

CueTip  
**Attaching Files using Entity Manager**  
Applies to GeoCue, versions [2011.1] and above.



GeoCue Support Group  
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**Purpose:**

This technical note explains how to attach files to existing entities within GeoCue. Attaching files within GeoCue starts with Entity Manager. In order to enable the Attach Files Tool within Entity Manager, the user must be a member of the GeoCue Administrators Group. If the user attempting to Attach Files is not a member of the Administrator Group, the Attach Files tab will be deactivated.

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## Entity Manager

Entity Manager is a tool that allows a user to locate entities via a list view that is dynamically linked to the Map View. The tool is accessed by selecting Entity Manager from the Tools Menu or by clicking the

Entity Manager toolbar button  located on the View Toolbar.

Once the tool is activated a dialog will appear that allows the user to filter the entities that will appear within the list view. Entity Manager comprises a top pane which contains two tabs, (1) list view of all (assuming no filters are active) entities in the project and (2) list view of all Layers and Folders in the project for the currently active environment. The lower section of Entity Manager changes, based on the tab that you have selected (such as Attach Files).

For the purpose of Attaching Files to existing entities, during the pre-filter phase select the layer(s) that contain the entities for attachment.

## Attach Files

Once within Entity Manager, the next step is to select the Attach Files Tab located in the button pane. This will activate a new tab in the top pane called Input Files.

### Input Files

Data can be added to the Input Files pane either via the Add Folder dialog or by using the Add Files option. Data can also be dragged from an Explorer Window and dropped into the dialog. As with many aspects of the GeoCue Software, the location of the data must be a shared folder.

If adding the data via the Add Folder option, the user has the option to filter by file extension. This comes in handy if the user is only interested in attaching specific file types and can save the user time from having to go through an entire folder to locate the specific file types they are looking for.

## Mapping Rules

Once the files have been loaded under the Input Files tab the next step is to filter the data using Mapping Rules. The files listed in under Input Files will be searched with a “Rule-Based” Attachment Mode or this list will be used to drag-and-drop files from in a “Manual” Attachment Mode.

### Manual File Attachment

A user can add a mapping rule by pressing Add. You must first define your Rule by choosing the Attachment Mode. The most simple type of “Attachment Mode” is “Manual”. Select “Manual” Attachment Mode along with the Target File Type information and click the “Apply Rules” button.

In “Manual” mode you then click on the Results tab to see one row for every entity in the working set. You would then drag and drop the desired file from the Input Files to the desired entity in the Results list. The entity is automatically locked and the “Pending” columns are updated showing the file that will be attached when clicking the “Attach Locked Files”. Set the “Overwrite Attached Files” check and “Reference/Copy” option buttons accordingly and click the “Attach Locked Files” button to perform the attachment.

### Rule-Based File Attachments

For “Rule-Based” file attachments, add a new rule and set the “Attachment Mode” to “Rule-Based”. Rule-Based attachments are useful when there is a common naming scheme that can be used to relate the file with an attribute value on the entity. The most common use is when the Entity Name is similar to the file being attached. For an example, we have entities that are named “s0002, s0003, s0004, etc...” and we have files that are named “str\_02.las, str\_03.las, etc...”. First, add the rule and we will go over the settings for each rule column such that we can have it automatically find each file and assign it the entity. This method can save a lot of time over the Manual drag and drop method when attaching hundreds of files.

First, set the target File Group/Instance/Alias columns for the file type you want to attach. Enter “las” for the “Extension”. Doing this will tell you in the “Matches” column how many files in the Input Files list actually match that extension. With mixed file types in the Input Files, setting the extension will filter the “potential” files that are searched when trying to find a match.

Next, select the Attribute Group and Name that should be used when trying to match the entity with the file. The value of this attribute will be used with the Attribute Filter when searching for a match. Enter an Attribute Filter. The Attribute Filter is a “wild-carded” string that is used to “filter” out the insignificant portions of the string to use when matching. Use an asterisk (\*) to represent the wildcarded portion of the string. In our example using “s\*” for the filter string with an entity name of “s0002”, the wildcarded attribute filter string would result in “0002”.


Next, enter the File Filter. It works similar to the Attribute Filter. The basename of the filename is parsed using the filter and the wildcarded portion of the filename is compared to the wildcarded attribute value. IF the wildcarded portions of the attribute and file names are numeric (integer values with zero padding) then be sure to check the “Numeric Matching” check. This will cause the wildcarded portions of the strings to be converted to integers and the integer values will be compared instead of the ASCII strings. In our example using “str\_\*” for the filter string with a file name of “str\_02.las”, the wildcarded file filter string would result in “02”.

Finally, if not using the Numeric Matching, you may choose to use the Exact Match option. When checked, the wildcarded portions of the filter strings must match exactly for the file to be assigned to the entity. When NOT checked, the strings will be tested for containment in both directions. This means that the match will be successful if the wildcarded attribute filter string “contains” the wildcarded file filter string OR the wildcarded file filter string “contains” the wildcarded attribute filter string. In our sample, the wildcarded attribute filter was “0002” and the wildcarded file filter was “02”. Selecting Numeric Matching would convert both of these strings to the integer value of 2 and result in a successful match.

Once all fields are set press Apply Rules to submit the settings. The results of the rule will be displayed on the Results tab of the Attach Files section. To delete a row from the Mapping Result List select the row and press Remove. To delete all rows press Clear.


All successful matches will be automatically locked and the “matched” file will be shown in the Pending file columns. Locked entities will not be considered when applying rules. Therefore, if some entities were not matched you could modify the rule and re-apply the rules to try and match more files OR you

can choose to manually attach files at this point by dragging and dropping the correct file(s) on the entities that did not automatically match a file. If an incorrect match was made, you can select the result row and press the “Unlock”. Once unlocked you can manually drag and drop the correct file on this result row. Note that only “Locked” entity result rows are updated when you press the “Attach Locked Files”. Entities are not updated in the project until the “Attach Locked Files” button is pressed. Be sure the “Pending” files are correct before attaching. This process can NOT be reversed once new files are attached to the locked entities.



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