MIP File Explorer User Guide

Introduction

The MIP File Explorer is a JavaScript-based web application that is accessible to authenticated Mapping Information Platform (MIP) account holders upon login. The File Explorer allows users to navigate through the contents of the MIP working (J:) and archival (K:) Drives.

The J: Drive is the drive onto which geographic data (e.g. data with FGDC-compliant metadata) is initially uploaded through the Manage Data Development activities on the MIP. This data is automatically copied to the K: Drive after the completion of the Manage Quality Assurance activity for each Data Development activity. Data uploaded to the MIP through the Tools & Links Data Upload feature is automatically placed on the K: Drive.

The K: Drive is read-only for all users – no files or folders on it can be modified through the File Explorer. All authenticated MIP users can read and download all files on the entirety of the J: and K: Drives. The ability to modify contents of J: Drive folders is dependent on a user's MIP account permissions, assigned and claimed tasks, and the status of a particular case and its activities within the MIP workflow.

All MIP authenticated users are able to view the entirety of the J: and K: Drives, which is includes the ability to view file attributes and download individual files or sets of files. In addition to this Read Only capability, users may have the ability to modify the contents of J: Drive folders for which they have been assigned appropriate permissions and whose associated activities are still in process within the MIP

workflow. The permissions within the File Explorer are inherited from the MIP account and are based on task, project, and Regional assignments. Questions about account permissions should be directed to MIPHelp@riskmapcds.com. For more information about MIP workflow status and its impact on J: Drive access, users should consult the Data Migration and Transition Briefing on MIP User Care,

Accessing the File Explorer

1. Log into the MIP using your MIP username and password. Once you have logged in, select the Tools & Links tab. On the following screen, select the File Explorer tab:

This will take you to the File Explorer application. Depending on what web browser you are using, you may need to enable Compatibility Mode or otherwise adjust your browser settings in order to make the application display correctly.

Using the File Explorer

Legends and Keyboard Access Assistance

The top of the File Explorer page contains a legend for understanding the folder access notation used in the File Explorer. A user's level of access to a particular folder is identified by the notation displayed next to the folder. The notation explanations are as follows:

(r--) - read only
(rw-) - read and write
(rwd) - read, write, and delete

At the top right corner of the page is a link to this User Guide, as well as a link to download Adobe Reader in order to access PDFs such as this one. Below that pair of links is a "Keyboard Access Assistance" link. Selecting this link will pop up a list of keyboard shortcuts that allow users to input commands more quickly and complete them without using a mouse. These commands are as follows:

- Arrow keys will navigate through the folder/file structure.
- Left arrow closes the currently selected folder or returns to the currently selected folder/file's parent folder.
- Right arrow will open the currently selected folder or move to the first sub-folder of the currently selected folder.
- Enter Key will open the currently selected folder.
- Spacebar will make whatever file or folder is currently under tab focus the Current Selection
- *Shift-L* will **download** the currently selected file.
- *Shift-N* will **create** a new folder as a sub-folder of the currently selected folder.
- *Shift-C* will **copy** the currently selected folder/files.
- *Shift-V* will **paste** the copied content into the currently selected folder.
- *Shift-D* will **delete** the currently selected folder/files.

File Explorer Frames

On the topmost frame of the File Explorer, the middle panel contains a File Path area that lists the full File Path of the currently selected folder or file. The right side contains a Case Number input field where a specific Case Number, if known, can be entered for quick access:

File Path:	Search By Case Number	[ ]	Search

The left-hand frame of the File Explorer contains two views for navigating through the folder structure on the J: and K: Drives – *Explorer View* and *Case Number View*:

The largest frame, which has "Filename," "Size," and "Last Modified" column headers, is where file information about the contents of folders appears:

The bottommost frame contains a series of buttons that can be used to accomplish some of the same commands as the Keyboard Shortcuts:

Case Number View

If you already know the Case Number for the project whose files you are attempting to access, you may type it into the Case Number input field at the top of the File Explorer screen and select Search.

You must enter the case number in exact accordance with standard naming conventions, including hyphens. Only an exact match will return the case.

If a match is found, it will display the case folders in the Case Number View section:

From here, you may navigate through the folder structure of this specific project using the Case Number View. This works exactly the same as in the Explorer View described below, so please see the following

section for detailed information on folder navigation. The benefit to using Case Number View is to save the time it takes to navigate to your desired project.

Explorer View

The Explorer View enables you to navigate through the overall folder structure of the J: or K: Drives in order to find your desired project. It is useful if you do not have the project's Case Number available.

1. First, determine whether you want to access the project's J: Drive or K: Drive folders.
2. Select the appropriate folder using your mouse (click on either the plus sign inside of the box to the left of the folder name or on the folder name itself) or using the arrow keys your keyboard – this will expand out the top level of folders on the Drive.

    To collapse a level of folders back into their parent folder, click the minus sign inside of the box to the left of the parent folder or use the left arrow key on your keyboard.

Legend	File Path:
(r--) - read only **(rw-)** - read and write **(rwd)** - read, write, and delete	J:

Explorer View

- J(r--)
  - MTS(r--)
  - R01(r--)
  - R02(r--)
  - **R03(r--)**
  - R04(r--)
  - R05(r--)
  - R06(r--)
  - R07(r--)
  - R08(r--)
  - R09(r--)
  - R10(r--)
  - temp(r--)
- K(r--)
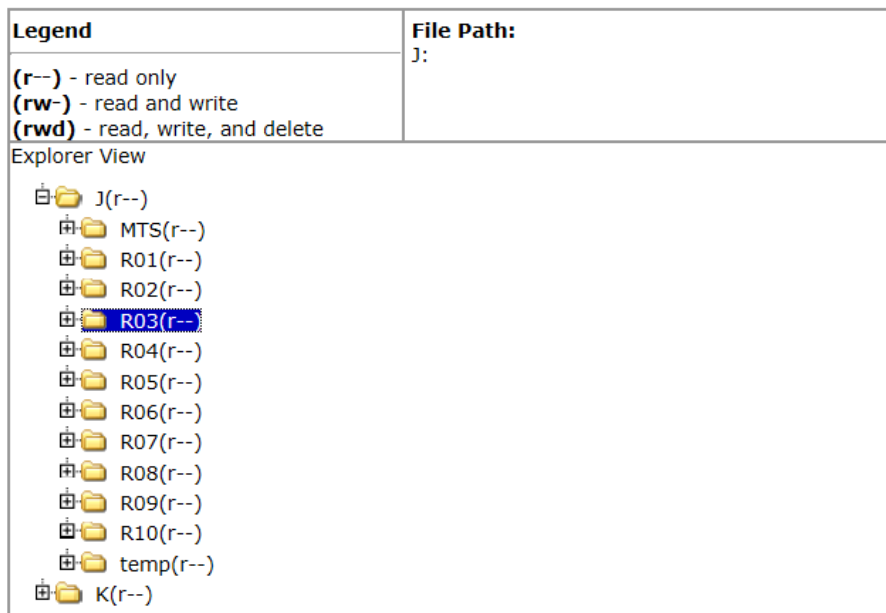
3. The top level folders are primarily categorized by FEMA Region. Select the folder for the FEMA Region associated with your project – this will reveal the State level of folders:

Explorer View

- J(r--)
  - citrix_submittal(r--)
  - MTS(r--)
  - R01(r--)
  - R02(r--)
  - R03(r--)
    - **DELAWARE_10(r--)**
    - DISTRICT_OF_COLUMBIA_11(r--)
    - MARYLAND_24(r--)
    - PENNSYLVANIA_42(r--)
    - VIRGINIA_51(r--)
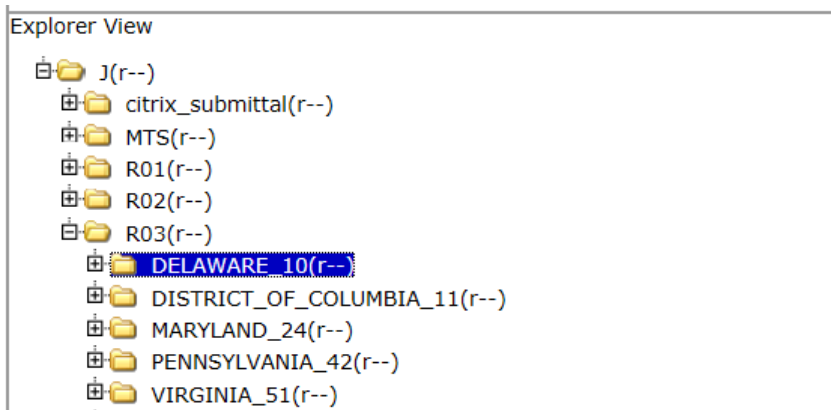
Note that at any one time, there *may* be two 'active' objects in the File Explorer:

- The Active Details folder, the contents of which are displayed in the File Details frame and the File Path for which is displayed at the top of the File Explorer window
- The Current Selection, which is highlighted and is the location of your cursor for the purposes of navigation and using the command buttons at the bottom of the File Explorer window

A folder can be active for both of these purposes, as seen below, where folder 1116261 is both the Current File View folder and the Current Selection:

Alternatively, a different folder may be in each of the two active states. In the example below, folder 1116261 in still the Active Details folder, but the Current Selection is now the Coastal folder:

Finally, while Active Details always refers to a *folder*, the Current Selection may be a *file or files*. This enables you to apply the buttons in the bottommost frame of the Explorer (e.g. Download, Copy, Delete) to files as well as to a folder. Although only one folder may the Current Selection at a time, you may highlight multiple files as the Current Selection simultaneously. This may be seen below, where the files 240023_BaseMap_metadata.xml and 240025_Hydraulics_metadata.xml are both Current Selections, while 1116261 remains the Active Details folder:

4. Continue progressing through the geographic folder levels of County (and County-type jurisdiction):

5. …and Community-level jurisdiction:

6. Until you reach the project level:

CECIL_24015(r--)
   CECIL_015C(r--)
   CECIL_240019(r--)
   PORT_DEPOSIT_240025(r--)
      09-03-0041S(r--)
      Ortho(r--)
   RISING_SUN_240158(r--)
CHARLES_24017(r--)

7. Now you have arrived at a specific project folder. Each project will have its own folder structure, which can be quite complex. You may continue using the Explorer View to navigate that structure to find the particular folder and data you want. For MIP projects, the folder structure under SubmissionUpload will mirror the Data Development tasks in the MIP:

CECIL_24015(r--)
   CECIL_015C(r--)
   CECIL_240019(r--)
   PORT_DEPOSIT_240025(r--)
      09-03-0041S(r--)
         Mapping(r--)
         SubmissionUpload(r--)
            AlluvialFan(r--)
            BaseMap(r--)
            Coastal(r--)
            Floodplain(r--)
            Hydraulics(r--)
            Hydrology(r--)
            Mapping.Final_DFIRM_DB(r--)
            Mapping.Preliminary_DFIRM_DB(r--)
            Survey(r--)
            Terrain(r--)
      Ortho(r--)
   RISING_SUN_240158(r--)

8. Once you arrive at a folder with files in it, those files will be listed in the File Details frame:

If there are no more folders under the folder you have selected, clicking on it will not reveal any further subfolders. Remember: only files appear in the File Details frame, not folders.

Modifying Folder Contents and Other Actions

Downloading Files and Folders

If your access to a folder is read-only, which will be denoted by (r--) appearing next to the folder name, you will not be able to modify the contents of the folder. You can download a file, however, by double-clicking on it in the File Details frame or by making it the Current Selection and clicking on the download button at the bottom of the window. This will bring up your browser's download prompt.

To download the contents of an entire folder, select the folder and either select the Download button or enter Shift+L in order to download the currently selected folder. Note: doing so will bring up an error message warning you that downloading a folder may entail downloading a great deal of information. If you choose to proceed, then a new browser tab or window will open. Once the process of zipping up the contents of your chosen folder is complete, download links will appear in this new window.

Creating New Folders

To create a new folder, select an existing folder to which you have write access. Then select the New Folder button or enter Shift + N in order to create a new folder as a sub-folder of the currently selected folder. You will be prompted to enter a name for the new folder:
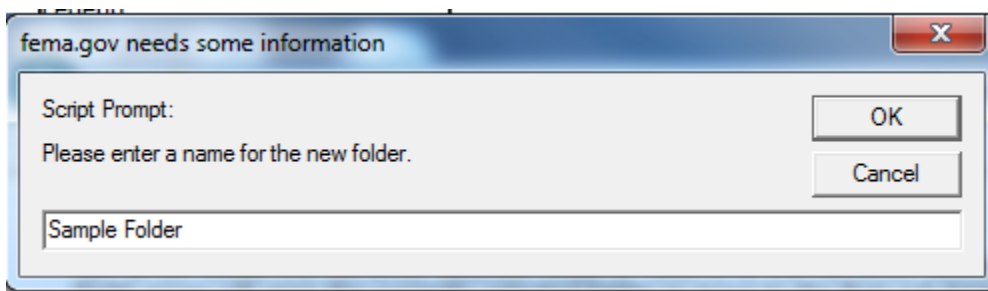
Once you select OK, the new folder will appear in the Folder Navigation frame:
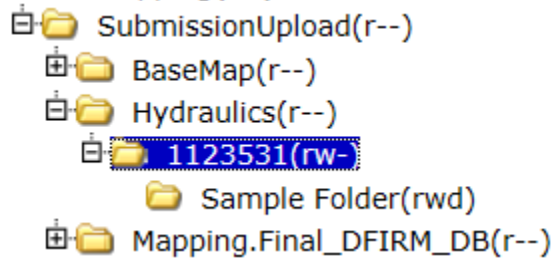
Uploading Files

To upload a new file, select a folder to which you have write access. Then select the Upload button. This will bring up an upload prompt that will allow you to select a file on your computer and upload it to the selected folder.

You may also drag and drop a file from your computer into the File Explorer. To do so, click the file on your Desktop or in a folder, then hold down the mouseclick as you drag the file from your computer window to the destination folder in the folder structure navigation. When the file is hovering over the destination folder, a Move icon will appear. Release the mouseclick to upload the file from your computer to the folder:
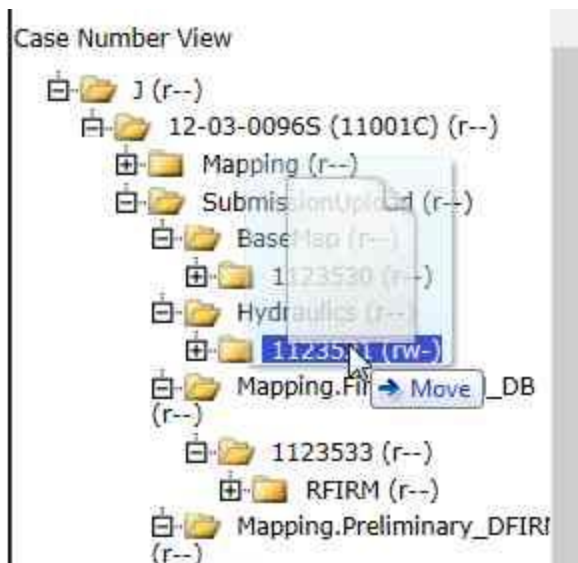
Note: If you upload a ZIP file, the contents of the file will be unzipped upon upload. This includes any folder(s) buried within the ZIP, which will be added to the existing folder structure, under the folder to which you uploaded the ZIP.

Copying Files and Folders

To copy a file from one folder to another, select the file in the File Details frame and select the Copy button or enter Shift + C.

Then make the desired destination folder in the Folder Navigation frame the Current Selection and select the Paste button or enter Shift + V. The file will be copied over into the destination folder.

In order to paste a file into this folder, you will need to make sure the *destination folder* is the Current Selection and highlighted in blue. You can do this by using the mouse or arrow keys to move the Current Selection highlighting from the file to the parent folder:

You can also copy a file or folder by simply clicking on it, then holding down the mouseclick as you drag the file from the File Details frame to the destination folder in the Folder Navigation frame:

Once the file is over the destination folder, release your mouseclick, and the file will be copied into the target folder. A confirmation message will display in red below the Search by Case Number pane:
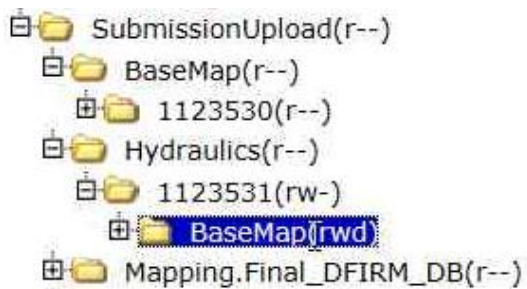

The same process applies to folders as well as files – you may either highlight a folder, select copy, and then paste it into a selected destination folder, or else simply drag-and-drop it into the destination folder:
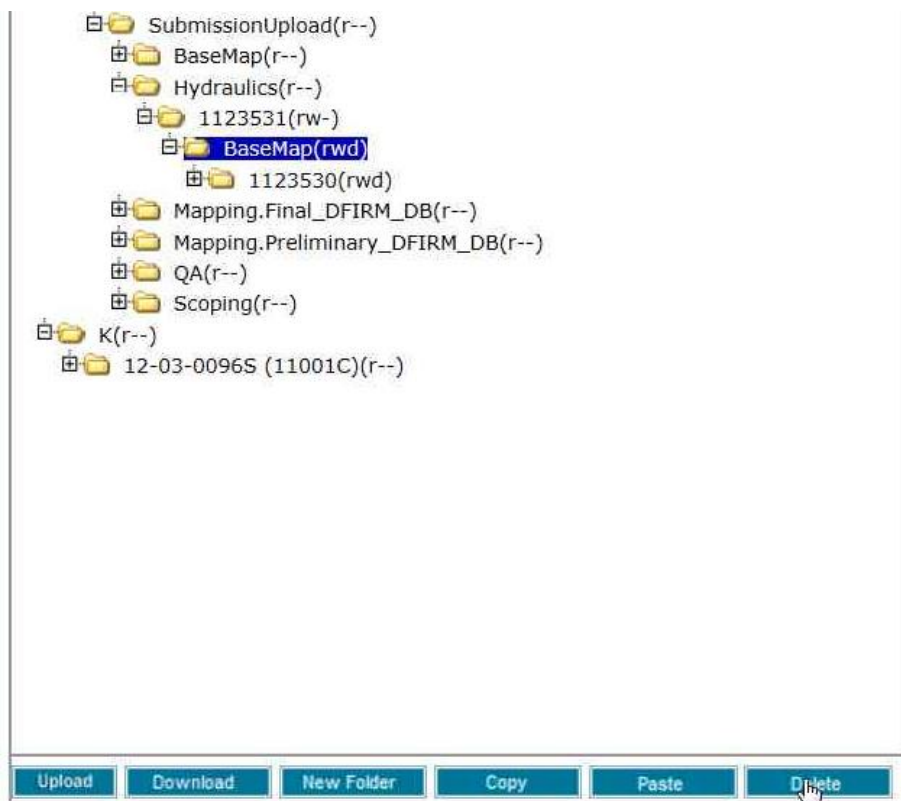
…
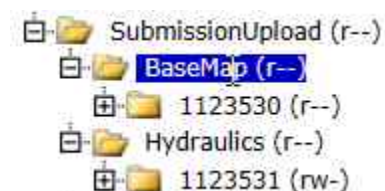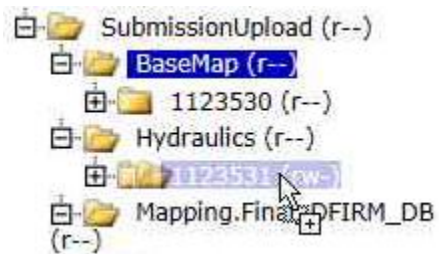
The copied folder appears as a subfolder below the folder to which you copied it:

Deleting Files and Folders

To delete a file or folder, highlight it as the Current Selection in the respective File Details or Folder Navigation frame and either select the Delete button or enter Shift+D:

A warning prompt will appear. Click OK to complete the deletion: