# Requirement

## General

* Like to manage files, folders with Descriptions in excel. Populating the file, folder, subfolder, extension, size, in excel will have leverage of excel like sort on any field etc.
* After Size column, we can add n number of columns like “Description” is good idea to document about the file or folder.
* If we list the same folder, the Old sheet will be named as “folder\_OLD” this is good for further reference if we delete any folder or etc

# User Manual

## List out Folders and subfolders of a folder

* RtClick >> In Context Menu, Choose List > Folders
* Provide the entire Path of the folder
* It will list out in a sheet <Folder-02> - 02 means - Folder. 01 Means - Files

## File List out files and folder, subfolder from a folder

* RtClick >> In Context Menu, Choose List > Files
* Provide the entire Path of the folder
* It will list out in a sheet <Folder-01> - 02 means - Folder. 01 Means - Files

## Open a file or folder

* By Menu
  + Click >> In Context Menu, Choose Open
  + It open the folder or file.
* By DoubleClick the file or folder

## Delete a file

* Click >> In Context Menu, Choose Delete
* It will create a “Delete” sub folder where the file exists and move the file to the Deleted folder
* When it is confirmed we can delete the “Deleted” folder itself.