

Zim Systems Limited

Document Management Systems (eZimDMS) – *User Manual*



Version: 3.0
Date: 22-07-2009

eZimDMS Manual Index

1. Software and Hardware Requirement
 - 1.1 Server Side Hardware
 - 1.2 Server Side Software
 - 1.3 Client Side Hardware
 - 1.4 Client Side Software
2. Login
3. Home
4. Browse
 - 4.1 Tool Bar
 - 4.2 Function Bar
 - 4.3 Sharing
 - 4.4 Permission
 - 4.5 Checkin
 - 4.6 Checkout
 - 4.7 Notification
 - 4.8 Zip
 - 4.9 Email
 - 4.10 File properties
 - 4.10.1 File Properties
 - 4.10.2 File Permissions
 - 4.10.3 Folders
 - 4.10.4 File Update
 - 4.10.5 Revision History
 - 4.10.6 Logs
 - 4.10.7 Discussion
 - 4.10.8 Document Routing
 - 4.11 Folder properties
 - 4.11.1 Folder Properties
 - 4.11.2 Folder Permissions
 - 4.11.3 Folder Parents
 - 4.12 URL properties
 - 4.12.1 URL Properties
 - 4.12.2 URL Permissions
 - 4.12.3 Folders

- 4.13 Document properties
 - 4.13.1 Document Properties
 - 4.13.2 Document Permissions
 - 4.13.3 Document Parents
 - 4.13.4 Revision History
 - 4.13.5 Discussion
- 4.14 Recycle bin properties **(Only available in eZimDMS Live & eZimDMS Commercial version)**
 - 4.14.1 Recycle Bin Properties
 - 4.14.2 Recycle Bin Permission
 - 4.14.3 The Day of Empty Recycle Bin
 - 4.14.4 Recycle Bin Parents
- 5. Find
 - 5.1 Search In
 - 5.2 Show Matching
 - 5.3 Owned By User
 - 5.4 In Folder
 - 5.5 When File Was
 - 5.6 During
 - 5.7 Limit To
- 6. Addressbook
- 7. Admin
 - 7.1 Group Administration
 - 7.2 User Access Logs
 - 7.3 Group Logs
 - 7.4 Database Statistics
 - 7.5 External Applications
- 8. Profile
 - 8.1 Profile
 - 8.2 Change Password
 - 8.3 User Quota
 - 8.4 Home Directory
 - 8.5 Account Groups
 - 8.6 First Page
 - 8.7 Permissions
 - 8.8 Keyword
 - 8.9 Delete This Account
 - 8.10 Payment Module **(Only available in eZimDMS Live & eZimDMS Commercial version)**

1. Software and Hardware Requirement

1.1 Server Side Hardware:

- Pentium IV or above (Higher CPU would optimize performance)
- 512MB Ram or above (More ram would optimize performance)

1.2 Server Side Software:

- Fedora Core 10, CentOS 5, or Linux with kernel 2.4 or above
- Apache HTTP Server
- PHP 5.0
- PostgreSQL 8.0.x or above version

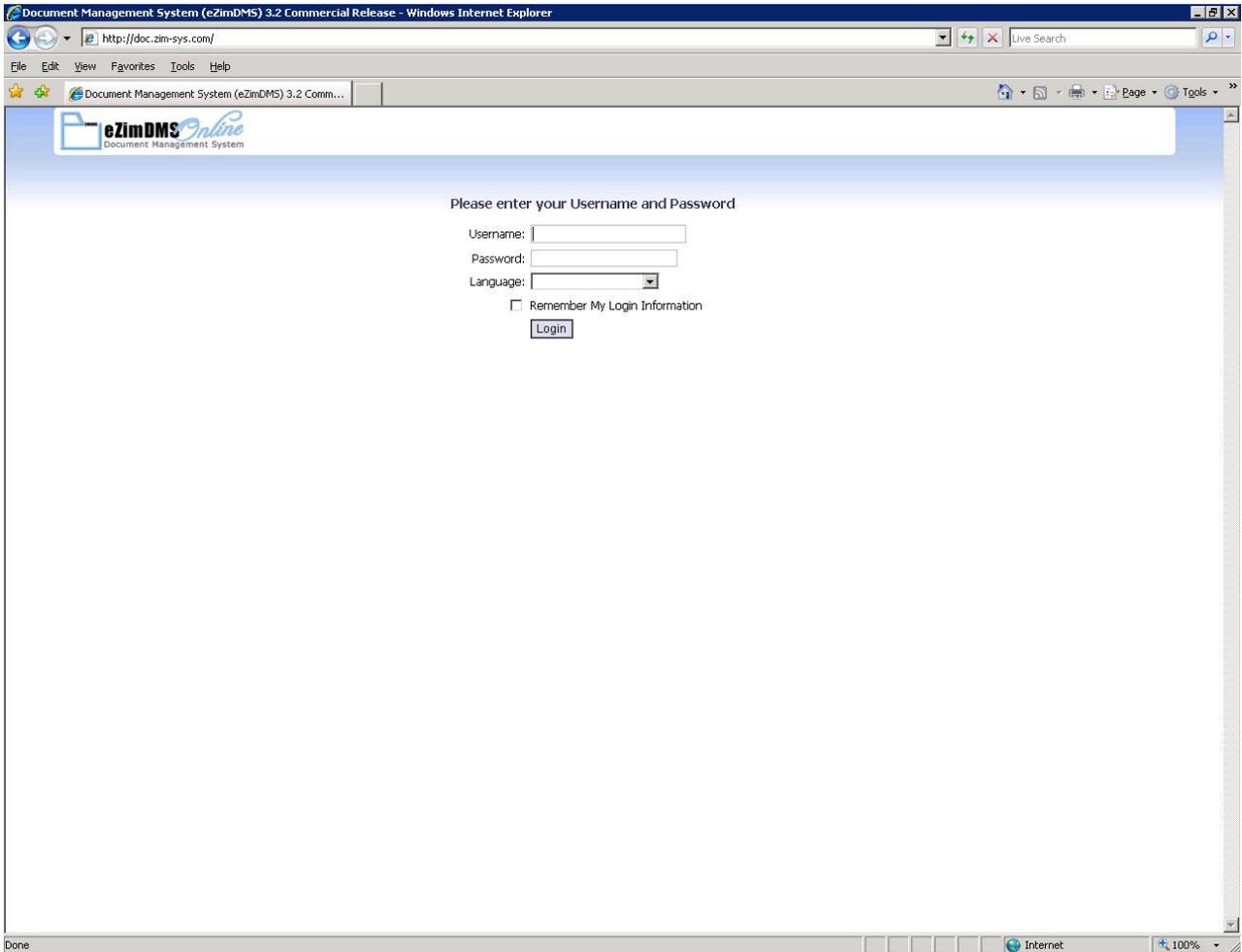
1.3 Client Side Hardware:

- Pentium III or above (Higher CPU would optimize performance)
- 256MB Ram or above (More ram would optimize performance)

1.4 Client Side Software:

- Windows 2000 or above (Windows XP, or Windows Vista)
- Internet Explorer 6.0 or above, Firefox 3.0, Safari 4, Chrome 2.0

2. Login



Document Management System (eZimDMS) 3.2 Commercial Release - Windows Internet Explorer

http://doc.zim-sys.com/

File Edit View Favorites Tools Help

Document Management System (eZimDMS) 3.2 Comm...

eZimDMS Online
Document Management System

Please enter your Username and Password

Username:

Password:

Language:

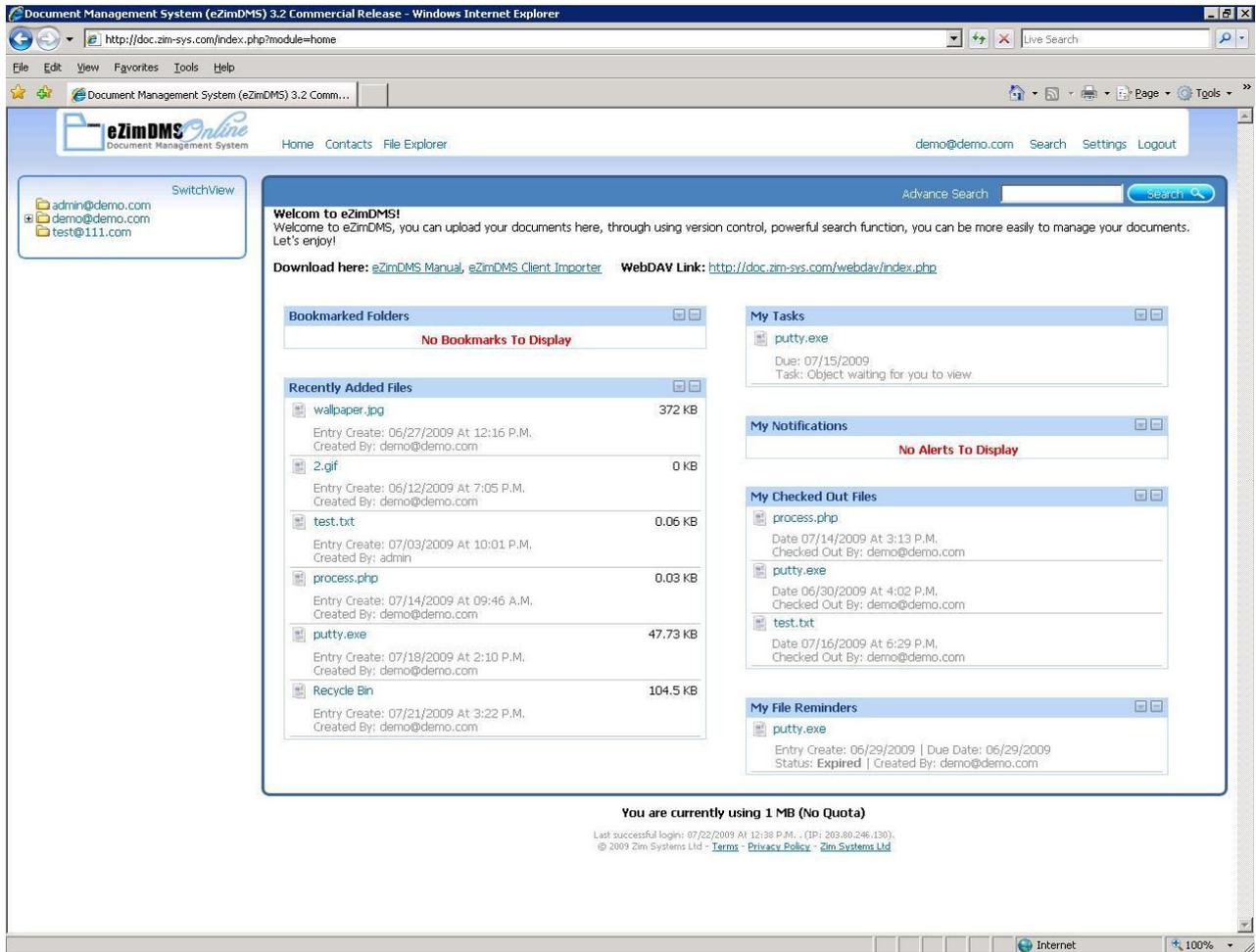
Remember My Login Information

Login

Done Internet 100%

	Description	Remark
Username	Input username	Email address format
Password	Input password.	Must be 4 characters or above
Remember My Login Information	Will save your login information after last successful login	

3. Home



The screenshot shows the eZimDMS Online web interface. The browser title is "Document Management System (eZimDMS) 3.2 Commercial Release - Windows Internet Explorer". The URL is "http://doc.zim-sys.com/index.php?module=home". The page features a navigation menu with "Home", "Contacts", and "File Explorer". A search bar is located in the top right. The main content area includes a welcome message, download links, and several widget sections: "Bookmarked Folders" (No Bookmarks To Display), "Recently Added Files" (listing wallpaper.jpg, 2.gif, test.txt, process.php, putty.exe, and Recycle Bin), "My Tasks" (listing putty.exe), "My Notifications" (No Alerts To Display), "My Checked Out Files" (listing process.php, putty.exe, and test.txt), and "My File Reminders" (listing putty.exe). At the bottom, it states "You are currently using 1 MB (No Quota)".

	Description
Bookmarked Folders	Display bookmarked folders
Recently Added Files	Display recent 10 added files
My Tasks	Display my assign or assigned job
My Subscriptions	Display files / folders notice subscriptions
My Checked Out Files	Display checked out files

4. Browse



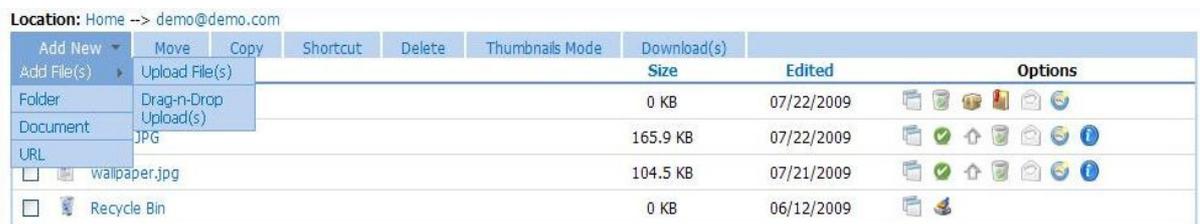
Location: Home --> demo@demo.com

		Download(s)	Size	Edited	Options
Folder	Drag-n-Drop Upload(s)		104.5 KB	07/21/2009	
Document	Bin		0 KB	06/12/2009	

You are currently using 1 MB (No Quota)

Last successful login: 07/22/2009 At 12:38 P.M. (IP: 203.80.246.130)
 © 2009 Zim Systems Ltd - [Terms](#) - [Privacy Policy](#) - [Zim Systems Ltd](#)

4.1 Tool Bar:



Location: Home --> demo@demo.com

		Download(s)	Size	Edited	Options
Folder	Drag-n-Drop Upload(s)		0 KB	07/22/2009	
Document	JPG		165.9 KB	07/22/2009	
URL	Wallpaper.jpg		104.5 KB	07/21/2009	
	Recycle Bin		0 KB	06/12/2009	

Item	Description
Add New 	There are four type could be add in the systems: <ol style="list-style-type: none"> 1. Upload File 2. Folder 3. Document 4. URL
Move	Move files or folders to another folder
Copy	Copy files or folders to another folder
Shortcut	Create files or folders shortcut to another folder
Delete	Delete files or folders
Drag-n-Drop Upload	
View As Thumbnails	Viewing files(s) or directory(s) as thumbnails (photo album)

4.2 Function Bar & Right-Click Menu:

Function Bar: 

	Description
	File or folder properties
	Delete file or folder
	zip whole folder
	Bookmark this folder
	Email this file or all files under this folder (By attachment format or hyperlink format)
	Check out this file
	Update this file
	Discussion available at this file/folder
	Empty recycle bin
	User defined notification of this file/folder

Right-Click Menu

	Properties
	Checkout File
	Update File
	Remove
	Email File
	Subscriptions
	Preview File

4.3 Sharing:

Sharing settings could be divided into 2 sharing:

File Sharing	File sharing only affect that file
Folder Sharing	Folder sharing affect that folder, and all files under that folder

Sharing Concept:

There is a import concept that sharing a file and sharing folder is totally different. Focus on sharing file under a folder only affect that file. For example, there are three users, one is demo@demo.com, and the second is demo1@demo.com. If demo@demo.com share a file named "temp.doc" under "testing" this folder to demo1@demo.com, that file only could be view by demo1@demo.com, if there are also 3 files under "testing" that folder, demo1@demo.com could not view these files. In the meantime, demo@demo.com further add files under "testing", demo1@demo.com also could not view that file.

However, if sharing folder, all files under this folder could be view others. For example, demo@demo.com sharing a folder named "testing" to demo1@demo.com, there are 5 files under "testing", demo1@demo.com could view all of it. And demo@demo.com further add file or folder under "testing", demo1@demo.com also could view.

4.4 Permission:

Permission settings could be divided into 3 permissions:

For Folder:

Action	Delete	Bookmark	Email	Update	Subscript	Add	Zip
View	No	Yes	Yes	No	No	No	Yes
Edit	No	Yes	Yes	No	No	Yes	Yes
Manage	Yes	Yes	Yes	Yes	Yes	Yes	Yes

For Files:

Action	Delete	Bookmark	Email	Check out	Update	Subscript	Add
View	No	No	Yes	No	No	No	No
Edit	No	No	Yes	Yes	Yes	No	No
Manage	Yes	No	Yes	Yes	Yes	Yes	No

4.5 Check-in File:

When you were assigned with manage or edit permission of files or folders, you can update file version

4.6 Check-out File:

When you were assigned with manage or edit permission of files or folders, once you check-out the file, no one(besides of system admin or group admin) can modify the check out file.

4.7 Notification:

Notification settings could be divided into 2 catalogs:

Action	Action assign at File level	Action assign at Folder level
Object checked out	√	√
Object checked in	√	√
Object Removed	X	√
New Object Created	X	√
Comment posted for object	√	√

4.8 Zip:

Zip function only appear in folder mode, you can zip the folder and download the single zip file.

4.9 Email:

Email function could be performed in file and folder.

	File	Folder	remark
Attachment method	√	X	File could be sent as email attachment, Maximum is 5 Mb
Hyperlink method	√	√	File or Folder could be sent as hyperlink download method. You can also set two more options: <ol style="list-style-type: none"> 1. Hyperlink valid date 2. Email notification

4.10 File properties:

4.10.1 File Properties

File Properties

File Name

Summary

Size 165.85 KB	Uploaded Version 1	Custom File Revision Not Set
--------------------------	------------------------------	--

Created By
07/22/2009 At 2:17 P.M. By demo@demo.com

Last Modified
07/22/2009 At 2:17 P.M. By demo@demo.com

Latest Revision Notes
None

File Status
Available For Editing

In this section, you can check all of the information related to this file, and here you can also change the file name, file summary. Furthermore, you can check this file size, created by whom, last modification, file version and file status. The important function in this section that when a file is in checkout status, you need to clear this flag here. (System Admin, Group Admin, file owner or whom checkout can do so)



4.10.2 File Permissions

File Permissions

<u>Account/Department</u>	Notice	Manage	Edit	View
demo@demo.com / []	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please enter username for this file permission



In this section, you can set the file permission using address book or type in, all of these format is email format base. By default, the permission only given to user is "View", but you can change it later. To remove permission, just click it out all the given permission and then click the "Update" button.

4.10.3 Folders

In this section, you can change your file location from current to other folder, this function just like "Move" of the "Tool Bar".

4.10.4 File Update

This function is same as "Check-in" function.

4.10.5 Revision History

Revision History

Uploaded Version 1
Name: Home.JPG
Modified: 07/22/2009 At 2:17 P.M. By demo@demo.com
Revision Notes: None
Size: 165.85 KB
[\[View This Version\]](#) [\[Promote To Latest Version\]](#)

In this section, you can check or download all of the version of using "checkin" function. There is not only for checking but also promote any version to the latest version. (System Admin, Group Admin or file owner can do so)

4.10.6 Logs

Logs Last 10 Entries ▾

07/24/2009 At 11:31 A.M.
Entry: Object Checked In
User: demo@demo.com
Data: Home.JPG

07/24/2009 At 11:31 A.M.
Entry: Digital signature verified
User: demo@demo.com

07/24/2009 At 11:31 A.M.
Entry: Object Viewed
User: demo@demo.com

07/24/2009 At 01:40 A.M.
Entry: Object Permissions Updated
User: demo@demo.com

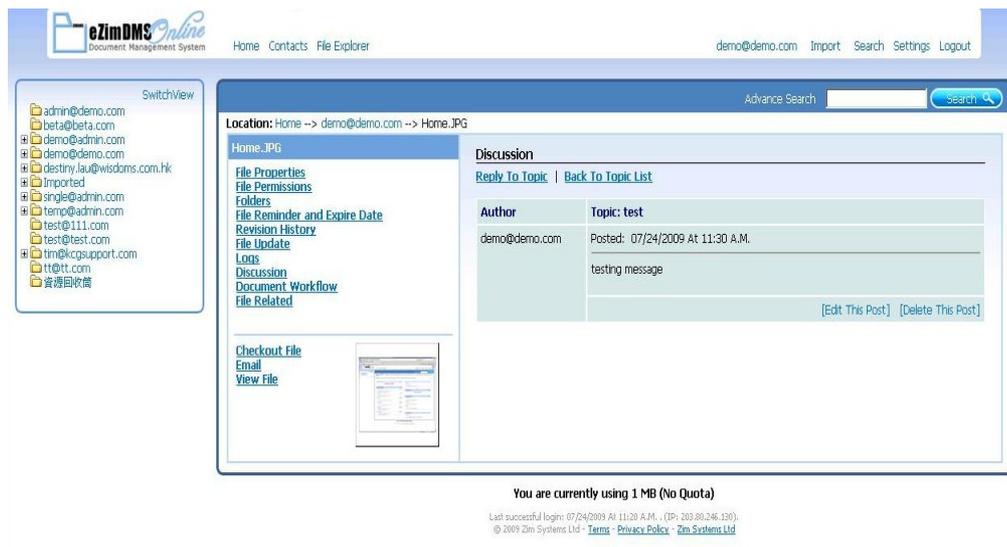
07/24/2009 At 01:39 A.M.
Entry: Object Permissions Updated
User: demo@demo.com

07/22/2009 At 2:17 P.M.
Entry: Object Created
User: demo@demo.com
Data: Home.JPG

You can check all of the activities of this file. Including the following:

	Description
Last 10 Entries	Display log file of latest 10 entriess
My Entries	Display entries only you uploaded or created
Virus Scans	Display log record of virus check
Email	Display record of email activity within the system
File Views	Display all file view action within the system
Check-in / Check-out	Display check-in or checkout record
All Entries	Display all entries of the above activities

4.10.7 Discussion



The screenshot shows the eZimDMS Online interface. On the left is a navigation tree with folders like 'admin@demo.com', 'beta@beta.com', etc. The main content area shows the file 'Home.JPG' with a discussion section. The discussion has one post by 'demo@demo.com' with the subject 'test' and the message 'testing message'. Below the discussion, there are links for 'Checkout File', 'Email', and 'View File'. At the bottom, a status bar indicates 'You are currently using 1 MB (No Quota)' and provides copyright information for 2009 Zim Systems Ltd.

In this section, you can view or post any comments here regarding of this file. (System Admin, Group Admin or file owner can delete the post)

4.10.8 Document Routing

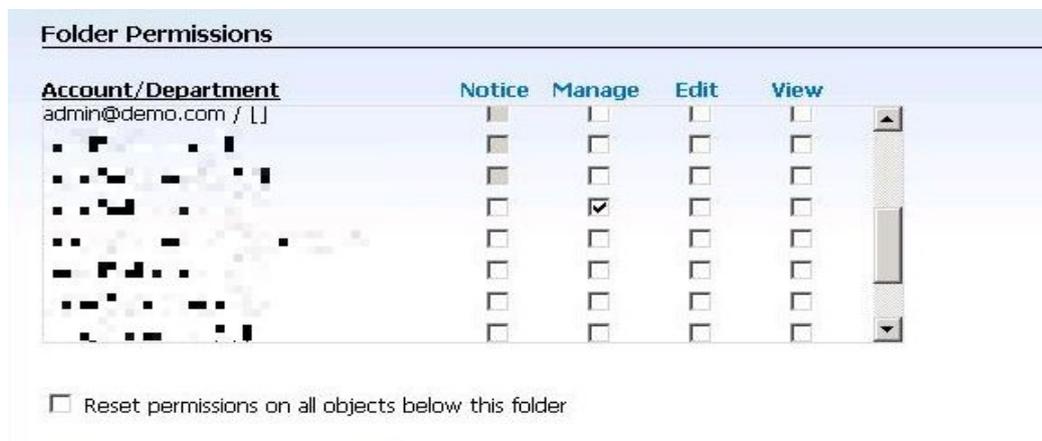
4.11 Folder properties:

4.11.1 Folder Properties



In this section, you can check information related to this folder, and here you can also change the folder name, folder descriptions.

4.11.2 Folder Permissions



In this section, you can set the folder permission using address book or input manually with email format. By default, the permission is "View" only, but user can change it manually. Further options user can set it here that it is "[Reset this object permission at the same time for this user](#)". A sample is shown as following:

Please enter username for this file permission



Reset this object permission at the same time for this user

If you click on this option, all of the files which is under this folder will also reset to default permission "View" but affect this user only.

If you want to change a set of permissions and apply it under this folder. You can use the following option:

Reset permissions on all objects below this collection

To remove permission, just click it out all the given permission and then click the "Update" button.



4.11.3 Folder Parents

In this section, you can change your folder location from current to other folder, this function just like "Move" of the "Tool Bar".

4.12 URL Properties

4.12.1 URL Properties

URL Properties

Name
Sourceforge

URL
http://sf.net

Description

Created By
demo@demo.com On 07/22/2009 At 2:22 P.M.

Submit Changes

In this section, you can change the URL name, URL address and descriptions.

4.12.2 URL Permissions

URL Permissions

Account/Group	Manage	Edit	View
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update

In this section, you can set the file permission using address book or type in, all of these format is email format base. By default, the permission only given to user is "View", but you can change it later. To remove permission, just click it out all the given permission and then click the "Update" button.

4.12.3 Folders

In this section, you can change your folder location from current to other folder, this function just like "Move" of the "Tool Bar"



4.13 Document Properties

4.13.1 Document Properties

In this section, you can check information related to this folder, and here you can also change the folder name, folder descriptions.

4.13.2 Document Permissions

In this section, you can set the document permission using address book or type in, all of these format is email format base. By default, the permission only given to user is "View", but you can change it later. To remove permission, just click it out all the given permission and then click the "Update" button.

4.13.3 Document Parents

In this section, you can change your folder location from current to other folder, this function just like "Move" of the "Tool Bar".

4.13.4 Revision History

In this section, you can check or download all of the version which is edit before. There is not only for checking but also promote any version to the latest version. (System Admin, Group Admin or file owner can do so)

4.13.5 Discussion

In this section, you can view or post any comments here regarding of this file. (System Admin, Group Admin or file owner can delete the post)

4.14 Recycle Bin Properties **(Only available in eZimDMS Live & eZimDMS Commercial version)**

4.14.1 Recycle Bin Properties

In this section, you can check information related to this Recycle Bin, and here you can also change the name and descriptions.

4.14.2 Recycle Bin Permission

In this section, you can set the folder permission using address book or input manually with email format. By default, the permission is "View" only, but user can change it manually. To remove permission, just click it out all the given permission and then click the "Update" button.

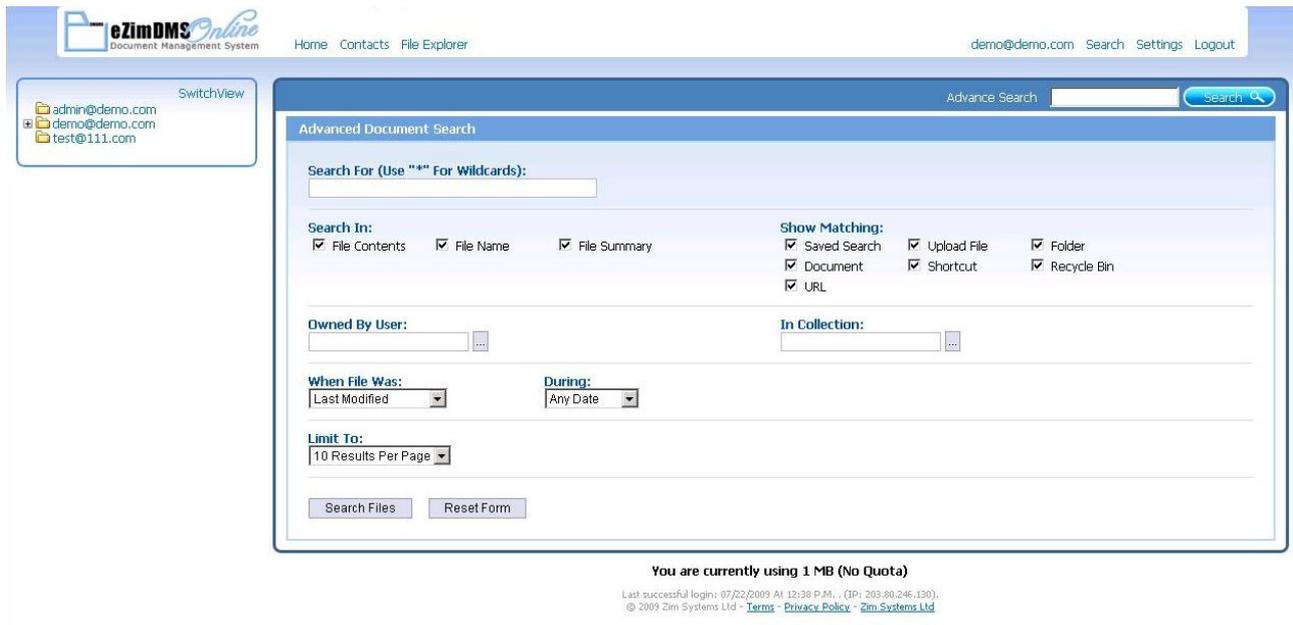
4.14.3 The Day of Empty Recycle Bin

In this section, you can set a period day to automatic empty recycle bin.

4.14.4 Recycle Bin Parents

In this section, you can change your Recycle Bin location from current to other folder, this function just like "Move" of the "Tool Bar".

5. Find



Advanced Document Search

Search For (Use "*" For Wildcards):

Search In:
 File Contents File Name File Summary

Show Matching:
 Saved Search Upload File Folder
 Document Shortcut Recycle Bin
 URL

Owned By User: [] In Collection: []

When File Was: [Last Modified] During: [Any Date]

Limit To: [10 Results Per Page]

[Search Files] [Reset Form]

You are currently using 1 MB (No Quota)
Last successful login: 07/22/2009 At 12:38 P.M. (IP: 203.89.246.130)
 © 2009 Zim Systems Ltd - [Terms](#) - [Privacy Policy](#) - [Zim Systems Ltd](#)

Search function:

To perform a more accurate search, there are few options for customize search criteria.

5.1 Search In:

Search by 3 criteria

1. Name – Object name (e.g. filename, URL name, directory, document name
2. Summary –Object summary (e.g. file summary, shortcut summary, directory summary, document summary
3. Content –Object content (File format supported: DOC/XLS/TIFF/PDF/TXT)

5.2 Show Matching:

Show Matching:

Saved Search Upload File Folder
 Document Shortcut Recycle Bin
 URL

Search method:

	Description
Exact match	This represent type in full name
Wildcard match	This represent you could combine with "*" this symbol to perform a search Valid format: Th* Search Result: This or The or That Invalid format: *th

5.3 Owned By User:

When clicking this button , A pop up windows will display for user to narrow down the search criteria by user.

5.4 In Folder:

When clicking this button , A pop up windows will display for user to narrow down the search criteria by folder.

5.5 When files was:

When clicking this button , you can select two options:

	Description
Last Modified	Last modified date of file whenever uploaded or created in the system.
Entered Into System	File creation date

5.6 During:

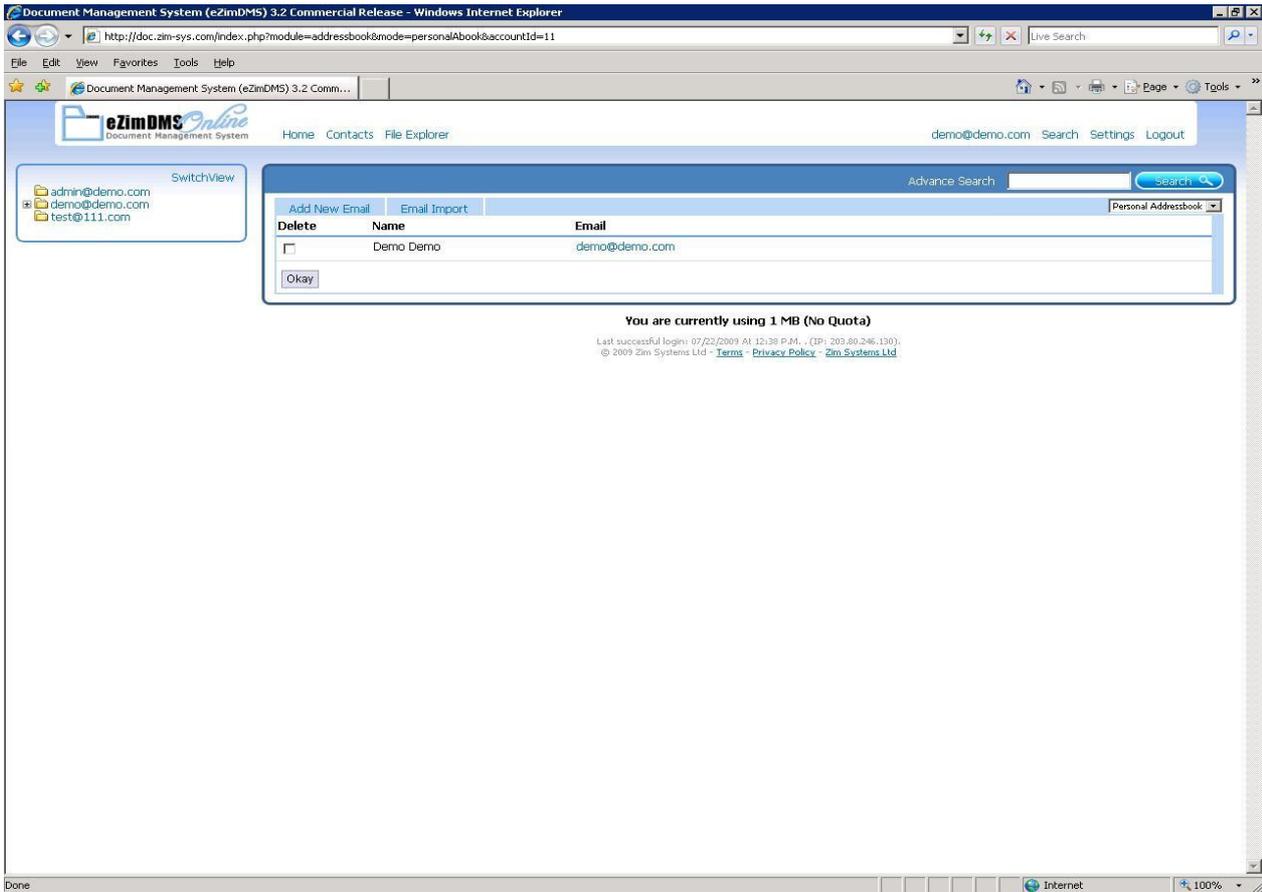
When clicking this button , there are 5 options for you to select:

	Description
Any Date	Any date
Before	Search file only before the specific date
On Date	Search file only at exact date
After	Search file only after the specific date
Time Period	Search file within a specific period

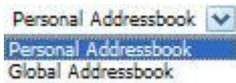
5.7 Limit To:

When clicking this button , you can limit your search result. Possible option is 10, 25 or 50 per page.

6. Address book

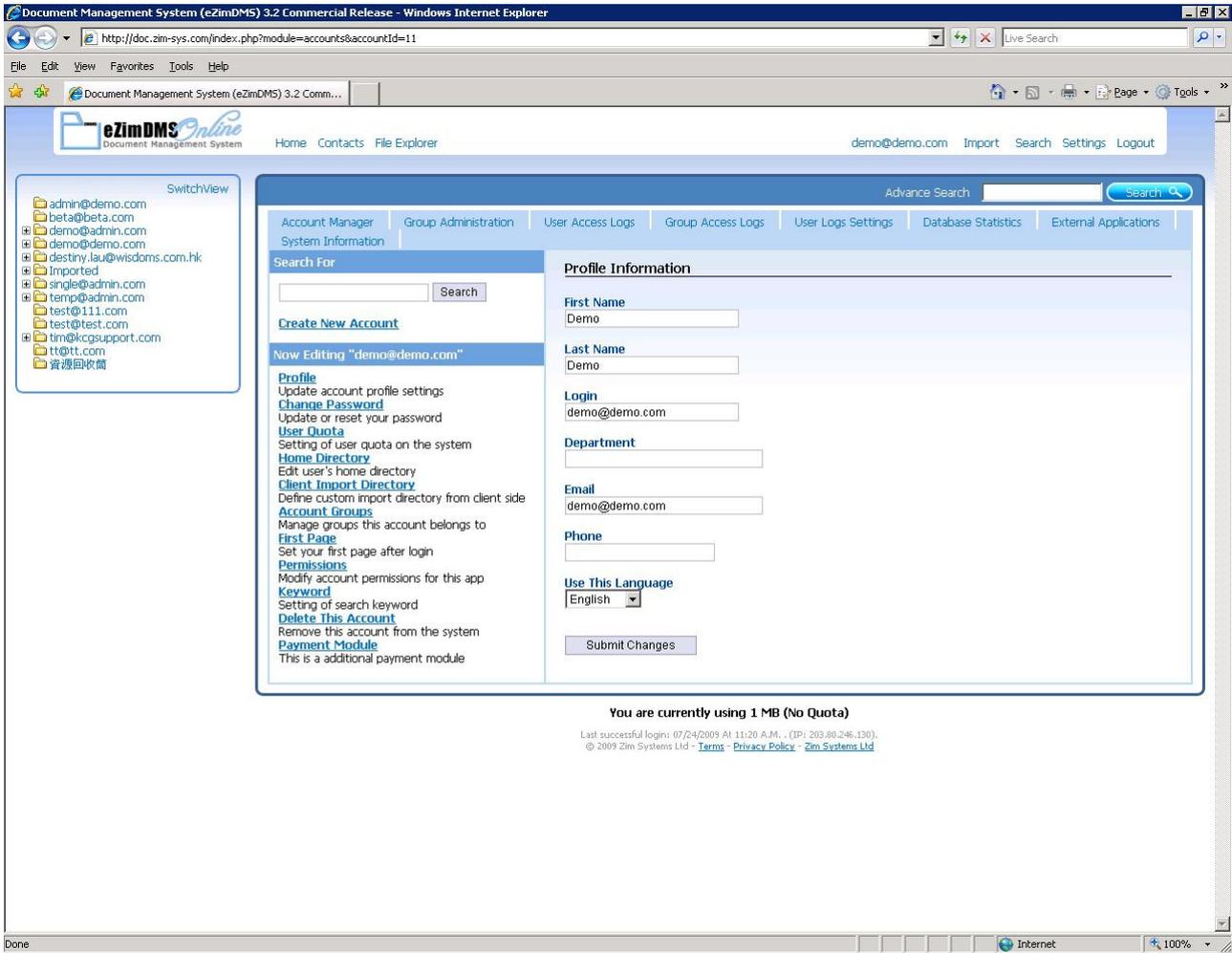


Address book divide into 2 catalogs:



	Description	Management Rights
Personal Address book	This will only appear self own email address	User
Global Address book	This will appear all users email address under this group	Systems Admin or Group Admin

7. Admin



The screenshot shows the eZimDMS Online Admin interface. The browser title is "Document Management System (eZimDMS) 3.2 Commercial Release - Windows Internet Explorer". The URL is "http://doc.zim-sys.com/index.php?module=accounts&accountId=11". The page features a navigation menu with options like "Home", "Contacts", "File Explorer", "demo@demo.com", "Import", "Search", "Settings", and "Logout". A sidebar on the left lists various email addresses under "SwitchView". The main content area is titled "Profile Information" for the user "demo@demo.com". It includes fields for "First Name" (Demo), "Last Name" (Demo), "Login" (demo@demo.com), "Department", "Email" (demo@demo.com), and "Phone". There are also sections for "Profile" (with links for Update account profile settings, Change Password, User Quota, Home Directory, Client Import Directory, Account Groups, First Page, Permissions, Keyword, Delete This Account, and Payment Module) and "System Information". A status message at the bottom indicates "You are currently using 1 MB (No Quota)".

There is a table for which system level user can access the catalog:

	System Admin	Group Admin	User
Account Manager	√	√	X
Group Administration	√	√	X
User Access Logs	√	√	X
Group Access Logs	√	√	X
User Logs Settings	√	√	X
Database Statistics	√	X	X
External Applications	√	X	X
System Information	√	X	X

7.1 Group Administration



There is a table for which system level user can enable system functions:

	System Admin	Group Admin	User	Description
Group Profile	√	√	X	Set name of the group
Group Quota	√	X	X	Set group quota
Group Permission	√	√	X	Payment module function could only enabled by System Admin
Group Members	√	X	X	Assign members to the group
View Settings	√	√	X	Using share or personal base viewing method of the left panel
Group Removal	√	X	X	Remove this group

7.2 User access logs

	Description	Remark
Show access logs	Show user login time	
Show other logs	Show 5 type of logs: <ol style="list-style-type: none"> 1. Object created 2. Object deleted 3. Object emailed 4. Object check-in 5. Object check-out 	
User quota details	Show user quota details	

7.3 Group Access Logs



The screenshot shows the eZimDMS Online interface. The left sidebar contains a 'SwitchView' menu with various user accounts. The main content area is titled 'Group Access Logs' and displays a 'User Login Summary' for the 'DEMO' group. The summary includes a search bar and a table of login times for three users: admin@demo.com (9), demo@demo.com (366), and test@demo.com (5). Below the summary, it states 'You are currently using 1 MB (No Quota)' and provides the last successful login details: '07/24/2009 At 11:20 A.M. (IP: 203.80.246.130)'. Copyright information for 2009 Zim Systems Ltd is also visible.

	Description	Remark
User Login Summary	Show whole group users login activities	
Group quota details	Show quota detail of user under specific group	

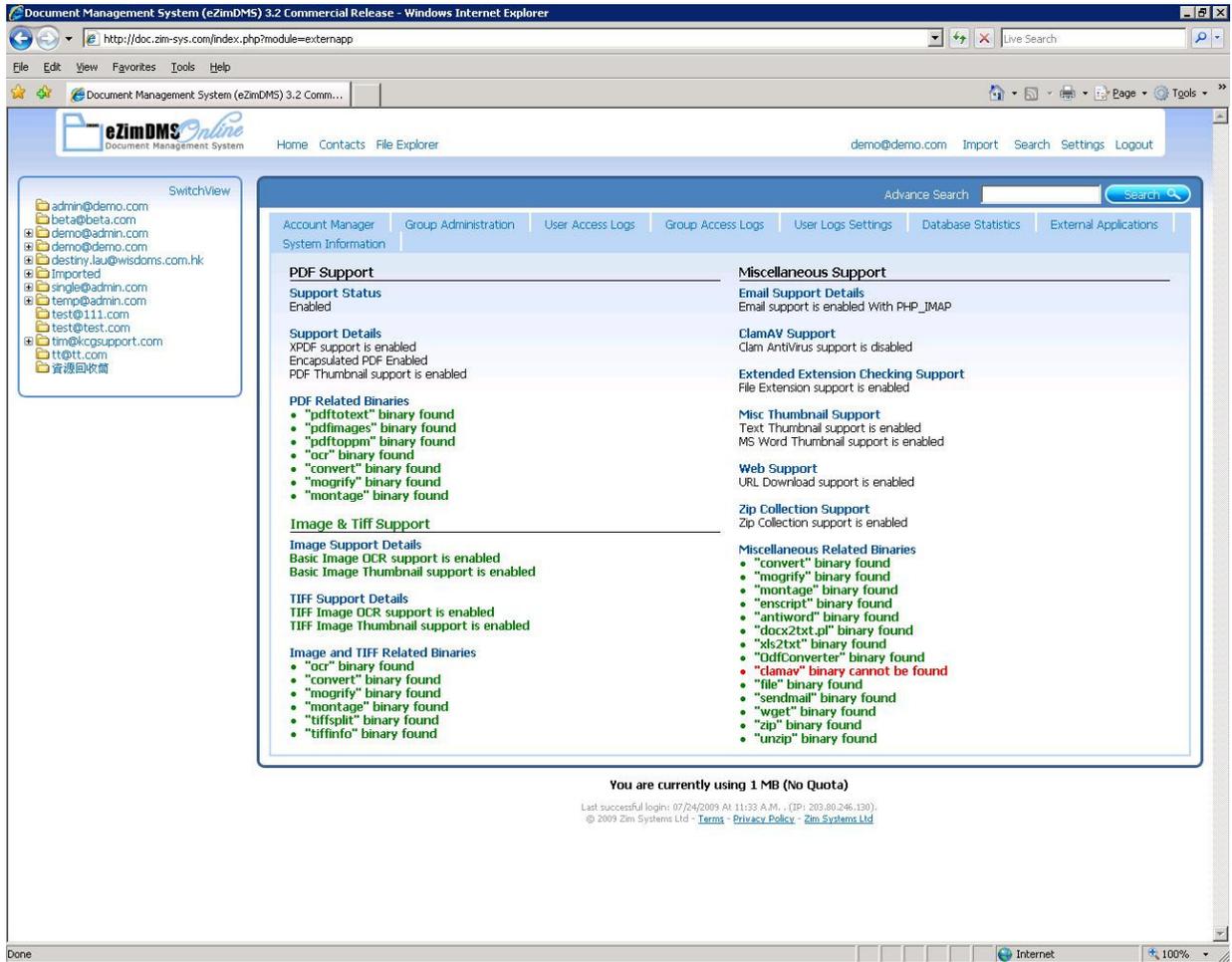
7.4 Database Statistics



The screenshot shows the eZimDMS Online interface for 'Database Statistics'. The main content area displays a table with the following data: Filesystem: 1.29 GB, Number of Users: 12, Number of files: 264, and Number of Folders: 39. Below the table, it states 'You are currently using 1 MB (No Quota)' and provides the last successful login details: '07/24/2009 At 11:33 A.M. (IP: 203.80.246.130)'. Copyright information for 2009 Zim Systems Ltd is also visible.

	Description
File system	Display capacity of all upload objects in the system
Number of Users	Display total number users in the system
Number of Files	Display total number of files in the system
Number of Folders	Display total number folders in the system

7.5 External Applications



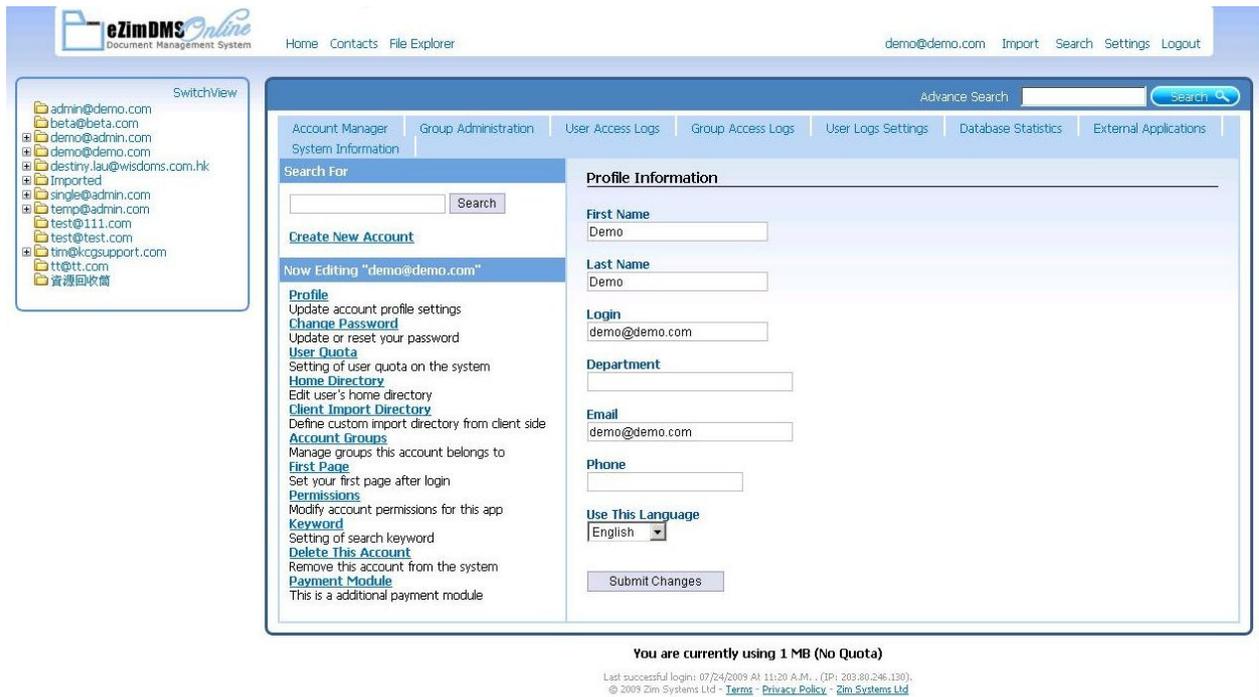
The screenshot shows the eZimDMS Online interface in a Windows Internet Explorer browser. The page title is "Document Management System (eZimDMS) 3.2 Commercial Release - Windows Internet Explorer". The URL is "http://doc.zim-sys.com/index.php?module=externapp". The interface includes a navigation menu with options like "Home", "Contacts", "File Explorer", "demo@demo.com", "Import", "Search", "Settings", and "Logout". A search bar is located at the top right. The main content area is titled "External Applications" and contains several sections:

- PDF Support**
 - Support Status**: Enabled
 - Support Details**: XPDF support is enabled, Encapsulated PDF Enabled, PDF Thumbnail support is enabled.
 - PDF Related Binaries**:
 - "pdftotext" binary found
 - "pdfimages" binary found
 - "pdftoppm" binary found
 - "ocr" binary found
 - "convert" binary found
 - "mogrify" binary found
 - "montage" binary found
 - Image & Tiff Support**
 - Image Support Details**: Basic Image OCR support is enabled, Basic Image Thumbnail support is enabled.
 - TIFF Support Details**: TIFF Image OCR support is enabled, TIFF Image Thumbnail support is enabled.
 - Image and TIFF Related Binaries**:
 - "ocr" binary found
 - "convert" binary found
 - "mogrify" binary found
 - "montage" binary found
 - "tiffsplit" binary found
 - "tiffinfo" binary found
- Miscellaneous Support**
 - Email Support Details**: Email support is enabled With PHP_IMAP.
 - ClamAV Support**: Clam AntiVirus support is disabled.
 - Extended Extension Checking Support**: File Extension support is enabled.
 - Misc Thumbnail Support**: Text Thumbnail support is enabled, MS Word Thumbnail support is enabled.
 - Web Support**: URL Download support is enabled.
 - Zip Collection Support**: Zip Collection support is enabled.
 - Miscellaneous Related Binaries**:
 - "convert" binary found
 - "mogrify" binary found
 - "montage" binary found
 - "enscript" binary found
 - "antword" binary found
 - "docx2txt.pl" binary found
 - "xls2txt" binary found
 - "DdfConverter" binary found
 - "clmav" binary cannot be found
 - "file" binary found
 - "sendmail" binary found
 - "wget" binary found
 - "zip" binary found
 - "unzip" binary found

At the bottom of the page, it states: "You are currently using 1 MB (No Quota)". Below this, there is a footer with the text: "Last successful login: 07/24/2009 At 11:33 A.M. (IP: 203.80.246.130). © 2009 Zim Systems Ltd - [Terms](#) - [Privacy Policy](#) - [Zim Systems Ltd](#)".

Check the compatible list of third party software

8. Profile



You are currently using 1 MB (No Quota)
Last successful login: 07/24/2009 At 11:20 A.M. (IP: 203.80.246.130).
 © 2009 Zim Systems Ltd - [Terms](#) - [Privacy Policy](#) - [Zim Systems Ltd](#)

There is a table for which system level user can enable system functions:

	System Admin	Group Admin	User	Description
Profile	√	√	○	Group Admin or System Admin is able to grant the right to user
Change Password	√	√	○	Group Admin or System Admin is able to grant the right to user
User Quota	√	√	X	Set user quota
Home Directory	√	√	√	Set user initial home directory
Client Import Directory	Available when payment module enable			This is a additional payment module. Please ref: Section "8.10"
Account Groups	√	X	X	Assign user to specific group
First Page	√	√	√	Set user home page after login
Permissions	√	√	X	Set user permission
Keyword	√	√	√	Set personal keyword for search function
Delete This Account	√	√	X	Delete user in system
Payment Module	Available only if payment module activate			This is a additional payment module. Please ref: Section "8.10"

√ - Enable X - Disable ○ - Optional

8.1 Profile

Profile will show user profile formation, user can also change the settings

8.2 Change Password

User can change the password. Password must include 4 characters or above.

8.3 User Quota

Systems Admin or Group Admin can set the user's quota, this quota must not be greater than "Group Quota"(Admin --> [Group Administration](#)). "0" means unlimited.

8.4 Home Directory

Set user initial home directory when click on "Browse".

8.5 Account Groups

Only System Admin is allow to process such assignment.

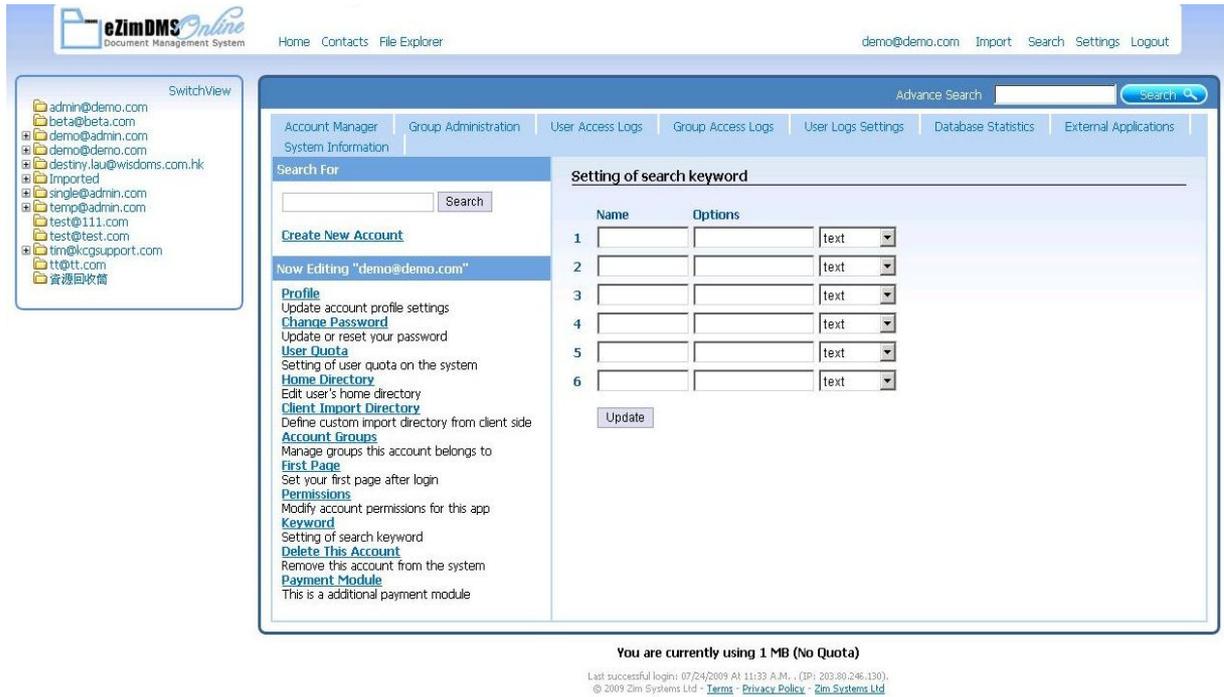
8.6 First Page

Set the first page after successful login.

8.7 Permissions

	Description
Administrator	Single administrator
Can manage other users	Group Admin. It can perform add, update, delete user in the same group.
Can insert objects into the system	Allow user to upload, create objects in the system.
Can alter own profile	Allow user to change the personal profile.
Can alter password	Allow user to change login password.
Payment Module	

8.8 Keyword



The screenshot shows the 'Setting of search keyword' page in the eZimDMS Online interface. The page has a navigation menu at the top with options like 'Account Manager', 'Group Administration', 'User Access Logs', etc. On the left, there is a 'SwitchView' panel showing a list of users. The main content area is titled 'Setting of search keyword' and contains a table with 6 rows. Each row has a 'Name' column and an 'Options' column. The 'Options' column contains a dropdown menu with 'text' selected. Below the table is an 'Update' button. At the bottom of the page, there is a status bar indicating 'You are currently using 1 MB (No Quota)' and 'Last successful login: 07/24/2009 At 11:33 A.M., (IP: 203.80.246.130)'.

Keyword settings divided into two sections:

	Description	Remark
Textbox	User can input keyword to index the file	No options is required
Dropdown	User can input keyword for index the file	Options only apply to dropdown box

User is allowed to define up to 6 keywords for indexing file. User is allowed to use the pre defined keyword to index the file once the keywords are inputted in advance.

8.9 Delete This Account

Only System Admin or Group Admin can delete user. If Group Admin, only same group user he can delete.

8.10 *Payment Module (Only available in eZimDMS Live & eZimDMS Commercial version)*

There are additional module which need only in "eZimDMS Live" & "eZimDMS Commercial" version. Possible functions are:

	Description
Recycle Bin	Just like windows recycle bin, you will still have a chance to recovery deleted file.
Drag-n-Drop file upload	This function could make it possible form your desktop using drag-n-drop method to upload your file into DMS.
Photo Album	This function could make it possible to be a simple online photo album, no need to download your image into your computer, just viewing your images in the system.
Client Importer	This function let client side to import files from their folder into DMS when using eZimDMS client program.
Object Related	This function build a relationship between files & folder, which is easily find related informations.
Folder Preview	Folder preview which help you easily identify what this folder represent.
Email Import	Import email address through CSV file.
WebDAV	Enable this function let you put or get files through webdav support protocol programs, such as windows explorer, netdrive or
Mutli Download	This is a java applet let you download folder & files in a single task.
File Alert	This function is a file reminder which remind before the date you set. And also for auto delete the file after the date you set.