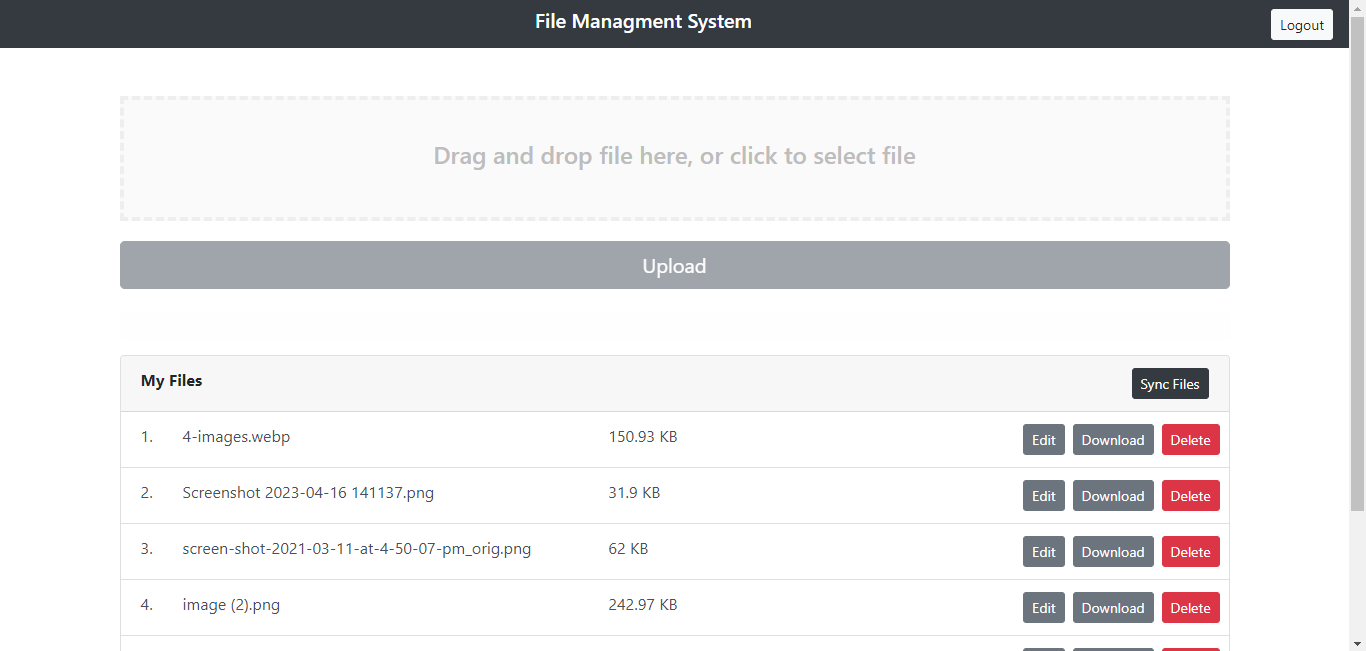
**DOCUMENT MANAGEMENT SYSTEM**

**INTRODUCTION**

With our system, you can efficiently track and manage your file. This user documentation will provide you with step-by-step instructions, tips, and best practices to maximize your productivity and ensure seamless file management.

**User interface overview**

The user interface (UI) is designed to provide a user-friendly and intuitive experience, allowing you to efficiently navigate and access the system's features. Here is an overview of the key elements you will encounter within the UI:

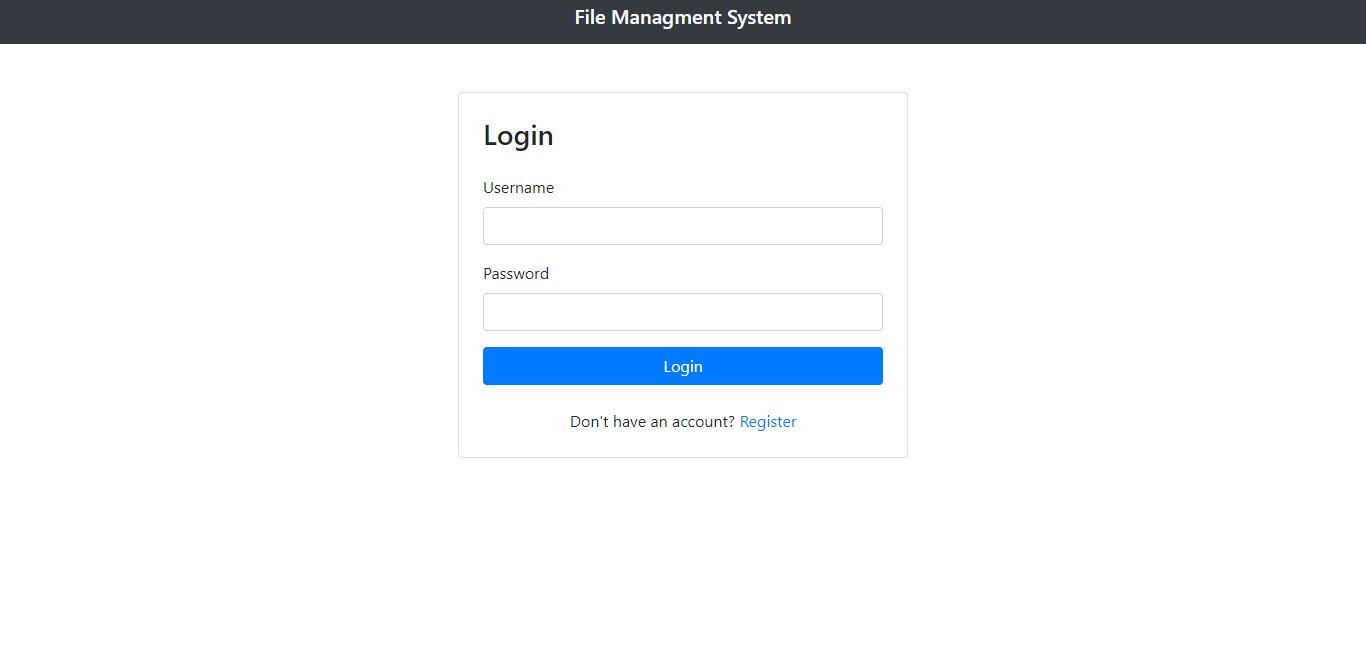
Throughout the user interface, you will commonly find buttons, icons that provide additional functionality or options. These elements are typically labeled or accompanied by tooltips to help you understand their purpose.

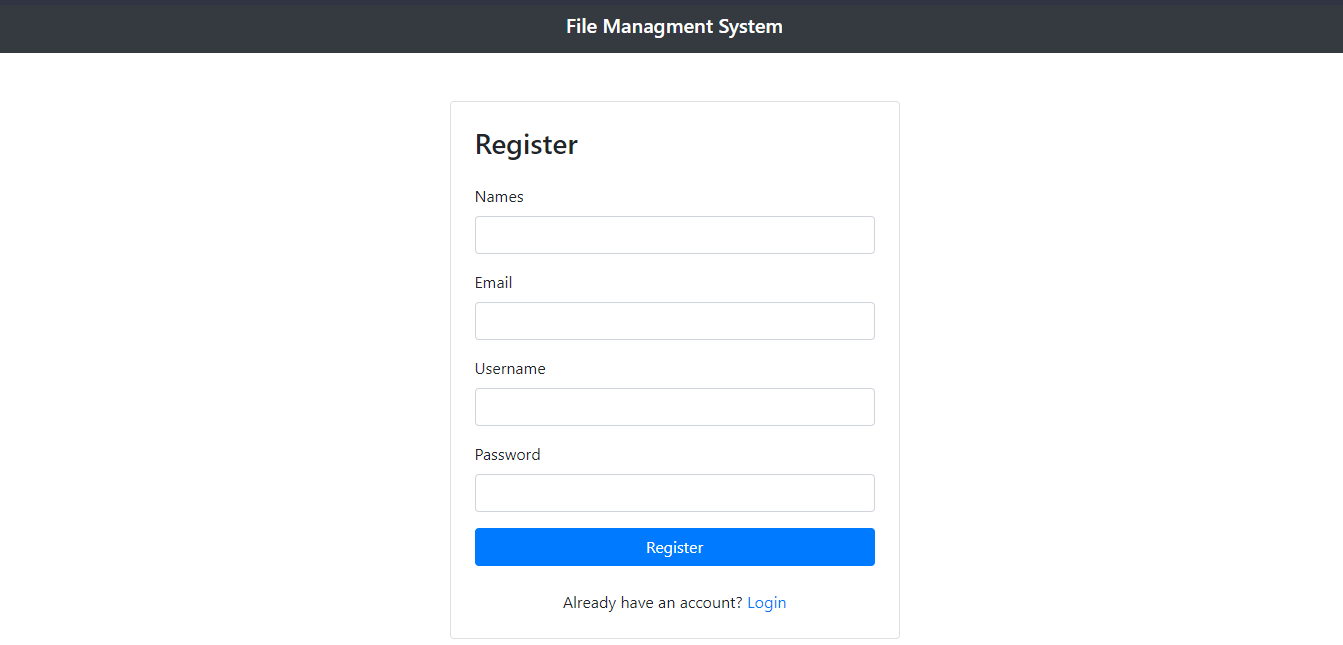
**Getting Started Guide**

This getting started guide will walk you through the essential tasks and workflows in our Document Management system. By following these step-by-step instructions, you will quickly become proficient in using the system to manage your files effectively.

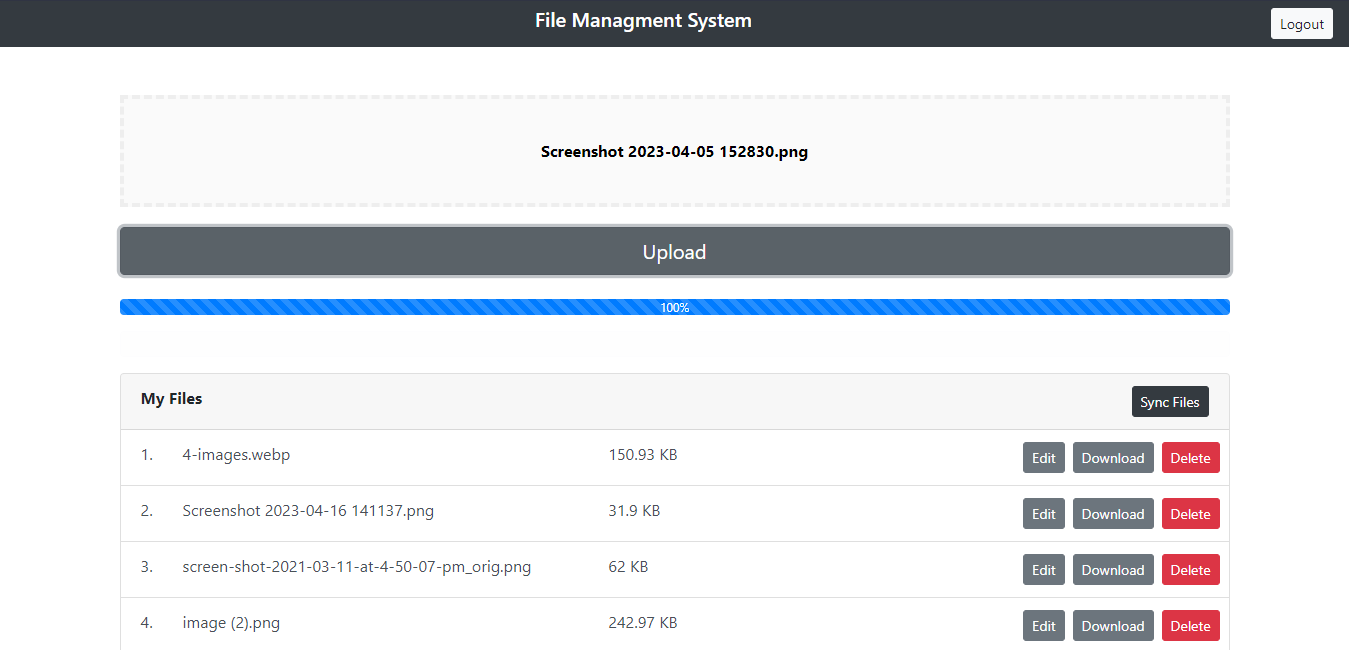
**Logging In**

* Open your preferred web browser and navigate to the login page.
* Enter your username and password if you don’t have an account you can register.
* Click the "Login" button to access the system.



**Registration**

**Navigating the Dashboard**

* Upon logging in, you will be directed to the dashboard, which provides an overview of your files with other file management actions

**Upload File:**

To upload a file you simple drag and drop a file or click on the grey area to open the file finder. After choosing you file you can click upload and a progress bar will appear as an indicator to show you upload status.

**Sync Files:**

When there are files on the cloud that are not present in our database we sync them to insert them in our database.

**Edit File:**

You can edit a file name to reflect the name you want. It will also update the filename on the cloud

**Download File:**

The download feature helps you get your file on your local machine whenever you need it.

**Delete File:**

When you no longer need a file, you can delete it and it will be deleted in the database and the cloud.