# User guide 2018

Platform Digital

product by

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#### Web Portal

Platform is delivered with basics features; the system is built to provide an easy way to quickly develop your web site and target your client's business.

Templating system to accelerate and uniformize development.

Standard Rules to easy implement a visibility strategy on search engine:

Multilingual.

Responsive design.

Assets: CSS and JS manage by the system to optimize the page speed loading.

#### **Content Management**

Make your web portal dynamic by publishing information's, articles to grow up your audience.

Integrated editor is provided to let you easily write articles, and to publish content on the platform.

Contents can be built without effort with no background technical knowledge requirements.

Content order and classification are building and ordering by Categories and Tags to provide powerful classification and search.

#### **Document Management**

Store all documents in a safe place and provide access to your clients.

The system storage can be externalized in out of the box solution storage such as amazon AWS...Or locally in the machine.

Documents are not stored in the database but physically in the disk in order to provide a scaling storage solution and let the possibility to add specific workflow to work on the documents

Security access are managed inside the platform.

#### **User Management**

The platform manages account of your customers with different permissions which are group by role.

#### **Connectivity, API, Protocol**

The Platform architecture is modular and build as plug and plays modules.

You can easily add modules to further provide services such as payments systems API for example PayPal, Stripes.

Main protocols supported are HTTP, HTTPS, SMTP, POP.

A based built API is provided by the system to give the possibility to mobile device to connect directly in the platform.

#### **Messaging and Notification**

The system provides a textual messaging to communicate with other without the need to have access to the provider mailing host of your company and create security hole.

#### Security:

Multiple login failure.

Multiple click button.

Identity Usurpation.

Rules permission and URL access monitoring and check.

#### Monitoring

All URL can be logged:

IP access control.

Registration new users.

Data Volume: Number of documents, maximum size, size of total documents.

#### Backup

The strategy that will be used to cleanup old backups. The default strategy keeps all backups for a certain amount of days. After that period only, a daily backup will be kept. After that period only, weekly backups will be kept and so on.

#### Administration

Three Objects are administrated

- Users: Manage profile, password
- Role groups permissions actions on different URLs.
- URL: can create, add or modify route to components controllers and views to call.

Command Line in bash mode.

#### Performance

- Cache Access URL.
- Content pagination.
- Database pagination Access.
- Documents file Storage on disk.
- Workflow Asynchronous Queue Events to process asynchronous jobs.

#### **Technical Requirements**

PHP 7.1

Laravel 5.7

Nginx Server // IIS

MySQL 5.7

Windows and Linux Compatibility.

Basically, the platform is divided in two modules:

• BACKEND.

Pilot the routing between controllers and views.

Check access rules users by role and URI permissions.

Content type creation.

Content Administration.

Template, Layout and menu page.

Documents Management.

• FRONTEND.

It is the website that your clients visit. The build distribution does not deliver any website by default, but the architecture and technologies provide and easy way to create quickly a new website managed by the backend. Depending your specifications, it is easy to create new templates including CSS and template html in coding language proposed by the platform: Blade templates technologies. Standard can also propose API that can feed your frontend developed by another team.



The platform can easily handle several websites managed by the same backend, a concrete example is the multi lingual website where you have got specificity or different language to manage:



#### Feature Management:

- Forms: Contact.
- Contents and Contents Type.

#### Example:

You want to show a content that have three fields

- 1 field text
- 1 field date
- 1 field with a rich editor content

You can easily build this content with the Contents Type form, if tomorrow a new type of content is built, you can change it, the content is serialized as blob and saved into the database. In this way, it minifies to develop code and to be focus on the page design.

- Menu: Zero code you can built and serialize it into database as same way as the content.
- Layout: can be used to repeat footer or header information's.

Menu and Layout are optional, you can directly code and include it in your own templates.

Multi Lingual support : Locale support. Only French and English are supported.

## What is the strategy and the process behind it?

All the system is made to divide responsibility of each user and to reduce the need of Backend Developer.

Backend Developer:

In real situation you have a new functionality to develop, you can develop a new module and integrate in the core components without make mistakes with versions or corrupt systems because all compatibility is maintained (Composer)

• Front End Developer

Interface can be decoupling, API is developed by the backend developer, front end developer

can build via their preferred technologies Vue.js, blade, angular...

In the website:

Content is designed via the platform UI admin: contents=> Manage Template.

Then Front-end Developer will implement the parsing code to show the content.

Menu and Layout template is the same process, design via the GUI Admin then developer front end will adapt the template to show menu. No need backend developer.



Example: Typically designed your content template as ADMIN user:



Create one content of your template example billet\_blog :

Content types						
Search by name		Sort by nar	ne	Add new type o	of content	
id	title	author	Created at	Updated at		
24	avis_client	john	2018-10-25 09:55:00	2018-10-25 09:55:00	Edit	delete
25	billet_blog	john	2018-10-25 09:58:52	2018-10-25 09:58:52	Edit	delete

View code button on your content editor:



Front end will parse this content and extract it to show in template page.

## **Routing system and System pages**

System->Advanced Pages management:

Listing urls				
search by name	Sort by name	Add a new url		
uri	name	page		
admin/dashboard	admin panels	cmsgroovel.pages.dashboard	Edit	â
admin/routes	listing routes	ß	Edit	Ô
admin/routes/form	form to add new routes	cmsgroovel.pages.admin_form_route	Edit	Ô
admin/routes/add	add route		Edit	Ô
admin/routes/update	update route		Edit	<b>İ</b>
admin/routes/delete	delete route		Edit	Ô
admin/content/form	add new contents	cmsgroovel.pages.admin_content_management	Edit	Ô

Each URI is mapped to call your html view feed by a component called controllers. Mapping below:

	Normal mode Details
uri *	admin/content/form
	add new contents
Controller	Groovel/Cmsgroovel/HttplControllers\groovel/adminicontents\GroovelContentFormController
method	init
action	modify
page	cmsgroovel.pages.admin_content_management
type *	Groovel
statistics	disabled v
activation	enabled
	fields required *
122 < 123 124 < 125 < 126	<pre>iescription' class="form-group"&gt;</pre>

Between call role and user access are checked. You can edit code page and do some modification without deploying.

## Users and role management

#### Users and Role.



User is attached to Role. Role give the right to user to have some privileges to access different functionality of the platform.

Roles available are:

- ADMIN: The strongest role you have access to all
- PUBLIC: Default role, give access to user account
- CONTENT\_MANAGER: to add, update delete content
- USER\_MANAGER: to manage users.

- GED\_MANAGER: to add update delete documents (public or private).
- SEARCH\_USER\_MANAGER: to search user.
- UPLOAD\_FILES: to upload files.
- STAFF: Role acts as a label, to identity team.

Typically, role is composed of URI and actions:

$\mathbb{R}^{2}$	roles	CONTENT_MANAGER						
	Add Role		delete					
		create	edit	update	delete	uri *		other content
		yes	✓ no	~ no ~	no 🗸	admin/tag/managment/form	yes ~	yes ~
		no	✓ no	~ no ~	yes 🗸	category/delete ~	yes ~	yes ~
		no	✓ no	v yes v	no 🗸	admin/content/editform/file/browser/exp ~	yes ~	yes ~
		no	✓ no	v yes v	no 🗸	admin/content/form/view_update ~	yes ~	yes ~
		no	✓ yes	~ no ~	no 🗸	admin/content/viewcode ~	yes ~	yes ~
							ves ~	ves ~

#### Different kind of account.

ADMIN =>all

PUBLIC+GED\_MANAGER=> GED

PUBLIC+ CONTENT\_MANAGER=>Content blogging

PUBLIC+ USER\_MANAGER=> Users Administration

PUBLIC+ SEARCH\_USER\_MANAGER=> Search users

PUBLIC + UPLOAD\_FILES=>Upload medias to attach to content

Hierarchy, if one user is ADMIN role other roles are ignored.

Otherwise other roles can be added. PUBLIC role is the primary role basic that each user must have.

**Tips**: A good method to avoid giving administration to every all and to control trackability of access is to distribute this role.

STAFF: It is just a label to identify member of your team, other label can be created, it is useful to show team members on web page such as a trombinoscope.

#### **User Profile**

How users are managed? A user is identified with a unique Email and a unique Identifier.

rofile	
Select your picture	warning your picture will be public, everyone can see it
ame *	
john	
urname	
lentifier *	
john	
mail *	
john@emailme.com	
dress	
uiess	
nwn	
ip code	
ountry	
France	
hone	
leset the password	
onfirm password	
mail Notification	
mail Notification	
ctivate user	
activate	
ontact	
None selected -	

Email Notification: if enable user will be notified for each message incoming on its message box

Activate user: if disable user can't have access to the platform.

Contact: if it is set, when user sends a message, there will be only recipient as contact.

Picture profile: User can set its picture depending the configuration, it is possible that:

- Everyone can see the picture profile on internet (public)
- **Private** only members of the platform can see the picture profile.

#### How is managed the delete user?

When you delete a user, the action is not immediate, there is 2 days spent before the user is deleted. The first action will disable the user.

The delete is proceeding to erase:

Delete

- All messages.
- All comments
- All private documents.
- All tag attach to private documents.
- All public documents that user is author.
- All contents that user is author.
- All user details.
- All permissions.

## **Basic Account**

When first registration user, the account gives only basic feature:

Consult private documents

Consult public documents

Search on name file public documents.

# HOME	E MY DOCUMENTS - By	file name Q public documents	å (+ LOGOUT		
	MY PRIVATE DOCUMENTS				
	NY PUBLIC DOCUMENTS				

## Login Password Reset

A link with a specific token is available on click and send to the user by email.



6		
You forget your password, you have to	fulfill the form below	w to reset your password
email		
	Send	Home page

## **API Mobility(option)**

Internally the platform exposes an API that gives the possibility to authenticate device

Based on the mechanism of JWT tokens (*JSON Web Token* (JWT) is a compact URL-safe means of representing claims to be transferred between two parties).

The user can after have access to their account and messages.

You can imagine any other functions that can be added to the API.

In your side, you will be exchange with your device and the platform this token.

## Messages(option)

In lot of situation, it is complicated to connect a webmail to a System Information without policy a dedicated stream only to exchange between team on specific perimeter such as support for example. To make it simple, the platform authorizes to send small messages in text format between users.

Remember you've got a field contact on each user profile. It is the recipient of messages that can send the user.

New Message		
subject * Your subject		
Recipient *	- Q	
Write here your message		
	USER1 <user1></user1>	
	USER2 <user2></user2>	Fields requ
		Close

Let's attribute a contact to USER1

Name *	
USER1	
surname	
Jumano.	
identifier *	
USER1	
Email *	
USER1@emailma.com	
Adress	
town	
zip code	
country	
France	~
phone	
protection and the second s	
Reset the password	
Confirm password	
Commin pacework	
Email Notification	
Email Houndauon	~
activate user	
acurate user soferate	~
Points de contact	
administrator	Close Save

When user1 is connected:

New Message			×
subject * Your subject			
Recipient *		~ Q	
White here your message	admin-administrator >		ė
			Fields required * Close Send
			-

If enable Email Notification is activated, user will receive a notification of new message in its webmail.

## **Content management(option)**

One of an important part of the platform to be able to write some articles and to publish it on the website as a blogging writer. The basic approach is to write it directly in HTML code, it is static approach, but less it is not a good approach if you want to delegate this responsibility to a non-developer.

#### Content Type Template.

		Content types							
	Search by name		Sort by nar	ne		Add new type of	f content		
1	id	title	author	Created at	Updated at				
2	24	avis_client	john	2018-10-25 09:55:00	2018-10-25 0	9:55:00	Edit	delete	
2	25	billet_blog	john	2018-10-25 09:58:52	2018-10-25 0	58:52	Edit	delete	
2	27	evenement	john	2018-10-25 10:01:21	2018-10-25 10	0:01:21	Edit	delete	

The system provide flexibility to propose a way to create a template content such as drag and drop field. So, you can create content type such as for example:

save		delete				
title *						
	billet_blog					
layout *	gefi			~		
<b>≣</b> field date						^
✓editor rich text		fichiers				×
<b>T</b> field text			Select a file			
⊕Send files						
			name *	description	required	
			fichiers			
		contenu				×

Each content has a different structure, example with different contents:

- Billet\_blog is for section blogging in website with field fichier(files to attach), contenu (content)
- Other avis\_client for testimonials section

save		delete				
title *	avis_client					
layout *	gefi			~		
■field date						~
editor rich		photo	Select a file	_	_	×
<b>T</b> field text ⊕Send files						
			name * photo	description	required	
		"adresse"				×
						1
						~

Each content after where you create it depending of the template:

Choose your content type *	
	≁avis_client
	<pre>✓ billet_blog</pre>
	Fevenement

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#### Avis\_client :

title *	1537	
layout *	gefi	
language *	Fatoe	]
weight	0 V	]
ag		
site categorie	Nothing selected	
short description *	state based date at anosis, socialization still, and dir biascrad tatologic tatologic of bases of dates and any affaire. Unable with additional states and any affaire and any affaire at a commonly accessed application in additional states and in basis of in the additional	
url		
publish	a)	
photo	Select a file	
adresse	RAIS	

On the section testimonial of website:

Nos Clients et nos Partenaires témoignent
orem ipsum dolor sit amet, consectetur adipiscing ellt, sed do eiusmod tempor incididunt ut labore et dolore magna alqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in cuipa qui officia deserunt molit anim id est labor
TEST PARIS

Content is dynamically generated depending of the template:

## GROOVELSOFTWARE

A content			×
title *			
layout *			
language *		Paros v	
weight			
weight		0 V	
tag			
	site categorie	Nothing salected ·	
short description *			
url			
publish		0	
fichiers			
		kileta Bi	
contenu		Foher - Editer - Neifer - Voir - Format - Outla -	

Let's zoom in different field:

New content	
title •	
layout •	-
language *	France
weight	0
tag	
site categorie	Nothing selected •
url publish	
fichiers	~
	Select a file
contenu	Fichier • Editer • Insérer • Voir •

Common section to all the content whatever the template.

Title => content title.

Layout=>Indicator which is feed by the system in order to know for which website, the content is done.

Language=>you can choose several, when you have multilingual website you can choose content to show depending your locale.

Weight => a number that can reorder the content by priority. The biggest number and the first rank will be your content.

Tag=> Classification of your content with search key words, useful to SEO.

Short description=> Short summary required. Introduction to the content.

URI =>generated by the system.

Publish=> if enable content is visible in the website

Specific section:

Fichiers => attach upload pictures or files.

Contenu => content details.

If you click on View Code button you can see all the binary content

Administration	name		Mers.	
Search(tag)	٩	attachment files	Select a flor	
≁ Monitoring +		adobes	atoch: 1289541 provincipag dalam	
∲ System +		*p*gdfgfdg*Vp*1; ispublish*0, weight*0, "uri"/nxaed ("date", 2018-12-02 23:37:50:000000", "amezone, typ UContextsTranslation" fooliedion.name" files.context ("date", 2018-12-02 23:37:50:000000", "amezone, typ ("date", 2018-12-02 23:37:50:00000")	statend" 14. "Ne" (pdpdg", "lauppor" 777, "desception" (pdp", "Log" "underleef, "contentType" "bild, Stog", "content" ("castenu"," constantid", "under "under "under "under "under "underleef, "contentType" "bild, Stog", "content" ("castenu"," underleef, "under "under "under "under "under "underleef, "underleef, "underleef, "under "underleef, "under "under "underleef, "under "under "underleef, "under "under "underleef, "	
🚊 Users +		Vjpeg","disk","files_usees","size","fi2330;"manipulati 23:37:50","updated_at","2016-12-02 23:37:50"][j)	lions" ("uuslom_properties" ("cuslom_headers" () "responsive_jmages" () "order_columer" 744, "created_st" 2018-12-02	
≡ Menu+			× .	
Contents +				
Personal Pages +				
🕲 Template Pages +		P	Words: 1	
🖹 Files +				
Category +		Fields required *	cone apdate danse vergen	

**Q Tips**: What 's about SEO?

Search engine has several criteria to apply to optimize visibility of website.

Choice of contents, number of words, choice of word depending the concurrence article length and number of articles are some criteria. The greatest number of articles you have will help your website to grow up its visibility in order to acquire some new back link directly to your website.

**Tips**: What 's about file to show and to share? Sometimes you would like to import files

And share link, you can easily do it with: Files->Add

Upload files: Then in Files->Viewer

		<u>C</u> opier l'adresse du lien		IVID	08.42.06	_
jdk-10.0.1_windows-x64_bin.exe	jdk-10.0.1_v	Recherche Google pour « kit-rf-2018.pdf »		390.19	2018-12-03	delete
		Envoyer le lien à un appareil	>	MB	08:45:42	ucien
kit-rf-2018.pdf	kit-rf-2018.p	E <u>x</u> aminer l'élément		394.52	2018-12-11	delete
				KB	11:52:51	uelett

#### **Classification Category and Tag**

To order the content, key words (Tag) are associated and tide to Category.

Tag Name and Category Name must be unique.

Categ	jory					×
	name *	description	category parent	langage *	scope	
			~	~	frontend ~	
					frontend	
					private	
					public	
					close save	
						_

#### Category->Add

Category Parent: You can create hierarchical category tree. This is used for GED.

Language: When you have got multilingual website choose the correct locale in order to show the right content in the right locale.

Scope:

- Frontend: only use for website, content
- Private: use for GED only, private access.
- Public: use for GED only, public access everyone who is subscribed to the platform can see the contents.

Tag creation: Tag->Add

Tags			×
	tag name *	category *	
			~
		test priive	
	fields required *	test public site categorie	
			close save

### Category Translations and Locale: use for GED.



It is used for GED, when user connect to their account, they can see their category in their locale. See above in GED chapter.

name *		Translation *	langage *
	~		EN
test priive			
test public	2		
site categorie			close save

## **Build Layout(option)**

To avoid repeating tasks layout is always composed of same header same footer

When you have a multilingual site, the layout is same and translation different, the platform

proposes a way to mutualize:

Layout * ☑ <sup>blog</sup>		
langage * France V		
logo	choose your picture	
title *		
header *		
	ii.	
footer *		
save	ji.	

Header or footer can be html. In English version:

langage * United Kingdom		
type * blog		
title * Demo Blog		
header *		
<div class="site-heading"> <ht>Clean Blog<ht> <hr class="amal"/> <span class="subheading">A Clean Blog </span></ht></ht></div>	demo «Ispan»	4
footer *		
oopyright groovelsoftware		
logo	choose your picture	
	Pencya	

In French version
	Layout
$\mathbf{k}$	langage * France V
	type * biog
	title * Demo Blog
	header *
	<div class="site-heading"> <htpdémo blog<(ht=""> <ht class="small"> <span class="subheading"> une démo du layout</span> </ht></htpdémo></div>
	footer *
	copyright groovelsoftware
	<u>الله.</u>
	logo choose your picture
	china

So, depending the locale you will have French or English Layout:



#### Or French:

ACCUEIL C	CONTACT	1 john -	FRENCH TRE FRENCH ENGLEH D		
				Démo Blog	
			♠ Type Ø last news		
			ic events		
				<b>O 0</b>	
				copyright groovelioftware	

# **Build Menu(option)**

#### As same as layout, Menu ->Create

save	delete				
title *	title				
language *			~		
layout *			<b>v</b>		
	blog	>			
+	name link name	url	url	Add link	Add under link

We will fill two menu: one French and one in English

1				
save	delete			
title *	Menu EN			
language *	United Kingdom	×		
layout *	blog	~		
+	link name Home	uri /home	Add Item Add Child Item	×
		ß		

Search by name		Sort by name		Add new menu			
id	name	layout	language	Created at	Updated at		
4	Menu EN	blog	EN	2018-12-12 18:10:02	2018-12-12 18:10:02	Edit	
5	Menu FR	blog	FR	2018-12-12 18:10:20	2018-12-12 18:10:20	Edit	

#### In the frontend



Or



Quick start example in: /resources/views/blog

## **GED** Management

### General

In the platform two kind of documents are managed.

Document can be extension.png.jpg.bin.exe .doc .rtf.... any extensions

If it is marked public, everyone who subscribed to the platform can see the document.

If it is marked as private, only person which is identified as the recipient can see the document.

We need the identifier of the user and the Category. The Category is like a folder.

#### How do we assign document to a member?

If you are ADMIN

identifier *	
keywords None selected  keywords None selected  test prive	
note	
Select files Start upload Cancel	

Documents library->private documents->share

Or in your account if you have GED\_MANAGER role:

#### Management

# HOME	MANAGEMENT +	MY DOCUMENT	S ▼ By file name	Q public documents	4	6 LOGOUT
	+ SHARE PUBLIC DOO	CUMENTS				
	+ SHARE PRIVATE DO		selected -			
	PRIVATE DOCUMEN		selected -			
	SEARCH CLIENT DO	DCUMENTS				
		Select files.	Start upload Cancel			

#### How do we assign document to all members?

You must select Documents library->private documents->share

Category is required. All documents attached to this category will be seen by all users of the platform.

#### How do we manage access documents and users?

Each document is associated to a user via its identifier.

So, two users cannot see same documents even if it is attached to the same category.

When you delete a user, all documents attached to the user are deleted.

So, let s create one category called private

Two users USER1 and USER2 for each we associate

USER1 ->document user1.pdf

USER2->document user2.pdf

USER1 connected: user 1 only see user1.pdf in category private

🔓 🙀 HOME 🖉 MY DC	OCUMENTS -	By file name	Q public documents	LOGOUT			
l	<b>b</b> private o	documents					
	private		0	Download			
					files	note	versions at
					user1.pdf		2018-12-11 18:04:49

USER2 connected only see user2.pdf in category private

🖀 HOME 🛛 🖶 MY DOO	CUMENTS +	By file name	Q public documents	å USER2	DI LOGOUT			
I	private o	documents						
	private		0	Download				
						files	note	versions at
						user2.pdf		2018-12-11 18:05:14
						0		

### **Category Organization**

You can easily create tree category to organize documents in hierarchical structure, choose in category parent a category that you have created:

Categ		- Jouren aller				×
	name *	category parent	description	langage	scope	
	categorybyrole	private ~		EN	private ~	
					close save	

MENT - 🖉 MY DOCUMENTS -	By file name	Q public o	documents	LUSER	1 🕞 LOG	OUT			
nuivete de cumente									
private documents									
- private	•••	Download							
- private categorybyrole	<b>© 0</b>	Download	files	note	versions at	category	keywords		

## Adjust Organization with Tag

When there is lot of documents in a same category, it is more fluent to filter inside the category by keywords: Tags.

Tag->Add

Tags			×
	tag name *	category *	
	test tag	categorybyrole ~	
	2		
	fields required *		
		close save	

#### Ok now let's connect to USER1

MY DOCUMENTS -	By file name	Q public documents	🔓 USER1	🕞 LOGOUT			
private do	ocuments						
- private		<b>1</b> A	ull test tag/				
category	byrole	0	Download				
					files	note	versions a

If you click on categoryrole you will see test tag

There is no document on its tag, so we will create one:

Documents library->private documents ->share

Ĩ	identifier * USER1				
	category * categorybyrole -				
1	keywords test tag -				
	note				
				ja.	
	Select files Start upload Cancel				
	site(3).pdf	872.71 KB	Send Ø Cancel		

We select the tag that we have created.

0	Download				
		files	note	versions at	
	•	site-3pdf		2018-12-12 12:41:01	
		Download	Download files	Ties note	Dominical           Image: The second

If you click on test tag you only see documents that is attached to its tag.

### Manage Category by Role. (Option)

This option is possible depending of the main configuration of the platform.

Another flavor if you want to put some permissions on category and to authorize only person to see the category depending on their role.

Create a Role:

User->Manage Roles->Add

Choose undefined URL.

roles									
	Role *	te	MYROLE						
		create		edit	update	delete	uri *	own content	other content
		no	~	no	no 👻	no	v undefined v	yes ~	yes v
	ontersts +	fields rec	quired *				admit (actif) (aducible Admit (aducible) Admit (aducible) (Admit (A	close	save
							adma(content/editom)Rel/trowser adma(content/editom)Rel/trowser/epitre adma(content/form/Rel/trowser/epitre adma(content/form/Rel/trowser/epitre adma(content_topad adma(content_topad		
							admin/content_type/editform admin/content_type/update admin/content_type/fields/delete admin/content_type/delete		
E F							undefined 🗸		

• Create a category:

Category->Add

		earch user				
Categ	jory					×
	name *	description	category parent	langage *	scope	
	categorybyrole			~	frontend ~	
					frontend	
					private	
					public	
					close save	

Associate a permission to category

Perm	issions		×
	name *	role *	
	categorybyrole ~	MYROLE	
		close save	

Category->Add Category Permissions

• Associate the role to the user.

User->Manage Users & Roles->Add Role to a user

Choose for example USER1 and associate him the new Role: MYROLE

user a	ind role		×
	identifier *	role	
	USER1	MYROLE	
			close save

#### Now if you connect to USER1 Account

IENT - B MY DOCUMENTS -	By file name	Q public o	documents	LUSER*	I 🕞 LOG	GOUT			
private documents									
- private	00	Download							
- private categorybyrole	€ 1 € 0	Download	files	note	versions at	category	keywords		

You see its new category.

If you connect with USER2.

🖶 HOME 🛛 🗟 MY	DOCUMENTS -	By file name	Q public documents	LUSER2	DI LOGOUT			
	<b>p</b> rivate	documents						
	private		0	Download				
						files	note	versions at
						user2.pdf		2018-12-11 18:05:14
						0		

It never sees the category "categorybyrole" if he hasn't got the role MYROLE.

As you see USER1 can only download documents, if you want to give it some rules to upload and delete documents, manage documents, you can add it GED\_MANAGER role.

USER1	IE SED_MANAGER  ADMIN NONE		
USER1	GED_MANAGER		
	ADMIN		
	NONE		
	PUBLIC		
	CLIENT		close sav
	CONTENT_MANAGER		
	GED_MANAGER 🖌		
	USER_MANASZR		
	SEARCH_USER_MANAGER		
	STAFF		
	UPLOAD_FILES		
	my_private		

User->Manage Users & Roles ->add Role to user

Then when you connect to user1

# HOME	UNIVERSITY IN DOCUMENTS - By file name Q public documents	
	+ SHARE PUBLIC DOCUMENTS	
	+ SHARE PRIVATE DOCUMENTS None selected -	
	Image: Second selected +           Image: Second selected +	
	SEARCH CLIENT DOCUMENTS	
	Select files. Start upload Cancel	

User1 has Management Item.

### **Category Organization**

You can easily create tree category to organize documents in hierarchical structure, choose in category parent a category that you have created.

ory				
name *	category parent	description	langage	scope
categorybyrole	private ~		EN ~	private

If you connect to USER1

## GROOVELSOFTWARE

		By file name	Q public documents	LUSER1	C LOGOUT	
private o	documents					
categoryb		•••	Download			
	ſ			files	note	vers

There is no private? Normal you must associate the role MYROLE to category private

	surname	Q search user			
Permi	ssions				×
	name *			role *	
	private		~	MYROLE	
					_
				close save	

Go to Category->Add Category Permissions

#### Now if you connect to USER1

ENT - MY DOCUMENTS -	By file name	Q public o	documents	🖁 USER	1 🕞 LOG	GOUT				
vivate documents										
<ul> <li>private</li> </ul>	•••	Download								
<ul> <li>private</li> <li>categorybyrole</li> </ul>	e o e o		files	note	versions	category	keywords			
• private		Download	files	note	versions at	category	keywords			
<ul> <li>private</li> <li>categorybyrole</li> </ul>			files user1.pdf	note		category private -	keywords None selected -	delete	modify note	save

## **Category translation**

Suppose you have got two persons which one speaks French and one speaks English.

Depending on their locale, you can associate the correct translation for the category:

By default, if there is no category it is the name category himself that is chosen.

name *	category parent	descripti	on langage		scope
test france traduction		~	FR	~	private ~

So, in English

name *	Translation *	langage *
test france traduction	<ul> <li>test france translation</li> </ul>	EN

If you connect:

				I	private	docur	nents						
private	•	name		sumame		Q filter							
categorybyrole	00												
test france tragslation	00	Download											
			files	note	versions at	name	surname	category	keywords	size Mb			
			user1.pdf		2018-12-11 18:04:49	USER1		private •	None selected -	1.35635	delete	modify note	save
			user2.pdf		2018-12-11 18:05:14	USER2		private -	None selected -	1.35635	delete	modify note	save
			demo.txt		2018-12-12	USER1		private -	None selected +	6.0E-5	delete	modify note	save

#### If no translation:

					private	docu	ments						
- private	•	name		surname		Q filter							
categorybyrole	•••												
test france traduction	•••	Download											
			files	note	versions at	name	surname	category	keywords	size Mb			
			user1.pdf		2018-12-11 18:04:49	USER1		private -	None selected +	1.35635	delete	modify note	save
			user2.pdf		2018-12-11 18:05:14	USER2		private -	None selected -	1.35635	delete	modify note	save
			demo.txt		2018-12-12	USER1		private -	None selected +	6.0E-5	delete	modify note	save

How does the clean and delete categories work?

You cannot delete a category if there is one document that it is attached to

### **GED\_MANAGER ROLE**

In order to share GED management, avoid giving ADMIN access this role has been made.

In review:



SHARE PUBLIC DOCUMENT: all documents that everybody subscribed to the platform can see.

SHARE PRIVATE DOCUMENT: Only documents assigned to the user can be seen.

PRIVATE DOCUMENT: List of all private documents of everyone

					private	e docu	ments						
- private	80	name		sumam	e	Q filter	+ reset filter						
categorybyrole	00												
		Download											
			files	note	versions at	name	surname	category	keywords	size Mb			
			user1.pdf		2018-12-11 18:04:49	USER1		private -	None selected +	1.35635	delete	modify note	save
			user2.pdf		2018-12-11 18:05:14	USER2		private -	None selected -	1.35635	delete	modify note	save
			site-3pdf		2018-12-12	USER1		categorybyrole -	test tag -	0.83228	delete	modify note	save

You can update category, tag.

Update or delete note.

SEARCH CLIENT DOCUMENTS: you can search all documents by username and surname

USER1 Surname Q private documents
-----------------------------------

arch resu	ts for										
name	USER1	surname									
Download											
	files	note	versions at	name	surname	category	keywords	size Mb			
	user1.pdf		2018-12-11 18:04:49	USER1		private -	None selected -	1.35635	delete	modify note	save
	site-3pdf		2018-12-12 12:41:01	USER1		categorybyrole -	test tag 🗸	0.83228	delete	modify note	save

#### In MY DOCUMENTS:

Image:	HOME	MANAGEMENT -	MY DOCUMENTS -	By file name	Q public	documents	🛔 USE	:R1 Թ l	.OGOUT				
- private       Image: Coversion of the set of t				NTS									
categorytyrole       Coll       Files       note       Variance       category       Keywords         Image:		private	MY PUBLIC DOCUMEN	TS									
Tiles     note     at     category     keywords       user1 pdf     user1 pdf     prvate ~     prvate ~     None selected ~     ddlee     moothy note     save       user1 pdf     ste-3-pdf     2016-12- 11     prvate ~     less tag ~     ddlee     moothy note     save		- private		00	Download								
11     Image     Image <td< th=""><th></th><th>cate</th><th>egorybyrole</th><th>0</th><th></th><th>files</th><th>note</th><th></th><th>category</th><th>keywords</th><th></th><th></th><th></th></td<>		cate	egorybyrole	0		files	note		category	keywords			
12 Category by the strategory						user1.pdf		11	private -	None selected -	delete	modify note	save
						site-3pdf		12	categorybyrole -	test tag 🕶	delete	modify note	save

USER1 can see only documents that is assigned to him.

🛿 НОМЕ	MANAGEMENT -	MY DOCUMENTS -	By file name	Q public	documents	🛔 USI	ER1 Թ	LOGOUT				
	<b>b</b> private	e documents										
	- private	e	<b>Q</b> 0	Download								
	cat	tegorybyrole	<b>e</b> o		files	note	versions at	category	keywords			
					user1.pdf		2018-12- 11 18:04:49	private -	None selected +	delete	modify note	save
					site-3pdf		2018-12- 12	categorybyrole -	test tag 🕶	delete	modify note	save

If you click on the upload button:

keywords:	None selected -			
note				
	Ν			
	a a a a a a a a a a a a a a a a a a a			
	Select files Start upload Cancel			
		-		
keywords:	None selected -			
note				
				à
	Select files Start upload Cancel			
l l	Select files Start upload Cancel			
	demo.txt		O Cancel	

If you reclick on MY PRIVATE DOCUMENTS, you will see only your documents:

IANAGEMENT <del>-</del>	B MY DOCUMENTS - By	file name	Q public	documents	🌡 US	ER1 🕞 I	LOGOUT				
<b>b</b> private											
- private		80	Download			versions					
cat	egorybyrole	20		files	note	at	category	keywords			
				user1.pdf		2018-12- 11 18:04:49	private •	None selected •	delete	modify note	save
				site-3pdf		2018-12- 12 12:41:01	categorybyrole -	test tag 🕶	delete	modify note	save
				demo.txt		2018-12- 12 14:14:13	private -	None selected -	delete	modify note	save

If you click on one of the link vertical menu ie PRIVATE for example:

HOME 🖉 MANAGEMENT -	MY DOCUMENTS -	By file n			lic documents	LUSER1	(+ LOGOUT						
					private	docui	nents						
Rivate	00	name		sumame		Q, filter	+ reset filter						
categorybyrole	00												
		Download											
			files	note	versions at	name	surname	category	keywords	size Mb			
			user1.pdf		2018-12-11 18:04:49	USER1		private -	None selected -	1.35635	delete	modify note	save
		8	user2.pdf		2018-12-11 18:05:14	USER2		private -	None selected +	1.35635	delete	modify note	save
			demo.txt		2018-12-12	USER1		private •	None selected •	6.0E-5	delete	modify note	save

You will see all documents attach to PRIVATE category.

## **GED Performance**

#### • Storage:

Files are stored on the disk local or Cloud, only links are maintained in databases.

### • Upload Client:

Clients upload files by buckets, over 10 Mb, the files are chunked.

### • Download Client:

	0								
21		files	note	versions at	category	keywords			
20		user1.pdf		2018-12-11					
		user i.pui		18:04:49	private -	None selected -	delete	modify note	save
		site-3pdf		2018-12-12 12:41:01	categorybyrole -	test tag 🗸	delete	modify note	save
		demo.txt		2018-12-12 14:14:13	private -	None selected -	delete	modify note	save

When you click and select download all files are zipped.

If you click on the link in files column, files are zipped if the size >20Mb

## **Board overview: Indicators**

	2 2005 Ubscilbers per months		
Number of users subscribed	Number of users connected	total number of messages sent	total number of documents
5	1	6	738
size max(Mb) document	size total(Mb) documents	size total(Mb) public documents	size total(Mb) private documents
390.19 Mb	7131.82 Mb	172.56 Mb	1168.35 Mb
size total(Mb) medias	size max(Mb) private document	size max(Mb) public document	number total of public documents
5790.76 Mb	390.19 Mb	74.89 Mb	14
number total of private documents	number total of medias	size max(Mb) medias	Total number contents
26	697	390.19	3

#### Monitoring:

System Monitoring: Health of the system

Number of subscribers: //

Number of users connected: Sessions that are opened now.

Total Number of messages sent: //

Total of number documents: //

size max (Mb) document: get the biggest document size

size total (Mb) documents: documents public size+ documents private size

size total (Mb) public documents

size total (Mb) private documents

size total (Mb) medias: all the medias attached to contents

Size max (Mb) private document

Size max (Mb) public document

number total of public documents

number total of private documents

number total of medias

size max (Mb) medias

Total number contents

Administration	name	surname	Q search user						🔇 User Di	rectory Messages 🕕	👤 john 🛛 🕞 Logout
		<u></u>									
Search(tag)	۹		id	url visited	web explorer	address type	ip	hostname	count visits	created at	updated at
	_		1	admin/dashboard	Mozilla/5.0 (Windows	ipv4	127.0.0.1	blog.test	3		2018-12-10 19:20:58
🗲 Monitoring 🗸	_				NT 10.0; Win64; x64; rv:63.0)						
O System Monitoring	_				Gecko/20100101 Firefox/63.0						
IP Viewer Monitoring											
≁ System -											
👤 Users <del>+</del>											
≡ Menu <del>-</del>											
Contents -											
🔓 Personal Pages <del>-</del>											
🖸 Template Pages <del>-</del>											
Files-											

Viewer Monitoring: Show IP when access to an URL (option)

# Backup

Back up can be done manually in the console or schedule in bash in a background process.

Administration	name	sumame	Q search user	Q User Direct	ory Messages 🕕	1 john	C+ Logout
		A	dminister bac	kups			
Search(lag)	Q					+Cres	ale backup
			There are no bac	kups			
₽ System+							
System Configuration							
Status Backu							
	inagement +						
🕑 Template Pages +	~						
Administration	name	SUFFERM	0 6037	h upar	Queen	irectory 1	

earch(tag) Q	Packages			
	Search	Sort by name	Clear cache	Refresh cache
Monitoring +	Name	description	require	require dev
System +	theseentokenizer	A small library for converting tokenized PHP source code into XML and potentially other formats	php*7.0 ext-amiwriter* ext-dom* ext-lokenizer*	
Lusers+	tijsverkovenicss-to-inine-styles	CosToInlineStyles is a class that enables you to convert HTML-pages/files into HTML-pages/files with inline styles. This is very useful when you're sending emails.	php*5.5    *7.0 symfony/css-selector*2.7    *3.0    *4.0	
E Menu +	tymonjiet-auth	JSON Web Token Authentication for Laravel and Lutten	php <sup>5</sup> 5.9    *7.0 illuminateiauh5.1 *    5.2 *    5.3 *    5.4 *    5.5 *    5.6 *    5.7 * illuminateixonfractis 5.1 *    5.2 *    5.3 * 3.4 *    5.8 *    5.6 *    5.7 * illuminateixuppottis 1.1 *    5.2 *    5.3 * 3.3 *    5.4 *    5.6 *    5.7 * illuminateixuppottis 1.1 *    5.2 *    5.3 *    5.4 *    5.6 *    5.7 * icobuccitytis 2 manshiljoze*7.0 metabolicattico*1	
ll Contents +	vlucas/phpdotenv	Loads environment variables from '.env' to 'geterv()', '\$_EIW' and '\$_SERVER' automagically.	php>=5.3.9	
Personal Pages +	webmozart/assert	Assertions to validate method input/output with nice error messages.	php*5.3.3    *7.0	
9 Template Pages +	< 1 2 3 4 5 6 7 8	1 _ 21 22 >		
i Files+				
Category +				

backup save all packages that is included in the application.

## **Personal Pages(option)**

You have the possibility to create a simple page that user can access to.

The requirement is to have a template (blade language specific to the platform) a file name index.blade.php, after you can make your home page and modify content, there is one example called blog:

Go and create:

Search(tag) Q	title *		
6	name *		
🔎 Monitoring 🗝	url *		
<b>⊮</b> System -	type *	blog	
	activate	disabled ~	
L Users <del>-</del>	save delete preview		
≡ Menu <del>-</del>			
_ menu*			
Contents -			
Personal Pages *			
+ Add			
Listing			

#### Fill the form:

title *	test	
name *	test	
url *	test/hello	
type *	blog	~
activate	enabled V	
save delete prev	view	



Save and then go to



Clear cache in order to reload cache with new URL.

Search	Sort by name	Clear cache
Name	description	require
tijsverkoyen/css-to-inline-styles	CssTolnlineStyles is a class that enables you to convert HTML-pages/files into HTML-pages/files with inline styles. This is very useful when you're sending emails.	php^5.5    ^7.0 symfony/css-selector^2.7    ^3.0    ^4.0
tymon/jwt-auth	JSON Web Token Authentication for Laravel and Lumen	$\label{eq:physical_states} \begin{array}{l} php^{5}5.9 \parallel ^{7}.0 \mbox{ illuminate/auth5.1}^{*} \parallel 5.2 ^{*} \parallel 5.3 ^{*} \parallel 5.4 ^{*} \parallel \\ 5.5 ^{*} \parallel 5.6 ^{*} \parallel 5.7 ^{*} \mbox{ illuminate/contracts5.1}^{*} \parallel 5.2 ^{*} \parallel 5.3 ^{*} \parallel \\ 5.4 ^{*} \parallel 5.5 ^{*} \parallel 5.6 ^{*} \parallel 5.7 ^{*} \mbox{ illuminate/http5.1}^{*} \parallel 5.2 ^{*} \parallel \\ 5.4 ^{*} \parallel 5.5 ^{*} \parallel 5.6 ^{*} \parallel 5.7 ^{*} \mbox{ illuminate/support5.1}^{*} \parallel 5.2 ^{*} \parallel \\ 5.3 ^{*} \parallel 5.4 ^{*} \parallel 5.5 ^{*} \parallel 5.6 ^{*} \parallel 5.7 ^{*} \mbox{ illuminate/support5.1}^{*} \parallel 5.2 ^{*} \parallel \\ 5.3 ^{*} \parallel 5.4 ^{*} \parallel 5.5 ^{*} \parallel 5.6 ^{*} \parallel 5.7 ^{*} \mbox{ illuminate/support5.1}^{*} \parallel 5.2 ^{*} \parallel \\ 5.4 ^{*} \parallel 5.5 ^{*} \parallel 5.6 ^{*} \parallel 5.7 ^{*} \mbox{ illuminate/support5.1}^{*} \parallel 5.2 ^{*} \parallel \\ 5.4 ^{*} \parallel 5.5 ^{*} \parallel 5.6 ^{*} \parallel 5.7 ^{*} \mbox{ illuminate/support5.1}^{*} \parallel 5.2 ^{*} \parallel \\ 5.4 ^{*} \parallel 5.5 ^{*} \parallel 5.6 ^{*} \parallel 5.7 ^{*} \mbox{ illuminate/support5.1}^{*} \parallel 5.2 ^{*} \parallel \\ 5.4 ^{*} \parallel 5.5 ^{*} \parallel 5.6 ^{*} \parallel 5.7 ^{*} \mbox{ illuminate/support5.1}^{*} \parallel \\ 5.4 ^{*} \parallel 5.5 ^{*} \parallel 5.6 ^{*} \parallel 5.7 ^{*} \mbox{ illuminate/support5.1}^{*} \parallel \\ 5.4 ^{*} \parallel 5.5 ^{*} \parallel 5.6 ^{*} \parallel \\ 5.4 ^{*} \parallel 5.5 ^{*} \parallel 5.6 ^{*} \parallel \\ 5.4 ^{*} \parallel 5.5 ^{*} \parallel 5.6 ^{*} \parallel \\ 5.5 ^{*} \parallel 5.6 ^{*} \parallel \\ 5.$
vlucas/phpdotenv	Loads environment variables from ' env' to 'getenv()', '\$_ENV' and '\$_SERVER' automagically.	php>=5.3.9
webmozart/assert	Assertions to validate method input/output with nice error messages.	php^5.3.3    *7.0
zendframework/zend-diactoros	PSR HTTP Message implementations	php^5.6    ^7.0 psr/http-message^1.0

Choosing blog it will create a new page from the current template pages. Blog and take the template reference index.blade.php in the directory resources/views/blog/pages/index.blade.php



I can edit the code page:

≁ Monitoring +	search by name	Sort by name	Add a new uri		
	uri	name	page		
≁ System •	1	home page first install	cmsgroovel.pages.firstinstall.weicome	Edit	8
	blogs	groovel blog	blog.pages.blog	Edit	8
L Users+	blog/content/show	show blog content	blog pages article	Edit	î
≡ Menu •	app/search/execute	execute search engine for apps		Edit	ŧ
= menu*	newsletter/subscribe	subscribe to newsletter		Edit	8
Contents -	newsletter/unsubscribe	usubscribe to newsletter		Edit	8
	test/hello	test	blog pages test	Edit	8
Personal Pages •					
+ Add					
S Listing					

Choose test/hello

	Normal mode Details			er Directory Messages 🕕
uri *	test/helio			
name *	test .			
action	teat			
page		✓		
	blog.pages.test			
type *	blog	~		
activation	enabled	~		
fiel	s required *		close save preview delete	
11 @if(\$contended \$12 <div 13="" 14<="" <h2="" cl.="" th=""><th><pre>ig=8 col-ig-offset=2 col-md-10 col-md-offset=1*&gt; ontense as # contens. is="participation"&gt;&gt; gt; is="participation"&gt;&gt;&gt;&gt; is="participation"&gt;</pre></th><th></th><th>Ŷ</th><th></th></div>	<pre>ig=8 col-ig-offset=2 col-md-10 col-md-offset=1*&gt; ontense as # contens. is="participation"&gt;&gt; gt; is="participation"&gt;&gt;&gt;&gt; is="participation"&gt;</pre>		Ŷ	
21 <div> 22 @if(array_key_e: 23 {! 24 @env 25 \$/div&gt;</div>	<pre>isss("biopills",#content('content']) ) foomient('content']('biopills')() iss_sisss('content']('biopills'), issgs(foomient('content')('myfiles'),#alk="test', #attri E::isags(foomient('content')('myfiles'),#alk="test', #attri </pre>	botes marray('styls'™>'vidth:200ps:height:200ps')) 1])		
<pre>itends('blog.base.co itends('blog.base.co itetion('content') <!-- Wain Content -<br--><div class="contai&lt;br&gt;&lt;hi&gt;itelio!&lt;/hi&gt;&lt;br&gt;&lt;div class=" ro<br=""><div class="ro&lt;br&gt;&lt;div class=" contai<br="">%forme %forme</div></div></pre>	<pre>if if imp_sites'(spfiles',domtent) ) MD.limape(#content("content')("myfiles'),#alt="test", %sttri re") -&gt; ner"&gt;</pre>			I

Refresh the page:



# Forum(option)

This is an option which comes inside the box a quick way to create forum for users.

Create a forum	×
name: * description: *	
Fields are required *	Close Send

Create Forum	Create Forum	Create Forum Id name description subjects messages last messages				
Create Forum	Create Forum					
		Id name description subjects messages last messages	Create Forum			

Post comments:

	Welcome to Forum new forum			
Post a	new topic			
id To	opics	replies	lastPost	
1 1	this is a test	0		â

Ω	2 2018-12-13 09:11:10 this is a test test		
Join Date: John		Reply	More Comments

You can get the component forum and extend it in one of your design template.

## System settings

Administration	name	surname	Q search user				🔇 User Directo	y Messages 🕕	👤 john	C+ Logou
Search(tag)	۹			Activation statis	tics by click on link url	enabled	~			
🗲 Monitoring <del>-</del>				Automatic user	rs subscription enable	enabled	~			
Worldoring +					site on maintenance	disabled	~			
🗲 System 🗸					emailing enable	disabled	~			
System Configuration				nun	nber contents by page	15				
Status Backup				maximum number of conter	nts by default per user	30				
				limit numbe	er of content per users	enabled	~			
Advanced pages ma	anagement 👻									
👤 Users 🗸				save			clean statistics audit			
≡ Menu <del>-</del>										
Contents -										
🔓 Personal Pages <del>-</del>										
🗹 Template Pages <del>-</del>										
	v									

System Configuration:

- Activation statistics by click on url: activate the IP tracking on click URL. (option)
- Automatic user's subscription enables: When it is enabling user after registration has access to their account without human validation account.
- Site on maintenance
- Emailing enable: if enable when registration new user or messages sent, notification by email is sent to the user(option)
- Number contents by page: //
- Maximum number of contents by default per user: Possible to limit the number of post contents with a default value
- Limit number of contents per user: if enable the number of contents is applied.

## Security

- Multiple login failure: At three failures login is blocked for 30 minutes.
- Multiple click button: If multiple requests are sent to the platform, reject and block request
- Identity Usurpation (man in the middle): Token between form request and platform is sent to confirm the origin of the request.
- Rules permission and URL access monitoring and check: Every time an URL is accessed, user auth is check, with role.
- Full HTTPS protocol.

# **Compatibility browser**

- Firefox Version 63.0.3
- IE Microsoft Edge 17.17134
- IE 11
- Chrome : Version 71.0.3578.98