

Tutorial #3

**Sending**  
**folders and files**  
**from**  
**a mobile device to the**  
**server**  
**with LongReach**

Version 1.0

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# LongReach Tutorial #3

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## HOUSEKEEPING BEFORE STARTING THIS TUTORIAL

If you have already studied Tutorial #1 and followed all its instructions, you will see the following two folders on your LongReach Home screen.



If you have NOT studied Tutorial #1 by following its instructions or you do NOT see the screen as indicated above, place a bookmark here in Tutorial #3 and go and study Tutorial #1 and follow the instructions until you do see the screen as indicated above (by using the REFRESH command). Then return here to Tutorial #3.

## SENDING FOLDERS AND FILES BETWEEN THE SERVER AND THE MOBILE DEVICE

To start this tutorial, you will need to create the following folder and file structure on the mobile device using LongReach:

```
Tutorial #3 Folder
  File #1.txt
  File #2.txt
  AA Folder
    File #3.txt
    File #4.txt
    BB Folder
      File #5.txt
      File #6.txt
      CC Folder
        File #7.txt
        File #8.txt
```

### Note:

File #1, File #2 and AA-Folder are contained in Tutorial #3 Folder; and File #3, File #4 and BB-Folder are contained in AA-Folder (that is contained in Tutorial #3 Folder); and so on....

The folders and files are only to exist on the mobile device and not on the server (each folder and file icon will have a red circle attached).

## LongReach Tutorial #3

You might need to refer to the previous Tutorial #2 if you are not sure how to setup these folders and files.

Let's SEND a folder from the mobile device to the server.

The action, "Send Folder", for folder Tutorial #3 Folder, will create a partial directory structure on the server that includes only folder Tutorial #3 Folder (the directory structure on the server will NOT include AA-Folder, BB-Folder or CC-Folder) and NO files within any of the folders will be sent.

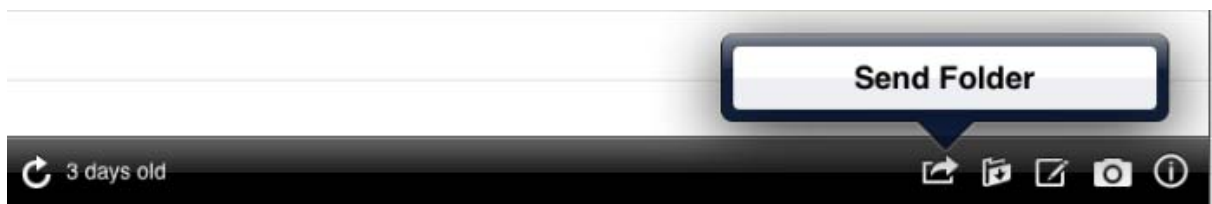
**Highlight** Tutorial #3 Folder item



**Tap** the ACTION Icon at the bottom of the screen



You will be presented with the following option:



**Tap** the SEND FOLDER button

You will be presented with the view of the contents of Tutorial #3 Folder:



Notice that AA-Folder, the folder contained in Tutorial #3 Folder, was not sent to the server, nor were either of the two files (File-1.txt and File-2.txt) sent to the server (they all still have the red circle attached to their icon).

## LongReach Tutorial #3

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In preparation for the next step, go back and DELETE Tutorial #3 Folder from the server by pressing the FILES button at the top left of the screen, then highlighting the Tutorial #3 Folder item on the Home screen, then swiping the Tutorial #3 Folder item from left to right, then tapping the DELETE button and then tapping the REMOTE button when asked to choose what to delete. All folders and files should now ONLY exist on the mobile device.

Now, let's see what happens when we try to SEND the BB-Folder to the server.

Double Tap the Tutorial #3 Folder item to move to the Tutorial #3 Folder screen.

Double Tap the AA-Folder item to move to the BB-Folder screen.

Repeat the SEND process that you have just completed above but this time SEND BB-Folder rather than Tutorial #3 Folder.

The action, "Send Folder", for BB-Folder, created a partial directory structure on the server that includes BB-Folder and its parent folders AA-Folder and Tutorial #3 Folder (the directory structure on the server will NOT include CC-Folder). Again NO files within any of the folders were sent to the server.

**Rule:** The "Send Folder" action will create a directory structure on the server consisting of the sent folder plus all of its parent folders. No files are ever sent by the "Send Folder" action.

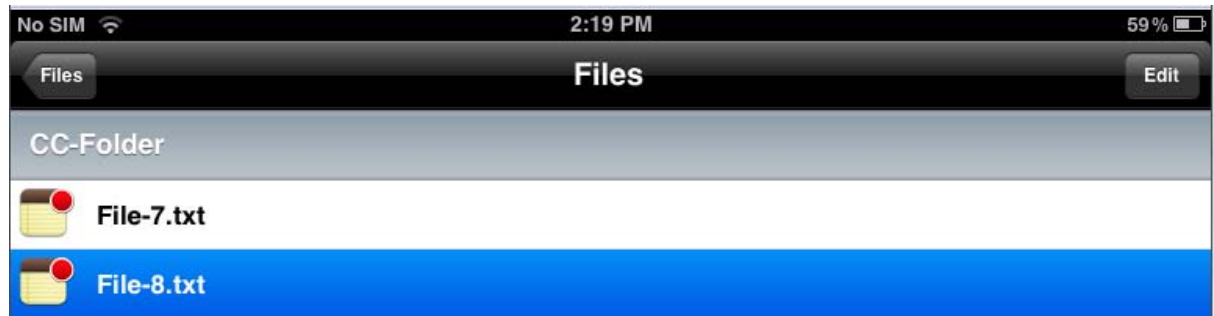
Why are no files sent? Because there might be 1,000 files and sending them all as the default action might consume an exorbitant amount of time and bandwidth. Use the "Select All" icon to send multiple files.

In preparation for the next step, go back and DELETE Tutorial #3 Folder, AA-Folder and BB-Folder from the server the same way that you did to delete Tutorial #3 Folder from the server in the previous step. All folders and files should now ONLY exist on the mobile device.

Let's SEND a file from the mobile device to the server.

To SEND File-8.txt to the server, we need to move to the CC-Folder screen in the normal way by double tapping the folder items of the parent folders of CC-Folder.

## LongReach Tutorial #3



**Tap** the ACTION Icon at the bottom of the screen



You will be presented with the following choices:



**Tap** the SEND FILE button.

The SEND operation will occur immediately and you will be re-presented with the same screen.



## LongReach Tutorial #3

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Notice that File-8.txt has been sent to the server but the file File-7.txt has not been sent.

Now, by tapping the FILES button at the top left of the screen, retrace your steps from CC-Folder screen right back to Tutorial #3 Folder screen.

Note that each of the folders has been sent to the server.



Each of the folder icons has a red and blue circle attached.

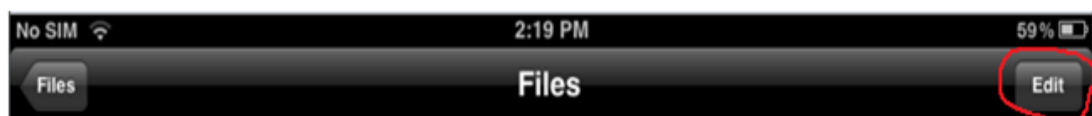
The action "Send File" for File #8.txt created a directory structure on the server for CC-Folder (plus all of its parent folders: BB-Folder, AA-Folder and Tutorial #3 Folder) and it also created File #8.txt in CC Folder. No other files were sent to the server.

**Rule:** The "Send File" action will create a directory structure on the server consisting of the folder that contains the file that was sent to the server and all of that folder's parent folders, plus the file that was sent to the server. No other files will be sent.

In preparation for the next step, go back and DELETE CC-Folder, BB-Folder, AA-Folder and Tutorial #3 Folder from the server the same way that you did the deletions from the server in the previous step. All folders and files should now ONLY exist on the mobile device.

### USING THE SEND WITH NOTIFY OPTION

If you want to NOTIFY the server that one or more files have been successfully sent from the mobile device to the server in response to a SEND operation, you must perform the SEND operation in EDIT mode. You enter EDIT mode by tapping the EDIT button at the top right of the screen.

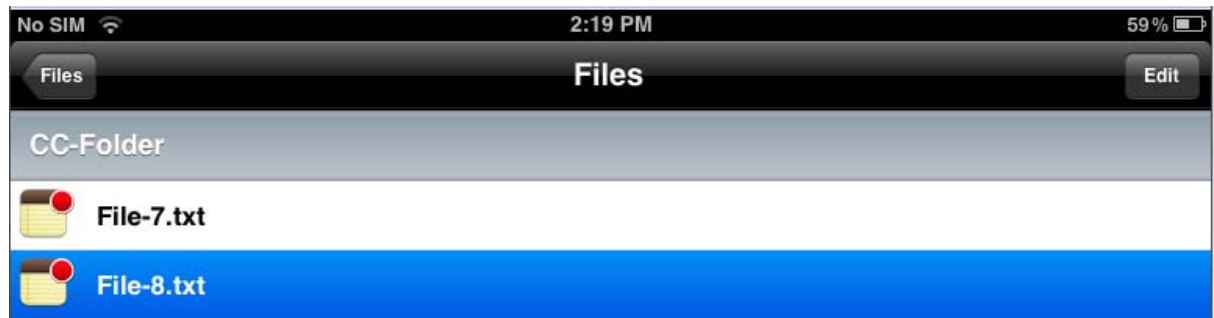


Let's SEND File-8.txt again, but this time with NOTIFY.

## LongReach Tutorial #3

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To SEND File-8.txt to the server, we need to move to the CC-Folder screen in the normal way by double tapping the folder items of the parent folders of CC-Folder.

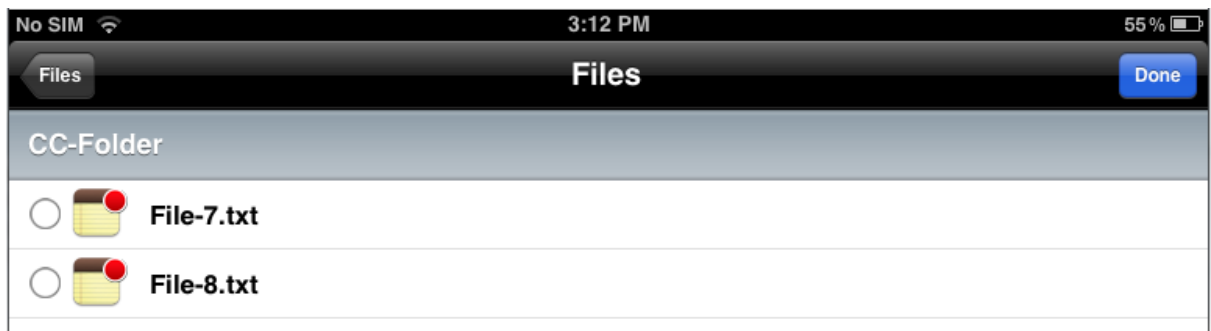


We need to enter EDIT mode so that we can begin the SEND with NOTIFY process.

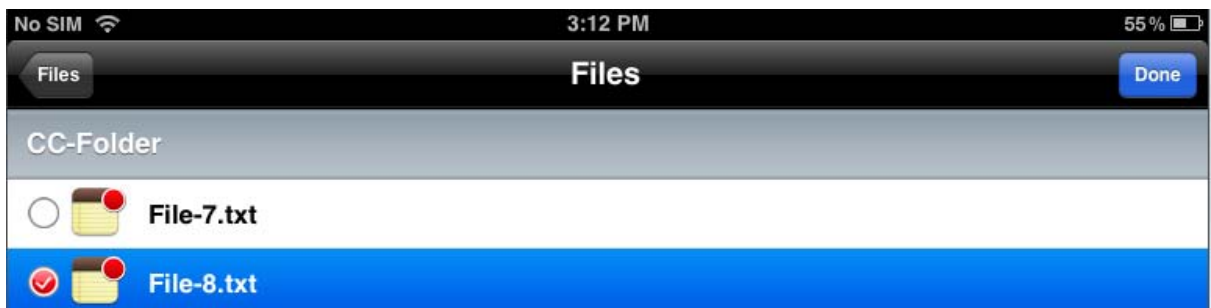
**Tap** the EDIT button on the top right of the screen.



You will be presented with the same CC-Folder screen ready for selection:



**Tap** the circle in front of the file icon to select File-8.txt.



Notice that File-8.txt has been selected. This selection process can be toggled on /off by tapping the circle in front of the file icons.

## LongReach Tutorial #3

**Tap** the SELECTION icon at the bottom left of the screen to select ALL the files simultaneously.



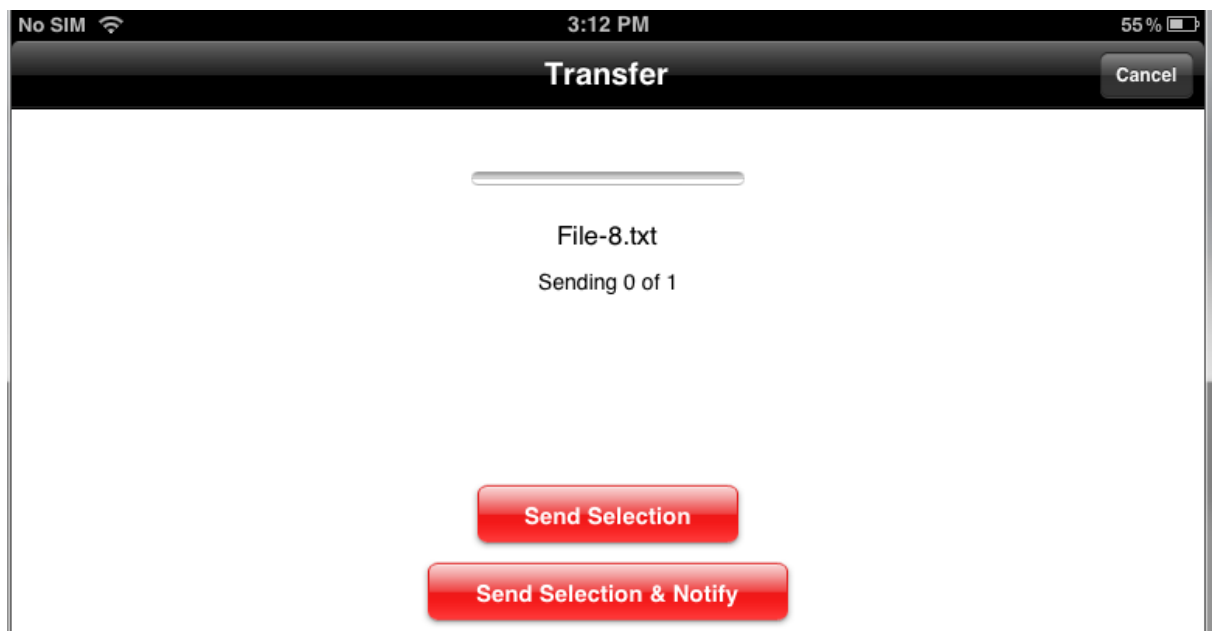
Notice that both files have now been selected.

**Tap** the circle in front of the file icon for File-7.txt to deselect it. Now, only File-8.txt is selected.

**Tap** the SEND icon at the bottom of the screen to start sending File-8.txt.



You will be presented with a choice:



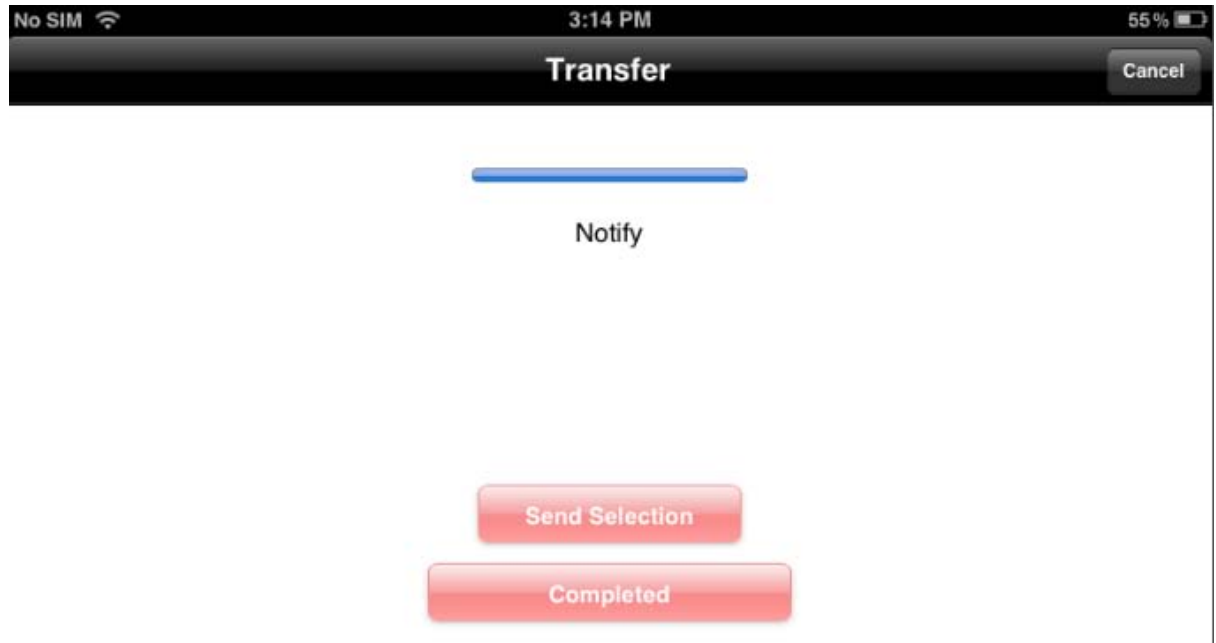
**Tap** the SEND SELECTION & NOTIFY button if you want to signal the successful arrival of the file (or files in a multi-file SEND) at the server.

Watch out for the following screen:



## LongReach Tutorial #3

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When the SEND has completed, you will be presented with the CC-Folder screen again:



Notice that File-8.txt is now on the server as well as the mobile device.

To reset the mobile device to the status it was at the start, DELETE File-8.txt from the server in the normal way.