

Introduction (File Operations)

This page describes the use of the “File Operations” tool in Bizweaver. Information regarding the associated File Reader and File Writer tools is found in separate documents.

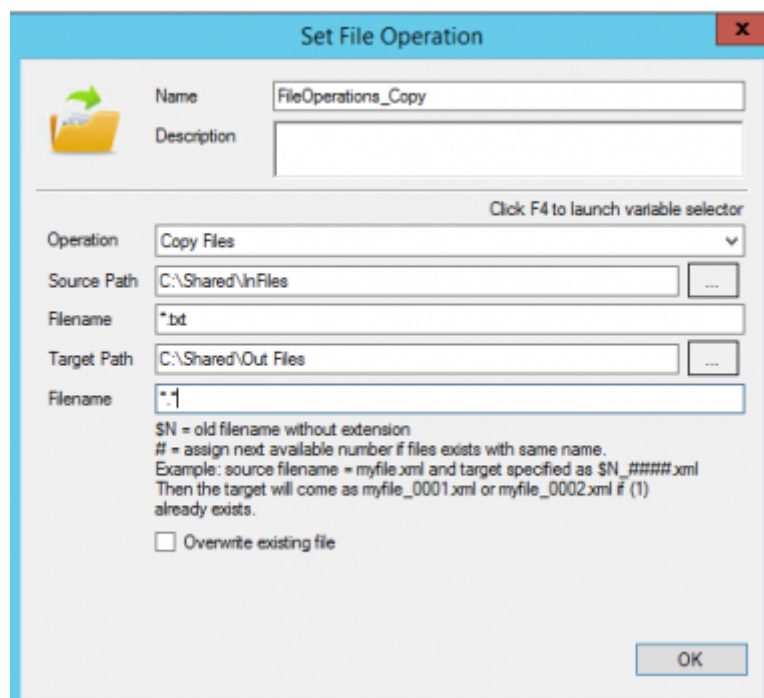
File Operations Tool

The **File Operations** tool (WF_FileOperations) provides three standard Windows file operations and one operation specific to Bizweaver. The fields displayed in the File Operations tool will change depending on the function.

The standard Windows operations are Copy, Move, and Delete. The Bizweaver function is named Get.

Copy and Move

The Copy and Move operations function in the same way and are configured in the same manner.



1. Select the desired operation (Copy or Move) from the “Operation” drop-down list.
2. Enter or select a **Source Path** (folder where the files are located).
 1. The source path can be anywhere on the local network but the user executing the workflow must have appropriate access.
3. Enter a **File Name**.
 1. Standard Windows wildcard operators can be used to identify multiple files.
4. Enter or select a **Target (destination) Path** (folder where the files will be copied/moved).
 1. The target path can be anywhere on the local network but the user executing the

workflow must have appropriate access.

5. Enter a **file name**.

1. Standard Windows wildcard operators can be used to identify multiple files.
2. When multiple files are referenced in the Source, the names will be the same in the target folder if the wildcard designation *.* is used.

6. Indicate if you wish to **Overwrite an existing file** by selecting the checkbox.

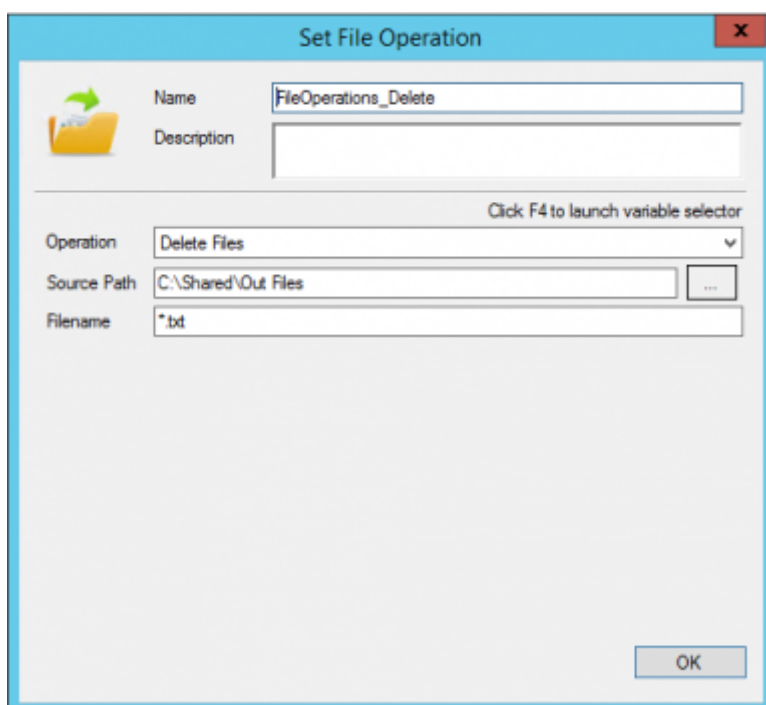
7. When duplicate files are found in the destination folder and you do not want to overwrite the existing ones, you can use the format described in the text just above the "Overwrite existing file option."

1. Do not use a wildcard (*) for the file extension when using the rename options.

Renaming Files

Use either the Copy or Move operations to rename a file. Make the target file name the new name and this will effectively rename the file.

Delete

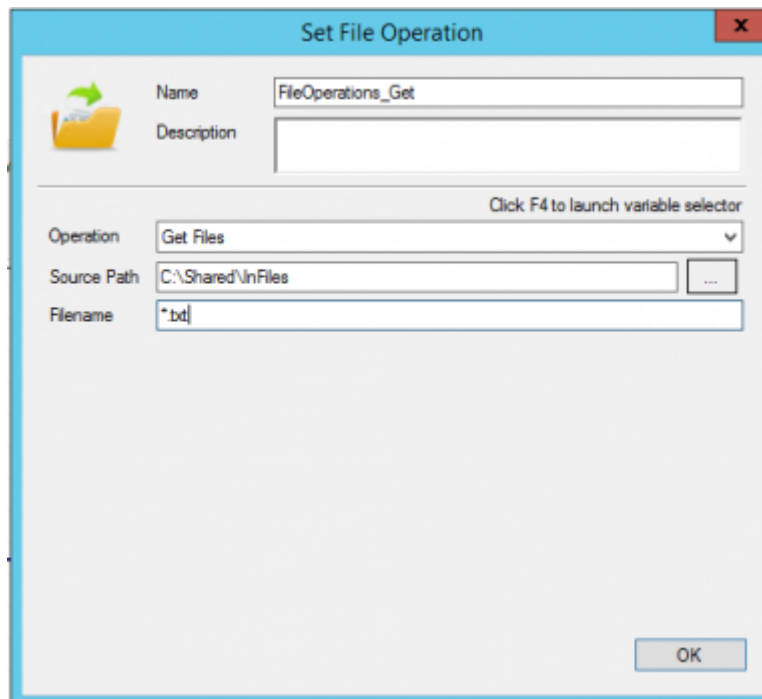


1. Select the **Delete** operation from the drop-down list.
2. Enter or select a **Source Path** (folder where the files are located).
3. Enter a file **Name** to be deleted.
 1. Standard Windows wildcard operators can be used to identify multiple files.
 2. In the example above, all files with the ".txt" extension will be deleted.

Get Files

File Handler also has a special function called **Get Files**. This operation is used to define multiple files (using * as wildcard) to be processed through subsequent workflow steps. The function can also reference a specific file.

The Get Files operation is most often used in conjunction with the Bizweaver “looping” function. In this process, the Get Files step creates a list of files, which is the input to the looping process. Whatever actions are needed are defined between the Loop and LoopEnd steps. These actions are performed for each file in the Get Files list. See the [Looping Tool](#) page for more information on this process. The advantage of using this approach is that there is no need to use other tools to determine if files exist. If no files are found for processing, the workflow will simply end.



1. Select the **Get Files** operation from the drop-down list.
2. Enter or select a **Source Path** (folder where the files are located).
3. Enter a file **Name** to be processed in subsequent steps.
 1. Standard Windows wildcard operators can be used to identify multiple files.
 2. In the example above, all files with the ".txt" extension will be processed.

File Operations Variables

There are several variables from the File Operations function that can be used in other workflow steps. In the following examples the file being addressed is named "FileName.txt" and it is found in the folder "C:\SourceFolder".

Variable Name	Explanation	Example
File Name	Full file name including path (folder)	C:\SourceFolder\FileName.txt
File Title	The file name including the extension	FileName.txt
File Title without Ext	The file name without the extension	FileName
File Extension	The file extension including the "." separator	.txt
File Type	File type such as TAB, csv, etc.	

Variable Name	Explanation	Example
Source Path	Path of the source file	C:\SourceFolder
Source File Name	"File" name as defined in a Get Files action	Example: "*FileName.txt"
Target Path	Path name from a File Writer operation	C:\TargetFolder
Target File Name	"File" name as defined in a File Writer action	Example: "*FileName.txt"

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Last update: **2020/09/15 14:30**

