

User Manual 1.1

Online Document Center



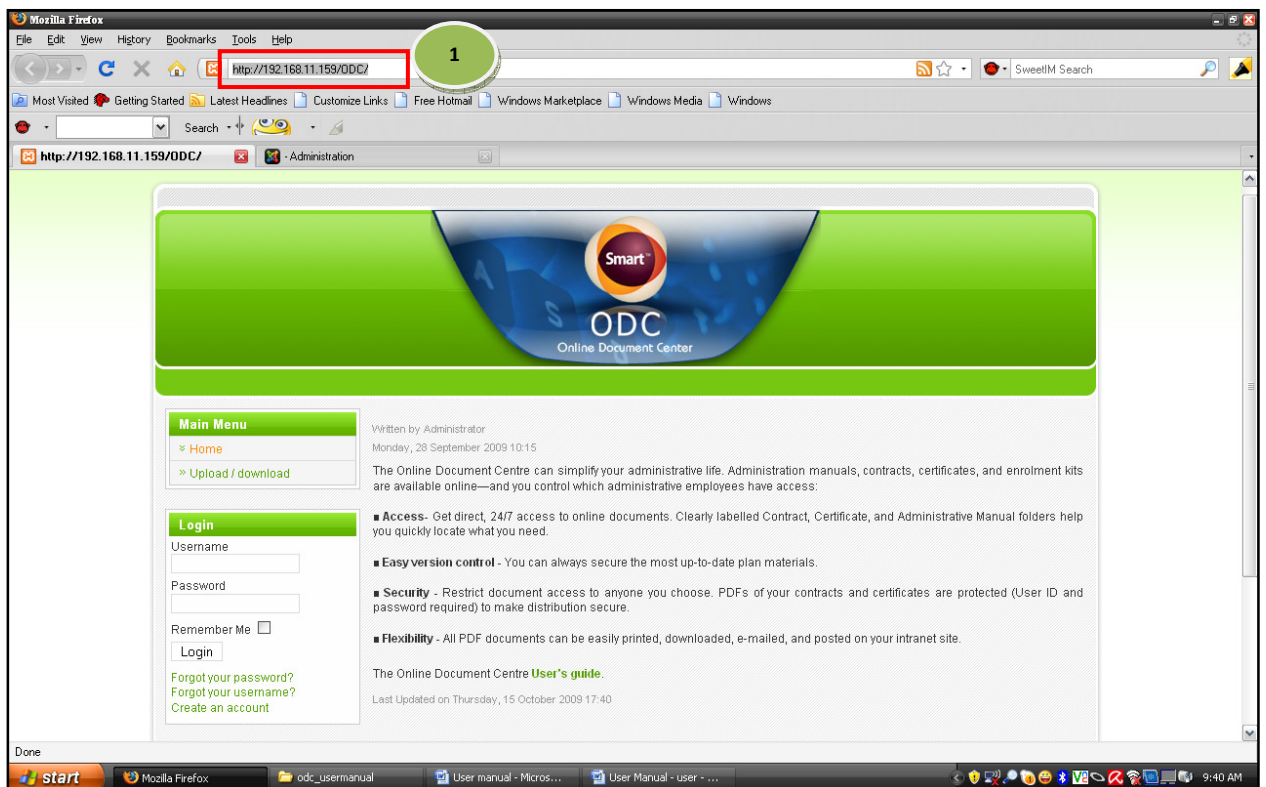
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1. Open ODC URL

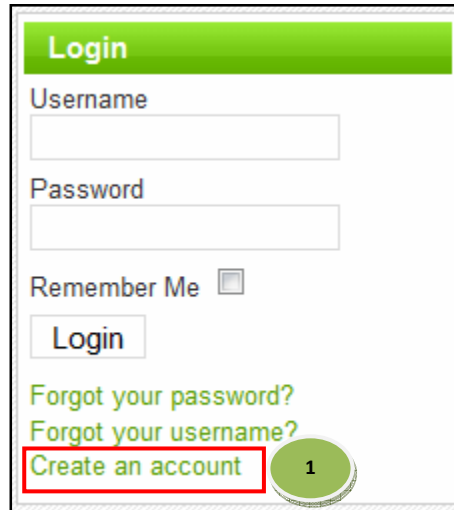
1. Open the Internet Browser
2. Write ODC URL address
 - <http://192.168.11.159/odc>
3. Press Enter

Now you are entering Online Document Center Website.



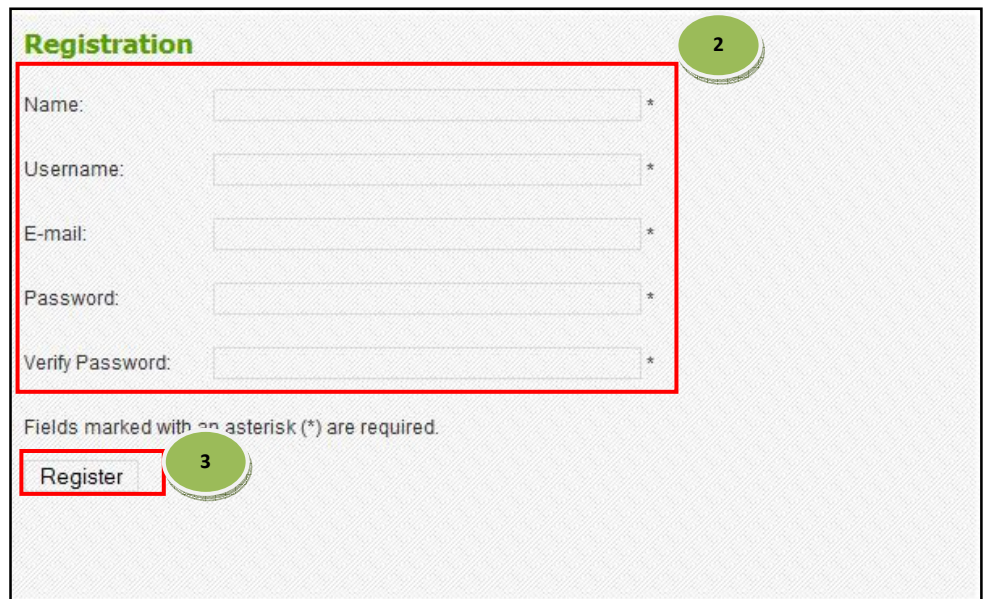
2. User Registration

1. Click on *Create an account*.



The screenshot shows a 'Login' form with a green header. It contains input fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Login' button. Below the button are links for 'Forgot your password?' and 'Forgot your username?'. The 'Create an account' link is highlighted with a red box and a green circle containing the number '1'.

2. Fills all required fields.
3. Click *Register*.



The screenshot shows a 'Registration' form with a green header. It contains input fields for 'Name:', 'Username:', 'E-mail:', 'Password:', and 'Verify Password:', each followed by an asterisk (*). A red box highlights the entire form area, and a green circle with the number '2' is placed in the top right corner. Below the form, a note states 'Fields marked with an asterisk (*) are required.' The 'Register' button is highlighted with a red box and a green circle with the number '3'.

3. Login

1. On the login menu, enter username and password.

Example: Username: admin

Password: ●●●●●●

2. Press *Login*.

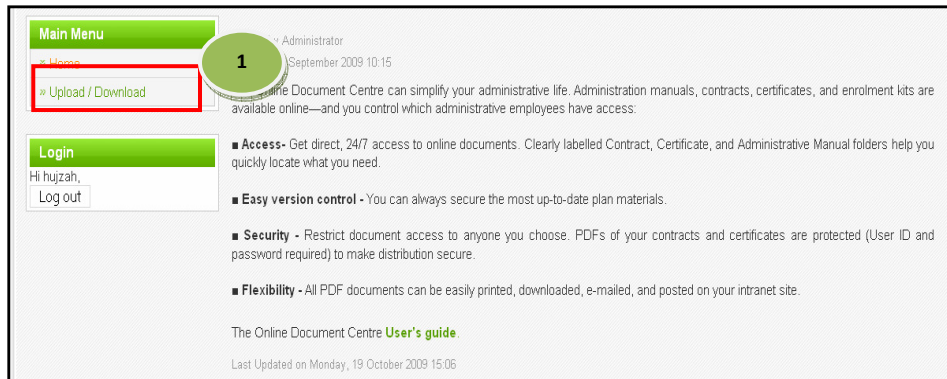
The screenshot shows a login form with a green header labeled "Login". Below the header are two input fields: "Username" and "Password". A red box highlights these two fields, with a callout circle containing the number "1" pointing to the Username field. Below the input fields is a "Remember Me" checkbox. A red box highlights the "Login" button, with a callout circle containing the number "2" pointing to it. Below the button are three links: "Forgot your password?", "Forgot your username?", and "Create an account".

3. User will see their username on Login menu when login succeed.

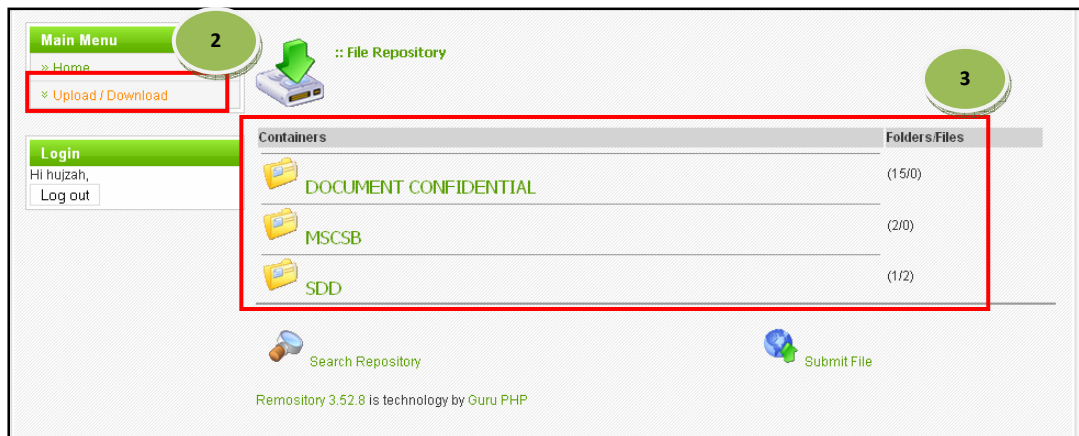
The screenshot shows the login menu after a successful login. The green header "Login" is still present. Below it, the text "Hi admin," is displayed, with a red box highlighting it and a callout circle containing the number "3" pointing to it. Below "Hi admin," is a "Log out" button.

4. Upload / Download Menu

1. Under Main Menu, user can see Upload/Download Menu.

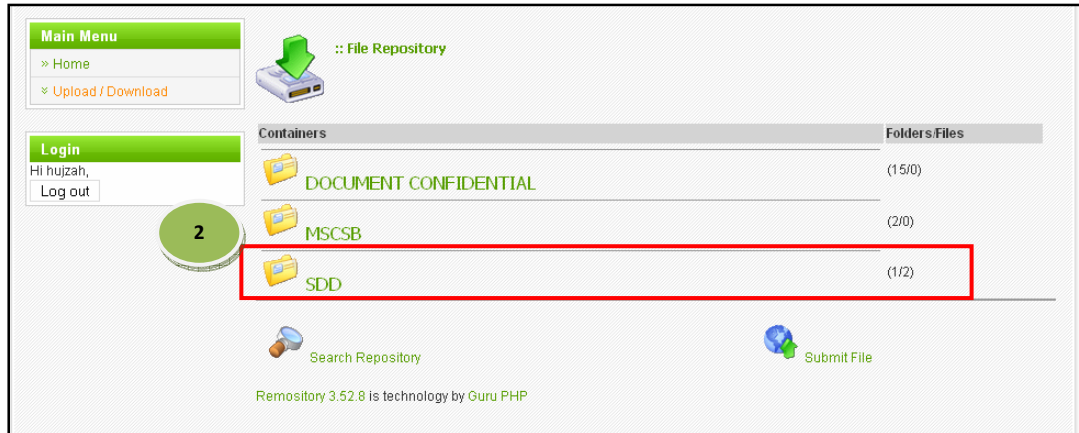


2. Click on Upload/Download Menu to enter the Download Home.
3. Click on the department category.
 - a. All document that user can download will appear in user container.
 - b. Each of the users has the permission to view, download, upload, edit and delete file from their department.

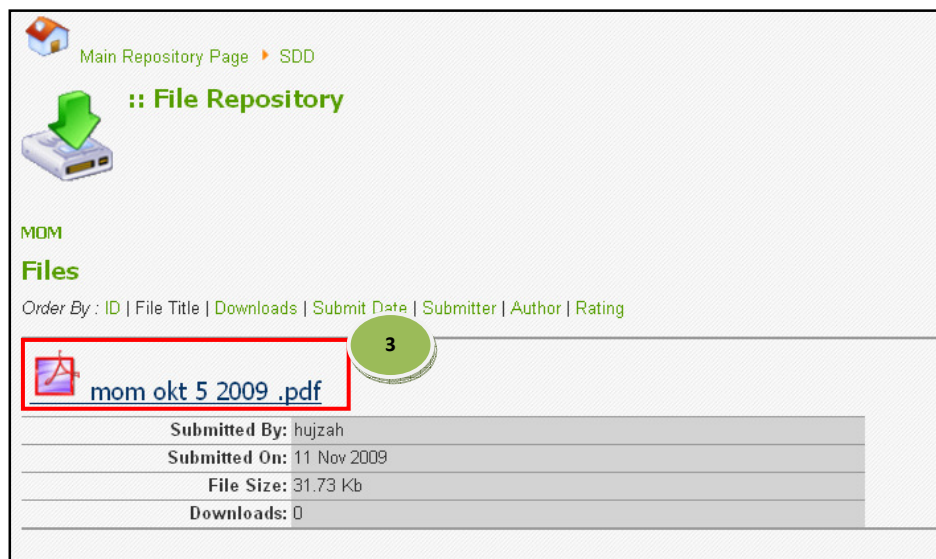


5. Download file.

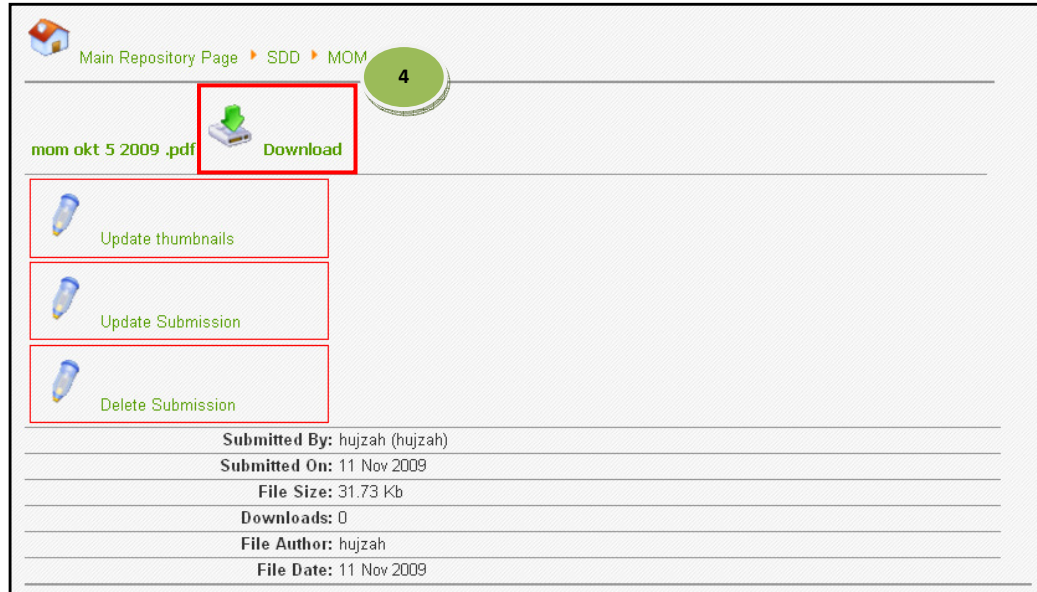
1. Follow the step 4 and user can see list of container in their account.
2. Select container that have file to download.



3. Click file.



- Click on download button.



- Then the Popup Message for File Download will appear.
- Click on OK button to save the file.



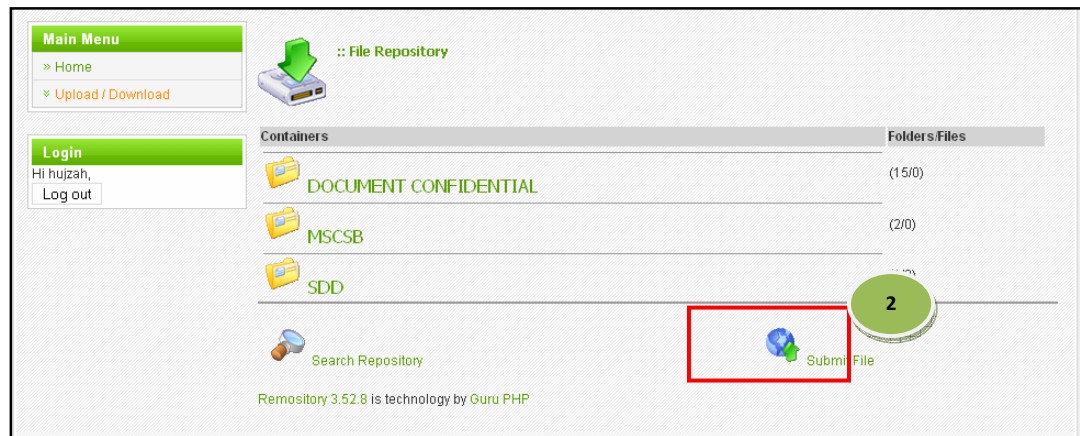
7. Update thumbnails to add thumbnails or image for that file.
8. Update Submission to update file already exist.
9. Delete submission to delete file.

The screenshot shows a file management interface for a document titled "mom okt 5 2009 .pdf". At the top, there is a breadcrumb trail: "Main Repository Page > SDD > MOM". Below this, the file name "mom okt 5 2009 .pdf" is displayed next to a "Download" button. Three action buttons are listed in a vertical stack, each with a blue pencil icon and a green circular button with a white number: "Update thumbnails" (7), "Update Submission" (8), and "Delete Submission" (9). Below these buttons, a table of metadata is shown:


Submitted By: hujzah (hujzah)
Submitted On: 11 Nov 2009
File Size: 31.73 Kb
Downloads: 0
File Author: hujzah
File Date: 11 Nov 2009

6. Upload File

1. Follow the step 4 and user can see Submit File button.
2. Click on Submit File button to upload file.



3. Click on Browse to select the file.
4. Select *Suggestion location* to allocate the file.
 - * The location which contain in user account only.
5. For multiple upload, click on Add a number of files.

 Main Repository Page

Upload File for Repository

[Add a number of files](#) 5

Please choose the file to be submitted, and complete the relevant details 3

New File

Thumbnail 1 (optional):

Suggest Location: 4

File Title:

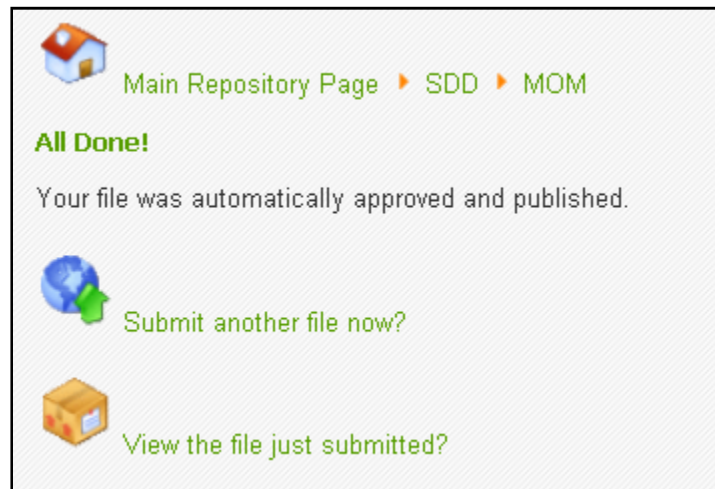
Description: *Max: 300 Chars*

6. 30 batches of upload files will appear.
7. Click on Submit File button.



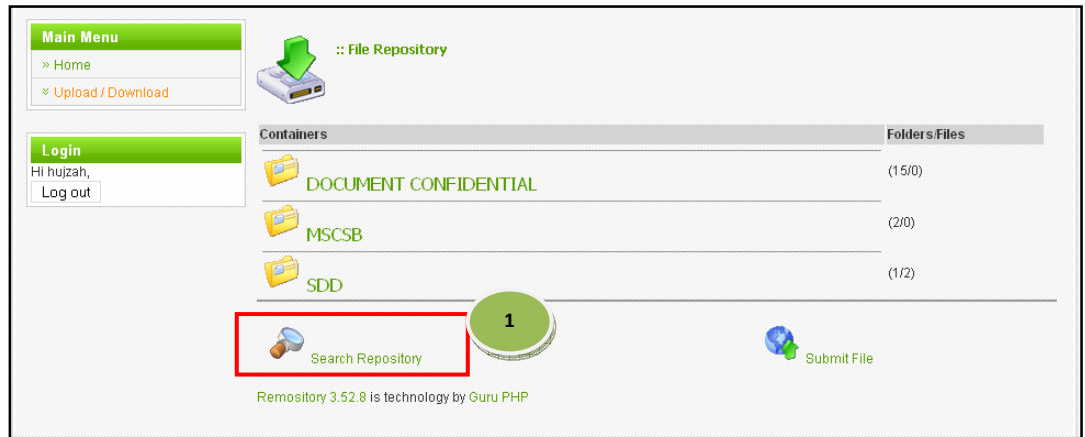
The screenshot shows a form with nine rows, each starting with 'New File' followed by an empty text input field, a 'Browse...' button, and a 'File Title:' label followed by another empty text input field. At the bottom left of the form, a 'Submit File' button is highlighted with a red rectangular border. To the right of this button is a green circular icon containing the white number '7'.

8. Upload file succeed.

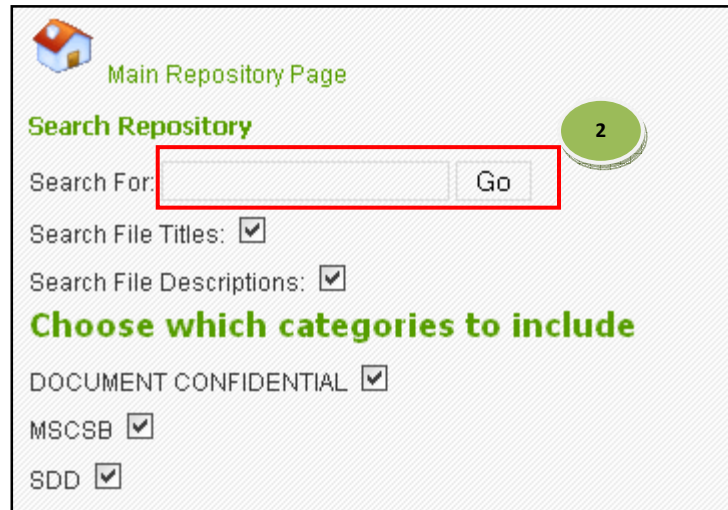


7. Search File

1. Click on Search Repository button to search file.



2. Type filename or date to search file.
3. The Search result will appear.



8. Logout

1. Click on the Logout Button on the left side.

