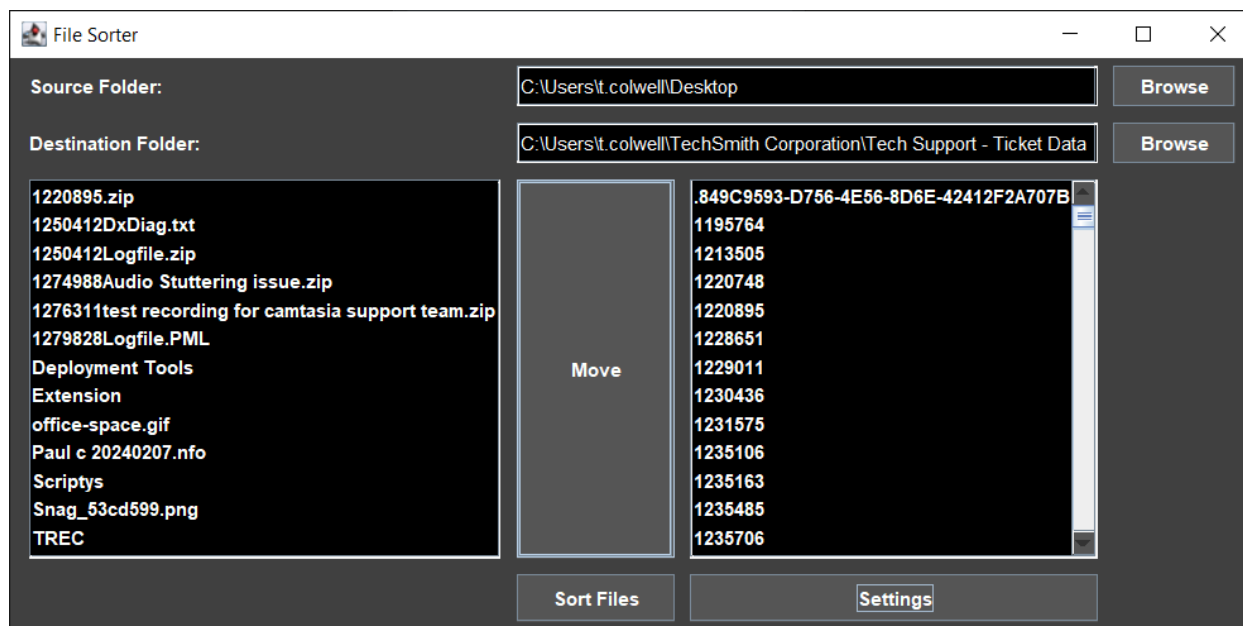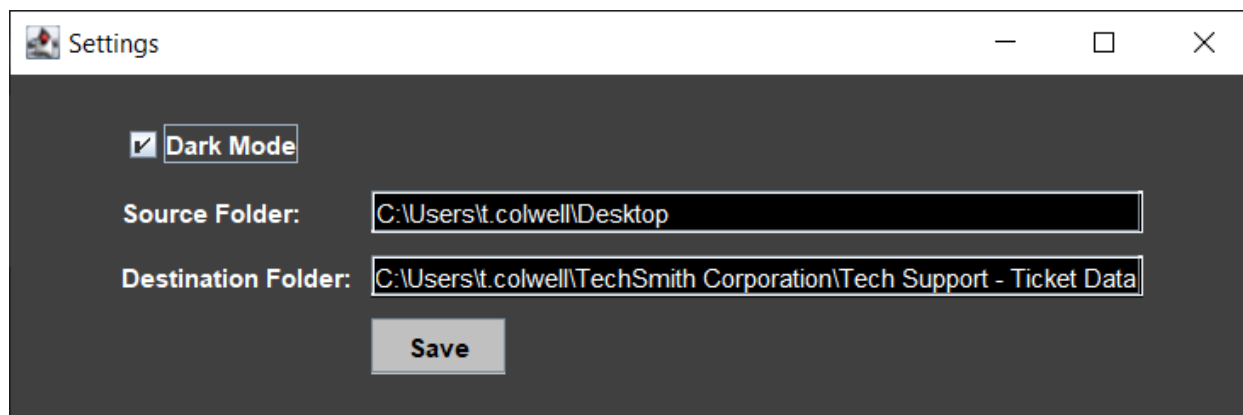# System Maintenance Manual

File Sorter

Tyler Colwell

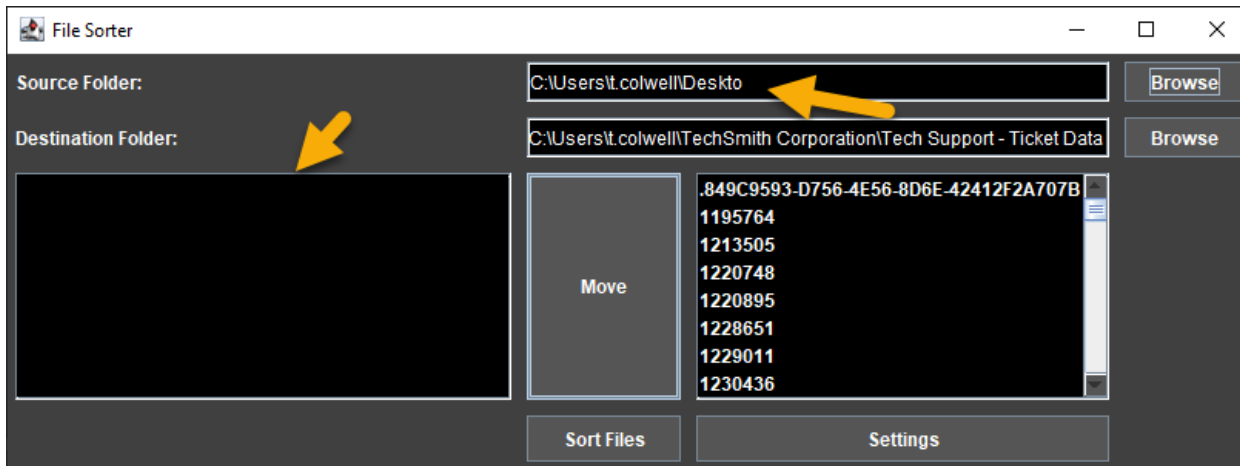Once the program is installed, users will be presented with the screen below.

The most important thing for users to do first is to set their preferred defaults for Source and Destination

folder. This will ensure that the data they're presented with on the application's first launch will be the data
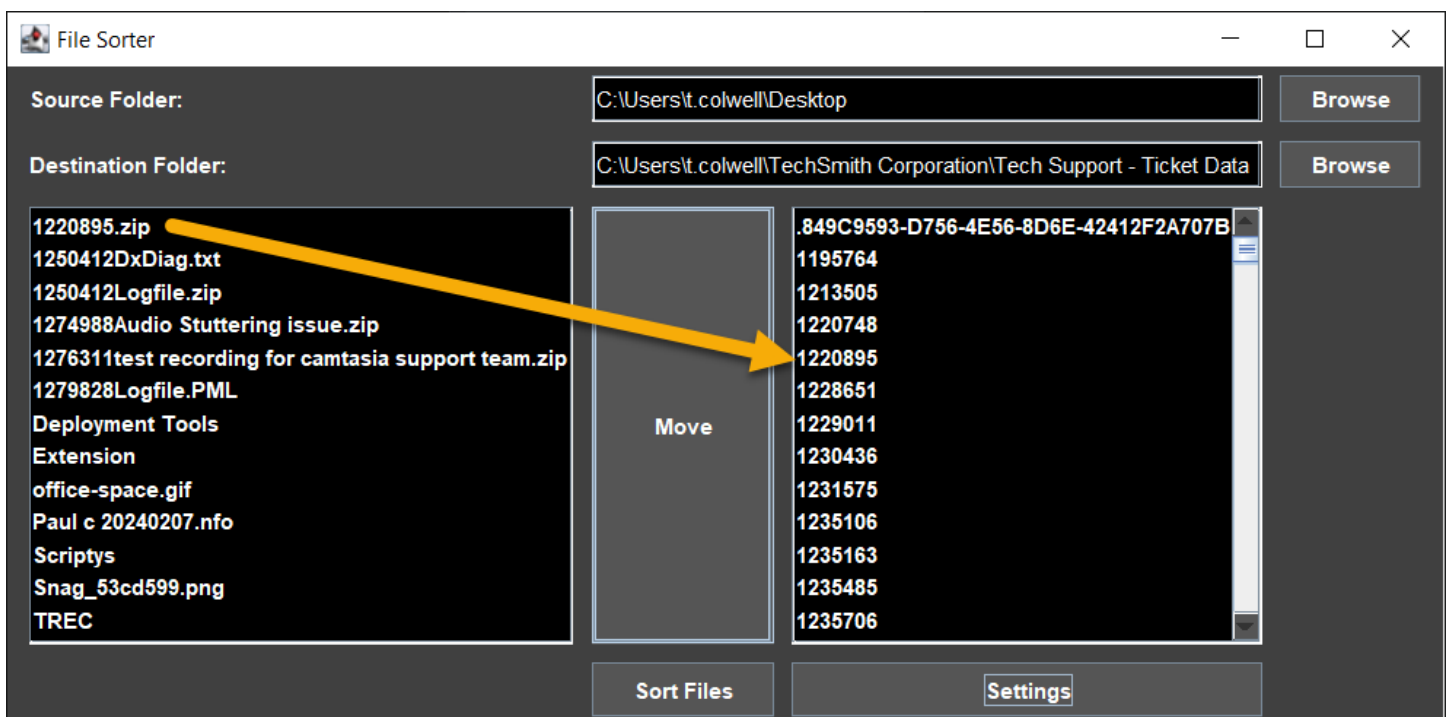
they are most likely looking to sort

The settings

menu above allows users to set these locations. A quick way to check that these locations are being pasted

correctly is to click save and check the application window to see if the corresponding file view is populated. If

an incorrect path is used, these windows will be blank, like below:

The path for Source folder is C:\Users\t.colwell\Deskto (missing p in Desktop) so the corresponding file viewer is blank.

Once these locations are set correctly, users can use the Sort Files button to automatically sort ticket files in the Source Folder into their corresponding folders in the Destination Folder. This process looks for a string of at least 6 integer values in a row to determine that the file belongs to a ticket and parses the Destination folder for a folder with a matching string of integer values to place the files.

In the example below, if the user clicked Sort Files, one of the files that would be moved would be the 1220895.zip, which would move to the corresponding 1220895 folder in our destination.

If a match is not found for a particular item in the Source folder, then it's skipped, and no action is taken. The move button can be used to move files individually, or collectively, and will ask users to confirm the number of items they wish to move before the move takes place.