**Documentation for Sec\_doc   
Document manager and Sharing system**

**Frequently Asked Queries for the Application**

1. **How to Add new user at bottom level (such as inspectors)?**

Only Admin can add users.

Step1: login by Admin Account.

Step2: go to **Users** from Navigation menu.

Step3: Choose unique username, password, Name, Email id of the user.

Step4: Click on **Add User**.

**2. How to delete user at bottom level?**

Only Admin can delete users.

Step1: login by Admin Account.

Step2: go to **Users** from Navigation menu.

Step3: Select Name of the User you want to delete under **delete a user**.

Step4: Click on **Delete User**.

**3. How to Add new user at main level (like CSC)?**

Only Admin can add users.

Step1: login by Admin Account.

Step2: go to **Users** from Navigation menu.

Step3: Choose unique username, password, Name, Email id of the user.

Step4: Click on **Add User**.

PHPMYADMIN part.

Step5: Go where sql database is made (like PHPmyadmin)

Step6: In **documents** database. Go to table users.

Step7: in table users, look for **id of the user** you want to make 2nd level user.

Step8: Go to table **god**. **Add new entry whatever is the id of the user**.

**4. How to upload a New document?**

Only Admin and users at 2nd level can upload document.

Step1: Go to **Upload** from Navigation Menu.

Step2: Choose a file you want to upload. (any format)

Step3: Select access accordingly and whom it pertains to (multiple people can be

selected)

Step4: give origin, date and letter no. of the document, provide Keywords and info of the document if any. And Click on **Upload this document**.

**5. How to delete a document?**

Admin can delete any document.

And Users at second level can delete only those documents they have uploaded.

Step1: Find the document you want to delete in the document list.

Step2: Click on the name of the document. (it will open details)

Step3: If you are authorised to delete the document you will be shown a button “**Delete Document**”.

Step4: Click on it.

**6. How to download a document?**

1st method of updating a document.

Step1: go to **DocumentList** in Navigation menu.

Step2: Look for document name you want to download.

Step3: Click on “download icon” in left of the document name.

2nd method of updating a document.

Step1: Look for document you want to download in the document list.

Step2: Click on the name of the document. (it will open details)

Step3: Click on “Download File” button in the bottom.

**7. How to update a document and who can update a document?**

Admin can update any document.

And Users at second level can update only those documents they have uploaded or the document pertaining to them.

**Users at bottom level cannot update the document, they can only reply.**

1st method of updating a document.

Step1: go to **Update** in Navigation menu.

Step2: Select the document name you want to update.

Step3: You can re-upload the document of same name. (if there are any changes in the document)

Step4: You can change Concerned person whom the document pertains to.

(multiple can be selected)

Step5: You can update keywords and info.

Step6: Click on Update this document.

2nd method of updating a document.

Step1: Find the document you want to update in the document list.

Step2: Click on the name of the document. (it will open details)

Step3: If you are authorised to update the document you will be shown a button “**Update Document**”.

Step4: Click on it. You will be taken to the update document page where the document is already selected.

Step5: Do Step 3-6 in the first method.

**8. Who can Take Action or Reply to the document?**

Users can reply only those documents which are pertaining to them.

**9. How to Take Action or Reply to the document?**

If a document is pertaining to you then only a option **Take Action** is shown to you in the document list.

Step1: Look for document you want to take action or reply to in the **Document List.**

Step2: Click of the **Take Action** button for the same document.

Step3: On the response page, you can upload multiple files in response of the document(in any format) and add comments/reply in text form.

Step4: Click on **Submit Response**.

Status will be updated of the document as action is taken by you.

\*If you again take action to the same document, old response will be deleted and new response is uploaded.

**10. How to view and download action/reply to the document?**

Step1: Look for the document name whose response you want to view or download in the document list.

Step2: Click on **View** button in right corner.

Step3: You can download the response file one by one by clicking on “**Download File Attached**” or you can download .zip file in case of multiple files by clicking on **Download Zip**.

**11. How to search a document?**

There is a footer “Find” on every page.

You can enter any details like document’s name, keyword, letternumber to search the document.

Step1: Enter detail.

Step2: Click on Find.

**12. My Documents functionality for 2nd level users (like CSC, ASC)**

Users on 2nd level can view all the documents like Admin.

If they want to look for only those documents that **pertains to** them they can click on **MyDocuments.**

**13. How to change password?**

Step1: Click on “**logged in As**” in navigation menu.

Step2: Then click on **Change password.**

Step3: Enter your Current password, new password and then confirm your new password.

Step4: Click on **Change**.

**14. How to reset password of any user (if he/she forgets it)?**

Only Admin can reset password of any user.

Step1: Go to **Contacts** in navigation menu.

Step2: Click on “**Reset password**” next to the person whose password needs to be reset.

Step3: Enter new password and confirm new password for the user.

Step4: Click on **Reset**.

**15. How to post a message and reply to the message?**

Step1: Click on **messages** in navigation menu.

Step2: Click on **Post New Message**.

Step3: Enter Subject and Message.

Step4: Click on **Post message**.

How to reply to message:

Step1: Click on message you want to reply on.

Step2: Click on reply.

Step3: Enter Message.

Step4: Click on **Post message**.

**16. How to arrange documents in the document list?**

By default documents are arranged according to created date.

Click on any column heading in “blue colour” to arrange according to that.

For e.g.: To arrange according to Sent by.

Click on “Sent by”.

Documents will be arrange according to the “Sent by” alphabetically.

**17. What is Logs function?**

Only Admin is shown Logs in their navigation bar.

Logs shows the list of the users who have downloaded the documents and when they have downloaded it.

**PHP Files and their functionality.**

| Php files in folder **(Lib)** and their functionality | |
| --- | --- |
| Lib->auth.inc | Just to check whether session is login or not |
| Lib->classes.inc.php | Some defined classes that are used in the main php files. |
| Lib->config.inc.php | File where username, password and sql database is set. |
| Lib->functions.inc | Some defined functions that are used in the main php files. |
| Lib->sql.inc.php | Just to check whether connection to sql database is working or not. |

|  |  |
| --- | --- |
| Main Php files and their functionality | |
| Act.php | This is front end script for (**Take action**) button. Where you can reply/takeAction in response to document. Where all responses are recorded. |
| Action.php | This is back end script for act.php. where all the responses are stored in the database. |
| Contacts.php | Its a front end script for **Contacts** functionality in the application. |
| delete.php | It contains back end script for Deleting the document. |
| detail.php | It contains front end script for showing details of the individual document uploaded. |
| Download.php | Back end script for downloading uploaded document. |
| Download1.php | Back end script for downloading multiple response documents one by one. |
| downlaodzip.php | Back end script for downloading multiple response documents together in a ZIP file. |
| Index.php | **Main Page script** |
| List.php | Script to show all the documents to the users in **DocumentList** functionality of the application.  Admin and CSC,ASCC,ASCD are shown all the documents while  All the users below this level are only shown documents pertaining to them. |
| LIst1.php | Script to show these people at second level below admin (CSC,ASCC,ASCD) only documents pertaining to them. Back end functionality for **MyDocuments (shown only in CSC, ASCC, ASCD)** |
| Login.php | Login script. |
| Logout.php | Logout script. |
| Logs.php | Backend script for **Logs functionality only for Admin** where it shows who downloaded which files and when. |
| Main.php | script for Main page after login. |
| Message.php | Front and Backend script for **Message** functionality. Works as a notice board. Where anyone can post anything and anyone can reply to it. |
| new.php | Front end Script for **Upload** Functionality. Where you can upload new document of any kind. |
| pass.php | script for changing password of its own. **Change Password** Functionality. |
| Reset.php | script for **reset password functionality in the Contacts page of ADMIN.** |
| Search.php | front and backend script for finding or searching a document given in the **bottom of every page(FIND)** after login. |
| up.php | Front end Script for **Update** Functionality. Where you can update document pertaining to you or uploaded by you. Admin can update any document |
| update.php | Back end script for up.php. |
| Upload.php | Back end script for new.php. |
| userdetail.php | Script that shows details of the user when clicked on their name in the contacts page. |
| Users.php | Front and backend script to add and delete user at the bottom level (inspector in case of Security department) |
| View.php | script to show all the responses of the documents if any. In the **View** functionality. |