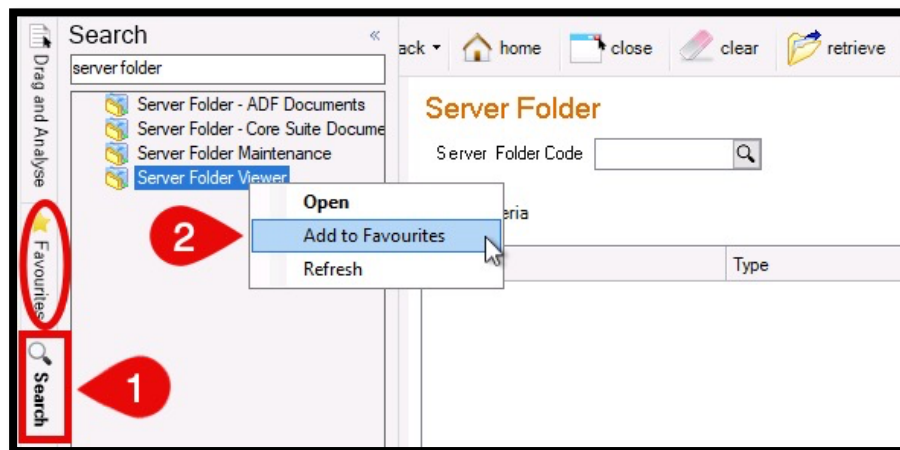


Handling Procedure 4 – Accessing Server Folders in Ci-Cloud

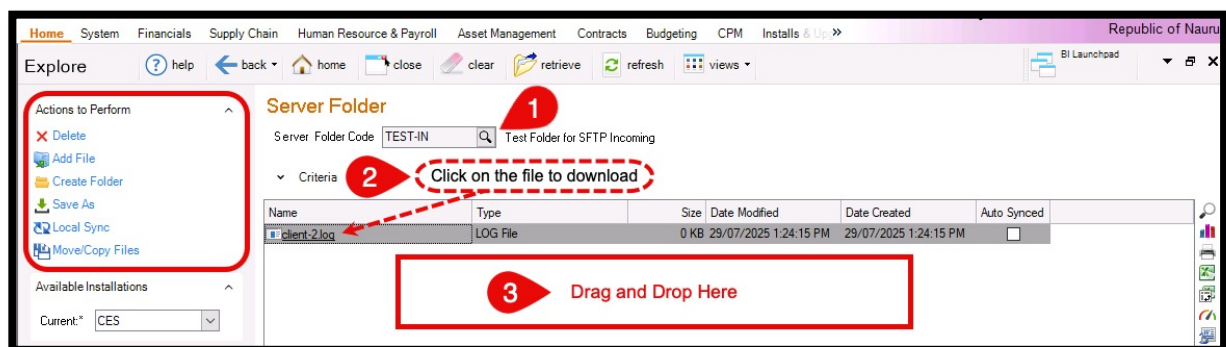
In the legacy **Ci Desktop** version, users had direct access to local files and folders via Windows Explorer. In Ci-Cloud, direct file access is not available. Instead, the **Server Folder Viewer** provides a secure and effective way to manage attachments and perform file transfers within the cloud environment.

Step 1: Launching the Server Folder Viewer:



1. In the Ci-Cloud screen, navigate to the Search bar and type: server folder
2. When 'Server Folder Viewer' appears in the search results:
 - Right-click the result and select '**Add to Favorites**' for easy future access.
 - You can then access it anytime via your **Favorites** tab.
3. Double-click on 'Server Folder Viewer' to launch the tool.

Step 2: Using the Server Folder Viewer



Within the Server Folder Viewer, you can:

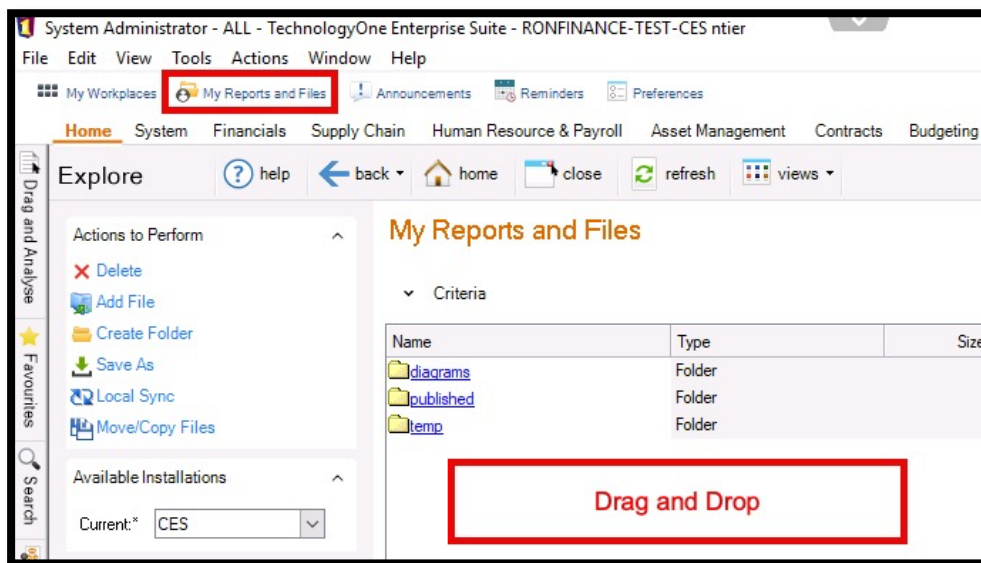
1. **Browse Server Folders** - Select the folder you wish to open or work with.
2. **Download Files** - Click on a listed file to download it to your local machine. If your browser supports the file type (e.g., PDF, Word), it may open automatically.

3. **Upload Files** - Drag files directly from your local computer into the designated area in the viewer. The file will be uploaded to the selected folder within the Ci-Cloud environment.

Tip: Use the viewer for secure transfer of supporting documents or templates to and from your Ci-Cloud session.

Step 3: Using 'My Reports and Files'

In addition to the Server Folder Viewer, users can also manage personal files using the **'My Reports and Files'** link.



- This area functions like **'My Documents'** within the FMIS platform and is user specific.
- You can **upload, download, and manage** files related to your work within Ci-Cloud.
- Use this for reports, exports, or other files tied to your personal workspace in FMIS.