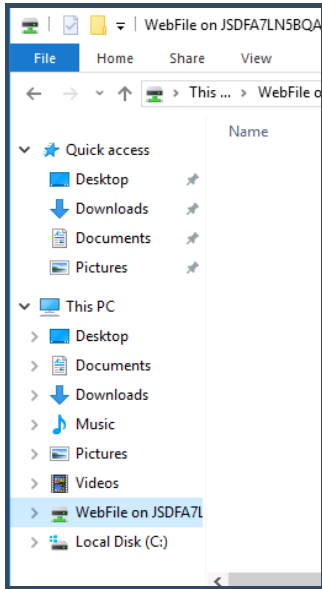


Exporting & Saving Files from the Cloud

Last Modified on 08/08/2024 4:23 pm EDT



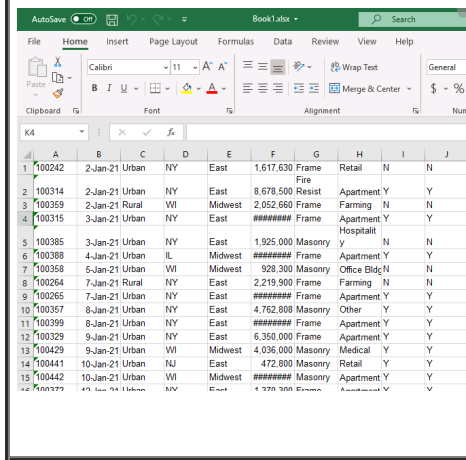
Key Things To Know About WebFile

Every time you log onto the server a temporary location is opened for you to move files to and from the server. It is called **WebFile**.

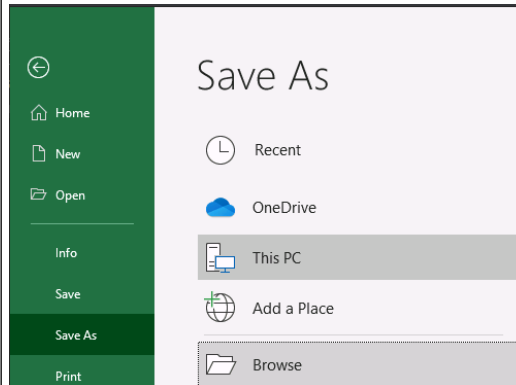
1. It is Temporary – if you log off /let your session time out for the day, anything left in WebFile will auto-delete from the server.
2. Any file dragged to the Browser Window will appear in [WebFile].
3. Any file you drag, copy, or move to this location while working on the server will trigger a download to your Local Machine.
4. Filenames that include %, ~, #, \$, *, and | will cause errors and should be changed prior to dragging to the window or WebFile.
5. WebFile will try to send any file placed in that directory immediately so it's best to work with files already saved or exported.
6. If you are having trouble printing something using universal printer redirected, you can save the document and transfer to your local machine for printing options specific to your local machine's printer.

Example of how to Export data from Excel to your local machine

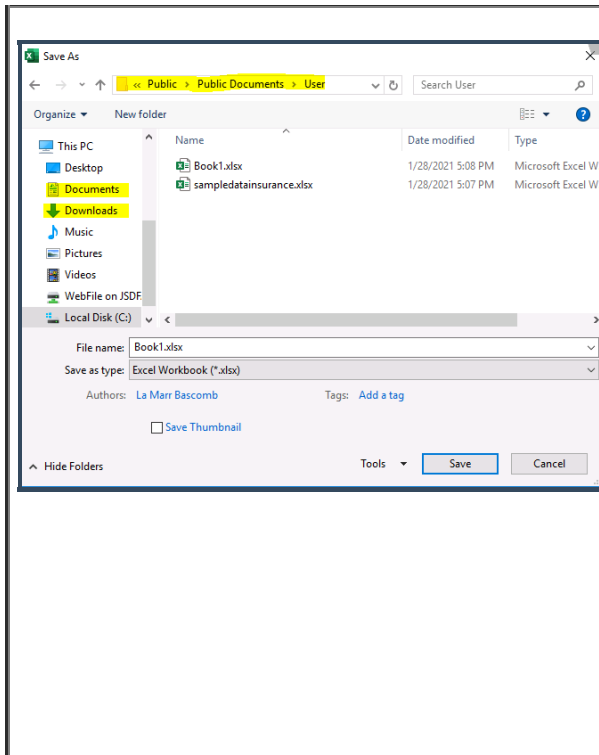
1. Click on File in the top right Corner.



2. Select As and Click Browse.



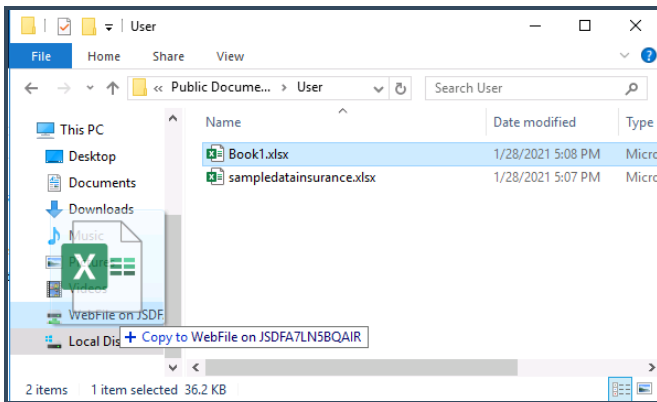
3. A Windows Explorer window will appear allowing you to choose a save location and press Save.



****It is recommended that you Choose a Folder within the Public Document Section (as it is backed up regularly).**

****Avoid Saving Items to the Desktop or WebFile. The Save/Export process is not instant in any program. Directly saving or exporting to WebFile can cause an invalid/corrupt file to prematurely be sent to your local machine for download.**

4. After Saving Navigate to the same location and simply copy or move the recently saved file to WebFile.



5. This triggers a download within your browser of choice If you are using Chrome it should appear at the bottom.



6. This means the file is now on your local machine in your default download folder. You can open by clicking on the download itself or the arrow next to it to open the location. Typically this would be located in your Downloads folder but this can be changed within your browser settings.

Example of how to Export data from Sedona to your local machine

1. Generate or Print preview your desired data from within Sedona and you will be brought to the screen below.
2. From here Either click File > Export > Excel or Click the Excel option on the bar toward the top middle.

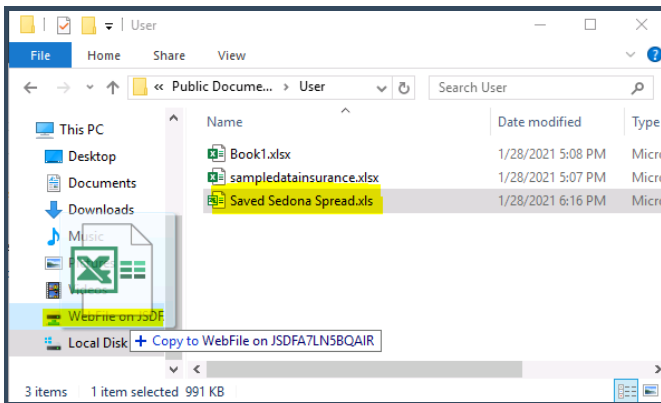


7. A Windows Explorer window will appear allowing you to choose a save location and press Save.

****It is recommended that you Choose a Folder within the Public Document Section (as it is backed up regularly).**

****Avoid Saving Items to the Desktop or WebFile. The Save/Export process is not instant in any program. Directly saving or exporting to WebFile can cause an invalid/corrupt file to prematurely be sent to your local machine for download.**

8. After you have chosen a save location and copy or move the desired report to the WebFile location.



9. This triggers a download within your browser of choice. If you are using Chrome it should appear at the bottom.



10. This means the file is now on your local machine in your default download folder. You can open by clicking on the download itself or the arrow next to it to open the location. Typically this would be located in your Downloads folder but this can be changed within your browser settings.