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SBE Manual V7.5

Data Folders

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Manage Data Folders

Data folders store the expanded contents of your FormTrap load (.ASC) file, created in FTDesign as well as rule files and substitution files. The contents include the form(s) definitions and data related to front and printer handling used by the formatting processes.
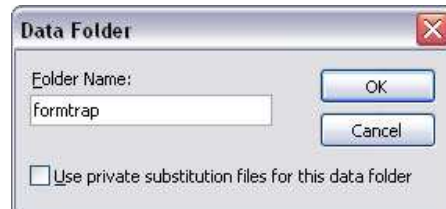
Create a Data Folder
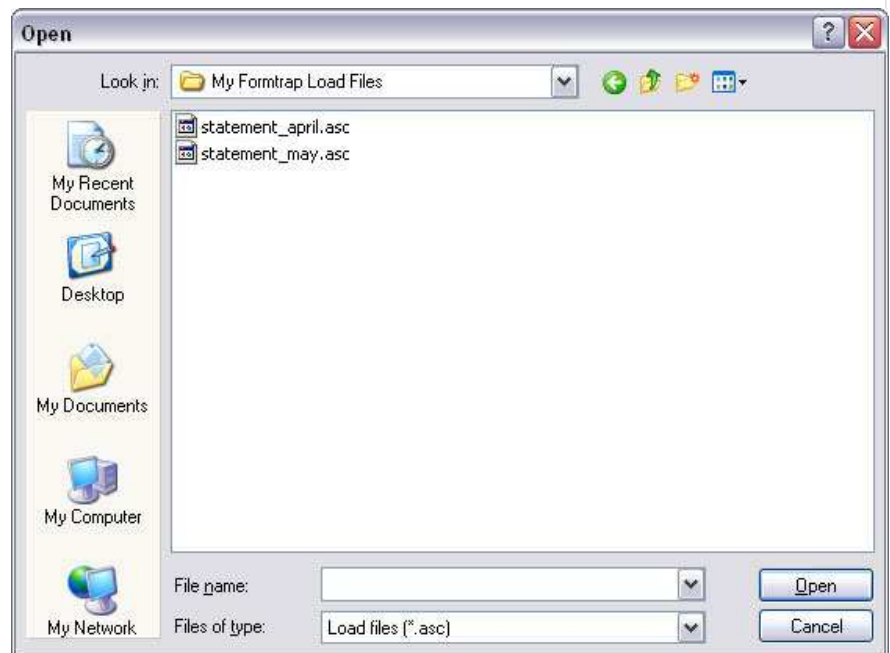
To create a new data folder:

- Select **Data folders** from the top **Navigation Bar**.
- Click the **New Folder** button. The **Data Folder** dialog box pops up.
- Enter a **Folder Name**, for example, formtrap.
- The **Use private substitution files for this data folder** option permits the data folder to have its own substitution files instead of the common substitution files.

  More information on Add a Substitution File

- Click **OK**.

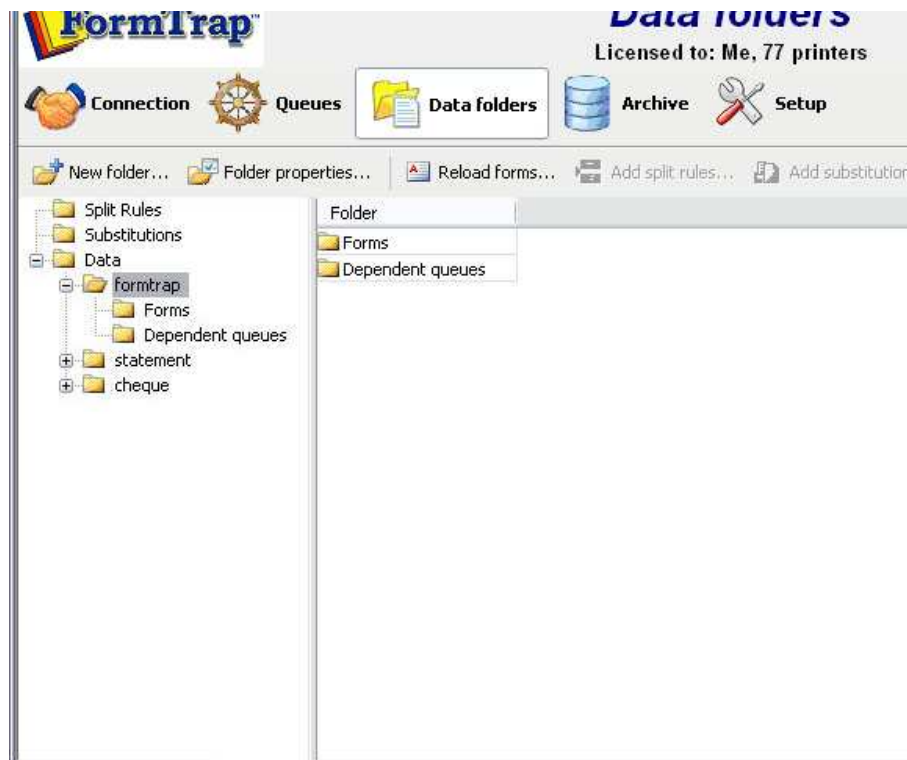- The dialog box pops up to allow you to locate the load (.ASC) file.

- Choose the load (.ASC) file to add and click **Open** to finish the reloading process. Forms within the load (.ASC) file are added to the data folder.

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Reload the Forms of the Data Folder

To reload the data (.ASC) file to the data folder:

- Select either the data folder name i.e. **formtrap** in our example or **Forms** underneath.

- Click the **Reload forms** button.
- The dialog box pops up to locate your load (.ASC) file.
- Select the load (.ASC) file to reload and click **Open** to finish the reloading process. All previous forms are removed and new forms added.

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Update the Properties of a Data Folder

To change the properties of a data folder:

- Select the data folder to update.
- Click the **Folder properties** button.
- **Data folder** dialog box pops up.
- Change the **Folder Name** or the option **Use private substitution files for this data folder**. Click **Ok** to finish.

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Delete a Data Folder

Unused data folders can be deleted from the system. Select a data folder to view its details in a tree structure. Expanding the tree will show all queues that use data folder. When a data folder is deleted these queues become invalid (since they still refer to the deleted data folder). Edit the settings of these queues to re-assign a valid data folder before deleting. To delete a data folder:

- Select the data folder to delete.
- Click the **Delete** button.
- A dialog box pops up to confirm the deletion process. Click **Yes** to finish.

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