

**Intended for
Administrators and users of ProjectWEB**

Date
November, 2018

Version
04, 26-11-2018

USERMANUAL FOR PROJECTWEB ARCHIVE READER

Installation for first time users

To install the ProjectWEB Archive Reader you must navigate to the installation page and click on the *Install* button. This will launch the application.

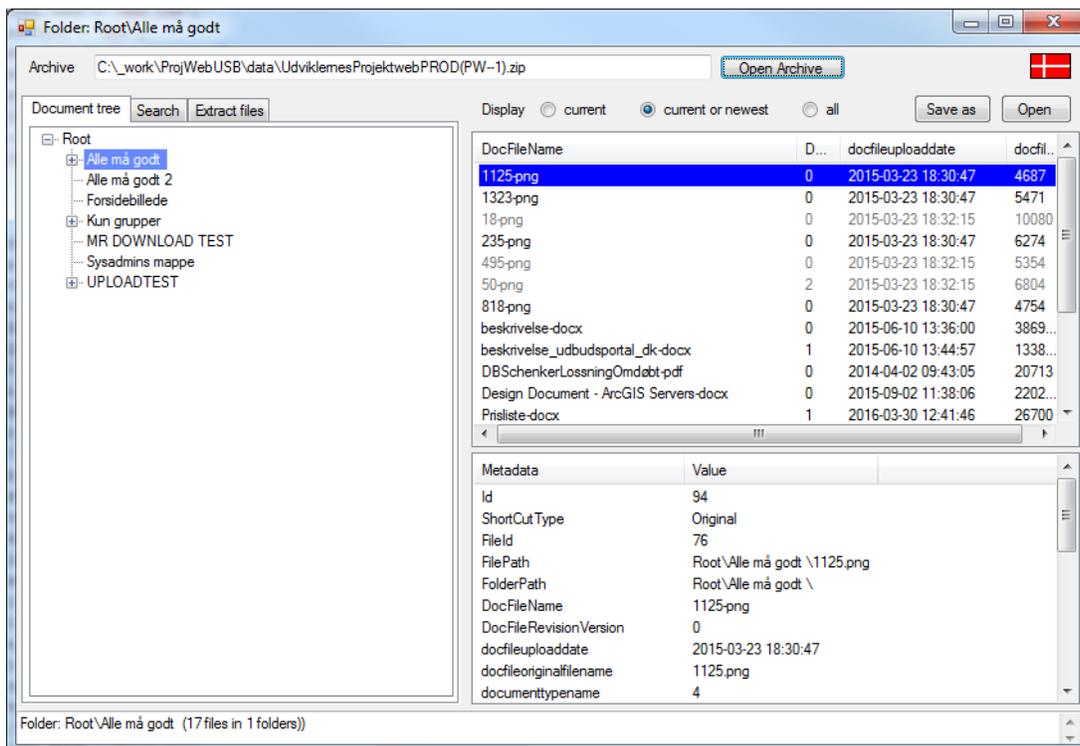
Viewing ProjectWEB Archive Reader

ProjectWEB Archive Reader is a viewer for the ProjectWEB ziparchive format. Most projectwebs can be extracted directly from the zip file, but sometimes the filenames and folder structure are not suitable for a Windows environment. This is fixed by using the ProjectWEB Archive Reader program. Click the ProjectWEB Archive Reader icon in the start menu.

Click “Open Archive” and select the zip archive file. The Danish flag on top right will change the screen language to Danish.

Document tree

The program opens in the “Document tree” view, and you can always return to the tree, by selecting the “Document tree”-tab in the left panel.



When you navigate to the desired folder, documents appear in the list to the right, with the selected document's data displayed in the panel below the list. The documents are filtered according to the selection made in the *Display* button-group over the list. The button *Open* will open the selected

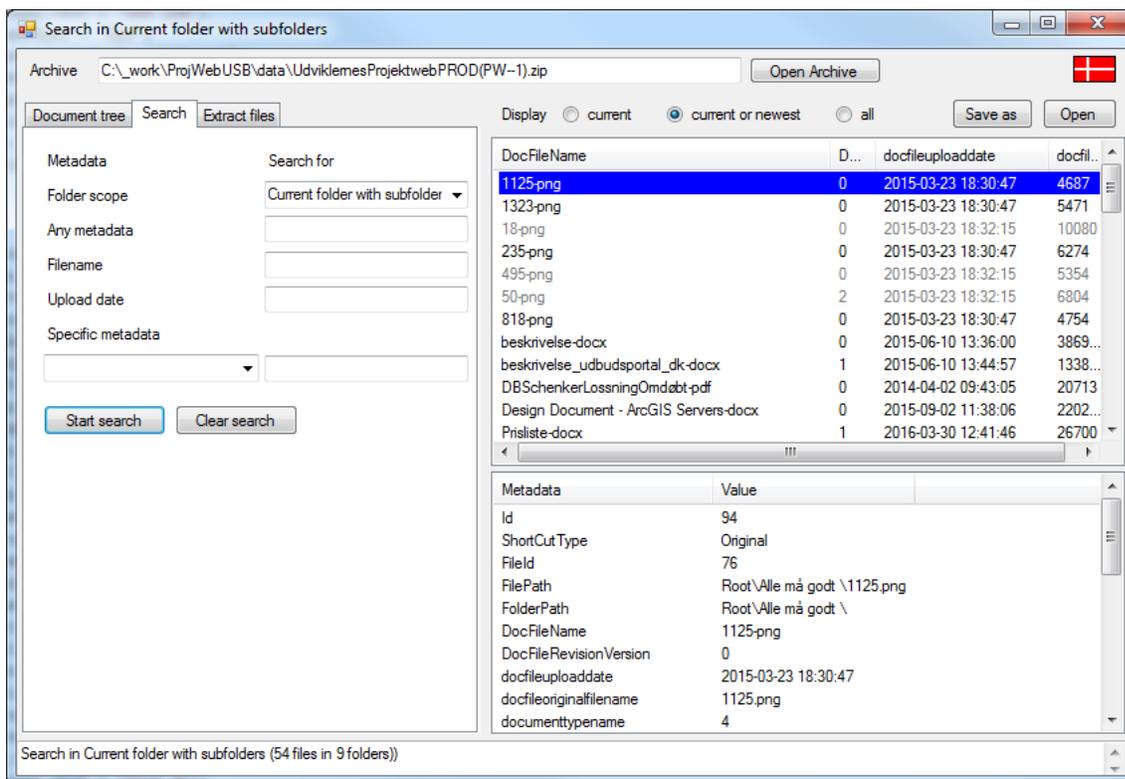
document, using the computers default application for the file type. If no installed application can open the file, Windows will suggest possible alternative ways to open the file. The *Save as* button will prompt you for a location on your disk, to which the file will be copied.

When there are documents in the list, the *Extract files* tab will become visible.

If you want to export multiple documents from multiple folders the export must be preceded by a document search, that puts the desired documents on the list.

Search

Click the *Search* tab and you will be able to search the documents across multiple folders:



After selecting the folder scope you can type the text you are looking for in the relevant fields.

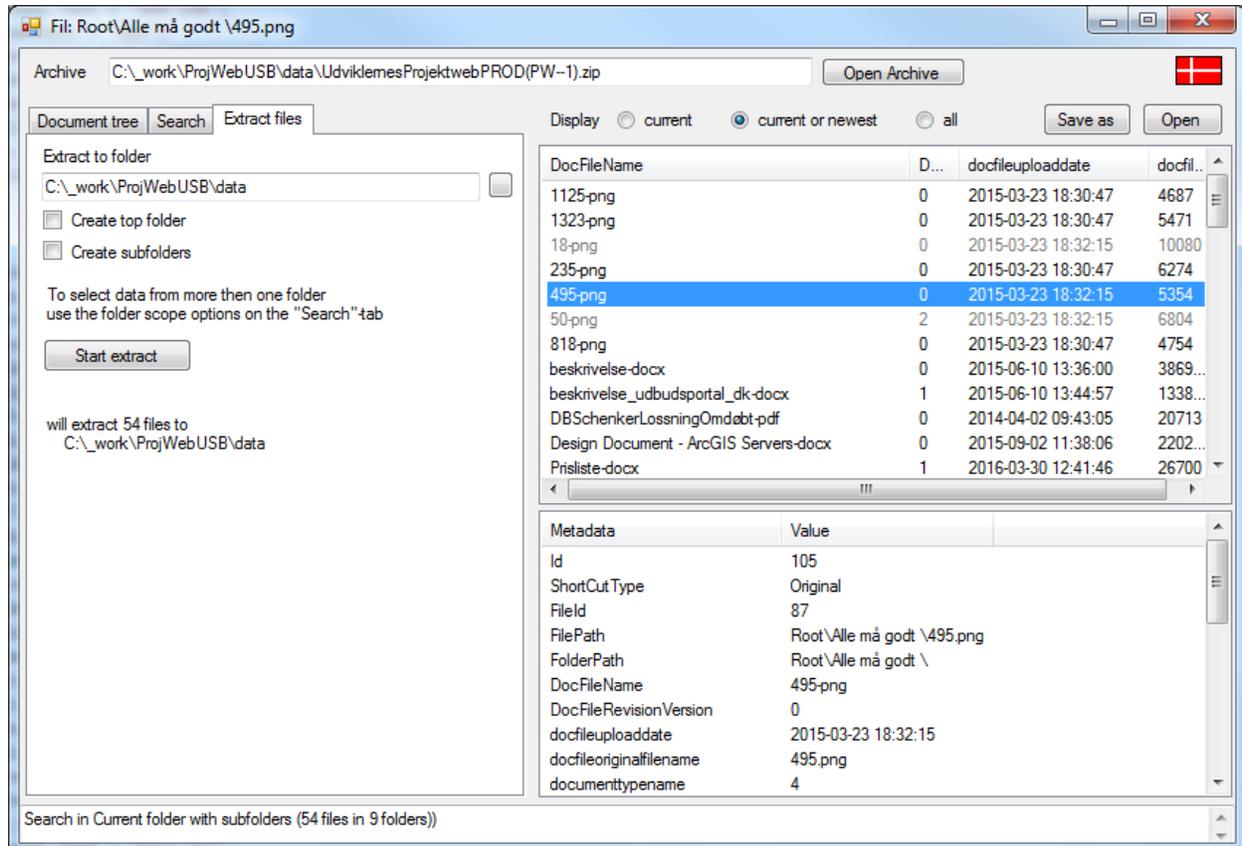
Any metadata will search for the typed text in all metadata columns, while *Specific metadata* is matched in one particular column of the metadata list. All metadata criteria are combined, and each criterion must be a match if a document is to appear on the found documents list, when *Start search* is clicked.

The *Clear search* resets the search page to the default *Current folder with subfolders* and removes all typed input from the search page. These search criteria will return all documents in the current folder and all its subfolders, filtered by the *Display...* selection over the document list.

On projectwebs, where the entire file structure cannot be replicated on a Windows disk, it is often possible to extract a subtree via the search page.

Extract files

When there are file names present in the list, you may extract all files listed by selecting the *Extract files* tab:



You can choose to extract the files to a flat file structure, or try to establish the folder structure from project web on your disk by checking or unchecking *Create subfolders*.

Create top folder will create a folder, named after the common top folder of the documents, and export all files to this folder with or without subfolders.

Remember to select a destination folder in *Extract to folder* before clicking *Start extract*.