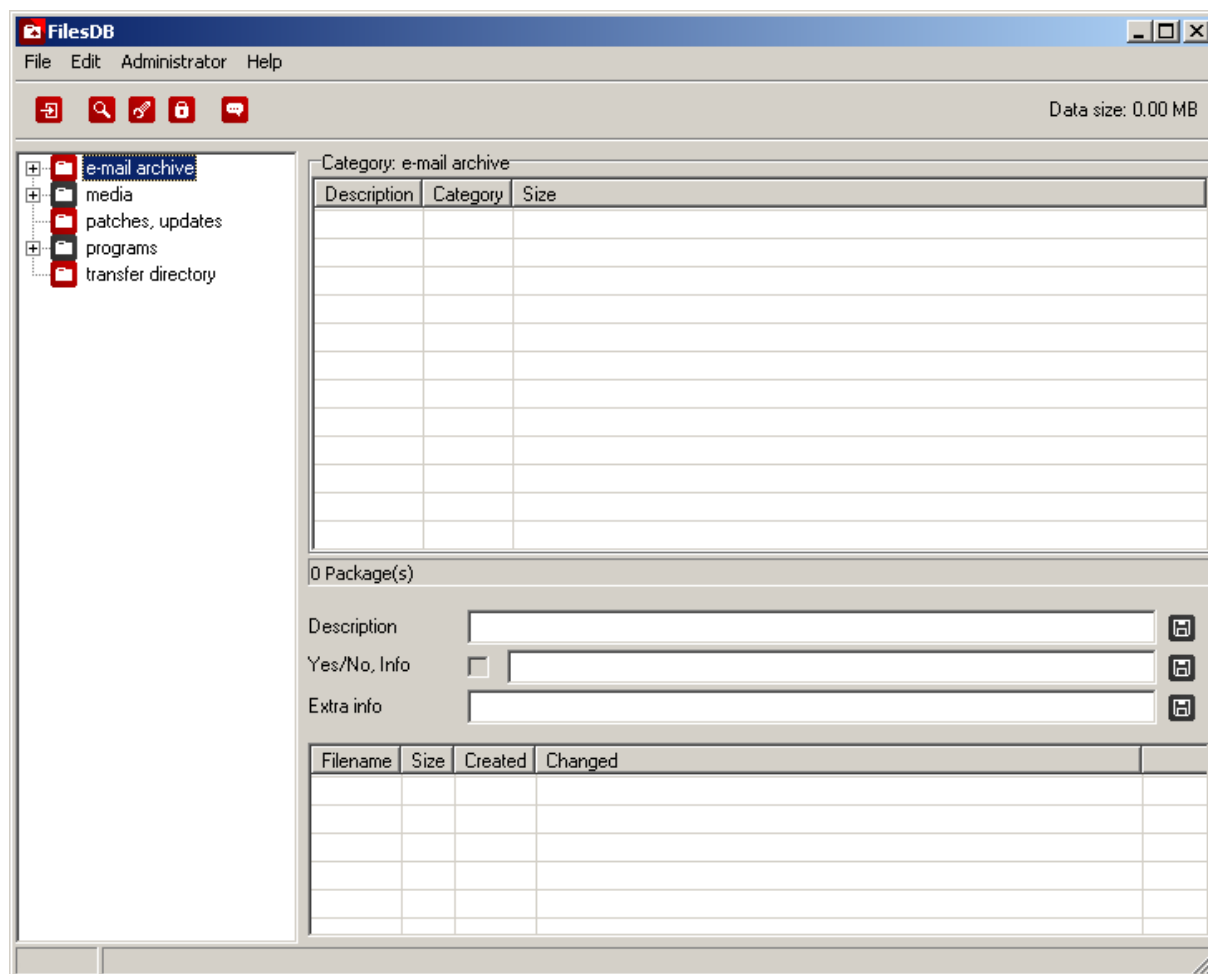


FilesDB

User manual



Content

1	GENERAL.....	4
1.1	Versions.....	4
1.2	Introduction.....	5
1.3	Important information	5
1.4	Hard- and software requirements	6
1.4.1	Minimal specs.....	6
1.4.2	Recommended specs	6
1.5	Installing	7
1.6	Uninstalling	7
1.7	First program start	8
2	PROGRAM STRUCTURE.....	10
2.1	Main menu	11
2.2	Icon bar	11
2.3	Category tree view	12
2.3.1	Category rights.....	12
2.4	Package list.....	13
2.5	Status bar	15
3	PROGRAM'S USAGE.....	16
3.1	Manage categories.....	16
3.1.1	Create category	16
3.1.2	Rename a category	16
3.1.3	Delete category	16
3.1.4	Category properties.....	16
3.1.5	Move a category	16
3.1.6	Change category rights.....	16
3.1.7	Refresh category view	17
3.2	Managing packages and files.....	18
3.2.1	Create packages.....	18
3.2.2	Edit package information	19
3.2.3	Delete a package.....	20
3.2.4	Move a package.....	20
3.2.5	Export packages	20
3.2.6	Export all packages of a category	20

3.2.7	Open the package's category	20
3.2.8	Adding files to a package	21
3.2.9	Delete files from a package	21
3.2.10	Exporting files	22
3.2.11	Change the original filename	22
3.2.12	Export file information as CSV	22
4	SEARCH	23
4.1	General search	23
4.1.1	Searching for filenames	24
4.1.1.1	Searching for the package's Yes/No information	24
4.1.1.2	Wildcardsearch, searching with *	25
4.1.2	Searching in a specific category	25
4.1.3	Search for packages without files	25
4.2	Search for duplicate files	26
4.2.1	Start the search	26
4.2.2	Save / load the results	27
4.2.3	Deleting duplicates	27
5	PROGRAM OPTIONS	28
6	USER MANAGEMENT	29
6.1	Create user	29
6.2	Rename user	29
6.3	Delete user	29
6.4	Lock user	29
7	MAINTENANCE	30

1 General

1.1 Versions

User manual

Version	Beschreibung	FilesDB Version
07/05/2008	Initial release	1.0.3.0
09/20/2008	Revision	1.0.9.0

Program revisions

Old version	New version	Description
1.0.3.0	1.0.5.0	<ul style="list-style-type: none">- Improved management of multiple logged in users- Displaying the licensee in the main window's status bar
1.0.5.0	1.0.9.0	<p><i>Repairs</i></p> <ul style="list-style-type: none">- By right clicking a package it may occur that the menu item "Export package(s)" is not active.- When cancelling an import with the option: "deletion of the original file" it could happen that the original file was deleted nonetheless. <p><i>Changes</i></p> <ul style="list-style-type: none">- If you cancel a copy action with multiple files, now all following actions will be cancelled too, not only the actual file. <p><i>Enhancements / new functions</i></p> <ul style="list-style-type: none">- Enhanced the function to check for a new program version- New function: (optionally) check for updates upon programstart (every 2 weeks)- The search function has been extended to search all info fields at once.- If you drag a package in the tree view and reach the upper or lower end of the tree view then the image section will be scrolled automatically.

1.2 Introduction

The program FilesDB is a file storage and archival software. The main effort was put into good usability, fast search results and easy administration. The program is bilingual in the devlery status: german and english.

Files in FilesDB are not stored in folders like in windows, but in so called packages. One package can contain multiple files, for example different version of a file or files that match content only by theme. As with a real package the package in FilesDB is equipped with a label, that means additional information, that you can search for. Created packages are sorted into categories, that are shown within FilesDB in a tree view like the Windows Explorer.

This manual refers to the full version of FilesDB.

1.3 Important information

- Each user in FilesDB is created automatically according to his Windows username. When changing the Windows username, the user in FilesDB should be renamed first, to keep his specific settings.
- To use the program read, write and change permissions on the FilesDB directory and its subdirectories are required.
- Filesizes are supported up to 4 GB. How many of these files are put into FilesDB is only limited by the space on the drive where FilesDB is on.
- Data storage is managed by a Microsoft Access database, therefore the Jet 4.0 driver is required on the client system (since Windows 2000 this driver comes with the operating system). FilesDB can be placed on the Samba share of a Linux system, that does not have the Jet 4.0 driver installed, that means on the server side is no database driver necessary. The archived files in FilesDB are normal files, that means they are stored outside the Access database.
- There is no limitation to the amount of packages, files, categories or files per packages. However due to Microsofts access database there is the limitation that the database cannot be bigger than 2 GB. This would not be reached, even with 1 Million files, the FilesDB database would be "only" 300 MB.
- By double clicking a package with only one file or a file in FilesDB directly, this file is exported from FilesDB first and started after that. The exported files are saved in the temporary Windows directory. Because of that FilesDB asks wether to delete the temporary files or not when you exit FilesDB.
- Is there more than one file in a package, and you double click that package, nothing happens. In this case you have to double click the wanted file directly.

1.4 Hard- and software requirements

1.4.1 Minimal specs

- Operating system: Windows 2000 including SP4
- CPU: 233 MHz MMX or similar
- RAM: 32 MB
- Screen: resolution 1024 * 768 pixels with 16 Bit colors
- Hard drive¹: ~ 3 MB²

1.4.2 Recommended specs

- Operating system: Windows 2000, XP or Vista each with the newest service pack
- CPU: 1 GHz Pentium 3 or higher
- RAM: 64 MB
- Screen: siehe Minimalvoraussetzungen
- Hard drive: see minimal specs

¹ A hard drive is recommended as location for FilesDB for speed reasons. However it is possible to start the program from USB stick, memory stick or NAS hard drive.

² This value applies only to the program itself and required files. The files, that are archived in FilesDB, need more space on the storage drive, where FilesDB has been saved.

1.5 Installing

To install the program you have to follow these steps:

1. Extract all files from the ZIP archive
2. Copy the files to a new directory to which the current Windows user has read, write and change permissions

Optional: create a shortcut to the file `FilesDB.exe` to the desktop, the windows start menu or the quick launch bar.

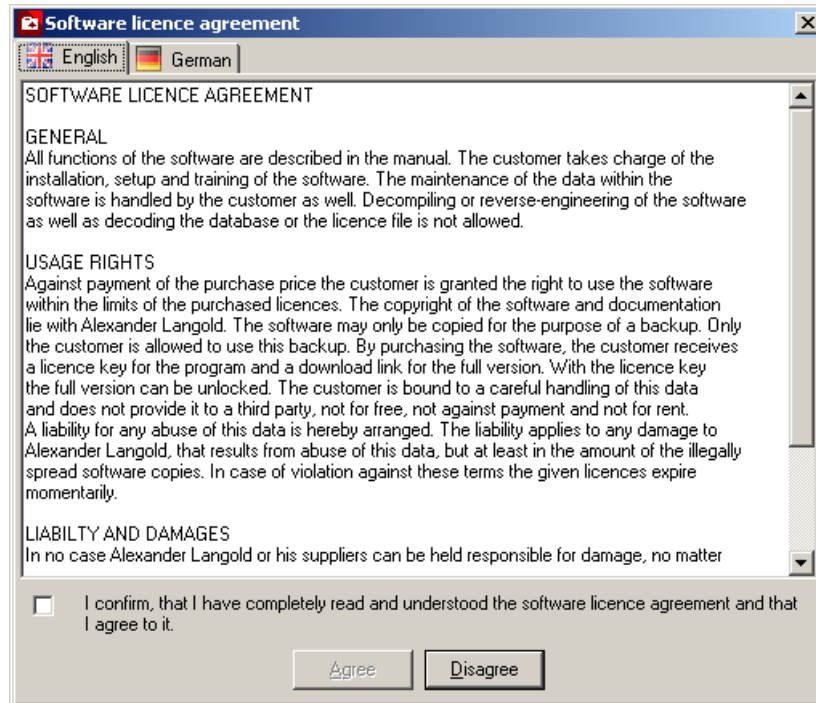
FilesDB does not need and does not create any entries in the Windows registry.

1.6 Uninstalling

To deinstall, simply delete the FilesDB directory including all subdirectories and files.

1.7 First program start

Upon program start the software licence agreement is shown, that the user has to accept to continue.



By clicking the white box in the lower left the user has to confirm, that he understands the conditions and that he accepts them. By clicking the `Confirm` button one gets into the program. The confirmation is saved in the process.³

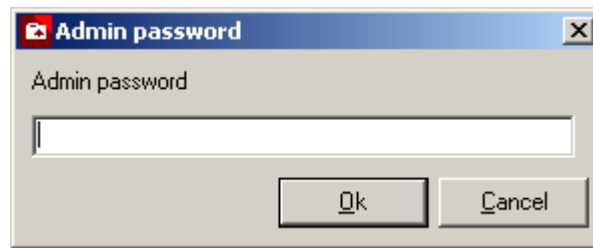
The program uses the current Windows username at all times to assign settings and permissions to the user. You can see the actual username in the application's statusbar in the lower left.⁴

All actions within the program are performed with the current username, all settings are saved in FilesDB in this user profile.

³ To view the software licence agreement at a later time, you can do that via the menu: `Info / Licence agreement`

⁴ In the case your username changes, ask the FilesDB administrator to change your FilesDB username accordingly. Thus you keep all your settings.

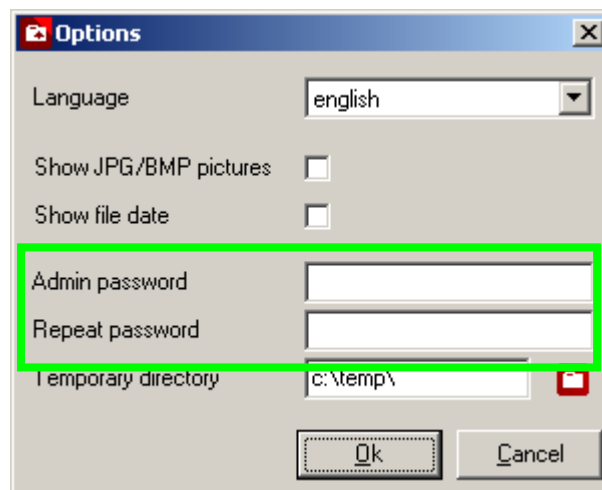
Right after the first start you should log in with administrative permissions⁵ in the program, to change some settings, and to be able to use the program without restrictions. Select the menu `Administrator / Admin`.



The default administrator password ist: **admin**⁶

After successful logging in an according message appears and the program is colored red in the upper area. So you can see easily, that you are logged in with administrative permissions.⁷


Now, you should change the administrator password by using the menu `Edit / Options`.



Here you enter a new `Admin password`, repeat it and press the `Ok` button.

⁵ This right is not connected to the administrator account in Windows. Every FilesDB user can login with administrative rights, if he knows the password.

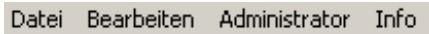
⁶ In the DEMO version this password cannot be changed.

⁷ By clicking the button  in the icon bar the administrative rights are revoked and you have normal user rights again.

2 Program structure

The program's main window is separated in 6 areas:

- Main menu

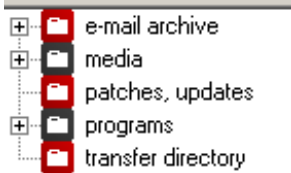


Datei Bearbeiten Administrator Info

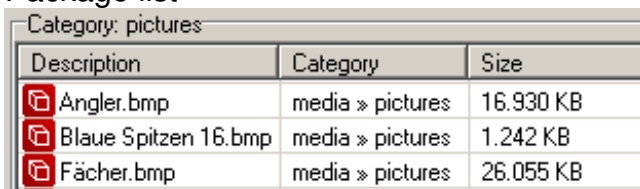
- Icon bar






- Category tree view

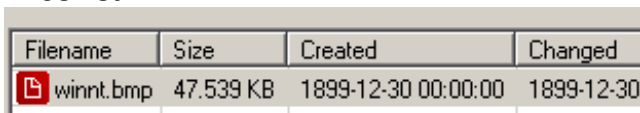



- Package list



Category: pictures		
Description	Category	Size
 Angler.bmp	media » pictures	16.930 KB
 Blaue Spitzen 16.bmp	media » pictures	1.242 KB
 Fächer.bmp	media » pictures	26.055 KB

- Files list



Filename	Size	Created	Changed
 winnt.bmp	47.539 KB	1899-12-30 00:00:00	1899-12-30

- Status bar



The single parts will be explained in the following chapters.

2.1 Main menu






In the main window you will find important program functions.

File Edit Administrator Help

- File
 - Exit: Exits FilesDB, unsaved changes are lost.
- Edit
 - Suchen: see chapter 4.1
 - Optionen: see chapter 5
- Administrator
 - Admin: Enable / disable administrative permissions
 - Find duplicate files: see chapter **Fehler! Verweisquelle konnte nicht gefunden werden.**
 - Find empty packages: see chapter **Fehler! Verweisquelle konnte nicht gefunden werden.**
 - Users: see chapter **Fehler! Verweisquelle konnte nicht gefunden werden.**
 - Maintenance: see chapter **Fehler! Verweisquelle konnte nicht gefunden werden.**
- Help
 - Help: opens this manual as PDF file
 - Icons: the icons used in this program were created by P.J. Onori.
 - Check for new version: Checks für a new program version.
 - Licence agreement: shows the licence agreement.
 - Info: shows information about the program

2.2 Icon bar

In the icon bar you will find some chosen functions as buttons for fast access. The functions are called by a single left-mouse click.

-  Quit program
-  Search see chapter 4.1
-  Options see chapter 5
-  Enable / disable administrative permissions
-  Program help⁸

⁸ The program's help file is stored in the PDF format. You need a PDF viewer like the Adobe Acrobat reader to open the file.

2.3 Category tree view

In the tree view you can see different categories according to user permissions. In the delivery status of the program some categories are already there, that can be changed, moved or deleted as you like. You can create nearly unlimited new categories in multiple levels.

Information

Without administrative permissions, a new user does not see any categories in FilesDB, because the windows user that you use when starting the program, has no access permission. These rights must be granted by the FilesDB administrator.

2.3.1 Category rights

By looking at the category picture one can see very fast, which permission he has:

Red category	Write permission
Grey category	Read permission
White category	There aren't any rights set for this category.

When you are logged in as administrator, only red and white categories are shown, because the administrator has always write permissions, he can change and delete anything in the program. The white categories show the administrator at a glance, which categories have no rights set.⁹

Category rights relate automatically to all packages (and their files), that are stored in this category. If you move a package into another category, then the package is assigned the rights of the new category automatically.

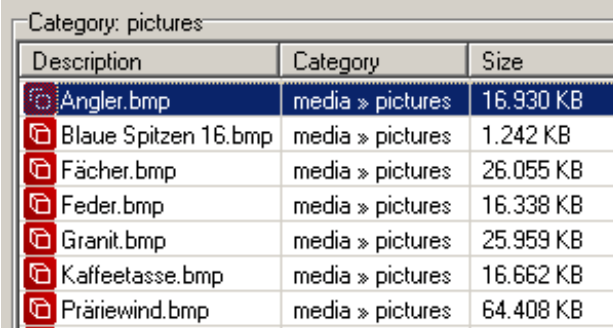
If there are rights saved for a category, these rights are preserved, when that category is moved.

If a user has read and write permission in a category, write permission counts.

⁹ Categories without permissions are full categories, but only the administrator can see and change them, as well as access their files.

2.4 Package list

By left clicking a category you see a package list on the right side with all packages of this category.



Description	Category	Size
Angler.bmp	media » pictures	16.930 KB
Blaue Spitzen 16.bmp	media » pictures	1.242 KB
Fächer.bmp	media » pictures	26.055 KB
Feder.bmp	media » pictures	16.338 KB
Granit.bmp	media » pictures	25.959 KB
Kaffeetasse.bmp	media » pictures	16.662 KB
Präriewind.bmp	media » pictures	64.408 KB

A package in its most simple form contains nothing but a description, this means: no files at all. You can use this function in FilesDB to easily create lists of data, that are automatically covered by the program's search function. For example it is possible to create a CD / DVD listing. In combination with the category you can save information about the location.

In the table you can see the package description, category and size:

Description

The package description can be seen like a label, that describes the package content. It can be chosen freely, after importing files it applies to the first imported file. The description can be changed afterwards. The package description is obligatory. Within a category multiple packages can have the same description.

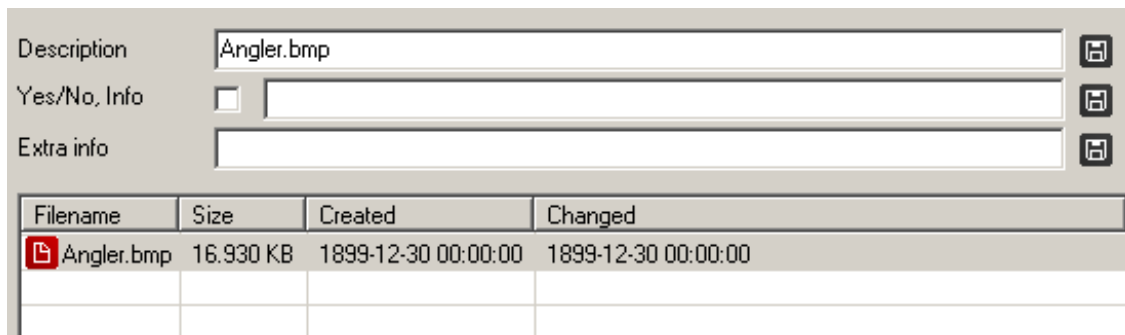
Category

This is the category where the package is stored. This information is helpful, if, after a search, many packages were found and you can find the correct package only by looking at its category.

Size

This is the package's size in KB / MB / GB, including all its files.

After selecting a package by left clicking, the according files will be shown the list below.



The screenshot shows a window with three text input fields at the top, each with a save icon to its right. The first field is labeled 'Description' and contains 'Angler.bmp'. The second is labeled 'Yes/No, Info' and has an unchecked checkbox. The third is labeled 'Extra info'. Below these fields is a table with four columns: 'Filename', 'Size', 'Created', and 'Changed'. The first row of the table contains the data for 'Angler.bmp': '16.930 KB', '1899-12-30 00:00:00', and '1899-12-30 00:00:00'. There are two empty rows below the first row.

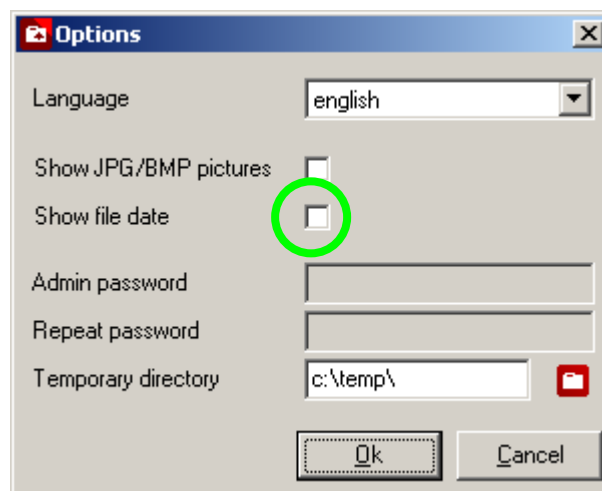
Filename	Size	Created	Changed
Angler.bmp	16.930 KB	1899-12-30 00:00:00	1899-12-30 00:00:00

You will see the following information for each file:

- Filename: the file's original filename
- Size: size of the file (in KB / MB / GB depending on the file size)
- Created: file creation timestamp
- Changed: date of the last file change

Information

To see the creation and change date, you have to activate the corresponding function in the options. This function is disabled by default for higher execution speed.



Information

Files in FilesDB are not stored in the Access database, but as normal files in the filesystem.

Creation and change date are carried over when importing the original file, to show the original state in the FilesDB archive.

2.5 Status bar

The status bar shows the name of the logged in user on the left, on the right information on the program's progress or messages are displayed.

3 Program's usage

3.1 *Manage categories*

3.1.1 Create category

A new category is created in the tree view by right clicking an existing category. Choose `New category`.

To do this you need write access on the existing category. Only a user logged in as administrator in the program is allowed to create categories on the top/first level.

3.1.2 Rename a category

By right clicking a category in the tree view you can rename it by choosing `Rename category`.

Alternatively use the keyboard shortcut `F2`.

3.1.3 Delete category

A category can be deleted by right clicking it in the tree view and choosing `Delete category`. It must not have any sub categories nor packages.

Alternatively use the keyboard shortcut `Del`.

3.1.4 Category properties

The category's properties can be shown by right clicking the category in the tree view and choosing the menu item: `Properties`. Then the amount of files, their size and the amount of sub categories is listed.

3.1.5 Move a category

A category can be moved into another category in the tree view (with its sub categories and packages) by using drag&drop. The administrator is allowed to drag a category to the top level (in the empty white space of the tree view). Requirements for the movement are, that the user has write access on the source and the target category. If a category has rights assigned, then these rights are preserved after moving the category.

3.1.6 Change category rights

To change a category's rights open the menu item `Permissions` by right clicking the category in the tree view. For that you need to be logged in as administrator.

In the following window you can set write and read permissions on the desired users. If a user has no rights assigned, then the category as well as its sub categories and packages, are not visible to that user. However: if a higher category has rights, then

these rights are handed down to its sub categories (if the sub categories themselves have no rights assigned).

The category rights directly correspond to the package and file rights.

3.1.7 Refresh category view

By right clicking the tree view and choosing `Refresh` you can refresh the tree view's data.

By doing this all categories are closed and their newest info is fetched from the database.

3.2 Managing packages and files

3.2.1 Create packages

There are two ways to create a package:

Alternativen 1

Choose a category from the tree view, then by right clicking in the package list:

a) Create new package **or** b) Create new packages.

a) Create new package opens this window:

[illegible]

The package must at least have a Description, the Yes/No Information and the two white textfields can be filled with information optionally (max. 255 characters per field).

By using drag&drop the table can be filled with files from Windows Explorer, or you choose **Add** from the menu by right clicking the table. By right click / **Delete** files can be removed from the list.

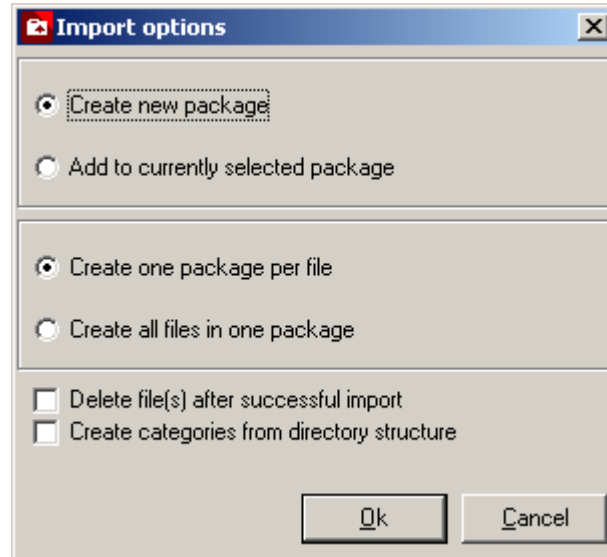
If the checkbox in the lower right is activated (Delete files after import), then the original files are deleted after they have been imported into FilesDB.

b) By choosing `Create new packages` a file select window is opened where you can select one or more files. They will be imported without questions as single packages. The original files will not be deleted.

Alternative 2

By using drag&drop, you drag one or more files or whole directories with sub directories into the FilesDB window.

This window appears:



Here you can choose between creating one new package containing the files selected earlier (Create new package) or to add them to the currently selected package (Add to current package).




If multiple files were selected, you can choose whether one file per package shall be created, or if all files shall be combined into one package.

By using the checkboxes in the lower area you can choose, whether the original file shall be deleted, after a copy has been imported into FilesDB.

Optionally you can select to transfer the directory structure from windows into FilesDB, that means one directory relates to one category in FilesDB.

3.2.2 Edit package information

After selecting a package you will see its information below the package list:

Description	<input type="text" value="winnt256.bmp"/>	
Yes/No, Info	<input type="checkbox"/> <input type="text"/>	
Extra info	<input type="text"/>	

Any text can be entered into the three white textfields (255 characters into each). This text will be covered by the search function automatically. For each textfield the text will be saved after using the `Return` key of the keyboard or the `save` button next to the textfield.

By clicking the checkbox the `Yes/No` option is saved directly.

Information

When there are multiple packages selected in the package list, then changes to the textfields and the Yes/No checkbox influence all selected packages.

3.2.3 Delete a package

To delete a package you select one or more packages and choose `Delete package(s)` by right clicking the package list. By doing that the according files will be deleted as well.

This works alternativeley with the keyboard shortcut `Del`.

3.2.4 Move a package

One or more package can be moved at a time by using drag&drop into another category. Then they take over the rights of the target category. To move the user must have write permission on the packages and for the target category.

3.2.5 Export packages

One or more packages are selected in the package list and by right cklicking `Export package(s)` is selected. Then you choose a target folder and the files of all selected packages are saved using their original filename.

3.2.6 Export all packages of a category

By right clicking you choose a category from the tree view and choose the menu item `Export all packages`. After that you choose a target folder and the files of all packages are saved using their original filename. A package will be created as folder in Windows where all files of that package are saved.

3.2.7 Open the package's category

To do that you select a package by right clicking and choose the menu item `Open category`. This is helpful, if you want to navigate to a package's category after doing a seach that lists packages from multiple categories.

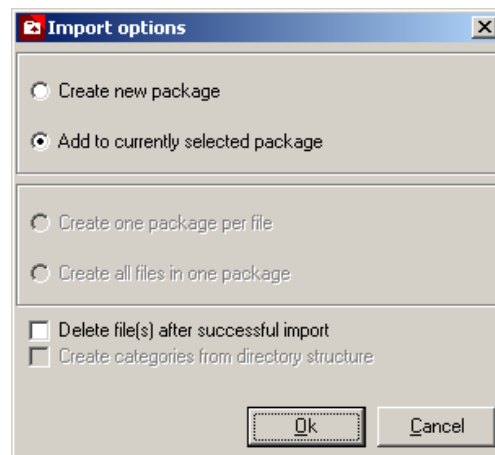
3.2.8 Adding files to a package

To add files to an existing package, no matter if it already has files or not, you have to select the package first.

Now there are two alternatives:

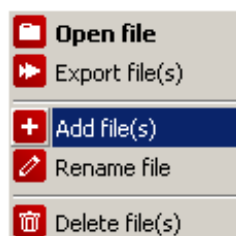
Alternative 1

You drag some files from Windows Explorer to FilesDB and choose in the new window: Add to existing package.



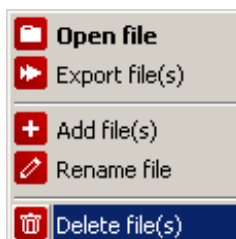
Alternative 2

You choose the menu item Add by right clicking in the file list and then select the disired files with a file select dialog.



3.2.9 Delete files from a package

To do that you have to select one or more files in the file's list and choose Delete file(s).



3.2.10 Exporting files

For that you have three alternatives:

Alternative 1

One or more files are selected in the file's list and by right click you choose `Export file(s)`. After that you choose a target folder and the files are saved using their original filename.

Alternative 2

One or more packages are selected in the package list and you choose `Export package(s)`. After that you choose a target folder and the files of all selected packages are saved using their original filename.

Alternative 3

By right clicking you select a category from the tree view and choose the menu item: `Export all packages`. After that you choose a target folder and the files of all packages are saved using their original filename. A package is created as folder in Windows, where the package's files are saved.

3.2.11 Change the original filename

By right clicking a file in the file list you choose `Rename file`. This has a direct effect on the search function and the filename in Windows, when exporting the file.


3.2.12 Export file information as CSV

To get a list of all files within a category, you can save this information in a CSV file. To do that you choose `Export file information to CSV` by right clicking a category in the tree view. This creates a textfile with the columns / information:

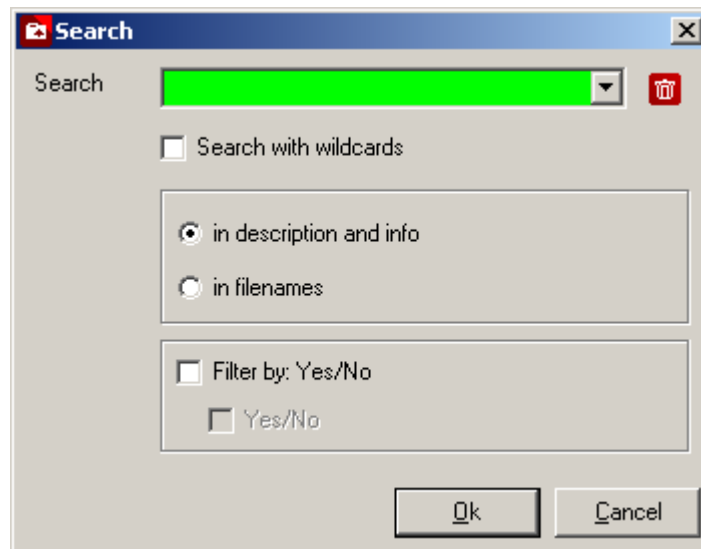
- File name in FilesDB
- Original filename (if it hasn't been renamed in FilesDB)
- Date of last change
- Size in bytes
- Package
- Category

4 Search

4.1 General search

The general search for packages and files is started by the icon bar symbol  or the keyboard shortcut `F3`. It searches in all files and packages where the actual user has at least read permissions. If you are logged on as administrator in FilesDB, then all files and packages are browsed.

This window appears:




In the green marked field you enter a search term and confirm with the `Return` key of the keyboard or by the `Ok` button. The given text can be a part or the whole term to the desired file or package. Upper and lower case is disregarded.

The search for „abc“ will find for example:

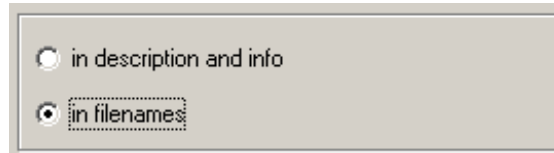
- **abc**def
- Info to Mr. **abc**
- 123**abc**456

You can enter multiple terms separated by spaces to refine the search. In the example the search for “abc Mr.” would show the second result only. (The search term’s order is irrelevant.)

The search terms you enter are saved and can be accessed by a drop down list. By using the button  you can clear this list.

4.1.1 Searching for filenames

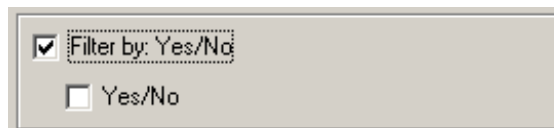
By default the search function searches in the package info, optionally you can search in the filenames. For that, you have to set the option:



A dialog box with two radio button options. The first option is "in description and info" with an unselected radio button. The second option is "in filenames" with a selected radio button.

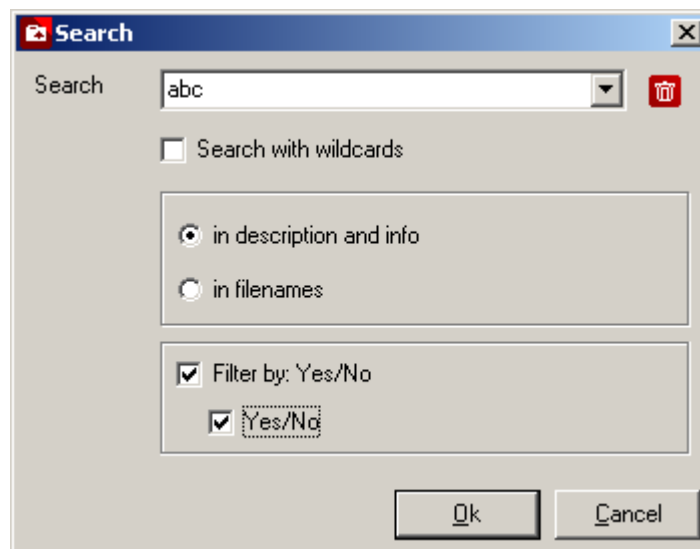
4.1.1.1 Searching for the package's Yes/No information

Furthermore you can search for the Yes/No information. This is an additional filter for the search.



A dialog box with two checkboxes. The first checkbox is "Filter by: Yes/No" and is checked. The second checkbox is "Yes/No" and is unchecked.

If you wish to find all packages that contain „abc“ and additionally have set the Yes/No checkbox, then you set:



A "Search" dialog box with a search bar containing "abc". Below the search bar is a checkbox for "Search with wildcards" which is unchecked. Below that are two radio button options: "in description and info" (selected) and "in filenames" (unselected). Below those are two checkboxes: "Filter by: Yes/No" (checked) and "Yes/No" (checked). At the bottom are "Ok" and "Cancel" buttons.

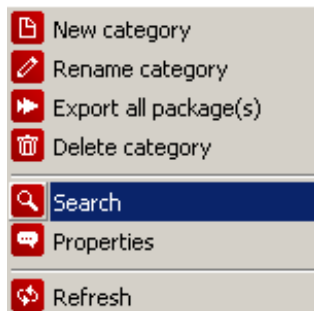
In this example the filter is activated first (first mark) and then it is determined, that only packages with Yes/No shall be searched (second mark).

4.1.1.2 Wildcardsearch, searching with *

To refine the results even further, you can set a wildcard (*) for any character in the search term. If you search for “abc” or “a*c” will deliver the same results at first glance, but searching for “a*c” would find a package with the information “azc” too.

4.1.2 Searching in a specific category

If you don't want to search all categories, but only in one specific category with its sub categories, then you do that with a right click on the desired category. Choose the menu item `Search`:



4.1.3 Search for packages without files

To find packages without files, choose the menu `Administrator / Find empty packages`.

A list of packages without files appears. By using the `Del` key of the keyboard the selected packages can be deleted.

This function helps, when you have made a duplicate search and have deleted duplicate files. Now you can remove the superfluous packages. But you have to watch out, because the packages may contain important textual information.

4.2 Search for duplicate files

This function can be found in the menu `Administrator / Find duplicate files`.

By using the duplicate search FilesDB searches the whole archive for duplicate files. It does not matter if the files are in different packages or categories. The file comparison is made based on the files' contents, that means independent of the filename and change date.

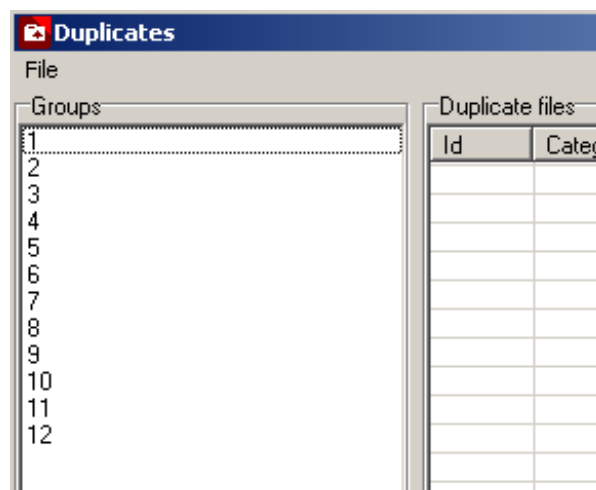
Depending on the archive's size, the amount and size of the files and the computer speed this search can take a long time. Because of this, the duplicate search can be cancelled and the intermediate result can be saved/loaded.

4.2.1 Start the search

To start the duplicate search, choose the menu `File / Start duplicate search`. If you made a search earlier the question appears, if you want to delete the existing search result.

If you have cancelled a search earlier you should not delete the results.

As search result you will either receive the message that no duplicates were found, or the duplicate groups will be listed as numbers in the list on the left side.



A duplicate group (here: 1 to 12) consists of at least 2 files, that are identical in content. If 6 groups of duplicates were found, then the numbers from 1 to 6 will appear in the list.

If you click one of the groups, then you will see the identical files in the table to the right, each file with the information about its category and package. By selecting one of the duplicate files and then pressing the `Del` key of the keyboard, the file will be deleted. (see also **Fehler! Verweisquelle konnte nicht gefunden werden.**)

4.2.2 Save / load the results

The result of a duplicate search can be saved and loaded later. To save, choose the menu `File / Save`.

The saved file can be loaded later with `File / Load` and you can continue with the duplicate resolving.

4.2.3 Deleting duplicates

First you have to select the file, that shall be deleted, then press the `Del` key of the keyboard.

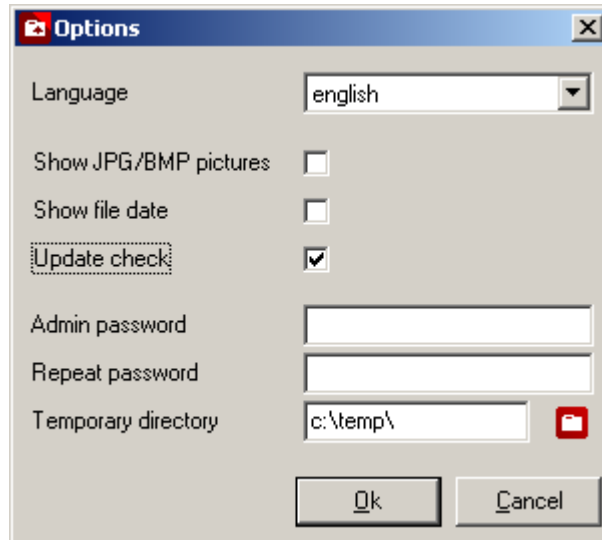
Information

If there were only 2 duplicate files in the duplicate group and you have just deleted one of these files, consequently there are no more duplicates and the group itself is automatically removed from the list.

After clearing a duplicate group, the next group and its first file are automatically selected.

5 Program options

You reach the program's options by the menu `Edit / Options`.



The the program's options each user can adjust FilesDB to his needs. For another PC these settings are automatically loaded when using the same (Windows) username. After pressing the `Ok` button the changes are saved and applied.

Language

Here you can change the program's language. This setting will be active directly after confirming with `Ok`. This setting applies to the texts of the FilesDB program itself, not the captions and texts of categories and files.

Show JPG/BMP pictures

When there are JPG or Bitmap pictures in a package, then with this option active a small version of the picture is shown next to the file listing.

Show filedate

With this function active, next to each file in the file listing the creation and change date are shown. With many files in a package the display speed is slowed down.

Update check

This function can be enabled or disabled by the administrator. If enabled, then an update search is initiated automatically upon programstart every 2 weeks.

Change admin pass

This function is only accessible, if you have logged in as administrator in FilesDB before. You choose a new password, repeat it and confirm by clicking the `Ok` button.

Temporary directory

Here you can set another directory than the Windows default directory for temporary files. This directory is very important, because files, that are opened from FilesDB are exported to the temporary directory.

6 User management

The user management can be reached by the menu `Administrator / Users`. The administrator password is required.

6.1 *Create user*

To create a new user in FilesDB, that user only has to start the program once. He will be automatically created by the program, but has no permissions initially.

6.2 *Rename user*

To rename a user, right click him and choose the option `Rename`.

This helps, if the Windows username of a user has changed, and the specific settings shall be applied to the new user.

6.3 *Delete user*

To delete a user, right click him and call the according function: `Delete`.

This deletes all user specific settings and his category permissions. Packages and files created by that user are preserved.

6.4 *Lock user*

A user can be locked out by the administrator, that means, that he cannot use the program in the future. To perform this, right click the user and click the menu item `Access to FilesDB`.

If the item is checked, then the user has access to the program.

7 Maintenance

The internal maintenance function is called by using the menu `Administrator / Maintenance`. It checks if there are discrepancies between packages and files. If there are any orphaned packages or files, the program offers to delete them.