



SmartRoom™

Powered by **bmcgroup**

File Manager

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1.0 About File Manager

The File Manager is stand-alone software that directly integrates the SmartRoom Manager to the SmartRoom without having to use an internet browser.

Created specifically for the SmartRoom Manager, this tool allows for efficient, intuitive, and effective file and folder management without the need for multiple clicks or laborious software loading.

2.0 Requirements, Installation, and Login

The File Manager works exclusively with Microsoft operating systems as outlined below. It will not work with Macs as it uses Microsoft's secure, proprietary Active X controls in order to access and communicate with the SmartRoom.

Below are the minimum requirements necessary to use the File Manager:

- Windows XP SP3 or newer.
- .NET Framework 2.0 or higher.
 - o This comes standard on all Microsoft operating systems that are Windows Vista XP SP3 or newer.

To install the File Manager simply save the file to your desktop, remove the .safe extension on the end of the file name so that it becomes an .msi file and looks like this:

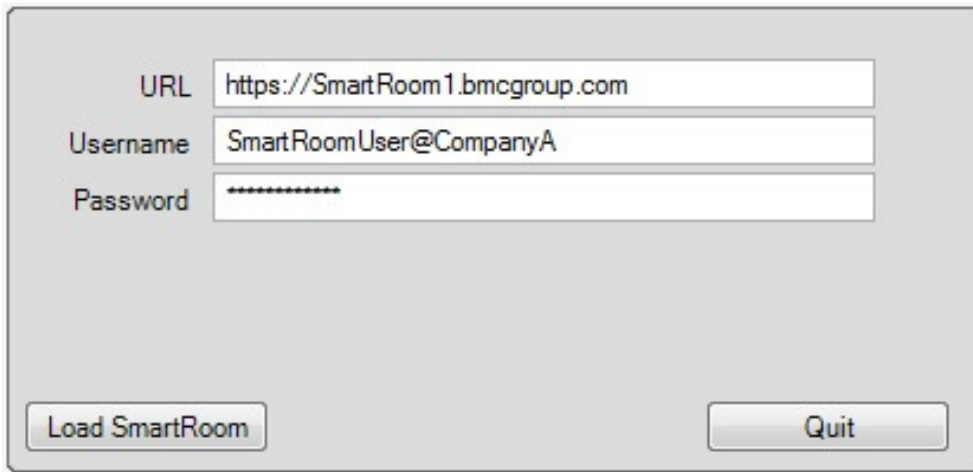


Click the icon to begin the installation, following the prompts as necessary.

Once you have completed the installation you will see the below icon on your desktop. Click it to run the File Manager.



Once the File Manager is running you will be prompted to login to it using private credentials as displayed below.



The image shows a login dialog box with a light gray background. It contains three input fields stacked vertically. The first field is labeled 'URL' and contains the text 'https://SmartRoom1.bmcgroup.com'. The second field is labeled 'Username' and contains the text 'SmartRoomUser@CompanyA'. The third field is labeled 'Password' and contains a series of ten asterisks. Below the input fields, there are two buttons: 'Load SmartRoom' on the left and 'Quit' on the right.

Please enter your information accordingly, select “Load SmartRoom”, and you will be granted access to the SmartRoom index.

3.0 General Usage

The following section provides general information on how to use the File Manager.

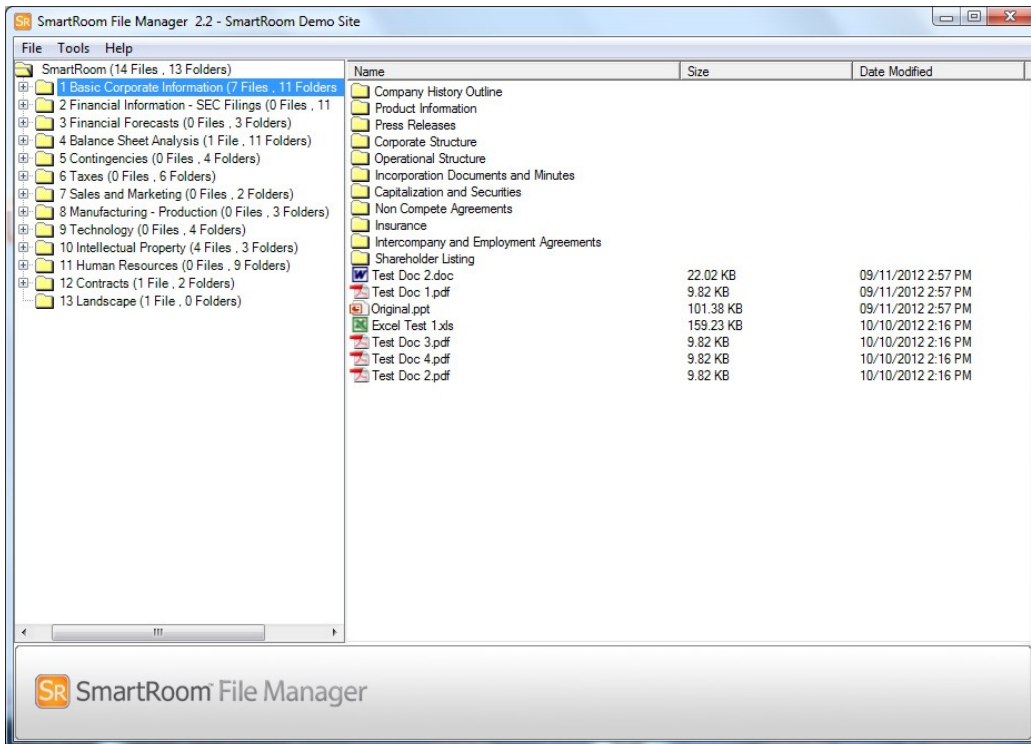
This section also contains information about shortcut keys and the varied functions that they perform.

3.1 Navigation

The File Manager uses two window panes in order to display and navigate the SmartRoom index in an effective manner.

The index view pane found on the left hand side of the File Manager will display folders only. This section is used for the locating the specific folder/files that need to be adjusted.

Once the appropriate folder has been located, clicking on it will populate its contents on the right hand side or file view pane.



3.2 Document Management

Document Management is easily performed using the File Manager through two main methods.

The first is by using the mouse to drag and drop information. This consists of dragging files and/or folders from your desktop and uploading them into the SmartRoom or arranging information as needed directly within the SmartRoom by using the mouse to drag and drop information where necessary.

The second method uses right click functionality. Right clicking on a file or folder will display menus in which the items can be renamed, deleted, created, and exported.

These two methods create an easy to use and flexible tool that allows for effective and efficient document management without the need for extensive clicking or loading times.

3.3 Shortcut Keys

In addition to the above methods for document management the File Manager has an extensive list of shortcut keys that can be used to provide faster and more complex actions for use when managing files and/or folders.

Below is a list of the shortcut keys and the corresponding actions that they perform. Please note that some shortcut keys apply only to the file view or index view pane.

Alt+M	Opens the right click menu
Alt+Shift+A	Opens the About menu
Alt+Shift+P	Opens the proxy / config menu
Alt+Shift+L	Logs out of the File Manager
Alt+Shift+R	This key refreshes the index
Alt+Shift+E	This key restarts the File Manager

Ctrl+A	Select All
Ctrl+C	Copies highlighted folder(s)/file(s)
Ctrl+S	Saves or Exports highlighted folder(s)/file(s)
Ctrl+V	Pastes highlighted folder(s)/file(s)
Ctrl+W	Closes the File Manager completely.
Ctrl+X	Cuts highlighted folder(s)/file(s)
Ctrl+Shift+S	Saves the current proxy settings
Ctrl+Shift+C	Cancel the current proxy settings
Up/Down Arrows	Navigate up or down through folders/files
Right Arrow	Expands the highlighted folder
Ctrl+N	Adds a new folder
F1	Opens the shortcut key legend
F2	Rename highlighted file(s)/folder(s)
Shift+Arrow keys	Selects a range of file(s)/folder(s)
Enter (on folder)	Opens the highlighted folder
Enter (on file)	Opens the right click menu
Home (file pane)	Move to top of list
Home (index pane)	Move to top folder of current level
End (file pane)	Move to bottom of list
End (index pane)	Move to bottom folder of current level
Ctrl+Tab	Switch between Index Pane and File pane
Delete	Deletes highlighted folder / file (with prompt)

These shortcuts are standard across many file/folder structure programs thereby providing a familiar yet easy to use program that provides yet another option for users that prefer the keyboard over the mouse.

4.0 Support

As always our support team is available 24 hours a day, 7 days a week, 365 days a year in the event that assistance is needed with the File Manager or any other SmartRoom technology.

Please reach out to us using the below contact information as necessary.

Email: SmartRoomSupport@bmcgroup.com

Phone:

North America: 1.877.332.5739

Asia: 852.800.930.643

Brazil: 0.800.722.0545

Europe: 00.800.3325.7666

Japan: 0120.974.858