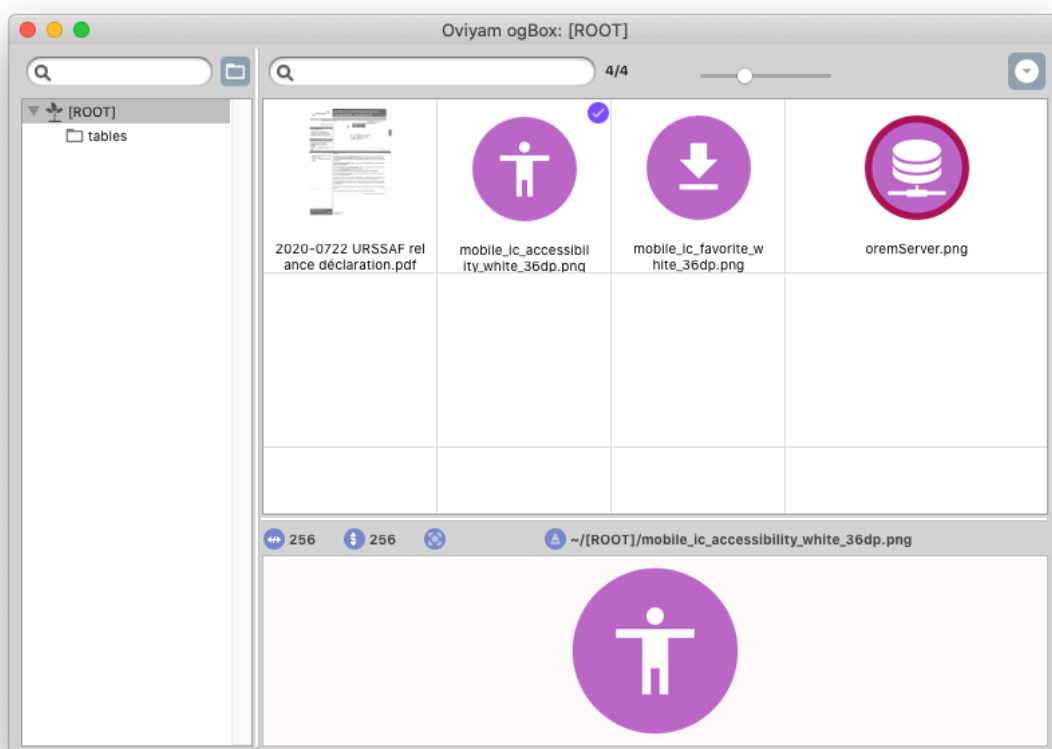




Biblika

OGBOXES

Release	Date	Writer	Comments
r0	14 May 2020	OG	First version
r1	15 Aug 2020	OG	Reviewed
r2	15 Sep 2022	OG	Commercial update
r3	19 Jan 2023	OG	Review and some corrections



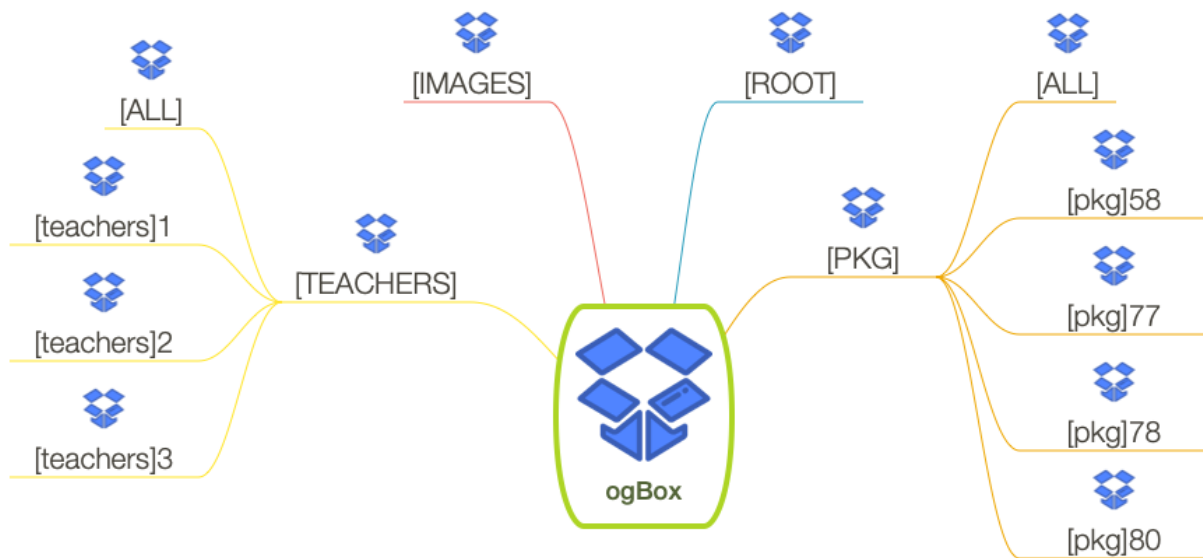


1. Introduction

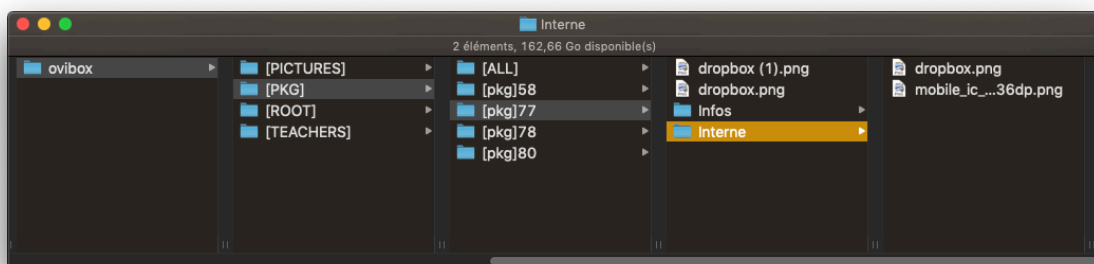
This tool is a document management module, that makes your 4D server share a common tree structure managed by all users.

It's a sort of multitude of "dropbox" from where you can manage a sub-tree as you wish, as well as store, view, download all types of documents. Photos, pdfs, certificates, programs, whatever you want.

These "boxes" exist at several levels, such as several for the whole database, one per table, one per table record. Protée software's built-in "help manager" uses this module.



The server will maintain a tree structure in a root "ogBoxes" folder to store all these elements. They are therefore truly "shared folders" from the server where your 4D server runs to all the users on their client workstations. Here is the folder on the server which is "oviBox", with the associated tree structure.



- Table [Packages] -> [PKG] ; [ALL] common to table ; [pkg]1, 2, 3, ... dedicated to records.
- [ROOT], [IMAGES], ... are folders not linked to any tables or records.

It is possible to open several "ogBoxes" windows, and to leave them open even when the call has been closed. The "ogBoxes" remain active on the "view" open on the tree structure.



2. ogBoxes widget

Access to an "ogBoxes" will be done using a specific widget, which indicates the number of existing documents in your box (any hierarchies flattened). A tooltip will give you the subPath and the count of files. This one is empty.

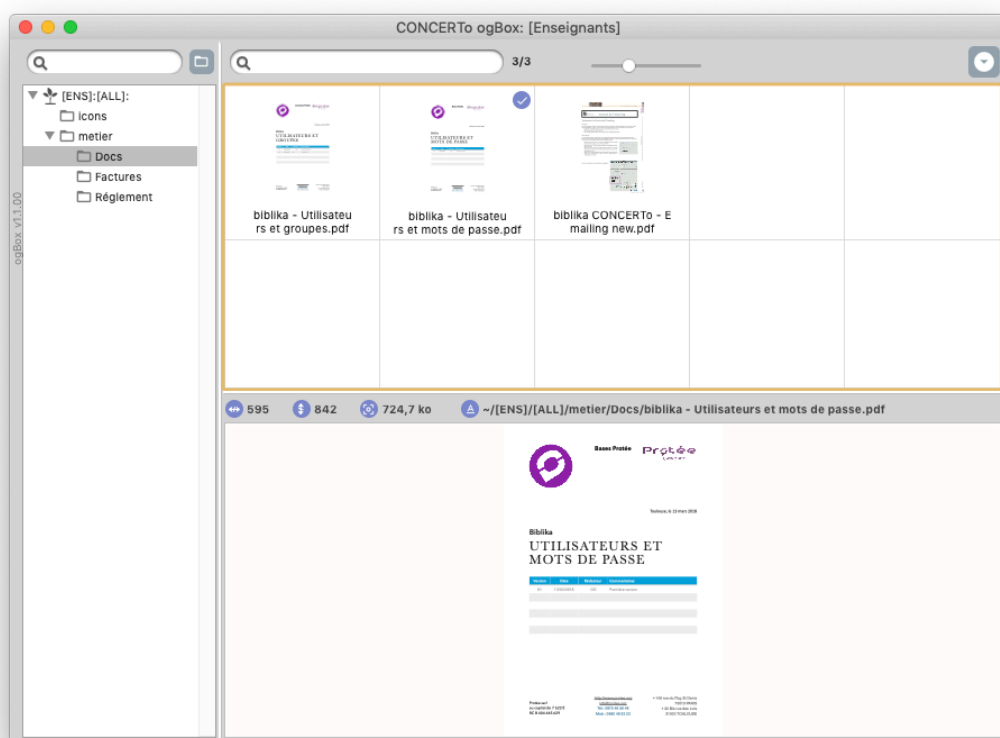
This one is filled with 6 files. This indication is updated in real time when you change what is inside the opened ogBoxes Form.

These widgets are available at a global level, and in the lists of the tables concerned, and for each records concerned. You can drag&drop files on the "count" area of this widget to add this file at the root level of this ogBoxes.



3. ogBoxes Form

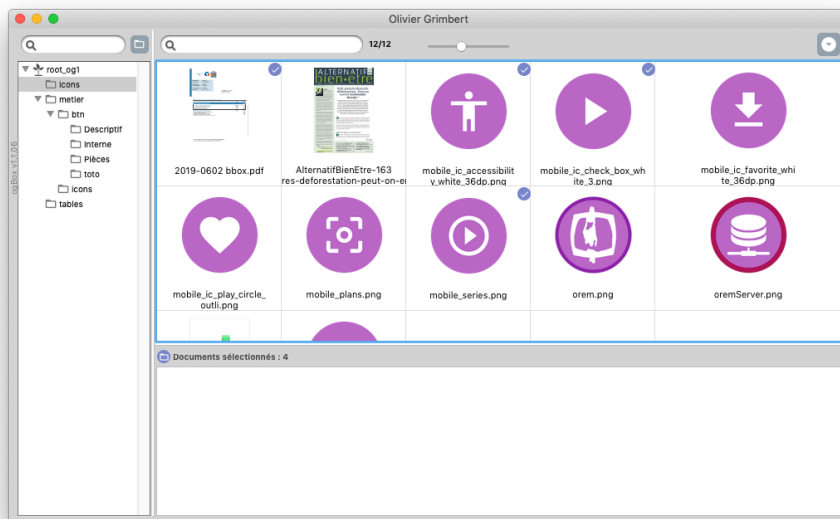
Here is the "ogBoxes" management window:



The window is divided into three parts. The left part lists the hierarchy of the folders of your "ogBox". The top part displays the documents found in the selected folder. The bottom part is a preview of the selected document.

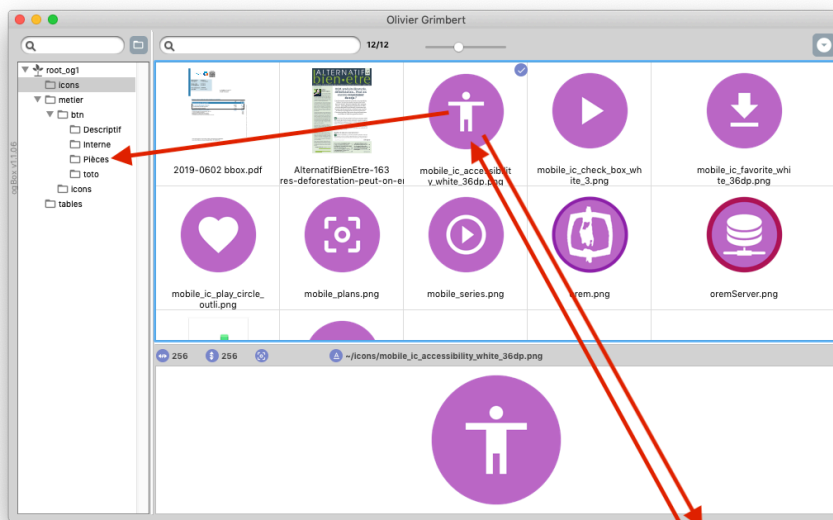
1. Document's selection

You click on a document to select it, but then you can use continuous selection (temporary update) and one-by-one selection (CMD). The keyboard keys ← → ↑ ↓ are also active, and also with modifiers.



2. Drag and drop

In the documents area, you can:



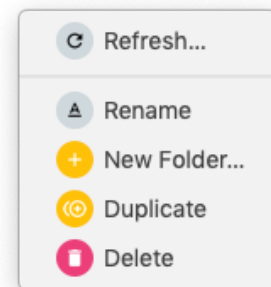
- Upload a document or an image, to obtain a copy to "ogBoxes".
- Drag to the desktop or a window to get a copy of the document from "ogBoxes".
- Drag to the left folder area, to get a new copy (and not a move) of the document from "ogBoxes" to that folder.



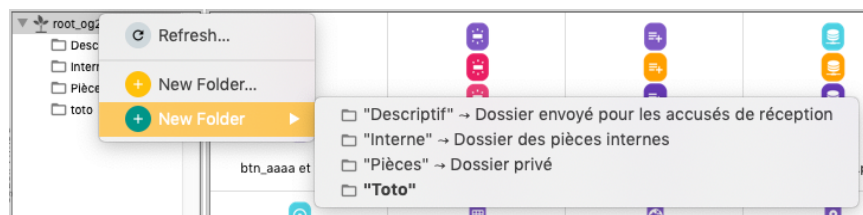
3. Actions on folders

A right click on an item in the list offers you the possible actions on the folders.

- Refresh: will refresh the list of folders according to the origin on the server.
- New folder...: after prompting for the name, a new folder is added to the selected folder.
- Duplicate: will duplicate the selected folder with all its content.
- Rename: after asking you for the new name, the selected folder is renamed.
- Delete: CAUTION! The selected folder, along with everything in it, will be permanently deleted!



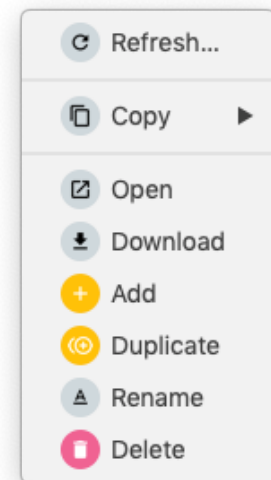
If you right click on the root folder, you might have a new option to create specific folders used by your software.



4. Actions on documents

A right click on an item in the list offers you the possible actions on the documents.

- Refresh: will refresh the list of documents according to the origin on the server.
- Copy: another menu offers you to copy the name or the relative path of the selected document.
- Open: to view the document in the appropriate software. Please note, the document on the server will be copied into temporary memory, so any modifications made will not be transferred to the server!
- Download: the selected document will be copied locally to your computer at the requested location. You can also edit it and drag it back onto the window to update the server original.
- Duplicate: will duplicate the selected document.
- Rename: after asking you for the new name, the selected document is renamed.
- Delete "...": deletes one or more selected documents.



5. Actions by programming

You can then perform uploads, tests, etc. on your ogBoxes files, and in client / server. See the appropriate documentation.