

Visual Interface

What is it?

ODIS is a permission based document management system. It allows users or groups of users to store documents electronically in a web-enabled database. These documents can then be retrieved by anyone who has an internet connection and the client software.

What are the benefits?

Offsite document backup, document collaboration, and document search capabilities are major benefits of ODIS. Using ODIS, all your documents can be stored in an unreadable binary format in the database. Users have the capability to search all accessible files in the database for words or groups of words inside the documents. Since the documents are stored in a centralized database, users can download the documents, make their changes, and then upload the documents back up to ODIS so that other users can see his changes.

How does it work?

ODIS was built to operate as closely to Windows explorer as possible. Since Windows Explorer is included in the Microsoft operating systems family, almost everyone who uses a computer already knows how to use it. Thus, ODIS requires very little training to get started.

There are two pieces to ODIS – the client (OdisExplorer) and the server. The server piece must be installed on a server that is running IIS 5.0 or higher and is accessible via the internet to all the clients that need to use ODIS. The client piece must be installed on all client computers that want to utilize ODIS' capabilities.

Users will log into ODIS with a username and password that is maintained in the ODIS database by an administrator account. Once logged in, the system will display a list of files and folders that the user has permission to view. The functionality available to the user will depend on the permissions that have been granted to that user for a give folder and/or file. For example, if a user has been granted permission to view the contents of a folder, but not upload a file into that folder, the user will be allowed to see a list of files in that folder. However, if he attempts to upload a file into that folder, he will not be allowed to do so.

As in Windows Explorer, the user can expand and collapse nodes in a tree to see the hierarchy of folders built by the users over time. The user can click on the different folders to see any files or subfolders underneath that folder. With the correct permissions, the user can also open a file or group of files for viewing purposes in the associated viewer program. For example, if the user chooses to open a Microsoft Word document file that has been uploaded into ODIS, the file will be opened using Microsoft Word. If there is not an associated file viewer on the client's computer for the specific

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type of file the user is attempting to open, Microsoft will prompt the user to select a viewer from the list of registered programs, just as it does in Windows Explorer. The user will be able to determine what type of file format the file is by either looking at the icon of the file in the ODIS explorer or by looking at the “type” column. A Microsoft Excel file will appear as Microsoft Excel Worksheet.

Depending on permissions granted to the user, they may also be able to move folders underneath different folders in the tree. The user may also create new subfolders as well as upload his own documents to existing folders in the tree. If a user attempts to upload a folder from his computer to ODIS, the folder name will be created in ODIS explorer and the files will be uploaded underneath that folder. Files/folders are uploaded by simply dragging and dropping them from Windows Explorer into the folder in the ODIS explorer. A progress bar will be displayed to show the status of the upload. If several large files are uploaded at once, this may take some time depending on things such as your network connection and the speed and memory capacity of the web server.