User Documentation for HRDC File Search Site

Overview

The HRDC Intranet is a simple and intuitive platform designed to help users efficiently locate files stored in a Google Drive repository. The site features a home page with a search bar, a profile login option, and an HRDC logo for easy navigation.

Features

1. **Search for Files (Working)**

   - The home page includes a search bar where users can input keywords to look up files in Google Drive.
   - Files are named in the format: `year month file_name` (e.g., `2024 03 Financial_Report`).
   - The search function filters results based on the entered keywords.

2. **Logging In (Working)**

   - A profile icon is located in the top-right corner of the site.
   - Users can log in using their Google account or a traditional username/password.
   - Logging in may provide additional access to restricted files.

3. **Navigating the Site (Working except for quick links)**

   - Clicking on the HRDC logo at the top of the page will return users to the home page.
   - The site maintains a clean and minimalistic design to ensure ease of use.

4. **Quick Links Section (Needs worked on/ Not implemented)**

   - The site includes a "Quick Links" section for easy access to important features:
     - **Important Files:** Direct access to crucial documents.
     - **Modify Documents:** Allows users to edit or update existing documents.
     - **User Privileges:** Displays and manages user roles and access levels.
     - **Document Directory:** Provides an organized listing of all available documents.

How to Use

1. **Searching for Files:**

   - Type relevant keywords into the search bar.
   - Press "Enter" or click the search button to display matching files.
   - Click on a file from the search results to open or download it.

2. **Logging In:**

   - Click on the profile icon in the top-right corner.
   - Choose between Google sign-in or username/password login.
   - Follow the on-screen prompts to authenticate.

3. **Returning to the Home Page:**
   - Click on the HRDC logo at any time to go back to the main search page.

Support

For assistance, contact the support team at [HRDC IT team] As the site is being developed, contact loganschuman406@gmail.com.