

WebDAV Overview



WebDAV is a licensed module and is primarily used in conjunction with the [Contensis Desktop Tool](http://support.contensis.co.uk/SystemManual/Part7-AdditionalTools/Desktop-Tool/Desktop-Tool-Overview.aspx) (<http://support.contensis.co.uk/SystemManual/Part7-AdditionalTools/Desktop-Tool/Desktop-Tool-Overview.aspx>).

When you connect to the Desktop Tool a local drive will be created automatically on start-up, this will allow you to navigate the Contensis file system as though it were a local drive. You can open documents from the drive and save them back. Each of the files listed will have different icon overlays based upon their current status, the following statuses will be represented:



File Open - This item is currently opened and being edited by the active user.



Pending Approval - This item has been submitted for approval.

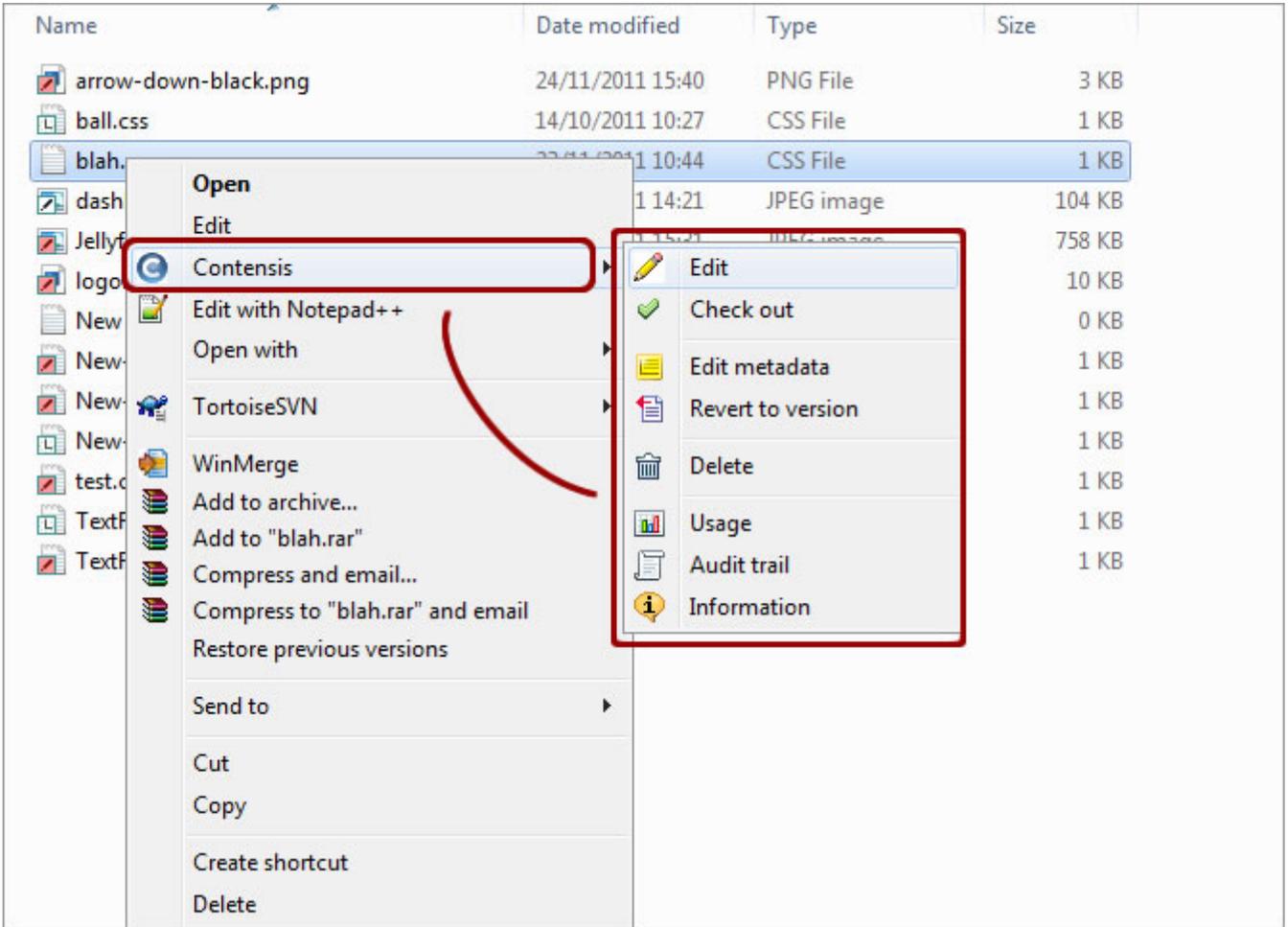


Read Only - The active user account only has permissions to view this file.



File Locked - This item is currently opened by another user and cannot be edited.

Windows Explorer Integration



When you right mouse click on a file in the Contensis drive there are a number of options available in the Contensis context menu which are also based on file state, they are:

- Edit - Opens and checks out the document
- Check out
- Check in
- Edit Metadata
- Submit for approval
- Approve/Decline
- Revert to a previous version
- Audit trail
- Usage statistics
- Information

Notifications

The Desktop Tool in the system tray will act as the main notifications hub, when you save a document to the system via the WebDAV, a message will pop-up and allow you to add meta-data and submit the document for approval.

Any content that is submitted for your approval will also cause a pop-up to show to notify you that there is content awaiting your approval. The icon will change in the system tray based on the various states:

Red Status Indicator - System error has occurred

- Publishing server needs upgrading
- Publishing server has failed to upgrade
- Services have failed to check-in
- System can't be accessed on port 80

Amber Status Indicator - Content is awaiting your approval

- Comments that require your approval
- Content that requires your approval

Green Status Indicator - You have content checked out

- No Status Indicator - None of the above apply