

QNAP

Qfiling 2.1 ***explained***

Browse and share images via



Image2PDF

file editing modules

How to use Qfiling to automate your file organization





You have too much information to handle and how to properly keep it is a problem!

Files scattered
everywhere and it is
difficult to organize
them!

After traveling,
organizing
thousands of photos
can become a
real headache.

The storage capacity
is almost full and I
need quick help
to remove unnecess
ary files!



Qfiling 2.1 core competencies



Flexible

Create your Qfiling rules
in 3 steps



Image2PDF
New approach to image
viewing and sharing

NEW



Efficient

Scheduling for auto filing



Fast

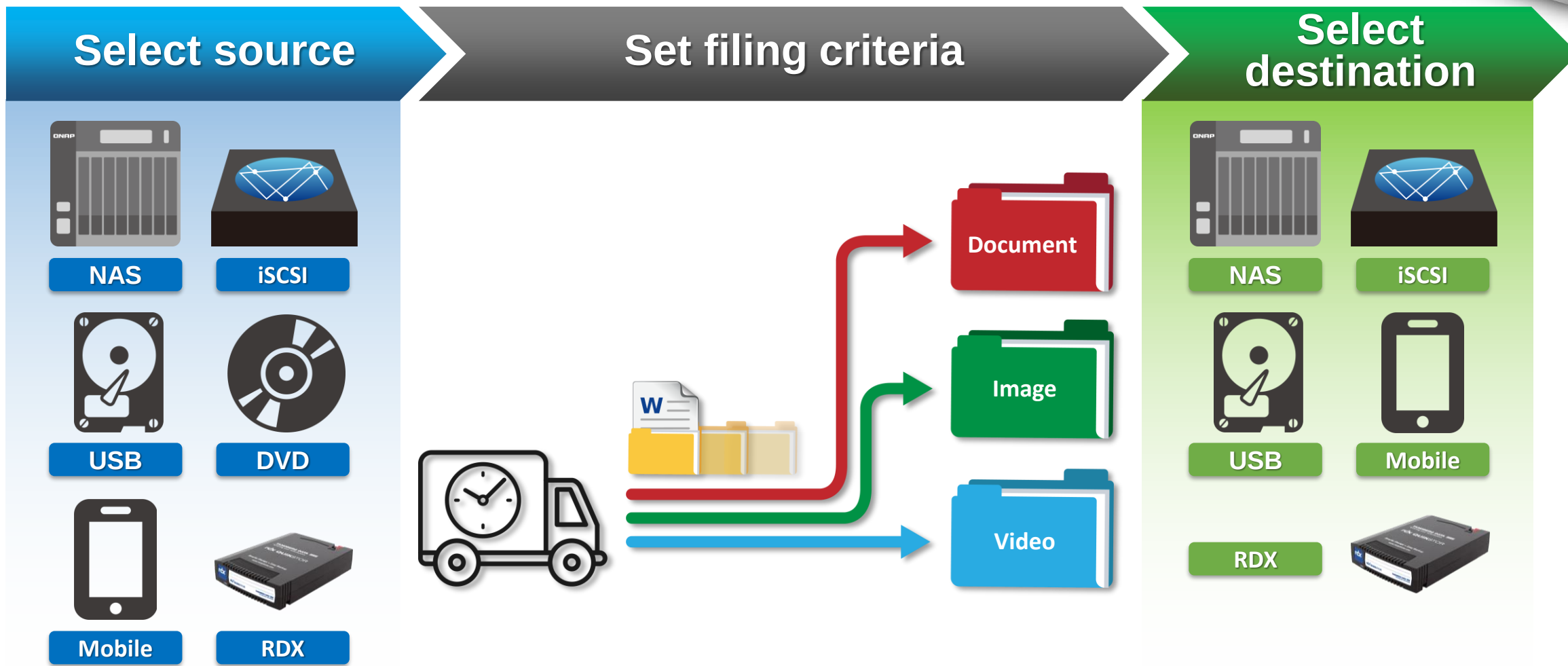
With recipes, tasks are done
with one click



Total control

With system logs,
filing status is
easily accessible

How does Qfiling work?



Create your Qfiling rules in 3 steps



Source file filters

File editing

Destination & Structure

Rule1

Source File Filters

Satisfied criteria:All

File Name:Include/Qfiling

Modified Date:Equal to/This month

File Editing

Encryption & Decryption

Compression

File Name:Qfiling project.zip

Destination & Structure

Create a folder structure based on the specified criteria

Ann453B/Qfiling Test

Create your Qfiling rules in 3 steps



Source file filters

File editing

Destination & Structure

20+ filter criteria to help you pick the files you need!

All	Satisfied criteria:		+
File Name	Include	Qfiling	🗑
Modified Date	Equal to	This month	🗑
Picture	All		🗑
All File extension Date Taken Camera Brand Camera Model IPTC Keyword			

Create your Qfiling rules in 3 steps



Source file filters

File editing

Destination & Structure

Not only that it can encrypt and compress files, but can add watermarks to pictures when archiving!

New module:
Image2PDF
Helps you merge the specific images into a PDF automatically.

File editing modules

Select files editing modules and configure required settings based on your needs. Qfiling applies these changes to your files during the filing process.

Images and Videos

- ☐ Watermark

Images

- ☒ Image2PDF

Videos

- ☐ Video Transcoding
- ☐ Subtitle Pairing

All files

- ☐ Encryption & Decryption
- ☐ Compression

Apply Cancel

Create your Qfiling rules in 3 steps



Image2PDF

New approach to image viewing, and sharing

Basic

Sort by:

Orientation:



☒ Portrait



☐ Landscape

Page size:

Resolution:

Create customize layout

- Page size and orientation
- Header and footer
- Margin

Adjusts image resolutions for faster file sharing

- Low Resolution
- Standard Resolution
- High Resolution

Advanced

Header:

Footer:

File protection: ☐ Prevent copying

☐ Prevent printing

☐ Encryption

Margin:



☒ No margin



☐ Narrow



☐ Wide



Protect and encrypt files before sharing them

File protection:

- Copy prevention
- Printing prevention
- File encryption

Create your Qfiling rules in 3 steps



Source file filters

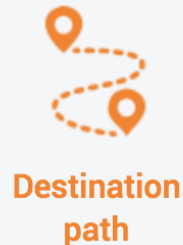
File editing

Destination & Structure

Select multiple destinations: one to local, one to mounted remote NAS.

Specify "Recycle Bin" as the destination to periodically clean up files!

Destination & Structure



Destination path



Folder Structure

Destination path

Move files to

- ☒ Folders
- ☐ Recycle Bin

Backup method

- ☒ Independent backup
- ☐ Synchronous backup

Path

- ☐ Multimedia
- ☐ Music
- ☐ OceanKTV
- ☐ OCR test
- ☐ Public
- ☒ Qfiling Test
- ☐ QmailAgent
- ☐ Qsirch demo
- ☐ test11111
- ☐ testing
- ☐ Web

Selected: 1

Create your Qfiling rules in 3 steps



Source file filters

File editing

Destination & Structure

Three ways to specify the destination folder structure: select the best way to organize the files!



Destination path



Folder Structure

Specify the destination folder structure

- ☒ Create a folder structure based on the specified criteria

Current criteria



Preview

Conditions1 : Picture/Date Taken
Conditions2 : Documents/Document
Author

Destination path
Picture
2016-07-07
Document
J. K. Rowling

- ☐ Follow the original folder structure
- ☐ Create a flat list

Create your Qfiling rules in 3 steps



Source file filters

File editing

Destination & Structure



Destination
path



Folder
Structure

Archive and rename all files at the same time. Select “File conflict policy” to only archive the same file once!

File handling principles

☒ Rename all files

Naming methods: Name and index ▼

Name: qfiling

Index starts with: 1

Position: After name ▼

qfiling1.png

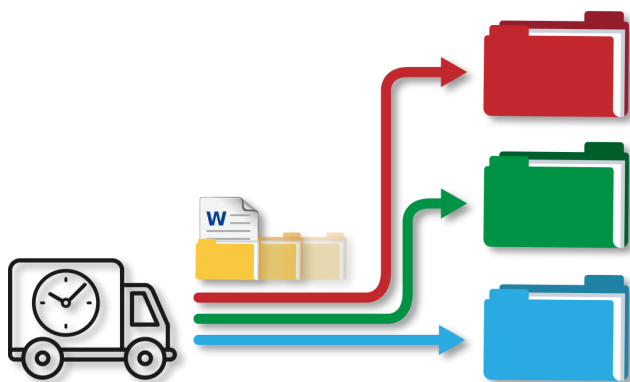
☐ Move both source files and edited files

☐ Data integrity check

File conflict policy: Skip the files ▼



Schedule and results



 Name & Source

 Filing Rules

 **Scheduling**

 Summary

Filing status is easily accessible



Summary

Task Status



Completed Tasks

Once (18)



Schedule (3)



Stopped Failed Completed Running Queued

System logs

Delete All		Download		Warning	
Log type	Time	Task name	System message	Action	
Warning	2018/03/26 05:07:40	admin_201803261126	Filing task completed with so...	View	
Warning	2018/03/23 11:17:37	admin_201803231834	admin_201803261126 d with so...	View	
Warning	2018/01/20 10:10:41	admin_201801201106	Failed to access /home/@Re...	View	

Task logs

Tasks logs : admin_201803261126

2018/03/26 04:27:32		All events
Log type	Time	System message
Warning	2018/03/26 05:07:40	Filing task completed with some fail...
Info	2018/03/26 05:07:39	Rule 1: modified and filed/doris_tes...

With recipes, tasks are done with just one click



Select a recipe

Suggested Recipes ⓘ



Comprehensive



Photography Enthus...



Document Manager



Music Maestro



Television Guru

My Exclusive Recipe ⓘ



Create Recipe



photo backup



Document reorganize

Create a task



photo backup

* Save a recipe as an Exclusive Recipe and adjust its archiving criteria to meet your needs. You can also specify the archiving path and configure other settings.

Rule1

Source File Filters

Satisfied criteria: All
Size: More than 200/KB

File Editing



Watermark

Destination & Structure

Create a folder structure based on the specified criteria

Edit

Create Task

Cancel

Demo



Qfiling Case studies

100%



The way experts use Qfiling



**Good assistant
for office workers**

**Best tool
to organize
photos**

**Easily delete
unnecessary files**

**Simply complete
cross-device file
sharing**

**Improve
content publishing
efficiency**

1

Case study



Good assistant for
office workers

1. Automatically filter out specific files from multiple source folders.
2. Setting encryption and compression options.
3. Re-classify all kinds of files in the most suitable way.

01 Source File Filters

All

Satisfied criteria

File Name

Include

Qfiling

Modified Date

Equal to

This month

☒ 

Encryption & Decryption

☒ 

Compression

02 File Editing

Current criteria

Edit

Preview

Destination path

Picture

07

Document

J. K. Rowling

Music

Beethoven

Conditions1 : Picture/Month Taken

Conditions2 : Documents/Document

Author

Conditions3 : Music/Music Artist/Music

Album

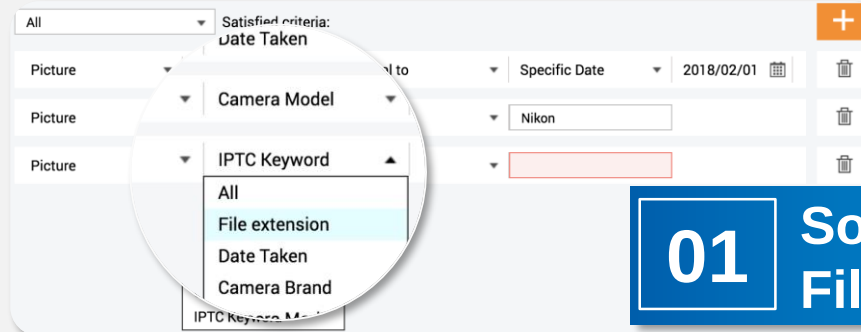
Conditions4 : Video/Year Taken

03 Destination & Structure

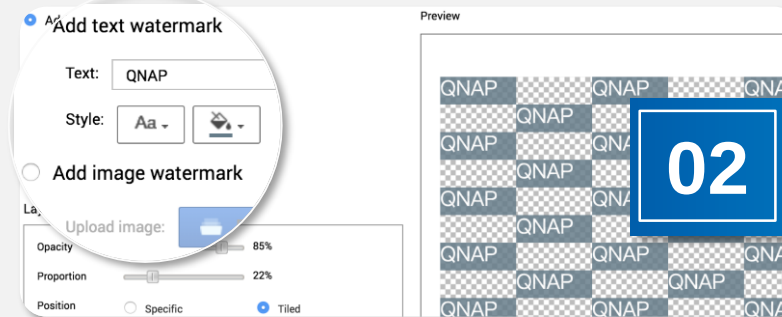


Best tool to organize photos

1. Automatically filter out **specific files** from mobile/camera.
2. Setting **watermark** option.
3. Duplicated files are backed up only once. Renaming files is also possible!



01 Source File Filters



02 File Editing

File handling principles

☒ Rename all files

Naming methods: Name and index

Name: xmas

Index starts with: 1 Position: After name

xmas1.png

03 Destination & Structure

3

Case study



Easily delete unnecessary files

1. Automatically filter out specific files from multiple source folders.
2. Move the file to recycle bin.

01 Source File Filters

All

Satisfied criteria:

Size

Less than

100

MB

+

✕

Modified Date

Less than

This week

+

✕

02 Destination & Structure

Destination path

Move files to

☐ Folders
 ☒ Recycle Bin

Backup method ⓘ

☒ Independent backup
 ☐ Synchronous backup

Move files to the Recycle Bin of the source folders. Warning: If Recycle Bin is not enabled, these files will be permanently deleted.

4

Case study



Simply complete
cross-device file
sharing

1. Automatically filter out specific files from multiple source folders.
2. Setting watermark and Image2PDF options.
3. Setting USB folder as destination.

01 Source File Filters

All Satisfied criteria:

File Name Include Qfiling

Modified Date Equal to This month



02 File Editing

Destination path

Move files to

☒ Folders

☐ Recycle Bin

Backup method

☒ Independent backup

☐ Synchronous backup

Path

- Web
- WP_backup
- USBDisk1
 - .fseventsd
 - .Spotlight-V100
 - .Trashes
 - OCR Screenshot
 - Old
 - ☒ Qfiling event
 - Qsirch event
 - CVETEM_1

Selected: 1

03 Destination & Structure

5

Case study



Improve content publishing efficiency

1. Automatically filter out specific files from multiple source folders.
2. Setting video transcoding option.
3. Setting Web folder as destination.

01 Source File Filters

All

Satisfied criteria:

File Name

Include

Qfiling

Modified Date

Equal to

This month

☒  Video Transcoding

☒  Subtitle Pairing

02 File Editing

03 Destination & Structure

Destination path
Move files to

☒ Folders
☐ Recycle Bin

Backup method ⓘ
☒ Independent backup
☐ Synchronous backup

Path

QVRProDB

QVRProRecording

Web

MultimediaForWP

phpMyAdmin

@Recycle

us_blog

WordPress

WordPress_Backup

CIFS/SMB

Selected: 1

Demo



A quick recap on Qfiling



Flexible

Create your Qfiling rules
in 3 steps



Image2PDF
New approach to image
viewing and sharing

NEW



Efficient

Scheduling for auto filing



Fast

With recipes, tasks are done
with one click



Total control

With system logs,
filing status is
easily accessible

QNAP

Qfiling 2.1

explained

Your Best Choice!



Image2PDF

file editing modules

Copyright © 2019 QNAP Systems, Inc. All rights reserved. QNAP® and other names of QNAP Products are proprietary marks or registered trademarks of QNAP Systems, Inc. Other products and company names mentioned herein are trademarks of their respective holders.