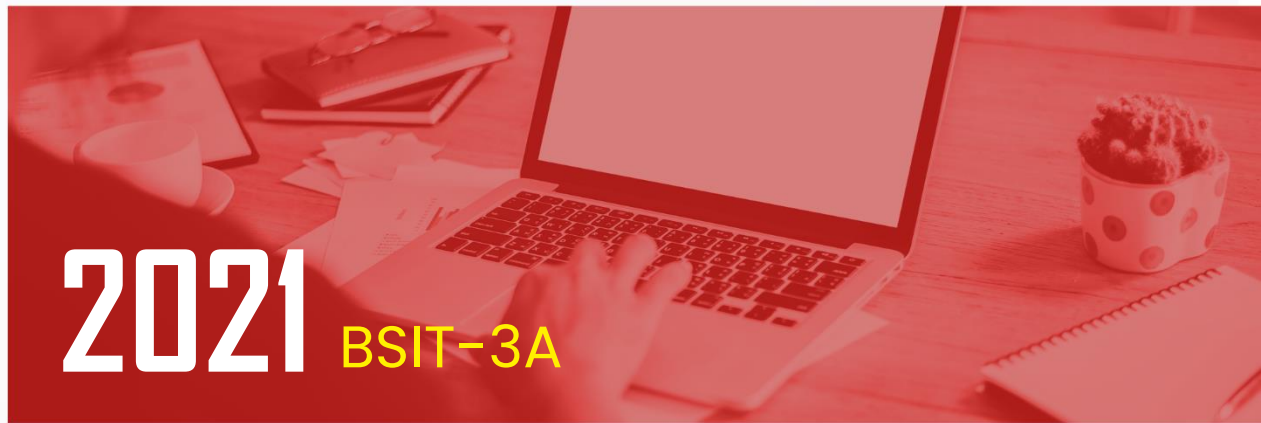


APPLICATION DEVELOPMENT AND  
EMERGING TECHNOLOGIES

# Swim lanes Flowchart

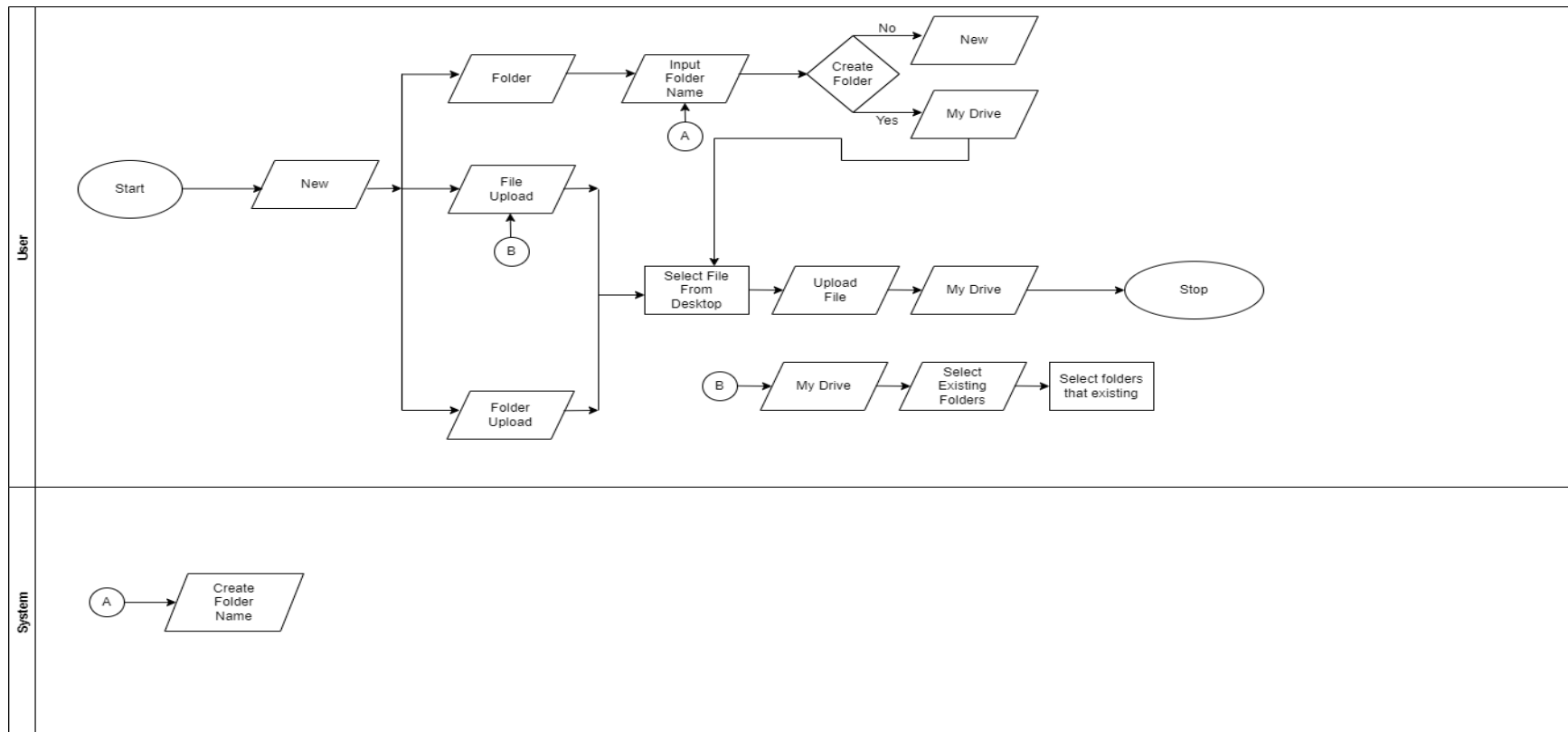
Google Drive  
Group 3



**2021** BSIT-3A

Prepared by:

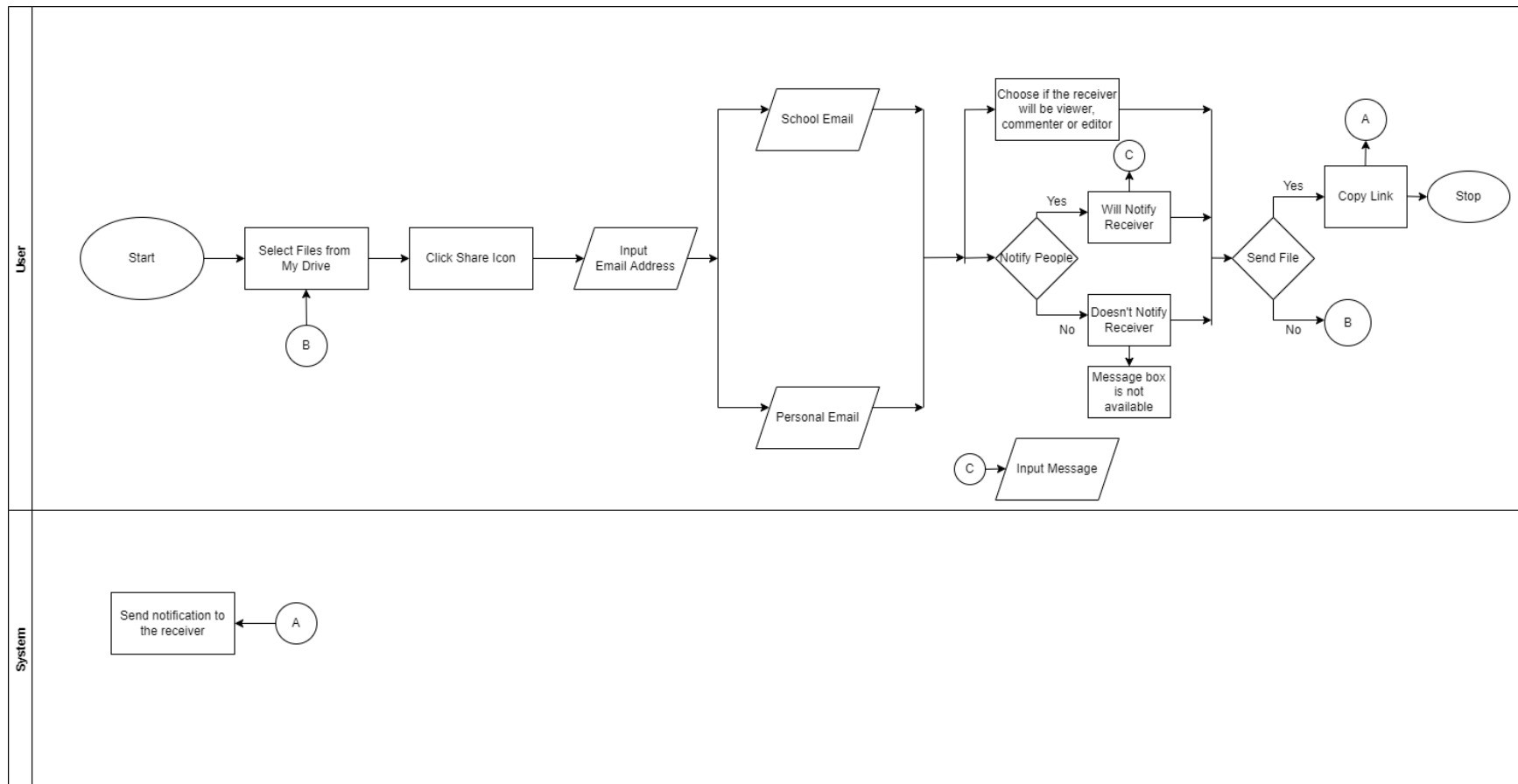
Angelica Mae J. Jaylo



## Module 1: Uploading File

In this module, you can see the process of uploading files using google drive. In the first step, click the new button and then 3 major options will be shown; the folder, file upload, and folder upload. These 3 major options have different styles when uploading files but they also have the same process in the flow of uploading files. First, a Folder is a style of creating a folder directly in google drive and after the folder is created it can be selected to be a folder of the recent files to be uploaded. The second is the File upload, in this process the files will come from the desktop of the user, and once the file is selected it will be directed to the My drive or to the folder that was created recently. Thirdly, Folder Upload is the same with File upload process but this feature will

be much easier if the user will upload many files, it can be placed in 1 folder and uploaded in google drive the user will lessen its clicks to upload files one by one and once it was uploaded it will be directed to the My drive. There is only 1 decision in this flowchart only in creating a folder, but in the 2 features, there is no decision because once you click the file or a folder it will automatically be uploaded to the My drive. And for the system, the one it does is to process the name of the folder created by the user and put it in the My drive.



## Module 2: Sharing Files

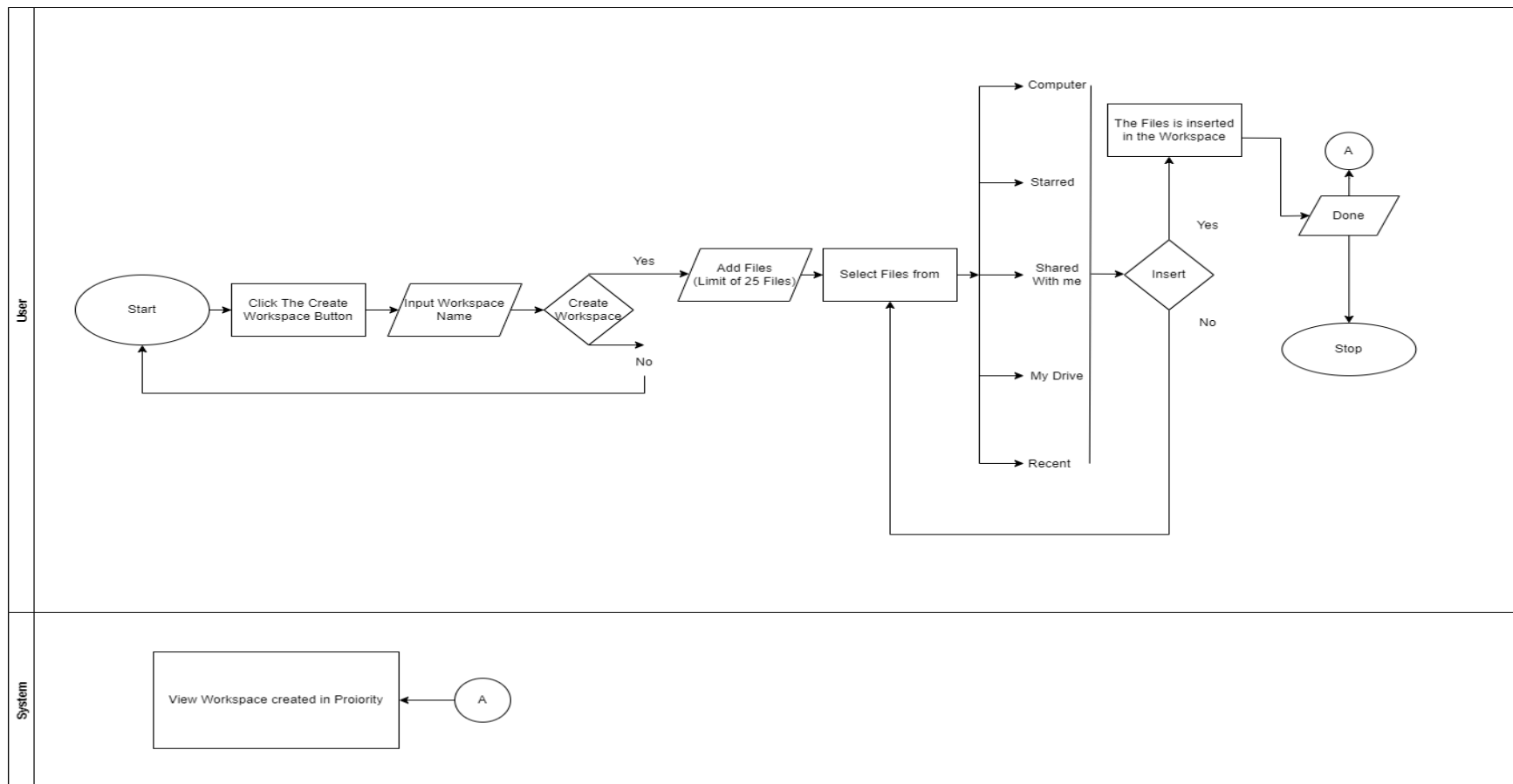
In this module, you can see the process of sharing files that are uploaded by the user. I didn't include the process of sharing files in the files shared with me because this is an organizational email that I'm using and the shared files of our teacher on us is the student set as a viewer, and if you are a viewer you cannot share, comment, and edit the files that are shared. A viewer will be directed to do a preview and download only. So, let's start, the first thing we will do is to select a file, or folder in My Drive. Then click the Share Icon on the upper right of the desktop view. Then input the email address, it can be a personal email or the Organizational email

(thelewiscollege.edu.ph) but emails selected will undergo the same process. First, the user will select if the receiver will be a viewer, commentor, or editor. These 3 have a different phase of features if the file is shared with them, the viewer can only preview and download the file. While the commentor can preview, download, and can give comments or suggestions to the file shared. The editor can preview, download, organize, add, and edit files.

The next feature is the checkbox of notifying people. This is the input check box, if the sender wants to notify the receiver that the user shared the file with the receiver. That notification can be seen in google mail. Although even if the user will not check the notify people the file can be shared also.

The next input is the message. The receiver can put his/her message to the receiver of the file he/she sharing. But as you can see the decision-making in notifying people is connected to the notify people, if the user didn't check the notify people the message box will not be available but once the user selects the notify people the message box will automatically come out. But even the user doesn't put a message and check the notify people the file will be sent and notify the receiver.

Once the file is sent the decision-making is ongoing if the user decides not to send it, the user will be going back to the My Drive and repeat again the process, but once the user sends it automatically the link of the file is generated to copy and send it to the receiver.



### Module 3: Create Workspace

In this module, you can see the process of creating a workspace. This is one of the features in google drive that you can select different files in the drive and put them in one place. In the first step, once the button of the create workspace is clicked it will automatically pop out the input box of workspace name then the decision making if you will continue to create a workspace. If you click yes, the workspace is automatically created and pop out the

adding files with a minimum of 25 files per workspace. Files can be selected in the recent, starred, shared with me, My drive, and computer. Once the file or files are selected, the decision making of the user is if they will insert in the workspace or not. If yes, the files will be inserted successfully in the workspace. Then, they can automatically view the workspace priority feature of the drive. The system is the one that will save it into priority. And if the user click cancel, it will be directed again to selecting new files. Take note, in selecting files it can perform selecting simultaneously. But in one place or specification where you choose to get files, if you choose my drive you can select as many files as you can but when you switch to others the file you selected previous will be automatically canceled.