# IIUM Document Management System (IDMS)

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### 1.0 Alfresco Dashboard

Figure 1.a is a site dashboard view containing the Site Members, Site Content, Site Activities and others. You may see the button Document Library, Add Users and others to manage your site. There is a search input, if you want to search for files or folder.
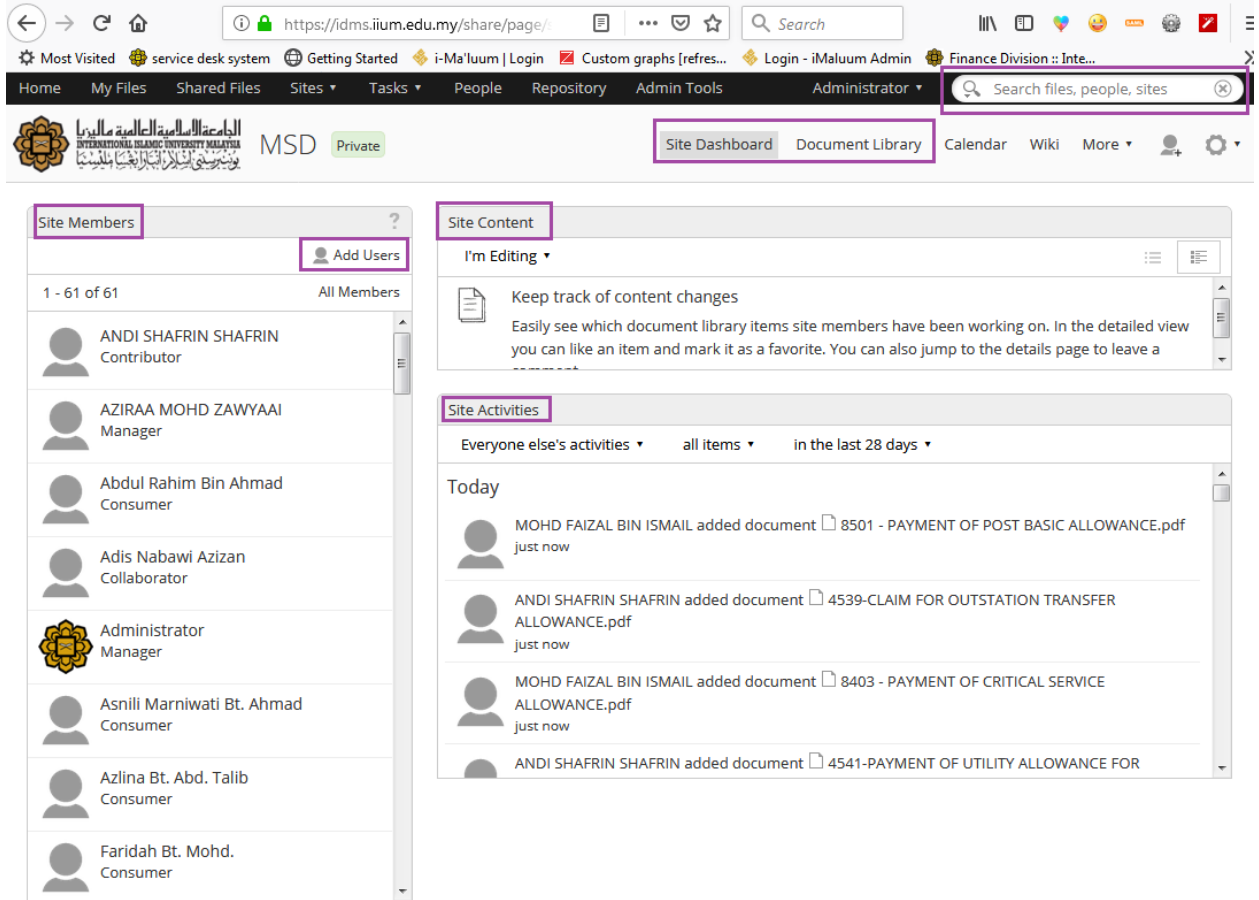


Figure 1.a : Site Dashboard

**2.0 Search file and folder**

Figure 2.a shows how to search for documents in alfresco. There are two steps to find the documents:

1. Fill in the input to search the documents
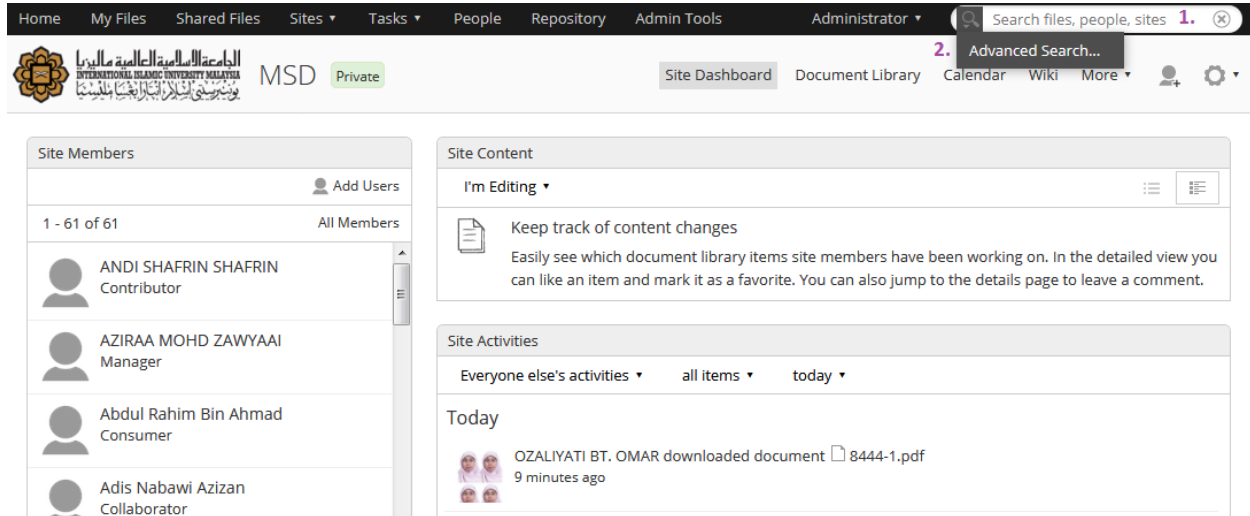2. There is a little arrow below the search button. Click the arrow to view the Advanced Search.



Figure 2.a : Search Documents

**2.1 Search in input**

Figure 2.b shows how to search for a document with a name of 7270. Once the user fills in the input, automatically the list of documents is listed.
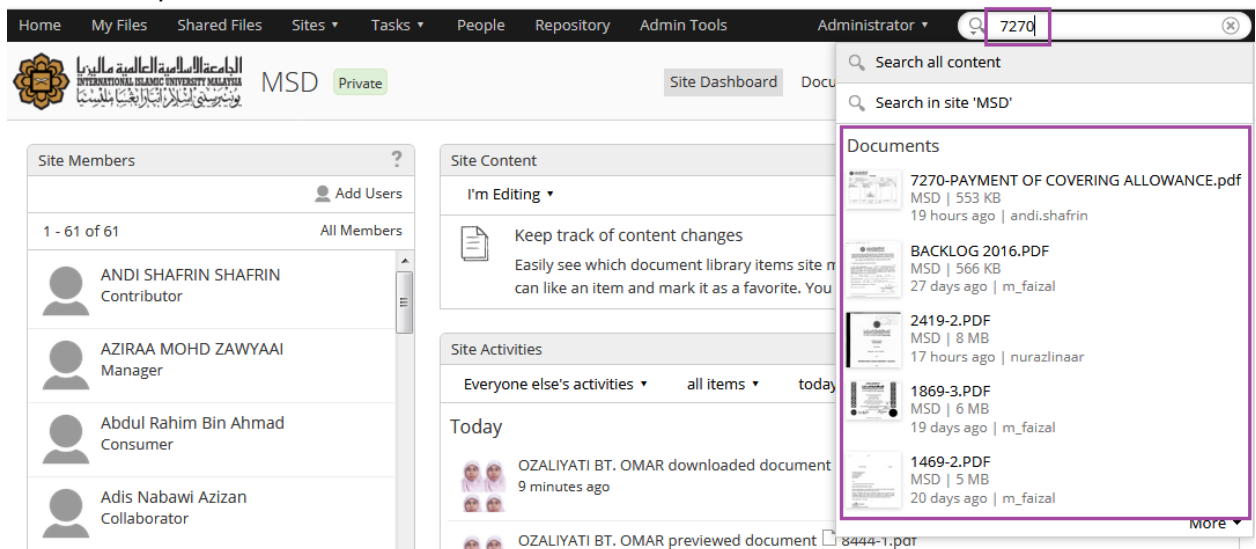


Figure 2.b : Search Document

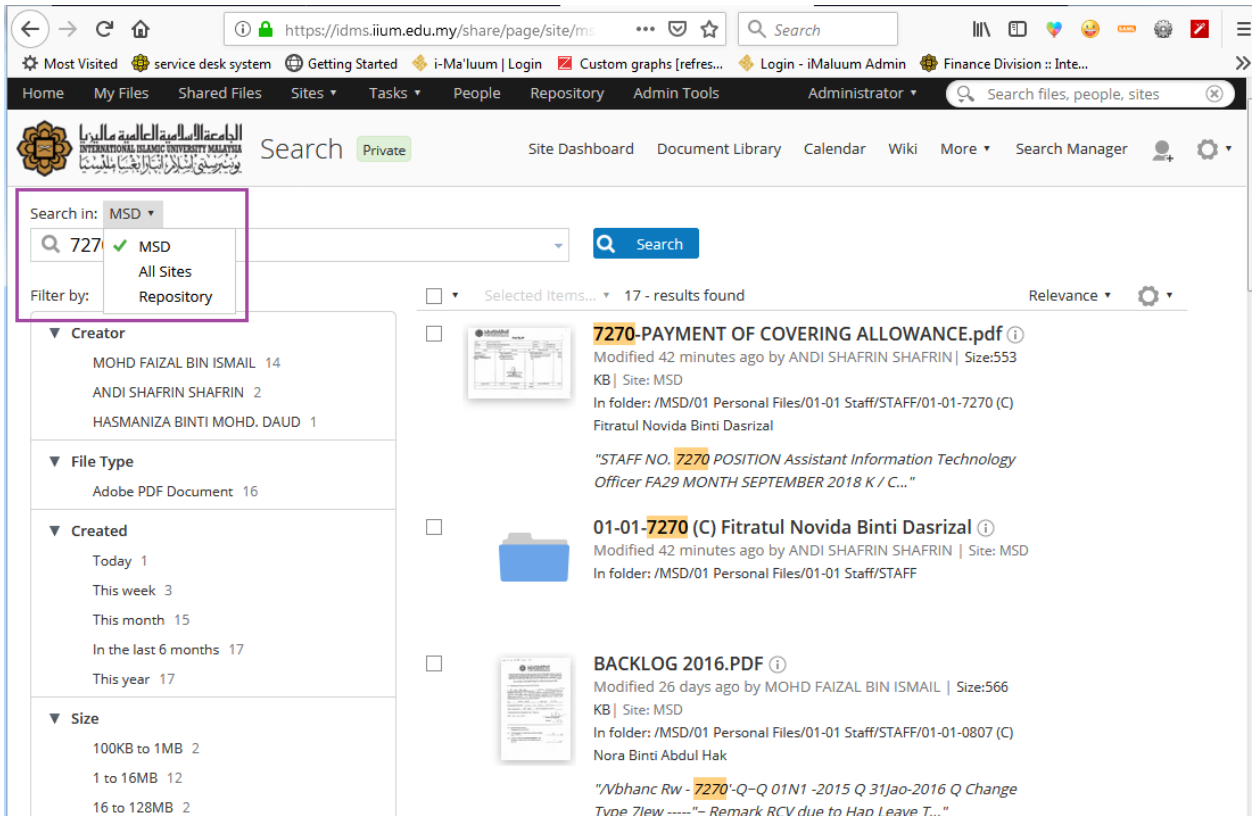If user clicks the Enter keyboard, the system will show the figure 2.c.

Figure 2.c : Search Page

2.2 Advanced Search

Once user clicks the Advanced Search, the system will show figure 2.d .
A user may search by:

a.   Look for either Content or Folders          e.   Description
b.   Keyword                                     f.   Mimetype
c.   Name                                        g.   Modified Date
d.   Title                                       h.   Modifier



Figure 2.d : Advanced Search

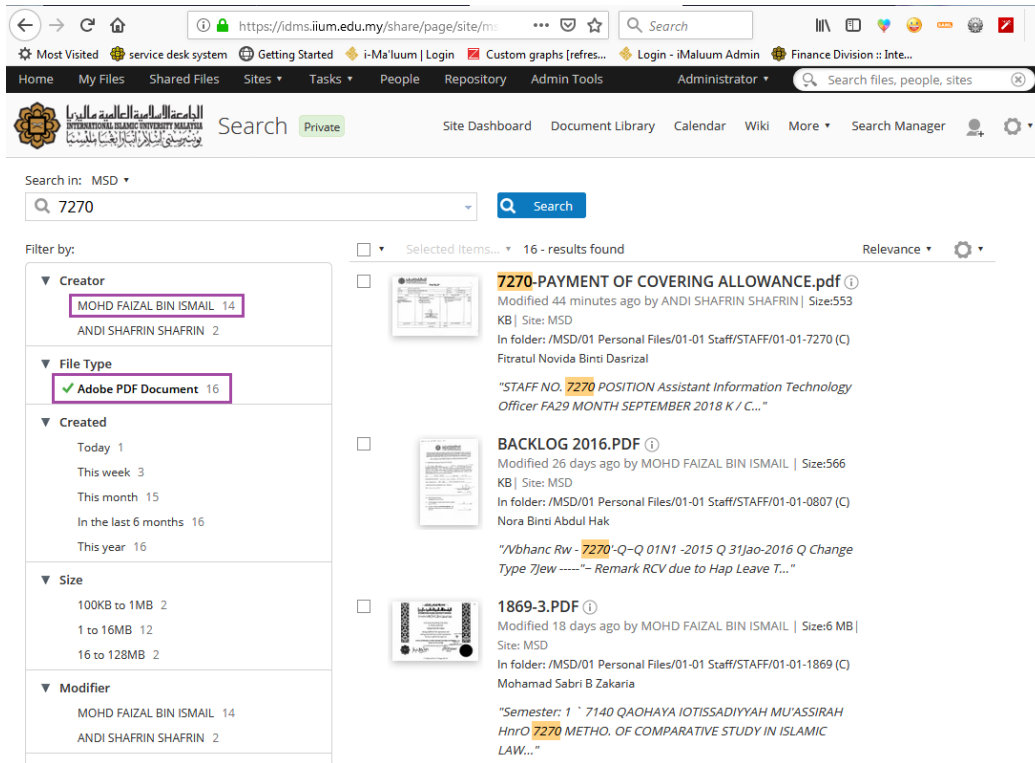Figure 2.e shows the result of the search.



Figure 2.e : Search Result

**3.0  Manage Member**

The left panel in figure 3.a shows the list of site members. The user may click the button All Members.
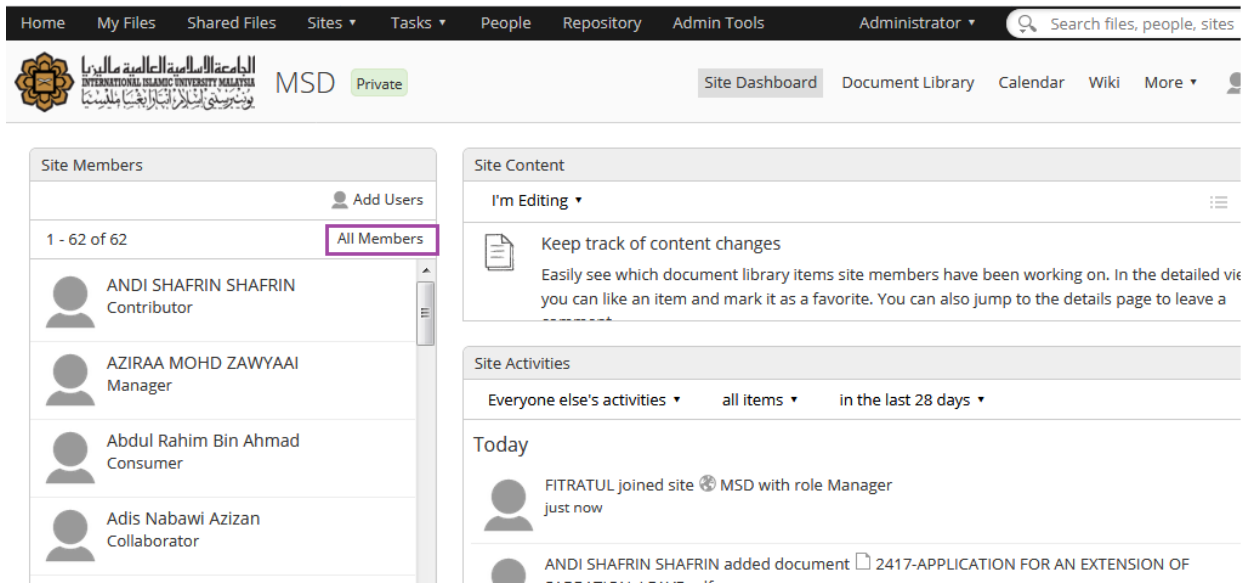


Figure 3.a : Site Members

3.1  Edit User

There are two ways to manage members, that are by Users or Groups. User may change the role of users or remove the users from the site as view in figure 3.b.

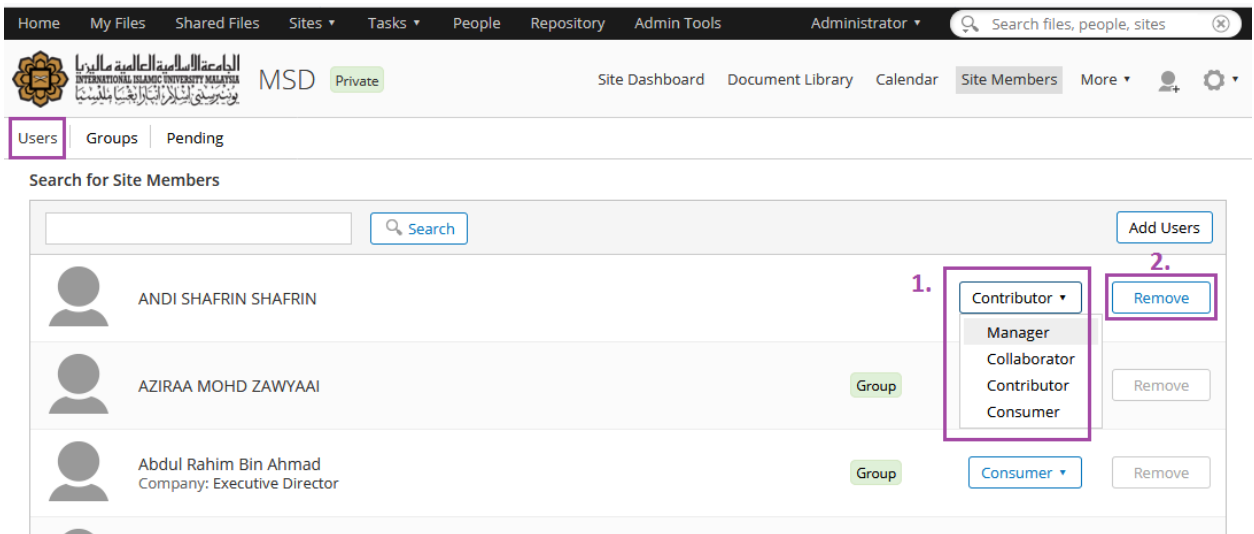Figure 3.c, the user changes the role or removes the groups from the site.
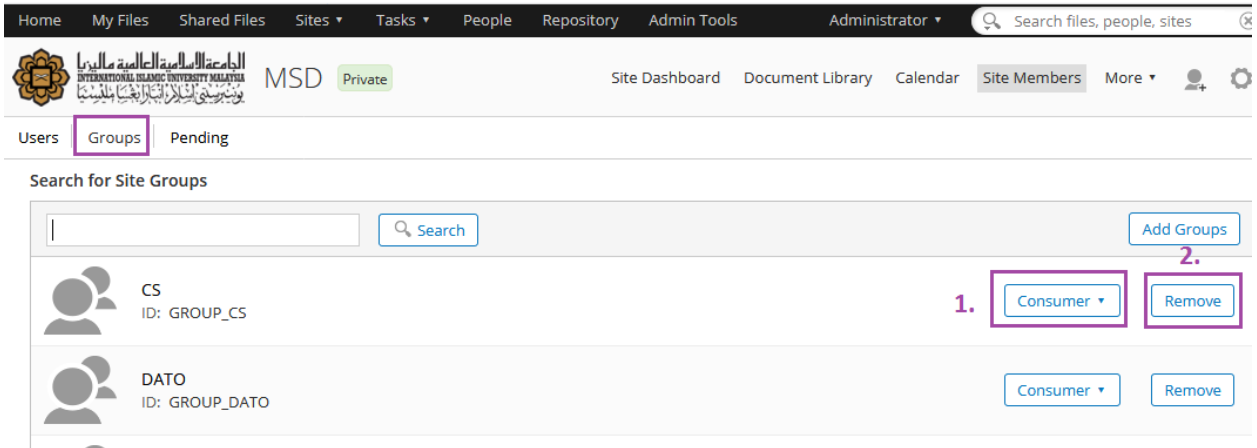


Figure 3.b : Manage User

Figure 3.c : Manage Groups.

## 3.2 Add User

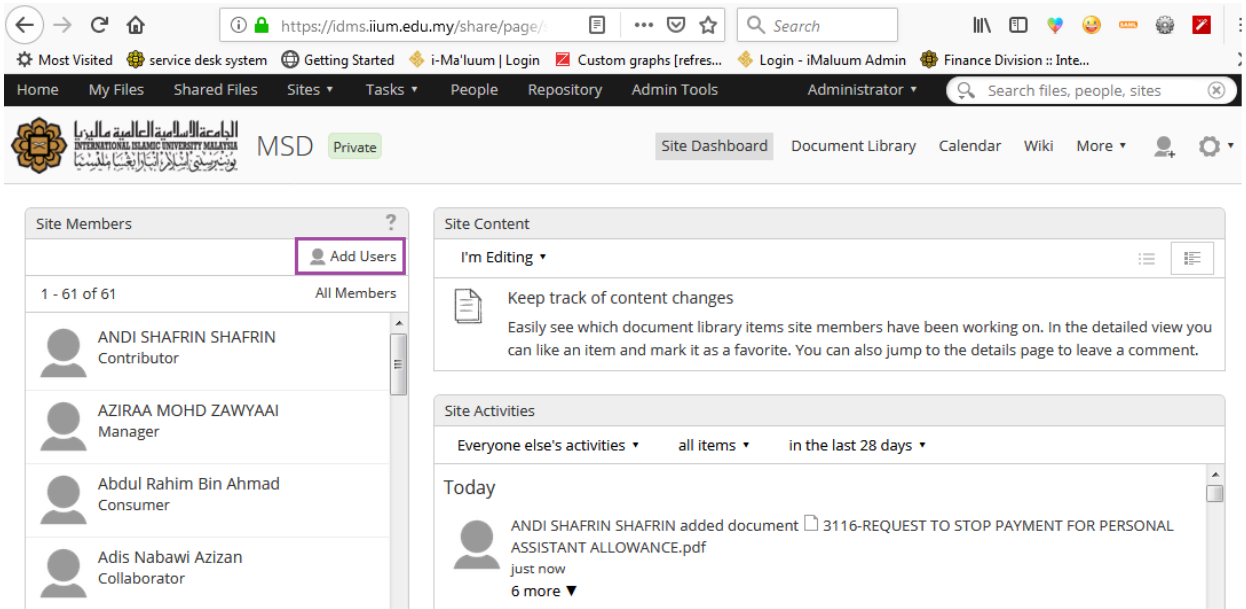Click the button Add Users as show in figure 3.d.



Figure 3.d: Add Users

As show in figure 3.e and 3.f, user may search the user by type % to view all names or only name example fitra.
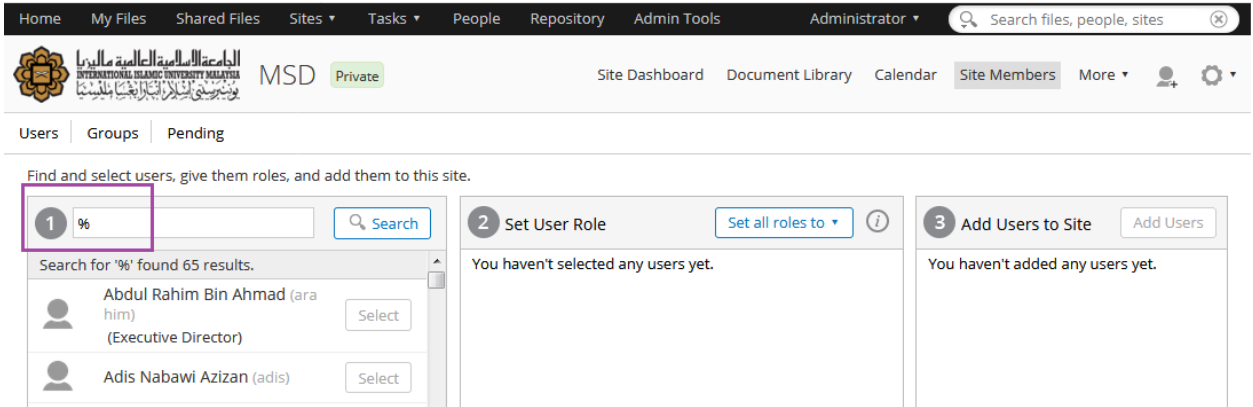


Figure 3.e : All Name

Follow the steps below:

1. Type the name
2. Click button select
3. Set the role
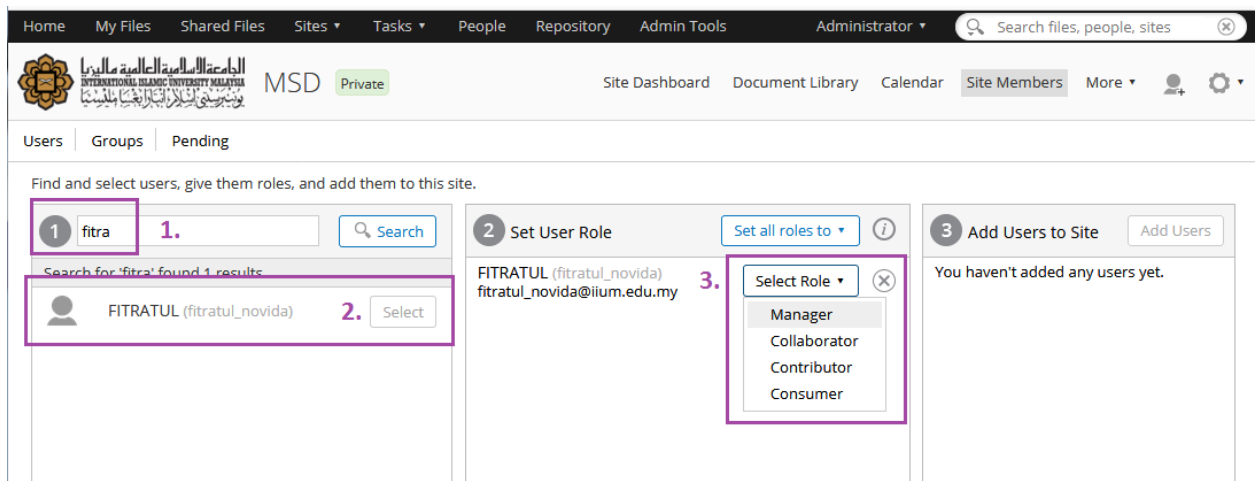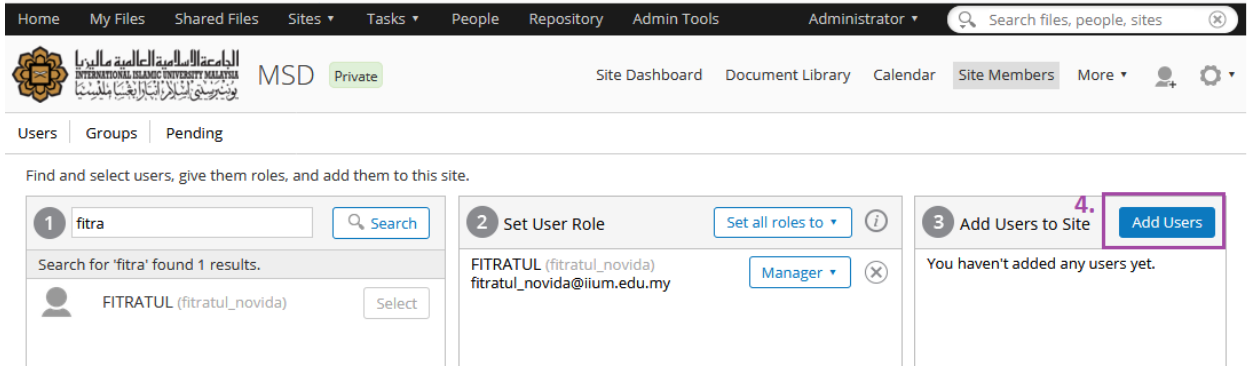4. Click button Add Users



Figure 3.f : Search User
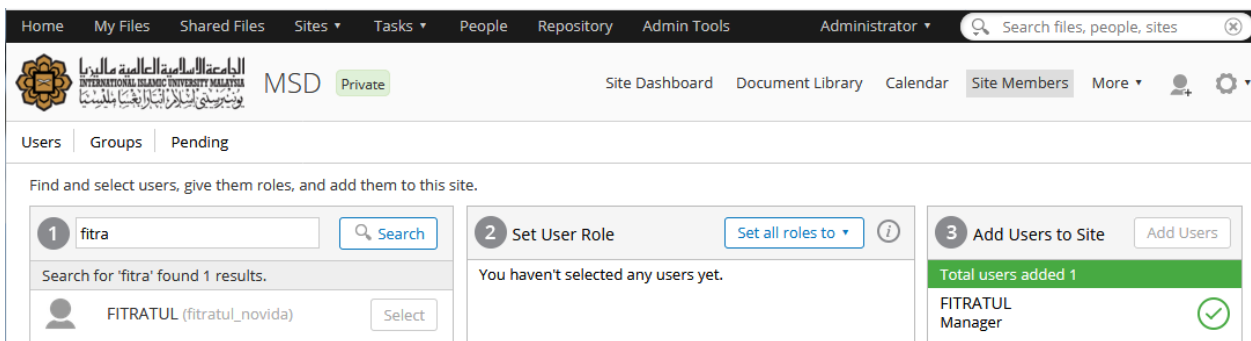
Figure 3.g : Add users



Figure 3.h : Successfully add user

## 4.0 Document library

Document library is the place where all the documents are saved and being managed. User may click the button select to view the file by Documents, Folders or All as shown in figure 4.a.
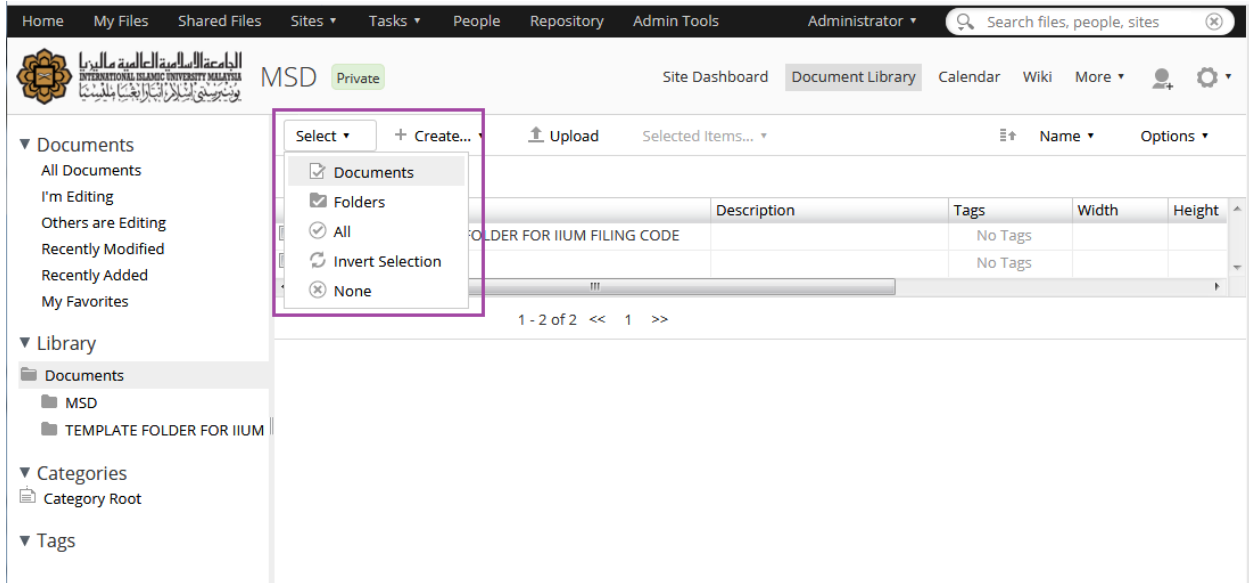


Figure 4.a : Document Library Select

User may click the button Create to create a new folder, text, html or others as shown in figure 4.b.
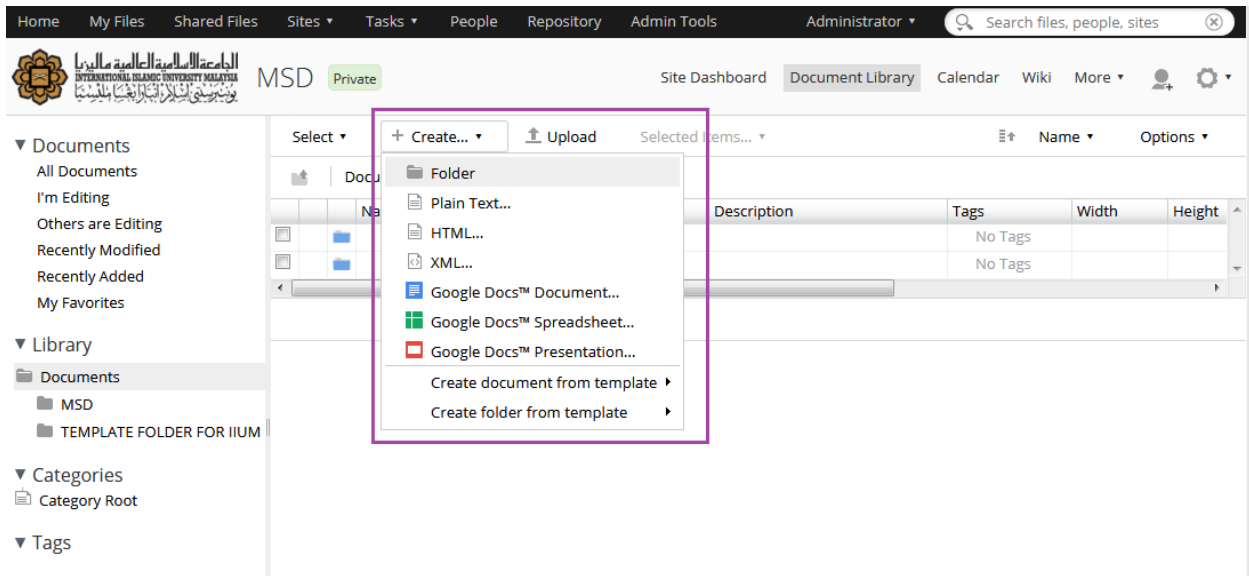


Figure 4.b : Document Library Create

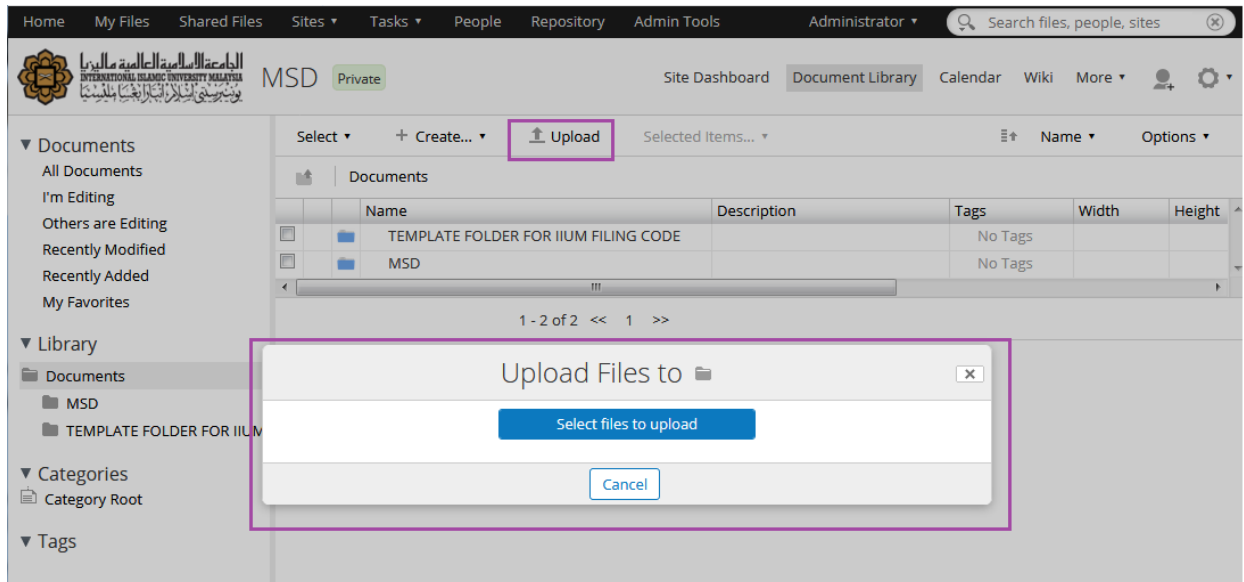User may click button Upload to upload a file as shown in figure 4.c.



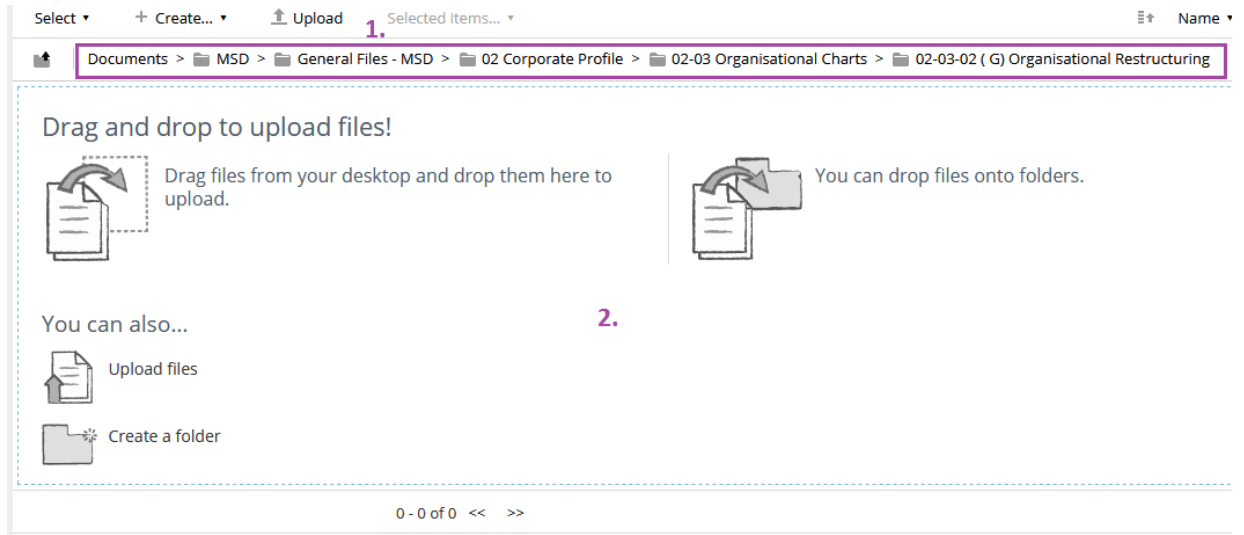Figure 4.c : Document Library Upload Files



Figure 4.d : Document Library

## 5.0 Manage folder and file

User may manage their folders either in center panel (1) or left panel (2) as shown in figure 5.a.



Figure 5.a : Manage Folder

Once a user opens the files, the user may edit or manage their documents through Document Actions as shown in figure 5.b.
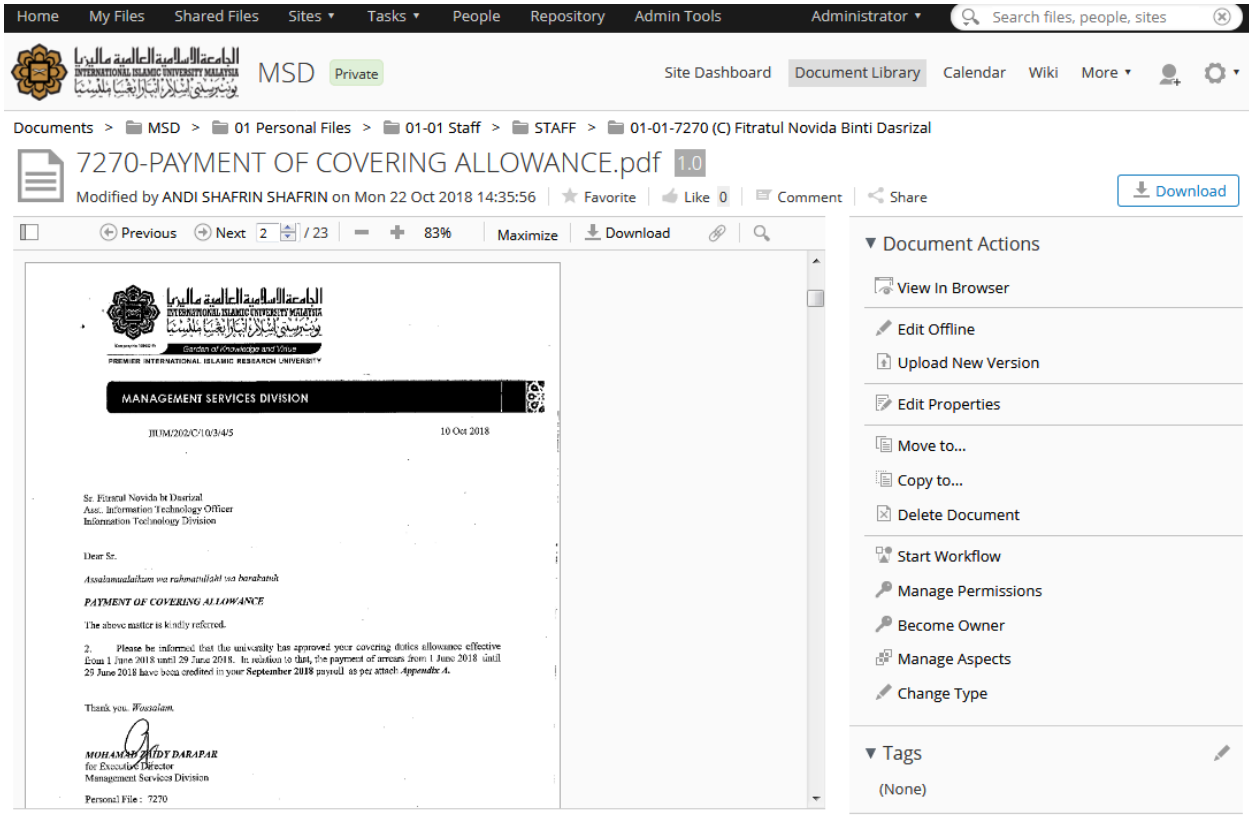


Figure 5.b : Manage Document

5.1  Manage Document Permission

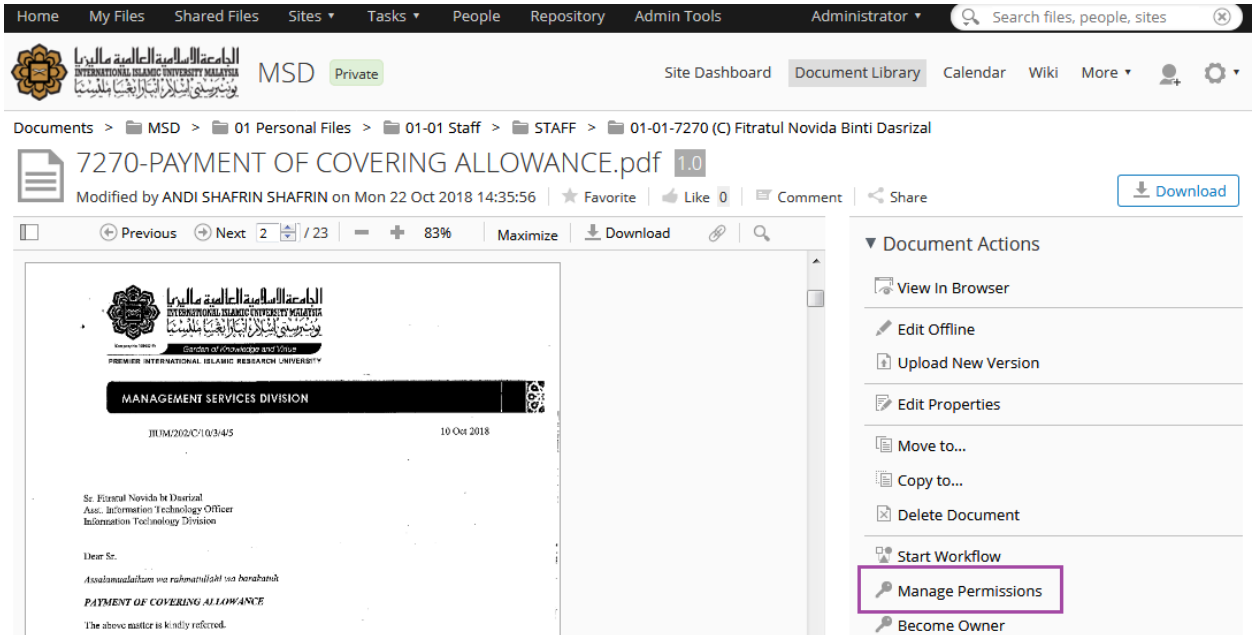Click button Manage Permission as shown in figure 5.c.



Figure 5.c : Manage Permission

By default the documents give inherited permission to the site members (1.a, 1.b).
User is allowed to give the permission to specified user or groups (2.a, 2.b).
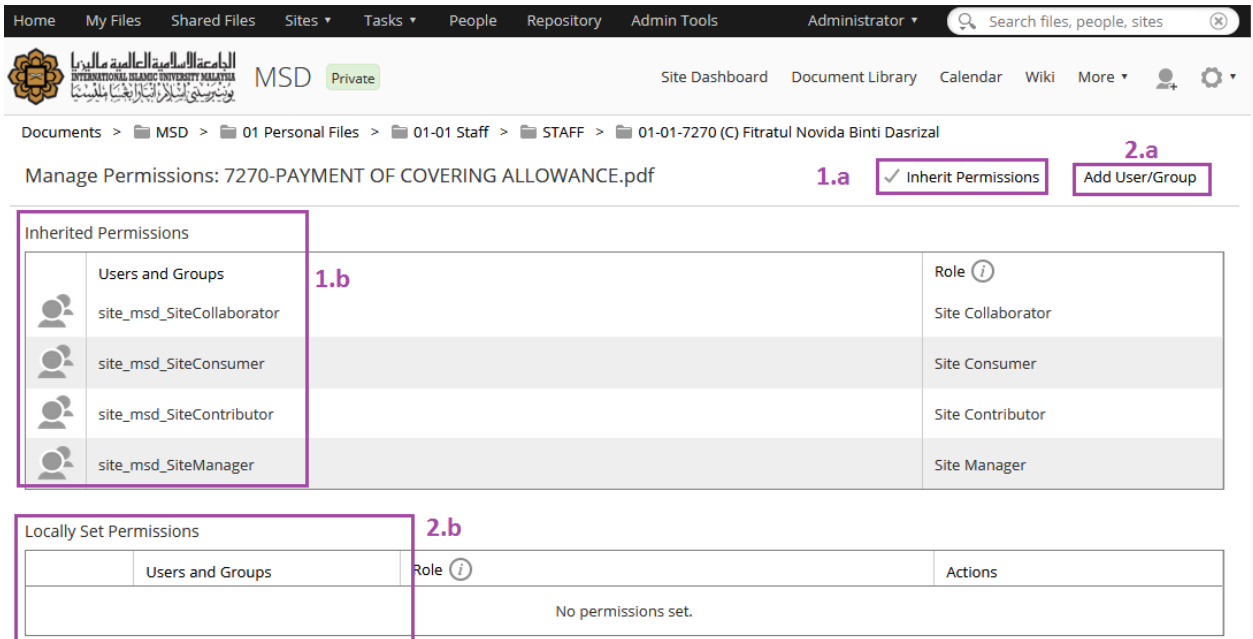


Figure 5.d : Permission Page

To add new User/Group in file permission:

2.a  Click button Add User/Group

2.b  Type name

2.c  Click button Add
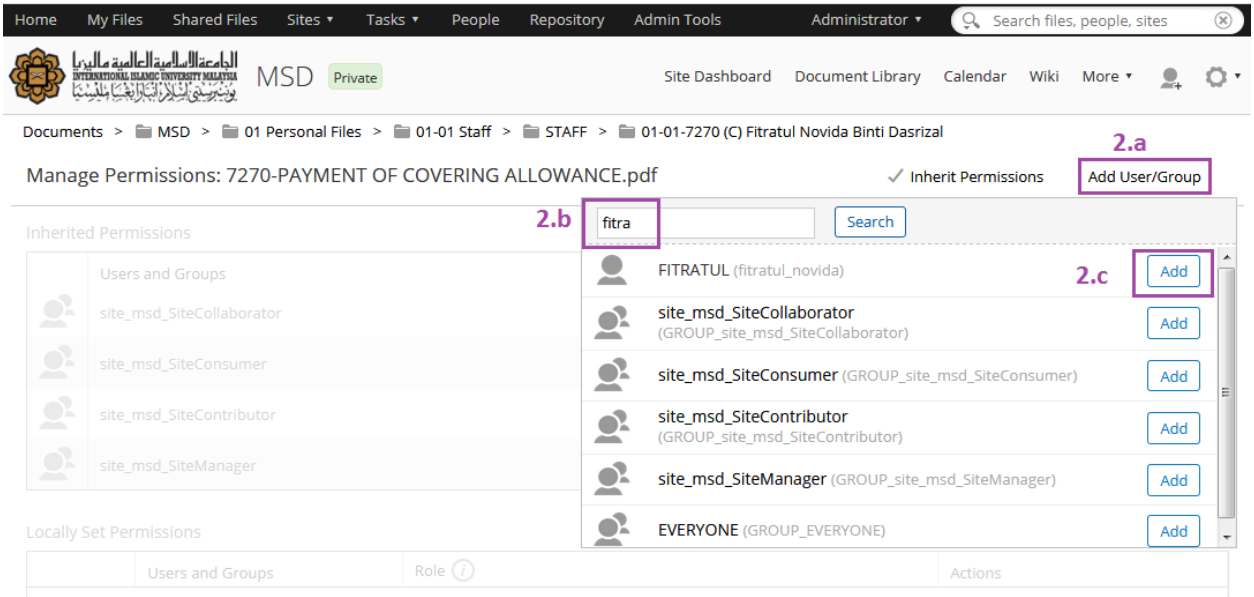
2.d  Select role

2.e  Click button Save



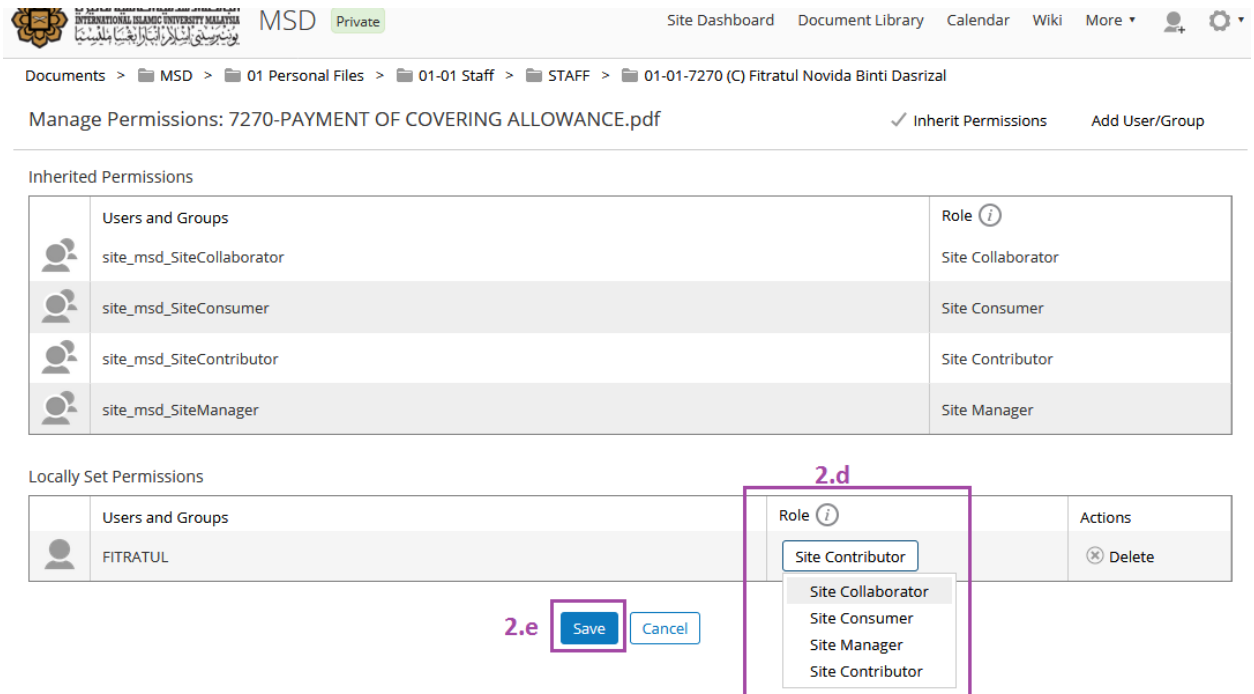Figure 5.e : Permission to add user 1



Figure 5.f : Permission to add user 2

5.2  Manage Folder Permission

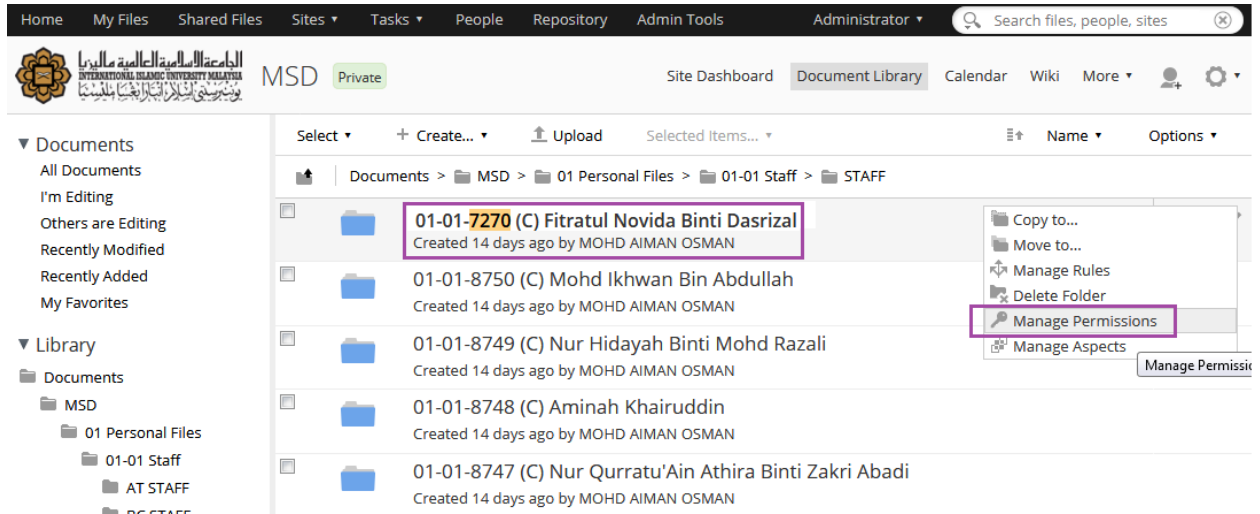Click button Manage Permission as shown in figure 5.g.



Figure 5.g : Manage Permission

By default the documents give inherit permission to the site members (1.a, 1.b). User is allowed to give the permission to specified user or groups (2.a, 2.b).
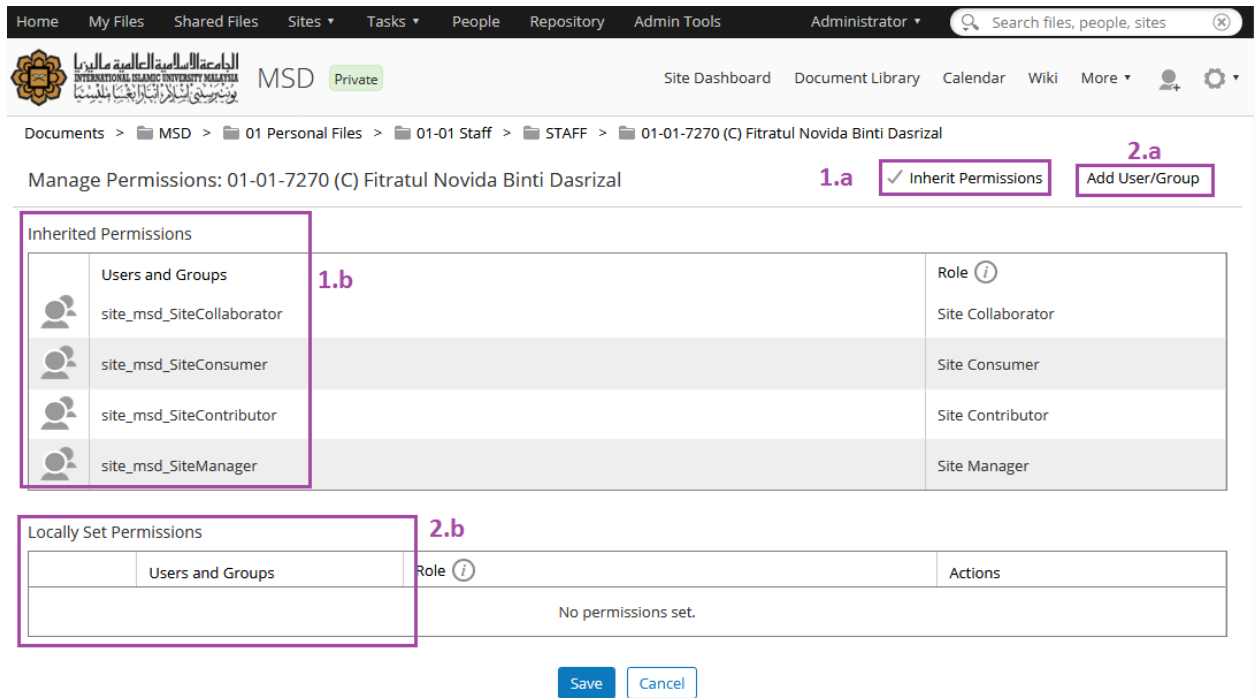


Figure 5.h : Permission Page

To add new User/Group in file permission:

2.a  Click button Add User/Group

2.b  Type name

2.c  Click button Add
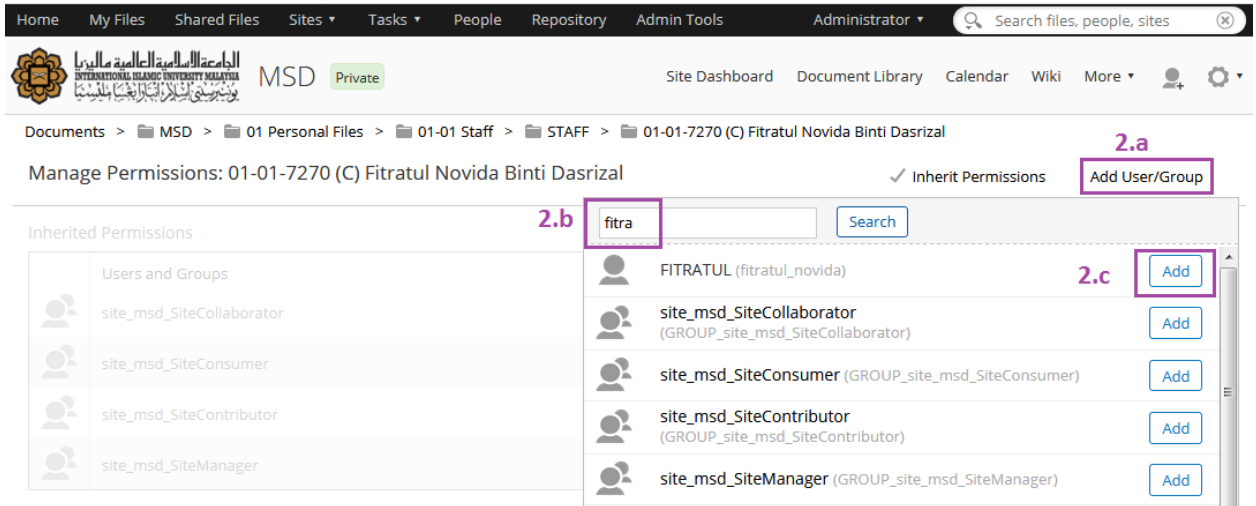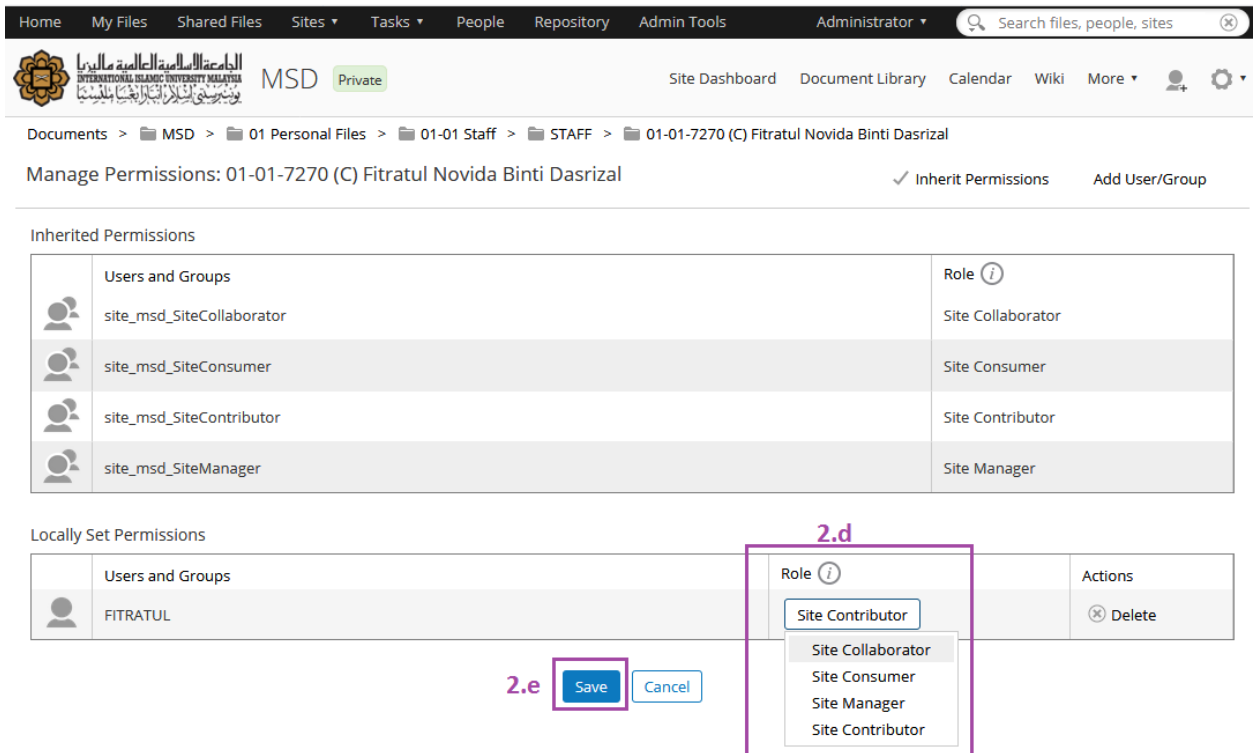
2.d  Select role

2.e  Click button Save



Figure 5.i : Permission to add user 1



Figure 5.j : Permission to add user 2