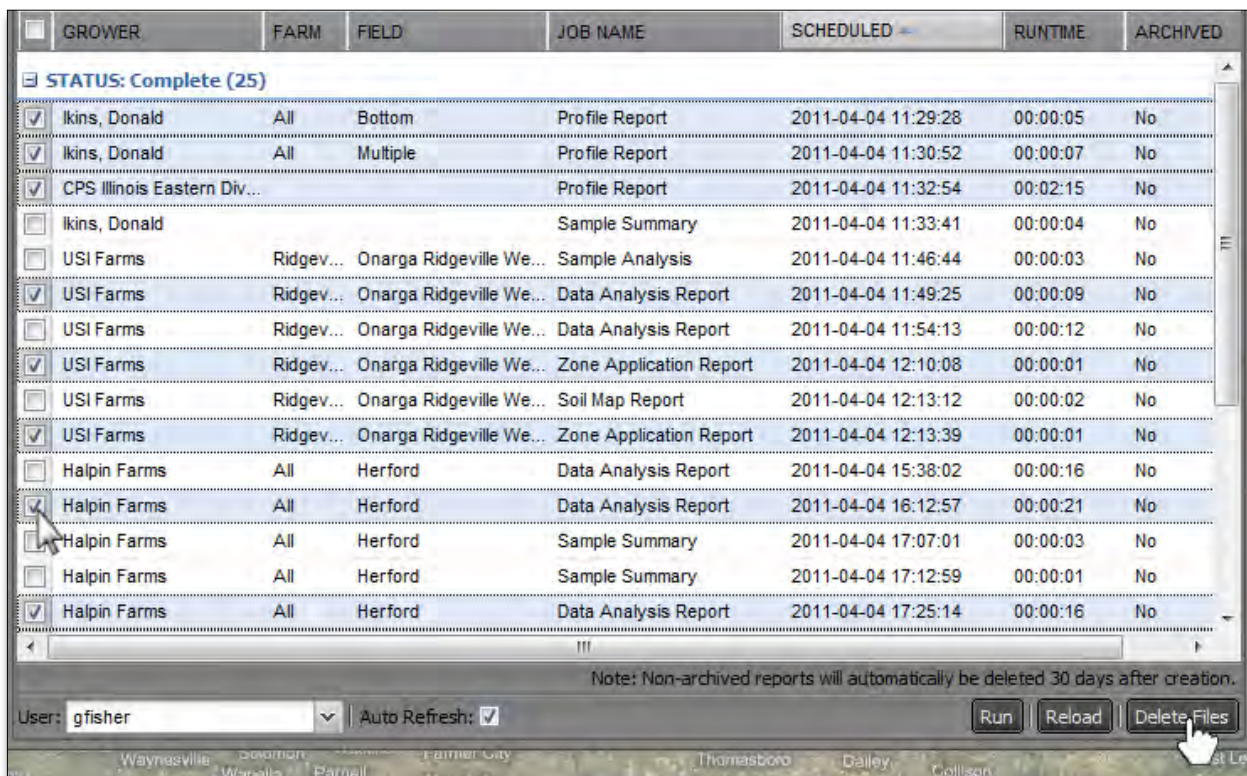
- Select the **Delete Files** button in the lower right corner (above right).

- An indicator will appear confirming your desire to delete the selected files. If so, click **Yes**. The files will be removed immediately.

Note: Files that reside in the File Manager will be automatically deleted after 30 days from its creation date. Archive any files that must be kept for a longer period.
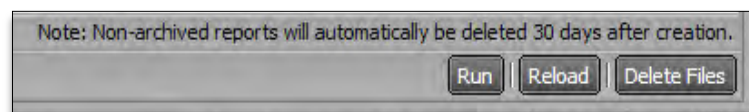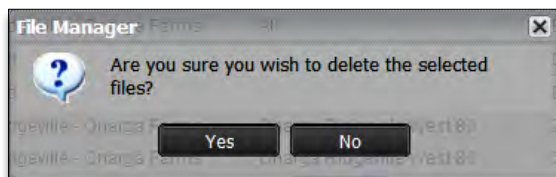
File Manager continued…

6. **Archiving Files:** The File Manager selection boxes can be used also for archiving files/reports.

   A. Users can simply go through the list of files/reports and click in the boxes of those that are to be archived.

   B. Once all selections are made, click on the **Archive** button.

   C. The selected files will be removed from the File Manager list. To view the archived files, click in the small **Archive Mode** box (below).

   D. A new archive list will display, showing all saved files. These files will stay in the File Manager archive for as long as the user requires.
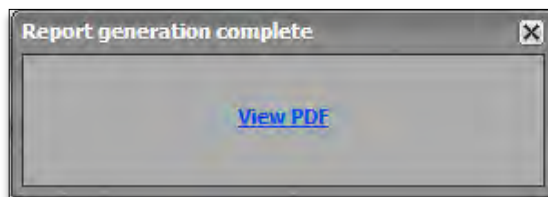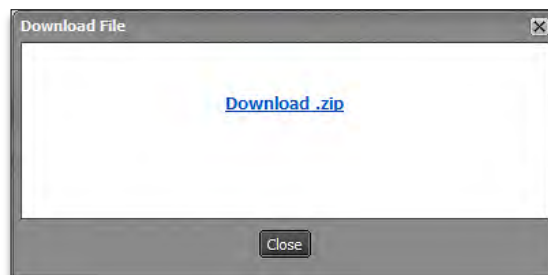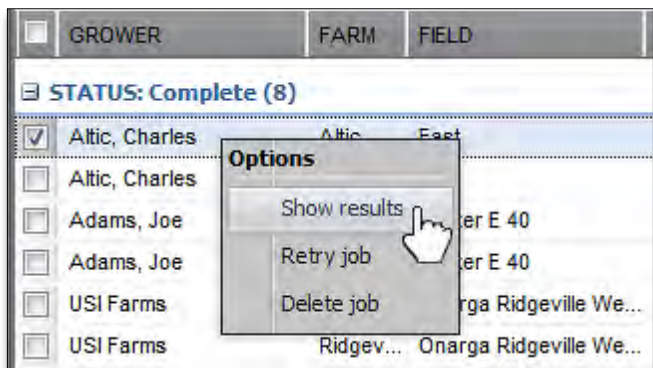
File Manager continued…

E. To open files that are archived, right click on a file/report. A list of options appears.

- Select **Show Results**.
- Depending on what kind of file you open, an indicator will display allowing you to view the files/reports.

F. To delete files that are archived, select the files using the selection boxes.

- Select the **Delete Files** button in the lower right corner.

- An indicator will appear confirming your desire to delete the selected files. If so, click **Yes**.

    Note: Users can also use the **Delete Job** (see above) in the drop-down menu when right-clicking the file.

G. The File Manager provides the option to return archived files back to the regular File Manager window.

- Select the files to be returned to the File Manager by using the click boxes.

- Click on the **Remove from Archive** button.

- The selected the files will be returned to the File Manager. They will stay active in the File Manager for 30 days.

H. To return to the File Manager window, click the **Archive Mode** button.
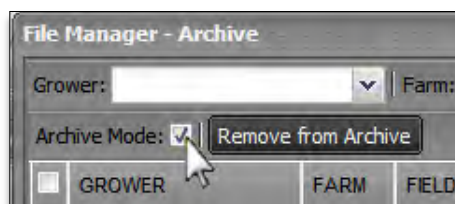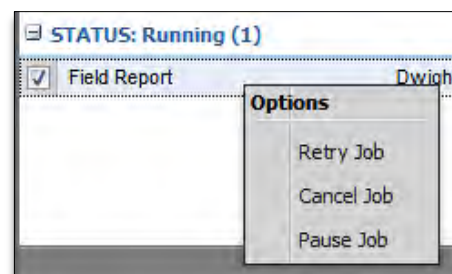
File Manager continued…

7. **Report / File Status:** The File Manage displays the status of reports while they process.

   A. Once a report is run, click on the File Manager to view the status.

   B. Files / reports will be displayed in a **Completed**, **Running**, **Pending**. **Error** or **Cancelled** state.

   - **Completed**: File / report ran successfully and can be opened by right clicking and selecting an option.

   - **Running**: File / report is in process. Will move to a completed state upon completion.

   - **Pending**: Due to processing traffic, the file / report will maintain a pending state until it is free to run.

   - **Error**: The file / report failed to process. An error message will display identifying the error.

   - **Cancelled**: The file / report was purposely cancelled.
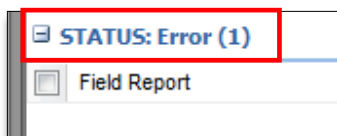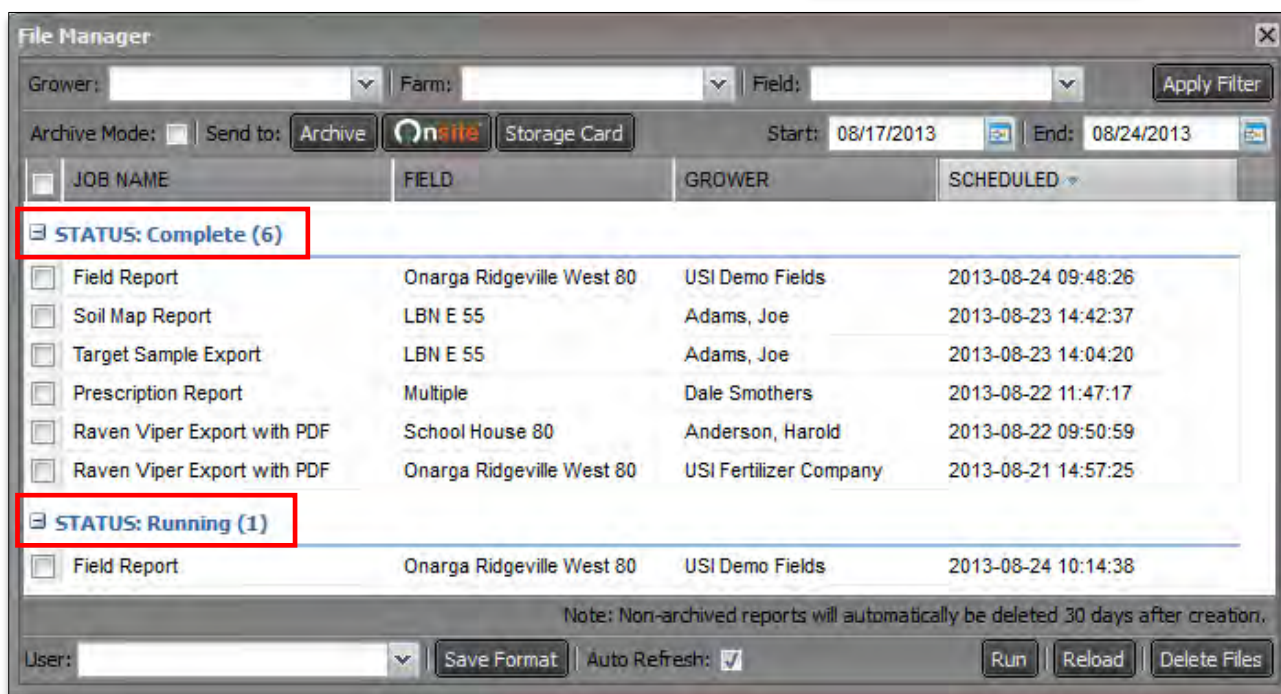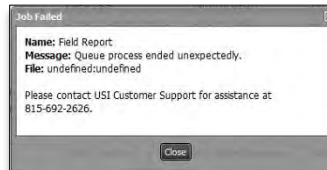
   C. Regardless of status, a user can right click on a file and view options to modify the processing file / report.

   - **Completed**: Show Results, Retry Job, Delete Job.

   - **Running**: Retry Job, Cancel Job, Pause Job.

   - **Pending**: Cancel Job.

   - **Error**: Retry Job, Show Error Message, Delete Job.

   - **Cancelled**: Delete Job.

File Manager continued…

7. **Storage Card:** The Storage Card function allows users to quickly export File Manager files to an external drive.

    A. Select the files to be exported by clicking in the selection boxes.

   B. Click on the **Storage Card** button.
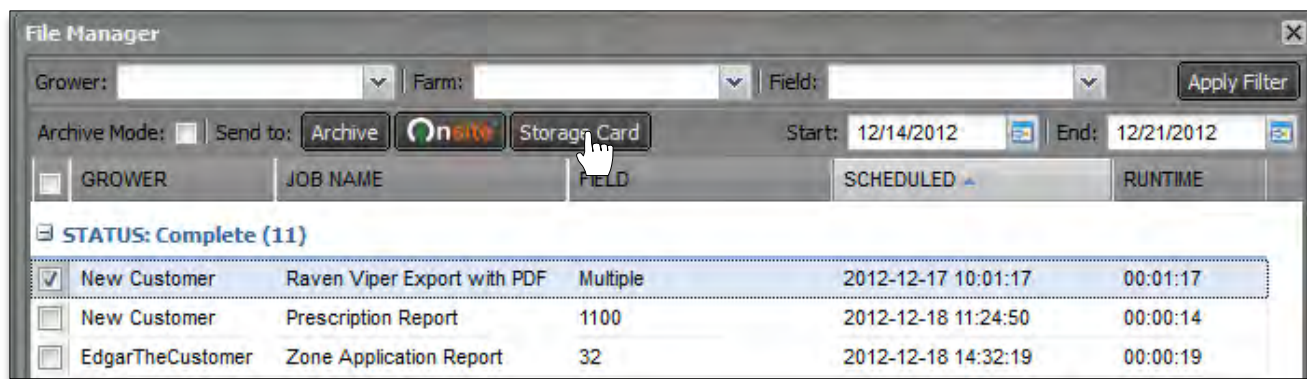
    C. Once selected, the File Manager will display the below window.

        - Make sure you have a USB or Memory Card or whatever media device you intend to transfer the files to inserted in your computer.
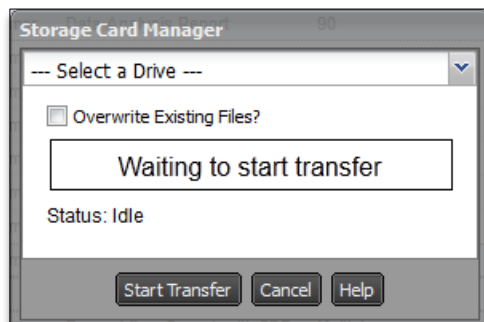
    Note: Your computer must have **Java** loaded for this function to work properly. Make sure you check to be sure the latest Java add-ons are loaded and active.

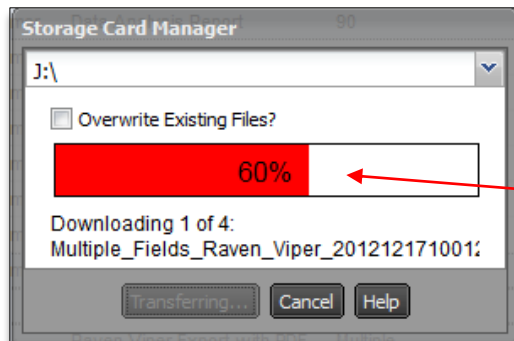   Reference this link to get Java: **http://java.com/en/download**

    D. Click the drop-down menu to select the drive to transfer the files.

        - The drive indication will display as soon as it is chosen (right).
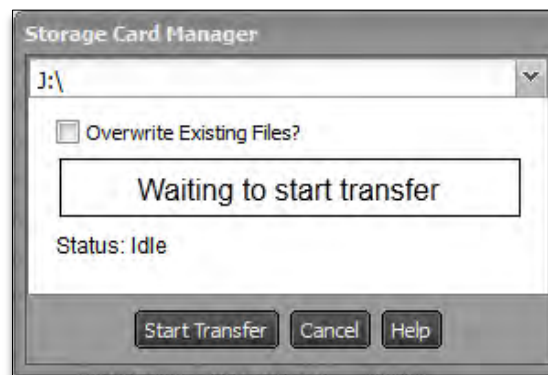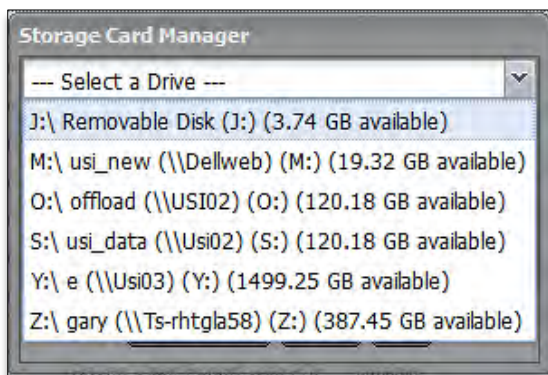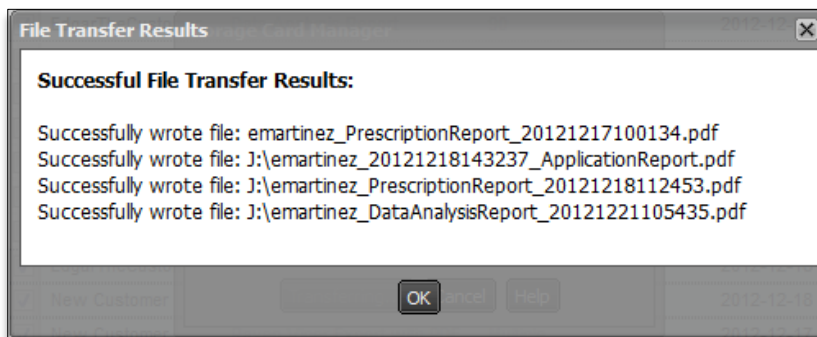
File Manager continued…

E. Select **Start Transfer**.

- A status bar will show as the files are being transferred.

Note: If previous files are on the media device and the user wants the new files transferred to overwrite them, click the **Overwrite Existing Files** box.

F. Once the files are finished transferring, a **File Transfer Results** notice will show.

G. Users can open the media device to confirm the files transferred properly. The files will be unzipped ready for upload.