

## KB4001: How to Use the Real-time File & Directory Monitor

*This document outlines the functionality of the File & Directory Monitor (called Monitor Files) and how to use it within the MAAD2GO application.*

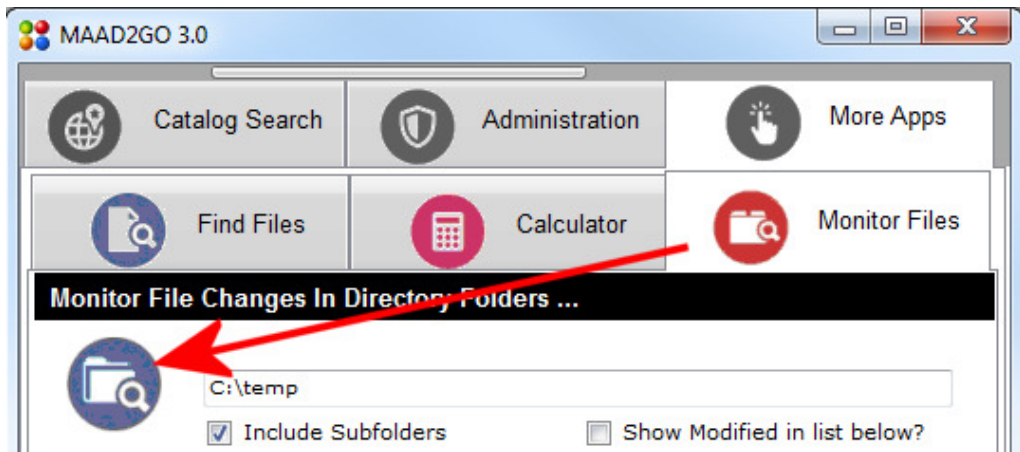
*The Monitor Files application included in MAAD2GO monitors (in real time) the changes of all files and directories beneath a nominated directory tree structure. The following events can be tracked that are within the directory that the application is monitoring:*

- *Created – A file or directory is created.*
- *Deleted – A file or directory is deleted.*
- *Renamed – A file or directory is renamed.*
- *Changed – One or more of the attributes (size, system attributes, last write time, last access time, or security attributes) is changed on a file or directory.*

*Additionally, files that have been added to MAAD2GO Library Catalogs can have these changes reflected automatically if selected, which then provides the ability to maintain a complete listing of accessible files with no broken links.*

To use the File Monitor, the following steps are required;

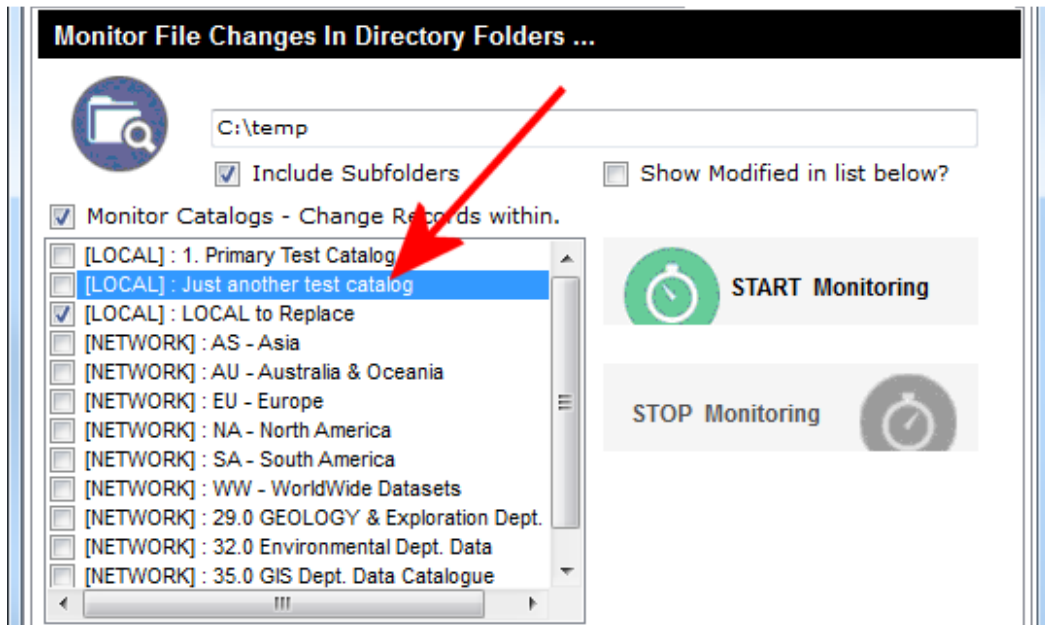
1. To start, navigate using the tab buttons to **More Apps >> Monitor Files**.
2. Browse to and select the directory to monitor changes.



3. To monitor all files and directories beneath the selected directory to monitor, ensure the **Include Subfolders** checkbox is selected (this option is selected by default).

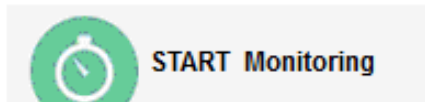
An additional option is available to show when a file is modified (i.e. on Save), however when multiple changes to files and directories are undertaken (such as renaming, deletion or moving) it is recommended to disable this function.

4. If you wish to have changes to files and directories reflected automatically in any MAAD2GO Catalog Libraries (as they occur) where the file may be referenced, select the catalog(s) to monitor.



Shared network catalogs ( [NETWORK] ), can only be monitored by an overall MAAD2GO Administrator, designed to reduce or minimize conflicts if same catalogs are monitored by different MAAD2GO sessions within the same instance. *This functionality is to be enhanced in future versions, but care should be taken when monitoring multiple Network Catalogs by multiple MAAD2GO Administrators.*

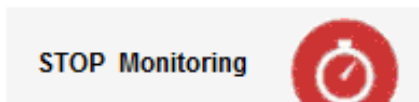
5. Select the button to **START Monitoring** to enable this functionality. The time and date that the application starts is displayed.




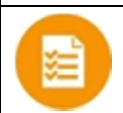
6. Any changes to files within the selected directory selected, or within the sub-directories (if option is selected), will be highlighted in the listing box. These can be exported as required (see explanation on additional buttons – option 8 in this document).

Action	Date Time	Item ID	Item Actioned	Actioned To	File Owner
REMOVED	30/09/201...	New1.d...	C:\temp\To...	NULL	Error
DIR_DELETED	30/09/201...	PanoTo...	C:\temp\To...	===	Error
REMOVED	30/09/201...	New Mic...	C:\temp\To...	NULL	Error
DELETED	30/09/201...	New Mic...	C:\temp\To...	- -	MOLYMINE...
REMOVED	30/09/201...	New.docx	C:\temp\To...	NULL	Error
DELETED	30/09/201...	New.docx	C:\temp\To...	- -	MOLYMINE...
DIR_DELETED	30/09/201...	To Send	C:\temp\To...	===	Error
MODIFIED	30/09/201...	2500_G...	C:\temp\25...	NULL	MOLYMINE...
REMOVED	30/09/201...	ARC_Te...	C:\temp\AR...	NULL	Error
REMOVED	30/09/201...	ARC_Te...	C:\temp\AR...	NULL	Error
REMOVED	30/09/201...	ARC_Te...	C:\temp\AR...	NULL	Error
REMOVED	30/09/201...	ARC_Te...	C:\temp\AR...	NULL	Error
CREATED	30/09/201...	Eastern...	C:\temp\Ge...	NULL	Error
CHANGED	30/09/201...	ARC_Te...	C:\temp\AR...	C:\temp\G...	Error
REMOVED	30/09/201...	Eastern...	C:\temp\Ge...	NULL	MOLYMINE...
REMOVED	30/09/201...	Eastern...	C:\temp\Ea...	NULL	Error
CREATED	30/09/201...	Eastern...	C:\temp\Ge...	NULL	Error
CHANGED	30/09/201...	Eastern...	C:\temp\Ea...	C:\temp\G...	Error

7. To stop the application, select the **STOP Monitoring** button. To restart the application, simply select the START Monitoring button again.



8. When the application has started, **2** additional buttons are displayed.

	Clear the listing completely.
	Save the listing as a comma delimited file (.csv) which is written to the MAAD directory within the current My Documents profile and an option is presented to clear the listing.

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