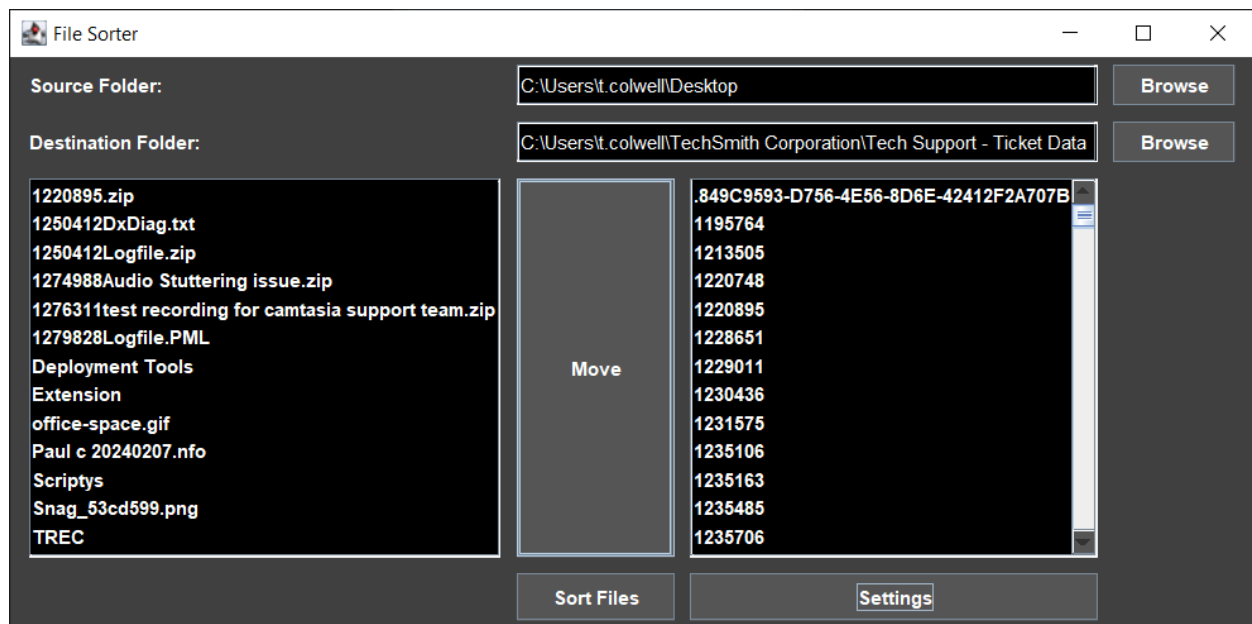


# User Training Manual

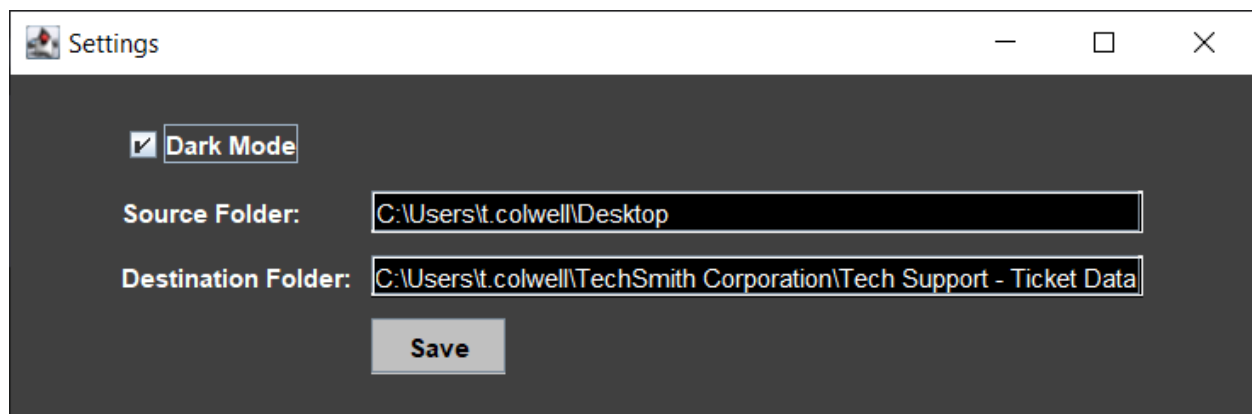
## File Sorter

Tyler Colwell

Upon opening the application, you'll be presented with the screen below.



You will likely need to change your Source and Destination folder locations. These are remembered across sessions, so this will only need to be done once. To get started, we'll click Settings, and be taken to the screen below:



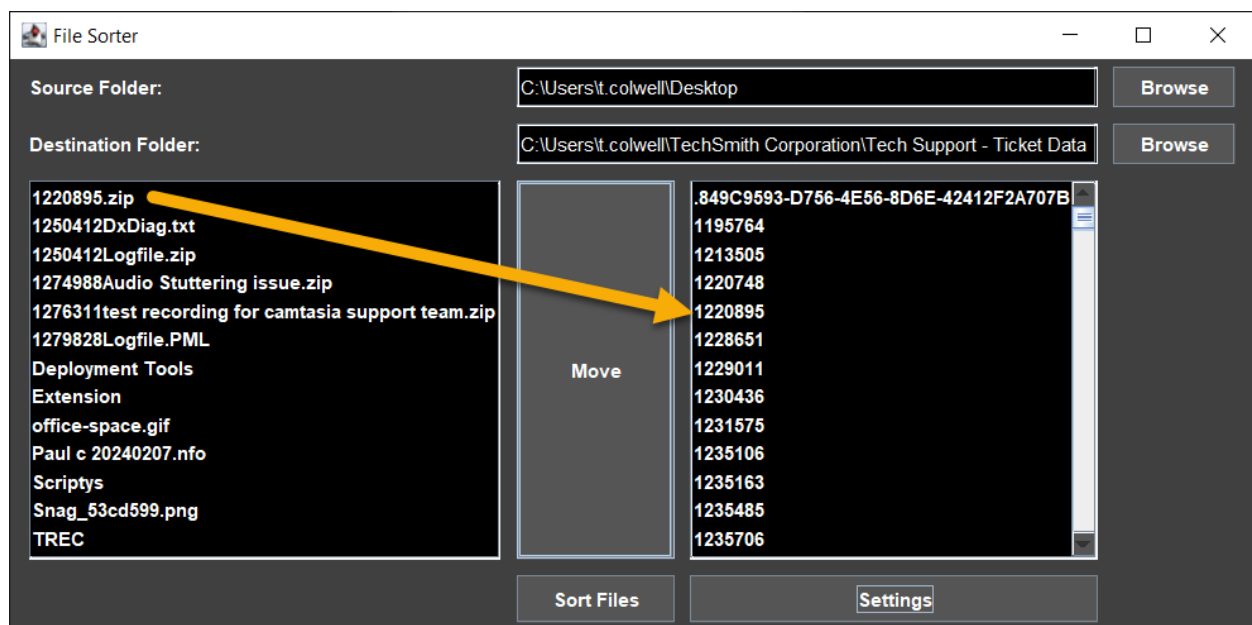
Here, you'll be able to paste in the locations you'd like to be remembered for defaults as both the Source, and Destination folders. You can also toggle the UI between light and dark mode.

Once you click Save, your changes take effect.

Once you have your color scheme set, and your Source and Destination folders chosen we can get started on using the File Sorter.

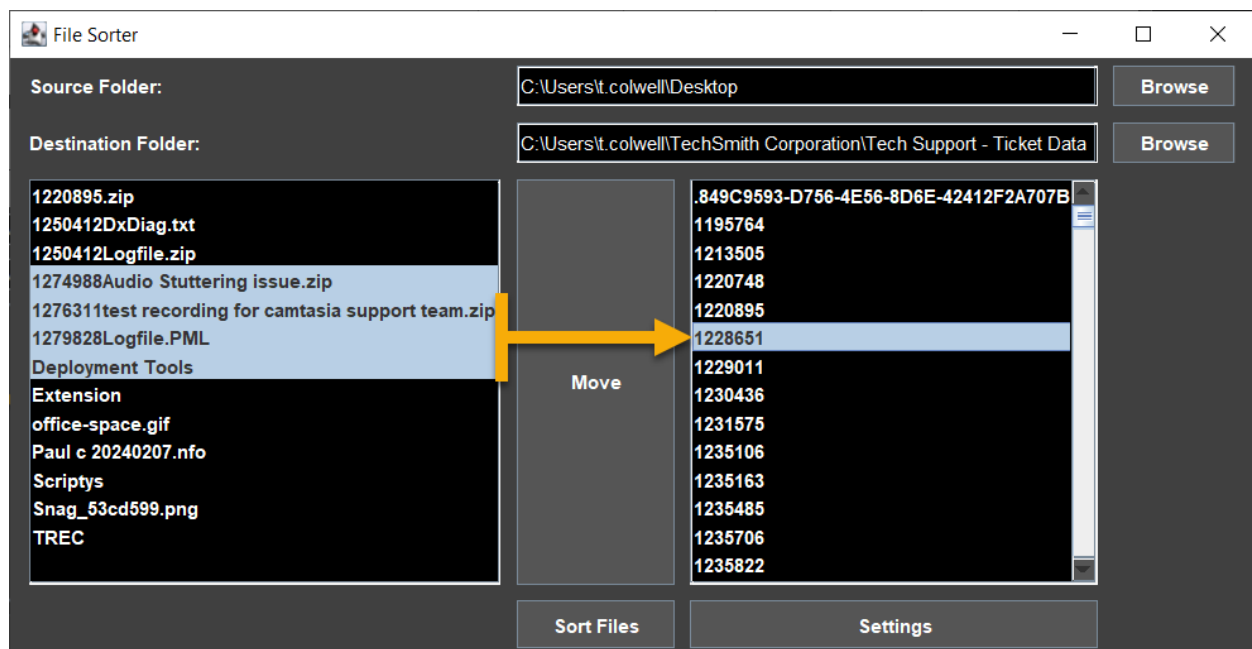
The File Sorter has one main purpose, which is to automate the process of sorting user documents in your Source folder, into existing folders in your Destination folder. This is initiated by simply having the locations you'd like and clicking Sort. Once you click Sort, the program checks for ticket IDs in the title of the files in Source, and then searches for matches to those tickets in the Destination. If matches are found, the files are automatically moved into a folder with that ticket number as its title.

For example, in the screenshot below, if we clicked Sort, of the files moved, one of them would be the '1220895.zip' and this would be moved into the 1220895- folder shown on the right side (Destination).



You can also move files individually or in groups manually, by highlighting them on the left, and either clicking move, or by selecting multiple files from the Source location, and highlighting a specific folder in the Destination window.

For example, in the screenshot below, if we clicked Move, all 4 highlighted files on the left would be moved into the 1228651 folder shown on the right side (Destination).



One final function worth mentioning is that you can change your Source and Destination folders on a per session basis by either pasting a path into the main window, or using their respective Browse buttons to open a File Explorer, where you can navigate to specific locations, and click Open to choose them as the active Source or Destination folder.

These will be reset to the defaults chosen in Settings once the application closes.

