

Downloading Files from Datatel Colleague in User Interface 4.3

If your business duties in Datatel require that you download files from Datatel to your computer or to a network drive, you will need to be aware that download functionality has changed in User Interface 4.3. File download methods that you used in the Desktop UI will no longer work in 4.3.

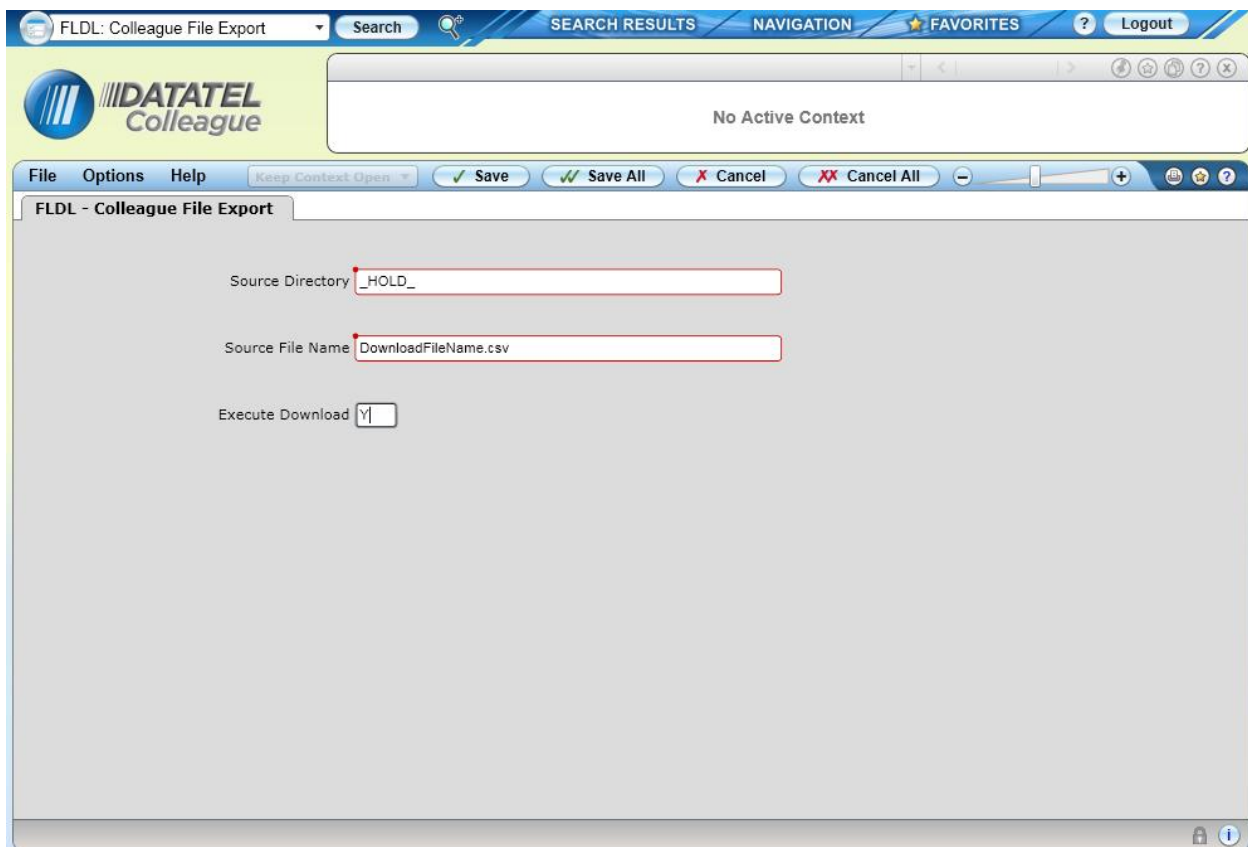
The file download function will typically be performed by only a small number of users in Seattle University administrative offices.

Use the Colleague File Export form (FLDL) to download a file.

If you believe that you need to download a file but you have questions or lack security to do so, send email to OIT Application Services (applsvcs@seattleu.edu)

How do I download Colleague source files to my local PC or network drive using the FLDL form?

1. **FLDL** – Once you are logged into Datatel Colleague UI 4.3, go to the **FLDL** form.



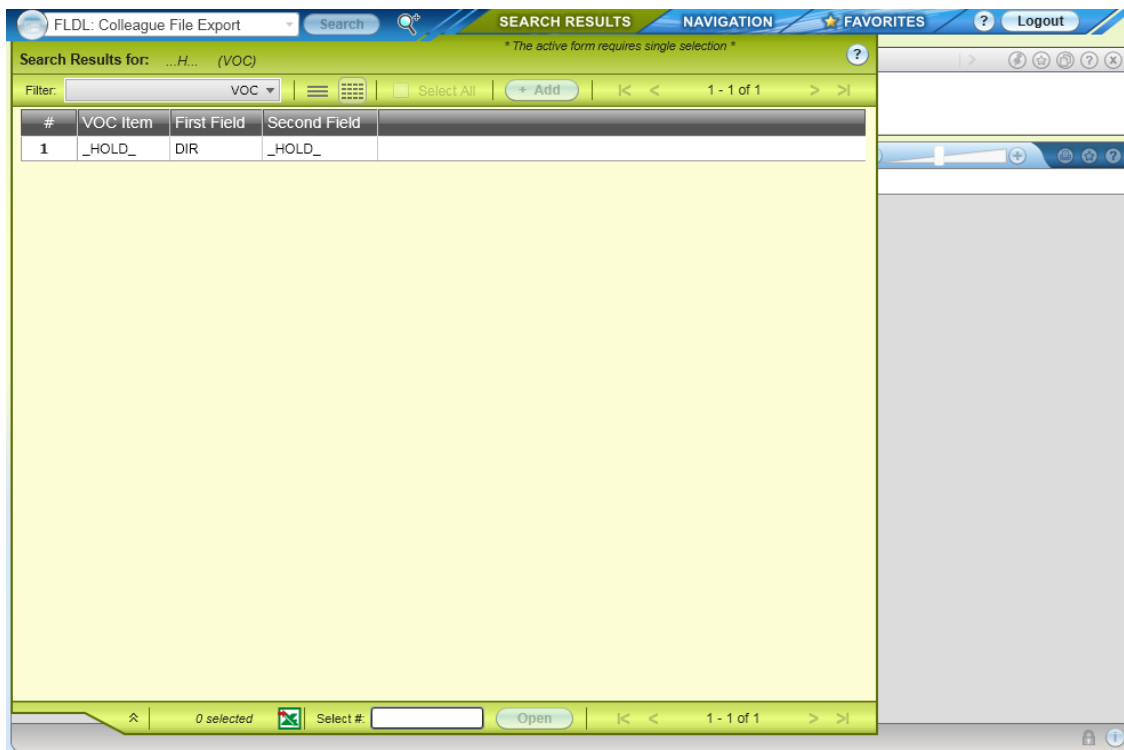
The screenshot shows the Datatel Colleague user interface. At the top, there is a navigation bar with 'FLDL: Colleague File Export', a search icon, and tabs for 'SEARCH RESULTS', 'NAVIGATION', 'FAVORITES', and 'Logout'. Below this is a header area with the 'DATATEL Colleague' logo and a 'No Active Context' message. The main content area is titled 'FLDL - Colleague File Export' and contains three input fields: 'Source Directory' with the value '_HOLD_', 'Source File Name' with the value 'DownloadFileName.csv', and 'Execute Download' with a checked checkbox. A menu bar at the top of the form includes 'File', 'Options', and 'Help', with sub-menus for 'Keep Context Open', 'Save', 'Save All', 'Cancel', and 'Cancel All'. A status bar at the bottom right shows a lock icon and an information icon.

2. **Source Directory** – Enter the name of the source directory in the **Source Directory** field. Typically, the source directory will be either:
- **_HOLD_**
 - **SAVEDLISTS**

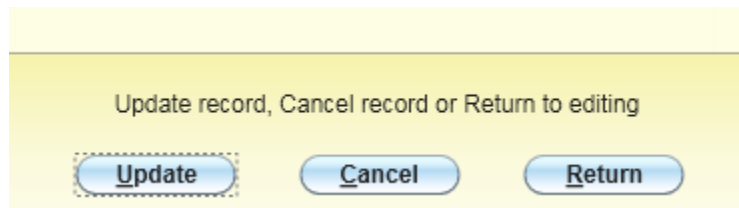
NOTE: The source directory *must* be a valid UniData directory.

LOOKUP TIP

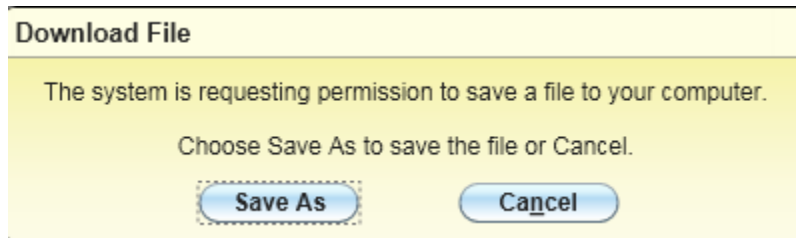
If you cannot remember the exact source directory name, enter the part of the directory name you can remember surrounded by three dots, "...". For example, enter "...H..." for the **_HOLD_** file. On the **Search Results** form, you may either click the appropriate item listed or enter the row number in the **Select #** box towards the bottom of the screen.



3. **Source File Name** – Enter the source file name within the source directory you wish to download. If you cannot remember the exact file name, you may use the method outlined in the LOOKUP TIP in Step 2.
4. **Execute Download** – To download the file to you local computer, enter **Y** in the **Execute Download** field.
 - a. Next, click **Update** to initiate the download.



- b. You will then be prompted to grant permission to save the file to your computer. Select **Save As**.



- c. Once the file browser displays on your computer, select the location, and enter file name for the downloading file. You may rename the file, or use the same name as the original Colleague file. Click **OK**.

WARNING!!!

NO Personal Information should be stored on your local machine or in any *unsecured* location. Please keep in mind that the network drives provide a secure location for which to store sensitive personal information. All personal information should be removed as soon as it is no longer needed.

- d. When the file download is complete, click **OK** in the **File download complete** message box. You are returned to UI 4.3 to continue another process. The FLDL form is closed when you return to UI 4.3.

I need to download a file using FLDL but cannot access the form.

If you need to download a file using the FLDL form but cannot access this form, please have your supervisor request security access from OIT Application Services, applsrvcs@seattleu.edu.

I have access to the FLDL form and have followed the outlined steps provided. I still have questions or am experiencing a problem with downloading a file form Colleague.

If you are having difficulties with or have further questions about the FLDL form, please feel free to contact OIT Application Services, applsrvcs@seattleu.edu.