



FILE HELPER

Effectively Manage Chatter Files and Attachments

Chatter Files Space Usage

Attachments Space Usage



Astrea IT Services

File Helper

A Salesforce AppExchange solution

Email: filehelper@astreait.com

Introduction

File helper is a tool which helps user to effectively manage their Chatter files and attachments. It can be used by Salesforce administrators to manage space utilization of Salesforce files and attachments. User can monitor all released versions of a Chatter file and attachments with detailed information like released date, space occupied, number of likes etc.

This app has four tabs:

- 1) My Documents
- 2) All Documents
- 3) User Data
- 4) Attachment Details

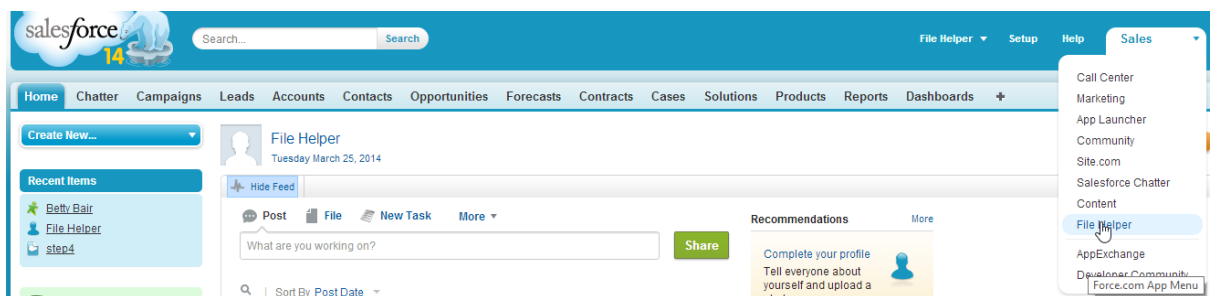
The first two tabs allow users to view details about Chatter files. User Data has consolidated information about Chatter and Attachments. Attachment Details tab has information about space consumed by user for Attachments.

The user may delete multiple Chatter files along with their revisions together.

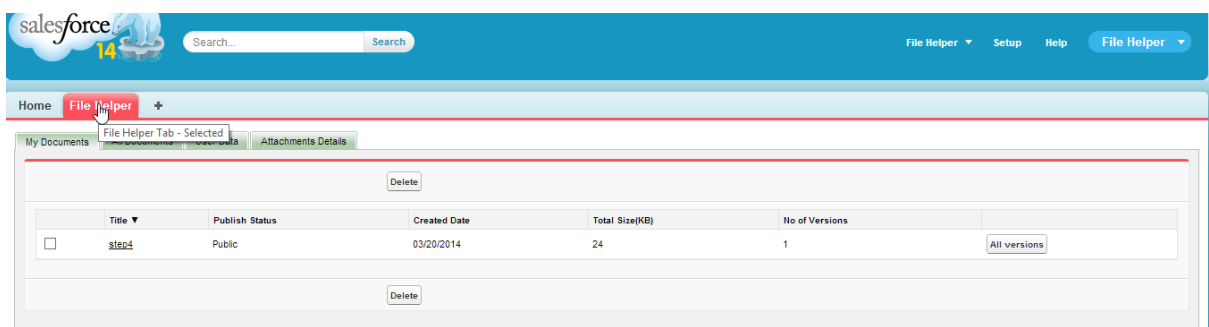
How To Use File Helper

Follow given steps to use 'File Helper':

- 1) Select File Helper.



- 2) Click on file helper tab.



The user can click on the four tabs. These tabs are explained in detail below.

My Documents Tab

This page displays list of all chatter files that are uploaded by current logged in user. It also displays the space utilized by each of the files. User can select multiple files and delete them simultaneously.

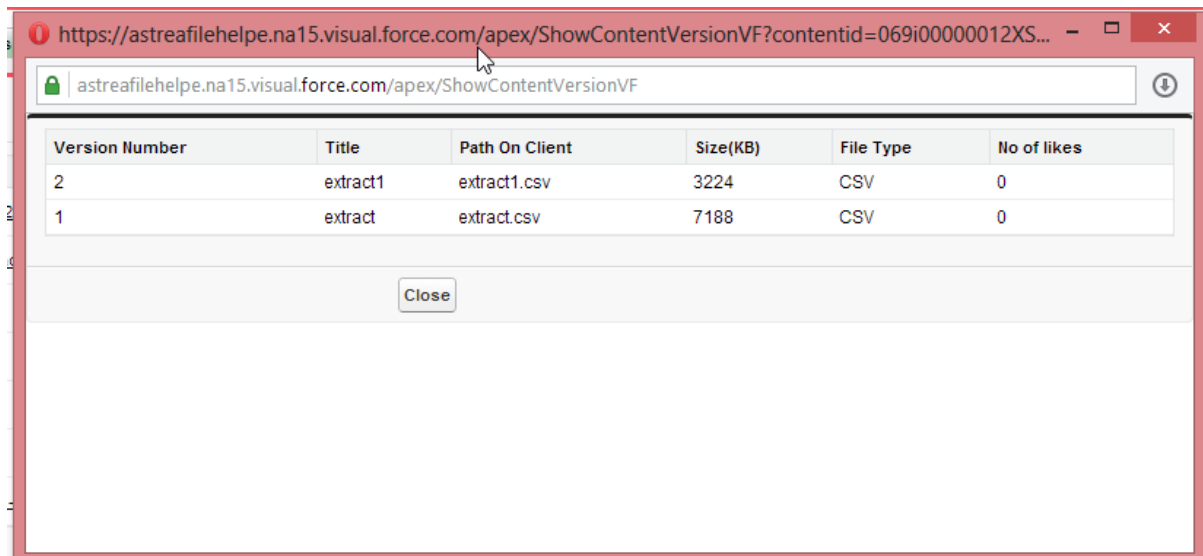
Title ▼	Publish Status	Created Date	Total Size(KB)	No of Versions	
☐ 2014 03 04 12 26 24 Force.com Home Page salesforce.com Developer Edition	Public	03/21/2014	14	1	All versions
☐ Conoa3 - ClientContract revd Dec 2012 (2) - With Comments- new address (1)	Public	03/25/2014	109	1	All versions
☐ extract	Public	03/25/2014	7187	1	All versions
☐ extract1	Public	03/25/2014	10412	2	All versions
☐ pro	Personal Library	03/25/2014	62	1	All versions
☐ screenshot	Public	03/25/2014	722	1	All versions
☐ User Manual Revised -1-	Public	03/25/2014	2257	1	All versions

The user can click on the titles of columns to sort the data. The user can use the screen to find out which files are taking the maximum space.

Buttons in My Documents

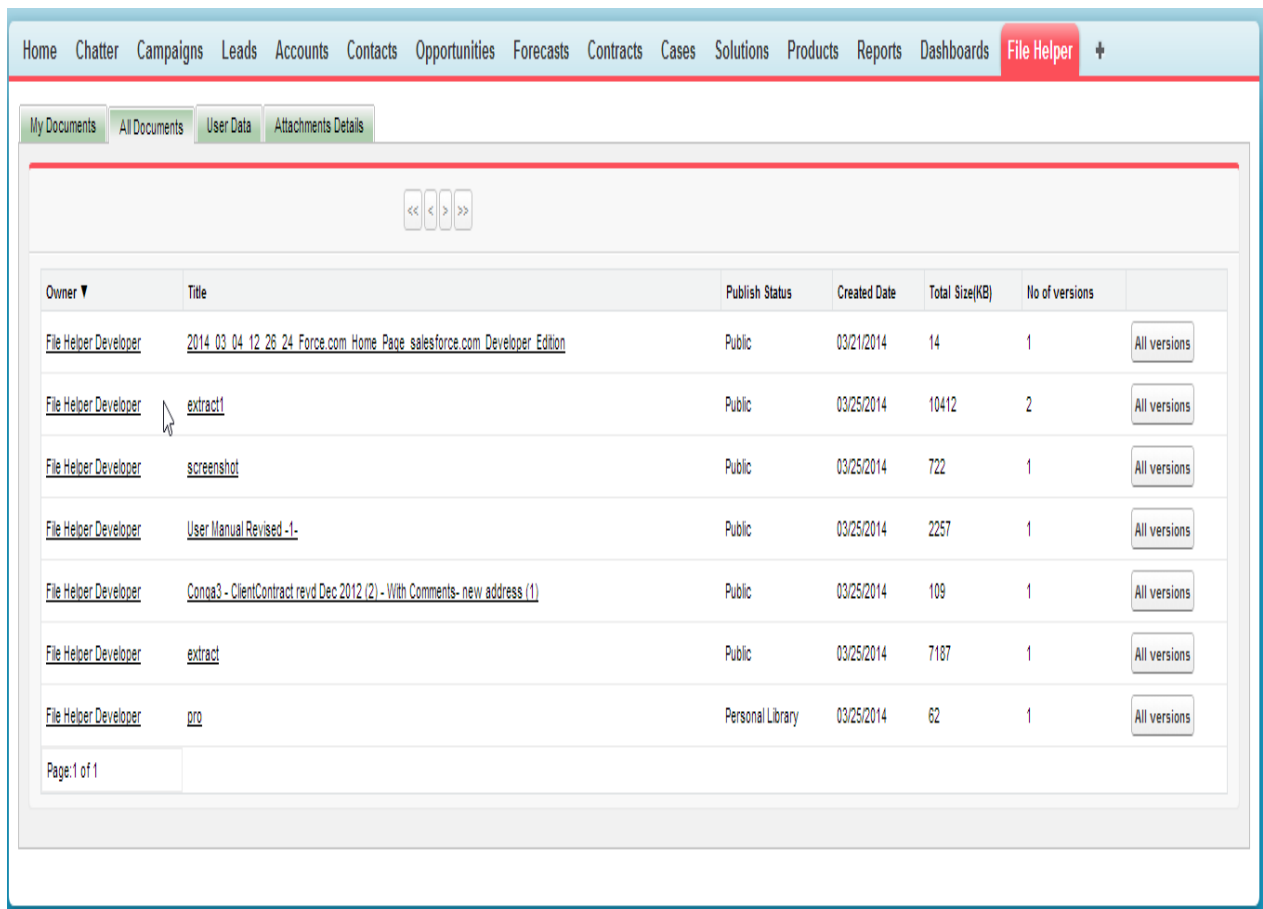
Delete: We can select multiple files using check box and delete these simultaneously. All the versions of the files are deleted, when a file is deleted.

All Versions: This opens a pop up window which lists all the released versions of that particular Chatter file.



All Documents Tab

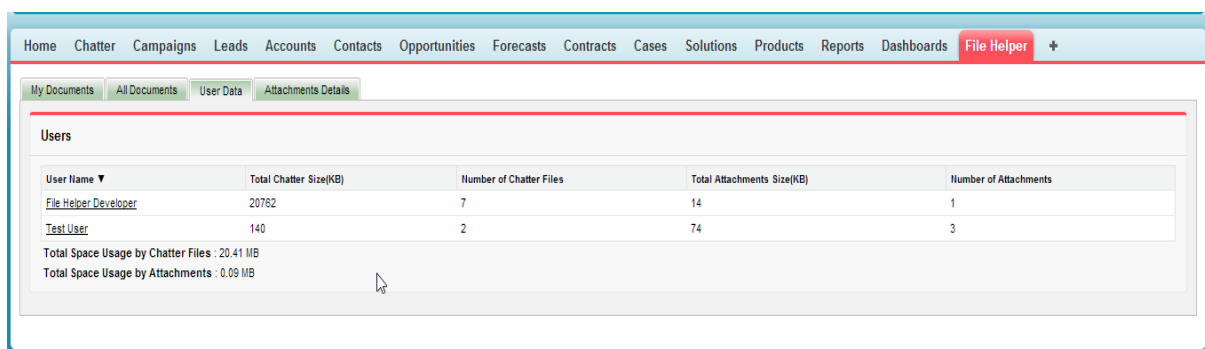
This page displays all Chatter files which are shared by any user of Salesforce organization. This tab can help the Salesforce administrator to monitor how much file storage is consumed by which user using Chatter files.



The user can sort on the column header to sort the information. The information can be navigated using the Pagination buttons. Also user may view all the versions of a file using All Versions button.

User Data Tab

User data displays the file space usage by per user in Salesforce organization. As you can see it in given figure that shows number of Chatter files uploaded, and their space occupied, number of attachments uploaded and their space occupied for each user.



The screenshot shows the Salesforce interface with the 'User Data' tab selected. The table displays the following data:

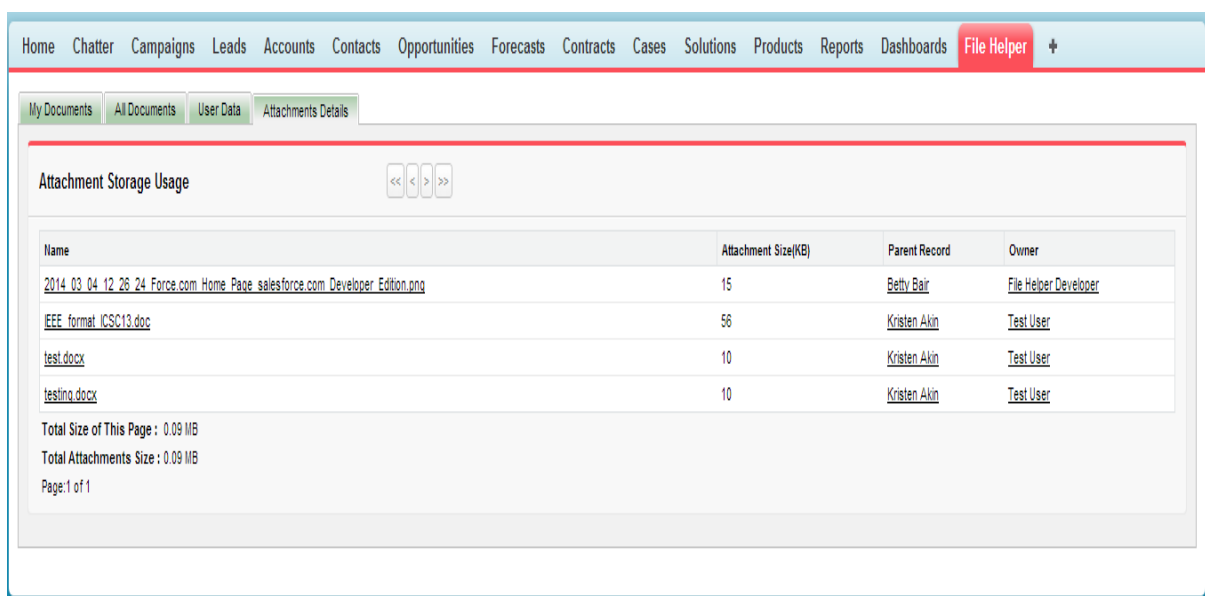
User Name	Total Chatter Size(KB)	Number of Chatter Files	Total Attachments Size(KB)	Number of Attachments
File Helper Developer	20762	7	14	1
Test User	140	2	74	3

Summary statistics at the bottom of the table:

- Total Space Usage by Chatter Files : 20.41 MB
- Total Space Usage by Attachments : 0.09 MB

Attachment Details

This page displays all attachments available in Salesforce organization along with their respective user.



The screenshot shows the Salesforce interface with the 'Attachment Details' tab selected. The table displays the following data:

Name	Attachment Size(KB)	Parent Record	Owner
2014_03_04_12_26_24_Force.com.Home.Page.salesforce.com.Developer.Edition.png	15	Betty Blair	File Helper Developer
EEE_format_ICSC13.doc	56	Kristen Akin	Test User
test.docx	10	Kristen Akin	Test User
testing.docx	10	Kristen Akin	Test User

Summary statistics at the bottom of the table:

- Total Size of This Page : 0.09 MB
- Total Attachments Size : 0.09 MB
- Page: 1 of 1

The user may navigate through the attachments listing using the buttons provided at the top of the tab.