



CloudVue™ Powered by CDN

# D.A.M. Users Guide and Help Manual



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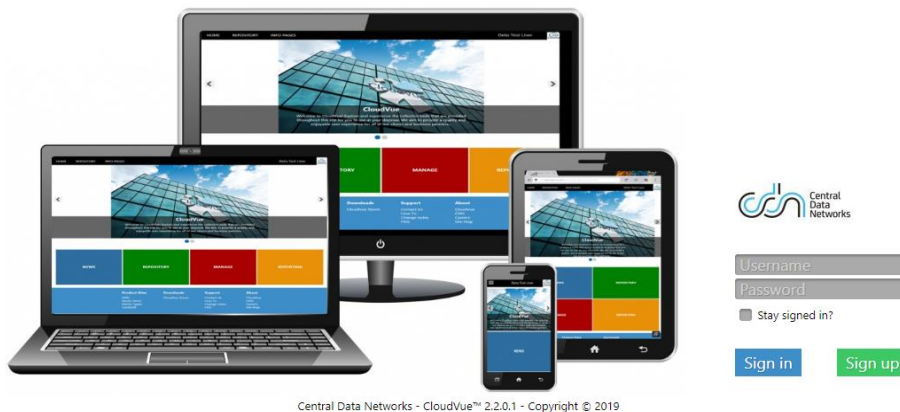
## Contents

1. Welcome to CloudVue Solutions.....	3
2. Start-up.....	3
3. User Creation.....	3
3.1. Sign-up.....	3
4. Login.....	4
5. Home Page.....	4
6. Administrative Options.....	4
6.1. Profile.....	5
6.1.1. Password change.....	5
6.1.2. Profile picture.....	5
6.1.3. Personal Details.....	5
6.2. User Settings.....	5
6.2.1. External Notifications.....	6
6.3. Site Settings.....	6
6.3.1. General.....	6
6.3.2. Default Pages.....	6
6.3.3. Custom Pages.....	7
6.3.4. White labelling.....	7
6.4. User Notifications.....	7
7. News.....	8
8. Repository.....	9
8.1. Introduction.....	9
8.2. Folders.....	9
8.3. Uploading.....	10
8.4. Edit.....	10
8.5. Share.....	10
8.6. Move.....	11
8.7. Copy.....	11
8.8. Delete.....	11
8.9. Version Control.....	11
9. Info Pages.....	12
9.1. Introduction.....	13
9.2. Tabs.....	13
9.3. File Upload.....	14
9.4. Order.....	14
9.5. Add Content.....	14
10. Manage.....	15
10.1. Users.....	15
10.2. Add User Manually.....	15
10.3. Remove Users.....	16
10.4. Edit Users.....	16
10.5. Copy User Group.....	16
10.6. User Wizard.....	16
10.7. Groups: Add, Remove, Edit & Roles.....	16
11. Templates.....	17
12. Reporting.....	18
13. Search.....	20
14. User Directory.....	21
15. Log Out.....	21
16. Example Work Flow.....	21

## 1. Welcome to CloudVue Solutions:

**Central Data Networks** is an Australian Company founded in 1994 in Wollongong. Beginning in Radiology and Communications, CDN has developed expertise which has been applied to a wide range of networks since. CDN's CloudVue Solutions include our Digital Asset Management (DAM) and Client Portal Software's. Here we will discuss how to use and manage our DAM platform powered by CloudVue. When using Cloudvue the best browsers for an optimal experience are **Google Chrome** and **Mozilla Firefox**.

## 2. Start-Up



To use CloudVue™, enter the URL in the address bar to your unique web based server.

## 3. User Creation

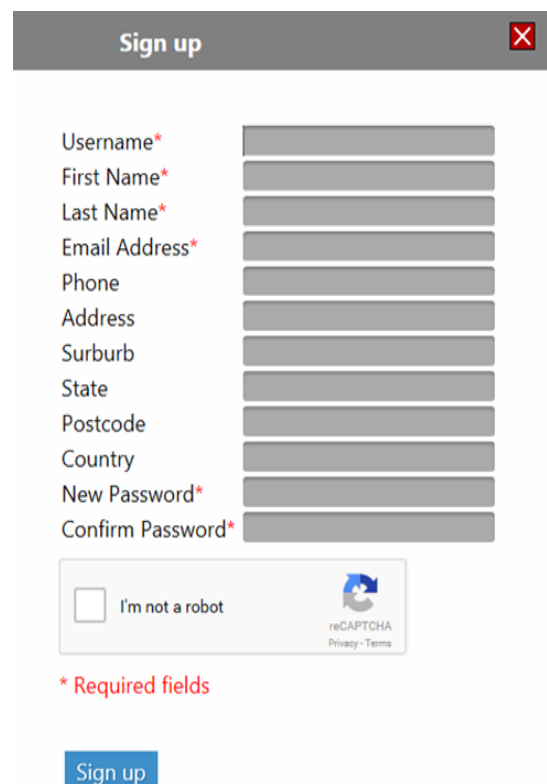
By clicking on the Sign-Up button, a user can be created (this function can also be switched off/on by Admin in the settings page, see 7.3.1)

### 3.1. Sign-Up

Click on Sign up button to complete the sign up registration form. Enter the values, check I'm not a Robot Field & answer any applicable question and click on Sign Up button to complete registration.

#### Sign-up Rules:

- User Name would require minimum 5 char and same username cannot be created. A tick mark would display when the username is valid.
- New Password has to be min 5 characters
- Once the user is created you will be asked to create a Personal Folder which will be accessible the Repository Page
- User will not have complete access unless the administrator gives access.



The image shows a 'Sign up' registration form with a grey header bar containing the text 'Sign up' and a red close button (X). The form fields are as follows:

- Username\*
- First Name\*
- Last Name\*
- Email Address\*
- Phone
- Address
- Suburb
- State
- Postcode
- Country
- New Password\*
- Confirm Password\*

Below the fields is a checkbox for 'I'm not a robot' and a reCAPTCHA logo with links for 'Privacy - Terms'. A red asterisk indicates that the fields marked with an asterisk are required. At the bottom of the form is a blue 'Sign up' button.

## 4. Login

Login to the program using your username and password and click on Sign in.



Username field (empty)

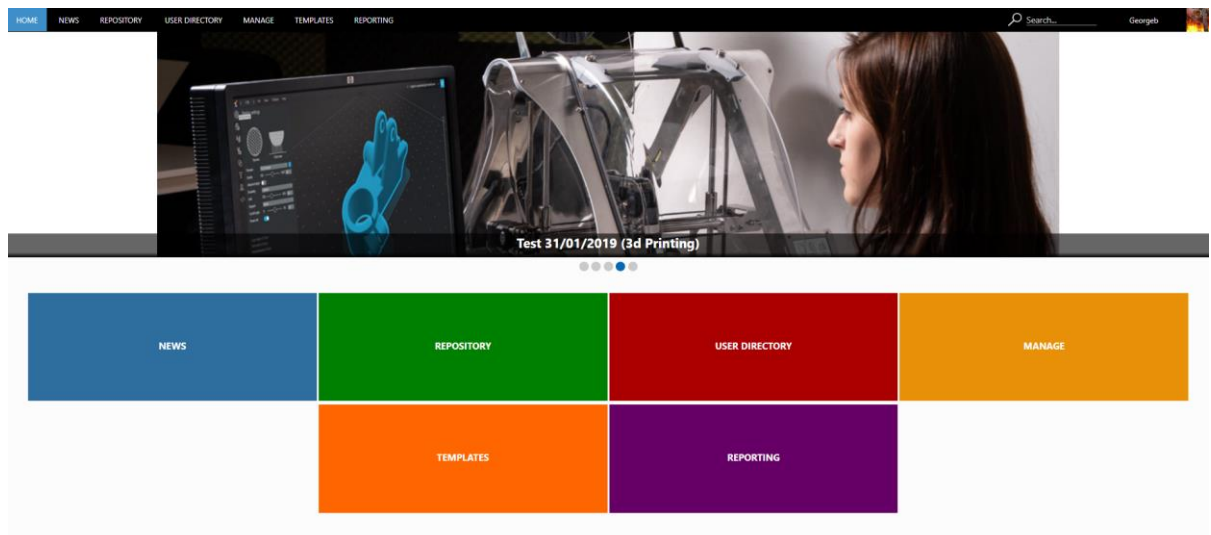
Password field (empty)

Stay signed in?

[Sign in](#) [Sign up](#)

Note: User can click the stay signed in which will stay signed in even if the browser is closed.

## 5. Home Page



The first location you will be directed to after logging-in, is the 'Home Page'. Here you will find all the CloudVue features and options available. Furthermore, it can display anything that you want from the 'News' (see 7. for more details) section through the rotating banner at the top. Use this for news events, announcements, etc. Multiple news stories can be scrolled through.

## 6. Administrative Options

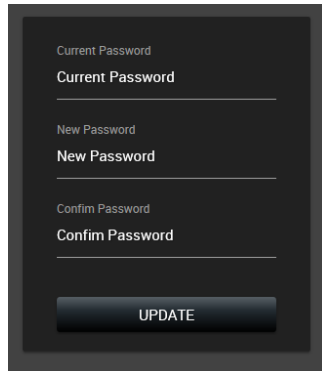


CloudVue's administrative options are available on the top right corner of the screen. This option will give the user the ability to see User notifications, to "Edit Profile" for your user, manage external notifications and for Admin's, control the site settings.

## 6.1. Profile

In order to update the User Profile, click on Profile on the menu that drops down from your user name in the top right of the screen.

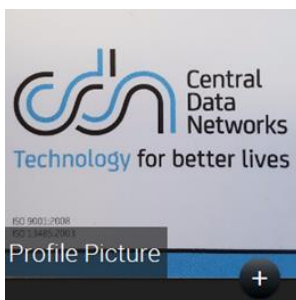
### 6.1.1. Password Change

A screenshot of a password change form. It has three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Each field has a label above it and a placeholder text below it. At the bottom of the form is a dark button labeled 'UPDATE'.

On the left bottom side of the page the user can change the current password.

User needs to enter the Current Password and Enter the New Password and Confirm the New Password and Click on Update

### 6.1.2. Profile Picture

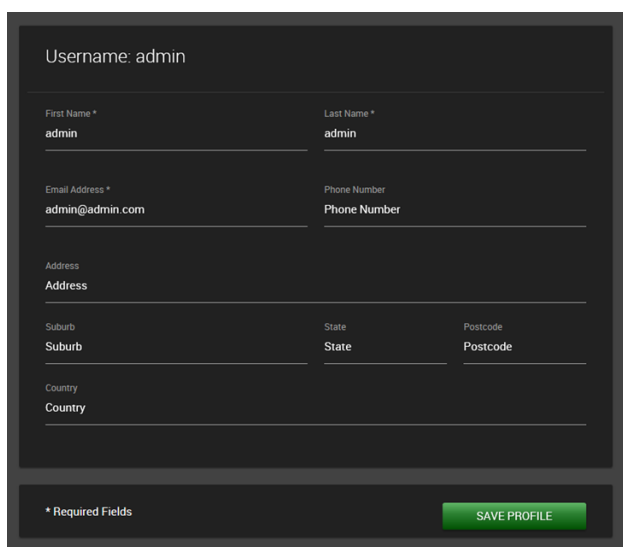


On the top left click on the 'Plus Sign' to Add or update the user's profile picture.

The User can crop the image so that it is able to fit the screen,

The recommended size for images used is 200 \* 200 pixels as this is the optimal size.

### 6.1.3. Personal Details

A screenshot of the 'Personal Details' form. It shows a 'Username' field with the value 'admin'. Below are several input fields: 'First Name \*' (admin), 'Last Name \*' (admin), 'Email Address \*' (admin@admin.com), 'Phone Number' (Phone Number), 'Address' (Address), 'Suburb' (Suburb), 'State' (State), 'Postcode' (Postcode), and 'Country' (Country). At the bottom left is a legend '\* Required Fields' and at the bottom right is a green button labeled 'SAVE PROFILE'.

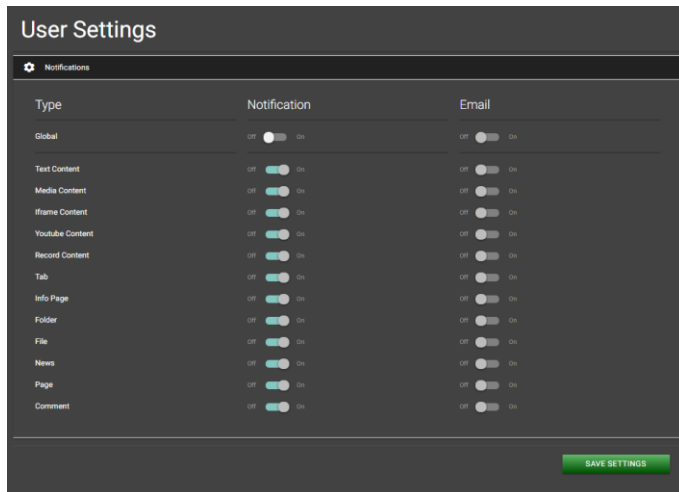
In order to update the User Profile, Click on 'User Profile Name" (e.g. admin). Proceed to click 'Edit Profile'

Enter the Required Fields in the page's form and Click on SAVE PROFILE to lock in the changes.

## 6.2. User Settings

The User Settings allow management of external notifications.

### 6.2.1. Notifications



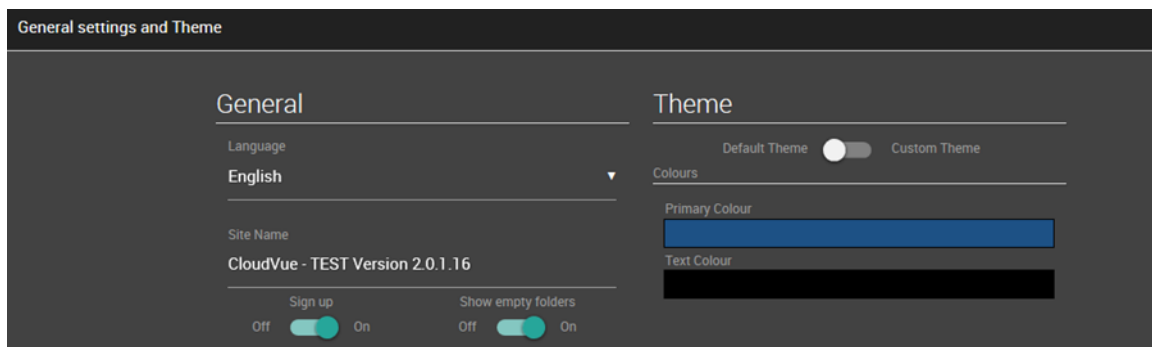
This menu allows the user to select if they want notifications for certain actions or file types and whether they want them sent externally via the supplied email.

### 6.3. Site Settings

In Settings section you will have the options to change the look and feel of the program layout and functionality.

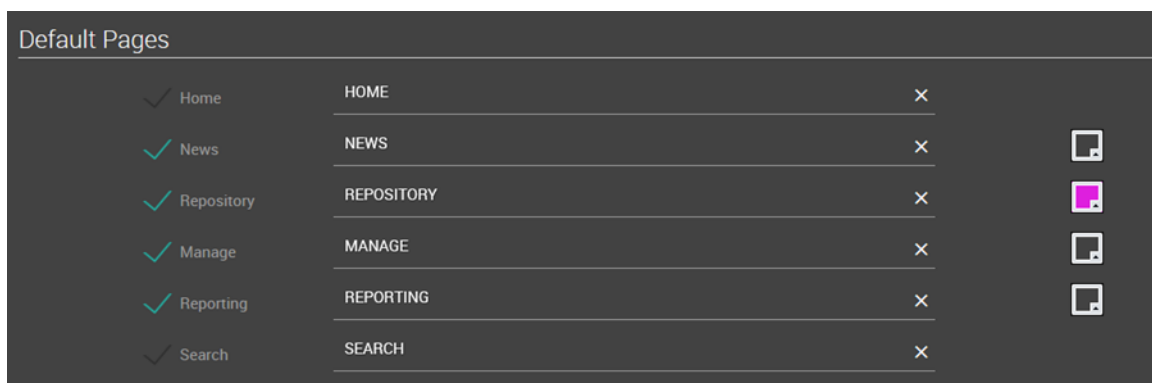
#### 6.3.1. General

From here you can manage the sites: language, colour scheme, sign-up and verification on sign-up.



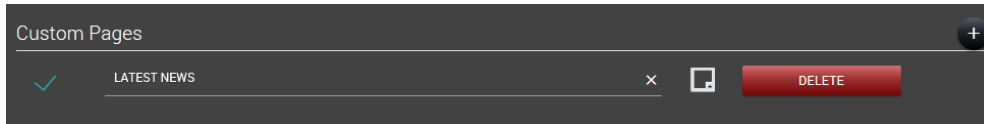
#### 6.3.2. Default Pages

From 'default pages' you can manage the automatic pages that are populated by Cloudvue and Edit what appears on your home page through adjusting the ticks. Furthermore you can adjust colours.



### 6.3.3. Custom Pages

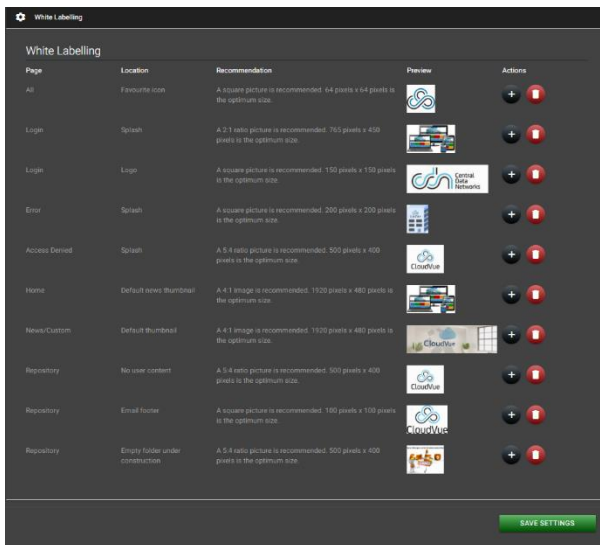
Users can create 'Custom Pages' by clicking on the 'Plus' on the right hand side of the screen, entering a name and clicking on the 'Save Settings' button. Users can tick the pages that need to be displayed on the home page. All the permissions will stay active for the particular Group. Delete will remove the selected 'Custom Pages'.



**Grant Access to Custom Page** - Admin can grant a user access to a custom page by following below steps

1. Click on Manage Tab and click on Users
2. Select the desired user and click on Groups to find out which Group the user belongs to
3. Click on Groups Tab and select the desired Group
4. Click on Roles and select the desired Roles and click on Add Role

### 6.3.4. White Labelling



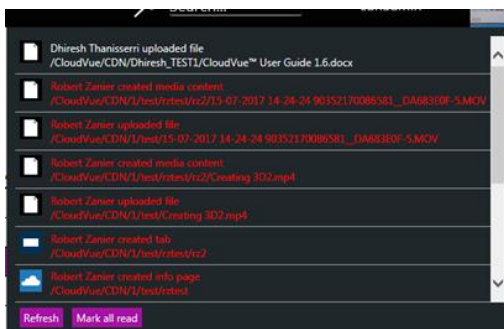
CloudVue allows for white labelling of various visual elements of your web application.

For example your logo or custom images can be added to the Log in page.

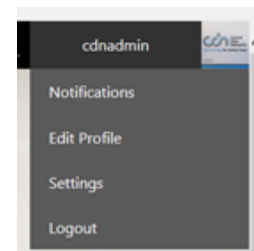
To do this simply click on a 'Plus' button that corresponds with one of the photos and upload a replacement.

Hitting the red delete button will revert the image back to its default.

### 6.4. User Notifications

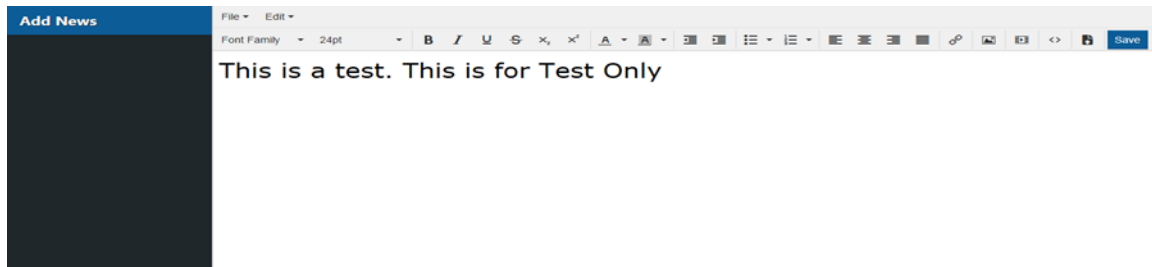


User notifications will update you on changes to the system that you have the permission to be informed of. This includes changes to files, uploading of documents, creation of news, management of users and more.



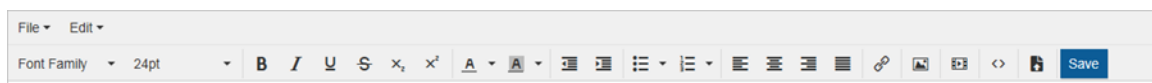
## 7. News

News that are Added in this section will be visible from the Home Page. Click on the “Add News” button to add a title and content to the news section/Home page.



User can add title, description upload a thumbnail and click on save button.

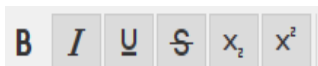
### Menu Bar:



File: This option will allow the user to open new Documents, Print and Save a Document

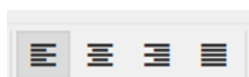
Edit: This option will allow the user to Undo, Redo, Cut, Copy Paste and Select All


 : User can select Font and Size


 : User can change text to bold, italics, underline or strike out,


 : User Increase or Decrease Indent

 : Users can Bullet or Number List

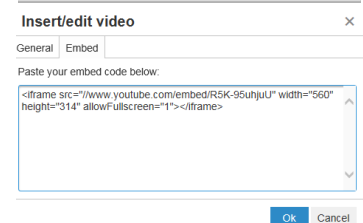
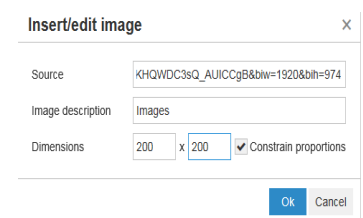
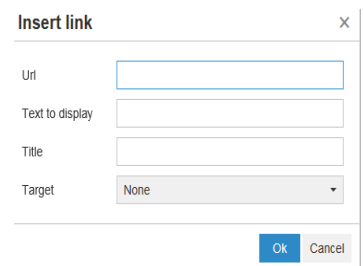
 : Users can align left, center, right or justify

 **Insert Link** – User will be able to provide/add a web link

 **Insert Image** – User will be able to insert an image from external site

 **Insert Video** – User will be able to insert a video from an external source

**Embed:** an external link to a video.





After the contents for your news story are ready click on the “save” button and it will bring up the final details menu.

**News** [Close]

Title

Description

Thumbnail

A 4:1 image is recommended. 1920 pixels x 480 pixels is the optimum size.

Upload Save

User can enter a title for the “news”, add a description and upload a banner for the news page.

You can upload thumbnail by clicking on “upload”, selecting the image you wish to upload from your device and then clicking the “save” button again.

**Note:** Sorting of news titles is not possible, the stories are arranged based on the time stamp at creation.

## 8. Repository



The repository is the powerhouse of the CloudVue D.A.M. Solution. From here you can manage all your digital assets, whether they be documents, spreadsheets, pdfs, jpg, png, videos, sound files and more.

### 8.1. Introduction

The repository is where most of the magic will happen with CloudVue. Our powerful search capabilities make managing your files and folder structures, simple.

When uploading to the repository there is an opportunity to add tags to the files. **SEO (Search Engine Optimisation)** through use of the “tags” feature will allow a far better search option and is recommended for more detailed management of Digital Assets.

### 8.2. Folders

**Create new folder**

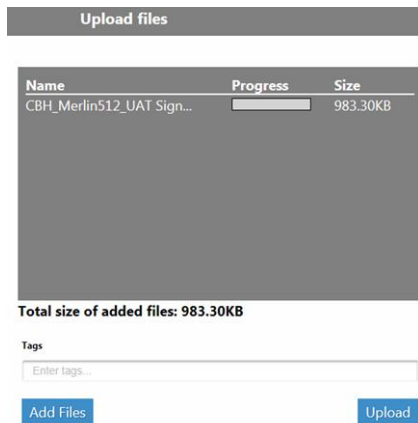
What would you like to name your folder?

Tags

Enter tags...

Click on New Folder or right click on the folder to create a subfolder. There is no limit to creating folders.

### 8.3. Uploading

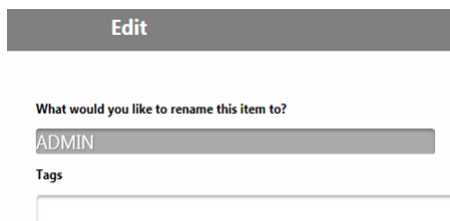


Select a file to upload in to a folder. Any kind of media or files can be uploaded. It will use your system software to display.

Progress bar is Yellow and when it's successfully uploaded, it's Green.

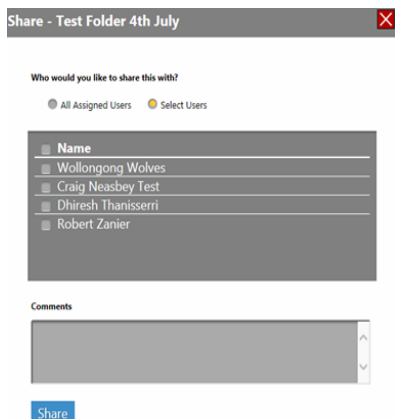
Duplicate uploads will trigger an error (or turn red) and these must be resolved through the Version Control process (see 8.9)

### 8.4. Edit



Select the Folder to Edit and Click on Edit Button

### 8.5. Share



Files can be shared externally, directly to user's added email addresses.

Select the folder or file and click on share. User can select a user or multiple users to share to.

In order to share a folder or a file the selected folder, the sharing user will need to have permission to share.

Once sharing is successful then a notification email is sent to the user (see example below).

From: [notify@cloudvue.com.au](mailto:notify@cloudvue.com.au) [mailto:notify@cloudvue.com.au]  
Sent: Wednesday, 5 July 2017 1:19 PM  
To: [AndrewB@cdn.com.au](mailto:AndrewB@cdn.com.au)  
Subject: CloudVue™ - CDN Administrator shared 4th July with you

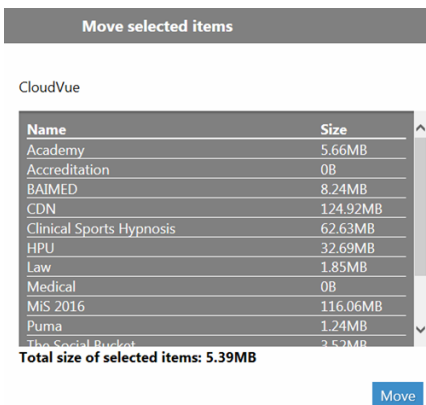
CDN Administrator shared [4th July](#) with you.

Please find here my report for the testing today of version 2.0.1.19. There are two videos for you to see the reported bugs and the xml spreadsheet with the notes.

Click the link or copy this address to a browser to access it:  
[http://udc.merlinpacs.com/CloudVue\\_Test/Folder/5922/4th-July](http://udc.merlinpacs.com/CloudVue_Test/Folder/5922/4th-July)



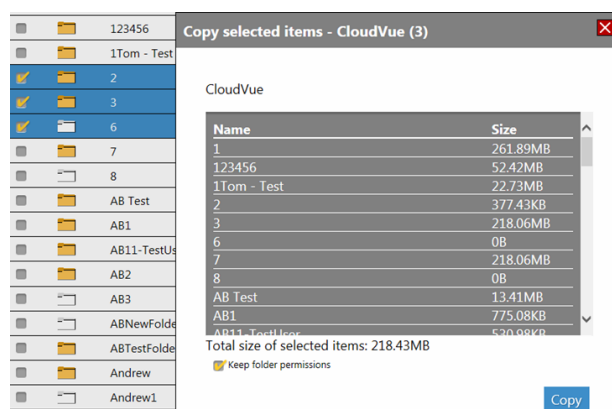
## 8.6. Move



User can select single or multiple folders and click on Move Button and select a Destination folder to Move.

Ticking the box for “Keep folder permissions” will keep the same Folder permissions rules at the Destination Location.

## 8.7. Copy

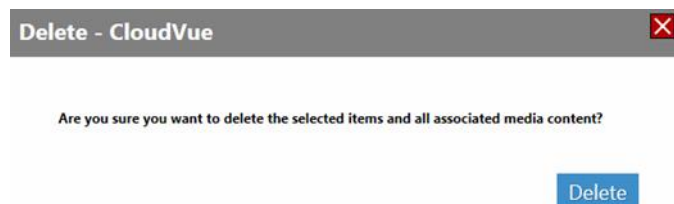


Users can copy selected files or folders to a new selected folder

Multiple files/folders can be copied.

Ticking the box for “Keep folder permissions” will keep the same Folder permissions rules at the destination location.

## 8.8. Delete



User can tick multiple files or folder to be deleted. And Click on Delete button.

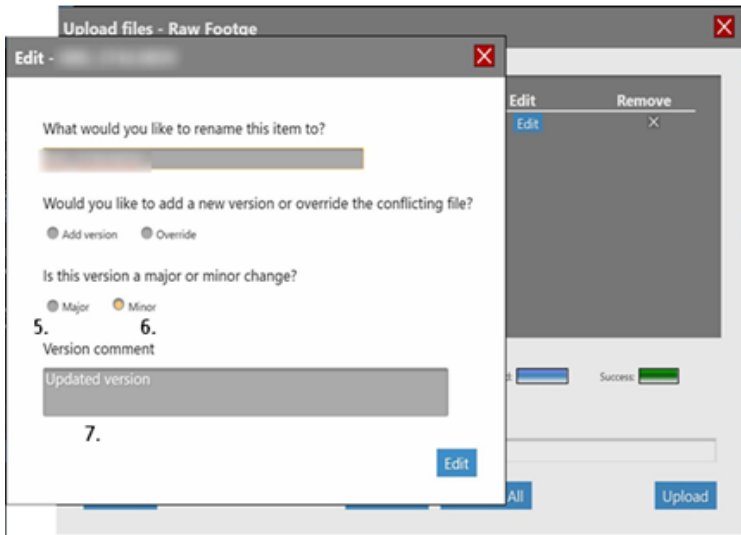
## 8.9. Version Control



Version control allows users to hold onto previous file states as well as lock files.

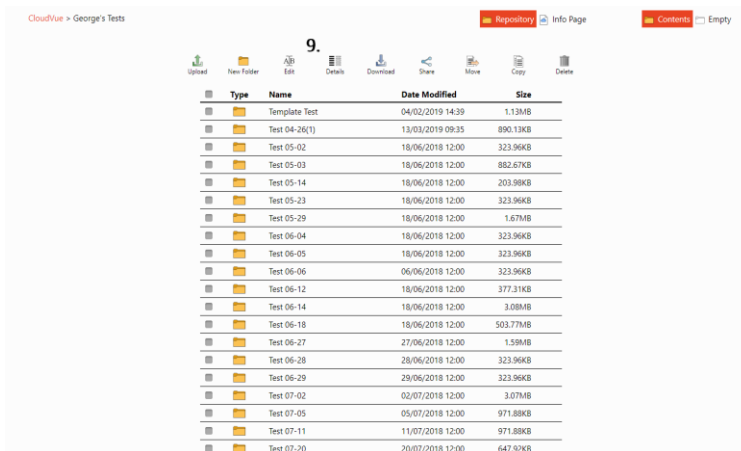
Users can restore old versions of files and eliminate duplication.

Versioning is available when you upload a file with the same name as a file in the system. It will create an “error” (1) that must be resolved through overriding (2) or automatically versioning (3) the file.



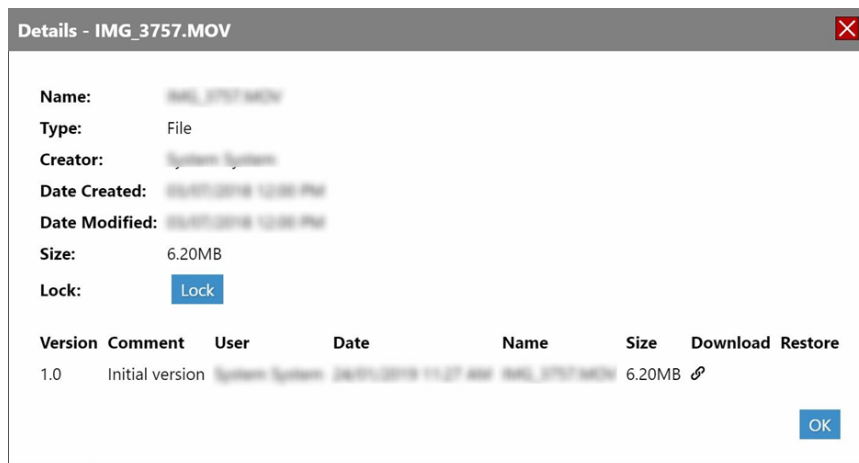
The **edit (4)** button opens options for manually choosing to version the file. Firstly as a **'major' (5)** or **'minor' (6)** version (aka 2.0 vs 1.1). The users can also add comments here.

The details of each file can be viewed by selecting the file and clicking **'details' (8)**, which will bring up a summary of the version history, as well as various metadata about the file itself.



The **'lock' function** is available from the **'details' (10)** menu. If selected it will lock the file from being re-uploaded, moved, edited or copied. The file can still be downloaded, however only the current locked version is available.

This can only be changed by the same user unlocking the file, or a user with admin privileges unlocking the file.



## 9. Info Page

Every Folder that is created has a default info page. This Default page is a time line of every file that has been put in that folder and effectively becomes an alternate "feed" view for accessing your data.

## 9.1. Introduction to Info Pages

Repository Folder right click and Info Page > New, this will create a new info page. User can choose this page to be a Default Info page or not. Benefit of New Default page is that you can create a structure.

### Add new Info Page - 1

What would you like to name your Info Page?

abc

Would you like to make this the default Info Page?

Yes  No

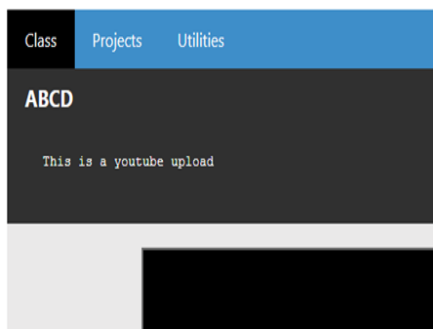
Tags

Enter tags...

Create

Tags - Throughout the repository there is an opportunity to add tags. This will add to the SEO (Search Engine Optimisation) of the application and will allow a far better search function.

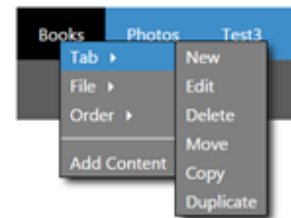
## 9.2. Tabs



Tabs allow you to organise your custom “Info Pages” to create meaningful feeds.

New Tab can be created by right clicking on a Tab > New

**Touch Screen** - In order to bring up the drop down window (Tabs > New) the user needs to hold on to “tab” button for few seconds.



### Edit Tab - Books

What would you like to edit this Tab to?

Books

Tags

Enter tags...

Edit

The user can edit the Tab Name and also edit Tags from the edit function.

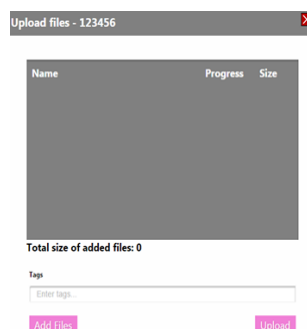
**Delete** – Navigate > Tab> Delete

**Move** - Navigate > Tab> Move (User can move the Tab Left or Right)

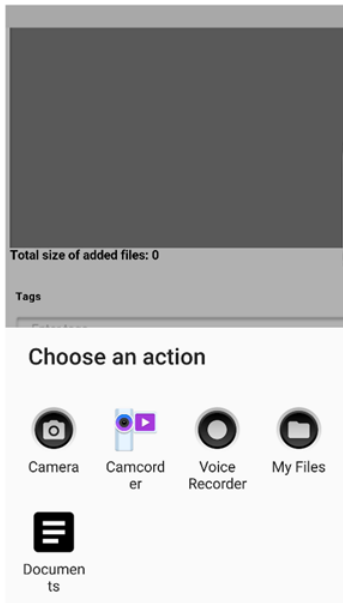
**Copy** - Navigate > Tab> Copy (User can Copy the selected Info Page to another Repository)

**Duplicate** - Navigate > Tab> Duplicate (User can Duplicate the selected Info Page)

## 9.3. File Upload



To add files – First navigate to the tab menu. Click File > Upload and then choose a file and click on upload (with windows explorer accessed)

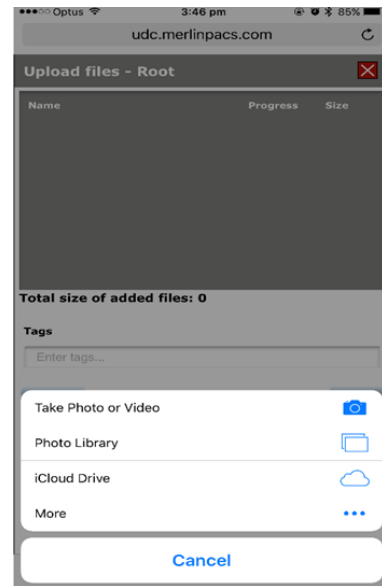


### Android

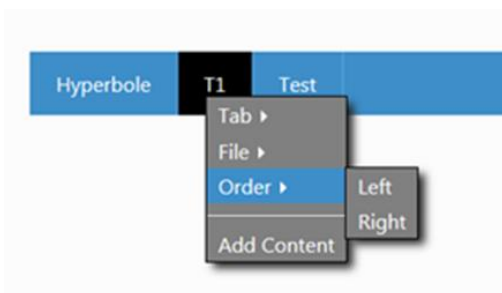
When using the upload function in Android devices, the user can choose to upload using Camera, Camcorder, Voice Recorder, from My Files or Documents.

### iPhone

When using the upload function in iPhone, the user can choose to upload using Take Photo or Video, from Photo Library or iCloud Drive



## 9.4. Order

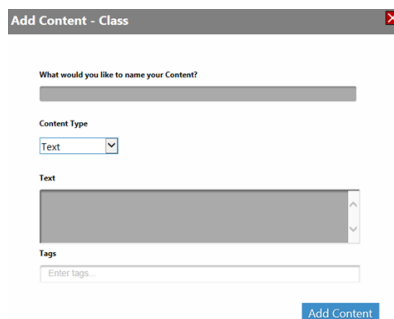


Users can order the tab to the left or right

## 9.5. Add Content

Users can add contents like text, media, YouTube links and Iframes (snapshots/windows of web pages)

**Add Text:** (Generic text content)



**Media Upload:** (You can only access contents from your repository)



**YouTube Links:** (This is to encapsulate a YouTube link) **Iframe:** (This is to encapsulate a webpage)

Add Content - Class ✖

What would you like to name your Content?

Content Type

Description (optional)

Tags

URL

Add Content - Class ✖

What would you like to name your Content?

Content Type

Description (optional)

Tags

URL

## 10. Manage

This section is used to manage the users of your CloudVue Digital Asset Management Application.



### 10.1. Users

The generic manage page lists the number of users and their details. Click on “groups” to list the Group Names for selected Users.

<input type="checkbox"/>	Pat001	Li	Li	li@cdn.com	Yes	Groups
<input type="checkbox"/>	pat002	yi	yi	yi@cdn.com	Yes	Groups
<input type="checkbox"/>	Pat003	XY	XY	XY@cdn.com	Yes	Groups

**Add User**

Username\*

First Name\*

Last Name\*

Email Address\*

Phone

Address

Suburb

State

Postcode

Country

Group

New Password\*

Confirm Password\*

\* Required fields

### 10.2. Add users manually

You can add new users and add user to a group from the manage menu. If a group is not selected then no folders in the Repository are added.

If no group is selected then go to Manage > Add Group > add roles > add user. Go to Repository and add the Group Access.

Rules: User Name would require minimum 5 characters and same username cannot be created more than once. A tick mark would display when the username is valid.

New Password has to be minimum of 5 characters.

### 10.3. Remove users

Single or multiple Users can be selected and removed via the “remove user button”.

### 10.4. Edit users

Selected user details can be edited or the password can be changed via the “edit users” button.

### 10.5. Copy user group

Select a User and copy the group of another user to the selected user, saving yourself recreating the whole group permissions again.

### 10.6. User Wizard

**User Wizard**

Username\*

First Name\*

Last Name\*

Email Address\*

Group

New Password\*

Confirm Password\*

\* Required fields

New users can also be created using the User Wizard and added to a group. If a group is not selected then a repository folder is created for the user.

User Rules: User Name would require a minimum 5 characters and the same username cannot be created more than once. A tick mark would display when the username is valid.

Add

New Password has to be minimum of 5 characters

### 10.7. Groups: Add, Remove, Edit & Roles

Groups can be added via the add group button, from the groups menu.

Users Groups Roles Add Group Remove Groups Edit Group

**Add Group** ✕

What would you like to name the Group?

Create

**Remove Groups:** Single or multiple Users can be selected and removed via remove button.

**Edit Group:** Selected Group details can be edited via the edit button.

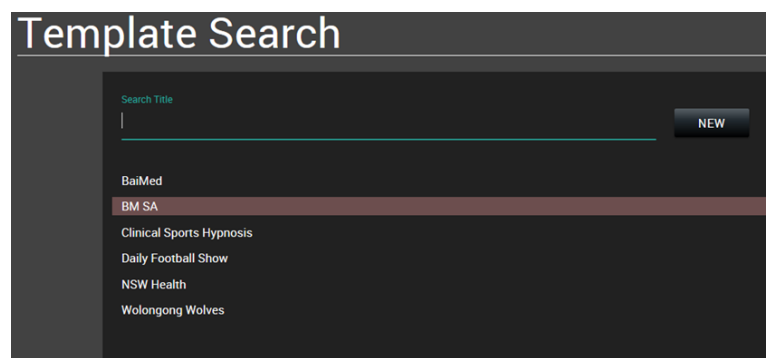


**Roles:** The roles page lists all the role names and description for reference. Any new custom pages that are added will be displayed with the role names. Selecting and assigning roles will determine who can see and do what on your CloudVue System. It is recommended that these groups and roles be created carefully to manage security concerns.

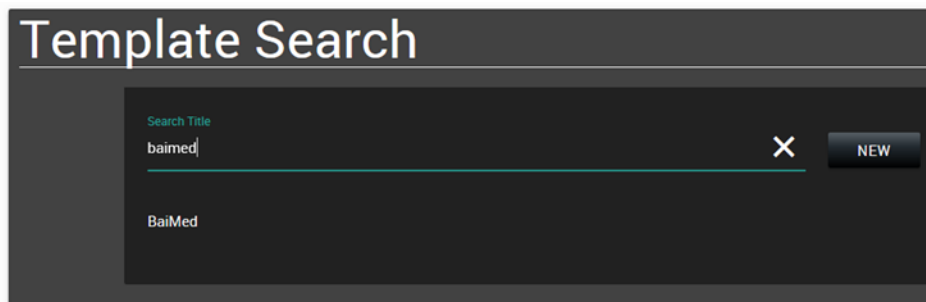
Role Name	Description
User_CanRead	User can read folders and files.
User_CanEditPermission	Right click context menu for the tree view folders to be able to add a group to a folder.
User_CanUseRepository	The user can use the Repository with this permission, otherwise they can only view the Info Pages.
User_CanUseNews	User can access the News page
User_CanUseManage	User can access the Manage page
User_CanUseReporting	User can access the Reporting page
User_CanUseSearch	User can access the Search page
User_CanEditFolderTheme	User can customise folder theme colors and images.
User_CanAddFolder	User can add a folder
User_CanUploadFile	User can upload files to a folder.
User_CanSetDefaultInfoPage	User can set a default info page for a folder.
User_CanAddInfoPage	User can add a manual info page to a folder.
User_CanEditInfoPage	User can edit an info page.
User_CanDeleteInfoPage	User can delete an info page.
User_CanMoveInfoPage	User can move an info page.
User_CanCopyInfoPage	User can copy an info page.
User_CanAddTab	User can add a tab to an info page.
User_CanEditTab	User can edit a tab.
User_CanDeleteTab	User can delete a tab.
User_CanMoveTab	User can move a tab.
User_CanCopyTab	User can copy a tab.
User_CanDuplicateTab	User can duplicate a tab.
User_CanAddContent	User can add content to a tab.
User_CanEditContent	User can edit content.

## 11. Templates

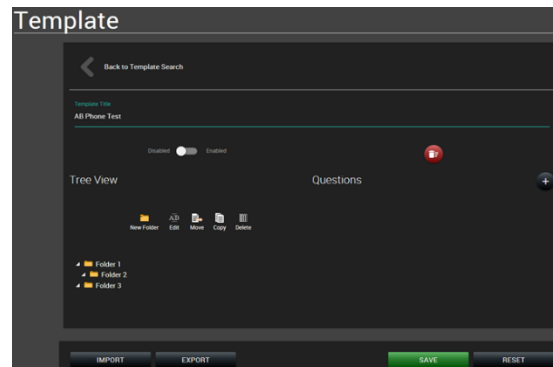
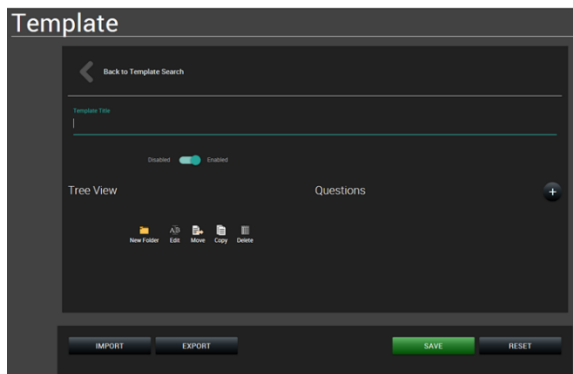
CloudVue's Digital Asset Management Solution has powerful templating capabilities that help you recreated folder and file structures within your system with ease. Furthermore these templates can be exported and used across other systems. To create a template, simply go to the template menu and click the "new" button.



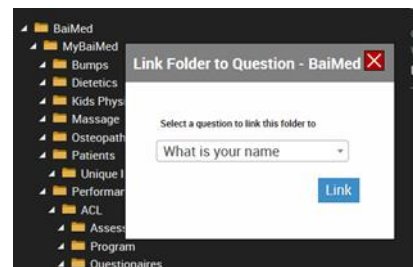
Templates has a search function to easily sift through your working templates:



Creating a Template:



- Enter the Template Name
- Template can be enabled or disabled. When disabled the disabled template will be highlighted
- User can create new folder by clicking on new folder icon
- Edit, Move Copy or Delete can be performed
- User can right click on folder will populate menu for user to create a New Folder, Edit, Move, Copy or Delete.
- Delete Template can be done by click on icon or by right click from Template search page select on template and selecting delete
- Add a Question – will allow the user to ask a question and there is an option for a default answer or required. A folder will be created based on the answer.
- Link Folder – User can Link the selected folder to the newly created folder (answer of the question)

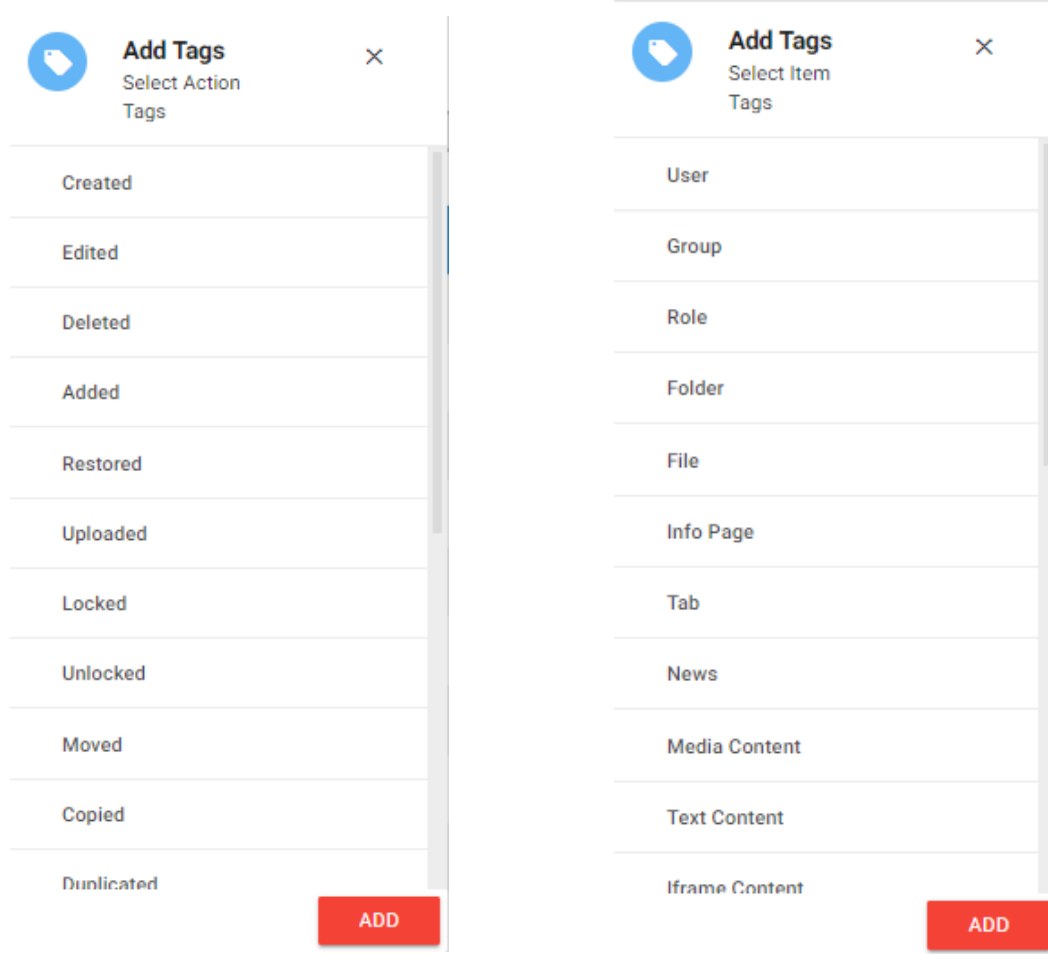


## 12. Reporting

This section provides a data intensive audit of the system telling you what has been uploaded & what has been created, who has logged in and when, who has made changes and more.



Searches can be filtered by Item (aka user, content, media, etc.) or by action (aka created, edited or deleted) just to name a few.



The data is displayed in an easy to read table format:

**Reporting**

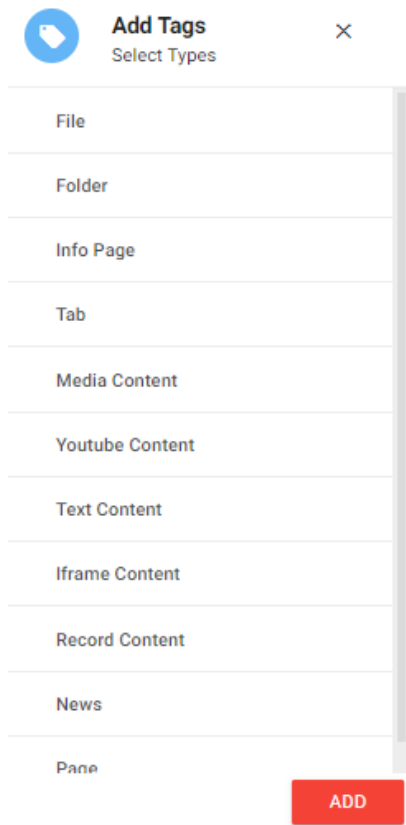
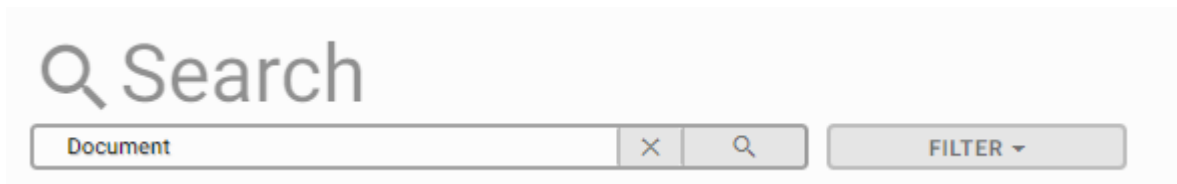
Search [ ] FILTER [ ] ITEM COUNT [ ]

ITEM TYPE	ACTION TYPE	ITEM NAME	USER	DATE
user	logged in		Georgeb	27/03/2019 11:53:10
user settings	edited		Georgeb	26/03/2019 15:17:21
user	logged in		Georgeb	26/03/2019 14:56:21
user	logged out		Georgeb	26/03/2019 13:50:24
user	logged in		AlexTest	26/03/2019 13:46:10
file	added	0c6b6a-bnr34_1.jpg	georgeb	26/03/2019 12:56:38
file	uploaded	0c6b6a-bnr34_1.jpg	georgeb	26/03/2019 12:53:01
user	logged in		Georgeb	26/03/2019 12:52:09
user	logged in		AlexTest	26/03/2019 11:59:40
user	logged in		AlexTest	20/03/2019 13:46:06


1 of Pages 6613

Navigation: |< < 1 2 3 4 5 6 7 8 > >|

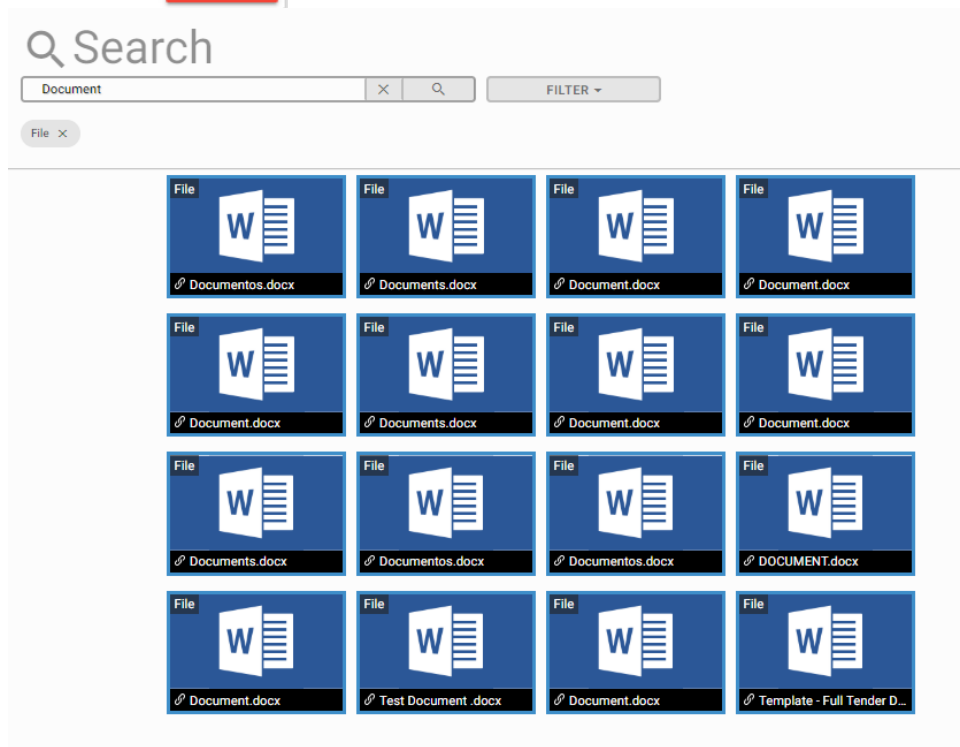
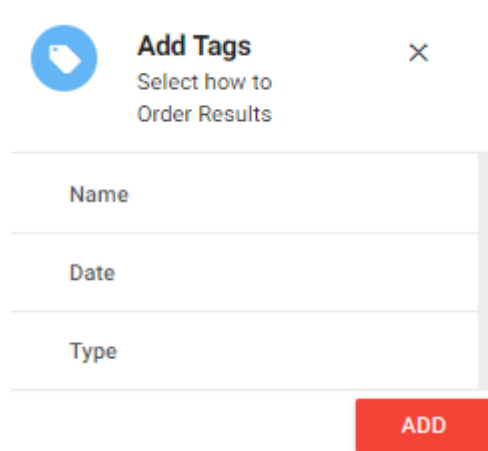
## 13. Search



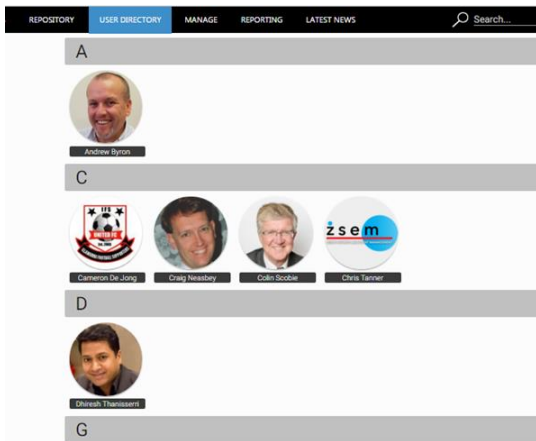
In this section a user can search for and find title or tag based on a file type.

Click on the  icon to bring up the Search Item Tags or Extensions Tags.

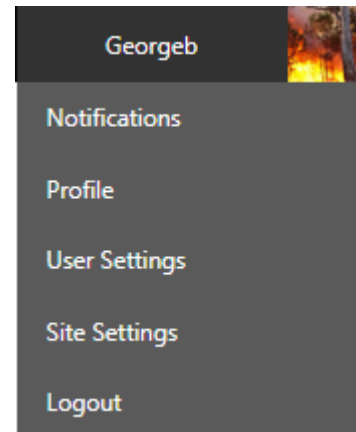
Results can be filters by: **Result type** and **ordered** in certain ways:



## 14. User directory



This page would display the information of User that the user has entered in the User Profile Bio Section. It can be used to map out client/customer or employee information for later use.



## 15. Log Out

Logging out can be done from the drop down menu over your user profile picture in the top right hand side of the screen.

## 16. Example Work Flow

