

User Manual



Team : CacheME
Project : Secure File Sharing Platform

Version 2

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1. Introduction

SFSP is a cloud-based web application designed to ensure confidentiality, integrity, and controlled access to digital files. It provides individuals and organizations with a reliable, encrypted medium for sharing documents in a privacy-focused environment.

This guide explains how to use the Secure File Sharing Platform (SFSP), with descriptions, functions, and images of each page and its components. It covers account creation, login and logout, password reset, uploading and downloading files, managing notifications, viewing files, and sharing or receiving files. It also covers frequently asked questions, steps for troubleshooting and support contact details.

By following this manual, you will be able to navigate SFSP's features with confidence, protect your files using robust security measures, and collaborate efficiently while maintaining full control over your data. Whether you are a new user or exploring advanced features, this guide serves as your complete reference for getting the most out of SFSP.

1.1. Glossary

- Secure File Sharing Platform (SFSP) - software

1.2. Minimum System Requirements

Please ensure that your computer meets or exceeds the following system requirements before installing the SFSP application.

CPU	11th Gen Intel Core i3-1115G4 × 4 (reccomended)
RAM	256 MB (4 GB recommended)
Available Disk Space	1 GB (folder size)
Operating System	Windows 11, Linux
Browser	Brave, Chrome, Edge, Firefox

2. Installation Instruction

For details on how to install the software, please make reference to our *INSTRUCTION MANUAL.pdf* document.

3. User Interface Overview

This section presents a visual guide to the SFSP interface. It highlights the layout, key components of each page and navigation feature, helping new users understand how to access and interact with the system's main functions effectively and efficiently.

Users can access the software at: <https://seureshare.co.za/>

3.1. Landing Page

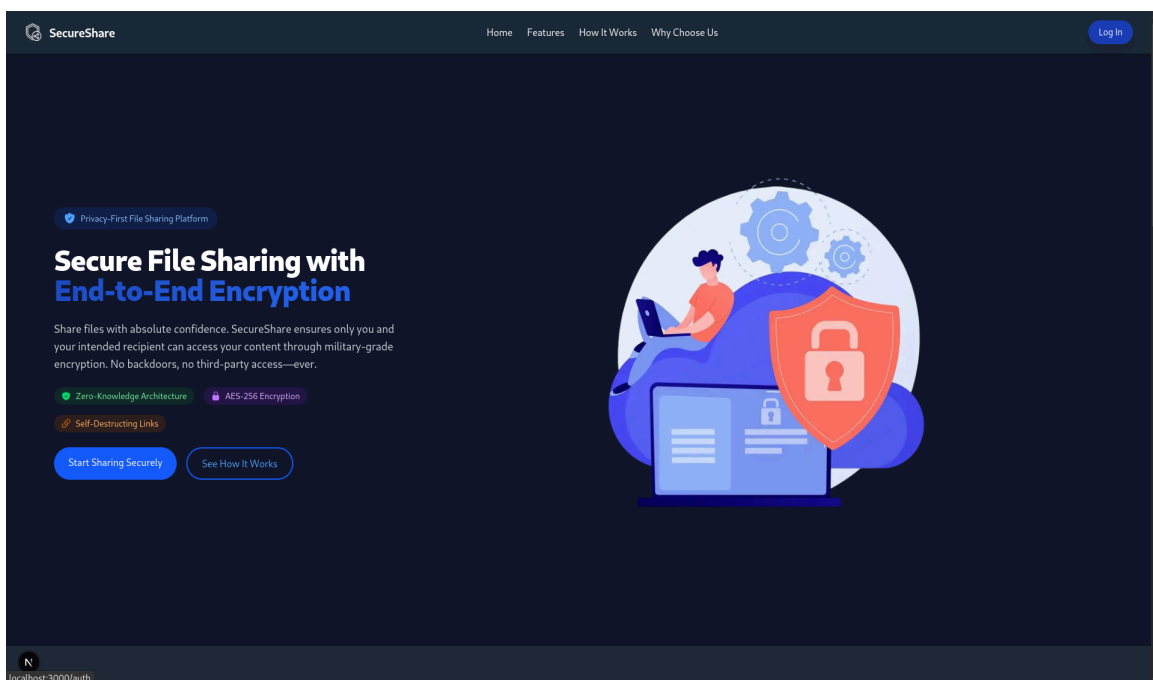


Figure 3.1. - Landing Page

From here, a user may choose to navigate and find more about the platform, contact the SFSP team via the 6. contact us link, find 4. FAQ by scrolling to the end of the page or press the **Login Button** - to login or sign up

3.2. Sign Up/Login Page

SecureShare

Secure file sharing made simple

Share files with confidence. End-to-end encryption, access controls, and more.

Log In Sign Up

Create your account
Join SecureShare and take control of your privacy.

Username
kedow68060@artvara.com

Email
kedow68060@artvara.com

Password
.....

Confirm Password
.....

Create account

or

Continue with Google

Figure 3.2.1. - Sign Up Page

Users may sign up using their email and password or use the google sign in to sign in using their google account.

SecureShare

Secure file sharing made simple

Share files with confidence. End-to-end encryption, access controls, and more.

Log In Sign Up

Welcome back
Enter your credentials to access your account.

Email address
kk@lol.com

Password
.....

Forgot password?

Log In

or

Continue with Google

Figure 3.2.2. - Login Page

Users may login using their email and password or use the google sign in to sign in using their google account.

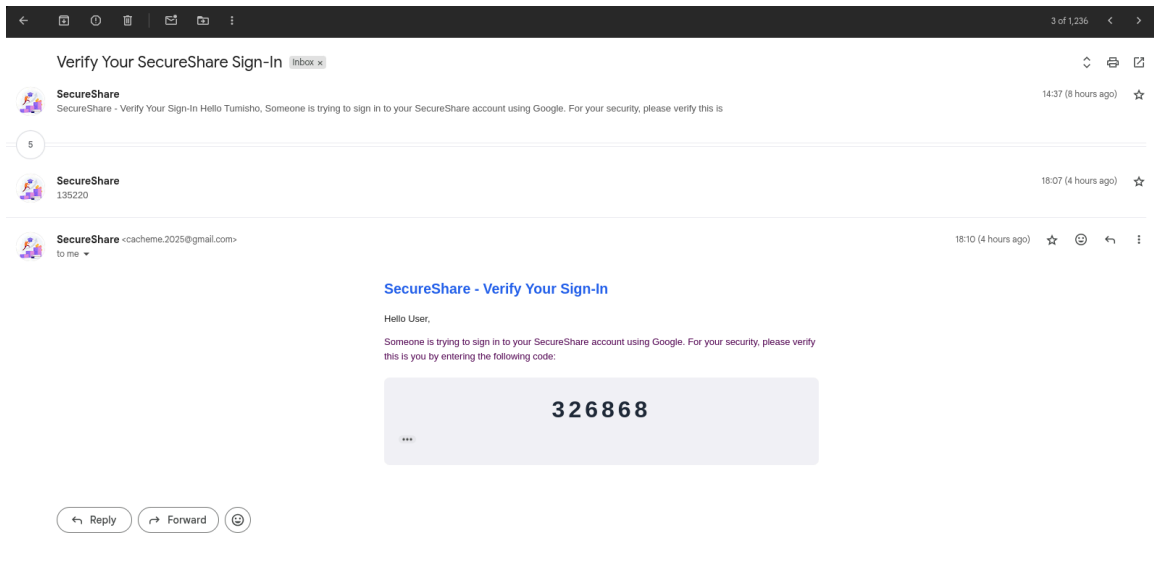


Figure 3.2.3. - Sign In verification token

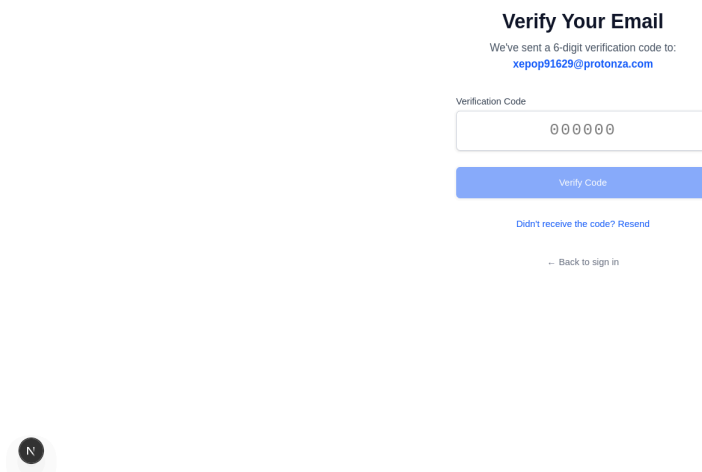


Figure 3.2.4. - Verify Your Email

Upon an attempt to Sign Up or Login users are prompted to enter their email verification code, sent to the email they have decided to sign up or login in with - Figure 3.3.3, user should copy the verification code into the textbox - Figure 3.24

3.3. Dashboard

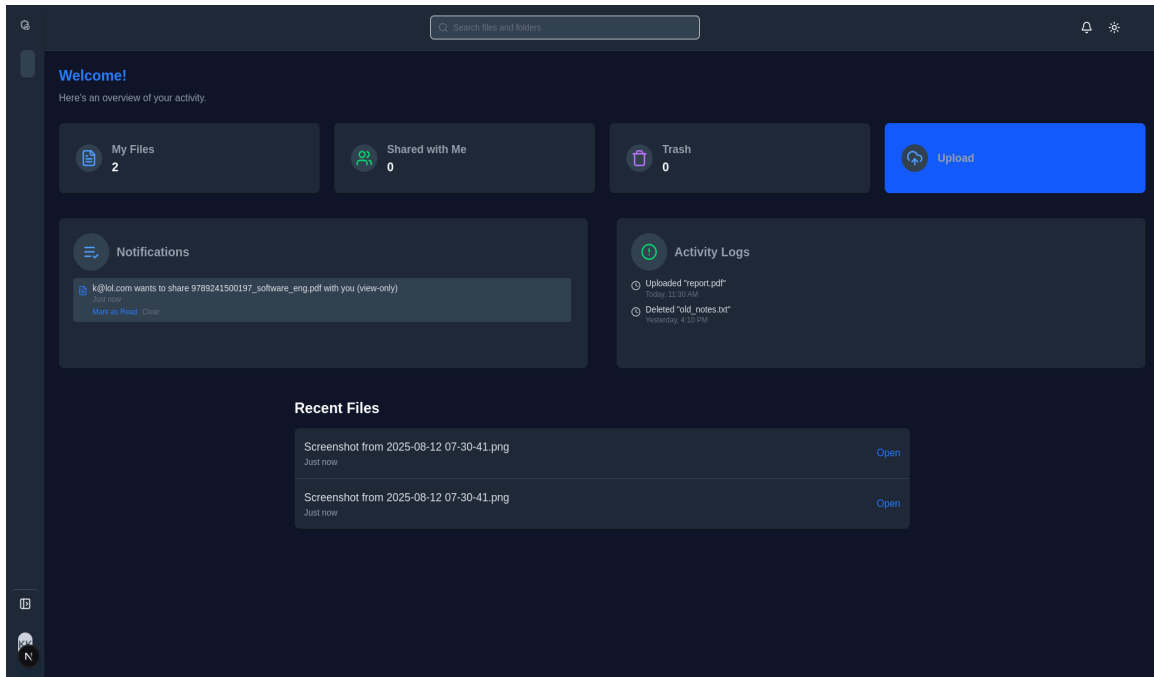


Figure 3.3.1. - Dashboard: Overview

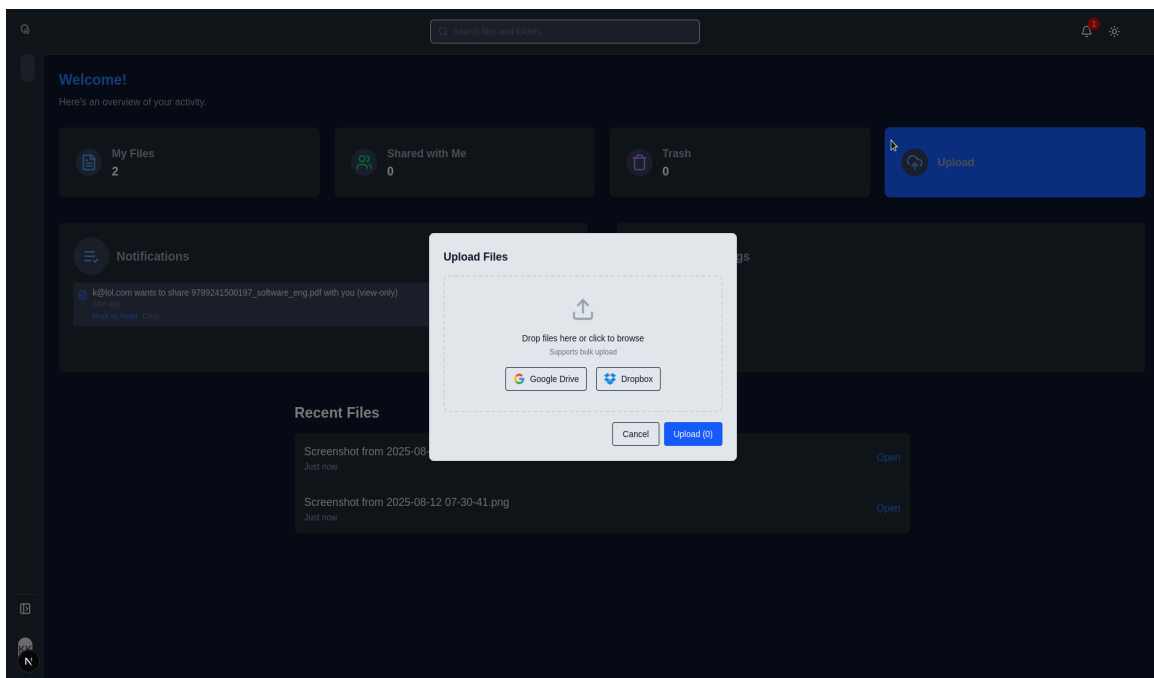


Figure 3.3.2. - Dashboard: Upload Button

*Upon Login, users are redirected to the Dashboard by default. On this page users can see an **overview of the stats** regarding their profile such as My Files - the count how many files a user has access to. Shared With Me - the count of how many files a user has received. Trash - the count of how many files a user has trashed. An **Upload Button** with the same functionality as 3.4 My Files - Upload Button As well as quick access operations such as Notifications - recently received notifications where a user can accept, read or decline a file. Activity Logs - summary on activity logs on recently received files. Recent Files - name and date of 3 most recently received files with an option to open the file with the same operations as 3.4 My Files open file operation.*

3.4. My Files

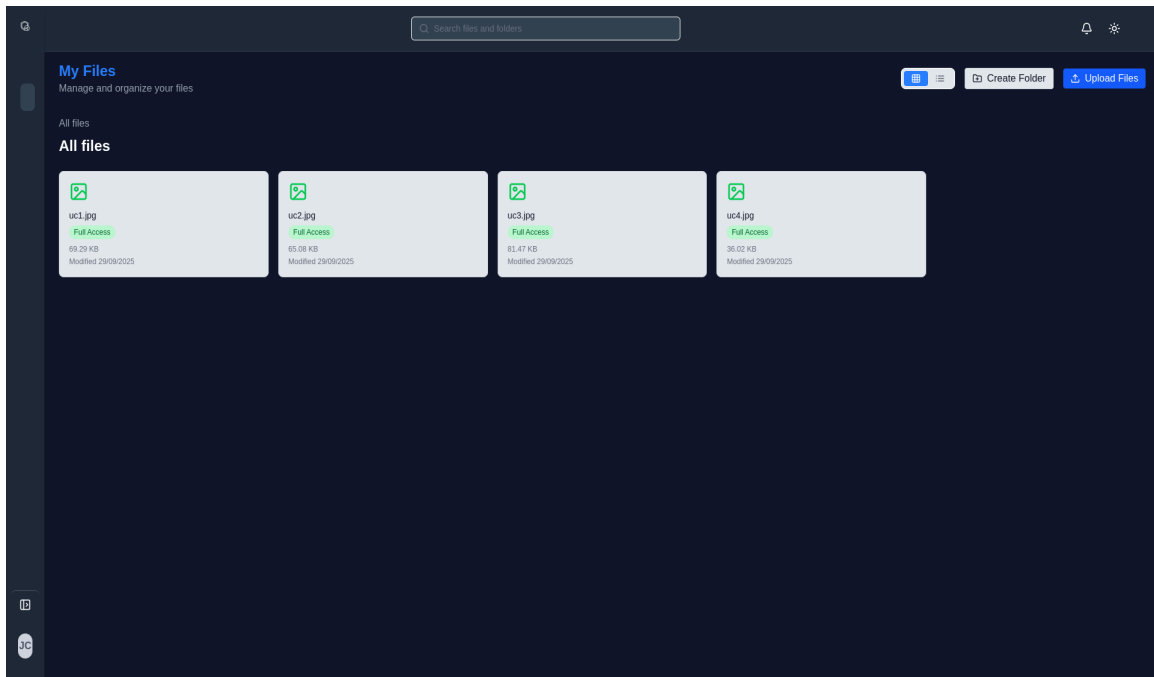


Figure 3.4.1. - My Files: Page Overview

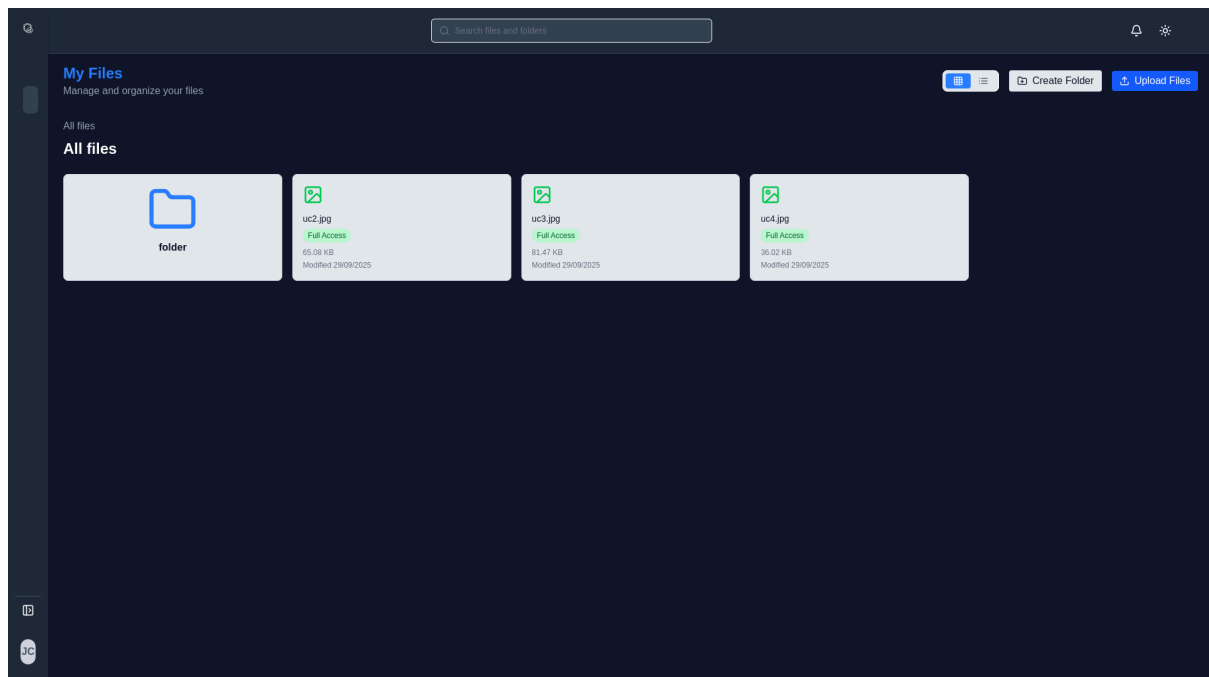


Figure 3.4.2. - My Files: Create Folder

*Users can create Folders such as Figure 3.4.2 using the **Create Folder Button**. Users can move files into the folder, using the drag and drop functionality. Users can also use various shortcuts, listed in the page header.*

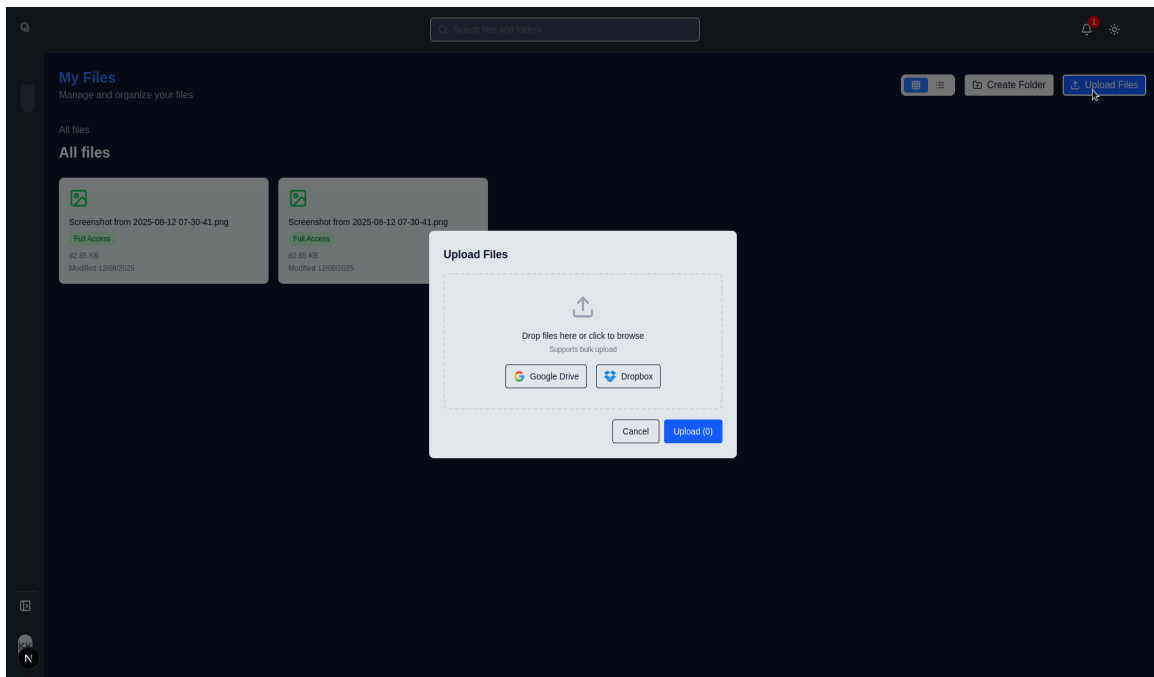


Figure 3.4.3. - My Files: Upload Button

Using the Upload Files Button, users may upload from local storage, google drive or dropbox.

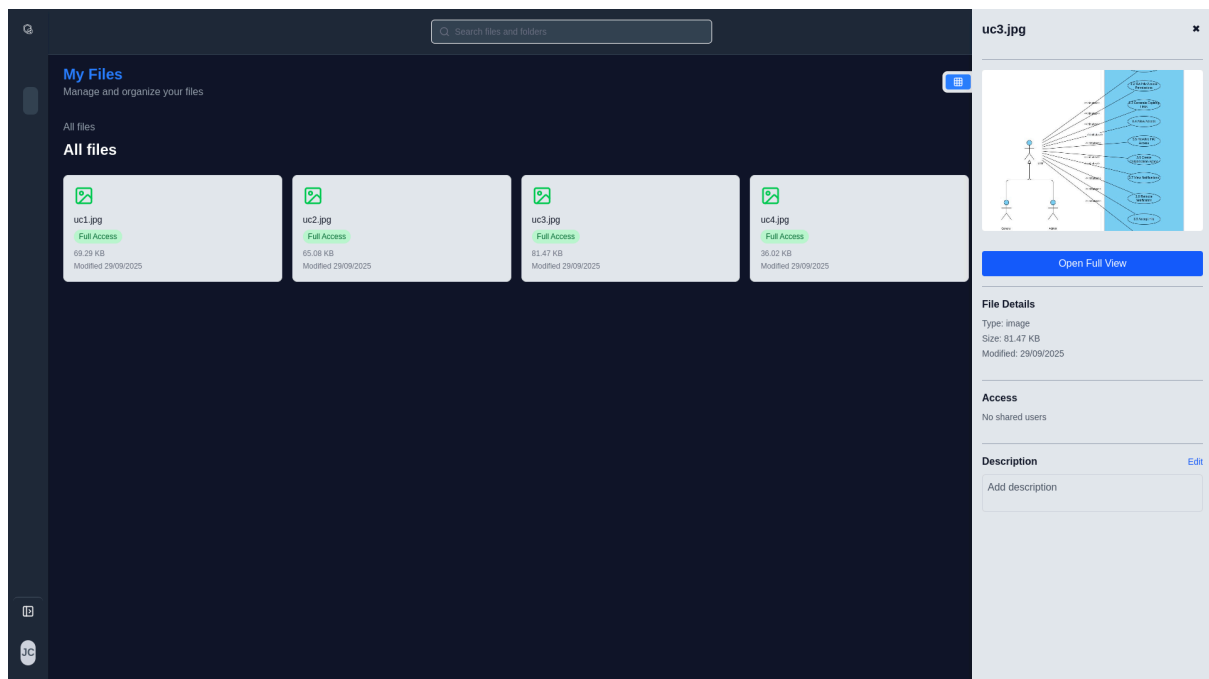


Figure 3.4.4. - My Files: On Click File Container to View Image

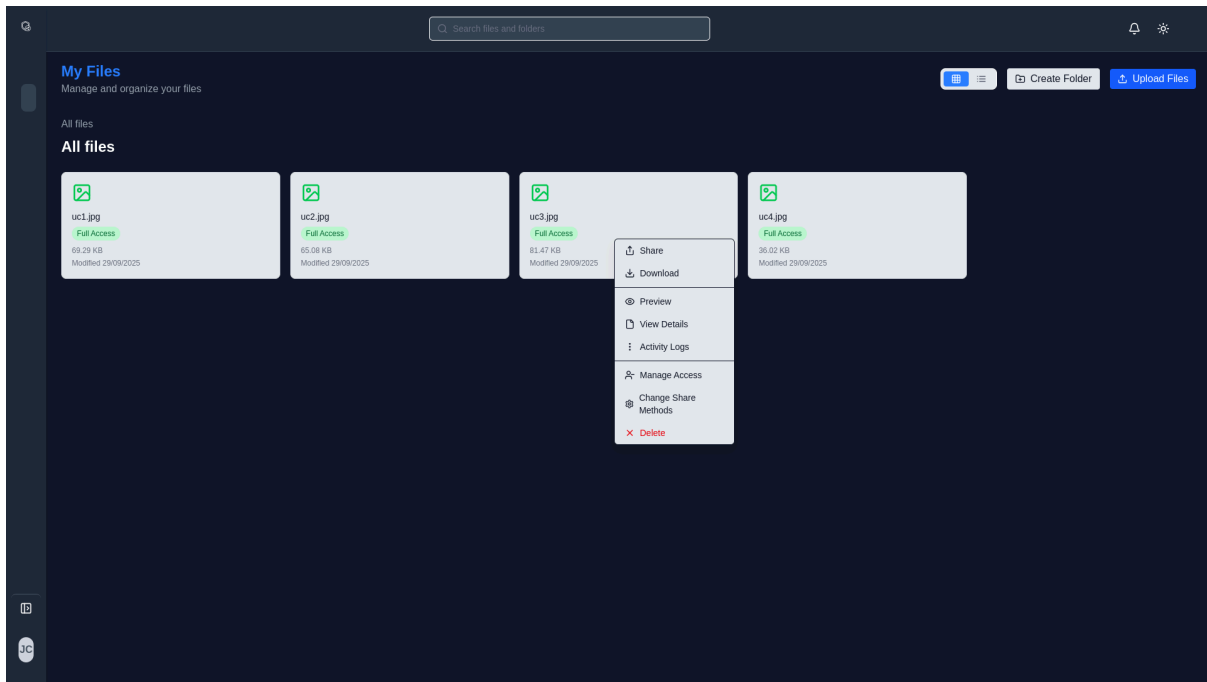


Figure 3.4.5 - My Files: Right Click Dropdown Menu

*On the My Files page, users can see an overview of their files - which includes files uploaded and received. Users can upload files using the **Upload Files Button** with Drag and Drop functionality. Users may also choose to change the view of files from grid to list as well as create and manage folders. **Users can preview and open files by clicking on the file container. One Click - Open Preview Sidebar and Double Click to open Full View Mode.** Users can access more file options by **right clicking on the file container**, one of which being the **Delete Option** which temporarily deletes files and stores them in the 3.7 Trash Page. Other methods of opening files include the **Preview Option** in the right click menu as well as the **Open Full View Button** in the Preview Sidebar -Figure 3.4.4*

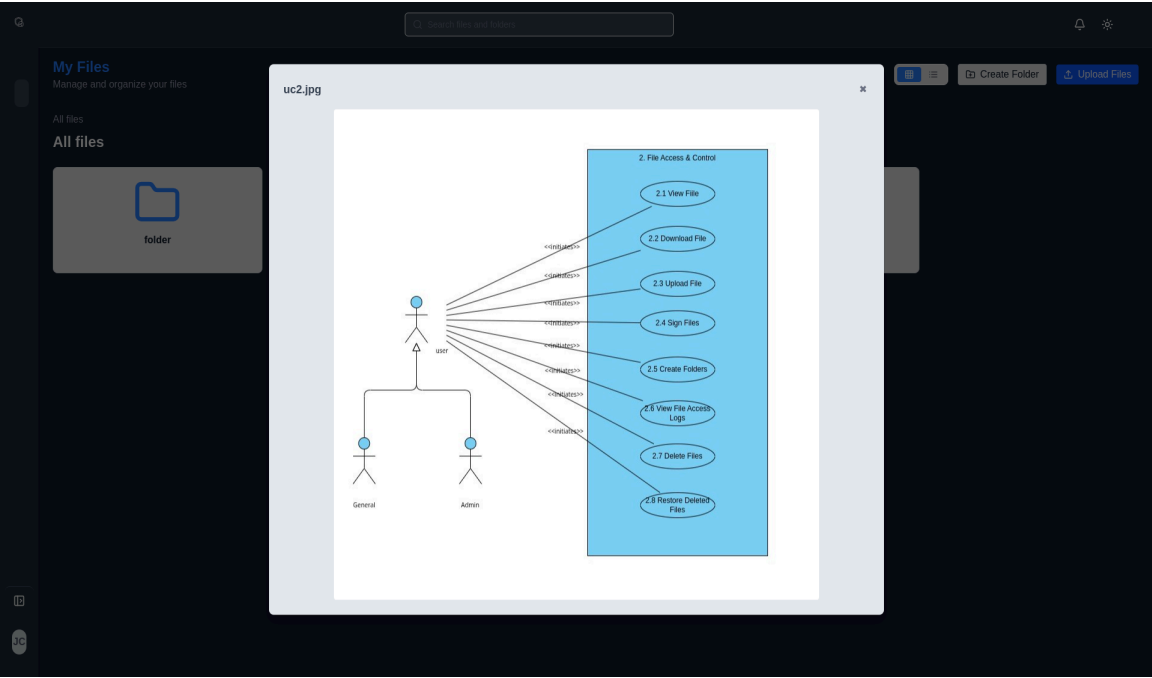


Figure 3.4.6 - My Files: Full View Mode

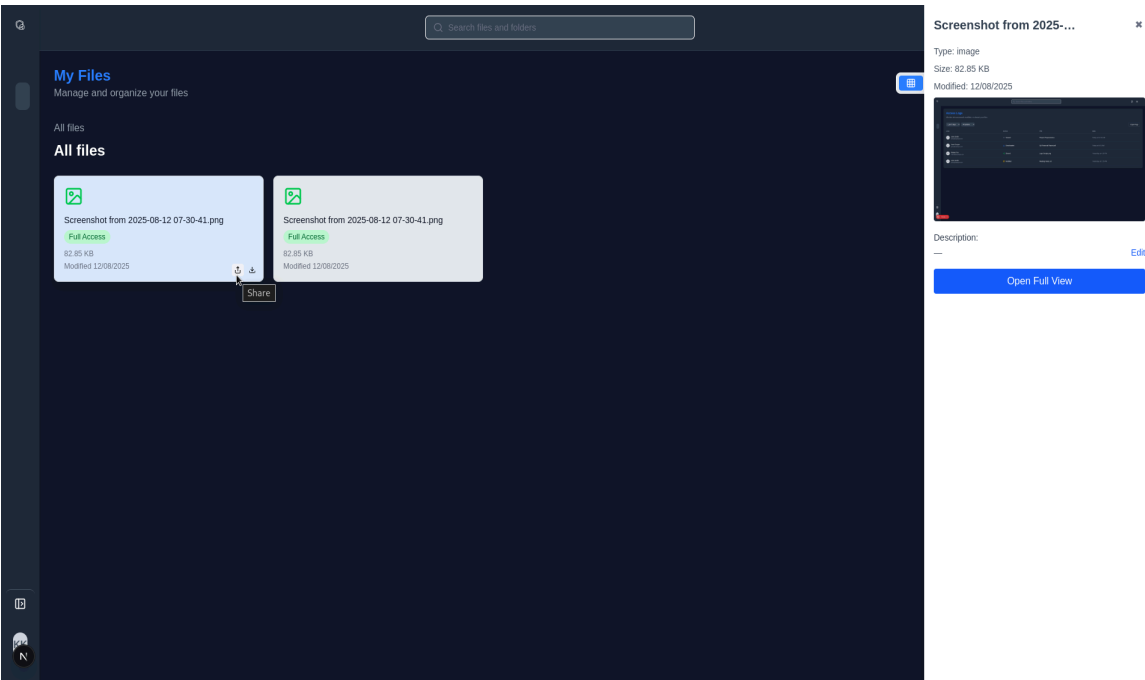


Figure 3.4.7 - My Files: Container Actions

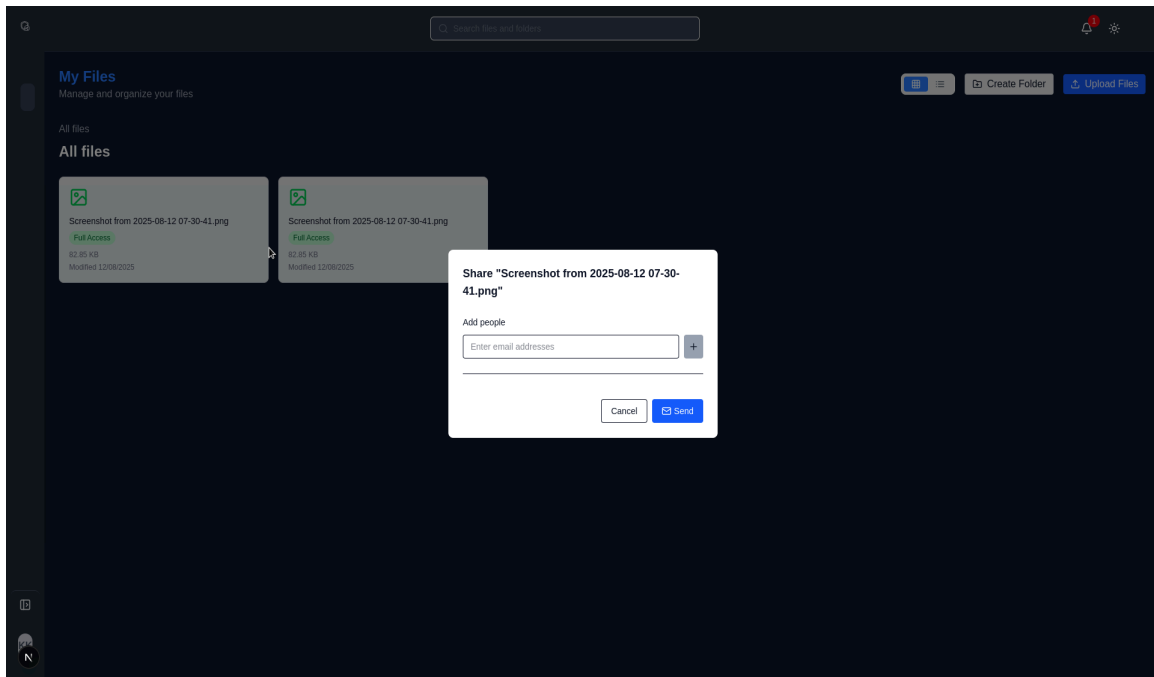


Figure 3.4.8 - My Files: Share Right click Menu Option

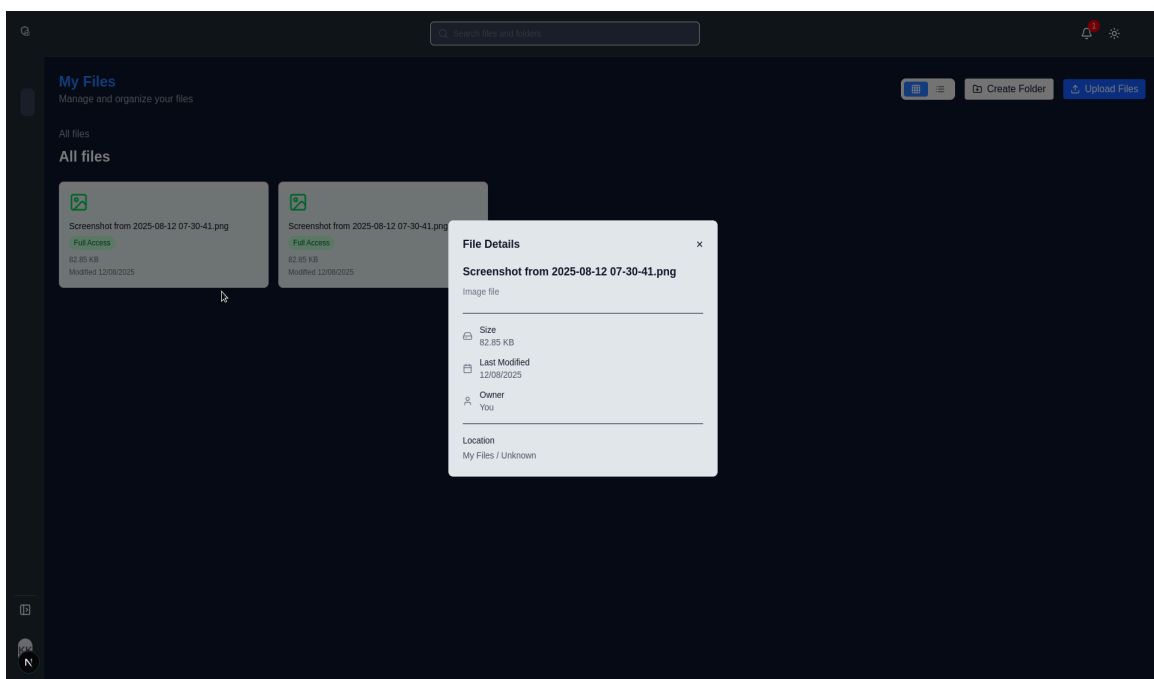


Figure 3.4.9 - My Files: Right Click File View Details option

Users can use quick access action buttons on the container for downloading or sharing a file. On the Right Click menu, users may choose from **options** to **Share file** which opens the file sharing prompt, where a user inputs desired recipient user's account email and **Plus (+) Icon** to add them to list of users they would like to share file to (may be multiple) then finally pressing the **Send Button** to complete the action . Users can also choose the level of permissions a file recipient may have - such as view only or download.

3.5. Shared With Me

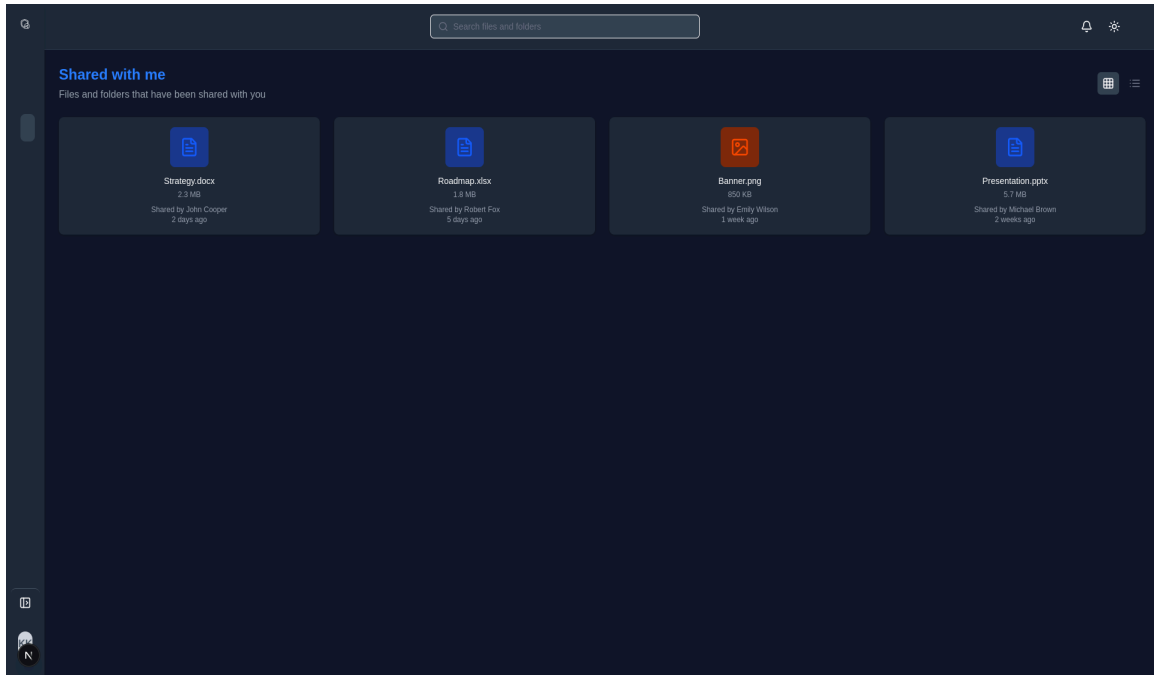
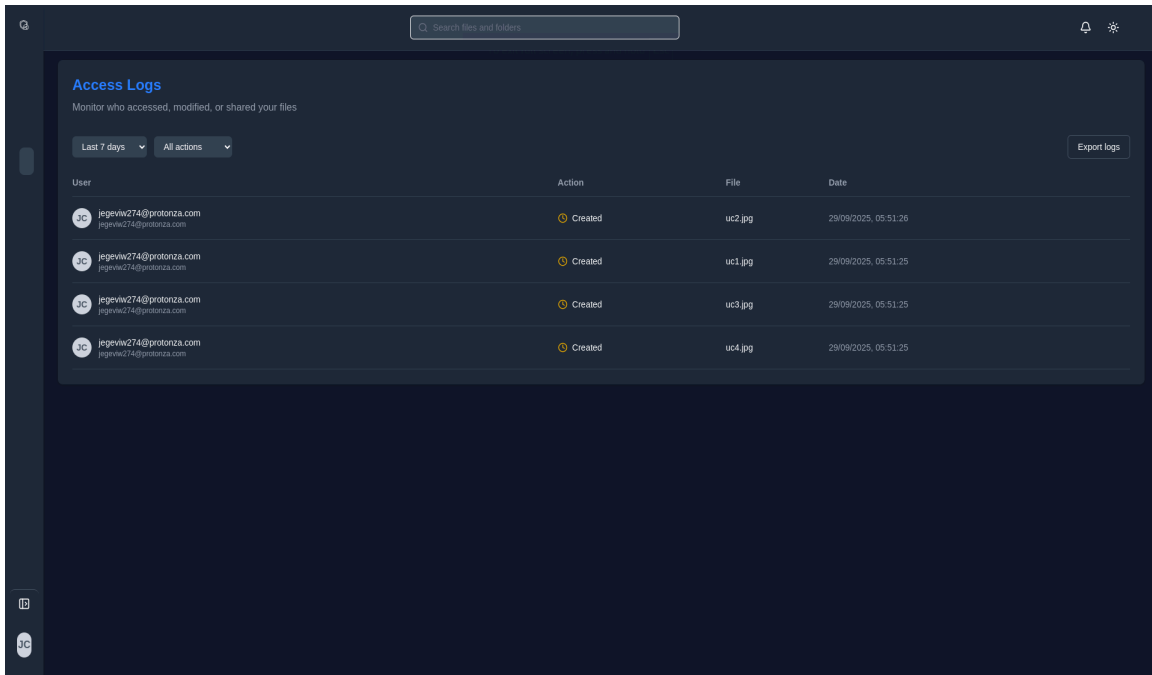


Figure 3.5 - Shared With Me: Page Overview

Here users can view all files that have been shared with them with any level of access - download or view only. Users may Open and View files with the same functionality found in 3.4 My Files.

3.6. Access Logs



User	Action	File	Date
jgevinw274@protonza.com	Created	uc2.jpg	29/09/2025, 05:51:26
jgevinw274@protonza.com	Created	uc1.jpg	29/09/2025, 05:51:25
jgevinw274@protonza.com	Created	uc3.jpg	29/09/2025, 05:51:25
jgevinw274@protonza.com	Created	uc4.jpg	29/09/2025, 05:51:25

Figure 3.6 - Access Logs: Page Overview

Here users can view the access logs on files they have shared. Insights such as who viewed a user shared file, when they viewed the file, the corresponding file name and if the recipient user has also shared or edited the file or if the file deleted.

3.7. Trash

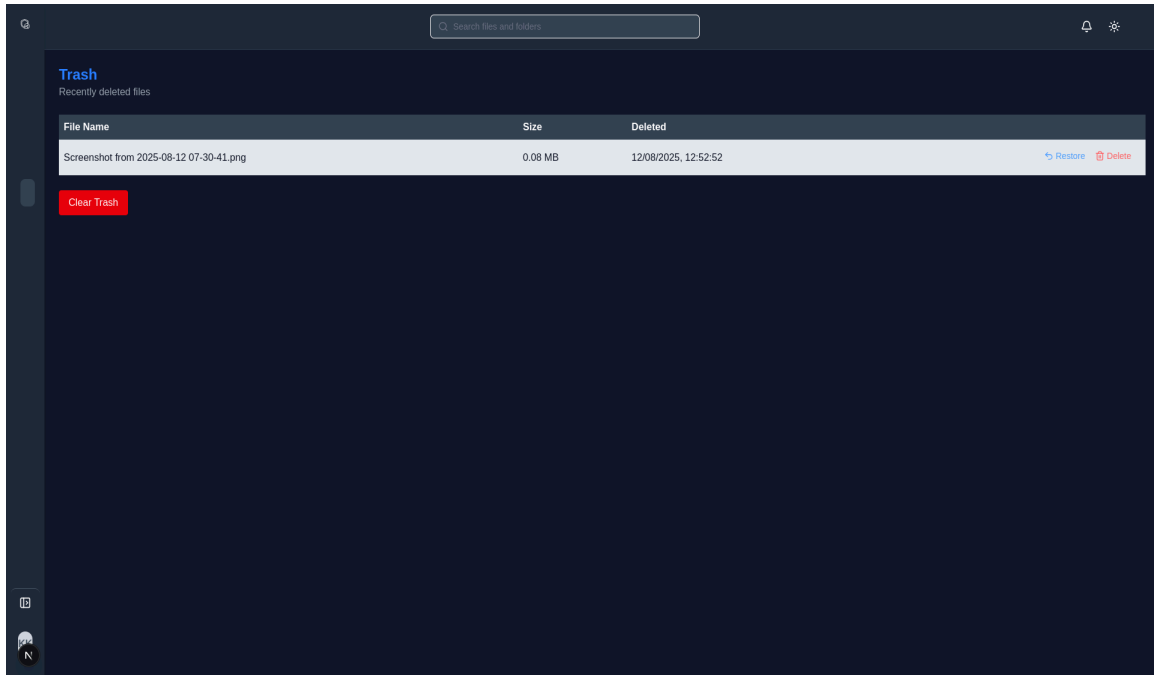


Figure 3.7.1 - Trash: Page Overview

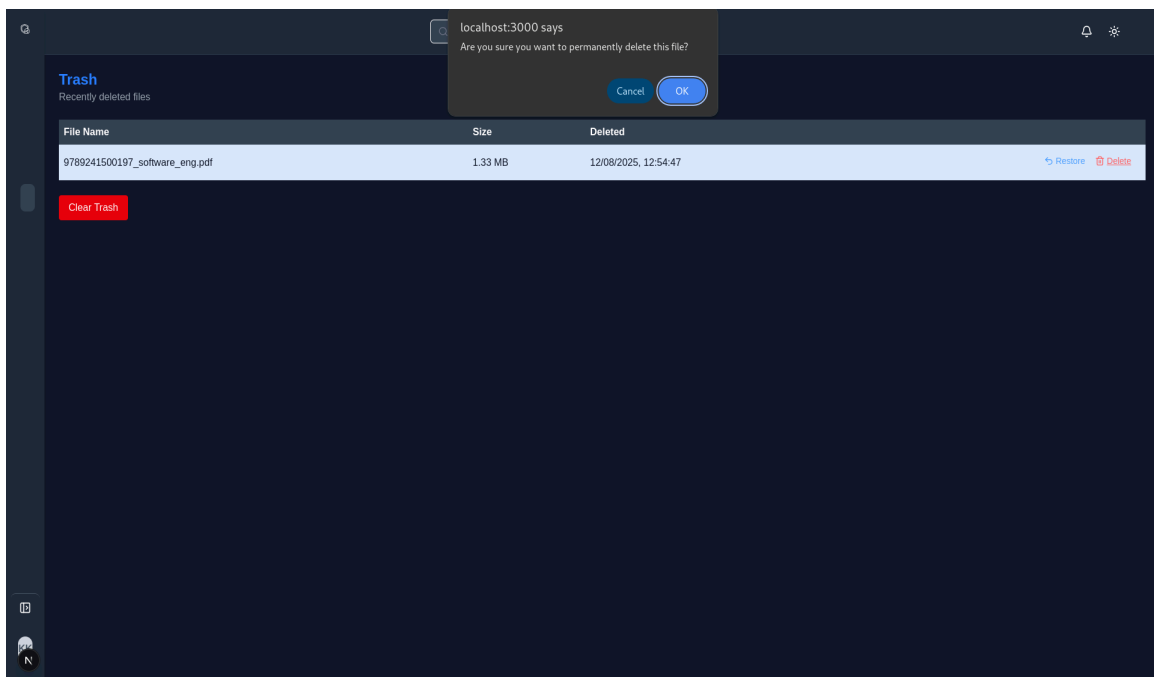


Figure 3.7.2 - Trash: Permanently Delete

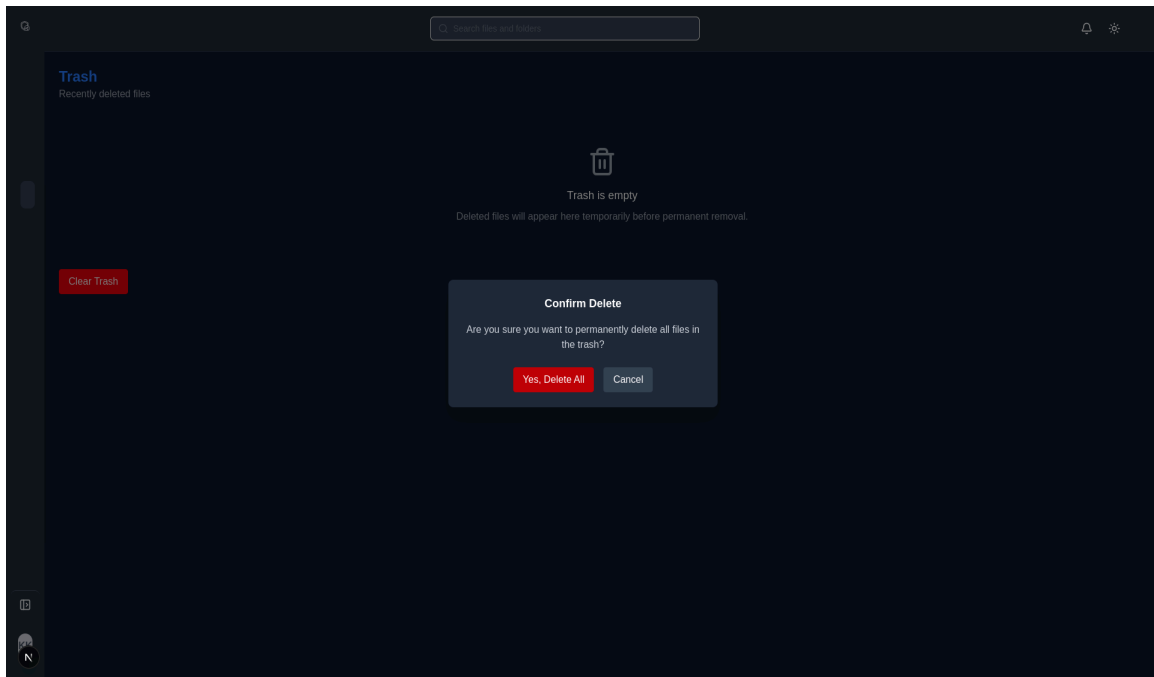


Figure 3.3.6 - Trash: Clear Trash

*Upon selecting **Delete File** from the 3.4.6 My Files - Right Click Menu, users can find deleted Files in the 3.7.1 Trash Overview. On this page, users may choose to permanently delete 3.7.2 or restore files individually or 3.7.3 press the **Clear Trash Button** to delete all files in the Trash page.*

3.8. Top and Side Bar

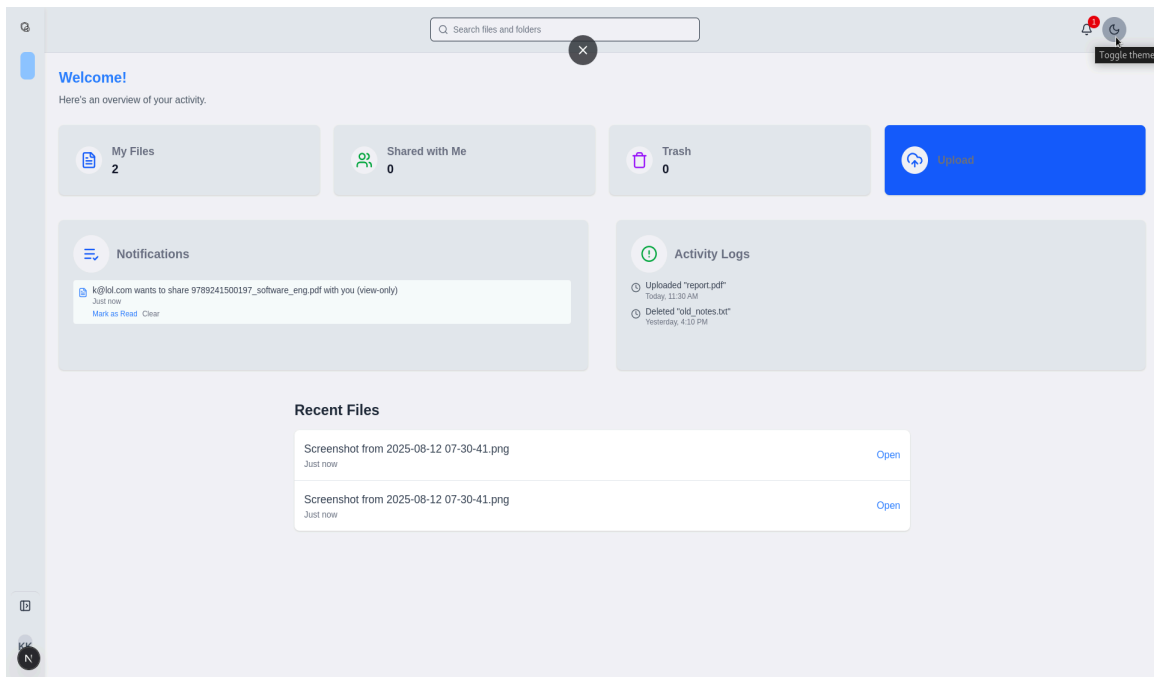


Figure 3.8.1- Top Bar: On Click Theme button to Light Mode

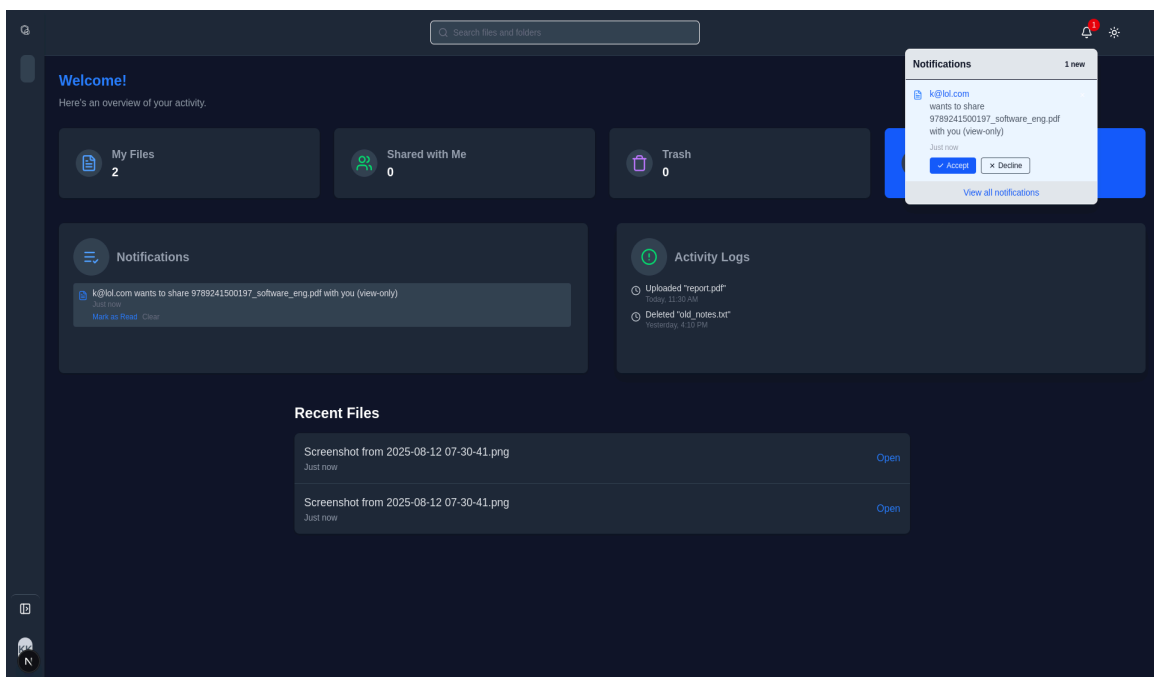


Figure 3.8.2 - Top Bar: Notification Button

The Top Bar includes a search bar, 3.81 **Theme Button** - to toggle from dark and light mode and 3.8.2 **Notification Bell Button** to view notifications. Notifications allow us to receive files. User also has option to read and dismiss notifications

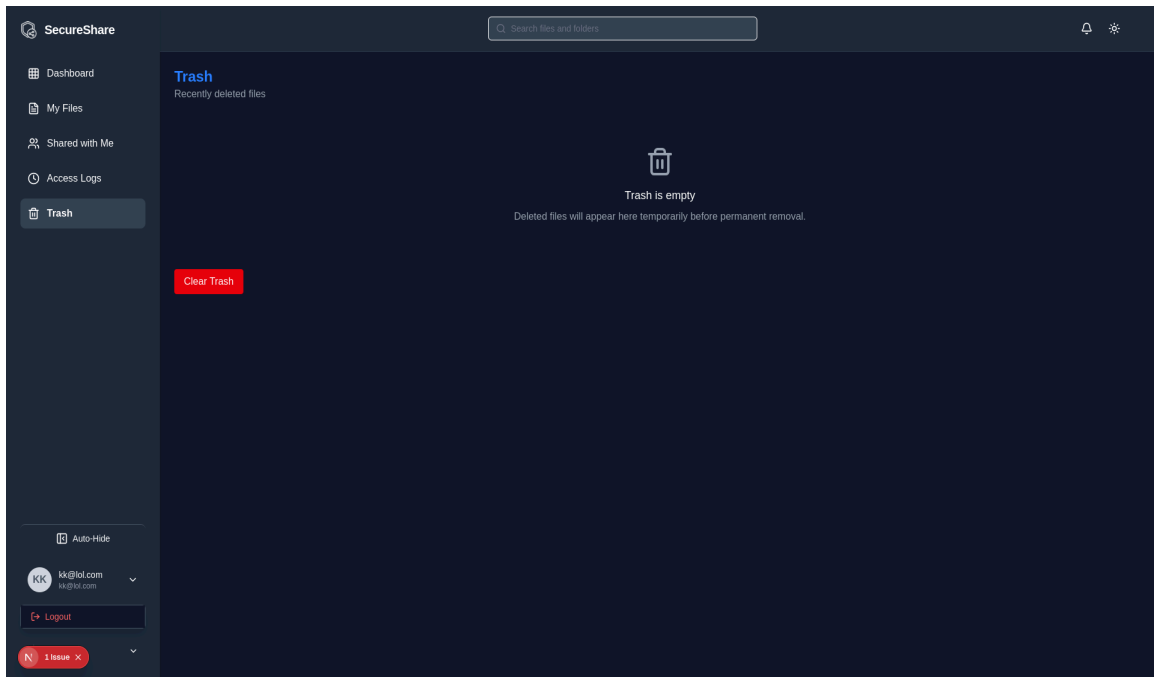


Figure 3.8.3 - Side Bar: Logout

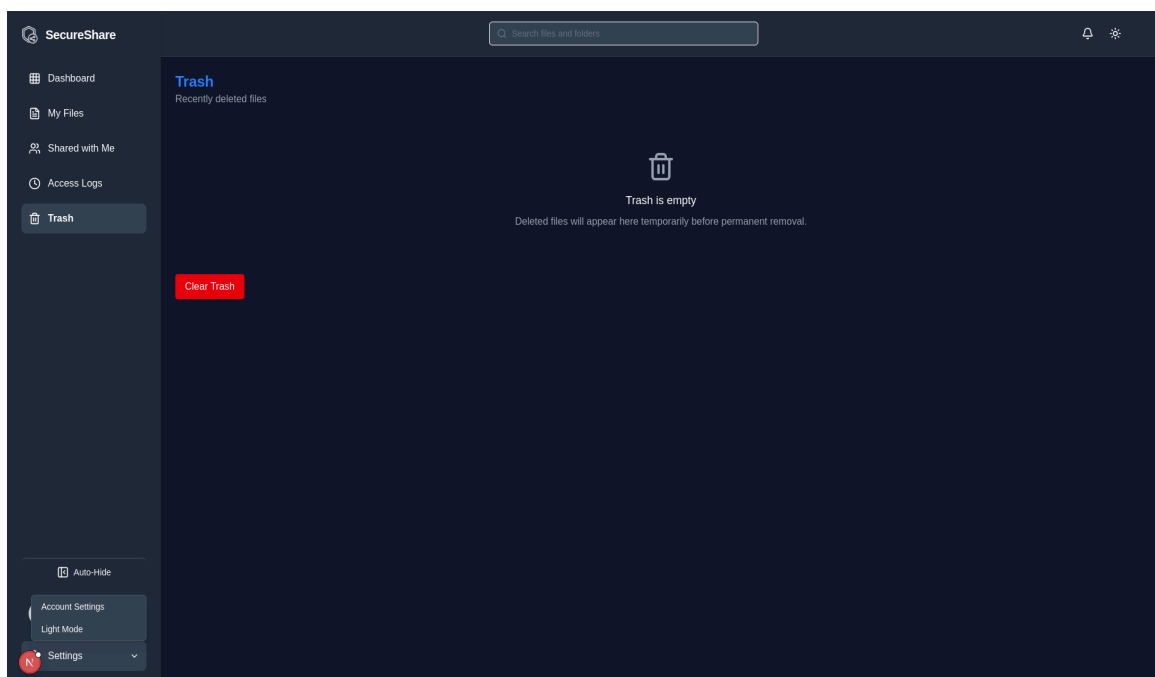


Figure 3.8.2 - Side Bar: Settings

Side Bar allows users to enable and disable pinning of the side bar using the **Pin Open Button**. The side bar also includes links to pages - Dashboard, My Files, Shared with Me, Access Logs and Trash. It also includes 3.8.1 **User Button** - where a user may select to Logout. As well as 3.8.2 **Settings button** which allows user to change theme mode as well as a **Account Settings Button** to access 3.9.1 Account Settings for user account configuration

3.9. Account Settings

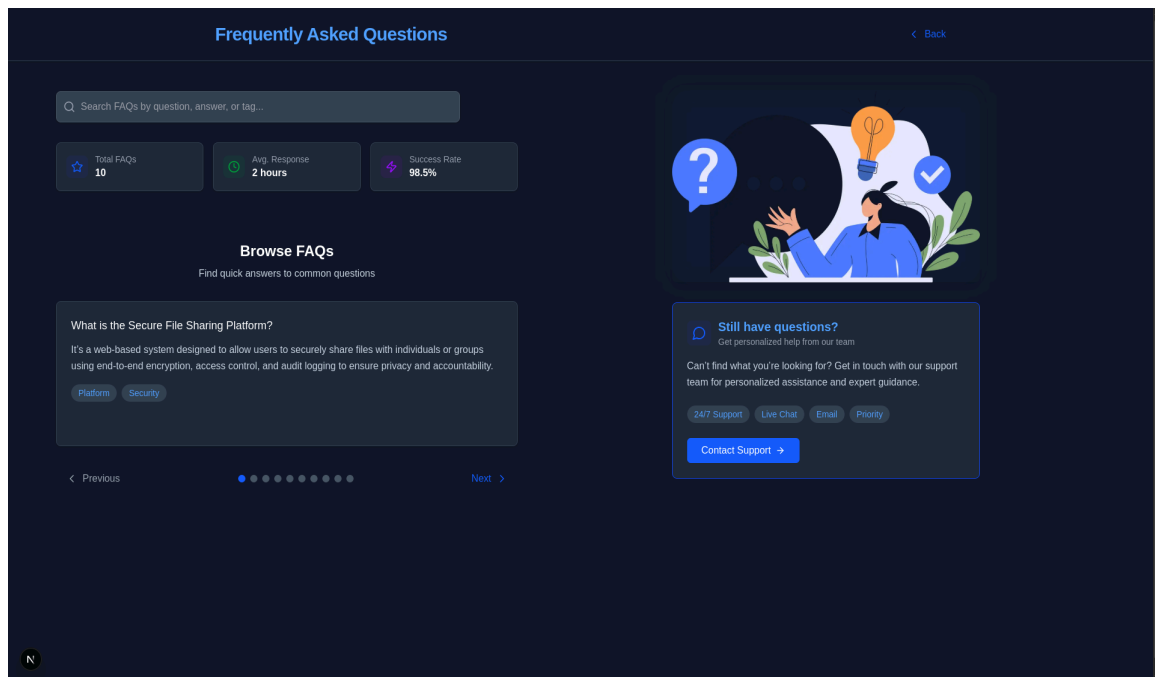
The screenshot displays the 'ACCOUNT SETTINGS' page for a user with the email 'kk@lol.com'. The page is divided into several sections: 'Avatar' with a profile picture and an 'Upload photo' button; 'Change Username' with input fields for 'Username' and 'Email', both containing 'kk@lol.com', and a 'Save changes' button; 'Date Format' with a dropdown menu set to 'MM/DD/YYYY'; 'Theme' with a sun icon; and 'Delete Account' with a dropdown arrow. The interface is dark-themed with blue accents.

Figure 3.9.1 - Account Settings: My Account Settings

Account Settings allow users to configure their account on the 3.9.1 My Account Page, change login password on the 3.9.2 Change Password page or change notifications settings on the Notification Settings Page.

4. Frequently Asked Questions (FAQ)

In this section, we will cover frequently asked questions about the use of the platform. Users may find FAQs on the 3.1 Landing Page by scrolling to the end of the page and pressing the *FAQ link*.



4.1. Question: What is the Secure File Sharing Platform?

Answer: *It's a web-based system designed to allow users to securely share files with individuals or groups using end-to-end encryption, access control, and audit logging to ensure privacy and accountability.*

4.2. Question: How is my data protected?

Answer: *Your files are encrypted both in transit and at rest using modern encryption standards. We use secure authentication mechanisms, generate access tokens for file sharing, and restrict file access based on permissions.*

4.3. Question: Who can access the files I upload?

Answer: *Only users you explicitly share the files with can access them. You can choose to share with individuals or pre-defined groups, and set permissions like view-only or download access.*

4.4. Question: Can I revoke access after sharing a file?

Answer: Yes. You can revoke access to shared files at any time. The platform immediately enforces access changes across all users.

4.5. Question: Does the platform support group sharing?

Answer: Yes. You can share files with user groups. These groups are managed through our group management feature, allowing bulk permissions and easier sharing for teams or organizations.

4.6. Question: Is my file history tracked?

Answer: Yes. We maintain an activity log for each file, including uploads, downloads, shares, and access revocations. This ensures full traceability.

4.7. Question: What happens if I accidentally delete a file?

Answer: Files deleted from the platform are moved to a recycle bin for a limited period, during which you can recover them. Permanent deletion is only performed after the retention window expires.

4.8. Question: Do I need an account to access a shared file?

Answer: That depends on the sharing method. For private or group shares, a verified account is required. For public shares, links can be accessed without login if allowed by the file owner.

4.9. Question: Is the platform free to use?

Answer: We offer a free tier with basic functionality suitable for individual use. Advanced features such as group management, audit trails, and extended storage are available in premium plans.

4.10. Question: How do I report a security issue?

Answer: You can report any security concerns through our "Contact Us" form or email the security team directly. We take all reports seriously and respond within 24 hours.

5. TroubleShoot

If something isn't working as expected:

1. **Refresh the page** and wait a few seconds.
2. **Try again.**
3. If the problem persists, **email us at** cacheme.2025@gmail.com with a description of the issue.

6.Support Contact Details

As mentioned earlier a user may find support contact details on the 3.1 Landing Page under **Support Contact email:** cacheme.2025@gmail.com

Contact Us

< Back

Get in Touch

Got questions, feedback, or issues? Reach out via the form below, and we'll respond as soon as possible.

Name

Email

Message

Send Message

