**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?

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. 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. The system administrator can add more extensions.

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 “Generic” team in uploading

The “Generic” team is the team that is available to everyone and is used to upload a file generally accessible to every use of the system.

1. I can’t see the file I uploaded to a team.

You can only see a file that is uploaded in your own team, for example if your team is “Filipino” and chose “Science” as the upload team, only users in the “Science” team can view it.

1. Is the gallery visible to everyone?

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