📁 Document Library – User Guide

# 🧩 1. Feature Name

Document Library

# 📝 2. What This Feature Does

This feature allows users to store, organize, and preview household documents such as manuals, invoices, and reports. It helps centralize important files for easy access by all household members.

# 👤 3. Who Should Use This

Parents, family members, and household administrators.

# 🗂️ 4. Where to Find It

Main Menu → Document Library

# 🛠️ 5. How to Use It (Step-by-Step)

Step 1: Open the Document Library from the menu.  
  
Step 2: To upload a document:  
- Click 'Add Document'  
- Enter Title and Description  
- Choose File to Upload (PDF, DOCX, etc.)  
- Click 'Save'  
  
Step 3: To preview a document:  
- Select a document from the list  
- Click 'Preview' to open and view it  
  
Step 4: To delete a document:  
- Select the document  
- Click 'Delete'  
- Confirm the deletion

# ⚠️ 6. Things to Note

- Only supported file types can be uploaded (PDF, DOCX, XLSX).  
- Document title must be unique.  
- Large files may take time to upload.  
- Deleted documents cannot be recovered.

# 📊 7. Sample Data & Output

Sample Entry:  
- Title: Electric Bill March  
- Description: Power usage for March 2025  
- File: ElectricBill\_March2025.pdf  
  
Expected Output:  
File appears in the document list with title, description, and preview/download options.

# 🧰 8. Troubleshooting

# 👨‍💻 9. Feature Owner

Name: [Your Full Name]  
Role: Developer – Document Library Module

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| ❓ Issue | 🔍 Cause | 💡 Solution |
| File not uploading | Unsupported format | Ensure file is in PDF, DOCX, or XLSX format |
| Preview not working | File corrupted or missing | Re-upload the correct document |
| Document not listed | Missing required fields | Check that title and file were filled before saving |
| Delete button disabled | No document selected | Select a document to enable deletion |