

## How to **Admin portal**

### **Upload a file**

1. Files are uploaded under a label which is marked terminal (explained later), if the label doesn't exist, first make the label and mark it terminal.
2. Then go to the upload tab, select the appropriate labels, then select the file to be uploaded.
3. The last label in the form should be a terminal one.
4. You can provide a name(optional), otherwise the default filename will be used.
5. Click on upload and if everything goes well you will see a success message, if there's a problem an error message will be shown.

### **View/delete existing files**

1. Go to the modify tab, and select modify existing.
2. Select the appropriate labels and then click submit.
3. You will see a list of all the files uploaded under that label.
4. Each file has 3 actions, download, delete, and rename.
5. Select whichever action you would like to do.
6. If everything goes well you will see a success message, if there's a problem an error message will be shown.

### **Add a label**

1. Go to the modify tab, and select add classifiers.
2. Select the appropriate labels under which you would like to add the new label.
3. Fill the label and the name.
4. If you intend to upload files under the new label then select true under terminal condition. A terminal node can't have any children labels, it can only store files.
5. Click on submit.
6. If everything goes well you will see a success message, if there's a problem an error message will be shown.

### **Remove a label**

1. Go to the modify tab, and select add classifiers.
2. Select the appropriate labels(the last label with a non empty value will be deleted).
3. Click on Delete.
4. You will see a dialog box, confirming this deletion. Click on confirm to continue with the deletion, else cancel.
5. If everything goes well you will see a success message, if there's a problem an error message will be shown.

### **Aliases**

Sometimes different labels have the same contents and you'd want that stuff uploaded to anyone of those to be available on the other, eg: A particular subject may have different subject codes, but the all the different course codes represent the same subject.

### **Add an alias**

1. Go to the modify tab, and select add an alias.
2. Navigate to label you'd want to add an alias to.
3. Click on add alias.
4. Navigate to label which will be the alias for the previously selected label.
5. Click on add alias.
6. You will see a dialog box, confirming this. Click on confirm to continue, else cancel.
7. If everything goes well you will see a success message, if there's a problem an error message will be shown(circular alias won't be added)

Eg: If you add an alias from label A to label B, then any changes in A would be reflected in B and vice versa.

**Remove an alias**

1. Go to the modify tab, and select view/delete an alias.
2. A list of all the aliases will be shown.
3. Click on the trash icon to delete an alias.
4. You will see a dialog box, confirming this. Click on confirm to continue, else cancel.
5. If everything goes well you will see a success message, if there's a problem an error message will be shown.

**Changing password**

1. Go to the account tab, and select account settings.
2. Enter your old password, and the new password(should contain at least 6 characters).
3. Click on Change password.
4. If everything goes well you will see a success message, if there's a problem an error message will be shown.