



DIKO User Guide

v1.0

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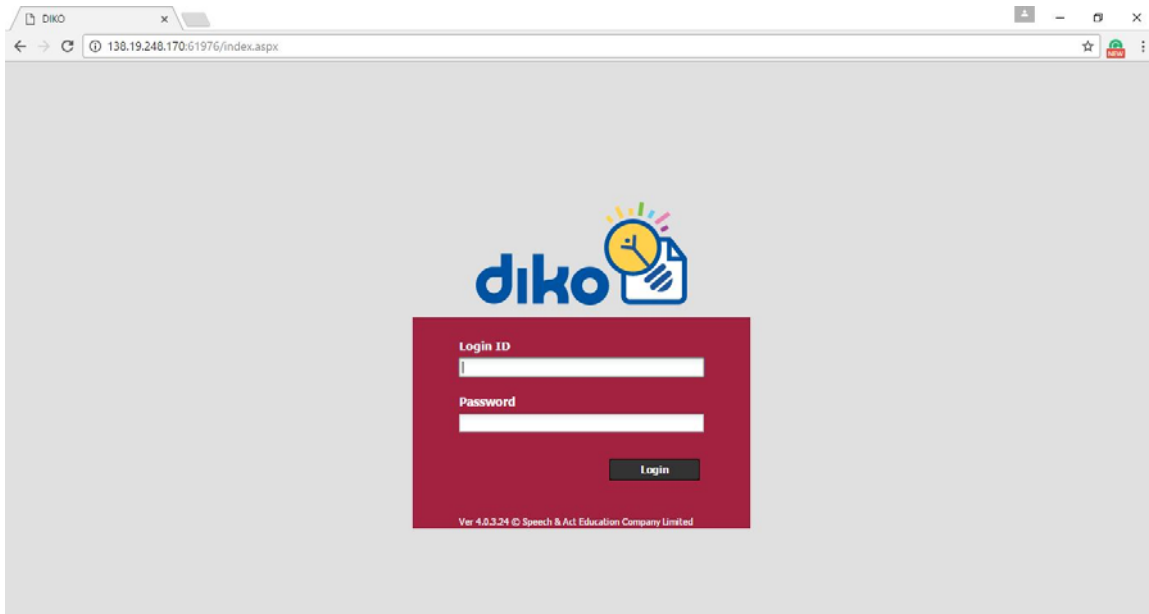


1 Introduction

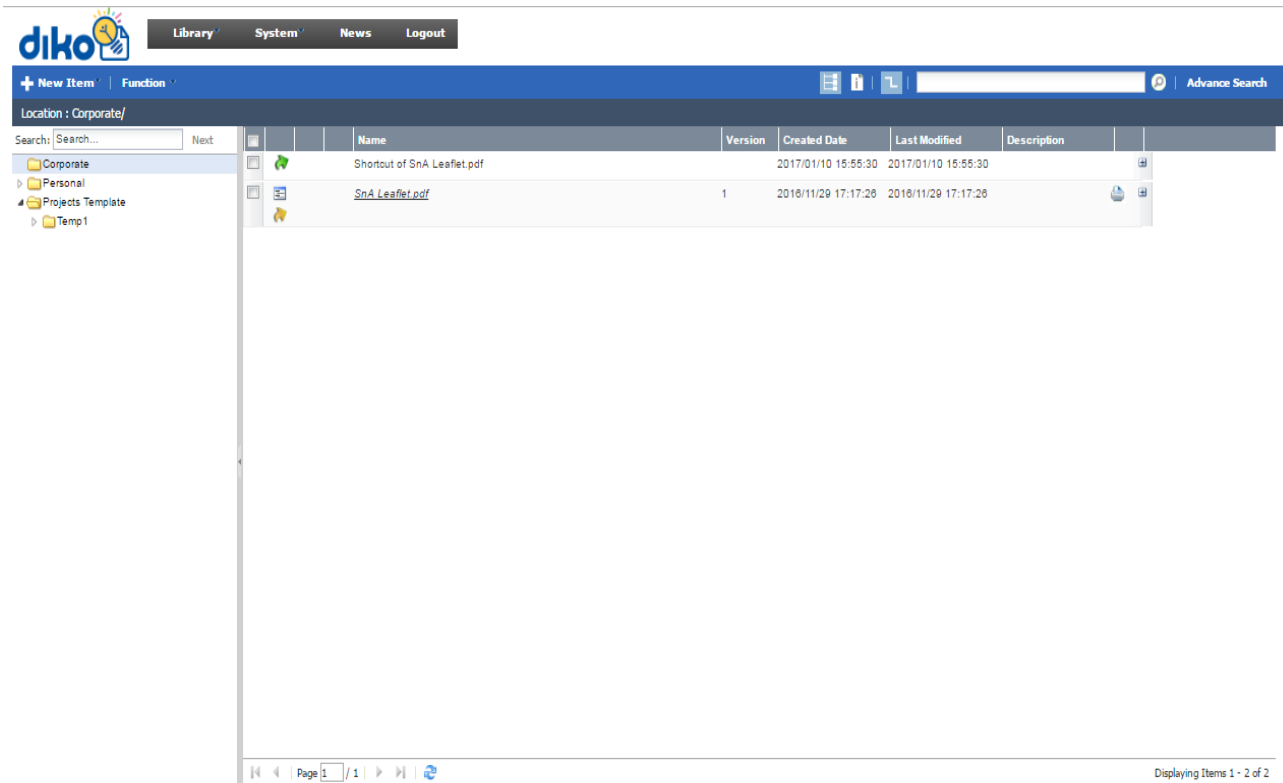
DIKO is a web-based Knowledge Management System which maintains the documents integrity and restricts the document access. The “knowledge” is collected from our users’ documents, meeting agendas, emails and other possible sources of knowledge. **DIKO** does not only serve as a platform for users to share their “knowledge”, it also enhances the document collaboration among the users in the corporation. **DIKO** provides a multi-lingual and intuitive user interface including English, Simplified and Traditional Chinese, to speed up the operation efficiency. This document provides an operation guideline on **DIKO**.


2 Getting Started

To use **DIKO**, the user simply opens a web browser like Internet Explorer, Google Chrome or Apple Safari. **Enter DIKO URL**, Page will then redirect to DIKO login page. The Login screen of DIKO will show up as follow:



After entering the correct **Login ID** and **Password**, **DIKO** will grant the user to access the system and bring up the Main screen as follows:



In **DIKO**, there are two working spaces for the users namely, **Corporate Library** and **Personal Library**. Every user has his/her own working space called **Personal Library** which cannot be accessed by other users including the System Administrator. The **Corporate Library**, on the other hand, can be accessed by all users in the section and it is governed by the assigned permissions. The initial draft of a document can be stored in the **Personal Library**. When it is done, the document can be moved to the **Corporate Library** for sharing. To switch between **Library**, click the  button and choose the wanted **Library**.

There are four different kinds of Object in **DIKO** namely, **Folder**, **Document**, **URL** and **Shortcut**. The following table shows the usage of these Objects.





Object Type	Description
 Folder	A container to hold other objects in DIKO .
 Document	A reference to a stored electronic file in DIKO .
 URL	A link to a web site.
 Shortcut	A reference to a Folder, Document or URL in DIKO .

Table 1 Objects Description

The Main screen can be divided into three sections namely, **Menu** (top), **Tree-view** (left) and **Folder Content** (right). The **Menu** section contains access to the **Diko** functions. The **Tree-view** section shows the folder hierarchy in **Diko**. The **Folder Content** section lists the Objects in a selected folder.

To manage the object, simply right mouse-click the Object and a pop-up menu will show up. The number of functions shown in the pop-up menu depends on the Object type and permissions assigned to that Object. The following diagram shows the functions in the pop-up menu.



	Browse Content
	Download Original
	Copy
	Cut
	Move
	Delete
Copy	Print
Cut	Check Out
Move	Add Shortcut
Paste	New Version
Delete	Version History
Audit Trail	Send Link To Email
Permission	Audit Trail
Properties	Permission
Generate Barcode Label	Properties
Immediate Archive	Immediate Archive

3 Normal Function

3.1 View Folder and Document

User must have **Browse Content** permission to view

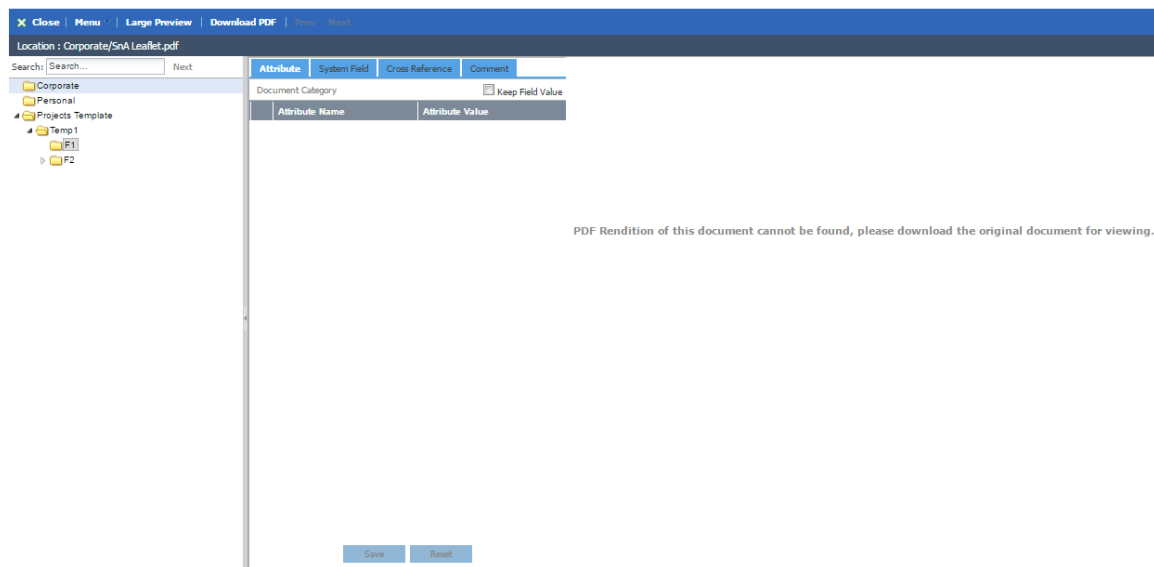
There are two ways to view the contents in a folder.

1. Double-clicking a folder name to enter the folder and list all its contents.
2. Click the folder in the Tree-view section and its contents will be shown on the **Folder Content** section.

There are two ways to view a document.

1. Double click the document name.
2. Right mouse-click the document to bring up the pop-up menu and click the **Browse Content** function to view the document.

The following document viewing screen will be shown:



There are three panels in the Document Viewing screen. The left panel shows the tree-view of folder hierarchy. The middle panel shows the **Categories** of **Attributes** assigned to the document. The right panel shows the PDF rendition of the document.

3.1.1 Add/Edit/Delete Comment

To add a comment of a viewing document:

Attribute	System Field	Cross Reference	Comment
Add	Edit	Delete	
Comment	User ID	Last Modified ▼	

Click the **Add** function to bring up the screen as follows:

Comment

Comment:

Save

Cancel

Click **Save** to save the comment. Select the comment and click **Edit/Delete** to modify the comment or delete the comment.

3.1.2 Add Cross-reference document

To add a cross-reference document of a viewing document, click the **Add** function

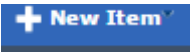
Attribute	System Field	Cross Reference	Comment
Add	Add Ref. by search	Delete	
File Name	Category	Last Modified ▼	

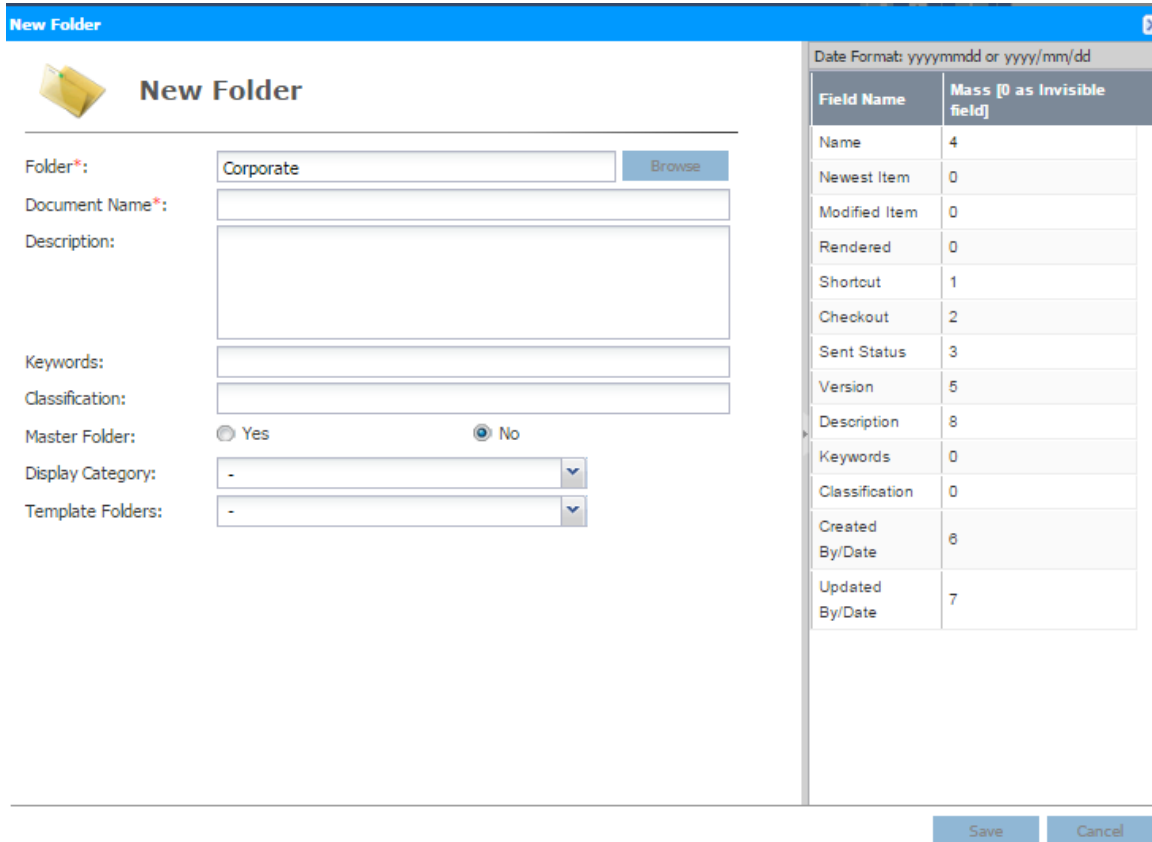
Add → Browse a file to add as reference.

Add Ref. by search → Search a document to add as reference.

3.2 Add Folder

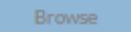


User must have **Add** permission to add folder

To add a folder in **Diko**, simply click the  button and select the **New Folder** function. The New Folder screen will be shown as follows:



The screenshot shows the 'New Folder' dialog box. It has a title bar 'New Folder' with a close button. Inside, there's a folder icon and the title 'New Folder'. The main area contains several input fields: 'Folder*:' with 'Corporate' and a 'Browse' button; 'Document Name*:'; 'Description:'; 'Keywords:'; 'Classification:'; 'Master Folder:' with radio buttons for 'Yes' and 'No' (selected); 'Display Category:' with a dropdown showing '-'; and 'Template Folders:' with a dropdown showing '-'. On the right, there's a table for field configuration. At the bottom right are 'Save' and 'Cancel' buttons.

Field Name	Mass [0 as Invisible field]
Name	4
Newest Item	0
Modified Item	0
Rendered	0
Shortcut	1
Checkout	2
Sent Status	3
Version	5
Description	8
Keywords	0
Classification	0
Created By/Date	6
Updated By/Date	7

Enter the folder name in the **Document Name** field. User may click  to choose a destination. Select the **Display Category**, the right panel is to control the display field and display order (**0 means will not be displayed; 1,2,3... means the display order**). Click the  button to create the folder at the location specified in the **Folder** field. To cancel adding the folder, click the  button to exit the **New Folder** screen.

The following table describes the fields in the **New Folder** screen.

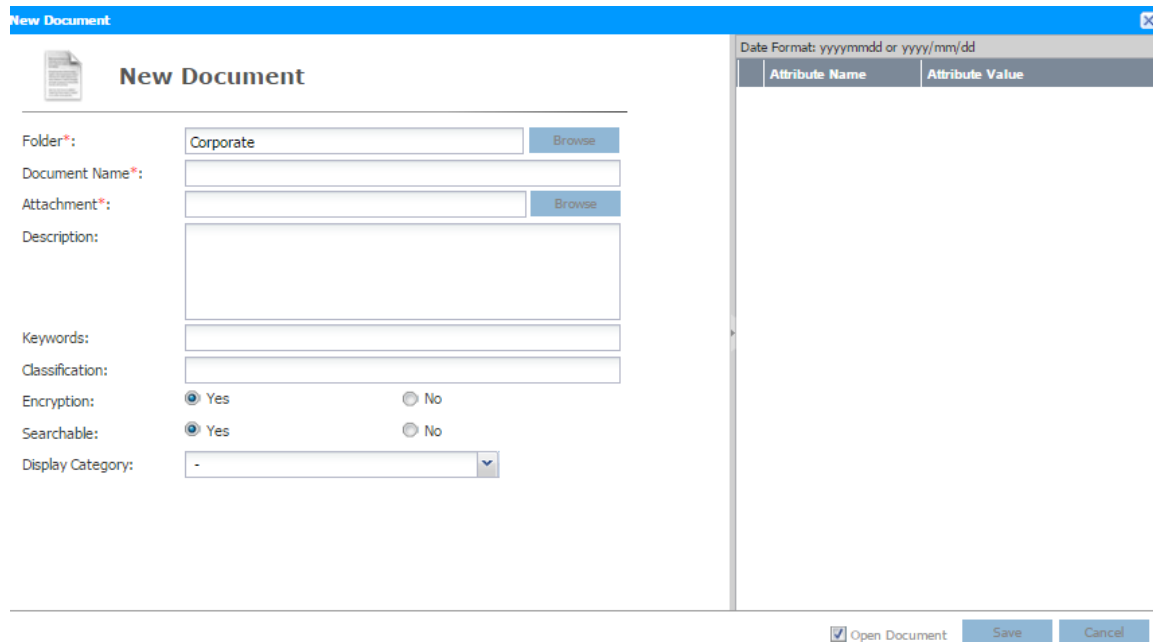
Field Name	Description
Folder	Shows the location where the Folder will be created.
Document Name	The name of the new Folder .
Keywords	The keywords specified for the new Folder . This field can be blanked.
Classification	The classification specified for the new Folder . This field can be blanked.
Description	The description specified for the new Folder . This field can be blanked.
Master Folder	Specify whether this folder is master folder.
Display Category	Select the category and display its attributes.
Template Folder	User in 'Project Folder Creation' group can select template to create folder.

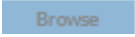

Table 2 Add Folder field description

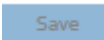
3.3 Add Document

User must have **Add** permission to add document

To add a folder in **Diko**, simply click the  button and select the **New Document** function. The **New Document** screen will be shown as follows:



The **Folder**  button is to select an upload destination of **Diko**. The **Attachment**  button is to select a document from local workstation. The **Display Category** is inherited from the parent folder. Users may change this category.

The right panel is for user to enter the attribute of this document. Click the  button to upload the document to the location specified in the **Folder** field. When a document is added, a PDF rendition of the document will be created for display. **Diko** supports more than 40 different types of office documents for PDF rendition.

To cancel adding the document, click the  button to exit the **New Document** screen.


The following table describes the fields in the **New Document** screen.

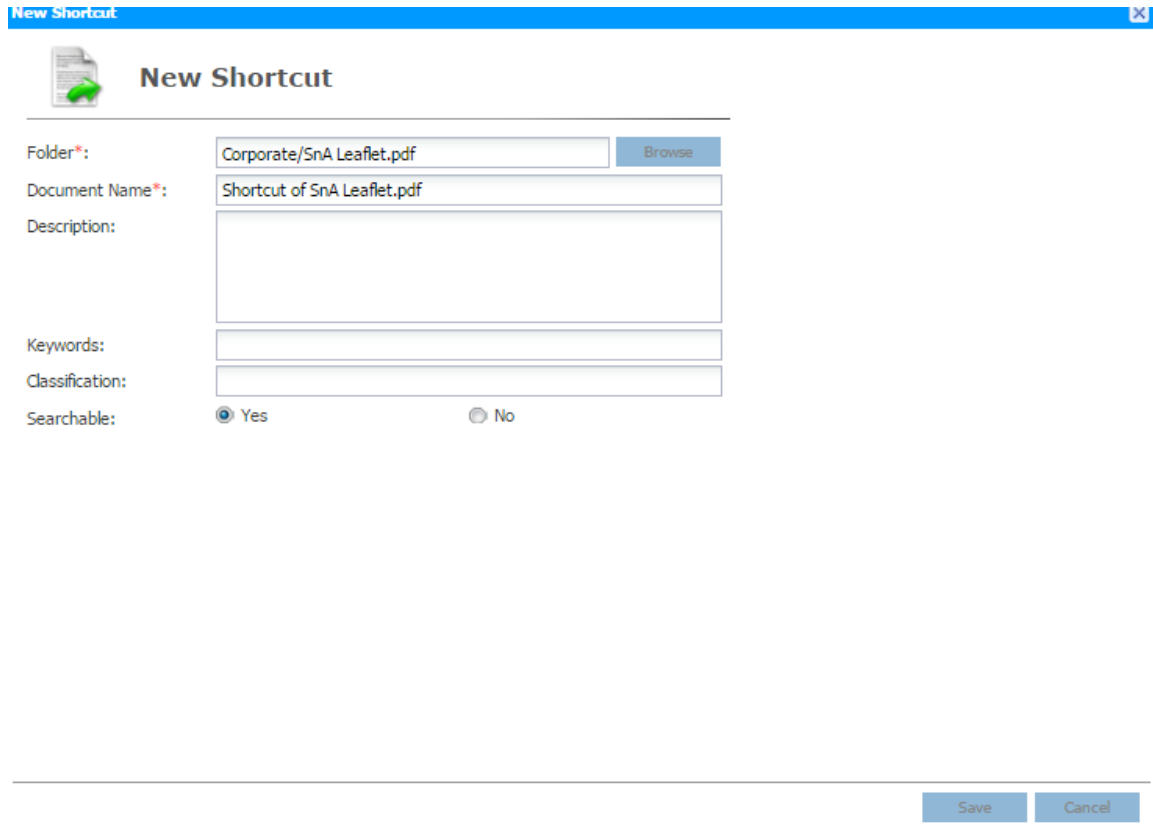
Field Name	Description
Folder	Shows the location where the Document will be created.
Document Name	The name of the new Document .
Attachment	The selected electronic file from the local workstation.
Keywords	The keywords specified for the new Document . This field can be blanked.
Classification	The classification specified for the new Document . This field can be blanked.
Description	The description specified for the new Document . This field can be blanked.
Encryption	Specify whether the document will be encrypted on the file system or not. If Yes, the file stored on the diko Server file system will be encrypted using AES 256-bit encryption. If No, the file will be stored in its native format. This should choose the default setting Yes.
Searchable	Specify whether the document can be searched.
Display Category	Select the category and display its attributes.

Table 3 Add Document field description

3.4 Add Shortcut

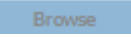
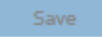
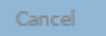
User must have **ADD** permission to add shortcut

Shortcut provides a quick access to the Diko Document or URL. To add a **Shortcut**, click the  button and select the *New Shortcut* function. The **New Shortcut** screen will be shown as follows:



The screenshot shows the 'New Shortcut' dialog box with the following fields and controls:

- Folder*:** Corporate/SnA Leaflet.pdf (with a **Browse** button)
- Document Name*:** Shortcut of SnA Leaflet.pdf
- Description:** (empty text area)
- Keywords:** (empty text field)
- Classification:** (empty text field)
- Searchable:** ☒ Yes ☐ No
- Buttons:** **Save** and **Cancel** at the bottom right.

Enter the **Shortcut** name in the **Document Name** field and click the **Target**  button to select the reference Object. Click the  button to create the **Shortcut**. To cancel adding the **Shortcut**, click the  button to exit the **New Shortcut** screen.

The following table describes the fields in the **New Shortcut** screen.

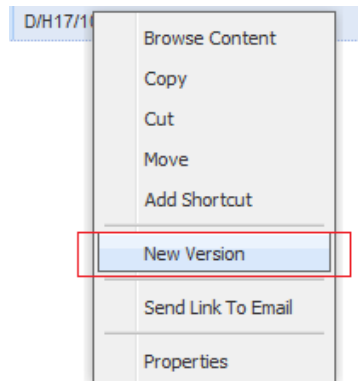
Field Name	Description
Document Name	The name of the new Shortcut .
Target	The reference to the Diko Object.
Keywords	The keywords specified for the new Shortcut . This field can be blanked.
Classification	The classification specified for the new Shortcut . This field can be blanked.
Description	The description specified for the new Shortcut . This field can be blanked.

Table 4 Add Shortcut field description

3.5 Add New Version

User must have **Add** permission to add version

To add a new version to an existing document, right mouse-click the document in the main panel to bring up the pop-up menu and click the **New Version** function.



The **New Version** screen will be shown as follows:



New Version : SnA Leaflet.pdf
✕

New Version

Document Name*:

SnA Leaflet.pdf

Attachment*:

Browse

Version:

2

Description:

Keywords:

Classification:

Searchable:

☒ Yes
 ☐ No

Replace Version:

☐ Yes
 ☒ No

Save

Cancel

Just simple click **Attachment** Browse button to select a document from local workstation, and choose to replace version or not. Click the Save button to create version. To cancel new version, click the Cancel button to exit the **New Version** screen.

The following table describes the fields in the **New Version** screen.

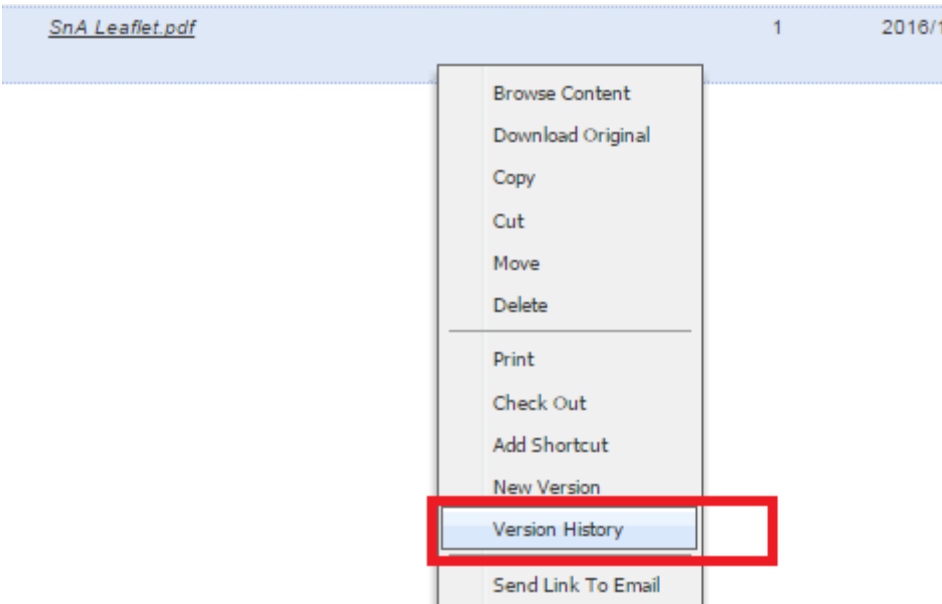
Field Name	Description
Document Name	The name of the new document.
Attachment	The selected electronic file from the local workstation.
Version	The new version number of the document.
Keywords	The keywords specified for the new document version. This field can be blanked.
Classification	The classification specified for the new document version. This field can be blanked.
Description	The description specified for the new document version. This field can be blanked.
Searchable	Specify whether the document can be searched.
Replace Version	Determine whether the new document version will be replaced the existing document version. If Yes, the new document version will be replaced. If No, the new document version will be added without deleting the existing document version.

Table 5 Add Version field description

3.6 View Document Version

User must have **Version History** permission to view document version

To view previous version of a document, right mouse-click a document to bring up the pop-up menu and click the **Version History** function.



The **Version History** screen will be shown up as follows:

Version History : SnA Leaflet.pdf						
Version	Name	Original Name	Size	File Type	Created By	Last Modified
1	SnA Leaflet.pdf	SnA Leaflet.pdf	9199 KB	application/...	admin	2016/11/29 17:17:28

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Displaying Items 1 - 1 of 1

Close

The **Version History** screen lists all versions of the selected document. To view any one of the versions, double-click one of the entries to view the document content.

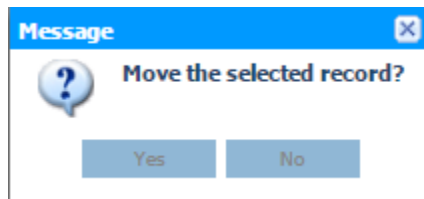
3.7 Cut/Move/Copy

User must have **Copy** permission to enable *Cut/Move/Copy* options, and have **Add** permission on the destination folder to enable *Paste* option

2 ways To **Move** item:

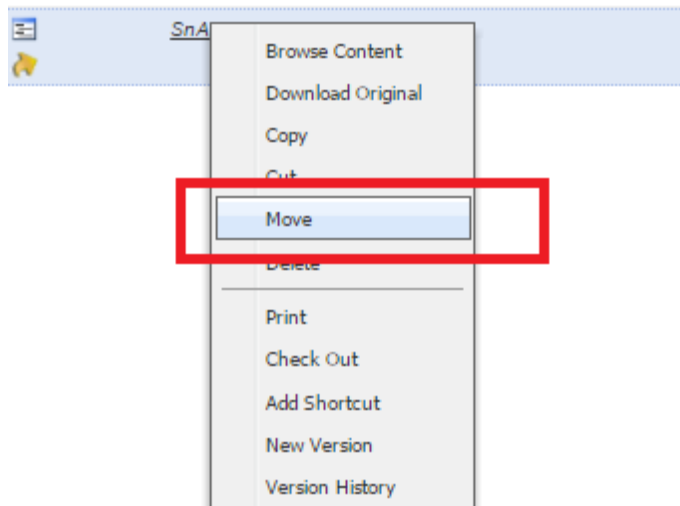
1. Use the mouse to drag item(s) to the new location in the Tree-view section.

A confirmation message will be shown

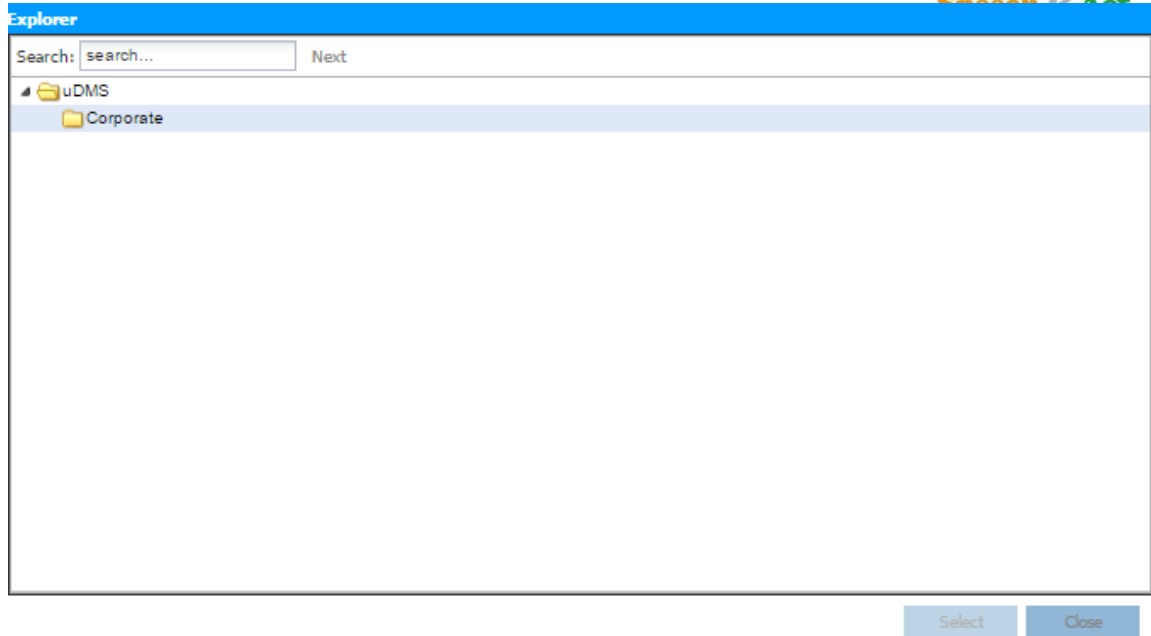



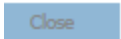
Click the **Yes** button to confirm the move or the **No** button to cancel The move.

2. Right mouse-click an item in the main panel to bring up the pop-up menu and click the **Move** function OR multi-select items and click **Function** > Move.



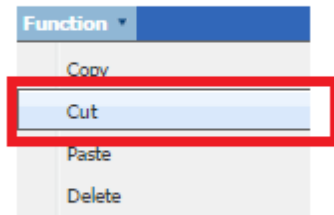
A Screen will pop up to browse a destination to move.



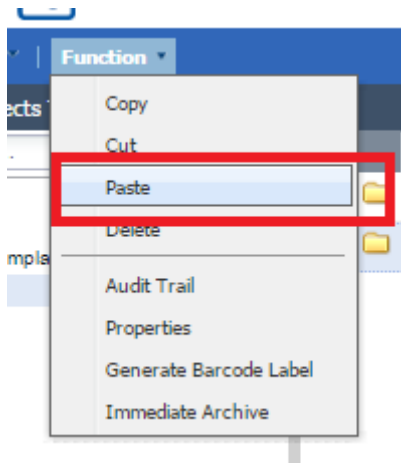
Click the  button to confirm the movement or the  button to cancel.

To ***Cut and Paste*** an item:

1. Right mouse-click an item in the main panel to bring up the pop-up menu and click the ***Cut*** function.

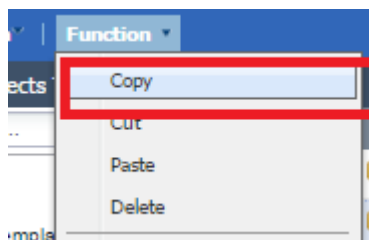


Right mouse-click the new location to bring up the pop-up menu and click the ***Paste*** function to move the item to the new location.

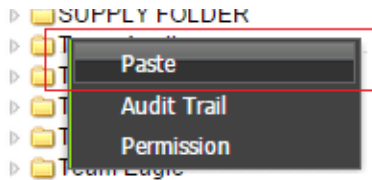


To ***Copy and Paste*** an item:

Right mouse-click an item in the main panel to bring up the pop-up menu and click the ***Copy*** function.



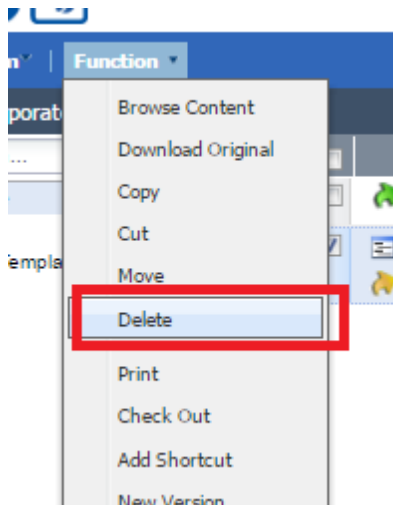
Right mouse-click the new location to bring up the pop-up menu and click the **Paste** function to move the item to the new location.



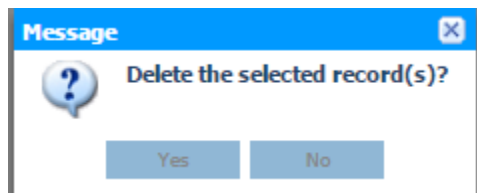
3.8 Delete Folder and document

User must have **Delete** permission

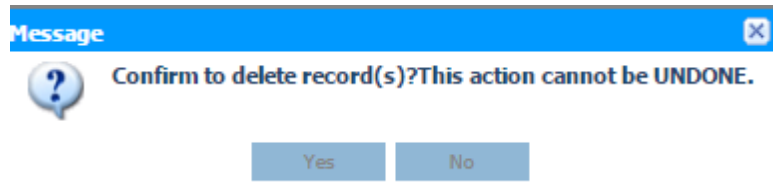
To delete, right mouse-click a folder/document in the main panel to bring up the pop-up menu and click the **Delete** function OR multi-select items and click **Function** > Delete.

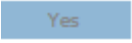



A confirmation message will be shown to prompt the user to confirm the deletion.



Click the **Yes** button to confirm the deletion or the **No** button to cancel the deletion.

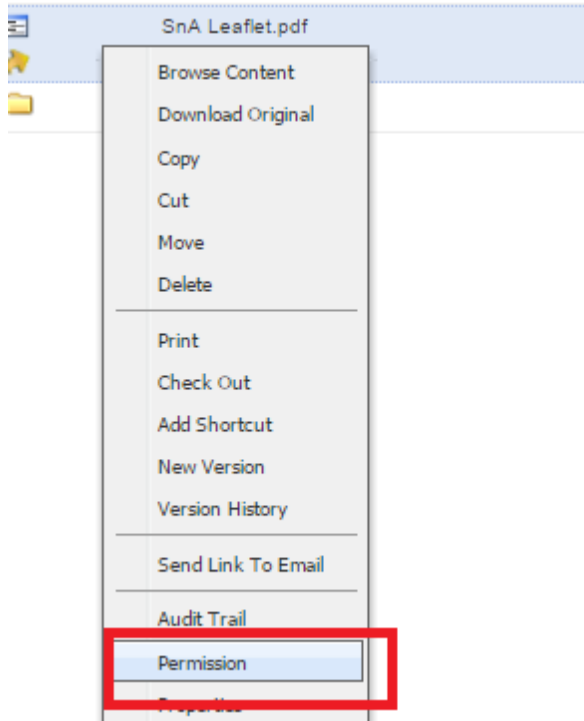


A confirmation will be promoted to confirm delete record. Click the  button to confirm the deletion or the  button to cancel the deletion.

3.9 Assign Permission

User must have **Permission** to assign permission

To assign permissions, right mouse-click an item to bring up the pop-up menu and click the **Permission** function.



The **Permission** screen will be shown as follows:

Permission : SnA Leaflet.pdf

Add User | Add Group View Group

User Permission	
User ID	Role
admin	Admin

Group Permission	
Group Name	Role
All Users	Reader
System Admin	Admin

☐ Apply To Subitem

The top section of the **Permission** screen shows the permissions assigned to **User**. The bottom section of the **Permission** screen shows the permissions assigned to **Group**. If user wants to apply the current folder permissions to all of its content, tick the

☐ **Apply To Subitem** checkbox. To assign permissions to Users or Groups, click the **Add User** or **Add Group** button from the top-left corner. A form will pop up to choose the user or group for permissions assignment. The following table shows the interface after click **Add User** (**Add Group** is similar).

Add as Role

All Users			
<input type="checkbox"/>	User ID	First Name	Last Name
<input type="checkbox"/>	admin	admin	admin
<input type="checkbox"/>	batchuploader	batchuploader	batchuploader
<input type="checkbox"/>	hardy	Hardy	Lee
<input type="checkbox"/>	ivy	Ivy	Lee
<input type="checkbox"/>	mag	mag	mag
<input type="checkbox"/>	ronnie	ronnie	r
<input type="checkbox"/>	uploader	uploader	uploader

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Select on the user and select the role through and then click , it will go back to the permission screen.

Click the button to apply the permissions setting. To exit the Permission screen, click the button.

About Roles:

Reader, Editor, Admin are system preset Roles.

Admin – granted all permission for user/group. User/Group which is assigned with this role can access all the function.



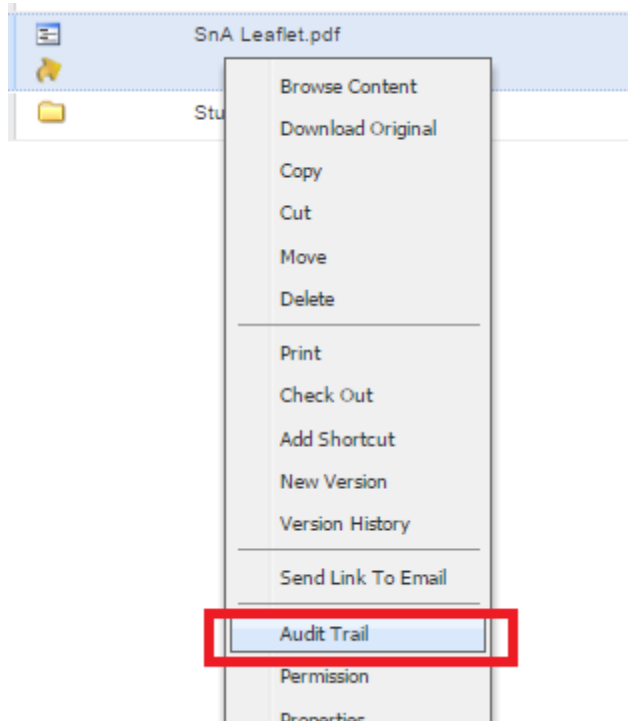
Reader – granted ***Browse*** permission for user/group. User/Group which is assigned with this role can only ***Browse*** folders/documents.

Editor - granted all permission ***except Assign Permission*** for user/group. User/Group which is assigned with this role can access all the function ***except Assign Permission***.

3.10 Audit Trail

User must have **Audit Trail** permission to view audit trail

To know what happened to an item, right mouse-click an item to bring up the pop-up menu and click the **Audit Trail** function.



The **Audit Trail** screen will be shown as follows:

Audit Trail : SnA Leaflet.pdf			
From Select a date...		To Select a date...	Filter All
Date	User	Event	Content
2016/11/29 17:17:26	admin	Add Document	(File)Projects/SnA Leaflet.pdf
2016/11/29 17:17:29	admin	Browse	()Projects/SnA Leaflet.pdf
2016/12/16 12:23:04	admin	Browse	()Projects/SnA Leaflet.pdf
2016/12/20 11:43:13	admin	Move	(Folder)Projects/SnA Leaflet.pdf > /Corporate Library
2016/12/20 11:44:07	admin	Browse	()SnA Leaflet.pdf
2016/12/20 11:44:42	admin	Browse	()SnA Leaflet.pdf
2016/12/20 11:45:49	admin	Browse	()SnA Leaflet.pdf
2016/12/20 12:10:45	admin	Browse	()SnA Leaflet.pdf
2016/12/20 12:11:57	admin	Browse	()SnA Leaflet.pdf
2016/12/20 12:17:15	admin	Browse	()SnA Leaflet.pdf
2016/12/20 12:18:07	admin	Browse	()SnA Leaflet.pdf
2016/12/20 12:19:55	admin	Browse	()SnA Leaflet.pdf
2016/12/20 12:23:30	admin	Browse	()SnA Leaflet.pdf
2016/12/20 14:46:55	admin	Browse	()SnA Leaflet.pdf
2016/12/20 15:29:28	admin	Browse	()SnA Leaflet.pdf
2016/12/23 16:27:25	admin	Browse	()SnA Leaflet.pdf
2016/12/28 15:47:35	admin	Audit History	()SnA Leaflet.pdf
2016/12/28 15:48:12	admin	Audit History	()SnA Leaflet.pdf
2016/12/28 15:49:56	admin	Audit History	()SnA Leaflet.pdf

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Displaying Items 1 - 50 of 53

Close

The Audit Trail screen lists every activity occurred on this item since its creation. To specify the criteria, user may:

Select the period through

Specify the activity through

Enter User involved through

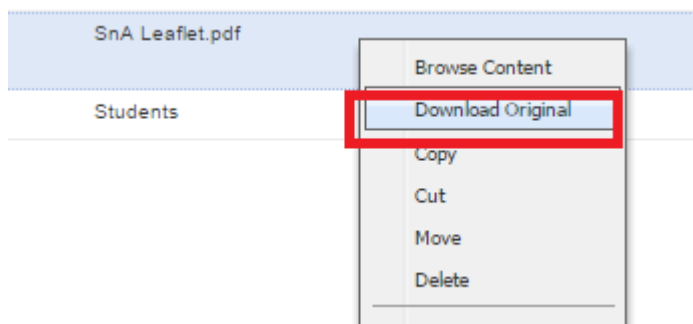
Enter Content through

click the button to list the specified activities. Click the button to list all activities. **These activities cannot be deleted from diko by any users. These records are keeping in the system.** To keep a copy of the audit trail, click the button will save the activities in an Excel file to the local workstation.

3.11 Download Document

User must have **Download** permission to download document.

To download the original document but not its PDF rendition, right mouse-click the document to bring up the pop-up menu and click the **Download Original** function.

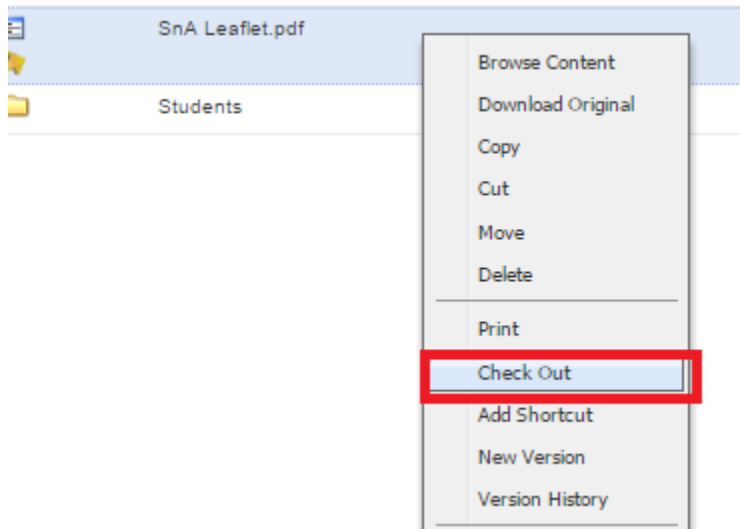


The document will be downloaded automatically.

3.12 Check-out / Check-in Document (Lock/Unlock)

User must have **Check-Out** permission

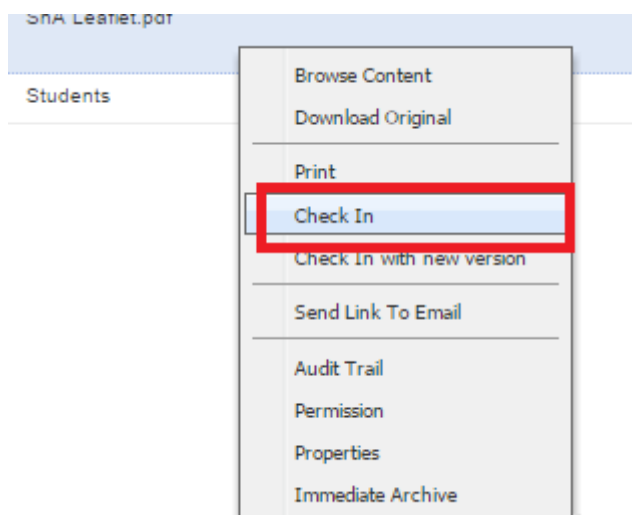
To lock a document to avoid any changes made by others, right mouse click the document to bring up the pop-up menu and click the **Check Out** function.



A lock  will be shown next to the document (hover to show who locks the document).

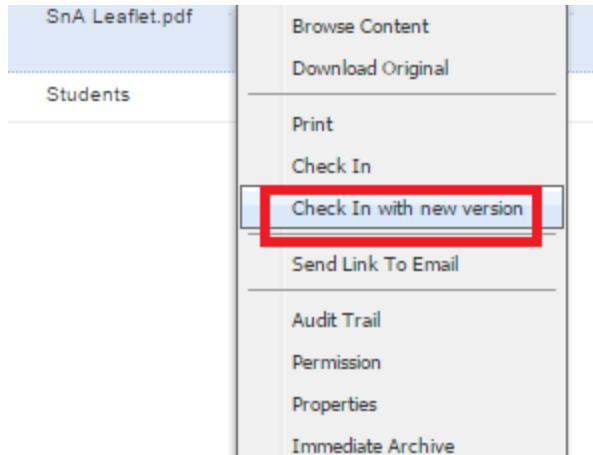
User has 2 options of check-in:

1. To unlock the document without making any changes, right mouse-click the document to bring up the pop-up menu and click the **Check In** function will unlock the document.




- 2.

- To unlock the document with a new version, right mouse-click the document to bring up the pop-up menu and click the **Check In with New Version** function.



The following **Check In with New Version** screen will be shown:

Check In with new version : SnA Leaflet.pdf



Check In with new version

Document Name*: SnA Leaflet.pdf

Attachment*:

Browse

Version: 2

Description:

Keywords:

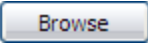

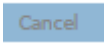
Classification:

Searchable: ☒ Yes ☐ No

Replace Version: ☐ Yes ☒ No

Save

Cancel

Click the **Attachment**  button to select a file from the local workstation and click the  button to upload the document. The lock will be removed and a new version of the document is created. Click the  to exit the screen.

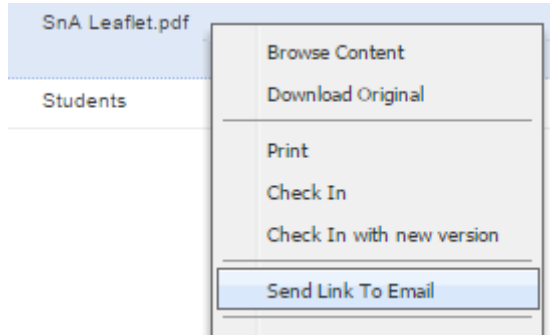
The following table describes the fields in the **Check In with New Version** screen.

Field	Description
Document Name	The name of the Document .
Attachment	The file from the local workstation.
Version	The version number of the Document .
Keywords	The keywords specified for the Document . This field can be blanked.
Classification	The classification specified for the Document . This field can be blanked.
Description	The description specified for the Document . This field can be blanked.
Searchable	Specify whether the document can be searched.
Replace Version	Determine whether the new Document version will be replaced the existing document version. If Yes, the new document version will be replaced. If No, the new document version will be added without deleting the existing document version.


Table 6 Check-In with new version field description

3.13 Send Link To Email

User may send the document link to other user by email. To access this function, right click the document to bring up pop-up menu, click ***Send Link To Email*** function.



Send Link To Email : SnA Leaflet.pdf



Send Link To Email

Document Name*:

Send To:

Additional Email:

Subject*:

Message Content:

Attachment: ☐ Link ☒ PDF ☐ Original

Read Receipts: ☐

The following table shows the **Send link to email** field description:

Field	Description
Document Name	The name of the Document .
Send To	The user which is existing in Diko.
Additional Email	Other receivers outside of Diko.
Subject	The subject of the email.
Message Content	The content of the email.
Attachment	Link – send the Diko link, link must be login to view document. PDF – send the PDF to the receiver. Original – send the Original Copy to the receiver.
Read Receipts	Specify to receive the read receipt.

Table7 Send link to email field description

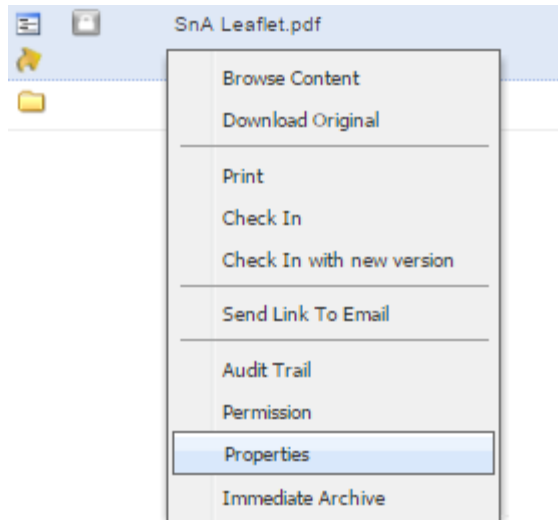
3.14 Generate Barcode Label

To generate the barcode of the **folder**, select the **folder** and click the **Generate Barcode Label** function in the **Functions** menu. An image page containing the folder barcode will be generated and shown a new tab of the web browser. The barcode image can be printed. Note that each folder has a unique barcode value and the documents can be accurately filed depending on the barcode value. Moreover, category can be defined in any folder level.

3.15 Properties


User must have **Update** permission to view Properties

To view the properties, right mouse-click to bring up the pop-up menu and click the **Properties** function.



3.15.1 Folder Properties

The following screen will be shown:



Properties

Document ID: 5078

Document Name*: Students

Description:

Keywords:

Classification:

Master Folder: ☐ Yes ☒ No

Display Category: -

Created Date: 2016/09/24 22:57:19

Created By: admin

Last Updated: 2016/09/24 22:57:19

Updated By: admin

Date Format: yyyyMMdd or yyyy/mm/dd

Field Name	Mass [0 as Invisible field]
Name	4
Newest Item	0
Modified Item	0
Rendered	0
Shortcut	1
Checkout	2
Sent Status	3
Version	5
Description	8
Keywords	0
Classification	0
Created By/Date	6
Updated By/Date	7

Save

Cancel

The **Display Category** will show the category when this folder was first created. The right panel is to control the display field and display order (**0 means will not be displayed; 1,2,3... means the display order**). Click the **Save** button to save the updated properties or click the **Cancel** button to exit the screen.


The following table describes the fields in the **Folder Properties** screen.

Field	Description
Document ID	The ID of the Folder .
Document Name	The name of the Folder .
Keywords	The keywords assigned to the Folder . This field can be blanked.
Classification	The classification assigned to the Folder . This field can be blanked.
Description	The description assigned to the Folder . This field can be blanked.
Searchable	Specify whether the document can be searched.
Master Folder	Specify whether this folder is master folder.
Display Category	Select the category and display its attributes.
Created Date	The date and time when the Folder was created.
Created By	The user who created the Folder .
Last Updated	The date and time when the Folder was lastly modified.
Updated By	The user who lastly modified the Folder .

Table 8 Folder Properties field description

3.15.2 Document Properties

Properties : SnA Leaflet.pdf
✕



Properties

Location:	<input type="text" value="Corporate/SnA Leaflet.pdf"/>
Document ID:	<input type="text" value="5084"/>
Document Name*:	<input type="text" value="SnA Leaflet.pdf"/>
Original Name:	<input type="text" value="SnA Leaflet.pdf"/>
Type:	<input type="text" value="application/pdf"/>
Size:	<input type="text" value="9199 KB"/>
Version:	<input type="text" value="1"/>
Latest Version:	<input type="text" value="1"/>
Description:	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>
Keywords:	<input type="text"/>
Classification:	<input type="text"/>
Encryption:	<input type="text" value="Encrypted"/>
Searchable:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Created Date:	<input type="text" value="2016/11/29 17:17:26"/>
Created By:	<input type="text" value="admin"/>
Last Updated:	<input type="text" value="2016/11/29 17:17:26"/>
Updated By:	<input type="text" value="admin"/>

Click the button to save the updated properties or click the button to exit the screen.


The following table describes the fields in the **Document Properties** screen.

Field	Description
Location	The location where the Document resides in.
Document ID	The ID of the Document .
Document Name	The name of the Document .
Original Name	The name of the Original Document .
Type	The type of the Original Document .
Size	The size of the Original Document .
Version	The version of the Document .
Latest Version	The last version number of the Document .
Keywords	The keywords assigned to the Document . This field can be blanked.
Classification	The classification assigned to the Document . This field can be blanked.
Description	The description assigned to the Document . This field can be blanked.
Encryption	States whether encryption has applied to the Document or not.
Searchable	Specify whether the Document can be searched.
Created Date	The date and time when the Document was created.
Created By	The user who created the Document .
Last Updated	The date and time when the Document was lastly modified.
Updated By	The user who lastly modified the Document .

Table 9 Document Properties field description

3.15.3 Shortcut Properties

Properties : Shortcut of SnA Leaflet.pdf



Properties

Location: Corporate/Shortcut of SnA Leaflet.pdf

Document ID: 5090

Document Name*: Shortcut of SnA Leaflet.pdf

Target*: Corporate Library/SnA Leaflet.pdf Browse

Description:

Keywords:

Classification:

Searchable: ☒ Yes ☐ No

Created Date: 2017/01/10 15:55:30

Created By: admin

Last Updated: 2017/01/10 15:55:30

Updated By: admin

Save
Cancel


Click the Save button to save the updated properties or click the Cancel button to exit the screen.

The following table describes the fields in the **Shortcut Properties** screen.

Field	Description
Location	The location where the Shortcut resides in.
Document ID	The ID of the Shortcut .
Document Name	The name of the Shortcut .
Target	The target of this Shortcut is pointing to.
Keywords	The keywords assigned to the Shortcut . This field can be blanked.
Classification	The classification assigned to the Shortcut . This field can be blanked.
Description	The description assigned to the Shortcut . This field can be blanked.
Searchable	Specify whether the Shortcut can be searched.
Created Date	The date and time when the Shortcut was created.
Created By	The user who created the Shortcut .
Last Updated	The date and time when the Shortcut was lastly modified.
Updated By	The user who lastly modified the Shortcut .

Table 10 Shortcut Properties field description

4 Searching

Diko supports both keyword and content search. Simply enter the searching term in the Search bar and click the  to start searching. The searching scope starts from the folder which the user is current at and throughout its siblings. The result will be displayed in the Search Result screen.

To search exact match of keyword, use double quote (“”) to quote the keyword

Example1:

"Section A"

It will search all items which contain Section A keyword.

Example2:

Section/A
Section-A
Section,A

These symbols will look as Space: slash(/) hyphen(-) comma(,) ,it will search all results which contain Section OR A

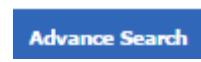
Example 3:

Section*

Star(*) means any words. This example will search all items with any words after Section such as Section A, Section123

4.1 Advance Search

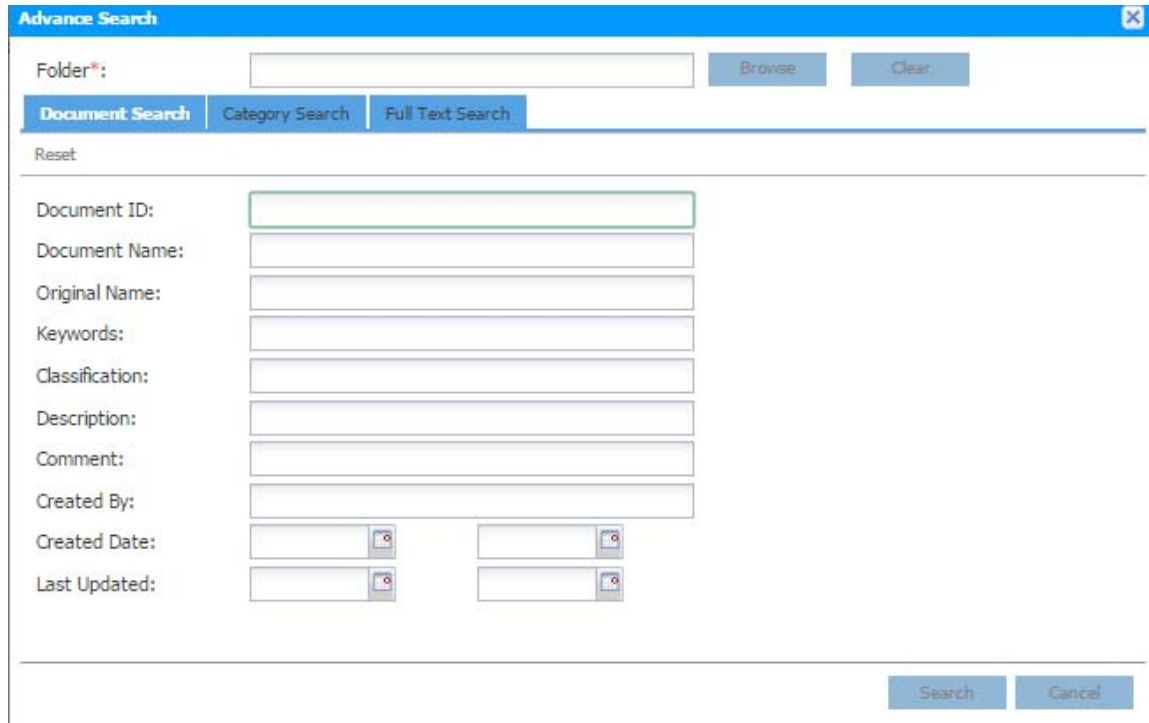
A more specific search can be done in **Advance Search** screen. There are 3 tabs of search: **Document Search**, **Category Search** and **Full Text Search**. Click the

 button to access the advance searching function.

4.1.1 Document Search

This searching screen allows users to find documents by its properties. Fill in the criteria and browse a **Destination** (leave the **Destination** blanked to search all available

directories in Corporate Library for the user). Click [Reset](#) under the tab to clear.



The screenshot shows the 'Advance Search' window with the following elements:

- Folder*:** A text input field with 'Browse' and 'Clear' buttons next to it.
- Search Tabs:** 'Document Search' (selected), 'Category Search', and 'Full Text Search'.
- Reset:** A button located below the search tabs.
- Search Criteria:**
 - Document ID:
 - Document Name:
 - Original Name:
 - Keywords:
 - Classification:
 - Description:
 - Comment:
 - Created By:
 - Created Date: Two date pickers (calendar icons).
 - Last Updated: Two date pickers (calendar icons).
- Buttons:** 'Search' and 'Cancel' buttons at the bottom right.

4.1.2 Category Search

This screen allows you to specify one of the Categories to find documents.

Select the category through . Fill in the criteria and browse a **Destination** (leave the **Destination** blanked to search all available directories in Corporate Library for the user). Click under the tab to clear fields.

For the **DATE** data type attribute, user may choose date from specific date to a specific date

Date

10/03/2014
17/05/2014

Advance Search
✕

Folder*:

Document Search

Category Search

Full Text Search

Reset

Select Category

Attribute Name	Attribute Value	w/o Completion?

4.1.3 Full Text Search

This screen allows users to find documents through the document content. **It is reminded that the result may not be found because the OCR text layer of PDF may not actually match the word you read.**

Fill in the criteria and browse a **Destination** (leave the **Destination** blanked to search all available directories in Corporate Library for the user). Click [Reset](#) under the tab to clear fields.

Advance Search

Folder*:

Browse

Clear

Document Search

Category Search

Full Text Search

Reset

Full Text Search:

Search


Cancel

5 System Functions

5.1 Change Personal Profile

Every user can change their own profile settings to meet his/her own needs. To change the Personal Profile, click the **System** button on the **Menu** section and click the **Personal Profile** function and the following screen will show:

✕



Personal Profile

User ID*:	<input type="text" value="admin"/>
First Name*:	<input type="text" value="admin"/>
Last Name*:	<input type="text" value="admin"/>
Email:	<input type="text" value="udms.demo0@gmail.com"/>
Title:	<input type="text"/>
Locale*:	<input type="text" value="English (US)"/> ▼
Records Per Page*:	<input type="text" value="50"/> ▼
New Item Duration*:	<input type="text" value="3"/>
Modified Item Duration*:	<input type="text" value="3"/>
Theme*:	<input type="text" value="Dark Blue"/> ▼
Last Login Date:	<input type="text" value="2017/01/12 14:37:54"/>
Created Date:	<input type="text" value="2013/08/27 13:50:28"/>
Created By:	<input type="text" value="SYSTEM"/>
Last Updated:	<input type="text" value="2017/01/12 14:09:59"/>
Updated By:	<input type="text" value="SYSTEM"/>

After making the changes, click the  to save the profile or click the  button to exit the screen.

The following table describes the fields in the **Personal Profile** screen.



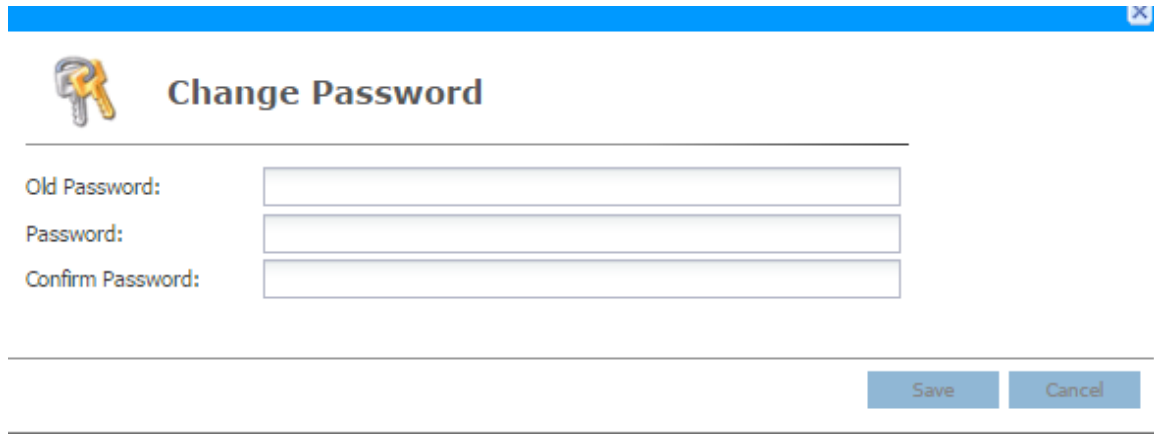
Field	Description
User ID	The unique Login ID for the user.
First Name	The first name of the user.
Last Name	The last name of the user.
Email	The email address of the user.
Title	The title of the user. This field can be blanked.
Locale	The language for the User Interface. It can be “ English ”, “ Japanese ”, “ Simplified Chinese ” or “ Traditional Chinese ”.
Records Per Page	The number of records shown on each page. The value ranges from 10 to 60 .
New Item Duration	Specify the number of days to classify the Object as “New”. An icon  indicates the Object is newly created.
Modified Item Duration	Specify the number of days to classify the Object as “Modified”. An icon  indicates the Object is modified.
Theme	The color theme used for the User Interface. It can be “ Evergreen ”, “ Light Blue ”, “ Dark Metal ”, “ Dark Red ”, “ Dark Blue ” or “ Dark Green ”.
Last Login Date	The date and time when the user lastly accessing the system.
Created Date	The date and time when the user was created
Created By	The user who created this user profile.
Last Updated	The date and time when the user profile was modified.
Updated By	The user who updated this user profile.

Table 11 Personal Profile field description 5.2 Change Password

To change the password, click the **System** button on the **Menu** section and click the **Change Password** function and the following screen will show:



The screenshot shows a window titled "Change Password" with a key icon. It contains three input fields: "Old Password:", "Password:", and "Confirm Password:". At the bottom right, there are two buttons: "Save" and "Cancel".

Enter the existing password in the “**Old Password**” field, enter the new password in both “**Password**” and “**Confirm Password**” fields and click the **Save** button to save the changes. Click the **Cancel** button to exit the screen.

The following table describes the fields in the **Change Password** screen.

Field	Description
Old Password	The existing password.
Password	The new password.
Confirm Password	Re-type the new password.

Table 12 Change Password field description