

Files2Move®

by



Manual

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1 - Introduction

Files2Move (*files-to-move*) is developed to move/copy files from one directory to one or more other directories completely automatic.

From release 2.0 we added a new feature: automatic-sending files as E-mail attachments.

In a production environment it might be handy that files are been moved/copied to different directories or files are send as an E-mail attachment.

Files2Move will make both processes possible - fully automatic!

Files2Move will move/copy files with the help of pre-defined search criteria set by the user and will send files to a recipient that are moved/copied into a specific directory.

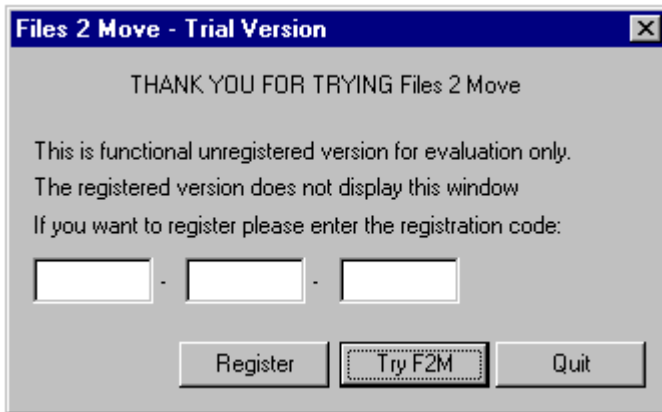
In this manual we will only describe the installation of Files2Move. Please look at the CD for the full manual with a complete description of the configuration.

2 - Installation of Files2Move

You can always download the latest Files2Move release software from our homepage at www.files2move.com.

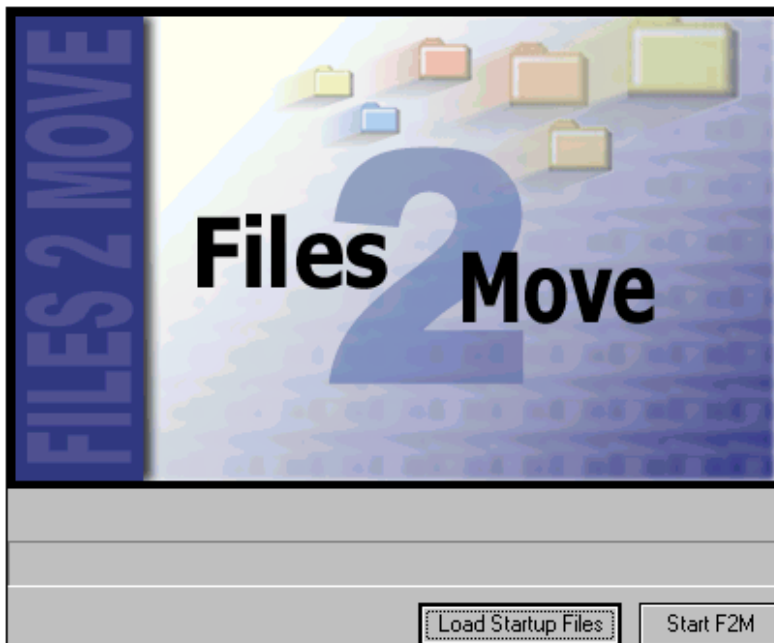
Step by step

1. Double click on the installer to start the installation
2. Please read the software license agreement and click on Yes to continue
3. Define a directory or use the default directory, click on next
4. Click on finish
5. Click on Start, Programs, in "721 Software" you will find the startup of Files2Move
6. start the program <see screenshot>

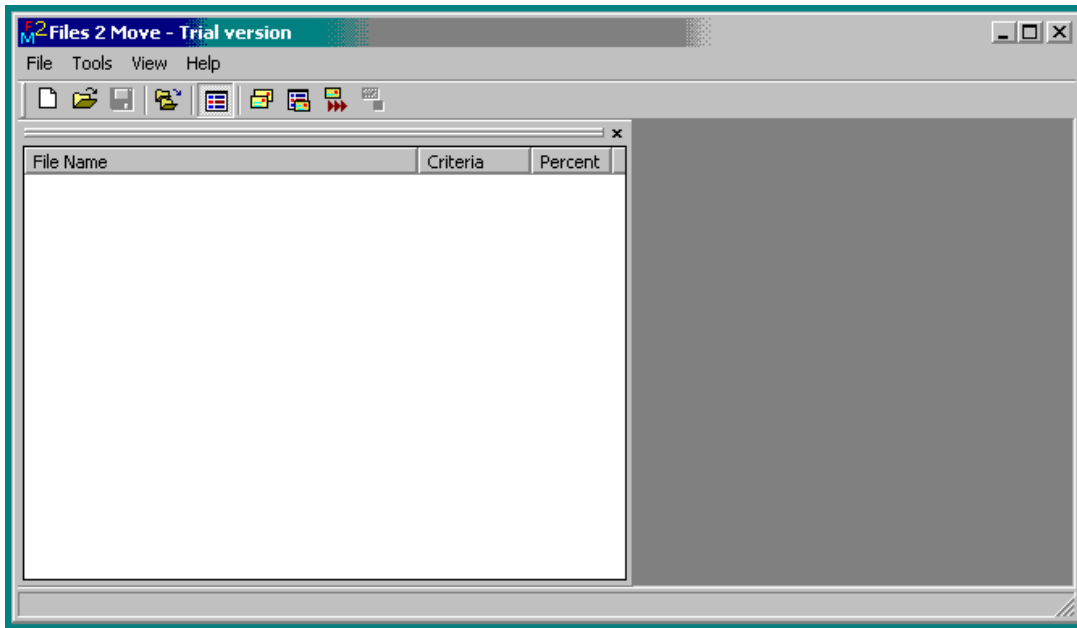


If you don't have a code please click on "TryF2M"

Click on Start F2M <see screenshot>

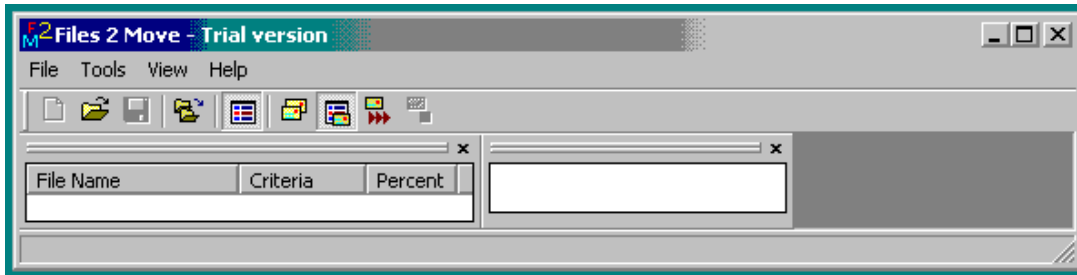


- Files2Move main screen will become visual <see screenshot>

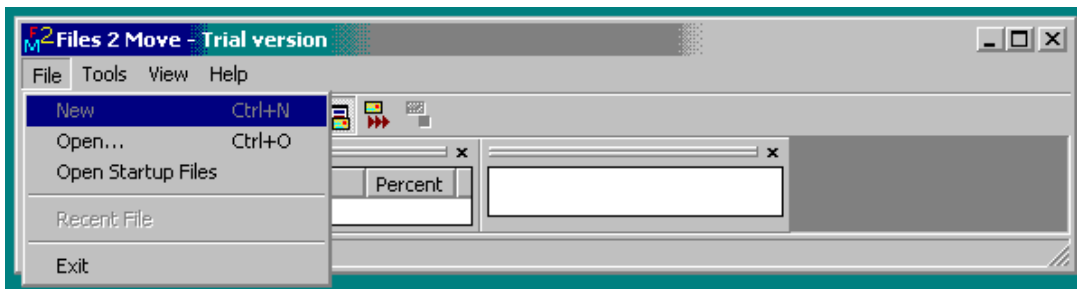


3- Explanation of Menu Bar

If you start up Files2Move the following main menu bar will show up. <see screenshot>



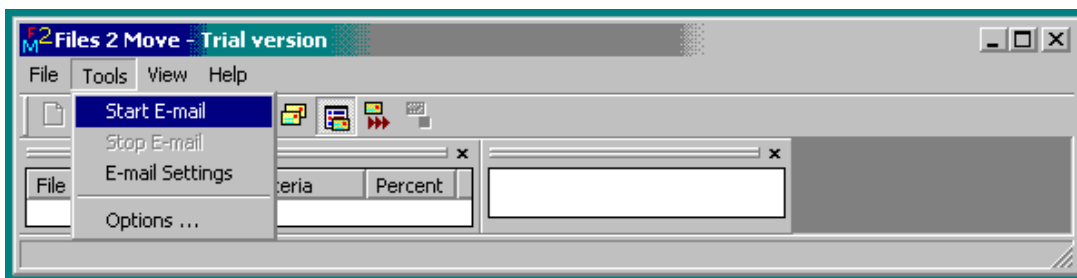
Click on "File" <see screenshot>



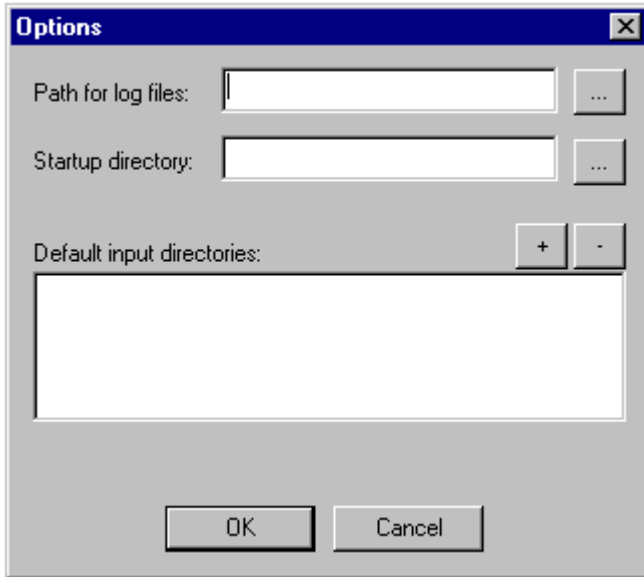
Explanations of the options you can select:

- New able to create a new job
- Open open an existing job
- Open Startup files open all existing jobs that are saved in a pre-defined folder
- Exit stops the Files2Move application

Click on "Tools" in the menu bar <see screenshot>



Click on "Options" <see screenshot>



Explanation:

Path for log files

Files2Move will keep track of all actions and will be saved in log files

Startup directory

If you have multiple jobs it is possible to save those in one a "hot folder" so that the next time you will start Files2Move all jobs will start at one

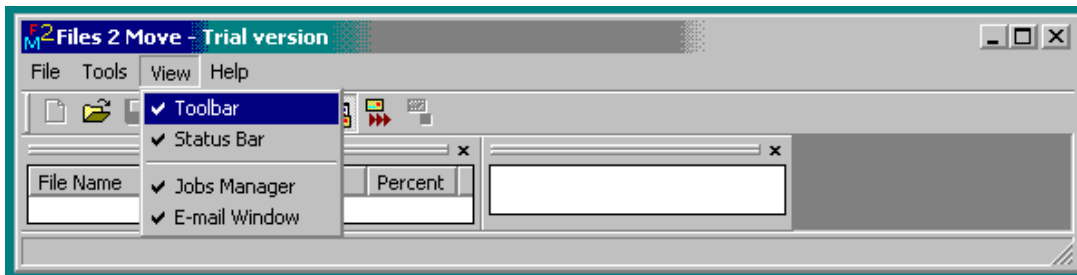
Default input directory

Select here the default input directories. At the moment you must select an input directory (described in Configuration) you can select from this list

Note:

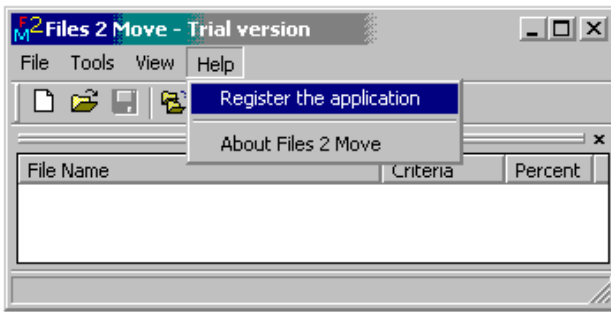
at that time it is still possible to select another input directory which is not in the list

Click on "View" in the menu bar <see screenshot>



Hereby you can select which parts of the Files2Move interface you would like to see.

Click on "Help" in the menu bar <see screenshot>



Click on "About F2M" <see screenshot>

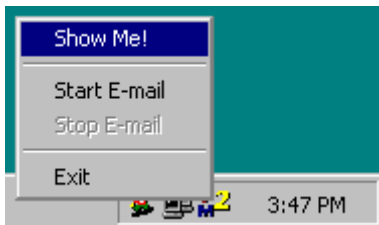


Within this menu you can select to go to our homepage and/or send us an E-mail if you have any questions/comments and/or remarks ... thanks in advance!

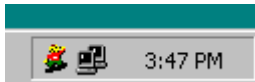
After you started Files2Move it will be loaded in the memory <see screenshot>



When you would like to close the program you can click on File and Exit. The program interface is then closed but it is still running in the memory. If you would like to stop the program you have to click the F2M-logo once with right mouse button <see screenshot>



If you then click on "Exit" the program will stop <see screenshot>



Note:

When you select "Show me!" you will get the Files2Move interface

4 - Contact details:

721 Software Ltd.
Oostvoorne, The Netherlands

General

Internet : www.721Software.com
E-mail general : info@721Software.com

Support:

E-mail Support : support@721Software.com

5 - License agreement

END-USER LICENSE AGREEMENT

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