

File Management and TIMS

The Professional Systems group has reported an increase in the number of users having self-created problems related to file management / file clean-ups.

TIMS does a great job of managing the files in the system but problems can arise if a user attempts to self-manage the files which TIMS has placed on your local computer. Files saved in locations like C:\D, C:\E, C:\F should always be left for TIMS to manage through Project Navigator. It causes all sorts of difficulties when these files are moved, renamed, deleted, etc. by staff.

If a file is **copied out** from TIMS, it will be marked as read only on your C drive. TIMS will later delete the file during the next "Clean Up", which usually occurs when you exit Project Navigator, or during the regular maintenance routine which runs overnight on the TIMS servers and your computer.

If a file has been **checked out** from TIMS, it can be edited from C:. Files that have been checked out and edited will be updated on the server during clean up / nightly maintenance and the file subsequently removed from the C drive, unless it was checked or copied out permanently.