# File Navigator Plus (FNP)
# Simple User Guide

[Appropriate Access Control may required]

09 Jan 2019
Ver. 1

# Document version

## Initial version (1.0)

09 Jan 2019 By Timmy Leung

*First version of content has well prepared.*
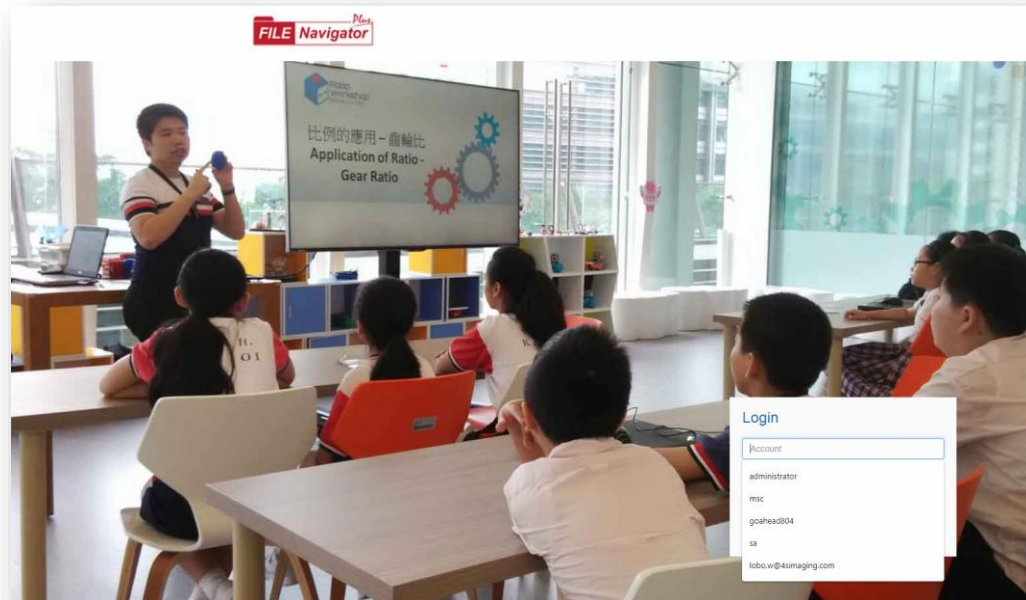
# Table of content

## Getting Start and User Management

### Login Screen, login to start to do anything on FNP



### Access to the FNP Web Site
http://localhost:30010/fnp/

Note: Change the **"localhost"** to appropriate **Domain Name** or **IP Address** or **Host Name**. **"localhost"** is an example here. Consult the correct **URL** with IT team in your organization.

Use common Web Browser to access the appropriate URL. Google Chrome Browser, Firefox, Microsoft Edge are preferred web browser for FNP usage.

Type your FNP User name and password to login to the system.
[Jump to Step 2 while you need to login to the system immediately with other login options]

### Optional: Choose preferred language
You can choose English, Traditional Chinese, or Simplified Chinese for your working environment. The preferred language of interface setting would be saved with the web browser.
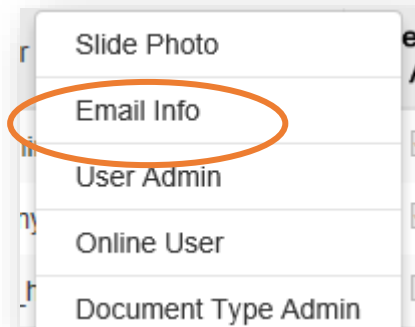
Note: Different web browsers have their own user experience setting storing space and its might protected by different security level (Setting may not able to be saved). You might require to choose it every time.

# Open the panel for User Management
## Start from **Setting** menu

Click the **setting** menu on the left-bottom of the web UI. Then click the **Admin** men item.
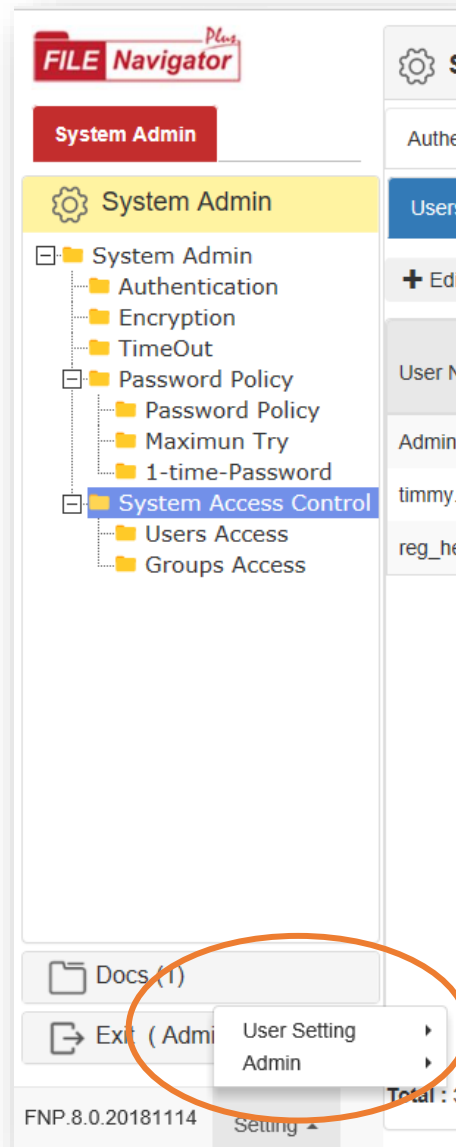
Chose **User Admin** menu item on the Sub-menu of Admin.

## UI for User Admin

While Everything goes smooth, you would get the following screen. On this GUI, existing **Users** are being listed here
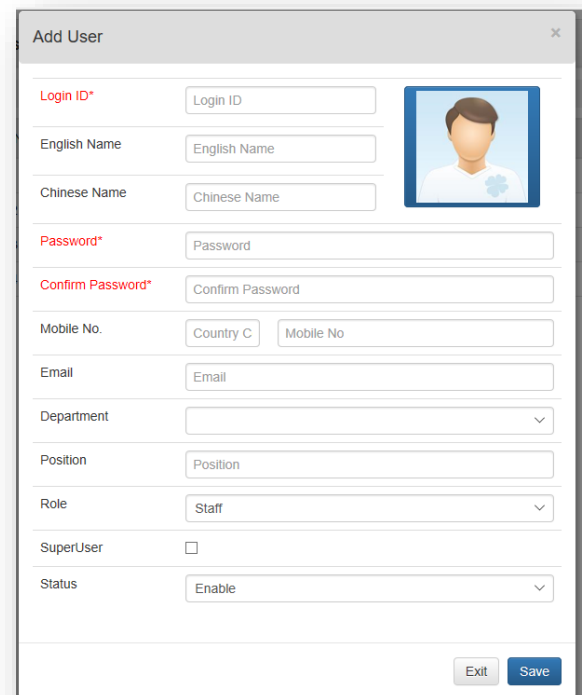
## Open Add User dialog

### User Adding button
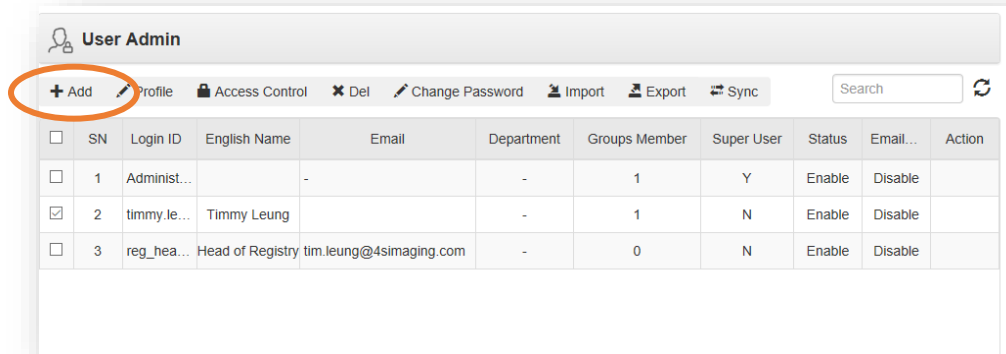


### Dialog – Add User

For better system management purpose, the field of Email Address should be filled. Several FNP features are require to use the Email address field.
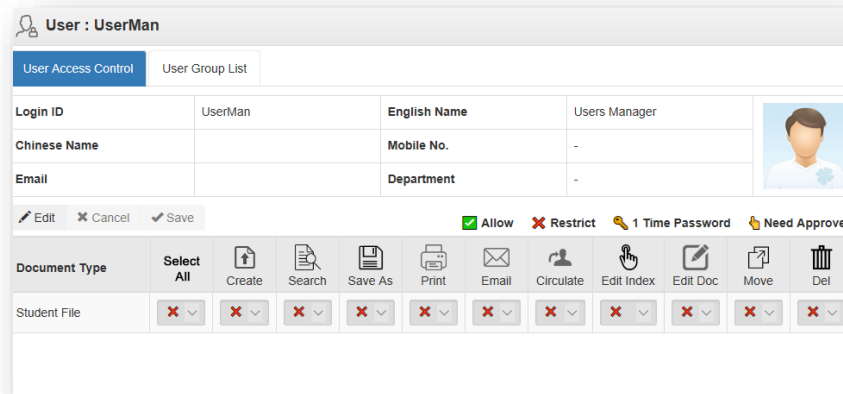
## Access Control assigning

### Two ways for Access Control

- **User/Group management point of view**

  Setting menu  →  Admin  →  User Admin

  Select a User or a Group to assign/change the Access Control of different feature.



- **Document Type management point of view**

  Setting menu  →
  Document Type
  Admin  →
  Select and click to
  open a Tree  →
  Select and click the
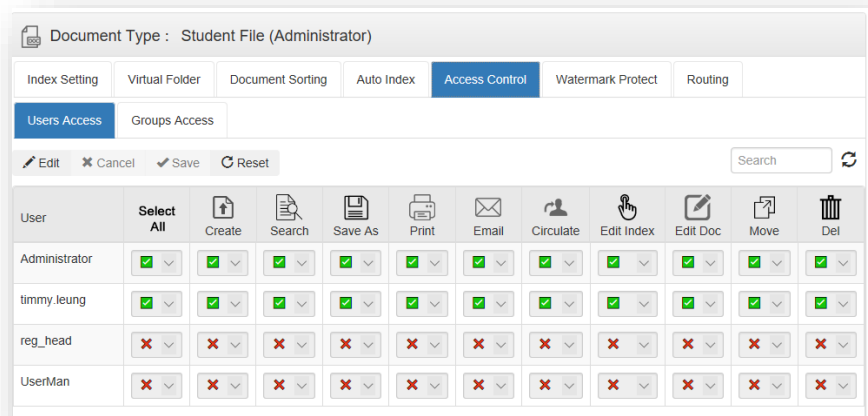  Access Control tab.
  Then Groups or
  Users levels Access
  Control could be
  adjusted.
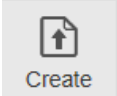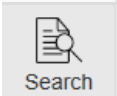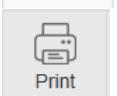
## For simple management purpose, perform User Grouping

Several Users might have the same role to access the same Document Tree nodes and should be granted to have the same Access Control rights. Grouping those Users to a User Group could save time on Access Control assigning.

For more information about User Grouping, refer to the document named "FNP Initial Setup Guide".

# Available operation for the specific Document Type

# (In simple describing)

For more information about User Grouping, refer to the document named "FNP Initial Setup Guide".

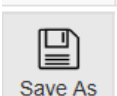| | |
|---|---|
| **Select All** | Full access for all operation. |
| **Create** | Create new **Document** Record. |
| **Search** | **Document** Record Searching. |
| **Save As** | Save the **Document** Record (Download the record as a file on device, which access to the system currently). |
| **Print** | Print a copy of the **Document** Record. |
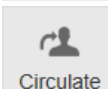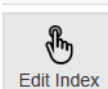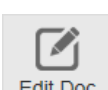
Email a **Document** copy of the Record

Send the selected **Document** to other user on the system with limited time period/date range.

Modify **Document** Record Indexing method.

**Document** Record modification ability.

Move the **Document** Record to other location.

**Document** Record deletion.

## Upload document

### Make sure you have already login to the FNP Web

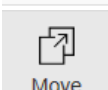Use your user name and password to login to the FNP Web system. If your organization choose to uses Active Directory authentication on FNP Web system, please make sure your have logon to Windows as correct Domain User Account.

For detail about login FNP Web, you may refer to **Getting Start and User Management** section in previous section on this document.
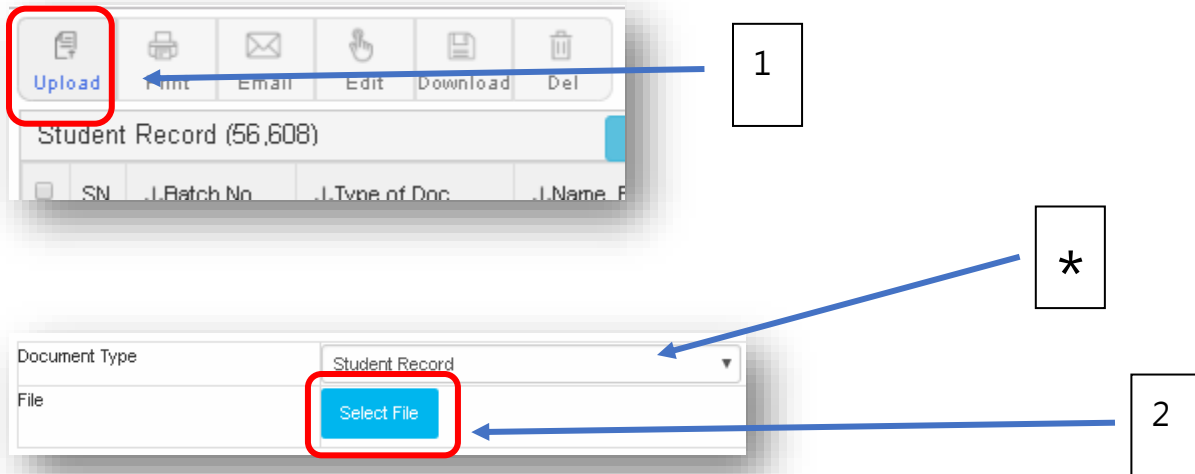
### Select a Doc Type Tree as target

Choose appropriate Tree node as target. Make sure you have selected correct node (Doc Type). On FNP user interface, choose "Docs", then select appropriate Tree node.
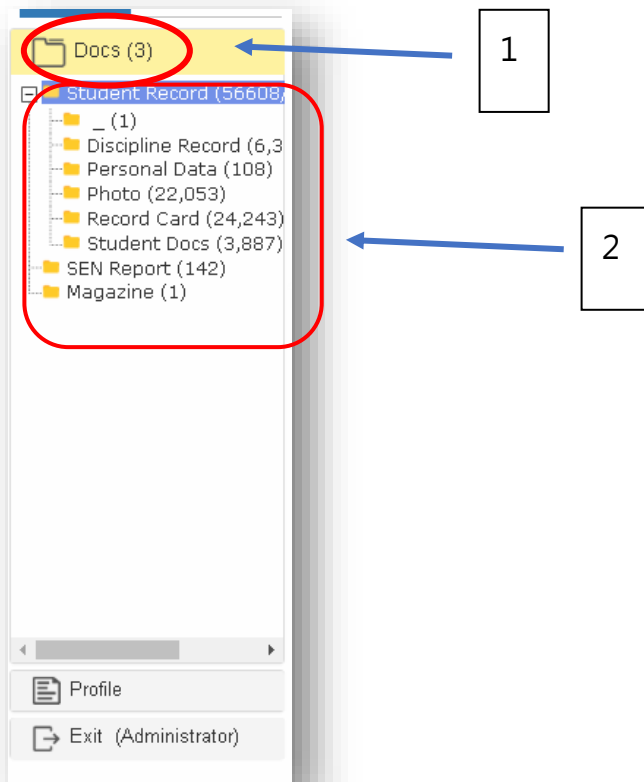
## Upload Button

Prepare the document file path, which located the file you want to upload to FNP Web. Click the **Upload** button.



\* If you have chosen the incorrect Tree Node (Doc Type), you can select the correct one on this step. (3)
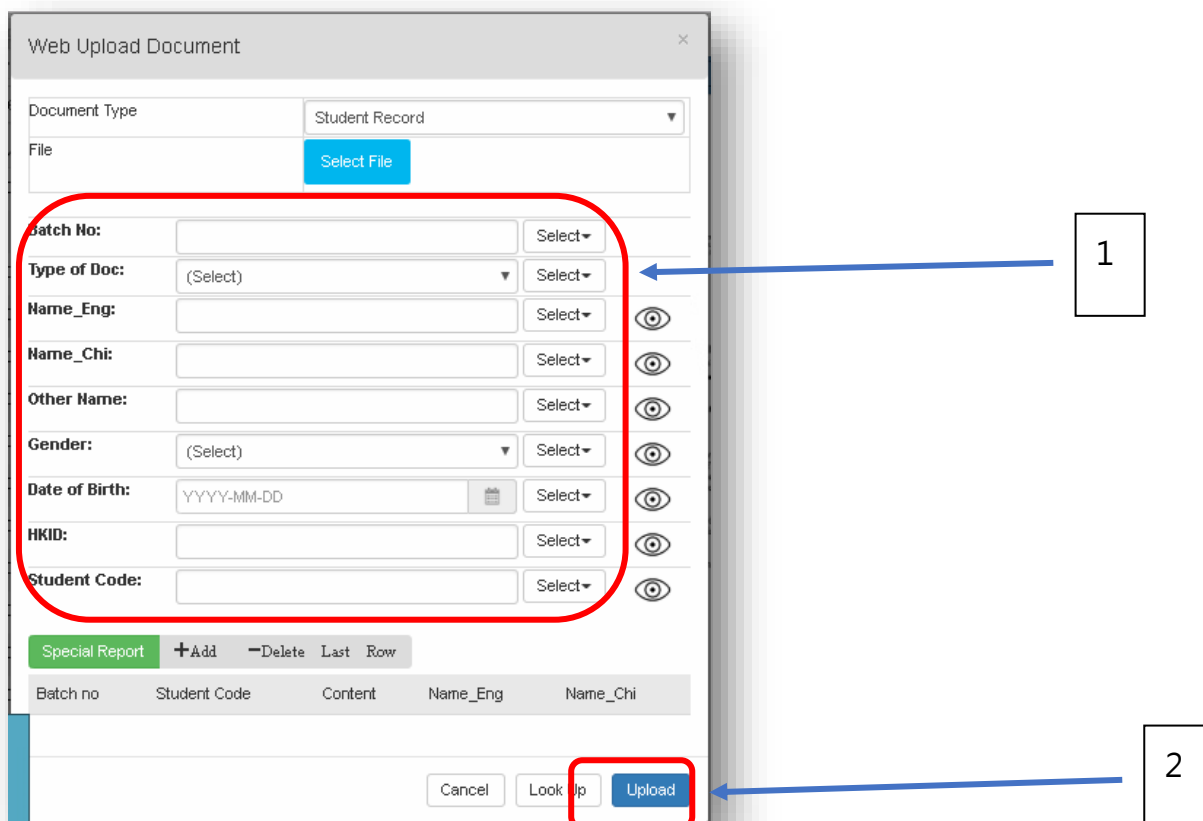
## Choose appropriate file

Select the file on the File Open Dialog. Then click Open button (Depends on different version of Windows, the File Open Dialog may have different style)



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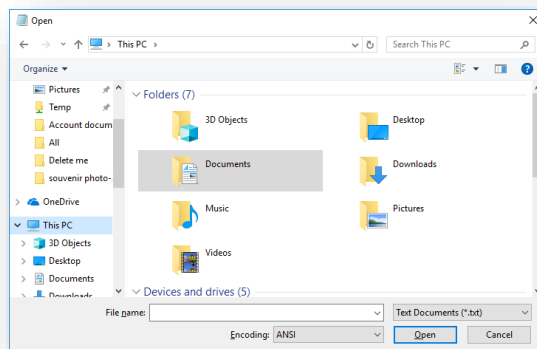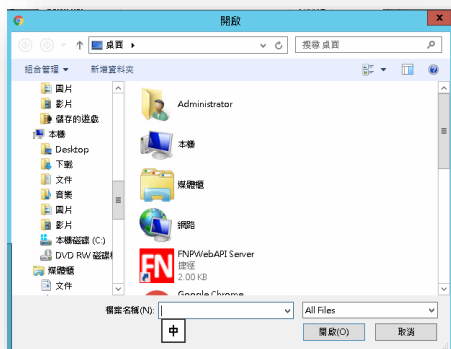
## Input mandatory fields

Depends on different Doc Type structure, you might see several fields have red color marked. Those red color fields are mandatory fields. You must fill-in al mandatory fields before upload the file.



Then, click Upload button.

# Search document

## Make sure you have already login to the FNP Web

Use your user name and password to login to the FNP Web system. If your organization choose to uses Active Directory authentication on FNP Web system, please make sure you have logon to Windows as correct Domain User Account.

For detail about login FNP Web, you may refer to **Getting Start and User Management** section in previous section on this document.
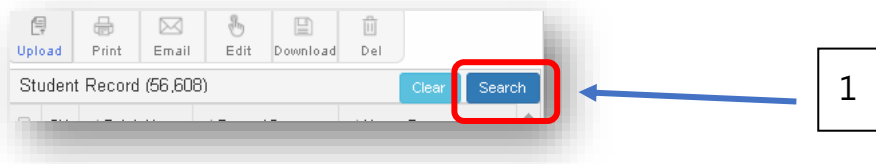
## Select a Doc Type Tree as target

Choose appropriate Tree node as target. Make sure you have selected correct node (Doc Type). On FNP user interface, choose "Docs", then select appropriate Tree node.
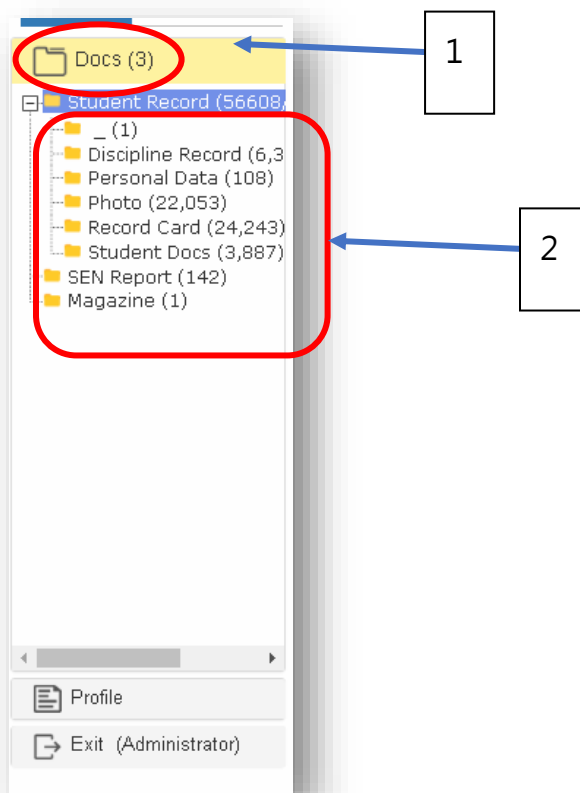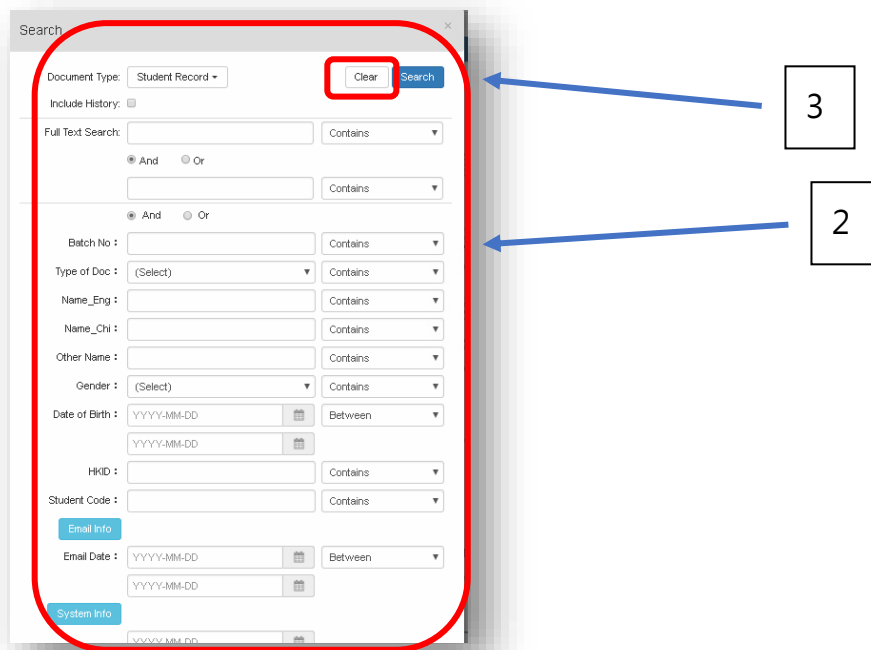
## Search button

1. Click Search button to open the Search dialog.



1

## Search dialog

1. Fill-in necessary fields to narrow down the search result.
2. Click Search button on the search dialog to perform searching.



3

2

## Search result

| | SN | ↓Batch No | ↓Type of Doc | ↓Name_Eng | ↓Na |
|---|---|---|---|---|---|
| ☐ | 1 | | | | |

*Field Search fullText:Ho Suk Fan; and found 1 results*

If the search criteria can match at least one record of the target Doc Type tree, you might got at least one row of result. If the result is too long, try to input more fields on the Search Dialog to narrow down the result.

# Performing Print/Email/Edit/Download/Delete

## Make sure you have enough permission to perform further operation to a Tree node

The following operation might not available to the current login user. Depends on different User Permission setting, those features may be disabled.
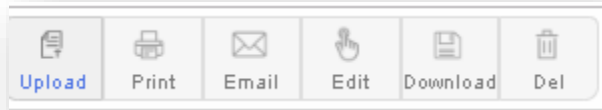
### Select one/multiple row or record at least

The following operation can apply to one selected row only:

1. Edit

The following operation can apply to multiple selected rows:

1. Print
2. Email
3. Download
4. Del

## How to select a row of record?



You must tick(checked) the checkbox to ensure you have selected a row of record

## How to select multiple records?
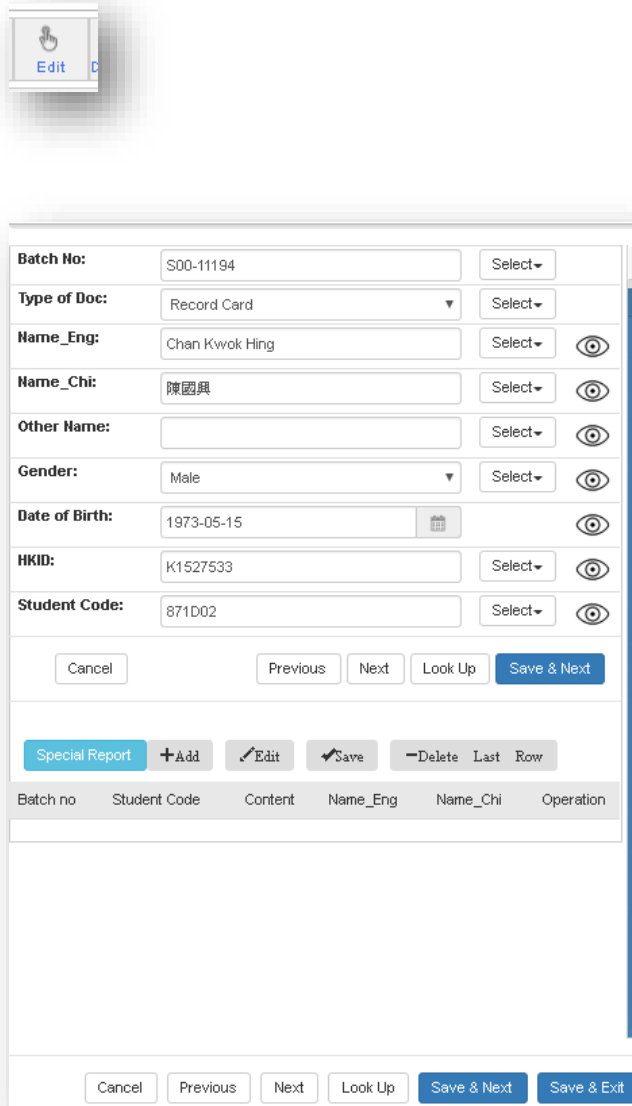
You must tick(checked) the checkbox to ensure you have selected several rows of record

## Edit a record

Select a row of record from Search Result and click the Edit Button. You would get a dialog similar to the following screenshot.





Make sure you have click **Save & Next** or **Save & Exit button** to confirm any changes you have made.

## Print

Select a row of record from Search Result and click the Edit Button. You would get a dialog similar to the following screenshot.
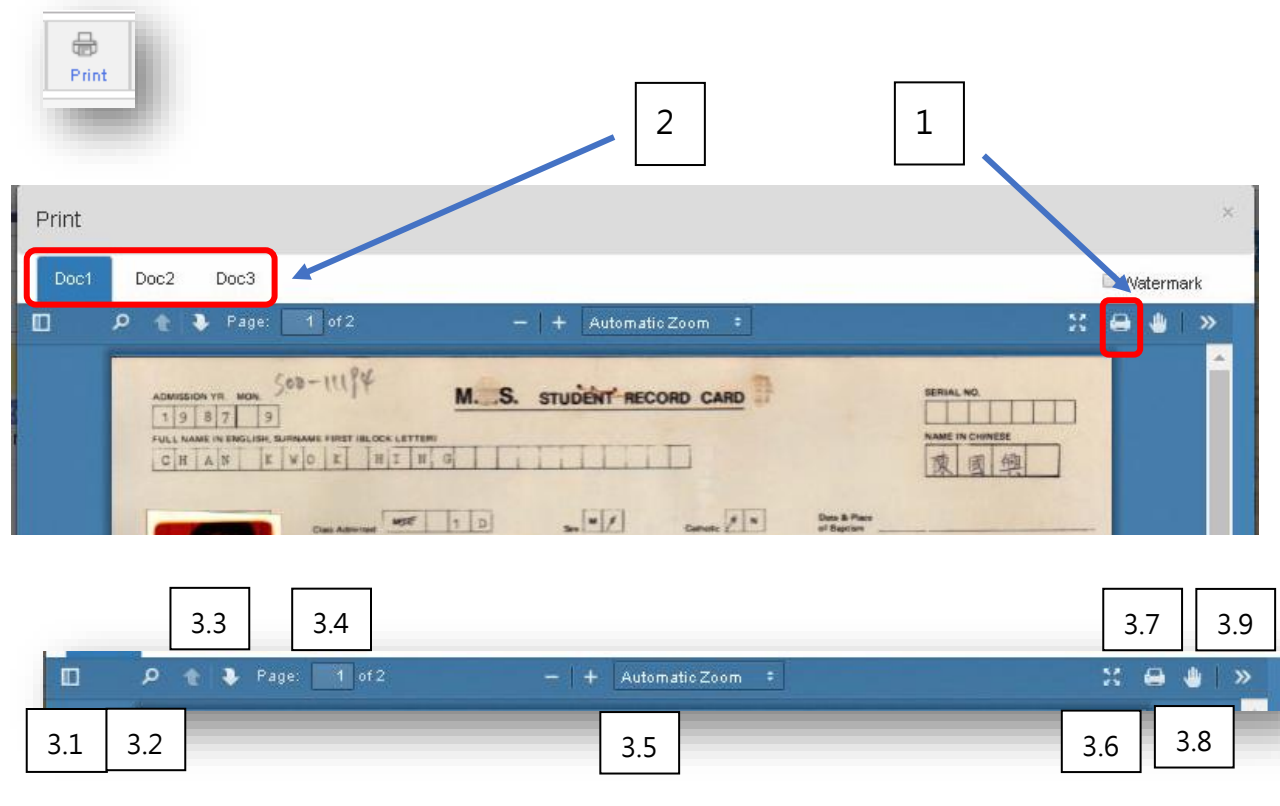


1. Print button.
2. Preview of documents that will be printed. (Multiple tabs represent while multiple row of records has been selected for print)
3. Features Bar of the Print Preview module.
   - 3.1. Sidebar show/hide, Thumbnail image of each page
   - 3.2. Search keyword on document
   - 3.3. Move to previous page or Move to next page
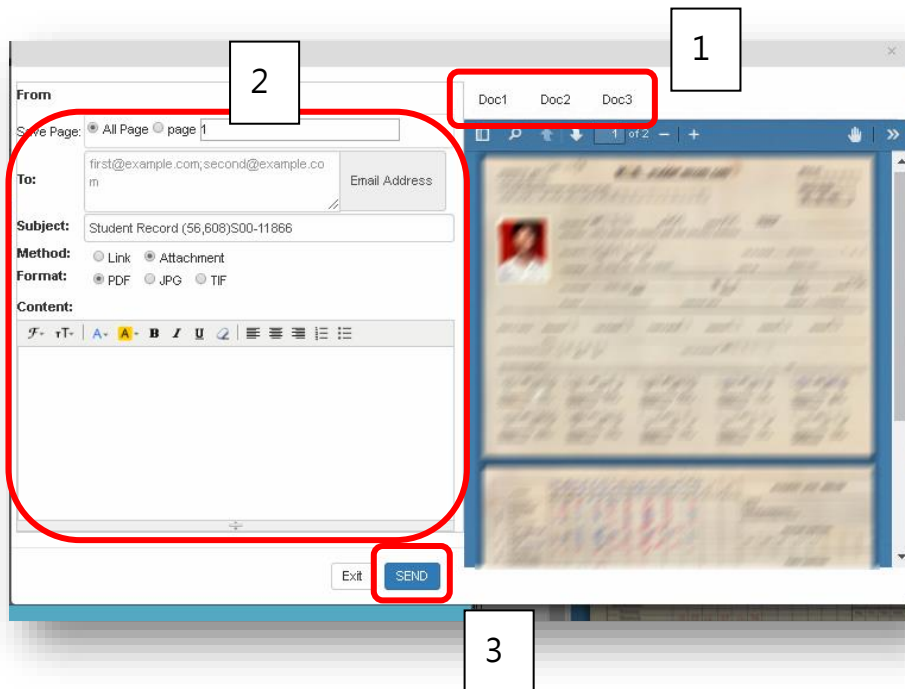   - 3.4. Jump to specific page
   - 3.5. Zooming
   - 3.6. Full screen preview
   - 3.7. Print to printer, you can select different printing device after you have click this Print button
   - 3.8. Drag the document by mouse to adjust the viewport of the Preview document
   - 3.9. Others viewing options

## Email



1. Preview of documents that will be printed. (Multiple tabs represent while multiple row of records has been selected for print)
2. Fill in appropriate detail, similar to normal Mail Client software usage here. You can choose different format to let system to help you convert the PDF format to others
3. Do not forget to click the Send button to let system take actual action to send the document

## Download
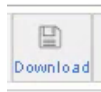




You can make a final decision to chose which file you really want to download on this dialog. Click **Save as** button to start the download action.

## Del
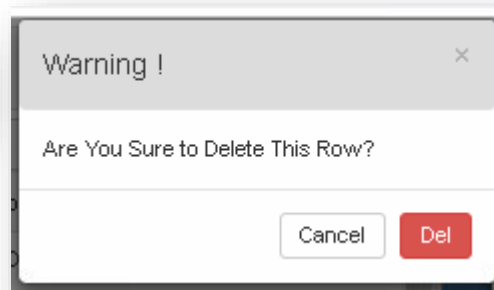


Select one or more row of records and clicked the Del button, a dialog would appears to let you confirm the deletion.