

File Actions in Remote Administration 3.0

New EMCO Remote Administration 3.0 offers different file actions that you can use to manipulate your files and directories across your network; making it easy for you to manage different file sand directories over a LAN while sitting on your local machine.

EMCO Remote Administration 3.0 supports the following file actions:

- ✦ **Copy** - Copy files and directories over a network
- ✦ **Move** - Move files and directories over a network
- ✦ **Rename** - Rename files and directories over a network
- ✦ **Delete** - Delete files and directories over a network

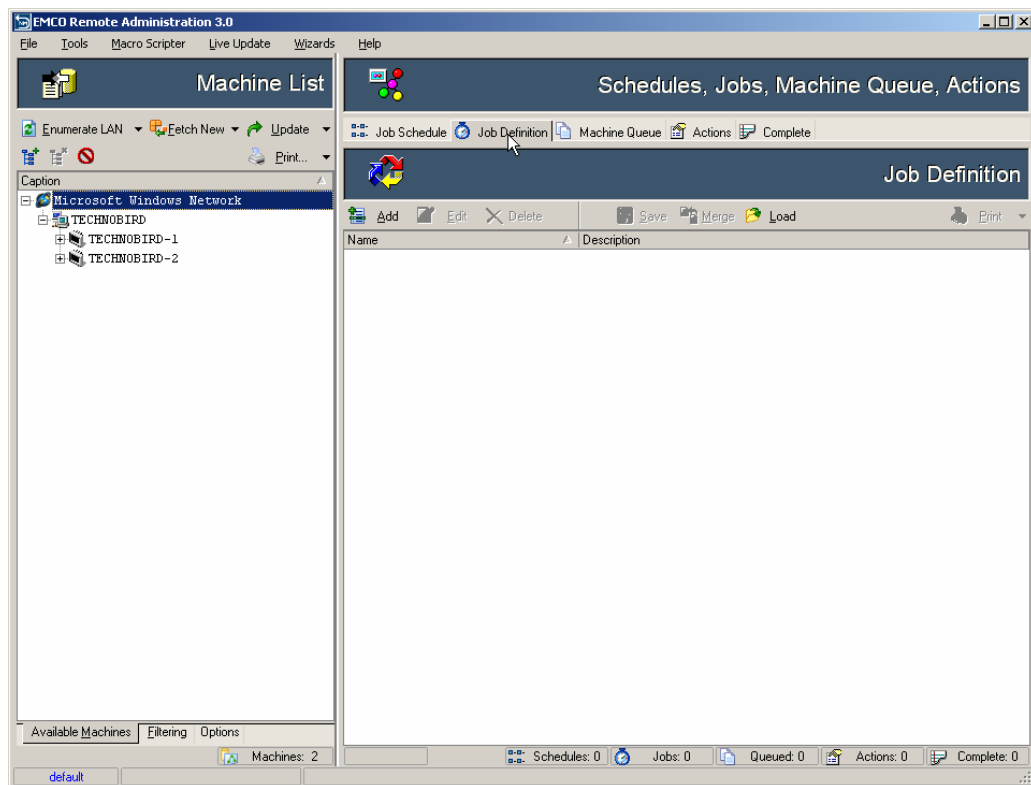
In the next section we will discus each one of them in details.

Copy File Action

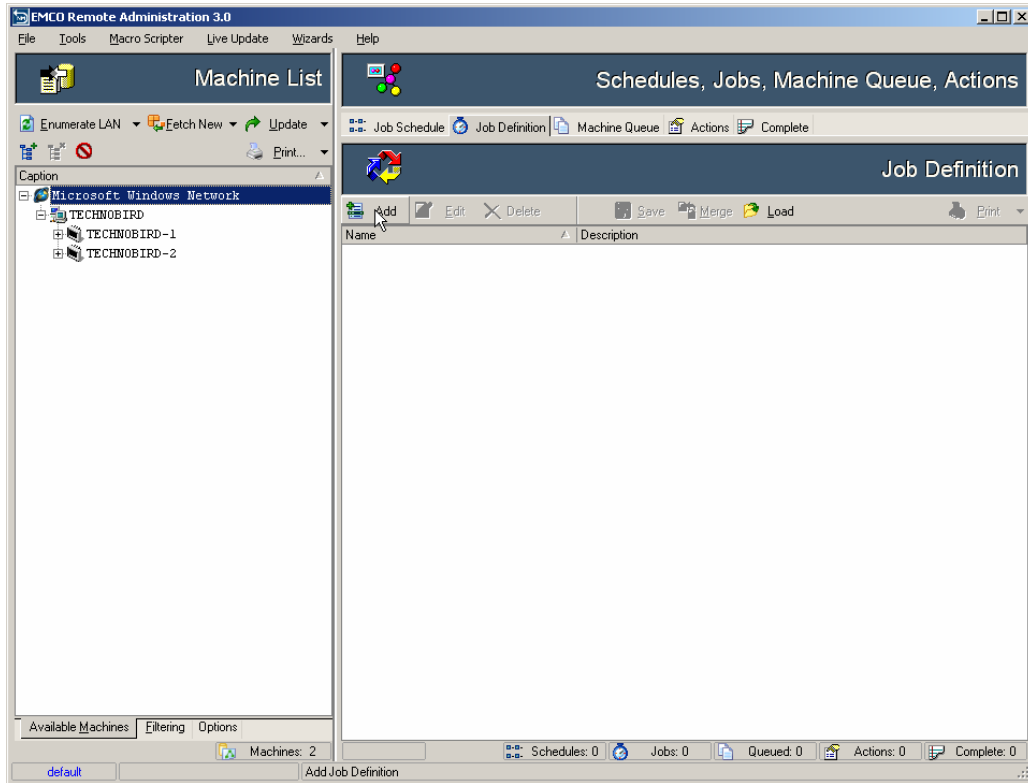
To copy file in Remote Administration 3.0:

To use file copy operation in EMCO Remote Administration 3.0 perform the following steps:

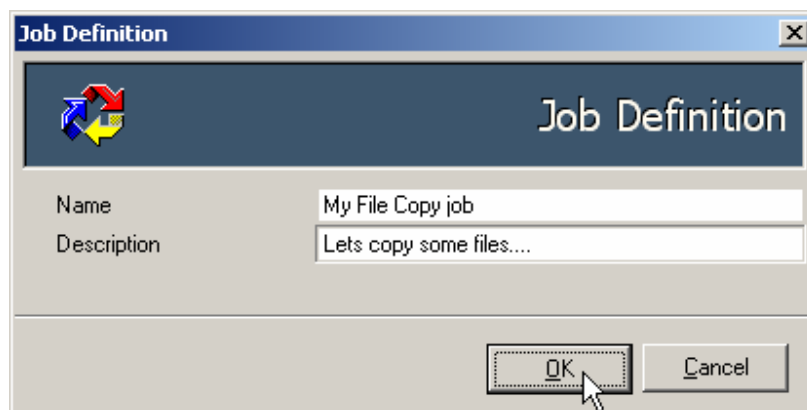
1. Switch to **Job Definition Tab**.



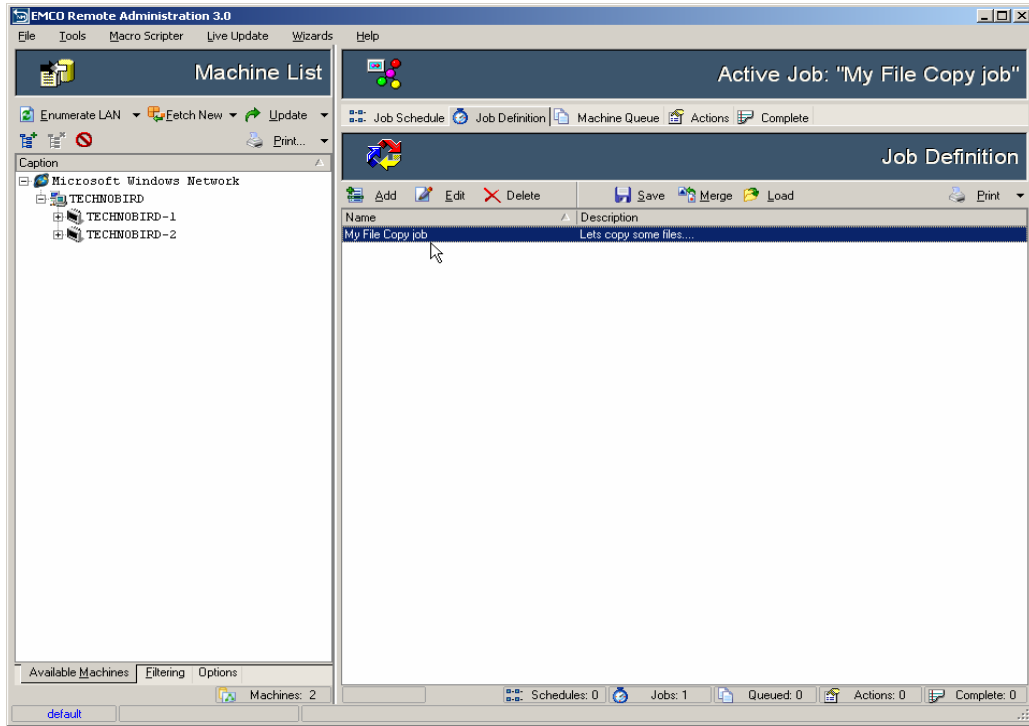
2. Click the **Add** button to add a job definition.



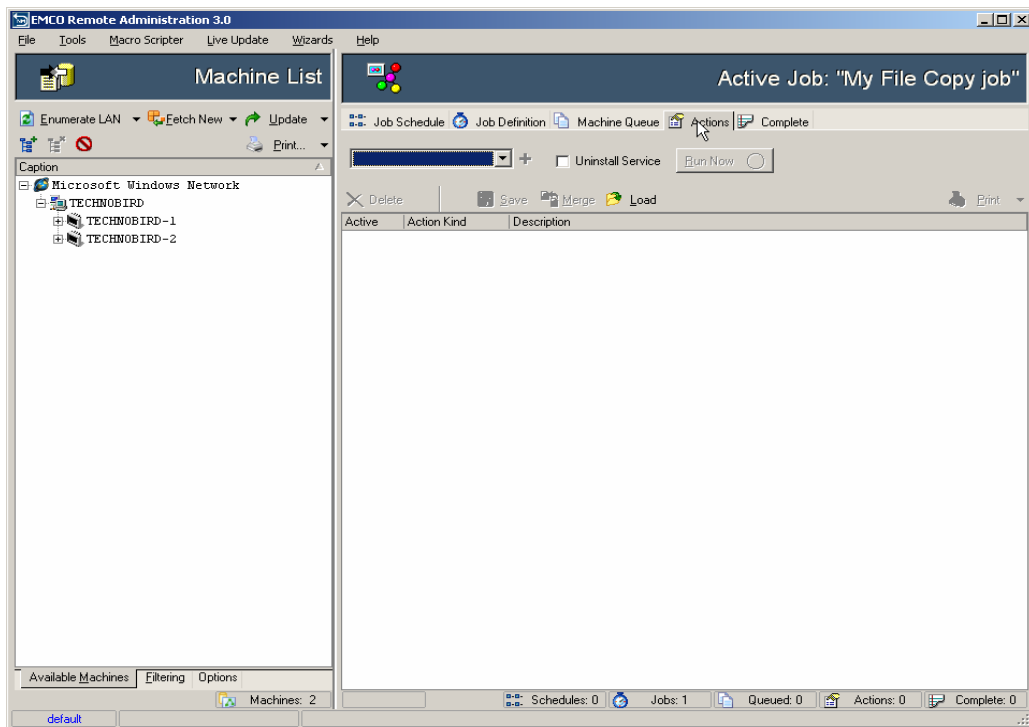
3. **Add Job Definition** dialog box will appear on the screen.
4. Type in the name of the job in the **Name** textbox.
5. Type in the job description in the **Description** textbox.
6. Click **OK** button.



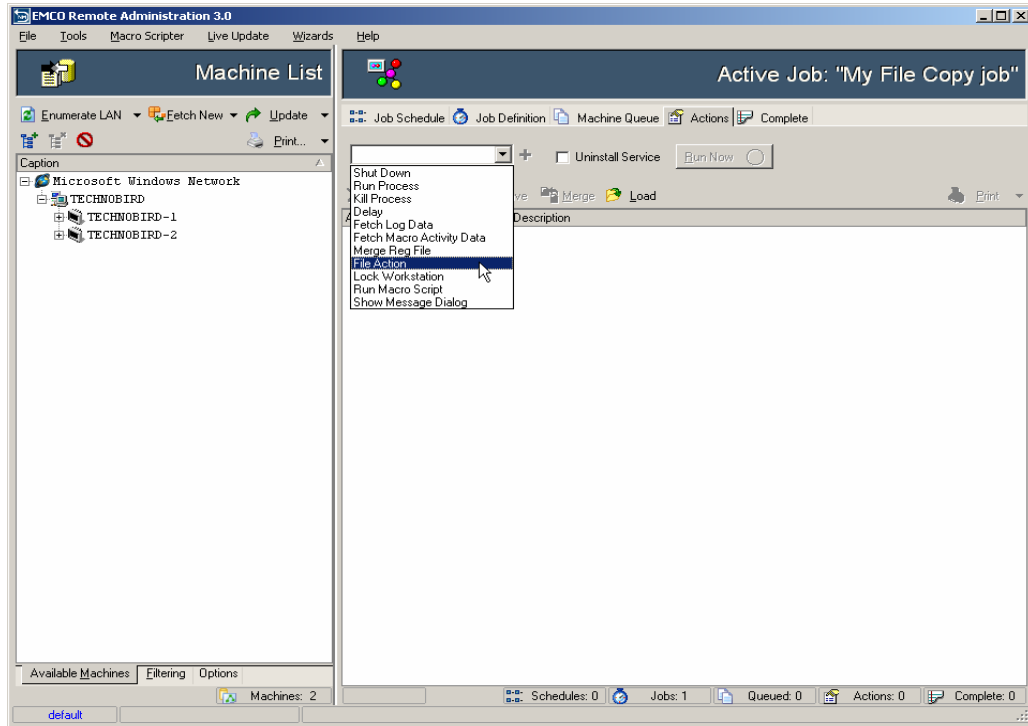
7. The added operation will appear on the screen.



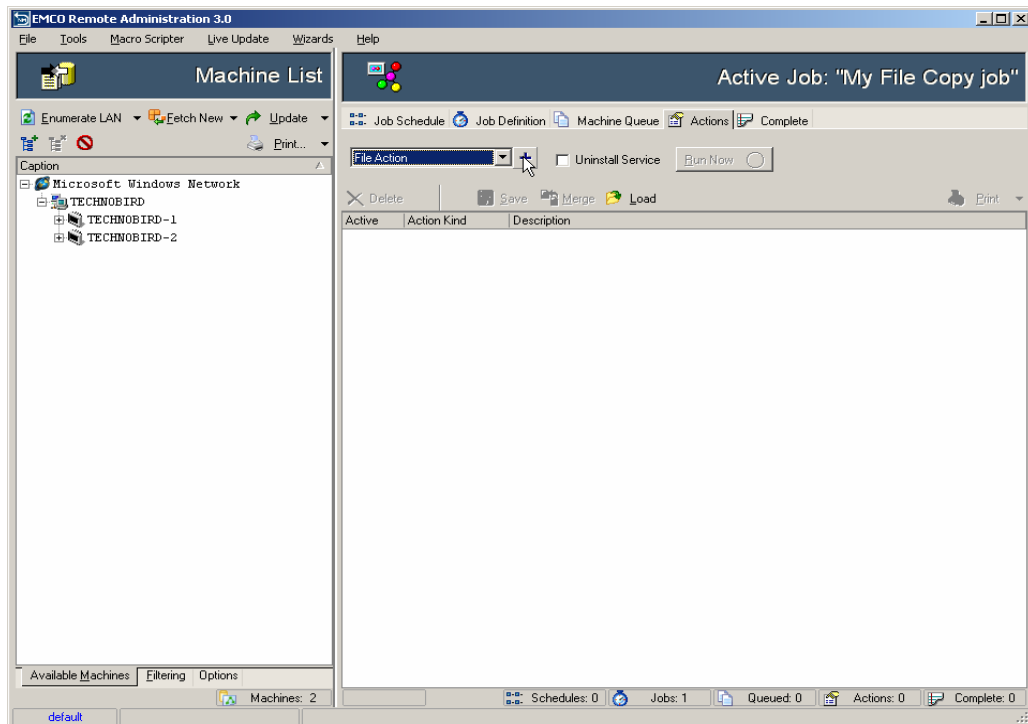
8. Switch to the **Actions Tab**.



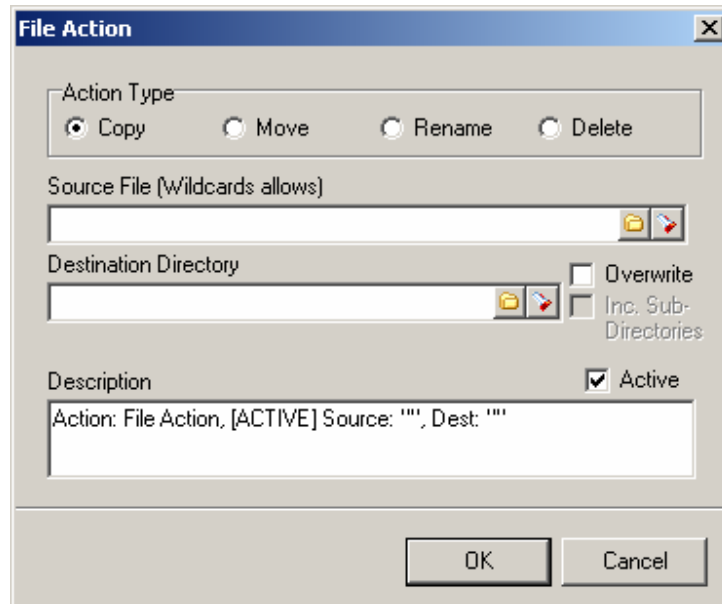
9. Select the **File Action** from the **Actions** dropdown list.



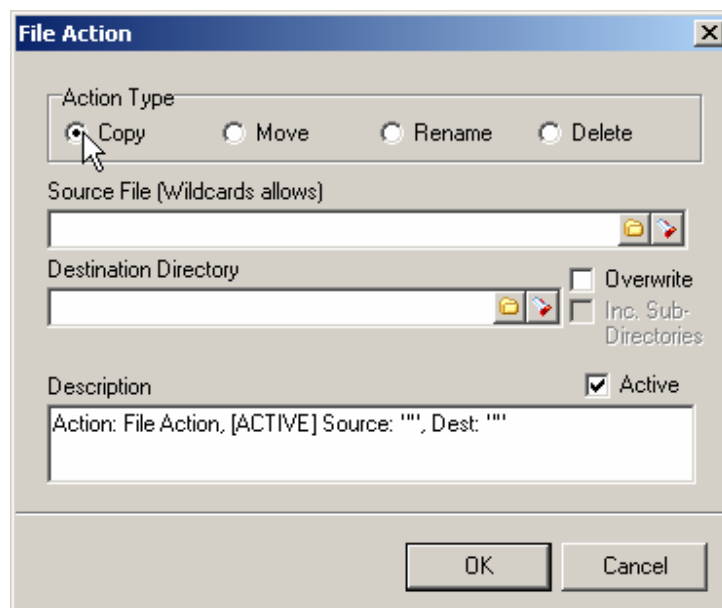
10. Click **Add** button.



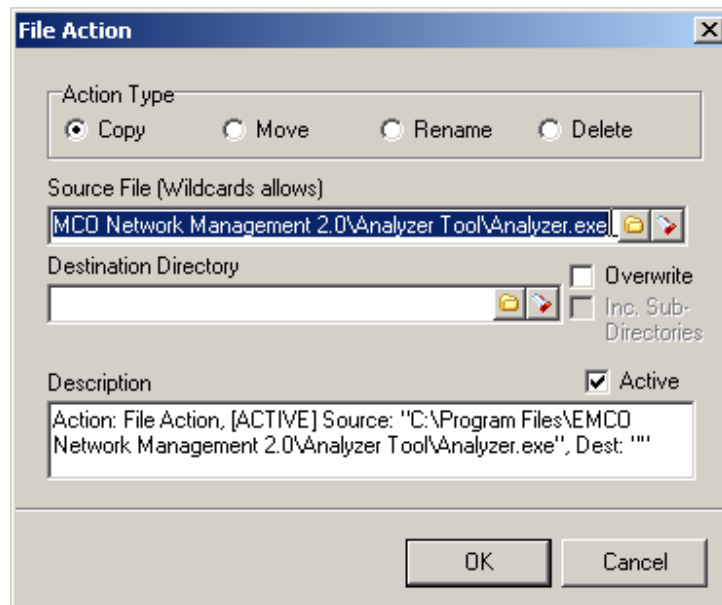
11. **File Actions** dialog box will appear on the screen.



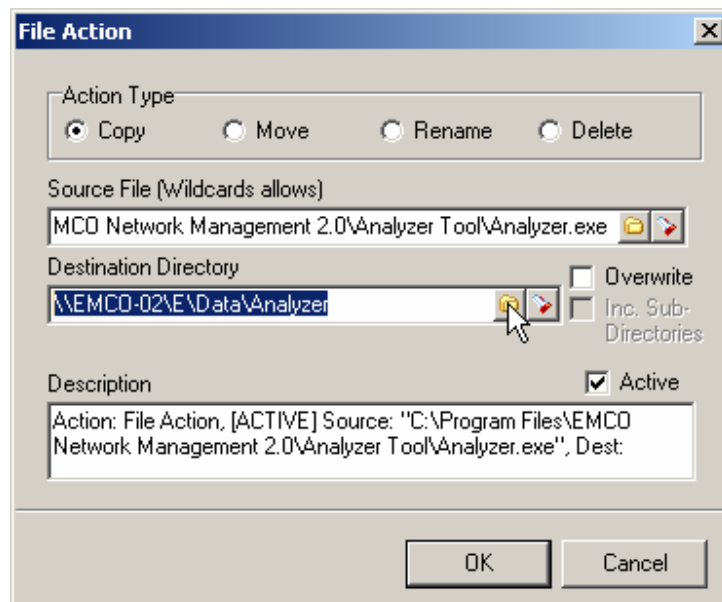
12. Click **Copy** Radio button from the actions type.



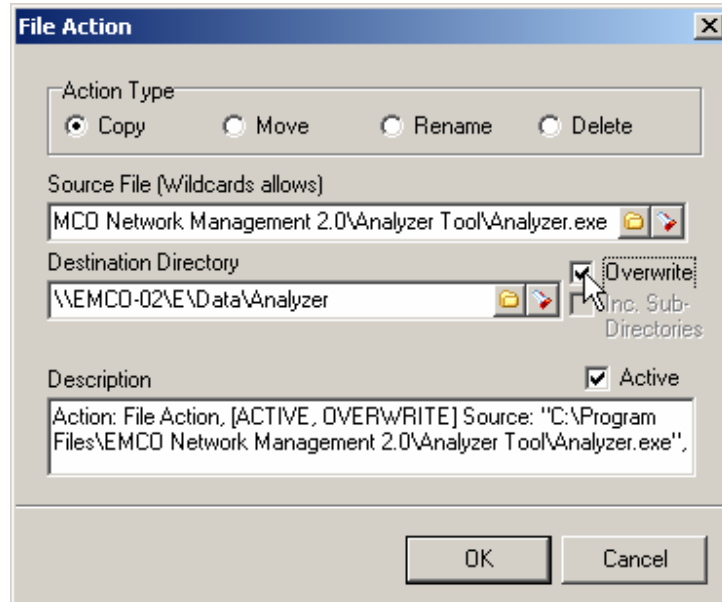
13. To perform Copy operation on a file click button.
14. To perform Copy operation on a directory click button.
15. Select the **Source File/Directory** by clicking the corresponding button shown on the right of the Source File textbox.



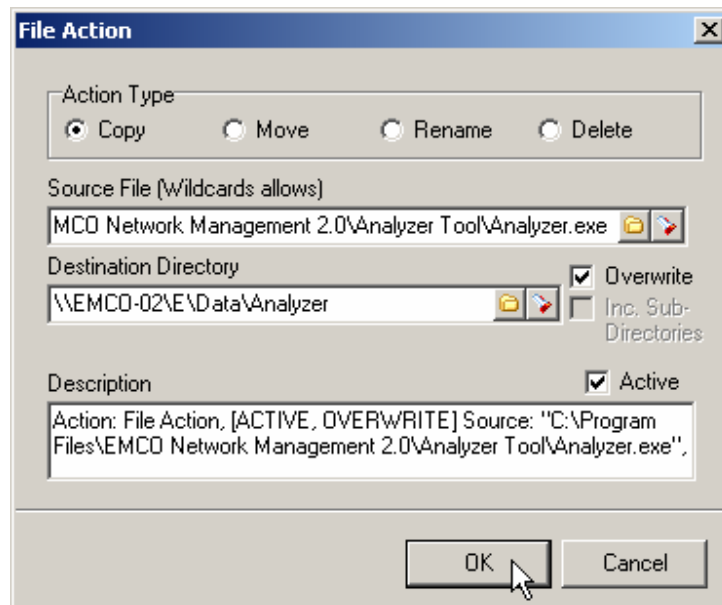
16. Select the **Destination File/Directory** by clicking the corresponding button shown on the right of the **Source File** textbox.



17. Check the **Override** checkbox if you want to override the existing files.



18. Click the **OK** button.



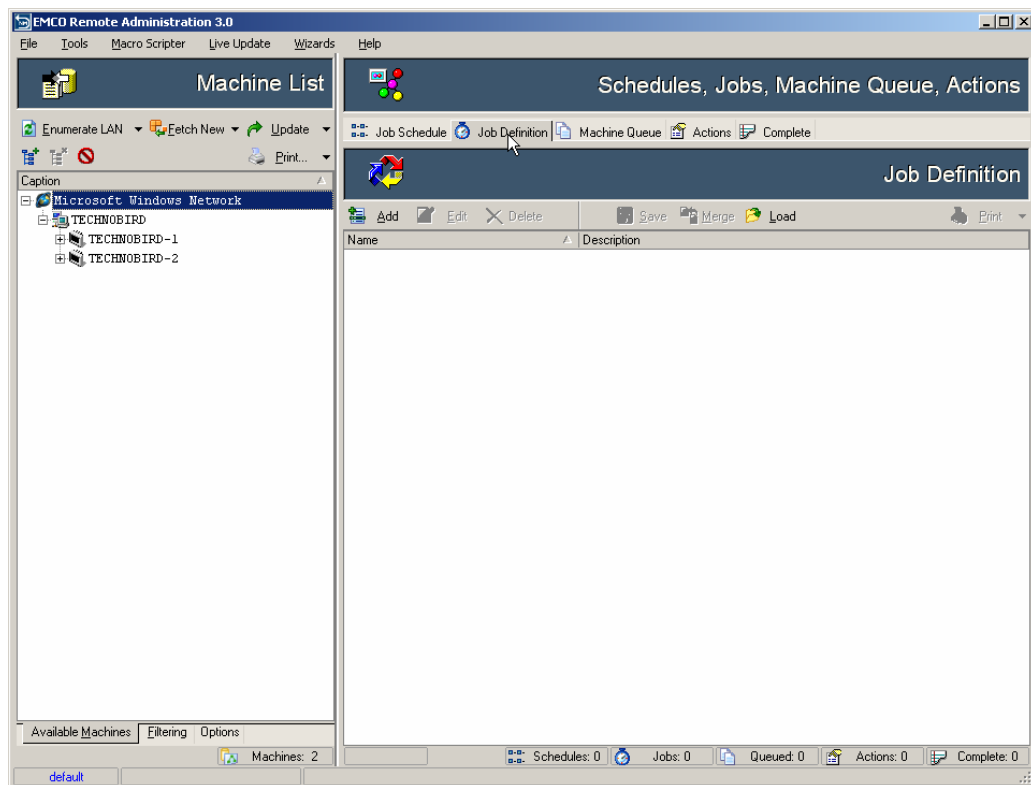
19. You can click the **Run Now** button to run this action now or you can schedule it to be executed automatically.

Move File Action

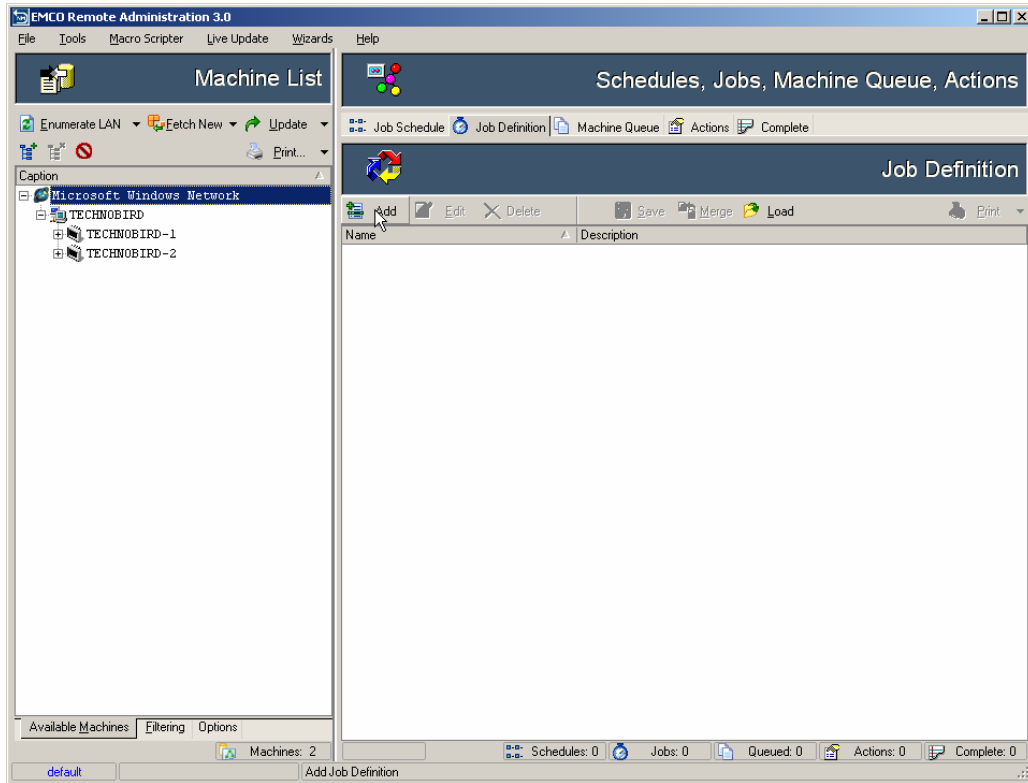
To Move file in Remote Administration 3.0:

To use file move operation in EMCO Remote Administration 3.0 perform the following steps:

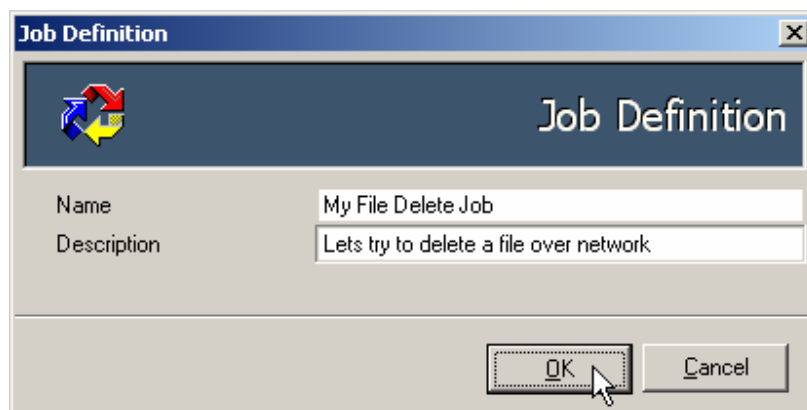
1. Switch to **Job Definition Tab**.



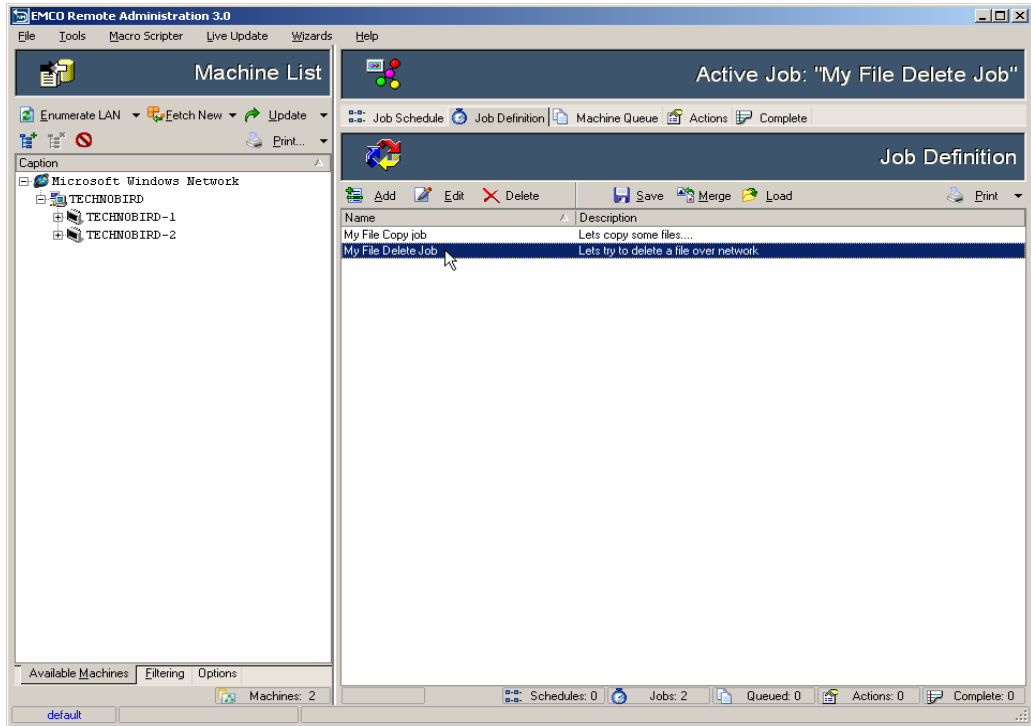
2. Click the **Add** button to add a job definition.



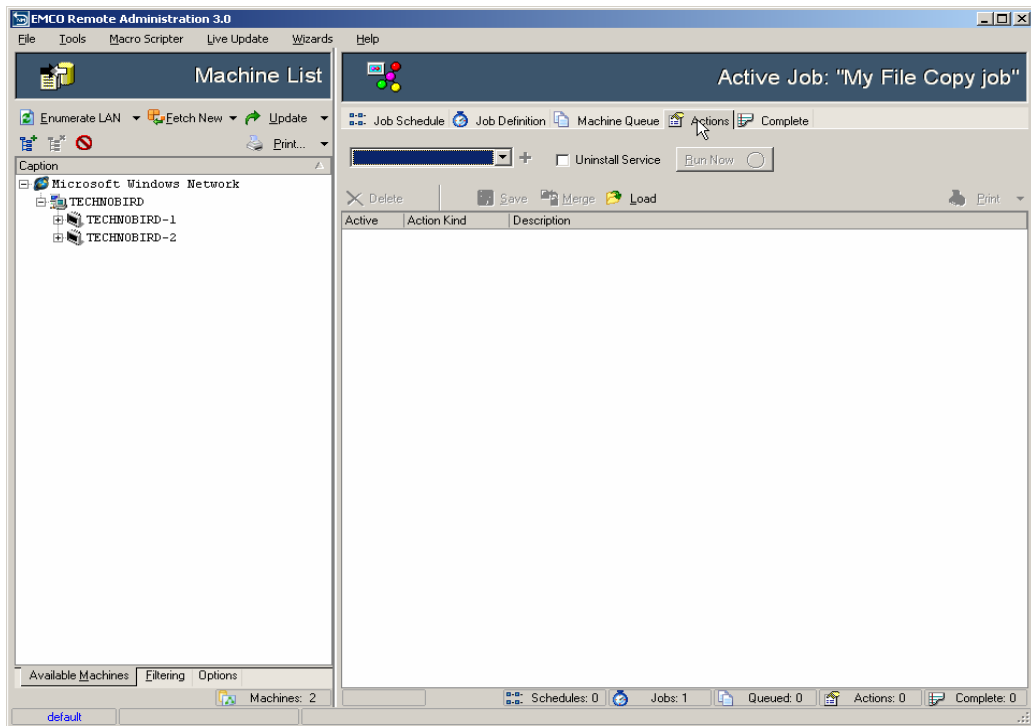
3. **Add Job Definition** dialog box will appear on the screen.
4. Type in the name of the job in the **Name** textbox.
5. Type in the job description in the **Description** textbox.
6. Click **OK** button.



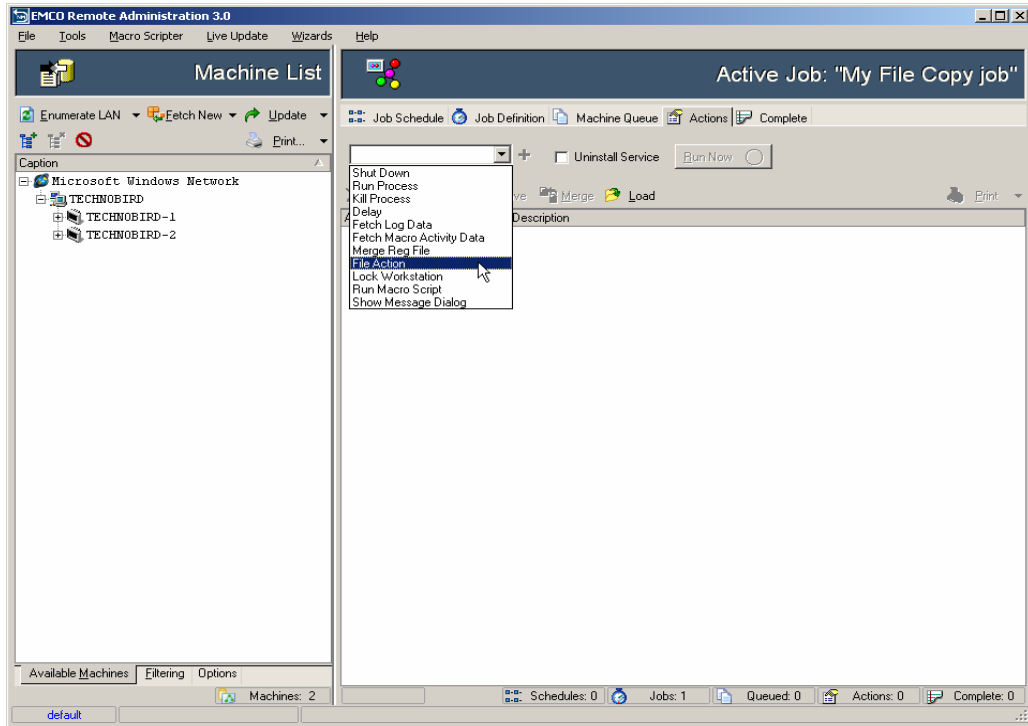
7. The added operation will appear on the screen.



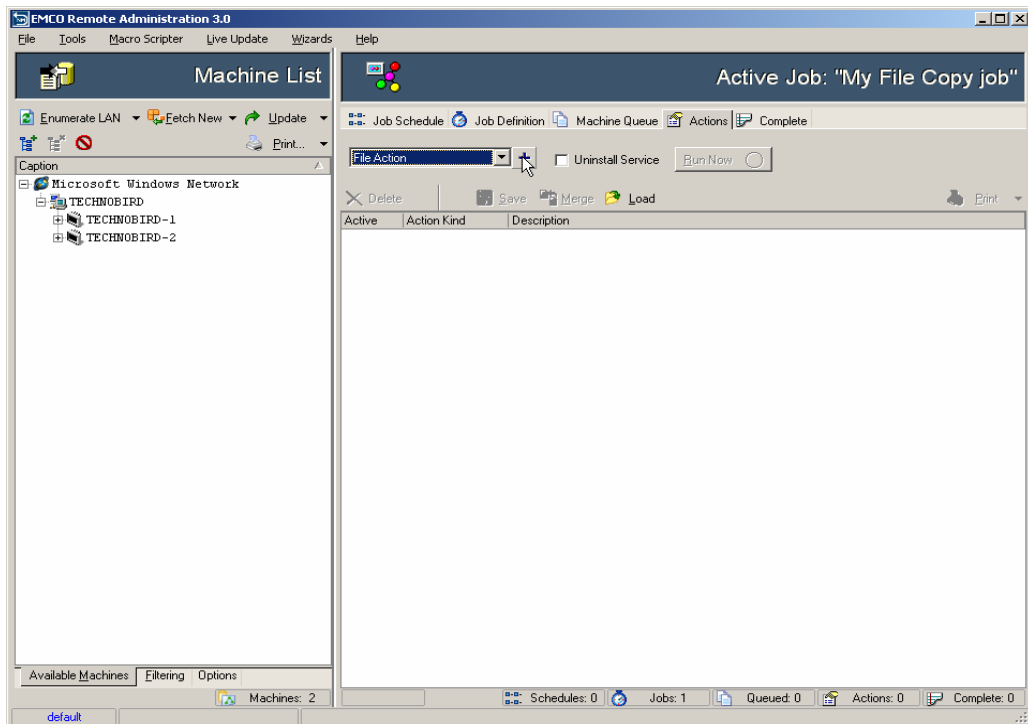
8. Switch to the **Actions Tab**.



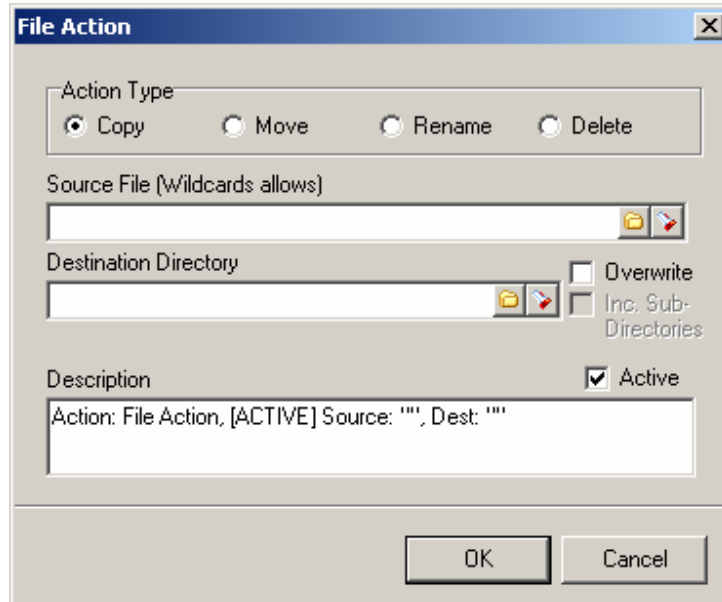
9. Select the **File Action** from the **Actions** dropdown list.



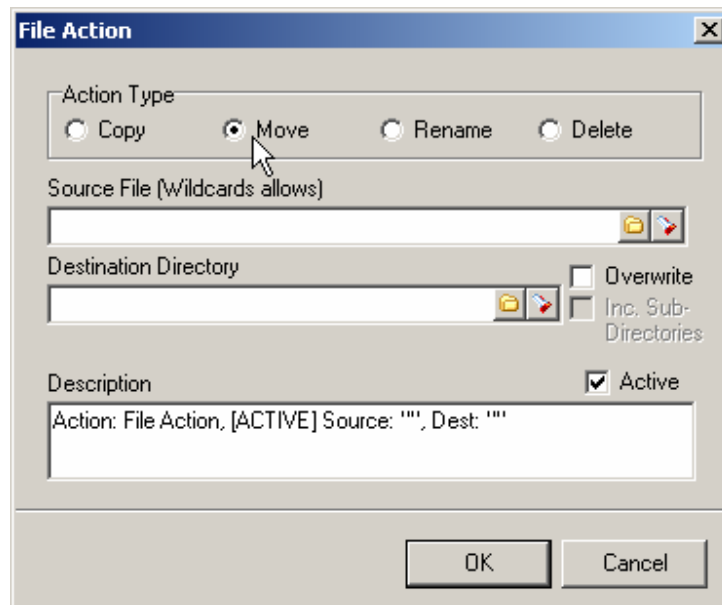
10. Click **Add** button.



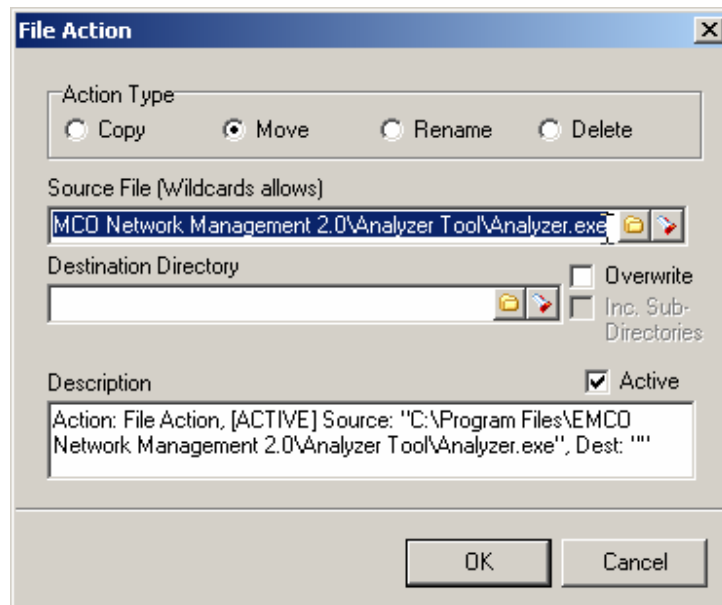
11. **File Actions** dialog box will appear on the screen.



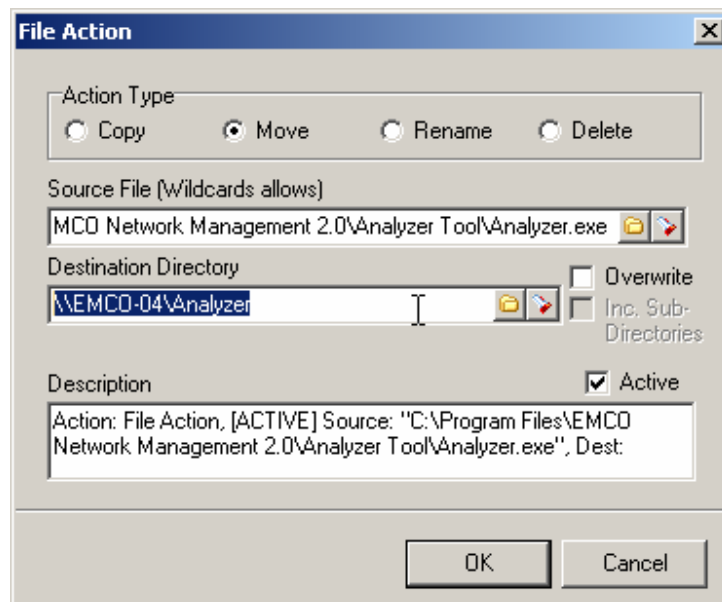
12. Click **Move** Radio button from the actions type.



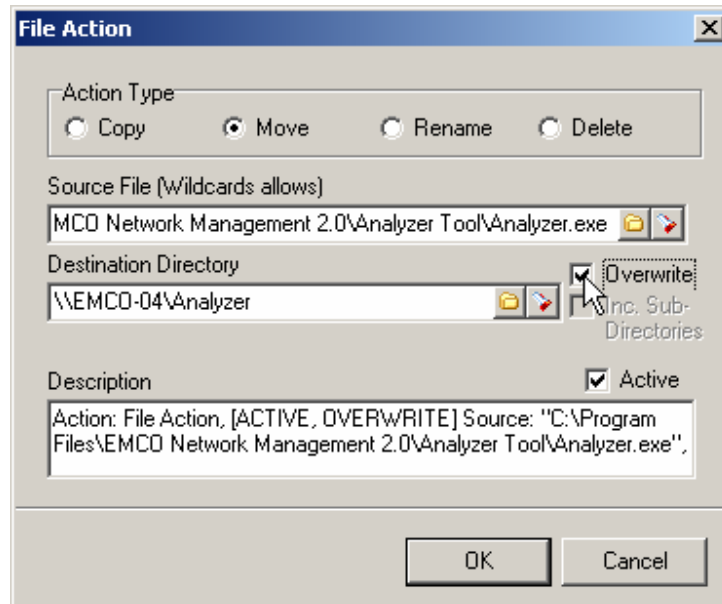
13. To perform Move operation on a file click button.
14. To perform Move operation on a directory click button.
15. Select the **Source File/Directory** by clicking the corresponding button shown on the right of the Source File textbox.



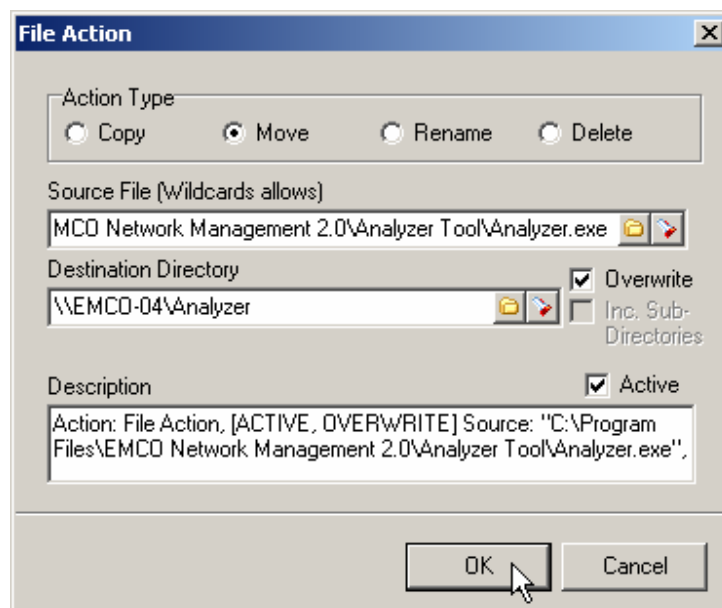
16. Select the **Destination File/Directory** by clicking the corresponding button shown on the right of the **Source File** textbox.



17. Check the **Override** checkbox if you want to override the existing files.



18. Click the **OK** button.



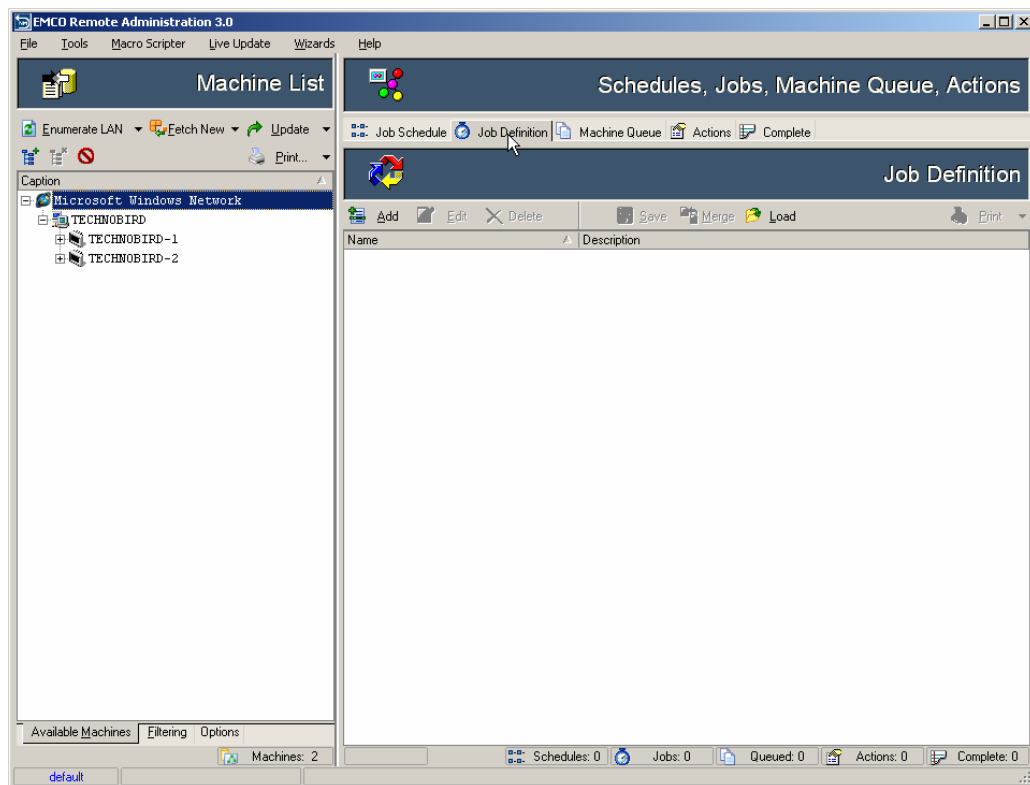
19. You can click the **Run Now** button to run this action now or you can schedule it to be executed automatically.

Rename File Action

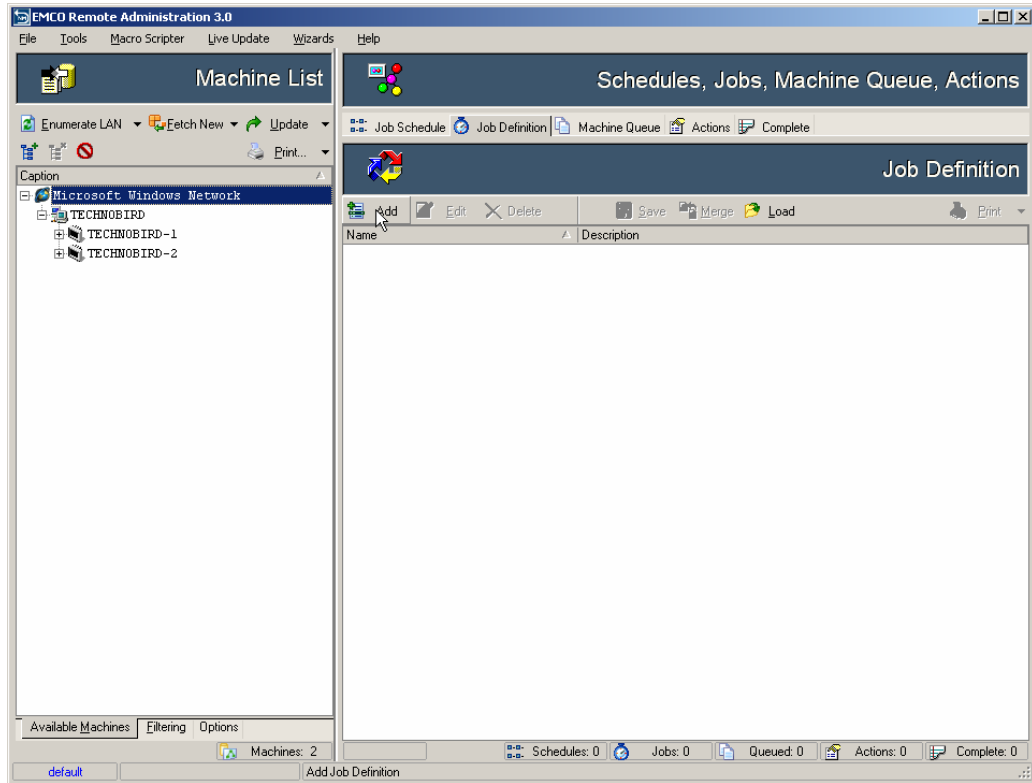
To Rename file in Remote Administration 3.0:

To use file Rename operation in EMCO Remote Administration 3.0 perform the following steps:

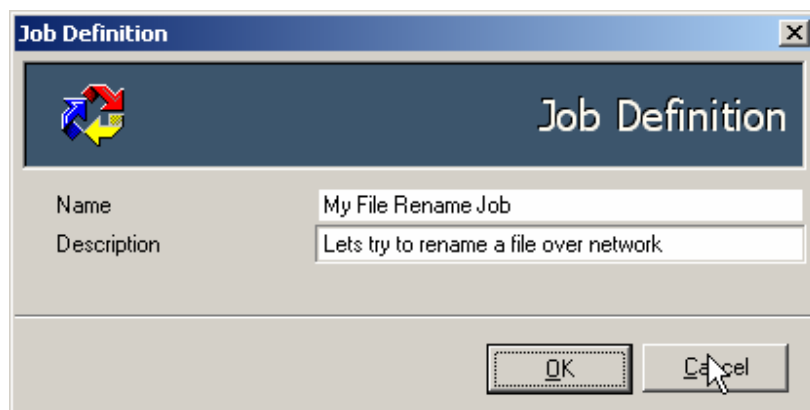
1. Switch to **Job Definition Tab**.



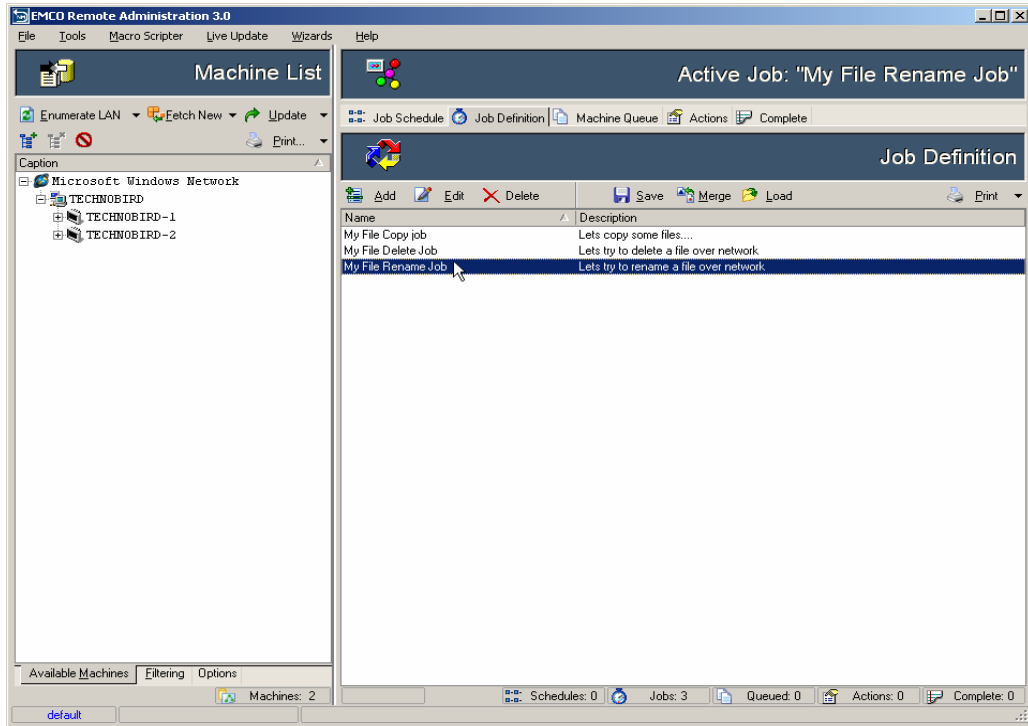
2. Click the **Add** button to add a job definition.



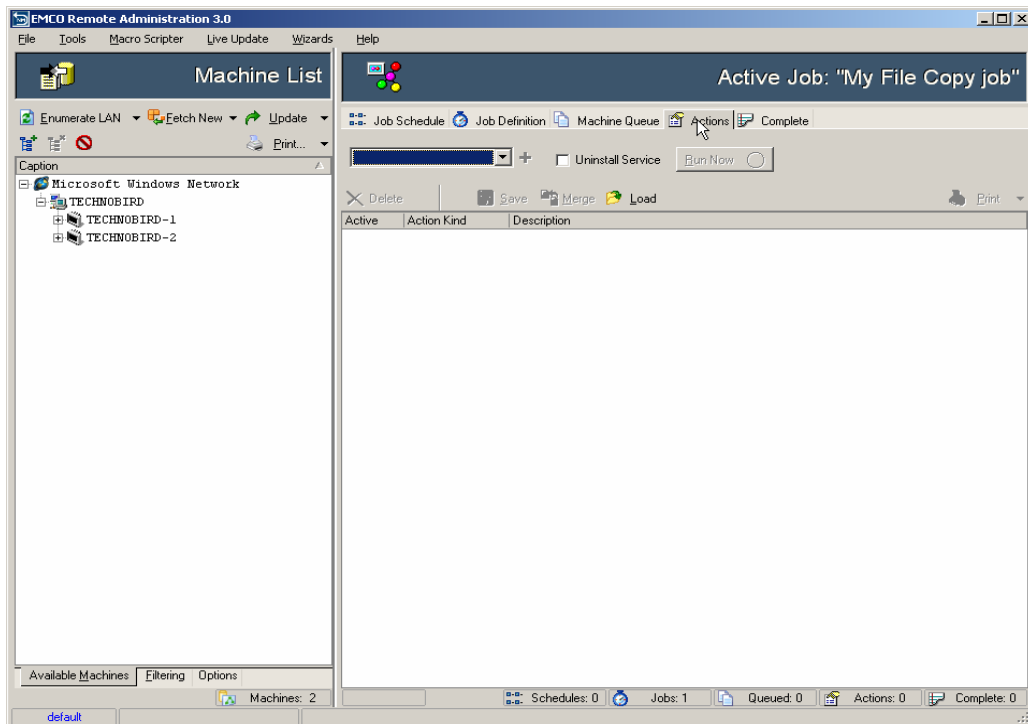
3. **Add Job Definition** dialog box will appear on the screen.
4. Type in the name of the job in the **Name** textbox.
5. Type in the job description in the **Description** textbox.
6. Click **OK** button.



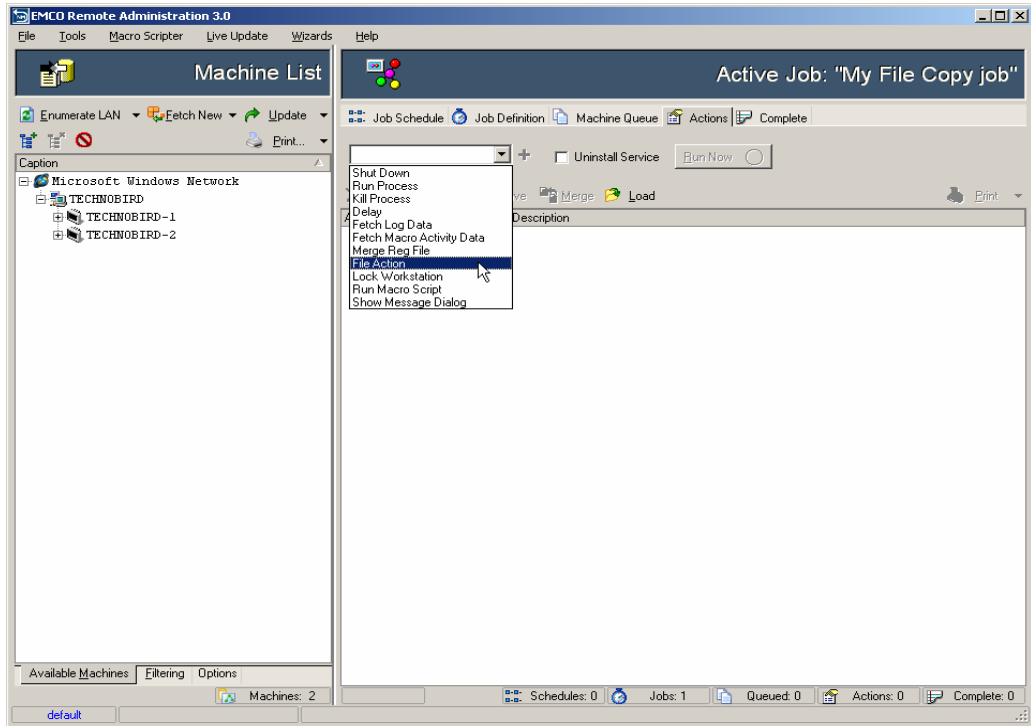
7. The added operation will appear on the screen.



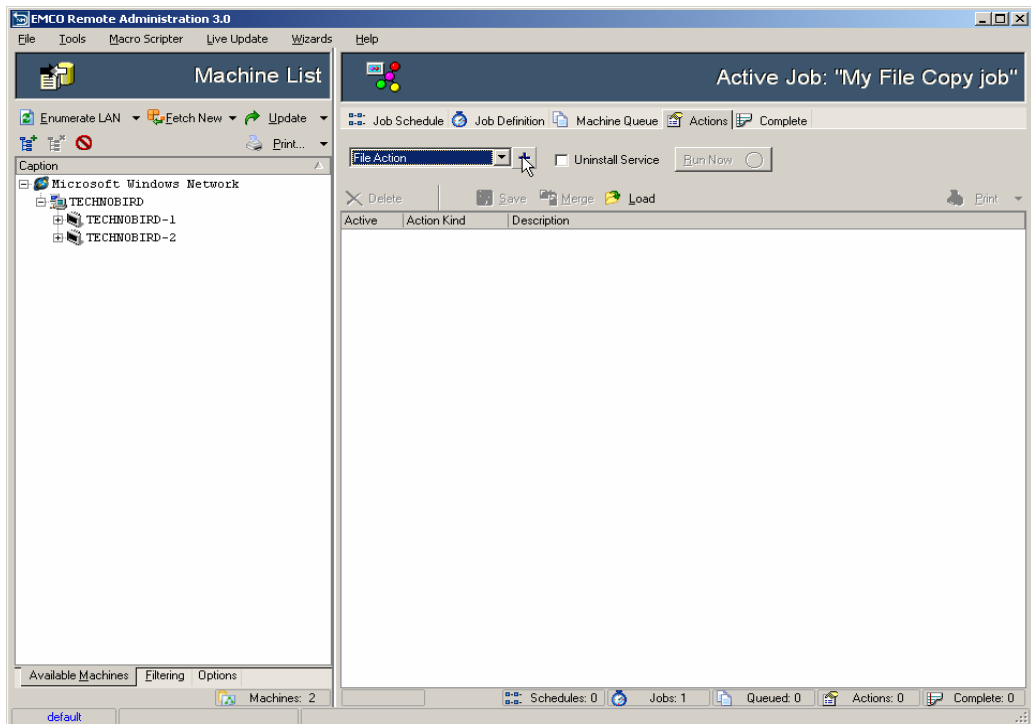
8. Switch to the **Actions Tab**.



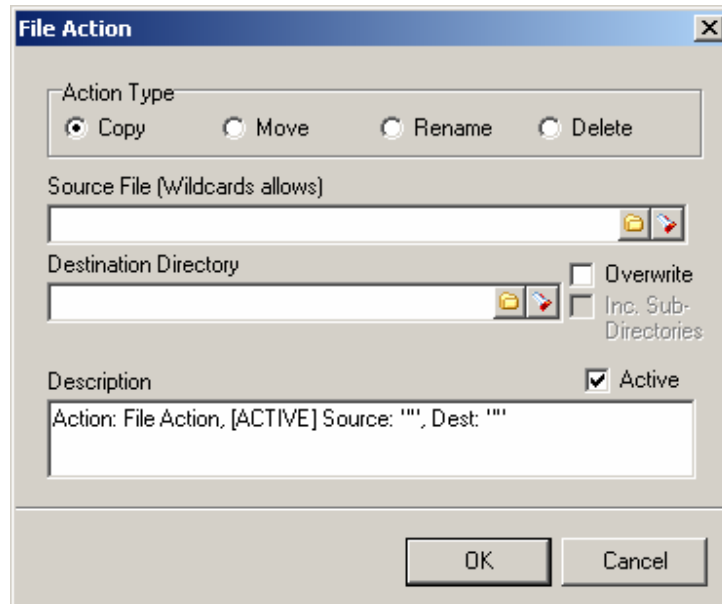
9. Select the **File Action** from the **Actions** dropdown list.



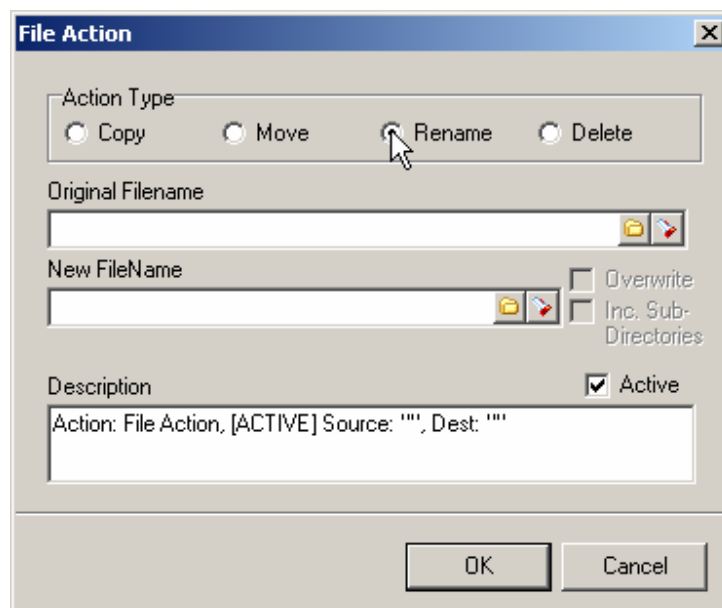
10. Click **Add** button.



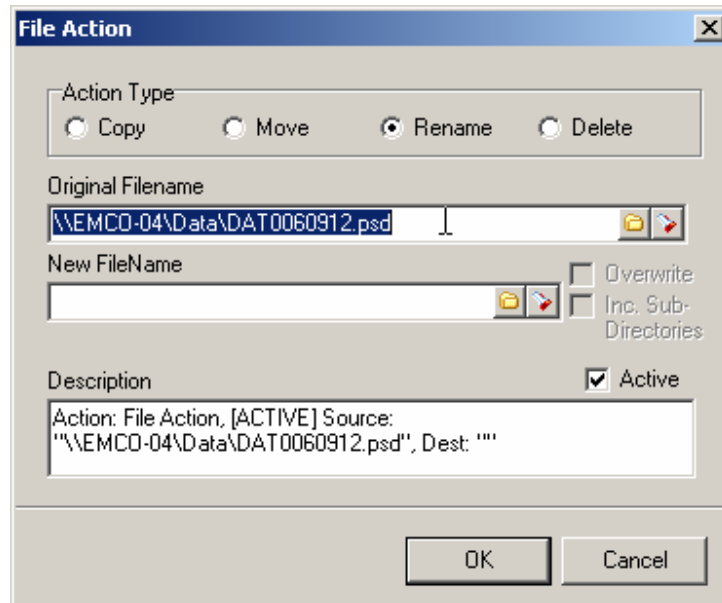
11. **File Actions** dialog box will appear on the screen.



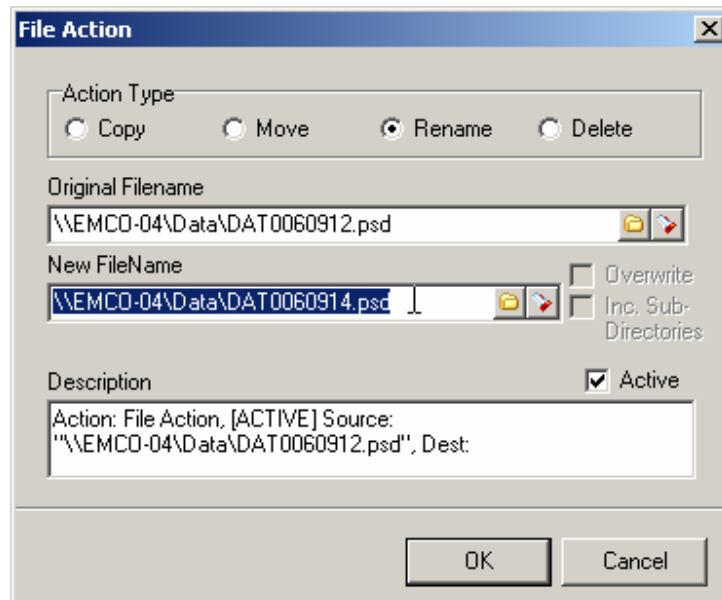
12. Click **Rename** Radio button from the actions type.



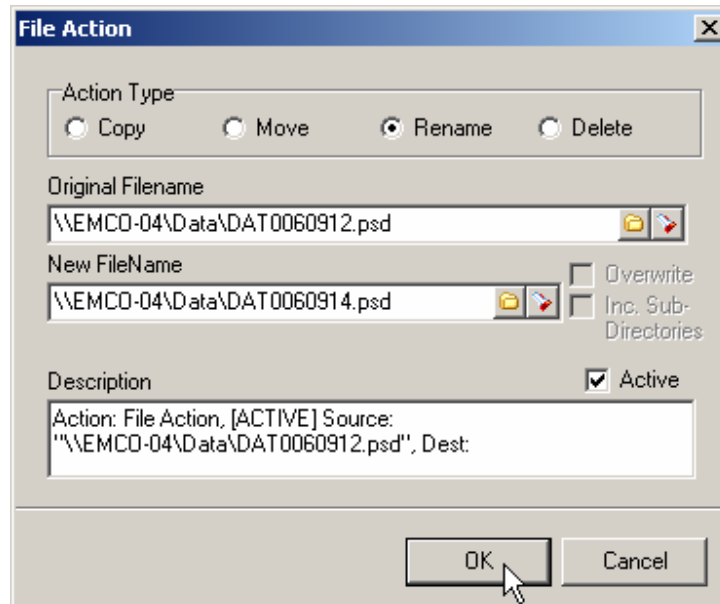
13. To perform Rename operation on a file click button.
14. To perform Rename operation on a directory click button.
15. Select the **Source File/Directory** by clicking the corresponding button shown on the right of the Source File textbox.



16. Select the **Destination File/Directory** by clicking the corresponding button shown on the right of the **Source File** textbox.



17. Click the **OK** button.



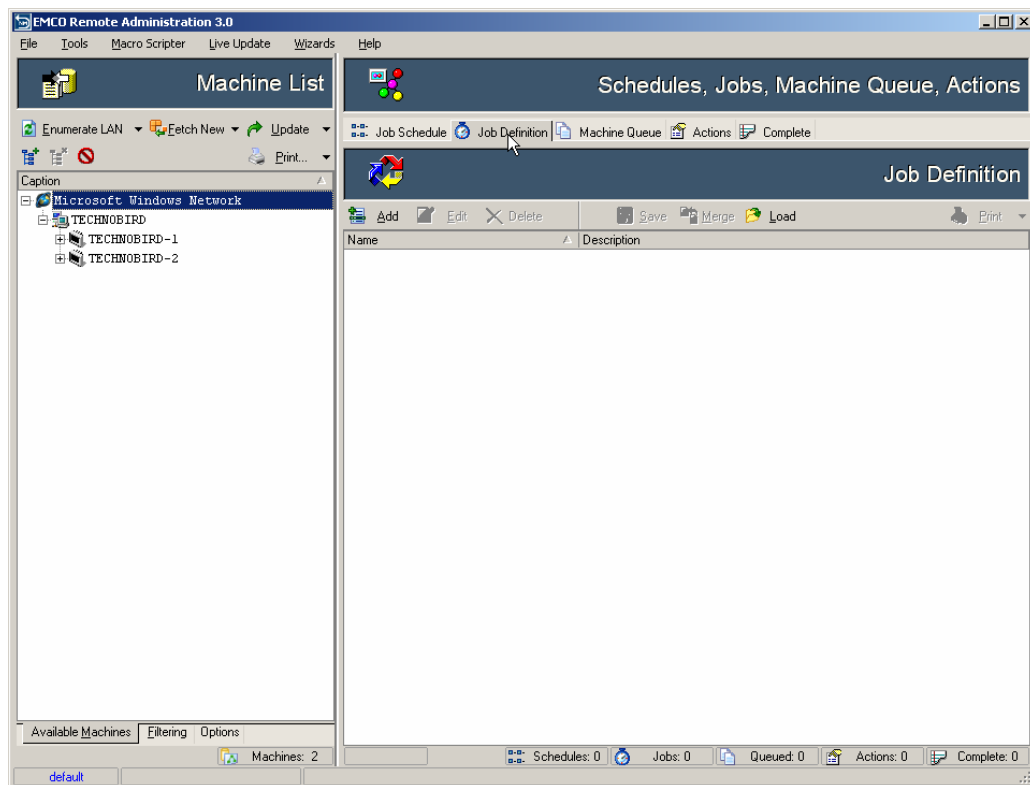
18. You can click the **Run Now** button to run this action now or you can schedule it to be executed automatically.

Delete File Action

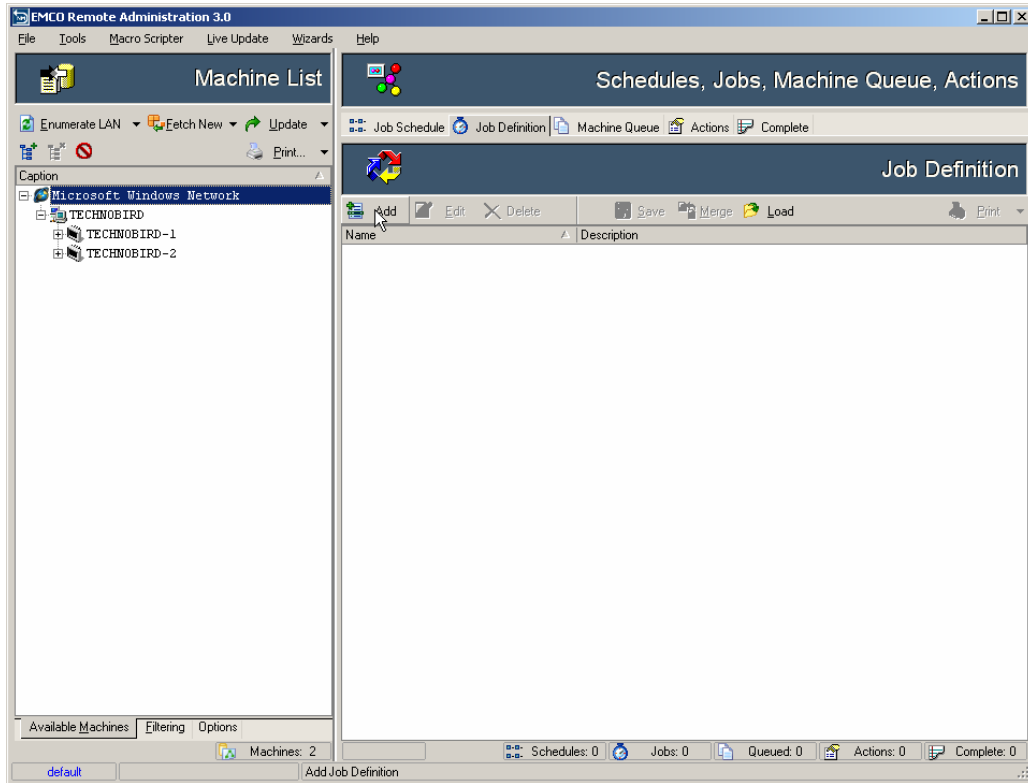
To Delete file in Remote Administration 3.0:

To use file Delete operation in EMCO Remote Administration 3.0 perform the following steps:

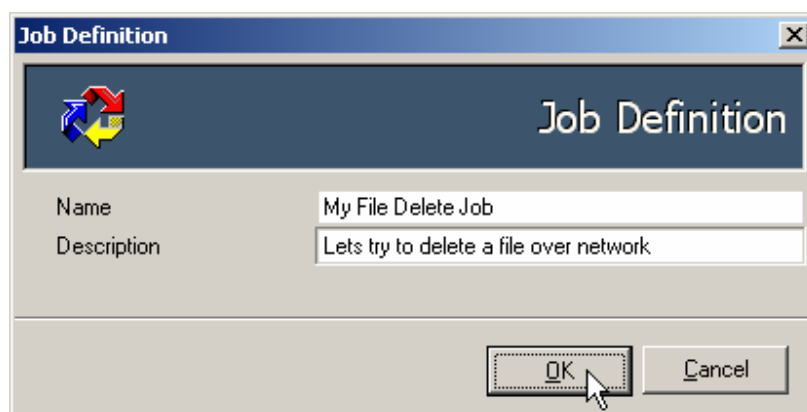
1. Switch to **Job Definition Tab**.



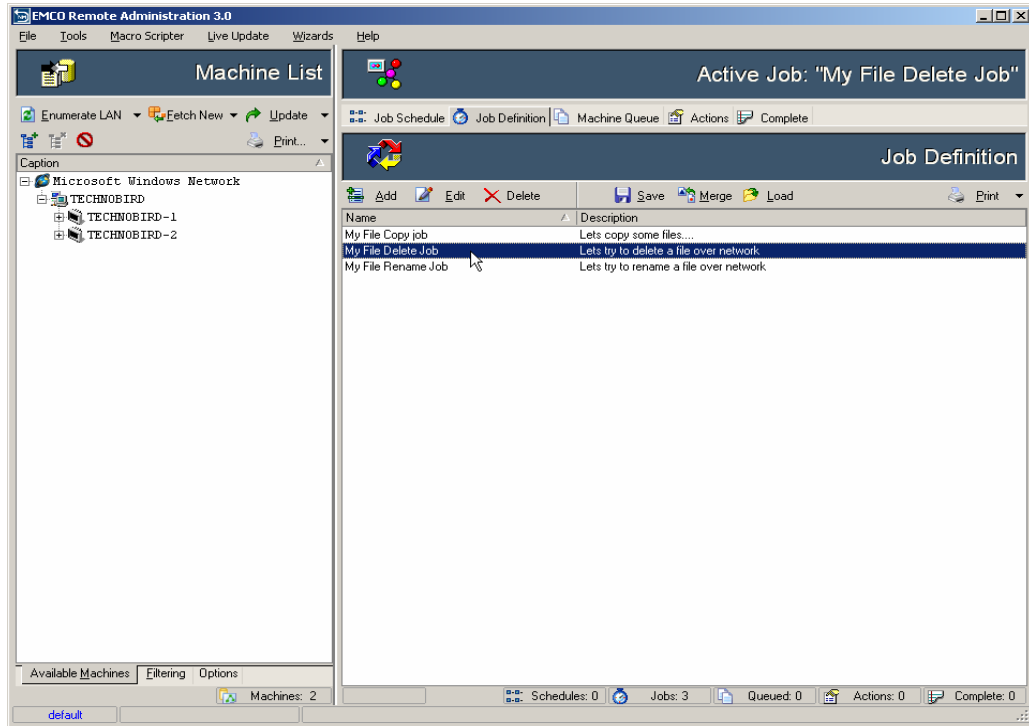
2. Click the **Add** button to add a job definition.



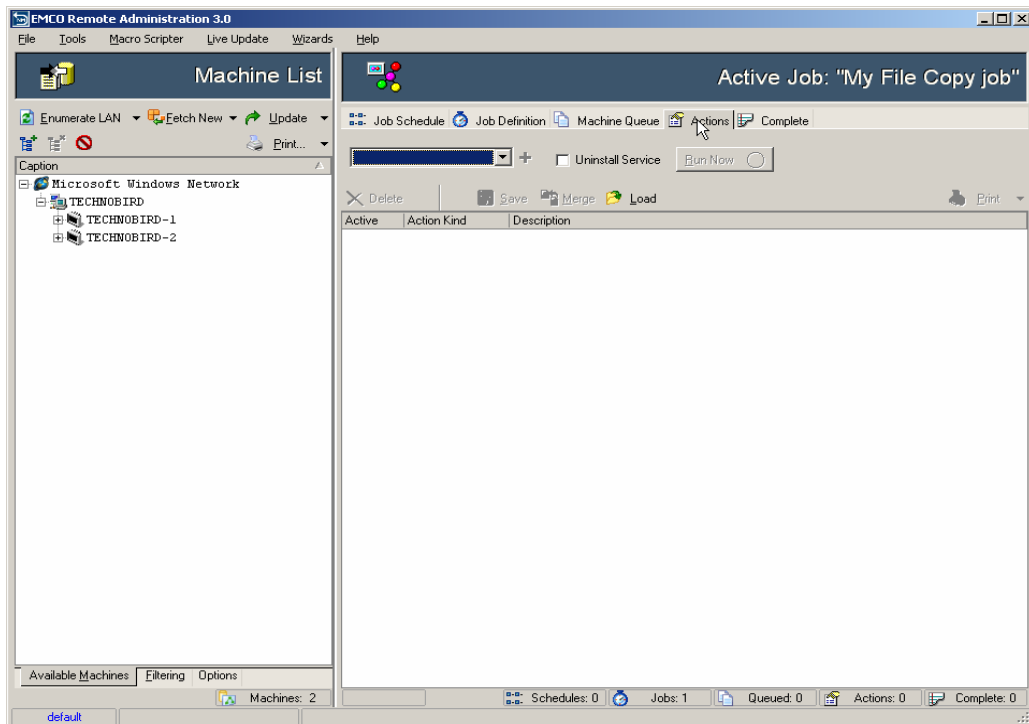
3. **Add Job Definition** dialog box will appear on the screen.
4. Type in the name of the job in the **Name** textbox.
5. Type in the job description in the **Description** textbox.
6. Click **OK** button.



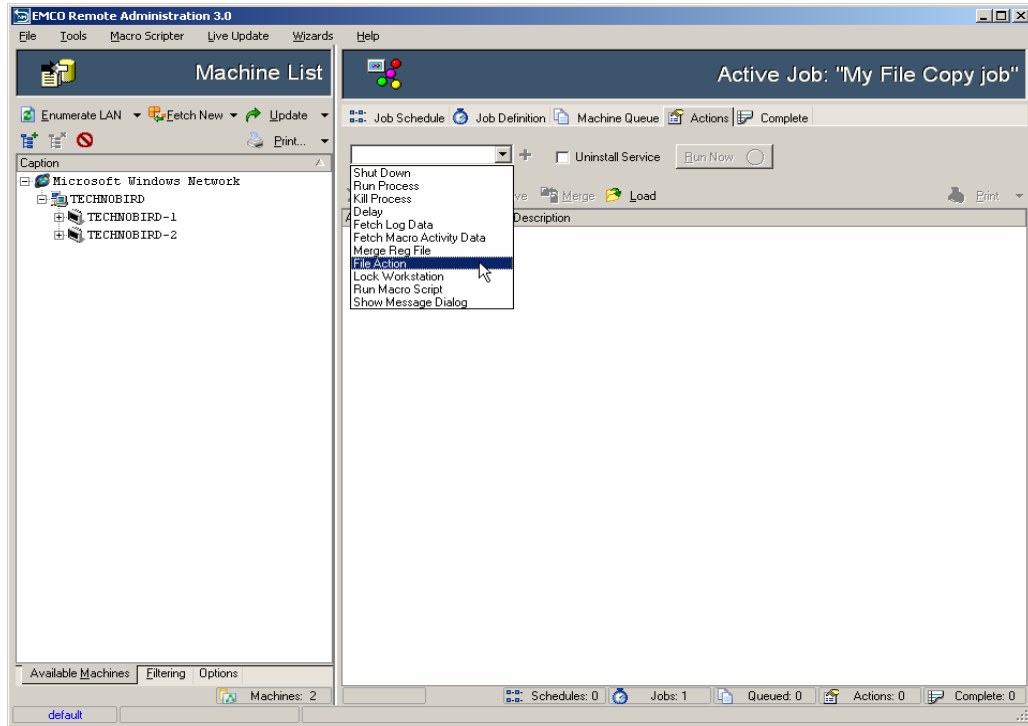
7. The added operation will appear on the screen.



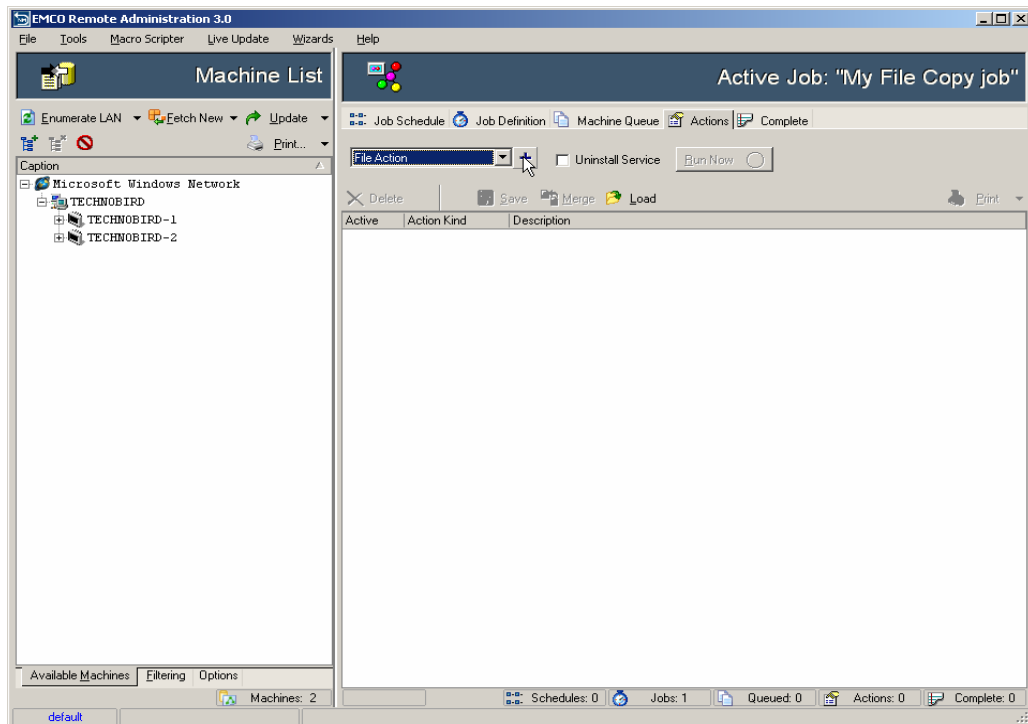
8. Switch to the **Actions Tab**.



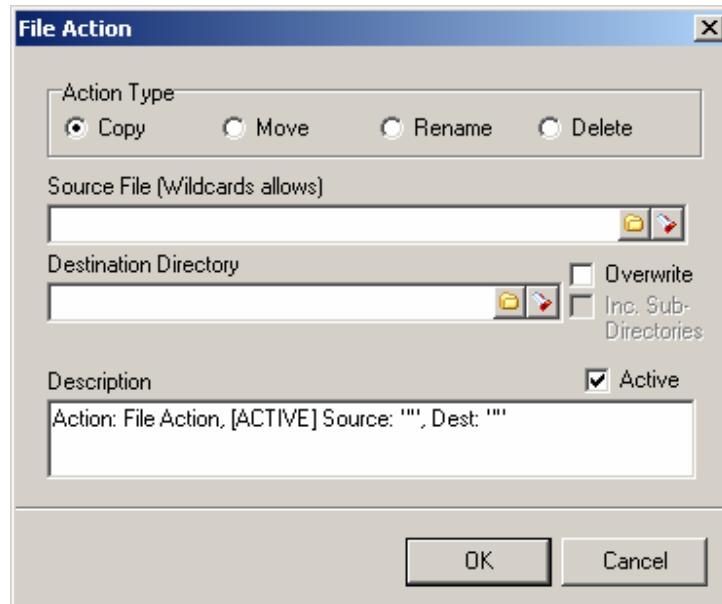
9. Select the **File Action** from the **Actions** dropdown list.



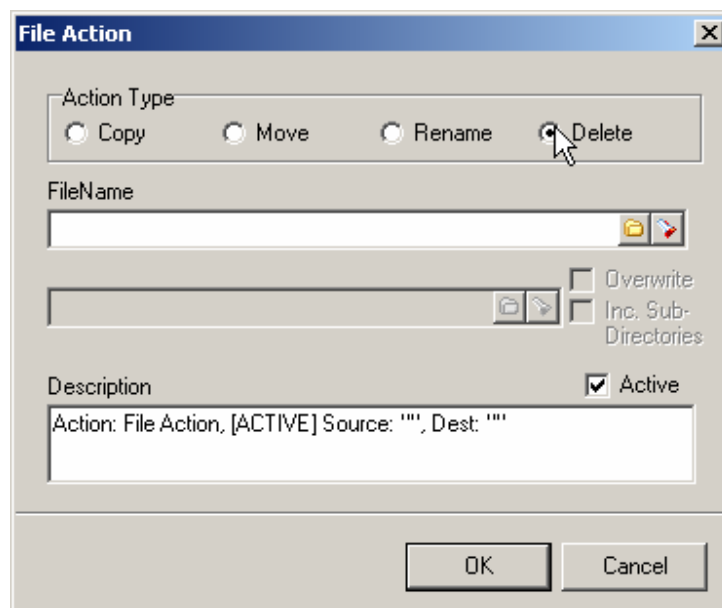
10. Click **Add** button.



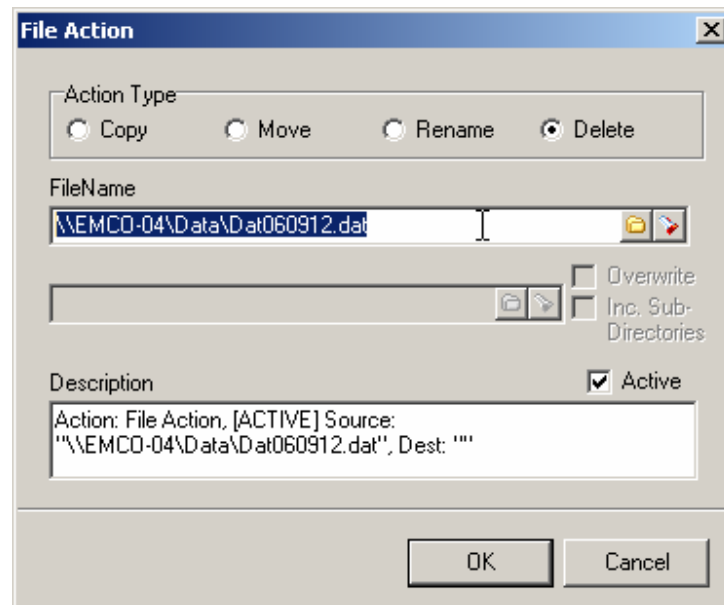
11. **File Actions** dialog box will appear on the screen.



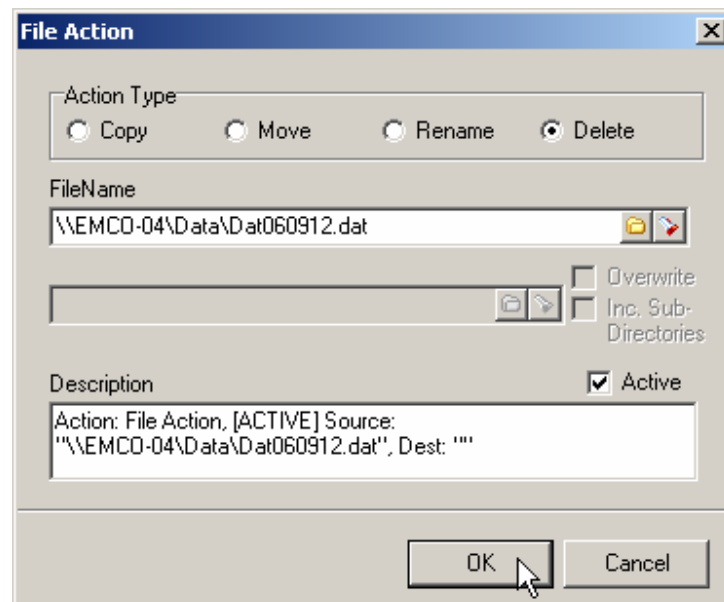
12. Click **Delete** Radio button from the actions type.



13. To perform Delete operation on a file click button.
14. To perform Delete operation on a directory click button.
15. Select the **File Name** by clicking the corresponding button shown on the right of the Source File textbox.



16. Click the **OK** button.



17. You can click the **Run Now** button to run this action now or you can schedule it to be executed automatically.

Built-in Variables

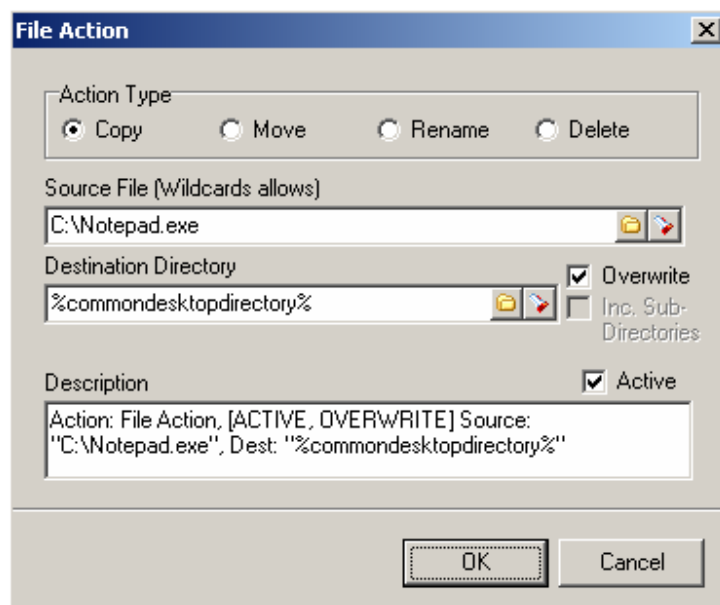
File Action also support many built-in variables for easier handling of destination location.

Example I

Let's see an example where we copy notepad.exe from c:\ drive to "all users" desktop to selected remote pc's in machine queue.

Source: C:\notepad.exe

Destination: %commondesktopdirectory%



Example II

Let's see another example where we copy notepad.exe from c:\ drive to "all users" desktop and in folder called Files to selected pc's in machine queue.

Source: C:\notepad.exe

Destination: %commondesktopdirectory%\Files



Supported variables:

- %programs%
- %personal%
- %favorites%
- %startup%
- %recent%
- %sendto%
- %startmenu%
- %desktopdirectory%
- %nethood%
- %fonts%
- %templates%
- %commonstartmenu%
- %commonprograms%
- %commonstartup%
- %commondesktopdirectory%
- %appdata%
- %printhood%
- %localappdata%
- %commonfavorites%
- %internetcache%
- %cookies%
- %history%
- %commonappdata%
- %windows%
- %system%

%programfiles%
%mypictures%
%commontemplates%
%commondocuments%
%commonadmintools%
%admintools%
%winsysdir%
%userprofile%
%profiledirectory%