

# Privacy Manager

## User Documentation

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# Cheat Sheet

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## Setup:

- Account Creation : **create user {user\_name}**
- Logging In : **log in as {user\_name}**
- Logging Out : **log out**

## Requesting Access:

- View Pending Requests: **list pending requests**
- Make A Request : **request access from a user**
- Accept A Request : **grant access to {user\_name}**
- Deny A Request : **deny request from a user**

## Reviewing Access:

- View Access From A User: **what can i access from {user\_name}**
- View Your Access : **list all files I can access**
- View Your Access Given: **list all access given**

## Reviewing Your Recordings:

- View your files : **view files**
- Play Audio File : **play {file\_name}**

# 1. Setup

When you first launch Privacy Manager, you will need to create a user account. Once your account is created, you will only have to log in/out as needed. There is no limit to how many accounts you wish to create, and you can create them at any time, not just at the startup.

## 1.1 Account Creation

To create an account, use the **create user {user\_name}** command.

Ex. Creating a user account named Thomas : **create user Thomas**

Other acceptable commands:

- create a new user {user\_name}
- make a new user {user\_name}
- create new user {user\_name}
- make a new user named {user\_name}

## 1.2 Logging In

To login after an account is created, use the **log in as {user\_name}** command.

Ex. Logging into a user named Thomas : **log in as Thomas**

Other acceptable commands:

- log on to me as {user\_name}
- sign me as {user\_name}
- log in with {user\_name}
- sign me in as {user\_name}

## 1.3 Logging Out

To log out of your account, use the **log out** command

Note: If you do not log out before exiting the Privacy Manager, you will automatically be signed in when you open the Privacy Manager back up.

Ex. **log out**

## 2. Requesting Access

In order to use another user's recordings, a request has to be filled out. The secondary user will fill out a request to use the primary user's recordings. In the request, the secondary user will explain why they would like to use the primary user's recording, and for what purpose.

### 2.1 View Pending Requests

Before a user can accept/deny a request, they need to see who has requested access to their files via pending requests. To list the users current pending requests, use the **list pending request** command.

Ex. Listing the pending requests for the current signed in user:

User: **list pending requests**

Alexa: Your current requests are: William has a student project and has asked for permission to copy....

Other acceptable commands:

- one (in the option menu)
- what are my current requests
- list my requests

### 2.2 Make A Request

If a secondary user would like to use a primary user's recordings, they must first make a request to do so. To make a request, use the command **request access from a user**. Alexa will then ask for the username for whom access is being requested to, the reason behind the request (train AI, copy, transcribe, etc), and the intent for the request (commercial use, private, research, etc). Once the request has been filled out, it will be sent to the primary user for approval.

Ex. Requesting access to Thomas's recordings to train AI for commercial purposes :

User: **request access from a user**

Alexa: Who do you want to ask permission from?

User: **Thomas**

Alexa: Would you want to copy, listen, transcribe, or train artificial intelligence using their recordings?

User: **train AI**

Alexa: Would you best describe yourself as a private entity, student, teacher, researcher [...]

User: **commercial entity**

Other acceptable commands:

- ask {user\_name} for permission to {request\_type} with their recordings for {reason} purposes
- ask {user\_name} for permission to {request\_type} with their recordings
- ask permission to {request\_type} using recordings from {user\_name} for {reason} purposes

## 2.3 Accept A Request

When another user has requested access to your recordings, you can accept the request with the **grant access to {user\_name}** command. It is essential that the command *list pending requests* is used before the accept command, in order to view who has sent a request.

Ex. Accepting a request from user William for all of your files:

User: **grant access to William**

Alexa: To which file would you like to grant them access, otherwise say 'all files'?

User: **all files**

Other acceptable commands:

- four (in the option menu)
- accept request from {user\_name}
- accept request from {user\_name} for {file\_name}

## 2.4 Deny A Request

When another user has requested access to your recordings, you can deny the request with the **deny request from a user** command. It is essential that the command *list pending requests* is used before the deny command, in order to view who has sent a request.

Ex. Denying a request from Thomas:

User: **deny request from a user**

Alexa: Whose request would you like to reject?

User: **Thomas**

Other acceptable commands:

- five (in the option menu)
- reject request from {user\_name}
- deny request from {user\_name}

Note: To get a list of the users pending requests, look at section 3.1 for the *list pending requests* command.

## 3. Reviewing Access

For a user to know who has access to their files, they can review who they have given permissions to. They can do this by listing the access they have been granted, as well as listing the access they have granted other users.

### 3.1 View Access From A User

To see what access the current user has been granted from a specific user, use the command **what can I access from {user\_name}**.

Ex. Current user is Thomas, and Thomas would like to know what they can access from William:

User: **what can I access from william**

Alexa: William has given you listening access to all files for fun project.

Other acceptable utterances:

- seven (in the option menu)
- list access permissions from a specific user
- did {user\_name} give me access
- can i use recordings from {user\_name}

### 3.2 View Your Access

To see what access the current user has been granted from all users, use the command **list all files I can access**.

Ex. Thomas is signed in and wants to know who has granted them access:

User: **list all files i can access**

Alexa: William has given you listening access to all files for fun projects [..]

Other acceptable utterances:

- two (in the option menu)
- list the files i have access to
- can you list me all of the permissions
- review my access permissions

### 3.3 View Your Access Given

To see who the current user has given access to, use the command **list all access given**.

Ex. William is signed in and wants to know who has access to their recordings:

User: **list all access given**

Alexa: Thomas has access to listening using all files for fun purposes.

Other acceptable utterances:

- eight (in the option menu)
- list all access granted

- list all permissions given
- list all permissions granted

## 4. Reviewing Your Recordings

A user can also review what recordings are present on their account. By using the *view files* command, they can get a list of the recording file names, and use the *play {file\_name}* command to listen to them.

### 4.1 View Your Files

If a user has recordings stored in their S3 database, they can view the will have their recordings stored in an S3 database.

Ex. To view what recordings are stored under the currently signed in user :

User: **view files**

Note: The file names will exclude their extensions.

### 4.2 Play Audio File

If a user would like to listen to their recordings, they can simply get the file name they wish to play, and use it with the **play {file\_name}** command.

Ex. To listen to a file called weather.m4a :

User: **play weather**

Note: As the view file command excludes the file name extensions, you do not have to worry about including it in this command. For example, if the file name on disk is 'weather.m4a', you do not include the 'm4a' in the command. Also Alexa cannot play audio files in the browser environment, so you will need to use an Alexa device or the mobile app.