



DasDex[®]Place

Handbook



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1. DasDex® Place - Secure Data Store

DasDex® Place (Digital Asset Security) is a highly secure cloud storage. DasDex® Place can store, share and transfer data in encrypted format.

DasDex® Place comprises following features:

- All files are stored encrypted.
- A personal key for maximum safety.
- DasDex® Place works on all major platforms
- You can create and manage users for DasDex® Place.
- Share your data with customers, suppliers and employees.

DasDex® Place consists of two different areas:

- Company area: Here you can manage users, groups and folders.
- Web front-end: Access via a web browser (Internet Explorer, Firefox, Safari, Chrome and more)

2. DasDex® Place for Company

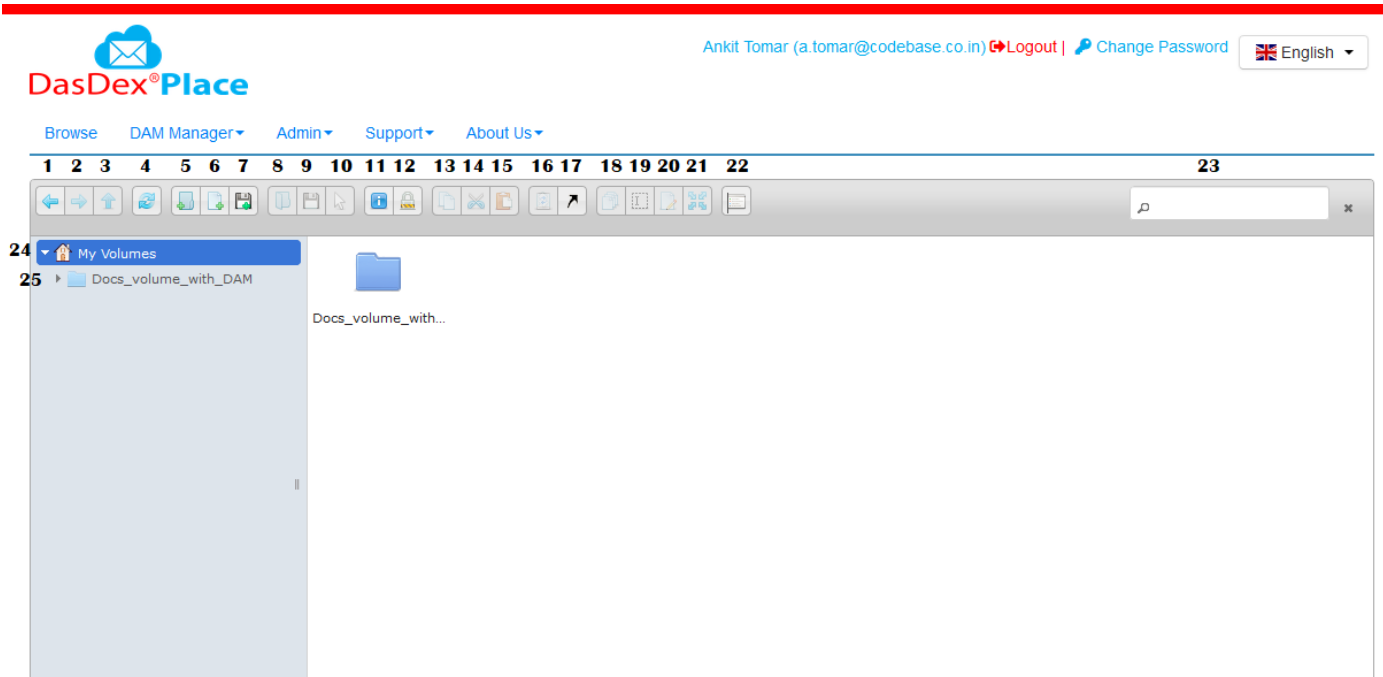
2.1 Quick Start

You can quickly and easily configure DasDex® Place. After ordering DasDex® Place, you receive an e-mail with the login credentials. Using these credentials, you can login to DasDex® Place. Your role will be Company and you can create different type of users.

2.2 DasDex® Place Browse Menu

Using Browse you can perform several actions like upload, download, creating a folder, creating a text file etc. The actions are explained below:

1. **Back** – Using Back button you can move to the previous pages.



2. **Forward** – Using Forward button you can move to next pages you visited.
3. **Go to Parent Directory** – Using this button you can move to your parent directory.
4. **Reload** – Using Reload button you can reload browse page.
5. **New folder** – Using New Folder button in task bar you can create a new folder and can provide it name according to your convenience. Also, you can put/upload files into this folder.
6. **New text file** – Using New Text File button you can create, edit and save a text file.
7. **Upload files** – Using Upload files button you can upload single or multiple files to drive from your system.
8. **Open** – Using Open button you can open a volume/drive, folder or file.

9. **Download** – Using download button you can download existing file(s) from DasDex® Place.
10. **Select files** – Using this button you can select multiple files.
11. **Get info** – Using Get info button you can get information of particular volume/drive, folder(s) or file(s).
12. **File Permission** – File permission is basically for security purpose, if you don't want your file get edited by other user who is using the same volume/drive, you can apply corresponding permission on it. If the file is having read, write and execute i.e. all permissions, file can be fully accessed by other user like he/she can edit it as well. And if you provide only read and execute permission on it other user can't edit it.
13. **Copy** – Copy button allows you to copy your folder(s) or file(s) to a different folder or volume/drive.
14. **Cut** – Cut your file(s) or folder(s) to move to different folder or volume/drive.
15. **Paste** – Paste button allows you to paste the file(s) or folder(s) you have been cut or copied.
16. **Delete** – Using Delete button you can delete those file(s) or folder(s) which are no longer in use. And it is recommended, not to delete volume/drive as all the files and folders will get deleted. If you do this, only blank volume/drive will be there.
17. **Restore** - To restore file to a previous version.
18. **Duplicate** – Duplicate button allows you to create a duplicate copy of file or folder.
19. **Rename** – Using Rename button you can rename file or folder according to your convenience.
20. **Edit file** – This button works only for text files. If you want to edit a text file you can use this button and can save the changes you applied.
21. **Resize and Rotate** – Resize and Rotate button allows you to edit image files. You can rotate or change the size of image.
22. **Icons view/List view** – Using this button you can change view of all the files and folders. In List view you can get information like what permissions have been applied on particular file, when it got modified and size of the files or folders.
23. **Search text box** – In browse menu you have search text box as well. You can search your file or folder from all the existing volumes.
24. **My Volumes** – Under this you can see Volumes for which you have access.
25. **Volumes** – These are the volume for which you have access / permission. You can upload /download files, perform other actions according to the permissions provided.

If you will get a lock sign on a volume that means you don't have write permission on that volume and not allowed to upload files i.e. you have only read permission on that particular volume.

2.3 DasDex® Place DAM Manager Menu

In DAM Manager menu you will get two sub menus: **Search and Upload**.

2.3.1 Search Sub menu

Search files

[Search by File](#) [Search by Tag](#)

Volume

Select Categories

Name

[Apply Filter](#)

[Remove Filter](#)

There is a total of 11 record(s)...

ID	Volume	Name	Type	Size	Modified
227	Docs_volume_with_DAM	2-a)Article_Encrypted File Transfer-15-08-18.docx	File	11.03 KB	05/17/2019 09:10 AM
231	Docs_volume_with_DAM	4-b)Article_Secure Data Exchange-17-08-18.docx	File	11.28 KB	05/17/2019 09:10 AM
226	Docs_volume_with_DAM	3)Article_Secure File Sharing-14-08-18.docx	File	11.04 KB	05/17/2019 09:10 AM
229	Docs_volume_with_DAM	4-a)Article_Secure Data Exchange-16-08-18.docx	File	11.24 KB	05/17/2019 09:10 AM
230	Docs_volume_with_DAM	1)Article_Secure Files Transfer-14-08-18.docx	File	11.16 KB	05/17/2019 09:10 AM
228	Docs_volume_with_DAM	2-b)Article_Encrypted File Transfer-15-08-18.docx	File	11.19 KB	05/17/2019 09:10 AM

Search by File

In this tab you can search your files by providing credentials like volume name, Categories name or directly by file name.

Volume

If you want to search or filter your files by volume, you need to enter corresponding volume name in volume field and click on Apply filter button. You will get all the files under the entered volume. Also you can search files in multiple volumes by entering multiple volumes in volume field.

Select Categories

If you want to search files under particular category entry, you can search by entering corresponding category entry name(s) in Select Categories field and as you click on Apply filter button you will get all the files under the entered category entry.

Name

You can also search your file by directly entering the file name. You just need to enter the file name in Name field and Click on Apply filter button, If file(s) with the entered name exist there you will get list of file(s) there otherwise there will be empty result.

Apply Filter

Apply Filter button allow you to search files according to your entries in Volume, Select Categories and Name field.

Enter details in the fields through which you want to search your files and click on Apply filter button.

Remove Filter

Remove Filter button will remove all the filters you have applied on fields.

Search by Tag

Search by Tag field and Search icon

Using Search by Tag field you can search files under the tags you have created. Enter the name of the tag(s) in Search by Tag field and Click on search icon, you will get list of tagged files in the corresponding tag(s) and if there are no files in entered tag(s) you will get an empty result.

ID

By clicking on ID link, you can sort your files according to id of the files.

Volume

By clicking on Volume link, you can sort your files according to Volume.

Name

By clicking on Name link you can sort your files according to name of the files.

Size

By clicking on Size link, you can sort files according to size of the files.

Modified

By clicking on Modified link, you can sort your files according to the modified date of files.

Prev

By default, 20 files are shown in the list when you are on Search page. So, with Prev button you can move to previous page to previous file(s) listing.

Next

Next button to move to next pages to see next file(s) listing.

Page Number

If you want to go to a particular page number click on corresponding page number button.

File Properties

By clicking on any file on search page, you can see information of that file like General information, File Permission, Audit log etc.

General Information



Ankit Tomar (a.tomar@codebase.co.in) [Logout](#) | [Change Password](#)

English

[Browse](#) [DAM Manager](#) [Admin](#) [Support](#) [About Us](#)

2-a)Article_Encrypted File Transfer-15-08-18.docx

[General Information](#) [Bundle](#) [Audit Log](#) [File Permissions](#) [File Revision](#)

Full Path	/Docs_volume_with_DAM/Office Documents/2-a)Article_Encrypted File Transfer-15-08-18.docx				
Volume	Docs_volume_with_DAM	Size	11.03 KB	Locked	no
Created	05/17/2019 09:10 AM	Modified	05/17/2019 09:10 AM	MIME-Type	application/vnd.openxmlformats-officedocument.wordprocessingml.document
Web-URL:	https://dasplace.dasdex.com/api/?cmd=file&target=dd1_RG9jc192b2x1bWVfd2I0aF9EQU0vT2ZmaWNlERvY3VtZW50cy8yLWEpQXJ0aWNsZV9FbmlNyeXB0ZWQgRmlsZSBUcmFuc2Zlci0xNS0wOC0xOC5kb2N4 Open File Download File <small>Use this URL to download the file or embed it on websites. Viewers of the file on a website also need a DasDrive account.</small>				

DAM Specific file information

Categories: Tags:

In General information tab, you will get all the information related to that file like full path of the file where it exists, size of the file, created date, modified date, in which category(s) and tag(s) it exists. If you want to directly download the file you also get a web URL, copy it into the web browser and enter, your file will get downloaded.

Open File

Click on Open file button in general information tab, if file is open-able, it will open in browser or it will ask you to download the corresponding file.

Download File

Download file button allows you to download the file and you can access that file locally on your system.

Bundle

In Bundle tab, you will see those file(s) which exists in bundle. At the time of uploading if you entered or selected a bundle then in the bundle tab that bundle will be displayed and all the file(s) under that bundle.

If corresponding file is not part of bundle then a message shows **"This file is not part of any bundle"**

Audit Log



2-a)Article_Encrypted File Transfer-15-08-18.docx

Event	Source	Description	Created
CREATE	268		05/17/2019 09:10 AM
EDIT	268		05/17/2019 09:10 AM

[Prev](#) [Next](#)

In Audit Log tab you will get information about modification in corresponding file. In Event column you will get which event has been performed edit or create. In Source column you will get the user id which user has performed event on the file. In Description column you will get IP of the system through which file has been modified. In Created column you will get created date.

File Permission

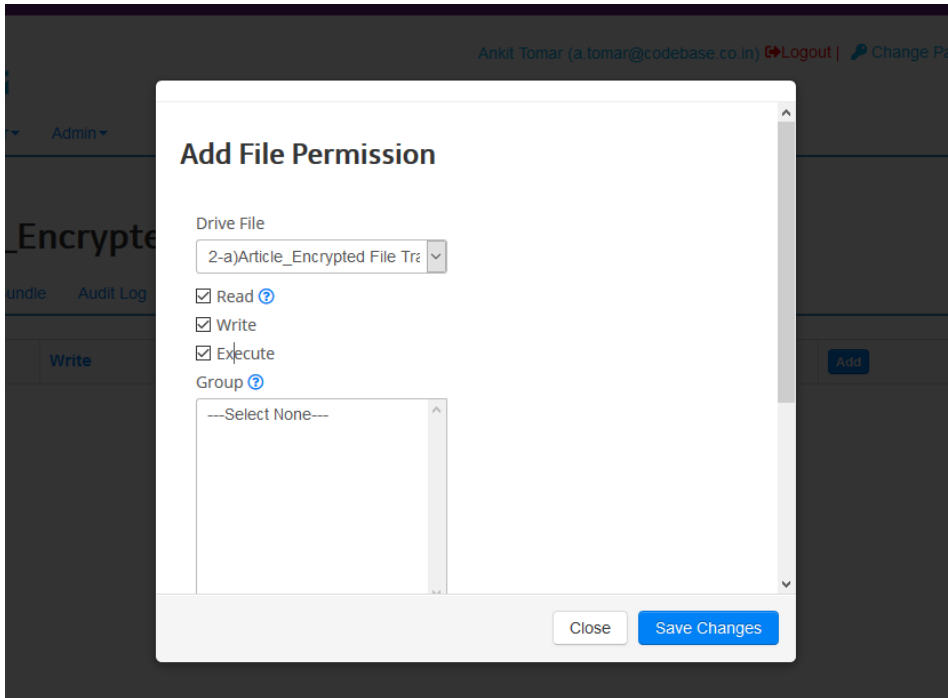


2-a)Article_Encrypted File Transfer-15-08-18.docx

ID	Read	Write	Execute	Created	Modified	Add
----	------	-------	---------	---------	----------	---------------------

[Prev](#) [Next](#)

Add File Permission



Using Add button you can set permissions on corresponding file. If you don't want your file to get edited by some user(s) / group(s) set read and execute permission on the file and save it.

Edit

If you want to edit existing permission use Edit button.

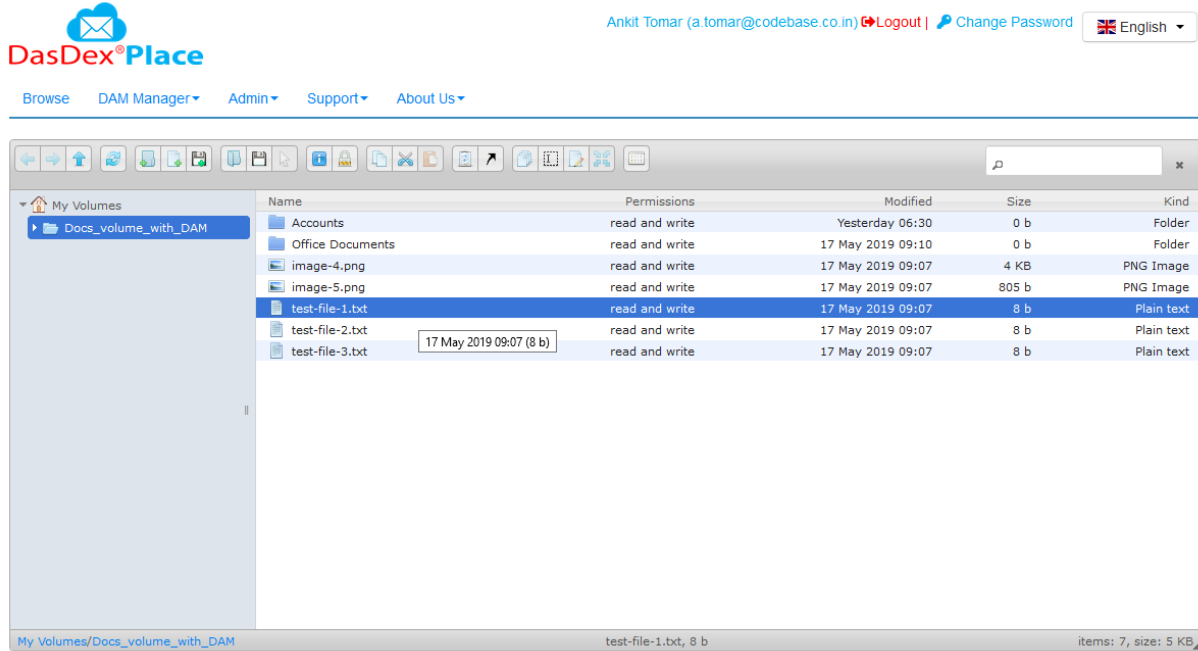
Delete

If you want to remove permission from file use Delete button.

File Revision

In File revision tab, previous revisions of a file are available. Here we can download any previous revision or even can restore the file to a previous revision.

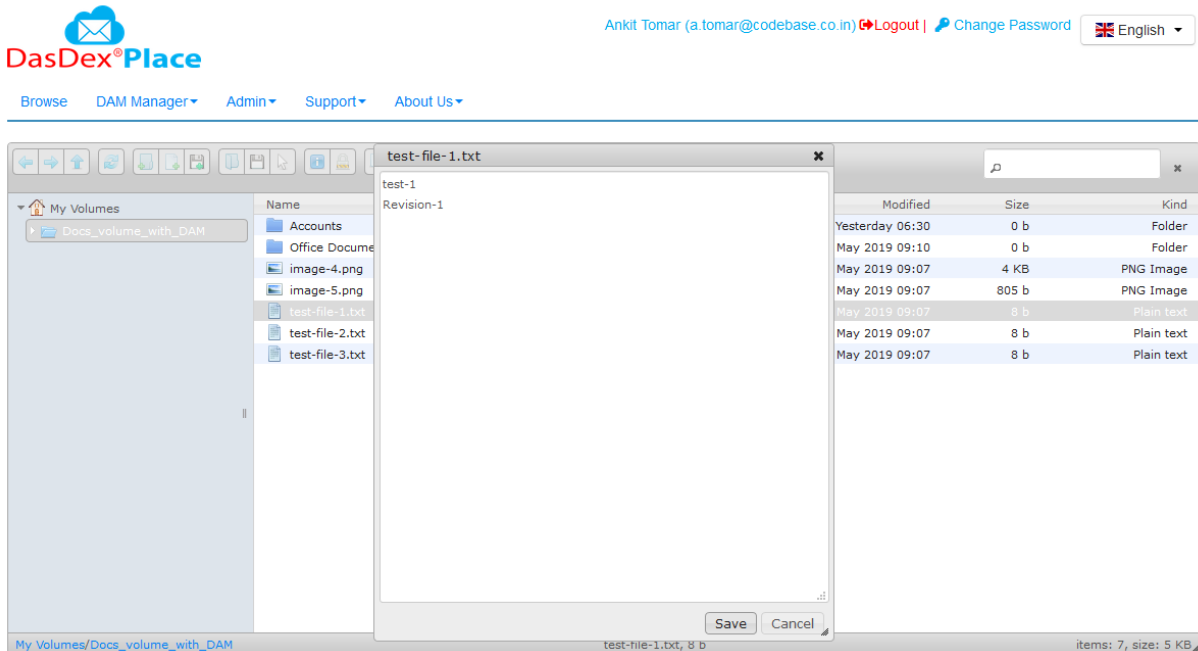
Select a file to edit



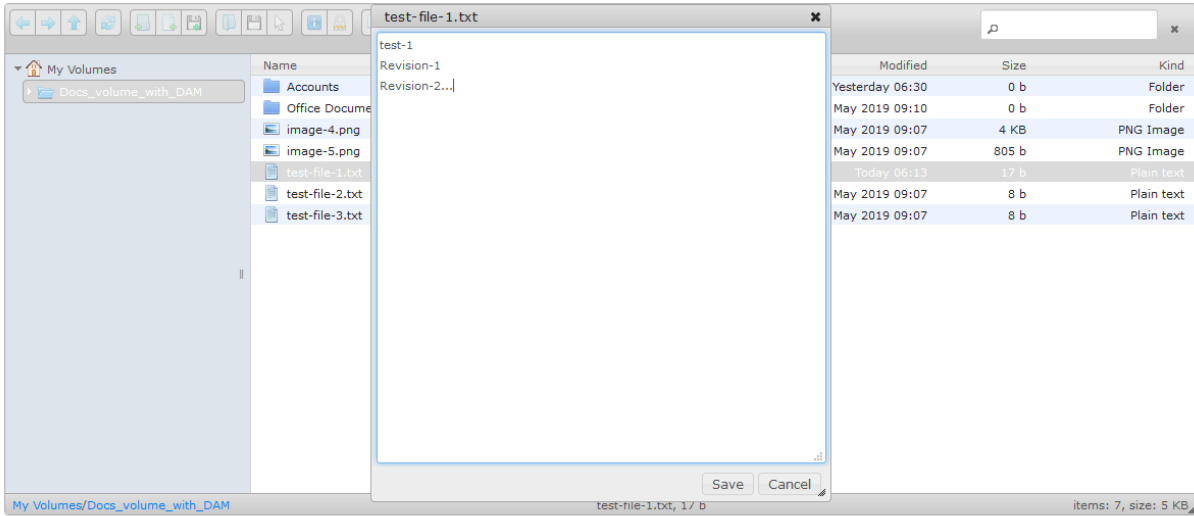
The screenshot shows the DasDexPlace web interface. At the top, there is a navigation bar with the logo, user information (Ankit Tomar), and links for Logout, Change Password, and Language (English). Below the navigation bar, there are menu items: Browse, DAM Manager, Admin, Support, and About Us. The main content area displays a file explorer view for 'My Volumes' > 'Docs_volume_with_DAM'. A table lists files and folders with columns for Name, Permissions, Modified, Size, and Kind. The file 'test-file-1.txt' is selected, and a tooltip shows its details: '17 May 2019 09:07 (8 b)'. The status bar at the bottom indicates 'My Volumes/Docs_volume_with_DAM', 'test-file-1.txt, 8 b', and 'items: 7, size: 5 KB'.

Name	Permissions	Modified	Size	Kind
Accounts	read and write	Yesterday 06:30	0 b	Folder
Office Documents	read and write	17 May 2019 09:10	0 b	Folder
image-4.png	read and write	17 May 2019 09:07	4 KB	PNG Image
image-5.png	read and write	17 May 2019 09:07	805 b	PNG Image
test-file-1.txt	read and write	17 May 2019 09:07	8 b	Plain text
test-file-2.txt	read and write	17 May 2019 09:07	8 b	Plain text
test-file-3.txt	read and write	17 May 2019 09:07	8 b	Plain text

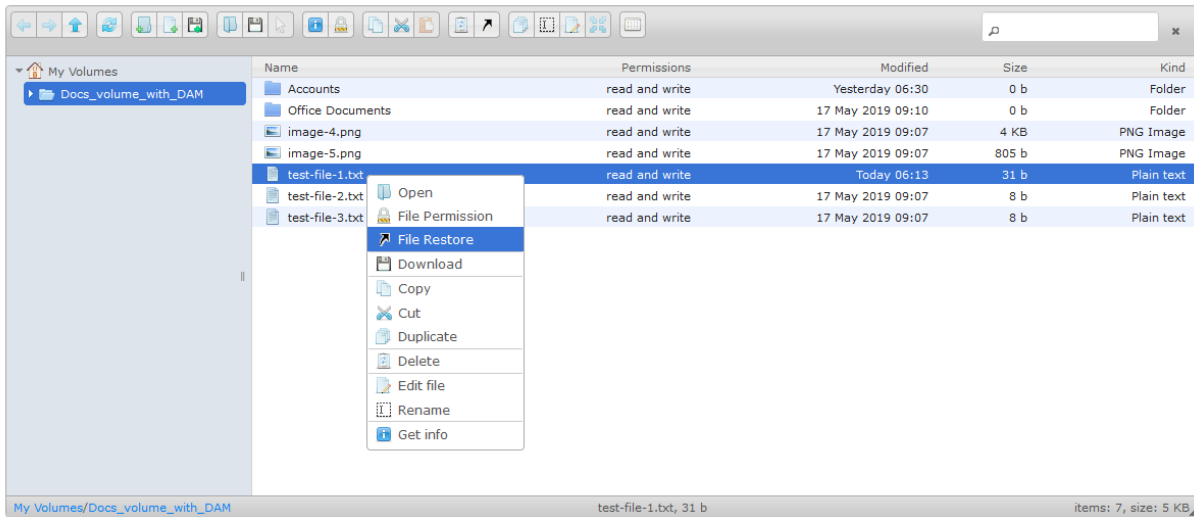
Edit and save



The screenshot shows the DasDexPlace web interface with the file 'test-file-1.txt' open in a text editor. The editor window has a title bar 'test-file-1.txt' and contains the text 'test-1' and 'Revision-1'. At the bottom of the editor, there are 'Save' and 'Cancel' buttons. The background shows the same file explorer as in the previous screenshot, with 'test-file-1.txt' still selected. The status bar at the bottom indicates 'My Volumes/Docs_volume_with_DAM', 'test-file-1.txt, 8 b', and 'items: 7, size: 5 KB'.



Right click to open context menu and click File Restore



Here all previous version(s) are available. File can be also restored to a previous version too.

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test-file-1.txt

General Information Bundle Audit Log File Permissions **File Revision**

Versions		Size	Modified Date
Current Version	Version 3	31 Bytes	05/22/2019 06:13 AM
<input type="radio"/>	Version 2	17 Bytes	05/22/2019 06:13 AM
<input checked="" type="radio"/>	Version 1	8 Bytes	05/17/2019 09:07 AM

Prev Next

Restore Download Cancel

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Tel: +41 41 317 13 01

Trash: File deletion and how to restore it back

To delete a file is simple, right click the file, to open context menu and click 'Delete'

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My Volumes

- Docs_volume_with_DAM
 - Accounts
 - Group-D
 - Subgroup-D1
 - Subgroup-D2
 - Office Documents
 - tt_folder

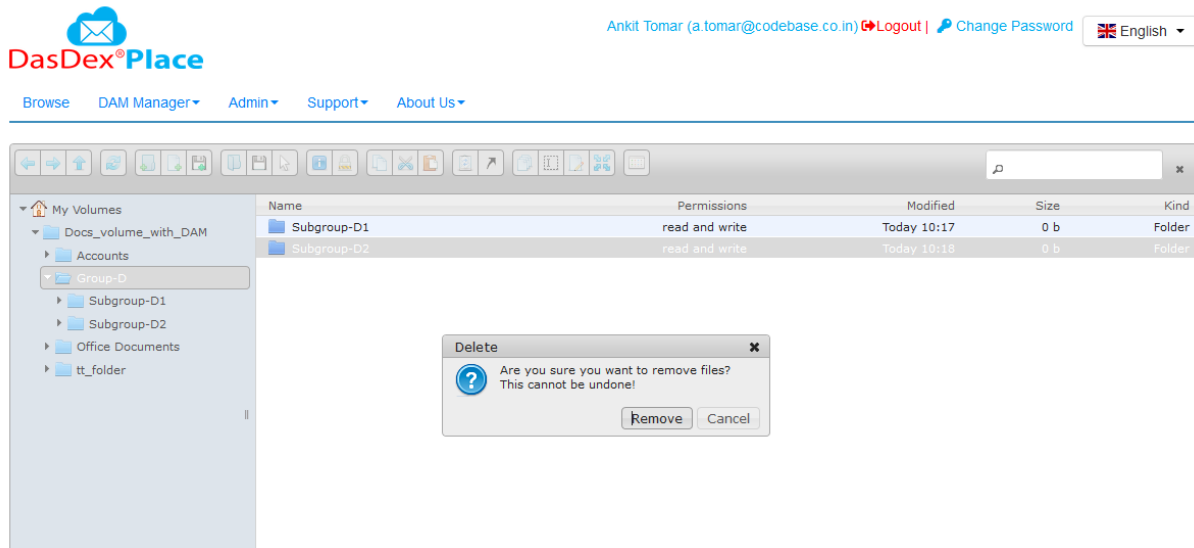
Name	Permissions	Modified	Size	Kind
Subgroup-D1	read and write	Today 10:17	0 b	Folder
Subgroup-D2	read and write	Today 10:18	0 b	Folder

Open
File Permission
File Restore
Copy
Cut
Duplicate
Delete
Rename
Get info

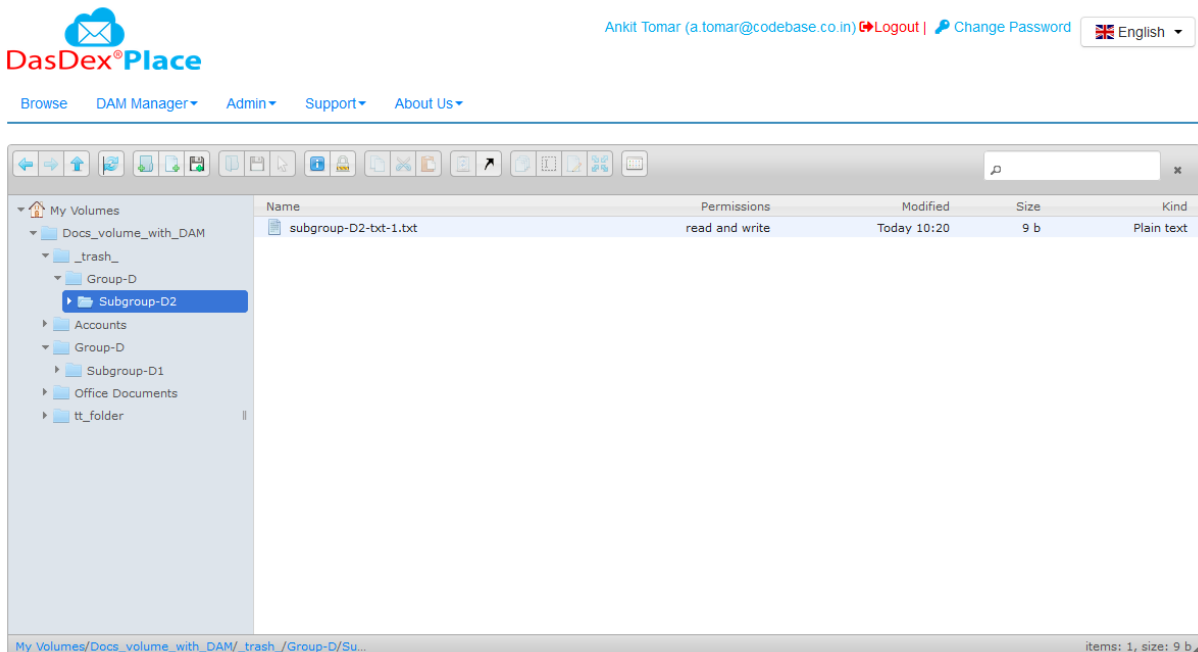
My Volumes/Docs_volume_with_DAM/Group-D Subgroup-D2 items: 2, size: 0 b

2018 © Codebase AG

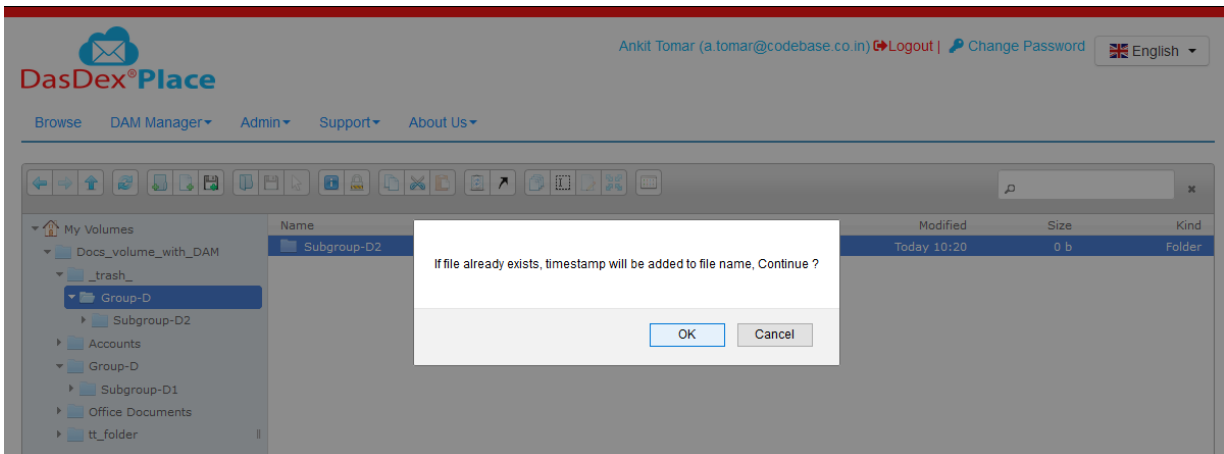
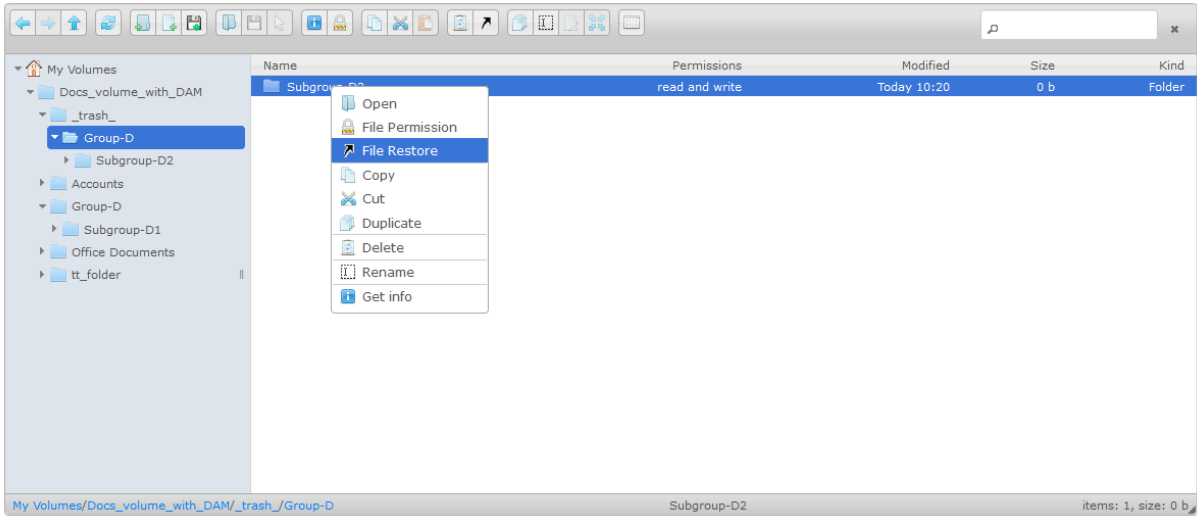
Confirm file deletion



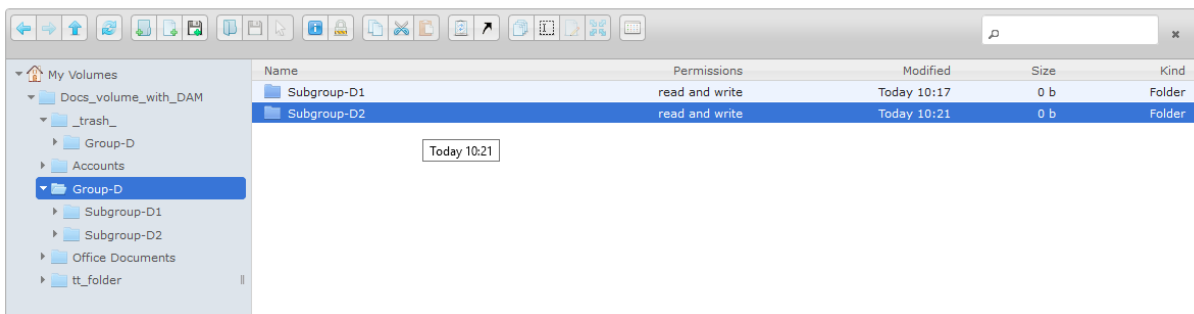
Deleted files/folder are dispatched to folder named “_trash_”, as shown in the following image:



Deleted file can be restored back too. Go to deleted file, open context menu and select “Restore”, after a confirmation message the file is restored back. Example:



And the files are restored back



2.3.2 Upload Sub menu

Upload file here

[+ Add files...](#) [Start upload](#) [Cancel upload](#) [Delete](#)

No files selected.

Volume

Select Categories

Tag, Optional [?](#)

Document Bundle

Bundle description

Used Space: 4.68 KB
Available Space: 10 GB

Here you can upload single or multiple files. You can select single volume and bundle at one time but you can select multiple categories and tags.

Add files

Using Add files button you can add file(s) which you want to upload. At one time you can add max 25 files and min 1 file. File having size zero will not be upload.

Start Upload

After adding files, click on Start Upload button to start the uploading process.

Cancel Upload

If you want to cancel the upload process, click on Cancel upload button.

Delete

If you want to delete uploaded files, click on Delete button.

Volume

Select the volume using Volume drop down in which you want to upload file(s).

Select Categories

Using Select Categories field you can select category entries under which you want to upload your file(s).

Tag

Enter tag(s) in Tag field to tag your file(s) which helps you in searching. You can search file(s) using tag(s).

Document Bundle

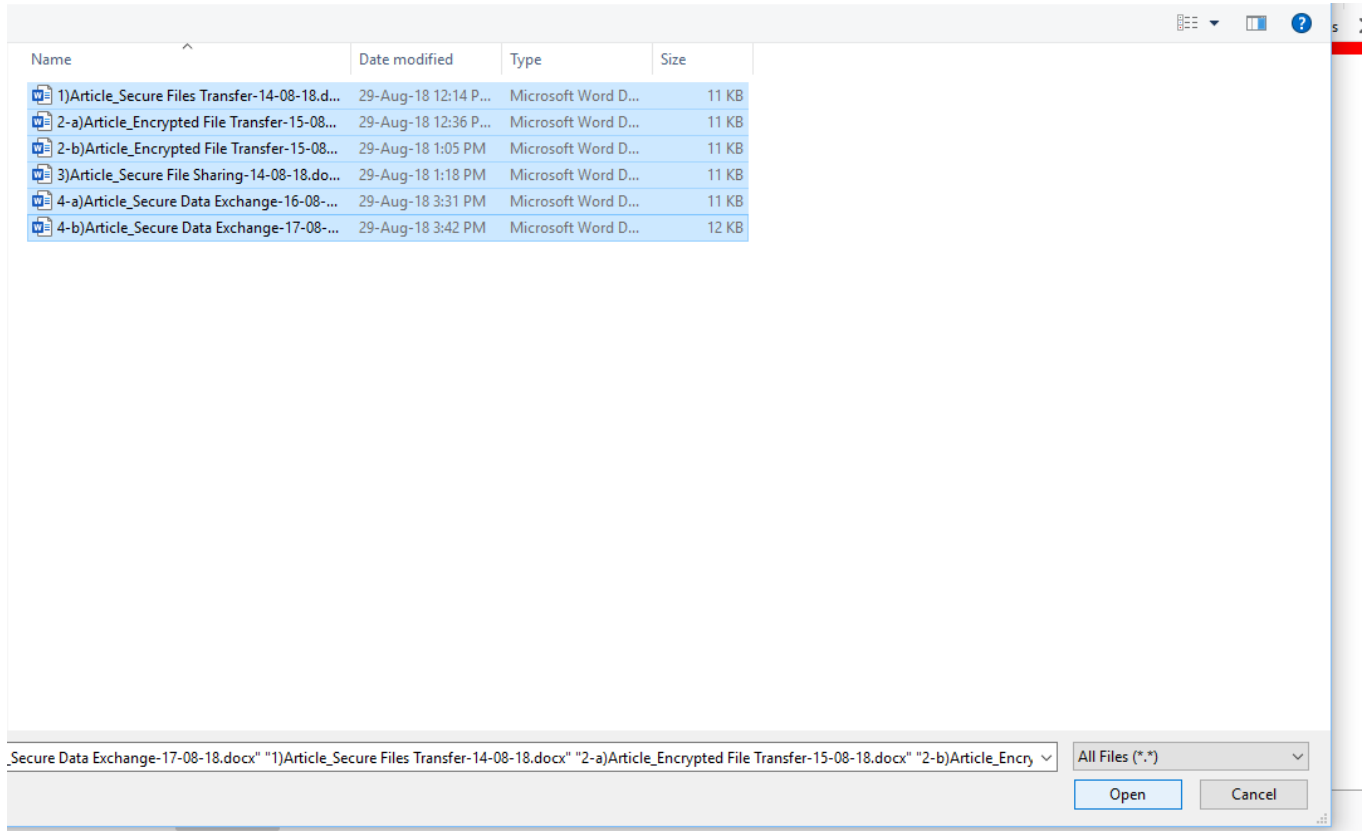
Document Bundle is basically to put together similar type of file(s). Enter Document Bundle name and description or select an existing bundle in which you want to upload your file(s). In Browse sub menu a folder with the same name as you have given to document bundle, will be created under the selected volume and uploaded file(s) will be there (only if DAM is enabled for the volume you selected to upload).

Submit

After successfully uploading the file(s) and selecting all the entries like volume, categories, tags etc, click on Submit button which finally submit your process. File(s) will display in Search sub menu and Browse menu.

Clear Form

If you click on Clear Form button all the selected entries will be cleared.



Upload file here

+ Add files... Start upload Cancel upload Delete

1)Article_Secure Files Transfer-14-08-18.docx	11.16 KB	<div style="width: 100%; height: 10px; background-color: #ccc; position: relative;"><div style="width: 100%; height: 10px; background-color: #008000;"></div></div>	Start Cancel
2-a)Article_Encrypted File Transfer-15-08-18.docx	11.03 KB	<div style="width: 100%; height: 10px; background-color: #ccc; position: relative;"><div style="width: 100%; height: 10px; background-color: #008000;"></div></div>	Start Cancel
2-b)Article_Encrypted File Transfer-15-08-18.docx	11.19 KB	<div style="width: 100%; height: 10px; background-color: #ccc; position: relative;"><div style="width: 100%; height: 10px; background-color: #008000;"></div></div>	Start Cancel
3)Article_Secure File Sharing-14-08-18.docx	11.04 KB	<div style="width: 100%; height: 10px; background-color: #ccc; position: relative;"><div style="width: 100%; height: 10px; background-color: #008000;"></div></div>	Start Cancel
4-a)Article_Secure Data Exchange-16-08-18.docx	11.24 KB	<div style="width: 100%; height: 10px; background-color: #ccc; position: relative;"><div style="width: 100%; height: 10px; background-color: #008000;"></div></div>	Start Cancel

3)Article_Secure File Sharing-14-08-18.docx	11.04 KB	 Delete <input type="checkbox"/>
4-a)Article_Secure Data Exchange-16-08-18.docx	11.24 KB	 Delete <input type="checkbox"/>
4-b)Article_Secure Data Exchange-17-08-18.docx	11.28 KB	 Delete <input type="checkbox"/>

Volume

Docs_volume_with_DAM

Select Categories

Select Categories

Document Bundle

Tag, Optional [?](#)


Tags

Bundle description

Used Space: 4.68 KB
Available Space: 10 GB



Ankit Tomar (a.tomar@codebase.co.in) [Logout](#) | [Change Password](#)

 English

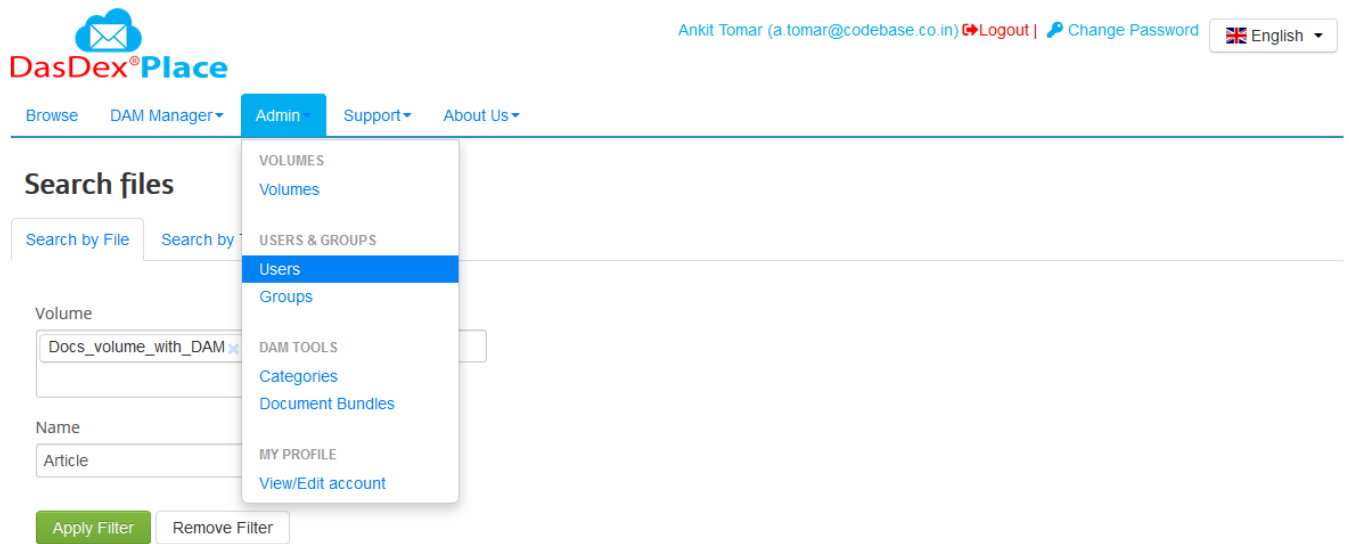
[Browse](#) [DAM Manager](#) [Admin](#) [Support](#) [About Us](#)

Following File(s) uploaded successfully X

- 3)Article_Secure File Sharing-14-08-18.docx
- 2-a)Article_Encrypted File Transfer-15-08-18.docx
- 2-b)Article_Encrypted File Transfer-15-08-18.docx
- 4-a)Article_Secure Data Exchange-16-08-18.docx
- 1)Article_Secure Files Transfer-14-08-18.docx
- 4-b)Article_Secure Data Exchange-17-08-18.docx

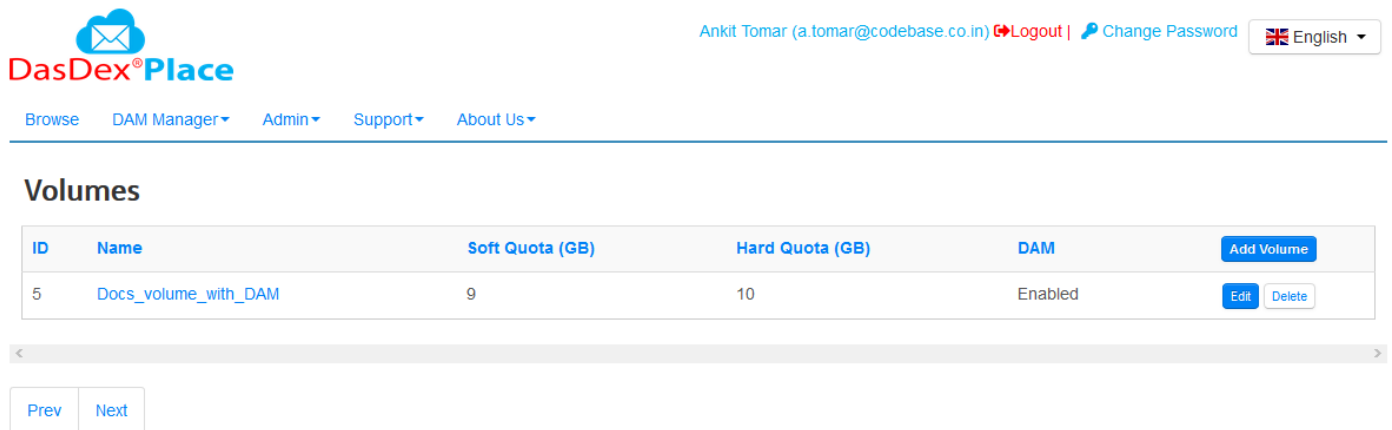
Upload file here

3. DasDex® Place Admin Menu



In **DasDex® Place** Admin menu, you will get options to create Volumes, Users, Group, Categories, Document Bundles etc. Admin menu will be visible only to the company user.

3.1 Volume Sub menu



In Volume sub menu you can add, edit or delete a volume. Also, you can sort volumes by id of the volume, soft quota, hard quota, name and DAM. There is pagination on the volume page which get enable after a particular number of volumes have been created.

3.1.1 Add Volume

Using Add Volume button you can add a volume in which you can upload your file(s). While adding a volume you need to provide a valid hard quota and soft quota value in respective fields. The value of soft quota and hard quota will be in gigabytes (GB).



Welcome! Thank you for choosing DasDex Place.

To use DasDex Place you need to create a Volume first.



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Tel: +41 41 312 13 91



Volume /

Add Volume

Owner [?]	Name [?]	Key Type [?]
Ankit Tomar (a.tomar@codebase.co.in)	Docs_volume_with_DAM	Host key method
Soft Quota (GB) [?]	Hard Quota (GB) [?]	
9	10	
Assigned Space [?]	Available Space [?]	<input checked="" type="checkbox"/> DAM - Digital Asset Management [?]
0	50 GB	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"><p>Check DAM(Optional)</p><p>DAM is a tool that centrally stores & manages all digital files.</p></div>
<input type="button" value="Cancel"/>	<input type="button" value="Save"/>	

Assigned and Available space will display how much space you have assigned to other volumes and how much space you are left with.

Significance of Hard Quota and Soft Quota

If the size of the data in volume becomes equal to hard quota value, it prevents users to upload more files in that

volume that means it's a size limit which you can provide to a volume. For example: if hard quota of a volume is 4 GB that means you can upload up to 4 GB data into that volume.

Soft Quota is just to show alert that the volume is about to reach its size limit. That means if you have provided a value to soft quota and as the size of data will become equal to soft quota it will start giving you a warning message that "Quota exceeded for volume: Volume name".

For example: On a volume, soft quota is 1 GB and as you have uploaded 1 GB data to that volume it will start showing you warning message.

Significance of DAM – Digital Asset Management

DAM is a tool that centrally stores and Manage all digital files. If you selected DAM while creating a volume, then at the time of upload if you select or enter a document bundle name, a folder with the same name as bundle will get created in browse menu and under this folder your file(s) will be uploaded. Otherwise folder according to mime type of your file(s) will be created and under those respective folder(s) your file(s) will be uploaded.

For example: if you have uploaded image file(s) than folder with the name "Bitmap Image Documents" will be created and file(s) will be uploaded in this folder.

Edit Volume

The screenshot shows the 'Edit Volume' interface in DasDex Place. At the top, the user is logged in as Ankit Tomar (a.tomar@codebase.co.in) with options for Logout and Change Password. The language is set to English. The breadcrumb trail is 'Volume / Docs_volume_with_DAM'. The main heading is 'Edit Volume'. There are four tabs: 'Volume Quota' (selected), 'Volume Encryption', 'Volume Permissions', and 'DAM-Plugin'. Under 'Volume Quota', there are two columns. The first column has 'Owner' (Ankit Tomar) and 'Soft Quota (GB)' (9). The second column has 'Name' (Docs_volume_with_DAM) and 'Hard Quota (GB)' (10). Below these are 'Assigned Space' (10 GB) and 'Available Space' (40 GB). At the bottom, there are 'Cancel' and 'Save Volume' buttons.

Edit volume allows you to change the existing volume settings. Like you can increase or decrease the value of soft quota or hard quota, you can enable or disable the DAM- Plugin and you can add or edit a volume permission related to the volume you are editing.

Volume Permissions



Edit Volume

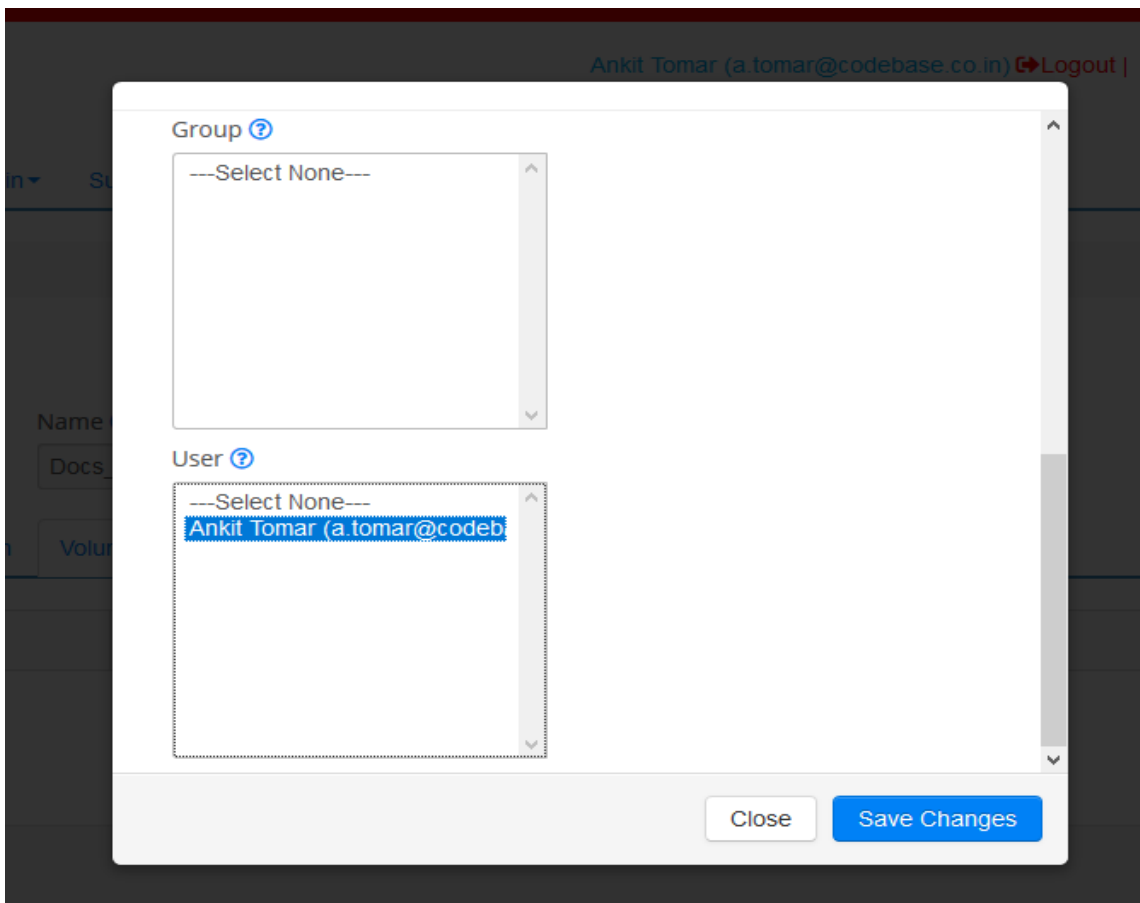
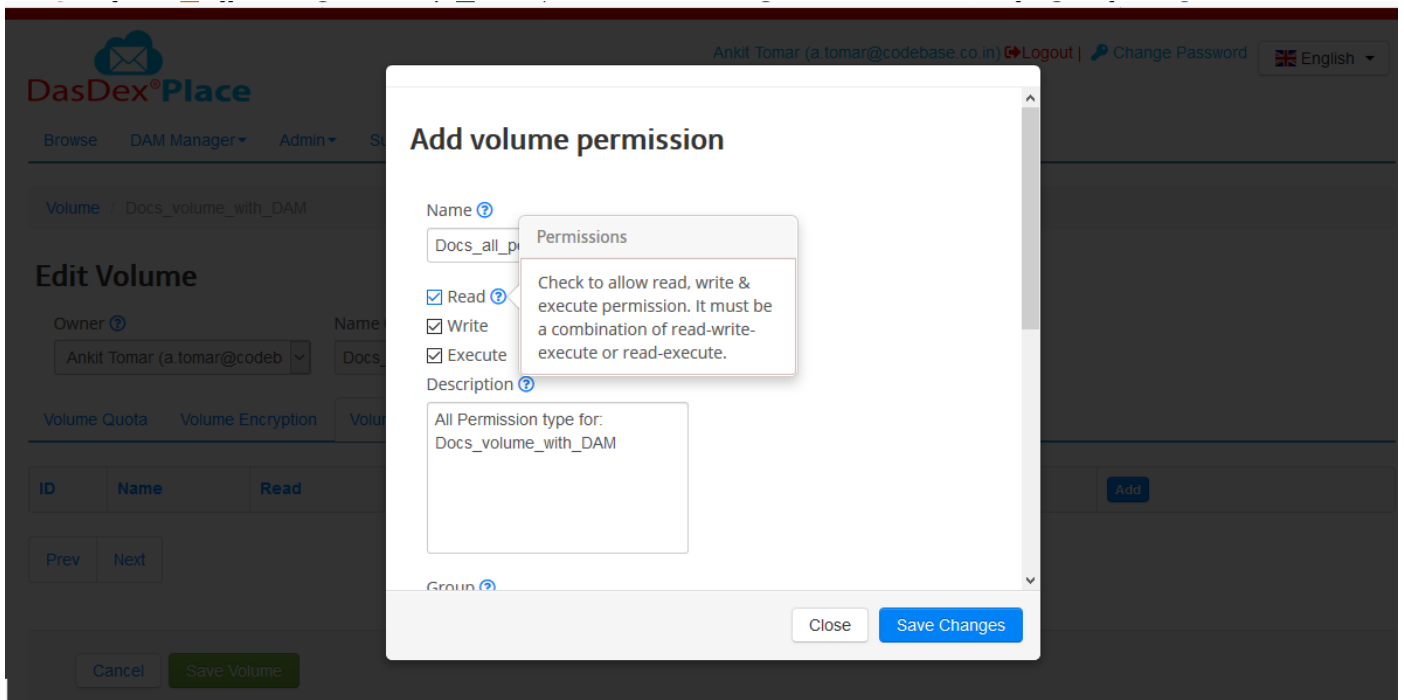
Owner [?](#) Name [?](#)
Ankit Tomar (a.tomar@codeb) Docs_volume_with_DAM

ID	Name	Read	Write	Execute	Created	Modified	Add
----	------	------	-------	---------	---------	----------	-----

Cancel Save Volume

Volume Permissions is basically the access rights on the volume you are providing to the users. Using volume permissions, you can define what permission on a particular volume you are applying and which user have rights to access that volume with the applied volume permission.

Add Volume Permission



Success ✕

The volume permission has been saved.

Group [?](#)

---Select None---

User [?](#)

---Select None---

Ankit Tomar (a.tomar@codeba

Edit Volume

Owner [?](#)

Ankit Tomar (a.tomar@codeb

Name [?](#)

Docs_volume_with_DAM

[Volume Quota](#)[Volume Encryption](#)[Volume Permissions](#)[DAM-Plugin](#)

ID	Name	Read	Write	Execute	Created	Modified	Add
5	docs_all_permission	1	1	1	05/17/2019 09:05 AM	05/17/2019 09:05 AM	Edit Delete

[Prev](#)[Next](#)

Using Add button you can add a volume permission, and you can select groups or users to whom you want to provide the access of that corresponding volume, also you can select which permissions you want to apply on that particular volume.

For example: if you give read and execute permission on a volume then allowed user(s) and group(s) can only read and download file(s) from corresponding volume. If you provide read, write and execute i.e. full permission then allowed user(s) and group(s) can edit, upload and download file(s) on that volume.

Edit

Using Edit button, you can change the volume permission like you can change user(s) or group(s) to whom that volume was accessible. You can change the permissions as well.


Delete

Using Delete button you can delete the volume permission which are not in use.

Categories Sub menu

Categories are basically to categorize your files. Like if you want to differentiate similar type of data, you can create a category and can upload files in it.

In categories sub menu you will see the categories you have created. Here you can add, edit or delete categories. If you want to sort categories, you can sort them by id, title, created or modified date etc.

Ankit Tomar (a.tomar@codebase.co.in) [Logout](#) | [Change Password](#) English

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Categories

ID	Title	Description	Select Option	Required category	Created	Modified	Add category
1	Department	Top_level_single_required category	Top Level Single	Yes	05/21/2019 06:28 AM	05/21/2019 06:28 AM	Edit Delete

[Prev](#) [Next](#)

Note: You can't delete a category if a category entry has been created under it.

Add Category

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Add category

User [?](#)

Title [?](#)

Category type [?](#)

Description [?](#)

Required category [?](#)

[Cancel](#) [Save](#)

Using Add category button you can add a new category. Provide a title to it according to your convenience. You can provide description to it if needed. And this category will be created under the user you are logged in.

Importance of Category type

At the time of creating or editing a category you will see three category type: **Single, Multiple and Top-level single**

Single: If you have given a category type single, that means you can select only one category entry from this category at the time of uploading file(s).

Multiple: As the name describes, if you have given a category type multiple, then at the time of uploading file(s) you can select multiple category entries at the time of uploading files.

Top Level Single: Top level single category is a different case, if your category is of type Top Level Single, and if you upload file(s) in it, then a folder with the selected category entry name will be created under the selected Volume and file(s) will be save in this folder, for this DAM – Plugin should be enable for the selected Volume.

Also, you can create multiple top level single categories but at the time of uploading file(s), you can select only one top level single category.

For Example:

Top Level Single Category- Department

Category entry in this category- Accounts

Volume- Test (DAM – Plugin is enable on this volume)

File name- abc.txt

Location of the file- Test/Accounts/abc.txt

If you selecting or entering a document bundle also and selecting a top level single category than Location of your file will be **Test/Top Level Category Entry/Document Bundle name/abc.txt**.

Note: Document bundle will be enabled only when DAM-Plugin is enable on a volume.

If Single / Multiple Category Entry(s) and Document Bundle entered then your file will be uploaded to **Test/Document Bundle Name/abc.txt**

Importance of Required Category

If you have checked required check box for a category than it is mandatory to select category entry(s) from this category at the time of uploading file(s).

Importance of Mime Group

Mime Group is grouping together similar type of files depending on file extension.

For example:

1. Office Documents will contain .doc, docx, xls, xlsx etc.
2. Bitmap Image Documents will contain .bmp, .jpg, .tif, .jpeg etc.

If DAM- Plugin is enable on a volume, but selected category is either single or multiple and no Document Bundle selected, then location of uploaded file will be **Volume/Mime Group name/file**

Edit

Using Edit button, you can edit the properties of a category like you can change its name, Description, category type etc. Also you can create a category entry under this category.

Category entries

Edit category

User

Ankit Tomar (a.tomar@codeb)

Title

Department

Settings

Category entries

Category type

Top Level Single

Description

Required category

Top_level_single_required category

Cancel

Save

Edit category

User

Ankit Tomar (a.tomar@codeb)

Title

Department

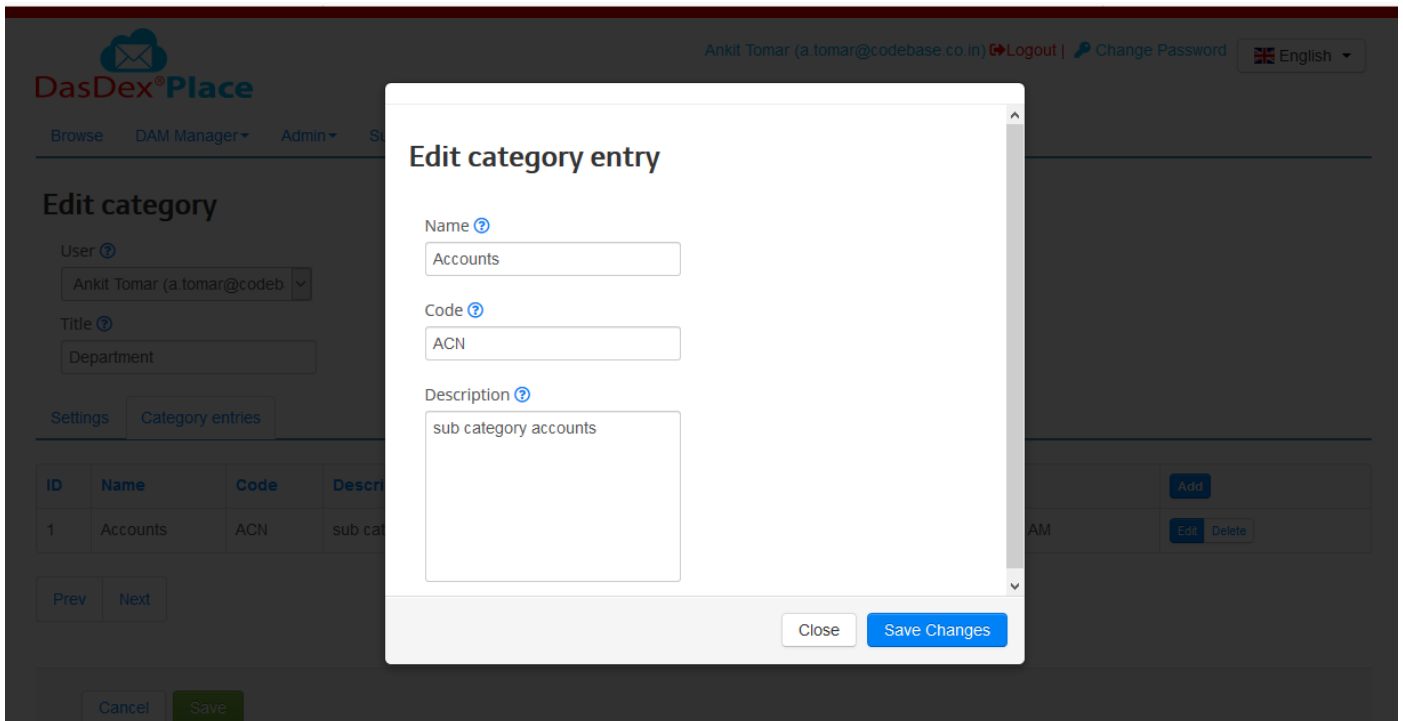
Settings

Category entries

ID	Name	Code	Description	Created	Modified	Add
1	Accounts	ACN	sub category accounts	05/21/2019 06:30 AM	05/21/2019 06:30 AM	Edit Delete

Prev

Next



Category entries are basically a common differentiating characteristic under a category. When you upload a file in a category entry for which category has type top level single then category entry's name folder is created under the Volume in which file will be uploaded.

In this tab you can create, edit or delete a category entry. Also, you can sort category entries by different fields like id, name, created or modified date.

While adding or editing a category entry you will see a field named **code**, if you fill this field than at the time of uploading file(s) location will be like: **Volume/category entry or Bundle name/code_file**.

Note: This path will exist only when DAM – Plugin is enabled on Volume and Category must be top level single category.

Also, you cannot delete a category entry if file(s) has been uploaded in it.

Document Bundles Sub menu

Document Bundles are basically to put data (files) together according to user need.

For example: If you want files of some employees together you can create a bundle with appropriate name and can upload files in this bundle.

Here you can add, edit or delete a document bundle. And you can sort Document Bundles by id, Name and Description field.

Add document bundle entry

User ⓘ
Ankit Tomar (a.tomar@codeb ▾)

Name ⓘ
Bundle_1|

Description ⓘ

[Cancel](#)[Save](#)**Success!**

The document bundle entry has been saved.

Document Bundles

ID	User	Name	Description	Add document bundle entry
1	Ankit Tomar (a.tomar@codebase.co.in)	Bundle_1		Edit Delete

[Prev](#)[Next](#)

Also, you can create a Document Bundle by DAM-Manger/Upload page.

Note: You cannot delete a document bundle if file(s) has been uploaded in it and Document bundle will get enable only when DAM – Plugin is enabled on the Volume you are uploading file(s) in.

Users Sub menu

In Users sub menu, you will see the list of users created, add new users according to your subscription. You can sort users by id, name, role expiry, modified date etc.

Users are basically identities created by you who can use only the allowed module of application. You can provide different roles to them to access drive.

While adding or editing a user you will see three roles which are as follows:

User

If provided role is “user” then he/ she has Browse, Search & Upload privileges. That means user can upload file(s), Search file(s), download file(s) and can access browse page also.

Dam-Manager

If provided role is “dam-manager” then he/ she has Search & Upload privileges. That means dam-manager can upload file(s), Search file(s), download file(s) but cannot access browse page.

Dam-User

If provided role is “dam-user” then he/ she has only Search privilege. That means dam-users can search file(s), download file(s) but cannot access browse page neither can upload file(s).

Add User

You can add a new user, here in **Email Address** field you need to enter email id of the user which will be needed at the time of login, In **full name** field enter the name of the user, You can make activate or deactivate the user by choosing Y or N in **Active**. If you choose 'N' user will not be able to login into drive. You can set an **expiry date** for the user, as the expiry date will reach user will no longer be active. Also, you can provide **roles** to the user according to your convenience.



Ankit Tomar (a.tomar@codebase.co.in) Logout | Change Password

English

Browse DAM Manager Admin Support About Us

Add User

Email Address ?	Fullname ?	Active ?
<input type="text" value="drake@codebase.co.in"/>	<input type="text" value="Drake N"/>	<input type="text" value="Y"/>
Password ?	Re-enter Password ?	Expiry ?
<input type="password" value="....."/>	<input type="password" value="....."/>	<input type="text" value="2019-09-23"/>
Good Password!		
Role ?	Owner ?	
<input type="text" value="dam-manager"/>	<input type="text" value="Ankit Tomar (a.tomar@codeb"/>	

Cancel

Save

Success!

The user has been saved. Please assign Volume & Volume permission.

Users

ID	Email Address	Fullname	Active	Subscription	Role	Expiry	Add User
269	a.kumar@codebase.co.in	Anup Kumar	y		user	03/31/2020 12:00 AM	Edit Delete View
268	a.tomar@codebase.co.in	Ankit Tomar	y	Active	company	05/17/2020 12:00 AM	Edit Delete View
270	drake@codebase.co.in	Drake N	y		dam-manager	09/23/2019 12:00 AM	Edit Delete View

< >

[Prev](#) [Next](#)

Edit

While editing a user, in **General Information** tab you can change all the properties of the user except its email address.

[Users](#) / [drake@codebase.co.in](#)

Edit User

[General Information](#) [Audit Log](#) [Activity Log](#) [Related Groups](#)

Email Address ?	Fullname ?	Active ?
<input type="text" value="drake@codebase.co.in"/>	<input type="text" value="Drake N"/>	<input type="text" value="Y"/>
Password ?	Re-enter Password ?	Password Expiration ?
<input type="text"/>	<input type="text"/>	<input type="text" value="2019-09-23"/>
Password must be 6 character long. Should contain Alphanumeric & Special characters.		
Role ?	Owner ?	
<input type="text" value="dam-manager"/>	<input type="text" value="Ankit Tomar (a.tomar@codebase.co.in)"/>	

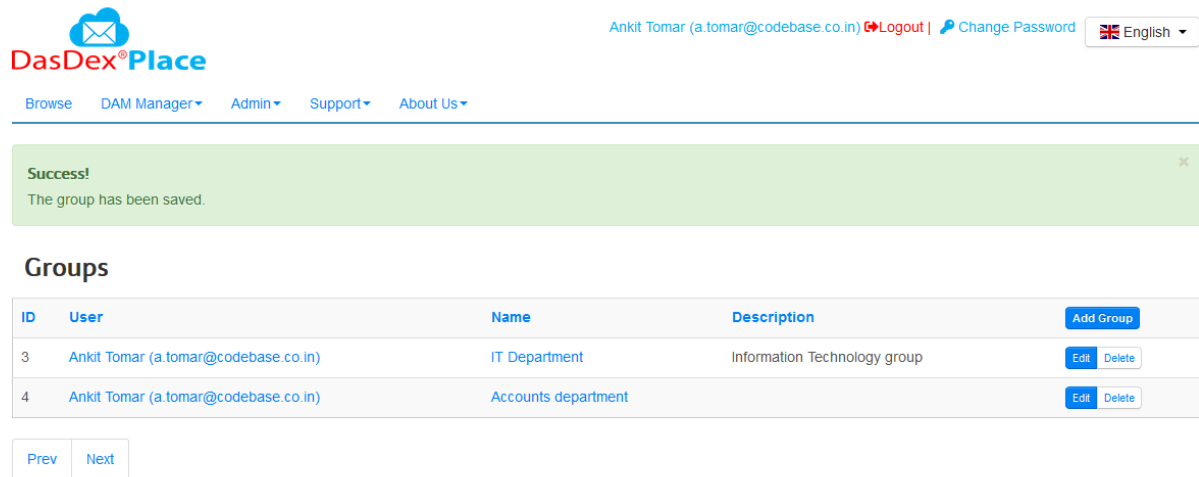
In Audit Log tab, you can see the log of corresponding user, which files have been modified by the user, which has been uploaded etc.

In Activity Log tab, you can see the user activity, like login, logout etc.

In Related Groups tab, you will see the group(s) to which user belongs.

Note: Company cannot change its role and expiry date

3.2 Groups Sub menu



The screenshot displays the DasDex Place interface. At the top, there is a navigation bar with the logo, user information (Ankit Tomar), and language settings (English). Below the navigation bar, there is a success message: "Success! The group has been saved." The main content area is titled "Groups" and contains a table with the following data:

ID	User	Name	Description	
3	Ankit Tomar (a.tomar@codebase.co.in)	IT Department	Information Technology group	Add Group
4	Ankit Tomar (a.tomar@codebase.co.in)	Accounts department		Edit Delete

Below the table, there are two buttons: "Prev" and "Next".

Here you can see the groups created by you and create new groups. Basically, groups are created to assign volume permission(s) to number of users. If you do not want to assign a volume permission individually to different user(s), you can create a group of those user(s) and can assign volume permission(s) to the group. Similarly, you can edit or delete existing group(s).

Add Group

Using Add Group button you can add a new group of users. Select the **Group Owner**, and you will see the **Available Members**(users) and **Available Volume Permissions** under the owner, select them for including in the group. Also, you can add group description in **Description** field.

Now whenever you will login with the user who is part of this group, will have the volume permission(s) assigned while creating the group.

Add Group

Group Owner [?](#)
Ankit Tomar (a.tomar@codeb) ▼

Group Name [?](#)
IT Department

Available Members [?](#)
Anup Kumar (a.kumar@codeb) ^
Drake N (drake@codebase.c) ^

Members Added [?](#)
Ankit Tomar (a.tomar@codeba) ^

Available Volume Permissions [?](#)
5/docs all permission) ^

Permissions Permitted [?](#)

>>
<<

>>
<<

Edit Group

Accounts department

[Settings](#) [Users](#) [Volume Permissions](#) [File Permissions](#)

Group Owner [?](#)
Ankit Tomar (a.tomar@codeb) ▼

Description [?](#)
Accounts group

[Cancel](#) [Save](#)

While editing a group in **Settings** tab, you can change the description of the group. In **Users** tab, you can add/remove members in the group. In **Volume Permissions** tab you can edit the volume permissions assigned to the group. In **File Permissions** tab you will see the assigned permission on file related to the group.

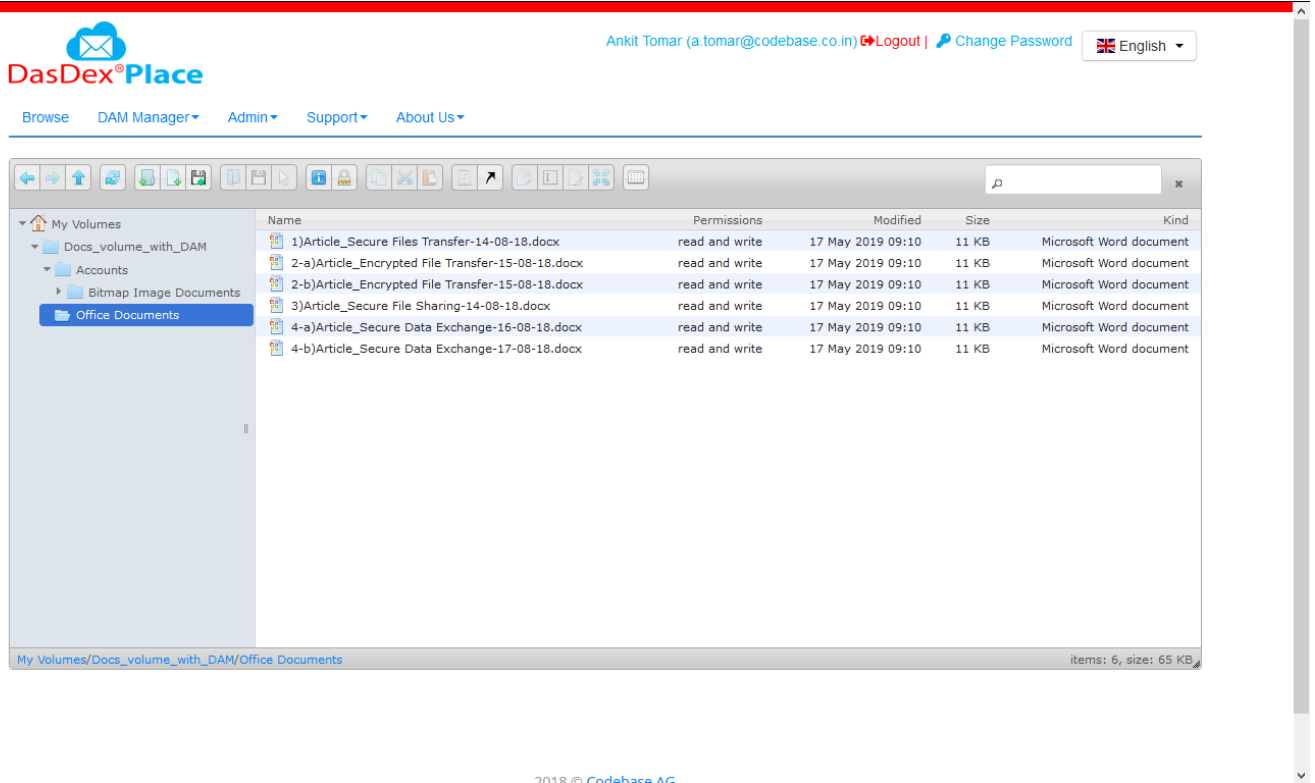
4. DasDex® Place Web Front-end: Global Access

The DasDex® Place web front end allows you to access your data via web browser.

4.1 Login and Navigation

To Login to the web front-end, go to the URL. You will see the login window. There you can login with your username (email address) and password.

After logging in, you will see the Browse or Search page depending on the role assigned to the user.



4.1.1 Change Password

To change your password, click on Settings (shown on the top right) and select the "Change Password". The password window opens. After clicking on Change password, you will see the change password page as shown below:

The screenshot shows the "Change password" form in the DasDex Place web interface. The header is identical to the previous screenshot. The main content area is titled "Change password" and contains three input fields: "Old password", "New password", and "Confirm new password". Below these fields is a red error message: "Password must be 6 character long. Should contain Alphanumeric & Special characters." At the bottom of the form is a green "Submit" button.

Enter your old password. Then enter the new password twice, and click "Submit"

Thank you