

# Document Store

## – User Guide –

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### Version Control

| Ver | Author       | Date     |
|-----|--------------|----------|
| 1   | Joshua Evans | 06/07/15 |
|     |              |          |

## Logging In

To login to the Document Store, navigated to:

<http://ds.itguyjosh.com>

And enter the login details provided to you upon setting up your account. If you do not have an account, you can use the demo logins to test the web application.

### DEMO Account

Username: [user@mail.com](mailto:user@mail.com)

Password: user

Document Store

Please enter your email and password

Email\*

user@mail.com

Password\*

••••

Login

## User Dashboard

Upon logging into the Document Store you are presented with the table of documents assigned to the user, as well as options to Upload, Download, Search and Delete Documents. Each of these features will be displayed in the follow-up sections. Use the image below to familiarise yourself with the Document Store layout and interface.

Document Store

### Documents

Assigned Documents Upload Document Logout

Show 10 entries Search:

| Document     | Tags               | Version | Actions  |        |
|--------------|--------------------|---------|----------|--------|
| UserDoc1.txt | No Tags            | 1       | Download | Delete |
| UserDoc1.txt | No Tags            | 2       | Download | Delete |
| UserDoc1.txt | AppleTag           | 1       | Download | Delete |
| UserDoc2.txt | PearTag, OrangeTag | 1       | Download | Delete |
| UserDoc3.txt | No Tags            | 1       | Download | Delete |

Showing 1 to 5 of 5 entries Previous 1 Next

## Uploading Documents

To upload a document first click on the “Upload Document” button as shown in the User Dashboard section, you will be presented with the following screen. On the screen select the choose file button:

Document Store

Upload a Document

Dashboard

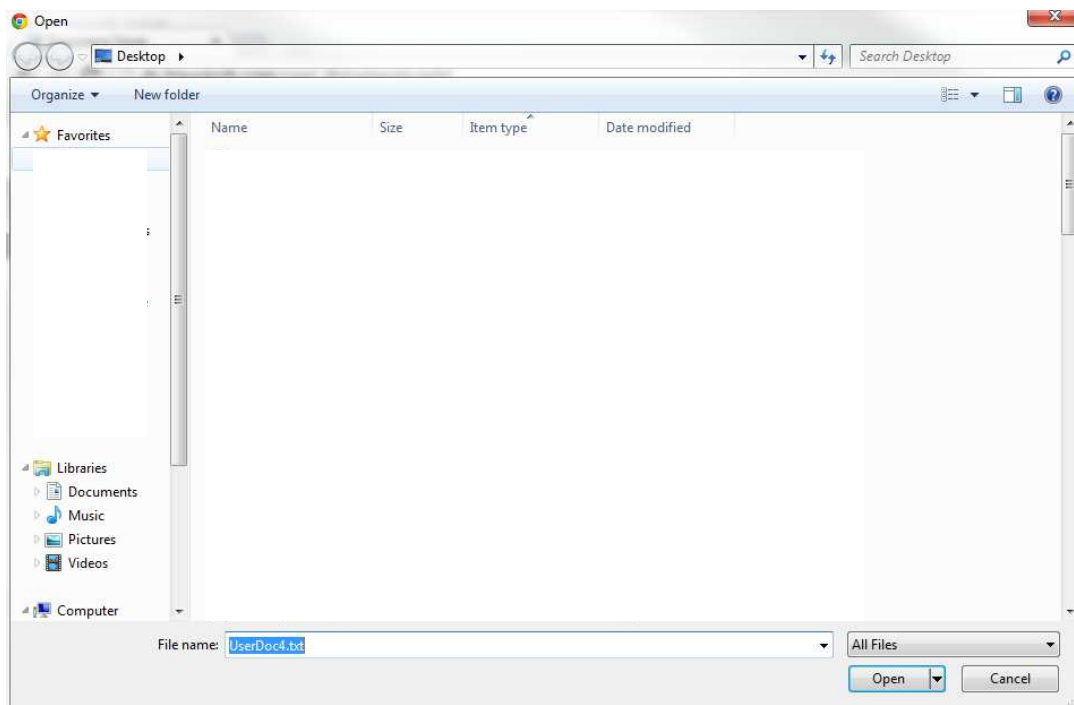
Choose file No file chosen

Tags

- ☐ AppleTag
- ☐ PearTag
- ☐ OrangeTag

Submit

Upon selecting the button, select a document you wish to upload and click “Open”



Next select the Tags you wish to assign to the Document through clicking on the checkboxes. This will allow you greater search functionality and is highly recommended. See below:

## Upload a Document

[Dashboard](#)

**Choose file** UserDoc4.txt

Tags

☒ AppleTag

☒ PearTag

☐ OrangeTag

**Submit**

Upon selecting the Tags your final task will be to click the Submit button. You will be presented with a message informing you the document has been saved if the save was completed.

**The document has been saved.**

## Upload a Document

[Dashboard](#)

**Choose file** No file chosen

Tags

☐ AppleTag

☐ PearTag

☐ OrangeTag

**Submit**

## Automatic Archiving

If you upload a samely named document, in this case another UserDoc4.txt, then the previous document will be archived and the new one freshly uploaded. First select the document as explained previously, choosing different tags if so desired, and lick submit.

**The document has been saved.**

Upload a Document

Dashboard

Choose file UserDoc4.txt

Tags

☐ AppleTag

☒ PearTag

☒ OrangeTag

Submit

Upon saving the document you will be presented a message saying the document has been saved, and the previous version has been moved to the archive.

**The document has been saved and the previous version has been moved to your archive.**

Upload a Document

Dashboard

Choose file No file chosen

Tags

☐ AppleTag

☐ PearTag

☐ OrangeTag

Submit

If you hit the dashboard button you can see the two versions of the document available in the table, as indicated below:

|              |                    |   |          |        |
|--------------|--------------------|---|----------|--------|
| UserDoc4.txt | AppleTag, PearTag  | 1 | Download | Delete |
| UserDoc4.txt | PearTag, OrangeTag | 2 | Download | Delete |

Showing 1 to 7 of 7 entries

Previous1Next

## Downloading Assigned Documents

To download a document assigned to you first navigate to the Assigned Documents section through hitting the Assigned Documents button available on the dashboard (see user dashboard section). Upon entering the page you will be presented with a searchable table of documents that you can download. See below:

**Assigned Documents**

Dashboard Upload Document

Show  entries Search:

| Assigned Documents |          |
|--------------------|----------|
| GroupDoc2.txt      | Download |
| GroupDoc3.txt      | Download |

Showing 1 to 2 of 2 entries Previous **1** Next

Search for the group document that you wish to download and hit its rows download button, your browser will automatically download the file for you. See below:



## Downloading User Documents

To download documents, first navigate to the user dashboard (see user dashboard section). Upon entering the page you will be presented with a searchable table of documents that you can download. See below:

|              |                    |   |          |        |
|--------------|--------------------|---|----------|--------|
| UserDoc4.txt | AppleTag, PearTag  | 1 | Download | Delete |
| UserDoc4.txt | PearTag, OrangeTag | 2 | Download | Delete |

Showing 1 to 7 of 7 entries Previous **1** Next

Search for the document that you wish to download (see search section) and hit its rows download button, your browser will automatically download the file for you. If it is an archived document then the document download title will be iterated accordingly. See below:



## Searching

There are several ways to search for a document available within the Document Store. These include by:

- Version
- Tag
- Document Title

Each of these sections will be highlighted below.

### By Version

Load up the document dashboard (see user dashboard section) and focus on the search bar available on the page.

Upon entering a number, that particular number is searched and the table's results are narrowed down. See below:

**Documents**

Assigned Documents Upload Document Logout

Show  entries

Search:

| Document     | Tags               | Version | Actions   |
|--------------|--------------------|---------|---|
| UserDoc1.txt | No Tags            | 2       | <button>Download</button> <button>Delete</button> |
| UserDoc2.txt | PearTag, OrangeTag | 1       | <button>Download</button> <button>Delete</button> |
| UserDoc4.txt | PearTag, OrangeTag | 2       | <button>Download</button> <button>Delete</button> |

Showing 1 to 3 of 3 entries (filtered from 7 total entries)

Previous **1** Next

### Tag

Load up the document dashboard (see user dashboard section) and focus on the search bar available on the page.

Upon entering a tag name, that particular tag is searched and the table's results are narrowed down accordingly. See below:

**Documents**

Assigned Documents Upload Document Logout

Show  entries

Search:

| Document     | Tags               | Version | Actions   |
|--------------|--------------------|---------|---|
| UserDoc2.txt | PearTag, OrangeTag | 1       | <button>Download</button> <button>Delete</button> |
| UserDoc4.txt | PearTag, OrangeTag | 2       | <button>Download</button> <button>Delete</button> |

Showing 1 to 2 of 2 entries (filtered from 7 total entries)

Previous **1** Next

## Document Title

Load up the document dashboard (see user dashboard section) and focus on the search bar available on the page.

Upon entering a document title, that particular title is searched and the table's results are narrowed down accordingly. See below:

### Documents

Assigned DocumentsUpload DocumentLogout

Show  entries

Search:

| Document     | Tags               | Version | Actions  |        |
|--------------|--------------------|---------|----------|--------|
| UserDoc4.txt | AppleTag, PearTag  | 1       | Download | Delete |
| UserDoc4.txt | PearTag, OrangeTag | 2       | Download | Delete |

Showing 1 to 2 of 2 entries (filtered from 7 total entries)

Previous1Next



## Deleting a Document

To delete a document first search and identify the document you wish to delete (see search section). Upon finding the document click the Delete button associated with that documents row. Upon selecting Delete a confirmation button will appear confirming if you would like to delete the document. To delete the document, click OK.

*Not available for assigned documents*

The screenshot shows a web browser window with the 'Document Store' page. A modal dialog box is open, asking for confirmation to delete a document. The dialog text reads: 'The page at ds.itguyjosh.com says: Are you sure you want to delete # UserDoc4.txt?'. There are 'OK' and 'Cancel' buttons. In the background, the 'Documents' section is visible, showing a search bar with 'UserDoc4' and a table of documents.

**Document Store**

Documents

Show 10 entries

Assigned Documents Upload Document Logout

Search: UserDoc4

| Document     | Tags               | Version | Actions         |
|--------------|--------------------|---------|-----------------|
| UserDoc4.txt | AppleTag, PearTag  | 1       | Download Delete |
| UserDoc4.txt | PearTag, OrangeTag | 2       | Download Delete |

Showing 1 to 2 of 2 entries (filtered from 7 total entries)

Previous 1 Next

Upon clicking ok you will be presented with a message informing you the document have been deleted. If you check the document table, you will no longer see that document. See below:

**The user document has been deleted.**

The screenshot shows the 'Document Store' page after a document has been deleted. A red banner at the top states 'The user document has been deleted.' The 'Documents' section shows a search bar and a table of documents. The table now displays 6 entries instead of the previous 2.

**Documents**

Show 10 entries

Assigned Documents Upload Document Logout

Search:

| Document     | Tags               | Version | Actions         |
|--------------|--------------------|---------|-----------------|
| UserDoc1.txt | No Tags            | 1       | Download Delete |
| UserDoc1.txt | No Tags            | 2       | Download Delete |
| UserDoc1.txt | AppleTag           | 1       | Download Delete |
| UserDoc2.txt | PearTag, OrangeTag | 1       | Download Delete |
| UserDoc3.txt | No Tags            | 1       | Download Delete |
| UserDoc4.txt | AppleTag, PearTag  | 1       | Download Delete |

Showing 1 to 6 of 6 entries

Previous 1 Next

## Logging Out

To logout of the Document Store, first navigate to the user dashboard as shown in the user dashboard section or via clicking a dashboard button. Once on the dashboard focus on the Logout button and select it. This will log you out and navigate you to the login page.

## Documents

Assigned Documents

Upload Document

Logout

Show 

10 ▾

 entries

Search:

| Document     | Tags     | Version | Actions             |                   |
|--------------|----------|---------|---------------------|-------------------|
| UserDoc1.txt | No Tags  | 1       | <div>Download</div> | <div>Delete</div> |
| UserDoc1.txt | No Tags  | 2       | <div>Download</div> | <div>Delete</div> |
| UserDoc1.txt | AppleTag | 1       | <div>Download</div> | <div>Delete</div> |