

# User Guide

Please advise, if you want to use the application you can choose the ‘Casual User’ option otherwise if you wish to install the application in your local you would choose the ‘Developer’ option

## Casual User

1. To access the application click on the link  
<https://oracleapex.com/ords/r/docmansys/document-management-system/login>
2. Enter the credentials given below  
Username: user1  
Password: MySecurePass!2025
3. Actions that can be performed  
Create row button: Create a new document

To Update: Please click on any row that is highlighted blue, you will be redirected to form to update the information, to save please click the button ‘Apply Changes’

To Delete: Please click on any row that is highlighted blue similar to the last step, click on the ‘Delete’ button

## Developer

1. Create an account on the oracle apex site  
<https://oracleapex.com/ords/r/apex/workspace-sign-in/oracle-apex-sign-in>
2. Import the SQL file in the App Build tab at the top
3. After successfully importing you should be able to run the app by going to App Build then clicking on the application and running the app through the ‘Run application’ at the top