

This REGIS QuickSheet presents a step-by-step process for managing files in REGIS. As best practice, it is important to keep your REGIS I:drive folder cleared of un-needed files. This document will show you how view files, move files, and delete files using ArcCatalog.

## Step-by-Step Process

Log into the REGIS ArcGIS 9x3 application of your choice (ArcView 9x3, ArcEditor 9x3, ArcInfo 9x3) as you normally would.

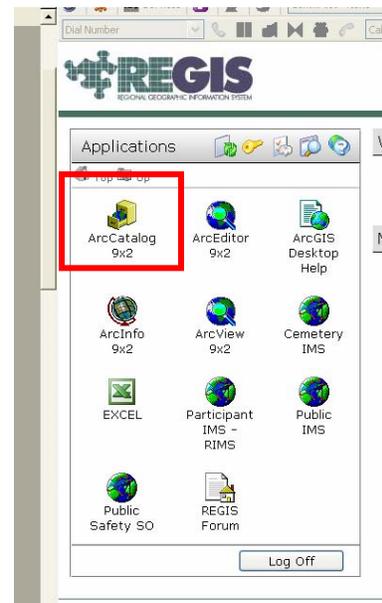
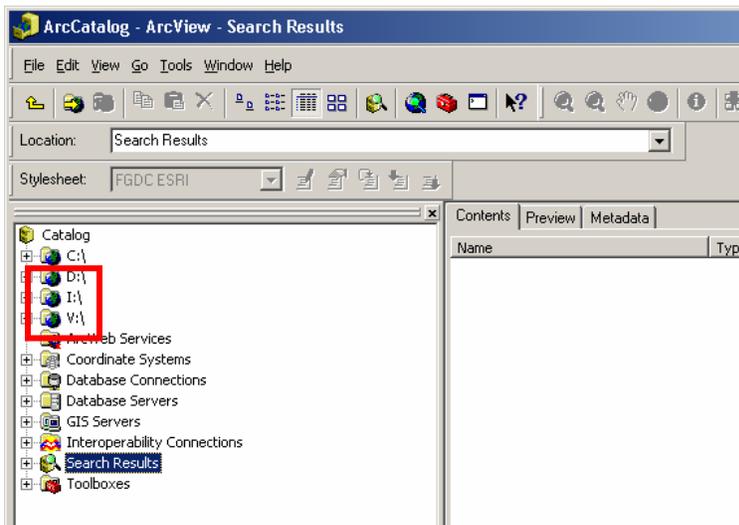
Open ArcCatalog by clicking on the  symbol found on the toolbar shown below



You can also open ArcCatalog from the REGIS Web Interface without opening ArcView 9x3.

ArcCatalog works much like Windows Explorer is used to manage files. You will Use ArcCatalog to view, move and delete files.

When you open ArcCatalog a window will pop up much like the example below.



The two letter drives you will be using in REGIS are:

- Drive: I:\ REGIS drive that has a user folder for every account created in REGIS. Your I:drive folder name will be the same as your REGIS login name.

- Drive: V:\ Your Local C:drive on your computer at work. Used to save files outside of the REGIS environment to use in other applications etc.

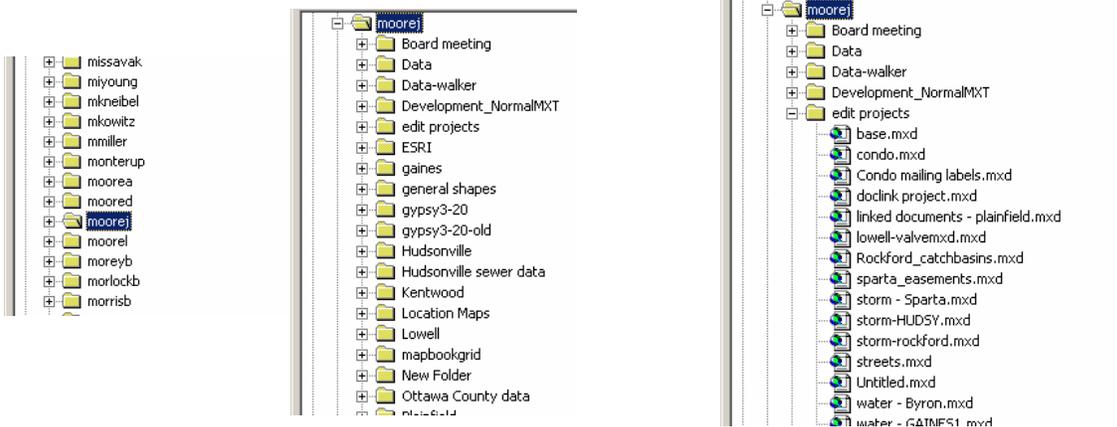
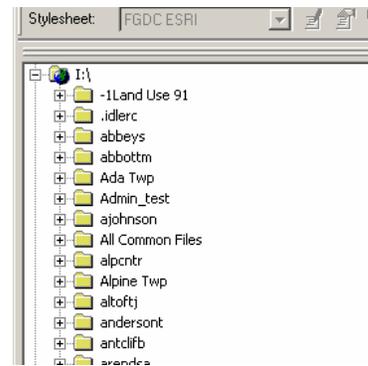
## Viewing Moving and deleting files

### • Viewing Files

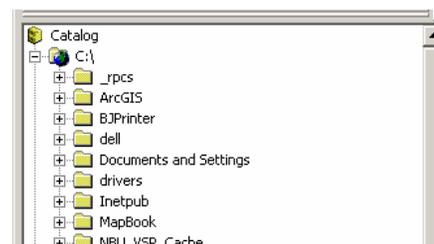
In ArcCatalog click on the plus sign  next the I:\.

This will expand and show you all the I drive user folders located in REGIS. To browse to your folder single click on the first folder and start typing your username.

Once you locate your I:drive folder double click to open your folder. If data has been saved in this folder you will see multiple subfolders much like the example shown below. Double click to open the subfolders to view the data. Multiple data formats can be saved in your I:drive folder. Please call the REGIS Help Desk if you are having trouble viewing or saving a file to you I:drive folder



**Important Note: Never save files to the C:\ drive. This is the drive that is located on the REGIS servers and saving files here could affect the performance of the REGIS server and cause network issues.**



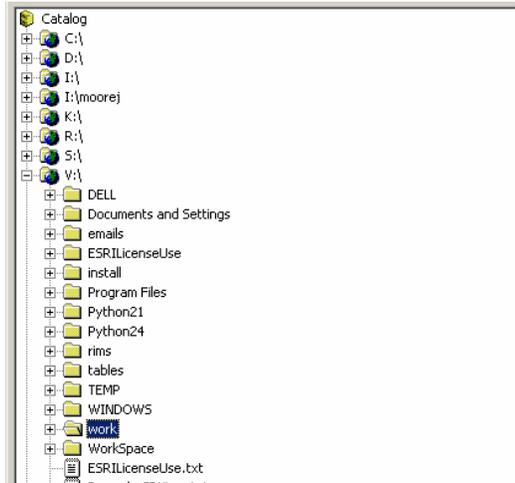
## • Moving Files

At times you will need to move files to your V:\ drive (local C:drive) to use in other applications outside of REGIS.

Browse to your I:\ drive folder and find the file you would like to move and highlight that file. Right click and chose Copy

Move to your V:\ drive and click the plus symbol to expand the contents of your V:\ drive (local C:drive).

Open the folder you would like to save the file to and right click and chose Paste

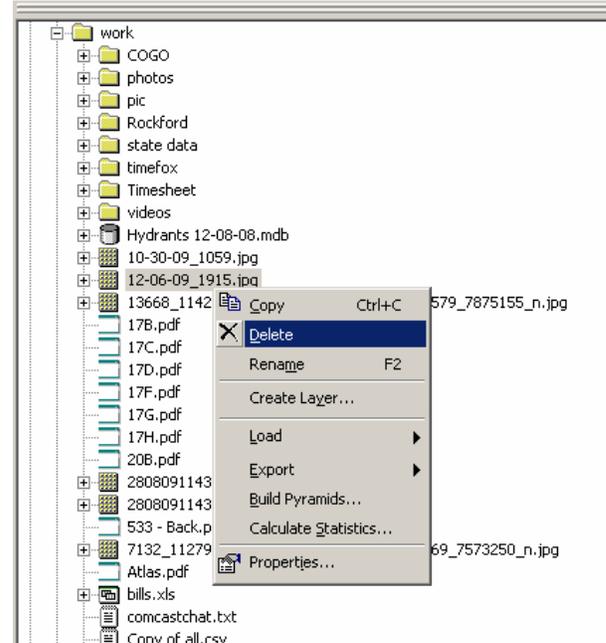


**Important Note: It is important to keep your Local C:drive cleaned up as much as possible by deleting un-needed files. If the Local C:drive becomes to full it could take time to connect to the folder when moving files.**

## • Deleting Files

As a best practice, it is important to keep your REGIS I:drive folder cleared of un-needed files. If an I:\ folder becomes very large this can cause network issues in REGIS. It may help to review your I:\ drive at the end of each month to clean out any un-needed files.

To delete a file you simply highlight the file and right click and click Delete. If you accidentally delete a needed file or have issues deleting a file please call the REGIS Help Desk.



## Help and Additional Information

For assistance or additional information on logging into the REGIS ArcGIS 9.3 environment, please call the REGIS Help Desk at (616) 776-7744, send an e-mail to [regis@gvmc.org](mailto:regis@gvmc.org), or consult the REGIS Support Center at [http://www.gvmc-regis.org/regis\\_users.html](http://www.gvmc-regis.org/regis_users.html). For information on GIS training offered at REGIS contact Michele Wittkowski at (616) 776-7751 or visit the REGIS training website at <http://www.gvmc-regis.org/training.html>