

# 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.

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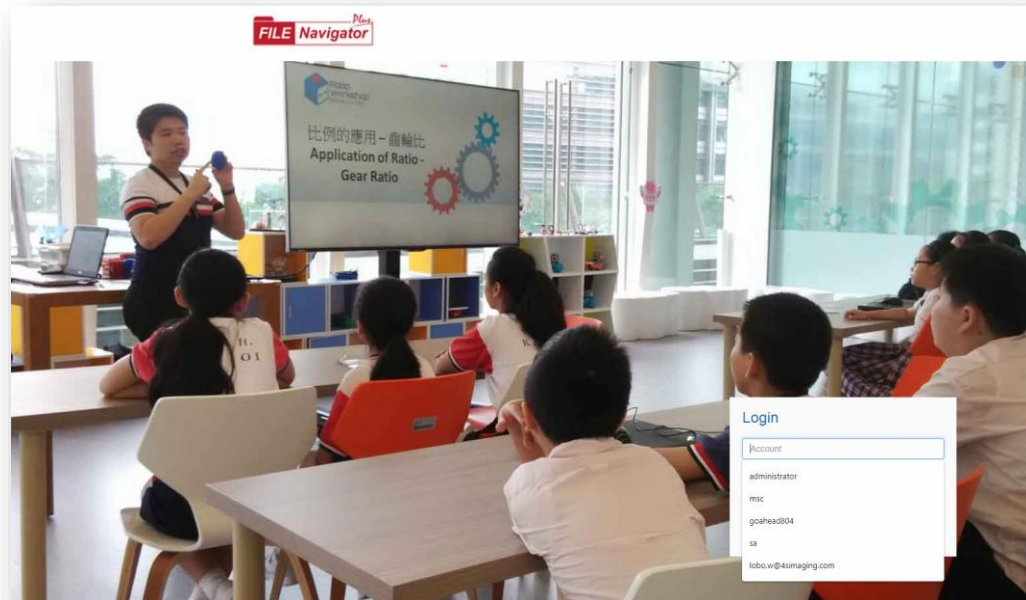
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## Getting Start and User Management

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

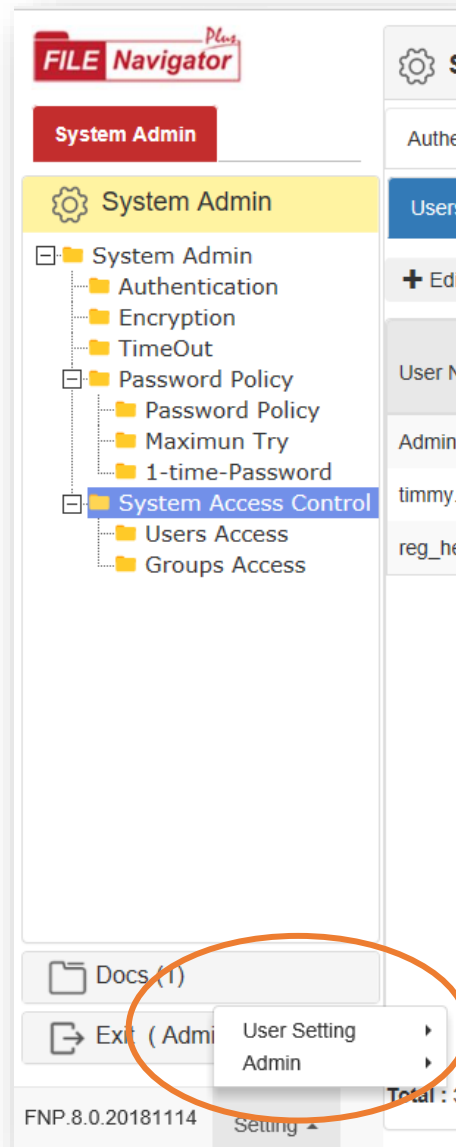
You can choose English, Traditional Chinese, or Simplified Chinese for your working environment. The preferred language of interface setting would be saved with the web browser.

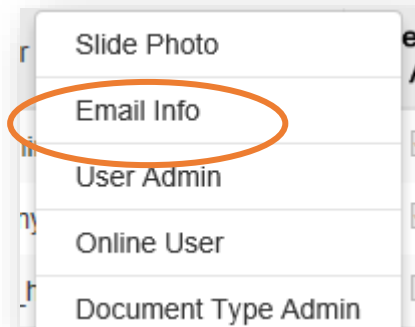
Note: Different web browsers have their own user experience setting storing space and its might protected by different security level (Setting may not able to be saved). You might require to choose it every time.

## 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** menu 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

FILE Navigator

System Admin

User Admin

- Groups (3)
  - Admins(2)
  - Basic Users(0)
  - Test(0)
- Depts (0)
- Users (3)
  - Administrator(1)
  - timmy.leung(1)
  - reg\_head(0)

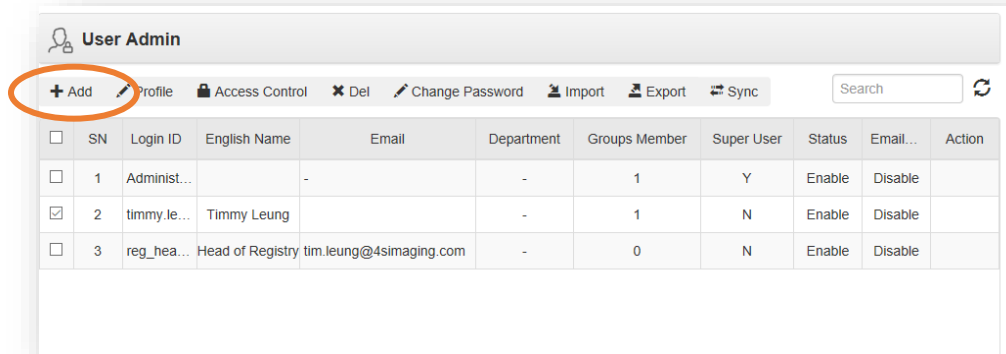
User Admin

+ Add
Profile
Access Control
Del
Change Password
Import
Export
Sync

<input type="checkbox"/>	SN	Login ID	English Name	Email	Department	Groups Member	Super User	Status	Email...	Action
<input type="checkbox"/>	1	Administ...		-	-	1	Y	Enable	Disable	
<input checked="" type="checkbox"/>	2	timmy.le...	Timmy Leung		-	1	N	Enable	Disable	
<input type="checkbox"/>	3	reg_he...	Head of Registry	tim.leung@4simaging.com	-	0	N	Enable	Disable	

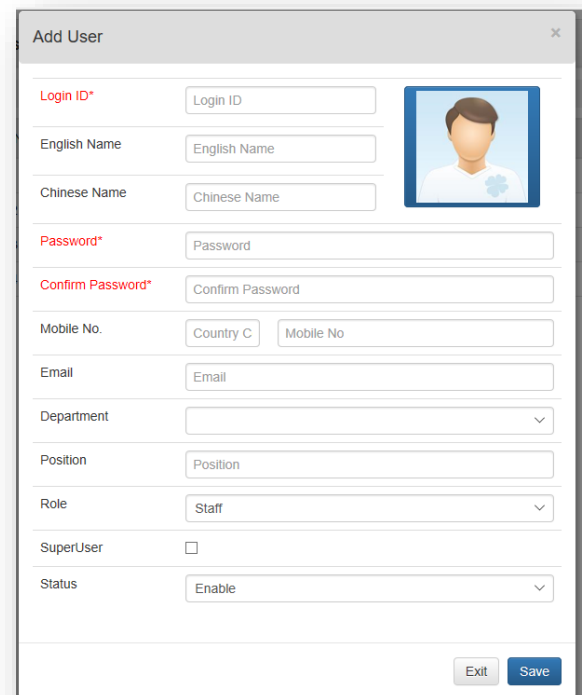
## Open Add User dialog

### 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.



The 'Add User' dialog box contains the following fields and controls:

- Login ID\***: Text input field.
- English Name**: Text input field.
- Chinese Name**: Text input field.
- Password\***: Text input field.
- Confirm Password\***: Text input field.
- Mobile No.**: Two text input fields labeled 'Country C' and 'Mobile No'.
- Email**: Text input field.
- Department**: Dropdown menu.
- Position**: Text input field.
- Role**: Dropdown menu with 'Staff' selected.
- SuperUser**: Checkbox.
- Status**: Dropdown menu with 'Enable' selected.
- Avatar**: A placeholder image of a person.
- Buttons**: 'Exit' and 'Save' buttons at the bottom right.



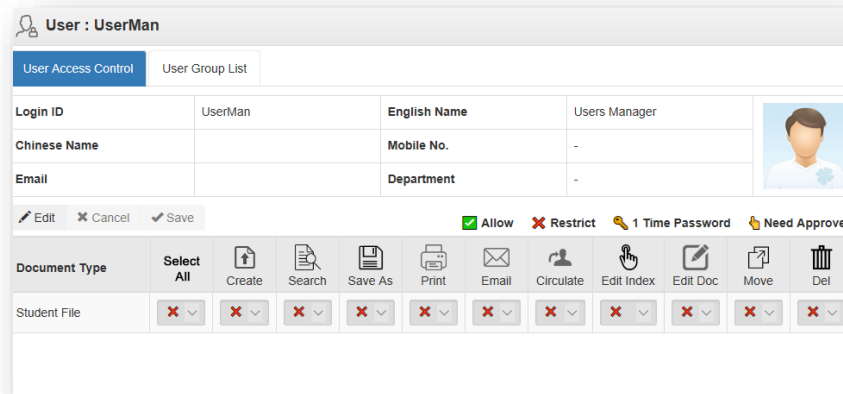
## Access Control assigning

### 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	Select All	Create	Search	Save As	Print	Email	Circulate	Edit Index	Edit Doc	Move	Del
Student File	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗

- Document Type management point of view

Setting menu →

Document Type

Admin →

Select and click to

open a Tree →

Select and click the

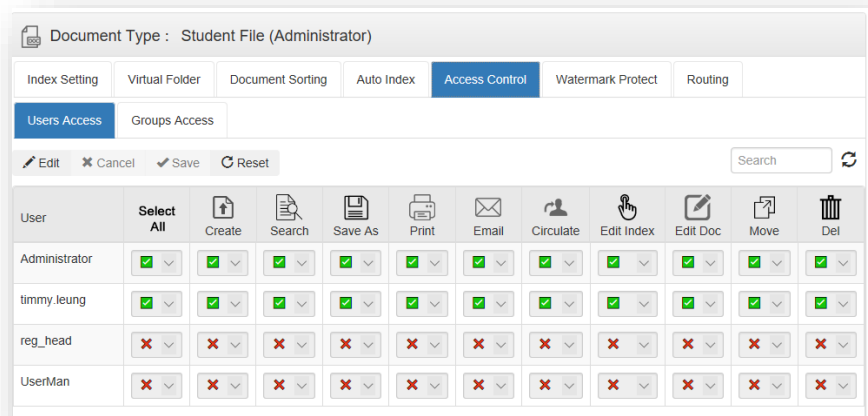
Access Control tab.

Then Groups or

Users levels Access

Control could be

adjusted.



User	Select All	Create	Search	Save As	Print	Email	Circulate	Edit Index	Edit Doc	Move	Del
Administrator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
timmy.leung	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
reg_head	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
UserMan	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗



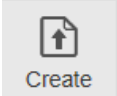

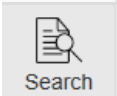

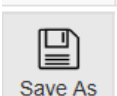

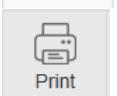

### For simple management purpose, perform User Grouping

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”.

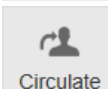
## Available operation for the specific Document Type (In simple describing)

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

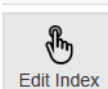
	Full access for all operation.
	
	Create new Document Record.
	
	Document Record Searching.
	
	Save the Document Record (Download the record as a file on device, which access to the system currently).
	
	Print a copy of the Document Record.
	



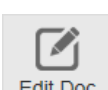
Email



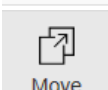
Circulate



Edit Index



Edit Doc



Move



Del



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

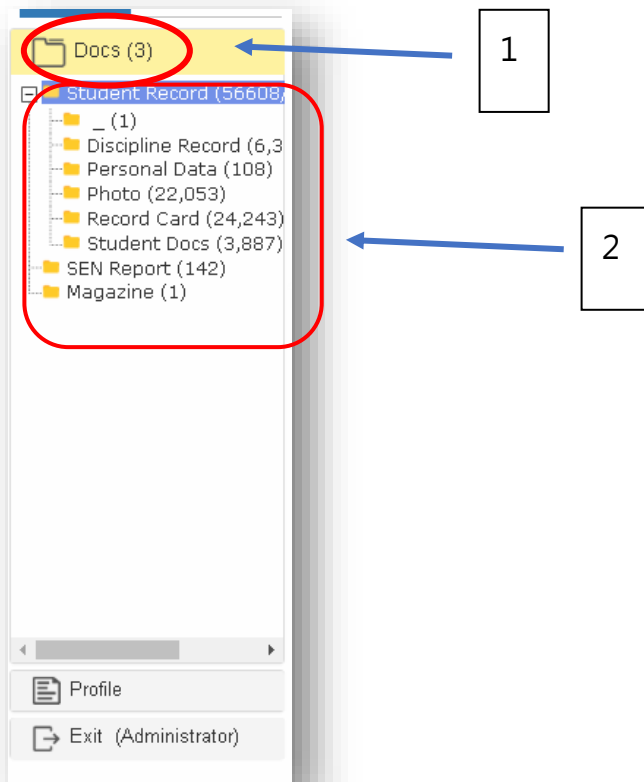
### Make sure you have already login to the FNP Web

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.

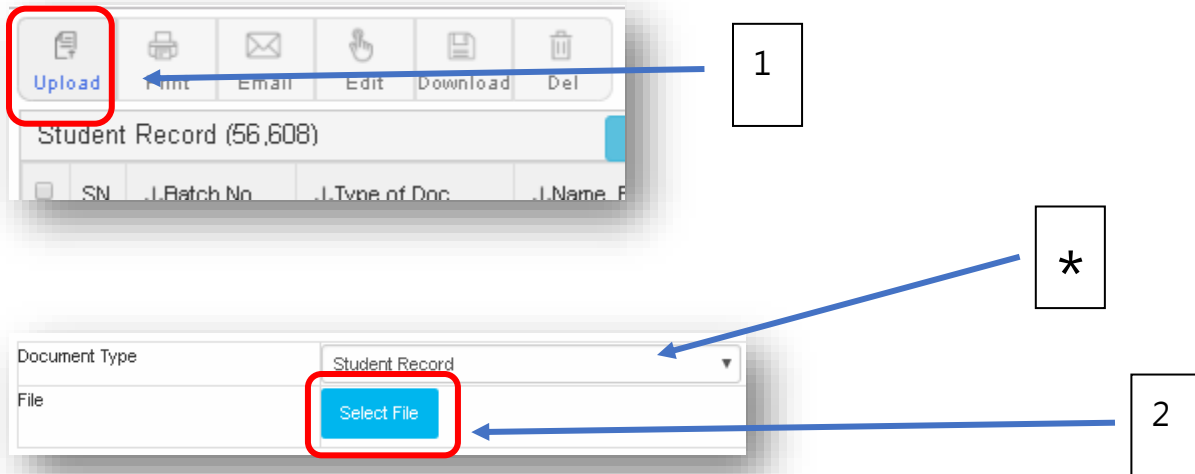
### Select a Doc Type Tree as target

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

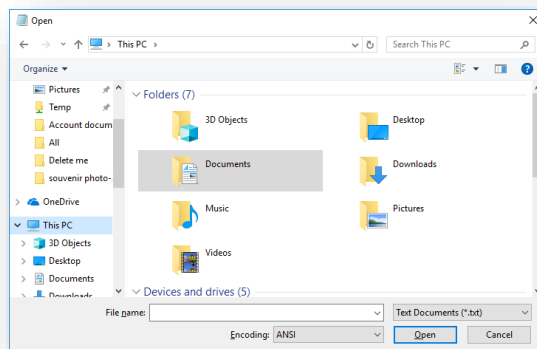
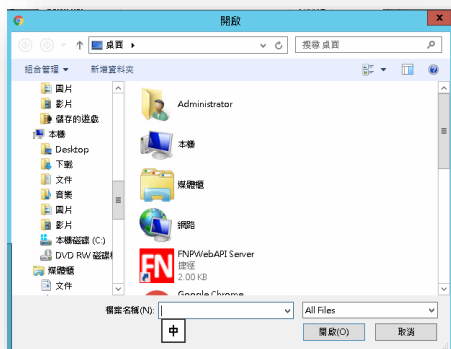
Prepare the document file path, which located the file you want to upload to FNP Web.  
Click the **Upload** button.



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

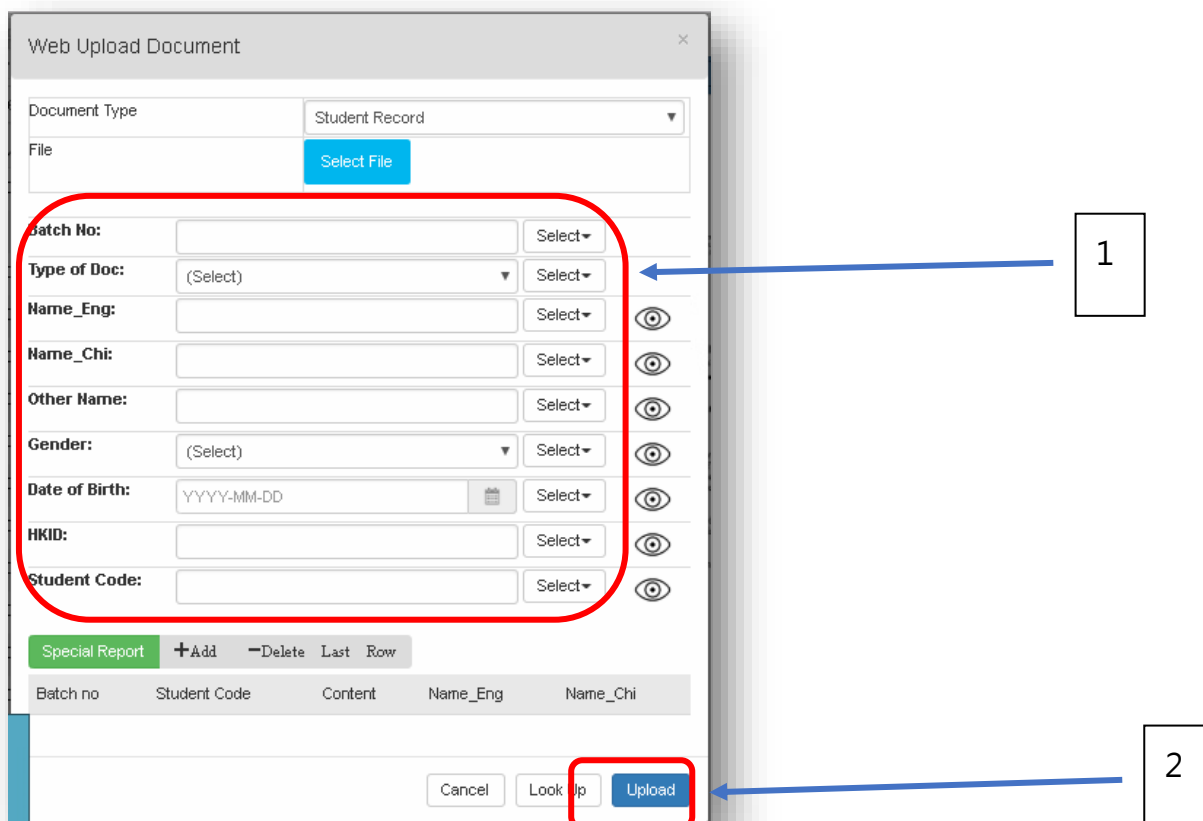
## Choose appropriate file

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)



## 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 all mandatory fields before upload the file.



The image shows a 'Web Upload Document' window. At the top, 'Document Type' is set to 'Student Record'. Below it is a 'File' field with a 'Select File' button. A red box highlights the following fields: 'Batch No:', 'Type of Doc:', 'Name\_Eng:', 'Name\_Chi:', 'Other Name:', 'Gender:', 'Date of Birth:', 'HKID:', and 'Student Code:'. Each of these fields has a 'Select' dropdown button to its right. To the right of the 'Select' buttons are eye icons. A blue arrow labeled '1' points to the 'Type of Doc:' field. Below the form is a table with columns: 'Batch no', 'Student Code', 'Content', 'Name\_Eng', and 'Name\_Chi'. At the bottom of the window are 'Cancel', 'Look Up', and 'Upload' buttons. A red box highlights the 'Upload' button, and a blue arrow labeled '2' points to it.

Batch no	Student Code	Content	Name_Eng	Name_Chi
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Then, click Upload button.

# Search document

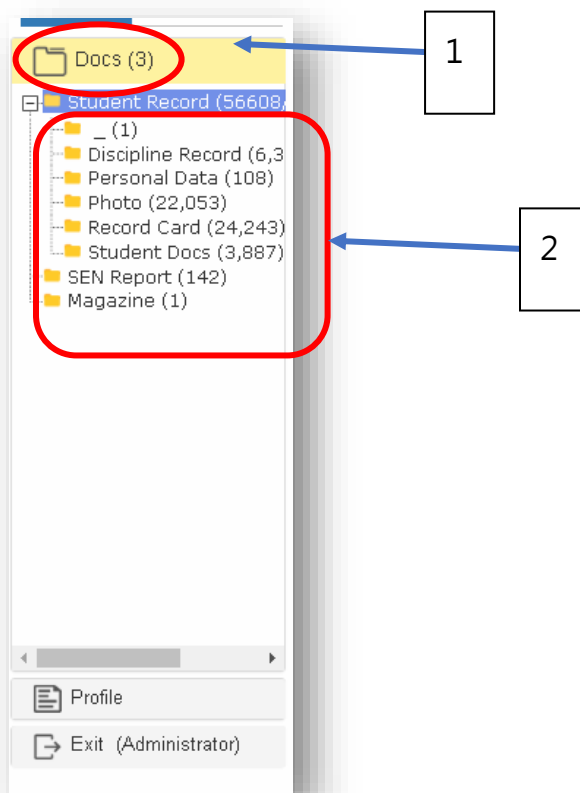
## **Make sure you have already login to the FNP Web**

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For detail about login FNP Web, you may refer to **Getting Start and User Management** section in previous section on this document.

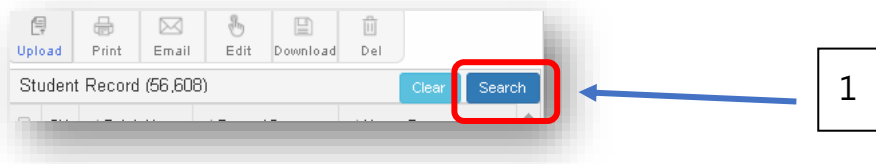
## **Select a Doc Type Tree as target**

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.



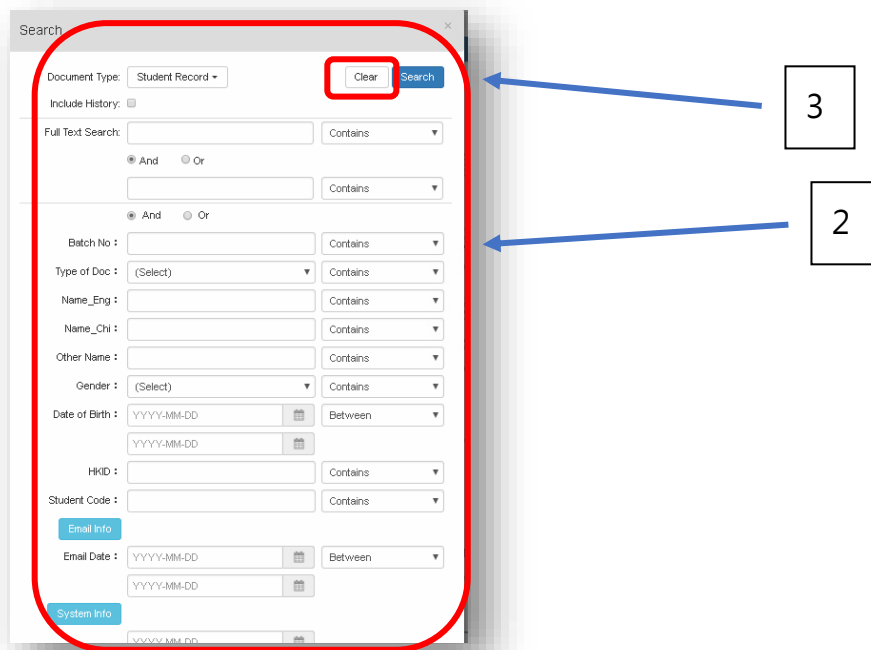
## Search button

1. Click Search button to open the Search dialog.



## Search dialog

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





## Search result

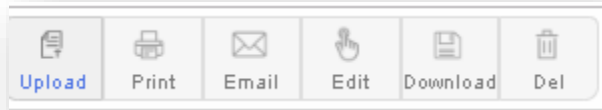
Field Search fullText:Ho Suk Fan; and found 1 results					
<input type="checkbox"/>	SN	↓Batch No	↓Type of Doc	↓Name_Eng	↓Na
<input type="checkbox"/>	1	0000000000	0000000000	Ho Suk Fan	何蘇凡

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?

<input type="checkbox"/>	4	S00-XXXX	Record Card	Yip Yip Yip
<input type="checkbox"/>	5	S00-XXXX	Photo	Yip Yip Yip
<input type="checkbox"/>	6	S00-XXXX	Student Docs	Chan Ka Ho
<input checked="" type="checkbox"/>	7	S00-XXXX	Record Card	Chan Ka Ho
<input type="checkbox"/>	8	S00-XXXX	Photo	Chan Ka Ho
<input type="checkbox"/>	9	S00-XXXX	Record Card	Lee Kit Hung
<input type="checkbox"/>	10	S00-XXXX	Record Card	Siu Kai Chi



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


<input type="checkbox"/>	7	S00-21672	Record Card	Chan Ka Ho
<input checked="" type="checkbox"/>	8	S00-21672	Photo	Chan Ka Ho
<input type="checkbox"/>	9	S00-04602	Record Card	Lee Kit Hung
<input type="checkbox"/>	10	S00-08133	Record Card	Siu Kai Chi



<input checked="" type="checkbox"/>	13	S00-XXXX		
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## How to select multiple records?

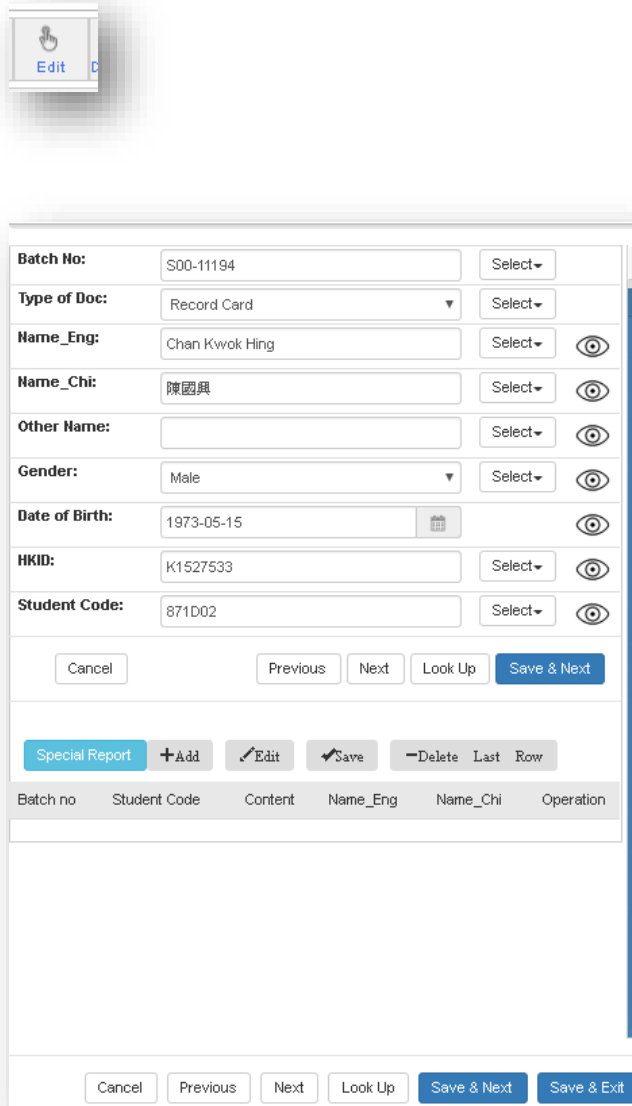
You must tick (checked) the checkbox to ensure you have selected several rows of record



<input type="checkbox"/>	8	S00-11111	Photo	11/11/11
<input type="checkbox"/>	9	S00-11111	Record Card	11/11/11
<input checked="" type="checkbox"/>	10	S00-11111	Record Card	11/11/11
<input type="checkbox"/>	11	S00-11111	Record Card	11/11/11
<input checked="" type="checkbox"/>	12	S00-11111	Record Card	11/11/11
<input checked="" type="checkbox"/>	13	S00-11111	Record Card	11/11/11
<input type="checkbox"/>	14	S00-11111	Record Card	11/11/11
<input type="checkbox"/>	15	S00-11111	Record Card	11/11/11
<input checked="" type="checkbox"/>	16	S00-11111	Record Card	11/11/11
<input checked="" type="checkbox"/>	17	S00-11111	Record Card	11/11/11
<input type="checkbox"/>	18	S00-11111	Record Card	11/11/11

## 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.



The screenshot shows a 'Record Card' dialog box for editing a record. The form contains the following fields and controls:

- Batch No:** S00-11194 (with a 'Select' dropdown)
- Type of Doc:** Record Card (with a 'Select' dropdown)
- Name\_Eng:** Chan Kwok Hing (with a 'Select' dropdown and an eye icon)
- Name\_Chi:** 陳國興 (with a 'Select' dropdown and an eye icon)
- Other Name:** (empty field with a 'Select' dropdown and an eye icon)
- Gender:** Male (with a 'Select' dropdown and an eye icon)
- Date of Birth:** 1973-05-15 (with a calendar icon and an eye icon)
- HKID:** K1527533 (with a 'Select' dropdown and an eye icon)
- Student Code:** 871D02 (with a 'Select' dropdown and an eye icon)

Buttons at the bottom of the form include: Cancel, Previous, Next, Look Up, and Save & Next.

Below the form is a toolbar with the following buttons: Special Report, +Add, Edit, Save, Delete, Last, and Row.

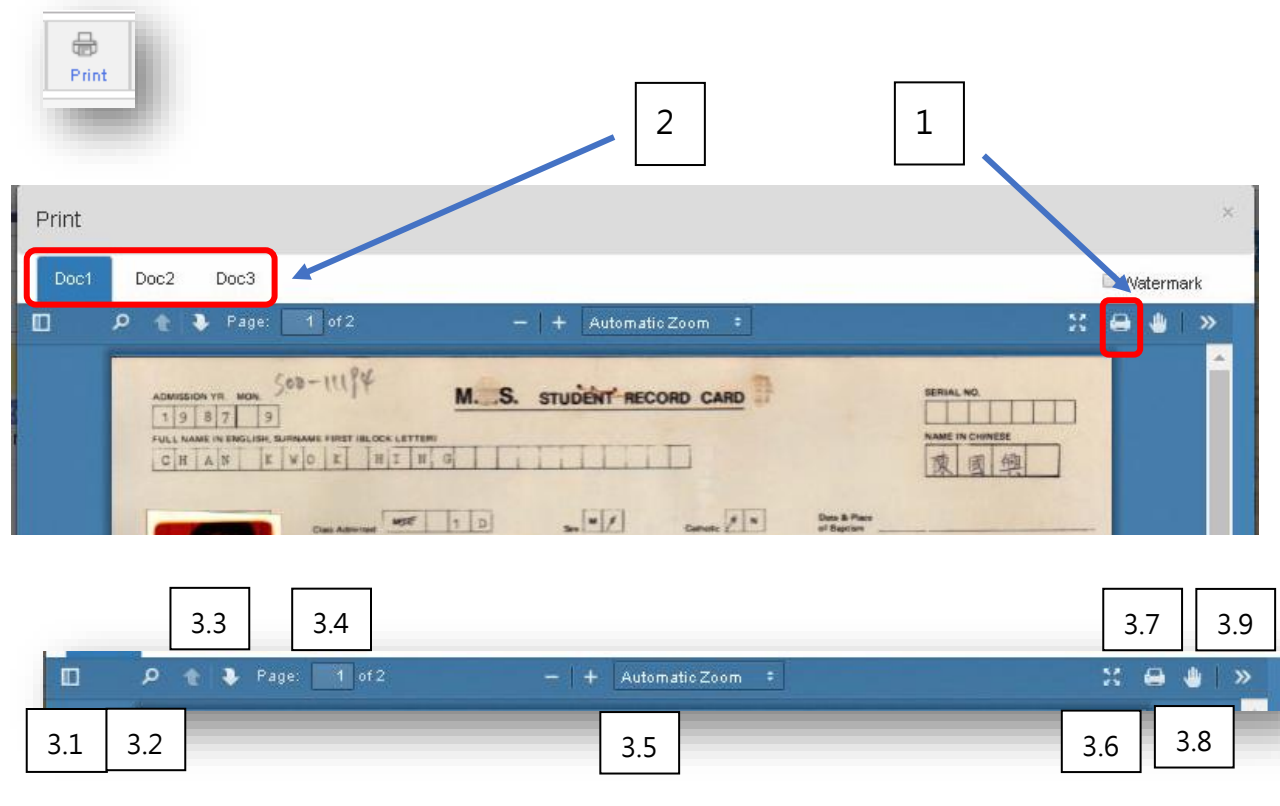
A table with the following columns is displayed below the toolbar: Batch no, Student Code, Content, Name\_Eng, Name\_Chi, and Operation.

At the bottom of the dialog are additional buttons: Cancel, Previous, Next, Look Up, Save & Next, and Save & Exit.

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

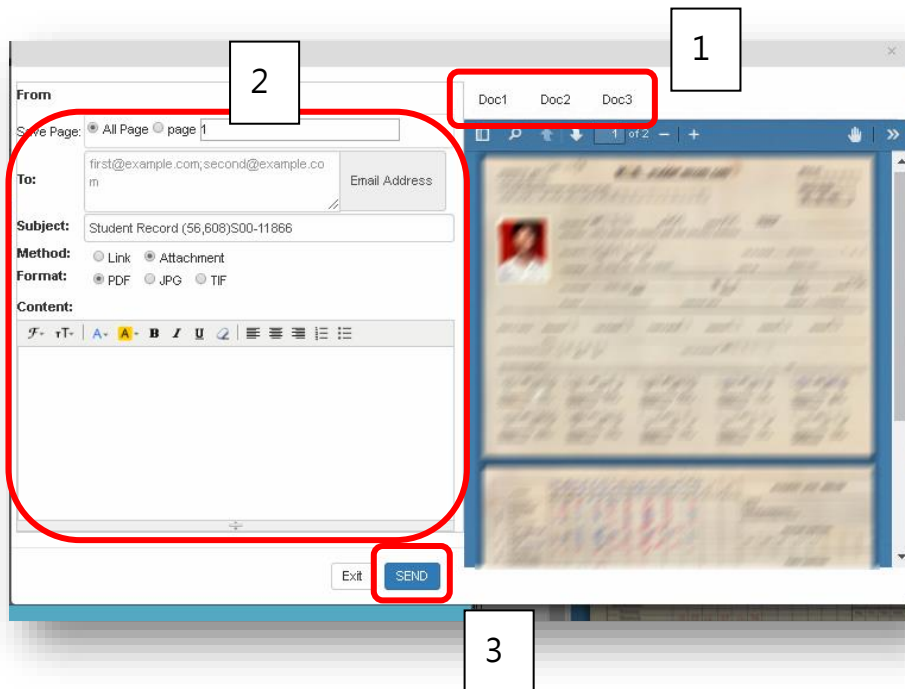
## Print

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



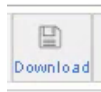
1. Print button.
2. Preview of documents that will be printed. (Multiple tabs represent while multiple row of records has been selected for print)
3. Features Bar of the Print Preview module.
  - 3.1. Sidebar show/hide, Thumbnail image of each page
  - 3.2. Search keyword on document
  - 3.3. Move to 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



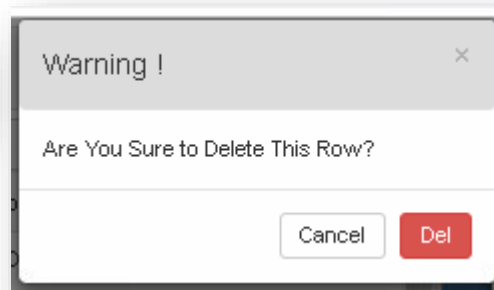
1. Preview of documents that will be printed. (Multiple tabs represent while multiple row of records has been selected for print)
2. Fill in appropriate detail, similar to normal Mail Client software usage here. You can choose different format to let system to help you convert the PDF format to others
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 choose 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 appear to let you confirm the deletion.