WebDAV Overview

) footer	🔂 con Edit		-ticket.jpg		
or	home	💼 con Print	Print Contensis	, /	🥖 Edit	
	icons	Conter			Check out	
	illustrations	Con Preview	W		Edit metadata	

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

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

Name		Date modified	І Туре	Size
🗾 arrow-dov	wn-black.png	24/11/2011 15	:40 PNG File	3 KB
ball.css		14/10/2011 10	:27 CSS File	1 KB
📋 blah.	0	22.03.0201110	:44 CSS File	1 KB
🔁 dash	Open Cala	114	:21 JPEG ima	ge 104 KB
🔁 Jellyf	Edit		.21 IDEG. 1055	758 KB
🗾 logo	Contensis	! <i><</i>	Edit	10 KB
🗋 New 🗹	Edit with Notepad++	V	Check out	0 KB
New-	Open with		Edit metadata	1 KB
🔊 New 😭	TortoiseSVN	۲	Revert to version	1 KB
🖸 New 👝	Wertheres			1 KB
🔊 test.c 🎽	Add to archive		Delete	1 KB
Textf	Add to "blab rar"	0.0	Usage	1 KB
🖉 Textf 🦉	Compress and email	E.	Audit trail	1 KB
	Compress to "blah.rar" and ema	ail 🚺 🚺	Information	
	Restore previous versions			
	Send to	٠		
	Cut			
	Сору			
	Create shortcut			
	Delete			

Contensis Support Site - WebDAV Overview

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

© Contensis 2013