

# User Manual



**Team : CacheME**  
**Project : Secure File Sharing Platform**

**Version 3**

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# 1. Introduction

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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

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

## 3. User Interface Overview

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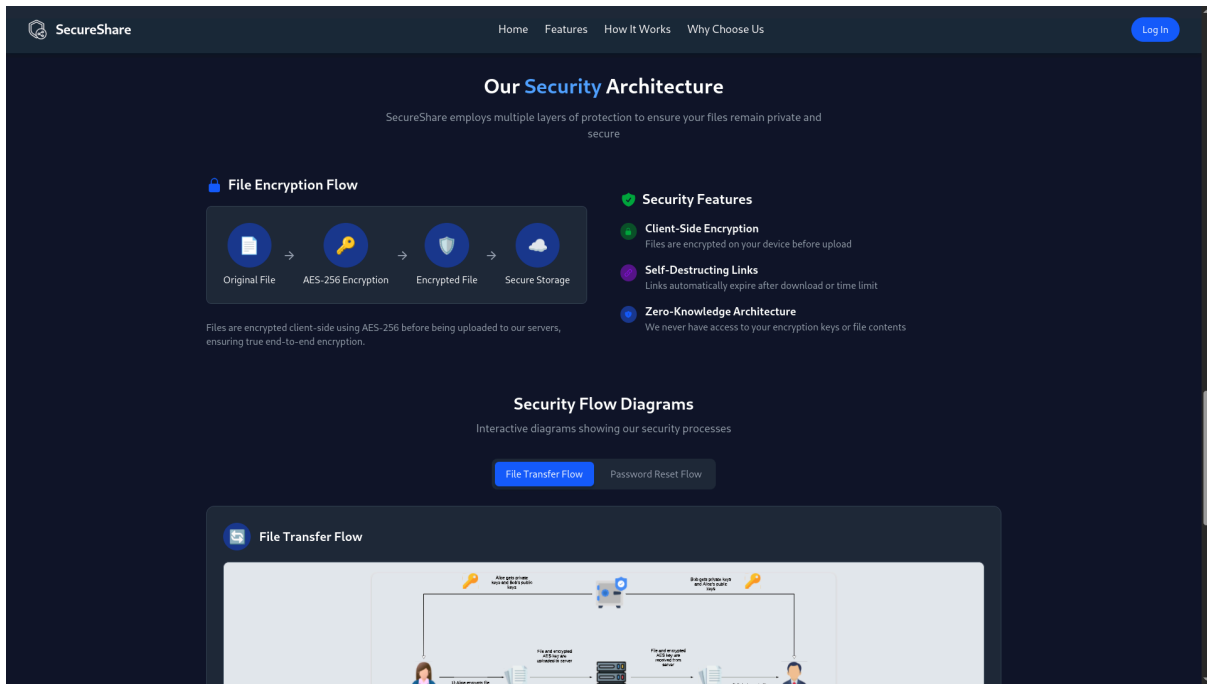
This section presents a visual guide to the SFSP interface. It highlights the layout, key components of each pageant navigation feature, helping new users understand how to access and interact with the system's main functions effectively and efficiently.

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

### 3.1. Landing Page



*Figure 3.1. - Landing Page*



*Figure 3.2. - Landing Page Extended*

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. Users can also find explanations of the 3.2 Software Architecture and Security Diagrams by scrolling further down the Landing Page.

## 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  
bitaxa4804@nrlord.com

Email

Password  
••••••••

Confirm Password

[Create account](#)

Figure 3.2.1. - Sign Up Page

**Save Your Recovery Key**

This is your only chance to save your recovery key. You'll need it to reset your password if you forget it.

**Important: Store this key securely!**

1w1gZed9XaEE3kup1dufhop9Satp-knnr5WfBw-J3ec

[Copy](#) [Download Recovery Key \(PDF\)](#)

☒ Save this key somewhere safe.

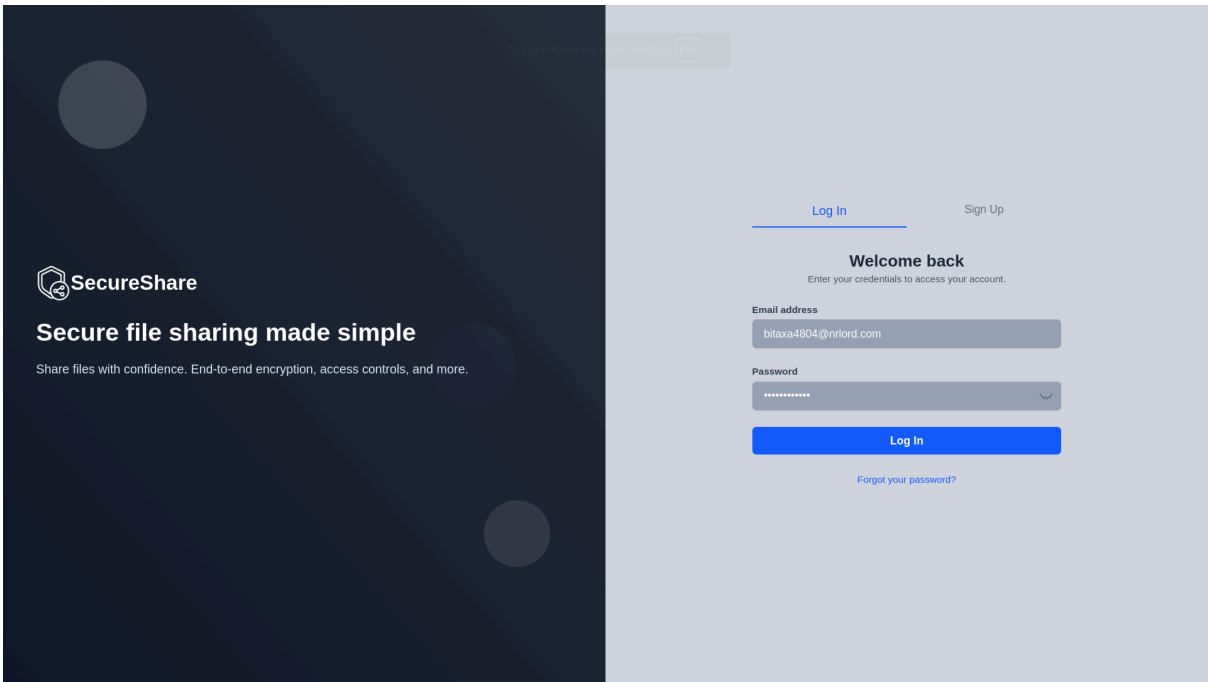
☒ Avoid sharing your key.

**Warning:** Without this recovery key, you will not be able to reset your password or access your files if you forget your password.

[I've Saved My Recovery Key - Continue](#)

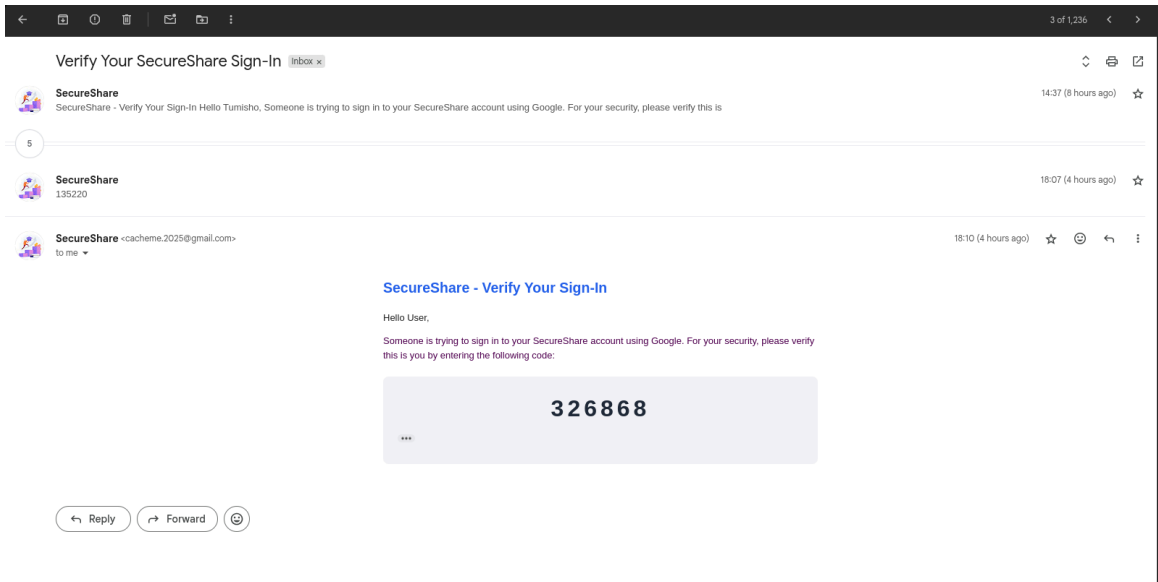
Figure 3.2.2. - Password Recovery Key Window

*Users may sign up using their email and password or use the google sign in to sign in using their google account. Upon sign up, users will be given their unique account **Recovery Key** used for 3.10 Password Resetting/Account Recovery.*



*Figure 3.2.3. - Login Page*

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



*Figure 3.2.4 - Sign In verification token*



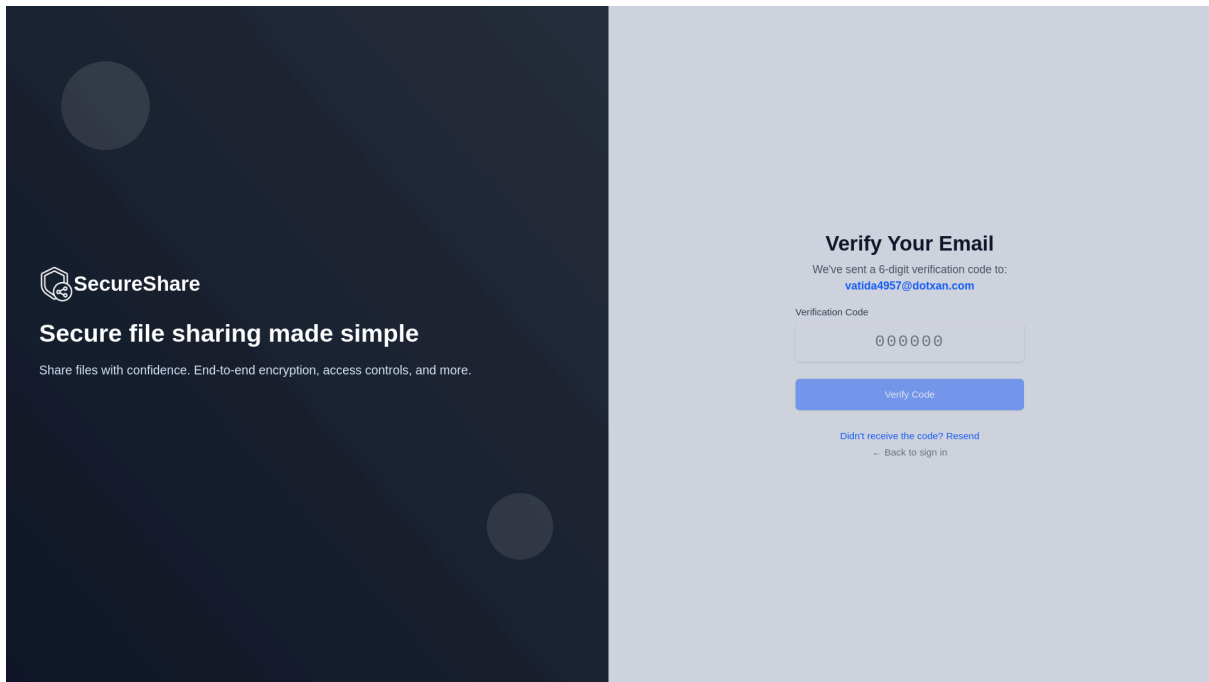


Figure 3.2.5. - Verify Your Email

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 3.2.4 , user should copy the verification code into the textbox - Figure 3.2.5.

### 3.3. Dashboard

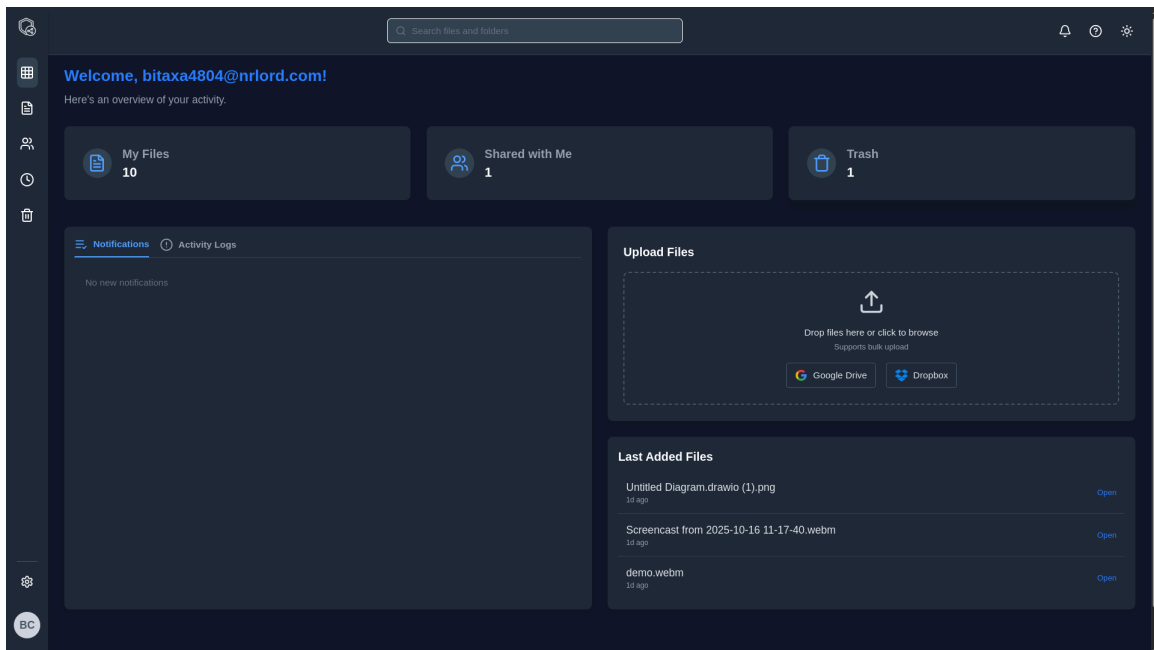
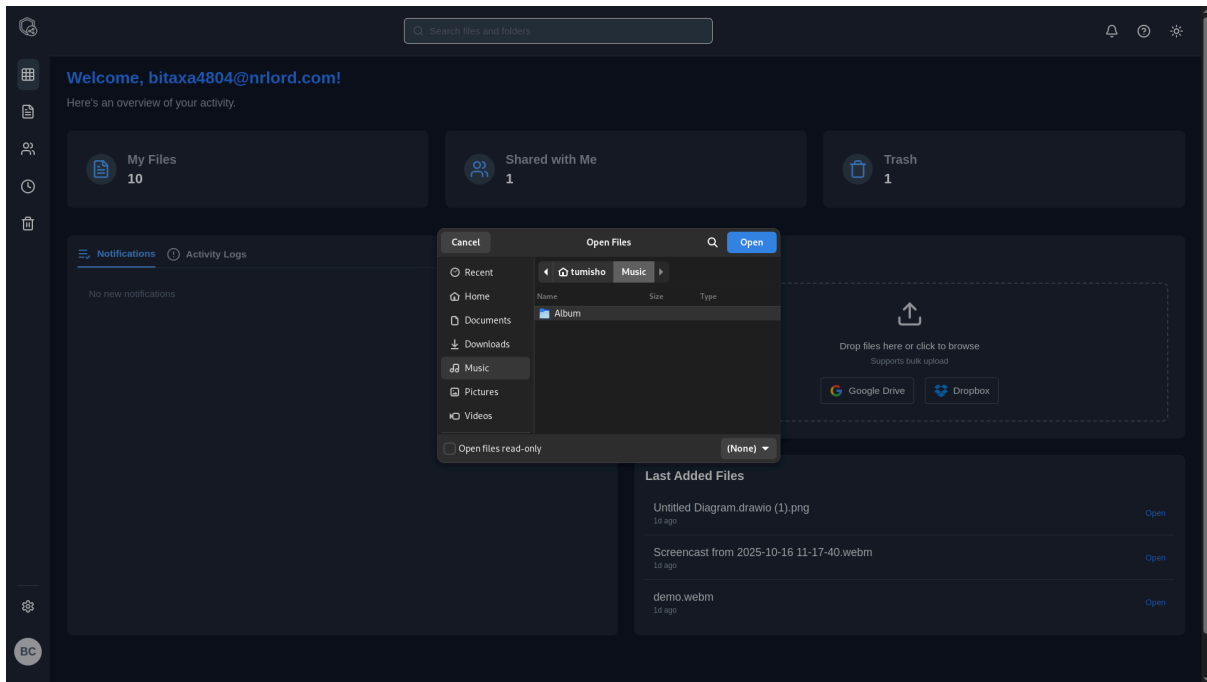


Figure 3.3.1. - Dashboard: Overview



*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 Drag and Drop** option 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

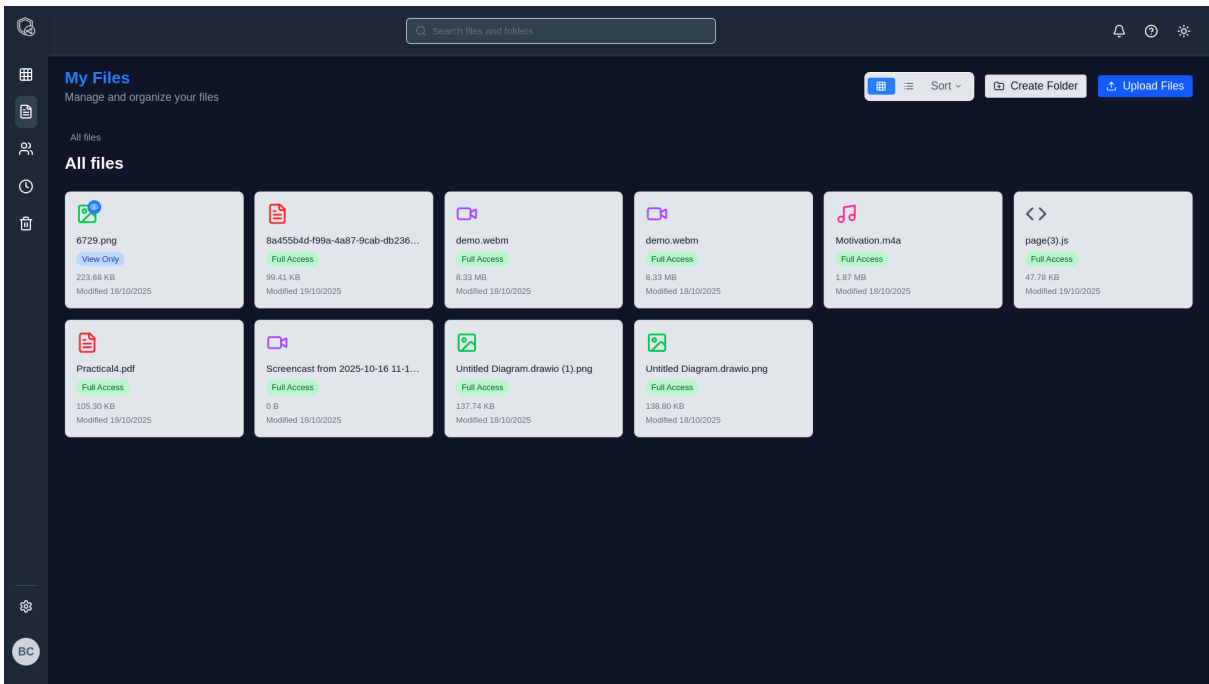


Figure 3.4.1. - My Files: Page Overview

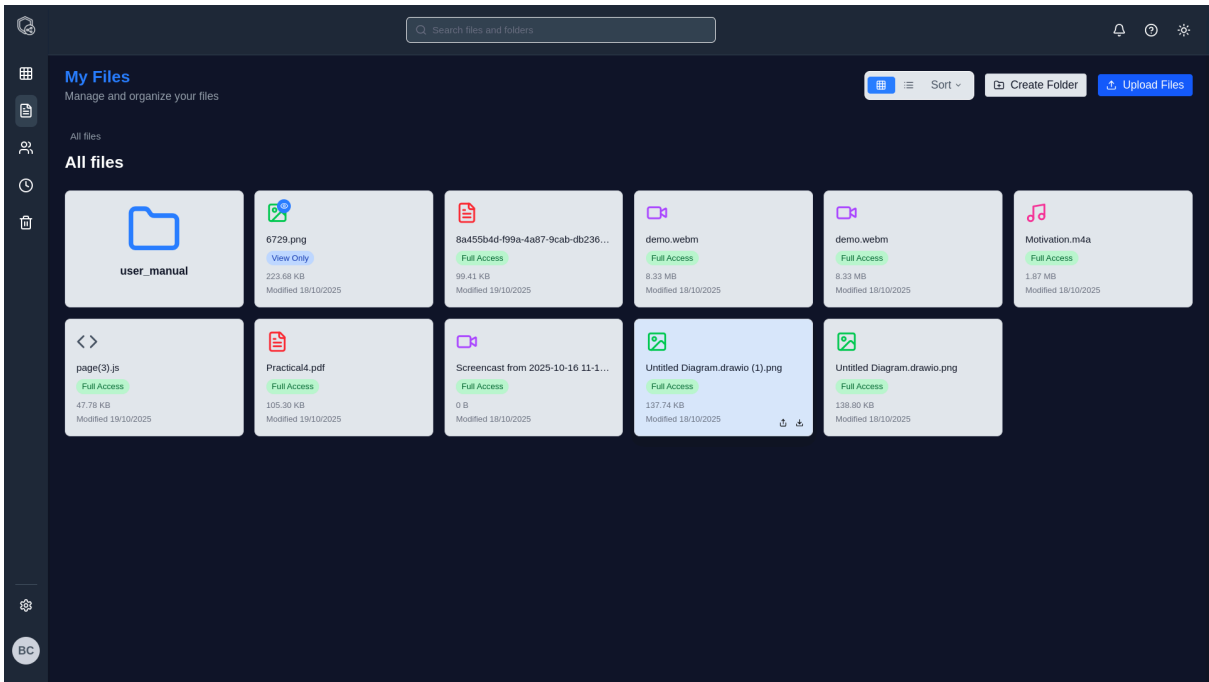
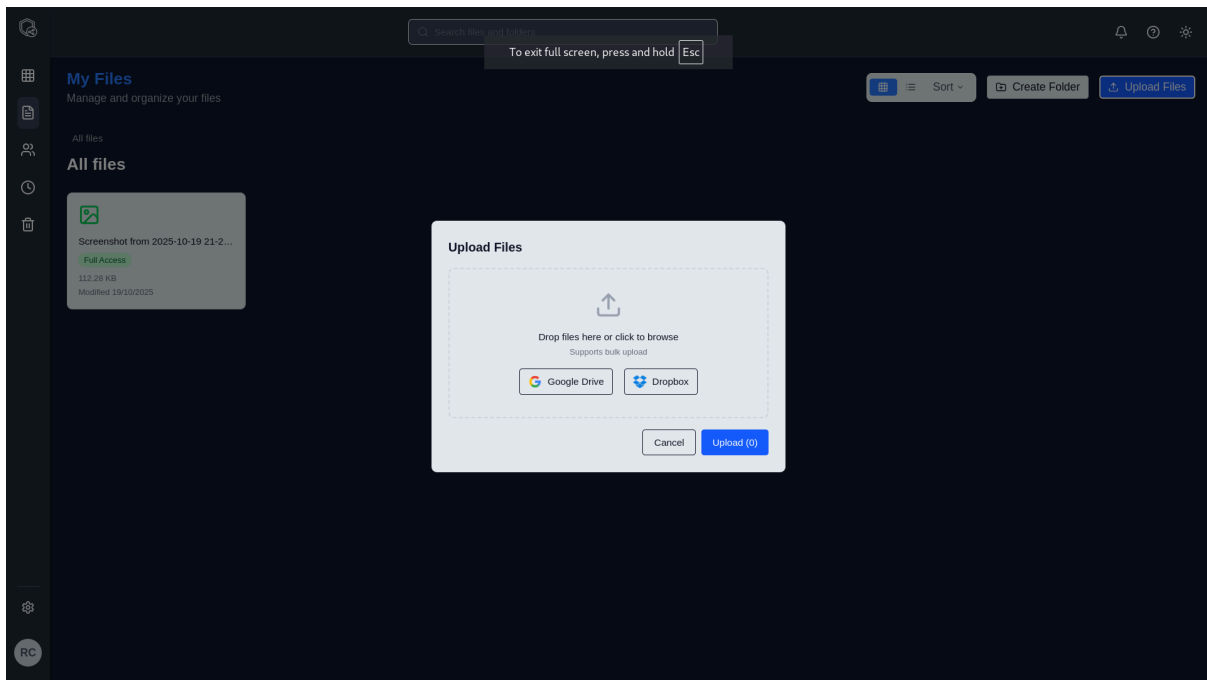


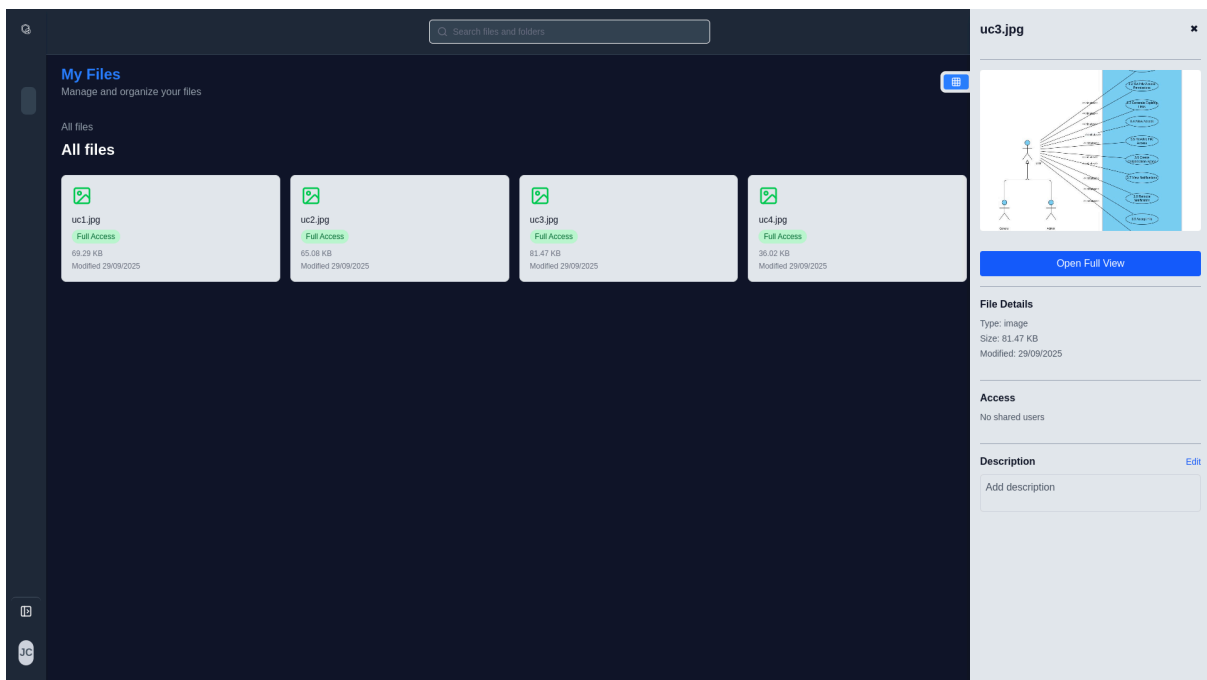
Figure 3.4.2. - My Files: Create Folder

*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.*

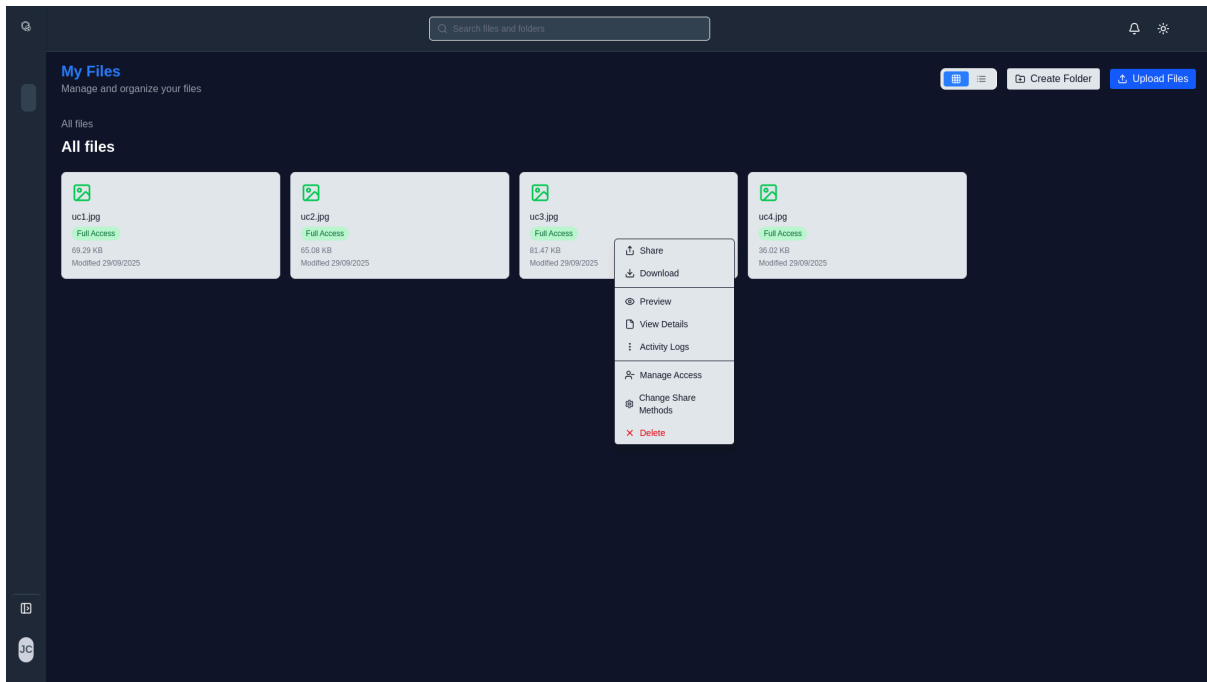


*Figure 3.4.3. - My Files: Upload Button*

*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*

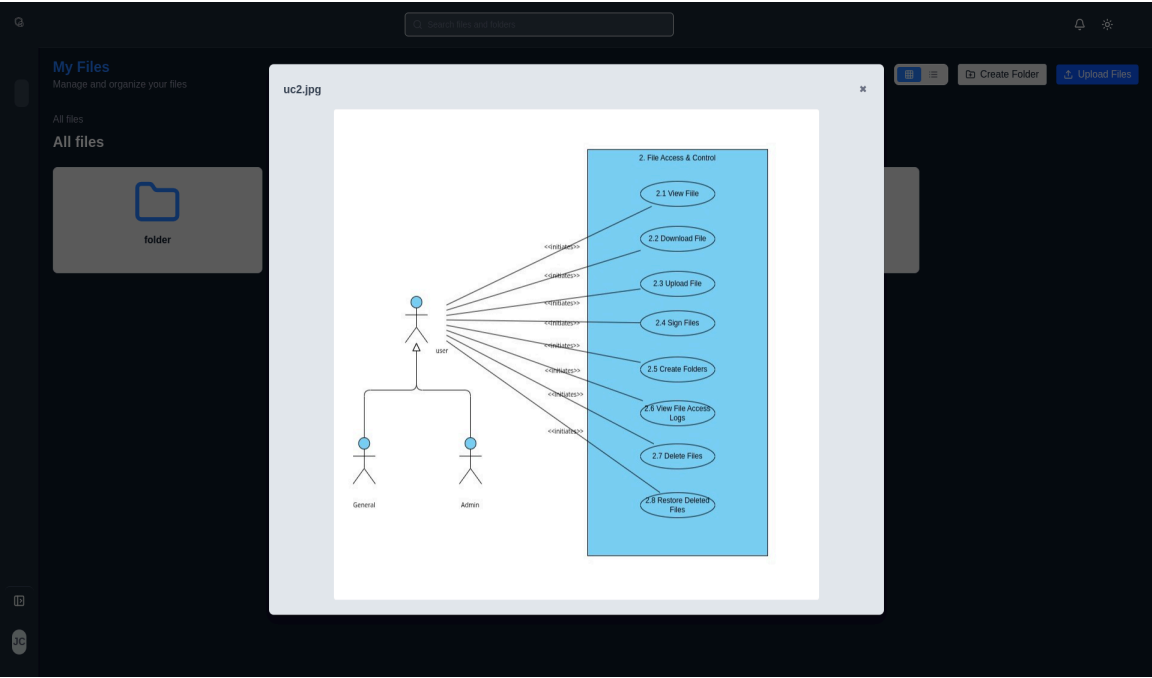


Figure 3.4.6 - My Files: Full View Mode

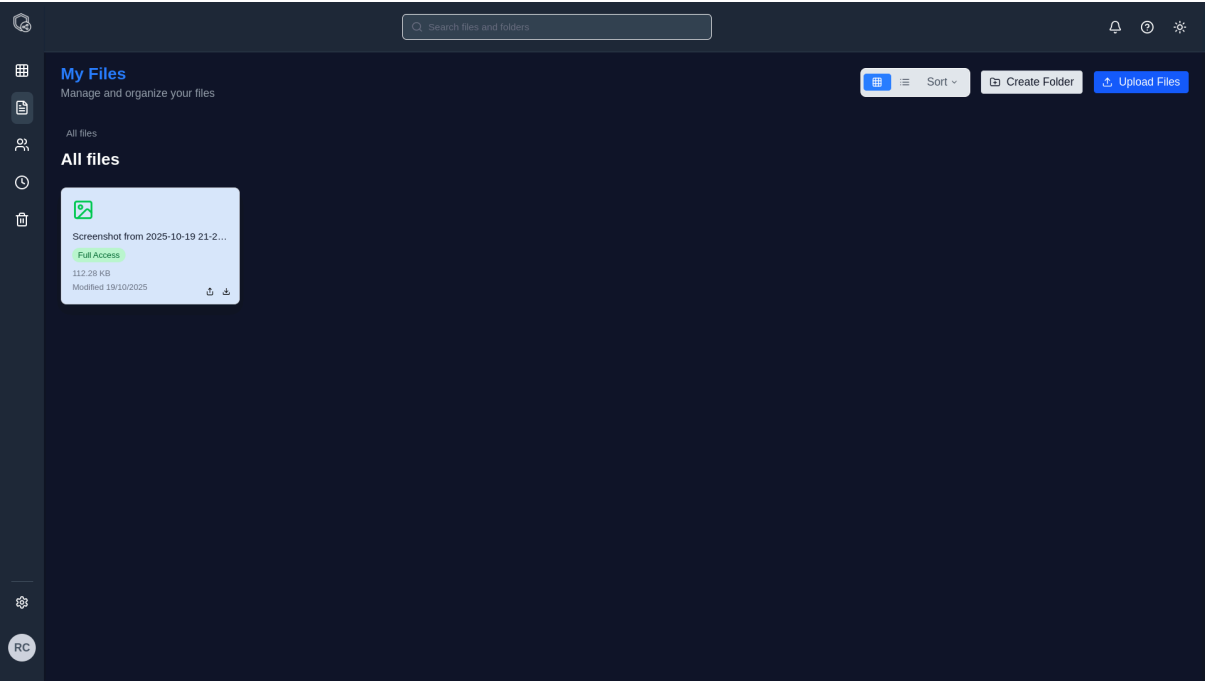
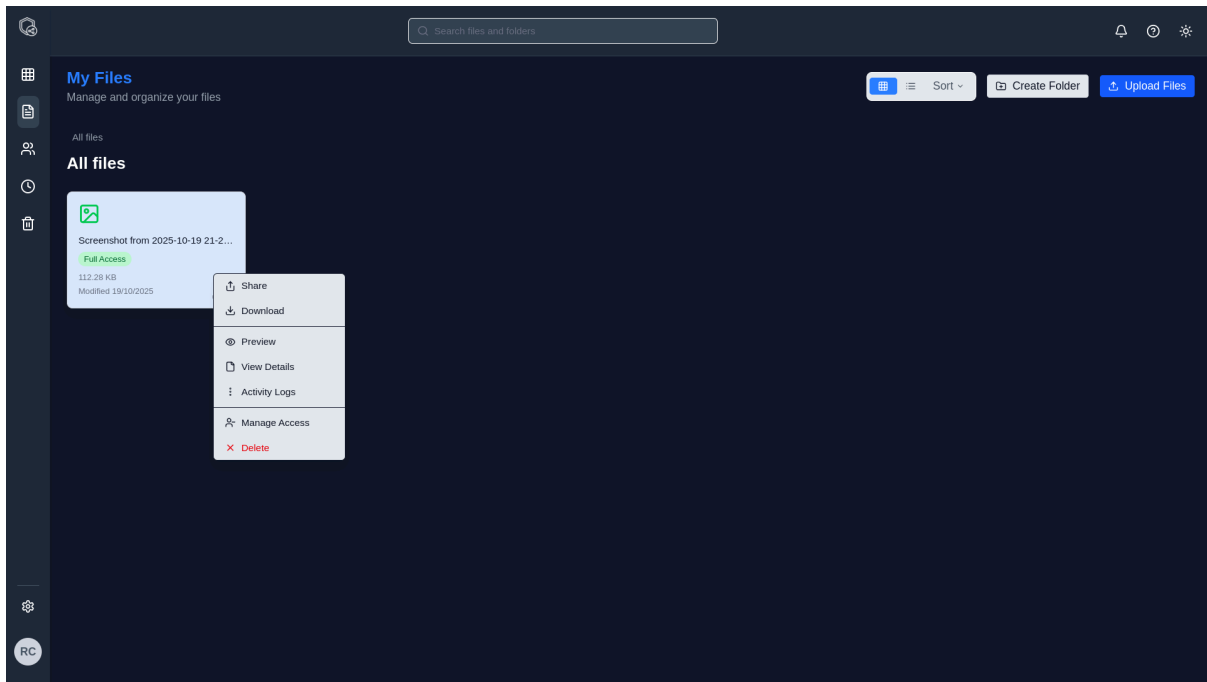
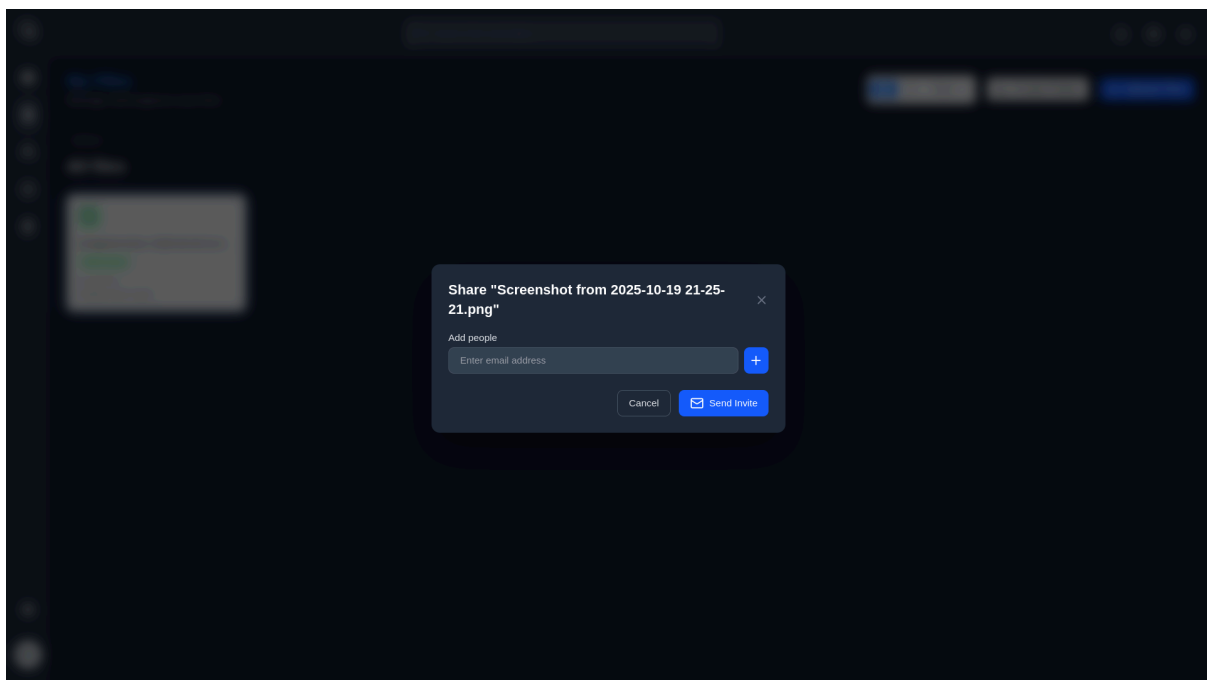


Figure 3.4.7 - My Files: Container Actions



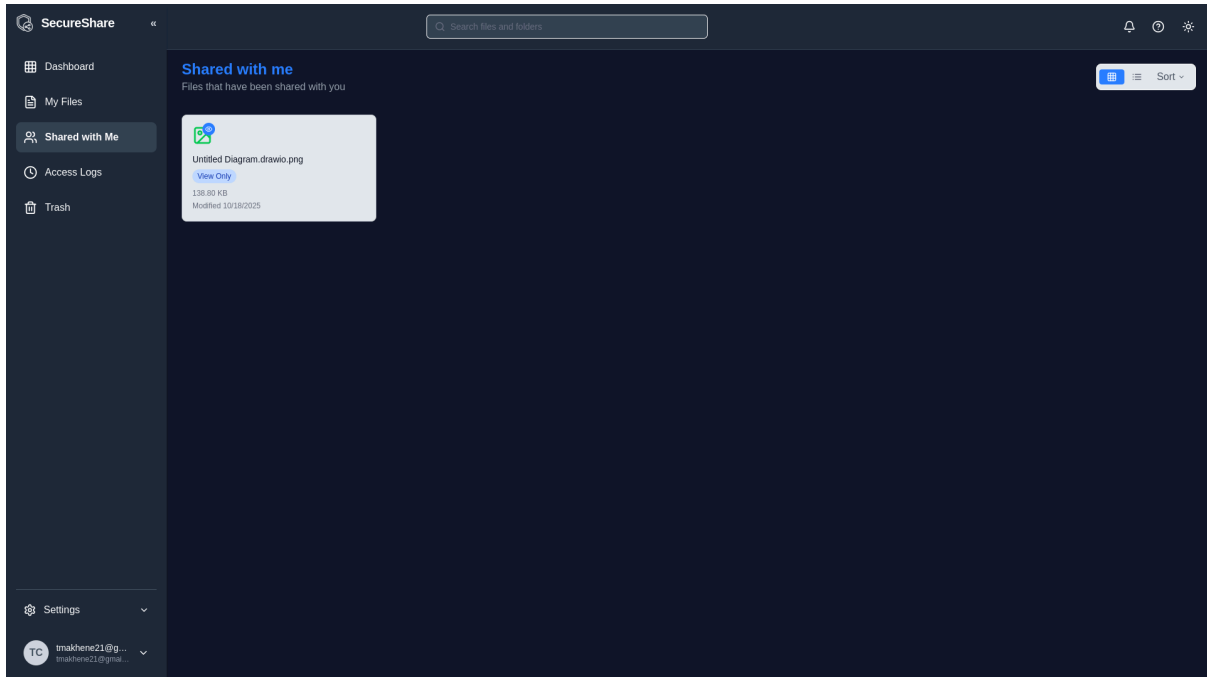
*Figure 3.4.8- My Files: Right Click File View Details option*



*Figure 3.4.9 - My Files: Share Right click Menu 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

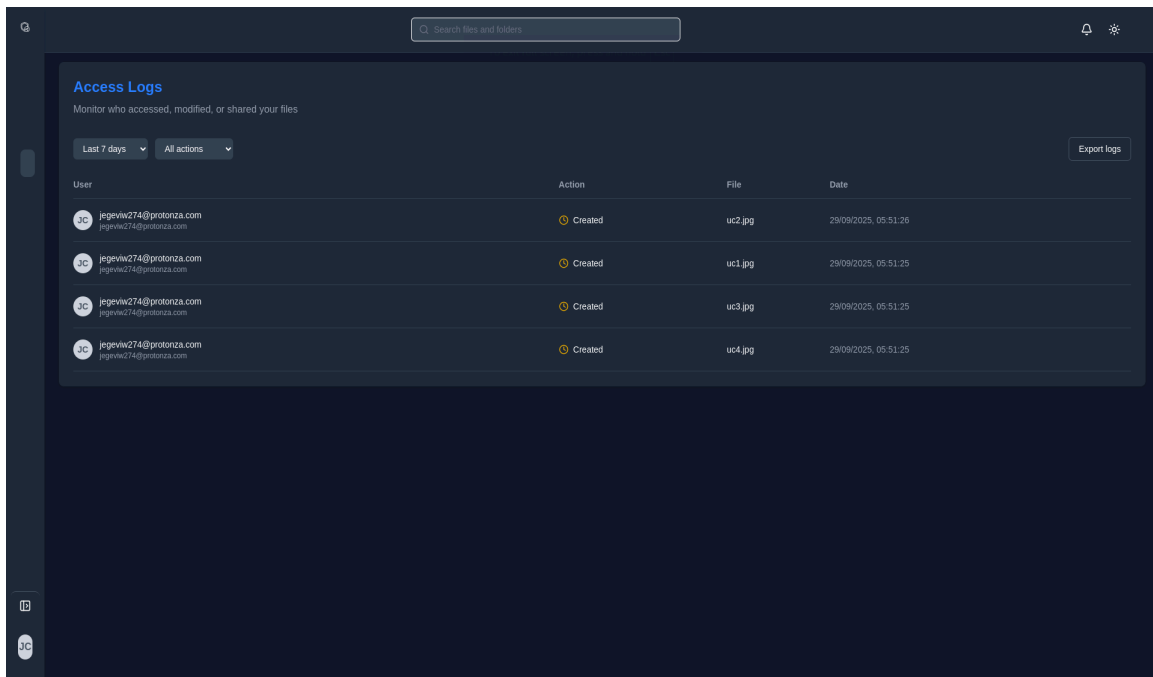


*Figure 3.5 - Shared With Me: Page Overview*

*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



**Access Logs**  
Monitor who accessed, modified, or shared your files

Last 7 days All actions Export logs

User	Action	File	Date
jgeviw274@protonza.com jgeviw274@protonza.com	Created	uc2.jpg	29/09/2025, 05:51:26
jgeviw274@protonza.com jgeviw274@protonza.com	Created	uc1.jpg	29/09/2025, 05:51:25
jgeviw274@protonza.com jgeviw274@protonza.com	Created	uc3.jpg	29/09/2025, 05:51:25
jgeviw274@protonza.com jgeviw274@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

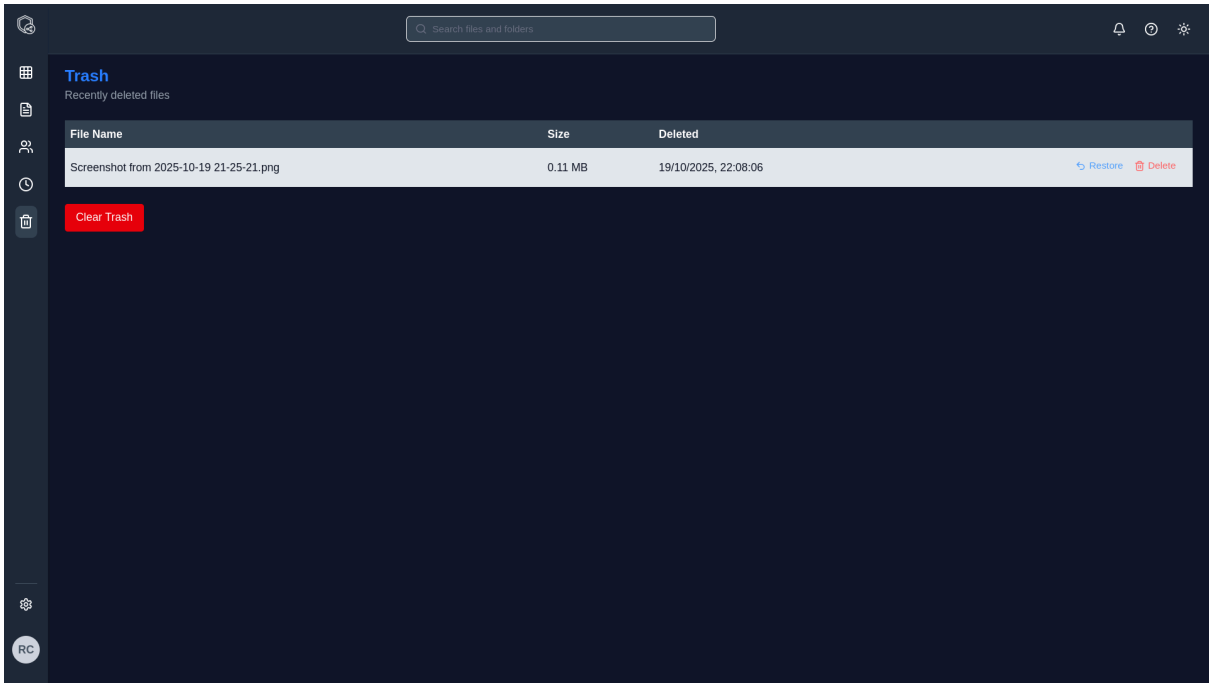


Figure 3.7.1 - Trash: Page Overview

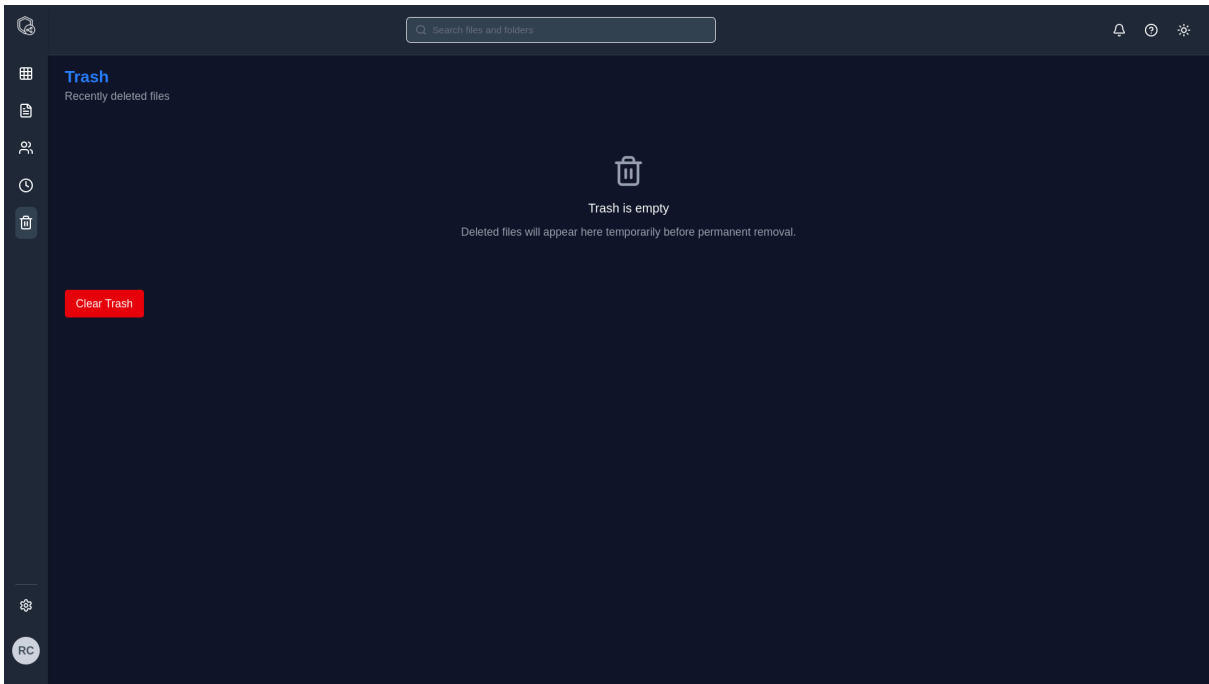
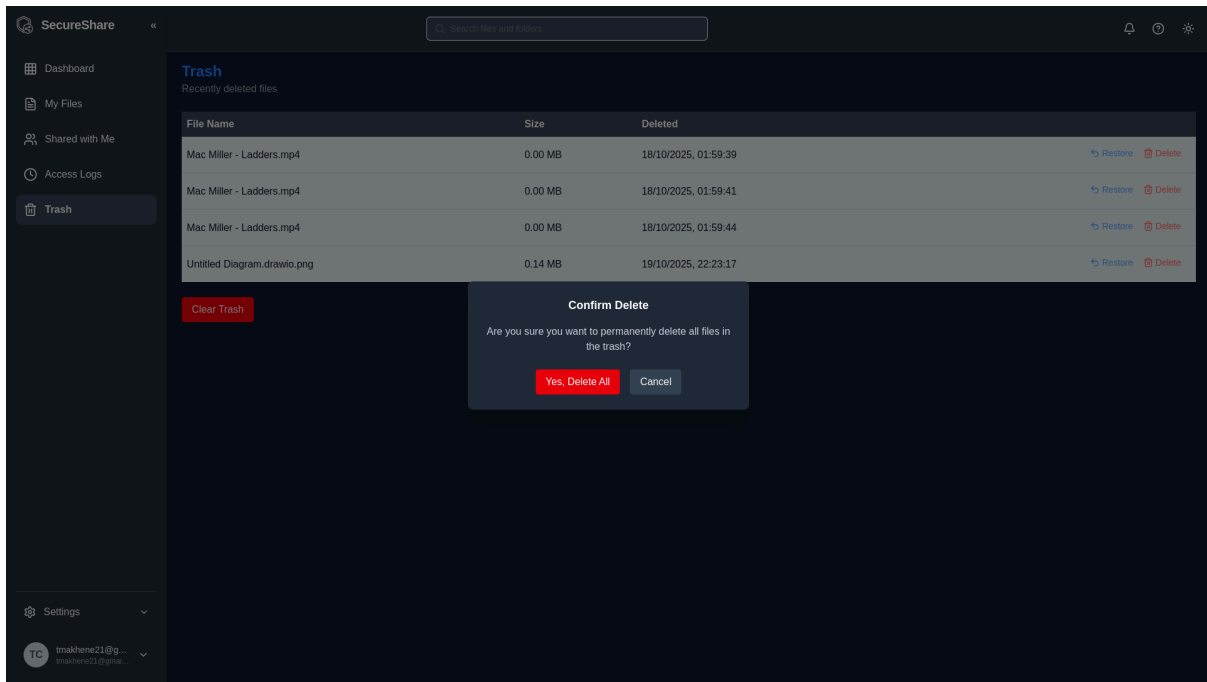


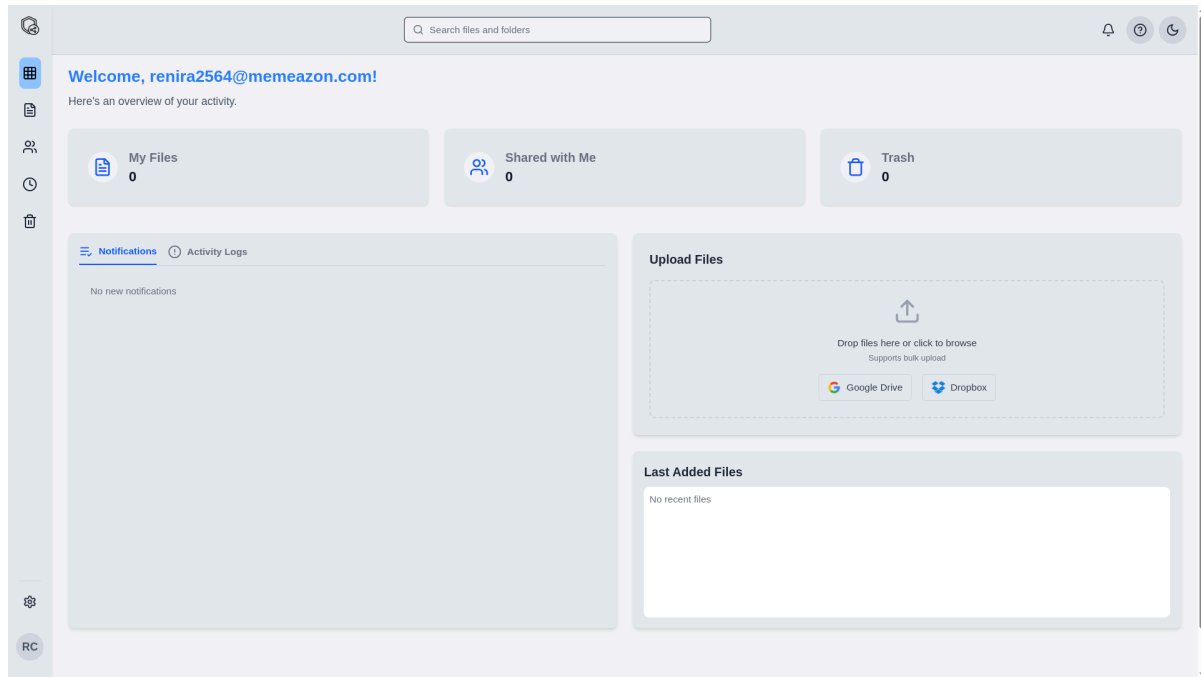
Figure 3.7.2 - Trash: Permanently Delete



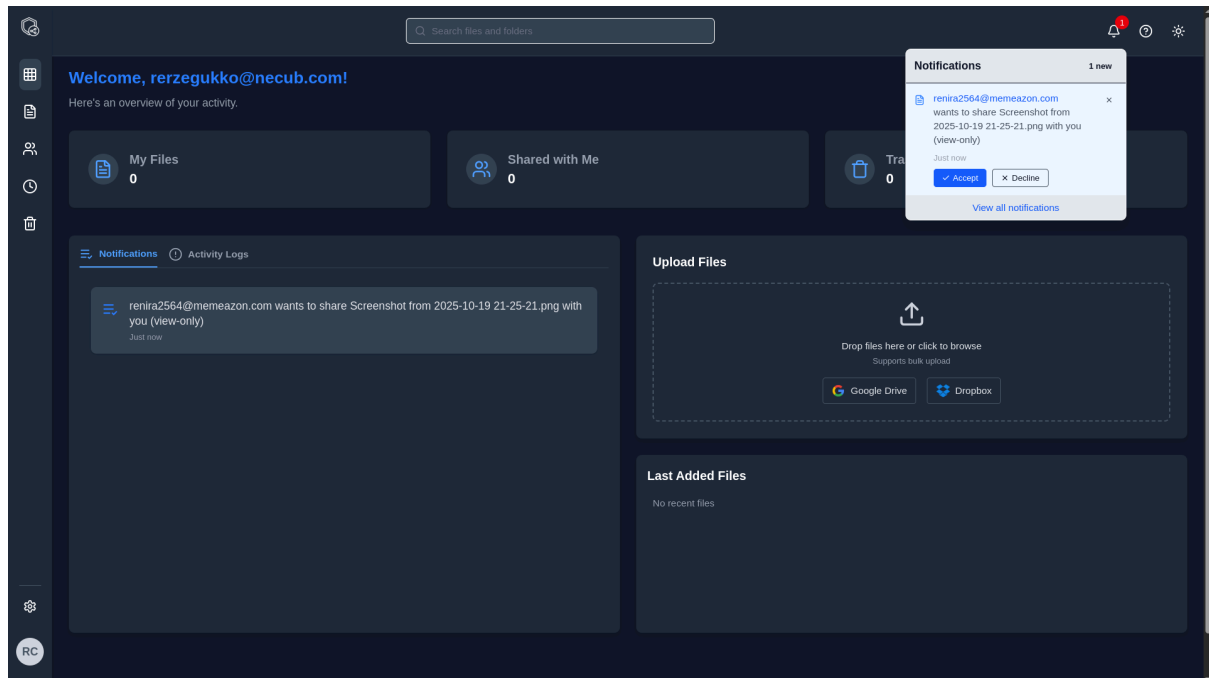
*Figure 3.3.6 - Trash: Clear Trash*

*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.*

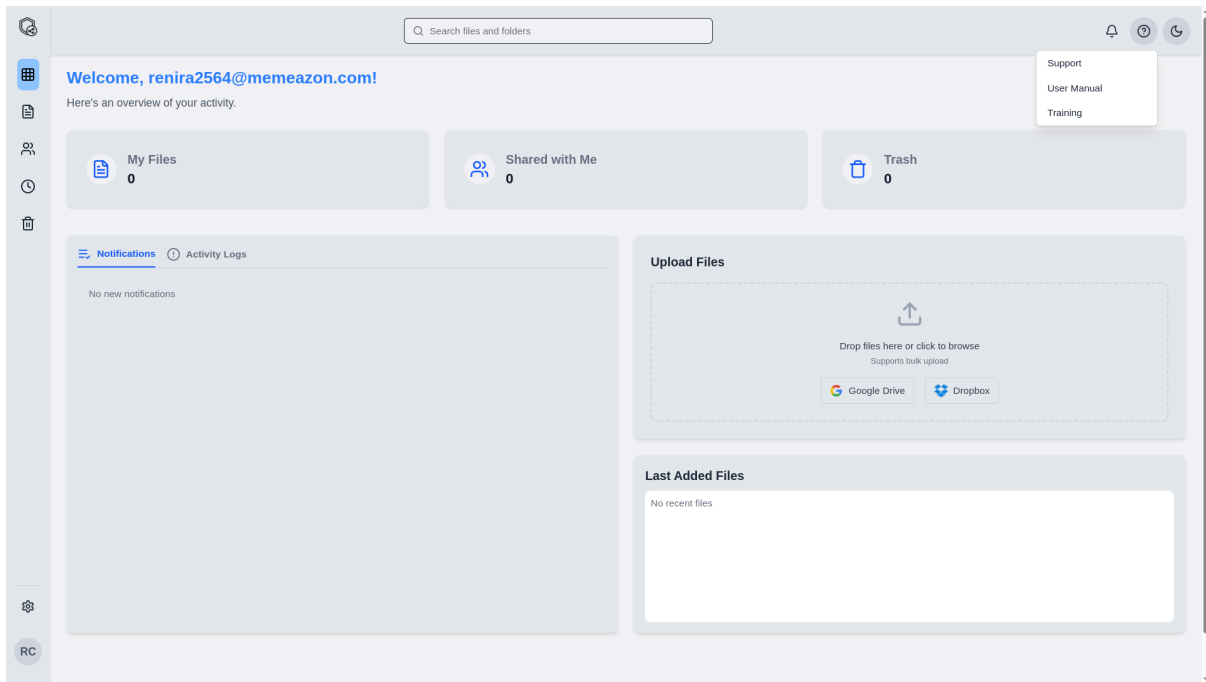
## 3.8. Top and Side Bar



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

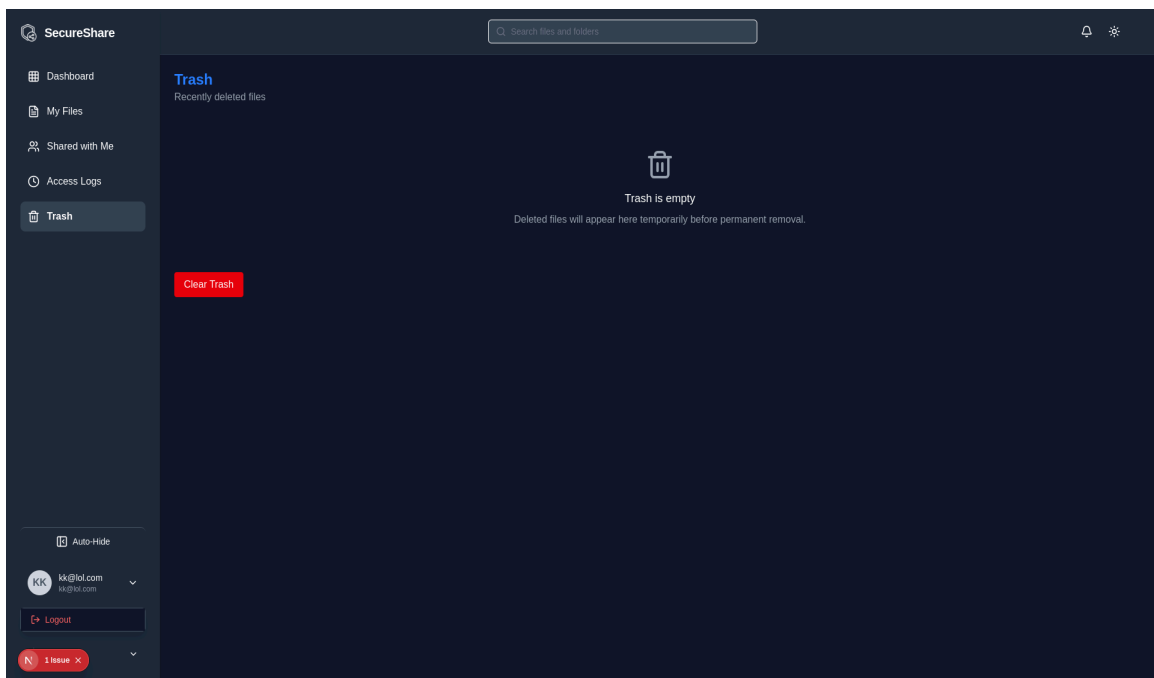


*Figure 3.8.2 - Top Bar: Notification Button*

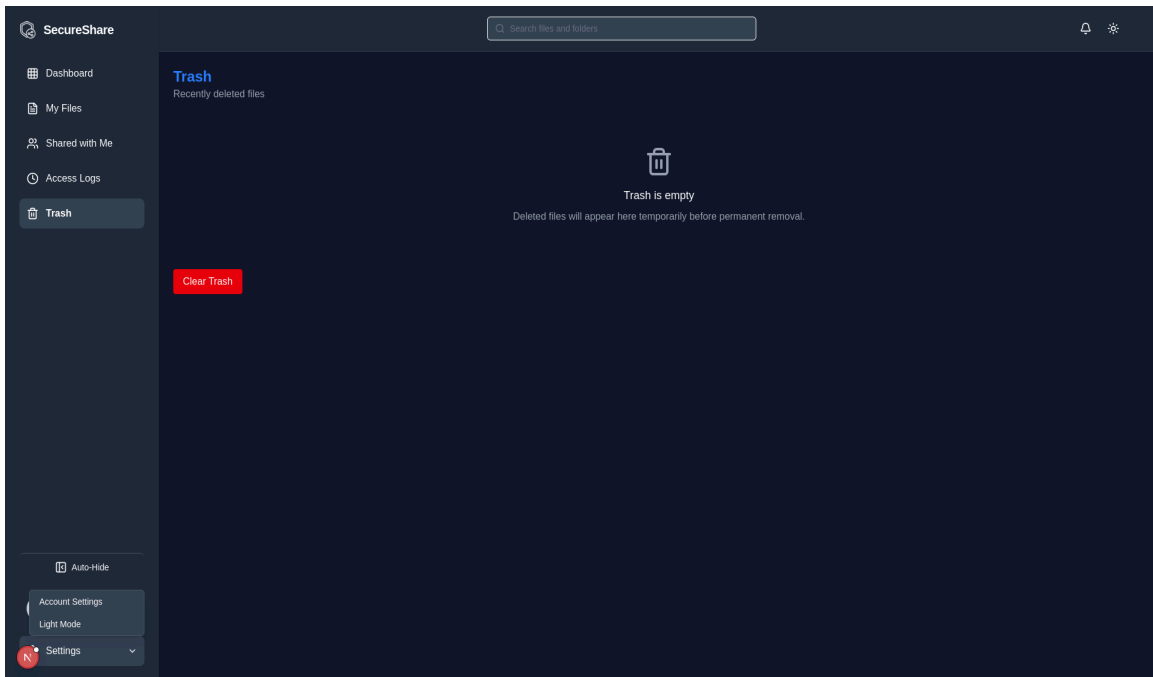


*Figure 3.8.3 - Top Bar: Help Button*

The Top Bar includes a search bar, 3.8.1 **Theme Button** - to toggle from dark and light mode, 3.8.3 **Help Button** - for help filing a report, accessing user manual or training, 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 3.8.4 - Side Bar: Logout*



*Figure 3.8.5 - 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 shows the 'ACCOUNT SETTINGS' page with a dark blue background. At the top left is a 'Back' button with a left arrow. At the top right is the 'ACCOUNT SETTINGS' header with a user icon. Below the header, the user's profile is shown with a circular avatar containing 'RC' and the email 'renira2564@memeazon.com'. The 'Avatar' section includes a note 'JPG or PNG / 8MB maximum / 250x250px minimum' and an 'Upload photo' button. The 'Change Username' section has input fields for 'Username' and 'Email', both containing 'renira2564@memeazon.com', and a 'Save changes' button. The 'Date Format' section has a dropdown menu set to 'MM/DD/YYYY'. The 'Theme' section has a sun icon. At the bottom is a 'Delete Account' link with a downward arrow.

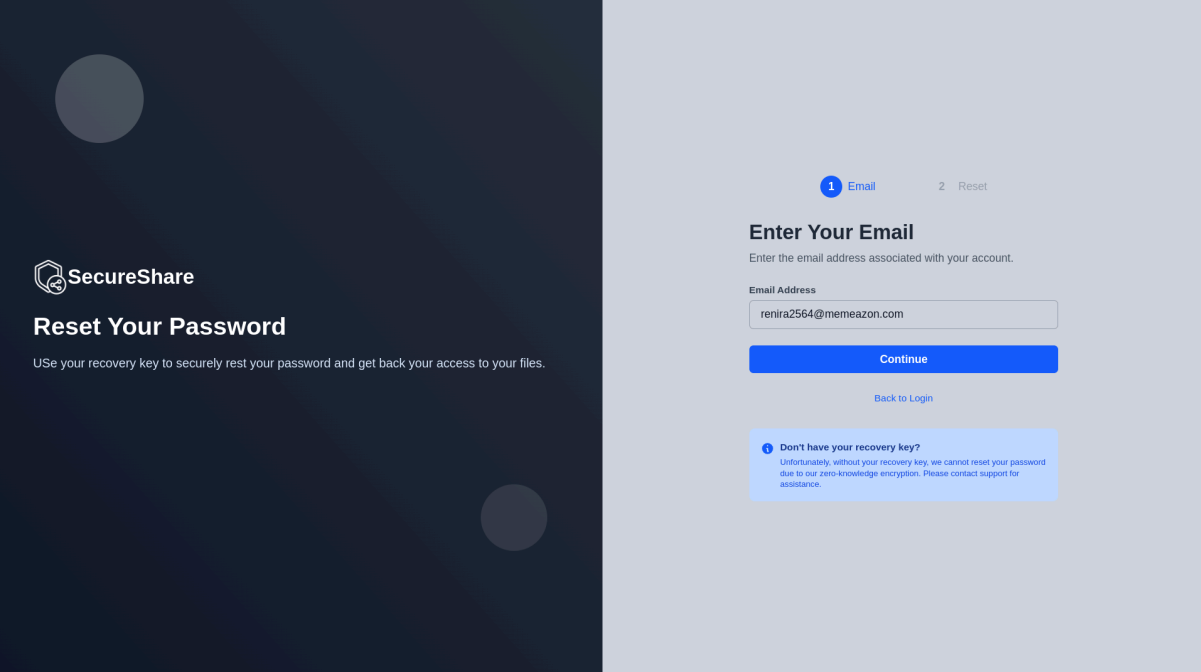
Figure 3.9.1 - Account Settings: My Account Settings Upper

This screenshot shows the lower portion of the 'ACCOUNT SETTINGS' page. It continues with the 'Username' and 'Email' input fields, both containing 'renira2564@memeazon.com', and the 'Save changes' button. Below these is the 'Date Format' dropdown set to 'MM/DD/YYYY'. The 'Theme' section with the sun icon is also visible. The 'Delete Account' section is expanded, showing a warning: 'Deleting your account is permanent and cannot be undone. Please enter your email and password to confirm.' It includes input fields for 'Email' and 'Password'. At the bottom right of this section are 'Cancel' and 'Delete Account' buttons.

Figure 3.9.2 - Account Settings: My Account Settings Lower

*Account Settings allow users to configure their account on the 3.9.1 My Account Page, with personalisation such as avatar, username and preferred date format. My Account Settings also allow a user to **3.92 Delete Account**, by entering their email and associated email.*

## 3.10. Password Recovery



The screenshot displays the 'Reset Your Password' interface for SecureShare. The left panel is dark blue with the SecureShare logo and the title 'Reset Your Password'. Below the title, it says 'Use your recovery key to securely reset your password and get back your access to your files.' The right panel is light gray and contains the 'Enter Your Email' section. At the top of this section are two steps: '1 Email' (active) and '2 Reset'. The 'Enter Your Email' section prompts the user to 'Enter the email address associated with your account.' Below this is a text input field labeled 'Email Address' containing the email 'renira2564@memeazon.com'. A blue 'Continue' button is positioned below the input field. A link 'Back to Login' is located below the 'Continue' button. At the bottom of the right panel, there is a light blue box with an information icon and the text: 'Don't have your recovery key? Unfortunately, without your recovery key, we cannot reset your password due to our zero-knowledge encryption. Please contact support for assistance.'

*Figure 3.10.1 - Password Recovery Step One*



**SecureShare**

## Reset Your Password

Use your recovery key to securely reset your password and get back your access to your files.

**Reset Password**

Enter your recovery key and choose a new password.

**Recovery Key**

Enter your recovery key

This is the recovery key you saved when you created your account

**New Password**

Enter new password

**Confirm New Password**

Complete password requirements first

[Back](#) [Reset Password](#)

[Back to Login](#)

**Don't have your recovery key?**

Unfortunately, without your recovery key, we cannot reset your password due to our zero-knowledge encryption. Please contact support for assistance.

*Figure 3.10.2 - Password Recovery Step Two*

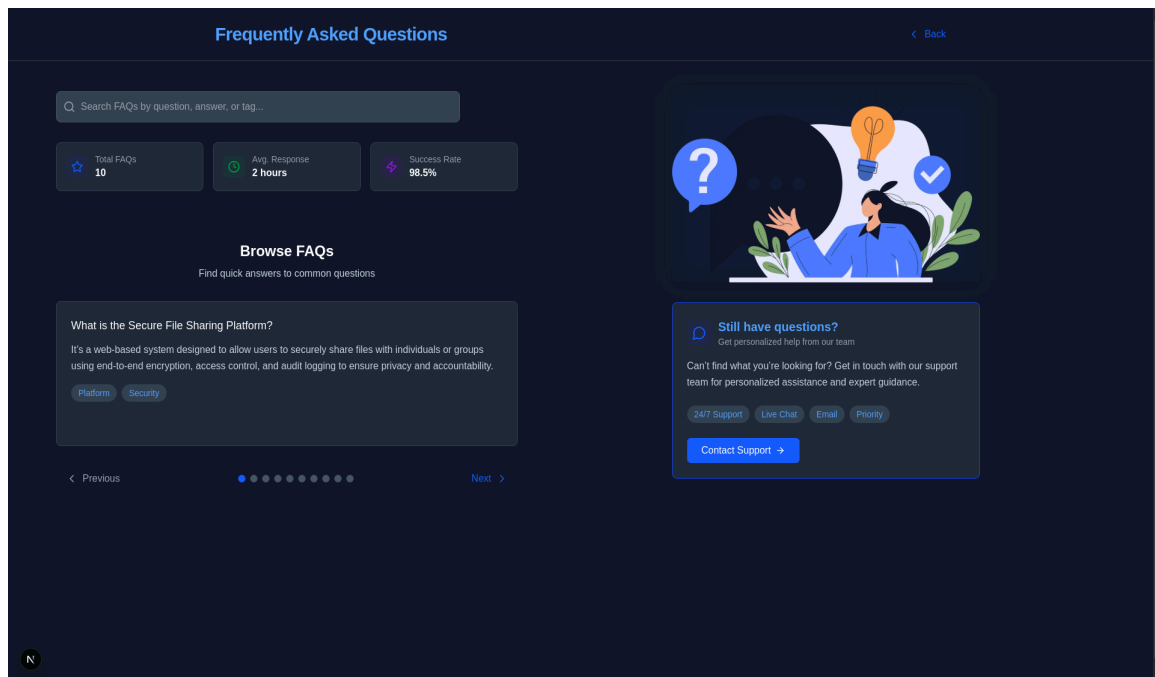
*Password Reset is a simple three step process.*

*Firstly, users navigate to 3.2.3 Login page and click on the “forgot password” text to continue. Secondly, users enter the email linked to their account as seen in 3.10.1. And Lastly, users will enter the recovery key given to them in 3.2.2 alongside their new preferred password.*

## 4. Frequently Asked Questions (FAQ)

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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

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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](mailto:cacheme.2025@gmail.com) with a description of the issue.

## 6.Support Contact Details

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

