FREE LABOUR

User Documentation

7/4/2025
Version 1.0

TABLE OF CONTENTS

1. DOCUMENT INFORMATION

1.1 Revision History

Date	Version	Status	Prepared by	Comments
4/3/2025	0.1	Template	Alexander Yang	
7/3/2025	1.0	Complete	Alexander Yang	

1.2 Approval
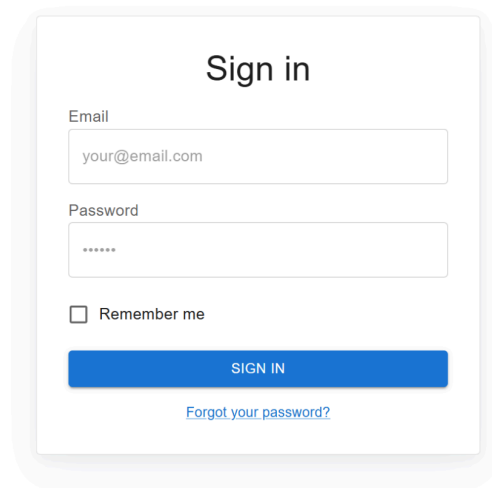
Role	Name	Signature	Sign-off Date
Project Manager	Alexander Yang	A.Y.	7/4/2025
Full Stack Lead	Dhruv Khanna	D.K.	
Instructor	Jerry Jim		7/4/2025
Teaching Assistant	Shashank Hosahalli Shivamurthy		7/4/2025
Teaching Assistant	Mohsen Salehi		7/4/2025
Teaching Assistant	Jennie Chen		7/4/2025
Teaching Assistant	Malinda Gunathilaka		7/4/2025
Teaching Assistant	Mobina Shahbandeh Vayghan		7/4/2025
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Backend Programmer	Pranjali Lal Das	P.D.	7/4/2025
Backend Lead	Helmi Rouf	H.R.	7/4/2025
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Sponsor	Abhi Baro		7/4/2025
Sponsor	Nash Naidoo		7/4/2025

1. INTRODUCTION

This application is a platform to store/manage images and videos as well as users who have access to them. Files are hosted on a custom-built solution which compresses and stores files efficiently. The first page that any user will see upon launching the application is the Sign In screen:

Sign in

Email

your@email.com

Password

••••••

☐ Remember me

SIGN IN

Forgot your password?

After logging in, users will be shown the corresponding dashboard according to their permissions (admin or normal user) along with a navigation side-bar present on the left hand side of the screen.
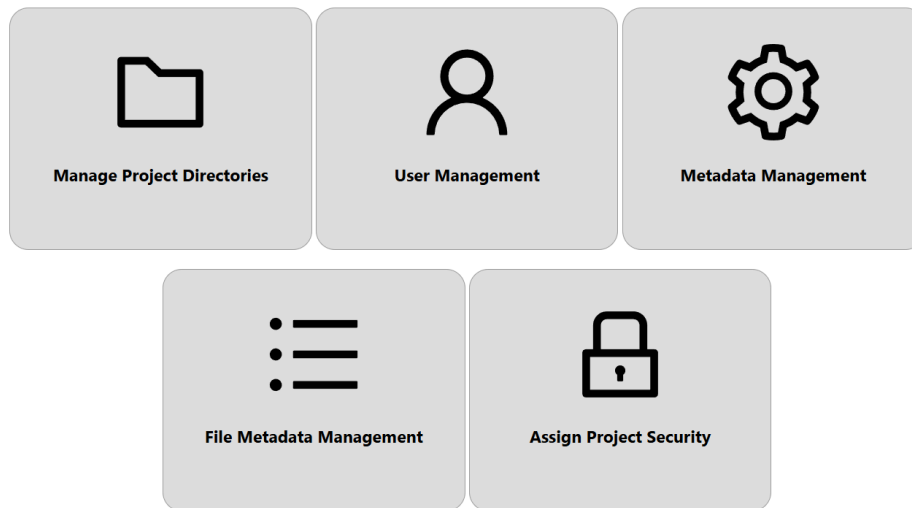
2. ADMIN PAGES

2.1 Dashboard

By default, this will be the landing page after login. On the navigation sidebar, the dashboard can be found here:
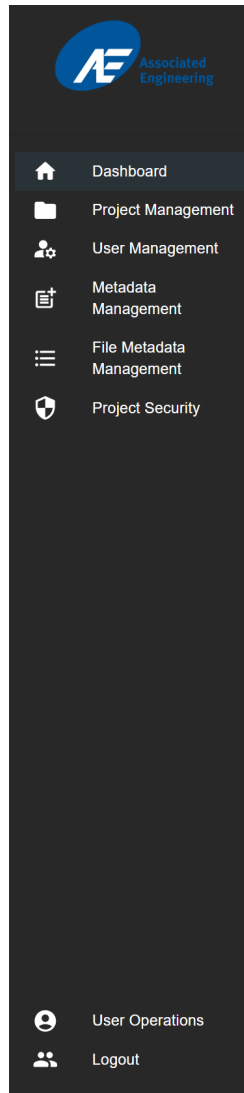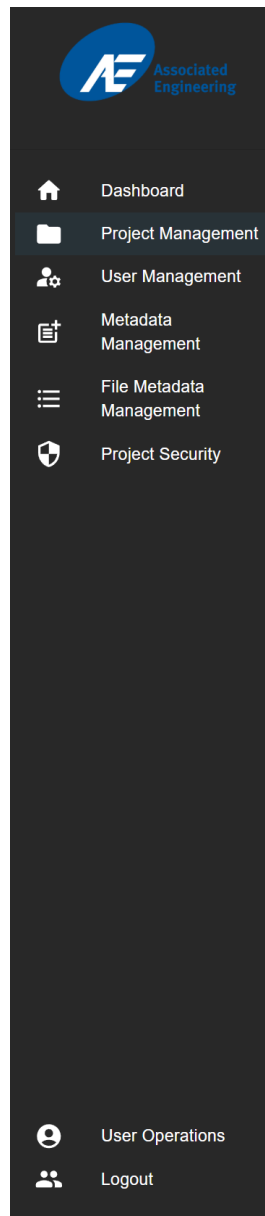
The admin dashboard will simply have the same navigation links present on the sidebar. Clicking on these links will direct the user to the respective pages.

Dashboard

Manage Project Directories	**User Management**	**Metadata Management**
File Metadata Management	**Assign Project Security**	

2.2 Project Management

Admins can manage projects here. The functions available are listed on the left-hand side of the page. Clicking on any of them will bring up the respective window on the right-hand side of the screen.

Manage Project Directories

Create Project

Delete Project

Archive Project

Export Project
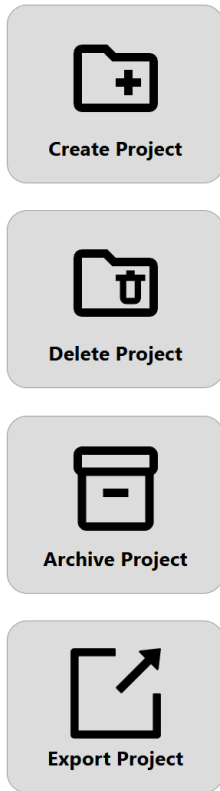
Create Project

Fields required for a project are lists below **Create Directory**:
1. **Project Name** (REQUIRED)
1. **Description** (REQUIRED)
2. **Start Date** (REQUIRED)
3. **Location**

Once every required field is filled, a user can press the **Add Project** button to add the project to the system. On creation, a **Project ID** will be automatically generated for the project.

Additionally, one can import a project in the form of a .csv file by clicking the **Import Projects** button. A sample file is provided on the **Sample File - Import Projects** button.

Manage Project Directories

Close

Delete Project

Archive Project

Export Project

Create Directory

Project Name *

Enter project name

Description *

Enter description

Start Date *

Select date

Location

Enter location

Add Project

⬆ **Import Projects**   **Sample File- Import Projects**

Delete Project

Admins can delete projects here. The window will contain a list of projects under **Delete Directory**, along with a **Delete** button beside each. One can search for specific projects in the **Search for a project..** field. This field will accept the queries of the **Project ID** or **Project Name** (or both).

Manage Project Directories

Create Project

Close

Archive Project

Export Project

Delete Directory

🔍 Search for a project..

5 - *Highway Expansion*	🗑 Delete
6 - *Oil Pipeline Repair*	🗑 Delete
7 - *Park Restoration*	🗑 Delete
8 - *School Construction*	🗑 Delete
9 - *Airport Expansion*	🗑 Delete
10 - *Hospital Renovation*	🗑 Delete
11 - *Railway Modernization*	🗑 Delete
12 - *Water Treatment Plant*	🗑 Delete
13 - *Underground Parking Facility*	🗑 Delete
14 - *Beautiful Buildings*	🗑 Delete
15 - *name123*	🗑 Delete
25 - *New Homelan Project*	🗑 Delete
28 - *Axis Towers*	🗑 Delete

Pressing the **Delete** button for a project will bring up a confirmation dialogue where the user can confirm the deletion with **Yes** or cancel it with **No**.

⊘ Delete Project Directory

Are you sure you want to delete the selected project directory?

No   Yes

🗑 Delete

Archive project

Admins can archive projects here. Archived projects are compressed and stored elsewhere, where they are inaccessible to most users, to optimize storage space and fetch time. The window will contain a list of projects under **Archive Directory**, along with an **Archive** button beside each. One can search for specific projects in the **Search for a project..** field. This field will accept the queries of the **Project ID** or **Project Name** (or both).
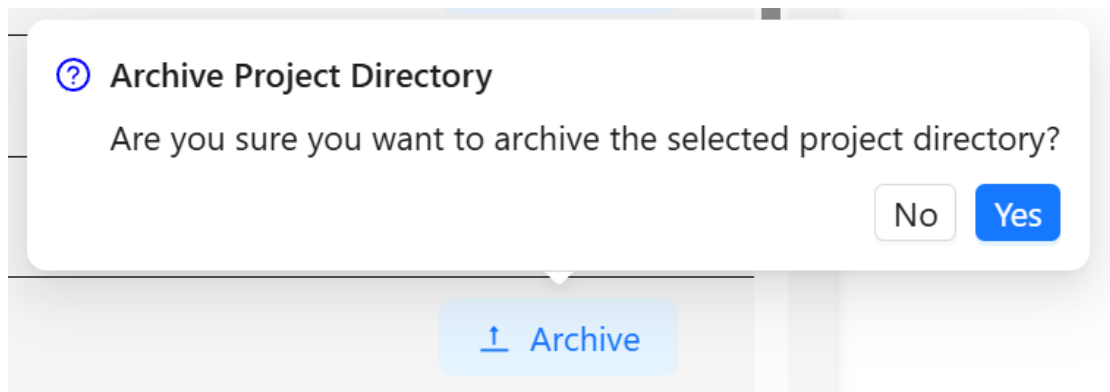
Manage Project Directories

Pressing the **Archive** button for a project will bring up a confirmation dialogue where the user can confirm the deletion with **Yes** or cancel it with **No**.

Export Project

Admins can export projects here. Exported projects are converted to .csv format and are downloaded to the local machine along with all relevant images inside a .zip file. The window will contain a list of projects under **Export Project**, along with an **Export** button beside each. One can search for specific projects in the **Search for a project..** field. This field will accept the queries of the **Project ID** or **Project Name** (or both).

Manage Project Directories

Create Project

Delete Project

Archive Project

Close

Export Project

🔍 Search for a project..

5 - *Highway Expansion*	⬏ Export
6 - *Oil Pipeline Repair*	⬏ Export
7 - *Park Restoration*	⬏ Export
8 - *School Construction*	⬏ Export
9 - *Airport Expansion*	⬏ Export
10 - *Hospital Renovation*	⬏ Export
11 - *Railway Modernization*	⬏ Export
12 - *Water Treatment Plant*	⬏ Export
13 - *Underground Parking Facility*	⬏ Export
14 - *Beautiful Buildings*	⬏ Export
15 - *name123*	⬏ Export
25 - *New Homelan Project*	⬏ Export
28 - *Axis Towers*	⬏ Export

Pressing the **Export** button for a project will bring up a confirmation dialogue where the user can confirm the deletion with **Yes** or cancel it with **No**.

Export

? **Export Project**

Are you sure you want to export the selected project?

No   Yes

Export
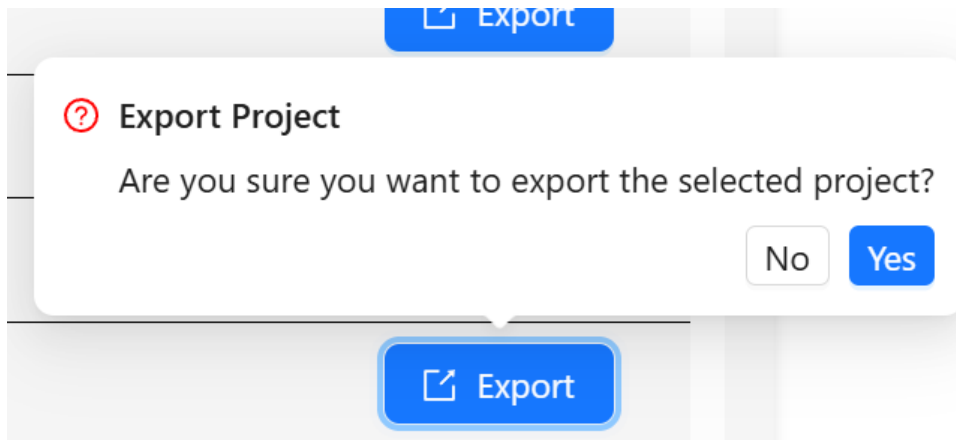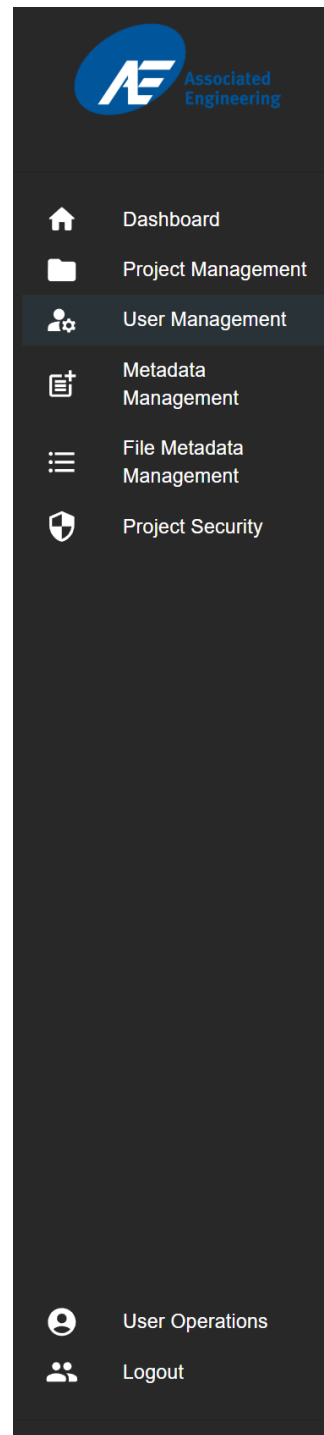
2.3 User Management

Admins can manage users here. On the right, there is a panel with a list of all registered users. On the right, the **Add User** button can be clicked to bring up the user creation window.

User Management

Name	Email	Role	Status
10 - *user mock*	user@gmail.com	User	✎
11 - *lets go buddy yes*	buddy@gmail.com	User	✎
13 - *active test test*	tt	User	✎
14 - *admin mock*	admin@gmail.com	Admin	✎
15 - *yote sf*	sfs	User	✎
16 - *Default User*	test@yopmail.com	Admin	✎
18 - *hi ewf*	fewf	User	✎
21 - *Default User*	normal@yopmail.com	User	✎
22 - *Jerry Test Jim*	jerryjim@cs.ubc.ca	Admin	✎
23 - *Jerry User Jim*	jerry.jim@sauder.ubc.ca	User	✎
25 - *Jerry USER2 Jim*	jerry@takmarsystems.com	User	✎
26 - *Mobina Sh*	mobina@example.com	User	✎
88 - *D K*	dk@gmail.com	Admin	✎
89 - *m m*	m	User	✎
90 - *user user*	user	User	✎

+

Add User

In the **Add User** window, the following fields should be filled for user metadata:

1. **First Name** (REQUIRED)
2. **Last Name** (REQUIRED)
3. **User Email** (REQUIRED)
   a. Emails that already exist within the system and are associated with a user may not be entered
4. **User Password** (REQUIRED)
5. **User Role** (REQUIRED)

6. User Status (REQUIRED)

Clicking the **Submit** button will add the user to the system along with a success message, or an error message.
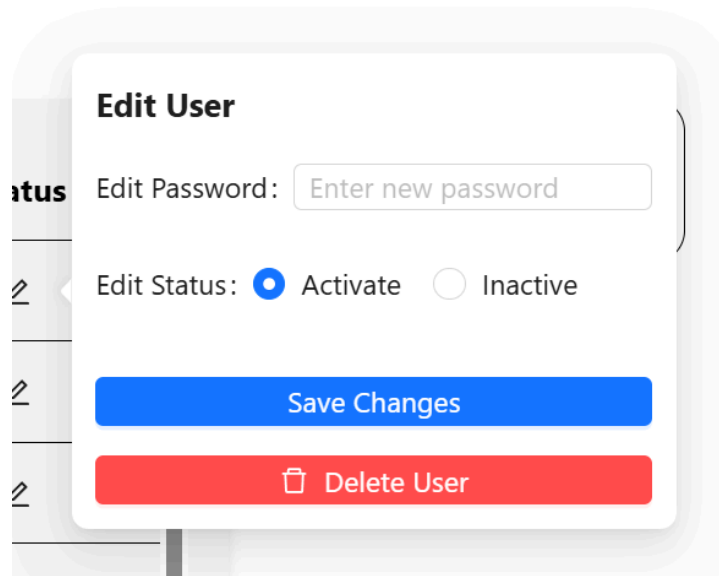
Once created, a user will be able to log in to the application using the **User Email** and **User Password**. **Inactive** users will not be able to log in.

On the left panel, there is an icon under **Status** for each user that can be clicked to bring up the **Edit User** window. Here, the user's **Password** and **Status** can be edited and registered with the **Save Changes** button and the user can be deleted with the **Delete User** button.

2.4 Metadata Management
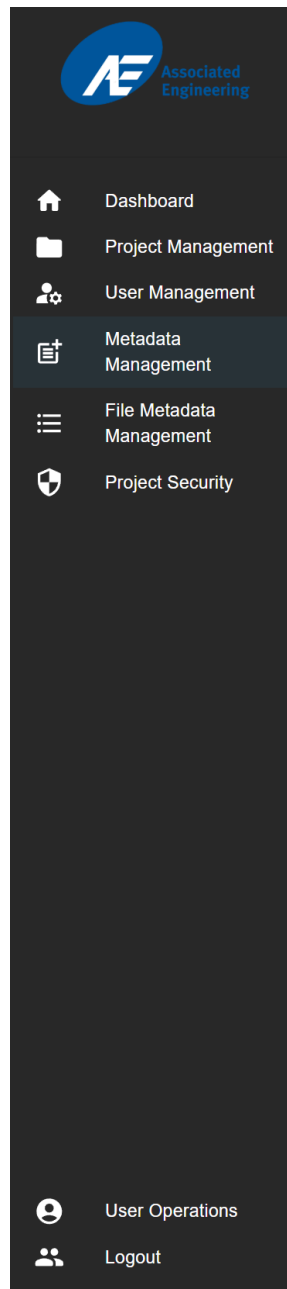
On this page, an admin can manage metadata for individual projects. On the left, there is a panel with a list of all registered projects. On the right, the **Current Metadata** window will appear after a project is clicked on.

Metadata Management

On the **Current Metadata** window, a list of all metadata tags attached to the project are displayed. Clicking the **Edit** button will allow the fields to be modified, and custom tags added.

Current Metadata

5 - *Highway Expansion*

Project Name: [Highway Expansion]

Location: [Vancouver]

Start Date: [2025-03-14]

Status: ○ Active ● Inactive

Phase: [2]

[cost] [1000000] ⊖

[materials] [everything] ⊖

[+ Add field]

✕   [Close]   [Submit]

Clicking **Add field** will add an empty metadata tag: the **Field name** and **Metadata** associated with the new tag are to be filled. The **Submit** button can then be clicked to save the changes made.

2.5 File Metadata Management
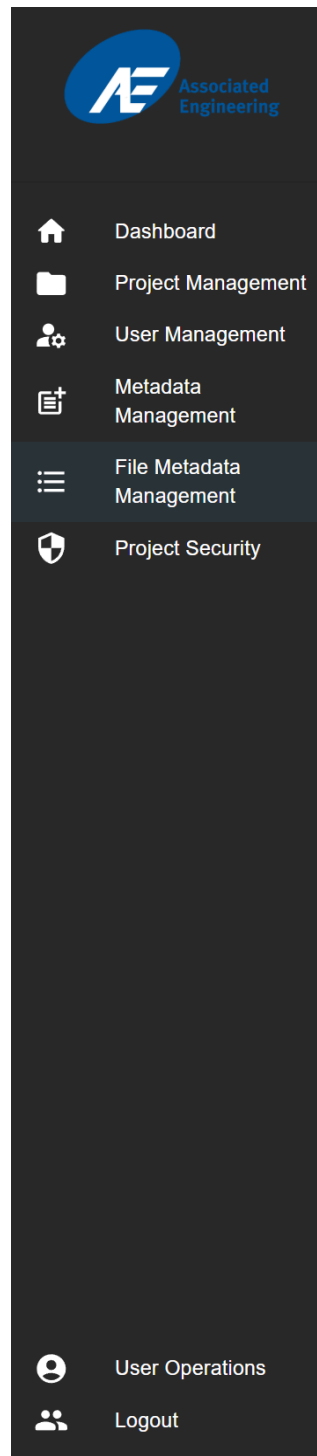
On this page, an admin can manage metadata for individual files associated with projects. On the left, there is a panel with a list of all registered projects. On the right, the **Current Files** window will appear after a project is clicked on. This displays the list of all files on the project.

File Metadata Management
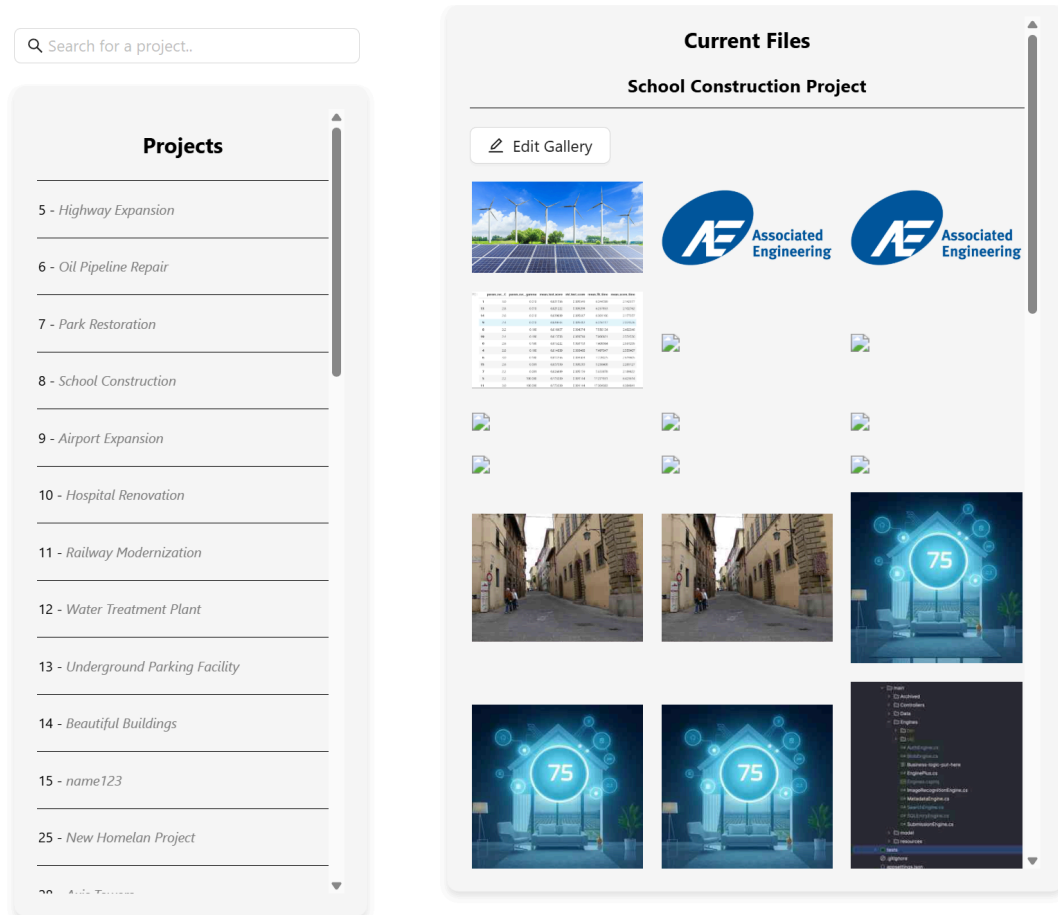
On the **Current Files** window, each image can be clicked on to bring up the **Edit File Metadata** window for the corresponding file. Here, tags can be added and/or deleted. Clicking the **Edit Gallery** button switches the window to **Edit Mode** where the user can click on each image, selecting it. Selected images can then be deleted in bulk.

Current Files

School Construction Project

✎ Cancel Edit Mode   🗑 Delete

2.6 Project Security

On this page, an admin can manage permissions for projects. On the left, there is a panel with a list of all registered projects. On the right, the **Access Level** window is brought up when a project is clicked on.

Project Security

On the **Access Level** window for a corresponding project, a list of all registered users is displayed. Each user can be clicked on to enable/disable their access to the corresponding project. **Admins Only** can be selected to allow all admin users access to the project and **Everyone** can be selected to give all users access to the project. Users with access to the project are able to add/edit files on the project. Users without access are able to see the project but are unable to modify it in any way.

2.7 User Operations

On the navigation sidebar, **User Operations** can be found at the bottom. Clicking on this will change the application to **User** mode, where an admin can access all functions available to a regular user.
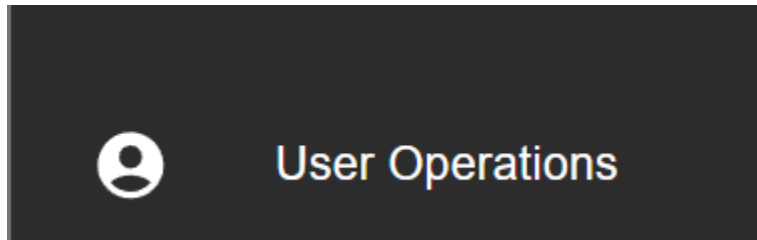
2. USER PAGES

2.1 Dashboard
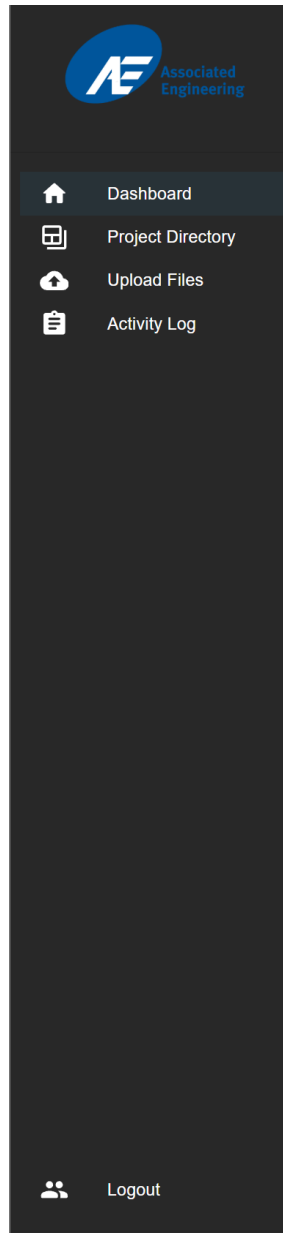
On the user dashboard, a list of active projects is displayed. This and the search function are identical to the **Project Directory** page. On the left, there are buttons directing to the **Upload files** and **Activity Log** page.

Dashboard

🔍 Search files... | Start date → End date 📅 | Search | Clear Filters
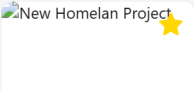
Active Projects

9 - Airport Expan
Calgary

25 - New Homela
Delhi

6 - Oil Pipeline R
Alberta

7 - Park Restorati
Ottawa
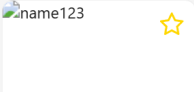
8 - School Constr
Quebec City
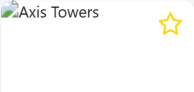
13 - Underground
Mississauga
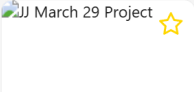
14 - Beautiful Bui
Toronto
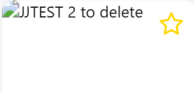
15 - name123
location123
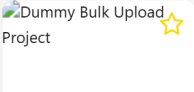
28 - Axis Towers
Toronto

100 - JJ March 29
Vancouver

101 - JJTEST 2 to

103 - Dummy Bul
New York

+

Upload Images/Videos

☰

Activity Log

2.2 Project Directory
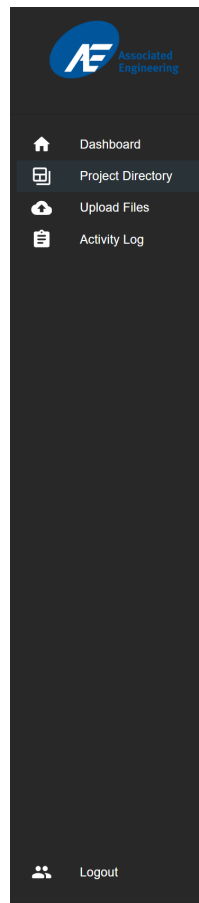
On the **Project Directory** page, there is a list of all active projects. Above it, search criteria can be entered in the respective fields:

1. **ID/Name**
2. **Status**
3. **Start Date - End Date Range**

Clicking **Search** will query the list of projects and only display projects corresponding to the search tags entered. Clicking **Clear Filters** will remove all queried search tags.

Project Directory
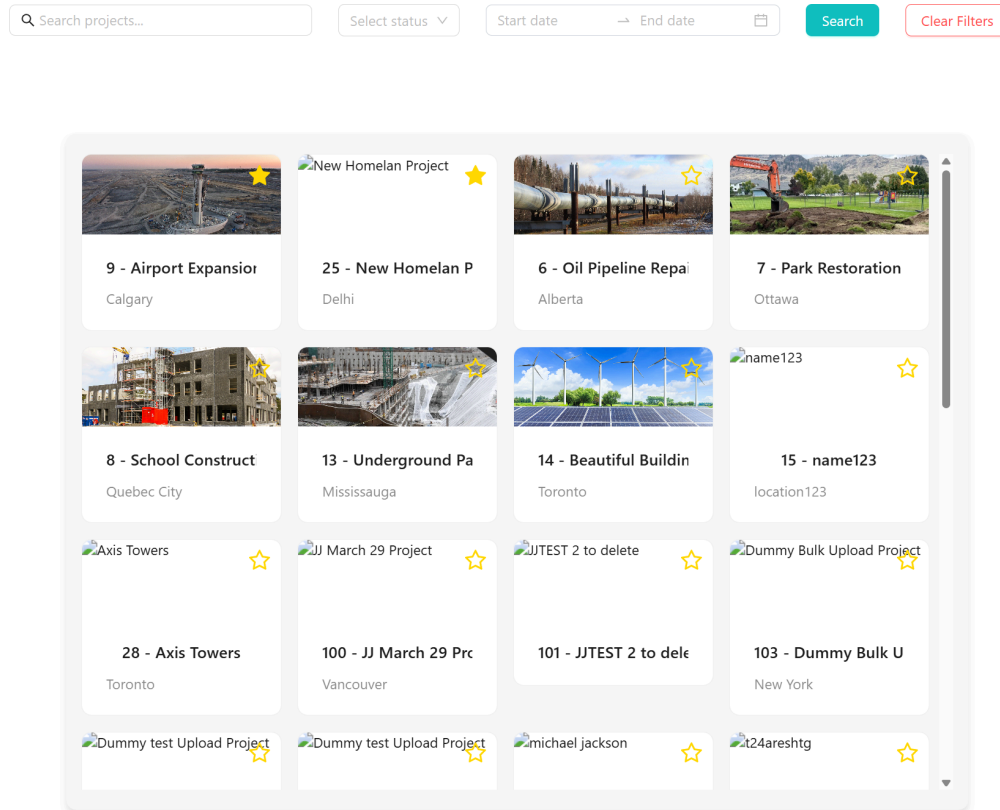
In the top right of each project thumbnail, the user can click on the **Favorite Project** button to favorite/unfavorite a project. Favorited projects will appear at the top of the list. Clicking on a project thumbnail will display the **Project Overview** page.

At the top of the page, the **Filter** window can be seen. Here, the list of files associated to the project can be queried with the following criteria:

1. **Start date - End Date Range**
2. **Metadata Tags**
3. **Tags**

Project Overview

New Homelan Project
Delhi

Filter Date: Start date → End date

Filter Metadata: Metadata key ∨ ? ∨ Metadata value

Filter Tags: Tag ∨ Search Clear Filters

Location: Delhi   **Start Date:** Jan 01, 1901   **State:** Active   **Phase:**

Metadata: *No metadata*

✎ Select from Gallery

No files found for this project.

Below, the list of files matching the criteria given will appear. **Select from Gallery** can be clicked on to enter **Selection Mode**, where files can be selected and deleted in bulk.

2.3 Upload Files
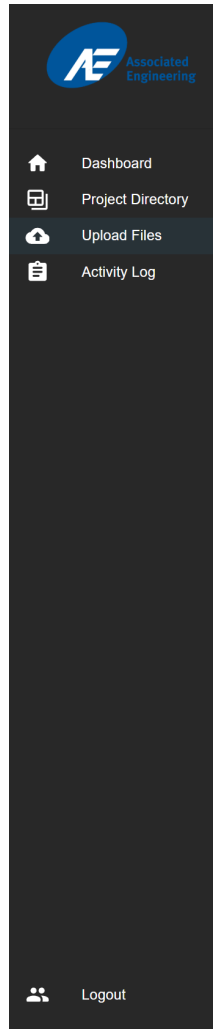
On the **Upload Files** page, a user may upload **PNG, JPG, JPEG, RAW, MP4** and **ARW** files. On the left, the **Upload & Edit Files** window can be seen. Files can be dragged into the window from the file explorer, or the **Add Files** button can be clicked to display the file explorer, where files can be selected individually or in bulk.

Upload & Edit Files

0/100 images uploaded

+ Add Files

Accepting PNG, JPG, JPEG, RAW, MP4, ARW

Select   Select All

Upload Files to Project   Save To Palette

Project Name:

7: Park Restoration

Select File   Submit File Metadata

Project File Metadata:

Select File First

Metadata

Add Metadata from Project

Key: pick existing metadata key

Value: apply metadata value

+ Add Metadata

Create Metadata

Key: set metadata key

Value: set metadata value

+ Create Metadata

Tags

Add Tags from Project

Tag: pick existing tag

+ Add Tag

Create Tags

Tag: input tag

+ Create Tag

Adjust Resolution:

Select resolution

**Add Date:**

2025-04-07

Location:

Enter location

Once a file is uploaded, it will appear below. Pressing **Select** will bring the user into selection mode, where each file clicked will be selected. Clicking **Select All** will select all images. A user can then click the **Save to Palette** button to save all selected images to the palette, where they are not associated with any project.

A user can also select a project and add corresponding metadata to the image on the right window. First, select the **Project Name** from the list of projects the user has access to, then fill in the desired **Metadata/Tags** below. A **Resolution** can be picked from the options (Low, Med, High) to adjust the compression the image is stored with. Selecting **Upload Files to Project** will upload all selected files to the system.

2.4 Activity Log
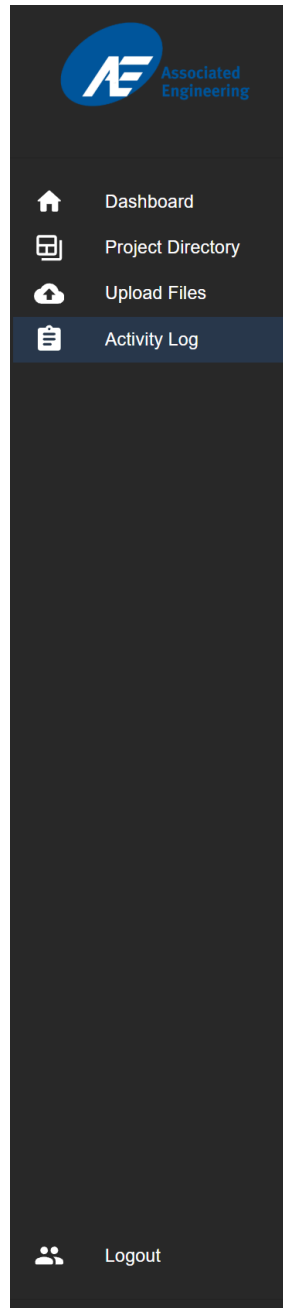
On the **Activity Log** page, a list of previous operations the user utilized on the apps will be displayed.

Activity Log

Activities	Timestamp