

MICROTEK



Document Management System

User's Manual for Administrator

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Preface

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Disclaimer

The contents of this manual have been checked carefully for accuracy, and every effort has been made to ensure that there are no errors. However, Microtek makes no guarantee as to the accuracy of the contents of this document and reserves the right to make changes to the contents without prior warning.

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Introduction

Microtek MiDMS (Data Management System) is a file scan and management system, which is specifically designed and provides the best solutions for small and medium-sized corporations. Through an easy-to-use interface, users can scan, digitize and upload files to the web server in few steps. Later, everyone can overview, search or download these digitized files directly through the access and connection with the web server.

This manual is created for the people who are classified as an administrator, controlling and distributing the authority levels of the users toward using the MiDMS application. The contents here only focus on the managements of users, web-access authority levels and directories in the server. If your concern is about how to use the MiDMS application, refer to “MiDMS User’s Manual” for the details.

System Requirements

For a Server (Supporting a Maximum of 30 Users On-line)

- Windows XP 32-bit
- Core 2 2 GHz CPU
- 2 GB RAM required
- Free hard disk space as required (at least 500 GB) or by the size of your scanned images and for additional working files
- CD-ROM drive (internal or external)

For a Client

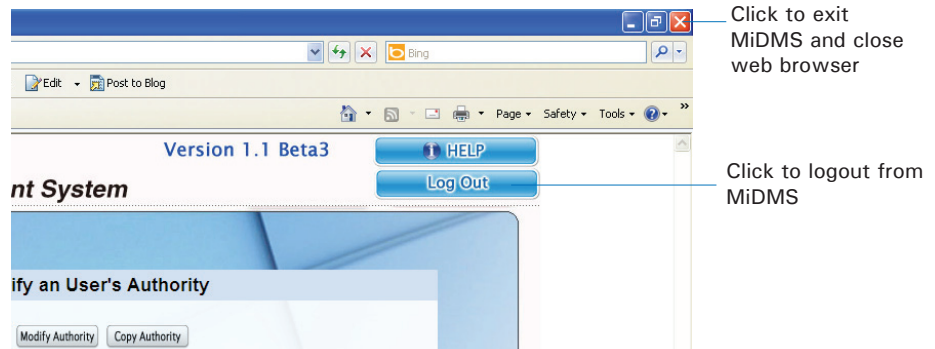
- Web browser: Internet Explorer 7 or Internet Explorer 8
- Free hard disk space as required by the size of your scanned images and for additional working files
- An internet connection to hook up with the server

Entering the MiDMS Website

Double-click your web browser icon (i.e. Internet Explorer) on the Windows desktop or toolbar to extend your web browser. Enter the assigned server address in the website address box and then press the **Enter** button to enter the MiDMS.

Exiting the MiDMS Website

Click the Exit button "X" located at the top right corner of your web browser to close the web browser. You will be directly exit the MiDMS website once your web browser is closed. Or, you can click the **Log Out** button at the top right corner of the webpage to log out from MiDMS.



The Entrance Page of the MiDMS Webiste

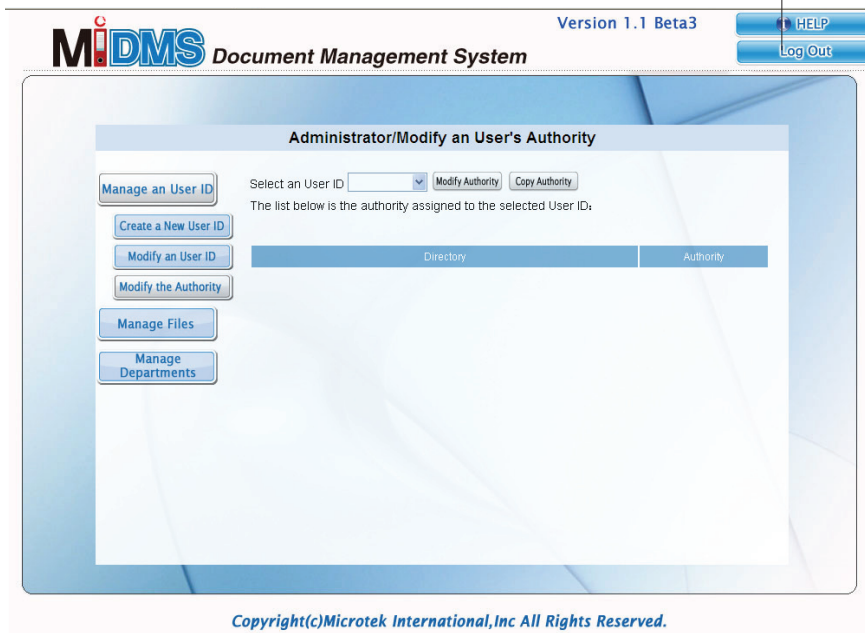
Use the drop-down menu to select the language you prefer to use. The supported languages are English and Simplified Chinese.

The screenshot shows the entrance page of the MiDMS website. The header includes the Microtek logo and the text 'Document Management System' and 'Beta 1.1'. The main area features a blue abstract background. A login form is centered, containing three input fields: 'User ID' (with the value 'test'), 'Password' (masked with dots), and 'Type the code shown' (with a CAPTCHA image showing the numbers '9124'). A 'Log In' button is located to the right of the CAPTCHA field. The footer of the page reads 'Copyright © microtek.com.cn 2011'.

After entering the correct Administrator's User ID, Password and Verifying Code, please click the Log In button to enter the administrator page of MiDMS.

The Administrator Page of the MiDMS Webiste

Click to logout the Administrator page from MiDMS



After logging into the administrator page of MiDMS, you can see three main functions listed at the left side of the web page. These functions are **Manage an User ID**, **Manage Files**, and **Manage Departments**.

To log out from the administrator page, click the **Log Out** button at the top right corner of the administrator page.

Managing Users

Manage an User ID function allows an administrator to add a new user to a wanted department, remove an existing user from his/her assigned department or to modify an user's authority on going over files and folders in departments.

To add a New User

When an administrator wants to add a new user into a department, administrator can use an affiliation function named "Create a New User ID" under the Manage an User ID function.

To add a new user account:

1. Ensure that the Manage an User ID function page has been activated, and then click the **Create a New User ID** to extend its function page.
2. Take turns to key in information for an user in the boxes of User ID, Password, User Name, Department, domain restriction and assignment of administrator.
3. When done, click the **Submit** button, and the user will be added into the department assigned.

MiDMS Document Management System Version 1.1 Beta3 [HELP](#) [Log Out](#)

Administrator/Create a New User ID

1 **Manage an User ID**

Create a New User ID

Modify an User ID

Modify the Authority

Manage Files

Manage Departments

User ID: Swan

Password: ••••

User Name: Swan

Department: 商品行銷部門

Assigned as a restricted domain? Yes

Set the user as an administrator? No

Submit 3

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To Change an Existing User Account

When an administrator wants to update information about an existing user account, such as user's ID, password or domain restriction, administrator can use the subsidiary function "Modify an User ID" in the Manage an User ID page.

To change an existing user account:

1. Ensure that the Manage an User ID function page has been activated, and then click the **Modify an User ID** to extend its function page.
2. Use the drop-down menu to select the user you want to change in the **Select an User ID** box.
3. When the ID has been picked up, the related information will be displayed on the screen. You can start to change the information as you like.

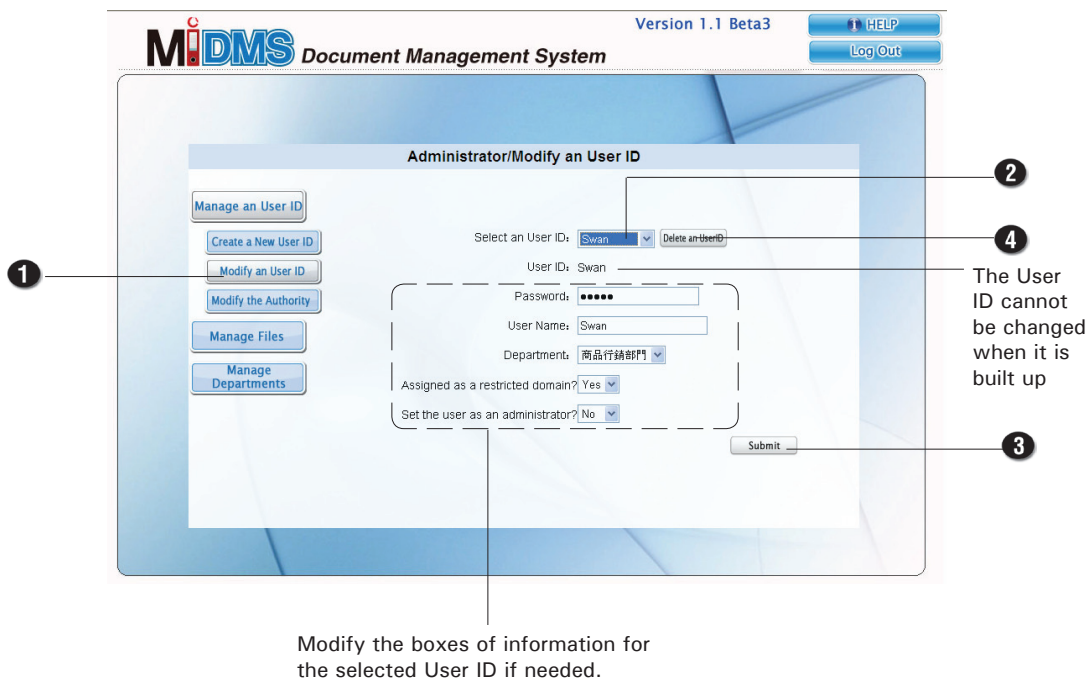
Note:

- *The User ID is unique and cannot be changed once it has been created.*
- *The length of the Password should fall between 5 to 15 characters.*

When done, click the **Submit** button to execute the changes.

4. If you want to remove the selected user from the list of users, click the **Delete an User ID** button next to the **Select an User ID** box.

You will be prompted a reminding window to ask for the final confirmation about deleting.

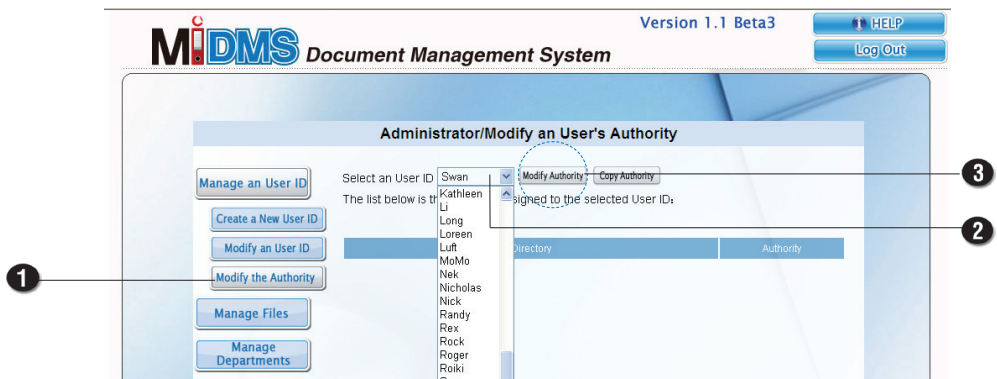


To Modify an User's Authority

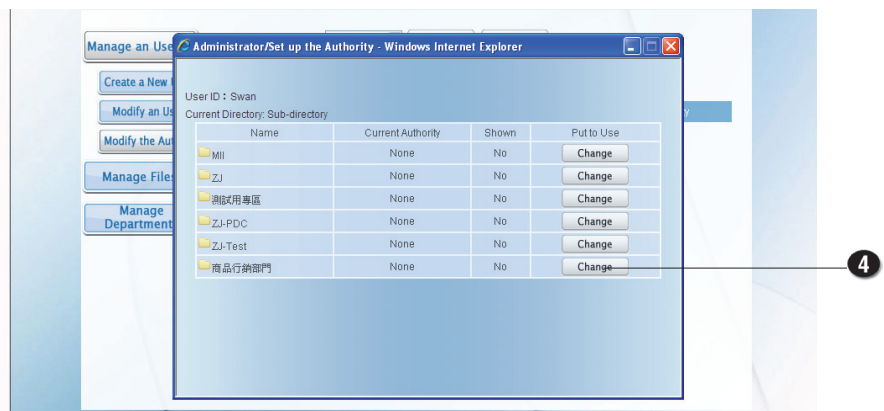
The last affiliated function button in the Manage an User ID page is "Modify the Authority". When this button is click, an administrator can assign different authority levels to users for looking up, changing, downloading or deleting files in a department. Also, an administrator can also use this button to copy one user authority into another user account.

A. To Modify an User's Authority

1. Ensure that the Manage an User ID function page has been activated, and then click the **Modify the Authority** to extend its function page.
2. Use the drop-down menu to select the user you want to modify in the **Select an User ID** box.
3. When the ID has been picked up, click the **Modify Authority** button.

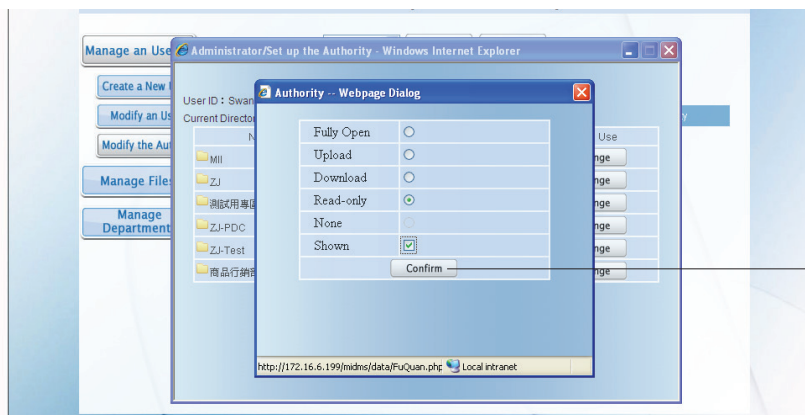


A window appears on the screen immediately.



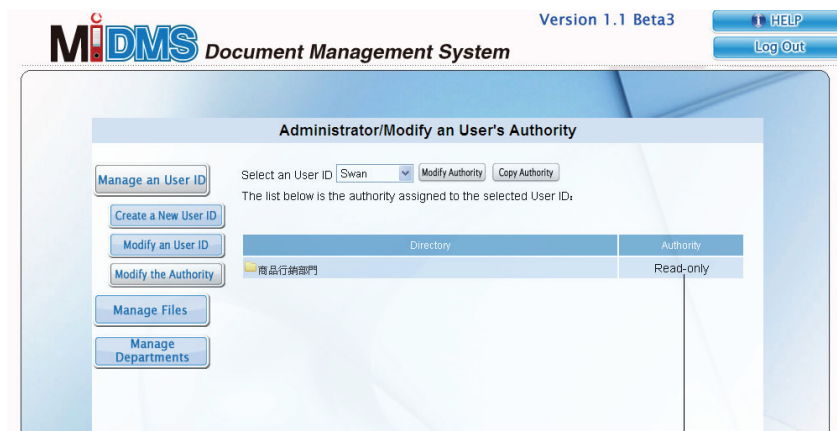
4. In the window, click the **Change** button in the Put to Use column of the selected folder.

You are prompted a table of authorities to choose. Make your selection and click the **Confirm** button to put it into action.



4

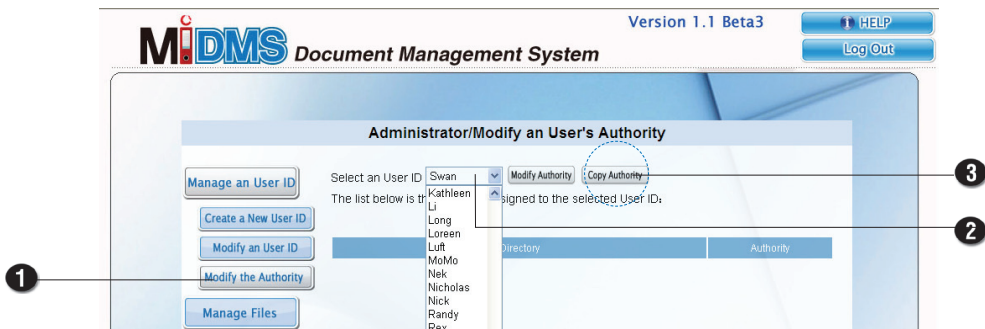
You will see the selected user with a table that shows the modified authority level for the selected folder on the screen.



Shows the assigned authority level for the selected folder

B. To Copy Authority from an User

1. Ensure that the Manage an User ID function page has been activated, and then click the **Modify the Authority** to extend its function page.
2. Use the drop-down menu to select the user you want to modify in the **Select an User ID** box.
3. When the ID has been picked up, click the **Copy Authority** button.

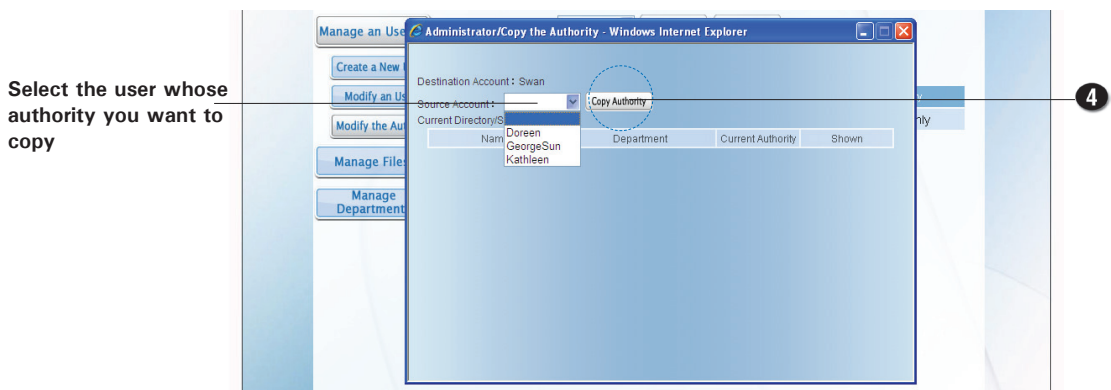


A window appears on the screen immediately.

4. In the Source Account box, select the another user whose authority you want to copy.

When done, click the **Copy Authority** button. The authority of the selected user will be copied and pasted to the user you specified in step 2 .

When finished, click "X" button to go back to the previous window.



Managing Files

Manage Files function allows an administrator to manipulate files in departments as administrator wants.

To use this function:

When logging into MiDMS as an administrator on web, click the **Manage Files** button to extend its function page.

Key in the name for the new folder

Click to extend a table of folders on the web server

Click to build up a new folder on the web server

Version 1.1 Beta3

HELP

Log Out

MiDMS Document Management System

Administrator/Management of Server Files

Current Directory: /

Create a new folder: Confirm

Name	Department	Put to Use
MI	軟體部門	Rename Delete Department Password User Authority
ZJ	中晶-RD	Rename Delete Department Password User Authority
ZJ-PDC	中晶-PDC	Rename Delete Department Password User Authority
ZJ-Test	中晶-測試	Rename Delete Department Password User Authority
測試用專區	測試用部門	Rename Delete Department Password User Authority
商品行銷部門	商品行銷部門	Rename Delete Department Password User Authority

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There are six ways you can deal with files on the server. They are Create, Rename, Delete, Department, Password, and User Authority.

A. Create

Use this function to create a new folder on the web server.

To do so, when the Manage Files function page is activated, key in the name you want to use for the new folder in the **Create a new folder** box.

When done, click the **Confirm** button next to the box, and you will see that the newly named folder appear in the table of folders below immediately.

B. User Authority

Use this button to assign users different authority levels on manipulating the selected folder.

To assign users authority on a selected folder, when the Manage Files function page is activated, click the **User Authority** button in the Put to Use column of the selected folder.

A setup window containing all departments pops up on the screen immediately. To check users classified into each department, click the Plus (+) sign next to each department. A lists of users will be displayed on the screen. Then, take turns to assign different authority levels to each user on using the selected folder.

When done, click the Complete button to execute the action.

Click the Plus (+) sign to extend the list of users for each department



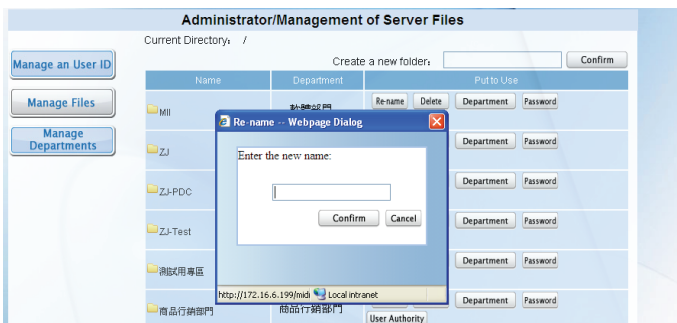
Click to exit and return to the Manage Files function page

C. Rename

Use this function to give a new name to a selected folder.

To give a new name to a selected folder, when the Manage Files function page is activated, click the **Rename** button in the Put to Use column of the selected folder.

A window pops up on the screen. Key in the new name for the selected folder in the box below, and then click the **Confirm** button to execute the action.

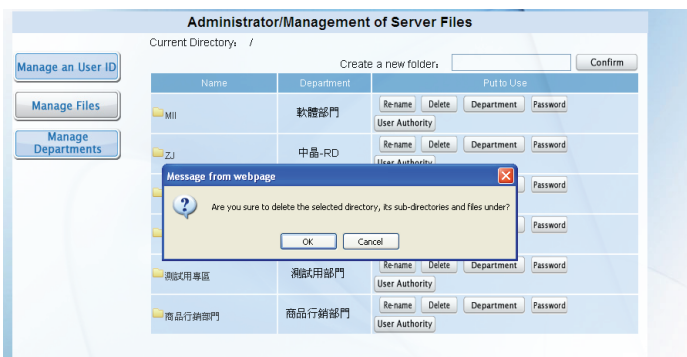


D. Delete

Use this button to remove a selected folder from the web server.

To delete a selected folder, when the Manage Files function page is activated, click the **Delete** button in the Put to Use column of the selected folder.

A confirmation window appears on the screen immediately. Click the OK button to execute the deleting action; click the Cancel button to return to the previous page without taking any action.

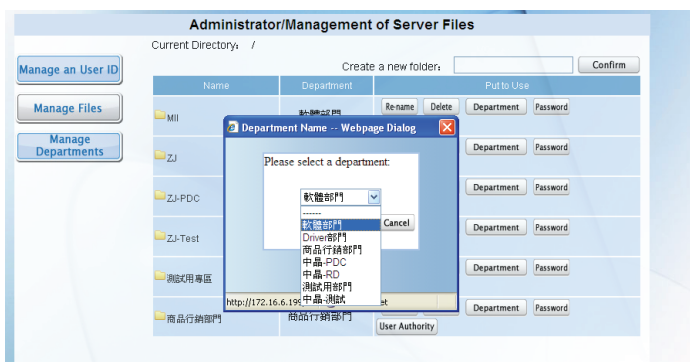


E. Department

Use this button to assign a selected folder to a named department.

To assign a selected folder to a specific department, when the Manage Files function page is activated, click the **Department** button in the Put to Use column of the selected folder.

A window appears on the screen immediately. Use the drop-down menu to choose a department where you want to assign your folder to. When done, click the **Confirmation** button to execute the action.

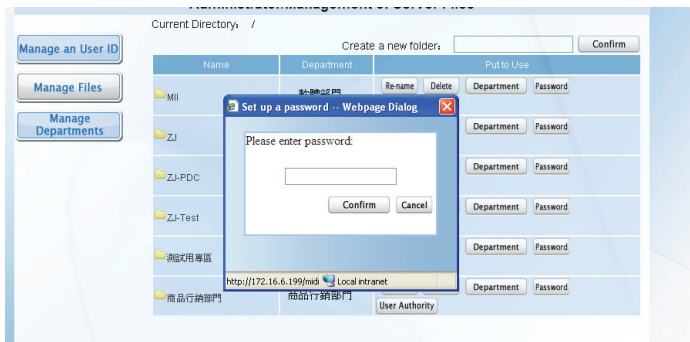


F. Password

Use this button to assign a password to protect a selected folder when others want to explore it.

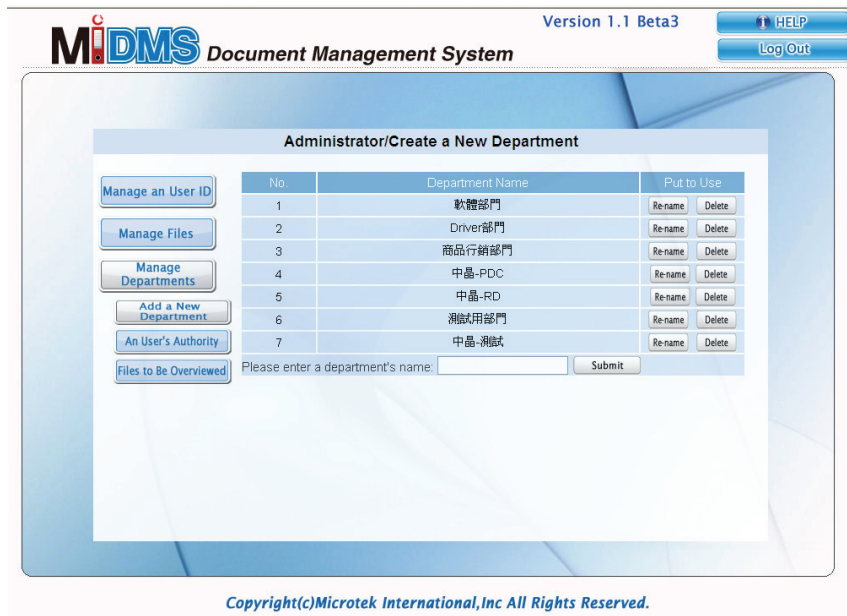
To set up a password to a selected folder, when the Manage Files function page is activated, click the **Password** button in the Put to Use column of the selected folder.

A window pops up on the screen. Key in the password set for the selected folder in the box below, and then click the **Confirm** button to execute the action.



Managing Departments

Manage Departments function allows an administrator to add a new department on the web server. Also, an administrator can use it to have a preview of users' authority levels and all files and their related information in a selected department. If needed, an administrator can also download tables of the information from the web server.

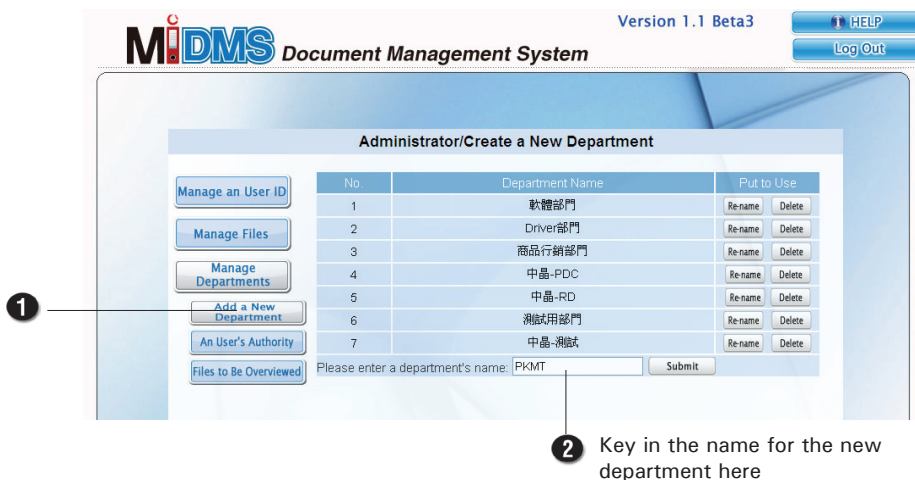


To Add a New Department

When an administrator wants to add a new department on the web server, administrator can use a affiliation named "Add a New Department" under the Manage Departments function.

To add a new department:

1. Ensure that the Manage Departments function page has been activated, and then click the **Add a New Department** to extend its function page.
2. You can see a table of departments which have been created on the web server. Under the bottom of the table, key in the name for the new department in a vacant box.



3. When done, click the **Submit** button to execute the action. You can see the newly created department appear on the screen immediately.



Also, you can rename or delete an existing department on the web server when you are in the page of the Add a New Department function.

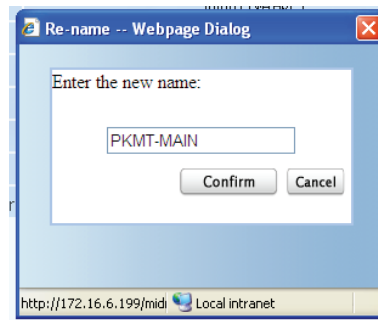
A. To Rename a Department

Use this function to change the department name to a built

To rename a department, when the page of the Add a New Department function is activated, click the **Rename** button in the Put to Use column of the selected department.

A window pops up on the screen.

Key in the new name for the selected department in the box, and then click the **Confirm** button to execute the action.



B. To Delete a department

Use this function to remove an existing department from the web server.

To delete an existing department, when the page of the Add a New Department function is activated, click the **Delete** button in the Put to Use column of the selected department.

A confirmation window appears on the screen immediately. Click the OK button to execute the deleting action. The selected department will be removed from the web server when it is returned to the page of the Add a New Department function.

Manage an User ID

Manage Files

Manage Departments

Add a New Department

An User's Authority

Files to Be Overviewed

No.	Department Name	Put to Use
1	軟體部門	<input type="button" value="Rename"/> <input type="button" value="Delete"/>
2	Driver部門	<input type="button" value="Rename"/> <input type="button" value="Delete"/>
3	商品行銷部門	<input type="button" value="Rename"/> <input type="button" value="Delete"/>
4	中晶-PDC	<input type="button" value="Rename"/> <input type="button" value="Delete"/>
5	中晶-RD	<input type="button" value="Rename"/> <input type="button" value="Delete"/>
6	測試用部門	<input type="button" value="Rename"/> <input type="button" value="Delete"/>
7	中晶-測試	<input type="button" value="Rename"/> <input type="button" value="Delete"/>
8	PKMT-MAIN	<input type="button" value="Rename"/> <input type="button" value="Delete"/>

Please enter a department's name:

The folder named "PKMT-MAIN" has been removed and cannot be found in the table anymore

The selected folder has not been deleted yet

To Review and Download the Authority Information of a Selected User

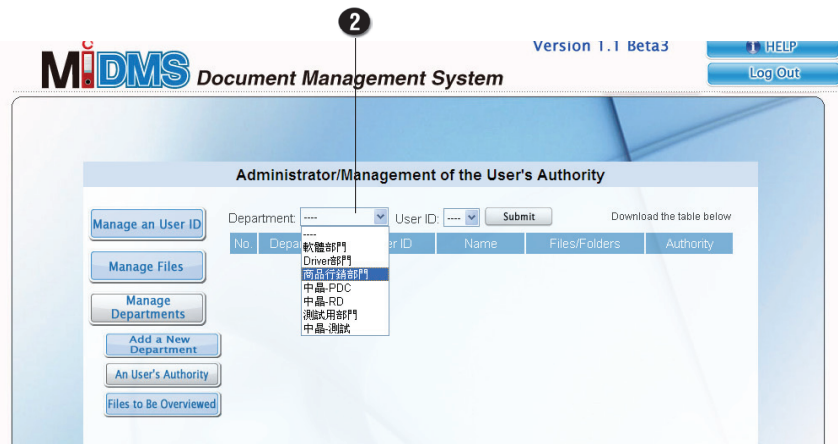
When an administrator wants to review the authority information of an existing user, he/she can use the subsidiary function "An User's Authority" in the Manage Departments function page. An administrator can also use this function to download the search result of authority information to a local computer in a file.

To review and download the authority information of the selected user:

1. Ensure that the Manage Departments function page has been activated, and then click the **An User's Authority** button to extend its function page.



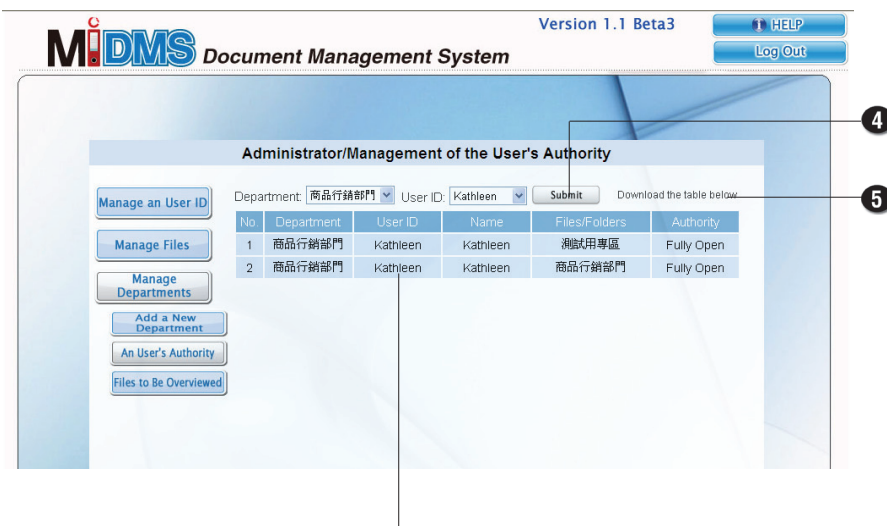
2. Use the drop-down menu "Department" to select a department you want to explore.



- Then, use the other drop-down menu "User ID" to pick up the user you want to review in the selected department.



- When done, click the **Submit** button. The search result of the selected user will be displayed in the table below.
- If needed, click "Download the table below" to retrieve the table from the web server and save it to a local computer in an Excel format.



A table containing the authority information of the selected user

To Review and Download the Authority Information for Folders/Files in a Selected Department

The last affiliated function button at the Manage Departments page is "Files to Be Overviewed". When this button is clicked, an administrator can review and then download the authority information for folders/files in a selected department.

To review and download the authority information for folders/files in a selected department:

1. Ensure that the Manage Departments function page has been activated, and then click the **Files to Be Overviewed** button to extend its function page.



2. Use the drop-down menu "Department" to select a department you want to explore.



3. When done, click the **Submit** button. The search result of the selected department will be displayed in the table below.
4. If needed, click "Download the table below" to retrieve the table from the web server and save it to a local computer in an Excel format.

MiDMS Document Management System Version 1.1 Beta3

Administrator/The Authority to Manage Department Files

Department: [Download the table below](#)

No.	Directory/File/Folder	User Name	Assigned Department	Authority
1	Flyer	Doreen	商品行銷部門	Fully Open
2	Flyer	GeorgeSun	商品行銷部門	Fully Open
3	Flyer	Kathleen	商品行銷部門	Fully Open
4	Flyer	Swan	商品行銷部門	Read-only
5	Quick Guide	Doreen	商品行銷部門	Fully Open
6	Quick Guide	GeorgeSun	商品行銷部門	Fully Open
7	Quick Guide	Kathleen	商品行銷部門	Fully Open
8	Quick Guide	Swan	商品行銷部門	Read-only
9	test_1114	Doreen	商品行銷部門	Fully Open
10	test_1114	GeorgeSun	商品行銷部門	Fully Open
11	test_1114	Kathleen	商品行銷部門	Fully Open
12	test_1114	Swan	商品行銷部門	Read-only

A table containing the authority information for folders or files in a selected department

System Backup and Recovery

It is important to back up the data and information saved in the server periodically in case if they are damaged and lost some day. MiDMS offers users a quick and easy-to-use backup solution, named System Backup and Recovery and bundled with the software package purchased, saving users lots of time and money on searching for a suitable backup and recovery software utility program.



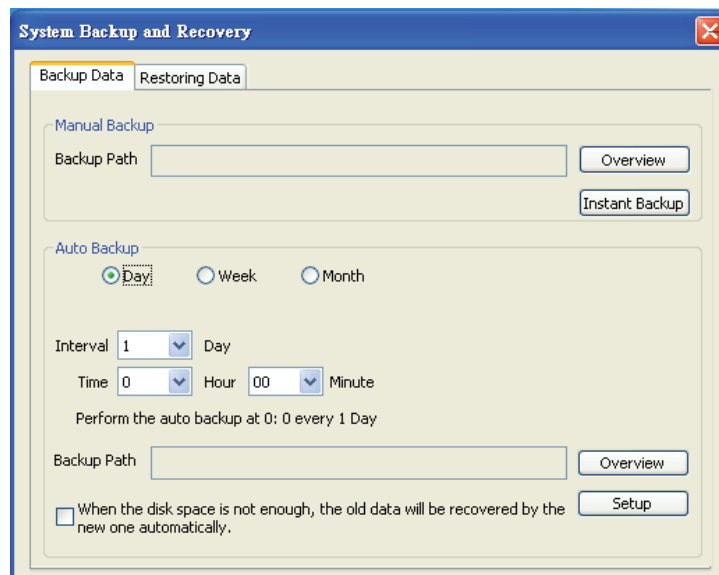
Launching System Backup and Recovery

To launch System Backup and Recovery: Double-click the **System Backup and Recovery** icon on the desktop, or choose it from the Toolbar at the bottom of the Windows system.



Shutting Off System Backup and Recovery

To close System Backup and Recovery, click the Exit button “X” located at the top right of the window of the System Backup and Recovery program. Please take note that this action only shuts off the window of the System Backup and Recovery program. It keeps on working in your workstation.



Click to close the window of the Backup and Recovery program

Exiting System Backup and Recovery

To exit System Backup and Recovery,

1. Point the cursor to the icon in the Toolbar at the bottom of the Windows system.



2. Click the right button of the mouse on the icon to extend the option menu. Select "Exit" to exit the program.

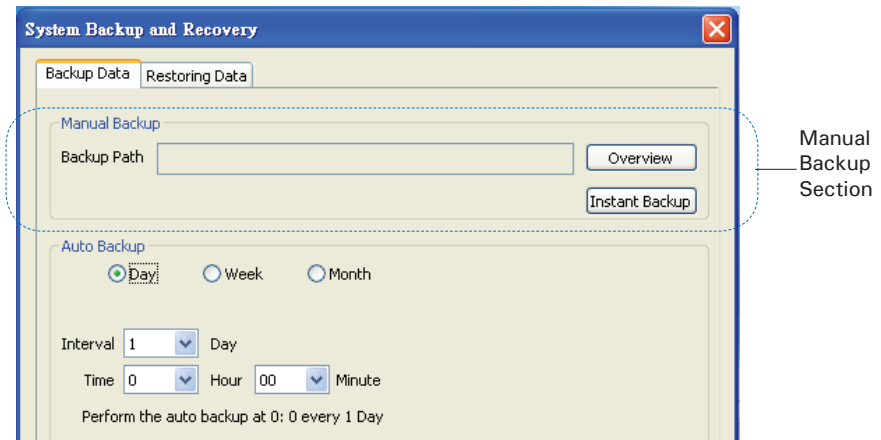


Back up the Data Manually

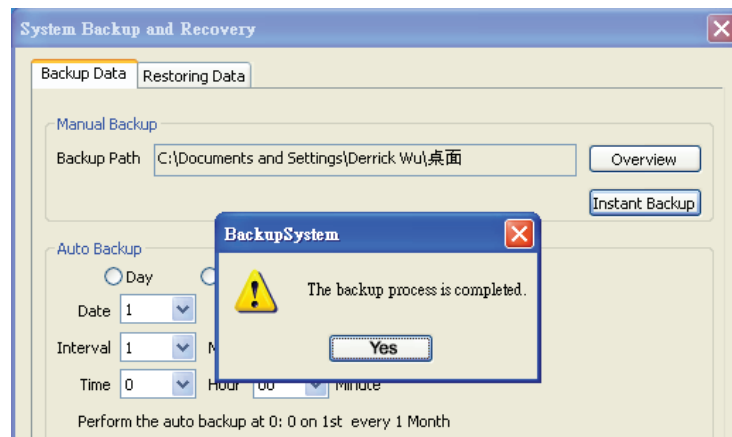
When the System Backup and Recovery utility program is launched, users can choose to back up their data manually or automatically.

To back up the data manually,

1. In the Backup Data layer, click the **Overview** button in the Manual Backup section to toggle through possible folders and assign one of them as your target folder for backing up the data.



2. When done, click the **Instant Backup** button to start the backup process. The system will pop up a reminding message when it finishes running of the backup.



Note: Please perform the backup of the data only when most users are not in use of the system; otherwise, the backup data may not be used as real-time and correct information.

Back up the Data Automatically

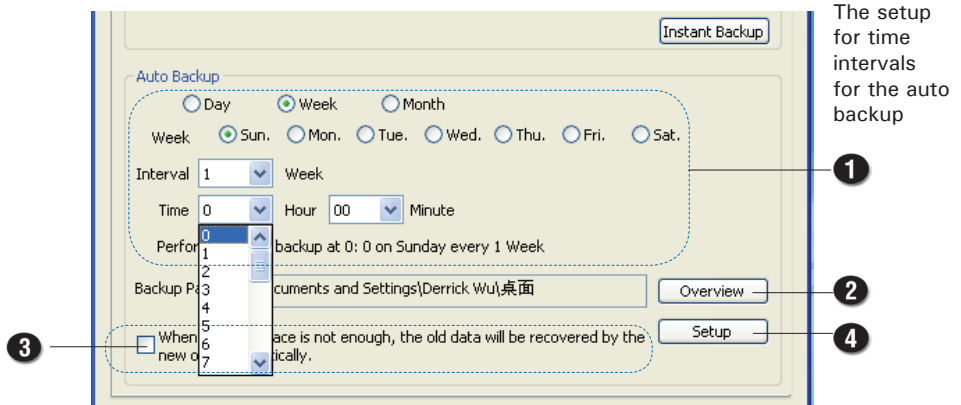
More conveniently, System Backup and Recovery program allows users to set up an auto backup based on their preferred time intervals. Once users finish the setup, the system perform the backup automatically based on the time users required.

To back up the data automatically,

1. In the Auto Backup Section, click on time intervals to decide how often you want the system to perform the backup. The possible choices are Day, Week and Month.

For each time interval, you can assign specific time, date, week, and month for the system backup. For example, if you choose "Week" as your backup time, you can pick up time, days of week and how often in numbers of weeks you like the system to perform the backup automatically.

2. After finishing setting up the time for the backup, click the **Overview** button to toggle through possible folders and assign one of them as your target folder for backing up the data.
3. Check the box in front of the description at bottom if you like that the old data will be overwritten by the new one when the disk space is not enough.
4. When done, click the **Setup** button to start the backup process. The system will pop up a reminding message when it finishes running of the backup.

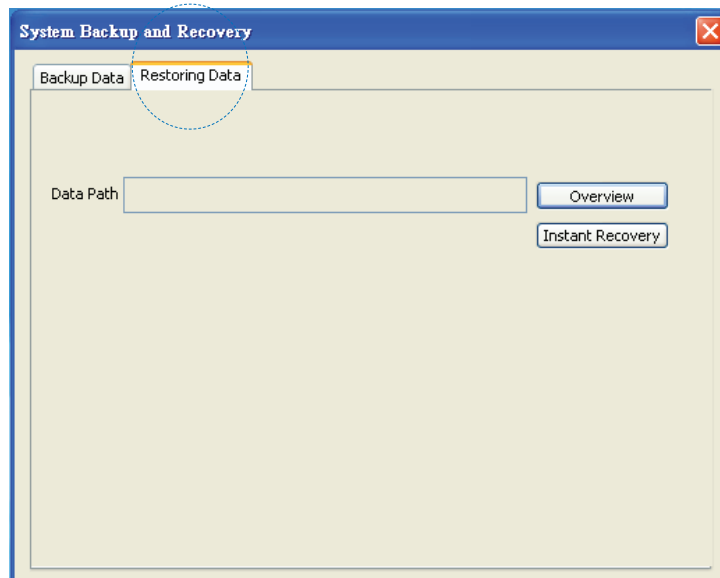


Note: Please perform the backup of the data only when most users are not in use of the system; otherwise, the backup data may not be used as real-time and correct information.

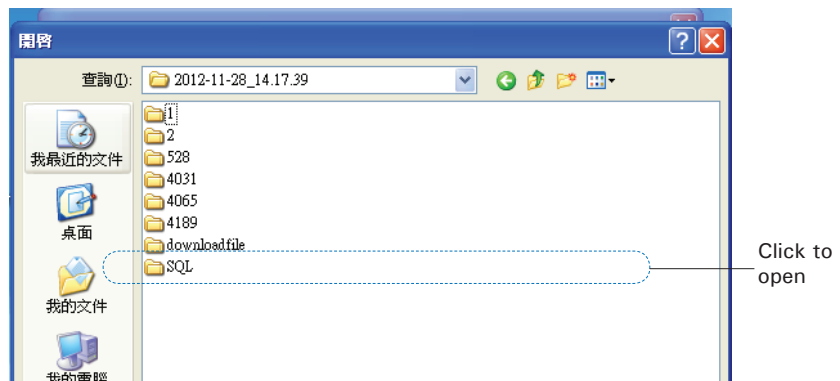
Restore the Data

An useful function offered by the System Backup and Recovery program is that it allows you to retrieve the backup data and restore it back to your server. This function ensures the safety of your precious data.

1. When the System Backup and Recovery utility program is launched, click the **Restoring Data** tab to switch to the system recovery layer.

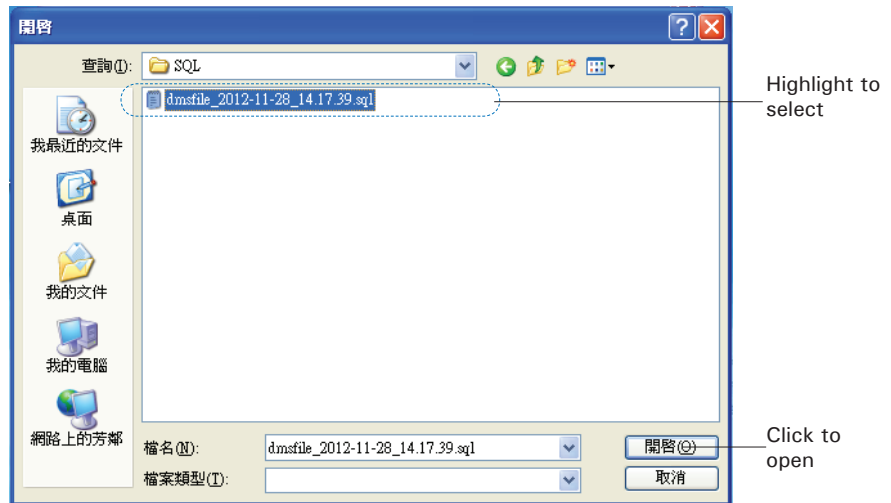


2. Click the **Overview** button to toggle through files which you want to retrieve and restore. When it is found, click to open it and look for a folder named "SQL".

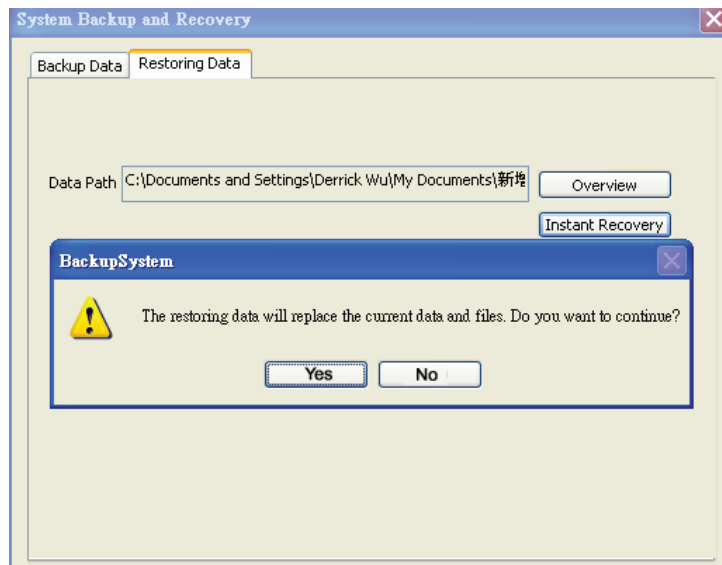


- Click "SQL" to open, select the file inside the folder, and then click the **Open** button.

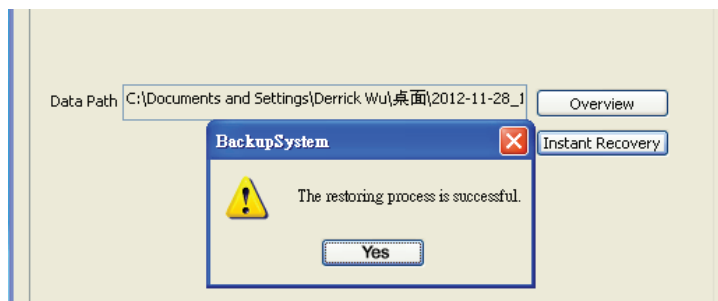
The selected file will appear in the column named "Data Path" at the window.



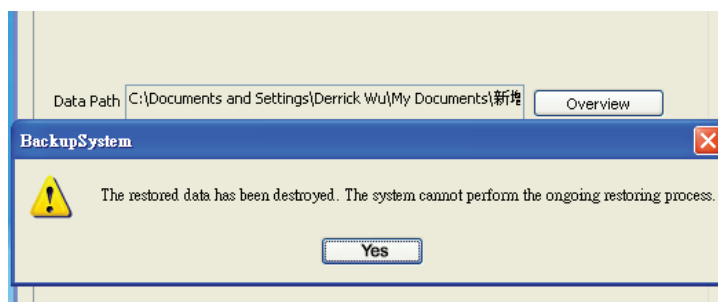
- When done, click the **Instant Recovery** button. Click the **Yes** button to start the restoring process.



The system will check whether select the correct file for the data recovery. If yes, you will be returned with a successful message as the following.



If not, you will be returned with a failure message as the following.



Appendix

Initiating and Setting up MiDMS

If you want to open MiDMS website as a sever site, please open the web browser and type "<http://localhost/midms>". Then, you will see the log-in page appear on the screen.

If you want to open MiDMS website as a client site, please open the web browser and type "<http://Server's IP/midms>". Then, you will see the log-in page appear on the screen.

Please log in MiDMS as an administrator for the first time, so you can proceed the following settings. Both of the User ID and Password for the administrator are "root".

After logging in MiDMS successfully, in order to change the log-in password and server's IP address, please go to "Manage an User ID" function page and then select the subsidiary function "Modify an User ID".

Setup for Uploading of Files

Please open "C:\xampp\php\php.ini" in Word Pad. First, look for "upload_max_filesize" and change its value to 50M" (shown in pic 1). Then, look for "post_max_size" and change its value to 50M (shown in pic 2).

When the change is done, please restart your computer.

```
; Maximum allowed size for uploaded files.  
; http://php.net/upload-max-filesize  
upload_max_filesize = 50M
```

pic 1

```
; Maximum size of POST data that PHP will accept.  
; Its value may be 0 to disable the limit. It is ignored if POST data reading  
; is disabled through enable_post_data_reading.  
; http://php.net/post-max-size  
post_max_size = 50M
```

pic 2

Note: If this directory is not the default directory used to install the program, please find the same command and open it in a corresponding directory.

Setup for Protecting the Directory

Please open "C:\xampp\apache\conf\httpd.conf" in Word Pad. Look for "Options Indexs FollowSymLinks Includes ExecCGI" (as shown in pic 1) and then change it as "Options FollowSymLinks Includes ExecCGI" (as shown in pic 2).

```
# The Options directive is both complicated and important. Please see
# http://httpd.apache.org/docs/2.2/mod/core.html#options
# for more information.
#
Options Indexs FollowSymLinks Includes ExecCGI
```

pic 1

```
# The Options directive is both complicated and important. Please see
# http://httpd.apache.org/docs/2.2/mod/core.html#options
# for more information.
#
Options FollowSymLinks Includes ExecCGI
```

pic 2

Note: If this directory is not the default directory used to install the program, please find the same command and open it in a corresponding directory

Q & A

Q: When I use the Website "phpMyAdmin" to modify the password for MySQL, why can I not continue to use phpMyAdmin website after modifying my password successfully?

A: Please open "C:\xampp\phpMyAdmin\config.inc" in WordPad and change your password there. Fill in "\$cfg['Servers'][\$i]['password'] = 'root'" there and then save the result of the modification.

After refreshing the website and you are supposed to be able to finish the rests of other settings. If you still cannot log in phpMyAdmin Website after refreshing, please restart phpMyAdmin website again.

Q: How can I build up a file management system?

- A: Step1 After login in MiDMS, activate the Manage Departments function page and create departments there.
- Step 2 Shift to the Manage Files function page. Next, set up folders, their assigned departments and related settings there.
- Step 3 Next, move to the Create an User ID function page. Create new user IDs and finish the rests of related settings.
- Step 4 Finally, change to the Modify the Authority or Manage Files function page to set up authority levels for users.

Q: When I log in MiDMS as an administrator, why is there always a prompted window on the screen in which a message shows "Contact your administrator"?

A: Make sure you have inserted the SensualKey properly in the computer before activate MiDMS website. If the warning window continues appearing on the screen, contact the technique department of Microtek immediately.