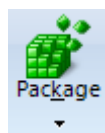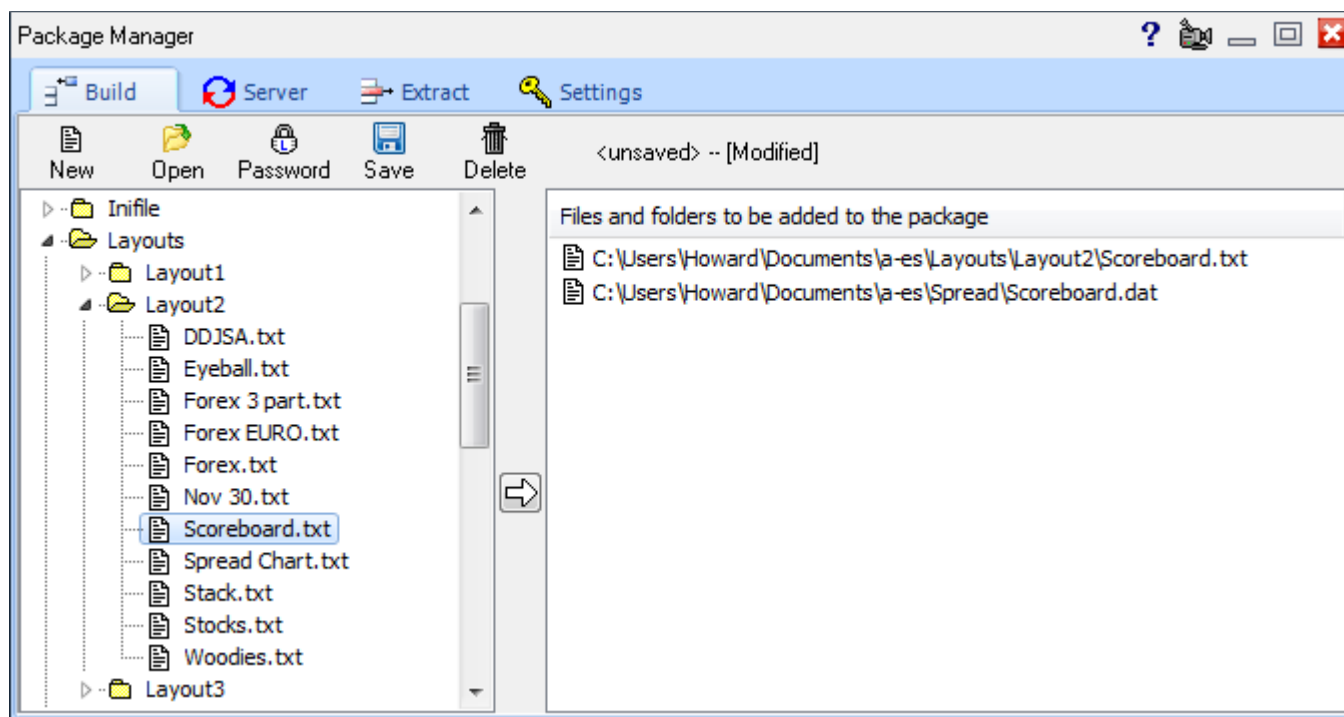# Package

Click the Setup | Package button to view the Package Manager screen. A package is a collection of Ensign files that can be uploaded to an internet server (storage location) for distribution to other traders. A package has the following characteristics:

- Create a package by dragging files or folders from a directory tree and dropping the files on the package list.
- The package content is compressed for significant size reduction.
- The package can be password protected for security against unauthorized use.
- Extraction from a package decompresses and distributes the files to their correct folder locations.
- Extraction can be limited to specific files.
- Packages can be used for backing up important files and folders.
- Packages can be uploaded to either private or public folder locations on the Ensign server.
- Ensign customers can create, password protect, and manage private folders on the Ensign server.

Build

Click the Build tab to create or edit a Package. A package is a list of files that can be uploaded to a server. If allowed, other users can then access the files. This allows Ensign customers to easily share templates, DYO settings, and other program files.

Drag files and folders from the directory tree on the left to the package list on the right.   Individual files are shown with the page icon. Folders will show a folder icon.

New – Click the New button to clear the package list and start a new package.

Open – Click the Open button to load and open a previously saved package list from the \Ensign10\Packages folder.
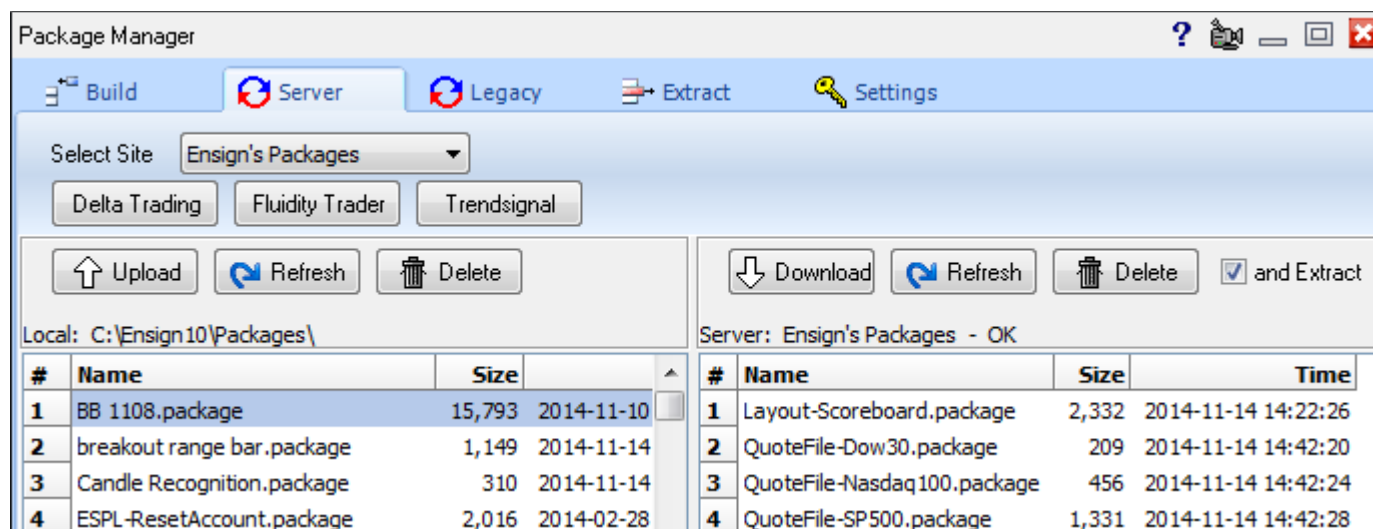
Password - Click the Password button to enter a password that will be required to extract files from the package. Leave the password blank if you want an unprotected package.

Save – Click the Save button to compress the files on the package list. The files will be saved into a single file that you provide the name for. Package files are saved in the \Ensign10\Packages folder.

Delete – Click the Delete button to erase the currently selected package file.
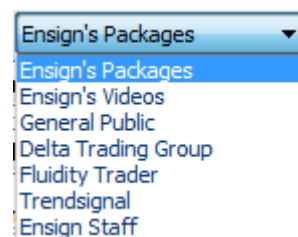
Server

Click the Server tab to view the packages that are currently saved on Ensign's server.

Select Site – Click the drop-down arrow to select a server to view. The following servers are available.

- Ensign's Packages   Contains official releases by Ensign
- Ensign's Videos   Contains video clips created by Ensign
- General Public   Items shared by other users
- Mentor Folders   Access private folders if you have a password

The view on the left shows the packages on your computer that can be uploaded. The view on the right shows the packages on Ensign's server that can be downloaded.

Upload - Click on a package name in the left-side view to select it, and then click the Upload button to transfer the package from your computer to the Ensign server.

Download - Click on a package name in the right-side view to select it, and then click the Download button to transfer the package from the Ensign server to your computer.

And Extract – Check this box to have Ensign automatically extract the files after downloading a package.
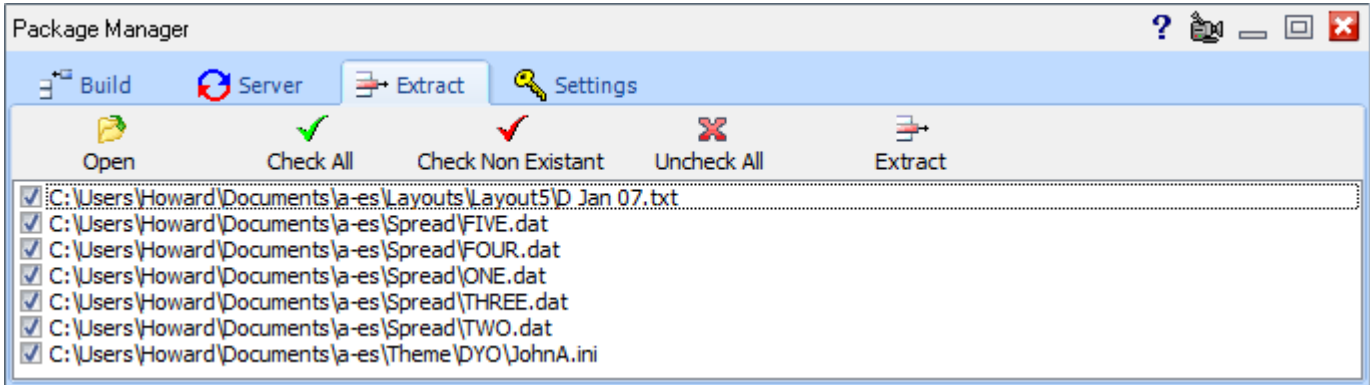
Refresh – Click the Refresh button to update the directory listing in the view.

Delete – Click the Delete button to erase the selected package from either the computer or from the server.

Note: Only Ensign staff can upload to Ensign's Packages and Videos site.   Everyone may download from them.

Extract

Click the Extract tab to select a package and extract its files to your computer. Note: If the 'and extract' check box is checked on the Server tab, then a package will automatically extract when it is downloaded, and you will not need to use this screen.

Open – Click the Open button to select a package file from the \Ensign10\Packages folder. If necessary, enter the Password if the package requires one. The package files will then show on the list.

Check All – Click Check All to place a check mark next to each file in the package. Files that are checked will be extracted when you click Extract.
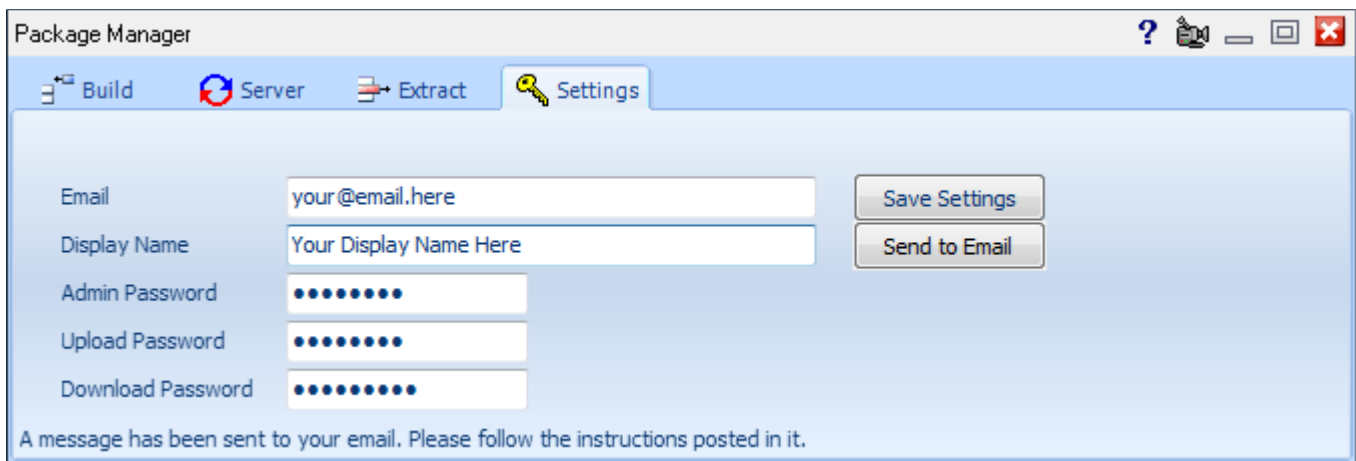
Check Non-Existent – Click Check Non-Existent to automatically check only the package files that do NOT already exist on your computer. This allows you to prevent your current files from being overwritten.

Uncheck All – Click Uncheck All to uncheck all the package files. You can then manually check those that you want to extract.

Extract – Click Extract to extract and save the package files to your computer. A package knows what folders to save the files in.

Settings

Click the Settings tab to view the setup screen for uploading your own packages. This screen will be blank if you are not a current Ensign subscriber.

If you are a current Ensign subscriber, then the screen will display fields for setting up your own Package folders on Ensign's server. Two folders are available to you (Public and Private). Your private folder will allow you to upload and download personal packages for backup purposes and distribution of your own systems. For example, you can upload an important template file as a backup to your Private folder. If you have installed Ensign on a 2nd computer, the Private folder can be used to upload and download files between the computers.

Your Public folder allows you to share your packages with other Ensign users, and optionally allow others to share their packages with you. Other Ensign users would access your Public folder using the Mentor Folders server. This is similar to Ensign's Official Folder, but it is between you and users you wish to share with.

To setup your Packages do the following (Note: The first three fields are required):

Email - Enter your email address. This will not be shared with nor seen by anyone. Ensign Software will email some instructions to you. Follow the instructions in the email to create your Private and Public folders.

Display Name - Enter the name you wish others to use when connecting to your personal package site. Try to be unique as duplicate names are allowed but could be problematic. For example, 'MySite' is not a good name to use.

Admin Password – Enter your Administrator Password. This is only for your use. Do not share this with anyone. This allows you to maintain your Package folders.

The next two fields are optional. However, you should use them for increased security.

Upload Password – This password restricts who can upload to your Public folder. Users who know your Display Name and your Upload Password can upload packages to your public folder.

Download Password - This password restricts who can download from your Public folder. Users who know your Display Name and your Download Password will be able to download packages from your public folder.

The Save Settings and Send to Email buttons are for updating the information for your Package folders.
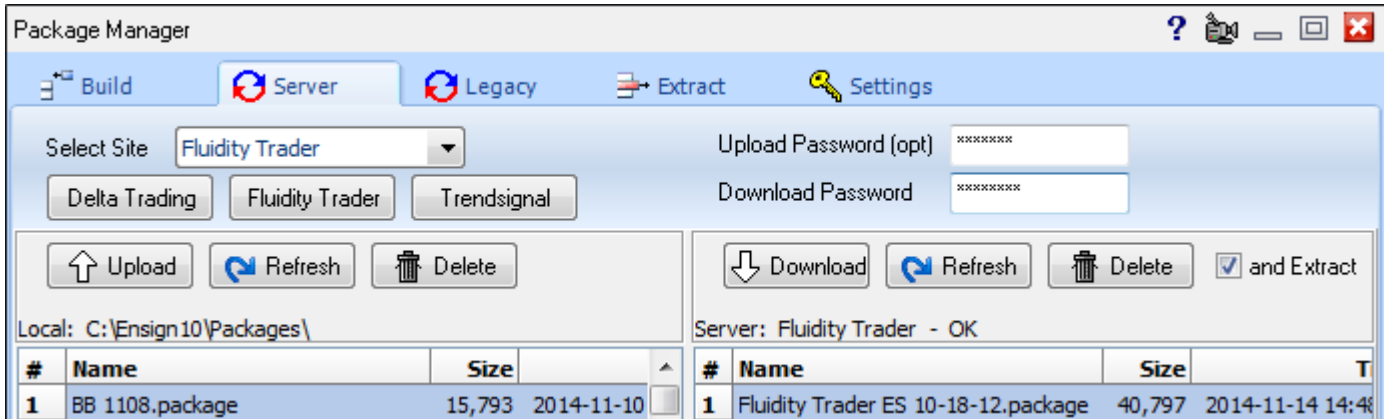
Save Settings – Click this button to update Ensign's server with the information you have provided. If you are setting up for the first time, then an account will be created in the server database.

Send to Email – Click this button to send your account information to your email address. This is a way to remember your upload and download passwords if you happen to forget them.

To setup an account fill-in all fields and click the Save Settings button. An email will be sent to the email address provided. Check your email and follow the instructions in the email. If any error occurs during this process, please follow the prompts. Save your email for future reference as it contains your passwords. If you lose the email or choose to delete it, then you can click on the Send to Email button and have the information sent to you again. If you do not get an email, then check your settings and make sure your email address is correct. Check your Spam filter as well. Sometimes emails are placed in a spam folder unexpectedly. Once you have followed the instructions in the email, then you are setup and ready to use your personal Package folders.

Mentor Folders

Enter the site name and password to access packages on another user's Public folder.

To connect to a Mentor site, click one of the buttons shown below the Select Site drop down list, or use the Select Site drop down list to make a selection. Fill in the site's Upload Password (optional) and Download Password. These fields are case-sensitive so make sure you use the correct capitals and lower-case letters. When entries are correct, the site's directory of packages will be shown.

Upload Password - A mentor may or may not want you to upload packages to his site. This field is optional and may be left blank. The Upload button will function when the Upload Password is correct, if one is required.

Download Password – This password must be correct to list and download packages from a Mentor's site.