Enerlites Data Portal

1. Introduction

- Title: User Standard Operating Procedure.

- Date: 01/30/2024

- Author/Developer: Allen Hsiao allen@enerlites.com.

- Environment: HTML(Front-end)/Python(Back-end)/YODA(Database).

2. Purpose

- Public platform accessible to external users in China without blocking by "Great Firewall".

- Reduce inefficiency of email attachments for file transfer.

- Support large file transfers.

- Enhance data security through encryption protocols and password protection.
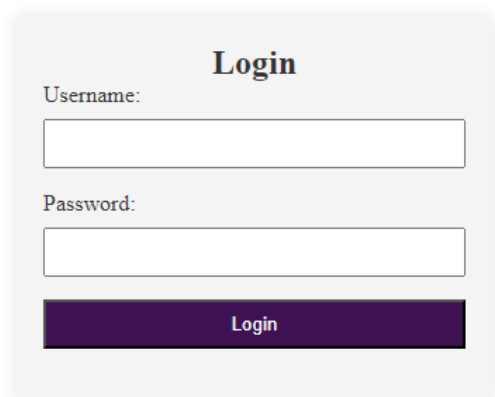
3. Responsibilities

- <u>Developer</u>: Ensure the ongoing stability, performance, and security of software through monitoring, maintenance, and debugging activities.

- <u>User</u>: Protect your own password and don't share with people without authorization.

- <u>File Owner</u>: Ensure the accuracy and reliability of files before uploading through careful review and management.

- We ask our users to respect the confidentiality of this information and to refrain from distributing it outside of our organization.

4. Procedure

-User:

- Go to the login webpage. 184.183.140.252:5009
- Login page:
  - Input your username and password (Capital sensitive).
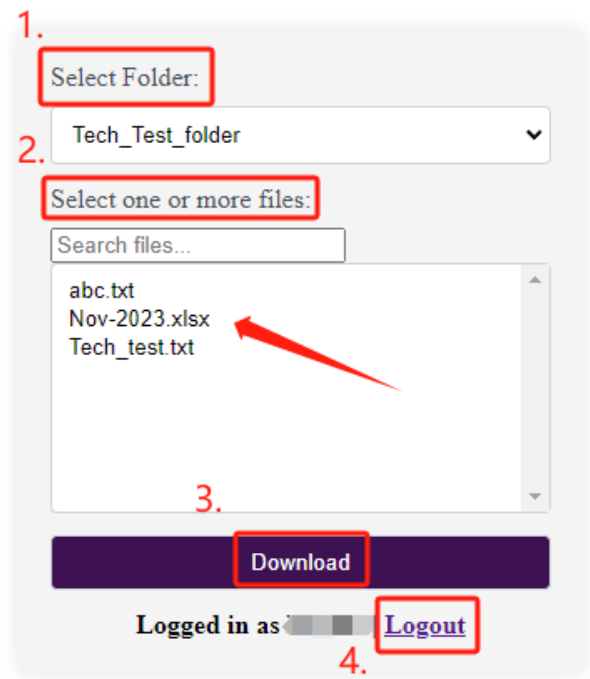
Enerlites Data Portal

Login

Username:

Password:

Login

- File page:
  - 1. Select folder
  - 2. Select the files or input file's name in search box
  - 3. Download the files
  - 4. Logout when you finish

Files

1.
Select Folder:

2.
Tech_Test_folder

Select one or more files:

Search files...

abc.txt
Nov-2023.xlsx
Tech_test.txt

3.

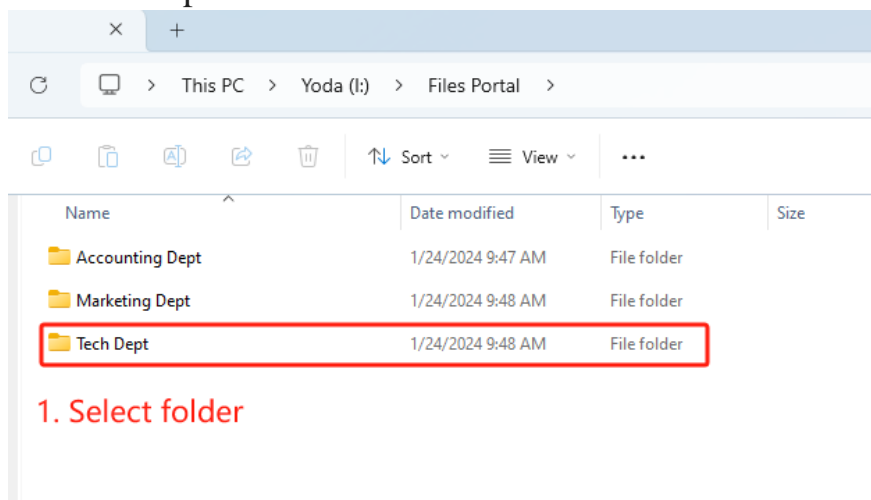Download

Logged in as ▮▮▮ Logout

4.

-File Owner:

- Folder directory: Yoda (I:) > Files Portal
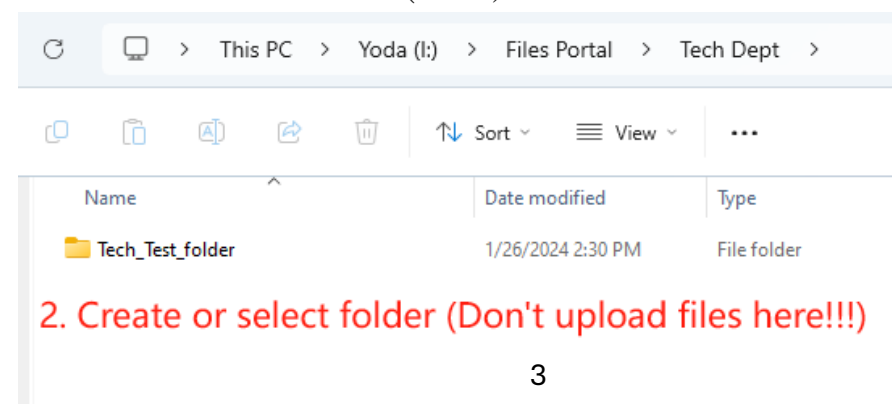- Permission:

  - Accounting Dept → Amy, Angel

  - Marketing Dept → Keilani, Angel

  - Tech Dept → Paul Thinh, Angel

- How to upload/edit the files:

  1. Select department folder.

1. Select folder

  2. Create or Select folder. (Must)

2. Create or select folder (Don't upload files here!!!)

3. Upload/Edit/Delete files.

3. Upload the files