

PREMIER INTERNATIONAL ISLAMIC RESEARCH UNIVERSITY



# IIUM Document Management System (IDMS)

User's Manual

MANAGEMENT SERVICES DIVION (MSD)

2018

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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.

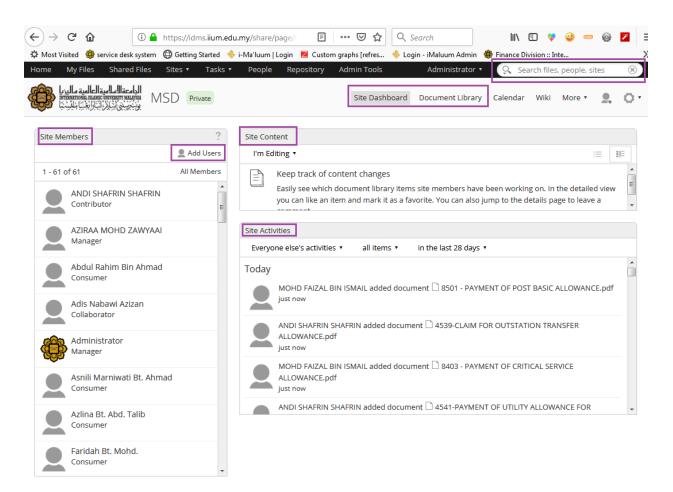


Figure 1.a : Site Dashboard

#### 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:

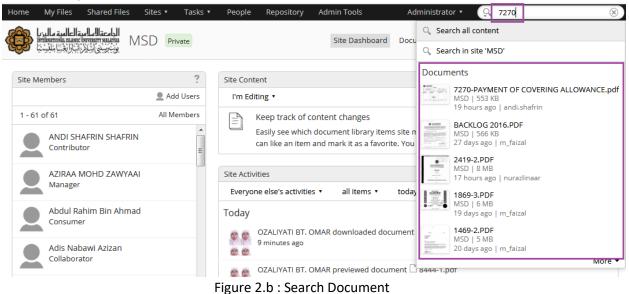
- 1. Fill in the input to search the documents
- 2. There is a little arrow below the search button. Click the arrow to view the Advanced Search.

Home My Files Shared Files Sites 🔻	Tasks 🔹 🛛 Pe	ple Repository	Admin Tools	Administrator 🔻	Search files, people, sites 1. 🛞
MSD Priva	te		Site Dashboard	Document Library	2. Advanced Search Calendar Wiki More • 👤 Ö •
Site Members	Site	Content			
👤 Add U	Jsers l'	n Editing 🔹			
1 - 61 of 61 All Men ANDI SHAFRIN SHAFRIN Contributor	abers	Easily see whic			been working on. In the detailed view you to the details page to leave a comment.
AZIRAA MOHD ZAWYAAI Manager		Activities eryone else's activiti	es 🔹 all items 🔹	today 🔹	
Abdul Rahim Bin Ahmad Consumer	Too	·	OMAR downloaded doc	ument 🗋 8444-1.pdf	F
Adis Nabawi Azizan Collaborator	8	9 minutes ago			

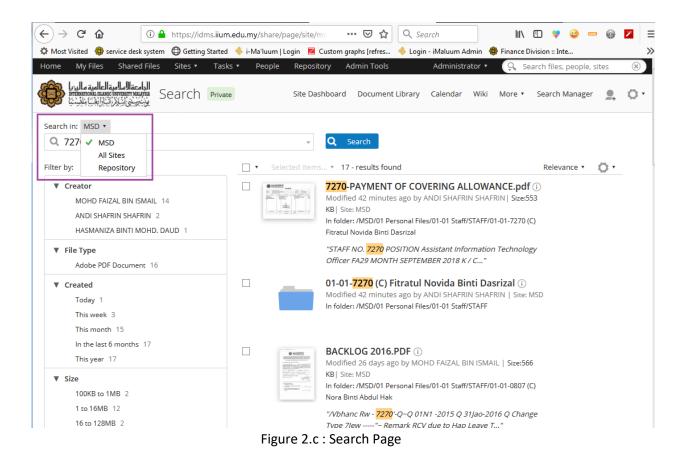
Figure 2.a : Search Documents

#### 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.



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



#### 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
- b. Keyword
- c. Name
- d. Title

- e. Description
- f. Mimetype
- g. Modified Date
- h. Modifier

		Administrator 🔹 🔍	Search files, people, si	ites	
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ok for: Content •		Q Search			
Content					
Keywo Searches for all types of content					
Folders					
Searches for all folders and containers					
Name:					
Title:					
Description					
Description:					
Description:					
Description:					
Description: Mimetype: Unknown	•				
Mimetype:					
Mimetype: Unknown Modified Date: From: To:	•				
Mimetype: Unknown Modified Date:	×				

Figure 2.d : Advanced Search

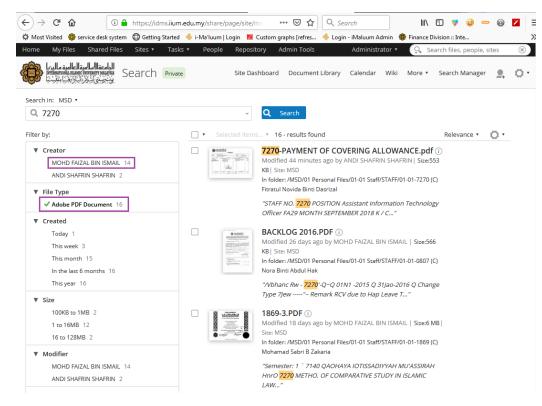
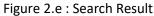


Figure 2.e shows the result of the search.



#### 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.

Home My Files Shared Files Sites • Tasks	People Repository Admin Tools     Administrator      Q Search files, people, sites
المراجبة المالية المراجبة	Site Dashboard Document Library Calendar Wiki More • •   Site Content   Add Users   All Members   SHAFRIN SHAFRIN   ibutor   Keep track of content changes Easily see which document library items site members have been working on. In the detailed vie you can like an item and mark it as a favorite. You can also jump to the details page to leave a   Site Activities   I Rahim Bin Ahmad   umer   Nabawi Azizan   FITRATUL joined site © MSD with role Manager just now
Site Members	Site Content
👤 Add Users	I'm Editing 🔹 📰
1 - 62 of 62 All Members ANDI SHAFRIN SHAFRIN Contributor	Easily see which document library items site members have been working on. In the detailed vie you can like an item and mark it as a favorite. You can also jump to the details page to leave a
AZIRAA MOHD ZAWYAAI Manager	
Abdul Rahim Bin Ahmad Consumer	
Adis Nabawi Azizan Collaborator	

Figure 3.a : Site Members

#### 3.1 Edit User

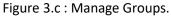
There are two ways to manage members, that are by Users or Groups. User may change the role of users or remove the users from the site as view in figure 3.b.

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

Home My Files	Shared Files Sites	• Tasks •	People	Repository	Admin Tool	s Admini	strator 🔹	Search files	, people, sit	tes 🛞
العالمية ماليريا איז איז איז איז איז איז איז איז איז איז		Private		Site	e Dashboard	Document Library	Calendar	Site Members	More 🔹	<u>e</u> o-
Users Groups	Pending									
Search for Site M	embers									
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AN	DI SHAFRIN SHAFRIN						1.	Contributor • Manager	Re	2. emove
AZ	IRAA MOHD ZAWYAAI					(	Group	Collaborato Contributor Consumer		emove
	dul Rahim Bin Ahmad mpany: Executive Directo	or				6	Group	Consumer •	Re	move

Figure 3.b : Manage User

Home	My File	es Shared Files	s Sites 🔻	Tasks 🔻	People	Repository	Admin Tool	s Admini	strator 🔹	Search files	, people, si	tes 🧿
¢	لمية ماليزيا INTERNATIONAL شيا مليسنيا	الجامعةالاساميةالعا منبسين المنبعين يونيبرسيتي المالاز ابتارا	MSD F	Private		Site	e Dashboard	Document Library	Calendar	Site Members	More •	<u>,</u> 0
Users	Groups	Pending										
Searc	h for Sit	e Groups										
I				Q Sear	ch						Add	Groups
		CS ID: GROUP_CS							1	Consumer	• R	Z.
	2	DATO ID: GROUP_DATC	D							Consumer	• R	temove



#### 3.2 Add User

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

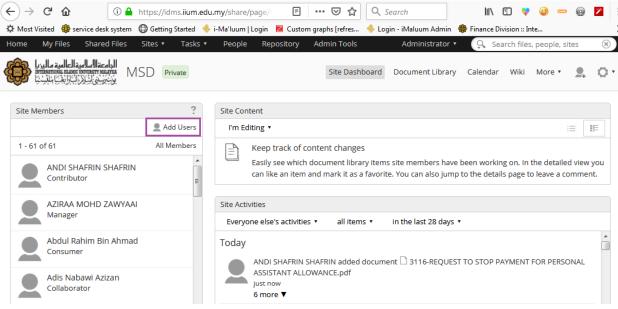
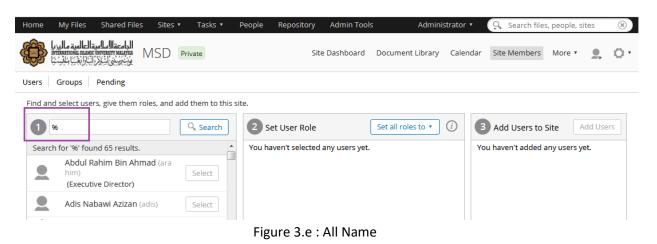


Figure 3.d: Add Users

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.



Follow the steps below:

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

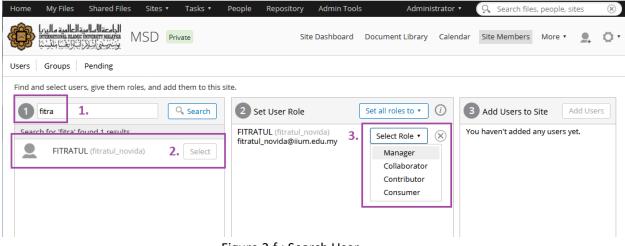


Figure 3.f : Search User

## Alfresco User's Manual

Home	My Files	Shared File	s Sites •	Tasks 🔻	People	Repository	Admin Tools	s Admini	strator 🔹	Search files,	people, sites	$\otimes$
¢	لعالمية ماليزيا האוא אואיינו بېراينې بايس	الجامعةالسامية المتعمينية ونيترستي ليبالاران	MSD P	rivate		Site	e Dashboard	Document Library	Calendar	Site Members	More 🔹 💂	0.
Users	Groups	Pending										
Find a	nd select use	ers, give them	roles, and ad	d them to this s	site.							
1	fitra			Q Search	<b>2</b> s	et User Role		Set all roles to 🔻	<i>i</i> )	Add Users to S	4. Add Us	sers
Sear		found 1 result UL (fitratul_no		Select		TUL (fitratul_no l_novida@iium		Manager 🔻	× Yo	u haven't added ar	ny users yet.	
					Figur	e 3.g : Ac	d users					
Home	My Files	Shared Fil	es Sites 🔻	Tasks 🔹	People	Repository	Admin Too	ols Admii	nistrator 🔻	Search file	s, people, sites	$(\times)$
¢	عالمية ماليزيا ستتعمير إرايغييًا ملاسِنيًا	الجامعة السلامية ال مرتب سيتي اسلام الله مرتب سيتي اسلام الله	MSD (	Private		Si	ite Dashboard	Document Library	/ Calendai	Site Members	More 🔹	. 01
Users	Groups	Pending										
Find a	ind select us	ers, give them	n roles, and ad	dd them to this	site.							
1	fitra			Q Search	2	Set User Role		Set all roles to 🔻	] ()	3 Add Users to	Site Add	Users
Sear	rch for 'fitra'	found 1 resul	ts.		You	naven't selecte	d any users ye	t.		otal users added '		
2	FITRA	TUL (fitratul_n	ovida)	Select						ITRATUL Manager		$\oslash$
				<b>Figure</b>	~ 2 h	Succose	fully add	lucor				

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.

Home My Files Shared Files	Sites 🔹 Tasks 🔹	People Repository	Admin Tools	Administrator 🔻	Search file	s, people, site	25 🛞
الدامعة السابية العالمة ماليريا منتبي مستخدمة منتقدة المنتقدة يونيوني في المارية المنتقدة المنتقدة	MSD Private		Site Dashboard	Document Library	Calendar Wiki	More •	2. 01
▼ Documents	Select • + Crea	ate 🕺 Upload	Selected Items 🔻		≣ <b>†</b> Na	me• C	ptions •
All Documents	Documents						
I'm Editing Others are Editing	Folders		Descript	ion	Tags	Width	Height ^
Recently Modified		OLDER FOR IIUM FILI	NG CODE		No Tags		
Recently Added	I 💭 Invert Selection				No Tags		
My Favorites	None 🛞 None	1-2 of 2 <<	4				,
▼ Library		1-2012	1 22				
Documents							
MSD							
TEMPLATE FOLDER FOR IIUM							
▼ Categories							

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.

Home My Files Shared Files	Sites 🔻	Tasks 🔻	People	Repository	Admin To	ols	Administrator •	Search f	iles, people, sit	ies 🛞	
الدامية الدرية الدرية الدريا المعقد الدريا المعقد الدرية المعادية المريدية المريدي	MSD F	Private			Site D	ashboard	Document Library	Calendar Wil	ki More 🔻	<u>.</u> 0	•
Documents	Select	• + Cre	ate •	1 Upload	Selected	ltems 🔻		≣+ 1	Name 🔹	Options 🔹	
All Documents	int (	Docu 🗎	Folder								
I'm Editing Others are Editing		NH	Plain Text			Descriptio	on	Tags	Width	Height	*
Recently Modified			HTML					No Tags			
Recently Added		<b>i</b>	XML					No Tags			-
My Favorites	•		Google Doo	s™ Document						۱. ۲	
			Google Doo	s™ Spreadshee	et						
Library			Google Doo	s™ Presentatio	n						
Documents			Create docu	ument from ter	nplate 🕨						
MSD			Create fold	er from templa	te 🕨						
TEMPLATE FOLDER FOR IIUM											
Categories											
Category Root											
▼ Tags											

Figure 4.b : Document Library Create

Home My Files Shared Files	Sites • Tasks • People     Repository     Admin Tools     Administrator •       ASD     Private     Site Dashboard     Document Library	Q. Search files, people, sites 🛞
Documents     All Documents	Select • + Create •       Lupload Selected Items •      Documents	≣* Name ▼ Options ▼
I'm Editing Others are Editing Recently Modified Recently Added My Favorites	Name         Description           Image: Constraint of the second sec	Tags     Width     Height       No Tags        No Tags
Library     Documents     MSD     TEMPLATE FOLDER FOR IUW	Upload Files to 🖿	x
▼ Categories Category Root ▼ Tags	Cancel	

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



Select • + Create • 1 Upload 1. Selected Items •	≣+	Name •
Documents > 🚔 MSD > 🚔 General Files - MSD > 🚔 02 Corporate Profile > 🚔 02-03 Organisational Charts > 🚔 02-03-02 ( G) Organisational	Restru	turing
Drag and drop to upload files! Drag files from your desktop and drop them here to upload. You can drop files onto folders.		
You can also 2.		
Create a folder 0-0 of 0 << >>		

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.

Home My Files Shared Files	Site: /ISD		Tasks • People Repository Admin Too	15	S	ite Dashboard	Adminis Document	
Documents     All Documents	Sele	ect • 1. Do	+ Create • 1 Upload Selected	items *				
I'm Editing		1	Name	Description	Tags	Width	Height	Size
Others are Editing		-	23 Medical Matters	Medical Matters	No Tags		-	
Recently Modified			22 Library	Library	No Tags			
Recently Added			21 Association	Association	No Tags			
My Favorites 2.			20 Meeting	Meeting	No Tags			
Library		-	19 Conference or Seminar	Conference / Seminar	No Tags			
Documents			18 Activity or Programme	Activity/ Programme	No Tags			
MSD MSD			17 Training	Training	No Tags			
01 Personal Files			16 Publicity	Publicity	No Tags			
🗎 General Files - MSD			15 Consultancy	Consultancy	No Tags			
02 Corporate Profile			14 Research & Publications	Research & Publications	No Tags			
03 Strategic Planning			13 Academic Affairs	Academic Affairs	No Tags			
🖿 04 General Administrati			12 Student Affairs	Student Affairs	No Tags			
05 Human Resources			11 Collaboration	Collaboration	No Tags			
D6 Quality			10 Finance	Finance	No Tags			
07 Security & Safety			09 Property & Facility	Property & Facility	No Tags			
08 Information & Comn		-	08 Information & Communication Technology	Information & Communication Technology	No Tags			
09 Property & Facility			07 Security & Safety	Security & Safety	No Tags			
10 Finance			06 Quality	Quality	No Tags			
11 Collaboration			05 Human Resources	Human Resources	No Tags			
12 Student Affairs			04 General Administration	General Administration	No Tags			
13 Academic Affairs			03 Strategic Planning	Strategic Planning	No Tags			
14 Research & Publication 15 Consultance			02 Corporate Profile	Corporate Profile	No Tags			

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.

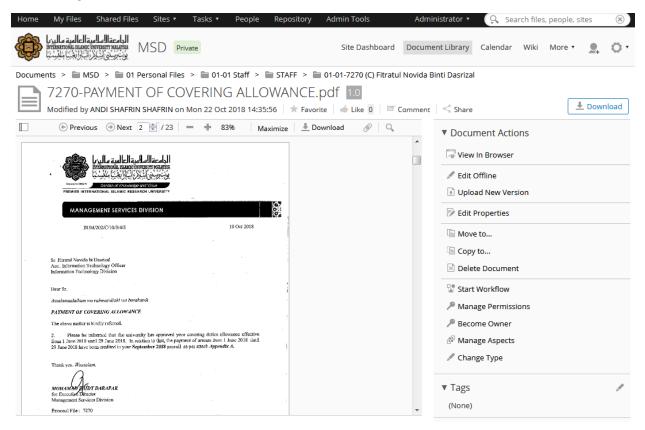


Figure 5.b : Manage Document

#### 5.1 Manage Document Permission

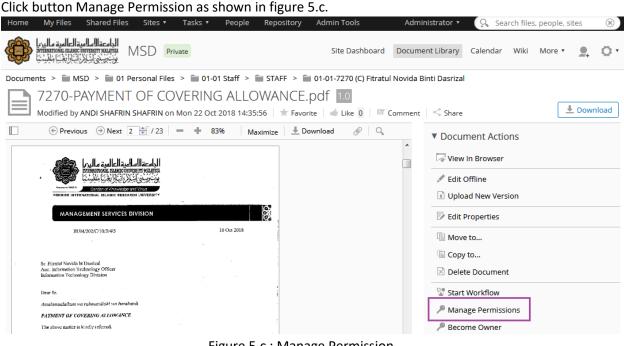


Figure 5.c : Manage Permission

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).

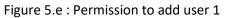
	2	es 🔹 Tasks 🔹	People	Repository	Admin Tools	Administrator 🔻	9 Search file	s, people, sites	$\otimes$
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Documer	nts > 🖿 MSD > 🖿 01 Person	nal Files > 🚞 01	I-01 Staff >	STAFF >	🖿 01-01-7270 (C) Fitrati	ul Novida Binti Dasri	izal	2.a	
Manag	e Permissions: 7270-PAY	MENT OF CO	VERING A	ALLOWANCE	E.pdf	1.a 🗸 in	herit Permissions	Add User/Group	]
Inherite	d Permissions								
	Users and Groups	1.b					Role (i)		
_?	site_msd_SiteCollaborator						Site Collaborator		
<b>_</b>	site_msd_SiteConsumer						Site Consumer		
<b>_</b> 2	site_msd_SiteContributor						Site Contributor		
<b>_</b>	site_msd_SiteManager						Site Manager		
			2.b						
Locally	Set Permissions								_
	Users and Groups	Ro	ole (i)				Actions		
				No perm	issions set.				

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

Home	My Files	Shared Files	Sites 🔻	Tasks 🔻	People	Reposit	ory A	dmin Tools	Adm	ninistrator 🔻	Q Se	earch file	s, people,	sites	$\otimes$
	قالعالمية ماليز تتعمير المعالية إنبارا يغيبًا ملذس	الجامعة السلمي سريبية المسلمين من مسلمي المسلم	/ISD Pr	ivate				Site Dashboard	Docum	nent Library	Calendar	Wiki	More 🔻	<b>9</b> .	0
Documer	nts > 🚞 I	MSD > 🚞 01 I	Personal File	es > 🗎 01	-01 Staff >	STAF	= > 🚞 (	)1-01-7270 (C) Fitrat	ul Novid	a Binti Dasr	izal		2.	а	
Manag	ge Permi	ssions: 7270	-PAYMEN	NT OF CO	VERING A	LLOWA	NCE.pc	lf		√ Ir	herit Permis	sions	Add U	ser/Grou	р
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		d Groups						FITRATUL (fitratu	l_novida	)			2.c	Add	] ^
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								site_msd_SiteCo	nsumer	(GROUP_sit	e_msd_Site	onsume	r)	Add	]
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								EVERYONE (GRO	UP_EVER	YONE)				Add	] -
		sers and Group		Ro	le (i)						Actions				



	ANTONIC INANT SAVARATI MULATI MSD Private	Site Dashboa	rd Document Library	Calendar	Wiki	More •	₽.	0
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Manag	e Permissions: 7270-PAYMENT OF COVERING ALLOWANCE.pdf		√ Inł	nerit Permiss	ions	Add Use	r/Grou	р
Inherite	d Permissions							
	Users and Groups			Role (i)				
	site_msd_SiteCollaborator			Site Collab	orator			
<b>9</b> ?	site_msd_SiteConsumer			Site Consu	mer			
	site_msd_SiteContributor			Site Contri	butor			
	site_msd_SiteManager		Site Manager					
Locally S	et Permissions	_	2.d	_				
	Users and Groups		Role (i)			Actions		
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	2.e Save Car	ncel	Site Collaborator Site Consumer Site Manager Site Contributor					



#### 5.2 Manage Folder Permission

Home My Files Shared File	s Sites	<ul> <li>Tas</li> </ul>	ks 🔹 🔹 People	Repository	Admin Tools	Administrator 🔻	Q Searc	h files, people,	sites	$\otimes$			
الدامعة السامية العالمية ماليريا من من المعالية المعال	MSD	Private			Site Dashboard	Document Library	Calendar	Wiki More 🔻		0			
Documents	Sele	ct •	+ Create •	1 Upload	Selected Items •		≣♠	Name 🔹	Option	s •			
All Documents	Documents > 🚔 MSD > 🚔 01 Personal Files > 🚔 01-01 Staff > 🚔 STAFF												
I'm Editing Others are Editing Recently Modified	Image: Constraint of the second sec							Copy to					
Recently Added My Favorites					hwan Bin Abdulla AIMAN OSMAN	h	R De	anage Rules Ilete Folder anage Permissio	0.05				
<ul> <li>Library</li> <li>Documents</li> </ul>					ayah Binti Mohd F AIMAN OSMAN	Razali		anage Aspects	Manage	Permis			
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<ul><li>01-01 Staff</li><li>AT STAFF</li></ul>					ratu'Ain Athira Bii Daiman osman	nti Zakri Abadi							

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).

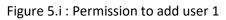
Ho	me	My Files Shared Files	Sites 🔹 Tasks	• People	Repository	Admin Tools	Adminis	trator 🔹	Q Sea	rch files	s, people, si	tes	×
Â		الوامعة السلمية العالمية ماليا منبسينية مستعنينات مستعنينا مليد منبرسيني لذلار الجاراتينا بالميد	SD Private			Site Dashboard	Document	Library	Calendar	Wiki	More •	•	0.
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Ν	/lanag	e Permissions: 01-01-	7270 (C) Fitra	tul Novida	Binti Dasriza	Ι	1.a	🗸 Inh	nerit Permissi	ons	Add Use		þ
-	nherite	d Permissions											
		Users and Groups	1.b						Role (i)				
		site_msd_SiteCollaborator							Site Collabo	orator			
		site_msd_SiteConsumer							Site Consur	ner			
	<b>9</b> 2	site_msd_SiteContributor							Site Contrib	outor			
	<b>9</b>	site_msd_SiteManager							Site Manag	er			
_				7.2.1									
	ocally S	Set Permissions		2.b									
		Users and Groups		Role 🥡					Actions				
					No pern	nissions set.							
				4	Save	Cancel							

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

Home I	My Files	Shared Files	Sites 🔻	Tasks 🔻	People	Reposito	ry A	dmin Tools	Administrator 🔻	🔍 Sea	arch files,	people,	sites	×
	ية العالمية ماليا RRATIONAL ISLAMIC إنهارا إيجابيا ملائس	الجامعة السلمي منتجميلية بيني ليناير	MSD Pr	ivate				Site Dashboard	Document Library	Calendar	Wiki	More 🔻		0.
Documen	its > 🖿 M	VISD > 🚞 01	Personal Fil	es > 🚞 01	-01 Staff >	STAFF	> 🗎 (	01-01-7270 (C) Fitrat	ul Novida Binti Dasri:	zal		2.	а	
Manag	e Permi	ssions: 01-0	)1-7270 (C	C) Fitratul	Novida B	inti Dasr	izal		√ Inł	nerit Permissi	ions	Add Us	ser/Grou	р
						2.b	fitra		Search					
		d Groups						FITRATUL (fitratu	l_novida)			2.c	Add	] î
							<b>_</b> ?	site_msd_SiteCol (GROUP_site_msd	llaborator _SiteCollaborator)				Add	
								site_msd_SiteCo	nsumer (GROUP_site	e_msd_SiteCo	onsumer)		Add	
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