

Automated File Routing | 1.0.7

RULES AT A GLANCE | UNATTENDED: STAY SIGNED IN. LOCK (Windows + L); DO NOT SIGN OUT.

SOURCE / ROUTE	IF THE DESTINATION NAME ALREADY EXISTS	ORIGINAL FILE / EMAIL	WHERE IT CAN DELIVER
Local or network folder	Skip by default. Turn on the matching replacement checkbox to replace same-name files. A different date or contents alone does not trigger replacement.	Retained, or optional Used Files archiving after every destination succeeds.	Local/network folders; SFTP, FTP, FTPS and compatible HTTPS. OneDrive: see last row.
Remote folder source SFTP / FTP / FTPS / HTTPS	Same skip / optional replacement rule as local files. Destination protocol determines which checkbox applies.	Retained on the server. No remote-source archiving.	Local/network folders; supported servers; OneDrive upload destinations.
Outlook attachments	Keep both: a different attachment gets a filename suffix if the name is occupied. An attachment already delivered to that destination skips . No replacement.	Emails stay unchanged. No source archiving.	Local/network folders and supported SFTP / FTP / FTPS / HTTPS. Not OneDrive uploads.
OneDrive as SOURCE Files come FROM OneDrive	Newer source replaces older destination. Equal/newer destination skips. Missing name copies. Generic replacement checkboxes do not apply.	OneDrive originals stay unchanged. No archiving or attachment records.	Existing local folders and saved SFTP / FTP / FTPS / HTTPS. Not OneDrive-to-OneDrive.
OneDrive as DESTINATION Files go TO OneDrive	Always skip existing names in this stage. No replacement and no suffix, regardless of date or checkboxes. New files upload and are verified.	Local archiving follows the first row. Remote originals stay on their server.	Accepts local/network and supported remote folder sources. Not Outlook or OneDrive sources.

The small rules that matter

Replacement: Folder, SFTP, FTP/FTPS and HTTPS have separate checkboxes. Old contents can be overwritten without a backup; server support is required. A failed OneDrive-source remote replacement may retain a recovery copy. OneDrive-source comparisons use actual destination timestamps; server time can differ from source time.

Archiving: Used Files applies to local/network sources only. Every destination must report Copied or Replaced. Any skip or failure keeps the source.

Reset Attachment Records: Outlook only. Allows the same attachments to deliver again; it does not erase destination files or enable replacement. Empty destination: original names. Occupied names: suffixes.

Preview, schedules and saved choices

Preview: changes no files and does not prove write permission. Direct files only; subfolders excluded. Review uncertain results before retrying. Uploads are not automatically retried.

Schedules: Interval / Daily / Weekly / One Time. Open/in tray: close setup windows. Closed-app: Background Runs, signed in, awake. Store update: disable, update, re-enable. Resaving or failed/interrupted runs disable the feed schedule.

Saved choices: manage accounts in Setup. Choose Folder saves OneDrive locations for Use Saved (source) or Add Saved Location (destination). Outlook folders appear in source Use Saved only.

Removal: Remove Selected/Clear Selections clears current choices. Disconnect hides that account's saved upload folders. Saved Locations > Delete Location removes a saved entry. Cloud files remain.

Limits: OneDrive source: 1 GiB/file and 2 minutes/feed. OneDrive uploads: nonempty files up to 1 GiB, 2 minutes/file including verification. Outlook: 25 MiB/attachment, 250 MiB pending content/batch; bounded processing time. **Outgoing email is on hold. SharePoint libraries are excluded.**