



My TFS Hub User's Manual

This document is to help users of TFS Hub understand the interface and use the website to its fullest potential.

Section 9: Filtering Through Items

TFS Hub allows you to filter the way that you view your items. This makes it easier to find the items that you require. There are many categories of ways to filter, many of which are useful in different situations.

In the homepage or what ever folder you are searching, along the top of the file list are categories.

The screenshot shows the TFS Hub interface. On the left is a sidebar with navigation options: All files, Favorites, Shared with you, Shared with others, Shared by link, Tags, External storage, Deleted files, and Settings. The main area displays a file list. At the top of the list, a red oval highlights the sorting headers: Name, Size, and Modified. Below the list, there are sorting controls: a checkbox, the word 'Name', the word 'Size', and the word 'Modified' followed by a dropdown arrow. Red arrows point from the 'Name', 'Size', and 'Modified' headers in the list to their respective sorting controls below.

Name	Size	Modified
Photos	4.7 MB	2 days ago
Documents	36 KB	2 days ago
TFS Accounting Services Pty Limited	162 KB	a year ago
3 folders	4.9 MB	

These can be used to sort by this category. If you click 'Name', the items listed will be sorted alphabetically. If you click a second time, it will sort in opposite alphabetical order.

When you click 'Size', the items will be ordered from smallest file to biggest file size and if you click a second time it will be ordered from biggest to smallest. This can be useful if you know generally what size item you are searching for.

'Modified' refers to the last time you or any others that it is shared with have edited/used the item. One click will order it from most recent to oldest, two clicks will go from oldest to newest. You may find this helpful if you recently edited an item, but have to go back to make more adjustments.

You can also use the 'Favourites' system that is described in *Section 8*. This sorted by items you have marked as a favourite, and it can be useful for finding items that are important and/or sensitive.

