



User Manual

Regla File Storage System

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Introduction

Regla skalavistunarkerfi is a software that four students designed and created for Fakta ehf for their final project towards their BSc degree in Computer Science at Reykjavík University. The system is an add on to Fakta's business solutions. The main purpose of the system is to make it easy to store and organize files in such a way that makes it fast to retrieve them later.

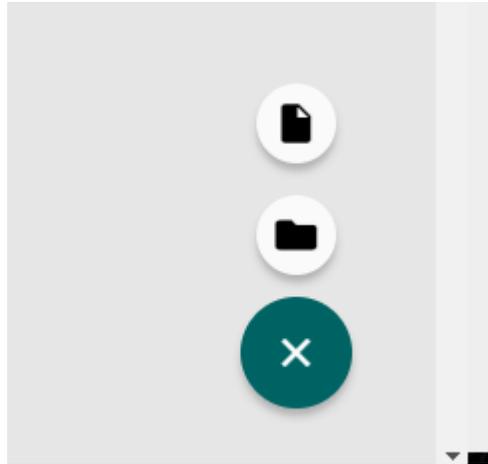
Categories

Front page is the first interface the user sees after signing in to the system. Here are categories that the user has access to.



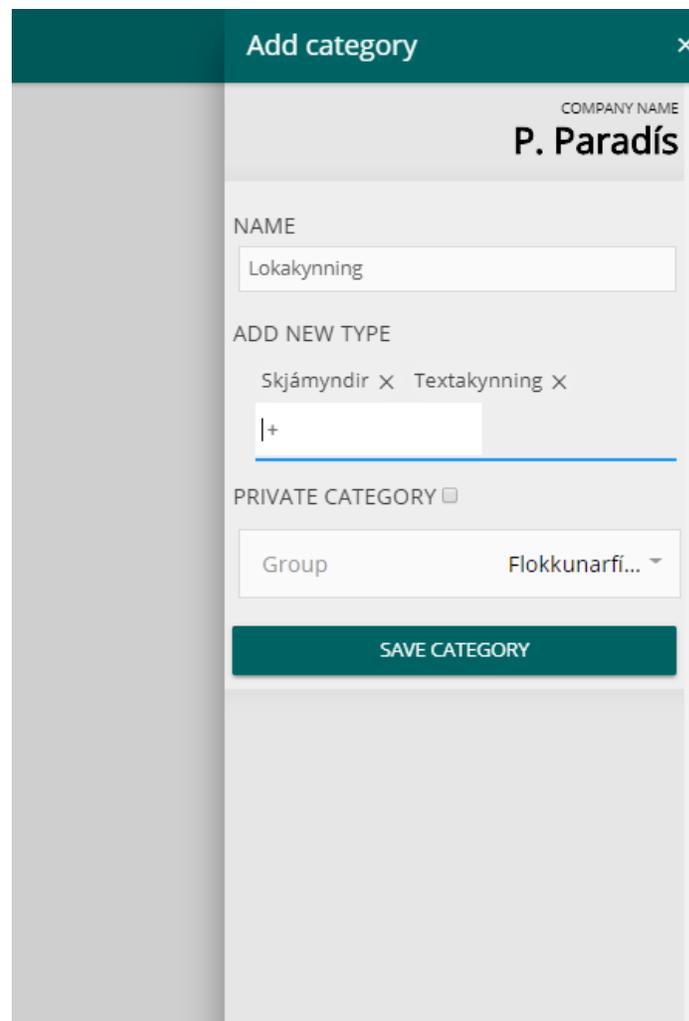
(Figure 1: List of the categories the user has access to)

If the user has admin rights he can see all categories inside the system, other users can only see the categories inside groups they are registered in. To enter a category the user just needs to click on the category element.



(Figure 2: Add a file or category)

To add a new category or file the user needs to click the plus sign in the bottom right corner of the screenshot. The folder icon represents adding a new category whereas the file icon represents adding a new file. Only users with admin rights can add a new category.



The image shows a mobile application interface for adding a new category. The form is titled "Add category" and is set within the context of a company named "P. Paradís". The form fields include: a "NAME" field containing "Lokakynning"; an "ADD NEW TYPE" section with existing tags "Skjámyndir" and "Textakynning", and a new type input field containing "+"; a "PRIVATE CATEGORY" checkbox which is currently unchecked; a "Group" dropdown menu showing "Group"; and a "Flokkunarfi..." dropdown menu. A prominent green "SAVE CATEGORY" button is located at the bottom of the form.

(Figure 3: A menu that slides from the right to add a new category)

To add a new category the user needs to select a name for it. It's also possible to add types to tag files inside the category later. At least one type is required for each category. To customize the access control a Group is chosen for the new Category. For creating a private category that only the logged in admin had access to, the "PRIVATE CATEGORY" field has to be checked. When no group is chosen and the "PRIVATE CATEGORY" field is not checked the category will be accessible for everyone in that company. When a group is chosen the category will only be accessible for the users in that particular group.

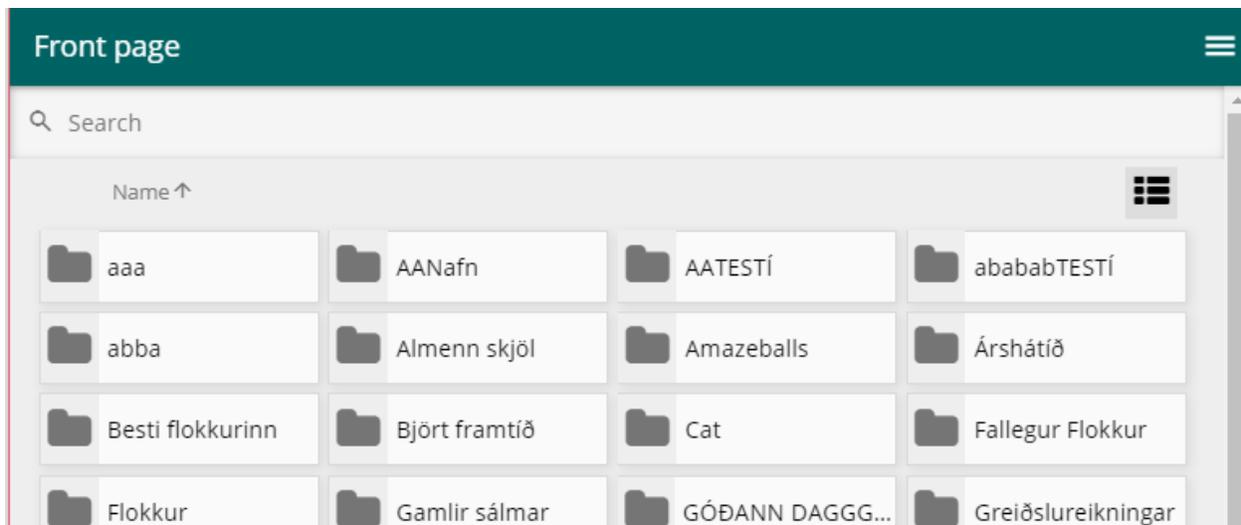


(Figure 4: Search and ordering on front page)

In the top left corner of the screenshot there is a search bar that can be used to search in categories, filenames and file descriptions. To speed up the searching for a category the user can order the names of the categories in alphabetical or reverse alphabetical order by clicking the “Name” arrow.



(Figure 5: Results from a search)

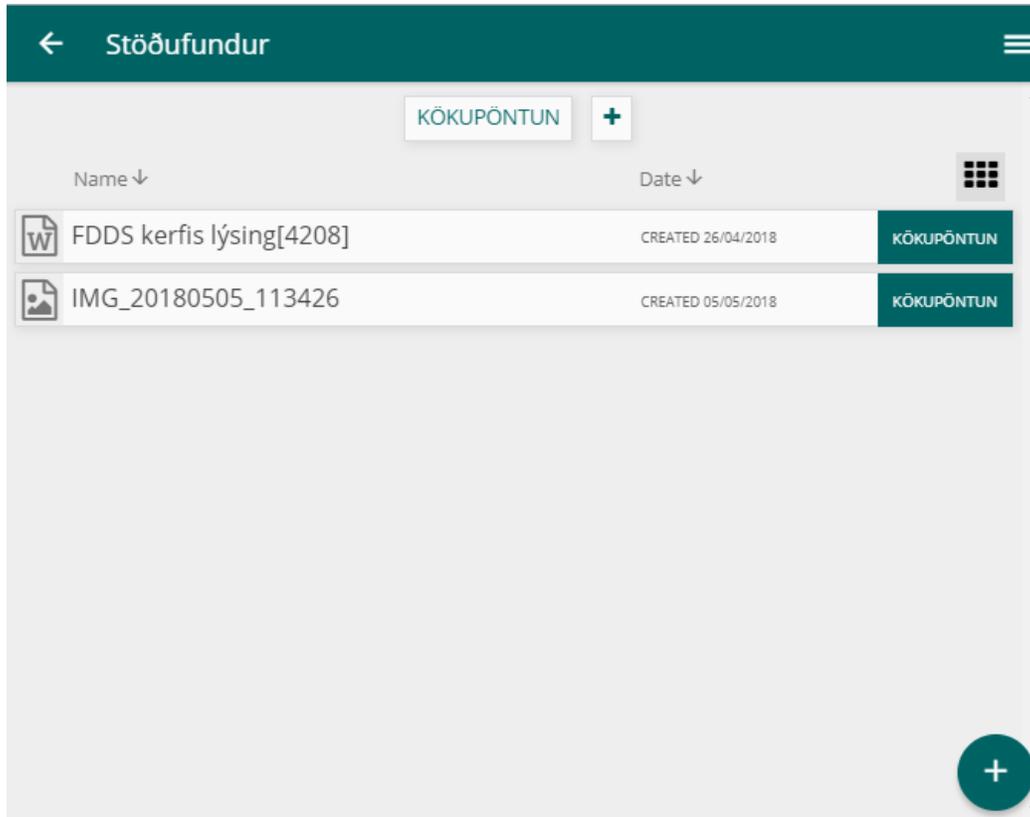


(Figure 6: Ordering on front page)

The user can toggle between viewing the categories in list or grid view by clicking on the icon in the right top corner.

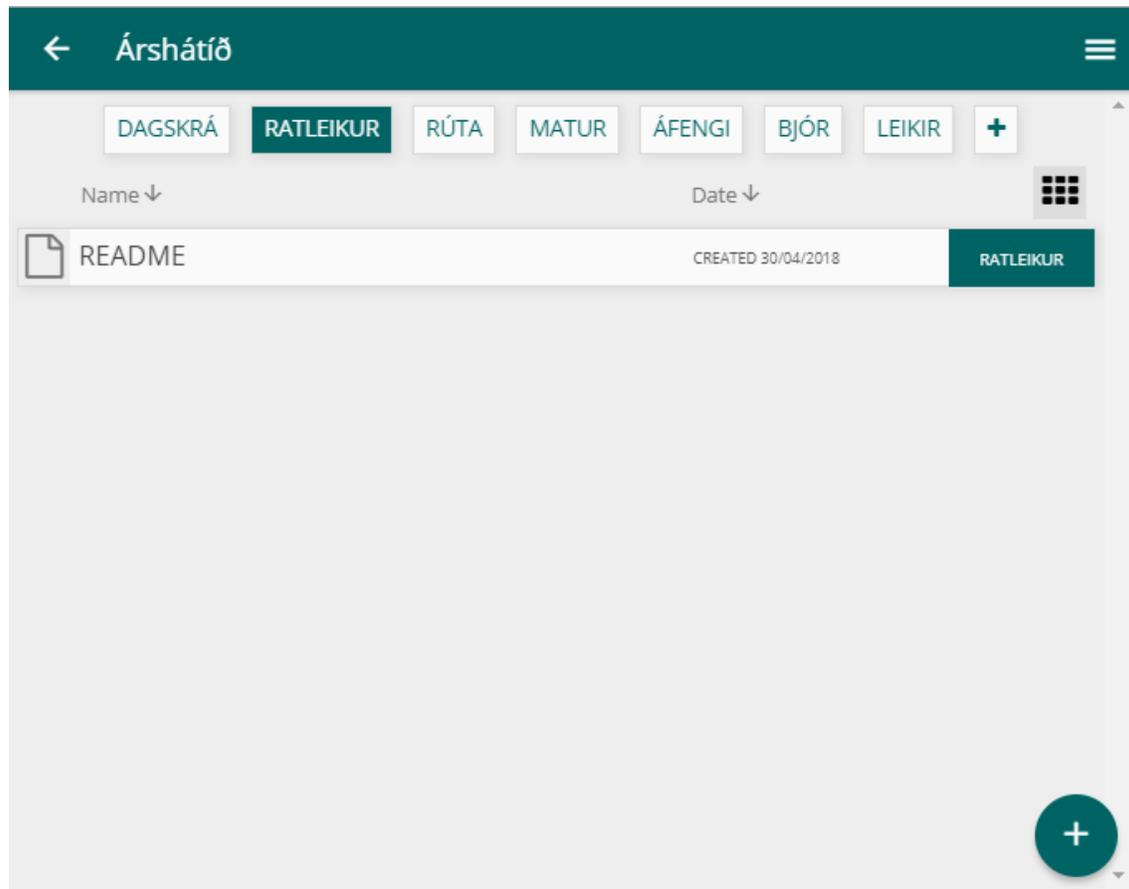
File overview

After entering a category the user can see all the files that belong to it.

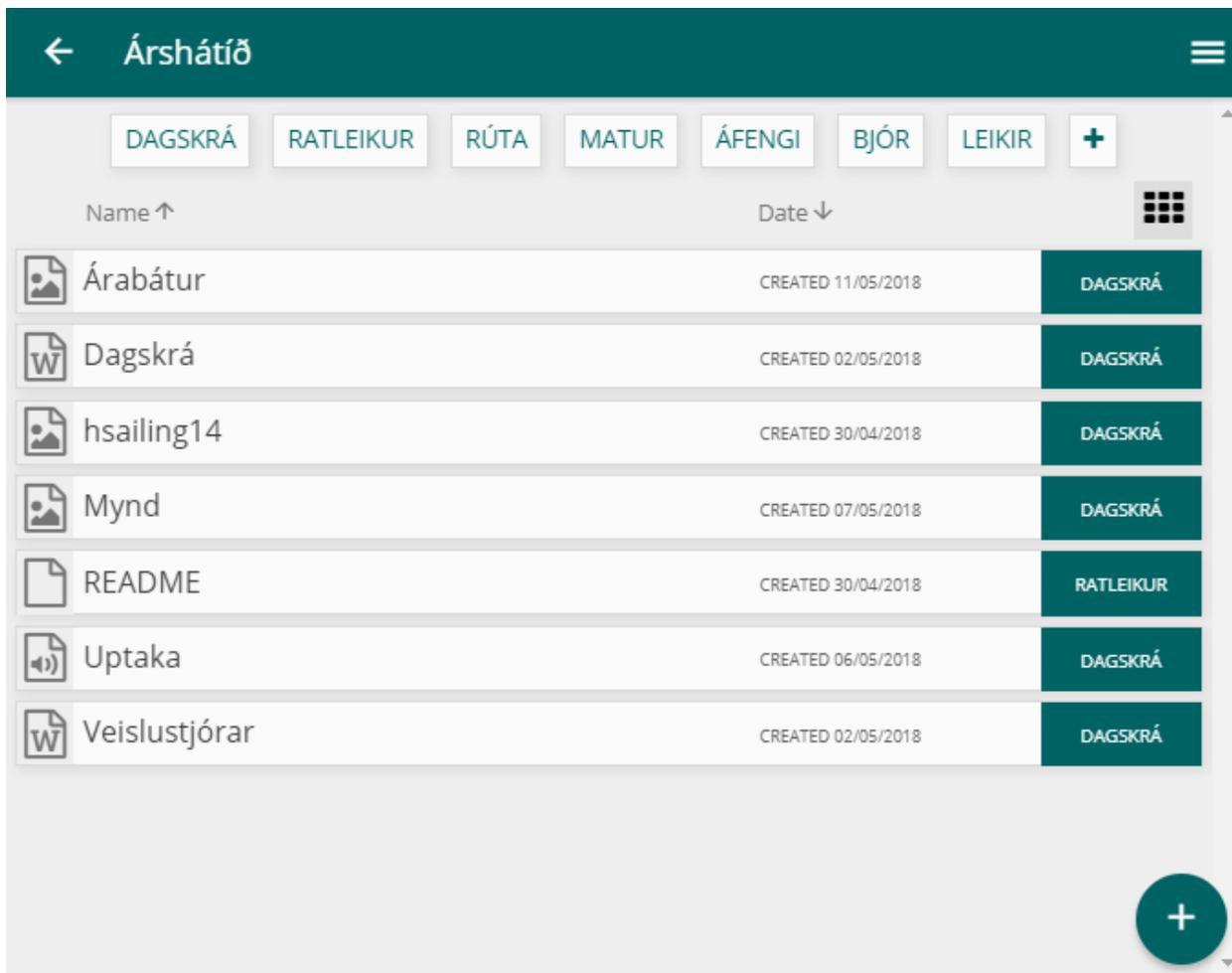


(Figure 7: File overview for a category)

The user can see some information about each file, when it was created, name and an icon representing the type of the file. On the top of the screenshot the category's types are shown. If a certain type is pressed then a filter is applied and only the files that are tagged with that type are shown. If more than 1 type is pressed then the union of the files tagged with the types are shown.



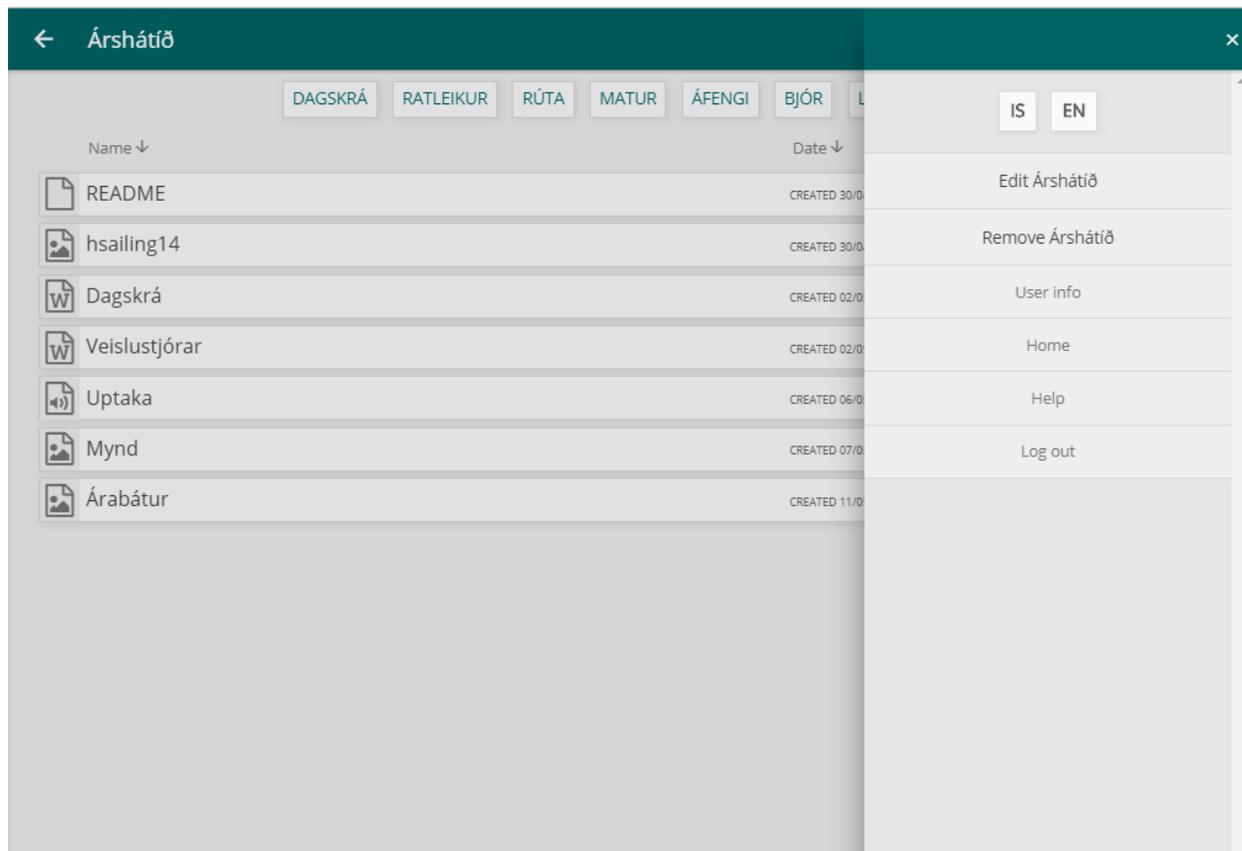
(Figure 8: Filtering by type)



(Figure 9: Alphabetical ordering by name)

There's also a possibility to order the files inside a category by date created and name. To order the files, user needs to press the arrow at either name or date. For ordering by a name, arrow pointing up means that the files are ordered in an alphabetical order and down means reverse alphabetical order. When ordering by date, arrow pointing down means that newest files are at the top and an arrow pointing down means that the oldest files are at the top.

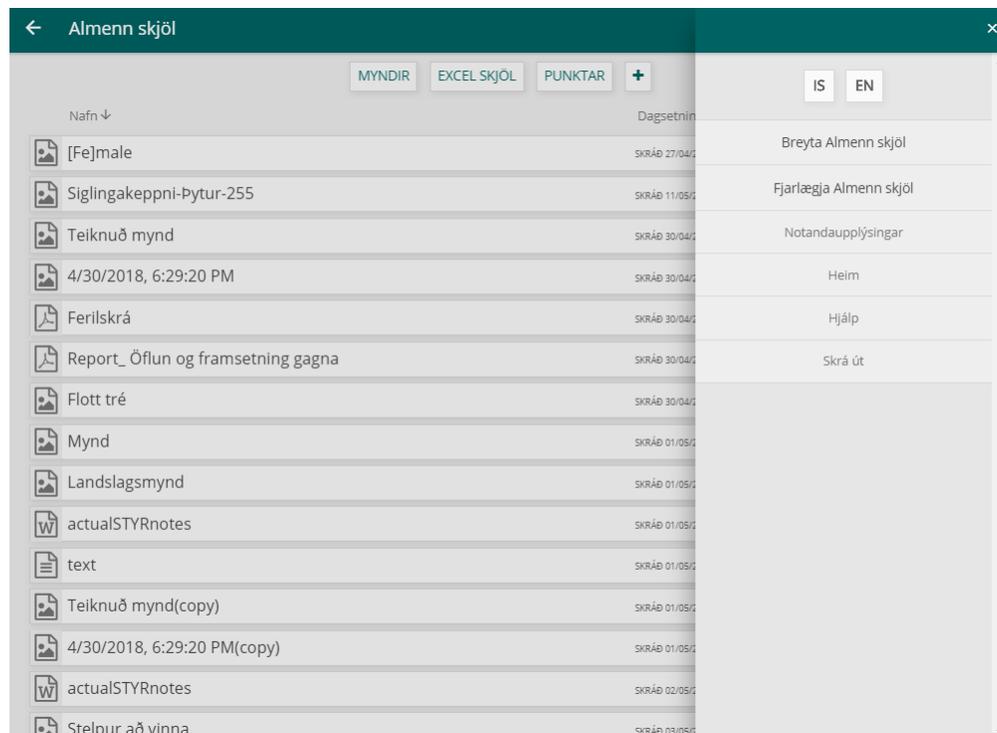
To create a new type the user needs to press the plus sign on the top of the screenshot next to the existing types. The type name is entered in the input box that appears and when the user has finished typing the name he only needs to press enter.



(Figure 10: Side menu)

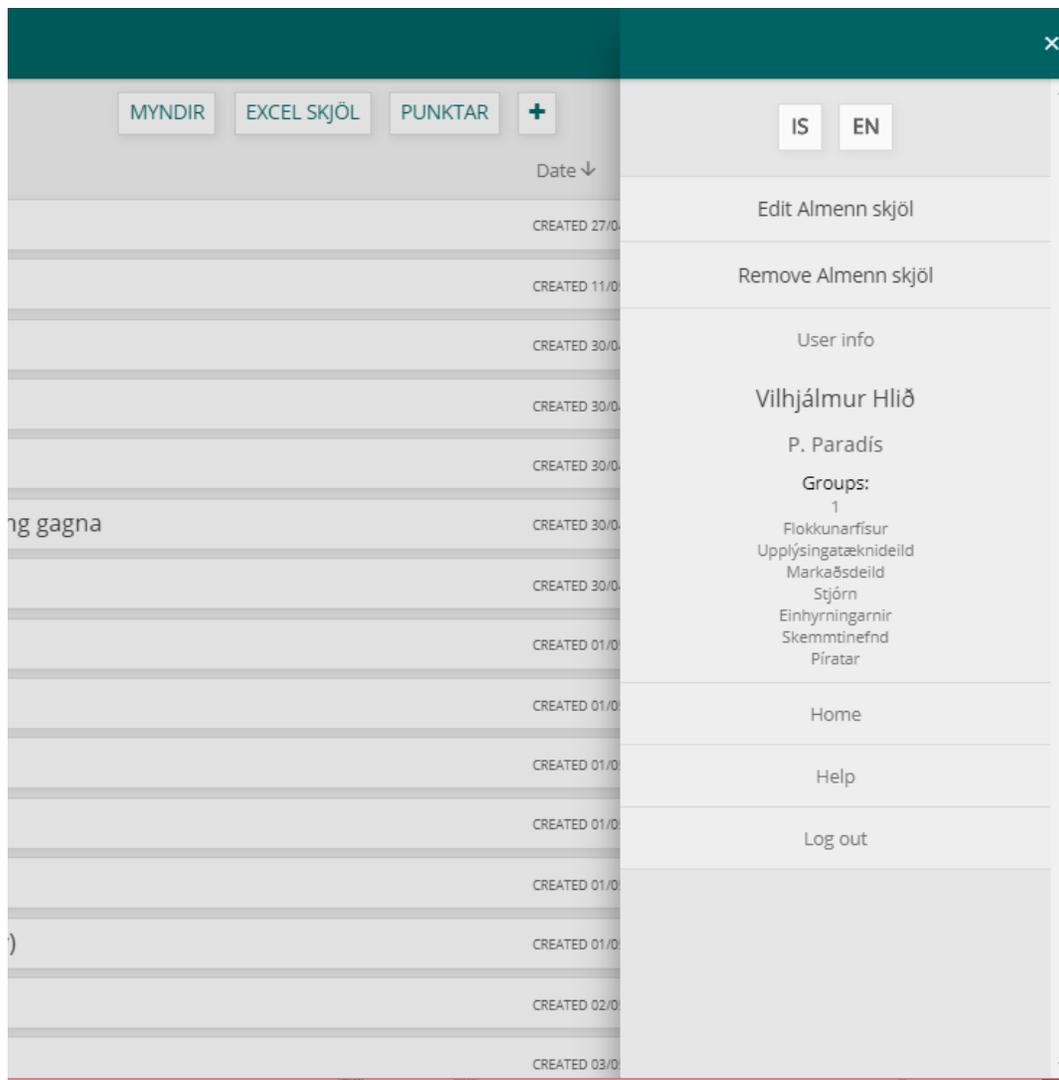
When the hamburger in the right top corner is clicked a side menu (on a bigger screen) or a new window (on a smaller device) becomes visible. There it is possible to change the language of the system by clicking either IS for Icelandic or EN for English.

User with admin rights is able, when inside of a category, is also able to either edit or delete a category.



(Figure 11: The system on Icelandic after the “IS” button was pressed)

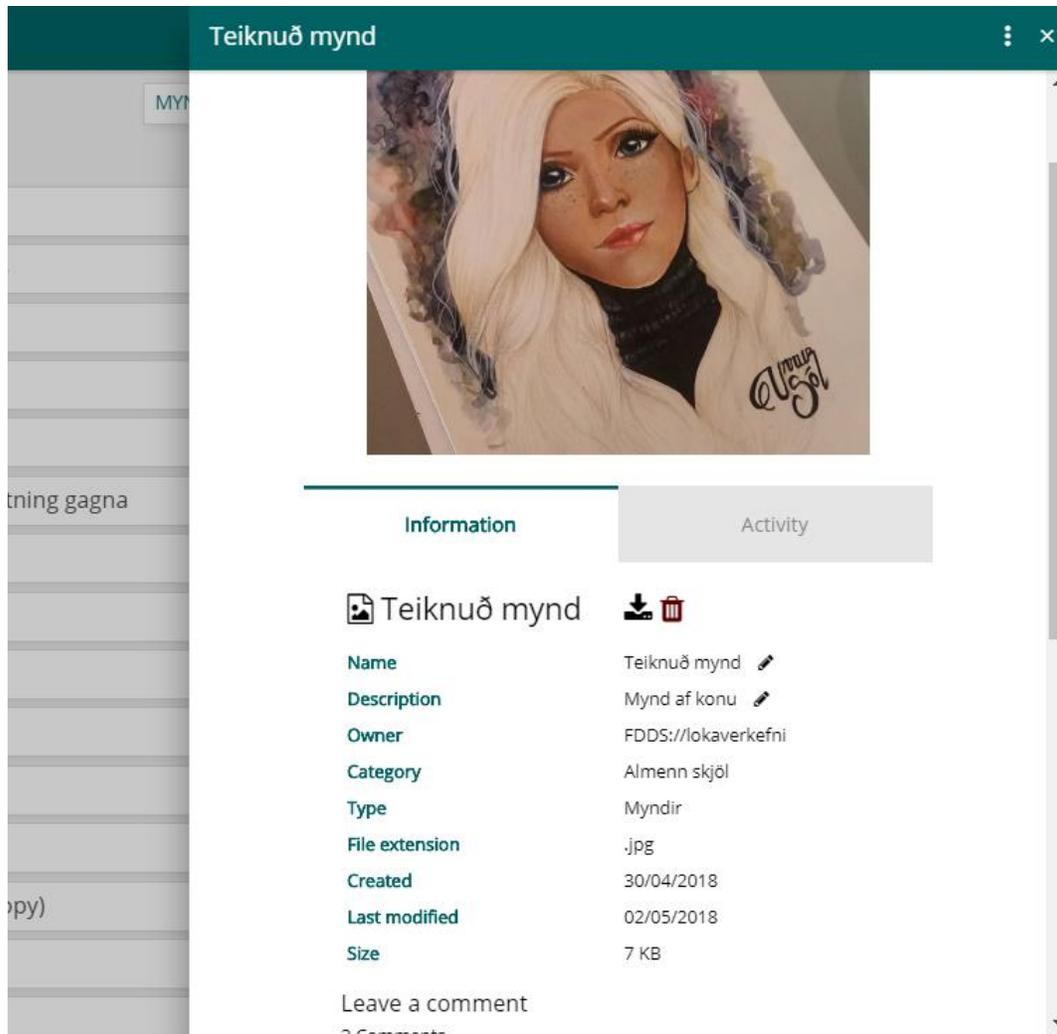
In the side menu the user has also access to User Info, can press “Home” for going back to the front page, “Help” for viewing the user manual and “Log out” to log out of the system. Additionally an admin has the option to edit and remove Category by pressing “Edit <category>” and “Remove <category>”.



(Figure 12: Side menu showing User Information)

User Information include the full name of the user, the name of the company he works at and a list of the group the user belongs to.

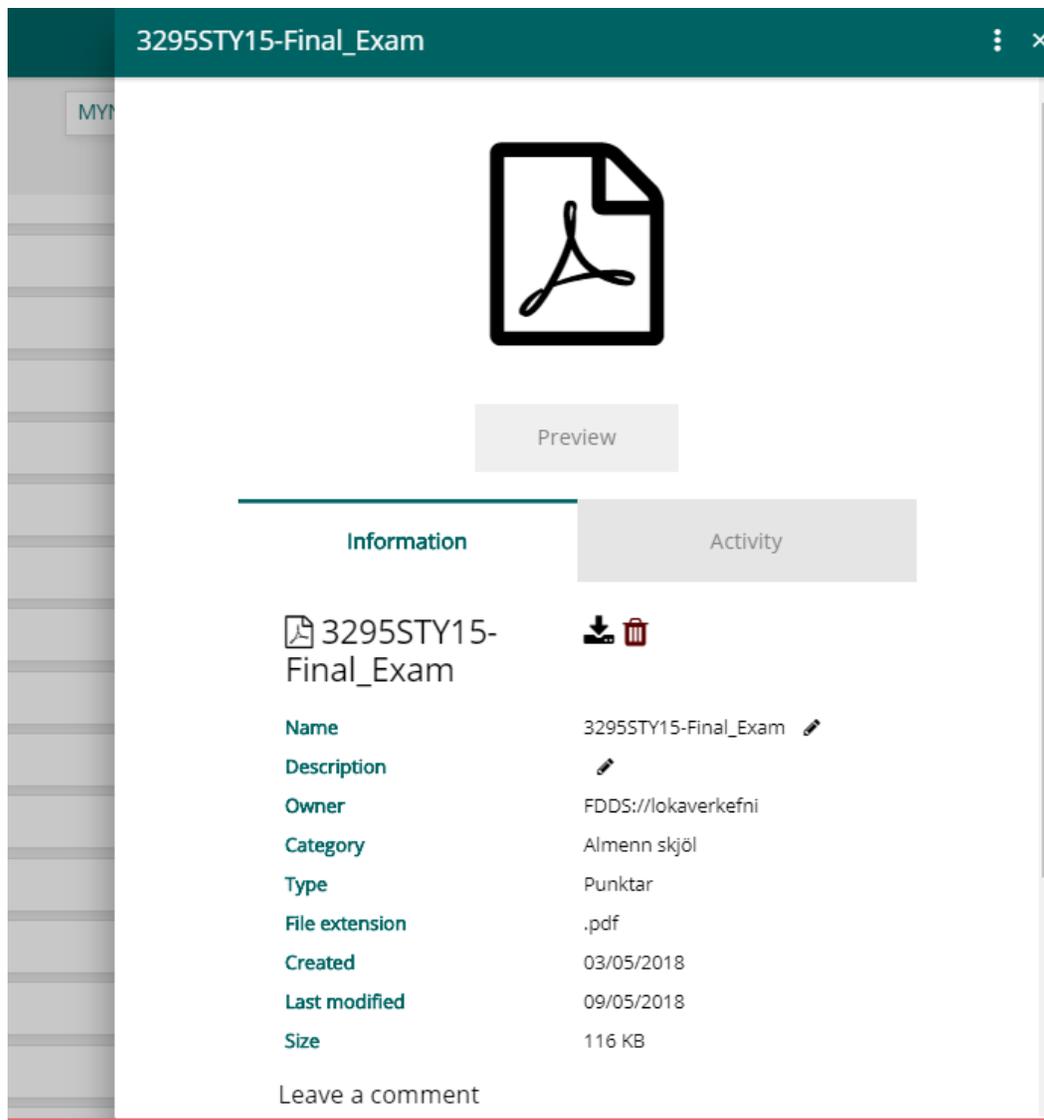
To inspect the file further the user clicks the corresponding line in the file list. A new window shows up with more detailed information about the system.



(Figure 13: More information about a file)

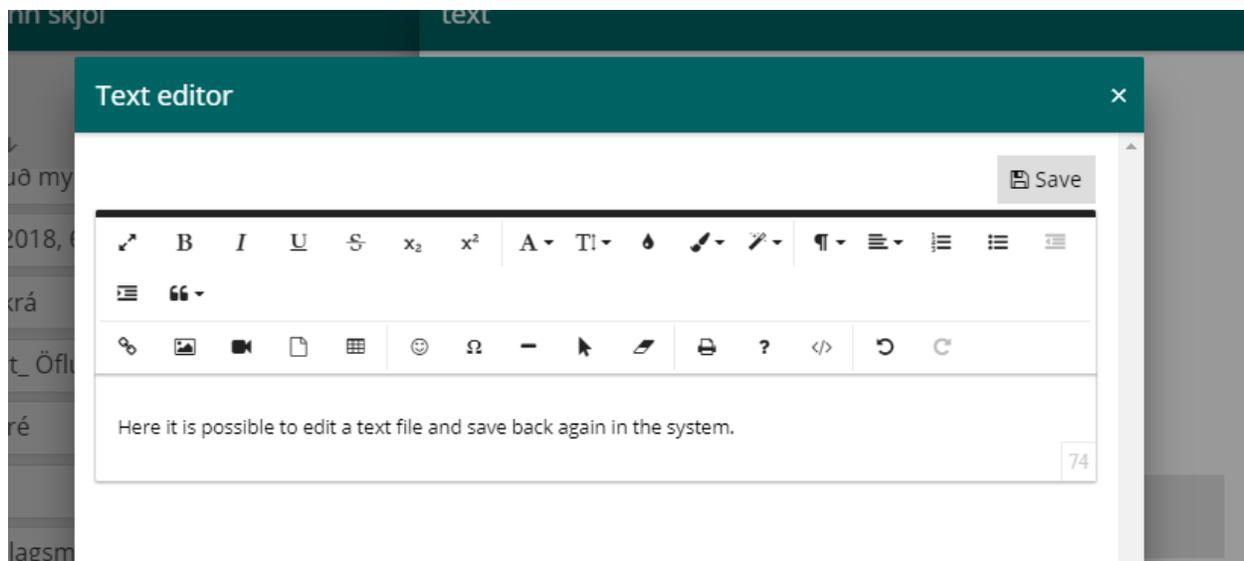
Inside a window for each file the user can see general information about the file. Under the “Activity” tap there are activity on the file, i.e. who updated it and when, and comments on the file. If the user presses the three dots in the top right corner he can edit, delete or download the file. Downloading a file is also possible by clicking the download icon. Editing can be done as well by clicking the pencil icon. Downloading can be done by clicking the download icon.

If the file is a pdf file the user can click the “Preview” button which opens a pdf viewer window.



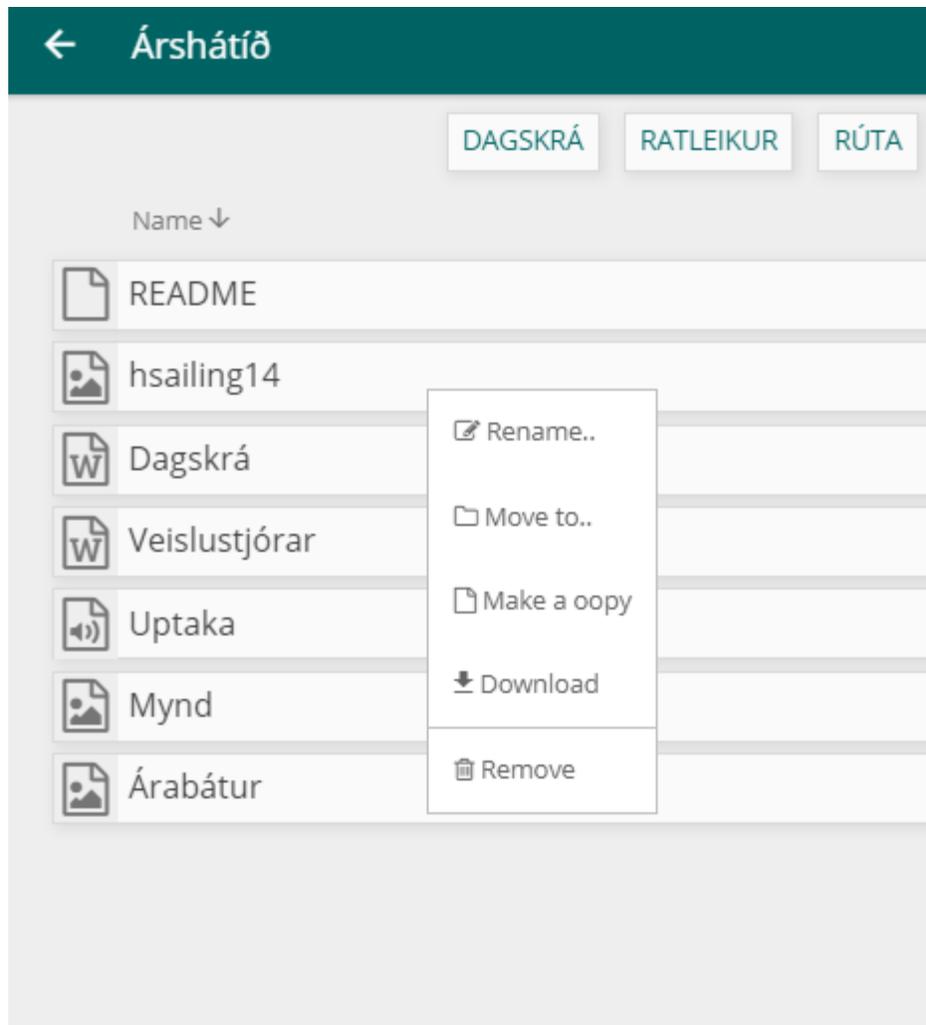
(Mynd 14: Viewing the pdf file)

If the file is a text file a button with the text "Open editor" that enables the user to open a text editor which can be used to edit the file.



(Figure 15: Text editor for a text file)

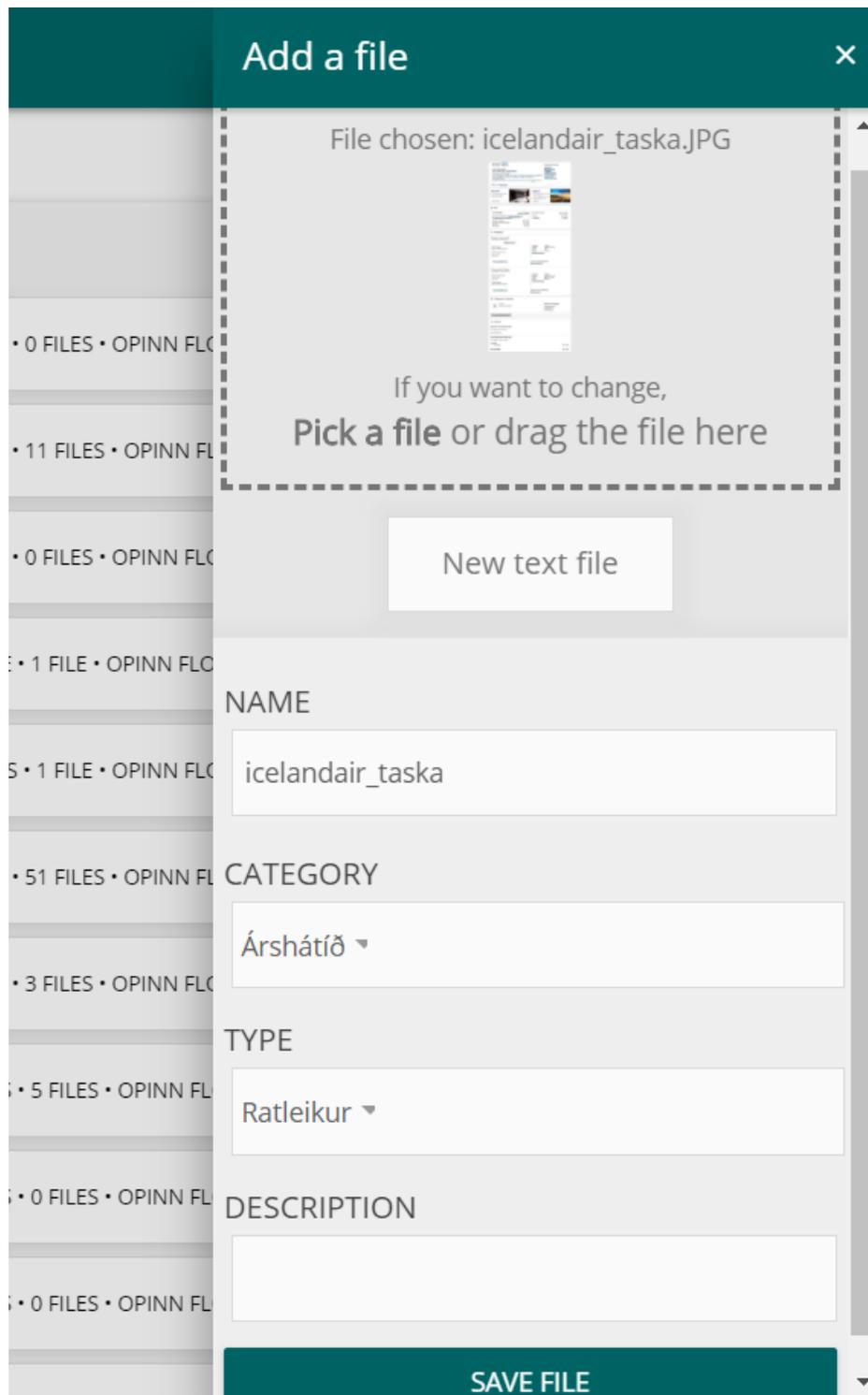
Context menus (appear when right clicked) are available both in Front Page and inside of Category to make already mentioned functions accessible by more than one way. In the Front Page a user with admin rights is able to rename or remove a category. Inside of a category everyone are able to rename, move a file to another category (that he has access to), make a copy or remove a file.



(Figure 16: Context menu inside of a category. Accessible by right clicking)

Add a file

To add a file the user can either press the plus sign on the front page or press a plus sign inside a category. If a file is added inside a category that category is selected by default as the category for that file but this can of course be changed. User can add a file by pressing the “choose file” element, by drag ‘n’ drop, or by creating a new text file with the text editor (by clicking “Open editor”).

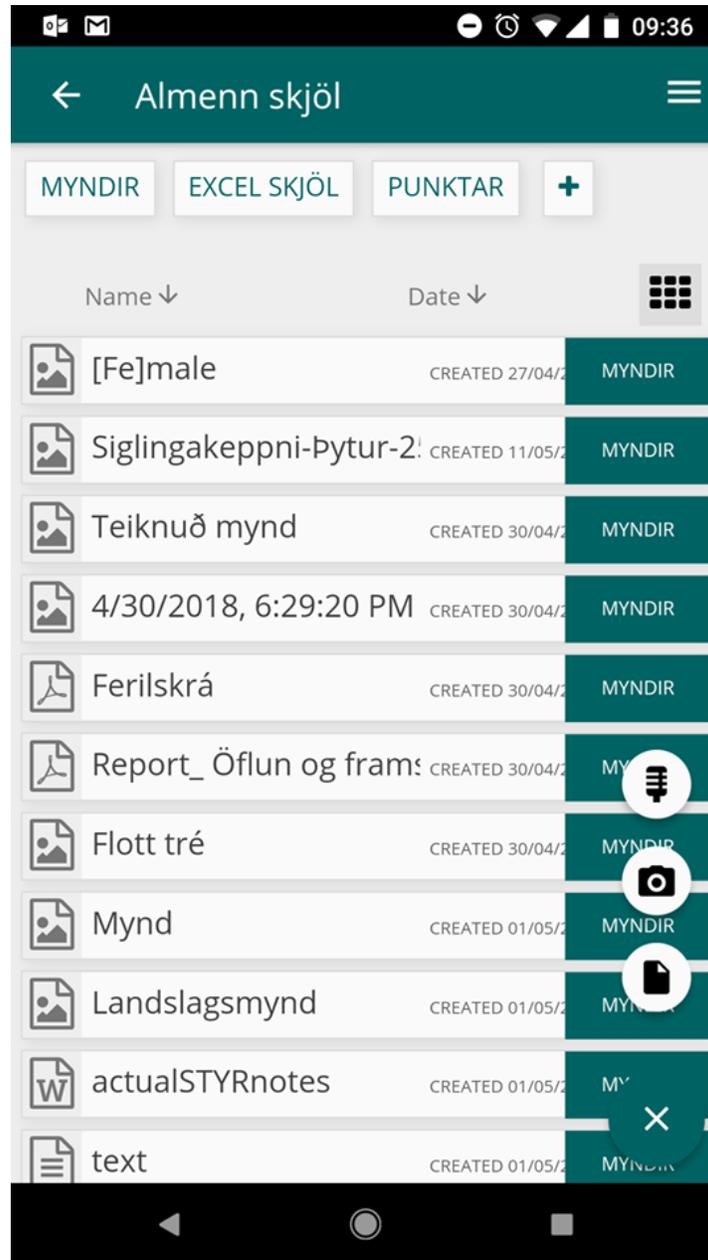


(Figure 15: Window to add a file)

After the information about the file have been entered the user presses the "SAVE FILE" button to save the file to the system.

Smartdevice version

Most of the system's functionality is shared between smart devices and computers. The drag 'n' drop functionality is not present in the smart device version and it is possible to take a photo and record a sound in a smart device application but not on in browsers (even though a mobile browser). To take a photo with a smart device's camera the user presses the camera icon and to record a sound clip he presses the microphone icon.



(Figure 16: The option to take a photo and record sound on a smart device)

Further information

Should any questions about the system arise, it is possible to contact the group via hulda@fakta.is