

4.0 File Management in FoxSuite



FoxSuite is designed to serve as a filing cabinet for your office documentation i.e., forms, reports, procedures, etc. While your documents are stored in folders, and not in the FoxSuite database itself, the FoxSuite database is designed to store key information about a document and its file location. In addition, FoxSuite has an internal document storage structure which allows users to “upload” files directly to the web server for easy retrieval at any time. The important concept here is that you can use FoxSuite to store, track and display a wide range of office documents. In the discussions that follow, we will generally use the term “file” when referring to documents. Also the terms directory and folder are used interchangeably.









FoxSuite has 3 main document storage areas; 1) docs 2) Storage and 3) Off-Site:



-  Pictures
-  Postpics
-  Slides
-  Uploads
-  User Created



Storage

-  emeeting
-  Group
-  Maildata
-  Projects
-  Style
-  Team
-  Templates
-  Users



Off-Site -remote

-  User Created

The **docs** area is intended primarily for “public” type files – items like forms, pictures, procedures ... items that generally must be accessed by the majority of FoxSuite members. Users can, however, create “private” accessed controlled folders in the **docs** area.

The **Storage** area is used for individual and “shared” files. Each FoxSuite member, for instance, has a personal file directory in the **Storage** area. Also, project, organization, and team files are stored in the **Storage** area - and can be accessed only by those individuals who have been granted specific access.

Storing files **Off-Site** (remote) is completely optional in FoxSuite, but may be useful in certain circumstances.

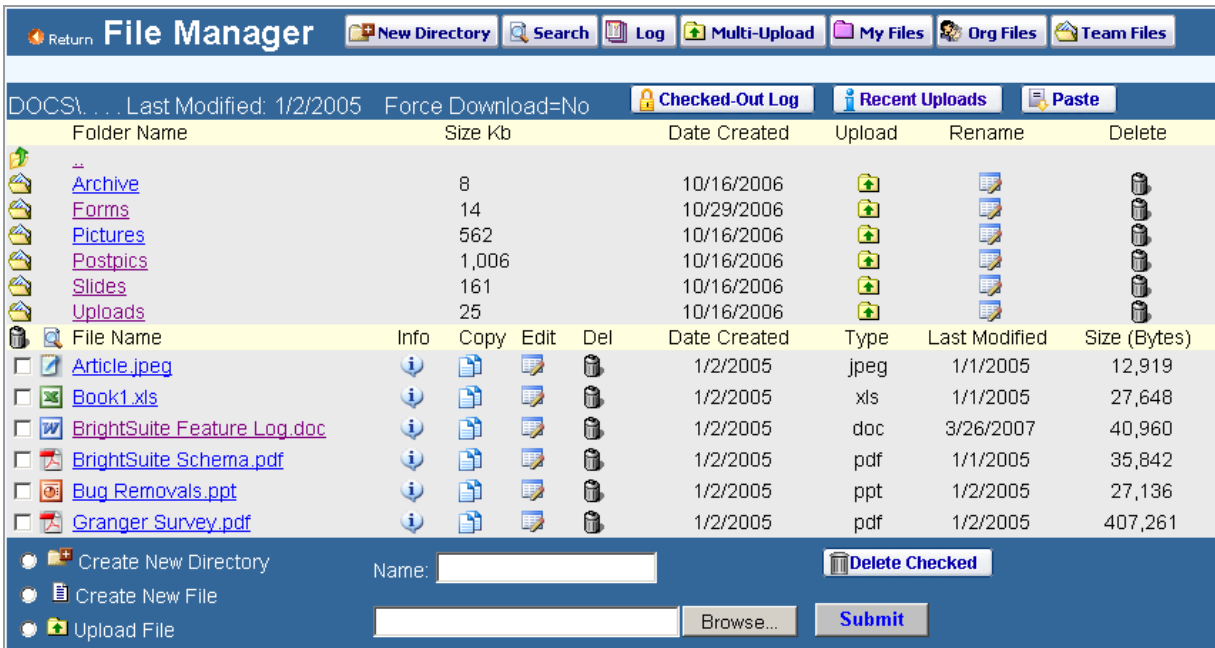
We will begin by discussing the **docs** area.

4.1 Documents - The File Manager View

A special “**docs**” directory has been configured in FoxSuite which makes it especially easy to store “public” files, and also “register” those files in the

FoxSuite database. The **docs** area is fully integrated with the FoxSuite database ... that is, where the database records file attributes, location, etc. Registration in the database includes recording certain “attributes” of the file like title, category, description, etc. These attributes can then be used later in the search feature when trying to locate files matching certain criteria.

The initial **docs** directory structure in the File Manager View is shown below:



As you can see from the structure above, the **docs** directory will be key to your understanding of FoxSuite as a document management tool. The file handling process we will describe below applies to all “public” document storage in FoxSuite including pictures, forms, reports, etc. We will describe the process of up-loading a file to the **docs** directory, and the automatic registration of that file in the FoxSuite database. We’ll also describe searching, editing and deleting files and database records concerning files.

We’ve used the term “public” files a couple of times, and we use this term to designate those files generally available for viewing by most FoxSuite users. Later in this section we will be discussing “private” docs folders and individual or shared files like Organization Files, shared Project Files, and Personal Files.

Note: It is important that the **docs** directory (and each subdirectory within) has its file folder permissions (in Windows) set to allow users to read, write, and modify files. If you encounter any “permission-denied” errors when trying to upload, open, or delete files in these directories – you must reset these directory permissions in Windows or work with your network or intranet administrator to do

so. See the FoxSuite Installation manual for details on setting Windows permissions

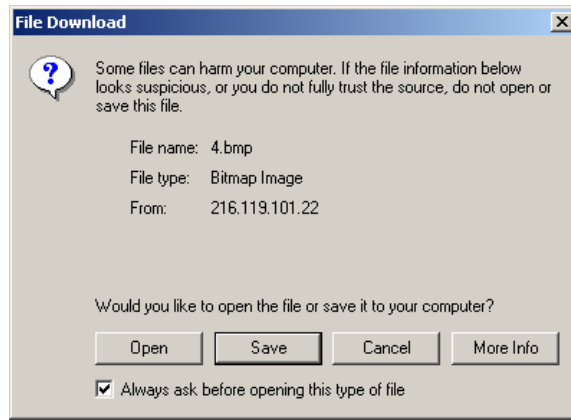
4.2 Document Security Issues

As was noted earlier in Section 1.1, the FoxSuite login security system (username and password) covers only Active Server Pages (.aspx) and the functions they control – like database access. Document folders and files within the FoxSuite site are not covered by this FoxSuite login security – but instead are covered by a combination of FoxSuite’s “forced-downloading” and the security features of the IIS webserver and the Windows Operating System itself. Without the proper security settings in IIS and Windows, document files can be vulnerable to unauthorized access by someone typing in the exact URL of a specific document into their browser’s address field. File storage directories such as those in the FoxSuite **docs** and **Storage** areas must therefore be secured using the security features within the Windows Operating System, and IIS specifically designed for these purposes. Below are some suggestions for enhancing File/Document Security.

- Avoid setting the FoxSuite site for Anonymous Access in IIS
- Use Windows or AD Authentication (FoxSuite options) where possible.
(See Section 1.1.7 of this manual)
- Disable “Read” Access in IIS for selected FoxSuite folders
(Before disabling Read Access in IIS see “Forcing File Downloading” below)
- Set File Directory User Permissions using Windows Security where possible
- Use a separate Domain/Site Level Password to limit Site Access
- Utilize Forced File Downloading as described below

Forcing File Downloading: There are times when you may want to "force" a user to Download a file to their client computer rather than simply viewing it in their browser. Normally a web browser will open file formats it recognizes right away without giving you the option to open or save the file.

Forcing a Download will cause the browser to prompt the user with a dialog box like the example below, asking them if they want to open or save the file. If the user chooses to open the file, the file content is then "streamed" to the user instead of simply being opened directly in the browser.



Forcing a Download is a more secure file management approach, in that it allows site administrators to disable "**Read**" access in IIS for certain FoxSuite subfolders - (**Storage/Projects** for instance). Disabling "**Read**" access in IIS is more secure because it prevents an un-authorized user from accessing a stored file simple by guessing and/or typing the complete file URL directly into their browser - even from outside of the FoxSuite site.

FoxSuite provides Forced Downloading options in both the **docs** public file storage folders, and for the **Storage** areas. Administrators can select Forced File Downloading for the **docs** and/or the **Storage** areas using the FoxSuite Configuration Panel. The default in both areas is "**No**".

Force Downloads (docs area) ?	<input checked="" type="radio"/> No	<input type="radio"/> Yes
Force Downloads (Storage area) ?	<input checked="" type="radio"/> No	<input type="radio"/> Yes

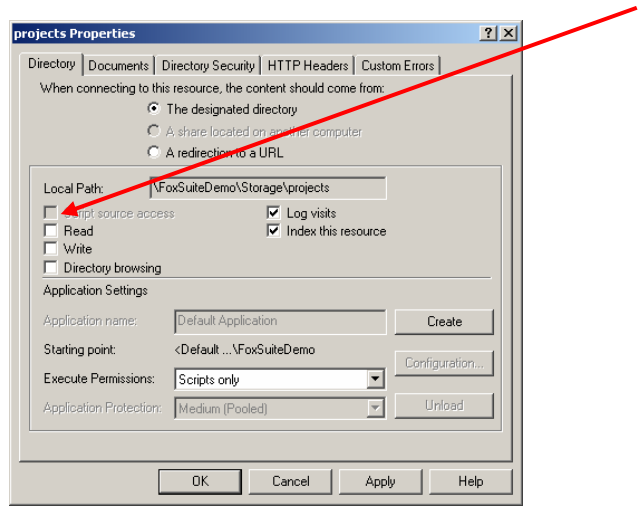
You may wonder why Forced Downloading is not the default choice for both areas? The basic answer is:

- 1) The enhanced security may not be necessary for your particular files
- 2) It is generally slower
- 3) It can create problems with HTML links to images, and other embedded content that will not exist on the client's computer.

In FoxSuite, the **docs** area is best used for public, non-confidential, information. If any of your **docs** folders (public or private) will contain sensitive information, it is best to disable "**Read**" access in IIS for these folders, and then select the Force Download option in the FoxSuite Configuration Panel.

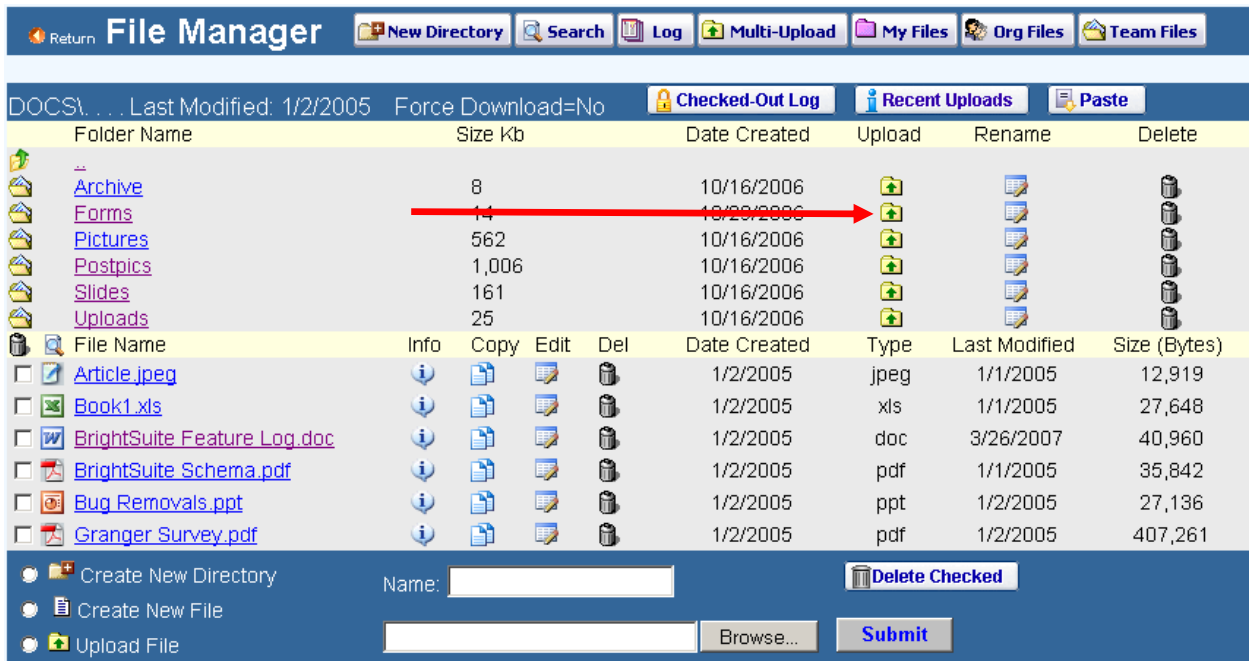
FoxSuite file areas in the **Storage** area (My Files, Team Files, Project Files, etc) are more likely areas where you might want to use Forced Downloading since these are more personal or access controlled folders. Selecting Forced

Downloading for the **Storage** Area allows administrators to then disable "**Read**" access in IIS for these file areas as needed.



4.3 File Uploading and Database Registration:

We'll begin the discussion of file storage by describing the addition of an external file by uploading a file from the user's PC to the **docs** directory and registering that file's attributes in the FoxSuite database. Lets say, for instance, that we want to add a new Form to FoxSuite. This might be an expense account form in Microsoft Excel or perhaps an equipment checklist in MS Word. We would first click the **File Manager** link on the homepage menubar to bring up the screen shown below.



You would then click on the **Upload icon** on the **Forms** line to bring up the database interface screen below.

Return File Upload to: docs\Forms\
Enter a Filename:
Enter the Author:
Enter a Description:
Keywords:
File Category: ...
File To Upload : Browse...
Over-Write Existing: No Yes (No Archive) Yes (And Archive)
Upload

The **File Name** and **Description** fields must be completed, as these will become attributes of the file within the FoxSuite database. The **File Category** field must also be completed as it will add an important attribute for category and searching within FoxSuite. You will notice that the Directory name (docs\Forms) is already shown at the top of the form.

Note: Initially in FoxSuite, the **File Category** field will contain only a single choice “Form” - a value which was “seeded” into the program by DCASoft. You will want to insert your own list of categories by editing the category list on the FoxSuite Admin Panel.

The Browse button on the **File to upload...** line can be used to locate a file on any drive to which the user has access. This is the file to be uploaded.

Notice that when uploading a file, you can choose what will happen if a file with the same name already exists at this location. You can choose to “overwrite” the existing file with the new uploaded file – and whether you want to “archive” the previous file to the Archive folder.

Clicking the **Upload** button does two things. First, the external file itself is uploaded to the FoxSuite web site. In this case, the file will be uploaded to the **Forms** folder in the **docs** directory.

The second action which occurs during uploading is the creation of a new database record in the FoxSuite **FileLibrary Table**. The File Location (pathname), File Name, Description, and Category data are also recorded.

The upload and registration process just described for Forms is exactly the same for adding any new file to the **docs** directory.

4. 4 Creating New docs Directories

The initial **docs** directory structure has only 5 default directories:

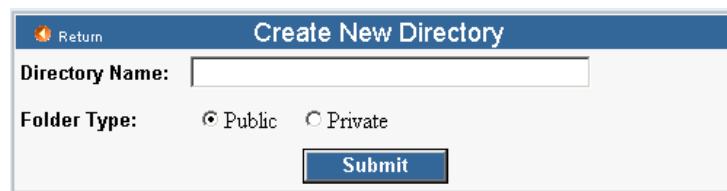
- Archive
- Pictures
- Postpics
- Slides
- Uploads

These 5 directories are intended to be permanent fixtures within FoxSuite. Each can be used in the same manner as was described above for the Forms directory. In addition, however, you can create your own directories (including private directories) within the **docs** structure by using the **New Directory** button at the top of the File Manager page.


Note: When creating new directories, keep directory names short and simple if possible. **Avoid extraneous characters like “& “ / - # ” and commas in your directory names.** These characters can sometimes cause errors when trying to access your directories. The same is true when creating and uploading new files. It is always better to keep directory and file names simple, short, and free of extraneous characters.

Public vs Private Directories

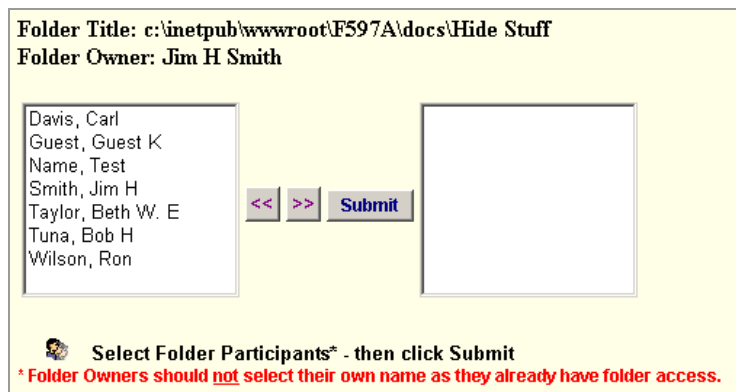
When a new file Directory (folder) is created in the docs area, the user can select whether they want the folder to be either Public or Private as shown below.



A Public folder and its direct files will be accessible to any member with basic permissions to use the File Manager (docs) module. Members might have either Browse or Author permissions based on their security profile.

A Private folder, by contrast, would initially only be accessible to the person who created the folder. This folder creator or “Owner” would then be able to share the folder with others using the  button that is displayed at the top of each private folder. Clicking this button brings up the Access Control box as displayed

below allowing the folder owner to add the names of other FoxSuite members who will be allowed to access the private folder.



The screenshot shows a web interface for managing folder participants. At the top, it displays the folder title and owner: "Folder Title: c:\inetpub\wwwroot\F597A\docs\Hide Stuff" and "Folder Owner: Jim H Smith". Below this is a list of potential participants in a scrollable box: "Davis, Carl", "Guest, Guest K", "Name, Test", "Smith, Jim H", "Taylor, Beth W. E", "Tuna, Bob H", and "Wilson, Ron". To the right of the list are three buttons: a left arrow, a right arrow, and a "Submit" button. At the bottom, there is a note: "Select Folder Participants* - then click Submit" and a red asterisk warning: "* Folder Owners should not select their own name as they already have folder access."



Added participants can add, edit, or delete files within the folder, but cannot rename or delete a private folder.

4.5 Renaming Directories and Moving/Renaming Files


The File Manager allows users to rename Directories, and to rename or move files already in the docs directory.

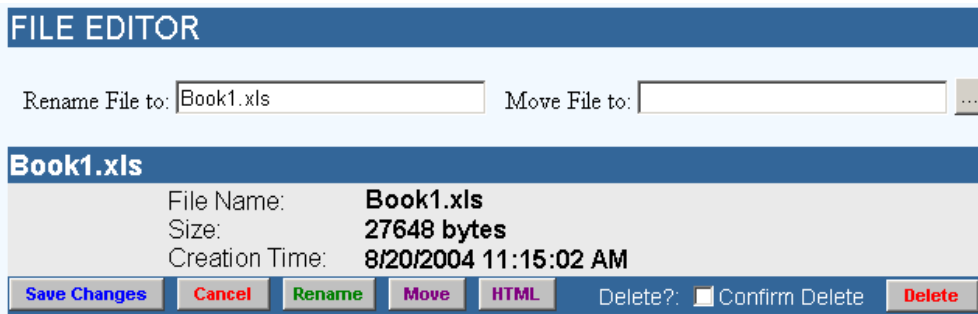
Note: The FoxSuite File Manager will not allow the 4 original directories to be renamed or deleted - as these special directories are intended to be permanent fixtures within FoxSuite. New user-created directories can, however, be both renamed and deleted by their owners.

Moving a File by Copy / Paste

The simplest way to move a file from place to place within FoxSuite is to use the **Copy/Paste** feature. The user would simply click the file's Copy icon  to place the file on the clipboard. Moving then to any other folder in FoxSuite, the user can then paste the file at the desired location by clicking the Paste icon .

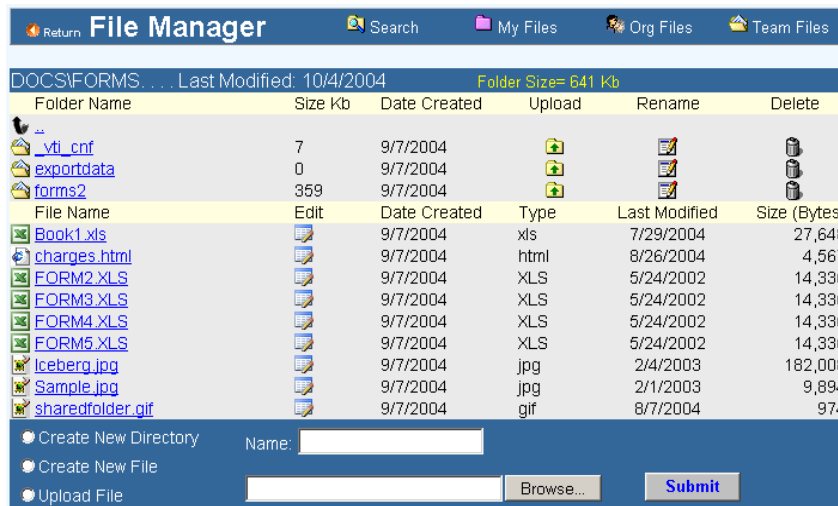
Renaming and/or Moving a File

To rename or move a file the user can click on the  icon to bring up the screen below. The user can then type in a new file name to Rename, or a new file directory to Move the file.

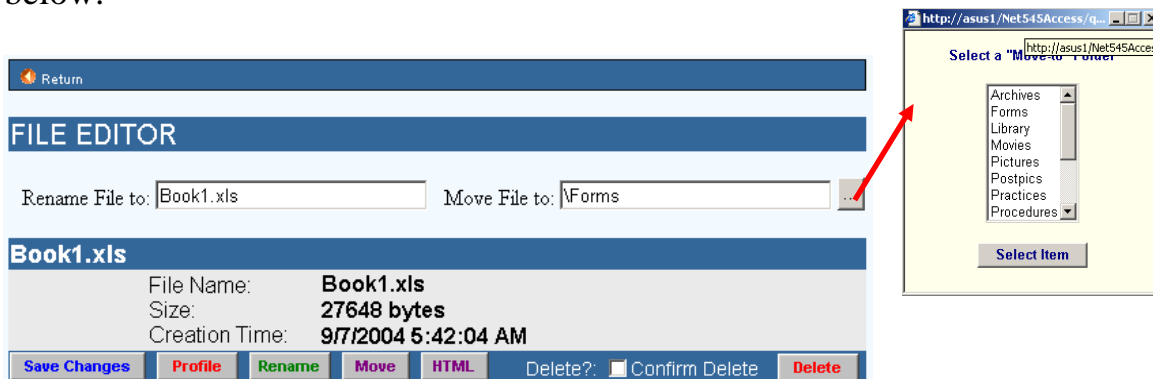


An Example of moving a File

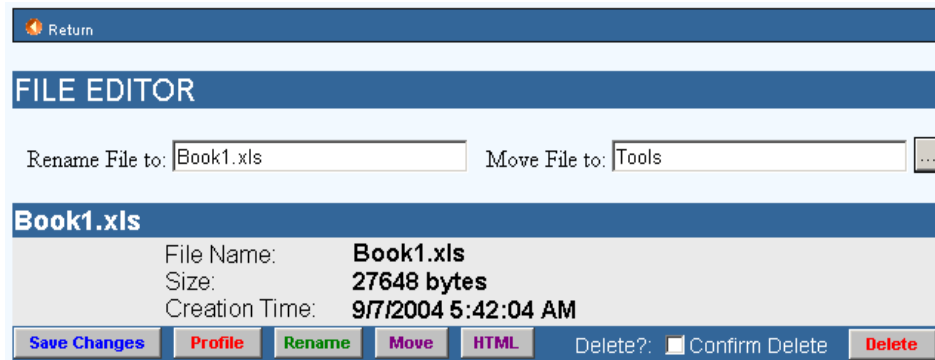
Let's look at an example of moving a file from one directory to another. Looking at the screen shot below – we see that we have a file named **Book1.xls** residing in then **Forms** directory:



Clicking the Edit  icon on the **Book1.xls** line will bring up the screen shown below.



We would simply type in the name of the new directory (or select from the pull-down list) where we want to move this file – let's say **Tools** for instance.






We would then complete the move by clicking the **Move** button and the file would be moved to the Tools directory.

Directories can be renamed, but not “moved” using the File Manager.

Caution: Renaming a directory within the File Manager will **not** update file records/links in the Database and will result in some broken links.

4.6 File “Versions”, Comments, History

Over time, files tend to be updated and revised by users. Procedures are updated and forms change. FoxSuite provides a mechanism to help track these changes by recording when changes occur, who made them, and a short description of what was changed. When a file must be updated in the **docs** area – the user can select the Edit  icon on that file’s line. The red **Profile** button can then be clicked to bring up the screen shown below.

Return		Edit File Record	
Original Author:	Jim H Smith	Last Modified:	8/22/2006 3:51:50 PM
File Location:	docs/Performance.htm		
History: <small>(Read-Only)</small>	<div style="border: 1px solid gray; padding: 5px;"> Version:2 Date: 8/22/2006 3:51:50 PM Modified by: asfasfas Change: asfasf </div>		
Comments:	<div style="border: 1px solid gray; padding: 5px;"> Jim H Smith 11/15/2006 9:59:43 AM  ghsdgs dgsdgd sdg sdg sd </div>		
 Add Comment			
File Title:	<input type="text" value="Performance"/>		
Description:	<input type="text" value="Performance Dashboard"/>		
Keywords:	<input type="text"/>		
Category:	<input type="text" value="afasf"/>	Version:	<input type="text" value="2"/>
Modified By:	<input type="text"/>	Checked Out ?:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Checked out by:	<input type="text"/>		
Change: <small>(250 Chars)</small>	<input type="text"/>		
File to Upload: <small>(Only if replacing the existing file)</small>	<input type="text"/>	<input style="background-color: #e0ffe0;" type="button" value="Browse..."/>	
Archive Orig. File ?	<input checked="" type="radio"/> No <input type="radio"/> Yes		

As we can see – the system already has some information on this particular file that was recorded when the file was originally uploaded. The user can now edit this information, add information relevant to the current changes, add comments/notes, change the version number, and upload a replacement file if desired. This new information will be recorded in the file’s new profile and history/comment fields.

4.7 File Check-in / Check-out



When a user is updating or working on a particular file – that user may elect to “Check-out” the file to prevent someone else from editing the same file. Using the same file Profile screen shown above, the user can select the “Yes” radio button next to the **Checked Out ?** option. While a file is “checked-out”, other users can still view the file – but will encounter the following screen when requesting edit functions.


 **Sorry - this File is currently Checked Out and not available for editing.**

Checked Out by: Jim H Smith
 Email Address: cfa@dcasoft.com

The name of the person having the file checked-out, and their email address, is shown on the message to allow contact to release a file for editing.

4.8 Deleting Files and Directories

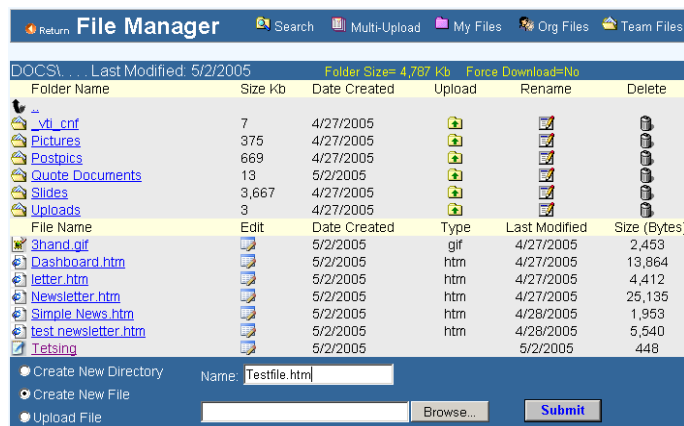
Files can be deleted in the File Manager by clicking either the  or  icons next to the file, and then clicking the **Delete** Button (with the **Confirm Delete** checkbox checked).

Multiple File can be deleted by checking the check-boxes next to each file and then by clicking the  button.

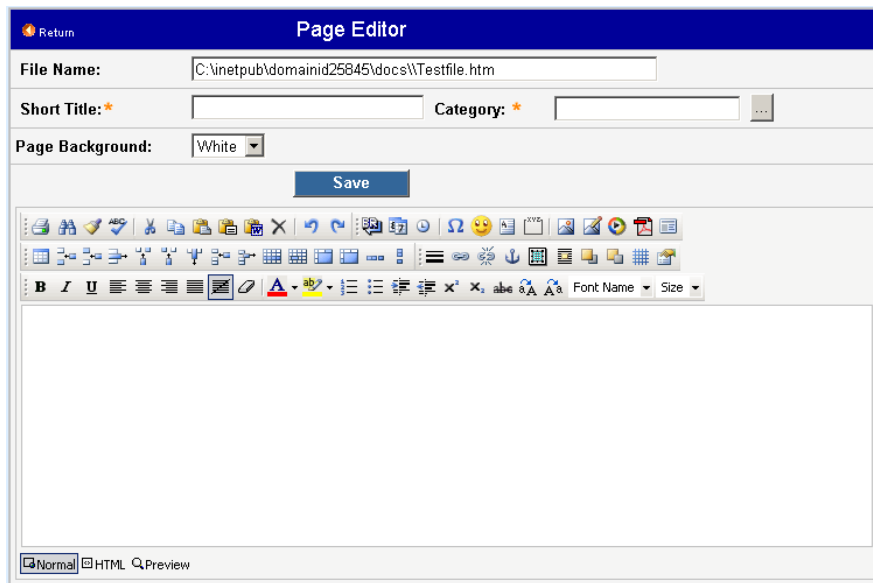
Directories can be deleted by clicking the Trash can icon on that directory's line. Only a Super-Administrator or a folder "owner" may delete a Private folder.


4.9 Creating and Editing Text and HTML Files

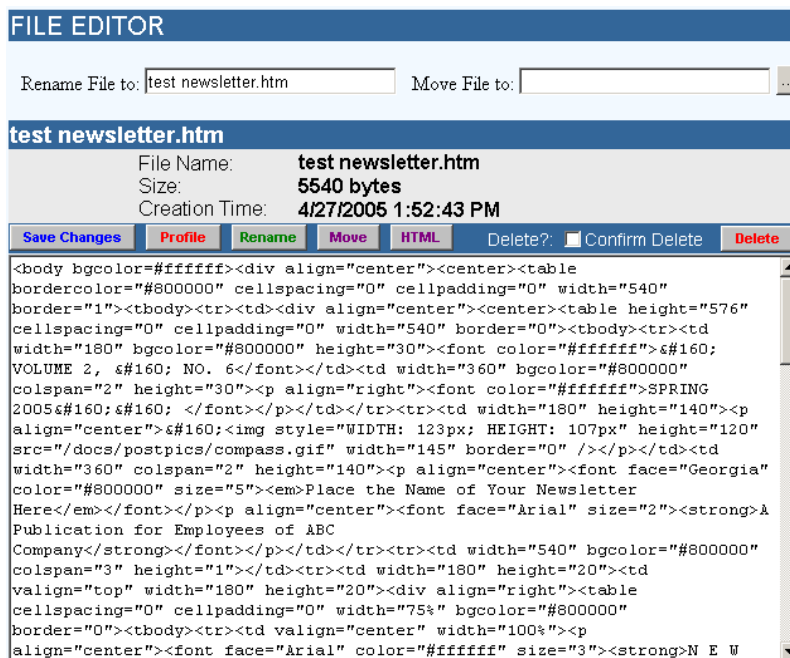
FoxSuite has a set of built-in tools for creating and editing Text and HTML files. Let's begin by creating a new text file in the **docs** area. This can be done by selecting the Create New File button at the bottom of the File Manager screen and typing in a filename as shown below.



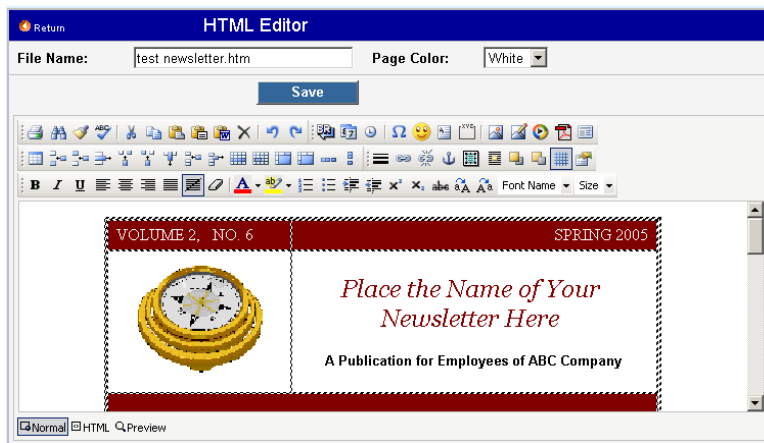
When the user clicks the Submit button a new file is created and the Page Editor utility shown below is opened to allow the user to create and save new content to the file.



New files or uploaded files (Text files and HTML files) can also be edited directly in the File Manager module. This can be done by selecting the Edit icon  on the file line to bring up the edit box as shown below.




The file's bare text content can be edited and saved using this screen, or in the case of an HTML file edited by clicking the HTML button to bring up the rich-text editor as shown below.



4.10 Editing Office Files (Word, Excel, etc) Online

Editing HTML and Text files online can be accomplished easily as described above. Online editing of binary files like MS Word or MS Excel can be more difficult due to security protocols. Often the method used is open the file from the FoxSuite folder, and then Save the edited version of the file to the user's PC. The new revised file can then be uploaded back to the FoxSuite site – archiving the original if necessary. Alternately, a Windows technology referred to as Web Folders can make the task of online file editing and collaboration easier, and is covered in Appendix 7 of this manual.

4.11 File/Document “Routing”

FoxSuite provides a mechanism which allows users to “route” a document in a defined sequence to up to 8 recipients. To begin the process a user would click the  button in the main File Manager. From there – the user would select a file to route, enter a routing message, and finally select the names of the desired recipients in routing order. The File Routing button also allows both senders and recipients to check the progress of documents in progress. As each recipient receives and approves the document – FoxSuite will attempt to email the person routing the document with update status reports.

4.12 Member Security Settings

For new Members, the File Manager module (docs) has 4 overall levels of Access Permissions as shown below:

Module	Access Permissions
Docs Directory ?	<input checked="" type="radio"/> No Access <input type="radio"/> Browse <input type="radio"/> Edit Files <input type="radio"/> Upload/Delete Dir

These 4 choices can be further defined in terms of the starting named security profiles, and their allowable actions as shown in the chart below:

26) Docs - File Manager					
Access Permissions	No Access	Browse	Edit Files	Upload / Delete Dir	
Profile Name	Guest	Assoc	Basic	Advanced & Admin	
Search / View DB Record	0	✓	✓	✓	✓
View Files	0	✓	✓	✓	✓
Add /Delete Library Category		1	✓	✓	✓
Create New Directory			✓	✓	✓
Move Files			✓	✓	✓
Create New Text File			✓	✓	✓
Rename Files			✓	✓	✓
Delete Files			✓	✓	✓
Delete Directory				✓	✓
Upload Files			2	✓	✓ 3

4.13 Searching the Database for a File

As your file repository grows, it may become increasingly difficult to locate a particular file. With FoxSuite you can search the entire database using keywords which might appear in the file's Record Name, Description, Category, or physical File Name.

From any menu like Forms, Tools, etc. click the Search button to bring up the screen shown below.

Searching using this method is, however, case sensitive and is limited only to files with attributes which have been “uploaded” using FoxSuite’s upload forms.

4.14 Full Text and Attribute Searching with Microsoft’s Index Server

What is Microsoft's Index Server?

Microsoft Index Server is a full-text indexing and search engine within Microsoft Internet Information Server (IIS) and Microsoft Windows 2000/2003. It allows any Web browser to search documents for key words, phrases, or properties such as an author's name. Index Server is designed for use on a single Web server on an intranet or the Internet. It can easily handle large numbers of queries on a busy site. Automatic updating and built-in support for Microsoft Office documents makes it ideal for an intranet where files change frequently.

Index Server provides a much more powerful search mechanism than was described in Section 4.5.2.4 – but some simple configuration must be performed before it can be accessed by FoxSuite. We'll describe configuration below.

What document formats can Index Server search?

Index Server is capable of indexing textual information in any document type through content filters. Filters are provided for Hypertext Markup Language (HTML), text, and Microsoft Office documents.

Index Server can search for the both the author tag in Microsoft Office documents and the author meta tag in HTML files.

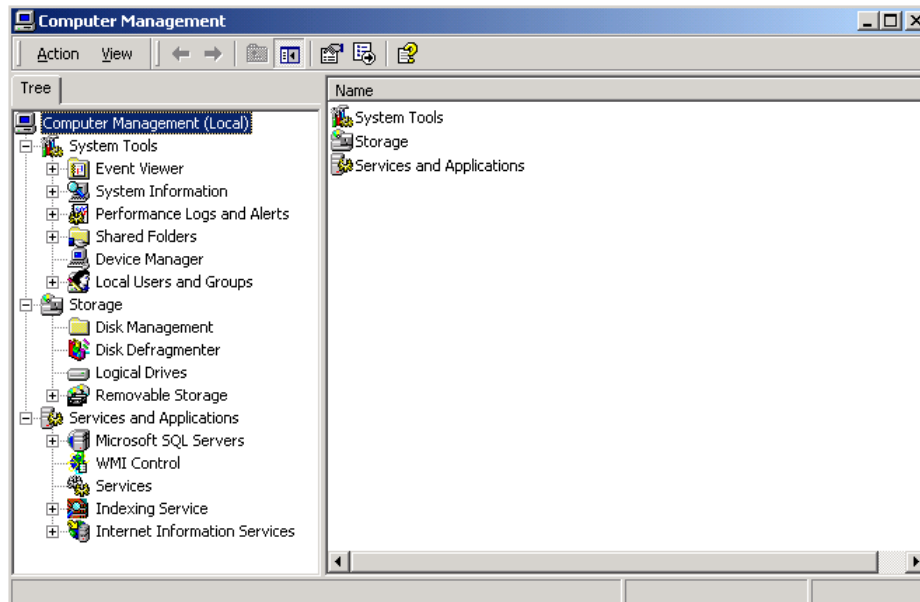
Index Server understands all Microsoft Office properties such as author, title, subject, summary, keywords, and any custom fields. For example, a user could search a server for all the documents he or she wrote if the location of a document has been forgotten. Similarly, a user who knew the author of a paper, but not its title, could search for papers written by that author.

Using Index Server with FoxSuite

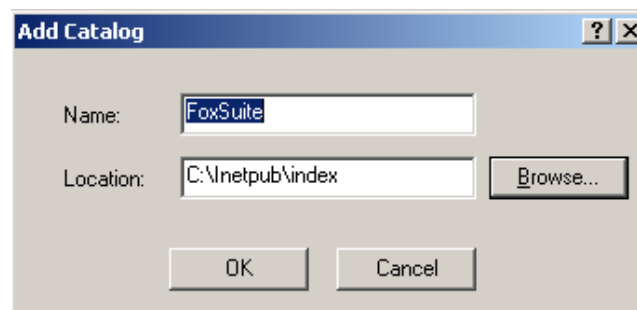
Creating an Index

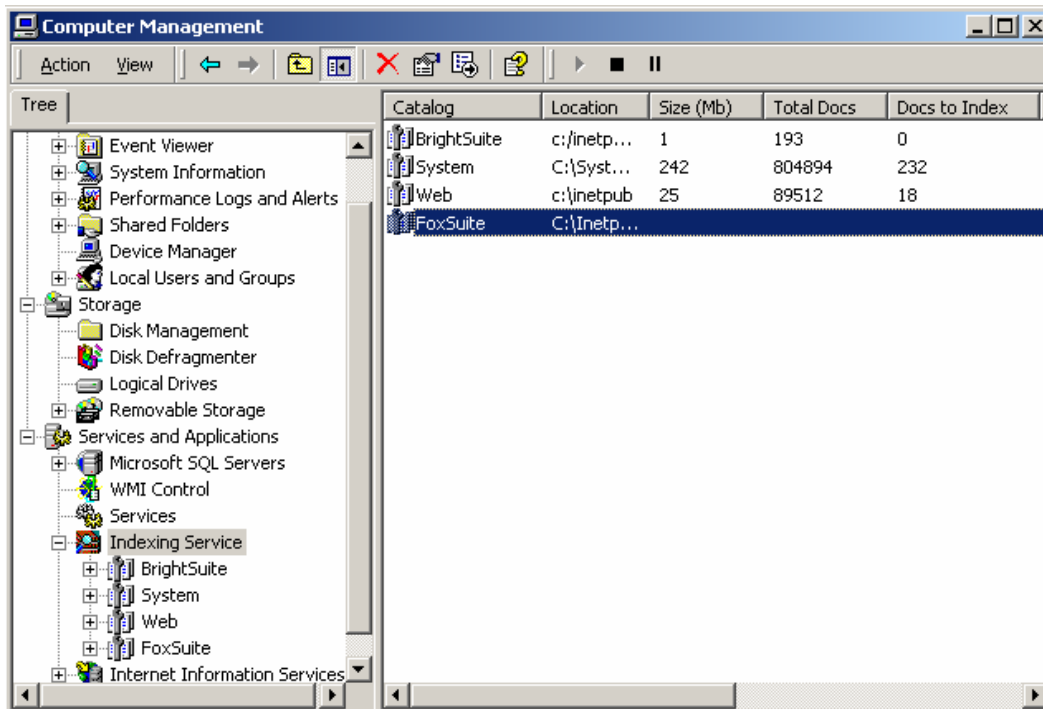
Index Server works by indexing the content to be searched ahead of time, and creating an index of keywords and document attributes.

To begin, you will need to create a new Catalog in Index Server for a given set of documents. For FoxSuite you should create the Catalog in a directory named C:\Inetpub\index We will be showing the required steps in Windows 2000, but the process will be similar in other NT-based Operating Systems. To create a Catalog, go to the Administrative Tools folder in your web server's Control Panel. Under Administrative Tools you should find an item that says Computer Management. Under that should be an item called Services and Applications which contains an entry for **Indexing Service**.



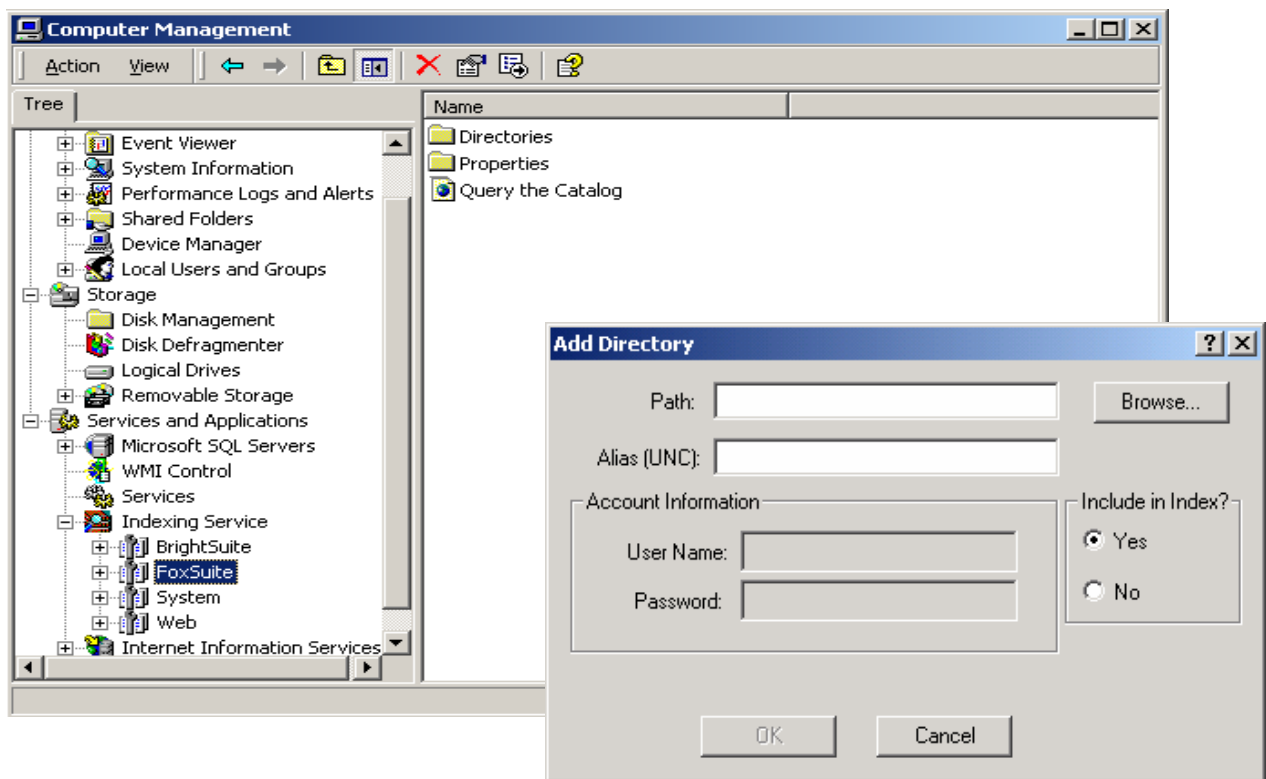
If you right-click on **Indexing Service** and select **New >**, you will get the option to add a new Catalog. You must supply two items in order to create the Catalog: the catalog name and a location to put its files. For FoxSuite you should use **FoxSuite** as the catalog name and **C:\inetpub\index** for the location. Note that this is **not** the location of the files to be indexed, but is where the files that Index Server creates will be stored. Don't select a directory that is in use or one that is web-accessible.





You should now right-click on your new FoxSuite catalog (in the right hand pane) and select **Properties....** Click to the **Tracking** tab. Leave everything unchecked and select (None) for WWW Server. Under the **Generation** tab, uncheck everything except **Generate Abstracts**. This creates abstracts based on the documents and can be quite helpful. Pick something reasonable for the max size (like 100 chars) and click **OK**.

The next step is to tell the catalog what to index. Right click on the **Directories** folder underneath your Catalog and select **New > Directory**. This is where you add the directory you want this catalog to index. For FoxSuite we recommend you Index the **docs** directory – probably C:\inetpub\wwwroot\FoxSuite\docs.



Next you click on **Indexing Service** in the left hand pane and click the start arrow in the toolbar to start the service if it's not already running. If it was running, stop and restart it. This should the FoxSuite Catalog indexing. Based on the size of the content involved, the initial indexing process can take a while so don't be worried if you don't get results right away or only get partial results. You can test the Catalog by clicking on **Query the Catalog** underneath the FoxSuite catalog name and running a test query.

Now that the FoxSuite catalog is set up, you can utilize the FoxSuite File Search page to interface with the Indexing Service. As shown below.

Full-Text Document Search	
Requires an MS Index Server Catalog - see Section 4.5.12 of the FoxSuite Manual	
Search Term:	<input type="text"/> <input type="button" value="Search"/>

Full Text Search of docs Directory

Enter Search Term

2 results found:

HTML clipboard	
<i>Author:</i> Aiello	<i>Last Modified:</i> 2/7/2003 2:57:20 PM
<i>Size:</i> 19456 bytes	<i>Keywords:</i>
<i>Description:</i> Sheet3 Sheet2 Sheet1 TABLE Name In Folder Addlibcat.asp AddOrname.asp AddPname.asp contacts3.asp co	
<i>Rank:</i> 105 █	<i>Hit Count:</i> 1

/hsaccess44/docs/archive/features list.xls	
<i>Author:</i> Aiello	<i>Last Modified:</i> 4/16/2003 12:40:49 PM
<i>Size:</i> 18944 bytes	<i>Keywords:</i>
<i>Description:</i> Sheet3 Sheet2 Sheet1 Document Management Work Flow Diagrams Task Management To-Do" Lists Discussion	
<i>Rank:</i> 105 █	<i>Hit Count:</i> 1

4.15 Personal File Folders

Each FoxSuite member with a valid username in the FoxSuite Directory is provided with a file directory for storing personal files in the **Storage** area. These are non-public, and non-shared files, which are accessible only by the individual owner. The personal file directory is set-up automatically when a new member is created.

- **Personal File Security** Personal files are stored in the FoxSuite **Storage/Users** folder. To avoid unauthorized file access by a person typing a file address (URL) into their browser's address window – administrators should **disable Read Access** in IIS for the **Storage/Users** folder.

A member's personal file folder is accessible from the main File Manager menu bar by clicking on the purple **My Files** button as shown below. The ownership of the files is identified by the user's login username and password - so be aware that anyone using you login credentials could also access your personal files.



Return **Jim H Smith** [New Directory](#) [Search](#) [Multi-Upload](#) [Docs](#) [Org Files](#) [Team Files](#)

USERS\JIM H SMITH... Last Modified: 2/1/2005 Folder Size= 387 Kb

Folder Name	Size Kb	Date Created	Upload	Rename	Delete
dir2	111	9/15/2005			
me_you	76	9/15/2005			
my_stuff	0	12/13/2005			
new	0	10/8/2005			
one_and_two	36	10/8/2005			
File Name	Edit	Date Created	Type	Last Modified	Size (Bytes)
3.bmp		9/15/2005	bmp	1/21/2005	77,878
37_225.jpg		9/15/2005	jpg	8/15/2005	48,626
Analysis.JPG		9/15/2005	JPG	3/30/2005	13,751
Attachment Included.html		9/15/2005	html	2/14/2006	624
blog.htm		9/15/2005	htm	6/11/2005	417
cfa_only.htm		9/15/2005	htm	8/8/2005	29
KnobS.gif		9/15/2005	gif	2/19/2005	13,287
newstest.htm		9/15/2005	htm	10/3/2005	11,525
subject.html		9/15/2005	html	8/18/2005	394
Test HTML or Text.html		9/15/2005	html	1/5/2005	615
test_images.htm		9/15/2005	htm	8/8/2005	300
test4.htm		9/15/2005	htm	10/14/2005	41
testback.htm		9/15/2005	htm	8/25/2005	59

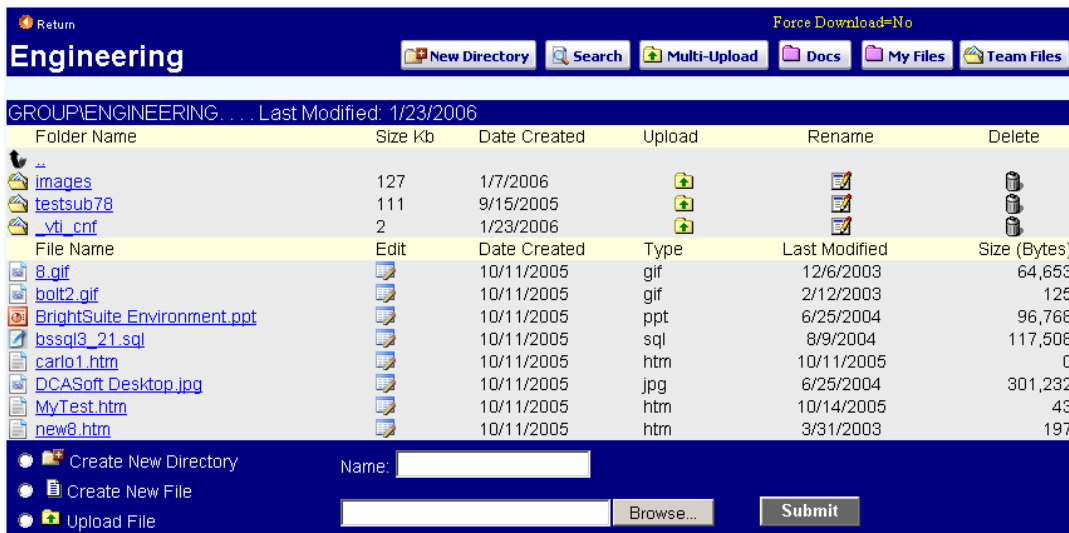
Name:

4.16 Organization Folders

Organization folders are special folders created automatically whenever a new Organization is created within the FoxSuite program. Organization folders are not “public”, but FoxSuite members assigned to a particular organization are allowed access to that organization’s folder. Organization folders are stored in the Storage area of FoxSuite.

Return **File Manager** [New Directory](#) [Search](#) [Log](#) [Multi-Upload](#) [My Files](#) [Org Files](#) [Team Files](#)

Organization folders are accessed from the main menu bar by clicking the **Org Files** button as shown above. FoxSuite determines what Organization Folder a user has access to and displays any files included in the folder. A member of the Engineering organization for instance might see a screen similar to the one below.



- Organization File Security ⚠ Organization files are stored in the FoxSuite **Storage/Group** folder. To avoid an unauthorized person typing a file address (URL) into their browser's address window – administrators should **disable Read Access** in IIS for the **Storage/Group** folder.

4.17 Project Files, Team Folders, and Email Folders

Project Files, Team Folders, and Email Folders are special categories of files that are not accessed from the main File Manager console. These files are also not normally public, and will be discussed in the sections on Projects, Teams, and FoxSuite Email.

4.18 Off-Site File Storage

The **docs** and **Storage** areas are pre-configured directories that are contained within the FoxSuite site... that is, they are subdirectories within the normal FoxSuite site. This setup provides convenience during installation, and eliminates the Administrator having to decide where to locate stored documents. For added flexibility, however, FoxSuite has the ability to access and manage some of your documents “off-site” – in a directory that is not a part of the overall FoxSuite site. Say for instance that your FoxSuite site is physically located at `c:/inetpub/wwwroot/foxsuite`. The normal **docs** folder would therefore be located at `c:/inetpub/wwwroot/foxsuite/docs` – a subfolder of the FoxSuite site. The same would apply to the **Storage** folder. But perhaps you want to store some of your files at **c:/companyfiles**. This is possible in FoxSuite once you perform a couple of setup tasks:

1) Create a new Sidebar Menu item to access the new storage area – perhaps you call it - **Remote**. The link to enter is: **remote/fileview.aspx**

2) Modify the special web.config file you will find located in the **FoxSuite/Remote** folder. If your remote file access location is on the same computer as FoxSuite, you will only need to modify the “remotepath” value as shown below:


```
<add key="remotepath" value="C:\companyfiles\"/>
```

You would need to modify the portion in red to input the physical location of the folder you want FoxSuite to access. In this scenario you will also need to assure that the **ASPNET** account for Windows 2000 (or the **IIS_WPG** account for Windows 2003) has full “modify” permissions for your off-site folder. See Section 3 of the FoxSuite Installation Guide for a discussion on setting permissions for Windows folders.

Additional Consideration:

If your remote files are located on a different computer on the network, the ASPNET account (or the **IIS_WPG** account for Windows 2003) will not have permissions to access these files. These accounts are local to the web server and cannot access Windows resources on other computers. You can, however, configure FoxSuite for “impersonation” – a method which allows the ASP worker process to assume a new identify which will have the proper access permissions on the new computer. Impersonation is not normally recommended for ASP.NET applications like FoxSuite due to security complications – but to access files on a remote share there a few alternatives. To implement “impersonation” during remote access, you can uncomment and modify a 2nd portion of the special web.config file located in the FoxSuite/Remote folder:

```
<!-- .....  
<identity impersonate="true"  
userName ="domain/username"  
password="password" />  
.....>
```



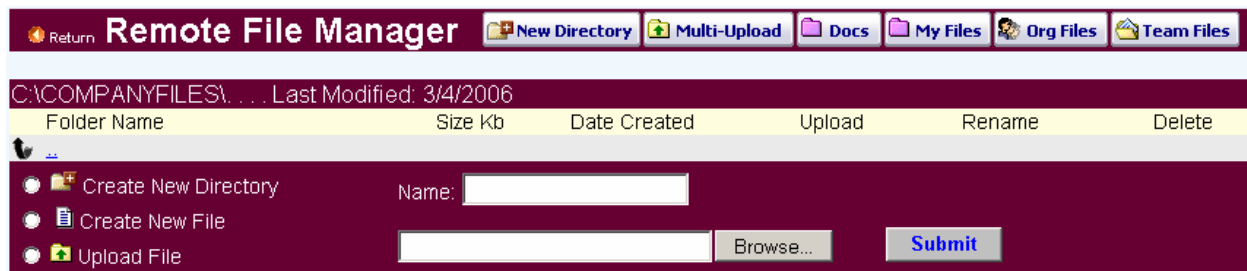
You will need to completely remove the 2 comment markers to place the new code element in service and then modify the portions shown in red. You will need to

supply a Windows user account including the computer/domain name that will have Windows access permissions to the file location on the remote computer. Having the special web.config file located in the FoxSuite/Remote folder allows FoxSuite to use impersonation only when accessing remote files. For all other pages and activities, FoxSuite will cease impersonation and return to the normal local ASPNET identity.

For the **remotepath** element in the configuration file – you will first want to “map” the remote file location to the webserver using a drive letter like **L** for instance - and then input the location in the remote path element similar to:

```
<add key="remotepath" value="L:\companyfiles\"/>
```

Once you are complete – you should be able to click the “Remote” menu-item you created in Step 1 to bring up the Screen below.



The functionality of this File Manager is similar to those in the Storage areas. The docs and Storage File Managers remain in service as well.