



SLIM Companion Explorer

User Guide

This document provides an overview of the functionality provided by SLIM Companion Explorer 2.6

2024/01/15

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1. Introduction

SLIM Companion Explorer is a tool that mimics the standard File Explorer view of SharePoint in a browser. It provides similar functionalities like browse folder structure, open documents, move and delete documents, ... In addition, it also supports uploading complete folder structures or downloading complete folder structures.

A key feature of the tool is the support for metadata. The tool can extract metadata present in documents (e.g. PDF, Word, PowerPoint, emails, photos, various image formats, ...) and capture the values into SharePoint columns. In addition, it is possible to select content types and set default values for the columns used by the content types.

Common document formats like Word, PowerPoint, PDF, msg, eml, ... can be previewed in the browser without opening the corresponding client application.

Handling zip files is also made easy. The tool allows opening zip files in the browser without downloading the entire zip file and documents in the zip file can be individually be opened.

Throughout this document SharePoint is used to refer to SharePoint Online, OneDrive for Business, SharePoint 2013, SharePoint 2016, and SharePoint 2019. File Explorer is used to refer to Windows Explorer or Finder (on macOS). The tool is compatible with Document Libraries, Picture libraries and Asset libraries.

SLIM Companion Explorer is supported with the following browsers:

- Chrome
- Edge
- FireFox
- Opera
- Safari (macOS only)

For additional details consult the Explorer Release Notes.

Note: not all features described in this manual may be available in your SharePoint system. Some features are only available for SharePoint Online / OneDrive and some features may not have been enabled by your SharePoint administrator.

2. Getting started

2.1 Open SLIM Companion Explorer

The tool can be opened in different ways. First, browse to the folder where the tool has been uploaded by your SharePoint administrator and open the file “SLIM Companion Explorer.aspx” file.

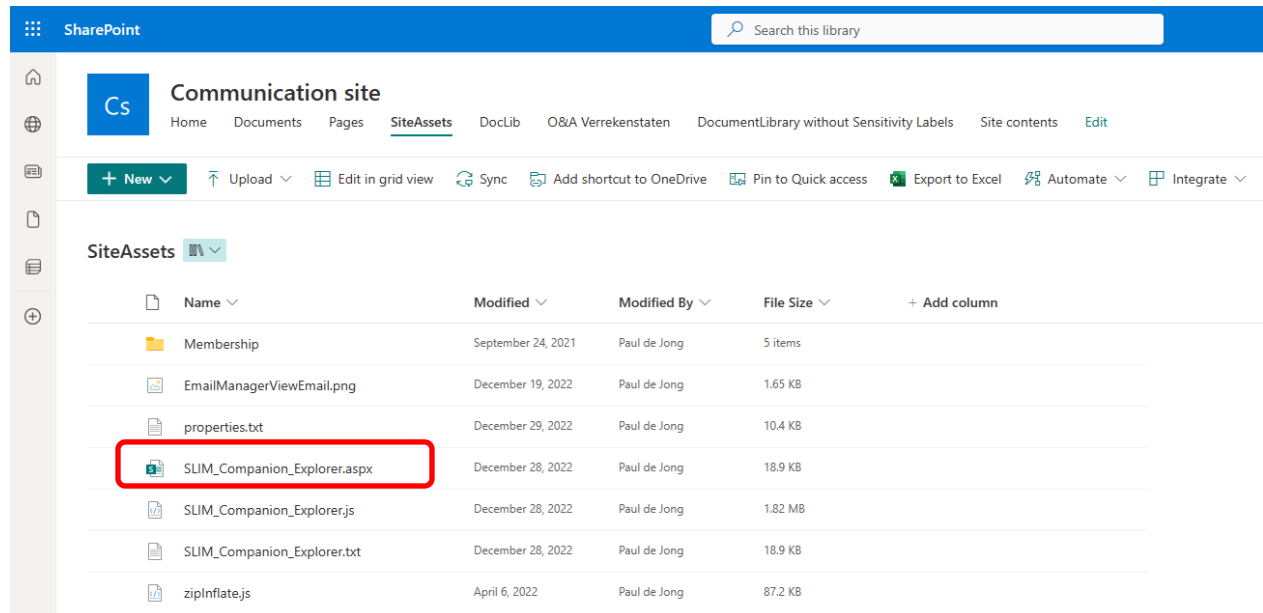


Figure 1. Folder with the SLIM Companion Explorer aspx file and supporting files.

Secondly, use the link provided by your administrator. The third option is only available if your SharePoint administrator has installed the optional App which adds a new button “Explorer” to the ribbon.

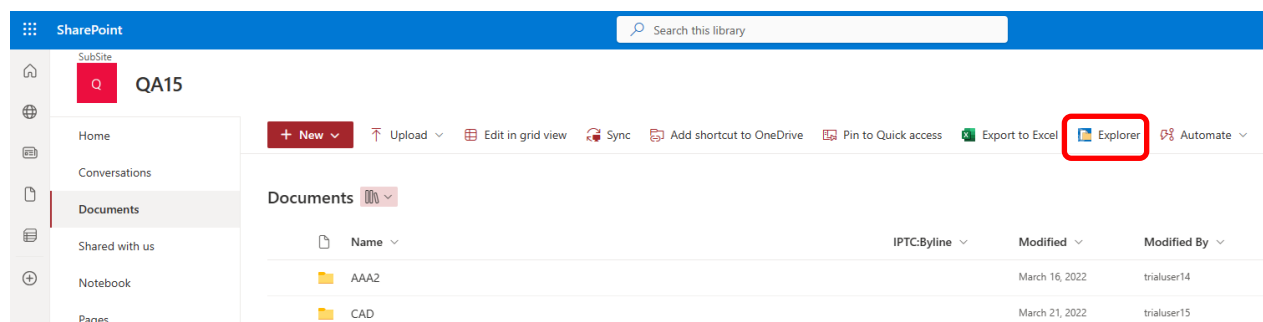


Figure 2. SharePoint folder with a separate button (marked in red) on the ribbon for opening Explorer.

Your Administrator can configure (this is an optional feature) to open the same folder in the Explorer tree as when the “Explorer” button is clicked.

The tool shows your SharePoint system in a File Explorer like way using a browser.

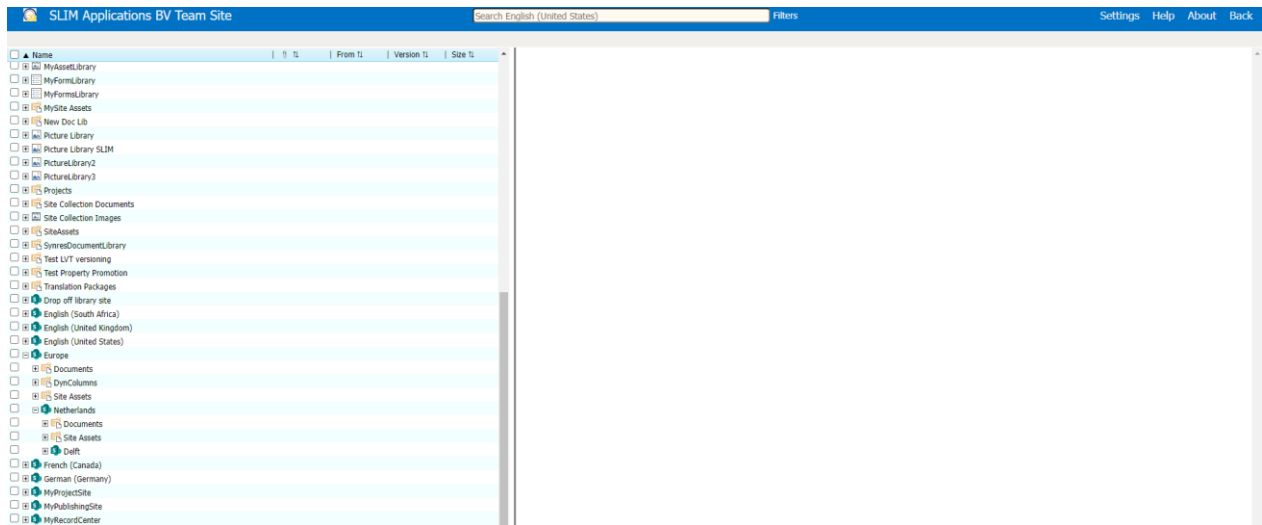


Figure 3. The Explorer tree shows the libraries and sites which are accessible for the user.

The tree is shown in the left-hand pane, the right-hand pane is used to display documents, metadata, standard SharePoint pages, etc ... The items in the tree are only shown if the user has sufficient permissions. Use the buttons to expand and collapse allow navigation through the hierarchy. A small yellow arrow will be shown adjacent to an item upon expanding to indicate that the latest information is being retrieved from SharePoint.

2.2 Context menu

Documents and folders have a context menu like File Explorer. Right-click on an item to open the context menu. The figure below shows the context menu for a document.

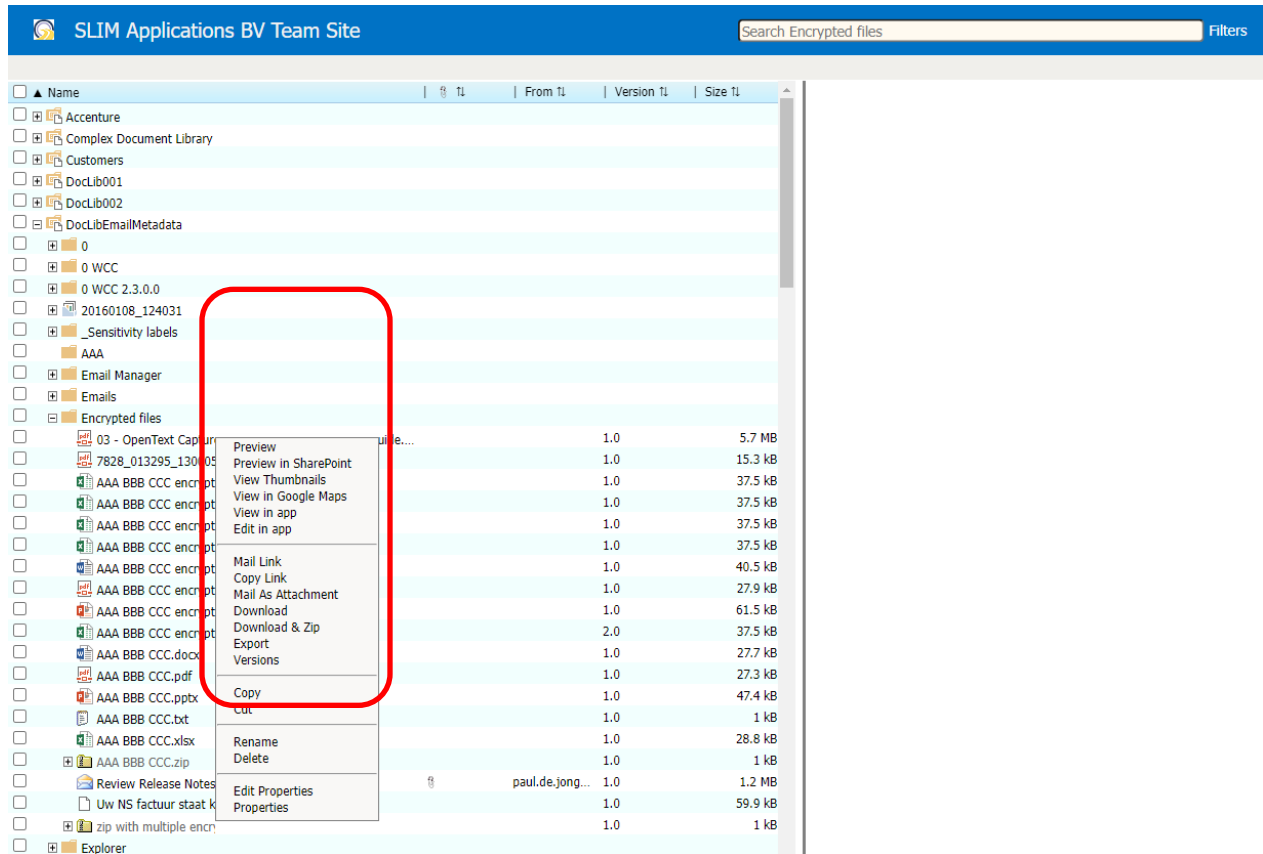


Figure 4. The context menu for documents.

The following table shows the context menu options for documents.

Note: options may not be available. This depends on the SharePoint version and the configuration changes made by the administrator.

Option	Result
Preview	Shows a preview of the document in the right-hand pane
Preview in SharePoint	Shows the standard SharePoint preview in the right-hand pane
View Thumbnails	View the items as thumbnails (only for SharePoint Online and OneDrive)
Attachments	Only shown for emails
View in Google Maps	Only shown when configured by the administrator
View in app	Open the Office file in the Office app on your local computer for viewing
Edit in app	Open the Office file in the Office app on your local computer for editing
Mail link	Creates a new email with the link to the document
Copy link	Copies a link to document to the computer's clipboard
Mail as Attachment	Creates a new email with the selected document as attachment
Download	Downloads the selected document(s)
Download & Zip	Downloads a zip file containing the selected document(s)
Export	Downloads a zip file containing the selected document(s) and separate files for each document containing the document's metadata in json format
Versions	Shows the details of the document versions
Copy	Copies the selected document(s)
Cut	Selects a document
Rename	Rename the current document
Delete	Delete the current document
Edit Properties	Show form to edit the SharePoint properties
Properties	Show the SharePoint properties for the document plus the properties present within the document

Table 1. Overview of the context menu option for documents.

The table below shows the options in the context menu for folders:

Option	Result
Open	Folder is shown in right-hand pane using standard SharePoint
View Thumbnails	View the items as thumbnails (only for SharePoint Online and OneDrive)
Export Structure	Export the item's tree structure to an html file
Collapse Structure	Collapse all nested folder(s)
Expand Structure	Expand all nested folder(s)
Refresh	Refresh the selected item in the tree
Sort	Sort the nested items
Quick Search	Search the name column
New Folder	Shows dialog to create a new folder
Mail link	Creates a new email with the link to the folder
Copy link	Copies a link to the folder to the computer's clipboard
Mail as Attachment	Creates a new email with an attachment (zip file) containing the folder (plus contents)
Create Report	Generates a basic report with number of items, total size, etc..
Download & Zip	Downloads a zip file containing the folder (plus contents)
Export	Downloads a zip file containing the folder (plus contents) and separate files for each document containing the document's metadata
Copy	Copy the folder
Paste	Paste the folder
Paste	Paste the selected items
Rename	Rename the current folder
Delete	Delete the current folder
Properties	Show the SharePoint properties for the folder

Table 2. Overview of the context menu option for folders.

The context menu options can also be used for multiple items. Select multiple items using the checkboxes and then use the context menu to choose an option that applies to all selected items, e.g. "Delete".

The right-click context menu's for folders and documents are permission trimmed. For example, when a user only has read-only permissions the options like "Rename", "Delete", ...are greyed-out.

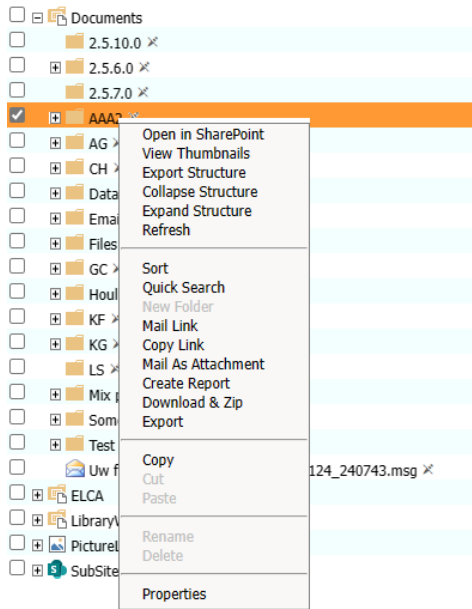


Figure 5. The context menu for folder when the user has read-only permissions.

When a user has read access to a folder or document this is marked by an icon (✕). In the example below the user has read access to all but 1 folder in the “Documents” library and has edit permissions for the “Datasheets” folder.

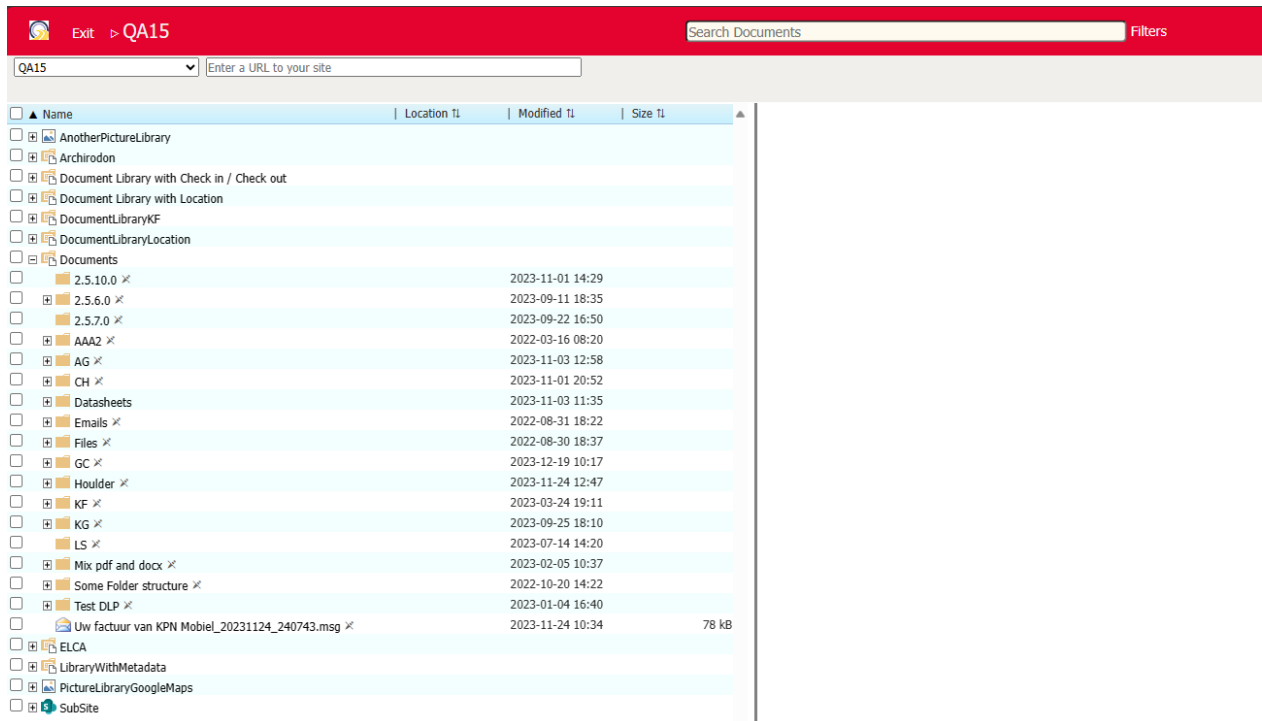


Figure 6. The Explorer tree marks folder/documents where the user has read-only permissions.

2.3 Help

The “Help” button at the top of the page provides help on common topics.



Figure 7. Help page with “Getting Started” topics expanded.

2.4 Close SLIM Companion Explorer

The tool can be closed by completely closing the browser or closing the browser’s tab. The tool can also be closed by selecting “Back” at the top right part of the page.

3. Uploading content

3.1 Uploading documents

SLIM Companion Explorer allows users to upload documents using drag and drop. Simply select one or more files in File Explorer and drag the selected documents to the desired location in SharePoint.

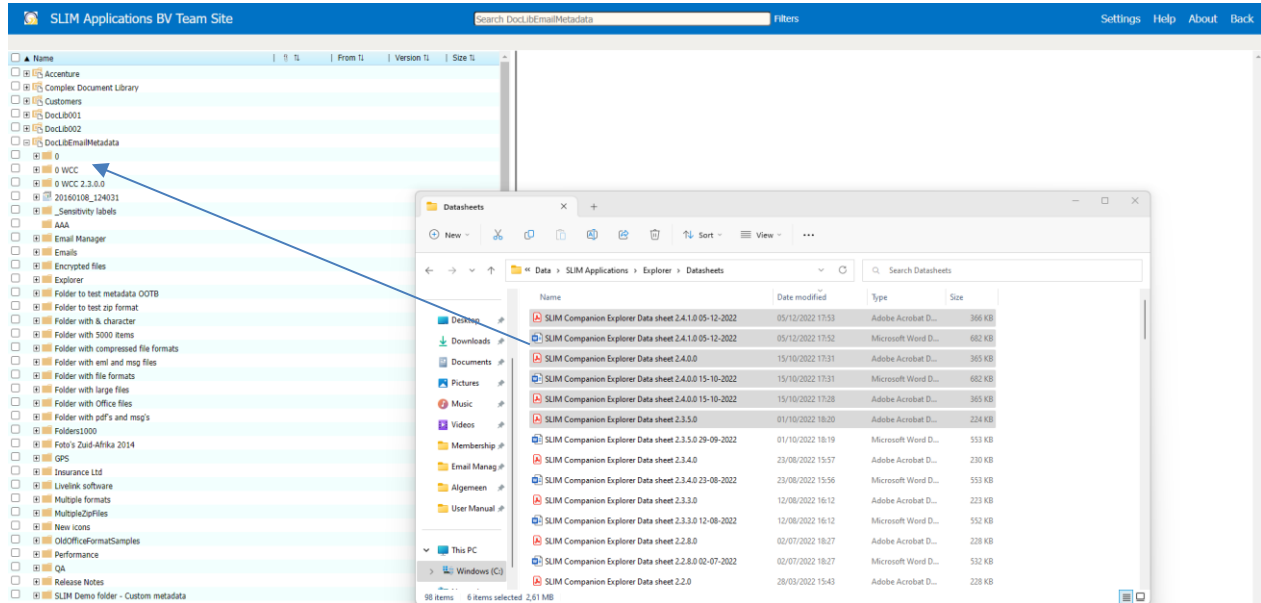


Figure 8. Upload documents from File Explorer using drag and drop.

The tool will open the metadata dialog window.

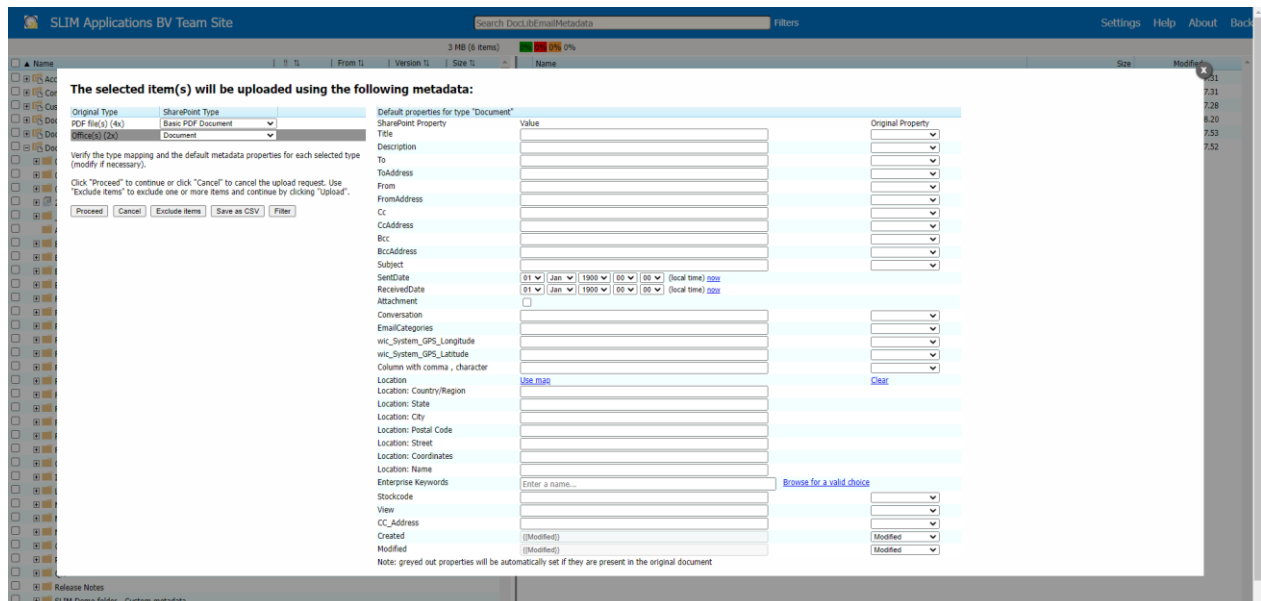


Figure 9. Metadata dialog window to select Content Types and set metadata.

The metadata dialog window enables selection of a Content Type (e.g. use a standard Document Content Type for documents and use the folder content type for folders) and set metadata values. Greyed out fields indicate that the value is extracted from the document.

Click “Proceed” to start the uploading.

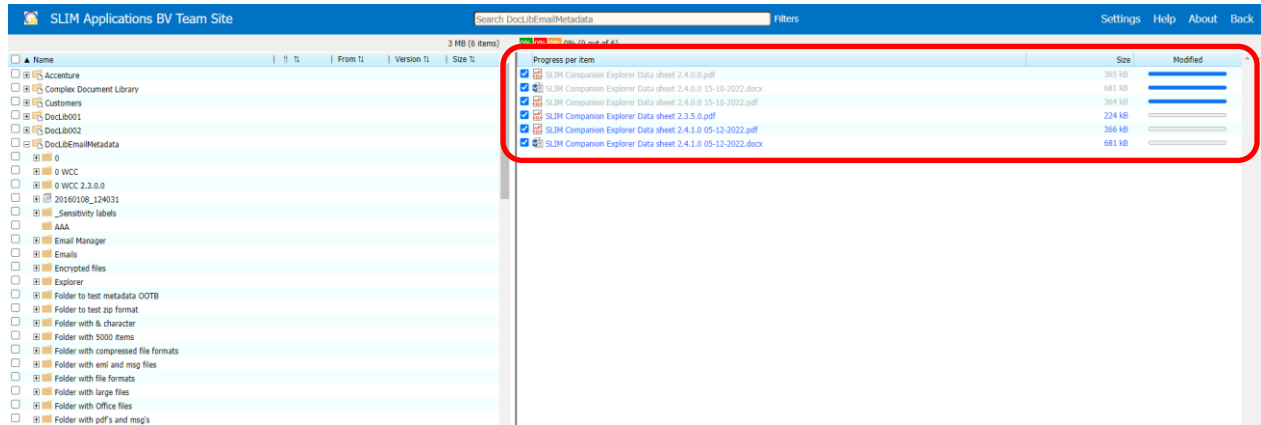


Figure 10. Progress per individual document during uploading.

The tool uses parallel processes to upload documents and the progress for individual documents is shown. Upon completion the upload statistics table is shown. The tree automatically refreshes.

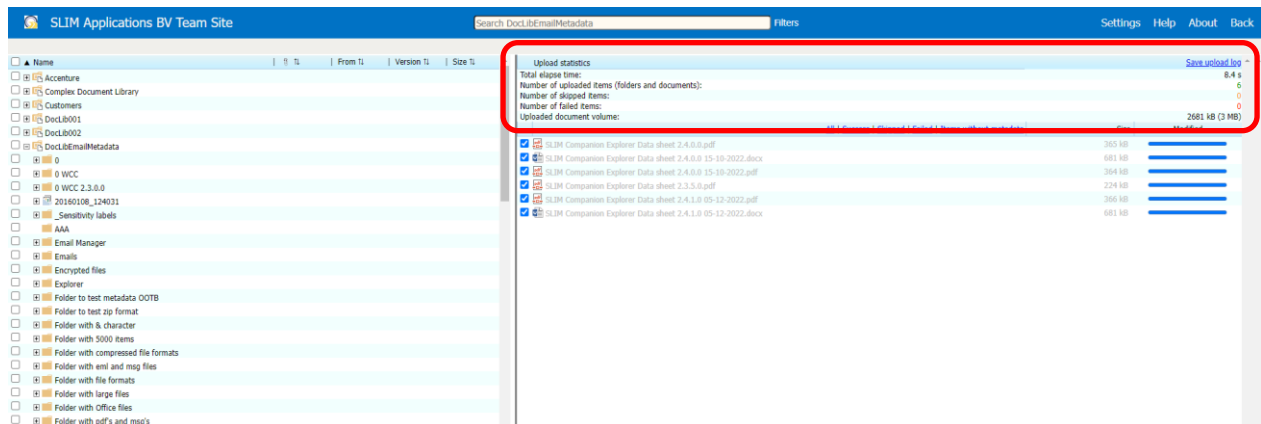


Figure 11. Upload statistics shown upon completion.

3.2 Uploading folders (plus contents)

Chrome, Edge, Opera and Safari allow uploading of folder structures using drag and drop. See Figure 10 below.

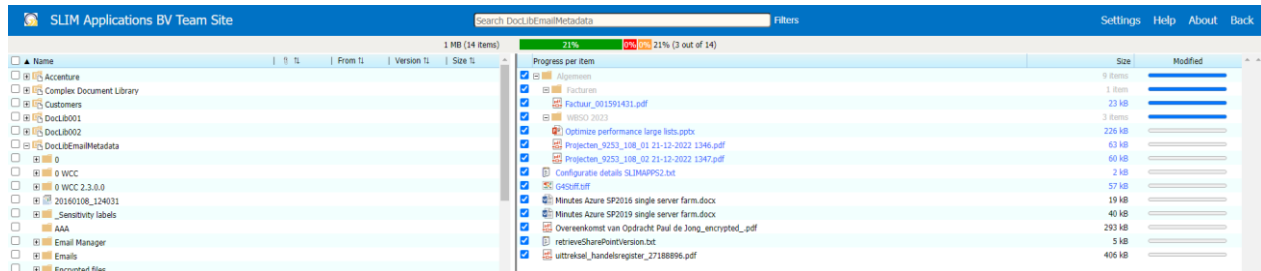


Figure 12. SLIM Companion Explorer during the uploading of a folder structure using Chrome.

3.3 Map source properties

SLIM Companion Explorer allows mapping of the following source properties¹:

- modification date
- path
- name

The source properties can be mapped (e.g. keep the original modification date) to SharePoint columns in the Content Type dialog window. The modification date can only be mapped to a column of type “date”. The path and name properties can only be mapped to a column of type “single line of text”.

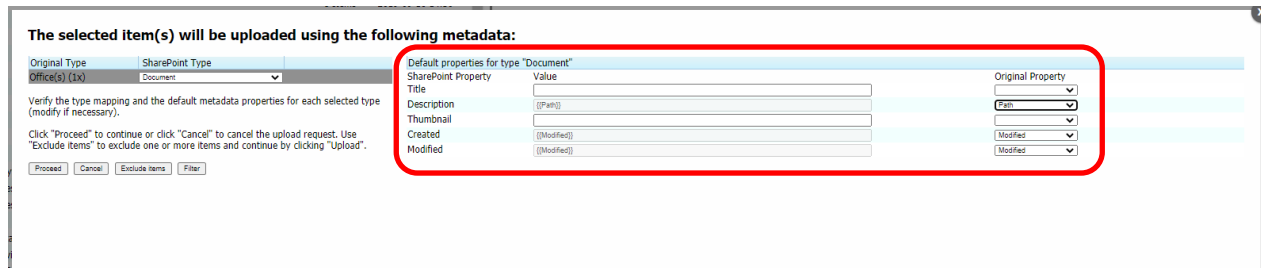


Figure 13. Metadata dialog window with mapped source properties.

3.4 Flatten folder structure

SLIM Companion Explorer allows users to upload content and flatten folder structure. In the metadata dialog window select the option “Skip folders and flatten folder structure” for the folder Source Content Type.

¹ The size of the original item, the original item’s creation date and creator are not available.

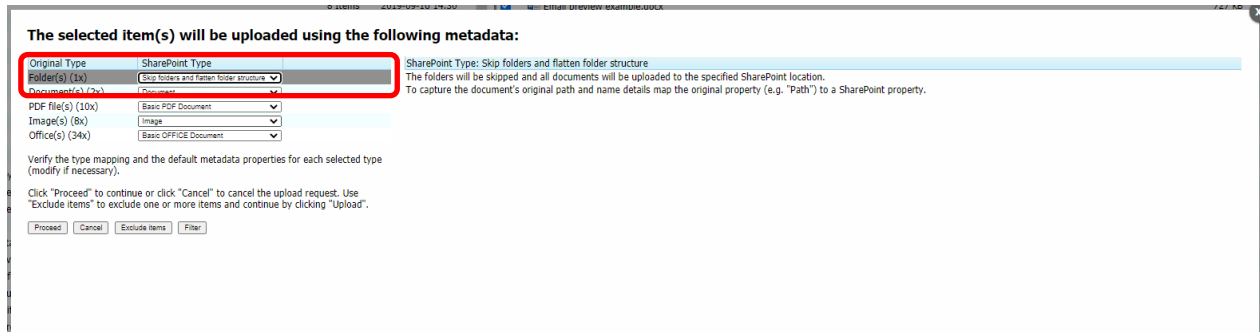


Figure 14. Dialog window where folders are skipped by mapping folders to “Skip folders and flatten folder structure”.

4. Basic functionality

4.1 View/edit documents

Part of the documents can be viewed by clicking on a document name.

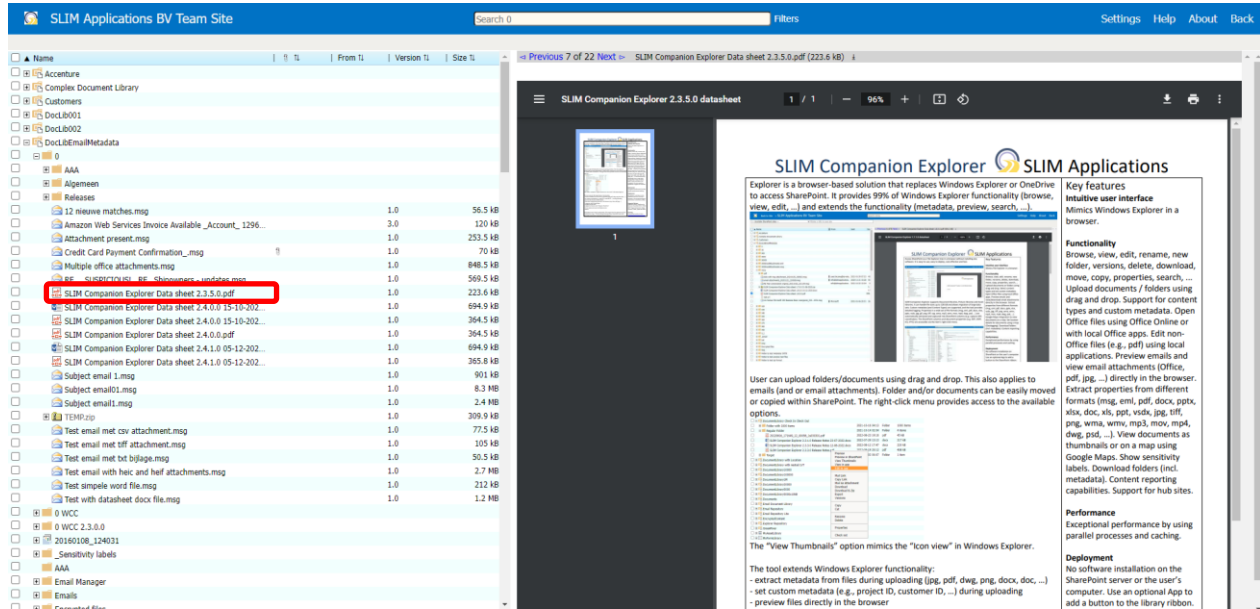


Figure 15. Document view by using the document's icon.

This is implemented for the following document types: msg, eml, jpg, png, tiff, gif, bmp, csv, dwg, svg, txt and xml.

Office files can be edited by opening the context menu (right click on the item name). The option "Preview" will display the file in the browser. The options and "View in app" and "Edit in app" launches the Office app on the user's computer and allow the user to view or edit the file.

<input type="checkbox"/>	Folder to test preview text files	63 Items	2018-10-22 08:13
<input type="checkbox"/>	asp	1 Item	2019-01-04 08:30
<input type="checkbox"/>	bmp	16 Items	2019-01-04 08:30
<input type="checkbox"/>	csv	1 Item	2020-08-06 14:00
<input type="checkbox"/>	docx	3 Items	2019-01-04 08:30
<input type="checkbox"/>	FNV OpenText ECM Beheer - Plan van Aanpak.	1000 kB	2020-10-10 13:52
<input type="checkbox"/>	TestCoreProperties.docx	24 kB	2019-01-04 08:32
<input type="checkbox"/>	WBSO H2 2017 09-06-2017 1236.docx	51 kB	2019-01-04 08:32
<input type="checkbox"/>	dwg	21 Items	2019-03-26 08:30
<input type="checkbox"/>	dx	1 Item	2020-09-01 12:11
<input type="checkbox"/>	emf	1 Item	2019-01-04 08:30

Figure 16. Context menu for Office documents.

4.2 Rename

Use the right-click menu and select “Rename” to rename an item.

4.3 Delete

Right-click on an item and select “Delete” to delete the item. This show a confirmation window prior to deleting the item.



Figure 17. Confirmation dialog for deleting items.

By selecting multiple items in the tree and then selecting the “Delete” for one of the items it is possible to delete multiple items. It is also possible to use the “Delete” button on your keyboard.

Deleted items are placed in the SharePoint recycle bin (unless the SharePoint administrator has configured it otherwise).

4.4 Edit non-Office files

Explorer supports editing non-Office files such as pdf, dwg, ...

Right-click on the non-Office file and select the option “Edit in app”. This opens a dialog window

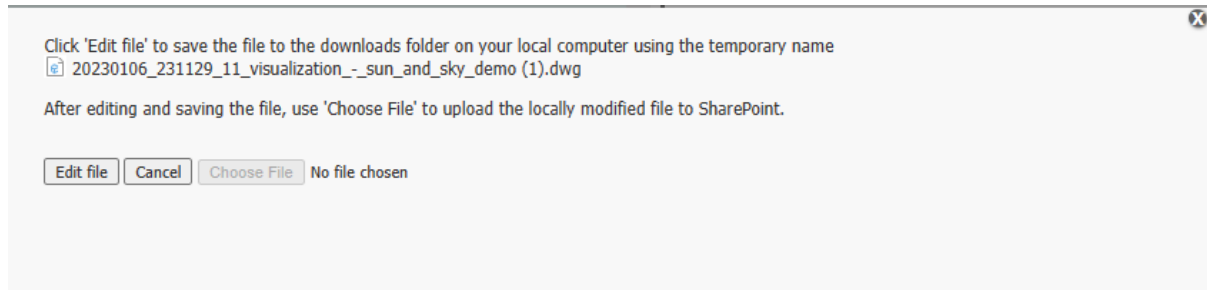


Figure 18. Dialog for editing non-Office files.

Selecting the button “Edit file” will download the file with a unique name by combing the original file name with a timestamp.

The file is downloaded to the browser’s download folder. After changing the downloaded file use the button “Choose File” to upload the modified file. Explorer will automatically remove the timestamp and add the modified file as a document version.

If the user has forgotten to upload the modified or has closed the browser window then Explorer will ask the user the next time the tool is launched to upload the modified file or cancel the modification.

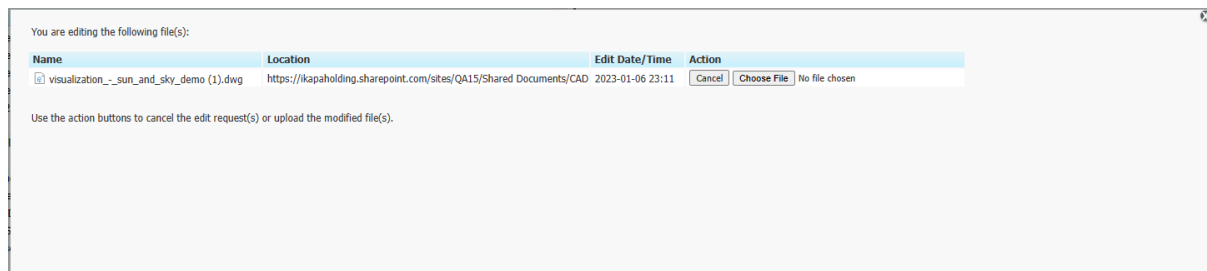


Figure 19. Dialog for non-Office files being edited.

4.5 View Thumbnails

(only for SharePoint Online and OneDrive)

This options shows the items using thumbnails. This is similar to Windows Explorer with View set to medium-sized icons.

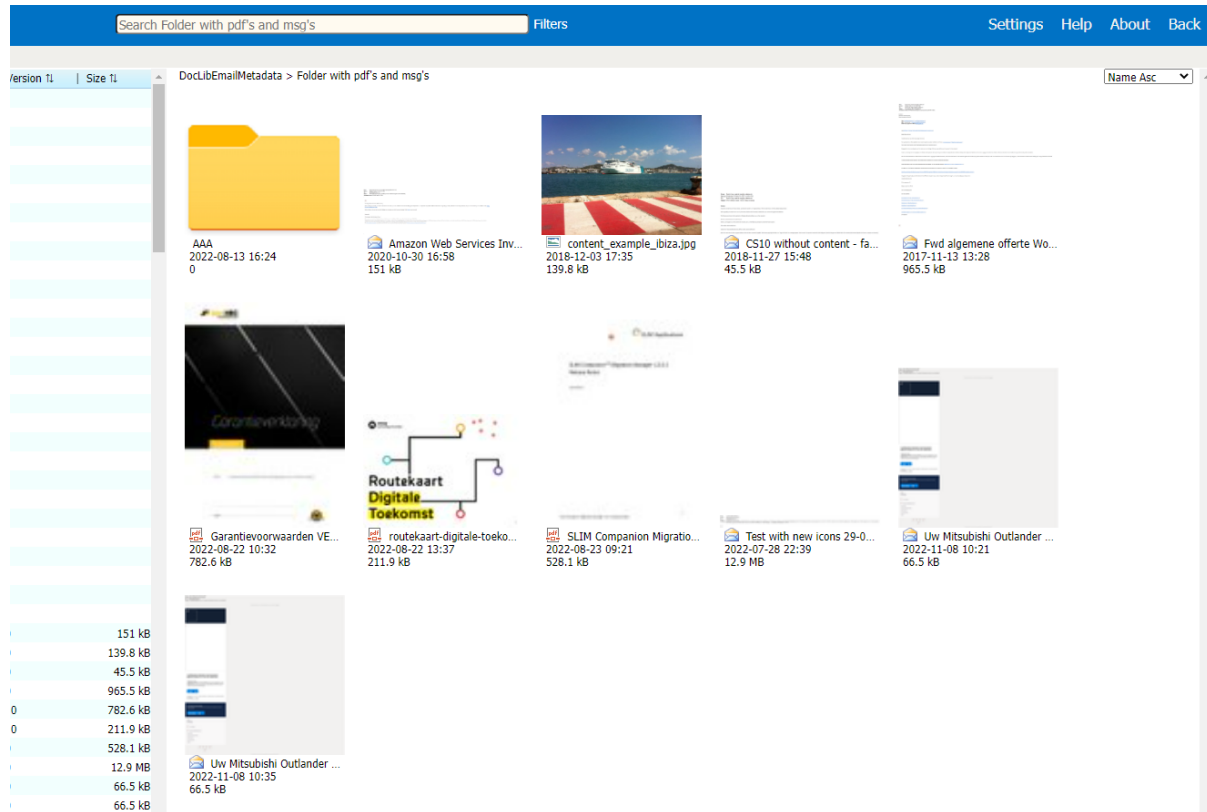


Figure 20. Thumbnail view.

The folders are clickable to allow for browsing through the folder structure. The breadcrumb at the top allows for navigation to higher levels.

The drop-down at the top-right corner allows for sorting of the items by name, modified, type and size in ascending or descending order.

4.6 Edit Properties

The “Edit Properties” option in the right-click menu for documents enables editing of the document properties.

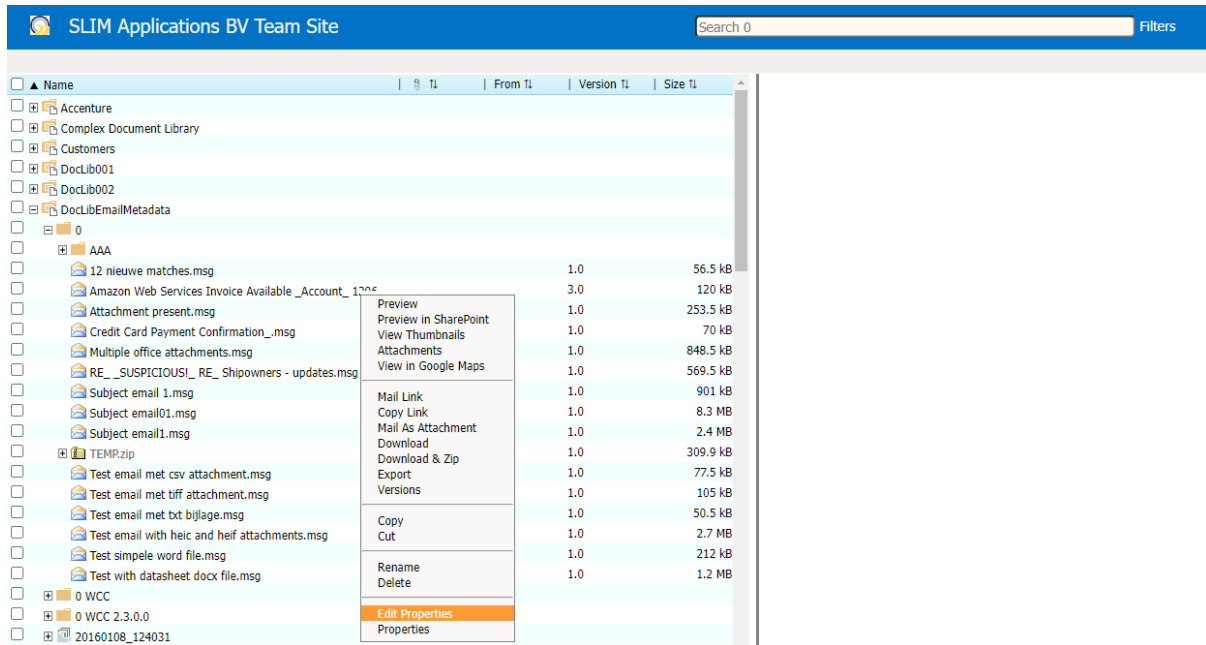


Figure 21. Edit Properties option for documents.

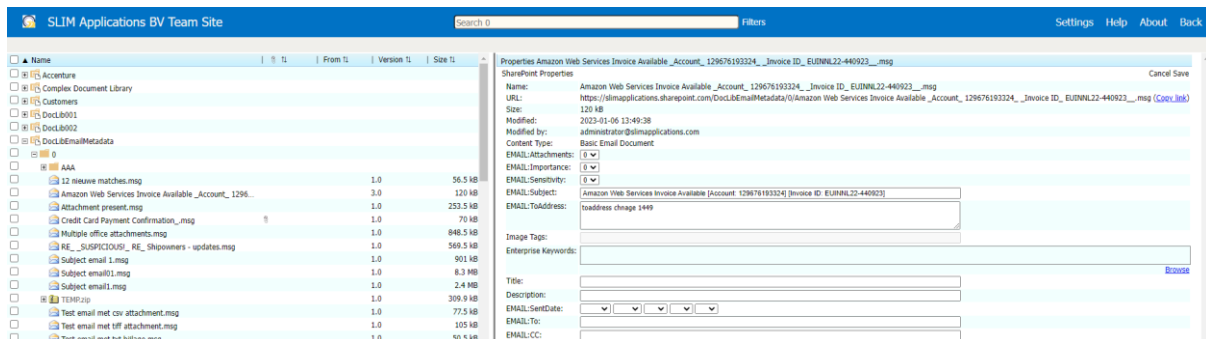


Figure 22. Edit Properties for the selected document.

After changing the value(s) click on “Save” to save the values. Select “Cancel” to retrieve the original values from SharePoint.

4.7 Check in / Check out

The right-click menu for documents shows the option "Check out" if the library has been configured with "Require Check Out".

Documents that have been checked out are marked and hovering over the icon shows the person who has checked out the item.

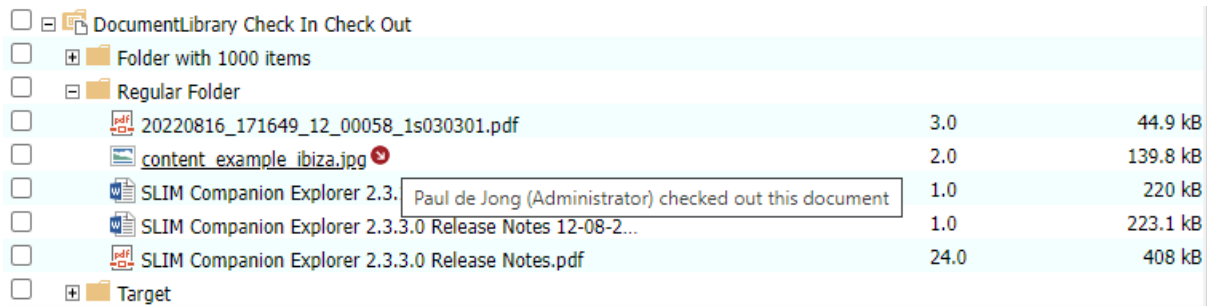


Figure 23. Checked out document.

The right-click menu for checked out documents shows the option "Check in" if the document has been checked out by that user. Selecting this option shows a dialog to enter a comment prior to checking in the document.

Users with the site collection administration role will also see an option "Discard check out".

When documents are copied or moved to a library configured with "Require Check Out" the following dialog is shown:

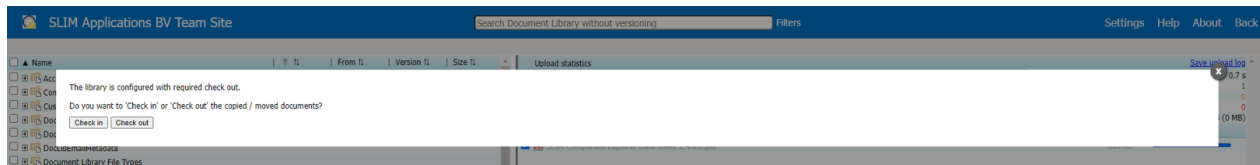


Figure 24. Copy/move documents to a library with "Require Checked Out"

This enables the users to specify if the documents need to be checked in or checked out.

4.8 New Folder

Right-click on a folder or library and select "New Folder" to create a new folder.

5. Copy/Move content

Explorer allows copying/moving items similar to Windows Explorer.

5.1 Single item

Right-click on a single item to select the item for copying (use “Copy”) or moving (use “Cut”). Right-click on the target location and select “Paste”.

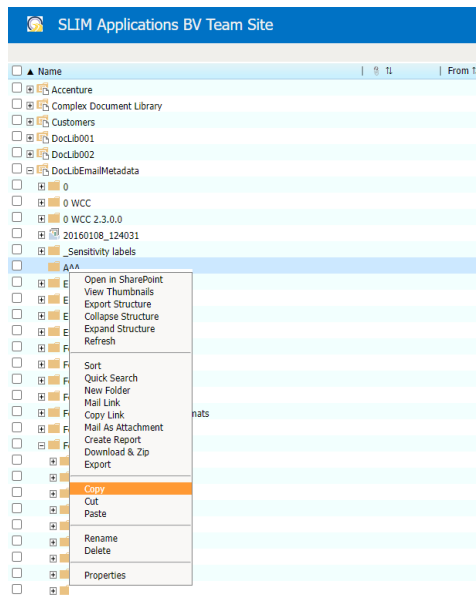


Figure 25. Right-click menu to copy/move items.

5.2 Multiple items

Select multiple items using the checkboxes or use the mouse to select multiple items (similar to Windows Explorer).

Right-click on the target location and select “Paste”.

5.3 Drag-and-drop

Explorer also supports moving items using drag-and-drop.

The target location’s background is marked in amber.

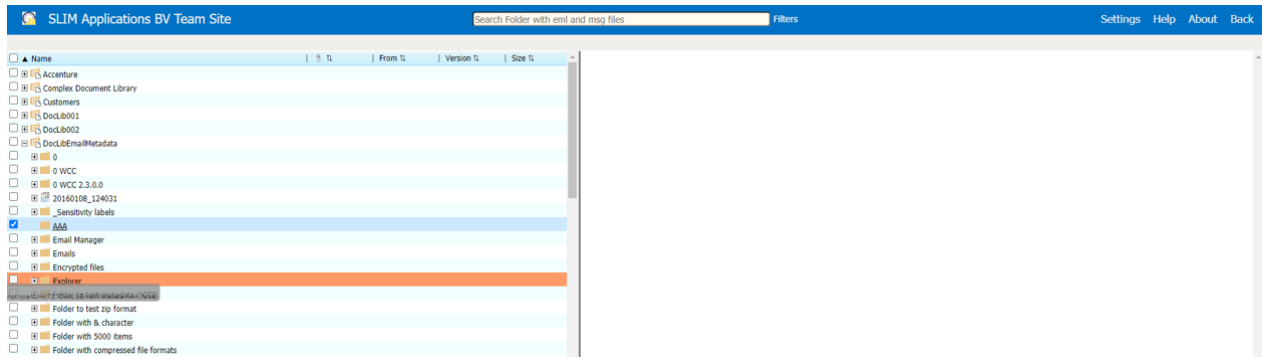


Figure 26. Move items using drag-and-drop.

6. Downloading content

The tool provides multiple options for downloading content. The table below describes the options available.

6.1 Download

The “Download” option in the context menu allows the user to download the selected document (or multiple documents if the checkboxes have been selected) to the browser’s download folder.

The “Download” option for folders allows downloading of the selected folder plus nested content as a zip file.

6.2 Download & Zip

This option downloads a zip file with the selected document(s) and/or folders.

6.3 Export

This option downloads a zip file with the selected document(s) and/or folders and separate documents with the metadata values are stored for each document. The metadata is stored in json format.

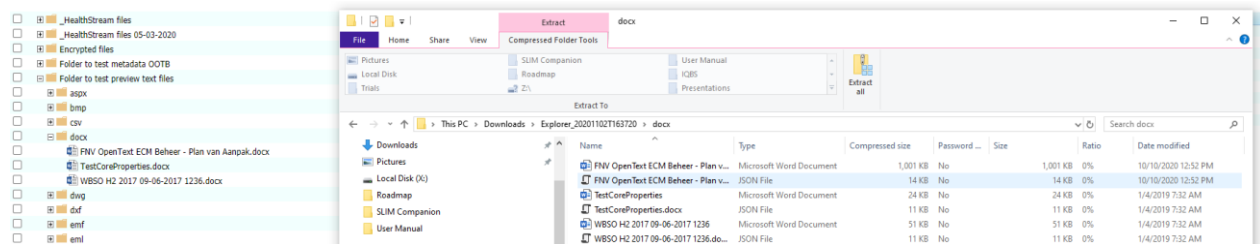


Figure 27. Example of zip file with exported content.

7. Email support

SLIM Companion Explorer also provides email support for Microsoft Outlook.

7.1 Drag and drop emails from Outlook using Chrome or Edge

Users can drag emails from Microsoft Outlook directly to SLIM Companion Explorer using Chrome or Edge.

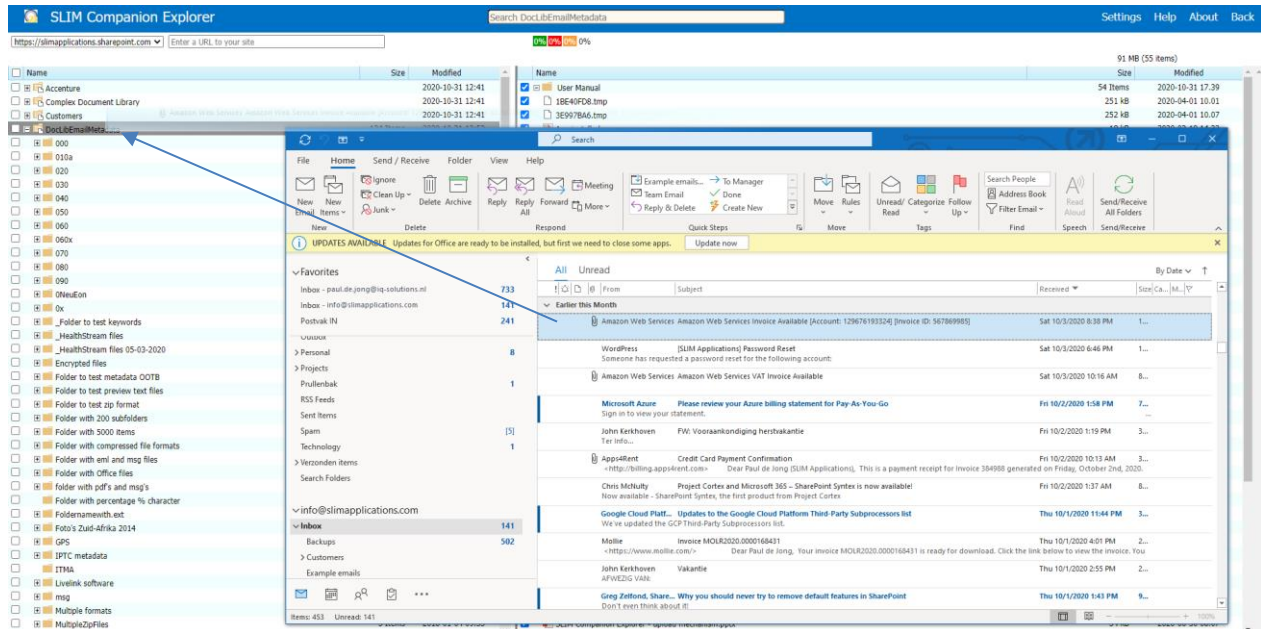


Figure 28. Select one or more emails in Microsoft Outlook and drag the emails to SharePoint.

If the destination library contains a content type with email metadata and the mapping has been setup properly by the SharePoint administrator then a metadata dialog window will be shown where email metadata fields are mapped to SharePoint columns. See figure 17 below.

The email metadata can be used in views, for searching and for filtering.

The uploaded emails are created with unique names using the following default naming convention: <subject>_<yyyymmdd_hhmmss>.msg where the “Sent date” is used to generate date/time.

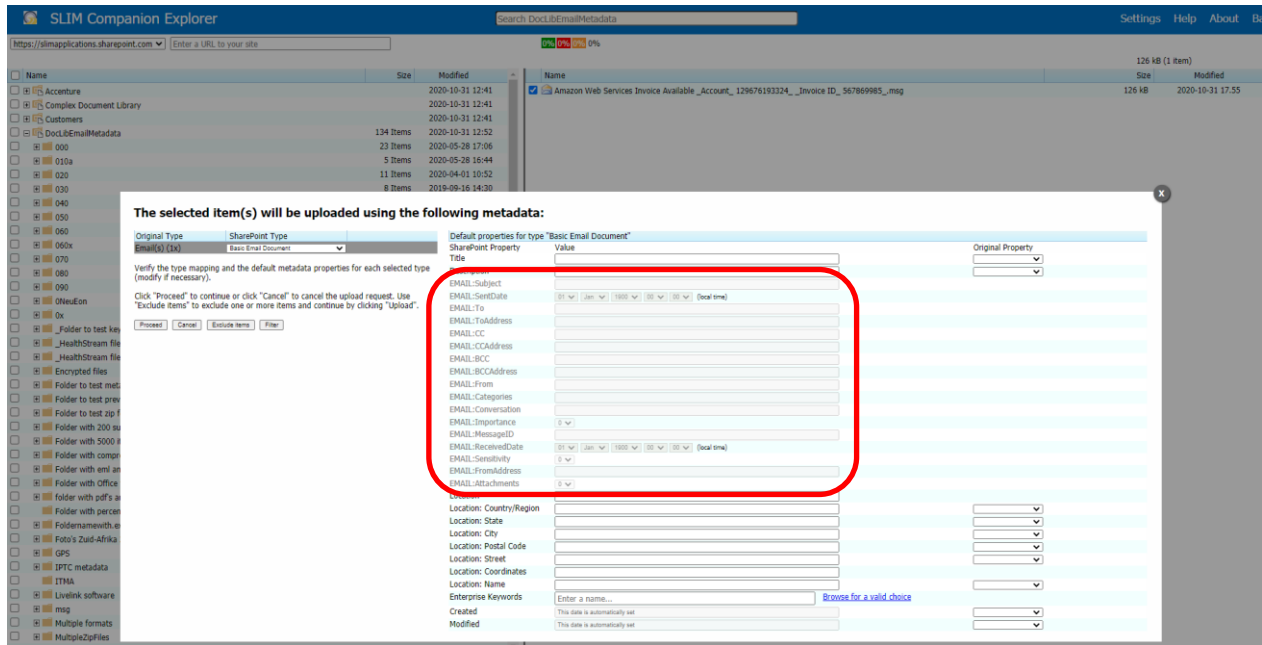


Figure 29. Metadata dialog window with mapped email metadata fields (greyed out).

7.2 Drag and drop emails from Outlook using FireFox, Safari or Internet Explorer 11

These browsers do not support direct drag and drop between Outlook and SharePoint. The emails need to be downloaded to the user's computer and then uploaded using drag and drop to SharePoint.

7.3 Email preview

SLIM Companion Explorer provides an email preview in the browser with links to open email attachments. Click on the email name to display the preview in the right-hand pane.

Name	Size	Modified
msg	10 Items	2019-01-04 08:30
1489141.pdf	63 kB	2019-06-13 12:14
Amazon Web Services VAT Invoice Available 20201003_030816.msg	119 kB	2020-10-31 18:06


Figure 30. Email icon in the tree.

SLIM Applications BV Team Site Search Releases Filters Settings Help About Back

Name	From To	Version To	Size To
Accenture			
Complex Document Library			
Customers			
DeclB001			
DeclB002			
DeclBEmailMetadata			
0			
AAA			
Agreements			
Releases			
2.0			
12 nieuww matches.msg		1.0	56.5 kB
Amazon Web Services Invoice Available _Account_ 1296...		3.0	120 kB
Attachment present.msg		1.0	253.5 kB
Credit Card Payment Confirmation_msg		1.0	70 kB
Multiple office attachments.msg		1.0	846.5 kB
RE_SUSPICIOUS_RE_Shipowners - updates.msg		1.0	569.5 kB
SLIM Companion Explorer Data sheet 2.3.5.0.pdf		1.0	223.6 kB
SLIM Companion Explorer Data sheet 2.4.0.0 15-10-202...		1.0	694.9 kB
SLIM Companion Explorer Data sheet 2.4.0.0 15-10-202...		1.0	364.5 kB
SLIM Companion Explorer Data sheet 2.4.0.0.pdf		1.0	364.5 kB
SLIM Companion Explorer Data sheet 2.4.1.0 05-12-202...		1.0	694.9 kB
SLIM Companion Explorer Data sheet 2.4.1.0 05-12-202...		1.0	365.6 kB
Subject email 1.msg		1.0	901 kB
Subject email01.msg		1.0	8.3 MB
Subject email2.msg		1.0	2.4 MB
TEMP.rtf		1.0	309.9 kB
Test email met csv attachment.msg		1.0	77.5 kB
Test email met tiff attachment.msg		1.0	105 kB
Test email met txt bylage.msg		1.0	50.5 kB
Test email with htc and hif attachments.msg		1.0	2.7 MB
Test simpele word file.msg		1.0	212 kB
Test with datasheet docx file.msg		1.0	1.2 MB
0 WCC			
0 WCC 2.3.0.0			
20160108_124031			
_Sensitivity labels			
AAA			
Email Manager			

Previous 2 of 22 Next Amazon Web Services Invoice Available _Account_ 12967..._23_.msg (120 kB) 1 Preview in SharePoint

From: Amazon Web Services <no-reply-aws@amazon.com>
 Sent on: 2022-09-02 14:01
 To: info@slimapplications.com
 CC: info@slimapplications.com
 Subject: Amazon Web Services Invoice Available [Account: 129676193324] [Invoice ID: EUDNNL22-440923]
 Attachments: EUDNNL22-440923.pdf (60 kB) 1



Greetings from Amazon Web Services,
 We are writing to notify you that your AWS Account has Electronic Invoice(s) available. This is for usage of AWS services for billing period August 1 - August 31, 2022. Additional information regarding your bill, individual service charge details, and your account history are available on the Billing & Cost Management Page, <https://console.aws.amazon.com/billing/home#/ Bills>. Thank you for using Amazon Web Services.
 The credit card ending in 8637 is currently your default payment method for your AWS charges. We will automatically charge the total amount due shown above to your default credit card unless your bank requires additional verification from you. Please visit the Payment History page in your Billing and Cost Management Console <https://console.aws.amazon.com/billing/home#/paymenthistory> to review the invoice status and complete any required payments to avoid service disruptions.
 Sincerely,
 Amazon Web Services
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Figure 31. Email preview with links for attachment(s).

8. Search

8.1 Search bar

SLIM Companion Explorer shows a search bar near the top of the screen. The search covers the full text of documents, folder names and metadata. The scope of the searching is automatically set depending on the tree. This is similar to the search experience in File Explorer.

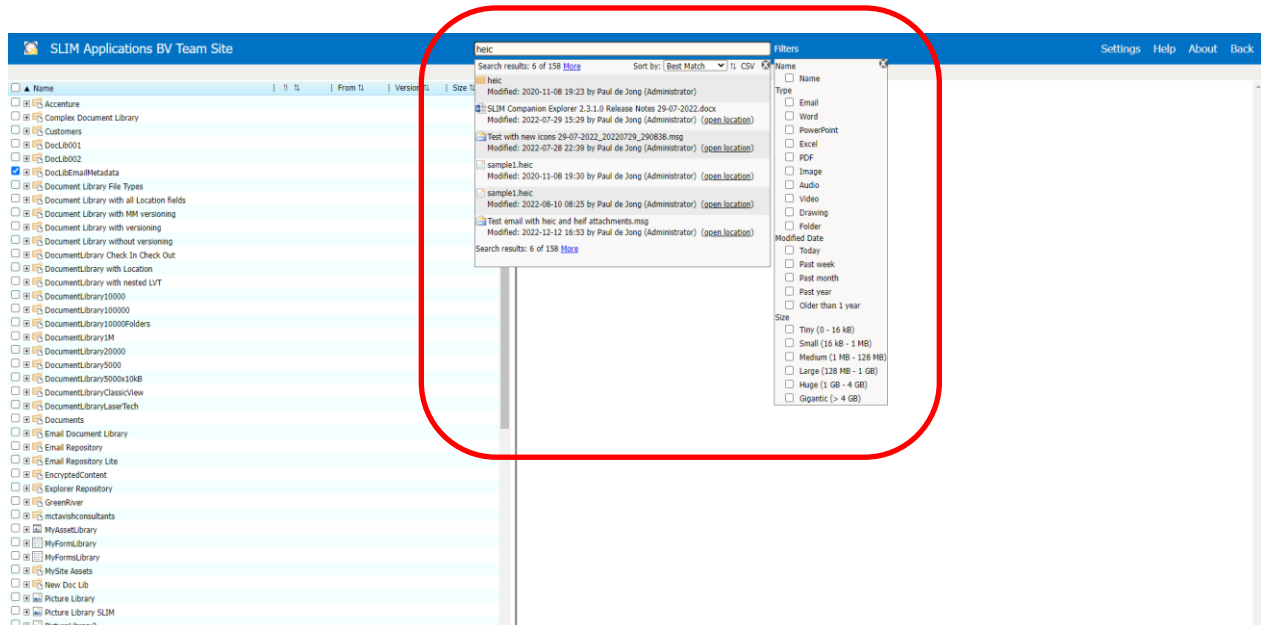


Figure 32. Search result list.

The search will be automatically performed whilst typing. Clicking on a link to a document will show the document in the right-hand pane and the search result list automatically collapses.

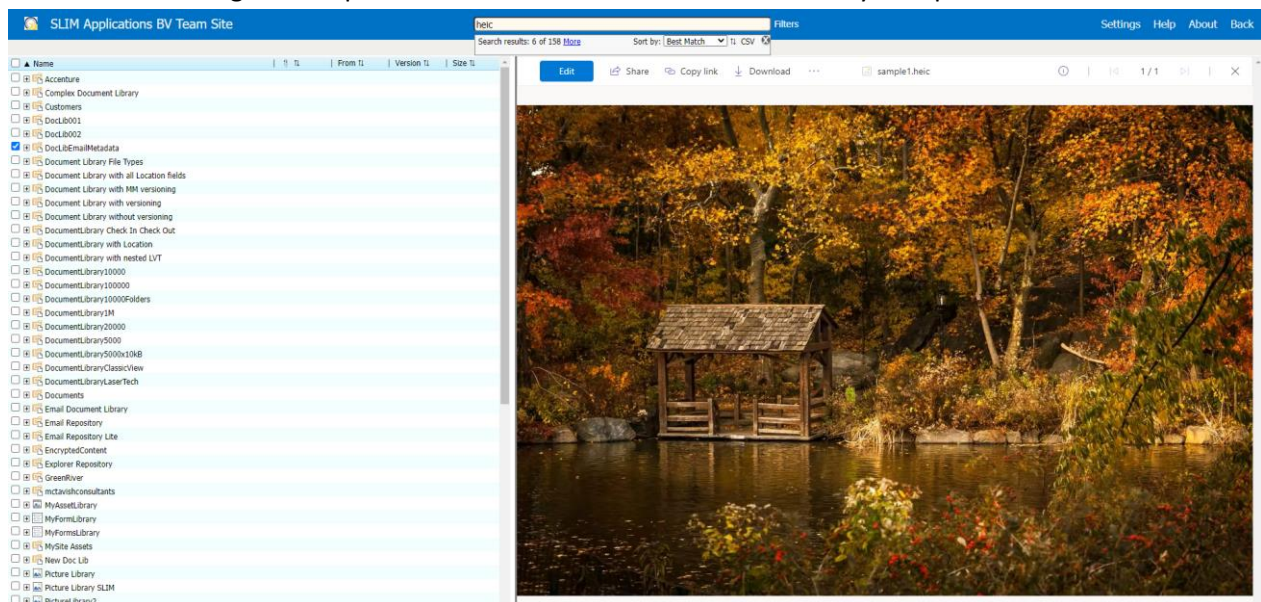


Figure 33. Search result page after clicking a link to a document. The search result list has been collapsed.

Hovering over the “collapsed” list automatically expands the list.

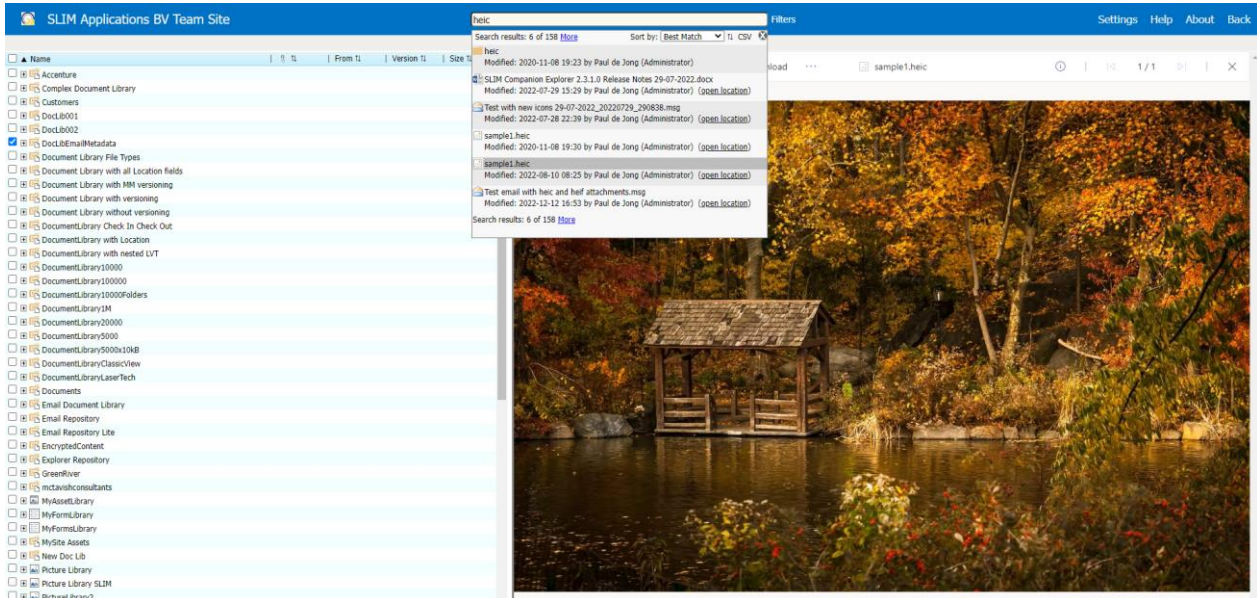


Figure 34. Search result list after hovering the mouse over the collapsed list.

Clicking a link in the search result list to a folder results in the folder being shown in the tree with an amber background. Simply move your mouse over the tree item to remove the background.

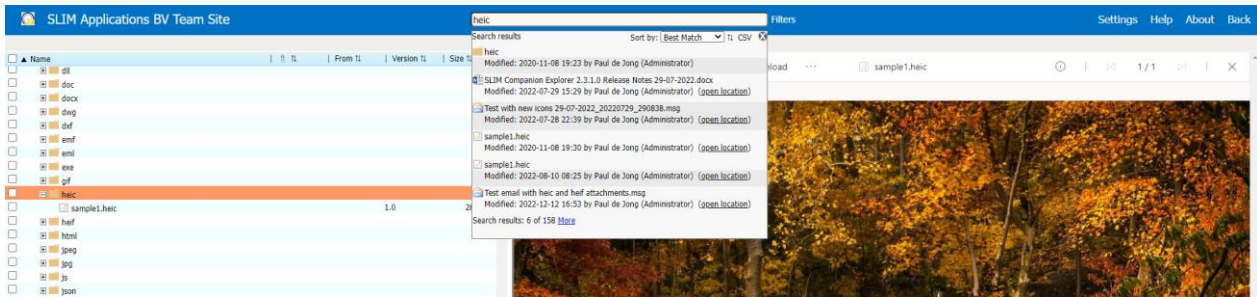


Figure 35. Search result list after clicking a folder.

The drop-down allows sorting by Best Match, Name, Type, Modified Date and Modified By. The icon with the up/down arrows allows for ascending or descending sorting. The “CSV” exports the search results to a CSV file.

8.2 Searching large data sets

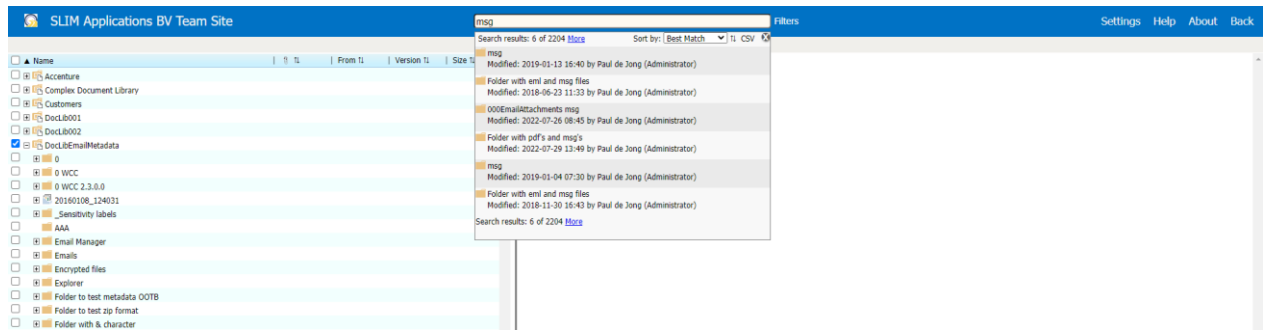


Figure 36. Search result list with 500+ search results.

Click on the “More” link to retrieve additional search results in sets of 500.

8.3 Filters

The search filter pane provides an intuitive way to search the available content.

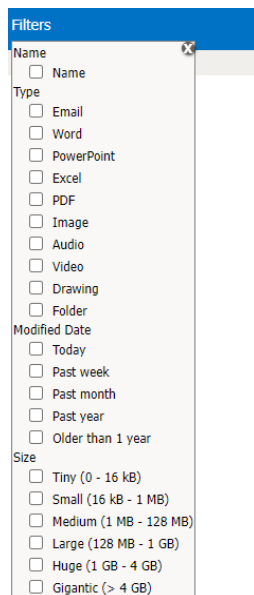
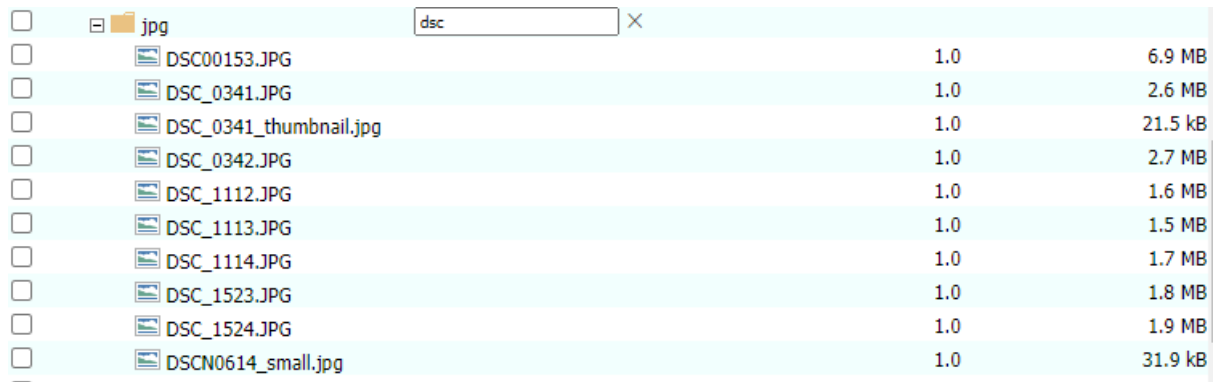


Figure 37. Explorer Filter pane.

8.4 Quick Search

The “Quick Search” option in the right-click menu provides users with a simple way to filter the list in the Explorer tree with items. Enter a search word and click Enter.



The screenshot shows a file explorer window with a search box containing the text 'dsc'. Below the search box is a list of files. Each row in the list has a checkbox on the left, a file icon, the file name, a version number '1.0', and a file size. The files listed are:

File Name	Version	Size
DSC00153.JPG	1.0	6.9 MB
DSC_0341.JPG	1.0	2.6 MB
DSC_0341_thumbnail.jpg	1.0	21.5 kB
DSC_0342.JPG	1.0	2.7 MB
DSC_1112.JPG	1.0	1.6 MB
DSC_1113.JPG	1.0	1.5 MB
DSC_1114.JPG	1.0	1.7 MB
DSC_1523.JPG	1.0	1.8 MB
DSC_1524.JPG	1.0	1.9 MB
DSCN0614_small.jpg	1.0	31.9 kB

Figure 38. Quick search of the name column.

To remove the filter remove the search string or click the X icon. The “Quick Search” functionality will be expanded to the other columns in future releases.

9. Advanced topics

9.1 Metadata extraction

In the section 6 the functionality to extract metadata from emails was presented. The tool can extract metadata from many different file formats. The mapping between the metadata in the documents and the SharePoint columns is managed by the SharePoint administrator.

The table below shows the supported file formats.

	Supported file formats
Office	docx, xlsx, pptx and vsdx
Images	jpg, png, gif, bmp, tiff, svg and psd
Emails	msg and eml
Audio files	mp3 and wma
Video files	wmv, mp4 and mov
HTML	html and htm
Drawing files	dwg

Table 3. List with file formats supported for metadata extraction.

9.2 Reporting

The “Create Report” option allows user to create a content report. Right-click on a library or folder and select the option “Create Report”. The report is shown in the right-hand pane.

The screenshot displays the SLIM Companion Explorer interface. The left pane shows a file tree with various folders and files. The right pane displays a content report for the selected folder. The report includes a summary with the following data:

Property	Value
Date	2023-01-13 11:10:08
Start Location	/DocLibEmailMetadata/Folder with file formats
Status	Completed
Elastic time	10 s
Total document size	479 MB
Total Major Version size	0 KB
Total Minor Version size	0 KB
Total number of items (incl. documents, folders, ...)	533

Below the summary, there is a table titled "Items by Content Type: 17x" showing the distribution of content types:

Type	Number
Folder	75
Shell Image	96
Document	46
Basic Email Document	27
Basic PDF Document	24
Basic Audio document	19
Basic OFFICE Document	9
Basic Video document	89
P2H Document	1
Basic PNG Document	4
Video	23
Image	1
Basic TIF Document	1
Audio	15
Basic HTML Document	3
Basic JPG Document	2
Video Rendition	

At the bottom, there is a section titled "Documents by extension: 454x" showing a list of large documents (where size exceeds 10 MB):

Name	Modified	Modified By	Size	Download
/DocLibEmailMetadata/Folder with file formats/zip/Livelink software.zip	2020-11-17 07:39	Paul de Jong (Administrator)	38 MB	Download
/DocLibEmailMetadata/Folder with file formats/raw files/scanned_neg.dwg	2020-01-21 01:37	Paul de Jong (Administrator)	35 MB	Download
/DocLibEmailMetadata/Folder with file formats/msg/Email with about 30 MB attachments_20220210_101553.msg	2022-06-20 17:33	Paul de Jong (Administrator)	25 MB	Download
/DocLibEmailMetadata/Folder with file formats/raw files/Pxel2.dwg	2020-01-21 01:37	Paul de Jong (Administrator)	11 MB	Download
/DocLibEmailMetadata/Folder with file formats/raw files/Nikon_D90.nef	2020-01-21 01:37	Paul de Jong (Administrator)	11 MB	Download

Figure 39. SLIM Companion Explorer content report.

The content report shows totals, the content types used, the extensions present and large documents.

The report can be saved as html using the “Save” link. The “Save as TSV” saves the raw data to a tab separated value file.

9.3 Advanced Reporting

By switching to “Advanced” under Settings > Report Settings and saving the changes it is possible to generate an advanced report.

This complements the basic report with the following:

- checked out documents
- encrypted documents
- document versions

This provides information on documents with many versions which may consume a large amount of storage quota. The tool also allows deleting document versions in a controlled manner, e.g. keep the last 2 versions.

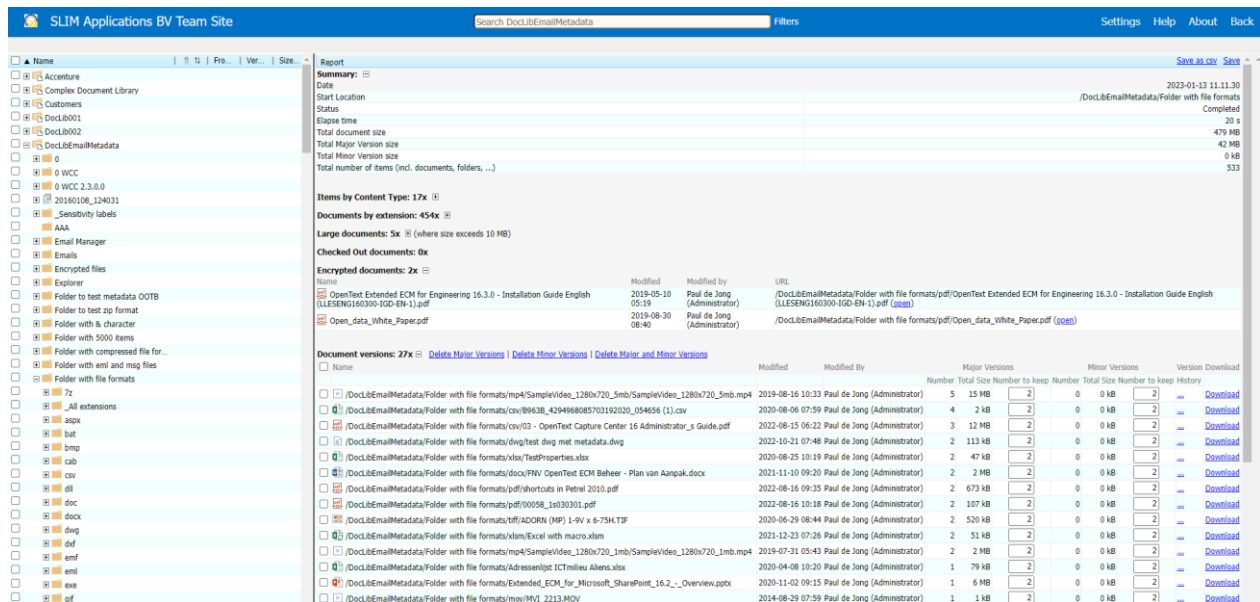


Figure 40. Explorer advanced content report.

9.4 Custom columns

Out-of-the-box Explorer will show the columns name, modified, type and size.

The SharePoint Administrator can configure the Explorer tool to show custom columns. Up to 4 custom columns are supported.

The columns can be sorted by selecting a library or folder and then clicking the sort order at the top.

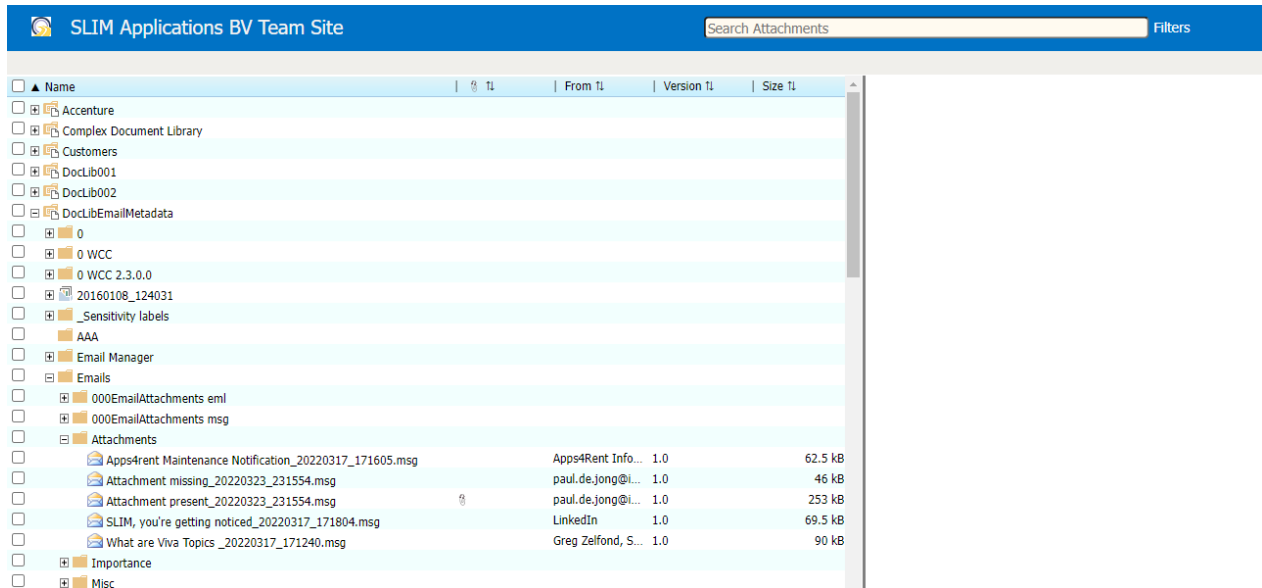


Figure 41. Explorer configured with custom columns.

The sorting options are also available via the right-click menu:

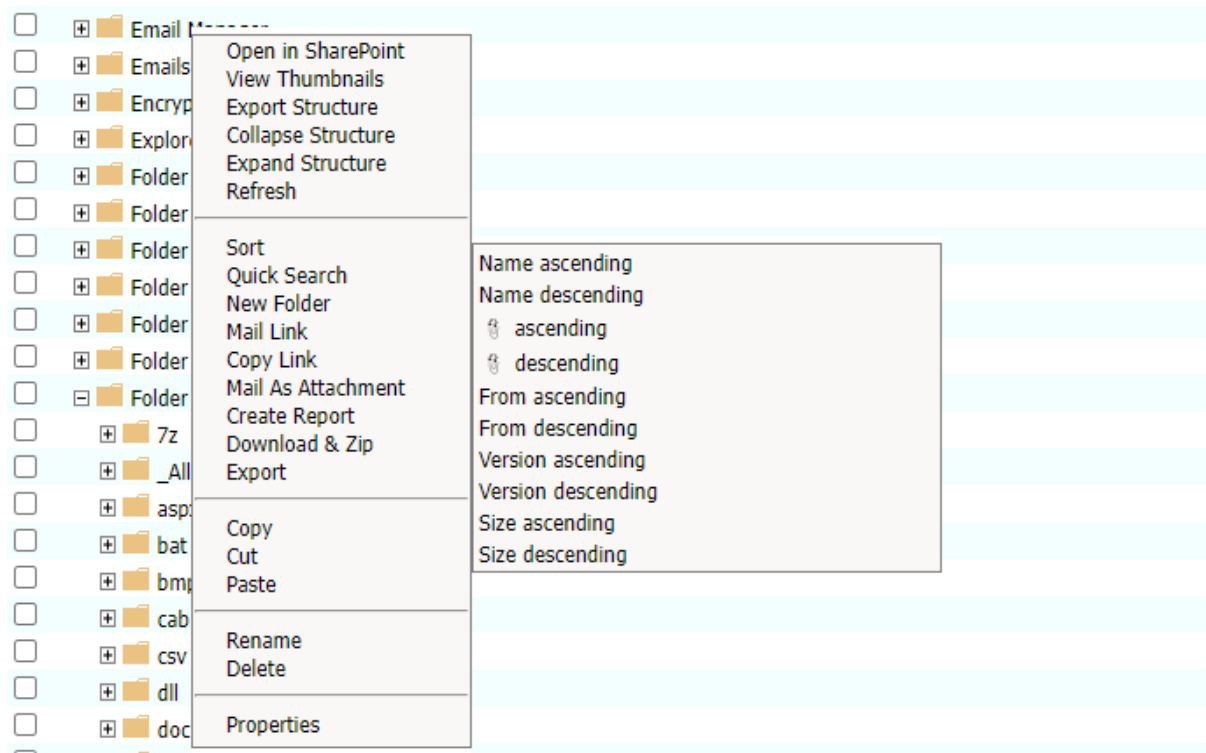


Figure 42. Explorer configured with sort options for custom columns.

9.5 Expand Structure/Collapse Structure/Export Structure

These options are only available for libraries and folders.

“Expand Structure” will automatically expand all folders below the selected item (plus subfolders).

The option “Collapse Structure” will automatically collapse all folders below the selected item.

“Export Structure” saves the current visible hierarchy shown as an html file. The html contains links to the actual items.

9.6 Integration Google Maps

Explorer offers integration with Google Maps. Images or other files with SharePoint location column can be displayed in Explorer.

Select one or more items and right-click to select the option “View in Google Maps”

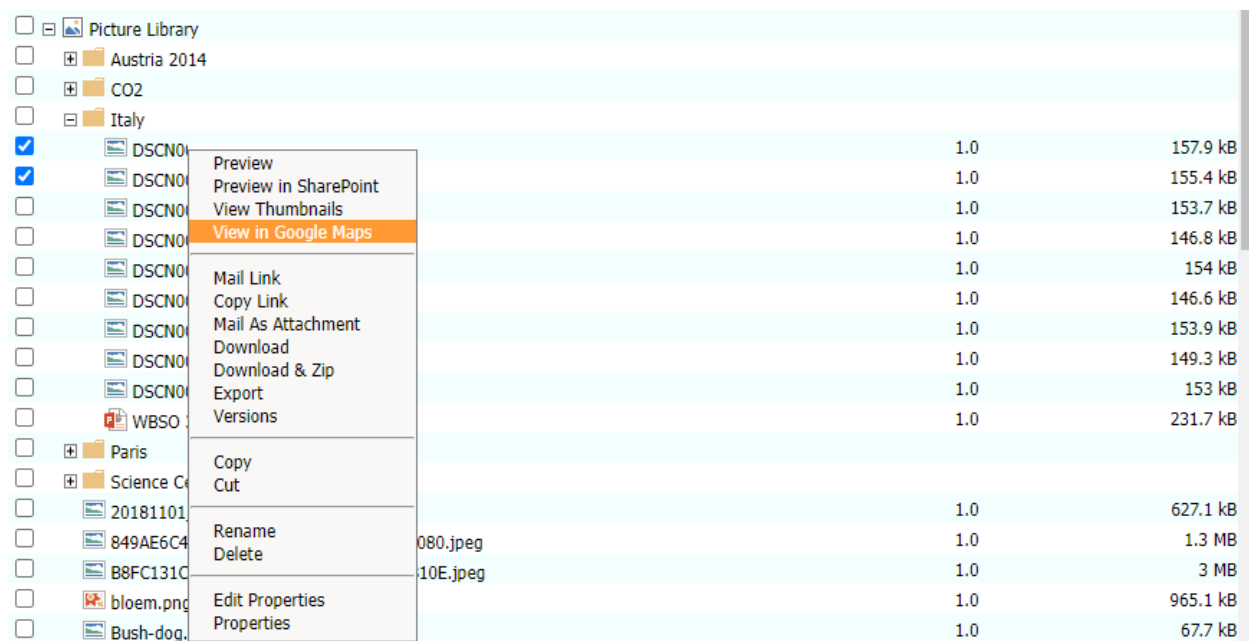


Figure 43. “View in Google Maps”

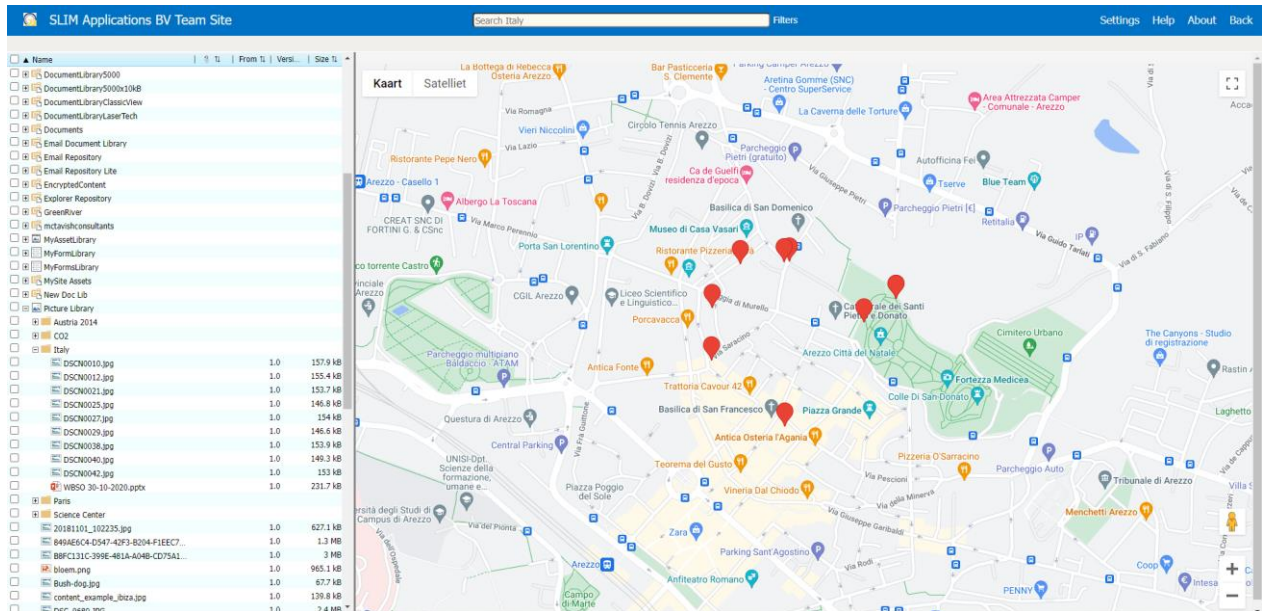


Figure 44. Viewing multiple items in Google Maps

9.7 Set location for files

Explorer supports extracting GPS coordinates from different file formats such as jpg, mp4 and mov. Explorer can also be used in cases where files do not contain GPS coordinates. This feature can be applied to any file type such as msg, pdf, docx, tiff, ... or media files (jpg, mp4, mov, heci, ...) without GPS locations details.

Prerequisites:

1. Make sure the library has a location column
2. Add the location column to one or more content types
3. Configure Google Maps (via the properties file)

Instructions

- upload one or more files to the library using drag and drop
- in the metadata dialog click on the link “Use map”

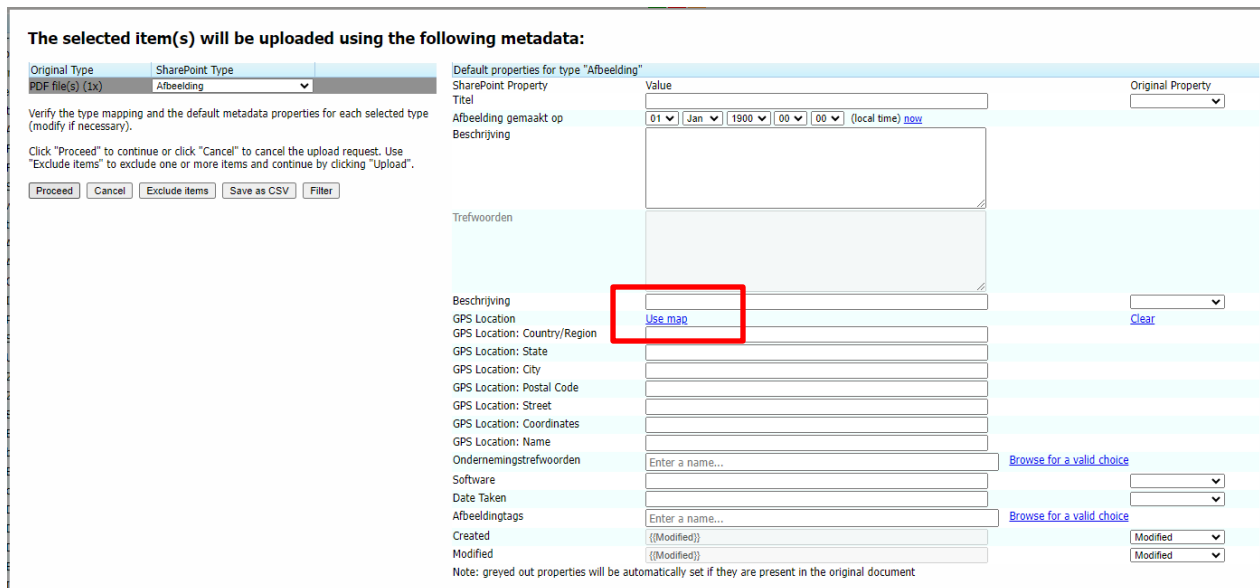


Figure 45. Metadata dialog containing a location column

This shows a Google Map.

- navigate to the target location and click 1x with the mouse
- This adds marker to the map

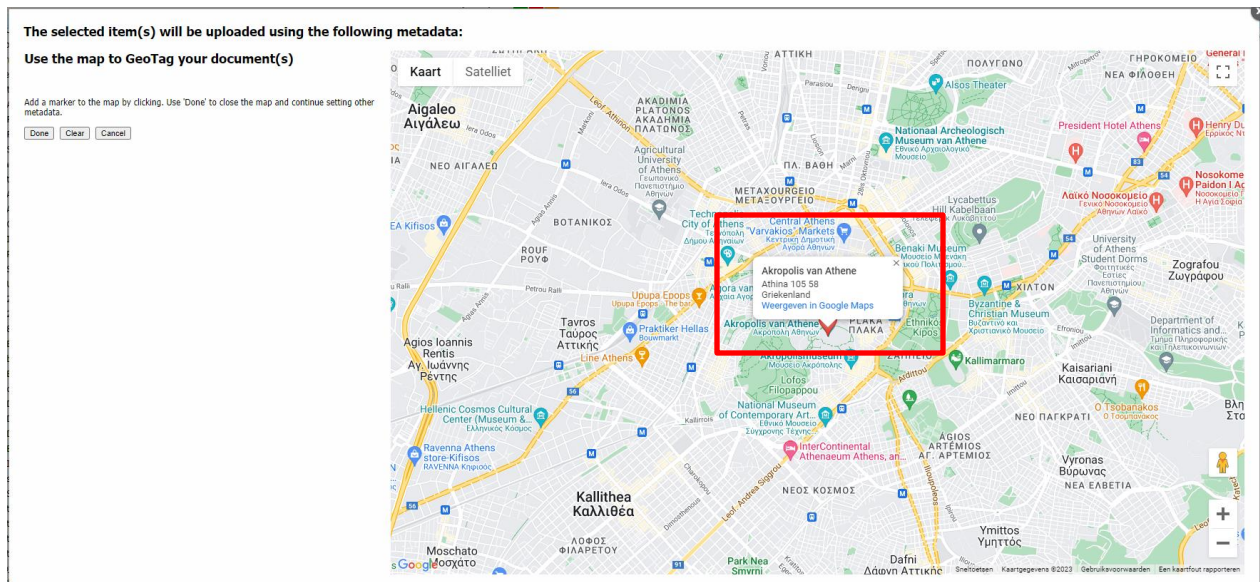


Figure 46. Google Maps after selecting a location.

- Click "Done"

The metadata dialog window is opened and shows the coordinates

9.8 Geotagging existing SharePoint documents

Explorer 2.5.4.0 and up support geotagging where GPS coordinates are added to existing SharePoint documents. The GPS coordinates can be applied to any document format (e.g. PDF, msg, docx, ...). This requires a one-off configuration by your Administrator.

Enabling geotagging adds an option named “Edit GPS Properties” to the right-click menu of documents.

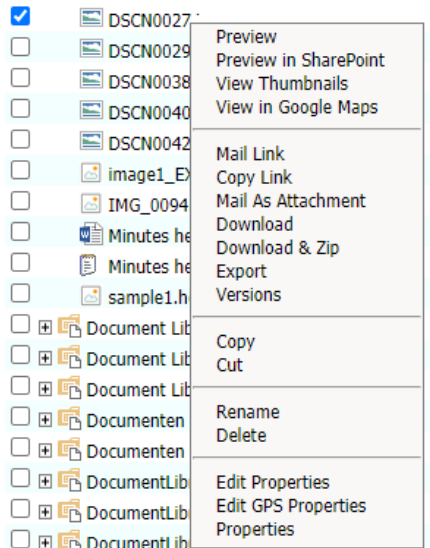


Figure 49. Context menu for documents with “Edit GPS Properties”

Instructions

- right-click on a single document or
select multiple documents using the checkboxes (maximum 100) and then right-click on one of the documents
- the dialog window with the selected document(s) and a Google Map opens.

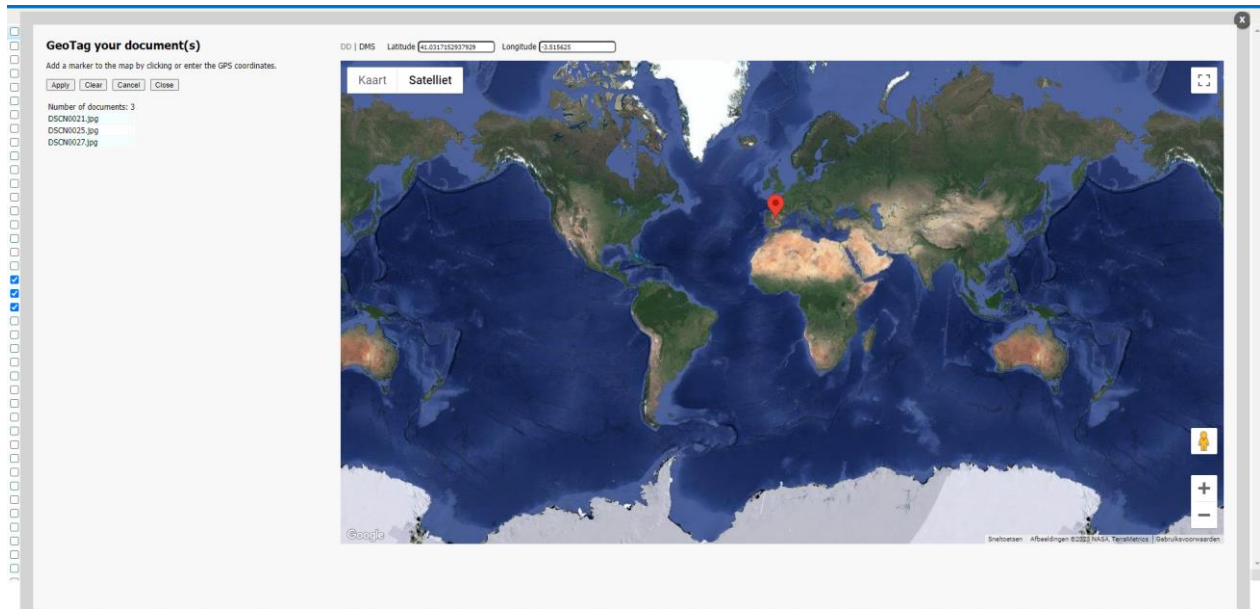


Figure 50. “Edit GPS Properties” dialog window.

-select a location in the Google Map by clicking your mouse

The degrees decimal (DD) value is shown at the top of the window. Clicking on “DMS” will convert the coordinates to degrees, minutes, seconds notation.

Alternatively, enter values into the DD or DMS fields.

- click “Apply” to apply the selected GPS coordinate to the documents. This shows the status per individual document.

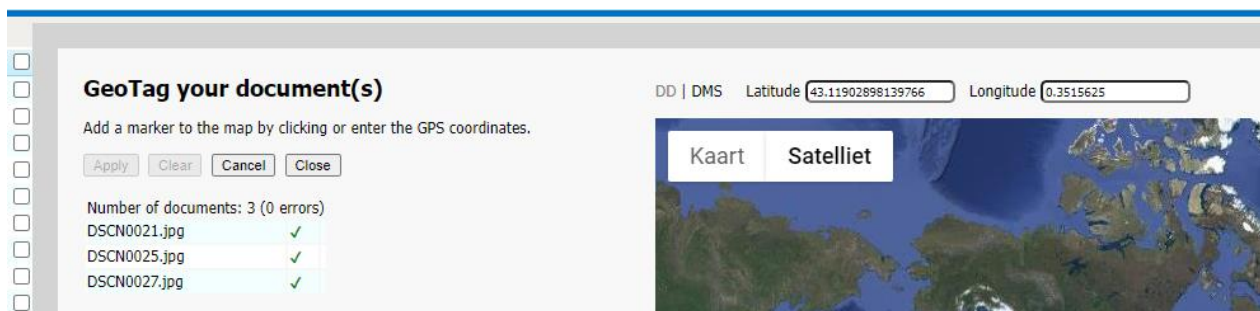


Figure 51. “Edit GPS Properties” dialog window after applying the GPS coordinate to the selected files.

- click “Close” to close the dialog window or click the X at the top right corner of the dialog window.

Explorer will support geosearching in a future release. This feature allows users to draw a polygon on a Google Map and then list all documents with GPS coordinates within the selected range.

10 Miscellaneous

10.1 Select range of items

It is possible to select multiple items in the SLIM Companion Explorer tree by selecting a range of checkboxes. Select one checkbox and then press Shift (or Ctrl or Alt) and select another checkbox. All items between the two checkboxes will be automatically selected.

10.2 Supported browsers

SLIM Companion Explorer is supported with Chrome, Opera, FireFox, Edge, and Safari (on macOS).

10.3 Supported clients

SLIM Companion Explorer is supported with Windows 7 or higher and OS X 10.10 or higher.

10.4 Maximum upload file size

The maximum upload file size on SharePoint Online is controlled by Microsoft. At the time of writing the limit is 100 GB for SharePoint Online. The limits for SharePoint 2019 and SharePoint 2016 are 15 GB and 10 GB respectively.

The maximum upload file size on SharePoint 2013 is browser dependent. The limits are listed below.

Browser	Maximum upload file size for SharePoint 2013 (in MB)
Chrome	125
Opera	125
FireFox	600
Internet Explorer 11	250
Edge	1000

Table 4. List with maximum upload file sizes for SharePoint 2013.

10.5 Download & Zip limits

There is no limit for downloading of documents. The tool will automatically create multiple zip files if necessary.

10.6 Upload folders or files using buttons

It is possible to configure Explorer to show buttons to upload folders or files. This is an optional feature.

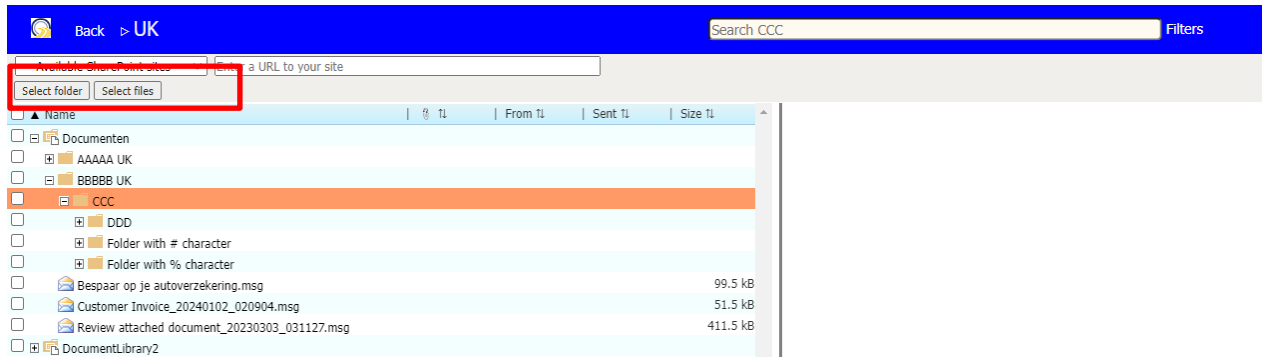


Figure 52. Explorer configured with the optional buttons to upload folders or files.

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