



The RSuite Briefcase

Quick Start

Overview

Private storage

The Briefcase is a private container where you can store items displayed in the Content view. Only you can see the contents of your Briefcase.

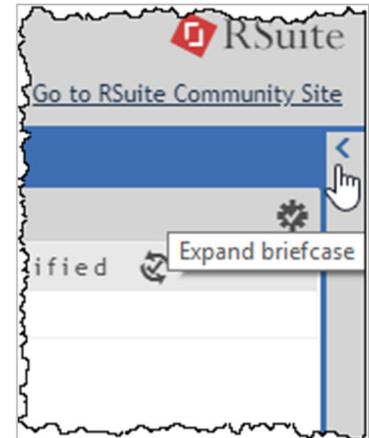
There is no set maximum size for the Briefcase.

The Briefcase is usually collapsed along the right side of the screen.

Persistence

The Briefcase is connected to your account. It is retained after you log out.

Items in your Briefcase are available if you log in from a different computer.



How it works

Views, folders, containers, and the Briefcase do not physically hold files and other RSuite content. Instead they hold pointers to the items in the data base.

Thus, more than one container can hold a pointer to the same item. Adding an item to your Briefcase creates an additional pointer to the data base item; it doesn't move or copy the item. Other pointers to that item are unchanged.

Actions on (the pointer to) an item in the Briefcase are performed on the item in the data base and reflected in all the other places that hold (a pointer to) the item.

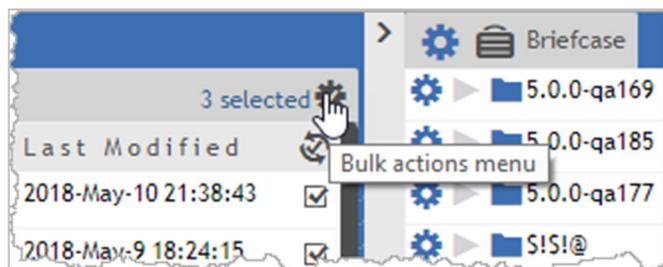
Add items to the Briefcase

Add a single item

To add a single item to your Briefcase, click on its gear icon and select **Add to Briefcase**.

Add multiple items

1. Check off several items in the content pane.
2. Open the bulk action menu.
3. Click on **Add Selection to Briefcase**.



Using the Briefcase

View the briefcase

The Briefcase is always positioned along the right side of the screen. Click on the left margin of the Briefcase to expand it or collapse it.

To view the contents of a Briefcase item in the Results pane, click anywhere on the item's line.

Copy items from Briefcase to an RSuite folder

Add contents to a folder

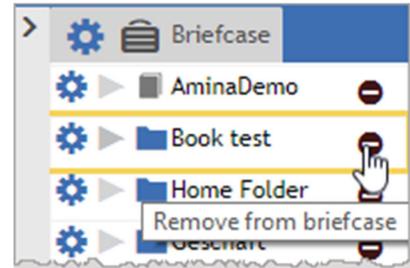
To copy all the items in the Briefcase to a folder, on the folder's action menu, select **Add new content>>Add contents of Briefcase**.

Add a single item to a folder

On the Briefcase item's action menu, choose **Organize>>Add to....** The item is not removed from the Briefcase.

Remove an item from the Briefcase

Click on the Remove icon to the right of an item in the Briefcase. The item remains in RSuite but is no longer listed in the Briefcase.



Briefcase menu actions

Empty Briefcase—Removes all items from the Briefcase.

The items remain in RSuite but are no longer accessible from the Briefcase.

Download as ZIP—Copies all the items in the Briefcase and downloads them to your workstation in a ZIP archive.

Report on Briefcase content—Opens a form for selecting system attributes and metadata to include in the report. Use this feature to analyze a group of items. The report can be downloaded into Excel.

Briefcase Items Report (5 items)
Report run by user, [redacted] on 2018-05-15 at 16:35 (04:35pm) (server time)
Download as [Excel](#)

#	RSuite Id	unversioned-single-globalcontextual	select_lmd	Permissions_Status	label_lmd	Name	Date Created	Created By	Object Type
1	901055					5.0.0-qa169	2016-02-18	system	folder
2	956838					AminaDemo	2016-05-13	system	book
3	9047					Book test rename	2013-03-16	system	folder
4	1093143					Geschäft	2016-11-23	system	folder
5	9052					Home Folder	2013-03-16	system	folder

Report fields: [RSuite Id](#), [unversioned-single-globalcontextual](#), [select_lmd](#), [Permissions_Status](#), [label_lmd](#), [Name](#), [Date Created](#), [Created By](#), [Object Type](#)