



Demo - Getting Started Guide

Assumptions-

- the software is installed and Apache and MySQL are “running”
- you created a “root” user and you know the password.
- you created at least 1-web group, 1 folder, uploaded 1 document.

(if not, read the “a-Web based Installation Guide.doc”.

Note: This is 30 day “demo” software. (after 30 days, the functionality will be reduced) The purpose of the demo software is to allow evaluation the user interface and the basic functionality before making a commitment. Contact your supplier to upgrade to a production version with enhanced functionality if you believe the software will serve your interests.

Login

Open a browser session and enter <http://localhost:8000> (or, IP address or computer name)

The login screen should appear (see below)

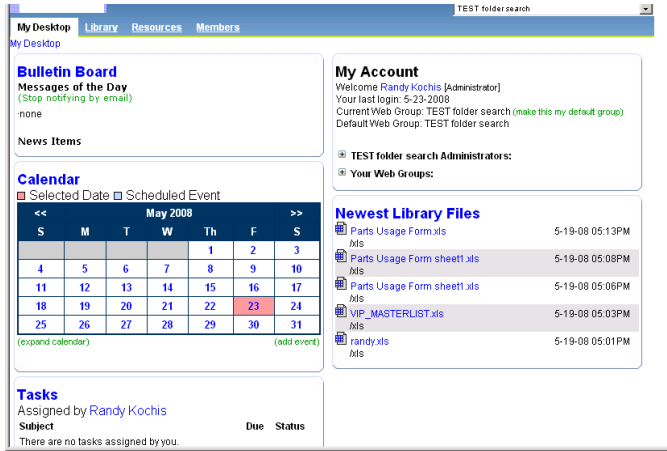
A screenshot of a web-based login form. It has a light yellow background. At the top left, the word 'Login' is written. Below it is a text input field. Underneath that is another text input field labeled 'Password'. At the bottom left, there is a 'Login' button. To the right of the button is a blue hyperlink that says 'Forget your password?'.

*Enter the Login (user name) tab (please use the “root” user created at install of software)

*Enter the Password tab

*Select “Enter” key at Login button

My Desktop should appear (see below)



Options at My Desktop:

- *Drag and Drop each section to a desired position for this web group.
- *Select Calendar to view scheduled events for this web group
 - Select “add event” to create an event for this web group
 - Select “expand calendar” to view scheduled events for this web group
- *Select Tasks to view Gantt chart and to add new task for this web group
- *Select Bulletin Board to view or create new News Item or Message of the Day for this web group
- *Select My Account options to update information for this user.
- *Select Newest Library Files to enter Library
- *Select Library to enter Library

Note: Production versions of the software allow configuring My Desktop (for each web group) to display, or not display, each function (Calendar, Tasks, Bulletin Board). In addition, an option to go directly to the Library after login is included.

Overview-

The web based Repository software uses the Apache web server and MySQL database. It is licensed under the terms of the GPL license.

Unlimited users

Unlimited “web groups”

Unlimited Folders

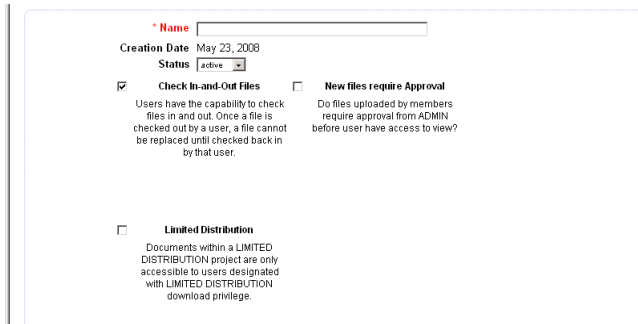
Unlimited Sub Folders

Unlimited Files

Creating Web Groups

Only the “root” user can create new web groups.

- *Select the Resource tab and select Add Web Group (see below)



*Enter Web group name.
Check or uncheck the options for this web group.

Creating a Folder (within a web group)

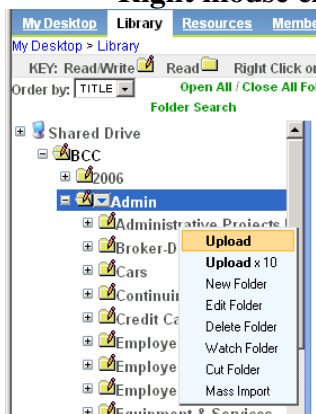
- *Select a web group from the pull down list (upper right of web page under Logout)
- *Select Library
- See Shared Drive
- ***Right mouse click** on Shared Drive (or Sub Folder)
- *Select New Folder
- *Enter Folder name
- *Assign permissions
- *Select Save

Uploading Files

There are several methods to upload files into the Repository. You may upload 1 file, 10 files, Mass Import or “batch” upload via the CAPTURE software.

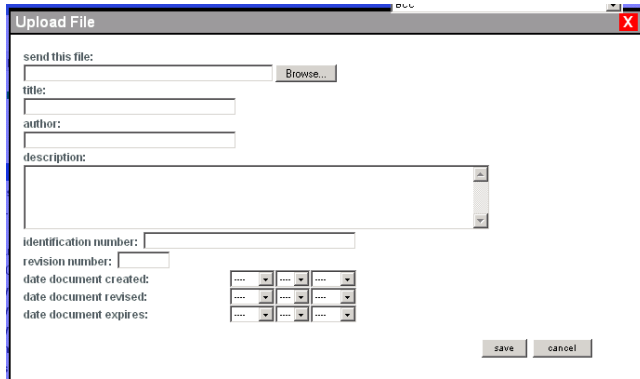
To upload 1 file:

- *navigate to desired Folder location
- ***Right mouse click** to show options (see below)



*Select Upload

The following screen should appear. (see below)



- *navigate to file location by selecting Browse option
- *enter the desired name of the file in Title (otherwise the upload file name will be used. (250 characters)
- *enter data into Author (50), Description (16 M), Identification (50) , Revision (10) and Date fields.

Note: This data can be used in the INDEX search to find this document. Use “Paste” from clipboard to assist in populating the “index” fields

Note: The index property names can be changed (by web group) to assist in entering indexing data and retrieval.

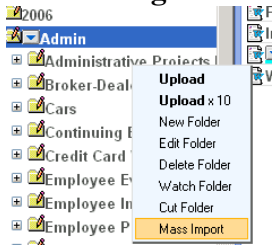
To Upload 10 files at a time:

- *use the same instructions as 1 file except select Upload x10.

Note: using this method will require using the File option of Replace/Edit to update indexing data.

To Mass Import:

- *navigate to the desired Folder location.
- ***Right mouse click** to show options (see below)



- *select Mass Import
- *enter absolute path

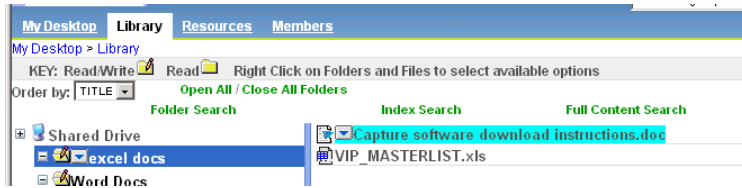
Note: sub folders will be created automatically. Using this method will require using the File option of Replace/Edit to update indexing data.

Note: Production versions of the software allow greater than 1,000 files during Mass Import and provide a counter of files imported and text extracted for reconciliation purposes.

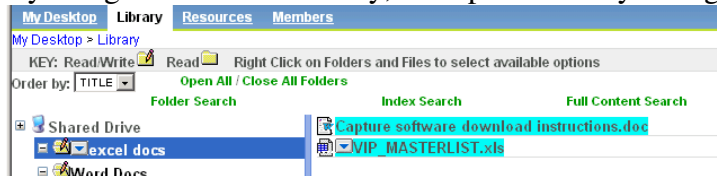
The CAPTURE seamlessly integrates into the web based REPOSITORY. Contact your reseller for a demonstration.

Using Drag and Drop to move files

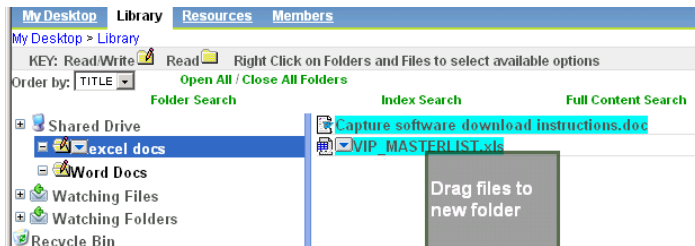
A file may be highlighted by a mouse (see below)



By using the Ctrl or Shift key, multiple files may be highlighted (see below).



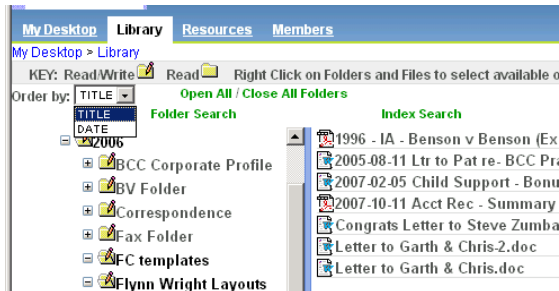
By mouse clicking on the highlighted files, the files may be moved. (see below)



Note: the user must have read/write permissions.

Sort files by Date or Title (alphabetic)

Select from pull down the order you desire the files to display. (see below)



Searching Options

Index search-

Enter data into the properties of Index search. (see below)

My Desktop Library Resources Members
My Desktop > Library > Search > Index Search

Index Search

file name : Contains

title : Contains

author : Contains

description : Contains

identification number : Contains

revision number : Contains

creation date : between and

revision date : between and

upload date : between and

Select either “contains” – string search or “equals”- exact search.

Note: By using the description property (16 M characters) to retain the “content” of the file, an imbedded search can be performed. In other words, a key word can be searched for within the file, but return ONLY those files based upon another property. (see below)

My Desktop Library Resources Members
My Desktop > Library > Search > Index Search

Index Search

file name : Contains

title : Contains resumes

author : Contains

description : Contains John Jones

identification number : Contains

revision number : Equals

creation date : between and

revision date : between and

upload date : between and

Full Content search-

Enter exact word(s) or wildcard (partial word followed by an “*”). (see below)

My Desktop Library Resources Members
My Desktop > Library > Library Search

Full Content Search

Please enter the search string in the form below and hit "Search" to search the library for all documents containing the search string entered.
This will search through the content of the document. (pdf, bt, doc, xls files only)

[\(index search\)](#)

The results will display. Select the desired file.

Managing the index used by Full Content search.

- *the file name is part of the search index.
- *a unique index is maintained for each web group.
- *the index files are located in C:\xampp\storage\document_area\'number'\swish.index and C:\xampp\storage\document_area\'number'\swish.index .prop where “number” is the web group number.

*to index the web group, the root user selects the Resource tab and select Admin Functions. Select Reindex the Library

*only .xls, searchable PDF's, .doc and .txt files will be indexed.

*the upload process extracts text (from above extensions); creates a txt file and writes the txt file to C:\xampp\storage\document_area\'number'\text\file name

Note: Production versions of the software allows more automated methods of reindexing.