

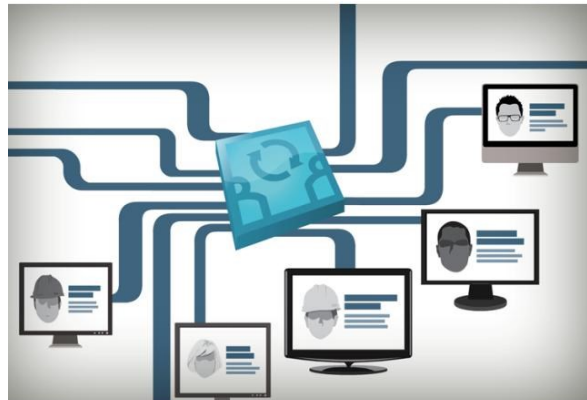


Getting started with the Hub module

GEOVIA Hub is a centralised system for managing mining data. Files are uploaded to the Hub Server, and you use Hub Client to access the files from the server.

The Hub module is a set of commands that are integrated with GEOVIA Surpac. You use this module to manage your folders and files in Hub without having to start Hub Client. The Hub module is designed so that you can seamlessly use Hub to manage your folders and files without having to leave your current program.

This guide provides you with basic information for using the Hub module. For more information and detailed instructions, refer to the Help.



Profiles

A profile is a logon identifier. It is similar to a workspace, and it brings together the following elements:

- the Hub user account you use to log on to Hub
- the Hub server to which you are connecting
- the collection of local files and folders that you add to the profile

Profiles can be shared, available to any Windows user who logs on to the computer, or unshared, available only to the Windows user who created it.

Note: To add an unshared profile, you must add it in Hub Client.

Adding a shared profile

If you do not have a user name and password for Hub, ask your Hub Administrator for assistance.

1. In the **Navigator**, right-click a folder, and click **Set Hub profile**.
The **Set Active Hub Profile** form appears.
2. Click **Add**.
The **Add Hub Profile** form appears.
3. In **Profile name**, type a profile name.
4. In **Protocol**, select the **http** or **https**.
5. In **Server Name**, type the server name.
6. In **Port**, type 443 if the **Protocol** is **https**, or 80 if the **Protocol** is **http**.
7. In **User name**, type your Hub user name.
8. If you do not want to type the password each time you use the profile, select the **Save password** check box.
9. In **Password**, type the password for the user account.
10. To test the connection, click **Test Connection**.
If the test fails, check and re-enter the information in the Hub server boxes.
11. Click **Save** to return to the **Set Active Hub Profile** form.



Setting the active profile

- In the **Navigator**, right-click a folder, and click **Set Hub profile**.
The **Set Active Hub Profile** form appears.
- In **Profile** to access Hub, select a profile.
- If the profile you select has the password saved within the profile, click **OK**, and start using the Hub module.
- If the profile you select does not have the password saved, in **Password**, type the password.
- If you want to save your password for the session, select the **Don't ask for password again in this session** check box.

When you select this option, you do not need to type the password each time you run a Hub module command.

- Click **OK**.

Adding a folder to be managed by Hub

When you add a folder, all subfolders and files within the folder are added to the Hub server. After you add a folder to Hub, you can manage the files in the folder using the Hub module.

In the **Navigator**, right-click the folder, and select **Add folder to Hub**.

Uploading files to the Hub server

To share your data with other users using the Hub module, you must upload your files to the Hub server.

- Right-click a folder and click **Upload new/changed files to Hub**.

The **Upload New/Changed files to Hub** form appears.

- In the **Select files to upload** grid, by default all new and changed files are selected.

For any files that you do not want to upload, clear the check box.

- In **For new files, destination Hub folder**, click **Browse** to open the **Store Folder Browser** form where you select the Hub store folder.

A store folder is a classification you apply to files to control who has access to the files. By assigning a store folder to files, you ensure that only the users who need the files have access to them.

- Select the store folder, and click **OK**.

- Click **OK**.

A progress dialog box appears while the files are being uploaded, and then automatically closes after the upload is finished.

File Name	Extension	Local Path	Size (KB)	File State	Version	Last Modified	Modified By
mineDataSpreadsheet	.xlsx	C:\WorkingProjects\introduction	77 KB		0		
mineDataTextFile1	.txt	C:\WorkingProjects\introduction	7 KB		0		
mineDataTextFile2	.txt	C:\WorkingProjects\introduction	77 KB		0		
mineDataTextFile3	.txt	C:\WorkingProjects\introduction	7 KB		0		
mineDataTextFile4	.txt	C:\WorkingProjects\introduction	77 KB		0		
mineDataTextFile5	.txt	C:\WorkingProjects\introduction	7 KB		0		



Download files from the Hub server

When downloading files from the Hub server, the command you use to download new files is different from the command you use to get the latest version of files that you already have on your computer.

Note: The status icons in the **Navigator** do not show you if any of the files were changed by other users. You must run **Get latest version from Hub** to see what files you need to get. You must also run **Download new files from Hub** to see what files are new.

Downloading new files

1. Right-click the folder, and click **Download new files from Hub**.

The **Download new files from Hub** form appears.

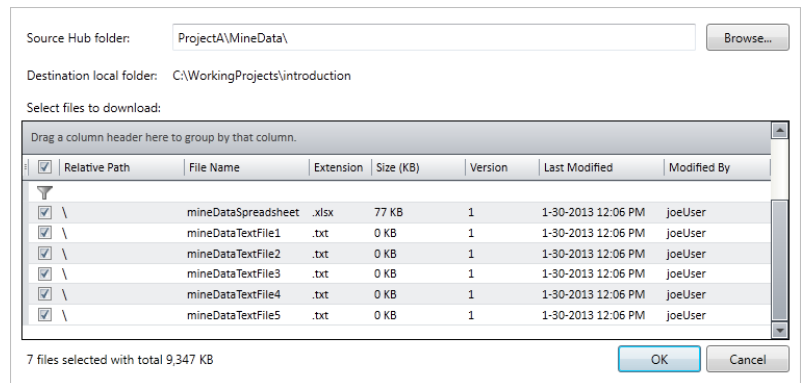
2. In **Source Hub folder**, click **Browse** to open the **Store Folder Browser** form where you select the source Hub folder.

3. Select a store folder, and click **OK**.

4. In the **Select files to download** grid, select the files you want to download.

5. Click **OK**.

A progress dialog box appears while the files are being downloaded, and then automatically closes after the download is finished.



Getting the latest version of the files

1. Right-click the folder, and click **Get latest version from Hub**.

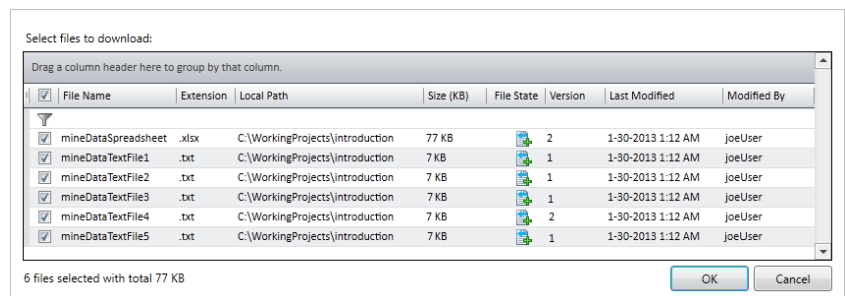
The **Download Latest Version from Hub** form appears.

2. In the **Select files to download** grid, by default all changed files are selected.

For any files that you do not want to download, clear the check box.

3. Click **OK**.

A progress dialog box appears while the files are being downloaded, and then automatically closes after the download is finished.



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