User's Guide

Flowless

UPLOAD, SHARE & FIND

Version 1.1 - use the Web App link supplied by your administrator.

> **Quick start**
>
> Open Flowless, enter your name, select a project, choose a file and click Upload file. Use Finder to locate project files later.

Before you begin

• Your administrator sets up the Admin ledger and Web helper. End users do not need to edit either spreadsheet or deploy a script.

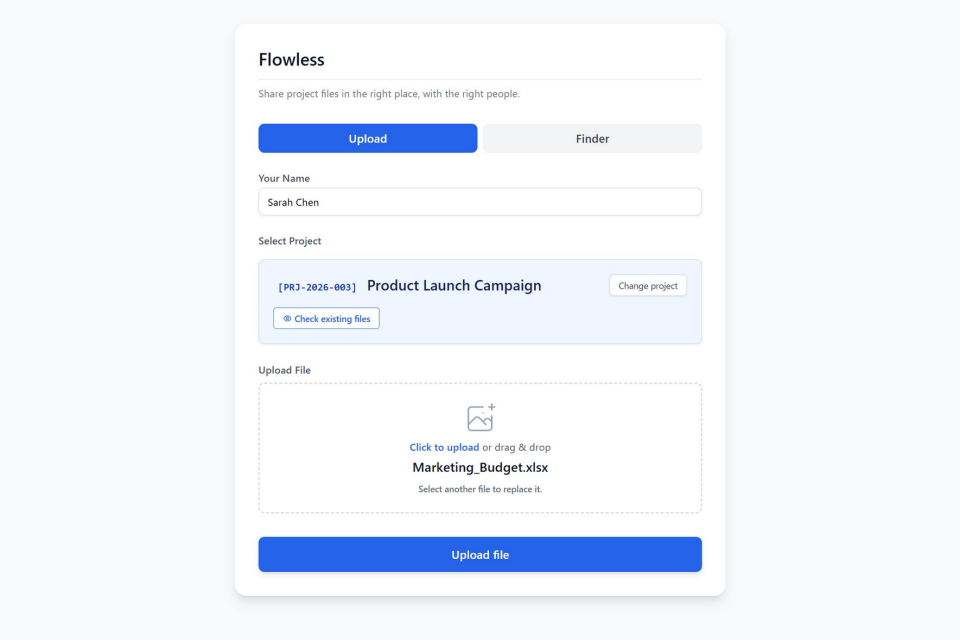
• Google sign-in requirements depend on the Web App access setting. Your entered name is a label, not a verified login.

• Drive permissions separately control whether you can open a saved file or folder.

Contents: Upload (2) / Same-name files (3) / New projects (4) / Finder (5) / Notifications & troubleshooting (6).

1. Upload a file

Use Upload to add a file to an existing Active project.



Existing project selected with a file ready to upload. Interface illustration retained from v1.0.

1. Enter your name
Type your name into Your Name.

2. Select the correct project
Search by Project ID or name, then select the result.

3. Check existing files if needed
Use Check existing files to review what is stored in the selected project folder.

4. Choose and upload
Choose a file or drag and drop it into the upload area. Click Upload file and wait for the result.

After a successful upload, the file is saved to the project's Drive folder and its filename is shown. Notifications may be sent to the recipients configured by your administrator.

2. Same-name files

When Flowless detects an existing file with the same name, it asks how to save the upload. Select an option, then click Upload file to continue.

Option	Result
Replace existing file	Creates the replacement and records the upload, then moves the previous exact-name matches it finds to Drive Trash. If duplicate copies already exist, more than one previous file can be moved.
Save as new version	Keeps the existing file and saves the new upload with a suffix such as _v1 or _v2.
Cancel	Cancels the file selection without uploading it.

Example

For report.txt, Save as new version may create report_v1.txt. A later Replace of report.txt replaces the original-name file; it does not replace report_v1.txt.

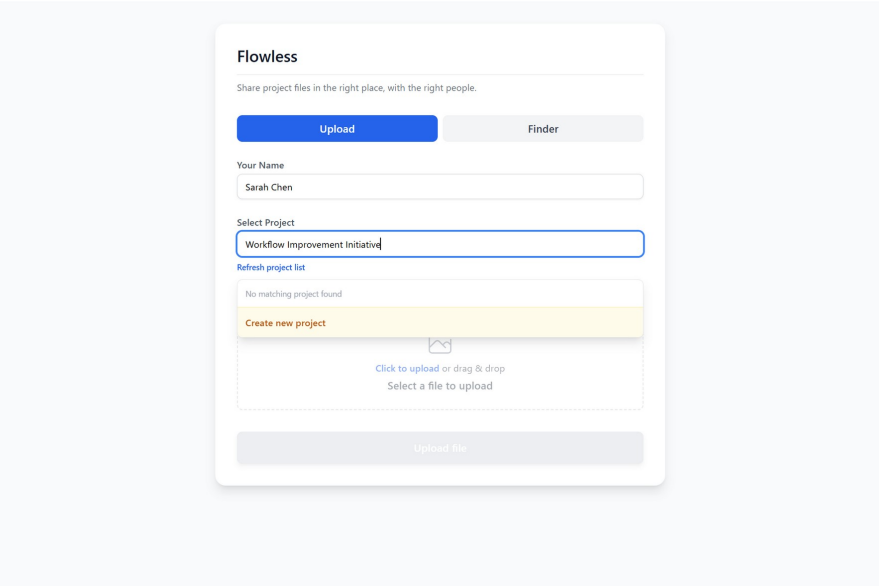
Check before you replace

Replace saves a new Drive file, so the file link can change. If you need to retain an existing copy, choose Save as new version. The duplicate prompt depends on the file list available to the browser; it does not guarantee that duplicates cannot occur.

If the same name uploads without a prompt, check Finder or the Drive folder before uploading again. Ask the administrator to review unexpected duplicates rather than repeatedly replacing files.

3. Request a new project

When the project is genuinely new and no matching project is listed, you can upload a file with a project request.



Choose Create new project when no matching project is found. Illustration retained from v1.0.

1. Search first
Enter the intended name in Select Project. Refresh the project list if an existing project seems to be missing.

2. Choose Create new project
Confirm the project name. Flowless assigns a temporary Project ID.

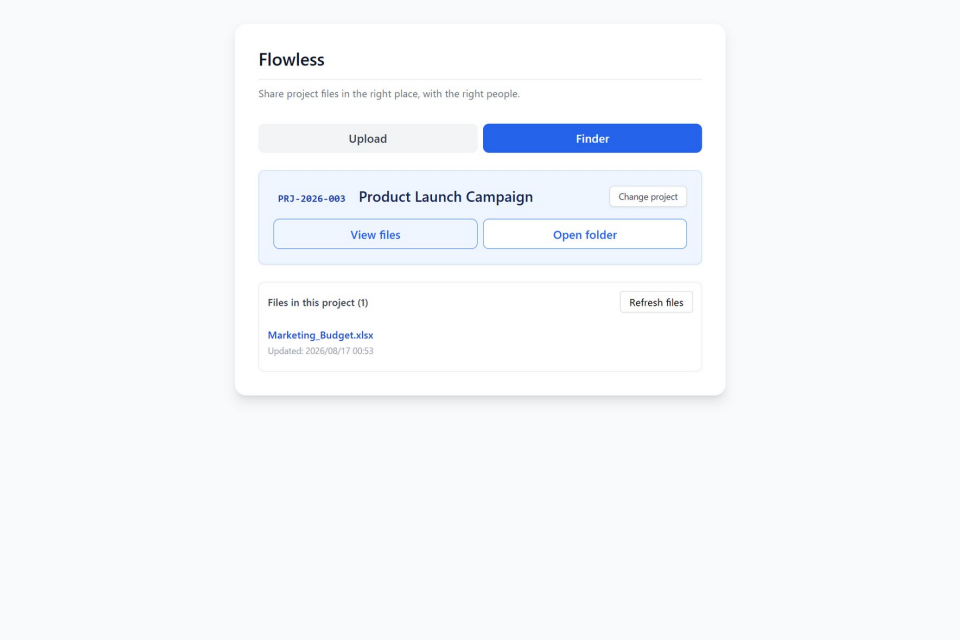
3. Choose a file and upload
Click Upload file and wait for the result. The uploaded file can be saved while the project awaits review.

> **Pending until approved**
>
> The new project is recorded as Pending. Pending projects do not appear in normal Upload or Finder searches. An administrator reviews the request, assigns the final ID and name, and activates it.

If the upload fails or the result is unclear, contact your administrator before resending. A file, folder or request may already have been saved.

4. Find project files

Finder searches Active projects and shows the files stored in their registered Drive folders.



Finder with a selected project and file list. Illustration retained from v1.0.

1. Open Finder
Switch from Upload to Finder.

2. Search and select
Enter part of the Project ID or project name, then select a project.

3. View or open
Use View files to display the list. Select a filename to open it, or use Open folder to open its Drive folder.

Refresh controls

• Refresh project list reloads Active projects, including newly approved ones.

• Refresh files updates the displayed file list.

If Drive asks for access, contact your administrator. Being able to use Flowless does not automatically grant permission to open every linked Drive file.

5. Notifications and help

Your administrator manages email recipients under Users. Notify must be enabled for the intended email address. Approval notices are sent when the administrator chooses that option.

First notification missing?

Check spam or junk. If the message is legitimate, mark it as not spam if appropriate. Ask your administrator to confirm your address and Notify setting.

Troubleshooting

Issue	What to do
Project not listed	Use Refresh project list. Pending and Inactive projects are not listed in normal searches. Ask your administrator to check the status.
New request missing from search	Wait for approval. Do not create the same request again just because it is Pending.
File list looks old	Use Refresh files in Finder.
File or folder will not open	Check you are signed into the intended account, then ask for Drive access.
Upload failed or result unclear	Keep the error message. Check Finder and contact the administrator before retrying; some data may already have been saved.
Same-name file saved twice	Inspect the folder and inform the administrator. Avoid repeated uploads while the outcome is uncertain.
Notice sent / email not received	Check spam and the registered recipient settings. Successful file storage and email delivery are separate outcomes.

Need help?

Send your administrator the project ID, filename, approximate time and displayed error. Do not send passwords or confidential file contents just to report a problem.