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يُونِيسَيْتِي إِسْلَامِيَّةٌ اِنْتَاو اِنْعُسَا مَلِيسِيَا

Garden of Knowledge and Virtue

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.

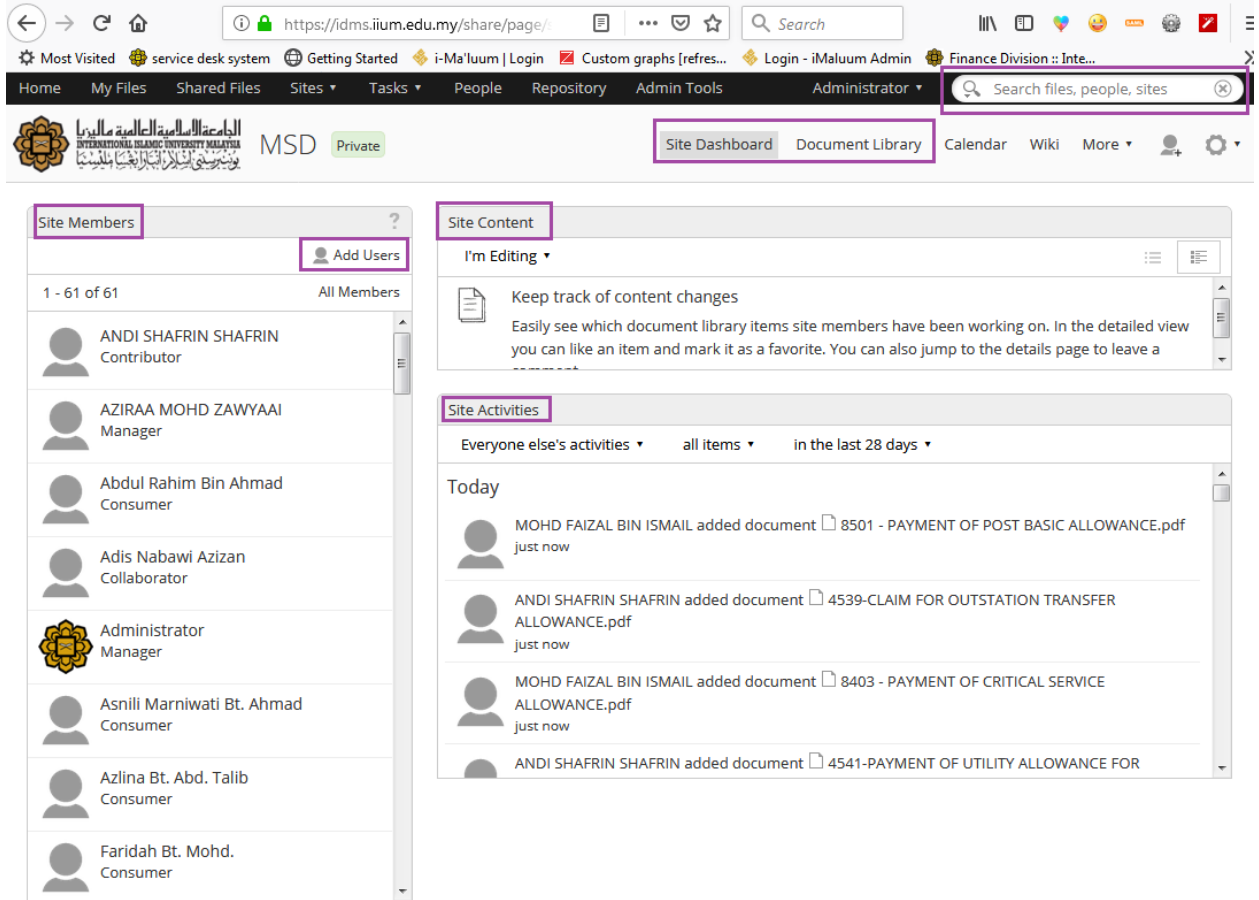


Figure 1.a : Site Dashboard

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.

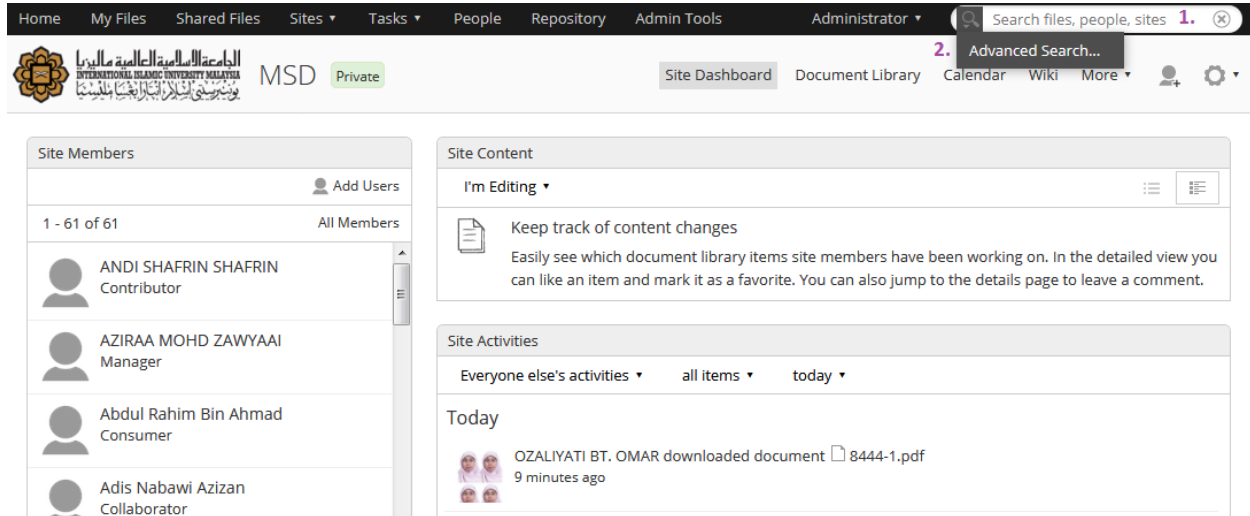


Figure 2.a : Search Documents

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.

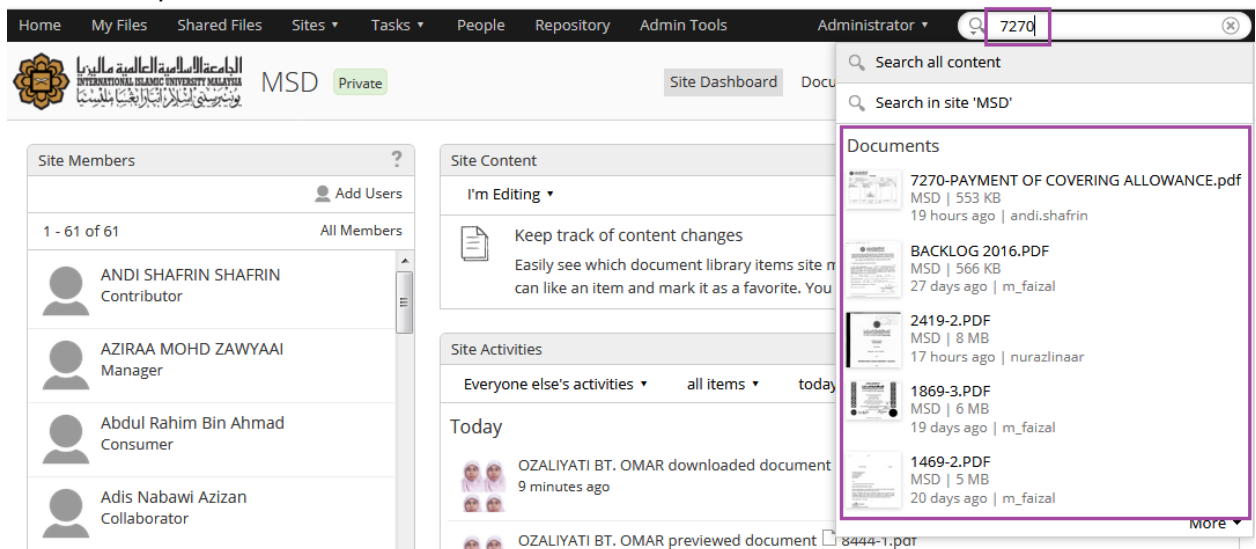


Figure 2.b : Search Document

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

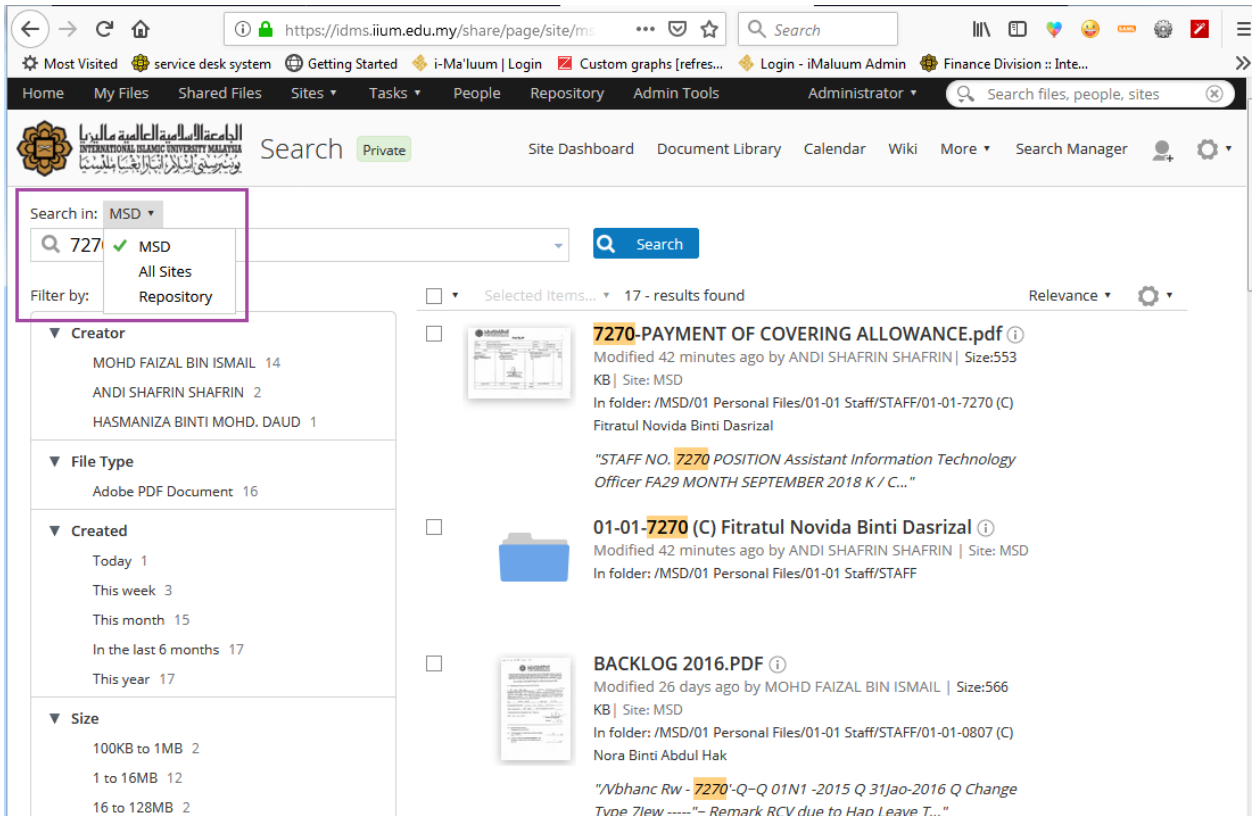


Figure 2.c : Search Page

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
- b. Keyword
- c. Name
- d. Title
- e. Description
- f. Mimetype
- g. Modified Date
- h. Modifier

The screenshot shows the Alfresco Advanced Search interface. At the top, there is a navigation bar with links for Home, My Files, Shared Files, Sites, Tasks, People, Repository, Admin Tools, and Administrator. A search bar on the right contains the text "Search files, people, sites". Below the navigation bar, the page title is "MSD Private" and there is a "Back to MSD Site" link. The main search area is titled "Look for: Content" with a dropdown menu showing "Content" and "Folders". Below this are input fields for Name, Title, Description, Mimetype (set to "Unknown"), Modified Date (with "From" and "To" date pickers), and Modifier. A "Search" button is located in the top right of the search area.

Figure 2.d : Advanced Search

Figure 2.e shows the result of the search.

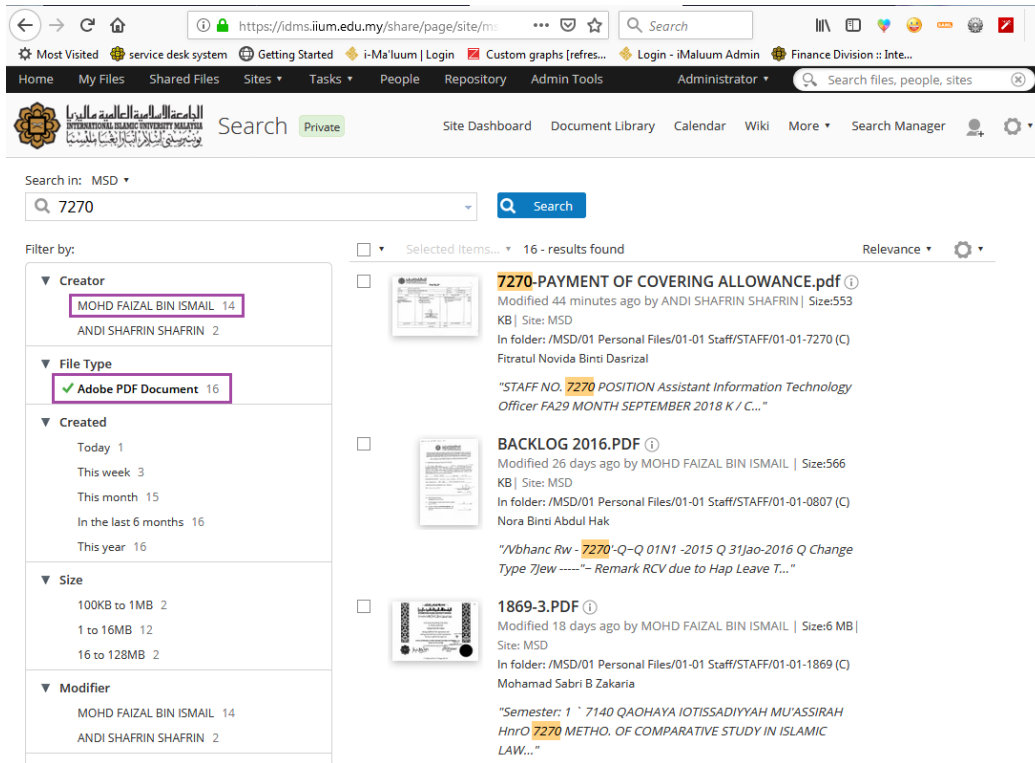


Figure 2.e : Search Result

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.

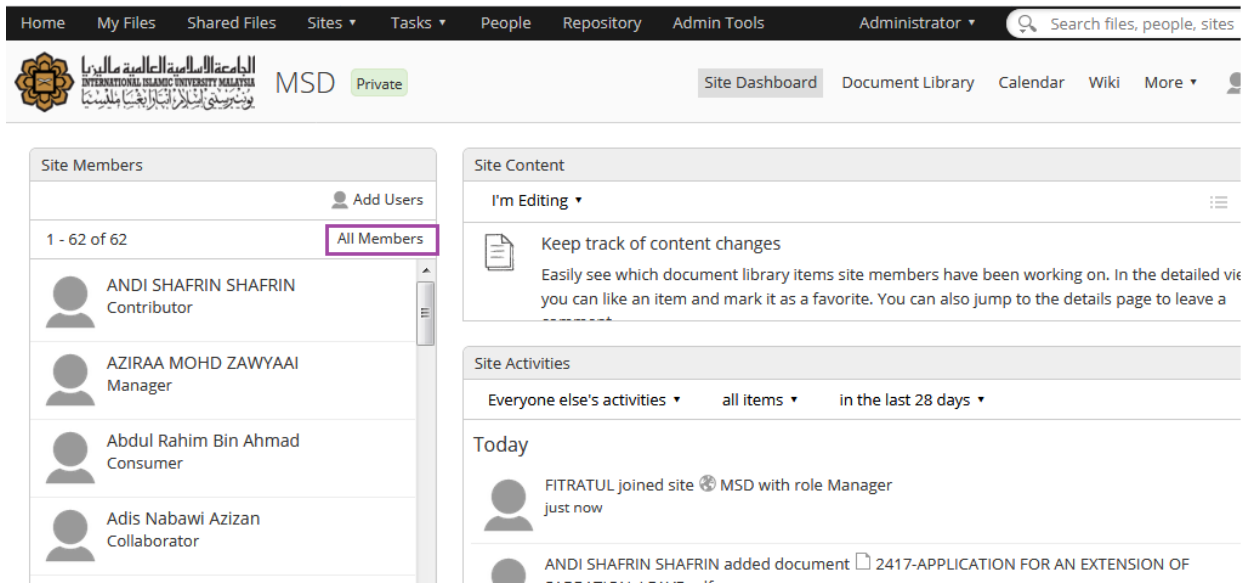


Figure 3.a : Site Members

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.

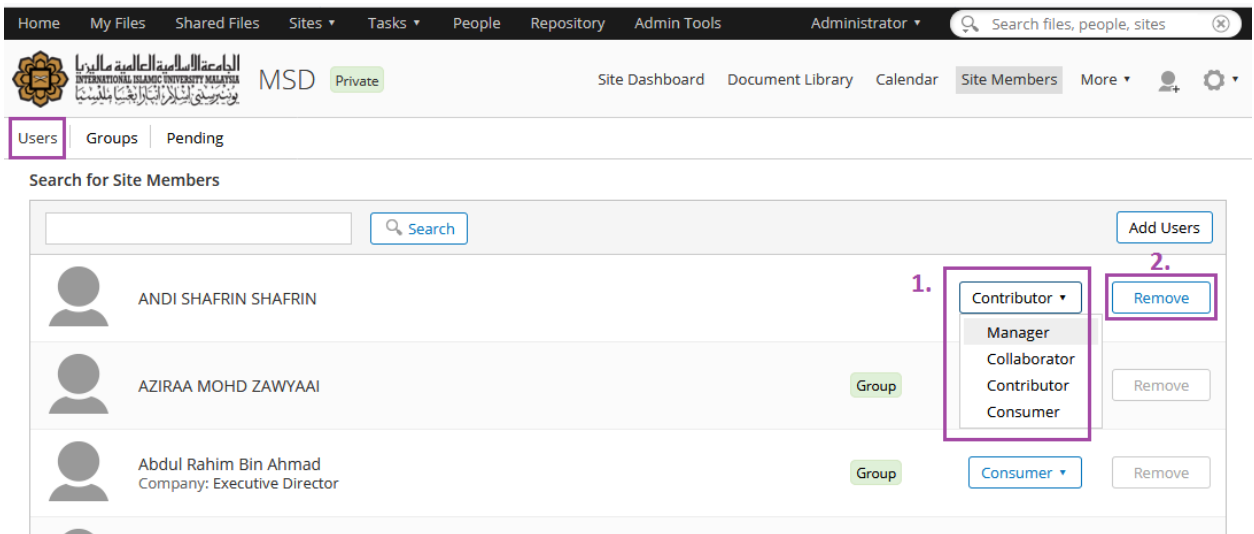


Figure 3.b : Manage User

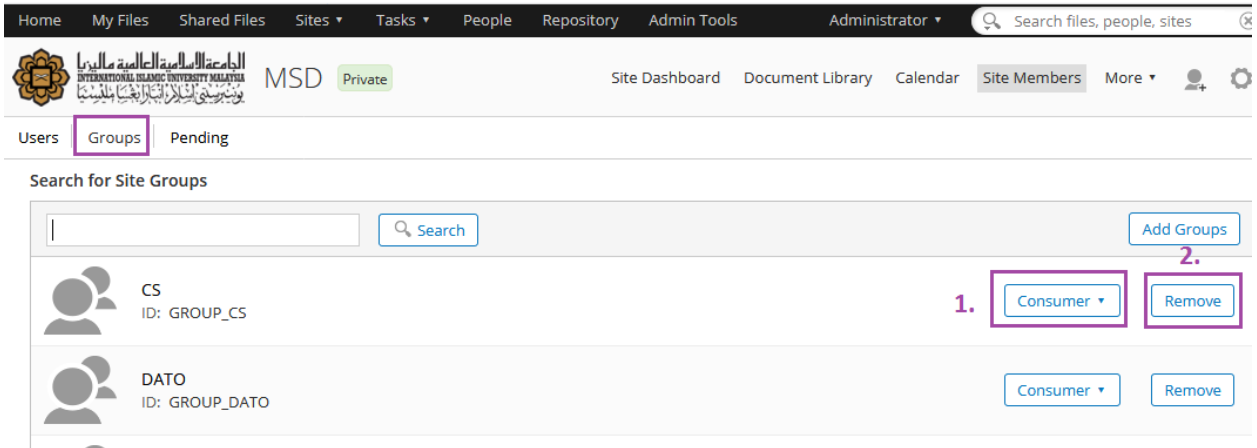


Figure 3.c : Manage Groups.

3.2 Add User

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

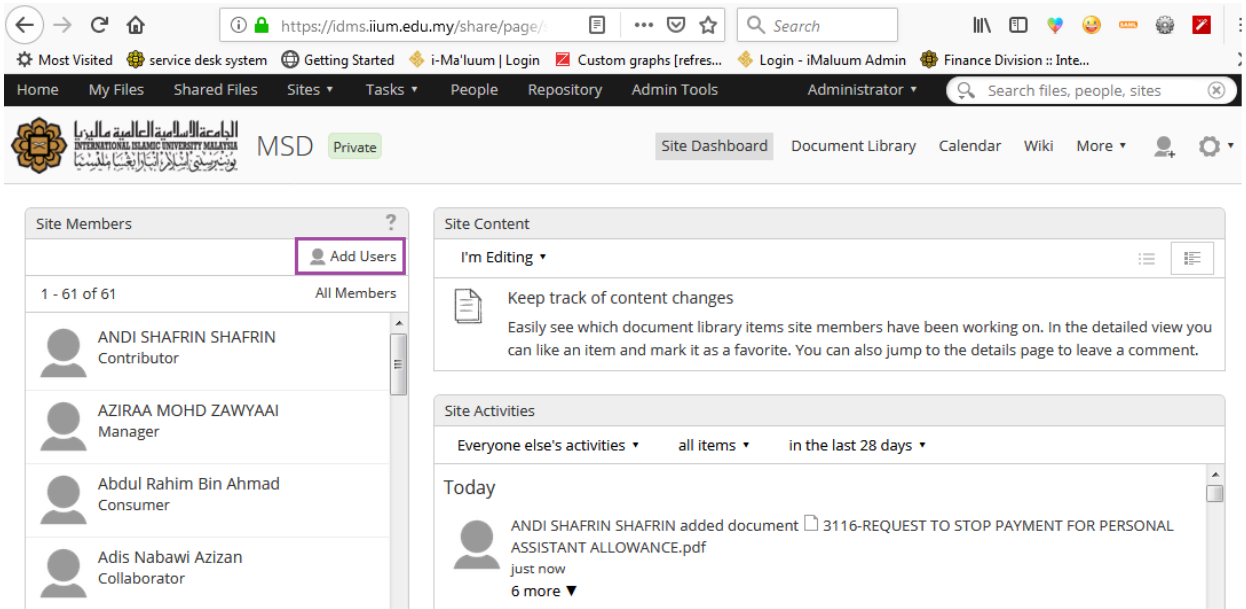


Figure 3.d: Add Users

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.

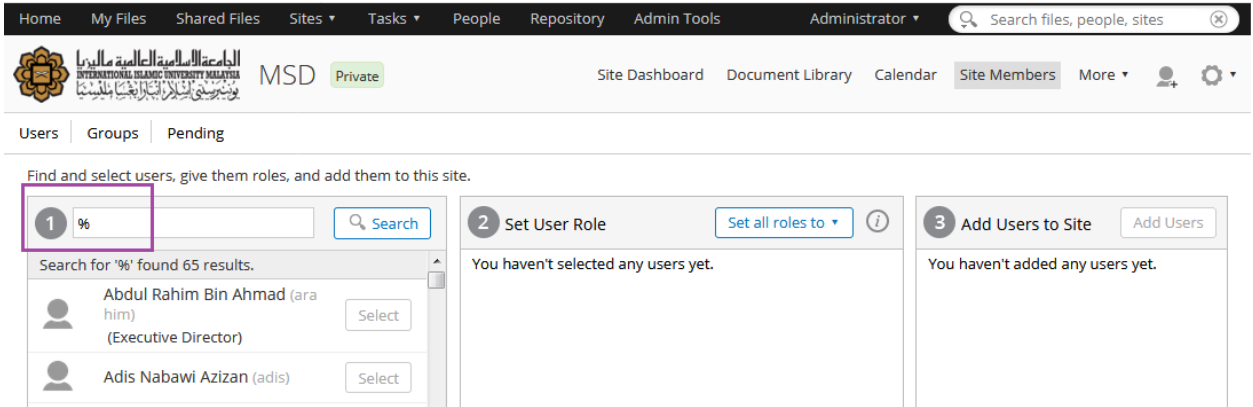


Figure 3.e : All Name

Follow the steps below:

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

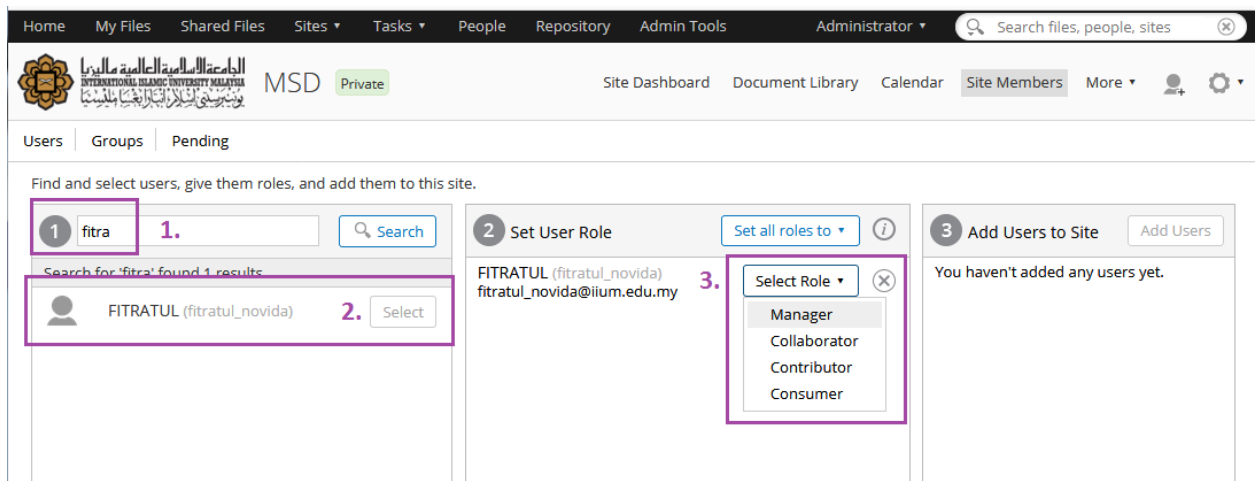


Figure 3.f : Search User

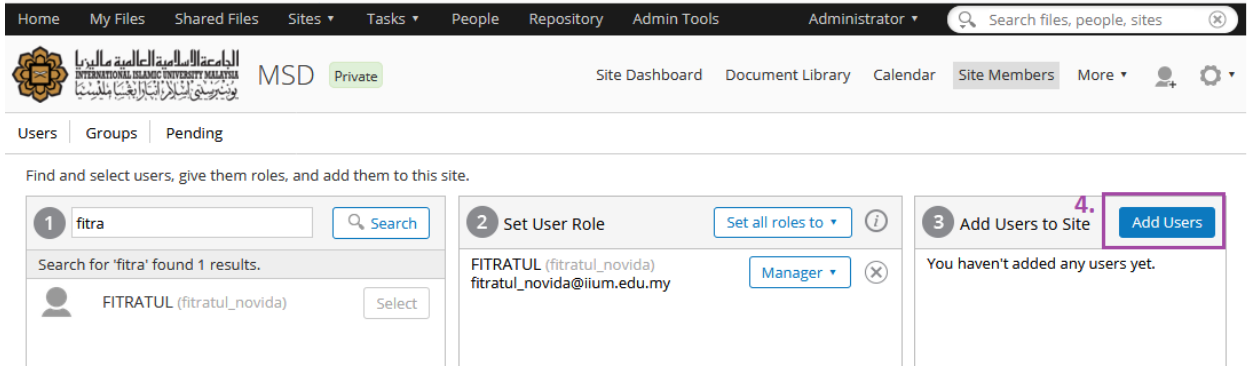


Figure 3.g : Add users

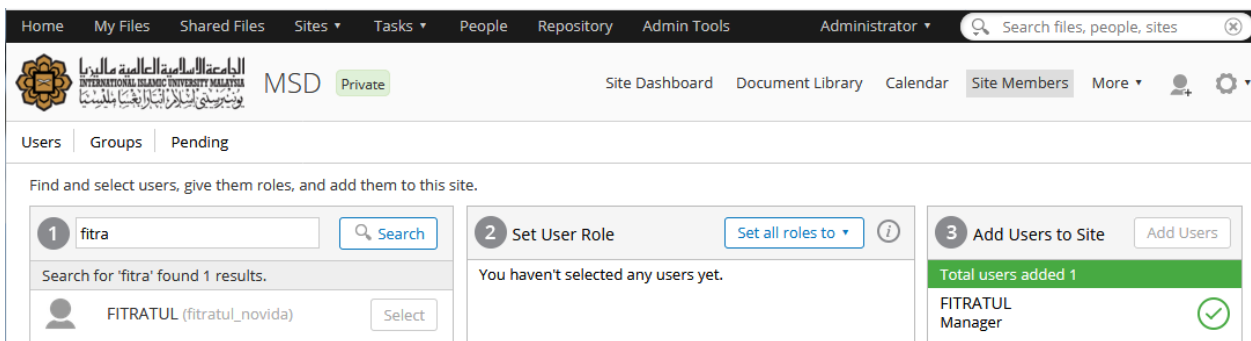


Figure 3.h : Successfully add user

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.

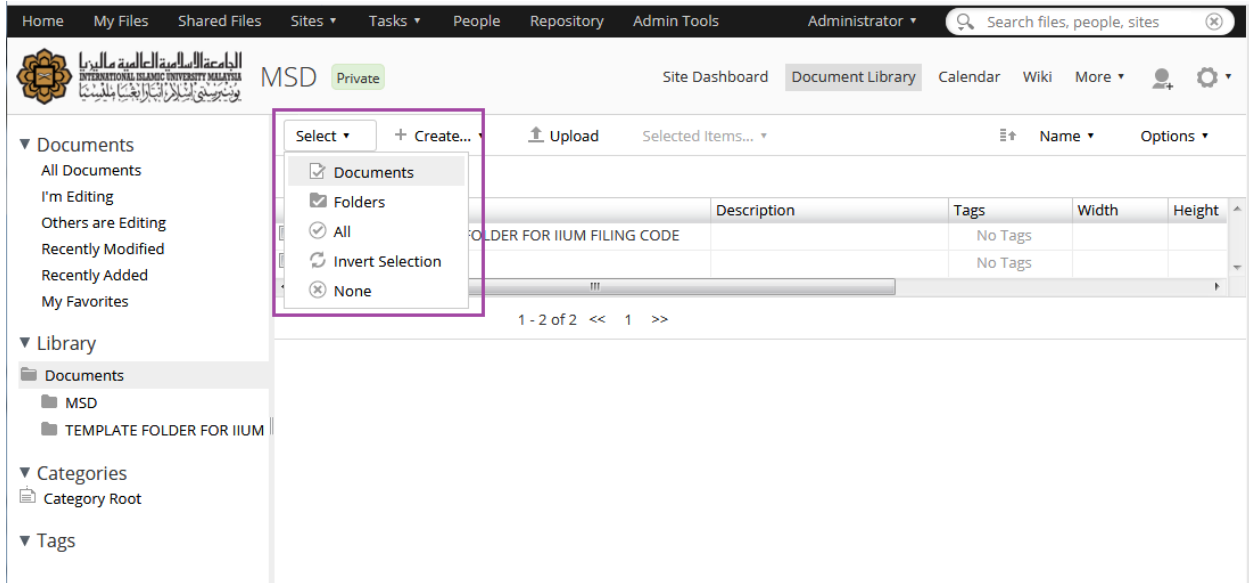


Figure 4.a : Document Library Select

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

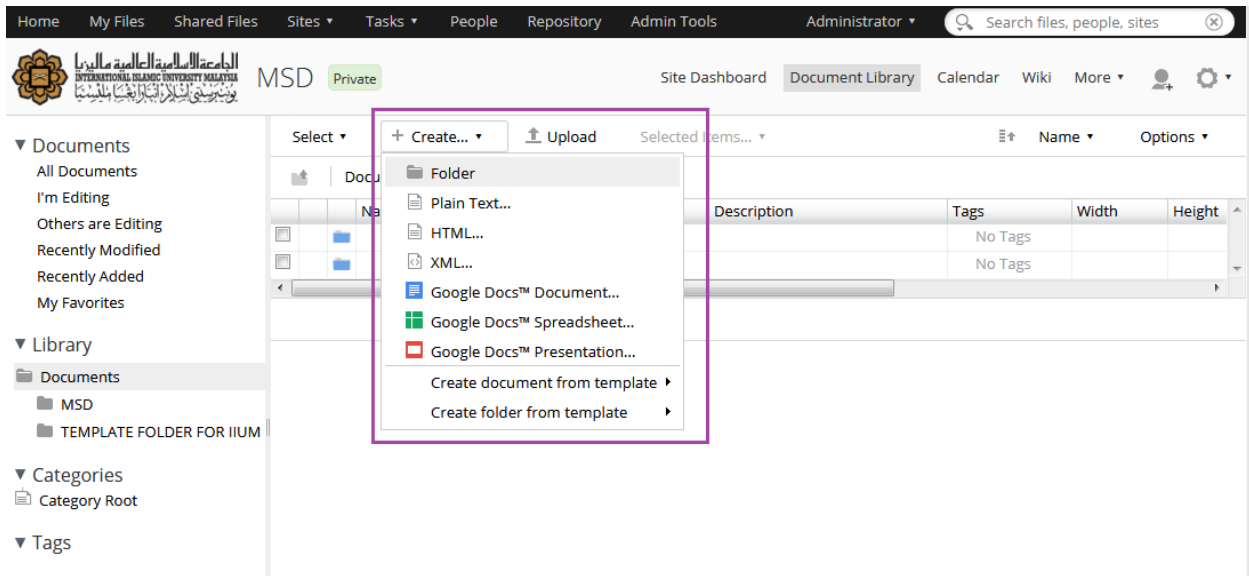


Figure 4.b : Document Library Create

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

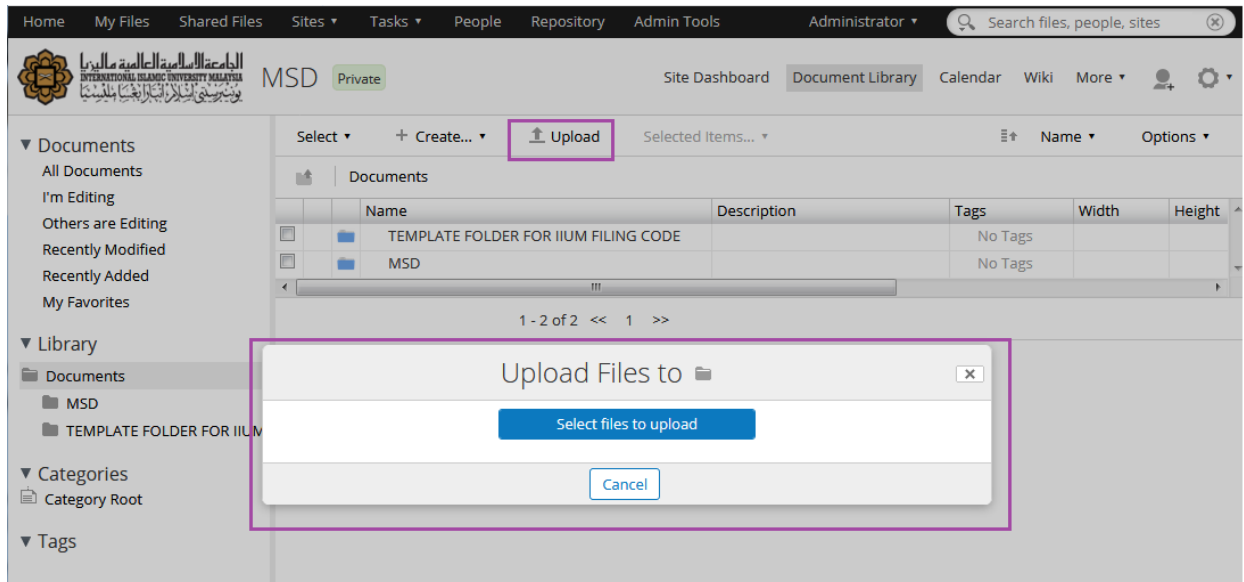


Figure 4.c : Document Library Upload Files

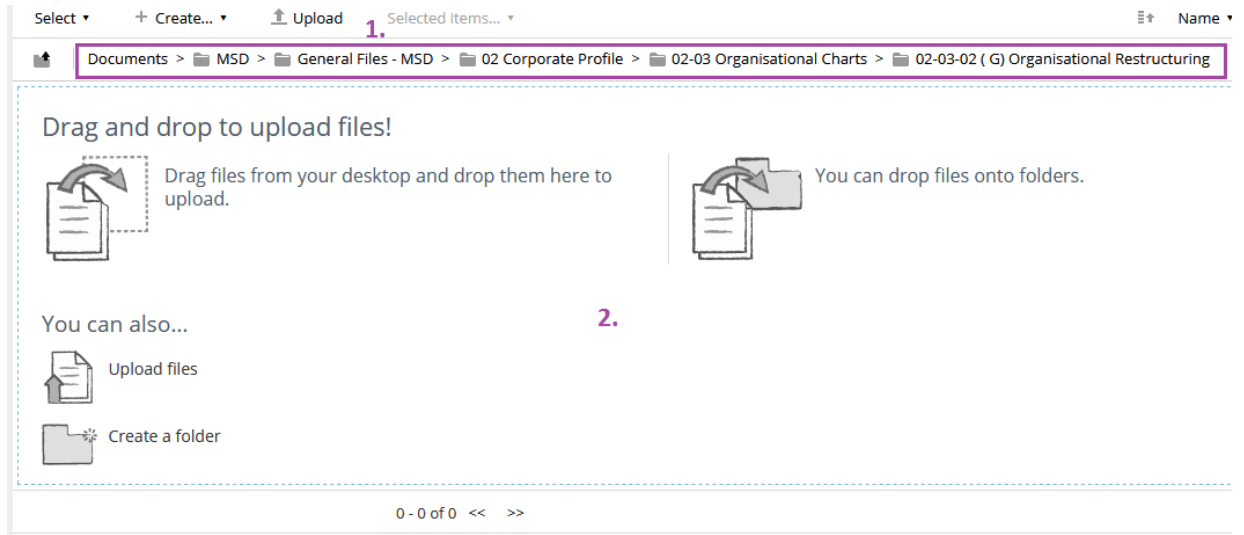


Figure 4.d : Document Library

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.

The screenshot displays the Alfresco Document Library interface. At the top, there is a navigation bar with links for Home, My Files, Shared Files, Sites, Tasks, People, Repository, and Admin Tools. The user is logged in as Administrator. The main content area shows a breadcrumb path: Documents > MSD > General Files - MSD, which is highlighted with a red box and labeled '1'. Below the breadcrumb is a table of documents with columns for Name, Description, Tags, Width, Height, and Size. The left sidebar shows a tree view of folders, with 'General Files - MSD' highlighted and labeled '2'.

Name	Description	Tags	Width	Height	Size
23 Medical Matters	Medical Matters	No Tags			
22 Library	Library	No Tags			
21 Association	Association	No Tags			
20 Meeting	Meeting	No Tags			
19 Conference or Seminar	Conference / Seminar	No Tags			
18 Activity or Programme	Activity/ Programme	No Tags			
17 Training	Training	No Tags			
16 Publicity	Publicity	No Tags			
15 Consultancy	Consultancy	No Tags			
14 Research & Publications	Research & Publications	No Tags			
13 Academic Affairs	Academic Affairs	No Tags			
12 Student Affairs	Student Affairs	No Tags			
11 Collaboration	Collaboration	No Tags			
10 Finance	Finance	No Tags			
09 Property & Facility	Property & Facility	No Tags			
08 Information & Communication Technology	Information & Communication Technology	No Tags			
07 Security & Safety	Security & Safety	No Tags			
06 Quality	Quality	No Tags			
05 Human Resources	Human Resources	No Tags			
04 General Administration	General Administration	No Tags			
03 Strategic Planning	Strategic Planning	No Tags			
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.

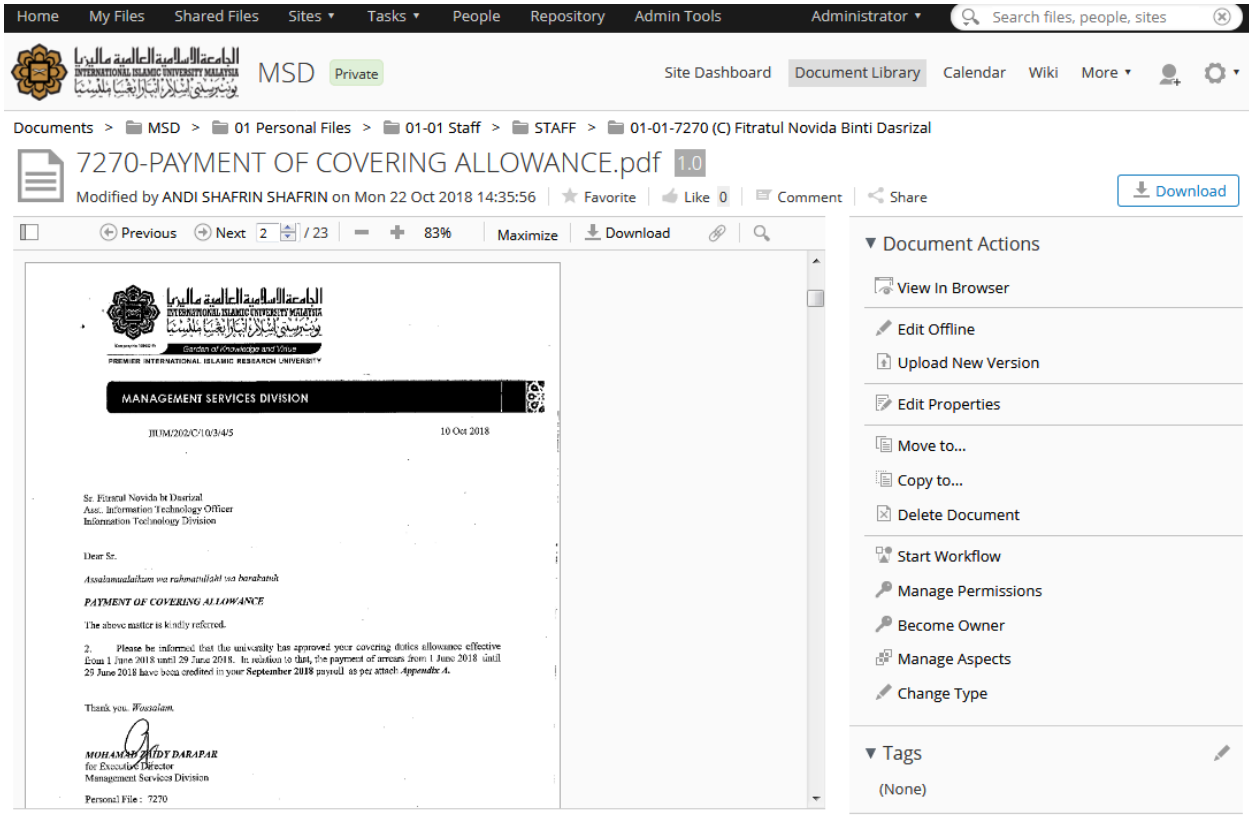


Figure 5.b : Manage Document

5.1 Manage Document Permission

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

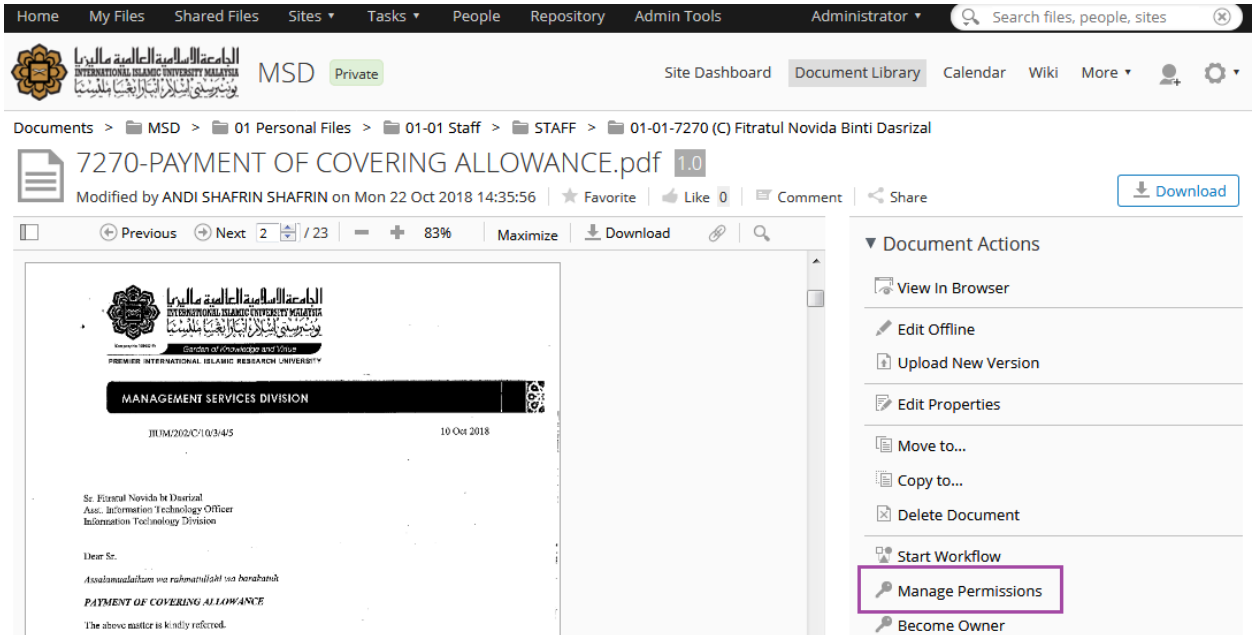


Figure 5.c : Manage Permission

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).

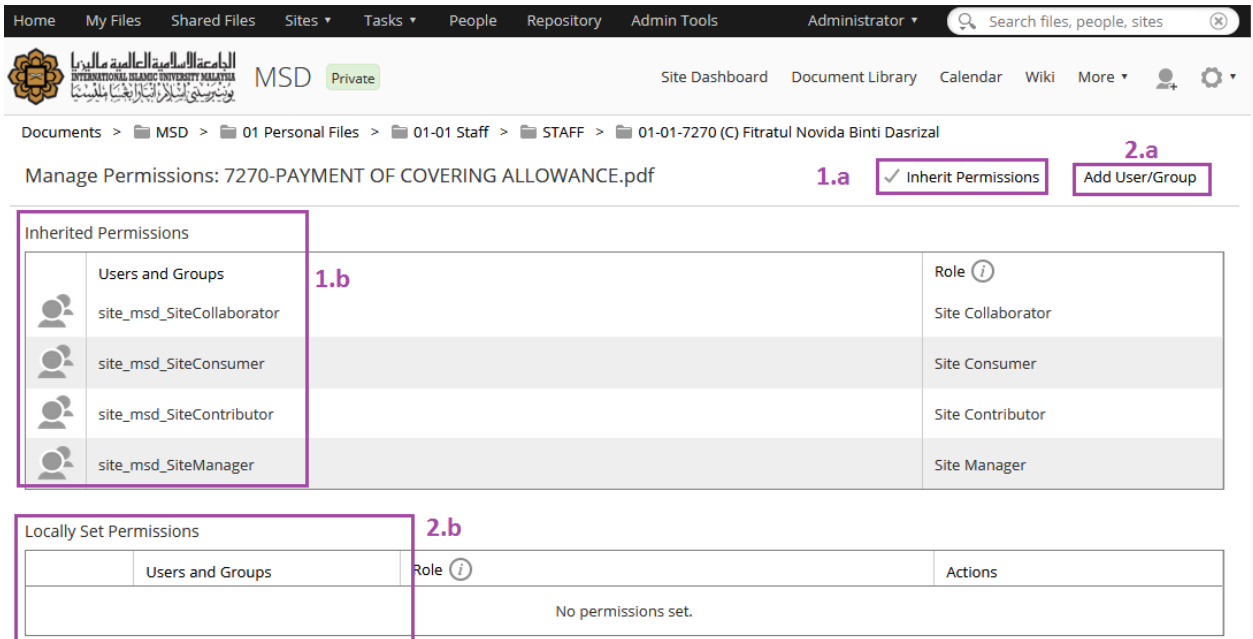


Figure 5.d : Permission Page

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

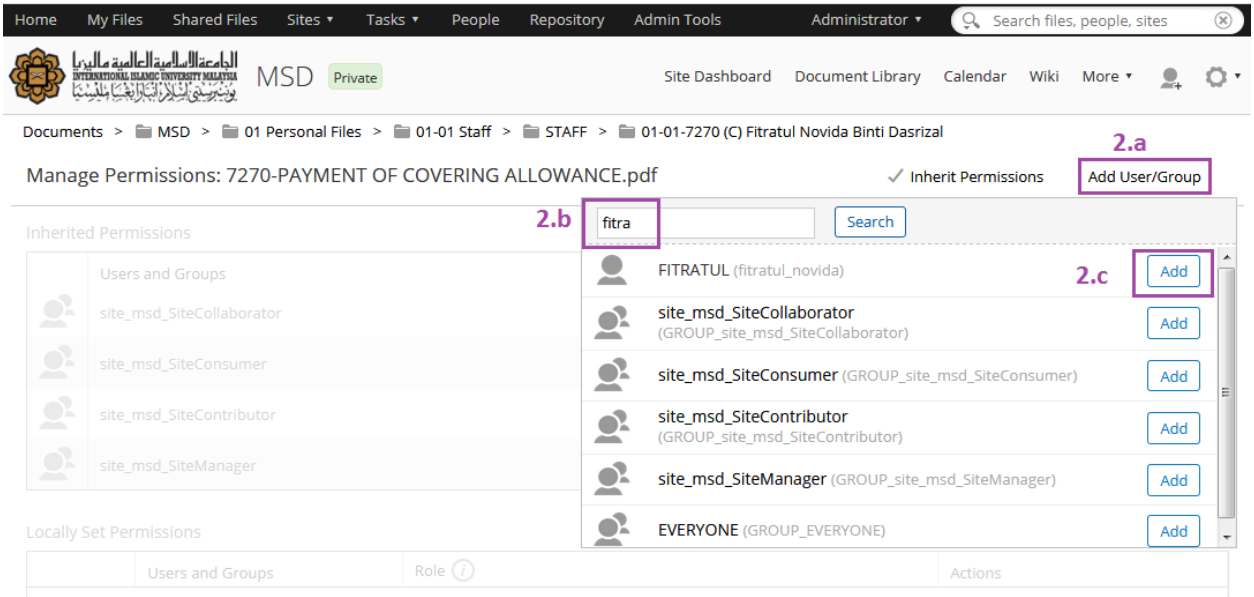


Figure 5.e : Permission to add user 1

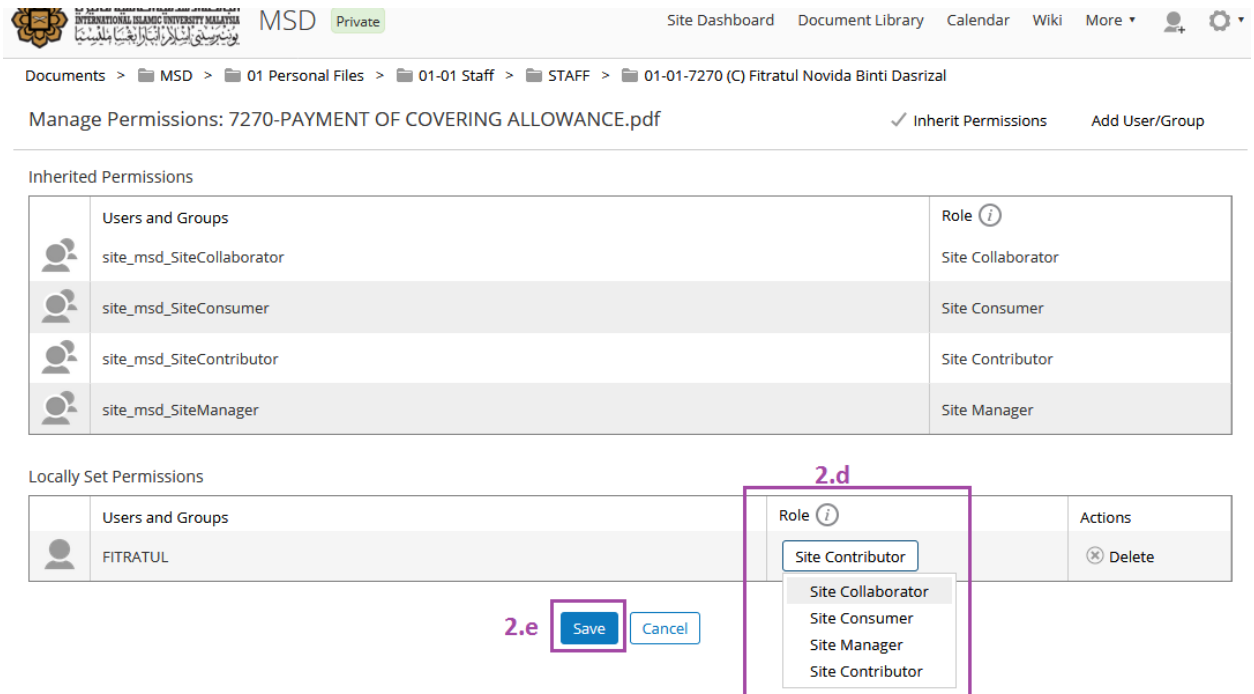


Figure 5.f : Permission to add user 2

5.2 Manage Folder Permission

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

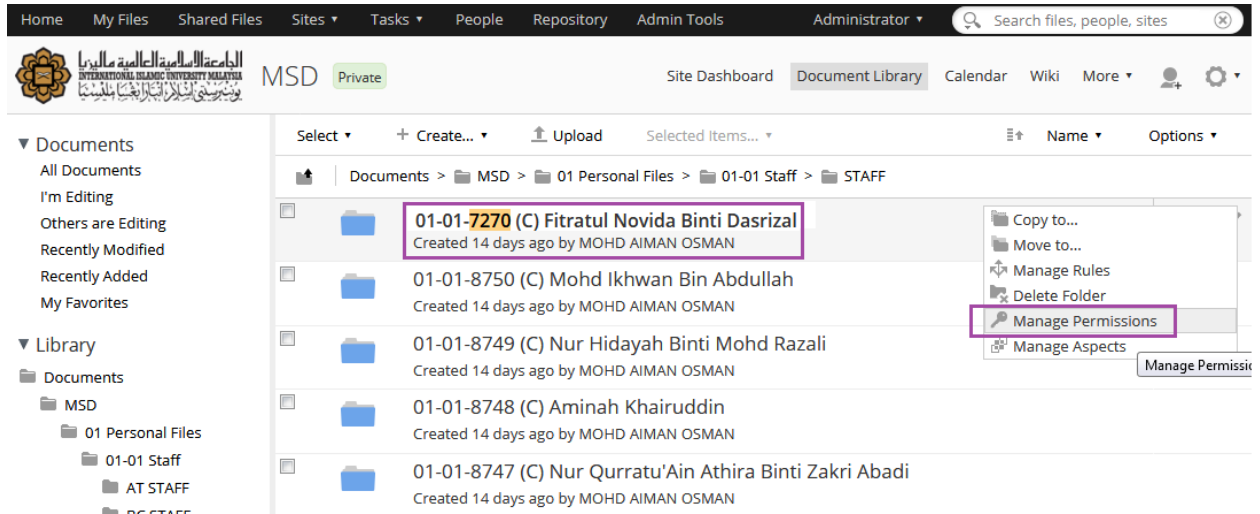


Figure 5.g : Manage Permission

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).

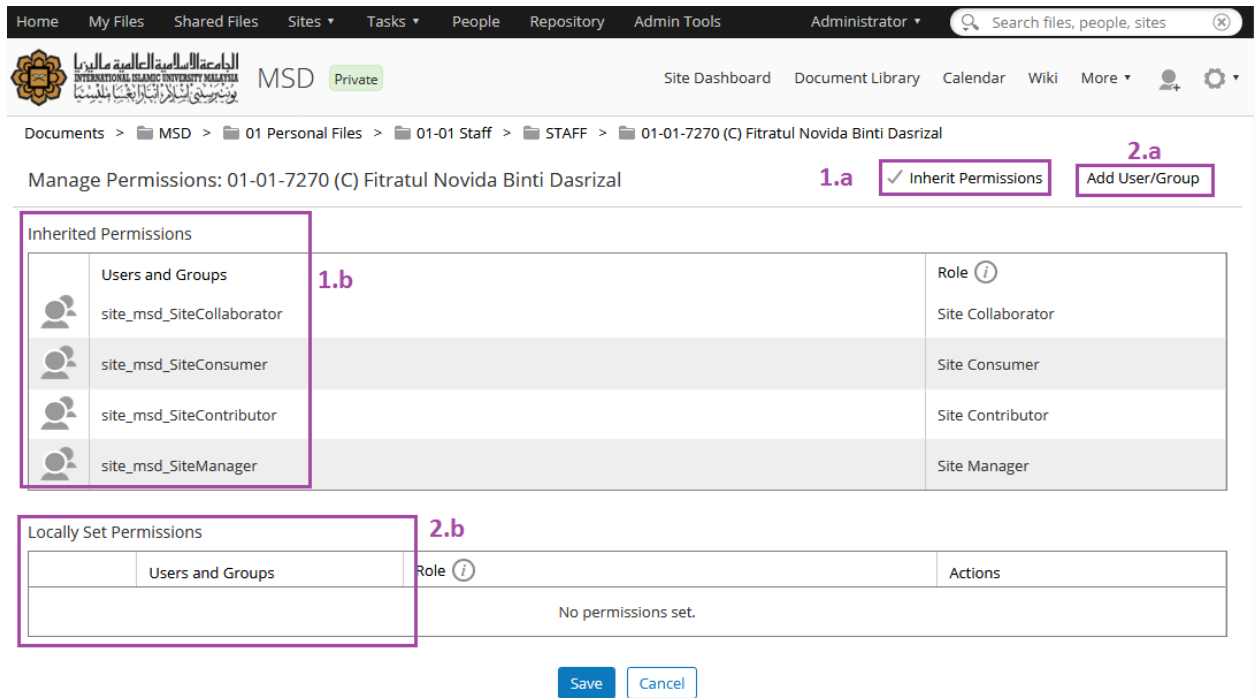


Figure 5.h : Permission Page

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

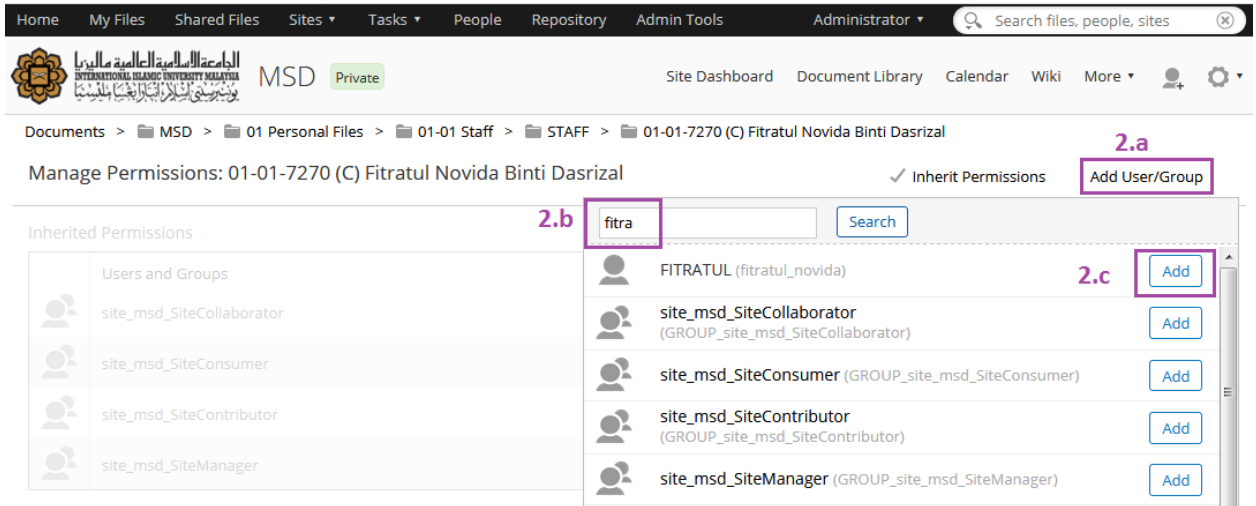


Figure 5.i : Permission to add user 1

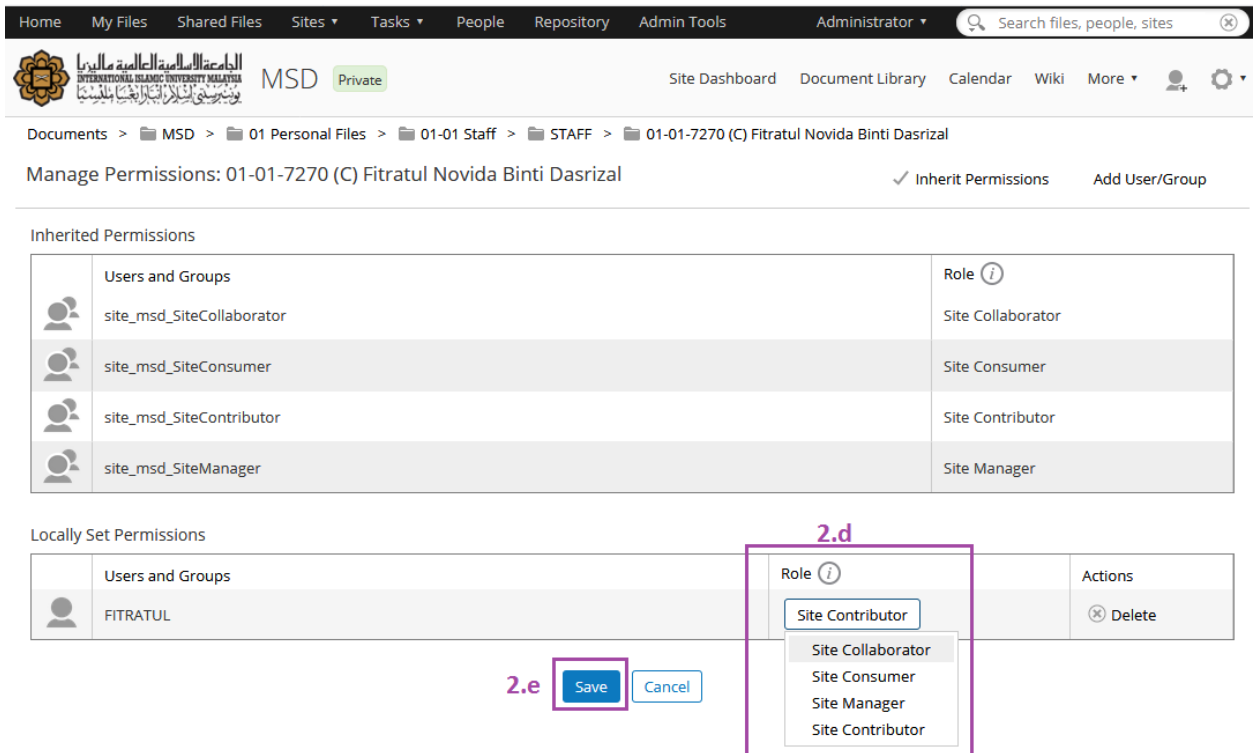


Figure 5.j : Permission to add user 2