User's Manual: *FileShare*

The purpose of our application: *FileShare* is to allow organizational entities (groups of people working on a collective project or effort), to securely share files. The following documentation will provide steps and helpful tips for getting the most out of *FileShare*.

Key:
Bold text = phase of app lifecycle
Underline = specific piece of functionality

Onboarding

Landing Page to Run Servers

After starting up the application the first screen you as the user will see will be a config landing page, prompting you to enter the ports that you would like to run our application's Authentication and Resource server on, along with the absolute path to the Resource Servers Public Key.. Follow the format "http://localhost:portNUMBER" for the first two text boxes' and ensure that the ports you choose to use do not already have a program running on them. For the last input copy the absolute path from the location of the Resource Server's Public Key on your machine into the textbox. After filling out these inputs click" Save" to run these servers and progress to login and signup.

Logging in

After providing the ports for each server, you as the user will reach a login landing page prompting you to *login* if you have previously created an account on *FileShare***.** To login, simply enter the username and password that you used to create your account with *FileShare.* in the appropriate text boxes and click "Login". Successful entry of your credentials will route you directly to the *FileShare* dashboard.

Signing up

If you are a new user and have not created an account with our service previously, click on the "Don't Have an account? Sign up" button when you open the application and reach our Login Landing Page.

You will then be routed to a new user onboarding screen, where you can create your own **FileShare** account by entering a bit of information about yourself including: (1) your first first

name, (2) your last name, (3) a username for your account, (4) and password in the appropriate text boxes. Successful entry of this information will create your new account and route you directly to the *FileShare* dashboard.

Logging Out

To logout, simply click on the Logout icon on the navigation panel and you will be routed back to the login screen

:•: Groups

[→ LOGOUT
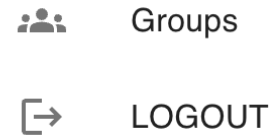
Deleting Your Account

To delete your account select the "DELETE ACCOUNT" button in the bottom left hand corner of the screen. A pop-up will then appear that asks you to confirm your selection. Clicking "delete" will officially delete the user you logged in as from the database and log you out. Thus, it will be impossible to log back in with this user's credentials (as they no longer exist).
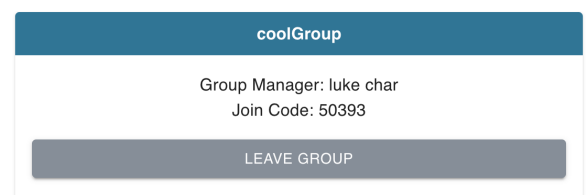
Groups

Groups represent a central component of *FileShare,* they are the organization or group of people working together on a project; hence we provide a secure space for them to share their work with each other! When you first create your *FileShare* account you will not belong to any groups, but don't worry you can change that quickly. If you are creating a group for your team, follow these steps:

Creating a Group

Once logged in, click on the "Groups" icon to navigate to the Groups tab. This will bring you to a screen that showcases a list of each group you belong to. In the top right hand corner of this screen you will also have the option to select "Create Group" or "Join Group".

Click on "Create Group". A pop-up will now appear that prompts you to enter your new group's name, and once you type that in you can click the button "Create Group" to officially create your group.

Once your group has been created, you should see it appear on the Groups page in the format shown to the right. Note that because you are the creator of this group you will also automatically become the Group Manager.

coolGroup

Group Manager: luke char
Join Code: 50393

LEAVE GROUP

Inviting Team Members to Your Group

As the Group Manager you can clearly see the autogenerated Join Code that is displayed on the Group Page right below your groups name. Currently, there is no way to send an invite to your other group members directly through the app, but this Join Code allows for offline invitations. Simply send or tell this code to any member of your organization that you would like to join your group on *FileShare*.

Join a Group

Once logged in, click on the "Groups" icon to navigate to the Groups tab. This will bring you to a screen that showcases a list of each group you belong to. In the top right hand corner of this screen you will also have the option to select "Create Group" or "Join Group".

Click on "Join Group". A pop-up will now appear that prompts you to enter the group you want join's Join Code. This code should have been provided to you offline via the Group's Manager. Enter that code in the text box and click on "Join Group" to officially join the group.

Leaving a Group

To Leave a group, once again navigate the group tab and then click the "Leave Group" button that corresponds to the group you want to leave.

Note that if you are the Group Manager of this group, when you elect to leave the group you will need to promote another member in the Group to be Group Manager (Leader). Clicking on the circle icon next to a member of your team will select them to become the next Group Manager. Clicking "Leave" on this pop-up will confirm your election to leave this group.

Leave LukesGroup

Are you sure you want to leave this group?

You must choose a new leader:

◯ luke char (lukechar0)

LEAVE   CANCEL

Also note that if you are the only member in a group and try to leave, you will effectively delete the group and all its corresponding files and metadata permanently from *FileShare* records. Our leave pop-up will also makes you aware of this decision:

Leave coolGroup

Are you sure you want to leave this group?

⚠ You are the only member of this group. Leaving this group will delete it.

LEAVE   CANCEL

<u>Removing Members * (only as Group Manager)</u>
As the Group Manager, you have the added functionality of being able to Remove members of your group. Electing to take this action will revoke the access of a given user to the group entirely; meaning they can no longer upload and download resources, or view any information about your group. To remove a member, click on the Current Group Members tab and a vertical list of the members of your group will appear. In the actions column for each member row, A remove button will be present. Pressing this button will prompt a confirmation popup where you can confirm your decision by pressing "Remove User", which effectively removes this user from your group.

Are you sure you want to remove gavin B (gavin) from the group?

CANCEL   REMOVE USER

Files

Within a group, any member can upload, update, download, and delete files. Note that any of the above changes to a group's files will be displayed and shown to all members of the group. So when you change a file, you are changing it for all your group's members.

The Files tab is where all of this magic happens. This is also the tab you will conveniently be default routed to after logging in.
Here we can see my group is named coolGroup and our file library is empty. We will get to changing that, but first let us make sure we are in the right group!
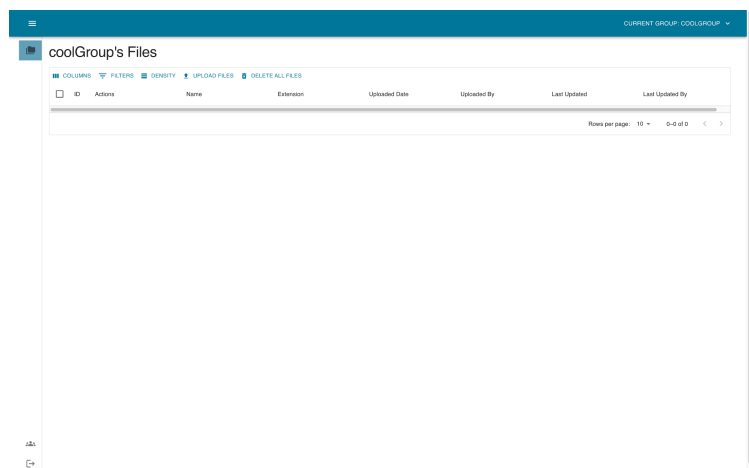
Changing Groups in Files Page

To change groups, click on the Current Group dropdown menu located in the top right hand corner of the Files page. This menu will then open up and display a list of all the groups you are currently in. To switch which group is selected simply click on another group.
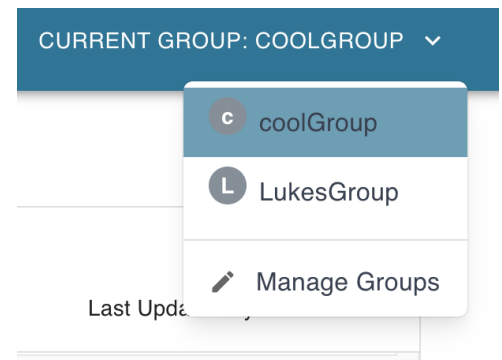
Uploading a File

To upload a file, navigate to the file page and click on the "Upload Files" button. This will evoke a pop-up that informs the user to drag or drop files into a box, or "click" to select a file from your local machine. You can use either of these methods to upload a file or multiple files. Note that the file can be of any standard type, but *FileShare* maintains a max file size of 100MB and any file over that size will throw an error.
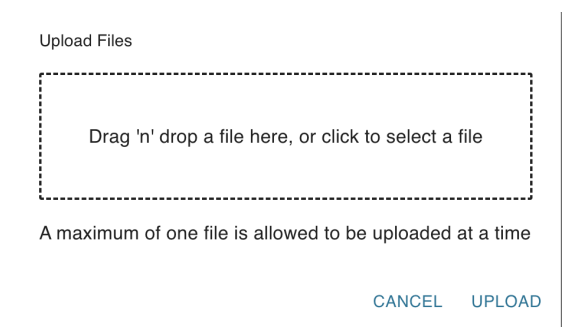
Note that when you upload a file you are uploading it only to the specific group you have currently selected. To check what group you selected, view the top left hand corner of the Files page, it will state "[Group Name's] Files". Or view the top right hand corner that will say "Current Group: [Group Name].

Updating a File

To update a file, click on the "Overwrite" button in that file's row on the Files page. This will bring you to another pop-up menu where you can upload the newly updated version of the file from your PC. Note that *FileShare* permits file name changes on update, but if you attempt to change the extension on this file or upload a completely different file all-together, an error will be thrown. Also note that in this pop-up menu you can only upload one file (since you are performing a 1:1 update).

Viewing Files

The Files table displays some informative metadata associated with each file. Each file row contains the name of the file, its extension, its uploaded date and user, and its last modified date and user. Any of these columns can be deselected or selected for the table overall by clicking the
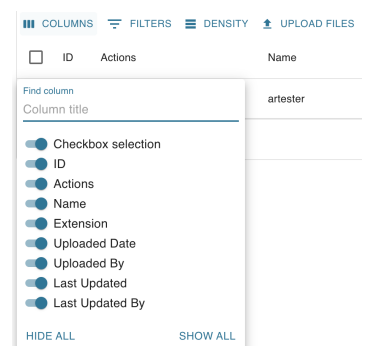
"Columns" button and modifying the list by selecting or deselecting the toggles.

Also note that for a curated file viewing experience you can click the "Density" button and adjust the margins of each row of the table by clicking one of the three options "Compact", "Standard", and "Comfortable". Standard is the default option.
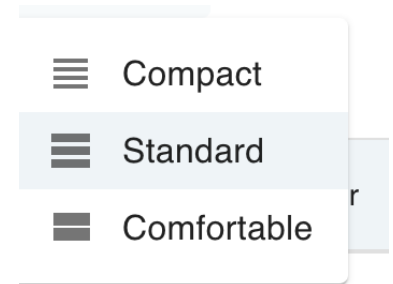
Filtering Files

Clicking the "Filters" button allows the user to take any of the Files metadata attributes and create a logical conditional to query only the files that meet this condition. To do this choose which attribute you want to filter by, set the operator, and the value.

For example, in this case I am filtering files in the coolGroup by Extension.equals(png). In other words I want to query only the files in coolGroup that have an extension of png.
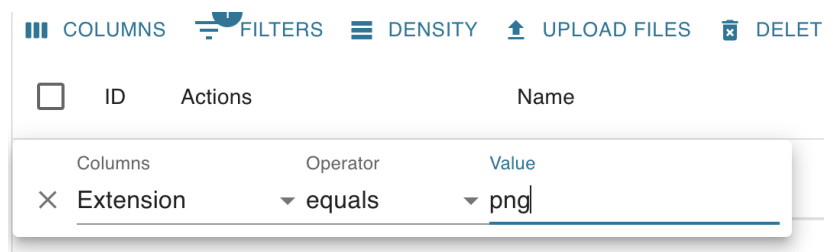
Downloading and Deleting Files

To download or delete file(s), Click on the "checkbox" in the first column of the row(s) representing the file(s) you want to download or delete.

Notice that two more buttons will now appear above the table. Click "Download Selected Files" to download the files you just selected to your local machine, or click "Delete Selected Files" to delete the files you just selected from your group's workspace.
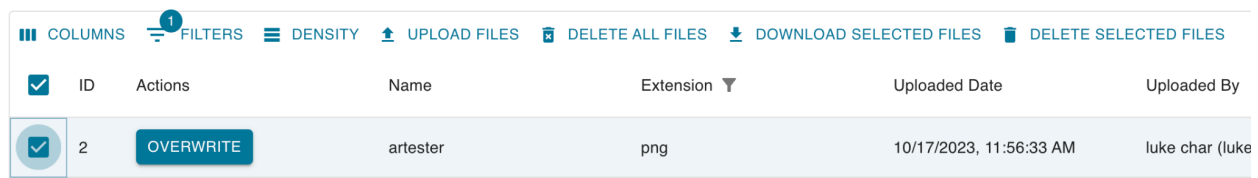
Proceed with caution when deleting many files from your group's workspace, we recommend consulting with your group's other members first.

Deleting All Files

In some cases you may want to delete all the files currently in your group's work space. In this scenario click on the "Delete All Files" button above the files table. This will open up a pop-up menu confirming that you would like to delete all files for your group. Click "Cancel" to cancel

this deletion or "Delete All Files" to officially delete all files for your team. Please exercise caution as this is a permanent action that cannot be undone.