**USER FAQ**

1. What is “My To Do List” upon logging in as a user?

The “My To Do List” is an online To do list that each user/profile has. The To do list can only be seen by the current user. Fill out the text box with anything you want to add to the list and click submit.

1. Can I edit an item in the list?

As of now, Editing cannot be done to an item, what the user can do is delete the item and insert a new one.

1. Do I need to fill up all the fields in the “Edit profile”?

No, Only the everything with “name” is needed. Everything else is optional.

1. Why is it called “Policies”?

It’s called Policies since the original plan is to post only Policies here.

1. Is “Messages” working?

Yes, and the people that you can chat with are everyone who uses the system.

1. I can’t see the file I want to upload in the “Upload files”, What can I do?

The “Upload files” part has restrictions to what type of file is to be uploaded. As of now, Only files ending in “.docx,.doc,.ppt,.pdf,.txt,.xls,.xlsx,.rar,.zip,.7z” can be uploaded. You can email us if you have another file type so that we can add it into the system.

1. What is the “Department” field for in the upload file?

That just corresponds to your department, which means that you are uploading to your own department.

1. Can I change it?

No you cannot change it, you can only upload files to your own department.

1. What is “Shared with”

The “Shared with” field means that you want that folder public to another department.

1. Can I have a folder within a folder?

No, The system is designed to not have sub folders, If we finish other modules early, this can be redesigned.

1. What is the difference of “View files” and “View shared files”

View files means that you’ll be viewing files that are uploaded in your department. View shared files means that you’ll be viewing files that are from other department, that is shared to your department.

1. Is the gallery visible to everyone?

Yes, the gallery is visible to everyone that is a user of the system.