

Document Store

– Admin 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: admin@mail.com

Password: admin

Document Store

Please enter your email and password

Email*

admin@mail.com

Password*

•••••

Login

Admin Dashboard & Console

The admin dashboard contains the management console where any unified data analytics or information will be presented to the admin. It is the homepage and central hub for accessing admin functions.

Document Store

Dashboard Add User View Users Add Group Document Add Tags
View Tags Add Groups View Groups Logout

Welcome to the Document Management Console

Site navigation is available using the above navigation bar.

User Data Analytics are available below:

Data Analytics

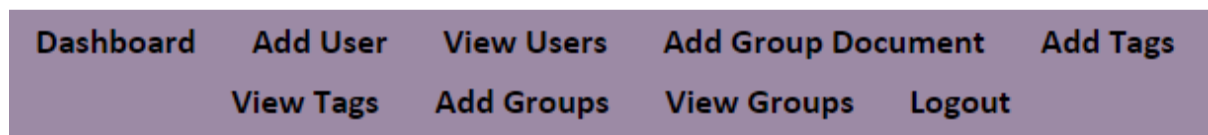
| Data Question | Result |
|---------------------|--------|
| Total Users | 2 |
| Total Sector Groups | 2 |
| Total Tags | 3 |

Navigation Bar

The navigation bar near the top of the page gives access to all the admin functions. The functions that can be utilised are highlighted below:

- Dashboard – Contains management console and data analytics
- Add User – Allows the admin to add a new user via a form
- View Users – Manage all users currently in the system
- Add Group Document – Upload a new group document to a group
- Add Tags – Add a tag via a form
- View Tags – View all tags currently in the system and manage them
- Add Groups – Add a group via a form
- View Groups – View all groups currently in the system and manage them
- Logout – Logout of the system

The navigation bar looks like so:



Adding a Group / Sector

To add a group to the system click on the Add Group link available on the NavBar. Upon entering the page you are presented with a form. Enter the group name, and a short one-line description explaining what the group is.

Once happy with the group name and description; click submit to save the group.

Add Group

Name

Description

Submit

Viewing & Managing Groups

To manage groups click on the View Groups button available in the NavBar. You will be presented with a list of groups, descriptions of what they are, in addition to three management buttons of:

- View – Views the group
- Edit – Edits the group information.
- Delete – Deletes the group, presents the admin with a confirmation box that must be OK'd before deletion occurs.

This management table looks like so:

Groups

| Name | Description | Actions | | |
|-------|----------------------|---------|------|--------|
| Admin | Administration Group | View | Edit | Delete |
| User | User Group | View | Edit | Delete |

Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2

< previous next >

Upon viewing a group, additional information appears for the group. This includes:

- Creation date
- Modified date
- Related Group documents
- Related Users

This interface is good for seeing what documents and users are connected to a particular group.

Group

| | |
|-------------|----------------------|
| Name | Admin |
| Description | Administration Group |
| Created | 2015-06-26 10:38:17 |
| Modified | 2015-06-26 10:38:17 |

Related Group Documents

| Name | Actions |
|---------------|-----------------|
| GroupDoc1.txt | Download Delete |

New Group Document

Related Users

| Username | Email | Company | Role | Actions |
|----------|----------------|----------|------|------------------|
| admin | admin@mail.com | Demo LTD | 0 | View Edit Delete |

New User

Adding Tags

To add a tag to the system click on the Add Tag link available on the NavBar. Upon entering the page you are presented with a form. Enter a tag name.

Once happy with the tag name, click Submit to save the tag.

Add Tag

Name

Submit

Viewing & Managing Tags

To manage tags click on the View Tags button available in the NavBar. You will be presented with a list of tags, in addition to three management buttons of:

- View – Views the tag
- Edit – Edits the tag information.
- Delete – Deletes the tag, presents the admin with a confirmation box that must be OK'd before deletion occurs.

This management table looks like so:

Tags

| Name | Actions | | |
|-----------|---------|------|--------|
| AppleTag | View | Edit | Delete |
| PearTag | View | Edit | Delete |
| OrangeTag | View | Edit | Delete |

Page 1 of 1, showing 3 records out of 3 total, starting on record 1, ending on 3

< previous next >

Adding Group / Sector Document

To add a group document to the system click on the Add Tag link available on the NavBar. Upon entering the page you are presented with a form. On the form select the group you wish to assign the document to via the dropdown menu. Once selected click the choose file button to be select the document you wish to upload. See below:

Upload a Group Document

Group
Admin ▾

Choose file No file chosen

Submit

Once ready to upload the group document, click Submit to save the document. A message will appear informing you that the document has been saved. See below:

The group document has been saved.

Upload a Group Document

Group
Admin ▾

Choose file No file chosen

Submit

Group documents can be viewed and managed via the group interface, see the group section.

Adding a User

To add users to the system select the Add User button from the NavBar and enter the form details. Each user is required to have three elements before being entered into the system, these are:

- Email
- Password
- Role

Once all the fields have information and the user has been assigned the appropriate Role & Group Documents, click Submit to save the user.

Add User

Username

Email*

Company

Password*

Role*

Assigned Group Documents

A message will appear informing you that the user has been saved.

The user has been saved.

Users

Show entries

Search:

| Username | Email | Company | Role | Group | Actions |
|----------|----------------|----------|------|-----------------------|---|
| admin | admin@mail.com | Demo LTD | 0 | Admin | <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| test | test@mail.com | test ltd | 1 | User | <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| user | user@mail.com | Demo LTD | 1 | User | <input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

Showing 1 to 3 of 3 entries

Previous **1** Next

Viewing and Managing Users

To manage users click on the View Users button available in the NavBar. You will be presented with a list of users, and their information, in addition to three management buttons of:

- View – Views the user
- Edit – Edits the user information.
- Delete – Deletes the user, presents the admin with a confirmation box that must be OK'd before deletion occurs.

This management table can be filtered using the search bar to look for terms in the table. The management table looks like so:

Users

Show entries Search:

| Username | Email | Company | Role | Group | Actions | | |
|----------|----------------|----------|------|-----------------------|-----------------------|-----------------------|-------------------------|
| admin | admin@mail.com | Demo LTD | 0 | Admin | <button>View</button> | <button>Edit</button> | <button>Delete</button> |
| test | test@mail.com | test ltd | 1 | User | <button>View</button> | <button>Edit</button> | <button>Delete</button> |
| user | user@mail.com | Demo LTD | 1 | User | <button>View</button> | <button>Edit</button> | <button>Delete</button> |

Showing 1 to 3 of 3 entries Previous **1** Next

User Information & Document Management

Upon viewing a user you are greeted with additional information about that user, such as when the user was created and the last time their information was modified, in addition to this a list of related user documents will appear. From this list you can download and delete the user documents where appropriate, from selecting the appropriate button on the documents row. See below:

User

| | |
|----------|----------------------|
| Username | user |
| Email | user@mail.com |
| Company | Demo LTD |
| Role | 1 |
| Group | User |
| Created | 2015-06-26 05:29:24 |
| Modified | 2015-06-26 05:29:24 |

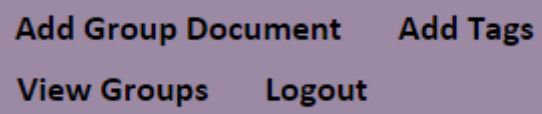
Related User Documents

| Name | Ver | Created | Actions | |
|--------------|-----|---------------------|---------------------------|-------------------------|
| UserDoc2.txt | 1 | 2015-06-29 04:12:16 | <button>Download</button> | <button>Delete</button> |
| UserDoc3.txt | 1 | 2015-06-29 04:12:24 | <button>Download</button> | <button>Delete</button> |
| UserDoc1.txt | 1 | 2015-07-03 03:24:55 | <button>Download</button> | <button>Delete</button> |
| UserDoc1.txt | 2 | 2015-07-03 03:25:04 | <button>Download</button> | <button>Delete</button> |
| UserDoc1.txt | 1 | 2015-07-03 03:25:43 | <button>Download</button> | <button>Delete</button> |
| UserDoc4.txt | 1 | 2015-07-06 04:57:25 | <button>Download</button> | <button>Delete</button> |

New User Document

Logging Out

To logout of the document store focus on the navigation bar and select the logout link. This is indicated below:



A horizontal navigation bar with a light purple background. It contains four text links arranged in two rows. The top row has 'Add Group Document' and 'Add Tags'. The bottom row has 'View Groups' and 'Logout'.

| | |
|---------------------------|-----------------|
| Add Group Document | Add Tags |
| View Groups | Logout |

You will be directed out of the admin section and back to the login screen.