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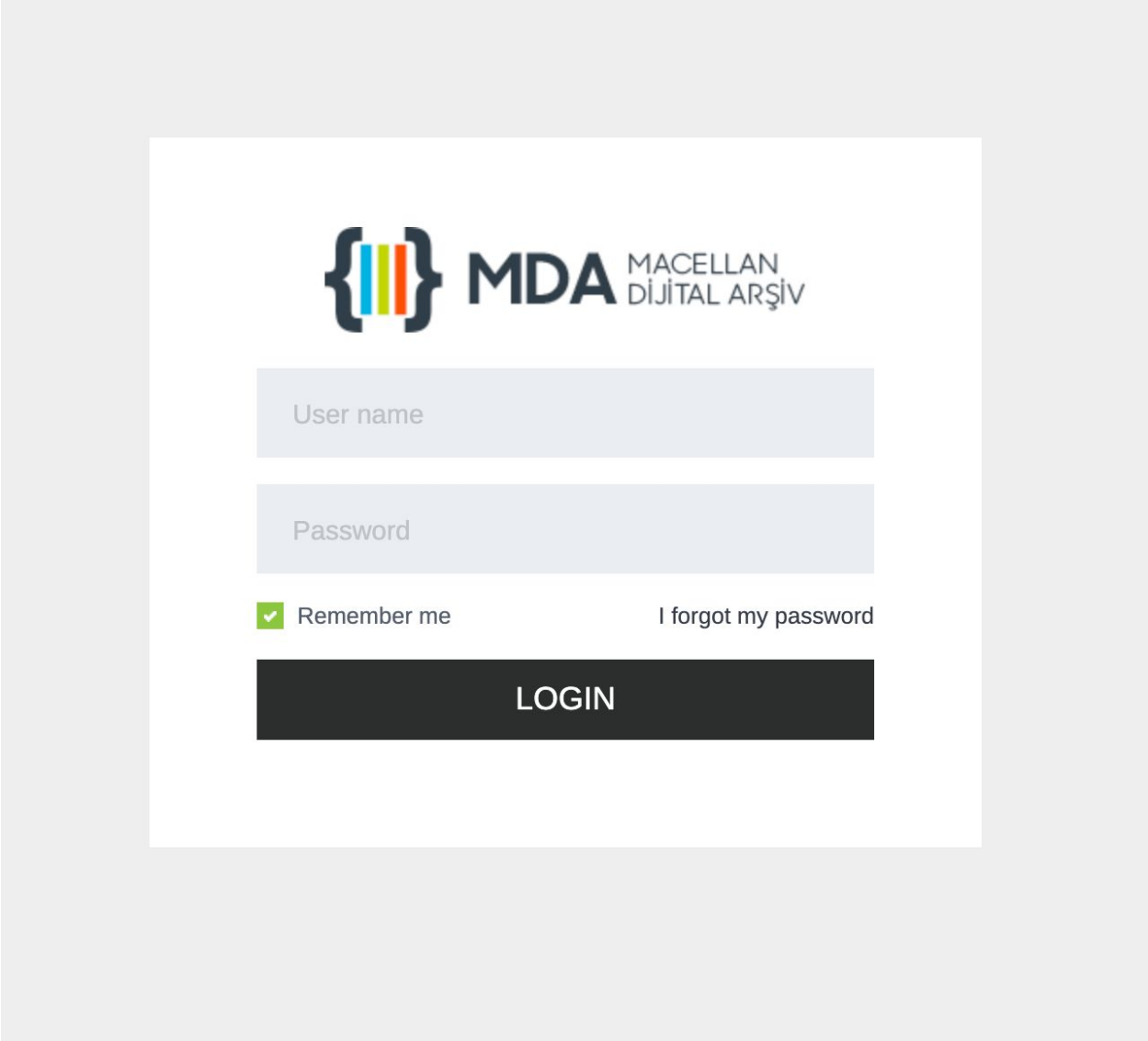
1. System Login

You can log in to the system with username and password.

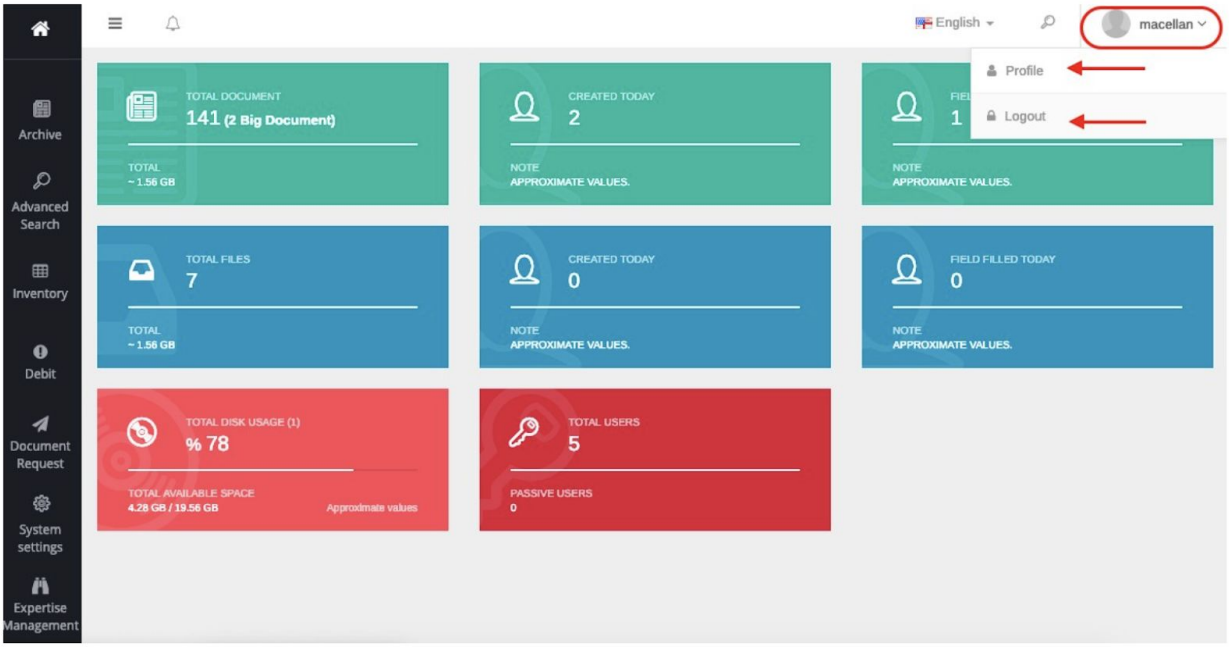


2. General Settings

2.1. Profile Settings

This area allows you to update account details and logout from the system.

On the right corner of the Main Page, you can make 2 different transactions by clicking the Username.



2.1.1. Profile

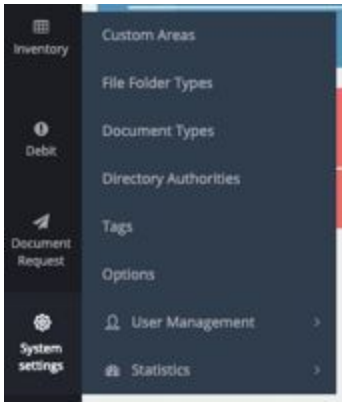
You can update Username, E-mail, First Name & Last name and change your password by clicking to the Profile.

2.1.2. Logout

By clicking to Username and then clicking to Logout button, you'll be then successfully signed out.

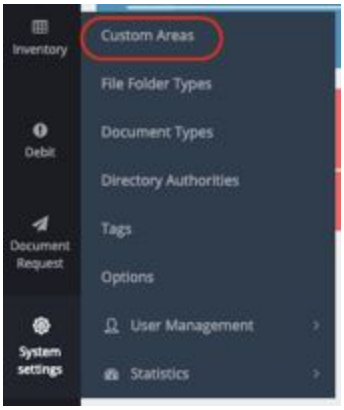
2.2. Settings

This area is specifically for identifying the documents & folders which will be downloaded to the Digital Archive as well as for creating the documents & folders types. At the same time, the user account and authorization management can be done on this module.



2.2.1. Custom Areas

''Custom Area'' is to find & reach any kind of archived documents easily and provides you creating the details
for the documents and to create private information for them. It is required to create Custom Area from Settings first in order to create Custom Area for any folder or document.



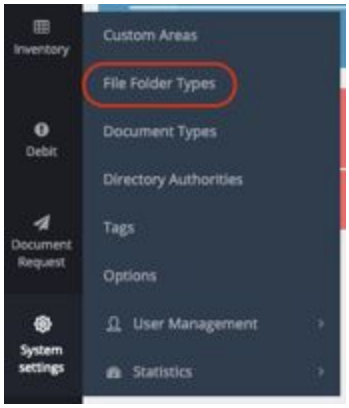
The Custom Fields List shown as below:

To create a new ''Custom Area'' it is required to click to the ''New'' button. You can write the Custom Area Name and select the type of Content. Custom Area can be created by clicking to ''Create Custom Area'' button.

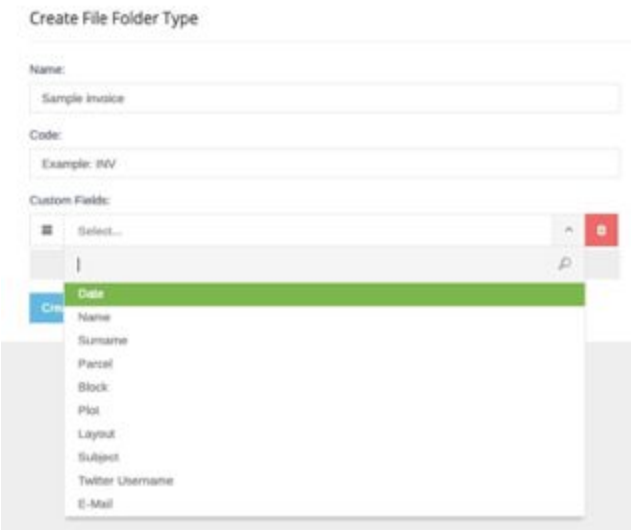
These Custom Fields cannot be added to the archived documents or to the archived folders. However, there is Custom Identification Area for document and folder type and when you download any files or create any folders, the Custom Fields comes up during selecting types.

2.2.2. File Folder Types

This module determines which folder subject to be created and it identifies custom areas based on File folder type. By clicking to Settings → File Folder Types → New button, a new File Folder Type can be created.



The previously created File Folder Types are listed as above. For the existing File folder types, editing and erasing can be made from operation column or it can be made by clicking File Folder Type. For creating a new File Folder Type you can click to ‘’New’’ button.



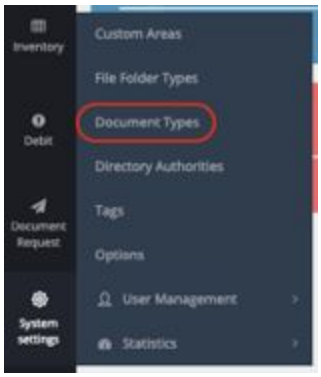
On ''Create File Folder Type'' page, you can write File Folder Type and ''Folder Code''. If you identify Custom Fields which related to the File Folder Type, it is required to select from the previously created Custom Fields. By clicking ''+'' button you can identify as many Custom Fields as you can.

Note: Afterwards, when creating a new File Folder after selecting File Folder Types these Custom Fields will come up.

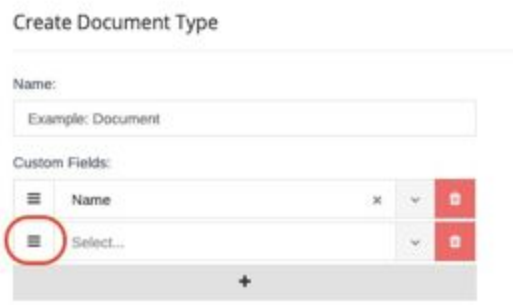
In whichever directory you would like to activate your File Folder , you can choose the active directories from File Types Fields or existing File Types Fields.

2.2.3. Document Types

Document Types, identifies the document type of the particularly document which will be archived and assignes private fields for the documents. By clicking Settings→Document Types→New button, the new document can be created.



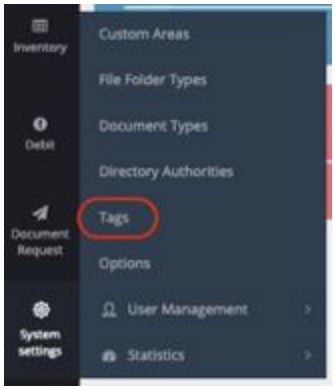
As in File Folder Types, the name can be written for the Document Types and the Custom Fields are selected when downloading the document. Clicking to ‘’+’’ button, you can add more custom areas and order them by press & holding the marked area.



2.2.4. Tags

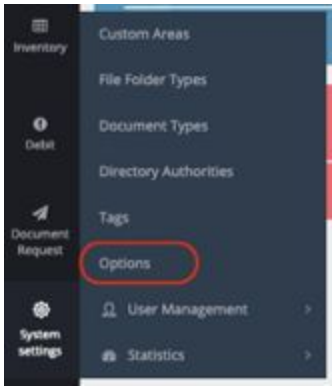
The colourful tags which are used for the archived documents can be formed on ‘’Tags’’ field.

In order to create a new Tag, you need to click to the System Settings ⇀Tags⇀Add New. You can select a colour and write a Tag Name for this colour. Afterwards, these tags can be edited or can be deleted on the same area. If you would like to know how to add tag to a document, please simply check it out topic 3.2.8 ‘’Adding Tags to Documents’’



2.2.5. Options

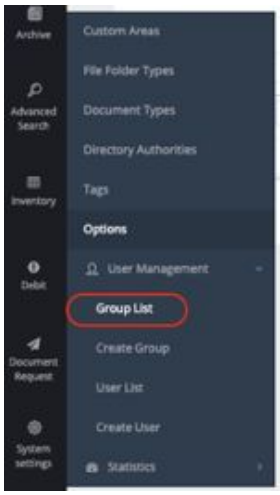
The Options field is used for organizing pop-up alerts. You can add writing or images. These alerts will show up when the user log in to the system at the beginning.



2.2.6. User Management

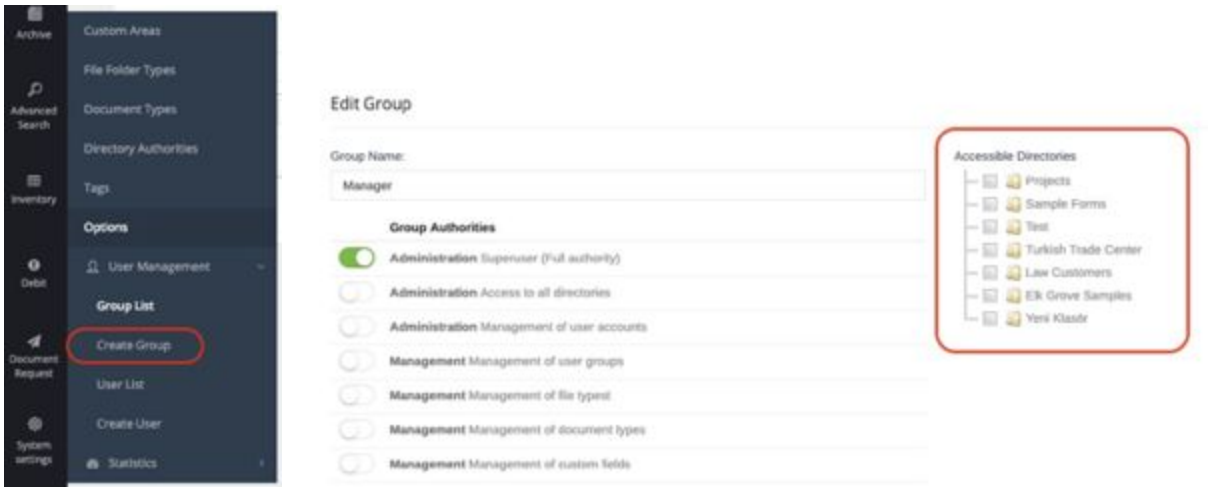
2.2.6.1. Group List

Group List is the area for listing the existing groups. These groups can be edited or deleted from this list. You can edit the group name, authorities and accessible directories by clicking edit button.



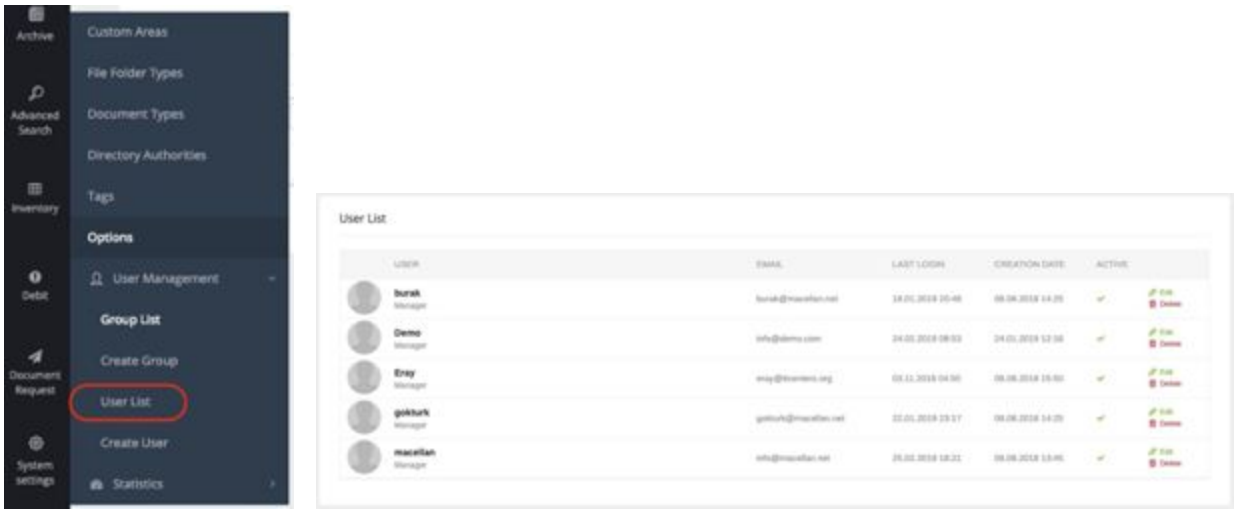
2.2.6.2. Create Group

To create a new group you need to click; Settings → User Management → Create Group. In this area, the group
name, directory authorities and accessible directories can be edited.



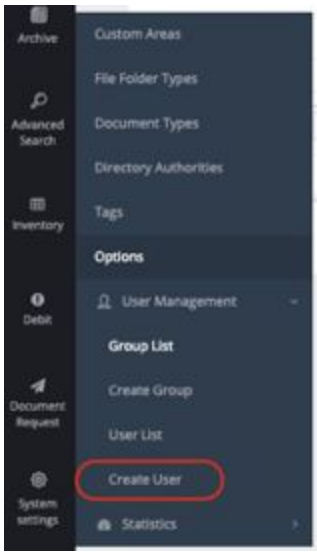
2.2.6.3. User List

The existing users can be edited or deleted from this area. After clicking the Edit button user information, password and authorization can be edited. It can be also added to existing authorisation groups.

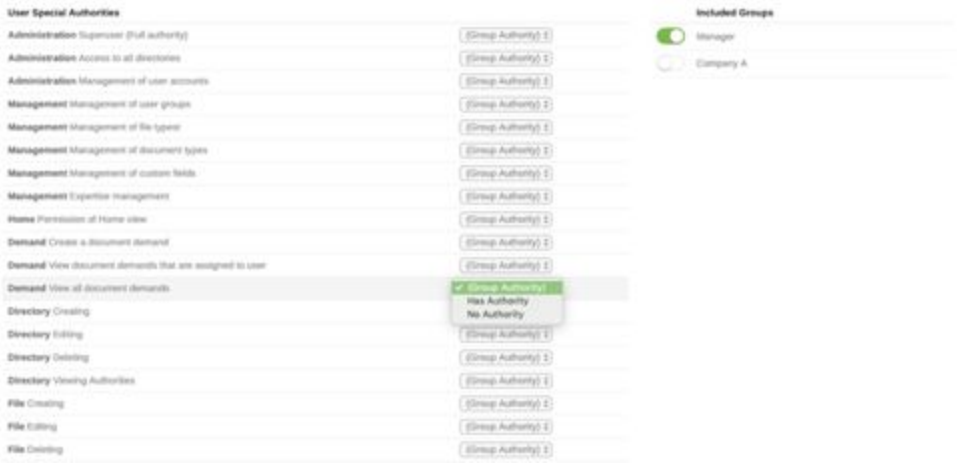


2.2.6.4. Create User

In order to create a new user you need to click; Settings → User Management → Create User.



You can add the user's information and select the groups for the user from this area. If you select an included group, the user's authorities will come up automatically. The authorisation can be edited one by one without selecting a group. After selecting groups, if you like to make any change on the authorities, you can simply do by manually.

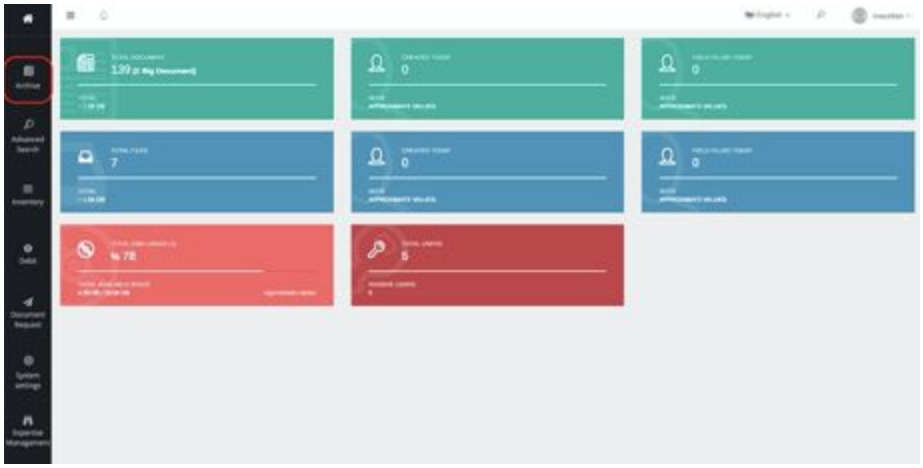


3. The Archive

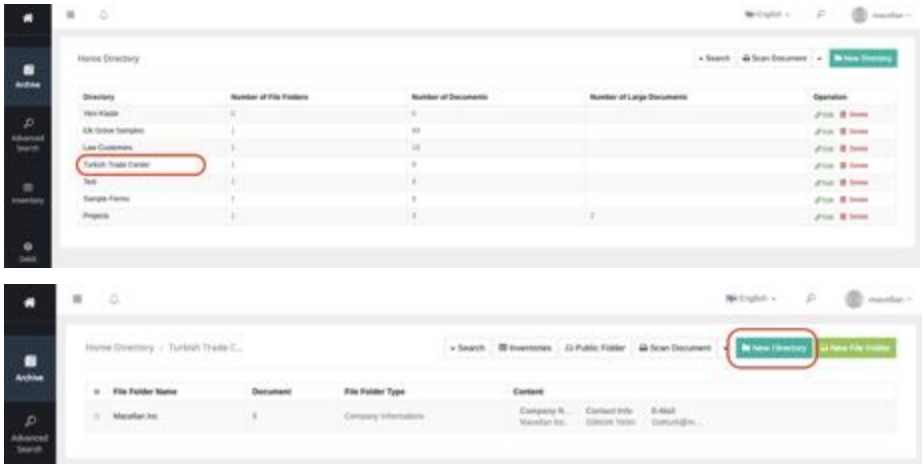
3.1. Create Directory

This is a grouping system which allows you to create sub directories and folders. It is required to create a directory then a folder into this directory in order to upload them to the Archive. You can upload unlimited directories, sub directories and folders.

To create directory; you can click Archive → New Directory → Directory Name and after writing the directory name you can click ''Save'' button.



To create a sub directory under new directory, you can firstly click any directory and to click the Directory Name and then clicking New Directory. After writing the directory name you can click the ''Save'' button.

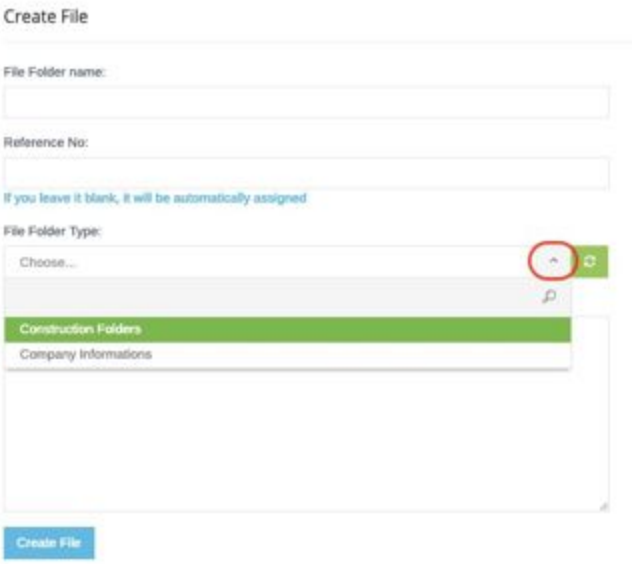


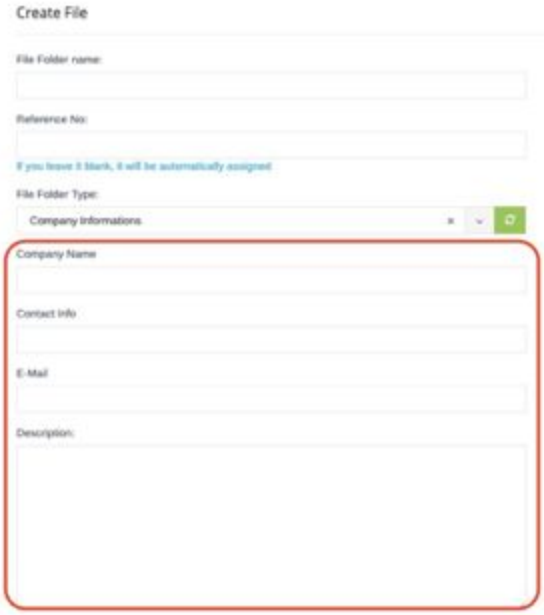
3.2. File Folder

3.2.1. Create File Folder

First of all, it is required to create a folder in order to download to the archive. You can download as many as documents into the File Folders. It is required to click ''New File Folder'' button in order to create new file folders into Directory.

It is obligatory to write File Folder Name when creating a New File Folder. If the user wants to identify a certain reference number, he can write it manually or he can leave it blank and the reference number will be automatically assigned. When creating File Folder Type, it is required to select File Folder Type in order to identify a folder or find any folder easily. After selecting File Folder Type, the existing assigned custom areas will appear. The file folder type can be selected among file folder types.

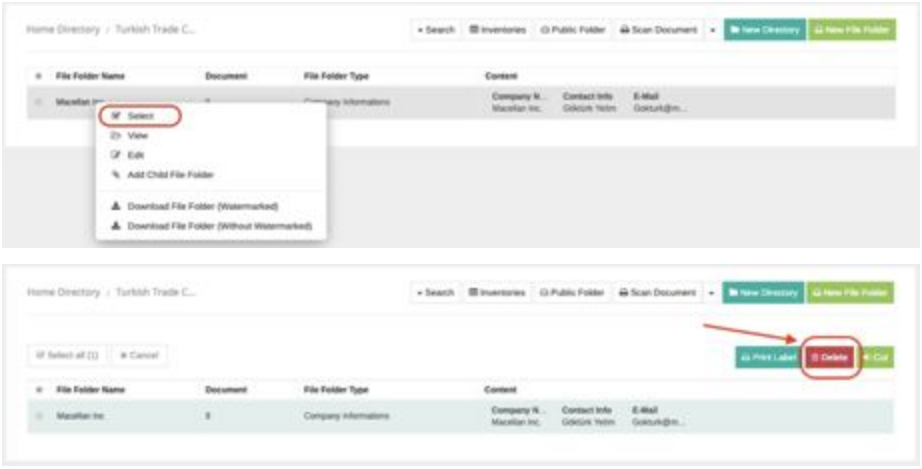




In order to make any changes about file folder name, file folder type and custom areas, you can firstly click the folder line and then Menu → Edit File Folder.

3.2.2. Delete File Folder

To delete the file folder, you can first right click on folder line and click ‘’Select’’ button. The file folder or folders which will be deleted, can be selected as green by clicking to its columns and then clicking to ‘’Delete’’ button.



3.2.3. Print Label

For the created file folders, you can print file folder name, file folder type and a label of assigned custom area.

Sample File Folder Label

File Folder Name	Macellan Inc
File Folder Type	Company Informations

Company Name	Macellan Inc.
Contact Info	Göktürk Yetim
E-Mail	Gokturk@macellan.net

3.2.4 Linked File Folder Management

The relevant file folders among existing file folders can be linked with each other.

It is required to click ‘’Add New File’’ after clicking to Linked File Management. After that, folder search screen will come up. You can select the linked file folder and add among existing file folders.

After the file is linked, if you enter any file folder you can easily switch between the file folders as marked below.

If you seperate the linked file folders, you can go to ‘’Linked File Management’’ from the menu and the file folder can be deleted from the marked area and then click to the ‘’Save’’ button.

3.2.5. Create New Skin

You can create new skin for the file folders based on its name, type and custom areas.

When you create the 2nd file folder skin, you can select the marked area as ‘’Yes’’ if you don’t wish to download more documents to the file folder which created at the beginning. In that way, the file folder will be closed to upload documents.

It is required to click Menu → Open File, in order to open the file folder for redownloading the document.

3.2.6. Upload Additional Document / Add Additional Document

You firstly make a right click to the document preview which is in the folder and select ''Upload Additional Document''. After that, you follow the 3.3. ''Add Document'' title.

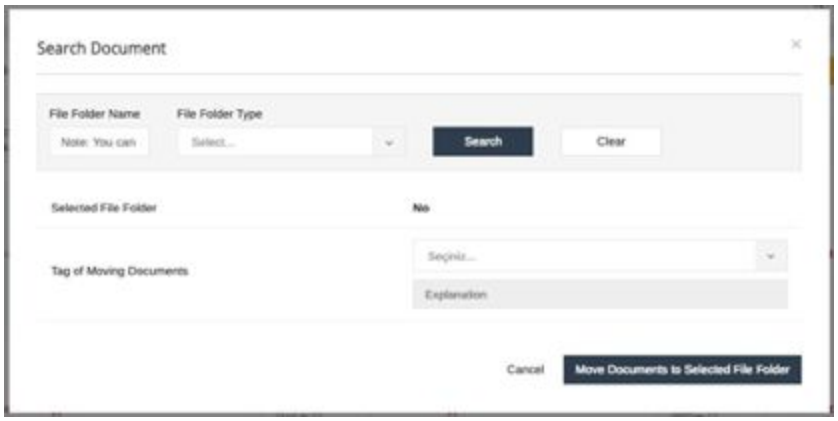
You can simply right click if you want to add the existing document as additional document to other documents and select ''Add Additional Document'' then choose the document that you wish to add and select ''Save'' button.

In order to seperate the additional document from the other document, you click to the additional document and then click to the ''Seperate attachment from the document'' button.

3.2.7. Move Document / Copy Document

You can right click to the document's preview which locates into the folder and select Move Document or Copy Document.

Once you select one of this transaction, you simply click Move or Copy button. For the next window, the document which will be moved or copied can be found by File Folder Name or File File Folder Type and you can select it. After that you can click to the Tag of Moving Documents / Copy button.



3.2.8. Add Tag

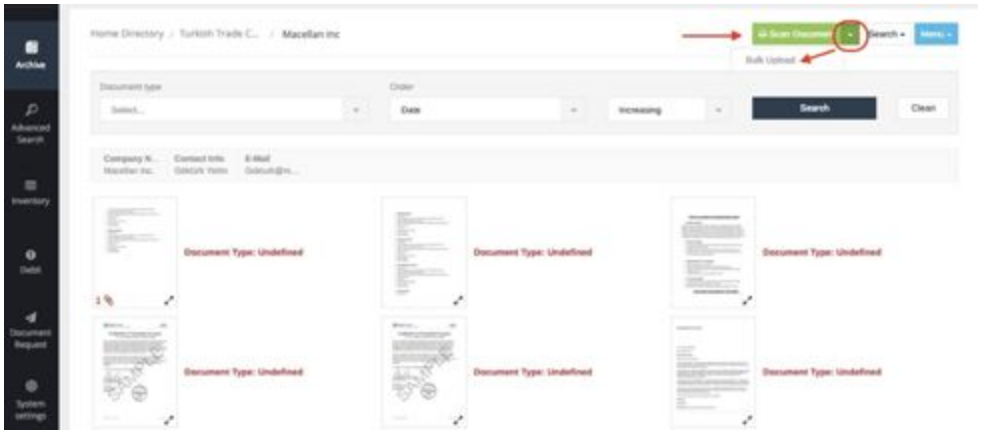
You can make a right click to the document preview which locates into the folder in order to add existing tags to documents and select ''Add Tag''. You can select several documents in order to add tag.

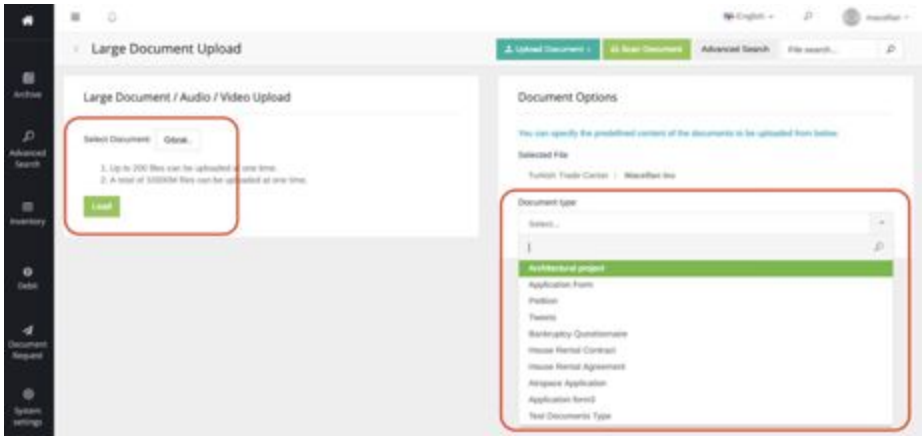
After all, you can click ''Add Tag'' button and after selecting the tag you previously created, you can click ''Save''button.

3.3. Upload Document

It is required to create a folder into directory in order to upload document to archive. After get into the folder, the document can be added by scanning through website or you can upload an existing document from computer.

You can select an existing document by clicking ''Browse'' button through ''Bulk Upload'' area on computer. In the mean time, you can select document type or you can select it after uploading the document.

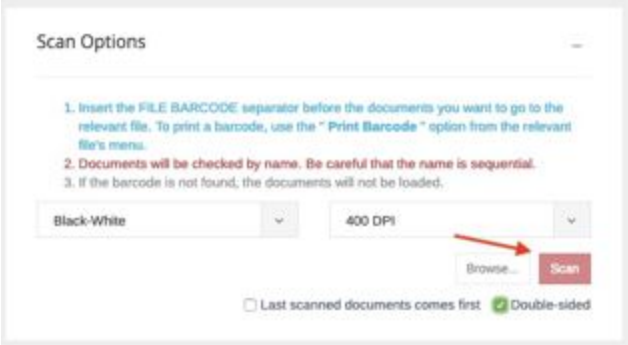




After uploading the document, the custom areas which related to selected document type show up. These area needs to be filled by user. Once you saved all the changes the document gets archived.

3.4. Scan Document

In order to make document scanning, you need to get into a folder and click to ‘’Scan Document’’. On the next screen, you can begin the scanning by clicking to ‘’Scan’’ button.



4. Advanced Search

Advanced Search can be made in 2 different types which are Document Search and File Folder Search.

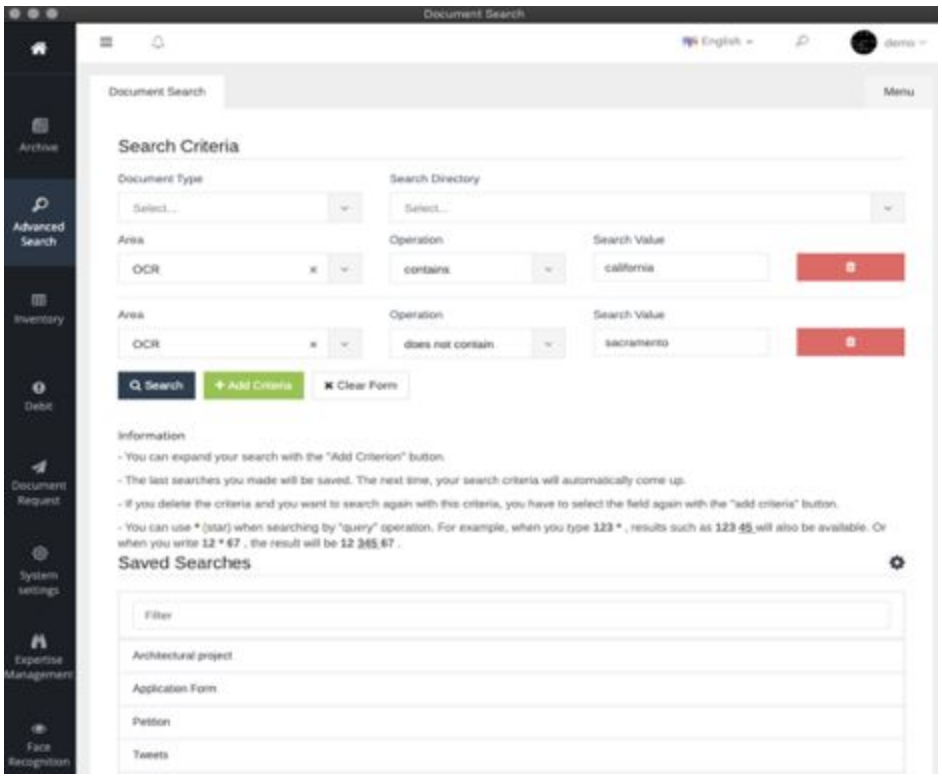
The previously identified types and custom areas for document and folder will accelerate to find any document or folder. You can make searches through a certain directory or through on folder types & custom areas on document & folder search screen.

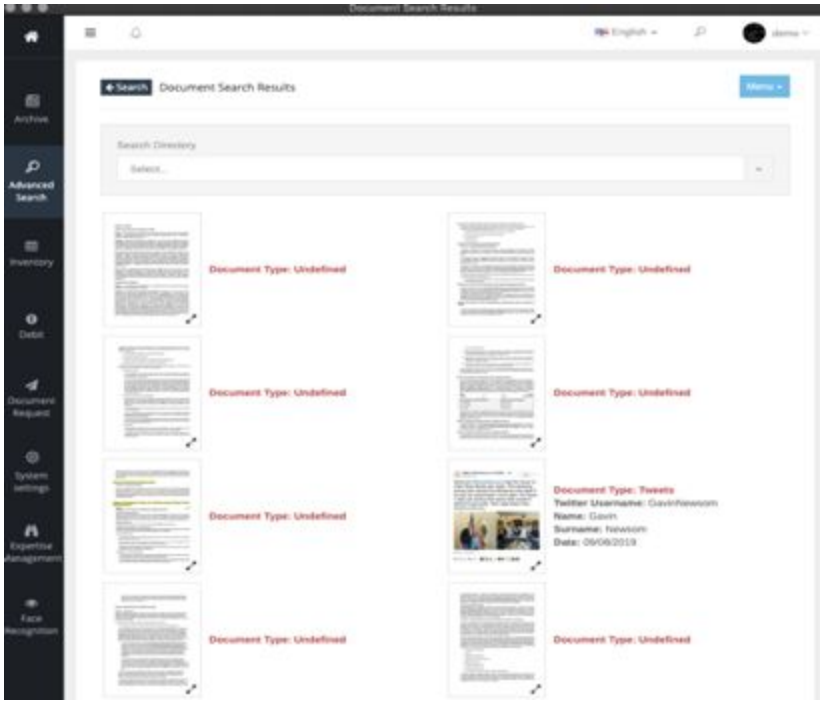
You can also make selections according to the searching type. You can add custom area fields in order to find any document by clicking to ''Add Criteria'' button.

The last searches you made will be saved and the next time, your search criteria will automatically. The system creates more than 100 indexes (Text, Face, Objects) automatically which provides you to make an advanced search.

4.1. Advance Search Through OCR

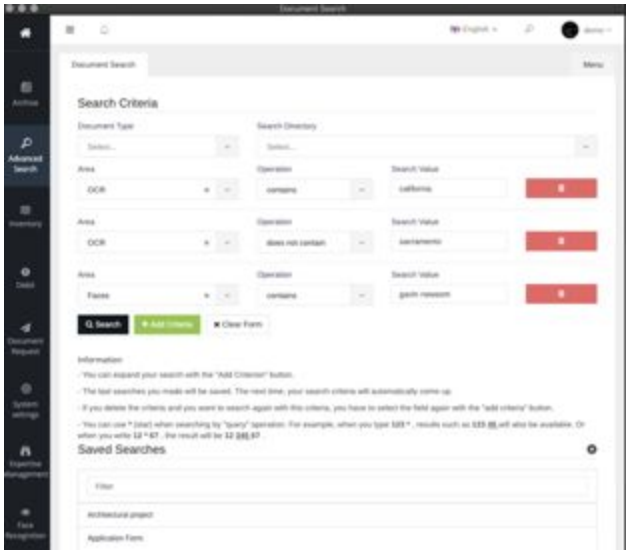
You can search any of your document by any word through OCR System. There is cross-search option which provides you deep search and expands your results.

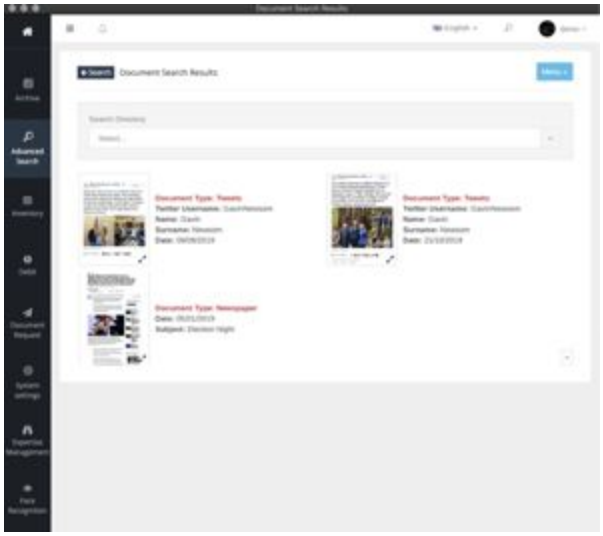




4.2. Advanced Search through Faces

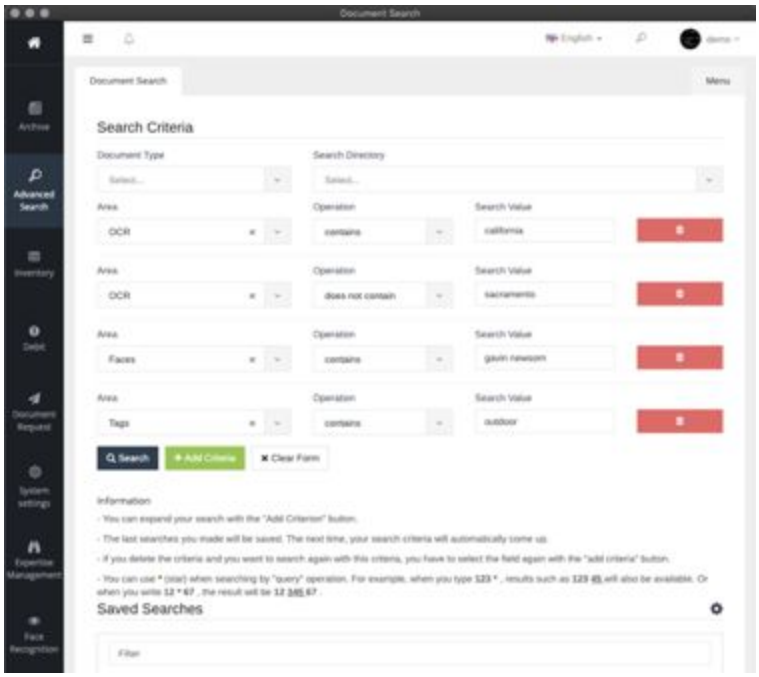
The system enables to search through Face Recognition. The face image should be tagged once. After that, any document or picture who contains tagged face will be identified by the system automatically.

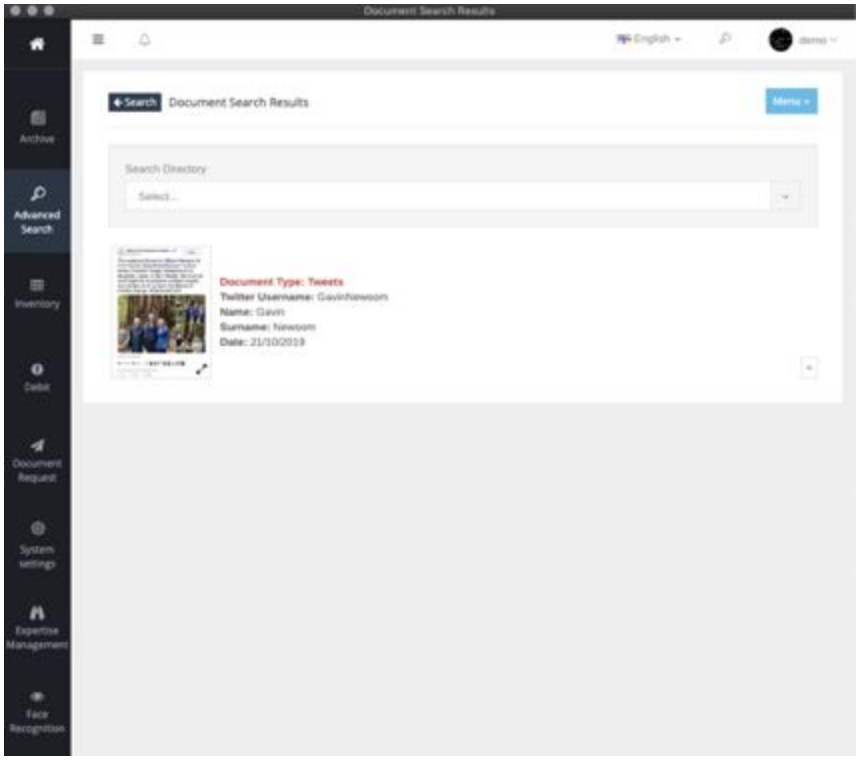




4.3. Advanced Search through Tags

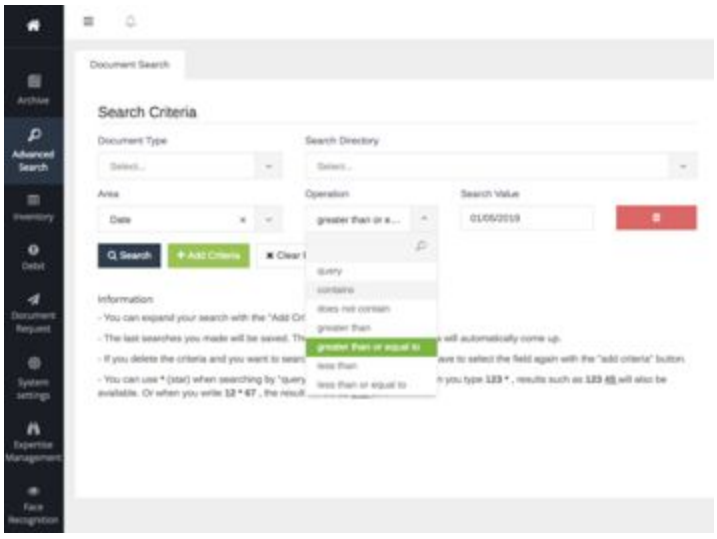
Our Object Recognition Feature will identify any object automatically from any document or picture once it's downloaded or scanned to the system. This enables you to search from tags and customize your search.

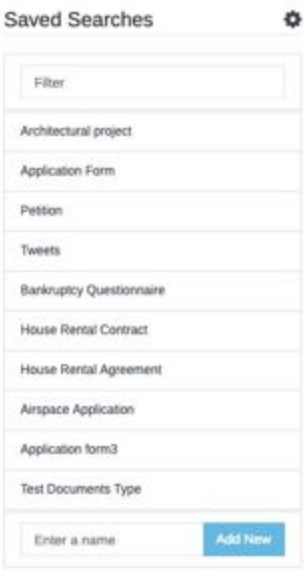




4.4. Advanced Search through Date

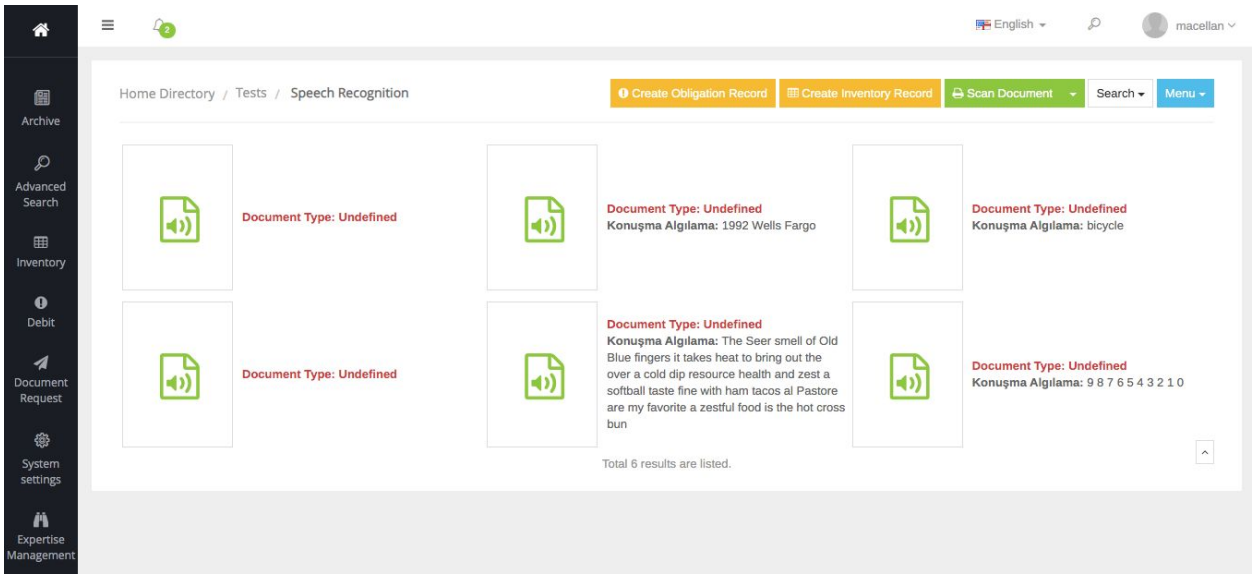
The search can be done by date and other specific areas which created manually.





4.4. Audio to Text

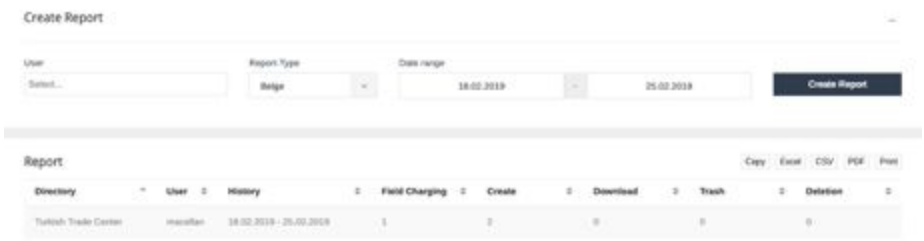
The audio files are automatically converted to texts and any search can be made among the text in these audio files.



5. Statistics

5.1. Create Report

Any report can be created based on User Name on the report screen. The report type and date range can be chosen on the system.



You can add several users by clicking to the same area after selecting users for reporting.

The report previously generated can be printed and can be downloaded in any format. The report can be copied and pasted for any document.

System Requirements

Software Requirements:
- Ubuntu 18.04 Server operating system must be installed.
- SSH access to the server from IP 213.14.19.162 must be allowed.
- During the installation of the software, the server must have access to the Internet.

Disk Requirements:
- The main disk on which the operating system, software, and database will be installed must have a minimum of 250 GB SSD disk.
- The disk (s) to be used for archiving must be mounted to the / mnt directory.

Minimum Hardware:
- 2 GB RAM
- 2 Core Processors

Recommended Hardware:
- 16 GB RAM
- 8 Core processors