Uploading data files in Agresso M7

The Agresso web folder drive will no longer be available. In order to upload files to Agresso (ie to place them in the data import folder), please use the following steps:

Go to <u>https://ubwdesktop.unit4cloud.com/my.policy</u> and login using your new citrix credentials

6 5	
Secure Logon for UNIT4Cloud	
Username (domain\username)	
Password	
Change password	
Password Reset	
Logon	

Once logged in, you will see a dashboard with a number of icons (please note, you may not be able to see all the icons in the image below, it will depend on your permissions)

Applications and Links ×		Search	Q	
ACPT CIT BW DataFiles	U ACPT CIT BW Desktop		PREV CIT BW DataFiles	UX PREV CIT BW Desktop
PROD CIT BW DataFiles	PROD CIT BW Desktop			

To access the data folders, click on **PROD CIT BW Datafiles**. This links to the data folders for the live environment.

🖳 📝 📙 🖛 ie_cit_prod\$					-	D X
File Home Share View						\sim (
← → ~ ↑ 📮 > Network > c-edubw-app	p01 → ie_cit_prod\$			ٽ ~	Search ie_cit_prod\$	م
	Name	Date modified	Туре	Size		
✓	Command Filer	12/01/2020 15:20	File folder			
Desktop 🔊	Customized Reports	19/05/2020 07:48	File folder			
Documents #	Data Export	13/01/2020 15:20	File folder			
Pictures x	Data Import	07/04/2020 16:10	File folder			
🗸 🔲 This PC	DocArchive	13/01/2020 15:29	File folder			
Downloads	Excelerator Reports	13/01/2020 15:29	File folder			
> - Downloads	OCR Export	13/01/2020 15:29	File folder			
Local Disk (C: on FIN-E16-L52/84)	Report Results	20/05/2020 17:01	File folder			
> 🁌 Music	Report Writer	13/01/2020 15:29	File folder			
> 👳 Network Drive (S: on FIN-E16-L52784)	Server Logging	21/05/2020 02:55	File folder			
> 🚍 Network Drive (W: on FIN-E16-L52784)	Stylesheets	19/05/2020 07:48	File folder			
> 🚍 Network Drive (Y: on FIN-E16-L52784)						
> 👳 Network Drive (Z: on FIN-E16-L52784)						
> 📰 Pictures						
> 📕 Videos						

The above folder will open, showing you the data folders. In order to transfer files to any of the data folders, you will have to copy and paste them to the folder <u>from within this window</u>.

Ensure that the file you want to transfer is saved on your C drive. I would recommend creating a new folder on your C drive for files such as these.

Click on Local Disk (C:) and browse to the folder where you have the file saved. I created a folder called 'Agresso Files' on my C drive for files such as this.

- → × ↑ → This PC → Local Disk (C:	on FIN-E16-L52784)			ٽ v	Search Local Disk (C: on FIN-E D
	Name	Date modified	Type	Size	
🖈 Quick access					
Desktop	Agresso Files	21/05/2020 11:50	File folder		
Desuments	Cisco	17/01/2020 16:22	File folder		
Documents	eduroam-W10-CloT-CIT_Staff	09/11/2017 12:45	File folder		
Pictures	Excelerator	19/05/2020 22:57	File folder		
This PC	intel	20/08/2019 16:46	File folder		
Downloads	License_Acrobat	27/11/2017 15:13	File folder		
	PerfLogs	08/02/2018 10:39	File folder		
🛁 Local Disk (C: on FIN-E16-L52784)	Program Files	07/05/2020 10:29	File folder		
> 🎝 Music	Program Files (x86)	07/04/2020 12:03	File folder		
> 🛖 Network Drive (S: on FIN-E16-L52784)	ROS	29/04/2020 11:57	File folder		
🗧 👳 Network Drive (W: on FIN-E16-L52784)	Scanned Images	07/05/2020 11:42	File folder		
> metwork Drive (Y: on FIN-E16-L52784)	Users	17/10/2019 09:29	File folder		
Network Drive (Z: on FIN-E16-L52784)	Windows	18/03/2020 12:53	File folder		
Dicturer	🌆 fi09b_12961	23/04/2020 14:51	TIF File	87 KB	
/ min Frectores	🖻 Login Report	04/02/2020 16:50	Microsoft Excel 97	25 KB	
> 📕 Videos	C Order 296175	10/10/2019 09:23	ARC Report Output	6 KB	
	StopProc	09/11/2017 12:50	Windows Batch File	1 KB	

Right click on the file you want to copy, and select 'copy'

Select the back button to bring you back to the data file screen. Go to the relevant folder (eg data import) and right click and 'paste' the file. The file is now available for upload to Agresso M7.

You can create a quick access to the folder you use to save the files on your C drive. From within the data files screen, right click on that folder and select 'Pin to Quick access'. This folder will then display on the left under Quick Access when you login. (note: this only has to be done once)

~							2 Search Agresso
			Name	Date modified	Туре	Size	
\sim	🖈 Quick access						
	🤜 Desktop	A	Sa IESI FILE	23/04/2020 12:17	Microsoft Excel C	87 KB	
	Documents	*					
	E Pictures	×					
	Agresso Files	A					
\sim	💻 This PC						
>	🗸 🕂 Downloads						
>	👝 Local Disk (C: on FIN-E16-L52784)						
>	🕨 🎝 Music						
>	👳 🛖 Network Drive (S: on FIN-E16-L52784)						
>	👳 Network Drive (W: on FIN-E16-L52784)						
>	👳 👳 Network Drive (Y: on FIN-E16-L52784)						
>	👳 🛖 Network Drive (Z: on FIN-E16-L52784)						
>	🕨 📰 Pictures						
>	Videos						

If you have any questions or queries regarding uploading data files, email denis.cronin@cit.ie