



User Guide

iternum GmbH

<http://www.trackmyfiles.com/en/support/>

Table of contents

Congratulations.....	2
License	2
Getting Started.....	2
Tracking a document.....	3
Tracking a folder.....	8
Installation.....	10
Accessing Version History.....	10
Browsing in time and space.....	10
Complete History View.....	11
Managing Your Tracked Folders.....	12
Manage Folder View.....	12
Configure View.....	14
Further information.....	15
Uninstall.....	16
Troubleshooting.....	17
Files and Folder (.svn, repository base etc.).....	17
Glossary.....	17
Acknowledgments.....	18

Congratulations

Thank you and Congratulations for purchasing iternum TrackMyFiles. TrackMyFiles is an application that will change the way you work with your folders and documents. If your documents and folders are tracked by TrackMyFiles there is no more fear of losing data. This holds true when documents get deleted accidentally or when some content within a document is removed or changed. There is no more wondering what exactly a document was like when you sent it to a friend or a colleague at work. There is no more wondering what exactly that phrase was that seemed so unsuitable yesterday but that seems to be perfect today. There are no more cherished memories lost because editing your holiday pictures got terribly wrong somewhere along the line. All these are things of the past because

With TrackMyFiles you can always go back!

TrackMyFiles is like a time machine for your data. Whenever you think that you need access to whatever your data was whenever earlier, call TrackMyFiles to the rescue. With an easy to use and intuitive interface, browsing through previous versions of your data is as easy as browsing the web.

License

Getting Started

Just execute the TrackMyFiles setup program and you are ready to go. After installation you will notice

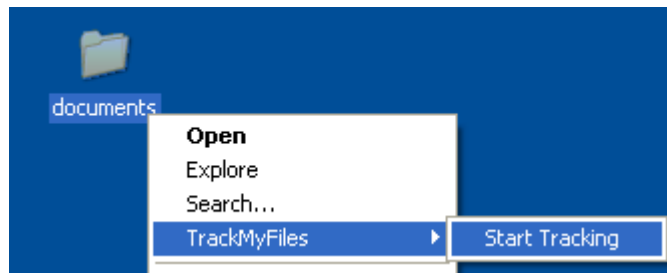
- A TrackMyFiles icon in the system tray.
- The TrackMyFiles main application icon on the desktop.
- A “My Tracked Folder” folder on the desktop.
- A TrackMyFiles context menu in Windows File Explorer.



The TrackMyFiles Tray Icon

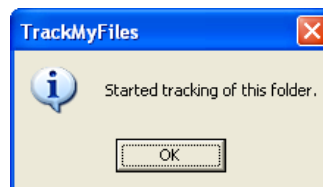
After installation, TrackMyFiles is configured to start up once you log into the system. Now, in Windows File Explorer, right click on any file or directory. Note the TrackMyFiles menu item. You can let TrackMyFiles track any folder and its content by right clicking on it on the Desktop or in Windows File Explorer and choosing

TrackMyFiles -> Start Tracking

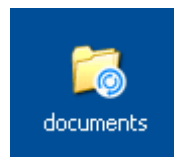


The TrackMyFiles contextual menu

This will add the current folder to TrackMyFiles list of tracked folders. After tracking initialization is complete an information dialog will be displayed. You will also see that the icon for your folder has changed to indicate that it is now a tracked folder.



Dialog shown once start tracking has succeeded



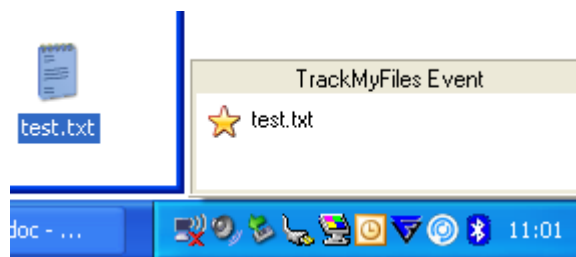
A tracked folder showing icon that signal tracking

What does it mean if a folder is “tracked by TrackMyFiles”?

If you selected a folder initially, all changes to files in the folder will be monitored and recorded by TrackMyFiles. Fine grain control of this monitoring is available in the Admin Console and the Version History.

Tracking a document

Start working with TrackMyFiles by creating a folder called "documents" and start tracking it as described above. Create a couple of documents by copying them into the folder or use the contextual menu to create some new documents of various types. Note that whenever you create a new document, the TrackMyFiles icon in the system tray will display an informative message about its activity above the command bar.



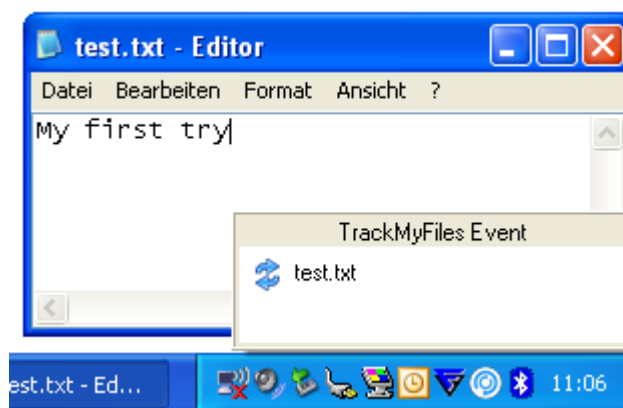
TrackMyFiles signals the creation of a document in a tracked folder.

TrackMyFiles adds your newly created documents to its internal list of tracked documents. This is called *versioning* your documents. Whenever you change a tracked document, the changes are compared to the last version of it and the changes (not the whole new document) are stored to an internal *repository*.

Now, open one of your files and make a couple of changes. For example, create a file called test.txt and use notepad.exe to edit the files text. Type in something like:

My first try

Save the document. Note that above the command bar, a event message is shown again. TrackMyFiles has registered your changes to the document and recorded this change to its internal repository.



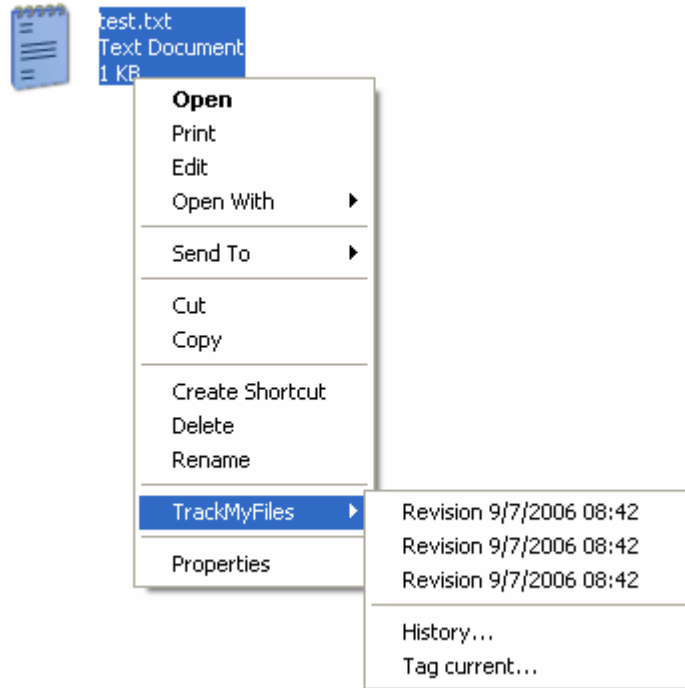
TrackMyFiles signals changes to a tracked document (test.txt)

Go ahead, make changes again. Now type something like:

My second try

and save the document. Close the notepad application. Note that by right clicking on the changed document the context menu in the TrackMyFiles sub menu has changed and

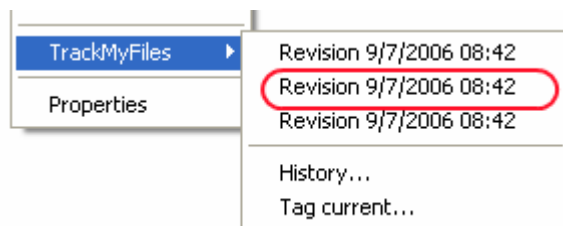
will look something like this (depending of the number of times you saved the document).



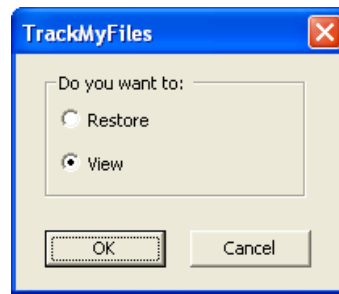
Contextual menu with revision information

In this example, there are three versions of the document. By default TrackMyFiles shows you the last 5 versions of a document for easy access. A particular version of a document is commonly known as its *revision*. If there are more than five versions available, they can be accessed using the menu item *History* that opens up an application window, called the *Version History*. The Version History gives you full control about past versions of your document. If you want to explore the full power of the Version History read the chapter "Accessing Version History".

Now, select number two of the previous versions in the revision sub menu:

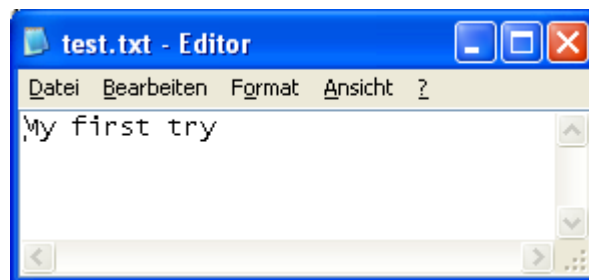


A dialog window opens up with the following options:



Revision access dialog

Choose the first default option “*View*” and click OK. Your default editor, usually notepad, opens and is showing the text that was in the document the first time you saved it after editing

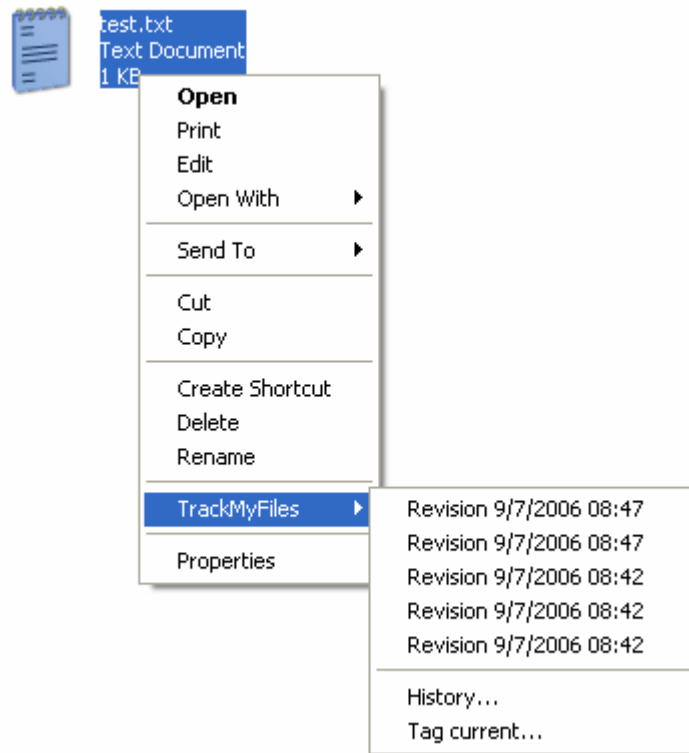


Edit a file

Close the editor and try again, this time using the *Restore* option. Now open the file test.txt by double clicking. Again you will see the text

My first try

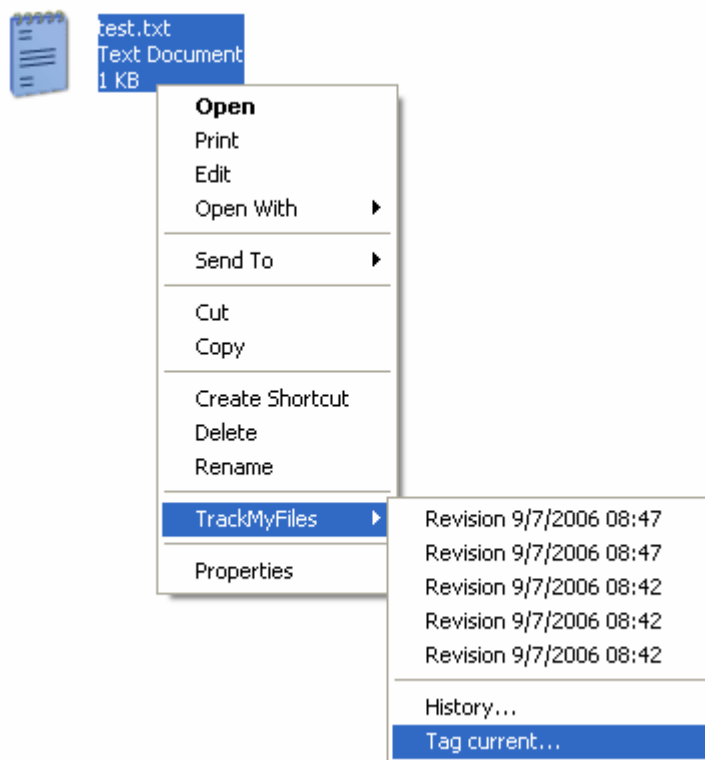
in your application. Make some changes to the file and to save it. Right click on the file and open the TrackMyFiles context menu. It will look something like this.



TrackMyFiles context menu with revisions

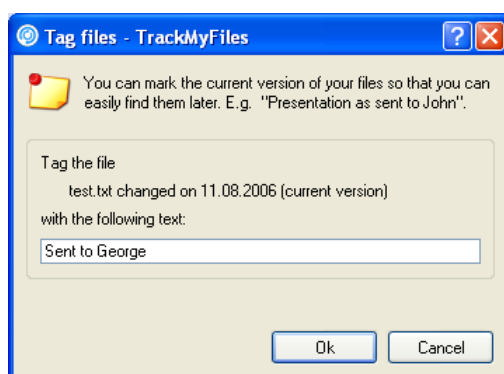
Your previous current version has become a history version because it was overwritten during the restore of the previous version. Thus, there are now five revisions of the document in total.

Sometimes it can be useful to label or *tag* the current version of a document. This can be used later to pinpoint a specific state of a document. For example to know what kind of document you sent to a colleague or to capture some open issues that you had with that particular version of the document. The contextual menu offers the tagging functionality using the “*Tag Current*” menu item.



Tagging a file

Choose the Tag Current menu item. A dialog box will open comprising of a single text field to set your label along with OK and Cancel button. When clicking OK, the label is set to the version history.



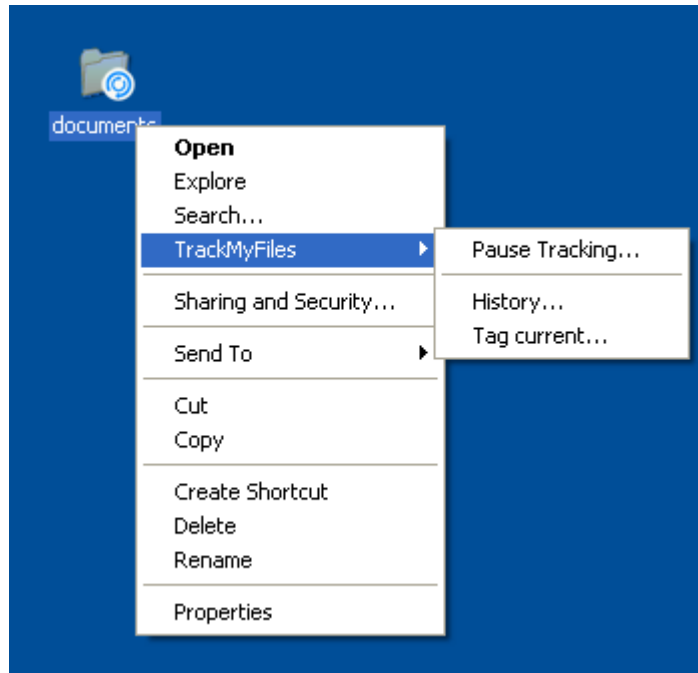
Tag files dialog

Tracking a folder

Just as you can track the history for a single document you can track the history of an entire folder. This is very convenient if you are tracking a set of documents that belong together in a specific way, like a website with its various HTML, images and style sheet

documents or a large word processor document that consists of various documents and external image files.

Right click on the folder "documents" that you created for tracking.



TrackMyFiles contextual menu for a folder

Note that there is no version information displayed in the context menu history. For a full history view you will have to choose “History...”

There is also a tagging function in the contextual menu in much the same way as it is in the menu for single files. You can enter a label. The label will then be applied to all files in your folder and its respective tracked subfolders.

Installation

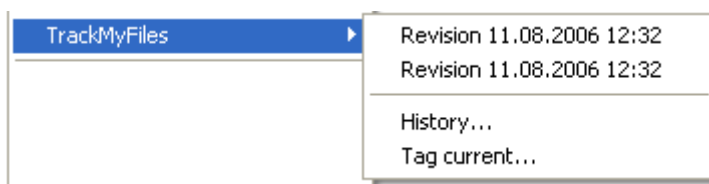
To install TrackMyFiles double click on the distribution file. An installation wizard will guide you through various stages of the installation. You will be prompted for various options during the installation

- License – Read the End User License Agreement carefully
- Installation directory - Where the software is installed
- Repository location – Where TrackMyFiles will store its history information

It is usually safe to accept the default settings. After installation it is strongly recommended to reboot your computer, in order for all system changes to become effective.

Accessing Version History

The Version History gives a detailed overview of all the revisions that exist for a certain file or folder. It is accessed using the “History...” menu item that is part of the context menu for any tracked item



Open the history browser

Note: While the Version History is opened you can of course still work with the documents in the tracked folders. Note that the Version History can be updated by pressing the F5 hotkey in the application to reflect any changes of your tracked items.

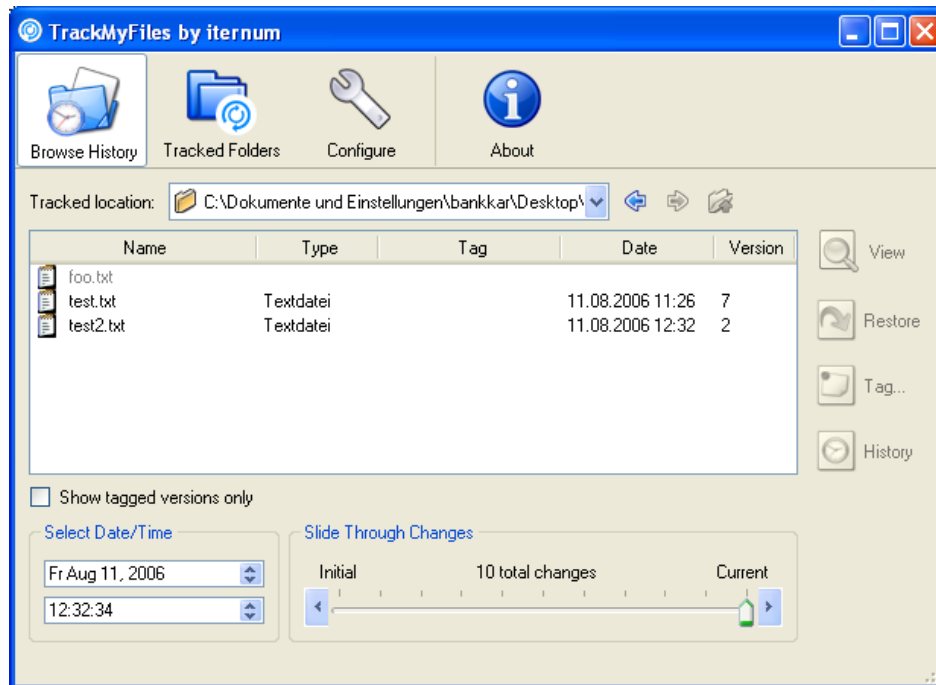
Browsing in time and space

The browser view of the Version History shows all documents inside a particular tracked folder. Note that you can navigate within your tracked folder very much like you can navigate with a tool like Windows File Explorer. You can navigate into sub-folders (if they are tracked folders). However you can not navigate out of your top most tracked folder.

The browser supports drag and drop of items out of the history view. Double clicking a document opens the shown version in the default application. You can also use the context menu to show it in the document view.

Below the area that shows the folder contents is a slider that can be used to show the contents of a folder at a certain time. This allows you to literally move your folder

through time from its creation to the present state. One unit of the slider represents one change event to the folder.



History Browser: The Folder View

There are also date and time input fields to show the state of the folder at a precise moment in time. If you entered time that is before the first revision of the folder, the time display is adjusted.

You can choose from the control buttons on the right to perform actions on a document at a particular point in time.

- View
- Restore
- Tag
- Browse the item history

Complete History View

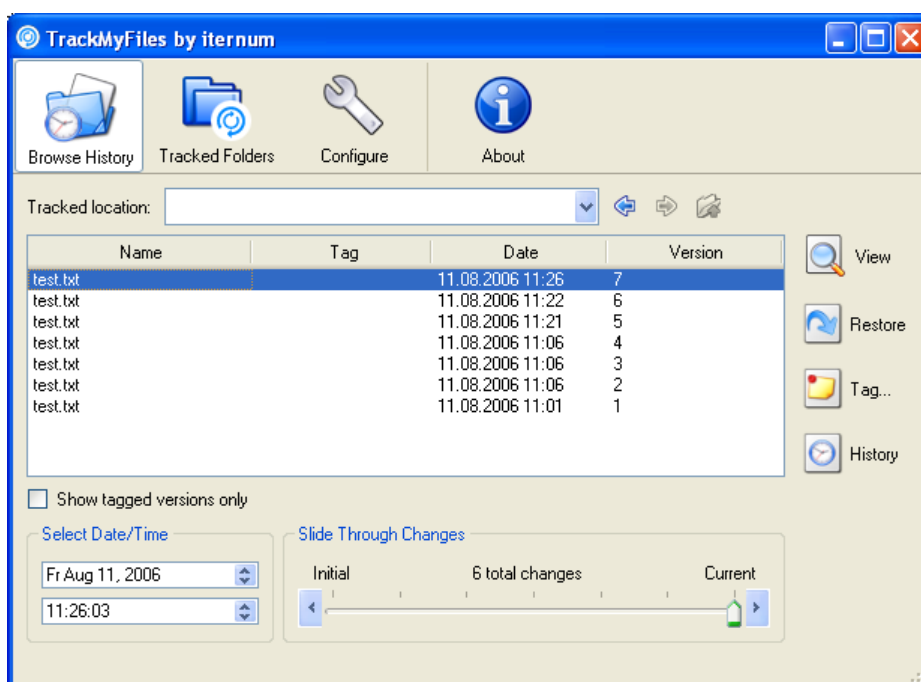
Basically the Complete History View is the Browser View showing all revisions for a single document inside a tracked folder. For any revision change, the following information is shown

- The type of change (One of Create, Delete, Update)

- The tag for a specific version if any
- The date and time of the change
- The version of a change
- The tracking status

Double clicking on a certain revision of a document opens that document for viewing. You can also drag and drop a revision from the table into another application or into another folder. Drag and drop will use copy of that particular revision. There are also buttons available that perform the same operation.

You can also select to restrict the view to show only tagged versions. If this option is selected it will take effect for the history view, as well as for the contextual menu.



History Browser: The file view

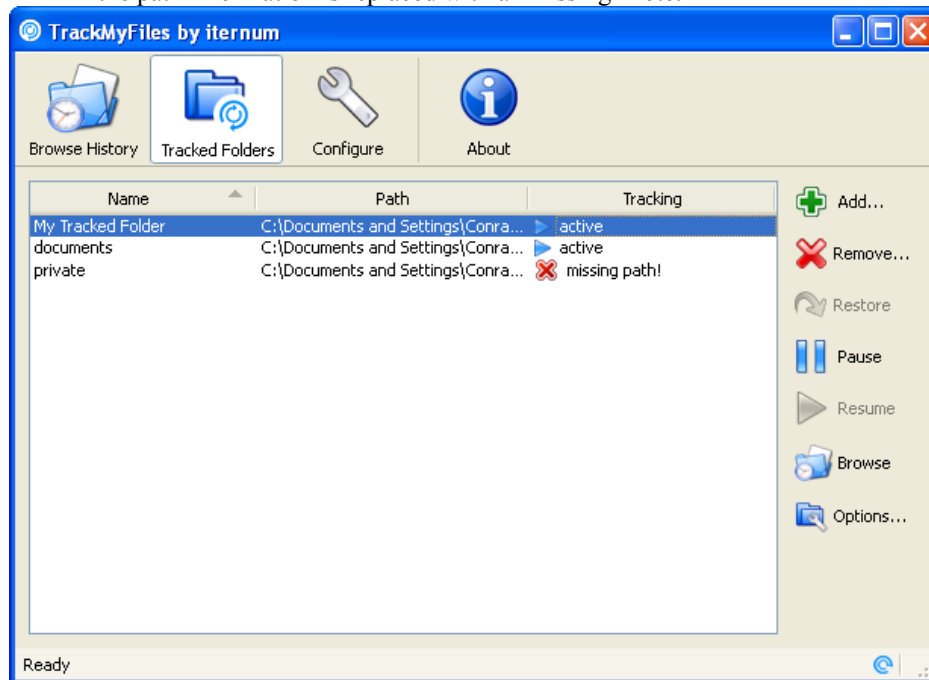
Managing Your Tracked Folders

You can have many tracked folders on your system. That is why TrackMyFiles provides tools to quickly and easily manage all those folders. Just click on the TrackMyFiles Program Icon in your System Tray .

Manage Folder View

When first opened, the Manage Folder Admin Console is initially showing the Manage Folder view. This view consists of a table that lists all your tracked folders. It shows in-

formation about your tracked folders and their current path on your disk. Folders that are tracked but that can not be located on your hard disk are shown in a lighter color and the path information is replaced with a “missing” note.



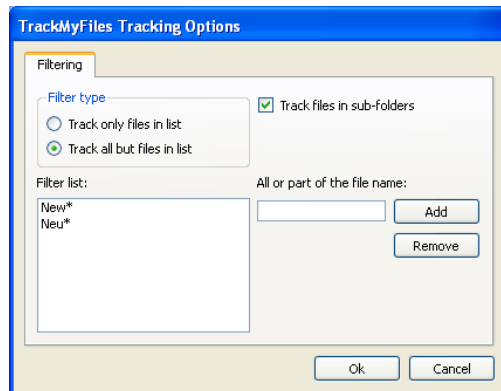
Application Window – Tracked Folders

In the Manage Folders view, you can select one of the following actions in the "Tracked Folders" actions menu (for some menu points to become active, a folder has to be selected).

- Add...: Opens a file chooser dialog that allows you to select a new folder that will be tracked
- Remove...: Stop tracking, remove version information for folder. A confirmation dialog is shown to confirm the choice
- Restore: Restores a folder that is tracked but that is missing in the file system
- Pause: Temporarily pause tracking the selected folder
- Resume: Resume tracking the selected folder
- Browse: Switches into the history browser for the selected folder
- Options...: Configure the tracking options of the selected folder.

Attention: Once you remove a tracked folder all its history is lost. There is no way to recover the history information. However, the current folder content will remain unchanged. If you only want to stop tracking a folder but want to keep the history, choose "Pause" from the context menu or use the “Pause” button in the info area.

If you want to include or exclude certain files from tracking you can use the options dialog by choosing "Options...".



Tracking options dialog

Here are some typical examples how to configure the filter settings:

If you want to ...	Filter settings
...track only simple text files	Set filter type to "Track only files in list" Add "*.txt" to the filter list
...track all files but JPEG images	Set filter type to "Track all but files in list" Add "*.jpg" to the filter list
...track all but files in the sub-folder "Temp"	Set filter type to "Track all but files in list" Add "Temp" to the filter list

Note 1: After changing the filter settings of a tracked folder the system will need to re-scan the folder. This is necessary to sync TrackMyFiles internal repository with your current files.

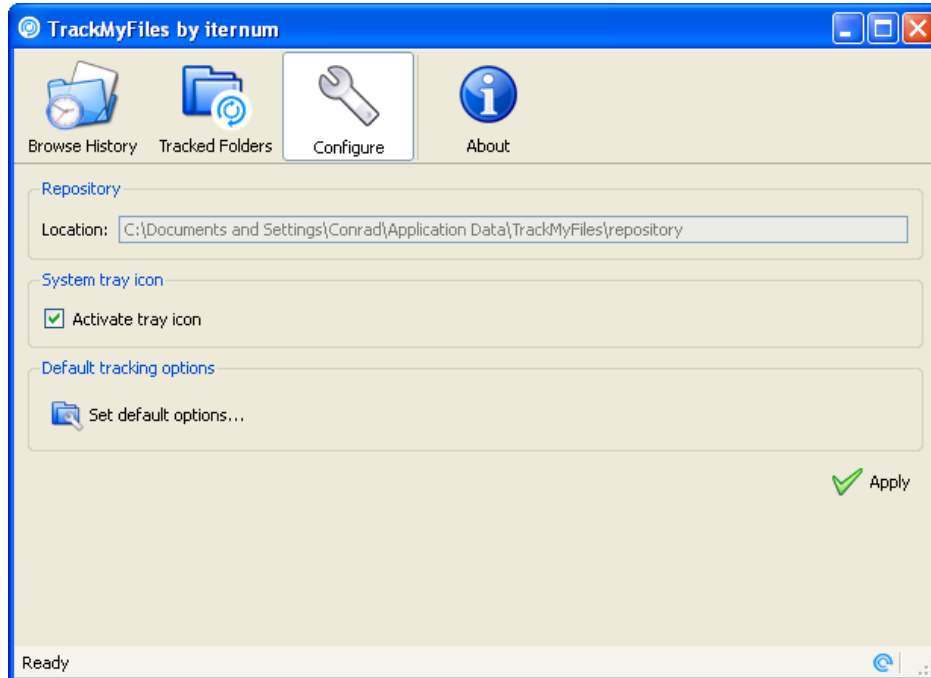
Note 2: Excluding a previously tracked file from tracking may result in a "out of sync" mark in the history browser. TrackMyFiles will warn you if you try to restore a file that is out of sync, since you will permanently lose your current version if you do so.

Configure View

In the configure view you can manage various essential preferences of the TrackMyFiles system.

- You can view the location of your global repository and move it to a new location.
- You can choose if you want to show the TrackMyFiles tray icon.

- You can set the default options that are applied every time you create a new tracking folder.



Application Window - Configure

Further information

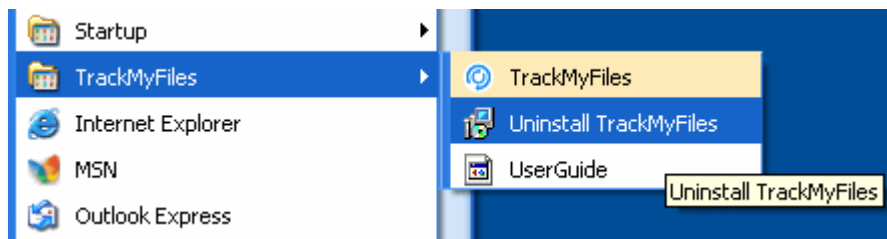
The following table lists typical cases where a user performs operations on a Tracked Folder or on documents within it. It is assumed that the Tracked Folder in question is currently active.

What if I...	Result
...delete a document in Tracked Folder	TrackMyFiles will notice that you deleted the file and will add a remove note to its repository. Use the Folder View of the Version History to retrieve a file that you deleted.
...delete a tracked Folder	If you delete a whole folder. You can locate the folder in the Admin Console where the file will be shown as missing. You can retrieve it to any directory of your liking and tracking of the folder can continue.
...rename a Tracked Folder	Renaming the Tracked Folder itself does not affect the file tracking mechanism. The folder management and version history will show the new name.
...rename a File in a Tracked Folder	TrackMyFiles creates two actions. First, the original document is removed from the Tracked Folder, then a new document is created in the tracked folder. This behavior is necessary, because some programs make extensive use of renaming files.

What if I...	Result
...move or copy files in a Tracked Folder	The file is added to the version history.
...move files out of a tracked folder	The Version History is affected in the same way as when deleting the file
...delete the .svn directory	TrackMyFiles will notice this event and will try to recover by recreating the .svn directory. While recovery is ongoing, no changes will be recorded.
...delete the repository itself	If you have created a backup, you should unpack the backup in the correct location.
...move or copy a Tracked Folder into another Tracked Folder	The inner Tracked Folder is not added to version history of the outer tracked folder. Both Tracked Folders keep their individual version history. Version history operations on the outer folder have no effect on the inner folder.

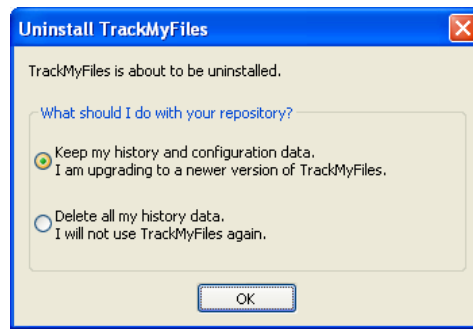
Uninstall

To uninstall TrackMyFiles select the Uninstall menu item from the TrackMyFiles entry in the application menu.'



Select the Uninstall program to uninstall TrackMyFiles

During the uninstall process you will be prompted if you want to keep your history and configuration data. This can be useful if you plan to install a newer version of TrackMyFiles or if you simply think that you might need to access the history information at some time in future.



Prompt during uninstall process

Troubleshooting

Files and Folder (.svn, repository base etc.)

What exactly is the repository? – The repository is a number of files and folders where TrackMyFiles stores its history information. You can choose a location for the repository at installation time. It is important that you do not delete or otherwise change the repository files manually, as this might corrupt the repository.

What are those .svn folders? – TrackMyFiles creates a hidden .svn folder within each tracked folder. TrackMyFiles relies on a product called subversion, or svn for short, too build the repository. The Subversion tool requires the .svn directories. It is important that you do not remove the .svn folder or change its contents manually as this might corrupt the repository.

Glossary

Term	Explanation
Versioning	Storing multiple versions of a document into a repository, thus creating a document history
Revision	A particular state of a document that was stored at a certain recorded time. Sometimes also referred to as its “Version”
Repository	The central file structure that holds all the versioning information
Hidden Files	Files that are not visible using system tools like Windows Explorer.
Ignored Files	Files that the versioning system does not track. There is no versioning information and no history available.
File Ignore Pattern	A pattern that the versioning system uses to determine its ignored files
Tracked Folder	A particular top level folder that is tracked by the versioning system.



Term	Explanation

Acknowledgments

This product includes software developed by CollabNet (<http://www.Collab.Net/>).