NOTE:
This user guide was intended for training use on the Media Organiser application.
Microsoft Office User
09/01/2019

Contents

Introduction

This document is a guide on how to use the Media Organiser application. It's contents are written based upon use of the application.

Purpose

The purpose of this document is to provide guidance whilst using the Media Organiser application.

In this document you will learn how to do the following;
- Setup and run the application with a server on your local machine.
- Navigate the user interface.
- Create new folders.
- Edit a folders contents and the names.
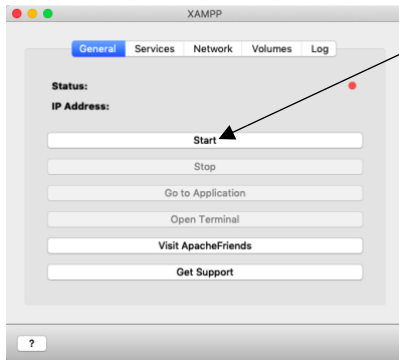- Delete a folder or a folders contents.

Set Up

Requirements

System Requirements;

Requirement	Comments
XAMPP	This can be downloaded here.
Application Files	You can download the application from GitHub here.
IE 8.0 or Above (Windows) or	You can download the latest version of Internet Explorer here.
Google Chrome	You can download the latest version of Google Chrome here.
Network Access	You should have access to any network.

Creating The Server

To run this application in it's current state you will need to be running a server on XAMPP. Please see the below instructions on how to do this.

1. When first starting XAMPP you will see the below window.
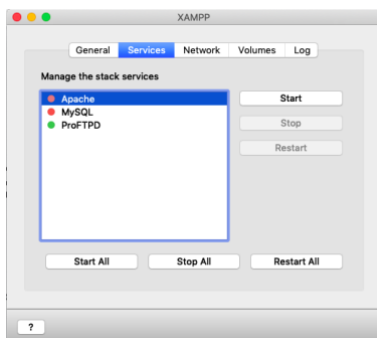

You should be able to click '**Start**' and it will begin to pick up an IP Address.

Here is an example of what you should see once this has finished;

2. Next you will need to go to the '**Services**' tab and you will find another window looking like the example below.
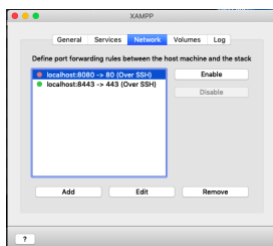

On this window you will need to have the '**Apache**' service selected and again click '**Start**'.
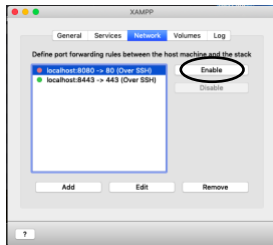
It should turn green meaning you have successfully created a server on your machine.
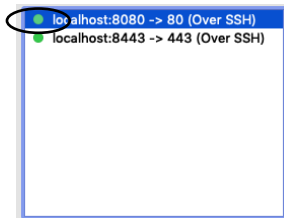
Establishing The Ports

To enable the network ports you will need to follow the below instructions in order.

1. Firstly you will need to navigate to the '**Network**' tab in the XAMPP application.

2. From here you will need to select the corresponding port and then click the circled '**enable**' button.

3. Once this is done you should see the port colour change to green. This will indicate that you're up and running.

Folder Set Up

To set up your applications folder you will need to follow the below steps in sequence.

1. Firstly you will need to go to your '**htdocs**' folder. You can get there by using the following paths;

   MacOS

   The diagram below shows a quick and easy way to access this using the XAMPP application.

2. Once you are in the '**htdocs**' folder you will be required to follow the next steps.

2.1. Drag and drop the downloaded '**media_organiser**' folder into the '**htdocs**' folder.

2.2.   Close the explorer.

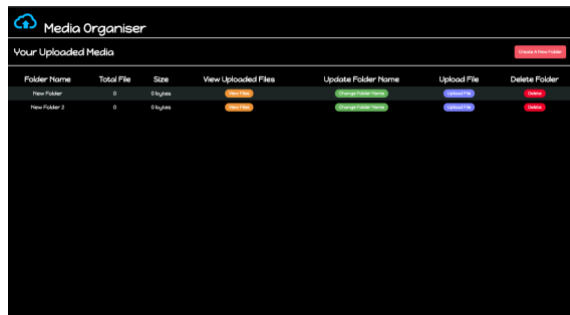3. Your files are now all in place. You can run the application by using the corresponding link;

Link – http://localhost:8080/fileSite/index.php

Please see this rest of this guide to continue.

Usage

This section will explain what every feature of the webpage does. It will give you a description of each function and how they can be used.

Home Interface

1. When on the WebPage. This will be the view you have,

This will be your homepage and allow you to navigate around your folders.

From here you can control almost anything you like.

Adding Folders/Changing Name

1. If you click on the '**create new folder**' button a pop up window will appear allowing you to create a new folder.

2. In the below window you will want to insert a folder name and click create. This will create a folder and add it to your list.

3. To change the name of any folder, you can click on the following button,

This will then display a window similar to before.

You can repeat this as many times as you like and create an array of folders to suit your needs.

Deleting Folders

1. If you click the delete button on any folder a window will pop up confirming deletion of the selected file.
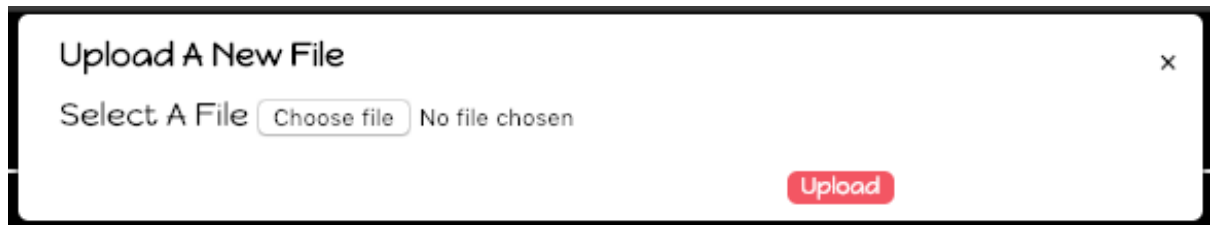
Uploading Files

1. The upload file button will display a pop up allowing you to upload a file of your choosing into the selected folder.

2. This is the window for uploading files. Firstly click on the 'choose file' button and then click upload once you see your file has been added.
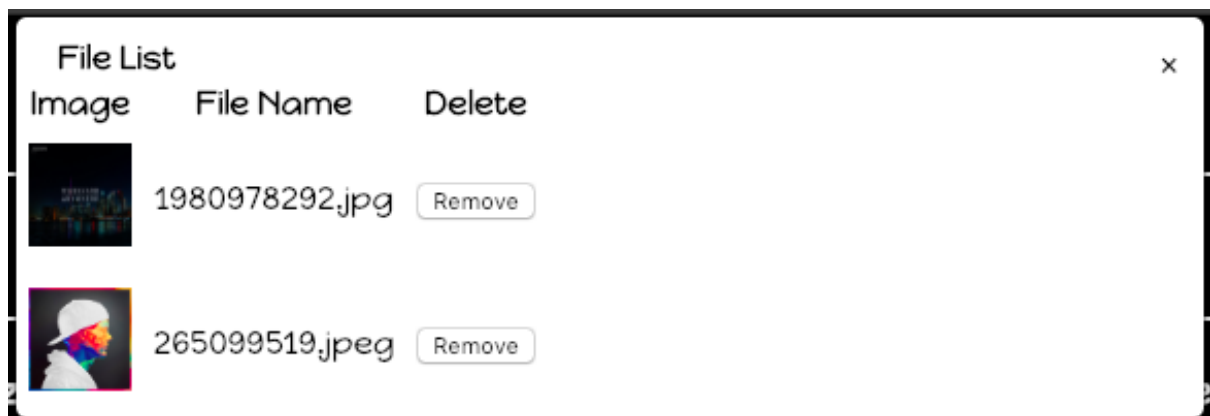

Viewing Files

1. When clicking on the 'view files' button next to the selected folder you will be show the below window.

2. This window displays the 'image', 'file name' and a 'remove' button to delete the file.

End

This concludes the user manual for the Media Organiser application. You are able to use this application to it's full capacity.