



Navaera On-Demand Gateway 3.0 File Manager Component Specification

Project ID: Page (A)

Draft – Privileged and Confidential

Navaera Sciences, LLC

June 15, 2020

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Revision History

Author	Date	Reason For Changes	Version
Caroline Freund	03/27/2020	Initial Draft Completed	1
Corrao, Andrew	03/29/2020	Draft Revised	2
Adler, Matthew	02/11/2020	Draft Updated	3
Freund, Caroline	06/15/2020	Draft Updated	4
Corrao, Andrew	06/15/2020	Draft Updated	5

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1. Introduction

This document is the Component Specification for the File Manager feature for the Navaera.com (“Page”) project. It has been developed by Navaera Sciences, LLC (“Navaera”) for the purpose of outlining and describing the content and functionality of the component

This document represents what the Navaera design team has conceptualized for the File Manager. It is meant to serve as a guideline for the development team in developing the intended application. It is considered that certain elements of the design may not represent the most pragmatic way of accomplishing the intended functionality. Therefore, it should serve as a means of discussion between the design team and development teams for the most robust production of the intended component.

1.1 Prior Art Project – Houston (“EnCamera FAC”)

The Houston project was a web-based file and document management application which enables users to maintain personal and group document collections. Specific functionality which is provided within Houston includes:

- Ability to maintain both personal and group/project document collections.
- Ability to search personal documents; as well as documents which are ‘published’ by other groups and individuals
- Ability to view document clusters which, based on search indexes groups documents into perceived categories
- Ability to view statistics on documents collected by textual affect sensing algorithms
- Ability to use the application by users both within an Active Directory and within internally maintained user administration.

To learn more about this please review the Houston specification found in HOU-2 in Jira

1.2 About File Manager Feature for Page

The File Manager feature will leverage functionality from the Houston project and will be integrated within the Page project to provide a web-based file and document management feature. Specific functionality provided within Houston will be maintained within the File Manager feature.

1.3 Inherited Requirements from the Core Application Specification

As a component of the Page (A) project, this component shall inherit all development requirements specified in Section 2 of the Core Application Specification. All indicated hardware and software interfacing and dependencies identified in the Core Application Specification shall be considered to be incorporated in this specification as well.

2. File Manager

The File Manager will be a feature in Navaera.com for Navaera On-Demand users to upload and interact with files on an individual and group level. To access File Manager, users will need to sign into their Navaera On-Demand profile. When the user logs into their On-Demand Profile, they will be directed to the Canvas page AND the Menu Sidebar will be displayed on the left side of the page. This will be discussed in more detail in the Page Gateway Component Specification.

From the Menu Sidebar, the user will need to select the File Manager option. The File Manager page will now be displayed as shown in Figure 1. Please note that the other features of the Menu Sidebar will be discussed in more detail in the Page Gateway Component Specification.

2.1 Associated UIs

The following screens are the associated UIs for the File Manager.

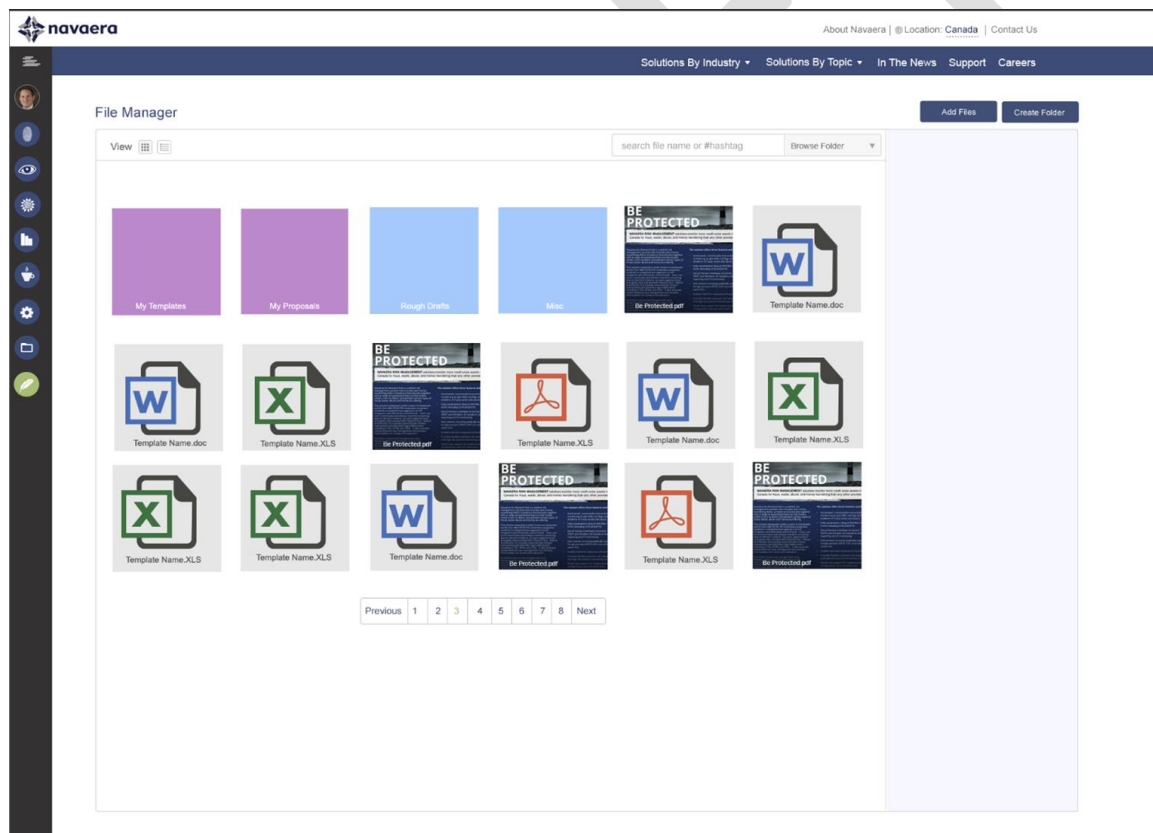


Figure 1 – File Manager Icon View

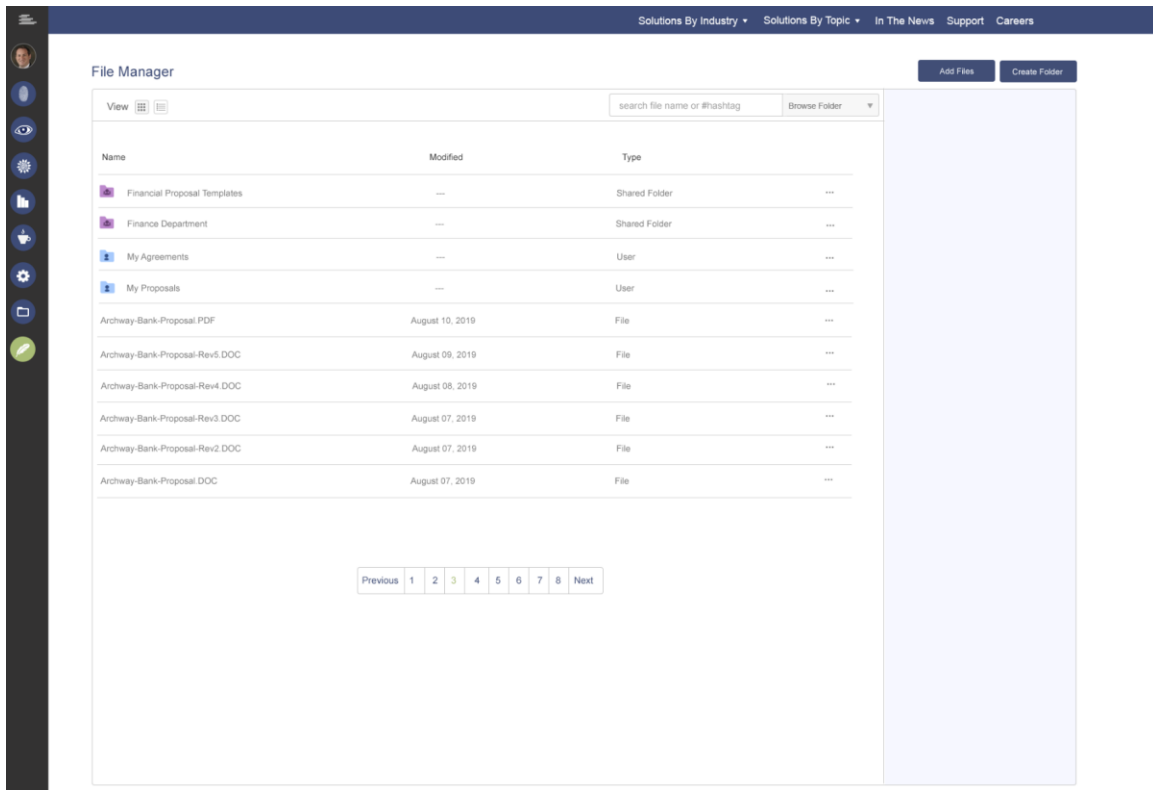


Figure 2 – File Manager List View

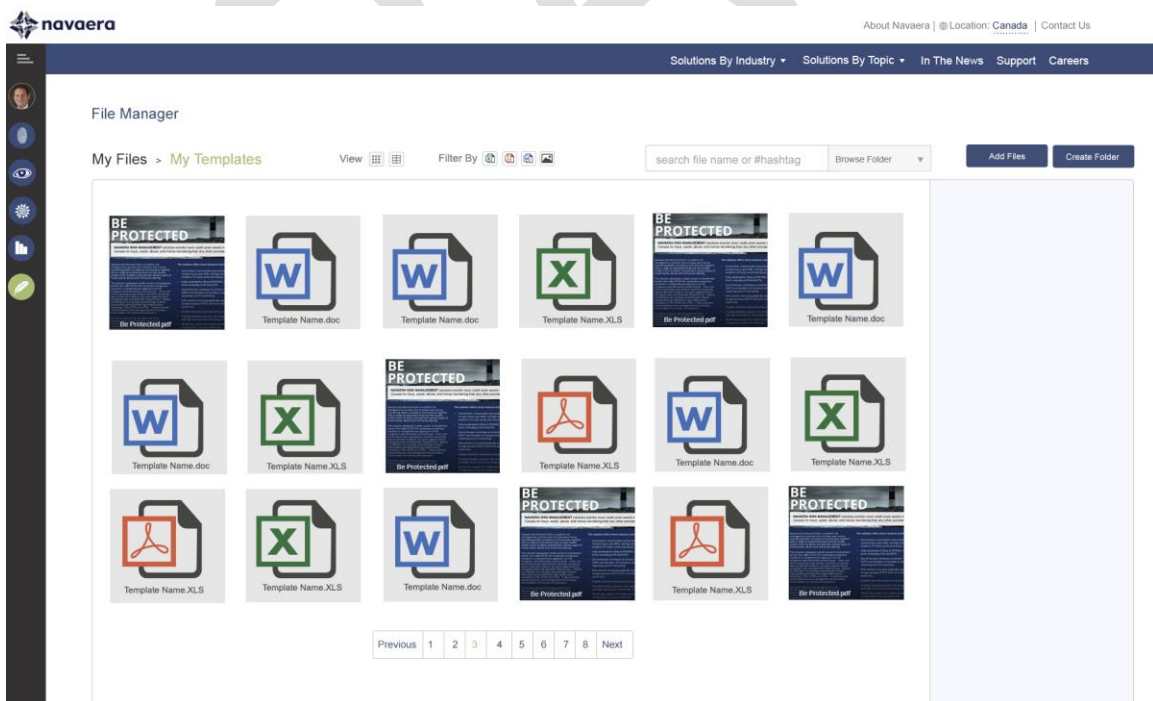


Figure 3 – Folder Icon View

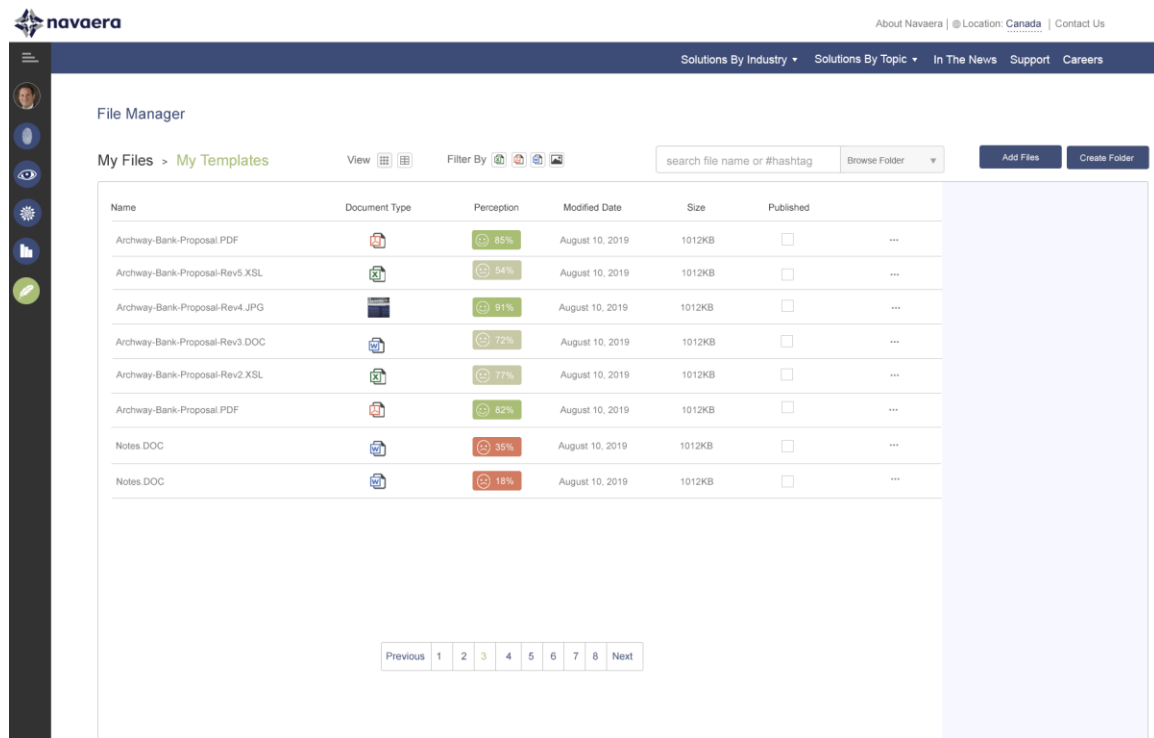


Figure 4 – Folder List View

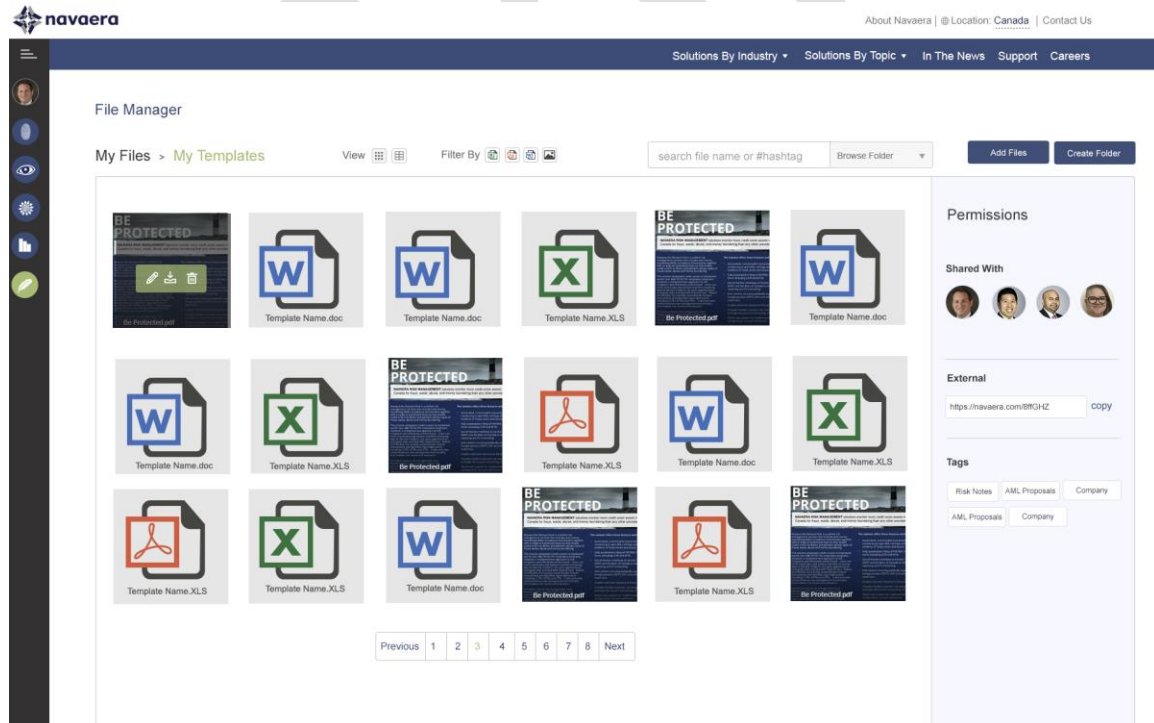


Figure 5 – Icon View Options

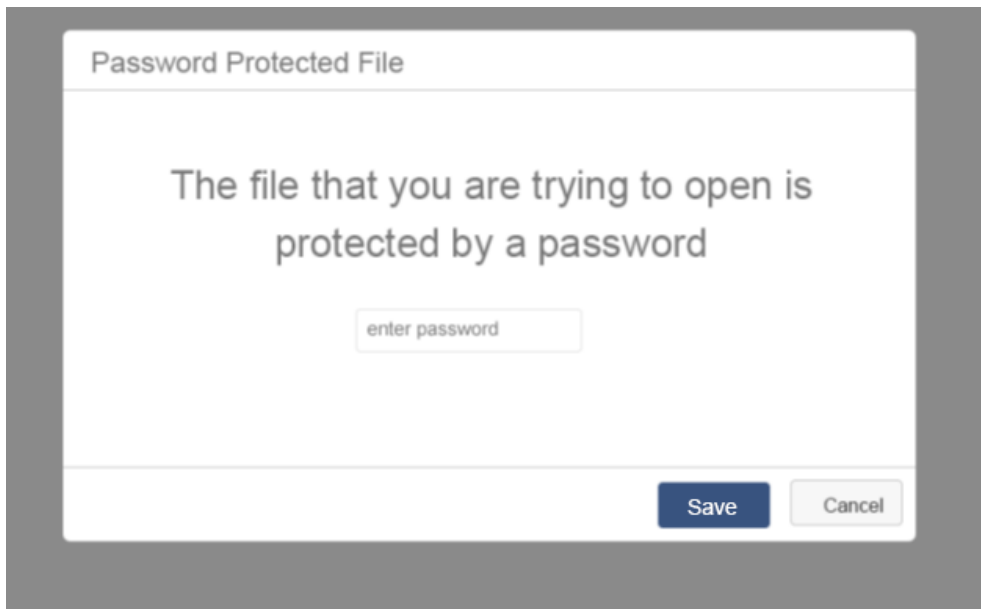


Figure 6 – File Password L3

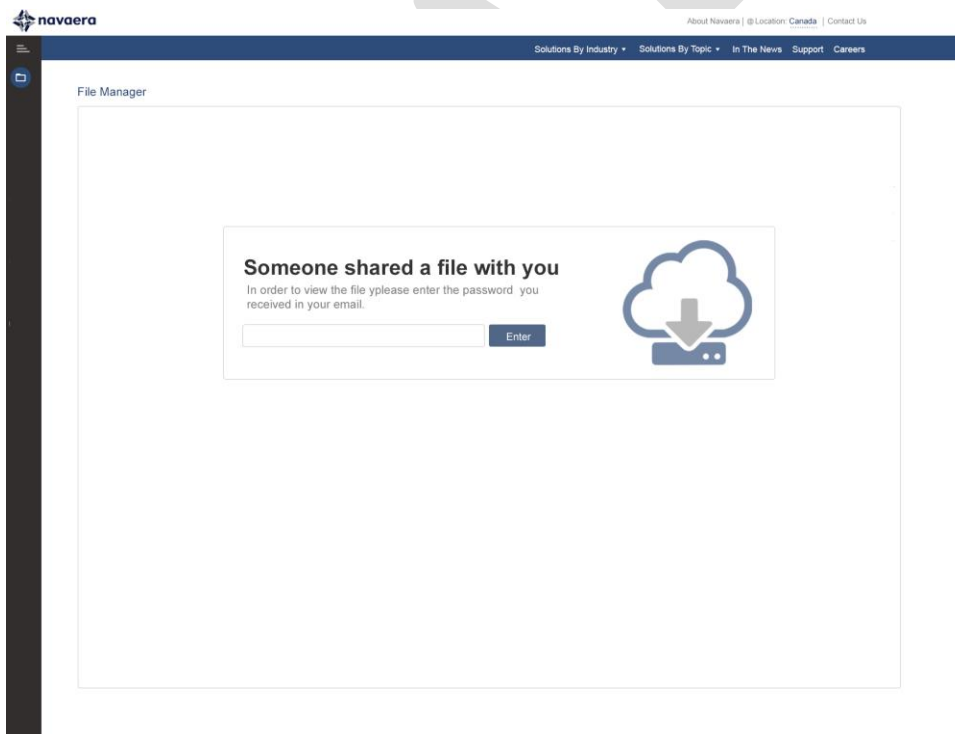


Figure 7 - External User Password

Add/Edit Files

Drag and drop your files here or

Upload

Add to: select folder

Tag with: Tag 1 Long Tag 2

Share with: Robert Wong Luke Rotter Group Name

☐ Create external link ☐ Password protect this file

Save Cancel

Figure 8 – Add/Edit Files

Add/Edit Files

Drag and drop your files here or

Upload

Add to: select folder ▼

Tag with: Tag 1 Long Tag 2

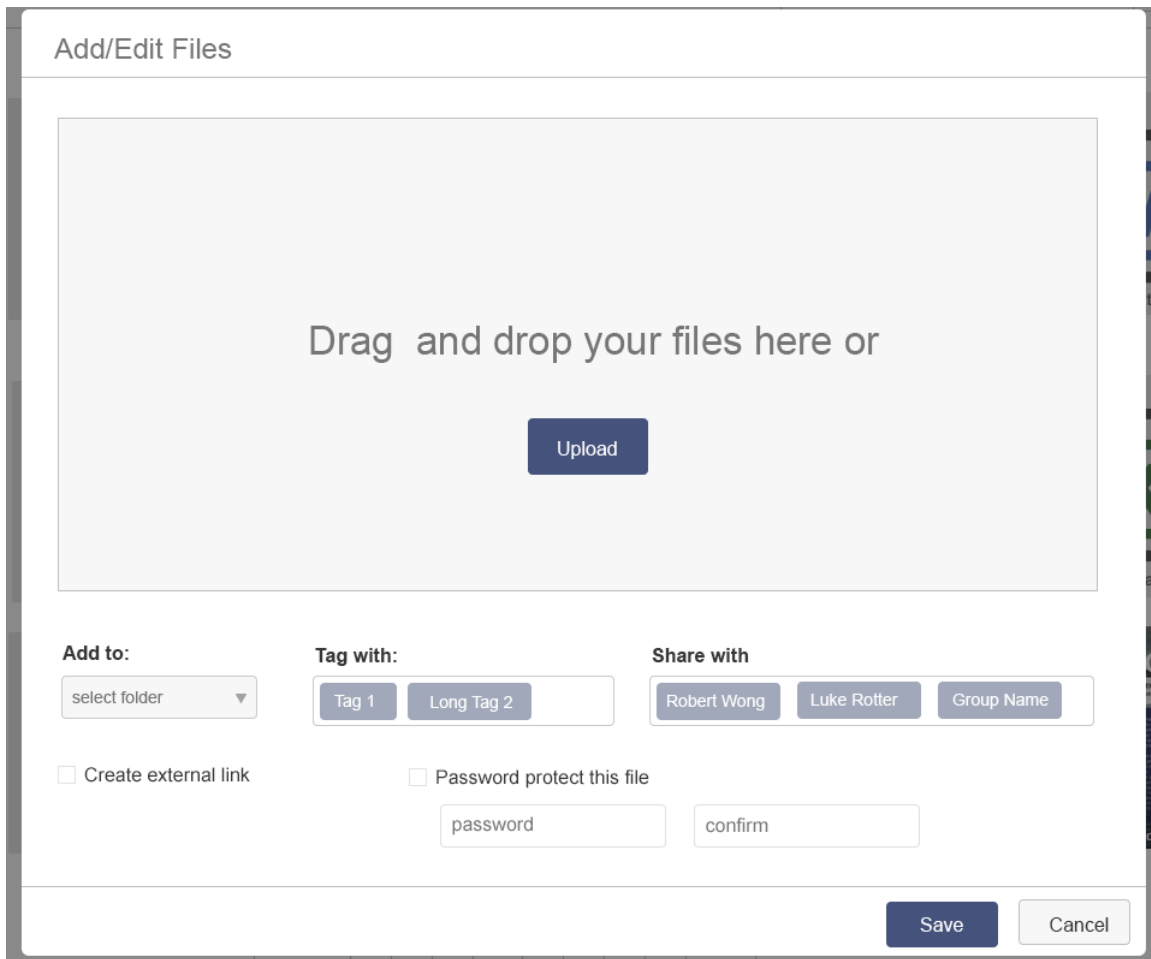
Share with: Robert Wong Luke Rotter Group Name

☒ Create external link ☐ Password protect this file

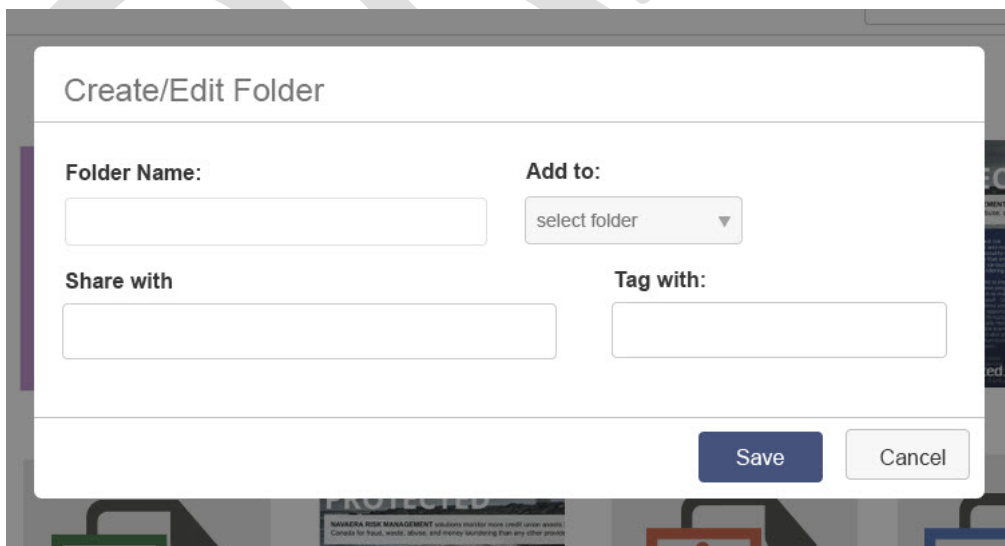
https://navaera.com/8ffGHZ copy

Save Cancel

Figure 9 – Add/Edit Files (External Link Checked)

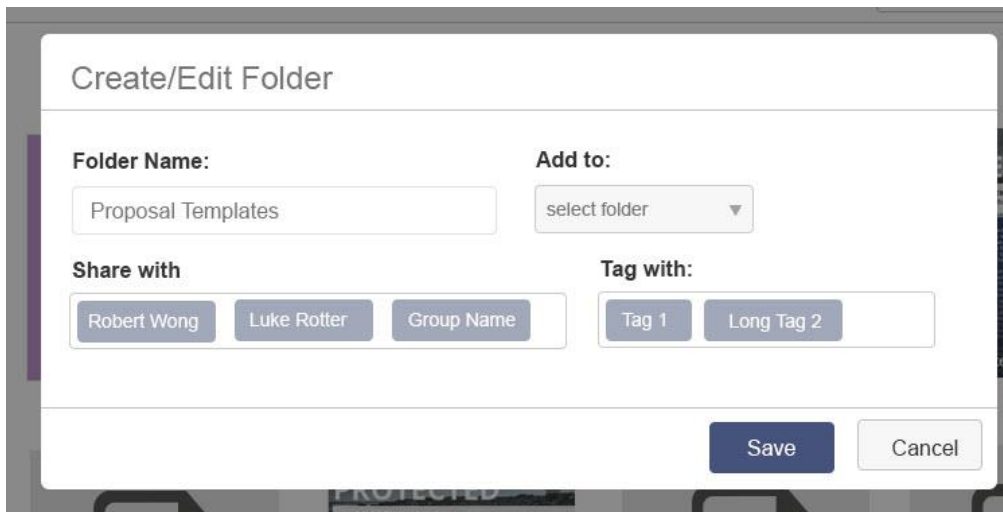


The 'Add/Edit Files' dialog box features a large central area with the text 'Drag and drop your files here or' and an 'Upload' button. Below this, there are three sections: 'Add to:' with a 'select folder' dropdown; 'Tag with:' with two text input fields labeled 'Tag 1' and 'Long Tag 2'; and 'Share with' with three buttons labeled 'Robert Wong', 'Luke Rotter', and 'Group Name'. At the bottom, there are two checkboxes: 'Create external link' and 'Password protect this file'. The 'Password protect this file' checkbox is checked, and it is accompanied by 'password' and 'confirm' text input fields. At the bottom right, there are 'Save' and 'Cancel' buttons.

Figure 10 – Add/Edit Files (Password Protect Checked)

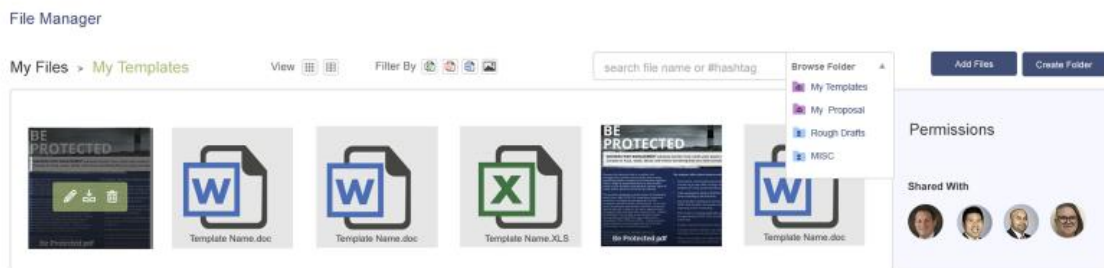
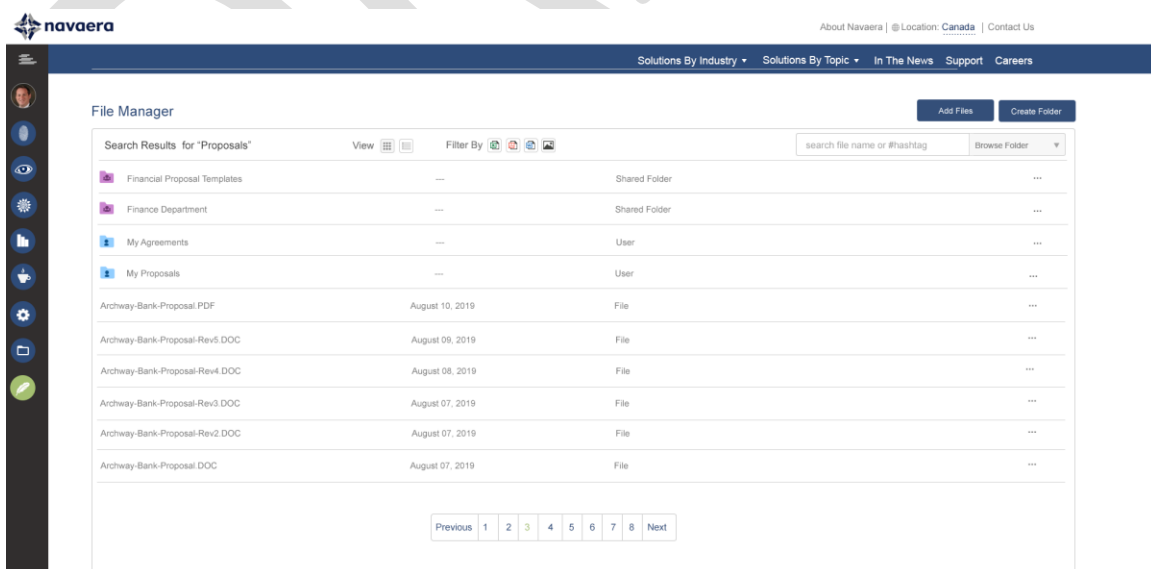
The 'Create/Edit Folder' dialog box contains a 'Folder Name:' text input field and an 'Add to:' dropdown menu with 'select folder' selected. Below these, there are 'Share with' and 'Tag with:' text input fields. At the bottom right, there are 'Save' and 'Cancel' buttons.

Figure 11 – Create/Edit Folder



The 'Create/Edit Folder' dialog box contains the following fields and controls:

- Folder Name:** A text input field containing 'Proposal Templates'.
- Add to:** A dropdown menu with 'select folder' as the current selection.
- Share with:** Three buttons labeled 'Robert Wong', 'Luke Rotter', and 'Group Name'.
- Tag with:** Two buttons labeled 'Tag 1' and 'Long Tag 2'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

Figure 12 – Create/Edit Folder Completed**Figure 13 – Search Feature (Browse Folder option expanded)****Figure 14 – Search Results**

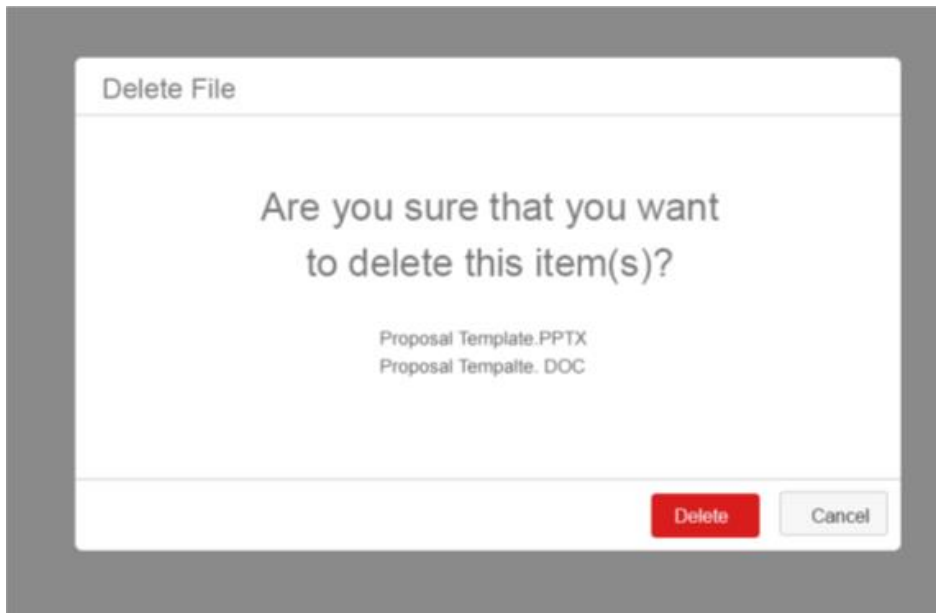


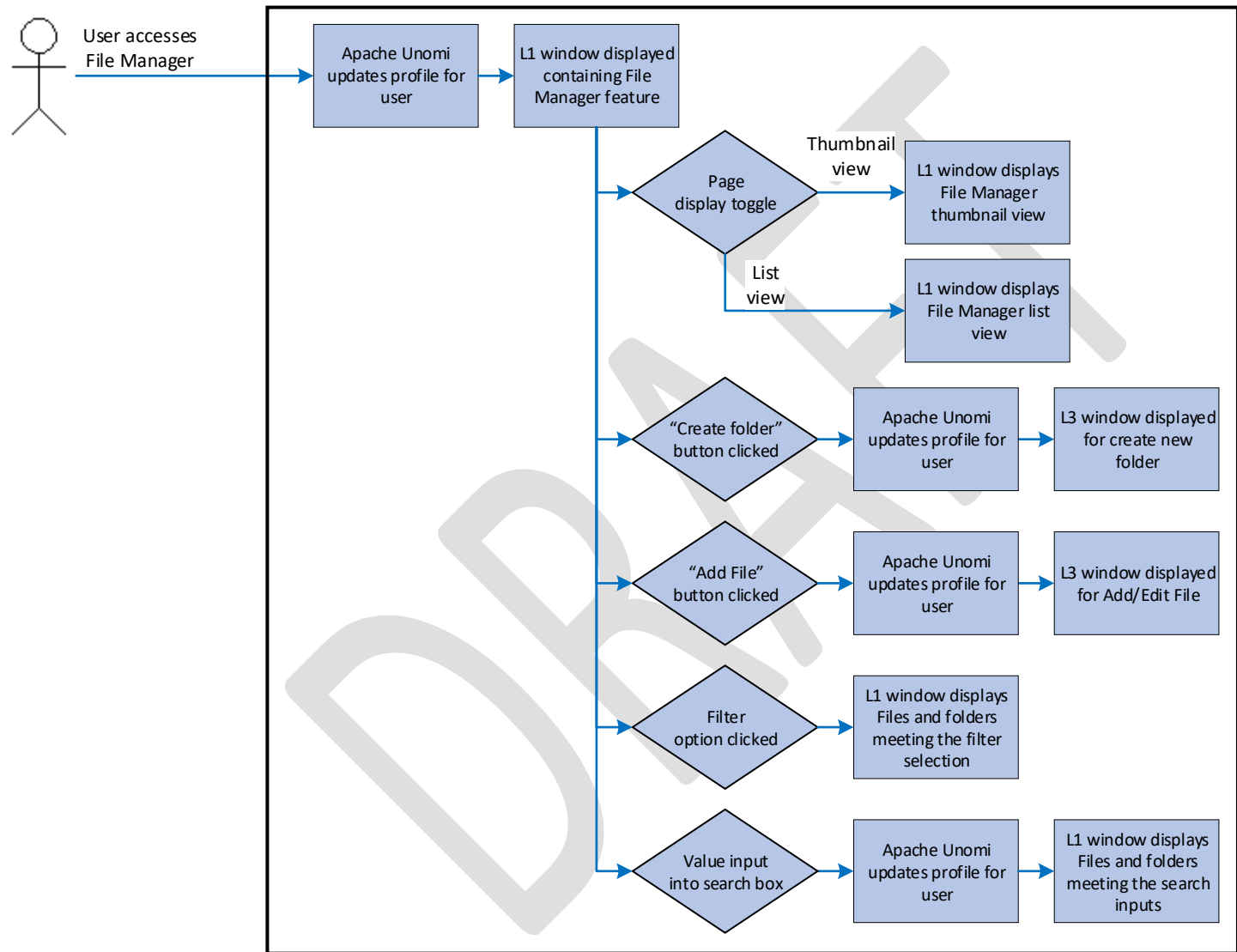
Figure 15 – Delete Confirmation L3

2.2 Action Grids

This section contains diagrams showing the intended flow and functionality of the File Manager component.

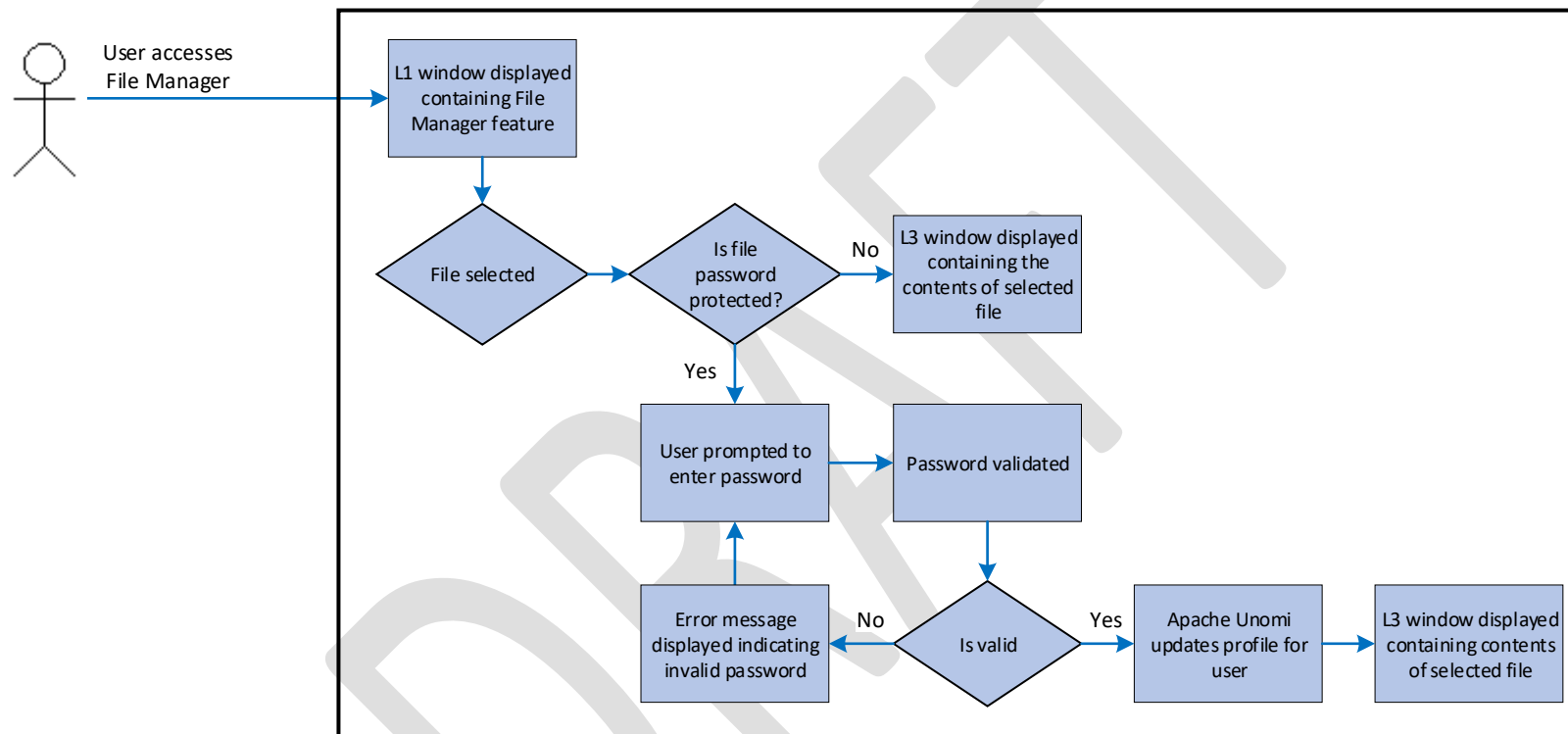
2.2.1 Navigation of File Manager Page

This diagram shows the flow for navigating the File Manager Page.



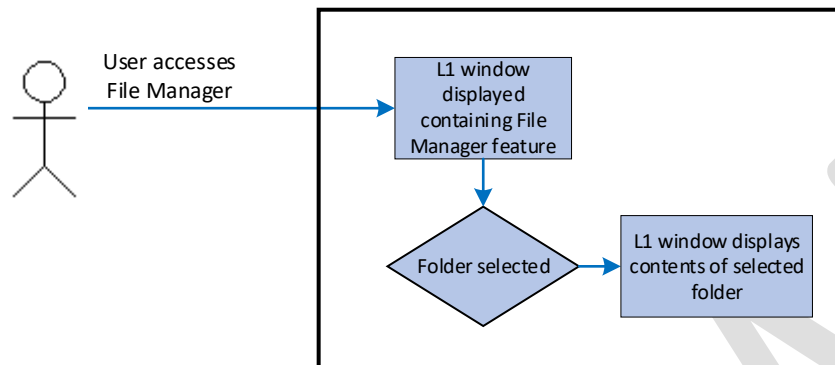
2.2.2 Accessing a File

This diagram shows the flow for accessing a file in the File Manager Page.



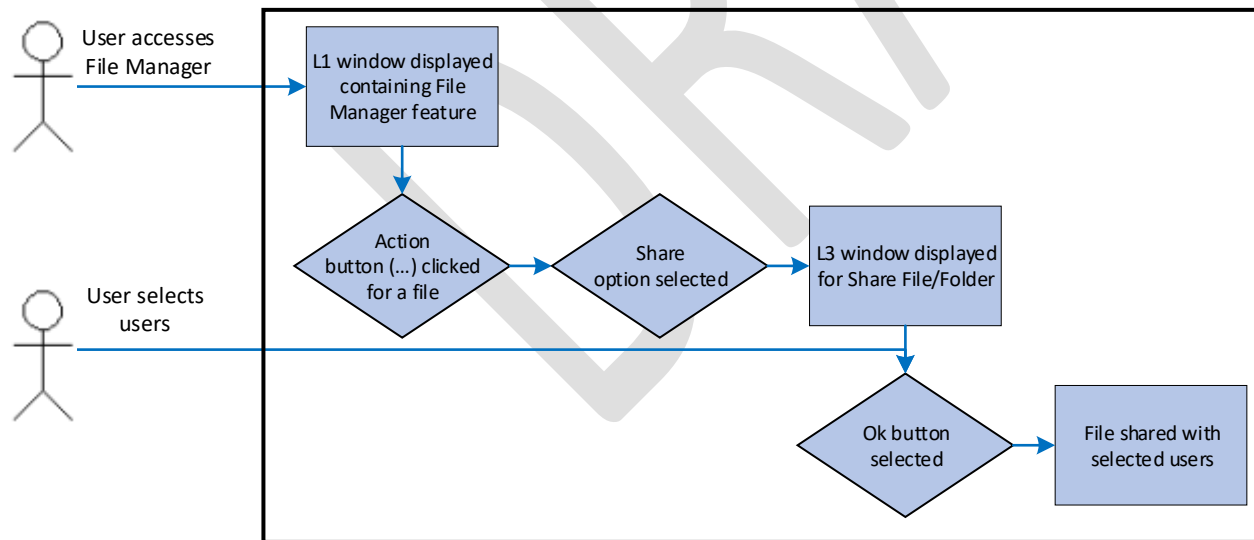
2.2.3 Accessing a Folder

This diagram shows the flow for accessing a folder in the File Manager Page.



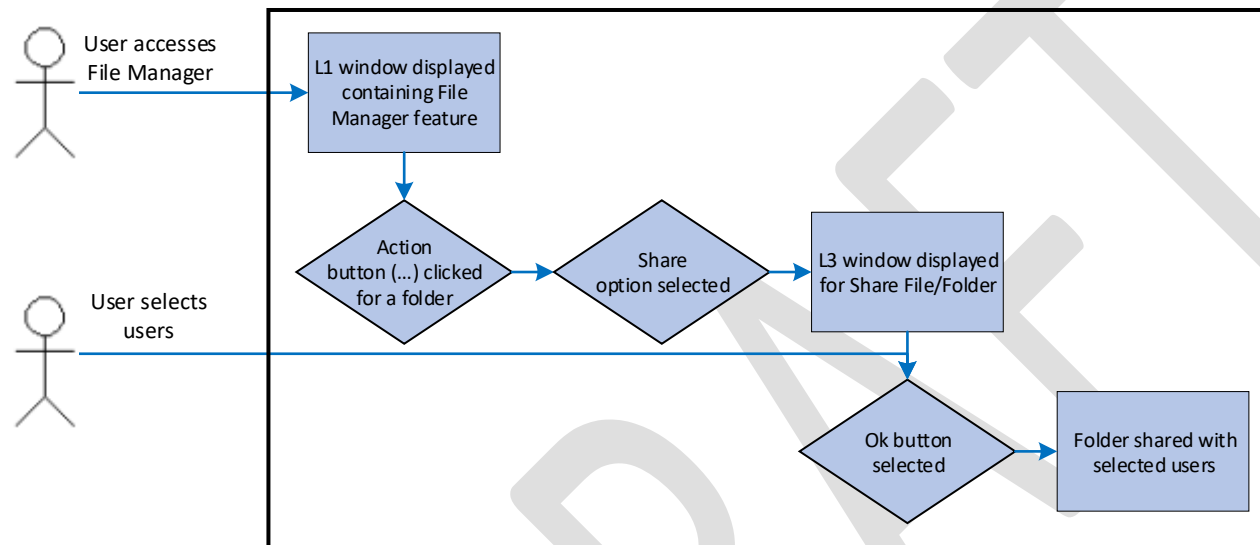
2.2.4 Sharing a File

This diagram shows the flow for sharing a file in the File Manager Page.



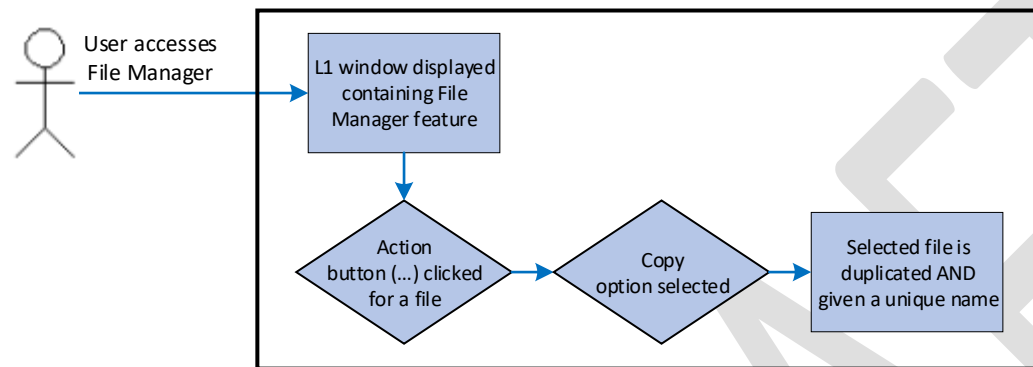
2.2.5 Sharing a Folder

This diagram shows the flow for sharing a folder in the File Manager Page.



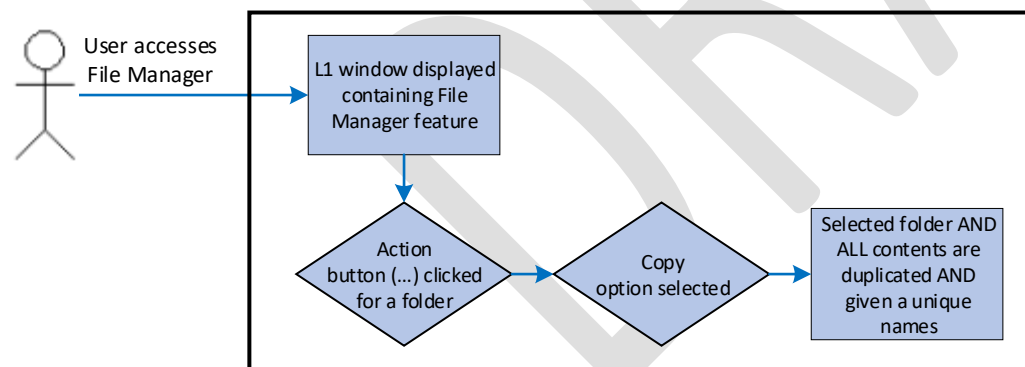
2.2.6 Copy a File

This diagram shows the flow for copying a file in the File Manager Page.



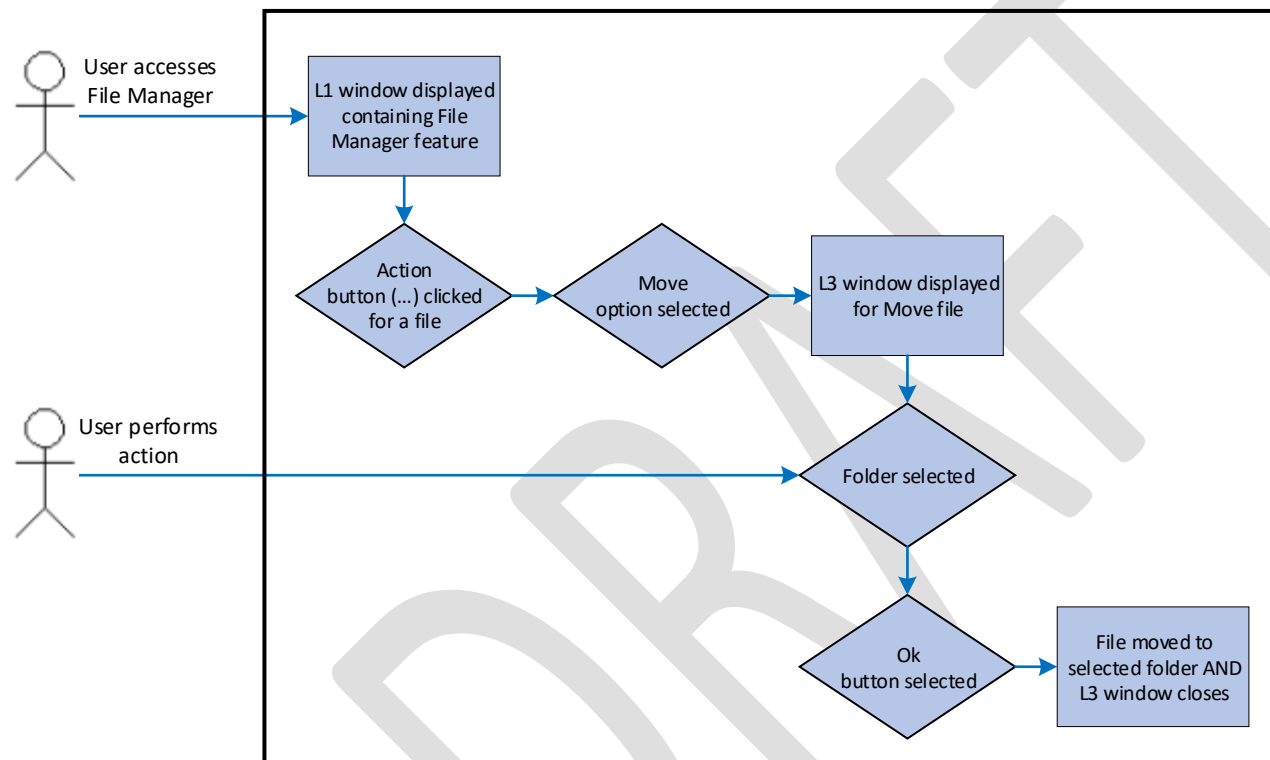
2.2.7 Copy a Folder

This diagram shows the flow for copying a folder in the File Manager Page.



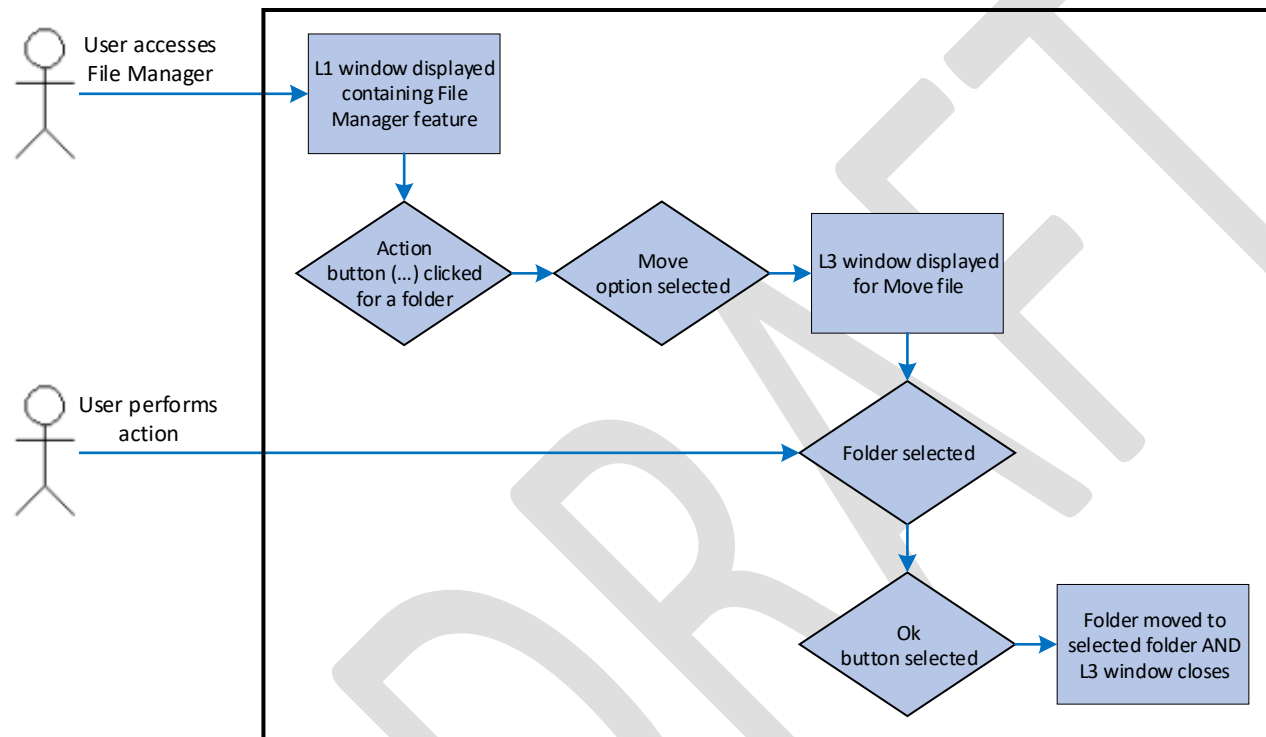
2.2.8 Move a File

This diagram shows the flow for moving a file in the File Manager Page.



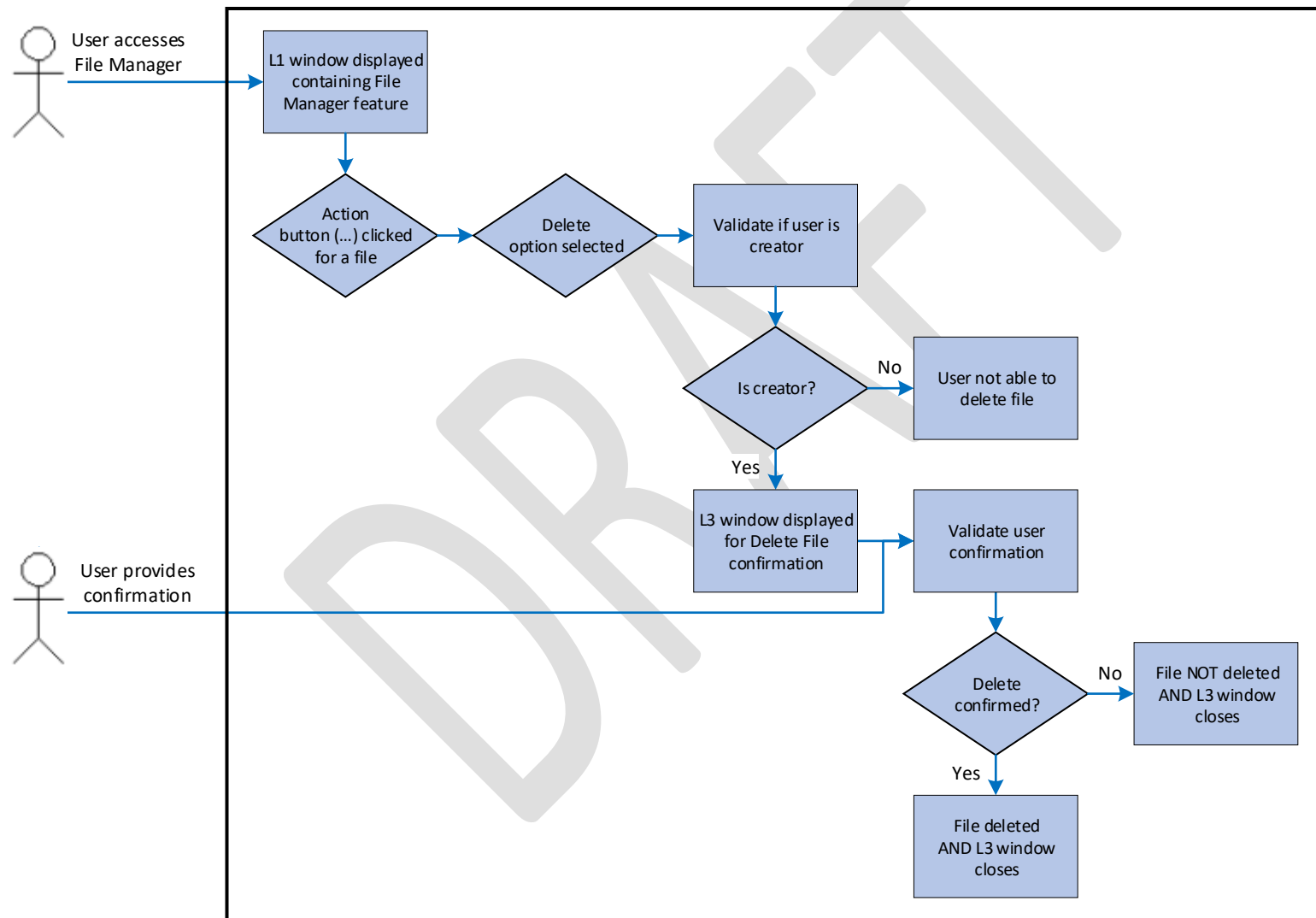
2.2.9 Move a Folder

This diagram shows the flow for moving a folder in the File Manager Page.



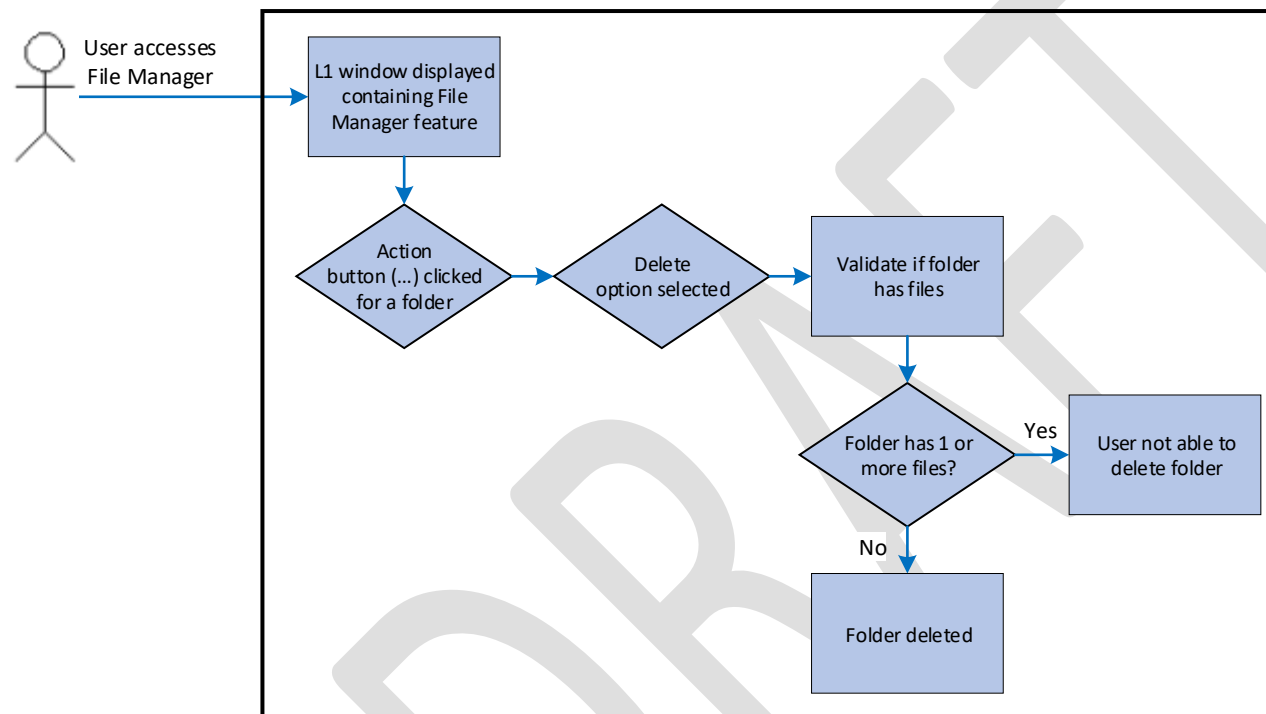
2.2.10 Delete a File

This diagram shows the flow for deleting a file in the File Manager Page.



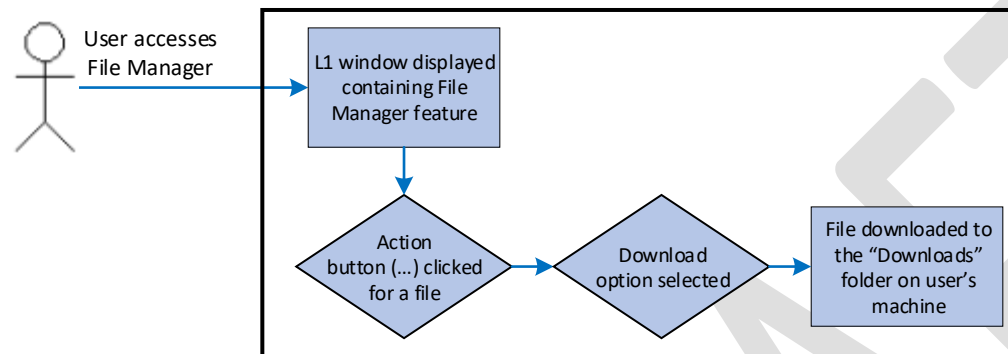
2.2.11 Delete a Folder

This diagram shows the flow for deleting a folder in the File Manager Page.



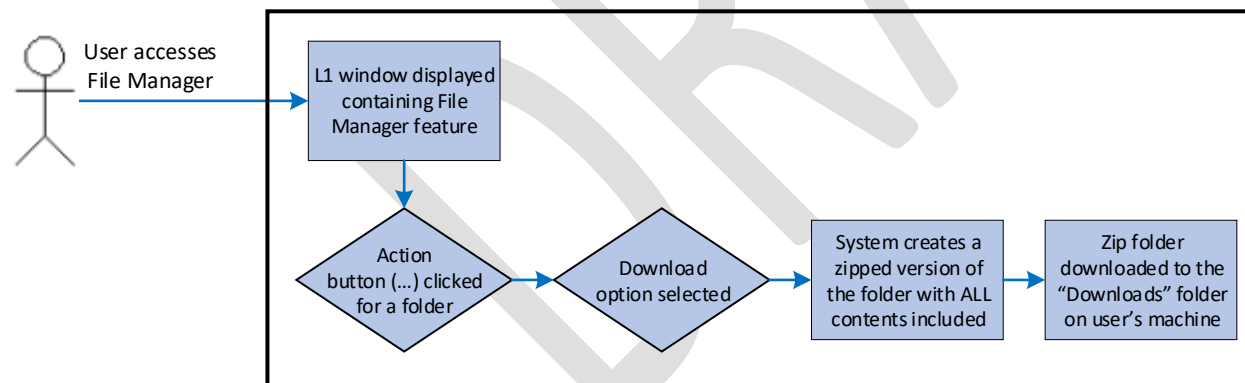
2.2.12 Download a File

This diagram shows the flow for downloading a file in the File Manager Page.



2.2.13 Download a Folder

This diagram shows the flow for downloading a folder in the File Manager Page.



2.3 UI Description and Design

When the user navigates to the File Manager feature, they will be directed to the File Manager page shown in Figure 1. In the File Manager there will be two views: 1) The thumbnail view as shown in Figure 1; and 2) The list view as shown in Figure 2. To toggle between the two views users will use the view button in the top left-hand side of the screen.



The left toggle is the thumbnail view and the right toggle is the list view. At the bottom of all pages in the file manager, there will be the navigation bar, as shown below.



On the left side of the bar there is the Previous button and on the right of the bar there is the Next button. In between these two buttons are the page numbers.

IF the previous button is selected THEN the prior page of files will be displayed.

IF the next button is selected THEN the subsequent page of files will be displayed.

IF the page number is selected THEN the page of files that was selected will be displayed.

2.3.1 Thumbnail View

In the thumbnail view users will see thumbnails representing their uploaded files and created folders. Each page on the thumbnail view will contain 18 spaces, 6 columns and 3 rows. Each thumbnail will also have the name of the file or folder displayed at the bottom center. The file name will have both the title of the file and the file type. For an example if there is a Word Document titled 'Page Application Core Specification' then the title displayed in the bottom center will be 'Page Application Core Specification.docx'.

The filter by option will be to the right of the view toggle in both thumbnail and list views. With the filter by option users can filter by file type in their file manager. All present file types will be displayed in the filter by option. Each file type will be represented by a small thumbnail of the file type, as shown below.



IF the user selects one of the file types from the filter by feature THEN ONLY files of that file type will be shown in the file manager.

IF a file type is already selected AND that file type is selected again THEN the filter will be removed, and ALL file types will be shown in the folder.

IF NO filter is selected THEN ALL files and folders will display.

2.3.1.1 Folder thumbnail

Folders will be shown in the thumbnail view as a colored box. There will be two different types of folders, those that are only assigned to the user and then those that are assigned to a group of people.

IF a folder is assigned to a single person THEN the folder icon will show as blue.

IF a folder is assigned to a group of people THEN the folder icon will show as purple.

2.3.1.2 File thumbnail

File thumbnails will be dependent on the file type that is uploaded. All image-based file types (e.g. PDF, JPG etc.) will have an image from the document as the thumbnail.

All other file types will have a thumbnail that is related to that file type. For example, all Microsoft Office applications will have their corresponding file type logo as their icon, such as the word logo shown below.



2.3.1.3 Thumbnail Options

When the user selects one of the thumbnails, there are two actions that will take place. The first action that will take place is three options will display over the thumbnail. These three options, edit, download and delete will be represented by three icons as shown in the image below.



2.3.1.3.1 Edit

Users will only be able to edit a file/folder that was originally uploaded or created by them.

IF a folder was created by User A THEN User A can edit the folder.

IF a file was uploaded by User A THEN User A can edit the file.

IF a folder was created by User A AND shared with User B THEN User B CANNOT edit the folder.

IF a file was uploaded by User A AND shared with User B THEN User B CANNOT edit the file.

When the edit button is selected for a file, then the Add/Edit File L3 will display as shown in Figure 8. When the Add/Edit file L3 opens, users will be able to perform the below actions:

- Add to folder;
- Add tags;
- Share folder with other users;
- Create an external link; and
- Password protect the file.

IF any changes are made AND the save button is selected at the bottom of the L3 THEN the file will be updated for all shared users.

IF there are changes made AND the cancel button is selected THEN none of the changes will be saved.

When the edit button is selected for a folder, then the Create/Edit L3 will display as shown in Figure 11. This is discussed in more detail in Section 2.3.7.

2.3.1.3.2 Download

Users will be able to download all files/folders that are created by them or shared with them. When the download button is selected the file/folder will download to the user's computer. Please note when a file/folder is downloaded to a user's computer, this will not impact the file on the file manager. Another point to take note of is that IF the user downloads a folder THEN the selected folder will be zipped AND that Zip folder will be downloaded into the user's Downloads folder on their machine.

2.3.1.3.3 Delete

Users will only be able to delete files/folders that are added or created by them.

IF a folder was created by User A THEN the folder can ONLY be deleted by User A.

IF a file was added by User A THEN the file can ONLY be deleted by User A.

IF a folder was created by User A AND was shared with User B THEN User B CANNOT delete the folder.

IF a file was added by User A AND was shared with User B THEN User B CANNOT delete the file.

In cases where users select an item that was shared with them, the delete option will be disabled. When the delete button is selected for files/folders an L3 will appear as shown in Figure 15 – Delete Confirmation L3. The Delete Confirmation L3 will prompt the user: "Do you wish to delete this item?"

Below the prompt there will be two buttons:

- Delete; and
- Cancel

IF the delete button is selected in the L3 THEN the item will be removed from the user's file manager AND it will be removed from all shared persons' file managers.

IF the delete button is selected for a folder THEN the folder will be deleted AND all files inside the folder will NOT be deleted, they will be moved to be single files in each shared user's file manager.

IF the cancel button is selected THEN the L3 will close, and the user will be brought back to the thumbnail view.

2.3.1.4 Permissions Side Panel

The second action that will take place when an item is selected from the thumbnail view, is the Permissions Side Panel will be displayed on the right-hand side of the page, as shown in

Figure 5. The Permissions Side Panel will contain three sections: ‘Shared with’, ‘External’, and ‘Tags’.

2.3.1.4.1 Shared with

The shared with section on the Permissions Side Panel, will display all users that a document is shared with. The sharing of files is discussed in Section 2.3.6. The avatars of the user who is logged in as well as the users who have access to the file will be displayed, as shown in Figure 5.

IF the file is not shared with any users THEN only the avatar of the logged in user will display.

Users can edit who the file is shared with by editing the file as discussed in Section 2.3.5.

2.3.1.4.2 External

The External section of the Permissions Side Panel will provide users with an external link to share their document externally, as shown in Figure 5. In this section there will be an external link that when shared with an external user will direct the external user to a Navaera page where they can download the file. This new Navaera page, will not require a login, except if the document is set to password protect, which is discussed in Section 2.3.6.2.

The External section will include the external link, as well as a copy button.

IF the copy button is selected THEN the external link will be copied to the user’s clipboard on their computer, so they can later paste it.

Please note that the external link will ONLY display if the external option is selected when the file is originally uploaded, or if it is edited to include the external link.

2.3.1.4.3 Tags

The Tags section of the Permissions Side Panel will allow users to see the tags that were associated with the file when originally uploaded, as discussed in Section 2.3.5.2. All tags for the file will be shown in the Tags section. Each tag will be a link.

IF a link is selected THEN a new page will load that contains all files that are associated with that tag. This is the same page as when a user searches for a tag, shown in Figure 5.

2.3.2 List View

In the list view users will see their uploaded files and folders in a vertical list as shown in Figure 2. There will be 10 files on each page, with six columns.

The filter by option will be to the right of the view toggle in both thumbnail and list views. With the filter by option users can filter by file type in their folder. All present file types will be displayed in the filter by option. Each file type will be represented by a small thumbnail of the file type as shown below.



IF the user selects one of the file types from the filter by feature THEN ONLY files of that file type will be shown in the file manager.

IF a file type is already selected AND that file type is selected again THEN the filter will be removed, and ALL file types will be shown in the folder.
 IF NO filter is selected THEN ALL files and folders will display.

2.3.2.1 List View Grid

The table below details each column of the List view grid.

Column Header	Column Description
Name	File or folder name. - Files will contain both the file name and the file type - Folders will have an icon next to the folder name
Document Type	This will indicate what type of document the file is, e.g. DOCX, JPG, XSL, XLSX
Perception	The Perception displayed in the File Browser is the predominant mood within the document as determined by the ConceptNet component
Modified	The last date the file or folder was modified in the file manager.
Size	The size of the document, presented in Megabytes

2.3.2.1.1 Name

The name will be set by the user when the file is originally uploaded to the file manager. On the list view folders will have an icon next to their folder name. IF a folder is a shared folder (assigned to a group of people) THEN the folder icon will be purple as shown below.



IF a folder is a user folder (assigned to a single person) THEN the folder icon will be blue as shown below.



A folder will be assigned to a single user or a group of people in the folder creation page discussed in Section 2.3.7.

2.3.2.1.2 Document Type

The document type will be determined by the system when the file is originally uploaded to the file manager. This column will show icons of the file types similar to the thumbnail view discussed in Section 2.3.1.2.

2.3.2.1.3 Perception

The perception of the document as provided by the ConceptNet component. The Perception displayed in the File Browser is the predominant mood within the document as determined by the ConceptNet component. To learn more about this please review the Houston specification found in HOU-2 in Jira.

2.3.2.1.4 Modified

The modified column will display the last date that the file was updated. An update is considered when the file is first added or is edited by the original user, as discussed in Section 2.3.5.

2.3.2.1.5 Size

The size of the document, is presented in Megabytes.

2.3.2.2 File options

On the right of each folder or file in the list, there is an ellipsis (...), that will include further actions that can be taken for the file/folder. When the ellipses is selected, a small side menu will display. In this menu there will be the option to edit the file/folder, download the file/folder and delete a folder/file.

2.3.2.2.1 Edit

Users will only be able to edit a file/folder that was originally uploaded or created by them.

IF a folder was created by User A THEN User A can edit the folder.

IF a file was uploaded by User A THEN User A can edit the file.

IF a folder was created by User A AND shared with User B THEN User B CANNOT edit the folder.

IF a file was uploaded by User A AND shared with User B THEN User B CANNOT edit the file.

When the edit button is selected from the ellipsis for a file, then the Add/Edit File L3 will display as shown in Figure 8. When the Add/Edit file L3 opens, users will be able to perform the below actions:

- Add to folder;
- Add tags;
- Share folder with other users;
- Create an external link; and
- Password protect the file

IF any changes are made AND the save button is selected at the bottom of the L3 THEN the file will be updated for all shared users.

IF there are changes made AND the cancel button is selected THEN none of the changes will be saved.

When the edit button is selected from the ellipsis for a folder, then the Create/Edit L3 will display as shown in Figure 11. This is discussed in more detail in Section 2.3.7.

2.3.2.2.2 Download

Users will be able to download all files/folders that are created by them or shared with them. When the download button is selected from the ellipsis the selected file/folder will download to the Downloads folder of the user's machine. Another point to take note of is that IF the user downloads a folder THEN the selected folder will be zipped AND that Zip folder will be downloaded into the user's Downloads folder on their machine.

Please note when a file/folder is downloaded to a user's computer, this will not impact the file on the file manager.

2.3.2.2.3 Delete

Users will only be able to delete files/folders that are added or created by them.

IF a folder was created by User A THEN the folder can be deleted by User A.

IF a file was added by User A THEN the file can be deleted by User A.

IF a folder was created by User A AND was shared with User B THEN User B CANNOT delete the folder.

IF a file was added by User A AND was shared with User B THEN User B CANNOT delete the file.

In cases where users select the ellipsis for an item that was shared with them, the delete option will be disabled. When the delete button is selected for files/folders a Confirmation L3 will display as shown in Figure 15 – Delete Confirmation L3. The Confirmation L3 will prompt the user:

“Do you wish to delete this item?”

Below the prompt there will be two buttons

- Delete; and
- Cancel

IF the delete button is selected THEN the item will be removed from the user’s file manager AND it will be removed from all shared persons’ file managers.

IF the delete button is selected for a folder THEN the folder will be deleted AND all files inside the folder will NOT be deleted, they will be moved to be single files in each shared user’s file manager.

IF the cancel button is selected THEN the L3 will close, and the user will be brought back to the list view.

2.3.2.3 Permissions Side Panel

When an item from the list view is selected, the Permissions Side Panel will be displayed on the right-hand side of the page as shown in Figure 5. This panel will contain the following three sections: ‘Shared with’, ‘External’, and ‘Tags’. This panel will also function similar to the Permissions Side Panel discussed previously in Section 2.3.1.4

2.3.2.3.1 Shared with

The shared with section on the Permissions Side Panel, will display all users that a document is shared with. The sharing of files is discussed in Section 2.3.6. The avatars of the user who is logged in as well as the users who have access to the file will be displayed, as shown in Figure 5.

IF the file is not shared with any users THEN only the avatar of the logged in user will display.

Users can edit who the file is shared with by editing the file as discussed in Section 2.3.5.

2.3.2.3.2 External

The External section of the Permissions Side Panel will provide users with an external link to share their document externally, as shown in Figure 5. In this section there will be an external link that when shared with an external user will direct the external user to a Navaera page where they can download the file. This new Navaera page, will not require a login, except if the document is set to password protect, which is discussed in Section 2.3.6.2.

The External section will include the external link, as well as a copy button.

IF the copy button is selected THEN the external link will be copied to the user's clipboard on their computer, so they can later paste it.

Please note that the external link will ONLY display if the external option is selected when the file is originally uploaded, or if it is edited to include the external link.

2.3.2.3.3 Tags

The Tags section of the Permissions Side Panel will allow users to see the tags that were associated with the file when originally uploaded, as discussed in Section 2.3.5.2. All tags for the file will be shown in the Tags section. Each tag will be a link.

IF a link is selected THEN a new page will load that contains all files that are associated with that tag. This is the same page as when a user searches for a tag, shown in Figure 5.

2.3.3 Folders

From both the thumbnail and list views, users will be able to open folders by clicking on the thumbnail or the folder in the list. When a folder is selected then the folder page shown in Figure 3 or Figure 4 will display depending on if the user is viewing their file manager in thumbnail or list view.

The folders have all the same functionality as the File Manager in the thumbnail and list view. Once a folder is open there are some additional features that are available to the user.

2.3.3.1 Breadcrumbs

In the folder view, the view toggles will be shifted to the right, and in the left-hand corner there will now be breadcrumbs that allow the user to navigate back to their main file manager page.

IF the user selects the 'My Files' breadcrumb THEN they will be brought back to the main file manager page shown in Figure 3 or Figure 4 depending on the view the user currently selected.

2.3.4 Search

In all pages, there will be a search bar to the right of the view filter by buttons, as shown in Figure 13. With the search, users will be able to search for files they have uploaded and those that have been shared with them. The ability to search lists in the File Manager is accomplished with Apache Lucene, an information retrieval API. The webpage for the Lucene API can be found at:

<http://lucene.apache.org/java/docs/>

Lucene manages indexes on all files which are maintained within the application. It should be noted though; that search results returned during user searches depends on:

1. Files that are shared with the user; and
2. The user's own files

In the search bar there is a Browse Folder drop down. This drop down will populate with all folders that are available for that user as shown in Figure 13. The folders will have the icons next to them as described below.

IF a folder is a shared folder (assigned to a group of people) THEN the folder icon will be purple as shown below.



IF a folder is a user folder (assigned to a single person) THEN the folder icon will be blue as shown below.



Please note to search a user does not need to select a folder.

IF no folder is selected and the user enters a search THEN all folders and files will be searched against.

IF a folder is selected and the user enters a search THEN only that folder will be searched against.

To perform a search a user will need to enter a term(s) into the search bar, if desired select the folder they wish to search against and press the enter button on their keyboard. When the enter button is pressed the system will search for matches against the term(s) and the search criteria, if a folder has been selected. Search results will be available in both the List and Icon view.

IF there are matches for the search term(s) THEN the matching files will be displayed as shown in Figure 14.

IF there are NO matches for the search term(s) THEN a message will be displayed on the page stating: "No matches were found for this search."

Users will also be able to search for hashtags. As discussed in Section 2.3.1.4.3, hashtags will be associated with files in the upload process.

IF there are matching hashtags associated to a file to the search term(s) THEN the search results page will display those files.

IF there are no matching hashtags THEN a page will be shown stating 'No matches for this search.'

The following should be default settings of Basic Search functionality:

Setting	Description
Capitalization	Searches are not case sensitive. All letters, regardless of how the user types them, will be understood as lower case. For example, searches for george washington, George Washington, and gEoRgE wAsHiNgToN will all return the same results.
Default “and” queries	File Manager should only return pages which include all of the user’s search terms
OR queries	To find pages that include either of two search terms, the user may add an uppercase OR between the terms.
Automatic exclusion of common words	File Manager should ignore common words and characters such as "where" and "how", as well as certain single digits and single letters, because they tend to slow down search without improving results. If a common word is essential, the user can include it by putting a "+" sign in front of it. (also the user should include a space before the "+" sign.)
Word variations (stemming)	When appropriate, the Search engine will search not only for the user’s explicit search terms, but also for words that are similar to some or all of those terms. If the user’s keyword is for <i>money laundering</i> , File manager will also search for <i>money launder</i> , and other related variations of the search terms. Word stemming should be accomplished with the Snowball algorithm. This algorithm is discussed at: http://www.snowball.tartarus.org/ Utilization of Snowball in conjunction with Lucene is discussed at: http://svn.apache.org/repos/asf/lucene/java/trunk/contrib/snowball/
Phrase searches	In the case that the user would like to search for an exact phrase, he may put quotation marks around the phrase, (e.g. “Money Laundering”).
Negative terms	Specific terms can be excluded from a search by placing a minus (“-”) sign in front of the term.

2.3.5 Add/Edit Files

When a user wants to add a file to their file manager, they will select the blue ‘Add File’ button in the left-hand corner of the file manager. When the user clicks this button, the Add/Edit File L3 will display as shown in Figure 8.

In the Add/Edit File L3, users will be able to drag and drop their file into the uploader or browse their computer files and select the file they wish to upload by selecting the blue upload button. The following table includes all options that users can set for their uploaded file.

Column Header	Option Description	Mandatory
Add to folder	Allows the user to assign the new file to an active folder.	O
Tag	Allows the user to assign tags to the file.	O
Share with	Allows the user to share the file with other users.	O
Create External Link	Allows the user to create an external link for sharing with external users.	O
Password protect the file	Allows the user to set a password for the document, so anytime the document is viewed a password is required to view it.	O

2.3.5.1 Add to folder

When a user is adding a new file, they will have the option to associate the file with a folder. In the 'Add to' drop down all active folders for that user will be populated. This includes all the folders that the user has created as well as all folders shared with the user.

IF a folder is selected AND the blue save button in the lower right-hand corner is pressed, THEN the new file will be added to that folder.

IF a folder is NOT selected AND the blue save button in the lower right-hand corner is pressed THEN the new file will NOT be added to a folder.

When a file is added to a folder there will be a validation that runs that will confirm there are no duplicate files.

IF there is a file with the same name in the folder THEN an error will show stating "A file with this name already exists in this folder, please update the name to add this file to the folder"

IF there is NOT a file with the same name THEN the file will be added to the folder.

2.3.5.2 Tag

When a user adds a file, they have the option to associate hashtags with the file, that can later be used for searching in the system. To create a tag a user needs to type into the 'Tag with' text box.

IF there are already active tags that match the term THEN they will display below the text box that the user can select

IF there are NO active tags that match the term typed into the text box THEN the new term will become a new tag that users can use.

2.3.6 Share with

When a user adds a file, they have the option to share the file with other users in the system. In the Add/edit UI the user can click in the 'Share with' text box which will display all active users for their environment.

IF a user has access to one radix THEN ONLY active users from that radix will display.

IF a user has access to multiple radices THEN users from ALL radices will display.

When a user selects other users to share a file with THEN that file will be available on the selected users' file managers.

2.3.6.1 Create an External Link

When a user adds a file, they have the option to create an external link for sharing with external users. The external link will allow outside users to download the file that is being shared with them.

IF the checkbox next to the option 'Create external link' is selected, THEN a text box will drop down that contains the external link that the user can copy and paste into external places, as shown in Figure 9, AND the external section on the side permissions menu will be available.

IF a user sends the external link to an outside user AND the link is clicked by the user THEN they will be brought to the page shown in Figure 7.

2.3.6.2 Password protect the file

When a user adds a file, they have the option to password protect the file. When a password is added to a file, then whenever any user attempts to view that file, they will be prompted for a password, as shown in Figure 6.

IF a password is set for a file AND when an internal or external user attempt to access the file THEN the user will be prompted for a password.

IF a password is not set for a file THEN neither internal or external users will be prompted for a password when they access the file.

When a user enters the password for the file, there is a validation that must take place to confirm that the password is correct.

IF the entered password is correct THEN the user will be granted access to the file.

IF the entered password is incorrect THEN an error will display stating: "Incorrect password, please try again" AND the user will not gain access to the file.

IF a user decides they want to remove the password requirement from a file, they can select the edit option for the file as discussed in Section 2.3.2.2.1

2.3.7 Create/Edit Folder

When the Create Folder is selected from the top right-hand corner, the Create/Edit Folder L3 will display as shown in Figure 11. The Create/Edit Folder L3 will have four sections: 'Folder Name', 'Add to', 'Share With', and 'Tag With'. The following table details each section.

Column Header	Option Description	Mandatory
Folder Name	Allows the user to set the name of the folder	M
Add to	Allows the user to add the new folder to an existing folder	O
Share With	Allows the user to share their folder with other users	O
Tag With	Allows the user to add hashtags to their folder	O

At the bottom of the L3 is a save and cancel button.

IF the save button is selected THEN the new folder will be created for the user and the shared users.

IF the new folder was added to an existing folder THEN the new folder will only be available when the user drills down into the existing folder.

IF the cancel button is selected THEN any information that was entered into the L3 will NOT be put into effect AND the L3 will close, bringing the user back to the page they were on prior to selecting the Create Folder button.

2.3.7.1 Add to

When a user is adding a new folder, they will have the option to associate the folder with an existing folder. In the 'Add to' drop down all active folders for that user will be populated. This includes all the folders that the user has created as well as all folders shared with the user.

IF a folder is selected AND the blue save button in the lower right-hand corner is pressed, THEN the new folder will be added to that folder.

IF a folder is NOT selected AND the blue save button in the lower right-hand corner is pressed THEN the new folder will NOT be added to a folder.

When a folder is added to an existing folder there will be a validation that runs that will confirm there are no duplicate folders.

IF there is a folder with the same name in the existing folder THEN an error will display stating:

"A Folder with this name already exists in this folder, please update the name to add this Folder"

IF there is NOT a folder with the same name THEN the folder will be added to the existing folder.

2.3.7.2 Tag

When a user adds a folder, they have the option to associate hashtags with the folder, that can later be used for searching in the system. To create a tag a user needs to type into the 'Tag with' text box.

IF there are already active tags that match the term THEN they will display below the text box that the user can select

IF there are NO active tags that match the term typed into the text box THEN the new term will become a new tag that users can use.

2.3.8 Share with

When a user adds a folder, they have the option to share the folder with other users in the system. In the Add/Edit UI the user can click in the 'Share with' text box which will display all active users for their environment.

IF a user has access to one radix THEN ONLY active users from that radix will display.

IF a user has access to multiple radices THEN users from ALL radices will display.

When a user selects other users to share a folder with THEN that folder will be available on the selected users' file managers.